



March 24, 2022
1:00 p.m.

AGENDA

**Board Executive Committee Meeting
Riverside County Administration Center
Board of Supervisors Chambers
4080 Lemon Street, First Floor
Riverside, CA 92501**

This meeting is being conducted in-person as well as virtually in accordance with AB 361.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Join Zoom Meeting

<https://us02web.zoom.us/j/81561739632?pwd=cjZlVENhOWV0NjI0dE5iYm9OemM2dz09>

Meeting ID: 815 6173 9632; Passcode: 262708

You can also dial in using your phone: +1 669-900-6833

Meeting ID: 815 6173 9632; Passcode: 262708

Members of the public wishing to speak during the meeting should submit comments and/or questions in writing for Board consideration by completing the online Speaker Request Form which can be accessed through our website at RiversideTransit.com or by clicking [HERE](#). Please submit your written comments by Wednesday, March 23, 2022, at 5:00 p.m. Members of the public may also make public comments in person or through their Zoom connection when recognized by the Chair. Electronic participants should ensure they are in a quiet environment with no background noise (traffic, children, pets, etc.) and **must mute your device until called upon by the Chair or the Clerk to speak**. Once called upon, please unmute your device and speak. You will be warned prior to your allotted time being over.

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) 565-5066, 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

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 – FEBRUARY 24, 2022, EXECUTIVE COMMITTEE MEETING (P.4)

APPROVE

5. AUTHORIZATION TO RENEW AGREEMENT WITH DAVID TURCH AND ASSOCIATES FOR LEGISLATIVE ADVOCACY SERVICES (P.6)

APPROVE

ITEM

RECOMMENDATION

- 6. THE AGENCY'S POLICY FOR TRANSFERRING TITLE OF SURPLUS VEHICLES (P.11)**

DISCUSS

- 7. NEXT MEETING**

Thursday, April 28, 2022

1:00 p.m.

Riverside County Administration Center
4080 Lemon St., Board Chambers, First Floor
Riverside, CA 92501

- 8. MEETING ADJOURNMENT**

RTA BOARD EXECUTIVE COMMITTEE MEETING
Minutes
February 24, 2022

1. CALL TO ORDER

Chair Zak Schwank called the Board Executive Committee meeting to order at 1:01 p.m. on February 24, 2022, via teleconference.

2. SELF-INTRODUCTIONS

Self-introductions were dispensed with.

Committee Members Attending

1. Zak Schwank, City of Temecula
2. Linda Molina, City of Calimesa
3. Jeremy Smith, City of Canyon Lake
4. Linda Krupa, City of Hemet
5. Jim Steiner, City of Corona
6. Bridgette Moore, City of Wildomar

RTA Staff

1. Kristin Warsinski, Chief Executive Officer
2. Rick Kaczerowski, Chief Technology Officer
3. Charlie Ramirez, Chief Financial Officer
4. Joan Hepworth, Clerk of the Board
5. Yesenia Felix, Administrative Assistant

Other Attendees

1. David DeBerry, Agency General Counsel

3. PUBLIC COMMENTS - NON-AGENDA ITEMS

None.

4. APPROVAL OF MINUTES – JANUARY 27, 2022 EXECUTIVE COMMITTEE MEETING

M/S/C (MOLINA/KRUPA) approving the minutes of the January 27, 2022, Executive Committee meeting.

The motion carried by roll call vote with 4 affirmative and 2 abstentions (STEINER/MOORE).

5. FEDERAL TRANSIT ADMINISTRATION (FTA) FISCAL YEAR 2021 COVID-19 RELIEF ELECTRONIC CLEARING HOUSE OPERATION (ECHO) DRAWDOWN REVIEW

Charlie Ramirez presented the staff report. Executive Committee Member Linda Molina had a question which was answered by staff.

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

- Accept the FTA Fiscal Year 2021 Covid-19 Relief ECHO Drawdown Review Report.

The motion carried unanimously by roll call vote.

6. NEXT MEETING

Thursday, March 24, 2022
1:00 p.m.
Riverside County Administration Center
4080 Lemon St.,
Riverside, CA 92501

7. MEETING ADJOURNMENT

The meeting was adjourned at 1:12 p.m.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

March 24, 2022

TO: BOARD EXECUTIVE COMMITTEE

THRU: Kristin Warsinski, Chief Executive Officer

FROM: Melissa Blankenship, Director of Contracts

SUBJECT: Authorization to Renew Agreement with David Turch and Associates for Legislative Advocacy Services

Summary: The Riverside Transit Agency (RTA) has used the firm of David Turch and Associates (DTA) as its representative at the federal level for advocacy services since April 2004. DTA is a Washington, D.C. based firm, which gives them daily access to members of Congress and other decision-makers. DTA also maintains a strong presence in the Inland Empire, representing many local and regional government agencies. The Agency's legislative services agreement with DTA will expire on June 30, 2022.

In addition to advocacy, DTA provides a variety of other professional services such as analysis and guidance on pending congressional bills, advice on federal rules and regulations that affect transit and assistance in matching the Agency's priorities with federal funding opportunities. DTA also provides logistical support in arranging appointments and scheduling meetings with members of Congress and federal agencies in Washington, D.C.

Over the past year, DTA assisted with a variety of items related to advocacy for financial relief under the American Rescue Plan Act (ARPA). DTA also continued to spend important time coordinating with the Community Transportation Association of America (CTAA) and the Bus Coalition promoting the Agency and partner interests by advocating for equitable funding to small and mid-size transit agencies resulting in money allocated to RTA. DTA also worked with Senate and Congressional offices for support and award of \$8.7 million for the construction of hydrogen fueling stations in Riverside and Hemet. For further details, see Attachment A following this staff report.

As RTA moves forward with the required transition to Zero Emission Buses (ZEBs), obtaining additional funding will be crucial for successful and timely implementation. In order to continue to take full advantage of all funding opportunities and given the fact that federal dollars have

become more competitive and the procedures for obtaining them more complicated, it is critical to have a professional advocacy firm like DTA continue to help advance the interests of the Agency.

Staff recommends the renewal of DTA's contract for a one-year period beginning July 1, 2022, through June 30, 2023. The cost for DTA to provide these services is \$60,000 per year plus expenses. This amount is unchanged from the current agreement.

If approved, the Agency will be required to file the appropriate forms with the Federal Transit Administration (FTA) to ensure compliance with federal lobbying provisions.

Fiscal Impact:

The cost for DTA services is \$60,000 per year plus reasonable and customary expenses. Sufficient funds to cover this request will be included in the Agency's FY23 operating budget.

Recommendation:

Authorize the following items:

- Authorize staff to execute an agreement with David Turch and Associates for legislative advocacy services at a cost of \$60,000 per year plus reasonable and customary expenses.
- Authorize staff to file the appropriate forms with the Federal Transit Administration to ensure Agency compliance with federal lobbying provisions.

David Turch and Associates

TO: Riverside Transit Agency Board of Directors
FROM: Kevin Bosch
DATE: March 15, 2022
RE: Transportation Yearly Update

David Turch and Associates provides a full range of federal advocacy services to the Riverside Transit Agency (RTA). We also work to secure federal funding through the authorization and appropriations processes and through competitive grants. David Turch and Associates protects funds allocated to RTA. In addition, we provide:

- guidance through the complex federal legislative and regulatory processes;
- reports and analysis on bills, rules, and regulations;
- debriefings with and information from federal officials;
- insight on current and emerging policy debates that affect the RTA's operations;
- and notices of discretionary grants.

David Turch and Associates provides prompt and regular communication with RTA. We provide written monthly reports, regular email communication with staff, periodic telephone conversations and visits to RTA. David Turch and Associates prides itself on providing early, accurate and informed information to RTA, often supplying insight in advance of the national associations.

We monitor and report on legislative activities related to:

- COVID-19 relief
- Congressionally directed spending
- Federal mandates
- Funding issues
- 13(c) labor protection
- Bus driver safety
- Changes to procurement rules using federal funds, including the use of Chinese equipment and purchase of state-controlled companies rolling stock.

In March of 2021, David Turch and Associates worked directly with the offices of Congressmen Calvert, Takano, Ruiz, Issa, Aguilar and Senators Feinstein and Padilla to have them support funding for RTA. The American Rescue Plan Act (ARPA), that was signed into law on March 11, 2021, allocated money to the local urbanized areas (UZA) of RTA: \$72,000,000 for Riverside-San Bernardino and \$900,000 for the Murrieta-Temecula-Menifee.

We worked with Community Transportation Association of America (CTAA) and The Bus Coalition (TBC) on equitable funding for transit providers in this bill. Previously, funds in the bill would have provided funds only for the largest transit providers. Federal Transit Administration (FTA) draft allocations were sent to RTA by David Turch and Associates.

In March and April of 2021, we held in depth discussions and worked with RTA on the possible submission of Congressionally Directed Funding. This was for both the appropriations process and the reauthorization of the surface transportation bill. We contacted all Congressional offices to inquire about their process and deadlines. Forms and requirements were sent to RTA by David Turch and Associates. RTA submitted a project for reauthorization through Congressman Takano's office for a hydrogen refueling facility, however that bill when enacted did not contain congressionally directed funding. In March of 2022, we talked with RTA about the possibility of Congressionally Directed Funding for the Fiscal Year 2023 and the need to prepare if they will be pursuing funding by this means.

In March of 2022, David Turch and Associates was notified by Senator Feinstein's office that RTA was to be awarded \$15,500,000 in a discretionary ARPA grant for operating expenses and \$8,700,000 for a Bus and Bus Facility grant related to the planned hydrogen fueling facilities. These notifications were 3 to 7 days before any official FTA announcement. We alerted RTA immediately. We work very closely with all members of the California delegation to ensure RTA's voice and needs are heard.

David Turch and Associates has worked closely with Congressional offices to support RTA grants submissions and issues. We assist RTA by drafting or editing examples of letter(s) of support (LOS). We worked to obtain LOS from the following: Offices of Congressmen Calvert, Issa, Ruiz, Takano, Aguilar and the Senate Offices of Feinstein and Padilla:

- April 2021 Low-No Emission Bus grant submission;
- November 2021 Grant application for the hydrogen refueling stations and training;
- February 2022 Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Competitive Grant Program submission;
- February 2022 Congressional support for California Transit Association's (CTA) letter on the use of California's zero emission transit plans as compliant with Federal requirements.

David Turch and Associates routinely works with US Department of Transportation (DOT), Caltrans and other agencies to answer questions that arise from Congressional offices and from RTA. These questions relate to funding, grants, regulations, and LOS.

We forwarded in February to RTA a request from FTA that they were seeking to re-establish the Transit Advisory Committee for Safety (TRACS) and call for nominations. TRACS provides information, advice and recommendations on transit safety and other issues to the Secretary of Transportation and the FTA Administrator. Members are stakeholders in the transit industry.

David Turch and Associates in March alerted RTA to the Federal mask mandate had been extended by the Biden Administration through April 18, 2022. It is implemented by Federal Transit Administration (FTA), Centers for Disease Control and Prevention (CDC) and the Transportation Security Administration (TSA).

David Turch and Associates is working with The Bus Coalition (TBC) and the Natural Gas Vehicle Coalition (NGV America) on the possibility of extending the alternative fuel tax credit. This is a credit that RTA applied for in the past that provided about \$1,000,000 per year for RTA. We are monitoring this issue closely. The language in the House and Senate Build Back Better Act was sent to RTA by David Turch and Associates. This legislation has not been enacted at this time.

David Turch and Associates participates in, and monitors webinars related to transit from DOT, Federal Transit Administration (FTA), US Conference of Mayors and the Eno Center for Transportation. We watch hearings in the House and Senate on the issues and legislation that may impact RTA. We meet with CTAA, and TBC as needed to coordinate our activities related to transit. These activities are included in our monthly reports.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA. 92507

March 24, 2022

TO: BOARD OF DIRECTORS
THRU: Kristin Warsinski, Chief Executive Officer
FROM: Melissa Blankenship, Director of Contracts
SUBJECT: The Agency's Policy for Transferring Title of Surplus Vehicles

Summary: The Agency has had a longstanding vehicle transfer policy (Policy) for the transfer of title of surplus forty-foot, type VII, and type II buses, trolleys and service vehicles. To qualify, recipients must be a registered 501c(3) non-profit or service organization, municipality, county agency or special district and must be located within the boundaries of those cities and the County Supervisorial Districts that are members of the Agency's Joint Powers Agreement (JPA).

Vehicles considered for transfer must have surpassed their useful service life as defined by Federal Transit Administration (FTA) guidelines and have a fair market value of less than \$5,000. The current Policy was last updated in March 2020.

At the September 16, 2021, Board of Directors meeting, staff was asked to look into the possibility of transferring the title of a surplus vehicle to an organization in Mexico. Although there is nothing that prohibits the Agency from doing this in the eyes of the FTA because the vehicles have surpassed their useful life, doing so would not meet the requirements of the Agency's internal Policy which requires the organization to be located within the boundaries of the JPA.

If the Executive Committee recommends amending the Policy to include organizations outside the JPA, staff will amend the Policy and bring it to the full Board of Directors for their consideration in April 2022.

The Agency currently has seven local organizations on the waiting list for a surplus vehicle. This number is anticipated to continue to grow as staff does not expect to have vehicles available to transfer for another 12-18 months.

The Policy is attached to this staff report for reference (Attachment A).

Fiscal Impact:

There is no fiscal impact.

Recommendation:

Discuss amending the Vehicle Transfer Policy and direct staff on next steps.

**POLICY FOR TRANSFERRING TITLE
OF RETIRED TYPE II, TYPE VII, 40' REVENUE VEHICLES,
TROLLEYS AND SERVICE TRUCKS (SURPLUS VEHICLES)**

ADOPTED BY THE

**BOARD OF DIRECTORS
RIVERSIDE TRANSIT AGENCY
1825 THIRD STREET
RIVERSIDE, CA 92507-3484
PHONE: 951-565-5000**

REVISED AND ADOPTED:

March 26, 2020

Riverside Transit Agency
Policy for Transferring Title
of Retired Type II, Type VII, 40' Revenue Vehicles,
Trolleys and Service Trucks (Surplus Vehicles)

Background:

Riverside Transit Agency (RTA) transfers title of vehicles and service trucks (surplus vehicles) that, according to Federal Transit Administration (FTA) guidelines, have surpassed their useful life. Organizations requesting surplus vehicles will assume full liability for the vehicle upon transfer of title. In some cases, surplus vehicles may not be in running condition. RTA will not perform any repairs to vehicles that are designated for transfer. Surplus vehicles will be provided as-is, where-is, with no warranty expressed or implied as to merchantability or fitness of purpose.

I. Definitions

a. "Useful life" is determined by FTA guidelines, which may be updated or amended from time-to-time. Current criteria for the useful life of a specific vehicle type can be found at www.transit.dot.gov. Useful life is measured in terms of years of service or accumulation of miles whichever occurs first, by vehicle type, collectively 'surplus vehicles', as follows:

Buses

- Type VII, medium-duty transit buses – At least 7 years of service or an accumulation of at least 200,000 miles.
- Type II, light-duty transit buses – At least 5 years of service or an accumulation of at least 150,000 miles.
- 40' heavy-duty transit buses – At least 12 years of service or an accumulation of at least 500,000 miles.

Light Duty Vehicles

- Light-duty vehicles used as service trucks - At least 4 years of service or an accumulation of at least 100,000 miles.

Trolleys

- Simulated trolleys with rubber tires and internal combustion engine (trolley-replica buses) – At least 5 years of service or an accumulation of at least 150,000 miles.

b. "Vehicle value" means current fair market value of the vehicle.

II. Policy

This policy applies to surplus vehicles that have a vehicle value of less than \$5,000. RTA will consider the transfer of title of surplus vehicles at the end of their useful life to a registered 501c(3) non-profit or service organization or to a municipality, county agency, or special district located within the boundaries of those cities and the County of Riverside's Supervisorial Districts that are members of the Joint Powers Agreement of the Riverside Transit Agency (JPA). For surplus vehicles valued at \$5,000 or greater, the disposition of such vehicles will be in accordance with FTA Circular 5010.1E, and other FTA requirements, as may be amended or updated from time-to-time.

III. Eligibility Procedures

RTA staff is responsible for overseeing the application and review process, as outlined in Section IV of this Policy. Staff will perform the initial screening of vehicle transfer applications to ensure that all eligibility requirements are met. Once staff has determined that all eligibility requirements are met, staff will seek board approval to add those organizations to the vehicle transfer waitlist. All board approved recipients will be placed on a waitlist until a surplus vehicle is available for transfer. The following criteria must be met in order to be eligible for placement on the vehicle waitlist.

- Registered 501c(3) non-profit or service organization, municipality, county agency or special district located within the boundaries of those cities and the County of Riverside's Supervisorial Districts that are members of the JPA.
- The requesting organization must complete a Request for Vehicle Transfer application and submit it to RTA staff. Failure to complete the application in full or to comply with all application requirements could result in denial of the request. Submission of a Request for Vehicle Transfer application does not in any way guarantee placement on the vehicle transfer waitlist or guarantee that said request will be approved.
- The requesting organization must provide proof of its registered non-profit status at the time of application for vehicle transfer. Failure to provide this verification could result in denial of the request. Municipalities, county agencies, or other special districts are exempt from this requirement.
- Approval by RTA Board of Directors.

IV. Vehicle Transfer Application and Review Process

- Once a vehicle transfer application has been approved by the board, the organization is added to the vehicle waitlist based on the date all paperwork was initially received.

- When a surplus vehicle(s) becomes available for transfer, RTA staff will review the vehicle transfer waitlist and vehicles will be transferred based on the date all paperwork was initially received.
- Approved recipients remaining on the waitlist after all available surplus vehicles have been distributed, will remain on the waitlist in their current position and will be given priority over subsequent recipients added to the existing wait list.
- Approved recipients on the wait list who fail to respond or comply with the letter of agreement for transfer will be removed from the eligibility list and will be required to submit a new vehicle transfer application.
- Any organization, municipality, special district or county agency that receives a surplus vehicle through the RTA Vehicle Transfer Program will be ineligible to submit a new vehicle transfer application for a period of one (1) year from receipt of previous vehicle transfer.
- All RTA logos/decals, license plates, identification numbers, and striping will be removed or covered prior to the transfer of any surplus vehicle.
- Prior to transfer of a surplus vehicle, an inspection will be conducted by the maintenance director or an appointed alternate and will be recorded in the surplus vehicle's permanent maintenance file.
- In concurrence with the transfer of title, the new owner agrees to accept the transferred surplus vehicle(s) as-is, where-is, and agrees to accept full responsibility for the surplus vehicle(s) and to indemnify and hold RTA harmless against all claims or losses in connection with the possession and/or operation of the surplus vehicle(s), and will provide valid proof of insurance for the surplus vehicle to RTA.
- The new owner will be required to comply with all state, federal, and local laws, regulations, and ordinances applicable to the surplus vehicle, including licensure, insurance, and Department of Motor Vehicle requirements. RTA will not advise the new owner regarding any such laws, regulations, or requirements.
- As part of the agreement, the new owner will use the surplus vehicle directly for transportation purposes for at least one (1) year from the date of transfer by RTA.
- As part of the agreement, the new owner will not sell, donate or transfer the surplus vehicle for a period of at least one (1) year from date of transfer of the surplus vehicle by RTA.
- RTA may, from time-to-time, amend this policy as FTA, RTA or other regulations mandate.
- RTA may terminate this policy, with or without notice, by order of the RTA Board of Directors.
- This policy does not guarantee the transfer of a vehicle to an eligible recipient.
- Approval or denial of the request for vehicle transfer is at the sole and absolute discretion of the Board of Directors. Denial of a request is final and said decision is not appealable to the Board of Directors.