



*****SPECIAL MEETING*****

RTA BOARD AGENDA

**Wednesday, October 3, 2018
BOARD OF SUPERVISORS' CHAMBERS
COUNTY GOVERNMENT CENTER**

1055 Monterey Street, San Luis Obispo, California 93401

**RTA Special Meeting will immediately follow SLOCOG Board Meeting, start time
will be approximately 10:30 a.m.**

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

President: Tom O'Malley

Vice President: Dan Rivoire

Board Members:

John Peschong (First District – SLO County)
Bruce Gibson (Second District – SLO County)
Adam Hill (Third District – SLO County)
Lynn Compton (Fourth District – SLO County)
Debbie Arnold (Fifth District – SLO County)
Tim Brown (Arroyo Grande)

Tom O'Malley (Atascadero)
John Shoals (Grover Beach)
John Headding (Morro Bay)
Fred Strong (Paso Robles)
Ed Waage (Pismo Beach)
Dan Rivoire (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 (including Limited English Proficiency [LEP]) by contacting the RTA offices at 781-4833. Please note that 48 hours advance notice will be necessary to honor a request.

CALL TO ORDER AND ROLL CALL

PUBLIC COMMENT: The Board reserves this portion of the agenda for members of the public to address the San Luis Obispo Regional Transit Authority 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

None

B. ACTION AGENDA

None

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 Executive Committee Meeting Minutes of June 6, 2018 (Information)
- C-2 RTA Board Meeting Minutes of September 5, 2018 (Approve)

D. CLOSED SESSION ITEMS

- D-1 Closed Session Items – CONFERENCE WITH LEGAL COUNSEL: It is the intention of the Board to meet in closed session concerning the following items:

Initiation of litigation pursuant to subdivision (c) of Section 54956.9. One case.

E. BOARD MEMBER COMMENTS

Next regularly-scheduled RTA Board meeting on November 7, 2018



San Luis Obispo Regional Transit Authority
Executive Committee Meeting
Draft Minutes 6/6/2018
C-1

Members Present: Tom O'Malley, President
Dan Rivoire, Vice President

Members Absent: Lynn Compton, Past President

Staff Present: Geoff Straw, Executive Director
Tania Arnold, Deputy Director and CFO
Shelby Walker, Administrative Assistant
Tim McNulty, County Counsel

Also Present: Eric Greening
Steve Martin, Mayor of Paso Robles

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

President Tom O'Malley called the meeting to order at 12:08 p.m. A silent roll call was taken and a quorum was present.

2. **Public Comments:**

Mr. Eric Greening, thanked RTA staff for all the work that was done to get the bathroom available for the bus operators. He understands that it is not open to them yet but knows it will be good for them when they do have access. **Mr. Geoff Straw** stated that staff is working with the County to finish up the details and will hopefully have it available in two weeks. He mentioned that staff also solved the bathroom issue in Santa Maria.

3. **Information Items:**

A-1 Executive Director's Report

Mr. Straw stated the new Paso Robles Bus Parking Yard project is officially completed, and all North County transit operations have been transitioned to the new facility. Staff wishes to thank the public officials who attended the opening celebration on April 27th.

We have two new bus operators who have completed the comprehensive six-week training program on May 25th, and they are currently completing the cadetting program. The next bus operator training class begins on July 9th. We are currently running radio ads, and we have posted notices on the bus LCD screens and our website seeking the next slate of trainees.

Staff advertised the RTA Bus Garage Design and Engineering procurement documents on May 7th. Six firms participated in the non-mandatory pre-bid meeting on May 23rd, and statements of qualifications are due on June 20th. This design/engineering project is being funded with FTA Section 5307 funds, with local match provided by the new SB-1 funds. If bids are higher than

anticipated and staff will seek direction from the Board to see what our next steps should be. **Vice President Dan Rivoire** asked what are the options. **Mr. Straw** stated we may have to lease property or finance a higher amount of the project.

The RTA has selected the Wallace Group to complete the final design/engineering for the Improvements to RTA Transit Center project. Based on preliminary schedules, construction should be bid in late summer and final construction completed by the end of the calendar year.

Mr. Straw noted that he and **Mr. Pete Rodgers**, SLOCOG, met with FTA Region 9 officials on May 16th to discuss possible repurposing of \$4 million in FTA Section 5339(b) funds to the planned new Bus Maintenance Facility. RTA staff will work with SLOCOG staff to present a white paper seeking to justify this change in direction to the RTA and SLOCOG Boards in the coming months.

Staff initially sought to partner with two other transit agencies and Caltrans to submit a joint application for a new discretionary BUILD grant program. The BUILD program essentially replaces the former TIGER program, and \$1.5 billion is available for roadway, rail and transit projects. Caltrans subsequently decided to submit road-related proposals, so RTA staff is now evaluating the possibility of submitting a separate grant proposal for the Bus Maintenance Facility. If our grant proposal appears to be a strong contender, we will seek authority at the next Board meeting so that we can submit the proposal in time for the July 18th deadline.

After the May 2, 2018 Board Meeting, staff realized an error in the salary scheduled included as an information item as part of the FY18-19 budget. Staff has revised the schedule and is including it in this agenda. Of note, the budget included the correct information so no budget revision is required for this correction.

Staff continues to engage CARB and SLOAPCD officials in discussions on the proposed draft Innovative Clean Transit regulation. We are also exploring the possibility of submitting a grant application in conjunction with the SLOAPCD to partially pay for two SoCo Transit battery electric buses and a recharging system.

Detailed financial and operating results through April 2018 were reviewed. More specifically, Route 9 ridership is slightly higher this fiscal year in comparison to the same period last year, while ridership on Routes 10, 12 and especially Route 14 have declined. Runabout ridership is approximately 6% lower than last year. There is a possibility of becoming a CenCal operator, we will be trying to get the highest reimbursement rate and will go to the Board for more direction. **President O'Malley** asked what the legal consequences in denying a ride are. **Mr. Straw** stated that the rides are set up through the broker and then sent to us.

Mr. Straw concluded his report.

President O'Malley asked if it could be spilt and only use half of the property that is proposed for the Bus Maintenance Facility. **Mr. Tim McNulty** stated that no, due to some of the property constraints.

Mr. Greening asked if there is a delay or if we have to pull out if we impact CAPSLO. **Mr. McNulty** stated that we already divided the property so we are not tied to CAPSLO.

4. Action Items

B-1 Amended and Restated RTA Joint Powers Agreement

Mr. Straw stated that four actions need to take place. First, Adoption of the attached amended and restated RTA JPA by the RTA Board of Directors. Then adoption of the amended/restated RTA

JPA by all eight jurisdictions identified in the new JPA. Abolishment of the existing South County Area Transit JPA by the SoCo Transit Board of Directors. Lastly, abolishment of the South County Area Transit JPA by all four jurisdictions identified in that JPA.

In addition, upon full execution of the amended and restated RTA JPA, staff will need to file the necessary paperwork with the California Secretary of State. Staff will also ask the SoCo Transit Board of Directors at its July 20th meeting to consider abolishing its JPA and direct staff to ask each jurisdiction to agree to abolish the South County Area Transit JPA. Finally, staff will bring a budget amendment to the RTA Board that includes the consolidated South County services in November 2018.

At the January 18th SoCo Transit Board meeting, staff reported that consolidation into the RTA would result in an annual net savings to the SoCo Transit jurisdictions of approximately \$6,000, as well as avoiding an estimated annual \$70,000 TDA penalty. The SoCo Transit Board unanimously approved staff's recommendation to pursue consolidation into the RTA. However, staff subsequently learned in February 2018 from SLOCOG staff members that consolidation would increase SoCo Transit's share of the annual regional portion of the STA allocation by approximately \$6,000. Together, these three elements result in an estimated annual net benefit of roughly \$82,000 to the South County jurisdictions.

In previous public presentations, staff highlighted ten challenges and opportunities under consolidation. These challenges and opportunities have been further refined based on conversations with City and County staff. He went over the steps that staff have implemented in order to refine the potential impacts of consolidation. He also stated that staff has attached two versions of the RTA joint powers agreement so that readers can plainly see the existing JPA language and the proposed new language.

Mr. Straw stated the staff recommendations and concluded his report.

Mr. Greening asked about the funding listed on B-1-26. **Mr. Straw** stated SoCo Transit would be separated out on the budget.

Vice President Rivoire moved approval of action item B-1 and seconded by **President O'Malley**. The motion carried on a voice vote.

B-2 RTA Employee Handbook, and Non-DOT Drug and Alcohol Policy and Testing Provisions Policy

Ms. Arnold stated that the previous RTA Employee Handbook was published in 1994, although written policies and procedures have been issued in the intervening years. RTA worked with our cohorts at other transit agencies and at RTA jurisdictions to update our documents into a consolidated new draft Employee Handbook. Staff has provided the draft to each of the City Managers along with County Human Resources. Staff made the draft version available online as part of the May 2, 2018 RTA Board presentation.

Staff continued to request feedback and has incorporated appropriate feedback into the handbook being presented today. In addition, staff developed a Non-DOT Drug and Alcohol Policy and Testing Provisions Policy. **Vice President Rivoire** asked if it was part of an article of the employee handbook. **Ms. Arnold** stated it is a separate policy from the handbook.

She went over some of the recommended changes that were turned in to the staff and summarized what the changes were made.

Mr. Straw stated that we received great feedback from the cities.

Mr. Greening asked about an article and if someone is on duty only or out in public. **Mr. Straw** stated that it is when they are in uniform and on-duty. **Mr. Greening** asked if staff knows what their responsibility.

President O'Malley moved approval of action item B-2 and seconded by **Vice President Rivoire**. The motion carried on a voice vote.

5. **Consent Agenda Items**

C-1 Executive Committee Meeting Minutes of February 14, 2018

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

6. **Agenda Review:**

Mr. Straw reviewed RTA Board Agenda items for the July 11, 2018 meeting.

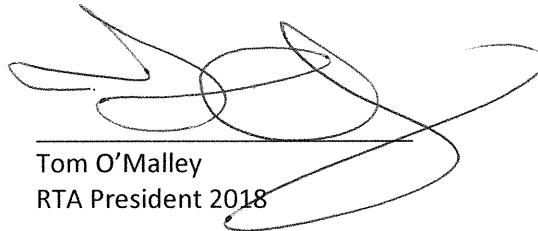
7. **Adjournment:** **President O'Malley** adjourned RTA Executive Committee meeting at 12:48 p.m.

Respectfully Submitted,



Shelby Walker
Administrative Assistant

Acknowledged by,



Tom O'Malley
RTA President 2018

DRAFT
SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
MINUTES OF SEPTEMBER 5, 2018
C-2

BOARD MEMBERS PRESENT:

DEBBIE ARNOLD, FIFTH DISTRICT, COUNTY OF SAN LUIS OBISPO
TIM BROWN, CITY OF ARROYO GRANDE
LYNN COMPTON, FOURTH DISTRICT, COUNTY OF SAN LUIS OBISPO (Past President)
ROBERT DAVIS, CITY OF MORRO BAY
BRUCE GIBSON, SECOND DISTRICT, COUNTY OF SAN LUIS OBISPO
ADAM HILL, THIRD DISTRICT, COUNTY OF SAN LUIS OBISPO
TOM O'MALLEY, CITY OF ATASCADERO (President)
JOHN PESCHONG, FIRST DISTRICT, COUNTY OF SAN LUIS OBISPO
DAN RIVOIRE, CITY OF SAN LUIS OBISPO (Vice President)
FRED STRONG, CITY OF PASO ROBLES
ED WAAGE, CITY OF PISMO BEACH

BOARD MEMBERS ABSENT:

JOHN SHOALS, CITY OF GROVER BEACH

STAFF PRESENT:

GEOFF STRAW, EXECUTIVE DIRECTOR
TANIA ARNOLD, DEPUTY DIRECTOR & CFO
TIM MCNULTY, SAN LUIS OBISPO COUNTY COUNSEL
MARY GARDNER, MARKETING & COMMUNITY RELATIONS MANAGER
LESLIE SANCHEZ, HUMAN RESOURCES OFFICER
OMAR MCPHERSON, GRANTS MANAGER
DAVID ROESSLER, MANAGER OF MAINTENANCE & FACILITIES
MICHAEL MOORE, MAINTENANCE TECHNICIAN

CALL TO ORDER AND ROLL CALL: President Tom O'Malley called the RTA meeting to order at 8:30 a.m.
A roll call was taken and a quorum was present.

Public Comments:

Mr. Eric Greening, Atascadero, hopes that all the jurisdictions join the SLOCOG Board in going on record in opposition to Proposition 6 so our transportation system including the roads the transit system operates on are responsibly cared for.

Mr. Ron DeCarli, SLOCOG Executive Director, this will be the last public meeting he attends as Director of SLOCOG and wanted to express his appreciation and extend his thoughts on RTA. It is a very effective transit system with one of the best Transit Managers that he has ever met with some really good staff.

With that said, the system really addresses transit needs of the region and he wanted to express his appreciation for that.

CLOSED SESSION ITEMS CONFERENCE WITH LEGAL COUNSEL: It is the intention of the Board to meet in closed session concerning the following items:

Initiation of litigation pursuant to subdivision (c) of Section 54956.9. One case.

Mr. Tim McNulty that the Board will be going into Closed Session to discuss the potential initiation of litigation.

President O'Malley opened and closed public comment.

The RTA Board went into Closed Session at 8:36 a.m. and returned to Open Session at 9:27 a.m.

Mr. McNulty stated that the Board met in closed session to discuss the potential initiation of litigation and no action taken in the closed session that requires a report out.

A. INFORMATION AGENDA:

A-1 Executive Director's Report: **Mr. Geoff Straw** noted that Shelby Walker is no longer with the agency. We knew we couldn't keep her forever, she was a rising star. He thanked staff for filling in.

Mr. Straw asked **Mr. David Roessler** to come up and introduce the Employee of the Quarter for July 2018. **Mr. Roessler** thanked the Board for their time and reviewed the RTA Mission Statement and Values. He then stated some of the comments **Mr. Michael Moore** receive from his peers in his nomination for employee of the quarter. They include always being willing to share his knowledge with others, he is the main technician for the very sensitive fare collection system, and he never complains even in the hardest of times. He also encourages teamwork. **Mr. Straw** also thanked **Mr. Moore** and also thanked Bus Operators Cliff Bidleman and Mark Whittaker for their Outstanding Achievement awards.

The annual terminal inspection for CHP was conducted in July 2018. We had no significant findings, and there hasn't been since the services came in house in 2009. **Mr. Straw** noted this is something that staff prides itself on and reminded the Board of the issues related to poor vehicle maintenance before the services were brought in-house in 2009. Staff celebrated the 9th year of in-house operations on August 3rd and distributed safety awards to Bus Operators in front of their passengers.

Mr. Straw welcomed new Bus Operator Francine and reminded the Board about the difficulty with recruitment over the last year or so. He also welcomed Domingo who will joining the evening maintenance team with Mr. Moore.

The kick off meeting for design and engineering with Stantec Architecture for the RTA bus garage is this afternoon after an intense selection process. It will be about a fifty-six week design and engineering process, and it is fully funded with FTA Section 5307 and SB1 funds that the RTA has. Those SB1 funds are not in jeopardy if SB1 is repealed. With regard to the downtown transit center project, potholing is being done today to ensure the location of possible underground fiber optic lines. The 30% design information has been reviewed and comments have been submitted with the hope to get final design completed in November and to go out to bid for construction right after that. This project is also fully funded.

Mr. Straw went on to review services that the RTA is rolling out to benefit our riders. They include Token Transit which is a method of purchasing your fixed route fare media with a smart phone, as well as Wi-Fi on four of our express trip vehicles.

Mr. Straw reminded the Board that as of January 1, 2019 the RTA will no longer be contracting with CalPERS for health insurance coverage after successfully negotiating two lower cost options through CSAC-EIA. Staff also worked with Teamsters Local 986 to amend the Collective Bargaining Agreement to reflect the plan changes.

Grant applications have been submitted for the construction of the bus garage facility, one for Better Utilizing Infrastructure and Leveraging Development (BUILD) funds and one for FTA Section 5339(b) funds. Any funds awarded would minimize the financial impact of construction on the local jurisdictions.

Mr. Straw reviewed the yearend financial information with the Board, including ridership trends by route and service type, and the subsidy per passenger trip. He highlighted the Runabout subsidy per passenger trip; when trips were provided on RTA and other fixed route services brings the subsidy per passenger trip for FY17-18 down to \$51.16, which is much more in line with nationwide averages. Financial results are under budget for FY17-18.

Mr. Straw concluded his report. **President O'Malley** opened Board and public comment.

Board Member Debbie Arnold noted she had previously been shocked about the Runabout subsidy per passenger trip and asked for clarification regarding the subsidy per passenger trip is each way. **Mr. Straw** confirmed that it is each way, which is why we are encouraging use of fixed route, even if it is just on one leg of their journey. It is difficult to group trips due to the disperse nature of our service area.

President O'Malley appreciates the emphasis by management staff on public safety and employee recognition. As well as the focus on technological improvements.

B. ACTION AGENDA:

B-1 Drug and Alcohol Testing Program Update: **Mr. Geoff Straw** stated that as an operator of commercial vehicles that are funded with public dollars we are subject to the United States Department of Transportation requirements on drug testing and alcohol prevention. We want to ensure a drug and alcohol free work place. There are more stringent requirements on the US DOT portion but there are also other testing standards for those who do not control a vehicle, which is the reason for the two separate policies.

In terms of history, our current DOT policy was originally adopted in 2009 and the Non-DOT was included in the employee manual, but it has been pulled out to make it easier for future revisions. It is part of our focus on safety. Anything that is underlined in the DOT policy is more stringent than the requirement of DOT.

Mr. Straw concluded his report.

President O'Malley opened Board and public comment and encourage any questions anyone may have.

President O'Malley closed public comment having no speaker requests. **President O'Malley** closed Board comment.

Board Member Fred Strong moved to approve the Agenda Item B-1. **Board Member Gibson** seconded, and the motion carried unanimously on a roll call vote with Board Member Shoals absent.

B-2 Memorandum of Understanding with Special District Risk Management Authority to Participate in the CSAC Small Group Health Benefits Program: **Ms. Tania Arnold** reviewed with the action taken at the August 1st RTA Board meeting when the resolution Electing to No Longer be Subject to the Public Employees Medical and Hospital Care Act was approved. Staff has been working closely with the California State Association of Counties Excess Insurance Authority (CSAC EIA) to provide coverage for health, dental, vision, life and disability insurance. We are currently a member for workers compensation insurance. It is a large pool made up of public agencies, including the County of San Luis Obispo. In order to minimize the impact of the transition on current CalPERS retirees, the current monthly health contribution of \$256 will continue. That contribution will not be extended to any current employees when they retire from the agency.

Ms. Arnold continued her report by noting that in order to join as an agency with less than 200 employees, the agency needs a Memorandum of Understanding with Special District Risk Management Authority, which is a collection of small agencies, who then participate in the CSAC EIA programs for health, dental, vision, life and disability insurance.

Ms. Arnold concluded her report. **President O'Malley** opened Board and public comment. **President O'Malley** closed Board and public comment.

Board Member John Peschong moved to approve the Agenda Item B-2. **Board Member Ed Waage** seconded, and the motion carried unanimously on a roll call vote with Board Member Shoals absent.

C. CONSENT AGENDA:

- C-1 RTA Board Meeting Minutes of July 11, 2018 (Approve)
- C-2 RTA Board Meeting Minutes of August 1, 2018 (Approve)
- C-3 Token Transit Software and Subscription Services Agreement (Approve)
- C-4 Amendment to CBA for Health Coverage (Approve)
- C-5 Authorize Procurement of Joint SoCo Transit & DARs SRTP Services (Approve)
- C-6 Declare three 2003 Gillig Buses Surplus (Approve)

President O'Malley opened Board and public comment. **President O'Malley** closed Board and public comment.

Board Member Tim Brown moved to approve the Consent Agenda. **Vice President Dan Rivoire** seconded, and the motion carried unanimously on a roll call vote with Board Member Shoals absent.

D. BOARD MEMBER COMMENTS: None

ADJOURNMENT: **President O'Malley** adjourned RTA meeting at 9:53 a.m.

Respectfully Submitted, Tania Arnold RTA Deputy Director/Chief Financial Officer