



June 5, 2019
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 – MAY 1, 2019 COMMITTEE MEETING (P.4)

APPROVE

5. CASH FLOW PROJECTIONS (P.8)

RECEIVE AND FILE

6. QUARTERLY CAPITAL STATUS (P.10)

RECEIVE AND FILE

7. AUTHORIZATION TO AMEND AGREEMENT NO. 16-064 WITH TRILLIUM CNG (TRILLIUM) FOR PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR THE NEW CNG COMPRESSOR IN RIVERSIDE (P.11)

APPROVE

8. AUTHORIZATION TO AWARD AGREEMENT NO. 19-025 TO CSCHED USA (CSCHED) FOR SCHEDULING SERVICES; AUTHORIZATION TO ENTER INTO A LICENSE AGREEMENT WITH GIRO, INC. FOR HASTUS SCHEDULING SOFTWARE (P.13)

APPROVE

9. BOARD MEMBER COMMENTS

10. ANNOUNCEMENTS

11. NEXT MEETING

Wednesday, July 3, 2019
2:00 p.m.
Riverside Transit Agency
1825 Third Street
Riverside, CA 92507

ITEM

RECOMMENDATION

12. MEETING ADJOURNMENT

RTA BOARD BUDGET AND FINANCE COMMITTEE MEETING
Minutes
May 1, 2019

1. **CALL TO ORDER**

Committee Chair Linda Krupa called the Board Budget and Finance Committee meeting to order at 2:00 p.m., on May 1, 2019, in the RTA Board Room.

2. **SELF INTRODUCTIONS**

Self-introductions of those in attendance took place.

Committee Members Attending

1. Linda Krupa, City of Hemet
2. Berwin Hanna, City of Norco
3. Jeremy Smith, City of Canyon Lake
4. Anthony Kelly, Jr., City of Jurupa Valley
5. Malcolm Corona, City of Perris
6. Bridgette Moore, City of Wildomar
7. ¹Michelle DeArmond, County of Riverside, District III

Committee Members Absent

1. Jeff Hewitt, County of Riverside, District V
2. Linda Molina, City of Calimesa

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. Laura Camacho, Chief Administrative Services Officer
7. Charlie Ramirez, Controller
8. Rohan Kuruppu, Director of Planning
9. Adam Chavez, Director of Maintenance
10. Jim Kneepkens, Director of Marketing
11. Rick Kaczerowski, Director of IT
12. Rick Majors, Director of Risk Management
13. Natalie Zaragoza, Director of Contracts
14. Kristin Warsinski, Grants Manager
15. Melissa Blankenship, Contracts Manager
16. Eric Ustation, Government Affairs Manager

¹Alternate for Chuck Washington, County of Riverside, District III

17. Brad Weaver, Media & Public Relations Manager
18. Joe Forgiarini, Planning and Scheduling Manager
19. Petra Bantum, Budget Administrator
20. Jennifer Nguyen, Planning and Programming Specialist
21. Lisa Almilli, Mobility Manager
22. Yesenia Felix, HR Clerk

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

None.

4. **APPROVAL OF MINUTES – APRIL 3, 2019 COMMITTEE MEETING**

M/S/C (HANNA/DeARMOND) approving the April 3, 2019 committee meeting minutes.

The motion carried unanimously.

5. **CASH FLOW PROJECTIONS**

Mr. Fajnor presented the cash flow projections which were received and filed.

6. **QUARTERLY INVESTMENT REPORT**

Mr. Fajnor presented the quarterly investment report which was received and filed.

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

Mr. Fajnor presented the quarterly natural gas procurement status report which was received and filed.

8. **AUTHORIZATION TO AWARD AGREEMENT NO. 19-035 TO ND CONSTRUCTION COMPANY FOR TRANSIT ENHANCEMENTS TO NINE BUS STOP LOCATIONS**

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

- Authorize staff to award Agreement No. 19-035 to ND Construction Company for transit enhancements to nine bus stops in the amount of \$119,035 with a ten-percent contingency of \$11,904 for a total not-to-exceed contract amount of \$130,939.

The motion carried unanimously.

9. **AUTHORIZATION TO AWARD AGREEMENT NO. 19-032 TO LEONIDA BUILDERS, INC. FOR THE HEMET FACILITY PAVEMENT REPLACEMENT PROJECT**

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

- Authorize staff to award Agreement No. 19-032 to Leonida Builders, Inc. for the Hemet Facility pavement replacement project in the amount of \$997,272.50 with a ten-percent contingency of \$99,727.00 for a total project budget amount of \$1,096,999.50.

The motion carried unanimously.

10. **AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH INLAND EMPIRE HEALTH PLAN (IEHP) FOR A BUS PASS PROGRAM (IEHP PASS PROGRAM)**

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

- Authorize staff to enter into an Agreement with Inland Empire Health Plan for a Bus Pass Program for a period of one-year, with four, one-year option periods. Staff estimates that for year one the program can generate up to \$1,052,400 in fare revenue. For years two through five, annual not-to-exceed amounts will be calculated using the current base fare and the estimated number of trips for that year.

The motion carried unanimously.

11. **REQUEST TO HOLD A PUBLIC HEARING ON THE FISCAL YEAR 2019/2020 (FY20) OPERATING BUDGET, CAPITAL BUDGET, AND FY20-FY22 SHORT RANGE TRANSIT PLAN (SRTP) AND ADOPT THE SRTP AND FY20 BUDGETS**

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

- Hold a public hearing on the FY20 Operating budget, FY20 Capital budget, and the FY20 – FY22 SRTP, and adopt the SRTP and budgets at the May 23, 2019 Board of Directors meeting.
- Authorize staff to amend all necessary contractual documents affected by the adopted budget as appropriate and in accordance with Agency Procurement Policies. Affected contracts include, but are not limited to, those for purchased transportation, uniforms, tire lease, CNG compressor maintenance, and employee drug testing and medical care.

The motion carried unanimously.

12. **BOARD MEMBER COMMENTS**

Board member comments were made by Director Michelle DeArmond.

13. **ANNOUNCEMENTS**

An announcement was made by Mr. Larry Rubio.

14. **NEXT MEETING**

Wednesday, June 5, 2019, 2:00 p.m.
Riverside Transit Agency
Board Room
1825 Third Street
Riverside, CA 92507

15. **MEETING ADJOURNMENT**

Committee Chair Linda Krupa adjourned the meeting at 2:41 p.m. in memory of Calimesa City Council Member Jim Hyatt.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

June 5, 2019

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 May with projections through July. This reporting period covers the end of FY19 and the beginning of FY20. There are no cash flow issues anticipated during this reporting period as staff is assuming receipt of \$14 million by the end of June - the remainder of the \$22 million Local Transportation Funds (LTF) advance from the Riverside County Transportation Commission (RCTC).

Uncertainty still exists regarding when Federal funding will be approved and available for reimbursement. The Board is reminded that an advance of \$22 million of LTF from the RCTC was approved to be used to cover potential cash flow shortages in late FY19 and early FY20 as necessary.

Staff has communicated to RCTC staff the need for the remainder of the approved advance.

Recommendation:

Receive and file.

**Riverside Transit Agency
FY19/20 Cash Flow Projection**

		Actual									
1	Wells Fargo General Account	5/24/2019	5/31/2019	6/7/2019	6/14/2019	6/21/2019	6/28/2019	7/5/2019	7/12/2019	7/19/2019	7/26/2019
2	Est. Cash, Beg Balance (Book)	335,675	50,060	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
3	Receipts:										
4	LTF Operating	-	-	-	-	-	14,000,000	-	-	-	5,347,427
5	LTF OPEB	-	-	-	-	-	-	-	-	-	99,444
7	RIN's Credit				61,899				40,000		-
8	LCFS			188,668					-		-
9	CalPERS CERBT Disbursement	96,032				95,395			-		95,000
10	Farebox	115,508	130,000	130,000	130,000	130,000	130,000	135,000	135,000	135,000	135,000
11	Total Other Farebox	188,385	85,026	48,702		310,923	15,404				287,345
12	Total Other Local	505	5,000	5,000	5,000	5,000	5,000	10,628	5,000	5,000	5,000
13	FTA Operating		107,659				105,883			187,397	
	State Operating										240,000
14	Capital - Local, State										
15	FTA Capital	1,528,833									
	Transfer from Investment Accounts to Wells Fargo General Account	1,177,662	81,850	3,955,630	328,101	3,563,682		4,274,373	285,000	1,092,603	
17	Disbursements:										
18	Payroll = Net+Tax	(1,022,347)		(1,100,000)		(1,050,000)		(1,250,000)		(1,200,000)	
19	A/P Wires	(79,439)	(209,596)	(3,028,000)	(325,000)	(2,855,000)	(325,000)	(2,970,000)	(265,000)	(20,000)	(295,000)
20	A/P Checks	(219,467)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
21	Capital Expenditures	(2,071,285)									
	Transfer to Investment Accounts from Wells Fargo General Account						(12,851,178)				(5,714,217)
22	Transfer to CERBT OPEB Trust Account						(880,108)				
23	Actual Ending Wells Fargo General Account Book Balance / Targeted Minimum Balance	50,060	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

25	LAIF Account:										
26	Beginning balance	1,311,132	1,041,132	1,041,132	1,041,132	1,041,132	1,041,132	1,041,132	1,041,132	1,041,132	1,048,652
27	Quarterly Interest Income									7,520	-
28	Transfers to/from Gen Acct.	(270,000)	-	-	-	-	-	-	-	-	-
29	Ending balance	1,041,132	1,041,132	1,041,132	1,041,132	1,041,132	1,041,132	1,041,132	1,041,132	1,048,652	1,048,652

30	County Pool Account:										
31	Beginning balance	676	676	676	676	676	5,899	5,899	5,899	5,899	5,901
32	Quarterly Interest Income					5,223		-	-	2	-
33	Transfers to/from Gen Acct.	-	-	-	-	-	-	-	-	-	-
	Transfers to/from LAIF	-	-	-	-	-	-	-	-	-	-
34	Ending balance	676	676	676	676	5,899	5,899	5,899	5,899	5,901	5,901

35	CalTrust Account:										
36	Beginning balance	51,204,966	50,171,183	50,173,833	46,218,202	45,890,102	42,206,419	55,117,098	50,842,725	50,557,725	49,465,122
37	Quarterly Interest Income		80,000				55,000		-	-	-
38	Transfers to/from Gen Acct.	(1,033,782)	(81,850)	(3,955,630)	(328,101)	(3,683,682)	12,851,178	(4,274,373)	(285,000)	(1,092,603)	5,714,217
39	Ending balance	50,171,183	50,169,333	46,218,202	45,890,102	42,206,419	55,112,598	50,842,725	50,557,725	49,465,122	55,179,339

<i>Restricted Capital Balance >>></i>	38,304,012	38,334,012	38,334,012	38,334,012	38,339,236	38,369,236	38,369,236	38,369,236	38,369,236	38,376,758	38,376,758
<i>Funding for CERBT OPEB Trust >></i>	880,108	880,108	880,108	880,108	880,108	880,108	(0)	(0)	(0)	(0)	99,444
<i>Restricted Operating Balance >>></i>	2,025,865	2,030,365	2,030,365	2,030,365	1,910,365	1,914,865	1,914,865	1,914,865	1,914,865	1,914,865	1,914,865
<i>Unrestricted Operating Balance >>></i>	10,053,067	10,021,156	6,065,526	5,737,425	2,173,743	15,930,029	11,655,657	11,370,657	10,278,054	15,892,826	

<i>Avg Operating expenses per month =></i>	7,165,000	7,165,000	7,165,000	7,165,000	7,165,000	7,165,000	7,850,000	7,850,000	7,850,000	7,850,000	7,850,000
<i>No. of months Oper Cash On Hand =></i>	1.40	1.40	0.85	0.80	0.30	2.22	1.48	1.45	1.31	2.02	

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

June 5, 2019

TO: BOARD BUDGET AND FINANCE COMMITTEE
THRU: Larry Rubio, Chief Executive Officer
FROM: Craig Fajnor, Chief Financial Officer
SUBJECT: Quarterly Capital Status

Summary: The Agency has, at any one time, a multitude of capital projects in progress or pending as circumstances and funding dictate. These capital projects are funded through a variety of funding sources including, but not limited to, Federal, State, and Local grants. Capital items funded with these grants include, but are not limited to, Revenue and Non-Revenue Vehicles, Transit Facilities, Facility Improvements, and Information Systems. Depending on the nature of the project, it can take multiple years to accumulate the required funding to complete the project. It can also take multiple years to complete the project once it has commenced.

The Agency will always have capital needs due to replacement of retired assets, acquisition and/or maintenance of Agency infrastructure, and unique needs such as developing mobility hubs to serve the transportation needs of our customers. As such, the Agency should always have a backlog of open projects that preserve and enhance the future of the Agency.

A presentation will be given at the committee meeting which provides an update on the Agency's capital projects, focusing on the activities from March through May 2019. The Agency is required to provide quarterly reporting to the Federal Transit Administration (FTA) one month after the end of each quarter. This reporting was submitted.

Recommendation:

Receive and file.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

June 5, 2019

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Amend Agreement No. 16-064 with Trillium CNG (Trillium) for Preventative Maintenance and Repair Services for the new CNG Compressor in Riverside

Summary: In June 2017, after a competitive Request for Proposals (RFP) process, the Board authorized the award of Agreement No. 16-064 to Trillium for the maintenance of the Agency's Compressed Natural Gas (CNG) fueling stations. The five-year, \$998,735 agreement covers preventative and emergency maintenance services for three fueling stations, two located in Riverside and one in Hemet. Preventative maintenance and emergency repair services for these stations is crucial to ensure the equipment is properly maintained.

At the November 2018 Board of Directors meeting, the Board authorized the expansion of the Riverside fueling facility with the purchase and installation of a third CNG compressor in the amount of \$864,860.

The addition of a third CNG compressor was necessary in order to meet the increased fueling demands brought about by the expansion of the Agency's fleet from 94 to 145, 40-foot buses. This project is scheduled for completion the first week in July. When completed, the Riverside facility will have the capacity to meet existing and any future needs.

Once the station becomes operational, the preventative maintenance and repair services agreement with Trillium will need to be amended to include maintenance and repair services for the additional compressor. Staff contacted Trillium to obtain pricing for the additional service based on the original equipment manufacturer's recommended maintenance intervals.

The below table illustrates the increase in costs for maintenance services for the remaining three years of the agreement:

CNG Preventative Maintenance	
Total Budget	\$998,735.00
Additional Maintenance for New CNG Compressor	
Year 3 (7/1/19 to 6/30/20)	\$ 13,314.00
Year 4 (7/1/20 to 6/30/21)	\$ 11,760.00
Year 5 (7/1/21 to 6/30/22)	\$ 14,002.44
Subtotal:	\$ 39,076.44
New Total Budget	\$1,037,811.44

Staff reviewed the pricing for the additional maintenance and repair services and has determined this cost to be fair and reasonable.

Fiscal Impact:

Sufficient funds to cover this request are included in the Agency's FY20 operating budget. 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 amend Agreement No. 16-064 with Trillium CNG to increase the Agreement amount by \$39,076.44 for a total not-to-exceed amount of \$1,037,811.44 for preventative maintenance and repair services for the Agency's CNG fueling facilities.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

June 5, 2019

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. 19-025 to CSched USA (CSched) for Scheduling Services; Authorization to enter into a License Agreement with GIRO, Inc. for HASTUS Scheduling Software

The Agency contracts with an outside consultant to prepare its bus schedules and operator bid materials. These items are revised and updated three times a year to coincide with each service change period (January, May and September). The tri-annual service changes fulfill the Agency's obligations under the terms of its Memorandum of Understanding with the Amalgamated Transit Union.

In September 2015, the Board approved awarding an agreement for scheduling services to Dan Boyle & Associates, Inc. (Boyle). The services provided by Boyle under this Agreement include Schedule Writing, Blocking, Runcutting, Rostering, Schedule Optimization, and data exports for Google Transit. This agreement is due to expire on September 30, 2019.

Boyle utilizes proprietary HASTUS scheduling software to develop the Agency's schedules and coach operator bid materials under a license agreement with GIRO, Inc. (GIRO), the developer of the software. Under the Agency's current agreement with Boyle, staff has direct access to this software for data input and to run test scenarios before introducing actual schedule changes.

On January 31, 2019 staff issued Request for Proposals (RFP) No. 19-025. The RFP 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 RFP document. The Agency also sent notices to the local chambers of commerce in cities that are members of the Joint Powers Agreement.

On March 19, 2019 the Agency received proposals from the following four firms:

- Dan Boyle & Associates, Inc. (Boyle), San Diego, CA
- CSched USA (CSched), Chicago, IL
- Transportation Management & Design, Inc. (TMD), Carlsbad, CA
- Trapeze Software Group, (Trapeze), Cedar Rapids, IA

An evaluation committee representing staff from the planning and purchasing departments evaluated the proposals in accordance with the criteria listed in the RFP; qualifications and related experience, staffing and project organization, work plan, and completeness of response.

Additionally, the Scope of Work (SOW) required proposers to use an automated scheduling software, and, as before, the Agency would continue to require direct access to the software to enter initial schedule data (reducing contractor workload) and to run test scenarios prior to introducing new schedule changes.

Upon completion of the technical review, the three highest technically ranked vendors, Boyle, CSched and TMD were invited for vendor interviews; the proposal received from Trapeze was eliminated from further consideration.

The interview process gives staff the opportunity to ask specific questions that help clarify and augment the written proposals. Each firm was asked to make available key technical personnel to explain how they would accomplish the various tasks outlined in the SOW.

At the conclusion of the interviews, staff requested best and final offers (BAFO) from each firm. As part of the BAFO process, vendors were instructed to review their originally proposed costs to ensure all anticipated expenses were considered. The final pricing for the five-year period with each firm’s scheduling service costs and costs for the HASTUS license allowing Agency staff access is shown below:

Vendor	Price
CSched USA	\$1,269,469.00
Dan Boyle and Associates, Inc.	\$1,412,607.00
Transportation Management and Design, Inc.	\$1,696,263.83

Based on the overall evaluation process (technical review, price analysis, vendor interviews, reference checks), it was the evaluation committee’s determination that CSched is the most technically responsive and responsible vendor and provides the best value to the Agency. Staff also recommends the Board authorize a five percent contingency in the amount of \$63,473.45 to use towards any significant changes in revenue service levels that may occur over the next five years. Such use would be subject to a future change order or amendment to the proposed Agreement if necessary.

In addition, the Agency would be required to enter into a three-party license agreement between the Agency, CSched and GIRO. The three-party

license is similar to that entered into under the current agreement with Boyle.

Fiscal Impact:

Sufficient funds to cover this request are included in the Agency's FY20 operating budget. 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 Agreement No. 19-025 to CSched for scheduling services for a three-year base period with two one-year options in the amount of \$1,269,469.00 with a five percent contingency of \$63,473.45 for a total not-to-exceed project amount of \$1,332,942.45.
- Authorize staff to enter into annual Agreements with GIRO, Inc. for a temporary HASTUS license during the term of the above Agreement.