



July 12, 2017  
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 – JUNE 7, 2017 COMMITTEE MEETING (P.3)**

**APPROVE**

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

**RECEIVE AND FILE**

**6. AUTHORIZATION TO RENEW AGREEMENT NO. 17-031 WITH CALIFORNIA BAPTIST UNIVERSITY FOR THE UNIVERSITY PASS PROGRAM (P.8)**

**APPROVE**

**7. BOARD MEMBER COMMENTS**

**8. ANNOUNCEMENTS**

**9. NEXT MEETING**

Wednesday, September 6, 2017, 2:00 p.m.  
Riverside Transit Agency  
1825 Third Street  
Riverside, CA 92507

**10. MEETING ADJOURNMENT**

RTA BOARD BUDGET AND FINANCE COMMITTEE MEETING  
Minutes  
June 7, 2017

**1. CALL TO ORDER**

Committee Chair Berwin Hanna called the Board Budget and Finance Committee meeting to order at 2:00 p.m., on June 7, 2017, in the RTA Board Room.

**2. SELF INTRODUCTIONS**

Self-introductions of those in attendance took place.

Committee Members Attending

1. Committee Chair Berwin Hanna, City of Norco
2. Alternate Director Nancy Carroll, City of Beaumont
3. Director Linda Molina, City of Calimesa
4. Alternate Director Randy Bonner, City of Canyon Lake
5. Director Dick Haley, City of Corona
6. Board Chair Linda Krupa, City of Hemet
7. Director Maryann Edwards, City of Temecula
8. Alternate Director Frank Johnston, County of Riverside, District II
9. Alternate Director Jeff Comerchero, County of Riverside, District III
10. Alternate Director Barry Busch, County of Riverside, District V

Committee Members Absent

1. Director Anthony Kelly Jr., City of Jurupa Valley

RTA Staff

1. Larry Rubio, Chief Executive Officer
2. Tammi Ford, Clerk of the Board of Directors
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. Charlie Ramirez, Controller
8. Bob Bach, Director of Maintenance
9. Jim Kneepkens, Director of Marketing
10. Rohan Kuruppu, Director of Planning
11. Natalie Zaragoza, Director of Contracts
12. Rick Kaczerowski, Director of Information Technologies
13. Adam Chavez, Deputy Director of Maintenance
14. Brad Weaver, Marketing Manager
15. Eric Ustation, Government Affairs Manager
16. Bob Cabral, Maintenance Quality Control

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

None.

4. **APPROVAL OF MINUTES – MAY 3, 2017 COMMITTEE MEETING**

M/S/C (MOLINA/HALEY) approving the May 3, 2017 committee meeting minutes.

The motion carried unanimously.

Director Maryann Edwards arrived to the meeting at 2:02 p.m.

5. **CASH FLOW PROJECTIONS**

Mr. Fajnor presented the cash flow projections.

Alternate Director Frank Johnston arrived to the meeting at 2:05 p.m.

6. **QUARTERLY CAPITAL STATUS**

Mr. Fajnor presented the quarterly capital status.

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

Mr. Fajnor presented the quarterly natural gas procurement status report.

8. **AUTHORIZATION TO AMEND AGREEMENT NO. 13-005 AND AWARD A PURCHASE ORDER TO CLEVER DEVICES (CD) FOR THE PURCHASE AND INSTALLATION OF GLOBAL POSITIONING SYSTEM (GPS) COMPONENTS ON 22 NON-REVENUE VEHICLES**

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

- Authorize staff to Amend Agreement No. 13-005 and award a Purchase Order to Clever Devices for the installation of GPS components on 22 non-revenue vehicles in the amount of \$61,886; plus 8.75% tax for a total amount of \$67,301.

The motion carried unanimously.

9. **AUTHORIZATION TO AWARD AGREEMENT NO. 16-064 TO TRILLIUM CNG FOR MAINTENANCE OF THE AGENCY'S COMPRESSED NATURAL GAS (CNG) FUELING STATIONS IN RIVERSIDE AND HEMET**

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

- Authorize staff to award Agreement No. 16-064 to Trillium CNG for maintenance of the Agency's CNG fueling stations in Riverside and Hemet

for a three-year base period, with two one-year options, for a not to exceed amount of \$998,735.

The motion carried unanimously.

10. **BOARD MEMBER COMMENTS**

Comments were made by Director Maryann Edwards, Alternate Director Frank Johnston, Committee Chair Berwin Hanna and Director Dick Haley.

11. **ANNOUNCEMENTS**

None.

12. **NEXT MEETING**

Wednesday, July 12, 2017, 2:00 p.m.  
Riverside Transit Agency  
1825 Third Street  
Riverside, CA 92507

13. **MEETING ADJOURNMENT**

The meeting was adjourned at 2:29 p.m.

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

July 12, 2017

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 June 2017 with projections through August 2017. This reporting period covers the end of FY17 and the first two months of FY18.

There are no cash flow issues anticipated during this reporting period.

Recommendation:

Receive and file.

**Riverside Transit Agency  
FY18 Cash Flow Projection**

	Actual										
1	General Account	6/30/2017	7/7/2017	7/14/2017	7/21/2017	7/28/2017	8/4/2017	8/11/2017	8/18/2017	8/25/2017	9/1/2017
2	Est. Cash, Beg Balance (Book)	(21,386)	2,866,113	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
3	<b>Receipts:</b>										
4	LTF Operating - recurring					4,886,621				4,886,621	
5	LTF OPEB					277,778				277,778	
6	FET Credit										
7	RIN's Credit		38,631						35,000		
8	LCFS									77,000	
9	CalPERS CERBT Disbursement					78,089				80,000	
10	Farebox	99,224	100,000	135,000	135,000	135,000	135,000	135,000	135,000	135,000	135,000
11	Total Other Farebox	3,627	254,207	31,382	211,788	63,300	56,888	600		356,108	15,364
12	Total Other Local	122,423	5,000	5,000	5,000	9,000	10,305	5,000	5,000	10,305	5,000
13	FTA Operating	16,842	1,295,504		11,546			416,134	24,534		
14	Capital - Local, State	10,404	241,349			212,883	5,000	5,000	5,000	5,000	5,000
15	Echo - FTA Capital		771,263	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
16	Transfer from Investment to Gen Acct.	7,550,000		279,938	765,667		3,461,807		904,466		3,623,636
17	<b>Disbursements:</b>										
18	Payroll = Net+Tax	281	(1,040,000)		(920,000)		(900,000)		(900,000)		(965,000)
19	A/P Wires	(1,343,153)	(1,488,468)	(256,320)	(14,000)	(326,280)	(2,574,000)	(223,700)	(14,000)	(322,100)	(2,624,000)
20	A/P Checks	(178,842)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)
21	Capital Expenditures	(939,182)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)
22	Transfer to Investment from Gen Acct.		(2,763,598)			(5,141,390)		(143,034)		(5,310,711)	
23	Transfer to OPEB Trust Acct.	(2,454,124)									
24	Actual Ending Book Balance / Targeted Minimum Balance	2,866,113	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

**25 LAIF Account:**

26	Beginning balance	105,285	105,285	105,285	105,482	105,482	105,482	105,482	105,482	105,482	105,482
27	Quarterly Interest Income			197							
28	Transfers to/from Gen Acct.	-	-	-	-	-	-	-	-	-	-
29	Ending balance	105,285	105,285	105,482	105,482	105,482	105,482	105,482	105,482	105,482	105,482

**30 County Pool Account:**

31	Beginning balance	1,215,385	1,215,385	1,215,385	1,215,737	1,215,737	1,215,737	1,215,737	1,215,737	1,215,737	1,215,737
32	Quarterly Interest Income			352							
33	Transfers to/from Gen Acct.	-	-	-	-	-	-	-	-	-	-
34	Ending balance	1,215,385	1,215,385	1,215,737	1,215,737	1,215,737	1,215,737	1,215,737	1,215,737	1,215,737	1,215,737

**35 CalTrust Account:**

36	Beginning balance	45,927,616	38,377,616	41,183,568	40,903,630	40,137,963	45,279,354	41,852,429	41,995,463	41,090,996	46,401,708
37	Quarterly Interest Income		42,353				34,883				
38	Transfers to/from Gen Acct.	(7,550,000)	2,763,598	(279,938)	(765,667)	5,141,390	(3,461,807)	143,034	(904,466)	5,310,711	(3,623,636)
39	Ending balance	38,377,616	41,183,568	40,903,630	40,137,963	45,279,354	41,852,429	41,995,463	41,090,996	46,401,708	42,778,072

<i>Restricted</i>	38,261,672	38,291,682	38,292,034	38,292,034	38,569,812	38,600,658	38,600,658	38,600,658	38,878,436	38,878,436
<i>Available for Operating</i>	4,302,727	4,262,555	3,982,815	3,217,148	8,080,761	4,622,990	4,766,024	3,861,557	8,894,491	5,270,854
Avg Operating expenses per month =>	6,250,000	6,250,000	6,250,000	6,250,000	6,250,000	6,250,000	6,250,000	6,250,000	6,250,000	6,250,000
No. of months Oper Cash On Hand =>	0.69	0.68	0.64	0.51	1.29	0.74	0.76	0.62	1.42	0.84

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

July 12, 2017

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Renew Agreement No. 17-031 with California Baptist University for the University Pass Program

Summary: The Agency has partnered with the California Baptist University (CBU) on a college pass program that allows students, faculty and staff to ride the Agency's fixed-route transit network at a reduced fare which is reimbursed by CBU on a fixed-amount per-rider basis.

The program which is known as the University Pass (U-Pass) has been in place since FY10 and is part of the Agency's successful college and University pass programs. The program encourages the use of public transit by offering an affordable and convenient alternate mode of transportation. The existing agreement between the Agency and CBU is due to expire on August 15, 2017.

As mentioned, students, faculty and staff members with valid University identification (ID) cards can board and ride any Agency fixed-route bus by swiping their ID cards through the farebox reader. The ID cards have an encoded magnetic stripe which is unique to each cardholder. The farebox records the cardholder ID number along with the date and time the trip is taken. Ridership reports are generated at the end of each month and submitted to CBU for payment. Each trip is reimbursed by the college at a discounted rate of \$.90 per-trip with a maximum cap of \$35 per-rider, per-month (the equivalent of a 30-day student pass).

The following table is a look back at the monthly average and annual ridership figures over the last four years.

	Monthly Average	Annual Total
FY14	2295	27,550
FY15	2958	35,497
SY15-16**	3935	43,285
SY16-17 ** (Projected)	3737	44,851
SY17-18 ** (Projected)	3764	45,175

(\*\* to be consistent with the University School Year we are now reporting School Year Ridership)



Since the use of public transit has been an effective means of reducing congestion around the college campus, CBU would like to renew its partnership with the Agency for the upcoming school year. Ridership for the upcoming year is projected to be 3,764 trips per-month or 45,175 trips in total. If approved, the new agreement would again be for one year and become effective August 16, 2017 and run through August 15, 2018.

Because the University prepares its budget on an annual basis which is largely based on student enrollment, the University's preference is to continue to contract with the Agency on a year-to-year basis for the U-pass program.

Fiscal Impact:

Based on projected ridership for SY17-18, CBU will reimburse the Agency up to \$44,036.22 in fare revenue. This amount covers the cost of the Agency's administrative overhead (marketing, accounting and contract administration).

Recommendation:

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

- Authorize staff to renew Agreement No. 17-031 with Cal Baptist University to continue the U-Pass program from August 16, 2017 through August 15, 2018. The Agreement will generate up to \$44,036.22 in fare revenue.