



SPECIAL MEETING AGENDA

REGIONAL TRANSIT ADVISORY COMMITTEE

Thursday, July 7, 2016

2:00 p.m. – 3:30 p.m.

**San Luis Obispo County Government Center
Conference Room D361
1055 Monterey 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)
- A-3 Present Draft Findings of IS/MND for Paso Bus Parking Yard project (Receive)

B. ACTION AGENDA ITEMS:

- B-1 Consider Recommendation to Accept RTA Short Range Transit Plan (Verbal)

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 April 21, 2016 (Approve)

D. ADJOURNMENT

Next Meeting: October 20, 2016 1:30 p.m.

RTA USE OF COUNTY YARD FOR BUS PARKING FACILITY IN PASO ROBLES

PURPOSE OF THE IS/MND

An administrative draft Initial Study/ Mitigated Negative Declaration (IS/MND) document has been prepared to identify and assess the anticipated environmental impacts for the *RTA Use of County Yard Project* (Project). RTA will construct the Project to provide sufficient current and future vehicle parking and staff operations space to meet the regional and local public transportation needs in the northern portion of San Luis Obispo County.

The Initial Study (IS) is a public document used by the decision-making lead agency to determine whether a project may have a significant effect on the environment. In the case of the proposed Project, RTA is the Lead Agency and will use the IS to determine whether the project has a significant effect on the environment.

If a Lead Agency finds substantial evidence that any aspect of the project, either alone or in combination with other projects, may have a significant effect on the environment, that agency is required to prepare an Environmental Impact Report (EIR), a supplement to a previously prepared EIR, or a subsequent EIR to analyze the project. A Responsible Agency is a public agency that proposes to carry out or approve a project, for which a Lead Agency is preparing or has prepared an Environmental Impact Report or Negative Declaration. The term “Responsible Agency” includes all public agencies other than the Lead Agency that have discretionary approval power over the project.

If a Lead Agency finds no substantial evidence that the project or any of its aspects may cause a significant impact on the environment, a Negative Declaration shall be prepared. If, over the course of the analysis, the project is found to have a significant impact on the environment that, with specific mitigation measures, can be reduced to a less than significant level, a Mitigated Negative Declaration (MND) shall be prepared.

PROJECT PURPOSE, OBJECTIVES AND NEED

RTA operates regional fixed route public transportation services throughout San Luis Obispo County and into the City of Santa Maria in Santa Barbara County. In addition, RTA operates Runabout paratransit services within ¼-mile of all fixed routes in the county, including those fixed routes operated by other transit agencies. Finally, RTA provides direct operation of local fixed route and Dial-A-Ride services operated within the City of Paso Robles.

The purpose of the proposed Project would be to provide storage for up to fourteen 40-foot and 45-foot fixed route coaches, five 25-foot cutaway vans, and 26 employee parking spaces, as well as placement of a 25-foot by 50-foot modular office building. It would replace one existing vehicle

storage-only parking lot, as well as another parking lot and administrative offices facility located in Paso Robles. These two separate facilities are located at 4th/Pine Streets (parking of RTA large buses) and at 8th/Pine Streets (parking of Paso Express small buses and vans, as well as office space) in downtown Paso Robles, respectively. Both of these existing City of Paso Robles-provided properties have recently been sold and/or are currently under development review.

An important objective that must be considered when selecting a bus storage yard site is the distance of the site from the starting/ending points of RTA's and Paso Express' bus routes at the North County Transit Center at 8th and Pine Street in Paso Robles. It is important that the bus storage yard be located as close as possible in order to conserve resources (such as fuel), to reduce emissions from both buses and employees' personal vehicles, and to minimize "deadhead" costs (employee wages, wear/tear on vehicles, etc.). Other important factors include: minimizing or avoiding impacts to surrounding uses; complying with nearby land use designations; minimizing impacts to nearby traffic; and providing a safe and secure facility to protect RTA assets and enhance employees' personal security. Other sites were considered as part of a screening process – including moving all North County operations to RTA's primary site in San Luis Obispo (31 miles away) or to City-owned land near the Paso Robles Airport, but those sites were deemed infeasible due to expected significant impacts to the environment or safety concerns.

The proposed Project would be implemented at the existing SLO County Corp Yard property in Paso Robles. The County Corp Yard currently includes storage of SLO County Public Works Roads Division medium- and heavy-duty construction and road maintenance equipment, as well as a SLO County Fleet Services vehicle maintenance shop for light- and medium-duty vehicles. The site also includes one office trailer and a Seatrail storage container used by the SLO County Agricultural Commissioner. Finally, another Seatrail storage container is used by the UC Cooperative Extension Farm Advisor Office. RTA's proposed Project would be constructed on a portion of the property that was formerly used to store roadway materials, including sand, gravel, decomposed granite and crushed bark, but this area is currently not being used for County operations.

PROJECT DESCRIPTION

The proposed Project will accommodate RTA's current and future planned North County-based fleet of buses and vans, as well as employee parking and office space for RTA drivers and staff. The site is located sufficiently near the starting point of North County bus routes to minimize what RTA refers to as "dead-head" costs (and related emissions) of transporting vehicles to and from their routes.

Stakeholder interviews and site visits were a key part of the process that informed the initial feasibility assessment and initial planning effort for the proposed Project. With stakeholder input during the initial on-site meeting, it was determined that the vehicular path of travel should be along the easterly side of the open southern area of the SLO County Corp Yard property, and that the proposed bus and vehicle parking should be located along the westerly or highway side of

the project site south of the existing County operations area. This configuration concept would minimize potential conflicts with ongoing County operations as well as any potential for runoff into the Salinas River corridor by pushing the parking area away from the river area and towards the existing highway.

The existing Seatrain containers and trailer used by the Agriculture Departments of the UC Extension and the County would be left at or near their existing location, so as to minimize impact on these users. Per the City of Paso Robles request, a ten-foot landscape buffer area along the US-101 perimeter is assumed along the highway fence line for the entire length of the project site. The existing entry gate to the property would be moved to the south, and a section of new fencing would be added along the river side of the entry driveway area and on the south end of the site where it does not already exist. These modifications are intended to create a site that is completely enclosed by fences and gates for site security. An additional fence and gate would be added to serve as a separation between RTA's site and the County Fleet Maintenance site, per the request of County Fleet Services.

The bus parking would be placed at the northernmost and widest part of the available site area, south of but abutting the Seatrain containers and trailer. Bus parking stalls would be 12.5' wide x 56' long spaces delineated at a 60-degree angle for ease of bus parking and to maximize the available space. The parking spaces for the cutaway vans and minivans are adjacent to the large bus parking area, accommodating the site as it narrows. A 50' x 25' modular office space would be placed just to the south of the diagonal van parking, and will include the required storage space (12' x 14'), driver break area with kitchen (14' x 20'), and supervisor office (12' x 14'), accessible by an outdoor breezeway. Utilities would be placed underground along the western corridor (near the US-101) boundary; no other significant trenching would be required. The employee parking spaces (10' x 20'), increased in number from 20 to 26 after the initial kickoff meeting, would be at a 90-degree angle along the highway fence at the southernmost end of the site where the site is the narrowest.

Perimeter lighting for the parking areas at the new entryway, continuing along the highway side of the site, and around the new building will be considered for security purposes during final design. Any new lighting would be shielded to illuminate downward and to minimize "light pollution," and no new lighting would be installed along the river side of the site in order to minimize disruption to the natural habitat corridor.

A structural section will provide a Class II base and a Hot Mix Asphalt (HMA) overlay. The structural section would be calculated with the high volume and turning movement of heavy vehicles in mind. The existing site is partially paved with an unknown depth of HMA and base. For estimating purposes, it is assumed that this area would suffice for future use with a minimal overlay while an HMA and base section would be needed in areas that are not currently paved.

The site would require post-construction water quality site design features to treat water quality and provide runoff retention. The Project assumes that existing asphalt areas will not be removed but rather remain in place with an overlay and no substantial change to line and grade.

The landscape planting would be designed to provide screening of the facility building and stored vehicles when viewed from outside of the property (primarily from the adjacent US-101 corridor). The facility would appear to nestle into the environment, blurring the boundary between the built environment and the natural habitat to the east.

PROPOSED PROJECT OPERATIONS

As is typical at a public transit bus yard, the vast majority of activity is on the road – and very few persons are at the site during the day. A maximum of seven 40-foot vehicles using Urban Bus diesel engine-designated buses and two 30-foot buses using Transit Fleet Vehicle diesel engines start-up on weekdays, and another four Urban Bus and two Transit Fleet Vehicle buses depart during the mid-day.

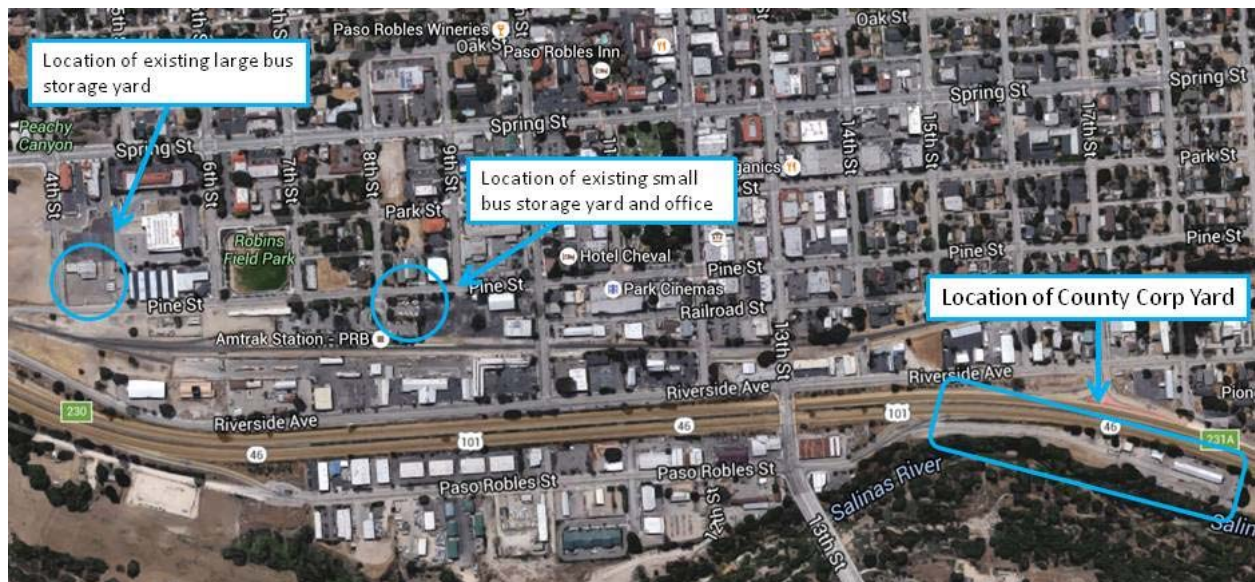
RTA provided a table of hour-by-hour employee arrival-departure data, as well as hour-by-hour bus departure-arrivals data, to public works and planning staff at both the County and the City; neither identified these vehicles movements as needing further review. No private vehicle parking would be eliminated as a result of the Project, nor would it seriously impact traffic patterns in and around the City of Paso Robles.

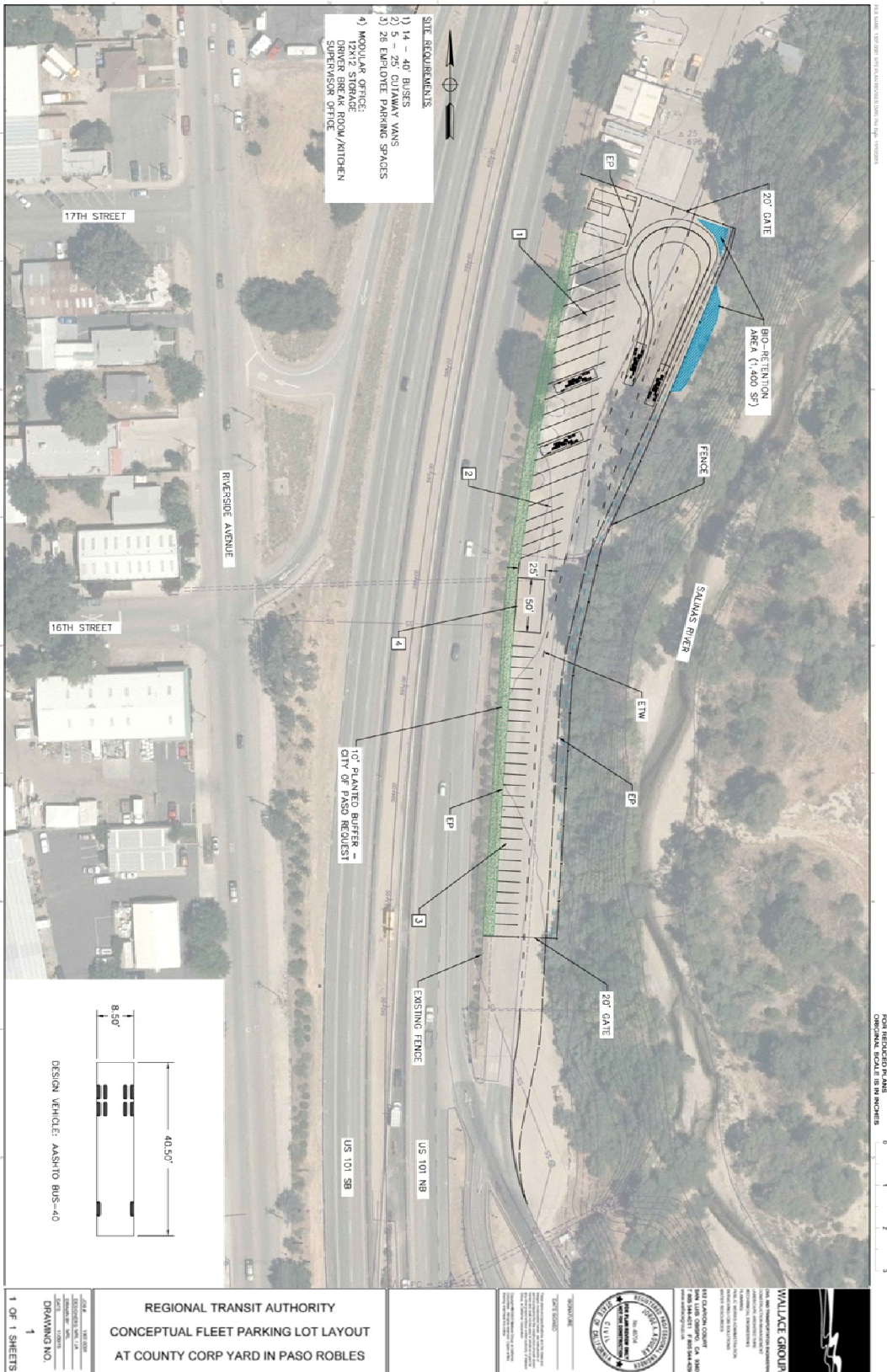
A series of 18 mitigation measures (one repeated in three separate subsections) are discussed in Section 3 of the full IS/MND document that will minimize less-than-significant or completely avoid on-going/long-term environmental impacts that would occur as a result of RTA consolidating its two operating facilities into the proposed Project site. It should be noted, however, that each potential impact is analyzed as if the existing RTA operations were not already in place.

PROJECT LOCATION

The proposed Project lies within the County's Corp Yard property, which is located at 1735 Paso Robles Street in the City of Paso Robles. The site is bordered by US-101 to the west, the Salinas River (typically dry except during rain events) to the east, a privately owned equipment storage yard to the north, and the northbound 13th Street on-ramp to US-101 to the south. RTA worked with The Wallace Group to develop a concept plan for the proposed Project. The resulting *Feasibility and Findings Report* identified the southern portion of the County's Corp Yard as the preferred Project site, which will use approximately 1.5 acres of the County's 8.59-acre lot.

The first map below the location of the two existing RTA bus storage yards, as well as the County's Corp Yard. The next graphic depicts the conceptual layout of the RTA Bus Parking Facility within the County Corp Yard.





SUMMARY LIST OF MITIGATION MEASURES

The following 18 mitigation measures (one repeated in three separate subsections) will minimize to less-than-significant or completely avoid on-going/long-term environmental impacts that would occur as a result of RTA consolidating its two operating facilities into the proposed Project site.

1. **Mitigation Measure AES-1 – Exterior Lighting Controls:** An exterior lighting plan will be developed, which will include the height, location, and intensity of all exterior lighting. All light poles, fixtures, and hoods shall be dark (non-reflective) colored. Lighting shall be designed to eliminate any off site glare. All exterior site lights shall utilize full cut-off, “hooded” lighting fixtures to prevent offsite light spillage and glare.
2. **Mitigation Measure AQ-1 – Construction Equipment Emission Control Measures.** As identified in the APCD *CEQA Air Quality Handbook*, construction mitigation measures are designed to reduce emissions (ROG, NO_x, DPM, PM₁₀ and GHG) from heavy-duty construction equipment and may include emulsified fuels, catalyst and filtration technologies, engine replacement, and new alternative fueled trucks. Construction-related emission reduction measures shall include, but not be limited to, a combination of the following:
 - Maintain all construction equipment in proper tune according to manufacturer’s specifications;
 - Fuel all off-road and portable diesel powered equipment with ARB certified motor vehicle diesel fuel (non-taxed version suitable for use off-road);
 - Use diesel construction equipment meeting ARB's Tier 2 certified engines or cleaner off-road heavy-duty diesel engines, and comply with the State Off-Road Regulation;
 - Use on-road heavy-duty trucks that meet the ARB’s 2007 or cleaner certification standard for on-road heavy-duty diesel engines, and comply with the State On-Road Regulation;
 - Construction or trucking companies with fleets that that do not have engines in their fleet that meet the engine standards identified in the above two measures (e.g. captive or NO_x exempt area fleets) may be eligible by proving alternative compliance;
 - All on and off-road diesel equipment shall not idle for more than 5 minutes. Signs shall be posted in the designated queuing areas and or job sites to remind drivers and operators of the 5-minute idling limit;
 - Diesel idling within 1,000 feet of sensitive receptors is not permitted;

- Staging and queuing areas shall not be located within 1,000 feet of sensitive receptors;
- Electrify equipment when feasible;
- Substitute gasoline-powered in place of diesel-powered equipment, where feasible; and,
- Use alternatively fueled construction equipment on-site where feasible, such as compressed natural gas (CNG), liquefied natural gas (LNG), propane or biodiesel.

3. Mitigation Measure AQ-2 – Construction-Related Dust Control Measures. Since the proposed Project site is within 1,000 feet of a sensitive receptor, dust generated by construction activities shall be kept to a minimum by full implementation of the following measures.

- Reduce the amount of the disturbed area where possible;
- Use of water trucks or sprinkler systems in sufficient quantities to prevent airborne dust from leaving the site. Increased watering frequency would be required whenever wind speeds exceed 15 mph. Reclaimed (non-potable) water should be used whenever possible;
- All dirt stock pile areas should be sprayed daily as needed;
- Permanent dust control measures identified in the approved project re-vegetation and landscape plans should be implemented as soon as possible following completion of any soil disturbing activities;
- Exposed ground areas that are planned to be reworked at dates greater than one month after initial grading should be sown with a fast germinating, non-invasive grass seed and watered until vegetation is established;
- All disturbed soil areas not subject to re-vegetation should be stabilized using approved chemical soil binders, jute netting, or other methods approved in advance by the APCD;
- All roadways, driveways, sidewalks, etc. to be paved should be completed as soon as possible. In addition, building pads should be laid as soon as possible after grading unless seeding or soil binders are used;
- Vehicle speed for all construction vehicles shall not exceed 15 mph on any unpaved surface at the construction site;

- All trucks hauling dirt, sand, soil, or other loose materials are to be covered or should maintain at least two feet of freeboard (minimum vertical distance between top of load and top of trailer) in accordance with CVC Section 23114;
- Install wheel washers where vehicles enter and exit unpaved roads onto streets, or wash off trucks and equipment leaving the site;
- Sweep streets at the end of each day if visible soil material is carried onto adjacent paved roads. Water sweepers with reclaimed water should be used where feasible;
- All of these fugitive dust mitigation measures shall be shown on grading and building plans; and
- The contractor or builder shall designate a person or persons to monitor the fugitive dust emissions and enhance the implementation of the measures as necessary to minimize dust complaints, reduce visible emissions below 20% opacity, and to prevent transport of dust offsite. Their duties shall include holidays and weekend periods when work may not be in progress. The name and telephone number of such persons shall be provided to the APCD Compliance Division prior to the start of any grading, earthwork or demolition.

4. **Mitigation Measure (*same for all three*): BIO-1, GEO-1 & HWQ-1 – Construction Storm Water Plan and SWPPP**: Prior to construction, RTA shall – in close consultation with San Luis Obispo County officials – prepare an operations-based Stormwater Pollution Prevention Plan (SWPPP) acceptable to the City of Paso Robles; this SWPPP will focus on the operations of RTA independent of County Corp Yard activities. RTA shall also develop in detail a Construction Storm Water Plan in conjunction with the Project’s final design and grading plan for implementation during construction activities. Specific details are provided in the City of Paso Robles Construction Site Storm Water Quality Requirements. Elements covered in the program would include:

- Soil stockpiles and graded slopes shall be covered after 14 days if inactivity and 24 hours prior to and during inclement weather conditions.
- Fiber rolls shall be placed along the top of exposed slopes and at the toes of graded areas to reduce surface soil movement, as necessary.
- A routine monitoring plan shall be implemented to ensure success of all on-site erosion and sedimentation control measures.
- Dust control measures shall be implemented to graded areas during construction activities to control fugitive dust.

- Streets surrounding the Project Site shall be cleaned daily or as necessary.
 - Best Management Practices shall be strictly followed to prevent spills and discharges of pollutants on site (material and container storage, proper trash disposal, construction entrances, etc.).
5. **Mitigation Measure: BIO-2 – Construction-Related Erosion Control BMPs:** Prior to and during construction, the contractor shall implement erosion control best management practices. To reduce the potential for inadvertent release of sediment from construction area to adjacent stream, drainage, wetland, or other sensitive resource areas, the contractor shall install appropriate erosion control devices around the perimeter of areas that require disturbance of the ground surface. Storm drains and gutters leading to drainage and wetland areas shall be blocked to prevent water entry. Erosion control devices shall be checked on a daily basis to ensure proper function.
6. **Mitigation Measure: BIO-3 – Construction Outside Nesting Season:** If feasible, construction activities will take place outside of the nesting bird season (i.e., March 15 to August 15). If construction activities occur within nesting bird season, a qualified biologist shall perform pre-activity nesting bird surveys to determine if breeding/nesting birds are present within the proposed Project site. If an active bird nest is identified, then CDFG and/or USWFS shall be consulted to determine appropriate buffer during construction activities.
7. **Mitigation Measure: BIO-4 – Qualified Biologist Preconstruction Survey:** A qualified biologist shall be retained to conduct a preconstruction survey of the proposed Project site and the adjacent habitats. In the event that any special-status species are identified within the proposed Project area, all work shall cease and the appropriate agencies shall be contacted for further consultation. As necessary, appropriate regulatory agency permits and/or approvals shall be obtained to allow relocation of special-status species from the Project area. In addition, the following measures shall be implemented to further mitigate impacts to the San Joaquin Kit Fox:
- Retain qualified biologist to conduct pre-construction survey of the project site and conduct a pre-construction kit fox briefing for construction workers to minimize kit fox impacts.
 - Include kit fox protection measures on project plans.
 - Require strict adherence to the existing 15 mph speed limit at the project site during construction.
 - Stop all construction activities at dusk.

- Cover excavations deeper than 2 feet at the end of each working day or provide escape ramps for kit fox.
 - Inspect pipes, culverts or similar structures for kit fox before burying, capping, or moving.
 - Remove food-related trash from project site.
 - If a kit fox is discovered at any time in the project area, all construction must stop and the CDFW and USFWS contacted immediately. The appropriate federal and state permits must be obtained before the project can proceed.
8. **Mitigation Measure BIO-5 – Construction Worker Education Program:** A construction worker education program shall be prepared and presented to all construction personnel at the beginning of the proposed Project. The program shall discuss sensitive species with potential to occur in the construction zone, with emphasis on special-status wildlife and plant species. The program shall explain the importance of minimizing disturbance and adhering to other disturbance minimizing measures.
9. **Mitigation Measure: BIO-6 – Defining Project Site Limits:** The use of heavy equipment and vehicles shall be limited to the proposed Project limits, existing roadways, and defined staging areas/access points. The boundaries of each work area shall be clearly defined and marked with visible flagging and/or orange protective fencing.
10. **Mitigation Measure: BIO-7 – Operations-Related Erosion Control Measures:** Erosion control measures shall be implemented to prevent runoff to the Salinas River corridor and associated tributaries. Silt fencing, in conjunction with other methods, shall be used to prevent erosion and avoid and/or minimize silts and sediments from entering adjacent waterways.
11. **Mitigation Measure: BIO-8 – Protection of Salinas River:** During construction, washing of concrete, paint, or equipment and refueling and maintenance of equipment shall occur only in designated areas a minimum of 50 feet from the Salinas River. Straw bales, sandbags, and sorbent pads shall be available to prevent water and/or spilled fuel from entering the stream channel. In addition, all equipment and materials shall be stored/stockpiled away from the swale. Construction equipment shall be inspected by the operator on a daily basis to ensure that equipment is in good working order and no fuel or lubricant leaks are present.
12. **Mitigation Measure: BIO-9 – Oak Tree Protection:** Oak tree protection and replacement procedures shall be implemented during the Project. This includes procedures for protecting oak trees to remain in place during construction, and replacing oak trees that are impacted. Oak tree protections must comply with the City of Paso Robles Tree Ordinance No. 835 N.S; therefore, the following measures shall be implemented to mitigate for potential impacts to oak trees:

- Permits to Remove or Prune will be obtained in the event any oak tree or limb over 6-inches in DBH are to be removed, or otherwise destroyed;
- Protective fencing shall be installed around oak trees that have the potential to be impacted by proposed construction activities. The fencing shall be installed prior to grubbing/construction and provide the greatest protection of the root zone of oak trees;

Heavy mulching is also recommended. If possible, planting during the warmest, driest months (June through September) shall be avoided.

13. Mitigation Measure: BIO-10 – Exterior Lighting Controls: To minimize the effects of future exterior lighting on special status wildlife species, all outdoor lighting fixtures shall be positioned and/or shielded to avoid direct lighting to adjacent streams and surrounding habitat areas.

14. Mitigation Measure: CUL-1 – Discovery of Human Remains: In accordance with the California Health and Safety Code, if human remains are uncovered during ground disturbing activities, RTA and its contractor(s) will immediately halt potentially damaging excavation in the area of the burial and will notify the SLO County Coroner and a professional archaeologist to determine the nature of the remains. The coroner is required to examine all discoveries of human remains within 48 hours of receiving notice of a discovery (Health and Safety Code Section 7050.5[b]). If the coroner determines that the remains are those of a Native American, he or she must contact the NAHC by phone within 24 hours of making that determination (Health and Safety Code Section 7050[c]). After the coroner's findings have been made, the archaeologist and the NAHC-designated Most Likely Descendant will determine the ultimate treatment and disposition of the remains and take appropriate steps to ensure that additional human interments are not disturbed. The responsibilities of RTA for acting upon notification of a discovery of Native American human remains are identified in Section 5097.9 of the California Public Resources Code.

California law recognizes the need to protect Native American human burials, skeletal remains, and items associated with Native American burials from vandalism and inadvertent destruction. RTA will ensure that the procedures for the treatment of Native American human remains contained in California Health and Safety Code Sections 7050.5 and 7052, and California Public Resources Code Section 5097, are followed.

15. Mitigation Measure: CUL-2 – Discovery of Prehistoric/Historic Deposits: If prehistoric or historic deposits or features are discovered during ground disturbing activities, activities in the area should cease and a qualified archaeologist shall inspect the discovery and prepare a recommendation for a further course of action.

16. Mitigation Measure: NOI-1 – Construction-Related Noise Control. RTA shall ensure that the construction contractor employs the following noise reducing measures during construction activities:

- Construction activities shall be limited to between 7:00 a.m. and 7:00 p.m. Monday through Friday. No construction activities shall take place on Saturdays or Sundays, or on federal or state holidays.
- All equipment shall have sound-control devices no less effective than those provided by the manufacturer. No equipment shall have un-muffled exhaust pipes.

REGIONAL TRANSIT ADVISORY COMMITTEE
July 7, 2016
STAFF REPORT

AGENDA ITEM: B-1

TOPIC: RTA Short Range Transit Plan

ACTION: Recommend Acceptance of Draft SRTP

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Receive Summary of Public Input, and
Recommend Board Accept Draft SRTP

BACKGROUND/DISCUSSION:

The Short Range Transit Plan (SRTP) consultants, led by LSC Transportation Consultants and assisted by AECOM, provided eight “working papers” over the past year to help guide RTA and SLO Transit in developing service, capital, management, coordination and financial elements that should be considered over the next five years.

Staff conducted consultant-led public meetings, including two joint SLO Transit Mass Transportation Committee and Regional Transit Advisory Committee meetings. In addition, staff published the SRTP Executive Summary and all related SRTP documents on the RTA website, and staff conducted a public input meeting on the Draft SRTP report on June 8th. Finally, staff provided a link to an online survey on our website. No additional input was submitted through this outreach effort.

The attached presentation summarizes all SRTP service, capital, institutional and financial recommendations, and this presentation will be provided by the consultant to the RTA Board at its July 13th meeting.

Staff Recommendation

Recommend that the RTA Board accept the Final Draft SRTP.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

***DRAFT* SHORT RANGE TRANSIT PLAN**

Presented by:

Gordon Shaw, PE, AICP; *Principal*



AECOM

Agenda

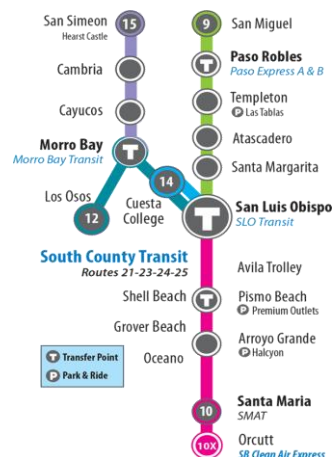
- Purpose of a SRTP
- Review of Existing Conditions
- Comparison with Peer Systems
- Evaluation of Service, Capital, Financial and Institutional Alternatives
- SRTP – Fixed route
- SRTP – Runabout

Purpose of a SRTP

- Review existing conditions and trends impacting transit services
- Provide opportunities for public input
- Consider strategies for coordination with other services
- Provide a general “business plan” for transit services over a five year period
- Serve as the basis for state and federal funding

Existing Fixed Route Services

- 15 buses in operation at peak times
- Operates 31,607 vehicle-hours and 986,000 vehicle-miles annually
- Carries 709,000 passenger-trips per year
- Overall productivity of 24 passenger-trips per vehicle-hour



SLO RTA Fixed Route Onboard Survey

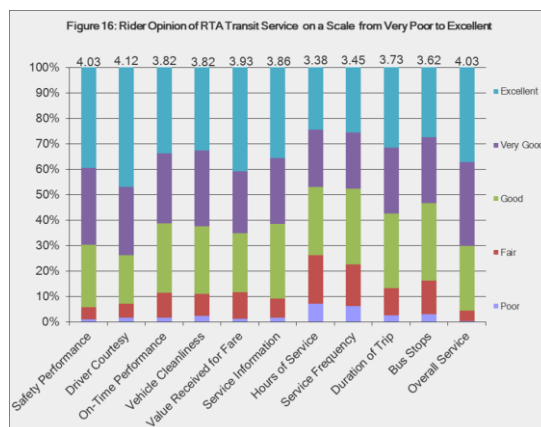
- 75% were traveling roundtrip
- 62% walked to the bus, 12% bicycled, 20% drove or rode in a car, 16% other
- 39% commuting for work, 34% traveling for school
- 28% had been using for 5 or more years, followed by 21% who had been using for 1-2 years
- 80% use services 3 or more days per week
- Printed guide/schedule is most popular form of transit info (40%)
- 65% did not have vehicle available for the trip
- Respondents spread relatively evenly among age groups

Fixed Route Onboard Survey Summary

“What single most important improvement would you suggest for SLO Transit?”

1. Expanded hours or days of service
2. Improve service frequency or run times
3. Improve on-time performance
4. Buses and bus amenities (additional seating, double decker, Wi-Fi)

Rider Opinion of Transit Services



RTA Fixed Route Peer Survey

Compared with 7 California systems of similar size, population served and route structure

- Passengers per Vehicle-Hour is relatively **high**, while Passengers per Vehicle-Mile is relatively **low**
- Passengers per Capita is relatively **low**
- Operating Cost per Vehicle-Hour is **average** while Operating Cost per Vehicle-Mile is relatively **low**
- Operating Cost per Passenger is relatively **low**
- Farebox Return Ratio is relatively **high**
- Operating Subsidy per Passenger is relatively **low**

Existing Runabout Services

- Serves as the single regional paratransit provider for the entirety of the county
- Up to 15 vehicles in operation at peak times
- Operates 38,000 vehicle-hours and 631,000 vehicle-miles per year
- Serves 45,000 passenger-trips per year
- Carries 1.5 passenger-trips per vehicle-hour
- 35% of trips wholly within San Luis Obispo. 31% are along North 101 corridor, 30% along South 101 corridor, and 10% along North Coast corridor.

SLO RTA Runabout Onboard Survey Summary

- 40% called 4-7 days in advance for their trip
- 32% using for medical/dental and 20% using for transportation to work
- 44% would not have made the trip without DAR
- Majority (77%) use service at least 2x/week, and 30% use daily
- 63% are over 60 years old
- Highest ranked DAR services were: Safety, Bus Cleanliness, and Driver Courtesy
- Lowest ranked DAR services were regarding reservation procedures

Runabout Peer Survey

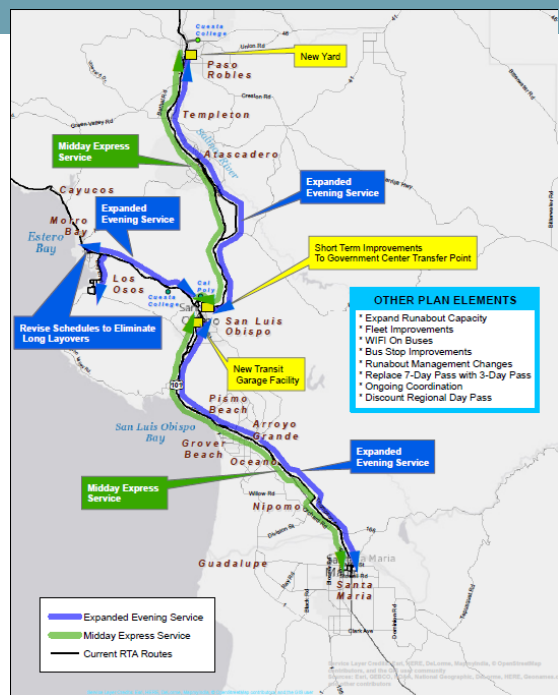
Compared with 7 California systems of similar size, population served and service area

- Passengers per Vehicle-Hour is relatively **low**, as is Passengers per Vehicle-Mile
- Passengers per Capita is relatively **low**
- Operating Cost per Vehicle-Hour is relatively **high** (impacted by overhead allocation methodology), while Operating Cost per Vehicle-Mile is near **average**
- Operating Cost per Passenger is relatively **high**
- Farebox Return Ratio is relatively **low**
- Operating Subsidy per Passenger is relatively **high**

Fixed-Route Service Alternatives Analysis: Key Conclusions

- None of the options to break Route 9 into local/express and local routes perform well. In turn, the current 3-hour schedule remains appropriate.
- The negative impacts of cutting Route 10 down to a 2-hour cycle length are severe. Again, the current 3-hour schedule remains appropriate. Terminating Route 10 at Nipomo would reduce ridership substantially.
- The revision to Route 12 schedule to eliminate the long layovers in Morro Bay is an effective alternative.
- The revisions to the Route 9 and Route 10 schedules to provide midday weekday express service are effective alternatives.
- The extension of RTA evening services performs reasonably well, particularly on Routes 10 and 12.
- Increased weekend service performs well for Route 10, but less so for other RTA routes.

RTA Plan Summary



Provide Mid-Day Express Service on Route 9 and Route 10

- Route 9: Four new mid-day express round-trips between SLO and Paso Robles
- Route 10: Five new express runs in each direction
- Reduces in-vehicle travel times
- Expands the frequency of service between these key transit centers
- Helps address the crowding issue
- More travel time choices would be provided
- Increases ridership by 26,100 per year

Expand Evening Service on Routes 9, 10, and 12

- Add Rt 9 departures until 9:33 PM weekdays and Saturdays, and 8:47 PM Sundays
- Add Rt 10 departures until 9:33 PM weekdays and Saturdays, and 8:33 PM Sundays
- Add Rt 12 departure at 9:33 PM weekdays
- Addresses common comment by stakeholders and the public in this SRTP plan process
- Allows participation in evening activities in Atascadero or Paso Robles among residents of SLO and the northern communities
- ADA hours of service will also be expanded
- Increases annual ridership by 14,000 per year

Modify Route 10 Services As Demand Warrants

- Ridership patterns should be monitored to identify specific route segments that warrant additional service or that experience bus crowding
- As necessary, additional runs on portions of the route should be added, such as runs between Five Cities and San Luis Obispo

Modify Route 12 Schedules to Eliminate Long Layovers in Morro Bay

- Reduces the in-vehicle travel time between Los Osos and San Luis Obispo by up to 20 minutes
- Eliminates a common complaint among Los Osos transit riders
- No longer provides direct bus-to-bus transfers between Route 12 and Route 15, though little or no transfers are currently occurring
- Increases ridership by 1,200 per year

Runabout Strategies

- Improve Runabout Eligibility and Certification Process
 - Website Checklist for self-assessment of eligibility
 - Prepared script for initial intake calls
 - In-person interview
 - Consistent recertification procedures
- Modify Runabout Scheduling Procedures to lower costs and improve productivity
 - Reduce minimum lunch break to 30 minutes
 - Accept subscription trips within capacity constraints
 - Increase use of casual and extra board drivers to improve flexibility
 - Improve tracking of non-productive time; work to reduce long slack times and to group trips
 - Continue to enforce no-show and cancellation strategies
- Identify Opportunities to Coordinate Runabout and Fixed Route Services
- Provide Expanded Regional Travel Training

Expand Runabout Capacity

- Provide one additional Runabout vehicle in peak operation every two years
- Provide a 2 percent annual growth in Runabout service hours and miles
- Periodically reconsider a subsidized taxi

Other Plan Elements

- Continue/Expand Coordination Efforts with SLO Transit
 - Single Regional Bus Tracker App
 - Single ID for Persons with Disabilities
 - Coordinated baggage policy
 - Joint Driver Training
 - Work Towards a Common Bus Replacement Policy
 - Ongoing Review of Route Coordination
- Offer Discount Regional Day Pass
- Replace 7-Day Pass with 3-Day Pass
- Accept SLO Transit Picture ID for RTA Discount Fares

Capital Plan Elements

- | | |
|---|--|
| <ul style="list-style-type: none"> • Purchase 12 RTA fixed route buses plus 30 Runabout vehicles • Implement Wi-Fi Service on Fixed Route Buses • Continue to Provide Retiring Vans to Other Transportation Providers at Nominal Cost • Implement short-term improvements to current transit center | <ul style="list-style-type: none"> • Implement bus stop improvement plan • Start construction of new San Luis Obispo garage facility at preferred site • Complete construction of operations office and parking yard in Paso Robles |
|---|--|

Plan Summary

- Expands Service Availability
- Increases Ridership by 94,500 per year (17%)
- Increases Annual Operating Costs by \$1.4 Million (15%)
- Improves Runabout efficiency
- Enhances coordination between RTA and SLO Transit
- Addresses Fleet Modernization, Facility Improvements, and Bus Stop Improvements
- Provides balanced operating and capital budgets

Questions? Comments?

Gordon Shaw, LSC
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DRAFT
SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
REGIONAL TRANSIT ADVISORY COMMITTEE
April 21, 2016
DRAFT MINUTES
C-1

Members Present:	Michael Seden-Hansen (<i>Chair</i>) Eric Greening (<i>Vice Chair</i>) Dawn Patterson Janeen Burlingame Cheryl Andrus (arrived 2:24 p.m.) Phil Moores Todd Katz	City of Paso Robles Fixed Route Representative Atascadero Transit Morro Bay Transit Cal Poly South County Transit (SCT) Fixed Route Alternate Rep.
Members Absent:	Mark Dariz Anthony Gutierrez Gamaliel Anguiano John Diodati	Runabout/DAR Representative Cuesta College SLO Transit County of San Luis Obispo
Staff Present:	Geoff Straw Shelby Walker Tania Arnold Carol Woodard	RTA RTA RTA RTA
Guest:	None	

1. Call Meeting to Order, Roll Call:

Mr. Michael Seden-Hansen called the meeting to order at 2:03 p.m. Roll call was taken; a quorum was not present. Ms. Cheryl Andrus arrived during item A-2 resulting in a quorum being present for all action items

2. Public Comments: None

3. Adjourn to RTAC Meeting:

A. Information Items

A1. Executive Director's Report:

Ms. Tania Arnold said The Employee of the Quarter barbecue lunch will be held on April 29th from 11:30 a.m. to 1 p.m. at our RTA Operating facility.

Ms. Carol Woodard is our new Mobility Specialist to help with ADA appeals and training.
Ms. Shelby Walker is our new Administrative Assistant. There will be a new training class of Bus Operators starting May 23rd and will include RTA and SCT candidates.

RTA is finalizing the contract with Rincon Associates to assist with environmental planning services for our long-term operations facility at Elks Lane. That will take about 16-18 months and we are hoping to start at the end of May.

The over-the-road coaches were implemented mid-March on Routes 9 and 10 express services. There is an issue of delays because of steep/narrow entrance on the bus; it is a little difficult to maneuver on them. It has taken time for the Bus Operators to become more familiar with them. We will continue to monitor their performance in the next few months before we bring it to the board on whether or not we exercise purchasing two new over-the-road coaches.

We continue to participate in a Travel Management Coordination Center study which is partially funded with an FTA Mobility Services for All Americans grant. The study seeks to evaluate technology solutions to help improve access to specialized transportation services throughout the county.

The ticket vending machines will be provided by GFI Genfare. The vendor will be onsite next week to discuss the specifics of the equipment. In order to address the addition of a ticket vending machine at the Government Center, we went out to bid for design services to replace the shelters as well as some ITS informational signs. The bids are due April 25th.

FTA has approved our request to grant a Categorical Exclusion for our partial use of the County Corp Yard in Paso Robles. The project is included in the budget for final approval.

To date we have expended 64.07% through 75% of this fiscal year, which is great. The fuel cost came in under budget, which has helped with savings. We are being conservative when it comes to budgeting fuel. Related to farebox recovery ratio, fixed route is 26.12% through March and Runabout farebox recovery ratio is at 4.12%.

Ms. Arnold concluded the Executive Directors report.

Ms. Dawn Patterson asked is if there will be other ticket vending machines at other locations. **Ms. Arnold** stated that yes there will be once everything is figured out in the backend. **Mr. Todd Katz** asked what the relationship between the vending machine and the buses. **Ms. Arnold** responded that a challenge is trying to get the information from the vending machine to the bus in regards to loading passes. **Mr. Eric Greening** asked if the deficiencies of shade for the downtown transit center are being worked on and planned out. **Mr. Geoff Straw** stated that we are hoping that it will be by August for the shade project to be completed. Further discussion ensued about the shelter areas.

A2. Member Comments/ Reports from Jurisdictions (Receive):

Mr. Moores announced the upcoming changes to the routes at South County Transit, and July 31st is the proposed start date. There will also be a fare increase; also to start

on July 31st. Mr. Moores also addressed the fact that Atascadero police contacted RTA in regards to the transit center and unsavory characters being there. Let **Ms. Dawn Patterson** and **Ms. Janeen Burlingame** know that if there is ever any issue at a the transit stops RTA will be there to support them.

Ms. Patterson said Atascadero recently hired a new part-time dispatcher. Will be coordinating with **Mr. Moores** about street closures in Atascadero. Looking to upgrade their dispatching software.

Ms. Burlingame Morro Bay Transit adopted the fare-free program for ADA paratransit riders. Letters went out to riders letting them know. Trolley will start at the end of May and will be doing recruitment of drivers.

Mr. Greening said he has experienced wonderful rides and good atmosphere as on the buses. He mentioned the ½ cent sales tax that is being proposed and how that it will affect the transit riders and providers. **Mr. Straw** stated that the transit operators need to reach out to the public to show how important transit is in the community; unfortunately, the polling did not show that and we have probably done a poor job of demonstrating transit's role in the community. Further discussion ensued about the ½ cent sales tax measure.

A3. Short Range Transit Plan Executive Summary and Working Paper #8 (Review and Comment)

Mr. Straw addressed that the Short Range Transit Plan started back in February 2015. There are four parts to discuss in regards to the SRTP. First is the service plan part. The first one is the elimination of long layovers on Route 12 in Morro Bay. **Mr. Greening** asked if the times would change for Cuesta College stops. **Mr. Moore** said he is not quite sure yet. Second would be in FY 17-18 and it is a two-part project that could not likely be funded without new funding. Part A would be to enhance mid-day service on Routes 9 & 10 and part A is to expand evening services on Routes 9,10, &12. The third is an on-going project to monitor demand on Route 10 and possibly add express capacity as needed. Lastly would be the on-going expansion of Runabout services as demand for it increases. **Mr. Greening** asked about the Runabout onboard survey results that are on page A-3-3 and if that means that more people would be able to ride fixed ride routes. **Mr. Moore** said that the numbers aren't that clean cut on who needs Runabout services or can use fixed route services. **Ms. Woodard** mentioned that she is developing a travel training program to help riders. Further discussion ensued.

The capital plan has quite a number of items on it. Over the next six years 12 FR and 30 Runabout replacement buses will be purchased. We will continue to transfer retired vehicles to other providers in the County. We are hoping to install Wi-Fi on the over-the-road coaches first and then expand to all FR. The long-term garage facility is a project that will take about 7 years. The downtown transit center will be a much longer project, and RTA will work with the city on that one. There will be some interim improvements to existing facility. The construction of the long-term bus parking facility in Paso Robles is currently in the works. Lastly, on-going programmatic capital projects include things like computer replacements and bus stop improvements. **Mr. Greening** asked about funding for all of the capital plan projects. **Mr. Straw** said that all the projects besides the long-term garage and the Paso yard are financially constrained.

Mr. Straw discussed the management plan of SRTP. First part is to revise service standards to match Board goals. Second is to modify Runabout eligibility and certification processes. Also to modify Runabout scheduling procedures to increase productivity. Last is the coordination efforts with SLO Transit. The financial plan of the SRTP includes the implementation of Discounted Regional Day Pass and replace the 7-day pass with a 3-day pass.

Mr. Straw concluded his report.

B. Action Agenda Items:

B1. Fiscal Year 2016-17 Budget Proposal (Recommend)

Ms. Arnold stated that she will be presenting the fiscally-constrained fiscal year 2016-17 operating budget and an advisory fiscal year 2017-18 operating budget. She is also presenting a five-year capital program to project what the capital needs for RTA might be in the future. She stated that she appreciates the Board's support in these financially constrained times. This year was a continued challenge due to declines or stagnation in various local revenue sources used to operate core RTA core services.

The budget assumes essentially the same core levels of service miles and hours for fixed route services that we are currently operating. There will be no significant changes with Runabout services. We are recommending the elimination of the North Cuesta College Evening Shuttle. The ridership has been essentially non-existent despite significant outreach efforts.

The budget does include the requirements for following our reserve policy that is for capital and cash flow purposes, since a significant amount of our funding is federal and reimbursement occurs at the end of the fiscal year. The local funding, LTF and STA, comes in at the end of each quarter. The reserve policy helps address both of those.

The result of the savings, as well as a decrease in fuel prices, has resulted in staff projecting a strong fund balance at the beginning of FY16-17. The operating budget is proposed at \$8,576,950 and the capital budget is proposed at \$2,379,360. The Paso and County services are presented in separate columns and are separately funded. The main cost factors are vehicle liability insurance, workers compensation insurance, and the wage adjustments programmed in the Collective Bargaining agreement. The downturn in fuel costs has resulted in welcome relief.

LTF has a slight decrease and STA funding will also have a decrease for FY 16-17. This budget assumes no fare increases for either FY16-17 or FY17-18, although staff is evaluating fare increase options for pending LTF revenue projections for FY17-18.

The Administration Expense for RTA core services is relatively flat compared to last fiscal year. The proposed service delivery cost for RTA core services is up by roughly 2%. It should be noted that the CBA runs through January 31, 2018. It should be noted that staff is evaluating the potential impacts of the California Legislature's recent minimum wage hike to \$15.00 per hour by 2021; RTA's current average hourly wage is \$16.30 per hour.

At the biannual CalTIP meeting last week, staff learned of projected vehicle liability and physical damage costs. The number claims has gone down by half but the cost of the claims has gone up dramatically for the pool we are in. As part of that, there has been an increase of about \$35,000 to the budget. Staff was notified in November of a likely increase to the primary workers compensation insurance program for the FY16-17, after a significant increase in FY15-16. We reached out for proposals from eight different carriers; 4 outright declined. Waiting to hear from the other four. Although the final numbers will not be available prior to adoption of the budget, staff has included a "worst case scenario" cost estimate in the attached budget proposal.

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 is now holding steady. We recently hired a part time employee to perform functional assessments as part of the eligibility process. She has visited other facilities, including Clark County in Nevada, to gain more knowledge about their processes. We will also be doing fixed route travel training with those Runabout applicants that might be capable of using fixed route services when feasible.

The focus of our financially constrained FY16-17 capital program will be funding the improvements for a long-term Paso Robles yard, continued planning for the Elks Lane yard, and replacing Runabout vehicles. We do also have some minor capital projects. It should be noted that a portion of the FY15-16 capital funds for fully funded projects, such as the ITS improvements and Over the Road Coaches will need to be carried over to FY16-17 but, 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 will be recommending a budget amendment in September to address carryover items. The projected five-year capital budget we do not include any expansion vehicles. It is only identifying replacement projects and easily identifiable on-going projects.

Fiscal Year 2016-17 will be another challenging year. 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 FY16-17 budget as presented.

Related to the numbers, on page B-1-13 in the 2016-17 proposed operating budget section you will see there will be about \$2.2 million to start the fiscal year, which is higher than we expected due to cost savings. We have made some adjustments to the South County Transit management contract and you will see that at the Board meeting in July for adoption. We did request the use of Rural Transit Funds for operating funds and SLOCOG approved. Overall the non-TDA sources have gone up slightly from \$4.2 million to \$4.5 million. Page B-1-14 has a summary snapshot of the expenditures. It is up roughly 2% from the previous fiscal year. It also shows a slight decrease in LTF being requested from the jurisdictions of 0.13%, but will go to 0.65% due to the liability insurance increase. In the 17-18 FY year you will see a significant jump, which are aware of and we have been working with the city of San Luis Obispo on how to address those needs. Funding uses for FY17-18 is up at 7.63% over the FY16-17 proposed budget. On page B-1-15, we propose a slight increase on proposed capital, it does include funding for the Paso Yard project. On page B-1-16 you will note the 27% increase for workers compensation, which is the worst case scenario. It shows an increase in the South County Transit management contract of about 43%. Fuel will be a decrease of 25%. The liability and physical damage will be an increase of 15%.

Ms. Arnold concluded her report.

Mr. Greening moved to approve item B-1 and **Mr. Moores** seconded. The motion carried with a voice vote with no oppositions.

B2. Proposed RTAC Bylaws Revisions (Recommend)

Mr. Moores explained what the bylaws revisions are in regards to the RTAC being an appeals board for ADA Paratransit applications denials. **Ms. Woodard** mentioned that she does not intend to deny everyone, but she wants to make sure that the needs of the people who truly need Runabout are met. **Mr. Greening** asked about the timing for when RTAC members will be needed for the appeals board. **Mr. Moores** said that after this goes to the Board we will bring it back at the next meeting to select RTAC members to serve on the appeals board. Further discussion ensued about the appeals board guidelines.

Mr. Moores moved to approve the item B-2 and **Ms. Patterson** seconded. The motion carried with a voice vote with no oppositions.

C. CONSENT AGENDA ITEMS:

C-1 RTAC Minutes of January 13, 2016 (approve)

Mr. Greening moved to approve the minutes and **Ms. Burlingame** seconded. The motion carried with a voice vote with no oppositions.

D. ADJOURNMENT:

Mr. Seden-Hansen adjourned the meeting at 3:53 p.m.

Next RTAC Meeting: **July 7, 2016**

Respectfully Submitted:

Shelby Walker

San Luis Obispo Regional Transit Authority