



**BOARD BUDGET AND FINANCE COMMITTEE MEETING  
WEDNESDAY, APRIL 6, 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 – MARCH 2, 2011 COMMITTEE MEETING (P. 2)** **APPROVE**
5. **CASH FLOW PROJECTIONS (P. 6)** **RECEIVE AND FILE**
6. **AUTHORIZATION TO AMEND COOPERATIVE AGREEMENT NO.’S C-0-1456 AND C-6-0589 WITH THE ORANGE COUNTY TRANSPORTATION AUTHORITY (OCTA) FOR THE SHARED OPERATING EXPENSES OF ROUTES 149 (216) AND 794 (P.8)** **APPROVE**
7. **FUEL UPDATE** **PRESENTATION**
8. **BOARD MEMBER COMMENTS AND REMARKS**
9. **OTHER BUSINESS**
10. **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  
March 2, 2011

1. CALL TO ORDER:

Director Jeff Comerchero called the Board Budget and Finance Committee meeting to order at 2:01 p.m., on March 2, 2011, in the RTA Board Room.

2. SELF-INTRODUCTIONS:

Self-introductions of those in attendance took place.

Board Committee Members Present:

1. Acting Committee Chairman Director Jeff Comerchero, City of Temecula Councilmember
2. Committee Chairman Marion Ashley, County of Riverside, District V
3. Barry Talbot, City of Canyon Lake Mayor
4. Director Wallace Edgerton, City of Menifee Mayor
5. Director Joanne Evans, City of Perris Councilmember
6. Director Andy Melendrez, City of Riverside Councilmember
7. Alternate Andrea Puga, County of Riverside, District II
8. 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. Mark Stanley, Director of Planning
8. Laura Murillo, Director of Human Resources
9. Maricela Hernandez, Clerk of the Board of Directors
10. Natalie Gomez, Executive Assistant
11. Brad Weaver, Communications Manager
12. Scott Richardson, Planning and Program Manager
13. Virginia Werly, Contract Operations Manager
14. Natalie Zaragoza, Contracts Manager

Other Attendees:

Dave Daley, Empire Transportation

Mr. Rubio introduced Ms. Natalie Gomez as the Acting Clerk of the Board.

3. PUBLIC COMMENTS - NON-AGENDA ITEMS:

None.

4. APPROVAL OF MINUTES FEBRUARY 2, 2011, COMMITTEE MEETING:

M/S/C (PUGA/EVANS) approving the February 2, 2011, Committee meeting minutes. The motion carried with five affirmative votes and one abstention (ROBERTS).

5. CASH FLOW PROJECTIONS:

Director Talbot arrived at the meeting during discussion of Item 5.

Mr. Fajnor presented the Cash Flow projections.

Alternate Puga requested the font be made bigger for charts and tables so they are easier to read. Mr. Fajnor concurred and will make accommodations.

6. QUARTERLY CAPITAL GRANTS STATUS:

Committee Chairman Ashley arrived at the meeting during discussion of Item 6. Acting Committee Chairman Director Jeff Comerchero continued with the meeting.

Mr. Fajnor presented the Agency's capital projects through February 2011.

Director Melendrez inquired if the signal priority was going to be used with some of the current buses that are running. Mr. Franklin replied we would be testing Route 1 vehicles going down University and the Magnolia corridor. Initially four buses would be tested at peak times.

Alternate Andrea Puga inquired as to where we stand on the Riverside site feasibility study. Mr. Rouzaud replied a consultant is currently conducting a feasibility study for the Riverside Transit Center relocation. There are two components to look at: 1) An extensive origin and destination survey to determine where the customers coming in to the Riverside Downtown Terminal originate their trip and where they actually end up; 2) Looking at other bus stop areas in downtown Riverside for on street transfers. This will go to the Riverside City Council in March.

7. AUTHORIZATION TO ISSUE A SOLE SOURCE PURCHASE ORDER TO TRAPEZE SOFTWARE GROUP, INC. (TRAPEZE), CEDAR RAPIDS, IA, FOR ANNUAL SOFTWARE AND MAINTENANCE SUPPORT FOR INTELLIGENT TRANSPORTATION SYSTEMS (ITS) SOFTWARE:

Director Talbot questioned the total amount of contracts for Trapeze. Mr. Rouzaud replied there are two, one for the Dial-A-Ride module in the amount of \$61,000 and this one for the ITS System making it roughly, \$210,000 for Trapeze.

M/S/C (ROBERTS/PUGA) approving and recommending 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. for ITS software and hardware maintenance, in an amount not to exceed \$148,313.

The motion carried unanimously.

8. AUTHORIZATION TO ENTER INTO AGREEMENT NO. 11-001 WITH THE CITY OF RIVERSIDE FOR THE RENEWAL OF THE CITY EMPLOYEE PASS REVENUE PROGRAM (CITY PASS):  
Alternate Puga inquired if the fare revenue comes from the City of Riverside and Mr. Rubio replied that it did.

Director Melendrez inquired how RTA handled City Pass riders on CommuterLink. Mr. Rubio replied the City Pass is good for anything other than Dial-A-Ride (DAR).

Director Talbot inquired whether RTA knew what percent of the ridership is commuting to work. Mr. Rubio replied the city does not have magnetic coded cards and we are unable to track ridership, however we could survey.

Director Edgerton asked if there was a federal law that prohibited commissioners and elected officials from taking free rides on public transportation. Mr. Rubio replied there is a state law that prohibits any governing body official from riding public transit free; it goes back to the railroad days. RTA was successful in getting an opinion from the State Attorney General several years ago that said it was permissible for a Board member of a transit agency to ride that transit agency's system at no cost using their identification because it's a part of their duty to ensure that the system is running effectively and efficiently.

Director Melendrez commented that primarily employees of the city are using the City Pass.

Acting Committee Chairman Director Jeff Comerchero noted one objective we have is to put people in seats and have them ride the bus. If we have more people riding the bus and we are still getting paid and it is not otherwise negatively impacting the system, then that's a benefit.

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

- Authorize staff to enter into Agreement No. 11-001 with the City of Riverside for the renewal of the City Employee Pass Revenue Program for the period beginning July 1, 2011 through June 30, 2012.

The motion carried unanimously.

9. AUTHORIZATION TO AWARD AGREEMENT #10-049 TO EMPIRE TRANSPORTATION FOR FIXED ROUTE AND REGIONAL COMMUTER SERVICES (COMMUTERLINK):  
Discussion was held regarding escalating fuel prices.

Mr. Rubio commented that he hopes to bring back some information within the next month or two on fuel prices and structure given the direction the committee has provided. In the meantime we feel this is the best solution not just for the vendor but for the Agency, because we can decide collaboratively on the level of service that we can continue to provide and the amount of fuel for which we are able to pay.

M/S/C (EDGERTON/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 Empire Transportation, Inc. for contracted fixed route CommuterLink services for a two-year base period with three one-year options in an amount that will not exceed \$46,978,172.

The motion carried unanimously.

10. BOARD MEMBER COMMENTS AND REMARKS:

Committee Chairman Marion Ashley apologized for being late due to traffic. He will not be in attendance at the next Board Budget and Finance meeting; he will be in Washington, DC, with the Joint Powers Authority lobbying.

11. OTHER BUSINESS:

Mr. Rubio announced that on March 7 through March 11, he, Chairman Buster, Vice-Chairman McAllister, Second Chair Supervisor Ashley, immediate Past Chair Comercheo and Vince Rouzard will be in Washington, D.C. for the annual lobbying trip. They will also interview firms to represent the Agency at the federal level as the Agency's lobbyist.

12. ADJOURN:

The meeting adjourned at 2:47 p.m.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

April 6, 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 March 2011 with projections through May 2011. There are no cash flow issues anticipated during this reporting period.

Recommendation:

Receive and file.

**Riverside Transit Agency  
FY 2011 Funds Projection**

	Actual											
1	General Account	3/18/2011	3/25/2011	4/1/2011	4/8/2011	4/15/2011	4/22/2011	4/29/2011	5/6/2011	5/13/2011	5/20/2011	5/27/2011
2	Est. Cash, Beg Balance (Book)	80,080	(91,224)	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
3	<b>Receipts:</b>											
4	LTF Operating - recurring											
5	LTF GASB 43/45											
6	FET Credit											
7	CalPERS CERBT Receipt											
8	Farebox	158,635	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000
9	Total Other Farebox	15,626	14,116	275,883	58,407	17,416		172,829	44,569	17,021		170,952
10	Total Other Local	1,076					3,000					
11	FTA Operating		427,041			52,000				52,000		
12	Capital - Local, State		1,127,593					128,072			43,000	100,000
13	Echo - FTA Capital		150,611		100,000		100,000	57,000	100,000		100,000	
14	Transfer from Investment to Gen Acct.	125,000		133,204	2,017,843	622,284	738,250	198,799	1,846,681	965,670	598,250	290,748
15	<b>Disbursements:</b>											
16	Payroll = Net+Tax		(540,000)		(555,000)		(555,000)		(555,000)		(555,000)	
17	A/P Wires	(118,134)	(133,613)	(239,087)	(1,451,250)	(121,700)	(116,250)	(286,700)	(1,266,250)	(441,700)	(16,250)	(221,700)
18	A/P Checks	(137,879)	(97,878)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)
19	Capital Expenditures	(215,628)	(40,000)	(150,000)	(150,000)	(550,000)	(150,000)	(250,000)	(150,000)	(572,991)	(150,000)	(320,000)
20	Transfer to Investment from Gen Acct.		(896,647)									
20	Transfer to GASB Trust Acct.											
21	Actual Ending Book Balance / Targeted Minimum Balance	(91,224)	50,000	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	6,900,000	6,775,000	6,644,054	6,510,850	4,493,007	3,891,200	3,152,950	2,954,151	3,107,469	3,141,799	3,043,549
24	Quarterly Interest Income					20,477						
25	Transfers to/from Gen Acct.	(125,000)	896,647	(133,204)	(2,017,843)	(622,284)	(738,250)	(198,799)	(1,846,681)	(965,670)	(598,250)	(290,748)
26	Transfers to/from County Pool	-	(1,027,593)	-	-	-	-	-	2,000,000	1,000,000	500,000	-
27	Ending balance	6,775,000	6,644,054	6,510,850	4,493,007	3,891,200	3,152,950	2,954,151	3,107,469	3,141,799	3,043,549	2,752,801

28	<b>County Pool Account:</b>											
29	Beginning balance	15,000,000	15,000,000	16,027,593	16,027,593	16,027,593	16,040,217	16,040,217	16,040,217	14,040,217	13,040,217	12,540,217
30	Quarterly Interest Income					12,624						
31	Transfers to/from Gen Acct.	-	-	-	-	-	-	-	-	-	-	-
32	Transfers to/from LAIF	-	1,027,593	-	-	-	-	-	(2,000,000)	(1,000,000)	(500,000)	-
33	Ending balance	15,000,000	16,027,593	16,027,593	16,027,593	16,040,217	16,040,217	16,040,217	14,040,217	13,040,217	12,540,217	12,540,217

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

April 6, 2011

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Renew Cooperative Agreement No.'s C-0-1456 and C-1-2436 with the Orange County Transportation Authority (OCTA) for the Sharing of Operating Expenses for Routes 216 and 794

Summary: Inter-county express bus service between Riverside and Orange County is provided via RTA Route 216 and OCTA Route 794. These routes provide service that extends beyond the boundaries of each agency's respective service area, thus cooperative agreements outlining the responsibilities between the two agencies are necessary.

RTA Route 216 originates at the downtown transit terminal in Riverside and travels to the Village at Orange in Orange County. The route's distance is approximately 36 miles with 70 percent of the route's mileage in Riverside County and the remaining 30 percent in Orange County. Service is provided during the peak morning and afternoon hours on both weekdays and weekends. The current term for this Agreement expires June 30, 2011 with the 12-month renewal starting July 1, 2011.

The Cooperative Agreement is structured so that OCTA reimburses the Agency for its proportional share of approximately 30 percent of the annual operating expenses for the miles that are traveled within Orange County.

OCTA Route 794 originates from both the La Sierra Metrolink Station in Riverside (six trips daily) and the Canyon Community Church in Corona (two trips daily) and travels to the South Coast Metro in Orange County.

Service is provided during the peak morning and afternoon hours on weekdays only. Unlike Route 216, no weekend service is provided. The Cooperative Agreement is structured so that the Agency reimburses OCTA its proportional share of approximately 33 percent of the annual operating expenses, the miles that are traveled within Riverside County. The current term for this Agreement expires on August 30, 2011 with a 10-month renewal starting September 1,



2011. This 10 month renewal allows staff to align the contract term with the Agency's fiscal year; thus it will expire on June 30, 2012; future terms will be for a 12-month period (July through June).

Both Agreements incorporate updated hourly rates for the current term so that each agency is reimbursed for its actual operating expenses.

The Agreements may be renewed again annually upon mutual consent of both agencies.

Fiscal Impact:

Sufficient funding has been included in the Agency's FY12 operating budget. The following table shows the division of operating expenses by route for each Agency:

	<u>Revenue Service Hours</u>		<u>Annual Operating Expenses</u>	<u>Cost Breakdown by Agency</u>
Route 216	6,073		\$457,556	RTA
			<u>\$217,445</u>	OCTA
		Total	\$675,001	
Route 794	5,048		\$107,487	RTA
			<u>\$214,462</u>	OCTA
		Total	\$321,949	

Recommendation:

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

- Authorize staff to renew Cooperative Agreement No. C-0-1456 with the Orange County Transportation Authority for reimbursement of operating expenses in the amount of \$217,445 to continue the operation of RTA Route 216 from July 1, 2011 through June 30, 2012.
- Authorize staff to renew Cooperative Agreement No. C-1-2436 with the Orange County Transportation Authority in the amount of \$107,487 to continue funding operation of OCTA Route 794 from September 1, 2011 through June 30, 2012.