



## REGIONAL TRANSIT AUTHORITY EXECUTIVE COMMITTEE AGENDA

PLEASE NOTE THE DATE, TIME, AND LOCATION:

**Wednesday, June 12, 2013**

**10:00 a.m. – 11:30 a.m.**

**SLOCOG Conference Room**  
**1114 Marsh Street**  
**San Luis Obispo, California**

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

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

- 1. Call Meeting to Order, Roll Call**
- 2. Public Comment:** The Committee reserves this portion of the agenda for members of the public to address the San Luis Obispo Regional Transit Authority Executive Committee on any items not on the agenda and within the jurisdiction of the Committee. Comments are limited to three minutes per speaker. The Committee will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.
- 3. Information Items**
  - A-1 Executive Director's Report (Information)
- 4. Action Items**
  - B-1 South County Area Transit Use of RTA Vehicles (Revised; Approve)
  - B-2 Unlimited Access on RTA Fixed Route Services for RTAC Members (Approve)
- 5. Consent Items**

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

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

C-1 Executive Committee Meeting Minutes of April 17, 2013 (Approve)

**6. Agenda Review** – below are items that will be presented at the July 10, 2013 Board meeting:

Information Items

- A-1 Executive Director's Report (Information)
- A-2 Strategic Business Plan performance measures update (Receive)

Action Items

- B-1 South County Area Transit Use of RTA Vehicles (Revised; Approve)
- B-2 Unlimited Access on RTA Fixed Route Services for RTAC Members (Approve)

Consent Items

- C-1 RTA Board Meeting Minutes of May 1, 2013 (Approve)
- C-2 Executive Committee Meeting Minutes of April 17, 2013 (Approve)
- C-3 Authorize Staff to Procure ITS Project (Approve)
- C-4 Title VI Plan Update (Approve)

Closed Session Items

- D-1-1 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)  
Property: 179 Cross Street, San Luis Obispo, CA  
Agency Negotiator: Geoff Straw  
Negotiating Party: LTC of SLO, Ltd.  
Under negotiation: Price and terms

**7. Closed Session Items**

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Under negotiation: Price and terms

**8. Adjournment**

Next Executive Committee Meeting: **August 7, 2013**

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**June 12, 2013**

**STAFF REPORT**

**AGENDA ITEM:** A-1

**TOPIC:** Executive Director's Report for Executive Committee

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Information

**BACKGROUND/DISCUSSION:**

**Operations:**

RTA took delivery of its first new Gillig low-floor bus on May 17. This "pilot bus" is the first of seven for RTA and three for South County Area Transit, and it has been tested extensively to ensure it meets the performance standards that staff included as part of the procurement documents. Following a rigorous vehicle inspection process and a focused training program for all RTA Bus Operators, bus number 1301 entered revenue service on June 6, 2013. We eagerly await delivery of the remaining nine buses in early August.

RTA began a new Bus Operator training class of seven candidates on May 28, 2013. Based on our standard six-week training period, it is expected these new Bus Operators will be ready for revenue service during the first week of July. We conducted a "shake-up" on May 11, which is a twice-yearly event where the Bus Operators choose their driving shifts according to seniority; the shake-ups correspond with planned service changes (i.e., elimination of Route 14 during the summer and the corresponding implementation of the summer Cambria Trolley). The next shake-up is scheduled for August. The final issue related to safety/training is that RTA provided CHP-required 8-hour Verification of Transit Training classes for Commercial Drivers Licensed employees in April and May. The final class will be on June 29<sup>th</sup>. Staff will provide some photos of these events during the Executive Director presentation at the July 10 RTA Board meeting.

The California Highway Patrol conducted its TDA-mandated annual terminal inspection of SCAT and RTA buses, as well as driver records, from June 3 through June 5. No deficiencies were noted during the on-site review, and we hope to receive the final report by the end of June.

**Maintenance:**

Unfortunately, the engine in RTA bus number 155 failed in May, and we have decided to not repair it since the bus will be retired when the new buses arrive. Bus number 155

has traveled almost 900,000 miles since we bought it in 1999, so it is long overdue for replacement (FTA standards are 12 years or 500,000 miles, whichever comes first). However, the loss of that bus put a lot of pressure on the maintenance and operations staff over the past few weeks, given that RTA has a very slim spare ratio with the previous loss of bus number 148 and South County Area Transit's need for one or more buses on a continual basis. Fortunately, the arrival of the new Gillig low-floor bus, as well as the dedicated efforts of our operations and maintenance staff, has ensured that RTA continues to provide 100% service delivery during this challenging period.

### **Service Planning & Marketing:**

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

- North County Transit Plan – The Cities of Atascadero and Paso Robles have endorsed the Term Sheet, and we are currently updating the cost models with more recent information. We plan to develop an operating agreement (similar to the RTA/County agreement) in the coming weeks and to bring it to the RTA Board in September (or possibly November).
- North Coast Surveys Study – This study is surveying passengers on Morro Bay transit and RTA Routes 12, 14 and 15. The spring on-board surveys were conducted the week of April 22<sup>nd</sup>, and the consultant team is planning the Morro Bay Trolley summer surveys in early July.

RTA is working with SLOCOG to help plan the July 11th SLOCOG Social Services Transportation Summit at the Madonna Inn. The program is still being finalized, but the intent is to help area specialized transportation providers coordinate with the agencies that serve persons that typically use Runabout, Ride-On and other demand response services. A key goal from RTA's perspective is to help area agency staff members understand the relatively high cost of providing Runabout services and to assist in finding the lowest-cost yet responsive services that could meet their clients' transportation needs.

RTA worked with Cambria area officials to finalize plans for summer Cambria Trolley services, which began on May 25<sup>th</sup> and will operate through Labor Day. New and improved Cambria Trolley marketing materials were developed and distributed, and staff continues to work with area officials and area media outlets to promote the service. The STA-funded Summer Beach service was officially launched on June 7, and the early ridership results are as follows: **\*\*get results from Aimee\*\***. Staff continues to work with area press to promote this new/experimental service, which will operate through August 24<sup>th</sup>. Staff will provide a summary of the Route 9 surveys completed by RTA Intern (and Cal Poly graduate student) Alex Fuchs at the July 10 RTA Board meeting as part of the Executive Director's Report.

Staff is still awaiting word from Caltrans whether or not our FTA Section 5304 planning grant application to conduct a joint Short Range Transit Plan study effort with SLO

Transit will be funded. As noted earlier, this joint effort would permit us to better coordinate our service and capital plans, while also studying some of the impediments of travel between our two agencies' routes.

**Finance and Administration:**

Year to date financial and operating data through April 30 will be presented to the Board at its July 10 meeting. Staff is interested in the Executive Committee's acceptance of the streamlined trend data presented at the May 1 Board meeting during the Executive Director's Report (copies of that report will be provided for the discussion).

At the January Board meeting, staff reported on the operations-based performance standards identified in the RTA Strategic Business Plan. Staff is now finalizing a report on remaining metrics, which we intend to provide to the Board at its July 10 meeting.

The next Employee of the Quarter barbecue is scheduled for July 19 from 11:30AM until 1:00PM. We will also acknowledge the 4-Year Anniversary of RTA's taking the operations and maintenance programs in-house, which officially began on August 1, 2009. We hope that all RTA Board members can join us – the Bus Operators really enjoy the chance to meet the RTA decision-makers in an informal setting.

**RTA Facility Planning**

Staff has working with a local commercial real estate appraiser to develop an appraisal of our operations/maintenance facility at 179 Cross Street. Staff plans to present the findings **during a joint RTA/SLOCOG Board meeting in Closed Session on July 10.**

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**July 10, 2013**

**STAFF REPORT**

**AGENDA ITEM:** B-1 (Revised)

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

**ACTION:** Review and Approve

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

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

**BACKGROUND:**

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

Staff reviewed the Daily Vehicle Inspection reports completed by South County Area Transit staff for RTA vehicles for the period July 1, 2012 to April 30, 2013. During that time 39,686 miles were operated on RTA vehicles in the provision of South County Area Transit service.

To determine a cost per mile, various cost factors were evaluated, including fuel, parts, maintenance staff time, and insurance. As was noted at the March meeting, RTA is not looking to recover any depreciation costs. Based on the evaluation, the cost per mile is \$1.70, which would result in a charge of \$67,466.20 through April 2013. It should be noted that RTA vehicles continue to be used at South County Area Transit and likely will be until their new vehicles arrive in August 2013.

The South County Area Transit Board of Directors approved the same recommendation at its June 26, 2013 meeting.

**Staff Recommendation**

Approve the transfer of \$67,466.20 in maintenance costs from RTA to SCAT for the use of RTA buses from July 1, 2012, through April 30, 2013. In addition, approve the per mile rate for using RTA vehicles of \$1.70 through the end of September 2013.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**July 10, 2013**

**STAFF REPORT**

**AGENDA ITEM:** B-2

**TOPIC:** Unlimited Access on RTA Fixed Route Services for RTAC Members

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Support Provision of 31-Day RTA Passes beginning in FY13-14

**RTAC RECOMMENDATION:** Support

**BACKGROUND/DISCUSSION:**

At the March 6, 2012 meeting, the RTA Board adopted the RTA Stipend Policy that essentially mirrors the one adopted by the SLOCOG Board. However, in the staff report, we also recommended that RTAC members in good standing<sup>1</sup> be provided unlimited access on RTA fixed-route services. While Board member comments seemed to provide general support for that notion during discussion of the proposed policy, a review of the minutes indicates that the motion to adopt the stipend policy only pertained to Board members. For that reason, staff is seeking the Board's authorization to provide unlimited access to RTAC members on RTA fixed route services.

**Staff Recommendation**

Provide 31-Day RTA passes to RTAC members in good standing for unlimited access on RTA fixed route services.

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<sup>1</sup> As indicated in the RTAC By-Laws, RTA staff will notify the appointing agency within 30 days in the event of three consecutive absences by its representative. If an RTAC member misses three consecutive RTAC meetings, their unlimited access privileges would be revoked.



San Luis Obispo Regional Transit Authority  
Executive Committee Meeting  
Minutes 4/17/2013  
C-1

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

Members Absent: Fred Strong , Past President

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

Also Present: Ron De Carli, SLOCOG

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

**President Frank Mecham** called the meeting to order at 2:30 p.m. Silent Roll Call was taken and a quorum was present.

**2. Public Comments:**

None

**3. Information Items**

A. Information Items:

A-1 Executive Director's Report

**Mr. Straw** began by giving an update on the Runabout No-Show policy, which was fully implemented March 1. As of March 31, 2013, staff sent out 28 suspension notification



letters to 16 people. Several people received multiple warnings. He reviewed the policy with the committee and discussed how it works.

RTA began a new Bus Operator training class for four new hires in late February. Two of the four did not make it through the training program. Of the two remaining, Clark worked previously worked for the Sacramento Regional Transit Authority. Both are excellent and we are happy to have them.

Paso Robles City Council last night passed the term sheet for the North County Transit Consolidation. Next the county will need to address it and then RTA will bring it back to the Board at the May 1 meeting.

Staff continues to be involved with the Bus Rapid Transit (BRT) study. North Coast Surveys are set to begin the week of April 22 and will get feedback from passengers on route 12, 14 and 15.

**Mr. Straw** presented a draft schedule for the North County Summer Beach Shuttle service. **President Mecham** inquired if the schedule accommodates requests for a stop at the Charles Paddock Zoo in Atascadero. **Mr. Straw** said he would verify.

Staff submitted an FTA Section 5304 planning grant application to Caltrans for a joint Short Range Transit Plan study with San Luis Obispo Transit. This effort would help the two transit agencies better coordinate service and capital plans.

Item B-2 discusses reimbursement from South County Area Transit for the continual use of an RTA bus. Paso Robles City Council last night approved the amended RTA Joint Powers Agreement (JPA). Staff will submit the amended JPA to the Secretary of State within 30 days. Pension reform and the Affordable Care Act may impact our ability to timely execute FTA grants, if any affected unions in the State protest our grant applications. Staff is waiting to see how the Department of Labor will respond to union protests regarding pension reform.

Staff received two proposals from commercial real estate appraisers and will provide an update to the Board at the conclusion of the 6-8 week process.

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

#### 4. Action Items

B-1 FY13-14 and FY14-15 Operating Budget and FY13-14 through FY17-18 Capital Budget

**Mr. Straw** presented a balanced budget for both operating and capital. Staff is forecasting the same core levels of service for fixed route, trolley and demand response services. We anticipate an 11% increase in demand for Runabout that requires the addition of one more full-time driver.

The North Coast Connector service on Route 15 is partially funded by a Job Access Reverse Commute (JARC) grant. Funds were eliminated in to the new Map-21 surface transportation bill. The state has some left-over money for which we've applied and hope to receive over the next three years. If funding is not granted, staff will maintain status-quo service levels in FY14-15 with Local Transit Funds (LTF). Other options, should funding get cut, include reducing service or modifying Route 15 into a deviated fixed route. **Vice President Higginbotham** inquired how much a deviated fixed route would impact ridership. **Mr. Straw** said this is RTA's least cost-effective route and ridership is relatively low, with a fare box ratio of about 11%. **Vice President Higginbotham** suggested we modify the service. **Ms. Tania Arnold** said the federal funding RTA receives is more than we would save by cutting the service. **Mr. Ron DeCarli**, SLOCOG, pointed out the federal funding program has been consolidated into other grants but has not gone away entirely. **President Mecham** voiced concern about the farebox recovery ratio only being about 11%. **Mr. DeCarli** said because the region is rural, the ratio is set at 10%, so we meet this requirement. Also, Route 15 only does 5 runs per day, whereas the other routes operate 16-18 weekday runs.

The newly-designated Arroyo Grande—Grover Beach Urbanized Area is now eligible for federal funding. RTA will receive some of this for Route 10. The South County region is no longer eligible for Rural Transit Funds (RTF). LTF is up about 28% on average throughout the county. The State Transit Assistance (STA) funds are down about \$550,000 countywide, which reduces RTA's share by about \$256,514.

**Mr. Straw** said no fare increases are projected for the next two years, but this can be used as a back-fill option for lost funding if needed. Administrative expenses are up just over 5%. Staff is proposing three entry-level positions and one additional road supervisor. We currently run about 9.2% overtime with the supervisors, who are often doing activities outside of their normal job duties. We need one additional full-time Runabout driver to help meet demand. Another budgeted position is for a new service worker who would focus on bus stop maintenance. Finally, we are proposing an entry-level accounting technician position, which will primarily be funded by FTA and will help with maintenance data entry and the new Arroyo Grande – Grover Beach Urbanized Area.

Based upon current projected funding, a 2% annual cost of living (COLA) adjustment will be budgeted for non-union employees. The Collective Bargaining Agreement (CBA) identifies annual increases based upon longevity of bus operators and mechanics.

Runabout ridership is up 9%. Fixed route ridership rose nearly 8% for the first half of FY12-13. This impacts our projected farebox revenue.

The challenges next year will be to implement all of the projects and the North County consolidation.

**Mr. Straw** reviewed with the Committee the budget as presented beginning on page B-1-14, which outlines Non-TDA funding sources. He acknowledged some funding is going away and others are one-time sources. **Vice President Higginbotham** inquired why STA funding dropped so much. **Mr. Straw** said it is based upon the sales tax on diesel fuel and many believe it will not drop as much as projected. **Mr. DeCarli** stated that revenue is now being used to fund a portion of Proposition 1B. They took a portion of the diesel fuel tax using a complicated formula. **Mr. Straw** pointed out STA has traditionally been an unpredictable funding source and he believes it is best used for capital needs. Page B-1-15 showcases TDA local funding sources.

**Mr. Straw** pointed to FY14-15 projected budget and the sizeable jump in LTF funds required from local jurisdictions. He noted RTA maximized all state and federal funding prior to factoring local funding sources. **Vice President Higginbotham** asked if adding four new positions to an already-constrained budget is fiscally prudent. This looks good next year, but the next year doesn't look so great. **Mr. Straw** reviewed the four suggested positions and how they may be prioritized should funding be limited.

Service Delivery is increasing by 7.8%, largely due to Runabout demand.

He next reviewed the two-year budget overview on page B-1-17 and use of capital over the next five years on page B-1-18. The ensuing pages break down the budget by route.

**President Mecham** inquired how the capital budget proposal lines up in conjunction with an anticipated drop in funding for FY14-15. **Mr. Straw** said the allocated funds are listed on the budget only if we are reasonably sure we will obtain the funds. Nothing beyond FY15 is funded at this point. Page B-1-25 is the breakdown for the North County Services and factors the added Route 9 runs that will begin in May and the anticipated consolidation.

**Mr. Straw** concluded his report.

**Vice President Higginbotham** moved to review and approve Item B-1 and **President Mecham** seconded. The motion passed on a voice vote with **Past President Fred Strong** absent.

B-2 South County Area Transit use of RTA vehicles

**Mr. Straw** briefly reviewed the request for reimbursement from SCAT for the use of RTA vehicles, totaling \$53,137 through February 2013 at \$1.70 cost per mile. This does not include depreciation but does factor in fuel, parts, labor and insurance costs. The year-to-date expenditures for SCAT remains under budget after adding this expense and helps keep RTA under budget as well.

**Vice President Higginbotham** asked if in the past there has been any cost recovery built in for vehicle usage. **Ms. Arnold** said no. It has been very difficult to track. Staff has to manually go through the daily vehicle inspection reports to review miles and determine if the bus was at RTA or SCAT. It has taken some time to complete this process. We are trying to utilize an intern for this project. She noted when RTA had so many issues with maintenance during the transition in-house; the agency was paying over \$7,000 per month to lease vehicles. This excludes the additional operating expense.

**President Mecham** opened public comment.

**President Mecham** closed public comment.

**Vice President Higginbotham** moved to review and approve Item B-2 and **President Mecham** seconded. The motion passed on a voice vote with **Past President Fred Strong** absent.

5. Consent Agenda Items

C-1 Executive Committee Meeting Minutes of February 13, 2013

**Vice President Higginbotham** moved to approve Item C-1 and **President Mecham** seconded. The motion passed on a voice vote with **Past President Fred Strong** absent.

6. Agenda Review:

**Mr. Straw** briefly reviewed the Board agenda.

7. Closed Session Items:

D-1 None

8. **Adjournment:** **President Mecham** adjourned the meeting at 3:30 p.m.

Respectfully Submitted,

Acknowledged by,

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Anna Mafort-Lacy  
Administrative Assistant

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Frank Mecham  
RTA President