



## RTA BOARD AGENDA

Wednesday, May 3, 2017 at 8:30 AM  
BOARD OF SUPERVISORS' CHAMBERS  
COUNTY GOVERNMENT CENTER  
1055 Monterey Street, San Luis Obispo, California 93401

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

**President:** Lynn Compton

Board Members:

John Peschong (First District – SLO County)  
Bruce Gibson (Second District – SLO County)  
Adam Hill (Third District – SLO County)  
Lynn Compton (Fourth District – SLO County)  
Debbie Arnold (Fifth District – SLO County)  
Tim Brown (Arroyo Grande)

**Vice President:** Jamie Irons

Tom O'Malley (Atascadero)  
John Shoals (Grover Beach)  
Jamie Irons (Morro Bay)  
Fred Strong (Paso Robles)  
Ed Waage (Pismo Beach)  
Dan Rivoire (San Luis Obispo)

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

### FLAG SALUTE

### CALL MEETING TO ORDER, ROLL CALL

**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.

### A. INFORMATION AGENDA

A-1 Executive Director's Report (Receive)

### B. ACTION AGENDA

B-1 Fiscal Year 2017-18 Operating and Capital Budget (Action)

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

- C-1 Executive Committee Meeting Minutes of February 8, 2017 (Approve)
- C-2 RTA Board Meeting Minutes of March 1, 2017 (Approve)
- C-3 Draft RTAC Minutes of April 19, 2017 (Information)
- C-4 Strategic Business Plan Performance Measures (Receive)
- C-5 Contract with AGP Video Production of Board Meetings (Approve)
- C-6 Youth Ride Free Summer Promotion (Approve)
- C-7 Amended Contract with Executive Director (Approve)
- C-8 Amend Transfer Agreement with LOSSAN
- C-9 Prop 1B Safety and Security: Authorized Agent Signature Authority (Approve)
- C-10 Resolution Authorizing FTA Section 5339 Funding

**D. 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

**E. BOARD MEMBER COMMENTS**

Next regularly scheduled RTA Board meeting on July 12, 2017

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**May 3, 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:**

The Regional Transportation Advisory Committee met on April 19<sup>th</sup> to provide recommendations on the FY17-18 budget. The RTAC recommends adoption of the budget; the committee also discussed service related matters at the other transit programs throughout the county.

RTA is experiencing challenges recruiting a sufficient number of qualified Bus Operator candidates; we currently have five open full-time Bus Operator positions. The RTA will begin a training class for five Bus Operator candidates on May 1<sup>st</sup>, but we are concerned that normal attrition over the next few months will result in difficulties covering shifts. The new employees should be ready for revenue service in mid-June. Our partners at Ride-On, SLO Transit and SMAT are also experiencing the same recruiting and retention challenges.

Staff continues to work with our consulting team led by Rincon Associates to complete the environmental review for our long-term garage facility. Staff met with City officials on April 19<sup>th</sup> to discuss the floodplain modeling results, and it appears that the recent design changes will allow the project to meet City and FEMA requirements. I expect the draft CEQA Initial Study / Mitigated Negative Declaration and NEPA Environmental Assessment report to be ready for public review at the July 12<sup>th</sup> RTA Board meeting.

Staff provided consolidated RTA and County comments to the consultant last week on the 60% drawings for the Paso Bus Parking Yard design/engineering project. One newly identified challenge is that the City of Paso Robles abandoned the sewer line adjacent to the County Corp Yard, which could require us to construct a new 1,400-foot sewer line. The consultant is still exploring options and should have a recommended solution in the coming weeks. Overall, the budget is tight but we are still on schedule for an admittedly aggressive November 2017 move-in.

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

On April 4<sup>th</sup>, the San Luis Obispo City Council approved SRTP-recommended service improvements for the SLO Transit local fixed route program, as well as a fare increase, effective June 18, 2017. As indicated in the Runabout fare program adopted by the RTA Board at its February 2015 meeting, any fare increases by fixed route operators in the county will automatically result in a twice-the-applicable fixed route cash fare on Runabout services provided adjacent to the affected fixed routes. Since the base SLO Transit cash fare will increase by \$0.25 (from \$1.25 to \$1.50), Runabout fares will increase by \$0.50 in the SLO Transit service area effective June 19, 2017. RTA staff will send a letter to each Runabout registrant who has ridden to or from the SLO Transit service area within the past six months to inform them of the Runabout fare change and to remind them that they can board any fixed route bus in the county for free by merely showing his or her Runabout Eligibility Card to the Bus Operator.

RTA staff continues to participate in a Ride-On led Travel Management Coordination Center study funded partially with an FTA Mobility Services for All Americans grant. The TMCC study seeks to evaluate technology solutions to help improve access to specialized transportation services (including Runabout) throughout the county.

Staff developed a City of San Luis Obispo design review application for the Transit Center improvements project on County-owned land at the Government Center; County officials are currently reviewing the application and will be developing a lease agreement with the RTA. The project will include expansion of passenger waiting area, four new passenger shelters, additional bicycle parking, a bicycle tool station, a ticket vending machine, two info kiosks, and two LED “next bus” signs.

Staff participated in a stakeholder’s meeting for the Santa Maria – SLO Connectivity Study on April 25<sup>th</sup>. The draft Existing Conditions report is available at [www.Route10Plan.com](http://www.Route10Plan.com). Some initial takeaways include the significant expected population and employment growth in Santa Maria, and the need for improved weekend service on Route 10. These findings will likely be presented at the June 7<sup>th</sup> SLOCOG Board meeting. Board members and the public are encouraged to take the on-line survey that is linked at the website mentioned above.

Staff continues to negotiate with Tri-Counties Regional Center’s transportation broker for a higher and more appropriate fare level on Runabout for TCRC clients. When a proposal is tentatively agreed upon, staff will bring this to the RTA Board for consideration.

### **Finance and Administration:**

Based on the Budget Assumptions adopted by the RTA Board at its March 1<sup>st</sup> meeting, as well as the preliminary financial and operating data through March 31<sup>st</sup>, staff has developed a financially-constrained FY17-18 operating and capital budget. The FY17-18 budget was endorsed by both the RTA Executive Committee on April 12<sup>th</sup> and the RTAC on April 19<sup>th</sup>. This topic will be considered under Agenda Item B-1.

As a reminder, the FTA has validated RTA's use of our Automatic Passenger Counting (APC) system. In the past, we reported fixed route passenger boardings provided by our electronic farebox system (manufactured by GFI), which undercounted boardings. Until a new baseline is established, the ridership numbers presented to the RTA Board will include both APC and GFI data.

Staff has developed a preliminary year-to-date FY16-17 operating results as follows:

- Preliminary RTA core fixed route ridership totaled 583,713 (500,234 per GFI) one-way passenger-trips through March 31<sup>st</sup>, which is down 6.2% in comparison to the same period last year (539,031 per GFI). As discussed in previous reports, declining fuel prices have resulted in transit ridership declines across the country. However, as shown in the graphs on the ensuing pages, our ridership is beginning to recover – particularly on Routes 9 and 10.
- Runabout ridership is essentially the same as the previous year: 32,075 through March 31<sup>st</sup> vs. 32,662 last year, which is a decline of slightly less than 2.0 percent. As presented in the graphs below, Runabout ridership growth has slowed, and we expect it to remain lower due to some regular passengers transitioning onto Ride-On's contracted Tri-Counties Regional Center service.

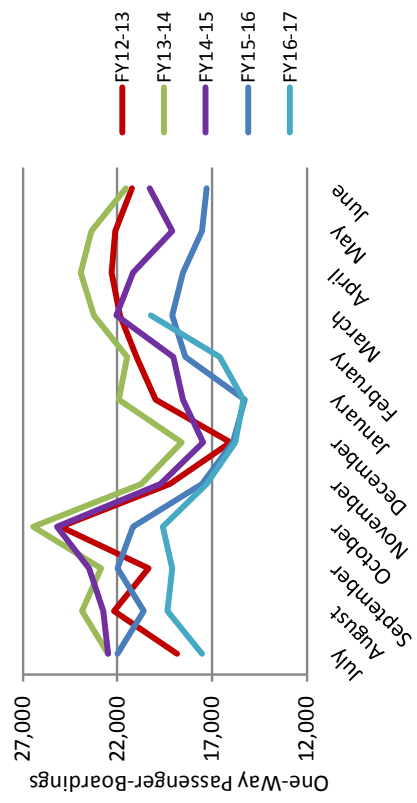
Details on a route-by-route and by service are presented in the tables at the end of this report.

RTA's year to date financial results through March 31<sup>st</sup> are summarized below and the line-item details are presented in the tables at the end of this report. Of the three largest-impact line-items:

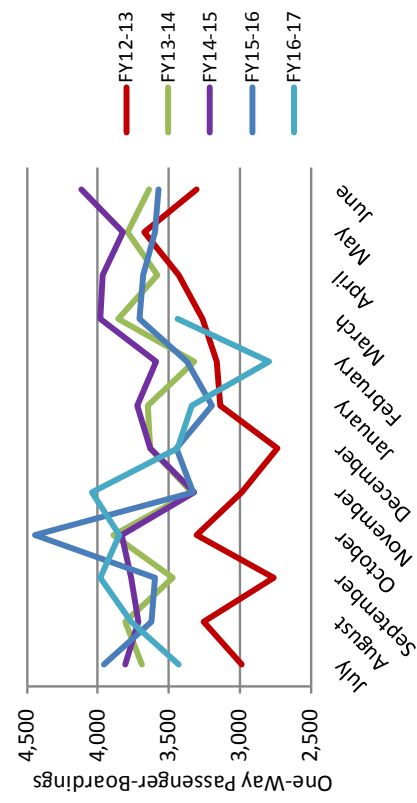
- Labor costs combined for all three departments (administration, operations and maintenance) are on-budget or below.
- Fuel costs are well below budget (52% at 75% of the fiscal year), although the per gallon price of diesel and gasoline has increased over the past several months.
- Maintenance (parts, supplies, materials) costs are above budget (102%). When combined with Maintenance Contract Costs, we are at 78.6% of budget. As mentioned in a previous Executive Director's report, I recently negotiated reimbursement from the engine manufacturer for malfunctioning emissions equipment on our ten 2013 buses that are out of warranty, and this ~\$60k credit will be applied over time.

The fixed route farebox recovery ratio (21.3%) is still well above SLOCOG's 17% standard but below last year's result (27.1%). The Runabout farebox recovery ratio result is slightly higher than last year's (4.5% vs 4.1%).

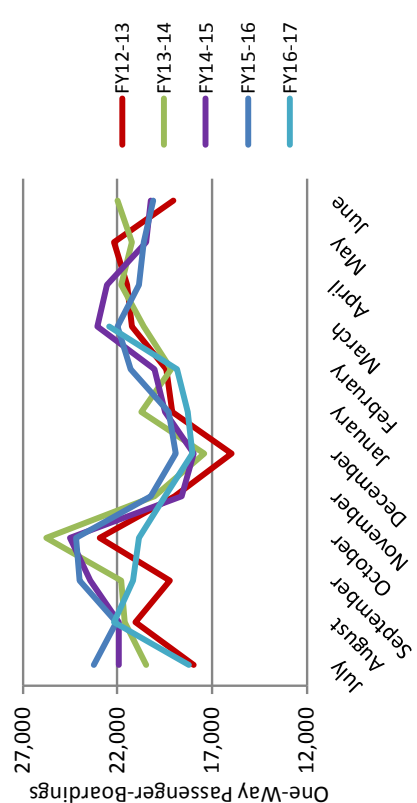
**RTA Route 10 Ridership By Month**



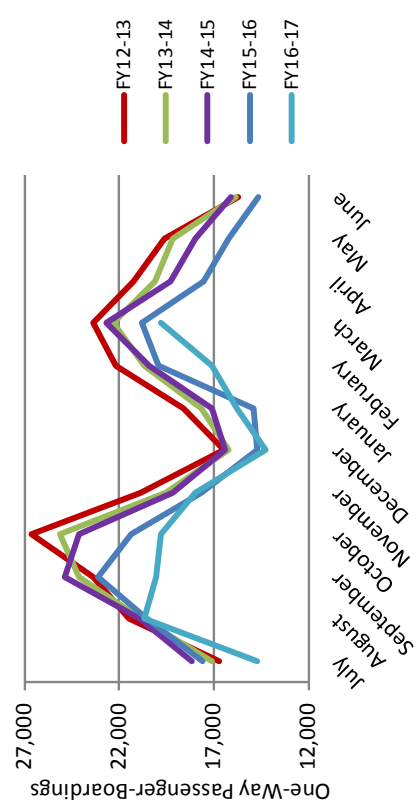
**RTA Runabout Ridership by Mo.**



**RTA Route 9 Ridership By Month**



**RTA Rtes. 12, 14 & 15 Pass./Mo.**



**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

A-1-5

		Amended Budget FY 2016-17	February Actual	March Budget	March Actual	March Variance	Year to Date FY 2016-17	Percent of Total Budget FY 2016-17
	Hours	74,430	5,661	6,203	6,373	(171)	55,273	74.3%
	Miles	1,734,770	125,860	144,564	143,114	1,450	1,221,619	70.4%
<b>Administration:</b>								
Labor	operations cost	815,700	61,044	67,975	66,559	1,416	596,327	73.1%
Labor - Administration Workers Comp		71,210	-	-	-	-	51,497	72.3%
Office Space Rental	operations cost	504,790	49,330	42,066	34,184	7,881	334,074	66.2%
Property Insurance	operations cost	17,420	-	-	-	-	16,340	93.8%
Professional Technical Services	operations cost	79,560	-	6,630	3,893	2,737	64,325	80.9%
Professional Development	operations cost	37,850	4,809	3,154	573	2,581	29,247	77.3%
Operating Expense	operations cost	255,190	15,247	21,266	21,848	(583)	190,471	74.6%
Marketing and Reproduction	hourly	93,730	5,201	7,811	8,745	(934)	59,577	63.6%
North County Management Contract	operations cost	(40,320)	(3,360)	(3,360)	(3,360)	-	(30,240)	75.0%
County Management Contract	operations cost	(82,110)	(6,843)	(6,843)	(6,843)	-	(61,583)	75.0%
SCT Management Contract	operations cost	(114,900)	(9,575)	(9,575)	(9,575)	-	(86,175)	75.0%
<b>Total Administration</b>		<b>1,638,120</b>	<b>115,853</b>	<b>129,124</b>	<b>116,025</b>	<b>13,099</b>	<b>1,163,860</b>	<b>71.0%</b>
<b>Service Delivery:</b>								
Labor - Operations	hourly	4,100,660	296,319	341,722	325,457	16,265	2,786,984	68.0%
Labor - Operations Workers Comp	hourly	481,790	-	-	-	-	348,415	72.3%
Labor - Maintenance	hourly	947,680	70,642	78,973	81,726	(2,753)	677,193	71.5%
Labor - Maintenance Workers Comp	hourly	141,000	-	-	-	-	101,967	72.3%
Fuel	miles	1,164,130	64,979	97,011	72,130	24,880	604,854	52.0%
Insurance	miles	560,160	47,452	46,680	47,452	(772)	429,565	76.7%
Special Transportation (for SLOCAT and Paso)	n/a	57,300	2,591	4,775	2,774	2,001	28,509	49.8%
Avila Trolley	n/a	57,060	-	7,133	-	7,133	30,354	53.2%
Maintenance (parts, supplies, materials)	miles	465,050	49,014	38,754	56,258	(17,503)	474,220	102.0%
Maintenance Contract Costs	miles	138,910	2,266	11,576	2,455	9,121	37,968	27.3%
<b>Total Operations</b>		<b>8,113,740</b>	<b>533,263</b>	<b>626,623</b>	<b>588,252</b>	<b>38,372</b>	<b>5,520,030</b>	<b>68.0%</b>
<b>Capital/Studies:</b>								
Computer System Maintenance/Upgrades		62,250	6,288	4,500	4,236	264	32,236	51.8%
Miscellaneous Capital								
Facility Improvements		57,540	-	-	-	-	-	0.0%
Maintenance Software and Maintenance Equipment		57,690	-	-	-	-	29,103	50.4%
Passenger Protection 1300 buses		8,400	-	-	-	-	4,536	54.0%
Specialized Maintenance Tools		33,500	-	-	-	-	-	0.0%
Desks and Office Equipment		10,760	-	-	-	-	5,570	51.8%
Vehicle ITS/Camera System		668,090	-	-	-	-	134,709	20.2%
Bus Stop Improvements/Bus Stop Solar Lighting		277,230	-	-	-	-	16,861	6.1%
Bus Rehabilitation		126,000	-	-	-	-	-	0.0%
RouteMatch Call Back System		37,500	-	-	-	-	33,150	88.4%
Vehicles								
Support Vehicles		60,000	-	-	-	-	60,618	101.0%
Trolley Replacement Vehicle		200,000	-	-	-	-	-	0.0%
Runabout Vehicles		163,480	-	160,880	286,709	(125,829)	289,284	177.0%
<b>Total Capital Outlay</b>		<b>1,762,440</b>	<b>6,288</b>	<b>165,380</b>	<b>290,945</b>	<b>(125,565)</b>	<b>606,066</b>	<b>34.4%</b>
<b>Contingency</b>	hourly	<b>117,020</b>	<b>1,694</b>	<b>9,752</b>	<b>4,977</b>	<b>4,774</b>	<b>17,570</b>	<b>15.0%</b>
<b>Interest Expense</b>	operations cost	<b>44,590</b>	<b>2,295</b>	<b>3,716</b>	<b>2,541</b>	<b>1,175</b>	<b>24,414</b>	<b>54.8%</b>
<b>Loan Paydown</b>		<b>200,600</b>	-	-	-	-	100,298	50.0%
<b>Elks Lane Project</b>		<b>710,480</b>	32,601	59,000	58,386	614	92,141	13.0%
<b>Paso Property Improvements</b>		<b>1,000,000</b>	-	32,000	31,723	277	34,583	3.5%
<b>Management Contracts</b>		<b>237,330</b>	19,778	19,778	19,778	-	177,998	75.0%
<b>TOTAL FUNDING USES</b>		<b>13,824,320</b>	<b>711,771</b>	<b>1,045,373</b>	<b>1,112,626</b>	<b>(67,254)</b>	<b>7,736,960</b>	<b>56.0%</b>
<b>TOTAL NON-CAPITAL EXPENDITURES</b>		<b>10,150,800</b>	<b>672,883</b>	<b>820,993</b>	<b>731,573</b>	<b>57,420</b>	<b>6,903,871</b>	<b>68.0%</b>

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
YEAR TO DATE THRU MARCH 31, 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	\$ 260,614	\$ 260,196	\$ 194,462	\$ 18,531	\$ 26,581	\$ 760,384	\$ 50,368	\$ 54,385	\$ 104,753	\$ 5,370	\$ 106,369	\$ 976,876
<b>TOTAL ROUTE REVENUES</b>	\$ 260,614	\$ 260,196	\$ 194,462	\$ 18,531	\$ 26,581	\$ 760,384	\$ 50,368	\$ 54,385	\$ 104,753	\$ 5,370	\$ 106,369	\$ 976,876
<b>EXPENDITURES:</b>												
ADMINISTRATION	\$ 235,956	\$ 213,601	\$ 138,926	\$ 13,782	\$ 52,683	\$ 654,948	\$ 12,021	\$ 12,229	\$ 24,250	\$ 5,367	\$ 536,132	\$ 1,220,698
MARKETING	21,298	19,423	12,652	1,281	4,802	59,456	60	62	122	-	-	59,577
OPERATIONS/CONTINGENCY	770,969	710,176	448,062	45,590	173,230	2,148,027	207,075	210,740	417,815	87,007	1,619,036	4,271,884
FUEL	154,291	158,771	84,763	9,504	37,142	444,470	16,522	17,022	33,545	2,716	111,362	592,093
INSURANCE	93,619	96,354	51,461	5,730	22,522	269,687	11,308	11,667	22,975	3,536	123,713	419,910
<b>TOTAL EXPENDITURES</b>	\$ 1,276,133	\$ 1,198,326	\$ 735,865	\$ 75,887	\$ 290,378	\$ 3,576,588	\$ 246,986	\$ 251,720	\$ 498,706	\$ 98,626	\$ 2,390,243	\$ 6,564,163
<b>FAREBOX RATIO</b>	20.4%	21.7%	26.4%	24.4%	9.2%	21.3%	20.4%	21.6%	21.0%	5.4%	4.5%	14.9%
<b>SERVICE MILES</b>	272,498.5	280,322.3	149,526.3	16,863.4	65,742.7	784,953.2	32,822.7	33,842.5	66,665.2	10,277.0	359,723.0	1,221,618.4
<b>SERVICE HOURS</b>	9,816.0	8,848.5	5,744.9	587.3	2,165.8	27,162.6	2,463.2	2,503.8	4,967.0	1,055.0	22,088.4	55,273.0
<b>RIDERSHIP (Automatic Counters)</b>	198,635	191,162	148,175	28,695	17,046	583,713	43,421	43,409	86,830	2,451	32,075	705,069
<b>RIDERS PER MILE</b>	0.73	0.68	1.00	1.70	0.28	0.74	1.32	1.28	1.30	0.24	0.09	0.58
<b>RIDERS PER HOUR</b>	20.1	21.4	26.0	48.9	8.2	21.5	17.6	17.3	17.5	2.3	1.5	12.8
<b>COST PER PASSENGER</b>	\$ 6.42	\$ 6.27	\$ 4.97	\$ 2.64	\$ 17.03	\$ 6.13	\$ 5.69	\$ 5.80	\$ 5.74	\$ 40.24	\$ 74.52	\$ 9.31
<b>SUBSIDY PER PASSENGER</b>	\$ 5.11	\$ 4.91	\$ 3.65	\$ 2.00	\$ 15.48	\$ 4.82	\$ 4.53	\$ 4.55	\$ 4.54	\$ 38.05	\$ 71.20	\$ 7.92
<b>RIDERSHIP (GFI Fareboxes)</b>	179,402	160,785	129,876	14,225	15,946	500,234	40,939	40,297	81,236	2,451	32,075	615,996
<b>RIDERS PER MILE</b>	0.66	0.57	0.87	0.84	0.24	0.64	1.25	1.19	1.22	0.24	0.09	0.50
<b>RIDERS PER HOUR</b>	18.3	18.2	22.6	24.2	7.4	18.4	16.6	16.1	16.4	2.3	1.5	11.1
<b>COST PER PASSENGER</b>	\$ 7.11	\$ 7.45	\$ 5.67	\$ 5.33	\$ 18.21	\$ 7.15	\$ 6.03	\$ 6.25	\$ 6.14	\$ 40.24	\$ 74.52	\$ 10.66
<b>SUBSIDY PER PASSENGER</b>	\$ 5.66	\$ 5.83	\$ 4.17	\$ 4.03	\$ 16.54	\$ 5.63	\$ 4.80	\$ 4.90	\$ 4.85	\$ 38.05	\$ 71.20	\$ 9.07

A-1-6



# Regional Transit Authority

## Fiscal Year 2017/2018 Budget

- Projected Fiscal Year 2018/2019 Budget
- Projected Five Year Capital Budget



# **SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY VISION STATEMENT, VISION ELEMENTS, MISSION STATEMENT AND STRATEGIC DIRECTION**

## **VISION**

The RTA of the future is an integral part of the “SLO lifestyle.” From the vineyards in North County, to the secluded beach towns on the North Coast, to multi-faceted communities in the South County, residents and visitors use public transportation rather than relying on their cars.

### **Vision Elements**

- Continue successful partnerships with jurisdictions, county, other public agencies, businesses and schools.
- Provide excellent, reliable, sustainable seamless service that is effective in getting residents and visitors where they want to travel.
- Secure reliable funding.
- Implement an Intelligent Transportation Systems (ITS) program to improve service quality and provide efficiencies.
- Develop a well-executed image-building campaign with a single face for public transportation.

## **MISSION**

The Mission of RTA is to provide safe, reliable and efficient transportation services that improve and enhance the quality of life for the citizens and visitors of San Luis Obispo County.

## **STRATEGIC DIRECTION**

- Stabilize and grow funding.
- Continue to improve service quality: On-time performance, scheduling and routing, customer amenities on our vehicles and at our bus stops, operating procedures.
- Consolidate and streamline operations to improve efficiency and effectiveness of public transportation throughout the county.
- Include public transportation as part of the lifestyle evolution needed to confront climate change.
- Reduce Vehicle Miles Traveled.
- Embrace technological improvements that will positively impact efficiency and quality of service.

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

### **Commitment to Serve**

Provide valuable services to the public and direct our energies in strengthening our relationships with our customers and the community while maintaining responsible ethical fiscal management.

### **Leadership**

Be trustworthy, credible, confident, progressive and influential in all we do.

### **Teamwork**

Work together with trust, support and mutual cooperation and respect. Provide an environment that fosters frank and open communication. Have Fun in our daily activities and keep issues in perspective. Have pride in our accomplishments while taking on our challenges with spirit and vigor.

### **Integrity**

Promote honesty, loyalty, dignity, respect, decency, fairness, courtesy, responsibility, and character.

### **Human Development**

Provide the appropriate resources and environment for employees to be successful, motivate individuals to take initiative and to be creative in all of our efforts.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**May 3, 2017**

**STAFF REPORT**

**AGENDA ITEM:** B-1

**TOPIC:** Fiscal Year 2017-18 and 2018-19 Operating Budget, and Fiscal Year 2017-18 through 2021-22 Capital Budget

**PRESENTED BY:** Tania Arnold, CFO/Deputy Director

**STAFF RECOMMENDATION:** Adopt Fiscal Year 2017-18 Budget as Presented

**RTAC RECOMMENDATION:** Adopt

**BACKGROUND/DISCUSSION:**

We are pleased to present a fiscally-constrained fiscal year 2017-18 operating budget, and an advisory fiscal year 2018-19 operating budget. In addition, we are presenting a five-year capital program.

We appreciate the Board's support and leadership in these financially constrained times. This year presented staff with a continued challenge due to declines or stagnation in the various local revenue sources used to operate core RTA services. We have also experienced declining ridership on fixed route services due to lower fuel prices. However, due to increased marketing efforts, ridership has recently rebounded and staff strives for continuing that trend.

The budget presentation assumes the same core levels of service miles and hours for fixed route services that are currently being operated. The hours and miles for FY17-18 for fixed route services are now calculated using the ITS system which has resulted in the hours and miles appearing higher than prior year but no service increases are included.

Runabout hours and miles are assumed to decline slightly, as discussed in the budget assumptions adopted by the Board March 1, 2017. Staff will continue to monitor the Runabout service, and should service demands change a budget amendment will be presented to the Board for consideration.

Route 14 service will continue to operate during peak academic year travel periods between downtown San Luis Obispo and the main Cuesta College campus, our highest trip generators in the regional system. The Route 15 service will continue to operate as a deviated fixed route service to conserve limited resources.

In May of 2014 RTA adopted a reserve policy – one for cash flow purposes and one for capital projects. During prior fiscal years RTA came in under the adopted budget, and the fund balance increased more than original budget projections. In addition, during FY13-14 and FY14-15, RTA has replaced the vast majority of the fleet, which has resulted in a reduction in the amount of capital reserves needed in the ensuing years. The result of the savings, as well as a decrease in fuel prices, has resulted in staff is projecting a strong fund balance at the beginning of FY17-18. Staff will review this policy during the coming fiscal year to determine an appropriate reserve amount for the \$50,000 self-insured retention requirement for the new employment practices coverage provided by the Employment Risk Management Authority (ERMA). Coverage had previously been provided by CalTIP and had first dollar coverage (i.e., no “deductible”), but effective July 1, 2017 CalTIP is no longer providing that line of coverage.

No Local Transit Fund (LTF) is required for local match for any of the proposed capital projects. The FY17-18 RTA operating budget is proposed at \$9,053,510 and the capital budget is proposed at \$914,740.

It should be noted that staff continues to present separate columns in the revenue and expense tables for Paso Robles Express fixed route and dial-a-ride services, as well as for the County-funded (SLOCAT) transit services. This separation is presented so that readers can easily distinguish between core RTA services and those operated under contract for our partner agencies.

In summary, RTA staff has done a tremendous job of holding the line on expenses. The major increases in this year’s operating budget are costs for vehicle liability insurance, workers compensation insurance, the wage adjustments programmed and projected in the Collective Bargaining Agreement for covered employees, and costs associated with our health plan. Recent declines in fuel costs have provided a welcome financial relief despite associated ridership declines, although we do not expect fuel costs to remain static into the future.

The budget packet contains the following items:

- Our Vision and Mission statements,
- Budget Assumptions adopted by the Board at its March 1, 2017 meeting,
- Fiscally-constrained FY17-18 operating and capital budgets,
- Fiscally-unconstrained FY18-19 operating budget, and
- Fiscally-unconstrained FY18-19 through FY21-22 capital budgets.

Lastly, we have broken each fixed route service into weekday, Saturday and Sunday sections to better understand the financial commitment necessary to operate these distinct services should service reductions become necessary due to funding or other constraints.

### **Revised Revenue Assumptions**

We are predicating the revenue stream for the FY17-18 budget on the latest information that we have available on Local Transportation Funds (LTF) and State Transit

Assistance (STA) funding for the region. SLOCOG's current countywide LTF projection is unchanged in FY17-18 in comparison to final FY16-17 amounts. The original advisory FY17-18 budget presented in May 2016 included an estimated LTF request of \$5,190,030, which has been reduced to \$4,488,250. Although it is a significant increase over recent years, the graph presented at the March 2017 Board meeting demonstrates that is similar to the trend over the past ten years. Staff concurs and applauds the principles laid out in the SLOCOG staff report that any future funding formulas include incentive funding for Vehicle Miles Traveled (VMT) and regional integration of the jurisdictional operations with the regional system as part of the regional funding formula. This budget assumes a 5% overall fixed route fare increases for beginning in January 2018.

### **Administration and Operations Expenses**

The overall Administration Expense for RTA core services is relatively flat compared to last fiscal year. Increases to workers compensation and professional technical services are offset by the proposed decreases in office space rental due to the move to the new North County park-out location by the end of the 2017 calendar year.

On the operating side, we have maintained current fixed route service levels, although Runabout costs are expected to decline slightly due to lower demand from Tri-Counties Regional Center clients. The proposed service delivery cost is up by roughly 6% from what was identified in the FY16-17 budget. The primary reasons for this increase are described below.

As included in the budget assumptions that your Board accepted in March 2017, the Collective Bargaining Agreement (CBA) identifies annual increases based upon longevity for Bus Operators, Mechanics and Utility Workers. It should be noted that RTA ratified a new CBA in February 2014, which runs through January 31, 2018. For budgetary planning purposes, the FY17-18 operating budget assumes increases after January 31, 2018 to be similar to those provided during the current CBA period. Non-CBA employees within the salary range for their position will be eligible for a step merit increase subject to performance evaluations. It should be noted that the California Legislature's recent minimum wage hike to \$15.00 per hour by 2021 will result in wage compression issues; RTA's current average hourly wage for Bus Operators is \$16.26 per hour, with a current starting wage rate of \$13.90.

Staff has included preliminary numbers for the CalTIP general liability and auto physical damage renewal, as well as the addition of employment practices liability coverage through ERMA. Staff will also be evaluating options for consolidating insurance coverage between RTA and SCT, which would reduce duplicative administrative charges.

Workers compensation insurance provided by CSAC Excess Insurance Authority continues to increase, with the realization that worker's compensation for transit services is especially challenging statewide as loss development trends for the state are not favorable. CSAC-EIA staff has provided a worst case estimate including their

uncertainty with regarding to moving forward with a renewal with a carrier or if they will self-insure for a portion of the primary workers compensation layer. We continue to work with our employee committee that has evaluated workplace safety and has initiated a proactive program to address the number of claims and severity of the claims. It should be noted that this FY17-18 increase is lower than we originally projected in May 2016. Staff will also investigate any cost-savings that might be accrued if the RTA and SCT payrolls were to be consolidated.

Finally, due to the unrest in North Africa and the Middle East, fuel prices have continued to swing wildly over the past few years. Staff has tried to budget fuel somewhat conservatively, but we may need to adjust it if fuel prices change significantly during the fiscal year. Due to our limited infrastructure, we are unable to purchase fuel in bulk to realize economies of scale. It should be noted that diesel-powered buses manufactured after 2009 also require the use of Diesel Exhaust Fluid (DEF) to meet emissions requirements. DEF costs more than diesel fuel, and it is used at a roughly 5% ratio DEF to diesel; its use is included in the fuel line item.

### **Fixed Route Ridership Patterns**

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

### **Runabout Ridership Declining and Runabout Eligibility Procedure**

Pursuant to the monthly ridership reports as of February 2017, Runabout ridership is down. In the Spring of 2016 staff implemented a functional assessment as part of the eligibility process to ensure that the service is being provided to those who truly need it. Staff will also conduct fixed route travel training with those Runabout applicants that might be capable of using fixed route services when feasible. These measures, in conjunction with the Ride-On and Tri-Counties Regional Center coordination, have resulted in declines in costly Runabout demand – which is a welcome relief in comparison to recent years when Runabout demand burgeoned.

### **Capital Program**

The focus of our capital program will continue to be development and implementation the new bus maintenance facility. We have also programmed the following minor capital projects:

- \$34,730 for specialized maintenance equipment to improve efficiencies;
- The back end support system for the on-board camera system;
- Bus stop improvements, including solar lighting; and
- Miscellaneous computer equipment, including a server replacement.

It should be noted that a portion of the FY16-17 capital funds for fully funded projects, such as the ITS improvements, Paso park-out yard improvements, and the Elks Lane yard will need to be carried over to FY17-18. However, due to the timing of the projects and in order to provide a clear picture of what is new and what has been previously programmed, staff is recommending that the Board consider a budget amendment in September to address carryover items. The carryover will have no financial impact to local jurisdictions.

Also included is a projected five-year capital improvement program as part of the budget plan. While only the first year is financially constrained, the projects identified in the ensuing four years provide a snapshot of future capital needs and potential cost levels. It should be noted that staff has only identified replacement projects and easily identifiable on-going projects (i.e., computer needs and bus stop improvements) in the capital improvement program. No expansion vehicles are included. As the Board provides direction to staff regarding possible expansion vehicles and/or facilities the capital improvement program will be updated.

Staff has adjusted the pay-down schedule for the existing loan for the 179 Cross Street building improvements project that began in 2006. Given the recent LTF financial constraints presented above and the revised lease agreement through 2022, staff has extended principal payments out to FY18-19, which is the end of the current loan period. The loan would still be paid off prior to the extended lease termination date, but this delay will provide more funding for operations during these tight financial times.

### **Conclusion and Staff Recommendation**

Fiscal Year 2017-18 will be another challenging year, including financial barriers and the need to implement long-planned facility related capital projects. We look forward to working with our customers, the Board and other stakeholders in providing the highest quality of transportation services to residents of and visitors to our community. We believe that this budget reflects the path set by your Board in previous years and, although we would like to do more, we believe that this budget provides the optimum levels of service within the confines of existing limited resources.

The Staff recommends that the Board adopt the FY17-18 budget as presented.



**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**March 1, 2017**  
**STAFF REPORT**

**AGENDA ITEM:** B-1

**TOPIC:** Fiscal Year 2017-18 Budget Assumptions

**ACTION:** Approve Budget Assumptions

**PRESENTED BY:** Tania Arnold, Deputy Director/CFO

**STAFF RECOMMENDATION:** Approve Budget Assumptions to Enable Staff to Begin Development of FY17-18 & FY18-19 Operating and Capital Budgets

**BACKGROUND/DISCUSSION:**

The following report outlines staff's recommended budget assumptions for RTA's Fiscal Year 17-18 Operating and Capital Budget, and it is the first step in the development of our operating budget and operating program. It should be noted that RTA is again developing a two-year operating budget and five-year capital budget. As in past years, only the first year would be financially-constrained, while the out-years should be considered advisory. Upon the Board's guidance and approval of these assumptions, staff will prepare a detailed report along with preliminary budget numbers for presentation to the Executive Committee at their April 12<sup>th</sup> meeting prior to the final draft budget presentation to the Board in May.

**KEY ISSUES**

1. STA funds used for capital projects are projected to be down approximately 20%
2. LTF used for operating purposes is projected to be flat
3. Liability costs continue to escalate, despite RTA's good safety record
4. We continue to focus on Runabout costs, which have escalated in the past 5 years
5. Fuel costs continue to remain low; this also results in declining ridership & fares
6. A fare program increase should be considered to help cover increasing costs

**Mission Statement**

The Mission of RTA is to provide safe, reliable and efficient transportation services that improve and enhance the quality of life for the citizens of and visitors to San Luis Obispo County.

## Objectives and Revenue Impacts

1. Maintain service levels and hours of service that meet the standards of productivity and demand of our customers and communities through the effective and efficient delivery of RTA Fixed Route and Runabout core services.
  - SLOCOG is working on State Transit Assistance (STA) funding projections for FY17-18. Preliminary indications note that STA is down by 20%, which would reduce STA used for capital to \$410,000 in FY17-18. The original FY16-17 budget assumed \$487,000 in STA capital funds.
  - Staff is recommending a review of the fare program to address inflation since the last fare program change (cash fares increased in 2011 and the multi-ride pass prices increased in 2013). Any recommended changes would be implemented in January 2018. Fare revenue is projected to be \$1,300,000 (farebox and advertising revenue) at existing fare levels. The contribution from Cuesta College is estimated to increase slightly to \$104,000 for services to the main campus and North County campus.
  - The FY16-17 budget adopted in May 2016 included \$3,764,950 LTF operating revenues. At that same meeting, the advisory FY17-18 LTF amount was \$5,190,030. Staff is still developing estimated annual FY16-17 expenses, which impacts the carryover amount that could reasonably be identified for the FY17-18 budget.
  - Federal Transit Administration (FTA) Section 5307, 5311 and 5339 operating funding for FY17-18, and capital funding for FY17-18 and FY18-19 will be presented as previously presented in May 2016, taking into account preliminary projected revenues identified in the Fixing America's Surface Transportation (FAST) Act. Should the actual annual authorizations for federal transportation programs increase or decrease for any of these programs, staff would adjust these assumptions accordingly.
  - FTA Section 5307 operating funding from the Santa Maria Urbanized Area for Route 10 will be budgeted based on previous commitments with Santa Barbara County Association of Governments and the City of Santa Maria. Staff is confident in continued Santa Maria UZA funding for Route 10 operations.
  - Detailed miles/hours and span of service for each RTA core fixed route and Runabout will be provided with the draft budget. For context, detailed budgets based on miles/hours and span of service will also be provided separately for SLO County Services and North County Local Services.
2. Work with the SLOCOG in evaluating region-wide service efficiencies.
  - Transit agencies across the country have experienced ridership declines due to the relatively low price of fuel.

- Review the tasks and financial impacts included in the South County Transit contract for administrative, financial, marketing, maintenance and dispatch services, and evaluate efficiencies with RTA.
  - Staff will continue to explore new revenue resources at the Federal, State, and local levels.
  - RTA will work with SLOCOG staff and other transit providers to evaluate efficiencies in the provision of service throughout the county.
  - Staff will use the 2015-17 RTA Strategic Business Plan as well as the 2016 Short Range Transit Plan to evaluate potential efficiencies, and with Board concurrence, implement efficiencies.
3. Evaluate options and provide analysis on the 5-year capital improvement program and methods to fund these needs.
  4. Address duplicative and/or low producing Fixed Route runs due to decreasing ridership.
    - Additional express trips on the Routes 9 and 10 began in September 2015. Service levels, the total number of revenue service hours, miles and span of service for RTA Fixed Route services will be budgeted at annualized levels assumed in FY16-17 with revenue and cost information for duplicative and/or low producing Fixed Route runs provided for potential service reduction options. If any additional service adjustments becomes necessary, staff would seek a budget amendment to address those service demands during the fiscal year.
    - Reduce service levels around holidays to a Sunday schedule (instead of a Saturday schedule) based on usage and productivity standards.
  5. Address projected changes in demand for Runabout service.
    - As of February 1, 2017, nine (9) regular Runabout riders, who have their rides funded by Tri-Counties Regional Center, transferred from Runabout to Ride-On with no additional cost to any of the agencies involved. At this time the cost savings to Runabout is too early to estimate but staff will monitor and include in the final budget presentation.
    - Other than the change with Tri-Counties Regional Center Riders, Runabout service hours and miles are projected to remain flat based on recent demand trends. This reflects a change from prior years, with the first six months of FY16-17 mileage down 11% and hours down 19% from FY13-14. In FY13-14, the burgeoning demand would have required significant Runabout service level

increases but, with a variety of measures implemented at the Board's direction, demand has remained relatively flat since FY14-15.

- To ensure that only those persons truly eligible for Runabout service are initially registered or re-registered, staff will continue to conduct functional assessments as part of the Runabout application process. This process was added in early 2016. Staff will also provide mobility training for disabled persons who are able to use Fixed Route services for some or all of their travel needs.
  - Staff does not foresee needing to move forward with using supplemental taxicab services, but should future service expansions be required staff will revisit this option.
6. Implement RTA's strategy to develop a long-term administrative, operations and maintenance facility.

### **Expenses Impacts**

1. Fuel consumption and price will be budgeted conservatively; diesel fuel will be budgeted at \$3.50 per gallon. Included in the fuel line item will be diesel exhaust fluid (DEF), used to lower diesel exhaust emissions on the newer Fixed Route vehicles.
2. Insurance Expenses:
  - CalTIP liability insurance premiums are projected to increase by up to 28%. The exact amount is not known at this time as CalTIP actuaries are still working on May 1, 2017 through April 30, 2018 rates. Estimates should be received from CalTIP in time to include in the RTA April 2017 draft budget. Although the number of RTA losses based on mileage has been lower than the pool average, the pool has experienced significant negative claims development and is working to ensure the stability of the pool and ensure equity between all members.
  - CalTIP vehicle physical damage will increase by approximately 5% due to the added asset value of new vehicles in the fleet.
  - As of July 1, 2017 CalTIP will no longer provide employment practices liability insurance coverage as part of the premiums paid for general liability coverage. RTA is working on joining the Employment Risk Management Authority (ERMA) to obtain coverage. The annual premium is estimated at \$22,000 with a \$50,000 self-insured retention.
  - Workers compensation premiums through the CSAC Excess Insurance Authority are projected to increase 20%, with the realization that workers compensation for transit services is especially challenging statewide as loss development trends for the state are not favorable. Staff will obtain a more

refined estimate in early March. We continue to work with our employee committee that has evaluated workplace safety and has initiated a proactive program to address the number of claims and severity of the claims. It should be noted that this FY17-18 increase is lower than we originally projected in May 2016.

- Property insurance will increase minimally.
- For budget-making purposes, staff is assuming an 8% annual increase for healthcare costs for each of the next two fiscal years.

### 3. Staffing Expenses:

- The current Collective Bargaining Agreement (CBA) expires January 31, 2018 and the FY17-18 will include significant assumptions regarding the potential fiscal impacts of a new CBA. The effects of the recent changes to the California minimum wage program – including the fact that the new \$10.50/hour minimum exceeds the current Training Wage identified in the CBA – will likely result in longer-term upward pressure on Bus Operator, Mechanic and Utility wages in the region.
- For FY17-18 core RTA services, the number of budgeted positions will remain the same as FY16-17.
- For FY17-18, the overall number of budgeted positions for the North County and SLO County services will remain the same. It should be noted that the marginal costs and revenues the services will be treated in the budget the same way as prior years: as separate and distinct columns.
- An annual inflationary adjustment based on the December 2015 to December 2016 Consumer Price Index (CPI) for non-union employees of 2% will be implemented. Employees within the salary range for their position will be eligible for a step merit increase subject to performance assessments.

### **Proposed Budget Calendar**

February 8	Detailed budget assumptions and revenue forecast to Executive Committee
March 1	Obtain Board concurrence on proposed draft budget assumptions
March 1	Provide mid-year FY16-17 Budget data to Board (no additional budget amendments are being requested)
March 31	Based on feedback from Executive Committee draft FY17-18 Budget Draft complete.

April 12 Draft FY17-18 Budget presentation to Executive Committee

April 19 Formal FY17-18 Budget presentation to RTAC

May 3 Final Board Budget presentation; Board adoption of FY17-18 Budget

**Staff Recommendation**

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

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

	2015/2016 COMBINED ACTUAL	2016/2017 ADOPTED OPERATING BUDGET	2016/2017 ADOPTED SLOCAT BUDGET	2016/2017 ADOPTED N. COUNTY BUDGET	2017/2018 PROPOSED OPERATING BUDGET	2017/2018 PROPOSED SLOCAT BUDGET	2017/2018 PROPOSED N. COUNTY BUDGET	2018/2019 PROJECTED OPERATING BUDGET	2018/2019 PROJECTED SLOCAT BUDGET	2018/2019 PROJECTED N. COUNTY BUDGET
FUNDING SOURCES:										
GENERAL RESERVES	3,518,448	2,253,090	699,820	200,390	1,931,090	245,580	180,800	1,479,680	96,710	176,220
1. ESTIMATED FUND BALANCE	3,518,448	2,253,090	699,820	200,390	1,931,090	245,580	180,800	1,479,680	96,710	176,220
2. LESS REQUIRED RESERVES FOR FISCAL YEAR										
CASH FLOW REQUIREMENTS PER TDA	1,349,520	1,389,870	276,470	180,800	1,479,680	96,710	176,220	1,595,820	104,080	187,350
TOTAL	1,349,520	1,389,870	276,470	180,800	1,479,680	96,710	176,220	1,595,820	104,080	187,350
3. FUND BALANCE AVAILABLE	2,168,928	863,220	423,350	19,590	451,410	148,870	4,580	(116,140)	(7,370)	(11,130)
<b>NON TDA SOURCES</b>										
FARES	1,422,568	1,190,290	37,610	102,100	1,210,730	40,910	102,100	1,283,370	40,910	107,210
SCT MANAGEMENT CONTRACT	79,830	114,900	-	-	119,270	-	-	126,130	-	-
COUNTY MANAGEMENT CONTRACT	80,500	82,110	-	-	85,230	-	-	90,130	-	-
NORTH COUNTY MANAGEMENT CONTRACT	39,720	40,320	-	-	41,850	-	-	44,260	-	-
INTEREST	9,864	8,330	1,180	-	8,860	650	-	8,860	-	-
STATE TRANSIT ASSISTANCE (STA)	32,882	-	89,490	36,190	-	-	-	-	-	-
RURAL TRANSIT FUND (Administration)	30,000	30,000	-	-	30,000	-	-	30,000	-	-
RURAL TRANSIT FUND (Operating Funds)	200,000	300,000	-	-	300,000	-	-	300,000	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo	496,130	520,940	-	-	546,990	-	-	574,340	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5311) - Operating	626,735	524,930	-	-	498,210	-	-	503,200	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-N. County) - Operating	981,165	801,380	-	226,340	838,950	-	237,660	878,400	-	249,540
FEDERAL TRANSIT ADM (FTA) (Section 5307-SM) - Operating	317,000	332,850	-	-	349,490	-	-	366,960	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307) - S. County Operating	470,000	491,000	-	-	513,050	-	-	536,200	-	-
CUESTA CONTRIBUTION ROUTE 12	54,370	60,450	-	-	69,480	-	-	77,530	-	-
CUESTA CONTRIBUTION NORTH COUNTY	40,580	-	-	40,580	-	-	40,580	-	-	40,580
CMAQ OPERATING FUNDS	-	-	-	-	-	-	-	-	-	-
SPECIAL EVENTS REVENUE/OTHER	43,264	-	-	-	-	-	-	-	-	-
4. SUB TOTAL	4,924,608	4,497,500	128,280	405,210	4,612,110	41,560	380,340	4,819,380	40,910	397,330
5. TOTAL FUND BALANCE & NON TDA FUNDING	7,093,536	5,360,720	551,630	424,800	5,063,520	190,430	384,920	4,703,240	33,540	386,200

B-1-14

B-1-15

FUNDING SOURCES:

**TDA REQUIRED**

CITY OF ARROYO GRANDE	Population Based	
CITY OF ATASCADERO		
CITY OF GROVER BEACH		
CITY OF MORRO BAY		
CITY OF PASO ROBLES		
CITY OF PISMO BEACH		
CITY OF SAN LUIS OBISPO		18%
COUNTY OF SAN LUIS OBISPO		49%

	2015/2016 COMBINED ACTUAL	2016/2017 ADOPTED OPERATING BUDGET	2016/2017 ADOPTED SLOCAT BUDGET	2016/2017 ADOPTED N. COUNTY BUDGET	2017/2018 PROPOSED OPERATING BUDGET	2017/2018 PROPOSED SLOCAT BUDGET	2017/2018 PROPOSED N. COUNTY BUDGET	2018/2019 PROJECTED OPERATING BUDGET	2018/2019 PROJECTED SLOCAT BUDGET	2018/2019 PROJECTED N. COUNTY BUDGET
CITY OF ARROYO GRANDE	198,830	200,014	-	-	233,835	-	-	285,456	-	-
CITY OF ATASCADERO	328,917	334,761	-	-	407,229	-	-	497,128	-	-
CITY OF GROVER BEACH	150,872	150,848	-	-	176,678	-	-	215,682	-	-
CITY OF MORRO BAY	117,871	118,025	-	-	141,401	-	-	172,616	-	-
CITY OF PASO ROBLES	952,615	350,289	-	573,630	414,073	-	576,330	505,484	-	626,860
CITY OF PISMO BEACH	88,380	88,496	-	-	107,890	-	-	131,708	-	-
CITY OF SAN LUIS OBISPO	673,290	677,691	-	-	807,876	-	-	986,222	-	-
COUNTY OF SAN LUIS OBISPO	1,832,844	1,844,826	-	-	2,199,218	353,940	-	2,684,715	546,660	-
TDA REQUIREMENTS BEFORE 5311 EXCHANGE	4,343,619	3,764,950	-	573,630	4,488,200	353,940	576,330	5,479,010	546,660	626,860
LESS: RURAL TRANSIT FUND/5311 EXCHANGE	(626,735)	(524,930)	-	-	(498,210)	-	-	(503,200)	-	-
<b>6. NET TDA REQUIREMENTS</b>	<b>3,716,884</b>	<b>3,240,020</b>	<b>-</b>	<b>573,630</b>	<b>3,989,990</b>	<b>353,940</b>	<b>576,330</b>	<b>4,975,810</b>	<b>546,660</b>	<b>626,860</b>
<b>7. TOTAL FUNDING SOURCES</b>	<b>10,810,420</b>	<b>8,600,740</b>	<b>551,630</b>	<b>998,430</b>	<b>9,053,510</b>	<b>544,370</b>	<b>961,250</b>	<b>9,679,050</b>	<b>580,200</b>	<b>1,013,060</b>
<b>8. FUNDING USES:</b>										
ADMINISTRATION	1,350,714	1,550,260	10,000	77,860	1,618,610	10,000	57,560	1,693,700	10,000	56,350
INTEREST EXPENSE	42,592	44,590	-	-	30,490	-	-	22,870	-	-
MANAGEMENT CONTRACTS	200,050	114,900	82,110	40,320	119,270	85,230	41,850	126,130	90,130	44,260
SERVICE DELIVERY	6,958,863	6,810,210	437,640	865,890	7,198,910	427,750	847,540	7,744,190	457,210	897,170
CONTINGENCY	364	80,780	21,880	14,360	86,230	21,390	14,300	92,160	22,860	15,280
<b>9. TOTAL FUNDING USES</b>	<b>8,552,583</b>	<b>8,600,740</b>	<b>551,630</b>	<b>998,430</b>	<b>9,053,510</b>	<b>544,370</b>	<b>961,250</b>	<b>9,679,050</b>	<b>580,200</b>	<b>1,013,060</b>



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

B-1-16

		<b>Actual Combined FY 2015-16</b>	<b>Adopted Operating Budget FY 2016-17</b>	<b>Proposed Operating Budget FY 2017-18</b>	<b>Projected Operating Budget FY 2018-19</b>
<b>Administration and Service Delivery Totals</b>					
	Hours	69,399	74,430	<b>77,750</b>	77,750
	Miles	1,552,674	1,734,770	<b>1,722,730</b>	1,722,730
<b>Administration:</b>					
Labor	operations cost	660,486	815,700	<b>855,390</b>	904,610
Labor - Administration Workers Comp	operations cost	55,720	71,210	<b>83,170</b>	95,650
Office Space Rental	operations cost	437,933	504,790	<b>477,880</b>	479,030
Property Insurance	operations cost	16,127	17,420	<b>17,240</b>	18,960
Professional Technical Services	operations cost	50,925	79,560	<b>99,990</b>	105,740
Professional Development	operations cost	19,076	37,850	<b>37,670</b>	39,840
Operating Expense	operations cost	239,157	255,190	<b>270,460</b>	286,020
Marketing and Reproduction	hourly	71,340	93,730	<b>90,720</b>	90,720
North County Management Contract	operations cost	(39,720)	(40,320)	<b>(41,850)</b>	(44,260)
County Management Contract	operations cost	(80,500)	(82,110)	<b>(85,230)</b>	(90,130)
SCT Management Contract	operations cost	(79,830)	(114,900)	<b>(119,270)</b>	(126,130)
<b>Total Administration</b>		1,350,714	1,638,120	<b>1,686,170</b>	1,760,050
<b>Service Delivery:</b>					
Labor - Operations	hourly	3,569,509	4,100,660	<b>4,157,720</b>	4,396,960
Labor - Operations Workers Comp	hourly	376,970	481,790	<b>562,730</b>	647,140
Labor - Maintenance	hourly	863,556	947,680	<b>971,020</b>	1,026,890
Labor - Maintenance Workers Comp	hourly	110,324	141,000	<b>164,690</b>	189,390
Fuel	miles	786,228	1,164,130	<b>1,160,530</b>	1,209,010
Insurance (Liability, Physical Damage, Employment Pr	miles	475,680	560,160	<b>615,000</b>	707,250
Special Transportation (for SLOCAT)	n/a	53,781	57,300	<b>43,900</b>	46,430
Avila Trolley	n/a	46,885	57,060	<b>69,900</b>	73,920
Maintenance (parts, supplies, materials)	miles	550,712	465,050	<b>636,610</b>	700,270
Maintenance Contract Costs	miles	125,218	138,910	<b>92,100</b>	101,310
<b>Total Operations</b>		6,958,863	8,113,740	<b>8,474,200</b>	9,098,570
<b>Contingency</b>	hourly	364	117,020	<b>121,920</b>	130,300
<b>Interest Expense</b>	operations cost	42,592	44,590	<b>30,490</b>	22,870
<b>Management Contracts</b>		200,050	237,330	<b>246,350</b>	260,520
<b>TOTAL FUNDING USES</b>		8,552,583	10,150,800	<b>10,559,130</b>	11,272,310



		<b>Total Adopted Budget FY 2016-17</b>	<b>Weekday Proposed Budget FY 2017-18</b>	<b>Saturday Proposed Budget FY 2017-18</b>	<b>Sunday Proposed Budget FY 2017-18</b>	<b>Total Proposed Budget FY 2017-18</b>	<b>Projected Budget FY 2018-19</b>
<b>Route 9</b>							
	Hours	10,640	<b>13,200</b>	<b>670</b>	<b>450</b>	<b>14,320</b>	14,320
	Miles	329,760	<b>355,260</b>	<b>18,950</b>	<b>12,540</b>	<b>386,750</b>	386,750
<b>Administration:</b>							
<b>Total Administration (Net of Contracts)</b>		254,730	<b>296,980</b>	<b>15,340</b>	<b>10,250</b>	<b>322,570</b>	337,450
<b>Service Delivery:</b>							
	Labor - Operations	550,420	<b>662,500</b>	<b>33,630</b>	<b>22,590</b>	<b>718,720</b>	760,070
	Labor - Operations Workers Comp	65,150	<b>89,670</b>	<b>4,550</b>	<b>3,060</b>	<b>97,280</b>	111,870
	Labor - Maintenance	126,890	<b>154,730</b>	<b>7,850</b>	<b>5,270</b>	<b>167,850</b>	177,510
	Labor - Maintenance Workers Comp	18,970	<b>26,240</b>	<b>1,330</b>	<b>890</b>	<b>28,460</b>	32,740
	Fuel	211,320	<b>233,560</b>	<b>12,460</b>	<b>8,240</b>	<b>254,260</b>	264,890
	Insurance	104,430	<b>123,870</b>	<b>6,610</b>	<b>4,370</b>	<b>134,850</b>	157,820
	Maintenance (parts, supplies, materials)	83,640	<b>124,770</b>	<b>6,660</b>	<b>4,400</b>	<b>135,830</b>	149,420
	Maintenance Contract Costs	25,500	<b>18,050</b>	<b>960</b>	<b>640</b>	<b>19,650</b>	21,620
<b>Total Operations</b>		1,186,320	<b>1,433,390</b>	<b>74,050</b>	<b>49,460</b>	<b>1,556,900</b>	1,675,940
<b>Capital/Studies:</b>							
<b>Total Capital Outlay</b>		654,770	<b>296,030</b>	<b>15,290</b>	<b>10,210</b>	<b>321,530</b>	1,134,440
<b>Contingency</b>	hourly	13,330	<b>16,360</b>	<b>830</b>	<b>560</b>	<b>17,750</b>	18,960
<b>Interest Expense</b>	operations cost	7,360	<b>5,780</b>	<b>290</b>	<b>200</b>	<b>6,270</b>	4,710
<b>TOTAL FUNDING USES</b>		2,116,510	<b>2,048,540</b>	<b>105,800</b>	<b>70,680</b>	<b>2,225,020</b>	3,171,500
<b>TOTAL NON-CAPITAL EXPENDITURES</b>		1,461,740	<b>1,752,510</b>	<b>90,510</b>	<b>60,470</b>	<b>1,903,490</b>	2,037,060

B-1-20

		<b>Total Adopted Budget FY 2016-17</b>	<b>Weekday Proposed Budget FY 2017-18</b>	<b>Saturday Proposed Budget FY 2017-18</b>	<b>Sunday Proposed Budget FY 2017-18</b>	<b>Total Proposed Budget FY 2017-18</b>	<b>Projected Budget FY 2018-19</b>
<b>Route 10</b>							
	Hours	10,610	<b>11,600</b>	<b>610</b>	<b>350</b>	<b>12,560</b>	12,560
	Miles	351,560	<b>363,520</b>	<b>19,540</b>	<b>11,150</b>	<b>394,210</b>	394,210
<b>Administration:</b>							
	<b>Total Administration (Net of Contracts)</b>	260,310	<b>275,960</b>	<b>14,630</b>	<b>8,380</b>	<b>298,970</b>	312,980
<b>Service Delivery:</b>							
	Labor - Operations	548,860	<b>582,200</b>	<b>30,620</b>	<b>17,570</b>	<b>630,390</b>	666,650
	Labor - Operations Workers Comp	64,980	<b>78,800</b>	<b>4,140</b>	<b>2,380</b>	<b>85,320</b>	98,120
	Labor - Maintenance	126,520	<b>135,970</b>	<b>7,150</b>	<b>4,100</b>	<b>147,220</b>	155,700
	Labor - Maintenance Workers Comp	18,920	<b>23,060</b>	<b>1,210</b>	<b>700</b>	<b>24,970</b>	28,720
	Fuel	225,290	<b>239,000</b>	<b>12,850</b>	<b>7,330</b>	<b>259,180</b>	270,000
	Insurance	111,330	<b>126,750</b>	<b>6,810</b>	<b>3,890</b>	<b>137,450</b>	160,860
	Maintenance (parts, supplies, materials)	89,170	<b>127,680</b>	<b>6,860</b>	<b>3,920</b>	<b>138,460</b>	152,300
	Maintenance Contract Costs	27,180	<b>18,470</b>	<b>990</b>	<b>570</b>	<b>20,030</b>	22,030
	<b>Total Operations</b>	1,212,250	<b>1,331,930</b>	<b>70,630</b>	<b>40,460</b>	<b>1,443,020</b>	1,554,380
<b>Capital/Studies:</b>							
	<b>Total Capital Outlay</b>	669,090	<b>275,070</b>	<b>14,590</b>	<b>8,360</b>	<b>298,020</b>	1,052,160
<b>Contingency</b>	hourly	13,290	<b>14,370</b>	<b>760</b>	<b>430</b>	<b>15,560</b>	16,630
<b>Interest Expense</b>	operations cost	7,340	<b>5,080</b>	<b>270</b>	<b>150</b>	<b>5,500</b>	4,130
<b>TOTAL FUNDING USES</b>		2,162,280	<b>1,902,410</b>	<b>100,880</b>	<b>57,780</b>	<b>2,061,070</b>	2,940,280
<b>TOTAL NON-CAPITAL EXPENDITURES</b>		1,493,190	<b>1,627,340</b>	<b>86,290</b>	<b>49,420</b>	<b>1,763,050</b>	1,888,120

B-1-21

		<b>Total Adopted Budget FY 2016-17</b>	<b>Weekday Proposed Budget FY 2017-18</b>	<b>Saturday Proposed Budget FY 2017-18</b>	<b>Sunday Proposed Budget FY 2017-18</b>	<b>Total Proposed Budget FY 2017-18</b>	<b>Projected Budget FY 2018-19</b>
<b>Route 12, 14 and 15</b>							
	Hours	10,880	<b>10,340</b>	<b>980</b>	<b>680</b>	<b>12,000</b>	12,000
	Miles	333,010	<b>283,230</b>	<b>28,960</b>	<b>19,430</b>	<b>331,620</b>	331,620
<b>Administration:</b>							
	<b>Total Administration (Net of Contracts)</b>	259,320	<b>234,080</b>	<b>22,810</b>	<b>15,630</b>	<b>272,520</b>	285,110
<b>Service Delivery:</b>							
	Labor - Operations	562,830	<b>518,960</b>	<b>49,190</b>	<b>34,130</b>	<b>602,280</b>	636,930
	Labor - Operations Workers Comp	66,630	<b>70,240</b>	<b>6,660</b>	<b>4,620</b>	<b>81,520</b>	93,740
	Labor - Maintenance	129,750	<b>121,200</b>	<b>11,490</b>	<b>7,970</b>	<b>140,660</b>	148,750
	Labor - Maintenance Workers Comp	19,400	<b>20,560</b>	<b>1,950</b>	<b>1,350</b>	<b>23,860</b>	27,430
	Fuel	213,400	<b>186,210</b>	<b>19,040</b>	<b>12,770</b>	<b>218,020</b>	227,130
	Insurance	105,460	<b>98,750</b>	<b>10,100</b>	<b>6,770</b>	<b>115,620</b>	135,320
	Maintenance (parts, supplies, materials)	84,460	<b>99,480</b>	<b>10,170</b>	<b>6,820</b>	<b>116,470</b>	128,120
	Maintenance Contract Costs	25,750	<b>14,390</b>	<b>1,470</b>	<b>990</b>	<b>16,850</b>	18,540
	<b>Total Operations</b>	1,207,680	<b>1,129,790</b>	<b>110,070</b>	<b>75,420</b>	<b>1,315,280</b>	1,415,960
<b>Capital/Studies:</b>							
	<b>Total Capital Outlay</b>	666,560	<b>233,330</b>	<b>22,730</b>	<b>15,580</b>	<b>271,640</b>	958,460
	<b>Contingency</b>	13,620	<b>12,810</b>	<b>1,210</b>	<b>840</b>	<b>14,860</b>	15,890
	<b>Interest Expense</b>	7,530	<b>4,530</b>	<b>430</b>	<b>300</b>	<b>5,260</b>	3,940
<b>TOTAL FUNDING USES</b>		2,154,710	<b>1,614,540</b>	<b>157,250</b>	<b>107,770</b>	<b>1,879,560</b>	2,679,360
<b>TOTAL NON-CAPITAL EXPENDITURES</b>		1,488,150	<b>1,381,210</b>	<b>134,520</b>	<b>92,190</b>	<b>1,607,920</b>	1,720,900

B-1-22

		<b>Total Adopted Budget FY 2016-17</b>	<b>Total Proposed Budget FY 2017-18</b>	<b>Projected Budget FY 2018-19</b>
<b>Runabout</b>				
	Hours	32,360	<b>30,710</b>	30,710
	Miles	564,530	<b>506,180</b>	506,180
<b>Administration:</b>				
<b>Total Administration (Net of Contracts)</b>		653,460	<b>597,470</b>	623,770
<b>Service Delivery:</b>				
Labor - Operations	hourly	1,674,010	<b>1,541,320</b>	1,630,010
Labor - Operations Workers Comp	hourly	198,170	<b>208,610</b>	239,910
Labor - Maintenance	hourly	385,910	<b>359,970</b>	380,690
Labor - Maintenance Workers Comp	hourly	57,720	<b>61,050</b>	70,210
Fuel	miles	361,760	<b>332,790</b>	346,690
Insurance	miles	178,780	<b>176,490</b>	206,550
Maintenance (parts, supplies, materials)	miles	143,190	<b>177,780</b>	195,560
Maintenance Contract Costs	miles	43,650	<b>25,720</b>	28,290
<b>Total Operations</b>		3,043,190	<b>2,883,730</b>	3,097,910
<b>Capital/Studies:</b>				
<b>Total Capital Outlay</b>		388,920	<b>23,560</b>	33,720
<b>Contingency</b>	hourly	40,530	<b>38,050</b>	40,670
<b>Interest Expense</b>	operations cost	22,370	<b>13,460</b>	10,090
<b>TOTAL FUNDING USES</b>		4,148,470	<b>3,556,270</b>	3,806,160
<b>TOTAL NON-CAPITAL EXPENDITURES</b>		3,759,550	<b>3,532,710</b>	3,772,440

		<b>Adopted Budget FY 2016-17</b>	<b>Total Proposed Budget FY 2017-18</b>	<b>Projected Budget FY 2018-19</b>
<b>County Services</b>				
<b>Administration:</b>				
	<b>Total Administration (Net of Contracts)</b>	92,110	<b>95,230</b>	100,130
<b>Service Delivery:</b>				
	Labor - Operations	187,150	<b>177,500</b>	187,710
	Labor - Operations Workers Comp	21,990	<b>24,020</b>	27,620
	Labor - Maintenance	43,250	<b>41,450</b>	43,830
	Labor - Maintenance Workers Comp	6,440	<b>7,030</b>	8,080
	Fuel	24,790	<b>21,740</b>	22,650
	Insurance	12,100	<b>11,090</b>	12,750
	Special Transit (Senior Vans, Incentives, etc)	57,300	<b>43,900</b>	46,430
	Avila Trolley	57,060	<b>69,900</b>	73,920
	Maintenance (parts, supplies, materials)	21,220	<b>27,180</b>	29,900
	Maintenance Contract Costs	6,340	<b>3,930</b>	4,320
	<b>Total Operations</b>	437,640	<b>427,740</b>	457,210
<b>Capital/Studies:</b>				
	<b>Total Capital Outlay</b>	200,000	-	-
	<b>Contingency</b>	21,880	<b>21,390</b>	22,860
	<b>Interest Expense</b>	-	-	-
	<b>TOTAL FUNDING USES</b>	751,630	<b>544,360</b>	580,200
	<b>TOTAL NON-CAPITAL EXPENDITURES</b>	551,630	<b>544,360</b>	580,200



B-1-24

		Adopted Total Budget FY 2016-17	Proposed Route A & B Budget FY 2017-18	Proposed Paso DAR Budget FY 2017-18	Total Proposed Budget FY 2017-18	Projected Budget FY 2018-19
<b>North County Services</b>						
	Hours	8,390	6,670	1,490	8,160	8,160
	Miles	106,070	89,370	14,600	103,970	103,970
<b>Administration:</b>						
<b>Total Administration (Net of Contracts)</b>		118,180	82,050	17,360	99,410	100,610
<b>Service Delivery:</b>						
Labor - Operations	hourly	497,190	398,510	89,020	487,530	515,580
Labor - Operations Workers Comp	hourly	55,370	53,940	12,050	65,990	75,880
Labor - Maintenance	hourly	119,170	93,070	20,790	113,860	120,410
Labor - Maintenance Workers Comp	hourly	17,120	15,790	3,530	19,320	22,210
Fuel	miles	100,890	64,070	10,470	74,540	77,650
Insurance	miles	34,880	33,950	5,550	39,500	33,950
Maintenance (parts, supplies, materials)	miles	32,890	35,150	5,740	40,890	44,980
Maintenance Contract Costs	miles	8,380	5,080	830	5,910	6,510
<b>Total Operations</b>		865,890	699,560	147,980	847,540	897,170
<b>Capital/Studies:</b>						
<b>Total Capital Outlay</b>		-	-	-	-	-
<b>Contingency</b>	hourly	14,360	11,690	2,610	14,300	15,280
<b>Interest Expense</b>	operations cost	-	-	-	-	-
<b>TOTAL FUNDING USES</b>		998,430	793,300	167,950	961,250	1,013,060
<b>TOTAL NON-CAPITAL EXPENDITURES</b>		998,430	793,300	167,950	961,250	1,013,060



## San Luis Obispo Regional Transit Authority

### Executive Committee Meeting

Draft Minutes 2/8/2017

C-1

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

Members Absent: None

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:

**President Lynn Compton** called the meeting to order at 10:00 a.m. Silent Roll Call was taken and a quorum was present.

#### 2. Public Comments:

**Mr. Eric Greening**, Atascadero, stated he has been assured by the professionalism of the drivers during this rainy season. He feels safe in their hands. He said that riders are still experiencing some issues dealing with weather and lack of proper shelters, the Cuesta College stop in particular. **President Compton** asked if an awning could be implemented. **Board Member Tom O'Malley** said rain gutters may help. **Mr. Geoff Straw** stated that we will be adding a bus stop improvement plan to the next agenda. **Board Member Jamie Irons** asked if we get any feedback from riders about "creature comforts". **Mr. Straw** stated that we do ask riders about comfort in our surveys.

### 3. Information Items

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

**Mr. Straw** showed the most recent plans for the Elks Lane long-term garage facility and explained where RTA is at in the environmental review process. **President Compton** asked if the noise will affect CAPSLO. **Mr. Straw** stated that the noise will be going to the opposite direction. **Mr. Straw** then showed the current plans for the improvements of the government center transit center. He stated that there are some unique aspects to it. Currently, staff is getting feedback from operations and the city of San Luis Obispo. He stated that procuring shelters and contractors for installment of them will be on the March Board meeting consent agenda. We do already have grant money for some of the project. **Board Member O'Malley** stated that there are often times little fixes become more expensive later. He said staff should look into options to address items early on in the development of the Elks Lane facility. **Mr. Straw** stated that whatever we can do, we will get it done early on. **Board Member O'Malley** asked if there was a chance that any of the habitants of CAPSLO could wander over into the facility. **Mr. Straw** stated that there will be a fence all around the perimeter for security. **Mr. Tim McNulty** stated that even after environmental review, we may be able to play around with the footprint of this site. Further discussion ensued about the government center improvement project and Elks Lane project.

**Mr. Straw** continued his report by stating that Runabout fares would be increasing in June 2017 due to the proposed increase in SLO Transit fares. The Runabout fares will automatically adjust to twice the new fixed rout cash fare with a maximum of \$10.00 per one-way trip. He stated that Runabout costs will decrease slightly because of the number of riders from TCRC-funded has gone down. Some riders have been reallocated to Ride-On.

**Mr. Straw** concluded his report.

**President Compton** opened public and board comment.

**Mr. Greening** stated the plans for the government center improvements look good. He likes the mix of backed and non-backed benches. His main concern is the arched shelters and if they will provide enough cover from rain.

**Mr. Pete Rodgers** stated that SLOCOG, RTA, and Ride-On continue to work on the contract with TCRC. He thanked **Mr. Straw** and **Ms. Tania Arnold** for getting into the process of this contract for Ride-On. He stated that we need to hold TCRC accountable for the trips provided to their clients. After a meeting yesterday, he stated that Ride-On should be seeing better reimbursements for the trips provided. He mentioned that **Ms. Stephanie Hicks**, SLOCOG, has been doing a good job working on this contract.

**President Compton** closed public and board comment.

#### 4. Action Items

##### B-1 FY17-18 Budget Assumptions

Before **Ms. Arnold** began her report, **Board Member O'Malley** thanked her for all her work and diligence. **Ms. Arnold** stated that we spent 45% of our operating budget through December 31, 2016, which is under budget (50% of the fiscal year). We are projecting some savings to carry over to FY17-18, which will help lower the amount requested of LTF for FY17-18. STA funds, the sales tax on diesel, used for capital projects are projected to be down approximately 20%. LTF used for operating purposes is projected to be flat for the region. We continue to focus on Runabout costs, which have escalated in the past years. Currently it is pretty much flat and we may even see some decrease, which is a welcomed relief. Fuel costs continue to remain low; this also results in declining ridership & fares. A fare program increase will be proposed to help cover increasing costs; it would start in January 2018. **Board Member O'Malley** asked if there are any rules regarding the information given to the Board and the public. **Ms. Arnold** stated that there is a policy in place regarding fare changes, including public workshops and public hearings. Information will be given to the Board and public.

She continued by stating that RTA will be striving to maintain service levels and hours of service that meet the standards of productivity and demand of our customers and communities.

Fare revenue is projected to be \$1,300,000 (farebox and advertising revenue) at existing fare levels. We have been receiving advertising revenue from the exterior bus ads. **Board Member O'Malley** asked if there is a media packet that gets sent out to business. **Ms. Arnold** said yes, there is one and that she could send it to him. **President Compton** also asked to receive the media packet. **Ms. Arnold** continued by stating the contribution from Cuesta College is estimated to increase slightly to \$104,000 for services to the main campus and North County campus. **Board Member O'Malley** asked if Cuesta College had a representative on any Board. **Mr. Straw** stated that they have representative on the RTAC Board but have not had much participation from that appointee.

**Ms. Arnold** stated the FY16-17 budget that was adopted in May 2016 included \$3,764,950 LTF operating revenues with advisory FY17-18 LTF amount at \$5,190,030. The city finance directors got a reminder in January that the advisory number will come down some but wanted to give them a heads up on what will be requested.

Federal Transit Administration (FTA) Section 5307, 5311 and 5339 operating funding for FY17-18 and FY18-19, and capital funding for five years will be presented. Currently, the federal funding bill is funded through April 2017. Staff is confident FTA Section 5307 operating funding from the Santa Maria Urbanized Area will continue for RTA Route 10.

Staff will continue to provide detailed miles/hours and span of service for each RTA core fixed route and Runabout in the draft budget. For context, detailed budgets based on miles/hours and span of service will also be provided separately for SLO County Services and North County Local Services.

Staff continues to work with SLOCOG to evaluate region-wide service efficiencies. Across the country, transit agencies have been experiencing ridership decline due to low fuel prices. Staff will be reviewing the tasks and financial impacts included in the South County Transit contract for administrative, financial, marketing, maintenance, and dispatch services, and evaluate efficiencies with RTA. **Mr. Straw** stated that one way to look at efficiencies will be to cross services between RTA and SCT and combine routes possibly. For example, the Arroyo Grande High School tripper run could be done using RTA buses and then continue as an RTA express run. **Ms. Arnold** said we will be addressing the duplicative and low producing fixed route runs due to decreasing ridership. Part of that will be reduced service levels on holidays to a Sunday schedule because of low productivity and difficulty in staffing.

She stated that Runabout services are projected to remain essentially status quo. The new evaluation process and the travel training that is provided has helped keep the status quo. Staff does not foresee needing to move forward with using supplemental taxicab services, but should future service expansions be required we will revisit the option. **Board Member O'Malley** stated that it would be nice to review the information about taxicab services to meet some unmet transit needs. **Mr. Straw** stated that the Board can adopt a supplemental services policy to help with some of those unmet needs.

**Ms. Arnold** then went over the insurance expenses of the budget assumptions. She stated that workers compensation premiums through the CSAC Excess Insurance Authority are projected to increase 20%, which is lower than originally projected in May 2016. Our safety resource committee has helped reduce accidents. As of July 1, 2017 CalTIP will no longer provide employment practices liability insurance coverage as part of the premiums paid for general liability coverage. RTA is working on joining the Employment Risk Management Authority (ERMA) risk pool to obtain coverage. The annual premium is estimated at \$22,000 with a \$50,000 self-insured retention. **Board Member O'Malley** asked if the \$50,000 would come from general reserves or separate reserves. **Ms. Arnold** stated that it would likely come from contingency. **Board Member Irons** asked if it would be a \$50,000 separate line item all together. **Ms. Arnold** stated there is no policy currently for it. **Board Member Irons** asked if the \$50,000 was written into the policy or that was it just a selected option. **Ms. Arnold** stated that we looked into going to a commercial market when it came to selecting the policy best for RTA; the \$50,000 level is the minimum available to us. She continued noting that CalTIP vehicle physical damage will increase by approximately 5% due to the added asset value of new replacement Runabout vehicles. CalTIP liability insurance premiums are projected to increase by up to 28%. The pool has experienced significant negative claims development and is working to ensure the stability of the pool and

ensure equity between all members. We did look at the commercial market prices. For budget-making purposes, staff is assuming an 8% annual increase for healthcare costs for each of the next two fiscal years. **Mr. Straw** stated that CalTIP is looking for tort reform so the rate increases could be more effectively addressed.

**Ms. Arnold** stated that the current Collective Bargaining Agreement expires on January 31, 2018. There will be a closed session at the May Board meeting to discuss the negotiations that will take place in summer of 2017. It could have a significant impact on future budgets. The overall number of budgeted positions for the North County and SLO County services will remain the same. An annual inflationary adjustment based on the California CPI for non-union employees will be implemented. Also, employees within the salary range for their position will be eligible for a step merit increase subject to performance assessments.

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

**President Compton** opened public and board comment.

**Mr. Greening** stated that he is glad that RTA is willing to hold the line for evening and weekend services. He asked if the fixed route fares increased, does the Runabout cap rises automatically or is it something that would go to the Board. **Mr. Straw** stated that it would be adjusted automatically, and the maximum is dependent on the approval of any changes to the Regional Day Pass.

**Mr. Ron Di Carli** complimented RTA staff on the hard work for the budget. We will assume that TDA, LTF, and STA will go down if the Federal Transit funding goes up. The cost savings with Runabout will help and thanked RTA staff and SLOCOG for their work. SLOCOG concurs with the efficiencies savings between RTA and SCT and encourage consolidation as another saving option. The CBA with flat TDA funding it will not be resolved in June 2017.

**President Compton** closed public and board comment.

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

##### 5. Consent Agenda Items

C-1 Executive Committee Meeting Minutes of December 14, 2016

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

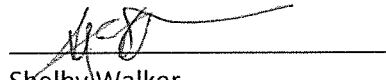
6. **Agenda Review:**

Mr. Straw briefly reviewed RTA Board Agenda items for the March 1<sup>st</sup> meeting, he stated that he will be adding two items to the consent agenda for that meeting.

7. **Adjournment:** President Compton adjourned RTA Executive Committee meeting at 11:09 a.m.

Respectfully Submitted,

Acknowledged by,



Shelby Walker  
Administrative Assistant



Lynn Compton  
RTA President 2017

**DRAFT**  
**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**MINUTES OF MARCH 1, 2017**  
**C-2**

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**BOARD MEMBERS PRESENT:**

LYNN COMPTON, FOURTH DISTRICT, COUNTY OF SAN LUIS OBISPO (*President*)  
JAMIE IRONS, CITY OF MORRO BAY (*Vice President*)  
DEBBIE ARNOLD, FIFTH DISTRICT, COUNTY OF SAN LUIS OBISPO  
TIM BROWN, CITY OF ARROYO GRANDE  
BRUCE GIBSON, SECOND DISTRICT, COUNTY OF SAN LUIS OBISPO  
ADAM HILL, THIRD DISTRICT, COUNTY OF SAN LUIS OBISPO  
TOM O'MALLEY, CITY OF ATASCADERO  
DAN RIVOIRE, CITY OF SAN LUIS OBISPO  
JOHN SHOALS, CITY OF GROVER BEACH  
FRED STRONG, CITY OF PASO ROBLES  
ED WAAGE, CITY OF PISMO BEACH

**BOARD MEMBERS ABSENT:**

JOHN PESCHONG, FIRST DISTRICT, COUNTY OF SAN LUIS OBISPO

**STAFF PRESENT:**

GEOFF STRAW, EXECUTIVE DIRECTOR  
TANIA ARNOLD, DEPUTY DIRECTOR & CFO  
RITA NEAL, SAN LUIS OBISPO COUNTY COUNSEL  
SHELBY WALKER, ADMINISTRATIVE ASSISTANT  
MARY GARDNER, MARKETING & COMMUNITY RELATIONS MANAGER  
PHIL MOORES, OPERATIONS MANAGER  
OMAR MCPHERSON, GRANTS & FINANCIAL MANAGER  
HUMBERTO DE LA ROSA, BUS OPERATOR  
MICHAEL SEDEN-HANSEN, SPECIAL PROJECTS COORDINATOR

**CALL TO ORDER AND ROLL CALL:** **President Lynn Compton** called the meeting to order at **8:31 a.m.** A roll call was taken and a quorum was present.

**Public Comments:** **Mr. Greening**, Atascadero, stated that he continues to get good rides on the buses. He mentioned that he is grateful for all the rain we have been receiving. The weather has lead to some tough road conditions but he feels safe with the RTA drivers. He said he is very grateful for all the Bus Operators that keep the riders safe out there and they go above and beyond.



**CLOSED SESSION:** The RTA Board went into Closed Session at **8:35 a.m.** and returned to Open Session at **8:45 a.m.**

**Ms. Rita Neal** reported out that the Board discussed in closed session a 1½ % merit increase for Mr. Straw and an increase of \$800 to his life insurance premium per year. It will be brought back to the Board for final approval at another meeting.

**A. INFORMATION AGENDA:**

**A-1** Executive Director's Report: **Mr. Geoff Straw** stated **Mr. Phil Moores** will be presenting the Employee of the Quarter to the RTA Board. **Mr. Moores** stated that **Mr. Humberto De La Rosa** is the winner for this Quarter. He stated that he is one of the Bus Operators that the staff would like to clone. He is a very committed employee. **Mr. De La Rosa** stated he is honored to be at the Board meeting and for the award.

**Mr. Straw** continued his report by stating that March 17, 2017 is Driver Appreciation Day. He mentioned that three new Bus Operators graduated the training program, two for RTA and one for SCT. Currently, RTA is collaborating with Cuesta College to run the fare free program for the first two weeks of each semester and all year for the North County Campus. We have seen a 5.8% decline of ridership year over year. The challenge has been the new bus stop location at the main Cuesta campus. All the buses have had driver name plates installed on them. This is an effort to improve customer service.

He stated that staff is currently working on the environmental review for the long-term garage facility. The issue is the floodplain impacts. We are hoping that the new layout will achieve FEMA requirements for water volume and velocity during a flood event. Staff is working with the City of San Luis Obispo to determine compliance. Staff is also working on the Paso Bus Parking Yard project and is in the design/engineering phase. We are working with Paso Robles staff to extend the current lease for the 4th & Pine bus parking yard until the end of 2017, since the project will not be done until November 2017, at the earliest.

**Mr. Straw** mentioned that on January 4, 2017, RTA submitted a request to the National Transit Data (NTD) to certify the Automatic Passenger Counters (APC) system that was installed as part of the ITS system on our fixed route vehicles. NTD staff informed us that this was one of the fastest certifications ever. He acknowledged the diligent work of RTA Grants & Financial Manager **Mr. Omar McPherson** and the consultants who worked tirelessly to research and prepare the validation materials. Based on recent comparisons between the APC and GFI systems, staff believes there will be a 15% to 20% increase in the number of reported boardings. This will also impact key performance indicators that use passenger boardings as a factor, such as productivity and subsidy per passenger-trip.

**Mr. Straw** stated that staff has been working on the Bus Stop Improvement Plan. Of particular interest to the County is prioritizing future funding to address ADA accessibility deficiencies as we consider use of Federal and State funding. Staff will work with local jurisdiction staff to develop schedules for improvements. The recommended projects will be implemented using existing and programmed future grant funding.

RTA, Ride-On, SLOCOG and Tri-Counties Regional Center (TCRC) officials have met to discuss possible improved efficiencies and cost-sharing for TCRC clients' trips on Ride-On and Runabout. TCRC placed several of its clients who formerly used Runabout regularly onto Ride-On routes, which will ultimately reduce Runabout costs. We are closely monitoring the changes to determine the net impact as we develop the draft FY17-18 service levels.

He stated that RTA's core fixed route ridership is down 8.6% in comparison to the same period last year. As discussed in previous reports, declining fuel prices have resulted in transit ridership declines across the country. Runabout ridership is essentially the same as the previous year, just an increase of slightly less than 1.0 percent.

**Mr. Straw** stated that labor costs combined are essentially on-budget. Fuel costs are well below budget, although the per gallon price of diesel and gasoline has increased over the past few months. Maintenance costw are over budget. He mentioned that staff recently negotiated reimbursement from the engine manufacturer for malfunctioning emissions equipment on ten 2013 buses that are out of warranty.

The fixed route farebox recovery ratio is 21.3% and still well above the 17% standard, although it is 55% lower than last year's year to date result. The Runabout farebox recovery ratio result is slightly higher than last year's.

**Mr. Straw** concluded his report.

**President Compton** opened to Board comment.

**President Compton** opened public comment.

**Mr. Greening**, Atascadero, stated even though ridership is down from last year, it seems to be down by a lesser interval. He stated that as a rider, he is seeing more riders on the buses. Transit should be seen as congestion relief; it is a cost effective method for congestion issues. The LTF funding is intended for public transportation services and should go to it since public transportation needs it the most. Cuts in service affect employees and riders. If cuts have to happen don't jump to cutting services because it has a great effect on many; we need to look at every alternative.

**President Compton** closed Board and public comment.

**B. ACTION AGENDA:**

B-1 FY17-18 Budget Assumptions: **Ms. Tania Arnold** stated that she will be presenting the RTA budget assumptions which will be used to draft the budget for FY17-18, which will include two years of operating and five years of capital planning. She read the RTA mission statement. She mentioned that the County services, as well as Paso Express and Dial-A-Ride, will be displayed as separate columns as they are funded separately.

**Ms. Arnold** then went through the objectives and revenue impacts. She stated that RTA will be maintaining service levels and hours that meet standards for effective and efficient service. STA funding projections for FY17-18 are down by 20%. STA is used by RTA for capital projects only and often as a match to federal funds. We expect this to delay some capital projects but not cancel them.

Staff is recommending a review of the fare program to address inflation. Additional information will be coming to the Board at the May 2017 meeting. Potential implementation of the recommended changes would be in January 2018. LTF funding for the region is estimated to remain flat in FY17-18. In May 2016 the estimated RTA FY17-18 budget included a projected 37% increase in the RTA LTF request. That projection will drop due to savings in the current fiscal year but exact number is not currently known. The low fuel prices are part of the savings. Federal funds will remain as previously projected with continuing operating and capital funds from FTA Section 5307.

Staff is continuing to identify efficiencies as they are recognized and developed. A potential is to combine insurance coverages with SCT to reduce duplicative administrative fees. **Ms. Arnold** stated that staff is reviewing service levels. Staff is recommending using the Sunday schedule for holidays.

**Ms. Arnold** continued by mentioning staff is closely monitoring changes with Runabout ridership. As of January 2017 ridership was relatively flat. In February 2017 about half of the TCRC Runabout riders were transferred to Ride-On as a result of coordination efforts between the agencies at no additional cost to any of the agencies, and cost savings to Runabout. It is too early to determine the scale of the savings but it will be presented as part of the budget at the May Board meeting.

She then presented the expense impacts stating that staff will be budgeting conservatively but the low fuel prices have resulted in projected savings at the end of FY16-17. The CalTIP liability insurance premiums are projected to increase by up to 28% due to some significant negative claims the pool experienced. CalTIP will no longer provide employment practices liability insurance coverage as they have in the past. Staff has worked to secure other coverage with ERMA for approximately \$22,000 per year with a \$50,000 self-insured retention. Due to the self-insured retention, staff will review the reserve policy in order to address funding that requirement, will be bringing that back to the Board. Workers' Compensation costs will increase by 20%, which is less than originally projected.

**Ms. Arnold** stated that the current Collective Bargaining Agreement expires January 31, 2018. Staff will begin negotiations this summer. Budgeted positions for RTA core services will remain the same for FY17-18. She mentioned that the annual inflationary increase for non-union employees of 2% will be implemented based on December 2016 Consumer Price Index.

She went over the proposed budget calendar and concluded her report.

**Mr. Straw** stated that the increases of the Workers Compensation and liability cost are not insignificant. Staff has been working hard to find ways to keep those down. In terms of fare increase, we will look at increasing the cash fares and we are targeting 5% net increase.

**President Compton** opened Board comment.

**Board Member Tim Brown** stated that in regards to elasticity of the fare increase, has staff researched make sure there will not be a fall off. **Mr. Straw** stated that yes, staff uses a price elasticity model.

**Board Member Bruce Gibson** stated when it comes to efficiencies, has RTA looked into further consolidation of other transit systems. **Mr. Straw** stated that it is a good time to discuss that option. Full consolidation is something we can look into, there are a lot of different aspects to it. He mentioned that it was quite a success in the North County with the consolidation of Paso Express. We don't have any plans at the moment but it is something to think about.

**President Compton** opened public comment.

**Mr. Greening**, Atascadero, stated thanked **Ms. Arnold** on her well crafted report. On the fare increase side, there are currents flowing in different directions. Those who are on Runabout service receive free trips on fixed route services, so if the fares are increased we may see more of them riding. He is happy to hear that span of service cuts has not been much of a topic for the budget assumptions. Both the SRTP and the Coordinated Human Services Plan call for expanded service and hopefully they can be implemented one day.

**President Compton** closed Board and public comment.

**Broad Member Fred Strong** moved to approve the Agenda Item B-1. **Board Member Gibson** seconded, and the motion carried on a roll call vote.

**C. CONSENT AGENDA:**

- C-1 RTA Board Meeting Minutes of January 4, 2017 (Approve)
- C-2 Executive Committee Meeting Minutes of December 14, 2016 (Approve)
- C-3 FTA Memoranda of Understanding for Three Urbanized Areas (Approve)
- C-4 Authorize Participation in Employment Risk Management Association (Approve)
- C-5 Lease Agreement for Bus Parking Yard in Paso Robles (Approve)
- C-6 Adopt Bus Stop Improvement Plan and Authorize Procurement of Construction Services (Approve)
- C-7 Authorize Procurement of New Passenger Shelters and Related Construction Services at Government Center (Approve)

President Compton opened Board and public comment.

**Mr. Greening**, Atascadero, stated that in regards to consent item C-6, it is a good report but does not discuss comfort relative to protection from the elements. He also asked the jurisdictions to look into improvements of pathways and ADA accessibility to bus stops. Those who ride Runabout may be more willing to ride fixed route services if pathways were safer and more accessible.

**Broad Member John Shoals** moved to approve the Consent Agenda. **Board Member Strong** seconded, and the motion carried on a roll call vote.

**BOARD MEMBER COMMENTS:** None

**ADJOURNMENT: President Compton** adjourned RTA meeting at **9:26 a.m.**

Respectfully Submitted,

Shelby Walker

RTA Administrative Assistant

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
REGIONAL TRANSIT ADVISORY COMMITTEE

April 19, 2017  
DRAFT MINUTES  
C-3

Members Present:

Eric Greening ( <i>Vice Chair</i> )	Fixed Route Representative
Dawn Patterson	Atascadero Transit
Janeen Burlingame	Morro Bay Transit
Lea Ann Murphy	South County Transit (SCT)
Cheryl Andrus	Cal Poly
Gamaliel Anguiano	SLO Transit (arrived at 10:31 a.m.)
Todd Katz	Fixed Route Alternate Rep.

Members Absent:

Michael Seden – Hansen ( <i>Chair</i> )	City of Paso Robles
Anthony Gutierrez	Cuesta College
Pam Duffield	County of San Luis Obispo
Mark Dariz	Runabout/DAR Representative

Staff Present:

Geoff Straw	RTA
Shelby Walker	RTA
Tania Arnold	RTA

Guest:

Cameron Montalvo

**1. Call Meeting to Order, Roll Call:**

**Mr. Eric Greening** called the meeting to order at 10:05 a.m. Roll call was taken; a quorum was not present until **Mr. Gamaliel Anguiano** arrived at 10:31 a.m.

**2. Public Comments:** None

**A. Information Items**

**A-1 Executive Director's Report (Verbal):**

**Mr. Straw** stated that the Paso Bus Yard is 60% designed. Hoping to be done in November 2017. Staff will be meeting with the City of San Luis Obispo to discuss the floodplain issues of the long-term garage facility on Elks Lane. SLO Transit will be implementing a fare increase on June 19<sup>th</sup>, this will increase the Runabout fares. The Five Cities Senior Shuttle, which is locally funded, will be going out to bid for services. The RTA staff will be starting negotiations for the Collective Bargaining Agreement this summer. We will be working with Local Teamsters 986. The new minimum wage law will be an issue for us because we will not be a minimum wage organization.

The APC counters that are on the buses and track passenger onboardings show different ridership numbers from the previous way they were tracked. There is a 15%-20% variance

between the numbers. This is because before, the Bus Operators would punch in if someone was getting a free ride because of VIP pass, ADA pass, and etc., but they would not get every passenger. The variance does not mean ridership increased. Staff will continue to include both numbers in reports. **Mr. Todd Katz** asked if the drivers are still noting when passengers come on even with the APC counters. **Mr. Straw** stated that yes, they still note it on the GFI and the Bus Operators have gotten retrained. **Mr. Greening** asked when the Employee of the Quarter BBQ will be. **Mr. Straw** stated that it will be May 5, 2017 at the Paso Transit Center.

**A-2 Member Comments/Reports from Jurisdictions (Receive):**

**Ms. Lea Ann Murphy** stated that things are going great for SCT. SCT has been working well with RTA to make sure riders are able to make their transfers. The changes to the routes has helped those living in the Oceano area get around more.

**Mr. Katz** stated that he heard that homeless people get free tokens to use SLO Transit, some of those people are Cuesta College students. He wondered if people would be able to get the same thing on RTA. **Mr. Straw** stated that there are local agencies that buy passes in bulk and distribute them, but we do not offer free passes.

**Ms. Dawn Patterson** said that Atascadero Transit is looking to upgrade their software. She mentioned that they have been training someone who is bilingual to help with dispatch. Atascadero Farmers' Market has started again and will affect RTA service on Wednesdays. There is also construction taking place that could affect RTA service.

**Mr. Gamaliel Anguiano** stated City Council approved the fare increases. SLO Transit was strategic on pass increases. June 19<sup>th</sup> is when the new routes will be implemented, public notices will go out before that time. SLO Transit will be running shuttles on Earth Day to El Chorro Park. They will also have a fare free day on Saturday, April 22<sup>nd</sup>.

**Ms. Janeen Burlingame** stated that projects are coming to a close. The SRTP proposal bid ended on Monday. No proposals had been given. Staff will be reworking the scope of work for it and will go out to bid again. She said May 2<sup>nd</sup> is the 40<sup>th</sup> anniversary of Morro Bay Transit.

**Ms. Cheryl Andrus** stated that Cal Poly got the approval for freshmen residents not being able to bring cars on campus. Majority of the freshmen live on campus. There will be an appeals process for those who would like to bring their cars.

**Mr. Greening** mentioned that the Bus Operators have been dealing with monstrous weather with safety and ease. **Mr. Straw** stated that the drivers do a great job, staff celebrated them on Driver Appreciation Day. **Mr. Greening** feels the drivers deserve more than minimum wage because they are safety professionals.

**B. Action Items**

**B-1 Fiscal Year 2017-18 Operating and Capital Budget (Recommend):**

**Ms. Tania Arnold** stated she will be presenting the RTA Operating and Capital Budget for fiscal year 2017/18. She said it will also included fiscal year 2018/19 advisory operating budget and

fiscal year 2018/19 – 2021/22 advisory capital budget. She then read the RTA mission statement.

For RTA core services 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 ITS, 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 TCRC, Ride-On and RTA as was discussed in March 2017 during the RTA Board meeting. Ten Runabout riders from TCRC were transferred over to Ride-on. The implementation of functional assessments in the Spring of 2016 and the travel training program, has helped the decline as well.

As in the past, separate columns are presented for the services agreements Paso Express and Paso Dial-A-Ride and 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. **Mr. Greening** asked if off-the-top funding for RTA from the SLOCOG Board can we count on that for 12 months or is that something that can be revisited part-way through the fiscal year. **Ms. Arnold** stated it is usually for the full fiscal year.

She stated that 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. 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.

With regarding to revenue, LTF are now budget at \$4,633,250 for fiscal year 2017/18. The advisory budget presented last May had estimated \$5,190,030. This budget does assume a 5% overall fixed route fare increase beginning in January 2018. Public workshops will happen before it happens. **Mr. Straw** stated it would be a net increase of 5%. Mr. Greening asked if the increase would affect the cost of Runabout. **Mr. Straw** stated yes, it would based on the cash fare for RTA and the Regional Day Pass.

**Ms. Arnold** continued by saying the SRTP included a number of service improvements but until a significant new operating funding source, 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. Nothing would be seen until the FY 2018-19.

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.



Overall, service delivery costs are up by approximately 6% as a result of many factors. One of those factors is the annual increases included in the Collective Bargaining Agreement (CBA).

Estimates for the general liability insurance is included but staff will have refined numbers between now and the presentation to the RTA Board. Should the estimate come down, as preliminary indication show, staff will revise the draft for the RTA Board. 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.

Staff continues to monitor fuel prices and has budgeted conservatively but we may need to bring a budget amendment to the board if fuel prices change significantly. Due to the limited infrastructure at our current location we are unable to buy fuel in bulk but will evaluate that for the long-term garage facility.

The capital program will include the continuation of the bus maintenance facility on Elks Lane. Some of the other capital items include are specialized maintenance equipment, the wireless back end support for the on-board camera system, bus stop improvements, and miscellaneous computer equipment.

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 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. 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. 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 capital 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 (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 provided 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.

**Ms. Arnold** concluded her report.

**Mr. Greening** asked that in regards to labor cost, what is built in for the next five months could go up in negotiations. **Mr. Straw** stated that yes they could, 2<sup>nd</sup> would be brought back as a budget amendment.

**Mr. Anguiano** moved to approve item B-1 and **Ms. Patterson** seconded. The motion carried on a voice vote.

**C. Consent Agenda Items:**

C-1 RTAC Minutes of January 19, 2017 (approve)

**Ms. Patterson** moved to approve the minutes and **Ms. Murphy** seconded. The motion carried on a voice vote.

**D. Adjournment:**

**Mr. Greening** adjourned the meeting at 11:18 a.m.

Next RTAC Meeting: July 20, 2017 at 2:00 p.m.

Respectfully Submitted:

Shelby Walker  
Administrative Assistant  
San Luis Obispo Regional Transit Authority

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**May 3, 2017**

**STAFF REPORT**

**AGENDA ITEM:** C-4

**TOPIC:** Strategic Business Plan Results

**ACTION:** Receive

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

**STAFF RECOMMENDATION:** Receive Annual Report on Performance Results Through February 28, 2017

**BACKGROUND/DISCUSSION:**

At its July 9, 2014 meeting, the RTA Board adopted the updated *RTA 2015-2017 Strategic Business Plan*. This plan includes several “stretch” performance standards to ensure RTA staff continually seeks to improve its services.

The attached report presents our annual results from July 1, 2016 through February 28, 2017 as well as comparative information in comparison to prior fiscal years. Please note that the financial figures are unaudited estimates, but they provide a reasonable representation of each applicable financial measure. For measurement purposes, the SRTP sets the base of RTA believes it can achieve, and the Strategic Business Plan sets the goal of RTA strives to achieve.

It should be noted that staff is currently planning for the next comprehensive RTA Customer Perception Survey projected to take place in October 2017. This effort will include an employee survey, a Rider Survey for RTA and Runabout customers, and an Internet-based stakeholder/Non-Rider survey. Staff anticipates providing a summary of this effort at the July 2017 RTAC meeting, focusing on how it can assist us in updating our Strategic Business Plan, for final Board adoption in September 2017.

**Staff Recommendation:**

Receive the attached report on performance results achieved year to date in FY16-17.

## Mid-Year Report on RTA Performance Standards

July 2016 through February 2017

### Regional Transit Authority Standards of Excellence: Service Quality and Efficiency

**Summary:** We will deliver dependable, customer focused and efficient transit services to the communities that we serve. Further, we will look for opportunities to deploy innovative new service within the resources available.

**Standard 1:** Fixed Route passengers per vehicle service hour will be 22 or greater.  
*Measurement:* Objective.

- Reviewed monthly by Operations, and reported by Executive Director at each Board meeting.

RTA is at 19.1 riders per hour for the year, which is below our goal of 22. Lower fuel prices are considered the primary reason for the decline as some passengers appear to have chosen to use their private automobile in lieu of riding RTA fixed route buses.

Productivity									
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD
RTA	25.0	26.9	23.7	23.1	23.2	18.6	19.8	21.9	22.6
Route 15	9.0	7.3	7.9	7.5	7.6	8.5	7.9	7.0	7.8
Paso Express	15.5	16.2	20.3	19.7	18.0	15.7	15.4	18.0	17.3

**Standard 2:** Service delivery rate shall be 99% or greater.

*Measurement:* Objective.

- Reviewed quarterly by Operations, and reported by Executive Director bi-annually to the Board.

As long as a scheduled fixed route bus trip is delivered ahead of the next scheduled bus trip, then service is considered “delivered” (but that late trip will still be reported under the on-time performance measure discussed below). The service delivery goal is 99% or greater. RTA delivers about 2,644 trips per month, and missed six scheduled trips YTD, or a service delivery achievement of 99.99%. Paso Express delivers about 634 trips per month, and missed 2 trips YTD for a similar performance of 99.99%.

**Standard 3:** System wide On-Time Performance shall be 95% or greater.

*Measurement:* Objective.

- Reviewed quarterly by Operations, and reported by Executive Director bi-annually to the Board.

Fixed route service is considered on-time if at no point the bus is six or more minutes late. The goal is 95% or greater. The onboard Intelligent Transportation System (ITS) is providing more reporting accuracy making the goal of 95% out of reach. During the development of the next

## Mid-Year Report on RTA Performance Standards

July 2016 through February 2017

Strategic Business Plan, the RTA Board should consider a revised goal that would represent a more achievable target.

<b>FY 2017</b>								
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
RTA	86%	86%	86%	87%	87%	87%	89%	88%
Paso Express	88%	84%	83%	86%	82%	87%	89%	86%
Route 15	66%	67%	65%	65%	67%	55%	64%	67%

**Standard 4:** Runabout On-Time Performance shall be 95% or greater.

*Measurement:* Objective.

- Reviewed quarterly by Operations, and reported by Executive Director bi-annually to the Board.

Runabout service is considered on-time if the van arrives within 30 minutes of the appointed pick-up time. The goal is 95% or greater, and through February Runabout has surpassed this goal in each month of FY 2017, achieving an OTP result of better than 98%. Staff will continue to monitor Runabout’s OTP to ensure we continue to achieve this strong result.

**Standard 5:** RTA will make consistent efforts to explore new service and service delivery options, as well as work with regional efficiencies in the delivery of transportation to the jurisdictions

*Measurement:* Subjective.

- Reported by the Executive Director and Division Heads annually. Below are some interim findings:
  1. The Short Range Transit Plan adopted in September 2016 recommended that staff evaluate the Route 12 in an effort to improve service between Los Osos and San Luis Obispo. Currently, there are Bus Operator breaks scheduled at the Morro Bay transit center during non-peak travel periods, which results in a relatively long total trip time for some passengers. A plan to move all break time to Government Center is under consideration. If the plan is feasible, it will be implemented in the August seasonal service change in 2017.
  2. Budget challenges and a loss of Runabout passengers necessitated a look at service levels. In response to the challenge, two express trips are scheduled to be merged with other service and eliminated in May. Also, as much as 40 weekly Runabout hours are scheduled to be cut in May.

**Standard 6:** The number of bus trips with passenger standees will not exceed 10% of the daily bus trips on that route.

*Measurement:* Objective.

## Mid-Year Report on RTA Performance Standards

July 2016 through February 2017

- Reviewed quarterly by Operations, and reported by Executive Director biannually to the Board.

There are currently no trips exceeding this metric. However, with APC data we can define a new standard that will be very customer experience centered. Staff will suggest a revised goal during discussions up updating the Strategic Business Plan in 2017.

### Regional Transit Authority Standards of Excellence: Revenue and Resources

We will live within our means. While providing excellent service to our customers and communities, we will do so within the financial resources available to us. The financial health of the organization will not be compromised and we will work to deliver good value for the taxpayers' investment in RTA.

**Standard 1:** The annual operating budget will be based upon projected revenue and the total operating cost will not exceed the budget adopted by the Board.

*Measurement:* Objective.

- Monthly financial statements and YTD budget expenses.

**Fiscal Year 2012 Result: Operating Costs were 95% of the adopted budget**

**Fiscal Year 2013 Result: Operating Costs were 93% of the adopted budget**

**Fiscal Year 2014 Result: Operating Costs were 90% of the adopted budget**

**Fiscal Year 2015 Result: Operating Costs were 88% of the adopted budget**

**Fiscal Year 2016 Result: Operating Costs were 90% of the adopted budget**

**Fiscal Year 2016 Result: Operating Costs are 60.8% of the adopted budget (as of February 2017, 66.7% into the fiscal year)**

Budget versus actual expenses data is calculated and reviewed on a monthly basis by RTA staff. This information is reported to the Board at each meeting (typically every other month) to help inform decisions.

**Standard 2:** Fixed Route Farebox Recovery Ratio (FRR) shall be greater than 25%.

*Measurement:* Objective.

- Based upon monthly Route Productivity/Performance Report.

**Fiscal Year 2012 Result: 28.81%**

**Fiscal Year 2013 Result: 30.82%**

**Fiscal Year 2014 Result: 31.50%**

**Fiscal Year 2015 Result: 26.40% (including Paso Express)**

**Fiscal Year 2016 Result: 25.74% (including Paso Express)**

**Fiscal Year 2016 Result: 21.6% (including Paso Express through February 28, 2017)**

## Mid-Year Report on RTA Performance Standards

July 2016 through February 2017

RTA consistently meets or exceeds this FRR goal, and ridership remains high. Staff will continue to closely monitor our FRR performance, particularly as the economy continues to improve, and gas prices continue to remain low.

**Standard 3:** No significant financial audit findings.

*Measurement:* Objective.

- Finance and Administration will report negative audit findings (if any).

RTA consistently achieves positive annual fiscal and compliance reports with no significant financial audit findings. Staff strives for improved transparency and continues to implement procedures that exceed the auditors' expectations.

**Standard 4:** Ensure that all capital procurements provide good value to our customers and our employees.

*Measurement:* Subjective.

- Evaluated through bi-annual customer perception survey, feedback from communities and review of the annual capital program by staff and the Board.

The annual capital program is developed by staff and presented to the Board as part of the annual budget-making process. In addition, staff presents budget revision recommendations if conditions change.

### **Regional Transit Authority Standards of Excellence: Safety**

We recognize the tremendous importance of safety in the operation of RTA service to our customers and communities. Therefore, the safety of our customers and employees will be an organizational priority and we will be proactive in promoting system safety.

## Mid-Year Report on RTA Performance Standards

July 2016 through February 2017

**Standard 1:** Rate of preventable vehicle collisions will not exceed 1.0 per 100,000 miles.  
*Measurement:* Objective.

- Rate shall be reported by Safety and Training.

Preventable Collision Rate		RTA FY17		
Month	Goal (1.0)	FY2017	Collisions	Miles
JUL	1	0.00	0	121,435
AUG	1	1.46	2	136,718
SEP	1	0.72	1	139,188
OCT	1	0.00	0	141,399
NOV	1	0.00	0	134,636
DEC	1	0.70	1	142,528
JAN	1	0.72	1	139,142
FEB	1	0.79	1	127,103
YTD		0.55	6	1,082,149

In January 2014, the RTA Board tightened the standard from 2.0 collisions per 100,000 miles to only 1.0. For the first time since this revision to the standard, RTA is achieving this more challenging goal with a collision rate of 0.55 per 100,000 miles. Staff will continue to provide training and raise safety awareness in order to achieve positive results.

**Standard 2:** Address all safety hazards identified by the Safety Resource Committee.  
*Measurement:* Objective.

- List shall be compiled with action items and timelines by Safety and Training.

Since July 2016, the committee has received 25 new agenda items and has closed 12, with four ongoing open items. The four open items include the Heart-TA health awareness program, posting Safety Committee meeting minutes for all employees to see, posting quarterly Collision Statistics, and maintaining the days without a preventable collision counter poster. In FY15-16, the committee started with ten open items and ended with four open items. The committee resolved 39 employee suggestions over the course of last fiscal year.

**Standard 3:** Preventable workers compensation lost-time claims will not exceed 6 annually, and preventable medical-only claims will not exceed 10 annually.

*Measurement:* Objective.

- All work comp claims shall be duly investigated and reported by Finance and Administration.

**Fiscal Year 2010-11 Result: 10**

**Fiscal Year 2011-12 Result: 16 (includes 7 medical only)**



## Mid-Year Report on RTA Performance Standards

July 2016 through February 2017

**Fiscal Year 2012-13 Result: 11**

**Fiscal Year 2013-14 Result: 9 (includes 5 medical only)**

**Fiscal Year 2014-15 Result: 10 (includes 5 medical only, 5 have been closed)**

**Fiscal Year 2015-16 Result: 1 lost-time claim (no medical only)**

**Fiscal Year 2016-17 Result: 4 lost-time claims (2 medical only) as of February 28, 2017**

**Standard 4:** Customer and Community perception of system safety will be at least 90%.

*Measurement:* Objective.

- As measured by community survey, which shall be conducted at least every two years.

The first comprehensive Customer Perception Survey was completed in 2013. We completed passenger and stakeholder surveys as part of the joint Short Range Transit Plan effort in March 2015; the results of this effort is included in the final SRTP report and customer satisfaction remained high for RTA and Runabout. RTA plans to conduct a follow-up survey in 2017.

**Standard 5:** Total risk management costs shall not exceed 8.5% of total operating costs.

*Measurement:* Objective.

- Reported monthly by Finance and Administration in financials and YTD budget reports.

**Fiscal Year 2011 Result: 5.1% of total operating costs**

**Fiscal Year 2012 Result: 7.5% of total operating costs**

**Fiscal Year 2013 Result: 7.6% of total operating costs**

**Fiscal Year 2014 Result: 8.2% of total operating costs**

**Fiscal Year 2015 Result: 8.7% of total operating costs**

**Fiscal Year 2016 Result: 10.65 of total operating costs**

We achieved the goal during Fiscal Years 2010-11 to 2013-14. Fiscal Years 2014-15 and ensuing year results are higher as a result of significant development in liability and workers compensation claims, as well as generally higher liability costs in the public transit market. This includes property, workers compensation, liability, and auto physical damage insurance costs. Due to the tightening market in California, staff expects these costs to continue to escalate unless tort reform or other adjustments are made by the Legislature that could reduce transit agencies' exposure to frivolous lawsuits. If our exposure could be reduced, it would likely increase competition in the market and reduce our risk management costs. Staff is closely monitoring this issue and report developments back to the Board as information is collected.

### **Regional Transit Authority Standards of Excellence: Human Resources**

Our employees are the foundation of the organization. We will support our employees in achieving excellence through training and development, teamwork, and continuous efforts at effective communication while treating each with integrity and dignity

## Mid-Year Report on RTA Performance Standards

July 2016 through February 2017

**Standard 1:** Recruit, promote and retain highly qualified employees to achieve our service standards.

*Measurement:* Subjective.

- Annual assessment by Executive Director and Department Heads.

The annual calendar year turnover rates for RTA are as follows:

**2010 – 24%**

**2011 – 33%**

**2012 – 20%**

**2013 – 12%**

**2014 – 19%**

**2015 – 18%**

**2016 – 14%**

**2017 – 6%**

**Standard 2:** Provide continuous development of organizational skills through ongoing training and development programs that result in personal and professional growth.

*Measurement:* Objective.

- Departments have submitted training needs with budget process.
- Maintenance: 30 Hours per technician annually.
- Operations Supervisors: 24 Hours annually.
- Bus Operators: 8 Hours Annually
- Finance and Administration: 16 Hours per employee annually.

RTA is very fortunate to have had a relatively robust training budget over the last two years as we have emerged from the economic recession. It should be noted that this ongoing training is essential to what staff at RTA does on a daily basis to help both the organization and staff grow.

- Maintenance: As of February 28, 2017 the Technicians averaged 29 hours of training per person. During FY15-16 they averaged 43.75, and in FY14-15 they averaged 108.5. It should be noted that Technicians were provided an unusually high number of vendor-provided hours as part of the Gillig low-floor bus procurements that were completed in 2013 and early 2015.
- Operations Supervisors (24 Hours annually): Supervisors averaged 35 annual training hours per person year to date.
- Bus Operators training includes:
  - State-mandated minimum of 8 hours of *Verification of Transit Training* annually.
  - Six-month refresher for new Bus Operators.
  - Focused and customized training designed specifically for 2 year drivers.

## Mid-Year Report on RTA Performance Standards

July 2016 through February 2017

- Finance and Administration: these training hours are used by each employee in various ways based on their responsibilities and in consultation with their direct supervisor. Staff believes that this standard has been met for the majority of finance and administration employees are on track to meet this standard in FY16-17.

**Standard 3:** Enable our employees to achieve excellence in serving our customers by building teamwork and understanding effective communication within the organization.

*Measurement:* Subjective.

To help connect with passengers on a more personal level, administrative staff and all managers have been issued nametags. This program will be carried forward on the buses in 2017, as soon as we determine the best method of posting the Bus Operator's first name inside the bus. We also continually stress the tenets of *Verbal Defense and Influence*, which focused us how to communicate more effectively with each other and our customers. A total of 13 RTA staff members and one SCT staff member also meet bi-weekly staff to discuss general items that may affect other departments; others are invited as needed and to address specific issues (when possible, including one Bus Operator and one Road Supervisor). Finally, the Executive Director and the three department heads meet weekly to ensure consistency in messaging and direction for the organization; these four employees also held an overnight retreat in July 2016 to plan for challenges and major projects facing the organization.

**Standard 4:** Employees will be evaluated annually in a fair and equitable way to judge performance and be provided a developmental plan for the next fiscal year.

*Measurement:* Objective.

- Employee merit evaluations will be provided to each employee annually with the evaluation grading measurement of attainment of department objectives developed during the budget process and achievement of RTA's Standards and KPIs.

RTA currently completes formal annual evaluations for administration and management staff. Bus Operators are evaluated based on the requirements of the Collective Bargaining Agreement (CBA). Both Technicians and Bus Operators are evaluated as part of the RTA Safety Awards program on their individual anniversary dates.

### Regional Transit Authority Standard of Excellence: Fleet and Facility

We will operate and maintain a modern and clean fleet and facilities that will be pleasing to our customers and a source of pride for our employees and our communities.

**Standard 1:** Replace 100% of all revenue vehicles no more than 40% beyond the FTA-defined useful life standard in terms of years or miles.

*Measurement:* Objective.

- As reported by Finance and Administration.

## Mid-Year Report on RTA Performance Standards

July 2016 through February 2017

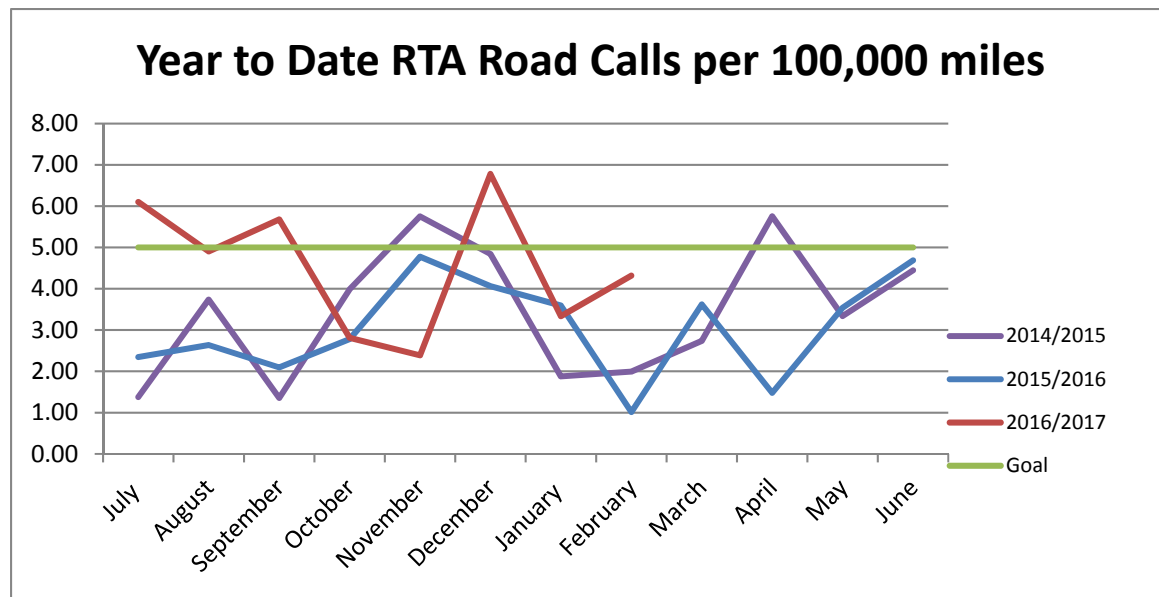
As of February 28, 2017 the average RTA fixed route vehicle age (including Paso Express fixed route vehicles) is just over 5 1/2 years with an average of 272,500 miles. The design life of a fixed route bus is 12 years/500,000 miles. The average demand response vehicle age (including Runabout and other Dial-A-Ride vans) is just under 3 years with an average of 75,000 miles. The design life of a demand response van is 4-years/100,000 miles, so we are currently within RTA's standard. Our capital program was updated as part of the SRTP update, which was adopted by the RTA Board in July 2016, and a five-year capital program is included in each annual budget document.

**Standard 2:** Road calls will not exceed 5 per 100,000 miles of vehicle service miles. A road call is defined as all failures that affect the completion of a scheduled revenue trip or the start of the next scheduled revenue trip, including failures during deadheading and layover.

*Measurement:* Objective.

- As reported by the Maintenance Department.

This standard has been achieved in all but five months over the past three fiscal years. The year-end average was 3.17 in FY13-14, 3.31 in FY14-15, 3.05 in FY15-16, and 4.54 so far in FY16-17. RTA's reporting matches the definition as used in the National Transit Database. We will closely track this standard as our fleet ages and/or if breakdowns appear to be happening more frequently.



**Standard 3:** Maintain a clean, attractive fleet. Maintain our facilities so that they are safe and appealing to customers and employees.

*Measurement:* Subjective.

- As measured by employee and customer feedback.

## Mid-Year Report on RTA Performance Standards

July 2016 through February 2017

The first comprehensive Customer Perception Survey was completed in 2013. We completed passenger and stakeholder surveys as part of the Short Range Transit Plan in March 2015; the results were positive as part of the 2016 SRTP, too. Overall, passengers appear to be satisfied with the cleanliness of RTA vehicles and facilities.

**Standard 4:** Achieve an 80% favorable rating of bus stop appearance by customers and the communities that we serve.

*Measurement:* Objective.

- As measured in the biannual Community Evaluation conducted by Marketing.

The first comprehensive Customer Perception Survey was completed in 2013. We completed passenger and stakeholder surveys as part of the Short Range Transit Plan in March 2015; the results were positive in the 2016 SRTP report, too. Overall, passengers appear to be satisfied with the state of RTA bus stops.

**Standard 5:** Achieve all federal, state-mandated maintenance practices, as well as vendor recommended maintenance schedules for our fleet and facilities.

*Measurement:* Objective.

- No negative FTA or TDA audit findings.
- Preventative maintenance schedules for all equipment shall be done on a timely basis (3,000 mile intervals or as mandated by equipment OEM vendor).

There were no negative findings in the previous 2014 TDA Triennial Audit nor in the recent 2016 FTA Triennial Review. RTA is currently working with SLOCOG's contractor to complete a TDA Triennial Audit, which should be completed in early 2017. Preventable maintenance has been completed on a timely basis with no CHP findings in at least the last four years.

### Regional Transit Authority Standards of Excellence: Leadership

We will strive to be one of the nation's leading small transit operators. We will work to maintain collaborative relationships within the industry, our community, with our stakeholders and develop future leaders from within our organization.

**Standard 1:** Maintain cooperative relationships with federal, state and local funding agencies.

*Measurement:* Subjective.

- Will be reviewed by staff and RTA Board.

Staff believes that we have maintained strong relationships with most local, state and federal agencies. Staff regularly meets with (in-person or teleconference) with our funding partners, and our Grants Manager is recognized by state and federal officials as a "go-to person" to help other transit agencies with developing good oversight practices.

## Mid-Year Report on RTA Performance Standards

July 2016 through February 2017

**Standard 2:** Develop partnerships with stakeholders, community leaders and decision makers keeping them well informed of the integral role of RTA and contributions to the communities that we serve.

*Measurement:* Subjective.

- To be evaluated and monitored by RTA Board.

The Executive Director and other senior staff attend City Council and other policy board meetings throughout the county, as well as civic group meetings, as appropriate. RTA will host our regional partners at MST and Santa Cruz METRO on May 11 to enhance networking opportunities for our respective management groups.

**Standard 3:** Promote effective internal communications and promote the values of the organization.

*Measure:* Subjective.

- To be evaluated by Executive Director.

This is area of organizational culture than can never be fully “completed” but is something that we continually strive to improve. We strive to include one RTA Bus Operator and one SCT Supervisor to our bi-weekly staff meetings to ensure the strategic issues we discuss include input from both the driver group and our SCT partners. We are planning a “tune-up” session in June for the Team Strengthening session we conducted in February 2016. The Executive Director and the three senior managers are currently working on a Succession Plan that focuses on the attributes and traits necessary for critical positions in the organization.

**Standard 4:** Provide effective leadership for public transportation within the County.

*Measurement:* Subjective.

- To be evaluated by Executive Director and RTA Board.

The Executive Director attends each bimonthly SLO Transit Mass Transit Committee meeting to ensure open communications between our two agencies. To ensure that each JPA jurisdiction’s policy board is informed about regional transit issues, the Executive Director occasionally attends City Council meetings or as requested. A recent example is his involvement with the City of Arroyo Grande’s Halcyon Corridor planning project to ensure RTA and SCT needs are addressed. The RTA Executive Director also attends County Supervisor agenda review meetings with the SLOCOG Executive Director to ensure we understand and support each other’s efforts. Finally, RTA staff provides comments to City and County planning departments to ensure that transit amenities are considered in planning documents and development proposals.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**May 3, 2017**  
**STAFF REPORT**

**AGENDA ITEM:** C-5

**TOPIC:** Contract Renewal - AGP Video Production of Board Meetings

**ACTION:** Approve

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

**STAFF RECOMMENDATION:** Approve Contract Renewal

**BACKGROUND/DISCUSSION:**

In April 2017, the SLOCOG Board approved a contract with AGP Video to televise all SLOCOG and RTA meetings with costs shared on a pro-rata basis. The terms of the existing contract provide video services for \$715/meeting (8:30 to 12:00), plus \$132/hour overtime for all overtime hours beyond the 3<sup>1/2</sup>-hour length, and \$45/hour for additional technical consulting. RTA will pay \$150 per meeting for the Key Point Indexing (KPI) service with the renewed contract. The effective date of the existing contract is through June 30, 2016. The proposed new contract will run from July 2017 to June 2018 with an increase of \$35 in the base rate for meetings held at locations other than the County Board of Supervisors Chambers.

The contract reflects the existing agreement made by AGP Video. The annual cost of six (6) RTA meetings that are filmed is approximately \$5,225 (at \$715/mtg – 5 mtgs, 1 mtg at \$750 and KPI service of 6 meetings – with no overtime).

The meetings will continue to be broadcasted live and replayed on Channel 21 as well as being webcast on the Internet at [www.slospan.org](http://www.slospan.org). The SLO-SPAN network, produced by AGP Video, is a public service of Charter Communications and provides televised access of government and other meetings held throughout the county. For schedule updates, check [www.slospan.org](http://www.slospan.org), additional replays of meetings are cablecast as the schedule permits. Meeting tapes are available through local libraries.

**Staff Recommendation**

Approve contract with AGP Video to televise all RTA and SLOCOG meetings with costs shared on a pro-rata basis for FY17-18.

**AGREEMENT TO PROVIDE VIDEO PRODUCTION AND TAPE DISTRIBUTION  
SERVICES FOR RTA BOARD MEETINGS  
FOR FISCAL YEAR 2017/2018**

THIS AGREEMENT is entered into by and between the San Luis Obispo Regional Transit Authority (hereinafter referred to as "RTA") and AGP Video, a California Corporation (hereinafter referred to as "Contractor").

Witnesseth:

WHEREAS, RTA has a need for special services to provide video production services to document the RTA Board meetings and to distribute copies of the video as needed; and

WHEREAS, AGP Video is specially trained, experienced and competent to perform such services;

NOW THEREFORE, the parties mutually agree as follows:

I. SCOPE OF WORK

- A. Without exception Contractor will provide gavel-to-gavel, unedited coverage of all regular RTA meetings held from July 1, 2017, through June 30, 2018. RTA shall provide Contractor with current calendar of scheduled meetings when the calendar is approved.
- B. The agenda item number and exact agenda description will be presented on the screen only, whenever possible.
- C. Contractor will videotape special meetings of the RTA Board as requested by appropriate representatives of RTA.
- D. Contractor will archive all meetings with Key Point Indexing (KPI) within three business days of the meeting date.
- E. Contractor will distribute in a timely manner two (2) copies each of the Board meetings to the RTA offices and one (1) copy to the San Luis Obispo City County Library;
- F. Contractor will provide one (1) copy to Charter Channel 21, the Countywide Government and access channel for cablecast. The initial replay of the meeting will be at 6 pm on the day it is held. The meeting will be scheduled to replay at a variety of times a minimum of six (6) times in the week after the meeting date, and may stay in the program schedule up until the next meeting is held.
- G. Contractor may provide additional copies of the meeting tapes to the public, upon request, at a cost not to exceed \$25 per tape. RTA or other agencies requesting copies of additional tapes will pay \$15 per tape.
- H. The work to be done by the contractor pursuant to this Agreement shall include the furnishing of all labor, supervision, equipment, materials, supplies and all other items necessary to perform the services required.
- I. The Contractor may provide videotaping, cable casting, or other related services for "special" meetings upon request of RTA.

II. CONTRACT PERFORMANCE

- A. The Contractor shall, at all times during the term of this Agreement, provide high quality, efficient, technically-competent and professional service in accordance with the standards of the industry and to the reasonable satisfaction of RTA.



- B. All equipment used by the Contractor to perform work under this Agreement shall conform to reasonable industry standards and shall be maintained and kept in good repair at all times.
- C. Contractor shall, at all times during the contracted events, have at least one employee in the production facility (control room) who has a minimum of two years video production experience in environments similar to that of RTA or the County of San Luis Obispo.
- D. Contractor will ensure that all production employees involved in providing services under this Agreement have been thoroughly trained on use of the County of San Luis Obispo's control room equipment prior to working on an event at the County Government Center.
- E. RTA strongly prefers that Contractor production employees assigned to work on any event under this Agreement have experience in working on video production of at least 4 live government meetings prior to working on any event covered under this Agreement.
- F. Contractor will act with due diligence to meet the following quality production expectations:
  - Camera Takes are to be cut or fade away. There will be no "wipes."
  - Picture in Picture is employed when appropriate.
  - Camera takes are to follow the speaker as quickly as possible.
  - Captioning slates are to be displayed as quickly as possible following a subject change and shall display the agenda item number and description and shall comply with all RTA requests regarding captioning.
  - Sound levels are to be kept consistent within the best possible range.
- G. Contractor will meet with RTA on a biannual basis to discuss performance and operational issues and address performance and operational issues identified by RTA. RTA will schedule such meetings and notify Contractor in writing of the established schedule. The frequency of such performance reviews may be reduced at the RTA's discretion.
- H. Contractor will not make any hardware configuration changes to County-owned equipment nor remove *any* County-owned property from the Board Chambers control room without prior written consent or involvement of the County's Information Technology Department staff.
- I. Contractor will not modify nor upgrade any software used on County owned equipment, including the installation of new releases or patches, without prior consent or involvement of the County's Information Technology Department support staff.
- J. At the conclusion of any/all meetings at the facilities of all other agencies or organizations, Contractor shall return all equipment to predefined, default states. As these states may change from time-to-time, they are not specified within this Agreement.
- K. Production primary recordings are to be digital with an analog back up.
- L. Master copies are to be digital where possible.

### III. EMPLOYMENT STATUS

Contractor shall, during the entire term of the Agreement, be construed to be an independent Contractor and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship.

### IV. OWNERSHIP

DVDs or other materials produced in whole or part under this agreement shall be the property of RTA. Any copies of meetings or other materials produced in whole or part under this agreement shall be the property of RTA and none shall be subject to an application for copyright by or on behalf of Contractor.

### V. COMPENSATION

RTA shall pay Contractor per meeting compensation of \$715 per meeting for all regular RTA Board meetings that extend from 2.0 to 3.5 hours in length. RTA shall pay \$150 per meeting for the Key

Point Indexing (KPI) service. RTA shall pay Contractor \$132 per hour overtime for all overtime hours beyond the 3.5 hour length billed in 15-minute increments, rounded-up. For Meetings of RTA that are 2 hours or less, RTA shall pay Contractor a reduced per meeting rate of \$500. For "special" meetings, the same rates, as above, shall apply, depending on the length of the meeting. Meetings held at locations other than the County Board of Supervisors Chambers will be billed at a base rate of \$750 per meeting.

## VI. INVOICES

Contractor shall submit to RTA an invoice detailing the services performed during the preceding period. Contractor shall specify the length of time of both the RTA sessions separately on each invoice.

## VII. PAYMENTS

RTA shall pay within twenty (20) days after receipt of a complete and accurate invoice of video production/tape distribution activities.

## VIII. INSURANCE

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

- A. Minimum Scope of Insurance - Coverage shall be at least as broad as:
  - 1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
  - 2. Insurance Services Office Business Auto Coverage Form Number CA 0001. Code 1 (any auto).
  - 3. Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance.
- B. Minimum Limits of Insurance - Contractor shall maintain limits no less than:
  - 1. General Liability - \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
  - 2. Automobile Liability - \$1,000,000 per accident for bodily injury and property damage.

## IX INDEMNIFICATION

The Contractor shall defend, indemnify and hold harmless RTA, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, and that arise out of or are made in connection with the acts or omissions relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers, and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of RTA, its officers and employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission by the Contractor, or its agents, employees, or other independent contractors directly responsible to Contractor, including, but not limited to the following:

- 1. Violation of statute, ordinance, or regulation.
- 2. Professional malpractice.
- 3. Willful, intentional or other wrongful acts, or failures to act.
- 4. Negligence or recklessness.
- 5. Furnishing of defective or dangerous products.
- 6. Premises liability.

7. Strict liability.
8. Inverse condemnation.
9. Violation of civil rights.
10. Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, California Franchise Tax Board or any other California public entity responsible for collecting payroll taxes, when the Contractor is not an independent contractor.

It is the intent of the parties to provide RTA the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained herein are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from this contract and the remaining language shall be given full force and effect.

**X. TERMINATION OF AGREEMENT**

RTA reserves the right to terminate this agreement for convenience, without cause, by the Executive Director at the instruction of the San Luis Obispo Regional Transit Authority, on one week written notice.

**XI. TERM OF AGREEMENT**

The effective date of this agreement shall be May 3, 2017. The term of the agreement shall be for the entire fiscal year 2017/2018 (July 1, 2017 – June 30, 2018), with the option of an extension of the contract. RTA shall contact the Contractor two months prior to the end of each fiscal year to discuss potential contract modifications for the upcoming year.

**XII. NOTICES**

All notices and communications with respect to this Agreement shall be in writing and served as follows:

<p>San Luis Obispo Regional Transit Authority          179 Cross Street          San Luis Obispo, CA 93401          Attn: RTA Executive Director</p>	<p>CONTRACTOR          AGP Video          1600 Preston Lane          Morro Bay, CA 93442          Attn: Steve Mathieu and Nancy Castle</p>
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**XIII. EQUAL EMPLOYMENT OPPORTUNITY**

During the performance of this contract, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin, and hereby promises to comply with the provision on contractor agreements contained in Presidential Executive Order Number 11246.

**XIV. ENTIRE AGREEMENT AND MODIFICATION**

This Contract supersedes all previous contracts and constitutes the entire understanding of the parties hereto. Contractor shall be entitled to no other benefits than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. Contractor specifically acknowledges that in entering into and executing this Contract, Contractor relies solely upon the provisions contained in this Contract and no others.

**XV. NON-ASSIGNMENT OF CONTRACT**

Inasmuch as this Contract is intended to secure the specialized services of the Contractor, Contractor may not assign, transfer, delegate or sublet any interest therein without the prior written consent of RTA and any such assignment, transfer, delegation or sublease without RTA's prior written consent shall be considered null and void.

**XVI. COVENANT**

This Contract has been executed and delivered in the State of California and the validity, enforceability and interpretation of any of the clauses of this Contract shall be determined and governed by the laws of the State of California. All duties and obligations of the parties created

hereunder are performable in San Luis Obispo County and such County shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Contract.

XVII. ENFORCEABILITY

If any term, covenant, condition or provision of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

XVIII. WARRANTY OF CONTRACTOR

Contractor warrants that Contractor and each of the personnel employed or otherwise retained by Contractor are properly certified and licensed under the laws and regulations of the State of California to provide the special services herein agreed to.

XIX. RECORDS

- a. Contractor shall keep complete and accurate records for the services performed pursuant to this Contract and any records required by law or government regulation and shall make such records available to County upon request.
- b. Contractor shall assure the confidentiality of any records that are required by law to be so maintained.
- c. Contractor shall prepare and forward such additional or supplementary records as RTA may reasonably request.

ACCEPTED BY:

\_\_\_\_\_  
 Lynn Compton  
 President, San Luis Obispo Regional Transit Authority (RTA)  
 179 Cross Street, San Luis Obispo CA 93401 (805) 781-4833

\_\_\_\_\_  
Date

\_\_\_\_\_  
 Nancy Castle,  
 AGP Video  
 1600 Preston Lane, Morro Bay, CA 93442 (805) 772-2715

\_\_\_\_\_  
Date

APPROVED AS TO FORM AND LEGAL EFFECT:

\_\_\_\_\_  
 Timothy McNulty  
 RTA Legal Counsel

\_\_\_\_\_  
Date

**SOUTH COUNTY TRANSIT  
May 3, 2017  
STAFF REPORT**

**AGENDA ITEM:** C-6

**TOPIC:** 2017 Summer Youth Ride Free Program

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

**STAFF RECOMMENDATION:** Review and Adopt Staff Recommendation

**BACKGROUND/DISCUSSION:**

Direction is needed from the Board on whether or not to continue RTA's participation in the countywide Summer Youth Ride Free (YRF) program for the sixth consecutive year. Regional Rideshare, the agency that promotes this program, has asked that RTA honor the YRF program from June 10, 2017 through August 13, 2017.

As noted in previous Board meetings, the YRF program has been scaled back over time to address overcrowding issues that occurred in the first two years of the fare-free program. Specifically, beginning in Summer 2014 the overall span was reduced from a beginning-of-June through the end-of-August period to a more moderate middle-of-June through middle-of-August period in order to avoid an overlap with the local school system academic year. In addition, the group size was limited so that a bus would not be overloaded and repel fare-paying passengers; if the group was greater than the agency-identified fare-free maximum (15 at RTA), the remaining group members were required to pay. Staff worked closely with the YMCA and other youth camp officials to train their on-bus chaperones to minimize service disruptions and to handle any fare responsibilities.

Historical ridership information for all fixed route providers in the county is as follows:

<b>Provider</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
SLO Transit	14,021	14,898	13,590	14,991	10,448
RTA	30,820	39,058	25,835	28,262*	18,398
Paso Express	N/A	10,517	6,725	2,795*	5,976
SCT	19,657	20,051	10,285	11,060	8,726
Morro Bay Transit	819	1,147	842	916	996

\*RTA information includes some of the Paso Express YRF

It is difficult to track the longer-term impact of participating in the YRF program, since it is not possible to determine the number of students boarding buses throughout the year in the absence of periodic surveys.

Benefits of extending the summer free ride program to K-12 youth have proven to be the following:

1. Easy to communicate.
2. Gets youth to try using transit and it instills an ethic of using transit in the future.
3. Increases access for kids to travel independently (and reduce parent taxiing).

Disadvantages include:

1. Small loss of cash fare revenue for non-group riders.
2. Increased passenger loads on some bus trips can degrade the riding experience for non-youth riders.
3. There remains the possibility that two or more unrelated groups attempt to board the bus on the same run, which would result in an overcrowding situation. However, the number of instances where that was a problem was greatly reduced last summer due to focused training for YMCA staff, and we expect the same cooperation from youth groups this summer.

Staff will continue to require YMCA and other youth groups to pay when more than fifteen youth traveling together (plus two adult chaperones). For ease of boarding, and for budget and cash control issues, organizers for groups such as YMCA camps could continue to pre-purchase stored value passes or regional day passes.

Staff will continue to track the response to the program by measuring:

1. Ridership is already tracked using a specific farebox key.
2. Customer feedback from youth and families taking advantage of the program (face-to-face interviews, Facebook and social media programs, texts, etc.).

## **Staff Recommendation**

RTA should continue to participate in this popular program with proven ridership results and educational benefits for a fourth summer, providing a similar reduced travel period that was provided last summer, and a group policy requiring payment for more than ten youth traveling together.

Staff will continue to track the response to the program by measuring:

1. Ridership is already tracked using a specific farebox key. Staff will work to differentiate between group rider counts and individual youth riders. Staff is working with the farebox manufacturer to more easily manage multiple-rides for groups larger than fifteen on RTA buses.
2. Free press generated by the program.
3. Customer feedback from youth and families taking advantage of the program (face-to-face interviews, Facebook and social media programs, texts, etc.).

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**May 3, 2017**

**STAFF REPORT**

**AGENDA ITEM:** C-7

**TOPIC:** Amended Contract with Executive Director

**ACTION:** Approve

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

**STAFF RECOMMENDATION:** Adopt

**BACKGROUND/DISCUSSION:**

During the recent employee review process, the Executive Director met with the Executive Committee and RTA Board. The amended contract is attached.

**Staff Recommendation**

Authorize the RTA Board President to approve the amended the contract for the Executive Director.



**EXECUTIVE DIRECTOR EMPLOYMENT CONTRACT  
BETWEEN SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
AND GEOFF STRAW**

**THIS CONTRACT** entered into this 3<sup>rd</sup> day of May 2017 by and between the SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY (hereinafter referred to as “SLORTA”) and GEOFF STRAW (hereinafter referred to as “Employee”).

**WITNESSETH**

**WHEREAS**, SLORTA desires to continue the employment of Geoff Straw as Executive Director of the San Luis Obispo Regional Transit Authority; and

**WHEREAS**, Geoff Straw desires to serve as the Executive Director of the San Luis Obispo Regional Transit Authority pursuant to the provisions of this Contract; and

**WHEREAS**, the Board of Directors, as appointing authority, and Geoff Straw desire to specify in a contract as to the terms and conditions of Geoff Straw’s continuing employment as Executive Director.

**NOW, THEREFORE**, the parties do mutually agree as follows:

**1. Employment.** SLORTA hereby engages Employee as Executive Director of SLORTA, and Employee hereby agrees to perform for SLORTA the services hereinafter set forth for the compensation and benefits hereinafter set forth, all pursuant to the terms and conditions herein.

**2. Scope of Services.** Pursuant to this Contract, Employee shall perform all functions and duties of the Executive Director, as specified in the SLORTA Joint Powers Agreement, and such other legally permissible and proper duties and functions as may be assigned by the Board of Directors.

**3. Employment Status.** Employee will be eligible for membership in any and all benefits from any group plan for hospital, surgical, or medical insurance provided to SLORTA employees, as well as being eligible for membership in any retirement program, or for such other job benefits accruable to an employee in the classified service of SLORTA.

Employee understands and agrees that his term of employment is governed only by this Contract, that no right of tenure is created hereby, that he serves SLORTA as an “at-will” employee, and is exempt from the provisions of the Federal Fair Labor Standards Act (FLSA).

**4. Term of Contract.** This Contract shall commence on the 3<sup>rd</sup> day of May 2017 and shall continue until terminated by either party in accordance with the provisions set forth herein. This Contract replaces the original employment contract entered into between SLORTA and Employee in January, 2012, and all subsequent amendments thereto.

**5. Compensation.** SLORTA shall pay to Employee as compensation in full for all services performed by Employee pursuant to this Contract an annual salary of \$132,778 per year, consisting of a 1.5% merit increase over the existing contract, payable in increments compatible with SLORTA’s payment of other employees. The effective date of this salary shall be January 1, 2017. A salary adjustment shall be determined by the SLORTA Board of Directors annually thereafter.

**6. Other Supplemental Benefits.**

**a. Vacation, Holidays, Sick, Administrative Leave, and Jury Duty.**

Employee shall be entitled to accrue up to twelve (12) vacation days annually accrued at the rate of 3.69 hours per pay period, and one (1) additional day per year, in accordance with the RTA Vacation Accrual Rate Table, up to a maximum of twenty (20) vacation days annually. Vacation may be carried over to a maximum of two years of entitlement.

Employee shall be entitled to thirteen (13) holidays per year as specified in accordance

with a holiday schedule for the San Luis Obispo Regional Transportation Authority as approved by the Board of Directors.

Employee shall be entitled to accrue up to twelve (12) sick days of paid sick leave per year, at an accrual rate of 3.69 hours per pay period, with a maximum accrual of 260 days.

Employee shall further be entitled to compensation at the end of employment for all unused vacation time and for 1/2 of the accrued sick leave up to a maximum of 180 days.

Employee is also entitled to paid administrative leave of up to six (6) days per year.

Employee shall be further entitled to leave of absence with pay for jury duty, provided all jury fees shall be paid to the County Treasurer on behalf of SLORTA.

**b. Retirement.** SLORTA agrees to provide to Employee the California Public Employees Retirement Systems's (CALPERS) "2% at Age 55" Plan, and "One-Year Final Compensation" provision, as approved by the Board of Directors for all SLORTA employees. SLORTA further agrees to pay the Employee's full contribution to PERS. These amounts paid by SLORTA are the Employee contributions and are paid by SLORTA to satisfy the Employee's obligation to contribute the current percentage of salary to PERS.

**c. Medical, Dental and Vision.** SLORTA agrees to provide 100% of the premium towards the SLORTA approved medical health program for purposes of health coverage, dental, and vision insurance premiums for the Employee and all eligible family members. Medical coverage is to be provided through the PERS Health Care Services Division; and Dental and Vision is to be provided privately. Should Employee wish to increase health care coverage with CALPERS, the premium difference will be the Employee's sole responsibility, and will be paid on a pre-tax basis. The medical health care allowance shall be automatically adjusted throughout the term of this Agreement to be equivalent to the allowance provided to all other SLORTA employees.

**d. Disability and Life Insurance.** SLORTA shall provide the following insurance benefits: (1) Long-term disability insurance providing 2/3 of gross monthly salary to age 65 for any sickness or accident after a 90-day waiting period up to a maximum salary of \$4,500; and (2) \$100,000 term life insurance. In addition, SLORTA will pay \$800.00 at the beginning of each year for Employee to use toward the purchase of an additional life insurance policy.

**e. Private Vehicle Use, Automobile Allowance, and Transit Pass.** SLORTA shall reimburse Employee at such rate as is adopted by the Board of Directors for the use of a private vehicle on “authorized agency business” conducted “outside the County of San Luis Obispo.” Employee agrees to carry all necessary vehicle insurance. Employee shall also be entitled to four-hundred (\$400) dollars per month as an automobile allowance, and shall further be entitled to a Monthly Regional Transit Pass.

**f. Severance pay.** If Employee is terminated by the Board of Directors while still willing and able to perform the duties of Executive Director, SLORTA agrees to pay Employee, in addition to any other amounts that may be due Employee at the time of separation of employment, a lump sum cash payment equal to three (3) months salary, retirement and insurance benefits covered by this Contract, or a continuation of salary and benefits for a period of three (3) months, the particular method to be negotiated at the time of separation.

However, if Employee is terminated pursuant to the provisions of Paragraph 8 of this Contract, then SLORTA shall have no obligation to pay the severance set forth herein.

**g. Social Security and Deferred Compensation.** SLORTA shall provide the employer contribution to the federal Social Security Program, and shall also provide \$200 per pay period into a private deferred compensation program established by SLORTA for Employee.

**h. General Expenses.** Employee shall be permitted to attend relevant

conferences, seminars, and other such meetings, the reasonable cost of which shall be paid by SLORTA. SLORTA shall reimburse Employee in accordance with its customary expense reimbursement policies and procedures for expenses incurred by Employee in the execution of his duties under this Contract.

**i. Other Benefits.** Employee, as Executive Director, shall be entitled to an agency cell phone for continual access in the execution of his duties under this Contract. Employee shall also be entitled to enjoy such other benefits that SLORTA may establish in the future for its employees.

**7. Termination of Contract for Convenience.** Either party may terminate this Contract at any time by giving to the other party fourteen (14) days written notice of such termination specifying the effective date of such termination. Termination shall have no effect upon the rights and obligations of the parties arising out of transactions occurring prior to the effective date of such termination. Employee shall be paid for all work satisfactorily completed prior to the effective date of such termination and for all unused vacation time, and ½ of accrued sick leave accrued to date of termination as specified in section 6(a). However, employee shall only be entitled to Severance Pay, as identified in paragraph 6f, upon “Termination of Contract for Convenience” by action taken by the SLORTA Board of Directors.

**8. Termination of Contract for Cause.** If Employee fails to fulfill in a timely and professional manner any obligations under this Contract, SLORTA shall have the right to terminate this Contract effective immediately upon giving written notice thereof to Employee. Termination of this Contract under the provisions of this paragraph shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. In the event of termination, Employee shall be paid for all work satisfactorily completed prior to the effective date of such termination, all unused vacation

time, all benefits or prorated portions thereof through the date of termination, and all reimbursed Employee expenses pursuant to paragraph 6(h) therein. However, Employee shall not be entitled to any severance pay.

**9. Performance Evaluation.** SLORTA shall evaluate Employee's performance annually as set forth in the adopted Executive Director Performance Evaluation Process, and described in Section 5, and shall establish, with the Employee, performance goals, and objectives for the ensuing year. The performance evaluation shall be facilitated with the assistance of legal counsel and shall be performed by the SLORTA Board of Directors and SLORTA staff.

**10. Modification.** This Contract constitutes the entire understanding of the parties hereto and no changes, amendments, or alterations shall be effective unless in writing and signed by both parties.

**11. Non-Assignment of Contract.** This Contract is intended to secure the unique and individual services of the Employee and thus Employee shall not assign, transfer, delegate, or sublet this Contract or any interest herein.

**12. Covenant.** The validity, enforceability, and interpretation of any of the clauses of this Contract shall be determined and governed by the laws of the State of California.

**13. Enforceability.** The invalidity and unenforceability of any terms or provisions hereof shall in no way affect the validity or enforceability of any other terms or provisions.

**14. Nondiscrimination.** There shall be no discrimination against any person employed pursuant to this Contract in any manner forbidden by law.

**15. Copyright.** Any reports, maps, documents, or other materials produced in whole or part under this Contract shall be the property of SLORTA and shall not be subject to any application for copyright by or on behalf of the Employee.

**16. Findings Confidential.** No reports, maps, information, documents, or any other

materials given to or prepared by Employee under this Contract shall become the property of Employee, nor shall be made available to any individual or organization by Employee without the approval of the SLORTA.

**IN WITNESS WHEREOF**, SLORTA and Employee have executed this Contract on the day and year first hereinabove set forth.

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GEOFF STRAW

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LYNN COMPTON, President

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SHELBY WALKER, Recording Secretary

APPROVED AS TO FORM AND LEGAL EFFECT

---

TIMOTHY McNULTY, SLORTA Legal Counsel

Dated: \_\_\_\_\_

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**May 3, 2017**  
**STAFF REPORT**

**AGENDA ITEM:** C-8

**TOPIC:** Amend Transfer Agreement with LOSSAN

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

**STAFF RECOMMENDATION:** Execute Agreement Amendment between RTA/Paso Express and LOSSAN

**BACKGROUND/DISCUSSION:**

On May 4, 2016, the RTA Board of Directors joined other transit agencies along the Amtrak-operated Surfliner passenger train corridor to provide fare-free transfers between train and local fixed-route bus services. This arrangement essentially provides “first-mile” and “last-mile” options for train riders, which reduces automobile traffic on area roadways and frees up car parking spaces at the three train stations in the county (Paso Robles, San Luis Obispo and Grover Beach).

The original one-year agreement allows train passengers to board local fixed-route buses fare-free (by merely showing the Bus Operator a valid train ticket), and the fare is then reimbursed by LOSSAN. To date, no riders have transferred to/from RTA/Paso Express buses since the program began in June 2016, and LOSSAN is requesting that we extend the program for a full fiscal year.

The established reimbursement rate of \$1.66 per boarding was calculated by dividing the number of FY14-15 passenger boardings by the actual fare revenues collected. Invoices will be processed quarterly, and the program will be effective from July 1, 2017 through June 30, 2018 or until the \$18,000 cap is met.

**Staff Recommendation**

Authorize the Administrator and Counsel to execute an amendment to the agreement with LOSSAN.



**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**MAY 3, 2017**

**STAFF REPORT**

**AGENDA ITEM:** C-9

**TOPIC:** Resolution Authorizing RTA Executive Director to Execute State Proposition 1B Safety & Security Funds Agreement

**ACTION:** Approve

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

**STAFF RECOMMENDATION:** Adopt Resolution

**BACKGROUND/DISCUSSION:**

Proposition 1B was passed in November 2006 by California voters. RTA is an eligible recipient of this funding.

In FY16-17, RTA applied for and was awarded \$23,403 in Proposition 1B Safety and Security Funds for purchase and install the security camera systems at the North County Transit Center and South County Bus yard for RTA/SCT. However, the California Governor's Office of Emergency Services (Cal OES) requires the attached Authorizing Agent Signature Authority and Governing Body Resolution in order to execute funding agreements.

**Staff Recommendation**

Staff recommends approval of the resolutions authorizing the RTA Executive Director, Chief Financial Officer or Grants Manager to execute for and on behalf of RTA, any actions necessary for the purpose of obtaining financial assistance provided by Cal OES.



179 Cross Street, Suite A  
San Luis Obispo, CA 93401  
(805) 781-4472 Fax (805) 781-1291  
[www.slorta.org](http://www.slorta.org)

Authorized Agent Signature Authority

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AS THE President  
(Chief Executive Officer / Director / President / Secretary)

OF THE San Luis Obispo Regional Transit Authority  
(Name of State Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named state organization, any actions necessary for the purpose of obtaining state financial assistance provided by the California Emergency Management Agency.

Executive Director, OR  
(Name or Title of Authorized Agent)

Grants Manager, OR  
(Name or Title of Authorized Agent)

Deputy Director/CFO.  
(Name or Title of Authorized Agent)

Signed and approved this 3<sup>rd</sup> day of May, 2017.

\_\_\_\_\_  
President's (Signature)



## Governing Body Resolution

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**Resolution No:** \_\_\_\_\_

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Governor's Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

WHEREAS, the San Luis Obispo Regional Transit Authority (RTA) is eligible to receive CTSGP funds; and

WHEREAS, the San Luis Obispo Regional Transit Authority (RTA) will apply for FY16-17 CTSGP funds in an amount of **\$23,403** for Purchase and install the security camera systems at the North County Transit Center and South County Bus yard for RTA/SCT in the county of San Luis Obispo; and

WHEREAS, San Luis Obispo Regional Transit Authority recognizes that it is responsible for compliance with all Cal OES CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal OES requires San Luis Obispo Regional Transit Authority to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of San Luis Obispo Regional Transit Authority to execute actions necessary to obtain CTSGP funds from Cal OES and ensure continued compliance with Cal OES CTSGP assurances, and state and federal laws.

***THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY THAT GEOFF STRAW, EXECUTIVE DIRECTOR, AND/OR HER DESIGNEE, is hereby authorized to execute for and on behalf of San Luis Obispo Regional Transit Authority (RTA), a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by the California Governor's Office of Emergency Services under the CTSGP.***

Passed and approved this 3rd day of May, 2017.



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[www.slorta.org](http://www.slorta.org)

APPENDIX E – Governing Body Resolution

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*Certification*

I, Lynn Compton, duly appointed and  
(Name)

President of the RTA Board of Director  
(Title) (Governing Body)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by

the RTA Board of Directors of the RTA on the  
(Governing body) (Name of Applicant)

3rd day of May, 2017.

President of the RTA Board of Directors  
(Official Position)

\_\_\_\_\_  
(Signature)

May 3, 2017  
(Date)

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

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

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**May 3, 2017**

**STAFF REPORT**

**AGENDA ITEM:** C-10

**TOPIC:** Resolution Authorizing FTA Section 5339 Funding

**ACTION:** Approve Resolution

**PRESENTED BY:** Omar McPherson, Grants Manager

**STAFF RECOMMENDATION:** Approve Resolution

**BACKGROUND/DISCUSSION:**

As part of the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Act requires MPO'S to work cooperatively with public transit operators to develop Regional Transportation Plans (RTP's) and Transportation Improvement Programs (TIP's) for urbanized areas. These plans and programs are intended to further the national interest to encourage and promote the safe and efficient management, operation, and development of surface transportation systems. These systems should serve the mobility of people and freight, and foster economic growth and development within and through urbanized areas, while minimizing transportation-related fuel consumption and air pollution. Public transportation providers are eligible to apply for and receive Federal Transit Administration (FTA) Section 5339 for up to 80% FTA share for capital-only purposes for the delivery of public mass transportation. FTA Section 5339 is a new formula grant program that replaced the former discretionary FTA Section 5309 grant program.

RTA must submit an annual grant application to Caltrans for the FTA Section 5339 funds. The grant application must include a resolution, approved by the RTA Board, authorizing submittal of the grant application and authorizing the Executive Director to execute and file all assurances and any other documentation required by the FTA.

Once approved, the attached resolutions will become part of the grant application for FTA 5339 funding for the 2016/17 fiscal year.

**AUTHORIZING RESOLUTION  
STATE OF CALIFORNIA  
FTA SECTION 5339 PROJECT OPERATING ASSISTANCE APPLICATION**

**RESOLUTION NO. 17-\_\_**

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5339 WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

**WHEREAS**, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support operating assistance projects for non-urbanized public transportation systems under Section 5339 of the Federal Transit Act (**FTA Circular 9030.1B**); and

**WHEREAS**, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5339 grants for transportation projects for bus and bus facilities; and

**WHEREAS**, *San Luis Obispo Regional Transit Authority* (RTA) desires to apply for said financial assistance to permit purchase of capital equipment/vehicle overhaul/rehabilitation in San Luis Obispo County; and

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

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the San Luis Obispo Regional Transit Authority does hereby authorize the *Executive Director*, to file and execute applications on behalf of San Luis Obispo Regional Transit Authority with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5339 of the Federal Transit Act (**FTA Circular 9030.1B**), as amended.

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

That *Executive Director* is authorized to provide additional information as the Department may require in connection with the application for the Section 5339 projects.

That *Executive Director* is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5339 project(s).

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

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby passed and adopted by the San Luis Obispo Regional Transit Authority of San Luis Obispo County, State of California, at a regular meeting of said Board of Directors held on the 3<sup>rd</sup> day of May, 2017.

\_\_\_\_\_  
Lynn Compton  
President of the RTA Board

ATTEST:

\_\_\_\_\_  
Geoff Straw  
Executive Director

APPROVED AS TO FORM AND LEGAL EFFECT:

By: \_\_\_\_\_  
Timothy McNulty  
RTA Counsel

Dated: \_\_\_\_\_  
(Original signature in BLUE ink)