



July 6, 2016
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 1, 2016 COMMITTEE MEETING (P.3)

APPROVE

5. CASH FLOW PROJECTIONS (P.6)

RECEIVE AND FILE

6. AUTHORIZATION TO RENEW AGREEMENT NO. 16-014 WITH CALIFORNIA BAPTIST UNIVERSITY TO CONTINUE THE UNIVERSITY PASS PROGRAM (P.8)

APPROVE

7. AUTHORIZATION TO RENEW AGREEMENT NO. 16-015 WITH LA SIERRA UNIVERSITY TO CONTINUE THE UNIVERSITY PASS PROGRAM (P.10)

APPROVE

8. AUTHORIZATION TO AWARD INVITATION FOR BID NO. 16-026 TO FRITTS FORD FOR THE PURCHASE OF 20 MODEL YEAR 2016, FORD FOCUS VEHICLES (P.12)

APPROVE

9. BOARD MEMBER COMMENTS

10. ANNOUNCEMENTS

11. NEXT MEETING

Wednesday, September 7, 2016, 2:00 p.m.
Riverside Transit Agency
1825 Third Street
Riverside, CA 92507

12. MEETING ADJOURNMENT

RTA BOARD BUDGET AND FINANCE COMMITTEE MEETING
Minutes
June 1, 2016

1. **CALL TO ORDER**

Chairman Frank Johnston called the Board Budget and Finance Committee meeting to order at 2:00 p.m., on June 1, 2016, in the RTA Board Room.

2. **SELF INTRODUCTIONS**

Self-introductions, of those in attendance were dispensed with. The Clerk of the Board recorded attendance.

Committee Members Attending

1. Committee Chair Brenda Knight, City of Beaumont
2. Chairman Frank Johnston, City of Jurupa Valley
3. Director Dick Haley, City of Corona
4. Director Berwin Hanna, City of Norco
5. Director Linda Krupa, City of Hemet
6. Director Maryann Edwards, City of Temecula
7. Director John Zaitz, City of Canyon Lake
8. Director Joyce McIntire, City of Calimesa
9. Director Chuck Washington, County of Riverside, District III
10. Alternate Barry Busch, County of Riverside, District V

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

Other Attendees

1. Donna Johnston, City of Jurupa Valley

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

None.

4. **APPROVAL OF MINUTES – MAY 4, 2016 COMMITTEE MEETING**

M/S/C (McINTIRE/HANNA) approving the May 4, 2016 committee meeting minutes.

The motion carried with 8 affirmative votes and 1 abstention (WASHINGTON).

5. **CASH FLOW PROJECTIONS**

Mr. Fajnor presented the cash flow projections.

Committee Chair Brenda Knight arrived to the meeting at 2:02 p.m. A brief recess was held and Committee Chair Knight assumed the Chair position.

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 PURCHASE AND IMPLEMENT THE DRIVERMATE SOFTWARE MODULE FROM TRAPEZE SOFTWARE GROUP, INC. (TRAPEZE)**

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

- Authorize staff to purchase and implement the DriverMate software module from Trapeze Software Group, Inc. in the amount of \$85,686 which includes the software license fee, installation support and two years of software maintenance.

The motion carried unanimously.

9. **AUTHORIZATION TO AMEND AGREEMENT NO. 15-001 WITH EMPIRE TRANSPORTATION FOR FIXED ROUTE AND REGIONAL COMMUTER SERVICES AS THE RESULT OF CALIFORNIA'S NEW MINIMUM WAGE LAW, SENATE BILL 3; AND SERVICE LEVEL INCREASES IN THE AGENCY'S FY17 OPERATING PLAN**

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

- Authorize staff to amend Agreement No. 15-001 with Empire Transportation for Fixed Route and Regional Commuter Services in the amount of \$4,001,002.88 to cover the incremental increase in minimum wage (Senate Bill 3) and the additional revenue service hours included in the approved FY17 Operating Plan.

The motion carried unanimously.

10. **BOARD MEMBER COMMENTS**

Board member comments were made by Director Maryann Edwards, Director Chuck Washington, Committee Chair Brenda Knight, Director Berwin Hanna, First Vice-Chair Linda Krupa and Chairman Frank Johnston.

11. **ANNOUNCEMENTS**

Larry Rubio made an announcement.

12. **NEXT MEETING**

Wednesday, July 6, 2016, 2:00 p.m.
Riverside Transit Agency
1825 Third Street
Riverside, CA 92507

13. **MEETING ADJOURNMENT**

The meeting was adjourned at 2:40 p.m.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 6, 2016

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 2016 with projections through August 2016. This reporting period covers the end of FY16 and the first two months of FY17.

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

Recommendation:

Receive and file.

**Riverside Transit Agency
FY17 Cash Flow Projection**

	Actual											
1	General Account	6/24/2016	7/1/2016	7/8/2016	7/15/2016	7/22/2016	7/29/2016	8/5/2016	8/12/2016	8/19/2016	8/26/2016	9/2/2016
2	Est. Cash, Beg Balance (Book)	(91,678)	(32,476)	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
3	Receipts:											
4	LTF Operating - recurring					4,661,024					4,661,024	
5	LTF OPEB					277,778					277,778	
6	FET Credit					86,770					83,000	
7	RIN's Credit			20,000				19,000				17,000
8	LCFS								110,000			
9	CalPERS CERBT Disbursement	92,145			88,078				90,000			
10	Farebox	106,694	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
11	Total Other Farebox	28,771		127,460	102,513		314,692		45,000	68,583	239,556	20,000
12	Total Other Local	157	5,000	10,150	5,000	5,000	9,500	10,150	5,000	5,000	5,000	10,150
13	FTA Operating			7,786		27,473		15,191			26,722	
14	Capital - Local, State	142,287	4,973,449				7,000	7,000	7,000	7,000	7,000	7,000
15	Echo - FTA Capital	69,032	26,006	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
16	Transfer from Investment to Gen Acct.	807,602	3,736,532	2,239,605	67,909		778,408	2,963,659		1,774,417		2,904,875
17	Disbursements:											
18	Payroll = Net+Tax	(770,964)	(1,073)	(1,100,000)		(800,000)		(805,000)		(810,000)		(814,025)
19	A/P Wires	(127,745)	(1,259,372)	(1,260,000)	(218,500)	(75,000)	(1,064,600)	(2,165,000)	(186,465)	(75,000)	(206,970)	(2,100,000)
20	A/P Checks	(219,222)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)
21	Capital Expenditures	(69,555)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(980,000)	(55,000)	(55,000)
22	Transfer to Investment from Gen Acct.		(5,053,757)			(4,138,045)			(25,535)		(5,048,110)	
23	Transfer to OPEB Trust Acct.		(2,264,309)									
24	Actual Ending Book Balance / Targeted Minimum Balance	(32,476)	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

25 LAIF Account:

26	Beginning balance	9,200,000	8,400,000	4,663,468	2,423,864	2,373,978	6,425,253	5,646,845	2,683,186	2,708,721	1,859,304	6,824,414
27	Quarterly Interest Income				18,023							
28	Transfers to/from Gen Acct.	(800,000)	(3,736,532)	(2,239,605)	(67,909)	4,051,275	(778,408)	(2,963,659)	25,535	(849,417)	4,965,110	(2,904,875)
29	Ending balance	8,400,000	4,663,468	2,725,481	2,373,978	6,425,253	5,646,845	2,683,186	2,708,721	1,859,304	6,824,414	3,919,539

30 County Pool Account:

31	Beginning balance	6,886,722	6,886,722	6,886,722	6,887,907	6,887,907	6,887,907	6,887,907	6,887,907	6,887,907	6,887,907	6,887,907
32	Quarterly Interest Income			1,185								
33	Transfers to/from Gen Acct.	-	-	-	-	-	-	-	-	-	-	-
34	Ending balance	6,886,722	6,886,722	7,189,524	6,887,907	6,887,907	6,887,907	6,887,907	6,887,907	6,887,907	6,887,907	6,887,907

35 CalTrust Account:

36	Beginning balance	10,282,051	10,282,051	15,335,807	15,341,368	15,341,368	15,428,138	15,428,138	15,437,109	15,437,109	14,512,109	14,595,109
37	Quarterly Interest Income			5,561				8,971				
38	Transfers to/from Gen Acct.	(7,602)	5,053,757	-	-	86,770	-	-	-	(925,000)	83,000	-
39	Ending balance	10,274,449	15,335,807	15,642,985	15,341,368	15,428,138	15,428,138	15,437,109	15,437,109	14,512,109	14,595,109	14,595,109

<i>Restricted</i>	19,426,174	22,223,223	22,833,203	22,229,969	22,594,517	22,594,517	22,603,488	22,603,488	21,678,488	22,039,266	22,039,266
<i>Available for Operating</i>	6,102,521	4,712,774	2,774,787	2,423,284	6,196,781	5,418,373	2,454,714	2,480,249	1,630,832	6,318,164	3,413,289
Avg Operating expenses per month =>	5,750,000	6,250,000	6,250,000	6,250,000	6,250,000	6,250,000	6,250,000	6,250,000	6,250,000	6,250,000	6,250,000
No. of months Oper Cash On Hand =>	1.06	0.75	0.40	0.39	0.99	0.87	0.39	0.40	0.26	1.01	0.55

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 6, 2016

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. 16-014 with California Baptist University to Continue the University Pass Program

Summary: Since FY2010, California Baptist University (CBU) has participated in a college pass program known as the U-Pass that allows students, faculty and staff members to ride the Agency's fixed-route transit network at a reduced fare which is reimbursed by CBU on a fixed-amount per-ride basis. The program is part of the Agency's successful college and University pass programs which encourages the use of public transit by offering an affordable and alternate mode of transportation.

The U-Pass is structured so that students, faculty and staff can use their University issued identification (ID) cards to board any RTA fixed-route or CommuterLink bus by swiping their ID cards through the farebox reader. The ID cards are encoded with a 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-unique rider, per-month (the equivalent of a 30-day student pass).

The existing agreement between the Agency and CBU is due to expire on August 15, 2016. Because the U-Pass continues to be popular with participants as well as reduces the number of vehicles traveling in and around the campus, CBU would like to renew its partnership with the Agency for the upcoming academic school year.

Over the last several years, ridership has averaged approximately 33,000 trips annually. Based on the most recent trend data, staff is projecting ridership will increase to approximately 3,735 trips per-month for a total of 44,815 trips. This increase is attributed to student enrollment numbers which are up almost ten percent from the previous year and is projected to increase again in the fall. If approved, the new agreement would become effective on August 16, 2016 and run through August 15, 2017.

In discussing the renewal of the program with CBU, staff again explored the possibility of entering into a multi-year agreement as the program

continues to be beneficial for both the University and the Agency. Staff was advised that the University prepares its annual budget based on projected student enrollment and that it is difficult to predict enrollment numbers beyond the upcoming academic school year. Because the annual cost of the U-Pass is based on the number of students participating in the program, which is a subset of overall student enrollment, the University is unwilling to enter into an agreement longer than a one-year period.

Fiscal Impact:

Based on projected ridership for the upcoming year, staff anticipates the program will generate approximately \$43,633.74 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. 16-014 with Cal Baptist University to continue the U-Pass program from August 16, 2016 through August 15, 2017. The Agreement will generate up to \$43,633.74 in fare revenue.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 6, 2016

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. 16-015 with La Sierra University to Continue the University Pass Program

Summary: Since FY2009, La Sierra University (LSU) has participated in the Agency's college pass program known as the U-Pass that allows students to ride the Agency's fixed-route transit network at a reduced fare which is reimbursed by LSU on a fixed-amount per-ride basis. The program is part of the Agency's successful college and University pass programs which encourages the use of public transit by offering an affordable and alternative mode of transportation.

The U-Pass is structured so that students can use their University issued identification (ID) cards to board any RTA fixed-route or CommuterLink bus by swiping their ID cards through the farebox reader. The ID cards are encoded with a 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-unique rider, per-month (the equivalent of a 30-day student pass).

The existing agreement between the Agency and LSU is due to expire on September 28, 2016. Because the U-Pass continues to be popular with students as well as reduces the number of vehicles traveling in and around the LSU campus, LSU would like to renew its partnership with the Agency for the upcoming school year.

Over the last several years, ridership has averaged approximately 15,000 trips annually. Based on the most recent trend data, staff is projecting ridership for FY17 will be lower. Staff believes the decrease in ridership is a combination of factors such as increased auto sales, low gas prices economic conditions, etc. For the new-year, ridership is projected to be 762 trips per-month or 9,139 trips annually. If approved, the new agreement will begin September 29, 2016 and run through September 28, 2017.

In discussing the renewal of the program with LSU, staff again explored the possibility of entering into a multi-year agreement as the program continues to be beneficial for both the University and the Agency. Staff was advised that the University prepares its annual budget based on projected student enrollment and that it is difficult to predict enrollment numbers beyond the upcoming academic school year. Because the annual cost of the U-Pass is based largely on the number of students participating in the program, which is a subset of overall student enrollment, the University is unwilling to enter into an agreement longer than a one-year period.

Fiscal Impact:

Based on projected ridership for the upcoming year, staff estimates the program will generate approximately \$11,525.34 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. 16-015 with La Sierra University to continue the U-Pass program from September 29, 2016 through September 28, 2017. The agreement will generate up to \$11,525.34 in fare revenue.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 6, 2016

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Award Invitation for Bid No. 16-026 to Fritts Ford for the Purchase of 20 Model Year 2016, Ford Focus Vehicles

Summary: Staff is requesting authorization to award a contract to Fritts Ford for the purchase of 20 compact vehicles. Fifteen of these vehicles will be used by coach operators for driver relief, four will be used by operations supervisors and one vehicle will be assigned to the Travel Training Department. The new vehicles are considered replacements for vehicles that have exceeded their useful service life as defined by the Federal Transit Administration (FTA). These vehicles were included in the Agency's capital budget previously approved by the Board.

On June 8, 2016, staff issued Invitation for Bids (IFB) No. 16-026. The procurement was publicly advertised in a newspaper of general circulation and a notice was posted on the Agency's website. 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).

Additionally, prior to issuing the IFB, staff reached out to auto dealerships throughout the Agency's service area to see if there was an interest in scheduling a face-to-face meeting to discuss the requirements of the IFB. The dealerships contacted are identified in the table below:

Vendor Name/Location	Vendor Name/Location
Fritts Ford, Riverside	Gosch Ford, Hemet
Hemborg Ford, Norco	Citrus Motors, Ontario
Lake Chevrolet, Lake Elsinore	Gosch Ford, Temecula
Gosch Nissan/Hyundai, Hemet	Diamond Valley Honda, Hemet
Pedder Nissan, Hemet	VIP Autos, Hemet
Moss Bros, Moreno Valley	Raceway Ford, Riverside
DCH Auto Group, Temecula	John Hine Mazda/Subaru, Temecula
Temecula Hyundai, Temecula	Temecula Nissan, Temecula
Temecula Valley Toyota, Temecula	Riverside Metro Auto Group, Riverside

As a result of this outreach, staff was able to schedule and visit a total of nine dealerships located in Riverside, Moreno Valley, Lake Elsinore, Hemet, Temecula and Ontario. Visits were conducted on June 9, 10, and 17, 2016. These visits were well received with dealer representatives expressing their appreciation for staff taking the time to walk them through the Agency’s IFB requirements and required documents.

On June 24, 2016, the Agency received bids from the following four vendors:

Vendor Name/Location	Qty	Unit Cost	Total (all fees, taxes, etc.)	Extended Amount
Fritts Ford, Riverside CA	20	\$ 16,046.78	\$ 17,339.27	\$ 346,785.40
Citrus Motors, Inc., Ontario, CA	20	\$ 16,863.00	\$ 18,220.79	\$ 364,415.80
Lake Chevrolet, Lake Elsinore CA	20	\$ 18,271.80	\$ 19,733.54	\$ 394,670.80
Riverside Metro Dealer, Riverside CA	20	\$ 21,720.75	\$ 23,455.39	\$ 469,107.80

In addition, the Agency received two “No-Bid” responses from Temecula Hyundai and Temecula Mazda. Both dealerships stated that their particular vehicle brands could not comply with the Buy America requirements. The low bid submitted by Fritts Ford was thoroughly reviewed to ensure it complied with the requirements of the IFB. Based on the above pricing, staff recommends award to Fritts Ford, the lowest responsive and responsible bidder.

Fiscal Impact:

This item was included in the Board approved capital budget in the form of FTA Sections 5307 and 5310; State Transit Assistance (STA) and other local revenues. The proposed project funding is shown below:

Funding Source				
Federal Section 5307	Federal Section 5310	STA	*Other	Total
\$ 243,805.80	\$ 17,339.27	\$ 60,951.45	\$ 24,688.88	\$ 346,785.40

*Insurance Proceeds

Recommendation:

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

- Authorize staff to award IFB No. 16-026 to Fritts Ford for the purchase of 20, model year 2016 Ford Focus vehicles in the amount of \$346,785.40.