



**BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING
WEDNESDAY, OCTOBER 5, 2011, 1:00 P.M.
RIVERSIDE TRANSIT AGENCY BOARD ROOM
1825 THIRD STREET
RIVERSIDE, CA 92507**

1. **CALL TO ORDER**
2. **SELF-INTRODUCTIONS**
3. **PUBLIC COMMENTS– NON-AGENDA ITEMS** **RECEIVE COMMENTS**
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
4. **[APPROVAL OF MINUTES – SEPTEMBER 7, 2011, COMMITTEE MEETING \(P.2\)](#)** **APPROVE**
5. **CONSENT CALENDAR**
All items on the Consent Calendar will be approved by one motion and there will be no discussion on individual items unless a Board member or member of the public requests a specific item be pulled from the calendar for separate discussion
 - A. **[TRANSPORTATION CENTER MONTHLY REPORT – AUGUST 2011 \(P.6\)](#)** **RECEIVE AND FILE**
 - B. **[PERSONNEL REPORT – AUGUST 2011 \(P.9\)](#)** **RECEIVE AND FILE**
6. **[AUTHORIZATION TO ACCEPT GRANTS OF EASEMENT AND CONSENT TO RECORDATION WITH THE CLERK AT THE COUNTY OF RIVERSIDE ASSESSOR’S OFFICE \(P.16\)](#)** **APPROVE**
7. **BOARD MEMBER COMMENTS AND REMARKS**
8. **OTHER BUSINESS**
9. **ADJOURN**

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 RTA Board during the meeting should contact the RTA Clerk of the Board, telephone number (951) 565-5044, no fewer than two business days prior to this meeting to enable RTA to make reasonable arrangements to assure accessibility or language assistance for this meeting.

Agenda related writings or documents provided to the Board of Directors are available for public inspection in the office of the Clerk of the Board and at the reception desk while the meeting is in session.

RTA BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING
September 7, 2011

1. CALL TO ORDER:
Acting Committee Chairman Bob Buster called the Board Administration and Operations Committee meeting to order at 1:00 p.m., on September 7, 2011, in the RTA Board Room.
2. SELF-INTRODUCTIONS:
Self introductions of those in attendance took place.

Attendees:

1. Acting Committee Chairman Bob Buster, County of Riverside, District I
2. Director Jesse Molina, City of Moreno Valley Mayor Pro Tem
3. Director Jeff Fox, City of Beaumont Councilmember
4. Director Ella Zanowic, City of Calimesa Mayor
5. Director Daryl Hickman, City of Lake Elsinore Councilmember
6. Director Ike Bootsma, City of Eastvale Councilmember
7. Director Don Robinson, City of Banning Councilmember

RTA Staff:

1. Larry Rubio, Chief Executive Officer
2. Tom Franklin, Chief Operating Officer
3. Craig Fajnor, Chief Financial Officer
4. Vince Rouzaud, Chief Procurement and Logistics Officer
5. Rick Kaczerowski, Director of Information Technologies
6. Jim Kneepkens, Director of Marketing
7. Lorelle Moe, Interim Director of Planning
8. Bob Bach, Director of Maintenance
9. Laura Murillo, Director of Human Resources
10. Natalie Gomez, Clerk of the Board of Directors
11. Natalie Zargoza, Contracts Manager

Other Attendees:

Lydia Molina, Moreno Valley resident.
Dennis Longdyke, Banning resident.

3. PUBLIC COMMENTS – NON-AGENDA ITEMS:
None.
4. APPROVAL OF MINUTES – July 6, 2011, COMMITTEE MEETING:
M/S/C (HICKMAN/BOOTSMA) approving the minutes of July 6, 2011, Committee meeting. The motion carried with 6 affirmative votes and one abstention (FOX).

5. CONSENT CALENDAR:

M/S/C (FOX/HICKMAN) approving the receipt and file of item A – Transportation Center Monthly Report – June and July 2011. The motion carried unanimously.

M/S/C (FOX/HICKMAN) approving the receipt and file of item B – Personnel Report – June and July 2011. The motion carried unanimously.

6. HOLIDAY EVENTS SCHEDULE

Director Hickman requested RTA participation in the Unity in Community event in November in Lake Elsinore and Mr. Kneepkens concurred.

M/S/C (HICKMAN/FOX) approving and recommending this item to the full Board of Directors for their consideration as follows:

- Authorize staff to work with the individual cities and organizing groups and coordinate Riverside Transit Agency's involvement in these events with the addition of the Unity in Community event in Lake Elsinore.

The motion carried unanimously.

7. FREE BUS RIDES ON NEW YEAR'S EVE

M/S/C (HICKMAN/FOX) approving and recommending this item to the full Board of Directors for their consideration as follows:

- Authorize the Agency to offer free rides on all fixed route buses from 6:00 p.m. to the end of business on Saturday, December 31, 2011.

The motion carried unanimously.

8. RATIFY GRANT APPLICATIONS SUBMITTED TO THE FEDERAL TRANSIT ADMINISTRATION FOR FEDERAL STATE OF GOOD REPAIR AND BUS AND BUS FACILITIES LIVABILITY INITIATIVE FUNDING

M/S/C (FOX/ZANOWIC) approving and recommending this item to the full Board of Directors for their consideration as follows:

- Ratify the SGR and BLV Grant Applications submitted to the Federal Transit Administration for revenue vehicle replacement, facility rehabilitation, Twin Cities Transit Center, and bike racks for revenue vehicles.

- Authorize the use of local transportation funds (LTF) and Transportation Uniform Mitigation Fee (TUMF) funds, as applicable, for local match to any federal funds awarded.

The motion carried unanimously.

9. RATIFY FY09-10 AND FY10-11 CALIFORNIA TRANSIT SECURITY GRANT PROGRAM-CALIFORNIA TRANSIT ASSISTANCE FUND (CTSGP-CTAF) GRANT APPLICATIONS AND APPROVE RESOLUTIONS 2011-16 AND 2011-17 TO OBTAIN FY09-10 AND FY10-11 CTSGP-CTAF FUNDS

M/S/C (ROBINSON/MOLINA) approving and recommending this item to the full Board of Directors for their consideration as follows:

- Ratify the \$595,241 FY09-10 Prop 1B CTSGP-CTAF grant application submitted by staff and approve Resolution 2011-16 authorizing the Chief Executive Officer Board to execute all actions required to obtain \$595,241 in FY09-10 Prop 1B CTSGP-CTAF funds.
- Ratify the \$894,891 FY10-11 Prop 1B CTSGP-CTAF grant application submitted by staff and approve Resolution 2011-17 authorizing the Chief Executive Officer to execute all actions required to obtain \$894,891 in FY10-11 Prop 1B CTSGP-CTAF funds.

10. APPROVE RESOLUTION 2011-015 TO AMEND THE CALIFORNIA TRANSIT SYSTEMS JOINT POWERS INSURANCE AUTHORITY'S (AKA CALIFORNIA TRANSIT INSURANCE POOL OR CALTIP) JOINT POWERS AGREEMENT (JPA) AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE THE AMENDED AGREEMENT

M/S/C (HICKMAN/ROBINSON) approving and recommending this item to the full Board of Directors for their consideration as follows:

- Approve Resolution 2011-015 to amend the California Transit Systems Joint Powers Insurance Authority's (CalTIP) Joint Powers Agreement (JPA) and authorize the chief executive officer to execute the amended agreement.

11. BOARD MEMBER COMMENTS AND REMARKS:

Director Robinson informed the committee that a Fire Memory Museum would be opening on September 9 and at 2 p.m. there would be a ceremony. All were invited to attend. The City of Beaumont was preparing to build a museum.

Director Fox noted that Oktoberfest would be held starting Saturday, Sep 17 in Beaumont. On September 11 a free concert would be held at Stewart Park and Pat Benatar was performing.

12. OTHER BUSINESS:

Mr. Rubio thanked everyone for the well wishes for the driver who was injured in the

accident in August. He is out of the hospital and in rehabilitation to regain the mobility in his leg.

13. ADJOURNMENT:

The meeting was adjourned at 1:33 p.m.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

October 5, 2011

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Jim Kneepkens, Director of Marketing

SUBJECT: Transportation Center Monthly Report – August 2011

Summary: The Customer Information Center answered 31,915 calls in August 2011, a 7.5% decrease compared to August 2010. Calls included 303 commendations, general comments and valid complaints. The number of calls to Dial-A-Ride was 11,702, an 11.6% increase compared to August 2010. A total of 43,920 calls were received between the two call centers, a decrease of 3% compared to the same period last year.

The attached report presents call volume history and details commendations, general comments and complaints by type.

Recommendation:

Receive and file.

Riverside Transit Agency

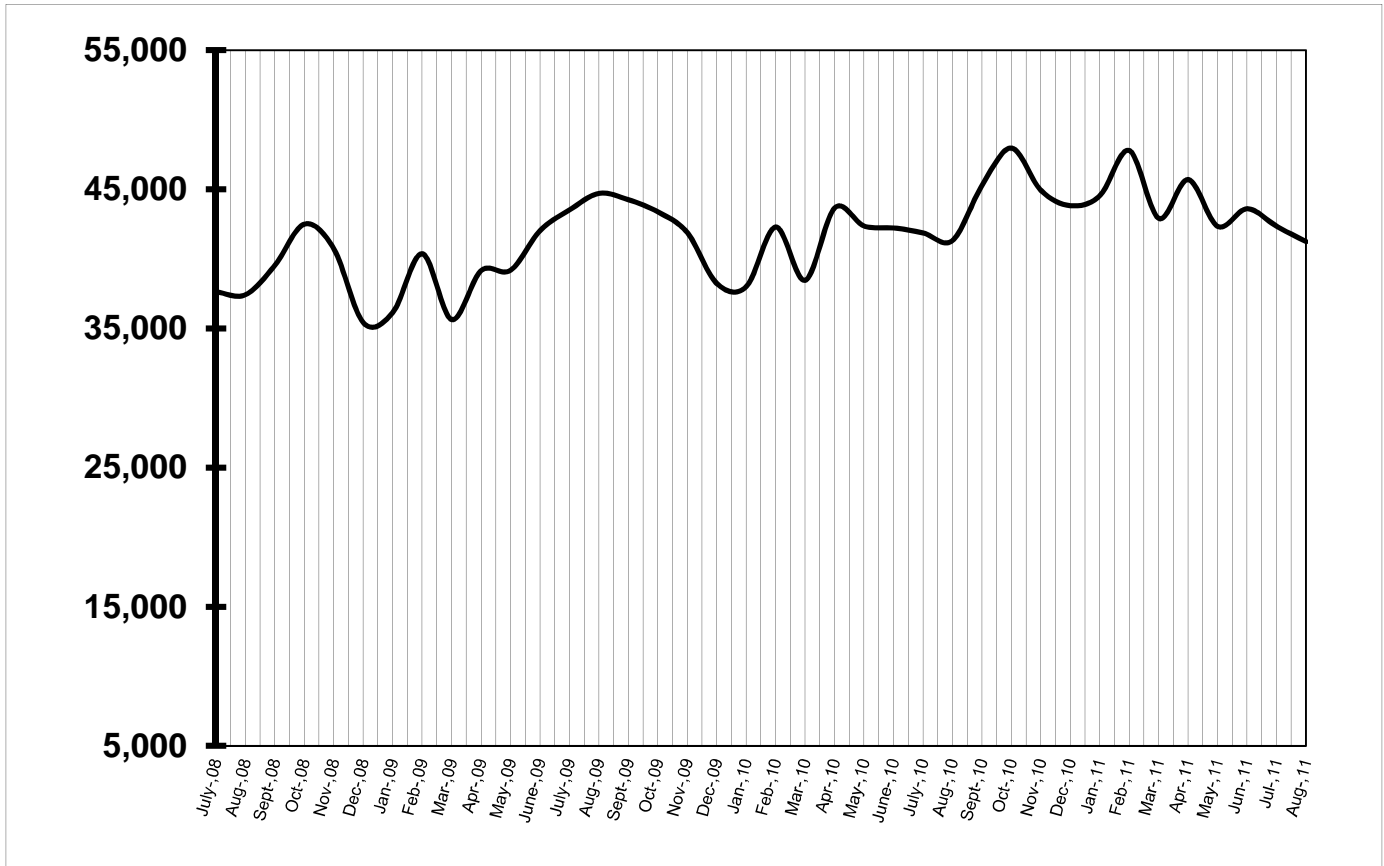
August 2011 Transportation Center Call Totals

Customer Information Center (CIC)	August 2011	August 2010	Percent Change
Information Calls	31,915	34,510	-7.5%
Complaints	209	187	11.8%
Comments	58	69	-15.9%
Commendations	36	21	71.4%
Total CIC Calls	32,218	34,787	-7.4%

Dial-A-Ride (DAR)

Total DAR Calls	11,702	10,490	11.6%
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Total Calls	43,920	45,277	-3.0%
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Complaints, Comments & Commendations

August 2011

Valid Complaints

Category	August 2011	August 2010	12 Month Average per Month	Complaints per 10,000 Passengers
Bus Stop	1	3	4	0.53
Careless Driving	11	18	12	0.85
Conduct	17	22	15	0.01
Crowded	4	3	3	0.16
Customer Service	26	56	23	0.25
Early Bus	5	9	7	0.06
Fare Dispute	5	3	4	0.38
Late Bus	30	13	28	0.07
Missed Transfer	12	6	6	0.07
No Show	12	9	7	0.44
Passed By	29	21	21	0.18
Passenger Conduct	0	3	2	0.18
Other	57	21	28	0.84
Total	209	187	160	4.03

Ridership

	August 2011	August 2010	12 Month Average per Month
All services	708,682	650,707	679,804

Comments

	August 2011	August 2010	12 Month Average per Month	Comments per 10,000 Passengers
General Comments	58	69	42	0.85

Commendations

	August 2011	August 2010	12 Month Average per Month	Commendations per 10,000 Passengers
General Commendations	36	21	22	0.53

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

October 5, 2011

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Laura Murillo, Director of Human Resources

SUBJECT: Personnel Report – August 2011

Summary: The attached report summarizes personnel activity that occurred in August 2011. The following information is outlined in the report:

- Number of budgeted positions versus number of filled positions by department and position.
- Percentage of minority and female employees by position classification.
- Number of disciplinary actions by gender.
- Percentage of minority and female applicants by position.
- Number of minority and female employees by personnel actions.

Recommendation:

Receive and file.

SUMMARY OF BUDGETED POSITIONS
July 2011

DEPARTMENT AND TITLE	BUDGETED POSITIONS	FILLED POSITIONS
<u>ADMINISTRATION</u>		
Chief Executive Officer	1	1
Executive Assistant/Clerk of the Board	<u>1</u>	<u>1</u>
Department Subtotal	2	2
<u>ACCOUNTING</u>		
Chief Financial Officer	1	1
Performance Reporting & Analysis Manager	1	1
Controller	1	1
Principal Financial Analyst	1	1
Accounting Supervisor	1	1
Planning Analyst	1	1
Payroll Coordinator	1	1
Revenue Account Coordinator	1	1
Accounts Payable Clerk	1	1
General Accounting Clerk	1	1
Coin Counter	<u>2</u>	<u>2</u>
Department Subtotal	12	12
<u>HUMAN RESOURCES</u>		
Director of Human Resources	1	1
Labor Relations Officer	1	1
Risk Manager	1	1
Training Manager	1	0
Risk Management Specialist	1	1
Human Resources Specialist - Benefits	1	1
Human Resources Specialist - Recruitment	1	1
Human Resources Clerk	1	1
Receptionist	<u>1</u>	<u>1</u>
Department Subtotal	9	8
<u>INFORMATION TECHNOLOGY</u>		
Director of Information Technology	1	1
ITS Administrator	1	1
Systems Analyst	<u>1</u>	<u>1</u>
Department Subtotal	3	3
<u>MAINTENANCE</u>		
Director of Maintenance	1	1
Maintenance Manager	1	1
Maintenance Quality Control	1	1
Contract Operations Maintenance Supervisor	1	1
Maintenance Supervisor	7	6
Electronic Technician	1	1
Groundskeeper	1	1
Mechanic	27	27
Property Maintainer	1	1
Tire Servicer	1	1
Servicer	<u>11</u>	<u>11</u>
Department Subtotal	53	52

DEPARTMENT AND TITLE	BUDGETED POSITIONS	FILLED POSITIONS
<u>MARKETING</u>		
Director of Marketing	1	1
Marketing Manager	1	1
Government Affairs Representative	1	0
Customer Information Supervisor	1	1
Customer Information Clerk, Full-Time	1	1
Customer Information Clerk, On-Call ¹	<u>16</u>	<u>17</u>
Department Subtotal	21	21
<u>OPERATIONS</u>		
Chief Operating Officer	1	1
Operations Manager	1	1
Executive Assistant	1	1
Operations Supervisor	14	13
Operations Analyst	2	1
Stops/Zones Supervisor	1	1
Stops/Zones Groundskeeper ²	8	9
Transit Clerk	1	1
Coach Operator		
Full-Time	181	179
Part-Time ²	<u>21</u>	<u>22</u>
Department Subtotal	231	229
<u>CONTRACT OPERATIONS</u>		
Contract Operations Manager	1	1
Contract Operations Analyst	1	1
Contract Operations Specialist	2	2
Customer Service Specialist, Full-Time	2	1
Customer Service Specialist, Part-Time	0	1
Travel Training Supervisor	1	0
Travel Training Specialist	2	0
Contract Operations Administrative Clerk, Part-Time	<u>1</u>	<u>0</u>
Department Subtotal	10	6
<u>PLANNING</u>		
Director of Planning	1	0
Senior Planner	2	1
Scheduling Analyst	<u>1</u>	<u>1</u>
Department Subtotal	4	2
<u>PURCHASING</u>		
Chief Procurement & Logistics Officer	1	1
Contracts Manager	1	1
Contracts Administrator	2	2
Storeroom Supervisor	1	1
Buyer	1	1
Parts Clerk	<u>4</u>	<u>4</u>
Department Subtotal	10	10
Totals	355	345

¹Although there are more filled than budgeted positions, the Agency will not go over the number of hours budgeted for On-Call, Customer Information Clerks (CIC) for FY 2012 as not all CICs work the maximum number of hours.

²The Agency experienced the following extended leaves of absences: 1 Stops/Zones Groundskeeper on disability leave, 8 Coach Operators on workers' compensation, and 5 Coach Operators on disability leave.

TOTAL WORKFORCE AND UTILIZATION ANALYSIS

POSITION CLASSIFICATION	TOTAL EMPLOYEES	% OF MINORITY EMPLOYEES	% OF FEMALE EMPLOYEES	2000 CENSUS AVAILABILITY		UNDERUTILIZED	
				%MIN	%FEM	MIN	FEM
Executive/First/Mid Level Officials & Managers	41	53.7%	29.3%	31.4%	39.9%	No	Yes
Professionals	12	33.3%	25.0%	34.6%	49.8%	Yes	Yes
Administrative Support Workers	40	70.0%	80.0%	48.6%	72.8%	No	No
Operatives	201	73.1%	40.8%	69.9%	70.8%	No	Yes
Craft Workers	28	64.3%	0.0%	48.2%	5.6%	No	Yes
Laborers	11	45.5%	0.0%	73.7%	15.3%	Yes	Yes
Service Workers	12	83.3%	8.3%	59.2%	56.2%	No	Yes
Total	345						

DISCIPLINARY ACTIONS

DEPARTMENT	WARNINGS, COUNSELINGS & WRITTEN REPRIMANDS								SUSPENSIONS							
	Male				Female				Male				Female			
	(C	AA	H	O ³)	(C	AA	H	O ³)	(C	AA	H	O ³)	(C	AA	H	O ³)
Maintenance	3	2	1	0	0	2	0	0	0	1	1	0	0	0	0	0
Operations	1	9	3	1	0	8	4	0	0	1	0	0	1	0	1	0
	(20)				(14)				(3)				(2)			

³ C=Caucasian, AA=African American, H=Hispanic, O=Other

APPLICATION ANALYSIS

<u>POSITION TITLE</u>	<u>TOTAL APPLICANTS</u>	<u>% OF MINORITY APPLICANTS</u>	<u>% OF FEMALE APPLICANTS</u>
Coach Operator, Part-Time	10	70%	40%
Government Affairs Representative	17	24%	47%
Operations Manager	31	65%	16%
Scheduling Analyst	11	64%	55%
Training Manager	10	90%	20%
Travel Training Specialist	11	82%	91%

PERSONNEL ACTIVITY

Full-Time and Part-Time:

Personnel Activity	All Employees			Minority Employees Male						Minority Employees Female						Total Minorities
	Total	Male	Female	AA	HISP	API	AIAN	NHOPI	MULTI	AA	HISP	API	AIAN	NHOPI	MULTI	Total
Activity																
New Hires	2	1	1								1					1
Promotions	0															0
Transfers	0															0
Demotions	0															0
Terminations	0															0
Resignations	1	1		1												1
Retirements	2	1	1	1							1					2
Other	0															0

FOR FISCAL YEAR 07/01/11 THROUGH 06/30/12
FULL-TIME SEPARATIONS

	<u>Administration</u>	<u>Other</u>
Terminations	0	2
Resignations	1	0
Retirements	0	4
Other	0	0

FOR FISCAL YEAR 07/01/10 THROUGH 06/30/11
FULL-TIME SEPARATIONS

	<u>Administration</u>	<u>Other</u>
Terminations	7	8
Resignations	2	6
Retirements	2	9
Other	0	1

AA = African American
HISP = Hispanic
API = Asian Pacific Islander

AIAN = American Indian or Alaskan Native
NHOPI = Native Hawaiian or Other Pacific Islander
MULTI = Two or More Races

RIVERSIDE TRANSIT AGENCY
1825 Third St.
Riverside, CA 92507

October 5, 2011

TO: ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to accept Grants of Easement and Consent to Recordation with the Clerk at the County of Riverside Assessor's Office

Summary: In May 2002, the Board authorized the purchase of 4.5 acres of undeveloped real property located adjacent to the Agency's facility at 1825 Third Street, Riverside, CA. In April 2009, the Agency awarded a contract for architectural and engineering design services for the construction of block walls and steel tubular fencing to enhance security at the facility.

New construction regulations within the City of Riverside require property owners to design a 'retention system' that will reduce the intensity of storm water discharge into the City's sewer system. To comply with this requirement, the wall and fence project included the design and construction of a retention basin and drainage structure that would collect storm water runoff and release it downstream over an extended period of time.

During the project's design phase, the engineers concluded the storm water runoff from the Agency's property would flow onto two lower adjacent parcels. As the project was being constructed, a retention basin and drainage structure was built to collect runoff and to slowly regulate its discharge to prevent erosion to the adjacent parcels. Construction and routine maintenance of the drainage structure requires ongoing access to these parcels.

A Grant of Easement was given by Earl David Grimes ("Grantor") in favor of Riverside Transit Agency ("Grantee") for a permanent easement and right-of-way for the construction and maintenance of storm drain facilities, including ingress and egress for said purposes, the acceptance of storm drainage waters and the

acceptance of the encroachment of the Agency's fence and footing along the common property line.

A Grant of Easement was given by E. David Weisz Residuary Trust, Kleeman Family Trust, Leslie Ima and Leonard Miller ("Grantors") in favor of Riverside Transit Agency ("Grantee") for a permanent easement and right-of-way for the construction and maintenance of storm drain facilities, including ingress and egress for said purposes and the acceptance of storm drainage waters.

The project and storm drainage facility are complete and the Agency is ready to record the Grants of Easement. The California Government Code § 27281 provides that deeds or grants conveying any interest in or easement upon real estate to a political corporation or governmental agency for public purposes shall be accepted for recordation with the consent of the Grantee (Agency) shown by a resolution of acceptance by its governing board.

Fiscal Impact:

There is no fiscal impact to the Agency.

Recommendation:

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

- Authorize the Clerk of the Board to execute a Resolution of Acceptance for Grant of Easement between Earl David Grimes ("Grantor") and the Riverside Transit Agency, a joint powers authority ("Grantee"),
- Authorize the Clerk of the Board to execute a Resolution of Acceptance for Grant of Easement between E. David Weisz Residuary Trust, Kleeman Family Trust, Leslie Ima and Leonard Miller ("Grantors") and the Riverside Transit Agency, a joint powers authority ("Grantee"), and
- Consent to recordation of Grants of Easement by Earl David Grimes ("Grantor") and E. David Weisz Residuary Trust, Kleeman Family Trust, Leslie Ima and Leonard Miller ("Grantors").

ATTACHMENT I

RESOLUTION # 2011-18

**AUTHORIZATION FOR THE ACCEPTANCE OF
GRANT OF EASEMENT AND
CONSENT TO RECORDATION THEREOF**

WHEREAS, the Riverside Transit Agency is a Joint Powers Agency with a governing Board consisting of twenty-one member jurisdictions located in Western Riverside County; and

WHEREAS, the Riverside Transit Agency has received a Grant of Easement by and between Earl David Grimes (“Grantor”) for a permanent easement and right-of-way for the construction and maintenance of storm drain facilities; and

WHEREAS, the Riverside Transit Agency has received a Grant of Easement by and between E. David Weisz Residuary Trust, Kleeman Family Trust, Leslie Ima and Leonard Miller (“Grantors”) for a permanent easement and right-of-way for the construction and maintenance of storm drain facilities; and

WHEREAS, the California Government Code § 27281 provides that deeds or grants conveying any interest in or easement upon real estate to a political corporation or governmental agency for public purposes shall not be accepted for recordation without the consent of the Grantee by its certificate or resolution of acceptance by its governing board; and

WHEREAS, the Riverside Transit Agency wishes to delegate authorization to execute these Certificates of Acceptance for Grants of Easement to the Clerk of the Board;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Riverside Transit Agency that Consent to Accept for Recordation Grants of Easement by and between Earl David Grimes (“Grantor”) and the Riverside Transit Agency (“Grantee”) and E. David Weisz Residuary Trust, Kleeman Family Trust, Leslie Ima and Leonard Miller (“Grantors”) and the Riverside Transit Agency (“Grantee”) is authorized.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Clerk of the Board be authorized to execute all required Certificates of Acceptance for Grants of Easement between Earl David Grimes (“Grantor”) and the Riverside Transit Agency (“Grantee”) and by and between E. David Weisz Residuary Trust, Kleeman Family Trust, Leslie Ima and Leonard Miller (“Grantors”) and the Riverside Transit Agency (“Grantee”).

ADOPTED this 27th day of October 2011.

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

Bob Buster
Chairman of the Board

Kennard R. Smart, Jr.
Agency’s General Counsel

CERTIFICATION

The undersigned duly qualified Clerk of the Board of Directors of the Riverside Transit Agency certifies that the foregoing is a true and correct copy of a Resolution, adopted at a legally convened meeting of said Board of Directors held on October 27, 2011.

ATTEST:

Natalie Gomez
Clerk of the Board of Directors