



## RTA BOARD AGENDA

Wednesday, September 4, 2013  
BOARD OF SUPERVISORS' CHAMBER  
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: Frank Mecham**

**Vice President: Shelly Higginbotham**

Board Members:

Frank Mecham (First District – SLO County)  
Bruce Gibson (Second District – SLO County)  
Adam Hill (Third District – SLO County)  
Paul Teixeira (Fourth District – SLO County)  
Debbie Arnold (Fifth District – SLO County)  
Tony Ferrara (Arroyo Grande)

Tom O'Malley (Atascadero)  
Debbie Peterson (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 by contacting the SLORTA offices at 781-4472. Please note that 48 hours advance notice will be necessary to honor a request.

**\*\* RIBBON-CUTTING FOR NEW BUSES TO PRECEDE RTA BOARD MEETING\*\***

This event will take place from **8:00 AM to 8:25 AM** at RTA's Government Center Transit Center.

### 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 Executive Director's Report (Receive)

### B. ACTION AGENDA

B-1 Appoint New Facility Committee Member (Approve)

B-2 Authorize RTA Facility Project CMAQ Application (Approve)

- 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 Memorandum of Understanding for 40 Prado (Approve)
- C-2 RTA Board Meeting Minutes of July 10, 2013 (Approve)
- C-3 RTA Executive Committee Minutes of June 12, 2013 (Approve)

**D. CLOSED SESSION ITEMS (*JOINT SESSION WITH SLOCOG BOARD*)**

- D-1-1 Conference with Labor Negotiator Geoff Straw concerning the following labor organization: Teamsters Local Union No. 986
- D-1-2 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):**

<b>Agency Negotiators:</b> (SLOCOG),	Geoff Straw (RTA), Ronald De Carli Peter Rodgers (SLOCOG)
<b>Under Negotiation/Discussion:</b> <b>Properties:</b>	Price and Terms of Payment
<b>179 Cross Street, San Luis Obispo, CA</b> Negotiating Party:	(APN: 053-257-032) LTC of SLO, Ltd.
<b>40 Prado Road, San Luis Obispo, CA</b> Negotiating Party:	(APN: 053-022-014) Rescal SLO193 LLC

**E. BOARD MEMBER COMMENTS**

**ADJOURNMENT**

Next RTA meeting: November 6, 2013

## **SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**August 7, 2013**

### **STAFF REPORT**

**AGENDA ITEM:** A-1

**TOPIC:** Executive Director's Report

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Information

#### **BACKGROUND/DISCUSSION:**

##### **Operations:**

All seven RTA replacement buses, as well as all three South County Transit (SCT) replacement buses, have been delivered and placed into revenue service. The picture at the right was provided by our on-line inspection contractor (First Transit), who has helped us implement running improvements to the new vehicles based on our experience with the "pilot bus" that was delivered in May 2013. The picture shows the bus about 75% completed. The ribbon-cutting ceremony at the Government Center passenger facility is planned for 8:00 AM prior to this September 4 RTA Board meeting to celebrate this new era in RTA's history.



RTA has effectively planned for and has responded to the southbound Highway 58/101 ramp closures that impacted Route 9 from August 9<sup>th</sup> through the end of August. No complaints have been lodged regarding this service disruption and many customers appreciated the RTA Rider Alerts that provided updates on project.

RTA conducted its quarterly Employee of the Quarter barbecue lunch on July 19, and bus operator Rey Gonzalez was selected by his peers as the winner. Rey primarily drives the Route 10 to Santa Maria, and he received nominations from both fellow employees and his riders. In total, we received 18 nominations for 11 RTA employees. Please join me in thanking Rey for his dedication to making RTA the best it can be. To further recognize the achievements of past winners, RTA debuted at the Ribbon Cutting ceremony a large bus decal with pictures of the Employee of the Quarter winners on the side of several RTA buses. All other exterior advertising space is now fully-subscribed.

Due to a lack of pending issues, the quarterly July 17 RTAC meeting was cancelled.

### **Maintenance:**

As part of the bus replacement project, RTA has completed technician training at the Gillig factory in Hayward. This training was scheduled to teach them how the buses are assembled, to ask Gillig technicians and engineers questions about the best methods to maintain and repair damaged buses, and to better understand why certain components are assembled in the manner Gillig has chosen. The picture to the right shows RTA bus #1302 being transferred from the chassis line into the body line portion of the factory. We are also currently scheduling on-site training in SLO in the coming months on major bus components; that training was funded through the grants used to purchase the vehicles. RTA will include SLO Transit's technicians in this on-site training, since we use similar equipment. We also included specialized tooling and a spare parts inventory for long lead-time components as part of the grant-funded purchase.



The new Gillig buses use Diesel Exhaust Fluid to greatly reduce emissions. However, this material is considered hazardous when it comes in contact with skin. As such, RTA has expanded its contract with Easy Fuel to begin late-night filling of both diesel fuel and DEF on-site at RTA's Paso Robles yard and at the SCT yard in Arroyo Grande. This service has been used at the RTA SLO yard for almost a year as a strategy to avoid the work comp incidents that had been occurring at the remote fuel filling site on Prado Road.

RTA participated in a 22-agency consortium to purchase replacement buses over the next five years, led by the Central Contra Costa Transit Authority (CCCTA). Our partners SCT, SLO Transit and Santa Maria Area Transit are also consortia members. In total, RTA and SCT identified the need to purchase up to 11 replacement buses out of the 1,100 identified in the procurement documents. CCCTA recently awarded the contract to Gillig Corporation, and RTA will issue a purchase order in the coming weeks to purchase eight 40-foot buses for RTA and one 35-foot bus for SCT, as authorized at the May 1<sup>st</sup> RTA Board meeting.

### **Service Planning & Marketing:**

RTA staff continues to participate with stakeholders and the consultants engaged in the North County Transit Plan, which has recommended the possible consolidation of Atascadero fixed route and all Paso Robles transit services with RTA. SLOCOG continues to refine cost models for the Plan, which is now focused on the revenue side of consolidation instead of past discussions that focused on the expense side. Should the negotiations continue, RTA will participate in developing an operating agreement

(similar to the RTA/County agreement) in the coming weeks and to bring it to the RTA Board in November.

RTA participated with SLOCOG for the first annual SLOCOG Social Services Transportation Summit at the Madonna Inn on July 11<sup>th</sup>. We presented facts and figures about RTA services, including the relatively high cost of Runabout service on a per passenger basis. Approximately 80 staff members from specialized transportation providers and social service agencies attended.

Three RTA-operated seasonal/special services recently wrapped up. First, the STA-funded North County Summer Beach service was officially launched on June 7 and operated through August 24<sup>th</sup>. Second, the Cambria Trolley, which is funded by the County and the Cambria CVB, operated from Memorial Day through Labor Day. And finally, the Youth Ride Free program ended on August 31<sup>st</sup>. Staff will provide financial and operating results for each program at the November RTA Board meeting, as well as recommendations for potential future operational changes.

Caltrans informed RTA and SLOCOG that our FTA Section 5304 planning grant application to conduct a joint Short Range Transit Plan (SRTP) study effort with SLO Transit was not funded. RTA and SLOCOG staff participated in a teleconference on August 22 to determine possible ways to improve the application for a future round of funding. It should be noted that SLO Transit is considering moving forward with their portion of the SRTP, since their existing SRTP will expire prior to RTA's. If that is the case, RTA would welcome any participation the City of San Luis Obispo would afford us throughout their study effort.

On a more positive note, RTA received a Section 5304 planning grant of \$17,000 to fund a planning/marketing intern to assist with the North County service changes that are planned in May 2014. This is expected to be a part-time position starting late in 2013 for 6-8 months.

Staff is working with SLO County staff to assess each bus stop regarding ADA accessibility and potential safety hazards at or adjacent to the stop. That effort should be completed by the end of the calendar year.

RTA is planning its first comprehensive RTA Customer Perception Survey to measure and benchmark service quality standards as well as more qualitative concepts laid out in RTA's Strategic Business Plan. There will be several different survey components, including an employee survey, a Rider Survey for RTA, Runabout and SCT customers, and a stakeholder/Non-Rider survey that will be available online by early October, or sooner. We will notify you at that time and please take a few minutes to participate and give us valuable feedback.

RTA's website received a facelift in July, with a new homepage graphic that allows users to click on a dynamic link from the Regional Graphic image and go straight to the applicable schedule page. It also links users straight to partner sites throughout the

region. Regional Rideshare is working to adopt similar technology on their transit homepage and will include this requirement in the RFP they are working on for a new website. It's too early to measure customer service improvements from the new layout, but site traffic at [www.slorta.com](http://www.slorta.com) has seen record levels continuing for the last three months, with over 10,000 unique users every month. If traffic continues at the same pace in August, a record of over 11,000 users is expected, reflecting a 20% increase from already high traffic last summer.

### **Finance and Administration:**

Below are financial and operating results from the recently completed fiscal year, as well as the first month of the current fiscal year.

#### FY2012-13 Financial and Operating Results

Preliminary year-end FY12-13 data demonstrates that RTA's expenses and revenues were within budgeted figures. The fiscal/compliance auditors were on-site the week of August 19<sup>th</sup> to test and document any required adjustments. As soon as the audit report is completed, we will present the final actual vs. budget financials to the Board (the goal is the November 6 meeting).

RTA set a new annual fixed route ridership record in FY12-13, during which we boarded 734,743 riders. That represents a 6.8% increase over the previous record of 687,936 achieved in FY11-12. In addition, record annual ridership of 37,994 was experienced on the Runabout service – besting the previous record in FY11-12 of 34,424, an increase of 10.4%. Runabout ridership has increased every year beginning in FY08-09. A monthly record of 3,672 Runabout boardings was recorded in May 2013, while the fixed route service achieved a monthly record of 66,474 boardings in March 2013. The graphs on Page A-1-8 depict ridership by month and service for the past three fiscal years.

Please note that since FY10-11 Route 10 has consistently remained the highest ridership fixed route service operated by RTA, and its year over year growth is also the most robust. However, the ridership on Route 9 during peak travel periods is the highest, which often results in standing passenger loads over the Cuesta Grade. Staff will continue to analyze this issue, and determine if the addition of the new buses could possibly permit us operate Route 9 Express runs. If any obvious solutions emerge from this analysis, we will bring those proposals to the Board for consideration.

Overall, RTA met or exceeded all but one objective Performance Measure Standard (Worker's Compensation incidents) identified in the 2011 RTA Strategic Business Plan. Once the audited financials are finalized, staff will provide the Board with a year-end summary.

#### July 2013 Financial and Operating Results

Preliminary financial data for the first month of FY13-14 (July 2013) are included in the attached report. In summary, this report covers 8.3% of the budget year, and overall

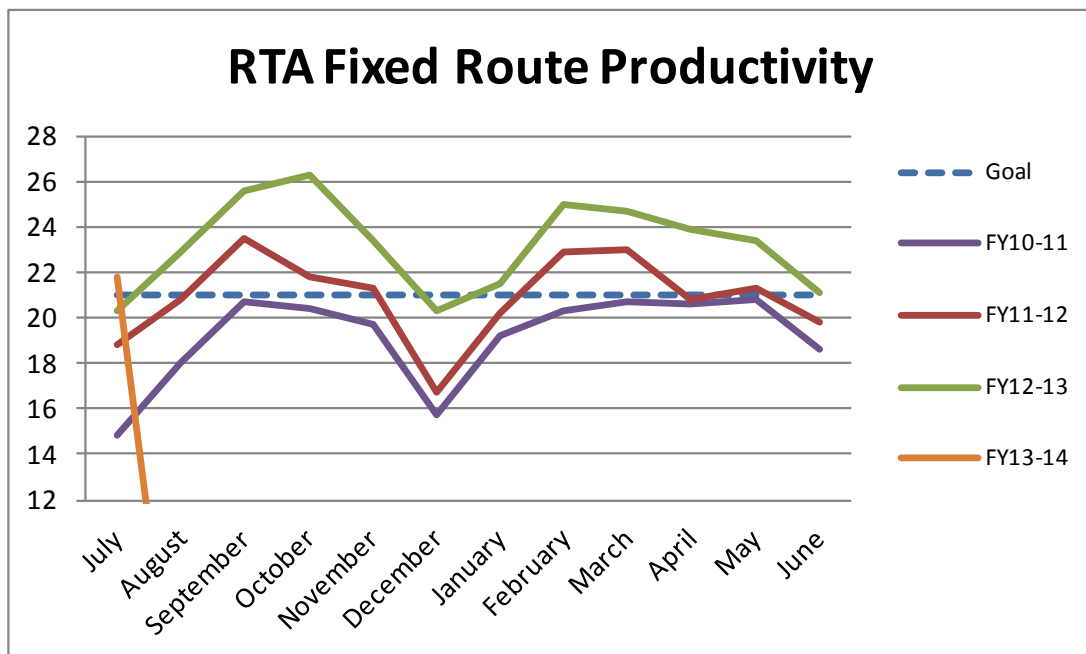
non-capital expenditures equaled 7.19% of the annual budgeted amount. While it is too early to draw any conclusions or determine any trends, it is important to note a couple of issues:

1. Total farebox revenues of \$173,607 include a “slug-load” of bulk institutional pass sales that tend to occur at the beginning of each fiscal year. As such, the 53.78% farebox recovery ratio (FRR) reported for fixed route is somewhat misleading and will decline as the year progresses.
2. Property insurance of \$15,820 is an annual payment, so the reported 97.74% year to date figure will be fixed throughout the year.

Staff will pay particular attention to vehicle maintenance costs as the year progresses, with the expectation that costs/mile will remain relatively low while the seven new buses are still under the factory one-year warranty.

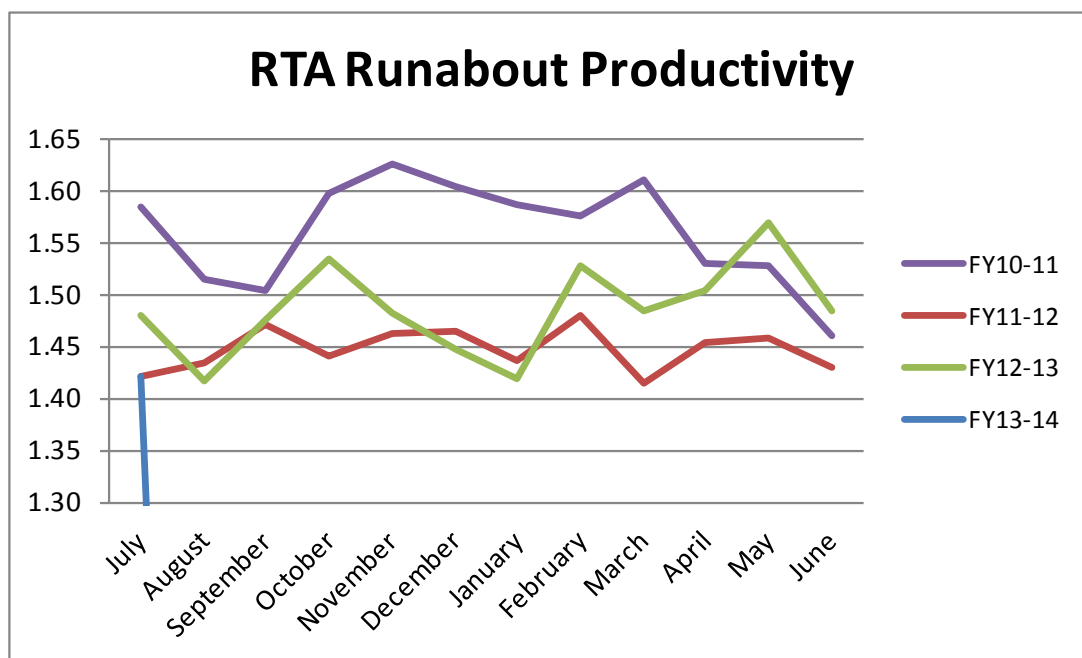
Fixed route ridership started off the year strong, with 61,854 boardings in comparison to 53,541 in July 2013. This represents a year-over-year increase of 15.5%, and was the highest July total in RTA’s history. Runabout ridership set a new single-month record in July, totaling 3,692 boardings and equating to a year over year increase of 23.68% over July 2012 Runabout boardings.

Fixed route productivity of 21.7 passenger-boardings per service hour in July 2013 exceeded RTA’s goal of 21, as depicted in the graph below. As shown, this was the highest July productivity recorded over the past several years.





Runabout productivity actually declined in July 2013 in comparison to previous July monthly figures, despite record passenger boardings. That is due to the additional daily Runabout hours added in July as part of the budget-making process to meet burgeoning demand. As depicted in the graph below, July 2013 Runabout productivity essentially matched the level achieved in July 2011. Staff will continue to monitor this important metric to ensure Runabout is operated as efficiently as possible while still meeting ADA service requirements.



The Youth Ride Free Program continued to show very strong ridership in July 2013, with a 29% increase over July 2012 (13,496 free rides in July 2013). Certainly the Youth Ride Free program might have caused concerns about a negative impact on farebox revenues. However, there is no indication of this, as farebox collections for RTA fixed routes in July 2013 (over \$41,000) were 13% higher than recorded last July.

In summary, all objective/measurable Performance Measure Standards identified in the 2011 RTA Strategic Business Plan were met or exceeded for the month of July 2013.

#### Other Finance and Administrative Milestones

RTA recently celebrated our 4-year anniversary of assuming in-house operations and maintenance, which officially occurred on August 1, 2009. As part of the celebration, senior RTA staff members met Bus Operators in-route and announced to riders the safety awards achieved by their driver. We also provided him or her with lunch, a certificate and a safety pin. The safety award is based on no preventable vehicle collisions (Bus Operators only) and no preventable work comp injuries (for both Bus Operators and Maintenance Staff). A summary of the awards is provided below:



- 4-Year Awards: nine Bus Operators and five Maintenance Staff
- 3-Year Awards: four Bus Operators and three Maintenance Staff
- 2-Year Awards: eight Bus Operators and one Maintenance Staff
- 1-Year Awards: fifteen Bus Operators and one Maintenance Staff

Staff recently completed the benefits review process with our insurance broker, including a thorough review of the Affordable Care Act and its impact on our benefits program. Open enrollment meetings began in mid-August and were completed by the end of the month. Benefits costs are in line with budgeted amounts, and the changes took effect on September 1<sup>st</sup>. Kudos to Tania Arnold and Chip Spence for a job well done in managing these complex changes.

The next Employee of the Quarter barbecue is scheduled for October 19 from 11:30AM until 1:00PM. We hope that all RTA Board members can join us – the Bus Operators really enjoy the chance to meet the RTA decision-makers in an informal setting.

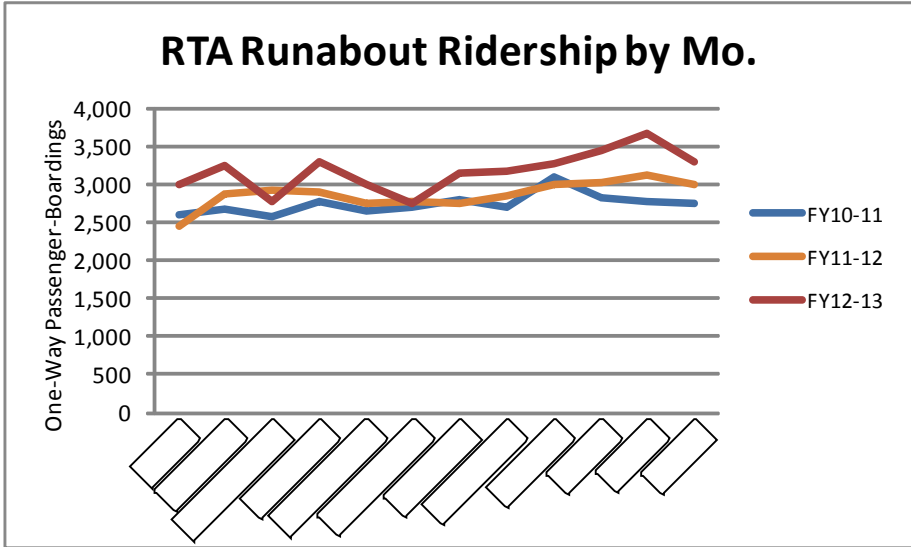
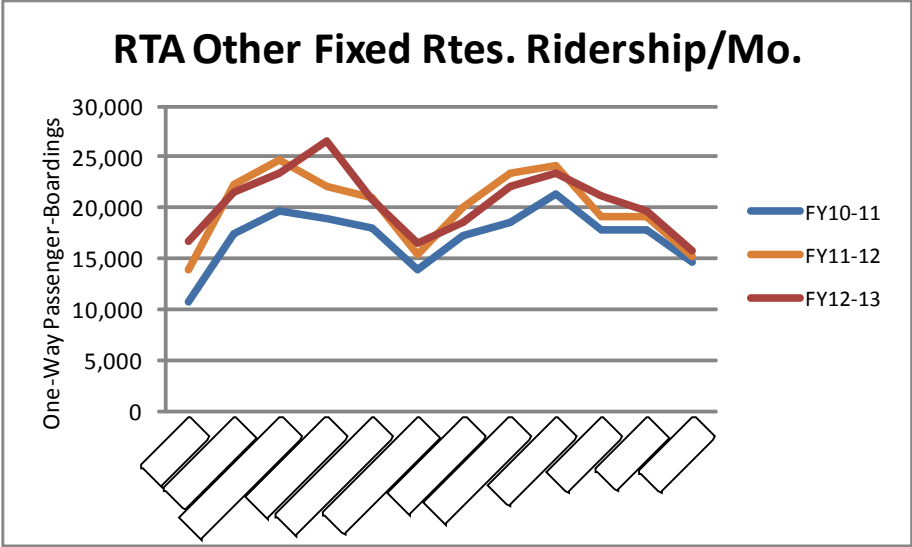
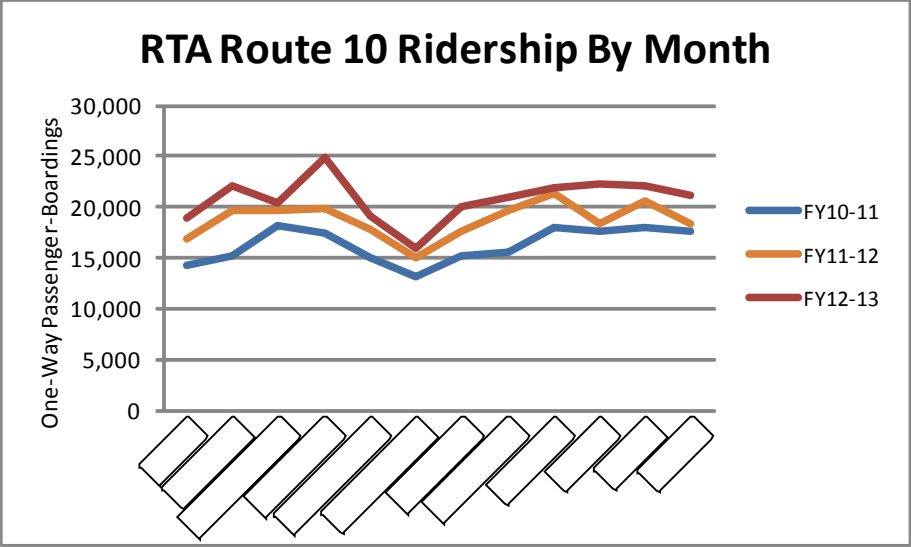
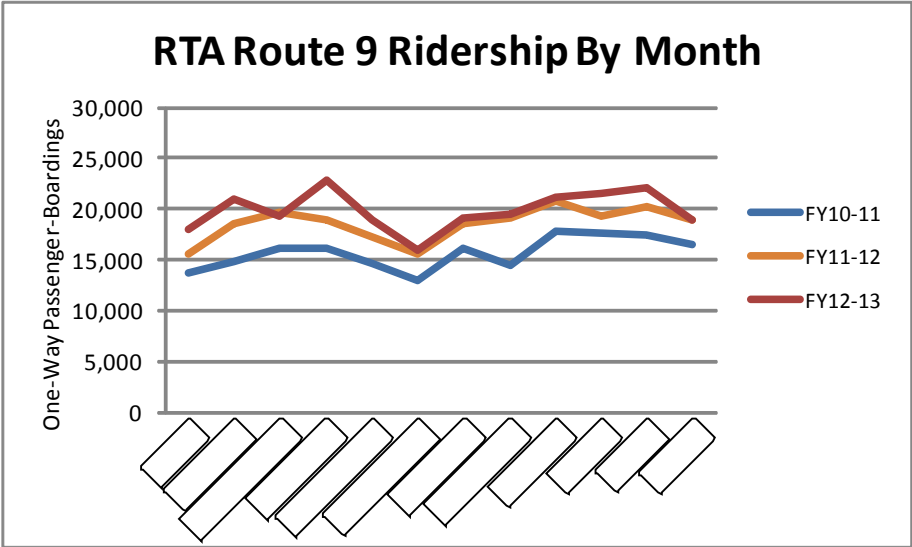
### **RTA Facility Planning**

Staff is still working with area real estate professionals to develop long-term operations/maintenance facility solutions. Staff will present recent findings and seek direction from the Board in closed session.

### **Labor Relations**

RTA's collective bargaining agreement (CBA) with Teamsters Local 986 expires on January 31, 2014. The CBA specifies that negotiations to renew the contract can begin 90 days in advance, or November 2, 2013. Staff presented a CBA proposal at the August 7 Executive Committee meeting in closed session, which will be presented to the full Board in closed session.

RTA Fiscal Year 2012-13 Year End Ridership Results



**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

		Adopted Budget FY 2013-14	July Budget	July Actual	July Variance	Year to Date FY 2013-14	Percent of Total Budget FY 2013-14
	Hours	<b>60,118</b>	5,010	5,496	(486)	5,496	9.14%
	Miles	<b>1,594,232</b>	132,853	140,513	(7,661)	140,513	8.81%
<b>Administration:</b>							
Labor	operations cost	<b>731,454</b>	60,954	50,270	10,685	50,270	6.87%
Labor - Administration Workers Comp	operations cost	<b>35,690</b>	2,974	2,066	908	2,066	5.79%
Office Space Rental	operations cost	<b>416,190</b>	34,683	32,127	2,555	32,127	7.72%
Property Insurance	operations cost	<b>16,186</b>	16,186	15,820	366	15,820	97.74%
Professional Technical Services	operations cost	<b>90,725</b>	22,681	15,000	7,681	15,000	16.53%
Professional Development	operations cost	<b>16,250</b>	1,354	200	1,155	200	1.23%
Operating Expense	operations cost	<b>183,670</b>	15,306	16,550	(1,244)	16,550	9.01%
Marketing and Reproduction	hourly	<b>92,300</b>	7,692	3,921	3,771	3,921	4.25%
North County Management Contract	operations cost	<b>(6,620)</b>	-	-	-	-	0.00%
County Management Contract	operations cost	<b>(87,500)</b>	(7,292)	(7,292)	-	(7,292)	8.33%
SCAT Management Contract	operations cost	<b>(77,500)</b>	(6,458)	(6,458)	-	(6,458)	8.33%
<b>Total Administration</b>		<b>1,410,846</b>	148,081	122,204	25,876	122,204	8.66%
<b>Service Delivery:</b>							
Labor - Operations	hourly	<b>2,869,163</b>	239,097	212,402	239,097	212,402	7.40%
Labor - Operations Workers Comp	hourly	<b>206,962</b>	17,247	11,982	5,265	11,982	5.79%
Labor - Maintenance	hourly	<b>760,398</b>	63,366	54,554	8,812	54,554	7.17%
Labor - Maintenance Workers Comp	hourly	<b>63,811</b>	5,318	3,681	1,637	3,681	5.77%
Fuel	miles	<b>1,490,155</b>	124,180	108,265	15,915	108,265	7.27%
Insurance	miles	<b>352,037</b>	29,336	28,598	738	28,598	8.12%
Special Transportation (includes Senior Vans, Lucky Bucks, etc)	n/a	<b>81,700</b>	6,808	6,321	487	6,321	7.74%
Avila Trolley	n/a	<b>66,100</b>	5,508	8,250	(2,742)	8,250	12.48%
Maintenance (parts, supplies, materials)	miles	<b>536,934</b>	44,744	18,661	26,083	18,661	3.48%
Maintenance Contract Costs	miles	<b>127,202</b>	10,600	-	10,600	-	0.00%
<b>Total Operations</b>		<b>6,554,461</b>	546,205	452,715	93,490	452,715	6.91%
<b>Capital/Studies:</b>							
<b>Computer System Maintenance/Upgrades</b>		<b>13,310</b>	-	-	-	-	0.00%
Miscellaneous Capital							
<b>Facility Improvements</b>		<b>187,820</b>	-	-	-	-	0.00%
<b>Maintenance Software and Maintenance Equipment</b>		<b>60,000</b>	-	-	-	-	0.00%
<b>Tire Lease Buyout</b>		<b>37,170</b>	-	-	-	-	0.00%
<b>Marking and Tethering Program</b>		<b>5,500</b>	-	-	-	-	0.00%
<b>Rotary Lift</b>		<b>18,700</b>	-	-	-	-	0.00%
<b>Specialized Maintenance Tools</b>		<b>12,650</b>	-	-	-	-	0.00%
<b>Maintenance Staff Office/Additional Desks</b>		<b>34,100</b>	-	-	-	-	0.00%
<b>Backup Generator</b>		<b>17,250</b>	-	-	-	-	0.00%
<b>Vehicle ITS/Camera System</b>		<b>461,787</b>	-	-	-	-	0.00%
<b>Bus Stop Improvements</b>		<b>61,750</b>	-	-	-	-	0.00%
<b>Bus Rehabilitation</b>		<b>125,000</b>	-	-	-	-	0.00%
<b>Bus Procurement Reserve/Large Capital Repairs</b>		<b>44,779</b>	-	-	-	-	0.00%
Vehicles							
<b>Support Vehicles</b>		<b>102,500</b>	-	-	-	-	0.00%
<b>40' Coaches</b>		<b>3,336,000</b>	-	-	-	-	0.00%
<b>Runabout Vehicles</b>		<b>360,000</b>	-	-	-	-	0.00%
<b>Total Capital Outlay</b>		<b>4,878,316</b>	-	-	-	-	0.00%
<b>Contingency</b>		<b>101,915</b>	8,333	-	8,333	-	0.00%
<b>Interest Expense</b>		<b>133,954</b>	11,163	13,269	(2,106)	13,269	9.91%
<b>Loan Paydown</b>		<b>1,108,262</b>	-	-	-	-	0.00%
<b>Management Contracts</b>		<b>171,620</b>	13,750	13,750	-	13,750	8.01%
<b>TOTAL FUNDING USES</b>		<b>14,359,373</b>	727,532	601,938	125,593	601,938	4.19%
<b>TOTAL NON-CAPITAL EXPENDITURES</b>		<b>8,372,795</b>	727,532	601,938	125,593	601,938	7.19%

***SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
YEAR TO DATE THRU JULY 31, 2013 - WEEKDAYS ONLY  
CURRENT FISCAL YEAR - 2013/2014***

	RT 9 P.R., TEMP., ATAS., S.M., CAL POLY, S.L.O.	RT 10 S.M., NIPOMO, A.G., S.L.O.	RT 80 NORTH COUNTY BEACH SHUTTLE	RT 12 MORRO BAY, CUESTA, SAN LUIS	RT 14 CUESTA, SAN LUIS TRIPPER	RT 15 SAN SIM., CAMBRIA, CAYUCOS, M.B.	RT 83 FORT HUNTER LIGGETT	TOTAL WEEKDAY
<b>REVENUES:</b>								
FARES	54,143	57,426	957	36,075	564	3,496	8,254	160,915
<b>TOTAL ROUTE REVENUES</b>	54,143	57,426	957	36,075	564	3,496	8,254	160,915
<b>EXPENDITURES:</b>								
ADMINISTRATION	19,714	19,862	3,163	13,012	245	4,667	2,188	62,852
MARKETING	1,147	1,156	184	757	14	272	0	3,530
OPERATIONS/CONTINGENCY	42,990	43,542	6,919	28,208	540	10,281	4,995	137,476
FUEL	21,611	23,317	3,610	13,132	305	5,814	3,900	71,689
INSURANCE	4,918	5,306	822	2,988	69	1,323	887	16,313
<b>TOTAL EXPENDITURES</b>	90,381	93,183	14,699	58,098	1,174	22,356	11,970	291,860
<b>FAREBOX RATIO</b>	59.91%	61.63%	6.51%	62.09%	48.04%	15.64%	68.96%	55.13%
<b>RIDERSHIP</b>	18,521	20,756	873	13,754	133	1,639	857	56,533
<b>SERVICE MILES</b>	25,115.20	27,097.40	4,195.80	15,261.40	353.89	6,756.20	4,532.00	83,311.89
<b>SERVICE HOURS</b>	820.60	826.76	131.67	541.64	10.21	194.26	91.08	2,616.22
<b>RIDERS PER MILE</b>	0.74	0.77	0.21	0.90	0.38	0.24	0.19	0.68
<b>RIDERS PER HOUR</b>	22.57	25.11	6.63	25.39	13.03	8.44	9.41	21.61
<b>COST PER PASSENGER</b>	4.88	4.49	16.84	4.22	8.83	13.64	13.97	5.16
<b>SUBSIDY PER PASSENGER</b>	1.96	1.72	15.74	1.60	4.59	11.51	4.34	2.32

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**YEAR TO DATE THRU JULY 31, 2013**  
**CURRENT FISCAL YEAR - 2013/2014**

	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 WEEKEND	TOTAL FIXED ROUTE	RUNABOUT	SYSTEM TOTAL
<b>REVENUES:</b>												
FARES	3,290	1,577	2,234	1,638	1,900	1,283	483	288	12,692	173,607	10,116	183,723
<b>TOTAL ROUTE REVENUES</b>	3,290	1,577	2,234	1,638	1,900	1,283	483	288	12,692	173,607	10,116	183,723
<b>EXPENDITURES:</b>												
ADMINISTRATION	1,208	778	1,129	677	825	774	826	495	6,712	69,565	62,469	132,034
MARKETING	70	45	66	39	48	45	48	29	391	3,921	0	3,921
OPERATIONS/CONTINGENCY	2,631	1,699	2,473	1,484	1,782	1,674	1,821	1,090	14,653	152,129	132,275	284,404
FUEL	1,306	864	1,308	785	795	762	1,030	615	7,465	79,154	25,502	104,656
INSURANCE	297	197	298	179	181	173	234	140	1,699	18,012	9,529	27,541
<b>TOTAL EXPENDITURES</b>	5,512	3,584	5,273	3,164	3,630	3,428	3,960	2,369	30,920	322,781	229,775	552,556
<b>FAREBOX RATIO</b>	59.68%	44.00%	42.36%	51.78%	52.33%	37.42%	12.20%	12.15%	41.05%	53.78%	4.40%	33.25%
<b>RIDERSHIP</b>	1,298	679	1,035	726	824	517	142	100	5,321	61,854	3,692	65,546
<b>SERVICE MILES</b>	1,517.20	1,004.40	1,520.00	912.00	924.00	885.60	1,197.20	715.20	8,675.60	91,987.49	48,616.00	140,603.49
<b>SERVICE HOURS</b>	50.28	32.40	47.00	28.20	34.32	32.20	34.40	20.60	279.40	2,895.62	2,600.28	5,495.90
<b>RIDERS PER MILE</b>	0.86	0.68	0.68	0.80	0.89	0.58	0.12	0.14	0.61	0.67	0.08	0.47
<b>RIDERS PER HOUR</b>	25.82	20.96	22.02	25.74	24.01	16.06	4.13	4.85	19.04	21.36	1.42	11.93
<b>COST PER PASSENGER</b>	4.25	5.28	5.09	4.36	4.41	6.63	27.89	23.69	5.81	5.22	62.24	8.43
<b>SUBSIDY PER PASSENGER</b>	1.71	2.96	2.94	2.10	2.10	4.15	24.48	20.81	3.43	2.41	59.50	5.63

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**September 4, 2013**

**STAFF REPORT**

**AGENDA ITEM:** B-1

**TOPIC:** Facility Committee Member Appointments

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Appoint RTA Facility Subcommittee Members

**BACKGROUND/DISCUSSION:** The RTA Board has appointed three members to a Facility Committee, which included Directors Fred Strong, Jan Marx and Paul Teixeira. With Paul's recent passing and current efforts by RTA to develop a long-term facility strategy, it is important that the Facility Committee be reconstituted so that direction can be quickly and effectively provided to staff following ratification by the entire Board.

There are three possible alternatives to address the changes to the Facility Committee:

1. Reappoint existing Directors Jan Marx and Fred Strong, and appoint a new Director to take Paul Teixeira's former place on the Facility Committee. It should be noted that the previous make-up of the Facility Committee appears to have addressed geographic representation, so it seems prudent under this alternative to seek a member from the South County area to serve on the Facility Committee.
2. Continue functioning as the Facility Committee with the remaining two members.
3. Seek three new appointments altogether.

**Staff Recommendation**

Given the technical nature of the work completed so far by the Facility Committee – including review and recommendation of the Facility Planning Model presented to the Committee on August 12, 2012 – staff believes it would be beneficial to reappoint Directors Jan Marx and Fred Strong, and seek appointment of another Director from the South County area.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**September 4, 2013**

**STAFF REPORT**

**AGENDA ITEM:** B-2

**TOPIC:** Seek CMAQ funds to purchase and improve an RTA Operations and Maintenance Facility

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Authorize staff to submit a CMAQ grant application to SLOCOG

**BACKGROUND/DISCUSSION:** RTA currently uses primarily local jurisdiction TDA funds allocated to RTA for the operating costs incurred to use a leased operations and maintenance facility at 179 Cross Street. These operating costs include annual rent and property tax payments of over \$400,000, as well annual payments of over \$300,000 to pay down the loan used to design and construct tenant improvements. The 10-year lease for this facility ends on March 1, 2017.

With the designation of a portion of northeastern San Luis Obispo County as an air quality non-attainment area, new FHWA Congestion Mitigation Air Quality funds were made available through SLOCOG, totaling \$9.2 million between FY13-14 and FY15-16. At SLOCOG's August 7 meeting, several one-time and on-going set-asides were authorized by the SLOCOG Board. As such, over \$7 million will remain after the set-asides are factored in.

The CMAQ program requires a minimum 11.47 percent local match. RTA has recently secured almost \$1 million in California Proposition 1B funds to purchase an operations and maintenance facility. All or part of this Proposition 1B funding could be used to provide the local match required under the CMAQ program.

Should RTA be successful in attaining CMAQ funds to purchase and improve an operations and maintenance facility, it would reduce the amount of on-going TDA funds required from the local jurisdictions to operate RTA services. Staff would work closely with SLOCOG officials to ensure the project meets or exceeds all of the RTP and CMAQ goals/requirements established in the Call for Projects funding announcement.

**Staff Recommendation**

The Board direct RTA staff to submit a CMAQ application for up to \$5 million (\$4,426,500 in CMAQ funds and \$573,500 in Proposition 1B funds).



**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE SAN LUIS OBISPO REGIONAL TRANSIT  
AUTHORITY BOARD OF DIRECTORS,  
AUTHORIZING SUBMITTAL OF A GRANT APPLICATION TO THE  
SAN LUIS OBISPO COUNCIL OF GOVERNMENTS FOR  
CONGESTION MITIGATION AIR QUALITY FUNDS**

**WHEREAS**, the San Luis Obispo Regional Transit Authority (RTA) is eligible applicants for Congestion Mitigation Air Quality (CMAQ) funds; and,

**WHEREAS**, RTA is in need to procure an operations and maintenance facility, which is eligible for purchase under the CMAQ program; and

**WHEREAS**, RTA will continue to provide public transportation services, including complementary ADA service, in San Luis Obispo County; and

**WHEREAS**, RTA is seeking grant funding to optimize the use of local TDA funds provided by the various agencies included in the RTA Joint Powers Agency Agreement; and

**WHEREAS**, RTA is requesting up to **\$5,000,000** for the FY13-14 through FY15-16 funding cycle from the CMAQ program for the purchase of an operations and maintenance facility.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the San Luis Obispo Regional Transit Authority Board of Directors authorizes the Executive Director or his designee to submit a proposal to the San Luis Obispo Council of Governments from the Congestion Mitigation Air Quality of up to **\$5,000,000** for the purchase of an operations and maintenance facility.

**BE IT FURTHER RESOLVED**, that the President of the Board is directed to sign this resolution to authorize the submittal of said funding requests.

**BE IT FURTHER RESOLVED**, that the Executive Director or his designee is hereby authorized to submit said funding requests.

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

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINING:**

The foregoing resolution is hereby adopted this 4<sup>rd</sup> day of September 2013.

\_\_\_\_\_  
Frank Mecham, President  
San Luis Obispo Regional Transit Authority

**ATTEST:**

\_\_\_\_\_  
Geoff Straw, Executive Director  
San Luis Obispo Regional Transit Authority

**APPROVED AS TO FORM AND LEGAL EFFECT:**

By: \_\_\_\_\_  
Tim McNulty, Counsel  
San Luis Obispo Regional Transit Authority

Date: \_\_\_\_\_

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**September 4, 2013**

**STAFF REPORT**

**AGENDA ITEM:** C-1

**TOPIC:** Memorandum of Understanding to Cooperate with Community Action Partnership of SLO County on the Potential Acquisition of Real Property

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Authorize Executive Director to Execute the MOU

**BACKGROUND/DISCUSSION:** SLOCOG and RTA staff members are cooperatively investigating various options for RTA's Long Term Maintenance Facility needs. The attached Memorandum of Understanding (MOU) recommends exploring one of these options with the Community Action Partnership of San Luis Obispo County (CAPSLO).

The property currently available at 40 Prado Lane in San Luis Obispo meets some of the unique criteria for a maintenance facility (i.e., size, proximity to Highway 101, compatible adjacent land uses). Independently, CAPSLO is interested in a location that could be supported by the community for homeless center services. This MOU proposes to explore those synergies for mutual benefit.

CAPSLO is a non-profit agency that focuses on helping people by eliminating poverty and empowering individuals and families to achieve economic self-sufficiency through an array of community-based programs. It is funded by a variety of funding sources, which include Federal, State, and local grants and contracts, private foundations and general donations.

The attached MOU represents a very general agreement to work together to verify if pursuing available property at 40 Prado is possible and cost-effective. There are no binding commitments within the MOU. The most critical for RTA is that subject to a favorable agreement, SLOCOG may agree to exchange (or trade) the property at 1041 Mill Street to secure a long term solution to the RTA's maintenance needs.

**Staff Recommendation**

Authorize the RTA Executive Director to execute the attached MOU.

## **MEMORANDUM OF UNDERSTANDING (MOU)**

### **By and between the following parties:**

**Community Action Partnership of San Luis Obispo County, Inc.**, having its principal place of business at 1030 Southwood Drive, San Luis Obispo, CA 93401, herein referred to as (CAPSLO); and

**San Luis Regional Transit Authority, Inc.** having its principal place of business at 179 Cross Street, San Luis Obispo 93401, herein referred to as (RTA); and

**San Luis Obispo Council of Governments**, having its principal place of business at 1114 Marsh Street, San Luis Obispo 93401, herein referred to as (SLOCOG):

### **I. Purpose, Objective and Scope**

The overall purpose of this Memorandum of Understanding (MOU) is to identify the roles and responsibilities of each party as they relate to the potential purchase and development of the property herein referred to as 40 Prado Road in San Luis Obispo. Additional objectives include:

1. Evaluation of Pros & Cons: The MOU reflects the intention of the parties to proceed with an evaluation of the advantages and disadvantages of acquiring 40 Prado for:
  - a. Homeless Services Center, by CAPSLO; and
  - b. Regional Transit Maintenance Facility to meet the long term needs of RTA (beyond 2023).
2. Identification of Potential Synergies: The MOU recognizes the agencies agree there may be synergies associated with intensified transit activities in the area (due to the close proximity to SLO City's transit yard,) and the location may be appropriate for consolidated homeless support services.

### **II. MOU Term**

The term of this MOU is 24 months from the effective date (the date of the last signature). This Agreement may be renewed or extended for any period as may be agreed to in writing by the parties.

### **III. Effectiveness, Modification, Termination**

1. This MOU is effective upon the date of the last signature which signature shall be authorized by a vote of the governing board of each party.
2. This MOU may be cancelled or terminated without cause by any party by giving 10 days written notice to the other parties. Such notification shall state the effective date of termination or cancellation.
3. Any and all amendments must be made in writing and must be agreed to and executed by the parties before becoming effective.
4. Any notices or other communications required hereunder shall be deemed given when delivered in person or when mailed, by certified or registered first class mail, postage prepaid, return receipt requested, addressed to the parties at their addresses specified in the preamble to this MOU.

#### **IV. Other Parties**

This MOU recognizes that other parties, most notably the County of San Luis Obispo and the City of San Luis Obispo, among others, are anticipated to be partners in this overall project, should it be deemed worthy of pursuit.

#### **V. Background and Mutual Understandings**

1. CAPSLO is seeking 2-3 acres for a consolidated Homeless Services Center.
2. RTA has a long-term need for approximately 5 acres for a Transit Maintenance and Operations Facility, since the existing facility at 179 Cross Street may not meet its needs beyond 2023.
3. SLOCOG recognizes the long-term transportation benefits of assisting RTA in securing a long-term maintenance facility; and realigning Elks Lane in the vicinity of 40 Prado, as well as the need for future right(s)-of-way required for a proposed Prado Road widening and Highway 101 interchange improvement.
4. If the parties determine, to acquire the 40 Prado property they agree to do so in the most economically-advantageous manner and to subsequently subdivide the property to be separately developed to meet RTA's and CAPSLO's needs.
5. All parties agree to determine any planning and/or environmental limitations of the site (flood plain, fill, storm water, layout of bisector road, future ROW expenditure & utilities etc.) and to determine the proportional share of mitigation costs that arise from any joint acquisition of the property. Any mitigation costs related directly to the development of each agency's facility would be borne exclusively by that agency. Any costs associated with master planning shall be fully considered prior to entering into a contract for professional services, and any contracted professional services shall be shared proportionally based on anticipated land needs between RTA (SLOCOG) and CAPSLO.
6. All parties agree to participate in a fair-share cost allocation of a constraints analysis of the site if funding is available.
7. Any mutually approved cost associated with exercising an option to purchase the 40 Prado property will be proportionately negotiated with all parties having an interest in the property. Other parties may be added to this MOU and the shared formula is expected to be changed based on a pro rata basis.

#### **VI. CAPSLO Responsibilities**

Upon formal approval by its Board of Directors CAPSLO will negotiate for the purchase of the property known as 40 Prado Road, consisting of approximately nine (9) acres.

#### **VII. RTA Responsibilities**

RTA will keep the other parties informed on the status of the purchase/lease of the 179 Cross Street location and any relationship it may have to the merits of purchasing 40 Prado.

**VIII. SLOCOG Responsibilities:**

SLOCOG agrees to consider the possible sale or trade value of 1041 Mill Street towards purchase and/or development of a Long Term RTA Transit Maintenance and Operations Facility.

**IX. Conceptual Site Plan**

Attached on Page 4 of this MOU is a conceptual site plan, subject to modification and for illustrative purposes only.

**X. Confidentiality**

To the extent allowed by law, all parties agree to maintain the confidentiality of all records, documents, and information shared both during and after the term of the MOU. In addition all parties agree that no public statements or releases regarding items involving this MOU will be issued without prior knowledge of all parties involved.

IN WITNESS WHEREOF, the Parties hereto, through their authorized representatives have executed this Memorandum of Understanding .

\_\_\_\_\_  
CAPSLO, Jim Famalette, CEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
RTA, Geoff Straw, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
SLOCOG, Ron DeCarli, Executive Director

\_\_\_\_\_  
Date

APPROVED AS TO FORM AN LEGAL EFFECT

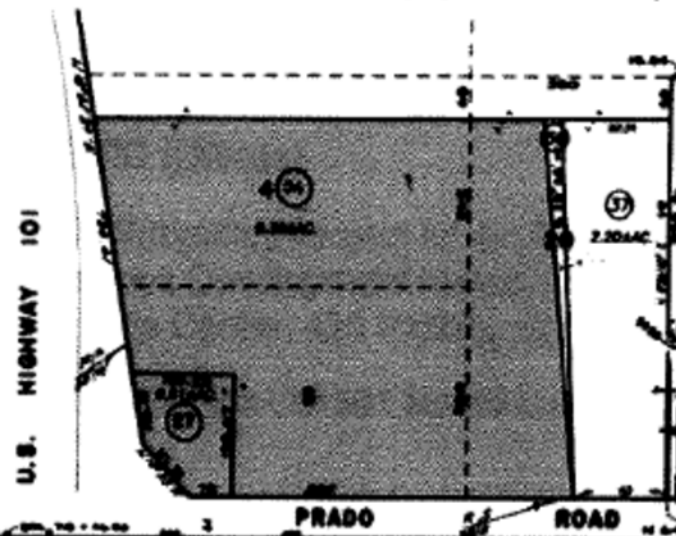
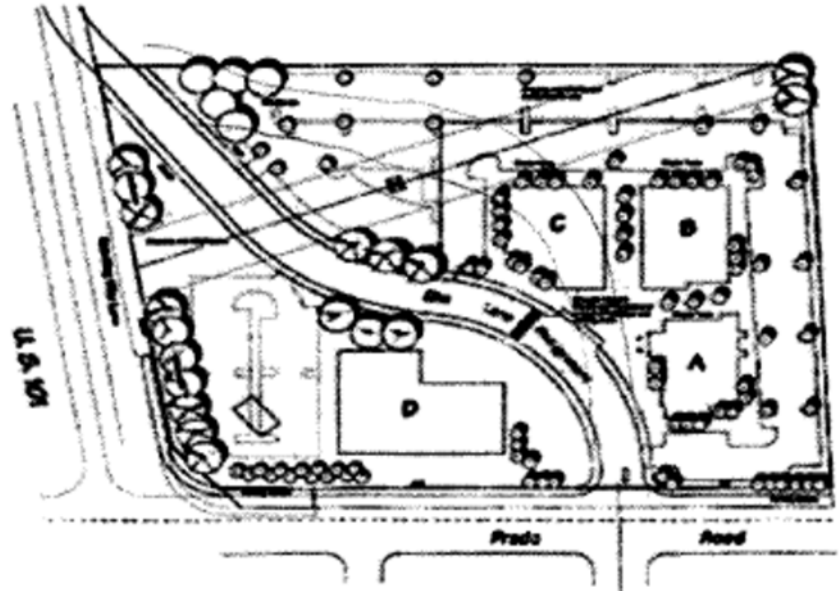
\_\_\_\_\_  
Tim McNulty, SLOCOG , RTA Legal Counsel

\_\_\_\_\_  
Date

Parcel Characteristics	
APN's:	053-041-034: +/- 10.09 acres 053-041-027: +/- .71 acres
Legal Description:	Per title report
Land Use Zone:	Office
Utilities:	City water and sewer

## Conceptual Plan

*"A prime development parcel with US 101 freeway access and visibility."*





**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**MINUTES OF JULY 10, 2013**  
**C-2**

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**BOARD MEMBERS PRESENT:**

DEBBIE ARNOLD, FIFTH DISTRICT, COUNTY OF SAN LUIS OBISPO  
TONY FERRARA, CITY OF ARROYO GRANDE  
BRUCE GIBSON, SECOND DISTRICT, COUNTY OF SAN LUIS OBISPO  
SHELLY HIGGINBOTHAM, CITY OF PISMO BEACH (*Vice President*)  
ADAM HILL, THIRD DISTRICT, COUNTY OF SAN LUIS OBISPO  
JAMIE IRONS, CITY OF MORRO BAY  
JOHN ASHBAUGH, CITY OF SAN LUIS OBISPO  
FRANK MECHAM, FIRST DISTRICT, COUNTY OF SAN LUIS OBISPO (*President*)  
TOM O'MALLEY, CITY OF ATASCADERO  
DEBBIE PETERSON, CITY OF GROVER BEACH  
FRED STRONG, CITY OF PASO ROBLES (*Past President*)

**BOARD MEMBERS ABSENT:**

NONE (*Vacant* – FOURTH DISTRICT, COUNTY OF SAN LUIS OBISPO)

**STAFF PRESENT:**

GEOFF STRAW, EXECUTIVE DIRECTOR  
TANIA ARNOLD, CFO DIRECTOR OF ADMINISTRATION  
PHIL MOORES, OPERATIONS MANAGER  
RITA NEAL, SAN LUIS OBISPO COUNTY COUNSEL

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

**Supervisor Paul Teixeira Tribute:** President Mecham asked if any Board Members would like to comment on the sudden loss of Supervisor Paul Teixeira.

**Board Member Jan Marx:** He cared deeply about his constituents, services and infrastructure, as well as human health.

**Board Member Jaime Irons:** I've only worked with Supervisor Teixeira on the Board for about six months, but I've met him at other functions. He is the type of person who reaches out to people. He will be missed.

**Board Member Tony Ferrara:** When I watched Paul in the debates for the Supervisor position, I was leaning toward another candidate at the time. I watched and listened to him. He had a good grasp of the needs in Nipomo. I thought he spoke from the heart. He possessed the important stuff. The rest he can learn. He was never inaccessible to us. He was just a wonderful human being. We will miss him a lot.

**Board Member Fred Strong:** Paul was an unpretentious and a caring person. I appreciate how he would listen to all sides and would try to bring people together.

**Board Member Debbie Peterson:** Not only was Paul so available to his constituents, he also attended our functions. The most important thing about Paul was his character and that's a great message for all of us.

**Board Member Tom O'Malley:** Paul was just a nice man. I valued my time with him. We served on many organizations together. He was very much "family first." He always had that infectious smile and always remained calm when dealing with complicated or tense issues. He surely will be a man that is missed.

**Vice President Shelly Higginbotham:** He was great. He was the real deal. Recently we took a great bike ride during Bike Month. It was so much fun to ride from Pismo Beach to the County Government Center. He was a rock star on the bike and we laughed the whole way. He made it fun to come to Board meetings and to be an elected official. I will miss him.

**Mr. Geoff Straw:** I had the opportunity to work with Paul on two Boards, including RTA and South County Transit. He knew I am a car guy. We both have a real love for jalopies and he often talked about going out on a Sunday and scrapping through fields looking for old Volvos. He was a great supporter of RTA and didn't miss our employee barbeques. He could easily talk to anyone and anytime.

**President Mecham:** One of the things I often hear from people is that he didn't talk much. He didn't. But when he did, it was worth listening to. He was very concise and tried to always remember the three Bs—Be Bright, Be Brief and Be Seated. He was a wonderful colleague. At this time I would ask for a moment of silence to reflect on that man and all the things he has done.

**President Mecham** concluded the Tribute.

### **Public Comments:**

**Mr. Eric Greening**, Atascadero: I also miss Paul tremendously. Not only did he cross the district line to Grover Beach but he came to Atascadero for Cinco de Mayo and was making friends right and left as he does instantly and deeply. He cared about the entire county. I hope all of us remember his ethic and contributions to public service.

**Mr. Greening** recited a portion of the May 1 meeting minutes involving the upcoming union labor negotiations. He stressed concerns about maintaining the same wage levels and keeping status quo in the budget. Negotiations involve give and take. I hope somewhere in the budget there is wiggle room. I don't think we should go into negotiations with the expectations that we will not be moving off our starting point. I hope we are prepared for the give as well as take that's required for true negotiations.

### **A. INFORMATION AGENDA:**

**A-1 Mr. Straw** announced RTA received the "pilot" bus on May 17. This bus is the first of seven for RTA and three for South County Transit (SCT). Staff conducted an extensive inspection and testing procedure. It was put into service on June 6. We spent a lot of time focusing on the driver area and these buses have stronger power-assisted steering and the best seat we could get. He reviewed interior and exterior photos of the vehicle.

Seven candidates began the bus operator training program on May 28. They all graduated on July 3. Many brought their families to graduation and we really want to encourage that. We conducted bids on May 11. This "shake-up" happens twice a year, when bus operators choose their shifts according to seniority. The next shake-up is scheduled for August.

The California Highway Patrol (CHP) conducted its annual inspection. They look at our vehicles, maintenance records, driver logs and accidents to ensure bus operators are not driving too many hours each day, etc. No deficiencies were noted during the on-site review.

We lost an engine in bus 155. It is a 1999 Gillig with almost 900,000 miles. The engine is the same as the one in bus 157, which was destroyed in a non-preventable crash in April 2012. Maintenance is currently swapping the engine from that vehicle in order to get bus 155 back on the road. This is the first time this type of work is being done in-house, which should save time and money.

RTA staff continues to work with the San Luis Obispo Council of Governments (SLOCOG) on the North County Transit Plan and the North Coast Study. SLOCOG is working closely with the cities of Atascadero and Paso Robles on the North County plan.

Tomorrow is the first annual Social Services Transportation Summit at the Madonna Inn. SLOCOG has invited social service agencies from all over the county to learn about transportation options. We will focus on educating people about Runabout service and costs.

RTA continues to use Outreach Assistant interns to assist with planning and marketing activities. Recently, they helped Rideshare with Bike Month promotion efforts and worked at some of the transportation-related outreach events in the region to promote summer transit services. Some of these interns are also conducting passenger surveys on the Avila Trolley. RTA Intern and Cal Poly graduate student, Alex Fuchs, completed a Professional Paper about commuting on RTA. He also worked with the City of San Luis Obispo, County Public Works and Cal Poly to send out surveys to the general public. In total, 614 surveys were completed. The bottom line is there is great demand for fast, reliable service into downtown SLO, particularly from North County.

Staff continues to await word from Caltrans about whether or not our joint Short Range Transit Plan grant application with San Luis Obispo Transit is approved. We should hear back in August. Staff is currently conducting a comprehensive assessment of RTA and SCT bus stops in order to identify any deficiencies. We expect to conclude the first phase of this project by the end of July.

**Mr. Straw** briefly reviewed the Summer Beach Shuttle service that began on July 7. He pointed to a table on page A-1-4 that showed ridership for the first 10 days of service and goals for the entire 57 days of service.

Through the end of April, we have completed 83.3% of the year. However, overall non-capital expenses totaled only 76.9% of the annual budget. Vehicle maintenance and fuel costs are higher than anticipated, partly due to South County Transit's use of our vehicles. Nonetheless, we still remain under budget.

Fixed route ridership continues to remain strong with 622,097 passenger boardings through April, which is up 8.1% over last year. Runabout ridership totaled 30,020, compared with 28,291 during the same time period last year and represents an increase of 6.1%. The Runabout increase is slowing down a bit, but we are still over budget for this service. Fixed route productivity remains strong and is above goal.

The next Employee of the Quarter barbeque is scheduled for Friday, July 19. We hope all RTA Board members can join us.

In addressing Mr. Greening's concerns about employee wages and the upcoming Union negotiations, Mr. Straw said the minutes should be amended to say, "We assume the same increases year-to-year are carried forward."

**Mr. Straw** concluded his Executive Director's report.

**President Mecham** opened to Board comment.

**Board Member Marx** asked if new hires have physical examinations. **Mr. Straw** said every commercial driver must have a DOT medical certification at least every two years. He talked about the new company-wide HeARTa health and wellness program that promotes exercises, healthy eating and smoking cessation.

**Board Member Irons** complimented Mr. Straw and staff on the report and accomplishments. He said the bus design is thoughtful and attractive. The engine swap is interesting. Although the numbers may not be what we hope to see, the Summer Beach Shuttle falls under the performance standard to explore new routes. This endeavor is to be commended.

**President Mecham** opened public comment.

**President Mecham** closed public comment.

**President Mecham** closed Board comment.

A-2 RTA Operations Performance Report:

**Ms. Tania Arnold** reviewed findings of the operations performance report, which is part of the Strategic Business Plan adopted in October 2011. In January, the Board reviewed the five Service Quality and Efficiency performance standards. These standards summarize where we are and where we want to go. Four of these standards are objective and easily measurable on a quarterly basis. Now, we are presenting the “results” of the remaining five sections. She reviewed these five sections.

Most of the performance measures have been met or exceeded. This is an exciting time at RTA and staff should be proud of our accomplishments. Risk Management is one area that needs improvement. Steps we are taking to address this issue includes conducting refresher training of new hires three months after beginning revenue service. New Bus Operators are most likely to have an accident in the first six months of driving. This new refresher training program has made a big difference in terms of preventable accidents. She noted that due to competing budget and staffing priorities, RTA did not complete a passenger or public survey in the past two years. Therefore, we were unable to provide results on where we stand at this time. We are moving forward with the surveys and expect to complete them in late Fall or early Winter.

**Mr. Straw** summed up what is next. We discovered some of these goals may be a little too easy. My plan is to look at the Plan and bring back to the Board some ideas about new, higher levels of achievement.

**President Mecham** opened to Board comment.

**Board Member Peterson** complimented the plan and report and appreciated that they were easy to understand. She asked if we used a consultant or created the Strategic Business Plan in-house. **Mr. Arnold** responded that staff worked with former Executive Director Ed King to identify goals, focus and vision. After Ed left, **Ms. Aimee Wyatt** and I brought it back to the Board for approval in October 2011.

**President Mecham** opened public comment.

**Mr. Greening** said the report was lucid and transparent. On page A-2-2 near the bottom is information about trips that were “delivered”. We only missed 0.0006 percent. A question I did not see asked was when certain parts of trips are not completed. He used the CalTrans work at the Highway 58/101 interchange and certain stops that are bypassed at Santa Margarita as an example. It is an undelivered trip for people using those stops.

**President Mecham** closed public comment.

**President Mecham** closed Board comment.

## **B. ACTION AGENDA:**

B-1 Reimbursement for South County Area Transit Use of RTA Vehicles:

**Mr. Straw** briefly reviewed the staff report for reimbursement from South County Transit for using RTA vehicles. The South County Transit Board (SCT) approved the reimbursement to RTA at their June 26 meeting.

The report provides a lot of history regarding why staff moved toward the hybrid bus and subsequent issues with the technology, which doesn’t work well in our operating environment. This affected SCT’s fleet use and ability to operate. They only have four vehicles and with one down, they had no spares.

He also noted that South County Area Transit elected to change the name to South County Transit at the June Board meeting.

**Mr. Straw** concluded his Report.

**President Mecham** opened Board comment.

**Vice President Higginbotham** clarified this was unanimously approved at the South County Transit Board.

**Board Member Irons** inquired about what will happen to the hybrid buses. **Mr. Straw** briefly discussed RTA’s litigation with the manufacturer, who has gone out of business. In lieu of us purchasing two more buses and completing the original contract, they agreed to take back Bus

169. This was before SCT Bus 208 became inoperable. That bus still remains at the RTA yard and will be salvaged when the new buses arrive in August.

**Board Member Marx** pointed out there is a parallel hybrid bus system that does work and asked if there were future plans purchase this technology as a way to reduce emissions. **Mr. Straw** said that is something to consider in the future. That technology runs about \$50,000 more per vehicle and really benefits city transit systems that have a lot of stop-and-go operations. RTA operates on the freeway most of the time, so it won't benefit us much. SCT may be a better candidate.

**President Mecham** closed public comment.

**President Mecham** closed Board comment.

**Board Member Ferrara** moved to approve Agenda Item B-1 with. **Board Member Strong** seconded, and the motion carried on a voice call vote.

B-2 Unlimited Access on RTA Fixed Route Services for RTAC Members:

The Board adopted the RTA Stipend Policy in March for non-county representatives, which mirrors that of SLOCOG. Staff also recommended that Regional Transportation Advisory Committee (RTAC) members in good standing be provided unlimited access on RTA fixed-route services. While Board member comments seemed to provide general support for that notion, a review of the minutes indicates the motion to adopt the stipend policy only pertained to Board members. Therefore, staff is seeking the Board's authorization to provide RTA bus passes to RTAC members.

**Mr. Straw** concluded his report.

**President Mecham** opened Board comment.

**President Mecham** opened public comment.

**President Mecham** closed public comment.

**President Mecham** closed Board comment.

**Board Member Strong** moved to approve Agenda Item B-2. **Board Member Marx** seconded, and the motion carried on a voice vote.

B-3 Delayed Implementation of the ACA Employer Mandate until 2015:



**Mr. Straw** reviewed the latest developments to the Affordable Care Act (ACA), which passed in March 2010. Staff has been working on this issue since then. Under the ACA, employees working at least 30 hours per week were to begin receiving health benefits beginning on January 1, 2014. Congress delayed the employer mandate last week by one year for large employers. However, RTA budgeted for it to take affect with open enrollment in September and negotiated with Teamsters Local 986 to declare employees who fall under that category as “part time, health benefited”. That said, we wanted to give the Board a chance to review and discuss. The associated costs are about \$47,110 for the 10 employees who fall under this category from September 1 through December 31. The net cost will likely be less than this number, but there are several factors that are still unknown. Staff recommendation is to move forward as planned.

**Mr. Straw** concluded his report.

**President Mecham** opened Board comment.

**President Mecham** opened public comment.

**President Mecham** closed public comment.

**President Mecham** closed Board comment.

**Board Member Strong** moved to approve Agenda Item B-2. **Vice President Higginbotham** seconded, and the motion carried on a voice vote.

**C. CONSENT AGENDA:**

- C-1 Procurement of ITS Technologies (Approve)
- C-2 RTA Board Meeting Minutes of May 1, 2013 (Approve)
- C-3 RTA Executive Committee Minutes of April 17, 2013 (Approve)
- C-4 Title VI Plan for August 1, 2013 – July 13, 2016 (Approve)

**President Mecham** opened public comment.

**President Mecham** opened Board comment.

**Board Member Arnold** pointed to Item C-4, page 6. On-time performance standards are very high and it’s amazing that RTA is able to meet this goal with such consistency.

**Past President Strong** closed public comment.

**Past President Strong** closed Board comment.

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

**E. BOARD MEMBER COMMENTS:**

None

**F. ADJOURNMENT:** **President Mecham** adjourned the RTA meeting at 9:25 a.m.

**CALL TO ORDER AND ROLL CALL:** **President Frank Mecham** adjourned the Regional Transit Authority (RTA) Board meeting and convened the Joint SLOCOG and RTA meeting. Silent Roll Call was taken.

**PUBLIC COMMENTS:** There were no public requests to speak.

**JOINT SLOCOG AND SLORTA CLOSED SESSION**

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

**Agency Negotiators:** Geoff Straw (RTA), Ronald De Carli (SLOCOG), Peter Rodgers (SLOCOG)

**Under Negotiation/Discussion:** Price and Terms of Payment

**Properties:**

<b>179 Cross Street, San Luis Obispo, CA</b> Negotiating Party:	(APN: 053-257-032) LTC of SLO, Ltd.
<b>40 Prado Road, San Luis Obispo, CA</b> Negotiating Party:	(APN: 053-022-014) Rescal SLO193 LLC
<b>1114 Higuera Street, San Luis Obispo, CA</b> Negotiating Party:	(APN: 002-436-009) Blum Michael L Tre Etal

**1116 Higuera Street, San Luis Obispo, CA**  
Negotiating Party:

(APN: 002-436-005 & 002-436-008)  
Clinton Stanford Jr.

**1041 Mill Street, San Luis Obispo, CA**  
Negotiating Party:

(APN: 002-323-023)  
SLO Council of Governments

SLOCOG and RTA went into *Closed Session* at 9:25 a.m. and returned to *Open Session* at 10:08 a.m. (Board Member Tony Ferrara left the meeting at 10:01 a.m.)

**Open Session:** Ms. Rita Neal, Legal Counsel, reported that SLOCOG and RTA met in closed session, and no reportable action was taken.

**BOARD MEMBER COMMENTS:** There were no comments.

**ADJOURNMENT:** President Mecham adjourned the joint meeting at 10:09 a.m.

Respectfully Submitted,

Anna Mafort-Lacy  
RTA, Administrative Assistant



## San Luis Obispo Regional Transit Authority

### Executive Committee Meeting

Minutes 6/12/2013

C-3

Members Present: Shelly Higginbotham, Vice President  
Fred Strong, Past President

Members Absent: Frank Mecham, President

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

Also Present: Pete Rodgers, SLOCOG  
Eric Greening, Atascadero

#### 1. Call to Order and Roll Call:

**Vice 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, raised concerns about the ramp closure at Highway 58 and 101 in Santa Margarita and stressed the importance of interagency coordination. Caltrans states the closures will last two weeks northbound, followed by two-weeks southbound. Passengers need to know what to expect. How will buses serve south Atascadero and Santa Margarita passengers? Something must be done to alert riders as the closure begins in four days.

**Mr. Geoff Straw** said staff conducted on/off surveys run-by-run, hour-by-hour on all of the stops from Santa Margarita to Bocina at the Bordeaux apartments. There were 25 northbound and 17 southbound riders on a daily bases. During the day, that is not many riders. We committed to doing an afternoon trip with a van that would drop those people off. The closure affects the northbound off-ramp but not the southbound on-ramp. The closure begins Sunday, June 16 at 7

p.m., and Caltrans believes it will conclude Wednesday. We are grappling with whether or not it will be worthwhile to run a separate bus for one run. People can still get to their destination but they would have to go out of direction. It's not ideal, but they are still served. Southbound riders in this area are unaffected.

### 3. Information Items

#### A. Information Items:

##### A-1 Executive Director's Report

**Mr. Straw** highlighted a couple of action items on the agenda. We have seven trainees going through the program and should finish up early July. The California Highway Patrol just did their annual terminal inspection. Both RTA and South County Area Transit passed with flying colors. We lost an engine in bus 155, which is a 1999 Gillig. This is squeezing our spare ratio again. Staff is talking with San Luis Obispo Transit, who will loan us a bus if necessary. **Vice President Higginbotham** asked how much SLO Transit will charge RTA for a loaner. **Mr. Straw** said hard numbers are not finalized, but RTA would need to reimburse them on a per-mile basis.

RTA is working with San Luis Obispo Council of Governments, Regional Rideshare and others to help plan the July 11 Social Services Transportation Summit at the Madonna Inn. This will be held from 11:30 to 2:30.

July 19 is the next Employee of the Quarter barbeque. Drivers appreciate it when Board members participate. It begins at 11:30 a.m. and the award winner will be announced at noon.

The North County Beach Shuttle began last Friday and averaged about 25 boardings per day. **Mr. Straw** noted 3-4 passengers are traveling east. **Vice President Higginbotham** praised staff for getting the word out. She said she has heard it on multiple radio stations, in the Tribune newspaper and other media forms.

**Mr. Straw** concluded the Executive Directors report.

### 4. Action Items

##### B-1 South County Area Transit Use of RTA Vehicles (Revised; Approve)

**Mr. Straw** presented a slightly revised staff report for SCAT's use of RTA vehicles. Buses 208 and 169 were procured because new buses were scarce. We were looking for used buses. In March 2007, SCAT bus 208 was put in service. At that time, RTA placed an order for three

hybrid gasoline-electric buses. Bus 169 arrived that December and staff soon discovered these buses would not work for our purposes, such as going up the Cuesta Grade, and could not get up to speed on the highway. RTA halted the order for the two remaining vehicles. The company that built the buses declared bankruptcy in 2010 and we lost all technical support for the vehicles. RTA first parked bus 169 in 2011 and finally parked bus 208 in June 2012. RTA provided SCAT 35 foot vehicles and then leased a 40 ft bus from the Livermore-Amador Transit Authority (LAFTA) for its own use. Staff wants to present an equitable way to charge back the cost of loaning vehicles to SCAT.

Staff reviewed the Daily Vehicle Inspection (DVI) reports completed by SCAT staff for RTA vehicles during the period of July 1, 2012 to April 30, 2013. During that time 39,686 miles were operated. To determine a cost per mile, various cost factors were evaluated, including fuel, parts, maintenance staff time and insurance. Depreciation costs were not considered. Based upon the evaluation, the cost per mile is \$1.70, which would result in a charge of \$67,466.20 through April 2013. RTA vehicles continue to be used at South County Area Transit and will likely to continue until their new vehicles arrive in August.

**Past President Strong** inquired about how the balance is paid. **Mr. Straw** said RTA is covering the cost because we could not charge it back without a cost-sharing agreement. In comparison, SCAT is budgeted at \$1.82 per mile for their own vehicles because the buses are older and less fuel-efficient. **Vice President Higginbotham** said it was important to point out that RTA vehicles continue to be used for a variety of reasons. It isn't a sole result of purchasing the hybrid bus.

**Past President Strong** pointed to the zero-emission state mandate as the reason for the purchase. **Mr. Straw** said the state has backed off a bit. All agencies in the county opted for diesel fuel rather than gas alternative fuel, because there were no compressed natural gas fueling stations in 1999 when transit agencies had to choose between the diesel or alternative fuel paths. Hybrid buses were a new technology. The State mandated faster emissions reductions for diesel vehicles than for gas alternative fuel vehicles.

When South County Area Transit gets their new buses, they will keep the existing fleet as spares. There will be no reason for them to continue using RTA buses.

**Mr. Straw** concluded his report.

**Vice President Higginbotham** moved to review and approve Item B-1 and **Past President Fred Strong** seconded. The motion passed on a voice vote with **President Mecham** absent.

B-2 Unlimited Access on RTA Fixed Route Services for RTAC Members (Approve)



**Mr. Straw** briefly reviewed this item, which was originally brought to the RTA Board at the March 6 meeting. The Board adopted an RTA stipend policy that essentially mirrors the one adopted by the SLOCOG Board. The original RTA staff report also recommended giving Regional Transportation Advisory Committee (RTAC) members in good standing unlimited access on RTA fixed-route service. While Board member comments seemed to provide general support for that motion, a review of the motion indicated it only pertained to Board members. For that reason, staff is seeking the Board's authorization to provide unlimited access to RTAC members on RTA fixed route services.

**Vice President Higginbotham** opened public comment.

**Mr. Greening** asked if that means the program would begin on July 10 instead of July 1. **Mr. Straw** said that was correct. **Mr. Greening** confirmed the RTAC will be meeting on July 17.

**Vice President Higginbotham** closed public comment.

**Vice President Higginbotham** moved to review and approve Item B-1 and **Past President Fred Strong** seconded. The motion passed on a voice vote with **President Mecham** absent.

## **5. Consent Agenda Items**

### C-1 Executive Committee Meeting Minutes of April 17, 2013

**Vice President Higginbotham** moved to approve Item C-1 and **Past President Strong** seconded. The motion passed on a voice vote with **President Mecham** absent.

## **6. Agenda Review:**

**Mr. Straw** reviewed the Board agenda, pointing out Items C-3 and C-4. **Vice President Higginbotham** requested a status report on the JPA Amendment. **Mr. Straw** said County Counsel is preparing to submit it to the state sometime in the next week.

## **7. Closed Session Items:**

### D-1 CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov. Code Sec. 54956.8)

Property: 179 Cross Street, San Luis Obispo, CA

Agency Negotiator: Geoff Straw



Negotiating Party: LTC of SLO, Ltd.  
Under negotiation: Price and terms of payment

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The committee went to closed session at 10:27 a.m. and returned to open session at 10:38 a.m.

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

Respectfully Submitted,

Acknowledged by,



Anna Mafort-Lacy  
Administrative Assistant



Frank Mecham  
RTA President