



February 2, 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/81965523961?pwd=WjdUbzFjNzVaQUZKRkIGZEYwQkhOQT09>

Meeting ID: 819 6552 3961; Passcode: 261592

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

Meeting ID: 819 6552 3961; Passcode: 261592

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 February 2, 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 February 2, 2022: <https://us02web.zoom.us/j/81965523961?pwd=WjdUbzFjNzVaQUZKRkIGZEYwQkhOQT09>; Meeting ID 819 6552 3961; Passcode 261592; or you may dial in using your phone to (669) 900-6833; Meeting ID 819 6552 3961; Passcode 261592.

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, February 1, 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 – JANUARY 12, 2022 COMMITTEE MEETING (P.4)

APPROVE

5. CASH FLOW PROJECTIONS (P.7)

RECEIVE AND FILE

<u>ITEM</u>	<u>RECOMMENDATION</u>
6. <u>QUARTERLY INVESTMENT REPORT</u> (P.9)	RECEIVE AND FILE
7. <u>QUARTERLY NATURAL GAS PROCUREMENT STATUS REPORT</u> (P.11)	RECEIVE AND FILE
8. <u>AUTHORIZATION TO AWARD AGREEMENT NO. 21-059 TO LOS ANGELES ENGINEERING, INC. FOR CONSTRUCTION OF THE VINE STREET MOBILITY HUB PROJECT</u> (P.18)	APPROVE
9. BOARD MEMBER COMMENTS	
10. ANNOUNCEMENTS	
11. NEXT MEETING Wednesday, March 2, 2022 2:00 p.m. Riverside Transit Agency 1825 Third Street Riverside, CA 92507	
12. MEETING ADJOURNMENT	

RTA BOARD BUDGET AND FINANCE COMMITTEE MEETING
Minutes
January 12, 2022

1. CALL TO ORDER

Committee Chair Jeremy Smith called the Board Budget and Finance Committee meeting to order at 2:00 p.m., on January 12, 2022, 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. Kristin Warsinski, 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. Albert Jimenez, Director of Risk Management
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. Jennifer Nguyen, Grants Manager
15. Yesenia Felix, Administrative Assistant

Other Attendees

1. Kathleen Prokop, Hemet resident
2. Mike Borja, 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 – DECEMBER 1, 2021 COMMITTEE MEETING

M/S/C (HOFFMAN/MOLINA) approving the December 1, 2021 committee meeting minutes.

The motion carried unanimously by roll call vote.

5. CASH FLOW PROJECTIONS

Charlie Ramirez presented the cash flow projections which were received and filed.

6. AGENCY INVESTMENT POLICY – ANNUAL UPDATE

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

- Adopt the Agency Investment Policy for 2022.

The motion carried unanimously by roll call vote.

7. AUTHORIZATION TO AWARD AGREEMENT NO. 21-062 TO BWW & COMPANY, INC. FOR THE REFURBISHMENT OF 13 BUS STOP LOCATIONS

Immediate Past Chair Linda Krupa, Directors Ted Hoffman and Andrea Mares had questions which were answered by staff.

M/S/C (MOLINA/HOFFMAN) approving and recommending 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.

The motion carried unanimously by roll call vote.

8. BOARD MEMBER COMMENTS

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

9. ANNOUNCEMENTS

Kristin Warsinski made announcements.

10. NEXT MEETING

Wednesday, February 2, 2022, 2:00 p.m.

11. MEETING ADJOURNMENT

The meeting was adjourned at 2:25 p.m.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

February 2, 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 mid-January with projections through March. 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	1/21/2022	1/28/2022	2/4/2022	2/11/2022	2/18/2022	2/25/2022	3/4/2022	3/11/2022	3/18/2022	3/25/2022
Est. Cash, Beg Balance (Book)	4,100,824	3,832,177	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Receipts:										
Farebox	52,577	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000
FTA CARES										
FTA ARPA			1,800,000				1,800,000			
FTA 5307 ADA/CCOC/PM/OP ASS			1,750,000				1,682,359			
CMAQ			18,000				18,000			
Section 5310/5311		58,538						5,956		25,000
LTF Operating										
Measure A			333,333			333,333			333,333	
LCTOP: Frequency Improvements		28,288				20,000				20,000
LCTOP: Mobile Tickets		5,381				5,000				5,000
LCTOP: Cmtr Assistance										
LCTOP: College and Youth		95,348				60,000				80,000
LCTOP: Fall Promotion										
FET Credit			73,635				69,591			
RIN's Credit	95,218					102,041				90,000
LCFS Credit		148,610								
CalPERS CERBT Disbursement	103,601				99,280				100,000	
Medi-Cal Reimbursement										
Other Operating Receipts	4,054									
Capital - FTA, Local, State										
Disbursements:										
Payroll		(1,351,958)		(1,035,000)		(1,035,000)		(1,035,000)		(1,035,000)
Payments to Vendors	(524,097)	(276,856)	(2,117,562)	(218,032)	(943,350)	(924,875)	(2,743,934)	(249,606)	(432,910)	(338,922)
Scheduled Transfers Out	-	-	(73,635)	-	-	-	(69,591)	-	-	-
Other Expenditures										
Net Cash Flow Before Transfers	3,832,177	2,609,528	1,903,771	(1,133,032)	(724,070)	(1,319,501)	876,425	(1,158,649)	120,423	(1,033,922)
Transfer From / (Transfer To) Investment Funds	-	(2,559,528)	(1,853,771)	1,183,032	774,070	1,369,501	(826,425)	1,208,649	(70,423)	1,083,922
Ending Wells Fargo General Account Book Balance	3,832,177	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
LAIF Account:										
Beginning balance	2,155,119	2,156,335	2,156,335	2,156,335	2,156,335	2,156,335	2,156,335	2,156,335	2,156,335	2,156,335
Quarterly Interest Income	1,216									
Transfers to/from Gen Acct.										
Ending balance	2,156,335	2,156,335	2,156,335	2,156,335	2,156,335	2,156,335	2,156,335	2,156,335	2,156,335	2,156,335
CalTrust Account:										
Beginning balance	73,154,428	73,154,428	75,584,939	77,512,345	76,329,312	75,555,242	74,100,742	74,996,757	73,788,108	73,858,531
Monthly Interest Income	-	-	-	-	-	-	-	-	-	-
Transfers to/from Gen Acct.		2,430,511	1,927,406	(1,183,032)	(774,070)	(1,454,501)	896,016	(1,208,649)	70,423	(1,188,922)
Ending balance	73,154,428	75,584,939	77,512,345	76,329,312	75,555,242	74,100,742	74,996,757	73,788,108	73,858,531	72,669,610
<i>Restricted Capital Balance >>></i>	45,653,171	45,653,171	45,726,806	45,726,806	45,726,806	45,726,806	45,796,397	45,796,397	45,796,397	45,796,397
<i>Restricted Operating Balance >>></i>	3,887,563	3,758,545	3,758,545	3,758,545	3,758,545	3,673,545	3,673,545	3,673,545	3,673,545	3,568,545
<i>Unrestricted Operating Balance >>></i>	29,602,207	28,379,558	30,233,329	29,050,297	28,276,227	26,906,726	27,733,151	26,524,501	26,594,925	25,511,003
<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	6,500,000
<i>No. of months Oper Cash On Hand =></i>	4.55	4.37	4.65	4.47	4.35	4.14	4.27	4.08	4.09	3.92

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

February 2, 2022

TO: BOARD BUDGET AND FINANCE COMMITTEE
THRU: Kristin Warsinski, Chief Executive Officer
FROM: Charlie Ramirez, Chief Financial Officer
SUBJECT: Quarterly Investment Report

Summary: The Agency currently utilizes two (2) investment vehicles for its operating and capital cash balances above and beyond immediate need.

The first is the CalTRUST Short-term Fund which is managed by the CSAC Finance Corporation. The Agency has multiple accounts in CalTRUST. The balances earn interest daily and investment results are provided monthly on the last day of the month.

The second is the Local Agency Investment Fund (LAIF) which is managed by the Treasurer of the State of California. The Agency has only one account in LAIF. While the balance earns interest daily, investment results are only published and available on a quarterly basis – fifteen (15) days after the end of each calendar quarter.

The attached report presents investment performance for the 2nd quarter of FY22 (as of December 31, 2021).

Recommendation:

Receive and file.

**RIVERSIDE TRANSIT AGENCY
Investment Report
For the Quarter Ended December 31, 2021**

Investment Type	Institution	Amount of Investment at 12/31/21	Investment Rate of Return	Investment Gain/(Loss)
Local Agency Investment Fund (LAIF)	State of California	\$ 2,155,119	0.06%	\$ 1,216
CalTrust Short Term Fund	CalTrust	\$ 72,656,845	-0.16%	\$ (109,858)

Note: Sufficient funds are available to meet operating and capital obligations for next 90 days. The above portfolio conforms with the Agency's Investment Policy.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

February 2, 2022

TO: BOARD BUDGET AND FINANCE COMMITTEE
THRU: Kristin Warsinski, Chief Executive Officer
FROM: Charlie Ramirez, Chief Financial Officer
SUBJECT: Quarterly Natural Gas Procurement Status Report

Summary: Prior to August 1, 2013, the Agency had always purchased its natural gas (converted to compressed natural gas or CNG) requirements for fueling revenue and non-revenue vehicles from the Southern California Gas Company (SoCalGas). The cost of the gas from SoCalGas included the commodity cost of the gas as well as the transmission costs and related taxes/fees.

In February 2018, the Board authorized staff to enter into a second multi-year contract with GHI LLC (GHI) for the Agency's natural gas commodity requirements for conversion to CNG. In addition, GHI continues to manage the Agency's participation in the Low Carbon Fuel Standards (LCFS) Credit program with the state. Highlights of the current contract with GHI are as follows:

- GHI provides a fixed 11% discount off the SoCalGas commodity cost from August 2021 through July 2023 (the last 2 years of the contract)
- GHI provides the Agency with 12% of the total Renewable Identification Number (RINs) Credits earned from August 2018 through July 2023 (all 5 years of the contract)
- GHI continues to opt-in on the Agency's behalf for the California Air Resources Board (CARB) LCFS Credit program and financially administer the Agency's LCFS Credits
- GHI provides the Agency with 100% of the LCFS Credits value earned

The current Board approved Agency Investment Policy includes language regarding the purchase of natural gas requirements for conversion to CNG. The natural gas purchase language outlines the acceptable ways staff can purchase natural gas requirements for use in fueling Agency vehicles. The policy includes language describing the discipline to purchase a long-term fixed price-per-therm contract provided certain parameters are met. The policy also states that, if the Agency buys its natural gas requirements from an entity other than SoCalGas, staff would prepare a quarterly report for the Board regarding the performance results under the new purchase arrangement and provide a performance comparison to the prior purchase arrangement.

Attachment A to this staff report identifies the savings the Agency has experienced by purchasing natural gas from GHI versus purchasing it from SoCalGas. The savings are depicted for both the trailing quarter and cumulative-to-date basis.

Attachment B to this staff report identifies the RINs credits earned by the Agency under its natural gas purchase arrangement with GHI. RINs credits are earned and paid monthly. RINs revenue is depicted for both the trailing quarter and cumulative-to-date basis.

Attachment C to this staff report identifies the LCFS credits earned by the Agency under its natural gas purchase arrangement with GHI. LCFS credits are earned monthly but paid quarterly. LCFS revenue is depicted for both the trailing quarter and cumulative-to-date basis.

Attachment D to this staff report indicates the key statistics being measured and tracked to determine whether the Agency should convert from the current monthly floating index cost per therm purchase arrangement to a longer-term fixed price per therm purchase arrangement per the Investment Policy.

Based on the investment policy discipline and market conditions, the Agency does not currently have any executed contract purchases.

Fiscal Impact:

Under the purchase arrangement with GHI, the Agency experienced \$38,300 of savings in the quarter covering October-December 2021 for its natural gas commodity requirements versus buying directly from SoCalGas.

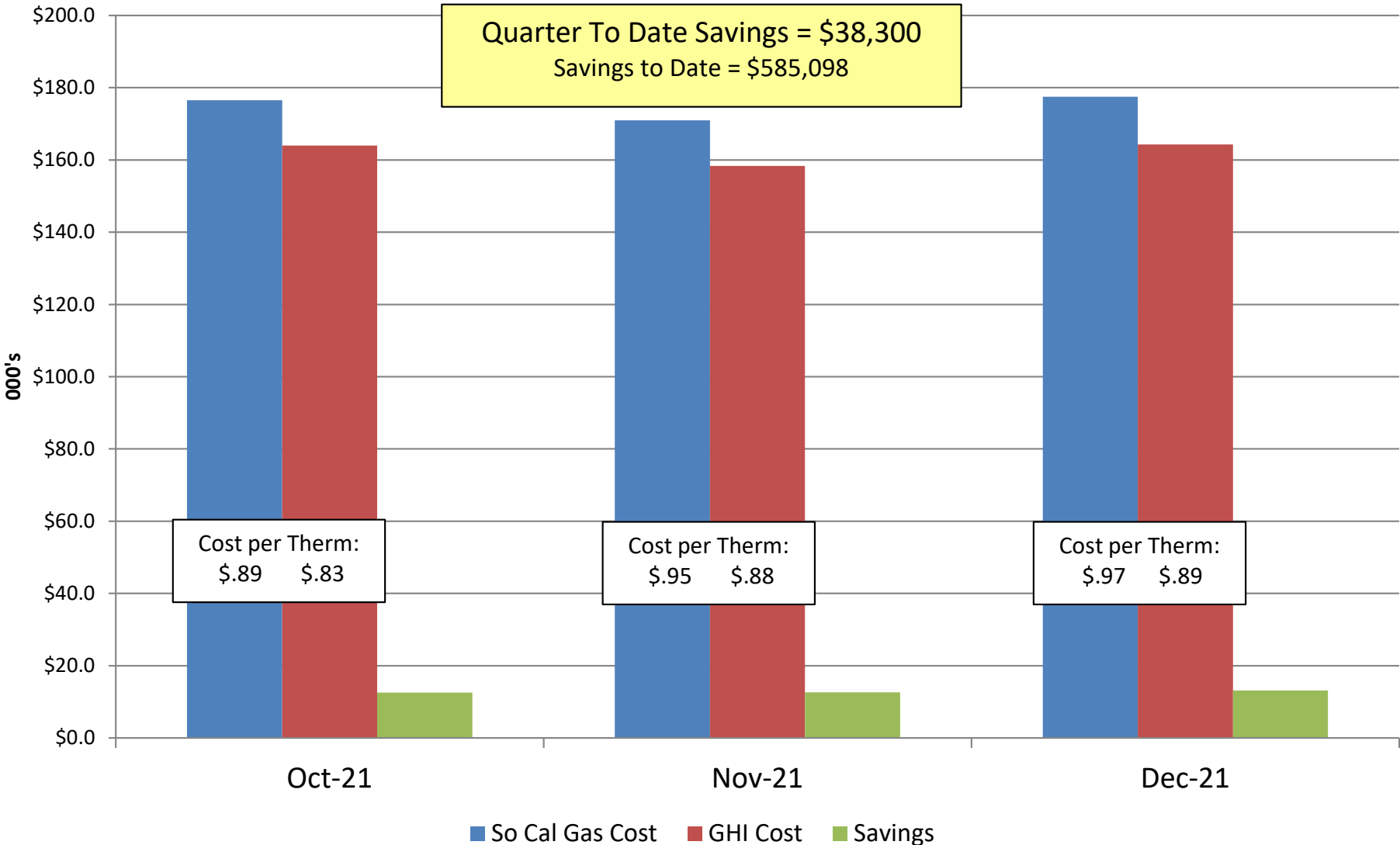
The Agency also earned \$628,615 in combined revenue from the Federal RINs, State LCFS, and Federal Excise Tax Credit programs.

Recommendation:

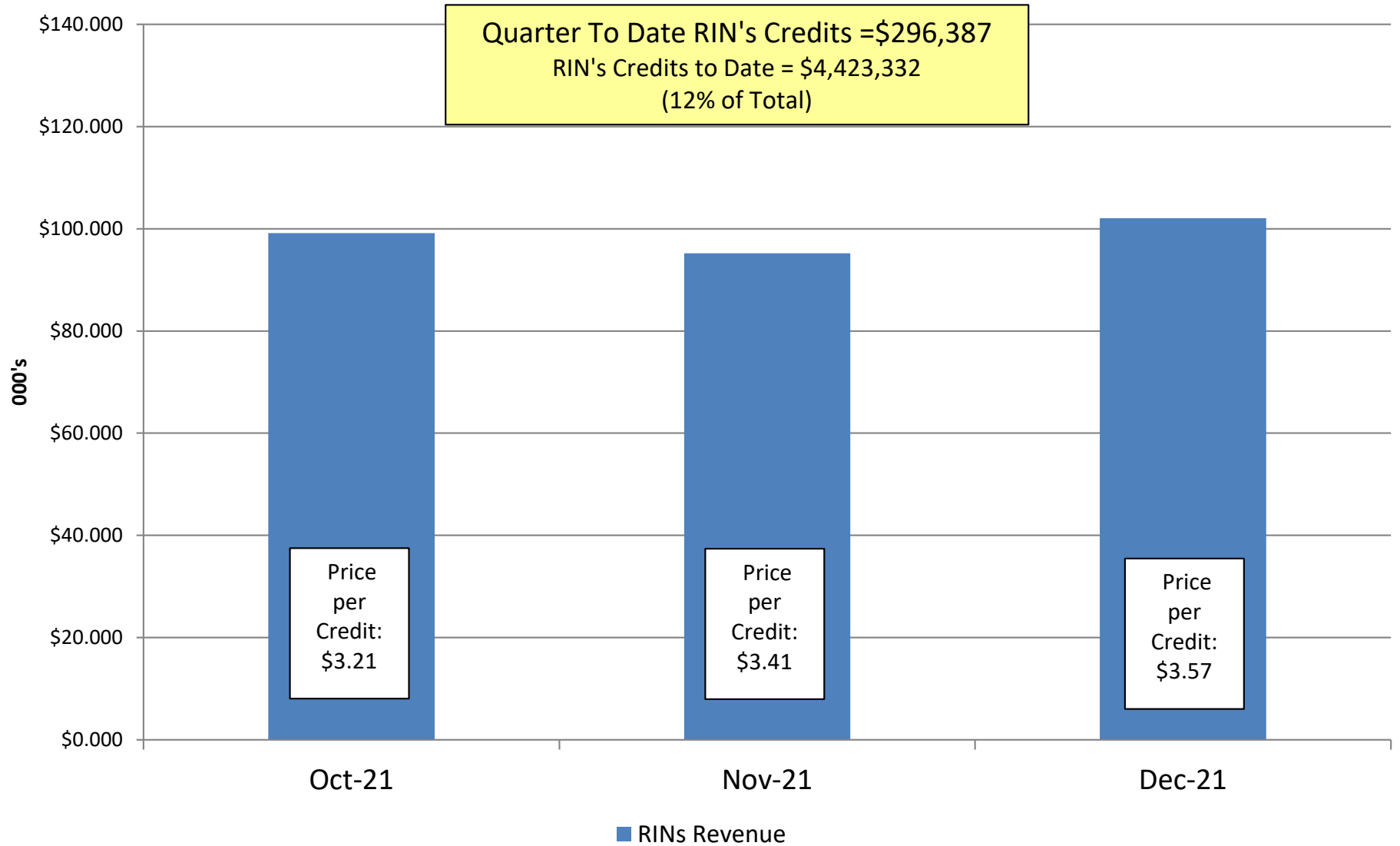
Receive and file.

Attachment A

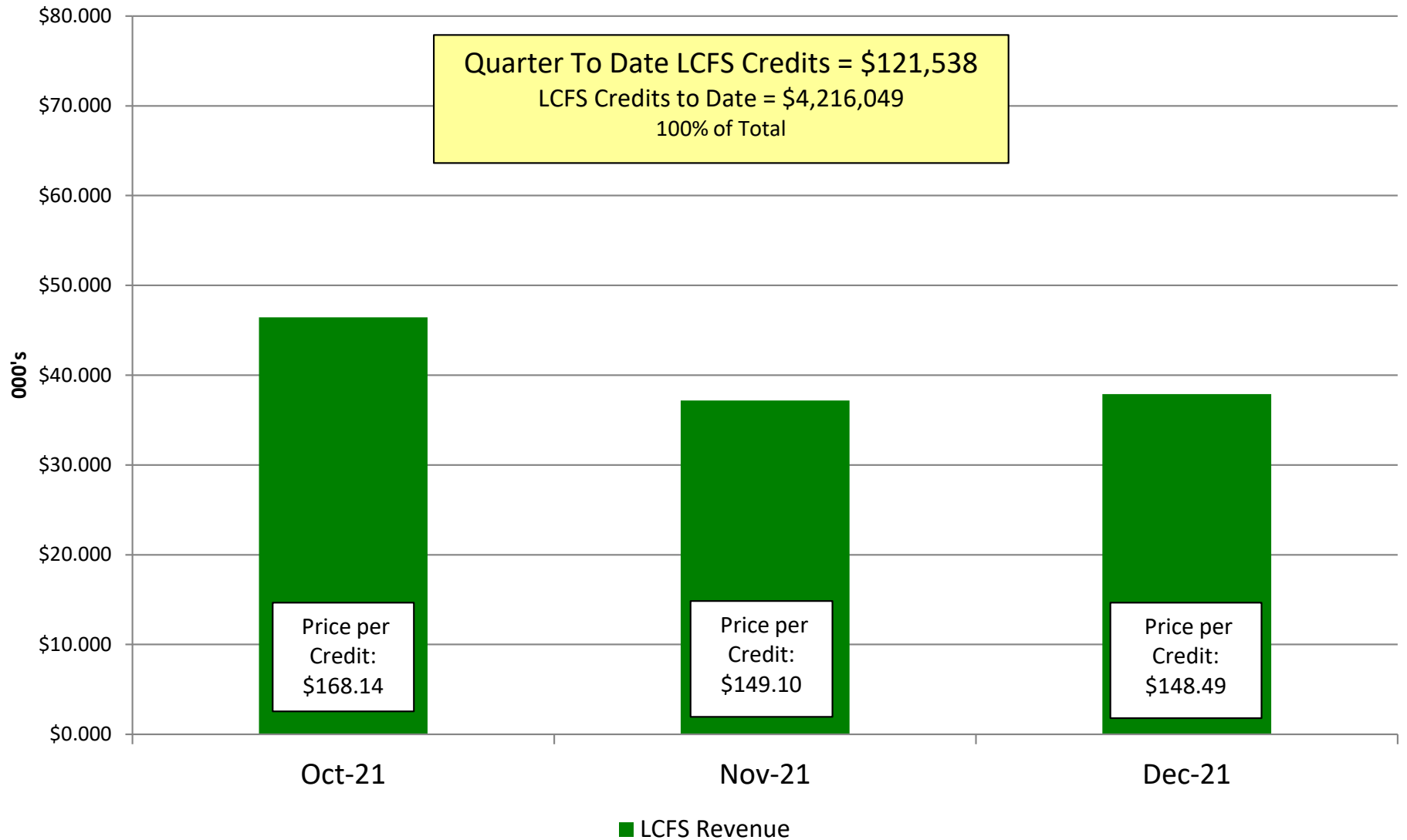
CNG Cost Savings - So Cal Gas vs. GHI



Attachment B Renewable Identification Number (RIN's) Credit

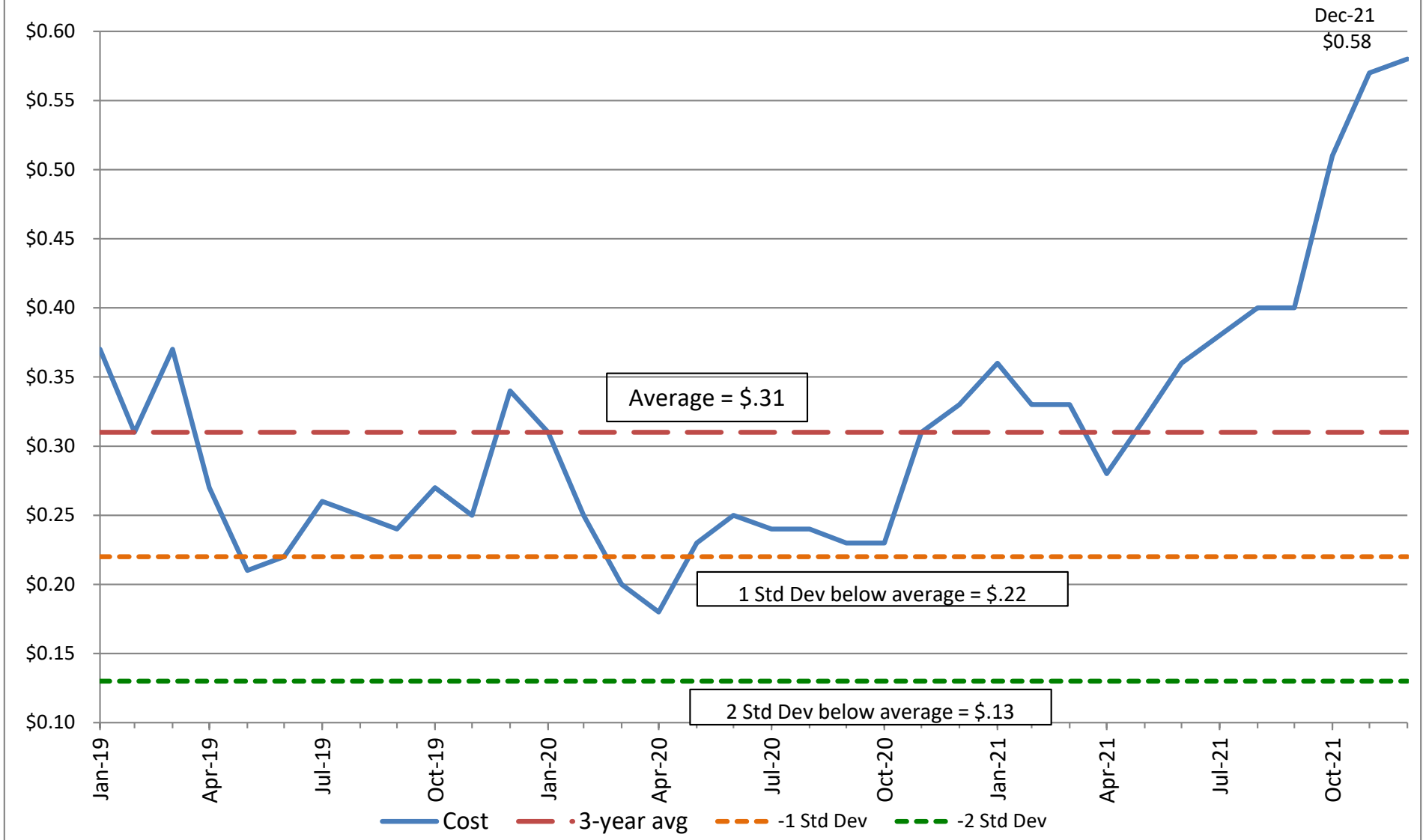


Attachment C Low Carbon Fuel Standards (LCFS) Credit



Attachment D

CNG Cost per Therm Trailing 3 Years (commodity cost only)



RIVERSIDE TRANSIT AGENCY
1825 Third St.
Riverside, CA 92507

February 2, 2022

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Kristin Warsinski, Chief Executive Officer

FROM: Melissa Blankenship, Director of Contracts

SUBJECT: Authorization to Award Agreement No. 21-059 to Los Angeles Engineering, Inc. for Construction of the Vine Street Mobility Hub Project

Summary: The City of Riverside's (City) General Plan 2025 identified Vine Street as one of the preferred locations for a new mobility hub due to its proximity to the Metrolink station, major employment centers, county and city government agencies, University of California, Riverside (UCR), Riverside Community College (RCC), Riverside Convention Center along with multiple entertainment venues and urban housing complexes in the downtown core.

When completed, the Mobility Hub will serve as a multi-modal transportation center that will support connectivity between the Riverside Transit Agency (RTA), Omnitrans, the public transit provider in San Bernardino County, Riverside Special Services, the paratransit provider for the City of Riverside, and Metrolink, the commuter rail service provider for Southern California.

On July 23, 2020, the Board of Directors approved the Vine Street Mobility Hub conceptual design. On September 16, 2021, the Board approved the final design of the hub and authorized staff to bid the project out for construction. Construction management services were approved by the Board on November 18, 2021.

The scope of work for the project includes sixteen (16) bus bays, an operators lounge, restroom facilities, a security office and storage area, support vehicle charging infrastructure, staff parking and other passenger amenities. The site also optimizes energy efficiency and has drought-tolerant landscaping features.

On October 5, 2021, staff issued Invitation for Bids (IFB) No. 21-059 for the construction phase of the Vine Street Mobility Hub. 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 to the local chambers of commerce in cities that are members of the Joint Powers Agreement.

Staff reached out to contractors to gauge interest in the project. Staff became aware that prime contractors were having difficulty connecting to their subs due to the surge of COVID-19 and the 2021 holiday season. Staff proactively extended the bid due date by 12 days to maximize competition. Staff continued to follow-up with contractors and confirmed that at least two firms expressed an interest in bidding on the project.

On January 4, 2022, the Agency received a single bid from the following vendor:

Vendor	Price
Los Angeles Engineering, Inc., Covina, CA	\$12,530,300

The single bid comes in 21% higher than the Independent Cost Estimate (ICE) provided by the project engineer. Staff followed Purchasing Manual, Section 3.1.K.1 which outlines the process for a single bid scenario. An extensive price analysis was performed by the project engineer and the findings were as follows:

- The ICE was based on 90% of the construction documents being completed and excludes part of the scope of work that was not finalized at the time of the ICE. When these costs are added to the ICE, it lowered the ICE marginal difference to 14%.
- Current COVID-19 uncertainty has resulted in a fluctuating construction market and is causing bids received for similar projects to be 10%-50% higher than the ICE.
- The engineering firm recommends that the Agency move forward with the bid and cautioned that canceling the bid would likely result in higher costs for the project based on current conditions.

Based on thorough responsiveness and responsibility checks, staff determined the single bid received was a responsive bid from a responsible bidder. The price is found to be fair and reasonable in comparison to the Independent Cost Estimate (ICE) and market conditions.

In looking at similar projects previously constructed, the Agency constructed the Corona Transit Center, which has eight bus bays and less amenities, no coach operators lounge or security office, and no public space, for just over \$7.7 million dollars built during the recession. The Vine Street Mobility Hub is over twice the size of this project.

Staff recommends awarding the IFB to Los Angeles Engineering, Inc. with a 10% contingency of \$1,253,030 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 capital budget. The funding profile is shown below:

State Transit Assistance (STA) Funds	State of Good Repair (SGR) Funds	Local Transportation Funds (LTF)	Transportation Uniform Mitigation Funds (TUMF)	Affordable Housing & Sustainable Communities/Transfor mative Climate Communities	Total
\$6,271,068	\$500,000	\$232,023	\$3,444,768	\$3,335,471	\$13,783,330*

* Amount Includes Ten-Percent Contingency

Recommendation:

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

- Authorize staff to award Agreement No. 21-059 to Los Angeles Engineering, Inc. to provide Construction of the Vine Street Mobility Hub Project in the amount of \$12,530,300 with a ten-percent contingency of \$1,253,030 for a total project amount of \$13,783,330.