



October 2, 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**

<u>ITEM</u>	<u>RECOMMENDATION</u>
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. <u>APPROVAL OF MINUTES – SEPTEMBER 4, 2019 COMMITTEE MEETING (P.3)</u>	APPROVE
5. <u>CASH FLOW PROJECTIONS (P.6)</u>	RECEIVE AND FILE
6. <u>AUTHORIZATION TO AMEND AGREEMENT NO. 17-040 WITH SOUTHERN CALIFORNIA PERMANENTE MEDICAL GROUP (SCPMG) DOING BUSINESS AS KAISER ON-THE-JOB FOR ON-CALL OCCUPATIONAL CLINIC SERVICES (P.8)</u>	APPROVE
7. <u>AUTHORIZATION TO AWARD A CONTRACT TO CREATIVE BUS SALES FOR 37 STARTRANS DAR VEHICLES UNDER THE CALACT/MBTA VEHICLE COOPERATIVE PURCHASING AGREEMENT(P.10)</u>	APPROVE
8. <u>ROUTE 54 DISCONTINUATION HEARING (P.13)</u>	APPROVE
9. BOARD MEMBER COMMENTS	
10. ANNOUNCEMENTS	
11. NEXT MEETING Wednesday, November 6, 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
September 4, 2019

1. CALL TO ORDER

Committee Chair Linda Krupa called the Board Budget and Finance Committee meeting to order at 2:02 p.m., on September 4, 2019, in the RTA Board Room.

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. Linda Krupa, City of Hemet
4. Anthony Kelly, Jr., City of Jurupa Valley
5. Berwin Hanna, City of Norco
6. Malcolm Corona, City of Perris
7. Bridgette Moore, City of Wildomar
8. ¹Michelle DeArmond, County of Riverside, District III
9. ²Barry Busch, County of Riverside District V

RTA Staff

1. Larry Rubio, Chief Executive Officer
2. Joan Hepworth, Acting 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. Rick Majors, Director of Risk Management
9. Rick Kaczerowski, Director of IT
10. Jim Kneepkens, Director of Marketing
11. Kristin Warsinski, Director of Planning
12. Joe Forgiarini, Director of Service Planning & Scheduling
13. Natalie Zaragoza, Director of Contracts
14. Eric Ustation, Government Affairs Manager
15. Brad Weaver, Media & Public Relations Manager
16. Luciano Rose Jr., Operations Manager
17. Stephanie Sirls, Contract Operations Manager
18. Melissa Blankenship, Contracts Manager
19. Lisa Almilli, Mobility Manager
20. Jessica Leon, Administrative Assistant

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

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

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

None.

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

M/S/C (SMITH/MOORE) approving the July 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 CAPITAL STATUS**

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

7. **QUARTERLY INVESTMENT REPORT**

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

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

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

9. **ACTUARIAL STUDY RESULTS FOR LIABILITY INSURANCE**

Mr. Fajnor presented the actuarial study results for liability insurance which was received and filed.

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

Mr. Fajnor presented the annual report for public agencies self-insured for workers' compensation benefits which was received and filed.

11. **AUTHORIZATION TO AWARD AGREEMENT NO. 19-065 TO TAFOYA & ASSOCIATES, INC. FOR THE REMOVAL OF UNDERGROUND STORAGE TANKS AND INSTALLATION OF ABOVEGROUND STORAGE TANKS**

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. 19-065 to Tafoya & Associates, Inc. for the removal of underground storage tanks and installation of aboveground storage tanks in the amount of \$374,551 with a fifteen-percent contingency of \$56,183 for a total project budget amount of \$430,734.

The motion carried unanimously.

12. **AUTHORIZATION TO AWARD AGREEMENT NO. 19-050 TO UNIFIRST CORPORATION FOR MAINTENANCE UNIFORM SERVICES AND TO AMEND AGREEMENT NO. 15-045 WITH PRUDENTIAL OVERALL SUPPLY**

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

- Authorize staff to award Agreement No. 19-050 to UniFirst Corporation to provide maintenance uniform services in the amount of \$109,408.26 with a five-percent contingency of \$5,470.41 for a total project budget amount of \$114,878.67.
- Authorize staff to amend Agreement No. 15-045 with Prudential Overall Supply in the amount of \$10,250 to cover transition and close-out costs.

The motion carried unanimously.

13. **BOARD MEMBER COMMENTS**

Board member comments were made by Director Anthony Kelly, Jr., Director Linda Molina, and Director Malcolm Corona.

14. **ANNOUNCEMENTS**

An announcement was made by Mr. Larry Rubio.

15. **NEXT MEETING**

Wednesday, October 2, 2019, 2:00 p.m.

16. **MEETING ADJOURNMENT**

The meeting was adjourned at 2:28 p.m.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

October 2, 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-September 2019 with projections through November 2019. This reporting period covers the first five 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**

Wells Fargo General Account	Actual										
	9/20/2019	9/27/2019	10/4/2019	10/11/2019	10/18/2019	10/25/2019	11/1/2019	11/8/2019	11/15/2019	11/22/2019	11/29/2019
Est. Cash, Beg Balance (Book)	484,277	1,119,731	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Receipts:											
LTF Operating	-	5,347,427	-	-	-	5,347,427	-	-	-	5,347,427	-
LTF OPEB	-	99,444	-	-	-	99,444	-	-	-	99,444	-
RIN's Credit	-	-	-	23,180	-	-	-	-	20,000	-	-
LCFS	-	191,253	-	-	-	175,000	-	-	-	-	-
CalPERS CERBT Disbursement	97,415	-	-	-	-	94,816	-	-	-	95,000	-
Farebox	153,773	155,000	175,000	175,000	175,000	175,000	175,000	145,000	145,000	145,000	145,000
Total Other Farebox	230,362	162,139	271,942		137,669	430,685			217,023	187,215	92,778
Total Other Local	49,959	5,000	5,000	5,000	8,750	10,628	5,000	5,000	5,000	10,628	5,000
FTA Operating	397,129	41,455			83,333	22,493				116,548	
State Operating		240,000				240,000					240,000
Capital - Local, State				71,247							
FTA Capital	17,608										
Transfer from Investment Accounts to Wells Fargo General Account			3,150,109	1,045,573	40,248		2,660,000	1,820,000	57,977		
Disbursements:											
Payroll = Net+Tax	(1,641)	(1,100,000)		(1,100,000)		(1,100,000)		(1,100,000)		(1,100,000)	
A/P Wires	(42,876)	(311,362)	(3,402,051)	(20,000)	(245,000)	(85,000)	(2,640,000)	(670,000)	(245,000)	(70,000)	(250,000)
A/P Checks	(244,263)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
Capital Expenditures	(22,010)										
Transfer to Investment Accounts from Wells Fargo General Account		(5,700,087)					(5,210,492)			(4,631,261)	(32,778)
Transfer to CERBT OPEB Trust Account											
Actual Ending Wells Fargo General Account Book Balance / Targeted Minimum Balance	1,119,731	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

LAIF Account:

Beginning balance	1,102,963	1,102,963	1,102,963	1,102,963	1,102,963	1,108,202	1,108,202	1,108,202	1,108,202	1,108,202	1,108,202
Quarterly Interest Income	-	-	-	-	5,240	-	-	-	-	-	-
Transfers to/from Gen Acct.	-	-	-	-	-	-	-	-	-	-	-
Ending balance	1,102,963	1,102,963	1,102,963	1,102,963	1,108,202	1,108,202	1,108,202	1,108,202	1,108,202	1,108,202	1,108,202

County Pool Account:

Beginning balance	6	6	6	6	6	6	6	6	6	6	6
Quarterly Interest Income	-	-	-	-	0	-	-	-	-	-	-
Transfers to/from Gen Acct.	-	-	-	-	-	-	-	-	-	-	-
Transfers to/from LAIF											
Ending balance	6	6	6	6	6	6	6	6	6	6	6

CalTrust Account:

Beginning balance	47,777,937	47,777,937	53,335,025	50,277,536	49,231,963	49,191,715	54,274,707	51,709,813	49,889,813	49,831,836	54,335,598
Quarterly Interest Income	-	-	92,620	-	-	-	95,107	-	-	-	96,415
Transfers to/from Gen Acct.	-	5,557,088	(3,150,109)	(1,045,573)	(40,248)	5,082,992	(2,660,000)	(1,820,000)	(57,977)	4,503,761	32,778
Ending balance	47,777,937	53,335,025	50,277,536	49,231,963	49,191,715	54,274,707	51,709,813	49,889,813	49,831,836	54,335,598	54,464,791

<i>Restricted Capital Balance >>></i>	37,621,513	37,621,513	37,689,958	37,689,958	37,695,198	37,695,198	37,763,771	37,763,771	37,763,771	37,763,771	37,832,472
<i>Funding for CERBT OPEB Trust >></i>	198,889	298,333	298,333	298,333	298,333	397,778	397,778	397,778	397,778	497,222	497,222
<i>Restricted Operating Balance >>></i>	3,830,024	3,687,025	3,694,137	3,694,137	3,694,137	3,566,637	3,573,501	3,573,501	3,573,501	3,446,001	3,452,639
<i>Unrestricted Operating Balance >>></i>	8,350,211	12,881,123	9,748,077	8,702,504	8,662,256	13,773,303	11,132,973	9,312,973	9,254,996	13,786,812	13,840,666

Avg Operating expenses per month =>	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	7,850,000	7,850,000
No of months Oper Cash On Hand =>	1.06	1.64	1.24	1.11	1.10	1.75	1.42	1.19	1.18	1.76	1.76

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

October 2, 2019

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer
Laura Camacho, Chief Administrative Services Officer

SUBJECT: Authorization to Amend Agreement No. 17-040 with Southern California Permanente Medical Group (SCPMG) doing business as Kaiser On-the-Job for On-Call Occupational Clinic Services

Summary: In November 2017, as a result of a formal competitive procurement, the Board authorized staff to award Agreement No. 17-040 to Southern California Permanente Medical Group doing business as Kaiser On-the-Job for on-call occupational clinic services. The services provided under this agreement include the treatment of work-related injuries/illnesses including physical therapy, pre-employment physical examinations, fitness for duty examinations, Department of Transportation (DOT) medical certification physicals, and DOT random drug and alcohol testing.

Since the agreement first went into effect on December 1, 2017, several factors have directly affected the cost of services to the Agency provided by Kaiser. These factors include:

- an increase in the number of pre-employment candidates,
- an increase in the number of (DOT) medical certifications. While these certifications are required of our Class B license holders by the DOT at least every two years, a physician may require them more frequently, and;
- an increase in employee return-to-work physicals by those returning from long term leave.

In addition, beginning in January of 2019, the Federal Transit Administration (FTA) mandated an increase to the random drug testing rates of safety sensitive employees from 25% to 50%. This new requirement increases the number of random drug tests from approximately 97 to 193 annually.

Based on the above factors, staff estimates the Kaiser agreement will need to be amended and increased by \$15,000 to cover the Agency's services through the remainder of the contract, November 30, 2021.

Fiscal Impact:

There are sufficient funds to cover the increase for Occupational Clinic Services in the Agency's FY20 operating budget. Funding for subsequent years will be requested 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. 17-040 with Southern California Permanente Medical Group increasing the total not-to-exceed amount from \$154,086 to \$169,086, an increase of \$15,000, for occupational clinic services.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

October 2, 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 Creative Bus Sales for 37 StarTrans Senator II 12-Passenger Vehicles Under the CalACT/MBTA Vehicle Cooperative Purchasing Agreement

Summary: Staff is requesting authorization to award a contract to Creative Bus Sales, Inc. for a quantity of 37 StarTrans Senator II replacement vehicles for use in the Agency's Dial-a-Ride (DAR) 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 StarTrans Senator II is considered a Caltrans Type II vehicle which has a useful service life of 150,000 miles or five years. The vehicles to be replaced will have on average 174,505 miles once the replacement vehicles are received in the summer of 2020.

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 StarTrans Senator II manufactured by StarTrans Bus and sold through their local distributor Creative 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.

The StarTrans Senator II seats up to 12-passengers and is equipped with three (3) 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 paratransit public fleet vehicles. These vehicles operate on unleaded fuel and are certified by the California Air Resources Board (CARB) as meeting all applicable California and local Riverside County Transportation Commission (RCTC) emission regulations.

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

Fiscal Impact:

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

Description	Quantity	Unit Cost	Amount
StarTrans (Senator II)	37	\$86,186.50	\$3,188,900.50
Total*			\$3,188,900.50

* Does not include the below discussed 2.5 percent contingency

The above cost includes the base vehicle, optional equipment, sales tax and the CalACT procurement fee. Staff recommends the contract include a 2.5 percent contingency in the amount of \$79,722.51 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 and State Transit Assistance (STA) funds as shown below:

Funding Sources		
Federal Section 5307	State Transit Assistance (STA)	Total
\$2,778,329.75	\$490,293.26	\$3,268,623.01

Recommendation:

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

- Authorize staff to award a contract to Creative Bus Sales for the purchase of 37 StarTrans Senator II 12-passenger vehicles under the CalACT/MBTA Vehicle Cooperative Purchasing Agreement in an amount not to exceed \$3,268,623.01 which includes a 2.5 percent contingency.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

October 2, 2019

TO: BOARD BUDGET AND FINANCE COMMITTEE
THRU: Larry Rubio, Chief Executive Officer
FROM: Joe Forgiarini, Director of Service Planning and Scheduling
SUBJECT: Route 54 Discontinuation Hearing

Summary: At the request of Riverside County Transportation Commission (RCTC), Riverside Transit Agency (RTA) implemented Route 54 Downtown Riverside Metrolink Free Shuttle on Monday October 3, 2016. The shuttle was designed to connect all rail trips on the new Perris Valley Line (PVL) service with downtown Riverside. RCTC was able to fully fund the service with farebox allowable revenue until June 30, 2019.

Route 54 ridership has been low since the service began. In FY20 to date, Route 54 has averaged one passenger per revenue hour, the lowest in the RTA fixed route network. In this same period, it's farebox recovery has been 0.2 percent, also the lowest in the RTA fixed route network.

RTA staff are therefore seeking approval to discontinue Route 54. This action requires a public hearing, which has been scheduled for RTA's October 24, 2019 Board meeting. There are no Title VI implications as Route 54 is not a minority significant service. Other RTA routes (1, 15, 29, 49, 200, 208, 210) are available free of charge for Metrolink ticket and pass holders to access downtown Riverside in place of Route 54.

Fiscal Impact:

The proposed discontinuation of Route 54 effective January 12, 2020 would result in estimated operational savings of \$43,320 in FY20.

Recommendation:

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

- Conduct a public hearing at the October 24, 2019 Board meeting on the proposed discontinuation of the Route 54 Downtown Riverside Metrolink Shuttle effective January 12, 2020.
- Subject to the completion of the above public hearing, authorize staff to implement the discontinuation of Route 54 effective January 12, 2020.