



March 6, 2019  
2:00 p.m.

## **AGENDA**

**Board Budget and Finance Committee Meeting  
Riverside Transit Agency – Board Room  
1825 Third Street  
Riverside, CA 92507**

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) 565-5044, 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**

**ITEM**

**RECOMMENDATION**

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

**RECEIVE COMMENTS**

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.

**4. APPROVAL OF MINUTES – FEBRUARY 6, 2019 COMMITTEE MEETING (P.3)**

**APPROVE**

**5. CASH FLOW PROJECTIONS (P.6)**

**RECEIVE AND FILE**

**6. QUARTERLY CAPITAL STATUS (P.8)**

**RECEIVE AND FILE**

**7. AUTHORIZATION TO AWARD AGREEMENT NO. 19-019 TO HARDY AND HARPER, INC. FOR THE MAGNOLIA AVENUE BUS TURNOUT AT GALLERIA AND TYLER (P.10)**

**APPROVE**

**8. BOARD MEMBER COMMENTS**

**9. ANNOUNCEMENTS**

**10. NEXT MEETING**

Wednesday, April 3, 2019  
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 6, 2019

**1. CALL TO ORDER**

Committee Chair Linda Krupa called the Board Budget and Finance Committee meeting to order at 2:00 p.m., on February 6, 2019, in the RTA Board Room.

**2. SELF INTRODUCTIONS**

Self-introductions of those in attendance took place.

Committee Members Attending

1. Linda Krupa, City of Hemet
2. Berwin Hanna, City of Norco
3. Linda Molina, City of Calimesa
4. Jeremy Smith, City of Canyon Lake
5. Anthony Kelly, Jr., City of Jurupa Valley
6. Malcolm Corona, City of Perris
7. Bridgette Moore, City of Wildomar
8. <sup>1</sup>Michelle DeArmond, County of Riverside, District III
9. <sup>2</sup>Barry Busch, County of Riverside, District V

RTA Staff

1. Larry Rubio, Chief Executive Officer
2. Tammi Ford, 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. Rohan Kuruppu, Director of Planning
8. Adam Chavez, Director of Maintenance
9. Jim Kneepkens, Director of Marketing
10. Rick Kaczerowski, Director of IT
11. Rick Majors, Director of Risk Management
12. Natalie Zaragoza, Director of Contracts
13. Kristin Warsinski, Grants Manager
14. Melissa Blankenship, Contracts Manager
15. Eric Ustation, Government Affairs Manager
16. Brad Weaver, Media & Public Relations Manager

---

<sup>1</sup>Alternate for Chuck Washington, County of Riverside, District III

<sup>2</sup>Alternate for Jeff Hewitt, County of Riverside, District V

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

None.

Director Barry Busch arrived to the meeting at 2:02 p.m.

4. **APPROVAL OF MINUTES – JANUARY 9, 2019 COMMITTEE MEETING**

M/S/C (HANNA/MOLINA) approving the January 9, 2019 committee meeting minutes.

The motion carried unanimously.

5. **CASH FLOW PROJECTIONS**

Mr. Fajnor presented the cash flow projections which were received and filed.

Director Anthony Kelly, Jr. arrived to the meeting at 2:07 p.m.

6. **QUARTERLY INVESTMENT REPORT**

Mr. Fajnor presented the quarterly investment report which was received and filed.

7. **QUARTERLY NATURAL GAS PROCUREMENT STATUS REPORT**

Mr. Fajnor presented the quarterly natural gas procurement status report which was received and filed.

8. **AUTHORIZATION TO REQUEST FUNDING ADVANCE FROM ALLOCATED UNCLAIMED WESTERN COUNTY BUS LOCAL TRANSPORTATION FUND (LTF) RESERVES HELD BY THE RIVERSIDE COUNTY TRANSPORTATION COMMISSION (RCTC)**

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

- Authorize staff to seek an advance of funds from RCTC in the amount of \$22,000,000 to cover the projected deficit from mid-April 2019 through August 2019 in the event the Agency's FY19 5307 programmed federal funding is not awarded and available for drawdown, as well as not having access to previously-awarded federal funding.
- Direct staff to discontinue pursuing this request in the event the aforementioned federal funding becomes available.
- Direct staff to remit all advanced funds to RCTC within 10 days after all of the aforementioned federal funds are made accessible to the Agency.

The motion carried unanimously.

9. **REQUEST AUTHORIZATION TO AMEND THE FISCAL YEAR 2018/2019 (FY19) SHORT RANGE TRANSIT PLAN (SRTP) AND OPERATING BUDGET**

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

- Authorize the proposed mid-year change to the FY19 Operating Budget.
- Direct staff to seek full RCTC approval of the requested change identified in this report.
- Direct staff to prepare appropriate amendments to the FY19 SRTP as a result of this action.
- Direct staff to modify all procurement documentation impacted by the changes identified in this request.

The motion carried unanimously.

10. **BOARD MEMBER COMMENTS**

Board member comments were made by Directors Linda Molina and Anthony Kelly, Jr.

11. **ANNOUNCEMENTS**

An announcement was made by Mr. Larry Rubio.

12. **NEXT MEETING**

Wednesday, March 6, 2019, 2:00 p.m.  
Riverside Transit Agency  
Board Room  
1825 Third Street  
Riverside, CA 92507

13. **MEETING ADJOURNMENT**

The meeting was adjourned at 2:31 p.m.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

March 6, 2019

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 February with projections through late April. This reporting period covers the first ten months of FY19.

There are no cash flow issues anticipated during this reporting period. However, with uncertainty regarding when Federal funding will be approved and available for reimbursement, the Board is reminded that an advance of \$22 million of Local Transportation Funds from the Riverside County Transportation Commission will be used to cover potential cash flow shortages in late FY19 and early FY20.

Recommendation:

Receive and file.

**Riverside Transit Agency  
FY18/19 Cash Flow Projection**

	Actual										
1	Wells Fargo General Account	2/22/2019	3/1/2019	3/8/2019	3/15/2019	3/22/2019	3/29/2019	4/5/2019	4/12/2019	4/19/2019	4/26/2019
2	Est. Cash, Beg Balance (Book)	339,267	5,537,740	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
3	<b>Receipts:</b>										
4	LTF Operating	5,221,981	-	-	-	-	-	1,600,000	-	-	-
5	LTF OPEB	-	-	-	-	-	-	-	-	-	-
7	RIN's Credit				65,000				60,000		
8	LCFS		211,980								
9	CalPERS CERBT Disbursement	93,912				96,444				90,000	
10	Farebox	124,632	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000
11	Total Other Farebox	16,875	203,147		132,387	492,555	15,404	133,000	43,373	423,863	15,654
12	Total Other Local	36,667	5,000	5,000	5,000	10,464	5,000	7,496	5,000	5,000	10,628
13	FTA Operating	86,301			30,700	70,000				104,064	
14	Capital - Local, State	477,419	90,778	36,374			24,048		32,942		
15	FTA Capital			345,479				471,112			
16	Transfer from Investment Accounts to Wells Fargo General Account	1,513	275,605	1,081,073	906,913		1,130,548	1,786,054	1,073,685		1,148,719
17	<b>Disbursements:</b>										
18	Payroll = Net+Tax	(571)	(1,000,108)		(1,050,000)		(1,050,000)		(1,050,000)		(1,050,000)
19	A/P Wires	(202,606)	(2,545,600)	(973,317)	(20,000)	(215,000)	(55,000)	(3,258,000)	(95,000)	(215,000)	(55,000)
20	A/P Checks	(178,929)	(266,207)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
21	Capital Expenditures	(1,302)	(275,605)	(424,610)				(669,662)			
22	Transfer to Investment Accounts from Wells Fargo General Account	(477,419)	(2,316,730)			(384,462)				(337,927)	
23	Transfer to CERBT OPEB Trust Account										
24	Actual Ending Wells Fargo General Account Book Balance / Targeted Minimum Balance	5,537,740	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

25	LAIF Account:										
26	Beginning balance	2,999,267	2,999,267	2,999,267	2,999,267	2,999,267	2,999,267	2,999,267	2,999,267	2,999,267	3,008,703
27	Quarterly Interest Income									9,436	
28	Transfers to/from Gen Acct.	-	-	-	-	-	-	-	-	-	-
29	Ending balance	2,999,267	2,999,267	2,999,267	2,999,267	2,999,267	2,999,267	2,999,267	2,999,267	3,008,703	3,008,703

30	County Pool Account:										
31	Beginning balance	1	1	1	1	17,982	17,982	17,982	1	1	1
32	Quarterly Interest Income				17,981						
33	Transfers to/from Gen Acct.	-	-	-	-	-	-	(17,981)	-	-	-
34	Ending balance	1	1	1	17,982	17,982	17,982	1	1	1	1

35	CalTrust Account:										
36	Beginning balance	50,726,004	51,201,911	53,223,591	52,142,518	51,235,605	51,510,068	50,459,020	48,690,947	47,617,262	47,845,189
37	Quarterly Interest Income		85,000				75,000				50,000
38	Transfers to/from Gen Acct.	475,906	1,931,681	(1,081,073)	(906,913)	274,462	(1,130,548)	(1,768,073)	(1,073,685)	227,927	(1,148,719)
39	Ending balance	51,201,911	53,218,591	52,142,518	51,235,605	51,510,068	50,454,520	48,690,947	47,617,262	47,845,189	46,746,470

Restricted Capital Balance >>>	40,417,668	40,167,063	40,164,758	40,182,739	40,182,739	40,207,739	40,072,076	40,072,076	40,081,512	40,106,512
Funding for CERBT OPEB Trust >>>	895,000	895,000	895,000	895,000	895,000	895,000	895,000	895,000	895,000	895,000
Restricted Operating Balance >>>	2,476,179	2,371,734	2,371,734	2,371,734	2,261,734	2,266,234	2,266,234	2,266,234	2,156,234	2,160,734
Unrestricted Operating Balance >>>	15,950,072	12,839,062	11,760,294	10,853,381	11,237,843	10,157,295	8,506,904	7,433,219	7,771,146	6,647,428

Avg Operating expenses per month =>	7,165,000	7,165,000	7,165,000	7,165,000	7,165,000	7,165,000	7,165,000	7,165,000	7,165,000	7,165,000
No. of months Oper Cash On Hand =>	2.23	1.79	1.64	1.51	1.57	1.42	1.19	1.04	1.08	0.93

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

March 6, 2019

TO: BOARD BUDGET AND FINANCE COMMITTEE  
THRU: Larry Rubio, Chief Executive Officer  
FROM: Craig Fajnor, 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, but are not limited to, 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 complete the project. It can also take multiple years to complete the project once it has commenced. Examples of such a scenario are the Temecula Promenade Mobility Hub and Hemet Mobility Hub projects.

The Agency will always have capital needs due to replacement of retired assets, acquisition and/or maintenance of Agency infrastructure, and unique needs 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 the future of the Agency.

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 2018 through February 2019. The Agency is required to provide quarterly reporting to the Federal Transit Administration (FTA) one month after the end of each quarter. The Agency is required to provide quarterly reporting to the Riverside County Transportation Commission (RCTC) after the end of each quarter. This reporting was submitted.



Recommendation:

Receive and file.

RIVERSIDE TRANSIT AGENCY  
1825 Third St.  
Riverside, CA 92507

March 6, 2019

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Award Agreement No. 19-019 to Hardy and Harper, Inc. for the Magnolia Avenue Bus Turnout at Galleria and Tyler

Summary: The current bus stop located on Magnolia Avenue at Galleria and Tyler was added during the RapidLink Gold Line project in August 2017. Because of the significant increase in traffic at the Galleria at Tyler Shopping Mall, and on Magnolia Avenue in particular, staff has recognized the need to modify this location with a bus turnout to improve safety. Currently, when a bus makes a stop at this location, the flow of traffic westbound is blocked creating a significant backup of vehicles behind the bus. Adding a bus turnout will enable the operator to safely pull the bus out of the traffic lane to load/unload passengers without impeding the flow of traffic.

Constructing a bus turnout at this location is more challenging and costly because of the existing utilities and other public right-of-way concerns that require additional work. This particular location requires the relocation of a traffic light pole, a street light pole and pull box, traffic signal box, loop detector, irrigation system and other miscellaneous utilities. In preparation for this project, staff had Psomas, a licensed engineering firm, prepare plans and specifications for the needed modifications.

On January 8, 2019, staff issued Invitation for Bids (IFB) No. 19-019. 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 chambers of commerce in cities that are members of the Joint Powers Agreement.

On February 8, 2019 the Agency received bids from the following five firms:

Firm Name	Bid Amount
Hardy and Harper, Inc., Corona, CA	\$174,198.00
Hillcrest Contracting, Inc., Corona, CA	\$231,601.00
Leonida Builders, Inc., Santa Clarita, CA	\$266,408.00
PTM General Engineering Services, Inc., Riverside, CA	\$299,099.00
C.S. Legacy Construction, Inc., Ontario, CA	\$304,739.00

Staff reviewed the low bidder's submittal to ensure compliance with the requirements of the IFB. Based on a thorough review, staff recommends awarding a contract to Hardy and Harper, Inc., the lowest responsive and responsible bidder.

In addition to the proposed amount, staff also recommends the Board authorize a ten-percent contingency of \$17,420 to be utilized in the event of unforeseen circumstances. Such use would be subject to a future change order or amendment to the proposed contract if necessary.

Fiscal Impact:

Sufficient funds to cover this request are included in the Agency's Board approved capital budget. The funding profile is shown below:

Prop. 1B Safety/Security	Funding Source		Total
	Other		
\$191,618	\$ ---		*\$191,618

\* 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. 19-019 to Hardy and Harper, Inc. for the Magnolia Avenue bus turnout at Galleria and Tyler in the amount of \$174,198 with a ten-percent contingency of \$17,420 for a total project budget amount of \$191,618.