



RTA BOARD AGENDA

Wednesday, March 4, 2015
BOARD OF SUPERVISORS' CHAMBERS
COUNTY GOVERNMENT CENTER
1055 Monterey Street, San Luis Obispo, California 93401
RTA starts at 8:30 am

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

President: Debbie Arnold

Vice President: Jan Howell Marx

Board Members:

Frank Mecham (First District – SLO County)
Bruce Gibson (Second District – SLO County)
Adam Hill (Third District – SLO County)
Lynn Compton (Fourth District – SLO County)
Debbie Arnold (Fifth District – SLO County)
Jim Guthrie (Arroyo Grande)

Tom O'Malley (Atascadero)
John Shoals (Grover Beach)
Jamie Irons (Morro Bay)
Fred Strong (Paso Robles)
Shelly Higginbotham (Pismo Beach)
Jan Howell Marx (San Luis Obispo)

Individuals wishing accessibility accommodations at this meeting under the Americans with Disabilities Act (ADA) may request such accommodations to aid hearing, visual, or mobility impairment (including Limited English Proficiency [LEP]) by contacting the RTA offices at 781-4472. Please note that 48 hours advance notice will be necessary to honor a request.

CALL TO ORDER AND ROLL CALL

PUBLIC COMMENTS: This portion of the agenda is reserved for any members of the public to directly address the San Luis Obispo Regional Transit Authority (RTA) Board on any items not on the agenda and within the jurisdiction of the Board. Comments are limited to three minutes per speaker. The Board will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

A. INFORMATION AGENDA

- A-1 Present RTA Group Photograph to Past President Higginbotham (Recognition)
- A-2 Executive Director's Report (Receive)

B. ACTION AGENDA

- B-1 Fiscal Year 2016 and 2017 Budget Assumptions (Action)
- B-2 Extend Lease for RTA Operating Facility at 179 Cross St., San Luis Obispo Through 2022 With One Additional Amendment (Action)

C. CONSENT AGENDA: (Roll Call Vote) the following items are considered routine and non controversial by staff and will be approved by one motion if no member of the RTA or public wishes an item be removed. If discussion is desired by anyone, the item will be removed from the consent agenda and will be considered separately. Questions of clarification may be made by RTA Board members, without the removal of the item from the Consent Agenda. Staff recommendations for each item are noted following the item.

C-1 Executive Committee Meeting Minutes of October 15, 2014 (Approve)

C-2 RTA Board Meeting Minutes of January 7, 2015 (Approve)

C-3 Draft RTAC Meeting Minutes of January 15, 2015 (Approve)

C-4 Contract with Sunrise Consulting for ITS Project Management (Approve)

C-5 Resolution Authorizing Executive Director to Submit Application for FTA 5311 Funds (Approve)

C-6 Transfer of RTA Vehicle Number 1106 to SLO Transit (Approve)

D. CLOSED SESSION: The RTA Board shall recess into closed session for a conference with Legal Counsel regarding:

Conference with Labor Negotiator (CA Government Code Section 54957.6(a))

- Negotiating Party: Debbie Arnold
- Unrepresented Employee: Executive Director

E. BOARD MEMBER COMMENTS

Next regularly-scheduled RTA Board meeting on May 6, 2015

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

March 4, 2015

STAFF REPORT

AGENDA ITEM: A-2

TOPIC: Executive Director's Report

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Accept as Information

BACKGROUND/DISCUSSION:

Operations:

RTA selected Jorge Hernandez as our Employee of the Quarter at its January training session. Jorge received nominations from Route 10 riders and his co-workers, which stated their appreciation for his professional and friendly demeanor. Jorge will join us at the March 4, 2015 Board meeting.

RTA will conduct its next quarterly Employee of the Quarter barbecue lunch on April 24, 2015 from 11:30AM until 1:00PM. Please add that event to your calendars.

RTA implemented the new Runabout fare structure on February 1st. Prior to its implementation, we trained Schedulers, Dispatchers and Bus Operators on the new fare program so that they could provide good information to riders. We also posted a notice in each Runabout bus and provided Bus Operators with a concise fact sheet. We then sent a letter to each registrant explaining the reasoning behind the fare changes, as well as the Board's decision to cap the maximum fare at twice the Regional Day Pass price. To date, we have not encountered any discernible pattern of complaints or new suggested solutions.

I have served on the Transportation and Circulation Committee as part of the Cal Poly Master Plan Update since October. To date, no concrete proposals have been adopted by the Committee, although I believe it is fair to say that there is a strong appetite to enhance public transportation services and other active transportation modes to/from the campus.

At its January 15th meeting, the Regional Transportation Advisory Committee supported staff's proposed marketing plan for the February 1st revised Runabout fare program, and discussed RTAC's role in the joint RTA/SLO Transit Short Range Transit Plans (SRTP) study. The April 16th RTAC meeting will include a review of the draft FY2015-16 and FY2016-17 Budget, as well as an update on SRTP activities.

Maintenance:

RTA has sold four Runabout vans and three 40-foot buses through eBay auctions in the past three months, ranging from \$741 to \$2,949 for a total of \$7,521 in gross receipts. Two staff cars will be sold through auction in the coming weeks.

RTA is fully utilizing its vehicle maintenance software system supplied by Ron Turley Associates. Analysis of the first 90 days' data suggests the following:

RTA Vehicle Maintenance Analysis		
09/01/14 thru 12/31/14		
Fuel Mileage	MPG	Subfleet Average
1997 Gillig Phantoms (151-153)	5.1	4.5
1999 Gillig Phantoms (154, 156,158)	4.4	
2003 Gillig Phantoms (159, 161-165)	4.6	
2008 Gillig Phantoms (167-168)	3.9	
2013 Gillig Low-Floors (1301-1307)	5.7	
Cost/Mile	Fleet Avg	Subfleet Average
1997 Gillig Phantoms (151-153)	\$0.77	\$0.89
1999 Gillig Phantoms (154, 156,158)	\$0.95	
2003 Gillig Phantoms (159, 161-165)	\$1.01	
2008 Gillig Phantoms (167-168)	\$1.02	
2013 Gillig Low-Floors (1301-1307)	\$0.70	
2008 Vans (29, 32)	\$0.46	\$0.44
2010 Vans (1001-1004)	\$0.49	
2011 Vans (1102-1106)	\$0.55	
2012 Minivans (1201-1207)	\$0.23	
2014 Vans (1401-1408)	\$0.47	

1. The seven 2013 Gillig low-floor fixed route buses exhibit 27% better fuel mileage (5.7 vs. 4.5 mpg) than the older buses being replaced. In general, a newer drivetrain will achieve better efficiency than one in a well-worn vehicle. Nevertheless, newer technologies have focused on improved fuel efficiency in recent years with one caveat: the 2006-2010 diesel emissions technologies were very restrictive/complicated and in some cases resulted in reduced engine efficiencies and higher operating costs.
2. The Runabout vans and minivans total vehicle maintenance costs per mile – including labor and fuel, but not depreciation – is roughly twice that of the fleet of fixed route buses (\$0.89 vs. \$0.44).

RTA continues to meet preventive maintenance schedules according to manufacturer recommendations.

Service Planning & Marketing:

Based on public input received at the January Board meeting and an analysis of ridership patterns, RTA will begin operating a Saturday schedule in lieu of a Sunday

schedule for the days before and after Christmas and New Years Day (unless either of those days lands on a Sunday).

RTA, with guidance from the Study Steering Committee, has selected LSC Transportation Consultants (with sub-consultant AECOM) to conduct the Joint SLO Transit / RTA Short Range Transit Plans study. The on-bus passenger surveys will be conducted on all SLO Transit and RTA buses the first week of March, and the first working paper is expected in mid-April. This Caltrans-funded study should be completed in April 2016.

On January 28th, Monterey-Salinas Transit informed RTA that it would assume operation of the two Route 83 Fort Hunter-Liggett / Paso Robles Express roundtrips that MST contracted to RTA since December 2010. RTA's last day operating the service will be March 6, 2015. RTA partially subsidized this route, so this represents an on-going cost savings to RTA while our community will still be provided this important link between our two counties. RTA will use the peak-period resources currently used for the Route 83 to provide additional capacity on Route 9, which is experiencing overcrowding and on-time performance challenges during peak travel periods.

Finance and Administration:

Most of our jurisdiction partners sell RTA passes at their city/county offices. A summary of pass sales during the first six months of FY14-15 provides the relative activity by jurisdiction:

Arroyo Grande City Hall:	116 passes
Atascadero City Hall ¹ :	221 passes
Grover Beach City Hall:	201 passes
Pismo Beach City Hall:	16 passes
SLO County Public Works:	1,301 passes

The Cities of Morro Bay, Paso Robles and San Luis Obispo do not currently sell RTA passes at their respective offices. This is important because the 2014 RTA Triennial Performance Audit recommends that each RTA member jurisdiction should sell passes at their respective city offices, and RTA must soon submit a status report to SLOCOG on this and other recommendations. It should be noted that RTA plans to implement a ticket sales kiosk at the Government Center passenger facility as part of the ITS project, which will greatly reduce the demand for sales at the SLO City and SLO County offices. The City of Paso Robles has asked that customers be referred to the nearby Rabobank facility due to staffing resource challenges at their city offices.

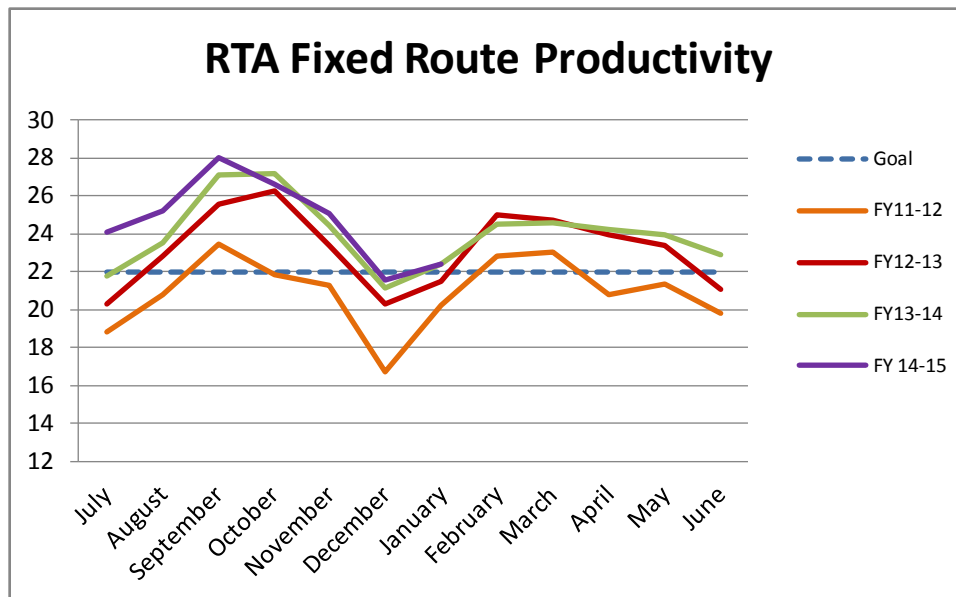
Below are preliminary financial and operating data through January 31st. RTA has experienced some small declines in fixed route ridership in the current fiscal year in comparison to recent years. To some degree, this can be expected due to the drastic drop in fuel prices over the past few months. We should also not expect that the same

¹ This number includes an unusually high number of 54 Regional Day Passes sold by Atascadero City Hall in September. These passes are also sold on RTA, SLO Transit and SCT buses.

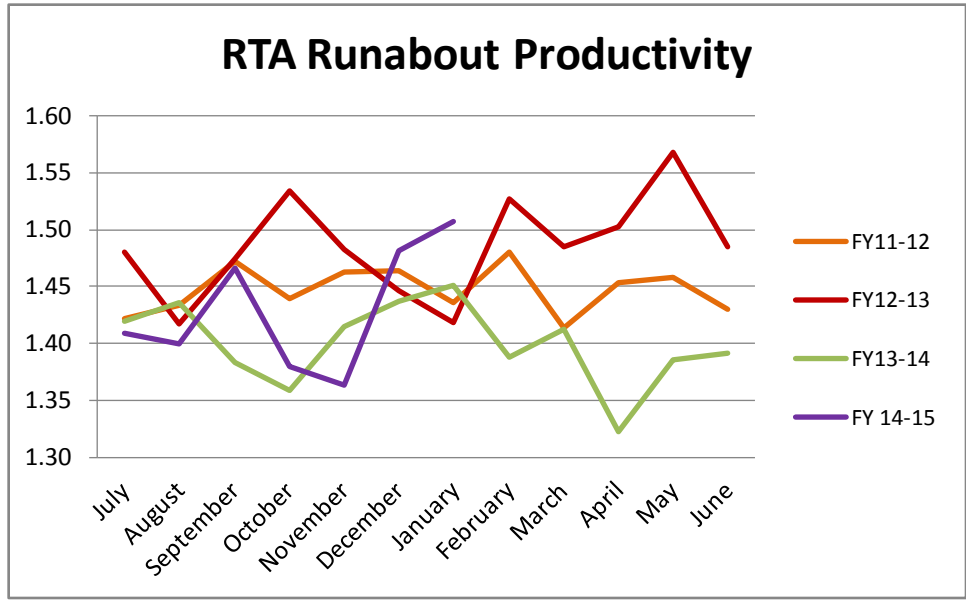
significant increases in ridership experienced over the past few years should continue, particularly as we have run up against the capacity of our fixed route system.

Tables and graphs depicting RTA's financial and performance measures are provided in the ensuing pages. Several notable findings are provided below:

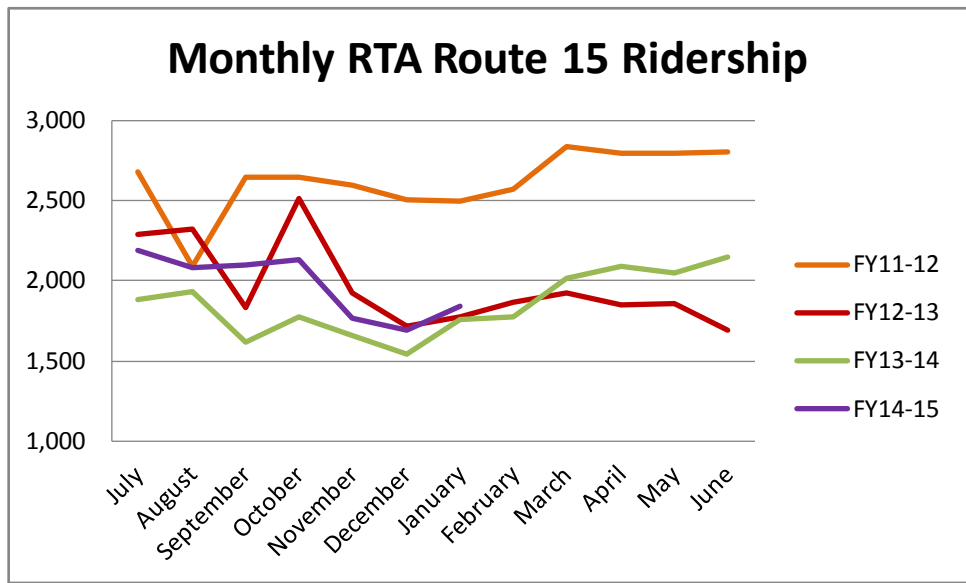
- The financial data shows that we have expended 50.89% of our non-capital budget, although we are through 58.33% of the fiscal year. The most important variance is in fuel (42.01% vs. 58.33%) and maintenance parts (46.29% vs. 58.33%).
- Fixed route services achieved an overall 28.37% farebox recovery ratio, while Runabout achieved a 3.59% FRR.
- Year-to-date FY14-15 RTA core fixed route ridership totaled 451,595 one-way passenger-trips, which is 1.0% higher than ridership in the previous year (447,058). The graphs on the ensuing pages depict monthly ridership by route for the past few years, and the strong seasonal nature of fixed route ridership. The graph directly below depicts monthly fixed route productivity over the past few years, as well as the productivity goal (22.0) identified in the RTA Strategic Business Plan.



- Runabout ridership grew at a relatively slow rate (1.2%) year over year, which is a welcome relief in comparison to the unsustainable double-digit growth rates experienced in previous years. The graph directly below depicts the non-seasonal nature of Runabout productivity over the past few years.



- Route 15 service along the North Coast has experienced declining ridership since its service expansion in 2011, although the decline has slowed somewhat in FY14-15. As shown below, Route 15 ridership was robust during its launch year, when the daily number of bus roundtrips increased from three to five.



SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

		Adopted Budget FY 2014-15	December Actual	January Budget	January Actual	January Variance	Year to Date FY 2014-15	Percent of Total Budget FY 2014-15
	Hours	66,690	5,025	5,558	5,097	461	36,899	55.33%
	Miles	1,678,830	123,839	139,903	126,095	13,808	907,444	54.05%
Administration:								
Labor	operations cost	753,890	81,894	62,824	55,793	7,032	433,192	57.46%
Labor - Administration Workers Comp	operations cost	42,830	2,053	3,569	2,053	1,516	23,578	55.05%
Office Space Rental	operations cost	474,900	34,643	39,575	34,077	5,498	255,347	53.77%
Property Insurance	operations cost	16,820	-	-	-	-	15,915	94.62%
Professional Technical Services	operations cost	102,090	-	8,508	3,624	4,883	24,672	24.17%
Professional Development	operations cost	25,750	2,416	2,146	2,070	76	13,590	52.78%
Operating Expense	operations cost	249,000	22,195	20,750	20,122	628	134,927	54.19%
Marketing and Reproduction	hourly	115,330	9,671	9,611	9,316	295	55,330	47.97%
North County Management Contract	operations cost	(39,720)	(3,310)	(3,310)	(3,310)	-	(23,170)	58.33%
County Management Contract	operations cost	(80,500)	(6,708)	(6,708)	(6,708)	-	(46,958)	58.33%
SCT Management Contract	operations cost	(78,760)	(6,563)	(6,563)	(6,563)	-	(45,943)	58.33%
Total Administration		1,581,630	136,291	130,401	110,474	19,927	840,480	53.14%
Service Delivery:								
Labor - Operations	hourly	3,734,110	372,018	311,176	240,917	70,259	1,986,004	53.19%
Labor - Operations Workers Comp	hourly	289,780	13,891	24,148	13,891	10,257	159,527	55.05%
Labor - Maintenance	hourly	889,210	94,518	74,101	61,694	12,407	484,678	54.51%
Labor - Maintenance Workers Comp	hourly	84,810	4,066	7,068	4,066	3,002	46,689	55.05%
Fuel	miles	1,555,560	73,719	129,630	65,861	63,769	653,435	42.01%
Insurance	miles	435,900	36,154	36,325	36,137	188	255,712	58.66%
Special Transportation (includes County programs, Cuesta evenings,)	n/a	134,590	6,376	11,216	25,651	(14,435)	61,143	45.43%
Avila Trolley	n/a	55,000	-	4,583	-	4,583	23,592	42.89%
Maintenance (parts, supplies, materials)	miles	555,770	41,328	46,314	32,215	14,099	257,243	46.29%
Maintenance Contract Costs	miles	94,420	11,819	7,868	22,900	(15,031)	62,950	66.67%
Total Operations		7,829,150	653,888	652,429	503,332	149,097	3,990,973	50.98%
Capital/Studies:								
Computer System Maintenance/Upgrades		36,400	-	-	-	-	19,614	53.88%
Miscellaneous Capital								
Facility Improvements		15,000	-	-	-	-	6,136	40.91%
Maintenance Software		60,000	-	-	-	-	23,890	39.82%
Wireless Lift		52,000	-	-	-	-	-	0.00%
Specialized Maintenance Tools		52,000	-	-	-	-	-	0.00%
Desks and Office Equipment		1,800	-	-	-	-	-	0.00%
Vehicle ITS/Camera System		558,030	-	-	-	-	-	0.00%
Bus Stop Improvements		73,750	-	-	-	-	-	0.00%
Bus Rehabilitation		185,000	-	-	-	-	-	0.00%
Bus Procurement Reserve/Large Capital Repairs		81,810	-	-	-	-	-	0.00%
RouteMatch Dispatching Software		40,000	-	-	-	-	34,359	85.90%
Vehicles								
Support Vehicles		62,500	63,877	-	-	-	63,877	102.20%
40' Coaches		3,865,710	-	-	-	-	-	0.00%
One Dial A Ride Vehicle		89,300	-	-	-	-	-	0.00%
Runabout Vehicles		572,200	186,122	-	-	-	487,210	85.15%
Total Capital Outlay		5,745,500	249,999	-	-	-	635,085	11.05%
Contingency	hourly	132,585	-	11,049	-	11,049	5,558	4.19%
Interest Expense	operations cost	73,690	5,376	6,141	5,376	765	42,487	57.66%
Loan Paydown		543,130	-	-	-	-	271,565	50.00%
Management Contracts		198,980	16,582	16,582	16,582	-	116,072	58.33%
TOTAL FUNDING USES		16,104,665	1,062,136	816,601	635,763	180,839	5,902,219	36.65%
TOTAL NON-CAPITAL EXPENDITURES		9,816,035	812,137	816,601	635,763	180,839	4,995,569	50.89%

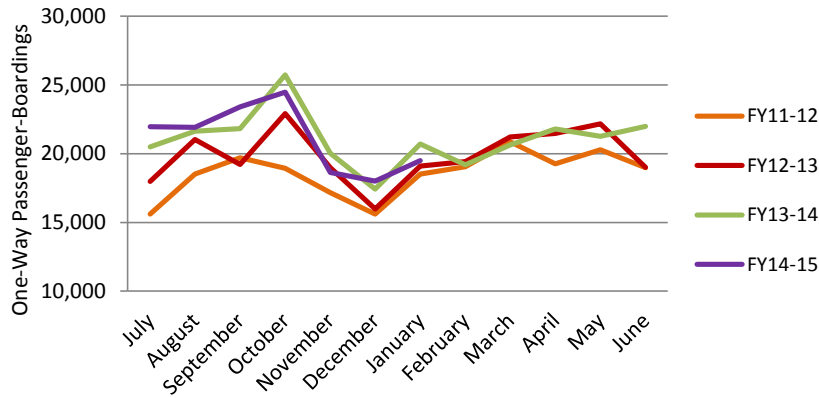
**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
YEAR TO DATE THRU JANUARY 31, 2015
CURRENT FISCAL YEAR - 2014/2015 (page 1 of 2)**

	RT 9 P.R., TEMP., ATAS., S.M., CAL POLY, S.L.O.	RT 10 S.M., NIPOMO, A.G., S.L.O.	RT 12 MORRO BAY, CUESTA, SAN LUIS	RT 14 CUESTA, SAN LUIS TRIPPER	RT 15 SAN SIM., CAMBRIA, CAYUCOS, M.B.	TOTAL RTA CORE WEEKDAY	RT 83 FORT HUNTER LIGGETT	RT 7 PASO EXPRESS ROUTE A	RT 8 PASO EXPRESS ROUTE B	TOTAL PASO EXPRESS FIXED ROUTE	PASO EXPRESS DIAL A RIDE
REVENUES:											
FARES	203,964	213,418	151,505	15,367	16,654	600,908	61,297	34,480	38,585	73,065	4,659
TOTAL ROUTE REVENUES	203,964	213,418	151,505	15,367	16,654	600,908	61,297	34,480	38,585	73,065	4,659
EXPENDITURES:											
ADMINISTRATION	121,738	122,512	80,699	7,993	29,232	362,175	13,309	9,740	9,698	19,438	3,732
MARKETING	15,836	15,937	10,497	1,113	3,802	47,185	0	915	911	1,826	0
OPERATIONS/CONTINGENCY	380,874	387,074	249,696	25,812	93,269	1,136,725	45,189	161,130	160,841	321,971	61,272
FUEL	126,158	135,979	76,878	9,098	34,289	382,402	22,508	16,852	17,532	34,384	2,811
INSURANCE	42,312	45,593	25,804	3,088	11,533	128,330	7,520	7,011	7,296	14,307	2,274
TOTAL EXPENDITURES	686,917	707,095	443,574	47,104	172,126	2,056,817	88,526	195,648	196,278	391,926	70,089
FAREBOX RATIO	29.69%	30.18%	34.16%	32.62%	9.68%	29.22%	69.24%	17.62%	19.66%	18.64%	6.65%
RIDERSHIP	147,890	136,298	106,539	12,035	11,109	413,871	4,076	30,547	34,422	64,969	2,241
SERVICE MILES	165,645.90	178,504.80	100,999.80	12,031.20	45,116.40	502,298.10	29,458.00	27,423.28	28,533.68	55,956.96	8,964.00
SERVICE HOURS	5,411.70	5,446.77	3,585.53	359.03	1,297.25	16,100.28	592.02	2,112.60	2,103.60	4,216.20	813.08
RIDERS PER MILE	0.89	0.76	1.05	1.00	0.25	0.82	0.14	1.11	1.21	1.16	0.25
RIDERS PER HOUR	27.33	25.02	29.71	33.52	8.56	25.71	6.88	14.46	16.36	15.41	2.76
COST PER PASSENGER	4.64	5.19	4.16	3.91	15.49	4.97	21.72	6.40	5.70	6.03	31.28
SUBSIDY PER PASSENGER	3.27	3.62	2.74	2.64	14.00	3.52	6.68	5.28	4.58	4.91	29.20

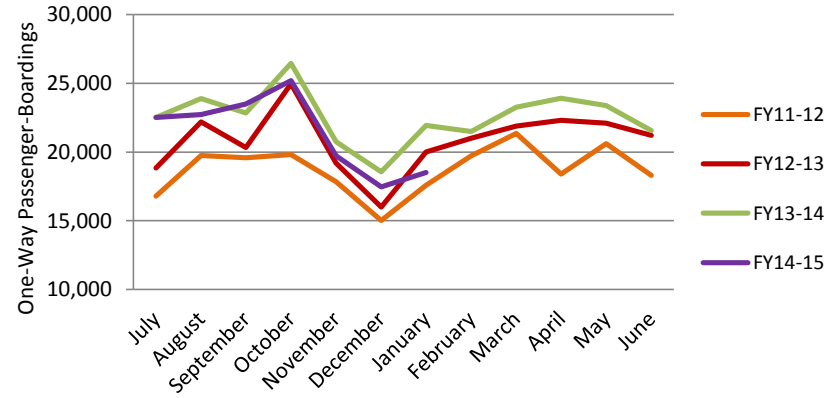
**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
YEAR TO DATE THRU JANUARY 31, 2015
CURRENT FISCAL YEAR - 2014/2015 (page 2 of 2)**

	RT 9 SAT P.R., TEMP., ATAS., S.M., CAL POLY, S.L.O.	RT 9 SUN P.R., TEMP., ATAS., S.M., CAL POLY, S.L.O.	RT 10 SAT S.M., NIPOMO, A.G., S.L.O.	RT 10 SUN S.M., NIPOMO, A.G., S.L.O.	RT 12 SAT MORRO BAY, CUESTA, SAN LUIS	RT 12 SUN MORRO BAY, CUESTA, SAN LUIS	RT 15 SAT SAN SIM., MORRO BAY, SAN LUIS	RT 15 SUN SAN SIM., MORRO BAY, SAN LUIS	TOTAL RTA CORE WEEKEND	TOTAL FIXED ROUTE RTA & PASO EXPRESS	RUNABOUT	SYSTEM TOTAL
REVENUES:												
FARES	13,375	7,722	14,474	7,867	8,559	5,849	2,503	1,644	61,993	797,263	65,436	867,357
TOTAL ROUTE REVENUES	13,375	7,722	14,474	7,867	8,559	5,849	2,503	1,644	61,993	797,263	65,436	867,357
EXPENDITURES:												
ADMINISTRATION	8,815	5,509	8,240	4,795	6,017	5,475	6,031	3,503	48,387	443,309	407,226	854,267
MARKETING	1,154	717	1,079	623	788	712	790	455	6,317	55,328	0	55,328
OPERATIONS/CONTINGENCY	27,419	17,190	25,889	15,054	18,431	16,808	19,166	11,117	151,073	1,654,958	1,189,504	2,905,734
FUEL	8,837	5,715	8,853	5,187	5,382	5,036	6,973	4,067	50,050	489,344	148,242	640,397
INSURANCE	3,023	1,935	3,029	1,757	1,841	1,706	2,385	1,378	17,055	167,212	78,802	248,288
TOTAL EXPENDITURES	49,248	31,066	47,090	27,416	32,459	29,738	35,345	20,520	272,882	2,810,151	1,823,774	4,704,014
FAREBOX RATIO	27.16%	24.86%	30.74%	28.70%	26.37%	19.67%	7.08%	8.01%	22.72%	28.37%	3.59%	18.44%
RIDERSHIP	8,437	4,746	8,643	4,724	5,158	3,336	1,638	1,042	37,724	520,640	25,790	548,671
SERVICE MILES	11,758.30	7,533.00	11,780.00	6,840.00	7,161.00	6,642.00	9,278.30	5,364.00	66,356.60	654,069.66	308,713.00	971,746.66
SERVICE HOURS	389.67	243.00	364.25	211.50	265.98	241.50	266.60	154.50	2,137.00	23,045.50	18,057.04	41,915.62
RIDERS PER MILE	0.72	0.63	0.73	0.69	0.72	0.50	0.18	0.19	0.57	0.80	0.08	0.56
RIDERS PER HOUR	21.65	19.53	23.73	22.34	19.39	13.81	6.14	6.74	17.65	22.59	1.43	13.09
COST PER PASSENGER	5.84	6.55	5.45	5.80	6.29	8.91	21.58	19.69	7.23	5.40	70.72	8.57
SUBSIDY PER PASSENGER	4.25	4.92	3.77	4.14	4.63	7.16	20.05	18.12	5.59	3.87	68.18	6.99

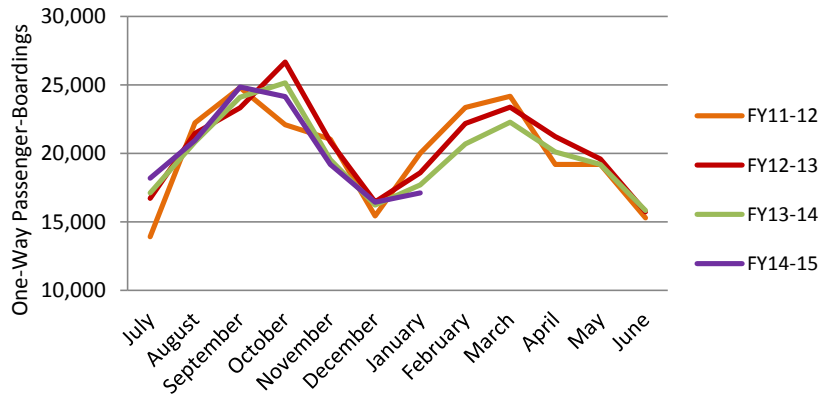
RTA Route 9 Ridership By Month



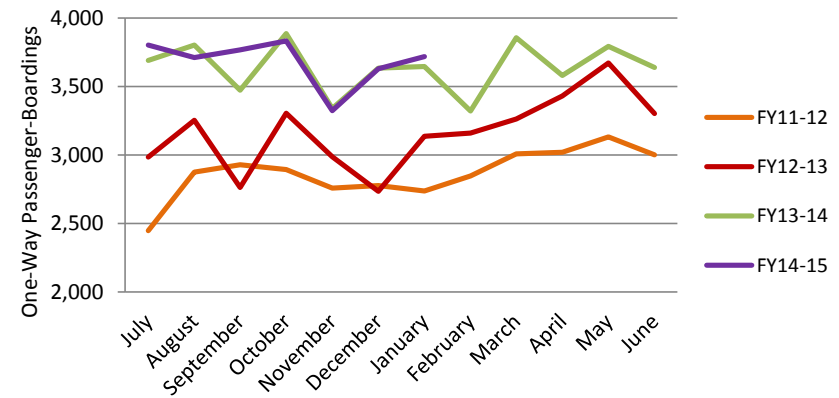
RTA Route 10 Ridership By Month



RTA Other Fixed Rtes. Ridership/Mo.



RTA Runabout Ridership by Mo.



SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

March 4, 2015

STAFF REPORT

AGENDA ITEM:	B-1
TOPIC:	Fiscal Years 2016 and 2017 Budget Assumptions
ACTION:	Approve Budget Assumptions
PRESENTED BY:	Geoff Straw
STAFF RECOMMENDATION:	Approve Budget Assumptions to enable staff to begin development of FY15-16 & FY16-17 Operating Budget

BACKGROUND/DISCUSSION:

The following report outlines staff's recommended budget assumptions for RTA's Fiscal Year 2015-16 and 2016-17 Operating Budget, and it is the first step in the development of our operating budget and operating program. It should be noted that RTA is again developing a two-year operating budget and five-year capital budget. As in past years, only the first year would be financially-constrained, while the out-years should be considered advisory. Upon the Board's guidance and approval of these assumptions, staff will prepare a detailed report along with preliminary budget numbers for presentation to the Executive Committee at their April 15th meeting prior to the final draft budget presentation to the Board in May.

Objectives

- Maintain service levels and hours of service that meet the demand of our customers and communities through the effective and efficient delivery of RTA Fixed Route and Runabout core services.
- Continue to monitor reserves using the adopted policy from May 2014.
- Continue to work with the SLOCOG efficiencies committee in evaluating region-wide service efficiencies.
- Evaluate options and provide analysis on the 5-year capital improvement program and methods to fund these needs.
- Address overcrowding on Fixed Route runs during peak travel periods.
- Address a projected slight increase in demand for Runabout service.
- Implement RTA's strategy to develop a long-term administrative, operations and maintenance facility.

Revenue

- SLOCOG is working on State Transit Assistance (STA) funding projections for FY15-16. Once those targets are more firmly established, RTA will assume a proportional change in overall STA funding in our FY15-16 budget, and will budget the same amount for FY16-17.
- Staff is not recommending a fare program change for FY15-16, although we may have to consider changes if TDA or other funding shortfalls emerge.
- Fare revenue is projected to be \$1,225,000 (farebox and pass sales revenue only) for FY15-16 – roughly 4.2% higher than the \$1,175,000 originally projected in the second year of the current two-year operating budget.
- RTA will cease operating two weekday roundtrips on Route 83 service to Fort Hunter-Liggett on March 6, 2015. RTA operated this service under contract for Monterey-Salinas Transit since December 2010, and we budgeted \$105,080 in special events/other revenue (counted as fares) in FY14-15.
- Federal Transit Administration (FTA) Section 5307, 5311 and 5339 operating funding for FY15-16, and capital funding for FY15-16 and FY16-17 will be presented as previously presented. Should authorizations for federal transportation programs under the MAP-21 successor legislation increase or decrease for any of these programs, staff would adjust these assumptions accordingly.
- RTA was awarded a total of \$800,000 in FTA Section 5316 JARC funding for FY14-15 to support Route 10 operations and North Coast services (RTA Route 15 and related Runabout). However, it was the last award of discretionary JARC funds, which have been eliminated. Staff is reviewing service options on Route 15 that would reduce the miles operated by approximately 20%, while revenue hours would remain the same, by operating a deviated fixed route service. The real cost savings would result from the 100% reduction in Runabout services between Morro Bay and Cambria. Staff has been successful in obtaining FTA Section 5307 operating funding from the South County to offset the impact on the Route 10.
- FTA Section 5307 operating funding from the City of Santa Maria for Route 10 will be budgeted based on meetings with SBCAG and the City of Santa Maria. Staff is confident in continued funding for Route 10 operations.
- FY14-15 LTF revenue was budgeted at \$4,133,461. Once the FY15-16 targets are further refined by the County Auditor and SLOCOG, RTA will present a proportional increase/decrease in overall LTF funding in our FY15-16 budget and a similar increase/decrease in the FY16-17 budget. Should there be a budget shortfall due to the loss of funding in either fiscal year, staff would evaluate and make appropriate recommendations on a potential budget amendment or use of reserve funds.
- Staff will continue to explore new revenue resources at the federal, state, and local levels.

Expenses

- Staff assumed two additional express trips on the Routes 9 and 10 in the latter part of FY14-15. For FY15-16 service levels, the total number of revenue service hours, miles and span of service for RTA Fixed Route services will be budgeted at annualized levels assumed in FY14-15. A caveat is that additional express runs might be necessary on Routes 9 and 10 to meet increasing demand and to reduce overcrowding during peak travel periods. If this additional service becomes necessary, staff would seek a budget amendment to address those service demands during the fiscal year.
- As mentioned above in the Revenue section, RTA will not operate and partially subsidize the Route 83 service to Fort Hunter-Liggett in FY15-16. In FY14-15, we budgeted \$172,310 in operating expenses for this service.
- Runabout service hours and miles are projected to require a minimal increase based on recent demand trends. This reflects a change from the past two fiscal years, which required significant Runabout service level increases due to burgeoning demand. In short, it will be less than what was previously presented during the FY14-15 budget presentation as projected for Runabout in FY15-16.
- Should staff be unable to secure adequate funding to operate core Fixed Route and Runabout service levels, a reduction of service would be proposed and/or a potential increase in LTF funding would be requested for the Board's consideration.
- Detailed miles/hours and span of service for each fixed route and Runabout will be provided with the draft budget. In addition, detailed budgets based on miles/hours and span of service will be provided separately for SLO County Services and North County Consolidated Services.
- Staff will use the 2015-17 RTA Strategic Business Plan, the 2010 Fixed Route Performance Standards, the 2012-15 RTA Service Improvement Program, as well as the findings from the 2010 Short Range Transit Plan, to evaluate potential efficiencies and with Board concurrence implement efficiencies during the course of the two fiscal years.
- Fuel consumption and price will be budgeted conservatively; diesel fuel will be budgeted at \$4.10 per gallon. Included in the fuel line item will be diesel exhaust fluid (DEF), used to lower diesel exhaust emissions on the newer Fixed Route vehicles.
- CalTIP liability premiums will be increased 10% annually.
- Workers Compensation premiums are projected to increase 18%, with the realization that workers compensation for transit services is especially challenging statewide. Staff will be working with our broker on this in an effort to obtain a better number prior to April. We continue to work with our employee committee that has evaluated work comp injuries and has initiated a proactive program to address the number of claims and severity of the claims that we have

had during the last year. It is expected that this effort will hasten the return of employees back to work following lost-time work-related injuries.

- For FY15-16 core RTA services, the number of budgeted positions will remain essentially the same as FY14-15. To ensure that only those persons truly eligible for the service are initially registered or re-registered, staff will include the additional resources of a part-time staff position to conduct functional assessments as part of the Runabout application process. This person or persons would also provide mobility training for disabled persons who are able to use Fixed Route services for some or all of their travel needs. Prior to beginning the recruitment process, RTA will complete an internal “360 review” of the organizational structure so these new functional assessment responsibilities are assigned to the appropriate position. Should revenue projections in April 2015 indicate that FY15-16 revenue is down, there will be a requisite reduction in the number of FTE’s and service levels based upon projected revenue.
- For FY15-16, the overall number of budgeted positions for the North County and SLO County services will remain the same. It should be noted that the marginal costs and revenues the services will be treated in the budget the same way as FY14-15: as separate and distinct columns.
- Staff is still closely monitoring the anticipated impacts of the Affordable Care Act on both the number of employees and the costs of per-employee healthcare costs. For budget-making purposes, staff is assuming an 8% annual increase for healthcare costs for each of the next two fiscal years.
- Based on the current projected funding, a 2% annual inflationary adjustment will be budgeted for non-union employees; the new four-year Collective Bargaining Agreement has already identified annual increases based upon longevity for Bus Operators and Mechanics. Employees within the salary range for their position will be eligible for a step merit increase subject to performance assessments.
- RTA will work with SLOCOG staff and members of the Regional Efficiencies Committees to evaluate efficiencies in the provision of service throughout the county.

Proposed Budget Calendar

February 11	Detailed budget assumptions and revenue forecast to Executive Committee
March 4	Obtain Board concurrence on proposed draft budget assumptions
March 4	Provide mid-year FY14-15 Budget data to Board with any recommended budget amendment.
March 31	Based on feedback from Executive Committee draft FY15-16 Budget Draft complete.
April 15	Draft FY15-16 Budget presentation to Executive Committee

April 16 Formal FY15-16 Budget presentation to RTAC

May 6 Final Board Budget presentation; Board adoption of FY15-16 Budget

Staff Recommendation

Approve the budget assumptions and budget calendar so that a detailed work plan and budget may be developed.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
MARCH 4, 2015
STAFF REPORT**

AGENDA ITEM: B-2

TOPIC: Operations Facility Lease

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Authorize Executive Director to execute a lease amendment through 2022

BACKGROUND/DISCUSSION:

The current lease for the RTA Operations Facility located 179 Cross Street in San Luis Obispo expires on February 28, 2017. To ensure no interruption in regional transit services, staff worked with the RTA Property Committee to develop acceptable lease extension guidelines in early 2014. The Executive Director then formally began negotiating terms with the ownership group, represented by Cornerstone Development, in late summer 2014. After several rounds of negotiations, we have tentatively agreed on the extended lease terms, which are summarized as follows:

1. The lease would be amended to span the current period through February 28, 2022.
2. Rent would be increased annually in July to reflect the change in CPI, with a minimum of 1.5% per year and a maximum of 5% per year.
3. RTA could elect to end the lease at the end of the 158th month by providing a 13-month notice. However, RTA would incur a penalty equating to five months' rent.

Because staff is still finalizing the language in the final draft lease amendment document, it is not included as an attachment to this staff report. However, the final draft lease amendment document will be posted within 72 hours of the meeting.

Staff Recommendation

Authorize the Executive Director to execute a lease amendment to extend the current lease by 60 months through February 28, 2022.



San Luis Obispo Regional Transit Authority
Executive Committee Meeting
Minutes 10/15/2014
C-1

Members Present: Shelly Higginbotham, President
Debbie Arnold, Vice President
Frank Mecham, Past President

Members Absent:

Staff Present: Geoff Straw, Executive Director
Anna Mafort-Lacy, Administrative Assistant
Tim McNulty, County Counsel

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

1. Call to Order and Roll Call:

President Shelly Higginbotham called the meeting to order at 10:05 a.m. Silent Roll Call was taken and a quorum was present.

2. Public Comments:

Mr. Eric Greening, Atascadero, said he is looking forward to the Regional Transit Advisory Committee (RTAC) meeting tomorrow, when we will discuss the joint Short Range Transit Plan for RTA and SLO Transit, as well as feedback to date about the public input for the Runabout fare increase.

3. Information Items

A. Information Items:

A-1 Executive Director's Report

Mr. Straw began his report by announcing the next Employee of the Quarter BBQ is October 31. Everyone is invited to dress up for Halloween. The winner will join us at the November 5 Board meeting. He briefly reviewed the four key topics for discussion at the upcoming RTAC meeting.

RTA sold two cutaway vans through eBay and staff is preparing to list three more for sale in the coming weeks. The maintenance software is up and running as of September 1, and staff expects to have robust information at the January Board meeting.

The Mobility Management Summit is scheduled for October 23. **Mr. Ron DeCarli**, SLOCOG, asked if there would be a requirement if enough Board members participated in the workshop to have a quorum. **Mr. Tim McNulty**, County Council, said that was correct. We would be required to adjourn to the workshop in that instance. **Mr. DeCarli** noted we would not have a quorum, but wanted to raise the question just in case it happens now or in the future.

RTA completed its annual fiscal and compliance audit. No significant findings or material weaknesses were found. Staff will present preliminary financial and operating data through September 30 at the November 5 Board meeting. Ridership continues to climb, and we need more capacity on Routes 9 and 10. We typically have 20-30 standees per day, which is high.

The RTA Property Subcommittee will meet at 9 a.m., on October 24 to discuss the current lease arrangements, downtown Transit Center progress and environmental planning for the new facility.

Mr. Straw concluded the Executive Directors report.

A-2 Update on Runabout Fare Increase Public Input Effort

Mr. Straw gave a brief verbal presentation on outreach efforts to solicit public input on the Runabout fare increase.

Mr. Greening said he is hoping respondents to the proposed Runabout fare increase will give constructive alternative suggestions on how to contain costs.

Past President Frank Mecham noted the issue with Runabout demand affects the entire operation. **Mr. Straw** answered that it will require more money or reduced fixed route service, such as eliminating the first morning and last evening trip on weekday and/or weekend service. This in turn will reduce the operating time for Runabout.

The committee continued discussions about the Runabout service and how to mitigate expenses. Staff will likely recommend hiring a part time mobility coordinator in FY15-16.

4. Action Items

B-1 Resolution to Submit Application for State Prop 1B Funds

California Proposition 1B has approximately \$2.1M available to San Luis Obispo County for transit-related capital projects and \$213,000 for safety and security projects. Staff is requesting authorization to apply for the maximum funds available.

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

5. Consent Agenda Items

C-1 Executive Committee Meeting Minutes of August 13, 2014

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

6. Agenda Review:

Mr. Straw reviewed the Board agenda for the meeting of November 5, 2014.

7. Closed Session Items:

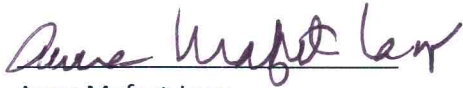
None

8. Open Session:

None

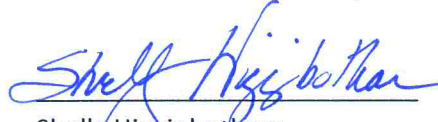
9. Adjournment: **President Higginbotham adjourned the meeting at 10:40 a.m.**

Respectfully Submitted,



Anna Mafort-Lacy
Administrative Assistant

Acknowledged by,



Shelly Higginbotham
RTA President

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
MINUTES OF JANUARY 7, 2015
C-2

BOARD MEMBERS PRESENT:

DEBBIE ARNOLD, FIFTH DISTRICT, COUNTY OF SAN LUIS OBISPO (*Vice President*)
SHELLY HIGGINBOTHAM, CITY OF PISMO BEACH (*President*)
ADAM HILL, THIRD DISTRICT, COUNTY OF SAN LUIS OBISPO
BRUCE GIBSON, SECOND DISTRICT, COUNTY OF SAN LUIS OBISPO
JAMIE IRONS, CITY OF MORRO BAY
FRANK MECHAM, FIRST DISTRICT, COUNTY OF SAN LUIS OBISPO (*Past President*)
TOM O'MALLEY, CITY OF ATASCADERO
JOHN SHOALS, CITY OF GROVER BEACH
LYNN COMPTON, FOURTH DISTRICT, COUNTY OF SAN LUIS OBISPO
JIM GUTHRIE, CITY OF ARROYO GRANDE
JAN MARX, CITY OF SAN LUIS OBISPO
FRED STRONG, CITY OF PASO ROBLES

BOARD MEMBERS ABSENT:

STAFF PRESENT:

GEOFF STRAW, EXECUTIVE DIRECTOR
TANIA ARNOLD, CFO & DIRECTOR OF ADMINISTRATION
TIM MCNULTY, SAN LUIS OBISPO COUNTY COUNSEL
ANNA MAFORT-LACY, ADMINISTRATIVE ASSISTANT

Joint San Luis Obispo Council of Governments (SLOCOG) and San Luis Obispo Regional Transit Authority (RTA) Session

- 1. CALL TO ORDER AND ROLL CALL:** President Shelly Higginbotham called the Joint SLOCOG and SLORTA meeting to order at **8:33 a.m.** Roll Call was taken. A quorum was present.

- 2. Public Comments:** Mr. Eric Greening, Atascadero, welcomed new and returning Board members. He said he is generally satisfied with the service by excellent drivers. He noted the days before and after Christmas and New Years day operated the Sunday schedule. This was a bit draconian and he suggested running the Saturday schedule in the future.

Mr. Gary Kirkland, Atascadero, said government should not provide public transportation. He said RTA unfairly competes with private transportation companies.

2. SLOCOG AND SLORTA BOARD ADMINISTRATIVE ITEMS:

President Higginbotham welcomed three new Board members, **Jim Guthrie, Lynn Compton and John Shoals**. She then welcomed all returning members.

a. ELECTION OF OFFICERS: **President Higginbotham** called for nominations for SLOCOG/RTA Board President.

Board Member Frank Mecham moved a motion nominating **Vice President Debbie Arnold** for President. **Board Member Tom O'Malley** seconded. The motion carried on a voice vote.

President Higginbotham called for nominations for Vice President.

Board Member Mecham moved a motion nominating **Board Member Jamie Irons** for Vice President. **Board Member Shoals** seconded.

Board Member Fred Strong made a motion nominating **Board Member Jan Marx** for Vice President. **Board Member O'Malley** seconded.

President Higginbotham opened the floor for a roll call vote for **Board Member Irons**. The Board was evenly divided and the motion failed.

Next **President Higginbotham** opened the floor for the second motion, nominating **Board Member Marx** for Vice President. The motioned carried unanimously on a roll call vote.

b. EXECUTIVE COMMITTEE ASSIGNMENT: The newly elected officers and the past president will now serve as the new members of the Executive Committee: **President Debbie Arnold, Vice President Jan Marx** and **Past President Shelly Higginbotham**. **Director Higginbotham** will preside over the January Board meeting, and **President Arnold** will preside over the remaining Board meetings throughout the remainder of 2015.

3. ADJOURN TO SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY (RTA) BOARD MEETING:

REGIONAL TRANSIT AUTHORITY BOARD MEETING

ADJOURN TO RTA BOARD MEETING: The Joint SLOCOG and RTA Session adjourned to RTA meeting at 8:50 a.m.

A. INFORMATION AGENDA:

A-1 Executive Directors Report: Mr. Straw began his report by stating Runabout ridership growth has slowed slightly compared with previous years. He presented pictures from the company holiday party.

Non capital operating costs through November 30, 2014—42 percent of the fiscal year—is at 36 percent of budget.

The Farebox Recovery Ratio is just over 31% year-to-date. The minimum state mandated requirement is 16% for our region. Fixed Route productivity is currently almost 26 passenger boardings per hour, above the 22 passengers per hour standard identified in the RTA Strategic Business Plan. The public subsidy per passenger trip for Runabout remains high.

The Runabout Ridership by month graph on page A-1-4 indicates a growing trend year over year. Unlike the Fixed Routes, Runabout does not exhibit seasonal ridership trends.

The next RTA Employee of the Quarter lunch will be on Saturday, January 24 from 11:30 to 1 p.m. The winner will join us at the March 4 Board meeting. This event will be held in conjunction with Verbal Judo training sessions at the Ludwick Center.

Mr. Straw said staff is meeting tomorrow to discuss the 2015 holiday schedule and will consider changing to a Saturday schedule for the days before and after Christmas and New Years Day.

Mr. Straw concluded his Executive Director's report.

President Higginbotham opened to Board comment.

President Higginbotham opened public comment.

President Higginbotham closed public comment.

President Higginbotham closed Board comment.

B. ACTION AGENDA:

B-1 Budget Adjustment: Mr. Straw deferred to **Ms. Tania Arnold** to present this item. **Ms. Arnold** announced this amendment includes two items.

First is the purchase of maintenance software and equipment approved at the March 2014 Board meeting. Staff did not make the final payment until we completed training, which concluded in late October. Due to this delay, we are now making the final payment.

The second amendment is related to the purchase of new Runabout vans that were approved in November 2013. The Federal Transit Administration funding was delayed and therefore requires an

amendment to the Capital budget. This expenditure was added to the vehicles section on Page B-1-4 under Runabout. The revised total is \$572,200 compared with the previous amount of \$191,000.

Ms. Arnold concluded her report.

President Higginbotham opened to Board comment.

Board Member Strong clarified that all the funding for these adjustments are coming from the federal and state levels and not from the local agencies. **Ms. Arnold** confirmed this and noted all of the funds were already programmed into the FY13-14 budget, but got carried over into the current budget. There is no need for additional funding as it is a paperwork adjustment.

President Mecham opened public comment.

President Higginbotham closed public comment.

President Higginbotham closed Board comment.

Board Member Mecham moved to approve Action Agenda Item B-1. Board Member Irons seconded, and the motion carried on a roll call vote.

B-2 Facility Siting Analysis: Mr. Straw reviewed the summary report for site consideration of the long-term garage facility.

The type of transit garage facility we wish to develop is subject to both the National Environmental Protection Act (NEPA) and California Environmental Quality Act (CEQA) review. Our current facility is too small ; we are land-locked at 2.7 acres and already maxed out with parking and maintenance needs. The site is too small for additional buses.

Mr. Straw discussed how the report addressed functional requirements. Page B-2-8 shows the input data used to project future site needs for the next 20 years. There are three divisions to RTA— Administration, Operations and Maintenance. Using these inputs, we forecast the need for about 4.6 acres by 2035. He presented a concept design on page B-2-12 of how the new facility might be developed at 40 Prado.

During the preliminary site analysis, staff looked at 12 locations based upon criteria indicated on page B-2-15. **Mr. Straw** then addressed the pros and cons of each site. When determining the potential cost, staff looked at square footage. Staff estimates the potential cost to develop this land to be almost \$10 Million.

Staff recommends the Board recognize 40 Prado site as the preliminary preferred site and authorize the Executive Director to apply for FTA section 5307 and other funds to conduct environmental review studies.

Mr. Straw concluded his report.

President Higginbotham opened Board comment.

President Higginbotham noted 40 Prado is a shared site with Community Action Partnership of San Luis Obispo (CAPSLO).

Board Member Irons commended the due diligence performed during the initial site selection. He suggested looking into using purple pipe rather than drinking water for the washing station and landscaping as a more cost-effective approach.

President-elect Arnold thanked staff for the collaboration and cost-efficiency in analyzing site facilities.

Board Member Strong clarified that RTA would maintain park-outs in North and South County. **Mr. Straw** affirmed this to be true.

Vice President-elect Marx noted SLO Transit has a drive-through bus wash at their facility across the street from 40 Prado, which might be utilized by RTA to improve economies of scale.

Board Member Shoals questioned flooding cost mitigation. **Mr. Straw** said staff has looked at this concern as 40 Prado is in a 100-year floodplain . There is an effort to redesignate the area. The costs for insurance are not significant. **Board Member Shoals** said he favored conducting the NEPA and CEQA reviews but noted this expense is not in the estimate. He asked if staff had cost estimates for these studies. **Mr. Straw** said staff identified \$150,000 in available funding for CEQA and NEPA, but the estimated the expense to actually be about \$125,000.

President Higginbotham opened public comment.

Mr. Kirkland said San Luis Obispo County is rich enough to take care of itself and we should not accept nor ask for federal money. We should live within our means.

President Higginbotham closed public comment.

President Higginbotham closed Board comment.

Vice President-elect Marx moved to approve Action Agenda Item B-1. Board Member Strong seconded, and the motion carried on a voice vote.

C. CONSENT AGENDA:

- C-1 RTA Board Meeting Minutes of November 5, 2014 (Approve)
- C-2 Agreement with Grover Beach for Security Camera System (Approve)
- C-3 Authorize Executive Director to Execute Contract for SRTP Study (Approve)
- C-4 Authorize Executive Director to Execute Contract for ITS Project (Approve)
- C-5 FTA Annual Certifications and Assurances (Approve)
- C-6 Resolution Authorizing Executive Director to Submit Application for Rural Transit Program Funds (Approve)

- C-7 Authorize Executive Director to Negotiate Purchase of Used Over-the-Road Coaches (Approve)
- C-8 Authorize Executive Director to Submit Application for FTA 5307 Fund Allocated to the Santa Maria Urbanized Area (Approve)
- C-9 Resolution Authorizing Executive Director to Submit Application for Low Carbon Transit Operations Grant Funds (Approve)
- C-10 Report on RTA Performance Standards, July-October 2014 (Receive)

President Higginbotham pulled Consent Agenda item C-1 due to having new Board members who were not previously present.

Board Member Irons pulled item C-6 for discussion.

President Higginbotham opened public comment.

Mr. Greening spoke about item C-10. He said it is an excellent report about performance standards. However, page C-10-5 states there are no standees during weekend service. As a rider, I have experienced these routes with standees on several occasions.

President Higginbotham closed public comment.

Board Member Mecham moved to approve Consent Agenda Items C-2 through 5 and C-7 through 10.

Board Member O'Malley seconded, and the motion carried on a roll call vote.

Board Member Gibson moved to approve Consent Agenda Item C-1. **Board Member Strong** seconded, and the motion carried on a roll call vote with **Board members Compton, Guthrie and Shoals** abstaining.

President Higginbotham invited **Mr. Straw** to discuss item C-6. **Mr. Straw** said this item relates to Rural Transit Funds. RTA typically requests Board authorization to apply for all available funds, even if we do not. Approximately \$577,000 is available under FTA 5311 for the 2015/2016 fiscal year. After receiving authority, we meet with the other agencies that are eligible and jointly determine our respective needs before submitting our application to SLOCOG.

President Higginbotham opened Board comment.

Board Member Irons noted the total amount of available funds is \$577,000, and that the County of San Luis Obispo and City of Morro Bay are also eligible for a portion of the funds. He wanted to clarify this motion does not prohibit other agencies from also applying for these funds.

Board Member Mecham asked if this would lessen the opportunity for Morro Bay to receive proceeds from this grant. **Mr. Ron DeCarli**, SLOCOG, said it would not, as his agency facilitates proceeds of these funds to all applicable agencies.

Board Member Gibson observed the staff report mentions the City of Morro Bay as an eligible party for the RTF funds, but the Resolution does not. **Mr. Straw** clarified that the County of San Luis Obispo merged with RTA, so both would be under the same application. The City of Morro Bay must submit a separate application.

President Higginbotham closed Board comment.

Board Member Irons moved to approve Consent Agenda Items C-6. **Board Member Gibson** seconded, and the motion carried on a roll call vote.

Adjourn to SLOCOG Board Meeting at 9:42 a.m., which concluded at 12:58 p.m. and reverted back to RTA for Closed Session.

D. CLOSED SESSION:

- D-1-1 Executive Director's annual performance evaluation
- D-1-2 Conference with Labor Negotiator Geoff Straw concerning the following labor organization: Teamsters Local Union No. 986
- D-1-3 It is the intention of the Board to meet in closed session concerning the following items:

CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov. Code Sec. 54956.8):

- D-1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code Sec. 54957, (b)(1).)
Title: Executive Director
- D-2 CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov. Code Sec. 54956.8):
Agency Negotiators: Geoff Straw
Under Negotiation/Discussion: Price and Terms of Payment
Properties: 179 Cross Street, San Luis Obispo, CA
(APN: 053-257-032)
Negotiating Party: LTC of SLO, Ltd.

RTA went into *Closed Session* at 12:58 p.m. and returned to *Open Session* at 1:13 p.m.

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

BOARD MEMBER COMMENTS: There were no comments.

ADJOURNMENT: Vice President-elect **Marx** adjourned the RTA meeting at **1:14 p.m.**

Respectfully Submitted,

Anna Mafort-Lacy
RTA, Administrative Assistant

DRAFT
SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
REGIONAL TRANSIT ADVISORY COMMITTEE
January 15, 2015
MINUTES
C-3

Members Present:	Michael Seden – Hansen (<i>Chair</i>) Eric Greening (<i>Vice Chair</i>) Gamaliel Anguiano Dawn Patterson Dominique Bonino Mark Dariz Phil Moores Todd Katz	City of Paso Robles Fixed Route Representative SLO Transit (<i>arrived late</i>) Atascadero Transit Cal Poly Runabout/DAR Representative South County Transit (SCT) Fixed Route Alternate Rep.
Members Absent:	Janeen Burlingame John Diodati Anthony Gutierrez	Morro Bay Transit County of San Luis Obispo Cuesta College
Staff Present:	Geoff Straw Anna Mafort	RTA RTA
Guest:	John Osumi, San Luis Obispo Cindy Utter, Cal Trans District 5	

1. Call Meeting to Order, Roll Call:

Mr. Michael Seden-Hansen called the meeting to order at 2:02 p.m. Roll call was taken; a quorum was present.

2. Public Comments:

None

3. Election of Officers

ELECTION OF OFFICERS: Elect new RTAC Chair & Vice Chair: **Ms. Dawn Patterson** nominated **Mr. Michael Seden-Hansen** as Chair and **Mr. Eric Greening** seconded. The motion carried on a voice vote.

Mr. Seden-Hansen nominated **Mr. Eric Greening** as Vice Chair and **Ms. Dawn Patterson** seconded. The motion carried on a voice vote.

A. Information Agenda Items

A1. Manager's Report (Verbal):

Mr. Straw announced that RTA went out to bid on the ITS project. RTA received eight bids, which staff narrowed to three for final interviews and requested the best and final offer from them. A Notice to Proceed was awarded to a New Zealand-based company, Connexionz. Mr Straw suggested the committee look at the websites for Santa Clarita Transit and Golden Empire Transit (GET) in Bakersfield as examples of work by Connexionz. We are currently in contract negotiations. Beta testing is expected to begin in July 2015. The goal is to launch to the public in time for school in August.

RTA will have a company-wide Verbal Judo training at the Ludwick Center on Saturday, January 24. The next Employee of the Quarter luncheon will be held in conjunction with this training as virtually all employees will be present. Mr Straw invited all committee members to attend the luncheon from 11:30 a.m.-12:30 p.m.

RTA will receive eight new buses and SCT will get one more beginning in March. RTA expects to get those in service in April/May, and will use them launch new Route 9 and 10 express services. At least one of these will also service the airport area for commuters. Staff continues to look into procuring two new and up to four used Over-the-Road (OTR) coaches. We will order the new buses in the coming months.

Mr. Straw concluded his report.

A2. Member Comments/ Reports from Jurisdictions (Receive):

Ms. Dominique Bonino said Cal Poly is preparing for open house on Friday, April 17. She said she would talk to RTA and SLO Transit about having a bus on hand to help students get familiar with the available public transit services.

Mr. Phil Moores, South County Transit, announced that planning of a new Route 26 is coming along. We expect to launch around July 1, 2015.

Ms. Patterson said Atascadero Dial-A-Ride received a new 25-foot Cutaway bus on January 2. We are currently preparing it for revenue service. We purchased two Garmin units and pre-programmed them with the most frequent stops in order to assist new drivers. The previous MV operations manager for Morro Bay Transit stepped down. Ms. Camille Watkins is assuming this position.

Mr. Seden-Hansen said Paso Robles drivers now under the RTA umbrella are currently cross-training on the larger vehicles and getting the air brake endorsement. This will give them more versatility with the fleet and operator assignments.

Mr. Greening is pleased with drivers. Ridership dropped during the holidays but is now starting to fill up. He expressed concern about the bus schedules for the days before and after Christmas and New Years days. Running the Sunday schedule was too draconian. He suggested running the Saturday schedule as it provides a wider span of service. **Mr. Straw** said staff is looking into this.

Mr. Gamaliel Anguiano said SLO Transit installed hand sanitizer on all of the buses. It is well received by riders and operators. Ridership has remained steady despite the drop in fuel costs.

A3. Review FY14-15 Budget Assumptions & Discuss FY15-16 Budget calendar (Receive)

Mr. Straw briefly reviewed the budget calendar for Fiscal Year 2015-16. This includes the two-year operation and five year capital budgets. He asked the committee to look at last year's budget assumptions and provide any input between now and the February Executive Committee meeting. He noted the Job Access Reverse Commute (JARC) grant that funds Routes 10 and 15 will not be available next year.

The budget assumptions will mostly remain the same. There will be some adjustments for fuel costs. However, staff will be looking at making changes to route 15, such as replacing it with a route deviation service.

Runabout ridership growth has slowed. RTA won't have to add another full time driver in FY15-16 as we have in the past couple of years.

Mr. Straw concluded his report.

Mr. Greening pointed to the top bullet on page A-3-4 about Local Transit Funds (LTF) and suggested the verbiage be altered to say service cuts will be a last resort. **Mr. Straw** said this can be reworded. The committee continued to discuss concerns about the lowered LTF projections and how it may affect the budget, as well as other items on the assumptions.

A4. Update on Runabout Fare Increase (Verbal)

Mr. Straw said the Board adopted the Runabout fare increase at the November 2014 meeting. Staff is updating the scheduling software and notices are going out to all approved riders by January 19. Notices are also going up in the buses. The change is effective Sunday, February 1. We will provide a two-week grace period for those not aware of this change.

Mr. Katz suggested presenting a brochure that mentions the subsidy cost per ride. **Mr. Straw** said the outreach included a letter and fact sheet explaining the associated costs for this service.

Mr. Straw said staff is talking about ways to track people with Runabout cards that ride free on the fixed routes. He pointed out staff also plans to hire a part-time Eligibility Coordinator, who will assess each applicant in person and help determine the functional abilities to ride fixed routes.

Mr. Greening noted that RTAC is the advisory board for Runabout appeals, and this may come into play when the Eligibility Coordinator becomes involved with the application process. He said he would like the committee to get training on what is expected of them

prior to serving in this capacity. **Mr. Moores** said this person will be trained and will come educate the committee.

A5. RTAC's Role in Short Range Transit Plan (SRTP) Study (Verbal)

This joint study between SLO Transit and RTA is nearing kickoff, with SRTP bidder interviews happening January 16. **Mr. Straw** presented a Project Timeline of milestones by task and estimated cost. There are three times where the RTAC committee and SLO Transit's Mass Transportation Committee (MTC) will come together to provide input on the SRTP.

Mr. Anguiano briefly discussed the role MTC plays and when it meets.

Mr. Straw said the two committees should come together for SRTP task number 3 (Transit system overviews) in July 2015, task number 6.2 (Operations plans and budget) around December 2015, and finally for task number 9 (review of draft joint plans) in May and June 2016.

Ms. Utter requested a copy of the working paper.

Mr. Straw said all versions of the working paper will be presented to the RTAC and the Board.

Mr. Greening inquired about the role of SSTAC, CTAC and TTAC. **Mr. Straw** said they will not be involved as it is a project of RTA and SLO Transit. However, SLOCOG is participating in the consultant selection committee. They will have some involvement throughout the process.

Mr. Straw said he would send to RTAC members a copy of the executive summary of the previous SRTP, along with a link to the entire 300-page document. This will help committee members get a sense of what a SRTP encompasses. He reviewed some of the high-level guidance the completed SRTP will include.

B. Action Items

B1. None.

C. CONSENT AGENDA ITEMS:

C-1 RTAC Minutes of 10-16-14 (approve)

Mr. Greening moved to approve the minutes and **Mr. Moores** seconded. The motion carried with a voice vote with no abstentions or oppositions.

D. ADJOURNMENT:

Mr. Seden-Hansen adjourned the meeting at 3:17 p.m.

Next RTAC Meeting: **April 16, 2015**

Respectfully Submitted:

Anna Mafort-Lacy
Administrative Assistant
San Luis Obispo Regional Transit Authority

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

MARCH 4, 2015

STAFF REPORT

AGENDA ITEM: C-4

TOPIC: Secure ITS Project Management Services

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Authorize Executive Director to execute a contract amendment for ITS Technologies project management services with SunRise Consulting

BACKGROUND/DISCUSSION:

At its January 2015 meeting, the RTA Board authorized the Executive Director to execute a contract for Intelligent Transportation System Base Architecture (ITSBA) technologies to meet RTA's, South County Transit's and Paso Express's needs. RTA has evaluated proposals received from several vendors and has selected Connexionz Ltd. as the successful vendor for this important project.

Within the adopted ITSBA budget, staff has contracted with SunRise Consulting to assist in very complex contract negotiations with Connexionz Ltd. for an initial amount not to exceed \$10,000. RTA began final contract negotiations with Connexionz on February 25, 2015 with the help of SunRise Consulting.

In order for SunRise Consulting to assist RTA in successfully completing this ITSBA project within budget, RTA is requesting the Board's permission to authorize the Executive Director to execute a contract amendment to include additional ITS Technologies project management services. The total amount of all consulting services (including the original \$10,000 contract negotiations work discussed above) will not exceed \$75,000.

Staff considers SunRise Consulting to be uniquely qualified to complete this project management assistance work. SunRise Consulting is led by Robin Cody, who is an information technology executive with more than 43 years of experience in the transportation field, including 28 years at the San Francisco Bay Area Rapid Transit District (BART) where he was the head of their business technology and computing. Since 2009, he has been providing private-public sector technology consulting services. RTA's ITSBA project is very similar to work that Mr. Cody has been directly involved in for the past three years for both Golden Empire Transit in Bakersfield and Kern County Area Regional Transit's ITS. The fact that he is currently working closely with RTA's selected vendor, Connexionz, as part of his work at GET and KART gives him an insight to their strengths and weaknesses. SunRise Consulting has no affiliation with

Connexionz or any of its sub-vendors, and its goal is to protect the interests of its client transit agencies.

Staff Recommendation

Authorize the Executive Director to execute a contract amendment for ITS Technologies project management services with SunRise Consulting that meet RTA's, South County Transit's and Paso Express' needs.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

March 4, 2015

STAFF REPORT

AGENDA ITEM: C-5

TOPIC: Resolution Authorizing FTA Section 5311 Funding

ACTION: Approve Resolution

PRESENTED BY: Omar McPherson, Grants Manager

STAFF RECOMMENDATION: Approve Resolution

BACKGROUND/DISCUSSION:

Beginning in FY03-04, SLOCOG and the San Luis Obispo Regional Transit Authority (RTA) agreed to program all federal funding from the FTA Section 5311 Program to RTA. In exchange, SLOCOG programs a similar amount of Transportation Development Act (TDA) funds for rural transit operators in the county.

In connection with the exchange program, RTA must submit an annual grant application to the FTA for the Section 5311 funds. The grant application must include a resolution, approved by the RTA Board, authorizing submittal of the grant application and authorizing the Executive Director to execute and file all assurances and any other documentation required by the FTA.

Once approved, the attached resolutions will become part of the grant application for FTA Section 5311 funding for FY15-16.

**AUTHORIZING RESOLUTION
STATE OF CALIFORNIA
FTA SECTION 5311 PROJECT OPERATING ASSISTANCE APPLICATION**

RESOLUTION NO. 15-__

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1F**); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, *San Luis Obispo Regional Transit Authority* (RTA) desires to apply for said financial assistance to permit operation of service in San Luis Obispo County; and

WHEREAS, *San Luis Obispo Regional Transit Authority* has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the San Luis Obispo Regional Transit Authority does hereby authorize the *Executive Director*, to file and execute applications on behalf of San Luis Obispo Regional Transit Authority with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1F**), as amended.

That *Executive Director* is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That *Executive Director* is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

That *Executive Director* is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

Upon motion of Director _____, seconded by Director _____, and on the following roll call, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby passed and adopted by the San Luis Obispo Regional Transit Authority of San Luis Obispo County, State of California, at a regular meeting of said Board of Directors held on the 4th day of March, 2015.

Debbie Arnold
President of the RTA Board

ATTEST:

Geoff Straw
Executive Director

APPROVED AS TO FORM AND LEGAL EFFECT:

By: _____
Timothy McNulty
RTA Counsel

Dated: _____
(Original signature in BLUE ink)

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
MARCH 4, 2015
STAFF REPORT**

AGENDA ITEM: C-6

TOPIC: Transfer RTA Vehicle to SLO Transit

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Authorize Executive Director to execute a contract to transfer RTA Vehicle #1106 to SLO Transit

BACKGROUND/DISCUSSION:

As part of the Atascadero El Camino Shuttle and RTA transit system consolidation in North County on June 1, 2014, RTA acquired Atascadero's lone fixed route vehicle. As a result of fully integrating the Atascadero El Camino Shuttle service into the RTA Route 9 service, RTA is left with a surplus 2011 Ford El Dorado Aero Elite 29-foot gasoline-powered cutaway vehicle, as shown below. With no anticipated need for this vehicle, staff recommends that RTA transfer the vehicle to the San Luis Obispo Transit program, under a partnering and neighboring agency arrangement, for \$1.00.



Since this vehicle was funded using FTA American Recovery and Reinvestment Act of 2009 funds, RTA must obtain permission from the Federal Transit Administration for this grantee-to-grantee transfer. The FTA has assigned a 7-year/200,000 mile minimum economically useful life to this vehicle class. Since this four year old vehicle has accumulated a little a more than 100,000 miles, SLO Transit should expect another 100,000 more miles of useful life.

Staff Recommendation

Authorize the Executive Director to request a grantee-to-grantee transfer of this FTA-funded asset from RTA to SLO Transit, and to execute a sale contract for \$1.00 to SLO Transit.