



October 5, 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 – SEPTEMBER 7, 2016 COMMITTEE MEETING (P.3)

APPROVE

5. CASH FLOW PROJECTIONS (P.7)

RECEIVE AND FILE

6. AUTHORIZATION TO AWARD AN AGREEMENT TO A-Z BUS SALES FOR THE PURCHASE OF 30 GLAVAL UNIVERSAL 12-PASSENGER VEHICLES (P.9)

APPROVE

7. BOARD MEMBER COMMENTS

8. ANNOUNCEMENTS

9. NEXT MEETING

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

10. MEETING ADJOURNMENT

RTA BOARD BUDGET AND FINANCE COMMITTEE MEETING
Minutes
September 7, 2016

1. CALL TO ORDER

Committee Chair Brenda Knight called the Board Budget and Finance Committee meeting to order at 2:00 p.m., on September 7, 2016, in the RTA Board Room.

2. SELF INTRODUCTIONS

Self-introductions of those in attendance took place.

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. Alternate Barry Busch, County of Riverside, District V

Committee Members Absent:

1. Director Chuck Washington, County of Riverside, District III

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. Virginia Werly, Director of Operations
9. Jim Kneepkens, Director of Marketing
10. Rohan Kuruppu, Director of Planning
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
17. Melissa Blankenship, Buyer

Other Attendees

1. Donna Johnston, City of Jurupa Valley

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

None.

4. **APPROVAL OF MINUTES – JULY 6, 2016 COMMITTEE MEETING**

M/S/C (ZAITZ/KRUPA) approving the July 6, 2016 committee meeting minutes.

The motion carried unanimously.

5. **CASH FLOW PROJECTIONS**

Mr. Fajnor presented the cash flow projections.

Committee Chair Knight moved to receive and file this item. The motion carried unanimously.

6. **QUARTERLY CAPITAL STATUS**

Mr. Fajnor presented the quarterly capital status.

Committee Chair Knight moved to receive and file this item. The motion carried unanimously.

7. **QUARTERLY INVESTMENT REPORT**

Mr. Fajnor presented the quarterly investment report.

Committee Chair Knight moved to receive and file this item. The motion carried unanimously.

Director Maryann Edwards arrived to the meeting at 2:08 p.m.

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

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

Committee Chair Knight moved to receive and file this item. The motion carried unanimously.

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

M/S/C (EDWARDS/ZAITZ) 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 INVITATION FOR BID NO.16-031 TO LAKE CHEVROLET FOR THE PURCHASE OF FOUR STOPS AND ZONES TRUCKS AND FOUR ROAD CALL TRUCKS**

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

- Authorize staff to award IFB No.16-031 to Lake Chevrolet for the purchase of four Stops and Zones trucks and four road call trucks in the amount of \$499,028.00.

The motion carried unanimously.

11. **AUTHORIZATION TO EXTEND AGREEMENT NO. 12-027 WITH SUNLINE TRANSIT AGENCY FOR A THREE-MONTH PERIOD FOR THE COST-SHARING OF SUNLINE ROUTE 220**

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

- Authorize staff to extend Agreement No. 12-027 with SunLine for a three-month period beginning October 1, 2016 through January 8, 2017 in an amount not to exceed \$22,500.

The motion carried unanimously.

12. **AUTHORIZATION TO ENTER INTO A PURCHASE AND SALE AGREEMENT WITH THE CITY OF RIVERSIDE FOR THE TRANSFER OF PROPERTY LOCATED AT 4015 AND 4085 VINE STREET, RIVERSIDE, CALIFORNIA**

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

- Authorize staff to enter into a Purchase and Sale Agreement with the City of Riverside for the Transfer of Property Located at 4015 and 4085 Vine Street, Riverside, California.

The motion carried unanimously.

13. **AUTHORIZATION TO AMEND THE FISCAL YEAR 2016/2017 (FY17) SHORT RANGE TRANSIT PLAN (SRTP) AND OPERATING BUDGET TO INCLUDE NEW DOWNTOWN RIVERSIDE PERRIS VALLEY LINE (PVL) SHUTTLE SERVICE AND COSTS RELATED TO THE NEW METROLINK PVL SCHEDULE**

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

- Authorize the proposed change to the FY17 Operating Budget, contingent upon full RCTC approval.
- Direct staff to seek full RCTC approval of the requested changes identified in this report.
- Direct staff to prepare appropriate amendments to the FY17 SRTP as a result of this action.
- Direct staff to implement the changes identified in this request.

The motion carried unanimously.

14. **BOARD MEMBER COMMENTS**

Director Joyce McIntire made a comment.

15. **ANNOUNCEMENTS**

Larry Rubio made an announcement.

16. **NEXT MEETING**

Wednesday, October 5, 2016
2:00 p.m.
Riverside Transit Agency
1825 Third Street
Riverside, CA 92507

17. **MEETING ADJOURNMENT**

The meeting was adjourned at 2:36 p.m.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

October 5, 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-September 2016 with projections through November 2016. This reporting period covers the first five months of FY17.

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

Recommendation:

Receive and file.

**Riverside Transit Agency
FY16/17 Cash Flow Projection**

	Actual										
1	General Account	9/23/2016	9/30/2016	10/7/2016	10/14/2016	10/21/2016	10/28/2016	11/4/2016	11/11/2016	11/18/2016	11/25/2016
2	Est. Cash, Beg Balance (Book)	252,213	(213,984)	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				4,661,024	
5	LTF OPEB		277,778			277,778				277,778	
6	FET Credit			94,345					90,000		
7	RIN's Credit		28,236			25,000				25,000	
8	LCFS									80,000	
9	CalPERS CERBT Disbursement		81,273		85,744				80,000		
10	Farebox	189,305	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000
11	Total Other Farebox	35,935	214,535	9,164	214,939	88,425	29,000	56,833	198,889	227,195	18,545
12	Total Other Local	9,536	5,000	5,000	5,000	10,150	5,000	5,000	5,000	9,500	10,150
13	FTA Operating		42,927	51,551	194,635	28,500			16,161	28,500	
14	Capital - Local, State	7,349,739		269,788			5,000		5,000	5,000	5,000
15	Echo - FTA Capital		174,605	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
16	Transfer from Investment to Gen Acct.			2,235,577	411,682		1,033,000	3,259,247	599,950		723,305
17	Disbursements:										
18	Payroll = Net+Tax	(2,420)	(840,000)		(840,000)		(840,000)		(840,000)		(840,000)
19	A/P Wires	(263,924)	(177,000)	(2,516,080)	(17,000)	(270,920)	(177,000)	(3,266,080)	(17,000)	(195,920)	(92,000)
20	A/P Checks	(112,545)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	
21	Capital Expenditures	(339,910)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	
22	Transfer to Investment from Gen Acct.	(7,331,912)	(4,114,395)	(94,345)		(4,764,958)			(83,000)	(5,063,078)	
23	Transfer to OPEB Trust Acct.										
24	Actual Ending Book Balance / Targeted Minimum Balance	(213,984)	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

25 **LAIF Account:**

26	Beginning balance	1,300,000	1,300,000	1,300,000	1,300,000	1,303,681	1,303,681	1,303,681	1,303,681	1,303,681	1,303,681
27	Quarterly Interest Income				3,681						
28	Transfers to/from Gen Acct.	-	-	-	-	-	-	-	-	-	-
29	Ending balance	1,300,000	1,300,000	1,300,000	1,303,681	1,303,681	1,303,681	1,303,681	1,303,681	1,303,681	1,303,681

30 **County Pool Account:**

31	Beginning balance	6,733,189	6,733,189	6,733,189	6,733,189	6,733,189	6,734,122	6,734,122	6,734,122	6,734,122	6,734,122
32	Quarterly Interest Income					933					
33	Transfers to/from Gen Acct.	-	-	-	-	-	-	-	-	-	-
34	Ending balance	6,733,189	6,733,189	6,733,189	6,733,189	6,734,122	6,734,122	6,734,122	6,734,122	6,734,122	6,734,122

35 **CalTrust Account:**

36	Beginning balance	28,368,197	35,700,109	39,814,504	37,691,977	37,280,295	42,045,252	41,012,252	37,776,043	37,259,093	42,322,170
37	Quarterly Interest Income			18,705				23,037			
38	Transfers to/from Gen Acct.	7,331,912	4,114,395	(2,141,232)	(411,682)	4,764,958	(1,033,000)	(3,259,247)	(516,950)	5,063,078	(723,305)
39	Ending balance	35,700,109	39,814,504	37,691,977	37,280,295	42,045,252	41,012,252	37,776,043	37,259,093	42,322,170	41,598,866

<i>Restricted</i>	28,984,580	29,262,358	29,366,884	29,366,884	29,644,662	29,644,662	29,657,464	29,740,464	30,018,242	30,018,242
<i>Available for Operating</i>	14,534,734	18,635,335	16,408,282	16,000,280	20,488,393	19,455,393	16,206,381	15,606,431	20,391,731	19,668,426
Avg Operating expenses per month =>	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 =>	2.33	2.98	2.63	2.56	3.28	3.11	2.59	2.50	3.26	3.15

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

October 5, 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 an Agreement to A-Z Bus Sales for the Purchase of 30 Glaval Universal 12-Passenger Vehicles

Summary: Staff is requesting authorization to award an agreement to A-Z Bus Sales, of Colton, CA, to purchase 30 Glaval "Universal" vehicles that will be used in the Agency's Dial-a-Ride (DAR) operations. Twenty-four of these vehicles will replace vehicles that have met their useful service life based on their accumulated mileage as defined by the Federal Transit Administration (FTA). The additional six vehicles will expand the DAR fleet to meet the continued increase in demand for DAR service.

The vehicles would be manufactured by Glaval Bus and are available through the California Association for Coordinated Transportation/Morongo Basin Transit Authority (CalACT/MBTA) Vehicle Cooperative Purchasing Agreement ("Cooperative Agreement"). Historically, the Agency purchased its DAR vehicles through the State of California's Department of General Services; however, the State discontinued this service in 2008.

The Cooperative Agreement gives smaller agencies the ability to purchase a variety of different vehicle options at very competitive pricing. Access to purchase from this agreement is limited to publicly funded agencies, city transit systems and non-profit organizations that provide governmental services within the State of California. The FTA's Best Practices Procurement Manual encourages grantees to consider combining procurement efforts to obtain better pricing through economies of scale. By using the Cooperative Agreement, the Agency is able to procure vehicles at a more competitive price than it could with its own independent procurement. The Cooperative Agreement meets all of the FTA's requirements governing third party contracting.

Initially, staff intended to recommend the purchase of the Goshen coach as it was the lowest priced vehicle available with the Ford E-350 chassis.

However, during the quotation process, staff was notified that Goshen would be closing their manufacturing facility in Elkhart, Indiana and moving production to both their Salina, Kansas and Imlay City, Michigan facilities. Staff was advised that the timeframe for the consolidation and review by CalACT/MBTA of these facilities is yet undetermined, therefore, it's uncertain when the Goshen vehicle would become available.

Staff has selected the Glaval Universal vehicle as the next best option. Similar to the Goshen vehicle, the Glaval seats up to 12-passengers and is equipped with three wheelchair positions. This vehicle meets American with Disabilities Act (ADA) regulations and operates on unleaded fuel in compliance with the South Coast Air Quality Management District's Rule 1192 governing paratransit vehicles.

As part of the evaluation process, staff was able to test ride several different vehicles including the Glaval Universal. Those that participated in this test overwhelmingly noted that the Glaval Universal was the best riding vehicle and offered the smoothest ride overall. Staff then contacted other agencies that operate the Glaval Universal vehicle and received positive feedback saying they were satisfied with the vehicle's comfort as well as the customer service provided by A-Z Bus Sales.

After thoroughly evaluating all options, staff recommends purchasing the Glaval Universal vehicle as the best value for the Agency's DAR vehicle needs. If approved by the Board, staff anticipates the new vehicles can be delivered beginning in April, 2017.

Fiscal Impact:

Under the CalACT MBTA Cooperative Agreement, the per-vehicle pricing is as follows:

Description	Quantity	Unit Cost	Amount
Glaval Universal	30	\$88,467.51	\$2,654,025.30
Contingency			\$66,350.63
Total			\$2,720,375.93

The above costs include the base vehicle, optional equipment, sales tax, delivery and the CalACT procurement fee. Staff recommends the agreement include a 2.5 percent contingency amount of \$66,350.63 for technical changes, modifications or upgrades that may be required prior to production.

This procurement is fully funded with a combination of Federal Transit Administration Section 5307 funds, State Transit Assistance (STA) funds and other local revenues. The proposed project funding is show below:

Funding Source			
Federal			
Section 5307	STA	*Other	Total
\$ 2,119,817.17	\$ 507,394.36	\$ 93,164.40	\$ 2,720,375.93

*MV Settlement and auction proceeds

Recommendation:

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

- Authorize staff to award an agreement to A-Z Bus Sales for the purchase of 30 Glaval Universal vehicles under the CalACT/MBTA Vehicle Cooperative Purchasing Agreement in an amount not to exceed \$2,720,375.93 which includes a 2.5 percent contingency.