

## REGIONAL TRANSIT AUTHORITY EXECUTIVE COMMITTEE AGENDA

PLEASE NOTE THE DATE, TIME, AND LOCATION:

**Wednesday, October 14, 2015**

**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 [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 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 Fiscal Year 2015-16 Budget Amendment (Action)
  - B-2 Seek Statements of Interest to Provide Supplementary Taxicab Services (Action)
- 5. Consent Items**
  - C-1 Executive Committee Meeting Minutes of August 12, 2015 (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**

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**October 14, 2015**

**STAFF REPORT**

**AGENDA ITEM:** A-1

**TOPIC:** Executive Director's Report

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Accept as Information

**BACKGROUND/DISCUSSION:**

**Operations:**

RTA will conduct its next quarterly Employee of the Quarter barbecue lunch on October 30, 2015 from 11:30AM until 1:00PM at the RTA Operating facility on 179 Cross Street. Please add that event to your calendars.

Due to recent Bus Operator departures from RTA, staff has recruited five candidates (four for RTA and one for SCT) and plans to begin a new Bus Operator training class on October 19. Successful trainees should be ready for revenue service in the fourth week of November. RTA plans to also begin another training class in January 2016 to meet our future staffing needs.

The Regional Transportation Advisory Committee will meet on October 15 to provide recommendations on the FY15-16 budget amendment that will be presented at the November 4<sup>th</sup> Board meeting. In addition, the RTAC will discuss preliminary service alternatives as part of the Joint Short-Range Transit Plans study effort. Although the schedule has slipped approximately two weeks, staff still believes the draft SRTP documents will be ready for public review and presentation at the March 2016 RTA Board meeting. The next scheduled SRTP public meeting will be conducted in early December 2015, and will include discussions on preliminary service, capital, institutional and financial elements of the SRTP effort.

**Maintenance:**

Maintenance staff is working closely with vendors installing the GPS-based Intelligent Transportation System on RTA, Paso Express and South County Transit fixed route buses. Utility staff is finishing the ITS information signs at every bus stop in the RTA/Paso/SCT system this week. Our technicians will likely sign-off on the installation of the ITS system this week, and the 30-day proving period will begin soon thereafter. The public portion of the ITS system is currently in Beta testing, and we are still on schedule to unveil it at the November 4<sup>th</sup> meeting. We are finalizing elements to be included in Phase 2 of the ITS program, which will likely include staff time-saving measures regarding reporting of National Transit Database information and LED/LCD screens at high-impact bus stops / passenger terminals.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**October 14, 2015**

**STAFF REPORT**

**AGENDA ITEM:** B-1

**TOPIC:** Fiscal Year 2015-16 Budget Amendment

**ACTION:** Approve FY16 Budget Amendment

**PRESENTED BY:** Geoff Straw

**RTAC RECOMMENDATION:** Approve Budget Amendment

**STAFF RECOMMENDATION:** Approve Budget Amendment

**SUMMARY:**

The Fiscal Year 2015-16 RTA operating and capital budget was adopted on May 6, 2015 and was based on a range of assumptions, including anticipated funding and delivery dates for FY14-15 and FY15-16 capital projects.

At this time, staff is bringing back items that are being carried over from FY14-15 to FY15-16. The following is a detailed description of the proposed budget adjustments that have been incorporated and highlighted in the amended budget on the following pages.

1. Facility Improvements: carryover funds budgeted for seal coating the RTA bus and employee parking yard (\$8,900)
2. Maintenance Software: carryover funds remaining in the project for wireless shop enhancements (\$27,500)
3. Intelligent Transportation System: carryover funds remaining in the project for the implementation in FY15-16 (\$551,930)
4. Bus Stop Improvements: carryover funds for various bus stop improvements, including Theater Drive (\$75,570) in Paso Robles; recognition of ticket vending machine project previously not included (\$187,820)
5. Cutaway Vehicles – carryover funds for the replacement of one Dial-A-Ride vehicle for County services in Nipomo (\$89,300)
6. Runabout Vehicles – carryover funds for the replacement of ADA paratransit vehicles, including a mix of cutaway vans and low-floor minivans, including the repurposing of funds previously allocated for vehicle rehabilitation (\$209,990)

7. Facility Planning – repurposing of funds previously allocated for a mobile bus wash system that was deemed inefficient for survey work for 40 Prado Road, done in conjunction with CAPSLO (\$31,930)

The net effect for the above referenced budget adjustments is that there is no impact on the jurisdictions.

**Staff Recommendation**

Approve the budget amendment as indicated in the staff report.

**Grants Management:**

Staff is awaiting Caltrans approval of our draft RFP for Ticket Vending Machine. Once approval is granted, we will issue the RFP, evaluate proposals, and seek the Board's direction on moving forward.

**Service Planning & Marketing:**

RTA's new website is close to being completed, as well as marketing materials for the ITS system. Staff will include the Board in any press releases and important milestones as we unveil these important projects.

**Finance and Administration:**

Staff will provide preliminary financial and operating data through August 31<sup>st</sup> at the November 4<sup>th</sup> RTA Board meeting. Staff also expects to receive the Annual Fiscal and Compliance Audit report in time for that meeting.

**6. RTA Board Agenda Review** – below are items that will be presented at the November 4, 2015 RTA Board meeting:

Information Items

- A-1 Executive Director's Report (Receive)
- A-2 Public Unveiling of GPS-based Passenger Information System (Receive)
- A-3 Annual Fiscal and Compliance Audit Report for FY14-15 (Receive)

Action Items

- B-1 Fiscal Year 2015-16 Budget Amendment (Approve)

Consent Items

- C-1 Executive Committee Meeting Minutes of August 12, 2015 (Approve)
- C-2 RTA Board Meeting Minutes of September 2, 2015 (Approve)
- C-3 Draft RTAC Meeting Minutes of October 16, 2015 (Approve)
- C-4 Resolution Authorizing Executive Director to Submit Application for Low Carbon Transit Operations Grant Funds (Approve)
- C-5 Resolution Authorizing Executive Director to Submit Application for State Prop 1B Funds (Approve)
- C-6 Resolution Authorizing Request of Interest for Taxicab Services to Augment Runabout (Approve)
- C-7 Resolution Authorizing RFP to Conduct Environmental Review Services for Operations & Maintenance Facility Development (Approve)

**7. Adjournment**

Next Executive Committee Meeting: **December 17, 2015**

### SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY PROPOSED AMENDED CAPITAL REVENUE BUDGET FOR 2015/2016

	2013/2014 COMBINED ACTUAL	2014/2015 AMENDED CAPITAL BUDGET	2014/2015 ADOPTED SLOCAT BUDGET	2014/2015 ADOPTED N. COUNTY BUDGET	2015/2016 ADOPTED CAPITAL BUDGET	2015/2016 AMENDED CAPITAL BUDGET	2015/2016 ADOPTED SLOCAT BUDGET	2015/2016 AMENDED SLOCAT BUDGET	2015/2016 ADOPTED N. COUNTY BUDGET
FUNDING SOURCES:									
CAPITAL PROJECTS RESERVE	844,380	589,600	109,960	-	262,954	1,356,544	3,476	182,076	29,172
<b>1.</b> ESTIMATED FUND BALANCE	844,380	589,600	109,960	-	262,954	1,356,544	3,476	182,076	29,172
<b>2.</b> LESS REQUIRED RESERVES FOR FISCAL YEAR									
CAPITAL PROJECTS RESERVE	260,823	363,150	20,660	35,010	227,228	227,228	3,476	3,476	4,172
<b>TOTAL</b>	<b>260,823</b>	<b>363,150</b>	<b>20,660</b>	<b>35,010</b>	<b>227,228</b>	<b>227,228</b>	<b>3,476</b>	<b>3,476</b>	<b>4,172</b>
<b>3.</b> FUND BALANCE AVAILABLE	583,557	226,450	89,300	(35,010)	35,726	1,129,316	-	178,600	25,000
<b>NON TDA SOURCES</b>									
STATE TRANSIT ASSISTANCE (STA)	670,836	636,640	-	-	561,504	561,504	-	-	-
PROPOSITION 1B FUNDING - SAFETY & SECURITY	-	558,030	-	-	173,970	173,970	-	-	-
PROPOSITION 1B FUNDING - PROPERTY PURCHASE	1,512,602	-	-	-	-	-	-	-	-
PROPOSITION 1B FUNDING - BUS REPLACEMENT	870,166	407,750	-	-	-	-	-	-	-
RURAL TRANSIT FUND (Capital)		491,240	-	-	229,300	229,300	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo	50,000	249,000	-	-	782,200	782,200	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5309) - State of Good Repair	1,454,007	2,336,640	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5339) - Bus and Bus Facilities	-	35,000	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5311f)	-	336,580	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5316) - JARC	-	400,000	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-North County)	-	471,000	-	-	236,600	236,600	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-South County)	400,000	51,000	-	-	534,200	534,200	-	-	-
<b>4.</b>	4,957,611	5,972,880	-	-	2,517,774	2,517,774	-	-	-
<b>5.</b> TOTAL FUND BALANCE & NON TDA FUNDING	5,541,168	6,199,330	89,300	-	2,553,500	3,647,090	-	-	25,000
<b>6.</b> NET TDA REQUIREMENTS	-	-	-	35,010	-	-	-	-	-
<b>7. TOTAL FUNDING SOURCES</b>	<b>5,541,168</b>	<b>6,199,330</b>	<b>89,300</b>	<b>35,010</b>	<b>2,553,500</b>	<b>3,647,090</b>	<b>-</b>	<b>-</b>	<b>25,000</b>
FUNDING USES:									
CAPITAL	4,432,291	5,656,200	89,300	-	2,352,900	3,446,490	-	89,300	25,000
LOAN PAYDOWN	1,108,877	543,130	-	-	200,600	200,600	-	-	-
<b>9. TOTAL FUNDING USES</b>	<b>5,541,168</b>	<b>6,199,330</b>	<b>89,300</b>	<b>-</b>	<b>2,553,500</b>	<b>3,647,090</b>	<b>-</b>	<b>89,300</b>	<b>25,000</b>

	Actual Capital Expenditures FY 2013-14	Amended Capital Budget FY 2014-15	Adopted Capital Budget FY 2015-16	Amended Capital Budget FY 2015-16	Projected Capital Budget FY 2016-17	Projected Capital Budget FY 2017-18	Projected Capital Budget FY 2018-19	Projected Capital Budget FY 2019-20
<b>Capital Expenditures</b>								
<b>Capital/Studies:</b>								
<b>Computer System Maintenance/Upgrades</b>	13,416	36,400	<b>37,540</b>	<b>37,540</b>	67,420	40,790	42,830	44,970
Miscellaneous Capital	-	-	-	-	-	-	-	-
<b>Facility Improvements</b>	-	15,000	<b>31,100</b>	<b>39,960</b>	-	-	37,250	-
<b>Maintenance Software and Maintenance Equipment</b>	-	60,000	<b>31,500</b>	<b>58,990</b>	10,500	36,470	-	-
Tire Lease Buyout	34,767	-	-	-	-	-	-	-
Marking and Tethering Program	898	-	-	-	-	-	-	-
Rotary Lift/Wireless Lift	-	52,000	-	-	-	22,730	-	-
Specialized Maintenance Tools	12,451	52,000	-	-	15,000	-	15,380	16,150
Maintenance Staff Office/Desks and Office Equipment	25,854	1,800	-	-	-	-	-	-
<b>Radios</b>	-	-	<b>6,000</b>	<b>6,000</b>	-	-	-	-
<b>Vehicle ITS/Camera System</b>	-	558,030	<b>173,970</b>	<b>725,900</b>	176,690	-	-	-
<b>Bus Stop Improvements/Bus Stop Solar Lighting</b>	-	73,750	<b>31,500</b>	<b>294,890</b>	96,110	33,080	34,730	36,470
Bus Rehabilitation	-	185,000	-	-	126,000	-	-	-
Bus Procurement Reserve/Large Capital Repairs	9,461	81,810	-	-	-	-	-	-
<b>RouteMatch Dispatching Software/Call Back System</b>	-	40,000	<b>37,500</b>	<b>37,500</b>	-	-	-	-
Vehicles	-	-	-	-	-	-	-	-
<b>Support Vehicles</b>	98,669	62,500	<b>60,000</b>	<b>60,000</b>	-	18,000	-	-
<b>40' Coaches</b>	2,724,173	3,865,710	-	-	-	1,527,700	-	-
<b>Over the Road Coaches</b>	-	-	<b>1,300,000</b>	<b>1,300,000</b>	-	-	-	-
<b>Trolley replacement vehicles</b>	-	-	-	-	200,000	-	-	-
<b>Cutaway Vehicles</b>	-	89,300	<b>170,000</b>	<b>259,300</b>	-	-	-	-
<b>Runabout Vehicles</b>	-	572,200	<b>311,290</b>	<b>521,280</b>	163,480	148,500	630,300	-
<b>Total Capital Outlay</b>	2,919,689	5,745,500	<b>2,190,400</b>	<b>3,341,360</b>	855,200	1,827,270	760,490	97,590
<b>Loan Pay down</b>	1,108,877	543,130	<b>200,600</b>	<b>200,600</b>	200,600	200,600	211,670	-
<b>Property Purchase/Facility Environmental Planning</b>	1,512,602	-	<b>187,500</b>	<b>219,430</b>	874,990	-	-	-
<b>TOTAL FUNDING USES</b>	5,541,168	6,288,630	<b>2,578,500</b>	<b>3,761,390</b>	1,930,790	2,027,870	972,160	97,590



**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**October 14, 2015**

**STAFF REPORT**

**AGENDA ITEM:** B-2

**TOPIC:** Seek Statements of Interest to Provide Supplementary Taxicab Services

**ACTION:** Approve

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Authorize Executive Director to Issue Request of Interest

As discussed at its March 6, 2013 meeting, the RTA Board of Directors discussed a range of Runabout Cost-Saving Measures. The following measures have been fully or partially implemented:

1. Conduct periodic recertification of Runabout riders (on-going)
2. Fully implement the No-Show Policy (complete)
3. Fare-Free Fixed Route Service for Runabout Registrants (partially complete)<sup>1</sup>
4. Formerly Eliminate General Public Runabout Service (complete)
5. Implement a Travel Training Program (funded in FY15-16 budget)
6. Work Toward Trip-Swapping with Ride-On (on-going)
7. Eliminate or Reduce Subscription Trips (no new subscriptions permitted)
8. Reduce the Booking Window (not implemented)
9. Call-backs for next-day rides (not implemented)
10. Convert Route 15 to Route Deviation Service (complete)
11. Implement Subsidized Taxicab Services – ***our discussion today***

The on-going Joint SLO Transit / RTA Short-Range Transit Plans effort has provided good discussion on the benefits of a subsidized taxicab service to enhance current

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<sup>1</sup> Paso Express added in 2014 and SLO Transit in 2015. Still seeking agreement with Morro Bay Transit.

Runabout services and/or to use subsidized taxicab services to address demand as it increases over time. The consultant for the on-going SLOCOG Coordinated Human Services Transportation Plan has also contacted me about RTA's willingness to consider this type of service in the coming years.

As such, staff is recommending that we conduct a formal outreach to taxicab companies to determine their possible interest in serving Runabout riders – both ambulatory riders that could use traditional taxicab sedans/vans, as well as riders that would need an wheelchair accessible van.

### **Staff Recommendation**

Authorize staff to develop and issue a Request of Interest in providing supplementary taxicab services in the Runabout service area. Staff would summarize the statements of interest and report back to the Board at its January 2016 meeting to determine if the FY16-17 budget should assume that taxicab companies could help RTA address any increased demands for Runabout service in the future, or if any other service scenarios should be considered.



## San Luis Obispo Regional Transit Authority

### Executive Committee Meeting

Draft Minutes 8/12/2015

C-1

Members Present: Debbie Arnold, President  
Shelly Higginbotham, Past President

Members Absent: Jan Howell Marx, Vice President

Staff Present: Geoff Straw, Executive Director  
Anna Mafort-Lacy, Administrative Assistant  
Tania Arnold, CFO & Director of Administration  
Tim McNulty, County Counsel

Also Present: Pete Rodgers, SLOCOG  
Ron DeCarli, SLOCOG  
Eric Greening, Atascadero

**1. Call to Order and Roll Call:**

**President Debbie Arnold** called the meeting to order at 10:04 a.m. Silent Roll Call was taken and a quorum was present.

**2. Public Comments:**

**Mr. Eric Greening**, Atascadero, thanked RTA for robustly participating in the Joint Short Range Transit Plan as it progresses toward completion. He was happy the Regional Transit Advisory Committee (RTAC) hosted the joint meeting with the Mass Transit Committee (MTC) in July. He noted an issue that arises often in passenger surveys is the need for greater span of service, particularly on weekends.

### 3. Information Items

#### A. Information Items:

##### A-1 Executive Director's Report

**Mr. Straw** handed out speaking points for his oral report. He said Rabobank is no longer selling bus passes, effective August 1, 2015. Heritage Oaks Bank may be interested in selling passes in exchange for exterior bus advertising. The Los Osos Chamber of Commerce is considering selling passes. We should know more by the end of the month. New pass outlets will not reference the discount eligibility list as RTA moves away from this process. This may streamline the sales process. We will be selling passes online after staff rolls out the new web site. The ticket vending machine (TVM) is going to be high priority, with five locations identified. The downtown Government Center will be top priority.

**Past President Shelly Higginbotham** asked if RTA could partner with another agency to help offset some of the costs. **Mr. Straw** said staff was working with SLO Transit staff to get the initial TVM in place downtown. This has delayed the process somewhat, in part due to questions about location, getting a static IP address and powering the machine. We want to buy a service that also maintains the system. There is an opportunity to share, particularly with Paso Express at the Depot.

**President Arnold** suggested looking at the parking machines at the airport. Perhaps the county already works with a vendor? **Mr. Straw** said the City has similar processes with the parking garages. Staff is talking with them about it. A challenge we face is that we do not have an IT department. RTA will lose some revenue as we will be paying to get the revenue. There is a cost to selling passes.

**Past President Higginbotham** inquired how the revenue will be collected from the machine. **Mr. Straw** said either Garda or the contracted vendor will collect the funds. The goal is to have staff stay as hands-off as possible.

**Mr. Ron De Carli**, SLOCOG, asked about the status of Santa Maria and their TVM procurement. **Mr. Straw** said they just awarded a contract. They will be placing two machines at the transit center.

RTA ordered two large cutaway buses for Route 15 and the Nipomo Dial-A-Ride. They should be delivered in October.

Staff received two proposals from engineering and planning firms for concept designs of the potential alternative of using a portion of the County Public Works yard in Paso Robles for RTA parking and office. We are currently using two locations, subleasing one and the other is still owned by the city. However, it will eventually be turned over to the developer. The cost for the study is \$20,000 and should begin at the end of the month. The Paso Robles

Airport is a fall-back option, although it will need a lot of work and will substantially increase operating costs.

RTA has some left-over Rural Transit Funds (RTF) originally designated for a bus wash system. Staff is seeking authorization from SLOCOG to put these funds toward a joint engineering project for 40 Prado. Our neighbor, Community Action Partnership of San Luis Obispo (CAPSLO), is current working with Cannon Engineering to address the Elks Lane realignment. We could step in and do some work with them, saving a lot of money. We don't currently have this budgeted, but should have more information by the September 2 Board meeting. **Mr. Tim McNulty**, County Counsel, interjected that Cannon Engineering is looking at the realignment, drainage, etc. They could assess our property at the same time. This would give us a much better idea of what constraints we may have when we develop the land. **Mr. De Carli** said this reallocation of funds should be fairly routine.

RTA is in the process of installing components of the Intelligent Transportation System (ITS). We are awaiting final parts to arrive from New Zealand and should be ready for Beta testing in September. **Past President Higginbotham** suggested bringing in media as Beta testers as a way of getting publicity.

**Mr. Straw** said the TVM procurement will be added to the September Board meeting agenda. He also said we have a tentative agreement with the City of San Luis Obispo for Runabout riders riding SLO Transit fare-free. We hope Morro Bay will soon follow suit.

**Mr. Straw** talked about the Safety Day celebrations in Paso Robles on July 24 and in SLO on July 31. This celebration was held in observance of the six-year anniversary since bringing the agency in-house.

**Mr. Straw** concluded the Executive Directors report.

**Mr. Greening** inquired if the schedule changes are available in writing on the buses and at bus stops. **Ms. Tania Arnold** said many of the changes have been pushed to September 14. Additional Route 10 express trips, along with Route 15, will begin next month. **Mr. Greening** asked about the 4:15 p.m. Route 9 express. **Ms. Arnold** said she would confirm with **Ms. Mary Gardner**, Marketing, as to when that route will begin.

**Mr. Greening** asked about the potential RTAC by-law amendment to allow a subcommittee to oversee Runabout appeals. What is the timeline and process? **Mr. Straw** said the proposed changes to the by-laws will be presented at the RTAC meeting in October and will go to the RTA Board for approval in November.

**Mr. Greening** asked when the driver bids take effect. **Ms. Tania Arnold** said the bids take effect this Sunday, August 16. **Mr. Straw** said the bids will say if there is a delay to part of their schedule. He discussed the Route 10 Express that will leave Morro Bay at 4:50 a.m. and travel down to Orcutt, where it will connect with the Clean Air Express. This service will begin in September and ridership will be tracked for six months. This service will be funded by FTA 5311F, which was initially approved to operate Route 83.

#### **4. Action Items**

##### B-1 Transfer RTA Buses 1011 & 1012 to SCT:

**Mr. Straw** said RTA buses 1011 and 1012 are 35-foot vehicles purchased in 2010. They are too small for service. We've been using them for back-up and training purposes, as well as for spares at SCT. The fuel mileage is 15% better than the buses SCT is currently using for spares. They have four new ones. Staff recommends transferring these two buses to SCT and allowing RTA to use funds SCT had originally programmed to purchase a replacement bus for RTA. The City Managers for SCT agreed with this. It is a no-cost transfer and will also be presented to the SCT Board for formal approval.

**Mr. Straw** concluded his report.

**President Arnold** opened Public Comment.

**President Arnold** closed Public Comment.

**President Arnold** moved to approve Action Agenda Item B-1 and **Past President Higginbotham** seconded. The motion passed on a voice vote with **Vice President Jan Marx** absent.

##### B-2 RTA Travel Policy:

**Ms. Arnold** gave a brief presentation of what RTA has done in the past and the intention of providing more staff training opportunities, which are often out of the area. Staff looked at other jurisdictions and modeled the policy after the County travel policy. The reimbursement portion is based on the General Services Administration as presented on their web site. Rather than having a general per diem allotment, travel expenses will be linked to the event location.

**Ms. Arnold** concluded her report.

**President Arnold** opened Public Comment.

**President Arnold** closed Public Comment.

**President Arnold** moved to approve Action Agenda Item B-1 and **Past President Higginbotham** seconded. The motion passed on a voice vote with **Vice President Jan Marx** absent.

B-3 Authorization to Execute Joint Procurement Agreement:

**Mr. Straw** noted back in 2013 staff was looking to buy some smaller vehicles. We used to buy cutaway vehicles via Cal Trans. They worked with Cal Act to put together a state-wide joint-procurement. As long as RTA was an active member, we could go to Cal Act and tell them what we wanted to buy. However, in mid 2013, an FTA triennial audit of Cal Trans found the procurement documents were not correct. RTA staff joined 700 other transit agencies on a consortium, which is now about ready to sign. Since the 2013 triennial audit, Cal Act was able to clear up the issues and it is simpler to buy buses through them. However, we now have two options to procure replacement vehicles.

**Mr. Straw** said he will ask the Board to allow him to sign off on the contract so the consortium can move forward.

**Mr. Straw** concluded his report.

**Past President Higginbotham** clarified that Cal Trans will no longer be a part of the procurement. **Mr. Straw** said he did not believe so.

**President Arnold** opened Public Comment.

**President Arnold** closed Public Comment.

**President Arnold** moved to approve Action Agenda Item B-1 and **Past President Higginbotham** seconded. The motion passed on a voice vote with **Vice President Jan Marx** absent.

5. Consent Agenda Items

C-1 Executive Committee Meeting Minutes of May 13, 2015

**President Arnold** moved to approve Consent Agenda Items and **Past President Higginbotham** seconded. The motion passed on a voice vote with **Vice President Jan Marx** absent.

**6. Agenda Review:**

**Mr. Straw** briefly reviewed the Board agenda for the meeting of September 2, 2015. He noted staff will present the quarterly update on the Strategic Business Plan. We are entering audit season. Staff will also add to consent the ticket vending machine and the agreements with the City of San Luis Obispo and possibly the City of Morro Bay to provide free rides on their fixed routes to Runabout Paratransit-eligible riders. The travel policy and bus transfer agreement will be moved to Consent.

**Mr. Pete Rodgers**, SLOCOG, suggested the new Route 10 express runs be agenized, since there will be new bus stops and routing. **Mr. Straw** agreed this is a good idea. **Mr. Rodgers** inquired about connections with SCT on these runs. **Mr. Straw** said the challenge surrounds the funding requirements that the route has no more than seven stops. Staff had to pick the ones we thought were the most important.

**Mr. Greening** suggested having a brief progress report on the Joint Short Range Transit Plan. He pointed out the importance of informing the public if there may be some changes in North County. **Mr. Straw** said he will put it in the Executive Director's report.

**7. Adjournment: President Arnold adjourned the meeting at 10:47 a.m.**

Respectfully Submitted,

Acknowledged by,

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Anna Mafort-Lacy  
Administrative Assistant

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Debbie Arnold  
RTA President