



**BOARD ADMINISTRATION AND OPERATIONS COMMITTEE MEETING  
WEDNESDAY, DECEMBER 2, 2009, 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 – OCTOBER 7, 2009, COMMITTEE MEETING \(P. 3\)](#) **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. [PERSONNEL REPORT – OCTOBER 2009 \(P. 6\)](#) **RECEIVE AND FILE**
  - B. [TRANSPORTATION CENTER MONTHLY REPORT – OCTOBER 2009 \(P. 12\)](#) **RECEIVE AND FILE**
6. [RIVERSIDE COMMUNITY COLLEGE DISTRICT GO-PASS REPORT AND AUTHORIZATION TO PROVIDE INFORMATION FOR STUDENT REFERENDUM \(P. 16\)](#) **APPROVE**
7. [ADOPT UPDATED HUMAN RESOURCE POLICIES AND PROCEDURES MANUAL \(P. 19\)](#) **APPROVE**

*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.*

8. AUTHORIZATION TO EXTEND ADMINISTRATIVE STAFF COST SAVING MEASURES THROUGH DECEMBER 31, 2010 (P. 151) APPROVE
9. BOARD MEMBER COMMENTS AND REMARKS
10. OTHER BUSINESS
11. ADJOURN