



**BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING  
WEDNESDAY, MARCH 4, 2015, 1:00 P.M.  
RIVERSIDE TRANSIT AGENCY BOARD ROOM  
1825 THIRD STREET  
RIVERSIDE, CA 92507**

<u>ITEM</u>	<u>RECOMMENDATION</u>
1. <u>CALL TO ORDER</u>	
2. <u>SELF-INTRODUCTIONS</u>	
3. <u>PUBLIC COMMENTS – NON-AGENDA ITEMS</u> 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. <u>APPROVAL OF MINUTES – FEBRUARY 4, 2015 COMMITTEE MEETING (P.3)</u>	APPROVE
5. <u>CONSENT CALENDAR</u> 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 to be pulled from the calendar for separate discussion.	
A. <u>PERSONNEL REPORT – JANUARY 2015 (P.6)</u>	RECEIVE AND FILE
B. <u>TRANSPORTATION CENTER MONTHLY REPORT – JANUARY 2015 (P.13)</u>	RECEIVE AND FILE

*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.*

**ITEM**

**RECOMMENDATION**

6. **APPROVE RESOLUTION AUTHORIZING THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) (P.16)**

**APPROVE**

7. **WEBSITE DEMONSTRATION**

**PRESENTATION**

8. **BOARD MEMBER COMMENTS AND REMARKS**

9. **ANNOUNCEMENTS**

10. **NEXT MEETING**  
**BOARD ADMINISTRATION AND OPERATIONS COMMITTEE**  
**WEDNESDAY, APRIL 1, 2015**  
**1:00 P.M.**  
**RTA HEADQUARTERS**  
**1825 THIRD STREET**  
**RIVERSIDE, CA 92507**

11. **ADJOURN**

RTA BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING  
Minutes  
February 4, 2015

1. CALL TO ORDER

Committee Chair Bootsma called the Board Administration and Operations Committee meeting to order at 1:00 p.m., on February 4, 2015, in the RTA Board Room.

2. SELF-INTRODUCTIONS

Self-introductions of those in attendance took place.

Committee Members Attending

1. Committee Chair Ike Bootsma, City of Eastvale, Mayor
2. Chairman of the Board, Andrew Kotyuk, City of San Jacinto, Council Member
3. First Vice-Chairwoman Ella Zanowic, City of Calimesa, Mayor Pro Tem
4. Director Art Welch, City of Banning, Mayor Pro Tem
5. Director Jesse Molina, City of Moreno Valley, Mayor
6. Alternate Rita Rogers, City of Perris, Council Member
7. Director Daryl Hickman, City of Lake Elsinore, Council Member
8. Director Andy Melendrez, City of Riverside, Council Member
9. Director Bridgette Moore, City of Wildomar, Council Member
10. Alternate Jerry Sincich, County of Riverside, District I, Alternate-at-Large
11. Alternate Donna Johnston, County of Riverside, District II, Alternate-at-Large

Committee Members Absent

1. Director Wallace Edgerton, City of Menifee, Council Member

RTA Staff

1. Larry Rubio, Chief Executive Officer
2. Tammi Ford, Clerk of the Board
3. Tom Franklin, Chief Operating Officer
4. Craig Fajnor, Chief Financial Officer
5. Vince Rouzaud, Chief Procurement and Logistics Officer
6. Laura Camacho, Chief Administrative Services Officer
7. Rohan Kuruppu, Director of Planning
8. Jim Kneepkens, Director of Marketing
9. Bob Bach, Director of Maintenance
10. Rick Kaczerowski, Director of Information Technologies
11. Virginia Werly, Director of Contract Operations
12. Brad Weaver, Marketing Manager
13. Eric Ustation, Government Affairs Representative
14. Natalie Zaragoza, Contracts Manager
15. Joe Forgiarini, Planning and Scheduling Manager
16. Joan Hepworth, Deputy Clerk of the Board

Other Attendees:

1. Frank Johnston, City of Jurupa Valley, Council Member
2. Berwin Hanna, City of Norco, Council Member
3. Paul Raver, City of Hemet, Council Member
4. Eric Lewis, City of Moreno Valley

3. PUBLIC COMMENTS – NON-AGENDA ITEMS

None.

4. APPROVAL OF MINUTES – JANUARY 14, 2015 COMMITTEE MEETING

M/S/C (MOORE/HICKMAN) approving the minutes of the January 14, 2015 Committee meeting.

The motion carried with ten affirmative votes and one abstention (MOLINA).

5. CONSENT CALENDAR

M/S/C (WELCH/MOORE) approving the receipt and file of Item A – Personnel Report – December 2014.

The motion carried unanimously.

M/S/C (WELCH/MOORE) approving the receipt and file of Item B – Transportation Center Monthly Report – December 2014.

The motion carried unanimously.

6. AUTHORIZATION TO ENTER INTO MEMORANDUM OF UNDERSTANDING (MOU) NO. M-015-15-00 WITH THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) FOR FUNDING TO CONDUCT A FIRST AND LAST MILE STRATEGIC MOBILITY ASSESSMENT WITH FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5304 FUNDS

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

- Authorize staff to enter into Memorandum of Understanding No. M-015-15-00 with the Southern California Association of Governments for funding to conduct a First and Last Mile Strategic Mobility Assessment.

The motion carried unanimously.

7. ADOPT UPDATED DRUG AND ALCOHOL POLICY

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

- Adopt the updated Drug and Alcohol Policy.

The motion carried unanimously.

8. BOARD MEMBER COMMENTS AND REMARKS

Director Welch remarked that the City of Banning hosted a successful Vet's Expo in January, and Pass Transit ran a shuttle to from the City Hall to the Expo for attendees. He also announced the grand opening of the pinball museum in Banning was a great success and will be open on a regular basis in March.

Director Bootsma asked everyone to keep Director Edgerton in their prayers during his illness.

9. ANNOUNCEMENTS

Mr. Rubio announced that Director Edgerton is recovering from his illness and we are hoping to see him back soon.

10. NEXT MEETING

Board Administration and Operations Committee Meeting  
Wednesday, March 4, 2015  
1:00 p.m.  
RTA Headquarters  
1825 Third Street  
Riverside, CA 92507

11. MEETING ADJOURNMENT

The meeting was adjourned at 1:20 p.m.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

March 4, 2015

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Laura Camacho, Chief Administrative Services Officer

SUBJECT: Personnel Report – January 2015

Summary: The attached report summarizes personnel activity that occurred in January 2015. 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**  
**January 2015**

<b>DEPARTMENT AND TITLE</b>	<b>BUDGETED POSITIONS</b>	<b>FILLED POSITIONS</b>
<b><u>ADMINISTRATION</u></b>		
Chief Executive Officer	1	1
Executive Assistant/Clerk of the Board	<u>1</u>	<u>1</u>
Department Subtotal	2	2
<b><u>ACCOUNTING</u></b>		
Chief Financial Officer	1	1
Performance Reporting & Analysis Manager	1	1
Controller	1	1
Grants Financial Administrator	1	1
Accounting Supervisor	1	1
Grants Financial Analyst	1	0
Payroll Coordinator	1	1
Revenue Account Coordinator	1	1
Accounts Payable Clerk	1	1
Accounts Receivable Clerk	1	1
Currency Processor	<u>2</u>	<u>2</u>
Department Subtotal	12	11
<b><u>HUMAN RESOURCES</u></b>		
Chief Administrative Services Officer	1	1
Human Resources Manager	1	1
Labor Relations Officer	1	1
Training Manager	1	1
Training Instructor	3	1
Benefits Administrator	1	1
Human Resources Specialist	1	1
Human Resources Clerk	2	1
Receptionist	<u>1</u>	<u>1</u>
Department Subtotal	12	9
<b><u>RISK MANAGEMENT</u></b>		
Risk Manager	1	1
Safety & Security Officer	1	0
Risk Management Specialist	1	1
Risk Management Clerk	<u>1</u>	<u>0</u>
Department Subtotal	4	2
<b><u>INFORMATION TECHNOLOGY</u></b>		
Director of Information Technology	1	1
ITS Administrator	1	1
Systems Administrator	1	1
IT Technician	<u>1</u>	<u>0</u>
Department Subtotal	4	3
<b><u>MAINTENANCE</u></b>		
Director of Maintenance	1	1
Maintenance Manager	1	1
Facilities Manager	1	1
Maintenance Quality Control	1	1
Contract Operations Maintenance Supervisor	1	1
Maintenance Supervisor	6	6
Electronic Technician	2	1
Groundskeeper	1	1
Mechanic	28	27
Property Maintainer	1	1
Tire Servicer	1	1
Servicer	<u>14</u>	<u>12</u>
Department Subtotal	58	54

<b>DEPARTMENT AND TITLE</b>	<b>BUDGETED POSITIONS</b>	<b>FILLED POSITIONS</b>
<b><u>MARKETING</u></b>		
Director of Marketing	1	1
Marketing Manager	1	1
Government Affairs Representative	1	1
Customer Information Supervisor	1	1
Customer Information Clerk, Senior Lead	1	1
Customer Information Clerk, On-Call	<u>19</u>	<u>21</u>
Department Subtotal	24	26
<b><u>OPERATIONS</u></b>		
Chief Operating Officer	1	1
Operations Manager	1	1
Executive Assistant/Deputy Clerk of the Board	1	1
Operations Supervisor	15	15
Operations Analyst	1	1
Stops/Zones Supervisor	1	1
Stops/Zones Groundskeeper	9	10
Surveyor	2	2
Transit Clerk	2	1
Coach Operator		
Full-Time <sup>1</sup>	217	249
Part-Time	<u>30</u>	<u>1</u>
Department Subtotal	280	283
<b><u>CONTRACT OPERATIONS</u></b>		
Director of Contract Operations	1	1
Contract Operations Manager	1	1
Contract Operations Specialist	2	2
ADA Certification Specialist	2	2
Travel Training Supervisor	1	1
Travel Training Specialist	4	3
Medi-Cal Administrative Activity (MAA) Coordinator	1	1
Contract Operations Administrative Clerk	<u>1</u>	<u>1</u>
Department Subtotal	13	12
<b><u>PLANNING</u></b>		
Director of Planning	1	1
Grants Manager	1	1
Planning & Scheduling Manager	1	1
Project Manager	1	1
Scheduling Analyst	1	0
Planning Analyst	1	1
Planning & Programming Specialist	2	1
Scheduling Specialist	1	0
Planning Technician	<u>1</u>	<u>0</u>
Department Subtotal	10	6
<b><u>PURCHASING</u></b>		
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>3</u>
Department Subtotal	10	9
<b>Totals</b>	<b>429</b>	<b>417</b>

<sup>1</sup>The Agency experienced the following extended leaves of absences: 7 Coach Operators on workers' compensation, and 5 Coach Operators on disability leave. In addition, Agency is temporarily hiring full-time operators to meet service demands.



## TOTAL WORKFORCE AND UTILIZATION ANALYSIS

POSITION CLASSIFICATION	TOTAL EMPLOYEES	% OF MINORITY EMPLOYEES	% OF FEMALE EMPLOYEES	CENSUS AVAILABILITY		UNDERUTILIZED	
				%MIN	%FEM	MIN	FEM
Executive/First/Mid Level Officials & Managers	50	54.0%	30.0%	38.2%	39.9%	No	Yes
Professionals	14	28.6%	28.6%	34.6%	49.8%	Yes	Yes
Administrative Support Workers	50	70.0%	76.0%	48.6%	72.8%	No	No
Operatives	250	72.4%	44.4%	69.9%	70.8%	No	Yes
Craft Workers	28	64.3%	0.0%	48.2%	5.6%	No	Yes
Laborers	12	58.3%	0.0%	73.7%	15.3%	Yes	Yes
Service Workers	13	92.3%	0.0%	59.2%	56.2%	No	Yes
<b>Total</b>	<b>417</b>						

## DISCIPLINARY ACTIONS

DEPARTMENT	WARNINGS, COUNSELINGS & WRITTEN REPRIMANDS								SUSPENSIONS							
	Male				Female				Male				Female			
	(C	AA	H	O)	(C	AA	H	O)	(C	AA	H	O)	(C	AA	H	O)
Maintenance	1	4	2	0	0	0	0	0	0	0	0	0	0	0	0	
Operations	3	12	8	3	6	13	4	0	1	0	1	1	0	0	0	
	(33)				(23)				(3)				(0)			

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

**APPLICATION ANALYSIS**

<b>POSITION TITLE</b>	<b>TOTAL APPLICANTS</b>	<b>% OF MINORITY APPLICANTS</b>	<b>% OF FEMALE APPLICANTS</b>
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NA

**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	3	2	1	1												1
Promotions	0															0
Transfers	0															0
Demotions	0															0
Terminations	3	2	1							1						1
Resignations	2	2		1	1											2
Retirements	1	1		1												1
Other	0															0

FOR FISCAL YEAR 07/01/14 THROUGH 06/30/15  
FULL-TIME SEPARATIONS

	<u>Administration</u>	<u>Other</u>
Terminations	3	12
Resignations	1	5
Retirements	0	9
Other	0	0

FOR FISCAL YEAR 07/01/13 THROUGH 06/30/14  
FULL-TIME SEPARATIONS

	<u>Administration</u>	<u>Other</u>
Terminations	1	6
Resignations	5	9
Retirements	1	13
Other	0	0

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

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

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

March 4, 2015

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Jim Kneepkens, Director of Marketing

SUBJECT: Transportation Center Monthly Report – January 2015

Summary: In January 2015, the Customer Information Center answered 38,751 calls, a 7.6% increase compared to January 2014. Calls included 313 commendations, general comments and valid complaints. The number of calls to Dial-A-Ride was 11,591, a 7.5% decrease compared to January 2014. 50,342 calls were received between the two call centers, which reflects a 3.7% increase 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

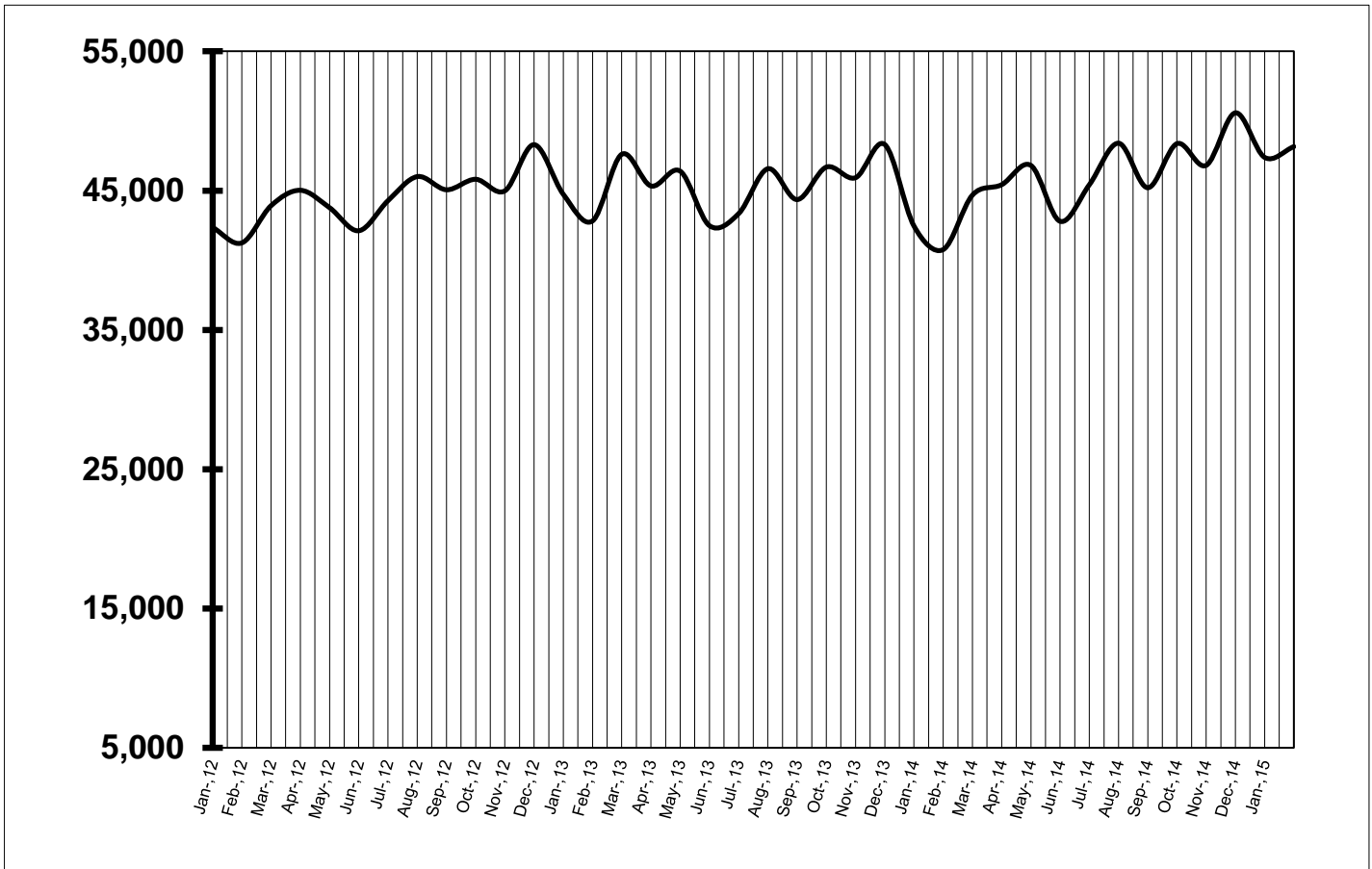
## January 2015 Transportation Center Call Totals

Customer Information Center (CIC)	January 2015	January 2014	Percent Change
Information Calls	38,438	35,665	7.8%
Complaints	250	251	-0.4%
Comments	44	51	-13.7%
Commendations	19	41	-53.7%
<b>Total CIC Calls</b>	<b>38,751</b>	<b>36,008</b>	<b>7.6%</b>

### Dial-A-Ride (DAR)

<b>Total DAR Calls</b>	<b>11,591</b>	<b>12,531</b>	<b>-7.5%</b>
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<b>Total Calls</b>	<b>50,342</b>	<b>48,539</b>	<b>3.7%</b>
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# Complaints, Comments & Commendations

## Valid Complaints

Category	January 2015	January 2014	12 Month Average per Month	Complaints per 10,000 Passengers
Bus Stop	5	5	6	0.07
Careless Driving	12	15	11	0.16
Conduct	1	1	2	0.01
Crowded	10	10	11	0.13
Customer Service	8	4	2	0.01
Early Bus	4	8	17	0.29
Fare Dispute	19	13	6	0.10
Late Bus	5	8	3	0.05
Missed Transfer	6	5	25	0.25
No Show	29	23	6	0.07
Passed By	3	5	4	0.08
Passenger Conduct	0	2	16	0.38
Other	148	152	4	0.03
<b>Total</b>	<b>250</b>	<b>251</b>	<b>113</b>	<b>1.63</b>

## Ridership

	January 2015	January 2014	12 Month Average per Month
All services	762,213	803,925	804,641

## Comments

	January 2015	January 2014	12 Month Average per Month	Comments per 10,000 Passengers
General Comments	44	51	47	0.58

## Commendations

	January 2015	January 2014	12 Month Average per Month	Commendations per 10,000 Passengers
General Commendations	19	41	23	0.25

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

March 4, 2015

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE  
THRU: Larry Rubio, Chief Executive Officer  
FROM: Rohan Kuruppu, Director of Planning  
SUBJECT: Approve Resolution Authorizing the Execution of the Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP)

Summary: The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862 (SB 862). A total of \$25 million is available this year for operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with priority on serving disadvantaged communities. The \$25 million is distributed by formula through the State Controller's Office in accordance with sections 99312 (b) (c), 99313, and 99314 of the Public Utilities Code.

Projects must meet the following criteria in order to be considered for funding:

1. Project must reduce greenhouse gas emissions;
2. Project must be located in or provide benefits to a disadvantaged community as defined by the California Air Resources Board.

The Riverside Transit Agency (RTA) was apportioned \$55,540, which will be used for the Downtown Riverside Intermodal Stop Expansion project. The project meets the above criteria and will enhance stops in downtown Riverside and provide enhanced connection between bus and commuter rail service.

Additionally, RTA will be applying for approximately \$450,000 for operating assistance to establish feeder bus service to the new Perris Valley Line bus – commuter train service. The final amount will be presented at the Board Committee meeting. A Resolution authorizing the execution of the certifications and assurances is the next step in applying for these funds. Staff recommends that the Committee forward the resolution to the full board for their consideration.



Recommendation:

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

- Approve Resolution Authorizing the Execution of the Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP).

DRAFT

RESOLUTION No. 2015-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERSIDE TRANSIT AGENCY AUTHORIZING THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)

**WHEREAS**, the Riverside Transit Agency (herein referred to as Agency) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, the Agency wishes to delegate authorization to execute these documents and any amendments thereto to the **Chief Executive Officer or his assigned designee**; and

**WHEREAS**, the Agency will use LCTOP funding to construct transit stops as part of the Downtown Riverside Intermodal Stop expansion project to enhance intermodal connectivity between bus, rail, and pedestrians; and

**WHEREAS**, the Agency will use LCTOP funding to initiate operations of the Perris Valley Line Bus Service expansion project that will create opportunities for intermodal travel between bus and commuter rail service in the cities of Perris, Moreno Valley, and Riverside.

**NOW, THEREFORE, BE IT RESOLVED** by the **Board of Directors of the Riverside Transit Agency** that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the **Chief Executive Officer or his assigned designee**, be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

Passed and approved this 26<sup>th</sup> day of March, 2015.

AGENCY BOARD DESIGNEE:

RIVERSIDE TRANSIT AGENCY

APPROVED AS TO FORM:

\_\_\_\_\_  
Andrew Kotyuk  
Chairman, Board of Directors

\_\_\_\_\_  
James Donich  
Agency 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 the Riverside Transit Agency held on March 26, 2015.

ATTEST:

\_\_\_\_\_  
Tammi Ford  
Clerk of the Board of Directors