



**BOARD BUDGET AND FINANCE COMMITTEE MEETING
WEDNESDAY, JUNE 6, 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 – May 2, 2012 COMMITTEE MEETING (P.3) APPROVE
5. CASH FLOW PROJECTIONS (P.6) RECEIVE AND FILE
6. QUARTERLY CAPITAL STATUS (P.8) RECEIVE AND FILE
7. AUTHORIZATION TO AWARD AGREEMENT NO. 12-016 TO RACEWAY FORD FOR THE PURCHASE OF NINE, MODEL YEAR 2013, FORD FOCUS (MID-SIZE) VEHICLES (P.10) 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 AWARD AGREEMENT NO. 12-013 TO PACIFIC BUILDERS & ROOFING, INC. DBA WSP ROOFING FOR MAINTENANCE BUILDING NON-STRUCTURAL ROOF REPLACEMENT (P.12) APPROVE
9. BOARD MEMBER COMMENTS AND REMARKS
10. OTHER BUSINESS
11. NEXT MEETING
Board Budget and Finance Committee Meeting
Wednesday, July 4, 2012
2:00 p.m.
RTA Headquarters
1825 Third Street
Riverside, CA 92507
12. ADJOURN

RTA BOARD BUDGET AND FINANCE COMMITTEE MEETING
May 2, 2012

1. CALL TO ORDER:

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

2. SELF-INTRODUCTIONS:

Self-introductions of those in attendance took place.

Board Committee Members Present:

1. Committee Chair Jeff Comerchero, City of Temecula, Councilmember
2. Committee Vice-Chair, Joanne Evans, City of Perris, Mayor Pro Tem
3. Chairman of the Board, Doug McAllister, City of Murrieta, Mayor
4. Director Barry Talbot, City of Canyon Lake, Councilmember
5. Director Frank Johnston, City of Jurupa Valley, Councilmember
6. Director Wallace Edgerton, City of Menifee, Councilmember
7. Director Andy Melendrez, City of Riverside, Councilmember
8. Director Andrew Kotyuk, City of San Jacinto, Mayor
9. Alternate Andrea Puga, County of Riverside, District II
10. Alternate Ron Roberts, County of Riverside, District III
11. Director Marion Ashley, County of Riverside, District V

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. Eric Ustation, Government Affairs Representative
7. Bob Bach, Director of Maintenance
8. Rick Kaczerowski, Director of Information Technologies
9. Brad Weaver, Marketing Manager
10. Laura Murillo, Director of Human Resources
11. Natalie Gomez, Clerk of the Board
12. Virginia Werly, Contract Operations Manager
13. Gordon Robinson, Director of Planning
14. Natalie Zaragoza, Contracts Manager
15. Kelly Bach, Manager of Performance Analysis

Other Attendees:

Director Ella Zanowic, City of Calimesa, Mayor

3. PUBLIC COMMENTS - NON-AGENDA ITEMS:

None.

4. APPROVAL OF MINUTES APRIL 4, 2012, COMMITTEE MEETING:

M/S/C (ASHLEY/PUGA) approving the April 4, 2012 Committee meeting minutes. The motion carried unanimously.

5. CASH FLOW PROJECTIONS:

Mr. Fajnor presented the Cash Flow projections.

Director Edgerton arrived at the meeting during the presentation.

6. QUARTERLY INVESTMENT RESULTS

Mr. Fajnor presented the Quarterly Investment Results.

7. REQUEST TO OPEN PUBLIC HEARING ON THE FISCAL YEAR 2012/2013 (FY13) OPERATING BUDGET, CAPITAL BUDGET, AND SHORT RANGE TRANSIT PLAN (SRTP)

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

- Open the public hearing on the FY13 Operating budget, Capital budget, and SRTP, and continue this item to the June 28, 2012 Board of Directors meeting.

The motion carried unanimously.

Director Johnston arrived at the meeting during the presentation.

9. BOARD MEMBER COMMENTS AND REMARKS:

Director Kotyuk announced that the PGA tournament is being held in San Jacinto from April 6 through April 8.

Director Melendrez stated the Vietnam wall was on exhibit from March 26 through April 1 at the March Field Air Museum.

Supervisor Ashley stated The Republic of Croatia presented Riverside County with a seven-foot decorated Easter egg. It is currently on display in the downtown Riverside County Administrative Center.

10. OTHER BUSINESS

None.

11. NEXT MEETING:

Board Budget and Finance Committee Meeting

Wednesday, June 6, 2012

2:00 p.m.

RTA Headquarters

1825 Third Street

Riverside, CA 92507

13. ADJOURN:

The meeting adjourned at 2:37 p.m.

DRAFT

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

June 6, 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 mid-May 2012 with projections through July 2012. This period encompasses the end of FY12 and the beginning of FY13. 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	5/11/2012	5/18/2012	5/25/2012	6/1/2012	6/8/2012	6/15/2012	6/22/2012	6/29/2012	7/6/2012	7/13/2012	7/20/2012	7/27/2012
2	General Account											
2	Est. Cash, Beg Balance (Book)	(24,231)	27,506	(239,749)	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
3	Receipts:											
4	LTF Operating - recurring											3,143,241
5	LTF GASB 43/45											116,667
6	CalPERS CERBT Receipt											
7	Farebox	120,743	233,311	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000
8	Total Other Farebox	16,554	135,815	65,687	1,022		197,659	17,987		16,000	1,022	14,936
9	Total Other Local	2,391	2,680	1,000	1,000	25,000	1,000	1,000	1,000	1,000	1,000	28,750
10	FTA Operating	402,727				985,271			584,200	397,000		
11	Capital - Local, State			595,241	15,000	15,000	894,891	9,022,707	15,000	15,000	15,000	15,000
12	Echo - FTA Capital	24,307	6,056	111,924	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
13	Transfer from Investment to Gen Acct.	125,000	350,000		2,228,728				1,824,750	1,298,600	307,978	314,364
14	Disbursements:											
15	Payroll = Net+Tax	(338)	(572,258)		(580,000)		(580,000)		(580,000)		(630,000)	(580,000)
16	A/P Wires	(363,727)	(10,743)	(190,741)	(1,620,750)	(373,550)	(20,750)	(203,550)	(170,750)	(1,844,800)	(22,000)	(275,300)
17	A/P Checks	(100,921)	(210,042)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(175,000)	(175,000)	(175,000)
18	Capital Expenditures		(202,073)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)
19	Transfer to GASB Trust Acct.							(1,045,000)				
20	Actual Ending Book Balance / Targeted Minimum Balance	27,506	(239,749)	50,000	50,000	50,000	50,000	50,000	1,095,000	50,000	50,000	42,551

21	LAIF Account:											
22	Beginning balance	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	3,000,000
23	Quarterly Interest Income											1,617
24	Transfers to/from Gen Acct.	50,000	(350,000)	198,361	(2,228,728)	606,721	447,800	8,793,144	(1,824,750)	(1,298,600)	(307,978)	(314,364)
25	Transfers to/from County Pool	(50,000)	350,000	(198,361)	2,228,728	(606,721)	(447,800)	(8,793,144)	1,824,750	1,298,600	307,978	312,747
26	Ending balance	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	3,000,000

27	County Pool Account:											
28	Beginning balance	25,425,000	25,475,000	25,125,000	25,323,361	23,094,633	23,701,354	24,163,928	32,957,072	31,132,322	29,843,375	29,535,397
29	Quarterly Interest Income						14,774			9,653		
30	Transfers to/from Gen Acct.	-	-	-	-	-	-	-	-	-	-	-
31	Transfers to/from LAIF	50,000	(350,000)	198,361	(2,228,728)	606,721	447,800	8,793,144	(1,824,750)	(1,298,600)	(307,978)	(312,747)
32	Ending balance	25,475,000	25,125,000	25,323,361	23,094,633	23,701,354	24,163,928	32,957,072	31,132,322	29,843,375	29,535,397	29,222,650

<i>Restricted</i>	15,134,356	14,938,339	15,570,504	15,560,504	15,550,504	16,420,395	25,418,102	24,363,102	24,353,102	24,343,102	24,333,102	24,439,768
<i>Available for Operating</i>	13,340,644	13,186,661	12,752,858	10,534,130	11,150,851	10,743,534	10,538,971	9,769,221	8,490,273	8,192,295	7,889,548	10,759,715

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

June 6, 2012

TO: BOARD BUDGET & FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Craig Fajnor, Chief Financial Officer

SUBJECT: Quarterly Capital Status

Summary: The Agency has, at any one time, a multitude of capital projects in progress or pending as circumstances and funding dictate. Capital projects are funded through a variety of funding sources including, but not limited to, Federal, State, and Local grants. Capital items funded with these grants include, but are not limited to, Revenue and Non-Revenue Vehicles, Transit Centers, Bus Stop Amenities, and Information Systems.

Depending on the nature and value of a capital project, it can take multiple years to accumulate the required funding to complete the project. Further, it can take multiple years to complete a project once it has commenced. Examples of such a scenario are the Twin Cities and Riverside Transit Centers, and heavy-duty CNG bus replacement.

The Agency will always have capital needs due to replacement of retired assets, acquisition and/or maintenance of Agency infrastructure, and unique needs such as Transit Centers to serve the transportation needs of our customers. As such, the Agency should always have a backlog of open projects that preserve the future of the Agency.

The Agency is required to provide quarterly reporting to the Federal Transit Administration (FTA) one month after the end of each quarter. This reporting was submitted on time. In addition, the Agency has submitted its reporting to the Riverside County Transportation Commission and state agencies as necessary.

A presentation will be given at the committee meeting providing an update of the Agency's capital project activities from March through May 2012, including an outlook over the next quarter.

Recommendation:

Receive and file.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

June 6, 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. 12-016 to Raceway Ford for the Purchase of Nine, Model Year 2013, Ford Focus (Mid-Size) Vehicles.

Summary: Staff is requesting authorization to award a contract to Raceway Ford for the purchase of nine mid-size vehicles that will be used by the Agency's bus operators for driver relief. These vehicles are considered replacements for vehicles that have exceeded their useful life as defined by the Federal Transit Administration (FTA) and were included in the Agency's FY12 capital budget previously approved by the Board.

On May 1, 2012, staff issued Invitation for Bid (IFB) No. 12-016. 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 IFB document. The Agency also sent notices of the contracting opportunity to the Chambers' of Commerce for those cities that are members of the Joint Powers Agreement (JPA). On May 18, 2012, the Agency received bids from the following vendors:

Vendor Name / Location	Qty	Unit Cost	Total (all fees, taxes, etc.)	Extended Amount
Raceway Ford, Riverside, CA	9	\$15,017.00	\$16,189.57	\$145,706.13
Fritt's Ford, Riverside, CA	9	\$16,310.00	\$17,582.78	\$158,245.02
Lake Chevrolet, Lake Elsinore, CA	9	\$19,762.75	\$21,303.11	\$191,727.99

Staff reviewed the low bidder's submittal to ensure it complied with the requirements of the IFB. Based on the above pricing, staff recommends awarding an agreement to Raceway Ford, the lowest responsive and responsible bidder.

In addition, the Agency typically purchases a complete set of service manuals and schematics for maintenance purposes. The one-time cost for these manuals is \$296.31. The total cost for the nine (9) vehicles including applicable taxes, tire fees, and manuals is \$146,002.44.

Fiscal Impact:

Sufficient funds to cover this request are included in the Agency's capital budget.

Recommendation:

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

- Authorize staff to award Agreement No. 12-016 to Raceway Ford for the purchase of nine, model year 2013 Ford Focus vehicles in the amount of \$146,002.44.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

June 6, 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. 12-013 to Pacific Builders & Roofing, Inc. dba WSP Roofing for Maintenance Building Non-Structural Roof Replacement

Summary: Included in the Agency's FY12 capital budget are capital improvement projects for both the Riverside and Hemet facilities. One of the approved projects is the non-structural roof replacement for the bus maintenance building in Riverside. This facility is approximately 30 years old and in need of repair. Re-roofing the bus maintenance building using current roofing materials and technology will add another 20-plus years of serviceability to this facility.

On April 10, 2012, staff issued Invitation for Bid (IFB) No. 12-013. 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 IFB document. The Agency also sent notices of the contracting opportunity to the Chambers' of Commerce for those cities that are members of the Joint Powers Agreement (JPA). On May 15, 2012, the Agency received 11 responsive and responsible bids from the following vendors:

Firm Name / Location	Bid Amount
Pacific Builder's and Roofing (WSP), Roseville, CA	\$158,000.00
Anning-Johnson Company, Industry, CA	\$166,360.00
Cabral Roofing & Waterproofing Corp., Montebello, CA	\$181,057.00
Commercial & Industrial Roofing Co., Spring Valley, CA	\$198,949.00
Vance & Associates Roofing, Anaheim, CA	\$205,687.00
Best Contracting Services, Inc., Gardena, CA	\$214,599.00
Sylvester Roofing Co., Escondido, CA	\$215,525.00
Letner Roofing Co., Orange, CA	\$236,079.00
All Weather Roofing, Upland, CA	\$247,211.75
CIS Roofing, Inc., Mission Viejo, CA	\$280,000.00
Western States Roofing, Northridge, CA	\$280,143.00

In addition, staff also received bids from two other vendors, Roofing Standards, Inc., Placentia, CA and McDonnell Roofing, Inc., Anaheim, CA. Both vendors did not include with their submittal their most current audited financial statements as required in the IFB and were determined "non-responsive."

The purpose of soliciting financial information is to determine if a vendor has sufficient financial strength, resources and capability to finance the work to be performed and to complete the contract in a satisfactory manner.

Roofing Standards Inc. has protested the award claiming their omission of the requisite financial information constituted a “minor irregularity.” Staff is currently working with General Counsel to deny this protest as Federal procurement guidelines require FTA recipients make awards only to responsible contractors possessing the ability to perform successfully under the terms of a proposed procurement. Consideration is given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

Staff reviewed Pacific Builders & Roofing’s submittal to ensure it complied with all requirements of the IFB. In addition, references were checked to ensure prior customers were satisfied with their performance and quality of work. Based on the above pricing, staff recommends awarding a contract to Pacific Builders & Roofing (dba WSP Roofing), the lowest responsive and responsible bidder.

As with all construction-type projects, staff is recommending approval of a 5% contingency amount of \$7,900 to be utilized in the event of unforeseen circumstances.

Fiscal Impact:

Sufficient funds to cover this request are included in the Agency’s capital budget.

Recommendation:

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

- Authorize staff to award Agreement No. 12-013 to Pacific Builders & Roofing (dba WSP Roofing) for Non-Structural Roof Replacement in the amount of \$158,000; with further authorization for an additional amount of \$7,900 (5%) as contingency.