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BOARD AGENDA

Wednesday, June 26, 2013
CITY OF ARROYO GRANDE, CITY COUNCIL CHAMBERS
215 E. Branch Street. Arroyo Grande, California
1:30 – 3:00 P.M.
(Ending time is approximate)

Chairperson: Jim Guthrie
Director: Shelly Higginbotham

Vice Chairperson: Paul Teixeira
Director: Bill Nicolls

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 SCAT offices at 781-1338. Please note that 48 hours advance notice will be necessary to honor a request.

NOTE: Arroyo Grande City Offices are served hourly by SCAT Route 24.
Please call 541-2228 for more information.

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 South County Area Transit Board on any items not on the agenda and within the jurisdiction of the Board. Comments are limited to three minutes per speaker. The Board will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

A. INFORMATION AGENDA

A-1 Executive Director's Report (Receive)

B. ACTION AGENDA

B-1 SCAT Use of RTA Buses Reimbursement (Adopt)

B-2 Passenger Code of Conduct (Adopt)

B-3 SCAT Video Camera Policy (Adopt)

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 South County Area Transit Board 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 South County Area Transit Board members, without the removal of the item from the Consent Agenda. Staff recommendations for each item are noted following the item.

C-1 SCAT Minutes of April 24, 2013 (Approve by Roll Call Vote)

C-2 Procure Intelligent Transportation System Technologies (Approve)

D. DIRECTORS' COMMENTS

E. EXECUTIVE COMMITTEE MEMBERS' COMMENTS

ADJOURNMENT

Next South County Area Transit Board meeting October 23, 2013

SOUTH COUNTY AREA TRANSIT

June 26, 2013

STAFF REPORT

AGENDA ITEM: A-1

TOPIC: Administrator's Report

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Information

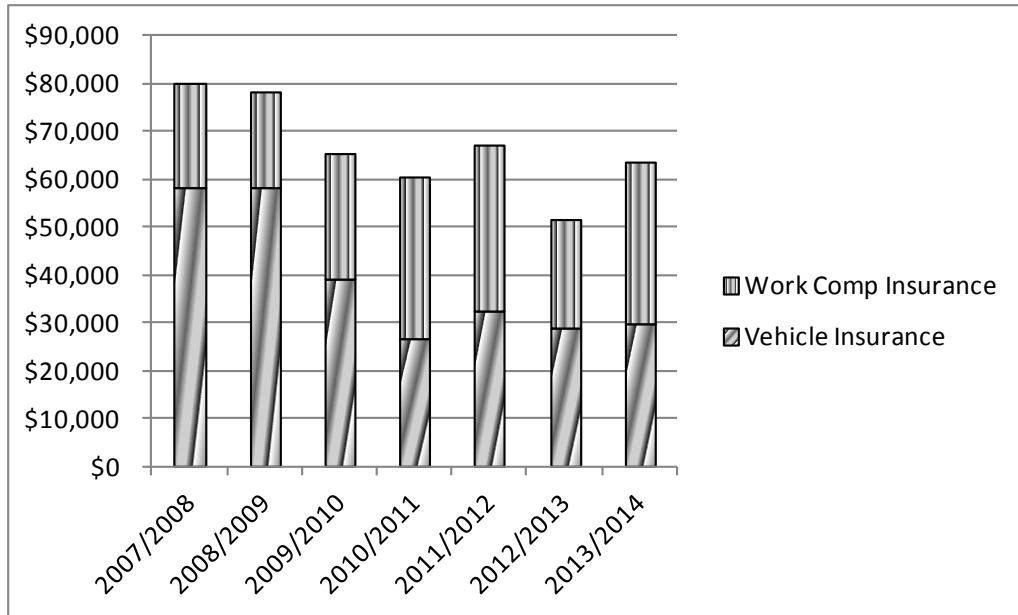
BACKGROUND/DISCUSSION:

Operations:

As noted during the April 24 Board meeting, staff correctly included the *South County Area Transit Use of RTA Vehicles* and the second reading of *Passenger Code of Conduct* action items in the Board packets, but I neglected to list those two items on the Agenda. As such, your Board was legally barred from considering those two issues. Both of these two action items will be addressed at the June 26 South County Area Transit Board meeting as Item B-1 and Item B-2, respectively.

At the April 24 Board meeting, Director Guthrie inquired about the insurance costs budgeted for FY13-14 – which are projected at \$63,820 for the year compared to \$49,895 budgeted in FY12-13. Insurance is comprised of two parts: 1) vehicle liability and physical damage, and 2) worker's compensation (which is comprised of primary and excess coverage levels). The graph below depicts the relative cost of each over the past seven years. It should be noted that the amounts shown are the net costs per year, and work comp insurance rates are adjusted each year for the experience modifications (i.e., losses) incurred and the final payroll costs when audited. Similarly, vehicle insurance is based on the projected, reported and audited miles operated for liability costs; physical damage is based on actual value of the vehicle fleet. Experience modification factors and the size of losses also result in revisions to the premiums paid. SCAT experienced relatively high vehicle liability losses – both in terms of dollar figures and in terms of frequency – in FY07-08 and FY08-09. In addition, a clerical mistake in the estimated miles operated in FY10-11 resulted in an adjustment in FY11-12 vehicle liability premiums. With regard to work comp insurance, SCAT incurred a relatively high-cost loss in FY09-10, which resulted in a relatively large premium increase beginning in FY10-11. The year-over-year premium costs for work comp per dollar of wages paid was volatile during the seven year period, with substantial increases FY10-11 and in FY13-14 (21% and 26%, respectively) – following an 18% drop in FY12-13. It should be noted that overall insurance costs hovered near \$80,000 at the beginning of the analysis period, and staff hopes that continued safety campaigns will result in relatively lower and more stable insurance costs.

It should be noted that CalTIP has changed the administrative deposit allocation method for all of its 34 member agencies. As such, the FY14-15 SCAT budget will require an increased administrative deposit – estimated at \$8,361 vs. current \$4,221 for SCAT. Staff will seek bids



from qualified insurers prior to development of the FY14-15 budget to ensure SCAT worker's compensation and all liability (including bodily injury, property damage, personal injury, and public officials errors and omissions) premiums are competitive and comprehensive.

At the April 24 Board meeting, a member of the public entered oral and written testimony regarding use of RTA buses in South County Area Transit service, as well as concerns about management oversight. Details about how the reimbursement rate was developed and its relative impact to the South County Area Transit operating budget are provided in Item B-1. With regard to how RTA buses should be scheduled in South County Area Transit service, neither RTA nor South County Area Transit officials ever advised South County Area Transit staff members to limit the use of RTA buses when needed for service in the Five Cities area. Furthermore, no staff member was ever disciplined or otherwise counseled for scheduling RTA buses to meet South County Area Transit's needs. With regard to management oversight, RTA and South County Area Transit officials believe that far greater access to senior managers and supervisors has been provided in the past year in comparison to previous years through attendance at monthly Safety Meetings, regularly riding South County buses, talking with Bus Operators at transit facilities, etc. Despite this increased outreach, staff member are committed to further improving communication. As such, we have implemented a voluntary monthly Driver's Forum to solicit input, respond to suggestions/questions and include line employees in discussions on issues that may impact operations. Staff will provide summaries of the issues discussed at those monthly meetings as part of the Administrator's Report; the first summary is discussed in the last section of this report.

On May 15, RTA took delivery of a Gillig low-floor "pilot bus," which will be evaluated over the next several weeks by RTA and South County staff prior to providing Gillig Corporation the authority to continue with construction of the remaining six RTA buses and three South County buses. Specifically, staff is evaluating the pilot bus to ensure performance and build quality measurements meet the standards specified in the procurement documents. So far, we are pleased that the rigorous and in-depth efforts dedicated to developing the specifications has

resulted in a bus that will help South County Area Transit and RTA meet our bus needs in the future. One issue has arisen regarding the “sealed” nature of the new buses – the passenger windows do not open (that has become the industry standard), which could become a problem if the HVAC system fails. As such, staff will use approximately \$1,500 from the FY13-14 vehicle maintenance budget to install driver-controlled electric-powered forward roof hatches, since there is insufficient capital budget for this change-order. Another issue is whether or not we should change the wording on the side of the bus from “South County Area Transit” to “South County Transit.” This was supported by the Executive Committee, and local staff members also support the change. Unless the Board says otherwise, we will make this no-cost change to the bus order. It should be noted that ITS technologies were ultimately removed from the current bus procurement, but staff will seek the Board’s authority to move forward with implementing those technologies as a separate/comprehensive project in Item C-2.

The CHP 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.

Marketing & Service Planning:

During April and May, RTA hired Outreach Assistant interns that have been visiting businesses throughout the county to share information about RTA and South County Area Transit services. In addition, the interns have developed and are distributing free displays to encourage employees/customers to ride area fixed route services (including free single-ride tickets from March 25 through April 25 that staff is tracking to determine the outreach effort’s success). These interns are also helping Rideshare with Bike Month Promotion, and working at some of the outreach events and promoting summer transit services. Some of these interns will also be conducting site specific surveys in June, including the Summer Avila Trolley to start benchmarking service performance and customer satisfaction, as well as trip origin/destination and trip purpose. Staff is actively promoting the Youth Ride Free Program with radio trade ads on El Dorado and ESPN stations. Press Releases have been widely picked up throughout the county, in the Tribune, the Cambrian and Paso Press, as well as early coverage in the Tolosa Press papers. Finally, staff continues to sell advertising space on RTA and South County Area Transit buses.

Finance and Administration:

RTA is working with SCAT staff to finalize the scope of work for an Intelligent Transportation System procurement, which is included as Item C-1 in the Agenda packet. As presented in the staff report, this ITS system will use a GPS-based automatic vehicle location program to provide dispatchers/supervisors with real-time information, and will provide vehicle arrival times to passengers. The system will also automatically announce the next bus stop for riders on the bus, which is especially helpful for persons with vision disabilities. The system will also automatically record passenger boardings and alightings by location to assist with passenger amenity planning and system capacity needs by route / bus stop. Finally, on-bus surveillance systems are included in the program.

Preliminary July 2012 through February 2013 financials are included in the attached pages. As shown, year-to-date operating expenses currently booked to South County Area Transit totaled

69.5% of the annual budget, yet we completed 83.3% of the year. As discussed at the January 2013 and April 2013 Board meetings, maintenance and fuel costs have not been completely booked to the South County Area Transit budget, since South County Area Transit has been forced to use RTA buses because South County Area Transit bus 208 is inoperable. Staff will be presenting a proposed and equitable method of charging South County Area Transit for use of RTA buses when long-term repairs are necessary on South County Area Transit buses (see Item B-1 on the agenda). If the \$67,466.20 identified in Item B-1 is added to the \$715,435 presented in the financials, the total is \$782,901 or 76.1% of the annual budget.

Fixed route ridership continues to remain strong with 199,692 passenger boardings through April 2013 in comparison to 177,305 in 2011-12, representing a year-over-year increase of 12.6%. It should be noted that the 2012-13 figure includes the ridership boost experienced on both the Beach Trolley and Summer Youth Ride Free programs. In addition, the change from three South County Area Transit routes in 2011 to four in January 2012 also contributed to the greater number of passenger boardings due to the increased number of transfers. Year-to-date productivity (boardings/hours, which is good measure of service efficiency) totals 17.5 in FY12-13 in comparison to 14.4 in FY11-12 – an increase of 21.5%. Most importantly, the public subsidy per passenger boarding (a good measure of cost effectiveness) has declined from \$3.68 in 2011-12 to \$3.02 in 2012-13. Most impressive, the Route 25 service boasts a 90.4% farebox recovery ratio and a subsidy per passenger trip of only \$0.10. Overall, the South County Area Transit system has achieved a year to date farebox recovery ratio of 17.2% – which is getting us closer to our newly-required 20% standard. Last year at this time, South County Area Transit only achieved a 13.5% farebox recovery ratio.

SCAT operated a Car Show Shuttle trolley service over the Father's Day weekend, in part to help alleviate traffic and detour impacts on SCAT fixed route services caused by the Pismo Beach Car Show. In total, the Car Show Shuttle boarded 541 passengers (\$463 in revenues), while the Avila Trolley boarded 721 from Thursday through Sunday (a new weekly record). Together, these two services boarded 21% more passengers than during the 2012 Father's Day weekend.

Summary of Driver's Forum on May 28

The first Driver's Forum occurred on May 28th at the SCAT operating facility. Members of the management team included Coleen Kubel, Operations Manager Phil Moores, CFO/Director of Administration Tania Arnold, Maintenance Manager David Roessler and Maintenance Foreman David Guerrero. Approximately eight SCAT Bus Operators attended the forum. A variety of topics were discussed, including proper communications among SCAT and RTA employees, service planning ideas, vehicle maintenance, and long-range planning issues. Staff also reviewed SCAT Reimbursement for Use of RTA Buses and the draft Passenger Code of Conduct with those employees who were present.

STAFF RECOMMENDATION:

Accept this as an information item.

**SOUTH COUNTY AREA TRANSIT
2012-13 Budget vs. Actual (unaudited)**

	FY 12/13 Adopted	February 2013	March 2013	April 2013	Year to Date	Percent Year to Date
Use of Resources						
<u>Administrative Expenditures</u>						
Insurance	\$ 49,895	\$ 4,314	\$ 4,314	\$ 4,311	\$ 44,194	88.58%
Rent	21,600	1,785	1,785	1,785	17,850	82.64%
Utilities	6,000	429	547	598	5,755	95.92%
Radio Expense	2,300	-	-	-	-	0.00%
Legal Services	500	-	-	-	-	0.00%
Payroll Processing	3,750	249	237	264	2,842	75.78%
Administration	63,500	5,292	5,292	5,292	52,917	83.33%
Finance	14,000	1,167	1,167	1,167	11,667	83.33%
Office Expense/Miscellaneous	6,250	108	417	822	3,499	55.98%
Audit	3,000	-	-	-	2,770	92.33%
Marketing/Community Relations/Printing	15,730	864	160	350	7,780	49.46%
Uniforms/Laundry/Physicals/Ads	5,500	359	213	-	4,636	84.29%
<u>Operating Expenditures</u>						
Salaries/Benefits	\$ 426,250	\$ 33,697	\$ 32,221	\$ 33,818	\$ 334,857	78.56%
Maintenance	164,385	7,463	6,404	6,897	63,576	38.67%
Dispatch	18,500	1,542	1,542	1,542	15,417	83.33%
Sign Maintenance	3,000	-	-	-	-	0.00%
SCAT Bus Fuel	210,104	12,759	15,430	15,530	145,336	69.17%
Contingency	15,000	2,340	-	-	2,340	15.60%
9 Total Operating Expenditures	\$ 1,029,264	\$ 72,366	\$ 69,727	\$ 72,374	\$ 715,435	69.51%
<u>Capital Service</u>						
Computer Upgrade	\$ 1,000	-	-	-	\$ 852	85.19%
Vehicles (Three Buses)	1,275,000	-	-	-	-	0.00%
Driver Seats and Large Vehicle Repairs	25,000	-	-	-	6,552	26.21%
Total Capital Service	\$ 1,301,000	\$ -	\$ -	\$ -	\$ 7,403	0.57%
Increase Capital Reserves	\$ 21,380	\$ -	\$ -	\$ -	\$ -	\$ -
10 Total Use of Resources	\$ 2,351,644	\$ 72,366	\$ 69,727	\$ 72,374	\$ 722,839	30.74%

**SOUTH COUNTY AREA TRANSIT
OPERATING STATEMENT BY ROUTE - WEEKDAY
YEAR TO DATE THRU APRIL 2013**

	RT 21 PISMO & SHELL BEACH	RT 22 OCEANO & GRAND AVENUE	RT 23 A.G. VILLAGE, A.G. H.S. & GRANDE AVE	RT 24 GROVER B. A.G. VILLAGE, PISMO & A.G.	RT 25 ROUTE 23 TRIPPER	TOTAL WEEKDAY SERVICE
REVENUES:						
FARES	29,252	13,675	10,039	24,836	9,978	87,781
TOTAL ROUTE REVENUES	29,252	13,675	10,039	24,836	9,978	87,781
EXPENDITURES:						
ADMINISTRATION	18,402	7,088	9,564	18,359	1,154	54,566
MARKETING	1,880	724	977	1,876	147	5,605
OPERATIONS/CONTINGENCY	106,829	41,147	55,521	106,580	6,673	316,750
FUEL	31,200	16,086	19,074	34,183	2,332	102,875
INSURANCE	9,673	4,988	5,914	10,597	731	31,904
TOTAL EXPENDITURES	167,984	70,034	91,050	171,595	11,037	511,700
FAREBOX RATIO	17.41%	19.53%	11.03%	14.47%	90.41%	17.15%
RIDERSHIP	54,165	20,321	25,523	47,083	10,393	157,485
SERVICE MILES	37,631.20	19,404.00	23,007.60	41,228.30	2,830.80	124,101.90
SERVICE HOURS	2,757.02	1,061.92	1,432.88	2,750.60	171.08	8,173.50
RIDERS PER MILE	1.44	1.05	1.11	1.14	3.67	1.27
RIDERS PER HOUR	19.65	19.14	17.81	17.12	60.75	19.27
COST PER PASSENGER	3.10	3.45	3.57	3.64	1.06	3.25
SUBSIDY PER PASSENGER	2.56	2.77	3.17	3.12	0.10	2.69

**SOUTH COUNTY AREA TRANSIT
OPERATING STATEMENT BY ROUTE - WEEKEND, TROLLEY, AND TOTAL
YEAR TO DATE THRU APRIL 2013**

	RT 21 - SAT PISMO & SHELL BEACH	RT 21 - SUN PISMO & SHELL BEACH	RT 22 - SAT OCEANO & GRAND AVENUE	RT 22 - SUN OCEANO & GRAND AVENUE	RT 23 - SAT A.G. VILLAGE, A.G. H.S. & GRANDE AVE	RT 23 - SUN A.G. VILLAGE, A.G. H.S. & GRANDE AVE	RT 24 - SAT GROVER B. A.G. VILLAGE, PISMO & A.G.	RT 24 - SUN GROVER B. A.G. VILLAGE, PISMO & A.G.	TOTAL WEEKEND SERVICE	AVILA BEACH TROLLEY	TOTAL SCAT SERVICE
REVENUES:											
FARES	4,580	3,431	2,352	1,899	1,245	962	4,260	2,996	21,725	2,555	112,061
TOTAL ROUTE REVENUES	4,580	3,431	2,352	1,899	1,245	962	4,260	2,996	21,725	2,555	112,061
EXPENDITURES:											
ADMINISTRATION	3,482	3,268	1,324	1,215	1,784	1,666	3,425	3,197	19,359	2,109	76,034
MARKETING	372	351	137	125	184	169	354	324	2,016	160	7,780
OPERATIONS/CONTINGENCY	20,182	18,965	7,668	7,037	10,339	9,662	19,844	18,541	112,237	13,100	442,088
FUEL	5,329	4,950	2,992	2,743	3,548	3,323	5,839	5,423	34,146	8,314	145,336
INSURANCE	1,659	1,542	932	854	1,105	1,035	1,818	1,689	10,633	1,658	44,194
TOTAL EXPENDITURES	31,024	29,075	13,052	11,974	16,960	15,854	31,278	29,174	178,391	25,341	715,433
FAREBOX RATIO	14.76%	11.80%	18.02%	15.86%	7.34%	6.07%	13.62%	10.27%	12.18%	10.08%	15.66%
RIDERSHIP	7,218	5,478	3,049	2,441	2,994	2,497	6,839	4,827	35,343	6,864	199,692
SERVICE MILES	6,432.80	5,984.00	3,612.00	3,311.00	4,282.80	4,017.20	7,047.70	6,556.00	41,243.50	6,760.40	172,105.80
SERVICE HOURS	521.43	491.85	197.80	181.46	266.60	249.92	511.70	479.60	2,900.36	366.63	11,440.49
RIDERS PER MILE	1.12	0.92	0.84	0.74	0.70	0.62	0.97	0.74	0.86	1.02	1.16
RIDERS PER HOUR	13.84	11.14	15.41	13.45	11.23	9.99	13.37	10.06	12.19	18.72	17.45
COST PER PASSENGER	4.30	5.31	4.28	4.91	5.66	6.35	4.57	6.04	5.05	3.69	3.58
SUBSIDY PER PASSENGER	3.66	4.68	3.51	4.13	5.25	5.96	3.95	5.42	4.43	3.32	3.02

SOUTH COUNTY AREA TRANSIT

June 26, 2013

STAFF REPORT

AGENDA ITEM: B-1 (Revised)

TOPIC: South County Area Transit Use of RTA Vehicles –
July 2012 to April 2013

ACTION: Review and Approve

PRESENTED BY: Geoff Straw, SCAT Administrator
Coleen Kubel, SCAT Supervisor

**EXECUTIVE COMMITTEE
RECOMMENDATION:** Support

BACKGROUND:

This Staff Report is slightly revised from the one that was included in the April 24 Board packet to include more information about the methodology used to develop the per-mile costs and to respond to issues raised during Public Comment about the cost-sharing proposal.

As noted in the Administrator's report during the January 16 Board meeting, at various times during the year buses have been borrowed from RTA for South County Area Transit needs. This vehicle loan arrangement is due to vehicle shortages related to the failure of South County Area Transit's remanufactured gasoline-electric hybrid bus (#208), as well as when additional buses are needed for training and when South County Area Transit's four remaining buses are in the shop for repairs/maintenance.

The decision to pursue gasoline-electric hybrid technology was made in response to deficiencies in the South County Area Transit fleet in the early 2000s, to improve the air quality in our region, and to come into compliance with California Air Resources Board (CARB) emissions reduction requirements promulgated under the Urban Bus Transit Fleet Rule. With regard to the latter, in 2000 all publicly-funded transit agencies were required to choose either a "Diesel Fuel Path" or "Alternative Fuel Path" to demonstrate reductions in smog-forming vehicle emissions. Both paths ultimately led to the same Oxides of Nitrogen (NOx) and Particulate Matter (PM) emission levels for diesel and alternative fuel engines by 2011, although the annual average fleet emission reductions were different over the monitoring period (the Diesel Fuel Path required greater reductions in the early part of the program). All three of the transit agencies operating heavy-duty transit buses in San Luis Obispo County chose the Diesel Fuel Path. We were not alone in making that decision, as more than half of the transit agencies in the state (40 out of 79) chose the Diesel Fuel Path.

Attached is a timeline of events that ultimately led to the decision to purchase the gasoline-electric hybrid bus that was delivered in March 2007. Bus #208 used a unique series hybrid gasoline-battery/ultracapitor drivetrain package manufactured by ISE Corporation that was installed by Complete Coach Works into a used 1994 Gillig Phantom chassis (purchased for \$10,000). As indicated in the attached timeline, area officials first began discussing alternative fuel and hybrid technologies in October 2001. The discussion became more urgent after it was clear that then-current diesel technologies could not attain the NOx and PM reductions required under the CARB rules; in fact, no new diesel-powered buses were available in California after 2004 until the 2007 model-year engines were available. During that time period, CARB fined South County Area Transit in 2004 for not using the Ultra-Low Sulfur Diesel fuel required to meet the emissions reductions for its fleet of one 1983 and four 2003 Gillig Phantom buses. Area officials were also made aware that continuing to operate the 1983 bus would result in not meeting the annual NOx and PM reductions required under the Urban Bus Fleet Rule, so funding was identified in December 2005 to obtain a model year 1996 or newer bus. However, the entire transit industry was scrambling to find usable diesel-powered buses because no new buses were available in the market due to the lack of CARB-compliant engines. As such, both RTA and South County Area Transit pursued hybrid technologies instead. Following delivery of bus #208, RTA then moved forward to purchase three remanufactured gasoline-electric hybrid buses from Complete Coach Works.

However, it quickly became apparent after the delivery of RTA's first hybrid bus (#169) in mid-2008 that there were significant reliability issues with this technology, and RTA ceased its contract for the remaining two buses while the warranty issues were worked out for buses #169 and #208. It should be noted that while the hybrid drivetrain caused the majority of the reliability problems, other non-drivetrain systems failed and contributed to the challenge of keeping the bus on the road (likely due to using old chassis for the foundation of the buses). The promise of increased fuel economy was also unfulfilled, as the hybrid buses achieved significantly lower miles per gallon than conventional clean-diesel technologies. In 2010, the company that manufactured the hybrid package (ISE) filed for bankruptcy and technical support for that technology ceased. RTA and area third-party vendors struggled greatly to maintain the two vehicles in working order, but both vehicles were ultimately parked due to on-going safety and reliability issues.

During normal operations, South County Area Transit currently operates three buses all day on Routes 21, 22, 23 and 24. In addition, one bus is operated on Route 25 in the peak morning and afternoon periods during the academic year to augment the regular all-day routes. With only four remaining 2003 Gillig Phantom buses available to meet its needs once bus #208 was "mothballed" in June 2012, RTA offered use of its spare buses when needed with the expectation that South County Area Transit would reimburse the direct operating costs. It should be noted that South County Area Transit incurred no operating costs for bus #208 during its periods of inactivity, since its operating costs are only incurred when the bus operates on the road. Neither RTA nor South County Area Transit officials ever advised other staff members to limit the use of

RTA buses when needed in the Five Cities area, nor was any staff member ever disciplined or otherwise counseled for scheduling RTA buses for South County Area Transit needs as alleged during Public Comment at the April 24 Board meeting.

In order to determine the extent of South County Area Transit's use of RTA buses, staff reviewed the driver-prepared Daily Vehicle Inspection reports for the period July 1, 2012 to April 30, 2013. During that time 39,686 miles were operated on RTA vehicles for South County Area Transit needs.

To determine a cost per mile, various cost factors were evaluated, including fuel, parts, maintenance staff time, and insurance. As was noted at the January meeting, RTA is not looking to recover any depreciation costs or physical damage liability costs because that would be "double-dipping." Based on staff's evaluation, the cost per mile of operating RTA buses is \$1.70, which would result in a charge of \$67,466.20 through April 2013. In comparison, the FY12-13 South County Area Transit annual operating budget assumes \$423,384 in direct miles-based vehicle maintenance costs (\$48,895 for insurance + \$164,385 for parts/labor + \$210,104 for fuel). The budget also assumes 231,548 miles of in-revenue service, which equates to \$1.82 per mile – approximately 7.1% greater than the \$1.70 per mile proposed herein. As presented in the Administrator's Report, when this \$67,466.20 amount is added to the already booked year-to-date total operating costs of \$715,435, the resulting total of \$782,901 is still below budgeted amount (76.1% vs. 83.3% through April 30, 2013).

It should be noted that RTA vehicles continue to be used at South County Area Transit and likely will be utilized until the three new 2013 Gillig low-floor buses are delivered in August 2013. While the notion of using a leased or other bus in the absence of RTA spare vehicles could have been considered, the per-mile cost of maintaining/fueling alternate buses would still be the responsibility of South County Area Transit. To wit, RTA has paid an annual lease cost of almost \$8,000 to the Livermore Amador Valley Transit Authority for bus #317 and RTA is responsible for all miles-based costs.

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.

Timeline for Hybrid Bus Planning at SCAT & RTA

1. October 1, 2001: As part of the Coordinated Transit Maintenance/Dispatch Facility study, page 3 of the Transit Resource Center project planning correspondence includes RTA staff statement that due to CARB requirements SLORTA and SCAT “are considering the option of hybrid vehicles and how those would fit into the RTP and fixed route systems” in order to meet CARB 2007 emission reduction requirements.
2. January 12, 2004: SCAT Board accepts a negotiated \$1,000 fine from CARB for violations of emission reduction requirements under the Urban Bus Fleet Rule.
3. December 21, 2005: SCAT Board authorized through Resolution 05-02 submittal of a Rural Transit Fund (RTF) grant application for \$75,000 to purchase a used 1996 or newer bus to replace a gross-polluting 1983 bus.
4. March 15, 2006: The Administrator’s Report discusses the purchase of a hybrid bus and the various funding mechanisms, including:
 - a. RTF – \$75,000 was requested, although \$60,000 was awarded.
 - b. PTA – \$310,000 was requested.
5. March 15, 2006: The SCAT FY06-07 Budget Assumptions report includes a discussion of the need to fund a new bus to replace SCAT’s 1983 bus. Further, Resolution 06-01 authorized submittal of a \$90,000 APCD MOVER grant request for a hybrid bus.
6. May 3, 2006: RTA Resolution 06-02 authorizes the submittal of a \$1,350,000 Public Transit Account (PTA) grant request to purchase three 40-foot hybrid buses for RTA and one 35-foot hybrid bus for SCAT. Of this amount, \$300,000 is appropriated for SCAT’s replacement bus.
7. September 26, 2006: The SCAT Administrator’s Report to the Board discusses the award of \$50,000 in Conoco Grant Funds through the APCD to purchase a hybrid gasoline/electric bus; that report also lays out the updated funding mechanisms, including:
 - a. PTA – \$300,000
 - b. RTF – \$60,000
 - c. Conoco Grant Funds – \$50,000
 - d. STA – \$35,000
 - e. SCAT Reserve Funds – \$20,000
8. December 13, 2006: The SCAT Administrator’s Report to the Board provides an update on the funding scenario presented above, with the caveat that SCAT Reserve Funds will not be required.
9. March 30, 2007: Ribbon-cutting for new bus (#208).
10. June 2012: Bus #208 mothballed at RTA yard due to reliability problems.

SOUTH COUNTY AREA TRANSIT

June 26, 2013

STAFF REPORT

AGENDA ITEM: B-2

TOPIC: Passenger Code of Conduct

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Adopt Passenger Code of Conduct Policy

EXECUTIVE COMMITTEE RECOMMENDATION: Support

BACKGROUND/DISCUSSION:

As presented at the January 16, 2013 SCAT Board meeting, SCAT does not currently have a written policy to address behavioral problems that occur on transit property. When behavior is especially egregious on SCAT property, our Dispatchers enlist the assistance of law enforcement officials. This recommended policy will address behavior that might not quite rise to the level of criminal activity yet the unwanted behavior directly impacts our employees and in some cases might dissuade riders from choosing public transportation as a viable travel alternative.

This policy document is largely based on the one adopted by City of San Luis Obispo for its transit system in June 2000. Not only is the SLO Transit conduct policy a great document, but using it as a basis for our own policy will provide consistency in terms of expectations for passengers across the region. The final policy document was refined after consulting with our employees, other transit providers in the region, the RTAC at its January 16 meeting, and SCAT Legal Counsel.

The final SCAT Passenger Code of Conduct policy incorporates input received. Any additional language is highlighted/underlined, while any suggested deletions are ~~highlighted/struck through~~. In general, input was focused on elevating fifth or greater minor infractions and third or greater major infractions directly to the highest disciplinary action (instead of starting over). In addition, staff recommends identifying that SCAT will seek a court restraining order for criminal behavior that could potentially impact Bus Operators or other SCAT staff members.

Staff Recommendation

Adopt the Passenger Code of Conduct policy as presented (with highlighted text amended into final document).

SOUTH COUNTY AREA TRANSIT PASSENGER CODE OF CONDUCT POLICY

ARTICLE I, PURPOSE

Behavior on transit property is governed by California Penal Code 640 and other statutes. The purpose of this document is to establish the South County Area Transit (SCAT) policy and procedures governing passenger conduct on SCAT property and associated limitations on access to SCAT property as a result of infractions of acceptable conduct as described herein.

ARTICLE II, BACKGROUND

SCAT is the fixed route public transit service provider in the Five Cities area. The San Luis Obispo Regional Transit Authority, on behalf of SCAT, is a qualified Federal Transit Administration grantee, and works closely with the San Luis Obispo Council of Governments to plan for Federally-funded public transit services in the region. SCAT's and RTA's role as public agencies is to treat all citizens, groups, and political jurisdictions equally.

Proper passenger behavior on SCAT property is essential for providing quality service to the members of our community and for ensuring safety for all transit patrons and SCAT employees. Establishing a passenger code of conduct and an associated disciplinary process is a necessary component to maintain the existing high levels of service for all transit patrons.

SCAT is governed by its four-member Board of Directors, comprised of the San Luis Obispo County District 4 Supervisor and elected officials from Arroyo Grande, Grover Beach and Pismo Beach. The Board is charged with budget-making and policy development responsibilities.

ARTICLE III, DEFINITIONS

1. "SCAT property" means the transit vehicles, and bus stops and other passenger public transportation system facilities owned, leased or operated by SCAT. A facility or vehicle of a "Public transportation system" is defined by Section 99211 of the Public Utilities Code.
2. "SCAT employee" means all duly authorized SCAT staff members, including drivers, supervisors, managers and contracted employees.

ARTICLE IV, SUSPENDABLE BEHAVIOR

Table 1 lists activities and descriptions of behaviors that are either expressly prohibited or allowed on SCAT property. Unless otherwise deemed a "Major Infraction" below, suspendable behavior will be considered a "Minor Infraction."

Table 1 – SCAT Passenger Code of Conduct

Type of Conduct	Transit Vehicles	Passenger Facilities
(1) Displaying or offering for sale, selling, or distributing goods or services.	Prohibited, except by written agreement	Prohibited, except by written agreement
(2) Distributing literature.	Prohibited	Prohibited
(3) Posting or affixing leaflets or signs to transit property.	Prohibited	Prohibited
(4) Performing instrumental/vocal music.	Prohibited	Allowed
(5) Transporting animals.	Prohibited, except in a secure container, or a service animal as defined in 49 CFR Section 37.3	Prohibited, except in a secure container, or a service animal as defined in 49 CFR Section 37.3
(6) Skateboarding, roller skating, bicycle riding, or rollerblading in a system facility, vehicle, or parking structure ¹ .	Prohibited	Prohibited
(7) Drinking non-alcoholic beverages or eating.	Prohibited, except drinking from a container with an attached lid designed to prevent spillage when held upside down	Allowed
(8) Drinking alcoholic beverage or possessing an open container of same. (MAJOR INFRACTION)	Prohibited	Prohibited
(9) Willfully blocking the free movement of another person in or on SCAT property, including placing objects that block aisles, stairways or seats ² .	Prohibited, except at driver's discretion if space allows; strollers must be folded prior to boarding	N/A
(10) Loitering or storing personal property ³ .	Prohibited	Prohibited

¹ This paragraph does not apply to an activity that is necessary for utilization of the transit facility by a bicyclist, including, but not limited to, an activity that is necessary for parking a bicycle or transporting a bicycle aboard a transit vehicle, if that activity is conducted with the permission of SCAT in a manner that does not interfere with the safety of the bicyclist or other patrons of the transit facility.

² This paragraph shall not be interpreted to affect any lawful activities permitted or first amendment rights protected under the laws of this state or applicable federal law, including, but not limited to, laws related to collective bargaining, labor relations, or labor disputes.

³ Loitering is defined as riding the same bus in excess of one continuous trip or remaining on SCAT property for more than two successive hours.

Type of Conduct	Transit Vehicles	Passenger Facilities
(11) Extending anything out windows or doors of moving bus.	Prohibited	N/A
(12) Hanging off or swinging from bars or stanchions (except when standing-only conditions apply).	Prohibited	Prohibited
(13) Smoking.	Prohibited	Prohibited
(14) Littering.	Prohibited	Prohibited
(15) Using sound-producing equipment (use of headphones is permissible if others cannot hear the output).	Prohibited	Prohibited
(16) Spitting, urinating or defecating ⁴ ; or creating unsanitary conditions through presence of blood, urine, feces, vomit, or other bodily fluids. (MAJOR INFRACTION)	Prohibited	Prohibited
(17) Carrying an explosive or acid, flammable liquid, or toxic or hazardous material in or on SCAT property. (MAJOR INFRACTION)	Prohibited	Prohibited
(18) Interfering with the provision of transportation services (i.e., failure to properly board or alight, blocking progress of a transit vehicle, disturbing the driver, etc.).	Prohibited	Prohibited
(19) Willfully disturbing others in or on SCAT property by engaging in boisterous or unruly behavior.	Prohibited	Prohibited
(20) Defacing, destroying or otherwise vandalizing transit property or any sign, notices or advertisements thereon. (MAJOR INFRACTION)	Prohibited	Prohibited
(21) Throwing objects at transit SCAT property or at persons in or on transit property. (MAJOR INFRACTION)	Prohibited	Prohibited
(22) Failure to pay the appropriate fare or present a valid pass, willfully presenting an invalid pass or transfer, or failure to surrender an invalid pass if demanded by an authorized SCAT employee. (MAJOR INFRACTION)	Prohibited	Prohibited

⁴ This paragraph shall not apply to a person who cannot comply with this paragraph as a result of a disability, age, or a medical condition.

Type of Conduct	Transit Vehicles	Passenger Facilities
(23) Misrepresenting oneself as eligible for special or reduced fares or transfers ⁵ . (MAJOR INFRACTION)	Prohibited	Prohibited
(24) Failure to follow lawful direction from an SCAT employee.	Prohibited	Prohibited
(25) Bringing onto SCAT property odors which unreasonably disturb others or interfere with their use of the SCAT system, whether such odors arise from one's person, clothes, articles, accompanying animal or any other source.	Prohibited	Prohibited

ARTICLE V, CONSEQUENCES OF VIOLATING CODE OF CONDUCT

In addition to the types of suspendable behavior described above, criminal conduct, including but not limited to, assault, disorderly conduct, and illegal drug use, are prohibited on all SCAT property. If any criminal conduct is observed, SCAT will contact the appropriate law enforcement department within the jurisdiction in which the offense has occurred.

In addition to civil and criminal penalties, violators of the SCAT Code of Conduct policies and/or any other applicable laws may be subject to immediate denial of SCAT service and possible suspension of SCAT service in the future as described in Table 2 below. Additionally, SCAT reserves the right to seek an immediate restraining order against accused violators deemed by the SCAT Administrator to pose a legitimate threat to the safety or welfare of SCAT staff or riders. Any orders from the courts would supersede the Disciplinary Actions presented in Table 2 below.

Immediate denial suspension of SCAT service may be effected by a law enforcement officer or any authorized SCAT employee. Failure to comply with denial of service or suspension of service shall be grounds for criminal trespass prosecution. For initial minor infractions, patrons of SCAT service who have been denied or removed from service or suspended must petition (either verbally or in writing) to the SCAT Supervisor in order to resume transit service privileges. The SCAT Supervisor, after consultation with the SCAT Administrator, will respond in writing (using US Postal Service Certified Mail) within five business days with details on the date riding privileges will be reinstated.

For repeat or major offenders, the SCAT Supervisor shall issue a written notice stating the cause and duration of the suspension and the process for requesting review. Suspension shall be in effect upon issuance of the notice and shall remain in effect during any review process.

⁵ In the event that an eligible discount ticket user fare rider is not in possession of acceptable proof at the time of request, any suspension of service shall be held postponed for a period of 72 hours to allow the user to produce acceptable proof to the SCAT Supervisor. If the proof is provided, the suspension shall be voided. If the proof is not produced within that time period, the suspension will be enforced.

Within ten business days after issuance of a service suspension notice, the offender may deliver to the SCAT Supervisor a written request for review of the suspension and an opportunity to present reasons for reconsideration of the suspension. Within ten business days after receiving a request for review, the SCAT Administrator shall set a telephonic or in-person hearing to review the SCAT Supervisor’s decision with the **accused offender**. The hearing shall be held within ten business days following the request for a hearing. The SCAT Administrator then shall decide to affirm or reverse the suspension within ten days following the public hearing. The SCAT Administrator’s decision shall be final.

Table 2 – Disciplinary Actions

Type	Disciplinary Action	Disciplinary Review Process to Return Service Privileges
(1) 1st Infraction (Minor)	Immediate denial of service	Petition SCAT Supervisor
(2) 2nd Infraction (Minor)	Same as (1), plus: suspension of service privileges for a period not to exceed seven days	Petition SCAT Supervisor
(3) 3rd Infraction (Minor) or 1st Infraction (Major)	Same as (1), plus: suspension of service privileges for no less than seven days and no longer than 30 days	Public Hearing by SCAT Administrator after disciplinary process
(4) 4 th or greater Infraction (Minor), or 2nd or greater Infraction (Major), or criminal behavior	Same as (1), plus: suspension of service privileges for 180 calendar days	Public Hearing by SCAT Administrator after disciplinary process

**SOUTH COUNTY AREA TRANSIT
JUNE 26, 2013
STAFF REPORT**

AGENDA ITEM: B-3

TOPIC: SCAT Video & Audio Recording Policy

ACTION: Review and Approve Policy

PRESENTED BY: Geoff Straw, SCAT Administrator

RECOMMENDATION: Adopt Policy and Staff Recommendation

**EXECUTIVE COMMITTEE
RECOMMENDATION:** Support

BACKGROUND:

SCAT recognizes the importance of onboard recording in promoting safety and minimizing disputes between riders and employees. SCAT also recognizes that video and audio recordings are a matter of sensitivity, and the use of onboard cameras should be governed by policy guidelines. This policy covers any video and/or audio recording systems which may be installed on any SCAT owned or operated vehicles.

Staff secured \$1,275,000 in Proposition 1B funding from the FY09-10 and FY10-11 cycle to purchase three (3) thirty-five foot replacement transit buses for SCAT. As part of this bus purchase, a bus video system is included. In addition, RTA secured Proposition 1B Safety/Security funds to implement recording systems on all existing RTA and SCAT vehicles.

Staff Recommendation

Staff recommends adopting this policy as attached.

SCAT VIDEO CAMERA POLICY

I. GUIDELINES FOR VIDEO SURVEILLANCE RECORDINGS ON BUSES

South County Area Transit (SCAT) recognizes that onboard recordings can be useful in promoting safety and minimizing conflicts. SCAT also recognizes that video recordings are a matter of sensitivity and the use of onboard cameras should be governed by policy guidelines. This policy covers any video and/or audio recording systems which may be installed on any SCAT owned or operated vehicles. To ensure that customers are appropriately notified, SCAT will prominently place notices on buses that images and audio may be recorded while on the vehicle.

Video surveillance recordings are to be conducted only for promoting bus safety, providing for the security of its employees and riding public, the resolution of incidents/accidents involving SCAT vehicles, Bus Operator incidents, and as privileged information provided to authorized legal counsel, risk management and law enforcement agents at the discretion of RTA and SCAT. SCAT reserves the right to use electronic surveillance equipment such as video cameras, audio devices and telephone systems for the purpose of investigation and for ensuring the safety of employees and customers.

1. Vehicles may be equipped with electronic surveillance equipment and therefore employees may be subject to electronic surveillance in the course of their duties. A list of vehicles shall be posted in the driver's room that depicts which vehicles are equipped with this equipment.
2. The purpose as noted above is to ensure the safety and security of SCAT employees and customers in the operation of a SCAT vehicle and therefore management will not take action against any employee unless that employee has violated a policy, rule or regulation pursuant to the terms and conditions of the SCAT Employee Handbook. If a SCAT representative uses or permits to be used any recordings in a manner not consistent with this policy, that SCAT representative will face disciplinary action up to and including dismissal.
3. Interfering with the normal operation or tampering with any on-board camera/audio system in an effort to disable it, keep it from recording or destroying a recording will be considered a serious infraction and may result in disciplinary action up to and including dismissal.

II. INCIDENT REVIEW FOR CONTINUOUSLY RECORDING SYSTEMS

Authorized SCAT representatives will save and review the images from continuously recording onboard surveillance systems to investigate incidents, accidents, customer complaints and property damage, to confirm activities or violations reported to management personnel and for other documented causes, as necessary. Such causes shall be documented by submitting a Bus Video Imaging Request Form (see Attachment A) prior to the review taking place.

Authorized SCAT representatives will not review surveillance materials for the initial or sole purpose of looking for violations of work policies or procedures. Authorized SCAT representatives may use images from onboard camera systems as evidence

in disciplinary proceedings when such images were first viewed during a video review made for the purpose of investigating incidents, accidents, customer complaints and property damage, confirming activities or violations reported to management for other documented causes, as necessary. If violations of work policies or procedures are discovered during or incidental to review of surveillance materials being conducted in a manner that is otherwise consistent with this policy for other purposes, then such footage may be used in or to support disciplinary proceedings.

III. VIDEO/AUDIO REVIEW – AUTHORIZED SCAT REPRESENTATIVES

Only authorized SCAT representatives will retrieve, review and retain the original surveillance materials. If further opinions are needed, the footage may be shared with appropriate San Luis Obispo County staff or legal counsel for determination or evaluation of the incident. In order to maintain a proper chain of custody, the SCAT Board of Directors has designated the following people as the authorized SCAT representatives, also referred to as Custodians of Record:

- SCAT Supervisor
- RTA Manager, Operations
- RTA Manager, Maintenance & Facilities
- RTA Manager, Safety & Training
- RTA Executive Director, who also serves as the SCAT Administrator

The RTA Executive Director may authorize additional positions as Custodians of Record. Other RTA personnel may be allowed to view video, as authorized by the RTA Executive Director, for the purpose of investigating a reported incident.

As technology evolves, other types of recording systems may be introduced. SCAT reserves the right to fully implement and use any on-board recording system that may become available in the future.

IV. VIDEO/AUDIO REVIEW – AUTHORIZED REVIEWS

1. Incidents, Accidents and Customer Complaints – When management becomes aware of an incident requiring review in the above categories, the footage will be retrieved and reviewed by authorized SCAT representatives.
2. Property Damage – Authorized SCAT representatives will begin the review at the time any damage to property is noticed and/or reported.
3. Supervisory Observations – When a potential rule violation is observed by supervisory personnel, authorized SCAT representatives will begin review of the incident prior to the time the incident occurred in order to observe event (s) leading up to the incident.

Because of the technology involved, any review may include multiple camera angles and/or audio recordings that were recorded simultaneously.

V. ADDITIONAL INFORMATION

a) LEGAL ACCESS TO SCAT VIDEO/AUDIO

Authorized SCAT representatives will cooperate with law enforcement or other duly authorized governmental agencies by providing the opportunity to view images and/or audio recordings from on-board surveillance systems, as requested. Duly authorized subpoenas for the release of surveillance materials from on-board systems will be reviewed with legal counsel.

b) THE USE OF VIDEO/AUDIO MATERIALS AS EVIDENCE

Video and/or audio evidence will stand on its own merit. The issue of whether a particular video and/or audio image does or does not prove an allegation is not an issue of policy, but rather an issue to be decided by the courts for legal cases, and by the reviewers and/or arbiters, on a case-by-case basis, in employee disciplinary proceedings.

If authorized SCAT representatives are using video and/or audio as evidence in a disciplinary proceeding, the affected employee will be allowed to review the footage in the presence of a designated Custodian of Record.

c) NO EXPECTATION OF PRIVACY

There should be no expectation of privacy aboard a public bus by any person, including but not limited to SCAT employees, the general public, or customers.

VI. VIDEO/AUDIO REQUESTS

External agencies or internal departments on occasion may request to review surveillance materials. The agency designee responsible for maintaining video/audio records must follow the procedures on distribution of surveillance materials, per Attachment A.

VII. VIDEO/AUDIO RECORD RETENTION

Each "validated incident" shall be saved and labeled to indicate the date, the vehicle number and an incident number. These files are saved for a minimum of one-year. After one year, recordings of "validated incidents" may be destroyed provided the destruction is approved by the RTA Executive Director in writing or the recordings are not evidence in any claim filed or any pending litigation. In the event the recordings are evidence in any claim filed or any pending litigation, SCAT authorized representatives must preserve the recordings until the claim or the pending litigation is resolved.

VIII. DISTRIBUTION OF VIDEO SURVEILLANCE RECORDINGS

Only authorized SCAT representatives or authorized representatives of external agencies may request copies of surveillance records using the designated form (see Attachment A). Provisions of this section must be implemented in a manner that is in conformance with the Public Records Act.

IX. REQUESTS FOR COPY OF SURVEILLANCE MATERIALS

All requests for a copy of surveillance materials must be made to the SCAT Supervisor, who is responsible for safeguarding the surveillance materials. The requestor must provide the following information for the request to be processed:

- Date of Request
- Name of Requestor
- Title of Requestor
- Phone Number of Requestor
- Badge Number / ID of Requestor (if applicable)
- Department / Division of Requestor (if applicable)
- Citation Number (if applicable)
- Incident Report (I/R) Number (if applicable)
- Reason for the Request (Administrative Issue, Accident/Incident Investigation, claims, etc.)
- Bus Number (if known)
- Date and Time when the Recording was made
- Length of the Recording (minutes) to be downloaded

The surveillance materials must be obtained, the potential incident reviewed, and then the material must be saved on the password-protected RTA file server, prior to distribution (see Attachment A).

X. COPIES OF INCIDENTS

Unofficial copies may be made for administrative purposes or to be given to an authorized agency using appropriate electronic means (CD-ROM, DVD, etc.). It is the responsibility of the SCAT Supervisor to copy the incident and distribute the materials to the requestor. The copy should be labeled with the incident information (bus number, date and time), the transit agency logo, a non-disclosure statement, and a serialized tracking or identification number (see Attachment B). The RTA Executive Director must authorize in advance the distribution of any copies of video and/or audio recording materials to external agencies.

Upon distribution of the copy, the requestor must sign for the surveillance materials, acknowledging the sensitivity and limited use of the data. The agency designee will retain records pertaining to dates of request, as well as a receipt for the copy of the surveillance materials.

XI. PUBLIC VIEWING

Pursuant to the California Public Records Act (California Government Code Sections 6250, et seq.); surveillance recordings are public records. Therefore, a member of the public may request to review recorded footage.

This request will follow the above guidelines and the member of the public will be allowed to view the incident in the presence of an authorized SCAT representative. The authorized SCAT representative is required to provide copies of recordings to any member of the public that requests a copy unless one or more of a limited number of exceptions apply.

XII. PUBLIC VIEWING NON-TRANSIT USER

At times, non-transit users may request to view recorded footage for incidents that do not involve the bus. This may include requests from public officers, private companies or private citizens. SCAT is not obligated to provide said footage and will handle these requests pursuant to internal policies for distributing data for outside requests.

XIII. CHAIN OF CUSTODY

Authorized SCAT representatives will work with legal counsel to ensure the chain of custody will meet the current case law and statutory requirements.

ATTACHMENT A SOUTH COUNTY AREA TRANSIT BUS VIDEO IMAGING REQUEST FORM

DIRECTION FOR USE:

SCAT authorized representatives, Law Enforcement and authorized parties requesting to view a copy of bus video images and/or audio recordings must complete and submit this form. The completed form, with the proper signature, must be presented to the SCAT Supervisor or the RTA Executive Director. Requests are subject to the California Public Records Act (California Government Code Sections 6250, et seq.)

REQUESTOR'S INFORMATION:

DATE/TIME OF REQUEST	NAME	TITLE/BADGE NUMBER
AGENCY & DEPARTMENT		PHONE NO.

INCIDENT INFORMATION:

ROUTE NO.	BUS NO.	INCIDENT DATE/TIME	CITATION/INCIDENT #.
REASON FOR REQUEST:			

By signing this request form you are acknowledging that the surveillance materials contain privileged and confidential information for the viewing of the authorized recipient only, and is not to be released to another party without express written consent by the RTA Executive Director or designee.

SIGNATURE OF REQUESTOR	DATE SIGNED
------------------------	-------------

FOR DEPARTMENT USE ONLY:

Authorization for Copy Authorization to Review Surveillance Material

COMPLETION DATE / TIME	COMPLETED BY
SIGNATURE	TITLE

SURVEILLANCE MATERIALS RELEASED:

TO: _____

DATE: _____

ATTACHMENT B

Surveillance Materials Label with Non-Disclosure Statement

The label will contain the following information:

South County Area Transit

Date:

Time:

Video Number:

Vehicle Number:

Time:

Type of Incident:

This surveillance material contains privileged and confidential information for the viewing of the authorized recipient only and is not to be released to another party without prior, written permission from the RTA Executive Director.

**DO NOT DUPLICATE
FOR AUTHORIZED REGIONAL TRANSIT USE ONLY**

**SOUTH COUNTY AREA TRANSIT
MINUTES OF APRIL 24, 2013 BOARD MEETING
ARROYO GRANDE CITY COUNCIL CHAMBERS**

C-1

Directors Present: Jim Guthrie, Chairperson City Council Member, Arroyo Grande
 Paul Teixeira, Vice Chairperson County Supervisor, District 4
 Bill Nicolls City Council Member, Grover Beach

Directors Absent: Shelly Higginbotham Mayor, Pismo Beach

Staff Present: Geoff Straw Executive Director
 Anna Mafort-Lacy Administrative Assistant
 Phil Moores Operations Manager, RTA & SCAT
 Coleen Kubel SCAT Lead Operations Supervisor

CALL TO ORDER AND ROLL CALL: Chairperson Jim Guthrie called the meeting to order at 1:49 p.m. Roll call was taken; a quorum was present.

PUBLIC COMMENT: Chairperson Guthrie announced item numbers B-2 and B-3 were included in the packet but not listed on the agenda. Therefore they will have to be addressed at a later meeting. He asked for public comment on non-agenda items.

Mr. Rod Pappas, a bus operator for South County Area Transit but speaking as a local citizen, read an open letter to the Board about Item B-2 regarding reimbursement funds being requested by RTA. This letter was written by SCAT employees to address their concerns.

Mr. Pappas read: “Chairperson Guthrie and members of the SCAT Board. Thank you for the opportunity to address the board today.

When the rumors began to circulate, after the drivers were advised to limit, as much as possible, the use of all RTA “loaner” busses because a charge back was being proposed by RTA management. The first question the drivers asked was, “how can we be asked to pay for gross errors in judgment when purchasing the so-called “bus of the future” the infamous bus #208 perpetrated by prior RTA management. This vehicle, taken out of service in 2011, remains inoperable somewhere in San Luis Obispo.

Today the SCAT board is to vote on a proposal to charge SCAT \$53,000 for the inability of the RTA to supply SCAT with the number of vehicles (5) authorized by the SCAT Board and within the tenets of the 1978 Joint Powers Agreement. We feel, without proper representation in the form of our Operations Supervisor, we are not being represented and the views of the employees at SCAT are not being conveyed to the SCAT Board and thus confining the ability of the SCAT Board to make the most informed decisions; all of which affect SCAT employees. As I am sure the Board is aware, our Supervisor, Coleen Kubel, is currently on unpaid suspension for her opposing views, on the matter before you, which the management at RTA have deemed insubordinate. We

cheer her stance on this matter and for her continues inspiration in providing the outstanding, board recognized, service to this community. We ask the board to consider an amendment to the existing Board format, which will permit the views and suggestions of the employees and supervisors at SCAT to be submitted in the form of a quarterly report and the board have the ability to question our representative, as is the current format with regard to the RTA Executive Director.

The continued exemplary service, safety and on-time performance of the SCAT organization has earned us a place at the table.

Thank you for your consideration in this matter and for your service to our communities.”

Chairperson Guthrie asked if the Board can act on B-2 or B-3. **Mr. Straw** said no, but that he mentioned each item in the Executive Director’s report and the Board can decide if they wish to discuss them as information items. The Board cannot take action today.

Chairperson Guthrie closed public comment.

BOARD ADMINISTRATIVE ITEMS:

A. INFORMATION AGENDA:

A-1 Executive Director’s Report: **Mr. Straw** gave a quick overview regarding the lease on Rodeo Drive at **Director Shelly Higginbotham’s** request at the January meeting. The current lease identifies a five-year contract with annual monthly rent escalation of 9% each year. This was considered and executed by the SCAT Board as well as the County Supervisors’ Board about 1 ½ years ago. SCAT is responsible for any maintenance and site repairs. The current monthly rent is \$2,340, of which RTA pays \$300, with a clause that RTA may park some vehicles there. To date, the facility is exclusively used by SCAT. The budget identified \$7,000 for anticipated repairs. Some repairs during the current fiscal year included fixing potholes and full site sealing.

The Passenger Code of Conduct, which policy was reviewed at the January Board and will be brought back to the next meeting for adoption.

Mr. Straw discussed new and revised schedules for the summer months. He reminded the Board that the Youth Ride Free promotion begins June 1. He also discussed various marketing and outreach efforts throughout the county.

He announced and welcomed three new part-time bus operator trainees; two are cadetting and one is finishing up her training.

Mr. Straw reviewed preliminary financials from July 2012 through February 2013. Operating expenses totaled 55.7% of the annual budget. We completed 66.67% of the year. If the \$53,137 proposed under the cost-sharing for use of RTA buses is added to the financials, which includes maintenance time and labor, fuel and other expenses, the total is 60.9% of the annual budget. This is still below budget. He noted Bus 208 was a problem vehicle that cost a lot of money to operate. Essentially it costs less to operate RTA vehicles than to keep 208 on the road.

Ridership is up 16% over last year. He reviewed how much growth occurred over the last three years. Route 25, which predominately serves students, has an 85% farebox recovery ratio. Productivity is up 26.2% over last year. The subsidy per passenger boarding declined, which is favorable. SCAT achieved an overall farebox recovery ratio of 15.31%, up from 13.89% this time last year.

Mr. Straw concluded his report.

Vice Chairperson Paul Teixeira inquired about the maintenance costs projected to drop \$16,000 from the current year when the new buses arrive. Will these funds be set aside for future expenses? **Mr. Straw** answered that the City Managers said they would like to maximize Local Transit Funds (LTF) for other uses as long as there is adequate reserve. SCAT will effectively have a higher reserve for the next fiscal year. SCAT currently has four aging buses and three new buses on order. The Consent Agenda includes authorization to procure a fourth bus.

Chairperson Guthrie asked if there will be any significant changes related to PERS. **Mr. Straw** said no, because very few employees and no operators are under PERS retirement at either SCAT or RTA. It also will generally not impact companies with fewer than 50 employees.

Chairperson Guthrie closed Board comment.

B. ACTION AGENDA

B-1 Fiscal Year 2014 Operating and Capital Budget: **Mr. Geoff Straw** presented a balanced budget that will assist with augmenting capital and operational reserves. The operating budget is proposed at just over \$1M. The Capital budget is at \$1.3M, largely from carryovers for the bus procurement project.

Longer term objectives are to bring the farebox recovery ratio to at least 20%. Fuel is budgeted at \$4.25/gallon. We currently pay about \$3.90/gallon.

The newly-designated Arroyo Grande – Grover Beach Urbanized Area means that SCAT service is now eligible for Federal Transit Administration (FTA) Section 5307 reimbursement funds for FY12-13. The FY13-14 budget assumes that \$400,000 of FTA funds will be used for operating purposes, which will reduce the need for LTF from the South County jurisdictions. SCAT is no longer eligible for Rural Transit Funding (RTF) due to the urbanized area designation. It received \$70,000 in RTF for the current fiscal year.

The San Luis Obispo Council of Governments is projecting a countywide increase of 28% in LTF funds for the coming fiscal year. However, State Transit Assistance (STA) funding is expected to drop by about \$550,000 for the county and roughly \$48,000 for SCAT. He reviewed the proposed budget on page B-1-5. Operating revenue is up 1.76% over the current fiscal year.

On the expenditures side, **Mr. Straw** said liability insurance continues to climb, partly due to a clerical error made two years ago in calculating and reporting miles traveled. He reviewed expenditures on page B-1-6.

Finally, he reviewed the proposed budget by route, including the Avila Trolley, which is a pass-through program funded by the County.

Mr. Straw concluded his report.

Chairperson Guthrie asked if this will be the last year of adjusting the insurance rate due to the clerical error. He requested more information.

Chairperson Guthrie opened Board and public comment. Having none, **Chairperson Guthrie** closed Board and public comment.

Vice Chairperson Teixeira moved to adopt the operating and capital budgets for FY2014 . **Director Nicolls** seconded the motion and the motion carried on a roll call vote.

C. CONSENT AGENDA:

Chairperson Guthrie opened Board and public comment on any items listed on Consent.

Vice Chairperson Teixeira inquired about the bus procurement. Will SCAT receive any partial credit or warranty on Bus 208? **Mr. Straw** stated that SCAT and RTA both sent older vehicles to Complete Coach Works in Southern California. The company rebuilt the buses and repowered them with a hybrid gasoline-electric drive train system. Unfortunately it was not conducive to the type of service we provide in this area. There were considerable ongoing reliability issues with both vehicles and the hybrid drive train company has since gone out of business. Bus 208 will be salvaged.

Chairperson Guthrie asked if there were three vehicles purchased by RTA. **Mr. Straw** said RTA settled a lawsuit to prevent having to purchase two additional vehicles after RTA bus 169 proved to be unreliable. No money changed hands as part of the settlement. There were no upfront engineering or other costs for the two that were refurbished. Staff may have been able to convince them to take back the SCAT bus as well. However, Bus 208 was still being used after RTA Bus 169 went back to CCW, but has been parked since the fall 2012.

Mr. Straw pointed out there was no obligation to operate the vehicle any longer than we did. No federal funds were used to buy any of the vehicles. Therefore staff was not required to operate it for the seven-year minimum.

Chairperson Guthrie closed Board and public comment.

Consent agenda items were approved upon a motion by **Director Nicolls** and seconded by **Vice Chairperson Teixeira**. The motion carried on a roll call vote.

D. DIRECTORS' COMMENTS: Director Teixeira said his constituents have reported the Avila Fish and Farmers Market trolley service is a big success. People appreciate being able to enjoy the market and not have to fight the traffic and parking constraints.

E. EXECUTIVE COMMITTEE MEMBERS' COMMENTS: None

F. ADJOURNMENT: The meeting was adjourned at 2:31 p.m.

Respectfully submitted,
Anna Mafort-Lacy, Administrative Assistant

SOUTH COUNTY AREA TRANSIT

June 26, 2013

STAFF REPORT

AGENDA ITEM: C-2

TOPIC: Procure Intelligent Transportation System Technologies

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Authorize SCAT Administrator to Jointly Procure ITS Technologies with RTA

EXECUTIVE COMMITTEE RECOMMENDATION: Support

BACKGROUND/DISCUSSION:

At its January 2011 meeting, the SCAT Board adopted the 2011 South County Area Transit Short Range Transit Plan. One of the capital projects identified in the five-year Plan is implementation of Intelligent Transportation System (ITS) technologies. Specifically, final planning of the appropriate ITS technologies would occur in the initial three years of the Plan period, with a launch of an Automatic Vehicle Location system in FY14-15 at a projected cost of \$106,100.

Based on that identified capital need, staff began seeking state and federal funds to implement a joint RTA and South County ITS system. Together, RTA and South County has been successful in securing a total of \$784,121 in the following grants:

1. CA Proposition 1B Safety & Security: \$619,813 (\$261,787 is secured, awaiting bond sale for \$358,026).
2. CA Proposition 1B SCAT funds remaining from current bus procurement \$ 28,908 for SCAT's three replacement buses to be delivered in 2013.
3. FTA Section 5309 funds remaining from current bus procurement \$135,400 for RTA's replacement buses to be delivered in 2013.

Staff is seeking Board authorization that would permit the Administrator to procure ITS technologies needed for South County services, as described below:

1. Procure a GPS-based AVL system for the RTA and SCAT fixed route services. This system will use wireless communications to transmit each vehicle's real-time location, speed and estimated arrival times at bus stops. In addition, the following system attributes will be sought from prospective bidders:

- a. Automated Voice Annunciation, both inside the vehicle for on-board passengers and on the exterior so that waiting passengers will know which bus is approaching. This system will also display the next bus stop on an LED message board inside the bus.
 - b. Automatic Passenger Counters, which will geo-code each boarding and alighting by time of day and direction of travel. This system will assist with vehicle capacity and passenger amenity planning.
 - c. Emergency Alert system that will allow Bus Operator to covertly alert RTA Dispatchers of an emergency situation occurring on the vehicle.
 - d. Vehicle Monitoring and Diagnostic Systems that relay and track engine, transmission and other vehicle component performance and monitoring back to the Dispatch center.
2. On-bus Security Camera System, which will record video using up to ten cameras and audio using up to three channels. The on-bus Digital Video Recorder (DVR) system can retain up to two weeks of voice/audio recordings before the system begins to record over the first-in data.

As mentioned above, this system has long been in planning, and staff has been successful in obtaining grants to fund its implementation. Staff is currently finalizing procurement documents and project scheduling, with preliminary plans to seek proposals in summer 2013. Staff plans for formally launch the system to the public by spring 2014.

Staff Recommendation

Authorize the RTA Executive Director, who also serves as the South County Area Transit Administrator, to procure ITS technologies to meet both RTA's and South County Area Transit's needs.