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) 565-5066, 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.

4. APPROVAL OF MINUTES – NOVEMBER 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. 19-080 TO PTM GENERAL ENGINEERING SERVICES, INC. FOR TRANSIT ENHANCEMENTS TO TWENTY-FOUR BUS STOP LOCATIONS (P.9)  
APPROVE

8. AUTHORIZATION TO AWARD AGREEMENT NO. 19-076 TO LEONIDA BUILDERS, INC. FOR THE MAGNOLIA AVENUE BUS TURNOUT AT GALLERIA AND TYLER (P.11)  
APPROVE

9. BOARD MEMBER COMMENTS

10. ANNOUNCEMENTS

11. NEXT MEETING
Wednesday, January 8, 2020, 2:00 p.m.
Riverside Transit Agency
1825 Third Street
Riverside, CA 92507

12. MEETING ADJOURNMENT
1. **CALL TO ORDER**

Committee Chair Linda Krupa called the Board Budget and Finance Committee meeting to order at 2:01 p.m., on November 6, 2019, in the RTA Board Room.

2. **SELF INTRODUCTIONS**

Self-introductions of those in attendance took place.

**Committee Members Attending**

1. Jeremy Smith, City of Canyon Lake
2. Linda Krupa, City of Hemet
3. Anthony Kelly, Jr., City of Jurupa Valley
4. Malcolm Corona, City of Perris
5. Bridgette Moore, City of Wildomar
6. Barry Busch, County of Riverside District V

**Committee Members Absent**

1. Berwin Hanna, City of Norco
2. Linda Molina, City of Calimesa
3. Chuck Washington, County of Riverside District III

**RTA Staff**

1. Larry Rubio, Chief Executive Officer
2. Joan Hepworth, 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. Rick Majors, Director of Risk Management
8. Rick Kaczerowski, Director of IT
9. Jim Kneepkens, Director of Marketing
10. Joe Forgiarini, Director of Service Planning & Scheduling
11. Natalie Zaragoza, Director of Contracts
12. Eric Ustation, Government Affairs Manager
13. Brad Weaver, Media & Public Relations Manager
14. Jessica Leon, Administrative Assistant

1Alternate for Jeff Hewitt, County of Riverside, District V
RTA Staff (continued)

15. Stephanie Sirls, Operations Manager
16. Audrey Gill, Contract Operations Manager
17. Melissa Blankenship, Contracts Manager
18. Lisa Almilli, Mobility Manager
19. Lon’Det Givens, Senior Contracts Administrator
20. Charlie Ramirez, Controller
21. Jennifer Nguyen, Planning and Programming Specialist
22. Ryan Nielsen, Brown Armstrong

3. PUBLIC COMMENTS – NON-AGENDA ITEMS

None.

Director Jeremy Smith arrived to the meeting at 2:02 p.m.

4. APPROVAL OF MINUTES – OCTOBER 2, 2019 COMMITTEE MEETING

M/S/C (MOORE/BUSCH) approving the October 2, 2019 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 INVESTMENT REPORT

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

7. QUARTERLY NATURAL GAS PROCUREMENT STATUS

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

8. AUTHORIZATION TO AWARD AGREEMENT NO. 19-071 TO ADVANTAGE MAILING, LLC FOR THE PRINTING OF THE AGENCY’S RIDE GUIDE BOOKLETS

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

- Authorize staff to award Agreement No. 19-071 to Advantage Mailing, LLC for the printing of the Agency’s Ride Guide booklets for a one-year base period with two one-year options for a total not-to-exceed amount of $403,533.88.

The motion carried unanimously.
9. **AUTHORIZATION TO AWARD AGREEMENT NO. 19-066 TO PSOMAS FOR THE VINE STREET MOBILITY HUB CONCEPTUAL PLAN**

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

- Authorize staff to award Agreement No. 19-066 to Psomas for the Vine Street Mobility Hub Conceptual Plan in the amount of $450,677.16.

The motion carried unanimously.

10. **FISCAL YEAR 2018/2019 (FY19) FINANCIAL AUDIT RESULTS**

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


The motion carried unanimously.

11. **BOARD MEMBER COMMENTS**

Board member comments were made by Director Bridgette Moore, Director Malcolm Corona, Director Anthony Kelly, Director Barry Busch and Director Linda Krupa.

12. **ANNOUNCEMENTS**

An announcement was made by Mr. Larry Rubio.

13. **NEXT MEETING**

Wednesday, December 4, 2019, 2:00 p.m.

14. **MEETING ADJOURNMENT**

The meeting was adjourned at 2:37 p.m.
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-November 2019 with projections through January 2020. This reporting period covers the first seven months of FY20.

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

Recommendation:

Receive and file.
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<td>Actual</td>
<td>1,253,831</td>
<td>4,560,000</td>
<td>49,000</td>
<td>3,926,665</td>
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<td>Disbursements:</td>
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<td>Payroll = Net+Tax</td>
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<td>(1,470,000)</td>
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<td>A/P Wires</td>
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<td>(229,240)</td>
<td>(3,070,000)</td>
<td>(265,000)</td>
<td>(20,000)</td>
<td>(280,000)</td>
<td>(3,045,000)</td>
<td>(340,000)</td>
<td>(20,000)</td>
<td>(270,000)</td>
<td>(30,000)</td>
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<td>A/P Checks</td>
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<td>(200,000)</td>
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<td>Capital Expenditures</td>
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<td>Transfer to Investment</td>
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<td>(534,954)</td>
<td>(5,587,535)</td>
<td>(136,682)</td>
<td>(425,990)</td>
<td>(4,206,871)</td>
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<td>Accounts from Wells Fargo</td>
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<td>Actual Ending Wells Fargo</td>
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<td>Quarterly Interest Income</td>
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<td>Transfers to/from Gen Acct.</td>
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<tr>
<td>Quarterly Interest Income</td>
<td>52,634</td>
<td>82,634</td>
<td>97,202</td>
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<td>Ending balance</td>
<td>51,503,029</td>
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<td>51,801,519</td>
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</tbody>
</table>

**Funding for CERBT Trust**

- **Restricted Capital Balance**: $37,438,756
- **Unrestricted Operating Balance**: $8,042,757

**No. of months Oper Cash On Hand**

- 1.02
- 1.84
- 1.26
- 1.25
- 1.32
- 2.02
- 1.52
- 1.54
- 1.40
- 1.46
- 1.98
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 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 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 September through November 2019. 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.

Recommendation:

Receive and file.
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. 19-080 to PTM General Engineering Services, Inc. for Transit Enhancements to Twenty-Four Bus Stop Locations

Summary: The Agency’s Short-Range Transit Plan and current Operating and Capital Budget includes a new bus route linking the cities of Eastvale, Norco and Corona via Limonite Avenue, Archibald Avenue, and River Road. Beginning with the May 2020 service change, the new Route 4 will effectively serve the western borders of these three cities and will require the addition of twenty-four new bus stops.

Staff worked with each city to identify the locations and layouts for each new stop. The completed project will include civil engineering work, concrete slabs, Americans with Disabilities Act (ADA) improvements and signage. In accordance with the Agency’s Bus Stop Strategic Policy (“Policy”), other amenities may be installed later based on Policy guidelines.

On October 24, 2019 staff issued Invitation for Bids (IFB) No. 19-080. 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 local chambers’ of commerce in cities that are members of the Joint Powers Agreement.

On November 13, 2019 the Agency received bids from the following four (4) firms:

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Bid Amount</th>
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</thead>
<tbody>
<tr>
<td>PTM General Engineering Services, Inc., Riverside, CA</td>
<td>$219,912.00</td>
</tr>
<tr>
<td>ND Construction Co., Inc, Anaheim, CA</td>
<td>$249,904.00</td>
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<tr>
<td>Kipi, Inc., Tarzana, CA</td>
<td>$252,958.00</td>
</tr>
<tr>
<td>BWW &amp; Company, Inc., Redlands, CA</td>
<td>$338,153.27</td>
</tr>
</tbody>
</table>
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 PTM General Engineering Services, Inc., the lowest responsive and responsible bidder.

In addition to the proposed amount, staff also recommends the Board authorize a ten-percent contingency of $21,991.20 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:

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Federal Section 5307</td>
<td>$193,522.56</td>
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<tr>
<td>State Transit Assistance (STA)</td>
<td>$48,380.64</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$241,903.20</strong></td>
</tr>
</tbody>
</table>

* 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. 19-080 to PTM General Engineering Services, Inc. for transit enhancements to twenty-four bus stop locations in the amount of $219,912.00 with a ten-percent contingency of $21,991.20 for a total project budget amount of $241,903.20.
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. 19-076 to Leonida Builders, Inc. for the Magnolia Avenue Bus Turnout at Galleria and Tyler

Summary: The current bus stop on Magnolia Avenue across from the Galleria and Tyler was added in August 2017 as part of the RapidLink Gold Line project. Since that time, there has been a significant increase in traffic at the Galleria at Tyler Shopping Mall and on Magnolia Avenue in particular. The increase in traffic has created a significant backup of vehicles on Magnolia when the bus stops at this location.

As a result, staff has recognized the need to modify this location with a bus turnout. Adding a bus turnout will enable the operator to safely pull the bus out of traffic lanes to load/unload passengers without impeding the flow of traffic. In preparation for this project, staff had TKE Engineering prepare the plans, specifications and an independent cost estimate for the modification to the current bus stop.

This project was originally awarded to Hardy & Harper, Inc. at the March 2019, Board of Director’s meeting. However, prior to the Agency issuing the Notice to Proceed, staff was informed by the City of Riverside, Public Works Department, that the Agency would be responsible for the relocation of an underground backflow device adjacent to the project’s location.

While the project drawings and specifications had noted the need to relocate the backflow device, that portion of the work was called out as work to be performed by City personnel and thus was not included as part of the original bid. Staff researched the expected costs for this additional work and determined that it was significant enough to warrant cancelling and rebidding the project. Consequently, the award was cancelled and staff worked with the engineer to revise the scope of work to include the relocation of the backflow device.

On October 17, 2019, staff issued Invitation for Bids (IFB) No. 19-076. 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 November 12, 2019 the Agency received bids from the following two (2) firms:

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Bid Amount</th>
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<tbody>
<tr>
<td>Leonida Builders, Inc.; Santa Clarita, CA</td>
<td>$188,168.50</td>
</tr>
<tr>
<td>IE General Engineering; Beaumont, CA</td>
<td>$249,000.00</td>
</tr>
</tbody>
</table>

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 Leonida Builders, Inc., the lowest responsive and responsible bidder.

In addition to the proposed amount, staff also recommends the Board authorize a ten-percent contingency of $18,816.85 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:

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Federal Section 5307</th>
<th>State Transit Assistance (STA)</th>
<th>Prop 1B</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>$26,229.88</td>
<td>$6,557.47</td>
<td>$174,198.00</td>
<td>$206,985.35*</td>
</tr>
</tbody>
</table>

* 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. 19-076 to Leonida Builders, Inc. for the Magnolia Avenue bus turnout at Galleria and Tyler in the amount of $188,168.50 with a ten-percent contingency of $18,816.85 for a total project budget amount of $206,985.35.