



AGENDA
REGIONAL TRANSIT ADVISORY COMMITTEE

Thursday, January 19, 2017
2:00 p.m. – 3:30 p.m.
San Luis Obispo Council of Governments
1114 Marsh 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) by contacting the RTA offices at 781-4833. Please note that 48 hours advance notice will be necessary to honor your 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. **ELECTION OF OFFICERS: Elect RTAC Chair & Vice Chair**
4. **Annual ADA Appeal Committee Assignment**
5. **A. INFORMATION AGENDA ITEMS:**
 - A-1 Executive Director's Report (Verbal)
 - A-2 Member Comments / Reports from Jurisdictions (Verbal)
 - A-3 Review FY16-17 Budget Assumptions & Discuss FY17-18 Budget Calendar (Receive)
- B. ACTION AGENDA ITEMS:**

None

C. CONSENT AGENDA ITEMS:

The following item is considered routine and non-controversial by staff and will be approved by one motion if no member of the RTAC or public wishes the 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 October 20, 2016 (Approve)

D. ADJOURNMENT

Next Meeting: April 19, 2017 10:00 a.m. (may be rescheduled; bring your calendar!)

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
January 19, 2017
STAFF REPORT

AGENDA ITEM: A-3

TOPIC: Review FY16-17 Budget Assumptions
& Discuss FY17-18 Budget Calendar

ACTION: Receive

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Receive

Proposed Budget Calendar for FY17-18

February 8 Detailed budget assumptions and revenue forecast to Executive Committee.

March 1 Obtain Board concurrence on proposed draft budget assumptions.

March 31 Based on feedback from Executive Committee draft FY18 Budget Draft complete.

April 12 Draft FY18 Budget presentation to Executive Committee

April 19 Formal FY17 Budget presentation to RTAC

May 3 Final Board Budget presentation; Board adoption of FY18 Budget

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

**March 2, 2016
STAFF REPORT**

AGENDA ITEM: B-1

TOPIC: Fiscal Years 2016-17 and 2017-18 Budget Assumptions

ACTION: Approve Budget Assumptions

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Approve Budget Assumptions to enable staff to begin development of FY16-17 & FY17-18 Operating Budget

BACKGROUND/DISCUSSION:

The following report outlines staff's recommended budget assumptions for RTA's Fiscal Year 2016-17 and 2017-18 Operating Budget, and it is the first step in the development of our operating budget and operating program. It should be noted that RTA is again developing a two-year operating budget and five-year capital budget. As in past years, only the first year would be financially-constrained, while the out-years should be considered advisory. Upon the Board's guidance and approval of these assumptions, staff will prepare a detailed report along with preliminary budget numbers for presentation to the Executive Committee at their April 13th meeting prior to the final draft budget presentation to the Board in May.

Mission Statement

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

Objectives and Revenue Impacts

1. Maintain service levels and hours of service that meet the demand of our customers and communities through the effective and efficient delivery of RTA Fixed Route and Runabout core services.
 - SLOCOG is working on State Transit Assistance (STA) funding projections for FY16-17.
 - Staff is not recommending a fare program change for FY16-17, although we may have to consider changes if TDA or other funding shortfalls emerge. Fare revenue is projected to be \$1,330,000 (farebox and advertising revenue).

- FY15-16 LTF revenue was budgeted at \$3,740,499. Once the FY16-17 targets are further refined by the County Auditor and SLOCOG, RTA will present a proportional increase/decrease in overall LTF funding in our FY16-17 budget and a similar increase/decrease in the FY16-17 budget. Should staff be unable to secure adequate funding to operate core Fixed Route and Runabout service levels, a potential increase in LTF funding would be requested for the Board's consideration and/or a reduction of service would be proposed. If a budget shortfall due to the loss of funding in either fiscal year, staff would evaluate and make appropriate recommendations on a potential budget amendment or use of reserve funds.
 - Federal Transit Administration (FTA) Section 5307, 5311 and 5339 operating funding for FY16-17, and capital funding for FY16-17 and FY17-18 will be presented as previously presented, taking into account preliminary projected revenues identified in the Fixing America's Surface Transportation (FAST) Act. Should the actual annual authorizations for federal transportation programs increase or decrease for any of these programs, staff would adjust these assumptions accordingly.
 - FTA Section 5307 operating funding from the City of Santa Maria for Route 10 will be budgeted based on previous commitments with SBCAG and the City of Santa Maria. Staff is confident in continued funding for Route 10 operations.
 - Detailed miles/hours and span of service for each RTA core fixed route and Runabout will be provided with the draft budget. In addition, detailed budgets based on miles/hours and span of service will be provided separately for SLO County Services and North County Local Services.
2. Continue to monitor reserves using the adopted policy from May 2014.
- RTA was awarded a total of \$800,000 in FTA Section 5316 JARC funding for FY14-15 to support Route 10 operations and North Coast services (RTA Route 15 and related Runabout). However, it was the last award of discretionary JARC funds, which have been eliminated. Route 15 was revamped in September 2015 to a deviated fixed route service, reducing Runabout services between Morro Bay and Cambria. Staff has been successful in obtaining FTA Section 5307 operating funding from the South County to offset the impact on the Route 10.
3. Continue to work with the SLOCOG efficiencies committee in evaluating region-wide service efficiencies.
- Transit agencies across the country have experienced ridership declines due to the relatively low price of fuel. RTA will continue to monitor this experience

- to determine if it emerges as a long-term trend. Either way, RTA is not recommending any Fixed Route service increases in FY16-17.
- Add a review of the tasks and financial impacts included in the South County Transit contract for administrative, financial, maintenance and dispatch services, and evaluate efficiencies with RTA.
 - Staff will continue to explore new revenue resources at the Federal, State, and local levels.
 - RTA will work with SLOCOG staff and members of the Regional Efficiencies Committees to evaluate efficiencies in the provision of service throughout the county.
 - Staff will use the 2015-17 RTA Strategic Business Plan, the 2010 Fixed Route Performance Standards, as well as the draft findings from the Short Range Transit Plan, to evaluate potential efficiencies and with Board concurrence implement efficiencies.
4. Evaluate options and provide analysis on the 5-year capital improvement program and methods to fund these needs.
 5. Address overcrowding on Fixed Route runs during peak travel periods.
 - Additional express trips on the Routes 9 began in September 2015 as well as Route 10X with service to the SLO Airport. In the latter part of FY15-16 express trips will have begun using the used over the road coaches RTA received to evaluate the feasibility prior to purchasing new coaches. Service levels, the total number of revenue service hours, miles and span of service for RTA Fixed Route services will be budgeted at annualized levels assumed in FY15-16. If any additional service becomes necessary, staff would seek a budget amendment to address those service demands during the fiscal year.
 6. Address a projected slight increase in demand for Runabout service.
 - Runabout service hours and miles are projected to require a minimal increase based on recent demand trends. This reflects a change from prior years, which required significant Runabout service level increases due to burgeoning demand.
 - To ensure that only those persons truly eligible for Runabout service are initially registered or re-registered, a part-time staff position to conduct functional assessments as part of the Runabout application process will be added in early 2016. This person or persons will also provide mobility training for disabled persons who are able to use Fixed Route services for some or all of their travel needs.

- At this time staff does not foresee moving forward with using taxi cab services but should service expansions occur staff will revisit this option.
7. Implement RTA's strategy to develop a long-term administrative, operations and maintenance facility.

Expenses Impacts

1. Fuel consumption and price will be budgeted conservatively; diesel fuel will be budgeted at \$3.50 per gallon. Included in the fuel line item will be diesel exhaust fluid (DEF), used to lower diesel exhaust emissions on the newer Fixed Route vehicles.
2. Insurance Expenses:
 - California Transit Indemnity Pool (CalTIP) liability premiums are projected to increase 10% annually due to the loss development trends the pool is experiencing.
 - CalTIP vehicle physical damage will increase by approximately 5% due to the addition of new vehicles in the fleet
 - Workers compensation premiums through the CSAC Excess Insurance Authority are projected to increase 50%, with the realization that workers compensation for transit services is especially challenging statewide as loss development trends for the state are not favorable. Staff will be working with our broker to obtain open market quotes to ensure our current carrier is providing the best value as well as reviewing options for increasing our self insured retention (currently at zero). Staff will obtain a more refined estimate in early March. We continue to work with our employee committee that has evaluated workplace safety and has initiated a proactive program to address the number of claims and severity of the claims.
 - Property insurance will increase minimally.
 - Staff is still closely monitoring the anticipated impacts of the Affordable Care Act on both the number of employees and the costs of per-employee healthcare costs. For budget-making purposes, staff is assuming an 6% annual increase for healthcare costs for each of the next two fiscal years
3. Staffing Expenses:
 - For FY16-17 core RTA services, the number of budgeted positions will remain essentially the same as FY15-16.

- For FY16-17, the overall number of budgeted positions for the North County and SLO County services will remain the same. It should be noted that the marginal costs and revenues the services will be treated in the budget the same way as prior years: as separate and distinct columns.
- Based on the current projected funding, a 2.5% annual inflationary adjustment will be budgeted for non-union employees; the 2014-2018 Collective Bargaining Agreement has already identified annual increases based upon longevity for Bus Operators and Mechanics. Employees within the salary range for their position will be eligible for a step merit increase subject to performance assessments.

Proposed Budget Calendar

- February 10 Detailed budget assumptions and revenue forecast to Executive Committee
- March 2 Obtain Board concurrence on proposed draft budget assumptions
- March 2 Provide mid-year FY15-16 Budget data to Board (no additional budget amendments are being requested)
- March 31 Based on feedback from Executive Committee draft FY16-17 Budget Draft complete.
- April 13 Draft FY16-17 Budget presentation to Executive Committee
- April 21 Formal FY16-17 Budget presentation to RTAC
- May 4 Final Board Budget presentation; Board adoption of FY16-17 Budget

Staff Recommendation

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

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
REGIONAL TRANSIT ADVISORY COMMITTEE

October 20, 2016

DRAFT MINUTES

C-1

Members Present:

Eric Greening (<i>Vice Chair</i>)	Fixed Route Representative
Dawn Patterson	Atascadero Transit
Janeen Burlingame	Morro Bay Transit
Mark Dariz	Runabout/DAR Representative
Phil Moores	South County Transit (SCT)
Todd Katz	Fixed Route Alternate Rep.
Gamaliel Anguiano	SLO Transit

Members Absent:

Michael Seden – Hansen (<i>Chair</i>)	City of Paso Robles
Cheryl Andrus	Cal Poly
Anthony Gutierrez	Cuesta College
Pam Duffield	County of San Luis Obispo

Staff Present:

Geoff Straw	RTA
Shelby Walker	RTA
Tania Arnold	RTA
Carol Woodard	RTA

1. Call Meeting to Order, Roll Call:

Mr. Eric Greening called the meeting to order at 2:08 p.m. Roll call was taken; a quorum was present.

2. Public Comments: None

3. Adjourn to RTAC Meeting:

A. Information Items

A-1 Executive Director's Report (Receive):

Mr. Straw stated that the RTA Short Range Transit Plan (SRTP) was adopted by the RTA Board at the September meeting and thanked everyone for their input. He then mentioned that South County Transit will be applying to do a joint plan study. The 5304 sustainable communities grant application for the funding of that study is due on November 4th.

Mr. Straw discussed the status of Paso bus yard project. The current two yards will be redeveloped and staff worked with the County to secure a portion of the County Corp Yard. Staff is currently seeing bids for design and engineering with proposals due October 21st at 12:00 p.m.

Mr. Straw stated that RTA will be working with SBCAG on a study of the 101 corridor to see how there can be better connections between Santa Barbara and Santa Maria and up into San Luis Obispo County. Bids are due November 4th and we will bring back information to this Committee for review.

Mr. Straw concluded his report.

Mr. Greening asked if there could be some coordination of the data that is gathered from the South County and SBCAG studies. **Mr. Straw** stated that most likely the information can be coordinated together, the SBCAG study will begin before the South County study.

Mr. Greening asked if the SLO Transit piece of the SRTP addresses service to the airport. **Mr. Gamaliel Anguiano** stated that the SLO Transit does not service it because it is outside of City limits but is sensitive to the perceived need and final recommendations. It does recommend service into the French Park area. **Mr. Greening** then asked if the airport area would be addressed by RTA. **Mr. Straw** said that it was in the RTA SRTP but it is a hard area to service and not sure about how high the demand is, there is currently good ridership along the South Higuera corridor.

A-2 Member Comments/Reports from Jurisdictions (Receive):

Mr. Phil Moores stated the new routes 27/28 have been running for SCT since the end of July. SCT also signed a 5-year lease for continue use of the bus yard in Arroyo Grande.

Ms. Dawn Patterson stated that Colony Days in Atascadero went well. She mentioned that the paving on El Camino Real for gas line project has wrapped up and that she recently attended an emergency management training. Atascadero Transit is looking to replace a current vehicle but the bus quote came back over budget. She will be working with **Mr. Omar McPherson**, RTA Grants and Financial Manager, to help find additional funding for it.

Mr. Anguiano stated the double decker bus will be back in service in November. Ridership is down a little bit. The SRTP was adopted in August 2016 and SLO Transit will be implementing the changes to the routes Summer 2017, pending funding availability. Currently in negotiations with Cal Poly, there may be a fare increase.

Ms. Janeen Burlingame stated that Morro Bay Transit has a new vehicle in service. She also stated the Morro Bay Trolley season has ended but the trolley will be used for a Halloween event that the Morro Bay Chamber of Commerce has.

Mr. Todd Katz and **Mr. Mark Dariz** did not have any member comments.

Mr. Greening asked about the evacuation location for South County moving from Santa Maria to Nipomo High School and when it goes in effect. **Mr. Moores** discussed the evacuation plan and how RTA serves as the transportation unit for those without vehicles for evacuation emergency in regards to Diablo Canyon. The new location is effective immediately. A scored drill will be taking place soon. He suggested to visit www.slocounty.ca.gov/oes.htm for more information about the evacuation plan. **Mr. Greening** asked if RTA employees are required to help since they are public employees compared to contracted employees like SLO Transit. **Ms. Burlingame** and

Mr. Anguiano both stated that it is in their employees' contracts that they help an emergency evacuation.

Mr. Straw mentioned that a call back system has been implemented to notify Runabout riders of scheduled trips so there is less chances of riders forgetting and less cancelled trips.

B. Action Agenda Items:

B-1 Fiscal Year 2017 Budget Amendment(Approve):

Ms. Tania Arnold presented the Budget Amendments for fiscal year 2016-17. At this time staff is bringing back capital budget items that are being carried over to FY 2016-17 but no operational budget amendments. She discussed the expenditure changes that effect the capital budget. Facility improvements for the proposed new Paso operating facility as well as facility security improvements. Maintenance software and maintenance equipment for the shop forklift, farebox test bench, and balance of the maintenance computer equipment. Vehicle ITS carryover for unspent amount from FY15-16, there has been large improvements with it in the last few months. Bus stop improvements which includes the current transit center on Osos Street and also the implementation of the ticket vending machine once design plans are finalized. RouteMatch Call Back System was implemented and is expected to be completed October 2016. Support vehicles cost were carried over, there was a delay due to timing between model years, but was completed in August 2016. Elks Lane Project was delayed due to review of floodplain. The net effect for the above referenced budget adjustments is that there is no impact on the jurisdictions. She then noted where to find the numbers of the amended capital budget items in the charts on page B-1-3 and B-1-4.

Ms. Arnold concluded her report.

Mr. Greening asked if the bus stop improvement cost includes solar lighting for shelters. **Ms. Arnold** stated that Prop 1B funding will be used to provide more solar lighting at shelters. **Mr. Greening** asked about the current transit center and if a design has been decided on. **Mr. Straw** stated the plan has not been decided on, the ticket vending machine will be going near the corner of Osos Street and Palm Street to have it close to SLO Transit. **Mr. Anguiano** asked about the hold up on the ITS system and the trial time. **Mr. Straw** said that they were working out a few problems and will not be starting the 30-day trial until the ITS is working properly.

Ms. Burlingame moved to approve Action Agenda Item B-1 and **Mr. Anguiano** seconded. The motion carried with a voice vote with no one opposing or abstaining.

B-2 ADA Appeals Committee (Approval):

Ms. Carol Woodard explained the need for an ADA Appeals Board that is separate from RTA. Three members and one alternate are needed to make a decision if an applicant is denied and makes an appeal. She gave out some information that explained the current process and some of the requirements of the appeal board. An applicant has 60 days to make an appeal and the ADA does not specify how long an appeals board has to make a decision, but if the decision is over 30 days services must be provided to the applicant until the decision is made.

Mr. Straw asked **Ms. Woodard** to explain the previous application process. **Ms. Woodard** explained that previously the application was more like a prescription, the applicants were

required to see their doctor in order to get part of the application filled out. It was hard for most of the applicants to get appointments. The new process has the applicants list physicians that may be contacted for questions. Another change is now they come in and meet in person for the determination of services.

Mr. Moores stated that **Ms. Woodard** has been doing a wonderful job with the new process and provides travel training to applicants so they can learn how to use the fixed-route services. **Mr. Greening** asked about the need for seating on fixed-route services for those applicants. **Ms. Woodard** explained that we let the applicants know about times that fixed-route services are heavily impacted so they are aware of when the bus might be full.

Ms. Patterson asked about how the appeals process works and if the applicant is present when appealing the case. **Ms. Woodard** explained that the applicant has 60 days to appeal in writing and are not required to be present when request is reviewed but it is recommended. **Mr. Greening** asked how she handles applicants with cognitive disabilities. **Ms. Woodard** explained that most of the applicants with cognitive disabilities will have a family member or case worker present with them during the interview process. **Mr. Katz** asked if any applicants have been turned down. **Ms. Woodard** stated that yes, some applicants have been turned down and with the new process in place we are receiving less applications back.

Further discussion on the topic ensued and then **Mr. Moores** stated that we need four volunteers for the Appeals Committee. **Mr. Anguiano**, **Mr. Dariz**, and **Ms. Burlingame** volunteered to be on the Appeals Committee and **Mr. Katz** volunteered as an alternate.

Mr. Moores moved to approve Action Agenda Item B-2 and **Ms. Patterson** seconded. The motion carried with a voice vote with no one opposing or abstaining.

C. Consent Agenda Items:

C-1 RTAC Minutes of July 7, 2016 (approve)

Mr. Greening noted a correction to the July 7, 2016 minutes on page C-1-4 second paragraph, first line should have "self-help measure" instead of "self-measure".

Mr. Moores moved to approve the minutes with the noted correction and **Mr. Anguiano** seconded. The motion carried on a voice vote with no one opposing or abstaining.

D. Adjournment:

Mr. Greening adjourned the meeting at 3:06 p.m.

Next RTAC Meeting: January 19, 2017

Respectfully Submitted:

Shelby Walker
Administrative Assistant
San Luis Obispo Regional Transit Authority