



AGENDA
REGIONAL TRANSIT ADVISORY COMMITTEE

Thursday, October 19, 2017
2:00 p.m. – 3:30 p.m.
San Luis Obispo Council of Governments
1114 Marsh Street
San Luis Obispo, CA 93401

Individuals wishing accessibility accommodations at this meeting under the Americans with Disabilities Act (ADA) may request such accommodations to aid hearing, visual, or mobility impairment (including Limited English Proficiency) by contacting the RTA offices at 781-4833. Please note that 48 hours advance notice will be necessary to honor your request.

- 1. CALL MEETING TO ORDER, ROLL CALL**

- 2. PUBLIC COMMENTS:** This portion of the agenda is set aside for any members of the public to directly address the Regional Transit Advisory Committee on any items not on the agenda and within the jurisdiction of the Committee. Comments are limited to three minutes per speaker. The Committee will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

- 3. A. INFORMATION AGENDA ITEMS:**
 - A-1 Executive Director's Report (Verbal)
 - A-2 Member Comments / Reports from Jurisdictions (Verbal)

- B. ACTION AGENDA ITEMS:**
 - B-1 Consider Fiscal Year 2017-18 Capital Budget Amendment (Approve)
 - B-2 Review Proposed Changes to Fare Program (Approve)

C. CONSENT AGENDA ITEMS:

The following item is considered routine and non-controversial by staff and will be approved by one motion if no member of the RTAC or public wishes the 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 RTAC members, without the removal of the item from the Consent Agenda. Staff recommendations for each item are noted following the item.

C-1 RTAC Minutes of July 18, 2017 (Approve)

D. ADJOURNMENT

Next Meeting: January 18, 2018 2:00 p.m.

REGIONAL TRANSIT ADVISORY COMMITTEE

October 19, 2017

STAFF REPORT

AGENDA ITEM: B-1

TOPIC: Fiscal Year 2017-18 Capital Budget Amendment

ACTION: Approve FY17-18 Budget Amendment

PRESENTED BY: Tania Arnold

STAFF RECOMMENDATION: Approve Budget Amendment

SUMMARY:

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

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

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

Revenue Changes

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

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

Expenditure Changes

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

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

Staff Recommendation

Approve the budget amendment as indicated in the staff report.

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

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

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

REGIONAL TRANSIT ADVISORY COMMITTEE

October 19, 2017

STAFF REPORT

AGENDA ITEM: B-2

TOPIC: Proposed Fare Change

ACTION: Consider Recommendation to RTA Board

PRESENTED BY: Mary Gardner

STAFF RECOMMENDATION: Approve Fare Program Changes

SUMMARY:

Staff is asking the RTA Board of Directors to consider a fare increase because of recent declines in state support for our operations, as well as local voters' rejection of Measure J, while at the same time our operating costs have been increasing.

When the RTA Board adopted the FY17-18 annual budget at its May 2017 meeting, it assumed a net increase of 5% in annual fare revenues, or roughly \$65,690. The fare program change will be considered by the Board at a public hearing during its November 1, 2017 meeting; the fare changes would be implemented on December 31, 2017.

Fixed Route Fare Program Increases

The last RTA fixed route cash fare increase was implemented in August 2010, when the base fare increased from \$1.25 to \$1.50. Multi-ride pass prices were subsequently increased in 2013. According to the U.S. Bureau of Labor Statistics, the Consumer Price Index shows that overall costs increased 12.9% in the region between August 2010 and May 2017.

The fare table below presents the proposed fare increases by fare category in comparison to the current fare on RTA fixed-route services. In all cases, staff attempted to minimize the proportional increase for the various multi-ride fare instruments, while the cash fare increases are relatively larger. This is common in the transit industry, since the multi-ride instruments provide great value to passengers on per-trip basis, while transit agencies seek to increase the use of passes because they speed the boarding process and provide stability in fare revenue receipts. It is also common to implement single-coin increases for base cash fares (i.e., from \$1.50 to \$1.75 for a single-zone fare rather than a straight percentage), although this also results in increasing compression for each additional zone fare. The discounted cash fares for seniors, youth and disabled riders would continue to be half-the general public fare, rounded to the nearest lower single-coin increase level.

Fare/Pass	Current Fare	New Fare
Fixed Route Cash Fare (based on zones crossed on each route)	\$1.50 to \$3.00	\$1.75 to \$3.25
Fixed Route Cash Fare Discounted (based on zones cross on each route)	\$0.75 to \$1.50	\$0.85 to \$1.60
Regional Day Pass	\$5.00	\$5.50
RTA-Only 31-Day Pass	\$44.00	\$47.00
RTA-Only 7-Day Pass	\$14.00	\$16.00
RTA-Only 31-Day Pass Discounted	\$22.00	\$23.50
Regional 31-Day Pass	\$64.00	\$68.00
Regional 31-Day Pass Discounted	\$32.00	\$34.00
Runabout ADA Cash Fare	\$3.00 to \$10.00	\$3.00 to \$11.00

Runabout Fare Program Increases

As required under the Americans with Disabilities Act, complementary ADA paratransit (Runabout) fares cannot exceed twice the cash fare for the same fixed-route trip. At its November 2014 meeting, the RTA Board adopted a new Runabout fare program that normalized this twice-the-fixed-route-cash-fare scenario, while also capping the maximum one-way fare at twice the Regional Day Pass price, or $2 \times \$5.00 = \10.00 . That new Runabout fare policy was implemented in February 2015. Staff recommends that this same mechanism be used: the Runabout fare would be set at twice the fixed-route fare, with a new cap of $2 \times \$5.50 = \11.00 . It should be noted that the single-zone fare within the Paso Express, SoCo Transit and SLO Transit service areas would remain at \$3.00, since the fixed route base cash fare would remain \$1.50.

Establishment of Runabout Premium-Service Fares

The ADA permits agencies to set fares for “premium” services – those that go beyond the complementary ADA paratransit service requirements – at a usual and customary rate. An example of premium service provided by Runabout is the service provided to Tri-Counties Regional Center clients. RTA currently provides subscription (sometimes called “standing order”) service to clients on Runabout vans, and we bill the TCRC broker monthly. Staff negotiated a new rate with TCRC’s broker for this premium service equating to the average per-passenger price for service provided by Ride-On

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
REGIONAL TRANSIT ADVISORY COMMITTEE

July 18, 2017
DRAFT MINUTES
C-2

Members Present:

Michael Seden – Hansen (<i>Chair</i>)	City of Paso Robles
Eric Greening (<i>Vice Chair</i>)	Fixed Route Representative
Dawn Patterson	Atascadero Transit
Phil Moores	South County Transit (SoCo Transit)
Gamaliel Anguiano	SLO Transit
Cheryl Andrus	Cal Poly
Todd Katz	Fixed Route Alternate Rep.

Members Absent:

Anthony Gutierrez	Cuesta College
Pam Duffield	County of San Luis Obispo
Janeen Burlingame	Morro Bay Transit
Mark Dariz	Runabout/DAR Representative

Staff Present:

Geoff Straw	RTA
Shelby Walker	RTA
Tania Arnold	RTA

Guest:

Eliane Wilson	SLOCOG
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1. Call Meeting to Order, Roll Call:

Mr. Michael Seden-Hansen called the meeting to order at 2:05 p.m. Roll call was taken; a quorum was present.

2. Public Comments: None

3. A. Information Items

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

Mr. Geoff Straw stated that he wanted to go over five things. First, he discussed that the RTA Board accepted the environmental document for the long-term facility. There will be a 30-day input period and will be brought to the RTA Board in September. The lease on RTA's current facility ends in 2022. We should be receiving 100% plans for the Paso Yard by the end of the week. The budget is \$855,000 and are we hoping bids stay within that. He mentioned an ITS improvement that six 'next bus' signs were ordered. Two will go in at the Government Center as well as a Ticket Vending Machine. The other four will go to different bus stop locations throughout the county. He stated that four bus finders will also be placed at different stops. One

will most likely go in at Cuesta College stop. The radio frequency for those devices does not reach to Grover Beach.

Mr. Straw stated that bus operator recruitment has been difficult. Currently, we are short 10 to 11 operators. Doing different forms of outreach, including a TV commercial and signs on the buses, to bring people in. We have met twice with the union to discuss new contract. The next training class starts September 11th.

Mr. Straw concluded his report.

Ms. Eliane Wilson asked if we have reached out to school bus drivers. **Mr. Straw** responded that RTA cannot compete with the benefits they receive.

Mr. Gamaliel Anguiano asked about student drivers. **Mr. Straw** stated that we do not experiment with students.

Mr. Eric Greening asked what the new contract length would be. **Mr. Straw** stated that it has not been decided yet.

A-2 Revisions to North Coast Services (Verbal):

Mr. Phil Moores stated that there has been changes made to the Routes 12 and 15. He said that the short turns have been eliminated and Route 12 breaks will be at the at the Government Center instead of Morro Bay Park. It will lead to better service for the Los Osos area and make connections to SLO Transit. **Mr. Greening** asked if the Cuesta College stop will be affected, if there has been any outreach or signage about the changes, and if the Route 14 will be adjusted. **Mr. Moores** stated that the Route 15 has been adjusted. **Ms. Wilson** asked what time the first bus leaves from Morro Bay Park. **Mr. Moores** stated he could not remember the exact time, he will send a copy of the new schedule to each RTAC member.

Mr. Moores mentioned that if there is an ADA appeal the committee will be trained and then the committee will hear the appeal.

Mr. Moores concluded his report.

A-3 Public Participation Plan for Proposed Changes to RTA Fare Program (Verbal):

Mr. Straw stated that is an update that was given to the RTA Board. The cash fare would go up \$.25 per zone. He stated that on page A-3-2 there is a table showing the proposed fare increases. On page A-3-5 there is an elasticity analysis that shows the net increase is 6.4% with a 3% decrease in ridership. The Runabout cap amount would be going to \$11.00. There will be a number of public outreach opportunities for people to voice their concerns or support.

Mr. Straw concluded his report.

Ms. Wilson asked why we are not increasing fares on the express runs. **Mr. Straw** stated we have not done it because it could have FTA Title VI implications. **Mr. Moores** noted the option of splitting out the express services. **Mr. Straw** stated that the FTA would need to be included. **Mr. Greening** suggested possibly having an express pass as an option.

Ms. Wilson also asked if the fares were in line with other fares for local transit. **Mr. Straw** stated that they are higher than local transit so we do not skim off SLO Transit or other transit systems.

Mr. Todd Katz emphasized the issue of finding drivers when noting the fare increase. He wants to make sure they understand that it is not funding new buses.

Ms. Wilson stated that it should be explained to riders the savings they can have buying the monthly pass over continuously paying the cash fare, maybe have a tool on the website to help people calculate the cost. **Mr. Straw** stated there has been discussion of smart media option that could come in the future. **Ms. Wilson** asked if the current fare media will expire. Mr. Straw stated they will not.

A-4 Member Comments/Reports from Jurisdictions (Receive):

Ms. Dawn Patterson stated that the new Dial-A-Ride vehicle was just delivered. A new housing development called the Groves coming in near Vieo Camino. They have allotted for a RTA bus stop, construction will begin in two months. She mentioned that the budget for the new dispatch software was approved.

Ms. Cheryl Andrus stated that Cal Poly freshmen will not be able to bring cars on campus; it is the largest incoming class. There will be a demo for bike share tomorrow. **Mr. Greening** asked about public comment period for the Cal Poly master plan. **Ms. Andrus** stated she will check.

Mr. Michael Seden-Hansen had no update.

Mr. Anguiano stated route changes started in June, no fare or route complaints received yet. Will look into some adjustments and they will be out by September 5, 2017. There is a two-year contract with Cal Poly. He also mentioned that the General Manager of First Transit will be retiring in October and Dee Lawson will be retiring in January.

Mr. Phil Moores stated that negotiations on the CBA for RTA are taking place and hoping for a similar agreement for SoCo Transit. The Five Cities Shuttle Service will be moving from Ride-on to Ventura Transit System, and they are charging good rate. SoCo Transit is doing well with driver retention, but they do rely on RTA extra boards for help. **Mr. Greening** asked how the audit recommendation of consolidation affects the farebox ratio. **Mr. Straw** stated that it is small, RTA's would go up but SoCo Transit would go down from the current levels.

Mr. Greening stated that he has gotten great rides and morale seems to be up. He said the bus operators did an excellent job maintaining service when there were fires on the grade. He asked if youth riders need to show documentation of being in K-12. **Mr. Moores** stated that trust is the best policy. **Mr. Straw** stated that there is no need; we do not need to cause conflict in regards to fares.

C. Consent Agenda Items:

C-1 RTAC Minutes of April 19, 2017 (Approve)

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

D. Adjournment:

Mr. Seden-Hansen adjourned the meeting at 3:33 p.m.

Next RTAC Meeting: October 19, 2017 at 2:00 p.m.

Respectfully Submitted:

Shelby Walker
Administrative Assistant
San Luis Obispo Regional Transit Authority