



March 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/89941541397?pwd=cExLSGpGclBYQ3ViOXZXUGpqaHNZZz09>

Meeting ID: 899 4154 1397; Passcode: 339785

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

Meeting ID: 899 4154 1397; Passcode: 339785

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 March 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 March 2, 2022: <https://us02web.zoom.us/j/89941541397?pwd=cExLSGpGclBYQ3ViOXZXUGpqaHNZZz09>; Meeting ID 899 4154 1397; Passcode 339785; or you may dial in using your phone to (669) 900-6833; Meeting ID 899 4154 1397; Passcode 339785.

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, March 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 – FEBRUARY 2, 2022 COMMITTEE MEETING (P.4)

APPROVE

5. CASH FLOW PROJECTIONS (P.7)

RECEIVE AND FILE

<u>ITEM</u>	<u>RECOMMENDATION</u>
6. <u>QUARTERLY CAPITAL STATUS</u> (P.9)	RECEIVE AND FILE
7. <u>AUTHORIZATION TO AWARD AGREEMENT NO. P-22-001F TO RCN TECHNOLOGIES FOR THE PURCHASE OF ROUTERS AND ANTENNAS</u> (P.10)	APPROVE
8. BOARD MEMBER COMMENTS	
9. ANNOUNCEMENTS	
10. NEXT MEETING Wednesday, April 6, 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
February 2, 2022

1. CALL TO ORDER

Committee Chair Bridgette Moore called the Board Budget and Finance Committee meeting to order at 2:00 p.m., on February 2, 2022, via teleconference.

2. SELF INTRODUCTIONS

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

Committee Members Attending

1. Bridgette Moore, City of Wildomar
2. Rey SJ Santos, City of Beaumont
3. Linda Molina, City of Calimesa
4. Jeremy Smith, City of Canyon Lake
5. Linda Krupa, City of Hemet
6. Timothy J. Sheridan, City of Lake Elsinore
7. Ted Hoffman, City of Norco
8. Zak Schwank, City of Temecula
9. ¹Art 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

None.

¹Alternate for Jeff Hewitt, County of Riverside, District V

3. PUBLIC COMMENTS – NON-AGENDA ITEMS

None.

4. APPROVAL OF MINUTES – JANUARY 12, 2022 COMMITTEE MEETING

M/S/C (MOLINA/SMITH) approving the January 12, 2022 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. QUARTERLY INVESTMENT REPORT

Charlie Ramirez presented the Quarterly Investment Report which was received and filed.

7. QUARTERLY NATURAL GAS PROCUREMENT STATUS REPORT

Charlie Ramirez presented the Quarterly Natural Gas Procurement Status Report which was received and filed.

8. AUTHORIZATION TO AWARD AGREEMENT NO. 21-059 TO LOS ANGELES ENGINEERING, INC. FOR CONSTRUCTION OF THE VINE STREET MOBILITY HUB PROJECT

Melissa Blankenship presented the staff report. Immediate Past Chair Linda Krupa, First Vice Chair Linda Molina and Director Ted Hoffman had questions which were answered by staff.

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

The motion carried unanimously by roll call vote.

9. BOARD MEMBER COMMENTS

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

10. ANNOUNCEMENTS

Kristin Warsinski made announcements.

11. NEXT MEETING

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

12. MEETING ADJOURNMENT

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

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

March 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-February with projections through mid-April. 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	2/18/2022	2/25/2022	3/4/2022	3/11/2022	3/18/2022	3/25/2022	4/1/2022	4/8/2022	4/15/2022	
Est. Cash, Beg Balance (Book)	296,891	3,083,191	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Receipts:										
Farebox	126,602	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000
FTA CARES										
FTA ARPA	2,018,006		1,650,000				1,650,000			
FTA 5307 ADA/CCOC/PM/OP ASS			399,745							
CMAQ			20,614					18,000		
Section 5310/5311				5,956			50,532			
LTF Operating										
Measure A	333,333			333,333			333,333			
LCTOP: Frequency Improvements		25,828				25,000				
LCTOP: Mobile Tickets		4,223				5,000				
LCTOP: Cmtr Assistance										
LCTOP: College and Youth		103,943				95,000				
LCTOP: Fare Promotion										
FET Credit		73,635			69,591					
RIN's Credit		102,041				90,000				
LCFS Credit								165,000		
CalPERS CERBT Disbursement	99,280				102,158					100,000
Medi-Cal Reimbursement										
Other Operating Receipts	3,507									
Capital - FTA, Local, State	9,693,059									
Disbursements:										
Payroll	(2,286)	(1,035,000)		(1,035,000)		(1,035,000)		(1,035,000)		
Payments to Vendors	(409,225)	(924,875)	(2,743,934)	(249,606)	(432,910)	(338,922)	(2,177,131)	(978,851)	(360,190)	
Scheduled Transfers Out	-	(73,635)	-	-	(69,591)	-	-	-	-	
Other Expenditures										
Net Cash Flow Before Transfers	12,159,169	1,429,352	(553,575)	(825,316)	(210,751)	(1,038,922)	(23,266)	(1,710,851)	(140,190)	
Transfer From / (Transfer To) Investment Funds	(9,075,978)	(1,379,352)	603,575	875,316	260,751	1,088,922	73,266	1,760,851	190,190	
Ending Wells Fargo General Account Book Balance	3,083,191	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
LAIF Account:										
Beginning balance	70,762,335	70,762,335	72,215,322	71,611,747	70,736,430	70,545,270	69,456,348	69,383,082	67,622,231	
Quarterly Interest Income	-	-	-	-	-	-	-	-	-	
Transfers to/from Gen Acct.	-	1,452,987	(603,575)	(875,316)	(191,160)	(1,088,922)	(73,266)	(1,760,851)	(190,190)	
Ending balance	70,762,335	72,215,322	71,611,747	70,736,430	70,545,270	69,456,348	69,383,082	67,622,231	67,432,042	
CalTrust Account:										
Beginning balance	3,755,157	12,831,135	12,697,141	12,697,141	12,697,141	12,697,141	12,572,141	12,572,141	12,572,141	
Monthly Interest Income	-	-	-	-	-	-	-	-	-	
Transfers to/from Gen Acct.	9,075,978	(133,994)	-	-	-	(125,000)	-	-	-	
Ending balance	12,831,135	12,697,141	12,697,141	12,697,141	12,697,141	12,572,141	12,572,141	12,572,141	12,572,141	
<i>Restricted Capital Balance >>></i>	54,691,219	54,764,854	54,764,854	54,764,854	54,834,445	54,834,445	54,834,445	54,834,445	54,834,445	54,834,445
<i>Restricted Operating Balance >>></i>	3,755,157	3,621,163	3,621,163	3,621,163	3,621,163	3,496,163	3,496,163	3,496,163	3,496,163	3,496,163
<i>Unrestricted Operating Balance >>></i>	28,230,286	26,576,446	25,972,871	25,097,554	24,836,803	23,747,881	23,674,615	21,913,764	21,723,574	
<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>	4.34	4.09	4.00	3.86	3.82	3.65	3.64	3.37	3.34	

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

March 2, 2022

TO: BOARD BUDGET AND FINANCE COMMITTEE
THRU: Kristin Warsinski, Chief Executive Officer
FROM: Charlie Ramirez, 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 projects such as 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 and complete a project. 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 upgrade of Agency infrastructure, and unique projects 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 future operations.

A presentation will be given at the committee meeting which provides an update on the Agency's capital projects, focusing on the activities from December through February. 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 on time.

Recommendation:

Receive and file.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

March 2, 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. P-22-001F to RCN Technologies for the Purchase of Routers and Antennas

Summary: In 2013, the Agency purchased an Intelligent Transportation System (ITS), which included a Digi mobile router onboard every fixed route vehicle. The onboard router is the hub for all vehicle cellular, Ethernet, and Wi-Fi communication. In the past nine years, technology has evolved significantly and the Digi routers originally installed need to be replaced with more advanced devices.

The project will include 218 new Cradlepoint ruggedized routers and Mobile Mark eight-band roof mount antennas, which support modern communication standards and increased download speed for passengers and the Agency. These devices also provide for a more secure connection between the bus and ITS servers, which is used for voice and data communication between dispatch and coach operators. These routers will be managed via a cloud-based portal, simplifying the administrative tasks associated with them.

On January 14, 2022, staff issued Invitation for Bids (IFB) No. P-22-001F. The IFB was publicly advertised in a newspaper of general circulation and the notice was posted on the Agency's website along with a copy of the IFB document. In addition, the Agency sent notices to the local chambers of commerce of those cities that are members of the Joint Powers Agreement.

On February 4, 2022, the Agency received bids from the following six vendors for the purchase of routers and antennas:

Vendor	Price
RCN Technologies, Knoxville, TN	\$334,401.40
SCW, Inc., Marietta, GA	\$403,802.74
Ensemble Solutions Group, Mesa, AZ	\$412,109.84
CDCE, Inc., Yorba Linda, CA	\$421,045.20
Industrial Networking Solutions, Richardson, TX	\$451,625.51
5GStore, Crystal Lake, IL	\$460,188.65

Staff reviewed the low bid submittal from RCN Technologies to ensure compliance with the requirements in the IFB since their bid was considerably lower than the second lowest bidder. In response to RTA’s bid verification request, RCN Technologies confirmed their bid was in full compliance with the IFB requirements. Based on a thorough review of all bid documentation, staff recommends awarding a contract to RCN Technologies, 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:

<u>State of Good Repair</u>	<u>Total</u>
\$334,401.40	\$ 334,401.40

Recommendation:

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

- Authorize staff to award Agreement P-22-001F to RCN Technologies for the purchase of routers and antennas for a total project amount of \$334,401.40.