



October 7, 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 – SEPTEMBER 2, 2015 COMMITTEE MEETING (P.3)

APPROVE

5. CASHFLOW PROJECTIONS (P.6)

RECEIVE AND FILE

6. AUTHORIZATION TO AWARD AGREEMENT NO. 15-040 TO TREND OFFSET PRINTING FOR THE PRINTING OF THE AGENCY'S RIDE GUIDE BOOKLETS (P.8)

APPROVE

7. AUTHORIZATION TO AWARD AGREEMENT NO. 15-037 TO SIMPLEXGRINNELL LP FOR FACILITY CAMERA UPGRADES (P.11)

APPROVE

8. BOARD MEMBER COMMENTS

9. ANNOUNCEMENTS

10. NEXT MEETING

Board Budget and Finance Committee Meeting
Wednesday, November 4, 2015, 2:00 p.m.
Riverside Transit Agency
1825 Third Street
Riverside, CA 92507

11. MEETING ADJOURNMENT

RTA BOARD BUDGET AND FINANCE COMMITTEE MEETING
Minutes
September 2, 2015

1. **CALL TO ORDER**

Committee Chairwoman Krupa called the Board Budget and Finance Committee meeting to order at 2:01 p.m., on September 2, 2015, in the RTA Board Room.

2. **SELF INTRODUCTIONS**

The Clerk of the Board took roll call.

Committee Members Attending

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

Committee Members Absent

1. Chairman Andrew Kotyuk, City of San Jacinto

RTA Staff

1. Larry Rubio, Chief Executive Officer
2. Tammi Ford, Clerk of the Board of Directors
3. Tom Franklin, Chief Operating Officer
4. Craig Fajnor, Chief Financial Officer
5. Vince Rouzaud, Chief Procurement and Logistics Officer
6. Laura Camacho, Chief Administrative Services Officer
7. Rohan Kuruppu, Director of Planning
8. Jim Kneepkens, Director of Marketing
9. Virginia Werly, Director of Operations
10. Bob Bach, Director of Maintenance
11. Rick Kaczerowski, Director of Information Technologies
12. Natalie Zaragoza, Director of Contracts
13. Brad Weaver, Marketing Manager
14. Eric Ustation, Government Affairs Manager
15. Joe Forgiarini, Planning and Scheduling Manager
16. Joan Hepworth, Deputy Clerk of the Board of Directors

Other Attendees:

1. Donna Johnston, County of Riverside District II

3. **PUBLIC COMMENTS – NON-AGENDA ITEMS**

None.

4. **APPROVAL OF MINUTES – JULY 1, 2015 COMMITTEE MEETING**

M/S/C (JOHNSTON/HANNA) approving the July 1, 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 INVESTMENT REPORT**

Mr. Fajnor presented the Quarterly Investment Report.

8. **QUARTERLY NATURAL GAS PROCUREMENT STATUS REPORT**

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

9. **ANNUAL REPORT FOR PUBLIC AGENCIES SELF-INSURED FOR WORKERS' COMPENSATION BENEFITS**

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

- Receive and file.

The motion carried unanimously.

10. **AUTHORIZATION TO AWARD AGREEMENT NO. 15-024 TO STANLEY CONVERGENT SECURITY SOLUTIONS, INC. FOR THE PURCHASE AND INSTALLATION OF AN ACCESS CONTROL SYSTEM**

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

- Authorize staff to award Agreement No. 15-024 to Stanley Convergent Security Solutions, Inc. for the purchase and installation of an Access Control System in the amount of \$359,462, with a ten percent contingency of \$35,946 for a total not-to-exceed project budget of \$395,408.

The motion carried unanimously.

11. **AUTHORIZATION TO AWARD AGREEMENT NO. 15-016 TO DAN BOYLE AND ASSOCIATES, INC. FOR SCHEDULING SERVICES; AUTHORIZATION TO ENTER INTO A LICENSE AGREEMENT WITH GIRO, INC. FOR HASTUS SCHEDULING SOFTWARE**

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

- Authorize staff to award Agreement No. 15-016 to Dan Boyle and Associates, Inc. for scheduling services for a two-year base period with two one-year options in the amount of \$875,130 with a 10% contingency of \$87,513 for a total not-to-exceed contract amount of \$962,643.
- Authorize staff to enter into annual Agreements with GIRO, Inc. for a temporary HASTUS license during the term of the above Agreement.

The motion carried unanimously.

12. **BOARD MEMBER COMMENTS**

Comments were made by the following Board members: Director Brenda Knight, Director Berwin Hanna, Second Vice-Chairman Frank Johnston, Director Maryann Edwards, Alternate Barry Busch, Director Randon Lane, Clerk of the Board Tammi Ford, and Committee Chair Linda Krupa.

13. **ANNOUNCEMENTS**

Larry Rubio made an announcement.

14. **NEXT MEETING**

Board Budget and Finance Committee Meeting
Wednesday, October 7, 2015, 2:00 p.m.
RTA Headquarters
1825 Third Street
Riverside, CA 92507

15. **MEETING ADJOURNMENT**

The meeting was adjourned at 2:32 p.m.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

October 7, 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 late-September 2015 with projections through November 2015. This reporting period covers the first five 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	9/25/2015	10/2/2015	10/9/2015	10/16/2015	10/23/2015	10/30/2015	11/6/2015	11/13/2015	11/20/2015	11/27/2015
2	Est. Cash, Beg Balance (Book)	4,318,223	11,718	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
3	Receipts:										
4	LTF Operating - recurring					4,088,131					4,088,131
5	LTF OPEB					281,667					281,667
6	RIN's Credit		9,157		10,000				10,000		
7	LCFS									35,000	
8	CalPERS CERBT Disbursement	200,855							100,000		
9	Farebox	142,627	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
10	Total Other Farebox	933	186,743	13,813	62,982	289,149		157,546	221,382	72,907	57,323
11	Total Other Local	94	30,000	2,000	2,000	2,000	31,000	7,000	2,000	2,000	2,000
12	FTA Operating					46,008		45,500			
13	Capital - Local, State	18,307		5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
14	Echo - FTA Capital	49,137				10,000	10,000	10,000	10,000	10,000	10,000
15	Transfer from Investment to Gen Acct.	8,979	2,614,233	594,297	739,018		1,263,000	2,127,134	580,618	125,033	
16	Disbursements:										
17	Payroll = Net+Tax	(1,144)	(730,000)		(740,000)		(740,000)		(740,000)		(740,000)
18	A/P Wires	(198,551)	(2,021,851)	(565,110)	(29,000)	(239,940)	(519,000)	(2,302,180)	(139,000)	(199,940)	(254,000)
19	A/P Checks	(97,696)	(155,000)	(155,000)	(155,000)	(155,000)	(155,000)	(155,000)	(155,000)	(155,000)	(155,000)
20	Capital Expenditures	(30,046)	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)
21	Transfer to Investment from Gen	(4,400,000)				(4,432,015)					(3,400,121)
22	Transfer to OPEB Trust Acct.										
23	Actual Ending Book Balance / Targeted Minimum Balance	11,718	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

24 LAIF Account:

25	Beginning balance	5,850,000	10,250,000	7,637,669	7,043,372	6,308,073	10,740,088	9,477,088	7,349,954	6,769,335	6,644,303
26	Quarterly Interest Income				3,718						
27	Transfers to/from Gen Acct.	4,391,021	(2,614,233)	(594,297)	(739,018)	4,432,015	(1,263,000)	(2,127,134)	(580,618)	(125,033)	3,400,121
28	Transfers to/from County Pool	8,979	1,902	-	-	-	-	-	-	-	-
29	Ending balance	10,250,000	7,637,669	7,043,372	6,308,073	10,740,088	9,477,088	7,349,954	6,769,335	6,644,303	10,044,424

30 County Pool Account:

31	Beginning balance	25,694,358	25,690,163	25,688,261	25,693,706	25,693,706	25,693,706	25,693,706	25,693,706	25,693,706	25,693,706
32	Quarterly Interest Income	4,784		5,446							
33	Transfers to/from Gen Acct.	-	-	-	-	-	-	-	-	-	-
34	Transfers to/from LAIF	(8,979)	(1,902)	-	-	-	-	-	-	-	-
35	Ending balance	25,690,163	25,688,261	25,693,706	25,693,706	25,693,706	25,693,706	25,693,706	25,693,706	25,693,706	25,693,706

<i>Restricted</i>	26,265,164	26,263,262	26,268,707	26,268,707	26,550,374	26,550,374	26,550,374	26,550,374	26,550,374	26,550,374	26,832,041
<i>Available for Operating</i>	9,686,717	7,112,668	6,518,371	5,783,072	9,933,420	8,670,420	6,543,286	5,962,667	5,837,635	8,956,089	
Avg Operating expenses per month =	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	5,750,000	5,750,000
No. of months Oper Cash On Hand =:	1.68	1.24	1.13	1.01	1.73	1.51	1.14	1.04	1.02	1.56	

RIVERSIDE TRANSIT AGENCY
1825 Third St.
Riverside, CA 92507

October 7, 2015

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. 15-040 to Trend Offset Printing for the Printing of the Agency's Ride Guide Booklets

Summary: The Ride Guide is a printed booklet provided by the Agency to its customers describing its services such as how to ride the bus, where to purchase bus passes, points of interest within the county, connections to other transit agencies and maps and timetables for each route. It is published three (3) times each year (January, May and September) in lots of approximately 135,000 copies per printing.

Historically, Ride Guides have been printed using the saddle stitching method of binding. Saddle-stitched binding is among the easiest and most common methods of booklet binding. It is a soft type of binding which uses staples on the seam or spine of a book or booklet where it folds and is ideal for binding smaller booklets and catalogs.

For larger items, the method of binding typically used is called perfect binding. Perfect binding, also known as adhesive binding, applies an adhesive to the spine of gathered pages which, when dry, keeps them securely bound. Commonly, a soft paper or paperboard cover (a paperback) is attached over the binding adhesive. This method is generally more costly than saddle-stitched binding. Paperback novels and telephone books are examples of this method of binding. Three years ago, the Ride Guide consisted of 192 pages; it is now 212 pages which requires a change to the perfect binding method.

On August 6, 2015, staff issued Invitation for Bids (IFB) 15-040 for Printing of RTA Ride Guides. The IFB 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 of those cities that are members of the Joint Powers Agreement (JPA). On September 3, 2015, the Agency received bids from the following vendors:

Firm Name	Base Year*	Opt. Year 1	Opt. Year 2	Total Amount
Trend Offset Printing, Los Alamitos, CA	\$76,199.38	\$116,585.04	\$118,871.01	\$311,655.43
iColor Printing, Los Angeles, CA	\$83,646.00	\$129,860.58	\$133,105.68	\$346,612.26
Liberty Press, Springville, UT	\$114,176.00	\$169,548.00	\$167,856.00	\$451,580.00
Advanced Web Offset, Vista, CA	\$121,068.00	\$184,210.20	\$186,802.20	\$492,080.40

*Year 1 only has two production runs (January, May)

In addition, the Agency received one "no bid" response.

Bids were reviewed by staff to ensure compliance with the requirements of the IFB. Based on the above pricing, staff recommends awarding a one-year agreement with two, one-year options to Trend Offset Printing, the lowest responsive and responsible bidder. If approved, the total amount for the three-year agreement would be \$311,655.43.

Staff also recommends including a five percent contingency of \$15,582.77 to be utilized in the event of unforeseen circumstances such as increased print quantities or the need for additional pages due to service expansion. Such use would be subject to future change orders or amendments to the proposed agreement if needed.

Fiscal Impact:

This item is included in the Board approved FY16 operating budget. Funding to cover this request is in the form of Local Transportation Funds (LTF) and other local revenues. A profile of the proposed funding is shown below:

Funding Source		
LTF	Measure A	Total
\$ 64,000.28	\$ 16,009.07	\$ 80,009.35

Funding for these services beyond the current fiscal year will be included in future fiscal year budget requests.

Recommendation:

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

- Authorize staff to award a one-year agreement with two, one-year options to Trend Offset Printing for printing of Ride Guide booklets in an amount not to exceed \$311,655.43 with a five percent contingency of \$15,582.77 for a total not to exceed amount of \$327,238.20.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

October 7, 2015

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. 15-037 to SimplexGrinnell LP for Facility Camera Upgrades

Summary: One of this year's capital projects is the upgrade of the Agency's existing video surveillance equipment along with the installation of additional video security cameras for the Riverside, Hemet and Corona Transit Center facilities. The objective of this project is to increase security and visibility in all areas of these facilities on a 24/7 basis.

A key component of the project will be the new network video recorders (NVRs) which will replace the existing units that have been in place since 2009. These new NVRs will provide a minimum of 30-days of video storage at each location and will enable faster video playback functions. The increase in storage is key to ensuring videos are not lost by being overwritten before Agency staff can download key events. The upgrade will also include the addition of twenty-five (25) video cameras in Riverside, nine (9) video cameras in Hemet and six (6) video cameras in Corona. Finally, both the dispatch areas in Riverside and in Hemet will receive new video review panels to monitor the system.

On August 7, 2015, staff issued Invitation for Bid (IFB) No. 15-037. 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 of those cities that are members of the Joint Powers Agreement (JPA). On September 10, 2015, the Agency received bids from the following vendors:

Firm Name	Bid Amount
SimplexGrinnell LP, Rancho Cucamonga, CA	\$224,239.98
Patriot Security Systems, Inc., Wildomar, CA	\$231,300.00
JM Fiber Optics, Chino, CA	\$234,469.54
Technical Security Integration, Ventura, CA	\$271,509.40
Convergint Technologies, Orange, CA	\$280,000.00
VAS Security Systems, Hayward, CA	\$339,650.00
Veteran's Communication Svcs., Ontario, CA	\$345,630.00

In addition, the Agency received two "no bid" responses.

Staff carefully reviewed the low bidder’s submittal to ensure it complied with the requirements of the IFB and that pricing was consistent with the Agency’s cost estimate. Based on this review and the above pricing, staff recommends awarding a contract to SimplexGrinnell LP, the lowest responsive and responsible bidder.

Staff also recommends the Board authorize a ten percent contingency in the amount of \$22,424 be added to the project budget for use in the event of unforeseen circumstances. Such use would be subject to a future change order or amendment to the proposed agreement if necessary.

Fiscal Impact:

Funding for this project was included in the Agency’s capital budget approved by the Board in the form of 100 percent Proposition 1B Security funds.

Funding Source		
Prop. 1B	Other	Total
\$ 246,663.98	\$ ---	\$ 246,663.98

Recommendation:

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

- Authorize staff to award Agreement No. 15-037 to SimplexGrinnell for facility camera upgrades in the amount of \$224,239.98; with further authorization for an additional amount of \$22,424.00 as contingency for a total not to exceed project budget of \$246,663.98.