



**\*\*\*SPECIAL MEETING\*\*\***

**RTA BOARD AGENDA**

**Wednesday, August 3, 2016  
BOARD OF SUPERVISORS' CHAMBERS  
COUNTY GOVERNMENT CENTER**

**1055 Monterey Street, San Luis Obispo, California 93401**

**RTA immediately follows the San Luis Obispo Council of Governments (SLOCOG)  
Board Meeting (SLOCOG starts at 8:30 am)**

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

**President: Jan Howell Marx**

**Vice President: Lynn Compton**

Board Members:

Frank Mecham (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)  
Jim Guthrie (Arroyo Grande)

Tom O'Malley (Atascadero)  
John Shoals (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 (including Limited English Proficiency [LEP]) by contacting the RTA offices at 781-4472. Please note that 48 hours advance notice will be necessary to honor a request.

**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**

None

**B. ACTION AGENDA**

B-1 Proposal to Share Operating Costs of New Supervision Structure in Five Cities Area (Adopt)

- 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 RTA Board Meeting Minutes of July 13, 2016 (Approve)

- D. CLOSED SESSION:** None

**E. BOARD MEMBER COMMENTS**

Next regularly-scheduled RTA Board meeting on September 7, 2016

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**August 3, 2016**  
**STAFF REPORT**

**AGENDA ITEM:** B-1

**TOPIC:** Proposal to Share Operating Costs of New Supervision Structure in Five Cities Area

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

**STAFF RECOMMENDATION:** RTA Absorb the \$8,240 Annual Cost Needed to Cooperatively Improve Supervision in the South County Area for Both RTA and SCT

**BACKGROUND/DISCUSSION:**

At its July 30, 2016 meeting, the South County Transit Board of Directors authorized a reorganization of its supervision structure with the caveat that RTA partially pay for the additional operating cost for this improved support in the Five Cities area. Under this new supervision structure, the former full-time SCT Site Supervisor and part-time SCT Operations Supervisor will be replaced with two full-time SCT Operations Supervisors. The two new SCT Operations Supervisors would also have the benefit of assisting RTA with its RTA Route 10 and Runabout operations in the Five Cities area, and would streamline often doubled-up responses to issues that impact both transit agencies. This is especially important due to degraded response times from San Luis Obispo-based RTA Operations Supervisors caused by increased traffic congestion in the Shell Beach Straits area during peak travel periods.

It should be noted that the Paso Express fixed-route and Paso Robles Dial-A-Ride services were consolidated into North County RTA operations in June 2014. As part of the consolidation effort, two RTA Operations Supervisors were appointed to support the combined North County transit services. The SCT Board authorized essentially the same supervision structure, since it provides good customer service, strong Bus Operator support, and immediate accountability back to the RTA Lead Supervisor housed in RTA's main operating facility in San Luis Obispo.

The new SCT support structure will maximize supervisor coverage for SCT and RTA in the Five Cities area – especially critical during early morning start-up to ensure Bus Operators report on-time and are safe/ready for service. Under this scenario, one SCT Operations Supervisor will be scheduled Sunday-Thursday, and the other Tuesday-Saturday. Most importantly, this new structure will permit RTA to park-out buses at the SCT bus yard in Arroyo Grande, which will reduce RTA's operating costs associated with deadheading between San Luis Obispo and RTA services operating in South County

(notably RTA Route 10 and Runabout). Specifically, deadhead cost savings will include reduced Bus Operator wage and benefit costs, fuel costs, and vehicle maintenance costs.

SCT's budgeted FY16-17 fully-allocated operating cost, as well as the operating cost under the new supervision structure, is presented in the table below. As shown, the new supervision structure will require an additional \$8,240 per year.

Option	Annual Payroll	Supervisors-Only Payroll	% Total Payroll
Two full-time SCT Operations Supervisors	\$586,310	\$117,670	20.1%
One full-time SCT Supervisor & one part-time (30 hrs/wk) SCT Operations Supervisor	\$578,070	\$109,430	18.9%

While it is difficult to predict what percentage of time the SCT Operations Supervisors will spend on incidents involving RTA services in the Five Cities area, staff recommends that RTA initially provide the \$8,240 difference between the status quo and the recommended new scenario. Staff will monitor the proportion of time that SCT Operations Supervisors devote to responding to RTA issues and present that information to the SCT and RTA Boards during FY17-18 budget development to determine if the proportional cost should be adjusted. In addition, staff will develop RTA Bus Operator shifts that include start/finish times in Arroyo Grande to save operating costs, which will be incorporated into the two agencies' FY17-18 budget proposals.

It should be noted that staff is currently recruiting for a replacement RTA Operations Supervisor, who will likely be appointed in early-September 2016. The cost-savings of not having an employee in this currently-open position will more than cover the \$8,240 needed for this partnership opportunity for the current fiscal year. Staff fully anticipates that the cost savings associated with parking-out RTA buses in Arroyo Grande will cover future costs for this coordinated supervision program.

The two new SCT Operations Supervisors would be SCT employees and would be subject to SCT's established wage and benefit program. At the end of the current fiscal year the \$8,240 will be transferred from RTA to SCT accounts using our established accounting procedures. At the end of each future fiscal year, staff would transfer RTA's share of these two employees' fully-allocated wage/benefit expenses to RTA.

**Staff Recommendation**

Staff recommends that RTA absorb the \$8,240 annual cost needed to cooperatively improve supervision in the South County area for both RTA and SCT.

**DRAFT**  
**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**MINUTES OF JULY 13, 2016**  
**C-1**

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**BOARD MEMBERS PRESENT:**

JAN MARX, CITY OF SAN LUIS OBISPO (*President*)  
DEBBIE ARNOLD, FIFTH DISTRICT, COUNTY OF SAN LUIS OBISPO (*Past President*)  
SHELLY HIGGINBOTHAM, CITY OF PISMO BEACH  
BRUCE GIBSON, SECOND DISTRICT, COUNTY OF SAN LUIS OBISPO  
JAMIE IRONS, CITY OF MORRO BAY  
TOM O'MALLEY, CITY OF ATASCADERO  
JIM GUTHRIE, CITY OF ARROYO GRANDE  
JOHN SHOALS, CITY OF GROVER BEACH (arrived 8:39 a.m.)  
FRED STRONG, CITY OF PASO ROBLES  
FRANK MECHAM, FIRST DISTRICT, COUNTY OF SAN LUIS OBISPO

**BOARD MEMBERS ABSENT:**

LYNN COMPTON, FOURTH DISTRICT, COUNTY OF SAN LUIS OBISPO (*Vice President*)  
ADAM HILL, THIRD DISTRICT, COUNTY OF SAN LUIS OBISPO

**STAFF PRESENT:**

GEOFF STRAW, EXECUTIVE DIRECTOR  
TANIA ARNOLD, CFO & DIRECTOR OF ADMINISTRATION  
TIM MCNULTY, SAN LUIS OBISPO COUNTY COUNSEL  
MARY GARDNER, MARKETING & COMMUNITY RELATIONS MANAGER  
PHIL MOORES, OPERATIONS MANAGER

**CALL TO ORDER AND ROLL CALL:** **President Jan Marx** called the meeting to order at 8:30 a.m. A roll call was taken and a quorum was present.

**Public Comments:** **Mr. Gary Kirkland**, Atascadero, stated that he would be discussing the issues he has about the self-help measure in the SLOCOG Board meeting but for now wanted to discuss civility. He stated that one of the Board members said that he did not understand the argument against the self-help measure during the Board of Supervisors meeting. The implications he made were uncivil towards the people who were presenting arguments against the measure. People presenting the arguments were attacked. **President Marx** reminded **Mr. Kirkland** that this a RTA Board meeting.

**Mr. Eric Greening**, Atascadero, stated that with the Mid-State Fair coming up soon he understands there will be diversions for the Route 9. He noted that operators should let riders who are getting off for the Fair know when the last bus is leaving from Paso Robles back to San Luis Obispo. He also mentioned that

with the construction on El Camino Real there will be delays. He is concerned that people will miss their connections and would like more clarity on a solution for that issue.

**President Marx** closed Public Comment

**A. INFORMATION AGENDA:**

**A-1** Executive Director's Report: **Mr. Straw** stated that in regards to the Route 9 construction delays we can post on the LCD screens on the buses to make riders more aware of the issue. He also mentioned that the RTA Route 9 does not go directly to the Mid-State Fair but the Paso Express Routes A & B do go there. He will ask operators to mention the last rides of the evening. He discussed the upcoming Employee of the Quarter barbecue that will be held on July 15, 2016 12:30 p.m.-2:30 p.m. at the SCT bus yard. He mentioned that RTAC met on July 7th to primarily review the Short Range Transit Plan, which they support. We recently concluded a training class of five Bus Operators and they will be out for revenue service soon.

He stated that RTA is continuing to work on the environmental planning services for the long-term operations, administration, and maintenance facility on Elks Lane. Staff has been working closely with the City of San Luis Obispo officials and area consultants to refine the assumptions relating to the flood plain issues. Staff will bring an updated schedule of study activities back to the September meeting.

**Mr. Straw** stated that following a warranty-related fleet defect, RTA implemented six new low-floor minivans and one cutaway van in early June for Runabout service. We are transferring retired Runabout vans to area transportation providers as well as using our auction services contractor. Staff is still monitoring the effectiveness of the four MCI over-the-road coaches that have been in service since March. We will bring our findings to the September Board meeting to discuss whether or not we should pursue FTA funds to purchase two new over-the-road coaches.

We have received the first ticket vending machine and began the backend work with the software. It will be placed at the Government Center and it will issue RTA and SLO Transit passes. We are hoping it will be in service in the fall. This will take some pressure off the County and Cities, which have been selling passes for us.

At its May 5th meeting, the South County Board of Directors elected to implement service and fare changes that will begin on July 30th. The base fare went from a \$1.25 to \$1.50. This will also increase the Runabout fares, and letters will be sent to Runabout riders in the Five Cities area to let them know of the increase.

**Mr. Straw** mentioned that he was interviewed in a recent edition of California Transit magazine, and a copy of the article is attached in the Board agenda. It was nice to look back at when he started as a bus driver 30 years ago.

**Mr. Straw** congratulated **Ms. Tania Arnold** for 10 years with RTA. He thanked her for all her service with the agency and looks forward to many more years to come.

As for financials, RTA completed its on-site FTA Triennial Review on May 25-26. Out of a possible 300+ evaluation areas, we were found deficient in two minor areas. Mr. Straw thanked Ms. Arnold and Mr. Omar McPherson for all their hard work they do to make sure the agency is in compliance. We have expended 72% of our non-capital budget through May 31st, which represents 91.7% of the fiscal year. We are below budget on Labor-Operations and Labor-Maintenance, which are our two largest budget line-items. There is also significant savings in fuel. We believe low fuel prices has brought ridership is down, but the average fare per rider is higher mainly due to riders buying 31-day passes but not using the pass every day. The maintenance costs are higher due to the factory warranty coverage which has expired on our fleet of model year 2013 buses. Overall, expenses are being appropriately managed and are within normal budgetary constraints.

The farebox recovery ratio for fixed route services is currently at 25.5%. The farebox recovery ratio for the Runabout is currently 4.2%. Ridership is down 7.1% in comparison to last year, once again this is partly due to low fuel costs and more riders driving personal vehicles. Runabout ridership is up only about 2.9%, which is a welcomed relief from previous annual increases.

**Mr. Straw** concluded his report.

**President Marx** opened to Board comment.

**Board Member Shelly Higginbotham** asked if there is a way to extend the warranties on the 2013 bus fleet. **Mr. Straw** stated that RTA had purchased extended warranties on major components, but it is the bus body for which you cannot get the extended warranty. **Board Member Higginbotham** also thanked **Mr. Straw** for coming to the meeting to the South County jurisdictions and explaining the new services and fare changes. **Mr. Straw** stated that the new services will begin on July 30th.

**President Marx** opened public comment.

**President Marx** closed public comment.

## **B. ACTION AGENDA:**

**B-1** RTA Short Range Transit Plan: **Mr. Straw** explained what the Short Range Transit Plan (SRTP) is and introduced **Mr. Gordon Shaw** of LSC Transportation Consultants Inc., who would be presenting the plan. **Mr. Shaw** explained that one of the purposes of the SRTP was to review the existing conditions and trends that impact services. Another purpose was to provide opportunities for public input, and we received over a 1000 onboard surveys back that highlighted areas that we rate highly and areas we need to improve. In the plan there are areas of coordination between RTA and SLO Transit for services. The plan is an aspirational document for the next five years. The services listed in the plan serve as the basis for state and federal funding.

**Mr. Shaw** continued by highlighting the existing fixed route services that RTA provides. Currently, there are 15 buses in operation at peak times and RTA operates 31,607 vehicle-hours. RTA carries 709,000 passenger-trips per year and the overall productivity of 24 passenger-trips per vehicle-hour is strong.

He then continued discussing the results of the onboard fixed route survey. The results showed that 75% of passengers were traveling roundtrip. 62% walked to the bus, 12% bicycled, and 20% drove or rode in a car, highlighting the need for park & ride and bicycle amenity improvements. It also showed that 65% of passengers did not have a vehicle available for the trip. In summary, the onboard survey results showed that passengers would like expanded hours or days of service, improved frequencies and on time performance, and bus amenities such as Wi-Fi. He stated that we also conducted a fixed route peer survey comparing ourselves with seven California systems of similar size and discussed the information received. **Mr. Shaw** went over the existing Runabout services and explained that it serves as the single regional paratransit provider for the entirety of the County. Of the trips that are provided, 35% are trips wholly within San Luis Obispo, 31% are along the North 101 corridor, 30% along South 101 corridor, and 10% percent along North Coast corridor. He discussed the results of the Runabout onboard survey, and one key finding was that 44% of riders would not have made a trip without the service, improving quality of life. The Runabout peer survey showed that overall we are good, but that our Operating Cost per Vehicle-Hour is relatively high.

**Mr. Shaw** stated that after months of analysis of the information, they were able to draw some key conclusions that helped develop the plan. The plans call for mid-day express service on Routes 9 and 10. **Mr. Shaw** suggested we take one of the peak hour buses and use it for more express services. There is a potential increase in ridership of 26,100 riders per year. Another element is to expand evening services for Routes 9,10, and 12. This was requested a lot in meetings and public forums. With this element of the plan there could be an increase of 14,000 riders per year. Other elements for the fixed route portion of the plan are to modify Route 10 services as demand warrants, and to modify Route 12 schedules to eliminate long layovers in Morro Bay. With the modifications to Route 12 there would be an increase in ridership by 1,200 riders per year.

**Mr. Shaw** went into the Runabout strategies that are identified in the plan. These strategies are to improve the Runabout eligibility and certification process, modify Runabout scheduling procedures to lower costs and improve productivity, identify opportunities to coordinate Runabout and fixed route services, and provide expanded regional travel training. There is a high potential of expanding Runabout demand throughout the years due to the increase in age of the local population.

**Mr. Shaw** highlighted some of the other elements of the plan, which include continued coordination efforts with SLO Transit, offering discounted regional day passes, replacing the 7-day pass with a 3-day pass, and accepting SLO Transit picture ID for the discounted RTA fares. **Mr. Shaw** then went over the capital plan elements of the SRTP. Some of those elements are implementing Wi-Fi service on fixed route buses, continue transferring retired vans to other area transportation providers, implement short-term improvements to the current transit center, and construction projects for facility improvements. In summary, with the STRP could increase RTA ridership by 94,500 per year, which is about 17%. **Mr. Shaw** concluded his report.

**Mr. Straw** mentioned that Cuesta College moved the bus stop to the back of the campus, which should help with the layover times for Route 12 in Morro Bay. He also stated that SLO Transit would be bringing



their plan to the Planning Commission later in the evening. He said that staff is recommending adoption of the plan.

**President Marx** opened Board comment.

**Board Member Debbie Arnold** stated that this is an impressive and concise plan, and asked if the 709,000 passengers per year are one-way trips. **Mr. Shaw** answered that yes, they are one-way trips. **Board Member Arnold** continued by asking what the ballpark cost would be to implement Wi-Fi on the buses. **Mr. Straw** stated that the buses already have cellular modules for the GPS system and it would be about \$10-\$15 per bus per month to add more data. It would most likely implement it on the MCI over-the-road coaches first. Lastly, **Board Member Arnold** asked about the funding for the plan. **Mr. Straw** said we would be using the plan to go after new funds for any service enhancements, but that this is a financially constrained plan.

**President Marx** asked if there is a plan for coordination of implementation of the plans with SLO Transit. **Mr. Straw** stated yes that is part of the plan.

**President Marx** opened public comment.

**Mr. Greening**, Atascadero, stated that RTAC recommends adoption of the plan. He mentioned that even if the self-help measure passes, RTA operations would still be seeing a small amount that would go to the plan. He stated that RTAC discussed what the priorities are if we are only seeing that small amount, and stated that the mid-day express services on Routes 9 and 10 are important. Given the span of service was a large part of rider request, he strongly suggested that an evening trip be added to weekend service if the money were to be available. Many riders would benefit from that service.

**Mr. Kirkland**, Atascadero, stated that he believes RTA does not have a bottom-line. He states that the government is trillions of dollars in debt and RTA getting grants to fund projects is adding to that debt. He believes that some services should be given to private entities to operate.

**Mr. Pete Rodgers**, SLOCOG, said that SLOCOG supports the plan. He mentioned that he understands public input was hard to come by, but feels like RTA got a good response. He stated that the plan includes minor tweaks that are improvements to the already smoothly operated system. He believes that some things are not included that would have benefited certain corridors of the County, but understands that the planning horizon is only five years. He stated that we have to be ready for the changes and keep investing in capital projects, such as buses, in order to address the needs of peak hour services, and the more buses RTA has the more service they can provide. Recommended that the Board adopt the plan.

**Board Member Fred Strong** stated that while representing the area at the NARC annual conference there were topics that related closely to this. It also is related to what was discussed recently at a LOSSAN conference on how they make money by tracking special events and transportation special events fundraising events primarily in the Los Angeles area, which are extremely successful. He discussed at other conferences he has attended recently public transportation has been a big topic and

how it can help the local government meet its goals. He appreciates that the plan anticipates the needs and gives RTA the opportunities to go out and find grants.

**President Marx** stated that it was a job well done.

**President Marx** closed Board and public comment.

**Board Member Strong** motioned approval of Item B-1. **Board Member Higginbotham** seconded and the motion carried on a voice vote with Board Member Adam Hill and Board Member Lynn Compton absent.

**B-2** RTA Agreement with SCT for Services: **Mr. Straw** stated that the current agreement between South County Transit and RTA was ratified in June 2001 for RTA oversight of SCT services. The scope of work has increased because the 2010 census designated the area as urbanized. The new agreement includes the four distinct services provided by RTA: Administration, Finance, Maintenance, and Dispatch. It also identifies the changes of oversight in a legal representation. The South County Board of Directors will be reviewing the agreement at the July 20, 2016 meeting.

**President Marx** opened public comment.

**President Marx** closed public comment.

**President Marx** opened Board comment.

**Board Member John Shoals** asked the members of the Board who are on the South County Board of Directors what their thoughts were on the agreement. **Board Member Higginbotham** said that the city attorney worked closely with RTA staff and it is excellent. **Board Member Jim Guthrie** stated that the changes have been a long time coming.

**President Marx** closed Board comment.

**Board Member Strong** motioned approval of Item B-2. **Board Member Tom O'Malley** seconded and the motion carried on a voice vote with Board Member Hill and Board Member Compton absent.

**B-3** Receive Draft CEQA IS/MND Report for Bus Parking Facility in Paso Robles and Open 30-Day Comment Period: **Mr. Straw** stated that at the January 6, 2016 meeting the Board directed RTA to continue to look for a long term solution for our bus parking needs in the Paso Robles area for Paso Express, the Dial-a-Ride services, Route 9, and Runabout vehicles. The current two locations that we have been using will be going away. The County was able to consolidate some the land at the Corp yard to allow for our bus parking and facility needs. The purpose of the Initial Study/ Mitigated Negative Declaration is to be in compliance with CEQA to protect the environment, identify potential impacts, define project purpose and need, and develop mitigation measures. He stated that there are 17 areas of evaluation and the mitigations that we developed when we did this analysis will ensure that there will be no significant impacts. Staff is asking the Board to accept the draft report so we can open up to 30-day public comment period and have a public hearing at the next Board meeting on September 7, 2016.

He discussed the map of the area that was given in the Board agenda and went over the summary list of 18 mitigations on pg. 89 of the document.

**President Marx** opened Board comment.

**Board Member Shoals** asked if RTA staff is just reaffirming the previous direction that the Board gave to go after use of the Paso Yard. **Mr. Straw** stated that staff is looking for affirmation of the findings for the public hearing on September 7, 2016. **Board Member Shoals** also asked if the document will be filed with the State Clearinghouse. Mr. Straw stated that yes, the document will be filed with the Clearinghouse. **Board Member Shoals** asked if the document will be posted at RTA office and possibly the public library. **Mr. Straw** stated that our policy states that we post on the RTA website and at our office, and he stated that we would could ask to post in the San Luis Obispo and Paso Robles libraries. **Mr. Tim McNulty** confirmed that RTA is not asking for adoption of the document but presenting it for 30-day public input period.

**President Marx** opened public comment.

**President Marx** opened public comment.

**President Marx** closed Board comment.

**Board Member Frank Mecham** motioned approval of Item B-3. **Board Member Strong** seconded and the motion carried on a voice vote with Board Member Hill and Board Member Compton absent.

**C. CONSENT AGENDA:**

- C-1 RTA Board Meeting Minutes of May 4, 2016 (Approve)
- C-2 Agreement for County Human Resources Service (Approve)
- C-3 Resolution Authorizing Executive Director to Apply for FTA Funds (Approve)
- C-4 Cannon Additional Services Agreement in Coordination with CAPSLO (Approve)
- C-5 Procurement Approval for Shop Equipment and ADA Call Back System (Approve)
- C-6 FTA Triennial Review Results (Approve)

**Board Member Mecham** moved to approve the Consent Agenda, **Board Member Bruce Gibson** seconded. The motion carried on a roll call vote with Board Member Strong abstaining from Item C-1 and Board Member Hill and Board Member Compton absent.

**BOARD MEMBER COMMENTS:** none

Adjourn to SLOCOG Board Meeting at 10:01 a.m., which concluded at 12:00 p.m. and reverted back to RTA for Closed Session.

**D. CLOSED SESSION:** The RTA Board went into Closed Session at 12:00 p.m. and returned to Open Session at 12:10 p.m.

**Open Session:** Mr. McNulty, Legal Counsel, reported that the Board met in closed session and no reportable action was taken.

**ADJOURNMENT:** President Marx adjourned the RTA meeting at **12:11 p.m.**

Respectfully Submitted,

Shelby Walker

RTA Administrative Assistant