

REGIONAL TRANSIT AUTHORITY EXECUTIVE COMMITTEE AGENDA

PLEASE NOTE THE DATE, TIME, AND LOCATION:

Wednesday December 14, 2016

10:00 a.m. – 11:30 a.m.

SLOCOG Conference Room
1114 Marsh Street
San Luis Obispo, California

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

Individuals wishing accessibility accommodations at this meeting under the Americans with Disabilities Act (ADA) may request such accommodations to aid hearing, visual, or mobility impairment (including Limited English Proficiency) 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 Comment:** The San Luis Obispo Regional Transit Authority Executive Committee reserves this portion of the agenda for members of the public to address any items not on the agenda and within the jurisdiction of the Committee. Comments are limited to three minutes per speaker. The Committee will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.
3. **Information Items**
 - A-1 Executive Director's Report (Receive)
4. **Action Items**
 - B-1 Declare Runabout Vans Surplus (Verbal; Approve)
5. **Consent Items**
 - C-1 Executive Committee Meeting Minutes of October 12, 2016 (Approve)

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

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

6. **January 4, 2017 Draft RTA Board Agenda:** The Executive Committee is asked to review and comment on the proposed agenda items.

Joint RTA/SLOCOG Meeting Agenda: RTA and San Luis Obispo Council of Governments (SLOCOG) will have a Joint Session on January 4th to address the following items:

- a.) Welcome New Members
- b.) Election of Officers (President and Vice President)
- c.) Executive Committee Assignment (President, Vice President 1, Vice President 2)
- d.) Property Subcommittee Assignment

Following the Joint meeting, the SLOCOG Board will adjourn to the RTA Board meeting and reconvene after the RTA Board meeting is adjourned.

RTA Board Meeting

Information Items

- A-1 Executive Director's Report (Receive)
- A-2 RTA Strategic Business Plan Results through November 2016 (Receive)

Action Items

- B-1 Declare Runabout Vehicles Surplus & Assign to Area Providers (Approve)

Consent Items

- C-1 Executive Committee Meeting Minutes of October 12, 2016 (Approve)
- C-2 RTA Board Meeting Minutes of November 2, 2016 (Approve)
- C-3 Execution of FTA Annual Certifications and Assurances (Approve)
- C-4 Resolution Authorizing Executive Director to Submit Application for Rural Transit Funds (Approve)
- C-5 Resolution Authorizing Executive Director to Submit Application for FTA Section 5339 Funds (Approve)
- C-6 Revised Resolution Authorizing Executive Director to Submit Application for State Proposition 1B Safety and Security Funds (Approve)
- C-7 Conflict of Interest Policy Revision (Approve)

Adjourn RTA Board Open Session meeting, and reconvene as the SLOCOG Board in Open Session

SLOCOG Board Meeting

Following adjournment of the SLOCOG Board meeting, the RTA Board will reconvene in Closed Session

RTA Board Closed Session

7. Closed Session

D-1 The RTA Board shall recess into closed session for a conference with Legal Counsel regarding:

EXECUTIVE DIRECTOR PERFORMANCE EVALUATION (Govt. Code Section 54957)

8. Adjournment

Next RTA Executive Committee Meeting: **February 8, 2017**

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

December 14, 2016

STAFF REPORT

AGENDA ITEM: A-1

TOPIC: Executive Director's Report

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Accept as Information

BACKGROUND/DISCUSSION:

Operations:

Provide an oral update on:

- Implementation of BusFinder units on Cal Poly campus
- Improvements to existing Government Center passenger facility (TVM, shelters, electronic passenger info signs)
- CEQA/NEPA study progress for Elks Lane long-term garage facility
- Paso Bus Parking Yard design/engineering contract
- Revised Diablo Canyon evacuation routes have been reviewed and adopted by RTA/SCT staff

Service Planning & Marketing:

Next year's projected budget included a roughly 37% increase in LTF funding from each RTA jurisdiction, totaling \$1.4 million. With the newly-projected 20% reduction in STA funding (equating to a roughly \$123k hit to RTA), that LTF increase may need to be large. This will be further discussed as development of the financially constrained FY17-18 budget.

The STA shortfall in FY16-17 will likely require us to delay implementation of the next phase (design/engineering) for our long-term garage facility. Staff will closely monitor our budget to determine if cost-savings (i.e., lower fuel prices) will allow us to continue to move this vital project forward during the current fiscal year.

RTA and SLOCOG staff have begun discussions with TCRC on sharing Runabout costs to provide “premium” service to their clients. This could ultimately require the Board to consider either altering the Runabout fare program, or developing a policy on serving/billing social service clients. Below is a table depicting trends in RTA’s subsidy of TCRC’s clients. Pay particular attention to the proportional use of Runabout by TCRC clients – varying from 10 to 14 percent of total annual Runabout usage, and it now exceeds \$400k/yr.

| TRENDS FOR TCRC CLIENTS' USE OF RUNABOUT | | | | | | |
|---|----------------|----------------|----------------|----------------|----------------|---------------------|
| Fiscal Year: | FY11-12 | FY12-13 | FY13-14 | FY14-15 | FY15-16 | Jul-Oct 2016 |
| Overall Runabout Performance Measures | | | | | | |
| Total Annual Boardings | 34,424 | 37,994 | 43,669 | 45,266 | 43,516 | 15,018 |
| Total Annual Operating Cost | \$2,328,598 | \$2,577,977 | \$2,951,891 | \$3,094,340 | \$3,162,810 | N/A |
| Total Annual Fare Revenues | \$97,795 | \$103,982 | \$114,055 | \$123,990 | \$132,697 | \$51,199 |
| Annual Subsidy (Op. Cost - Fares) | \$2,230,803 | \$2,473,995 | \$2,837,836 | \$2,970,350 | \$3,030,113 | N/A |
| Runabout Average Fare | \$2.84 | \$2.74 | \$2.61 | \$2.74 | \$3.05 | \$3.41 |
| Average Subsidy per Boarding | \$64.80 | \$65.12 | \$64.99 | \$65.62 | \$69.63 | N/A |
| Tri-County Regional Center Partially-Funded Performance Measures | | | | | | |
| TCRC Client Boardings | 4,232 | 4,220 | 4,465 | 4,902 | 6,174 | 2,097 |
| Average TCRC Boardings/Month | 353 | 352 | 372 | 409 | 515 | 524 |
| % TCRC of Total Boardings | 12.3% | 11.1% | 10.2% | 10.8% | 14.2% | 14.0% |
| TCRC-Paid Fares | \$16,793 | \$16,505 | \$15,416 | \$17,669 | \$25,621 | \$9,293 |
| TCRC Average Fare | \$3.97 | \$3.91 | \$3.45 | \$3.60 | \$4.15 | \$4.43 |
| Public Subsidy of TCRC Boardings | \$269,480 | \$269,830 | \$286,400 | \$317,430 | \$423,110 | N/A |
| <small>Note: there was a noticeable increase in February 2015 ridership by TCRC-funded riders. The average number of rides per month went up from 385 to 441 for the last five months of FY14-15 and the average reimbursement per month went up from \$1,233.40 to \$1,807.00 for the last five months of FY14-15.</small> | | | | | | |

Finance and Administration:

RTA’s Marketing Manager Mary Gardner was selected to participate in the next *Leadership SLO* program. Congratulations to Mary!

Several County-funded services (Nipomo, Shandon and Templeton Dial-A-Ride services, as well as the Avila Beach Trolley) do not regularly meet the TDA-required farebox recovery ratio requirements. RTA and SLOCOG staff members are currently discussing the possibility of RTA becoming an Article 4.5 recipient in lieu of Article 4 for County services; would allow use of alternate performance measures instead of solely farebox recovery ratio. This would require SLOCOG to designate RTA as a Consolidated Transportation Service Agency (alongside Ride-On Transportation).

Staff has developed a preliminary year-to-date FY16-17 operating results as follows:

- Preliminary RTA core fixed route ridership totaled 287,877 one-way passenger-trips through November 30th, which is down 10.3% in comparison to the same

period last year (317,613). As discussed in previous reports, declining fuel prices have resulted in transit ridership declines across the country – including recent declines at SLO Transit, which bucked the trend during its record ridership run in FY15-16.

- Runabout ridership is essentially the same as the previous year: 19,060 through November 30th vs. 18,944 last year, which is an increase of just 0.6 percent – despite the second-highest monthly total of 4,042 in October 2016. The record month remains October 2015, with 4,441 boardings. Overall, this is welcome relief from the double digit increases experiences over the previous two fiscal years.



San Luis Obispo Regional Transit Authority

Executive Committee Meeting

Draft Minutes 10/12/2016

C-1

Members Present: Jan Howell Marx, President
Lynn Compton, Vice President
Debbie Arnold, Past President

Members Absent:

Staff Present: Geoff Straw, Executive Director
Tania Arnold, Deputy Director & CFO
Shelby Walker, Administrative Assistant
Nina Negranti, County Counsel

Also Present: Eric Greening, Atascadero
Pam Duffield, San Luis Obispo County Public Works

1. Call to Order and Roll Call:

President Jan Marx called the meeting to order at 12:28 a.m. Roll Call was taken and a quorum was present.

2. Public Comments:

Mr. Eric Greening, Atascadero, stated that he continues to get great service and enjoys great rides. He complimented the Atascadero Transit center on how it looks and the protection the shelters provide from all the different elements. He asked why the sycamore tree between the two shelters at the that stop was removed. It seemed like a healthy tree and was sad it was taken out. He hopes it does not happen to the other sycamore trees that are at that stop. He also asked for an update on the MOU that changed the location of the evacuation location in the South County Area in a Diablo Canyon evacuation event and if it is effective now. **President Marx** asked if RTA has authority over the landscaping of the Atascadero Transit Center where the tree was removed. **Mr. Geoff Straw** stated we do not have authority over it but he will follow up with the

City of Atascadero about the trees. In regards to the MOU for South County evacuation, he will check with **Mr. Phil Moores** to see if there is an update and will bring it to the RTA Board meeting on November 2nd.

3. Information Items

A-1 Executive Director's Report

Mr. Straw stated that there are three items that he would like to discuss. Firstly, he gave an update on the environmental review of the 253 Elks Lane transit garage project. Staff has been working with Rincon Associates to deal with the floodplain issue and are developing a resolution. Originally, RTA was working off of two different floodplain maps. The project is three weeks behind but staff is hoping to bring some information to the RTA Board at the January meeting, and additionally staff is aiming to have a draft CEQA document by May 2017. Secondly, the Paso yard design/engineering RFP is moving forward, and one local company participated at the County Corp yard for an onsite pre-bid meeting. Questions from interested firms are due by the end of day October 12th, proposals are due October 21st and if necessary interviews will be conducted on October 28th. Lastly, SLOCOG and SBCAG are working together to conduct a corridor study for connecting services between the Ventura area and San Luis Obispo. He stated that is a two-year study and that himself and **Mr. Pete Rodgers** with SLOCOG will be on the interview panel. RTA staff will bring information to the Board throughout the process of the study. He then introduced **Ms. Pam Duffield** who will be the new representative for SLO County on the RTAC Board.

Mr. Straw concluded his report.

President Marx opened public and board comment.

President Marx explained to **Ms. Duffield** who is on the Executive Committee and how it works.

President Marx closed public and board comment.

A-2 Present Financially Unconstrained Years 6 & 7 of the RTA Short Range Transit Plan (S RTP)

Mr. Straw stated that this an item that was mentioned during public comment at the October 2016 SLOCOG Board meeting. The SRTPs for RTA and SLO Transit are financially constrained 5-year plans. Staff worked with the consultant to determine what the financially unconstrained plan for FY 2021-22 and FY 2022-23. The primary challenge facing the RTA is the need to replace eight Runabout vans in FY21-22, as well as fifteen fixed-route buses in FY22-23. Staff will be seeking financial assistance at the local, state and federal level to assist the RTA in replacing those revenue vehicles. It is also important to note that it takes two-years for construction and delivery of the buses once the contract is signed. We will try to spread out the purchases so we do not have similar "bunching" issues in the future.

Mr. Straw concluded his report.

President Marx opened public and Board comment.

President Marx asked if there was any way to break up the bus purchases. **Mr. Straw** stated that to some degree we can, but it depends on the state of the vehicles at the time they are eligible for replacement.

Vice President Lynn Compton asked why it takes two years for RTA to receive a bus. **Mr. Straw** stated that each bus is custom built. **Vice President Compton** asked if there is a generic or standardize one that can be purchased. **Mr. Straw** noted the customization is in regards to the technology and the mechanical requirements that differ slightly from each transit system. Further discussion ensued in regards to the customization and cost for the replacement buses.

Mr. Greening asked what the frequency will be for the midday express runs that were listed on the charts as well as how many runs would be added. **Mr. Straw** stated that he does not have the details but he will get that information for him; it is listed in the SRTP that was approved at the July 2016 RTA Board meeting and is available on our website. Mr. Straw noted that we do not currently have funding to implement the midday express runs; that service improvement should be considered “aspirational” at this point.

President Marx closed public and Board comment.

4. Action Items

B-1 Fiscal Year 2016-17 Budget Amendment

Ms. Tania Arnold presented the proposed Budget Amendment for Fiscal Year 2016-17. At this time staff is bringing back capital budget items that are being carried over to FY16-17 but no operational budget amendments are required. She discussed the expenditure changes that affect the capital budget, including facility improvements for the proposed new Paso parking facility as well as facility security improvements. Other capital carryover projects include maintenance software updates and maintenance equipment for the shop (forklift and a farebox test bench), and the balance of the maintenance computer equipment. Regarding the vehicle ITS carryover for unspent amount from FY15-16, there has been significant progress in the last few months and staff anticipates completing the project in FY16-17. Bus stop improvements are also carried forward, including improvements at the current transit center on Osos Street and the implementation of the Ticket Vending Machine once design plans are finalized. The RouteMatch Call-Back System was implemented and is expected to be completed by the end of October 2016. Support vehicle costs were also carried over; there was a delay due to timing between manufacturer model years, but the purchase was completed in August 2016. The Elks Lane environmental study project was delayed due to enhanced reviews of floodplain issues. The net effect for the above referenced budget adjustments is that there is no financial 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.

President Marx opened public and Board comment.

President Marx asked if there was any financial impact on any of the jurisdictions. **Ms. Arnold** stated that there is no impact on the jurisdictions.

President Marx closed public and Board comment.

Vice President Compton moved approval of action item B-1 and seconded by **Board Member Debbie Arnold**. The motion carried on a voice vote.

5. Consent Agenda Items

- C-1 Executive Committee Meeting Minutes of April 20, 2016
- C-2 Executive Committee Meeting Minutes of August 10, 2016

Board Member Arnold moved approval of the Consent Agenda and **Vice President Compton** seconded. The motion carried on a voice vote.

6. Agenda Review:

Mr. Straw briefly reviewed RTA Board Agenda items for November 2nd meeting.

7. Adjournment: **President Marx adjourned RTA Executive Committee meeting at **12:54** p.m.**

Respectfully Submitted,

Acknowledged by,

Shelby Walker
Administrative Assistant

Lynn Compton
RTA Vice President