



RTA BOARD AGENDA

Wednesday, May 7, 2014
BOARD OF SUPERVISORS' CHAMBER
COUNTY GOVERNMENT CENTER
1055 Monterey Street, San Luis Obispo, California 93401
RTA starts at 8:30 a.m.

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

President: Shelly Higginbotham

Vice President: Debbie Arnold

Board Members:

Frank Mecham (First District – SLO County)
Bruce Gibson (Second District – SLO County)
Adam Hill (Third District – SLO County)
Caren Ray (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 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.

CLOSED SESSION ITEMS

It is the intention of the Board to meet in closed session concerning the following items:

1. CONFERENCE WITH LABOR NEGOTIATOR (Govt. Code Section 54957.6)
Agency representative: Shelly Higginbotham
Unrepresented employee: Geoff Straw, Executive Director
2. It is the intention of the Board to meet in closed session concerning the following items: CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov. Code Sec. 54956.8):
Agency Negotiators: Geoff Straw

Under Negotiation/Discussion: Price and Terms of Payment
Properties: 40 Prado Road, San Luis Obispo, CA APN: 053-041-027/034
Negotiating Party: CAPSLO

A. INFORMATION AGENDA

A-1 Executive Director's Report (Information)

B. ACTION AGENDA

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

B-2 RTA Reserve Policy (Approve)

B-3 Revised Runabout No-Show Policy (Approve)

B-4 Purchase of 40 Prado (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 Executive Committee Meeting Minutes of February 19, 2014 (Approve)

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

C-3 AGP Contract for Fiscal Year 2014-2015 (Approve)

C-4 Prop 1B Safety and Security: Transit System Safety, Security and Disaster Response Account Program and Authorized Agent Signature Authority (Approve)

C-5 Vehicle Procurements: Runabouts, Support Vehicles, Over the Road Coaches (Approve)

C-6 Maintenance Software Procurement (Approve)

C-7 Bus Stop Improvements (Approve)

C-8 RouteMatch Tablets and Backend Software (Approve)

C-9 RTAC Meeting Minutes of January 15, 2014 (Approve)

C-10 RTA Board Meeting Minutes of March 5, 2014 (Approve)

C-11 RTA Board Meeting Minutes of April 2, 2014 (Approve)

C-12 RTA Operation of Cuesta North Campus Shuttle (Approve)

C-13 RTAC Draft Meeting Minutes of April 17, 2014 (Information)

C-14 Cuesta North County Regional Cooperative Transit Agreement (Approve)

E. BOARD MEMBER COMMENTS

Next regularly-scheduled RTA Board meeting on July 9, 2014

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

May 7, 2014

STAFF REPORT

AGENDA ITEM: A-1
TOPIC: Executive Director's Report
PRESENTED BY: Geoff Straw
STAFF RECOMMENDATION: Accept as Information

BACKGROUND/DISCUSSION:

Operations:



RTA conducted its quarterly Employee of the Quarter barbecue lunch on April 18th, and our winner Carlos Candell has joined us at today's meeting. Carlos has been driving RTA buses since August 2004, prior to when RTA took the service in-house in August 2009. He typically drives Route 12 serving San Luis Obispo, Cuesta College, Los Osos and Morro Bay. He has a professional and friendly demeanor whose presence always brightens your day when you're around him. Please join me in saying thank you and job well done to Carlos, who is truly one of our stars. Our next

Employee of the Quarter celebration is scheduled for July 18, 2014, and all RTA Board members are invited to join us.

RTA has executed all consolidation agreements with the Cities of Atascadero and Paso Robles to implement the consolidation elements detailed in the two separate jurisdiction agreements. RTA has also finalized plans to hire and train the new Bus Operators who will focus on operation of the North County consolidated services. The training program began in late April and will be completed in time for the June 1 consolidation date. The Bus Operator candidates were chosen from the current First Transit crew that operates North County transit services, and these new employees will focus on Paso Express Routes A and B, as well as Paso Dial-A-Ride. RTA plans to conduct a Bus Operator bid/shift selection meeting on Sunday May 18 at 5:00 PM, during which the new North County Bus Operators will get a chance to meet their RTA-focused counterparts. Board members are invited to join us for pizza at this bi-annual event, which will give you a chance to meet all members of the RTA Bus Operator team.

RTA also wants to welcome aboard Michael Seden-Hansen, who RTA hired from the City of Paso Robles as part of the North County Transit consolidation. His new title is Special Projects Coordinator, and he will report directly to me. Please join me in welcoming Michael to the RTA team.

RTA also plans to begin a new Bus Operator training class of five to seven candidates in June to fill open positions. Based on our standard six-week training period, it is expected that these new Bus Operators will be ready for revenue service in mid-July.

The Regional Transportation Advisory Committee met on April 17th. The agenda included the FY14-15 budget, as well as the new Runabout No-Show Policy. These items are also included in Board Agenda Items B-1 and B-3, respectively. Staff has provided draft minutes from the RTAC meeting for the Board's review as Agenda Item C-9; the RTAC will take action on the final draft minutes at its July 17th meeting.

Maintenance:

RTA is planning to surplus two 1997 Gillig Phantom buses – units 148 and 149 – in the coming weeks. Each of these buses has far surpassed the designed economically useful life of a heavy-duty transit bus (12-years or 500,000 miles, whichever comes first). In fact, each of these two bus has traveled 1 million miles over the past 17 years. This is equivalent to two roundtrips to/from the Moon. Bus 149 – pictured below at our last BBQ – is currently parked at the Government Center passenger facility. We encourage Board members and our riders to wish “bon voyage” to it after the Board



meeting.

On April 2nd, RTA issued a Request for Proposals to furnish and install a computerized vehicle/facility maintenance tracking software system. This system will replace the antiquated spreadsheet-based system currently employed at RTA, which will permit better monitoring and analysis of maintenance costs. Proposals are due May 7th, and it is anticipated the new system will be “live” in fall 2014.

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

Service Planning & Marketing:

It is with a heavy heart that we said good-bye and thank you to RTA Planning and Marketing Manager Aimee Wyatt. Aimee accepted a similar job with a larger transit agency in Southern California, and her last day with RTA was April 18th. We honored Aimee at our quarterly Employee of the Quarter barbecue on April 18th.



We expect to expend roughly \$77,000 on the Marketing line-item through the end of FY13-14, which is below the \$92,000 budgeted. It should be noted that RTA received a Caltrans planning grant through SLOCOG for North County Transit consolidation, and we expect to fully expend the funds in that grant.

RTA and SLOCOG staff have received financial commitments from the cities of Atascadero and Paso Robles, SLO County and Cuesta College to operate a new late-evening service originating from the north Cuesta College campus. This item is included as agenda Item C-12.

Finance and Administration:

Staff has developed the draft FY14-15 budget, which will be presented as Agenda Item B-1. Similar to last year, staff is recommending a two-year operating budget (first year financially constrained; second year for planning purposes), while also incorporating a rolling five-year capital improvement program.

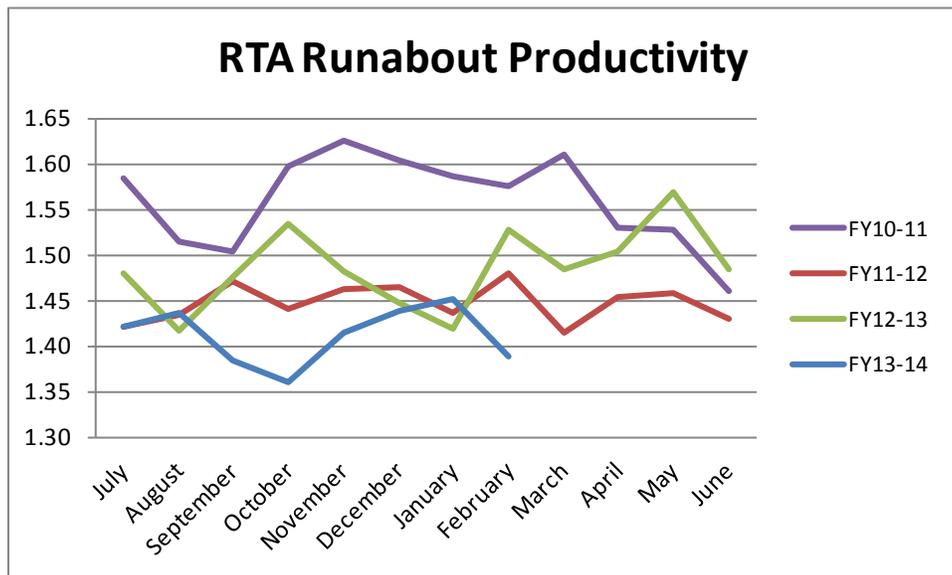
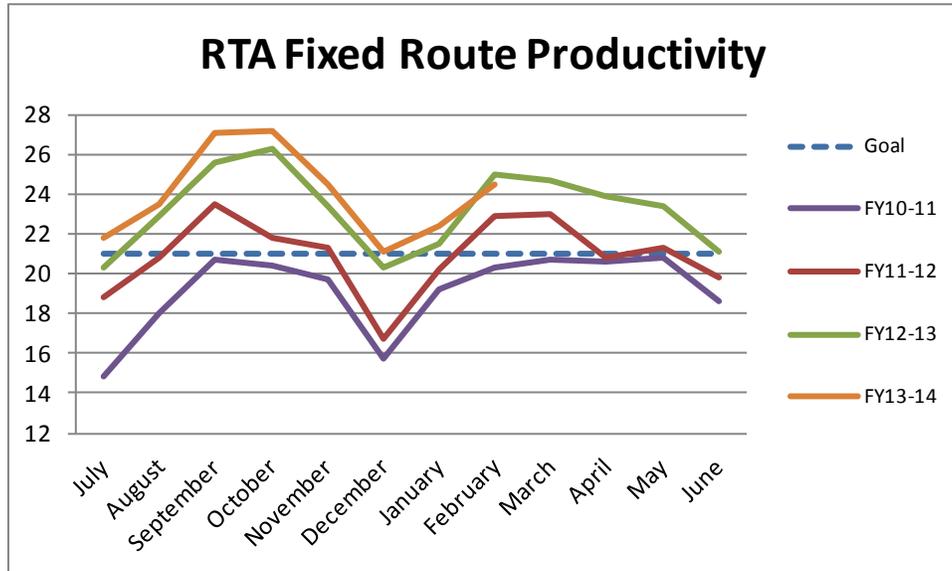
Based on Board member, jurisdiction staff and public comments received on the previous draft of the RTA Reserve Funds Policy, RTA staff has developed a revised policy that will be considered under Agenda Item B-2. Staff wishes to acknowledge the assistance provided by SLOCOG staff in focusing on capital and cash flow funds, while identifying SLOCOG LTF reserves as a possible solution for possible future operating fund challenges.

Preliminary financial data for the first eight months of FY13-14 are included in the ensuring pages. In summary, this report covers 66.7% of the budget year, and overall non-capital expenditures equaled 58.6% of the annual budgeted amount. The 32.9% FRR reported for fixed route has improved in comparison to 28.8% for the same period last year.

Fixed route ridership remains strong, with 514,110 boardings through February 28, 2014, in comparison to 483,435 in the prior year. This represents a year-over-year increase of 30,675 boardings, or a proportional increase of 6.3%. Year to date Runabout boardings total 28,799 passenger-trips through February 28, equating to a year-over-year increase of 18.4% over the previous year (24,326). The graphs at the end of this report depict ridership trends over the past four fiscal years.

Fixed route productivity of 23.5 passenger-boardings per service hour through February 28 exceeded RTA's goal of 21. Year to date Runabout productivity equaled at 1.41,

which is 4.3% lower than in the prior year (1.47). The graphs below depict productivity over the past four years.



In summary, all objective/measurable year to date Performance Measure Standards identified in the 2011 RTA Strategic Business Plan were met or exceeded through February 2014.

RTA Maintenance Facility Planning

Staff continues to work with our partner CAPSLO to acquire property at 40 Prado Road. This issue will be discussed in Closed Session as item number 2, as well as in Open Session as Agenda Item B-4.

Labor Relations

RTA ratified a new Collective Bargaining Agreement with Teamsters Local 986 on March 12th. This new CBA is effective through January 31, 2018.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

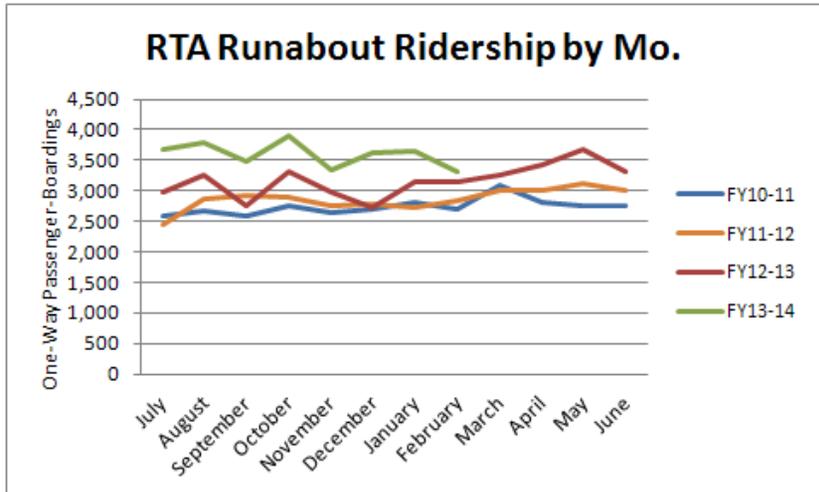
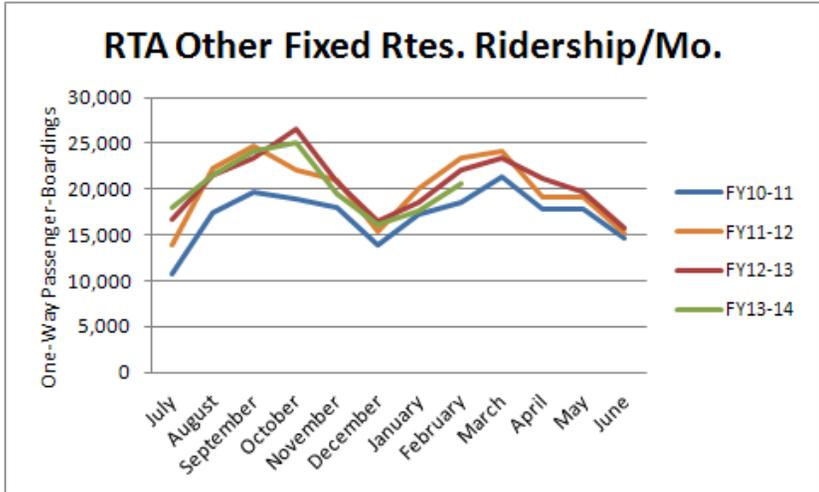
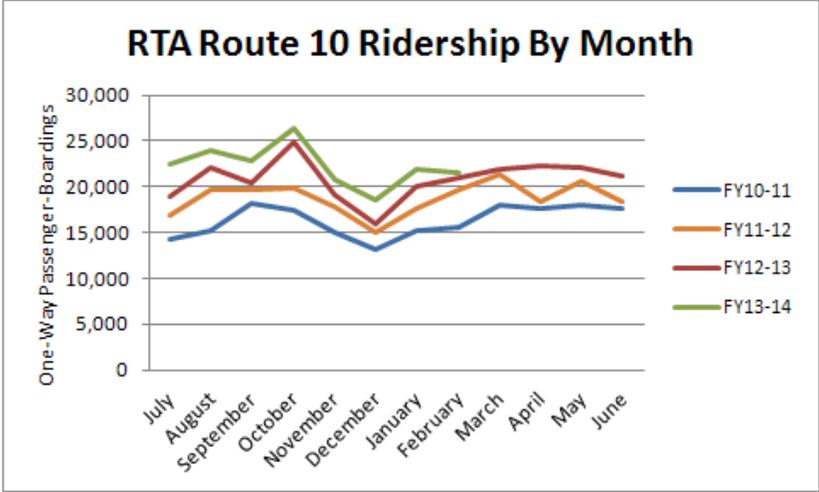
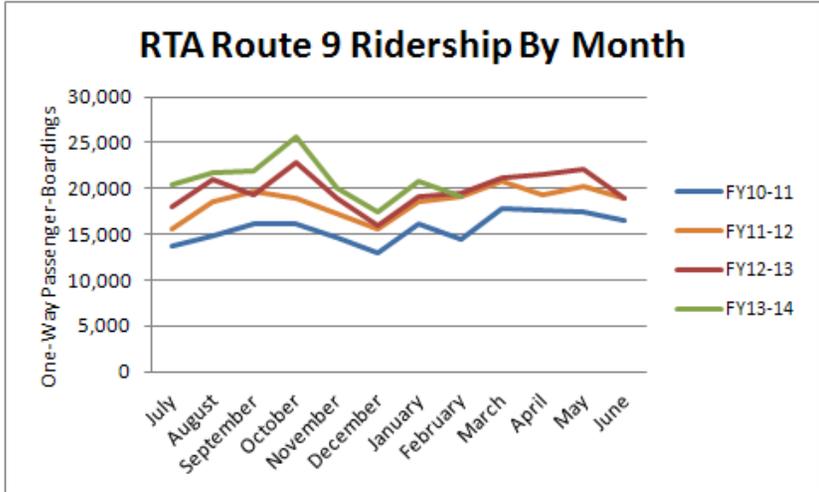
		Adopted Budget FY 2013-14	January Actual	February Budget	February Actual	February Variance	Year to Date FY 2013-14	Percent of Total Budget FY 2013-14
	Hours	60,118	5,296	5,010	4,976	34	42,308	70.38%
	Miles	1,594,232	135,332	132,853	124,918	7,934	1,069,726	67.10%
Administration:								
Labor	operations cost	731,454	53,531	60,954	54,081	6,874	457,041	62.48%
Labor - Administration Workers Comp	operations cost	35,690	2,066	2,974	2,066	908	16,531	46.32%
Office Space Rental	operations cost	416,190	33,169	34,683	46,216	(11,533)	282,177	67.80%
Property Insurance	operations cost	16,186	-	-	-	-	15,820	97.74%
Professional Technical Services	operations cost	90,725	5,475	-	-	-	28,075	30.95%
Professional Development	operations cost	16,250	2,065	1,354	81	1,273	11,613	71.46%
Operating Expense	operations cost	183,670	17,400	15,306	12,959	2,347	143,160	77.94%
Marketing and Reproduction	hourly	92,300	4,011	7,692	6,830	862	41,378	44.83%
North County Management Contract	operations cost	(6,620)	-	-	-	-	-	0.00%
County Management Contract	operations cost	(87,500)	(7,292)	(7,292)	(7,292)	-	(58,333)	66.67%
SCAT Management Contract	operations cost	(77,500)	(6,458)	(6,458)	(6,458)	-	(51,667)	66.67%
Total Administration		1,410,846	103,967	109,213	108,482	731	885,794	62.78%
Service Delivery:								
Labor - Operations	hourly	2,869,163	196,320	239,097	214,797	239,097	1,796,765	62.62%
Labor - Operations Workers Comp	hourly	206,962	11,982	17,247	11,982	5,265	95,858	46.32%
Labor - Maintenance	hourly	760,398	57,043	63,366	56,823	6,544	478,470	62.92%
Labor - Maintenance Workers Comp	hourly	63,811	3,694	5,318	3,694	1,623	29,542	46.30%
Fuel	miles	1,490,155	84,802	124,180	96,569	27,611	764,061	51.27%
Insurance	miles	352,037	28,636	29,336	28,636	700	230,185	65.39%
Special Transportation (includes Senior Vans, Lucky Bucks, etc)	n/a	81,700	5,862	6,808	5,369	1,439	47,808	58.52%
Avila Trolley	n/a	66,100	-	5,508	-	5,508	22,156	33.52%
Maintenance (parts, supplies, materials)	miles	536,934	47,269	44,744	29,286	15,459	305,542	56.90%
Maintenance Contract Costs	miles	127,202	1,496	10,600	1,039	9,562	37,727	29.66%
Total Operations		6,554,461	437,105	546,205	448,194	98,011	3,808,114	58.10%
Capital/Studies:								
Computer System Maintenance/Upgrades		13,310	-	-	-	-	13,416	100.80%
Miscellaneous Capital								
Facility Improvements		187,820	-	-	-	-	-	0.00%
Maintenance Software and Maintenance Equipment		60,000	-	-	-	-	-	0.00%
Tire Lease Buyout		37,170	-	-	-	-	-	0.00%
Marking and Tethering Program		5,500	-	-	-	-	-	0.00%
Rotary Lift		18,700	-	-	-	-	-	0.00%
Specialized Maintenance Tools		12,650	4,308	-	-	-	4,308	34.06%
Maintenance Staff Office/Additional Desks		34,100	-	2,100	2,030	70	2,030	5.95%
Backup Generator		17,250	-	-	-	-	-	0.00%
Vehicle ITS/Camera System		461,787	-	-	-	-	-	0.00%
Bus Stop Improvements		61,750	-	-	-	-	-	0.00%
Bus Rehabilitation		125,000	-	-	-	-	-	0.00%
Bus Procurement Reserve/Large Capital Repairs		44,779	-	-	-	-	-	0.00%
Vehicles								
Support Vehicles		102,500	52,428	46,241	46,241	-	98,669	96.26%
40' Coaches		3,336,000	-	-	-	-	2,724,173	81.66%
Runabout Vehicles		360,000	-	-	-	-	-	0.00%
Total Capital Outlay		4,878,316	56,736	48,341	48,272	70	2,842,596	58.27%
Contingency	hourly	101,915	-	8,333	3,500	4,833	7,500	7.36%
Interest Expense	operations cost	133,954	12,440	11,163	7,628	3,534	97,141	72.52%
Loan Paydown		1,108,262	799,168	-	-	-	953,299	86.02%
Management Contracts		171,620	13,750	13,750	13,750	-	110,000	64.10%
TOTAL FUNDING USES		14,359,373	1,423,165	737,005	629,826	107,179	8,704,443	60.62%
TOTAL NON-CAPITAL EXPENDITURES		8,372,795	567,261	688,664	581,555	107,109	4,908,548	58.62%

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
YEAR TO DATE THRU FEBRUARY 28, 2014 - WEEKDAYS ONLY
CURRENT FISCAL YEAR - 2013/2014**

	RT 9 P.R., TEMP., ATAS., S.M., CAL POLY, S.L.O.	RT 10 S.M., NIPOMO, A.G., S.L.O.	RT 80 NORTH COUNTY BEACH SHUTTLE	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
REVENUES:								
FARES	236,537	267,922	1,278	184,732	17,953	18,102	68,013	794,536
TOTAL ROUTE REVENUES	236,537	267,922	1,278	184,732	17,953	18,102	68,013	794,536
EXPENDITURES:								
ADMINISTRATION	141,027	141,999	5,341	93,297	8,757	33,638	15,487	439,547
MARKETING	12,184	12,270	536	8,057	767	2,902	0	36,715
OPERATIONS/CONTINGENCY	396,422	403,375	13,225	259,187	25,839	96,603	47,382	1,242,034
FUEL	154,618	166,721	7,102	94,115	10,717	41,853	27,609	502,733
INSURANCE	39,980	43,106	1,492	24,340	2,859	10,828	7,138	129,744
TOTAL EXPENDITURES	744,232	767,471	27,696	478,995	48,938	185,824	97,616	2,350,773
FAREBOX RATIO	31.78%	34.91%	4.61%	38.57%	36.68%	9.74%	69.67%	33.80%
RIDERSHIP	153,232	163,328	1,617	121,621	15,514	11,580	5,686	472,578
SERVICE MILES	191,400.50	206,377.90	7,792.20	116,512.10	13,463.75	51,822.10	34,196.00	621,564.55
SERVICE HOURS	6,253.40	6,297.01	244.53	4,135.69	388.60	1,490.06	687.24	19,496.53
RIDERS PER MILE	0.80	0.79	0.21	1.04	1.15	0.22	0.17	0.76
RIDERS PER HOUR	24.50	25.94	6.61	29.41	39.92	7.77	8.27	24.24
COST PER PASSENGER	4.86	4.70	17.13	3.94	3.15	16.05	17.17	4.97
SUBSIDY PER PASSENGER	3.31	3.06	16.34	2.42	2.00	14.48	5.21	3.29

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
YEAR TO DATE THRU FEBRUARY 28, 2014
CURRENT FISCAL YEAR - 2013/2014**

	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
REVENUES:												
FARES	15,458	8,500	16,886	10,303	10,991	7,035	2,693	1,736	73,602	868,138	76,028	944,166
TOTAL ROUTE REVENUES	15,458	8,500	16,886	10,303	10,991	7,035	2,693	1,736	73,602	868,138	76,028	944,166
EXPENDITURES:												
ADMINISTRATION	9,707	6,264	9,073	5,452	6,626	6,225	6,641	3,983	53,970	493,517	460,899	954,416
MARKETING	847	534	791	465	578	530	580	339	4,664	41,379	0	41,379
OPERATIONS/CONTINGENCY	27,187	17,874	25,683	15,661	18,262	17,455	19,022	11,574	152,719	1,394,753	1,213,609	2,608,362
FUEL	10,464	6,873	10,484	6,241	6,373	6,060	8,257	4,894	59,648	562,381	181,770	744,151
INSURANCE	2,702	1,796	2,707	1,631	1,646	1,584	2,132	1,279	15,477	145,220	78,135	223,355
TOTAL EXPENDITURES	50,908	33,342	48,738	29,449	33,485	31,855	36,632	22,070	286,478	2,637,251	1,934,413	4,571,664
FAREBOX RATIO	30.37%	25.49%	34.65%	34.98%	32.82%	22.08%	7.35%	7.86%	25.69%	32.92%	3.93%	20.65%
RIDERSHIP	8,729	5,080	9,602	5,527	6,271	3,953	1,423	947	41,532	514,110	28,799	542,909
SERVICE MILES	12,896.20	8,537.40	12,920.00	7,752.00	7,854.00	7,527.60	10,176.20	6,079.20	73,742.60	695,307.15	373,896.00	1,069,203.15
SERVICE HOURS	427.38	275.40	399.50	239.70	291.72	273.70	292.40	175.10	2,374.90	21,871.43	20,416.62	42,288.05
RIDERS PER MILE	0.68	0.60	0.74	0.71	0.80	0.53	0.14	0.16	0.56	0.74	0.08	0.51
RIDERS PER HOUR	20.42	18.45	24.04	23.06	21.50	14.44	4.87	5.41	17.49	23.51	1.41	12.84
COST PER PASSENGER	5.83	6.56	5.08	5.33	5.34	8.06	25.74	23.30	6.90	5.13	67.17	8.42
SUBSIDY PER PASSENGER	4.06	4.89	3.32	3.46	3.59	6.28	23.85	21.47	5.13	3.44	64.53	6.68





San Luis Obispo Regional Transit Authority Fiscal Year 2014-2015 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 7, 2014

STAFF REPORT

AGENDA ITEM: B-1

TOPIC: FY14-15 and FY15-16 Operating Budget,
and FY14-15 through FY18-19 Capital
Budget

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Adopt FY14-15 Budget as presented

RTAC RECOMMENDATION:

BACKGROUND/DISCUSSION:

We are pleased to present a balanced Fiscal Year 2014-15 and projected Fiscal Year 2015-16 operating budget. In addition, we are presenting a five-year capital program, which includes the procurement of eight new 40-foot transit coaches, two CMAQ-funded over-the-road coaches, and five Runabout/Dial-A-Ride vehicles over the next two years; no Local Transit Fund (LTF) is required for local match for these new vehicles. The FY14-15 operating budget is proposed at \$8,307,730 and the FY14-15 capital budget is proposed at \$5,758,130. 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 FY14-15 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 Route 9 due to consolidation and slightly later evening service. However, this budget assumes a higher Runabout service level that 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 main 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 the JARC funding ends after FY14-15. Staff will also continue to evaluate recommendations and monitor our Route Productivity Report to develop service adjustments, which we will 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 consolidation of Paso Robles Express fixed route and dial-a-ride

services into RTA on June 1, 2014. This consolidation will only have a financial benefit for the cities of Atascadero and Paso Robles.

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 eight new forty-foot low-floor buses in March 2015 will continue to help reduce a portion 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 FY14-15 operating and capital budgets
- Fiscally-unconstrained FY15-16 operating budget
- Fiscally-unconstrained FY15-16 through FY18-19 capital budgets

Lastly, 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 Transit operate in the newly-designated Arroyo Grande – Grover Beach urbanized area. This means that RTA and SCT operations and capital projects are now eligible for Federal Transit Administration Section 5307 reimbursement funds. 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. On a related note, the AG-GB UZA is also apportioned approximately \$100,000 annually in FTA Section 5339 capital reimbursement funds, which have been equitably programmed into the RTA budget.

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 10% higher in FY14-15 in comparison to FY13-14. However, STA funding is estimated to be relatively flat for RTA, with an increase of roughly \$17,500 in comparison to FY13-14.

We are predicating the revenue stream for the FY14-15 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 increase in fare revenue for either FY14-15 or FY15-16, although staff is evaluating fare increase options for possible implementation in February 2015 to correspond with those fare program changes being considered by SCT.

Administration and Operations Expenses

The overall Administration Expense for RTA core services is up just over 5% compared to last fiscal year. This is reflective in workers compensation insurance as a result of RTA implementing policies and procedures related to safety programs. There is also a significant increase in our professional development line-item as RTA looks to provide additional training and cross training opportunities.

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 years.

On the operating side, we have programmed greater Runabout service hours based on current demand trends. The service delivery line item for fixed route service is fairly consistent with that identified in the FY13-14 budget, as we are reallocating the majority of these hours and miles in this year's budget so that the comparative increase is negligible. The only notable change is on Route 9, which includes an additional evening southbound run between Paso Robles and San Luis Obispo to meet local needs.

As included in the budget assumptions that your Board accepted in March 2014, based on the current projected funding, an annual Cost of Living Adjustment will be budgeted for non-union employees; the Collective Bargaining Agreement (CBA) identifies annual increases based upon longevity for Bus Operators and Mechanics. It should be noted that RTA recently ratified a new CBA, which runs through January 31, 2018. Non-CBA 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 three years. Similar to FY13-14, 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 18%, while fixed route ridership was up over 5%, for the first eight months of FY13-14.

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. SLOCOG recently awarded RTA three-years' of reimbursement Congestion Mitigation Air Quality (CMAQ) operating funds, as well as CMAQ capital funds to purchase two 57-passenger over-the-road coaches. Staff will work with our FTA partners to determine if the CMAQ operating funds can be used as soon as possible to implement additional express runs prior to when the new coaches arrive to address overcrowding issues on Route 9 and 10.

Runabout Ridership Gains and Runabout Client Census

Pursuant to the monthly ridership reports, Runabout ridership continues to grow at an alarming rate. The number of Runabout applications received has also increased significantly. Our Runabout fleet is currently at capacity on most weekdays. Runabout ridership year-to-date is up 18%, and monthly hours are up nearly 24% over the same period last year. Although our new scheduling software is providing increased efficiencies, we will need to increase Runabout service (vehicles and drivers) during FY14-15. It should be noted that federal regulations prohibit a pattern of ADA paratransit trip denials to certified ADA clients. The budget assumes a 20% increase in Runabout service levels, which – in conjunction with the COLA and CBA-based wage increases discussed above – has resulted in over \$500,000 in higher costs in comparison to budgeted FY13-14 figures.

Capital Program

The focus of our financially constrained FY14-15 capital program will be funding the procurement of low-floor forty foot buses, over-the-road coaches, and Runabout vehicles. We have also programmed \$52,000 for shop equipment for our maintenance department to improve efficiencies, \$15,000 for facility improvements, miscellaneous computer equipment, and ITS improvements to our existing fleet and new fleet, including on-board camera security systems.

Also included is a projected five-year capital improvement program as part of the budget plan. While only the first year is financially constrained, the projects identified in the ensuing four years 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 improvement program. With the exception of the two CMAQ-funded vehicles discussed above, no expansion vehicles are included. As the Board provides direction

to staff regarding possible expansion vehicles and/or facilities the capital improvement program will be updated.

Staff continues to aggressively pursue opportunities to pay down the existing loan for the 179 Cross Street building improvements project that began in 2006. Working closely with our partners at SLOCOG, staff has been able to secure State grants that have shortened the pay down period from 2021 to a recently-projected January 2017. That pay down month corresponds well with our current lease, which ends in February 2017; staff is currently in discussions with the property owner to extend our tenancy through 2020. Staff will continue to aggressively seek outside funding to plan and develop a long-term operations/maintenance facility.

Conclusion and Staff Recommendation

Fiscal Year 2014-15 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. We look forward to working with the Board, our stakeholders and our customers in providing the highest quality of transportation services to residents and visitors to our community. 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 2014-15 budget as presented.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
PROPOSED OPERATING REVENUE BUDGET FOR 2014/2015**

	2012/2013 ACTUAL	2013/2014 ADOPTED OPERATING BUDGET	2013/2014 ADOPTED SLOCAT BUDGET	2013/2014 ADOPTED N. COUNTY BUDGET	2014/2015 PROPOSED OPERATING BUDGET	2014/2015 PROPOSED SLOCAT BUDGET	2014/2015 PROPOSED N. COUNTY BUDGET	2015/2016 PROJECTED OPERATING BUDGET	2015/2016 PROJECTED SLOCAT BUDGET	2015/2016 PROJECTED N. COUNTY BUDGET
FUNDING SOURCES:										
GENERAL RESERVES	1,095,528	2,050,020	152,321	TBD	1,479,337	1,478,492	-	1,752,581	1,101,746	178,685
1. ESTIMATED FUND BALANCE	1,095,528	2,050,020	152,321	-	1,479,337	1,478,492	-	1,752,581	1,101,746	178,685
2. LESS REQUIRED RESERVES FOR FISCAL YEAR										
CASH FLOW REQUIREMENTS PER TDA	1,332,659	1,479,337	152,321	TBD	1,292,581	1,101,746	178,685	1,378,083	702,695	191,383
OFFSET RESERVE FOR JARC (SECTION 5316) LOSS BEGINNING IN 15,	-	-	-	-	460,000	-	-	-	-	-
TOTAL	1,332,659	1,479,337	152,321	-	1,752,581	1,101,746	178,685	1,378,083	702,695	191,383
3. FUND BALANCE AVAILABLE	(237,131)	570,683	-	TBD	(273,245)	376,746	(178,685)	374,498	399,051	(12,698)
NON TDA SOURCES										
FARES	1,375,807	1,100,000	25,450	TBD	1,175,000	26,600	107,970	1,175,000	26,600	107,970
SCAT MANAGEMENT CONTRACT	77,500	77,500	-	-	78,760	-	-	78,760	-	-
COUNTY MANAGEMENT CONTRACT	175,000	87,500	-	-	80,500	-	-	80,500	-	-
NORTH COUNTY MANAGEMENT CONTRACT	-	6,620	-	-	39,720	-	-	39,720	-	-
COUNTY OPERATIONS	-	-	-	-	-	-	-	-	-	-
INTEREST	5,635	4,000	1,000	-	4,000	1,000	-	4,000	1,000	-
STATE TRANSIT ASSISTANCE (STA)	173,592	40,000	98,295	-	-	105,219	83,073	-	105,219	83,073
RURAL TRANSIT FUND (Administration)	25,000	25,000	-	-	25,000	-	-	25,000	-	-
RURAL TRANSIT FUND (Operating Funds)	225,120	203,366	-	-	197,139	-	-	25,371	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo	340,000	340,000	-	-	472,500	-	-	496,130	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5311) - Operating	519,830	519,830	-	-	612,880	-	-	626,735	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5316) - JARC	400,000	250,000	-	-	800,000	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-North County) - Operatin	996,818	621,198	-	TBD	681,520	-	213,785	715,600	-	213,785
FEDERAL TRANSIT ADM (FTA) (Section 5307-Santa Maria) - Operating	213,931	213,931	-	-	235,860	-	-	247,650	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307) - South County Operatin	-	39,000	-	-	400,000	-	-	420,000	-	-
CUESTA CONTRIBUTION ROUTE 12	61,336	54,001	-	-	53,855	-	-	53,855	-	-
CUESTA CONTRIBUTION NORTH COUNTY	-	-	-	-	18,580	-	22,000	18,580	-	22,000
CMAQ OPERATING FUNDS	-	-	-	-	80,000	-	-	160,000	-	-
COG ALLOCATION FOR SENIOR SHUTTLE	70,000	-	-	-	-	-	-	-	-	-
SPECIAL EVENTS REVENUE/OTHER	121,915	102,019	-	-	105,080	-	-	108,232	-	-
4. SUB TOTAL	4,781,484	3,683,965	124,745	-	5,060,394	132,819	426,828	4,275,133	132,819	426,828
5. TOTAL FUND BALANCE & NON TDA FUNDING	4,544,353	4,254,648	124,745	-	4,787,149	509,565	248,143	4,649,631	531,870	414,131

FUNDING SOURCES:

TDA REQUIRED

CITY OF ARROYO GRANDE
CITY OF ATASCADERO
CITY OF GROVER BEACH
CITY OF MORRO BAY
CITY OF PASO ROBLES
CITY OF PISMO BEACH
CITY OF SAN LUIS OBISPO
COUNTY OF SAN LUIS OBISPO

Population Based

18%
49%

TDA REQUIREMENTS BEFORE 5311 EXCHANGE
LESS: RURAL TRANSIT FUND/5311 EXCHANGE

6. NET TDA REQUIREMENTS

7. TOTAL FUNDING SOURCES

8. FUNDING USES:

ADMINISTRATION
INTEREST EXPENSE
MANAGEMENT CONTRACTS
SERVICE DELIVERY
CONTINGENCY

9. TOTAL FUNDING USES

	2012/2013 ACTUAL	2013/2014 ADOPTED OPERATING BUDGET	2013/2014 ADOPTED SLOCAT BUDGET	2013/2014 ADOPTED N. COUNTY BUDGET	2014/2015 PROPOSED OPERATING BUDGET	2014/2015 PROPOSED SLOCAT BUDGET	2014/2015 PROPOSED N. COUNTY BUDGET	2015/2016 PROJECTED OPERATING BUDGET	2015/2016 PROJECTED SLOCAT BUDGET	2015/2016 PROJECTED N. COUNTY BUDGET
CITY OF ARROYO GRANDE	177,456	200,136	-	-	220,044	-	-	249,967	-	-
CITY OF ATASCADERO	292,903	329,610	-	TBD	362,885	-	-	412,234	-	-
CITY OF GROVER BEACH	135,343	152,345	-	-	167,117	-	-	189,843	-	-
CITY OF MORRO BAY	105,554	118,917	-	-	130,508	-	-	148,256	-	-
CITY OF PASO ROBLES	306,801	349,842	-	TBD	385,870	-	730,027	438,345	-	618,050
CITY OF PISMO BEACH	78,770	88,835	-	-	97,619	-	-	110,894	-	-
CITY OF SAN LUIS OBISPO	598,269	676,192	-	-	744,023	-	-	845,203	-	-
COUNTY OF SAN LUIS OBISPO	2,338,189	1,840,745	597,490	-	2,025,396	-	-	2,300,831	-	-
TDA REQUIREMENTS BEFORE 5311 EXCHANGE	4,033,285	3,756,623	597,490	TBD	4,133,461	-	730,027	4,695,574	-	618,050
LESS: RURAL TRANSIT FUND/5311 EXCHANGE	(519,830)	(519,830)	-	-	(612,880)	-	-	(626,735)	-	-
6. NET TDA REQUIREMENTS	3,513,455	3,236,793	597,490	-	3,520,581	-	730,027	4,068,839	-	618,050
7. TOTAL FUNDING SOURCES	8,057,808	7,491,441	722,235	159,119	8,307,730	509,565	978,170	8,718,470	531,870	1,032,180
8. FUNDING USES:										
ADMINISTRATION	1,184,497	1,381,074	10,000	19,772	1,492,720	10,000	118,630	1,567,190	10,000	121,850
INTEREST EXPENSE	167,257	133,954	-	-	73,690	-	-	64,800	-	-
MANAGEMENT CONTRACTS	252,500	84,120	87,500	-	118,480	80,500	-	118,480	80,500	-
SERVICE DELIVERY	5,775,197	5,792,294	624,735	137,432	6,522,840	401,310	844,710	6,868,000	420,350	895,500
CONTINGENCY	-	100,000	-	1,915	100,000	17,755	14,830	100,000	21,020	14,830
9. TOTAL FUNDING USES	7,379,451	7,491,441	722,235	159,119	8,307,730	509,565	978,170	8,718,470	531,870	1,032,180

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
PROPOSED CAPITAL REVENUE BUDGET FOR 2014/2015**

	2012/2013 ACTUAL	2013/2014 AMENDED CAPITAL BUDGET	2013/2014 ADOPTED SLOCAT BUDGET	2013/2014 ADOPTED N. COUNTY BUDGET	2014/2015 PROPOSED CAPITAL BUDGET	2014/2015 PROPOSED SLOCAT BUDGET	2014/2015 PROPOSED N. COUNTY BUDGET	2015/2016 PROJECTED CAPITAL BUDGET	2015/2016 PROJECTED SLOCAT BUDGET	2015/2016 PROPOSED N. COUNTY BUDGET
FUNDING SOURCES:										
CAPITAL PROJECTS RESERVE	288,479	540,660	-	TBD	520,400	109,960	-	444,960	20,660	35,010
1. ESTIMATED FUND BALANCE	288,479	540,660	-	-	520,400	109,960	-	444,960	20,660	35,010
2. LESS REQUIRED RESERVES FOR FISCAL YEAR										
CAPITAL PROJECTS RESERVE	288,479	318,373	-	TBD	363,150	20,660	35,010	370,784	20,660	35,010
TOTAL	288,479	318,373	-	-	363,150	20,660	35,010	370,784	20,660	35,010
3. FUND BALANCE AVAILABLE	-	222,287	-	TBD	157,250	89,300	(35,010)	74,176	-	-
NON TDA SOURCES										
STATE TRANSIT ASSISTANCE (STA)	355,400	544,071	-	-	636,640	-	-	561,640	-	-
PROPOSITION 1B FUNDING - SAFETY & SECURITY	10,400	400,000	-	-	558,030	-	-	-	-	-
PROPOSITION 1B FUNDING - BUILDING LOAN PAYDOWN	-	800,000	-	-	-	-	-	-	-	-
PROPOSITION 1B FUNDING - PROPERTY PURCHASE	-	1,534,165	-	-	-	-	-	-	-	-
PROPOSITION 1B FUNDING - BUS REPLACEMENT	181,787	961,000	-	-	407,750	-	-	-	-	-
RURAL TRANSIT FUND (Capital)	52,458	75,000	-	-	491,240	-	-	601,364	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo	100,800	150,000	-	-	249,000	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5309) - State of Good Repair	466,640	1,900,000	-	-	2,336,640	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5339) - State of Good Repair	-	162,220	-	-	35,000	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5311) - Stimulus	-	-	-	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5311f)	-	-	-	-	336,580	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5316) - JARC	-	-	-	-	400,000	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5317) - New Freedom	-	-	-	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-North County)	-	424,970	-	-	99,000	-	-	25,200	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-South County)	-	347,030	-	-	51,000	-	-	100,800	-	-
CMAQ CAPITAL FUNDS	-	-	-	-	-	-	-	1,040,000	-	-
4. SUB TOTAL	1,167,485	7,298,456	-	-	5,600,880	-	-	2,329,004	-	-
5. TOTAL FUND BALANCE & NON TDA FUNDING	1,167,485	7,520,743	-	-	5,758,130	89,300	-	2,403,180	-	-
6. NET TDA REQUIREMENTS	-	-	-	-	-	-	35,010	-	-	25,000
7. TOTAL FUNDING SOURCES	1,167,485	7,520,743	-	-	5,758,130	89,300	35,010	2,403,180	-	25,000
8. FUNDING USES:										
CAPITAL	859,223	6,412,481	-	-	5,215,000	89,300	-	1,860,050	-	25,000
LOAN PAYDOWN	308,262	1,108,262	-	-	543,130	-	-	543,130	-	-
9. TOTAL FUNDING USES	1,167,485	7,520,743	-	-	5,758,130	89,300	-	2,403,180	-	25,000

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

		Actual FY 2011-12	Actual FY 2012-13	Adopted Operating Budget FY 2013-14	Proposed Operating Budget FY 2014-15	Projected Operating Budget FY 2015-16
Administration and Service Delivery Totals						
	Hours	57,726	58,259	60,118	66,690	72,240
	Miles	1,534,626	1,547,180	1,594,232	1,678,830	1,794,300
Administration:						
Labor	operations cost	594,701	654,090	731,454	753,890	801,810
Labor - Administration Workers Comp	operations cost	25,892	29,835	35,690	42,830	51,400
Office Space Rental	operations cost	405,247	402,332	416,190	474,900	490,240
Property Insurance	operations cost	11,590	15,255	16,186	16,820	18,500
Professional Technical Services	operations cost	98,754	59,108	90,725	102,090	107,810
Professional Development	operations cost	9,649	11,162	16,250	25,750	25,750
Operating Expense	operations cost	161,178	180,340	183,670	249,000	261,450
Marketing and Reproduction	hourly	60,131	84,875	92,300	115,330	141,060
North County Management Contract	operations cost	-	-	(6,620)	(39,720)	(39,720)
County Management Contract	operations cost	(175,000)	(175,000)	(87,500)	(80,500)	(80,500)
SCAT Management Contract	operations cost	(77,500)	(77,500)	(77,500)	(78,760)	(78,760)
Total Administration		1,114,642	1,184,497	1,410,846	1,581,630	1,699,040
Service Delivery:						
Labor - Operations	hourly	2,245,490	2,537,706	2,869,163	3,734,110	3,947,180
Labor - Operations Workers Comp	hourly	145,292	167,417	206,962	289,780	350,450
Labor - Maintenance	hourly	570,872	669,076	760,398	889,210	925,760
Labor - Maintenance Workers Comp	hourly	45,659	52,612	63,811	84,810	101,750
Fuel	miles	1,304,258	1,263,454	1,490,155	1,555,560	1,594,450
Insurance	miles	299,406	264,641	352,037	435,900	479,490
Special Transportation (includes Senior Vans, Lucky Bucks, etc)	n/a	70,095	75,950	81,700	74,300	76,160
Avila Trolley	n/a	55,661	46,444	66,100	55,000	57,750
Senior Shuttle	n/a	71,386	73,633	-	-	-
Maintenance (parts, supplies, materials)	miles	484,524	494,176	536,934	555,770	556,310
Maintenance Contract Costs	miles	143,620	130,088	127,202	94,420	94,550
Total Operations		5,436,263	5,775,197	6,554,461	7,768,860	8,183,850
Contingency	hourly	20,395	-	101,915	132,585	135,850
Interest Expense	operations cost	189,494	167,257	133,954	73,690	64,800
Management Contracts		252,500	252,500	171,620	198,980	198,980
TOTAL FUNDING USES		7,013,294	7,379,451	8,372,795	9,755,745	10,282,520

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

Capital Expenditures	Actual Capital Budget FY 2012-13	Amended Capital Budget FY 2013-14	Proposed Capital Budget FY 2014-15	Projected Capital Budget FY 2015-16	Projected Capital Budget FY 2016-17	Projected Capital Budget FY 2017-18	Projected Capital Budget FY 2018-19
Capital/Studies:							
Computer System Maintenance/Upgrades	13,493	13,310	36,400	20,900	21,950	23,050	24,200
Miscellaneous Capital	20,120						
Facility Improvements		187,820	15,000	25,000	-	-	17,250
Maintenance Software and Maintenance Equipment		60,000	-	41,000	-	36,470	-
Tire Lease Buyout		37,170	-	-	-	-	-
Marking and Tethering Program		5,500	-	-	-	-	-
Rotary Lift/ Wireless Lift		18,700	52,000	-	-	22,730	-
Specialized Maintenance Tools		12,650	52,000	25,000	26,250	27,560	28,940
Maintenance Staff Office/ Desks and Office Equipment		34,100	1,800	3,150	-	-	-
Backup Generator/Radios		17,250	-	50,000	-	-	-
Vehicle ITS/Camera System		461,787	558,030	-	-	339,140	-
Bus Stop Improvements	-	61,750	73,750	31,500	33,080	34,730	36,470
Bus Rehabilitation	24,824	125,000	185,000	388,500	407,930	-	-
Bus Procurement Reserve/Large Capital Repairs	-	44,779	81,810	-	-	-	-
RouteMatch Dispatching Software	-	-	40,000	-	50,000	-	-
Vehicles	-	-	-	-	-	-	-
Support Vehicles	-	102,500	62,500	-	50,000	-	-
40' Coaches/Over the Road Coaches	494,240	3,336,000	3,865,710	1,300,000	-	1,215,506	-
Trolley replacement vehicles	-	-	-	-	325,000	-	-
One Dial A Ride Vehicle	88,255	-	89,300	-	-	-	-
Runabout Vehicles	218,291	360,000	191,000	-	347,290	-	464,960
Total Capital Outlay	859,223	4,878,316	5,304,300	1,885,050	1,261,500	1,699,186	571,820
Loan Paydown	308,262	1,108,262	543,130	543,130	271,570	-	-
Property Purchase	-	1,534,165					
TOTAL FUNDING USES	1,167,485	7,520,743	5,847,430	2,428,180	1,533,070	1,699,186	571,820

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

		Adopted Budget FY 2013-14	Weekday Proposed Budget FY 2014-15	Saturday Proposed Budget FY 2014-15	Sunday Proposed Budget FY 2014-15	Total Proposed Budget FY 2014-15	Projected Budget FY 2015-16
Route 9							
	Hours	10,801	11,560	690	370	12,620	12,940
	Miles	330,482	329,700	390	260	330,350	338,610
Administration:							
Total Administration (Net of Contracts)		250,621	249,590	9,070	4,880	263,540	271,460
Service Delivery:							
Labor - Operations	hourly	453,275	522,900	31,210	16,740	570,850	571,650
Labor - Operations Workers Comp	hourly	32,662	41,500	2,480	1,330	45,310	51,460
Labor - Maintenance	hourly	122,578	135,900	8,110	4,350	148,360	146,240
Labor - Maintenance Workers Comp	hourly	10,270	12,790	760	410	13,960	15,860
Fuel	miles	290,989	277,690	330	220	278,240	273,510
Insurance	miles	68,102	79,030	90	60	79,180	83,540
Maintenance (parts, supplies, materials)	miles	99,942	99,970	120	80	100,170	96,030
Maintenance Contract Costs	miles	23,674	16,400	20	10	16,430	15,760
Total Operations		1,101,491	1,186,180	43,120	23,200	1,252,500	1,254,050
Capital/Studies:							
Total Capital Outlay		1,326,140	1,372,582	81,927	43,932	1,498,441	175,359
Contingency	hourly	18,475	17,780	1,060	570	19,410	18,350
Interest Expense	operations cost	24,748	13,100	780	420	14,300	11,890
TOTAL FUNDING USES		2,721,474	2,839,232	135,957	73,002	3,048,191	1,731,109
TOTAL NON-CAPITAL EXPENDITURES		1,395,335	1,466,650	54,030	29,070	1,549,750	1,555,750

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

		Adopted Budget FY 2013-14	Weekday Proposed Budget FY 2014-15	Saturday Proposed Budget FY 2014-15	Sunday Proposed Budget FY 2014-15	Total Proposed Budget FY 2014-15	Projected Budget FY 2015-16
Route 10							
	Hours	10,777	9,690	610	370	10,670	10,940
	Miles	352,786	317,640	19,770	11,860	349,270	358,000
Administration:							
	Total Administration (Net of Contracts)	257,712	221,670	13,880	8,390	243,940	251,000
Service Delivery:							
	Labor - Operations	452,242	438,310	27,590	16,740	482,640	483,300
	Labor - Operations Workers Comp	32,588	34,780	2,190	1,330	38,300	43,510
	Labor - Maintenance	122,298	113,920	7,170	4,350	125,440	123,640
	Labor - Maintenance Workers Comp	10,246	10,720	670	410	11,800	13,410
	Fuel	310,628	267,530	16,650	9,990	294,170	289,180
	Insurance	72,698	76,140	4,740	2,840	83,720	88,320
	Maintenance (parts, supplies, materials)	106,687	96,310	5,990	3,600	105,900	101,530
	Maintenance Contract Costs	25,272	15,800	980	590	17,370	16,660
	Total Operations	1,132,658	1,053,510	65,980	39,850	1,159,340	1,159,550
Capital/Studies:							
	Total Capital Outlay	1,323,117	1,150,546	72,429	43,932	1,266,907	148,256
Contingency	hourly	18,433	14,900	940	570	16,410	15,510
Interest Expense	operations cost	24,691	10,980	690	420	12,090	10,053
TOTAL FUNDING USES		2,756,611	2,451,606	153,919	93,162	2,698,687	1,584,368
TOTAL NON-CAPITAL EXPENDITURES		1,433,494	1,301,060	81,490	49,230	1,431,780	1,436,113

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

		Adopted Budget FY 2013-14	Weekday Proposed Budget FY 2014-15	Saturday Proposed Budget FY 2014-15	Sunday Proposed Budget FY 2014-15	Total Proposed Budget FY 2014-15	Projected Budget FY 2015-16
Route 12, 14 and 15							
	Hours	10,951	9,210	890	690	10,790	11,060
	Miles	330,398	278,130	27,590	20,820	326,540	334,700
Administration:							
Total Administration (Net of Contracts)		252,549	203,520	19,880	15,240	238,640	245,590
Service Delivery:							
Labor - Operations	hourly	459,574	416,600	40,260	31,210	488,070	488,600
Labor - Operations Workers Comp	hourly	33,116	33,060	3,190	2,480	38,730	43,980
Labor - Maintenance	hourly	124,281	108,280	10,460	8,110	126,850	125,000
Labor - Maintenance Workers Comp	hourly	10,412	10,190	980	760	11,930	13,550
Fuel	miles	290,915	234,260	23,240	17,540	275,040	270,350
Insurance	miles	68,084	66,670	6,610	4,990	78,270	82,570
Maintenance (parts, supplies, materials)	miles	99,917	84,330	8,370	6,310	99,010	94,930
Maintenance Contract Costs	miles	23,668	13,840	1,370	1,040	16,250	15,570
Total Operations		1,109,968	967,230	94,480	72,440	1,134,150	1,134,550
Capital/Studies:							
Total Capital Outlay		1,344,569	1,093,553	105,675	81,927	1,281,155	149,882
Contingency	hourly	18,731	14,160	1,370	1,060	16,590	15,680
Interest Expense	operations cost	25,091	10,440	1,010	780	12,230	10,163
TOTAL FUNDING USES		2,750,909	2,288,903	222,415	171,447	2,682,765	1,555,865
TOTAL NON-CAPITAL EXPENDITURES		1,406,340	1,195,350	116,740	89,520	1,401,610	1,405,983

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

		Adopted Budget FY 2013-14	Total Proposed Budget FY 2014-15	Projected Budget FY 2015-16
Runabout				
	Hours	25,937	30,940	35,580
	Miles	509,405	588,030	676,230
Administration:				
Total Administration (Net of Contracts)		507,375	579,140	670,040
Service Delivery:				
Labor - Operations	hourly	1,088,454	1,399,520	1,571,820
Labor - Operations Workers Comp	hourly	78,432	111,070	141,490
Labor - Maintenance	hourly	294,347	363,750	402,110
Labor - Maintenance Workers Comp	hourly	24,661	34,230	43,600
Fuel	miles	448,531	495,270	546,230
Insurance	miles	104,972	140,960	166,830
Maintenance (parts, supplies, materials)	miles	154,051	178,300	191,790
Maintenance Contract Costs	miles	36,492	29,260	31,470
Total Operations		<u>2,229,938</u>	<u>2,752,360</u>	<u>3,095,340</u>
Capital/Studies:				
Total Capital Outlay		884,517	742,177	86,553
Contingency	hourly	44,364	47,590	50,450
Interest Expense	operations cost	59,427	35,070	32,694
TOTAL FUNDING USES		<u>3,725,620</u>	<u>4,156,337</u>	<u>3,935,077</u>
TOTAL NON-CAPITAL EXPENDITURES		<u>2,841,103</u>	<u>3,414,160</u>	<u>3,848,524</u>

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

		Total Adopted Budget FY 2013-14	Line 83 Proposed Budget FY 2014-15	CMAQ Trips Proposed Budget FY 2014-15	Total Proposed Budget FY 2014-15	Projected Budget FY 2015-16
Line 83, CMAQ Trips						
	Hours	1,653	1,060	610	1,670	1,720
	Miles	71,158	53,640	31,000	84,640	86,760
Administration:						
	Total Administration (Net of Contracts)	31,953	29,950	17,280	47,230	48,880
Service Delivery:						
	Labor - Operations	69,377	47,950	27,590	75,540	75,980
	Labor - Operations Workers Comp	4,999	3,810	2,190	6,000	6,840
	Labor - Maintenance	18,761	12,460	7,170	19,630	19,440
	Labor - Maintenance Workers Comp	1,572	1,170	670	1,840	2,110
	Fuel	62,655	45,180	26,110	71,290	70,080
	Insurance	14,663	12,860	7,430	20,290	20,550
	Maintenance (parts, supplies, materials)	21,519	16,260	9,400	25,660	24,600
	Maintenance Contract Costs	5,097	2,670	1,540	4,210	4,040
	Total Operations	198,644	142,360	82,100	224,460	223,640
Capital/Studies:						
	Total Capital Outlay	-	426,320	-	426,320	1,300,000
Contingency						
	hourly	-	-	-	-	-
Interest Expense						
	operations cost	-	-	-	-	-
TOTAL FUNDING USES		230,597	598,630	99,380	698,010	1,572,520
TOTAL NON-CAPITAL EXPENDITURES		230,597	172,310	99,380	271,690	272,520

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

	Adopted Budget FY 2013-14	Proposed Budget FY 2014-15	Projected Budget FY 2015-16
County Services			
Administration:			
Total Administration (Net of Contracts)	97,500	90,500	90,500
Service Delivery:			
Labor - Operations	255,072	159,020	166,970
Labor - Operations Workers Comp	18,380	8,950	10,740
Labor - Maintenance	68,978	42,050	44,150
Labor - Maintenance Workers Comp	5,779	2,790	3,350
Fuel	69,000	37,000	37,930
Insurance	19,100	9,000	9,900
Special Transportation (includes Senior Vans n/a	81,700	74,300	76,160
Avila Trolley	66,100	55,000	57,750
Maintenance (parts, supplies, materials)	48,744	10,810	10,970
Maintenance Contract Costs	11,546	2,390	2,430
Total Operations	644,400	401,310	420,350
Capital/Studies:			
Total Capital Outlay	-	89,300	-
Contingency	-	17,755	21,020
Interest Expense	-	-	-
TOTAL FUNDING USES	741,900	598,865	531,870
TOTAL NON-CAPITAL EXPENDITURES	741,900	509,565	531,870

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

North County Services		Proposed Route A & B Budget FY 2014-15	Proposed Paso DAR Budget FY 2014-15	Proposed Total Budget FY 2014-15	Projected Budget FY 2015-16
Administration:					
Total Administration (Net of Contracts)		91,000	27,630	118,630	121,850
Service Delivery:					
Labor - Operations	hourly	412,020	146,460	558,480	588,850
Labor - Operations Workers Comp	hourly	34,260	7,170	41,430	52,430
Labor - Maintenance	hourly	48,850	14,270	63,120	65,180
Labor - Maintenance Workers Comp	hourly	6,810	1,430	8,240	9,870
Fuel	miles	88,050	16,510	104,560	107,170
Insurance	miles	20,610	3,860	24,470	26,920
Maintenance (parts, supplies, materials)	miles	30,240	5,670	35,910	36,450
Maintenance Contract Costs	miles	7,160	1,340	8,500	8,630
Total Operations		648,000	196,710	844,710	895,500
Capital/Studies:					
Total Capital Outlay		-	-	-	25,000
Contingency	hourly	12,260	2,570	14,830	14,830
Interest Expense	operations cost	-	-	-	-
TOTAL FUNDING USES		751,260	226,910	978,170	1,057,180
TOTAL NON-CAPITAL EXPENDITURES		751,260	226,910	978,170	1,032,180

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

May 7, 2014

STAFF REPORT

AGENDA ITEM: B-2

TOPIC: RTA Reserve Funds Policy

ACTION: Adopt Policy

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Adopt New RTA Reserve Funds Policy

BACKGROUND/DISCUSSION:

This staff report presents a recommended RTA Reserve Funds Policy and its various components. This policy will provide direction to staff when developing annual budgets and, more importantly, to guide decisions when either funding shortfalls or windfalls result in relatively large deviations from projections.

After presenting a reserve fund “white paper” at the January 8th RTA Board meeting and considering input from the public and from Board members, including the March 5th Board meeting, staff forwarded the document to of each jurisdiction’s Finance Manager. Based on all input received, staff is recommending that two distinct reserved funds be established and maintained:

1. Cash Flow Reserve Fund, and
2. Capital Projects Reserve Fund

It should be noted that the policy does not include a separate Operating Reserve Fund, as was discussed in previous draft documents. Instead, should RTA encounter an operating fund shortfall in the future, RTA would appeal to SLOCOG to access its regional LTF reserve account, which is set annually by the SLOCOG Board. SLOCOG’s LTF reserve account is intended to assist any jurisdiction in the County with a transportation-related emergency funding shortfall.

As explained in the attached recommended policy document, each reserve fund balance should be reviewed annually during the budget development process to reflect the most recent financial information available. The allocations budgeted for each of these reserve funds would be included in the annual budget and the proposed use of any reserves would be accompanied, when feasible, with a plan for replenishment within a reasonable period of time.

Staff Recommendation

Adopt the RTA Reserve Funds Policy.

San Luis Obispo Regional Transit Authority

RTA RESERVE POLICY

Effective May 7, 2014

This policy provides direction to staff on two reserve funds that should be addressed when developing annual budgets. More importantly this policy will guide RTA on decisions when either funding shortfalls or windfalls result in relatively large deviations from budget projections.

An important consideration of this policy is how the two different reserve funds presented below should be used. The Cash Flow Reserve Fund is self-explanatory; it is intended to be used to fund those projects and programs authorized in the annual budget. However, this policy assumes staff will follow existing procurement and other administrative policies/procedures when using the Capital Projects Reserve Fund. For example, RTA staff must obtain Board approval prior to contracting to purchase a replacement bus – and part of that approval process includes staff’s recommendation on how the replacement bus would be funded. In this example, staff would identify FTA participation of 80% and use of the Capital Projects Reserve Fund to cover the remaining 20%.

This policy also assumes that an emergency operating funding shortfall may require petition to access SLOCOG’s LTF Reserve account. The SLOCOG LTF Reserve account is developed annually by staff and is adopted by the SLOCOG Board. It is intended to assist SLOCOG jurisdictions when faced with a transportation-related emergency that requires additional financial assistance.

Another important consideration is the intended limits on flexibility of moving funds from one reserve to another. It is understood that the RTA Executive Director can authorize the use of up to \$10,000 from either of the two reserve funds for another RTA intended purpose, as long as that use is expressly reported by the Executive Director at the next regularly-scheduled RTA Board meeting. Any single use of a reserve fund requiring greater than \$10,000 will require prior authorization in writing (electronic messages permitted) from the RTA Board President, as well as a report to the RTA Board at its next regularly scheduled meeting. Any projected use of a reserve fund that represents greater than 25% of the fund balance will require staff to develop a written action plan to replenish the fund and/or to reduce service levels to bring expenses back in-line with projected revenues.

Cash Flow Reserve Fund

RTA will maintain a Cash Flow Reserve representing 25% of annual budgeted net operating costs. Budgeted net operating costs are defined as budgeted total operating costs less budgeted fare revenues. The Cash Flow Reserve Fund is necessary because of two facts:

1. Transportation Development Act funds are disbursed quarterly, and those funds are provided by SLOCOG to RTA at the end of each quarter, and
2. FTA funds are provided on a reimbursement basis only.

The primary funding source for the Cash Flow Reserve Fund is the statewide Transportation Development Act (TDA) program, which is comprised of two components:

1. The Local Transportation Fund, which is derived from a $\frac{1}{4}$ percent of the general sales tax collected statewide. LTF is collected by the California State Board of Equalization, and distributed to each county based on sales receipts. Each county then distributes LTF to jurisdictions according to population.
2. The State Transit Assistance fund, which is derived from the statewide sales tax on diesel fuel. The STA funds are appropriated by the Legislature to the State Controller's Office. That Office then allocates the tax revenue, by formula, to planning agencies and other selected agencies. State statute requires that 50% of STA funds be allocated according to population and 50% be allocated according to operator revenues from the prior fiscal year.

In practice, RTA has funded a "Cash Flow Requirements Per TDA" amount equal to 25 of the net operating cost for the past several years. The unused amount from the prior fiscal year is carried over to the next fiscal year. RTA staff will present the proportional use of TDA for each jurisdiction in the annual budget document.

Capital Projects Reserve Fund

RTA will establish and maintain a Capital Projects Reserve Fund that is based on 20% of the five-year annual average capital projects cost. This 20% amount represents the typical local match required for Federal Transit Administration funded capital projects. If there is a significant future change in Federal funding, the Capital Projects Reserve Fund policy would need to be reconsidered.

RTA staff will provide a five-year Capital Improvement Program as part of the annual budget-making process. This CIP will identify those smaller projects that assume 100% local funding, as well as those larger projects that assume 80% FTA participation.

In order to minimize the financial impact of establishing this new formal Capital Projects Reserve Fund, staff will present a three-year plan to attain the required amount as part of the FY14-15 budget. Once the Capital Projects Reserve Fund is fully established, staff will adjust it annually as part of the budget-making process.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

May 7, 2014

STAFF REPORT

AGENDA ITEM: B-3

TOPIC: Revised RTA Runabout No-Show Policy

ACTION: Approve

PRESENTED BY: Geoff Straw
Executive Director

STAFF RECOMMENDATION: Approve Revised RTA Runabout No-Show Policy

RTAC RECOMMENDATION: Approve

BACKGROUND/DISCUSSION:

This staff report provides discussion on a necessary revision to the RTA Runabout No-Show Policy, which was originally adopted in March 2012 and subsequently revised in January 2013. As a result of a Triennial Review finding by the Federal Transit Administration, RTA must amend its current Runabout No-Show Policy to ensure that a pattern or practice of missed-trips by passengers has impacted our operations prior to suspending a rider's service.

Attached is a revised RTA Runabout No-Show Policy document that considers the proportion of trips that a rider misses when determining if a suspension should apply. Staff from FTA has reviewed the draft revised policy and determined that it meets the requirements of our Triennial Review finding and is in compliance with the Americans with Disabilities Act of 1990. In the meantime, RTA has ceased enforcing the sanctions identified in the existing Runabout No-Show Policy (see the attached document with the "Suspended Policy" watermark); we have instead committed to sending notification letters to frequent no-show riders explaining how their missed trips impact our operations and result in an ineffective use of public funds.

Staff introduced this draft policy at the March 5th Board meeting and considered comments from the public and Board members in the recommended revised policy document. Staff also reached out to disability advocacy groups in the County to solicit further input; no problems with the revised document were submitted to staff.

Staff Recommendation

Approve the amended policy as presented, with implementation beginning no earlier than July 1, 2014.

RUNABOUT NO-SHOW POLICY

In an effort to improve the availability of Runabout appointment time slots, to ensure that public dollars are carefully spent on Runabout services, and to make RTA Runabout service more efficient for passengers, RTA has adopted a policy that is designed to deter a pattern of late cancellations and no-shows.

Any Runabout passenger that does not show for a ride or who cancels less than **2 hours** prior to a scheduled trip will receive a no-show penalty. A pattern or practice of no-shows and late cancels can result in suspension of service.

This policy directs RTA staff to consider the percentage of no-shows and late cancellations within a rolling 31-day period to establish if a pattern of no-shows and/or late cancellations is present. If a pattern is present, a warning letter or suspension notification letter will be issued to the customer. The proportion of no-show violations, as well as the related suspension periods, is listed below.

Riders are allowed the following no-shows and late cancellations, in a rolling 31-day period, before being subject to suspension:

- 1 to 14 trips per month – maximum of 2 no-show penalties per 31-day period
- 15 to 39 trips per month – maximum of 4 no-show penalties per 31-day period
- 40 to 59 trips per month – maximum of 6 no-show penalties per 31-day period
- 60+ trips per month – maximum of 8 no-show penalties per 31-day period

If a rider exceeds these limits, they are subject to the following schedule for suspension of service:

- 1st violation – letter of warning
- 2nd violation – 7 day suspension
- 3rd violation – 14 day suspension
- 4th violation – 21 day suspension

- 5th violation – 28 day suspension

Right to Appeal

Persons receiving a suspension notification letter will have the right to appeal prior to implementation of the suspension. To file an appeal, a customer or his/her representative must submit to RTA 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 date on the suspension notification letter from RTA. Appeals should be sent to:

Regional Transit Authority Runabout
179 Cross Street, Suite A
San Luis Obispo, CA 93401
Attention: RTA Operations Manager

RTA will conduct an appeal hearing within two weeks of receiving the request, and customers will be permitted to continue to ride the Runabout bus until the final determination is made by the RTA Operations Manager (typically within ten working days of the appeal hearing). The appeal hearing will be conducted by RTA operations, customer service, and administrative staff members. The intent of the hearing is to validate instances of no-shows and late cancellations, and to determine if a temporary suspension is warranted due to a pattern of no-shows and late cancellations.

Penalties will begin accruing July 1, 2014. All no-shows accumulated prior to July 1 will be nullified, and Runabout customers will begin with a clean slate.

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 scheduled 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:

Accumulated Points	Within a Period of	Suspension Period
9	30 days	15 days
14	60 days	15 days
19	120 days	30 days

24	180 days	60 days
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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

May 7, 2014

STAFF REPORT

AGENDA ITEM: B-4

TOPIC: Authorize Purchase of 40 Prado Road Property

ACTION: Approve

PRESENTED BY: Geoff Straw
Executive Director

STAFF RECOMMENDATION: Approve Resolution for Purchase of 40 Prado Road

BACKGROUND/DISCUSSION:

Attached is a resolution authorizing the purchase of real property located at 40 Prado Road in San Luis Obispo using Prop 1B funding.

Staff Recommendation

Staff recommends approval of the resolution as presented.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 14-02**

**A RESOLUTION OF THE SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
BOARD OF DIRECTORS,
AUTHORIZING PURCHASE OF REAL PROPERTY
LOCATED AT 40 PRADO ROAD, SAN LUIS OBISPO, USING
CALIFORNIA PROPOSITION 1B PROGRAM FUNDS**

WHEREAS, the San Luis Obispo Regional Transit Authority (“RTA”) has identified the need for a larger, agency-owned, Regional Transit Maintenance and Administrative Facility to meet its long-term projections for agency growth and modernization; and

WHEREAS, RTA has been offered the opportunity to participate with the Community Action Partnership of San Luis Obispo (“CAPSLO”) in the purchase and subdivision of an approximately 9.65 acre parcel at 40 Prado Road in the City of San Luis Obispo, (the “Property”) of which 6.43 acres would serve as a possible location for the RTA Maintenance and Administrative Facility and the remainder 3.22 acres would serve as a possible location for a new CAPSLO Homeless Services Center; and,

WHEREAS, based on the acreage figures presented above, RTA’s share of the purchase price is 68 percent and CAPSLO’s share is the remaining 32 percent; and

WHEREAS, Condor Enterprises, LLC (“SELLER”) is the record title owner the Property; and

WHEREAS, SELLER is offering to sell the entirety of the Property to CAPSLO and CAPSLO is willing to sell 6.43 acres of the Property to RTA as a public lot created by City of San Luis Obispo public lot application number _____ (“Public Lot”); and

WHEREAS, RTA and CAPSLO have procured an appraisal by a qualified independent appraiser who has determined the Fair Market Value (“FMV”) of the Property to be \$3,250,000 as of February 6, 2014; and

WHEREAS, the San Luis Obispo Council Of Governments has programmed up to \$1,534,704 in the 2010/2011 funding year cycle from the Proposition 1B Fund Program for RTA’s purchase of the 6.43 acre Public Lot for potential future use as a location for an RTA Maintenance and Administrative Facility; and

WHEREAS, CAPSLO has secured funding of up to \$720,000 which will, when combined with RTA’s proportional 68 percent share of the purchase price, provide complete funding for the purchase of the Property at a negotiated total amount of \$2,250,000.00; and

WHEREAS, RTA staff has prepared a Notice of Exemption, pursuant to State CEQA Guidelines section 15061(b)(3) for acquisition of the Public Lot as one potential location for a future RTA Maintenance and Administrative Facility; and

WHEREAS, the acquisition of the Public Lot by RTA will serve the best interest of the public.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the San Luis Obispo Regional Transit Authority Board of Directors authorizes the Executive Director or his Designee to execute any and all documents and agreements necessary to complete the CAPSLO purchase of the Property, and the concurrent RTA subdivision and purchase of a 6.43 acre Public Lot originating as part of the Property, at 40 Prado Road in San Luis Obispo, using up to \$1,534,704 in Proposition 1B funding and any nominal and reasonable additional funds that may be needed to close the transaction.

BE IT FURTHER RESOLVED, that the San Luis Obispo Regional Transit Authority Board of Directors authorizes the Executive Director to submit any and all applications and application fees to the City of San Luis Obispo that may be necessary to complete a general plan conformity determination and the creation of the Public Lot at 40 Prado Road.

BE IT FURTHER RESOLVED, that the San Luis Obispo Regional Transit Authority Board of Directors finds the subdivision and purchase of the 6.43 acre Public Lot at 40 Prado Road, San Luis Obispo, to be exempt from the California Environmental Quality Act pursuant to California CEQA Guidelines section 15061(b)(3).

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

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby adopted this 7th day of May 2014.

Shelly Higginbotham, President
San Luis Obispo Regional Transit Authority

ATTEST:

Geoff Straw, Executive Director
San Luis Obispo Regional Transit Authority

APPROVED AS TO FORM AND LEGAL EFFECT:

By: _____
Timothy McNulty, Counsel
San Luis Obispo Regional Transit Authority

Date: _____



San Luis Obispo Regional Transit Authority
Executive Committee Meeting
Minutes 2/19/2014
C-1

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

Members Absent:

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

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

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

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

2. **Public Comments:**

Mr. Eric Greening, Atascadero, requested that RTA make a better offer to the bus operators. I know you may not be able to do everything in the first year, but perhaps you can increase the wages in incremental steps. The drivers are far below parity with drivers in other places with similar cost of living. Secondly, we need a Route 10 stop in Shell Beach. In order to get to Coastal Commission meeting at the Cliffs Hotel that began at 8:30 a.m., I had to leave Atascadero at 5:48 a.m. I got to see the Cliffs Hotel from the bus at about 6:50 a.m., as we

headed to the Outlets. The South County Transit bus dropped me at 7:48, about an hour after first seeing the hotel. There is a real need for a Shell Beach stop coming from the North.

3. Information Items

A. Information Items:

A-1 Executive Director's Report

Mr. Straw began his report by announcing Mechanic **Mr. Fred Carlberg** is the latest Employee of the Quarter. He was the overwhelming winner.

We just completed a training class of four, who graduated on Friday and began revenue service on Monday.

The Cities of Atascadero and Paso Robles ratified their consolidation agreements last month. Staff met with most of the First Transit employees in those cities to begin the recruitment process. We will be hiring two operations supervisors, up to nine bus operators and one Special Projects Coordinator. All of these will be solely funded by North County.

President Higginbotham asked if these are new positions. Will you be hiring from within the system? **Mr. Straw** answered that these will be internal hires with first dibs going to current drivers in Paso Robles and Atascadero. The Special Projects Coordinator will be **Mr. Michael Seden-Hansen**. One of the operations supervisors will likely be the current supervisor in Paso Robles, **Ms. Terry Gillespie**, who has many great skills. We will have one more supervisor/dispatcher who will be funded by the North County budget and will be available to all current RTA staff first.

Mr. Straw announced **Mr. Seden-Hansen** as the new chair and welcomed **Mr. Greening** as the new Vice Chair and for the Regional Transit Advisory Committee (RTAC).

RTA took possession of three Ford Focus staff cars and two pickup trucks for maintenance. These vehicles will replace trucks and cars previously surplus by the County that RTA purchased used and are long past their usable life.

The SLOCOG Board adopted its Congestion Mitigation Air Quality (CMAQ) grant award at the February 5 meeting. The goal is to implement new express service with these funds in August 2015. If the State will allow us, we may try to expedite these services using existing vehicles, assuming overcrowding issues continue. Once CMAQ is fully executed by the state, we can order the vehicles, probably this summer.

RTA and Cambria area officials continue to work together to provide trolley service for six annual community events. On December 6, we boarded 278 passengers as part of the

Hospitality Night service and 52 passengers on January 25th for the Cambria Art and Wine Festival.

FTA Administrator Peter Rogoff was recently nominated as the Acting Undersecretary for Policy of the US Department of Transportation. He is very transit-focused.

The FTA Triennial Review was recently completed at the RTA facilities. A total of 18 areas of compliance were tested and RTA was found to be fully compliant in 17 areas. However, the Runabout No-Show Policy was found to not contain appropriate clauses that clearly define a pattern or practice of passenger no-shows and late cancellations. It was found to be too stringent. One of our agenda items is to review and revise this policy. Staff plans to adopt a revised policy no later than August 22.

Google Transit has been a useful Internet-based trip planning feature on the RTA website. **Mr. Straw** briefly described how this feature works and that it's prominently placed on our home page. Recently Google implemented a new component that shows the daily span of service.

Staff will once again present at the May Board meeting a two-year operating budget and five-year rolling capital plan. For the first six months of the fiscal year, overall non-capital expenditures were at 44.9% of budget. Farebox Recovery Ratio (FRR) is down slightly from last year at 20.44%. Fixed Route ridership is up 6.5% from last year.

Runabout ridership is up 21.1% over this time last year. It had as many operating hours as fixed routes, which is a financially unsustainable trend. Costs will continue to rise with this service as the population ages and more people become aware of the service. Productivity (passenger boardings per hour of service) is 4.3% lower than in the prior year.

Ms. Eliane Wilson noted the Runabout approval process is very lenient. **Mr. Straw** agreed and said one suggestion is to implement a process that is much more stringent. He noted this is very costly and only the largest transit agencies have an in-house eligibility process.

President Higginbotham suggested adding an education component for doctors to better understand the service. **Mr. Straw** said staff will consider this and other ways to cap costs on this service.

RTA will have closed session at the March 5 Board meeting for both facility planning and labor negotiations.

Mr. Straw concluded the Executive Directors report.

Mr. Greening clarified the RTAC meetings will now be held on Thursday afternoons. **Ms. Tania Arnold** affirmed they are scheduled to begin at 2 p.m. on scheduled Thursdays.

A-2 RTA Bus Stop Improvement Prioritization Report

Mr. Straw introduced **Mr. Doug Moody**, an intern who was instrumental in assessing all RTA bus stops around the County. The report seeks to prioritize RTA fixed-route bus stop improvements so that, to the extent possible, every stop served by an RTA fixed-route is ADA accessible, safe, convenience and comfortable. He pointed to page 9 of the draft report that had some key findings. He noted over 75% of the fixed route boardings and alightings occurred at 20% of the bus stops. This helps us prioritize improvements.

Staff recommends the Committee accept this report and direct staff to submit it to local jurisdictions served by RTA fixed routes.

Mr. Straw concluded his report.

President Higginbotham opened public comment.

Mr. Greening said he looked forward to reviewing the report and discussed issues surrounding bright ambient lighting in the bus. It can be very difficult to adapt when de-boarding at dark bus stops.

A-3 Draft Revised Runabout No-Show Policy

Mr. Straw briefly reviewed the current No-Show policy, which is currently suspended. This was adopted in March 2012 and implemented in March 2013. Since then, staff sent out 32 suspension notifications. Of those, 28 suspensions were lifted after the appeal hearing.

The FTA said the policy does not include necessary language indicating a pattern of no-shows and late cancellations. We want to look at the percentage in addition to the number of miss-outs. Staff developed a new draft policy that mirrors what other transit agencies are doing to address this issue. He reviewed the revisions and violations. Staff submitted this new policy to FTA for input.

Mr. Straw concluded his report.

4. Action Items

B-1 RTA FY14-15 and FY15-16 Budget Assumptions

Mr. Straw announced the budget assumptions for the fiscal years 2014-15 and 2015-16. Staff is again developing a two-year operating budget and five-year rolling capital budget. He asked **Ms. Tania Arnold** to present the budget assumptions.

Ms. Arnold reviewed the objectives, including maintaining services levels, increasing reserves and continuing to work on efficiencies. Staff is looking at ways to flush out the reserve policy for everyone, including North County. We are evaluating options for the five-year capital improvement policy. We are looking at what the needs are and how to fund them. For example, we are rolling out many new fixed route buses, which require a considerable local match. Staff continues to address overcrowding issues and looks forward to implementing additional service with the CMAQ grant. North County consolidation is expected to begin June 1, 2014. This and the Collective Bargaining agreement are itemized in the budget assumptions.

Staff is working very closely with SLOCOG on State Transit Assistance (STA) and FTA funding. We are taking a more conservative approach to STA as those funds have been fluctuating greatly. We will be using STA for capital as much as possible and not relying on it for operating. Local Transit Fund (LTF) projections are closely monitored and we are considering how much we can use for the operating budget. **Ms. Arnold** said staff was successful in getting about \$800,000 in Job Access Reverse Commute (JARC) funding for FY14-15 for Route 10 and North Coast. However, this will be the last year and it will create a significant gap in the FY15-16 budget.

She next reviewed expenses. Runabout service hours are expected to increase due to demand. Part of our internal objectives for the next fiscal year is to do some serious analysis related to patterns and data. **Mr. Straw** noted we must have the capacity to accommodate the demand for this service. We try to control expenses where possible, such as overtime.

Ms. Arnold said staff continues to look at the Strategic Business Plan, Short Range Transit Plan and efficiencies and various goals and objectives we wish to address.

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

Staff is proposing one additional full-time Bus Operator for Runabout. All other core RTA service positions remain unchanged. The positions and other expenses related to the North County Consolidation will be listed as a separate and distinct column.

Vice President Debbie Arnold noted insurance costs remain uncertain and pointed to the estimated 10% liability premium increase, 20% increase to worker's compensation and 8% for healthcare costs. This adds up to a chunk of money. **Mr. Straw** said Workers Compensation overall for this fiscal year totals about \$300,000 out of a \$6.5M operating budget, which is a relatively small piece. **Ms. Arnold** added there were some losses but we went to mediation for one large-loss employee injury last week and expect to get some

money back to offset these losses. The California Transit Insurance Pool (CalTIP) has been very successful in keeping liability insurance costs down. We will have a much better idea of how much annual premiums may increase in April.

Ms. Arnold reviewed the proposed budget calendar with the committee and concluded the report.

Mr. Greening addressed the final bullet point on page B-1-4: “Staff assumes Bus Operator and Mechanic annual wage increases similar to those in the last year of the recently-expired CBA for the next two fiscal years”. The CBA is currently at an impasse as the offer was voted down. This is not a real budget assumption until an offer is approved. Perhaps to overcome wage increases, the reserves will build slower. I would encourage you not to assume you will get approval on offers similar to the one just voted down.

Mr. Straw responded that this is a snapshot in time. Today, this is all we can assume. Staff is meeting with the Union next Monday. As we bring these documents forward according to the schedule, we will update these numbers accordingly. We have to assume something in order to move forward.

Past President Frank Mecham moved to approve Staff Recommendation to approve budget assumptions and budget calendar, Item B-1 and **Vice President Arnold** seconded. The motion passed on a voice vote.

B-2 RTA Reserve Policy

Mr. Straw briefly reviewed the three reserve funds: Cash Flow Reserve, Capital Projects Reserve and Operating Reserve. He recommended increasing the Executive Director’s authorized spending limit from \$5,000 to \$10,000 as discussed on page 1, third paragraph of the policy. Staff uses the latter number for competitive bidding on the procurement policy.

RTA will continue to maintain a cash flow reserve amount of 25% of the net operating costs. This is really used for TDA purposes.

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

For the Operating Reserve fund, staff recommends 5% of the “Service Delivery” line-item of the budget. This includes expenses such as fuel, bus operator wages and benefits, maintenance, etc. This fund is expected to be fully funded in three years.

Mr. Straw concluded his report.

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

B-3 North County Transit Consolidation Service Changes

Mr. Straw said this has been a long and interesting process and represents follow-up recommendations made by the North County Transit Study of 2012. Concerns about the impact to Cal Poly warrant more discussion. We had a public meeting yesterday on campus and had 15-20 people attend. Cal Poly was great about notifying faculty, staff and students. We also received some feedback before the meeting.

He reviewed the options related to Cal Poly listed on page B-3-3. Staff recommends option 1, based upon the ridership numbers we see. This would eliminate Cal Poly Route 9 local service. In June 2013, Route 9 southbound service was eliminated from Cal Poly after noon. No public comments were observed at last night's meeting about this proposed change. There is some duplication of service with San Luis Obispo Transit.

President Higginbotham asked if RTA staff has discussions with SLO Transit about ridership and redundancy concerns. **Mr. Straw** affirmed ongoing communication and said SLO Transit staff members also attended yesterday's meeting. People most affected are residents of Santa Margarita and South Atascadero, as express service doesn't cover these areas. These people will have to travel to downtown Atascadero to catch the southbound bus back to South Atascadero and Santa Margarita. People understand this. What we heard most was the need for more express runs.

Mr. Greening expressed concerns about the Peach Tree stop being eliminated. People working at the motels and other businesses around there would have to go downtown in order to get in any outbound Route 9. **Mr. Straw** confirmed this. **Mr. Greening** requested the last trip go up Grand Avenue to service this stop. He also suggested RTA use the Amtrak stop on campus for the last two trips of the day. **Mr. Straw** agreed.

President Higginbotham verified staff recommendation is Option 1 with these two changes.

Mr. Straw briefly talked about future expansion of Route 9, which will be done using the CMAQ grant. We currently have overcrowding on some runs and can look at trying to add extra service using operating funds before the new buses arrive. He also discussed changing the child fare policy to be 44 inches and shorter, rather than age-based. This will be easier for the drivers to figure out.

We are adding a new zone for Templeton so that travel between Atascadero and Templeton will remain the same as it is now on the El Camino Shuttle. RTA will modify the cash fare

between Paso Robles and San Luis Obispo from \$2.50 to \$3.00 to bring it in line with Route 10. Paso Express will eliminate its 31-day and daily passes.

RTA held three sets of public meetings: Two in Paso Robles; two in Atascadero and one at Cal Poly. The consolidation will begin June 1 but RTA will continue to operate Cal Poly service through finals, June 15.

Mr. Greening said the bus died at Santa Barbara road on the way to the Atascadero City Hall Public meeting. There may have been people on that bus who intended to give input.

Past President Frank Mecham moved to approve Staff Recommendation to approve North County Transit consolidation service changes previously discussed, Item B-3 and **Vice President Arnold** seconded. The motion passed on a voice vote.

5. Consent Agenda Items

C-1 Executive Committee Meeting Minutes of December 11, 2013

C-2 RTA Customer Perception Survey

Mr. Straw briefly reviewed the report with the Committee. These will be added to the Strategic Business Plan later this year.

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

6. Agenda Review:

Mr. Straw reviewed the Board agenda for the Board meeting of March 5, 2014.

7. Closed Session Items:

None

8. Open Session:

None

9. Adjournment: **President Higginbotham adjourned the meeting at 11:30 a.m.**

Respectfully Submitted,

Acknowledged by,



Anna Mafort-Lacy
Administrative Assistant



Shelly Higginbotham
RTA President



San Luis Obispo Regional Transit Authority
Executive Committee Meeting
Minutes 3/12/2014
C-2

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

Members Absent: None

Staff Present: Geoff Straw, Executive Director
Tim McNulty, County Counsel

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

1. Call to Order and Roll Call:

President Shelly Higginbotham called the meeting to order at 10:25 a.m., immediately following adjournment of the SLOCOG Executive Committee meeting. Silent Roll Call was taken and a quorum was present.

2. Public Comments:

None

3. Information Items

None

4. Action Item

B-1 RTA FY13-14 Budget Amendment – Capital Project

Mr. Straw provided information on the proposed increase in LTF funds for the purchase of 40 Prado into the FY13-14 capital budget plan. Since RTA has already secured \$1 million in State of California Proposition 1B funds to purchase property for RTA’s long-term administration/operations/maintenance facility needs, the proposed increase of \$535,000 in LTF funds would be accounted for as part of a budget amendment at the joint SLOCOG/RTA Board meeting on April 2, 2014.

Mr. Straw also informed the Committee that RTA would need to complete additional site evaluation work to ensure no environmental clean-up would be necessary, since the current U-Haul rental agency on the site was previously a Mobil gas station. Staff has been able to verify that the Mobil fuel tanks, dispensers and piping was appropriately removed, and “no further action” certification was provided by City of San Luis Obispo staff in the 1990s. However, staff cannot find documentation that the waste oil tank was properly removed. Staff is proposing 3rd party consultant soil sample borings and testing to ensure the waste oil tank was properly removed and contamination (if any) is clearly identified in the property sale documents. **President Higginbotham** suggested that RTA should secure a commitment from CAPSLO to share in the cost of the soils testing. **Mr. Straw** stated that RTA would seek that commitment from CAPSLO.

Mr. Eric Greening, Atascadero, stated that LTF funds should be used for operations and not for capital projects – particularly if service cuts would need to be implemented in order to complete the proposed capital project. **Mr. Greening** would not want to create the understanding that RTA could not “go back to the well” if operating costs unexpectedly increase.

Past President Frank Mecham moved to approve Staff Recommendation to approve budget amendment and **Vice President Arnold** seconded. The motion passed on a voice vote.

5. Consent Agenda Items

None

6. Agenda Review:

Mr. Straw reviewed the Board agenda for the special joint RTA/SLOCOG Board meeting on April 2, 2014.

7. Closed Session Items:

None

8. **Open Session:**

None

9. **Adjournment:** **President Higginbotham** adjourned the meeting at 10:35 a.m.

Respectfully Submitted,

Acknowledged by,



Geoff Straw

RTA Executive Director



Shelly Higginbotham

RTA President

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

May 7, 2014

STAFF REPORT

AGENDA ITEM: C-3

TOPIC: Contract Renewal - AGP Video Production of Board Meetings

ACTION: Approve

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Approve Contract Renewal

BACKGROUND/DISCUSSION:

In April 2014, 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^{1/2}-hour length, and \$45/hour for additional technical consulting. RTA will pay \$150 per meeting for the Key Point Indexing (KPI) service with the renewed contract. The effective date of the existing contract is through June 30, 2014. The proposed new contract will run from July 2014 to June 2015 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 \$5,225 (at \$715/mtg – 5 mtgs, 1 mtg at \$750 and KPI service of 6 meetings – with no overtime).

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. 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, additional replays of meetings are cablecast as the schedule permits. Meeting tapes are available through local libraries.

Staff Recommendation

Approve contract with AGP Video to televise all RTA and SLOCOG meetings with costs shared on a pro-rata basis for FY14-15.

**AGREEMENT TO PROVIDE VIDEO PRODUCTION AND DISTRIBUTION SERVICES
FOR SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY (RTA) BOARD MEETINGS
FOR FISCAL YEAR 2014/2015**

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, 2014, through June 30, 2015. 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 with Key Point Indexing (KPI) 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 DVD. RTA or other agencies requesting copies of additional DVDs will pay \$15 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 four (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 \$150 per meeting for the Key Point Indexing (KPI) service. 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 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 7, 2014. The term of the agreement shall be for the entire fiscal year 2014/2015 (July 1, 2014 – June 30, 2015), 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:

Shelly Higginbotham
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 7, 2014

STAFF REPORT

AGENDA ITEM: C-4

TOPIC: Resolution Authorizing RTA Executive Director, Chief 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 FY13-14 RTA applied on behalf of the City of Paso Robles for \$200,000 and was awarded \$173,968 in Proposition 1B Safety and Security Funds for adding Intelligent Transportation Systems (ITS) project as we consolidate and add ITS to the vehicles transferred to RTA, 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 California Governor's Office of Emergency Services (Cal OES) 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 Cal OES.



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

Authorized Agent Signature Authority

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 7th day of May, 2014.

President's (Signature)



Governing Body Resolution

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 Governor's Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

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

WHEREAS, the San Luis Obispo Regional Transit Authority (RTA) will apply for FY13-14 CTSGP funds in an amount up to \$200,000 for Purchase and install Radio, Automatic Vehicle Locator (AVL)/ Global Positioning System (GPS), Automatic Passenger Counter (APC) and Camera System on behalf of the City of Paso Robles; and

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

WHEREAS, Cal OES 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 CTSGP funds from Cal OES and ensure continued compliance with Cal OES CTSGP 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 Governor's Office of Emergency Services under the CTSGP.

Passed and approved this 7th day of May, 2014.



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

APPENDIX E – Governing Body Resolution

Certification

I, Shelly Higginbotham, duly appointed and
(Name)

President of the RTA Board of Directors
(Title) (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)

7th day of May, 2014.

President of the RTA Board
(Official Position)

(Signature)

May 7, 2014
(Date)

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

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

MAY 7, 2014

STAFF REPORT

AGENDA ITEM: C-5

TOPIC: Vehicle Procurement

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Authorize Executive Director to procure two (2) forty-five foot Over-The-Road buses, three (3) Runabout Cutaway vehicles and two (2) support vehicles at a cost not to exceed \$1,554,500

BACKGROUND/DISCUSSION:

RTA has been awarded funding to purchase two (2) new forty-five foot Over-The-Road buses. These buses will be funded with \$1,040,000 in Congestion Mitigation Air Quality (CMAQ) funding apportioned in FY12-13, and \$260,000 in TDA Funds as local match to these funds.

In preparation for the CMAQ Over-The-Road buses, RTA staff took the opportunity to do a joint procurement with other California transit agencies lead by Victor Valley Transit Authority (VVTA). VVTA recently awarded the contract to Motor Coach Inc. (MCI). RTA has no obligations to MCI until RTA awards a contract to MCI. When the CMAQ funding becomes available for procuring these two buses, the total project cost will be no more than is \$1,300,000. The procurement documents include all of the FTA-required clauses. Staff anticipates a minimum of fifteen (12) months lead time for delivery, once an order is placed.

RTA also secured \$153,000 in FTA 5307 to fund three (3) Runabout Cutaway vehicles. These funds will be match with RTF funds of \$27,000 and STA funds of \$11,000. These three (3) 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.

RTA has been awarded funding to purchase two support vehicles. These vehicles will be funded by \$50,000 in FTA 5307 and will be match with RTF funds of \$12,500. RTA will be requesting quotes from local dealerships in the area.

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 two (2) forty-five foot Over-The-Road buses, three (3) Runabout Cutaway vehicles and two (2) support vehicles at a cost not to exceed \$1,554,500.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

MAY 7, 2014

STAFF REPORT

AGENDA ITEM: C-6

TOPIC: Maintenance Software and Equipment Procurement

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Authorize Executive Director to procure Maintenance Software and Equipment at a cost not to exceed \$60,000

BACKGROUND/DISCUSSION:

RTA has been awarded funding to purchase Maintenance Software and Equipment system. This Maintenance Software and Equipment will be funded with \$48,000 in Federal Transit Administration (FTA) 5307 funding apportioned in FY12-13 and \$12,000 in State Transit Assistance Funds as local match to these funds.

RTA issued a request for proposal Providing Fleet and Fuel Management Software on April 3, 2014 and expects seal bid today May 7, 2014. Once the Purchase Order/Contract is issued, it should take about 2-3 months for system to be fully operational in our maintenance department.

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/Contract to vendor to procure Maintenance Software and Equipment at a cost not to exceed \$60,000

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

MAY 7, 2014

STAFF REPORT

AGENDA ITEM: C-7

TOPIC: Bus Stop Improvement Procurement

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Authorize Executive Director to procure Bus Stop Amenities for various bus stops improvements as demand warrants in the North County urbanized area of San Luis Obispo at a cost not to exceed \$73,750

BACKGROUND/DISCUSSION:

As part of the service consolidation with the cities Atascadero and Paso Robles, RTA has been awarded \$24,000 in Federal Transit Administration (FTA) 5307 funding, with local matched of \$6,000 in State Transit Assistance (STA) to purchase Bus Stop Amenities for various bus stops improvements as demand warrants in the North County urbanized area of San Luis Obispo.

RTA also secured \$35,000 in Federal Transit Administration (FTA) 5339 funding, with local matched of \$8,750 in STA to purchase Bus Stop Amenities for various bus stops improvements as demand warrants in the North County urbanized area of San Luis Obispo.

Staff will seek quotes for the different stop amenities that are need and will issue a purchase order to the lowest responsible vendor. RTA may also purchase shelters from the CalACT procurement list previously used by RTA for shelters purchases and approved by FTA and Caltrans. Once the Purchase Order is issued, it will take about 2-6 months for delivery and installation.

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 Bus Stop Amenities for various bus stops improvements as demand warrants in the North County urbanized area of San Luis Obispo at a cost not to exceed \$73,750.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

MAY 7, 2014

STAFF REPORT

AGENDA ITEM: C-8

TOPIC: RouteMatch Software and Tablets Procurement

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Authorize Executive Director to procure RouteMatch Software and Tablets at a cost not to exceed \$40,000

BACKGROUND/DISCUSSION:

RTA was awarded \$32,000 in Rural Transit Fund (RTF) funds and \$ 8,000 in TDA funds to replace the current on-board vehicle Mobile Data Terminals (MDTs) with Tablets and backend software because, the current MDTs vendor was bought out by the major competing vendor of RouteMatch. This procurement of hardware and software for ADA scheduling and dispatch system will continue to provide the highest quality of ADA paratransit service to our customers and communities. It will continue to allow our Runabout and Dial-a-Ride operators direct digital contact with dispatch and allow for the automation of trip scheduling, therefore eliminating paper driver manifests. Ride-On is currently using the RouteMatch scheduling and dispatch software. In light of growing ADA trip demand and the size of our service area, it will be extremely beneficial to our customers to be able to continue to schedule reliable trips to medical appointments and work /school trips. Purchasing this type of system with these vehicle component will provide the entire region greater scheduling flexibility for ADA, dial-a-ride and senior shuttle service. These trips and overall service are integral to maintaining the appropriate quality of life for those who have no other means of transportation service and provides the community with the an important livability component necessary for a lifestyle free of barriers that many small and rural communities experience in providing access to medical, work, school and community events.

Once the Purchase Order is issued, it will take about 4-6 weeks 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 RouteMatch Software and Tablets at a cost not to exceed \$40,000

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
REGIONAL TRANSIT ADVISORY COMMITTEE
January 15, 2014
MINUTES
C-9**

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

1. Call Meeting to Order, Roll Call:

The current Chair and Vice Chair were not present. **Mr. Geoff Straw** called the meeting to order at 8:20 a.m. Roll call was taken; a quorum was present.

2. Public Comments:

None

3. Election of Officers

ELECTION OF OFFICERS: Elect new RTAC Chair & Vice Chair; **Mr. Eric Greening** nominated **Mr. Michael Seden-Hansen** as Chair and **Mr. Phil Moores** seconded. The motion carried on a voice vote with no abstentions or oppositions.

Mr. Moores nominated **Mr. Eric Greening** as Vice Chair and **Ms. Dawn Patterson** seconded. The motion carried on a voice vote.

A. Information Agenda Items

A1. Manager's Report (Receive):

Mr. Straw announced that RTA is working on a two-year operating and five-year rolling capital budget, which will be presented at the April meeting. He reviewed some of the anticipated changes.

Staff, Community Action Partnership of San Luis Obispo (CAPSLO) and San Luis Obispo Council of Governments (SLOCOG) is proposing purchasing the property at 40 Prado as a potential partnership for a long term operations and maintenance facility.

RTA has an order for one 35-foot and eight 40-foot buses with the Gillig Corporation. They should be delivered around March 2015. Staff has received approval for grant funding to purchase two over-the-road coaches for additional express service on the highway 101 corridor. They should arrive in the summer 2015.

Mr. Seden-Hansen asked if the coaches would be used on Route 83. **Mr. Straw** said that isn't likely as there is not enough demand on that route.

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

Ms. Patterson said things went well at the Atascadero City Council meeting last night. City Council approved the North County consolidation. We are moving forward with new contracts for driver services on Dial-A-Ride.

Mr. Anthony Guterrez, Cuesta College, announced classes begin next week with free rides to students for two weeks on RTA.

Mr. Greening thanked the RTA Board for approving the free 31-Day bus passes and reminded committee members they can also get these passes.

Mr. Tim Gillham and **Mr. Ron DeCarli**, SLOCOG, discussed expansion plans for several Park-and-Ride locations throughout the county. They also identified a location on Spyglass as a potential express Route 10 bus stop.

Mr. Seden-Hansen said Paso Robles is working on several improvements, such as building a new Park-and-Ride lot. Paso Express recently added some new vehicles to the fleet for fixed route service. Costs are down and riders are happy. We are working with RTA staff to create a comprehensive outreach plan for the upcoming consolidation.

A3. Review of RTA Customer Survey (Receive)

Mr. Straw reviewed the survey implementation and results. Are there any items we can glean from this that will help plan for the future? An important area to note is the "Significant Findings" segment.

Ms. Aimee Wyatt discussed the background of this survey, its goals and objectives. We looked at differences between customer perception and employee input. Employees were

much more enthusiastic about the new buses than were customers. Overall results were very favorable. Perhaps the best opportunity to evaluate improvements is by looking at individual comments, of which there were many.

Mr. Greening said he was very happy to see 3.5 out of 4 for courtesy and competency of RTA drivers. Our lives are in their hands every day. One thing that seems to come up frequently is a desire for a greater span of service—particularly on weekday and weekend evenings. How far into the future would it be that we may expand our span of service?

Mr. Straw said technically it is easy to expand the span of service in the evenings and weekends as this doesn't take more vehicles or equipment. The challenge is finding funding to operate it. He noted Runabout service must also be expanded when the fixed route service broadens. Costs climb quickly. One additional hour of service increases the number of hours per day because of the number of vehicles on the road. Overcrowding on the buses is an ongoing concern. When we expand the span of service—making days longer—we don't pick up that many more riders on those last runs. They tend to be less efficient than when we add service at peak commute hours. We have to be careful that whatever we do does not negatively impact the farebox recovery ratio. We continue to look for funding and options for long-term service planning.

Mr. Straw asked the committee to contact Ms. Wyatt with input or cross-tabulations they would like included in the final report.

Mr. Gamaliel Anguiano, SLO Transit, inquired if this survey was also conducted in Spanish. **Mr. Straw** said no, but this will be a priority next time, particularly in the South County, where there are a higher percentage of Spanish-speakers.

B. Action Items

B1. Review & Recommend Updates to RTA 2012-14 Strategic Business Plan:

(Recommend): Mr. Straw said this plan was adopted in 2011 for 2012-2014. This is a good time to look at the performance metrics. Is this plan still pertinent or should we add new ones or make other changes? He reviewed the current plan and discussed 11 possible revisions beginning on Page B-1-2.

Mr. Moores recommended staff use the load factor as a performance measure. This will take into consideration the number of seats, not just the number of standees on a bus.

Mr. Straw pointed out the new Intelligent Transportation System (ITS) will automatically count passengers getting on and off. This will help verify load factors by location and time of day. It will also track when buses are running hot or late, which will affect on-time performance.

Mr. Todd Katz asked if the 30 minute window for Runabout rides is too long for people who are incapacitated. Can this be shortened?

Mr. Greening said missed connections can be traumatic when the bus is late. He suggested setting a standard for missed connections. He also was concerned about what happens and how often the bike racks are maxed out.

Mr. Greening moved to recommend approval of Action Agenda Item B-1 with suggested changes. **Mr. Moores** seconded and the motion carried on a voice vote with no oppositions or abstentions.

B2. North County Transit Consolidation Plan Implementation (Recommend): Mr. Straw briefly reviewed the consolidation recommendations developed in the 2012 North County Transit Plan. Public meetings will be held in mid-February at several locations in Paso Robles, Atascadero, Templeton Hospital and Cal Poly.

Mr. Greening pointed out most of the Route 9 service is local and will no longer serve Cal Poly. Finals week begins the week of June 1, when these proposed changes will be implemented. It's good the inbound Route 9 stops on campus in the morning. At the very least, outbound Route 9 should service Cal Poly during the hours when the Grand avenue service is maxed out. He noted commuters in Santa Margarita will not be happy to lose service to Cal Poly.

Mr. Straw said staff looked at the ridership on each of the runs when considering consolidation ideas. Our challenge is the local hourly service through the campus gets bogged down with traffic and there's not a lot of ridership. The express service has the lion's share of Cal Poly riders and this won't stop. Inbound morning routes will continue to service the campus directly. Outbound service will still serve the campus in the afternoon. We are looking for more input on these proposed changes.

Mr. Straw suggested child fares be applicable for 44" and taller rather than age-based. RTA will increase the cash fare between Paso Robles and San Luis Obispo from \$2.50 to \$3.00. This will bring the fare in line with trips from San Luis Obispo to the north coast and Santa Maria.

Mr. Greening moved to recommend approval of Action Agenda Item B-2 with the exception of #3--eliminating all local service stops to Cal Poly. **Ms. Dominguez** seconded and the motion carried on a voice vote with no oppositions or abstentions.

Mr. Greening recommended RTA and SLO Transit work together on strategies for reducing the number of RTA Route 9 trips through Cal Poly where practical. Another option to consider is having Route 9 come up Grand Avenue, stop and do the loop at the Performing Arts Center before continuing downtown.

Mr. Greening moved to approve a recommendation of looking for opportunities to reduce local service to Cal Poly and work with San Luis Obispo Transit, perhaps keeping the Grand Avenue stop even if you drop the rest. **Mr. Seden-Hansen** seconded and the motion carried on a voice vote with no oppositions or abstentions.

C. CONSENT AGENDA ITEMS:

C-1 RTAC Minutes of 4-17-13 (approve)

Mr. Moores moved to approve the draft minutes and **Mr. Greening** seconded. The motion carried with a voice vote with no abstentions or oppositions.

D. ADJOURNMENT:

Mr. Seden-Hansen adjourned the meeting at 9:53 a.m.

Next RTAC Meeting: **April 17, 2014**

Respectfully Submitted:

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

DRAFT
SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
MINUTES OF March 5, 2014
C-10

BOARD MEMBERS PRESENT:

DEBBIE ARNOLD, FIFTH DISTRICT, COUNTY OF SAN LUIS OBISPO (*Vice President*)
SHELLY HIGGINBOTHAM, CITY OF PISMO BEACH (*President*)
BRUCE GIBSON, SECOND DISTRICT, COUNTY OF SAN LUIS OBISPO
ADAM HILL, THIRD DISTRICT, COUNTY OF SAN LUIS OBISPO
JAMIE IRONS, CITY OF MORRO BAY
TOM O'MALLEY, CITY OF ATASCADERO
DEBBIE PETERSON, CITY OF GROVER BEACH
CAREN RAY (FOURTH DISTRICT, COUNTY OF SAN LUIS OBISPO)
TONY FERRARA, CITY OF ARROYO GRANDE
JAN MARX, CITY OF SAN LUIS OBISPO
FRED STRONG, CITY OF PASO ROBLES

BOARD MEMBERS ABSENT:

FRANK MECHAM, FIRST DISTRICT, COUNTY OF SAN LUIS OBISPO (*Past President*)

STAFF PRESENT:

GEOFF STRAW, EXECUTIVE DIRECTOR
TANIA ARNOLD, CFO & DIRECTOR OF ADMINISTRATION
TIM MCNULTY, SAN LUIS OBISPO COUNTY COUNSEL
ANNA MAFORT-LACY, ADMINISTRATIVE ASSISTANT
OMAR MCPHERSON, GRANTS MANAGER
TRENA WILSON, ADMINISTRATIVE ASSISTANT
DAVID ROESSLER, MAINTENANCE MANAGER
FRED CARLBERG, MAINTENANCE STAFF
PHIL MOORES, OPERATIONS MANAGER
AIMEE WYATT, MARKETING & SERVICE PLANNING MANAGER

CALL TO ORDER AND ROLL CALL: **President Shelly Higginbotham** 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, gave thanks to the drivers for working without a contract for more than a month and for not making passengers feel any discomfort.

They kept up their morale and remained alert. I appreciate everyone at RTA for hanging on through this period of uncertainty.

CLOSED SESSION ITEMS

Mr. Greening said he understands the drivers accepted the second offer by about a 2:1 ratio. It's not everything they deserve, but it's a meaningful step in the right direction. The drivers accepted it, so I encourage the Board to do the same.

- D-1-1 Conference with Labor Negotiator Geoff Straw concerning the following labor organization: Teamsters Local 986
- D-1-2 Conference with Real Property Negotiator Geoff Straw concerning 40 Prado Road, San Luis Obispo

RTA went into *Closed Session* at 8:34 a.m. and returned to *Open Session* at 9:25 a.m.

Open Session: **Mr. Tim McNulty**, Legal Counsel, reported that the Board met in closed session, no reportable action was taken with regard to the real property. However, the Board agreed to enter into a new four-year collective bargaining agreement with Teamsters Local 986.

A. INFORMATION AGENDA:

A-1 Executive Directors Report: **Mr. Straw** began his report by announcing the new Employee of the Quarter, Mechanic **Mr. Fred Carlberg**.

Mr. David Roessler introduced **Mr. Carlberg**. RTA has about 100 employees, only seven of which are mechanics. Fred works very hard in the shop. The Employee of the Quarter program looks at several criteria: Outstanding performance, leadership, professionalism, interpersonal skills, customer service and positive impact on the company. Fred encompasses all of these qualities. Buses have evolved over the years and all now have computer systems. Fred has really pioneered in the shop, learning how to work on these new vehicles. He reaches out to the drivers and other staff and provides an example for others.

Mr. Carlberg said it is a pleasure to work at RTA. Technology has changed and it is a challenge to keep up. When you couple this with the need for passenger safety, it makes for a very rewarding job.

Mr. Straw continued his report by saying three new bus operators completed training and began revenue service in late February.

Staff continues to work with the San Luis Obispo Council of Governments (SLOCOG) and the cities of Atascadero and Paso Robles to implement the North County consolidation. We are awaiting one more signature from Atascadero and we are ready to go. We are looking for services to begin on June 1.

The Regional Transit Advisory Committee (RTAC) met on January 15 and elected **Mr. Michael Seden-Hansen** as Chair and **Mr. Greening** as Vice Chair. During the meeting, the committee expressed support for RTA's suggested North County service planning milestones, the results of the Customer Perception Survey, and the potential new performance standards in the Strategic Business Plan.

RTA took delivery of two shop trucks and three Ford Focus staff cars. These will replace trucks and cars that were previously surplus by the County and subsequently purchased by RTA in 2009.

The SLOCOG Board formally adopted its CMAQ grant award program at the February 5 meeting. This includes 80% Federal and 20% local capital funding for two over-the-road coaches and operating funding for three years to operate more express services on Routes 9 and 10. We may know as early as May when those funds will be available. The plan is to implement service by August 2015. However, based on some of the overcrowding we have on Route 9, we are looking into the possibility of getting some of these funds a little bit early and implementing extra express service temporarily using existing vehicles.

The Cambria Trolley operates six events a year as part of the County Services contract. On December 6th we carried a record 278 passengers as part of the Hospitality Night service.

FTA Administrator, Peter Rogoff, was recently appointed as Acting Undersecretary for Policy at the US Department of Transportation. Staff will update the Board when a new FTA Administrator is in place. While it's sad to see him go, it is good to have someone so transit-focused in a high-ranking position.

RTA recently completed the on-site portion of the FTA Triennial Review. Out of 18 areas, RTA was found to be fully-compliant in 17 areas and received a minor finding in our Runabout No-Show policy.

Google Transit is on the home page of our website and recently added a new feature that shows the daily span of service.

Item B-1 will cover the budget assumptions. Once again we will develop two-year operating and five-year rolling capital budgets. For the first six months of the current fiscal year, we are at 44.9% of non-capital expenditures.

Fixed route ridership remains strong with 390,847 boardings through December 31, up from 372,149 last year. Runabout continues to require more and more resources. For the first time, we are operating the same number of service hours for Runabout as for fixed route. Five years ago, it was a ratio of 2:1. Runabout ridership is up 21.1% over last year, which was a record year. This trend is unsustainable.

Fixed route productivity is at 23.7 boardings per service hour through December. Runabout productivity is 4.3% lower than the prior year.

Mr. Straw concluded his Executive Director's report.

President Higginbotham opened to Board comment.

President Higginbotham opened public comment.

President Higginbotham closed public comment.

President Higginbotham closed Board comment.

A-2 RTA Bus Stop Improvement Prioritization Report: Mr. Straw said all county bus stops were inventoried in order to identify existing conditions and prioritize RTA bus stops for improvements. The goal is to ensure every bus stop is safe and accessible to all riders. Staff is recommending the Board accepts this report and allows staff to take the report to local jurisdictions for review. We also request authorization to use this report as a guide to seek funding opportunities.

Mr. Straw concluded his report.

President Higginbotham opened to Board comment.

President Higginbotham opened public comment.

President Higginbotham closed public comment.

President Higginbotham closed Board comment.

The Board unanimously moved to accept Agenda Item A-2 as presented on a voice vote.

A-3 Revised Runabout No-Show Policy: Mr. Straw presented the current, suspended Runabout No-Show policy and the new, revised policy. The FTA required we amend our policy as part of the Triennial Review. Our current policy did not address the pattern of missed trips as is now required. He pointed out that in March 2012, when the policy was first approved, this policy was compliant.

Mr. Straw reviewed the draft revised policy and proposed violations, not to exceed a 28-day suspension for the 5th violation. He also discussed the percentage of missed trips as establishing a trend.

Staff would like to present this to advocacy groups, gather input and bring it back to the Board for consideration in May.

President Higginbotham opened to Board comment.

Board Member Jan Marx asked if there was a cost-effective way to remind riders the night before of their reservations. **Mr. Straw** said this is one of the items we will bring back. Ride-On Transportation uses the same reservation and dispatching software, and Ride-On and is implementing a similar advance-call system in the next fiscal year. We will closely monitor how it goes.

President Higginbotham opened public comment.

President Higginbotham closed public comment.

President Higginbotham closed Board comment.

B. ACTION AGENDA:

B-1 RTA FY14-15 and FY15-16 Budget Assumptions: Mr. Straw began by presenting the budget assumptions for the two-year operating and five-year rolling capital. One of the items has already changed under revenue. As a result of CBA negotiations, we are recommending a 5% fare increase to occur in about a year to partially fund the increase wage costs. Staff will come up with a program to fund this increase—very likely a bus pass increase or something similar.

Ms. Tania Arnold outlined some of the main objectives, including maintaining service levels, increasing reserves and evaluating the five-year capital improvement program.

State Transit Assistance (STA) projections are down about 6% for the coming fiscal year. However the impact is minor to RTA. The Job Access Reverse Commute (JARC) funds used to fund Routes 10 and 15 are going away. We were successful in getting one additional year of funding of \$800,000. We are looking at different scenarios to overcoming the revenue shortfall in the following year (FY15-16).

Runabout service hours and expenses are expected to continue increasing.

Fuel consumption estimates are slightly lower, at \$4.15 for the coming fiscal year as opposed to the current \$4.25. This line-item will include an additive, Diesel Exhaust Fluid (DEF), which improves fuel economy in the newer buses.

The number of budgeted positions will remain the same with the exception of likely adding one additional full-time Runabout driver for FY14-15.

Ms. Arnold reviewed the proposed budget calendar and concluded her report.

President Higginbotham opened to Board comment.

President Higginbotham opened public comment.

Mr. Greening thanked staff and agreed the Board should approve the budget assumptions. He urged local jurisdictions that currently divert Local Transit Funds (LTF) to non-transit purposes to consider designating more money for the driver wages. They spend money locally in their communities. We must work with SLOCOG to find more appropriate funding for roads. LTF should be used for transit, which is the most efficient use of the road and moving people around.

President Higginbotham closed public comment.

Board Member Tom O'Malley voiced concerns about several items: Increasing contingency funds; increasing funds in reserves; we hear about savings through consolidation but I see the savings decrease; and LTF is reportedly increasing, but it's going more into reserves while the revenue distribution to jurisdictions is declining.

President Higginbotham closed Board comment.

Board Member Fred Strong moved to approve Action Agenda Item B-1. Board Member Marx seconded, and the motion unanimously carried on a voice vote with Board Member Frank Mecham absent.

B-2 RTA Reserve Funds Policy: **Mr. Straw** reminded the Board this was presented as a white paper at the January 2014 meeting. Staff received great input from the public, Board members and city managers.

Staff recommends establishing three distinct reserve funds: Cash Flow, Capital Projects Reserve, and Operating Reserve. Each fund is detailed in the RTA Reserve Policy.

Cash Flow Reserve Fund will represent 25% of annual budgeted net operating costs and will primarily be funded through the Transportation Development Act (TDA) program. We are essentially doing this now as required per TDA.

Capital Projects Reserve Fund is based upon 20% of the five-year rolling capital budget and identify 20% local match—most likely via TDA. We are looking at a three-year period to build up the reserves. Staff will develop and present a schedule to the Board at the May meeting. This will help identify what the impacts will be by year and jurisdiction.

For the Operating Reserve, staff is recommending 5% of the service delivery line item. We will build up the reserve over the next three years. This would be used to fund unforeseen operating costs.

Mr. Straw concluded his Report.

President Higginbotham opened Board comment.

Board Member Jaime Irons suggested the Board continue this item until we have a better understanding about what the fiscal impacts will be to local jurisdictions.

Board Member Marx agreed and said she would like to continue receiving reports for all jurisdictions, including those areas that are consolidating with RTA. **Mr. Straw** said the reserve policy is only for core services. **Board Member Marx** said she feels the Board needs more information as to how this will directly impact local jurisdictions.

Board Member O'Malley concurred the Board needs more information and would like to see a very conservative approach. The City finance teams need to take a look at the numbers before we formalize this policy.

President Higginbotham opened public comment.

Mr. Ron DeCarli clarified that SLOCOG is working closely with RTA staff on the reserve policy. There may be some other ways we can address how money flows that will address some of the concerns raised today.

Mr. Greening supports a move to continue this to the May meeting and also to be presented at the April RTAC meeting. RTAC has representatives from local jurisdictions. This committee is an excellent place to address any concerns prior to the Board meeting.

President Higginbotham closed public comment.

Board Member President Higginbotham closed Board comment.

Board Member Irons moved to continue Action Agenda Item B-2 and direct staff to bring policy back to each jurisdiction and RTAC the financial impacts, and explore a regional reserve as it applies to this policy, to be brought back at the May Board meeting. **Board Member Strong** seconded, and the motion unanimously carried on a voice vote with **Board Member Mecham** absent.

B-3 North County Service Change Recommendations: **Mr. Straw** said this was a follow-up to the recommendations made by the 2012 North County Transit Study. RTA and North County jurisdictions have been working together to implement a consolidation to be effective June 1, 2014. These operations will still have a separate budget from the core regional services.

The objectives of this consolidation include: Focusing on core regional services and coordinate local services to maximize efficiencies; Reduce trip duration and transfers for customers as much as possible; Provide efficient service to maximize revenue service hours and reduce layover time; Eliminate service duplications; Improve system-wide on-time performance to 90%; Improve commute opportunities; and, Optimize service hours to be the most productive and efficient as possible.

Mr. Straw reviewed the five specific service changes to North County, which include: Provide Route 9 service through North Atascadero; provide Route 9 service to Twin Cities Hospital in Templeton; Incorporate current Paso Express Route C into RTA Route 9 local service; RTA will operate the current Paso Express Routes A and B; and, RTA will operate Paso Robles Dial-A-Ride.

RTA Route 9 must travel no more than 90 minutes from the Cuesta North campus to the Government Center.

He presented five service options created in order to add the new service and still provide timely service. Option 5 was created after receiving input from Cal Poly constituents. Under this option, a total of nine local trips would serve the campus per day. This would include two early morning southbound Route 9 local runs currently running. Six afternoon northbound Route 9 local runs would begin service at the Kennedy Library and proceed to the Government Center before heading north toward Santa Margarita. The last northbound run of the evening will depart the Government Center and sweep the campus using the current northbound local route. This would ensure no one was stranded on campus.

With this option 5, we will take on a little bit more fuel, wear and tear on the vehicles, as well as more driver wage hours, but this will maximize service.

Other proposed changes include allowing children 44" and under to ride for free with a paying adult. Staff also recommends allowing Runabout riders to ride fixed routes for free on SLO Transit and Morro Bay Transit. RTA will work with these agencies to reimburse them on a monthly basis. RTA will add a new zone for Templeton. Further, staff recommends raising the cash fare between Paso Robles and San Luis Obispo from \$2.50 to \$3.00, as this the fare people pay to travel from SLO to Santa Maria or to the North Coast.

Teamsters 986 agreed to have two seniority lists so that current Bus Operators hired from Paso Express and the El Camino Shuttle can bid first on local services in Paso Robles. The two lists will be combined after one year.

Finally, all vehicles will be transferred to RTA upon the consolidation. We will continue to use the vehicles with the Paso Express logos for local routes until they are retired.

Staff recommends authorizing the service changes and fare adjustments as proposed to Route 9 to be effective on Sunday, June 1, 2014.

President Higginbotham opened Board comment.

Board Member Strong said regional and local agencies often work together to provide comprehensive service. He suggested SLO Transit incorporate some routes and times for Cal Poly service, rather than losing time on the regional route. Perhaps the two agencies can offer joint fare box agreement of some kind, for better efficiencies.

President Higginbotham opened public comment.

Mr. Greening thanked Mr. Straw and staff for listening to the Cal Poly contingent and replacing the previously favored Option 1 with Option 5. He observed some problems with afternoon SLO Transit leaving Cal Poly are standing-room only. I think the last run and first run sweeps through campus are very important for RTA riders.

President Higginbotham closed public comment.

President Higginbotham closed Board comment.

Board Member Arnold moved to approve Action Agenda Item B-3. **Board Member O'Malley** seconded, and the motion carried unanimously on a voice vote with **Board Member Mecham** absent.

B-4 Approval of an Agreement between RTA and Teamsters Local 986: **Mr. Straw** announced a ratified agreement with Teamsters Local 986 that represents the Bus Operators, Mechanics and Utility Workers. The contract terms would be retroactively effective February 1, 2014 and expire on January 31, 2018.

Board Member Marx moved to approve Action Agenda Item B-4. **Board Member Strong** seconded, and the motion carried unanimously on a roll call vote with **Board Member Mecham** absent.

C. CONSENT AGENDA:

- C-1 RTA Executive Committee Meeting Minutes of 12/11/2013
- C-2 RTA Customer Perception Survey
- C-3 RTA Board Meeting Minutes of 1/8/2014
- C-4 Maintenance Software and Equipment Procurement

President Higginbotham opened Board comment.

President Higginbotham opened public comment.

President Higginbotham closed public comment.

President Higginbotham closed Board comment.

Board Member O'Malley moved to approve Consent Agenda Items. **Board Member Strong** seconded, and the motion unanimously carried on a voice vote with **Board Member Mecham** absent.

BOARD MEMBER COMMENTS:

Board Member Marx observed bus operators in uniform smoking at the bus stops and inquired about RTA's policy. She said all smoking is banned in the City by municipal ordinance. **Mr. Moores** said staff crafted a policy and is in the process of notifying all employees.

Board Member Strong invited the Board and public to Paso Robles' 125th birthday on March 11 in the downtown city park.

Board Member Irons voiced his appreciation to **Mr. Greening** for all of his input and providing checks and balances.

ADJOURNMENT: **President Higginbotham** adjourned the RTA meeting at **10:45 a.m.**

Respectfully Submitted,

Anna Mafort-Lacy
RTA, Administrative Assistant

DRAFT

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY MINUTES OF April 2, 2014 C-11

BOARD MEMBERS PRESENT:

Shelly Higginbotham, City of Pismo Beach (President)
Debbie Arnold, Fifth District, County of San Luis Obispo (Vice President)
Tony Ferrara, City of Arroyo Grande (*arrived @ 8:33 a.m.; left @ 12:07 p.m.*)
Bruce Gibson, Second District, County San Luis Obispo
Adam Hill, Third District, County of San Luis Obispo (*left at 12:07 p.m.*)
Christine Johnson, City of Morro Bay
Jan Howell Marx, City of San Luis Obispo
Frank Mecham, First District, County of San Luis Obispo
Tom O'Malley, City of Atascadero
Debbie Peterson, City of Grover Beach
Caren Ray, Fourth District, County of San Luis Obispo
Steven Martin, City of Paso Robles

BOARD MEMBERS ABSENT: *Board Members Tony Ferrara and Adam Hill left at 12:07 p.m.*

SLOCOG STAFF PRESENT: Ronald De Carli, Richard Murphy, Peter Rodgers, Steve Devencenzi, Michael Harmon, Eliane Wilson, Jessica Berry, Tim Gillham, Sue Hall, Penelope McCullough, Stephanie Hicks, Mallory Jenkins, Aida Nicklin, Barbara Troyan, and Timothy McNulty (Legal Counsel).

REGIONAL TRANSIT AUTHORITY (RTA) STAFF PRESENT: Geoff Straw and Tania Arnold.

The following action minutes are listed as they were acted upon by the San Luis Obispo Regional Transit Authority and as listed on the agenda for the meeting held April 2, 2014, together with staff reports and related documents attached thereto and incorporated therein by reference. To see a video of the meeting proceedings, go to this link (at SLO-SPAN website) for the **Linked Agenda**: <http://www.slo-span.org/cgi-bin/archive.php?owner=SLOCOG-SLORTA&date=2014-04-02> (either click the play button on the video window to view from the beginning of the meeting or click on a particular agenda item to go directly to that part of the meeting).

SAN LUIS OBISPO COUNCIL OF GOVERNMENTS (SLOCOG) AND **SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY (RTA)** **JOINT MEETING**

1. CALL TO ORDER AND ROLL CALL: President Shelly Higginbotham called the SLOCOG and RTA Joint Meeting to order at **8:32 a.m.** Roll Call was taken. President Higginbotham led the Pledge of Allegiance. (Board Member Tony Ferrara arrived at 8:33 a.m.).

2. PUBLIC COMMENTS: There were no public comments.

3. PROPOSED ACQUISITION OF 40 PRADO ROAD PROPERTY: **Mr. Geoff Straw** discussed the proposed acquisition of 40 Prado Road property using a PowerPoint presentation. He gave a background of the proposal, and highlighted the location of the property and the conceptual site layout. He noted that with the 2013 agreement with the *Community Action Partnership of San Luis Obispo (CAPSLO)*, RTA and CAPSLO intend to split the 10-acre property 68% (RTA) and 32% (CAPSLO). **Mr. Peter Rodgers** explained the funding portion, noting that RTA funding for this project would be \$1M in previously programmed Proposition 1B funds and \$535K in Proposition 1B funding that will be redirected from the City of Grover Beach funds (for Grover Beach Train Station Expansion project) in exchange for \$600K in Congestion Mitigation and Air Quality (CMAQ) Improvement Program funds. **President Higginbotham** inquired if the cost of the environmental review would be shared between RTA and CAPSLO. **Mr. Straw** responded that RTA and CAPSLO are responsible for the cost of their respective projects.

Public Comments: **Mr. John A. Spatafore**, President, Homeless Foundation of San Luis Obispo, thanked the SLOCOG/RTA Board and staff for their work, support and incredible partnership. He said this acquisition will secure almost two (2) acres free and clear to build a Homeless Shelter and provide services to the homeless population. This is a substantial project to move forward – with the \$250K that the Homeless Foundation has raised and a commitment of \$250K from the City of San Luis Obispo and another \$250K from the County, CAPSLO secures their funding. **Mr. Spatafore** noted that the Homeless Foundation is also offering an endowment to the City of San Luis Obispo (SLO) as financial support for homeless services. He thanked SLO City and County staff for their work and support on this project.

Mr. Mike Brown, Government Affairs Director, Coalition of Labor, Agriculture and Business (COLAB), pointed out he has no problem with the proposal to purchase 40 Prado Road, as this project is generally good and will save RTA and CAPSLO money. He expected, however, to see Board Member Adam Hill recuse himself from voting on this item, citing conflict of interest relative to CAPSLO.

President Higginbotham asked the Legal Counsel if this item be voted upon or should be approved by consensus. **Mr. Tim McNulty** referred the question to SLOCOG and RTA Executive Directors. **Mr. De Carli** clarified that SLOCOG and RTA staff are asking the SLOCOG/RTA Board to “support” the acquisition of 40 Prado Road for a future RTA Maintenance Facility, with a subsequent approval of SLOCOG Agenda Item AA-1 (which include modification of the finance plan in its 2014 Regional Transportation Improvement Program (RTIP), increasing \$600K to Grover Beach Train Station Expansion) and RTA Agenda Item B-1 (in RTA’s April Consent Agenda), a budget amendment to the RTA FY 2013-14 Budget for property acquisition.

Action: **Board Member Jan Howell Marx** moved and **Board Member Tony Ferrara** seconded to support acquisition of 40 Prado Road for a future RTA Maintenance Facility. The motion passed on a voice vote (**Board Member Adam Hill** abstained).

ADJOURN THE JOINT SLOCOG/RTA BOARD MEETING & CONVENE THE SLOCOG BOARD MEETING: The Joint SLOCOG/RTA Board meeting was adjourned and the SLOCOG Board meeting convened at **8:45 a.m.**

ADJOURN THE SLOCOG BOARD MEETING AND CONVENE THE RTA BOARD MEETING: The SLOCOG Board meeting was adjourned and the RTA Board meeting convened at **12:07 p.m.** (Board Members Tony Ferrara and Adam Hill left at 12:07 p.m.)

RTA Board Meeting

CALL TO ORDER AND ROLL CALL: President Shelly Higginbotham called the RTA Board meeting to order at **12:08 p.m.** Roll Call was taken.

Public Comments: Mr. Eric Greening, Atascadero, thanked RTA administration and staff who worked on getting the drivers' contract finalized, noting it will give security of uninterrupted transit service. The drivers are getting their pay a little closer to what they deserve. Mr. Greening noted he is thankful that the planning for the service changes was moved from Option 1 (eliminating service to Cal Poly on the local, non-express trips) to Option 5 (modifying service to Cal Poly), so now the Cal Poly service is being met. He urged RTA to look at the last two weeks of the Spring Quarter that just begun at Cal Poly and make certain there is a robust information effort and signage at the stop over by the Performing Arts Center (PAC), because on June 1st or June 2nd, people will need to be at the other end of campus by the library to get the afternoon service (with the exception of a couple of express runs). People need to be warned about the change to help them anticipate and make that change. In closing, Mr. Greening talked about the possibility of a joint session for SLOCOG and RTA for the May 7th meeting, which has to do with looking at a range of options for meeting the needs of evening students at Cuesta College. He said he heard Mr. Straw mentioned there are issues on both Cuesta campuses (San Luis Obispo and North County). He hopes these issues would be included in the next Regional Transportation Advisory Committee (RTAC) meeting on May 17th. As an RTAC member, he is eager to engage with those issues.

Mr. Geoff Straw brought to attention that RTA will provide the information at all bus stops on the Cal Poly campus that RTA currently serve, not just the library.

President Higginbotham asked for any questions or comments from the Board. There were no comments.

4. RTA CONSENT AGENDA: Mr. Straw briefly talked about the Consent Agenda items as outlined below.

Consent Agenda Items:

- B-1** Fiscal Year 2013-14 Budget Amendment for Property Acquisition (**APPROVE**).
- B-2** Resolution Authorizing FTA Section 5339 Funding (**APPROVE**).
- B-3** Authorize Board President to Execute Revised Loan Agreement (**APPROVE**).
- B-4** Resolution Authorizing FTA Section 5311 Funding (**APPROVE**).

Action: Board Member Tom O'Malley moved to approve the Consent Agenda as presented. Board Member Jan Howell Marx seconded, and the motion carried on a roll call vote, with Board Members Tony Ferrara and Adam Hill absent.

ADJOURNMENT: President Higginbotham adjourned the meeting at **12:13 p.m.**

Respectfully Submitted,

Aida Nicklin
SLOCOG Executive Secretary

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

May 7, 2014

STAFF REPORT

AGENDA ITEM: C-12

TOPIC: Provide Cuesta North Campus Evening Shuttle Service

ACTION: Approve

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Approve Concept, and Direct Staff to Present a Budget Amendment and Agreement at the July 9th Board Meeting

BACKGROUND/DISCUSSION:

While the SLOCOG Board found no unmet transit needs that were reasonable to meet at its April 2, 2014 meeting, the Board directed SLOCOG staff to continue to work with local officials to cooperatively develop a late-evening service from the Cuesta College north campus in Paso Robles to the North County communities.

RTA staff discussed service and funding options with officials from SLOCOG, the cities of Atascadero and Paso Robles, SLO County and the Cuesta College campus in March and April. The group agreed that the cost to operate this new service would be fully borne by the Cities of Atascadero and Paso Robles, San Luis Obispo County and Cuesta College, with “seed money” provided by SLOCOG. It was also agreed that the following service plan would meet the needs of the community that accesses evening classes at the north campus:

1. Service would operate Monday through Thursday, and would accommodate students, staff and faculty whose classes end at 9:50 PM.
2. The shuttle would be operated during the academic year (or 35 weeks) beginning on Monday August 18, 2014.
3. A deviated fixed-route service would be operated, since it would be more cost-effective than traditional fixed-route and complementary ADA paratransit (Runabout) services.
4. Service would be provided to existing bus stops in Paso Robles, Templeton and Atascadero on-request; riders would inform the Bus Operator of their desired drop-off point as they enter the bus at the campus.
5. Cuesta College would provide funding that would allow fare-free service for its constituents.

6. To meet ADA regulations, the bus would deviate up to ¾-mile from an existing fixed-route. Those passengers that are Runabout eligible would be provided fare-free service for their route deviation, although non-Runabout eligible passengers would pay \$10.00 for each route deviation.
7. The following evening departures from the campus would be provided:
 - a. The regularly-scheduled RTA Route 9 bus would operate its normal 7:00 PM southbound trip from the campus all the way to San Luis Obispo, with regular service in Paso Robles, Templeton, Atascadero and Santa Margarita.
 - b. One 16- or 30-passenger cutaway bus¹ would depart the campus at 7:00 PM and 8:00 PM, serving bus stops in Paso Robles as requested.
 - c. One 16- or 30-passenger cutaway bus would depart the campus at 9:00 PM and 10:05 PM, serving bus stops in Paso Robles, Templeton and Atascadero (as far south as the Bordeaux Apartments bus stop on El Camino Real at Viejo Camino).

The financial plan has been developed so that the following agencies would provide funding for this one-year demonstration project:

1. Cuesta College	\$10,000
2. City of Paso Robles	\$30,000
3. City of Atascadero	\$10,000
4. SLO County	\$5,000
5. SLOCOG	\$5,290

In total, \$60,290 is required to operate the service, which would operate from August 18, 2014 through May 22, 2015. Cuesta College's \$10,000 contribution would count as farebox revenue, which will ensure the 17% farebox recovery ratio requirement is met.

To ensure the service meets the public's demand for efficient use of resources, the following key performance indicators (KPIs) are proposed:

1. Ridership – The Cuesta North Campus Shuttle service will require 618 vehicle revenue hours (VRH) for the 35-week academic year. Assuming a productivity of 6.0 passenger boardings per VRH, this equates to 3,710 total one-way passenger-trips or an average of 26.5 per service day.²
2. On-Time Performance – A standard of 90% is appropriate for this demand response service, assuming that only the four cutaway bus departures discussed above from the campus will be tracked.

¹ RTA will initially operate a 30-passenger cutaway bus (similar to the buses currently used on Paso Express Route C) to ensure sufficient passenger capacity. If ridership patterns suggest a smaller 16-passenger cutaway bus is more appropriate, RTA would use the smaller bus to conserve fuel.

² Realizing that it takes up to two years to attain full potential ridership demand, this analysis assumes that 50% these productivity figures will be attained by the end of the first year.

3. Farebox Recovery Ratio – The RTA standard is 20% for fixed-route services. It is prudent to assume that Cuesta College will provide the minimum blended 17% FRR for this service in FY14-15 and in the future.

All other pertinent KPIs for the Cuesta North Campus Shuttle will be monitored as presented in the RTA Strategic Business Plan.

Based on Cuesta College's need to begin advertising this service to its students who begin signing up for Fall 2014 classes on May 12, staff is recommending that the RTA Board approve of this concept at its May 7th meeting and direct staff to develop a final Agreement with the funding partners; that Agreement would be considered at the July 9th RTA Board meeting. Staff would also bring a budget amendment to the Board at the July 9th meeting.

Staff Recommendation

Approve the Cuesta North Campus Shuttle concept, and direct staff to present both a budget amendment and an agreement at the July meeting.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
REGIONAL TRANSIT ADVISORY COMMITTEE
April 17, 2014
MINUTES
C-13**

Members Present: Eric Greening (*Vice Chair*) Fixed Route Representative
 Gamaliel Anguiano SLO Transit
 Dawn Patterson Atascadero Transit
 Dominique Bonino Cal Poly
 Janeen Burlingame Morro Bay Transit
 Mark Dariz Runabout/DAR Representative
 Todd Katz Fixed Route Alternate Rep.
 Phil Moores South County Transit (SCT)

Members Absent: Michael Seden – Hansen (*Chair*) City of Paso Robles
 John Diodati County of San Luis Obispo
 Anthony Gutierrez Cuesta College

Staff Present: Geoff Straw RTA
 Tania Arnold RTA
 Anna Mafort RTA

Guest: Eliane Wilson SLOCOG

1. Call Meeting to Order, Roll Call:

Vice-Chairperson **Eric Greening** called the meeting to order at 2:09 p.m. Roll call was taken; a quorum was present.

2. Public Comments:

None

A. Information Agenda Items

A1. Manager's Report (Receive):

Mr. Straw announced the agreements with the cities of Paso Robles and Atascadero have been executed and the North County consolidation is moving forward. Service will begin June 1. RTA provided job offers to eight bus operators. New Route 9 schedules with a watermark will be available the week of May 5 for review. The clean schedule will be available about a week before service begins. We will post large posters of the draft schedules at the North County bus shelters to help get the word out.

RTA will present the final RTA reserves policy at the May 7 Board meeting. This was initially presented at the March meeting for feedback. Staff paired down the suggestions from five to two reserve policies: Cash and Capital. We will not be adding an operating reserve at this time as SLOCOG already has a reserve fund that can be used if necessary.

Cuesta College North campus has many late evening classes and serves a high percentage of students who are low income or use English as a second language. The school is willing to help fund a special service to get these people home. We have a preliminary funding plan but will need to find more money and get 17% fare box recovery ratio for this service. The service would only operate during the regular academic year, Monday through Thursday. **Vice Chair Greening** suggested the last run south from the Cuesta North campus might be open for others to ride. **Mr. Straw** said staff could include the Paso Robles train station, but this would not represent a regular route with a set schedule. It will already include overtime for the driver and supervisors. There will not be a set route or stops for this run. We are looking at a one-year demonstration project to gauge how productive it may be.

We will say farewell to buses 148 and 149 at the May 7 Board meeting. They each have about a million miles and bus 149 will be parked downtown.

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

Ms. Janeen Burlingame announced Morro Bay Transit began operating Saturday service on March 29 and will operate year-round from 8:25 a.m. to 4:25 p.m. This will include service along North Main Street.

B. Action Items

B1. RTA FY14-15 and FY15-16 Operating Budget, and FY14-15 through FY18-19 Capital Budget (Recommend): **Mr. Straw** announced a balanced two-year operating and five-year rolling capital budgets. Core services remain the same, except for Runabout, which experience dramatic cost overruns. There is a new line item for North County. **Ms. Tania Arnold** said the North County and San Luis Obispo County budgets have already been approved for fiscal year 14-15. The budget is balanced and no Local Transit funds (LTF) will be used for capital projects. We received another \$800,000 of Job Access Reverse Commute (JARC) funding for the coming fiscal year. We carrying forward \$460,000 as part of the 14/15 LTF draw to help offset the gap in 15/16. Changes that went into effect with the executed Collective Bargaining Agreement (CBA) are included in the budget. Staff will present a budget amendment to the July Board meeting if the evening Cuesta North shuttle service becomes a reality.

LTF is tentatively 10% higher for FY14-15. Administrative and Operating expenses are up about 5%—primarily due to workers compensation and changes in the Runabout service. RTA received approval for Congestion Mitigation Air Quality (CMAQ) grant to purchase two over-the-road coaches and operate additional express services. Staff expects to receive buses in early 2015, but hope to launch the additional express trips before the vehicles arrive. **Ms. Arnold** reviewed the budget per route and day of week.

Mr. Straw noted the first year is fiscally restrained. The second year is advisory. **Ms. Arnold** continued by noting part of the JARC funding is based upon North Coast routes. We may make some schedule adjustments on Route 15 next year.

The committee discussed ways to recertify and reduce costs on Runabout, including educating doctors and the public.

Ms. Arnold pointed out the interest payments dropped significantly with accelerated loan pay down and a reduced interest rate. Staff anticipates paying off the loan to coincide with current lease expiration. Page B-1-9 shows the TDA required by all the jurisdictions and concludes operating expenses. B-1-10 shows the proposed capital revenue. Page B-1-11 includes the operating budget of all RTA core services, county services and north county services. **Vice Chair Greening** inquired about the “Special Transportation” column. **Ms. Arnold** said this line item includes County Services. The Cambria Trolley was listed here. Page B-1-12 is the capital budget which includes the vehicle ITS camera system project. We will get this up and running once we get funding from the state. The program will allow people to check the location of buses en route. Several vehicles are in need of rehabilitation. We will receive several more vehicles in 2015. **Mr. Straw** reiterated staff seeks approval for the FY14-15 budget. The other years are advisory. **Ms. Arnold** discussed the increase to the Runabout budget on page B-1-16, which is currently budgeted at \$2.8M and the proposed budget is \$3.4M.

Mr. Anguiano asked about Runabout ridership. **Mr. Straw** said the average is about 1.4 passengers per hour. Part of the problem is the service area. If we take someone from Cambria to Santa Maria, it ties up a driver and vehicle for about three hours. **Ms. Wilson** said this ridership is the lowest in the region.

Ms. Arnold continued with Page B-1-17, which includes special services. The last two pages show County services--which will no longer operate the Cambria Trolley—and the North County Service. She concluded her report.

Mr. Katz referred to the Mission Statement and suggested it would be good to clarify the sentence about the type of miles traveled.

Mr. Phil Moores moved to support staff recommendation of Action Agenda Item B-1 with suggested changes. Mr. Mark Dariz seconded; the motion carried on a voice vote with no oppositions or abstentions.

B2. Revised Runabout No-Show Policy (Recommend): **Mr. Straw** presented the final Runabout No-Show policy which must show a pattern of miss-outs and have no more than a 30-day suspension for frequent fliers. He reviewed the new violation guidelines and procedures with the committee as listed on the proposed policy. **Mr. Katz** observed someone could theoretically have 48 violations in a month and still ride Runabout. **Mr. Anguiano** suggested eliminating subscription trips for those who regularly miss appointments. **Mr. Katz** inquired about options to contact passengers before the trip. **Mr. Straw** said Ride-On Transportation uses the same software and is implementing a

component that will notify riders about 15 minutes ahead of pick-up. We will be closely watching this pilot program. We plan on implementing the new policy on July1, 2014.

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

C. CONSENT AGENDA ITEMS:

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

Mr. Dariz made a motion to approve the draft minutes and Ms. Patterson seconded. The motion carried with a voice vote with Ms. Burlingame abstaining.

D. ADJOURNMENT:

The meeting adjourned at 3:48 p.m.

Next RTAC Meeting: **July 17, 2014**

Respectfully Submitted:

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

DRAFT

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

May 7, 2014

STAFF REPORT

AGENDA ITEM: C-14

TOPIC: Assignment and Assumption Agreement for Base Transit Services to Cuesta College North Campus

ACTION: Approve

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Authorize Board President to Execute Agreement

BACKGROUND/DISCUSSION:

In July 2011, RTA executed a North County Regional Cooperative Transit Agreement with the Cities of Atascadero and Paso Robles, as well as the San Luis Obispo Community College District (known as Cuesta College). That Agreement called for a base level of fixed route services to the campus in exchange for financial contributions from Cuesta College. With the consolidation of transit services in North County into RTA, the attached draft Agreement identifies the assignment of the Cities' rights and obligations to RTA.

Staff will continue to work with officials from the Cities and the campus to refine the language in the draft Agreement prior to the June 1 consolidation of transit services in the North County.

Staff Recommendation

Authorize the Board President to execute the final Agreement, assuming no material changes are requested by the other parties.

ASSIGNMENT AND ASSUMPTION AGREEMENT

This Assignment and Assumption Agreement (“Agreement”) is entered into as of _____, 2014, by and among the City of El Paso de Robles, a municipal corporation, the City of Atascadero, a municipal corporation (collectively “Cities”), the San Luis Obispo Regional Transit Authority, a joint powers authority (“RTA”), and the San Luis Obispo County Community College District, a public body (“Cuesta College”).

RECITALS

A. The City, RTA and Cuesta College entered into that certain North County Regional Cooperative Transit Agreement (“Transit Agreement”), which became effective July 1, 2011.

B. Under the Transit Agreement, the Cities and RTA agreed to provide public transportation services to Cuesta College in exchange for financial contributions from Cuesta College as set forth therein.

C. The City of El Paso de Robles and RTA entered into that certain Agreement for Provision of Paso Robles Transit Services by San Luis Obispo Regional Transit Authority dated _____ 2014, whereby in exchange for the transfer of all of the City’s transit assets and liabilities, RTA assumed all responsibilities and obligations of providing local public transit services within the City. The City of Atascadero plans to transfer its responsibilities for local public transit services and operations to RTA as well.

D. The Cities desire to assign their rights, title and interest in, and obligations and covenants under the Transit Agreement to RTA, and RTA desires to assume such rights, title and interest in, and obligations and covenants under the Transit Agreement.

NOW THEREFORE, the parties do mutually agree as follows:

Section 1. Assignment by Cities. The Cities hereby assign to RTA all of the Cities’ rights and obligations under the Transit Agreement.

Section 2. Acceptance of Assignment and Assumption by RTA. RTA accepts the above assignment, and assumes all of the Cities’ rights and obligations under the Transit Agreement. In so doing, RTA expressly agrees for the benefit of Cuesta College to perform and observe all terms, obligations, conditions and covenants of the Cities set forth in the Transit Agreement. RTA further acknowledges and agrees for the benefit of Cuesta College that it is aware of and has copies of the Transit Agreement, is aware of the Cities’ current obligations under the Transit Agreement and that it shall be bound by the covenants and conditions of the Transit Agreement.

Section 3. Acknowledgement and Financial Contributions. Cuesta College hereby acknowledges and accepts the Cities’ assignment of their rights and obligations under the Transit Agreement to RTA and RTA’s assumption of the Cities’ rights and obligations under the Transit Agreement. Further, Cuesta College agrees to pay its financial contributions, as set forth in the Transit Agreement, to RTA.

Section 4. Release of Cities. As of June 1, 2014, RTA shall assume all of the Cities’ rights and obligations under the Transit Agreement and the Cities shall be relieved of and shall have

no further obligations under the Transit Agreement. Thereafter, the term Cities as used in the Transit Agreement shall mean and refer exclusively to RTA. Except as provided herein, this Agreement shall not affect any other terms and conditions of the Transit Agreement, which is in full force and effect.

Section 5. Representations. Cities represent and warrant that they have not previously assigned, pledged, hypothecated or otherwise transferred any of the Cities' rights and obligations under the Transit Agreement.

Section 6. Indemnification. RTA agrees to indemnify, protect, hold harmless and defend Cities from all suits, actions, claims, causes of action, costs, demands and judgments arising out of RTA's failure to perform any obligation under the Transit Agreement that is assumed by RTA, except as such failure may have been caused by Cities' willful misconduct or negligence.

Section 7. Attorney's Fees' Enforcement. If any attorney is engaged by any party hereto to enforce or defend any provision of this Agreement, the prevailing party or parties shall be entitled to costs and reasonable attorneys' fees.

Section 8. California Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of California.

Section 9. Severability. Any provision of the Agreement which is determined by a court to be invalid or unenforceable shall be deemed severed herefrom, and the remaining provisions shall remain in full force and effect as if the invalid or unenforceable provision had not been a part hereof.

Section 10. Binding on Successors. This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.

Section 11. Counterparts. This Agreement may be signed in counterparts, each of which shall constitute one and the same instrument.

Section 12. Entire Agreement. This Agreement is the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior agreements and understandings, whether written or oral, between the parties with respect to the matters contained in this Agreement.

Section 13. Effective Date. This Agreement shall be effective as of the date of execution of this Agreement by the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

CITY OF EL PASO DE ROBLES

RTA

James L. App, City Manager

President
San Luis Obispo Regional Transit Authority
Board of Directors

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Iris P. Yang, City Attorney

Assistant County Counsel

ATTEST:

ATTEST:

Dennis Fansler, City Clerk

Executive Director
San Luis Obispo Regional Transit Authority

CITY OF ATASCADERO

CUESTA COLLEGE

City Manager

President

APPROVED AS TO FORM:

APPROVED AS TO FORM:

City Attorney

Counsel

ATTEST:

ATTEST:

City Clerk

Board Secretary