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www.slorta.org

BOARD AGENDA

Wednesday, January 22, 2020 (**NOTE REVISED DATE**)

CITY OF ARROYO GRANDE, CITY COUNCIL CHAMBERS

215 E. Branch Street. Arroyo Grande, California

1:30 p.m. to 3:00 p.m.

(Ending time is approximate)

Chairperson: Lynn Compton

Vice Chair: Barbara Nicolls

Board Members:

Lynn Compton (Fourth District – SLO County)

Barbara Nicolls (Grover Beach)

Jimmy Paulding (Arroyo Grande)

Sheila Blake (Pismo Beach)

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

NOTE: Arroyo Grande City Offices are served hourly by SCT Route 24.
Please call 541-2228 for more information.

FLAG SALUTE

CALL TO ORDER AND ROLL CALL

PUBLIC COMMENTS: This portion of the agenda is reserved for any members of the public to directly address the South County Transit Board on any items not on the agenda and within the jurisdiction of the Board. Comments are limited to three minutes per speaker. The Board 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.

BOARD ADMINISTRATIVE ITEMS

ELECTION OF OFFICERS: Elect Chairperson and Vice Chairperson

A. INFORMATION AGENDA

A-1 Administrator's Report (Receive)

B. ACTION AGENDA

B-1 PUBLIC HEARING: Present Short Range Transit Plan Recommendations (Approve)

B-2 Fiscal Year 2020-21 Budget Assumptions (Approve)

South County Transit, operated by the San Luis Obispo Regional Transit Authority, is a Joint Powers Agency serving residents and visitors of: Arroyo Grande, Grover Beach, Pismo Beach, Shell Beach and Oceano

B-3 Capital Budget Amendment (Approve)

- 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 South County Transit Board 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 South County Transit Board members, without the removal of the item from the Consent Agenda. Staff recommendations for each item are noted following the item.

C-1 SoCo Transit Minutes of October 16, 2019 (Approve)

C-2 Declare Bus #201 Surplus (Approve)

C-3 Low-Carbon Transit Operations Program Grant Application (Approve)

D. DIRECTORS' COMMENTS

E. EXECUTIVE COMMITTEE MEMBERS' COMMENTS

ADJOURNMENT

Next Meeting: April 22, 2020

Future Meeting Dates: July 22, 2020, October 21, 2020, and January 20, 2021

**SOUTH COUNTY TRANSIT
JANUARY 22, 2020
STAFF REPORT**

AGENDA ITEM: A-1

TOPIC: Administrator's Report

PRESENTED BY: Geoff Straw, Administrator

STAFF RECOMMENDATION: Accept as Information

BACKGROUND/DISCUSSION:

Operations:

The Employee of the Quarter barbecue is scheduled for 11:30AM on Friday January 31st at the SoCo Transit operating facility in Arroyo Grande. Please put this on your calendar so that you can enjoy some time with many of our team members. The EOQ winner will be honored by their Agency's Board at its next meeting.

Staff conducted a Driver/Management Forum on January 14th. Topics covered include a discussion on evening and weekend supervision, passenger issues, safety award eligibility, tree trimming, time displayed on the fareboxes, and use of an RTA van on Route 21. In acknowledgement of SoCo Transits' outstanding achievement of 980 days without a preventable collision, employees were treated to lunch during the forum.

We are continually seeking new candidates to fill the open Bus Operator positions. The RTA has four Bus Operator candidates in training and six in the background/testing phase. The RTA also welcomed James as a new Technician B on January 15th.

Marketing & Service Planning:

Staff continues to make progress updating the Short-Range Transit Plans (SRTP) for SoCo Transit fixed-routes services, and for the Dial-A-Ride services operated by the RTA on behalf of Paso Robles and the County in Nipomo, Shandon and Templeton. All interim Working Paper and the Draft SRTP documents are posted on our website. Staff conducted public outreach meetings to present the preliminary recommendations on January 15th as follows:

- Grover Beach Community Center from 1:00 PM to 3:00PM
- Pismo Premium Outlets Community Room from 4:00PM to 6:00PM

A public hearing, agenda item B-1, is included in this agenda to consider the SRTP recommendations and possible adoption of the plan. Of particular interest is consolidation of SoCo Transit into the RTA as a core recommendation.

Staff is enhancing our Smartphone-based Token Transit fare system through the use of updated verification modules that audibly “beep” using Bluetooth when users board the bus. These replacement modules will be placed on all SoCo Transit, RTA, Paso Express and SLO Transit buses in the coming weeks.

Staff is continuing to work with the Ticket Vending Machine vendor to correct deficiencies at the Government Center passenger facility. Following its initial launch in late October, it has been off-line for the past six weeks. In particular, the receipt-producing module has failed and a warranty replacement should be installed in the coming days.

Staff is prepared to restart the effort to consolidate SoCo Transit into the RTA, and will begin working with all jurisdictions in the coming months to complete the Joint Powers Agreement amendment process. Staff will work with the chief executive of each jurisdiction to develop staff reports and schedule consideration of the required resolutions.

Finance and Administration:

Staff from the RTA and SLOCOG conducted the on-site meetings with SoCo Transit’s TDA Triennial Performance Auditor on December 18th and 19th. An administrative draft report should be completed in the first quarter of 2020; the full report will ultimately be considered by the SLOCOG Board in spring.

Team member Chelsea Sperakos recently completed a two-day California Special Districts Association training program for board secretaries. The CSDA recommends the record merely state “public comment was taken” in lieu of including names or details unless action will be taken in response to the public comment. This change could reduce the Board’s liability, and is reflected in the minutes.

Attached are preliminary operating and financial data for the first five months of FY19-20. Graphs showing historical ridership and productivity by route are provided in the ensuing pages, followed by tables providing detailed data for the reporting periods. The first five months of FY19-20 experienced a significant decline in passenger boardings in comparison to the previous year (84,889 vs. 94,920, or a 10.6% decrease). The drop on Route 21 (18% fewer riders) was not unexpected, since we had to temporarily abandon weekday service along Shell Beach Road due to construction. However, the 17.1% decline on Route 28 is more puzzling. Ridership on Routes 24 and 27 were in line with the same period last year. Staff will continue to monitor these trends.

The financial results are provided in tables at the end of this report. As shown, for the first five months of FY19-20 (41.7% of the year), we expended 37.2% of the operating budget. Recent fuel cost increases have resulted in slightly above budget expenditures in that line-item.

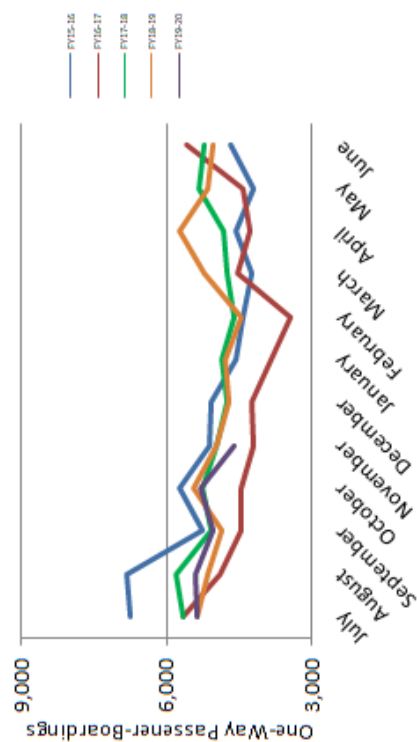
The only non-operating budget funds expended to date have been for the SRTP, which kicked off in December 2018 and was roughly half completed at the end of last fiscal year.

STAFF RECOMMENDATION:

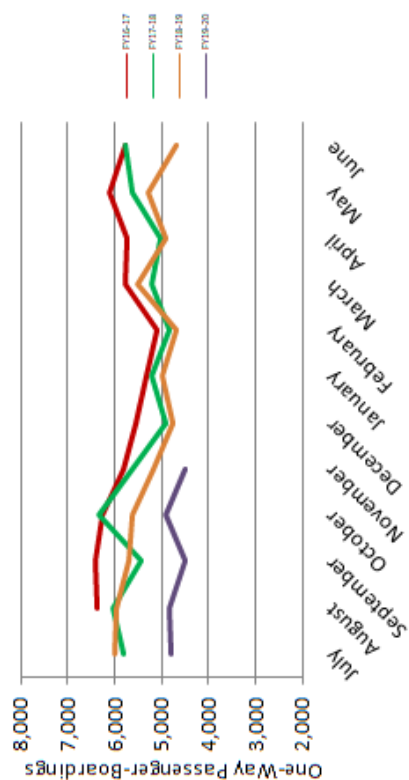
Accept this as an information item.

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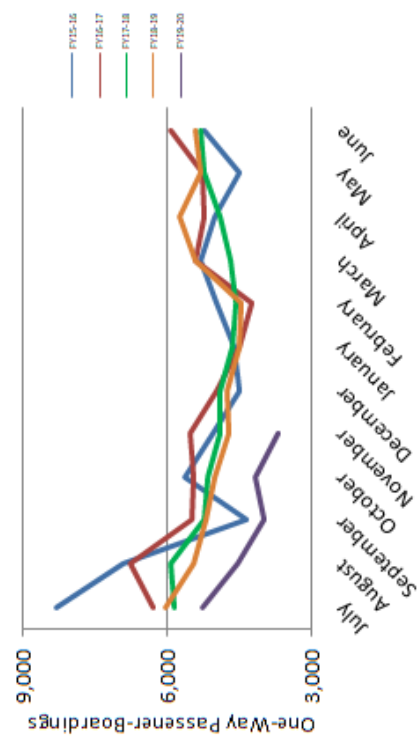
Route 24 Ridership By Month



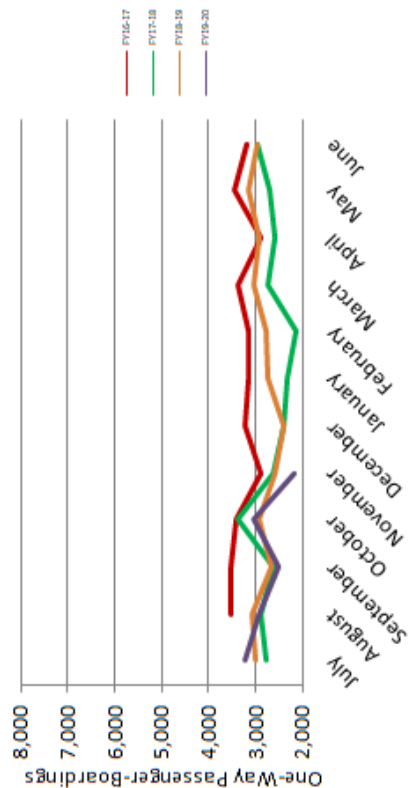
Route 28 Ridership By Month

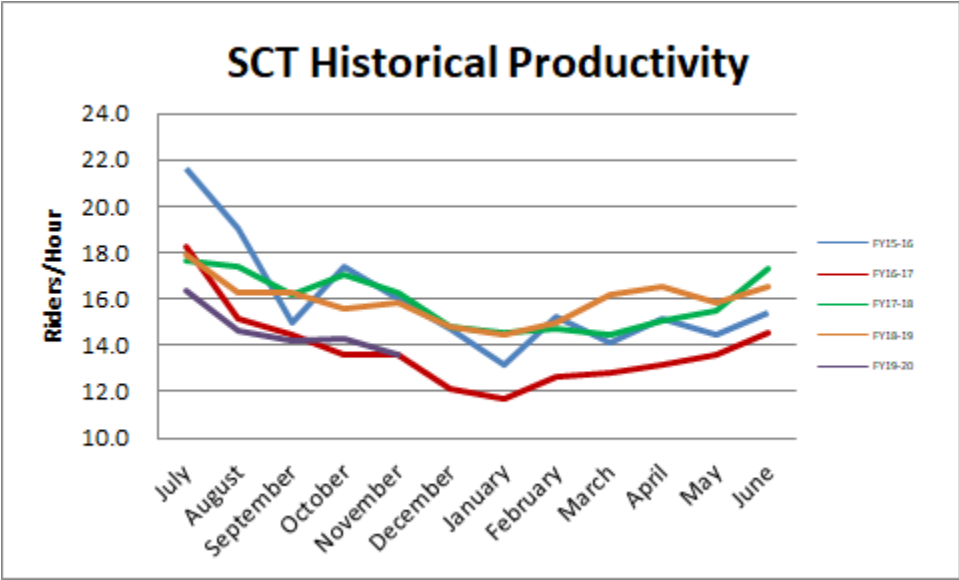


Route 21 Ridership By Month



Route 27 Ridership By Month





SOUTH COUNTY TRANSIT
2019-20 Budget vs. Actual (unaudited)

FY 19/20 Adopted	July 2019	August 2019	September 2019	October 2019	November 2019	Year to Date	Percent Year to Date
<u>Administrative Expenditures</u>							
Insurance	\$ 9,554	\$ 9,554	\$ 9,554	\$ 9,728	\$ 9,728	\$ 48,118	40.4%
Liability & Physical Damage	4,739	4,739	4,739	4,739	4,739	23,693	39.7%
Workers Compensation	61	61	61	61	61	306	41.4%
Property Insurance	2,550	2,550	2,550	2,550	2,550	12,750	41.7%
Rent	693	1,007	1,105	960	946	4,711	41.8%
Utilities	103	103	103	113	113	536	43.2%
Radio Expense	-	-	-	330	-	330	20.8%
Legal Services	61	7	101	66	53	288	64.0%
Payroll Processing	6,849	6,849	6,849	6,849	6,849	34,246	41.7%
Administration - Staff Time	1,210	1,210	1,210	1,210	1,210	6,050	41.7%
Finance - Staff Time	468	468	468	468	468	2,338	41.7%
Marketing - Staff Time	182	267	679	359	456	1,943	30.1%
Office Expense/Miscellaneous	1,000	-	1,000	1,330	-	3,330	98.5%
Audit	-	315	670	1,000	499	2,484	15.5%
Marketing/Community Relations/Printing	107	715	299	522	2,842	4,485	54.2%
Uniforms/Laundry/Physicals/Ads							
<u>Operating Expenditures</u>							
Salaries/Benefits	\$ 41,912	\$ 50,446	\$ 46,653	\$ 61,905	\$ 38,979	\$ 239,895	33.8%
Maintenance	18,078	14,456	20,332	20,042	10,901	83,810	39.6%
Dispatch	2,003	2,003	2,003	2,003	2,003	10,013	41.7%
SCT Bus Fuel	16,789	17,002	16,874	16,268	15,833	82,767	43.3%
Contingency	-	-	-	-	-	-	0.0%
Total Operating Expenditures	\$ 106,359	\$ 111,752	\$ 115,249	\$ 130,503	\$ 98,230	\$ 562,094	37.2%
<u>Capital Service</u>							
Short Range Transit Plan	\$ -	\$ -	\$ 9,013	\$ 12,650	\$ 3,363	\$ 25,025	#DIV/0!
Facility Improvements/Bus Stop Amenities	-	-	-	-	-	-	0.0%
Total Capital Service	\$ -	\$ -	\$ 9,013	\$ 12,650	\$ 3,363	\$ 25,025	54.9%
Total Use of Resources	\$ 106,359	\$ 111,752	\$ 124,262	\$ 143,153	\$ 101,593	\$ 587,119	37.7%

**SOUTH COUNTY TRANSIT
OPERATING STATEMENT BY ROUTE - WEEKDAY AND TROLLEY
YEAR TO DATE THRU NOVEMBER 30, 2019**

	RT 21 PISMO & SHELL BEACH	RT 24 GROVER B. A.G. VILLAGE, PISMO & A.G.	RT 27 GROVER B, AG, OCEANO CLOCKWISE	RT 28 GROVER B, AG, OCEANO COUNTER CW	TOTAL WEEKDAY SERVICE	AVILA BEACH TROLLEY
REVENUES:						
FARES	\$ 14,534	\$ 12,855	\$ 12,864	\$ 11,442	\$ 51,695	\$ 3,342
TOTAL ROUTE REVENUES	\$ 14,534	\$ 12,855	\$ 12,864	\$ 11,442	\$ 51,695	\$ 3,342
EXPENDITURES:						
ADMINISTRATION	\$ 8,414	\$ 8,259	\$ 8,651	\$ 9,525	\$ 34,850	\$ 2,568
MARKETING	924	909	959	1,064	3,856	-
OPERATIONS/CONTINGENCY	66,529	65,462	68,801	75,525	276,316	10,827
FUEL	18,052	13,577	14,463	15,170	61,261	5,583
INSURANCE	15,611	11,748	12,509	13,136	53,003	5,329
TOTAL EXPENDITURES	\$ 109,530	\$ 99,954	\$ 105,381	\$ 114,420	\$ 429,286	\$ 24,308
FAREBOX RATIO	13.27%	12.86%	12.21%	10.00%	12.04%	13.75%
SERVICE MILES	21,527.3	16,177.7	17,253.6	18,063.9	73,022.5	7,855.8
SERVICE HOURS	1,124.1	1,104.1	1,156.9	1,270.7	4,655.7	363.6
RIDERSHIP (Automatic Counters)	16,481	20,440	13,863	17,968	68,752	4,284
RIDERS PER MILE	0.8	1.3	0.8	1.0	0.9	0.5
RIDERS PER HOUR	14.7	18.5	12.0	14.1	14.8	11.8
COST PER PASSENGER	\$ 6.65	\$ 4.89	\$ 7.60	\$ 6.37	\$ 6.24	\$ 5.67
SUBSIDY PER PASSENGER	\$ 5.76	\$ 4.26	\$ 6.67	\$ 5.73	\$ 5.49	\$ 4.89

**SOUTH COUNTY TRANSIT
OPERATING STATEMENT BY ROUTE - WEEKEND, AND TOTALS
YEAR TO DATE THRU NOVEMBER 30, 2019**

	RT 21 - SAT PISMO & SHELL BEACH	RT 21 - SUN PISMO & SHELL BEACH	RT 24 - SAT GROVER B. A.G. VILLAGE, PISMO & A.G.	RT 24 - SUN GROVER B. A.G. VILLAGE, PISMO & A.G.	RT 28 - SAT GROVER B, AG, OCEANO COUNTER CW	RT 28 - SUN GROVER B, AG, OCEANO COUNTER CW	TOTAL WEEKEND SERVICE	TOTAL SCT ONLY SERVICE	TOTAL SCT AND AVILA SERVICE
REVENUES:									
FARES	\$ 2,492	\$ 1,813	\$ 2,219	\$ 1,456	\$ 2,512	\$ 3,487	\$ 13,980	\$ 65,675	\$ 69,018
TOTAL ROUTE REVENUES	\$ 2,492	\$ 1,813	\$ 2,219	\$ 1,456	\$ 2,512	\$ 3,487	\$ 13,980	\$ 65,675	\$ 69,018
EXPENDITURES:									
ADMINISTRATION	\$ 1,575	\$ 1,389	\$ 1,528	\$ 1,336	\$ 1,564	\$ 1,378	\$ 8,770	\$ 43,620	\$ 46,187
MARKETING	172	154	168	147	172	152	966	4,822	4,822
OPERATIONS/CONTINGENCY	12,409	10,925	12,053	10,506	12,327	10,836	69,057	345,373	356,200
FUEL	3,341	2,902	2,544	2,242	2,598	2,296	15,922	77,184	82,767
INSURANCE	2,896	2,509	2,204	1,939	2,251	1,985	13,785	66,789	72,118
TOTAL EXPENDITURES	\$ 20,393	\$ 17,880	\$ 18,498	\$ 16,170	\$ 18,913	\$ 16,647	\$ 108,500	\$ 537,786	\$ 562,094
FAREBOX RATIO	12.22%	10.14%	12.00%	9.01%	13.28%	20.95%	12.88%	12.21%	12.28%
SERVICE MILES	3,967.3	3,453.5	3,021.5	2,667.0	3,086.7	2,731.2	18,927.1	91,949.6	99,805.4
SERVICE HOURS	211.8	185.1	205.4	178.2	210.0	183.7	1,174.2	5,829.9	6,193.5
RIDERSHIP (Automatic Counters)	2,881	2,339	3,025	2,300	2,946	2,646	16,137	84,889	89,173
RIDERS PER MILE	0.7	0.7	1.0	0.9	1.0	1.0	0.9	0.9	0.9
RIDERS PER HOUR	13.6	12.6	14.7	12.9	14.0	14.4	13.7	14.6	14.4
COST PER PASSENGER	\$ 7.08	\$ 7.64	\$ 6.11	\$ 7.03	\$ 6.42	\$ 6.29	\$ 6.72	\$ 6.34	\$ 6.30
SUBSIDY PER PASSENGER	\$ 6.21	\$ 6.87	\$ 5.38	\$ 6.40	\$ 5.57	\$ 4.97	\$ 5.86	\$ 5.56	\$ 5.53

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**SOUTH COUNTY TRANSIT
JANUARY 22, 2020
STAFF REPORT**

AGENDA ITEM: B-1

TOPIC: Public Hearing to Present Short Range Transit Plan Recommendations

ACTION: Review and Adopt the Plan

PRESENTED BY: Geoff Straw, Administrator

STAFF RECOMMENDATION: Review and Adopt So Co Transit Plan

BACKGROUND/DISCUSSION:

The 2011 Short Range Transit Plans for South County Transit and for Nipomo Dial-A-Ride expired in 2016. At its September 2018 meeting, the RTA Board authorized the Executive Director to issue a Request for Proposal (RFP) to Conduct Joint SoCo Transit and Dial-A-Rides Short Range Transit Plans Study, and staff kicked off the study in December 2018.

The Short Range Transit Plan consultant, LSC Transportation Consultants, provided five “working papers” over the past year to help guide SoCo Transit in developing service, capital, and financial elements that should be considered over the next five years. These interim documents were posted on our website and shared with City Managers and County staff for review/comment. This planning effort culminated in Draft SRTP chapters for both SoCo Transit and for the rural Dial-A-Ride programs that are attached to this staff report and were posted on our website on January 3, 2020.

At the October 16, 2019 meeting, the SoCo Transit Board directed staff to present the findings of the Draft SRTP at a series of public meetings on January 15, 2020 in Grover Beach and Pismo Beach. Staff will provide an oral summary of input received during the January 22nd Public Hearing.

The financially constrained SoCo Transit recommendations are briefly summarized below.

- Consolidation of SoCo Transit into the RTA
- Incorporation of the Avila Trolley into the SoCo Transit service area
- Shift Routes 27 and 28 to serve the neighborhood north of Ramona Garden
- Transition to smaller vehicles, with the exception of AGHS tripper buses
- Plan for bus parking lot and transit center improvements

Other Draft SRTP elements include:

- Consider serving Lopez Continuation High School (financially unconstrained)
- Expand days of Avila Trolley Service (financially unconstrained)
- Bus stop improvements at nine locations

The Board action is to review and discuss the summary attached for each of the sections of the Draft SRTP report, consider public input, and to adopt the plan. Adopting the plan in no way commits the Board to implementation of the service recommendations contained in the plan nor does it imply that the Board endorses all of these recommendations or plan content. The recommendations contained in this document are the consultant's professional judgment in addressing the data, field observations and overall system analysis and the outcomes for improving service. Staff will provide further information in April 2020 as part of the FY2021 budget presentation regarding recommendations for implementation of the recommended plan elements, the budget associated with each recommendation, and a community outreach plan for obtaining public feedback on any proposed changes.

It should be noted that the recommendations for the rural Dial-A-Ride programs (Chapter 16, or pages 181-186) are attached for reference only. Staff is not recommending that the SoCo Transit Board consider adoption of that chapter; it will be presented to SLO County for separate consideration at a later date.

STAFF RECOMMENDATION:

Conduct a Public Hearing to consider input on the Draft SoCo Transit SRTP, and consider adopting it as presented. Staff will provide further recommendations on possible implementation of the various SoCo Transit SRTP plan elements as part of the FY20-21 operating budget presentation in April 2020.

INTRODUCTION

The following plan presents service enhancements, capital improvements, and management plan elements as well as marketing and financial strategies to enhance public transit services in the Five Cities region. It is based on a review of existing transit service and demand conditions, analysis of a wide range of alternatives and public input. This chapter presents the individual plan elements in brief based on the substantial discussions presented in previous chapters; the reader is encouraged to refer to previous chapters for additional background on the plan elements. The overall plan features are presented graphically in Figure 41. These service changes build upon the “base” of the existing services, which are planned to continue except as modified by the plan elements.

Per the San Luis Obispo County 2040 Population, Housing and Employment Forecast (SLOCOG, 2011), the Five Cities area is forecast to increase by 0.5 percent per year from 2020 to 2025. The base transit ridership is assumed to increase at this rate of population growth.

INSTITUTIONAL PLAN

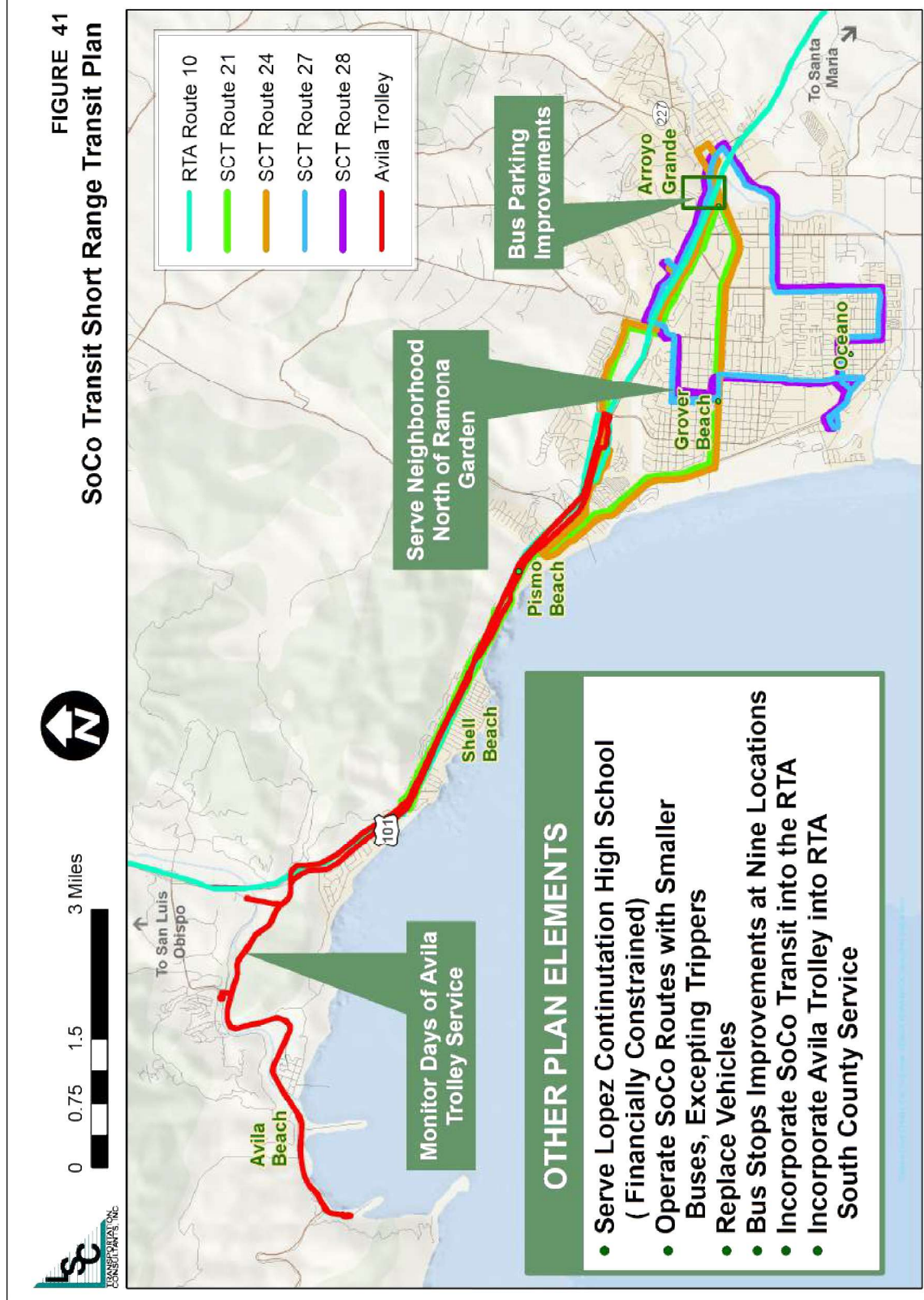
Incorporate the SoCo Transit Program into the RTA

The SoCo Transit organization will be dissolved and functions incorporated into the Regional Transit Authority, through the adoption of an amended RTA Joint Powers Agreement. This will have the following benefits to the SoCo Transit programs and riders:

- Most importantly, it will address the existing issue regarding non-attainment of the Transportation Development Act’s (TDA) minimum farebox return ratio requirements. By “blending” the relatively low farebox return ratio of local service with the higher figures for regional services, the overall RTA program (with SoCo Transit included) will easily attain the regional ratio requirements. Absent this institutional change, the SoCo Transit program would be faced with a combination of (1) significant reductions in services, (2) significant increases in fares and/or (3) cuts in TDA revenues that can be spent on local services.
- It will reduce administrative costs associated with full separate management of the SoCo Transit program.
- It will provide substantial cost savings.
- It enhances opportunities for joint marketing campaigns.

It is important to note that proposals to date will create a separate SoCo Transit Committee, comprised of representatives of the City of Arroyo Grande, City of Grover Beach, City of Pismo Beach and County of San Luis Obispo. This will be the governance body for a separate SoCo Transit budget. This will continue to ensure that SoCo Transit services are under the guidance of Board members that have the best local knowledge of needs and conditions in the area.

FIGURE 41
SoCo Transit Short Range Transit Plan



Incorporate the Avila-Pismo Trolley into the RTA South County Service

While the Avila-Pismo Trolley originated as a limited service focusing solely on Avila Beach visitors, it has grown into an important element of the South County regional public transit network. Unlike when the Trolley service started, it now operates wholly within the Arroyo Grande-Grover Beach Urbanized Area (with the exception of the last two stops in Port San Luis). It also serves trips within the SoCo Transit service area along Price Street. The inclusion of the Avila Beach area population in unincorporated San Luis Obispo County helps to achieve Urbanized Area status, which makes the overall area eligible for Federal Transit Administration 5307 urban formula funds.

As such, the Trolley route should be managed and funded as part of the overall SoCo Transit program. The current “service contract” funding agreement with San Luis Obispo County will be terminated, and instead the costs of this route allocated through the overall SoCo Transit funding agreement. This will allow all planning and operations to be under the management of the RTA’s SoCo Transit Committee.

SERVICE PLAN

Financially Constrained Operating Plan

Shift Routes 27 and 28 to Serve the Neighborhood North of Ramona Garden

Routes 27 and 28 will be revised to serve an additional neighborhood along 9th Street and Atlantic City Avenue north of Ramona Garden. This will provide new service within a convenient walking distance of an additional 1,300 residents, including many residents with a high potential of using transit services, such as residents of the Vista Pacific Apartments. Riders at the stops no longer served by Routes 27 and 28 will continue to be served by Routes 21 and 24, or be within a short walk of the new stops. This shift will result in a modest (\$1,200 per year) savings in operating costs, as the routes would be slightly shorter than at present, and increase overall ridership by an estimated 4,600 boardings per year. While this will require the operation of one bus per hour in each direction on streets currently not carrying buses, the shift to smaller vehicles will tend to offset the impacts.

Financially Unconstrained Operating Plan

Serve Lopez Continuation High School

If new funding sources can be generated to cover operating subsidy needs, the schedules of the existing Route 27 and Route 28 tripper runs should be extended to provide service to Lopez Continuation High School on Mesa View Drive during school days. This would help to provide educational access to several elements of the school community. Approximately \$29,000 in additional funding would need to be secured.

Review Days of Avila-Pismo Trolley Service

Visitation patterns to Avila Beach could shift in the future based on factors such as the growth in tourism and expanded activity outside of the traditional summer season. Trends should be monitored, and service plans modified to match ridership demands as warranted and as funding availability allows.

CAPITAL PLAN

Operate SoCo Transit Routes with Smaller Vehicles Excepting Tripper Buses

This planning study has identified that the four SoCo Transit routes can be operated using smaller vehicles on most runs, which can reduce operating and capital costs while also reducing noise and other neighborhood impacts. Accordingly, as larger vehicles warrant replacement new smaller low-floor cutaway vehicles (with a capacity of approximately 20 seated passengers as well as two wheelchair positions) will be purchased. While a specific manufacturer and vehicle model is yet to be identified, it will ultimately be a low-floor model with easier passenger movement and driver space than the cutaway currently being used on Route 21.

In 2020 (when existing vehicles 201 and 204 warrant replacement), smaller vehicles will be implemented on Routes 27 and 28. After several months, staff will survey the passengers and review operating results (such as on-time performance) to determine if an overall benefit to the transit program has occurred. If so, vehicles 1011 and 1012 will be replaced with smaller vehicles for conversion of Routes 21 and 24 in 2022. This will still provide four 35-foot buses (Gilligs) in the SoCo Transit fleet for tripper use. The tripper runs will continue to be operated using larger buses to accommodate the larger passenger loads. In addition, there are some specific runs (such as for school trips) that are known in advance and will be operated using larger buses.

This strategy will reduce operating costs by an estimated \$46,700, over all four routes. Replacing the larger buses with less expensive smaller cutaways will also reduce total initial capital costs by approximately \$1.2 Million.

Vehicle Replacement Plan

Reflecting the use of smaller vehicles where appropriate, the following SoCo Transit replacement vehicles will be purchased over the five-year SRTP planning period:

- Two 35-foot Gillig buses (201 and 204) will be replaced by low-floor cutaway vehicles in FY 2020-21.
- Assuming the smaller vehicles are found to be satisfactory, two 35-foot Thor buses will be replaced by low-floor cutaway vehicles in FY 2022-23.
- Two Dodge Grand Caravan minivans will require replacement in 2024-25.

At the current unit costs of \$50,000 for a minivan and \$150,000 for a low-floor cutaway bus (with farebox and other equipment), and assuming a 3 percent annual rate of inflation in capital costs, these vehicle purchases will require an estimated \$752,700 over the five-year plan period. Note that these costs assume standard fossil fuels, pending the results of a comprehensive zero emission vehicle readiness plan for the region.

Zero Emission Vehicles

The California Air Resource Board's (CARB) "Transit Fleet Rule" requires that all public transit fleets in the state ultimately use only Zero Emission Bus (ZEB) vehicles. ZEB technologies consist of Battery Electric Buses (BEBs) and hydrogen fuel cell buses. With limited exceptions, beginning on January 1, 2026, 25 percent of all new bus purchases must be ZEB and beginning on January 1, 2029 all transit fleet new bus purchases must be ZEBs. A transition rollout plan is required to be completed by 2023, which considers technology, vehicles and charging/fueling options. As SoCo Transit and Dial-a-Ride services will be provided using a combined overall RTA fleet, this issue will be addressed at the broader RTA level rather than for the SoCo Transit system alone.

Bus Stop Improvements

The quality of passenger amenities is important in the convenience and safety of a public transit trip, and can "make or break" an individual's decision on using transit services. The following bus stop improvements are included in this plan:

Shelters: Grand Avenue & 16th Street, Highway 1 and 21st Street, Grand Avenue & 13th Street, Dolliver Avenue & Pomeroy Avenue, Highway 1 & 25th Street, Grand Avenue & Elm Street.

Benches: Dolliver Avenue & Hinds Avenue, Shell Beach Road & Seacliff Drive

Concrete Wheelchair Pad: Oceano Airport. In addition, San Luis Obispo County is encouraged to provide sidewalks along Air Park Drive to connect this stop with nearby residences.

Funding for stop improvements are included in this plan, equal to the existing FY 2019/20 funding level (\$45,590) increasing by 3 percent per year for inflation.

Premium Outlets Transfer Center Improvements

While improvements are best accomplished through comprehensive RTA plans, a westbound bus stop for northbound Route 10 on the northeast side of Five Cities Drive (opposite the existing bus bays) would benefit SoCo Transit passengers and operations by improving the reliability of connections at this key location.

Bus Parking Facility Improvements

Pavement conditions at the SoCo Transit bus operations facility on Rodeo Drive in Arroyo Grande are in adequate but deteriorating condition. The plan includes \$200,000 for repaving the parking lot and access drives at this facility.

In addition, transit management staff should investigate the provision of secured parking in the Nipomo area for the two vehicles used for the Nipomo Dial-a-Ride service. Specifically, other public entities (such as the County or School District) should be contacted to see if there are opportunities available to establish secure overnight parking (with 24-hour staff access) at little or no cost to the transit program.

FINANCIAL PLAN

The impacts of the service plan elements on annual operating costs are shown in Table 61. Operating costs are forecast assuming a 5 percent annual increase in unit costs. While this is higher than the typical rate of inflation in recent years, it reflects current labor agreements regarding base wage increases, as well as potential increases in fuel costs and liability costs. The impacts of the operating plan elements on operating costs are then included to estimate the annual operating costs over each of the next five years. As shown, the financially constrained service element will reduce operating costs by 3.0 percent, equal to \$61,100 in savings by the last year of the plan period. Including the financially unconstrained element still provides a reduction in operating costs, totaling \$20,100 (1.0 percent).

TABLE 61: SoCo Transit S RTP Estimated Annual Operating Cost					
Plan Element	Fiscal Year				
	2020-21	2021-22	2022-23	2023-24	2024-25
Base Case Operating Cost⁽¹⁾	\$1,588,700	\$1,751,500	\$1,839,100	\$1,931,100	\$2,027,600
Financially Constrained Service Plan Elements					
Rt 27 & 28 Service North of Ramona Garden	-\$1,300	-\$1,300	-\$1,400	-\$1,500	-\$1,500
Percent Increase	-0.1%	-0.1%	-0.1%	-0.1%	-0.1%
Financially Unconstrained Service Plan Elements					
Serve Lopez High School	\$33,700	\$35,400	\$37,200	\$39,000	\$41,000
Percent Change	2.1%	2.0%	2.0%	2.0%	2.0%
Impact of Smaller Vehicles	-\$21,900	-\$23,000	-\$54,100	-\$56,800	-\$59,600
Total Operating Cost					
Financially Constrained	\$1,565,500	\$1,727,200	\$1,783,600	\$1,872,800	\$1,966,500
Percent Change	-1.5%	-1.4%	-3.0%	-3.0%	-3.0%
Financially Unconstrained	\$1,599,200	\$1,762,600	\$1,820,800	\$1,911,800	\$2,007,500
Percent Change	0.7%	0.6%	-1.0%	-1.0%	-1.0%
Note 1: Per 2019/20 Final Budget, excluding capital outlays; assumes 5% annual inflation.					
Source: LSC Transportation Consultants, Inc.					

Total annual ridership, as shown in Table 62, will increase by 2.0 percent or 4,700 passenger boardings under the financially constrained plan, or 4.2 percent (10,000) under the financially unconstrained option. As indicated in Table 63, this ridership increase would add \$3,800 in passenger fare revenue under the financially constrained option, and \$6,100 if financially unconstrained.

The SoCo Transit financial plan is shown provided in Table 64. This plan is built from the existing adopted budget. The forecasts for operating funding are defined as follows:

- Annual passenger fares are drawn from Table 63.
- 5307 Operating, interest, and advertising/other revenues are assumed to grow at 3 percent per year.

TABLE 62: SoCo Transit SRTP Estimated Annual Ridership

Plan Element	Fiscal Year				
	2020-21	2021-22	2022-23	2023-24	2024-25
Base Case ⁽¹⁾					
SoCo Transit	221,600	222,700	223,800	224,900	226,100
Avila Trolley	9,200	9,300	9,300	9,400	9,400
Total	230,800	232,000	233,100	234,300	235,500
Financially Constrained Service Plan Elements					
Rt 27 & 28 Service North of Ramona Garden	3,100	4,600	4,700	4,700	4,700
Percent Increase	1.3%	2.0%	2.0%	2.0%	2.0%
Financially Unconstrained Service Plan Elements					
Serve Lopez High School	3,700	3,700	3,800	3,800	3,800
Percent Increase	1.6%	1.6%	1.6%	1.6%	1.6%
Total Ridership					
Financially Constrained	233,900	236,600	237,800	239,000	240,200
Financially Unconstrained	237,600	240,300	241,600	242,800	244,000
Note 1: Base case ridership assumed to grow at the pace of population growth (0.5% annually). Source: LSC Transportation Consultants, Inc.					

TABLE 63: SoCo Transit SRTP Estimated Annual Farebox Revenues

Plan Element	Fiscal Year				
	2020-21	2021-22	2022-23	2023-24	2024-25
Base Case ⁽¹⁾					
SoCo Transit	\$153,500	\$154,300	\$155,100	\$155,800	\$156,600
Avila Trolley	\$8,800	\$8,900	\$8,900	\$9,000	\$9,000
Total	\$162,300	\$163,200	\$164,000	\$164,800	\$165,600
Financially Constrained Service Plan Elements					
Rt 27 & 28 Service North of Ramona Garden	\$2,500	\$3,700	\$3,800	\$3,800	\$3,800
Financially Unconstrained Service Plan Elements					
Serve Lopez High School	\$3,100	\$3,100	\$3,100	\$3,200	\$3,200
Total					
Financially Constrained	\$164,800	\$166,900	\$167,800	\$168,600	\$169,400
Percent Increase	1.5%	2.3%	2.3%	2.3%	2.3%
Financially Unconstrained	\$167,900	\$170,000	\$170,900	\$171,800	\$172,600
Percent Increase	3.5%	4.2%	4.2%	4.2%	4.2%
Note 1: Base case ridership assumed to grow at the pace of population growth (0.5% annually). Source: LSC Transportation Consultants, Inc.					

TABLE 64: SoCo Transit SRTP Financial Plan -- Financially Constrained						
	<i>Fiscal Year</i>					
	2020-21	2021-22	2022-23	2023-24	2024-25	
OPERATING ELEMENTS						
<i>Base Case Costs</i>	\$1,588,700	\$1,668,100	\$1,751,500	\$1,839,100	\$1,931,000	
<u>Operating Plan Elements (From Table 61)</u>	(\$23,200)	(\$24,300)	(\$55,500)	(\$58,300)	(\$61,100)	
Total Operating Costs	\$1,565,500	\$1,643,800	\$1,696,000	\$1,780,800	\$1,869,900	
<u>Operating Revenues¹</u>						
Passenger Fares (From Table 63)	\$164,800	\$166,900	\$167,800	\$168,600	\$169,400	
Low Carbon Transit Grant	\$309,000	\$0	\$0	\$0	\$0	
FTA 5307 Operating	\$575,900	\$593,200	\$611,000	\$629,300	\$648,200	
SLO County Trolley Operations	\$0	\$0	\$0	\$0	\$0	
Advertising & Other	\$5,200	\$5,400	\$5,600	\$5,800	\$6,000	
<u>Local Transportation Funds</u>						
- Arroyo Grande	\$189,100	\$328,600	\$341,100	\$365,900	\$392,000	
- Grover Beach	\$144,300	\$250,800	\$260,300	\$279,200	\$299,200	
- Pismo Beach	\$84,600	\$147,000	\$152,600	\$163,700	\$175,400	
- SLO County	\$79,600	\$138,400	\$143,600	\$154,000	\$165,100	
- Subtotal	\$497,500	\$864,800	\$897,700	\$962,800	\$1,031,600	
Interest	\$13,100	\$13,500	\$13,900	\$14,300	\$14,700	
TOTAL	\$1,565,500	\$1,643,800	\$1,696,000	\$1,780,800	\$1,869,900	
Balance	\$0	\$0	\$0	\$0	\$0	
CAPITAL ELEMENTS						
Capital Costs (From Table 64)	\$356,000	\$48,400	\$577,600	\$51,300	\$168,800	<u>Total</u>
<u>Capital Revenues</u>						
FTA 5307 Capital ⁽²⁾	\$247,200	\$0	\$262,240	\$0	\$92,720	\$602,160
FTA 5339 Capital ⁽²⁾	\$37,600	\$38,720	\$199,840	\$41,040	\$42,320	\$359,520
STA (Local Match)	\$71,200	\$9,680	\$115,520	\$10,260	\$33,760	\$240,420
Total Capital Revenues	\$356,000	\$48,400	\$577,600	\$51,300	\$168,800	\$1,202,100
Balance	\$0	\$0	\$0	\$0	\$0	
<i>Note 1: 2019-20 figures based upon adopted budget.</i> <i>Note 2: 80 percent Federal / 20 percent local match.</i> <i>Note 3: The Low Carbon Transit Grant discontinues after FY 2020-21</i>						
<i>Source: LSC Transportation Consultants, Inc.</i>						

- The Low Carbon Transit Grant program ends after Fiscal Year 2020-21.
- The existing San Luis Obispo County operating funds for the Avila Trolley are assumed to be eliminated, as this service is folded into the SoCo Transit program.
- The remaining funding requirements will be met by Local Transportation Funds (LTF). In total, these funds will need to increase by \$577,000 per year, driven by the end of the Low Carbon Transit Grant program, the loss of separate County trolley funding and the effects of inflation. This is equal to a 127 percent increase in LTF funding. This total LTF requirement is allocated to the individual jurisdictions based on the proportion of population, per the SoCo Transit joint powers agreement. Note that the current proportions are applied over the plan period, though these proportions may change based upon 2020 Census results.

Total forecast capital costs are shown in Table 65. As indicated, the capital improvements total \$1,202,100 over the coming five years (assuming a 3 percent annual inflation rate for capital items). Funding for capital improvements is expected to be provided as follows:

- Federal Transit Administration (FTA) Section 5307 Urbanized Area Formula Program funds are used to fund 80 percent of the vehicle purchase costs.
- FTA 5339 Bus and Bus Facility funds (administered through the Caltrans Division of Rail and Mass Transportation) are used to fund 80 percent of the facility improvement costs.
- State Transit Assistance (STA) funds are used as the 20 percent local match for the FTA funding.

These funding sources will provide a balanced capital budget.

TABLE 65: SoCo Transit Short Range Capital Plan							5-Year Plan Total
Plan Element	FY 2019-20	Fiscal Year					
	Unit Cost	2020-21	2021-22	2022-23	2023-24	2024-25	
Vehicle Purchases							
<u>Number of Buses -- Replacement</u>							
Minivan	\$50,000	0	0	0	0	2	2
Cutaway	\$150,000	2	0	2	0	0	4
Total Cost ⁽¹⁾		\$309,000	\$0	\$327,800	\$0	\$115,900	\$752,700
Bus Stop Improvement Program		\$47,000	\$48,400	\$49,800	\$51,300	\$52,900	\$249,400
Bus Operations Facility Paving		\$0	\$0	\$200,000	\$0	\$0	\$200,000
Total Capital Plan Elements		\$356,000	\$48,400	\$577,600	\$51,300	\$168,800	\$1,202,100
Note 1: All costs include 3 percent annual inflation. Source: LSC Transportation Consultants, Inc.							

CONCLUSION

In sum, this plan will increase ridership modestly (2.0 to 4.2 percent), while yielding a net reduction in annual operating costs (0.4 to 3.0 percent). It will provide the Trolley with a permanent source of funding, and result in important capital improvements. Finally, this plan will provide the basis for full integration of the SoCo Transit program into the Regional Transit Authority.

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This chapter presents the plan for service enhancements, capital improvements, management elements and financial strategies to support and improve the various Dial-A-Ride programs, building from the data and analyses presented in previous chapters. The reader is encouraged to refer to previous chapters for additional background on the plan elements. The overall plan features are presented graphically in Figure 42. These service changes build upon the “base” of the existing services, which are planned to continue except as modified by the plan elements.

Per the San Luis Obispo County 2040 Population, Housing and Employment Forecast (SLOCOG, 2011), the rural areas of San Luis Obispo County are forecast to increase by 0.9 percent per year from 2020 to 2025. The base transit ridership is assumed to increase at this rate of population growth.

SERVICE PLAN

Expand Nipomo Dial-a-Ride Service Area

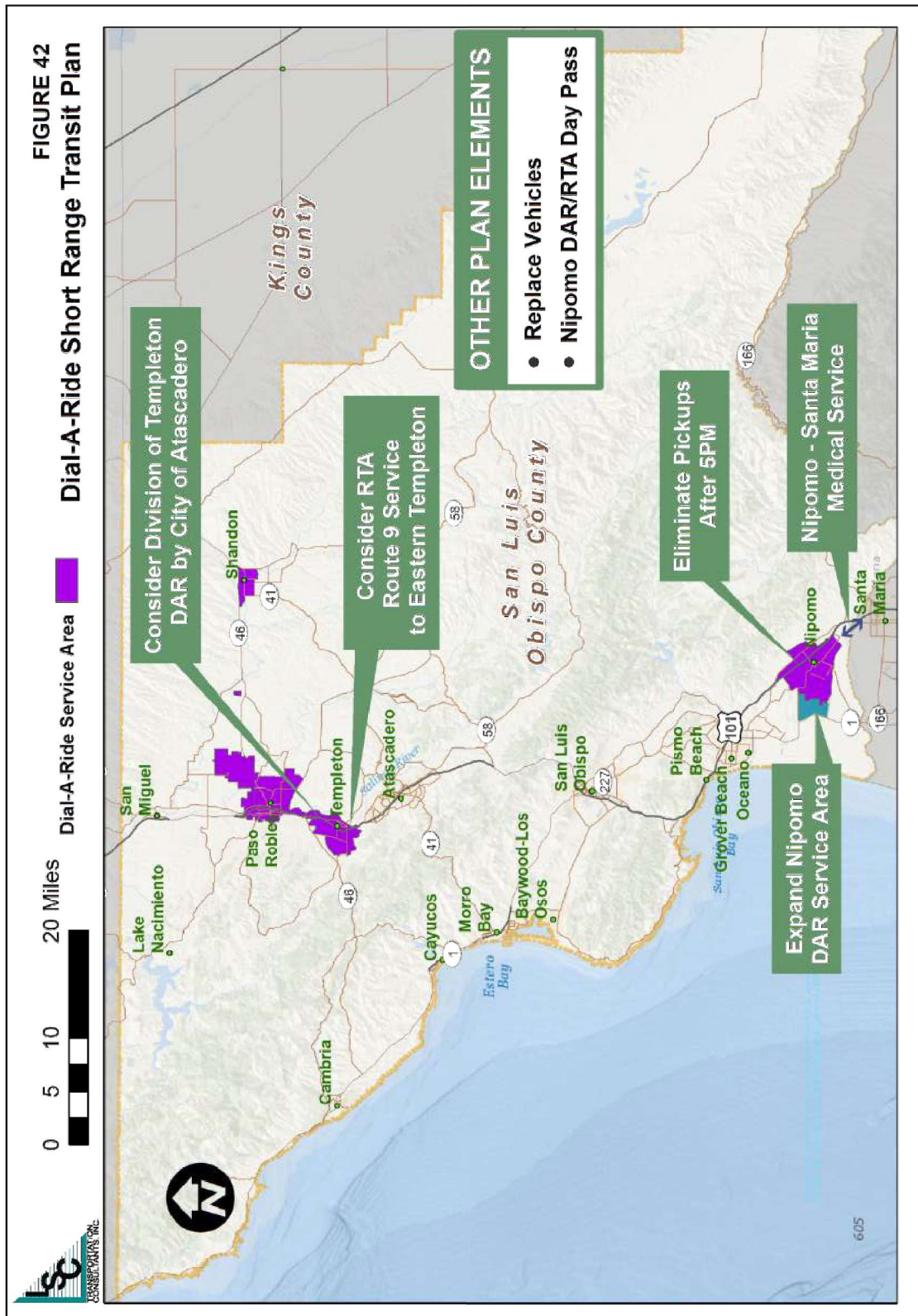
The existing Nipomo Dial-a-Ride service area will be extended westward approximately 1 to 1.5 miles from the existing western boundary (as far west as Via Conchina Road) to the Highway 1 alignment. This area includes the Trilogy development as well as other nearby residential areas. The analysis of existing ridership and service patterns for the Nipomo Dial-a-Ride indicates that there are substantial periods (outside of the school bell times) when there are available resources to expand service. A review of existing capacity indicates that service to this area can be provided without adding additional drivers or vehicles (while further expansion to other area would trigger increased service levels). While this will increase the mileage operated (and thus costs), it will make better use of the existing resources and serve more residents of the area.

Provide Nipomo – Santa Maria Medical Trips

On a demonstration basis, the Nipomo Dial-a-Ride program will be expanded to include two-days-a-week service to medical destinations in Santa Maria on Tuesdays and Thursdays. Two runs a day (mid-morning and mid-afternoon) will be offered on a reservation basis (with a minimum of 2 days advance reservation). Marketing efforts will be made to make Nipomo area residents aware of the service. Ridership, costs and the ability to provide these trips using existing drivers/vehicles (or the need to provide additional service) will be monitored for a minimum of 6 months. This service will fill an existing need for door-to-door service across the county line for persons who cannot use the fixed route service. A fare of \$5.00 per one-way trip will be charged, which is slightly higher than with the Senior Go! fare for a trip of similar length.

Continue to Monitor Nipomo Dial-a-Ride Service Levels

The demand for Nipomo Dial-a-Ride service can vary substantially by day, by season, and over successive years. Changes in factors such as school and summer student programs can impact service. RTA should continue to review ridership demands and tailor the level of service (number of vehicles in operation) to maximize the efficiency of this service.



Eliminate Nipomo Dial-a-Ride Pickups After 5 PM

The hours of the Nipomo Dial-a-Ride service, which currently ends at 6:30 PM, will be reduced to stop picking up new passengers after 5:00 PM (though passengers picked up before 5:00 PM will be transported home). A review of ridership data indicates that only an average of 1.4 passengers per day board after 5:00 PM (or 1.5 percent of all riders), and keeping the drivers on the clock for later pick-ups increases annual operating costs by \$9,600 per year.

Consider Route 9 Service to Eastern Templeton as Part of Next RTA SRTP or North County Corridor Plan

The revision of RTA Route 9 to serve the eastern portion of Templeton (including South Main Street between Templeton Road and 1st Street) has the potential to expand Route 9 ridership and expand service to new residential areas, schools and businesses. Overall, a ridership increase of 4,500 per year would be provided, while operating costs would be increased by an estimated \$48,100. As the additional running time also has the potential to impact transfer opportunities elsewhere along the route, this option should be considered as part of a future larger RTA study encompassing the entire route.

CAPITAL PLAN

Replacement Vehicles

As detailed in Table 56, above, a total of three Dial-a-Ride cutaway buses will require replacement over the coming five years: two Braun Entravans in 2020-21 and one Starcraft in 2022-23. These vehicles will be replaced with vehicles of similar size. While a larger bus for Nipomo Dial-a-Ride school trips would allow additional ridership (and reduce the waiting list), it would not be appropriate for the remainder of the service day.

INSTITUTIONAL PLAN

Pursue Provision of Templeton Dial-a-Ride Service by City of Atascadero

RTA should lead discussions with San Luis Obispo County and the City of Atascadero for the City to serve the modest (167 per year, or only an average of 3.2 one-way passenger-trips per week) trips on the Templeton Dial-a-Ride service. The City has recently expanded service to Templeton for Atascadero resident trips and has the potential to serve these passengers for less than the \$5,800 per year currently incurred by RTA. Management, monitoring and billing procedures would need to be addressed.

FINANCIAL PLAN

Pursue Grant Funding to Provide Nipomo Dial-a-Ride / RTA Fixed Route Day Pass

At present, Nipomo residents not living near the few Route 10 stops must pay separate fares for Nipomo Dial-a-Ride and RTA fixed route service. As a result, a relatively short trip to and from Santa Maria can cost \$9.00 (\$2.25 per one-way trip on Nipomo Dial-a-Ride plus \$2.25 per one-way trip in RTA) for general public and \$5.70 (\$1.75 and \$1.10, times two) for seniors age 65 to 79 and persons with disabilities. A Day Pass is good for a single round-trip on Nipomo Dial-a-Ride as well as unlimited regional

fixed route service would aid Nipomo residents in reaching destinations in other communities, such as for medical, recreational, shopping or cultural purposes. A reasonable cost for this Day Pass (considering existing single fares and Day Pass options) would be \$7.00 for the general public and \$3.50 for seniors and persons with disabilities. Specific costs and ridership impacts of this strategy would need to be based on passenger surveys, but are expected to be modest. This would be a good opportunity for grant programs (such as Area Agency on Aging) focused on senior and/or disabled resident mobility needs.

Planned Funding Sources

Forecast Dial-a-Ride service annual operating costs under this plan are shown in Table 66. This reflects the cost impacts of the service plan elements, the existing base FY 2020-21 budgeted operating costs, and includes a 5 percent per year inflation factor. The expansion of the Nipomo Dial-a-Ride area as well as the medical transportation service to Santa Maria is assumed to be implemented in July of 2020. As it takes time for a new service to reach full ridership potential, two-thirds of the full potential ridership is assumed for the first year (based on studies of ridership impacts typically seen for new services). As modifications to existing Dial-a-Ride service, the marginal costs of these services correspond to the level of ridership. To reflect this, the operating cost impacts in the first year are also factored by two-thirds.

TABLE 66: Dial-a-Ride SRTP Estimated Annual Operating Cost					
Plan Element	Fiscal Year				
	2020-21	2021-22	2022-23	2023-24	2024-25
Base Case Operating Cost ⁽¹⁾	\$513,500	\$539,200	\$566,200	\$594,500	\$624,200
<u>Service Plan Elements</u>					
Expand Nipomo DAR Service Area ⁽²⁾	\$3,300	\$5,200	\$5,400	\$5,700	\$6,000
Nipomo-Santa Maria Medical Trips ⁽²⁾	\$17,000	\$27,000	\$28,400	\$29,800	\$31,300
Eliminate Nipomo DAR Service After 5 PM	-\$9,400	-\$9,900	-\$10,400	-\$10,900	-\$11,400
Subtotal	\$10,900	\$22,300	\$23,400	\$24,600	\$25,900
Percent Increase	2.1%	4.1%	4.1%	4.1%	4.1%
Total Operating Cost	\$524,400	\$561,500	\$589,600	\$619,100	\$650,100
Note 1: Per 2019/20 Final Budget, excluding capital outlays and Avila Trolley, Special Transit costs; assumes 5% annual inflation. Note 2: Assumes 2/3 of full ridership potential in first year, with corresponding cost impact. Source: LSC Transportation Consultants, Inc.					

As indicated, the plan elements are forecast to increase operating costs by \$25,900 per year by the end of the five-year plan period, or 4.1 percent above the base case costs. Including the impacts of inflation, total annual operating costs for the Dial-a-Ride services are forecast to increase to \$650,100.

Annual ridership forecasts, as presented in Table 67, include a modest 0.9 percent per year growth in base ridership (reflecting the forecasts in annual population for unincorporated San Luis Obispo County) as well as the ridership generated by the service plan elements. This total service plan element ridership increase (950 per year) is equal to a 5.1 percent increase over current Dial-a-Ride ridership.

TABLE 67: Dial-a-Ride SRTF Estimated Annual Ridership

Plan Element	Fiscal Year				
	2020-21	2021-22	2022-23	2023-24	2024-25
Base Case ⁽¹⁾					
Nipomo Dial-a-Ride	15,544	15,700	15,800	16,000	16,100
Shandon Dial-a-Ride	2	2	2	2	2
Templeton Dial-a-Ride	168	170	170	170	170
Paso Robles Dial-a-Ride	2,875	2,900	2,930	2,950	2,980
Total	18,589	18,772	18,902	19,122	19,252
Service Plan Elements					
Expand Nipomo DAR Service Area ⁽²⁾	400	600	600	600	600
Nipomo-Santa Maria Medical Trips ⁽²⁾	460	700	700	700	700
Eliminate Nipomo DAR Service After 5 PM	-350	-350	-350	-350	-350
Subtotal	510	950	950	950	950
Total Ridership	19,099	19,722	19,852	20,072	20,202
<i>Percent Increase</i>	2.7%	5.1%	5.0%	5.0%	4.9%
Note 1: Base case ridership assumed to grow at the pace of population growth (0.5% annually). Source: LSC Transportation Consultants, Inc.					

The financial plan for operating elements is presented in the top of Table 68. Total operating revenues are defined as follows:

- Fare revenues are estimated based on the growth in base ridership as well as the fares generated by the expanded services. Between both factors, fare revenues will increase by \$3,270 per year.
- State Transit Assistance Funds is assumed to equal the currently budgeted amount for FY 2020-21 (\$206,000), increasing by the rate of inflation.
- The balance of required funding is assumed to consist of Local Transportation Funds provided through San Luis Obispo County for the Nipomo and Shandon/Templeton services, and the City of Paso Robles for the Paso Robles Dial-a-Ride. These funds range from \$266,020 in the first year of the plan to \$341,270 in the fifth year, largely due to the impacts of inflation.

Capital costs for the Dial-a-Ride services are generated by the replacement of three vehicles, with a total estimated cost of \$472,900. Approximately 80 percent of these funds are defined to come from the Federal Transit Administration 5339 Bus and Bus Facilities program (administered by Caltrans), while local match funds will come from State Transit Assistance funds.

TABLE 68: Dial-a-Ride SRTP Financial Plan					
	<i>Fiscal Year</i>				
	2020-21	2021-22	2022-23	2023-24	2024-25
OPERATING ELEMENTS					
Operating Costs					
<i>Base Case Costs</i>	\$513,500	\$539,200	\$566,200	\$594,500	\$624,200
<u>Operating Plan Elements (From Table 66)</u>	\$10,900	\$22,300	\$23,400	\$24,600	\$25,900
Total Operating Costs	\$524,400	\$561,500	\$589,600	\$619,100	\$650,100
Operating Revenues¹					
<u>Passenger Fares</u>					
- Base	\$50,440	\$50,890	\$51,810	\$53,220	\$55,160
- Expanded Nipomo DAR Service Area	\$260	\$400	\$400	\$400	\$400
- Nipomo-Santa Maria Medical Svc	\$2,310	\$3,500	\$3,500	\$3,500	\$3,500
- End Nipomo DAR Pickups After 5 PM	(\$630)	(\$630)	(\$630)	(\$630)	(\$630)
- Subtotal	\$52,380	\$54,160	\$55,080	\$56,490	\$58,430
Local Transportation Funds	\$266,020	\$291,040	\$307,420	\$324,110	\$341,270
STA (Including SB1)	\$206,000	\$216,300	\$227,100	\$238,500	\$250,400
TOTAL	\$524,400	\$561,500	\$589,600	\$619,100	\$650,100
Balance	\$0	\$0	\$0	\$0	\$0
CAPITAL ELEMENTS					
<u>Capital Costs</u>					
Vehicle Replacement					
Number of Cutaways	2	0	1	0	0
Total Cost	\$309,000	\$0	\$163,900	\$0	\$0
<u>Capital Revenues</u>					
FTA 5339 Capital ⁽²⁾	\$247,200	\$0	\$131,100	\$0	\$0
STA (Local Match)	\$61,800	\$0	\$32,800	\$0	\$0
Total Capital Revenues	\$309,000	\$0	\$163,900	\$0	\$0
Balance	\$0	\$0	\$0	\$0	\$0
Note 1: 2019-20 figures based upon adopted budget. Note 2: 80 percent Federal / 20 percent local match. Source: LSC Transportation Consultants, Inc.					

CONCLUSION

This plan will expand the overall benefits of the Nipomo Dial-a-Ride service to Nipomo area residents, including new service areas and mobility options to medical services, while improving the effectiveness of the remaining services. It also continues existing services to other areas of unincorporated San Luis Obispo County, and allows for replacement of vehicles as needed to ensure the sustainability of the services.

**SOUTH COUNTY TRANSIT
JANUARY 22, 2020
STAFF REPORT**

AGENDA ITEM: B-2

TOPIC: Fiscal Year 2020-21 Budget Assumptions

ACTION: Approve Budget Assumptions

PRESENTED BY: Tania Arnold, RTA Deputy Director/CFO

STAFF RECOMMENDATION: Approve Budget Assumptions to Enable Staff to Begin Development of FY20-21 Operating and Capital Budgets

BACKGROUND/DISCUSSION:

Each year in connection with the annual budget process, staff reviews SoCo Transit operations to determine what, if any, operational changes will be recommended for implementation in the following fiscal year. Based on those recommended changes, staff develops the operational data, revenue and cost projections for presentation in the proposed Operating Budget. For Fiscal Year 2020-21, staff is recommending maintaining service levels and the current fare structure implemented in July 2016.

The following are the staff recommended FY20-21 Budget Assumptions that will provide staff the necessary policy guidance to prepare the appropriate operating and capital program for presentation to the Board at its April meeting.

KEY ISSUES

1. SoCo Transit faces a Transportation Development Act (TDA) financial penalty, estimated to be on the order of \$70,000, which SLOCOG has delayed imposing due to the consideration of consolidation into the RTA.
2. STA funds used for capital projects.
3. LTF used for operating purposes.
4. Liability costs continue to escalate, despite SoCo Transit's good safety record.
5. Fleet replacement and related funding requirements including SB1 funds.
6. Fuel costs continue to remain low; this also results in declining ridership & fares.
7. Transit agencies across California are struggling to attract a sufficient number of qualified Bus Operator candidates, including all of the transit agencies in our County.

Note that the first issue above is the greatest one facing the agency in the immediate future, and is something that has been on the forefront of decision-makers' minds ever

since the State-mandated higher 20% farebox recovery ratio was triggered by the 2010 US Census.

It should also be noted that, in conjunction with the consultant team, staff kicked-off the Joint Short Range Transit Plans for SoCo Transit and area Dial a Rides in December 2018 and the results of the study will be presented at the January 22, 2020 SoCo Transit Board Meeting. The SRTP was completed earlier than the originally projected 18 month timeline. The SRTP provides a “roadmap” for the next 5 to 7 years.

Mission Statement

The Mission of South County Transit is to provide safe, friendly, and reliable service to the citizens of and visitors to the Five Cities Area.

Objectives and Revenue Impacts

1. Maintain service levels and hours of service that meet the standards of productivity and demands of our customers and communities through the effective and efficient delivery of SoCo Transit Fixed Route core services, as well as contracted Five Cities Senior Shuttle and Trolley services.
 - a. SoCo Transit received just over \$78,500 in State Transit Assistance (STA) capital project funding in FY17-18. In comparison, in FY18-19 SoCo Transit received \$158,040, and \$240,880 in FY19-20 due to the addition of SB1 funding. Staff will work with SLOCOG staff to determine a realistic estimate for FY20-21.
 - b. The SmartPhone based fare paying system that the RTA obtained with regional Prop 1B Safety and Security fund was implemented in the last quarter of FY18-19. Staff continues to monitor its use and believes it is an effective system and helps relieve pressure on placing expensive and time-consuming electronic Ticket Vending Machines at high-use bus stops throughout the county, including in South County.
 - c. Federal Transit Administration (FTA) Section 5307 Urbanized Area Formula Program grant funding will be budgeted at 45% of allowable operating expenditures less farebox revenue.
 - d. To partially fund the new Route 27 (clockwise, weekdays-only) and Route 28 (counterclockwise, 7 days a week) services, SoCo Transit applied in December 2019 for Low-Carbon Transit Operations Program (LCTOP) grant to fund the service in FY20-21. The Oceano area’s demographic profile suggests this service will continue to rank relatively high in San Luis Obispo County for these LCTOP grant funds. Please note that these funds will only be available through the end of FY20-21, after which local or other funds will be needed in order to continue its operation.

- e. As noted above, a financial penalty will be assessed by SLOCOG for failing to achieve the mandated 20% farebox recovery ratio if South County Transit does not consolidate with RTA. When assessed, this amount is determined and local non-TDA sources are identified at each jurisdiction's level, the now-reduced LTF will be budgeted to balance the SoCo Transit budget based on maintaining service levels for SoCo Transit Routes 21, 24, 27 and 28 operations. Note that tripper service on Routes 27 and 28 only operates when Arroyo Grande High School is in full session. The FY20-21 amount of projected LTF will likely be in line with FY18-19 LTF amount (which is slightly higher than the FY19-20 LTF amount), which is greater than in the prior recent fiscal years, because SoCo Transit has used up savings generated in prior years that had been carried forward as fund balance available to offset LTF in the following year.
 - f. Detailed miles/hours and span of service for each SoCo Transit core fixed-route will be provided with the draft budget. For context, detailed budgets based on miles/hours and span of service will be provided separately for the County-funded Beach Trolley service.
 - g. Staff will continue to research and evaluate new revenue resources should any potential shortfall in operating revenues arise. If we are unable to secure funding, staff would recommend that the Board consider adjusting the TDA allocation from the SoCo Transit jurisdictions and/or adjust service levels.
 - h. Due to changes in self-insured retention requirements, staff will review and provide recommendations regarding the SoCo Transit reserve policy once consolidation is completed. The reserve policy was originally adopted in April 2014, as part of the budget process.
2. Work with the SLOCOG in evaluating region-wide service efficiencies.
- a. Continue to evaluate the TDA Triennial Audit recommendation for SoCo Transit to consolidate with the RTA. Consolidation would have the effect of eliminating the TDA financial penalty for SoCo Transit.
 - b. Transit agencies across the country have experienced ridership declines and, although those declines have recently slowed, they are still affecting SoCo Transit's farebox recovery ratio. Other factors also include changes to the California minimum wage, which increased over 8% in January 2020. Staff will work with SLOCOG to determine the appropriate farebox ratio requirements for SoCo Transit under possible consolidation with the RTA.
 - c. Review the tasks and financial impacts included in the SoCo Transit contract for administrative, financial, marketing, maintenance and dispatch services,

and evaluate efficiencies with the RTA. With consolidation, some services such as payroll and finance will be reduced, resulting in cost savings.

- d. Monitor the results of the 2018-20 SoCo Transit Strategic Business Plan as well as the current Short Range Transit Plan effort to evaluate potential efficiencies and provide recommended changes for the 2021-23 SoCo Transit Strategic Business Plan.
3. Evaluate options and provide analysis on the 5-year capital improvement program and methods to fund these needs.

Expenses Impacts

1. The Beach Trolley will operate from early-April through early-June on Friday through Sunday (Friday evening, and from 10 am to 6 pm on Saturday and Sunday). From mid-June to early-September, the Beach Trolley will operate on Friday through Sunday (Friday and Saturday from 10 am to 9 pm and Sunday from 10 a, to 6 pm). From mid-September to the end of September, the Beach Trolley will operate on Friday through Sunday (Friday evening, and from 10 am to 6 pm on Saturday and Sunday). These services are provided through a contract with RTA and entirely funded through the County, although the SRTP recommends it folded into SoCo Transit. Staff will continue to evaluate service levels based on ITS data to determine if service levels should be adjusted.
2. Fuel consumption and price will be budgeted conservatively; diesel fuel will be budgeted at \$3.25 per gallon. Included in the fuel line item will be diesel exhaust fluid (DEF), used to lower diesel exhaust emissions on model year 2013 and newer vehicles.
3. The operations facility rental costs will not increase in FY20-21 based on the recent lease amendment, which began January 1, 2020.
4. Insurance Expenses:
 - a. CalTIP liability insurance premiums are projected to increase. The exact amount is not known at this time as CalTIP actuaries are still working on May 1, 2020 through April 30, 2021 rates. Estimates should be received from CalTIP in time to include in the SoCo Transit budget that will be presented in April 2020. Although the number of SoCo Transit liability claims 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. The pool is seeing increased stability based on the measures that have been implemented but the continued volatility of the insurance market has impacted premiums.

Under consolidation, there will be savings annually in reduced administrative costs and the per-mile cost for SoCo Transit miles operated will initially decline.

- b. CalTIP vehicle physical damage will increase minimally, aided in part by the recommended disposal of bus 201.
- c. As of July 1, 2017, CalTIP no longer provides employment practices liability insurance coverage as part of the premiums paid for general liability coverage. SoCo Transit was able to join the Employment Risk Management Authority (ERMA) to obtain coverage. The annual premium is estimated at \$2,750 with a \$50,000 self-insured retention.
- d. Workers compensation premiums through the CSAC Excess Insurance Authority are projected to increase significantly due to the increase in the average wage of SoCo Transit employees as a result of the increases in the minimum wage that occurred in January 2019 and 2020. Workers compensation for transit services continues to be 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. Under consolidation, there will be a relatively similar cost due to RTA having a higher loss ratio than SoCo Transit but cost increases would be offset by eliminating the duplicative carrier's administrative costs.
- e. Property insurance will increase minimally since SoCo Transit does not own the property.
- f. For budget-making purposes, staff is assuming health insurance premiums will increase 5% in comparison to current rates. This will have a minimal impact on the budget due to the low number of employees under the plan. At this time, the Affordable Care Act has no impact on the budget, since SoCo Transit employs fewer than 50 employees. Nonetheless, staff will continue to monitor legislation should that provision change. With consolidation health insurance costs would increase due to the Affordable Care Act provisions for employees who work greater than 30 hours per week.

5. Staffing Expenses:

- a. The South County Transit Board ratified the CBA with the Teamsters at its Special Board January 2018 meeting. The CBA expires on December 31, 2021.

Proposed Budget Calendar

January 7	Detailed budget assumptions and revenue forecast to Executive Committee
January 22	Obtain Board concurrence on proposed draft budget assumptions
March 31	FY20-21 Budget Draft complete
April 7	Draft FY20-21 Budget presentation to Executive Committee
April 22	Final Board Budget presentation; Board adoption of FY20-21 Budget
May – June	SLOCOG notifies all JPA members of TDA allotment for member agency budget consideration
July 1	Start of new fiscal year

Staff Recommendation

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

**SOUTH COUNTY TRANSIT
JANUARY 22, 2020
STAFF REPORT**

AGENDA ITEM: B-3

TOPIC: Fiscal Year 2020 Capital Budget Amendment

ACTION: Approve FY 2020 Capital Budget Amendment

PRESENTED BY: Tania Arnold, RTA Deputy Director/CFO

STAFF RECOMMENDATION: Approve Budget Amendment

SUMMARY:

The Fiscal Year 2019-20 SoCo Transit operating and capital budget was adopted on April 24, 2019 and was based on a range of assumptions, including pending lease negotiations and delivery dates for FY18-19 capital projects.

At this time, staff is recommending the Board consider carrying forward capital and planning projects that were not fully completed in FY18-19 to FY19-20. The following is a detailed description of the proposed budget adjustment that has been incorporated and highlighted in the amended budget on the following pages.

Revenue Changes

1. Beginning Fund Balance for Capital: based on FY18-19 STA funds for capital projects not completed (\$48,533), which resulted in an increase in fund balance available.
2. SLO County Short Range Transit Plan (SRTP) Match: due to the ongoing nature of the Joint SoCo Transit and Rural Dial-A-Ride SRTPs, the contribution from the County of San Luis Obispo for its rural Dial-A-Ride programs is being carried forward (\$22,750).
3. Non-Operating Federal Transit Administration Section 5307 Funds: balance of funds for the ongoing SRTP study effort not completed during FY18-19, and support vehicle purchase, bus stop amenities, and transit center improvements (\$153,142).

Expenditure Changes

1. Capital – Support Vehicle: carryover unspent amount (\$33,000).
2. Planning – SRTP: carryover balance of the project (\$54,265).

3. Capital – Bus Stop Amenities: carryover unspent amount (\$43,410).
4. Capital – Facility Improvements: carryover unspent amount (\$93,750).

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

Staff Recommendation

Approve the budget amendment as indicated in the staff report.

SOUTH COUNTY TRANSIT
2019-20 Proposed Budget

	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Adopted Operating	FY 19/20 Adopted Capital	FY 19/20 Amended Capital	Net Increase (Decrease) In Budgets
Funding Sources						
Beginning Fund Balance	\$ 447,920	\$ 539,900	\$ 292,536	\$ 305,070	\$ 353,603	\$ 106,239
1 Estimated Fund Balance	\$ 447,920	\$ 539,900	292,536	305,070	353,603	106,239
Less Required Reserves:						
TDA Required Operating Reserve	\$ 274,990	\$ 294,240	\$ 305,840	\$ -	\$ -	\$ 11,600
Equipment Replacement Reserve	164,840	305,070	-	536,830	536,830	231,760
Total Reserves	\$ 439,830	\$ 599,310	305,840	536,830	536,830	243,360
3 Fund Balance Available (Required)	\$ 8,090	\$ (59,410)	\$ (13,304)	\$ (231,760)	\$ (183,227)	\$ (137,121)
Operating Revenues						
Fares	\$ 162,511	\$ 153,140	\$ 142,960	\$ -	\$ -	\$ 770
STA Including STA SB1 Augmentation	113,598	158,040	-	240,880	240,880	84,070
Low Carbon Transit Grant	135,648	221,919	300,000	-	-	100,000
Federal Transit Adm (FTA) 5307 Operating	483,000	507,150	559,140	-	-	26,630
SLO County Trolley Operations & SRTP Match	51,972	54,895	49,990	-	22,750	690
RTA Operations Supervisor Contribution	8,490	-	-	-	-	(13,650)
Advertising and other income	13,370	8,400	5,000	-	-	(5,000)
4 Total Non-TDA Funds	\$ 968,589	\$ 1,103,544	\$ 1,057,090	\$ 240,880	\$ 263,630	\$ 193,510
Local Transportation Funds						
Arroyo Grande	\$ 441,640	\$ 485,490	\$ 456,464	\$ -	\$ -	\$ (29,026)
Grover Beach	166,057	180,602	172,087	-	-	(8,515)
Pismo Beach	125,426	136,908	130,549	-	-	(6,359)
SLO County	76,404	83,990	78,968	-	-	(5,022)
	73,754	83,990	74,860	-	-	(9,130)
6 Total Operating Revenues	\$ 1,418,319	\$ 1,589,034	\$ 1,513,554	\$ 240,880	\$ 263,630	\$ 164,484
Non-Operating Resources						
Interest						
Prop 1B - Vehicle Replacement/ITS	\$ 6,377	\$ 14,402	\$ 12,750	\$ -	\$ -	\$ 7,090
Federal Transit Adm (FTA) 5307 Capital	-	-	-	-	-	-
Federal Transit Adm (FTA) 5339 Capital	-	40,588	-	36,470	189,612	(4,118)
	-	-	-	-	-	-
7 Total Non-Operating Resources	\$ 6,377	\$ 54,990	\$ 12,750	\$ 36,470	\$ 189,612	\$ 2,972
8 Total Resources	\$ 1,424,696	\$ 1,584,614	\$ 1,513,000	\$ 45,590	\$ 270,015	\$ 30,335

SOUTH COUNTY TRANSIT 2019-20 Proposed Budget

	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Adopted Operating	FY 19/20 Adopted Capital	FY 19/20 Amended Capital	Net Increase (Decrease) In Budgets
Use of Resources						
<u>Administrative Expenditures</u>						
Insurance	\$ 101,135	\$ 117,060	\$ 118,990	\$ -	\$ -	\$ 3,710
Liability & Physical Damage	57,997	49,963	59,710	-	-	8,710
Workers Compensation	638	632	740	-	-	-
Property Insurance	32,555	30,600	30,600	-	-	-
Rent	8,684	10,723	11,270	-	-	2,290
Utilities	1,133	1,236	1,240	-	-	-
Radio Expense	3,875	310	1,590	-	-	-
Legal Services	876	697	450	-	-	(310)
Payroll Processing	77,600	81,110	82,190	-	-	1,080
Administration - Staff Time	13,700	14,320	14,520	-	-	200
Finance - Staff Time	5,290	5,530	5,610	-	-	80
Marketing - Staff Time	7,207	9,958	6,450	-	-	(700)
Office Expense/Miscellaneous	3,105	3,215	3,380	-	-	70
Audit	13,902	18,011	16,050	-	-	50
Marketing/Community Relations/Printing	4,936	6,226	8,270	-	-	2,610
Uniforms/Laundry/Physicals						
<u>Operating Expenditures</u>	\$ 616,662	\$ 619,594	\$ 710,090	\$ -	\$ -	\$ 42,580
Salaries/Benefits	182,755	147,697	211,530	-	-	(15,390)
Maintenance	22,680	23,700	24,030	-	-	330
Dispatch - Staff Time	166,972	191,541	191,310	-	-	(10,180)
SCT Bus Fuel	750	48,830	14,980	-	-	350
Contingency						
9 Total Operating Expenditures	\$ 1,322,452	\$ 1,380,953	\$ 1,513,000	\$ -	\$ -	\$ 35,480
<u>Capital Service</u>						
Support Vehicle	\$ -	\$ -	\$ -	\$ -	\$ 33,000	\$ -
Short Range Transit Plan	-	50,735	-	-	54,265	(50,735)
Computer Upgrade	843	-	-	-	-	-
Vehicles/ITS	-	-	-	-	-	-
Facility Improvements/Bus Stop Amenities	-	-	-	45,590	89,000	45,590
Transit Centers Improvements	-	-	-	-	93,750	-
Total Capital Service	\$ 843	\$ 50,735	\$ -	\$ 45,590	\$ 270,015	\$ (5,145)
10 Total Use of Resources	\$ 1,323,295	\$ 1,431,688	\$ 1,513,000	\$ 45,590	\$ 270,015	\$ 30,335

	<p align="center">SPECIAL DISTRICT</p> <p align="center"><u>South County Transit</u> (Name)</p> <p align="center">BUDGET ADJUSTMENT REQUEST</p>	<p>SAP DOCUMENT NO.</p>
		<p>DATE: 1/22/2020</p>

COMMITMENT ITEM DESCRIPTION	DEPARTMENT OR PROJECT TITLE	FUND CENTER	COMMITMENT ITEM	FUNDED PROGRAM	AMOUNT
FINANCING SOURCES					
Federal Transit Admin (FTA) 5307 Capital	SCT	74600	4250030		153,142
SLO County SRTP Match	SCT	74600	4300005		22,750
State Transit Assistance (via fund balance)	SCT	74600	4200245		48,533
TOTAL FINANCING SOURCES					224,425
FINANCING USES					
Capital	SCT	74600	5500093		224,425
TOTAL FINANCING USES					224,425

JUSTIFICATION: (attach letter if required)

See attached staff reports

B-3 from the South County Transit January 22, 2020 Board Meeting

REQUESTED BY:

REVIEWED BY

APPROVED BY

1/22/2020
Date

Tania Arnold
Name

Date

Auditor-Controller

PASSED AND ADOPTED by the Board of Directors of the South County Transit, County of San Luis Obispo, State of California, this 22nd day of January, 20 20. Agenda Item No. B-3

President of the Board of Directors

Of South County Transit

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DRAFT
SOUTH COUNTY TRANSIT
MINUTES OF OCTOBER 23, 2019 BOARD MEETING
City Council Chamber, Arroyo Grande
C-1

Directors Present:	Lynn Compton (Chair)	County Supervisor, District 4
	Sheila Blake	City Council Member, Pismo Beach
	Jimmy Paulding	City Council Member, Arroyo Grande
Directors Absent:	Barbara Nicolls	City Council Member, Grover Beach
Staff Present:	Geoff Straw	Administrator
	Tania Arnold	RTA Deputy Director and CFO
	Chelsea Sperakos	RTA Administrative Assistant

CALL TO ORDER AND ROLL CALL

Chairperson Lynn Compton called the meeting to order at 1:08 PM and roll call was taken. A quorum was present.

PUBLIC COMMENT:

Chairperson Compton opened to public comment, and seeing none, closed to public comment.

A. INFORMATION AGENDA

A-1 Administrator's Report (Receive)

Mr. Geoff Straw stated the annual Bus Rodeo had great attendance and two SoCo Transit drivers participated. The Teamsters were great partners in this event, who put up money for food. The Employee of the Quarter is next Thursday October 31st, and Board members are encouraged to attend. The driver forum has been a less contentious environment. In an effort to relieve coverage during the holidays, SoCo Transit will be operating on a Sunday schedule the Friday after Thanksgiving and from December 23rd to December 31st. Pismo Beach is doing a big project on Shell Beach Rd which has caused a lot of delays due to 35 ft buses being unable to navigate around construction. This caused SoCo Transit to abandon service on the corridor during construction hours and Shell Beach riders were unable to use transit during those hours. Starting in mid-August, SoCo Transit has been using smaller cutaway vehicles and working with construction staff to stay on schedule. The passenger load rarely exceeds 12-13 individuals at a time, however the challenge with smaller buses is the stairs. **Ms. Mary Gardner** surveyed SoCo Transit riders and found most riders prefer the smaller bus, with exception of ADA riders and parents with children. Staff will ask the Short Range Transit Plan (S RTP) consultants to look into switching entirely to smaller buses; the life cycle cost of smaller buses is lower. Staff suggests to hold a public hearing on the issue in January. There also is the option of buying smaller low-floor buses.

Staff is seeing a region-wide reduction in ridership. SoCo Transit offered the summer promotion of youth riders fare free rides, but started to charge youth programs if they had groups over 10. This was much

more manageable for the community and drivers. SoCo Transit applied for federal funding for zero emission buses, however we were not selected. Currently there is not a battery-electric cutaway van made that is financially or operationally viable. Ridership is significantly down on Route 28 for reasons unknown and staff will research this cause. Financial results for the end of the year came in under budget at 95%.

Director Comments:

Director Sheila Blake asked if staff has ever considered using double decker buses.

Mr. Straw stated while double decker buses make a smaller footprint than the 35 ft buses, the ridership doesn't justify it as solution for SoCo Transit.

Chairperson Compton asked why is the life of the smaller buses is only 4-5 years and that SoCo Transit must consider what is most economical, rather than an emphasis on rider satisfaction.

Mr. Straw stated the smaller vehicles are not built as heavy duty, and the change is more in consideration for how the bus will function rather than rider satisfaction.

Director Jimmy Paulding asked if in the driver management forum there has been discussion of the vagrancy concerns at Courtland and Grand Ave.

Mr. Straw stated that there has been discussion of vagrants' behaviors that are not conducive to riders, and pose a safety concerns. Staff members have been consistently cleaning up messes at the bus shelter left by non-riders. Enclosed shelters are a problem and open shelters are less likely to be vandalized. It is an issue regarding city policies and private developers building bus stops.

A-2 Strategic Business Plan Results

Mr. Straw stated that a few standards were not met in the strategic business plan and staff is looking to find solutions for those issues. There is an ongoing issue with the farebox recovery ratio because the standard has gone up to 20% due to this area becoming urbanized. The preventable collision rate has been perfect since there has been no preventable collisions since June 1, 2017.

Director Comments:

Director Paulding asked if there is an update on consolidation of SoCo Transit with RTA.

Mr. Straw stated that staff will start the discussion again in January 2020; SoCo Transit has talked with SLOCOG, who has agreed to not impose a financial penalty this year due to working towards consolidation.

B. ACTION AGENDA

B-1 Review and Accept Annual Fiscal Audit Fiscal Year 2018-19 (Accept)

Ms. Tania Arnold stated that SoCo Transit came in under budget in expenditures. The issue with the farebox recovery ratio was the audit finding. Otherwise, there are no unusual items to report.

Mr. Straw stated we will have new auditors next year, **Ms. Arnold** and **Mr. Omar McPherson** have worked towards having a clean audit.

Director Blake made a motion to accept agenda item B-1 and **Director Paulding** seconded the motion. The motion passed unanimously via roll call vote with **Director Blake**, **Director Paulding**, and **Chairperson Compton** approving the motion and none opposed.

B-2 Reschedule January 2020 Board Meeting & Authorize Public Engagement (Approve)

Mr. Straw stated that the last SRTP was adopted in 2011, so staff is working towards having an updated version. Staff will be looking at service alternatives, etc. Working papers are posted as a draft on the RTA website. The staff recommendation is to move the SoCo Transit Board meeting from January 15, 2020 to

January 22, 2020; authorize SoCo Transit Administrator to schedule public open house meetings on January 15, 2020; and schedule a public hearing at the January 22, 2020 SoCo Transit Board Meeting.

Director Paulding made a motion to approve agenda item B-2 and **Director Blake** seconded the motion. The motion passed unanimously via roll call vote with **Director Blake, Director Paulding,** and **Chairperson Compton** approving the motion and none opposed.

C. CONSENT AGENDA: (Roll Call Vote)

C-1 SoCo Transit Minutes of April 24, 2019 (Approve)

C-2 CalTIP JPA and Bylaws Revisions (Approve)

C-3 Amended Memorandum of Understanding with SDRMA (Approve)

C-4 Contract for Fiscal and TDA Compliance Audit (Approve)

C-5 Agreement for Facility Lease at 800 Rodeo Drive in Arroyo Grande (Approve)

Director Paulding made a motion to approve agenda items C-1 through C-5 and **Director Blake** seconded the motion. The motion passed unanimously via roll call vote with **Director Blake, Director Paulding,** and **Chairperson Compton** approving the motion and none opposed.

D. DIRECTORS' COMMENTS

Director Blake stated that she has been receiving emails from a disgruntled employee and asked if he can refuse mediation.

Mr. Straw stated that administration will be meeting with the union and asking state mediator to come in. The issue will be responded to within 3 to 4 weeks of the request; the union would have to agree to finance any further litigation.

Discussion continued regarding responding to the disgruntled employee.

E. EXECUTIVE COMMITTEE MEMBERS' COMMENTS

There were no executive committee member comments at this time.

F. ADJOURNMENT

The meeting was adjourned at 1:50 PM.

Next South County Transit Board meeting: January 22, 2020

Respectfully Submitted,

Acknowledged by,

Chelsea Sperakos
Administrative Assistant

Lynn Compton
SoCo Transit Board Chairperson 2019

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**SOUTH COUNTY TRANSIT
JANUARY 22, 2020
STAFF REPORT**

AGENDA ITEM: C-2

TOPIC: Declare Bus #201 Surplus

PRESENTED BY: Geoff Straw, Administrator

STAFF RECOMMENDATION: Approve Declaration of Equipment as Surplus, and Direct Staff to Dispose Through Auction or Salvage

BACKGROUND/DISCUSSION:

The South County Transit Purchasing Policy requires staff to determine if surplus equipment has a per-unit fair market value greater than \$5,000. If a piece of equipment has a value greater than \$5,000 and it was originally purchased using Federal Transit Administration (FTA) funds, staff is directed to obtain pre-approval from FTA staff to determine how any FTA remaining value should be addressed. The vehicle was not funded with FTA funds, so there is no need for FTA authorization to dispose of this equipment.

Staff has determined that SoCo Transit currently has no practical, efficient or appropriate use for the vehicle presented in the table below, nor will it have such a use for it in the near future. Bus #201 has recently been used in a back-up role, and has experienced an engine failure; its high-cost repair is not economically prudent.

Fleet #	Miles as of 10/1/19	Chassis	Model	Year	Vehicle ID Number	In-Service Date	Seating Capacity
201	476,191	GILLIG	PHANTOM	2003	15GCB201931112329	7/30/2003	35 + 2w/c

Staff recommends that this vehicle be sold through our contract with Ken Porter Auctions, or be salvaged if the auction company refuses to accept it.

Staff Recommendation

Declare the vehicle listed above as surplus, and dispose of through auction.

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**SOUTH COUNTY TRANSIT
JANUARY 22, 2020
STAFF REPORT**

AGENDA ITEM: C-3

TOPIC: Low-Carbon Transit Operations Program Grant Application

ACTION: Approve Resolution Authorizing Administrator to Submit Application for State of California Low-Carbon Transit Operations Program (LCTOP) Grant Funds

PRESENTED BY: Melissa C. Mudgett, RTA Grants and Finance Manager

BACKGROUND/DISCUSSION:

The Low-Carbon Transit Operations Program (LCTOP) is one of several programs funded as part of the State of California which has a goal of reducing greenhouse gas emissions and other community benefits. This grant program is funded by auction proceeds from the California Air Resource Board's Cap-and-Trade Program, with proceeds deposited into the Greenhouse Gas Reduction Fund.

It is estimated that the FY19-20 will have \$517,000 available in LCTOP funds for the San Luis Obispo County regional apportionment to SLOCOG. Eligible recipients of the LCTOP funds include South County Transit, the RTA, SLO Transit, Paso Express, Atascadero Dial-A-Ride, Morro Bay Transit and SLOCAT. Eligible projects will support new or expanded bus services (up to five years) or expanded intermodal transit facilities, and may include equipment acquisition, fueling, and maintenance and other costs to operate those services or facilities, with each project reducing greenhouse gas emissions.

LCTOP grant applications were due to SLOCOG by January 6, 2020 for required programming at its February 5th Board meeting. However, SLOCOG has allowed for a minor timeline exception given that the earliest date of South County Transit's Executive Board meeting was scheduled for January 22, 2020. SLOCOG will accept the Executive Board's resolution for the LCTOP grant application if it is received prior to the SLOCOG programming action scheduled on February 5, 2020.

STAFF RECOMMENDATION:

Approve the attached resolution authorizing the South County Transit Administrator to submit an LCTOP FY19-20 grant application in the amount of \$267,000 for continuation

of Routes 27 and 28 service, and \$250,000 to partially fund the purchase of two zero-emission replacement buses, supporting equipment and infrastructure.

**SOUTH COUNTY TRANSIT
RESOLUTION NO. 20-____**

**A RESOLUTION OF THE SOUTH COUNTY TRANSIT BOARD OF
DIRECTORS, AUTHORIZING SUBMITTAL OF A GRANT APPLICATION
TO THE STATE OF CALIFORNIA
LOW-CARBON TRANSIT OPERATIONS PROGRAM
FY2019-20**

WHEREAS, South County Transit is an eligible applicant for Low-Carbon Transit Operations Program funds; and,

WHEREAS, South County Transit is in need of various materials, supplies, and equipment, all of which are eligible for purchase under the Low-Carbon Transit Operations Program; and

WHEREAS, South County Transit will continue to provide fixed route services in the southern portion of San Luis Obispo County; and

WHEREAS, South County Transit is seeking grant funding to optimize the use of local TDA funds provided by the various agencies included in the Joint Powers Agency Agreement; and

WHEREAS, South County Transit is requesting up to **\$267,000** from the Low Carbon Transit Operations Program to support new or expanded bus services and up to **\$250,000** which includes operator portion to purchase zero-emission replacement buses, equipment and infrastructure with the goal of reducing greenhouse gas emissions.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the South County Transit Board of Directors authorizes the Administrator to submit a proposal to the State of California Low Carbon Transit Operations Program of up to **\$517,000** for continued operations and the purchase of various materials, supplies and equipment.

BE IT FURTHER RESOLVED, that the Chairperson of the Board is directed to sign this resolution to authorize the submittal of said funding requests.

BE IT FURTHER RESOLVED, that the Administrator is hereby authorized to submit said funding requests.

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

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby adopted this 22nd day of January 2020.

Lynn Compton, Chairperson
South County Transit

ATTEST:

Geoff Straw, Administrator
South County Transit

APPROVED AS TO FORM AND LEGAL EFFECT:

Rita L. Neal
County Counsel

By: _____
Nina Negranti, Counsel
South County Transit

Date: _____