



**BOARD BUDGET AND FINANCE COMMITTEE MEETING  
WEDNESDAY, FEBRUARY 2, 2011, 2:00 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 – JANUARY 12, 2011 COMMITTEE MEETING (P. 2)** **APPROVE**
5. **CASH FLOW PROJECTIONS (P. 5)** **RECEIVE AND FILE**
6. **QUARTERLY INVESTMENT REPORT (P. 7)** **RECEIVE AND FILE**
7. **AUTHORIZATION TO AMEND LEASE AGREEMENT NO. 5-016 WITH BRIDGESTONE/FIRESTONE (P. 9)** **APPROVE**
8. **AUTHORIZATION TO ISSUE A SOLE SOURCE PURCHASE ORDER TO TRAPEZE SOFTWARE GROUP, INC., (TRAPEZE) FOR ANNUAL SOFTWARE LICENSING AND TECHNICAL SUPPORT FOR PARATRANSIT SCHEDULING SOFTWARE (PASS) (P. 11)** **APPROVE**
9. **BOARD MEMBER COMMENTS AND REMARKS**
10. **OTHER BUSINESS**
11. **ADJOURN**

*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.*

RTA BOARD BUDGET AND FINANCE COMMITTEE MEETING  
January 12, 2011

1. CALL TO ORDER:

Chairman Bob Buster called the Board Budget and Finance Committee meeting to order at 2:03 p.m., on January 12, 2011, in the RTA Board Room.

2. SELF-INTRODUCTIONS:

Self-introductions of those in attendance took place.

Board Committee Members Present:

1. Committee Chairman Marion Ashley, County of Riverside, District V
2. Chairman Bob Buster, County of Riverside, District I
3. Director Barry Talbot, City of Canyon Lake Mayor
4. Director Wallace Edgerton, City of Menifee Mayor
5. Director Andy Melendrez, City of Riverside Councilmember
6. Alternate Andrea Puga, County of Riverside, District II
7. Alternate Ron Roberts, County of Riverside, District III

RTA Staff:

1. Larry Rubio, Chief Executive Officer
2. Tom Franklin, Chief Operating Officer
3. Craig Fajnor, Chief Financial Officer
4. Vince Rouzaud, Chief Procurement and Logistics Officer
5. Jim Kneepkens, Director of Marketing
6. Bob Bach, Director of Maintenance
7. Rick Kaczerowski, Director of Information Technology
8. Mark Stanley, Director of Planning
9. Laura Murillo, Director of Human Resources
10. Maricela Hernandez, Clerk of the Board of Directors
11. Brad Weaver, Communications Manager
12. Virginia Werly, Contract Operations Manager

Other Attendees:

Len Engle, Southland Transit

Committee Chairman Ashley and Director Talbot arrived at the meeting after self-introductions.

Committee Chairman Ashley continued with the meeting.

3. PUBLIC COMMENTS - NON-AGENDA ITEMS:

None.

4. APPROVAL OF MINUTES NOVEMBER 3, 2010, COMMITTEE MEETING:

M/S/C (PUGA/EDGERTON) approving the November 3, 2010, Committee meeting minutes. The motion carried unanimously.

5. CASH FLOW PROJECTIONS:

M/S/C (EDGERTON/PUGA) approving the receipt and file of Cash Flow Projections. The motion carried unanimously.

6. AUTHORIZATION TO CHANGE APPOINTMENT OF ALTERNATE DIRECTOR TO THE CALIFORNIA TRANSIT INSURANCE POOL (CALTIP):

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

- Authorize the Chairman of the Board to execute Resolution 2011-01 changing the appointment of alternate director to the California Transit Insurance Pool (CalTIP) to the chief financial officer.

The motion carried unanimously.

7. AGENCY INVESTMENT POLICY/ANNUAL UPDATE:

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

- Authorize staff to establish an account with the Riverside County Auditor-Controller for the purposes of joining the County of Riverside Treasurer's Pooled Investment Fund (Riverside County Pool).

The motion carried unanimously.

8. AUTHORIZATION TO AWARD AGREEMENT NO. 10-004 TO SOUTHLAND TRANSIT, INC. (STI) FOR AMERICANS DISABILITIES ACT/DIAL-A-RIDE TRANSPORTATION AND CALL CENTER SERVICES:

Director Edgerton inquired if an insurance policy has ever been considered against rising fuel prices. The Committee members directed staff to research price hedging and present for discussion at a future date.

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

- Authorize staff to enter into an agreement with Southland Transit Inc. for ADA/Dial-a-Ride Transportation and Call Center Services for a two-year base period with five one-year options in an amount that will not exceed \$70,781,341. Prior to exercising the option year periods, in accordance with FTA requirements, staff will conduct a thorough price analysis to determine if pricing in effect at that time is competitive and considered fair and reasonable.

The motion carried unanimously.

9. BOARD MEMBER COMMENTS AND REMARKS:

Mr. Rubio provided an update on the January 4<sup>th</sup> collision and the condition of the Agency's coach operator.

Alternate Puga wished everyone a happy new year.

Director Melendrez thanked staff for their patience due to the rerouting of buses as a result of Chicago Avenue being closed for repairs.

Committee Chairman Ashley inquired if the State's proposed budget would have an impact on transit. Mr. Rubio replied that it does not appear that transit would lose any revenues with the proposed budget.

10. OTHER BUSINESS:

None.

11. ADJOURN:

The meeting adjourned at 2:49 p.m.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

February 2, 2011

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Craig Fajnor, Chief Financial Officer

SUBJECT: Cash Flow Projections

Summary: The Agency develops cash flow projections for the entire fiscal year representing weekly increments. Due to the size of the report, it is difficult to portray the entire fiscal year.

The attached report represents actual cash performance through late January 2011 with projections through March 2011. There are no cash flow issues anticipated during this reporting period.

Recommendation:

Receive and file.

**Riverside Transit Agency  
FY 2011 Funds Projection**

	<b>Actual</b>	<b>Actual</b>										
1	<b>1/14/2011</b>	<b>1/21/2011</b>	<b>1/28/2011</b>	<b>2/4/2011</b>	<b>2/11/2011</b>	<b>2/18/2011</b>	<b>2/25/2011</b>	<b>3/4/2011</b>	<b>3/11/2011</b>	<b>3/18/2011</b>	<b>3/25/2011</b>	<b>4/1/2011</b>
2	<b>General Account</b>											
	Est. Cash, Beg Balance (Book)	41,105	(22,644)	(170,189)	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
3	<b>Receipts:</b>											
4	LTF Operating - recurring			2,478,520			1,485,259					
5	LTF GASB 43/45			71,667			71,667					
6	FET Credit											
7	CalPERS CERBT Receipt											
8	Farebox	204,689	108,160	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
9	Total Other Farebox	16,644		236,015		60,348	174,071			46,294	188,125	101,875
10	Total Other Local	906	226	3,613								
11	FTA Operating	66,607	17,790		448,376	52,000			52,000	426,208		
12	Capital - Local, State		36,080			150,000		105,000		100,000		
13	Echo - FTA Capital				100,000	50,000		171,000	100,000		88,590	269,610
14	Transfer from LAIF to Gen Acct.	750,000	178,541		959,819	1,184,250		1,274,500	934,250	38,723	1,062,535	
15	<b>Disbursements:</b>											
16	Payroll = Net+Tax	(558,631)	(273)	(615,500)		(575,000)		(575,000)		(575,000)		(575,000)
17	A/P Wires	(202,620)	(154,688)	(281,302)	(1,383,195)	(336,250)	(125,500)	(116,250)	(1,375,500)	(336,250)	(125,500)	(116,250)
18	A/P Checks	(159,296)	(165,278)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)
19	Capital Expenditures	(32,048)	(68,104)	(100,000)	(100,000)	(300,000)	(100,000)	(400,000)	(150,000)	(150,000)	(460,725)	(623,000)
20	Transfer to LAIF from Gen Acct.	(150,000)	(100,000)	(1,547,824)			(9,848)	(614,747)				(70,985)
20	Transfer to GASB Trust Acct.											
21	Actual Ending Book Balance / Targeted Minimum Balance	(22,644)	(170,189)	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
22	<b>LAIF Account:</b>											
23	Beginning balance	23,750,000	23,178,541	23,100,000	24,647,824	23,688,005	22,503,755	22,513,603	23,128,349	21,853,849	20,919,599	20,880,876
24	Quarterly Interest Income	28,541										
25	Transfers to/from Gen Acct.	(600,000)	(78,541)	1,547,824	(959,819)	(1,184,250)	9,848	614,747	(1,274,500)	(934,250)	(38,723)	(1,062,535)
26	Ending balance	23,178,541	23,100,000	24,647,824	23,688,005	22,503,755	22,513,603	23,128,349	21,853,849	20,919,599	20,880,876	19,818,341
												19,889,326

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

February 2, 2011

TO: BOARD BUDGET AND FINANCE COMMITTEE  
THRU: Larry Rubio, Chief Executive Officer  
FROM: Craig Fajnor, Chief Financial Officer  
SUBJECT: Quarterly Investment Report

Summary: Currently, the Agency has one (1) investment vehicle for its excess cash balance – the Local Agency Investment Fund (LAIF) – which is managed by the State of California. While the balance earns interest on a daily basis, investment results are only published on a quarterly basis – fifteen (15) days after the end of each calendar quarter. In addition, the Agency currently maintains a restricted cash reserve of at least \$1,892,000 which represents the reserve requirement of 10% at the time of closing of the Certificate of Participation (COP) transaction. This COP was utilized to purchase 57 40' buses for revenue service.

The attached report presents investment performance for the 2nd quarter of FY11.

As just approved by the Board of Directors at their January 27, 2011 meeting, the Agency will be joining the County of Riverside Treasurer's Investment Pool imminently. However, this does not affect the results of the second quarter of FY11.

Recommendation:

Receive and file.

**RIVERSIDE TRANSIT AGENCY  
Investment Report  
For the Quarter Ended December 31, 2010**

<b>Investment Type</b>	<b>Institution</b>	<b>Amount of Investment at 12/31/10</b>	<b>Current Market Value at 12/31/10</b>	<b>Quarter to Date Average Rate of Interest Earned</b>	<b>Effective Interest Rate for the Quarter</b>	<b>Quarter to Date Interest Earned</b>
LAIF	Local Agency Investment Fund	\$ 25,000,000.00	\$ 25,036,533.08	0.465%	0.460%	\$ 28,541.32
California Transit Fixed Rate RTA COP 2003A Reserve Fund	California Asset Management Program-CAMP	\$ 1,906,126.19	\$ 1,906,126.19	0.190%	0.192%	\$ 1,050.44

**Note: Sufficient funds are available to meet the next 90 days' operating and 90 days' capital obligations. Additionally, the above portfolio conforms with the Agency's Investment Policy.**



RIVERSIDE TRANSIT AGENCY  
1825 Third St.  
Riverside, CA 92507

February 2, 2011

TO: BOARD BUDGET AND FINANCE COMMITTEE  
THRU: Larry Rubio, Chief Executive Officer  
FROM: Vince Rouzaud, Chief Procurement and Logistics Officer  
SUBJECT: Authorization to Amend Lease Agreement No. 5-016 with Bridgestone/Firestone

Summary: At the November 2010 Board of Directors meeting, the Board authorized staff to award a new five-year agreement to Goodyear Tire & Rubber Company (Goodyear) for the Agency's tire leasing requirements. This new agreement replaced the expiring Agreement No. 5-016 with Bridgestone/Firestone. For tire lease agreements, it is standard practice to have a 'run-out' provision that allows for the continued use of tires after the expiration of the Agreement when transitioning from one vendor to another. Since Goodyear is replacing the prior vendor, Bridgestone/Firestone, staff requests authorization for funds to cover this run-out provision, as contained in the prior Agreement:

"Disposition of Tires at Termination: At such time as any resulting contract or purchase order shall reach its expiration date,..... RTA shall .... continue to use all tires furnished by the tire Lessor under this Agreement in Agency's possession on the expiration date for a period of 36-months from the expiration of the current contract ....".

The practical result of this provision is that tires currently in the Agency's possession will be consumed prior to the end of the 36-month run-out period. Once tires have reached the end of their useful life, they are returned to Bridgestone/Firestone at which time Goodyear tires will be installed on the vehicle.

The costs associated with the Bridgestone/Firestone 'run-out' tires will offset costs that would otherwise be incurred under the new Goodyear Agreement.

Fiscal Impact:

Staff projects that the cost for this transition will not exceed \$166,788.58 for the 36-month 'run-out' period. Partial funding for the run-out period is included in the Agency's FY11 capital budget with the remainder of funding to be requested in future fiscal year budgets.

Recommendation:

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

- Authorize staff to amend Agreement No. 5-016 with Bridgestone/Firestone in the amount of \$166,788.58 to cover the cost of tire leasing services during the 36-month run-out period.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

February 2, 2011

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Rick Kaczerowski, Director of Information and Technologies  
Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Issue a Sole Source Purchase Order to Trapeze Software Group, Inc., (Trapeze) for Annual Software Licensing and Technical Support for Paratransit Scheduling Software (PASS)

Summary: Staff is requesting authorization to issue a sole source purchase order to Trapeze Software Group, Inc. for annual licensing and technical support for software utilized for the Agency's Dial-a-Ride (DAR) services.

Paratransit Scheduling Software (PASS)

DAR services are provided with the use of the Trapeze Paratransit Scheduling Software System (PASS Version 8). PASS software is comprised of four (4) fully integrated modules that automate the processes used for taking reservations, trip scheduling, eligibility certification and monthly reporting. In addition, the software provides real-time interconnectivity between DAR vehicles and dispatch enabling drivers to be more efficient. This software has been in place since 2003, and was upgraded to Version 8 in 2010. Trapeze PASS is the industry standard for managing paratransit operations.

Certification Module (CERT)

The PASS CERT module automates many of the administrative tasks associated with the Americans with Disabilities Act (ADA) eligibility and certification process. It directly integrates with the PASS system enabling the Agency to manage and control the eligibility and certification process from start to finish, and ensure the Agency is in full compliance with the regulations imposed by the ADA.

Enhanced Monitoring and Mapping (MON/MDC)

The PASS Monitoring and Mapping modules interface directly with the vehicle through the use of Mobile Data Computing (MDC) enabling bus drivers to determine the passenger pick-up and drop-off appointments for the day. This information can be updated by dispatch throughout the day to ensure the effective use of vehicles and maximize on-time performance and productivity within the DAR system. In addition, the Mapping portion of the software links the passenger's pick-up address or drop-off location via Global Positioning System (GPS) navigation with the vehicle's current location, and provides the driver with turn-by-turn directions.

Trapeze software is proprietary and is only available through the software developer, Trapeze Software Group, Inc. As is customary with proprietary software, in order to be eligible for annual software updates along with technical support services, the Agency is required to have an annual license and technical support agreement. Annual support services are a critical component in maintaining the integrity of the system.

The following list details the costs for these services:

Trapeze Licensing Renewal Costs:

PASS Paratransit Scheduling	\$25,909
PASS Monitoring/Mobile Data Computing	\$24,948
PASS Enhanced Mapping	\$ 6,825
PASS CERT	\$ <u>4,254</u>
	\$61,936

Fiscal Impact:

Funding in the amount of \$61,936 has been included in the Agency's FY11 operating budget.

Recommendation:

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

- Authorize staff to issue a sole source purchase order to Trapeze Software Group, Inc., in an amount that will not exceed \$61,936 for PASS software licensing and technical support.