



**AGENDA**  
**JOINT REGIONAL TRANSIT ADVISORY COMMITTEE**  
**AND**  
**SLO TRANSIT MASS TRANSPORTATION COMMITTEE**

**July 15, 2015**  
**1:00 p.m. – 3:30 p.m.**  
**San Luis Obispo County Government Center**  
**Conference Room D361**  
**1055 Monterey Street**  
**San Luis Obispo, CA 93401**

Individuals wishing accessibility accommodations at this meeting under the Americans with Disabilities Act (ADA) may request such accommodations to aid hearing, visual, or mobility impairment (including Limited English Proficiency [LEP]) by contacting the RTA offices at 781-4472. Please note that 48 hours advance notice will be necessary to honor a request.

**1. CALL MEETING TO ORDER, ROLL CALL**

**2. PUBLIC COMMENTS:** This portion of the agenda is set aside for any members of the public to directly address the Regional Transit Advisory Committee on any items not on the agenda and within the jurisdiction of the Committee. Comments are limited to three minutes per speaker. The Committee will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

**3. A. ACTION AGENDA ITEMS:**

- A-1 Adjourn to Joint RTAC & SLO MTC meeting
- 1. Introductions
- 2. Study Status
  - Study Documents
  - Public Input
- 3. Review of Demographics and Current Policies
  - Study Area Demographics
  - Key Existing Policy Documents

4. Review of Existing Transit Programs
  - RTA Fixed Route
    - Existing Conditions/Trends
    - Performance Review
    - On-Board Survey Results
  - Runabout
    - Existing Conditions/Trends
    - Performance Review
  - SLO Transit
    - Existing Conditions/Trends
    - Performance Review
    - On-Board Survey Results
  - SLO Transit and RTA Services Considered As a Whole
    - Existing Conditions/Trends
    - Transfers
    - On-Line Survey Results
5. Discussion of Alternatives for Analysis
6. Study Schedule and Next Steps
7. Adjourn to RTAC

**B. INFORMATION AGENDA ITEMS:**

B-1 Executive Director's Report (Verbal)

B-2 Member Comments/ Reports from Jurisdictions (Receive)

**C. CONSENT AGENDA ITEMS:**

The following items are considered routine and non-controversial by staff and will be approved by one motion if no member of the RTAC or public wishes an item be removed. If discussion is desired by anyone, the item will be removed from the consent agenda and will be considered separately. Questions of clarification may be made by RTAC members, without the removal of the item from the Consent Agenda. Staff recommendations for each item are noted following the item.

C-1 RTAC Minutes of April 16, 2015 (Approve)

**D. ADJOURNMENT**

**Next Meeting:** The RTAC meets again on October 15, 2015 (*agenda will include discussion on revising RTAC By-Laws to reflect Runabout Appeals Board role*)

**DRAFT**  
**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**REGIONAL TRANSIT ADVISORY COMMITTEE**  
**April 16, 2015**  
**MINUTES**  
**C-1**

Members Present:	Michael Seden – Hansen ( <i>Chair</i> )	City of Paso Robles
	Eric Greening ( <i>Vice Chair</i> )	Fixed Route Representative
	Anthony Gutierrez	Cuesta College
	Dawn Patterson	Atascadero Transit
	Dominique Bonino	Cal Poly
	Janeen Burlingame	Morro Bay Transit
	Mark Dariz	Runabout/DAR Representative
	Phil Moores	South County Transit (SCT)

Members Absent:	Gamaliel Anguiano	SLO Transit
	John Diodati	County of San Luis Obispo
	Todd Katz	Fixed Route Alternate Rep.

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

Guest:	John Osumi, San Luis Obispo
	Erik Gregoire, San Luis Obispo
	Tim Gillham, SLOCOG

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

**Mr. Michael Seden-Hansen** called the meeting to order at 2:00 p.m. Roll call was taken; a quorum was present.

**2. Public Comments:**

**Mr. Erik Gregoire**, San Luis Obispo, talked about a gap in bus service along Los Osos Valley Road and wanted a transfer center for SLO Transit routes 2-3 and 4-5. **Mr. Geoff Straw** said he will present these suggestions to the consultants of the Joint Short Range Transit Plan.

## **A. Information Agenda Items**

### **A1. Manager's Report (Verbal):**

**Mr. Straw** distributed a copy of the Joint Short Range Transit Plan (SRTP) schedule, which is a joint plan for RTA and San Luis Obispo Transit. We just finished a huge data dump, reviewing current services, maps, data, miles traveled and past plans completed. Surveyors rode the buses in early March. We hope to have the first working paper in early May and will send it out to the committee as soon as we receive it. He outlined the content and anticipated release dates for Working Papers 2 and 3—approximately in July and December 2015. RTAC will jointly meet with the Mass Transportation Committee (MTC) at those times.

We received eight new buses and are in revenue service. At least six old vehicles will soon be sold on EBay.

We are in final negotiations with the finalist for the ITS project. We hope to have the kick off meeting in the next 3-4 weeks.

RTA will provide shuttle service from the Cuesta parking lot to the Earth Day festivities at El Chorro Park. SLO Transit will offer rides on the Double Decker bus between the San Luis Obispo Transit Center and Cuesta campus.

**Mr. Straw** concluded his report.

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

**Ms. Janeen Burlingame** said the Morro Bay Public Services department was broken up to Public Works and Community Development. With the large increase in LTF funds over the couple of years, we have been able to fund the deviated fixed route and trolley service and still have a surplus to put into roads. We have also been setting aside some money into a contingency fund. However, next fiscal year's shortfall will erase much of that balance. We will be purchasing a new vehicle in the next few months using Rural Transit Fund (RTF) grant money. Morro Bay Transit will also be initiating a Short Range Transit Plan that will be carried into the next fiscal year.

**Mr. Eric Greening** provided an overview of the concerns raised at the RTA Executive Committee meeting regarding lack of shelter from the hot summer sun. As the temperature rises, the RTA bus shelters at the downtown transit center act as solar ovens. He was happy to hear riders may have temporary shade where people can sit.

**Ms. Dawn Patterson** said all is well in Atascadero.

**Ms. Dominique Bonino** said Cal Poly will have open house this weekend. We will have two Bike Month events scheduled, on May 6 and May 28 from 10 a.m. to 1 p.m.

**Mr. Phil Moores** said the South County Transit (SCT) drivers are taking steps to unionize. There may be some potential route changes that will benefit passengers and expand transfer opportunities with the RTA Route 10. Route 26 will be put on hold for now.

**Mr. Seden-Hansen** said the Park and Ride is being expanded at the North County Transportation Center.

**B. Action Items**

**B1. FY15-16 Budget.** **Mr. Straw** said a big challenge this year is a 23% cut to the Local Transit Fund (LTF). Staff had to juggle things around in order to prevent any potential core service cuts.

**Mr. Tania Arnold** noted there was a typo for the City of Morro Bay that LTF was listed incorrectly on page B-1-15. This number has been amended and other cities' contributions will go down as a result. She reviewed the corrected numbers with the committee members. She said she would resend the corrected documents to the committee members and city managers.

She addressed the need to move forward with additional express trips on Routes 9 and 10 beginning in mid August 2015. Core services will remain the same. Monterey-Salinas Transit (MST) now operates all Route 83 service, which provides a small savings to RTA. Runabout ridership grew just two percent, substantially lower than increases experienced over the last several years. A part-time staff position will be added to do functional assessments and travel training. This will help address overcrowding and Runabout service demand issues we are experiencing.

**Mr. Straw** noted the RTAC serves as a formal Runabout appeals review board. The bylaws will likely be revised to allow for a subcommittee to serve on this panel, rather than involve the entire group.

**Ms. Arnold** discussed the loss of Job Access Reverse Commute (JARC) funding for Route 15 along the North Coast. As a result, the route will likely become a deviated fixed service. This will eliminate the requirement for Runabout in that area.

RTA came in under budget by about \$600,000 for FY13-14. Those cost savings rolled into the current year. Based upon current numbers, the current fiscal year will also be under budget. We are coming into FY15-16 with a fund balance of nearly \$1M, which will help offset shortages in LTF.

Fuel expenses are budgeted at \$4.15 per gallon. Administration expenses will rise 2.64%. The five-year capital budget projection identifies some needs in future years that will require funding.

The ITS project is underway but will not be completed by June 30. Staff will bring to the RTA Board a budget amendment for this project at the September meeting.

**Ms. Arnold** reviewed the proposed operating budget on page B-1-13, noting the County and Paso Robles/North County budgets are listed in separate columns. The estimated fund balance going into the next fiscal year is \$2.3M, less the required cash reserves, for a total fund balance available at about \$1M. Local jurisdictions can use State Transit Assistance (STA) funds for operating costs for one more year.

Page B-1-14 addressed the LTF required by various jurisdictions. It indicates an 11.5% drop from FY14-15. Page B-1-15 is the proposed Capital budget, which begins the next fiscal year with an estimated fund balance of \$262,000. After the required reserves are set aside, the fund balance available is projected to be \$227,228. Because we were able to extend our lease at the current facility, we adjusted the loan pay down to the minimum for the next fiscal year. This frees up some cash flow and will still allow us to pay it off by the time the loan is due.

Page B-1-16 covers administration and service delivery expenses. She noted final that the Worker's Compensation numbers are not yet settled. B-1-17 shows the Capital Expenditures and addresses the immediate need for maintenance, IT and computer upgrades.

Pages B-1-18 through 21 shows the budget by route. Page B-1-22 presents the additional express trips for Routes 9 and 10 set to begin in August. Page B-1-23 is the budget for County Services and B-1-24 addresses North County Services, including Paso Dial-A-Ride, Paso Express Service and Cuesta Evening services.

**Ms. Arnold** concluded her report.

**Mr. Straw** noted the Runabout budget was revised downward from \$3.1 Million to \$2.88 Million. He warned that we are kicking the can down the road and anticipate a very small fund balance next year due to budget constraints. However, we are presenting a balanced budget.

**Mr. Tim Gillham**, San Luis Obispo Council of Governments (SLOCOG), inquired about the breakdown of North County Transit between fixed route and Dial-A-Ride (DAR), or for the County services. **Mr. Straw** said the County breaks down their service in their budget. RTA Board doesn't address this. **Ms. Arnold** pointed to page B-1-24 for a breakdown for the North County services.

**Mr. Greening** asked about the subsidy per passenger trip for the Paso DAR. **Ms. Arnold** said it is \$29. The service only operates within city limits for a limited number of hours per day.

**Mr. Greening** moved to recommend the Board approve Action Agenda Item B-1 with the possibility of minor adjustments for Worker's Compensation and the Express trips. **Ms. Dawn Patterson** seconded. The motion carried with a voice vote with no abstentions or oppositions.

**C. CONSENT AGENDA ITEMS:**

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

**Mr. Phil Moores** moved to approve the minutes and **Mr. Eric Greening** seconded. The motion carried with a voice vote with **Ms. Janeen Burlingame** abstaining and no oppositions.

**D. ADJOURNMENT:**

**Mr. Seden-Hansen** adjourned the meeting at 3:14 p.m.

Next RTAC Meeting: **TBD (July 16?), 2015**

Respectfully Submitted:

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