



BOARD OF DIRECTORS MEETING
WEDNESDAY, JANUARY 9, 2019 – 8:00 A.M.
OMNITRANS METRO FACILITY
1700 WEST 5TH STREET
SAN BERNARDINO, CA 92411

The Board of Directors 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 Board 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.

A. CALL TO ORDER

1. Invocation
2. Pledge of Allegiance
3. Roll Call

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Board Meeting: Wednesday, February 6, 2019 – 8:00 a.m.
Omnitrans Metro Facility Board Room

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 Board of Directors, 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

1. Note agenda item contractors, subcontractors and agents, which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item. 3

E. CONSENT CALENDAR

The following items are expected to be routine and non-controversial. The Board will act upon them at one time without discussion, unless the Board directs that an item be held for further discussion under Agenda Item F, Discussion Items. Any person wishing to address consent items should address the Board under Agenda Item #E11, Action on Consent Calendar.

- | | |
|---|----|
| 1. Approve Board Minutes – December 5, 2018 | 6 |
| 2. Receive and File Executive Committee Minutes – November 2, 2018 (EXE 12/7/18) | 12 |
| 3. Receive and File Operations & Safety Committee Minutes – May 23, 2018 (O&S 11/28/18) | 15 |
| 4. Adopt 2019 Investment Policy - <i>Don Walker</i> | 18 |
| 5. Adopt Resolution No. 310-19, Authorizing Destruction of Records – <i>Jacob Harms</i> | 30 |
| 6. Authorize Release – Request for Proposals – RFP-MKP19-19, Advertising and Design Services - <i>Eugenia Pinheiro</i> | 35 |
| 7. Authorize Release – Request for Proposals – RFP-MNT19-20, 40-Foot Compressed Natural Gas (CNG) Buses – <i>Eugenia Pinheiro</i> | 37 |



BOARD OF DIRECTORS MEETING
WEDNESDAY, JANUARY 9, 2019 – 8:00 A.M.
OMNITRANS METRO FACILITY
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E. CONSENT CALENDAR CONTINUED	
8. Authorize Assignment – Contract MNT17-09, Auction Services - <i>Eugenia Pinheiro</i>	39
9. Authorize Award – Contract MNT19-44, Industrial Chemicals - <i>Eugenia Pinheiro</i>	40
10. Authorize Award Sole Source - Contract ITS19-54, Fluid Management System (FMS) Software License and Basic Service Agreement – <i>Eugenia Pinheiro</i>	42
11. Action on Consent Calendar	
F. DISCUSSION ITEMS	
The following items do not legally require any public testimony, although the Chair may open the meeting for public input.	
1. CEO/General Manager’s Report - <i>P. Scott Graham</i>	44
2. Authorize Award – Contract MNT19-02, Bus Tire Lease and Services – <i>Eugenia Pinheiro</i>	46
3. Authorize Award – Contract MNT19-16, Elevator Modernization Project – <i>Eugenia Pinheiro</i>	48
4. Authorize Award Sole Source – ITS19-67, TransTrack Financial & Operational Reporting Software and Maintenance Services – <i>Eugenia Pinheiro</i>	50
G. BOARD BUSINESS	
Closed Session	
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	
H. REMARKS AND ANNOUNCEMENTS	
I. ADJOURNMENT	



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ITEM # D1

DATE: January 9, 2019

TO: Board Chair Ron Dailey and Members of the Omnitrans Board of Directors

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Eugenia F. Pinheiro, Contracts Manager

SUBJECT: DISCLOSURE(S) REGARDING RECOMMENDATIONS FOR ACTION BY THE OMNITRANS BOARD OF DIRECTORS

FORM MOTION

Staff hereby provides a listing of principals and subcontractors associated with action items on the agenda for the Board of Director’s Meeting scheduled January 9, 2019.

Item	Contract	Principals & Agents	Subcontractors
#E8	Authorize Assignment Contract MNT17-09 Auction Services	<i>J. J. Kane Associates, Inc. dba Ken Porter Auctions Gene Govoreau Auctions Operations Manager</i>	N/A
#E9	Authorize Award Contract MNT19-44, Industrial Chemicals	<i>6C Technologies, Corp. dba Enviroform Industries Victor Shane President</i>	N/A
#E10	Authorize Award Sole Source Contract ITS19-54 Fluid Management System (FMS) Software License	<i>S&A Systems, Inc. Rockwall, TX Don Srygley President</i>	N/A
#F2	Authorize Award Contract MNT19-02, Bus Tire Lease and Services	<i>Bridgestone Americas Tire Operations, LLC Nashville, TN Chris Ripani Sr. VP – Fleet Mgmt. Solutions</i>	N/A
#F3	Authorize Award Contract MNT19-16, Elevator Modernization Project	<i>EnPro Services, Inc. Fresno, CA Matt Williams General Manager</i>	<i>EnPro Elevator, Inc. Rancho Cordova, CA</i>

Item	Contract	Principals & Agents	Subcontractors
#F4	Authorize Award Sole Source Contract ITS19-67, TransTrack Financial & Operational Reporting Software and Maintenance Services	<i>Transtrack Systems, Inc.</i> <i>Cedar Rapids, IA</i> <i>David Jackson</i> <i>General Manager</i>	<i>N/A</i>

PSG:EFP



CONFLICT OF INTEREST FORM

PURPOSE: This form is provided to assist members of the Omnitrans Board of Directors in meeting requirements of Government Code Section 84308 and 87100 in documenting conflict of interest as related to Omnitrans Board/Committee agenda items.

INSTRUCTIONS: Under certain circumstances, Omnitrans Board Members may be required to disclose and disqualify themselves from participating in, influencing, or voting on an agenda item due to personal income, real property interests, investments, business positions, or receipt of campaign contributions. If applicable, Board Members must personally state the following information, for entry into the public record, prior to consideration of the involved agenda item(s) and turn in the completing form to the Recording Secretary prior to leaving the meeting.

BOARD MEMBER INFORMATION

BOARD MEMBER NAME	CITY/COUNTY NAME	MEETING DATE

CAMPAIGN CONTRIBUTIONS

1. I have a disqualifying campaign contribution of over \$250 from _____
(Name of Company and/or Individual)
 and therefore I am abstaining from participation on Agenda Item _____, Subject: _____

2. I have a disqualifying campaign contribution of over \$250 from _____
(Name of Company and/or Individual)
 and therefore I am abstaining from participation on Agenda Item _____, Subject: _____

3. I have a disqualifying campaign contribution of over \$250 from _____
(Name of Company and/or Individual)
 and therefore I am abstaining from participation on Agenda Item _____, Subject: _____

FINANCIAL INTEREST

1. I have a financial interest of _____
State income, real property interest or business position

Identify company or property location

2. I have a financial interest of _____
State income, real property interest or business position

SIGNATURE

Board Member Signature
Date

ITEM # E1

**BOARD OF DIRECTORS' MEETING
MINUTES OF DECEMBER 5, 2018**

A. CALL TO ORDER

Chairman Ron Dailey called the regular meeting of the Omnitrans Board of Directors to order at 8:00 a.m., Wednesday, December 5, 2018, at the Omnitrans Facility located at 1700 West 5th Street, San Bernardino, California.

1. Invocation
2. Pledge of Allegiance
3. Roll Call

BOARD MEMBERS PRESENT

Council Member Ron Dailey, City of Loma Linda – Chairman
Council Member David Avila, City of Yucaipa – Vice Chairman
Mayor Carey Davis, City of San Bernardino
Mayor Richard DeLaRosa, City of Colton
Council Member Trisha Martinez, City of Montclair - Alternate
Mayor Paul Foster, City of Redlands
Supervisor Josie Gonzales, County of San Bernardino
Council Member Larry McCallon, City of Highland - Alternate
Mayor Pro Tem John Roberts, City of Fontana
Mayor Deborah Robertson, City of Rialto
Mayor Pro Tem Sylvia Robles, City of Grand Terrace
Supervisor Janice Rutherford, County of San Bernardino
Council Member Debbie Stone, City of Upland
Mayor Eunice Ulloa, City of Chino
Mayor Pro Tem Alan Wapner, City of Ontario

BOARD MEMBERS NOT PRESENT

Supervisor Curt Hagman, County of San Bernardino
Vice Mayor Cynthia Moran, City of Chino Hills
Supervisor James Ramos, County of San Bernardino
Council Member Sam Spagnolo, City of Rancho Cucamonga

OMNITRANS' ADMINISTRATIVE STAFF PRESENT

P. Scott Graham, CEO/General Manager
Erin Rogers, Deputy General Manager
Trischelle Baysden, Director of Rail

Shawn Brophy, Director of Operations
Jacob Harms, Director of Information Technology
Eugenia Pinheiro, Contracts Manager
Connie Raya, Director of Maintenance
Doug Stanley, Director of Special Transportation Services
Don Walker, Director of Finance
Wendy Williams, Director of Marketing-Planning
Jeremiah Bryant, Service Planning Manager
Omar Bryant, Maintenance Manager
Melissa Castillo, Customer Service Manager
Barbara Erwin, Safety & Regulatory Compliance Manager
Anna Jaiswal, Development Planning Manager
Ray Maldonado, Employee Relations Manager
Kathy McClure, Sr. Contract Administrator
Krystal Turner, Contracts Administrator
Christine Van Matre, Contracts Administrator

LEGAL COUNSEL

Haviva Shane, Legal Counsel

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Board Meeting: Wednesday, January 9, 2018, 8:00 a.m.
Omnitrans Metro Facility Board Room

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. CONSENT CALENDAR

1. Approve Board Minutes – November 7, 2018
2. Receive and File Executive Committee Minutes – September 7, 2018
3. Receive and File Administrative & Finance Committee Minutes – October 11, 2018
4. Receive and File Omnitrans' Fiscal Year Ended June 30, 2018 Financial Audit Statement on Auditing Standards (SAS) 114 Letter
5. Approve Omnitrans Draft Transit Asset Management (TAM) Plan
6. Authorize Release – Request for Qualifications – RFQu-MKP19-64, A&E Services – Bus Stop Improvements
7. Authorize Release – RFP-MNT19-28, Maintenance, Repair & Operations (MRO) Supplies
8. Authorize Award – Contract ITS19-30, Citrix Maintenance Renewal

M/S (Robertson/DeLaRosa) that approved Consent Calendar. Motion was passed unanimously by Members present.

F. DISCUSSION ITEMS

1. CEO/General Manager's Report

CEO/General Manager, P. Scott Graham, reviewed the CEO/General's Manager's Report.

2. Receive and File Management Plan Strategic Initiatives and Key Performance Indicators Fiscal Year 2019 First Quarter Reports

CEO/General Manager, P. Scott Graham, reviewed the FY19 Strategic Initiatives and Key Performance Indicators First Quarter Reports.

Council Member Trisha Martinez and Supervisor Josie Gonzales arrived at 8:14 a.m. during Item #F2.

Supervisor Rutherford referred to Strategic Initiative 1, Financial Sustainability & Operational Cost Efficiencies and expressed some concern regarding the Agency's ability to maintain fiscal sustainability looking 5-10 years into the future. She felt that the Board has not addressed some important issues related to the changing fiscal environment.

Chair Dailey asked for recommendations on what data could be looked at to obtain further insight on some of these issues. Supervisor Rutherford responded that data would be available through the San Bernardino County Transportation Authority's (SBCTA) Long-Range Transit Plan.

Director Marketing-Planning, Wendy Williams, stated that Omnitrans is working with SBCTA in developing the Short-Range Transit Plan and noted that an update would be presented at the January Plans & Programs Committee Meeting.

Member Robles stated that at a previous meeting, Supervisor Hagman suggested that an ad hoc committee be formed to discuss the issues looking towards the future.

Supervisor Gonzales expressed her concern regarding the decreasing ridership and overall direction of the Agency in terms of meeting the growing needs of the community and future city developments. She suggested that perhaps a state of transportation audit be conducted.

Member Robertson noted that Agency staff has increased their collaboration with the cities; however, expressed concern that the changes in transit service may not be occurring fast enough to meet the needs of the community.

A discussion ensued regarding the need to analyze the Agency's historical trends, the use of transit funding, and where the Agency is headed in the future.

Member Davis suggested that a workshop be coordinated to discuss some of these issues.

Supervisor Rutherford recommended that a subcommittee be formed to include members of both Omnitrans, SBCTA, and perhaps other transit agency members to tackle some of these issues. Lastly, she mentioned lobbying opportunities in Washington, D.C. could also be explored.

Member DeLaRosa stated that as a short-term approach, Omnitrans continue to prioritize safety, security and portraying a positive image as a way to increase ridership.

Member Robles made a motion to: 1) establish a resolution to work with SBCTA and other organizations to discuss the state of mass transportation; 2) set up an ad hoc subcommittee to discuss bus shelters; and 3) set up an ad hoc committee to look at mandated and un-mandated revenue and hire a consultant to bring forth new ideas.

Legal Counsel, Haviva Shane stated that a motion could not be made on items not listed on the agenda; however, stated that the items could be placed on a future agenda for discussion. Member Robles requested that the items be placed on a future agenda.

Member McCallon expressed his support for an ad hoc committee to be formed and stated that he and Member Wapner could work with SBCTA to establish such subcommittee.

There was a brief discussion regarding the various agencies in the region and their roles and fiscal responsibilities. Member Wapner offered to facilitate a presentation for any Board Member interested in learning more about this topic. Member Martinez expressed interest in learning more.

Supervisor Gonzales suggested that perhaps Omnitrans look into becoming a member of the Council of Governments (COG) as a way to engage on a larger scale and gather input.

Chair Dailey stated that some of the suggestions made at today's meeting would be further discussed and some proposals will be brought back to the Board in January.

The Board received and filed this item.

3. Adopt Calendar Year 2019 Board Meeting Schedule

M/S (Gonzales/Roberts) that adopted Board Meeting Schedule for Calendar Year 2019. The proposed Board Meeting Schedule is set for 8:00 a.m., the first Wednesday of each month, except on the dates noted below.

January 9, 2019*
February 6, 2019
March 6, 2019
April 3, 2019
May 1, 2019

June 5, 2019
July 10, 2019*
August – No Meeting
September 4, 2019
October 2, 2019
November 6, 2019
December 4, 2019

Motion was passed unanimously by Members present.

4. Approve Omnitrans System Commercial Advertising Policy and Content Guidelines for Agency Assets, Effective Date January 1, 2019

Legal Counsel, Haviva Shane, provided a brief background on this item as detailed in the staff report.

M/S (Roberts/DeLaRosa) that approved the Omnitrans System Commercial Advertising Policy and Content Guidelines for Agency assets with an effective date of January 1, 2019. Motion was passed unanimously by Members present.

5. Authorize Award – Contract MNT19-27 (A-B), Transmissions – New and Remanufactured (Voith and Allison)

Contracts Manager, Eugenia Pinheiro, provided a brief background on this item as detailed in the staff report.

M/S (Ulloa/Roberts) that authorized the CEO/General Manager to award Contracts MNT19-27 (A-B) to Gillig LLC of Hayward, CA and Valley Power Systems, Inc. of City of Industry, CA respectively for the provision of Transmissions – New and Remanufactured (Voith and Allison) for a three (3) year base period beginning December 5, 2018 and ending December 4, 2021, with the authority to exercise two (2) single option years tied to the Consumer Price Index (CPI) extending the contracts to no later than December 4, 2023, in the amount of \$772,657, plus a ten percent contingency of \$77,266, and a 3.27% Cost Allocation Plan (CAP) in the amount of \$27,792, for a total aggregate amount not-to-exceed \$877,715, if all options are exercised. Motion was passed unanimously by Members present.

6. Authorize Award – Contract MKP19-32, Construction of Active Transportation Program (ATP) Safe Routes to Transit Project: Corona Avenue

Contracts Manager, Eugenia Pinheiro, provided a brief background on this item as detailed in the staff report.

M/S (Gonzales/Robles) that authorized the CEO/General Manager to award Contract MKP19-32 to S&H Civilworks of Colton, CA, for the Construction of the Active Transportation Program (ATP) Safe Routes to Transit Project: Corona Avenue, ending no

later than March 18, 2019, in the amount of \$283,480, plus a ten percent contingency of \$28,348, and a 3.27% Cost Allocation Plan (CAP) in the amount of \$9,270, for a total not-to-exceed amount of \$321,098. Motion was passed unanimously by Members present.

7. Authorize Award – Contract STS19-66, Eighteen Paratransit Vehicles

Contracts Manager, Eugenia Pinheiro, provided a brief background on this item as detailed in the staff report.

Supervisor Gonzales asked that staff look at creative ways to utilize the resources such as working with medical service providers.

Member Robertson asked that a comprehensive update be presented to the Board on the Access program.

M/S (Gonzales/Robertson) that authorized the CEO/General Manager to award Contract STS19-66 to Creative Bus Sales, Inc. (CBS) of Chino, CA, for the provision of eighteen (18) Compressed Natural Gas (CNG) paratransit vehicles in an amount of \$2,014,626, plus a Cost Allocation Plan (CAP) of \$52,703 (3.27% charged on Federal portion of \$1,611,702), for a total not-to-exceed amount of \$2,067,329. Motion was passed unanimously by Members present.

G. BOARD BUSINESS

There was no Closed Session scheduled.

H. REMARKS AND ANNOUNCEMENTS

Supervisor Gonzales addressed the Members who would not be returning next year to the Omnitrans Board and stated that it was an honor serving with them.

I. ADJOURNMENT

The Board adjourned at 9:09 a.m. The next regular meeting is scheduled Wednesday, January 9, 2019, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

Araceli Barajas, Executive Staff Assistant



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ITEM # E2

**EXECUTIVE COMMITTEE MEETING
MINUTES
NOVEMBER 2, 2018**

A. CALL TO ORDER

The Executive Committee Meeting was called to order by Chairman Ron Dailey at 9:00 a.m., Friday, November 2, 2018, at the Omnitrans Administrative Offices.

COMMITTEE MEMBERS ATTENDING

Council Member Ron Dailey, City of Loma Linda – Board Chairman
Council Member David Avila, City of Yucaipa – Board Vice Chairman
Council Member Penny Lilburn, City of Highland
Mayor Pro Tem John Roberts, City of Fontana
Council Member Sam Spagnolo, City of Rancho Cucamonga
Mayor Pro Tem Alan Wapner, City of Ontario – Via Teleconference

OTHERS ATTENDING

Haviva Shane, General Counsel

OMNITRANS STAFF ATTENDING

P. Scott Graham, CEO/General Manager
Erin Rogers, Deputy General Manager

B. ANNOUNCEMENTS/PRESENTATIONS

Next Committee Meeting: Friday, December 7, 2018, 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 – September 7, 2018

M/S (Spagnolo/Lilburn) that approved the Executive Committee Minutes of September 7, 2018. Roll call vote was taken and the motion was passed unanimously by Members present.

2. Adopt Calendar Year 2019 Committee Meeting Schedule

M/S (Spagnolo/Roberts) that adopted Calendar Year 2019 Executive Committee Schedule, set for 9:00 a.m., the first Friday of each month. Roll call vote was taken and the motion was passed unanimously by Members present.

3. Amendments to Proposed Omnitrans System Commercial Advertising Policy and Content Guidelines to Address 9th Circuit Decision in American Freedom Defense Initiative (AFDI) v. King County

General Counsel Haviva Shane provided a brief background on this item as detailed in the staff report and reviewed some changes made to the draft Omnitrans advertising policy to address the recent 9th Circuit ruling in the case of AFDI v. King County. The Committee agreed with the changes and some additional changes were discussed also based on the court ruling. The Committee agreed to removal of the term “inappropriate” from the provision in the policy regarding graphic images, and to revision of this section as noted by Ms. Shane. The Committee also agreed to addition of a new provision that would be similar to the provision upheld by the court in the 9th Circuit decision, restricting advertising that would disrupt the provision of transit services.

M/S (Avila/Roberts) that recommended the Board of Directors approve the Omnitrans System Commercial Advertising Policy and Content Guidelines for Agency assets with an effective date of January 1, 2019, as amended by the Executive Committee on November 2, 2018. Roll call vote was taken and the motion was passed unanimously by Members present.

4. CEO/General Manager’s Report

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

- Meeting held with Best Best and Krieger’s in-house lobbyist, Syrus Devers, to discuss the next steps in moving forward with the draft legislation changing Omnitrans from a joint powers authority to a statutorily created special transit district. Representatives from Assemblymember Eloise Gomez Reyes’ and Senator Connie Leyva’s office attended the meeting to hear more about the legislation.
- The accident involving a Metrolink train on 29 October is under investigation and Omnitrans attorney Karen Feld is handling the litigation.

- Director of Operations, Shawn Brophy, will be joining the Omnitrans senior leadership team on 13 November.

F. BOARD BUSINESS

There was no Closed Session.

G. REMARKS AND ANNOUNCEMENTS

There were no remarks and announcements.

H. ADJOURNMENT

The Committee adjourned at 9:49 a.m. The next Executive Committee Meeting is scheduled Friday, December 7, 2018, at 9:00 a.m., with location posted on the Omnitrans website and at the Omnitrans San Bernardino Metro Facility.

Prepared by:

Araceli Barajas, Executive Staff Assistant

**OPERATIONS AND SAFETY COMMITTEE
MINUTES
MAY 23, 2018**

A. CALL TO ORDER

The Operations and Safety Committee Meeting was called to order by Acting Committee Chair Ron Dailey at 9:02 a.m., Wednesday, May 23, 2018.

1. Pledge of Allegiance
2. Roll Call

Committee Members Present

Council Member Ron Dailey, City of Loma Linda – Acting Chair
Mayor Richard DeLaRosa, City of Colton
Council Member David Avila, City of Yucaipa
Council Member Sam Spagnolo, City of Rancho Cucamonga
Mayor Pro Tem Alan Wapner, City of Ontario – Via Teleconference

Committee Members Not Present

Mayor Pro Tem John Roberts – Committee Chair
Supervisor Josie Gonzales, County of San Bernardino
Supervisor James Ramos, County of San Bernardino

Omnitrans Administrative Staff Present

P. Scott Graham, CEO/General Manager
Erin Rogers, Deputy General Manager
Diane Caldera, Director of Operations
Marge Ewing, Director of Human Resources/Safety & Security
Samuel Gibbs, Director of Internal Audit Services
Jacob Harms, Director of Information Technology
Eugenia Pinheiro, Interim Director of Procurement
Douglas Stanley, Director of Special Transportation Services
Don Walker, Director of Finance
Wendy Williams, Director of Marketing & Planning
Connie Raya, Director of Maintenance
Trischelle Baysden, Director of Rail
Mike Bonacio, Technical Services Manager
Nicole Ramos, Marketing Manager
Barbara Erwin, Safety & Regulatory Compliance Manager
Melissa Castillo, Customer Service Manager

Don Frazier, Fleet Training Supervisor
Mark Crosby, Security & Emergency Preparedness Supervisor
Elena Fitz, Senior Financial Analyst
Julienne Overland-Villegas, Senior Executive Assistant to the CEO/General Manager

B. ANNOUNCEMENTS/PRESENTATIONS

There were no announcements.

C. COMMUNICATION FROM THE PUBLIC

There were no communications from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no Conflict of Interest Issues identified.

E. DISCUSSION ITEMS

1. Approve Operations and Safety Committee Meeting Minutes – February 28, 2018

M/S (Spagnolo/DeLaRosa) that approved the Committee Minutes of February 28, 2018. Roll call vote was taken and the Motion was passed unanimously by Members present.

2. Receive and Forward to the Board of Directors, Key Performance Indicators – Fiscal Year 2018 Third Quarter Report

Chair Dailey asked that the headings on the Key Performance Indicators (KPIs) be more clearly defined so the report is easier to read. He requested that a follow-up plan be developed to show the improvement/status of the KPIs at the next meeting.

Mr. Graham noted that the Quarter 4 (Q4) KPI report will reflect a change to show that Omnitrans replaced twenty-three (23) buses. The older buses were replaced with new buses, which will allow for less down time for maintenance and increase productivity.

Chair Dailey had questions regarding the complaint patterns and asked for additional information. Mr. Graham explained that the majority of the complaints are related to pass-ups and staff follows up on these complaints by viewing videos of these occurrences. He further explained that the total number of complaints are submitted, however, are not categorized as valid or invalid. Chair Dailey suggested that staff maintain a log to see if it helps improve the complaint issue.

The Committee engaged in a lengthy discussion regarding the Operations absenteeism data. Chair Dailey asked if the figures were broken down and asked about Omnitrans' position compared to the industry standard. There was also some discussion regarding employers facing the same challenge related to absenteeism due to state laws allowing employees to call out for a variety of reasons.

Member DeLaRosa requested that management document the absenteeism if there is suspicion of abuse. He stated that staff needs to ensure absentee information is well documented and the Union is involved. Member DeLaRosa also suggested that all absences be tracked to ensure that there is no violation of company policy and stressed the importance of maintaining accurate records. Lastly, he recommended that a file be kept ranking the drivers' absentee history and inform employees who are being monitored.

Chair Dailey requested that a detailed security report and supporting data for the safety performance indicators be included in future reports. Mr. Graham stated this information will be provided at the next meeting.

The Committee received and forwarded this item to the Board of Directors.

3. Receive and File Operations / Safety Update

Fleet Training Supervisor, Don Frazier, reviewed a PowerPoint presentation that highlighted Omnitrans' updated safety campaigns and safety measures for its' Customers, Coach Operators and Facilities.

The Committee received and forwarded this item to the Board of Directors.

4. Receive and File Collision Avoidance System

Director of Maintenance, Connie Raya, reviewed a PowerPoint presentation that displayed some collision avoidance system options designed to enhance bus safety, pedestrian safety and reduce the likelihood of collisions. Two options were reviewed including a front forward view system with 38 degree views as well as a three display module with a 58-degree view with blind spot detection and alert system capabilities both visually and audibly.

The Committee received and forwarded this item to the Board of Directors.

F. REMARKS AND ANNOUNCEMENTS

There were no remarks or announcements.

G. ADJOURNMENT

The Operations and Safety Committee adjourned at 9:51 a.m. Acting Committee Chair Dailey reminded the Committee that the August Committee Meeting would be dark, therefore the next meeting is scheduled for November 28, 2018 at 9:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

Araceli Barajas, Executive Staff Assistant

ITEM # E4

DATE: January 9, 2019

TO: Board Chair Ron Dailey and Members of the Omnitrans Board of Directors

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Donald Walker, Director of Finance

SUBJECT: INVESTMENT POLICY STATEMENT FOR 2019

FORM MOTION

Adopt Omnitrans' current Investment Policy Statement to carry forward for period covering January 1, 2019 through December 31, 2019.

This item was not presented to the Administrative and Finance Committee as there were no substantive changes made to the 2019 Investment Policy.

BACKGROUND

California Government Code Section 53646 requires that each legislative body review and adopt an Investment Policy Statement on an annual basis.

The Investment Policy Statement for 2018 was adopted by the Omnitrans Board of Directors on January 10, 2018. There is no change to the Investment Policy Statement for 2019, other than the period covered. During calendar year 2019, Omnitrans will employ the services of Union Bank for its general banking needs until the end of the contract award no later than September 30, 2022.

At Union Bank, only the projected minimum amount is maintained in the general operating account. The Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) funds created by Proposition 1B are invested in Certificates of Deposits, U.S. Government Securities, and a Government Managed Rate Account (GMRA). All other available cash funds are invested in the Local Agency Investment Fund (LAIF) in accordance with the Investment Policy Statement.

PSG:DW

Attachment A: Investment Policy Statement for 2019



INVESTMENT POLICY STATEMENT
JANUARY 1, ~~2018~~ 2019 – DECEMBER 31, ~~2018~~ 2019

1. POLICY

It is the policy of **OMNITRANS** to invest public funds in a manner which will provide maximum security with the highest investment return while meeting the daily cash flow demands of **OMNITRANS** and conforming to all state and local statutes governing the investment of public funds.

2. SCOPE

This investment policy applies to the cash funds of Omnitrans, except for its employees retirement system fund, which is administered separately by the California Public Employees' Retirement System (PERS) and the 457 Deferred Compensation Fund, administered separately by the International City/County Management Association Retirement Corporation.

These funds include Operating and Capital Funds.

3. OBJECTIVE

Investable funds shall be invested to the maximum extent feasible. The primary goal of the investment program is to maintain safety and liquidity of principal and interest while maximizing returns, minimizing risks and ensuring that funds are available to meet anticipated cash flow requirements.

In the investment of its funds, Omnitrans will be guided by the following principles in order of importance:

3(A) the primary objective is to safeguard investment principal.

- Safety

Safety and the minimizing of risk associated with investing refer to attempts to reduce the potential for loss of principal, interest or a combination of the two. The first level of risk control is found in state law which restricts the particular type of investments permissible for governmental entities. The second level of risk control is reduction of default risk by investing in instruments that appear upon examination to be the most credit worthy. The third level of risk control is reduction of market risk by investing in instruments that have maturities coinciding with planned dates of disbursement, thereby eliminating risk of loss from a forced sale.

3(B) the secondary objective is to maintain sufficient liquidity to ensure that funds are available to meet daily cash flow requirements.

- Liquidity

Liquidity refers to the ability to easily sell at any time with a minimal risk of losing some portion of principal or interest. Liquidity is an important quality for an investment to have, for at any time OMNITRANS may have unexpected or unusual circumstances that result in larger disbursements than expected, and some investments may need to be sold to meet the contingency. Most investments of OMNITRANS are highly liquid.

3(C) the third and last consideration is to achieve a reasonable rate of return or yield consistent with these objectives.

- Yield

Yield is the potential dollar earnings an investment can provide, and also is sometimes described as the rate of return. OMNITRANS attempts to obtain the highest yield possible when selecting an investment, provided that the criteria stated in the Investment Policy for safety and liquidity are met.

4. DELEGATION OF AUTHORITY

The CEO/General Manager, as the Treasurer of Omnitrans, is hereby authorized to invest or to reinvest the funds of Omnitrans, or to sell or exchange securities purchased all within the meaning, and as limited by the provisions of Government Code Section 53607.

The Finance Director is designated as the Investment Officer of the Agency and is responsible for investment decisions and activities, under the direction of the CEO/General Manager. In the absence of the Finance Director, the CEO/General Manager will designate the temporary Investment Officer.

5. RESPONSIBILITY OF INVESTMENT OFFICERS

Cash management and investment transactions are the responsibility of the Investment Officer. The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

6. INDIVIDUALS AUTHORIZED TO UNDERTAKE INVESTMENT TRANSACTIONS

The following officials are authorized to implement the cash management and investment transactions decisions of the Investment Officer by undertaking investment transactions on behalf of Omnitrans:

- CEO/General Manager
- Director of Finance
- Accounting Manager

7. PRUDENCE

Omnitrans operates its cash investments subject to the “Prudent Investor Standard” which obligates a fiduciary to ensure that:

When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the Agency, that a prudent person acting in the like capacity and familiarity with those matters would use in the conduct of funds of the like character and with like aims, to safeguard the principal and maintain the liquidity needs of the Agency.

Within the limitations of this standard and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.

8. SAFEKEEPING

The investment securities purchased by the Agency shall be held in safekeeping by a designated financial institution, during FY 2002-03 all accounts were moved to Union Bank. The institution shall issue a safekeeping receipt to the Agency listing the specific instrument, rate, maturity and other pertinent information.

Safekeeping procedures shall be reviewed annually by the independent auditor. The independent auditor shall conduct surprise audits of safekeeping and custodial systems.

9. ETHICS AND CONFLICTS

Officers and employees who are directly involved in the investment program shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair the ability to make impartial investment decisions.

10. MONITORING AND ADJUSTING THE PORTFOLIO

The Investment Officer will routinely monitor the contents of the portfolio, the available markets and the relative values of competing instruments, and will adjust the portfolio accordingly.

11. INTERNAL CONTROLS

Internal controls shall be reviewed annually by the independent auditor. The controls shall be designed to prevent a loss of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions.

12. INVESTMENT PROCEDURES

The Finance Department is responsible for establishing separate investment procedures which adhere to and implement this Statement of Investment Policy.

13. REPORTING REQUIREMENTS

The Investment Officer shall, under the direction of the CEO/General Manager, generate a monthly report for management purposes which will include, but not be limited to:

- Type of investment
- Institution
- Date of maturity
- Amount of deposit or cost of security
- Rate of interest
- Statement relating the report to the Statement of Investment Policy
- Statement that there are sufficient funds to meet the next 30 days' obligations

14. SHORT-TERM VERSUS LONG-TERM PORTFOLIO

All funds invested for one day to six months shall be considered short-term. Funds invested for a period in excess of six months shall be considered long-term.

15. SHORT-TERM PORTFOLIO DIVERSIFICATION

The Agency will diversify use of investment instruments to avoid incurring unreasonable risk inherent in overinvesting in specific instruments, individual financial institutions or maturities.

Diversification by Instrument:

- U.S. Government Securities, or it's agencies
- Small Business Administration Loans

- Bankers Acceptance
- Commercial Paper
- Negotiable Certificates of Deposits
- Medium Term Notes
- Repurchase Agreements
- Local Agency Investment Fund (LAIF)
- California Asset Management Program (CAMP)
- California Local Agency Securities System (CLASS)

16. Maturity Scheduling:

- Investment maturities of operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (e.g. payroll, contractor’s payments, lease payments, etc.) and considering sizeable blocks of anticipated revenue (e.g. LTF and Federal operating funds).

17. LONG-TERM PORTFOLIO DIVERSIFICATION

Instruments and diversification for the long-term portfolio shall be the same type as for the short-term portfolio, but with longer investment periods (over six months).

Maturity scheduling shall be timed according to anticipated needs.

18. AUTHORIZED INVESTMENTS (G.C. 53601)

The average maturity of Omnitrans’ investments should not exceed two-and-one-half years, with no single investment being made for over five years, except with legislative approval as authorized under Section 53601 of the California Government Code. At no time should current cash flow requirements be jeopardized.

Omnitrans may invest in the following legal investments as defined in Section 53601 of the California Government Code: 53601. This section shall apply to a local agency that is a city, a district, or other local agency that does not pool money in deposits or investments with other local agencies, other than local agencies that have the same governing body. However, Section 53635 shall apply to all local agencies that pool money in deposits or investments with other local agencies that have separate governing bodies. The legislative body of a local agency having money in a sinking fund or money in its treasury not required for the immediate needs of the local agency may invest any portion of the money that it deems wise or expedient in those investments set forth below. A local agency purchasing or obtaining any securities prescribed in this section, in a negotiable, bearer, registered, or nonregistered format, shall require delivery of the securities to the local agency, including those purchased for the agency by financial advisers, consultants, or managers using the agency's funds, by book entry, physical delivery, or by third-party custodial agreement. The transfer of securities to the counterparty bank's customer book entry account may be used for book entry delivery. For purposes of this section, "counterparty" means the other party to the transaction. A counterparty bank's trust department or separate safekeeping department may be used for the physical delivery of the security if the security is held in the name of the local agency. Where this section specifies a percentage limitation for a particular category of investment, that percentage is applicable only at the date of purchase. Where this section does not specify a limitation on the term or remaining maturity at the time of

the investment, no investment shall be made in any security, other than a security underlying a repurchase or reverse repurchase agreement or securities lending agreement authorized by this section, that at the time of the investment has a term remaining to maturity in excess of five years, unless the legislative body has granted express authority to make that investment either specifically or as a part of an investment program approved by the legislative body no less than three months prior to the investment:

(a) Bonds issued by the local agency, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency or by a department, board, agency, or authority of the local agency.

(b) United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.

(c) Registered state warrants or treasury notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state.

(d) Bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.

(e) Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.

(f) Bankers acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers acceptances may not exceed 180 days' maturity or 40 percent of the agency's money that may be invested pursuant to this section. However, no more than 30 percent of the agency's money may be invested in the bankers acceptances of any one commercial bank pursuant to this section.

This subdivision does not preclude a municipal utility district from investing any money in its treasury in any manner authorized by the Municipal Utility District Act (Division 6 (commencing with Section 11501) of the Public Utilities Code).

(g) Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization (NRSRO). The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or paragraph (2):

(1) The entity meets the following criteria:

(A) Is organized and operating in the United States as a general corporation.

(B) Has total assets in excess of five hundred million dollars (\$500,000,000).

(C) Has debt other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical-rating organization (NRSRO).

(2) The entity meets the following criteria:

(A) Is organized within the United States as a special purpose corporation, trust, or limited liability company.

(B) Has program wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond.

(C) Has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical-rating organization (NRSRO).

Eligible commercial paper shall have a maximum maturity of 270 days or less. Local agencies, other than counties or a city and county, may invest no more than 25 percent of their money in eligible commercial paper. Local agencies, other than counties or a city and county, may purchase no more than 10 percent of the outstanding commercial paper of any single issuer. Counties or a city and county may invest in commercial paper pursuant to the concentration limits in subdivision (a) of Section 53635.

(h) Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit may not exceed 30 percent of the agency's money which may be invested pursuant to this section. For purposes of this section, negotiable certificates of deposit do not come within Article 2 (commencing with Section 53630), except that the amount so invested shall be subject to the limitations of Section 53638. The legislative body of a local agency and the treasurer or other official of the local agency having legal custody of the money are prohibited from investing local agency funds, or funds in the custody of the local agency, in negotiable certificates of deposit issued by a state or federal credit union if a member of the legislative body of the local agency, or any person with investment decision-making authority in the administrative office manager's office, budget office, auditor-controller's office, or treasurer's office of the local agency also serves on the board of directors, or any committee appointed by the board of directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit.

(i) (1) Investments in repurchase agreements or reverse repurchase agreements or securities lending agreements of any securities authorized by this section, as long as the agreements are subject to this subdivision, including the delivery requirements specified in this section.

(2) Investments in repurchase agreements may be made, on any investment authorized in this section, when the term of the agreement does not exceed one year. The market value of securities that underlay a repurchase agreement shall be valued at 102 percent or greater of the funds borrowed against those securities and the value shall be adjusted no less than quarterly. Since the market value of the underlying securities is subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102 percent no later than the next business day.

(3) Reverse repurchase agreements or securities lending agreements may be utilized only when all of the following conditions are met:

(A) The security to be sold on reverse repurchase agreement or securities lending agreement has been owned and fully paid for by the local agency for a minimum of 30 days prior to sale.

(B) The total of all reverse repurchase agreements and securities lending agreements on investments owned by the local agency does not exceed 20 percent of the base value of the portfolio.

(C) The agreement does not exceed a term of 92 days, unless the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity date of the same security.

(D) Funds obtained or funds within the pool of an equivalent amount to that obtained from selling a security to a counterparty by way of a reverse repurchase agreement or securities lending agreement shall not be used to purchase another security with a maturity longer than 92 days from the initial settlement date of the reverse repurchase agreement or securities lending agreement, unless the reverse repurchase agreement or securities lending agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity date of the same security.

(4) (A) Investments in reverse repurchase agreements, securities lending agreements, or similar investments in which the local agency sells securities prior to purchase with a simultaneous agreement to repurchase the security may only be made upon prior approval of the governing body of the local agency and shall only be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state-chartered bank that has or has had a significant banking relationship with a local agency.

(B) For purposes of this chapter, "significant banking relationship" means any of the following activities of a bank:

(i) Involvement in the creation, sale, purchase, or retirement of a local agency's bonds, warrants, notes, or other evidence of indebtedness.

(ii) Financing of a local agency's activities.

(iii) Acceptance of a local agency's securities or funds as deposits.

(5) (A) "Repurchase agreement" means a purchase of securities by the local agency pursuant to an agreement by which the counterparty seller will repurchase the securities on or before a specified date and for a specified amount and the counterparty will deliver the underlying securities to the local agency by book entry, physical delivery, or by third-party custodial agreement. The transfer of underlying securities to the counterparty bank's customer book-entry account may be used for book-entry delivery.

(B) "Securities," for purpose of repurchase under this subdivision, means securities of the same issuer, description, issue date, and maturity.

(C) "Reverse repurchase agreement" means a sale of securities by the local agency pursuant to an agreement by which the local agency will repurchase the securities on or before a specified date and includes other comparable agreements.

(D) "Securities lending agreement" means an agreement under which a local agency agrees to transfer securities to a borrower who, in turn, agrees to provide collateral to the local agency. During the term of the agreement, both the securities and the collateral are held by a third party. At the conclusion of the agreement, the securities are transferred back to the local agency in return for the collateral.

(E) For purposes of this section, the base value of the local agency's pool portfolio shall be that dollar amount obtained by totaling all cash balances placed in the pool by all pool participants, excluding any amounts obtained through selling securities by way of reverse repurchase agreements, securities lending agreements, or other similar borrowing methods.

(F) For purposes of this section, the spread is the difference between the cost of funds obtained using the reverse repurchase agreement and the earnings obtained on the reinvestment of the funds.

(j) Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated "A" or better by a nationally recognized rating service. Purchases of medium-term notes shall not include other instruments authorized by this section and may not exceed 30 percent of the agency's money that may be invested pursuant to this section.

(k) (1) Shares of beneficial interest issued by diversified management companies that invest in the securities and obligations as authorized by subdivisions (a) to (j), inclusive, or subdivisions (m) or (n) and that comply with the investment restrictions of this article and Article 2 (commencing with Section 53630). However, notwithstanding these restrictions, a counterparty to a reverse repurchase agreement or securities lending agreement is not required to be a primary dealer of the Federal Reserve Bank of New York if the company's board of directors finds that the counterparty presents a minimal risk of default, and the value of the securities underlying a repurchase agreement or securities lending agreement may be 100 percent of the sales price if the securities are marked to market daily.

(2) Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 et seq.).

(3) If investment is in shares issued pursuant to paragraph (1), the company shall have met either of the following criteria:

(A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations.

(B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized by subdivisions (a) to (j), inclusive, or subdivisions (m) or (n) and with assets under management in excess of five hundred million dollars (\$500,000,000).

(4) If investment is in shares issued pursuant to paragraph (2), the company shall have met either of the following criteria:

(A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations.

(B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).

(5) The purchase price of shares of beneficial interest purchased pursuant to this subdivision shall not include any commission that the companies may charge and shall not exceed 20 percent of the agency's money that may be invested pursuant to this section. However, no more than 10 percent of the agency's funds may be invested in shares of beneficial interest of any one mutual fund pursuant to paragraph (1).

(l) Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.

(m) Notes, bonds, or other obligations that are at all times secured by a valid first priority security interest in securities of the types listed by Section 53651 as eligible securities for the purpose of securing local agency deposits having a market value at least equal to that required by Section 53652 for the purpose of securing local agency deposits. The securities serving as collateral shall be placed by delivery or book entry into the custody of a trust company or the trust department of a bank that is not affiliated with the issuer of the secured obligation, and the security interest shall be perfected in accordance with the requirements of the Uniform Commercial Code or federal regulations applicable to the types of securities in which the security interest is granted.

(n) Any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five years' maturity. Securities eligible for investment under this subdivision shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by a nationally recognized rating service and rated in a rating category of "AA" or its equivalent or better by a nationally recognized rating service. Purchase of securities authorized by this subdivision may not exceed 20 percent of the agency's surplus money that may be invested pursuant to this section.

53601.1. The authority of a local agency to invest funds pursuant to Section 53601 includes, in addition thereto, authority to invest in financial futures or financial option contracts in any of the investment categories enumerated in that section.

53601.5. The purchase by a local agency of any investment authorized pursuant to Section 53601 or 53601.1, not purchased directly from the issuer, shall be purchased either from an institution licensed by the state as a broker-dealer, as defined in Section 25004 of the Corporations Code, or from a member of a federally regulated securities exchange, from a national or state-chartered bank, from a savings association or federal association (as defined by Section 5102 of the Financial Code) or from a brokerage firm designated as a primary government dealer by the Federal Reserve bank.

53601.6. (a) A local agency shall not invest any funds pursuant to this article or pursuant to Article 2 (commencing with Section 53630) in inverse floaters, range notes, or mortgage-derived, interest-only strips.

(b) A local agency shall not invest any funds pursuant to this article or pursuant to Article 2 (commencing with Section 53630) in any security that could result in zero interest accrual if held to maturity. However, a local agency may hold prohibited instruments until their maturity dates. The limitation in this subdivision shall not apply to local agency investments in shares of beneficial interest issued by diversified management companies registered under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 et seq.) that are authorized for investment pursuant to subdivision (k) of Section 53601.

19. DESIGNATED AUTHORIZED INVESTMENTS

The listing shall be formally designated by Omnitrans and only investments from this designated list will be authorized.

California State Investment Pool (Local Agency Investment Fund or LAIF {Government Code Section 16429.1 – 16429.3}).

California Asset Management Program (CAMP {Government Code Section 6502; Section 53630; Section 53601 and/or 53635}).

California Local Agency Securities System (CLASS {Government Code Section 6502; Section 53630; Section 53601 and/or 53635}).

Whenever possible, bids and offers for any investment security shall be taken from a minimum of two security dealers/brokers, banks, and/or savings and loans. Awards shall be made to the highest responsible bidder or best offer.

All securities purchased must be held in safekeeping by Omnitrans' safekeeping agent, currently Union Bank. The securities shall not be held by the dealer or broker from whom they are purchased. Confirmations for all investments will be reviewed for conformity with the actual transactions. All financial institutions, whether investment banks, dealers, commercial banks or savings and loan institutions must be licensed by the National Association of Security Dealers (NASD) and be approved by the Finance Director before they receive Omnitrans funds or are able to conduct business with Omnitrans. Prior to approval, each financial institution will be physically visited by the Finance Director and/or his/her designee to meet with the principals of the firm and to inspect their offices for stability and financial capabilities. Further, these visitations will continue periodically, preferably annually, on an ongoing basis to ensure eligibility (due diligence). All firms with whom Omnitrans does business will have a strong capital base and be deemed creditworthy before conducting business with such firms. The Finance Director or his/her designee will prescribe minimum standards by which these firms can be judged creditworthy.

Generally, losses are acceptable on a sale of securities prior to maturity and should be taken if (a) the sale proceeds will enhance the overall yield over the life of the new security, or (b) there is a potential imminent risk of principal due to a change in the creditworthiness of the issuer or other factors jeopardizing the propriety or safety and liquidity of public funds.

Where possible, Omnitrans investments shall be placed, confirmed, held, accounted for, and/or audited by different people.

The Finance Director or his/her designee will perform a monthly review of the investment function. This review will consist of:

- Comparison of the investment records to the independent statements and confirmation notices received from brokers, dealers, banks and other financial institutions.
- Review of the contents of the investment portfolio to assure that it conforms with the provisions of this Statement of Investment Policy and the laws of the State of California.
- Review of the financial institutions with whom investments have been made to assure that they have been approved by the Finance Director.

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ITEM # E5

DATE: January 9, 2019

TO: Board Chair Ron Dailey and Members of the Omnitrans Board of Directors

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Jacob D. Harms, Director of Information Technology

**SUBJECT: ADOPT RESOLUTION NO. 310-19
AUTHORIZING DESTRUCTION OF RECORDS**

FORM MOTION

Adopt Resolution No. 310-19 including Appendix A, authorizing destruction of records in accordance with Omnitrans' Records Management Program.

BACKGROUND

Omnitrans' current Records Management Program was initially adopted by the Board of Directors in 1998, with subsequent revisions approved in January 2006 and February 2007. The revision in 2007 incorporated the "Local Government Records Management Guidelines," which requires that a schedule of documents to be destroyed be approved by the Board of Directors on an annual basis.

CONCLUSION

Adoption of the resolution will provide Omnitrans with the authority to destroy records as defined in the Records Management Program.

PSG:JDH

RESOLUTION NO. 310-19

A RESOLUTION OF THE OMNITRANS BOARD OF DIRECTORS, SAN BERNARDINO COUNTY, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF OMNITRANS RECORDS LISTED ON APPENDIX "A."

WHEREAS, California Government Code Section 34090 provides for the destruction of records that are no longer required, with the approval of the legislative body by resolution and the written consent of the Agency's Attorney; and

WHEREAS, the records listed on Appendix "A" have been determined to no longer be required by Omnitrans.

NOW THEREFORE BE IT RESOLVED that the Director of Information Technology is hereby authorized to destroy the records listed on Appendix "A".

I HEREBY CERTIFY that the foregoing resolution was duly adopted by the Omnitrans Board of Directors, at their regular meeting held on the 9th day of January 2019, by the following vote to wit:

AYES:

NOES:

ABSENT:

P. Scott Graham, CEO/General Manager
Secretary, Omnitrans Board of Directors

Ron Dailey, Chair
Omnitrans Board of Directors

Approved as to form:

Haviva Shane
Legal Counsel for Omnitrans

APPENDIX "A"
LIST OF OMNITRANS RECORDS TO BE DESTROYED
January 10, 2019

FILE NAME	YEARS TO BE DESTROYED
<u>ALL DEPARTMENTS</u>	
Correspondence Files	FY 2015 & prior
Departmental Copies of Budgets	FY 2014 & prior
Departmental Copies of Accounts Payable Records	FY 2014 & prior
Departmental Copies of Accounts Receivable Records	FY 2013 & prior
Employee Grievance Files - Closed	FY 2009 & prior
Desk Calendars & Diaries	CY 2017 & prior
Telephone Message Books or Slips	CY 2016 & prior
Department Monthly Reports	FY 2016 & prior
<u>EXECUTIVE OFFICE</u>	
Statement of Economic Interests	CY 2010-2011
Loss Runs	FY 2014-2015
Claims - (Resolved for more than five years)	Closed prior to 1/31/14
Ethics Training Certs	April 2012 & prior
Management Plans	FY2001-2013
Audio Tapes - Board and Committee Meetings	CY 2013-2017
<u>FINANCE</u>	
Accounts Payable Records (With Grant closed and audited for three or	FY 2012 & prior
Accounts Receivable Records	FY 2012 & prior
Annual Budgets	FY 2008 & prior
Balance Sheets	FY 2013 & prior
Banking Records	FY 2013 & prior
Capital Property Records (Inventory)	FY 2011 & prior
External Audits	FY 2008 & prior
Financial Reports and Statements	FY 2008 & prior
FTA and STA Annual Reports	FY 2012 & prior
General Accounting Procedures	FY 2007 & prior
General Accounting Records	FY 2011 & prior
Investments & Insurance Policies (if no open claims)	FY 2011 & prior
Payroll Records	FY 2011 & prior
Profit & Loss Statements	FY 2008 & prior
Tax Returns & Reports	FY 2012 & prior
<u>MARKETING</u>	
Customer Contact Forms	FY 2015 & prior
Daily Sales Report	FY 2015 & prior
Employee Rideshare Record Forms	FY 2011 & prior
Promotional Contests/Drawings	FY 2015 & prior
Rideshare Affected Sites Files	FY 2013 & prior

OPERATIONS

Dispatch Logs	FY 2015	& prior
Service Interruption Reports	FY 2015	& prior
Daily Overtime Logs	FY 2015	& prior
Alternative Transportation Logs	FY 2015	& prior
Field Supervisor Logs	FY 2015	& prior
Schedule Adherence	FY 2015	& prior
Sign-on Sheets	FY 2015	& prior
Nutrition Trip Sheets	FY 2016	& prior
Contract Services Accident Reports (Resolved for over five years)	FY 2018	& prior
Customer Contact Forms	FY 2018	& prior
Waybills	FY 2018	& prior

HUMAN RESOURCES

Applications for Employment & Related Documents	CY 2016	& prior
Employee Accident/Incident Reports & Related Documents (Resolved f	CY 2011	& prior
Employees Personnel Files (Terminated)	CY 2008	& prior
Service Awards Annual Records	CY 2012	& prior

SAFETY/HEALTH & REGULATORY COMPLIANCE

Employee Health Related Records	CY 1988	& prior
Environmental Related Records (EPA)	CY 1988	& prior
Regulatory Compliance Inspection Reports (with no activity since CY 2003)	CY 2009	& prior
Internal Inspection Reports	CY 2013	& prior
Safety and Health Training Records	CY 2015	& prior

PLANNING

Access Fare Structure, Zone Maps, Requests and General Issues	CY 2009	& prior
Annual Service Plan	CY 1998	& prior
Comments on Proposed Regulations	CY 2014	& prior
Comprehensive Operational Analysis Reports	CY 1998	& prior
Cooperative Service Agreements	CY 2008	& prior
Fixed Route Summary Reports	CY 2014	& prior
Fixed Route Surveys - All Routes	CY 2014	& prior
Omnitrans ADA Plan & Workpapers	CY 2009	& prior
On-Board Survey Forms	CY 2016	& prior
Short Range Transit Plan	CY 1998	& prior
Title VI Updates	CY 2011	& prior

CY = Calendar Year FY = Fiscal Year

Note: (All documents connected to an ongoing or active investigation, audit, or legal action are excluded)

MAINTENANCE

Operators' Daily Reports	CY 2015	& prior
Supervisors' Reports/Tailgate Forms	CY 2015	& prior
Maintenance Records of Disposed Vehicles	CY 2015	& prior
Work Orders	CY 2015	& prior
A/P Receipts & Statements	CY 2015	& prior
Nextel Bills	CY 2015	& prior
Tire Mileage	CY 2015	& prior
CII List	CY 2015	& prior
Estimate Of Repair	CY 2015	& prior
Period Report Back-Up	CY 2015	& prior
AQMD Inspection Forms	CY 2015	& prior
CNG Daily Inspections	CY 2015	& prior
LCNG Fueling Station Inspection	CY 2015	& prior
Retrofit/Rebuild	CY 2015	& prior

ITEM # E6

DATE: January 9, 2019

TO: Board Chair Ron Dailey and Members of the Omnitrans Board of Directors

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Eugenia F. Pinheiro, Contracts Manager

**SUBJECT: AUTHORIZE RELEASE – RFP-MKP19-19
ADVERTISING AND DESIGN SERVICES**

FORM MOTION

Authorize the CEO/General Manager to release Request for Proposals RFP-MKP19-19 for the provision of Advertising and Design Services for a three (3) year base period and two (2) single option years.

BACKGROUND

Omnitrans utilizes a firm to provide Advertising and Design Services. The firm assists Omnitrans' Marketing Department in meeting its marketing goals. The solicitation requirements include advertising and graphic design services; website design and maintenance services; media buys, analysis, and production services. The current Contract MKT14-120 for Advertising and Design Services expires June 30, 2019.

In accordance with the Procurement Policy 2000, Section 2.3.5, Board authorization and use of a formal procurement procedure is required to release Request for Proposals for solicitations exceeding \$150,000. The Independent Cost Estimate for this effort is \$3,501,653, if all option years are exercised.

FUNDING SOURCE

The cost associated with this procurement is budgeted in the Marketing-Planning Department's Operating Budget as follows:

Department	1400
Expenditure Code	509080

_____ Verification of Funding Source and Availability of Funds.
(Verified and initialed by Finance)

CONCLUSION

By proceeding with this solicitation, Omnitrans will be able to continue to develop and implement effective advertising campaigns to increase community awareness of Omnitrans.

PSG:EFP:CVM

ITEM # E7

DATE: January 9, 2019

TO: Board Chair Ron Dailey and Members of the Omnitrans Board of Directors

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Eugenia F. Pinheiro, Contracts Manager

**SUBJECT: AUTHORIZE RELEASE – RFP-MNT19-20
40-FOOT COMPRESSED NATURAL GAS (CNG) BUSES**

FORM MOTION

Authorize the CEO/General Manager to release Request for Proposals RFP-MNT19-20 for the provision up to twenty-two 40-Foot Compressed Natural Gas (CNG) Buses.

BACKGROUND

In accordance with Federal Transit Administration’s (FTA) Useful Life Policy, Omnitrans may replace revenue vehicles when the transit buses reach 12-years of service or accumulate at least 500,000 miles.

In accordance with the Procurement Policy 2000, Section 2.3.5, Board authorization and use of a formal procurement procedure is required to release Request for Proposals for solicitations exceeding \$150,000. The Independent Cost Estimate for this project is \$16,541,100.

FUNDING SOURCE

The cost associated with this procurement is budgeted in Omnitrans’ Capital Budget as follows:

FUNDING	GRANT #	YEAR	PROJECT NAME	INTERNAL ORDER	AMOUNT
Federal	CA-2017-114	2018	Coach Replacement	A1820101Q	\$1,149,179
Federal	CA-2017-114	2019	Coach Replacement	A1920101Q	\$69,267
Federal	168-2018-4	2019	Coach Replacement	A1920110Q	\$14,406,824
Federal	TBD	2020	Coach Replacement	TBD	\$732,664
Local	TBD	2020	Coach Replacement	TBD	\$183,166
Total					\$16,541,100

_____ Verification of Funding Source and Availability of Funds
(Verified and initialed by Finance)

Short Range Transit Plan/Strategic Initiative Supported – This procurement supports Omnitrans’ Short Range Transit Plan FY2015 - 2020 goal to expand, maintain and improve existing vehicles, facilities and passenger amenities.

CONCLUSION

By proceeding with this solicitation, Omnitrans will secure the required 40-foot CNG Buses needed to replace the aging fleet.

PSG:EFP:CVM

ITEM # E8

DATE: January 9, 2019

TO: Board Chair Ron Dailey and Members of the Omnitrans Board of Directors

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Eugenia F. Pinheiro, Contracts Manager

**SUBJECT: AUTHORIZE ASSIGNMENT – CONTRACT MNT17-09
AUCTION SERVICES**

FORM MOTION

Authorize the CEO/General Manager to approve the assignment of Contract MNT17-09 awarded September 7, 2016 to CHP Enterprises dba Ken Porter Auctions for the provision of Auction Services to J. J. Kane Associates, Inc. dba Ken Porter Auctions of Riverside, CA.

BACKGROUND

On November 6, 2018, Omnitrans received notification that the parent company of Ken Porter Auctions, CHP Enterprises, was purchased by J. J. Kane Associates, Inc. J. J. Kane Associates, Inc. dba Ken Porter Auctions agrees to assume and perform all of the obligations and liabilities of the assigned contract.

Contractor assignments must be approved by Omnitrans. As this contract was approved by the Board of Directors, Board action is required. The terms and conditions of the agreement remain the same.

FUNDING SOURCE

There is no additional cost associated with this assignment.

Short Range Transit Plan/Strategic Initiative Supported – N/A

CONCLUSION

Approval of this assignment will allow Omnitrans to continue to receive fair market value for its equipment upon disposal.

PSG:EFP:CVM

ITEM # E9

DATE: January 9, 2019

TO: Board Chair Ron Dailey and Members of the Omnitrans Board of Directors

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Eugenia F. Pinheiro, Contracts Manager

**SUBJECT: AUTHORIZE AWARD – CONTRACT MNT19-44
INDUSTRIAL CHEMICALS**

FORM MOTION

Authorize the CEO/General Manager to award Contract MNT19-44 to 6C Technologies, Corp., dba Enviroform Industries of Santa Fe Springs, CA, for the provision of Industrial Chemicals for a one (1) year base period beginning February 19, 2019, and ending February 18, 2020, with the authority to exercise four (4) single option years ending no later than, February 18, 2024, in the amount of \$86,988, plus a ten percent contingency of \$8,699, for a total not-to-exceed amount of \$95,687, should all option years be exercised.

BACKGROUND

Industrial chemicals are utilized in the bus wash facilities and for general cleaning purposes within the maintenance areas. Omnitrans utilizes the services of a contractor to provide bulk industrial chemicals, storage containers, dispensing equipment, monitoring services and automatic replenishment of chemicals on an as-needed basis, with no guarantee of usage. The current Contract MNT14-01 for industrial chemicals expires February 18, 2019.

Small purchases under \$150,000 are informal procurements which do not require Board approval for release. Per Procurement Procedure 2000, Section 5.1.2, purchases over \$50,000 require Board approval for award.

On October 2, 2018, staff released Request for Quotes RFQ-MNT19-44, which was posted on Omnitrans' online bidding system. Four (4) bids were received by the November 14, 2018 deadline and two (2) were deemed responsive.

Due to the various dilution ratios submitted by bidders, Omnitrans calculated the ready-to-use (RTU) cost per gallon using the published manufacturer's recommended range of dilution ratios for each product.

Listed below are the bid prices:

Application	6C Technologies, Corp. Santa Fe Springs, CA	Hotsy of Southern CA Anaheim, CA
Bus Wash	\$0.18	\$0.50
General Purpose Cleaner	\$0.40	\$0.20
Degreaser	\$0.40	\$0.41
Aluminum Brightener	\$0.23	\$0.41
Totals	\$1.21	\$1.52
Average/Gallon	\$0.30	\$0.38

Award is recommended to the lowest, responsive and responsible bidder, 6C Technologies, Corp., dba Enviroform Industries. Price is deemed fair and reasonable based on competition.

This procurement meets the requirements of Omnitrans' Procurement Policies and Procedures.

FUNDING SOURCE

The cost associated with this procurement is budgeted in Maintenance's Operating budget as follows:

Department 1200
Expenditure Code 504200

_____ Verification of Funding Sources and Availability of Funds.
(Verified and initialed by Finance)

Short Range Transit Plan/Strategic Initiative Supported – This procurement supports Omnitrans' Short Range Transit Plan FY2015 - 2020 goal to expand, maintain and improve existing vehicles, facilities and passenger amenities.

CONCLUSION

By proceeding with this award, Omnitrans' will ensure the uninterrupted service and supply of industrial chemicals.

PSG:EFP:AJ

ITEM # E10

DATE: January 9, 2019

TO: Board Chair Ron Dailey and Members of the Omnitrans Board of Directors

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Eugenia F. Pinheiro, Contracts Manager

**SUBJECT: AUTHORIZE AWARD SOLE SOURCE CONTRACT ITS19-54
FLUID MANAGEMENT SYSTEM (FMS) SOFTWARE LICENSE AND
BASIC SERVICE AGREEMENT**

FORM MOTION

Authorize the CEO/General Manager to award Contract ITS19-54 to S&A Systems Inc. of Rockwall, TX, for the provision of the Fluid Management System (FMS) Software License and Basic Service Agreement for three (3) years from March 17, 2019 through March 17, 2022, in the amount of \$124,892, plus a ten percent contingency of \$12,489, and a 3.27% Cost Allocation Plan (CAP), in the amount of \$4,492, for a total not-to-exceed amount of \$141,873.

BACKGROUND

On February 3, 2016, Omnitrans' Board of Directors approved award of the sole source Contract for the provision of Fluid Management System (FMS) License and Maintenance to S&A Systems, Inc. The current Contract ITS16-10 expires March 17, 2019.

FMS is utilized at Omnitrans' East Valley, West Valley and I Street facilities. The system measures, monitors and controls the consumption of the inventory balances of automotive fluids (Compressed Natural Gas (CNG), diesel and unleaded fuels, engine and transmission fluids) at the maintenance areas and fuel island terminals. This award includes the refurbishments of eight units that have reached the end of useful life.

In accordance with FTA Circular 4220.1F, Section VI-3.i, procurement by noncompetitive proposals may be used when the manufacturer is the sole provider of the items compatible with existing equipment/systems and when the equipment/systems are not interchangeable with similar parts and equipment from other manufacturers. S&A Systems, Inc. is the principal owner and sole provider of this licensing, software application and hardware.

A detailed cost analysis was performed and pricing is deemed fair and reasonable.

FUNDING SOURCE

The cost associated with this procurement is budgeted in the Information Technology Department’s Operating Budget and Omnitrans’ Capital Budget as follows:

Department Number 1320
Expenditure Codes 505170

FUNDING	GRANT #	YEAR	PROJECT NAME	INTERNAL ORDER	AMOUNT
Federal	CA-90-Y850	2012	Computer Hardware	D1222001F	\$29,995
Federal	CA-90-Z112	2014	Computer Hardware	D1422001F	\$6,356
Local	10-09-OMN-B	2012	Computer Hardware	D1222001S	\$9,088
Total					\$45,439

_____ Verification of Funding Sources and Availability of Funds.
(Verified and initialed by Finance)

Short Range Transit Plan/Strategic Initiative Supported – This procurement supports Omnitrans’ Short Range Transit Plan FY2015 - 2020 goal to expand, maintain and improve existing vehicles, facilities and passenger amenities.

CONCLUSION

By proceeding with this extension of software license and maintenance, Omnitrans will continue to have the ability to monitor and maintain proper fluid levels for its fleet of buses.

PSG:EFP:CVM

ITEM # F1

DATE: January 9, 2019

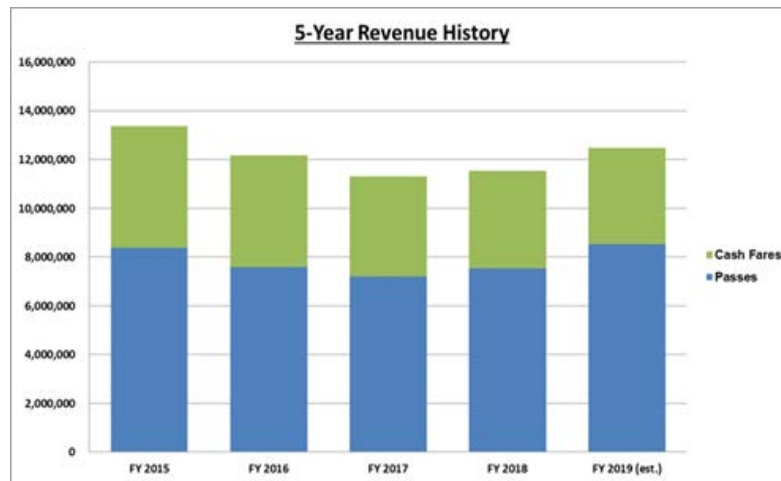
TO: Board Chair Ron Dailey and Members of the Omnitrans Board of Directors

FROM: P. Scott Graham, CEO/General Manager

SUBJECT: CEO/GENERAL MANAGER’S REPORT

Fare Revenue On the Rise

Omnitrans fare revenue is on the rise despite ridership declines. As shown in the graph below, FY2018 fare revenue increased 2% over FY2017. The current year is on track to grow as much as 8%, or approximately \$935,000, compared to FY2018. The increase is primarily attributed to our “GoSmart” college programs having had rate increases implemented in FY2018. Mobile fare sales have also contributed.

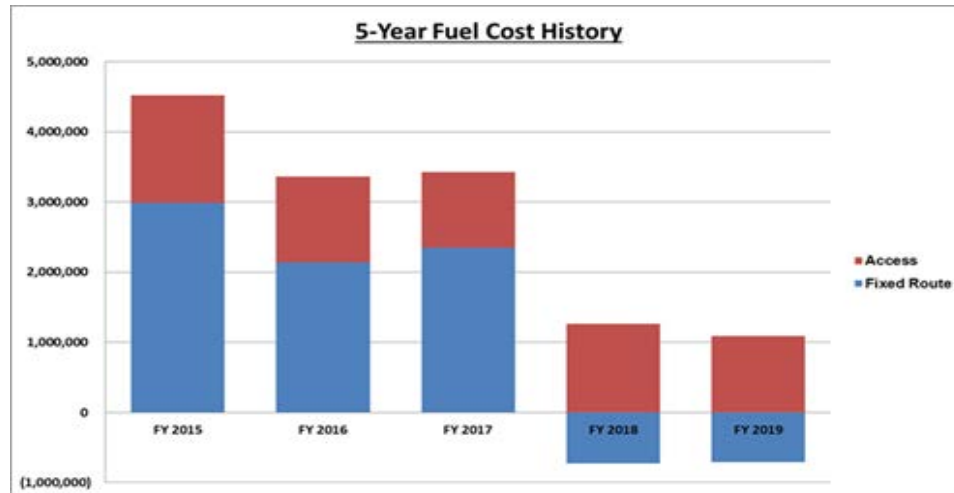


Reduction in Fuel Costs

The cost of fueling Omnitrans buses has decreased significantly since completion of the pipeline gas fueling infrastructure in October 2017. The total cost for LNG/CNG and unleaded gasoline has decreased from \$4.5 million in FY2015 to \$536 thousand in FY2018. This includes the Alternative Fuel Tax Credit passed by Congress in 2012, and the Low Carbon Fuel Tax Credits received for using natural gas. This is a net reduction of \$4.0 million or 88%. Looking ahead as more Access unleaded gasoline vehicles are replaced with CNG vehicles, the cost is estimated to decrease from \$2.70 per gallon to \$0.34 per gallon; translating into an additional annual savings of approximately \$400,000.

Transitioning the entire fleet to pipeline natural gas:

- Stabilizes the volatility in fuel prices
- Allows the savings to be used to offset other operational cost increases
- Reduces Omnitrans carbon footprint



Director of Procurement Jeff Wasserman Joins Omnitrans Senior Leadership Team

Director of Procurement Jeff Wasserman reported for duty on 2 January. Jeff joins Omnitrans after 14 years as the Procurement Manager for the Eastern Municipal Water District. Jeff has a strong background in both private and public procurement, supply chain management, warehouse management, and process development. Please join me in welcoming Jeff to Omnitrans.

sbX Saturday Service Launches on 12 January

Omnitrans will launch Saturday service on the sbX bus rapid transit line beginning 12 January. Free rides will be offered on the first three Saturdays, January 12, 19, and 26. This is a cost-neutral service change, as changes to the underlying local service on Route 2 offset the cost. Related to the sbX Saturday service promotional campaign, we have partnered with the California State University, San Bernardino (CSUSB) Athletics Department to provide customers and the public with free admission tickets to the Women’s and Men’s basketball games on January 26th, since CSUSB is a key destination for sbX.

First Cohort of Omnitrans Leadership Development Academy to Graduate

As part of the Agency on-going succession planning efforts, Omnitrans launched a Leadership Development Academy (LDA) in March 2018. The program was launched with a “Director Track” program which consisted of 12 managers who were selected through a competitive application process. This group has participated in a year-long program which will culminate with a group project presentation. The project presentation and graduation is scheduled for 24 January. An invitation to attend the graduation ceremony will be forthcoming.

Follow-Up from December Board of Directors Meeting

As you know, there was a robust discussion at the December Board of Directors meeting during the presentation of the Management Plan Strategic Initiatives and Key Performance Indicator First Quarter Report. There were a number of questions and requests made, we are actively working with Chairman Dailey to address these issues. We will keep you apprised of the progress.

PSG

ITEM # F2

DATE: January 9, 2019

TO: Board Chair Ron Dailey and Members of the Omnitrans Board of Directors

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Eugenia F. Pinheiro, Contracts Manager

**SUBJECT: AUTHORIZE AWARD – CONTRACT MNT19-02
BUS TIRE LEASE AND SERVICES**

FORM MOTION

Authorize the CEO/General Manager to award Contract MNT19-02 to Bridgestone Americas Tire Operations, LLC of Nashville, TN, for the provision of Bus Tire Lease and Services for a three (3) year base period beginning February 1, 2019, and ending January 31, 2022, with the authority to exercise two (2) single option years ending no later than, January 31, 2024, in the amount of \$2,649,543, plus a ten percent contingency of \$264,954, for a total not-to-exceed amount of \$2,914,497, should all option years be exercised.

BACKGROUND

Omnitrans requires a firm to provide leased tires and related service personnel for the fixed route fleet. The current Contract MNT13-100 for the lease of bus tires and tire services expires January 31, 2019.

On October 3, 2018, Omnitrans’ Board of Directors authorized the release of Invitation for Bids IFB-MNT19-02. Notices were published in two (2) local newspapers of general circulation, two (2) minority publications and posted on Omnitrans’ online bidding system. Two (2) bids were received by the November 19, 2018 deadline and both were deemed responsive.

Listed below are the bid prices:

Company Name	Total*
Bridgestone Americas Tire Operations, LLC of Nashville, TN	\$2,649,543
Michelin North America, Inc. of Greenville, SC	\$2,939,841

*If all options are exercised

Award is recommended to the lowest, responsive and responsible bidder, Bridgestone Americas Tire Operations, LLC. Price is deemed fair and reasonable based on competition.

This procurement meets the requirements of Omnitrans' Procurement Policies and Procedures.

FUNDING SOURCE

The cost associated with this procurement is budgeted in Maintenance's Operating budget as follows:

Department	1200
Expenditure Code	512400

_____ Verification of Funding Sources and Availability of Funds.
(Verified and initialed by Finance)

Short Range Transit Plan/Strategic Initiative Supported – This procurement supports Omnitrans' Short Range Transit Plan FY2015 - 2020 goal to expand, maintain and improve existing vehicles, facilities and passenger amenities.

CONCLUSION

By proceeding with this award, Omnitrans will have the ability to maintain the operation of its fleet of buses.

PSG:EFP:CVM

ITEM # F3

DATE: January 9, 2019

TO: Board Chair Ron Dailey and Members of the Omnitrans Board of Directors

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Eugenia F. Pinheiro, Contracts Manager

**SUBJECT: AUTHORIZE AWARD – CONTRACT MNT19-16
ELEVATOR MODERNIZATION PROJECT**

FORM MOTION

Authorize the CEO/General Manager to award Contract MNT19-16 to EnPro Services, Inc. of Fresno, CA, for the provision of elevator modernization, maintenance and repair services for a one (1) year base period beginning January 14, 2019, and ending January 13, 2020, with the authority to exercise four (4) single option years ending no later than, January 13, 2024, in the amount of \$432,842, plus a ten percent contingency of \$43,284, and a 3.27% Cost Allocation Plan (CAP) in the amount of \$15,569, for a total not-to-exceed amount of \$491,695, should all option years be exercised.

BACKGROUND

Omnitrans requires a contractor to provide elevator modernization upgrades, maintenance and repair services on three (3) hydraulic elevators located at Omnitrans' East Valley facility. The operation of passenger elevators must comply with local, state or federal regulations. The existing elevators have reached the end of life and parts are difficult to source. This modernization project also includes updated controls and hardware technology for safe and efficient operation.

On October 3, 2018, Omnitrans' Board of Directors authorized the release of Invitation for Bids IFB-MNT19-16. Notices were published in two (2) newspapers of general circulation, two (2) minority newspaper publications, and posted on Omnitrans' online bidding system. One (1) bid was received by the November 20, 2018 deadline and was deemed responsive.

In accordance with FTA Circular 4220.1F and Omnitrans Procurement Policy 2010 Section 2.1., awarding a contract in response to a single bid is allowed when it can be determined that the lack of competition was not due to unduly restrictive specifications. Staff surveyed potential sources that chose not to submit a bid. As a result of the survey, staff determined that the limited number of responses was unrelated to any term or specifications and deemed the process valid.

Award is recommended to EnPro Services, Inc. in the amount of \$432,842. A detailed cost analysis was performed and pricing is deemed fair and reasonable.

This procurement meets the requirements of Omnitrans’ Procurement Policies and Procedures.

FUNDING SOURCE

The cost associated with this procurement is budgeted in Omnitrans’ Capital Budget as follows:

FUNDING	GRANT #	YEAR	PROJECT NAME	INTERNAL ORDER	AMOUNT
FTA	CA-90-Z280-00	2015	Facility Project	D15220PY2	\$ 393,356
Prop 1B	09/10-8-34C	2014	Facility Project	D1440330B	\$ 98,339
Total					\$ 491,695

_____ Verification of Funding Sources and Availability of Funds.
(Verified and initialed by Finance)

Short Range Transit Plan/Strategic Initiative Supported – This procurement supports Omnitrans’ Short Range Transit Plan FY2015 - 2020 goal to expand, maintain and improve existing vehicles, facilities and passenger amenities.

CONCLUSION

By proceeding with this solicitation, Omnitrans will have the ability to maintain the safety and reliability of its elevators.

PSG:EFP:KAM

ITEM # F4

DATE: January 9, 2019

TO: Board Chair Ron Dailey and Members of the Omnitrans Board of Directors

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Eugenia F. Pinheiro, Contracts Manager

**SUBJECT: AUTHORIZE AWARD – SOLE SOURCE ITS19-67 TRANSTRACK
FINANCIAL & OPERATIONAL REPORTING SOFTWARE AND
MAINTENANCE SERVICES**

FORM MOTION

Authorize the CEO/General Manager to award Sole Source ITS19-67 to TransTrack Systems, Inc. (TransTrack) of Cedar Rapids, IA, for the provision of TransTrack Financial & Operational Reporting Software and Maintenance Services ending no later than March 31, 2020, in the amount of \$174,230, plus a ten percent contingency of \$17,423, and a 3.27% Cost Allocation Plan (CAP), in the amount of \$6,267, for a total not-to-exceed amount of \$197,920.

BACKGROUND

Omnitrans is required to collect and report transit performance data to local, state, and federal agencies. Omnitrans is required to utilize TransTrack software for transit data reporting to maintain consistency across transit operators within San Bernardino County. TransTrack software compiles performance data as required by the National Transit Database (NTD) and the State Controller's Report.

TransTrack performed an assessment of Omnitrans' existing technology and business processes and developed recommendations to assist Omnitrans in the automation of current manual processes. The project consists of automating the process of gathering and analyzing of data within TransTrack.

In accordance with FTA Circular 4220.1F, Section VI-3.i, procurement by noncompetitive proposals may be used when the manufacturer is the sole provider of the items compatible with existing equipment/systems and when the equipment/systems are not interchangeable with similar parts and equipment from other manufacturers. TransTrack is the principal owner and sole provider of this licensing and software application.

A detailed cost analysis was performed and pricing is deemed fair and reasonable.

This procurement meets the requirements of Omnitrans' Procurement Policies and Procedures.

FUNDING SOURCE

The cost associated with this procurement is budgeted in the Information Technology Department Capital Budget as follows:

FUNDING	GRANT #	YEAR	PROJECT NAME	INTERNAL ORDER	AMOUNT
FTA	1100030	2014	ITS Projects	D1422002F	\$ 125,767
FTA	1100034	2015	ITS Projects	D1522017F	\$ 32,569
STA	1100030	2013	ITS Projects	D1322022B	\$ 39,584
Total					\$ 197,920

_____ Verification of Funding Sources and Availability of Funds.
(Verified and initialed by Finance)

Short Range Transit Plan/Strategic Initiative Supported – This procurement supports Omnitrans’ Management Plan FY2019 Strategic Initiative 3 – Technology.

CONCLUSION

By proceeding with this award, Omnitrans has the ability to modernize operations, reduce manual processes, and increase reporting efficiencies.

PSG:EFP:KT