



## RTA BOARD AGENDA

Wednesday, September 10, 2014  
BOARD OF SUPERVISORS' CHAMBER  
COUNTY GOVERNMENT CENTER  
1055 Monterey Street, San Luis Obispo, California 93401  
RTA starts at 8:30 a.m.

The *AGENDA* is available/posted at: <http://www.slorta.org>

**President: Shelly Higginbotham**

**Vice President: Debbie Arnold**

Board Members:

Frank Mecham (First District – SLO County)  
Bruce Gibson (Second District – SLO County)  
Adam Hill (Third District – SLO County)  
Caren Ray (Fourth District – SLO County)  
Debbie Arnold (Fifth District – SLO County)  
Tony Ferrara (Arroyo Grande)

Tom O'Malley (Atascadero)  
Debbie Peterson (Grover Beach)  
Jamie Irons (Morro Bay)  
Fred Strong (Paso Robles)  
Shelly Higginbotham (Pismo Beach)  
Jan Howell Marx (San Luis Obispo)

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 by contacting the SLORTA offices at 781-4472. Please note that 48 hours advance notice will be necessary to honor a request.

### CALL TO ORDER AND ROLL CALL

**PUBLIC COMMENTS:** This portion of the agenda is reserved for any members of the public to directly address the San Luis Obispo Regional Transit Authority (RTA) Board on any items not on the agenda and within the jurisdiction of the Board. Comments are limited to three minutes per speaker. The Board 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.

### A. INFORMATION AGENDA

- A-1 Executive Director's Report (Information)
- A-2 Schedule for Runabout Fare Change Public Meetings (Information)

### B. ACTION AGENDA

- B-1 Establish Staff-Focused Facility Technical Advisory Committee (Approve)

B-2 Affirm Role of RTA Property Subcommittee, and Appoint Board Liaison to FTAC  
(Approve)

**C. CONSENT AGENDA:** (Roll Call Vote) the following items are considered routine and non controversial by staff and will be approved by one motion if no member of the RTA or public wishes an item be removed. If discussion is desired by anyone, the item will be removed from the consent agenda and will be considered separately. Questions of clarification may be made by RTA Board members, without the removal of the item from the Consent Agenda. Staff recommendations for each item are noted following the item.

C-1 Draft RTAC Meeting Minutes of July 17, 2014 (Information)

C-2 Authorization to Issue RFP to Conduct Joint Short Range Transit Plan Study  
(Approve)

C-3 Reprogram RTA Prop 1B Funds to SCT Bus Purchase (Approve)

C-4 RTA Board Meeting Minutes of July 9, 2014 (Approve)

**E. BOARD MEMBER COMMENTS**

Next regularly-scheduled RTA Board meeting on November 5, 2014

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**September 10, 2014**

**STAFF REPORT**

**AGENDA ITEM:** A-1

**TOPIC:** Executive Director's Report

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Accept as Information

**BACKGROUND/DISCUSSION:**

**Operations:**

RTA celebrated its 5<sup>th</sup> year of taking the operations in-house, which occurred on August 2, 2009. In conjunction with this milestone, we conducted our "Celebrate Safety" program. The safety award is based on no preventable vehicle collisions (Bus Operators only) and no preventable worker's compensation injuries (both Bus Operators and Maintenance Staff). This second annual two-day event included administrative staff personally meeting Bus Operators and Maintenance Technicians at their respective job sites to provide breakfast or lunch, while also providing a flashlight and safety whistle keychain. These celebrations took place on July 31<sup>st</sup> in Paso Robles and August 1<sup>st</sup> in San Luis Obispo.

Due to an increasing number of Runabout subscription trip requests (also called "standing order" rides) and continued challenges with scheduling during peak travel periods, RTA staff has ceased taking new subscription reservations until further notice; existing subscription reservations will continue to be honored. The ADA does not require transit agencies to accept subscription requests, nor do any of RTA's policy documents.

Now that our software vendor has completed the modifications to our RouteMatch computerized Runabout dispatching system, RTA will formally implement the No-Show Policy effective on October 1<sup>st</sup>. RTA will distribute a mailer to each active Runabout registrant explaining the new relaxed policy, and post notices in the Runabout vehicles. We will also include a letter and Fact Sheet about the proposed new Runabout fare structure in the mailer (more details on this latter issue are provided in Agenda Item A-2). It is our plan to mail these materials out on September 15<sup>th</sup>.

RTA began a new Bus Operator training class of eight candidates on September 2<sup>nd</sup> to fill open positions. Based on our standard six-week training period, it is expected that these new Bus Operators will be ready for revenue service in mid-October. We have also rehired a former employee as a Bus Operator who recently moved back into California; his training will be abbreviated so that we can get him back on the road as soon as (safely) possible.

The Regional Transportation Advisory Committee met on July 16<sup>th</sup> and discussed potential Runabout fare program changes, service planning for the CMAQ-funded express bus services, and an update on North County Transit Consolidation. The RTAC unanimously recommended that RTA pursue an increased double-the-fixed-route fare for Runabout, with a cap of twice the fixed route Regional Day Pass (or \$10.00) for a one-way Runabout trip. This will be presented in more detail as Agenda Item A-2. The RTAC also recommended that RTA pursue a funding swap of CMAQ funds for FTA Section 5307 funds to purchase two over-the-road coaches. This latter issue was raised by the SLOCOG Board at its August 6<sup>th</sup> meeting, and it will be considered for ratification at its meeting later today.

RTA conducted its Employee of the Quarter award ceremony on July 18<sup>th</sup>, and bus operator Annamay Beekman was selected by her peers as the winner. Annamay primarily provides Runabout service, and she received nominations from both fellow workers and her Runabout riders. RTA will conduct its next Employee of the Quarter barbecue lunch on October 31<sup>st</sup> from 11:30AM until 1:00PM, and the winner will join us at the November 5<sup>th</sup> Board meeting. Please add that event to your calendars.

#### **Vehicle Maintenance:**

RTA took delivery of three out of five replacement Runabout cutaway vans in mid August; this procurement was authorized by the RTA Board at its May 2014 meeting. These new vans are slightly smaller than the vans being replaced, which will improve maneuvering abilities in tight areas and result in slightly improved fuel mileage. In addition, they were designed with maximized wheelchair securement area, which makes it easier for the Bus Operators to appropriately tie-down the wheelchair while also reducing exposure to employee injuries. These vans were placed in service at the end of August, and the surplus vehicles will be sold through auction as they are removed from service.

RTA is working with Ron Turley Associates to implement our new vehicle maintenance software system, the procurement of which was authorized by the Board at its May 2014 meeting. It is our hope to have it fully operational by the end of the September so that we can begin providing detailed vehicle maintenance expenditure results by the end of the first quarter of 2015.

RTA continues to meet preventive maintenance schedules according to manufacturer recommendations.

#### **Service Planning & Marketing:**

We wish to welcome to our team new RTA Marketing and Community Relations Manager Mary Gardner, who began on August 11<sup>th</sup>. RTA also wishes to thank South County Transit Board Chairman Jim Guthrie and former SLOCOG staff member Angela Nelson for assisting us during the interview process. We are excited to have Mary on-board, as she comes to us with strong marketing credentials and already has strong ties with media outlets in the region.

RTA staff continues to work with SLOCOG staff and others to plan for the 2<sup>nd</sup> Annual Mobility Management Summit, a “working lunch” that is scheduled for October 23<sup>rd</sup> from 11:30AM to 1:30PM at the Madonna Conference Center. Of particular interest to RTA are discussions with our partners in the region to better understand the needs of institutional users (social services agencies, private healthcare providers, etc.) and to more cost-effectively meet the travel needs of current and potential future Runabout riders. I am hoping that RTA Board members and other elected officials can join us in these discussions.

Staff is working with our SLOCOG, SLO Transit and Caltrans District 5 partners to advance the recently-awarded Joint Short Range Transit Plan for RTA and SLO Transit. Specifically, we are seeking to kick-off the study in October 2014 rather than waiting until February 2015 as originally planned. This accelerated effort offers many benefits, including the ability to gather performance data during the busy spring months. This effort is being funded primarily with FTA Section 5304 funds, which are competitively awarded statewide and administered by Caltrans. The \$15,000 in local match funding has been accommodated in the RTA FY14-15 Budget. More details about this issue are included in Agenda Item C-2.

RTA implemented slight scheduling changes on Route 9, as well as Paso Express Routes A and B, to address some challenges that have arisen since the June 1<sup>st</sup> North County transit consolidation. In particular, the previous schedule included too much time between the Twin Cities Regional Hospital and the Atascadero Transit Center, while not enough time was scheduled between the Paso Robles Transit Center and the Twin Cities Regional Hospital. These changes were implemented on August 17<sup>th</sup> and we have not heard any negative feedback from our customers. RTA also began operating seasonal Route 14 service in conjunction with the Cuesta College academic calendar, and we also launched the new Cuesta College North Campus late evening shuttle; both of these service changes were implemented on August 18<sup>th</sup>.

#### **Finance and Administration:**

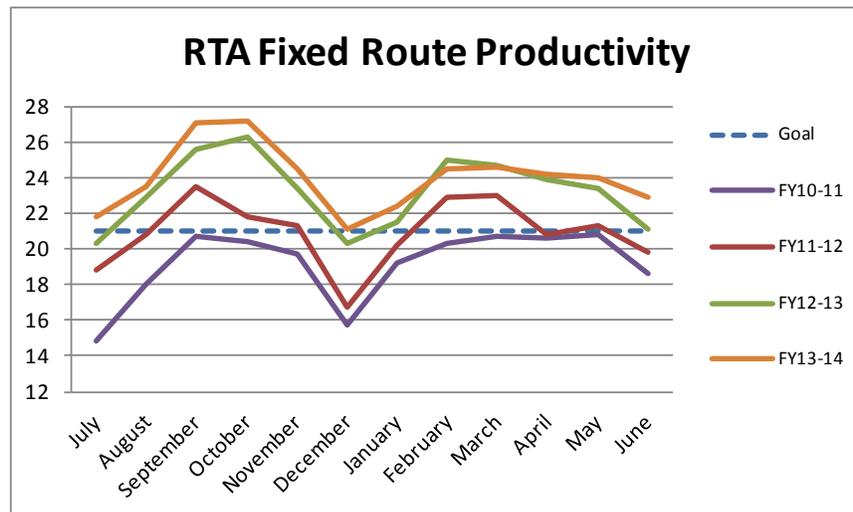
Preliminary year-end financial data for FY13-14 are included in the ensuing pages. In summary, overall non-capital expenditures equaled 89.4% of the annual budgeted amount. The greatest savings have been achieved in vehicle maintenance (parts, supplies, outside services and fuel) – all of which can be attributed in part to the recent replacement of older vehicles.

Labor costs were almost exactly on budget for the three RTA departments: 97.9% for operations, 94.9% for vehicle maintenance and 96.1% for administration. This is despite operating more annual service hours (64,120 actual vs. 60,118 budgeted, or 6.7% higher) – primarily due to increased Runabout demand. In particular, we had to add service hours to accommodate increasing Runabout demand in order to remain in compliance with the service provisions of the Americans with Disabilities Act.

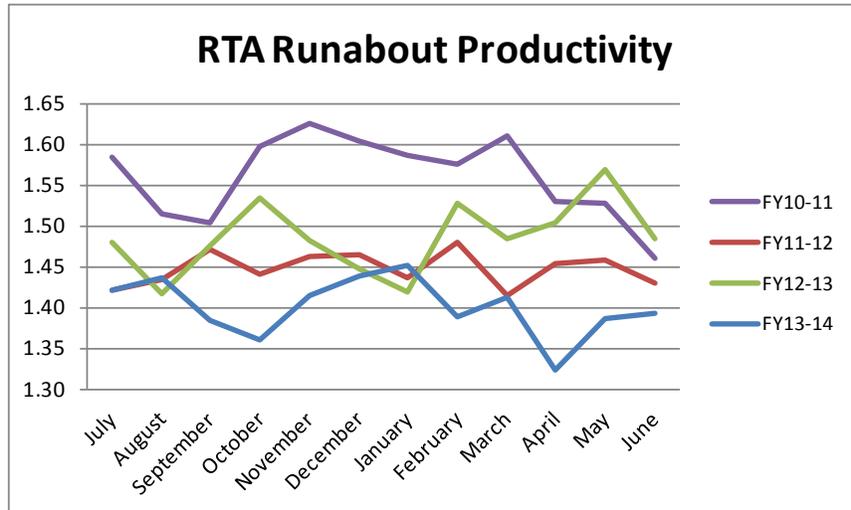
RTA's fixed route Farebox Recovery Ratio in FY13-14 exceeded the 16% requirement; we finished out the year at 31.2%. The previous fiscal year our FRR was 30.8%. This equates to a cost-effectiveness gain of 1.3%.

RTA set ridership records for both fixed route and Runabout in FY13-14 (763,614 and 43,669, respectively), surpassing the previous records which were established in the previous fiscal year (734,743 and 37,994). This equates to annual growth of 3.9% for fixed route and 14.9% for Runabout. The graphs on the ensuing pages depict monthly ridership trends over the past four full fiscal years.

RTA fixed route's annual productivity equated to 24.0 passenger-trips per service hour in FY13-14. In comparison, the fixed route service achieved a productivity figure of 23.2 in the previous fiscal year. This equates to an efficiency gain of 3.4%. See the graphs below for productivity trends on the fixed route services over the past four full fiscal years.



RTA Runabout's FY13-14 productivity equated to 1.40, in comparison to 1.49 in FY12-13. This decline in efficiency can be attributed to a more pronounced growth in annual Runabout service hours (31,676 in FY13-14 vs. 25,575 in FY12-13, or 23.9%) than in ridership (43,669 vs. 37,994, or 14.9%). Part of this rapid increase in Runabout service levels is due to when demand occurs (during peak travel periods, when traffic congestion is most pronounced) and also due to the length of trips – long trips require a greater use of resources in comparison to shorter trips, which can be more easily grouped for efficiency. RTA staff continues to monitor these inputs and resource uses closely. As you will note in the Runabout productivity graph below, there is not the same seasonal trends experienced on the fixed route services over the past four full fiscal years. As noted in previous Executive Director reports, staff also mistrusts the productivity data that was generated by our previous computerized dispatching system that was replaced in late 2011.



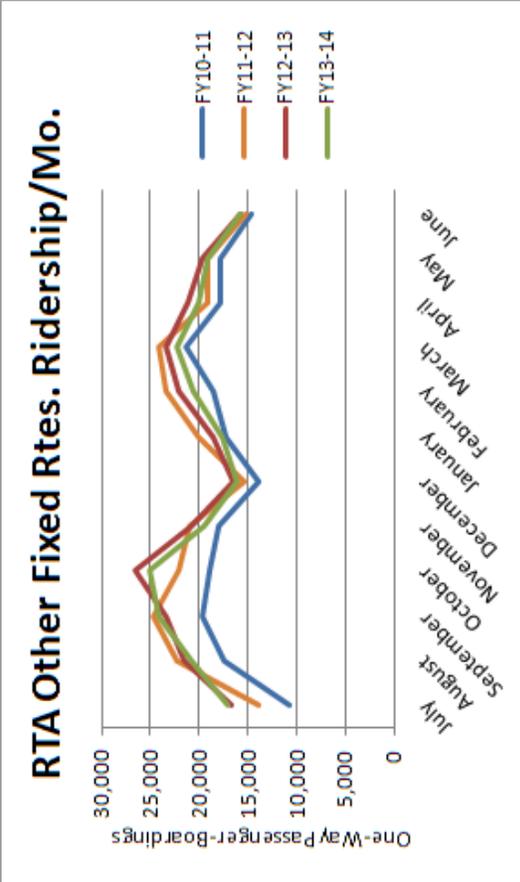
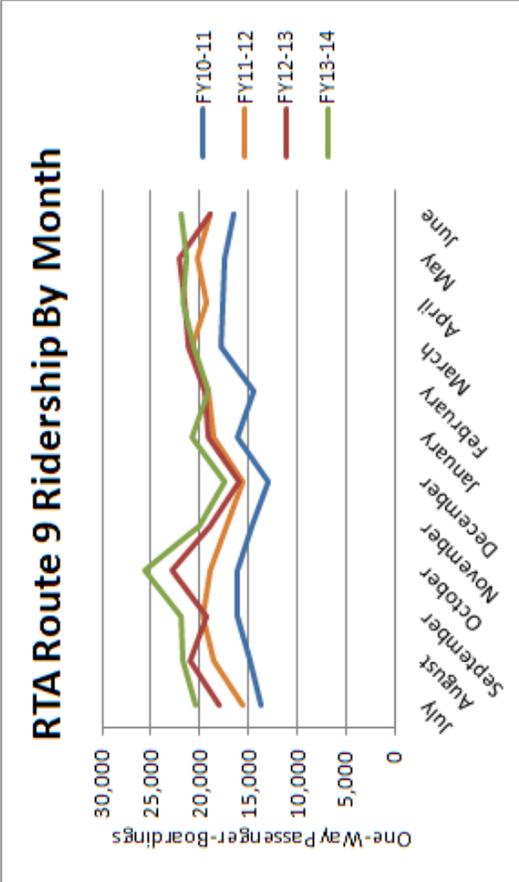
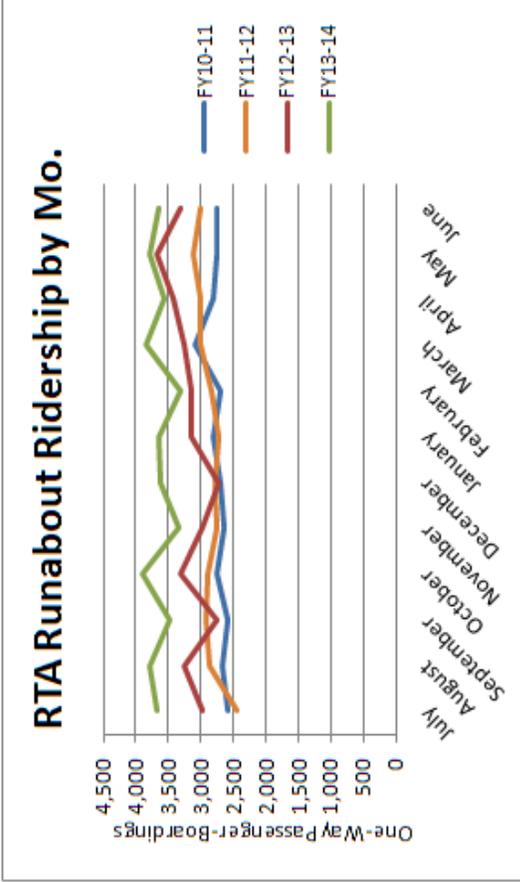
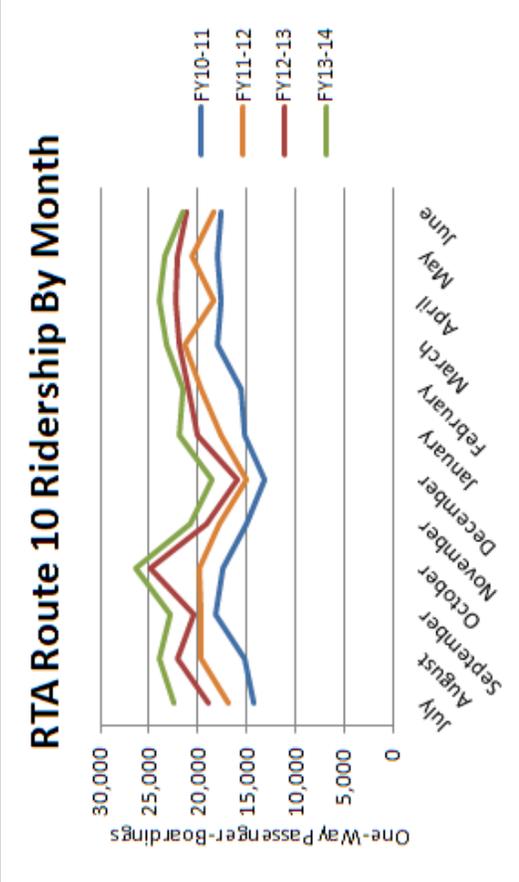
Open Enrollment health insurance meetings were conducted during the first week of August. Benefits costs are in line with budgeted amounts and took effect on September 1<sup>st</sup>.

### RTA Facility Planning

Staff is developing a plan to develop formal site selection and environmental evaluation documentation for our long-term operations facility needs. I will attend an all-day California Environmental Quality Act and National Environmental Protection Act (CEQA/NEPA) workshop in Monterey on October 7<sup>th</sup> to brush up on these two regulations. RTA has already begun searching for grant funding to assist with development of these important site selection and environmental impact efforts

The land RTA purchased at 40 Prado Road in June 2014 continues to provide rental income from our U-Haul and FirstSolar tenants. The FirstSolar lease runs through October 2014, while the U-Haul lease does not identify a sunset (it is month to month).

The City of Paso Robles currently allows RTA to park six 40-foot buses, two Runabout vans, and twelve employee parking spaces at its property located at 4<sup>th</sup> & Pine Streets. However, this property is currently on the market and could be sold at any time. The initial estimate was that the property would be sold by the end of 2014, although it appears that this likely will not occur before mid-2015. Staff had been working with the owner of the property adjacent to the Paso Train Station to potentially expand the Paso Express bus parking area, but we ceased those efforts once we were informed by the City that we have a “stay of execution” at our current site. Staff will continue to investigate options and bring alternatives to the Board for future consideration.



		<b>Adopted Budget FY 2013-14</b>	<b>Year to Date FY 2013-14</b>	<b>Percent of Total Budget FY 2013-14</b>
	Hours	<b>60,118</b>	64,120	106.66%
	Miles	<b>1,594,232</b>	1,610,773	101.04%
<b>Administration:</b>				
Labor	operations cost	<b>731,454</b>	703,183	96.13%
Labor - Administration Workers Comp	operations cost	<b>35,690</b>	24,796	69.48%
Office Space Rental	operations cost	<b>416,190</b>	412,718	99.17%
Property Insurance	operations cost	<b>16,186</b>	15,820	97.74%
Professional Technical Services	operations cost	<b>90,725</b>	44,796	49.38%
Professional Development	operations cost	<b>16,250</b>	14,922	91.83%
Operating Expense	operations cost	<b>183,670</b>	208,233	113.37%
Marketing and Reproduction	hourly	<b>92,300</b>	75,109	81.38%
North County Management Contract	operations cost	<b>(6,620)</b>	(3,310)	50.00%
County Management Contract	operations cost	<b>(87,500)</b>	(87,500)	100.00%
SCAT Management Contract	operations cost	<b>(77,500)</b>	(77,500)	100.00%
<b>Total Administration</b>		<b>1,410,846</b>	1,331,268	94.36%
<b>Service Delivery:</b>				
Labor - Operations	hourly	<b>2,869,163</b>	2,809,066	97.91%
Labor - Operations Workers Comp	hourly	<b>206,962</b>	146,400	70.74%
Labor - Maintenance	hourly	<b>760,398</b>	721,561	94.89%
Labor - Maintenance Workers Comp	hourly	<b>63,811</b>	44,319	69.45%
Fuel	miles	<b>1,490,155</b>	1,205,671	80.91%
Insurance	miles	<b>352,037</b>	360,706	102.46%
Special Transportation (includes Senior Vans, Lucky Bucks, etc)	n/a	<b>81,700</b>	75,041	91.85%
Avila Trolley	n/a	<b>66,100</b>	45,331	68.58%
Maintenance (parts, supplies, materials)	miles	<b>536,934</b>	372,360	69.35%
Maintenance Contract Costs	miles	<b>127,202</b>	56,712	44.58%
<b>Total Operations</b>		<b>6,554,461</b>	5,837,169	89.06%
<b>Capital/Studies:</b>				
<b>Computer System Maintenance/Upgrades</b>		<b>13,310</b>	13,416	100.80%
Miscellaneous Capital				
<b>Facility Improvements</b>		<b>187,820</b>	-	0.00%
<b>Maintenance Software and Maintenance Equipment</b>		<b>60,000</b>	-	0.00%
<b>Tire Lease Buyout</b>		<b>37,170</b>	34,767	93.54%
<b>Marking and Tethering Program</b>		<b>5,500</b>	898	16.32%
<b>Rotary Lift</b>		<b>18,700</b>	-	0.00%
<b>Specialized Maintenance Tools</b>		<b>12,650</b>	12,451	98.43%
<b>Maintenance Staff Office/Additional Desks</b>		<b>34,100</b>	25,854	75.82%
<b>Backup Generator</b>		<b>17,250</b>	-	0.00%
<b>Vehicle ITS/Camera System</b>		<b>461,787</b>	-	0.00%
<b>Bus Stop Improvements</b>		<b>61,750</b>	-	0.00%
<b>Bus Rehabilitation</b>		<b>125,000</b>	-	0.00%
<b>Bus Procurement Reserve/Large Capital Repairs</b>		<b>44,779</b>	9,461	21.13%
Vehicles				
<b>Support Vehicles</b>		<b>102,500</b>	98,669	96.26%
<b>40' Coaches</b>		<b>3,336,000</b>	2,724,173	81.66%
<b>Runabout Vehicles</b>		<b>360,000</b>	-	0.00%
<b>Total Capital Outlay</b>		<b>4,878,316</b>	2,919,688	59.85%
<b>Contingency</b>	hourly	<b>101,915</b>	23,520	23.08%
<b>Interest Expense</b>	operations cost	<b>133,954</b>	125,073	93.37%
<b>Loan Paydown</b>		<b>1,108,262</b>	1,108,262	100.00%
<b>Property Purchase</b>		<b>1,534,165</b>	1,512,602	98.59%
<b>Management Contracts</b>		<b>171,620</b>	168,310	98.07%
<b>TOTAL FUNDING USES</b>		<b>14,359,373</b>	13,025,892	90.71%
<b>TOTAL NON-CAPITAL EXPENDITURES</b>		<b>8,372,795</b>	7,485,340	89.40%

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
YEAR TO DATE THRU JUNE 30, 2014 - WEEKDAYS ONLY  
CURRENT FISCAL YEAR - 2013/2014**

	RT 9 P.R., TEMP., ATAS., S.M., CAL POLY, S.L.O.	RT 10 S.M., NIPOMO, A.G., S.L.O.	RT 80 NORTH COUNTY BEACH SHUTTLE	RT 12 MORRO BAY, CUESTA, SAN LUIS	RT 14 CUESTA, SAN LUIS TRIPPER	RT 15 SAN SIM., CAMBRIA, CAYUCOS, M.B.	RT 83 FORT HUNTER LIGGETT	TOTAL WEEKDAY
<b>REVENUES:</b>								
FARES	343,783	376,438	1,278	261,270	25,969	27,457	102,020	1,138,215
<b>TOTAL ROUTE REVENUES</b>	<b>343,783</b>	<b>376,438</b>	<b>1,278</b>	<b>261,270</b>	<b>25,969</b>	<b>27,457</b>	<b>102,020</b>	<b>1,138,215</b>
<b>EXPENDITURES:</b>								
ADMINISTRATION	205,878	207,337	5,341	136,102	12,845	48,990	22,684	639,178
MARKETING	21,455	21,611	536	14,176	1,319	5,097	0	64,194
OPERATIONS/CONTINGENCY	590,315	599,735	13,225	386,425	38,703	142,960	69,518	1,840,882
FUEL	238,241	256,944	7,102	144,929	15,829	64,348	42,698	770,091
INSURANCE	62,690	67,609	1,492	38,139	4,307	16,938	11,236	202,411
<b>TOTAL EXPENDITURES</b>	<b>1,118,580</b>	<b>1,153,235</b>	<b>27,696</b>	<b>719,771</b>	<b>73,003</b>	<b>278,333</b>	<b>146,137</b>	<b>3,516,756</b>
<b>FAREBOX RATIO</b>	<b>30.73%</b>	<b>32.64%</b>	<b>4.61%</b>	<b>36.30%</b>	<b>35.57%</b>	<b>9.86%</b>	<b>69.81%</b>	<b>32.37%</b>
<b>RIDERSHIP</b>	<b>231,432</b>	<b>247,223</b>	<b>1,617</b>	<b>179,666</b>	<b>21,559</b>	<b>18,151</b>	<b>8,826</b>	<b>708,474</b>
<b>SERVICE MILES</b>	<b>288,436.50</b>	<b>311,072.40</b>	<b>7,792.20</b>	<b>175,476.60</b>	<b>20,371.75</b>	<b>77,925.60</b>	<b>51,706.00</b>	<b>932,781.05</b>
<b>SERVICE HOURS</b>	<b>9,423.90</b>	<b>9,491.31</b>	<b>244.53</b>	<b>6,228.39</b>	<b>590.15</b>	<b>2,240.61</b>	<b>1,039.14</b>	<b>29,258.03</b>
<b>RIDERS PER MILE</b>	<b>0.80</b>	<b>0.79</b>	<b>0.21</b>	<b>1.02</b>	<b>1.06</b>	<b>0.23</b>	<b>0.17</b>	<b>0.76</b>
<b>RIDERS PER HOUR</b>	<b>24.56</b>	<b>26.05</b>	<b>6.61</b>	<b>28.85</b>	<b>36.53</b>	<b>8.10</b>	<b>8.49</b>	<b>24.21</b>
<b>COST PER PASSENGER</b>	<b>4.83</b>	<b>4.66</b>	<b>17.13</b>	<b>4.01</b>	<b>3.39</b>	<b>15.33</b>	<b>16.56</b>	<b>4.96</b>
<b>SUBSIDY PER PASSENGER</b>	<b>3.35</b>	<b>3.14</b>	<b>16.34</b>	<b>2.55</b>	<b>2.18</b>	<b>13.82</b>	<b>5.00</b>	<b>3.36</b>

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
YEAR TO DATE THRU JUNE 30, 2014  
CURRENT FISCAL YEAR - 2013/2014**

	RT 9 SAT P.R., TEMP., ATAS., S.M., CAL POLY, S.L.O.	RT 9 SUN P.R., TEMP., ATAS., S.M., CAL POLY, S.L.O.	RT 10 SAT S.M., NIPOMO, A.G., S.L.O.	RT 10 SUN S.M., NIPOMO, A.G., S.L.O.	RT 12 SAT MORRO BAY, CUESTA, SAN LUIS	RT 12 SUN MORRO BAY, CUESTA, SAN LUIS	RT 15 SAT SAN SIM., MORRO BAY, SAN LUIS	RT 15 SUN SAN SIM., MORRO BAY, SAN LUIS	TOTAL WEEKEND	TOTAL FIXED ROUTE	RUNABOUT	SYSTEM TOTAL
<b>REVENUES:</b>												
FARES	22,552	12,368	25,165	14,605	15,303	9,717	4,250	2,589	106,549	1,244,764	114,055	1,358,820
<b>TOTAL ROUTE REVENUES</b>	22,552	12,368	25,165	14,605	15,303	9,717	4,250	2,589	106,549	1,244,764	114,055	1,358,820
<b>EXPENDITURES:</b>												
ADMINISTRATION	14,319	9,233	13,385	8,036	9,774	9,176	9,797	5,871	79,593	718,771	681,513	1,400,284
MARKETING	1,507	966	1,408	841	1,029	960	1,031	614	8,357	72,551	0	72,551
OPERATIONS/CONTINGENCY	41,032	26,736	38,698	23,394	27,632	26,203	28,608	17,250	229,554	2,070,436	1,840,099	3,910,535
FUEL	16,225	10,400	16,255	9,798	9,881	9,515	12,803	7,684	92,562	862,653	307,344	1,169,997
INSURANCE	4,281	3,262	4,289	2,606	2,607	2,531	3,378	2,044	24,997	227,409	122,935	350,344
<b>TOTAL EXPENDITURES</b>	77,365	50,598	74,035	44,676	50,924	48,385	55,618	33,463	435,063	3,951,819	2,951,891	6,903,711
<b>FAREBOX RATIO</b>	29.15%	24.44%	33.99%	32.69%	30.05%	20.08%	7.64%	7.74%	24.49%	31.50%	3.86%	19.68%
<b>RIDERSHIP</b>	13,473	7,839	14,939	8,400	9,385	5,832	2,508	1,590	63,966	772,440	43,669	816,109
<b>SERVICE MILES</b>	19,723.60	13,057.20	19,760.00	11,856.00	12,012.00	11,512.80	15,563.60	9,297.60	112,782.80	1,045,563.85	564,686.00	1,610,249.85
<b>SERVICE HOURS</b>	653.64	421.20	611.00	366.60	446.16	418.60	447.20	267.80	3,632.20	32,890.23	31,209.24	64,099.47
<b>RIDERS PER MILE</b>	0.68	0.60	0.76	0.71	0.78	0.51	0.16	0.17	0.57	0.74	0.08	0.51
<b>RIDERS PER HOUR</b>	20.61	18.61	24.45	22.91	21.04	13.93	5.61	5.94	17.61	23.49	1.40	12.73
<b>COST PER PASSENGER</b>	5.74	6.45	4.96	5.32	5.43	8.30	22.18	21.05	6.80	5.12	67.60	8.46
<b>SUBSIDY PER PASSENGER</b>	4.07	4.88	3.27	3.58	3.80	6.63	20.48	19.42	5.14	3.50	64.99	6.79

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**August 13, 2014**

**STAFF REPORT**

<b>AGENDA ITEM:</b>	<b>A-2</b>
<b>TOPIC:</b>	<b>Schedule for Runabout Fare Change Public Meetings</b>
<b>ACTION:</b>	<b>Receive public workshop schedule, and receive RTAC recommendation</b>
<b>PRESENTED BY:</b>	<b>Geoff Straw</b>
<b>STAFF RECOMMENDATION:</b>	<b>Finalize public outreach plan to solicit input on proposed Runabout fare changes; Endorse RTAC recommendation that a cap of twice the Regional Day Pass cost be considered</b>

**BACKGROUND/DISCUSSION:**

At its July 9<sup>th</sup> meeting, the RTA Board authorized the Executive Director to conduct a minimum of two public workshops on staff's proposal to set the Runabout fares at twice the corresponding fixed route fare.

Subsequent to the Board meeting, the Regional Transportation Advisory Committee recommended that RTA increase Runabout fares to equal twice the fixed route cash fare, with the caveat that RTA establish a cap on one-way Runabout fares equal to twice the fixed route Regional Day Pass, or \$10.00. Staff agrees with this recommendation.

Staff has identified a two-tier public input process on the proposed Runabout fare program changes, as follows:

1. Seek to be placed on each jurisdiction's upcoming agenda to discuss the proposed fare increase program (during the month of September and the first week of October). If we are unable to get onto a jurisdiction's formal agenda, RTA staff will announce the proposed Runabout fare change program during public comment. Other public body venues include a Los Osos Citizens Advisory Council meeting. Staff will summarize the proposed fare increase program, and suggest that interested parties attend one of the three public workshops discussed below to provide input.

2. Conduct three public workshops at the following locations:

- a. Grover Beach Ramona Garden Park on October 14
- b. Atascadero Council Chambers on October 15
- c. San Luis Obispo Library Community Room on October 16

Notices will also be posted on RTA and Runabout vehicles, and at transit centers throughout the county. These notices will summarize the proposed new Runabout fares, as well as the dates, times and locations of the public meetings. A *Fact Sheet* section will detail the impacts to RTA if Runabout fares are not increased, including the possibility that RTA fixed route service may need to be curtailed in the evenings and/or weekends to contain rapidly-increasing Runabout costs. The notices will also invite stakeholders to submit input at the meetings, in writing, or through our website. Finally, RTA will send a notice to each registered Runabout rider who has used the service in the past 12 months.

<b>Runabout Fare Proposal, Meeting Schedules</b>				
<b>Jurisdiction</b>			<b>Tentative</b>	
<b>Governing Body</b>	<b>Time</b>	<b>Normal Meeting Days</b>	<b>Date</b>	<b>Staff person</b>
Arroyo Grande	6:00 PM	2nd & 4th Tuesday	23-Sep	Tania
Atascadero	6:00 PM	2nd & 4th Tuesday	23-Sep	Michael
Grover Beach	6:30 PM	1st & 3rd Monday	6-Oct	Geoff
Morro Bay	6:00 PM	2nd & 4th Tuesday	23-Sep	Geoff
Paso Robles	7:30 PM	1st & 3rd Tuesday	16-Sep	Michael
Pismo Beach	5:30 PM	1st & 3rd Tuesday	16-Sep	Michael
San Luis Obispo	6:00 PM	1st & 3rd Tuesday	16-Sep	Geoff
SLO County	9:00 AM	Every Tuesday	23-Sep	Geoff
LOCAC	7:00 PM	4th Thursday	25-Sep	Geoff
<b>Public Meeting</b>	<b>Location</b>		<b>Meeting Date</b>	<b>Meeting Time</b>
Workshop #1	Ramona Gardens Park		14-Oct	4:30pm - 6:30pm
Workshop #2	Atascadero Chambers		15-Oct	4:30pm - 6:30pm
Workshop #3	SLO Library Community Room		16-Oct	4:30pm - 6:30pm

Staff will summarize the information received through this outreach as part of the Runabout fare proposal public hearing that will be conducted at the November 5<sup>th</sup> RTA Board meeting.

**Staff recommendation**

Receive and endorse RTAC’s recommendation that RTA pursue the proposed Runabout fare program, with the caveat that the maximum one-way Runabout fare be set at twice the fixed route Regional Day Pass price.

Direct staff to schedule a presentation at each jurisdiction’s governing body meeting, and to conduct public workshops on the proposed Runabout fare increase program.



179 Cross Street, Suite A  
San Luis Obispo, CA 93401  
(805) 781-4472 Fax (805) 781-1291  
[www.slorta.org](http://www.slorta.org)

September 15, 2014

Re: **Proposal to Increase Runabout Fares**

Dear Runabout Rider:

At its September 10<sup>th</sup> meeting, the RTA Board of Directors asked me to conduct a series of public outreach meetings to obtain input on RTA's proposal to increase fares on the Runabout service. It is never an easy decision to consider raising fares, especially on a program that serves so many of our vulnerable community members. However, since the previous \$0.25 Runabout fare increase in 2008, the Runabout service levels have doubled and the annual cost to provide Runabout service is now equal to that required to operate the fixed-route services – even though RTA's fixed-route service carries roughly 15 times the passengers that Runabout carries. I have attached a *Fact Sheet* that provides more details about why RTA is considering a new increased Runabout fare structure.

I encourage you to contact me to tell us how this Runabout fare increase proposal would impact you. I welcome written testimony mailed to the address above or emails to [info@slorta.org](mailto:info@slorta.org). I would also welcome you to attend one of the public workshops listed below and to talk to us in person:

- Grover Beach Ramona Garden Park community center on October 14<sup>th</sup>
- Atascadero Council Chambers on October 15<sup>th</sup>
- San Luis Obispo Library Community Room on October 16<sup>th</sup>

We will conduct all three of these workshops from 4:30 PM to 6:30 PM. At those meetings, we will review large-print *Fare Tables* that list each and every possible Runabout fare in the county – both the *Current Fare Table* and the proposed *New Fare Table*. Our RTA reservationists (541-2544) can also help you to determine the new fares that we would charge under this proposal for trips that you often take. Finally, the RTA Board of Directors will consider testimony at a Public Hearing on November 5<sup>th</sup> in the SLO County Board of Supervisors Chambers. Our proposal is for the new fares to be effective on February 1, 2015.

I would appreciate your support to share more equitably in the cost to provide Runabout services so that together we can contribute to ensuring its long-term success in our region.

Sincerely,

Geoff Straw  
RTA Executive Director

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

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



# Proposal to Increase Runabout Fares

## FACT SHEET:

1. Demand for Runabout is increasing dramatically & current revenues cannot accommodate it.
2. Runabout service levels have doubled in last seven years.
3. RTA fixed-route carries 760,000 passengers & Runabout carries 44,000. Annual costs equal.
4. Average public subsidy for each fixed-route trip is less than \$4. Runabout cost is \$60 per trip.
5. Both RTA fixed-route and Runabout services will need to be cut if we do nothing.
6. Federal law permits Runabout to charge twice the fixed-route cash fare.
7. Current Runabout fares lower than allowed, and in some cases lower than fixed-route fares.
8. Runabout fares last raised in 2010. This fare increase would be effective February 1, 2015.
9. Proposal is to increase Runabout fares to be twice the fixed-route fare; cap at \$10 per trip.

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

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

**Examples of most frequently used Runabout trips & resulting new fares:**

<b>Rank</b>	<b>Origin</b>	<b>Destination</b>	<b>Current Runabout Fare</b>	<b>Twice Fixed Route Fare</b>	<b>Net Fare Increase</b>	<b>% Increase</b>
1	San Luis Obispo	San Luis Obispo	\$2.25	\$2.50	\$0.25	111.1%
2	Atascadero	Paso Robles	\$3.25	\$4.00	\$0.75	123.1%
3	Paso Robles	Atascadero	\$3.25	\$4.00	\$0.75	123.1%
4	San Luis Obispo	Los Osos	\$3.75	\$5.00	\$1.25	133.3%
5	Paso Robles	Paso Robles	\$2.25	\$3.00	\$0.75	133.3%
6	Los Osos	San Luis Obispo	\$3.75	\$5.00	\$1.25	133.3%
7	Cuesta Area	San Luis Obispo	\$2.75	\$4.00	\$1.25	145.5%
8	San Luis Obispo	Cuesta Area	\$2.75	\$4.00	\$1.25	145.5%
9	Templeton	Paso Robles	\$2.75	\$3.00	\$0.25	109.1%
10	Morro Bay	San Luis Obispo	\$3.25	\$5.00	\$1.75	153.8%
11	San Luis Obispo	Morro Bay	\$3.25	\$5.00	\$1.75	153.8%
12	Paso Robles	Templeton	\$2.75	\$3.00	\$0.25	109.1%
13	San Luis Obispo	Grover Beach	\$3.25	\$6.50	\$3.25	200.0%
14	Atascadero	Atascadero	\$2.25	\$3.00	\$0.75	133.3%

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
SEPTEMBER 10, 2014  
STAFF REPORT**

**AGENDA ITEM:** B-1

**TOPIC:** Facility Technical Advisory Committee

**ACTION:** Establish FTAC

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Approve Action

**SUMMARY:**

This staff report focuses on the need to authorize a new RTA Facility Technical Advisory Committee that will advise staff on future development of a long-term operations and maintenance facility. In particular, the FTAC would provide input on the formal site selection and environmental review for this facility, as well as input on future design development through construction. Finally, the FTAC could provide input on future development of the Coordinated Downtown Transit Center project.

Staff believes it would most helpful if the following jurisdictional departments are represented on the FTAC:

1. SLO City (three members) – Public Works, Community Development, and Public Safety
2. SLO County – (two members) – Land Based (Planning & Building, and Public Works)
3. SLOCOG (one member) – Public Transportation
4. Caltrans District 5 – Planning & Local Assistance

It should be noted that the FTAC would be distinct from the RTA Property Search Subcommittee, which has been comprised of three to four individual Board members representing the north, central and south areas of county. The Property Search Subcommittee's principal purpose was to identify and investigate potential sites that could be developed as a long-term operations and maintenance facility, and to report its findings back to the full Board. This Subcommittee should remain intact and could possibly provide advice on development of the eventual Coordinated Downtown Transit Center.

**Staff Recommendation**

Instruct staff to solicit members from the four jurisdictions identified above to serve on the FTAC.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**SEPTEMBER 10, 2014**  
**STAFF REPORT**

**AGENDA ITEM:** B-2

**TOPIC:** Affirm Role of RTA Property Subcommittee, and Appoint Board Liaison to FTAC

**ACTION:** Establish FTAC

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Approve Action

**SUMMARY:**

The RTA Property Subcommittee was established in 2008 to assist staff in reviewing potential sites that could be developed to meet RTA's long-term operations and maintenance facility needs. The subcommittee was expanded in 2013 to also provide input to RTA and SLOCOG staff on the future Coordinated Downtown Transit Center project.

This staff report focuses on the need to affirm and clarify the role of the RTA Property Subcommittee and to appoint a member to serve as a Board liaison to the Facility Technical Advisory Committee (FTAC). Staff is recommending that the RTA Property Subcommittee continue to meet as needed to review recommendations from staff and the FTAC on final site selection for the operations and maintenance facility, and to make recommendations to the full RTA Board. In addition, the RTA Property Subcommittee will review and provide recommendations to the full RTA Board on issues related to the Coordinated Downtown Transit Center project, including which public agency should lead the various phases of that project. For example, RTA may serve as the lead agency on the planning and environmental review of the Transit Center project, yet another public agency (i.e., SLO County or SLO City) might lead the design and construction phases.

**Staff Recommendation**

Affirm role of RTA Property Subcommittee, and appoint Board liaison to the RTA Facility Technical Advisory Committee.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
REGIONAL TRANSIT ADVISORY COMMITTEE**

**July 17, 2014**

**DRAFT MINUTES**

**C-1**

Members Present:	Michael Seden – Hansen ( <i>Chair</i> ) Eric Greening ( <i>Vice Chair</i> ) Gamaliel Anguiano Dawn Patterson Dominique Bonino Janeen Burlingame Todd Katz Phil Moores	City of Paso Robles Fixed Route Representative SLO Transit Atascadero Transit Cal Poly Morro Bay Transit Fixed Route Alternate Rep. South County Transit (SCT)
Members Absent:	John Diodati Anthony Gutierrez Mark Dariz	County of San Luis Obispo Cuesta College Runabout/DAR Representative
Staff Present:	Geoff Straw Anna Mafort	RTA RTA
Guest:	Eliane Wilson Pete Rodgers	SLOCOG SLOCOG

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

Chairperson **Michael Seden-Hansen** called the meeting to order at 2:05 p.m. Roll call was taken; a quorum was present.

**2. Public Comments:**

None

**A. Information Agenda Items**

**A1. Manager's Report (Receive):**

**Mr. Straw** said RTA continues to have challenges with Runabout service levels and costs. The North County Consolidation took place June 1. We closed on a piece of property at 40 Prado. The next step will be conducting an environmental assessment. We may not build a facility at this location. Having this site helps to secure funding to build a facility. The expected cost to build a long-term facility is about \$8.5M. The Board of Directors has a facilities search committee that will now become a technical review committee.

**Mr. Straw** concluded his report.

The committee discussed options and possible outcomes of the CEQA and FTA environmental assessment efforts.

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

**Ms. Janeen Burlingame** announced today is the 50<sup>th</sup> anniversary of the City of Morro Bay. The celebration begins at 4:30 p.m. The Morro Bay Transit deviated fixed route is going well. Our Saturday trolley service began on Memorial Day Weekend. We are providing free rides to hotel patrons, who give the driver a pass. The Tourism Bureau provided the funding. This is proving to be successful and is expected to continue.

**Mr. Gamaliel Anguiano** announced record ridership at SLO Transit. There are two significant sources for these passengers. One is Cal Poly students. The other is the Youth Ride Free riders. We are excited to participate in the Cal Poly SOAR week.

**Ms. Dawn Patterson** said El Camino Shuttle went away with the North County consolidation. Atascadero only had one call the first day. Another person waived on the RTA because he was waiting for the Shuttle. We were able to send the Dial-A-Ride van to pick up the rider. We have a new Dial-A-Ride bus on order which will arrive in September or October. The consolidation seems to be running smoothly.

**Mr. Eric Greening** agreed the service is running well. He asked how many of the Atascadero drivers transitioned to RTA. **Mr. Phil Moores** said everyone who wanted a job was offered a job. Some did not successfully transition. As far as the workforce and impact of the consolidation, it is going well. **Mr. Greening** noted weekend Route 9 ridership continues to be very strong, with bike racks often maxed out. Sometimes there are standees on the 4:33 Saturday and 5:33 Sunday Northbound departures. He pointed out the interface with South County Transit continues to be a challenge—particularly when travelling to Oceano. What used to take 15 minutes now takes upwards of 90 minutes. **Mr. Moores** said SCT had to eliminate the Oceano Airport off Route 24. This route was having serious on-time performance issues. **Mr. Greening** said the Avila Trolley doesn't always wait for the connections from the other routes and leaves before the scheduled departure time. There is enough room for four buses and the trolley is number 5. Perhaps the trolley can wait in the parking lot.

**Ms. Dominique Bonino** said SOAR is going on at Cal Poly. She discussed the flyer printed by SLO Transit and including RTA information advertising the \$44 bus passes. She asked if we should have considered creating a flyer with the college subsidized price of \$39.

**Mr. Straw** said staff is auctioning off surplus buses on Ebay.

**Mr. Eliane Wilson**, SLOCOG, said the grant for Ride-On Transportation is about 28% spent. It should be completed by May. The grant to fund the SLO Transit/RTA joint short-range transit plan is ready and the project can start sooner than initially planned. I will be participating in the Rural and Intercity National conference at the end of October.

**Michael Seden-Hansen** said consolidation in Paso Robles is going well. This year is the City's 125<sup>th</sup> anniversary. The series of events are ongoing throughout the year. The Mid-State Fair is currently underway.

**A3. Route Nomenclature (Receive): Mr. Anguiano** briefly discussed possible limitations to the route numbering. Currently there are 8-9 SLO Transit routes. With RTA's Route 9 in use, the City system may be forced to jump ahead in the future. He discussed options for renumbering RTA routes to the 10s, for example, 10, 20, 30, 40, etc.) This will help riders know which systems they are riding. I.E., Routes ending in zero are regional. Those numbered in between will be local service. He recommended the two agencies work together to create a consistent and complimenting route ID structure to be possibly rolled out in the summer of 2015.

**Mr. Straw** suggested this could be something RTA does in the next few years. We have never used Route numbers 7 and 8 and these are available for SLO Transit to use immediately.

## **B. Action Items**

**B1. Introduce Potential Runabout fare Program Changes (Recommend): Mr. Straw** said staff has explained to the Board and this committee at previous meetings some of the challenges we are having with Runabout. We haven't addressed the fare. The Americans with Disabilities Act (ADA) allows the complementary paratransit service to charge twice the fixed route general public cash fare. Runabout is underpriced and there are inequities in the current fare structure. The current maximum Runabout fare is \$6.25. The maximum fixed route fare is also \$6.25. Runabout rides could be maxed out as high as \$12.50 under the ADA.

He reviewed various Tables that show fare matrix, origin to destination analysis and the impact of fare increase. One quarter of all rides begin and end in the city of San Luis Obispo. About 80% of all trips are for less than 15 miles. He presented a cost-comparison of Runabout fares with comparable paratransit services.

**Mr. Todd Katz** asked what communities offer Dial a Ride service and how do people know when to access it? **Mr. Straw** said Atascadero is an excellent example of a city that cannot be served well with fixed routes due to the terrain and layout. Morro Bay implemented a deviated fixed route service, which is something RTA may do for Route 15. The local DAR service in those two cities is available for the general public.

**Mr. Greening** noted the goal of the price increase is as much to modify behavior as to fill a fiscal hole. He inquired about the financial impact if RTA adopts option 2. How will it affect the fare box recovery ratio and the subsidy per passenger? **Mr. Straw** answered that with all things being equal, the increase in fare revenue would increase by about \$52,000 or roughly 2%. However, there is price elasticity and the number of rides will likely drop. These riders can ride free on RTA, South County Transit and Paso Express. Staff is working with the Cities of San Luis Obispo and Morro Bay to do the same.

**Mr. Katz** observed Uber is being sued by ADA proponents. Depending upon the outcome, this service could be utilized for ambulatory riders. **Mr. Straw** suggested contracting with a taxi company may be another option. They must be reputable. One of the things we will be discussing at the Mobility Summit is the eligibility criteria for riding ADA paratransit. We want it to be there for people when they need it, but the service is meant to be used when no other options are available.

**Mr. Straw** reviewed the options: 1) Do nothing; 2) Double the Fares; and 3) Implement a fare structure other than double the fare.

**Mr. Greening** offered to support a staff recommendation of doubling all fixed route fares for Runabout service with a maximum trip fee of \$10. **Mr. Straw** offered amending this suggestion to reflect twice the cost of the Regional Day Pass. **Mr. Greening** agreed.

**Mr. Straw** outlined the draft schedule for public meetings and city council agendas. Staff plans to implement the fare increase effective February 1, 2015.

**Mr. Moores** thought Runabout riders will still use the service, but may cluster their activities into one trip. Group rides should also be encouraged.

Staff recommends asking Morro Bay Transit and SLO Transit to formally accept Runabout Eligibility Cards as payment on fixed route services. RTA will remit payment equal to the discounted fare for each of these rides.

**Mr. Greening made a motion to approve pursuing public outreach as indicated on Action Agenda Item B-1 and presenting to the Board a recommendation to increase the fare to be double the fixed route with a maximum trip fee of twice the cost of a Regional Day Pass. Mr. Anguiano seconded; the motion carried on a voice vote with no oppositions or abstentions.**

**B2. North County Transit Consolidation Initial Results & Potential Revisions (Recommend):**

**Mr. Straw** presented the findings of the consolidation. The new Route 9 seems to be running well with the exception of some timing issues along North Atascadero. Paso Express Routes A and B sometimes have trouble making the connections, which delays the Route 9 departure. We are looking at tweaking the times on these schedules to be effective August 17.

The current RTA bus park-out at 4<sup>th</sup> and Pine in Paso Robles is currently in escrow. We need to find a new location. The Paso Express fleet continues to be parked at the Train Depot lot. Staff is in negotiations to expand the lot and bring in the RTA fleet. However the monthly rent for this lease will cost \$1,500, which is an added expense of \$18,000 for the year.

The Paso Express vehicles do not have fully capable fareboxes like the RTA fleet. However, staff finally received all the funding for the Intelligent Transportation System (ITS) project. The Paso Express fleet will be upgraded as part of this project. We hope to go out to bid in the next two months.

**Mr. Greening made a motion to approve staff recommendation. Mr. Moores seconded and the motion carried on a voice vote with no oppositions or abstentions.**

**B3. RTA CMAQ Projects Updates (Recommend):**

**Mr. Straw** reiterated RTA applied for Congestion Mitigation Air Quality (CMAQ) funds to supply two new buses and new express service to help with overcrowding issues on Routes 9 and 10. We were following Federal guidelines at the time we applied in September. On November 12, 2013, FTA released interim guidelines that removed the phrase, "increased frequency." It does say agencies can expand existing service. FTA found the project to be ineligible because of the language in our application.

Staff feels confident our initial proposal could be interpreted to meet federal guidelines. We would particularly like to procure buses with higher capacity than the low-floor vehicles, and to use CMAQ funds to partially fund the first three year of operating expenses.

**Mr. Straw** reviewed and discussed with the committee the six options available, including pros and cons of each one.

**Mr. Pete Rodgers**, SLOCOG, said his office is working hard on option 4, which will swap CMAQ money with FTA 5307 funds. Any programming changes would have to happen quickly to be included in the 2015 FTIP, which occurs in September.

Staff recommends option 4 to swap CMAQ funds with other federally funded projects, and having no impacts to operating funds. It would swap capital funds only. Second choice is option 3.

**Mr. Anguiano** observed that swapping funds would help SLO Transit to a certain extent. We need to replace vehicles. CMAQ money makes this easy to do. We are still evaluating if this will have an impact on operating funds. **Mr. Straw** said SLO Transit's operating funds would be protected.

**Mr. Greening** inquired what would be the downside of option 5. **Mr. Straw** said staff prefers the larger, Over the Road (OTR) coaches because of the added capacity. We would have 57 seats compared with 38 on the low-floor buses. These vehicles will be used when demand is the highest. **Mr. Moores** pointed out the OTR coaches are very plush and comfortable, and could provide Wi-Fi. It could attract new ridership.

**Mr. Moores made a motion to recommend to the Board options 4, 3 and 5. Mr. Greening seconded and the motion carried on a voice vote with no oppositions or abstentions.**

**C. CONSENT AGENDA ITEMS:**

**C-1 RTAC Minutes of 1-15-14 (approve)**

**Mr. Greening made a motion to approve the draft minutes and Ms. Patterson seconded. The motion carried with a voice vote with Mr. Seden-Hansen abstaining.**

**D. ADJOURNMENT:**

The meeting adjourned at 4:05 p.m.

Next RTAC Meeting: **October 16, 2014**

Respectfully Submitted:

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

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
SEPTEMBER 10, 2014  
STAFF REPORT**

**AGENDA ITEM:** C-2

**TOPIC:** Joint Short Range Transit Plan

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Authorize Executive Director to Issue a Request for Proposal (RFP) to Conduct Joint Short Range Transit Plan Study

**BACKGROUND/DISCUSSION:**

In January 2014, staff members from RTA, the City of San Luis Obispo (SLO Transit) and SLOCOG combined efforts to apply for Caltrans-administered FTA Section 5304 planning funds for a Joint RTA-SLO Transit 7-year Short Range Transit Plan. In May 2014, Caltrans notified SLOCOG that a tentative award of \$150,000 was being recommended. Subsequently, Caltrans provided SLOCOG with several suggested changes regarding schedule and the draft scope of work. SLOCOG, RTA and SLO Transit staff members discussed and agreed to the suggested changes in late August 2014. Caltrans subsequently notified SLOCOG that work on this important project could proceed. RTA and SLO Transit will contribute a local match of \$15,000 each in TDA funds and \$10,000 of in-kind contributions, equating to a total project budget of \$190,000. RTA will fund its \$15,000 local match from its contingency fund. Therefore, no budget amendment is needed.

It was agreed by all parties involved that RTA will serve as the lead agency for the project with SLOCOG administering the grant with Caltrans. SLO Transit will review, comment and approve all documents to ensure the City's interests are protected prior to execution of any contract documents and/or publication of any study materials. RTA staff estimates that the procurement process will require approximately two to three months to publish the RFP and recommend a successful consultant team. Staff would then bring a draft agreement back to the RTA Board for consideration at the January 2015 meeting. Once a contract is executed by RTA, it will take approximately 12 to 16 months to complete the study.

**Staff Recommendation**

Staff requests the Board's concurrence to authorize the Executive Director to issue a Request for Proposal to purchase services for a Joint Short Range Transit Plan. No additional funds are being requested.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**SEPTEMBER 10, 2014**

**STAFF REPORT**

**AGENDA ITEM:** C-3

**TOPIC:** Reprogram RTA Prop 1B Funds to SCT Bus Purchase

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Authorize Executive Director to Approve \$22K in Proposition 1B cost savings from RTA property acquisition and redirect to South County Transit vehicle purchase local match requirement

**BACKGROUND/DISCUSSION:**

The Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) program was created by California Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. Of the \$19.925 billion available for transportation capital projects, \$3.6 billion dollars was allocated to PTMISEA for transit operators statewide. Funds may be used for transit capital rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements, or rolling stock (buses and rail cars) procurement, rehabilitation or replacement. Eligible projects must be consistent with the transit agency's most recently adopted short-range transit plan or publicly adopted plan that programs or prioritizes funds for transit capital improvements, including a transportation improvement program or a certified board endorsement.

In FY10-11, the SLOCOG Board approved a 3-year allocation of PTMISEA funds totaling \$6,207,834. Of this amount, \$998K was awarded for the RTA property acquisition. These funds were a combination of both operator and regional discretionary Proposition 1B allocations. An additional \$1M was awarded for the Grover Beach Train Station Expansion project during this programming cycle. In April 2014, the SLOCOG Board approved shifting \$535K of Grover Beach's Proposition 1B funds for RTA's property acquisition located at 40 Prado Road in San Luis Obispo in exchange for Congestion Mitigation and Air Quality (CMAQ) funding. SLOCOG anticipates programming the remaining PTMISEA funds in spring 2015. Approximately \$2,537,128 in PTMISEA funding remains available for regional discretionary programming.

Now that RTA's property purchase is concluded, staff requests that the balance of \$22K in Proposition 1B funds be used as a local match for South County Transit (SCT) to purchase one replacement bus.

**Staff Recommendation**

Staff requests the Board's concurrence to authorize the Executive Director to approve \$22K in Proposition 1B cost savings from the RTA property acquisition project be redirected to SCT for its local match requirement for a replacement bus purchase project.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**MINUTES OF JULY 9, 2014**  
**C-4**

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**BOARD MEMBERS PRESENT:**

SHELLY HIGGINBOTHAM, CITY OF PISMO BEACH (*President*)  
DEBBIE ARNOLD, FIFTH DISTRICT, COUNTY OF SAN LUIS OBISPO (*Vice President*)  
FRANK MECHAM, FIRST DISTRICT, COUNTY OF SAN LUIS OBISPO (*Past President*)  
TONY FERRARA, CITY OF ARROYO GRANDE  
BRUCE GIBSON, SECOND DISTRICT, COUNTY OF SAN LUIS OBISPO  
ADAM HILL, THIRD DISTRICT, COUNTY OF SAN LUIS OBISPO  
JAMIE IRONS, CITY OF MORRO BAY  
ROBERTA FONZI, CITY OF ATASCADERO (*Alternate*)  
DEBBIE PETERSON, CITY OF GROVER BEACH  
CAREN RAY (FOURTH DISTRICT, COUNTY OF SAN LUIS OBISPO)  
JAN MARX, CITY OF SAN LUIS OBISPO  
FRED STRONG, CITY OF PASO ROBLES

**BOARD MEMBERS ABSENT:**

**STAFF PRESENT:**

GEOFF STRAW, EXECUTIVE DIRECTOR  
TANIA ARNOLD, CFO & DIRECTOR OF ADMINISTRATION  
TIM MCNULTY, SAN LUIS OBISPO COUNTY COUNSEL  
ANNA MAFORT-LACY, ADMINISTRATIVE ASSISTANT  
PHIL MOORES, OPERATIONS MANAGER  
TERRY GILLESPIE, OPERATIONS SUPERVISOR, NORTH COUNTY

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**CALL TO ORDER AND ROLL CALL:** President Shelly Higginbotham called the meeting to order at 8:32 a.m. A roll call was taken and a quorum was present.

**Public Comments:** Mr. Eric Greening, Atascadero, briefly commented on the North County Consolidation and route changes. Route 9 is running smoothly. I'm mostly getting positive feedback from the riders. I appreciate the process that led to some of the modifications, such as the afternoon

departure out of Cal Poly. The real test will occur in the fall when both Cuesta and Cal Poly resume session. It seems the timing coming from Templeton to Atascadero is too generous and drivers often have to wait several minutes. Perhaps we can either tighten the schedule so it doesn't have to depart Paso Robles quite so early or service downtown Templeton—a market that has been neglected for some time.

#### **A. INFORMATION AGENDA:**

**A-1 Executive Directors Report:** **Mr. Straw** began his report by announcing the next Employee of the Quarter barbecue lunch will take place on July 18<sup>th</sup>. The North County Consolidation went relatively well. Our intent is to make slight adjustments to Routes A and B so they coordinate better with Route 9. Staff is also looking at Route 9 scheduled running time between Paso Robles and Atascadero.

He introduced new Operations Supervisor, **Ms. Terry Gillespie**. She has served in leadership positions at First Group, including General Manager of Paso Express, since 1992. She brings a wealth of knowledge and began working for RTA on July 1.

RTA began a new Bus Operator training class on June 2 with six candidates. The class has dwindled down to two, who will be in ready for revenue service in mid-July. We expect to have another class starting up in September.

The next Regional Transportation Advisory Committee will be July 17, and the committee will discuss the Runabout fare program and Congestion Mitigation Air Quality (CMAQ) service.

We procured a maintenance tracking software system. Ron Turley and Associates was awarded the contract on June 19. The California Highway Patrol completed its annual Terminal Inspection of RTA, SCT and Paso Express fleet and issued a Satisfactory Rating in all areas of inspection. RTA recently promoted Vernon Griego to Mechanic B. He started as an apprentice in 2011. The maintenance department also hired new technicians Michael O'Marr as a Mechanic B and Brandon Butcher as a Mechanic C.

RTA began an extensive recruitment for a new Marketing and Community Relations Manager. We received 60 applications. We requested sample work from the top eleven candidates in early June.. Staff will interview the final candidates next week and hopes to have the new person on-board in time for the September Board meeting. RTA will complete installation of the new bus stop signs as part of our Route 9 service. This project is grant-funded.

Preliminary financial data for the first ten months of the fiscal year indicates RTA is at 83% of the budget. Overall non-capital expenditures are almost 73% of the budgeted amount. The Farebox Recovery Ratio (FRR) is at 32.5% compared with 28.1% this time last year. Year-to-date fixed route ridership is at 640,411. Last year it was at almost 615,000. This represents an increase of 4.1%. Runabout boardings total 36,236 through April 30, which is an increase of 16.8% over the previous year. As we've discussed, this is not financially sustainable.

Route 15 ridership along the North Coast between Morro Bay and San Simeon has been declining over the past few years. Staff provided an analysis to the North Coast Advisory Council in June. There is not a clear seasonal ridership pattern, whereas other RTA routes have a distinct seasonal trend. The Job Access Reverse Commute (JARC) grant ends next year, which partially funds Route 15 and Runabout service along the North Coast. We will need to change the service or find other sources of funding. Fixed route productivity is at 24.8 passenger boardings per hour through April 30. This exceeds RTA's goal of 21. Runabout productivity was 1.40 for the same time period, down 5.1% from this time last year. Route 10 is the most productive of all fixed routes.

RTA closed escrow on the property at 40 Prado. I would like to thank the property search committee members who have helped this process along—particularly **Ms. Jan Marx** who suggested that RTA partner with CAPSLO to purchase the property. Mr. Straw suggested the committee change to a facility technical advisory committee, including some jurisdiction staff members. We will bring back a proposal to the September meeting.

**Mr. Straw** concluded his Executive Director's report.

**President Higginbotham** opened to Board comment.

**Board Member Jan Marx** said this summer is projected to be very hot in San Luis Obispo. The RTA shelters at the downtown transit center do not provide any shade from the afternoon sun. I wonder if there is something staff can do to provide some shade.

**Board Member President Higginbotham** opened public comment.

**Mr. Greening** suggested staff speak with the Cayucos Advisory Committee about possible changes and impacts to Route 15 adjustments.

**President Higginbotham** closed public comment.

**President Higginbotham** closed Board comment.

**A-2 Proposed Runabout Fare Program Changes:** **Mr. Straw** briefly provided a background about the Americans with Disabilities Act requirements. Any agency that provides fixed route service must also offer complementary ADA Paratransit service. This means the Runabout schedule must follow the service hours of the local fixed route service. Runabout must also serve customers within ¼ mile of the fixed route. ADA permits us to charge up to twice the fixed route general cash fare price.

The current zonal fare program was adopted by the RTA Board in 2008. The fixed route fares were increased in 2010, but no changes were made to Runabout fares. The maximum charge to any Runabout rider under the current fare structure is \$6.25. In some cases, today you are paying more to ride the fixed routes than Runabout. There is an inequity between Runabout and the fixed routes, and Runabout is significantly underpriced. He reviewed the origin and destination analysis.

Of the 39,000 trips last year, 40% were to or from San Luis Obispo, followed by Paso Robles and Atascadero. There are some opportunities to contract with Paso Robles and Atascadero to provide some Dial-A-Ride service. He presented Appendix B, a breakdown of trip pairs by community through March

31, 2014. Table 4 on page A-2-8 shows that 40% of all Runabout trips are less than five miles. These are more cost effective for the agency to provide in comparison to longer trips. Trips above 25 miles tie up a driver and vehicle for a significant amount of time and are more costly. Table 5 on page A-2-9 presents the percentage of trips, current fare, and the proposed cost at twice the fixed route cash fare, and amount increased.

**Mr. Straw** pointed out Runabout ridership has doubled in the last four years. It's not financially feasible to continue with the status quo. Staff recommends increasing the fare structure so that it is twice the comparable fixed route fare. By doing this, Runabout fares would increase from approximately \$114,400 to \$212,600. He presented Appendix C on page A-2-14, which shows the Runabout fares at twice the fixed route rate. A third alternative is to increase Runabout fares to less than twice the fixed route fares.

Staff recommends the Board authorize the Executive Director to seek public input on increasing Runabout fares based upon twice the fixed route cash fare. We will bring back feedback to the Board at the November 5<sup>th</sup> meeting for possible implementation in February 2015.

**Mr. Straw** concluded his report.

**President Higginbotham** observed Runabout riders may have a difficult time getting to a public meeting. How will you educate to them and get their feedback? **Mr. Straw** said they have already been through an eligibility process and staff can mail information directly to them. **President Higginbotham** noted that there are always some citizens who say they did not know or did not receive information. There will be some push back and possibly misunderstanding about this. It would also help to do a mailer and a follow-up piece.

**Board Member Tony Ferrara** suggested presenting a cost comparison of Runabout with comparable service in other areas. Staff could also present a cost comparison of Runabout with services such as hiring a taxi. Presenting alternatives sometimes helps people better understand what those costs might be. **Mr. Straw** said it would be pretty easy to tailor the information based upon the location of each public meeting around the county.

**Board Member Frank Mecham** asked what will be the downside staff will explain to the public if we do not increase Runabout rates. **Mr. Straw** said the current service is not financially sustainable. If we do not increase Runabout fares, we will have to look at other sources of funds or cut fixed route service, most likely the evening or weekend service.

**Board Member Caren Ray** suggested providing heavy Runabout users with a survey or questionnaire as a way to present information and gather feedback.

**Board Member Fred Strong** inquired about the Runabout deficit last year. **Mr. Straw** said the FRR was about 4%. This year we anticipate the Runabout operating costs to match the Fixed Route—almost \$3 million.

**Board Member Irons** said he is in favor of moving forward with this.

**Board Member Marx** asked how Runabout is working with Ride-On. She informed the group that Uber is coming to San Luis Obispo and this may help with some ambulatory riders. **Mr. Straw** said the challenge with Uber is that it is not accessible. It would not meet the needs of most ADA users. We continue to

work with Ride-On and recently submitted a joint grant application to do a study on service coordination and possibly merge our dispatch operations into one location.

**Board Member President Higginbotham** opened public comment.

**Mr. Greening** noted if we are spending as much on 43,000 Runabout trips as 750,000 fixed route trips, the entire span of service may be threatened. We must also be compassionate and not make it too expensive to these riders. He suggested Rideshare and RTA work with social service agencies to get fixed route information to their clients who could use it. This may help reduce the number of Runabout applications they submit.

**Mr. Ron DeCarli**, SLOCOG, said staff concurs with the analysis. It is a significant issue and the costs are not sustainable. If we don't get these costs under control, we may be looking at increasing Runabout and fixed route fees and/or potential service cuts. He agreed with the options raised in the report. The Mobility Summit will focus more in issues such as those Runabout faces. We want to work with all local operators as well as the social services agencies to seek input on ways we can address these problems.

**President Higginbotham** closed public comment.

**Board Member Mecham** asked if some of the Runabout and fixed route riders are the same. **Mr. Straw** confirmed this to be true. **Board Member Mecham** suggested presenting a survey to fixed route riders so they are aware of the public subsidies on both sides.

**President Higginbotham** reiterated the Board provided feedback and requested additional information about costs, what happens if there is no changes to the service, conduct public outreach to riders, determine costs in other jurisdictions, and work with Ride-On, Atascadero, Morro Bay and Paso Robles to see how rides can be shared.

**President Higginbotham** closed Board comment.

## **B. ACTION AGENDA:**

**B-1 RTA FY15 Budget Amendment:** **Mr. Straw** presented the budget amendment to include the late-night service to Cuesta College North Campus, which tends to have more evening classes than the San Luis Obispo campus. The college is bringing \$10,000 to the table. Paso Robles is subsidizing \$30,000. Atascadero will pay \$10,000 for the service. The County of San Luis Obispo and SLOCOG are also kicking in some funds toward this collaborative effort. Staff added a separate line item and is included under "Operating Funding" on the amended North County Budget. The service is fully funded for the academic year.

**Mr. Straw** concluded his report.

**President Higginbotham** opened to Board comment.

**President Higginbotham** opened public comment.

**President Higginbotham** closed public comment.

**President Higginbotham** closed Board comment.

**Board Member Mecham** moved to approve Action Agenda Item B-1. **Board Member Strong** seconded, and the motion unanimously carried on a roll call vote with all members present.

**B-2 “Dunk Your Kicks” Promotion: Mr. Straw** briefly reviewed how this program came about. The Max Cure Foundation supports low income and military families battling pediatric cancer. They approached SLO Transit about running a promotion Monday, September 8 through Friday, September 12. Under this proposal, riders would donate a pair of shoes on the bus in return for a free day pass. RTA would participate in the program on Saturday, September 13 and Sunday, September 14. This reduced period would mitigate our financial exposure, since RTA sells so many \$5 regional day passes. The Max Cure Foundation will provide all advertising and development of the marketing material. We believe we would lose no more than \$400 revenue.

Staff recommends RTA participating in this program for the two dates mentioned. We will report back the results at the November 5 Board meeting.

**Mr. Straw** concluded his report.

**President Higginbotham** opened Board comment.

**Board Member Irons** inquired if this promotion might come back again next year if successful. Mr. Straw affirmed it may.

**President Higginbotham** opened public comment.

**Mr. Greening** asked how the Max Cure Foundation disperses its funds and who receives them?

**Mr. Gamaliel Anguiano**, San Luis Obispo Transit, said the Max Cure Foundation collects shoes from the general public. It then sells them to third world countries. The foundation takes the proceeds of those sales to help families. From what we understand, the money is shared with families with children suffering from pediatric cancer. We will evaluate the program and assess it for possible future participation.

**President Higginbotham** closed public comment.

**President Higginbotham** closed Board comment.

**Board Member Ferrara** moved to approve Action Agenda Item B-2. **Board Member Strong** seconded, and the motion unanimously carried on a voice vote with all members present.

**B-3 Strategic Business Plan:** **Mr. Straw** presented the RTA 2012-2014 Strategic Business Plan that was created in 2010 and adopted in 2011 as a follow-up to the Short Range Transit Plan. The Board used this Plan to further develop the goals and objectives of the SRTP by defining the Vision and Mission statements. The Strategic Business Plan expires at the end of this calendar year. He discussed the proposed modifications to the revised Plan. Changes are high-lighted and line-itemed. The revised document acknowledges the upcoming joint SRTP for RTA and SLO Transit.

On page B-3-7, staff added Standard 6 that addresses overcrowding issues. Overall goals and standards were raised.

**President Higginbotham** opened Board comment.

**Board Member Marx** said she was happy the two agencies will be working together on a joint Short Range Transit Plan. It makes a lot of sense, particularly since they will be next door neighbors.

**Board Member Irons** complimented staff for updating and fine-tuning the Strategic Business Plan.

**President Higginbotham** opened public comment.

**Mr. Greening** supported the Plan's general principles but suggested including some verbiage from the passenger's perspective. The third bullet under Strategic Direction on page B-3-3 talks about the goal to "consolidate and streamline operations..." This seems to imply faster is better. Sometimes more stops along the way provide better service. Scheduling for frequency, travel time and span of service are equally important.

**President Higginbotham** closed public comment.

**Board Member Strong** suggested incorporating the word "headway" into the Plan as a way to address Mr. Greening's concerns. **Mr. Straw** concurred but said **Mr. Greening** brought up an excellent point about span of service.

**President Higginbotham** closed Board comment.

**Board Member Mecham** moved to approve Action Agenda Item B-3. **Board Member Fonzi** seconded, and the motion carried unanimously on a voice vote with all members present.

**C. CONSENT AGENDA:**

- C-1 Draft Executive Committee Meeting Minutes of April 16, 2014 (Information)
- C-2 Lease Agreement for Paso Transit Center Building (Approve)
- C-3 Amended Contract with Executive Director (Approve)
- C-4 Maintenance Equipment Procurement – Bus Wash and Bus Lift (Approve)
- C-5 APCD Grant Agreement Amendment for SCT Bus #208 (Approve)
- C-6 RTA Board Meeting minutes of May 7, 2014 (Approve)
- C-7 Amended Contract with Cuesta College for North County Campus Evening Service (Approve)

**President Higginbotham** opened Board comment.

**President Higginbotham** opened public comment.

**President Higginbotham** closed public comment.

**Board Member Gibson** moved to approve Consent Agenda Items. **Board Member Ferrara** seconded, and the motion unanimously carried on a roll call vote all members present.

**BOARD MEMBER COMMENTS:**

**President Higginbotham** informed the Board and public of a website to learn more about the Max Cure Foundation promotion: [maxcurefoundation.org/dunk.html](http://maxcurefoundation.org/dunk.html). She also announced the September Board meeting has been moved from the 3<sup>rd</sup> to the 10<sup>th</sup>.

**ADJOURNMENT:** **President Higginbotham** adjourned the RTA meeting at **9:57 a.m.**

Respectfully Submitted,

Anna Mafort-Lacy  
RTA, Administrative Assistant