



July 11, 2018
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 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**

<u>ITEM</u>	<u>RECOMMENDATION</u>
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. <u>APPROVAL OF MINUTES – JUNE 6, 2018 COMMITTEE MEETING (P.3)</u>	APPROVE
5. <u>CASH FLOW PROJECTIONS (P.6)</u>	RECEIVE AND FILE
6. <u>AUTHORIZATION TO RENEW AGREEMENT NO. 18-045 WITH CALIFORNIA BAPTIST UNIVERSITY FOR THE UNIVERSITY PASS PROGRAM (P.8)</u>	APPROVE
7. <u>AUTHORIZATION TO AMEND AGREEMENT NO. 18-001 WITH REGENCY - PACIFIC DEVELOPMENT CORPORATION AND TO INCREASE THE TOTAL PROJECT BUDGET AMOUNT BY \$16,580 TO ACCOUNT FOR UNFORESEEN CIRCUMSTANCES RELATED TO THE CONSTRUCTION OF THE RIVERSIDE BUS WASH ROOF PROJECT (P.10)</u>	APPROVE
8. BOARD MEMBER COMMENTS	
9. ANNOUNCEMENTS	
10. NEXT MEETING Wednesday, September 5, 2018, 2:00 p.m. Riverside Transit Agency 1825 Third Street Riverside, CA 92507	
11. MEETING ADJOURNMENT	

RTA BOARD BUDGET AND FINANCE COMMITTEE MEETING
Minutes
June 6, 2018

1. CALL TO ORDER

Committee Chair Berwin Hanna called the Board Budget and Finance Committee meeting to order at 2:01 p.m., on June 6, 2018, in the RTA Board Room.

2. SELF INTRODUCTIONS

Self-introductions of those in attendance took place.

Committee Members Attending

1. Berwin Hanna, City of Norco
2. Linda Molina, City of Calimesa
3. Dawn Haggerty, City of Canyon Lake
4. Dick Haley, City of Corona
5. Linda Krupa, City of Hemet
6. Anthony Kelly Jr., City of Jurupa Valley
7. Maryann Edwards, City of Temecula
8. ¹Ike Bootsma, County of Riverside, District II
9. ²Jeff Comerchero, County of Riverside, District III

Committee Members Absent

1. Marion Ashley, County of Riverside, District V

RTA Staff

1. Larry Rubio, Chief Executive Officer
2. Tammi Ford, Clerk of the Board of Directors
3. Craig Fajnor, Chief Financial Officer
4. Vince Rouzaud, Chief Procurement and Logistics Officer
5. Laura Camacho, Chief Administrative Services Officer
6. Charlie Ramirez, Controller
7. Rohan Kuruppu, Director of Planning
8. Jim Kneepkens, Director of Marketing
9. Natalie Zaragoza, Director of Contracts
10. Rick Majors, Director of Risk Management
11. Rick Kaczerowski, Director of Information Technologies
12. Eric Ustation, Government Affairs Manager
13. Brad Weaver, Media & Public Relations Manager
14. Kristin Warsinski, Grants Manager
15. Lisa Almilli, Mobility Manager
16. Luciano Rose, Operations Manager

¹Alternate for John Tavaglione, County of Riverside, District II

²Alternate for Chuck Washington, County of Riverside, District III

17. Jennifer Nguyen, Planning and Programming Specialist

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

None.

4. **APPROVAL OF MINUTES – MAY 2, 2018 COMMITTEE MEETING**

M/S/C (KRUPA/BOOTSMA) approving the May 2, 2018 committee meeting minutes.

The motion carried unanimously.

5. **CASH FLOW PROJECTIONS**

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

6. **QUARTERLY CAPITAL STATUS**

Mr. Fajnor presented the quarterly capital status 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 RENEW REVENUE AGREEMENT NO. 18-013 WITH THE UNIVERSITY OF CALIFORNIA, RIVERSIDE FOR THE UNIVERSITY PASS (U-PASS); AUTHORIZATION TO RENEW REVENUE AGREEMENT NO. 18-014 WITH THE UNIVERSITY OF CALIFORNIA, RIVERSIDE FOR THE OPERATION OF ROUTE 51 (CREST CRUISER)**

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

- Authorize staff to renew Revenue Agreement No. 18-013 to continue the U-Pass program with UCR reimbursing the Agency at \$.90 per-trip with a maximum cap of \$35 per-rider per-month for a not-to-exceed amount of \$415,000 from July 1, 2018 through June 30, 2019.
- Authorize staff to renew Revenue Agreement No. 18-014 with UCR for reimbursement of operating expenses of \$154,037.00 for Route 51 (Crest Cruiser) from July 1, 2018 through June 30, 2019.

The motion carried unanimously.

9. **BOARD MEMBER COMMENTS**

Board member comments were made by Director Anthony Kelly, Jr., Director Maryann Edwards, Director Dawn Haggerty and Director Linda Molina.

10. **ANNOUNCEMENTS**

Announcements were made by Larry Rubio.

11. **NEXT MEETING**

Wednesday, July 11, 2018
2:00 p.m.
Riverside Transit Agency
Board Room
1825 Third Street
Riverside, CA 92507

12. **MEETING ADJOURNMENT**

The meeting was adjourned at 2:19 p.m.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 11, 2018

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 June 2018 with projections through August 2018. This reporting period covers the end of FY18 and the first two months of FY19.

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

Recommendation:

Receive and file.

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

	Actual											
1	General Account	6/22/2018	6/29/2018	7/6/2018	7/13/2018	7/20/2018	7/27/2018	8/3/2018	8/10/2018	8/17/2018	8/24/2018	8/31/2018
2	Est. Cash, Beg Balance (Book)	259,705	272,531	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
3	Receipts:											
4	LTF Operating - recurring			-	-	-	5,044,204	-	-	-	5,044,204	-
5	LTF OPEB			-	-	-	177,778	-	-	-	177,778	-
6	FET Credit											
7	RIN's Credit				90,000					90,000		
8	LCFS											
9	CalPERS CERBT Disbursement	89,267					86,615				90,000	
10	Farebox	203,392	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000
11	Total Other Farebox	18,940	278,687	63,300	1,927	35,934	89,838	772,250	1,910		16,875	653,729
12	Total Other Local	44,096	5,000	7,496	10,464	5,000	5,000	5,000	5,000	10,464	5,000	5,000
13	FTA Operating	981,878										
15	FTA Capital	15,092	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
16	Transfer from Investment to Gen Acct.		1,298,634	4,116,764	282,609	1,096,917		2,945,750	953,090	969,536		1,383,196
17	Disbursements:											
18	Payroll = Net+Tax	(969,321)		(1,235,000)		(1,085,000)		(985,000)		(990,000)		(1,050,000)
19	A/P Wires	(35,524)	(239,852)	(2,887,560)	(320,000)	(15,000)	(2,928,326)	(2,673,000)	(895,000)	(15,000)	(235,000)	(15,000)
20	A/P Checks	(285,811)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)
21	Capital Expenditures	(49,185)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)
22	Transfer to Investment from Gen Acct.						(2,410,109)				(5,063,857)	(911,925)
23	Transfer to OPEB Trust Acct.		(1,500,000)									
24	Actual Ending Book Balance / Targeted Minimum Balance	272,531	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

25	LAIF Account:											
26	Beginning balance	106,529	106,529	106,529	106,929	106,929	106,929	106,929	106,929	106,929	106,929	106,929
27	Quarterly Interest Income				400							
28	Transfers to/from Gen Acct.	-	-	-	-	-	-	-	-	-	-	-
29	Ending balance	106,529	106,529	106,529	107,329	106,929	106,929	106,929	106,929	106,929	106,929	106,929

30	County Pool Account:											
31	Beginning balance	986,963	986,963	986,963	986,963	988,588	988,588	988,588	988,588	988,588	988,588	988,588
32	Quarterly Interest Income				1,626							2,049
33	Transfers to/from Gen Acct.	-	-	-	-	-	-	-	-	-	-	-
34	Ending balance	986,963	986,963	986,963	988,588	988,588	988,588	988,588	988,588	988,588	988,588	990,637

35	CalTrust Account:											
36	Beginning balance	50,608,840	50,608,840	49,401,782	45,285,018	45,002,409	43,905,492	46,315,601	43,449,851	42,496,761	41,527,225	46,591,081
37	Quarterly Interest Income							80,000				80,000
38	Transfers to/from Gen Acct.	-	(1,298,634)	(4,116,764)	(282,609)	(1,096,917)	2,410,109	(2,945,750)	(953,090)	(969,536)	5,063,857	(471,271)
39	Ending balance	50,608,840	49,310,205	45,285,018	45,002,409	43,905,492	46,315,601	43,449,851	42,496,761	41,527,225	46,591,081	46,199,811

<i>Deferred Revenue Capital >>></i>	37,795,114	37,719,029	38,017,458	38,019,083	38,019,083	38,019,083	38,019,083	38,079,083	38,079,083	38,079,083	38,079,083	39,053,057
<i>OPEB Trust Funding >></i>	1,500,000	-	-	-	-	-	177,778	177,778	177,778	177,778	355,556	355,556
<i>Available for Operating >>></i>	12,679,747	12,734,668	8,411,052	8,128,843	7,031,926	9,264,257	6,338,507	5,385,417	4,415,881	9,301,959	7,938,764	

<i>Restricted Available for Operating</i>	39,295,114	37,719,029	38,017,458	38,019,083	38,019,083	38,196,861	38,256,861	38,256,861	38,256,861	38,434,639	39,408,613	
	12,679,747	12,734,668	8,411,052	8,129,243	7,031,926	9,264,257	6,338,507	5,385,417	4,415,881	9,301,959	7,938,764	

Avg Operating expenses per month =>	6,800,000	6,800,000	7,305,600	7,305,600	7,305,600	7,305,600	7,305,600	7,305,600	7,305,600	7,305,600	7,305,600	7,305,600
No. of months Oper Cash On Hand =>	1.86	1.87	1.15	1.11	0.96	1.27	0.87	0.74	0.60	1.27	1.09	

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 11, 2018

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. 18-045 with California Baptist University for the University Pass Program

Summary: The Agency has partnered with 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, 2018.

The U-Pass allows students, faculty and staff members with valid University identification (ID) cards to 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 and submitted monthly 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 historical look at the monthly average and annual ridership figures over the last three school years and the projected ridership for the upcoming school year.

	Monthly Average	Annual Total
SY 15-16	3935	47,220
SY 16-17	3697	44,364
SY 17-18 (Projected through August 2018)	3422	41,064
SY 18-19 (Projected through School Year 2019)	3425	41,100

Because the U-Pass encourages the use of mass transit, which reduces vehicular congestion in and around the campus, CBU would like to renew its partnership with the Agency for the upcoming school year. For the upcoming year ridership is projected to be 3,425 trips per-month or 41,100 trips annually. If approved, the new agreement would again be for one year and become effective August 16, 2018 and run through August 15, 2019.

Since the U-Pass continues to be a valuable benefit for both the University and the Agency, in our discussions with CBU staff, staff asked if the University would consider entering into a multi-year agreement. The response from CBU was the University prepares its budget on an annual basis which is based on student enrollment, therefore, 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 school year 2018-2019 (SY 18-19), CBU will reimburse the Agency up to \$40,470 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. 18-045 with Cal Baptist University to continue the U-Pass program from August 16, 2018 through August 15, 2019. The Agreement will generate up to \$40,470 in fare revenue.

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 11, 2018

TO: BOARD BUDGET AND FINANCE COMMITTEE

THRU: Larry Rubio, Chief Executive Officer

FROM: Vince Rouzaud, Chief Procurement and Logistics Officer

SUBJECT: Authorization to Amend Agreement No. 18-001 with Regency - Pacific Development Corporation and to Increase the Total Project Budget Amount by \$16,580 to Account for Unforeseen Circumstances Related to the Construction of the Riverside Bus Wash Roof Project

Summary: At the March 2018 Board of Directors meeting, the Board authorized the award of Agreement No. 18-001 to Regency - Pacific Development Corporation for the construction of the Riverside Bus Wash Roof project. The amount of the Agreement including a five-percent contingency was \$174,090.

For this project, staff used the services of an outside engineering firm to develop the specifications, construction documents and the independent cost estimate. Once work began, two issues quickly arose. First, when the contractor began saw-cutting the concrete for the new footings, six of the eight footings contained utility lines (water, electrical) that were not specified on the original as-built drawings. These utility lines had to be re-routed so they wouldn't interfere with the structure's new footings.

The second issue was the depth and size of the footings supporting the existing bus wash walls. These footings extended well beyond what was identified on the as-built drawings requiring the contractor to remove 33.16 additional cubic feet of concrete. Since neither of these issues could have been anticipated, additional work beyond the original scope was required by the contractor.

Staff worked with the Agency's engineer to develop a cost estimate for the additional unanticipated work which resulted in a negotiated change order in the amount of \$12,109.54.

To complete the project, staff is recommending an additional \$16,580.00 be added making the overall contingency for this project 15 percent of the total project's original cost. This will cover the above change order and will leave a small contingency amount of \$12,760.46 to account for any further

unanticipated conditions. As always, contingency funds are utilized only with a contractual change order after a thorough technical and cost analysis by the Agency’s engineer and the procurement department.

The below table shows the details:

Bus Wash Roof Project	
Total Project Budget	\$174,090.00
This staff report recommends:	
Additional Ten Percent Contingency	\$ 16,580.00
New Total Project Budget	\$190,670.00

Fiscal Impact:

Sufficient funds to cover this request are included in the Agency’s FY18 capital budget. The funding profile is shown below:

<u>Federal Section 5307</u>	<u>State Transit Assistance (STA)</u>	<u>Total</u>
\$13,264	\$3,316	\$16,580

Recommendation:

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

- Authorize staff to amend Agreement No. 18-001 to Regency - Pacific Development Corporation and to increase the total project amount by \$16,580 for unforeseen circumstances related to the construction of the Riverside Bus Wash Roof Project.