



**BOARD BUDGET AND FINANCE COMMITTEE MEETING  
WEDNESDAY, APRIL 4, 2012, 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 7, 2012 COMMITTEE MEETING \(P.3\)](#) **APPROVE**
5. [CASH FLOW PROJECTIONS \(P.6\)](#) **RECEIVE AND FILE**
6. [AUTHORIZATION TO AWARD AGREEMENT NO. 12-001 TO NATURAL GAS SYSTEMS INC. \(NGS\), FOR PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR THE AGENCY’S COMPRESSED NATURAL GAS \(CNG\) FUELING STATIONS \(P.8\)](#) **APPROVE**
7. [AUTHORIZATION TO RENEW COOPERATIVE AGREEMENT NO.’S C-0-1456 AND C-1-2436 WITH THE ORANGE COUNTY TRANSPORTATION AUTHORITY \(OCTA\) FOR SHARING OPERATING EXPENSES FOR ROUTES 216 AND 794 \(P.11\)](#) **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 RENEW REVENUE AGREEMENT WITH THE UNIVERSITY OF CALIFORNIA, RIVERSIDE (UC RIVERSIDE) FOR THE UNIVERSITY PASS (U-PASS); AUTHORIZATION TO RENEW REVENUE AGREEMENT WITH UC RIVERSIDE FOR THE OPERATION OF ROUTE 51 (CREST CRUISER) (P.13)

APPROVE

9. BOARD MEMBER COMMENTS AND REMARKS
10. OTHER BUSINESS
11. NEXT MEETING  
Board Budget and Finance Committee Meeting  
Wednesday, May 2, 2012  
2:00 p.m.  
RTA Headquarters  
1825 Third Street  
Riverside, CA 92507
12. ADJOURN

RTA BOARD BUDGET AND FINANCE COMMITTEE MEETING  
March 7, 2012

1. CALL TO ORDER:

Committee Chair Comerchero called the Board Budget and Finance Committee meeting to order at 2:00 p.m., on March 7, 2012, in the RTA Board Room.

2. SELF-INTRODUCTIONS:

Self-introductions of those in attendance took place.

Board Committee Members Present:

1. Committee Chairman Jeff Comerchero, City of Temecula Councilmember
2. Committee Vice-Chair Joanne Evans, City of Perris, Mayor Pro Tem
3. Director Barry Talbot, City of Canyon Lake, Councilmember
4. Director Frank Johnston, City of Jurupa Valley, Councilmember
5. Director Wallace Edgerton, City of Menifee, 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
9. Alternate Jaime Hurtado, County of Riverside, District VI

RTA Staff:

1. Larry Rubio, Chief Executive Officer
2. Tom Franklin, Chief Operating Officer
3. Craig Fajnor, Chief Financial Officer
4. Vince Rouzard, Chief Procurement and Logistics Officer
5. Jim Kneepkens, Director of Marketing
6. Bob Bach, Director of Maintenance
7. Brad Weaver, Marketing Manager
8. Laura Murillo, Director of Human Resources
9. Natalie Gomez, Clerk of the Board
10. Virginia Werly, Contract Operations Manager
11. Gordon Robinson, Director of Planning
12. Natalie Zaragoza, Contracts Manager

Other Attendees:

Director Ella Zanowic, City of Calimesa, Mayor

3. PUBLIC COMMENTS - NON-AGENDA ITEMS:

None.

4. APPROVAL OF MINUTES FEBRUARY 1, 2012, COMMITTEE MEETING:

M/S/C (TALBOT/EVANS) approving the minutes of February 1, 2012 Committee meeting with the correction of updating Director Johnston to the Board Committee Attendees. The motion carried unanimously.

5. CASH FLOW PROJECTIONS:

Mr. Fajnor presented the Cash Flow projections.

6. QUARTERLY CAPITAL GRANTS STATUS:

Mr. Fajnor presented the Quarterly Capital Grants Status.

7. AUTHORIZATION TO ISSUE A SOLE SOURCE PURCHASE ORDER TO TRAPEZE SOFTWARE GROUP, INC. (TRAPEZE), FOR SOFTWARE LICENSING AND SUPPORT SERVICES FOR PARATRANSIT SCHEDULING SOFTWARE SYSTEM (PASS)

M/S/C (EDGERTON/EVANS) 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 PASS software licensing and support services from May 1, 2012 through April 30, 2013, in an amount not to exceed \$60,241.

The motion carried unanimously.

8. AUTHORIZATION TO ISSUE A SOLE SOURCE PURCHASE ORDER TO TRAPEZE SOFTWARE GROUP, INC. (TRAPEZE), FOR SOFTWARE LICENSING AND SUPPORT SERVICES FOR INTELLIGENT TRANSPORTATION SYSTEMS SOFTWARE (ITS)

Alternate Roberts inquired if a discount from the original price that is offered could be included on sole source staff reports. Mr. Rouzaud stated that it would be added to Staff reports in the future.

M/S/C (EDGERTON/ROBERTS) 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 licensing and support services from April 1, 2012 through March 31, 2013, in an amount not to exceed \$139,600.

The motion carried unanimously.

9. AUTHORIZATION TO AWARD A CONTRACT TO CREATIVE BUS SALES, INC. FOR 10 AERO ELITE 28-PASSENGER VEHICLES WITH AN OPTION TO PURCHASE 11 ADDITIONAL VEHICLES

Alternate Roberts inquired if the vehicles would be equipped with bicycle racks. Mr. Rouzard stated the vehicle came with a two-position rack. Mr. Rubio stated RTA would make every effort to procure three-position bike racks for the Aero Elite vehicles as long as it does not violate Federal Motor Vehicle Safety Standards (FMVSS) by blocking the headlights.

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

- Authorize staff to award a contract to Creative Bus Sales, Inc., for a quantity of 10 Aero Elite vehicles in an amount that shall not exceed \$1,486,415; and, authorize staff to issue a purchase order to CalACT/MBTA in the not-to-exceed amount of \$7,143 to cover the vehicle procurement fee.
- Authorize staff to award an option to Creative Bus Sales, Inc., for a quantity of 11 Aero Elite vehicles in an amount that shall not exceed \$1,634,410; and, authorize staff to issue a purchase order to CalACT/MBTA in the not-to-exceed amount of \$7,857 to cover the vehicle procurement fee.

The motion carried unanimously.

10. BOARD MEMBER COMMENTS AND REMARKS:

Director Talbot commented city council would be making a motion the evening of March 7 to pass support letters for the grants.

11. OTHER BUSINESS

Mr. Rubio announced RTA's 35th anniversary would be held on March 15 at 11:30 a.m. at RTA headquarters. There will be a great lunch and guest speakers, some of the old buses and new equipment.

12. NEXT MEETING:

Board Budget and Finance Committee Meeting  
Wednesday, April 4, 2012  
2:00 p.m.  
RTA Headquarters  
1825 Third Street  
Riverside, CA 92507

13. ADJOURN:

The meeting adjourned at 2:37 p.m.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

April 4, 2012

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 2012 with projections through May 2012. There are no cash flow issues anticipated during this reporting period.

Recommendation:

Receive and file.

**Riverside Transit Agency  
FY 2012 Cash Flow Projection**

	Actual	Actual										
1	3/16/2012	3/23/2012	3/30/2012	4/6/2012	4/13/2012	4/20/2012	4/27/2012	5/4/2012	5/11/2012	5/18/2012	5/25/2012	6/1/2012
2	302,073	(16,452)	(92,389)	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 (Capital)											
7	CalPERS CERBT Receipt											
8	168,597	90,549	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000
9	243,895	16,225	135,500	46,437	181,656	46,656	44,009	2,824	165,532	29,300	22,789	1,022
10	170	1,062	1,000	25,000	1,000	1,000	4,500	25,000	1,000	1,000	1,000	1,000
11	71,432	32,505			65,000				65,000			
12	Capital - Local, State											
13	179,389	83,596	25,000	111,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
14	1,050,000	450,000	556,398	2,103,313		578,094	379,241	2,207,926		595,450	253,961	2,173,728
15	<b>Disbursements:</b>											
16		(566,881)		(575,000)		(575,000)		(575,000)		(575,000)		(575,000)
17	(1,164,581)	(19,823)	(331,509)	(1,630,750)	(142,750)	(20,750)	(397,750)	(1,630,750)	(142,750)	(20,750)	(247,750)	(1,570,750)
18	(149,570)	(137,564)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)
19	(17,857)	(25,606)	(229,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)
20	(700,000)				(74,906)				(58,782)			
20	Transfer to GASB Trust Acct.											
21	(16,452)	(92,389)	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	800,000	950,000	500,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
24	Quarterly Interest Income											
25	(350,000)	(450,000)	(556,398)	(2,103,313)	74,906	(578,094)	(379,241)	(2,207,926)	58,782	(595,450)	(253,961)	(2,173,728)
26	500,000	-	3,056,398	2,103,313	(76,365)	578,094	379,241	2,207,926	(58,782)	595,450	253,961	2,173,728
27	950,000	500,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000

28	<b>County Pool Account:</b>											
29	27,500,000	27,000,000	27,000,000	23,943,602	21,857,406	21,933,771	21,355,677	20,976,436	18,768,510	18,827,292	18,248,959	17,994,998
30	Quarterly Interest Income											
31	-	-	-	-	-	-	-	-	-	-	-	-
32	(500,000)	-	(3,056,398)	(2,103,313)	76,365	(578,094)	(379,241)	(2,207,926)	58,782	(595,450)	(253,961)	(2,173,728)
33	27,000,000	27,000,000	23,943,602	21,857,406	21,933,771	21,355,677	20,976,436	18,768,510	18,827,292	18,248,959	17,994,998	15,821,270

Restricted	14,414,488	14,472,477	14,273,477	14,324,477	14,314,477	14,304,477	14,294,477	14,284,477	14,274,477	14,264,477	14,254,477	14,244,477
Available for Operating	13,535,512	13,027,523	12,670,124	10,532,929	10,619,294	10,051,200	9,681,959	7,484,033	7,552,815	6,984,482	6,740,521	4,576,793

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

April 4, 2012

TO: BOARD BUDGET AND FINANCE COMMITTEE  
THRU: Larry Rubio, Chief Executive Officer  
FROM: Vince Rouzaud, Chief Procurement and Logistics Officer  
SUBJECT: Authorization to Award Agreement No. 12-001 to Natural Gas Systems Inc. (NGS), for Preventative Maintenance and Repair Services for the Agency's Compressed Natural Gas (CNG) Fueling Stations

Summary: The Agency operates three CNG fueling stations that provide fuel for its fleet of 40-foot fixed route and CommuterLink buses. Two stations are located in Riverside and one station with public access is located in Hemet. Combined, the three stations produce approximately 2.4 million therms of CNG fuel annually, or roughly 2 million gasoline gallon equivalents.

CNG fueling stations are very unique from those that dispense liquid fuels. Because the fuel provided is a high pressure gas, maintaining a CNG fueling station requires specialized knowledge and training. Historically, the Agency has contracted preventative maintenance and repair services for its fueling facilities to a third party contractor that specializes in maintaining complex fueling systems. Maintenance technicians must be familiar with the equipment, its functions, and specialized maintenance practices to ensure optimum performance of the station.

On January 20, 2012, staff issued Request for Proposals (RFP) 12-001 for 'Preventative Maintenance and Repair Services'. The procurement was publicly advertised in a newspaper of general circulation and a notice was posted on the Agency's website along with a copy of the RFP document. The Agency also sent notices to the Chambers' of Commerce for those cities that are members of the Joint Powers Agreement (JPA) for distribution to their membership.

In response to the RFP, on February 28, 2012, the Agency received a 'no bid' response from Amtek Construction of Whittier, CA and proposals from the following two vendors:

- Clean Energy Seal Beach, CA
- Natural Gas Systems Corona Del Mar, CA

The proposals were reviewed by an evaluation committee representing staff from the maintenance and purchasing departments. Both proposals were



determined to be technically responsive to the requirements of the RFP. In addition, both firms have a long history of providing similar services to this industry with reference checks confirming customer satisfaction.

Clean Energy’s proposed pricing for preventative maintenance (not including unplanned maintenance repairs) averaged \$26,066.00 per-month over the proposed five-year period. Clean Energy took minor exceptions to the Agency’s proposed agreement and quoted cost plus 15 percent mark-up for parts.

NGS’s proposed pricing for preventative maintenance (not including unplanned maintenance repairs) was lower at \$10,945 per-month over the proposed five-year period. NGS took no exceptions to the proposed agreement and quoted cost plus 10 percent mark-up for parts.

NGS is the incumbent vendor and has provided these services to the Agency for the past fifteen years; during this time, there have never been any CNG equipment shutdowns that affected the Agency’s ability to meet pullout.

The price breakdown for the annual routine maintenance for the 5-year period is as follows:

<b>Annual Costs</b>	<b>Natural Gas Systems</b>	<b>Clean Energy</b>
Year 1	\$ 131,348.00	\$ 285,000.00
Year 2	\$ 131,348.00	\$ 318,000.00
Year 3	\$ 131,348.00	\$ 328,000.00
Year 4 (Option Yr. 1)	\$ 131,348.00	\$ 338,000.00
Year 5 (Option Yr. 2)	\$ 131,348.00	\$ 295,000.00
<b>TOTALS</b>	<b>\$ 656,740.00</b>	<b>\$ 1,564,000.00</b>

(amounts do not include unplanned maintenance)

Staff evaluated the proposed pricing from NGS with comparisons of past costs and concluded their pricing was fair and reasonable.

Staff then reviewed the historic cost data and found that on an annual basis, unplanned maintenance or emergency repairs generally represents about \$60,000 of the Agency’s annual costs. Since it is difficult to precisely quantify costs for emergency repairs, staff recommends the agreement include a line item to cover unplanned maintenance expenses. Adding \$60,000 to the annual preventative maintenance amount results in a total amount for preventative maintenance and emergency repairs of \$191,348 annually. Using this annual amount, the projected five-year contract amount is then increased to a total amount of \$956,740.

Fiscal Impact:

Funding in the amount of \$191,348 will be included in the Agency’s FY13 operating budget for CNG maintenance and repair services. Funding for future years will be requested in future year budgets.

Recommendation:

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

- Authorize staff to enter into an agreement with Natural Gas Systems, Inc. for Preventative Maintenance and Repair Services for the Agency's CNG fueling stations in Riverside and Hemet, at a not to exceed amount of \$574,044 for a three-year base period with two, one-year options, if exercised, would not exceed \$956,740.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

April 4, 2012

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 sharing Operating Expenses for Routes 216 and 794

Summary There are two routes linking Riverside County with the neighboring county of Orange that provides commuters with options to travel between the two counties. RTA CommuterLink Route 216 and OCTA express Route 794. Because both routes provide service that extends beyond the boundaries of their respective service areas, cooperative agreements outlining the responsibilities between the two transit 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, 2012 with the 12-month renewal starting July 1, 2012.

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 and the Canyon Community Church in Corona 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 June 30, 2012 with the 12-month renewal starting July 1, 2012.

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 will be included in the Agency's FY13 operating budget. The following table shows the division of operating expenses by route for each agency:

	<u>Revenue</u> <u>Service</u> <u>Hours</u>		<u>Annual</u> <u>Operating</u> <u>Expenses</u>	<u>Cost Breakdown</u> <u>by Agency</u>
Route 216	6,027		\$464,673	RTA
			<u>\$199,146</u>	OCTA
		Total	\$663,819	
Route 794	5,008		\$115,545	RTA
			<u>\$229,506</u>	OCTA
		Total	\$345,051	

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 \$199,146 to continue the operation of RTA Route 216 from July 1, 2012 through June 30, 2013.
- Authorize staff to renew Cooperative Agreement No. C-1-2436 with the Orange County Transportation Authority in the amount of \$115,545 to continue funding operation of OCTA Route 794 from July 1, 2012 through June 30, 2013.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

April 4, 2012

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Renew Revenue Agreement with the University of California, Riverside (UC Riverside) for the University Pass (U-Pass); Authorization to Renew Revenue Agreement with UC Riverside for the Operation of Route 51 (Crest Cruiser)

Summary: In the summer of 2006, the Agency partnered with UC Riverside to launch the University Pass (U-Pass) which allows the school's 20,000 plus students to ride the Agency's fixed route system at a discounted fare which is reimbursed by the University on a fixed amount per-student basis.

Since its inception, the U-Pass program has enjoyed a significant level of popularity with students and the Agency continues to see remarkable growth in ridership. The partnership has encouraged students to use mass transit and has resulted in a reduction in the number of vehicle trips in and around the campus.

The current U-Pass Agreement allows students with valid student identification (ID) cards to board any RTA fixed-route bus by swiping their student ID cards through the farebox reader. The student ID card contains an encoded magnetic stripe which enables the Agency's farebox to record the student ID number along with the date and time the trip is taken. Each student trip is reimbursed by the college at a discounted rate of \$.90 per-trip with a maximum cap at \$35 per-student per-month.

Upon renewal, the per-trip and the monthly cap per-student, per-month will continue; however, based on ridership projections, the total not-to-exceed amount of the reimbursement agreement increases by 11.9 percent for FY13, from \$214,870.50 to \$240,000.

The Agency also provides service to the campus with RTA Route 51 (Crest Cruiser). The current agreement reimbursing the Agency for this route's operating expenses will expire on June 30, 2012.

The Crest Cruiser will continue to operate during the regular academic school year, excluding holidays, break periods and the summer session, for a total of 164 school days. Hours of service will begin at 7:00 a.m. and run through 7:23 p.m.

Fiscal Impact:

U-Pass

The U-Pass Agreement reimburses the Agency on a per-ride basis of \$.90 per-trip, with a not to exceed cap of \$35 per-student, per-month. Based upon projected ridership, staff estimates this program will generate \$240,000 in fare revenue.

Crest Cruiser

With projected revenue service hours of 2,030 the total operating expenses for the Crest Cruiser will be approximately \$126,888. This amount is reimbursed by UC Riverside and covers all operational expenses (fuel, maintenance, labor, insurance, etc.).

Recommendation:

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

- Authorize staff to renew the U-Pass Revenue Agreement with UC Riverside for a per-trip reimbursement of \$.90 per-student and a per-student cap of \$35 per-month for a total of \$240,000 from July 1, 2012 through June 30, 2013.
- Authorize staff to renew the Revenue Agreement with UC Riverside for reimbursement of operating expenses of \$126,888 for the Crest Cruiser from July 1, 2012 through June 30, 2013.