



July 1, 2020
2:00 p.m.

AGENDA

Board Budget and Finance Committee Meeting

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

<https://us02web.zoom.us/j/89191721075?pwd=MmVvU0V2cGt4aXRSbXpCZ1hKT2pvQT09>

Meeting ID: 891 9172 1075; Password: 469605

You can also dial in using your phone: (669) 900-6833

Meeting ID: 891 9172 1075; Password: 469605

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 July 1, 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 July 1, 2020: <https://us02web.zoom.us/j/89191721075?pwd=MmVvU0V2cGt4aXRSbXpCZ1hKT2pvQT09> – Meeting ID: 891 9172 1075 - Password: 469605 or you may dial in using your phone to (669) 900-6833, Meeting ID: 891 9172 1075 - Password: 469605. 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 30, 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.

<u>ITEM</u>	<u>RECOMMENDATION</u>
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. <u>APPROVAL OF MINUTES – JUNE 3, 2020 COMMITTEE MEETING (P.4)</u>	APPROVE
5. <u>CASH FLOW PROJECTIONS (P.7)</u>	RECEIVE AND FILE
6. <u>AUTHORIZATION TO AMEND COLLEGE AND UNIVERSITY PASS AGREEMENTS (P.9)</u>	APPROVE

ITEM

RECOMMENDATION

7. BOARD MEMBER COMMENTS

8. ANNOUNCEMENTS

9. NEXT MEETING

Wednesday, September 2, 2020
2:00 p.m.
Riverside Transit Agency
1825 Third Street
Riverside, CA 92507

10. MEETING ADJOURNMENT

RTA BOARD BUDGET AND FINANCE COMMITTEE MEETING
Minutes
June 3, 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 June 3, 2020 via teleconference.

2. SELF INTRODUCTIONS

In lieu of self-introductions, a roll call was taken.

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. Jessica Leon, Administrative Assistant

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

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

Director Anthony Kelly joined the meeting at 2:05 p.m.

3. PUBLIC COMMENTS – NON-AGENDA ITEMS

None.

4. APPROVAL OF MINUTES – MARCH 4, 2020 COMMITTEE MEETING

M/S/C (HANNA/MOLINA) approving the March 4, 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. 20-027 TO HELIXSTORM, INC., FOR THE PURCHASE OF HP SERVER AND NETWORK EQUIPMENT

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

The motion carried unanimously.

8. AUTHORIZATION TO AMEND AGREEMENT NO. 17-029 WITH COMMERCIAL CLEANING SERVICES FOR JANITORIAL SERVICES

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

The motion carried unanimously.

9. BOARD MEMBER COMMENTS

Board member comments were made by Directors Linda Molina, Jeremy Smith, Anthony Kelly Jr., Berwin Hanna, Malcolm Corona, Bridgette Moore, Michelle DeArmond, Barry Busch and Committee Chair Linda Krupa.

10. ANNOUNCEMENTS

Larry Rubio made announcements

11. NEXT MEETING

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

12. MEETING ADJOURNMENT

The meeting was adjourned at 2:32 p.m.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 1, 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 June 2020 with projections through August 2020. This reporting period covers the end of FY20 and the first two months 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	6/19/2020	6/26/2020	7/3/2020	7/10/2020	7/17/2020	7/24/2020	7/31/2020	8/7/2020	8/14/2020	8/21/2020	8/28/2020
Est. Cash, Beg Balance (Book)	133,395	260,625	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Receipts:											
LTF Operating	-	-	-	-	-	-	12,135,671	-	-	-	-
LTF OPEB	-	-	-	-	-	-	-	-	-	-	-
FET Credit	-	95,472	-	-	-	-	68,822	-	-	-	78,162
RIN's Credit	-	30,764	-	-	30,000	-	-	-	30,000	-	-
LCFS	-	-	-	-	183,998	-	-	-	-	-	-
CalPERS CERBT Disbursement	99,149	-	-	-	96,374	-	-	-	-	95,000	-
Farebox	133,344	10,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Total Other Farebox	-	540,273	-	-	100,000	-	-	-	250,000	-	-
Total Other Local	28,511	5,000	8,295	2,500	2,500	2,500	2,500	8,295	2,500	2,500	2,500
FTA Operating	-	2,148,800	-	906,342	611,400	-	-	-	900,000	-	-
State Operating	-	-	2,589,720	-	-	-	-	-	-	-	-
Capital - Local, State	-	-	344,270	-	-	-	-	-	-	-	-
FTA Capital	6,829	186,619	25,000	-	-	-	-	25,000	-	-	-
Transfer from Investment Accounts to Wells Fargo General Account	1,201,890	-	2,971,705	93,197.50	5,880,728	502,500	-	2,386,705	822,500	342,500	1,189,338
Disbursements:											
Payroll = Net+Tax	(998,539)	(1,557)	(1,200,000)	-	(1,000,000)	-	(1,000,000)	-	(1,000,000)	-	(1,000,000)
A/P Wires	(144,178)	(420,204)	(1,620,000)	(817,040)	(5,720,000)	(320,000)	(20,000)	(2,235,000)	(820,000)	(255,000)	(85,000)
A/P Checks	(138,349)	(136,587)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
Capital Expenditures	(10,426)	(233,274)	-	-	-	-	-	-	-	-	-
Transfer to Investment Accounts from Wells Fargo General Account	(51,000.00)	(1,650,666)	(2,933,990)	-	-	-	(11,001,993)	-	-	-	-
Transfer to CERBT OPEB Trust Account	-	(785,264)	-	-	-	-	-	-	-	-	-
Actual Ending Wells Fargo General Account Book Balance / Targeted Minimum Balance	260,625	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

LAIF Account:

Beginning balance	2,877,653	2,928,653	2,928,653	3,272,923	3,272,923	3,281,821	3,281,821	3,281,821	3,281,821	3,281,821	3,281,821
Quarterly Interest Income	-	-	-	-	8,897	-	-	-	-	-	-
Transfers to/from Gen Acct.	51,000	-	344,270	-	-	-	-	-	-	-	-
Ending balance	2,928,653	2,928,653	3,272,923	3,272,923	3,281,821	3,281,821	3,281,821	3,281,821	3,281,821	3,281,821	3,281,821

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	55,819,210	54,617,320	56,211,774	55,886,757	55,793,560	49,712,832	49,210,332	60,264,955	57,878,250	56,555,750	56,213,250
Quarterly Interest Income	-	-	56,969	-	-	-	52,630	-	-	-	57,705
Transfers to/from Gen Acct.	(1,201,890)	1,594,454	(381,985)	(93,198)	(6,080,728)	(502,500)	11,001,993	(2,386,705)	(1,322,500)	(342,500)	(1,189,338)
Ending balance	54,617,320	56,211,774	55,886,757	55,793,560	49,712,832	49,210,332	60,264,955	57,878,250	56,555,750	56,213,250	55,081,617

<i>Restricted Capital Balance >>></i>	43,885,763	43,885,763	44,270,975	44,270,975	44,279,872	44,279,872	44,320,853	44,320,853	44,320,853	44,320,853	44,361,876
<i>Funding for CERBT OPEB Trust >></i>	785,264	-	-	-	-	-	-	-	-	-	-
<i>Restricted Operating Balance >>></i>	2,508,844	2,452,631	5,044,845	5,044,845	4,944,845	4,944,845	4,949,837	4,949,837	4,699,837	4,699,837	4,704,660
<i>Unrestricted Operating Balance >>></i>	10,626,738	12,852,044	9,893,872	9,800,674	3,819,947	3,317,447	14,326,095	11,939,390	10,866,890	10,524,390	9,346,911
<i>Avg Operating expenses per month =></i>	7,850,000	7,850,000	6,865,000	6,865,000	6,865,000	6,865,000	6,865,000	6,865,000	6,865,000	6,865,000	6,865,000
<i>No. of months Oper Cash On Hand =></i>	1.35	1.64	1.44	1.43	0.56	0.48	2.09	1.74	1.58	1.53	1.36

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 1, 2020

TO: BOARD BUDGET AND FINANCE COMMITTEE MEETING
THRU: Larry Rubio, Chief Executive Officer
FROM: Vince Rouzaud, Chief Procurement and Logistics Officer
SUBJECT: Authorization to Amend College and University Pass Agreements

Summary: At the April 23, 2020 Board of Directors Meeting, the Board approved Resolution 2020-02 authorizing staff to submit a grant application for Low Carbon Transit Operations Program (LCTOP) funds that would fund free fares for college students and youth ages 18 and under.

At last month's Board meeting, the Board was informed that the Agency was successful in its application and was apportioned \$2,589,270 in LCTOP funds to subsidize free fares for a period of one-year beginning August 1, 2020 through June 30, 2021.

One of several programs under the Transit, Affordable Housing, and Sustainable Communities Program, the LCTOP program was created to provide operating and capital assistance to transit agencies with the goal of reducing greenhouse gas emissions and improving mobility, particularly in disadvantaged communities.

As a reminder, the Agency has several college pass agreements that currently allow students and in some cases faculty and staff to ride Agency buses at no cost with the fare reimbursed by the community college or university. Under the LCTOP funded program, and for the duration that funds are made available, community colleges and universities will not be required to reimburse the Agency for trips taken by students.

Since the Agency has pass agreements with Cal Baptist University, La Sierra University, Moreno Valley College, Mount San Jacinto College, Norco College, Riverside City College and UCR, each agreement will need to be amended to reflect that trips taken by students will be reimbursed through LCTOP funds and not the college. Colleges that allow faculty and staff to participate in pass programs will continue to be required to reimburse the Agency for non-student ridership.

Additionally, due to the Covid-19 pandemic and the subsequent need to implement protection measures for coach operators, the Agency is in the process of installing driver barriers which will limit some customer access to the farebox.

What this means is the farebox functionality of 'swiping' passes is located behind the barrier which prevents students from using their student identification (ID) cards while boarding buses. Thus, it will require everyone participating in the college pass program to use the Agency's mobile ticketing app and not their student, faculty or staff ID cards.

Staff is currently working with each college on migrating to the mobile ticketing app and will amend the agreements to reflect this change. This will not affect pass holders such as customers purchasing daily or monthly passes as the farebox is equipped with a separate reader that allows passes to be inserted into the farebox in lieu of swiping. This pass reader is located outside the driver's barrier and can still be accessed by customers.

The following college pass agreements will need the changes listed below to participate in this program.

LCTOP Funded Pass Agreements	Existing Agreements				
	RCCD Agmt 19-051	MSJC Agmt 11- 019	UCR Agmt 19- 024	CBU Agmt 19- 045	LSU Agmt 19- 046
<i>Agreement Highlights</i>					
Amendment to current agreement to 'suspend' it effective 8/1/2020; will be reactivated as of 7/1/2021 and extended for an additional 12 months through end of fall term 2025. (i.e., free rides for interim and then back to payment provision).	X				
Current agreement cancelled and will conduct student vote next spring for new 5 or 10-year agreement beginning 7/1/2021.		X			
New agreement; Term 8/1/20 through 6/30/21.		X	X	X	X
Student rides on RTA fixed routes and DAR for ADA certified customers to be free (LCTOP funding) to all students (PT/FT).	X	X	X	X	X
Faculty and staff do not ride for free and college will reimburse RTA the discounted fare of \$1.05 per ride with a monthly cap of \$45 per unique rider.			X		X
Student ID cards will not be accepted. Students must have mobile pass. There will be a different mobile U-Pass or Go-Pass for each college.	X	X	X	X	X
School to provide verified a) mobile phone number and b) student id number to RTA to initiate mobile pass text/email to students.	X	X		X	X
School to provide verified a) mobile phone number and b) faculty id number to RTA to initiate mobile pass text/email to faculty.					X
School to provide verified a) student email and b) student id number to RTA to initiate mobile pass text/email to students.			X		

School to provide verified a) faculty email address and b) faculty id number to RTA to initiate mobile pass text/email to faculty.			X		
Need to designate RCCD home college student is attending (Moreno Valley, Norco or Riverside).	X				
School to provide updates periodically to ensure changes to enrolled/dropped students are captured.	X	X	X	X	X
RTA will monitor and trouble shoot issues; request contact to work with on these issues if needed.	X	X	X	X	X

Fiscal Impact:

Staff estimates the LCTOP grant funds totaling \$2,589,270 will provide one year of free public transportation for college students and youth ages 18 and under on all RTA fixed routes and Dial-A-Ride for ADA certified customers from August 1, 2020 through June 30, 2021.

Recommendation:

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

- Authorize staff to amend College and University Pass Agreements.