



April 6, 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/82004455984?pwd=b2EwMkY5M2RtbzRVRVZScXRRdEhDUT09>

**Meeting ID: 820 0445 5984; Passcode: 906341**

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

**Meeting ID: 820 0445 5984; Passcode: 906341**

### 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 April 6, 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 April 6, 2022: <https://us02web.zoom.us/j/82004455984?pwd=b2EwMkY5M2RtbzRVRVZScXRRdEhDUT09>; Meeting ID 820 0445 5984; Passcode 906341; or you may dial in using your phone to (669) 900-6833; Meeting ID 820 0445 5984; Passcode 906341.

Those that do not wish to speak can view the meeting at [www.youtube.com/RiversideTransit](http://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](http://RiversideTransit.com) or by clicking [HERE](#). Please submit your written comments by Tuesday, April 5, 2022, at 5:00 p.m. Members of the public may also make comments through their Zoom connection on any item when the Chair asks for comments from the public. Once you dial in, please ensure that you are in a quiet environment with no background noise (traffic, children, pets, etc.) **Please mute your phone until called upon by the Chair or the Clerk to speak.** Once called upon, 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](http://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 2, 2022, COMMITTEE MEETING (P.4)**

**APPROVE**

**5. CASH FLOW PROJECTIONS (P.7)**

**RECEIVE AND FILE**

<u>ITEM</u>	<u>RECOMMENDATION</u>
6. <u>AUTHORIZATION TO AWARD AGREEMENT NO. C-22-008F TO BWW &amp; COMPANY, INC., FOR TRANSIT ENHANCEMENTS TO 12 BUS STOP LOCATIONS (P.9)</u>	APPROVE
7. <u>CANCELLATION OF BOARD APPROVED JULY 1, 2022 FARE INCREASE (P.11)</u>	APPROVE
8. BOARD MEMBER COMMENTS	
9. ANNOUNCEMENTS	
10. NEXT MEETING Wednesday, May 4, 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  
March 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 March 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. <sup>1</sup>Art 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. Audrey Gill, Contract Operations Manager
16. Yesenia Felix, Administrative Assistant

Other Attendees

1. Masaki Mendoza, Did Not State

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<sup>1</sup>Alternate for Jeff Hewitt, County of Riverside, District V

**3. PUBLIC COMMENTS – NON-AGENDA ITEMS**

None.

**4. APPROVAL OF MINUTES – FEBRUARY 2, 2022, COMMITTEE MEETING**

M/S/C (MOLINA/WELCH) approving the February 2, 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 CAPITAL STATUS**

Charlie Ramirez presented the Quarterly Capital Status which was received and filed. A comment was made by Committee Chair Bridgette Moore.

**7. AUTHORIZATION TO AWARD AGREEMENT NO. P-22-001F TO RCN TECHNOLOGIES FOR THE PURCHASE OF ROUTERS AND ANTENNAS**

Ehab Azab presented the staff report. Committee members Linda Krupa and Ted Hoffman had questions which were answered by staff.

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

The motion carried unanimously by roll call vote.

**8. BOARD MEMBER COMMENTS**

A comment was made by Committee Chair Bridgette Moore.

**9. ANNOUNCEMENTS**

Kristin Warsinski made announcements.

**10. NEXT MEETING**

Wednesday, April 6, 2022, 2:00 p.m.

**11. MEETING ADJOURNMENT**

The meeting was adjourned at 2:23 p.m.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

April 6, 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 March with projections through May. There are no cash flow issues anticipated during this reporting period.

Recommendation:

Receive and file.

Riverside Transit Agency FY21/22 Cash Flow Projection

	ACTUAL										
	3/25/2022	4/1/2022	4/8/2022	4/15/2022	4/22/2022	4/29/2022	5/6/2022	5/13/2022	5/20/2022	5/27/2022	
<b>Wells Fargo General Account</b>											
Est. Cash, Beg Balance (Book)	1,412,532	143,155	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	
<b>Receipts:</b>											
Farebox	29,936	35,000	35,000	35,000	35,000	35,000	70,000	70,000	70,000	70,000	
FTA CARES											
FTA ARPA		1,963,856				1,850,000				1,850,000	
FTA 5307 ADA/CCOC/PM/OP ASS		356,866					4,177,409				
CMAQ			18,324				18,000				
Section 5310/5311		50,532							25,000		
LTF Operating											
Measure A			333,333				333,333				
LCTOP: Frequency Improvements	24,597				25,000				20,000		
LCTOP: Mobile Tickets	5,489				5,000				5,000		
LCTOP: Cmtr Assistance											
LCTOP: College and Youth	140,039				125,000				80,000		
LCTOP: Fare Promotion	1,624				475,000				475,000		
FET Credit	69,801										
RIN's Credit					89,787				90,000		
LCFS Credit			121,538								
CalPERS CERBT Disbursement				103,161						100,000	
Medi-Cal Reimbursement											
Other Operating Receipts	9,884	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	
Capital - FTA, Local, State											
<b>Disbursements:</b>											
Payroll	(985,619)		(1,035,000)		(1,035,000)		(1,035,000)		(1,035,000)		
Payments to Vendors	(565,128)	(2,345,000)	(978,851)	(360,190)	(309,631)	(713,512)	(2,682,973)	(431,220)	(374,329)	(465,176)	
Scheduled Transfers Out	-	-	-	-	-	-	-	-	-	-	
Other Expenditures											
<b>Net Cash Flow Before Transfers</b>	143,155	207,909	(1,452,156)	(168,529)	(536,344)	1,224,988	934,269	(307,720)	(590,829)	1,608,324	
<b>Transfer From / (Transfer To) Investment Funds</b>	-	(157,909)	1,502,156	218,529	586,344	(1,174,988)	(884,269)	357,720	640,829	(1,558,324)	
<b>Ending Wells Fargo General Account Book Balance</b>	143,155	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	
<b>LAIF Account:</b>											
Beginning balance	70,762,335	70,762,335	70,920,244	69,418,089	69,199,560	68,613,216	69,788,204	70,672,473	70,314,754	69,673,925	
Quarterly Interest Income	-	-	-	-	-	-	-	-	-	-	
Transfers to/from Gen Acct.	-	157,909	(1,502,156)	(218,529)	(586,344)	1,174,988	884,269	(357,720)	(640,829)	1,558,324	
<b>Ending balance</b>	<b>70,762,335</b>	<b>70,920,244</b>	<b>69,418,089</b>	<b>69,199,560</b>	<b>68,613,216</b>	<b>69,788,204</b>	<b>70,672,473</b>	<b>70,314,754</b>	<b>69,673,925</b>	<b>71,232,249</b>	
<b>CalTrust Account:</b>											
Beginning balance	12,697,141	12,525,393	12,525,393	12,525,393	12,525,393	11,895,393	11,895,393	11,895,393	11,895,393	11,315,393	
Monthly Interest Income	-	-	-	-	-	-	-	-	-	-	
Transfers to/from Gen Acct.	(171,748)	-	-	-	(630,000)	-	-	-	(580,000)	-	
<b>Ending balance</b>	<b>12,525,393</b>	<b>12,525,393</b>	<b>12,525,393</b>	<b>12,525,393</b>	<b>11,895,393</b>	<b>11,895,393</b>	<b>11,895,393</b>	<b>11,895,393</b>	<b>11,315,393</b>	<b>11,315,393</b>	
<i>Restricted Capital Balance &gt;&gt;&gt;</i>	55,921,455	55,921,455	55,921,455	55,921,455	55,921,455	55,921,455	55,921,455	55,921,455	55,921,455	55,921,455	
<i>Restricted Operating Balance &gt;&gt;&gt;</i>	3,449,415	3,449,415	3,449,415	3,449,415	2,819,415	2,819,415	2,819,415	2,819,415	2,239,415	2,239,415	
<i>Unrestricted Operating Balance &gt;&gt;&gt;</i>	24,060,013	24,124,767	22,622,612	22,404,083	21,817,739	22,992,727	23,876,996	23,519,276	22,878,448	24,436,771	
<i>Avg Operating expenses per month =&gt;</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 =&gt;</i>	3.70	3.71	3.48	3.45	3.36	3.54	3.67	3.62	3.52	3.76	



RIVERSIDE TRANSIT AGENCY  
1825 Third St.  
Riverside, CA  
92507

April 6, 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. C-22-008F to BWW & Company, Inc., for Transit Enhancements to 12 Bus Stop Locations

Summary: On July 23, 2015, the Board of Directors adopted a Bus Stop Strategic Policy (Policy) to establish clear guidelines for prioritization and deployment of bus stop amenities such as shelters, benches, and trash receptacles. The Policy ensures a fair and equitable distribution of resources across the Agency's service area. This project includes site improvements in compliance with the Americans with Disabilities Act (ADA), along with installation of bus stop amenities at 12 locations in the cities of Corona, Riverside, Menifee, Moreno Valley, Perris, San Jacinto, Riverside County District I and Temecula.

On February 25, 2022, staff issued Invitation for Bids (IFB) No. C-22-008F. 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 March 22, 2022, the Agency received two bids from the following bidders:

#	Vendor	Price
1	BWW & Company, Inc., Redlands, CA	\$257,879
2	S&H Civilworks	Late Bid

The bid received from S&H Civilworks was late and hence is considered non-responsive per IFB terms and conditions, leaving only a single bid from BWW & Company, Inc. for consideration.

Staff reviewed the single bid submittal to ensure compliance with the IFB requirements. Upon review, questions surrounding the cost resulted in staff asking for updated pricing. In response, the bidder adjusted their pricing by \$14,986.00 which lowered the bid cost to \$242,893. This represents a five-percent increase over the Independent Cost Estimate (ICE) provided by the project manager.

Based on thorough responsiveness and responsibility checks, as well as the updated pricing, 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 ICE and the single bid was received under full and open competition.

Staff recommends awarding the IFB to BWW & Company, Inc. with a ten-percent contingency of \$24,289 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:

<u>Federal Section 5339</u>	<u>State Transit Assistance (STA)</u>	<u>Total*</u>
\$127,464	\$139,718	\$267,182

\* 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. C-22-008F to BWW & Company, Inc. for transit enhancements to 12 bus stop locations in the amount of \$242,893 with a ten-percent contingency of \$24,289 for a total project amount of \$267,182.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

April 6, 2022

TO: BOARD BUDGET AND FINANCE COMMITTEE  
THRU: Kristin Warsinski, Chief Executive Officer  
FROM: Charlie Ramirez, Chief Financial Officer  
SUBJECT: Cancellation of Board Approved July 1, 2022 Fare Increase

Summary: In the spring of 2019, the Agency concluded an independent fare policy study conducted by Carter Executive Consulting (Carter). Among other things, the study included public outreach, equity analysis, fare comparisons with other regional transit agencies, ridership sensitivity, and consideration of farebox recovery requirements. The study was performed during “normal”, pre-COVID-19 pandemic times. Thus, the historical data analyzed, and the future financial assumptions, were quite different than what the Agency is experiencing today – and for the foreseeable future.

At the conclusion of the study, one of Carter’s recommendations was to implement a significant fare increase as the Agency had not increased fares since July 2009. It is rare for a transit agency to go that long without increasing fares. As such, Agency fares were lower than comparable transit agencies in the region. Further, due to continually rising costs, a fare increase would ensure adequate funding was available to cover future operations.

Because the Agency had not increased fares in a decade, Carter’s recommendation was to increase fares in two-phases. This two-phase approach would break a single significant fare increase into two smaller fare increases, set two years apart. This approach would allow our customers to acclimate to the initial fare increase and provide them with sufficient notice to prepare for the second increase.

The first phase would be an increase effective July 1, 2019. The second phase would be another increase effective July 1, 2021. The RTA Board of Directors (Board) approved that plan at its April 25, 2019 meeting. Accordingly, on July 1, 2019 the first phase of the fare increase was implemented. The second phase of the Board approved fare increase was slated to take effect on July 1, 2021.

Eight months after the initial fare increase, the results of the fare increase were meeting expectations. Fare revenue was up four percent year over year, providing the Agency with additional funding to cover its operating expenses. Then came the pandemic. On March 4, 2020, Governor Newsom declared a State of Emergency in the State of California due to the COVID-19 outbreak. In response to the pandemic and plummeting ridership, the Agency drastically reduced its service offering beginning in April 2020 and enacted various cost restrictions in preparation for ensuing economic uncertainty.

One year later, in early 2021, ridership remained down due to the prolonged effects of the pandemic. At that time, the Board believed promoting a safe, reliable, and affordable means of transportation during a time of uncertainty for our customers was paramount. Therefore, at its February 25, 2021 meeting, the Board approved delaying the scheduled fare increase set for July 1, 2021 to July 1, 2022.

The Agency has seen modest gains in ridership over the past year, however, ridership remains far below pre-pandemic levels. Further, the Omicron surge over the winter proved that the pandemic continues to affect everyday life two years after Governor Newsom's emergency declaration. Conditions and circumstances have dramatically changed since our last fare policy study recommended a second fare increase. Staff believes that an across-the-board fare increase at this time would discourage more riders from coming back to RTA, slowing the recovery effort. As such, staff is recommending that the scheduled fare increase for July 1, 2022 be cancelled. Further, that fares be held at current levels until a new fare policy study can be conducted. A new fare policy study would examine not just our pricing, but also how we charge our customers for service in the post-pandemic environment. To fully understand post-pandemic ridership trends and demands, staff is recommending that a new fare policy study take place no earlier than fiscal year 2024.

Fiscal Impact:

Due to the uncertainty surrounding the COVID-19 pandemic and its prolonged effects on ridership, it is difficult to accurately determine what the fiscal impact would be for cancelling the fare increase. However, at this time, staff believes the benefits to our ridership by cancelling the fare increase outweigh the financial considerations. Staff currently projects sufficient funding availability to cover the fiscal year 2023 budget without increasing fares.

Recommendation:

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

- Cancel the Board approved fare increase set to take effect on July 1, 2022.
- Direct staff to tentatively plan on commissioning a new fare policy study in fiscal year 2024.