



September 26, 2019
1:00 p.m.

AGENDA

**Board Executive Committee Meeting
Riverside County Administration Center
Board of Supervisors Conference Room C
4080 Lemon Street, Fifth Floor
Riverside, CA 92501**

Any person with a disability who requires a modification or accommodation in order to participate in this meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the Riverside Transit Agency Board of Directors during the meeting, should contact the Riverside Transit Agency Clerk of the Board, telephone number (951) 565-5066, no fewer than two business days prior to this meeting to enable the Riverside Transit Agency to make reasonable arrangements to assure accessibility or language assistance for this meeting.

Agenda item descriptions are intended to provide members of the public a general summary of business to be conducted or discussed. Posting of any recommended action on an agenda item does not indicate what action will be taken. The Board of Directors may take any action it believes is appropriate on the agenda item and is not limited in any way by the notice of any recommendation.

All documents related to any agenda item are available for public inspection at www.riversidetransit.com or through the Clerk of the Board's office at the Riverside Transit Agency, 1825 Third Street, Riverside, CA 92507.

ITEM

RECOMMENDATION

- 1. CALL TO ORDER**
- 2. SELF-INTRODUCTIONS**

<u>ITEM</u>	<u>RECOMMENDATION</u>
3. PUBLIC COMMENTS – NON-AGENDA ITEMS Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; however, no action may be taken on off-agenda items unless authorized by law. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Each person's presentation is limited to a maximum of three (3) minutes.	RECEIVE COMMENTS
4. APPROVAL OF MINUTES – JULY 25, 2019 EXECUTIVE COMMITTEE MEETING (P.3)	APPROVE
5. CONSIDER VEHICLE TRANSFER APPLICATION FOR RETIRED TYPE VII BUS TO EXCEED, A DIVISION OF VALLEY RESOURCE CENTER IN HEMET, CA (P.5)	APPROVE
6. ADOPT UPDATED HUMAN RESOURCES POLICY SECTION 1-8 DRUG-FREE WORKPLACE (P.7)	APPROVE
7. FISCAL YEAR 2018-2019 (FY19) FINANCIAL AUDIT UPDATE	DISCUSS
8. VINE STREET MOBILITY HUB UPDATE	DISCUSS
9. UNIVERSITY OF CALIFORNIA, RIVERSIDE (UCR) MOBILITY HUB UPDATE	DISCUSS
10. HEMET MOBILITY HUB UPDATE	DISCUSS
11. NEXT MEETING Thursday, October 24, 2019 1:00 p.m. Riverside County Administration Center 4080 Lemon St., 5 th Floor Conference Room C Riverside, CA 92501	
12. MEETING ADJOURNMENT	

RTA BOARD EXECUTIVE COMMITTEE MEETING
Minutes
July 25, 2019

1. CALL TO ORDER

Chairman Randon Lane called the Board Executive Committee Meeting to order at 1:01 p.m. on July 25, 2019 in the Board of Supervisor's Conference Room C, 4080 Lemon St., Riverside, CA.

2. SELF-INTRODUCTIONS

Self-introductions were dispensed with.

Committee Attendees

1. Randon Lane, City of Murrieta
2. Bridgette Moore, City of Wildomar
3. Berwin Hanna, City of Norco
4. Art Welch, City of Banning
5. Linda Krupa, City of Hemet
6. Karen Spiegel, County of Riverside, Dist. II

RTA Staff

1. Larry Rubio, Chief Executive Officer
2. Craig Fajnor, Chief Financial Officer
3. Vince Rouzaud, Chief Procurement & Logistics Officer
4. Jim Kneepkens, Director of Marketing

Other Attendees

1. Barbara Raileanu, Agency General Counsel

3. PUBLIC COMMENTS - NON-AGENDA ITEMS

None.

4. APPROVAL OF MINUTES – JUNE 27, 2019 EXECUTIVE COMMITTEE MEETING

M/S/C (WELCH/KRUPA) approving the minutes of the June 27, 2019 Executive Committee meeting.

The motion carried unanimously.

5. TRANSPORTATION NOW QUARTERLY ATTENDANCE REPORT

Mr. Jim Kneepkens presented the Transportation NOW quarterly attendance report which was received and filed. Vice Chair Moore noted Joseph Morabito should be listed as a Wildomar councilmember and RTA Board Alternate.

6. VEHICLE TRANSFER APPLICATIONS FOR CONSIDERATION TO BE PLACED ON THE RIVERSIDE TRANSIT AGENCY’S RETIRED VEHICLE RECIPIENT WAITLIST

M/S/C (LANE/KRUPA) as to the following:

- Approve the applicant that has met the minimum eligibility requirements and approve modification to staff recommendation to transfer vehicle immediately to recipient.

The motion carried unanimously.

7. UNIVERSITY OF CALIFORNIA, RIVERSIDE (UCR) MOBILITY HUB UPDATE

Mr. Vince Rouzaud presented an update on the UCR mobility hub. Executive Committee directed staff to hold to the existing terms and conditions with the exception of the timeline and not increase the RTA budget toward this project.

Director Karen Spiegel arrived to the meeting at 1:09 p.m.

8. FEDERAL TRANSIT ADMINISTRATION GRANTS UPDATE

Mr. Craig Fajnor presented an update on the status of RTA’s federal grants.

9. IEHP PASS AGREEMENT

Mr. Jim Kneepkens provided an update on the IEHP Pass Agreement. Executive committee directed staff to notify IEHP their unused passes as of August 31, 2019 will be refunded and they can then utilize the mobile ticketing application.

10. NEXT MEETING

Board Executive Committee Meeting
Thursday, October 24, 2019, 1:00 p.m.
Riverside County Administrative Center
Conference Room C
4080 Lemon St., Fifth Floor
Riverside, CA 92501

11. MEETING ADJOURNMENT

The meeting was adjourned at 1:30 p.m.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

September 26, 2019

TO: BOARD EXECUTIVE COMMITTEE
THRU: Larry Rubio, Chief Executive Officer
FROM: Vince Rouzaud, Chief Procurement and Logistics Officer
SUBJECT: Consider Vehicle Transfer Application for Retired Type VII Bus to EXCEED

Summary: The Agency has a policy for transferring title of retired Type II vehicles, Type VII vehicles, trolleys and service trucks (surplus vehicles) to registered 501c non-profit or service organizations, municipalities, county agencies and special districts. These surplus vehicles have surpassed their useful life according to Federal Transit Administration (FTA) guidelines.

In May 2017, the Board of Directors unanimously approved revisions to the Vehicle Transfer Policy which provides for the initial screening of Vehicle Transfer Applications to occur at staff level. Once staff has determined an application is complete and meets the minimum requirements for eligibility, the policy provides that the Board Executive Committee shall review the eligible application and make a determination to recommend an applicant for final consideration and approval by the full Board of Directors. This review of applications shall take place quarterly or on an as needed basis.

The Agency received an application from an organization requesting to receive a Type VII retired vehicle. Staff reviewed the application for completeness, determination of site location within the Agency's service area and verification that the applicant is a registered 501c non-profit organization in good standing, municipality, county agency or special district. The following applicant was found to meet the minimum eligibility requirements as set forth in the policy:

- EXCEED, Hemet, CA

Fiscal Impact:

Based on the current policy for transferring vehicles, there is no fiscal impact.

Recommendation:

Review and recommend this item to the full Board of Directors for their consideration as follows:

- Authorize staff to transfer a Type VII retired vehicle to EXCEED located in Hemet in accordance with the Agency's vehicle transfer policy.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

September 26, 2019

TO: BOARD EXECUTIVE COMMITTEE
THRU: Larry Rubio, Chief Executive Officer
FROM: Laura Camacho, Chief Administrative Services Officer
SUBJECT: Adopt Updated Human Resources Policy Section 1-8 Drug-Free Workplace

Summary: As a recipient of federal funding, the Agency must include within RTA's Human Resource (HR) Policies and Procedures a Drug-Free Workplace Policy in compliance with the Drug-Free Workplace Act of 1988 and 49 Code of Federal Regulations (CFR) Part 32 Governmentwide Requirements for Drug-Free Workplace.

RTA has such a policy which was recently reviewed by the Federal Transit Administration (FTA). They identified missing language from the policy that is required by 49 CFR Part 32. Under this section, employees who are convicted of any criminal drug statute for a violation occurring in the workplace must report the conviction to the Agency no later than five (5) days after such conviction. RTA Policy already includes this requirement. The notification, however must be done in writing, which is not stated in the current version of the policy.

The required language is now being incorporated into the attached Section 1-8 Drug-Free Workplace policy. Furthermore, the reference to 49 CFR Part 32 Subpart and Appendix were removed to clarify that the entire regulation applies. The Agency also took this opportunity to make some minor formatting changes as well. Changes are shown in bold, italicized and strike-through text.

The updated policy was reviewed and approved by the Agency's General Counsel.

Fiscal Impact:

None

Recommendation:

Approve and recommend to the full Board of Directors for their consideration the adoption of the updated Human Resources Policy Section 1-8 Drug-Free Workplace.

Distribution: All Employees		Subject: DRUG-FREE WORKPLACE	
Effective Date: January 1, 2010	Page No. 1	Pages Of 2	File Under Section: 1 - 8
Revision/Review Date: September 26, 2019		Approved By:	

PURPOSE

To state the Agency’s Drug-Free Workplace policy in accordance with the Drug-Free Workplace Act of 1988.

POLICY

It is the policy of the Riverside Transit Agency to provide a drug-free workplace for all employees. To that end, the Agency prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance while on duty, subject to duty, on Agency property or other transit facilities.

RULES

The Agency has established a drug-free awareness program that informs employees about the dangers of drug abuse in the workplace (through employee meetings, seminars, printed material, etc.), and encourages employees to utilize the Employee Assistance Program (EAP) for alcohol and/or drug abuse and other personal/emotional problems.

Employees must notify the Agency, *in writing*, of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. If an employee is convicted of a drug abuse violation, he/she shall be subject to disciplinary action, up to and including termination, and/or the employee will be referred to the EAP for rehabilitation. Any decision to discipline, discharge or require participation in the EAP will be carried out in conformance with the Agency’s Drug and Alcohol Policy, RTA Rules and Regulations, the Memorandum of Understanding and/or appropriate state and federal laws and regulations.

When an employee is convicted of a drug statute violation occurring within the workplace, the Agency is required to report the incident to the federal government in accordance with 49 CFR *Part 32, Subpart F, Appendix C* guidelines. The written notification to the federal government must occur within ten (10) days of receiving such notice from the employee or otherwise receiving actual notice of such conviction.

The Agency prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance while on duty, subject to duty, on Agency property or other transit facilities. Violation of this rule will result in disciplinary action, up to and including termination.

Distribution: All Employees		Subject: DRUG-FREE WORKPLACE	
Effective Date: January 1, 2010	Page No. 2	Pages Of 2	File Under Section: 1 - 8
Revision/Review Date: September 26, 2019		Approved By:	

The Agency is concerned about the welfare of its employees and will make every effort to maintain a safe, healthful and productive work environment. In recognition of the serious duty entrusted to employees, with knowledge that drugs and alcohol do hinder a person's ability to perform duties safely and effectively, the Agency requires, as a condition of employment, every employee to abide by the terms of this policy.