

REGIONAL TRANSIT AUTHORITY EXECUTIVE COMMITTEE AGENDA

PLEASE NOTE THE DATE, TIME, AND LOCATION:

Wednesday October 11, 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. **Closed Session – CONFERENCE WITH LEGAL COUNSEL** (Govt. Code section 54957.6). It is the intention of the Board to meet in closed session concerning the following item:
Conference with Labor Negotiator Geoff Straw concerning the following labor organization: Teamsters Local 986
3. **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.
4. **Information Items**
 - A-1 Executive Director's Report (Receive)
 - A-2 Review Comments Received on Proposed Changes to Fare Program (Oral Update)
5. **Action Items**
 - B-1 Consider Fiscal Year 2017-18 Capital Budget Amendment (Approve)
 - B-2 Consider Agreement between RTA and Teamsters Local 986 (to be distributed at meeting) (Approve)

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

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

6. **Consent Items**

C-1 Executive Committee Meeting Minutes of August 9, 2017 (Action)

7. **November 1, 2017 Draft RTA Board Agenda:** The Executive Committee is asked to review and comment on the proposed agenda items.

Closed Session Items – CONFERENCE WITH LEGAL COUNSEL (Govt. Code section 54957.6).

It is the intention of the Board to meet in closed session concerning the following item:

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

Information Items

A-1 Executive Director's Report (Receive)

Action Items

B-1 Consider Fiscal Year 2017-18 Capital Budget Amendment (Action)

B-2 Approval of an Agreement between RTA and Teamsters Local 986 (Action)

B-3 PUBLIC HEARING: Consider Proposed Changes to Fare Program (Action)

Consent Items

C-1 Executive Committee Meeting Minutes of August 9, 2017 (Information)

C-2 RTA Board Meeting Minutes of September 6, 2017 (Approve)

C-3 RTAC Minutes of July 18, 2017 (Information)

C-4 Transit Asset Management Plan and Target (Approve)

8. **Adjournment**

Next RTA Executive Committee Meeting: **December 13, 2017**

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

October 11, 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:

We have sent out reminders about our Annual Bus Rodeo on Sunday October 15th from 11AM to 3PM at our operating facility; all Board members and their families are invited to join us. We are also planning the Employee of the Quarter luncheon on Tuesday October 31st.

The 30-day protest period on the CEQA Initial Study – Mitigated Negative Declaration report for the Maintenance Facility report officially opened on September 8th. So far, no protests have been forwarded from the County Clerk's office. On September 29th, the Federal Transit Administration sent me a concurrence letter providing a Categorical Exclusion finding for the project. Since the CEQA protest period closes on October 8th, I hope to provide notice at the Executive Committee meeting that the project is officially entitled from an environmental review standpoint.

We received eight bids for the Paso Bus Parking Yard construction project, and Calportland Construction submitted the lowest-cost responsive bid. The good news is that their \$613,480 bid was well below the \$801,600 engineer's estimate. The project has a 70-day construction period, and we expect to finalize the schedule in mid-October.

The City of San Luis Obispo has authorized the improvements to the Government Center passenger facility, including elimination of two existing on-street automobile parking spaces along Osos. We are finalizing design-build procurement documents, and will begin the solicitation process with the expectation of bringing a draft agreement to the Board at its January 3, 2018 meeting.

Service Planning & Marketing:

Staff conducted a series of public input opportunities to solicit comments on the proposed fare increase. These efforts included "town hall" meetings in Pismo Beach,

San Luis Obispo, Morro Bay, Atascadero and Paso Robles, as well as senior staff presentations to each City Council. In addition, the proposal was presented on our website and on the LCD screens on each bus, with a link to an online survey. Finally, we posted notices at the top 30 bus stops in our service area. In general, respondents did not express opposition to the proposed increases to the fare cash and multi-ride instruments, and we received positive support for the services we provide and several suggestions for service improvements. The public will have another chance to comment during the November 1 public hearing.

To bolster customer input opportunities, we will conduct on-board passenger surveys, employee surveys, and an online survey as part of our biennial Customer Perception Survey. These efforts will be conducted throughout October, and will include all services directly operated or managed by the RTA.

Finance and Administration:

Our financial and operating results through the first two months of the fiscal year are shown in the attached tables, as follows:

- In terms of overall non-capital expenses, we are slightly below budget – 15.2% through 16.7% of the fiscal year. Notable large-tickets variances include labor (combined 2.2% below budget), fuel (4.4% below budget), and total vehicle maintenance (1.9% below budget).
- RTA core fixed-route ridership totaled 121,697 through the end of August 2017. In comparison, the ridership for the same period last year was 129,815, which represents a decline of 6.3%. Interestingly, weekday ridership is down on all four fixed routes. The Route 9 service on weekends experienced increased ridership year over year. Route 14 (essentially Tripper service to/from Cuesta College) is down 70%; we will investigate further and include our campus partners in the discussion.
- Runabout ridership totaled 6,937, which is 3.5% lower than the total from the first two months of the previous year (7,192).

	Adopted Budget FY 2017-18	July Actual	August Budget	August Actual	August Variance	Year to Date FY 2017-18	Percent of Total Budget FY 2017-18
Administration:							
Labor	77,750	5,654	6,479	6,198	282	11,851	15.2%
Office Space Rental	1,722,730	128,259	143,561	140,791	2,769	269,051	15.6%
Professional Insurance	855,390	65,481	71,283	66,632	4,650	132,114	15.4%
Professional Technical Services	70,930	16,658	-	-	-	16,658	23.5%
Professional Development	477,860	39,041	39,823	36,041	3,782	75,082	15.7%
Operating Expense	17,240	17,200	-	-	-	17,200	99.8%
Marketing and Reproduction	99,990	-	8,333	20,404	(12,072)	20,404	20.4%
North County Management Contract	37,670	688	3,139	1,843	1,296	2,531	6.7%
County Management Contract	270,460	5,511	22,538	23,201	(663)	28,712	10.6%
SCT Management Contract	90,720	557	7,560	11,047	(3,487)	11,605	12.8%
	(41,850)	(3,488)	(3,488)	(3,488)	-	(6,975)	16.7%
	(85,230)	(7,103)	(7,103)	(7,103)	-	(14,205)	16.7%
	(119,270)	(9,939)	(9,939)	(9,939)	-	(19,878)	16.7%
Total Administration	1,673,930	124,607	132,147	138,639	(6,493)	263,247	15.7%
Service Delivery:							
Labor - Operations	4,157,720	296,516	346,477	295,732	50,745	592,247	14.2%
Labor - Maintenance	479,910	112,707	-	-	-	112,707	23.5%
Fuel	971,020	72,407	80,918	71,191	9,727	143,598	14.8%
Special Transportation (for SLOCAT and Paso)	1,160,530	32,985	-	-	-	32,985	23.5%
Avila Trolley	615,000	64,591	96,711	77,590	19,120	142,181	12.3%
Maintenance (parts, supplies, materials)	43,900	51,922	3,658	3,165	493	103,843	16.9%
Maintenance Contract Costs	69,900	6,329	11,650	30,682	(19,032)	9,494	21.6%
	636,610	31,113	53,051	56,509	(3,458)	20,021	28.6%
	92,100	13,743	7,675	6,311	1,364	87,622	13.8%
Total Operations	8,367,140	671,650	651,390	593,101	58,289	1,264,751	15.1%
Capital/Studies:							
Computer System Maintenance/Upgrades	52,220	665	-	-	-	665	1.3%
Miscellaneous Capital	34,730	-	-	-	-	-	0.0%
Maintenance Software and Maintenance Equipment	6,600	-	-	-	-	-	0.0%
Vehicle ITS/Camera System	85,870	25,646	47,000	46,883	117	72,529	84.5%
Bus Stop Improvements/Bus Stop Solar Lighting	34,730	-	-	-	-	-	0.0%
Total Capital Outlay	214,150	26,311	47,000	46,883	117	73,194	34.2%
Contingency	120,490	-	10,041	-	10,041	-	0.0%
Interest Expense	30,490	2,044	2,541	2,044	496	4,089	13.4%
Loan Paydown	200,600	-	-	-	-	-	0.0%
Elks Lane Project	499,990	-	-	-	-	-	0.0%
Paso Property Improvements	-	-	-	26,806	-	26,806	#DIV/0!
Management Contracts	246,350	20,529	20,529	20,529	-	41,058	16.7%
TOTAL FUNDING USES	11,353,140	845,143	863,648	828,003	62,451	1,673,145	14.7%
TOTAL NON-CAPITAL EXPENDITURES	10,238,400	818,831	816,648	754,314	62,334	1,573,145	15.1%

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
YEAR TO DATE THRU AUGUST 31, 2017
CURRENT FISCAL YEAR - 2017/2018**

	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
REVENUES:												
FARES	\$ 89,460	\$ 90,047	\$ 53,259	\$ 1,147	\$ 7,938	\$ 241,852	\$ 10,685	\$ 12,351	\$ 23,036	\$ 1,080	\$ 22,565	\$ 288,532
TOTAL ROUTE REVENUES	\$ 89,460	\$ 90,047	\$ 53,259	\$ 1,147	\$ 7,938	\$ 241,852	\$ 10,685	\$ 12,351	\$ 23,036	\$ 1,080	\$ 22,565	\$ 288,532
EXPENDITURES:												
ADMINISTRATION	\$ 58,309	\$ 48,773	\$ 32,716	\$ 1,269	\$ 12,501	\$ 153,569	\$ 2,858	\$ 2,780	\$ 5,638	\$ 1,337	\$ 117,952	\$ 278,495
MARKETING	4,409	3,678	2,460	143	916	11,605	-	-	-	-	-	11,605
OPERATIONS/CONTINGENCY	183,131	156,892	102,418	3,724	40,840	487,006	49,424	48,465	97,889	20,267	337,452	942,613
FUEL	36,682	35,707	19,988	881	9,767	103,026	4,310	4,371	8,681	625	26,191	138,523
INSURANCE	22,652	22,049	12,347	527	45	57,620	2,699	2,738	5,437	732	28,988	92,777
TOTAL EXPENDITURES	\$ 305,183	\$ 267,099	\$ 169,929	\$ 6,544	\$ 70,067	\$ 812,825	\$ 59,291	\$ 58,353	\$ 117,644	\$ 22,961	\$ 510,583	\$ 1,464,014
FAREBOX RATIO	29.3%	33.7%	31.3%	17.5%	11.3%	29.8%	18.0%	21.2%	19.6%	4.7%	4.4%	19.7%
SERVICE MILES	61,707.2	60,064.4	33,631.6	1,447.0	16,453.6	173,303.7	7,351.4	7,456.5	14,807.9	1,992.0	78,947.0	269,050.6
SERVICE HOURS	2,267.0	1,896.0	1,271.7	50.3	485.4	5,970.4	535.6	520.7	1,056.2	240.1	4,584.3	11,851.1
RIDERSHIP (Automatic Counters)	45,731	40,080	29,760	2,082	4,044	121,697	8,791	8,677	17,468	491	6,937	146,593
RIDERS PER MILE	0.73	0.66	0.89	1.44	0.27	0.70	1.20	1.16	1.18	0.25	0.09	0.54
RIDERS PER HOUR	19.8	20.9	23.5	41.4	9.2	20.4	16.4	16.7	16.5	2.0	1.5	12.4
COST PER PASSENGER	\$ 6.67	\$ 6.66	\$ 5.71	\$ 3.14	\$ 17.33	\$ 6.68	\$ 6.74	\$ 6.73	\$ 6.73	\$ 46.76	\$ 73.60	\$ 9.99
SUBSIDY PER PASSENGER	\$ 4.72	\$ 4.42	\$ 3.92	\$ 2.59	\$ 15.36	\$ 4.69	\$ 5.53	\$ 5.30	\$ 5.42	\$ 44.56	\$ 70.35	\$ 8.02
RIDERSHIP (GFI Fareboxes)	38,912	31,840	21,979	349	2,963	96,043	8,069	8,491	16,560	491	6,937	120,031
RIDERS PER MILE	0.63	0.53	0.65	0.24	0.18	0.55	1.10	1.14	1.12	0.25	0.09	0.45
RIDERS PER HOUR	17.2	16.8	17.3	6.9	6.1	16.1	15.1	16.3	15.7	2.0	1.5	10.1
COST PER PASSENGER	\$ 7.84	\$ 8.39	\$ 7.73	\$ 18.75	\$ 23.65	\$ 8.46	\$ 7.35	\$ 6.87	\$ 7.10	\$ 46.76	\$ 73.60	\$ 12.20
SUBSIDY PER PASSENGER	\$ 5.54	\$ 5.56	\$ 5.31	\$ 15.46	\$ 20.97	\$ 5.94	\$ 6.02	\$ 5.42	\$ 5.71	\$ 44.56	\$ 70.35	\$ 9.79

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

October 11, 2017

STAFF REPORT

AGENDA ITEM: B-1

TOPIC: Fiscal Year 2017-18 Capital Budget Amendment

ACTION: Approve FY17-18 Budget Amendment

PRESENTED BY: Tania Arnold

STAFF RECOMMENDATION: Approve Budget Amendment

SUMMARY:

The Fiscal Year 2017-18 RTA operating and capital budget was adopted on May 3, 2017 and was based on a range of assumptions, including pending delivery dates for FY16-17 and FY17-18 capital projects.

At this time, staff is bringing back capital items that are being carried over from FY16-17 to FY17-18. Please note, none of the items being carried over require additional funds.

The following is a detailed description of the proposed budget adjustments that have been incorporated and highlighted in the amended budget on the following pages with the dollar amount increases noted in parentheses in the descriptions below.

Revenue Changes

1. Beginning Fund Balance for Capital (\$274,210): based on FY16-17 STA for capital projects not completed, which resulted in an increase in fund balance available.
2. Low Carbon Transit Operations Program (LCTOP) (\$264,040): based on the timeline for the construction of the new operations facility in Paso Robles with move in slated in early 2018.
3. Proposition 1B Funding - Safety and Security (\$110,180): based on delays in the implementation of vehicle ITS (Intelligent Transportation System) as well as funding for facility security improvements.
4. Federal Transit Administration (FTA) Section 5307 San Luis Obispo (\$203,760): for the completion of the Elks Lane environmental work as well as the beginning of the design and engineering work. This amount also includes funding for improvements to the transit center on Osos Street.
5. FTA Section 5339 Bus and Bus Facilities (\$79,220): based on delays with implementing the improvements to the transit center on Osos Street.

6. FTA Section 5307 North County (\$793,280): based on the timeline for the construction of the new operations facility in Paso Robles with move in slated in early 2018. Also included are funds for the completion of the Elks Lane environmental work as well as the beginning of the design and engineering work. Smaller items included are specialized maintenance tools awaiting FTA approval for the budget amendment, as well bus stop improvement funding.
7. FTA Section 5307 South County (\$256,560): for the completion of the Elks Lane environmental work as well as the beginning of the design and engineering work. This amount also includes funding for capital bus repairs.

Expenditure Changes

1. Facility Improvements (\$32,540): for facility security improvements at the current transit center and at the new operations facility.
2. Maintenance Equipment (\$7,280): for license fees associated with the maintenance software.
3. Specialized Maintenance Tools (\$33,500): for maintenance tools that staff is currently waiting on FTA to proceed with a budget amendment.
4. Vehicle ITS (Intelligent Transportation System) (\$77,640): carryover unspent amount from FY16-17.
5. Bus Stop Improvements (\$260,370): carryover unspent amount from FY16-17, which includes improvements to the current transit center on Osos Street as well as start on the improvements identified in the bus stop improvement plan.
6. Bus Rehabilitation (\$126,000): carryover funds for capital repairs to the fleet.
7. Elks Lane Project (\$584,090): carryover unspent amount from FY16-17 for the completion of the Elks Lane environmental work as well as the beginning of the design and engineering work.
8. Paso Property Improvements (\$859,830): carryover unspent amount from FY16-17 based on the timeline for the construction of the new operations facility in Paso Robles with move in slated in early 2018.

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

Staff Recommendation

Approve the budget amendment as indicated in the staff report.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
PROPOSED AMENDED CAPITAL REVENUE BUDGET FOR 2017/2018**

	2015/2016 COMBINED ACTUAL	2016/2017 AMENDED CAPITAL BUDGET	2016/2017 ADOPTED SLOCAT BUDGET	2016/2017 ADOPTED N. COUNTY BUDGET	2017/2018 ADOPTED CAPITAL BUDGET	2017/2018 AMENDED CAPITAL BUDGET	2017/2018 ADOPTED SLOCAT BUDGET	2017/2018 ADOPTED N. COUNTY BUDGET	2018/2019 PROJECTED CAPITAL BUDGET	2018/2019 PROJECTED SLOCAT BUDGET	2018/2019 PROJECTED N. COUNTY BUDGET
FUNDING SOURCES:											
1. CAPITAL PROJECTS RESERVE	525,119	499,850	48,690	4,170	547,363	821,573	8,690	40,330	621,400	80,280	98,210
2. LESS REQUIRED RESERVES FOR FISCAL YEAR	525,119	499,850	48,690	4,170	547,363	821,573	8,690	40,330	621,400	80,280	98,210
3. CAPITAL PROJECTS RESERVE	552,710	346,790	8,690	40,330	598,173	598,173	80,280	98,210	530,800	151,870	156,090
4. FUND BALANCE AVAILABLE	(27,591)	153,060	40,000	(36,160)	(50,810)	223,400	(71,590)	(57,880)	90,600	(71,590)	(57,880)
NON TDA SOURCES											
5. STATE TRANSIT ASSISTANCE (STA)	752,174	486,530	-	36,160	410,000	410,000	71,590	57,880	410,000	71,590	57,880
6. LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)	-	291,300	-	-	-	264,040	-	-	-	-	-
7. PROPOSITION 1B FUNDING - SAFETY & SECURITY	271,262	765,240	-	-	100,000	210,180	-	-	-	-	-
8. PROPOSITION 1B FUNDING - ELKS LANE	-	-	-	-	-	-	-	-	-	-	-
9. PROPOSITION 1B FUNDING - BUS REPLACEMENT	-	-	-	-	-	-	-	-	330,730	-	-
10. CONGESTION MITIGATION AND AIR QUALITY (CMAQ)	-	-	-	-	-	-	-	-	396,000	-	-
11. RURAL TRANSIT FUND (Capital)	-	55,990	-	-	133,330	337,090	-	-	339,970	-	-
12. FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo	115,047	229,650	-	-	-	-	-	-	-	-	-
13. FEDERAL TRANSIT ADM (FTA) (Section 5309) - State of Good Repair	52,457	-	-	-	-	-	-	-	-	-	-
14. FEDERAL TRANSIT ADM (FTA) (Section 5339) - Bus and Bus Facilities	44,180	96,190	-	-	-	79,220	-	-	873,210	-	-
15. FEDERAL TRANSIT ADM (FTA) (Section 5311f)	-	-	-	-	-	-	-	-	-	-	-
16. FEDERAL TRANSIT ADM (FTA) (Section 5307-North County)	115,047	731,410	-	-	188,890	982,170	-	-	398,310	-	-
17. FEDERAL TRANSIT ADM (FTA) (Section 5307-South County)	115,047	664,150	160,000	-	133,330	389,890	-	-	339,970	-	-
18. SUB TOTAL	1,465,214	3,320,460	160,000	36,160	965,550	2,672,590	71,590	57,880	3,088,190	71,590	57,880
19. TOTAL FUND BALANCE & NON TDA FUNDING	1,437,623	3,473,520	200,000	-	914,740	2,895,990	-	-	3,178,790	-	-
20. NET TDA REQUIREMENTS	-	-	-	-	-	-	-	-	-	-	-
21. TOTAL FUNDING SOURCES	1,437,623	3,473,520	200,000	-	914,740	2,895,990	-	-	3,178,790	-	-
22. FUNDING USES:											
23. CAPITAL	1,237,027	3,272,920	200,000	-	714,140	2,695,390	-	-	2,967,120	-	-
24. LOAN PAYDOWN	200,596	200,600	-	-	200,600	200,600	-	-	211,670	-	-
25. TOTAL FUNDING USES	1,437,623	3,473,520	200,000	-	914,740	2,895,990	-	-	3,178,790	-	-

Capital Expenditures	Actual Capital Expenditures FY 2015-16	Amended Capital Budget FY 2016-17	Adopted Capital Budget FY 2017-18	Amended Capital Budget FY 2017-18	Projected Capital Budget FY 2018-19	Projected Capital Budget FY 2019-20	Projected Capital Budget FY 2020-21	Projected Capital Budget FY 2021-22
Capital/Studies:								
Computer System Maintenance/Upgrades	31,964	62,250	52,220	52,220	31,830	33,420	35,090	36,840
Miscellaneous Capital								
Facility Improvements	17,678	57,540	34,730	32,540	17,250	-	19,840	-
Maintenance Equipment		57,690	-	42,010	-	-	-	-
Rotary Lift/Wireless Lift		-	-	-	-	-	-	-
Passenger Protection 1300 buses		8,400	-	-	-	-	-	-
Specialized Maintenance Tools		33,500	-	33,500	34,340	36,060	-	-
Desks and Office Equipment		10,760	6,600	6,600	-	-	-	-
Radios	4,653	-	-	-	-	-	6,600	-
Vehicle ITS/Camera System	383,370	668,090	85,870	163,510	-	-	-	-
Bus Stop Improvements/Bus Stop Solar Lighting	111,067	277,230	34,730	295,100	36,470	38,290	40,200	42,210
Bus Rehabilitation		126,000	-	126,000	-	-	-	-
RouteMatch Dispatching Software/Call Back System		37,500	-	-	-	-	-	-
Vehicles		60,000	-	-	18,000	-	56,700	63,000
Support Vehicles		-	-	-	1,599,940	1,805,000	631,800	1,326,700
40' Coaches		200,000	-	-	-	-	-	-
Trolley replacement vehicles		-	-	-	-	-	-	-
Cutaway and Dial A Ride Vehicles	244,352	-	-	-	-	880,700	-	-
Runabout Vehicles	406,314	163,480	-	-	729,300	555,200	261,300	316,600
Total Capital Outlay	1,199,398	1,762,440	214,150	751,480	2,467,130	3,348,670	1,051,530	1,785,350
Loan Pay down								
Elks Lane Project	200,596	200,600	200,600	200,600	211,670	-	-	-
Paso Property Improvements	37,629	710,480	499,990	1,084,080	499,990	499,990	499,990	499,990
-	-	1,000,000	-	859,830	-	-	-	-
TOTAL FUNDING USES	1,437,623	3,673,520	914,740	2,895,990	3,178,790	3,848,660	1,551,520	2,285,340



San Luis Obispo Regional Transit Authority

Executive Committee Meeting

Draft Minutes 8/9/2017

C-1

Members Present: Lynn Compton, President
Tom O'Malley, Past President

Members Absent: Jamie Irons, Vice 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 De Carli, SLOCOG
Aida Nicklin, SLOCOG
Eric Greening, Atascadero

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

President Lynn Compton 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 with the new times that were rolled out for the Route 12, he is curious if it will affect the Cuesta students. He stated he will talk to them.

3. **Information Items:**

A-1 Executive Director's Report

Mr. Straw stated that **Ms. Suzy Sisneros** was selected by her peers as the Employee of the Quarter. She was honored at a company barbecue at our Arroyo Grande facility, and she will join us at the September 6th Board meeting.

Due to recent recruitment challenges, the RTA implemented a media blitz to attract Bus Operators. We also used electronic notices: the bus headsigns and on the LCD screens inside the buses. The next training class begins on September 11th.

The 30-day public comment period on the Initial Study – Mitigated Negative Declaration report for the Maintenance Facility report officially closes on August 19th. So far, no official comments have been submitted. If any comments are received, we will summarize and respond to them as part of the Public Hearing scheduled for the September 6th Board meeting.

He continued by stating that the Paso Bus Parking Yard 100% design/engineering documents and cost estimate have been received. Once completed, staff will incorporate the documents into the bid package and we will begin the construction bidding process. Hoping to be in by January 2018.

On June 13th, the County submitted the RTA-developed application to the City of San Luis Obispo to make Government Center passenger facility site improvements. The City has required a review by the Tree Commission, since we are proposing the removal and replacement of a street tree located on Palm Street near Osos Street; that hearing will occur on August 28th. The County Board of Supervisors will consider a no-cost lease agreement with the RTA for the partial use of County property at its October 3rd meeting.

The service improvements on Route 12 that were recommended in the 2016 SRTP will be implemented on August 20th. It is more direct for Los Osos.

He stated staff is finalizing an online survey for the proposed fare changes to get more customer input, which will be launched in late August. We are also developing both on-board passenger surveys and an online survey as part of our biennial Customer Perception Survey. These latter efforts will be conducted in October. RTA staff conducted its annual Celebrate Safety Day on August 2nd.

Staff submitted a letter to SLOCOG requesting that the RTA be considered as a second Consolidated Transportation Services Agency, since we operate community-based services on behalf of the County that will not feasibly meet farebox recovery ratio requirements identified in TDA law for traditional public transit services. Specifically, the demand response / lifeline services in Shandon, Templeton and Nipomo cannot be cost-effectively served with fixed-routes. In addition, we requested that the farebox recovery ratio requirements in all three urbanized areas be reconsidered, as permitted under TDA law. **President Compton** asked what is the farebox ratio exactly. **Mr. Straw** stated it is fares/divided by operating cost. When the area became urbanized the farebox went up to 20%.

Mr. Straw continued by stating the 30-day comment period for the updated Disadvantaged Business Enterprise program was officially opened during the August 2nd special Board meeting. Staff has sent notices to partner agencies and interested organizations, and we will advertise the September 6th Public Hearing as required by our public participation policies.

Staff is still assembling year-end performance results. We are confident that we will have final (but unaudited) figures together for the September 6th Board meeting.

President Compton opened public and board comment.

President Compton closed public and board comment.

4. Action Items

B-1 Authorize Executive Director to Submit Application for FTA Section 5339 Funds for the Bus Maintenance Facility Project

Mr. Straw stated that now that the RTA Bus Maintenance Facility Project has progressed to the environmental documentation public review stage, we are in a position to begin submitting grant applications to our various funding partners to implement this vital project. The most recent Notice of Funding Opportunity for the FTA Section 5339 Bus and Bus Facilities Infrastructure Investment Program was issued on July 12, 2017. FTA Section 5339 is a capital-only program, and it makes federal resources available to states and direct recipients to replace, rehabilitate and purchase buses and related equipment, and to construct bus-related facilities. The current solicitation requires submittal of all grant application documents by August 25, 2017.

The attached draft application document will be supplemented with support letters that SLOCOG and RTA staff have solicited from area leaders. We are seeking \$9,120,000 in FTA Section 5339 funds to maximize leveraging of scarce local dollars, using an 80% federal and 20% local split. It should be noted staff is simultaneously developing grant application documents for California Proposition 1B funds, which was authorized by the RTA Board at its July 12, 2017 meeting. The Proposition 1B, as well as anticipated Senate Bill 1 funds, can be used to fully provide the necessary 20 percent local match.

Because the August 25th deadline occurs prior to the RTA Board's next meeting on September 6th, staff is seeking the Executive Committee's authorization to submit the grant application within the funding limits presented in the attached draft document. Staff will provide a summary of the grant application to the full Board at its September 6th meeting, and the Board will subsequently be provided the opportunity to accept the award if the RTA is chosen for funding.

President Compton opened public and board comment.

President Compton asked if they can give less than the requested amount. **Mr. Straw** stated that yes, they can.

Mr. Straw stated it was the same funding source used for the transit center. **President Compton** asked how much we got for that. **Mr. Rodgers** stated that 10 million was asked for and 4 million was granted. We will take any amount that is granted.

Mr. Greening stated he is fine with the proposed action. He asked when the money must be used before it is goes away. **Mr. Straw** stated that we have five years from when it is announced.

Mr. Ron De Carli SLOCOG has been working closely with RTA on this application. He knows it is a critical need for RTA. Have been pushing hard to find grant opportunities and getting support letters. At the October board meeting SLOCOG will be recommended Prop 1B funding and SB-1 transit assistant funds. There will be a contingency plan will be developed as well.

President Compton closed public and board comment.

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

5. Consent Agenda Items

C-1 Executive Committee Meeting Minutes of June 21, 2017

C-2 Executive Committee Meeting Minutes of July 12, 2017

President Compton moved approval of consent agenda 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 September 6th meeting.

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

Respectfully Submitted,

Acknowledged by,

Shelby Walker
Administrative Assistant

Lynn Compton
RTA President 2017