

RIVERSIDE TRANSIT AGENCY
Minutes of Meeting No. 2006-2B
Regular Meeting
February 23, 2006

1. CALL TO ORDER

Chairman Fox called the regular meeting of the Riverside Transit Agency Board of Directors to order at 2:00 p.m., on Thursday, February 23, 2006, in the RTA Board Room, 1825 Third Street, Riverside, CA.

Present:

1. Brenda Salas, City of Banning
2. Jeff Fox, City of Beaumont
3. John Chlebnik, 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. Doug McAllister, City of Murrieta
10. Frank Hall, City of Norco
11. John Motte, City of Perris
12. Dom Betro, City of Riverside
13. Jim Ayres, City of San Jacinto
14. Jeff Comerchero, City of Temecula
15. ¹Donna Johnson
16. ²Ron Roberts
17. ³Jaime Hurtado

Absent:

Bob Buster, County of Riverside, Dist I

2. SELF-INTRODUCTIONS

Self-introductions of those in attendance took place.

Chairman Fox welcomed newly appointed Director Betro, representing the City of Riverside.

3. FLAG SALUTE

Director Kessler led the attendees in the flag salute.

4. PUBLIC COMMENTS – NON-AGENDA ITEMS

The clerk of the board announced that there were no public comments.

¹Alternate for Director John Tavaglione, County of Riverside, District II

²Alternate for Director Jeff Stone, County of Riverside, District III

³Alternate for Director Marion Ashley, County of Riverside, District V

5. **PRESENTATIONS**

- **TO GLENNA MILLER UPON HER RETIREMENT AS COACH OPERATOR**

Ms. Miller was not present at the presentation.

- **TO DIRECTOR BONNIE FLICKINGER IN RECOGNITION OF FIVE YEARS OF SERVICE AS A MEMBER OF THE BOARD**

Chairman Fox presented Director Flickinger with a service award in recognition of her five years of service as a member of the Board.

Robert Yates of the Riverside County Transportation Commission (RCTC) presented the Board with a plaque in appreciation of the Agency's support with the Commuter Assistance Program. Mr. Yates also thanked the Board for staff's assistance with the delivery and inspection of a new 40 foot bus which will be used as a mobile education vehicle.

6. **APPROVAL OF MINUTES – JANUARY 26, 2006, AND FEBRUARY 1, 2006, BOARD MEETINGS**

M/S/C (AYRES/FLICKINGER) approving the January 26, 2006, and February 1, 2006, Board meeting minutes. The motion carried unanimously.

7. **CONSENT CALENDAR**

Director Chlebnik requested that Item M – Authorization for Travel to Attend the Federal Transit Administration (FTA) Financial Management Oversight Seminar in Atlanta, Georgia, May 3-4, 2006 be pulled from the calendar for discussion.

M/S/C (FLICKINGER/SPIEGEL) approving the receipt and file of item A – RTA Financial Profile – January 2006. The motion carried unanimously.

M/S/C (FLICKINGER/SPIEGEL) approving the receipt and file of item B – Ridership Report – January 2006. The motion carried unanimously.

M/S/C (FLICKINGER/SPIEGEL) approving the receipt and file of item C – Personnel Report – January 2006. The motion carried unanimously.

M/S/C (FLICKINGER/SPIEGEL) approving the receipt and file of item D – Transportation Center Report – January 2006. The motion carried unanimously.

M/S/C (FLICKINGER/SPIEGEL) approving the receipt and file of item E – On Time Performance Report – January 2006. The motion carried unanimously.

M/S/C (FLICKINGER/SPIEGEL) approving the receipt and file of item F – Board Budget and Administration Committee Meeting – 2/1/06 Draft Minutes. The motion carried unanimously.

M/S/C (FLICKINGER/SPIEGEL) approving the receipt and file of item G – Board Operations Committee Meeting – 2/1/06 Draft Minutes. The motion carried unanimously.

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

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

M/S/C (FLICKINGER/SPIEGEL) approving the receipt and file of item J – Fiscal Year 2006 Year To Date Farebox Recovery Ratio Status. The motion carried unanimously.

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

M/S/C (FLICKINGER/SPIEGEL) approving item L – Authorization to Travel to Attend the National Transit Institute's (NTI) Workshop on Managing the Cost of Americans with Disabilities Act (ADA) Paratransit Services. The motion carried unanimously.

M/S/C (FLICKINGER/SPIEGEL) approving Item N – Authorization to Enter into a Memorandum of Understanding (MOU) with the City of Calexico for the Pass-Through of Section 5309 Bus Allocation Funds for the Acquisition of one (1) 40-foot, CNG Transit Bus. The motion carried unanimously.

M/S/C (FLICKINGER/SPIEGEL) approving Item O – Discuss Implementation of a Policy Requiring the Use of Child Passenger Restraints on Agency Dial-A-Ride Vehicles. The motion carried unanimously.

Director Chlebnik commented that finance is his area of expertise, and inquired if the FTA Financial Management Oversight Seminar was opened for Board members. Mr. Rubio explained that this is a staff level seminar. There are three conferences that are budgeted annually for Board Members, which are the American Public Transportation Association's (APTA) Annual Meeting, Bus and Paratransit Conference, and the Board Members' Seminar. If a Board member expresses interest in attending any other conference, this could be presented to the Board for consideration.

Director Ayres suggested authorization for Director Chlebnik to attend this conference as long as there are sufficient funds in the budget. Director Ayres commented that it is beneficial when Directors are willing to apply their expertise to the Agency.

Alternate Hurtado arrived at the meeting during discussion of the consent calendar.

M/S/C (FLICKINGER/AYRES) approving Item M – Authorization for Travel to Attend the Federal Transit Administration (FTA) Financial Management Oversight Seminar in Atlanta, Georgia, May 3-4, 2006, with an amendment to include Director Chlebnik as an additional attendee to this seminar. The motion carried with 16 affirmative votes and one opposition (SPIEGEL.)

Mr. Fajnor commented that the seminar scheduled in May in Atlanta is already full.

Another seminar is being offered early June in Kansas City, MO. Mr. Rubio suggested that Director Chlebnik be added to a waitlist for the May seminar. If Director Chlebnik is not confirmed, then this item will be brought back to the Board requesting authorization to attend the June seminar.

8. **BOOZ ALLEN HAMILTON FARE RESTRUCTURING ANALYSIS AND RECOMMENDATIONS**

Mr. Scott Richardson, Director of Marketing, reported that the Board Budget and Administration and the Board Operations Committees' members instructed Booz Allen Hamilton to reexamine their assumptions regarding fixed route ridership to explain why the decrease was significantly higher than they predicted and if instituting a seven-day pass would increase ridership without negatively impacting revenues. Mr. Richardson introduced Cyndy Pollan to present the analysis.

Ms. Pollan presented a study on the impact the fare increase has had on ridership and an analysis on the introduction of a seven-day pass.

Alternate Johnston arrived at the meeting during discussion of item 8.

M/S/C (AYRES/JOHNSTON) as to the following:

- Receive the Booz Allen Hamilton presentation.
- Authorize staff to implement a 7-day pass valid for all fare categories at a price of \$12. This would be implemented as a pilot project for May, June, and July of 2006.
- Staff to report back to the Board monthly on the 7-day pass effect on ridership and revenue. This report to also include the tracking of the number of users.

The motion carried unanimously.

9. **AUTHORIZATION TO AWARD AGREEMENT NO. 5-013 TO IBI GROUP FOR A COMPREHENSIVE OPERATIONAL ANALYSIS (COA) OF THE AGENCY'S TRANSIT OPERATIONS**

M/S/C (KESSLER/ROBERTS) authorizing staff to enter into an agreement with the IBI Group to conduct a Comprehensive Operational Analysis at a cost not-to-exceed \$299,971. The motion carried unanimously.

10. **POLICY FOR COMPENSATION AND EXPENSE REIMBURSEMENT FOR BOARD MEMBERS; ETHICS TRAINING OF BOARD MEMBERS AND DESIGNATED EMPLOYEES**

Discussion took place regarding ethics training as required by AB 1234. General Counsel Smart confirmed that training taken by each member as part of their public official role meets the requirements of AB 1234 provided evidence is presented to the Agency.

M/S/C (FLICKINGER/SPIEGEL) approving the revised Human Resource Policies and Procedures, Section 6.3, Travel and Expense Policy. The motion carried unanimously.

11. **AUTHORIZATION FOR TRAVEL TO ATTEND THE AMERICAN PUBLIC TRANSPORTATION ASSOCIATION'S (APTA) TRANSPORTATION AND UNIVERSITY COMMUNITIES CONFERENCE**

M/S/C (AYRES/HALL) authorizing the Agency's director of marketing to attend the American Public Transportation Association (APTA) Transportation and University Communities Conference to be held in East Lansing, MI, on March 18-21, 2006, at a total cost not to exceed \$1,325. The motion carried unanimously.

12. **AUTHORIZATION FOR TRAVEL TO ATTEND THE DRUG AND ALCOHOL PROGRAM NATIONAL CONFERENCE IN LAS VEGAS, NV, MARCH 20-21, 2006**

M/S/C (AYRES/MEADOWS) authorizing the Agency's director of human resources and human resources specialist to attend the FTA Drug and Alcohol Program National Conference in Las Vegas, Nevada for a total not to exceed amount of \$516, with an amendment to include the cost of fuel for the Agency vehicle to be used for this travel. The motion carried unanimously.

13. **BOARD MEMBER COMMENTS AND REMARKS**

Director Fox announced that the Agency was recently recognized by Assembly Members, John Benoit and Bob Dutton for its membership in the Riverside County Clean Cities Coalition.

14. **ANNOUNCEMENTS**

Mr. Rubio made the following announcements:

- Natalie Gomez is the Agency's new Community Relations Specialist. She comes to us from the Press-Enterprise, where she worked as an event and community representative. Natalie will work to promote ridership, maintain the Agency's positive image, and advocate for public transit through her involvement with Transportation NOW groups.
- Chairman Fox, Vice Chairman Hall, Tom Franklin, and Scott Richardson will be traveling to Washington, DC next week to lobby for funds.
- Please join us at a tour of Heritage Village in Otay Ranch, San Diego on Monday, March 20th. Heritage Village is a mixed-use transit oriented development. Those interested in attending, please contact Mari Hernandez.

Chairman Fox made the following announcements:

- Please mark your calendars for the Agency's annual Rodeo scheduled for Sunday, March 19th.
- The Agency's employee picnic is set for July 15, 2006, at Bogart Park.
- As Mr. Rubio mentioned, the annual lobbying trip to Washington, DC is scheduled for next week. Thanks to staff for a beautiful appropriations packet.

15. **CLOSED SESSION: PURSUANT TO GOVERNMENT CODE SECTION 54957.6 TO MEET WITH RIVERSIDE TRANSIT AGENCY DESIGNATED REPRESENTATIVE LARRY RUBIO REGARDING NEGOTIATIONS WITH THE AMALGAMATED TRANSIT UNION, LOCAL 1277, REPRESENTING THE COACH OPERATORS AND MECHANICS**

General Counsel Smart announced that the meeting will not reconvene to Open Session.

The Board members, General Counsel Smart, Mr. Rubio, and Mr. Franklin went into Closed Session at 3:06 p.m.

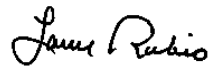
16. **NEXT MEETING**

The next regular meeting of the RTA Board of Directors is scheduled for Thursday, March 23, 2006, at 2:00 p.m., in the RTA Board Room, at 1825 Third Street, Riverside, CA.

17. **ADJOURNMENT**

Meeting adjourned at 3:06 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. KENNARD R. SMART, JR.	AGENCY GENERAL COUNSEL
3. TOM FRANKLIN	CHIEF OPERATING OFFICER
4. CRAIG FAJNOR	CHIEF FINANCIAL OFFICER
5. VINCE ROUZAUD	DIRECTOR OF PURCHASING AND MATERIALS MANAGEMENT
6. LAURA MURILLO	DIRECTOR OF HUMAN RESOURCES
7. SCOTT RICHARDSON	DIRECTOR OF MARKETING
8. NICK BURRIE	DIRECTOR OF MAINTENANCE
9. MARICELA HERNANDEZ	EXECUTIVE ASSISTANT/CLERK OF THE BOARD
10. CHRISTOPHER GALLANES	PERFORMANCE ANALYSIS AND REPORTING MANAGER
11. BEVERLY SMITH	CONTROLLER
12. VALERIE KELLY	OPERATIONS MANAGER
13. VIRGINIA WERLY	CONTRACT OPERATIONS SERVICES MANAGER
14. NATALIE ZARAGOZA	CONTRACTS ADMINISTRATOR
15. MIKE MCCOY	SENIOR PLANNER
16. MARY ARDEN	ADMINISTRATIVE ASSISTANT/DEPUTY CLERK OF BOARD
17. BRAD WEAVER	COMMUNICATIONS SPECIALIST
18. LINDA KELLER	CONTRACT OPERATIONS FIELD ADMINISTRATOR
19. DAVE CARSON	SYSTEMS ANALYST
20. NATALIE GOMEZ	COMMUNITY RELATIONS SPECIALIST
21. RAKESHA THOMAS	HUMAN RESOURCES SPECIALIST
22. JOAN HEPWORTH	SENIOR SECRETARY
23. CYNDY POLLAN	BOOZ ALLEN HAMILTON
24. TANYA LOVE	RIVERSIDE COUNTY TRANSPORTATION COMMISSION
25. ROBERT YATES	RIVERSIDE COUNTY TRANSPORTATION COMMISSION
26. BILL DELO	IBI GROUP
27. VIREN SHAH	CITY OF CORONA

ATTENDANCE SHEET

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<u>NAME</u>	<u>ORGANIZATION</u>
28. MRS. AMY HICKMAN	LAKE ELSINORE RESIDENT
29. MR. CAMPBELL	RTA RIDER
30. KEITH WHITE	RTA RIDER