



**AGENDA**  
**EXECUTIVE COMMITTEE MEETING**  
**FRIDAY, JANUARY 11, 2019 – 9:00 A.M.**  
**OMNITRANS**  
**1700 WEST FIFTH STREET**  
**SAN BERNARDINO, CA 92411**

The meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or Limited English Proficiency services are needed in order to participate in the public meeting, requests should be made through the Board Secretary at least three (3) business days prior to the Committee Meeting. The Board Secretary’s telephone number is 909-379-7110 (voice) or 909-384-9351 (TTY). If you have comments about items on the agenda or other general concerns and are not able to attend the meeting, please mail them to Omnitrans at 1700 West Fifth Street, San Bernardino, California, Attention Board Secretary. Comments may also be submitted by email to [BoardSecretary@omnitrans.org](mailto:BoardSecretary@omnitrans.org).

**THIS MEETING IS AVAILABLE BY TELECONFERENCE AT THE FOLLOWING LOCATION AND WILL BE CONDUCTED IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54953(B).**

**ISLAND SANDS RESORT, 150 HAULI STREET, #605**  
**MA’ALAEA VILLAGE, MAUI**

**THIS LOCATION IS ACCESSIBLE TO THE PUBLIC AND MEMBERS OF THE PUBLIC MAY ADDRESS THE COMMITTEE FROM THIS TELECONFERENCE LOCATION**

**A. CALL TO ORDER**

**B. ANNOUNCEMENTS/PRESENTATIONS**

1. Next Committee Meeting: February 1, 2019 – 9:00 a.m.  
Omnitrans Metro Facility

**C. COMMUNICATIONS FROM THE PUBLIC**

This is the time and place for the general public to address the Board for items that are not on the agenda. In accordance with rules applicable to meetings of the Executive Committee, comments on items not on the agenda and on items on the agenda are to be limited to a total of three (3) minutes per individual.

**D. POSSIBLE CONFLICT OF INTEREST ISSUES**

N/A

**E. DISCUSSION ITEMS**

1. Approve Executive Committee Minutes – December 7, 2018 2
2. Receive and File Development of the Fiscal Year 2020 Management Plan and Strategic Plan Update - *P. Scott Graham* 5

**F. BOARD BUSINESS**

There is no Closed Session Scheduled

**G. REMARKS AND ANNOUNCEMENTS**

**H. ADJOURNMENT**

ITEM #     E1    

**EXECUTIVE COMMITTEE MEETING  
MINUTES  
DECEMBER 7, 2018**

**A. CALL TO ORDER**

The Executive Committee Meeting was called to order by Member John Roberts at 9:01 a.m., Friday, December 7, 2018, at the Omnitrans Administrative Offices.

**COMMITTEE MEMBERS ATTENDING**

Council Member Ron Dailey, City of Loma Linda – Board Chairman – Via Teleconference  
Council Member Penny Lilburn, City of Highland  
Mayor Pro Tem John Roberts, City of Fontana  
Mayor Pro Tem Alan Wapner, City of Ontario – Via Teleconference

**OMNITRANS STAFF ATTENDING**

P. Scott Graham, CEO/General Manager  
Erin Rogers, Deputy General Manager  
Shawn Brophy, Director of Operations  
Jeremiah Bryant, Service Planning Manager  
Ray Maldonado, Employee Relations Manager  
Suzanne Pfeiffer, Director of Human Resources

**B. ANNOUNCEMENTS/PRESENTATIONS**

Next Committee Meeting:       Friday, January 4, 2019, 9:00 a.m.  
  Omnitrans Metro Facility

**C. COMMUNICATIONS FROM THE PUBLIC**

There were no communications from the public.

**D. POSSIBLE CONFLICT OF INTEREST ISSUES**

There were no Conflict of Interest Issues.

## **E. DISCUSSION ITEMS**

### 1. Approve Executive Committee Minutes – November 2, 2018

M/S (Lilburn/Roberts) that approved the Executive Committee Minutes of November 2, 2018. Roll call vote was taken and the motion was passed unanimously by Members present.

### 2. CEO/General Manager's Report

CEO/General Manager, P. Scott Graham reported the following items:

- Best Best & Krieger in-house lobbyist, Syrus Devers, General Counsel, Haviva Shane, Deputy General Manager, Erin Rogers, and CEO/General Manager, P. Scott Graham, met via teleconference to discuss activities associated with the Transit District Legislation lobbying efforts. Requests for bill language must be into Legislative Counsel by January 25, 2019 in order to ensure that drafting will meet the bill introduction deadline of February 22. The bill must be out of all policy committees by April 26, 2019. Mr. Devers will be meeting with the concerned members in person, the Capitol staff for Senator Leyva and Assembly Members Gomez-Reyes, and Ramos, as well as the committee staffers who may be analyzing the bill. Mr. Graham will keep the Committee and Board apprised as the process continues.
- Management is looking at a potential staff reorganization that would consolidate some current positions and add a department that would focus on strategic development, performance analysis, and various other projects.
- CEO/General Manager, P. Scott Graham, and Deputy General Manager, Erin Rogers met with Fontana Police Department Lieutenant Area Commander, Keith Zagorian to discuss safety and security at the Fontana Transit Center. Staff is looking at putting together a safety campaign that will highlight the Agency's safety and security posture.

Chair Dailey expressed his support for innovative structural changes; however, asked that some type of assessment or benchmarking be conducted to track the efficiency of the reorganization.

## **F. BOARD BUSINESS**

### **CLOSED SESSION**

### 1. Conference with Labor Negotiator, P. Scott Graham, Concerning Labor Negotiations with Amalgamated Transit Union Local No. 1704 Regarding the Coach Operator Unit, Pursuant to Government Code Section 54957.6

The Committee adjourned into Closed Session at 9:15 a.m.

The Committee reconvened at 9:40 a.m. with no reportable action.

**G. REMARKS AND ANNOUNCEMENTS**

There were no remarks and announcements.

**H. ADJOURNMENT**

The Committee adjourned at 9:45 a.m. The next Executive Committee Meeting is scheduled Friday, January 4, 2019, at 9:00 a.m., with location posted on the Omnitrans website and at the Omnitrans San Bernardino Metro Facility.

Prepared by:

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Araceli Barajas, Executive Staff Assistant

ITEM #           E2          

**DATE:** January 11, 2019

**TO:** Board Chair Ron Dailey and Members of the Executive Committee

**FROM:** P. Scott Graham, CEO/General Manager

**SUBJECT: DEVELOPMENT OF THE FISCAL YEAR 2020 MANAGEMENT PLAN  
AND STRATEGIC PLAN UPDATE**

### **FORM MOTION**

Receive and file as an information item, the schedule and activities associated with the development of the Fiscal Year 2020 Management Plan and the Strategic Plan Update.

### **BACKGROUND**

Omnitrans Annual Management Plan is a work plan developed by the Senior Leadership Team which is aligned with the Board approved Fiscal Year 2017-2020 Strategic Plan, the Omnitrans' Short Range Transit Plan for Fiscal Year 2015-2020, as well as the San Bernardino County Transportation Authority Long Range Transit Plan. The plan defines the annual initiatives for the Agency.

The current Management Plan for Fiscal Year 2019 focuses on five Strategic Initiatives:

1. Financial Sustainability & Operational Cost Efficiencies
2. Service Expansion & Funding Growth
3. Technology
4. Safety & Security
5. Workforce Stability

The Board of Directors is updated on the progress of the Strategic Initiatives quarterly. At the December 9, 2018 Board of Directors meeting, the Fiscal Year 2019 first quarter reports for the Management Plan Strategic Initiatives and Key Performance Indicators were provided. At that time, there was a robust discussion focused on a number of critical issues facing Omnitrans in the future: the Agency's ability to maintain fiscal sustainability, decreasing ridership, meeting the growing needs of the community and adapting to the changing needs of our customers. There was additional discussion regarding the need to analyze the Agency's historical trends, the use of transit funding, and the future direction of the Agency. A request was made that these issues be put on a future agenda for further discussion. In addition, a recommendation was made that an ad-hoc committee be formed to include members of both Omnitrans and SBCTA board members.

The timing of these requests is in alignment with the schedule for the development of the Fiscal Year 2020 Management Plan, the development of the Short Range Transit Plan, and the upcoming development of the Strategic Plan. The following schedule and activities are planned as part of this process, including a Board of Directors Workshop.

### Overview of Key Dates and Events

Key Dates	Key Events
January 11	Executive Committee
January 31	Management Plan Development - Senior Leadership Team Workshop #1
February 7	Management Plan Development - Senior Leadership Team Workshop #2
March 13 or March 14	Board of Directors Workshop – Strategic Plan Kick-Off (proposed, maximum 4 hours)
April 5	Executive Committee Meeting - present draft Management Plan
April 11	Administrative and Finance Committee Meeting – present draft Management Plan
April	Finalize Management Plan
May 1	Present final draft of Management Plan to Board of Directors for approval
FY 2020	Update Strategic Plan

These activities will play a critical role in setting the framework for future planning, as the Omnitrans Short Range Transit Plan is currently under development, with an update to the Plans and Programs Committee scheduled for the January meeting. In addition, Omnitrans current Strategic Plan takes the Agency through 2020, and will be updated in the coming year. The proposed Board Workshop will prepare the members of the Board and staff for the update to the Strategic Plan later this year.

There are many challenges facing the Agency, namely ensuring financial sustainability into the future, maintaining current service levels, adapting to the changing needs of our customers, and ensuring readiness for the operation of the Arrow rail service and for meeting the mandate to move the fleet to zero emission buses. The Agency faces these challenges in a fiscally constrained environment. The current and previous year Management Plans placed a strong emphasis, which was supported by the Board, on financial sustainability and operational cost efficiencies.

The issue of financial uncertainty was presented to the Board of Directors at the May 2018 Board of Directors meeting with the *Financial White Paper*. The White Paper discussed revenue uncertainty, cost efficiencies that have been implemented, rising costs and upcoming challenges. An update to the Financial White Paper will be forthcoming as we gain clarity on the financial forecast in collaboration with our SBCTA partners.

**CONCLUSION**

Omnitrans Senior Leadership Team will begin the development of the Fiscal Year 2020 Management Plan in the coming months. In addition, the Short Range Transit Plan is in the final stages of development and the Strategic Planning process will kick off with a Board Workshop proposed in March 2019.

PSG:ER