



ADMINISTRATIVE AND FINANCE COMMITTEE

THURSDAY, JANUARY 16, 2020– 8:00 A.M.

OMNITRANS METRO FACILITY

1700 WEST 5TH STREET

SAN BERNARDINO, CA 92411

The meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or Limited English Proficiency services are needed in order to participate in the public meeting, requests should be made through the Recording Secretary at least three (3) business days prior to the Committee Meeting. The Recording Secretary's telephone number is 909-379-7110 (voice) or 909-384-9351 (TTY), located at 1700 West Fifth Street, San Bernardino, California. 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

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

CITY OF ONTARIO, 303 EAST B STREET, ONTARIO, CA 91764

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

1. Pledge of Allegiance
2. Roll Call

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Committee Meeting: Thursday, February 13, 2020, 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 Administrative & Finance Committee, comments on items not on the agenda and on items on the agenda are to be limited to a total of three (3) minutes per individual.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

Disclosure – Note agenda items 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 in the appropriate item.

E. DISCUSSION ITEMS

- | | |
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| 1. Approve Administrative & Finance Committee Minutes – November 14, 2019 | 4 |
| 2. Receive and Forward to the Board of Directors, Consolidation Study Monthly Update – <i>Jeremiah Bryant</i> | 9 |
| 3. Recommend the Board of Directors Authorize the Interim CEO/General Manager to Award Contract HRS20-24 for the Provision of Strategic Planning Consulting Services – <i>Art Torres</i> | 12 |

F. ADJOURNMENT

ITEM # D1

DATE: January 16, 2020

TO: Committee Chair Spagnolo and
Members of the Administrative & Finance Committee

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Art Torres, Director of Procurement

**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 Administrative & Finance Committee Meeting scheduled January 16, 2020.

Item	Contract	Principals & Agents	Subcontractors
#E3	Authorize Award Contract HRS20-24 Strategic Planning Consulting Services	<i>MIG, Inc. Berkeley, CA Esmeralda Garcia Principal</i>	<i>Anrab Associates, Inc. Sacramento, CA</i>

ER:AT

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
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ITEM # E1

**ADMINISTRATIVE & FINANCE COMMITTEE
MINUTES, NOVEMBER 14, 2019**

A. CALL TO ORDER

Committee Chair Sam Spagnolo called the regular meeting of the Administrative and Finance Committee to order at 8:00 a.m., Thursday, November 14, 2019.

1. Pledge of Allegiance
2. Roll Call

COMMITTEE MEMBERS PRESENT

Council Member Sam Spagnolo, City of Rancho Cucamonga – Committee Chair
Pro Tem David Avila, City of Yucaipa
Council Member Ron Dailey, City of Loma Linda
Mayor John Dutrey, City of Montclair
Supervisor Curt Hagman, County of San Bernardino
Council Member John Roberts, City of Fontana
Council Member Alan Wapner, City of Ontario

OTHERS IN ATTENDANCE

Carrie Schindler – Director of Transit & Rail, SBCTA

OMNITRANS ADMINISTRATIVE STAFF PRESENT

Erin Rogers, Interim CEO/General Manager
Trischelle Baysden, Director of Rail
Shawn Brophy, Director of Operations
Jeremiah Bryant, Director of Strategic Development
Alex Chen, Interim Director of Information Technology
Aaron Moore, Director Special Transportation Services
Suzanne Pfeiffer, Director of Human Resources
Art Torres, Director of Procurement
Don Walker, Director of Finance
Victor Cuate, Business Intelligence Analyst
Oscar Tostado, Maintenance Manager

LEGAL COUNSEL

Steve DeBaun, Legal Counsel

B. ANNOUNCEMENTS/PRESENTATIONS

The next Committee Meeting is scheduled Thursday, December 12, 2019, at 8:00 a.m.

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 Administrative & Finance Committee Minutes – October 10, 2019

M/S (Dutrey/Hagman) that approved Administrative & Finance Committee Minutes October 10, 2019. The Motion was passed unanimously by Members present.

2. Adopt Proposed Calendar Year 2020 Committee Meeting Schedule

January 16, 2020*
February 13, 2020
March 12, 2020
April 9, 2020
May 14, 2020
June 11, 2020
July – Dark**
August 13, 2020
September 10, 2020
October 15, 2020*
November 12, 2020
December 10, 2020

M/S (Dutrey/Hagman) that adopted the proposed Administrative & Finance Committee Meeting Schedule for 2020. The schedule is the same as the current 2019 schedule, which is 8:00 a.m., the second Thursday, except on the dates noted, which will be held on the third Thursday. The Motion was passed unanimously by Members present.

Chair Spagnolo announced that item #E6 would be moved up on the agenda.

6. Receive and Forward to the Board of Directors, Redlands Passenger Rail Project – Proposed Change of Arrow Operator from Omnitrans to the Southern California Regional Rail Authority

Director of Rail, Trischelle Baysden provided a brief background on this item as detailed in the staff report.

Member Dailey expressed some concern regarding the communication channels between the Omnitrans and SBCTA Boards. He also asked why Omnitrans would still be considered the grant recipient for the project if it would no longer be operated by the Agency. Ms. Rogers explained that the grant was initially awarded under this structure by the Federal Transit Administration (FTA), therefore Omnitrans is still considered the direct grantee and SBCTA, the sub-recipient.

Member Dailey also asked if the plan to transfer the project from Omnitrans to SCRRA was official. Ms. Rogers responded that the SBCTA Board has not taken formal action, however staff is evaluating the potential effects of the transition.

Member Dailey asked if the economies of scale and comparing levels of efficiency determined whether the project is operated by Omnitrans or SCRRA. Carrie Schindler, Director of Transit & Rail, SBCTA explained that SCRRA is considering operating Diesel Multiple Units (DMUs) to provide service on other lines in the Metrolink system and the economy of scale in their evaluation of the transition. She referred to the questions regarding the grant management and stated that Omnitrans and SBCTA have a long-standing partnership with the administration of grants that are handled similarly.

Member Hagman stated that he understood the logic behind the proposed transition, however noted that any changes to this project should be approved by both the Omnitrans and SBCTA Boards. He also did not like the idea of changing an agreement mid-point.

Vice Chairman Dutrey noted the importance of good communication between Omnitrans and SBCTA and working collaboratively to ultimately determine the most cost-efficient way to provide the service. He asked if Omnitrans and SBCTA would be negotiating the SBTC maintenance costs. Ms. Rogers responded that it is a unique situation because of the facilities that are in place, however Omnitrans would conduct an analysis to ensure proper billing.

Vice Chairman Dutrey asked if the Omnitrans Rail department employees would have guaranteed employment with SCRRA once the department is eliminated. Ms. Rogers responded that the matter is being discussed internally with the employees; however, is not prepared to bring those discussions before the Committee at this time.

Ms. Schindler noted that SCRRA intends to offer positions to those employees within their Agency. She referred to the SBTC maintenance and stated that currently SBCTA, Omnitrans and SCRRA share the cost.

3. Receive and Forward to the Board of Directors, Agency Management Report – Fiscal Year 2020 First Quarter Report

Maurice Mansion provided a brief background on this item as detailed in the staff report.

The Members expressed their appreciation for the staff's hard work and commended them for a job well done on this report.

The Committee received and filed this item.

4. Receive and Forward to the Board of Directors, Management Plan Strategic Initiatives and Key Performance Indicators

Interim CEO/General Manager, Erin Rogers provided a brief background on this item as detailed in the staff report.

The Committee received and forwarded this item to the Board.

5. Receive and Forward to the Board of Directors, Annual Internal Audit Workplan and Schedule FY2020.

Director of Strategic Development, Jeremiah Bryant provided a brief background on this item as detailed in the staff report.

Member Wapner stated that although he appreciates staffs attempt to reduce costs by not having an Internal Auditor position, he has not seen this model used before. He mentioned the potential awkwardness of one department overseeing another. Member Wapner also pointed out that Internal Auditor is an occupation, which requires specialized training in that field. He recommended that the Internal Audit position be revisited, whether it be a consultant or an employee. Vice Chairman Dutrey agreed.

Ms. Rogers responded that with the departure of the previous Internal Auditor, it became evident that some of the functions being performed were not effective. She stated that this process was implemented with the development of the new Strategic Development Department in an effort to continue the auditing functions. She stated that this process is a transitional approach as staff evaluates what the needs are. Ms. Rogers stated that a hiring a bench of consultants for those higher risk areas has been discussed and noted that a structure would be in place moving forward.

F. ADJOURNMENT

The Administrative and Finance Committee meeting adjourned at 9:02 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, November 14, 2019, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

Araceli Barajas, Sr. Executive Asst. to the CEO
Clerk of the Board

ITEM # E2

DATE: January 16, 2020

TO: Committee Chair Sam Spagnolo and
Members of the Administrative & Finance Committee

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Jeremiah Bryant, Director of Strategic Development

SUBJECT: CONSOLIDATION STUDY MONTHLY UPDATE

FORM MOTION

Receive and forward to the Board of Directors this monthly staff update on the Consolidation Study.

This item was reviewed by the Executive Committee at its January 10, 2020 meeting and Committee Members asked the Board of Directors reconvene the Ad Hoc Committee to review the project milestones.

BACKGROUND

As detailed at the November 2019 Omnitrans Board of Director's Meeting, the San Bernardino County Transportation Authority (SBCTA) awarded a contract to WSP USA, Inc. to complete the SBCTA and Omnitrans Consolidation Study and Innovative Transit Review of the Metro-Valley. The study is currently anticipated to take nine months following the formal kickoff meeting scheduled for January 7, 2020.

Omnitrans staff intends to provide a high-level monthly status report to the Executive Committee and Board of Directors on the progress of this study, beginning with this update.

In December 2019, the SBCTA Board of Directors approved the creation of a new position: Director of Special Projects and Strategic Initiatives. This Director has been tasked with leading the Consolidation Study among other duties.

While this study will require broad organizational involvement at Omnitrans, the core team will be led by Director of Strategic Development Jeremiah Bryant with Operations Director Shawn Brophy and Finance Director Don Walker supporting the effort.

In addition to agency staff, the study has a technical advisory committee comprised of two groups: 1) other San Bernardino County transit operator CEOs and 2) city managers that volunteered to participate including representatives from Ontario, Rancho Cucamonga, Yucaipa and Yucca Valley. Omnitrans is also recommending that the joint Omnitrans/SBCTA Ad Hoc Committee that served to review Agency Finances and recommend a service reduction and financial sustainability strategy also be included in the review process.

An introductory meeting was held on December 17, 2019 to discuss scope, schedule and communication protocol. The primary outcome of this meeting was the initiation of Omnitrans' first task of the study: review and subsequent completion of a Consolidation Questionnaire. Omnitrans completed the review and is now working on completing the questionnaire. The questionnaire is due to be submitted by January 14, 2020.

The formal kick off meeting with SBCTA, Omnitrans and WSP consultant staff was held on January 7, 2020. The project's major milestones are detailed in Attachment A.

CONCLUSION

This staff report, and subsequent Consolidation Study updates, is designed to provide open and transparent information on the study as it progresses.

ER:JB

Attachment A: SBCTA/Omnitrans Consolidation Study Major Milestones

SBCTA/Omnitrans Consolidation Study

Major Milestones

The Consolidation Study kickoff meeting including SBCTA Omnitrans, and WSP staff was held on January 7, 2020. A detailed project schedule was provided. The study was initiated on December 6, 2019 and is estimated to be completed in November 2020. Major Milestones are defined as presentations to Board Committee or Board of Directors and are shown in the table below.

Tasks	Milestone Presentation	Committees	Board of Directors
1.1 to 1.3	Performance Review Report Presentation: Efficiency Opportunities Update, Consolidation Pros and Cons	March 2020	April 2020
1.4	Financial Impacts of Consolidation Report Presentation	May 2020	June 2020
2.1	Consolidation Finding Report Presentation: Document Review, Gap Analysis, and Peer Review	June 2020	July 2020
2.2 to 2.3	Final Consolidation Report Presentation and Implementation Plan (Optional)	October 2020	November 2020
3.1 to 3.3	Innovative Transit Review Report Presentation	October 2020	November 2020

ITEM # E3

DATE: January 16, 2020

TO: Committee Chair Sam Spagnolo and
Members of the Administrative & Finance Committee

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE AWARD – HRS20-24
STRATEGIC PLANNING CONSULTING SERVICES**

FORM MOTION

Recommend that the Board of Directors authorize the Interim CEO/General Manager to award Contract HRS20-24 to MIG, Inc. of Berkeley, CA for the provision of Strategic Planning Consulting Services for a one (1) year base period beginning February 5, 2020 and ending February 4, 2021 in the amount of \$235,655 with the authority to exercise three (3) single option years extending the contract to no later than February 4, 2024 in the amount of \$28,830, plus a ten percent contingency of \$26,449 for a total not-to-exceed amount of \$290,934, should all options be exercised.

This item was reviewed by the Executive Committee at its January 10, 2020 meeting and recommended to the Board of Directors for approval.

BACKGROUND

Omnitrans' current Strategic Plan covers Fiscal Years 2017-2020. The development of a new Strategic Plan for Fiscal Years 2021-2025 will allow the Agency to enhance its long-term position by reaffirming, revising or recreating the Agency's mission statement, values and goals. Additionally, the new Strategic Plan will include actionable projects with visible milestones and performance metrics that can be clearly measured to ensure a high-performing agency into the future.

The Strategic Plan is designed to create the highest-level business plan for the Agency by setting core Agency-wide goals. The Strategic Plan is the guiding document for the Annual Management Plan presented to the Board each year in May and it will be completed at the same time as the staff-lead Short-Range Transit Plan, which defines the changes to the Agency's transit services and ultimately guides the Annual Service Plan.

On September 4, 2019, Omnitrans' Board of Directors authorized the release of Request for Proposals RFP-HRS20-24. Notices were published in two (2) newspapers of general circulation and posted on Omnitrans' online bidding system.

Five (5) proposals were received by the October 15, 2019 deadline and all were deemed responsive and evaluated in accordance with the selection criteria included in the RFP. Scores related to pricing were then added to the technical scores.

Criteria	Possible Points	MIG, Inc. of Berkeley, CA	TransPro Consulting, LLC of Spring Hills, FL	Insight Strategies, Inc. of Torrance, CA	Pivotal Resources of Walnut Creek, CA	Stantec Consulting Services, Inc. of Los Angeles, CA
Qualifications/Experience	30	27.00	25.00	25.50	20.00	21.00
Quality of Work	20	17.33	16.67	14.00	14.67	14.00
Experience	30	26.00	24.00	24.00	18.00	19.00
Technical Total	80	70.33	65.67	63.50	52.67	54.00
Cost/Price	20	18.49	19.57	20.00	19.43	16.91
Final Score	100	88.82	85.24	83.50	72.10	70.91

The three (3) firms with the highest technical scores were interviewed by the evaluation committee and requested to submit Best and Final Offers (BAFO's). All firms held their pricing.

Criteria	Possible Points	MIG, Inc. of Berkeley, CA	TransPro Consulting, LLC of Spring Hills, FL	Insight Strategies, Inc. of Torrance, CA
Technical Score	80	70.33	68.35	63.50
BAFO Pricing Score	20	18.49	19.57	20.00
Final Score	100	88.82	85.24	83.50
Final BAFO Pricing		\$264,485	\$225,400	\$220,520

MIG scored the highest technically and provided the best overall value. The firm brings over 35 years of experience in engaging organizations and communities in Southern California and nationwide. MIG offers extensive expertise in working with transportation agencies on similar efforts such as a long-range vision for Amador Valley Transportation Authority, and strategic plans for the Antelope Valley Transit Authority, Orange County Transportation Authority and Montebello Bus Line. Additionally, the firm has experience working with Omnitrans on the E-Street Bus Rapid Transit project and the West Valley Connector Corridor study.

MIG stood out for the depth and experience of the proposed project team and the overall project approach. The project approach focused not only on the technical aspects of Strategic Planning but also included a detailed yet concise plan to engage stakeholders and later communicate the outcomes across the full spectrum of stakeholders including customers, employees, and Board Members using a wide array of communication methods. The depth of the communication plan will help to ensure that the Strategic Plan is a useful and actionable plan to lead and set the direction of the Agency moving forward.

The firm's proposal demonstrates a comprehensive understanding of Omnitrans' requirements. MIG's workplan includes a four-phased approach that will provide multiple opportunities for staff and stakeholder engagement. The first phase is an environmental scan that will integrate findings from research on internal and external trends and issues. Phase two will define the structure and elements of the vision, mission, outcomes, goals, objectives, strategies, performance indicators and external factors. The third phase is the development of the strategic plan and the final phase is implementation.

Based on the evaluation of the written proposals, the firms' qualifications, and experience, award is recommended to the highest-ranking firm, MIG. The price is deemed fair and reasonable based on competition.

The Evaluation Committee's recommendation for this item was audited by a designated reviewer. This procurement meets the requirements of Omnitrans' Procurement Policies and Procedures.

FUNDING SOURCE

The cost associated with this procurement is budgeted in the Executive Office Department's Operating Budgets as follows:

Department	1300
Expenditure Code	503990

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

CONCLUSION

By proceeding with this award, Omnitrans will have the ability to proceed with developing a Strategic Plan that sets the direction of the Agency moving forward.

ER:AT:KT