

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

February 22, 2007

TO: BOARD OF DIRECTORS

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Travel to Attend the National Transit Institute's (NTI) Workshop on Management of Transit Construction Projects

Summary: The National Transit Institute is conducting a three-day workshop on April 23-25, 2007, in Denver, CO, for transit professionals responsible for managing major capital construction projects. Staff is requesting the project manager attend this workshop.

The Federal Transit Administration (FTA) requires grant applicants for major capital construction projects to prepare and follow a project management plan approved by the FTA. This workshop addresses the basics of good project management for transit projects, with specific emphasis on the requirements that are contained in the FTA's *Project and Construction Management Guidelines*.

Fiscal Impact:

The workshop expenses are listed below:

Conference Registration	\$0
Airfare	\$ 192.30
Lodging	\$ 720.12
Meals	<u>\$ 200.00</u>
Total (not to exceed amount)	\$1,112.42

The cost to attend this workshop will not exceed \$1,112.42. There are sufficient funds in the travel budget to cover this expense.

Committee Recommendation:

This item was discussed at the Board Budget and Administration Committee meeting of February 7, 2007. The Committee members unanimously approved recommending this item to the full Board of Directors for their consideration.

Recommendation:

Authorize the Agency's project manager to attend the National Transit Institute's workshop in Denver, CO, on April 23-April 25, 2007, at a cost not to exceed \$1,112.42.