



April 5, 2017  
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](http://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 – MARCH 1, 2017 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 – FEBRUARY 2017 (P.8)**

RECEIVE AND FILE

**B. TRANSPORTATION CENTER MONTHLY REPORT – FEBRUARY 2017 (P.15)**

RECEIVE AND FILE

**6. AUTHORIZATION TO REVISE THE AGENCY'S PARTICIPATION WITH THE UNIVERSITY OF CALIFORNIA, RIVERSIDE (UCR) BOURNS COLLEGE OF ENGINEERING CENTER FOR ENVIRONMENTAL RESEARCH AND TECHNOLOGY (CE-CERT) BY TRANSFERRING TWO 2002 NABI BUSES FOR USE IN THE U.S. DEPARTMENT OF ENERGY'S ADVANCED RESEARCH PROJECTS AGENCY ENERGY (ARPA-E) NEXT-GENERATION ENERGY TECHNOLOGIES FOR CONNECTED AND AUTOMATED ON-ROAD-VEHICLES (NEXTCAR) DEMONSTRATION PROJECT (P.19)**

APPROVE

ITEM

RECOMMENDATION

7. AUTHORIZATION TO RENEW REVENUE AGREEMENT NO. 17-015 WITH THE UNIVERSITY OF CALIFORNIA, RIVERSIDE FOR THE UNIVERSITY PASS (U-PASS); AUTHORIZATION TO RENEW REVENUE AGREEMENT NO. 17-012 WITH THE UNIVERSITY OF CALIFORNIA, RIVERSIDE FOR THE OPERATION OF ROUTE 51 (CREST CRUISER) (P.21)

APPROVE

8. BOARD MEMBER COMMENTS

9. ANNOUNCEMENTS

10. NEXT MEETING

Wednesday, May 3, 2017, 1:00 p.m.  
Riverside Transit Agency  
1825 Third Street  
Riverside, CA 92507

11. MEETING ADJOURNMENT

RTA BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING  
Minutes  
March 1, 2017

1. **CALL TO ORDER**

Committee Chair Tonya Burke called the Board Administration and Operations Committee meeting to order at 1:05 p.m., on March 1, 2017, in the RTA Board Room.

2. **SELF-INTRODUCTIONS**

Self-introductions of those in attendance took place.

Committee Members Attending

1. Committee Chair Tonya Burke, City of Perris
2. First Vice-Chairman Art Welch, City of Banning
3. Chair Linda Krupa, City of Hemet
4. Director Greg August, City of Menifee
5. Director David Marquez, City of Moreno Valley
6. Second Vice-Chairman Randon Lane, City of Murrieta
7. Director Alonso Ledezma, City of San Jacinto
8. Alternate Director Jerry Sincich, County of Riverside, District I

Committee Members Absent

1. Director Daryl Hickman, City of Lake Elsinore
2. Director Andy Melendrez, City of Riverside
3. Director Bridgette Moore, City of Wildomar

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. Natalie Zaragoza, Director of Contracts
11. Rick Kaczerowski, Director of Information Technologies
12. Adam Chavez, Deputy Director of Maintenance
13. Brad Weaver, Marketing Manager
14. Eric Ustation, Government Affairs Manager

15. Luciano Rose, Operations Manager
16. Lisa Almilli, Mobility Manager
17. Joe Forgiarini, Planning and Scheduling Manager
18. Kristin Warsinski, Planning & Programming Specialist

Other Attendees:

1. Frank Johnston, City of Jurupa Valley
2. Berwin Hanna, City of Norco
3. Eric Lewis, City of Moreno Valley
4. Joe Punsalan, KTU+A

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

None.

Committee Chair Burke moved items 4 and 5 to the end of the regular agenda.

Director David Marquez arrived to the meeting at 1:07 p.m.

6. **AUTHORIZATION TO ENTER INTO A MEMORANDUM OF UNDERSTANDING (MOU) WITH FOREST CITY INC. FOR BUS STOP IMPROVEMENTS, OPERATIONS AND MAINTENANCE OF THE PROMENADE MALL MOBILITY HUB**

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

- Authorize staff to enter into an MOU with Forest City Inc. for bus stop improvements, operations and maintenance of the Promenade Mall Mobility Hub.

The motion carried unanimously.

Director Randon Lane arrived to the meeting at 1:14 p.m.

7. **APPROVE RESOLUTION TO AUTHORIZE FILING OF APPLICATION FOR FY17 LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FUNDS**

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

- Approve Resolution authorizing the Chief Executive Officer or assigned designee to file the application and execute the Certifications and Assurances for FY17 LCTOP funds.

The motion carried unanimously.

8. **APPROVE RESOLUTIONS AUTHORIZING THE FILING OF GRANT APPLICATIONS WITH THE CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (CAL OES) FOR FISCAL YEAR (FY) 2016 AND 2017 PROPOSITION 1B CALIFORNIA TRANSIT SECURITY GRANT PROGRAM – CALIFORNIA TRANSIT ASSISTANCE FUND (CTSGP-CTAF) GRANT FUNDS**

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

- Approve Resolution Authorizing the Filing of a Grant Application with Cal OES for FY16 Proposition 1B CTSGP–CTAF.
- Approve Resolution Authorizing the Filing of a Grant Application with Cal OES for FY17 Proposition 1B CTSGP–CTAF.
- Direct staff to submit grant applications (investment justifications) for FY16 and FY 17 Prop 1B security funds.

The motion carried unanimously.

Director Alonso Ledezma arrived to the meeting at 1:21 p.m.

9. **FIRST AND LAST MILE STRATEGIC PLAN EXECUTIVE SUMMARY AND FINAL REPORT**

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

- Receive and file the First and Last Mile Strategic Plan Executive Summary and Final Report.

The motion carried unanimously.

4. **APPROVAL OF MINUTES – FEBRUARY 1, 2017 COMMITTEE MEETING**

M/S/C (AUGUST/LANE) approving the minutes of the February 1, 2017 Committee meeting.

The motion carried unanimously.

5. **CONSENT CALENDAR**

M/S/C (LANE/AUGUST) approving the receipt and file of Item A – Personnel Report – January 2017.

The motion carried unanimously.

M/S/C (LANE/AUGUST) approving the receipt and file of Item B – Transportation Center Monthly Report – January 2017.

The motion carried unanimously.

10. **BOARD MEMBER COMMENTS**

Comments were made by Second Vice-Chairman Randon Lane, Director Alonso Ledezma, Director David Marquez, Chair Linda Krupa and First Vice-Chairman Art Welch.

11. **ANNOUNCEMENTS**

Larry Rubio made an announcement.

12. **NEXT MEETING**

Wednesday, April 5, 2017, 1:00 p.m.  
Riverside Transit Agency  
1825 Third Street  
Riverside, CA 92507

13. **MEETING ADJOURNMENT**

The meeting was adjourned at 1:45 p.m.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

April 5, 2017

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Laura Camacho, Chief Administrative Services Officer

SUBJECT: Personnel Report - February 2017

Summary: The attached report summarizes personnel activity that occurred in February 2017. 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 - FEBRUARY 2017**

<b>DEPARTMENT AND TITLE</b>	<b>BUDGETED POSITIONS</b>	<b>FILLED POSITIONS</b>
<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	1
Accounts Receivable Clerk	1	1
Currency Processor	<u>2</u>	<u>2</u>
Department Subtotal	12	12
<u>HUMAN RESOURCES</u>		
Chief Administrative Services Officer	1	1
Human Resources Manager	1	1
Benefits Administrator	1	1
Human Resources Specialist	1	1
Human Resources Clerk	1	0
Admin Clerk - Human Resources	1	1
Receptionist	<u>2</u>	<u>2</u>
Department Subtotal	8	7
<u>RISK MANAGEMENT</u>		
Risk Manager	1	1
Safety & Security Officer	1	0
Risk Management Specialist	<u>2</u>	<u>1</u>
Department Subtotal	4	2
<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	31	31
Property Maintainer	1	1
Tire Servicer	1	1
Servicer	<u>15</u>	<u>14</u>
Department Subtotal	63	62

<b>DEPARTMENT AND TITLE</b>	<b>BUDGETED POSITIONS</b>	<b>FILLED POSITIONS</b>
<b>MARKETING</b>		
Director of Marketing	1	1
Marketing Manager	1	1
Government Affairs Manager	1	1
Customer Information Supervisor	1	1
Customer Information Clerk, Senior Lead	1	1
Customer Information Clerk, Full-Time	2	2
Customer Information Clerk, On-Call	<u>17</u>	<u>17</u>
Department Subtotal	24	24
<b>OPERATIONS</b>		
Chief Operating Officer	1	1
Operations Manager	1	1
Assistant Operations Manager	1	1
Training Manager	1	1
Training Instructor	2	2
Executive Assistant/Deputy Clerk of the Board	1	1
Operations Supervisor	16	13
Operations Analyst	1	1
Stops/Zones Supervisor	1	1
Stops/Zones Groundskeeper	10	10
Surveillance Clerk	1	1
Transit Clerk	1	1
Full-Time <sup>1</sup> Coach Operator	265	267
Part-Time <sup>1</sup> Coach Operator	<u>0</u>	<u>18</u>
Department Subtotal	302	319
<b>CONTRACT OPERATIONS</b>		
Contract Operations Manager	1	1
Contract Operations Specialist	3	3
ADA Certification Specialist	2	2
Travel Training Supervisor	1	0
Mobility Manager	0	1
Travel Training Specialist	4	4
Medi-Cal Administrative Activity (MAA) Coordinator	<u>1</u>	<u>1</u>
Department Subtotal	12	12
<b>PLANNING</b>		
Director of Planning	1	1
Grants Manager	1	1
Planning & Scheduling Manager	1	1
Project Manager	1	1
Scheduling Analyst	1	1
Planning Analyst	1	1
Planning & Programming Specialist	1	1
Planning & Scheduling Technician	<u>1</u>	<u>1</u>
Department Subtotal	8	8
<b>PURCHASING</b>		
Chief Procurement & Logistics Officer	1	1
Director of Contracts	1	1
Contracts Manager	1	1
Contracts Administrator	2	2
Storeroom Supervisor	1	1
Buyer	1	1
Parts Clerk	<u>5</u>	<u>5</u>
Department Subtotal	12	12
<b>Totals</b>	<b>451</b>	<b>464</b>

<sup>1</sup>There are currently eight Coach Operators on extended leave, and additional personnel were added to assist with the Downtown Riverside service change.

**WORKFORCE DATA - FEBRUARY 2017**

<b>POSITION CLASSIFICATION</b>	<b>TOTAL EMPLOYEES</b>	<b>% OF MINORITY EMPLOYEES</b>	<b>% OF FEMALE EMPLOYEES</b>	<b>CENSUS AVAILABILITY</b>		<b>UNDERUTILIZED</b>	
				<b>%MIN</b>	<b>%FEM</b>	<b>MIN</b>	<b>FEM</b>
Executive/First/Mid Level Officials & Managers	51	58.3%	25.0%	38.2%	38.2%	No	Yes
Professionals	15	38.5%	30.8%	42.0%	55.9%	Yes	Yes
Administrative Support Workers	53	69.8%	73.6%	54.9%	73.5%	No	No
Operatives	285	79.9%	46.4%	74.4%	26.1%	No	No
Craft Workers	31	70.0%	0.0%	61.7%	3.2%	No	Yes
Laborers	12	58.3%	0.0%	79.2%	13.6%	Yes	Yes
Service Workers	15	93.8%	0.0%	65.4%	57.7%	No	Yes
Technicians	2	50.0%	0.0%	50.3%	48.6%	No	Yes
<b>Total</b>	<b>464</b>						

### APPLICATIONS - FEBRUARY 2017

POSITION TITLE	TOTAL APPLICANTS	RESPONDENTS TO EEO QUESTIONNAIRE	% OF MINORITY APPLICANTS	% OF FEMALE APPLICANTS
C Mechanic	8	8	100	0%
Coach Operator, Part-Time	97	92	87%	51%
Customer Information Clerk, On-Call	12	12	100%	83%
Human Resources Clerk	277	259	75%	77%
Operations Supervisor	17	17	71%	29%
Transit Safety & Security Officer	66	63	62%	6%
<b>total applications</b>	<b>477</b>			

**DISCIPLINE - FEBRUARY 2017**

Gender EEO Categories**	<b>COUNSELINGS, WARNINGS &amp; WRITTEN REPRIMANDS</b>								<b>SUSPENSIONS &amp; TERMINATIONS</b>							
	<b>MALE</b>				<b>FEMALE</b>				<b>MALE</b>				<b>FEMALE</b>			
	C	AA	H	O	C	AA	H	O	C	AA	H	O	C	AA	H	O
<b>Maintenance</b>	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Operations</b>	5	12	6	2	6	21	11	2	1	2	1	0	1	5	3	1
<b>TOTALS</b>	<b>69</b>								<b>14</b>							

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

**PERSONNEL ACTIVITY - FEBRUARY 2017**

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

FOR FISCAL YEAR 07/01/16 THROUGH 06/30/17  
FULL-TIME SEPARATIONS

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

	Administration	Bargaining Unit		Administration	Bargaining Unit
Terminations	3	11	Terminations	4	27
Resignations	2	11	Resignations	8	20
Retirements	2	7	Retirements	2	6
Other	0	0	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

April 5, 2017

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Jim Kneepkens, Director of Marketing

SUBJECT: Transportation Center Monthly Report – February 2017

Summary: In February 2017, the Customer Information Center answered 33,325 calls, a 4.0% decrease compared to February 2016. Calls included 128 commendations, general comments and valid complaints. The number of calls to Dial-A-Ride was 12,114, a 6.4% increase compared to February 2016. 45,439 calls were received between the two call centers, which reflects a 1.4% decrease compared to the same period last year.

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

Recommendation:

Receive and file.

# Riverside Transit Agency

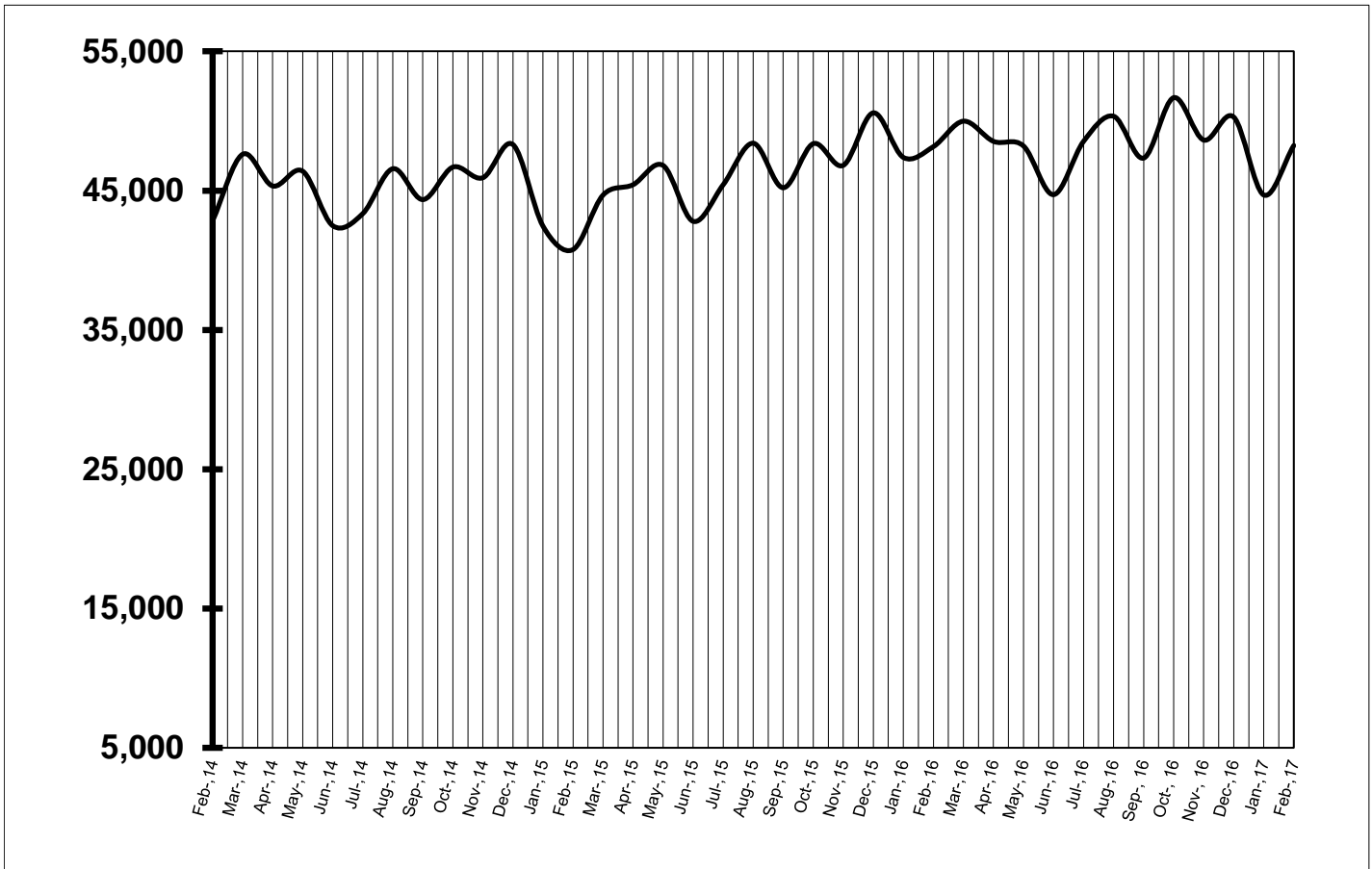
## February 2017 Transportation Center Call Totals

Customer Information Center (CIC)	February 2017	February 2016	Percent Change
Information Calls	33,197	34,590	-4.0%
Complaints	84	76	10.5%
Comments	28	33	-15.2%
Commendations	16	19	-15.8%
<b>Total CIC Calls</b>	<b>33,325</b>	<b>34,718</b>	<b>-4.0%</b>

### Dial-A-Ride (DAR)

<b>Total DAR Calls</b>	<b>12,114</b>	<b>11,382</b>	<b>6.4%</b>
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<b>Total Calls</b>	<b>45,439</b>	<b>46,100</b>	<b>-1.4%</b>
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# Complaints, Comments & Commendations

## Valid Complaints

Category	February 2017	February 2016	12 Month Average per Month	Complaints per 10,000 Passengers
Bus Stop	3	4	4	0.04
Careless Driving	10	15	9	0.15
Conduct	1	3	4	0.01
Crowded	0	0	0	0.00
Customer Service	10	9	11	0.15
Early Bus	7	1	6	0.10
Fare Dispute	1	0	1	0.01
Late Bus	15	18	16	0.22
Missed Transfer	4	1	3	0.06
No Show	2	0	3	0.03
Passed By	11	9	12	0.16
Passenger Conduct	2	0	1	0.03
Reasonable Modification	0	2	0	0.00
Other	18	14	19	0.26
<b>Total</b>	<b>84</b>	<b>76</b>	<b>90</b>	<b>1.22</b>

## Ridership

	February 2017	February 2016	12 Month Average per Month
All services	686,089	774,590	733,936

## Comments

	February 2017	February 2016	12 Month Average per Month	Comments per 10,000 Passengers
General Comments	28	33	34	0.41

## Commendations

	February 2017	February 2016	12 Month Average per Month	Commendations per 10,000 Passengers
General Commendations	16	19	19	0.23

## **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

April 5, 2017

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Robert Bach, Director of Maintenance

SUBJECT: Authorization to Revise the Agency's Participation with the University of California, Riverside (UCR) Bourns College of Engineering Center for Environmental Research and Technology (CE-CERT) by Transferring Two 2002 NABI Buses for use in the U.S. Department of Energy's Advanced Research Projects Agency Energy (ARPA-E) NEXT-Generation Energy Technologies for Connected and Automated on-Road-vehicles (NEXTCAR) Demonstration Project

Summary: At the September 22, 2016 Board of Directors meeting, the Board unanimously approved the Agency's participation in the development of ARPA-E NEXTCAR technology in partnership with CE-CERT, Oak Ridge National Laboratory and U.S. Hybrid. As a partner in the project, the Agency committed to supply and operate two surplus 2002 NABI buses fueled by compressed natural gas (CNG) for use in the project. These buses are currently in the Agency's contingency fleet. These buses would be upgraded with new technology to meet the requirements of this demonstration project. The Agency would retain ownership of the two buses and after the project was completed the buses would be returned to the Agency for disposal.

Staff has worked with CE-CERT since September to develop a memorandum of understanding (MOU) to outline the responsibilities of each party. Through this process it was learned that the Agency's liability insurance requirements exceeded CE-CERT's liability insurance limits. In addition, U.S. Hybrid's insurance requirements were also impacted causing the overall cost of the project to increase.

In an effort to move this project forward without increasing costs or creating liability, staff recommends that ownership of the two NABI buses be transferred to CE-CERT. This would transfer the risk

associated with the use of Agency buses and decrease the project's overall cost. CE-CERT representatives agree this is the best path forward. Therefore, staff is recommending that ownership of the two NABI buses be transferred to CE-CERT.

Fiscal Impact:

There is no fiscal impact associated with this action. The two 2002 NABI buses are fully-depreciated and are no longer available for revenue service due to the CNG fuel tanks that will expire in April 2017. The cost to replace the CNG tanks was cost prohibitive, so these buses were replaced with new Gillig buses.

Recommendation:

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

- Authorize staff to revise the Agency's participation with the University of California, Riverside Bourns College of Engineering Center for Environmental Research and Technology by transferring two 2002 NABI buses for use in the U.S. Department of Energy's Advanced Research Projects Agency Energy NEXT-Generation Energy Technologies for Connected and Automated on-Road-vehicles Demonstration Project.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
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April 5, 2017

TO: BOARD ADMINISTRATION AND OPERATIONS COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Renew Revenue Agreement No. 17-015 with the University of California, Riverside for the University Pass (U-Pass); Authorization to Renew Revenue Agreement No. 17-012 with the University of California, Riverside for the Operation of Route 51 (Crest Cruiser)

Summary: The Agency has partnered with the University of California, Riverside (UCR) since 2006 on two revenue agreements; the U-pass agreement which allows students, faculty and staff to ride the Agency's buses at a discounted fare and the agreement for the operation of the Crest Cruiser which travels in and around the college campus. Both agreements are due to expire on June 30, 2017.

U-Pass

The U-pass began in the summer of 2006 as a pilot program allowing UCR's nearly 20,000 students to ride the Agency's fixed-route transit network at a discounted fare. This fare was reimbursed by the University on a fixed-amount, per-student basis. The program was designed to encourage students to use public transit as an alternative mode of transportation which would help to minimize traffic congestion around the UCR campus. The program also allowed students to ride Agency buses throughout our entire service area. Because of the program's popularity, it was later expanded to include UCR faculty and staff.

As mentioned, students, faculty and staff members with valid University identification (ID) cards can board and ride any Agency fixed-route bus by swiping their ID cards through the farebox reader. The ID cards have an encoded magnetic stripe which is unique to each cardholder. The farebox records the cardholder ID number along with the date and time the trip is taken. Ridership reports are generated and submitted monthly to UCR for payment. Each trip is reimbursed by UCR at a discounted rate of \$.90 per-trip with a maximum cap of \$35 per-rider, per-month (the equivalent of a 30-day student pass).

Because this program was so successful, it became the catalyst for expanding the student pass programs which now number seven Colleges

and Universities and include Cal Baptist University, La Sierra University, Moreno Valley College, Mount San Jacinto College, Norco College, Riverside City College and UCR.

For the period ending this June 30, ridership under this program is expected to slightly exceed 375,000 trips. For the renewal, the per-trip cost and monthly maximum cap will continue at \$.90 and \$35 respectively, with the total not-to-exceed amount of the U-Pass Agreement remaining unchanged at \$360,000.

#### Crest Cruiser

The Crest Cruiser was locally operated by UCR's Transportation Department until 2006 when the University asked the Agency to take over the route's operation. Since that time, the Agency and UCR have entered into annual agreements that reimburse the Agency for 100 percent of the route's operating expenses. For the renewal, the total not-to-exceed amount for this agreement will remain at \$148,382.94.

Upon renewal of the Agreement, the Crest Cruiser will continue to operate during the regular academic school year, excluding holidays, break periods and the summer session, for a total of 164 school days. Hours of service will remain the same and begin at 7:00 a.m. and run through 6:03 p.m., Monday through Friday.

#### Fiscal Impact:

##### U-Pass

The U-Pass Agreement reimburses the Agency \$.90 per-trip, with a not-to-exceed cap of \$35 per-rider, per-month. Based on projected ridership for FY18, staff estimates this program will generate up to \$360,000 in fare revenue.

##### Crest Cruiser

In the FY18 service plan, the Crest Cruiser is projected to operate 1,812.2 revenue service hours. Total operating expenses for the Crest Cruiser will be approximately \$148,382.94. This amount is fully reimbursed by UCR and covers all operating expenses (fuel, maintenance, labor, insurance, etc.).

#### Recommendation:

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

- Authorize staff to renew Revenue Agreement No. 17-015 to continue the U-Pass program with UCR reimbursing the Agency at \$.90 per-trip with a maximum cap of \$35 per-rider per-month for a

not-to-exceed amount of \$360,000 from July 1, 2017 through June 30, 2018.

- Authorize staff to renew Revenue Agreement No. 17-012 with UCR for reimbursement of operating expenses of \$148,382.94 for Route 51 (Crest Cruiser) from July 1, 2017 through June 30, 2018.