



June 1, 2016
1:00 p.m.

AGENDA

**Board Administration and Operations Committee Meeting
Riverside Transit Agency – Board Room
1825 Third Street
Riverside, CA 92507**

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) 565-5044, 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**

ITEM

RECOMMENDATION

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 – MAY 4, 2016 COMMITTEE MEETING (P.4)

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 to be pulled from the calendar for separate discussion.

A. PERSONNEL REPORT – APRIL 2016 (P.8)

RECEIVE AND FILE

B. TRANSPORTATION CENTER MONTHLY REPORT – APRIL 2016 (P.15)

RECEIVE AND FILE

6. AUTHORIZATION TO RENEW AGREEMENT NO. 16-007 WITH THE CITY OF RIVERSIDE FOR THE CITY EMPLOYEE PASS (CITY PASS) PROGRAM (P.19)

APPROVE

7. AUTHORIZATION TO AMEND AGREEMENT NO.10-035 WITH THE RIVERSIDE COMMUNITY COLLEGE DISTRICT TO INCLUDE NORCO COLLEGE IN THE STUDENT GO-PASS PROGRAM (P.21)

APPROVE

8. BOARD MEMBER COMMENTS

9. ANNOUNCEMENTS

ITEM

RECOMMENDATION

10. NEXT MEETING

Wednesday, July 6, 2016, 1:00 p.m.
Riverside Transit Agency
1825 Third Street
Riverside, CA 92507

11. MEETING ADJOURNMENT

RTA BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING
Minutes
May 4, 2016

1. **CALL TO ORDER**

Committee Chairman Randon Lane called the Board Administration and Operations Committee meeting to order at 1:00 p.m., on May 4, 2016, in the RTA Board Room.

2. **SELF-INTRODUCTIONS**

Self-introductions of those in attendance took place.

Committee Members Attending

1. Committee Chair Randon Lane, City of Murrieta
2. Director Art Welch, City of Banning
3. Director Ike Bootsma, City of Eastvale
4. Director Daryl Hickman, City of Lake Elsinore
5. Director Greg August, City of Menifee
6. Director Jesse Molina, City of Moreno Valley
7. Director Tonya Burke, City of Perris
8. Director Andy Melendrez, City of Riverside
9. Director Bridgette Moore, City of Wildomar
10. Alternate Jerry Sincich, County of Riverside, District I
11. Alternate Donna Johnston, County of Riverside, District II

RTA Staff

1. Larry Rubio, Chief Executive Officer
2. Tammi Ford, Clerk of the Board of Directors
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. Bob Bach, Director of Maintenance
8. Jim Kneepkens, Director of Marketing
9. Rohan Kuruppu, Director of Planning
10. Virginia Werly, Director of Operations
11. Natalie Zaragoza, Director of Contracts
12. Rick Kaczerowski, Director of Information Technologies
13. Brad Weaver, Marketing Manager
14. Eric Ustation, Government Affairs Manager
15. Joan Hepworth, Deputy Clerk of the Board of Directors
16. Khai Luu, Safety and Security Officer
17. Kristin Warsinski, Planning and Programming Specialist
18. Adam Chavez, Deputy Director of Maintenance
19. Andrew Frost, Project Manager

Other Attendees:

1. Eric Lewis, City of Moreno Valley
2. Frank Johnston, City of Jurupa Valley

3. **PUBLIC COMMENTS – NON-AGENDA ITEMS**

None.

4. **APPROVAL OF MINUTES – APRIL 6, 2016 COMMITTEE MEETING**

M/S/C (BOOTSMA/HICKMAN) approving the minutes of the April 6, 2016 Committee meeting.

The motion carried with 10 affirmative votes and one abstention (MOLINA).

5. **CONSENT CALENDAR**

M/S/C (WELCH/MOORE) approving the receipt and file of Item A – Personnel Report – March 2016.

The motion carried unanimously.

M/S/C (WELCH/MOORE) approving the receipt and file of Item B – Transportation Center Monthly Report – March 2016.

The motion carried unanimously.

6. **APPROVE RESOLUTION TO AUTHORIZE FILING OF GRANT APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION (FTA) FOR FEDERAL FISCAL YEARS (FFY) 2015 AND 2016 SECTION 5339 BUS AND BUS FACILITIES PROGRAM**

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

- Authorize the Chief Executive Officer or assigned designee to file grant applications and execute awarded grants on behalf of the Riverside Transit Agency with FTA for Federal assistance under Section 5339(a) and 5339(b) of the Bus and Bus Facilities Program authorized by U.S.C. TITLE 49 CHAPTER 53.
- Authorize the Chief Executive Officer or assigned designee to execute and file its annual certifications and assurances and other documents FTA requires before awarding a Federal assistance grant or cooperative agreement.

- Authorize the Chief Executive Officer or assigned designee to execute grants and cooperative agreements with FTA on behalf of the Riverside Transit Agency.
- Authorize the Chief Executive Officer or assigned designee to commit the necessary local match funds for the grants as designated above.

The motion carried unanimously.

7. **APPROVE THE MARCH 2016 RIVERSIDE TRANSIT AGENCY (RTA) TRANSPORTATION UNIFORM MITIGATION FEE (TUMF) TRANSPORTATION IMPROVEMENT PROGRAM (TIP) ADMINISTRATIVE AMENDMENT**

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

- Approve the March 2016 Riverside Transit Agency's 5-Year TIP Administrative Amendment, marked Attachment A.
- Direct Staff to seek WRCOG approval.
- Authorize the CEO to approve and execute all Reimbursement Agreements (RA) that require adjustments that correspond to Administrative Amendments in the TIP.
- Authorize Staff to carryover FY 15/16 unexpended balances for all projects to FY 16/17.

The motion carried unanimously.

8. **BOARD MEMBER COMMENTS**

Comments were made by the following Board members: Director Jesse Molina and Director Tonya Burke.

9. **ANNOUNCEMENTS**

The Clerk of the Board made an announcement.

10. **NEXT MEETING**

Wednesday, June 1, 2016, 1:00 p.m.
 Riverside Transit Agency
 1825 Third Street
 Riverside, CA 92507

11. **MEETING ADJOURNMENT**

M/S/C (MOORE/WELCH) approving and recommending adjournment. The motion carried unanimously.

The meeting was adjourned at 1:24 p.m.

DRAFT

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

June 1, 2016

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Laura Camacho, Chief Administrative Services Officer

SUBJECT: Personnel Report - April 2016

Summary: The attached report summarizes personnel activity that occurred in April 2016. 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.

PERSONNEL ACTIVITY - APRIL 2016

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
Grants Financial Administrator	1	1
Accounting Supervisor	1	1
Grants Financial Analyst	1	1
Payroll Coordinator	1	1
Revenue Account Coordinator	1	1
Accounts Payable Clerk	1	0
Accounts Receivable Clerk	1	1
Currency Processor	<u>2</u>	<u>2</u>
Department Subtotal	12	11
<u>HUMAN RESOURCES</u>		
Chief Administrative Services Officer	1	1
Human Resources Manager	1	1
Labor Relations Officer	1	1
Benefits Administrator	1	1
Human Resources Specialist	1	1
Human Resources Clerk	1	1
Admin Clerk - Human Resources	1	1
Receptionist	<u>1</u>	<u>1</u>
Department Subtotal	8	8
<u>RISK MANAGEMENT</u>		
Risk Manager	1	1
Safety & Security Officer	1	1
Risk Management Specialist	1	1
Claims Clerk	<u>1</u>	<u>0</u>
Department Subtotal	4	3
<u>INFORMATION TECHNOLOGY</u>		
Director of Information Technology	1	1
ITS Administrator	1	1
Systems Administrator	1	1
IT Technician	<u>1</u>	<u>1</u>
Department Subtotal	4	4
<u>MAINTENANCE</u>		
Director of Maintenance	1	1
Deputy 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	2
Groundskeeper	1	1
Mechanic	29	29
Property Maintainer	1	1
Tire Servicer	1	1
Servicer	<u>15</u>	<u>14</u>
Department Subtotal	61	60

DEPARTMENT AND TITLE	BUDGETED POSITIONS	FILLED POSITIONS
<u>MARKETING</u>		
Director of Marketing	1	1
Marketing Manager	1	1
Government Affairs Manager	1	1
Community Engagement Coordinator	0	0
Customer Information Supervisor	1	1
Customer Information Clerk, Senior Lead	1	1
Customer Information Clerk, On-Call	<u>20</u>	<u>19</u>
Department Subtotal	25	24
<u>OPERATIONS</u>		
Chief Operating Officer	1	1
Operations Manager	1	1
Training Manager	1	1
Training Instructor	2	1
Executive Assistant/Deputy Clerk of the Board	1	1
Operations Supervisor	15	13
Operations Analyst	1	1
Stops/Zones Supervisor	1	1
Stops/Zones Groundskeeper	10	9
Surveillance Clerk	1	0
Transit Clerk	1	1
Full-Time ¹ Coach Operator	266	269
Part-Time Coach Operator	<u>0</u>	<u>6</u>
Department Subtotal	301	305
<u>CONTRACT OPERATIONS</u>		
Director of Operations	1	1
Contract Operations Manager	1	1
Contract Operations Specialist	3	3
ADA Certification Specialist	2	2
Travel Training Supervisor	1	1
Travel Training Specialist	4	4
Medi-Cal Administrative Activity (MAA) Coordinator	1	1
Contract Operations Administrative Clerk	<u>0</u>	<u>0</u>
Department Subtotal	13	13
<u>PLANNING</u>		
Director of Planning	1	1
Grants Manager	1	1
Planning & Scheduling Manager	1	1
Project Manager	1	1
Scheduling Analyst	2	1
Planning Analyst	1	1
Planning & Programming Specialist	2	2
Scheduling & Planning Specialist	0	0
Planning Technician	<u>0</u>	<u>0</u>
Department Subtotal	9	8
<u>PURCHASING</u>		
Chief Procurement & Logistics Officer	1	1
Director of Contracts	1	1
Contracts Manager	1	1
Contracts Administrator	1	1
Storeroom Supervisor	1	1
Buyer	1	1
Parts Clerk	<u>5</u>	<u>4</u>
Department Subtotal	11	10
Totals	450	448

¹The Agency currently has 11 Coach Operators on extended leaves of absences due to work related injuries or due to disability

WORKFORCE DATA - APRIL 2016

POSITION CLASSIFICATION	TOTAL EMPLOYEES	% OF MINORITY EMPLOYEES	% OF FEMALE EMPLOYEES	CENSUS AVAILABILITY		UNDERUTILIZED	
				%MIN	%FEM	MIN	FEM
Executive/First/Mid Level Officials & Managers	38	51.4%	27.0%	38.2%	38.2%	No	Yes
Professionals	13	46.2%	30.8%	42.0%	55.9%	No	Yes
Administrative Support Workers	47	67.4%	76.1%	54.9%	73.5%	No	No
Operatives	275	78.4%	48.4%	74.4%	26.1%	No	No
Craft Workers	29	67.9%	0.0%	61.7%	3.2%	No	Yes
Laborers	11	60.0%	0.0%	79.2%	13.6%	No	Yes
Service Workers	17	79.2%	8.3%	65.4%	57.7%	No	Yes
Technicians	18	47.4%	21.1%	50.3%	48.6%	Yes	Yes
Total	448						

DISCIPLINE - APRIL 2016

Gender EEO Categories**	COUNSELINGS, WARNINGS & WRITTEN REPRIMANDS								SUSPENSIONS & TERMINATIONS							
	MALE				FEMALE				MALE				FEMALE			
	C	AA	H	O	C	AA	H	O	C	AA	H	O	C	AA	H	O
Maintenance	0	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0
Operations	7	10	13	3	3	20	11	0	2	4	3	3	0	8	5	0
TOTALS	71								25							

**EEO Category Codes: C = Caucasian, AA = African American, H = Hispanic, O = Other

APPLICATIONS - APRIL 2016

POSITION TITLE	TOTAL APPLICANTS	RESPONDENTS TO EEO QUESTIONNAIRE	% OF MINORITY APPLICANTS	% OF FEMALE APPLICANTS
Accounts Payable Clerk	137	130	81%	71%
B Mechanic	8	8	100%	0%
C Mechanic	7	7	100%	0%
Operations Supervisor	31	30	81%	42%
Coach Operator	51	48	75%	49%
Scheduling Analyst	8	7	88%	50%
Training Instructor	5	1	80%	20%
Customer Information Clerk	21	19	71%	67%

PERSONNEL ACTIVITY - APRIL 2016

Full-Time and Part-Time Employees

Personnel Activity	All Employees			Minority Employees Male						Minority Employees Female						Total
	Total	Male	Female	AA	HISP	API	AIAN	NHOPI	MULTI	AA	HISP	API	AIAN	NHOPI	MULTI	
New Hires	17	15	2	3	10	0	0	0	0	2	0	0	0	0	0	15
Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfers	5	4	1	0	1	0	0	0	0	2	2	0	0	0	0	5
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Terminations	3	1	2	0	1	0	0	0	0	1	1	0	0	0	0	3
Resignations	4	1	3	0	0	1	0	0	0	1	0	0	0	0	0	2
Retirements	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

FOR FISCAL YEAR 07/01/15 THROUGH 06/30/16
FULL-TIME SEPARATIONS

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

	Administration	Other
Terminations	4	23
Resignations	7	16
Retirements	1	6
Other	0	0

	Administration	Other
Terminations	4	24
Resignations	11	20
Retirements	0	10
Other	1	0

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 Street
Riverside, CA 92507

June 1, 2016

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Jim Kneepkens, Director of Marketing

SUBJECT: Transportation Center Monthly Report – April 2016

Summary: In April 2016, the Customer Information Center answered 33,825 calls, an 8.2%% decrease compared to April 2015. Calls included 141 commendations, general comments and valid complaints. The number of calls to Dial-A-Ride was 11,437, a 2.3% decrease compared to April 2015. 45,262 calls were received between the two call centers, which reflects a 6.8% decrease 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

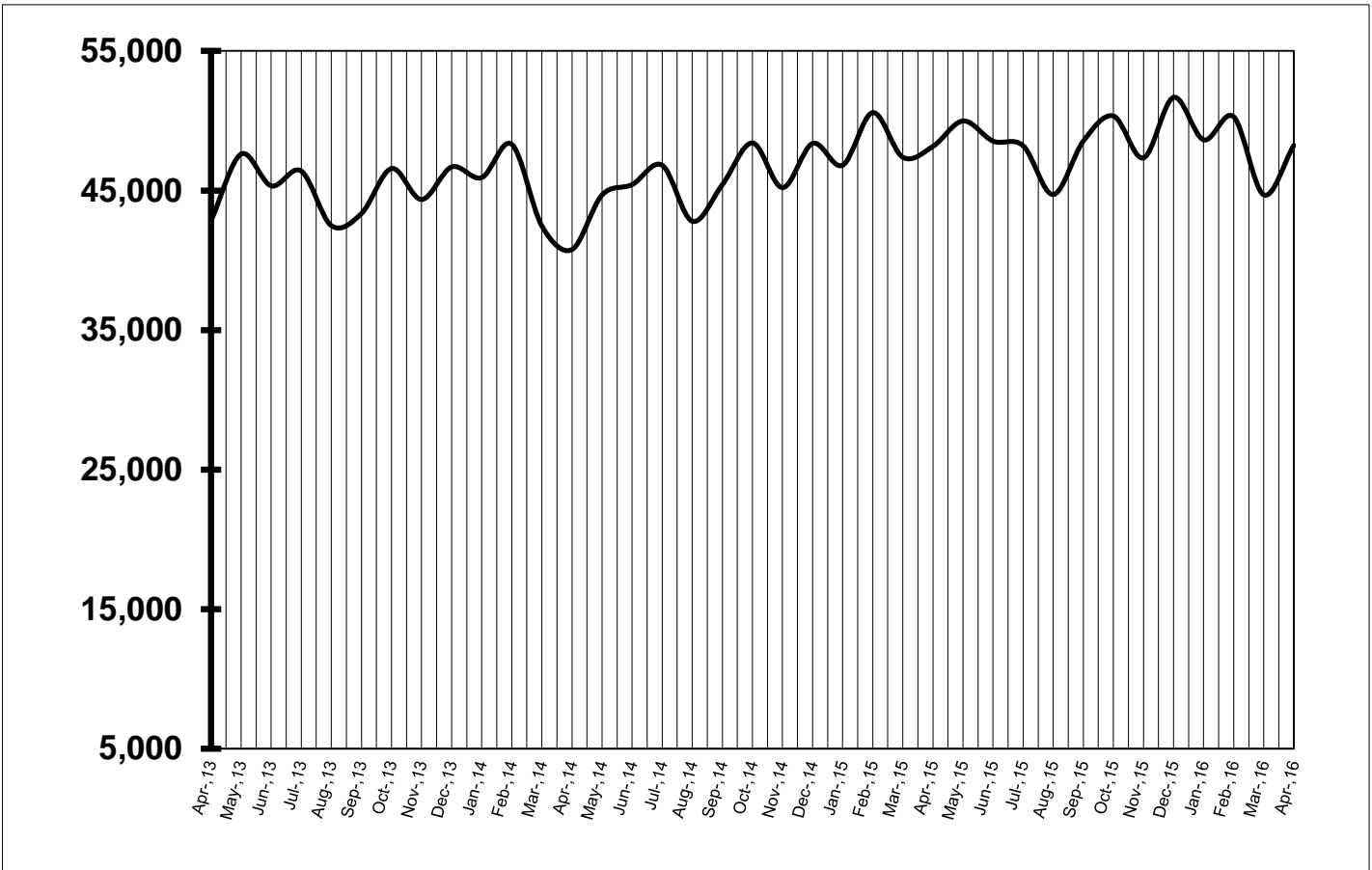
April 2016 Transportation Center Call Totals

Customer Information Center (CIC)	April 2016	April 2015	Percent Change
Information Calls	33,684	36,632	-8.0%
Complaints	88	134	-34.3%
Comments	22	39	-43.6%
Commendations	31	24	29.2%
Total CIC Calls	33,825	36,829	-8.2%

Dial-A-Ride (DAR)

Total DAR Calls	11,437	11,710	-2.3%
------------------------	---------------	---------------	--------------

Total Calls	45,262	48,539	-6.8%
--------------------	---------------	---------------	--------------



Complaints, Comments & Commendations

Valid Complaints

Category	April 2016	April 2015	12 Month Average per Month	Complaints per 10,000 Passengers
Bus Stop	2	0	2	0.03
Careless Driving	9	14	10	0.12
Conduct	4	5	6	0.05
Crowded	0	1	1	0.00
Customer Service	16	22	14	0.21
Early Bus	9	18	6	0.12
Fare Dispute	3	1	2	0.04
Late Bus	15	19	19	0.20
Missed Transfer	0	4	4	0.00
No Show	1	7	5	0.01
Passed By	9	20	13	0.12
Passenger Conduct	3	3	2	0.04
Reasonable Modification	0	0	0	0.00
Other	17	20	17	0.23
Total	88	134	103	1.17

Ridership

	April 2016	April 2015	12 Month Average per Month
All services	755,155	844,526	779,080

Comments

	April 2016	April 2015	12 Month Average per Month	Comments per 10,000 Passengers
General Comments	22	39	30	0.29

Commendations

	April 2016	April 2015	12 Month Average per Month	Commendations per 10,000 Passengers
General Commendations	31	24	23	0.41

Complaints, Comments and Commendations

Category Descriptions

Complaints

Bus Stops: Stop needs cleaning, nearby landscape needs cleaning, stop equipment broken or not working properly.

Driving Concerns: Driver makes inappropriate lane change, brakes too hard, drives too slow, accelerates too fast, stops too far from stop or curb, blocks traffic, bus temperature too hot.

Driver Conduct: Driver provided poor customer service, does not assist customers needing help, rushes customer.

Crowded: Customer is uncomfortable due to bus being too full, customer unable to find a seat.

Customer Service: Customer provided with wrong information, employee provided poor customer service.

Early Bus: Bus arrives or departs bus stop ahead of schedule.

Fare Dispute: Pass stuck in farebox, college ID card not working, customer overpaid and requests a refund, customer not provided appropriate discount.

Late Bus: Bus arrives or departs bus stop behind schedule.

Missed Transfer: Early or late bus causes customer to miss transfer with another bus.

No Show: Bus does not arrive as scheduled.

Passed By: Bus passes stop without picking up customer

Passenger Conduct: Fellow customer plays music too loud, talks too loud, uses profanity, uses extra seat for personal belongings.

Reasonable Modification: Request from person with disability for modification of Agency practice or policy.

Other: Bike rack full, pass outlet out of passes, bus displays the wrong headsign.

Comments

Request for new, later or more frequent bus service; request for restroom at transfer facility; request for new fare category; request for bus stop amenities; request for new bus stop.

Commendations

Customer appreciates new buses, commends driver for courtesy, assisting customer with special needs, providing great customer service or returning lost item.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

June 1, 2016

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE
THRU: Larry Rubio, Chief Executive Officer
FROM: Vince Rouzaud, Chief Procurement and Logistics Officer
SUBJECT: Authorization to Renew Agreement No. 16-007 with the City of Riverside for the City Employee Pass (City Pass) Program

Summary: The Agency and the City of Riverside (City) have partnered in a pass program that enables City employees to ride the Agency's fixed-route transit network at no cost to the employee. The program which began nearly eight years ago is called the City Pass and is due to expire on June 30, 2016.

The way the City Pass is structured is employees can use their City issued identification (ID) cards to board any RTA fixed-route or CommuterLink bus. Employees are not charged a fare while boarding and the Agency is reimbursed by the City at a discounted fare with the revenue generated from the program based on actual ridership. Staff has discussed the renewal of the program with City staff and the City is allocating funding to continue the program.

The City Pass began as a pilot program in January 2009 and was designed to encourage City employees to use public transit by offering an affordable and convenient alternate mode of transportation. As an added benefit, the use of public transit by City employees would reduce the number of vehicles in and around the downtown area.

Over the years, ridership has remained fairly steady averaging approximately 11,600 trips annually. Table 1 shows the monthly average and annual ridership for each year since the program began.

Based on the most recent trend data, staff is projecting ridership will be slightly lower in FY17. Factors that are known to contribute to lower ridership include weather, new car sales as well as lower fuel prices.

The following table illustrates the monthly average and annual ridership figures since the program began in FY09.

Table 1

	Monthly Average	Total
FY 09 *	745	4,467
FY 10	830	9,956
FY 11	945	11,344
FY 12	1,015	12,182
FY 13	1,059	12,711
FY 14	1,084	13,006
FY 15	932	11,193
FY 16 **	901	10,814
FY 17 (Projected)	840	10,087

* - six months only

** - actuals/projections (thru April 2016)

In discussing the program’s renewal, the City has indicated its desire to renew the program for a five-year period. If approved, the new five-year agreement would become effective July 1, 2016 and run through June 30, 2021.

Fiscal Impact:

Based on projected ridership for FY17, staff anticipates the City Pass program will generate approximately \$14,245 in fare revenue.

Recommendation:

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

- Authorize staff to renew Agreement No. 16-007 with the City of Riverside for the City Employee Pass Program for the period beginning July 1, 2016 through June 30, 2021. Annual reimbursement will be based on actual ridership.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

June 1, 2016

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer
Jim Kneepkens, Director of Marketing

SUBJECT: Authorization to Amend Agreement No.10-035 with the Riverside Community College District to Include Norco College in the Student Go-Pass Program

Summary: At the December 17, 2009 Board of Directors meeting, the Board authorized the development and implementation of a five-year student pass program with two of the three Riverside Community College District (RCCD) colleges. The program which became known as the Go-Pass, allowed students from the Riverside City College and Moreno Valley College campuses to use their student identification cards to get unlimited rides on all RTA fixed-route and CommuterLink buses.

The program, which began in August of 2010, is paid for by student fees of \$5.00 per term for part-time students (those registered for six units or less) and \$5.50 per term for full-time students (those registered for more than six units).

Over the years the Go-Pass program has been a huge success for both the colleges and the Agency. As such, on July 23, 2015, the RTA Board of Directors approved extending the agreement for an additional four-year period. The amendment became effective August 23, 2015 and will run through August 22, 2019. The agreement also included provisions that would allow for the renewal or extension of the agreement by mutual consent of both parties.

On April 19, 2016, Board Alternate Jerry Sincich received communication from Mark Hartley, Norco College Dean of Student Life, that the college wanted to discuss steps to placing the Go-Pass Program on the Norco College ballot for the May 17-18, 2016 election. Mr. Hartley also indicated a desire to hold student open forums prior to

the vote to provide students with information and address any student concerns or questions about the Go-Pass program.

On April 28, Board Chairman Frank Johnston, Board Alternate Jerry Sincich, Larry Rubio and Jim Kneepkens met with Norco College representatives Mark Hartley, Dean of Student Life, Dr. Monica Green, Vice President Student Services, and representatives of the Associated Students to discuss a new vote and conducting open student forums. Everyone in attendance agreed that the program had been a great success and a huge benefit to students at other universities and colleges in RTA's service area.

For a new program to be established at Norco College, students are required to vote on a referendum to establish a student transportation fee to fund the program. A simple majority vote of those participating in the referendum is all that is required for passage. Voting for the Go-Pass initiative occurred on May 17 and 18 during the annual spring elections. The Go-Pass program passed overwhelmingly with an 87 percent affirmative vote, 201 voting in favor and 23 voting against the program. The next step is for College staff to present these results to the RCCD Board of Trustees at their June meeting and request approval to implement the Go-Pass program at Norco College.

If approved by the Board, the amendment would become effective August 23, 2016 and run through August 22, 2019. As mentioned previously, this agreement may be extended or renewed by the mutual consent of both parties.

Fiscal Impact:

During the proposed three-year program period, staff estimates the agreement would generate an estimated \$113,243 per academic year in Norco College Go-Pass fees. The estimated revenue is based on current school enrollment numbers of 9,400 eligible students each fall and spring terms, and 2,550 each summer term.

Recommendation:

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

- Contingent upon approval by the RCCD Board of Trustees, authorize staff to amend Agreement No. 10-035 with the Riverside Community College District to include Norco College in the Go-Pass program for a period of three years beginning August 23, 2016 through August 22, 2019. The agreement will be based on the program's existing pricing structure.