

REGIONAL TRANSIT AUTHORITY EXECUTIVE COMMITTEE AGENDA

PLEASE NOTE THE DATE, TIME, AND LOCATION:

Wednesday October 12, 2016

**Immediately following the
San Luis Obispo Council of Governments (SLOCOG) Board Meeting**

(Approximate: 12:30 p.m. to 1:30 p.m., may start earlier or later than 12:30 p.m.)

Location: BOARD OF SUPERVISORS' CHAMBERS
COUNTY GOVERNMENT CENTER
1055 Monterey Street, San Luis Obispo, California 93401
San Luis Obispo, California

This agenda is available/posted at: <http://www.slorta.org/board/rta-board-meetings>

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1. **Call Meeting to Order, Roll Call**
2. **Public Comment:** The Committee reserves this portion of the agenda for members of the public to address the San Luis Obispo Regional Transit Authority Executive 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. **Information Items**
 - A-1 Executive Director's Report (Verbal; Receive)
 - A-2 Present Financially Unconstrained Years 6 & 7 of SRTP (Receive)
4. **Action Items**
 - B-1 Fiscal Year 2016-17 Budget Amendment (Approve)
5. **Consent Items**
 - C-1 Executive Committee Meeting Minutes of April 20, 2016 (Approve)
 - C-2 Executive Committee Meeting Minutes of August 10, 2016 (Approve)

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

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

6. **November 2, 2016 Draft RTA Board Agenda:** The Executive Committee is asked to review and comment on the proposed agenda items.

Information Items

- A-1 Executive Director's Report (Receive)
- A-2 Present Financially Unconstrained Years 6 & 7 of SRTP (Receive)

Action Items

- B-1 Fiscal Year 2016-17 Budget Amendment (Approve)
- B-2 Agreement for Design and Engineering Services – Bus Parking Yard in Paso Robles (Approve)

Consent Items

- C-1 Executive Committee Meeting Minutes of April 20, 2016 (Approve)
- C-2 Executive Committee Meeting Minutes of August 10, 2016 (Approve)
- C-3 RTA Board Meeting Minutes of September 14, 2016 (Approve)
- C-4 Draft RTAC Meeting Minutes of October 20, 2016 (Approve)
- C-5 Resolution Authorizing Executive Director to Submit Application for Low Carbon Transit Operations Grant Funds (Approve)
- C-6 Annual Fiscal & Compliance Audit for Fiscal Year 2015-16 (Accept)

Closed Session Items

None

7. **Closed Session**

None

8. **Adjournment**

Next RTA Executive Committee Meeting: **December 14, 2016**

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

October 12, 2016

STAFF REPORT

AGENDA ITEM: A-2

TOPIC: Short Range Transit Plan (SRTP)

ACTION: Receive

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Receive Report on Projected Impacts in Years 6 & 7 of the 2016 RTA SRTP

SUMMARY:

The RTA Board of Directors adopted the RTA Short Range Transit Plan at its July 13, 2016 meeting. The SRTP covers Fiscal Year 2016-17 through Fiscal Year 2020-21, and it provides a financially-constrained set of recommendations based on projected ridership, operating costs, capital costs and financial resources. Staff subsequently worked with the consultant to develop financially-unconstrained projections for two years beyond the base five-year planning horizon to determine if any challenges might face both the RTA and SLO Transit. Those findings are provided in the attached memorandum.

The primary challenge facing the RTA is the need to replace eight Runabout vans in FY21-22, as well as fifteen fixed-route buses in FY22-23. In total, the combined vehicle replacement costs will total approximately \$7.7 million over two years. It will be incumbent upon staff to seek financial assistance at the local, state and federal level to assist the RTA in replacing revenue vehicles. Another takeaway is that the RTA should consider spreading out the replacement of the fixed-route buses over several years so that another “slug-load” replacement can be avoided in FY32-33.

Staff Recommendation

Receive the attached report on projected capital program impacts in FY21-22 and FY22-23.



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September 23, 2016

Gordon Shaw, Principal
LSC Transportation Consultants
2690 Lake Forest Road, Suite C
Tahoe City, CA 96145

Re: Financially Unconstrained Years 6 & 7 Beyond SRTP Planning Horizon

Dear Gordon –

Per our earlier discussions, I directed LSC Transportation Consultants, Inc. to provide financially constrained 5-Year Short Range Transit Plans for the RTA and SLO Transit. In addition, we agreed that we would jointly develop financially unconstrained projections for Years 6 and 7 through a separate memorandum. Please let this letter serve as a summary of these two out-year projections.

RTA Financially Unconstrained Projections for FY21-22 and FY22-23

Projections for operating costs, ridership and fare impacts, capital projects and costs, and finally a summary financial plan are provided in Tables A through F below. The estimates for the first five years (FY16-17 through FY20-21) match the estimates provided in the RTA's recently-adopted SRTP, while the ensuing two years provide projections that the RTA can use for strategic planning purposes. This analysis assumes that no major service changes would be implemented in FY21-22 or FY22-23 that would require substantially greater operating or capital funds.

These tables demonstrate that the RTA will be faced with replacing eight Runabout vans in FY21-22 and fifteen heavy-duty fixed route buses in FY22-23. As shown in Table E, this will require a total of approximately \$7.7 million in capital funding. One possible solution is to work with SLOCOG and the other transit providers in the County to begin "banking" Federal and State funds in the prior two to three fiscal years to help reduce the impact in any single year. Another strategy is to spread out the replacement of this large number of buses over two or three years so that the same challenge will not be faced when those vehicles must be replaced in FY32-33. The RTA should also seek additional outside funding to cover all or a portion of these capital funding needs.

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TABLE A: RTA SRTP Operating Costs						5-Year Plan Total	FINANCIALLY UNCONSTRAINED OUT- YEARS	
<i>All Figures in Thousands</i>							FY21-22	FY22-23
Plan Element	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21			
Base Case Operating Costs	\$8,236.5	\$8,401.2	\$8,569.2	\$8,826.3	\$9,091.1	\$43,124.3	\$9,363.8	\$9,644.7
Operating Plan Elements								
Provide Mid-Day Express Service on Route 9	\$0.0	\$250.9	\$255.9	\$263.6	\$271.5	\$1,042.0	\$279.7	\$288.1
Provide Mid-Day Express Service on Route 10	\$0.0	\$319.3	\$325.6	\$335.4	\$345.5	\$1,325.8	\$355.8	\$366.5
Expand Evening Service on Route 9	\$0.0	\$253.1	\$258.1	\$265.9	\$273.8	\$1,050.9	\$282.1	\$290.5
Expand Evening Service on Route 10	\$0.0	\$256.4	\$261.6	\$269.4	\$277.5	\$1,064.9	\$285.8	\$294.4
Expand Evening Service on Route 12	\$0.0	\$67.5	\$68.9	\$70.9	\$73.1	\$280.4	\$75.3	\$77.5
Modify Route 12 Schedules To Eliminate Long Layovers	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Expand Runabout Capacity	\$22.0	\$44.9	\$68.7	\$94.3	\$121.4	\$351.3	\$150.1	\$180.3
Wi-Fi Operating Costs	\$0.0	\$4.8	\$42.4	\$43.7	\$45.0	\$136.0	\$46.4	\$47.8
<i>Total: Service Plan Elements</i>	<i>\$22.0</i>	<i>\$1,187.9</i>	<i>\$1,272.1</i>	<i>\$1,333.8</i>	<i>\$1,398.1</i>	<i>\$5,214.0</i>	<i>\$1,465.1</i>	<i>\$1,534.8</i>
<i>Total With Plan Elements</i>	<i>\$8,258.5</i>	<i>\$9,589.1</i>	<i>\$9,841.3</i>	<i>\$10,160.1</i>	<i>\$10,489.2</i>	<i>\$48,338.3</i>	<i>\$10,828.9</i>	<i>\$11,179.6</i>
<i>Percent Increase over Base Case</i>	<i>0.3%</i>	<i>14.1%</i>	<i>14.8%</i>	<i>15.1%</i>	<i>15.4%</i>	<i>12.1%</i>	<i>15.6%</i>	<i>15.9%</i>
Base Case costs based upon FY 2015-16 Amended Budget, excluding capital and management contract costs Inflation assumptions identified in the SLOCOG RTP were applied: two percent annual inflation through 2018/19, and three percent thereafter Source: LSC Transportation Consultants, Inc.								

TABLE B: RTA SRTP Ridership Forecasts						5-Year Plan Total	FINANCIALLY UNCONSTRAINED OUT- YEARS		
<i>All Figures in Thousands</i>							FY21-22	FY22-23	
Plan Element	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21				
Base Case Ridership ⁽¹⁾	<u>FY 15-16</u>								
Fixed Route	709.0	714.5	720.1	725.7	731.4	737.1	3,628.8	742.8	748.6
Runabout ⁽²⁾	43.6	44.5	45.4	46.3	47.2	48.1	231.4	49.1	50.1
Total	752.6	759.0	765.5	772.0	778.6	785.2	3,860.3	791.9	798.7
Service Plan Elements									
Provide Mid-Day Express Service on Route 9	0.0	21.0	25.2	26.7	26.9	26.9	99.8	27.1	27.3
Provide Mid-Day Express Service on Route 10	0.0	21.2	25.4	26.9	27.1	27.1	100.6	27.3	27.6
Expand Evening Service on Route 9	0.0	8.1	11.1	12.5	12.6	12.6	44.3	12.7	12.8
Expand Evening Service on Route 10	0.0	7.2	9.9	11.1	11.2	11.2	39.4	11.3	11.4
Expand Evening Service on Route 12	0.0	2.1	2.9	3.3	3.3	3.3	11.6	3.4	3.4
Modify Route 12 Schedules To Eliminate Long Layovers	0.0	1.2	1.3	1.3	1.4	1.4	5.2	1.4	1.4
Expand Runabout Capacity	0.9	1.7	2.6	3.5	4.4	4.4	13.1	5.2	6.1
<i>Total: Service Plan Elements</i>	<i>0.9</i>	<i>62.5</i>	<i>78.4</i>	<i>85.3</i>	<i>86.9</i>	<i>86.9</i>	<i>314.0</i>	<i>88.4</i>	<i>90.0</i>
Discount Regional Day Pass Fare	7.5	7.5	7.6	7.6	7.7	7.7		7.8	7.8
Total Ridership	767.3	835.5	858.0	871.5	879.8	879.8	3,444.8	888.1	896.5
<i>% Growth over Base Case</i>	<i>1.1%</i>	<i>9.2%</i>	<i>11.2%</i>	<i>12.0%</i>	<i>12.1%</i>	<i>12.1%</i>		<i>12.3%</i>	<i>12.4%</i>
<i>% Growth over FY 15-16</i>	<i>2.0%</i>	<i>11.0%</i>	<i>14.0%</i>	<i>15.8%</i>	<i>16.9%</i>	<i>16.9%</i>		<i>18.0%</i>	<i>19.1%</i>
Note 1: Base case ridership on fixed routes increased by 0.78% per year, per the mid-range projections presented in Final Report - San Luis Obispo County 2040 Population, Housing & Employment Forecast (SLOCOG, 2011)									
Note 2: As Runabout ridership is a function of the service level provided, growth in ridership is reflected in the service plan element.									
Source: LSC Transportation Consultants, Inc.									

TABLE C: RTA SRTP Fare Revenues							FINANCIALLY UNCONSTRAINED OUT-YEARS	
<i>All Figures in Thousands</i>								
Plan Element	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	5-Year Plan Total	FY21-22	FY22-23
Base Case Operating Revenues (Fares & Advertising)	\$1,330.0	\$1,340.4	\$1,361.4	\$1,393.5	\$1,437.5	\$6,862.7	\$1,494.4	\$1,565.7
Service Plan Elements								
Provide Mid-Day Express Service on Route 9	\$0.0	\$27.5	\$33.0	\$34.9	\$35.2	\$130.6	\$35.5	\$35.7
Provide Mid-Day Express Service on Route 10	\$0.0	\$22.9	\$31.4	\$35.3	\$35.6	\$125.2	\$35.9	\$36.2
Expand Evening Service on Route 9	\$0.0	\$12.9	\$15.5	\$16.4	\$16.5	\$61.3	\$16.6	\$16.8
Expand Evening Service on Route 10	\$0.0	\$10.7	\$14.7	\$16.4	\$16.6	\$58.4	\$16.7	\$16.9
Expand Evening Service on Route 12	\$0.0	\$4.2	\$4.5	\$4.5	\$4.8	\$18.0	\$4.8	\$4.8
Modify Route 12 Schedules To Eliminate Long Layovers	\$0.0	\$1.2	\$1.6	\$1.9	\$1.9	\$6.5	\$1.9	\$1.9
Expand Runabout Capacity	\$2.6	\$5.1	\$7.7	\$10.3	\$12.8	\$38.5	\$15.4	\$18.0
Discount Regional Day Pass Fare	-\$26.5	-\$26.7	-\$26.9	-\$27.1	-\$27.3	-\$134.5	-\$27.5	-\$27.8
Net Change in Fare Revenues	-\$23.9	\$57.7	\$81.4	\$92.6	\$96.1	\$304.0	\$99.4	\$102.6
Total Annual Fare Revenues	\$1,306.1	\$1,398.1	\$1,442.8	\$1,486.1	\$1,533.6	\$7,166.6	\$1,593.8	\$1,668.3
<i>Percent Change</i>	-1.8%	4.3%	6.0%	6.6%	6.7%	4.4%	6.6%	6.6%

Source: LSC Transportation Consultants, Inc.

TABLE D: 7-Year RTA Fleet Replacement Plan and Costs						Assumed Annual Inflation Rate	2.5%	
Vehicle Type	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23	TOTAL
Number of Vehicles								
RTA Fixed Route								
Total Over-the-Road Coach Purchases	2	0	2	0	0	0	0	4
Total Heavy-Duty Bus Purchases	3	2	0	0	1	0	15	21
Total Cutaway Purchases	0	0	0	0	1	0	0	1
Total Trolley Purchases	1	0	0	0	0	0	0	1
Total	6	2	2	0	2	0	0	12
Runabout								
Total Cutaway Purchases	2	0	8	0	6	2	0	18
Total Minivan Purchases	6	0	0	0	0	6	0	12
Total	8	0	8	0	6	8	0	30
Cost Estimate								
RTA Fixed Route								
	<u>14/15 Unit Cost</u>							
Over-the Road Coaches	\$650,000	\$1,366,000	\$0	\$1,435,000	\$0	\$0	\$0	\$2,801,000
Heavy-Duty Buses	\$480,000	\$1,513,000	\$1,034,000	\$0	\$0	\$557,000	\$0	\$7,200,000
Cutaway Buses	\$90,000	\$0	\$0	\$0	\$0	\$104,000	\$0	\$104,000
Trolley	\$180,000	\$189,000	\$0	\$0	\$0	\$0	\$0	\$189,000
Total		\$3,068,000	\$1,034,000	\$1,435,000	\$0	\$661,000	\$0	\$7,200,000
Runabout								
Cutaway Buses	\$90,000	\$189,000	\$0	\$795,000	\$0	\$626,000	\$214,000	\$1,824,000
Minivans	\$45,000	\$284,000	\$0	\$0	\$0	\$0	\$321,000	\$605,000
Total		\$473,000	\$0	\$795,000	\$0	\$626,000	\$535,000	\$2,429,000

TABLE E: RTA SRTP Capital Plan						5-Year Plan Total	FINANCIALLY UNCONSTRAINED OUT- YEARS	
<i>All Figures in Thousands</i>							FY21-22	FY22-23
Plan Element	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21			
Capital Plan Elements								
Fixed Route Buses	\$3,068.0	\$1,034.0	\$1,435.0	\$0.0	\$661.0	\$6,198.0	\$0.0	\$7,200.0
Runabout Vehicles	\$473.0	\$0.0	\$795.0	\$0.0	\$626.0	\$1,894.0	\$535.0	\$0.0
Transit Garage Facility	\$500.0	\$500.0	\$500.0	\$500.0	\$695.3	\$2,695.3	\$695.3	\$695.3
Paso Robles Bus Storage Facility	\$850.0	\$0.0	\$0.0	\$0.0	\$0.0	\$850.0	\$0.0	\$0.0
Wi-Fi Bus Equipment	\$0.0	\$6.0	\$45.0	\$0.0	\$0.0	\$51.0	\$0.0	\$0.0
Short Term Government Center Transit Hub Improvements	\$92.5	\$0.0	\$0.0	\$0.0	\$0.0	\$92.5	\$0.0	\$0.0
Programmatic Capital Improvements ⁽¹⁾	\$189.0	\$133.1	\$130.2	\$96.7	\$99.6	\$648.6	\$102.6	\$105.7
Loan Payment on Current Garage Facility	\$200.6	\$200.6	\$211.7	\$0.0	\$0.0	\$612.9	\$0.0	\$0.0
<i>Subtotal: Capital Plan Elements</i>	<i>\$5,373.1</i>	<i>\$1,873.7</i>	<i>\$3,116.9</i>	<i>\$596.7</i>	<i>\$2,081.9</i>	<i>\$13,042.3</i>	<i>\$1,332.9</i>	<i>\$8,001.0</i>
Inflation assumptions identified in the SLOCOG RTP were applied: two percent annual inflation through 2018/19, and three percent thereafter								
Note 1: Programmatic capital improvements include bus stop improvements, maintenance equipment and computer/communications equipment								
Source: LSC Transportation Consultants, Inc.								

TABLE F: RTA SRTP Financial Plan						FINANCIALLY UNCONSTRAINED OUT- YEARS	
<i>All Figures in Thousands</i>						FY21-22	FY22-23
	FY16-17	FY17-18	FY18-19	FY19-20	FY 20-21		
OPERATING							
Operating Costs (From Table A)	\$8,258.5	\$9,589.1	\$9,841.3	\$10,160.1	\$10,489.2	\$10,828.9	\$11,179.6
<u>Operating Revenues</u>							
Fare Revenues (From Table C)	\$1,306.1	\$1,398.1	\$1,442.8	\$1,486.1	\$1,533.6	\$1,593.8	\$1,668.3
Rural Transit Fund	\$234.6	\$244.1	\$259.0	\$283.1	\$318.7	\$0.0	\$0.0
FTA Section 5307	\$2,038.9	\$2,079.6	\$2,121.2	\$2,184.9	\$2,250.4	\$2,317.9	\$2,387.5
FTA Section 5311	\$639.3	\$652.1	\$665.1	\$685.1	\$705.6	\$726.8	\$748.6
Cuesta Contribution	\$55.5	\$56.6	\$57.7	\$59.4	\$61.2	\$63.0	\$64.9
Interest	\$3.0	\$3.0	\$3.0	\$3.0	\$3.0	\$3.0	\$3.0
Transportation Development Act	\$3,981.2	\$5,155.7	\$5,292.5	\$5,458.6	\$5,616.7	\$6,124.4	\$6,307.3
Total	\$8,258.5	\$9,589.1	\$9,841.3	\$10,160.1	\$10,489.2	\$10,828.9	\$11,179.6
<i>Balance</i>	<i>\$0.0</i>	<i>\$0.0</i>	<i>\$0.0</i>	<i>\$0.0</i>	<i>\$0.0</i>	<i>\$0.0</i>	<i>\$0.0</i>
CAPITAL							
Capital Costs (From Table E)	\$5,373.1	\$1,873.7	\$3,116.9	\$596.7	\$2,081.9	\$1,332.9	\$8,001.0
<u>Capital Revenues</u>							
FTA Section 5307	\$4,042.8	\$1,015.4	\$1,849.1	\$0.0	\$842.1	\$0.0	\$6,953.2
Proposition 1B	\$241.3	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
State Transit Assistance	\$561.5	\$561.5	\$561.5	\$561.5	\$561.5	\$561.5	\$561.5
Low Carbon Transit Ops Program	\$291.0	\$296.8	\$308.8	\$330.9	\$365.3	\$415.3	\$486.3
Rural Transit Fund (Capital)	\$236.5	\$0.0	\$397.5	\$0.0	\$313.0	\$267.5	\$0.0
Total	\$5,373.1	\$1,873.7	\$3,116.9	\$892.4	\$2,081.9	\$1,244.3	\$8,001.0
<i>Balance</i>	<i>\$0.0</i>	<i>\$0.0</i>	<i>\$0.0</i>	<i>\$295.7</i>	<i>\$0.0</i>	<i>(\$88.6)</i>	<i>\$0.0</i>
FTA - Federal Transit Administration							
Source: LSC Transportation Consultants, Inc.							

SLO Transit Financially Unconstrained Projections for FY21-22 and FY22-23

Similar to the discussion above concerning the RTA, Tables G through J presented below provide projections for operating costs, ridership and fare impacts, capital projects and costs, and finally a summary financial plan for SLO Transit for FY21-22 and FY22-23. Again, the first five years (FY16-17 through FY20-21) match the forecasts provided in SLO Transit’s financially-constrained 5-year SRTP, and the ensuing two years provide projections that the City of San Luis Obispo can use for strategic planning purposes. The analysis in this memorandum assumes that no major service enhancements would be implemented in Years 6 and 7 that would require substantially greater operating or capital funds.

These tables demonstrate that SLO Transit will not be challenged with any substantial capital or operating cost challenges in FY21-22 or FY22-23. However, this analysis assumes that, although the City’s 2009 Alexander Dennis Enviro500 double deck bus technically would be eligible for replacement in FY21-22, the fact that SLO Transit uses that double deck bus relatively sparingly suggests that the economically useful life of that vehicle could be realistically extended beyond the 7-year planning horizon. As such, this analysis assumes that its replacement would be required in FY23-24 or later. The other takeaway from this analysis is that SLO Transit, similar to RTA, must also “bank” capital dollars to fund major bus replacement projects that will be required during the financially-constrained 5-year period, but that a surplus of capital funding will be accumulated in years 6 and 7.

TABLE G : SLO Transit SRTP Operating Costs						5-Year Plan Total	FINANCIALLY UNCONSTRAINED OUT- YEARS	
<i>All Figures in Thousands</i>							FY21-22	FY22-23
Plan Element	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21			
Base Case Operating Costs	\$3,163.9	\$3,227.2	\$3,291.7	\$3,390.5	\$3,492.2	\$16,565.5	\$3,597.0	\$3,704.9
Operating Plan Elements								
Route Realignment	\$0.0	\$9.4	\$9.6	\$9.9	\$10.2	\$39.0	\$10.5	\$10.8
Extend Hours of Service During the School Year	\$0.0	\$50.5	\$177.6	\$182.9	\$188.4	\$599.5	\$194.1	\$199.9
Provide Evening Service in the Summer	\$0.0	\$44.2	\$45.0	\$46.4	\$47.8	\$183.4	\$49.2	\$50.7
<i>Total: Service Plan Elements</i>	<i>\$0.0</i>	<i>\$95.1</i>	<i>\$223.1</i>	<i>\$229.8</i>	<i>\$236.6</i>	<i>\$784.6</i>	<i>\$243.7</i>	<i>\$251.1</i>
Total With Plan Elements	\$3,163.9	\$3,322.3	\$3,514.8	\$3,620.2	\$3,728.8	\$17,350.0	\$3,840.7	\$3,955.9
<i>Percent Increase over Base Case</i>	<i>0.0%</i>	<i>2.9%</i>	<i>6.8%</i>	<i>6.8%</i>	<i>6.8%</i>	<i>4.7%</i>	<i>6.8%</i>	<i>6.8%</i>
<small>Base Case costs based upon FY 2015-16 Amended Budget, excluding capital and management contract costs Inflation assumptions identified in the SLOCOG RTP were applied: two percent annual inflation through 2018/19, and three percent thereafter Source: LSC Transportation Consultants, Inc.</small>								

TABLE H: SLO Transit SRTP Ridership & Fare Revenue Forecasts							FINANCIALLY UNCONSTRAINED OUT-YEARS	
<i>All Figures in Thousands</i>								
Plan Element	FY16-17	FY17-18	FY18-19	FY19-20	FY 20-21	5-Year Plan Total	FY21-22	FY22-23
Base Case Ridership ⁽¹⁾								
Total	1,157.1	1,164.1	1,171.1	1,178.1	1,185.2	5,855.6	1,192.3	1,199.4
Service Plan Elements								
Route Realignment	0.0	47.7	57.0	60.4	60.7	225.8	61.1	61.5
Extend Hours of Service During the School Year	0.0	7.3	30.0	31.8	31.9	101.0	32.1	32.3
Provide Evening Service in the Summer	0.0	5.3	7.3	8.2	8.2	29.0	8.3	8.3
<i>Total: Service Plan Elements</i>	0.0	60.3	94.3	100.4	100.8	355.8	101.5	102.1
Discount Regional Day Pass Fare	1.1	1.1	1.1	1.1	1.1		0.0	1.1
Total Ridership	1,158.2	1,225.5	1,266.5	1,279.6	1,287.1	5,058.6	1,293.8	1,302.7
<i>% Growth over Base Case</i>	0.1%	5.3%	8.2%	8.7%	8.7%		8.6%	8.7%
<i>% Growth over FY 15-16</i>	0.7%	6.5%	10.1%	11.2%	11.9%		12.5%	13.3%
Base Case Operating Revenues (2)	\$235.0	\$239.0	\$243.0	\$247.0	\$251.0	\$1,215.0	\$252.3	\$254.0
Service Plan Elements								
Route Realignment	\$0.0	\$4.3	\$5.2	\$5.5	\$5.5	\$20.6	\$5.6	\$5.6
Extend Hours of Service During the School Year	\$0.0	\$0.2	\$0.3	\$0.3	\$0.3	\$1.1	\$0.3	\$0.3
Provide Evening Service in the Summer	\$0.0	\$0.3	\$1.3	\$1.3	\$1.3	\$4.2	\$1.3	\$1.4
Discount Regional Day Pass Fare	-\$3.8	-\$3.9	-\$3.9	-\$3.9	-\$3.9	-\$19.4	-\$3.9	-\$3.9
Net Change in Fare Revenues	-\$3.8	\$1.0	\$2.8	\$3.2	\$3.3	\$6.5	\$3.3	\$3.3
Total Annual Fare Revenues	\$231.2	\$240.0	\$245.8	\$250.2	\$254.3	\$1,221.5	\$255.6	\$257.4
<i>Percent Change</i>	-1.6%	0.4%	1.2%	1.3%	1.3%	0.5%	1.3%	1.3%
<p><i>Note 1: Base case ridership on fixed routes increased by 0.6% per year, per the mid-range projections presented in Final Report - San Luis Obispo County 2040 Population, Housing & Employment Forecast (SLOCOG, 2011)</i></p> <p><i>Note 2: Includes cash fares, bus pass revenues, downtown access pass, and Prado tokens</i></p> <p><i>Source: LSC Transportation Consultants, Inc.</i></p>								

TABLE I: SLO Transit SRTP Capital Plan							FINANCIALLY UNCONSTRAINED OUT-YEARS	
<i>All Figures in Thousands</i>								
Plan Element	FY16-17	FY17-18	FY18-19	FY19-20	FY 20-21	5-Year Plan Total	FY21-22	FY22-23
Capital Plan Elements								
Low Floor Buses	\$1,000.0	\$0.0	\$0.0	\$2,144.0	\$0.0	\$3,144.0	\$0.0	\$0.0
Double Decker Buses	\$0.0	\$0.0	\$0.0	\$1,882.0	\$0.0	\$1,882.0	\$0.0	\$0.0
Trolley	\$0.0	\$0.0	\$0.0	\$450.0	\$0.0	\$450.0	\$0.0	\$0.0
Transit Operations/Maintenance Facility	\$220.0	\$525.0	\$2,975.0	\$0.0	\$0.0	\$3,720.0	\$0.0	\$0.0
Bus Stop Improvements	\$50.7	\$51.7	\$53.8	\$57.6	\$63.6	\$277.3	\$0.0	\$0.0
Short Term Government Center Transit Hub Improvements	\$40.0	\$0.0	\$0.0	\$0.0	\$0.0	\$40.0	\$0.0	\$0.0
Programmatic Capital Improvements	\$31.0	\$45.0	\$32.3	\$33.2	\$34.2	\$175.7	\$35.2	\$36.3
<i>Subtotal: Capital Plan Elements</i>	<i>\$1,341.7</i>	<i>\$621.7</i>	<i>\$3,061.0</i>	<i>\$4,566.8</i>	<i>\$97.8</i>	<i>\$9,689.0</i>	<i>\$35.2</i>	<i>\$36.3</i>
<p>Inflation assumptions identified in the SLOCOG RTP were applied: two percent annual inflation through 2018/19, and Programmatic capital improvements include bus stop improvements, maintenance equipment and computer/communications equipment</p> <p><i>Source: LSC Transportation Consultants, Inc.</i></p>								

TABLE J: SLO Transit SRTP Financial Plan <i>All Figures in Thousands</i>						FINANCIALLY UNCONSTRAINED OUT-YEARS		
	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23	
OPERATING								
Operating Costs (From Table G)	\$3,163.9	\$3,322.3	\$3,514.8	\$3,620.2	\$3,728.8	\$3,840.7	\$3,955.9	
Operating Revenues								
Fare Revenues (From Table H)	\$231.2	\$240.0	\$245.8	\$250.2	\$254.3	\$255.6	\$257.4	
5307 - Operating	\$1,208.0	\$1,268.0	\$1,331.0	\$1,398.0	\$1,468.0	\$1,541.5	\$1,618.7	
5307 - Preventive Vehicle Maint	\$168.0	\$176.0	\$185.0	\$194.0	\$204.0	\$214.5	\$225.6	
TDA - Local Transportation Fund	\$875.0	\$910.0	\$946.0	\$984.0	\$1,023.0	\$1,063.5	\$1,105.7	
TDA - State Transit Assistance (STA)	\$34.0	\$35.0	\$36.0	\$37.0	\$38.0	\$39.0	\$40.1	
TDA - STA Discretionary	\$146.0	\$149.0	\$152.0	\$155.0	\$158.0	\$161.1	\$164.2	
CalPoly Agreement	\$452.0	\$461.0	\$470.0	\$479.0	\$493.0	\$507.4	\$522.2	
SLORTA Revenue Sharing	\$22.0	\$22.0	\$22.0	\$22.0	\$22.0	\$22.0	\$22.0	
Trolley Surcharge	\$7.0	\$7.0	\$7.0	\$7.0	\$7.0	\$7.0	\$7.0	
Sale of Surplus Prop	\$4.0	\$4.0	\$4.0	\$4.0	\$4.0	\$4.0	\$4.0	
Investment & Prop Revenues	\$6.0	\$6.0	\$6.0	\$6.0	\$6.0	\$6.0	\$6.0	
Total	\$3,153.2	\$3,278.0	\$3,404.8	\$3,536.2	\$3,677.3	\$3,821.7	\$3,972.8	
<i>Additional Funds Required</i>	\$10.7	\$44.3	\$109.9	\$84.0	\$51.6	\$19.0	(\$16.9)	
CAPITAL								
Capital Costs (From Table I)	\$1,341.7	\$621.7	\$3,061.0	\$4,566.8	\$97.8	\$35.2	\$36.3	
Capital Revenues								
5307 - Capital	\$737.0	\$774.0	\$813.0	\$854.0	\$897.0	\$942.2	\$989.6	
<i>Additional Funds Required</i>	\$604.7	(\$152.3)	\$2,248.0	\$3,712.8	(\$799.2)	(\$906.9)	(\$953.3)	
<i>Source: LSC Transportation Consultants, Inc.</i>								

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

October 12, 2016

STAFF REPORT

AGENDA ITEM: B-1

TOPIC: Fiscal Year 2016-17 Budget Amendment

ACTION: Approve FY16-17 Budget Amendment

PRESENTED BY: Tania Arnold

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 from FY15-16 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 in our operating environment. Once that information is gathered and presented to the Board, a separate budget amendment would be presented with the likely implementation of the project in FY17-18.

On August 3, 2016, the Board also approved a contribution to South County Transit for additional shared supervisory support. However, the budgeted amount in FY16-17 for operations labor does not need to increase because we were short-staffed at the start of the fiscal year.

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 parentheses in the descriptions 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. FTA Section 5339 Bus and Bus Facilities (\$96,190): based on delays with implementing the ticket vending machine.
6. 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. 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 Robles bus parking facility, as well as facility security improvements.
2. Maintenance Software and Maintenance Equipment (\$57,690): for the shop forklift, farebox test bench, and 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 additional focused review of floodplain issues.

The net effect for the above referenced budget adjustments is that there is no financial 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

Executive Committee Meeting

Draft Minutes 4/20/2016

C-1

Members Present: Jan Howell Marx, President
Debbie Arnold, Past President

Members Absent: Lynn Compton, Vice President

Staff Present: Shelby Walker, Administrative Assistant
Tim McNulty, County Counsel
Tania Arnold, CFO & Director of Administration

Also Present: Pete Rodgers, SLOCOG
Ron DeCarli, SLOCOG
Aida Nicklin, SLOCOG
Eric Greening, Atascadero

1. Call to Order and Roll Call:

President Jan Marx called the meeting to order at 10:02 a.m. Silent Roll Call was taken and a quorum was present.

2. Public Comments:

Mr. Eric Greening, Atascadero, said he appreciates the tax payers' contributions and wants to keep their contributions as minimal as possible. He is aware of the improvements for fixed route services that are on the way as stated in the Joint Short Range Transit Plan (SRTP) and Human Services Plan. He was flabbergasted to hear at the supervisors meeting that the fixed route services will allegedly now be getting only 6% from the ½ cent sales tax measure instead of the 7% that was discussed previously. He stated that this was to increase point to point transit for senior and disabled. He is surprised that the point to point would be increased due to the new training for riders and the appeals board for ADA. He said that he hopes that is not what will

happen just in case there are shortfalls to other funding sources. **President Marx** stated that would be a good thing to bring up in the SLOCOG Executive meeting.

3. Information Items

A-1 Executive Director's Report

Ms. Tania Arnold said The Employee of the Quarter barbecue lunch will be held on April 29th from 11:30 a.m. to 1 p.m. at our RTA Operating facility.

The Regional Transportation Advisory Committee will be meeting on April 21st and they will be reviewing the FY 16-17 budget as well as the Draft Short Range Transit Plan. There will also be some proposed by-law changes to RTAC in regards to Runabout appeals.

RTA is finalizing the contract with Rincon Associates to assist with environmental planning services for operations facility at Elks Lane. That will take about 16-18 months and we are hoping to start at the end of May.

The over-the-road coaches were implemented mid-March on Routes 9 and 10 express services. There is an issue of delays because of steep/narrow walk on the bus it is a little different to maneuver on them. It has taken time for the bus operators to become more familiar with them. We will continue to monitor their performance in the next few months before bring it to the Board on whether or not we exercise the option to purchase two new over-the-road coaches.

We continue to participate in a Travel Management Coordination Center study which is partially funded with an FTA Mobility Services for All Americans grant. The study seeks to evaluate technology solutions to help improve access to specialized transportation services throughout the county.

The ticket vending machine project is moving forward with GFI Genfare; they will be onsite next week to discuss the backend of the equipment. In order to address the addition of ticket vending machine at the Government Center, we went out to bid for design services to incorporate replacing the shelters as well as some ITS informational signs. The bids are due April 25th.

FTA has approved our request to issue a Categorical Exclusion for our partial use of the County Corp Yard in Paso Robles. The project is included in the budget for final approval.

To date we have expended 64.07% through 75% of this fiscal year which is great. The fuel cost came in under budget which has helped with savings. We are being conservative when it comes to fuel. Related to farebox recovery ratio fixed route is 26.12% through March and Runabout farebox recovery ratio is at 4.12%.

Ms. Arnold concluded the Executive Directors report.

Mr. Greening stated that they are a little slower on city streets. Also the over-the-road coaches does create delays at stops due to the fact that there is only one door so in riders have to wait for everyone to get off before anyone can get on. He stated that they are best used for express services and not local trips. He mentioned that they are very comfortable.

Ron Di Carli asked if the over-the-road coaches have helped decrease the number of standees and overcrowding at peak hours. **Ms. Arnold** replied that it is difficult to address because we do not use them on all the express routes. When the new bids happen in May we may be putting the buses on new routes/trips to see if it addresses the overcrowding more. **Mr. Greening** stated he has seen less standees on the Route 9 bus that he takes.

4. Action Items

B-1 Fiscal Year 2016-17 Operating and Capital Budget

Ms. Arnold stated that she will be presenting the fiscally-constrained fiscal year 2016-17 operating budget and an advisory fiscal year 2017-18 operating budget. She is also presenting a five-year capital program to project what the capital needs for RTA might be in the future. She stated that she appreciates the Board's support in these financially constrained times. This year was a continued challenge due to declines or stagnation in various local revenue sources used to operate core RTA core services.

The budget assumes essentially the same core levels of service miles and hours for fixed route services that we are currently operating. There will be no significant changes with Runabout services. We are recommending the elimination of the North Cuesta College Evening Shuttle. The ridership has been essentially non-existent despite significant outreach efforts.

The budget does include the requirements for following our reserve policy that is for capital and cash flow purposes, since a significant amount of our funding is federal and reimbursement occurs at the end of the fiscal year. The local funding, LTF and STA, comes in at the end of each quarter. The reserve policy helps address both of those.

The result of the savings, as well as a decrease in fuel prices, has resulted in staff projecting a strong fund balance at the beginning of FY16-17. The operating budget is proposed at \$8,576,950 and the capital budget is proposed at \$2,379,360. The Paso and County services are presented in separate columns and are separately funded. The main cost factors are vehicle liability insurance, workers compensation insurance, and the wage adjustments programmed in the Collective Bargaining agreement. The downturn in fuel costs has resulted in welcome relief.

This budget assumes no fare increases for either FY16-17 or FY17-18, although staff is evaluating fare increase options for pending LTF revenue projections for FY17-18.

The Administration Expense for RTA core services is relatively flat compared to last fiscal year. The proposed service delivery cost for RTA core services is up by roughly 2%. It should be noted that the CBA runs through January 31, 2018. Staff is evaluating the potential impacts of the California Legislature's recent minimum wage hike to \$15.00 per hour by 2021; RTA's current average hourly wage is \$16.30 per hour.

At the biannual CalTIP meeting last week, staff learned of projected vehicle liability and physical damage costs. The number of claims has gone down by half but the cost of the claims has gone up dramatically for the pool. As part of that, there has been an increase of about \$35,000 to the budget. Staff was notified in November of a likely increase to the primary workers compensation insurance program for the FY16-17, after a significant increase in FY15-16. We reached out for proposals from eight different carriers; 4 outright declined. Waiting to hear from the other four. Although the final numbers will not be available prior to adoption of the budget, staff has included a "worst case scenario" cost estimate in the attached budget proposal.

The draft Short Range Transit Plan includes a number of service improvements to meet current and projected future demand for regional transit services. In particular, new mid-day express runs on Routes 9 and 10, as well as later evening services, are recommended beginning in FY17-18. However, those improvements cannot be implemented without significant new funding and will remain financially-unconstrained until or unless new operating funds can be secured.

Runabout ridership is now holding steady. We recently hired a part time employee to perform functional assessments as part of the eligibility process. She has visited other facilities, including Clark County in Nevada, to gain more knowledge about their processes. We will also be doing fixed route travel training with those Runabout applicants that might be capable of using fixed route services when feasible.

The focus of our financially constrained FY16-17 capital program will be funding the improvements for a long-term Paso Robles yard, continued planning for the Elks Lane yard, and replacing Runabout vehicles. We do also have some minor capital projects. It should be noted that a portion of the FY15-16 capital funds for fully funded projects, such as the ITS improvements and Over the Road Coaches will need to be carried over to FY16-17 but, due to the timing of the projects and in order to provide a clear picture of what is new and what has been previously programmed, staff will be recommending a budget amendment in September to address carryover items. The projected five-year capital budget does not include any expansion vehicles. It is only identifying replacement projects and easily identifiable on-going projects.

Fiscal Year 2016-17 will be another challenging year. We look forward to working with our customers, the Board and other stakeholders in providing the highest quality of transportation services to residents of and visitors to our community. We believe that this budget reflects the path set by your Board in previous years and, although we would like to do more, we believe that this budget provides the optimum levels of service within the confines of existing limited resources. The Staff recommends that the Board adopt the FY16-17 budget as presented.

Related to the numbers, on page B-1-13 in the 2016-17 proposed operating budget section you will see there will be about \$2.2 million to start the fiscal year, which is higher than we expected due to cost savings. We have made some adjustments to the South County Transit management contract and you will see that at the Board meeting in July for adoption. We did request the use of Rural Transit Funds for operating funds and SLOCOG approved. Overall the non-TDA sources have gone up slightly from \$4.2 million to \$4.5 million. Page B-1-14 has a summary snapshot of the expenditures. It is up roughly 2% from the previous fiscal year. It also shows a slight decrease in LTF being requested from the jurisdictions of 0.13%, but will go to 0.65% due to the liability insurance increase. In the 17-18 FY year you will see a significant jump, which are aware of and we will be working with the jurisdictions on how to address those needs. Funding uses for FY17-18 is up at 7.63% over the FY16-17 proposed budget. On page B-1-15, we propose a slight increase on proposed capital, it does include funding for the Paso Yard project. On page B-1-16 you will note the 27% increase for workers compensation, which is the worst case scenario. It shows an increase in the South County Transit management contract of about 43%. Fuel will be a decrease of 25%. The liability and physical damage will be an increase of 15%.

Ms. Arnold concluded her report.

President Marx asked if the site for the new bus facility will be on Elks Lane or Prado Road. She also asked if we have an address yet. **Ms. Arnold** responded that the site will be at Elks Lane but we do not have an address yet. **Mr. Tim McNulty** mentioned that RTA is working with Rincon and Canon to figure out the flooding issue of that location before we work on the address of the location

Mr. Pete Rodgers asked about for the service delivery cost going up in FY 17-18 and if that is related to the collective bargaining agreement and the minimum wage increase impact. He also asked about the Route 9 and 10 express runs and how they were broken out. **Ms. Arnold** said yes that as well as the unknowns related to insurance. She addressed that if we had to make cuts it would mostly be the route changes that happened most recently which were the express runs. There are many moving pieces.

Mr. Di Carli stated overall the budget looks good. Talked about LTF funding with the increase and or reduction of funding variances. SLOCOG would advocate to maintain base services and ask the Board to increase LTF funding. Commute standees on routes is still an issue on peak time

routes. The SRTP plan states that additional runs actually be implemented on mid-day runs instead. SLOCOG advocates that the extra runs should go to the peak hour runs instead. **Ms. Arnold** stated it is difficult because of additional vehicles needed to add runs during the peak periods. **Mr. Di Carli** asked about the tripper buses are being used. **Ms. Arnold** stated that she is not sure exactly all the times they are being used, or if they are used at this time.

President Marx opened Public Comment.

Mr. Greening it is wonderful having Ms. Arnold in her position because she is very competent and responsive. As a rider he stated that he has not been experiencing overcrowding on commute rider runs so the money from the possible sales tax measure should not go to adding express runs. In regards to the sales tax measure and the 6% RTA would be getting, 4% should go to operating and 2% go to capital expenses.

President Marx closed Public Comment.

Past President Arnold moved to approve Action Agenda Item B-1 and **President Marx** seconded. The motion passed on a voice vote.

5. Consent Agenda Items

C-1 Executive Committee Meeting Minutes of December 17, 2015

Past President Arnold moved to approve Consent Agenda Items and **President Marx** seconded. The motion passed on a voice vote.

6. Agenda Review:

Ms. Arnold briefly reviewed RTA Board Agenda items for the May 4th meeting.

7. Adjournment: **President Marx adjourned RTA Executive Committee meeting to the SLOCOG Executive Committee meeting at **10:52** a.m.**

Respectfully Submitted,

Acknowledged by,

Shelby Walker
Administrative Assistant

Jan Marx
RTA President



San Luis Obispo Regional Transit Authority

Executive Committee Meeting

Draft Minutes 8/10/2016

C-2

Members Present: Lynn Compton, Vice President
Debbie Arnold, Past President

Members Absent: Jan Howell Marx, President

Staff Present: Geoff Straw, Executive Director
Shelby Walker, Administrative Assistant
Tim McNulty, County Counsel

Also Present: Pete Rodgers, SLOCOG
Eric Greening, Atascadero

1. Call to Order and Roll Call:

Vice President Lynn Compton called the meeting to order at 10:04 a.m. Roll Call was taken and a quorum was present.

2. Public Comments:

Board Member Debbie Arnold present **Mr. Eric Greening** with a certificate of service to the District 5 area.

Mr. Eric Greening, Atascadero, mentioned the MOU with the Lucia Mar School District that the Board of Supervisors approved to change the location of the evacuation location in the South County Area. Asked if RTA has gotten word about that because he did not hear an effective date be mentioned. **Mr. Geoff Straw** stated that he will check with Mr. Phil Moores to see if he is aware of the change.

3. Information Items

A-1 Executive Director's Report

Mr. Straw stated that RTA celebrated its 7th anniversary of taking operations in-house on August 5, 2016 as part of Celebrating Safety event. RTA management went out on the buses in while service and presented Annual Safety Awards to Bus Operators for RTA and SCT. This was well received by both the Bus Operators and riders alike, standing ovations were done by many riders on the buses. There were five Bus Operators who were awarded for not being involved in a preventable collision since in-house operations began. Four more RTA Bus Operators earned six-year awards and one SCT Bus Operator has worked 12 years without a collision.

The Employee of the Quarter lunch will be held in conjunction with the Second Annual Bus Rodeo on October 16th at the RTA operations facility, please add that event to your calendars and we hope to see you there.

Mr. Straw stated that staff is evaluating the ridership patterns on the Route 10X, which currently operates between Morro Bay and Orcutt. The project was originally funded with an FTA Section 5311f Intercity grant focusing on connecting long-travel services. After running the route for a six-month and evaluating it, we decided we are going to adjust the route. In the coming weeks we will be announcing what the changes are, currently working with a group at Cal Poly.

RTA received the first ticketing vending machine. Currently, we are working on the installation of the software infrastructure. We are also trying to figure out where to install it at the Government Center where our Transit Center is located, hoping to install it sometime in early fall.

RTA fixed route ridership is down 8.2% in comparison to last year. Declining fuel prices have resulted in ridership declines across the country. An exception is SLO Transit, which had record ridership in FY 15-16. The removal of a key parking lot on Cal Poly campus surely contributed to that increase.

Runabout ridership is down about 3.9%, which is a welcome relief. ADA cardholders can ride all regional transit fixed route services in San Luis Obispo County for free when they show their card. The new processing of the applications has also been helping with determining if the Runabout services is a good fit for the rider, **Ms. Carol Woodard** has been implementing the new process well.

Staff expects to bring budget revision recommendations to the RTA Board at its November meeting.

Mr. Straw concluded his report.

Vice President Compton opened public and board comment.

Mr. Greening, Atascadero, asked if the 10X that meets in Orcutt meet up with the Clean Air Express that goes down to Buellton. **Mr. Straw** stated he wasn't sure that it stops at Buellton but the 10X does meet with the Clean Air Express.

Vice President Compton closed public and board comment.

A-2 Review of comments received to date on MND for Paso Bus Yard

Mr. Straw stated that we have received any formal comments so far on the Mitigated Negative Declaration. It has been submitted to the State and it is on the CEQA website and the RTA website. There are also copies of it at the Paso Robles Library, County Library, the SLOCOG office, and at the RTA administrative office. Comments are due by September 2, 2016.

4. Action Items

B-1 Possible change of RTA Board meeting to 9/14/16

Mr. Straw stated that the original date for the September RTA Board meeting was September 7, 2016. After sending out a query to the board of supervisor members, it seemed that most of the members would not be able to attend. We are asking this board to if it is ok to move the RTA Board meeting to September 14, 2016.

The item was approved on a voice vote with all in favor and **President Marx** absent.

5. Consent Agenda Items

C-1 Executive Committee Meeting Minutes of April 20, 2016

Could not due a vote on the minutes because only one committee member present today was present at the April 20, 2016 meeting.

6. Agenda Review:

Mr. Straw briefly reviewed RTA Board Agenda items for the September 14th meeting.

7. Adjournment: Vice President Compton adjourned RTA Executive Committee meeting at 10:29 a.m.

Respectfully Submitted,

Acknowledged by,

Shelby Walker
Administrative Assistant

Lynn Compton
RTA Vice President