

RIVERSIDE TRANSIT AGENCY
Minutes of Meeting No. 2005-1A
Regular Meeting
January 27, 2005

1. CALL TO ORDER

Chairman Ayres called the regular meeting of the Riverside Transit Agency Board of Directors to order at 2:00 p.m., on Thursday, January 27, 2005, in the RTA Conference Room, 1825 Third Street, Riverside, CA.

Present:

1. Brenda Salas, City of Banning
2. Jeff Fox, City of Beaumont
3. Jon Winningham, City of Calimesa
4. Frank Kessler, City of Canyon Lake
5. Karen Spiegel, City of Corona
6. Roger Meadows, City of Hemet
7. Daryl Hickman, City of Lake Elsinore
8. Bonnie Flickinger, City of Moreno Valley
9. Frank Hall, City of Norco
10. John Motte, City of Perris
11. Ameal Moore, City of Riverside
12. Jim Ayres, City of San Jacinto
13. Bob Buster, County of Riverside, District I
14. ¹Donna Johnston
15. ²Patty Goodwin

Absent:

1. Warnie Enochs, City of Murrieta
2. Jeff Comerchero, City of Temecula
3. Jeff Stone, County of Riverside, District III

2. SELF-INTRODUCTIONS

Self-introductions of those in attendance took place.

Chairman Ayres welcomed Director Meadows as the new member from the City of Hemet.

3. FLAG SALUTE

Director Fox led the attendees in the flag salute.

¹Alternate for Director Tavaglione, County of Riverside District II

²Alternate for Director Ashley, County of Riverside District V

4. PUBLIC COMMENTS - NON-AGENDA ITEMS

Mr. Pete Benavidez, Chief Executive Officer, Blindness Support Services, thanked the Board and Mr. Rubio for the continued partnership in working to increase ridership and lessen the demand of Dial-A-Ride service of those visually impaired.

Lynn La Monk commented that she takes Dial-A-Ride service to her job at Ability Counts in Corona and is concerned about the fact that sometimes she is not transported back to her house.

Chairman Ayres informed Ms. La Monk that Mr. Rubio would meet with her regarding her concerns after the meeting.

Director Buster arrived at the meeting during public comments.

5. PRESENTATION OF PLAQUE TO VERDIE CAIN UPON HER RETIREMENT AS COACH OPERATOR

Chairman Ayres and Mr. Rubio presented Verdie Cain with a commemorative clock in recognition of her retirement.

6. PRESENTATION OF GAVEL TO DIRECTOR JON WINNINGHAM IN RECOGNITION OF HIS SERVICE AS CHAIRMAN OF THE BOARD AND PRESENTATION OF ANNIVERSARY AWARD TO DIRECTOR JEFF COMERCHERO IN RECOGNITION OF FIVE YEARS OF SERVICE

Chairman Ayres presented Director Winningham with a commemorative gavel plaque in recognition of his service as Chairman of the Board for 2004.

7. APPROVAL OF MINUTES – DECEMBER 16, 2004, BOARD MEETING

M/S/C (HALL/MEADOWS) approving the December 16, 2004, Board meeting minutes. The motion carried unanimously.

8. CONSENT CALENDAR

M/S/C (FLICKINGER/GOODWIN) approving the receipt and file of item A – RTA Financial Profile – December 2004. The motion carried unanimously.

M/S/C (FLICKINGER/GOODWIN) approving the receipt and file of item B – Ridership Report – December 2004. The motion carried unanimously.

M/S/C (FLICKINGER/GOODWIN) approving the receipt and file of item C – Personnel Report – December 2004. The motion carried unanimously.

M/S/C (FLICKINGER/GOODWIN) approving the receipt and file of item D – Transportation Center Report – December 2004. The motion carried unanimously.

M/S/C (FLICKINGER/GOODWIN) approving the receipt and file of item E – On Time Performance Report – December 2004. The motion carried unanimously.

M/S/C (FLICKINGER/GOODWIN) approving the receipt and file of item F – Board Administrative Committee Meeting – 12/8/04 Minutes. The motion carried unanimously.

M/S/C (FLICKINGER/GOODWIN) approving the receipt and file of item G – Board Budget and Finance Committee Meeting – 12/1/04 Minutes. The motion carried unanimously.

M/S/C (FLICKINGER/GOODWIN) approving the receipt and file of item H – Board Operations Committee Meeting – 11/3/04 Minutes. The motion carried unanimously.

M/S/C (FLICKINGER/GOODWIN) approving the receipt and file of item I – Agency Credit Card Statement for January. The motion carried unanimously.

M/S/C (FLICKINGER/GOODWIN) approving the receipt and file of item J – Investment Report – Period Ending 12/31/04. The motion carried unanimously.

M/S/C (FLICKINGER/GOODWIN) approving the receipt and file of item K – Cash Flow Projections. The motion carried unanimously.

M/S/C (FLICKINGER/GOODWIN) approving item L – Quarterly Performance Standards – Period Ending December 31, 2004. The motion carried unanimously.

M/S/C (FLICKINGER/GOODWIN) approving the receipt and file of item M – Farebox Recovery Ratio Report – Period Ending 12/31/04. The motion carried unanimously.

M/S/C (FLICKINGER/GOODWIN) approving the receipt and file of item N – Report on ADA Passengers Dropped from Eligibility. The motion carried unanimously.

M/S/C (FLICKINGER/GOODWIN) approving the receipt and file of item O – Commuter Route 202 Performance Update. The motion carried unanimously.

M/S/C (FLICKINGER/GOODWIN) approving item P – Position Status Change for Part-Time Customer Information Clerk. The motion carried unanimously.

M/S/C (FLICKINGER/GOODWIN) approving item Q – Agency Investment Policy Update. The motion carried unanimously.

M/S/C (FLICKINGER/GOODWIN) approving item R – Authorization to Award a Contract to Creative Bus Sales, Inc., for Eight (8) Replacement Paratransit Vehicles. The motion carried unanimously.

M/S/C (FLICKINGER/GOODWIN) approving item S – Authorization to Award a Contract to Mercury Technology Group for the Upgrade of the Agency's Software

System from Oracle 11.0.3 to Oracle 11i (Version 11.5.9). The motion carried unanimously.

9. ADOPT PROPOSED FARE STRUCTURE

Mr. Chris Gallanes, Chief Financial Officer, presented the proposed fare structure with modifications as requested at the December 16, 2004, meeting. Mr. Gallanes introduced Cyndy Pollan and Mark Chang from Booz Allen Hamilton to present the details of the proposed fare structure.

Mr. Benavidez inquired if the minimum farebox recovery ratio is imposed equally to transit operators throughout the State such as Los Angeles Metropolitan Transit Authority (MTA.) Mr. Rubio responded that any service that receives funds from the Transportation Development Act is required to meet a State mandated farebox recovery ratio.

Mr. Benavidez inquired if population is considered by the State when farebox recovery ratio is imposed to transit operators such as MTA. Mr. Rubio replied that MTA's farebox recovery ratio is set a higher percentage than RTA's and that population density helps in increasing ridership, which increases fare revenue.

Director Buster commented that the farebox recovery ratio is mitigated by the fact that part of Riverside County is considered rural area. Mr. Rubio indicated that there is a ten percent requirement for rural areas, which allows the RTA to have a blended farebox recovery ratio requirement.

Mr. Benavidez commented that a fare modification in three years from now would depend on farebox recovery ratio and ridership. Mr. Rubio replied that there are many variables that impact the Agency's ability to achieve farebox recovery such as expenses that go up annually including liability insurance costs. It is difficult to predict what could happen three years from now, but fares are going to be reviewed on an annual basis and the Board of Directors will be updated on a monthly basis on the farebox recovery ratio.

Mr. Benavidez thanked Mr. Rubio for answering his questions and commented that unfortunately the State treats different areas equally regardless of population density. Perhaps it should be advocated to the State to lessen Riverside County's farebox recovery ratio as opposed to those localities with larger populations. Mr. Benavidez concurred that the cost of doing business increases for all private, public, and non-profit organizations and said he understood the issues RTA is faced with as it relates to meeting expenses, which consequently transfers to ridership.

Mr. Benavidez commented that riding the bus should be simple and user friendly and said that RTA's marketing department has a challenge in promoting the modifications so as to keep all the information simple so people are encouraged to ride the bus.

Director Hickman commented that the Buddy Concept could make the seniors and disabled in Lake Elsinore coordinate their trips, which will not only save them money, but will also make the Dial-A-Ride system more efficient. Director Hickman suggested that a report be brought back to the Board in three to six months to review results, and if the system has become efficient then perhaps the price can be reduced. Chairman Ayres replied that staff would monitor results monthly and update the Board accordingly.

Mr. Benavidez said that the Buddy Concept is an interesting one and it has the probability of being more effective when more than one or two people use the Dial-A-Ride system. Mr. Benavidez said that he had difficulty thinking of ten people coordinating a common trip and what the end result would be and said he supports the Board 's efforts in reviewing, monitoring, and analyzing the effects of the fare modifications.

Keith White, RTA rider, commented that he is opposed to the \$2.50 Dial-A-Ride fare because it will be very expensive as he uses the service five days a week to go to work and to school and asked that this fare be reviewed again before making a final decision. Mr. White asked if the buddy fare would also apply for married couples. Mr. Rubio replied that indeed this fare would apply to married couples. Chairman Ayres clarified that it would cost \$2.50 for up to ten people using the service at the same time vs. each per person paying separately.

Arlene Sigel, RTA rider, suggested that a microphone system be installed as it is very difficult to hear what the Board members are saying. Ms. Sigel said that she did not feel the Buddy Concept would work in Cherry Valley as the area is so spread out but felt that this concept would possibly work in Banning. Ms. Sigel commented that the fare for CommuterLink Routes is very inexpensive and that it should be raised. Ms. Sigel felt that implementing a 46" height-based fare for children is a great idea. Ms. Sigel commented that the \$2.50 fare for Dial-A-Ride service is too high. Chairman Ayres informed Ms. Sigel that the Buddy Concept would not require a minimum of ten people in order to be eligible for the \$2.50 fare as long as more than one person travels to/from the same destination the \$2.50 fare would apply.

Lynn La Monk, RTA rider, felt that the Buddy Concept would not work as there are not too many people that travel to/from the same destination. Ms. La Monk expressed her concern about the Dial-A-Ride fare being raised to \$2.50 and asked if the fare could be lowered for those not using the Buddy Concept.

Director Kessler commented that farebox recovery ratio is what drives RTA. If the ratio is not met, the Agency loses funding and consequently service suffers. He concurred with the 46" height-based fare because it has worked well for others. Director Kessler said that RTA is always working on trying to improve services, and by establishing this fare it would eliminate delays. Director Kessler asked Mr. Rubio the last time the Dial-A-Ride fares were increased. Mr. Rubio replied that it has been five years since the last fare increase. Director Kessler made a comparison of costs between five years ago and today then said that RTA operates very well with the very

minimum. Director Kessler concurred that the Buddy Concept is a great idea as it will save money not only for RTA but also for the passengers. Director Kessler said that he agreed with the proposed fare modifications with the caveat that this Board will be monitoring the changes making sure that the minimum farebox recovery ratio is met.

Director Buster said that a report should be prepared showing what proportion of RTA's ridership is dependent on social services assistance, and he also suggested that a report be obtained from the County's social service agencies as what they see in the way of adjustments to travel expenses as a portion of State Disability payments. Director Buster said that this report may not change the Board's decision as the Agency has to maintain a minimum farebox recovery ratio, but it would help the social service agencies in their comments to County and State officials since transportation has become an essential component of everyone's life. Director Buster offered to ask Riverside County Department of Public Social Services and Department of Mental Health to provide this information so that any impact that occurs to those on a fixed income can get some kind of consideration.

Director Hickman thanked staff for coming up with the Buddy Concept. Chairman Ayres said that Rick Hoffman from Supervisor Ashley's office should be thanked as he is the one that came up with the idea.

M/S/C (MOORE/GOODWIN) as to the following:

- Adoption of the proposed fare structure modification.
- Authorizing implementation of the new fare structure effective April 3, 2005.
- Establish a premium fare on routes connecting to CommuterLink routes.
- Adoption of the findings that the fare policy adjustments are for the purpose of meeting operating expenses.
- Direct staff to file a Notice of Exemption from the California Environmental Quality Act (CEQA.)
- Adoption of a Buddy Fare Concept to establish a \$2.50 fare for up to ten (10) Dial-A-Ride passengers who live in a half-mile mile radius and who travel together to/from a common destination.

The motion carried unanimously.

Mr. Rubio announced that the fare modification would be April 3, 2005, and a marketing campaign will be initiated to ensure that the public is notified on what has been approved by the Board today.

10. FISCAL YEAR 2005 FAREBOX RECOVERY RATIO STATUS

Mr. Gallanes said that line 20 of page 90 of the staff report needs to be corrected to read line 10 divided by line 19. Mr. Gallanes presented an update of the current farebox recovery ratio status.

Director Flickinger commented that line 22 of page 90 of the staff report needs to be corrected to read line 20 minus 21. Director Flickinger inquired if the rural area requirement was factored into the farebox recovery ratio. Mr. Rubio replied that it is a blended 17.68 percent farebox recovery.

11. **REQUEST FOR FISCAL YEAR 2005 BUDGET AND SHORT RANGE TRANSIT PLAN (SRTP) AMENDMENT TO DRAW DOWN ALLOCATED BUT UNCLAIMED LOCAL TRANSPORTATION FUND (LTF) RESERVES TO FUND POTENTIAL FISCAL YEAR 2005 OPERATING REVENUE SHORTFALL**

M/S/C (HALL/FLICKINGER) as to the following:

- Approve request to draw down \$5,830,000 of allocated but unclaimed LTF reserves to fund potential fiscal year 2005 operating revenue shortfall, contingent upon approval by the RCTC Board of Commissioners
- Approve fiscal year 2005 budget and SRTP amendments to reflect these actions
- Discontinue pursuing this action if the fiscal year 2005 Federal grant request is approved prior to the need to draw down the LTF reserves

The motion carried unanimously.

12. **AUTHORIZATION TO AWARD A CONTRACT TO WEAVER ELECTRIC FOR THE CONSTRUCTION OF A NEW COMPRESSED NATURAL GAS (CNG) FUELING FACILITY IN RIVERSIDE; AUTHORIZATION TO CONTRACT WITH THE SOUTHERN CALIFORNIA GAS COMPANY FOR THE NATURAL GAS CONNECTION; APPROVE A BUDGET AND SHORT RANGE TRANSIT PLAN (SRTP) AMENDMENT FOR ADDITIONAL PROJECT FUNDING; AUTHORIZE A POTENTIAL DRAW DOWN OF ALLOCATED BUT UNCLAIMED LOCAL TRANSPORTATION FUND (LTF) RESERVES**

M/S/C (BUSTER/MEADOWS) as to the following:

- Authorize staff to award a contract to Weaver Electric for the construction of a CNG fueling station in an amount that will not exceed \$1,589,669.
- Authorize staff to award a contract to the Southern California Gas Company in the amount of \$118,959 for the installation of approximately 610 feet of four-inch gas line from Third Street to the new CNG facility site.
- Authorize a potential \$97,136 draw down of Allocated/Unclaimed LTF reserves held on account at RCTC to cover a possible federal funding shortfall
- Authorize budget and SRTP amendments to reflect these actions.

The motion carried unanimously.

13. **BOARD MEMBER COMMENTS AND REMARKS**

None.

14. ANNOUNCEMENTS

Mr. Rubio announced that the following items were distributed to the Board members:

- An update from the Agency's Government Relations representatives in Washington, DC regarding appropriations.
- A copy of the Agency's 2004 annual report.

15. NEXT MEETING

The next regular meeting of the RTA Board of Directors is scheduled for Thursday, February 24, 2005, at 2:00 p.m., in the RTA Conference Room, at 1825 Third Street, Riverside, CA.

16. ADJOURNMENT

The meeting was adjourned at 3:23 p.m.

Respectfully submitted,

Larry Rubio
Chief Executive Officer

Maricela Hernandez
Clerk of the Board

ATTENDANCE SHEET

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<u>NAME</u>	<u>ORGANIZATION</u>
1. LARRY RUBIO	CHIEF EXECUTIVE OFFICER
2. KEN SMART	AGENCY GENERAL COUNSEL
3. GRANT BRADSHAW	CHIEF OPERATING OFFICER
4. CHRIS GALLANES	CHIEF FINANCIAL OFFICER
5. SCOTT RICHARDSON	DIRECTOR OF MARKETING
6. VINCE ROUZAUD	DIRECTOR OF PURCHASING AND MATERIALS MANAGEMENT
7. NICK BURRIE	DIRECTOR OF MAINTENANCE
8. ANNE PALATINO	DIRECTOR OF PLANNING
9. RICK KACZEROWSKI	DIRECTOR OF INFORMATION TECHNOLOGIES
10. LAURA MURILLO	DIRECTOR OF HUMAN RESOURCES
11. MARICELA HERNANDEZ	EXECUTIVE ASSISTANT/CLERK OF THE BOARD
12. VALERIE KELLY	OPERATIONS MANAGER
13. JUDYLYNN GRIES	ADMINISTRATIVE SERVICES MANAGER
14. JILES SMITH	RISK MANAGER
15. NATALIE ZARAGOZA	CONTRACTS' ADMINISTRATOR
16. MARY ARDEN	ADMINISTRATIVE ASSISTANT/ DEPUTY CLERK OF BOARD
17. CHERI HAGGERTY	COMMUNITY RELATIONS SPECIALIST
18. BRET TEEBKEN	CUSTOMER INFORMATION SUPERVISOR
19. DOYLE GLANCY	QUALITY CONTROL ANALYST
20. ILEEN MATUTE	OPERATIONS ANALYST
21. MIKE MCCOY	SENIOR PLANNER
22. NEASHA BLACK	GENERAL ACCOUNTING CLERK
23. THERESIA TREVINO	RIVERSIDE COUNTY TRANSPORTATION COMMISSION
24. TANYA LOVE	RIVERSIDE COUNTY TRANSPORTATION COMMISSION
25. PETE BENAVIDEZ	BLINDNESS SUPPORT SERVICES

ATTENDANCE SHEET

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<u>NAME</u>	<u>ORGANIZATION</u>
26. ARLENE ALCARAZ	BLINDNESS SUPPORT SERVICES
27. VIREN SHAH	CITY OF CORONA
28. VICTORIA PAZ	CITY OF RIVERSIDE
29. TED HARRIS	MV TRANSPORTATION
30. JERRY TRIOLO	MCDONALD TRANSIT
31. DAVE DOWNEY	NORTH COUNTY TIME/CALIFORNIAN
32. KIM TRONE	PRESS ENTERPRISE
33. CYNDY POLLAN	BOOZ ALLEN HAMILTON
34. MARK CHANG	BOOZ ALLEN HAMILTON
35. LINDA RUELAS	CUSTOMER INFORMATION CLERK
36. LYNN ROBERTSON	COIN COUNTER
37. VERDIE CAIN	RETIREE
38. DEBBIE PITTS	COACH OPERATOR
39. AMY HICKMAN	LAKE ELSINORE RESIDENT
40. ARLENE SIGEL	BUS RIDER
41. MR. AND MRS. CAMPBELL	BUS RIDERS
42. KEITH WHITE	BUS RIDER
43. LYNN LA MONK	BUS RIDER
44. PAUL LENOVER	BUS RIDER