



FRESNO COUNTY RURAL TRANSIT AGENCY

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FRESNO COUNTY RURAL TRANSIT AGENCY (FCRTA)

AGENDA

DATE: Thursday, October 27, 2011
TIME: 5:30pm, **AFTER** the Fresno Council of Governments (FCOG) Meeting
PLACE: FCOG / FCRTA Offices
Sequoia Conference Room
2035 Tulare Street, Suite 201
Fresno, CA 93726
(Corner of Tulare and Van Ness Ave. - above Club One
Park in Underground Garage - Entrance off Tulare & Van Ness Ave.
Exit Elevator on Tulare St., Turn Left, Enter Lobby Door,
Up Elevator to Second Floor, Left to Sequoia Conference Room)

Americans with Disabilities Act (ADA) Accommodation

The Fresno COG / FCRTA offices and restrooms are ADA accessible. Individuals with disabilities may call (559-233-4148) / FCRTA (559-233-6789) at least 3 days in advance, to request auxiliary aids and/or translation services necessary to participate in the public meeting / public hearing. If Fresno COG / FCRTA are unable to accommodate an auxiliary aid or translation request for a public hearing after receiving proper notice, the hearing will be continued on a specified date when accommodations are available.

ROLL CALL

- I. Public Presentations - This portion of the meeting is reserved for persons wishing to address the FCRTA Board on items within its jurisdiction, but not on this Agenda.

NOTE: The public may also comment on any Agenda item, as they are presented, prior to action by the FCRTA Board.

ACTION ITEMS

- II. Approve "Executive Minutes of September 29, 2011" (Attachment).
- III. Approve FCRTA "Operations Manager" Job Description, Resolution 2011-15

REVIEW AND COMMENT ITEMS

- IV. None.

INFORMATIONAL ITEMS

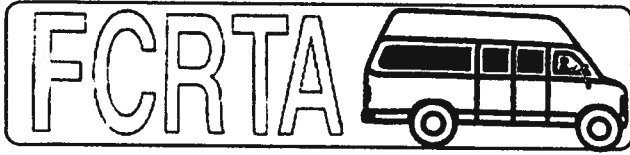
- V. None

CLOSED SESSION

- VI. Public Employee Performance Evaluation – General Manager
- VII. Possible Conference with Labor Negotiator (Government Code Section 54957.6) Agency Negotiator (Board Member; to be chosen by FCRTA Board of Directors); Unrepresented Employee General Manager

ACTION ITEM

- VIII. Discussion and Approval of General Manager Employment Contract.
A JOINT POWERS AGENCY TO PROVIDE A COORDINATED TRANSIT SYSTEM FOR RURAL FRESNO COUNTY
THE CITIES OF COALINGA, FIREBAUGH, FOWLER, HURON, KERMAN, KINGSBURG, MENDOTA, ORANGE COVE, PARLIER, REEDLEY, SANGER, SAN JOAQUIN, SELMA & FRESNO COUNTY



FRESNO COUNTY RURAL TRANSIT AGENCY

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FRESNO COUNTY RURAL TRANSIT AGENCY (FCRTA)

Executive Minutes

DATE: Thursday, September 29, 2011
TIME: 5:30pm, Before the *Fresno Council of Governments (FCOG) Meeting*
PLACE: FCOG / FCRTA Offices
Sequoia Conference Room
2035 Tulare Street, Suite 201
Fresno, CA 93726

Members Attending: Councilmember Ron Lander, City of Coalinga
Councilmember Javier Marquez, City of Firebaugh
Mayor David Cardenas, City of Fowler, Vice Chairman
Sylvia Chavez, City of Huron
Mayor Gary Yep, City of Kerman
Mayor Bruce Blayney, City of Kingsburg
Mayor Robert Silva, City of Mendota
Mayor Gabriel Jimenez, City of Orange Cove
Mayor Armando Lopez, City of Parlier
Mayor Mary Fast, City of Reedley
Mayor Amarpreet Dhaliwal, City of San Joaquin, Chairman
Mayor Joshua Mitchell, City of Sanger
Mayor Kenneth Grey, City of Selma
Supervisor Judy Case, Fresno County

Zachary Redmond, Legal Counsel
Jeffrey D. Webster, General Manager
Marla Day, FCOG Executive Secretary

The meeting was called to order by Chairman Mayor Dhaliwal.

ROLL CALL

QUORUM At the start of the meeting there were seventeen (17) votes from twelve (12) members present, representing a quorum and business was in order.

- I. Public Presentations - This portion of the meeting is reserved for persons wishing to address the FCRTA Board on items within its jurisdiction, but not on this Agenda.

NOTE: The public may also comment on any Agenda item, as they are presented, prior to action by the FCRTA Board.

None

ACTION ITEMS

- II. Approve "Executive Minutes of July 28, 2011". A motion was made by Mayor Lander (Coalinga) and seconded by Mayor Lopez (Parlier) to approve the minutes of July 28, 2011 as submitted. A vote was called for and the motion carried.

III. PUBLIC HEARING Approve Amended Congestion Mitigation / Air Quality Capital Grant to Purchase Five (5) Bus Stop Shelters, Resolution 2011-13

Jeffrey Webster, General Manager presented this item, referring to the meeting package enclosure. The Public Hearing was opened by Mayor Dhaliwal. There being no public comment, the hearing was closed. A motion was made by Mayor Lander (Coalinga) and seconded by Mayor Lopez (Parlier) to approve Resolution 2011-13 amending the CMAQ Application to reflect the purchase of five (5) Bus Stop Shelters for the same amount of funds totaling \$55,331, as reflected in its previously adopted 2011-12 Budget. A vote was called for and the motion carried.

QUORUM: City of Huron and Firebaugh arrived. There were nineteen (19) votes from fourteen (14) members, representing a quorum.

IV. PUBLIC HEARING Approve Federal Transit Administration Section 5317 – New Freedoms Capital Assistance Grant to Purchase Two (2) ADA Accessible Vanpool Vehicles, Resolution 2011-14.

Mr. Webster explained the request, referring to the memorandum enclosed in the meeting package. The Public Hearing was opened by Mayor Dhaliwal. There being no public comment, the hearing was closed. A motion was made by Mayor Yep (Kerman) and seconded by Mayor Silva (Mendota) to approve Resolution 2011-14 approving the submitted FTA Section 5317 – New Freedom Grant to purchase two (2) ADA accessible vanpool vehicles. A vote was called for and the motion carried.

REVIEW AND COMMENT ITEMS

V. None.

INFORMATIONAL ITEMS

IV. Acknowledgment of FCRTA's Thirty-Second (32nd) Anniversary

Mr. Webster reported that September 27, 2011 marked the 32nd Anniversary of the Fresno County Rural Transit Agency as a Joint Powers Agency.

There being no further business, the meeting was adjourned.

Respectfully submitted,


Jeffrey D. Webster, General Manager

JDW/md

BEFORE THE
FRESNO COUNTY RURAL TRANSIT AGENCY
RESOLUTION NO. 2011-15

In the Matter of:	)	RESOLUTION ADOPTING THE
FCRTA Personnel	)	JOB DESCRIPTION FOR
		FCRTA OPERATIONS MANAGER

WHEREAS, the Fresno County Rural Transit Agency (FCRTA) has adopted its 2011-12 Budget reflecting the inclusion of a position for Operations Manager to the FCRTA General Manager; and

WHEREAS, the Position is to be filled after January 1, 2012; and

WHEREAS, a job description for the FCRTA Operations Manager has been prepared to reflect the General Statement of Duties and Responsibilities; Examples of Duties; Necessary Prior Experience and Educational Qualifications; and

WHEREAS, the draft Job Description has been reviewed by the Board of Directors for final comments, prior to inviting public comments and Board action; and

NOW, THEREFORE BE IT RESOLVED, that the Fresno County Rural Transit Agency does hereby adopt the attached Job Description for Operations Manager.

THE FOREGOING RESOLUTION was passed and adopted by the Fresno County Rural Transit Agency this 27th day of October, 2011.

AYES:

NOES:

ABSTAIN:

ABSENT:

Signed: _____
Amarpreet Dhaliwal, Chairman

I hereby certify that the foregoing
is a true copy of a resolution of
the Fresno County Rural Transit
Agency duly adopted at a meeting
thereof held on the 27th day of
October, 2011.

Signed: _____
Jeffrey D. Webster, General Manager

Attachment

Job Description

OPERATIONS MANAGER

DEFINITION

Under direction, plans, coordinates, organizes, and directs the day-to-day operation of the rural transit agency; resolves problems and concerns of general public and associated staff; oversees the provision of safe transit services. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Operations Manager is appointed by the Fresno County Rural Transit Agency's General Manager and shall serve as an employee of the FCRTA. This single class position class is at the supervisory level and is responsible for planning, supervising, reviewing and evaluating the work of staff, and acting in the absence of the General Manager. This position is also responsible for ensuring that the service provided complies with the service standards and requirements of the rural transit agency. This class is distinguished from the General Manager position, which has overall management responsibility for the rural transit agency.

EXAMPLE OF DUTIES

- Assists in the development and implementation of goals, policies, objectives, standards, and procedures for the rural transit service.
- Plans, schedules, supervises, reviews, and evaluates the work of associated employees.
- Participates on interview panels, makes staff selection recommendations, and provides for staff training and professional development.
- Attends and presents at regular driver inservice meetings.
- Evaluates employee performance, counsels employees, and recommends corrective action and other personnel decisions.
- Analyzes ridership information, coordinates schedules, and prepares recommended routes; prepares schedules coordinates scheduling of special services, acts as liaison with various agencies served.

- Assesses the effectiveness of the operations unit and recommends actions to increase operational effectiveness.
- Prepares work schedules, provides direction and training to associated transit dispatchers regarding effective dispatching and scheduling of rural transit services.
- Plans, organizes and directs the drivers in both demand responsive and scheduled fixed route services.
- Prepares work schedules, provides direction and training to associated rural transit supervisors, regarding driver supervision and training.
- Periodically ride along in individual transit vehicles to evaluate the drivers practices, interaction of the passengers, seek comments from the passenger regarding their experiences and seek suggestions.
- Plans, coordinates, and directs the driver safety, training, and accident prevention program; establishes annual safety and training goals; coordinates the driver safety awards recognition program.
- Respond to scene of accident, oversee situation, make a determination regarding required drug and alcohol testing, respond to law enforcement officers, monitor medical assistance, collect accident reports, report incidents to insurance company, and follow-up.
- Perform Areasonable suspicion@ substance evaluations, for subsequent drug and alcohol testing by third party administrator.
- Prepare grant application, and periodic reports.
- Attend Board of Director Meetings, Member Agency Planning Commission, City Council and Board of Supervisor Meetings.
- Participate in state and national transit associations meetings, webinars, conference calls, seminars, workshops, and annual meetings.
- Interact with State and Federal agencies.
- Assists in the selection of the fleet acquisition and vehicle maintenance program; develops bid specifications, and prepares useful life and replacement plans. Monitors the fleet maintenance program and makes recommendations on refurbishment and major repairs.
- Assists in developing transit budgets and monitoring operational budgets.
- Prepares and updates operational and training manuals.

- Supervises and coordinates special projects and service contracts.
- Receives, investigates, and resolves complaints from drivers, passengers and the general public regarding rural transit services.
- Plans, coordinates, and directs the implementation of various season-related transit activities.
- Directs bus support service programs, including bus cleaning, and maintenance of bus stops, shelters, and other equipment.
- Ensures adherence to relevant codes, laws, regulations, and guidelines.

MINIMUM QUALIFICATIONS

Knowledge of:

- Supervisory principles and practices, including work planning, evaluation, employee training and discipline.
- Principles and practices of administration, including goal setting, policy and procedure development.
- Federal, state, and local laws, and applicable codes, mandates, regulations, and guidelines related to rural transit service.
- Vehicle maintenance and acquisition requirements related to rural public transit.
- Safe driving practice, safety regulations and vehicle code provisions governing the work.
- Skilled in oral and written communications.
- Computer skills and experienced with popular office suite software.
- Recognition by peers in providing representation and leadership in transit matters.
- Bilingual (English and Spanish), highly desirable.

Skilled in:

- Planning, organizing, assigning, supervising, reviewing and evaluating the work of staff.
- Training staff in work procedures.

- Develop implementation programs for goals, policies, objectives, procedures, work standards, and internal controls.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments.
- Coordinating multiple priorities with performance due dates and deadlines.
- Exercising initiative and sound independent judgment within policy guidelines.
- Preparing clear and concise correspondence reports, and other written materials.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

Other Requirements:

- Must possess a valid California driver=s license and a clean driving record.
- Participation in the California Department of Motor Vehicles “Pull-Notice” Program.
- Must be willing to work early morning, evening, weekend, and holidays as required.
- Subject to Pre-Employment Drug Test.
- Continued participation as a Safety Sensitive Employee, subject to FCRTA’s Drug and Alcohol Program, as per the Federal Transit Administration regulations.

Experience / Education:

- Minimum five (5) years experience in public or social service transit transportation operations and administration.
- Minimum of five (5) years of supervisory experience.
- Minimum graduation from a four (4) year University or College in business or public administration, planning, or a related field, and/or two (2) Masters Degree.
- Evidence of a diverse background in public service, in multiple capacities.
- Evidence, and commitment to ongoing specialized training, education, and skill development in transit.