



**BOARD BUDGET AND FINANCE COMMITTEE MEETING  
WEDNESDAY, JULY 2, 2014, 2:00 P.M.  
RIVERSIDE TRANSIT AGENCY BOARD ROOM  
1825 THIRD STREET  
RIVERSIDE, CA 92507**

<u>ITEM</u>	<u>RECOMMENDATION</u>
1. <u>CALL TO ORDER</u>	
2. <u>SELF-INTRODUCTIONS</u>	
3. <u>PUBLIC COMMENTS – NON-AGENDA ITEMS</u> 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.	RECEIVE COMMENTS
4. <u>APPROVAL OF MINUTES – JUNE 4, 2014 COMMITTEE MEETING (P.3)</u>	APPROVE
5. <u>CASH FLOW PROJECTIONS (P.7)</u>	RECEIVE AND FILE
6. <u>AUTHORIZATION TO RENEW REVENUE AGREEMENT NO. 14-035 WITH LA SIERRA UNIVERSITY FOR CONTINUATION OF THE UNIVERSITY PASS PROGRAM (P.9)</u>	APPROVE
7. <u>AUTHORIZATION TO RENEW REVENUE AGREEMENT NO. 14-034 WITH CALIFORNIA BAPTIST UNIVERSITY FOR CONTINUATION OF THE UNIVERSITY PASS PROGRAM (P.11)</u>	APPROVE
8. <u>FREE BUS RIDES FOR VETERANS FOR THE VETERANS ASSISTANCE LEAGUE OF RIVERSIDE (VALOR) STAND DOWN EVENT (P.13)</u>	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.*

**ITEM**

**RECOMMENDATION**

9. **BOARD MEMBER COMMENTS AND REMARKS**
10. **OTHER BUSINESS**
11. **NEXT MEETING**  
**BOARD BUDGET AND FINANCE COMMITTEE MEETING**  
**WEDNESDAY, SEPTEMBER 10, 2014**  
**2:00 P.M.**  
**RTA HEADQUARTERS**  
**1825 THIRD STREET**  
**RIVERSIDE, CA 92507**
12. **ADJOURN**

RTA BOARD BUDGET AND FINANCE COMMITTEE MEETING  
Minutes  
June 4, 2014

1. CALL TO ORDER

Committee Chair Johnston called the Board Budget and Finance Committee meeting to order at 2:01 p.m., on June 4, 2014, in the RTA Board Room.

2. SELF-INTRODUCTIONS

Self-introductions of those in attendance took place.

Committee Members Attending

1. Committee Chair, Frank Johnston, City of Jurupa Valley, Mayor
2. Chairman of the Board, Jeff Comerchero, City of Temecula, Mayor Pro Tem
3. Director Brenda Knight, City of Beaumont, Mayor
4. Director Linda Krupa, City of Hemet, Councilmember
5. Director Randon Lane, City of Murrieta, Councilmember
6. Director Berwin Hanna, City of Norco, Mayor
7. First Vice-Chairman Andrew Kotyuk, City of San Jacinto, Councilmember
8. Alternate Ron Roberts, County of Riverside, District III, Legislative Assistant
9. Director Marion Ashley, County of Riverside, District V, Legislative Assistant

RTA Staff

1. Larry Rubio, Chief Executive Officer
2. Tammi Ford, Clerk of the Board
3. Tom Franklin, Chief Operating Officer
4. Craig Fajnor, Chief Financial Officer
5. Vince Rouzaud, Chief Procurement and Logistics Officer
6. Virginia Werly, Director of Contract Operations
7. Natalie Zaragoza, Contracts Manager
8. Laura Camacho, Director of Human Resources
9. Brad Weaver, Marketing Manager
10. Bob Bach, Director of Maintenance
11. Eric Ustation, Government Affairs Representative
12. Rick Kaczerowski, Director of Information Technologies
13. Joan Hepworth, Deputy Clerk of the Board
14. Jose Ibarra, Customer Information Supervisor

Other Attendees

1. Barry Busch, County of Riverside, District V

3. PUBLIC COMMENTS – NON-AGENDA ITEMS

None.

4. APPROVAL OF MINUTES – MAY 7, 2014 COMMITTEE MEETING

M/S/C (HANNA/COMERCHERO) approving the May 7, 2014 committee meeting minutes.

The motion carried unanimously.

5. CASH FLOW PROJECTIONS

Mr. Fajnor presented the cash flow projections.

6. QUARTERLY INVESTMENT REPORT

Mr. Fajnor presented the quarterly investment report.

7. QUARTERLY NATURAL GAS PROCUREMENT STATUS REPORT

Mr. Fajnor presented the quarterly natural gas procurement status report.

8. AUTHORIZATION TO TRANSFER ONE (1) SURPLUS 2001 NABI TRANSIT BUS TO THE CITY OF CORONA FIRE DEPARTMENT, AND ONE (1) SURPLUS 2001 NABI TRANSIT BUS TO THE CITY OF RIVERSIDE FIRE DEPARTMENT

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

- Authorize the transfer of one (1) surplus 2001 NABI transit bus to the City of Corona Fire Department, and transfer one (1) surplus 2001 NABI transit bus to the City of Riverside Fire Department.

The motion carried unanimously.

9. AUTHORIZATION TO TRANSFER ONE (1) SURPLUS 2002 NABI TRANSIT BUS TO THE AMERICAN LEGION – LYNN MORT POST #200 IN LAKE ELSINORE

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

- Authorize the transfer of one (1) surplus 2002 NABI transit bus to the American Legion – Lynn Mort Post #200 in Lake Elsinore.

The motion carried unanimously.

10. AUTHORIZATION TO RENEW REVENUE AGREEMENT NO. 14-028 WITH THE CITY OF RIVERSIDE (CITY) FOR THE CITY EMPLOYEE PASS (CITY PASS) PROGRAM

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

- Authorize staff to renew Revenue Agreement No. 14-028 with the City of Riverside for reimbursement of up to \$16,949 in fare revenue for the City Employee Pass Program from July 1, 2014 through June 30, 2015.

The motion carried unanimously.

11. AUTHORIZATION TO RENEW REVENUE AGREEMENT WITH THE SUPERIOR COURTS OF CALIFORNIA, COUNTY OF RIVERSIDE, FOR ROUTE 50

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

- Authorize staff to renew its Revenue Agreement with the County of Riverside for reimbursement of operating expenses of \$161,442 for Route 50 from July 1, 2014, through June 30, 2015. The subject agreement will include five one-year options that, if exercised, will be based on the Agency's actual operating expenses in effect at that time.

The motion carried unanimously.

12. AUTHORIZATION TO RENEW COOPERATIVE AGREEMENT NO. 12-027 WITH SUNLINE TRANSIT AGENCY (SUNLINE) FOR THE SHARING OF OPERATING EXPENSES ON SUNLINE ROUTE 220

M/S/C (ASHLEY/LANE) approving and recommending 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 in the amount of \$103,700 for the Agency's share of operating expenses for the SunLine Route 220 from October 1, 2014 through September 30, 2015.

The motion carried unanimously.

13. AUTHORIZATION TO AWARD AGREEMENT NO. 14-019 TO DIVERSIFIED LANDSCAPE MANAGEMENT, INC., FOR BUS STOP IMPROVEMENTS AT THE GALLERIA AT TYLER MALL (GALLERIA)

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

- Authorize staff to award Agreement No. 14-019 to Diversified Landscape Management, Inc., for bus stop improvements at the Galleria in the amount of \$372,508.52, with a ten percent contingency of \$37,250.85 for a total not-to-exceed amount of \$409,759.37.

The motion carried unanimously.

11. BOARD MEMBER COMMENTS AND REMARKS

Director Ashley announced the Perris/Menifee Aquatic Center opened on Memorial Day. He said the facility is wonderful and encouraged everyone to visit.

Alternate Ron Roberts commented that the Perris Valley Line will be opening at the end of next year and would like Staff and the Board to begin planning on a bus terminal that will be able to service the station.

Committee Chairman Johnston congratulated Supervisor Ashley on his victory in the election held June 3, 2014.

Mr. Rubio announced that on June 19, 2014, a special Board of Directors meeting will be held at RTA Headquarters.

12. OTHER BUSINESS

None.

13. NEXT MEETING

Board Budget and Finance Committee Meeting  
Wednesday, July 2, 2014  
2:00 p.m.  
RTA Headquarters  
1825 Third Street  
Riverside, CA 92507

14. MEETING ADJOURNMENT

The meeting was adjourned at 2:38 p.m.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

July 2, 2014

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-June 2014 with projections through August 2014. This reporting period covers the end of FY14 and the first two months of FY15.

There are no cash flow issues anticipated during this reporting period.

Recommendation:

Receive and file.

**Riverside Transit Agency  
FY15 Cash Flow Projection**

	Actual											
1	General Account	6/20/2014	6/27/2014	7/4/2014	7/11/2014	7/18/2014	7/25/2014	8/1/2014	8/8/2014	8/15/2014	8/22/2014	8/29/2014
2	Est. Cash, Beg Balance (Book)	(119,986)	156,106	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						4,200,000				4,200,000	
5	LTF GASB 43/45						133,333				133,333	
6	FET Credit											
7	RIN's Credit				6,762				6,500			
8	LCFS					25,000						
8	CalPERS CERBT Disbursement											
9	Farebox	203,553	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
10	Total Other Farebox	32,952	149,756	12,982	1,560	34,396	72,521	253,842	22,286	13,299	91,764	37,335
11	Total Other Local	3,695	1,000	20,000	1,000	1,000	4,000	20,000	1,000	1,000	1,000	20,000
12	FTA Operating	152,642			936,279				591,652			
13	Capital - Local, State	53,758	15,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
14	Echo - FTA Capital	125,224	97,258	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
15	Transfer from Investment to Gen Acct.		2,310,190	487,952	1,677,400	160,554		509,283	2,081,562	181,951		575,790
16	<b>Disbursements:</b>											
17	Payroll = Net+Tax	(8,415)	(650,000)		(805,000)		(675,000)		(675,000)		(675,000)	
18	A/P Wires	(14,543)	(459,825)	(470,934)	(1,768,000)	(170,950)	(18,000)	(733,125)	(1,978,000)	(146,250)	(18,000)	(583,125)
19	A/P Checks	(147,962)	(175,000)	(185,000)	(185,000)	(185,000)	(185,000)	(185,000)	(185,000)	(185,000)	(185,000)	(185,000)
20	Capital Expenditures	(124,812)	(90,000)	(95,000)	(95,000)	(95,000)	(95,000)	(95,000)	(95,000)	(95,000)	(95,000)	(95,000)
21	Transfer to GASB Trust Acct.		(1,454,486)									
22	Actual Ending Book Balance / Targeted Minimum Balance	156,106	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

23	LAIF Account:											
24	Beginning balance	12,450,000	12,450,000	10,139,810	9,651,858	7,974,458	7,820,969	11,487,823	10,978,540	8,896,977	8,715,026	12,398,123
25	Quarterly Interest Income					7,065						
26	Transfers to/from Gen Acct.	-	(2,310,190)	(487,952)	(1,677,400)	(160,554)	3,666,854	(509,283)	(2,081,562)	(181,951)	3,683,097	(575,790)
27	Transfers to/from County Pool	-	-	-	-	-	-	-	-	-	-	-
28	Ending balance	12,450,000	10,139,810	9,651,858	7,974,458	7,820,969	11,487,823	10,978,540	8,896,977	8,715,026	12,398,123	11,822,333

29	County Pool Account:											
30	Beginning balance	8,504,087	8,520,108	8,520,108	8,520,108	8,523,115	8,523,115	8,523,115	8,523,115	8,523,115	8,523,115	8,527,625
31	Quarterly Interest Income	16,021			3,007						4,510	
32	Transfers to/from Gen Acct.	-	-	-	-	-	-	-	-	-	-	-
33	Transfers to/from LAIF	-	-	-	-	-	-	-	-	-	-	-
34	Ending balance	8,520,108	8,520,108	8,520,108	8,523,115	8,523,115	8,523,115	8,523,115	8,523,115	8,523,115	8,527,625	8,527,625

<i>Restricted</i>	9,977,728	8,523,242	8,520,108	8,523,115	8,523,115	8,523,115	8,523,115	8,523,115	8,523,115	8,523,115	8,527,625	8,527,625
<i>Available for Operating</i>	11,148,486	10,186,675	9,701,858	8,024,458	7,870,969	11,537,823	11,028,540	8,946,977	8,765,026	12,448,123	11,872,333	



RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

July 2, 2014

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 No. 14-035 with La Sierra University for Continuation of the University Pass Program

Summary: Since FY09, the Agency and La Sierra University (LSU) have partnered in a University Pass (U-Pass) program allowing LSU students, faculty and staff to ride the Agency's fixed-route transit network at a discounted fare which is reimbursed by LSU on a fixed-amount per-rider basis. The program is part of the Agency's successful college and university pass programs which encourage the use of public transit by offering an affordable and convenient alternate mode of transportation. The existing agreement between the Agency and LSU is due to expire on September 17, 2014.

The U-Pass program enables LSU students, faculty and staff members with valid University identification (ID) cards to board any RTA fixed-route bus by swiping their ID cards through the farebox reader. The ID cards contain an encoded magnetic stripe which is unique to each cardholder. The farebox records the cardholder ID number along with the date and time the trip is taken. Each trip is reimbursed by LSU at a discounted rate of \$.90 per-trip with a maximum cap of \$35 per-rider, per-month (the equivalent of a 30-day student pass).

The following table illustrates the monthly average and total ridership figures for each fiscal year since the program began in January 2009.

	<b>Monthly Average</b>	<b>Total</b>
FY09 *	512	3,072
FY 10	590	7,082
FY 11	700	8,403
FY 12	1,269	15,224
FY 13	1,339	16,069
FY 14 **	1,381	16,568
FY 15 (Projected)	1,386	16,631

(\* based on ridership for the 6 months from January, 2009, through June, 2009)

(\*\* based on a combination of ridership data through May, 2014, and projections through June, 2014)

Because the U-Pass program continues to encourage the use of mass transit, which reduces the number of vehicle trips in and around the LSU campus, LSU would like to continue its partnership with the Agency for an additional year. Ridership for the upcoming year is projected to be 1,386 trips per-month or 16,631 trips annually. If approved, the new agreement will begin September 18, 2014 and run through September 17, 2015.

Since the U-Pass program has been a huge success and beneficial to both the University and the Agency, in our discussions with LSU staff, staff asked if the University was interested in entering into a multi-year U-Pass agreement. According to LSU staff, budgeting is done on an annual basis and is driven by annual student enrollment. Thus, it becomes difficult to predict enrollment numbers or financially commit the University beyond the upcoming academic school year. Staff will continue to work closely with the University on ways to improve the U-Pass program.

Fiscal Impact:

Based on projected ridership for FY15, under the U-Pass program, LSU will reimburse the Agency up to \$18,101 in fare revenue. This amount includes the cost of the Agency's administrative overhead (marketing, accounting and contract administration).

Recommendation:

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

- Authorize staff to renew Revenue Agreement No. 14-035 with LSU to continue the U-Pass program with LSU reimbursing the Agency \$.90 per-trip with a maximum cap of \$35 per-rider per-month for a total not-to-exceed amount of \$18,101 from September 18, 2014 to September 17, 2015.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

July 2, 2014

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 No. 14-034 with California Baptist University for Continuation of the University Pass Program

Summary: Since FY10, the Agency and California Baptist University (CBU) have partnered in a University Pass (U-Pass) program allowing students, faculty and staff to ride the Agency's fixed-route transit network at a discounted fare which is reimbursed by CBU on a fixed-amount per-rider basis. The program is part of the Agency's successful college and university pass programs which encourage the use of public transit by offering an affordable and convenient alternate mode of transportation. The existing agreement between the Agency and CBU is due to expire on August 15, 2014.

The U-Pass program enables CBU students, faculty and staff members with valid University identification (ID) cards to board any RTA fixed-route bus by swiping their ID cards through the farebox reader. The ID cards contain an encoded magnetic stripe which is unique to each cardholder. The farebox records the cardholder ID number along with the date and time the trip is taken. Each trip is reimbursed by CBU at a discounted rate of \$.90 per-trip with a maximum cap of \$35 per-rider, per-month (the equivalent of a 30-day student pass).

The following table illustrates the monthly average and total ridership figures for each fiscal year since the program began in September 2009.

	<b>Monthly Average</b>	<b>Annual Total</b>
FY 10 *	1,448	14,487
FY 11	2,004	24,052
FY 12	2,859	34,308
FY 13	2,706	32,473
FY 14 **	2,482	29,787
FY15 (Projected)	2,671	32,047

(\* based on ridership for the 10 months from September, 2009, through June, 2010)

(\*\* based on a combination of ridership data through May, 2014, and projections through June, 2014)

Because the U-Pass program continues to encourage the use of mass transit, which reduces the number of vehicle trips in and around the CBU campus, CBU would like to continue its partnership with the Agency for an additional year. Ridership for the upcoming year is projected to be 2,671 trips per-month or 32,047 trips annually. If approved, the new agreement will begin on August 16, 2014 and run through August 15, 2015.

Since the U-Pass program has been a huge success and beneficial to both the University and the Agency, in our discussions with CBU staff, staff asked if the University was interested in entering into a multi-year U-Pass agreement. According to CBU staff, budgeting is done on an annual basis and is driven by annual student enrollment. Thus, it becomes difficult to predict enrollment numbers or financially commit the University beyond the upcoming academic school year. Staff will continue to work with the University on ways to improve the U-Pass program.

Fiscal Impact:

Based on projected ridership for FY15, under the U-Pass program, CBU will reimburse the Agency up to \$31,948 in fare revenue. This amount covers the cost of the Agency's administrative overhead (marketing, accounting and contract administration).

Recommendation:

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

- Authorize staff to renew Revenue Agreement No. 14-034 with CBU to continue the U-Pass program with CBU reimbursing the Agency \$.90 per-trip with a maximum cap of \$35 per-rider per-month for a total not-to-exceed amount of \$31,948 from August 16, 2014 to August 15, 2015.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

July 2, 2013

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Jim Kneepkens, Director of Marketing

SUBJECT: Free Bus Rides for Veterans for the Veterans Assistance League of Riverside (VALOR) Stand Down Event

Summary: Riverside County and its 28 cities are home to almost 200,000 military veterans. In 2013, the Board of Supervisors unanimously approved the new Veteran Assistance Leadership of Riverside County program known as VALOR. This program took effect on Veterans Day, November 11, 2013.

The VALOR program recognizes the contributions of our veterans and the sacrifices of their families. The Riverside County Board of Supervisors offers free entrance or admission to current and former military personnel, family members, and guests at many county events and facilities. This includes free parking at many buildings and facilities.

On October 18-19 from 8:30 a.m. to 4:30 p.m., VALOR is sponsoring the two-day Stand Down event for homeless veterans at the Perris Fairgrounds. The Stand Down is modeled after a concept used during the Vietnam War to provide a safe retreat for units returning from combat operations. Troops were able to take care of personal hygiene, get clean uniforms, enjoy warm meals, receive medical and dental care, send and receive letters, and enjoy the camaraderie of friends in a safe environment. The Riverside County Stand Down will bring a variety of services to one location to make it easier for homeless veterans to access medical and dental care, clothing, haircuts, Veterans Affairs (VA) services, housing, food, shelter and other resources.

The Stand Down will be from 8:30 a.m. to 4:30 p.m. on both days and is accessible by Route 19. To encourage attendance and provide access to the event, the event's organizers requested that Riverside Transit Agency (RTA) provide free, fixed-route bus

service for veterans, service members and their families. Since many veterans will require follow-up services, the organizers also requested 100 Veteran 1-Day passes be distributed as needed at the event. Since this is the inaugural event, the number of veterans and their family members that will attend is unknown, but several hundred are expected. How many attendees will ride the bus is also unknown but a recent similar one-day veteran event held at the March Air Reserve base resulted in RTA providing free bus trips for less than 30 attendees. Since Stand Down is a two-day event targeting homeless veterans, ridership is expected to be higher.

To ride free, all veterans, active-duty service members and their families will be required to provide identification including U.S. Department of Veterans Affairs issued photo ID card, any U.S. Uniformed Services ID card (active, retired, reserve or dependent) or an RTA-issued veteran photo ID.

Fiscal Impact:

The loss in revenue is estimated to be less than \$500 by providing this public service.

Recommendation:

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

- Authorize the Agency to offer free rides on all fixed-route buses on October 18-19, 2014 between 8 a.m. and 5 p.m. for veterans, service members and their families with appropriate identification attending the VALOR Stand Down event.
- Authorize staff to provide VALOR Stand Down event organizers with 100 Veteran 1-Day passes to be distributed at the event to veterans requiring follow-up services.