



REGIONAL TRANSIT AUTHORITY EXECUTIVE COMMITTEE AGENDA

PLEASE NOTE THE DATE, TIME, AND LOCATION:

Wednesday August 9, 2017

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 Committee reserves this portion of the agenda for members of the public to address the San Luis Obispo Regional Transit Authority Executive Committee on any items not on the agenda and within the jurisdiction of the Committee. Comments are limited to three minutes per speaker. The Committee will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.
3. **Information Items**
 - A-1 Executive Director's Report (Receive)
4. **Action Items**
 - B-1 Authorize Executive Director to Submit Application for FTA Section 5339 Funds for the Bus Maintenance Facility Project (Action)
5. **Consent Items**
 - C-1 Executive Committee Meeting Minutes of June 21, 2017 (Action)
 - C-2 Executive Committee Meeting Minutes of July 12, 2017 (Action)

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

Information Items

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

Action Items

- B-1 Public Hearing: Disadvantaged Business Enterprise Plan Update (Action)
B-2 Public Hearing: Certification of CEQA MND Report & NEPA Categorical Exclusion Request for Bus Maintenance Facility (Action)
B-3 Authorize Staff to Procure Design/Engineering Services for Bus Maintenance Facility Project (Action)
B-4 Implementation of Steps to Address TDA Triennial Performance Audit Recommendations (Action)

Consent Items

- C-1 Executive Committee Meeting Minutes of June 21, 2017 (Approve)
C-2 Executive Committee Meeting Minutes of July 12, 2017 (Approve)
C-3 RTA Board Meeting Minutes of July 12, 2017 (Approve)
C-4 RTA Board Meeting Minutes of August 2, 2017 (Approve)
C-3 Lease Agreement Amendment for Paso Bus Parking Yard (Approve)

Closed Session Items – CONFERENCE WITH LEGAL COUNSEL: It is the intention of the Board to meet in closed session concerning the following items:

- D-1 Conference with Labor Negotiator Geoff Straw concerning the following labor organization: Teamsters Local 986

7. **Closed Session**

CONFERENCE WITH LEGAL COUNSEL: It is the intention of the Executive Committee to meet in closed session concerning the following items:

- D-1 Conference with Labor Negotiator Geoff Straw concerning the following labor organization: Teamsters Local 986

8. **Adjournment**

Next RTA Executive Committee Meeting: **October 11, 2017**

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

August 9, 2017

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:

Please join me in congratulating Bus Operator Suzy Sisneros for being selected by her peers as the Employee of the Quarter. She was honored at a company barbecue at our Arroyo Grande facility, and she will join us at the September 6th Board meeting.

Due to recent recruitment challenges, the RTA implemented a media blitz to attract Bus Operators. We also used electronic notices: the bus headsigns and on the LCD screens inside the buses. The current recruitment closes on August 8th so that background checks, medical and drug screens, and licensing/permitting can occur in time for the beginning of the next training class on September 11th.

The 30-day public comment period on the Initial Study – Mitigated Negative Declaration report for the Maintenance Facility report officially closes on August 19th. So far, no official comments have been submitted. If any comments are received, we will summarize and respond to them as part of the Public Hearing scheduled for the September 6th Board meeting.

The Paso Bus Parking Yard 100% design/engineering documents and cost estimate should be delivered by August 11th, which is a couple weeks behind schedule. Once completed, staff will incorporate the documents into the bid package and we will begin the construction bidding process. We are still aggressively aiming for a November 2017 move-in, although that is looking less and less likely. We will ask the Board to authorize a slight revision to the Lease Agreement with the County at its September 6th meeting.

On June 13th, the County submitted the RTA-developed application to the City of San Luis Obispo to make Government Center passenger facility site improvements. The City has required a review by the Tree Commission, since we are proposing the removal and replacement of a street tree located on Palm Street near Osos Street; that hearing will occur on August 28th. The County Board of Supervisors will consider a no-cost lease

agreement with the RTA for the partial use of County property at its October 3rd (previously reported as June 20th) meeting.

Service Planning & Marketing:

The service improvements on Route 12 that were recommended in the 2016 SRTP will be implemented on August 20th. Staff will provide an update on the service change at the September 6th meeting.

To bolster customer input opportunities, staff is finalizing an online survey for the proposed fare changes, which will be launched in late August. We are also developing both on-board passenger surveys and an online survey as part of our biennial Customer Perception Survey. These latter efforts will be conducted in October.

RTA staff conducted its annual Celebrate Safety Day on August 2nd, which was also the 8th anniversary of RTA taking operations and maintenance in-house. Staff members cooked breakfast for the morning Bus Operators and provided sandwiches for the afternoon employees. Most importantly, senior staff announced on buses the Safety Awards for each Bus Operator. It also provided an opportunity to talk with riders and front-line employees “on their turf.”

Finance and Administration:

Staff submitted a letter to SLOCOG requesting that the RTA be considered as a second Consolidated Transportation Services Agency, since we operate community-based services on behalf of the County that will not feasibly meet farebox recovery ratio requirements identified in TDA law for traditional public transit services. Specifically, the demand response / lifeline services in Shandon, Templeton and Nipomo cannot be cost-effectively served with fixed-routes. In addition, we requested that the farebox recovery ratio requirements in all three urbanized areas be reconsidered, as permitted under TDA law.

The 30-day comment period for the updated Disadvantaged Business Enterprise program was officially opened during the August 2nd special Board meeting. Staff has sent notices to partner agencies and interested organizations, and we will advertise the September 6th Public Hearing as required by our public participation policies. All comments will be summarized and reported to the Board on September 6th.

Staff is still assembling year-end performance results. If possible, we will share the spreadsheets with the Executive Committee; we are confident that we will have final (but unaudited) figures together for the September 6th Board meeting.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

August 9, 2017

STAFF REPORT

AGENDA ITEM: B-1

TOPIC: Authorize Executive Director to Submit Application for FTA Section 5339 Funds for the Bus Maintenance Facility Project

ACTION: Approve

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Authorize Grant Application Submittals

BACKGROUND/DISCUSSION:

Now that the RTA Bus Maintenance Facility Project has progressed to the environmental documentation public review stage, we are in a position to begin submitting grant applications to our various funding partners to implement this vital project.

The most recent Notice of Funding Opportunity for the FTA Section 5339 Bus and Bus Facilities Infrastructure Investment Program was issued on July 12, 2017. This funding source was originally identified in the Moving Ahead for Progress in the 21st Century Act (MAP-21) enacted in July 2012, and it was carried over in a slightly modified manner in the current Fixing America's Surface Transportation Act (FAST Act) enacted in December 2015. FTA Section 5339 is a capital-only program, and it makes federal resources available to states and direct recipients to replace, rehabilitate and purchase buses and related equipment, and to construct bus-related facilities. The current solicitation requires submittal of all grant application documents by August 25, 2017. A total of \$226,500,000 is available nationwide, with an award ceiling of \$22,650,000.

The attached draft application document will be supplemented with support letters that SLOCOG (primarily) and RTA staff have solicited from area leaders. The figures included in the draft application are updated from those originally presented to the RTA Board at its January 7, 2015 meeting to account for inflation, so the total project cost is now estimated to be on the order of \$12,400,000. We are seeking \$9,120,000 in FTA Section 5339 funds to maximize leveraging of scarce local dollars, using an 80% federal and 20% local split. It should be noted staff is simultaneously developing grant application documents for California Proposition 1B funds, which was authorized by the RTA Board at its July 12, 2017 meeting. The Proposition 1B, as well as anticipated Senate Bill 1 funds, can be used to fully provide the necessary 20 percent local match.

Because the August 25th deadline occurs prior to the RTA Board's next meeting on September 6th, staff is seeking the Executive Committee's authorization to submit the grant application within the funding limits presented in the attached draft document. Staff will provide a summary of the grant application to the full Board at its September 6th meeting, and the Board will subsequently be provided the opportunity to accept the award if the RTA is chosen for funding.

Staff Recommendation

Authorize the RTA Executive Director to submit a FTA Section 5339 grant application of up to \$9,120,000 for the Bus Maintenance Facility Project.

Bus and Bus Facilities Infrastructure Investment Program (S339(b))

Applicant and Proposal Profile

Is this a resubmission due to an invalid/error message from FTA? Yes No

Section I. Applicant Information

Organization Legal Name: San Luis Obispo Regional Transit Authority

FTA Recipient ID Number: 6930

Applicant Eligibility: Designated recipient

State

Local Governmental Agency (operate fixed route bus service)

Tribe (Federally recognized Native American Tribe)

Project Location: Urbanized Area

Rural

Description of services provided and areas served.

The RTA was created in 1989 as a Joint Powers Authority to provide regional management of fixed-route transportation services, as well as regional paratransit. That service, called Runabout, first established in 1977 under Section 504, became the sole Americans with Disabilities Act (ADA) complementary provider in 2001 for all five fixed-route providers currently operating in the region. The mission of RTA is "to provide safe, reliable and efficient transportation services that improve and enhance the quality of life for the citizens and visitors of San Luis Obispo County". The County is located on the beautiful Central Coast of California, halfway between Los Angeles and San Francisco. The current population is 270,000, including three small urbanized areas: San Luis Obispo in 1990; El Paso de Robles-Atascadero in 2000; and Arroyo Grande-Grover Beach in 2010. RTA interfaces with local fixed route services in each UZA in the County, as well as the Santa Maria UZA (population 130,000) in nearby Santa Barbara County.

The 12-member RTA Board of Directors has an elected representative from each of the seven cities in the County, as well as all five County Supervisors. The Regional Transit Advisory Committee (RTAC) meets quarterly and provides advice to the RTA Board. The RTAC is comprised of representatives from each local transit agency, Cuesta Community College, California Polytechnic State University, plus at-large members representing fixed-route and disabled riders.

The RTA directly operates hourly service on four regional fixed routes and ADA services primarily along US-101 and SR 1 corridors, as well as express commuter services during peak travel periods. Currently, three out of the four regional routes converge on downtown San Luis Obispo, 7 days a week. The RTA regional fixed-route service has a peak pull-out of 15 buses, and carries over 700,000 riders annually, while productivity ranges from 24 to 27 boardings/hour. The RTA also operates community-based services funded by the County in small rural areas, and with the City of Paso Robles to operate local fixed-routes and a local Dial-A-Ride program. The RTA also manages/maintains the eight-bus fixed-route service operated in South County, which provides over 200,000 rides annually. The ADA paratransit demand had grown by nearly 40% in the past 5 years (up to 45,000 annual rides at a region-wide rate of 1.40 ride per hour); recently, through a variety of innovative methods, its growth has become more stable and financially sustainable.

All of these various services fall under the control of the RTA, including maintenance of all vehicles. The current 2.7 acre leased site is too small for current service levels-- much less any future expansion. The lease ends in January 2022, and the property owner has already

entitled the site through the City of San Luis Obispo for redevelopment,essentially converting the area the RTA currently uses for bus parking to office space via construction of two new buildings.

Section II. Project Information/Evaluation Criteria (This section repeats per project)

[Add Project](#)

About the Project

Project Title: New RTA Bus Maintenance Facility
(Descriptive title of this project)

Project Executive Summary:

This project funds construction of a new RTA Bus Maintenance Facility on a 6.5-acre site to meet our long-term facility needs. The site is already owned by the RTA, and the project will have completed the environmental documentation public input period on August 18, 2017; the RTA Board will consider certification of the CEQA document and FTA Categorical Exclusion request letter on September 6, 2017. The new facility will house operations, maintenance and administration in one building.

- Project Type: Buses and/or bus equipment for replacement or rehabilitation
- Buses and/or bus equipment for fleet expansion
- Bus maintenance facility rehabilitation, replacement or expansion
- Bus passenger facility rehabilitation, replacement, or expansion
- Other

If Other, specify: _____

*****Address each of the evaluation criteria as described in the Notice of Funding Opportunity.*****

Demonstration of Need

Based on our almost 3 million miles operated annually, we currently require at least six independent vehicle maintenance bays. However, the current leased facility can only simultaneously accommodate two full-size buses atop portable lifts, while two other buses-- parked in tandem behind the buses in the air-- must be maintained on the ground due to inadequate ceiling clearance. A smaller work bay is available to work on vans/cars. However, that angled work bay is inaccessible when full-size buses are being repaired. Due to limited parts storage space (despite heavy-duty racking and use of a forklift for multi-level storage), we are forced to store tires outside and other large parts in a Seatrain container in the already overcrowded bus parking area. Our "clean-space" service area is also extremely limited, which makes it challenging to appropriately maintain the varied high-technology ITS components we have implemented over the past several years without also using already-cramped office space. In short, our vehicle maintenance area is woefully inadequate.

The current leased facility provides independent-access parking for only 24 full-size buses and 8 paratransit vans, while another 12 paratransit vans must be parked in six tandem rows. The RTA's four 1999 MCI 45-foot over-the-road coaches cannot maneuver within the site without having to make multi-point back-ups/turns, while the remaining 14 full-size buses and 9 paratransit vans are parked-out at remote lots. Employee and visitor parking is also limited, which requires staff to park on adjacent streets during peak employee activity hours. In short, more revenue vehicle and automobile parking space is sorely needed.

Our safety and training space is also inadequate, which has required us to rent space off-site on those occasions when we conduct company-wide training. The current "galley" orientation of the training room also makes it a challenge to see/hear presenters when more than ten persons are assembled for a training session. Because we conduct "all hands on deck" training at least once a year to

meet California Verification of Transit Training requirements, we need larger and better training room facilities. The constricted parking area mentioned above also makes it difficult to provide sufficient space for initial off-street behind-the-wheel training of Bus Operator candidates.

Finally, because we are essentially located in the interior of a busy business park and we are bookended by warehouse facilities, our entrances to and exits from the property are often blocked by large trucks loading/unloading at our neighbors' docks. While it is rare that both accesses are completely blocked for extended periods, we are often forced to wait for a truck to clear before we can enter or exit our bus yard.

For vehicle replacement/facility rehabilitation projects only:

Vehicle Description	QTY	Vehicle Year	Vehicle Mileage
Insert Item			
Facility Description	Years Facility Used by Applicant	Facility Construction Date	Last Renovation Date
Insert Item			

Demonstration of Benefits

Enhanced Access to Work: In 2014, the RTA jointly purchased the project property with a non-profit organization, the Community Action Partnership of SLO County (CAPSLO). CAPSLO is currently in the construction phase of a consolidated Homeless Services Center (HSC) on its now-separately deeded and adjacent property. The HSC will provide vital day and night services under one roof for disadvantaged individuals and families. Completion of the RTA Bus Maintenance Facility will ensure continued regional bus service, upon which a large proportion of CAPSLO's client depend, as well as convenient access for on-site HSC clients to reach employment centers, educational opportunities, social services and other basic needs. By design, this is a unique and symbiotic relationship between the RTA and CAPSLO.

More Transportation Choices: The RTA participated in the 2016 Coordinated Human Services Transportation Plan (CHSTP), which concluded that unmet transportation needs exist for senior citizens and for low-income persons, many of whom work outside of traditional fixed-route hours in San Luis Obispo's primarily service/tourist economy. With the new Bus Maintenance Facility and the HSC located next door, we can jointly implement many of the 2016 CHSTP recommendations, including the expansion of the volunteer transportation and taxicab subsidy programs that RTA already oversees as well as more direct HSC client-based interventions. The project plan also calls for the phased/future installation of solar panels, which will help us power future electric buses to address climate change.

Support for Existing Communities: This project will improve the efficiency of public works investments, since a portion of our 253 Elks Lane property has been deeded to the City of San Luis Obispo to build the adjacent Prado Road / US-101 overpass that will serve the recently-entitled San Luis Ranch Development. The San Luis Ranch Development will provide the greatest increase in decades for sorely needed worker and low-income housing in the County. The City Corp Yard is also located across the street, which will improve the sharing of bus parts and technician expertise between the RTA and SLO Transit (the local fixed-route operator). The project will also safeguard rural communities, since the RTA provides both scheduled and on-demand "lifeline" transportation services to very remote portions of the County.

Enhanced Economic Opportunities: The RTA serves all higher-education facilities in the region, including all three Community College campuses and the world renowned California Polytechnic University San Luis Obispo campus. Since this is a largely tourist area, we also provide year-round and increased peak season transportation to all employment areas in the region. We also work closely with our State and County partners in improving workforce transportation, including discounted passes for persons transitioning into new jobs.

Support for Partnerships Between Public Agencies, Non-Profit Organizations and the Private Sector: As mentioned above, the planning

for this project specifically included a focus on partnering with public and non-profit organizations to ensure high-quality and innovative outcomes. These partnerships will be further enhanced upon completion of this project.

Planning and Local/Regional Prioritization

The local planning process has been essentially completed for the RTA Bus Maintenance Facility, and the RTA is undertaking the next steps of the Project Development Process. RTA staff will recommend the RTA Board of Directors authorize procurement of design and engineering services at its September 6, 2017 meeting. Staff from the San Luis Obispo Council of Governments, the designated MPO for the region, will recommend to its Board at its October 4, 2017 meeting that recent California Senate Bill 1 and Proposition 1B funds be dedicated as local match to FTA Section 5307 and Section 5339b funds in order to fully fund design and engineering services for this important project and for construction purposes.

The 2016 RTA Short Range Transit Plan (SRTP) identifies the Bus Maintenance Facility project as vital to the on-going operation of regional transit services, while also recognizing the shortcomings of the current leased facility at 179 Cross Street in San Luis Obispo. Previous studies-- notably the 2010 RTA SRTP and the 2006 Coordinated Bus Maintenance Facility Report-- also echoed the need for a long-term administration, operations and maintenance facility to meet RTA's needs. An interesting finding from the 2016 SRTP is that the senior population in San Luis Obispo County is projected to grow by 34 percent between 2015 and 2021 due in part to the area's beauty and moderate climate. This explosive growth in the senior population will have a profound long-term impact on ADA paratransit services and dedicated Senior Shuttle programs in the County, and further underscores the need to expand RTA services and resulting capital needs.

The RTA Board of Directors selected the proposed 253 Elks Lane project location as the preliminary preferred site for the Bus Maintenance Facility at its January 2015 meeting, and authorized staff to undertake the necessary environmental reviews. Using FTA Section 5307 funds, the RTA then contracted with a consortium of environmental consultants to complete the California Environmental Quality Act and FTA Categorical Exclusion studies, which were presented to the RTA Board at its July 12, 2017 meeting. The conclusion of these environmental studies is that the proposed RTA Bus Maintenance Facility will not have an adverse impact on the surrounding environment when the identified mitigations are incorporated into the project.

At a regional level, the 2014 Regional Transportation Plan (RTP) adopted by SLOCOG articulates the area's consensus toward this capital project under the Public Transportation Policies section. The RTP calls for moderate growth in public transit services (following 17 years of almost unsustainable strong growth), which can only be accommodated with an expansion in the capacity of transit maintenance facilities for the RTA. The RTA Bus Maintenance Facility is expressly listed as a priority capital project in the RTP.

The RTA operates in three small urbanized areas in San Luis Obispo County, as well as the Santa Maria UZA in northern Santa Barbara County. The various transit agencies in the region have agreed to allot annual portions of the FTA Section 5307 formula program apportionments to the RTA Bus Maintenance Facility (\$800,000 so far), even though each of the four separate transit agencies have capital needs of their own. We have tacit agreement from all operators to allot another \$400,000 of FFY2016-17 Section 5307 funds. This demonstrates the collective support of all transit operators in the region for this important project; if funded, the FTA Section 5339b request could be reduced a like amount.

Finally, the City of San Luis Obispo General Plan states its support "...to maintain and expand commuter bus service to and from the City of San Luis Obispo during peak demand periods..." The City operates local fixed-route services that connect with RTA regional fixed-routes in downtown San Luis Obispo.

Local Financial Commitment

The proposed project funding plan (also see Local Match and Project Capital Cost tables under Project Budget) is as follows:

- FTA Section 5307 Urbanized Area funds for design/engineering in the amount of \$800,000
- FTA Section 5339b Bus and Bus Facilities funds in the amount of \$9,120,000 for equipment and materials procurement, and construction services
- California Local Transportation Fund (LTF) and State Transit Assistance (STA), both codified under the Transportation Development Act, in the amount of \$1,280,000 as local match to FTA Section 5307 and Section 5339b funds
- California Proposition 1b in the amount of \$1,200,000 as local match to FTA Section 5307 and Section 5339b funds

Project Implementation Strategy

In addition to the traditional project management requirements for managing scope, budget, schedule, and quality assurance/control, effective project management requires the application of other management skills such as procurement management, continuous risk assessment and management, safety and security analyses and management, and internal and external communications management. The RTA plans to use a Design/Bid/Build project delivery strategy to complete this project. To meet the project schedule and stay within budget, communication protocols and the scope of each partner's roles and responsibilities are key elements to achieving results:

A) The RTA will work closely with the City of San Luis Obispo and other regulatory agencies in the region during all phases of the project to ensure the project is entitled in a timely manner and that it meets all environmental mitigation measures to which the RTA has already committed. Those will include ensuring the contracted design/engineering consultant team adheres to project development and implementation requirements. In reviews of the preliminary engineering products, the RTA will assemble all comments from the project partners, including the transit advisory bodies and neighbors. It is interesting to note that the RTA jointly purchased the land at 253 Elks Lane in 2014 with the Community Action Partnership of SLO County with the intention of developing a Homeless Services Center on their adjoining parcel; the HSC is currently under construction and will be completed in late 2018. CAPSLO is an important partner in also providing social services that require close coordination with RTA, since many of their clients have specialized transportation needs. This serves as an example of the type of team efforts necessary to develop a mutually acceptable service delivery plan to make the most of the new facility and maximize public benefits. Throughout the project, the RTA Executive Director will serve as the Project Manager and be responsible for oversight of the various contractors, for grants accounting, and for preparing quarterly reports to the FTA on the financial and technical status.

B) The RTA will closely coordinate with SLOCOG to expedite the programming of Federal funds as well as State funds-- including newly expanded State Transit Assistance funds created as a result of Senate Bill 1 --in order to fully complete the project prior to the end of our current lease in January 2022. SLOCOG houses Regional Rideshare, including mobility management, transit travel training & senior outreach. Such programs will be integrated into project outreach to social services partners, senior groups, Veterans coordinators, homeless support organizations and persons with disabilities.

See project support letters that are attached to this application.

RTA intends to complete the design/engineering of the project from November 2017 through October 2018, and to immediately move into the construction bidding process to ultimately develop a lump sum agreement with a General Contractor. This timeline allows the RTA to begin implementation of the project within the 12 month period mentioned in the section directly below.

Can this project be implemented within 12 months? Yes No

Technical, Legal, and Financial Capacity

Technical Capacity:

The RTA is already an FTA Section 5307 grantee and administers Federal transit funds on behalf of several sub-recipients in the County. The RTA has previously been awarded Section 5309 and 5339b grants for its bus fleet replacement and development of the Downtown Transit Center. As proven by outstanding Triennial Reviews and the strong working relationship the RTA has fostered with Region 9 officials, the RTA has the technical capacity to administer and manage this grant.

Legal Capacity:

The RTA is nearing its 30th anniversary of providing public transit service to the residents of and visitors to San Luis Obispo County. The RTA is a Joint Powers Authority (JPA) comprised of seven cities and the County of San Luis Obispo. We work closely with our partner agencies to secure grant funding for the provision and coordination of services. RTA staff is well versed in the provision of quality transportation service to our customers and we are focused on providing this service in the most efficient and cost-effective manner. Policy direction comes from the RTA Board of Directors, a twelve-member Board made of the five County Board of Supervisors and elected officials from the seven member jurisdictions.

Financial Capacity:

The sources of local match are provided under the Project Budget section. They consist of a mix of Local Transportation Fund and State Transit Assistance funds, as well as the remaining Proposition 1b capital bond funds. All of these State sources are directly apportioned

to each county, and they are all statutorily dedicated to supporting public transit services. Moreover, the April 2017 passage of Senate Bill 11 greatly increased the amount of State Transit Assistance capital funds apportioned directly to the RTA and to SLOCOG.

Project Budget

Description	QTY	Federal Amount	Local Match	Total Cost
New RTA Bus Maintenance Facility (FTA 5307)		800,000	200,000	1,000,000
New RTA Bus Maintenance Facility (FTA 5339b)		9,120,000	2,280,000	11,400,000
Insert Item				
Total:		9,920,000	2,480,000	12,400,000

Project Scalability

Is Project scope scalable? Yes No

If Yes, specify minimum Federal Funds necessary: 6,020,000

Provide explanation of scalability with specific references to the budget line items above.

The FTA Section 5339b portion of the project has already been scaled back and represents the remaining financial need: the \$12,400,000 figure identified above does not include the costs related to property acquisition or the environmental evaluations that have already been completed. Specifically, the RTA used 100% local funds to purchase the property in 2014, which included \$1,507,000 to purchase the property plus almost \$100,000 in other costs directly related to the property acquisition (concept plans, preliminary engineering, Phase 1 HazMat boring/testing, commercial appraisals, title/escrow, etc.). The extensive environmental review was also completed with a combination of FTA Section 5307 and local funds totally over \$175,000.

The \$6,020,000 figure above was derived by deducting the present value of our monthly rental costs over a ten-year period loan assuming 5% annual interest, or \$3.1 million. The bottom line is the RTA will gratefully use any amount of FTA Section 5339b funds awarded to us in order to reduce the amount that will need to be loaned, which will allow us to maximize scarce operating funds and keep buses on the road in revenue service.

Matching Funds Information

Matching Funds Amount: 2,480,000

Source of Matching Funds.

The RTA will use a combination of State Transit Assistance, Local Transportation Fund, and Proposition 1B funds as the minimum 20% local match required for the FTA Section 5307 and 5339 funds identified above. The RTA has vast experience administering all of these local, state and Federal funds, and the RTA Executive Director has direct experience managing FTA funds to design and construct previous bus maintenance facilities in Logan, Utah (1997-98) and in Davis, California (2004-06). The latter project was much more complex than the RTA Bus Maintenance Facility project that is proposed herein, since it involved ground-breaking Hydrogen fueling capabilities and used a wide array of private, public and research funds. It was made clear in the recruitment materials for the RTA Executive Director in 2011 that the incumbent have direct experience in developing a long-term bus maintenance facility, and the RTA Board has publicly supported all of the efforts the Executive Director has expended in moving the project forward since he took the helm in January 2012.

Supporting Documentation of Local Match.

Table 51 of the 2016 RTA Short Range Transit Plan identifies both the FTA and local funds needed to implement the proposed RTA Bus Maintenance Facility project. It is also important to note that the California Transportation Development Act requires that funds be

used to first address "unmet transit needs that are reasonable to meet" before being used for roadway projects. Since the proposed RTA Bus Maintenance Facility project is an unmet transit need, the RTA is statutorily enabled to take funds "off the top" for local match purposes before the funds would be made available to the Cities and the County of San Luis Obispo.

Project Timeline

Timeline Item Description	Timeline Item Date	
Execute Contract for Architectural and Engineering Services	11/01/2017	<input type="radio"/>
Complete Design & Engineering, and Obtain City and Other Agency Permits	10/31/2018	<input type="radio"/>
Advertise for Construction Services	01/04/2019	<input type="radio"/>
Execute Contract for Construction Services and Begin Mobilization	03/06/2019	<input type="radio"/>
Complete Construction, Testing and Start-Up, and Move Into New Facility	11/01/2021	<input type="radio"/>
Project Closeout	07/29/2022	<input type="radio"/>

Insert Item

Congressional Districts (Place of Performance)

Congressional District	Congressional Representative
CA-024	tj <u>Capps, Lois</u>

Insert Item

Add Project

Validate Form



San Luis Obispo Regional Transit Authority

Executive Committee Meeting

Draft Minutes 6/21/2017

C-1

Members Present: Jamie Irons, Vice President
Tom O'Malley, Past President

Members Absent: Lynn Compton, President

Staff Present: Geoff Straw, Executive Director
Shelby Walker, Administrative Assistant
Tim McNulty, County Counsel

Also Present: Pete Rodgers, SLOCOG

1. Call to Order and Roll Call:

Vice President Jamie Irons called the meeting to order at 9:59 a.m. Silent Roll Call was taken and a quorum was present.

2. Public Comments: None

3. Information Items:

A-1 Executive Director's Report

Mr. Geoff Straw stated that the draft Initial Study – Mitigated Negative Declaration report has been received and will be presented to the Board. He mentioned that **Ms. Martha Raymond** was selected as the Employee of the Quarter and will be recognized at the Board meeting.

The Paso Bus Parking Yard is at 90% of design. We are right at budget for the project. The asphalt is in worse shape than expected, so the cost to resurface that is a little higher than originally expected. **Mr. Tim McNulty** asked if the County Corp Yard will benefit from RTA resurfacing. **Mr. Straw** stated that yes, they will. **Vice President Irons** asked if some of the materials can be reused. **Mr. Straw** stated some of it will possibly be reusable.

He continued by discussing the Government Center improvements and stated that an application has been submitted to the City of San Luis Obispo, and we are hoping to get a response in late July. It is fully funded.

He mentioned that one of the findings from the Route 10 Plan was that the Route 10 service should be re-routed to the Broadway corridor instead of continuing to serve the low-ridership Marian Hospital bus stop. He stated that we do not want to skim off Santa Maria Transit ridership.

He stated that staff has agreed on a new higher rate for directly-billed TCRC clients. The Board needs to adopt that new rate. He suggested that it be adopted when the new fare program is presented.

Mr. Straw stated that RTA hosted Monterey-Salinas Transit and Santa Cruz Metro Transit on May 11th. It was a great way to network with the other transit systems. He mentioned that the Executive Directors discussed mutual-aid options. Further discussion ensued.

The RTA administrative/management staff met off-site for a follow-up half-day communications workshop on June 8th that went well. Staff wishes to thank the Wallace Group for loaning us the use of their conference room, and Dale Magee from Catalyst Consulting for facilitating these workshops.

In terms of overall non-capital expenses, we are at 76.1% of the budget through 83% of the fiscal year. Whatever savings we have will be rolled into the next fiscal year. Ridership is currently down, but with the impending SB-1 tax increase on fuel there is a possibility people will be pushed back on to buses. We monitor this very closely with the ITS system. Runabout ridership is also down, which is a welcomed relief.

Mr. Straw concluded his report.

Vice President Irons opened public and committee comment.

Vice President Irons closed public and committee comment.

A-2 Discuss Next Steps for the Strategic Business Plan

Mr. Straw stated that the last Strategic Business Plan was adopted in March 2015, and it covers calendar years 2015 through 2017. RTA staff members will present initial findings and recommendations to the Regional Transportation Advisory Committee at a late-October 2017 meeting. Information will be brought to the November 2017 meeting. It is anticipated that 2018-20 SBP will be reviewed and revised again (as necessary) in mid- to late 2020 to reflect changing

conditions. Staff is proposing to seek adoption of a 2018-20 SBP at the Board's January 2018 meeting.

Mr. Straw concluded his report.

Vice President Irons opened public and committee comment.

Vice President Irons asked what the presentation will look like at the November meeting. **Mr. Straw** asked the Executive Committee suggests a half- or full-day workshop. **Vice President Irons** feel that should stay as a stand-alone item at a regular Board meeting. **Board Member O'Malley** stated that he could go either way with it. Further discussion ensued.

Vice President Irons closed public and committee comment.

A-3 Public Participation Plan for Proposed RTA Fare Program Changes

Mr. Straw stated that due to flat or declining public transportation revenues at the local, State and Federal level, the RTA Board adopted a Fiscal Year 2018-19 budget that assumed a net increase of 5% in annual fare revenues. He then went over a fare elasticity analysis. Discussion on the analysis ensued.

He mentioned that RTA has not increased cash fares since 2010. He also noted that the Board could decide to delay implementation of the fare increases due to the additional funds that will become available under SB-1. Those funds are slated to become available in April 2018 and would more than make up for the amount additional fare revenues identified in the FY17-18 Budget. Although the decision on whether or not to delay the fare increases should ultimately be delayed until the November 2, 2017 meeting, staff recommends that the Board move forward with the public engagement process.

The RTA Procedures for Public Comments Regarding Fare and Services Changes policy was adopted on September 8, 2010. Staff will bring a redline copy of the policy with some suggested updates. To meet the base requirements of the policy and more importantly to ensure that a robust public engagement process considers the public's ideas and concerns, there will be a number of outreach efforts that staff is planning over the next several months.

Mr. Straw concluded his report.

Vice President Irons opened public and committee comment.

Mr. Pete Rodgers stated it was a good idea to update the public comment policy. He also stated that SB-1 could be rescinded through a public referendum and that needs to be known by the Board.

Vice President Irons closed public and committee comment.

4. Action Items

B-1 Update on CEQA & NEPA Documentation for RTA Maintenance Facility Project

Mr. Straw stated that over the past 15 months, staff has worked closely with Rincon Associates and its team of subconsultants to evaluate the project's potential impacts to the surrounding environment. He stated that staff is currently working with Rincon and Federal Transit Administration officials to develop a related Categorical Exclusion (CE) request letter that will accompany the IS-MND so that the FTA can consider NEPA impacts during the same period that the general public and responsible/responding agencies can comment on the draft IS-MND. He stated that staff will be looking to the Board to accept the final draft IS-MND report and FTA CE request letter, open the 30-day public input process, and schedule a public hearing to consider comments received, and to consider certification of the IS-MND findings.

Mr. Straw concluded his report.

Vice President Irons opened public and committee comment.

Vice President Irons closed public and committee comment.

B-2 Authorize Procurement of Paso Robles Bus Parking Yard Construction Services

Mr. Straw stated that the estimated construction cost is within the budgetary limits discussed at previous Board meetings, and the design includes all of the mitigations identified in the MND document. Staff worked closely with County staff to develop the procurement documents, which are based on established standards and procedures. RTA staff will use the same solicitation methods used by the County, and will rely upon the existing Wallace Group contract to carry out Resident Engineer services.

He stated that staff is seeking authorization to solicit bids and to execute a contract with the lowest-cost responsive bidder. If the bids come in at an amount higher than the final Engineer's Estimate, staff will seek direction from the Board at its September 6, 2017 meeting.

Mr. Straw concluded his report.

Vice President Irons opened public and committee comment.

Vice President Irons asked that since the project is at 90% of design, this is pretty good to move forward. **Mr. Straw** stated yes, additional cost for a flashing light could be added, but hoping the City will share in the cost of it since they are now recommending it.

Vice President Irons closed public and board comment.

5. **Consent Agenda Items**

C-1 Executive Committee Meeting Minutes of April 12, 2017

Board Member O'Malley moved approval of consent agenda and seconded by **Vice President Irons**. The motion carried on a voice vote.

6. **Agenda Review:**

Mr. Straw briefly reviewed RTA Board Agenda items for the July 12th meeting, he stated that he will be adding a consent item for that meeting.

7. **Adjournment:** **Vice President Irons** adjourned RTA Executive Committee meeting at 11:05 a.m.

Respectfully Submitted,

Acknowledged by,

Shelby Walker
Administrative Assistant

Jamie Irons
RTA Vice President 2017



San Luis Obispo Regional Transit Authority

Executive Committee Meeting

Draft Minutes 7/12/2017

C-2

Members Present: Lynn Compton, President
Tom O'Malley, Past President

Members Absent: Jamie Irons, Vice President

Staff Present: Geoff Straw, Executive Director
Shelby Walker, Administrative Assistant
Tim McNulty, County Counsel

Also Present: Pete Rodgers, SLOCOG
Eric Greening, Atascadero

1. Call to Order and Roll Call:

President Lynn Compton called the meeting to order at 11:15 a.m. Silent Roll Call was taken and a quorum was present.

2. Public Comments: None

3. Information Items:

A-1 Schedule Public Hearing: Disadvantaged Business Enterprise Plan Update

Mr. Straw stated that we need to conduct a public hearing for the updated Disadvantaged Business Enterprise plan. The Federal government is requiring staff to do another round of review for projects. We are still waiting for comments back. Will be brought to the special August 2nd RTA Board meeting.

Mr. Straw concluded his report.

President Compton opened public and committee comment.

C-2-1

President Compton closed public and committee comment.

4. **Action Items:** None
5. **Consent Agenda Items:** None
6. **Agenda Review:** None
7. **Adjournment:** **President Compton** adjourned RTA Executive Committee meeting at 11:16 a.m.

Respectfully Submitted,

Acknowledged by,

Shelby Walker
Administrative Assistant

Lynn Compton
RTA President 2017