



AGENDA
REGIONAL TRANSIT ADVISORY COMMITTEE

Thursday, October 18, 2018
2:00 p.m. – 3:30 p.m.

San Luis Obispo Council of Governments
1114 Marsh Street
San Luis Obispo, CA 93401

Individuals wishing accessibility accommodations at this meeting under the Americans with Disabilities Act (ADA) may request such accommodations to aid hearing, visual, or mobility impairment (including Limited English Proficiency) by contacting the RTA offices at 781-4833. Please note that 48 hours advance notice will be necessary to honor your request.

1. CALL MEETING TO ORDER, ROLL CALL

2. PUBLIC COMMENTS: This portion of the agenda is set aside for any members of the public to directly address the Regional Transit Advisory Committee on any items not on the agenda and within the jurisdiction of the Committee. Comments are limited to three minutes per speaker. The Committee will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

3. A. INFORMATION AGENDA ITEMS:

A-1 Executive Director's Report (Verbal)

- a. PCAs on Fixed Route Service
- b. Mutual Aid Agreement
- c. Define and Clarify Runabout ADA Service Areas
- d. Frequency & Ride Patterns of Riders on Runabout
- e. Cuesta Ridership

A-2 Member Comments / Reports from Jurisdictions (Verbal)

B. ACTION AGENDA ITEMS:

B-1 Fiscal Year 2018-19 Amended Budget (Recommend)

C. CONSENT AGENDA ITEMS:

The following item is considered routine and non-controversial by staff and will be approved by one motion if no member of the RTAC or public wishes the 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 RTAC members, without the removal of the item from the Consent Agenda. Staff recommendations for each item are noted following the item.

C-1 RTAC Minutes of April 17, 2018 (Approve)

D. ADJOURNMENT

Next Meeting: January 17, 2019 2:00 p.m.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
OCTOBER 18, 2018
STAFF REPORT

AGENDA ITEM: B-1

TOPIC: Fiscal Year 2018-19 Capital Budget Amendment

ACTION: Approve FY18-19 Budget Amendment

PRESENTED BY: Tania Arnold

STAFF RECOMMENDATION: Approve Budget Amendment

RTAC RECOMMENDATION:

SUMMARY:

The Fiscal Year 2018-19 RTA operating and capital budget was adopted on May 2, 2018 and was based on a range of assumptions, including pending delivery dates for FY17-18 capital projects.

At this time, staff is bringing back capital items that are being carried over from FY17-18 to FY18-19 and adding one additional funding source. Please note, none of the items require additional funds.

The following is a detailed description of the proposed budget adjustments that have been incorporated and highlighted in the amended budget on the following pages with the dollar amount increases noted in the descriptions below.

1. Computer System Maintenance/Upgrades: \$12,000 compromising of State Transit Assistance (STA) Funds used for computer replacements, including two Toughbook replacements for the maintenance staff.
2. Maintenance Equipment: \$25,310 funded with Federal Transit Assistance (FTA) 5307 Funds and STA for items such as a parts washer to improve the safety and efficiency of the shop.
3. Specialized Maintenance Tools: \$33,500 funded with FTA 5307 and STA for specialized shop tools and heavy duty floor scrubber.
4. Vehicle ITS: \$61,370 funded with Proposition 1B Safety and Security funding to implement Token Transit and continued improvements to Transit Tracker.
5. Bus Stop Improvements/Bus Stop Solar Lighting: \$\$204,350 funded with a mix of Proposition 1B Safety and Security, FTA 5307 and FTA 5339 to complete the downtown transit center improvements and the improvements identified in the bus stop improvement plan adopted by the Board in March 2017.
6. Elks Lane Project: \$1,782,830 which includes funding FTA 5307, STA SB1 State of Good Repair and STA SB1 Augmentation for the design and engineering of 253 Elks Lane.

The net effect for the above referenced budget adjustments results in no financial impact on the jurisdictions.

Note, on September 25, 2018 the RTA was awarded a Department of Transportation grant to help fund the new maintenance facility that is currently in design. The amount awarded was \$6.285 million, which was the largest grant amount awarded in California and was made possible by a unique community partnerships between the RTA, SLOCOG, CAPSLO, and the City and County of San Luis Obispo. These funds are not included in this budget amendment as it will be for future fiscal years.

Staff Recommendation

Approve the budget amendment as indicated in the staff report.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
PROPOSED AMENDED CAPITAL REVENUE BUDGET FOR 2018/2019**

		2016/2017 COMBINED ACTUAL	2017/2018 AMENDED CAPITAL BUDGET	2017/2018 AMENDED SLOCAT BUDGET	2017/2018 AMENDED N. COUNTY BUDGET	2018/2019 ADOPTED CAPITAL BUDGET	2018/2019 AMENDED CAPITAL BUDGET	2018/2019 ADOPTED SLOCAT BUDGET	2018/2019 ADOPTED N. COUNTY BUDGET	2019/2020 PROJECTED CAPITAL BUDGET	2019/2020 PROJECTED SLOCAT BUDGET	2019/2020 PROJECTED N. COUNTY BUDGET
FUNDING SOURCES:												
CAPITAL PROJECTS RESERVE		770,206	821,573	8,690	40,330	656,950	656,950	119,330	235,630	530,800	119,330	342,580
1.	ESTIMATED FUND BALANCE	770,206	821,573	8,690	40,330	656,950	656,950	119,330	235,630	530,800	119,330	342,580
2. LESS REQUIRED RESERVES FOR FISCAL YEAR												
CAPITAL PROJECTS RESERVE		870,593	656,953	119,330	123,740	530,800	530,800	119,330	342,580	512,610	119,330	5,320
TOTAL		870,593	656,953	119,330	123,740	530,800	530,800	119,330	342,580	512,610	119,330	5,320
3.	FUND BALANCE AVAILABLE	(100,387)	164,620	(110,640)	(83,410)	126,150	126,150	-	(106,950)	18,190	-	337,260
NON TDA SOURCES												
STATE TRANSIT ASSISTANCE (STA) WITH SB1 AUGMENTATION IN FY 18/19		518,695	410,000	71,590	57,880	384,580	505,040	39,050	106,950	492,160	-	106,950
LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)		26,961	264,040	-	-	-	-	-	-	-	-	-
PROPOSITION 1B FUNDING - SAFETY & SECURITY		574,699	210,180	-	-	-	134,990	-	-	-	-	-
STA SB1 AUGMENTATION (Prior Years) & STATE OF GOOD REPAIR		-	806,120	39,050	25,530	388,880	1,195,000	-	-	-	-	-
PROPOSITION 1B FUNDING - BUS REPLACEMENT		-	-	-	-	683,170	683,170	-	-	-	-	-
CONGESTION MITIGATION AND AIR QUALITY (CMAQ)		-	-	-	-	396,000	396,000	-	-	-	-	-
RURAL TRANSIT FUND (Capital)		63,652	-	-	-	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo		97,531	337,090	-	-	983,970	1,314,240	-	-	290,640	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5309) - State of Good Repair		4,189	-	-	-	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5339) - Bus and Bus Facilities		3,663	79,220	-	-	873,210	939,520	65,220	-	-	-	409,820
FEDERAL TRANSIT ADM (FTA) (Section 5307-North County)		295,702	982,170	-	-	398,310	777,250	-	-	351,900	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-South County)		257,531	389,890	-	-	883,970	1,166,240	-	-	290,640	-	-
4.	SUB TOTAL	1,842,623	3,478,710	110,640	83,410	4,992,090	7,111,450	104,270	106,950	1,425,340	-	516,770
5.	TOTAL FUND BALANCE & NON TDA FUNDING	1,742,236	3,643,330	-	-	5,118,240	7,237,600	104,270	-	1,443,530	-	854,030
6. NET TDA REQUIREMENTS		-	-	-	-	-	-	-	-	-	-	26,670
7.	TOTAL FUNDING SOURCES	1,742,236	3,643,330	-	-	5,118,240	7,237,600	104,270	-	1,443,530	-	880,700
8. FUNDING USES:												
CAPITAL		1,541,640	3,442,730	-	-	4,906,570	7,025,930	104,270	-	1,443,530	-	880,700
LOAN PAYDOWN		200,596	200,600	-	-	211,670	211,670	-	-	-	-	-
9.	TOTAL FUNDING USES	1,742,236	3,643,330	-	-	5,118,240	7,237,600	104,270	-	1,443,530	-	880,700

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	Actual Capital Expenditures FY 2016-17	Amended Capital Budget FY 2017-18	Adopted Capital Budget FY 2018-19	Amended Capital Budget FY 2018-19	Projected Capital Budget FY 2019-20	Projected Capital Budget FY 2020-21	Projected Capital Budget FY 2021-22	Projected Capital Budget FY 2022-23
Capital Expenditures								
Capital/Studies:								
Computer System Maintenance/Upgrades	37,217	52,220	31,830	43,830	46,020	48,320	50,740	53,280
Miscellaneous Capital								
Facility Improvements	-	32,540	-	-	-	-	-	-
Maintenance Equipment	29,103	42,010	-	25,310	-	-	-	-
Rotary Lift/Wireless Lift	-	-	-	-	-	-	-	-
Passenger Protection 1300 buses	4,536	-	-	-	-	-	-	-
Specialized Maintenance Tools	-	33,500	51,700	85,200	89,460	-	-	-
Desks and Office Equipment	9,595	6,600	10,000	10,000	-	-	-	-
Radios	-	-	-	-	-	6,600	-	-
Vehicle ITS/Camera System	590,451	163,510	-	61,370	-	-	-	-
Bus Stop Improvements/Bus Stop Solar Lighting	16,860	295,100	36,470	240,820	252,860	265,500	278,780	292,720
Bus Rehabilitation	-	126,000	-	-	-	-	-	-
RouteMatch Dispatching Software/Call Back System	33,150	-	-	-	-	-	-	-
Vehicles	-	-	-	-	-	-	-	-
Support Vehicles	60,618	-	18,000	18,000	-	56,700	63,000	-
40' Coaches	-	-	3,140,380	3,140,380	-	631,800	1,326,700	4,875,600
Trolley replacement vehicles	204,268	-	-	-	-	-	-	253,300
Cutaway and Dial A Ride Vehicles	-	-	81,520	81,520	880,700	-	-	-
Runabout Vehicles	289,284	-	729,320	729,320	555,200	261,300	316,600	-
Total Capital Outlay	1,275,082	751,480	4,099,220	4,435,750	1,824,240	1,270,220	2,035,820	5,474,900
Loan Pay down	200,596	200,600	211,670	211,670	-	-	-	-
Short Range Transit Plans - Nipomo	-	-	22,750	22,750	-	-	-	-
Elks Lane Project	126,391	1,831,420	888,870	2,671,700	499,990	6,000,000	4,000,000	-
Paso Property Improvements	140,167	859,830	-	-	-	-	-	-
TOTAL FUNDING USES	<u>1,742,236</u>	<u>3,643,330</u>	<u>5,222,510</u>	<u>7,341,870</u>	<u>2,324,230</u>	<u>7,270,220</u>	<u>6,035,820</u>	<u>5,474,900</u>

B-1-4

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
REGIONAL TRANSIT ADVISORY COMMITTEE

April 17, 2018

DRAFT MINUTES

C-1

Members Present:

Eric Greening (<i>Vice Chair</i>)	Fixed Route Representative
Gamaliel Anguiano	SLO Transit
Wendy Hall	County of San Luis Obispo
Phil Moores	South County Transit (SCT)
Dawn Patterson	Atascadero Transit
Dick McKinley	City of Paso Robles

Members Absent:

Janeen Burlingame	Morro Bay Transit
Mark Sanchez	Cuesta College
Mark Dariz	Runabout/DAR Representative
Cheryl Andrus	Cal Poly
Todd Katz	Fixed Route Alternate Rep.

Staff Present:

Geoff Straw	RTA
Shelby Walker	RTA
Tania Arnold	RTA

Guest:

Mark Shaffer	Ride-On Transportation
Josh Roberts	County of San Luis Obispo

1. Call Meeting to Order, Roll Call:

Mr. Eric Greening called the meeting to order at 10:05 a.m. Roll call was taken; a quorum was present.

2. Public Comments: None

3. Election of Officers (after member comments)

ELECTION OF OFFICERS: Elect Chair: **Ms. Dawn Patterson**, nominated as **Mr. Gamaliel Anguiano** Chair and **Mr. Greening** seconded. The motion carried on a voice vote.

A. Information Items

A-1 Executive Director's Report:

Mr. Geoff Straw stated Paso Robles Bus Parking Yard is finishing up, power will go in on May 14th and EOQ ribbon cutting BBQ on April 27th. We will be able to provide bus transportation to those who would like to attend. **Mr. Greening** asked if it can be accessed by people who take the Route 9. **Mr. Dick McKinley** offered to take people from bus depot if needed. Mr. Straw continued his report by stating the SoCo Transit Board did direct staff to continue consolidation efforts. Will be presenting at each city and will be seeking input. SoCo Transit in essence would go away.

Government Center design bids are currently still being sought. Had a pre-bid meeting at the government center and there was no follow up questions. Bus operators started last week, we have two in our current training class. DMV documentation has created quite a difficult situation as well as the recreational use of marijuana is something that creates problems.

Bus garage project is still continuing, we will most likely put a RFP in May. Zero emission vehicles are going to be a requirement. We are trying to include charging abilities for our future site. There is an issue with the fact that the routes that we do the buses would not make it on those full routes off of one charge. There is an off-ramp. The number of the bills are on the bottom of the report.

Marketing, we have a new commercial and new video on our website so take a look when you can. The Avila Beach Trolley started service in the first week of April. Thanked Supervisor Adam Hill for his contribution. Did not get the grant proposal for the Bus Parking Yard. When we submitted we did not have CEQA Board approval but stated in the document that we anticipated approval.

The farebox recovery ratio has been adjusted due to the consolidation plan. Ridership is declining. Route 14 is down due to low school enrollment. Route 10 is down as well. Will provide a more robust report to the Board on May 2nd.

Mr. Straw concluded his report.

Mr. Greening asked if Runabout was down as well. **Mr. Straw** stated that yes it is. This is part in efforts of working with fellow transit agencies. **Mr. Greening** stated that there needs to be a real challenge to the electric stampede. We need to be aware that the benefits may not be as fully beneficial to the ecosystem as we think. **Mr. Straw** stated that the cost per mile on the electric bus was been stated to be lower than that of the diesel fuel. There are some real challenges that we will working through.

A-2 Member Comments/Reports from Jurisdictions (Receive):

Mr. McKinley stated that the main thing the parking in the downtown area in Paso Robles. The mobility is the main issue for those in the area. There is a discussion of possible golf carts to transport people around the area.

Mr. Phil Moores the staff at SoCo Transit is getting more comfortable with the idea of consolidation and are seeing the benefits of the consolidation. We are still hoping for the January start date of the consolidation.

Mr. Mark Shaffer stated he looking forward to the MSAA report at the RTA Board meeting. Will be working with 511 to develop a mobile app that can help riders find transportation. Working on ways to send rides to our fellow transit systems if one system can not take a ride. The project has a lofty goal of the high technology.

Mr. Anguiano stated CALACT recognized SLO Transit as a 2018 Bus System. The new buses and routes really helped make it possible. The on-time performance is up and people are enjoying the new modern buses. **Mr. Greening** stated that one thing could be an issue is with the EIR for Cal Poly with the cutting off of services on campus. Currently, there is discussion about recirculating the EIR for further comment.

Ms. Dawn Patterson stated that Atascadero has two new buses coming in May and will be hopefully running with the new software technology in July, tablets will be on the buses to help with navigating in the area. She mentioned some road projects that have created transit delays. New transit center kiosk should be arriving soon.

Mr. Josh Roberts the Board of Supervisors approved the list of roads that need to be fixed at their meeting today. Prop 69 will come to voters in June, slated to protect SB-1 dollars for transportation uses. There may be items on the November ballot that will affect SB-1 funding.

Ms. Wendy Hall waiting and excited about the government center. Also looking forward to discussing RTA budget today.

Mr. Greening no comment.

B. Action Items

B-1 Fiscal Year 2018-19 Operating and Capital Budget (Receive):

Ms. Tania Arnold stated she is pleased to present the RTA Operating and Capital Budget for FY 2018/19. The budget is balanced. Also included is FY 2019/20 advisory operating budget and fiscal year 2019/20 – 2022/23 advisory capital budget.

For RTA core services this budget includes the same service levels as currently operated with the exception of a new tripper service between Cayucos and the Morro Bay High School campus. Route 14 service will continue to operate during peak academic year travel periods between downtown San Luis Obispo and the main Cuesta College campus. The Route 15 service along the North Coast will continue to operate as a deviated fixed route service. Runabout hours and miles have declined as a result of a coordinated effort between Tri-Counties Regional Center, Ride-On and RTA that was implemented in February 2017. The premium fare charged will be monitored.

General items to note moving forward include items such as the reserve policy. Staff will be drafting a proposed amendment for the Board to review during the coming fiscal year to address the self-insured retention requirement. Separate columns are presented for the services agreements for the City of Paso Robles (Paso Express and Paso Dial-A-Ride) and County of San Luis Obispo (SLOCAT).

There are several significant assumptions regarding funding. LTF has traditionally been used to fund operations, but can be used for capital projects as well. STA can be used for capital projects and operating, although there are limitation on the amount that can be used for operating. STA funding is significantly higher than prior years due to SB-1; which included STA augmentation funds. These funds are being allocated to operating and capital which is a significant shift for RTA. RTA LTF are now budget at \$4,386,600 for fiscal year 2018/19. The advisory budget presented last May had estimated \$5,353,300. Two significant reason for that decline relates to the reduction in workers compensation insurance and STA funding being allocated to operations. Staff will be prepared to present a budget amendment in January 2019 should SB1 be repealed by voters in November 2018.

Staff also worked with SLOCOG to program Rural Transit Funds, which is higher than prior years. Federal funding apportionments are still being evaluated. Amounts for capital projects in North and South County will need to be adjusted due to reduced federal funding from the FTA Section 5307 Small Transit Intensive Cities program.

Moving on to expenses, overall administrative expenses have remained relatively flat, with increases in property insurance and professional development being offset by the welcome relief in workers compensation. We continue to work with our employee committee that has evaluated workplace safety and has initiated a proactive program to address the number of claims and severity of the claims. Overall service delivery costs are up by approximately 5% as a result of many factors. One of those factors is the annual increases included in the CBA. Currently RTA's starting wage rate is \$14.30. Non-union employees, excluding Operations Supervisors will be adjusted by the CPI of 3.6% in July 2018. Operations Supervisors will be adjusted in January 2019 to coincide with the Bus Operator wage scale adjustment identified in the CBA.

Estimates for the general liability insurance is included. Should the estimate come down, staff will revise the draft for the RTA Board. Staff continues to monitor fuel prices. The capital program will include the continuation of the bus maintenance facility on Elks Lane. Some of the other capital items include are specialized maintenance equipment, support vehicle replacement, bus stop improvements (as included as part of the bus stop improvement plan adopted by the RTA Board), and miscellaneous computer equipment. In fiscal year 2018/19, funding of \$388,880 is included from the STA SB1 State of Good Repair program to keep the operations and maintenance facility on Elks Lane moving forward. To be conservative, we did not assume the same level of funding in FY19-20 to FY22-23.

Of note, a portion of the fiscal year 2017/18 capital funds will be carried over to fiscal year 2018/19. These projects are fully funded but due to timing have not been completed. For reference staff includes a five year projected capital budget. This is an important tool for staff in identifying large capital procurements. No expansion vehicles are included. The pay down for the tenant improvement loan for the current maintenance facility will be completed in fiscal year 2018/19, prior to the lease expiring in February 2022.

Moving on to the numbers, page B-1-14 and B-1-15 include an overview of the operating revenue sources, and as noted previously, separate columns for the Paso Robles and SLOCAT services. Non-TDA sources of revenue includes the use of STA SB1 Augmentation of just of \$399,000. LTF as discussed earlier is on page B-1-15 with the breakdown by jurisdiction. Funding uses are also summarized. Also included on these pages is the advisory fiscal year 2019/20 operating revenue and summary funding uses by service operated.

On page B-1-16, the capital revenue is broken out, including SLOCAT and Paso Robles for the two fiscal years, with fiscal year 2019/20 being advisory only. Page B-1-17 includes the "rollup" of all operating costs for all services, including SLOCAT and Paso Robles.

The five-year capital budget is included on page B-1-18. As mentioned previously you can see large swings in vehicle procurements. The ensuing pages include expense information by route for RTA core services as well as for the SLOCAT and Paso Robles services. These pages roll up to the operating and capital expense summaries on page B-1-16 and B-1-17. **Mr. Straw** said that on B-1-17 shows some significant increases.

Ms. Arnold concluded her report.

Mr. Greening asked about the TIGER Funding. **Ms. Arnold** stated that we will be working on those funding sources. **Mr. Greening** will the justification for the added tripper in Cayucos be presented to the

Board. It was something that was not clearly stated in the Short Range Transit Plan. **Mr. Straw** since the SRTP can not include all unknown needs, the plan states that it looks for innovative needs for service.

Mr. Anguiano moved to approve agenda item B-1. **Ms. Hall** seconded that the motion carried on a voice vote.

C. Consent Agenda Items:

C-1 RTAC Minutes of January 18, 2018 (Approve)

Mr. Moores moved to approve the minutes and **Mr. Greening** seconded. The motion carried on a voice vote. Mr. McKinley and Ms. Patterson abstained.

D. Adjournment:

Mr. Greening adjourned the meeting at 11:28 a.m.

Next RTAC Meeting: July 19, 2018 at 2:00 p.m.

Respectfully Submitted:

Shelby Walker
Administrative Assistant
San Luis Obispo Regional Transit Authority