



**BOARD BUDGET AND FINANCE COMMITTEE MEETING
WEDNESDAY, JUNE 5, 2013, 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 1, 2013 COMMITTEE MEETING** **APPROVE**
(P.3)
5. **CASH FLOW PROJECTIONS** (P.7) **RECEIVE AND FILE**
6. **QUARTERLY CAPITAL STATUS** (P.9) **RECEIVE AND FILE**
7. **AUTHORIZATION TO RENEW COOPERATIVE AGREEMENT NO. 12-027 WITH SUNLINE TRANSIT AGENCY (SUNLINE) FOR THE SHARING OF OPERATING EXPENSES ON SUNLINE ROUTE 220** **APPROVE**
(P.10)
8. **AUTHORIZATION TO OPEN A PUBLIC HEARING TO CONSIDER FARE POLICY CHANGES FOR VETERANS, ACTIVE MILITARY, AND POLICE AND FIRE PERSONNEL** **APPROVE**
(P.12)

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.

9. UPDATE ON FISCAL YEAR 2013/2014 (FY14) OPERATING BUDGET, CAPITAL BUDGET, AND SHORT RANGE TRANSIT PLAN (SRTP) PUBLIC COMMENTS

RECEIVE UPDATE

10. BOARD MEMBER COMMENTS AND REMARKS

11. OTHER BUSINESS

12. NEXT MEETING

Board Budget and Finance Committee Meeting
Wednesday, July 10, 2013
2:00 p.m.
RTA Headquarters
1825 Third Street
Riverside, CA 92507

13. ADJOURN

RTA BOARD BUDGET AND FINANCE COMMITTEE MEETING

Minutes
May 1, 2013

1. CALL TO ORDER:

Committee Chair Edgerton called the Board Budget and Finance Committee meeting to order at 2:00 p.m., on May 1, in the RTA Board Room.

2. SELF-INTRODUCTIONS:

Self-introductions of those in attendance took place.

Board Committee Members Present:

1. Committee Chair, Wallace Edgerton, City of Menifee, Deputy Mayor
2. First Vice-Chair Jeff Comerchero, City of Temecula, Councilmember
3. Director Randy Bonner, City of Canyon Lake, Mayor Pro Tem
4. Director Linda Krupa, City of Hemet, Councilmember
5. Director Frank Johnston, City of Jurupa Valley, Mayor Pro Tem
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. Craig Fajnor, Chief Financial Officer
3. Vince Rouzaud, Chief Procurement and Logistics Officer
4. Jim Kneepkens, Director of Marketing
5. Eric Ustation, Government Affairs Representative
6. Gordon Robinson, Director of Planning
7. Natalie Gomez, Clerk of the Board
8. Virginia Werly, Director of Contract Operations
9. Natalie Zaragoza, Contracts Manager
10. Rick Kaczerowski, Director of Information Technologies
11. Kathy Thomas, Capital Improvements Program Manager
12. Kelly Bach, Performance Analysis and Reporting Manager
13. Laura Camacho, Director of Human Resources
14. Bob Bach, Director of Maintenance
15. Lorelle Moe-Luna, Senior Planner
16. Tom Franklin, Chief Operating Officer
17. Brad Weaver, Marketing Manager

Other Attendees:

1. Jerry Puga, Corona Resident
2. Jesse Molina, City of Moreno Valley, Councilmember

3. PUBLIC COMMENTS - NON-AGENDA ITEMS:

None.

4. APPROVAL OF MINUTES APRIL 3, 2013, COMMITTEE MEETING:
M/S/C (BONNER/ROBERTS) approving the April 3, 2013, Committee meeting minutes.

The motion carried unanimously.

5. CASH FLOW PROJECTIONS
Mr. Fajnor presented the cash flow projections.

M/S/C (BONNER/MELENDREZ) approving the receipt and file of item 5.

The motion carried unanimously.

6. QUARTERLY INVESTMENT RESULTS
Mr. Fajnor presented the quarterly investment results.

M/S/C (KRUPA/BONNER) approving the receipt and file of item 6.

The motion carried unanimously.

7. AUTHORIZATION TO AWARD AGREEMENT NO. 13-009 TO FLEMING ENVIRONMENTAL INC. FOR UNDERGROUND STORAGE TANK (UST) REMOVAL AND ABOVEGROUND STORAGE TANK (AST) INSTALLATION

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

- Authorize staff to award Agreement No. 13-009 to Fleming Environmental Inc. for the UST removal and AST installation at the Riverside facility in the amount of \$218,155 with further authorization for an additional amount of \$21,815.50 (10%) as contingency.

The motion carried unanimously.

8. AUTHORIZATION TO OBTAIN A VOYAGER FLEET FUELING CREDIT CARD TO FUEL AGENCY UNLEADED VEHICLES OFF-SITE AND FOR USE AS AN EMERGENCY BACK-UP FOR COMPRESSED NATURAL GAS BUSES

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

- Authorize staff to obtain a Voyager fuel credit card to fuel Agency owned vehicles.

The motion carried unanimously.

9. AUTHORIZATION TO AWARD AGREEMENT NO. 13-001 TO GHI ENERGY, LLC FOR THE PURCHASE OF NATURAL GAS AND THIRD-PARTY CONSULTING SERVICES FOR MANAGEMENT OF THE LOW CARBON FUEL STANDARDS CREDIT PROGRAM UNDER CALIFORNIA ASSEMBLY BILL AB 32 AND TO EXECUTE ALL NECESSARY RELATED DOCUMENTS

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

- a) Authorize staff to enter into Agreement No. 13-001 with GHI Energy, LLC for the purchase of natural gas and third-party consulting services for the management of the Low Carbon Fuel Standards (LCFS) program for a period of three-years, plus two-option year periods with the following provisions:
 - 1. Years 1 to 3 - Agency to pay 4% discount under the monthly SoCal Gas published index price;
 - 2. Years 4 and 5 - Agency to pay 6% discount under the monthly SoCal Gas published index price; (these years to be exercised at discretion of Agency);
 - 3. Agency to be paid quarterly 100% of the monthly market value of LCFS credits based on its NG fuel credit generation during years 1 through 5; and
 - 4. Agency to be paid monthly 5% of the monthly market value of federal RIN credits based on its NG fuel credit generation during years 1 through 5; and

- b) Enter into all related agreements for both the procurement of natural gas, including:
 - 1. The gas industry's North American Energy Standards Board (NAESB) 'Retail Sale and Purchase of Natural Gas'; and
 - 2. Related 'Transaction Confirmation' agreement for the delivery/transmission of natural gas; and
 - 3. Any required additional agreements with SoCal Gas for the continued delivery/transmission of NG through its pipelines.

The motion carried unanimously.

10. REQUEST TO OPEN PUBLIC HEARING ON THE FISCAL YEAR 2013/2014 (FY14) OPERATING BUDGET, CAPITAL BUDGET, AND SHORT RANGE TRANSIT PLAN (SRTP)

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

- Open the public hearing on the FY14 Operating budget, FY14 Capital budget, and the FY14 – FY16 SRTP, and continue this item to the June 27, 2013 Board of Directors meeting.

The motion carried unanimously.

11. BOARD MEMBER COMMENTS AND REMARKS

Alternate Roberts recommended retaining the SRTP for reference at the Board meeting.

Committee Chair Edgerton inquired as to whether the Public Works Department of every city copied RTA on their projects. Mr. Rubio stated that RTA is generally notified when construction or changes are going to occur in the cities or counties. Mr. Robinson also serves on the WRCOG Technical Advisory Committee and receives information about projects. Mr. Rubio noted it was helpful to remind Public Works departments to inform RTA about upcoming projects.

12. OTHER BUSINESS

None.

13. NEXT MEETING

Board Budget and Finance Committee Meeting
Wednesday, June 5, 2013
2:00 p.m.
RTA Headquarters
1825 Third Street
Riverside, CA 92507

14. ADJOURN

The meeting adjourned at 3:00 p.m.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

June 5, 2013

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 2013 with projections through July 2013 – the end of the current fiscal year and the beginning of FY14. There are no cash flow issues anticipated during this reporting period.

Recommendation:

Receive and file.

**Riverside Transit Agency
FY13 Cash Flow Projection**

	Actual											
1	General Account	5/17/2013	5/24/2013	5/31/2013	6/7/2013	6/14/2013	6/21/2013	6/28/2013	7/5/2013	7/12/2013	7/19/2013	7/26/2013
2	Est. Cash, Beg Balance (Book)	(845,993)	(75,534)	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
3	Receipts:											
4	LTF Operating - recurring											3,627,778
5	LTF GASB 43/45											150,000
6	FET Credit					81,974					80,000	
7	CalPERS CERBT Disbursement											
8	Farebox	199,948	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000
9	Total Other Farebox	18,040	56,428	61,863	3,082	30,331	19,689	55,678	13,710	2,675	43,078	
10	Total Other Local	411	63,598	1,000	1,000	1,000	1,000	86,612	1,000	1,000	1,000	4,750
11	FTA Operating	13,730				135,000				137,000		
12	Capital - Local, State			280,303			346,126	10,000	202,072	10,000	10,000	10,000
13	Echo - FTA Capital	476,686	88,574	40,000	585,323	40,000	374,470	40,000	30,000	30,000	30,000	30,000
14	Transfer from Investment to Gen Acct.	963,592	269,865	1,470,810	1,452,220	1,012,610		3,193,087	1,789,843	802,825	143,372	
15	Disbursements:											
16	Payroll = Net+Tax	(624,335)		(625,000)		(625,000)		(625,000)		(830,000)		(630,000)
17	A/P Wires	(28,141)	(237,931)	(173,500)	(1,926,625)	(23,500)	(143,625)	(288,500)	(1,906,625)	(23,500)	(177,450)	(271,000)
18	A/P Checks	(150,386)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)
19	Capital Expenditures	(99,085)	(85,000)	(1,025,476)	(85,000)	(622,415)	(85,000)	(85,000)	(100,000)	(100,000)	(100,000)	(100,000)
20	Transfer to GASB Trust Acct.							(2,356,877)				
21	Actual Ending Book Balance / Targeted Minimum Balance	(75,534)	50,000	50,000	50,000	50,000	50,000	2,406,877	50,000	50,000	50,000	50,000

22 LAIF Account:

23	Beginning balance	10,650,000	9,700,000	9,430,135	7,959,325	6,507,104	5,494,494	5,977,154	2,784,067	994,224	196,503	53,132
24	Quarterly Interest Income									5,104		
25	Transfers to/from Gen Acct.	(963,592)	(269,865)	(1,470,810)	(1,452,220)	(1,012,610)	482,660	(3,193,087)	(1,789,843)	(802,825)	(143,372)	2,791,528
26	Transfers to/from County Pool	13,592	-	-	-	-	-	-	-	-	-	-
27	Ending balance	9,700,000	9,430,135	7,959,325	6,507,104	5,494,494	5,977,154	2,784,067	994,224	196,503	53,132	2,844,660

28 County Pool Account:

29	Beginning balance	38,558,537	38,544,945	38,544,945	38,544,945	38,544,945	38,563,837	38,563,837	38,563,837	38,563,837	38,571,499	38,571,499
30	Quarterly Interest Income					18,892				7,662		
31	Transfers to/from Gen Acct.	-	-	-	-	-	-	-	-	-	-	-
32	Transfers to/from LAIF	(13,592)	-	-	-	-	-	-	-	-	-	-
33	Ending balance	38,544,945	38,544,945	38,544,945	38,544,945	38,563,837	38,563,837	38,563,837	38,563,837	38,571,499	38,571,499	38,571,499

<i>Restricted</i>	40,054,690	40,058,264	39,353,091	39,853,414	39,378,173	40,013,769	37,621,892	37,753,964	37,693,964	37,713,964	37,803,964
<i>Available for Operating</i>	8,114,721	7,966,816	7,201,179	5,248,635	4,730,158	4,577,222	3,776,012	1,854,097	1,124,038	960,666	3,662,194

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

June 5, 2013

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 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.

A presentation will be given at the committee meeting updating the Agency's capital projects through May 2013, focusing on the activities from March through May 2013. 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 as necessary.

Recommendation:

Receive and file.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

June 5, 2013

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. 12-027 with SunLine Transit Agency (SunLine) for the Sharing of Operating Expenses on SunLine Route 220

Summary: On September 10, 2012, SunLine implemented new express bus service, Route 220, offering commuters service between Palm Desert and Downtown Riverside. Route 220 originates at the Westfield Palm Desert Mall and travels to the Downtown Riverside Transit Terminal with two westbound morning trips and two eastbound afternoon trips.

This route operates Monday through Friday serving ten stops between Palm Desert, Rancho Mirage, Morongo Casino, Banning, Beaumont, Moreno Valley, University of California at Riverside, Riverside Downtown Metrolink Station, and the Riverside Downtown Transit Terminal.

SunLine has dedicated vehicles to this service that are equipped with reclining coach seating, luggage racks, bike racks, and complimentary Wi-Fi technology. SunLine ridership data shows boardings have totaled 7,040 from the inception of service in September through February 2013.

On June 28, 2012, the Board authorized staff to enter into a Cooperative Agreement with SunLine to outline roles and responsibilities for fare integration, stop maintenance and other operational logistics. The Cooperative Agreement also included the funding reimbursement arrangements between the two agencies for an initial period from September 1, 2012 through September 30, 2013.

The Cooperative Agreement is structured so that SunLine and the Agency share equally the local match costs associated with the operation of SunLine Route 220. Based on this cost sharing agreement, the Agency's portion is \$61,597. The current term for this Agreement expires September 30, 2013, with the 12-month renewal beginning October 1, 2013. The Agreement may be renewed annually for two additional one-year terms upon mutual consent of both agencies.

Fiscal Impact:

Sufficient funds are included in the Agency's FY14 Operating Budget and Short Range Transit Plan (SRTP).

Recommendation:

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

- Authorize staff to renew Cooperative Agreement No. 12-027 with SunLine Transit Agency for an additional term, from October 1, 2013 through September 30, 2014 in the amount of \$61,597.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

June 5, 2013

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Jim Kneepkens, Director of Marketing

SUBJECT: Authorization to Open a Public Hearing to Consider Fare Policy Changes for Veterans, Active Military, and Police and Fire Personnel

Summary: Riverside Transit Agency (RTA) fare policy allows disabled veterans with a U.S. Department of Veterans Affairs issued photo ID card to ride at the Senior/Disabled discounted fare. The disability must be "Service Connected" as indicated on the ID card to receive the discounted fare.

To honor our veterans for their service to our country, staff proposes extending this discount to all U.S. veterans with a U.S. Department of Veterans Affairs issued photo ID card. The ID card will not be required to indicate Service Connected.

Staff proposes all active duty members of the U.S. Army, Navy, Air Force, Marines, Coast Guard, and National Guard and active law enforcement and fire personnel ride free on all RTA fixed route buses.

To ride free, active duty military personnel must wear the appropriate uniform at the time of boarding or present to the driver an Active Duty military ID card. Police and fire personnel must be in uniform at the time of boarding. The presence of military, police and fire personnel on our system, even when they are off-duty, enhances safety for our passengers and employees.

Staff is requesting authorization to open a public hearing to consider these fare changes. If approved, staff will publish public hearing notices encouraging feedback via email, phone, U.S. postal service, or attendance at a public or Board of Directors meeting. RTA will utilize local newspapers and social media communication

to notify the public of the proposed changes. In addition to the Board meetings, staff will hold one community meeting at Murrieta City Hall, 1 Town Square in Murrieta on July 16, 2013 from 2:00 p.m. to 3:00 p.m. Staff will then return to the Board of Directors meeting on July 25, 2013 with a listing of any comments received. Staff will seek authorization to close the public hearing at that meeting.

Fiscal Impact:

Staff estimates the reduction in farebox revenue to be less than \$68,000 annually.

Recommendation

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

- Open a public hearing to consider fare policy change for veterans, active military, and police and fire personnel.