



July 3, 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) 565-5066, 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

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.

RECEIVE COMMENTS

**4. APPROVAL OF MINUTES – JUNE 5, 2019
COMMITTEE MEETING (P.3)**

APPROVE

5. CASH FLOW PROJECTIONS (P.6)

RECEIVE AND FILE

**6. AUTHORIZATION TO RENEW AGREEMENT NO.
19-045 WITH CALIFORNIA BAPTIST UNIVERSITY
FOR THE UNIVERSITY PASS PROGRAM (P.8)**

APPROVE

**7. AUTHORIZATION TO RENEW AGREEMENT NO.
19-046 WITH LA SIERRA UNIVERSITY FOR THE
UNIVERSITY PASS PROGRAM (P.10)**

APPROVE

**8. AUTHORIZATION TO AWARD A CONTRACT TO A-
Z BUS SALES, INC. FOR 33 GLAVAL
ENTOURAGE 28-PASSENGER VEHICLES (P.12)**

APPROVE

9. BOARD MEMBER COMMENTS

10. ANNOUNCEMENTS

11. NEXT MEETING

Wednesday, September 4, 2019
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 5, 2019

1. CALL TO ORDER

Second Vice-Chairman Berwin Hanna called the Board Budget and Finance Committee meeting to order at 2:00 p.m., on June 5, 2019, in the RTA Board Room.

Director Barry Busch led the pledge of allegiance.

2. SELF INTRODUCTIONS

Self-introductions of those in attendance took place.

Committee Members Attending

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

Committee Members Absent

1. Linda Krupa, City of Hemet

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. Adam Chavez, Director of Maintenance
8. Jim Kneepkens, Director of Marketing
9. Rick Kaczerowski, Director of IT
10. Rick Majors, Director of Risk Management
11. Natalie Zaragoza, Director of Contracts
12. Kristin Warsinski, Director of Planning
13. Joe Forgiarini, Director of Service Planning & Scheduling
14. Eric Ustation, Government Affairs Manager

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

²Alternate for Jeff Hewitt, County of Riverside, District V

15. Brad Weaver, Media & Public Relations Manager
16. Melissa Blankenship, Contracts Manager
17. Lisa Almilli, Mobility Manager
18. John Doolittle, Operations Analyst
19. Yesenia Felix, HR Clerk

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

None.

4. **APPROVAL OF MINUTES – MAY 1, 2019 COMMITTEE MEETING**

M/S/C (MOORE/KELLY) approving the May 1, 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 CAPITAL STATUS**

Mr. Fajnor presented the quarterly capital status which was received and filed.

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**

M/S/C (KELLY/DeARMOND) approving and recommending 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.

The motion carried unanimously.

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**

M/S/C (BUSCH/MOORE) approving and recommending 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.

The motion carried unanimously.

9. **BOARD MEMBER COMMENTS**

Board member comments were made by First Vice-Chairwoman Bridgette Moore, Director Anthony Kelly, Jr., Director Linda Molina, and Director Malcolm Corona.

10. **ANNOUNCEMENTS**

An announcement was made by Mr. Larry Rubio.

11. **NEXT MEETING**

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

12. **MEETING ADJOURNMENT**

The meeting was adjourned at 2:24 p.m.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 3, 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 June 2019 with projections through August 2019. This reporting period covers the end of FY19 and the first two months of FY20.

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

Recommendation:

Receive and file.

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

	Actual										
	6/21/2019	6/28/2019	7/5/2019	7/12/2019	7/19/2019	7/26/2019	8/2/2019	8/9/2019	8/16/2019	8/23/2019	8/30/2019
1 Wells Fargo General Account											
2 Est. Cash, Beg Balance (Book)	411,931	14,257,962	50,000	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	-	-	-	-	5,347,427
5 LTF OPEB	-	-	-	-	-	99,444	-	-	-	-	99,444
7 RIN's Credit				20,000					20,000		
8 LCFS			188,668						175,000		
9 CalPERS CERBT Disbursement					95,621						95,000
10 Farebox	102,022	130,000	135,000	135,000	135,000	135,000	145,000	145,000	145,000	145,000	145,000
11 Total Other Farebox	143,256	18,946			305,677	287,345		15,291	281,338	127,500	92,778
12 Total Other Local	508	5,000	10,628	5,000	5,000	5,000	10,628	5,000	5,000	5,000	5,000
13 FTA Operating	85,829	30,883		31,341	70,000		34,064			116,548	
State Operating						240,000					240,000
14 Capital - Local, State	478,234				43,419		66,894				
15 FTA Capital	4,572	336,681									
Transfer from Investment Accounts to Wells Fargo General Account	865,544	10,791	4,188,936	273,659	3,524,178		3,363,414	949,709	693,662	90,952	
17 Disbursements:											
18 Payroll = Net+Tax	(1,061,382)		(1,250,000)		(1,200,000)		(1,100,000)		(1,100,000)		(1,250,000)
19 A/P Wires	(16,011)	(267,851)	(3,073,231)	(265,000)	(2,778,895)	(295,000)	(2,320,000)	(915,000)	(20,000)	(285,000)	(30,000)
20 A/P Checks	(267,517)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
21 Capital Expenditures	(10,791)	(398,484)									
Transfer to Investment Accounts from Wells Fargo General Account	(478,234)	(12,993,819)				(5,619,216)					(4,544,650)
23 Transfer to CERBT OPEB Trust Account		(880,108)									
24 Actual Ending Wells Fargo General Account Book Balance / Targeted Minimum Balance	14,257,962	50,000	50,000	50,000	50,000	50,000	113,102	50,000	50,000	50,000	50,000

LAIF Account:

26 Beginning balance	1,029,132	968,132	968,132	968,132	968,132	976,514	976,514	976,514	976,514	976,514	976,514
27 Quarterly Interest Income			-	-	8,381	-	-	-	-	-	-
28 Transfers to/from Gen Acct.	(61,000)	-	-	-	-	-	-	-	-	-	-
29 Ending balance	968,132	968,132	968,132	968,132	976,514	976,514	976,514	976,514	976,514	976,514	976,514

County Pool Account:

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

CalTrust Account:

35 Beginning balance	45,606,272	45,153,581	58,196,109	54,007,173	53,733,514	49,959,336	55,578,552	52,315,072	51,365,363	50,671,702	50,325,750
37 Quarterly Interest Income		55,000	-	-	-	-	99,934	-	-	-	95,904
38 Transfers to/from Gen Acct.	(452,691)	12,983,028	(4,188,936)	(273,659)	(3,774,178)	5,619,216	(3,363,414)	(949,709)	(693,662)	(345,952)	4,544,650
39 Ending balance	45,153,581	58,191,609	54,007,173	53,733,514	49,959,336	55,578,552	52,315,072	51,365,363	50,671,702	50,325,750	54,966,304

<i>Restricted Capital Balance >>></i>	38,617,443	38,636,652	38,636,652	38,636,652	38,645,035	38,645,035	38,715,624	38,715,624	38,715,624	38,715,624	38,786,346
<i>Funding for CERBT OPEB Trust >></i>	880,108	0	0	0	0	99,444	99,444	99,444	99,444	99,444	198,889
<i>Restricted Operating Balance >>></i>	1,904,003	1,908,503	1,908,503	1,908,503	1,783,503	1,783,503	1,786,963	1,786,963	1,786,963	1,659,463	1,662,753
<i>Unrestricted Operating Balance >>></i>	18,984,020	18,674,985	14,486,049	14,212,390	10,563,212	16,082,984	12,745,455	11,795,746	11,102,084	10,883,632	15,350,731

Avg Operating expenses per month =>	7,165,000	7,165,000	7,850,000	7,850,000	7,850,000	7,850,000	7,850,000	7,850,000	7,850,000	7,850,000	7,850,000
No. of months Oper Cash On Hand =>	2.65	2.61	1.85	1.81	1.35	2.05	1.62	1.50	1.41	1.39	1.96

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 3, 2019

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. 19-045 with California Baptist University for the University Pass Program

Summary: The Agency has partnered with California Baptist University (CBU) on 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 is known as the University Pass (U-Pass) has been in place since FY10 and is part of the Agency's successful college and university pass programs. The U-Pass program 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, 2019.

The U-Pass enables CBU students, faculty and staff members with valid University identification (ID) cards to board and ride any Agency fixed-route bus by swiping their ID cards through the farebox reader. The ID cards have 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.

Ridership reports are generated at the end of each month and submitted to CBU for payment. Each trip is reimbursed by CBU at a discounted rate of \$1.05 per-trip with a maximum cap of \$45 per-rider, per-month (the equivalent of a 30-day student pass).

The following table is a historical look at the monthly average and annual ridership figures over the last three school years and the projected ridership for this next school year.

	Monthly Average	Annual Total
SY 16-17	3697	44,367
SY 17-18	3337	40,049
SY 18-19 (Projected through School Year 2019)	3425	41,100
SY 19-20 (Projected through School Year 2020)	3145	37,740

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 the upcoming school year. For the upcoming year ridership is projected to be 3,145 trips per-month or 37,740 trips annually. If approved, the new agreement will begin August 16, 2019 and run through August 15, 2020.

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. Because the University prepares its budget on an annual basis which is based on student enrollment, the University's preference is to continue to contract with the Agency on a year-to-year basis for the U-Pass program.

Fiscal Impact:

Based on projected ridership for SY 19-20, CBU will reimburse the Agency up to \$43,211 in fare revenue. This includes the administrative fee to cover the cost of data collection, processing and monthly invoicing.

Recommendation:

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

- Authorize staff to renew Agreement No. 19-045 with Cal Baptist University to continue the U-Pass program from August 16, 2019 through August 15, 2020. The Agreement will generate up to \$43,211 in fare revenue.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 3, 2019

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Renew Revenue Agreement No. 19-046 with La Sierra University for the University Pass Program

Summary: The Agency has partnered with La Sierra University (LSU) on 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 LSU on a fixed-amount per-rider basis.

The program which is known as the University Pass (U-Pass) has been in place since FY10 and is part of the Agency's successful college and university pass programs. The U-Pass program encourages the use of public transit by offering an affordable and convenient alternate mode of transportation. The existing agreement between the Agency and LSU is due to expire on September 28, 2019.

The U-Pass enables LSU students, faculty, and staff members with valid university identification (ID) cards to board and ride any Agency fixed-route bus by either swiping their magnetic stripe encoded ID card through the farebox reader (swipe pass) or presenting their chip encoded ID card to a coach operator for visual inspection (flash pass). When a flash pass is presented, the operator manually accounts for the passenger boarding using a predesignated farebox key. Swipe pass 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.

Ridership reports are generated at the end of each month and submitted to LSU for payment. Each trip is reimbursed by LSU at a discounted rate of \$1.05 per-trip with a maximum cap of \$45 per-rider, per-month (the equivalent of a 30-day youth pass). Currently, LSU student ID cards are a combination of swipe pass cards and flash pass cards. Moving forward, LSU will only issue ID cards with a magnetic stripe to better account for all student boardings.

The following table is a historical look at the monthly average and annual ridership figures over the last three school years and the projected ridership for this next school year.

	Monthly Average	Total
SY 16-17	553	6,635
SY 17-18	384	4,610
SY 18-19 (projected for School Year 2018/19)	450	5,400
SY 19-20 (projected for School Year 2019/20)	358	4,293

Because the U-Pass encourages the use of mass transit, which reduces vehicular congestion in and around the LSU campus, LSU would like to renew its partnership with the Agency for the upcoming school year. For the upcoming year ridership is projected to be 358 trips per-month or 4,293 trips annually. If approved, the new agreement will begin September 29, 2019 and run through September 28, 2020.

Since the U-Pass continues to be a valuable benefit for both the University and the Agency, in our discussions with LSU staff, staff asked if the University would consider entering into a multi-year agreement. Because the University prepares its budget on an annual basis which is based on student enrollment, the University’s preference is to continue to contract with the Agency on a year-to-year basis for the U-Pass program.

Fiscal Impact:

Based on projected ridership for SY 19-20, LSU will reimburse the Agency up to \$4,508 in fare revenue.

Recommendation:

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

- Authorize staff to renew Agreement No. 19-046 with La Sierra University to continue the U-Pass program from September 29, 2019 through September 28, 2020. The agreement will generate up to \$4,508 in fare revenue.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 3, 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 a Contract to A-Z Bus Sales, Inc. for 33 Glaval Entourage 28-Passenger Vehicles

Summary: Staff is requesting authorization to award a contract to A-Z Bus Sales, Inc., for a quantity of 33 Glaval Entourage replacement vehicles for use in the Agency's contracted fixed-route operations. These new vehicles will replace those that have exceeded their useful service life based on accumulated mileage as defined by the Federal Transit Administration (FTA).

The Glaval Entourage is considered a Caltrans Type VII vehicle which has a useful service life of 200,000 miles or seven years. The vehicles that will be replaced have gone beyond their useful service life, currently have on average 217,000 miles and will accumulate approximately 52,000 additional miles before the replacement vehicles are received in April/May of next year. The reason these vehicles have remained in service this long is the chassis for the replacement vehicle required testing and re-certification through the Altoona Research and Bus Testing Center before federal funds could be used to purchase. Additionally, the new powertrain (CNG engine) required testing and certification through the California Air Resources Board (CARB).

As a member of the California Association for Coordinated Transportation (CalACT), the Agency has access to purchase a variety of transit vehicles from the CalACT/Morongo Basin Transit Authority Purchasing Cooperative Agreement (Cooperative Agreement). The Cooperative Agreement provides a federal and California State compliant purchasing solution that offers a variety of ADA compliant vehicles at competitive prices. The vehicle identified for this procurement is a Glaval Entourage manufactured by Glaval Bus and sold through their local distributor A-Z Bus Sales, Inc.

The Cooperative Agreement enables agencies within the State of California to purchase vehicles at a more competitive price than if it attempted to purchase these vehicles independently. The FTA (Best Practices Procurement Manual Section 4.7.2.2) encourages grantees to consider combining efforts in their procurements to obtain better pricing through larger volume purchases. The Cooperative Agreement meets all FTA third-party procurement guidelines.

Of the 33 vehicles purchased, 28 will be used in local fixed-route service and 5 vehicles will be used for CommuterLink service. The per-vehicle price for the fixed-route version is \$214,469.11. The per-vehicle price for the CommuterLink version is slightly lower at \$214,142.86 as the paint scheme is a two-color process versus a three-color process for the fixed-route buses.

The Glaval Entourage seats up to 28-passengers and is equipped with two wheelchair positions. These vehicles meet the American with Disabilities Act (ADA) regulations and comply with the South Coast Air Quality Management District’s (SCAQMD) Rule 1192 governing heavy duty public fleet vehicles. These vehicles operate on Compressed Natural Gas (CNG) fuel and are certified by CARB as meeting all applicable California and local Riverside County Transportation Commission emission regulations.

If approved by the Board, staff anticipates the new vehicles can be delivered starting in the Spring of 2020.

Fiscal Impact:

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

Description	Quantity	Unit Cost	Amount
Fixed Route	28	\$214,469.11	\$6,005,135.08
CommuterLink	5	\$214,142.86	\$1,070,714.30
Total *			\$7,075,849.38

* Does not include the below discussed 2.5 percent contingency

The above cost includes the base vehicle, operational equipment as installed on Agency vehicles (Mobileview, Clever Devices pre-wire), sales tax, delivery and the CalACT procurement fee.

Staff recommends the agreement include a 2.5 percent contingency amount of \$176,896.23 for technical changes, modifications or upgrades that may be required prior to production.

This procurement is fully funded with a combination of FTA Section 5307 funds and State Transit Assistance (STA) funds as shown below:

Funding Source		
FTA Section 5307	STA	Total
\$6,147,299.42	\$1,105,446.19	\$7,252,745.61

It should be noted that the FY19 Section 5307 grant that will be used to fund this procurement has not been awarded by the FTA, however, staff anticipates the award to happen over the next couple of months.

Recommendation:

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

- Authorize staff to award a contract to A-Z Bus Sales, Inc. for the purchase of 33 Glaval Entourage 28-passenger vehicles in an amount not to exceed \$7,252,745.61 which includes a 2.5 percent contingency.