



AGENDA
REGIONAL TRANSIT ADVISORY COMMITTEE

Thursday, October 20, 2016
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-2 Member Comments / Reports from Jurisdictions (Verbal)

- B. ACTION AGENDA ITEMS:**
 - B-1 Fiscal Year 2017 Budget Amendment (Recommend)
 - B-2 ADA Appeal Committee (Approve)

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 July 7, 2016 (Approve)

D. ADJOURNMENT

Next Meeting: January 19, 2017 2:00 p.m.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

October 20, 2016

STAFF REPORT

AGENDA ITEM: B-1

TOPIC: Fiscal Year 2017 Budget Amendment

ACTION: Approve FY17 Budget Amendment

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Approve Budget Amendment

SUMMARY:

The Fiscal Year 2016-17 RTA operating and capital budget was adopted on May 4, 2016 and was based on a range of assumptions, including pending delivery dates for FY15-16 and FY16-17 capital projects.

At this time, staff is bringing back capital items that are being carried over to FY16-17. One capital item that is not being carried forward is the option for over the road coaches as staff is still evaluating their use. Once that information is gathered and presented to the Board a budget amendment will be presented with the likely implementation in FY17-18.

The Board also approved on August 3, 2016 a contribution to South County Transit for additional supervisory support but for FY16-17 the budgeted amount for operations labor does not need to increase due being sort staffed at the start of the fiscal year.

The following is a detailed description of the proposed budget adjustment that has been incorporated and highlighted in the amended budget on the following pages with the increase noted in () in the description below.

Revenue Changes

1. Beginning Fund Balance for Capital (\$119,200): based on FY15-16 STA for capital projects not completed which resulted in an increase in fund balance available.
2. Proposition 1B Funding - Safety and Security (\$523,940): based on delays in the implementation of vehicle ITS (Intelligent Transportation System) as well as funding for facility security improvements.
3. Rural Transit Fund (\$55,990): based on delays with the RouteMatch call back system and Elks Lane environmental work.
4. Federal Transit Administration (FTA) (Section 5307) San Luis Obispo (\$50,000): based on delays with the Elks Lane environmental work.

5. Federal Transit Administration (FTA) (Section 5339) Bus and Bus Facilities (\$96,190): based on delays with implementing the ticket vending machine.
6. Federal Transit Administration (FTA) (Section 5307) North County (\$198,840): based on delays receiving maintenance equipment and support vehicles ordered, as well as delays with the Elks Lane environmental work. Also included are funds for bus stop improvements.
7. Federal Transit Administration (FTA) (Section 5307) South County (\$50,000): based on delays with the Elks Lane environmental work.

Expenditure Changes

1. Facility Improvements (\$57,540): for the proposed new Paso operating facility as well as facility security improvements.
2. Maintenance Software and Maintenance Equipment (\$57,690): for the shop forklift, farebox test bench, balance of the maintenance computer equipment.
3. Vehicle ITS (Intelligent Transportation System) (\$491,400): carryover unspent amount from FY15-16.
4. Bus Stop Improvements (\$179,540): carryover unspent amount from FY15-16 which includes improvements to the current transit center on Osos Street.
5. RouteMatch Call Back System (\$37,500): carryover unspent amount from FY15-16. Expected completion October 2016.
6. Support Vehicles (\$60,000): carryover unspent amount from FY15-16. Completed in August 2016.
7. Elks Lane Project (\$210,490): carryover unspent amount from FY15-16. Project was delayed due to review of floodplain.

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

Staff Recommendation

Approve the budget amendment as indicated in the staff report.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
AMENDED CAPITAL REVENUE BUDGET FOR 2016/2017**

	2014/2015 COMBINED ACTUAL	2015/2016 AMENDED CAPITAL BUDGET	2015/2016 AMENDED SLOCAT BUDGET	2015/2016 ADOPTED N. COUNTY BUDGET	2016/2017 ADOPTED CAPITAL BUDGET	2016/2017 AMENDED CAPITAL BUDGET	2016/2017 ADOPTED SLOCAT BUDGET	2016/2017 ADOPTED N. COUNTY BUDGET	2017/2018 PROJECTED CAPITAL BUDGET	2017/2018 PROJECTED SLOCAT BUDGET	2017/2018 PROJECTED N. COUNTY BUDGET
FUNDING SOURCES:											
CAPITAL PROJECTS RESERVE	699,560	1,356,544	182,076	29,172	380,650	499,850	48,690	4,170	346,790	9,830	40,330
1. ESTIMATED FUND BALANCE	699,560	1,356,544	182,076	29,172	380,650	499,850	48,690	4,170	346,790	9,830	40,330
2. LESS REQUIRED RESERVES FOR FISCAL YEAR											
CAPITAL PROJECTS RESERVE	418,820	227,228	3,476	4,172	346,790	346,790	8,690	40,330	597,220	9,830	40,330
TOTAL	418,820	227,228	3,476	4,172	346,790	346,790	8,690	40,330	597,220	9,830	40,330
3. FUND BALANCE AVAILABLE	280,740	1,129,316	178,600	25,000	33,860	153,060	40,000	(36,160)	(250,430)	-	-
NON TDA SOURCES											
STATE TRANSIT ASSISTANCE (STA)	468,410	561,504	-	-	486,530	486,530	-	36,160	486,530	-	-
LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)	-	-	-	-	291,300	291,300	-	-	-	-	-
PROPOSITION 1B FUNDING - SAFETY & SECURITY	-	173,970	-	-	241,300	765,240	-	-	-	-	-
PROPOSITION 1B FUNDING - ELKS LANE	-	-	-	-	-	-	-	-	100,000	-	-
PROPOSITION 1B FUNDING - BUS REPLACEMENT	467,565	-	-	-	-	-	-	-	223,620	-	-
CONGESTION MITIGATION AND AIR QUALITY (CMAQ)	-	-	-	-	-	-	-	-	396,000	-	-
RURAL TRANSIT FUND (Capital)	290,744	229,300	-	-	-	55,990	-	-	66,630	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo	101,000	782,200	-	-	179,650	229,650	-	-	133,330	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5309) - State of Good Repair	2,280,000	-	-	-	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5339) - Bus and Bus Facilities	4,464	-	-	-	-	96,190	-	-	873,210	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5311f)	329,439	-	-	-	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5316) - JARC	400,000	-	-	-	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-North County)	397,969	236,600	-	-	532,570	731,410	-	-	188,890	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-South County)	51,000	534,200	-	-	614,150	664,150	160,000	-	133,330	-	-
4. SUB TOTAL	4,790,592	2,517,774	-	-	2,345,500	3,320,460	160,000	36,160	2,601,540	-	-
5. TOTAL FUND BALANCE & NON TDA FUNDING	5,071,332	3,647,090	-	25,000	2,379,360	3,473,520	200,000	-	2,351,110	-	-
6. NET TDA REQUIREMENTS	35,010	-	-	-	-	-	-	-	-	-	-
7. TOTAL FUNDING SOURCES	5,106,342	3,647,090	-	25,000	2,379,360	3,473,520	200,000	-	2,351,110	-	-
8. FUNDING USES:											
CAPITAL	4,563,212	3,446,490	89,300	25,000	2,178,760	3,272,920	200,000	-	2,150,510	-	-
LOAN PAYDOWN	543,130	200,600	-	-	200,600	200,600	-	-	200,600	-	-
9. TOTAL FUNDING USES	5,106,342	3,647,090	89,300	25,000	2,379,360	3,473,520	200,000	-	2,351,110	-	-

	Actual Capital Expenditures FY 2014-15	Amended Capital Budget FY 2015-16	Adopted Capital Budget FY 2016-17	Amended Capital Budget FY 2016-17	Projected Capital Budget FY 2017-18	Projected Capital Budget FY 2018-19	Projected Capital Budget FY 2019-20	Projected Capital Budget FY 2020-21
Capital Expenditures								
Capital/Studies:								
Computer System Maintenance/Upgrades	37,136	37,540	62,250	62,250	35,360	37,130	38,990	40,940
Miscellaneous Capital								
Facility Improvements	6,136	39,960	-	57,540	-	17,250	-	19,840
Maintenance Software and Maintenance Equipment	32,506	58,990	-	57,690	34,730	-	-	-
Rotary Lift/Wireless Lift	55,139	-	-	-	-	-	-	-
Passenger Protection 1300 buses	-	-	8,400	8,400	-	-	-	-
Specialized Maintenance Tools	20,066	-	33,500	33,500	-	34,340	36,060	-
Desks and Office Equipment	1,902	-	10,760	10,760	-	-	-	-
Radios	-	6,000	-	-	-	-	-	6,600
Vehicle ITS/Camera System	6,100	725,900	176,690	668,090	-	-	-	-
Bus Stop Improvements/ Bus Stop Solar Lighting	5,580	294,890	97,690	277,230	34,730	36,470	38,290	40,200
Bus Rehabilitation	-	-	126,000	126,000	-	-	-	-
RouteMatch Dispatching Software/Call Back System	39,534	37,500	-	37,500	-	-	-	-
Vehicles								
Support Vehicles	63,877	60,000	-	60,000	18,000	-	-	56,700
40' Coaches	3,808,026	-	-	-	1,527,700	-	-	573,100
Over the Road Coaches	-	1,300,000	-	-	-	-	-	-
Trolley replacement vehicles	-	-	200,000	200,000	-	-	-	-
Cutaway and Dial A Ride Vehicles	-	259,300	-	-	-	-	170,100	-
Runabout Vehicles	487,210	521,280	163,480	163,480	-	630,300	-	585,100
Total Capital Outlay	4,563,212	3,341,360	878,770	1,762,440	1,650,520	755,490	283,440	1,322,480
Loan Pay down	543,130	200,600	200,600	200,600	200,600	211,670	-	-
Elks Lane Project	-	219,430	499,990	710,480	499,990	499,990	499,990	499,990
Paso Property Improvements	-	-	1,000,000	1,000,000	-	-	-	-
TOTAL FUNDING USES	5,106,342	3,761,390	2,579,360	3,673,520	2,351,110	1,467,150	783,430	1,822,470

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

October 20, 2016

STAFF REPORT

AGENDA ITEM: B-2

TOPIC: ADA Appeal Committee

ACTION: Paratransit Appeals Board Selection

PRESENTED BY: Phil Moores

STAFF RECOMMENDATION: Select Paratransit Appeals Board

SUMMARY:

On May 4, 2016 the RTA Board approved the revision of RTAC Committee bylaws wherein the selection and responsibilities of the RTAC Paratransit Appeals Board (PAB) are defined. Here is an excerpt of the bylaw related section:

*Specific functions of RTAC for **SLORTA** are:*

A. To serve as the Paratransit Appeals Board, as follows:

- 1. Purpose: The purpose of the PAB is to review and determine paratransit eligibility upon the appeal of an initial denial of Runabout services by RTA staff. Service denials are based on Americans with Disabilities Act of 1990 (ADA) eligibility requirements and the Runabout No-Show Policy. Service denials based on a violation of the Passenger Code of Conduct will not be reviewed by the PAB. The PAB will be organized and trained by the RTA Mobility Specialist.*
- 2. PAB Membership: Three RTAC members and one alternate will be chosen by the full RTAC at its first meeting each calendar year to serve on the PAB. Neither the RTA Mobility Specialist nor anyone in the RTA decision making chain of command may serve as a voting member of the PAB. serve as the Review Committee for appeals by transit users.*
- 3. Voting: A simple majority vote of the PAB will either confirm or overturn the denial of Runabout service. Based on ADA guidelines, the decision of the PAB will be final.*

Training

Mobility Specialist, Carol Woodard, is responsible for training the PAB and will direct the PAB appeal meetings when they occur. However, Ms. Woodard will not be a voting

member of the PAB. A supplemental document has been prepared to assist the PAB members with pertinent regulations and information regarding the ADA process.

Staff Recommendation

Select the Paratransit Appeals Board as indicated in the staff report.

DRAFT
SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
REGIONAL TRANSIT ADVISORY COMMITTEE
July 7, 2016
MINUTES
C-1

Members Present:	Michael Seden – Hansen (<i>Chair</i>)	City of Paso Robles
	Eric Greening (<i>Vice Chair</i>)	Fixed Route Representative
	Dawn Patterson (arrived 2:10 p.m.)	Atascadero Transit
	Janeen Burlingame (arrived 2:10 p.m.)	Morro Bay Transit
	Cheryl Andrus (arrived 2:10 p.m.)	Cal Poly
	Phil Moores	South County Transit (SCT)
	Todd Katz	Fixed Route Alternate Rep.
	Gamaliel Anguiano (arrived 2:10 p.m.)	SLO Transit
	Wendy Hall	County of San Luis Obispo
Members Absent:	Mark Dariz	Runabout/DAR Representative
	Anthony Gutierrez	Cuesta College
Staff Present:	Geoff Straw	RTA
	Shelby Walker	RTA
	Tania Arnold	RTA
Guest:	Eliane Wilson	SLOCOG
	Peter Rodgers	SLOCOG

1. Call Meeting to Order, Roll Call:

Mr. Michael Seden-Hanson called the meeting to order at 2:05 p.m. Roll call was taken; a quorum was not present. **Mr. Gamaliel Anguiano, Ms. Cheryl Andrus, Ms. Janeen Burlingame** and **Ms. Patterson** arrived at 2:10 p.m. resulting in a quorum being present for all action items.

2. Public Comments: None

3. Adjourn to RTAC Meeting:

A. Information Items

A-1 Executive Director's Report (Receive):

Mr. Straw stated that the County Board Supervisors will meet on July 12, 2016 to discuss putting the Self-Help Measure on the ballot in November. SLOCOG Board will meet on July 13, 2016 to discuss it. The funding is split, 6% would be for fixed-route services, 3% for senior and specialized transportation services, and 1% for transportation demand management. Discussions took place with other transit operators to make sure we were all comfortable with those numbers. It is estimated that \$350,000 would go to RTA fixed route operating services and \$250,000 could likely go to Runabout.

Mr. Straw discussed the over-the-road coaches and their dwell time at bus stops during passenger loading and unloading. RTA has the potential to buy two new over-the-road coaches; staff will be bringing information to the RTA Board in September.

He continued by discussing the new ticket vending machine that was delivered to the RTA facility in mid-June. There is a 6-week period for the software and backend installation. The vending machine could be installed as early as September at the government center. RTA has options to buy more and put them at different locations throughout the county.

Mr. Straw stated that the new South County Transit fare increases and new routes will be implemented on July 30, 2016. The Runabout fares in the Five Cities will also increase, letters will be sent out to riders to let them know about the increase. As well as the new fare increases, there will no longer be fare-free transfers for SCT. There will be a new \$3 day-pass that will be implemented to help riders who do transfers.

Mr. Straw concluded his report.

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

Mr. Eric Greening stated that Route 9 may have some operational issues coming up due to the El Camino Real pipeline project. The project could result in delays and will create a challenge for people trying to make connections. He asked how riders will be informed on the issue. **Mr. Phil Moores** asked for the dates of the project. **Mr. Greening** stated that if the project is starting this current month and is expected to last a couple of months.

Mr. Moores stated that **Ms. Coleen Kubel** has resigned from the SCT operations supervisor position. RTA will be posting two SCT supervisor positions and one RTA supervisor position in July. The Cuesta College stop will be moved to the back of campus to meet ADA standards; this will affect Routes 12 & 14. Notices will be posted to inform students, faculty and staff of the changes. **Mr. Straw** noted that **Ms. Kubel** will be recognized for her years of service at the SCT Board meeting on July 20, 2016.

Mr. Todd Katz asked we take a look at the signs posted on Palm St. in regards to the bus stop and the commercial loading zone. He stated that the RTA bus sign is hidden by a tree.

Ms. Janeen Burlingame stated that Morro Bay Transit has a new vehicle in production. She also stated the Morro Bay Trolley ridership has increased from last year. She mentioned the RFP for the Short Range Transit Plan, as the current one is out of date. The senior services are looking good; they are able to have more flexibility with the two vehicles.

Ms. Dawn Patterson stated that on Tuesday July 12, 2016, the updated North County UTA will be going on the council agenda. She mentioned that North County's Cruise Night and Dancing in the Streets will be taking place on August 19th & 20th, there will be road closures because of the events but will keep RTA posted. She mentioned that El

Camino Real will be repaired and resurfaced once the gas line project is done. She will be keeping in contact with RTA about any updates on the project or delays due to it.

Ms. Cheryl Andrus mentioned that Cal Poly SLO Days will be taking place soon and you will be seeing an influx of students and their families. She also discussed the construction on campus and the effects on the bus stops on campus. ASI has a new position that will be focusing on sustainability and transportation, will coordinate introductions once the person is more settled.

Mr. Gamaliel Anguiano mentioned that June 2016 City Council adopted a four-year contract with the First Transit. New Gillig vehicles are expected in January 2017. The new vehicles will include new technology and multimedia displays to replace car cards. He also stated that SLO Transit hit a record 1.2 million ridership recently.

Mr. Pete Rodgers of SLOCOG gave an update on the self-help measure. In regard to the Ride-On MOU, we have been giving them a general subsidy, we are working through it currently and hope to have something in October. Have been working on a joint-transit center plan, working with a developer currently. We have \$9 million grant that we will hear about it in the next couple months. Staff is hoping the LCTOP state legislation will be updated, which should help maintain services instead of only be used to expand services.

Mr. Michael Seden-Hanson stated that the Mid-State Fair is starting, expect traffic delays in the Paso Robles area. He also mentioned that MST is looking to expand services for Twin Cities Hospital in Templeton. He stated that Rideshare recently conducted a survey of Paso Robles airport employees to see if there would a possible increase of service if there was a need for it.

Member Comments concluded.

A-3 Present Draft Findings of IS/MND for Paso Bus Parking Yard Project (Receive):

Mr. Straw stated that RTA has been working with the County to be able to use the Paso County Corp Yard. The lot would be a parking lot and facility. The current lots being used will not be available soon. RTA had to go to the FTA with a list of categorical exclusions. Once RTA was approved to become the lead agency on the project, we were able to develop the CEQA document. The document shows that the project will not have negative impact on the environment. We came up with a list of 18 mitigated measures. The document also states the purpose and need of project. The September RTA Board meeting will include a public hearing about the document and hopefully it will be approved by the Board.

Mr. Straw concluded his report.

Mr. Katz asked if **Mr. Straw** wrote the draft document. **Mr. Straw** stated that yes, he did. **Mr. Anguiano** asked if RTA is looking to gain or loss parking stalls. **Mr. Straw** stated that it would be a gain of 2 parking stalls. **Ms. Elaine Wilson** asked if there would be cost right away. **Mr. Straw** stated that it would eventually be lease payments. **Mr. Rodgers** asked if RTA needed permits from the city of Paso Robles. **Mr. Straw** stated that we would need permits from a couple of different agencies.

B. Action Agenda Items:

B-1 Consider Recommendation to Accept RTA Short Range Transit Plan:

Mr. Straw stated that we have been working on the SRTP for 16 months now. After the RTA Board approved the draft document at the May Board meeting, RTA tried different ways to get public outreach with little response. The plan is to present the final document to the Board at the July Board meeting. **Mr. Straw** stated that RTA staff is recommending that RTAC support the recommendation of the acceptance of the Final Draft SRTP.

Mr. Greening asked if the money from the self-measure does not come through, how will some of the recommendations be decided on. **Mr. Straw** stated that the plan is financially constrained. We will have to prioritize the projects as they come forward. **Ms. Wilson** asked if we are changing peak time services. **Mr. Straw** stated that only on the Route 10. Further discussion ensued regarding the plan.

Mr. Greening moved to approve Action Agenda Item B-1 and **Mr. Moores** seconded. The motion carried with a voice vote with no oppositions.

C. Consent Agenda Items:

C-1 RTAC Minutes of April 21, 2016 (approve)

Mr. Greening moved to approve the minutes and **Ms. Patterson** seconded. The motion carried on a voice vote with **Mr. Anguiano** abstaining.

D. Adjournment:

Mr. Seden-Hanson adjourned the meeting at 3:31 p.m.

Next RTAC Meeting: October 10, 2016

Respectfully Submitted:

Shelby Walker
Administrative Assistant
San Luis Obispo Regional Transit Authority