



## REGIONAL TRANSIT AUTHORITY EXECUTIVE COMMITTEE AGENDA

PLEASE NOTE THE DATE, TIME, AND LOCATION:

**Wednesday June 21, 2017**

**10:00 a.m. – 11:30 a.m.**

**SLOCOG Conference Room**

**1114 Marsh Street**

**San Luis Obispo, California**

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

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

1. **Call Meeting to Order, Roll Call**
2. **Public Comment:** The Committee reserves this portion of the agenda for members of the public to address the San Luis Obispo Regional Transit Authority Executive Committee on any items not on the agenda and within the jurisdiction of the Committee. Comments are limited to three minutes per speaker. The Committee will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.
3. **Information Items**
  - A-1 Executive Director's Report (Receive)
  - A-2 Discuss Next Steps for the Strategic Business Plan (Receive)
  - A-3 Public Participation Plan for Proposed RTA Fare Program Changes (Receive)
4. **Action Items**
  - B-1 Update on CEQA & NEPA Documentation for RTA Maintenance Facility Project (Action)
  - B-2 Authorize Procurement of Paso Robles Bus Parking Yard Construction Services (Action)
5. **Consent Items**
  - C-1 Executive Committee Meeting Minutes of April 12, 2017 (Action)

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

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

6. **July 12, 2017 Draft RTA Board Agenda:** The Executive Committee is asked to review and comment on the proposed agenda items.

Information Items

- A-1 Executive Director's Report (Receive)
- A-2 Discuss Next Steps for the Strategic Business Plan (Receive)
- A-3 Special Presentation – Paso Robles Adult Independent Skills Program (Verbal)

Action Items

- B-1 Receive Draft CEQA IS/MND Report & NEPA Categorical Exclusion for RTA Maintenance Facility Project, and Open 30-Day Comment Period (Action)
- B-2 Public Participation Plan for Proposed Changes to RTA Fare Program (Action)
- B-3 Public Hearing: Disadvantaged Business Enterprise Plan Update (Action)

Consent Items

- C-1 Executive Committee Meeting Minutes of April 12, 2017 (Approve)
- C-2 RTA Board Meeting Minutes of May 3, 2017 (Approve)
- C-3 Paso Robles Bus Camera Agreement & Procurement Authorization (Approve)
- C-4 Resolution Authorizing Executive Director to Submit Application for FTA Section 5311 Funds (Approve)
- C-5 Resolution Authorizing Executive Director to Submit Application for FTA Section 5307 Funds (Approve)
- C-6 Resolution Authorizing Executive Director to Submit Application for Remaining Regional Proposition 1B Funds (Approve)
- C-7 Transit Asset Management Targets (Approve)
- C-8 Authorization to Procure Three Replacement Buses (Approve)
- C-9 Lease Agreement with County for Use of Government Center Property (Approve)

Closed Session Items – CONFERENCE WITH LEGAL COUNSEL: It is the intention of the Board to meet in closed session concerning the following items:

- D-1 Conference with Labor Negotiator Geoff Straw concerning the following labor organization: Teamsters Local 986

7. **Closed Session**

CONFERENCE WITH LEGAL COUNSEL: It is the intention of the Executive Committee to meet in closed session concerning the following items:

- D-1 Conference with Labor Negotiator Geoff Straw concerning the following labor organization: Teamsters Local 986

8. **Adjournment**

Next RTA Executive Committee Meeting: **August 9, 2017**

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**June 21, 2017**

**STAFF REPORT**

**AGENDA ITEM:** A-1

**TOPIC:** Executive Director's Report

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Accept as Information

**BACKGROUND/DISCUSSION:**

**Operations:**

Please join me in congratulating Bus Operator Martha Raymond for being selected by her peers as the Employee of the Quarter. She was honored at a company barbecue at our Paso Robles facility, and she will join us at the July 12<sup>th</sup> Board meeting.

Rincon Consultants provided the final administrative draft Initial Study – Mitigated Negative Declaration report for the Maintenance Facility Project on June 15<sup>th</sup>. See Agenda Item B-1 for next steps.

The Paso Bus Parking Yard 90% design/engineering documents and cost estimate were delivered on June 8<sup>th</sup>. See Agenda Item B-2 for next steps. We are still aggressively aiming for a November 2017 move-in.

The County Board of Supervisors will consider a lease agreement with RTA for the use of County property for the Government Center passenger facility at its June 20<sup>th</sup> meeting. On June 13<sup>th</sup>, the County submitted the RTA-developed application to the City of San Luis Obispo to make site improvements.

RTA staff has submitted a purchase order for LED next-bus signs that will be installed at the major transit centers in our service area, including the elements proposed as part of the Government Center passenger facility improvements project.

**Service Planning & Marketing:**

The Santa Barbara County Association of Governments is leading the Santa Maria-San Luis Obispo Transit Connections Study, which has recommended that the Route 10 service be re-routed to the Broadway corridor instead of continuing to serve low-riderhip Marian Hospital. It is also recommending longer daily spans of service and more frequent service during peak travel periods. More information is available at

[www.Route10Plan.com](http://www.Route10Plan.com). As further details emerge, staff will share them with the SCT and RTA Boards.

On March 16<sup>th</sup>, staff proposed a new fare program for directly-billed Tri-Counties Regional Center clients. R&D Transportation, which serves as TCRC's broker, has tentatively agreed to the new fare levels, although these new fares should technically be considered as part of the RTA's overall fare program. If fully implemented, this will both reduce the subsidy per passenger-trip and increase the farebox recovery ratio on Runabout. This issue can and should be wrapped-up into the overall fare change program that is included under Agenda Item A-3.

RTA hosted staff members from two other transit agencies in the region – Monterey-Salinas Transit and Santa Cruz METRO – on May 11<sup>th</sup>. This is the second year that we have met to discuss matters affecting public transit in California and the Central Coast region in particular. It was strongly received by our staff, and we look forward to the 2018 event – which will be held at the new MST operating facility that is currently being constructed.

### **Finance and Administration:**

The RTA administrative/management staff met off-site for a follow-up half-day communications workshop on June 8<sup>th</sup>, which built upon Team Building work started in January 2016. It was well-received by all thirteen attendees, and we are excited to work on continually improving communications and following-through on commitments that we discussed during the two workshops. Staff wishes to thank the Wallace Group for loaning us the use of their conference room, and Dale Magee from Catalyst Consulting for facilitating these two workshops.

As shown in the attached tables, our financial and operating results through the end of April 2017 are varied but mostly positive, as follows:

- In terms of overall non-capital expenses, we are below budget – 76.1% through 83% of the fiscal year. Notable large-tickets variances include labor (combined 8.0% below budget), fuel (30.7% below budget), and total vehicle maintenance (7.7% above budget). We expect total expenses to come in under budget at year's end, which helps contribute to a higher than originally planned starting balance for FY17-18. This projection was reflected in the FY17-18 budget adopted in May 2017.
- RTA core fixed-route ridership totaled 645,236 (553,246 per farebox system) through the end of April 2017. In comparison, the farebox-based ridership for the same period last year was 596,126, which represents a decline of 7.2%. However, ridership has rebounded on all routes in the last few months and we expect that the recent uptick in fuel prices will continue to result in ridership recovery.

- Runabout ridership totaled 35,141, which is 3.3% lower than the total from the first ten months of the previous year (36,342). It should be noted that the ridership reduction experienced due to negotiated changes to TCRC-funded riders began in February 2017, and the year-over-year numbers show a decline of 14.5% (10,757 in February-April 2016 vs. 9,302 in February-April 2017).

	March Actual	April Budget	April Actual	April Variance	Year to Date FY 2016-17	Percent of Total Budget FY 2016-17
<b>Amended Budget FY 2016-17</b>						
<b>Administration:</b>						
Labor	6,373	6,203	5,693	509	60,966	81.9%
Hours	143,114	144,564	128,903	15,661	1,350,522	77.9%
Miles						
operations cost	66,559	67,975	63,291	4,684	659,617	80.9%
operations cost	-	17,803	17,166	637	68,662	96.4%
operations cost	34,184	42,066	34,184	7,881	368,258	73.0%
operations cost	-	-	-	-	16,340	93.8%
operations cost	3,893	6,630	2,562	4,068	66,887	84.1%
operations cost	573	3,154	1,950	1,204	31,196	82.4%
operations cost	21,848	21,266	20,305	961	210,777	82.6%
hourly	8,745	7,811	4,237	3,574	63,814	68.1%
operations cost	(3,360)	(3,360)	(3,360)	-	(33,600)	83.3%
operations cost	(6,843)	(6,843)	(6,843)	-	(68,425)	83.3%
operations cost	(9,575)	(9,575)	(9,575)	-	(95,750)	83.3%
<b>Total Administration</b>	<b>116,025</b>	<b>146,927</b>	<b>123,917</b>	<b>23,010</b>	<b>1,287,777</b>	<b>78.6%</b>
<b>Service Delivery:</b>						
Labor - Operations	325,457	341,722	293,611	48,111	3,080,595	75.1%
hourly	-	120,448	116,138	4,309	464,554	96.4%
Labor - Operations Workers Comp	81,726	78,973	77,393	1,580	754,586	79.6%
hourly	-	35,250	33,989	1,261	135,956	96.4%
Labor - Maintenance Workers Comp	72,130	97,011	66,924	30,086	671,778	57.7%
hourly	47,452	46,680	47,386	(706)	476,952	85.1%
miles	2,774	4,775	3,551	1,224	32,060	96.0%
n/a	-	7,133	6,148	985	36,502	64.0%
Avila Trolley	56,258	38,754	29,084	9,670	503,305	108.2%
Maintenance (parts, supplies, materials)	2,455	11,576	971	10,605	38,940	28.0%
Maintenance Contract Costs	588,252	782,321	675,196	107,125	6,195,227	76.4%
<b>Total Operations</b>	<b>4,236</b>	<b>2,500</b>	<b>2,306</b>	<b>194</b>	<b>34,542</b>	<b>55.5%</b>
<b>Capital/Studies:</b>						
Computer System Maintenance/Upgrades	-	-	-	-	-	0.0%
Miscellaneous Capital	-	-	-	-	29,103	50.4%
Facility Improvements	-	-	-	-	4,536	54.0%
Maintenance Software and Maintenance Equipment	-	-	-	-	-	0.0%
Passenger Protection 1300 buses	-	-	-	-	5,570	51.8%
Specialized Maintenance Tools	-	-	-	-	291,204	43.6%
Desks and Office Equipment	-	160,000	156,495	3,505	16,861	6.1%
Vehicle ITS/Camera System	-	-	-	-	-	0.0%
Bus Stop Improvements/Bus Stop Solar Lighting	-	-	-	-	-	0.0%
Bus Rehabilitation	-	-	-	-	33,150	88.4%
Route/Match Call Back System	-	-	-	-	60,618	101.0%
Vehicles	-	-	-	-	-	0.0%
Support Vehicles	286,709	-	-	-	289,284	177.0%
Trolley Replacement Vehicle	290,945	162,500	158,801	3,699	764,867	43.4%
Runabout Vehicles						
<b>Total Capital Outlay</b>	<b>4,977</b>	<b>9,752</b>	<b>-</b>	<b>9,752</b>	<b>17,570</b>	<b>15.0%</b>
<b>Contingency</b>	<b>2,541</b>	<b>3,716</b>	<b>2,459</b>	<b>1,257</b>	<b>26,873</b>	<b>60.3%</b>
<b>Interest Expense</b>	<b>-</b>	<b>100,300</b>	<b>100,298</b>	<b>2</b>	<b>200,596</b>	<b>100.0%</b>
Loan Paydown	58,386	3,000	2,704	296	94,845	13.3%
Elks Lane Project	31,723	-	-	-	34,583	3.5%
Paso Property Improvements						
Management Contracts	19,778	19,778	19,778	-	197,775	83.3%
<b>TOTAL FUNDING USES</b>	<b>1,112,626</b>	<b>1,228,293</b>	<b>1,083,152</b>	<b>145,140</b>	<b>8,820,112</b>	<b>63.8%</b>
<b>TOTAL NON-CAPITAL EXPENDITURES</b>	<b>731,573</b>	<b>962,493</b>	<b>821,350</b>	<b>141,143</b>	<b>7,725,221</b>	<b>76.1%</b>

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
YEAR TO DATE THRU APRIL 30, 2017  
CURRENT FISCAL YEAR - 2016/2017**

	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 SERVICES	RT 7 PASO EXPRESS ROUTE A	RT 8 PASO EXPRESS ROUTE B	TOTAL PASO EXPRESS FIXED ROUTE	PASO EXPRESS DIAL A RIDE	RUNABOUT	SYSTEM TOTAL
<b>REVENUES:</b>												
FARES	\$ 290,434	\$ 290,353	\$ 215,559	\$ 21,062	\$ 29,644	\$ 847,052	\$ 55,390	\$ 59,776	\$ 115,166	\$ 5,885	\$ 115,792	\$ 1,083,894
<b>TOTAL ROUTE REVENUES</b>	\$ 290,434	\$ 290,353	\$ 215,559	\$ 21,062	\$ 29,644	\$ 847,052	\$ 55,390	\$ 59,776	\$ 115,166	\$ 5,885	\$ 115,792	\$ 1,083,894
<b>EXPENDITURES:</b>												
ADMINISTRATION	\$ 263,613	\$ 237,766	\$ 154,692	\$ 15,631	\$ 58,865	\$ 730,567	\$ 13,381	\$ 13,584	\$ 26,965	\$ 6,012	\$ 589,769	\$ 1,353,313
MARKETING	22,847	20,777	13,536	1,384	5,148	63,692	60	62	122	-	-	63,814
OPERATIONS/CONTINGENCY	870,884	798,406	504,775	52,277	195,871	2,422,213	232,459	236,059	468,517	98,907	1,807,392	4,797,030
FUEL	171,498	176,140	93,958	10,677	41,762	494,035	18,347	18,863	37,210	2,985	123,325	657,555
INSURANCE	104,446	107,282	57,246	6,468	25,428	300,871	12,582	12,952	25,534	3,897	136,176	466,478
<b>TOTAL EXPENDITURES</b>	\$ 1,433,289	\$ 1,340,371	\$ 824,207	\$ 86,437	\$ 327,074	\$ 4,011,377	\$ 276,829	\$ 281,519	\$ 558,348	\$ 111,801	\$ 2,656,662	\$ 7,338,189
<b>FAREBOX RATIO</b>	20.3%	21.7%	26.2%	24.4%	9.1%	21.1%	20.0%	21.2%	20.6%	5.3%	4.4%	14.8%
<b>SERVICE MILES</b>	302,466.8	310,572.0	165,540.6	18,906.1	73,788.1	871,273.6	36,350.1	37,399.1	73,749.2	11,278.0	394,221.0	1,350,521.7
<b>SERVICE HOURS</b>	10,901.0	9,796.5	6,363.4	659.9	2,408.4	30,129.2	2,715.1	2,754.9	5,470.1	1,174.7	24,192.5	60,966.4
<b>RIDERSHIP (Automatic Counters)</b>	220,251	211,253	163,526	31,169	19,037	645,236	47,250	47,182	94,432	2,684	35,141	777,493
RIDERS PER MILE	0.73	0.68	1.00	1.65	0.28	0.74	1.30	1.26	1.28	0.24	0.09	0.58
RIDERS PER HOUR	20.1	21.4	26.0	47.2	8.4	21.4	17.4	17.1	17.3	2.3	1.5	12.8
COST PER PASSENGER	\$ 6.51	\$ 6.34	\$ 5.04	\$ 2.77	\$ 17.18	\$ 6.22	\$ 5.86	\$ 5.97	\$ 5.91	\$ 41.65	\$ 75.60	\$ 9.44
SUBSIDY PER PASSENGER	\$ 5.19	\$ 4.97	\$ 3.72	\$ 2.10	\$ 15.62	\$ 4.90	\$ 4.69	\$ 4.70	\$ 4.69	\$ 39.46	\$ 72.30	\$ 8.04
<b>RIDERSHIP (GFI Fareboxes)</b>	199,170	178,456	142,128	15,617	17,875	553,246	44,695	43,958	88,653	2,684	35,141	679,724
RIDERS PER MILE	0.66	0.57	0.86	0.83	0.24	0.63	1.23	1.18	1.20	0.24	0.09	0.50
RIDERS PER HOUR	18.3	18.2	22.3	23.7	7.4	18.4	16.5	16.0	16.2	2.3	1.5	11.1
COST PER PASSENGER	\$ 7.20	\$ 7.51	\$ 5.80	\$ 5.53	\$ 18.30	\$ 7.25	\$ 6.19	\$ 6.40	\$ 6.30	\$ 41.65	\$ 75.60	\$ 10.80
SUBSIDY PER PASSENGER	\$ 5.74	\$ 5.88	\$ 4.28	\$ 4.19	\$ 16.64	\$ 5.72	\$ 4.95	\$ 5.04	\$ 5.00	\$ 39.46	\$ 72.30	\$ 9.20

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**June 21, 2017**

**STAFF REPORT**

**AGENDA ITEM:** A-2

**TOPIC:** Executive Director's Report

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Accept as Information

**BACKGROUND/DISCUSSION:**

In October 2008, the RTA Board, RTA staff, SLOCOG staff and members of the general public met in a day-long workshop to craft the elements of the first RTA Strategic Plan. The result of this workshop was a draft outline that contained the major sections and components of the plan. During the development of the FY09-10 Operating and Capital Program, staff developed the four key sections of the plan and this was approved by the Board during the budget process. The major components of the plan are the RTA Vision, Vision Elements, Mission of the Organization, and Strategies in achieving the Mission.

The 2012-14 Strategic Business Plan (SBP) was subsequently adopted in October 2011, and it incorporated goals and objectives developed as part of the 2010 RTA Short Range Transit Plan. Staff used the measurable standards in the SBP to help guide the organization toward meeting the agency's goals and objectives. The current SBP was adopted in March 2015, and it covers calendar years 2015 through 2017.

The next three-year Plan will incorporate both new and revised standards that arose out of development of the 2016 RTA Short Range Transit Plan. In addition, staff plans to complete a customer perception survey in early-October 2017, which will provide additional input into the strategic planning process. Finally, the performance results gleaned from our comprehensive Intelligent Transportation System will help determine if existing key performance indicators are appropriate and achievable. RTA staff members will present initial findings and recommendations to the Regional Transportation Advisory Committee at a late-October 2017 meeting. It is anticipated that 2018-20 SBP will be reviewed and revised again (as necessary) in mid- to late 2020 to reflect changing conditions. Staff is proposing to seek adoption of a 2018-20 SBP at the Board's January 2018 meeting.



**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**June 21, 2017**

**STAFF REPORT**

**AGENDA ITEM:** A-3

**TOPIC:** Public Participation Plan for Proposed RTA Fare Program Changes

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Accept as Information

**BACKGROUND/DISCUSSION:**

Due to flat or declining public transportation revenues at both the local, State and Federal level, the RTA Board adopted a Fiscal Year 2018-19 budget that assumed a net increase of 5% in annual fare revenues. To meet this requirement, staff is recommending that the Board consider a fare program change at its November 2, 2017 meeting; the fare changes would be implemented on or about December 31, 2017.

The *RTA Procedures for Public Comments Regarding Fare and Services Changes* policy was adopted on September 8, 2010. To meet the base requirements of the policy and more importantly to ensure that robust public engagement process considers the public's ideas and concerns, below is a list of general outreach efforts that staff is planning over the next several months:

- Public Meetings – one meeting will be conducted in each of the following areas: SLO, North County, South County, and North Coast
- An Online Survey will provide a method for the public to provide input at their leisure. It would be publicized as follows:
  - LCD screens on each fixed-route bus
  - Take-away tear-off promotional piece on buses
  - Website and social media
- Call in/text in with feedback for non-computer users – promote same as online survey
- Send letter to each Runabout rider that has ridden in the past six months explaining the proposed fare changes and how to provide input.
- Publicity/PR in local media
- Present at all City Council and Board of Supervisors meetings – these meetings also repeat on local-access television channels

The above methods provide the “what” of the outreach efforts; a more detailed plan that includes the “how” will be presented at the July 12<sup>th</sup> Board meeting.

It should be noted that the Board could decide to delay implementation of the fare increases due to the additional State Transit Assistance funds that will be made available under Senate Bill 1. Those funds are slated to become available in April 2018 and would more than make up for the amount additional fare revenues identified in the FY17-18 Budget. Although the decision on whether or not to delay the fare increases should ultimately be delayed until the November 2, 2017 meeting, staff recommends that the Board move forward with the public engagement process.

### **Recommendation**

Direct staff to further refine and implement the public engagement plan as generalized above.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**June 21, 2017**

**STAFF REPORT**

**AGENDA ITEM:** B-1

**TOPIC:** CEQA & NEPA Documentation for RTA Maintenance Facility

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Accept as Information

**BACKGROUND/DISCUSSION:**

At its January 7, 2015 meeting, the RTA Board of Directors designated of the 40 Prado (now knows as 253 Elks Lane) property as the preliminary preferred site for a long-term garage facility and directed staff to seek funding to conduct environmental review of the site. The Board authorized staff to issue a Request for Proposals for Environmental Services at its November 4, 2015 meeting, and an agreement with Rincon Consultants was ratified at the Board's March 2, 2016 meeting.

The Board adopted an Environmental Evaluation Policy at its May 4, 2016 meeting. This policy provides direction to staff on completing California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) evaluations, as well as steps the Board must take to certify CEQA findings.

Over the past 15 months, staff worked closely with Rincon and its team of subconsultants to evaluate the project's potential impacts to the surrounding environment. Attached is a list of 15 CEQA-related mitigation measures that should be considered in order to avoid or minimize impacts as part of an Initial Study – Mitigated Negative Declaration (IS-MND) report. Staff is currently working with Rincon and Federal Transit Administration officials to develop a related Categorical Exclusion (CE) request letter that will accompany the IS-MND so that the FTA can consider NEPA impacts during the same period that the general public and responsible/responding agencies can comment on the draft IS-MND.

**Recommendation**

Staff is seeking the Executive Committee's concurrence to place the following on the July 12<sup>th</sup> Board meeting agenda:

1. Accept the final draft IS-MND report and FTA CE request letter,
2. Open the 30-day public input process, and
3. Schedule a public hearing to consider comments received, and to consider certification of the IS-MND findings.

## List of Mitigation Measures RTA Maintenance Facility Project

Measure #	Special Environmental Conditions	Responsibility: Contractor, RTA or Both
<b>PRECONSTRUCTION</b>		
CUL-1	<p><b>Archaeologist Testing Program.</b> Prior to project related ground disturbance, an Extended Phase I (XPI) archaeological testing program shall be performed within the project area of potential effect (APE). This study should be conducted by a qualified archaeologist under the direction of a qualified principal investigator and in accordance with CEQA and Section 106. The qualified archaeologist should prepare a testing plan designed to establish the presence or absence and extent of archaeological deposits within the direct APE. An XPI conducted prior to project construction could reduce potential delays caused by unanticipated finds during construction by informing the applicant of what types of resources may exist on the property and where. Should a subsurface resource be found during the XPI, additional studies such as a Phase II investigation may be required to determine if the resource is eligible for the CRHR and/or the NRHP. The results of the XPI will also determine whether additional mitigation such as monitoring will be necessary. XPI testing should be observed by a Native American monitor.</p>	RTA
GEO-1	<p><b>Conduct Geotechnical Investigation and Soil Remediation.</b> Prior to construction activities, a preliminary geotechnical investigation shall be conducted to determine the presence or absence of unstable soils or soils that would become unstable during a seismic event, including the potential for liquefaction at the project site. The geotechnical investigation shall be conducted by trained engineers and shall comply with ASTM approved methodologies. Based on the results of the preliminary geotechnical investigation, unstable soils or soil that would become unstable during a seismic event shall be remediated to ensure that on-site soils would provide adequate structural support for proposed structures. All on-site structures, transportation infrastructure and subgrades shall comply with applicable methods of the California Building Code and all transportation infrastructures shall comply with the most current California Department of Transportation design standards. Soil remediation may be achieved through, for example, structural piers, excavation of unstable soils, importation of clean, engineered fill, compaction of existing on-site soils, improvement of sub-surface drainage, or a combination of methodologies.</p>	RTA

NOI-1	<p><b>Construction Vehicle Travel Route.</b> Construction vehicles and haul trucks shall utilize roadways which avoid residential neighborhoods and sensitive receptors, where possible. The applicant shall submit a proposed construction vehicle and hauling route for City review and approval prior to grading/building permit issuance. The approved construction vehicle and hauling route shall be used for soil hauling trips prior to construction as well as for the duration of construction.</p>	Contractor
NOI-4	<p><b>Planning for &amp; Monitoring of Noise Mitigations:</b></p> <p><u>Neighboring Property Owner Notification and Construction Noise Complaints.</u> The contractor shall inform residents and business operators at properties within 300 feet of the project site of proposed construction timelines and noise complaint procedures to minimize potential annoyance related to construction noise. Proof of mailing the notices shall be provided to the Community Development Department before the City issues a zoning clearance. Signs shall be in place before beginning of and throughout grading and construction activities. Noise-related complaints shall be directed to the City’s Community Development Department.</p> <p><u>Plan Requirements and Timing.</u> Construction plans shall note construction hours, truck routes, and construction Best Management Practices (BMPs) and shall be submitted to the City for approval prior to grading and building permit issuance for each project phase. BMPs shall be identified and described for submittal to the City for review and approval prior to building or grading permit issuance. BMPs shall be adhered to for the duration of the project. The applicant shall provide and post signs stating these restrictions at construction site entries. Signs shall be posted prior to commencement of construction and maintained throughout construction. Schedule and neighboring property owner notification mailing list shall be submitted 10 days prior to initiation of any earth movement. The Community Development department shall confirm that construction noise reduction measures are incorporated in plans prior to approval of grading/building permit issuance.</p> <p>All construction workers shall be briefed at a pre-construction meeting on construction hour limitations and how, why, and where BMP measures are to be implemented. A workday schedule will be adhered to for the duration of construction for all phases.</p> <p><b>Monitoring.</b> City staff shall ensure compliance throughout all construction phases. Building inspectors and permit compliance staff shall periodically inspect the site for compliance with activity schedules and respond to complaints.</p>	Contractor

**DURING CONSTRUCTION**

<p align="center">AQ-1</p>	<p><b>Measures to Reduce Fugitive Dust During Construction.</b> Implementation of the following mitigation measures, as recommended by the San Luis Obispo County APCD, would be required to minimize construction fugitive dust emissions and help ensure that construction emissions remain at a less than significant level.</p> <ul style="list-style-type: none"> <li>• Reduce the amount of the disturbed area where possible;</li> <li>• Water trucks or sprinkler systems shall be used during construction in sufficient quantities to prevent airborne dust from leaving the site. Increased watering frequency shall be required whenever wind speeds exceed 15 mph. Reclaimed (non-potable) water shall be used whenever possible;</li> <li>• All dirt stock pile areas shall be sprayed daily as needed;</li> <li>• Permanent dust control measures identified in the approved project revegetation and landscape plans shall be implemented as soon as possible following completion of any soil disturbing activities;</li> <li>• Exposed ground areas that are planned to be reworked at dates greater than one month after initial grading shall be sown with a fast germinating, non-invasive grass seed and watered until vegetation is established;</li> <li>• All disturbed soil areas not subject to revegetation shall be stabilized using approved chemical soil binders, jute netting, or other methods approved in advance by the SLOAPCD;</li> <li>• All roadways, driveways, sidewalks, etc. to be paved shall be completed as soon as possible after grading unless seeding or soil binders are used;</li> <li>• Vehicle speed for all construction vehicles shall not exceed 15 mph on any unpaved surface at the construction site;</li> <li>• All trucks hauling dirt, sand, soil, or other loose materials are to be covered or shall maintain at least two feet of freeboard (minimum vertical distance between top of load and top of trailer) in accordance with California Vehicle Code Section 23114;</li> <li>• Install wheel washers where vehicles enter and exit unpaved roads onto streets, or wash off trucks and equipment leaving the site;</li> <li>• Sweep streets at the end of each day if visible soil material is carried onto adjacent paved roads. Water sweepers with reclaimed water shall be used where feasible;</li> <li>• All of these fugitive dust mitigation measures shall be shown on grading and building plans; and</li> <li>• The contractor or builder shall designate a person or persons to monitor the fugitive dust emissions and enhance the implementation of the measures as necessary to minimize dust complaints, reduce visible emissions below 20 percent opacity, and to prevent transport of dust offsite. Their duties shall include holidays and weekend periods when work may not be in progress. The name and telephone number of such persons shall be provided</li> </ul>	<p align="center">Contractor</p>
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	to the SLOAPCD Compliance Division prior to the start of any grading, earthwork or demolition.	
AQ-2	<p><b>Measures to Reduce Construction Equipment Emissions</b></p> <ul style="list-style-type: none"> <li>• Maintain all construction equipment in proper tune according to the manufacturer’s specifications;</li> <li>• Fuel all off-road and portable diesel powered equipment with ARB certified motor vehicle diesel fuel (non-taxed version suitable for use off-road);</li> <li>• Use diesel construction equipment meeting ARB’s Tier 2 certified engines or cleaner off-road heavy-duty diesel engines, and comply with State Off-road Regulation;</li> <li>• Use on-road heavy-duty trucks that meet the ARB’s 2007 or cleaner certification standard for on-road heavy-duty diesel engines, and comply with State On-Road Regulation;</li> <li>• Construction or trucking companies with fleets that do not have engines in their fleet that meet the engine standards identified in the above two measures (e.g., captive of NOX exempt area fleet) may be eligible by proving alternative compliance;</li> <li>• All on- and off-road diesel equipment shall not idle for more than five minutes. Signs shall be posted in the designated queuing areas and on job sites to remind drivers and operators of the five-minute idling limit;</li> <li>• Diesel idling within 1,000 feet of sensitive receptors is not permitted;</li> <li>• Staging and queuing areas shall not be located within 1,000 feet of sensitive receptors;</li> <li>• Electrify equipment when possible;</li> <li>• Substitute gasoline-powered in place of diesel-powered equipment, where feasible; and</li> <li>• Use alternatively fueled construction equipment on-site where feasible, such as compressed natural gas (CNG, liquefied natural gas (LNG), propane, or biodiesel.</li> </ul>	Contractor
BIO-1	<p><b>Protection of Nesting Birds.</b> To avoid disturbance of nesting and special-status birds, including raptorial species protected by the MBTA and CFGC, activities related to the project, including, but not limited to, vegetation removal, ground disturbance, and construction and demolition shall occur outside of the bird breeding season (February 15 through September 1), when possible. If construction must begin during the breeding season, then a pre-construction nesting bird survey shall be conducted by a Qualified Biologist no more than one week prior to initiation of ground disturbance and vegetation removal activities to determine the presence/absence of nesting birds within the project site. The California Department of Fish and Wildlife generally considers an appropriate buffer of 100 feet for passerines and 300 feet for raptors. The Qualified Biologist shall perform at least two hours of pre-construction monitoring of the nest to characterize "typical" bird behavior. The Qualified Biologist shall monitor the nesting birds and shall increase the buffer if the Qualified Biologist determines the birds are</p>	Both

	<p>showing signs of unusual or distressed behavior due to project activities. Atypical nesting behaviors that may cause reproductive harm include but are not limited to, defensive flights/vocalizations directed towards project personnel, standing up from a brooding position, and flying away from the nest. The Qualified Biologist shall have authority, through the Resident Engineer, to order the cessation of all project activities if the nesting birds exhibit atypical behavior which may cause reproductive failure (nest abandonment and loss of eggs and/or young) until an appropriate buffer is established. To prevent encroachment, the established buffer(s) shall be clearly marked by high visibility material. The established buffer(s) shall remain in effect until the young have fledged or the nest has been abandoned as confirmed by the Qualified Biologist. Any sign of nest abandonment shall be reported to California Department of Fish and Wildlife within 48 hours</p>	
BIO-2	<p><b>Invasive Plant Species.</b> To minimize the spread of invasive plant species during project work, prior to construction all staff and contractors shall receive from a qualified botanist/biologist, invasive plant prevention training. The training shall provide an appropriate identification/instruction guide, a list of target species for the area, and a list of measures for early detection and eradication. Prior to construction, specific areas shall be designated for cleaning of tools, vehicles, equipment, clothing, footwear, and any other gear to be used on site. During construction, before entering and exiting the work site, all tools, equipment, vehicles, clothing, footwear, and other gear shall be thoroughly cleaned to remove soil, seeds, and plant parts. The reproductive parts (seeds, mature flowers, roots and shoots, as well as other parts of species that reproduce vegetatively) shall be removed, stored in sealed containers, transported sealed, and appropriately disposed of at a certified landfill. All disturbed areas that are not converted to hardscape shall be hydro-seeded with a mix of locally native species upon completion of work in the area. In areas where construction is ongoing, hydro-seeding shall occur in those areas where no construction activities have occurred within six weeks of ground disturbance. If exotic species invade the area prior to hydro-seeding, weed removal shall occur in consultation with a qualified botanist/biologist.</p>	Contractor
CUL-2	<p><b>Monitoring by Qualified Archaeologist.</b> A qualified principal investigator, defined as an archaeologist who meets the Secretary of the Interior’s Standards for professional archaeology (36 CFR 61), shall be retained to carry out all mitigation measures related to archaeological and historical resources (hereafter principal investigator). Monitoring shall involve inspection of subsurface construction disturbance at or in the immediate vicinity of known sites, or at locations that may harbor buried resources that were not identified on the site surface.</p>	RTA



CUL-3	<p><b>Unanticipated Discovery of Human Remains.</b> The discovery of human remains is always a possibility during ground disturbing activities. If human remains are found, the State of California Health and Safety Code Section 7050.5 states that no further disturbance shall occur until the county coroner has made a determination of origin and disposition pursuant to Public Resources Code Section 5097.98. In the event of an unanticipated discovery of human remains, the San Luis Obispo County coroner must be notified immediately. If the human remains are determined to be prehistoric, the coroner will notify the Native American Heritage Commission (NAHC), which will determine and notify a most likely descendant (MLD). The MLD shall complete the inspection of the site within 48 hours of notification and may recommend scientific removal and nondestructive analysis of human remains and items associated with Native American burials.</p>	Contractor
NOI-2	<p><b>Construction Activity Timing.</b> Except for emergency repair of public service utilities, or where an exception is issued by the Community Development Department, no operation of tools or equipment used in construction, drilling, repair, alteration, or demolition work shall occur daily between the hours of 7:00 PM and 7:00 AM, or any time on Sundays, holidays, or after sunset, such that the sound creates a noise disturbance that exceeds 75 dBA for single family residential, 80 dBA for multi-family residential, and 85 dBA for mixed residential/commercial land uses across a residential or commercial property line.</p>	Contractor
NOI-3	<p><b>Construction Equipment Best Management Practices (BMPs).</b> For all construction activity at the project site, noise attenuation techniques shall be employed to ensure that noise levels are maintained within levels allowed by the City of San Luis Obispo Municipal Code, Title 9, Chapter 9.12 (Noise Control). Such techniques shall include:</p> <ul style="list-style-type: none"> <li>• Sound blankets on noise-generating equipment.</li> <li>• Stationary construction equipment that generates noise levels above 65 dBA at the project boundaries shall be shielded with barriers that meet a sound transmission class (a rating of how well noise barriers attenuate sound) of 25.</li> <li>• All diesel equipment shall be operated with closed engine doors and shall be equipped with factory-recommended mufflers.</li> <li>• For stationary equipment, the applicant shall designate equipment areas with appropriate acoustic shielding on building and grading plans. Equipment and shielding shall be installed prior to construction and remain in the designated location throughout construction activities.</li> <li>• Electrical power shall be used to power air compressors and similar power tools.</li> <li>• The movement of construction-related vehicles, with the exception of passenger vehicles, along roadways adjacent to sensitive receptors shall be limited to the hours between 7:00 AM and 7:00 PM, Monday through Saturday. No movement of heavy equipment</li> </ul>	Contractor

	<p>shall occur on Sundays or official holidays (e.g., Thanksgiving, Labor Day).</p> <ul style="list-style-type: none"> <li>• Temporary sound barriers shall be constructed between construction sites and affected uses.</li> </ul>	
TCR-1	<p><b>Native American Monitor.</b> A Native American monitor shall be present during ground disturbing activities due to the area being identified as a culturally sensitive location. The monitor(s) shall be on-site on a full-time basis during earthmoving activities, including grading, trenching, vegetation removal, or other excavation activities.</p>	Both
TCR-2	<p><b>Unanticipated Discovery of Tribal Cultural Resources.</b> In the event that archaeological resources of Native American origin are identified during project construction, a qualified archaeologist will consult with the City to begin Native American consultation procedures.</p>	Both

<b>POST-CONSTRUCTION / OPERATIONS</b>		
AQ-3	<p><b>Measures to Reduce Operational Idling Emissions.</b> To help reduce the emissions impact from diesel buses and equipment at the proposed facility, RTA will implement the following idling control techniques:</p> <ol style="list-style-type: none"> <li>1. California Diesel Idling Regulations               <ol style="list-style-type: none"> <li>a. On-road diesel vehicles shall comply with Section 2485 of Title 13 of the California Code of Regulations. This regulation limits idling from diesel-fueled commercial motor vehicles with gross vehicular weight ratings of more than 10,000 pounds and licensed for operation on highways. It applies to California and non-California based vehicles. In general, the regulation specifies that drivers of said vehicles:                   <ol style="list-style-type: none"> <li>1. Shall not idle the vehicle’s primary diesel engine for greater than 5-minutes at any location, except as noted in Subsection (d) of the regulation; and</li> <li>2. Shall not operate a diesel-fueled auxiliary power system (APS) to power a heater, air conditioner, or any ancillary equipment on that vehicle during sleeping or resting in a sleeper berth for greater than 5.0 minutes at any location when within 1,000 feet of a restricted area, except as noted in Subsection (d) of the regulation.</li> </ol> </li> <li>b. Signs must be posted in the designated queuing areas and job sites to remind drivers and operators of the state’s 5-minute idling limit.</li> <li>c. The specific requirements and exceptions in the regulations can be reviewed at the following web sites: <a href="http://arb.ca.gov/msprog/truck-idling/2485.pdf">arb.ca.gov/msprog/truck-idling/2485.pdf</a> and <a href="http://arb.ca.gov/regact/2007/ordiesl07/froal.pdf">arb.ca.gov/regact/2007/ordiesl07/froal.pdf</a>.</li> </ol> </li> <li>2. Diesel Idling Restrictions Near Sensitive Receptors. In addition to the state required diesel idling requirements, the RTA shall comply with these more restrictive requirements to minimize impacts to nearby sensitive receptors:               <ol style="list-style-type: none"> <li>a. Diesel idling within 1,000 feet of sensitive receptors shall not be permitted;</li> <li>b. Use of alternative fueled or electric equipment is recommended as feasible; and Signs that specify the no idling areas must be posted and enforced at the site.</li> </ol> </li> </ol>	RTA

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**June 21, 2017**

**STAFF REPORT**

**AGENDA ITEM:** B-2

**TOPIC:** Authorize Procurement of Construction Services

**ACTION:** Approve

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Authorize the RTA Executive Director to solicit bids for construction services and to award the contract to the lowest-cost responsible bidder

**BACKGROUND/DISCUSSION**

At its September 14, 2016 meeting, the RTA Board of Directors certified the Mitigated Negative Declaration finding for the Paso Robles Bus Parking Yard project and directed staff to procure design and engineering services. The Board authorized a contract with the Wallace Group for those services at its November 2, 2016 meeting, and the 90% design and engineering documents were delivered to staff on June 8, 2017. Final comments from RTA, San Luis Obispo County and City of Paso Robles officials are currently being considered, and it is anticipated that the final procurement documents will be ready for advertising in mid-July.

The estimated construction cost is within the budgetary limits discussed at previous Board meetings, and the design includes all of the mitigations identified in the MND document. Staff worked closely with County staff to develop the procurement documents, which are based on established standards and procedures. RTA staff will use the same solicitation methods used by the County, and will rely upon the existing Wallace Group contract to carry out Resident Engineer services.

Staff is seeking authorization to solicit bids and – presuming the bids come in at or below the Engineer’s Estimate (90% design estimate is \$855,000) – to execute a contract with the lowest-cost responsive bidder. If the bids come in at an amount higher than the final Engineer’s Estimate, staff will seek direction from the Board at its September 6, 2017 meeting.

**Staff Recommendation**

Authorize the RTA Executive Director to solicit bids for construction and to award the contract to the lowest-cost responsible bidder.



## San Luis Obispo Regional Transit Authority

### Executive Committee Meeting

Draft Minutes 4/12/2017

C-1

Members Present: Jamie Irons, Vice President  
Tom O'Malley, Past President

Members Absent: Lynn Compton, President

Staff Present: Geoff Straw, Executive Director  
Tania Arnold, Deputy Director and CFO  
Shelby Walker, Administrative Assistant  
Tim McNulty, County Counsel

Also Present: Pete Rodgers, SLOCOG  
Ron Di Carli, SLOCOG  
Eric Greening, Atascadero

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

**Vice President Jamie Irons** called the meeting to order at 10:01 a.m. Silent Roll Call was taken and a quorum was present.

**2. Public Comments:**

**Mr. Eric Greening**, Atascadero, stated he continues to have good rides and excellent service. He asked if there is any information that needs to be known before going to the Rideshare Mobility Summit. **Mr. Geoff Straw** stated that RTA staff will be talking to each table for about 20 minutes about Runabout services and fixed route services. Handouts will be given out at the Summit. It will be focused on agencies that help plan rides for their clients.

**3. Information Items:**

A-1 Executive Director's Report

**Mr. Straw** mentioned that the newest issue of the quarterly newsletter is available and we will bring copies to the May 3<sup>rd</sup> Board meeting. CEQA/NEPA study for Elks Lane long-term garage facility is still in progress. We expect the public draft be to ready for review at July 12<sup>th</sup> Board meeting. Still dealing with floodplain issues and continue to work with City officials. **Board Member O'Malley** asked if there was any new thought on past concerns as far as design. **Mr. Straw** stated that the building will be stacked instead of having two separate buildings for maintenance and administration as previously drawn out. Other details of the have also been modified.

He continued by mentioning that the Paso Bus Parking Yard design/engineering is in progress. We are still aiming for a November 2017 move-in but that date is a little aggressive. The lease agreement was authorized at April 4<sup>th</sup> Board of Supervisors meeting.

**Mr. Straw** spoke about the Santa Maria-San Luis Obispo Transit Connections Study, Route 10 Plan, which kicked-off in mid-February. Surveys will be done later this month at the transit center and on the Route 10. April 24<sup>th</sup> will be the stakeholders meeting.

He stated that on March 16, staff proposed a new fare program to Tri-Counties Regional Center clients to R&D Transportation, which serves as TCRC's broker. They are still evaluating the proposal. The new rates reflect the additional RTA staff time and financing necessary to provide this direct service, and the fare level is more closely-aligned with the per passenger reimbursement provided to Ride-On for its "fixed-route" trips. If fully implemented, this will both reduce the subsidy per passenger-trip and increase the farebox recovery ratio on Runabout.

**Mr. Straw** stated staff provided comments on preliminary findings and recommendations from SLOCOG's TDA Performance Audit contractor. We expect the full administrative draft in mid-April, but we do not expect the full report to be ready for public review at the May 3<sup>rd</sup> RTA Board meeting. He stated that it will possibly go to the June SLOCOG Board meeting and be presented at the July RTA Board meeting.

He mentioned that RTA is hosting staff members from Monterey-Salinas Transit and Santa Cruz METRO on May 11<sup>th</sup>. This is the second year that we have met to discuss pressing matters affecting public transit in California and the Central Coast region in particular. It is also a great chance for staff from various parts of our organization to build relationships with their peers and learn firsthand how our policies and procedures can be enhanced. **Vice President Irons** asked if there could be a report back on the meeting. **Mr. Straw** stated that yes, he can report out about it at the next meeting.

Staff will present the relatively austere FY17-18 Budget under Agenda Item B-1. The FTA has certified our new Automated Passenger Counter system for Federal reporting purposes. The APC

system more accurately counts every boarding in comparison to the prior system using the electronic fareboxes, which effectively undercounted passenger-boardings. We have been undercounting by 15-20%. As such, we will report both the APC- and farebox-based fixed-route ridership numbers until a new baseline is established for trend analysis purposes. **Vice President Irons** asked if we can expect skewed graphs because of the numbers. **Mr. Straw** stated that yes, but we will show both graphs. Part of the issue is Bus Operators not pressing the appropriate buttons when passengers get on the bus. We are providing more training for Bus Operators that exhibit frequent issues with it. Further discussion ensued.

He stated Runabout ridership is down slightly. It should be noted that the ridership reduction experienced due to negotiated changes to TCRC-funded riders began in February 2017, and the year-over-year numbers show a decline (3,368 in February 2016 vs. 2,795 in February 2017). **Board Member O'Malley** stated that he would like to get an update about the Ride-on discussions. **Mr. Straw** stated it will be discussed at later meetings.

He stated that pages A-1-5 and A-1-6 show to the differences between ridership numbers from the APC and GFI. We will continue to report out on both numbers.

**Mr. Straw** conclude his report.

**Vice President Irons** opened public and board comment.

**Mr. Greening** stated that the increase in numbers in ridership because of the APC could lead to better information for Passenger Miles. What is the likelihood of other systems getting APC in order for funding to be evenly distributed throughout the County. **Mr. Straw** stated RTA, SCT, and Paso Express all have the counters. He said that SLO Transit has a few but not on all of their buses.

**Mr. Tim McNulty** stated that Route 14 has the biggest variance between passenger numbers. **Ms. Arnold** stated that it is probably due to large numbers of people of getting on all at once.

**Board Member O'Malley** asked if residents from Atascadero are getting to Cuesta on time. **Mr. Straw** stated that we cannot tell where each person is individually getting on and off. The North County Campus ridership has been stagnate. **Vice President Irons** stated that he has recently heard from Los Osos residents that it is difficult for them to Cuesta College. **Mr. Straw** stated that staff is currently working on adjusting the schedule to improve that issue.

**Mr. Ron Di Carli** asked what the Short Range Transit Plan says about the route connections for North County to Cuesta College. **Mr. Straw** stated that it was too long from Highway 41. There are a couple of direct routes that are better.

**Vice President Irons** closed public and board comment.

#### **4. Action Items**

##### B-1 Fiscal Year 2017-18 Operating and Capital Budget

**Ms. Arnold** presented the RTA Operating and Capital Budget for fiscal year 2017/18. Also included is fiscal year 2018/19 advisory operating budget and fiscal year 2018/19 – 2021/22 advisory capital budget.

Staff appreciates the Board's support and leadership during these financially constrained times. For RTA core services (Route 9, 10, 12, 14, and 15) this budget includes the same service levels as currently operated. As a result of the change in reporting to the real time information generated by the intelligent transportation system, the hours and miles do appear higher than in the past but no service changes are included.

For Runabout, the ADA paratransit service, the hours and miles have declined as a result of a coordinated effort between Tri-Counties Regional Center, Ride-On and RTA. Also, with the implementation of functional assessments and travel training program, staff feels the efforts have resulted in overall ridership declines, which is a welcome relief in comparison to prior years when Runabout saw significant ridership and resulting service level increases.

As in the past, separate columns are presented for the services agreements for the City of Paso Robles (Paso Express and Paso Dial-A-Ride) and County of San Luis Obispo (SLOCAT). Those agencies have reviewed and approved their respective budgets, but have been noted in the budget document to reflect all the services RTA provides.

General items to note moving forward include items such as the reserve policy. Staff will be drafting a proposed amendment for the Board to review during the coming fiscal year to address the self-insured retention requirement as a result of the change in policies for employment practices liability insurance. Will likely bring that to the Board Meeting in November 2017 as part of budget amendments.

Staff has done a tremendous job of holding the line on expenses, striving to offset increases in general liability insurance, worker's compensation insurance, and programmed wage adjustments in the current Collective Bargaining Agreement (CBA). Although fuel remains low, resulting in lower than budgeted costs, ridership, and therefore farebox revenue, have also declined. Staff will continue to monitor trends in fuel prices relative to ridership.

She stated that Local Transportation Funds (LTF) are now budgeted at \$4,633,250 for fiscal year 2017/18. The advisory budget presented last May had estimated \$5,190,030. A significant reason for that decline relates to budget savings during the current fiscal year, allowing RTA to carry over savings from the current fiscal year to next fiscal year. This budget does assume a 5% overall fixed



route fare increase beginning in January 2018. Mr. Straw stated that fare increase information will be brought to the Board starting in July 2017. **Vice President Irons** asked **Mr. Greening** his opinion on the fare increase for passengers. **Mr. Greening** stated it does hurt some people when the fares are increased but it hurts more people when services are decreased. The fare increase is the better option.

**Ms. Arnold** continued by stating that the Short Range Transit Plan included a number of service improvements but until a significant new operating funding source can be secured, they will not be included in the financially constrained budget. Staff is reviewing the details of SB-1 and will provide additional information in November with the budget amendment. At this time staff believes the funding may be available only for capital projects but will continue to review the legislation, including the timing of the funding.

She stated that overall administrative expenses have remained relatively flat, with increases in worker's compensation and professional technical services being offset by the decrease in office space rental with the move to the new Paso Robles park out location by the end of the 2017 calendar year. **Board Member O'Malley** asked what the percent was for worker's compensation. **Ms. Arnold** stated that it was roughly 18%.

Overall, service delivery costs are up by approximately 6% because of many factors. One of those factors is the annual increases included in the CBA. That agreement expires at the end of January 2018 and we will be discussing that further in closed session. The recent approval of the progressive increases to the minimum wage, reaching \$15/hour by 2021 will have a significant impact on the agency. Currently RTA's average hourly wage is \$16.26/hour.

Estimates for the general liability insurance is included but staff will have refined numbers between now and the presentation to the RTA Board. We believe the estimate will come down, just not sure of how much lower the numbers will be. Workers compensation insurance continues to increase but the premiums have dropped from the original estimates presented last May by about 5%. Continued workplace safety reminders and awareness has helped curb these costly line items. During the coming fiscal year staff will also be evaluating options for consolidating insurance coverages between RTA and SCT, which would reduce duplicative administrative charges and increase coordination efforts. This could happen with a joint JPA for SCT and RTA. **Vice President Irons** asked if Morro Bay Transit could benefit from this as well, asked if it would save both of them money. **Mr. Straw** stated that because they use a contractor, there would not be much savings but we could look into it. **Mr. Di Carli** stated that from the performance audit of Morro Bay Transit, it shows that it as something to look into in the future. **Mr. Straw** stated that there would be political ramifications. Further discussion ensued. **Board Member O'Malley** asked what the price difference of running the trolley would be. **Mr. Straw** said the cost is a little higher. **Board Member O'Malley** stated that maybe it is something to look into the future of getting one for Atascadero. **Ms. Arnold** continued by stating the capital program will include the continuation

of the bus maintenance facility on Elks Lane. **Mr. Di Carli** asked if there was any revised cost information for that project. **Mr. Straw** stated not currently any updates. He also stated that SB-1 money would be perfect to use for that project. **Mr. Di Carli** stated that having additional avenues for funding is a good idea. Further discussion ensued.

**Ms. Arnold** noted a portion of the fiscal year 2016/17 capital funds will be carried over to fiscal year 2017/18. These projects are fully funded but due to timing have not been completed in the current fiscal year and carrying them over will have no financial impact to the jurisdictions. They include items such as the Paso Robles yard and bus maintenance facility on Elks Lane. This will be reviewed with the Board as part of a budget amendment, likely in November 2017. For reference, staff includes a five year projected capital budget. This is an important tool for staff in identifying large capital procurements and the impacts these procurements will have on federal funding requests, as well as ensuring funding for the local match. No expansion vehicles are included. The reserve policy helps with that. The pay down for the tenant improvement loan for the current maintenance facility will be completed in fiscal year 2018/19, prior to the lease expiring in February 2022. This will provide some flexibility in capital funding for the move to the new maintenance facility.

Moving on to the numbers, page B-1-12 and B-1-13 include an overview of the operating revenue sources, and as noted previously, separate columns for the Paso Robles and SLOCAT services. Fund balance available as of July 1, 2017 is projected to be just over \$1.9 million, less cash flow reserves (one quarter operating cost less one quarter fare revenue), resulting in a fund balance available to start the fiscal year of over \$422,000. **Vice President Irons** asked if the fund balance just goes into reserves or can it go to directly to next year fiscal budget. **Mr. Straw** stated that it goes into reserves first and then the leftover goes into the budget.

**Ms. Arnold** continued by mentioning the non-TDA sources of revenue includes only slight changes of approximately 2%. LTF as discussed earlier is on page B-1-13 with the breakdown by jurisdiction. **Mr. Di Carli** asked **Mr. Straw** to discuss the breakdown of the jurisdictions from a conversation with the County of San Luis Obispo. **Mr. Straw** stated the County has some concerns with the 49% that they are responsible for, the formula is in the SLOCOG JPA. He said the County may be bringing forward information about this at a later date. Further discussion ensued.

**Ms. Arnold** continued by stating that the Funding uses are also summarized, with RTA and Runabout services totaling approximately \$9.2 million; SLOCAT services total just over \$544,000; and Paso Robles services are about \$969,000. Also included on these pages is the advisory fiscal year 2018/19 operating revenue and summary funding uses by service operated.

On page B-1-14, the operating revenue is broken out, including SLOCAT and Paso Robles for the two fiscal years, with fiscal year 2018/19 being advisory only. Page B-1-15 includes the “rollup” of all operating costs for all services, including SLOCAT and Paso Robles. At the top of each column

you can see the total revenue hours and revenue miles which appear to have increased in the fiscal year 2017/18 but this is based on the change to the ITS data during the current fiscal year for fixed route services, which is somewhat offset by the decrease in Runabout. As noted previously, the notable increases in expenses are in the insurance line items. Also of note is the increase in maintenance costs (parts, supplies, materials). The vehicles that we purchased in 2013 and 2015 provided a bit of a maintenance break but we continue to believe that maintenance costs are in line and the vehicles provide best value.

The five-year capital budget is included on page B-1-16. As mentioned previously you can see large swings in vehicle procurements. Staff is working on identifying and securing the necessary funds for the vehicles identified in the out years (fiscal year 2019/20 and beyond). Keep in mind it takes approximately two years from the time a forty-foot bus is ordered to the time it arrives due to the backlog of demand with the vehicle manufacturers, even though it only takes 10 days to build the bus.

The ensuing pages include expense information by route for RTA core services as well as for the SLOCAT and Paso Robles services. These pages roll up to the operating and capital expense summaries on page B-1-15 and B-1-16. **Vice President Irons** asked what the presentation will look like at the May Board meeting. **Ms. Arnold** stated that graphs will be provided as well as snapshots of certain parts of the budget.

In conclusion, fiscal year 2017/18 will be another challenging year. There are still a lot of unknowns including the cost impacts of the CBA negotiations. Staff recommends that the Board adopt the fiscal year 2017/18 budget as presented. **Mr. Straw** also mentioned that SB-1 information is not noted in the budget and may be brought back at the November meeting depending on what information we get.

**Ms. Arnold** went over the proposed budget calendar and then concluded her report.

**Vice President Irons** opened public and board comment.

**Mr. Greening** thanked **Ms. Arnold** for her hard work on the budget and stated that he looks forward to getting into the discussion of the budget at the upcoming RTAC meeting. In regards to the LTF, he feels it should be looked over during the 2020 census.

**Vice President Irons** closed public and board comment.

**Board Member O'Malley** moved approval of action item B-1 and seconded by **Vice President Irons**. The motion carried on a voice vote.

## 5. Consent Agenda Items

- C-1 Executive Committee Meeting Minutes of February 15, 2017
- C-2 Strategic Business Plan Performance Measures
- C-3 Amended Contract with Executive Director

**Vice President Irons** moved approval of action item C-1 and seconded by **Board Member O'Malley**. The motion carried on a voice vote.

**6. Agenda Review:**

**Mr. Straw** briefly reviewed RTA Board Agenda items for the May 3<sup>rd</sup> meeting, he stated that he will be adding a consent agenda for that meeting.

**7. Closed Session:**

CONFERENCE WITH LEGAL COUNSEL: It is the intention of the Executive Committee to meet in closed session concerning the following items:

D-1 Conference with Labor Negotiator Geoff Straw concerning the following labor organization: Teamsters Local 986

**Mr. Greening** recognizes the tightness of the budget but believes the Bus Operators deserve more money. He is hoping that SB-1 money could go to constant increases in the next contract.

Went into closed session at 11:41 a.m.

Came back from closed session at 12:02 p.m. with nothing to report out.

**8. Adjournment: Vice President Irons** adjourned RTA Executive Committee meeting at 12:03 p.m.

Respectfully Submitted,

Acknowledged by,

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Shelby Walker  
Administrative Assistant

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Jamie Irons  
RTA Vice President 2017