



January 12, 2022
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/89893466749?pwd=c0FSZllnRDJ2Q1ROR0kvc2xsWnBTdz09>

Meeting ID: 898 9346 6749; Passcode: 384057

You can also dial in using your phone: 1+ (669) 900-6833

Meeting ID: 898 9346 6749; Passcode: 384057

SPECIAL NOTICE REGARDING COVID-19

On September 16, 2021, Governor Newsom signed Assembly Bill No. 361 that amends and extends certain Brown Act requirements pertaining to telephonic conferencing of local government meetings through January 1, 2024. As such, RTA has opted to conduct the January 12, 2022 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 January 12, 2022: <https://us02web.zoom.us/j/89893466749?pwd=c0FSZllnRDJ2Q1ROR0kvc2xsWnBTdz09>; Meeting ID 898 9346 6749; Passcode 384057; or you may dial in using your phone to (669) 900-6833; Meeting ID 898 9346 6749; Passcode 384057.

Those that do not wish to speak can view the meeting at www.youtube.com/RiversideTransit. Those wishing to speak during the meeting should submit comments and/or questions in writing for Board consideration by completing the online Speaker Request Form which can be accessed through our website at RiversideTransit.com or by clicking [HERE](#). Please submit your written comments by Tuesday, January 11, 2022 at 5:00 p.m. Once you dial in, 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 – DECEMBER 1, 2021 COMMITTEE MEETING (P.4)

APPROVE

5. CASH FLOW PROJECTIONS (P.7)

RECEIVE AND FILE

6. AGENCY INVESTMENT POLICY – ANNUAL UPDATE (P.9)

ADOPT

<u>ITEM</u>	<u>RECOMMENDATION</u>
7. <u>AUTHORIZATION TO AWARD AGREEMENT NO. 21-062 TO BWW & COMPANY, INC. FOR THE REFURBISHMENT OF 13 BUS STOP LOCATIONS (P.17)</u>	APPROVE
8. BOARD MEMBER COMMENTS	
9. ANNOUNCEMENTS	
10. NEXT MEETING Wednesday, February 2, 2022 2:00 p.m. Riverside Transit Agency 1825 Third Street Riverside, CA 92507	
11. MEETING ADJOURNMENT	

RTA BOARD BUDGET AND FINANCE COMMITTEE MEETING
Minutes
December 1, 2021

1. CALL TO ORDER

Committee Chair Jeremy Smith called the Board Budget and Finance Committee meeting to order at 2:00 p.m., on December 1, 2021 via teleconference.

2. SELF INTRODUCTIONS

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

Committee Members Attending

1. Jeremy Smith, City of Canyon Lake
2. Rey SJ Santos, City of Beaumont
3. Linda Molina, City of Calimesa
4. Linda Krupa, City of Hemet
5. Timothy J. Sheridan, City of Lake Elsinore
6. Ted Hoffman, City of Norco
7. Bridgette Moore, City of Wildomar
8. ¹Andrea Mares, County of Riverside District III
9. ²Art Welch, 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. Charlie Ramirez, Chief Financial Officer
5. Laura Camacho, Chief Administrative Services Officer
6. Rick Kaczerowski, Chief Technology Officer
7. Jim Kneepkens, Chief Marketing Officer
8. Ehab Azab, Chief Procurement and Logistics Officer
9. Kristin Warsinski, Director of Planning
10. Robert Fernandez, Director of Maintenance
11. Melissa Blankenship, Director of Contracts
12. Stephanie Sirls, Director of Operations
13. Bradley Weaver, Media and Public Relations Manager
14. Audrey Gill, Contract Operations Manager
15. Yesenia Felix, Administrative Assistant

Other Attendees

1. Zak Schwank, City of Temecula
2. Jason Snow, Did not state

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 – NOVEMBER 3, 2021 COMMITTEE MEETING

M/S/C (MOLINA/WELCH) approving the November 3, 2021 committee meeting minutes.

The motion carried unanimously by roll call vote.

5. CASH FLOW PROJECTIONS

Charlie Ramirez presented the cash flow projections. Board Chair Linda Krupa had a question which was answered by staff. The cash flow projections were received and filed.

6. QUARTERLY CAPITAL STATUS

Charlie Ramirez presented the Quarterly Capital Status report which was received and filed.

7. AUTHORIZATION TO AWARD A CONTRACT TO GILLIG LLC TO PURCHASE 35 LOW-FLOOR, 40-FOOT CNG BUSES FOR REPLACEMENT, WITH AN OPTION TO PURCHASE 35 ADDITIONAL BUSES

Board Chair Linda Krupa, Committee Chair Jeremy Smith and Directors Ted Hoffman and Rey Santos had questions which were answered by staff. The committee directed staff to look into having more buses wrapped in the American Flag and possibly having a smaller American Flag painted on each bus. Staff will research and bring back to the board for their consideration at a later date.

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

- Authorize staff to award a contract to GILLIG LLC, to purchase 35 Low-Floor, 40-Foot CNG buses for replacement, in an amount of \$22,324,132 with a one percent contingency of \$223,241 for a total not-to-exceed amount of \$22,547,373.
- This procurement includes an option to purchase an additional 35 buses over a five-year period. Staff will return to the Board for authorization should the Agency move forward with the options.

The motion carried unanimously by roll call vote.

8. AUTHORIZATION TO AWARD AGREEMENT NO. 21-038 TO FIRST TRANSIT, INC. FOR AMERICANS WITH DISABILITIES ACT (ADA)/DIAL-A-RIDE (DAR) TRANSPORTATION AND CALL CENTER SERVICES

Board Chair Linda Krupa, Immediate Past Chair Bridgette Moore and Director Ted Hoffman had questions which were answered by staff.

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

- Authorize staff to award Agreement No. to 21-038 to First Transit, Inc. for ADA/Dial-A-Ride Transportation and Call Center Services in the amount of \$83,063,686 with a two percent fuel contingency of \$1,661,274 and \$266,000 for potential incentives for a total not-to-exceed amount of \$84,990,960.

The motion carried unanimously by roll call vote.

9. BOARD MEMBER COMMENTS

Board member comments were made by Board Chair Linda Krupa, Second Vice Chair Linda Molina, Immediate Past Chair Bridgette Moore, Committee Chair Jeremy Smith, Directors Rey SJ Santos, Timothy J. Sheridan, Ted Hoffman, Andrea Mares and Art Welch.

10. ANNOUNCEMENTS

Larry Rubio made announcements.

11. NEXT MEETING

Wednesday, January 12, 2022, 2:00 p.m.

12. MEETING ADJOURNMENT

The meeting was adjourned at 2:53 p.m.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

January 12, 2022

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Kristin Warsinski, Chief Executive Officer

FROM: Charlie Ramirez, 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 December with projections through February. There are no cash flow issues anticipated during this reporting period.

Recommendation:

Receive and file.

Riverside Transit Agency FY21/22 Cash Flow Projection

	ACTUAL								
Wells Fargo General Account	12/31/2021	1/7/2022	1/14/2022	1/21/2022	1/28/2022	2/4/2022	2/11/2022	2/18/2022	2/25/2022
Est. Cash, Beg Balance (Book)	1,610,245	530,491	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Receipts:									
Farebox	39,092	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000
FTA CARES									
FTA ARPA		2,629,613				1,800,000			
FTA 5307 ADA/CCOC/PM/OP ASS						6,713,709			
CMAQ		20,000							
Section 5310/5311			48,518						
LTF Operating									
Measure A		333,333				333,333			333,333
LCTOP: Frequency Improvements				20,000					20,000
LCTOP: Mobile Tickets				5,000					5,000
LCTOP: Cmtr Assistance									
LCTOP: College and Youth									60,000
LCTOP: Fall Promotion									
FET Credit		73,635		72,000					75,000
RIN's Credit				90,000					90,000
LCFS Credit		148,610							
CalPERS CERBT Disbursement			102,000				100,000		
Medi-Cal Reimbursement									
Other Operating Receipts	2,641								
Capital - FTA, Local, State									
Disbursements:									
Payroll	(1,055,821)		(1,026,148)		(1,351,958)		(1,020,746)		(987,478)
Payments to Vendors	(65,667)	(2,690,518)	(226,350)	(540,057)	(278,856)	(2,117,562)	(218,032)	(943,350)	(924,875)
Scheduled Transfers Out	-	(73,635)	-	(72,000)	-	-	-	-	(75,000)
Other Expenditures									
Net Cash Flow Before Transfers	530,491	1,041,528	(981,980)	(305,057)	(1,508,814)	6,849,480	(1,018,779)	(823,350)	(1,284,020)
Transfer From / (Transfer To) Investment Funds	-	(991,528)	1,031,980	355,057	1,558,814	(6,799,480)	1,068,779	873,350	1,334,020
Actual Ending Wells Fargo General Account Book Balance / Targeted Minimum Balance	530,491	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
LAIF Account:									
Beginning balance	2,155,119	2,155,119	2,155,119	2,155,119	2,155,119	2,155,119	2,155,119	2,155,119	2,155,119
Quarterly Interest Income									
Transfers to/from Gen Acct.									
Ending balance	2,155,119	2,155,119	2,155,119	2,155,119	2,155,119	2,155,119	2,155,119	2,155,119	2,155,119
County Pool Account:									
Beginning balance	-	-	-	-	-	-	-	-	-
Quarterly Interest Income									
Transfers to/from Gen Acct.									
Ending balance	-	-	-	-	-	-	-	-	-
CalTrust Account:									
Beginning balance	72,713,907	72,713,907	73,779,071	72,747,090	72,439,033	70,880,219	77,679,699	76,610,920	75,737,570
Monthly Interest Income	-	-	-	-	-	-	-	-	-
Transfers to/from Gen Acct.	-	1,065,163	(1,031,980)	(308,057)	(1,558,814)	6,799,480	(1,068,779)	(873,350)	(1,344,020)
Ending balance	72,713,907	73,779,071	72,747,090	72,439,033	70,880,219	77,679,699	76,610,920	75,737,570	74,393,550
<i>Restricted Capital Balance >>></i>	45,191,454	45,265,089	45,265,089	45,337,089	45,337,089	45,337,089	45,337,089	45,337,089	45,412,089
<i>Restricted Operating Balance >>></i>	3,891,072	3,891,072	3,891,072	3,866,072	3,866,072	3,866,072	3,866,072	3,866,072	3,781,072
<i>Unrestricted Operating Balance >>></i>	26,316,990	26,828,028	25,796,048	25,440,990	23,882,176	30,681,656	29,612,878	28,739,527	27,405,508
<i>Avg Operating expenses per month =></i>	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000
<i>No. of months Oper Cash On Hand =></i>	4.05	4.13	3.97	3.91	3.67	4.72	4.56	4.42	4.22

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

January 12, 2022

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Kristin Warsinski, Chief Executive Officer

FROM: Charlie Ramirez, Chief Financial Officer

SUBJECT: Agency Investment Policy – Annual Update

Summary: The Agency's Board of Directors must adopt an Investment Policy on an annual basis. Doing so ensures that the Investment Policy remains current and consistent with overall Agency goals and objectives. All policy changes must be approved by the Board of Directors prior to implementation.

The current policy includes the following objectives – in order of priority:

1. Preservation of principal
2. Maintain liquidity
3. Rate of Return consistent with the first two objectives

In an effort to tighten Agency internal control, it is recommended that the number of authorized signers on our investment accounts be reduced to three individuals. These three individuals include the Chair of the Board, Chief Executive Officer, and Chief Financial Officer. Therefore, it is proposed that the Chief Operating Officer be removed from the list of individuals authorized to execute investment transactions. This deletion is denoted in the draft Agency Investment Policy in bold, italic, and strikethrough text.

There are no other significant changes to the proposed Agency Investment Policy for 2022.

A copy of the draft Agency Investment Policy is attached to this staff report.

Fiscal Impact:

None.

Recommendation:

Recommend this item to the full Board of Directors for their consideration as follows:

- Adopt the Agency Investment Policy for 2022.



INVESTMENT POLICY

SCOPE

This investment policy applies to the Operating and Capital cash funds of Riverside Transit Agency, except for its employees' retirement system fund and its retiree medical fund, both of which are administered by the California Public Employees Retirement System (CalPERS). Separate Section 401 and 457 Deferred Compensation Funds are administered by Empower Retirement (Empower).

OBJECTIVE

Investable funds shall be invested to the maximum extent feasible. The primary goal of the investment program is to maintain safety and liquidity of principal and interest while maximizing returns, minimizing risks and ensuring that funds are available to meet anticipated cash flow requirements.

In the investment of its funds, Riverside Transit Agency will be guided by the following principles in order of importance:

1. The primary objective of the investment program is to safeguard the principal of the funds.
2. The secondary objective is to meet the liquidity needs of the Agency.
3. The third objective is to achieve a maximum return while assuming minimal risk on Agency investments.

AUTHORIZED INVESTMENT OFFICERS

The Chief Financial Officer is designated as the Investment Officer for the Agency and is responsible for investment decisions and activities, under the direction of the Chief Executive Officer. Cash management and investment transactions are the responsibility of the Investment Officer. In the absence of the Chief Financial Officer, the Chief Executive Officer will designate a temporary Investment Officer.

The authority to execute investment transactions on behalf of the Riverside Transit Agency will be limited to the:

- Chair of the Board
- Chief Executive Officer
- Chief Financial Officer
- ~~Chief Operating Officer~~

Two authorized signatures will be required for all investment transactions and wire transfers as approved by the Board of Directors on July 26, 2018.

ETHICS AND CONFLICT OF INTEREST

Officers and employees who are directly involved in the investment program shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair the ability to make impartial investment decisions.

PRUDENCE

The standard to be used by investment officials shall be that of a “prudent person” and shall be applied in the context of managing all aspects of the overall portfolio. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, direction and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as probable income to be derived.

The Agency realizes that market prices of securities would vary depending on economic and interest rate conditions at any point in time. It is further recognized, that in a well-diversified investment portfolio, occasional measured losses are inevitable due to economic, bond market or individual security credit risk. These occasional losses must be considered within the context of the overall investment program objectives and the resultant long-term rate of return.

The Investment Officer and other individuals assigned to manage the investment portfolio, acting in accordance within the intent and scope of the investment policy and other written procedures and exercising due diligence, shall not be held personally responsible for security credit risk or market price changes, provided that deviations from expectations are reported immediately to the Chief Executive Officer and that appropriate action is taken to control adverse developments.

SAFEKEEPING

Agency cash and investment securities, if any, shall be held in safekeeping by a designated institution. The institution shall issue a safekeeping receipt to the Agency listing the specific instrument, rate, maturity and other pertinent information as applicable. The independent auditors should review safekeeping procedures annually along with internal controls.

MONITORING AND ADJUSTING THE PORTFOLIO

The Investment Officer will routinely monitor the contents of the portfolio, the available markets and the relative values of competing instruments and will adjust the portfolio accordingly.

INTERNAL CONTROL

The investment portfolio and all related transactions are reviewed and balanced to appropriate general ledger accounts by the Finance Department on a monthly basis.

Internal controls shall be reviewed annually by the independent auditor. The controls shall be designed to prevent a loss of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions.

REPORTING

The Investment Officer shall render a quarterly report to the Chief Executive Officer and the Board of Directors within 75 days following the end of the quarter covered by the report. The report will include the following information:

- Investment Type
- Name of Issuing Institution
- Date of Maturity, if applicable
- Amount of Investment
- Investment Rate of Return
- Investment Income Earned
- Sufficient Funds Statement for Operating and Capital Costs
- State compliance of the portfolio to the Statement of Investment Policy

AUTHORIZED INVESTMENTS

Investment of Agency funds is governed by the California Government Sections 53600 et seq. Within the context of these limitations, the following investments are authorized, as further limited herein:

1. Passbook Savings and Account Demand Deposits with commercial banks or savings and loan banks insured by the Federal Deposit Insurance Corporation and/or collateralized in accordance with the California Government Code. These accounts are liquid; therefore, there is no percentage limitation of the portfolio, which can be invested in this category.
2. Local Agency Investment Fund (LAIF) which is a State of California managed investment pool and may be used to the maximum permitted by the California State Law.
3. U.S. Treasury Bills, Bonds, and Notes or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no limitation as to the percentage of the portfolio which can be invested in this category. Maturity is not to exceed the projected dates of the Agency's cash needs or two years, whichever is less.
4. County of Riverside Treasurer's Pooled Investment Fund (Riverside County Pool) which is a County of Riverside managed investment pool.

5. The Investment Trust of California (CalTRUST) which is a Joint Powers Authority investment administered by the California State Association of Counties (CSAC) Finance Corporation and advised by BlackRock.

MATURITY SCHEDULED

Investment maturities shall be scheduled, as applicable, to coincide with projected cash flow needs, taking into account large routine expenditures such as payroll, accounts payable and capital purchases along with receipt of projected revenues.

INVESTMENT EARNINGS

All moneys earned and collected from investments authorized in this policy shall be accrued monthly to various fund accounts based on the cash balances in each fund as a percentage of the entire pooled portfolio.

LEGISLATIVE CHANGES

Any State of California legislative action, that further restricts allowable maturities, investment type or percentage allocations, will be incorporated into the Riverside Transit Agency's Investment Policy and supersede any and all previous applicable language.

NATURAL GAS FUEL PROCUREMENT POLICY

The objective of the Agency's Natural Gas Fuel Procurement Policy is to lower the operating cost of natural gas by implementing a policy that takes advantage of below average natural gas prices with the purchase of a natural gas fixed price contract. This policy is initiated in order to increase the predictability of the cost per therm of Agency natural gas fuel, thereby improving the Agency's ability to anticipate and project overall compressed natural gas (CNG) costs.

Due to the nature of its business, the Agency is subject to the risk arising from an interruption in the supply of natural gas through the vast pipeline infrastructure. This risk exists whether the Agency's natural gas requirements are purchased through Southern California Gas Company (SoCalGas) or a designated third party.

Due to the nature of its business, the Agency is also subject to the risk arising from unfavorable movements in natural gas fuel prices due to volatility in the natural gas commodity market. This risk can be managed through the long-term purchase of natural gas by means of a fixed price or indexed price over a time period greater than one year. The Agency's aim is to reduce the uncertainty in the cost of natural gas fuel which is a component of its operating cost.

Pursuant to this policy, the Agency is authorized to purchase natural gas at a fixed or indexed price per therm when certain conditions exist in order to more accurately predict operational costs and create reliable budgets. Having the option to purchase fixed price natural gas from providers other than SoCalGas limits the risk of unfavorable price movement in the commodity cost of the gas. Having the option to purchase natural gas on an indexed price from providers other than SoCalGas could potentially save the Agency money.

To that end, this section of the Investment Policy provides guidelines on the implementation of an alternative purchase method to buying natural gas from SoCalGas. This alternative process involves entering into a contract with an Energy Service Provider (ESP; currently GHI Energy LLC) for the purchase of natural gas. Natural gas can be purchased on either a fixed rate per therm or an indexed rate per therm basis. Should the Agency execute a purchase agreement with an ESP, it is understood that the Agency will still be paying SoCalGas for transmission and related fees.

The Chief Executive Officer (CEO) of the Agency is hereby authorized to approve purchasing natural gas from an ESP.

The Chief Procurement and Logistics Officer (CPLO) is designated as the buyer of the Agency and is responsible for entering into a natural gas purchasing arrangement with a designated ESP, under the direction of the CEO. In the absence of the CPLO, the CEO will designate the temporary replacement buyer.

The CEO, CPLO and CFO will routinely evaluate natural gas commodity price performance to ensure proactive management of this natural gas investment policy.

The Finance Department will be responsible for establishing the natural gas price point to implement an extended period purchase of natural gas from a designated ESP per this natural gas investment policy.

The target, or strike, price and period/amount of the fixed price contract at which the Agency could enter into a natural gas fuel purchase agreement for an extended period of time, outside of SoCalGas, would be based on the following:

- An evaluation of the trailing three (3) years of actual commodity cost history to be enacted per below.
- When the cost of the natural gas commodity, inclusive of any administrative costs of the designated ESP, is one standard deviation less than the trailing 3-year average cost, then the Agency should purchase a three month supply of natural gas at the market price per therm for a contract of that duration.
- When the cost of the natural gas commodity, inclusive of any administrative costs of the designated ESP, is two standard deviations less than the trailing 3-year average cost, then the Agency should purchase a one year supply of natural gas at the market price per therm for a contract of that duration.

There are two acceptable types of contracts for the purchase of natural gas if not purchased through SoCalGas.

The first is a **FIXED FORWARD PURCHASE PRICE** where an agreed price per therm of the natural gas commodity is locked in for a pre-determined amount of time. This price will include the cost of the natural gas commodity and the administrative fee charged by the designated ESP. The Agency will still pay SoCalGas directly for transmission and related fees. It must be understood and agreed that buying natural gas from an ESP under this arrangement creates the possibility of buying natural gas at a price per therm greater than would be if purchased through SoCalGas.

The second is an **INDEXED PRICE** which is the wholesale price of gas in any particular month. The index price changes monthly. The Agency is currently in an arrangement where an agreed percentage per therm below the current SoCalGas commodity price, which is based on an indexed price, will be charged. This price will include the cost of the natural gas commodity and the administrative fee charged by the designated ESP. The Agency will still pay SoCalGas directly for transmission and related fees.

Reporting will be provided to the Board of Directors on a quarterly basis. The report will include a comparison of the SoCalGas index cost per therm (benchmark) with the discounted index cost per therm purchased through an ESP and/or any fixed forward purchase price per therm (if purchased and as applicable). The report will also include historical and statistical data about the cost of the natural gas based on the benchmark.

POLICY REVIEW

The Board of Directors on an annual basis shall adopt the Riverside Transit Agency's investment policy. This investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and yield, and its relevance to current law and financial and economic trends. Any amendments to the policy shall be forwarded to the Board of Directors for approval.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

January 12, 2022

TO: BOARD BUDGET AND FINANCE COMMITTEE
THRU: Kristin Warsinski, Chief Executive Officer
FROM: Ehab Azab, Chief Procurement and Logistics Officer
SUBJECT: Authorization to Award Agreement No. 21-062 to BWW & Company, Inc. for the Refurbishment of 13 Bus Stop Locations

Summary: Included in the Agency's Fiscal Year 2022 (FY22) operating budget is the refurbishment of existing bus stop amenities which includes bus shelters, trash receptacles and benches. This is to address on-going issues such as chipped paint, removal of residual graffiti, normal wear and tear, as well as other imperfections.

Staff has identified thirteen bus stop locations that need refurbishments. The work includes removing the amenities from each location, transporting them offsite where they will be powder-coated, and then returning them to the location to be re-installed. The work also includes new concrete pads to be installed at each location to ensure compliance with the Americans with Disabilities Act.

This is a public works project subject to California's Prevailing Wage Laws which requires contractors and subcontractors to be registered with the State of California's Department of Industrial Relations (DIR) in order to be included on a bidder's list for public works projects. Bidders must possess either a Class A (General Engineering) license, or alternatively Class C-8 (Concrete) and C-33 (Painting and Decorating) licenses, issued by the California Department of Consumer Affairs, Contractors State License Board.

On October 26, 2021, staff issued Invitation for Bid (IFB) No. 21-062. The procurement 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 to the chambers of commerce in cities that are members of the Joint Powers Agreement.

On November 17, 2021, the Agency received bids from the following two bidders:

Rank	Vendor	Amount
1	BWW & Company, Inc. Redlands, CA	\$242,264
2	ND Construction Co., Inc. Long Beach, CA	\$248,917

Staff reviewed the low bidder's submittal to ensure compliance with the IFB requirements. Based on thorough responsiveness and responsibility checks, staff determined the bid received from BWW & Company, Inc. was the lowest responsive bid from a responsible bidder. The price is found to be fair and reasonable in comparison to the Independent Cost Estimate (ICE) and all bids were received under full and open competition.

Staff recommends awarding the IFB to BWW & Company, Inc. with a 10% contingency of \$24,226 to cover any unexpected circumstances that may necessitate change orders or amendments during project execution.

Fiscal Impact:

Sufficient funds to cover this request are included in the Agency's Board approved FY22 operating budget.

Recommendation:

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

- Authorize staff to award Agreement No. 21-062 to BWW & Company, Inc. to refurbish amenities at thirteen bus stop locations in the amount of \$242,264 with a 10% contingency of \$24,226 for a total project amount of \$266,490.