



June 3, 2020
2:00 p.m.

AGENDA

Board Budget and Finance Committee Meeting

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/995479157>

You can also dial in using your phone: (872) 240-3311

Access Code: 995479157

SPECIAL NOTICE REGARDING COVID-19

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. Public gatherings are to be limited.

Further, on March 18, 2020, Governor Newsom temporarily suspended the Brown Act requirements pertaining to telephonic conferencing of local government meetings and the requirement to have at least one physical location available to the public for purposes of attending the meeting. As such, RTA has opted to conduct the June 3, 2020 committee meeting via teleconference. Participants can participate via teleconference in each participant's own office / home area which will not be made physically accessible to the public.

Members of the public wishing to participate via teleconference can do so by joining the meeting from your computer, tablet or smart phone at 2:00 p.m. on June 3, 2020: <https://global.gotomeeting.com/join/995479157> or you may dial in using your phone to (872) 240-3311, Access Code: 995479157. If you do not wish to speak, please silence / mute your device during the meeting. Those wishing to speak during the meeting, may submit comments and/or questions in writing for Board consideration by sending them to the Clerk of the Board at Jhepworth@RiversideTransit.com. If possible, please submit your written comments by Tuesday, June 2, 2020, at 5:00 p.m. Once you've connected, you must ensure that you are in a quiet environment with no background noise (traffic, children, pets, etc.) You must mute your phone until called upon by the Chair or the Clerk to speak. Once called upon, please unmute your device and speak. You will be warned prior to your allotted time being over.

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

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 – MARCH 4, 2020 COMMITTEE MEETING \(P.4\)](#)

APPROVE

5. [CASH FLOW PROJECTIONS \(P.7\)](#)

RECEIVE AND FILE

6. [QUARTERLY CAPITAL STATUS \(P.9\)](#)

RECEIVE AND FILE

<u>ITEM</u>	<u>RECOMMENDATION</u>
7. <u>AUTHORIZATION TO AWARD AGREEMENT NO. 20-027 TO HELIXSTORM, INC., FOR THE PURCHASE OF HP SERVER AND NETWORK EQUIPMENT (P.10)</u>	APPROVE
8. <u>AUTHORIZATION TO AMEND AGREEMENT NO. 17-029 WITH COMMERCIAL CLEANING SERVICES FOR JANITORIAL SERVICES (P.12)</u>	APPROVE
9. BOARD MEMBER COMMENTS	
10. ANNOUNCEMENTS	
11. NEXT MEETING Wednesday, July 1, 2020 2:00 p.m. Riverside Transit Agency 1825 Third Street Riverside, CA 92507	
12. MEETING ADJOURNMENT	

RTA BOARD BUDGET AND FINANCE COMMITTEE MEETING
Minutes
March 4, 2020

1. CALL TO ORDER

Committee Chair Linda Krupa called the Board Budget and Finance Committee meeting to order at 2:00 p.m., on March 4, 2020, 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. Timothy J. Sheridan, City of Lake Elsinore
6. Berwin Hanna, City of Norco
7. Malcolm Corona, City of Perris
8. Bridgette Moore, City of Wildomar
9. ¹Michelle DeArmond, County of Riverside District III
10. ²Barry Busch, County of Riverside District V

RTA Staff

1. Larry Rubio, Chief Executive Officer
2. Joan Hepworth, 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. Kristin Warsinski, Director of Planning
10. Rick Majors, Director of Risk Management
11. Rick Kaczerowski, Director of IT
12. Natalie Zaragoza, Director of Contracts
13. Brad Weaver, Media & Public Relations Manager
14. Melissa Blankenship, Contracts Manager
15. Eric Ustation, Government Affairs Manager
16. Yesenia Felix, Human Resources Clerk
17. Lisa Almilli, Mobility Manager

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

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

Director Bridgette Moore led the pledge of allegiance.

3. PUBLIC COMMENTS – NON-AGENDA ITEMS

None.

4. APPROVAL OF MINUTES – FEBRUARY 5, 2020 COMMITTEE MEETING

M/S/C (SMITH/KELLY) approving the February 5, 2020 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 update which was received and filed.

7. AUTHORIZATION TO AWARD AGREEMENT NO.19-088 TO FRITTS FORD FOR THE PURCHASE OF THREE TRUCKS FOR STOPS AND ZONES

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

- Authorize staff to award Agreement No.19-088 to Fritts Ford for the purchase of three trucks for stops and zones in an amount not-to-exceed \$214,868.10.

The motion carried unanimously.

8. AUTHORIZATION TO AWARD AGREEMENT NO. 20-009 TO ND CONSTRUCTION COMPANY FOR THE REFURBISHMENT OF 30 BUS STOP SHELTERS

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

- Authorize staff to award Agreement No. 20-009 to ND Construction Company for the refurbishment of 30 bus stop shelters in the amount of \$135,076.00.

The motion carried unanimously.

9. BOARD MEMBER COMMENTS

Board member comments were made by Director Linda Molina, Director Berwin Hanna and Director Malcolm Corona.

10. ANNOUNCEMENTS

None.

11. NEXT MEETING

Wednesday, April 1, 2020, 2:00 p.m.

12. MEETING ADJOURNMENT

The meeting was adjourned at 2:20 p.m.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

June 3, 2020

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 remainder of FY20 and the beginning of FY21.

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

Recommendation:

Receive and file.

Riverside Transit Agency FY20/21 Cash Flow Projection

	Actual										
Wells Fargo General Account	5/22/2020	5/29/2020	6/5/2020	6/12/2020	6/19/2020	6/26/2020	7/3/2020	7/10/2020	7/17/2020	7/24/2020	7/31/2020
Est. Cash, Beg Balance (Book)	854,536	397,347	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Receipts:											
LTF Operating	-	-	-	-	-	-	-	-	-	-	6,067,836
FET Credit	-	95,472	-	-	-	50,000	-	-	-	-	50,000
RIN's Credit	-	-	-	30,764	-	-	-	-	30,000	-	-
LCFS	-	-	-	-	-	-	-	-	183,998	-	-
CalPERS CERBT Disbursement	-	-	-	-	99,149	-	-	-	-	-	95,000
Farebox	8,719	10,000	10,000	10,000	10,000	10,000	15,000	15,000	15,000	15,000	15,000
Total Other Farebox	112,448	271,942	234,341		100,386				100,000		
Total Other Local	2,740	5,000	10,796	5,000	5,000	5,000	8,295	2,500	2,500	2,500	2,500
FTA Operating	478,221		5,000,000	1,045,000		44,724	-	-	-	-	-
State Operating	240,000						-	-	-	-	-
Capital - Local, State	318,166				133,109		-	-	-	-	-
FTA Capital	53,232	30,592				25,000					
Transfer from Investment Accounts to Wells Fargo General Account	600,000	7,000		5,191,326	906,357	4,776,276	3,396,705	417,500	1,788,502	437,500	
Disbursements:											
Payroll = Net+Tax	(999,727)		(1,100,000)		(1,025,000)		(1,200,000)		(1,100,000)		(1,000,000)
A/P Wires	(398,658)	(223,278)	(1,572,500)	(6,082,090)	(29,000)	(3,916,000)	(2,020,000)	(235,000)	(820,000)	(255,000)	(20,000)
A/P Checks	(87,623)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
Capital Expenditures	(66,540)										
Transfer to Investment Accounts from Wells Fargo General Account	(718,166)	(344,075)	(2,382,637)			(795,000)					(5,010,336)
Actual Ending Wells Fargo General Account Book Balance / Targeted Minimum Balance	397,347	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

LAIF Account:

Beginning balance	2,932,653	2,932,653	2,925,653	2,925,653	2,925,653	2,925,653	2,925,653	2,925,653	2,925,653	2,934,931	2,934,931
Quarterly Interest Income	-	-	-	-	-	-	-	-	9,278	-	-
Transfers to/from Gen Acct.	-	(7,000)	-	-	-	-	-	-	-	-	-
Ending balance	2,932,653	2,925,653	2,925,653	2,925,653	2,925,653	2,925,653	2,925,653	2,925,653	2,934,931	2,934,931	2,934,931

County Pool Account:

Beginning balance	10	10	10	10	10	10	10	10	10	10	10
Ending balance	10	10	10	10	10	10	10	10	10	10	10

CalTrust Account:

Beginning balance	58,243,340	58,252,337	58,596,412	61,056,430	55,865,104	54,858,747	50,082,471	46,743,520	46,326,020	44,337,518	43,900,018
Quarterly Interest Income	-	-	77,381	-	-	-	57,754	-	-	-	47,196
Transfers to/from Gen Acct.	8,996	344,075	2,382,637	(5,191,326)	(1,006,357)	(4,776,276)	(3,396,705)	(417,500)	(1,988,502)	(437,500)	5,010,336
Ending balance	58,252,337	58,596,412	61,056,430	55,865,104	54,858,747	50,082,471	46,743,520	46,326,020	44,337,518	43,900,018	48,957,550

<i>Restricted Capital Balance >>></i>	43,852,184	43,845,184	43,899,509	43,899,509	43,899,509	43,899,509	43,899,509	43,899,509	43,908,787	43,908,787	43,951,451
<i>Funding for CERBT OPEB Trust >></i>	795,000	795,000	795,000	795,000	795,000	-	-	-	-	-	-
<i>Restricted Operating Balance >>></i>	2,501,339	2,501,339	2,504,745	2,504,745	2,404,745	2,404,745	2,462,499	2,462,499	2,362,499	2,362,499	2,365,011
<i>Unrestricted Operating Balance >>></i>	14,433,826	14,430,553	16,832,839	11,641,513	10,735,156	6,753,880	3,357,175	2,939,675	1,051,173	613,673	5,626,029

<i>Avg Operating expenses per month =></i>	7,850,000	7,850,000	7,850,000	7,850,000	7,850,000	7,850,000	6,865,000	6,865,000	6,865,000	6,865,000	6,865,000
<i>No. of months Oper Cash On Hand =></i>	1.84	1.84	2.14	1.48	1.37	0.86	0.49	0.43	0.15	0.09	0.82

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

June 3, 2020

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 commence the project. It can also take multiple years to complete the project once it has commenced. Examples of such a scenario are the Vine Street Mobility Hub and Hemet Mobility Hub projects.

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 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. 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 St.
Riverside, CA 92507

June 3, 2020

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. 20-027 to Helixstorm, Inc., for the Purchase of HP Server and Network Equipment

Summary: In 2008, the Agency made significant upgrades to its server and network equipment by installing a server virtualization system. This system's core components consisted of a Hewlett Packard (HP) C3000 blade server chassis, several blade servers and a HP ProCurve 5412 core network switch. Almost twelve years later, even though the equipment, including the chassis and the network switch have performed well, they lack the technical enhancements that have become standard over the last few years. While the servers were replaced in 2014, the remaining equipment is from 2008 and is either marked for 'end of life' by HP or is simply in need of replacement to ensure the network continues to provide the speed and consistency needed by the Agency's users.

The new components and equipment to be installed as part of this project will have the latest Intel Xeon processors, include one terabyte (TB) of random-access memory and will utilize 10 GbE network interfaces that are ten times faster than the existing 1 GbE network interfaces. These technical upgrades will result in significantly faster data transfers on the network, especially helpful when staff is downloading and viewing videos from both bus vehicles and facilities cameras, and, will provide considerably faster response times for the Clever Devices bus tracking system.

On April 10, 2020, staff issued Invitation for Bids (IFB) No. 20-027. The IFB 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 IFB document. The Agency also sent notices of the contracting opportunity to the local chambers' of commerce in cities that are members of the Joint Powers Agreement.

On May 7, 2020 the Agency received bids from the following five (5) firms:

Firm Name	Bid Amount
American Digital Corporation, Elk Grove Village, IL	\$178,701.18
Helixstorm, Inc., Temecula, CA	\$189,181.17
Golden Star Technology, Inc., Riverside, CA	\$196,141.45
Nth Generation Computing, Inc. San Diego, CA	\$199,213.46
VectorUSA, Torrance, CA	\$234,477.37

Bids were reviewed by staff to ensure compliance with the requirements of the IFB. The apparent low bidder, American Digital Corporation was unable to provide all the necessary equipment for this project so they were deemed non-responsive.

Staff reviewed the next low bidder's submittal to ensure compliance with the requirements of the IFB. Based on a thorough review, staff recommends awarding a contract to Helixstorm, Inc., the lowest responsive and responsible bidder.

Fiscal Impact:

Sufficient funds to cover this request are included in the Agency's Board approved capital budget. The funding profile is shown below:

Funding Source		
Federal Section 5307	State Transit Assistance (STA)	Total
\$151,344.94	\$37,836.23	\$189,181.17

Recommendation:

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

- Authorize staff to award Agreement No. 20-027 to Helixstorm, Inc. for the purchase of HP Server and Network Equipment in the amount of \$189,181.17.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

June 3, 2020

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. 17-029 with Commercial Cleaning Services for Janitorial Services

Summary: The Agency utilizes the services of a janitorial firm to clean and maintain its administrative buildings, maintenance facilities and transit centers in the Cities of Riverside, Hemet, and Corona. These services are performed on a daily, monthly, quarterly and semi-annual basis. Routine cleaning and maintenance services enables the Agency's facilities to maintain a professional appearance while protecting Agency assets and most importantly, a clean and disinfected environment for staff and external customers.

On September 28, 2017, the Board authorized the award of Agreement No. 17-029 for a three-year period to Commercial Cleaning Systems (CCS) in the not-to-exceed amount of \$295,596.48. The agreement with CCS is in its final year and is due to expire on September 30, 2020.

Due to the COVID-19 pandemic, in an abundance of caution, staff chose to delay the issuance of a new procurement because it would require prospective vendors to visit Agency facilities which could potentially increase employees' exposure to the virus.

As such, staff would like to extend the current janitorial services agreement through December 31, 2020 which would allow sufficient time to re-procure these services.

Additionally, during these past two months, CCS was able to start and has continued using hospital grade disinfectant chemicals to combat the spread of the COVID-19 virus. Further, CCS has agreed to honor its existing pricing for the three-month extension.

Staff is recommending approval to extend the agreement for a period of three-months from October 1, 2020 through December 31, 2020 in the amount of \$26,480.43, bringing the total not-to-exceed amount of the agreement to \$322,076.91.

Fiscal Impact:

Funding for janitorial services has been included in the Agency's FY21 operating budget.

Recommendation:

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

- Authorize staff to amend Agreement No. 17-029 with Commercial Cleaning Services for janitorial services for a three-month extension, from October 1, through December 31, 2020 in the amount of \$26,480.43.