



VALLEY TRANSPORTATION SERVICES

BOARD OF DIRECTORS MEETING AGENDA

8:00 A.M., FRIDAY, FEBRUARY 3, 2017

**OMNITRANS' METRO FACILITY
1700 WEST 5TH STREET
SAN BERNARDINO, CA 92411**

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

City of Chino Hills, 14000 City Center Drive, Chino Hills, CA 91909

City of Ontario, 303 East B Street, Ontario, CA 91764

THESE LOCATIONS ARE ACCESSIBLE TO THE PUBLIC AND MEMBERS OF THE PUBLIC MAY ADDRESS THE COMMITTEE FROM THE TELECONFERENCE LOCATIONS.

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1. Call to Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Public Comment of Items Not on the Agenda*
 5. Comments by Board Members
 6. Consent Calendar
 - a. Approve Minutes of September 21, 2016 Board Meeting - Page 3
 - b. Receive and file Financial Statements through December 31, 2016 - Page 5
 7. CEO Report
 - a. Receive update
 8. Discussion Items
 - a. Adopt 2017 Meeting Calendar – Page 21
 - b. Election of Officers for 2017 – Page 22
 - c. Approve Special Transit Services Fiscal Year 2016/2017 Budget – Page 23
 - d. Status of Transition of CTSA Activities and Options for VTrans – Page 36
 9. Adjourn

*Pursuant to the Brown Act, the public has an opportunity to speak on any matter on the agenda, or to any matter not on the agenda within the subject matter jurisdiction of the agency. Comments are limited to no more than 3 minutes per speaker, unless modified by the Board Chair. By law, no action may be taken on any item raised during public comment on items not on the agenda, although informational answers to questions may be given and matters may be referred to staff for placement on a future agenda of the agency. Note: The Board may take action on any matter, however listed on this Agenda, and whether or not listed on this Agenda, to the extent permitted by applicable law.

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.

DATE: September 21, 2016
TO: Valley Transportation Services Board of Directors
FROM: P. Scott Graham, CEO
RE: Minutes of the September 21, 2016 Board Meeting

MINUTES

1. Call to Order – meeting called to order at 10:00 a.m. by Board Chairman Sam Spagnolo.
2. Pledge of Allegiance
3. Roll Call

Directors Present

Jacquelin Amsler
John Roberts
Sam Spagnolo
Alan Wapner

Directors Absent

Ed Graham
Penny Lilburn

Legal Counsel

Jennifer Gore, via Teleconference

Others Present

P. Scott Graham – Omnitrans
Don Walker -- Omnitrans
Vicki Dennett – Omnitrans
Kimberly Perez – Omnitrans
Cindy Alvarado - Omnitrans

Public Comment for Items not on the Agenda

None.

4. Comments by Board Members

None.

5. Consent Calendar

- a. Approve Minutes**Page 2

Motion by Director Roberts, seconded by Director Wapner, that approved the June 15, 2016 minutes. Unanimously approved.

- b. Receive and file Financial Statements through June 30, 2016**Page 5

This item was received and filed.

6. CEO Report

- a. Receive update

- Scott Graham reviewed the update report to Board members, touching on the transitional progress of VTrans to Omnitrans. Notably, the Upland office lease settlement agreement was finalized and the matter closed, and the amended VTrans budget is scheduled to go to the Board for approval in December.

7. Discussion Items

- a. Revise 2016 Meeting Calendar**Page 25

Motion by Director Wapner, seconded by Director Roberts, that revised the 2016 Meeting Calendar and cancelled the Finance Committee meeting scheduled November 16, 2016, and the Board of Directors meetings scheduled October 19, 2016, and November 16, 2016. Unanimously approved.

- b. Approve Assignment of Maintenance Facility Lease to Omnitrans**Page 26

Not many of the partner agencies utilize the Maintenance Facility; Omnitrans is currently monitoring to determine the extent of use, as compared with liability. The CNG vehicles will go to the I Street facility.

Motion by Director Wapner, seconded by Director Roberts, that authorized the CEO, with the assistance of legal counsel, to execute an agreement to assign the lease to Omnitrans, if approved in writing by the lessor. Unanimously approved.

8. Adjourn – Meeting adjourned at 10:20 a.m.

Approved on December 21, 2016

Sam Spagnolo, Chair

Jacquelin Amsler, Secretary of the Board

Valley Transportation Services
Balance Sheet
As of December 31, 2016

Item #6b

ASSETS

Current Assets

Checking/Savings

101001 - Checking-Bank of the West	155,487.23
101002 - Bank of the West Money Market	610,249.64
101007 - Chase Investment Account	1,146,668.21
101008 - Chase ACH Debit Checking	753,341.20

Total Checking/Savings 2,665,746.28

Accounts Receivable

102001 - Accounts Receivable	47,272.54
102901 - Grants Receivable	29,365.18

Total Accounts Receivable 76,637.72

Other Current Assets

103000 - Inventory	
103001 - Inventory-Parts/Fluids	24,134.38
103005 - Inventory-Cores	1,139.16
Total 103000 - Inventory	<u>25,273.54</u>

Total Other Current Assets 25,273.54

Total Current Assets 2,767,657.54

Fixed Assets

111002 - Non-Grant Fixed Assets

1110021 - NG - Computer Equipment	24,436.93
1110022 - NG-Furniture & Shop Equip	154,828.34
1110025 - NG-Vehicles	35,140.77
1110028 - NG-Leashold Improvements	231,255.26

Total 111002 - Non-Grant Fixed Assets 445,661.30

111004 - Acc Depr Non-Grant Equipment -82,250.00

Total Fixed Assets 363,411.30

Other Assets

152001 - Security Deposits	8,605.43
161001 - 457 Deferred Compensation Trust	76,422.58

Total Other Assets 85,028.01

TOTAL ASSETS 3,216,096.85

LIABILITIES & EQUITY

Liabilities

Valley Transportation Services
Balance Sheet
As of December 31, 2016

Current Liabilities	
Accounts Payable	
201001 - Trade Accounts Payable	25,675.77
Total Accounts Payable	<u>25,675.77</u>
Credit Cards	
206000 - Credit Cards	
206005 - Chase Credit Card	-279.41
206000 - Credit Cards - Other	-63.37
Total 206000 - Credit Cards	<u>-342.78</u>
Total Credit Cards	-342.78
Other Current Liabilities	
202002 - Accrued Vacation	2,129.09
203000 - Sales & Use Tax Payable	
203001 - Sales Tax Payable	6,621.86
203002 - Use Tax Payable	192.43
Total 203000 - Sales & Use Tax Payable	<u>6,814.29</u>
203003 - New Tire Usage Tax Payable	55.08
Total Other Current Liabilities	<u>8,998.46</u>
Total Current Liabilities	34,331.45
Long Term Liabilities	
221001 - Long-Term Lease/Notes Payable	
2210011 - Capital Lease - Kyocera Copier	839.47
Total 221001 - Long-Term Lease/Notes Payable	<u>839.47</u>
230001 - 457 Deferred Comp Trust Payable	76,422.58
Total Long Term Liabilities	<u>77,262.05</u>
Total Liabilities	111,593.50
Equity	
320000 - Unrestricted Reserves	1,184,333.46
320010 - Committed Reserves	1,635,578.00
320011 - Operating Reserve	750,000.00
Net Income	-465,408.11
Total Equity	<u>3,104,503.35</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,216,096.85</u></u>

Valley Transportation Services
A/R Aging Summary
As of December 31, 2016

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Department of Transportation - CAITRANS	0.00	0.00	0.00	0.00	29,365.18	29,365.18
ISS	0.00	0.00	0.00	0.00	2,145.20	2,145.20
Omni Trans	0.00	0.00	0.00	0.00	36,399.26	36,399.26
ONTARIO POMONA ARC	2,737.74	0.00	0.00	0.00	-0.70	2,737.04
Ontario/Montclair YMCA	762.83	0.00	1,693.13	260.01	2,326.28	5,042.25
Salem Christian Homes	581.57	0.00	81.40	0.00	0.00	662.97
Victor Valley Transit Authority	0.00	0.00	0.00	0.00	285.82	285.82
TOTAL	<u>4,082.14</u>	<u>0.00</u>	<u>1,774.53</u>	<u>260.01</u>	<u>70,521.04</u>	<u>76,637.72</u>

**Valley Transportation Services
A/P Aging Summary
As of December 31, 2016**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Chase Card Services	0.00	0.00	0.00	279.41	0.00	279.41
Cynthia Inclan	0.00	0.00	0.00	28.62	0.00	28.62
Edwards Office Systems	147.81	0.00	0.00	0.00	0.00	147.81
Elizabeth White	38.88	0.00	0.00	0.00	0.00	38.88
Gloria Catalan	59.83	0.00	0.00	0.00	0.00	59.83
H&S Properties, Inc.	0.00	-3,469.63	0.00	0.00	0.00	-3,469.63
NAPA Auto Parts	1,016.05	0.00	0.00	0.00	0.00	1,016.05
Nathan Churan	506.52	0.00	0.00	0.00	0.00	506.52
OmniTrans	4,342.25	0.00	0.00	0.00	0.00	4,342.25
Ontario-Montclair YMCA	2,700.43	0.00	0.00	0.00	0.00	2,700.43
OPARC	0.00	0.00	4,676.83	0.00	0.00	4,676.83
PVW	0.00	12,785.74	0.00	0.00	0.00	12,785.74
Renne Sloan Holtzman Sakai	315.19	946.00	0.00	0.00	0.00	1,261.19
Ruby Sulca	90.29	0.00	0.00	0.00	0.00	90.29
UniFirst	344.86	340.80	420.17	105.72	0.00	1,211.55
TOTAL	<u>9,562.11</u>	<u>10,602.91</u>	<u>5,097.00</u>	<u>413.75</u>	<u>0.00</u>	<u>25,675.77</u>

Valley Transportation Services
Profit & Loss Budget Performance - Operating Fund
December 2016

	<u>Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul - Dec 16</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Income							
409001 - Measure I							
409002 - Measure I OP Revenue	0.00	31,808.33	-31,808.33	0.00	190,850.02	-190,850.02	381,700.00
Total 409001 - Measure I	<u>0.00</u>	<u>31,808.33</u>	<u>-31,808.33</u>	<u>0.00</u>	<u>190,850.02</u>	<u>-190,850.02</u>	<u>381,700.00</u>
414001 - Interest Income	143.97	41.67	102.30	817.84	249.98	567.86	500.00
Total Income	<u>143.97</u>	<u>31,850.00</u>	<u>-31,706.03</u>	<u>817.84</u>	<u>191,100.00</u>	<u>-190,282.16</u>	<u>382,200.00</u>
Gross Profit	143.97	31,850.00	-31,706.03	817.84	191,100.00	-190,282.16	382,200.00
Expense							
501001 - Payroll	0.00	0.00	0.00	-120.00	0.00	-120.00	0.00
503001 - Professional Services							
5030016 - Administrative Services	391.50	25,000.00	-24,608.50	294,064.59	150,000.00	144,064.59	300,000.00
5030012 - Consulting Services	-3,799.17	0.00	-3,799.17	-3,799.17	0.00	-3,799.17	0.00
5030013 - Legal Services	315.19	1,000.00	-684.81	7,979.26	6,000.00	1,979.26	12,000.00
Total 503001 - Professional Services	<u>-3,092.48</u>	<u>26,000.00</u>	<u>-29,092.48</u>	<u>298,244.68</u>	<u>156,000.00</u>	<u>142,244.68</u>	<u>312,000.00</u>
503002 - Payroll Processing Services	0.00	0.00	0.00	60.00	0.00	60.00	0.00
503005 - Facility							
5030051 - Facility Rent	1,834.28	3,233.33	-1,399.05	37,446.35	19,400.02	18,046.33	38,800.00
5030053 - Facility - Alarm/Security	0.00	33.33	-33.33	0.00	200.02	-200.02	400.00
Total 503005 - Facility	<u>1,834.28</u>	<u>3,266.66</u>	<u>-1,432.38</u>	<u>37,446.35</u>	<u>19,600.04</u>	<u>17,846.31</u>	<u>39,200.00</u>
504008 - Office Supplies	24.64	0.00	24.64	1,362.84	0.00	1,362.84	0.00
504009 - Postage	0.00	0.00	0.00	19.16	0.00	19.16	0.00
505001 - Telephone	701.54	0.00	701.54	4,766.69	0.00	4,766.69	0.00
506001 - Insurance Premiums	0.00	875.00	-875.00	0.00	5,250.00	-5,250.00	10,500.00
506021 - Computer Supp, Serv. & Software	-130.87	83.33	-214.20	2,121.41	500.02	1,621.39	1,000.00
506085 - Facility Maint. & Supplies	0.00			587.00			
507001 - Tax/License/Dues/Permits	0.00	0.00	0.00	20.00	0.00	20.00	0.00
509001 - Travel							

Valley Transportation Services
Profit & Loss Budget Performance - Operating Fund
December 2016

	<u>Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul - Dec 16</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
5090012 - Staff Travel	644.44	0.00	644.44	15,113.51	0.00	15,113.51	0.00
5090013 - Employee Mileage Reimbursement	541.35	0.00	541.35	894.08	0.00	894.08	0.00
Total 509001 - Travel	1,185.79	0.00	1,185.79	16,007.59	0.00	16,007.59	0.00
509002 - Professional Development	0.00	0.00	0.00	885.00	0.00	885.00	0.00
513002 - Depreciation-Non Grant Equip	0.00	625.00	-625.00	0.00	3,750.00	-3,750.00	7,500.00
514001 - Miscellaneous	0.00	1,000.00	-1,000.00	1,060.61	6,000.00	-4,939.39	12,000.00
Total Expense	522.90	31,849.99	-31,327.09	362,461.33	191,100.06	171,361.27	382,200.00
Net Income	<u>-378.93</u>	<u>0.01</u>	<u>-378.94</u>	<u>-361,643.49</u>	<u>-0.06</u>	<u>-361,643.43</u>	<u>0.00</u>

Valley Transportation Services
Profit & Loss Budget Performance - Maintenance Dept.
December 2016

	<u>Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul - Dec 16</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Income							
407002 - Maintenance Service Revenue							
4070023 - Inspection Revenue - Comm Prtnr	0.00	0.00	0.00	8,592.30	0.00	8,592.30	0.00
4070021 - Community Partner Serv. Revenue	1,589.31	4,366.67	-2,777.36	21,797.81	26,199.98	-4,402.17	52,400.00
Total 407002 - Maintenance Service Revenue	<u>1,589.31</u>	<u>4,366.67</u>	<u>-2,777.36</u>	<u>30,390.11</u>	<u>26,199.98</u>	<u>4,190.13</u>	<u>52,400.00</u>
407003 - Maintenance Parts Revenue							
4070031 - Maint. Parts Revenue-Comm Prtnr	2,117.89	3,858.33	-1,740.44	22,497.01	23,150.02	-653.01	46,300.00
Total 407003 - Maintenance Parts Revenue	<u>2,117.89</u>	<u>3,858.33</u>	<u>-1,740.44</u>	<u>22,497.01</u>	<u>23,150.02</u>	<u>-653.01</u>	<u>46,300.00</u>
4070034 - Maint Revenue-Outside Services	0.00	33.33	-33.33	0.00	200.02	-200.02	400.00
409001 - Measure I							
409002 - Measure I OP Revenue	0.00	1,058.33	-1,058.33	0.00	6,350.02	-6,350.02	12,700.00
Total 409001 - Measure I	<u>0.00</u>	<u>1,058.33</u>	<u>-1,058.33</u>	<u>0.00</u>	<u>6,350.02</u>	<u>-6,350.02</u>	<u>12,700.00</u>
Total Income	<u>3,707.20</u>	<u>9,316.66</u>	<u>-5,609.46</u>	<u>52,887.12</u>	<u>55,900.04</u>	<u>-3,012.92</u>	<u>111,800.00</u>
Gross Profit	3,707.20	9,316.66	-5,609.46	52,887.12	55,900.04	-3,012.92	111,800.00
Expense							
502002 - Workers Comp	0.00	0.00	0.00	947.13	0.00	947.13	0.00
503003 - Bank Fees	0.00	100.00	-100.00	70.98	600.00	-529.02	1,200.00
503005 - Facility							
5030051 - Facility Rent	3,469.63	3,441.67	27.96	20,514.60	20,649.98	-135.38	41,300.00
5030053 - Facility - Alarm/Security	114.00	41.67	72.33	228.00	249.98	-21.98	500.00
Total 503005 - Facility	<u>3,583.63</u>	<u>3,483.34</u>	<u>100.29</u>	<u>20,742.60</u>	<u>20,899.96</u>	<u>-157.36</u>	<u>41,800.00</u>
504005 - Cost of Goods Sublet	40.00	366.67	-326.67	232.00	2,199.98	-1,967.98	4,400.00
504006 - Cost of Goods Parts/Fluids/Tire	0.00	3,083.33	-3,083.33	0.00	18,500.02	-18,500.02	37,000.00
504008 - Office Supplies	24.63	8.33	16.30	95.84	50.02	45.82	100.00
504009 - Postage	0.00	8.33	-8.33	0.00	50.02	-50.02	100.00

Valley Transportation Services
Profit & Loss Budget Performance - Maintenance Dept.
December 2016

	<u>Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul - Dec 16</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
505001 - Telephone	175.13	316.67	-141.54	1,455.82	1,899.98	-444.16	3,800.00
505002 - Utilities	295.38	366.67	-71.29	2,012.94	2,199.98	-187.04	4,400.00
506001 - Insurance Premiums	0.00	366.67	-366.67	0.00	2,199.98	-2,199.98	4,400.00
506021 - Computer Supp, Serv. & Software	1,775.20	375.00	1,400.20	2,789.16	2,250.00	539.16	4,500.00
506052 - Minor Equip & Office Furniture	0.00	0.00	0.00	184.92	0.00	184.92	0.00
506060 - Shop Supplies	0.00	108.33	-108.33	564.41	650.02	-85.61	1,300.00
506070 - Shop Tools	0.00	0.00	0.00	105.00	0.00	105.00	0.00
506080 - Repairs and Maintenance	0.00			203.11			0.00
506085 - Facility Maint. & Supplies	130.00	166.67	-36.67	236.68	999.98	-763.30	2,000.00
507001 - Tax/License/Dues/Permits	4,923.90	83.33	4,840.57	4,923.90	500.02	4,423.88	1,000.00
509001 - Travel							
5090013 - Employee Mileage Reimbursement	0.00	33.33	-33.33	0.00	200.02	-200.02	400.00
Total 509001 - Travel	0.00	33.33	-33.33	0.00	200.02	-200.02	400.00
509003 - Uniforms & Laundry	344.86	250.00	94.86	2,474.14	1,500.00	974.14	3,000.00
514001 - Miscellaneous	0.00	200.00	-200.00	1,323.91	1,200.00	123.91	2,400.00
69901 - Construction - Temp Holding Acc	0.00	0.00	0.00	4,600.00	0.00	4,600.00	0.00
Total Expense	11,292.73	9,316.67	1,976.06	42,962.54	55,899.98	-12,937.44	111,800.00
Net Income	<u>-7,585.53</u>	<u>-0.01</u>	<u>-7,585.52</u>	<u>9,924.58</u>	<u>0.06</u>	<u>9,924.52</u>	<u>0.00</u>

Valley Transportation Services
Profit & Loss Budget Performance-VTREP
December 2016

	<u>Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul - Dec 16</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Income							
409001 · Measure I							
409002 · Measure I OP Revenue	0.00	2,912.83	-2,912.83	0.00	17,477.02	-17,477.02	34,954.00
Total 409001 · Measure I	0.00	2,912.83	-2,912.83	0.00	17,477.02	-17,477.02	34,954.00
409007 · JARC - Operating Revenue	0.00	582.50	-582.50	0.00	3,495.00	-3,495.00	6,990.00
409008 · New Freedom Operating Revenue	0.00	2,330.25	-2,330.25	0.00	13,981.50	-13,981.50	27,963.00
Total Income	0.00	5,825.58	-5,825.58	0.00	34,953.52	-34,953.52	69,907.00
Gross Profit	0.00	5,825.58	-5,825.58	0.00	34,953.52	-34,953.52	69,907.00
Expense							
503001 · Professional Services							
5030015 · Marketing Services	0.00	166.67	-166.67	0.00	999.98	-999.98	2,000.00
Total 503001 · Professional Services	0.00	166.67	-166.67	0.00	999.98	-999.98	2,000.00
503003 · Bank Fees	0.00	41.67	-41.67	0.00	249.98	-249.98	500.00
504001 · Trans-Fuel Cost	0.00			68.98			
504008 · Office Supplies	24.64	0.00	24.64	100.78	0.00	100.78	0.00
504009 · Postage	0.00	83.33	-83.33	0.00	500.02	-500.02	1,000.00
505001 · Telephone	0.00	0.00	0.00	64.39	0.00	64.39	0.00
506021 · Computer Supp, Serv. & Software	0.00	0.00	0.00	7.32	0.00	7.32	0.00
506052 · Minor Equip & Office Furniture	0.00	166.67	-166.67	0.00	999.98	-999.98	2,000.00
509001 · Travel							
5090013 · Employee Mileage Reimbursement	0.00	83.33	-83.33	84.58	500.02	-415.44	1,000.00
Total 509001 · Travel	0.00	83.33	-83.33	84.58	500.02	-415.44	1,000.00
509002 · Professional Development	0.00	125.00	-125.00	0.00	750.00	-750.00	1,500.00
509008 · Mileage Reimbursement Stipend	17,194.68	4,583.33	12,611.35	79,352.14	27,500.02	51,852.12	55,000.00
514001 · Miscellaneous	0.00	132.58	-132.58	0.00	795.52	-795.52	1,591.00
60000 · Overhead Applied	0.00	443.00	-443.00	0.00	2,658.00	-2,658.00	5,316.00

Valley Transportation Services
Profit & Loss Budget Performance-VTREP
December 2016

	<u>Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul - Dec 16</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Total Expense	17,219.32	5,825.58	11,393.74	79,678.19	34,953.52	44,724.67	69,907.00
Net Income	<u>-17,219.32</u>	<u>0.00</u>	<u>-17,219.32</u>	<u>-79,678.19</u>	<u>0.00</u>	<u>-79,678.19</u>	<u>0.00</u>

Valley Transportation Services
Profit & Loss Budget Performance-TREP
December 2016

	<u>Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul - Dec 16</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Income							
409009 · Rural TREP 5310	81,289.32			81,289.32			
409008 · New Freedom Operating Revenue	0.00	20,833.33	-20,833.33	0.00	125,000.02	-125,000.02	250,000.00
Total Income	<u>81,289.32</u>	<u>20,833.33</u>	<u>60,455.99</u>	<u>81,289.32</u>	<u>125,000.02</u>	<u>-43,710.70</u>	<u>250,000.00</u>
Gross Profit	81,289.32	20,833.33	60,455.99	81,289.32	125,000.02	-43,710.70	250,000.00
Expense							
503003 · Bank Fees	40.68	41.67	-0.99	40.68	249.98	-209.30	500.00
504008 · Office Supplies	24.63	0.00	24.63	180.76	0.00	180.76	0.00
504009 · Postage	0.00	125.00	-125.00	0.00	750.00	-750.00	1,500.00
505001 · Telephone	0.00	0.00	0.00	64.37	0.00	64.37	0.00
506021 · Computer Supp, Serv. & Software	0.00	250.00	-250.00	7.32	1,500.00	-1,492.68	3,000.00
509001 · Travel							
5090012 · Staff Travel	0.00	125.00	-125.00	0.00	750.00	-750.00	1,500.00
Total 509001 · Travel	<u>0.00</u>	<u>125.00</u>	<u>-125.00</u>	<u>0.00</u>	<u>750.00</u>	<u>-750.00</u>	<u>1,500.00</u>
509002 · Professional Development	0.00	125.00	-125.00	0.00	750.00	-750.00	1,500.00
509008 · Mileage Reimbursement Stipend	0.00	19,108.33	-19,108.33	0.00	114,650.02	-114,650.02	229,300.00
514001 · Miscellaneous	0.00	125.00	-125.00	0.00	750.00	-750.00	1,500.00
60000 · Overhead Applied	0.00	933.33	-933.33	0.00	5,600.02	-5,600.02	11,200.00
Total Expense	<u>65.31</u>	<u>20,833.33</u>	<u>-20,768.02</u>	<u>293.13</u>	<u>125,000.02</u>	<u>-124,706.89</u>	<u>250,000.00</u>
Net Income	<u><u>81,224.01</u></u>	<u><u>0.00</u></u>	<u><u>81,224.01</u></u>	<u><u>80,996.19</u></u>	<u><u>0.00</u></u>	<u><u>80,996.19</u></u>	<u><u>0.00</u></u>

Valley Transportation Services
Profit & Loss Budget Performance-Travel Training
December 2016

	<u>Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul - Dec 16</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Income							
409001 · Measure I							
409002 · Measure I OP Revenue	0.00	652.08	-652.08	0.00	3,912.52	-3,912.52	7,825.00
Total 409001 · Measure I	0.00	652.08	-652.08	0.00	3,912.52	-3,912.52	7,825.00
409007 · JARC - Operating Revenue	0.00	1,630.25	-1,630.25	0.00	9,781.50	-9,781.50	19,563.00
409008 · New Freedom Operating Revenue	0.00	978.17	-978.17	0.00	5,868.98	-5,868.98	11,738.00
Total Income	0.00	3,260.50	-3,260.50	0.00	19,563.00	-19,563.00	39,126.00
Gross Profit	0.00	3,260.50	-3,260.50	0.00	19,563.00	-19,563.00	39,126.00
Expense							
504008 · Office Supplies	24.63	0.00	24.63	137.71	0.00	137.71	0.00
504009 · Postage	0.00	250.00	-250.00	0.00	1,500.00	-1,500.00	3,000.00
505001 · Telephone	0.00	833.33	-833.33	1,079.61	5,000.02	-3,920.41	10,000.00
506021 · Computer Supp, Serv. & Software	0.00	583.33	-583.33	109.90	3,500.02	-3,390.12	7,000.00
509001 · Travel							
5090013 · Employee Mileage Reimbursement	189.00	1,000.00	-811.00	1,501.62	6,000.00	-4,498.38	12,000.00
Total 509001 · Travel	189.00	1,000.00	-811.00	1,501.62	6,000.00	-4,498.38	12,000.00
509002 · Professional Development	0.00	416.67	-416.67	0.00	2,499.98	-2,499.98	5,000.00
514001 · Miscellaneous	1,004.00	177.17	826.83	1,959.75	1,062.98	896.77	2,126.00
Total Expense	1,217.63	3,260.50	-2,042.87	4,788.59	19,563.00	-14,774.41	39,126.00
Net Income	<u><u>-1,217.63</u></u>	<u><u>0.00</u></u>	<u><u>-1,217.63</u></u>	<u><u>-4,788.59</u></u>	<u><u>0.00</u></u>	<u><u>-4,788.59</u></u>	<u><u>0.00</u></u>

Valley Transportation Services
Profit & Loss Budget Performance-TAXI
December 2016

	<u>Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul - Dec 16</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Income							
409001 · Measure I							
409002 · Measure I OP Revenue	0.00	11,271.33	-11,271.33	0.00	67,628.02	-67,628.02	135,256.00
Total 409001 · Measure I	0.00	11,271.33	-11,271.33	0.00	67,628.02	-67,628.02	135,256.00
409007 · JARC - Operating Revenue	0.00	3,757.08	-3,757.08	0.00	22,542.52	-22,542.52	45,085.00
464005 · TAXI Participant User Fee	584.91	0.00	584.91	3,119.91	0.00	3,119.91	0.00
Total Income	584.91	15,028.41	-14,443.50	3,119.91	90,170.54	-87,050.63	180,341.00
Gross Profit	584.91	15,028.41	-14,443.50	3,119.91	90,170.54	-87,050.63	180,341.00
Expense							
503001 · Professional Services							
5030015 · Marketing Services	0.00	375.00	-375.00	0.00	2,250.00	-2,250.00	4,500.00
Total 503001 · Professional Services	0.00	375.00	-375.00	0.00	2,250.00	-2,250.00	4,500.00
504008 · Office Supplies	24.64	166.67	-142.03	105.16	999.98	-894.82	2,000.00
505001 · Telephone	0.00	0.00	0.00	64.39	0.00	64.39	0.00
506021 · Computer Supp, Serv. & Software	0.00	833.33	-833.33	7.34	5,000.02	-4,992.68	10,000.00
507001 · Tax/License/Dues/Permits	-40.00			-40.00			
508001 · Taxi Subsidy	0.00	12,500.00	-12,500.00	7,307.16	75,000.00	-67,692.84	150,000.00
509001 · Travel							
5090013 · Employee Mileage Reimbursement	0.00	175.00	-175.00	192.31	1,050.00	-857.69	2,100.00
Total 509001 · Travel	0.00	175.00	-175.00	192.31	1,050.00	-857.69	2,100.00
509002 · Professional Development	0.00	83.33	-83.33	0.00	500.02	-500.02	1,000.00
514001 · Miscellaneous	0.00	83.92	-83.92	0.00	503.48	-503.48	1,007.00
60000 · Overhead Applied	0.00	811.17	-811.17	0.00	4,866.98	-4,866.98	9,734.00
Total Expense	-15.36	15,028.42	-15,043.78	7,636.36	90,170.48	-82,534.12	180,341.00
Net Income	600.27	-0.01	600.28	-4,516.45	0.06	-4,516.51	0.00

Valley Transportation Services
Profit & Loss Budget Performance-Community Service Partners
December 31, 2016

	<u>Dec 31, 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul - Dec 16</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Income							
409001 - Measure I							
409002 - Measure I OP Revenue	0.00	1,613.85	-1,613.85	0.00	300,175.50	-300,175.50	600,351.00
Total 409001 - Measure I	<u>0.00</u>	<u>1,613.85</u>	<u>-1,613.85</u>	<u>0.00</u>	<u>300,175.50</u>	<u>-300,175.50</u>	<u>600,351.00</u>
Total Income	<u>0.00</u>	<u>1,613.85</u>	<u>-1,613.85</u>	<u>0.00</u>	<u>300,175.50</u>	<u>-300,175.50</u>	<u>600,351.00</u>
Gross Profit	0.00	1,613.85	-1,613.85	0.00	300,175.50	-300,175.50	600,351.00
Expense							
503064 - Pomona Valley Workshop							
503064d - Pomona Valley Contract Services	0.00	480.78	-480.78	60,422.70	89,424.52	-29,001.82	178,849.00
Total 503064 - Pomona Valley Workshop	<u>0.00</u>	<u>480.78</u>	<u>-480.78</u>	<u>60,422.70</u>	<u>89,424.52</u>	<u>-29,001.82</u>	<u>178,849.00</u>
503066 - Central City Lutheran							
503066d - Central City Luth Contract Serv	0.00	85.50	-85.50	4,945.44	15,903.52	-10,958.08	31,807.00
Total 503066 - Central City Lutheran	<u>0.00</u>	<u>85.50</u>	<u>-85.50</u>	<u>4,945.44</u>	<u>15,903.52</u>	<u>-10,958.08</u>	<u>31,807.00</u>
503068 - Community Senior Services							
503068d - Comm. Sr Serv Contract Services	0.00	134.41	-134.41	16,217.10	24,999.98	-8,782.88	50,000.00
Total 503068 - Community Senior Services	<u>0.00</u>	<u>134.41</u>	<u>-134.41</u>	<u>16,217.10</u>	<u>24,999.98</u>	<u>-8,782.88</u>	<u>50,000.00</u>
503628 - OPARC							
503628d - OPARC Contract Services	0.00	386.64	-386.64	20,681.68	71,915.02	-51,233.34	143,830.00
Total 503628 - OPARC	<u>0.00</u>	<u>386.64</u>	<u>-386.64</u>	<u>20,681.68</u>	<u>71,915.02</u>	<u>-51,233.34</u>	<u>143,830.00</u>
503630 - 211 Mobility Manager							
503630d - 211 MM Contract Services	0.00	80.89	-80.89	0.00	15,045.52	-15,045.52	30,091.00
Total 503630 - 211 Mobility Manager	<u>0.00</u>	<u>80.89</u>	<u>-80.89</u>	<u>0.00</u>	<u>15,045.52</u>	<u>-15,045.52</u>	<u>30,091.00</u>
503634 - Ontario/Montclair YMCA							

Valley Transportation Services
Profit & Loss Budget Performance-Community Service Partners
December 31, 2016

	<u>Dec 31, 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul - Dec 16</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
503634d - Ontario/Montclair Contract Serv	2,700.43	83.05	2,617.38	21,855.88	15,446.48	6,409.40	30,893.00
Total 503634 - Ontario/Montclair YMCA	<u>2,700.43</u>	<u>83.05</u>	<u>2,617.38</u>	<u>21,855.88</u>	<u>15,446.48</u>	<u>6,409.40</u>	<u>30,893.00</u>
503636 - YMCA Rancho/Fontana							
503636d - Rancho YMCA Contract Services	0.00	90.99	-90.99	0.00	16,923.52	-16,923.52	33,847.00
Total 503636 - YMCA Rancho/Fontana	<u>0.00</u>	<u>90.99</u>	<u>-90.99</u>	<u>0.00</u>	<u>16,923.52</u>	<u>-16,923.52</u>	<u>33,847.00</u>
503639 - Grand Terrace							
503639d - Grand Terrace - Contract Svs	0.00	119.02	-119.02	14,435.66	22,137.52	-7,701.86	44,275.00
Total 503639 - Grand Terrace	<u>0.00</u>	<u>119.02</u>	<u>-119.02</u>	<u>14,435.66</u>	<u>22,137.52</u>	<u>-7,701.86</u>	<u>44,275.00</u>
503640 - City of Redlands							
503640d - Contract Svs	0.00	152.58	-152.58	40,247.68	28,379.48	11,868.20	56,759.00
Total 503640 - City of Redlands	<u>0.00</u>	<u>152.58</u>	<u>-152.58</u>	<u>40,247.68</u>	<u>28,379.48</u>	<u>11,868.20</u>	<u>56,759.00</u>
Total Expense	<u>2,700.43</u>	<u>1,613.86</u>	<u>1,086.57</u>	<u>178,806.14</u>	<u>300,175.56</u>	<u>-121,369.42</u>	<u>600,351.00</u>
Net Income	<u><u>-2,700.43</u></u>	<u><u>-0.01</u></u>	<u><u>-2,700.42</u></u>	<u><u>-178,806.14</u></u>	<u><u>-0.06</u></u>	<u><u>-178,806.08</u></u>	<u><u>0.00</u></u>

Valley Transportation Services
Profit & Loss Budget Performance-OTHER TREP
 December 2016

	<u>Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul - Dec 16</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Expense							
509008 · Mileage Reimbursement Stipend	0.00			4,528.36			
509010 · TREP Pass-Thru Mileage Reimb.							
509012 · MARTA Mileage Reimb.	6,010.00	0.00	6,010.00	22,487.52	0.00	22,487.52	0.00
Total 509010 · TREP Pass-Thru Mileage Reimb.	<u>6,010.00</u>	<u>0.00</u>	<u>6,010.00</u>	<u>22,487.52</u>	<u>0.00</u>	<u>22,487.52</u>	<u>0.00</u>
Total Expense	<u>6,010.00</u>	<u>0.00</u>	<u>6,010.00</u>	<u>27,015.88</u>	<u>0.00</u>	<u>27,015.88</u>	<u>0.00</u>
Net Income	<u>-6,010.00</u>	<u>0.00</u>	<u>-6,010.00</u>	<u>-27,015.88</u>	<u>0.00</u>	<u>-27,015.88</u>	<u>0.00</u>

DATE: February 3, 2017
TO: Valley Transportation Services Board of Directors
FROM: P. Scott Graham, CEO
RE: 2017 Meeting Calendar

Discussion:

Adopt the Meeting Calendar for 2017.

Board of Directors Meeting Schedule

Meetings are proposed to be held quarterly, the first Friday of each month, at 8:30 a.m., as reflected below.

April 7, 2017
July 7, 2017
October 6, 2017

Finance Committee Meeting Schedule

April 7, 2017

Fiscal Impact:

None

Recommendation:

Adopt the Meeting Calendar for 2017.

Attachments:

None

DATE: February 3, 2017
TO: Valley Transportation Services Board of Directors
FROM: P. Scott Graham, CEO
RE: Election of Officers

Discussion:

In December 2015, VTrans held its election of officers as required by the Bylaws and Articles of Incorporation. The current Officers of the Board are: Sam Spagnolo, Chair, John Roberts, Vice Chair, and Ed Graham, Treasurer. It should be noted that, effective December 14, 2016, Secretary Amsler reached the maximum term allowable by the VTrans' Bylaws; therefore, this position is currently vacant.

The term for each officer is one year and elections are typically held every December with the term beginning January 1st of each year. As there was no Board Meeting held in December, the Board must now elect officers for the 2017 calendar year.

In addition, the Bylaws state that a Finance Committee consisting of the Board Treasurer and two additional Board Members be appointed by the Board Chair. The current members are John Roberts, and Ed Graham. Board Secretary's Amsler's term ended December 14, 2016.

Fiscal Impact:

There is no fiscal impact to the budget.

Recommendation:

Staff recommends that the VTrans Board of Directors:

1. Hold elections for the positions of Board Chair, Vice Chair, Secretary and Treasurer for the 2017 calendar year; and
2. That the newly Elected Board Chair appoint two members to the Finance Committee.

DATE: February 3, 2017
TO: Valley Transportation Services Board of Directors
FROM: P. Scott Graham, CEO
RE: Special Transit Services Fiscal Year 2016/2017 Budget

Discussion:

As the operation of the Consolidated Transportation Services Agency (CTSA) for the Valley subarea has transferred from Valley Transportation Services (VTrans) to Omnitrans Special Transit Services Department, Omnitrans has developed a budget for Fiscal Year 2016/2017 that is based on the most recent Five-Year Business Plan prepared by VTrans. The budget assumes continuation of all existing programs through June 2017 at essentially the same staffing level as had existed at VTrans, but with a slightly modified staffing structure. The proposed budget builds on a budget prepared by VTrans for Fiscal Year 2016/2017 that included program costs but no staffing costs as Omnitrans would be providing the staffing for the programs. Attachment 1 contains a budget summary by program and funding source. Attachment 2 contains a more detailed expenditure summary of the Department and each individual program. San Bernardino County Transportation Authority (SBCTA) has added detail from the VTrans Fiscal Year 2015/2016 and 2016/2017 approved budgets for comparison purposes. Note that the VTrans Fiscal Year 2016/2017 budget has not been presented to the SBCTA Board for review or approval; therefore all CTSA Measure I funding has been retained by SBCTA this fiscal year. Approval of this Omnitrans budget will allow the release of the retained CTSA funds to Omnitrans.

Figure 1 is a comparison of the program budgets between Fiscal Year 2015/2016 and Fiscal Year 2016/2017. As can be seen, most program budgets are decreasing with the exception of the Maintenance Facility and the Rural Volunteer Driver (TREP) Program. The increase to the Maintenance Facility Budget is a result of anticipating a full year of operations, and the increase to the Rural TREP Program is a result of actions taken by Omnitrans to ensure the federal program funds are expended by the end of the fiscal year, after which the Mountain/Desert transit operators will assume the responsibilities for the program. The reductions in the program costs are not a reflection of a reduction in program availability, but rather a right-sizing of the budget to historical and anticipated consumption of services.

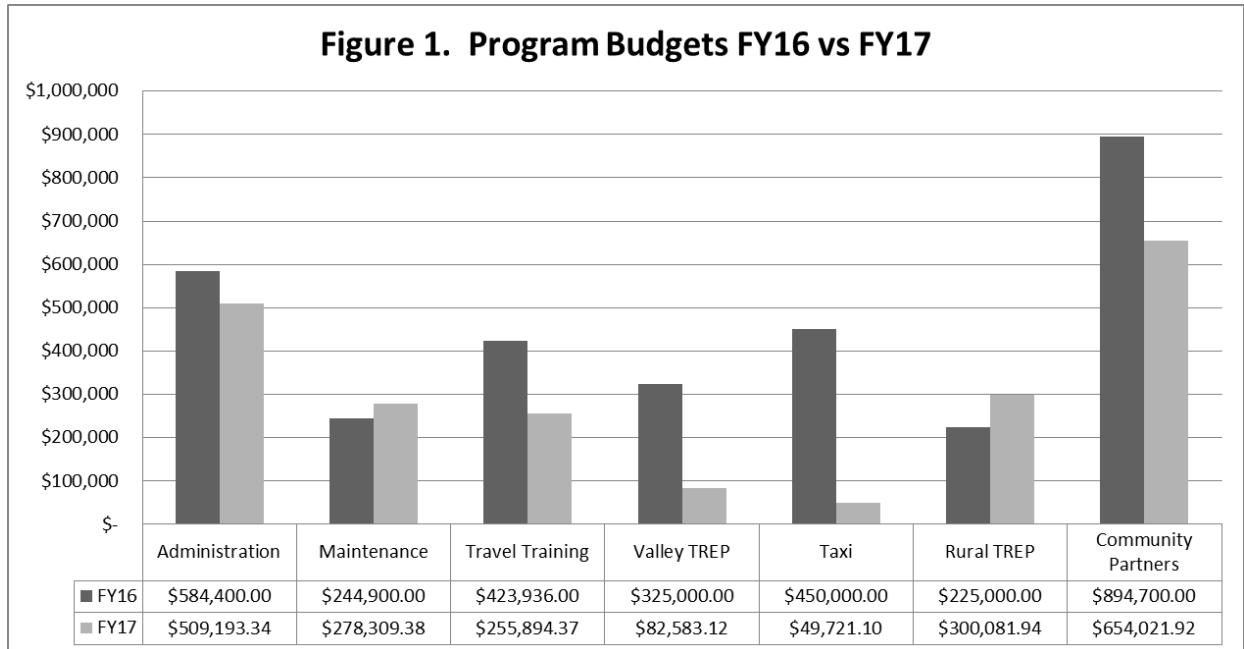


Figure 2 shows the budget savings and increases (shown as a negative number) in major categories of spending between Fiscal Year 2015/2016 and Fiscal Year 2016/2017. The largest budget savings is in the area of pass through funds, and this is largely a result of the right-sizing of the budget for anticipated consumption of services offered as discussed above. The next largest area of savings is in salaries and benefits. The Fiscal Year 2015/2016 budget assumed twelve full-time positions while the Omnitrans budget assumes eleven full-time positions, two of which are shared with Access Services. As a result, there are two fewer budgeted positions for the current fiscal year. Other reductions totaling \$112,497 are in line with anticipated savings in overhead items resulting from the consolidation of services, such as accounting and payroll services, supplies, insurance, and rent. The building and utilities category contains the 3.27% of Measure I cost allocation for these overhead costs, which for the current fiscal year is estimated at \$80,648, and is the reason for the increase in that category. Finally the large increase in printing and advertising is for Omnitrans to develop marketing materials under the new brand for the CTSA.

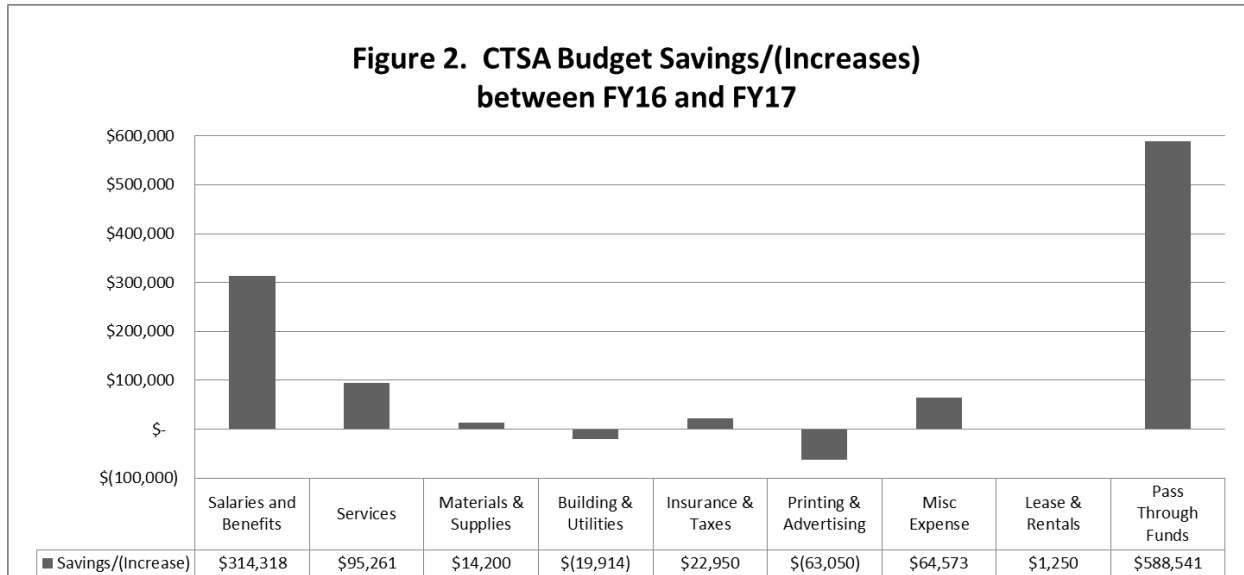
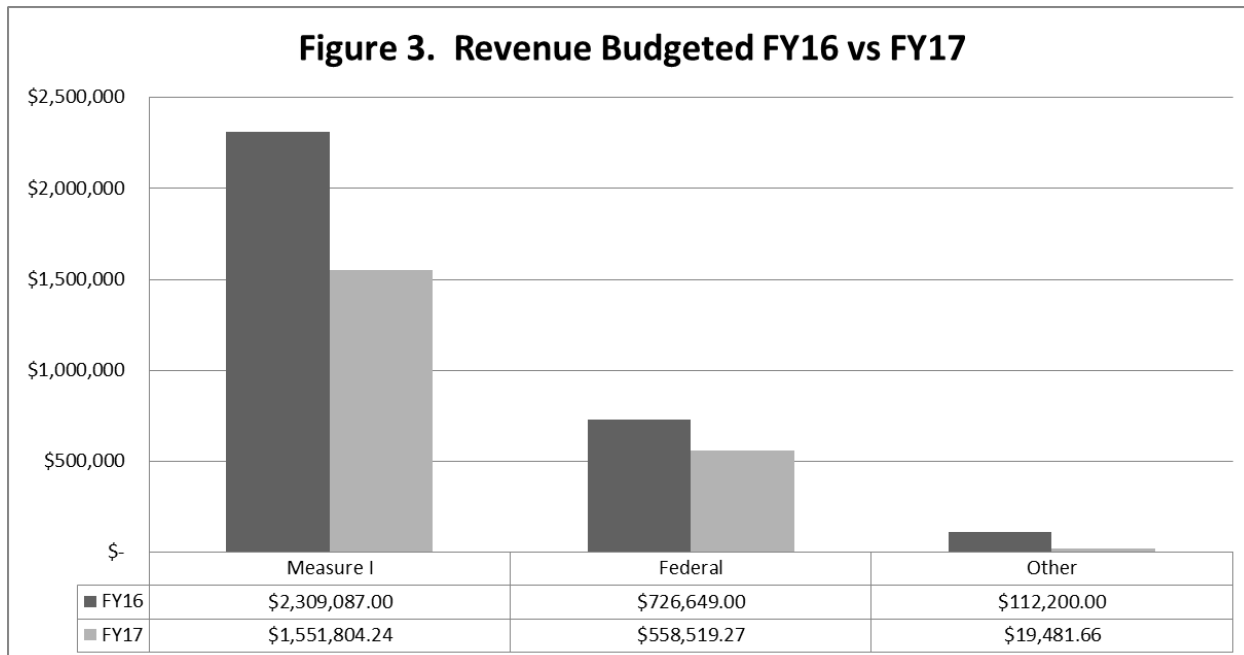


Figure 3 shows the sources of revenue funding the anticipated expenses between the two fiscal year budgets. The “Other” revenue is anticipated revenue generated by the maintenance facility. Omnitrans has decreased the projections of revenue received by \$92,000 resulting in an increased need for Measure I to maintain operations of the facility. While the \$800,000 reduction in Measure I revenue needed to cover expenses is substantial, revenue received by the maintenance facility in excess of that anticipated will further reduce the Measure I need. The reduction in federal revenue is again tied to the right-sizing of anticipated program consumption.



The SBCTA has reviewed the proposed budget and finds it to be consistent with the Five-Year Business Plan for the CTSA and reasonable in its assumptions. Additionally, Omnitrans staff is working with the Community Partners and Programs to ensure that valid performance data is being tracked and reported.

Fiscal Impact:

Approval of the Special Transit Services Fiscal Year 2016/2017 Budget increases the budget by \$483,160.17 and addresses those items not originally budgeted when presented to the VTrans Board of Directors in May 2016.

Recommendation:

That the VTrans Board of Directors approve the Omnitrans Special Transit Services Fiscal Year 2016/2017 Budget for the Consolidated Transportation Services Agency.

Attachments: Fiscal Year 2016/2017 Budget Overview
Detailed Expenditure Summary

Attachment 1 - Omnitrans Special Transit Services Fiscal Year 2016/2017 Budget Overview

<u>Program</u>	<u>Approved</u>	<u>Revised</u>	<u>Variance</u>	<u>Explanantion</u>
VTS Ops	\$ 382,200.00	\$ 509,193.34	\$ 126,993.34	Original budget did not have Sal & Ben. Also increase in discretionary spending
Maintenance Ops	\$ 111,840.00	\$ 278,309.38	\$ 166,469.38	Original budget did not have Sal & Ben
Travel Training	\$ 52,006.00	\$ 255,894.37	\$ 203,888.37	Original budget did not have Sal & Ben
Valley Trep	\$ 69,907.00	\$ 82,583.12	\$ 12,676.12	Revised mileage reimbursement
Taxi	\$ 180,341.00	\$ 49,721.10	\$ (130,619.90)	Revised taxi subsidy
TREP	\$ 250,000.00	\$ 300,081.94	\$ 50,081.94	Increased reimbursement limits to exhaust funds in FY 17
Community Partners	\$ 600,351.00	\$ 654,021.92	\$ 53,670.92	Added ISS as a partner. Not in original budget
TOTAL	\$ 1,646,645.00	\$ 2,129,805.17	\$ 483,160.17	

<u>Program</u>	<u>Budget</u>	<u>Measure</u>	<u>NF</u>	<u>JARC</u>	<u>5310</u>	<u>Other</u>	<u>Total</u>
Admin	\$ 509,193.34	\$ 509,193.34					\$ 509,193.34
Maintenance	\$ 278,309.38	\$ 258,827.72				\$ 19,481.66	\$ 278,309.38
VTREP	\$ 82,583.12	\$ 41,291.56	\$ 33,033.25	\$ 8,258.31			\$ 82,583.12
TREP	\$ 300,081.94				\$ 300,081.94		\$ 300,081.94
Comm Part	\$ 654,021.92	\$ 654,021.92					\$ 654,021.92
Travel Train	\$ 255,894.37	\$ 51,178.87	\$ 76,768.31	\$ 127,947.19			\$ 255,894.37
Taxi	\$ 49,721.10	\$ 37,290.82		\$ 12,430.27			\$ 49,721.10
Total	\$ 2,129,805.17	\$ 1,551,804.24	\$ 109,801.56	\$ 148,635.77	\$ 300,081.94	\$ 19,481.66	\$ 2,129,805.17

<u>Program</u>	<u>Budget</u>	<u>Measure</u>	<u>NF</u>	<u>JARC</u>	<u>5310</u>	<u>Other</u>	<u>Total</u>
Admin	\$ 509,193.34	100%					100%
Maintenance	\$ 278,309.38	93%				7%	100%
VTREP	\$ 82,583.12	50%	40%	10%			100%
TREP	\$ 300,081.94				100%		100%
Comm Part	\$ 654,021.92	100%					100%
Travel Train	\$ 255,894.37	20%	30%	50%			100%
Taxi	\$ 49,721.10	75%		25%			100%
Total	\$ 2,129,805.17						

Attachment 2 - Table 1 Consolidated

**OMNITRANS
3000- EXPENSE REPORT FOR SPECIALIZED TRANSPORTATION SERVICES CTSA**

GL ACCT CODE	DESCRIPTION	A FY16 VTRANS	B FY17 VTRANS (PARTIAL)	C FY 17 ANNUAL BUDGET
501130	Regular Pay - Others	749,820.00	-	455,682.90
TOTAL SALARIES		749,820.00	0.00	455,682.90
502210	PERS Employer Expense	-	-	65,340.89
502330	Life Insurance Expense	-	-	2,585.70
502350	Employers Medicare Tax Expense	-	-	7,601.44
502370	LTD CO PD Expense	-	-	5,244.72
502450	Sick Leave Expense	-	-	24,195.55
502480	Holiday Pay Expense	-	-	22,179.26
502510	Vacaton Pay Expense	-	-	20,162.96
502600	SDI Reimbursement Expense	-	-	6,290.84
502890	Jury Duty Leave Expense	-	-	2,016.30
502880	Kaiser COPD	-	-	113,482.61
TOTAL FRINGE BENEFITS		289,281.00	-	259,100.27
503080	Professional & Technical Fees	147,120.00	12,000.00	46,658.51
503110	Contract Maintenance Services	2,400.00	-	2,000.00
503990	Other Services	-	-	5,600.00
TOTAL SERVICES		149,520.00	12,000.00	54,258.51
504010	Bus & Other Rolling Stock Parts	15,200.00	41,440.00	41,000.00
504190	Computer Supplies	25,400.00	25,500.00	-
504210	Office Supplies	23,200.00	4,100.00	10,000.00
504220	Small Tools	6,000.00	3,300.00	3,800.00
504230	Clothing & Safety Supplies	3,120.00	3,000.00	4,120.00
TOTAL MATERIALS & SUPPLIES		72,920.00	77,340.00	58,720.00
505020	Utility Other than Propulsion Power	6,000.00	4,400.00	-
505030	Telephone	28,387.00	13,800.00	-
505170	R & M Software [Contracts]	-	-	12,312.00
505960	Other Occupancy Expense ¹	94,394.00	81,000.00	136,383.27
TOTAL OCCUPANCY		128,781.00	99,200.00	148,695.27
506110	Property/Official & Emp Liab Insurance	22,700.00	14,900.00	-
TOTAL CASUALTY & LIABILITY		22,700.00	14,900.00	-
507990	Other Taxes	750.00	1,000.00	500.00
TOTAL TAXES		750.00	1,000.00	500.00
509080	Advertising/Promotion Media	25,450.00	6,500.00	75,000.00
509230	Printing Charges	1,500.00	-	15,000.00
TOTAL PRINTING & ADVERTISING		26,950.00	6,500.00	90,000.00
508000	Interest Expense	300.00	-	-
509010	Memberships, Dues, Pub, Subscript	5,500.00	-	4,000.00
509020	Travel & Meetings	54,025.00	17,000.00	25,000.00
509030	Postage and Express Mail	3,062.00	5,600.00	-
509210	Employee Training	15,260.00	9,000.00	15,000.00
509250	Bank Charges	12,360.00	2,200.00	-
509990	Other Miscellaneous Expense	18,066.00	59,754.00	-
TOTAL MISCELLANEOUS EXPENSE		108,573.00	93,554.00	44,000.00
512340	Leases/Rentals - Other	1,250.00	-	-
TOTAL LEASES & RENTALS		1,250.00	0.00	0.00
513420	Deprec Exp - Office Equipment	-	7,500.00	-
TOTAL DEPRECIATION		-	7,500.00	-
564900	Capital Purch Expense - Local	3,000.00	-	-
564950	Donation to Other Agency	25,000.00	-	-
564960	Pass Through To Other Agency	1,569,391.00	1,334,651.00	1,008,850.23
TOTAL CAPITAL PURCH EXPENSE		1,597,391.00	1,334,651.00	1,008,850.23
TOTAL EXPENSES		3,147,936.00	1,646,646.00	2,129,807.17
TOTAL EXPENSES - net Depreciation		3,147,936.00	1,639,145.00	2,129,807.17

NOTES:

¹ Includes cost allocation of 3.27% of annual Measure I revenue, or \$80,648.27, for overhead expenses.

Attachment 2 - Table 2 Administration

OMNITRANS

3010- EXPENSE REPORT FOR SPECIALIZED TRANSPORTATION SERVICES Administration

GL ACCT CODE DESCRIPTION	A FY16 VTRANS	B FY17 VTRANS (PARTIAL)	C FY 17 ANNUAL BUDGET
501130 Regular Pay - Others	210,800.00		135,431.86
TOTAL SALARIES	210,800.00	-	135,431.86
502210 PERS Employer Expense			19,419.73
502330 Life Insurance Expense			716.04
502360 Employers Medicare Tax Expense			2,259.20
502370 LTD CO PD Expense			1,655.32
502450 Sick Leave Expense			7,191.07
502480 Holiday Pay Expense			6,591.82
502510 Vacation Pay Expense			5,992.56
502600 SDI Reimbursement Expense			1,869.68
502690 Jury Duty Leave Expense			599.26
502880 Kaiser COPD			28,248.05
TOTAL FRINGE BENEFITS	75,100.00	-	74,542.71
503060 Professional & Technical Fees	135,000.00	12,000.00	46,658.51
503990 Other Services			5,600.00
TOTAL SERVICES	135,000.00	12,000.00	52,258.51
504190 Computer Supplies	7,600.00	1,000.00	0.00
504210 Office Supplies	3,210.00		10,000.00
TOTAL MATERIALS & SUPPLIES	10,810.00	1,000.00	10,000.00
505030 Telephone	3,100.00		
505170 R & M Software (Contracts)			12,312.00
505210 Repairs & Maint Grounds			0.00
505230 Repairs & Maint Stops & Satations			0.00
505960 Other Occupancy Expense	46,700.00	39,200.00	80,648.27
TOTAL OCCUPANCY	49,800.00	39,200.00	92,960.27
506110 Property/Official & Emp Liab Insuranc	10,300.00	10,500.00	0.00
TOTAL CASUALTY & LIABILITY	10,300.00	10,500.00	-
507990 Other Taxes	250.00		0.00
TOTAL TAXES	250.00	-	-
509080 Advertising/Promotion Media	10,000.00		75,000.00
509230 Printing Charges			15,000.00
TOTAL PRINTING & ADVERTISING	10,000.00	-	90,000.00
508000 Interest Expense	300.00		0.00
509010 Memberships, Dues, Pub, Subscript	5,000.00		4,000.00
509020 Travel & Meetings	27,600.00		25,000.00
509030 Postage and Express Mail	440.00		0.00
509210 Employee Training	10,000.00		15,000.00
509990 Other Miscellaneous Expense	10,000.00	12,000.00	0.00
TOTAL MISCELLANEOUS EXPENSE	53,340.00	12,000.00	44,000.00
512340 Leases/Rentals - Other	1,000.00		0.00
TOTAL LEASES & RENTALS	1,000.00	-	0.00
513420 Deprec Exp - Office Equipment		7,500.00	
TOTAL DEPRECIATION	-	7,500.00	-
564900 Capital Purch Expense - Local	3,000.00		
564950 Donation to Other Agency	25,000.00		
564960 Pass Through To Other Agency		300,000.00	10,000.00
TOTAL CAPITAL PURCH EXPENSE	28,000.00	300,000.00	10,000.00
TOTAL EXPENSES	584,400.00	382,200.00	509,193.34
TOTAL EXPENSES - net Depreciation	584,400.00	374,700.00	509,193.34

Attachment 2 - Table 3 Travel Training

OMNITRANS

3020- EXPENSE REPORT FOR SPECIALIZED TRANSPORTATION SERVICES Travel Training

GL ACCT CODE	DESCRIPTION	A FY16 VTRANS	B FY17 VTRANS (PARTIAL)	C FY 17 ANNUAL BUDGET
501130	Regular Pay - Others	258,196.00		155,817.06
TOTAL SALARIES		258,196.00	-	155,817.06
502210	PERS Employer Expense			22,342.79
502330	Life Insurance Expense			914.94
502360	Employers Medicare Tax Expense			2,599.25
502370	LTD CO PD Expense			1,754.12
502450	Sick Leave Expense			8,273.47
502480	Holiday Pay Expense			7,584.02
502510	Vacation Pay Expense			6,894.56
502600	SDI Reimbursement Expense			2,151.10
502690	Jury Duty Leave Expense			689.46
502880	Kaiser COPD			45,873.62
TOTAL FRINGE BENEFITS		103,278.00	-	99,077.32
503060	Professional & Technical Fees	8,000.00		0.00
TOTAL SERVICES		8,000.00	-	0.00
504190	Computer Supplies	6,300.00	7,000.00	0.00
504210	Office Supplies	7,715.00		0.00
504230	Clothing & Safety Supplies			1,000.00
TOTAL MATERIALS & SUPPLIES		14,015.00	7,000.00	1,000.00
505030	Telephone	17,506.00	10,000.00	
TOTAL OCCUPANCY		17,506.00	10,000.00	0.00
509020	Travel & Meetings	14,465.00	12,000.00	0.00
509030	Postage and Express Mail		3,000.00	0.00
509210	Employee Training	4,260.00	5,000.00	0.00
509990	Other Miscellaneous Expense	4,216.00	15,006.00	0.00
TOTAL MISCELLANEOUS EXPENSE		22,941.00	35,006.00	0.00
TOTAL EXPENSES		423,936.00	52,006.00	255,894.37
TOTAL EXPENSES - net Depreciation		423,936.00	52,006.00	255,894.37

Attachment 2 - Table 4 Valley TREP

OMNITRANS

3030- EXPENSE REPORT FOR SPECIALIZED TRANSPORTATION SERVICES TREP

GL ACCT CODE	DESCRIPTION	A FY16 VTRANS	B FY17 VTRANS (PARTIAL)	C FY 17 ANNUAL BUDGET
501130	Regular Pay - Others	78,000.00		17,708.46
TOTAL SALARIES		78,000.00	-	17,708.46
502210	PERS Employer Expense			2,539.24
502330	Life Insurance Expense			109.40
502360	Employers Medicare Tax Expense			295.40
502370	LTD CO PD Expense			195.53
502450	Sick Leave Expense			940.27
502480	Holiday Pay Expense			861.92
502510	Vacation Pay Expense			783.56
502600	SDI Reimbursement Expense			244.47
502690	Jury Duty Leave Expense			78.36
502880	Kaiser COPD			3,826.52
TOTAL FRINGE BENEFITS		45,468.00	-	9,874.66
504210	Office Supplies	3,000.00	2,000.00	0.00
TOTAL MATERIALS & SUPPLIES		3,000.00	2,000.00	-
505030	Telephone	1,236.00		
505960	Other Occupancy Expense	2,472.00		
TOTAL OCCUPANCY		3,708.00	-	0.00
509080	Advertising/Promotion Media	2,400.00	2,000.00	0.00
TOTAL PRINTING & ADVERTISING		2,400.00	2,000.00	-
509020	Travel & Meetings	2,575.00	1,000.00	0.00
509030	Postage and Express Mail	2,472.00	1,000.00	0.00
509210	Employee Training		1,500.00	0.00
509250	Bank Charges	2,060.00	500.00	0.00
509990	Other Miscellaneous Expense		6,907.00	0.00
TOTAL MISCELLANEOUS EXPENSE		7,107.00	10,907.00	0.00
564960	Pass Through To Other Agency	185,317.00	55,000.00	55,000.00
TOTAL CAPITAL PURCH EXPENSE		185,317.00	55,000.00	55,000.00
TOTAL EXPENSES		325,000.00	69,907.00	82,583.12
TOTAL EXPENSES - net Depreciation		325,000.00	69,907.00	82,583.12

Attachment 2 - Table 5 Rural TREP

OMNITRANS

3030- EXPENSE REPORT FOR SPECIALIZED TRANSPORTATION SERVICES TREP -RURAL

GL ACCT CODE	DESCRIPTION	A FY16 VTRANS	B FY17 VTRANS (PARTIAL)	C FY 17 ANNUAL BUDGET
501130	Regular Pay - Others	46,992.00		17,708.46
TOTAL SALARIES		46,992.00	-	17,708.46
502210	PERS Employer Expense			2,539.24
502330	Life Insurance Expense			109.40
502360	Employers Medicare Tax Expense			295.40
502370	LTD CO PD Expense			195.53
502450	Sick Leave Expense			940.27
502480	Holiday Pay Expense			861.92
502510	Vacation Pay Expense			783.56
502600	SDI Reimbursement Expense			244.47
502690	Jury Duty Leave Expense			78.36
502880	Kaiser COPD			3,826.52
TOTAL FRINGE BENEFITS		-	-	9,874.66
504190	Computer Supplies		3,000.00	0.00
504210	Office Supplies	2,475.00		0.00
TOTAL MATERIALS & SUPPLIES		2,475.00	3,000.00	-
505030	Telephone	900.00		
505960	Other Occupancy Expense	1,800.00		
TOTAL OCCUPANCY		2,700.00	-	0.00
509080	Advertising/Promotion Media	2,250.00		0.00
509230	Printing Charges	1,500.00		0.00
TOTAL PRINTING & ADVERTISING		3,750.00	-	-
509020	Travel & Meetings	4,125.00	1,500.00	0.00
509030	Postage and Express Mail		1,500.00	0.00
509210	Employee Training		1,500.00	0.00
509250	Bank Charges		500.00	0.00
509990	Other Miscellaneous Expense	1,350.00	12,700.00	0.00
TOTAL MISCELLANEOUS EXPENSE		5,475.00	17,700.00	0.00
564960	Pass Through To Other Agency	163,608.00	229,300.00	272,498.82
TOTAL CAPITAL PURCH EXPENSE		163,608.00	229,300.00	272,498.82
TOTAL EXPENSES		225,000.00	250,000.00	300,081.94
TOTAL EXPENSES - net Depreciation		225,000.00	250,000.00	300,081.94

Attachment 2 - Table 6 Community Partners

OMNITRANS

3040- EXPENSE REPORT FOR SPECIALIZED TRANSPORTATION SERVICES Community Partners

GL ACCT CODE	DESCRIPTION	A FY16 VTRANS	B FY17 VTRANS (PARTIAL)	C FY 17 ANNUAL BUDGET
501130	Regular Pay - Others			9,378.10
TOTAL SALARIES		-	-	9,378.10
502210	PERS Employer Expense			1,344.74
502240	PERS Reimbursement Expense			(1.00)
502320	Health Saving Acct Expense			(1.00)
502330	Life Insurance Expense			59.67
502360	Employers Medicare Tax Expense			156.44
502370	LTD CO PD Expense			105.12
502450	Sick Leave Expense			497.95
502480	Holiday Pay Expense			456.46
502510	Vacation Pay Expense			414.96
502600	SDI Reimbursement Expense			129.47
502690	Jury Duty Leave Expense			41.50
502880	Kaiser COPD			88.12
TOTAL FRINGE BENEFITS		-		3,292.41
564960	Pass Through To Other Agency	894,700.00	600,351.00	641,351.41
TOTAL CAPITAL PURCH EXPENSE		894,700.00	600,351.00	641,351.41
TOTAL EXPENSES		894,700.00	600,351.00	654,021.92
TOTAL EXPENSES - net Depreciation		894,700.00	600,351.00	654,021.92

Attachment 2 - Table 7 Taxi

OMNITRANS

3050- EXPENSE REPORT FOR SPECIALIZED TRANSPORTATION SERVICES Taxi

GL ACCT CODE	DESCRIPTION	A FY16 VTRANS	B FY17 VTRANS (PARTIAL)	C FY 17 ANNUAL BUDGET
501130	Regular Pay - Others	59,532.00		12,514.98
TOTAL SALARIES		59,532.00	-	12,514.98
502210	PERS Employer Expense			1,794.54
502330	Life Insurance Expense			79.56
502360	Employers Medicare Tax Expense			208.77
502370	LTD CO PD Expense			141.28
502450	Sick Leave Expense			664.51
502480	Holiday Pay Expense			609.14
502510	Vacation Pay Expense			553.76
502600	SDI Reimbursement Expense			172.77
502690	Jury Duty Leave Expense			55.38
502880	Kaiser COPD			2,926.41
TOTAL FRINGE BENEFITS		29,025.00	-	7,206.12
504190	Computer Supplies	5,000.00	10,000.00	0.00
504210	Office Supplies	4,000.00	2,000.00	0.00
TOTAL MATERIALS & SUPPLIES		9,000.00	12,000.00	-
505030	Telephone	1,545.00		
505960	Other Occupancy Expense	2,472.00		
TOTAL OCCUPANCY		4,017.00	-	0.00
509080	Advertising/Promotion Media	10,300.00	4,500.00	0.00
TOTAL PRINTING & ADVERTISING		10,300.00	4,500.00	-
509020	Travel & Meetings	2,060.00	2,100.00	0.00
509210	Employee Training		1,000.00	0.00
509250	Bank Charges	10,300.00		0.00
509990	Other Miscellaneous Expense		10,741.00	0.00
TOTAL MISCELLANEOUS EXPENSE		12,360.00	13,841.00	0.00
564960	Pass Through To Other Agency	325,766.00	150,000.00	30,000.00
TOTAL CAPITAL PURCH EXPENSE		325,766.00	150,000.00	30,000.00
TOTAL EXPENSES		450,000.00	180,341.00	49,721.10
TOTAL EXPENSES - net Depreciation		450,000.00	180,341.00	49,721.10

Attachment 2 - Table 8 Maintenance Facility

OMNITRANS 3060- EXPENSE REPORT FOR SPECIALIZED TRANSPORTATION SERVICES Maintenance

GL ACCT CODE	DESCRIPTION	A FY16 VTRANS	B FY17 VTRANS (PARTIAL)	C FY 17 ANNUAL BUDGET
501130	Regular Pay - Others	96,300.00		107,124.00
TOTAL SALARIES		96,300.00	-	107,124.00
502210	PERS Employer Expense			15,360.63
502330	Life Insurance Expense			596.70
502360	Employers Medicare Tax Expense			1,786.98
502370	LTD CO PD Expense			1,197.82
502450	Sick Leave Expense			5,688.00
502480	Holiday Pay Expense			5,214.00
502510	Vacation Pay Expense			4,740.00
502600	SDI Reimbursement Expense			1,478.88
502690	Jury Duty Leave Expense			474.00
502880	Kaiser COPD			28,693.37
TOTAL FRINGE BENEFITS		35,410.00	-	65,230.38
503060	Professional & Technical Fees	4,120.00		0.00
503110	Contract Maintenance Services	2,400.00		2,000.00
TOTAL SERVICES		6,520.00	-	2,000.00
504010	Bus & Other Rolling Stock Parts	15,200.00	41,440.00	41,000.00
504190	Computer Supplies	6,500.00	4,500.00	0.00
504210	Office Supplies	2,800.00	100.00	0.00
504220	Small Tools	6,000.00	3,300.00	3,800.00
504230	Clothing & Safety Supplies	3,120.00	3,000.00	3,120.00
TOTAL MATERIALS & SUPPLIES		33,620.00	52,340.00	47,720.00
505020	Utility Other than Propulsion Power	6,000.00	4,400.00	
505030	Telephone	4,100.00	3,800.00	
505960	Other Occupancy Expense	40,950.00	41,800.00	55,735.00
TOTAL OCCUPANCY		51,050.00	50,000.00	55,735.00
506110	Property/Official & Emp Liab Insuranc	12,400.00	4,400.00	0.00
TOTAL CASUALTY & LIABILITY		12,400.00	4,400.00	-
507990	Other Taxes	500.00	1,000.00	500.00
TOTAL TAXES		500.00	1,000.00	500.00
509080	Advertising/Promotion Media	500.00		0.00
TOTAL PRINTING & ADVERTISING		500.00	-	-
508000	Interest Expense			0.00
509010	Memberships, Dues, Pub, Subscript	500.00		0.00
509020	Travel & Meetings	3,200.00	400.00	0.00
509030	Postage and Express Mail	150.00	100.00	0.00
509210	Employee Training	1,000.00		0.00
509250	Bank Charges		1,200.00	0.00
509990	Other Miscellaneous Expense	2,500.00	2,400.00	0.00
TOTAL MISCELLANEOUS EXPENSE		7,350.00	4,100.00	0.00
512340	Leases/Rentals - Other	250.00		0.00
TOTAL LEASES & RENTALS		250.00	-	0.00
TOTAL EXPENSES		244,900.00	111,840.00	278,309.38
TOTAL EXPENSES - net Depreciation		244,900.00	111,840.00	278,309.38

DATE: February 3, 2017
TO: Valley Transportation Services Board of Directors
FROM: Jennifer Gore, Legal Counsel
RE: Status of Transition of CTSA Activities and Options for VTrans

Discussion:

As the Board knows, on November 4, 2015, the San Bernardino County Transportation Authority (SBCTA) Board of Directors appointed Omnitrans as a Consolidated Transportation Services Agency (“CTSA”) for the San Bernardino Valley and directed that the ongoing CTSA operations of VTrans be transitioned to Omnitrans. Since that time, Omnitrans and VTrans staff have been working together, in cooperation with SBCTA to implement an orderly transition of VTrans’ current functions in the Valley area to Omnitrans without a disruption of services to the CTSA’s community service partners and consumers.

To accomplish this transition, on March 16, 2016, the VTrans Board approved an Administrative Agent (“AA”) Agreement. This AA Agreement documented that, Omnitrans would provide VTrans with a CEO, as well as all the necessary administrative services to continue operating VTrans’ programs until each program could be transitioned to Omnitrans in an orderly manner, and allows VTrans to reimburse Omnitrans for such services to the extent they are eligible for reimbursement with Measure I funds.

This AA Agreement was particularly important to the continuation of the Rural Transportation Reimbursement Escort (“Rural TREP”) Program. As the Board may recall, Caltrans had awarded VTrans \$300,000 to operate the Rural TREP Program, prior to the November 4, 2015, action of SBCTA, but Caltrans’ would not allow for the transfer of the Rural TREP Program grant to Omnitrans. The AA Agreement allows for Omnitrans to continue to provide administrative services to operate the Rural TREP Program on behalf of VTrans, until those funds are exhausted.

CTSA Activities and Obligations Transitioned to Omnitrans To-Date or Terminated

While VTrans continues to operate the Rural TREP Program, with administrative assistance from Omnitrans, nearly all of VTrans' other CTSA functions have been transferred to Omnitrans. Many of VTrans former staff members were offered employment with Omnitrans and have continued to assist in the operation of the CTSA programs including Travel Training, the Taxi Voucher Program, and the Valley TREP Program (separate from the Rural TREP Program). Omnitrans has also entered into its own agreement with Paratransit, Inc., for its own license for the software needed to operate these programs.

VTrans has also continued to provide fleet maintenance services to several of the CTSA's community partners. But Omnitrans is in the process of entering into its own lease for the maintenance facility, which will allow for the termination of VTrans' lease.

As the Board knows, staff successfully negotiated the early termination of VTrans' lease for its main office in Upland in 2016.

VTrans has also successfully assigned many of its funding agreements with the community partners to Omnitrans, including the funding agreements with:

- Pomona Valley Workshop
- Central City Lutheran Mission
- Community Senior Services
- OPARC
- Inland Empire 211
- Industrial Support Services (pending receipt of signed agreement)
- City of Redlands
- City of Grand Terrace (pending receipt of signed agreement)
- Ontario-Montclair YMCA
- Rancho Cucamonga-Fontana YMCA

In addition, staff has transferred the buses previously owned by VTrans to ISS and the City of Grand Terrace for the continued operation of their programs, per the direction of the VTrans' Board.

VTrans Activities and Obligations Still to be Transitioned or Terminated

In addition, staff has directed legal counsel to terminate VTrans' 457 plan, and to complete the steps to terminate VTrans' 403(b) plan, now that all staff have been transitioned to VTrans. Staff anticipates that it will be able to report on February 3rd that the 457 plan has been terminated.

Options for Winding Down or Transitioning VTrans

One issue that has arisen during the transition period is whether or not VTrans and its non-profit status should be formally dissolved once the Rural TREP Program funding is fully exhausted, or if it should be wound-down to the extent possible, but transitioned to serve as a non-profit arm of Omnitrans' CTSA functions to continue to take advantage of any flexibility provided as a result of its non-profit status.

The continued operation of the non-profit would allow the CTSAs to continue providing vehicle inspection services to the Inland Regional Center (which has, preliminarily, suggested that it is unable to contract with Omnitrans for the vehicle inspection services). Operating certain pieces of the CTSA through the non-profit might also provide Omnitrans some protection from liability for certain activities. In addition, the continued operation of the non-profit could allow the CTSA to provide functions outside of the San Bernardino Valley, should non-Measure I funding for such programs become available.

At this time, staff is not asking for the Board to make a decision regarding whether to completely dissolve VTrans. This item is just meant to frame the issue for further discussion, and to give the Board a preview of various decisions the Board will be required to make to dissolve or transition VTrans.

Steps Required to Formally Dissolve

Following the exhaustion of all Rural TREP Program funds and the transfer or termination of all remaining VTrans obligations, VTrans could be formally dissolved. To do so, the VTrans Board would be required to take the following steps:

Step 1. Vote to Dissolve the Corporation

Step 2. Obtain a Dissolution Waiver from the Attorney General's office waiving any objections to the non-profit's plan for distributing the assets of the corporation. This requires submitting a letter to the Attorney General's office with the following information:

- a. Letter signed by the non-profit corporation's attorney or a director detailing who will receive the corporation's remaining assets. This must reflect that the assets are being distributed in accordance with the Articles/Bylaws, and that the recipient of the assets has the same tax exempt status as the dissolving non-profit.
- b. A signed copy of the Certificate of Dissolution to be filed with the Secretary of State.
- c. A financial statement showing receipts and disbursements, and a balance sheet for the three prior accounting periods, as well as the current, incomplete accounting period.
- d. A copy of the endorsed Articles of Incorporation, and any amendments.

Step 3. Submit the Dissolution Packet to the Secretary of State. This packet will include the Certificate of Dissolution and the Attorney General's letter approving the disposition of the assets.

Step 4. Submit Final Dissolution Notice to the Attorney General's Office. This will include the Certificate of Dissolution, endorsed by the Secretary of State, and a financial report showing all assets were distributed properly, resulting in a zero balance.

Steps Required to Transition the Non-Profit

If Omnitrans were to determine that there was a benefit to having a non-profit division to its CTSA operation, the VTrans Board could consider maintaining VTrans' non-profit status in some capacity.

Currently, VTrans' Bylaws provide that its Board is composed of members appointed by SBCTA, the County, and Omnitrans, and require SBCTA's approval to make any modification VTrans' Bylaws.

If it is determined that there is some value in maintaining the non-profit status of VTrans, the VTrans Board could make various revisions to its Bylaws, with the approval of SBCTA, including:

- (1) reduce VTrans' administrative obligations (e.g., reducing the number of meetings to the minimum required per year, etc.); and/or
- (2) modify the composition of the Board to include all members of Omnitrans and remove the County and SBCTA's ability to appoint members; and/or
- (3) change the name of the organization.

If the VTrans Board and/or SBCTA did not want to change the composition of the Board to mirror the Omnitrans Board, it would be necessary to have each agency continue to appoint Board members.

The current term for each Board Member ends:

Ed Graham	December 2017
Penny Lilburn	December 2017
John Roberts	December 2017
Sam Spagnolo	December 2017 (pending Omnitrans Board approval on 2/1/17)
Alan Wapner	December 2017

As the Board knows, Director Hansberger resigned from the Board in 2016, and the term of Director Amsler ended in 2016. The County is aware that its seats on the Board are vacant, but has not yet taken steps to appoint new Board members. This means that it is even more important for the remaining Board members to attend meetings to handle the winding down of VTrans' activities.

Fiscal Impact:

None

Recommendations:

None

Attachments:

None