



July 1, 2015
2:00 p.m.

AGENDA

**Board Budget and Finance Committee Meeting
Riverside Transit Agency – Board Room
1825 Third Street
Riverside, CA 92507**

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 Riverside Transit Agency Board of Directors during the meeting, should contact the Riverside Transit Agency Clerk of the Board, telephone number (951) 565-5044, no fewer than two business days prior to this meeting to enable the Riverside Transit Agency to make reasonable arrangements to assure accessibility or language assistance for this meeting.

Agenda item descriptions are intended to provide members of the public a general summary of business to be conducted or discussed. Posting of any recommended action on an agenda item does not indicate what action will be taken. The Board of Directors may take any action it believes is appropriate on the agenda item and is not limited in any way by the notice of any recommendation.

All documents related to any agenda item are available for public inspection at www.riversidetransit.com or through the Clerk of the Board's office at the Riverside Transit Agency, 1825 Third Street, Riverside, CA 92507.

ITEM

RECOMMENDATION

- 1. CALL TO ORDER**
- 2. SELF-INTRODUCTIONS**

ITEM

RECOMMENDATION

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 – JUNE 3, 2015 COMMITTEE MEETING (P.3)

APPROVE

5. CASHFLOW PROJECTIONS (P.7)

RECEIVE AND FILE

6. AUTHORIZATION TO RENEW AGREEMENT NO. 15-027 WITH CALIFORNIA BAPTIST UNIVERSITY FOR THE UNIVERSITY PASS PROGRAM (P.9)

APPROVE

7. AUTHORIZATION TO AMEND AGREEMENT NO.10-035 WITH THE RIVERSIDE COMMUNITY COLLEGE DISTRICT FOR RENEWAL OF THE GO-PASS PROGRAM (P.11)

APPROVE

8. NEXT MEETING

Board Budget and Finance Committee Meeting
Wednesday, September 2, 2015, 2:00 p.m.
Riverside Transit Agency
1825 Third Street
Riverside, CA 92507

9. MEETING ADJOURNMENT

RTA BOARD BUDGET AND FINANCE COMMITTEE MEETING
Minutes
June 3, 2015

1. CALL TO ORDER

Committee Chairwoman Krupa called the Board Budget and Finance Committee meeting to order at 2:00 p.m., on June 3, 2015, in the RTA Board Room.

2. ROLL CALL

Committee Members Attending

1. Committee Chair Linda Krupa, City of Hemet
2. Second Vice-Chairman Frank Johnston, City of Jurupa Valley
3. Director Brenda Knight, City of Beaumont
4. Director Berwin Hanna, City of Norco
5. Director Maryann Edwards, City of Temecula
6. Alternate Barry Busch, County of Riverside, District V

Committee Members Absent

1. Chairman Andrew Kotyuk, City of San Jacinto
2. Director Randon Lane, City of Murrieta

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. Rohan Kuruppu, Director of Planning
7. Jim Kneepkens, Director of Marketing
8. Virginia Werly, Director of Contract Operations
9. Bob Bach, Director of Maintenance
10. Rick Kaczerowski, Director of Information Technologies
11. Natalie Zaragoza, Contracts Manager
12. Brad Weaver, Marketing Manager
13. Eric Ustation, Government Affairs Representative
14. Joe Forgiarini, Planning and Scheduling Manager
15. Joan Hepworth, Deputy Clerk of the Board

Other Attendees:

1. Donna Johnston, County of Riverside District II
2. Don White, Creative Bus Sales

3. PUBLIC COMMENTS – NON-AGENDA ITEMS

None.

Maryann Edwards arrived to the meeting at 2:02 p.m.

4. APPROVAL OF MINUTES – MAY 6, 2015 COMMITTEE MEETING

M/S/C (HANNA/KNIGHT) approving the May 6, 2015 committee meeting minutes.

The motion carried unanimously.

5. CASH FLOW PROJECTIONS

Mr. Fajnor presented the cash flow projections.

6. QUARTERLY CAPITAL STATUS

Mr. Fajnor presented the Quarterly Capital Status.

7. QUARTERLY NATURAL GAS PROCUREMENT STATUS REPORT

Mr. Fajnor presented the Quarterly Natural Gas Procurement Status report.

8. AUTHORIZATION TO RENEW REVENUE AGREEMENT # 15-023 WITH THE CITY OF RIVERSIDE (CITY) FOR THE CITY EMPLOYEE PASS (CITY PASS) PROGRAM

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

- Authorize staff to renew Revenue Agreement No. 15-023 with the City of Riverside for reimbursement of up to \$18,600 in fare revenue for the City Employee Pass Program from July 1, 2015 through June 30, 2016.

The motion carried unanimously.

9. AUTHORIZATION TO RENEW COOPERATIVE AGREEMENT NO. 12-027 WITH SUNLINE TRANSIT AGENCY FOR JOINT FUNDING OF SUNLINE ROUTE 220

M/S/C (KNIGHT/HANNA) 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 \$118,351.10 for the Agency's share of operating expenses for the SunLine Route 220 from October 1, 2015 through September 30, 2016.

The motion carried unanimously.

10. AUTHORIZATION TO AWARD AGREEMENT NO. 15-010 TO MERCURY TECHNOLOGY GROUP TO PROVIDE ORACLE HOSTING AND SUPPORT SERVICES

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

- Authorize staff to award Agreement No. 15-010 to Mercury Technology Group for Oracle Hosting and Support Services for a two-year base period with three one-year options in the amount not-to-exceed \$347,700.00.

The motion carried unanimously.

11. AUTHORIZATION TO AWARD AN AGREEMENT TO CREATIVE BUS SALES, INC. FOR 36 AEROTECH 12-PASSENGER VEHICLES

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

- Authorize staff to award an agreement to Creative Bus Sales, Inc. for the purchase of 36 Aerotech vehicles under the CalACT/MBTA Vehicle Cooperative Purchasing Agreement in an amount not to exceed \$3,098,796.27 which includes a 2.5 percent contingency.

The motion carried unanimously.

12. AUTHORIZATION TO EXERCISE 23 OPTIONS WITH GILLIG, LLC (GILLIG) FOR 40-FOOT REVENUE TRANSIT BUSES FOR IMPLEMENTATION OF NEW SERVICE

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

- Authorize staff to exercise 23 options with Gillig, LLC for 40-foot revenue transit buses for implementation of new service in an amount that shall not exceed \$13,998,492.60 which includes a \$100,000 contingency.

The motion carried unanimously.

13. BOARD MEMBER COMMENTS AND REMARKS

A comment was made by Director Berwin Hanna.

14. ANNOUNCEMENTS

None.

15. NEXT MEETING

Board Budget and Finance Committee Meeting
Wednesday, July 1, 2015,
2:00 p.m.
RTA Headquarters
1825 Third Street
Riverside, CA 92507

16. MEETING ADJOURNMENT

The meeting was adjourned at 2:35 p.m.

DRAFT

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 1, 2015

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-June 2015 with projections through August 2015. This reporting period covers the end of FY15 and the first two months of FY16.

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

Recommendation:

Receive and file.

**Riverside Transit Agency
FY16 Cash Flow Projection**

	Actual										
1 General Account	6/19/2015	6/26/2015	7/3/2015	7/10/2015	7/17/2015	7/24/2015	7/31/2015	8/7/2015	8/14/2015	8/21/2015	8/28/2015
2 Est. Cash, Beg Balance (Book)	(391,650)	5,342	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
3 Receipts:											
4 LTF Operating - recurring						4,080,909	1,485,000				4,080,909
5 LTF OPEB						150,000					150,000
6 RIN's Credit					10,000				10,000		
7 LCFS									26,000		
8 CalPERS CERBT Disbursement		1,103,265							90,000		
9 Farebox	184,445	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
10 Total Other Farebox	34,842	105,891		18,626	261,125	69,387		73,121	226,808	88,855	20,665
11 Total Other Local	2,898	1,000	30,000	2,000	2,000	6,500	25,000	7,000	2,000	2,000	2,000
12 FTA Operating	958,065			55,135				47,000			
13 Capital - Local, State		101,070	20,000	20,000	20,000	20,000	75,000	20,000	20,000	20,000	20,000
14 Echo - FTA Capital	289,681		45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
15 Transfer from Investment to Gen Acct.	143,810	835,047	2,264,670	888,239	56,712			2,646,879		823,146	
16 Disbursements:											
17 Payroll = Net+Tax	(1,814)	(750,000)		(925,000)		(755,000)		(760,000)		(765,000)	
18 A/P Wires	(175,510)	(266,615)	(2,284,670)	(29,000)	(319,838)	(29,000)	(767,223)	(2,004,000)	(177,580)	(139,000)	(506,918)
19 A/P Checks	(130,573)	(145,000)	(155,000)	(155,000)	(155,000)	(155,000)	(155,000)	(155,000)	(155,000)	(155,000)	(155,000)
20 Capital Expenditures	(8,850)	(90,000)	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)
21 Transfer to Investment from Gen	(900,000)					(3,512,796)	(787,778)		(167,228)		(3,736,657)
22 Transfer to OPEB Trust Acct.		(1,000,000)									
23 Actual Ending Book Balance / Targeted Minimum Balance	5,342	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

24 **LAIF Account:**

25 Beginning balance	5,700,000	6,600,000	5,764,953	3,500,283	2,612,044	2,571,480	6,084,276	6,882,054	4,235,175	4,412,403	3,589,257
26 Quarterly Interest Income					6,148						
27 Transfers to/from Gen Acct.	756,190	(835,047)	(2,264,670)	(888,239)	(56,712)	3,512,796	787,778	(2,646,879)	167,228	(823,146)	3,736,657
28 Transfers to/from County Pool	143,810	-	-	-	10,000	-	10,000	-	10,000	-	10,000
29 Ending balance	6,600,000	5,764,953	3,500,283	2,612,044	2,571,480	6,084,276	6,882,054	4,235,175	4,412,403	3,589,257	7,335,914

30 **County Pool Account:**

31 Beginning balance	9,321,828	9,178,018	9,178,018	9,178,018	9,180,327	9,170,327	9,170,327	9,160,327	9,160,327	9,150,327	9,150,327
32 Quarterly Interest Income		6,328		2,309							
33 Transfers to/from Gen Acct.	-	-	-	-	-	-	-	-	-	-	-
34 Transfers to/from LAIF	(143,810)	-	-	-	(10,000)	-	(10,000)	-	(10,000)	-	(10,000)
35 Ending balance	9,178,018	9,184,346	9,178,018	9,180,327	9,170,327	9,170,327	9,160,327	9,160,327	9,150,327	9,150,327	9,140,327

<i>Restricted</i>	10,378,018	9,184,346	9,178,018	9,180,327	9,170,327	9,320,327	9,310,327	9,310,327	9,300,327	9,300,327	9,440,327
<i>Available for Operating</i>	5,405,342	5,814,953	3,550,283	2,662,044	2,621,480	5,984,276	6,782,054	4,135,175	4,312,403	3,489,257	7,085,914
Avg Operating expenses per month =	4,925,000	4,925,000	5,750,000	5,750,000	5,750,000	5,750,000	5,750,000	5,750,000	5,750,000	5,750,000	5,750,000
No. of months Oper Cash On Hand =:	1.10	1.18	0.62	0.46	0.46	1.04	1.18	0.72	0.75	0.61	1.23

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 1, 2015

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Renew Agreement No. 15-027 with California Baptist University for the University Pass Program

Summary: The Agency and California Baptist University (CBU) have partnered in a college pass program that allows students, faculty and staff to ride the Agency's fixed-route transit network at a reduced fare which is reimbursed by CBU on a fixed-amount per-rider basis. The program which became known as the University Pass (U-Pass) began in FY10 and is part of the Agency's successful college and University pass programs. The U-Pass encourages 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, 2015.

The U-Pass 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.

	Monthly Average	Annual Total
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	2,438	29,256
FY 15 **	3,117	37,404

(* Ridership data from September 2009 through June 2010)

(**Actual ridership data through May 2015 and projections through June 2015)

Because the U-Pass encourages the use of mass transit, which reduces vehicular congestion in and around the CBU campus, CBU would like to renew its partnership with the Agency for an additional year. Ridership for the upcoming year is projected to be 3,154 trips per-month or 37,848 trips annually. If approved, the new agreement would become effective on August 16, 2015 and run through August 15, 2016.

Since the U-Pass continues to be a valuable benefit for both the University and the Agency, in our discussions with CBU staff, staff asked if the University would consider entering into a multi-year agreement. According to CBU staff, the University prepares its annual budget based on projected student enrollment. As such, 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 FY16, CBU will reimburse the Agency up to \$37,639 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 Agreement No. 15-027 with Cal Baptist University to continue the U-Pass program from August 16, 2015 through August 15, 2016. The Agreement will generate up to \$37,639 in fare revenue.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 1, 2015

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer
Jim Kneepkens, Director of Marketing

SUBJECT: Authorization to Amend Agreement No.10-035 with the Riverside Community College District for Renewal of the Go-Pass Program

Summary: At the December 17, 2009 Board of Directors meeting, the Board authorized the development and implementation of a five-year student pass program with the Riverside Community College District (RCCD). The student pass program became known as the Go-Pass and allowed Riverside City College and Moreno Valley College students to use their student identification cards to get unlimited rides on all RTA fixed-route and CommuterLink buses.

The program which began in August of 2010, was paid for by student fees of \$5.00 per term for part-time students (those registered for six units or less) and \$5.50 per term for full-time students (those registered for more than six units). The five-year program is due to expire on August 22, 2015.

Over the years, the Go-Pass program has been beneficial for the students, the colleges and the Agency, generating approximately \$250,000 in annual revenue. Student ridership has remained steady over the full five-year period as noted in the table below:

	Monthly Average	Annual Total
FY11	62,028	744,337
FY12	59,339	712,077
FY13	65,127	781,531
FY14	58,973	707,687
FY15*	67,937	815,211

(* Actual ridership data through May 2015 and projections through June 2015)

In September 2014, staff provided the Board with an update on the Agency's efforts to renew the Go-Pass agreement. At that same meeting, the Board approved the continuation of the program's pricing structure and also authorized staff to negotiate a new five-year agreement. Since the September Board meeting, staff has worked closely with RCCD on developing the framework for a new five-year agreement. However, in recent discussions with RCCD administration, they indicated a preference to extend the existing agreement for an additional four-year period. Staff concurs with this request. As such, on June 16, 2015, the RCCD's Board of Trustees approved a four-year extension to Agreement No.10-035.

If approved by the Board, the amendment would become effective August 23, 2015 and run through August 22, 2019. This agreement may be extended or renewed by the mutual consent of both parties.

Fiscal Impact:

During the proposed four-year extension period, staff estimates the agreement would generate an estimated \$250,000 per academic year in Go-Pass fees. The estimated revenue is based on current school enrollment numbers of 42,000 students each fall and spring terms, and 7,500 students each summer term.

Recommendation:

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

- Authorize staff to amend Agreement No. 10-035 with the Riverside Community College District to extend the Go-Pass program for a period of four years beginning August 23, 2015 through August 22, 2019. The agreement will be based on the program's existing pricing structure.