



**BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, APRIL 3, 2019 – 8:00 A.M.**  
**OMNITRANS METRO FACILITY**  
**1700 WEST 5<sup>TH</sup> 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](mailto:BoardSecretary@omnitrans.org).

**A. CALL TO ORDER**

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

**B. ANNOUNCEMENTS/PRESENTATIONS**

1. Next Board Meeting: Wednesday, May 1, 2019 – 7:30 a.m.

**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 #E3, Action on Consent Calendar.

1. Approve Board Minutes – March 6, 2019 5
2. Authorize Assignment – Contract HRS16-31, Occupational Health Services – *Eugenia Pinheiro* 11
3. 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 – *P. Scott Graham* 12



**BOARD OF DIRECTORS MEETING**  
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<b>F. DISCUSSION ITEMS CONTINUED</b>	14
2. Approve the New Positions of Director of Strategic Development and Business Intelligence Analyst and to Update Policy 402 to Include these Positions – <i>Suzanne Pfeiffer</i>	
3. Authorize Award – Contract HRS18-68, Generator Project – San Bernardino Transit Center – <i>Eugenia Pinheiro</i>	23
4. Authorize Award – Contract MNT19-74, Parking Lot Sweeping - <i>Eugenia Pinheiro</i>	25
<b>G. PUBLIC HEARING</b>	
There is no Public Hearing Scheduled	
<b>H. BOARD BUSINESS</b>	
<b>Closed Session</b>	
1. Conference with Labor Negotiator Ron Dailey concerning labor negotiations with Chief Executive Officer/General Manager pursuant to Government Code Section 54957.6 - <i>Haviva Shane</i>	
<b>Open Session</b>	
1. Approve the Amended and Restated Employment Agreement for P. Scott Graham, Chief Executive Officer/General Manager, effective February 5, 2019 – <i>Haviva Shane</i>	27
<b>I. REMARKS AND ANNOUNCEMENTS</b>	
<b>J. ADJOURNMENT</b>	



1700 W. Fifth St.  
 San Bernardino, CA 92411  
 909-379-7100  
 www.omnitrans.org

ITEM #         D1        

**DATE:** April 3, 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 April 3, 2019.

<b>Item</b>	<b>Contract</b>	<b>Principals &amp; Agents</b>	<b>Subcontractors</b>
#E2	Authorize Assignment Contract HRS16-31 Occupational Health Services	<i>Occupational Health Centers of California, A Medical Corporation dba Concentra Medical Centers Joseph T. Mallas, President/Chief Operating Officer</i>	N/A
#F3	Authorize Award Contract HRS18-68 Generator Project – San Bernardino Transit Center	<i>BWW &amp; Company, Inc. Bobby Wilson, Owner</i>	<i>Chris Green Electrical Victorville, CA  Bithell, Inc. Covina, CA  Bay City Electric Works Poway, CA  Pacific Heritage, Inc. Redland, CA</i>
#F4	Authorize Award Contract MNT19-74 Parking Lot Sweeping	<i>Super Sweepers, Inc. Timothy Morrison, President</i>	N/A

PSG:EFPP



## 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: \_\_\_\_\_

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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

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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 MARCH 6, 2019**

**A. CALL TO ORDER**

Chairman Ron Dailey called the regular meeting of the Omnitrans Board of Directors to order at 8:05 a.m., Wednesday, March 6, 2019, 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  
Mayor Pro Tem David Avila, City of Yucaipa – Vice Chairman  
Mayor Penny Lilburn, City of Highland  
Council Member Trisha Martinez, City of Montclair – Alternate  
Mayor Cynthia Moran, City of Chino Hills  
Mayor Darcy McNaboe, City of Grand Terrace  
Mayor Frank Navarro, City of Colton  
Mayor Pro Tem John Roberts, City of Fontana  
Mayor Deborah Robertson, City of Rialto  
Council Member Sam Spagnolo, City of Rancho Cucamonga  
Mayor Debbie Stone, City of Upland  
Mayor Eunice Ulloa, City of Chino  
Mayor John Valdivia, City of San Bernardino  
Council Member Alan Wapner, City of Ontario

**BOARD MEMBERS NOT PRESENT**

Mayor Paul Foster, City of Redlands  
Supervisor Josie Gonzales, County of San Bernardino  
Supervisor Curt Hagman, County of San Bernardino  
Supervisor Dawn Rowe, County of San Bernardino  
Supervisor Janice Rutherford, County of San Bernardino

**OMNITRANS' ADMINISTRATIVE STAFF PRESENT**

P. Scott Graham, CEO/General Manager  
Erin Rogers, Deputy General Manager  
Shawn Brophy, Director of Operations

Jacob Harms, Director of Information Technology  
Suzanne Pfeiffer, Director of Human Resources  
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  
Melissa Castillo, Customer Service Manager  
Barbara Erwin, Safety & Regulatory Compliance Manager  
Adrienne Fernandez, Executive Staff Assistant  
Zachary Foy, Scheduling Analyst  
Regina Gonzales, Human Resource Assistant  
Anna Jaiswal, Development Planning Manager  
Ray Maldonado, Employee Relations Manager  
Maurice Mansion, Treasury Manager  
Harry Morck, Network Administrator  
Nicole Ramos, Marketing Manager  
Krystal Turner, Contracts Administrator

**LEGAL COUNSEL**

Haviva Shane, Legal Counsel

**B. ANNOUNCEMENTS/PRESENTATIONS**

1. Next Board Meeting: Wednesday, April 3, 2019, 8:00 a.m.  
Omnitrans Metro Facility Board Room

Chairman Dailey, CEO/General Manager P. Scott Graham, and Director of Operations Shawn Brophy presented One-Million and Two-Million Mile Awards to the following recipients:

**One Million Mile Award:**

John Harrison  
Peter Kerr  
Albert Meraz

Enrique Lipp  
Samehesha Love  
Karen Ramnarain

**Two-Million Mile Award:**

Arturo Suarez

Mike Tarifi

**C. COMMUNICATIONS FROM THE PUBLIC**

Dewey Kelleygray, resident of the City of Grand Terrace, stated that the quality of service on the Access Program has continued to decline since she commented at last month's meeting. She stated that some of her pickups have been excessively late and also mentioned some issues with regards to the reservation process. She concluded her comments by stressing the importance of receiving reliable transportation services and urged the Board to assist in this matter. Member Dailey informed Ms. Kelleygray that some data had been provided regarding

her trip history and the on-time performance did not seem to be low, however staff would continue to research the issues raised and follow-up with her.

Mesha Washington, resident of the City of Redlands and a student at San Bernardino Valley College expressed concern regarding the poor service she received from a specific driver on the Access Program. She stated that the driver refused to assist her with boarding and deboarding the van. On a different occasion, the same driver refused to adjust the temperature in the vehicle after being asked by Ms. Washington. Lastly, she stated that she has spoken to several staff members and has not received a response. Chairman Dailey stated that staff took note of the issues mentioned and someone would follow-up with her.

#### **D. POSSIBLE CONFLICT OF INTEREST ISSUES**

There were no Conflict of Interest Issues.

#### **E. CONSENT CALENDAR**

1. Approve Board Minutes – February 6, 2019
2. Receive and File Executive Committee Minutes – January 11, 2019
3. Receive and File Administrative & Finance Committee Minutes – November 15, 2018
4. Receive and File Operations & Safety Committee Minutes – November 28, 2018
5. Receive and File Omnitrans' Fiscal Year Ended June 30, 2018 Audit Report
6. Receive and File Management Plan Strategic Initiatives and Key Performance Indicators Fiscal Year 2019 Second Quarter Reports
7. Receive and File Redlands Passenger Rail Project Update
8. Authorize the CEO/General Manager to Announce a Call for Projects – Measure I Specialized Transportation Programs for Fiscal Years 2020 and 2021
9. Authorize the CEO/General Manager to Amend the Fiscal Year 2018 Budget and the 2015-2020 Short-Range Transit Plan to Include an Additional \$617,790 in Federal Transit Administration (FTA 5339) Bus and Bus Facility Funds
10. Authorize Release – Invitation for Bids –IFB-MNT19-78, Bus Painting and Decal Services
11. Authorize Release – Invitation for Bids – IFB-STS19-61, Diesel and Unleaded Fuels
12. Authorize Release – Invitation for Bids – IFB-MNT19-17, Concrete Bus Pad California State University, San Bernardino (CSUSB)
13. Authorize Release – RFP-MNT19-50, Maintenance and Compressed Natural Gas Fueling Facilities at East Valley and West Valley
14. Authorize Release – RFQu-MNT20-02, Architectural and Engineering Services

Chairman Dailey referred to Item #E2 and noted a correction to the members in attendance. The correction was noted.

Chair Dailey also encouraged any new members interested in serving on a Committee to please contact him or staff to get additional information.

Member Wapner mentioned that some of the minutes included in the agenda packet are outdated, which makes it difficult to prepare for the current meeting. He also noticed that the agendas are posted on the website, however, the minutes are not listed separately.

M/S (Spagnolo/Avila) that approved Consent Calendar. Motion was passed unanimously by Members present with the correction noted.

## **F. DISCUSSION ITEMS**

### **1. CEO/General Manager's Report**

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

Member Robertson referred to the Public Comments made and mentioned that a resident from the City of Rialto recently expressed some concerns regarding her Access rides. She requested that a presentation be given to the Board on the Access Program. Mr. Graham responded that a presentation would be provided at the next Plans & Programs Committee Meeting and subsequently to the Board.

Members McNaboe and Navarro left the meeting at 8:38 a.m. prior to the presentation on Item F2.

### **2. Receive and File an Update on the Zero Emission Bus Regulation Roll-Out Plan**

Director of Maintenance, Connie Raya, presented a brief background on this item as detailed in the staff report.

Member John Valdivia left the meeting at 8:42 a.m.

Member Wapner commented that as technology is moving forward, he has been interested in the subject of electrification for some time and noted certain capacity challenges specific to transit. He stated that he has researched this subject in depth and mentioned a company named "Electrion" based in Israel that developed technology that lays an inductive charger underground, which connects to a receiver placed on the bus. Additionally, Member Wapner stated that he recommended the County of San Bernardino County participate in a demonstration to test the technology.

The Board had several questions about Electrion and expressed interest in receiving additional information about the company.

The Board received and filed this Item.

### **3. Approve the New Positions of Director of Strategic Development and Business Intelligence Analyst and to Update Policy 402 to Include these Positions**

Director of Human Resources, Suzanne Pfeiffer, presented a brief background on this item as detailed in the staff report.

Member Wapner expressed some concern regarding this item at the last Administrative & Finance Committee Meeting and noted that the Board Report had not been modified to address any of the issues raised. He asked if the vacant positions would still be included



in the budget. Member Wapner also asked for the total compensation costs to Omnitrans for these positions. Ms. Pfeiffer responded that some vacant positions would be eliminated from the budget. She also stated that the total cost for the two positions is \$250,000. A discussion ensued regarding the cost of benefits and additional questions were raised by the Board. Member Wapner requested that more information regarding compensation costs be provided for clarification.

There were some questions raised regarding the administration of eliminated positions.

MS (Robertson/Ulloa) that tabled this item pending additional data requested by the Board. Motion was unanimously approved by Members present.

4. Approve Fiscal Year Budget Assumptions

Treasury Manager, Maurice Mansion, presented a brief background on this item as detailed in the staff report.

Chairman Ron Dailey left the meeting at 9:12 a.m. and returned at 9:17 a.m.

Member Lilburn left the meeting at 9:18 a.m. and returned at 9:21 a.m.

There were several questions regarding the Budget Assumptions. Member Wapner questioned why the projected revenues were listed in dollar amounts and the expenditures were listed as percentages. He suggested that the item be moved forward as receive and file rather than for approval since the Board did not have sufficient background information to approve the assumptions. He stated that since staff has the expertise, staff should approve the assumptions and not the Board. He opined that the Board should only act on the actual proposed budget.

M/S (Wapner/Robertson) that received and filed the assumptions presented by staff. Motion was passed unanimously by Members present.

5. Authorize Award Sole Source – Contract ITS19-53, Trapeze Workforce Management and Timekeeping Software Application

Information Technology Director, Jacob Harms, presented a brief background on this item as detailed in the staff report.

M/S (Wapner/Roberts) that authorized the CEO/General Manager to award Purchase Order ITS19-53 to Trapeze Software Group, Inc. of Cedar Rapids, IA, for the provision of Trapeze Workforce Management and Timekeeping Software Application in the amount of \$484,495, plus a ten percent contingency of \$48,449, and a 3.27% Cost Allocation Plan (CAP) of \$17,427, for a total not-to-exceed amount of \$550,371. Motion was passed unanimously by Members present.

## **G. PUBLIC HEARING**

### 1. Call for Public Hearing – Proposed FY2020 Service Plan

Service Planning Manager, Jeremiah Bryant, presented this item and explained that meetings would be held at various locations within the service area where the community could provide their input on the proposed changes. He noted that the two key items for discussion are a proposed fare increase for the upcoming year and the proposed elimination of Route 208.

M/S (Stone/Robertson) that authorized the CEO/General Manager to issue a Call for Public Hearings associated with the proposed Fiscal Year 2019-2020 Service Plan to be held on April 2-10, 2019 and closing on April 15, 2019. Motion was passed unanimously by Members present.

## **H. BOARD BUSINESS**

1. Public Employee Performance Evaluation – Chief Executive Officer/ General Manager pursuant to Government Code Section 54957
2. Conference with Agency Labor Negotiators Pursuant to Government Code 54957.6, Agency Designated Representative: Suzanne Pfeiffer, Employee Organization: Amalgamated Transit Union Local No. 1704 Regarding Coach Operator Unit

The Board convened into Closed Session at 9:51 a.m.

The Board reconvened at 10:14 a.m. with no reportable action.

Member Ulloa referred to Consent Calendar Item #E5, Fiscal Year Ended June 30, 2018 Audit Report and requested that this item be brought back as a Discussion Item in order to address any questions the Members may have. As this item was previously approved under the Consent Calendar, Mr. Graham offered to answer any additional questions Member Ulloa may have at the next Board Meeting.

## **I. REMARKS AND ANNOUNCEMENTS**

There were no announcements.

## **J. ADJOURNMENT**

The Board adjourned at 10:17 a.m. The next regular meeting is scheduled Wednesday, April 3, 2019, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

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



1700 W. Fifth St.  
San Bernardino, CA 92411  
909-379-7100  
www.omnitrans.org

ITEM #           E2          

**DATE:** April 3, 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 HRS16-31  
OCCUPATIONAL HEALTH SERVICES**

**FORM MOTION**

Authorize the CEO/General Manager to approve the assignment of Contract HRS16-31 awarded May 4, 2016 to U.S. Healthworks Medical Group for the provision of Occupational Health Services to Occupational Health Centers of California, A Medical Corporation dba Concentra Medical Centers.

**BACKGROUND**

Omnitrans has received notification of the aforementioned acquisitions and their agreement to assume and perform all of the obligations and liabilities of the assigned contracts.

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 for the continuance of Occupational Health Services.

PSG:EFP:KT

ITEM #           F1          

**DATE:** April 3, 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**

Board of Directors Workshop

On 14 March, a Board of Directors Workshop was held as a kick-off to the strategic planning process. Board Member Alan Wapner provided a very informative presentation regarding Regional Agency Cooperation, Roles and Responsibilities. There was good discussion regarding the challenges facing Omnitrans in the future and an exchange of ideas regarding areas of focus and priorities. Thank you to all Board members who were able to attend. We appreciate your valuable input to this process. As follow-up to the workshop, summary documents will be distributed to all members of the Board of Directors as future committee and Board agenda items.

Meetings with Industry Experts Regarding Zero Emission Buses and Infrastructure

On 6-7 March Connie Raya, Director of Maintenance, along with other maintenance staff attended a two-day workshop hosted by Sunline Transit's West Coast Center of Excellence in Zero Emission Technology. Funded by the FTA, this center serves to bring education to transit agencies looking to establish or increase their zero-emission fleets and technologies. Topics of instruction included financial management, planning, leadership, acquisition strategies and regulations, maintenance, and operations.

On 12 March, Connie Raya, Director of Maintenance, along with other Maintenance Department staff, hosted a meeting with New Flyer's Infrastructure Solutions Team to learn about New Flyer's zero-emissions infrastructure solutions. New Flyer's team described their project management and mobility projects from start to finish, focusing on energy management optimization, infrastructure planning and development, and a cohesive transition of bus fleets to zero-emission electric technology. A Site Evaluation Report will be provided to Omnitrans in April.

27 March - Service Planning Manager Jeremiah Bryant attended a California Transportation Plan (CTP) 2050 public input session related to Alternatives Futures. The workshop gathered feedback to look at potential ways that California's transportation needs could be impacted by changing economic growth, technology, and demographics. This meeting was an information gather session with findings and reports published within a year.

American Bus Benchmarking Group (ABBG) Paratransit Expert Workshop

On 19-21 March Director of Special Transportation Services, Doug Stanley and Planning Manager, Jeremiah Bryant attended the American Bus Benchmarking Group (ABBG) Paratransit Expert Workshop held in Eugene, Oregon. As you know, the purpose of ABBG is to improve member organizations by comparing performance, sharing experience and identifying best

practices. Among items for discussion will be industry trends and regulations, financial/resource challenges, and key performance indicator development.

While in Eugene, Jeremiah met with Lane Transit District (LTD) staff to learn and tour EmX, LTD's Bus Rapid Transit line. EmX is one of the only BRTs in the US that operates in segments with a bidirectional single dedicated bus lane. This configuration is currently being considered for the West Valley Connector Project. Jeremiah spoke with both executive staff and drivers and will share the information and perspective with Omnitrans and SBCTA staff.

### Vice Chairman David Avila Tours Omnitrans Facilities

25 March - Vice Chairman David Avila toured Omnitrans East Valley (EV) facility and the San Bernardino Transit Center (SBTC). The tour included Dispatch, the Video Surveillance Room, Maintenance and the CNG Plant. After touring the EV, we toured the SBTC facility and grounds. The staff expressed their appreciation for the Vice Chairman taking the time to see the Operation!

### Upcoming Public Hearings Scheduled

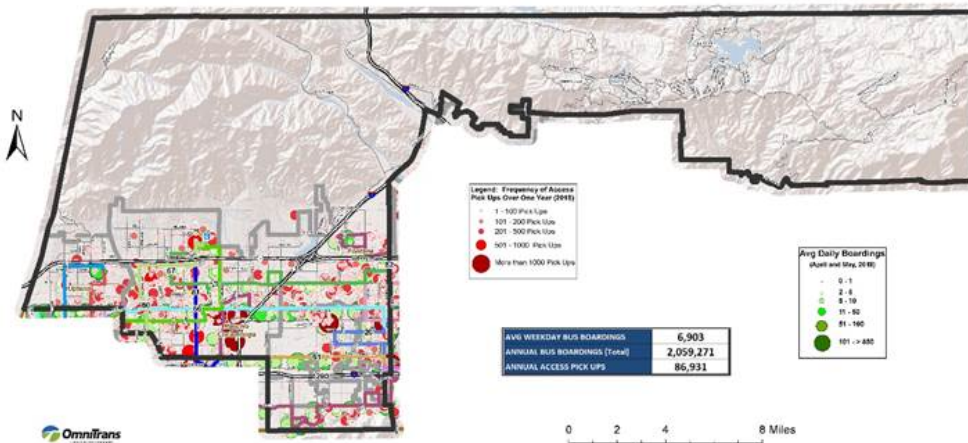
Omnitrans' will be holding 21 public and community meetings from April 2<sup>nd</sup> to April 10<sup>th</sup> in preparation for presenting the FY2020 Service Plan to the Board of Director in May. The primary item of discussion is a proposed fare increase in the upcoming year. The Board of Directors authorized the call for public hearings at the March meeting. More information about the public meetings including dates and location can be found at:

<http://www.omnitrans.org/blog/2019/03/11/omnitrans-seeks-public-comment-on-proposed-fare-and-service-changes/>

Staff has developed maps of our service area. These maps illustrate the bus routes and the ridership on both the fixed route bus system (green dots) and the Access system (red dots). Our map of the week is **County of San Bernardino Supervisorial District 2**, which covers the cities of Upland, Rancho Cucamonga and much of Fontana. The 2<sup>nd</sup> District also covers some unincorporated communities.

## Supervisorial District 2

2,000,000 Annual Boardings  
87,000 Annual Access Pick Ups



ITEM #           F2          

**DATE:** April 3, 2019

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

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

**FROM:** Suzanne Pfeiffer, Director of Human Resources

**SUBJECT: DIRECTOR OF STRATEGIC DEVELOPMENT AND BUSINESS INTELLIGENCE ANALYST POSITION**

**FORM MOTION**

Approve the new positions of Director of Strategic Development and Business Intelligence Analyst and update to Policy 402 to include these positions.

*This item was reviewed by the Administrative and Finance Committee at its February 14, 2019 meeting.*

**BACKGROUND**

At the March Board Meeting the Board Members voted to “table” the motion for approval of two new positions; Director of Strategic Development and Business Intelligence Analyst. Concerns were expressed regarding the stated cost of wages and benefits of being less than \$250,000 for both positions. In addition, the information provided did not state whether the Level II and Level V positions recently vacated would be eliminated which would result in a cost neutral decision. In response to those concerns, the total wages and benefits for both positions are currently budgeted at \$270,428. The vacant positions (Director of Internal Audit and Senior Financial Analyst) will be repurposed and reflected in the budget and Policy 402 will be updated to reflect these changes. (Attachment A)

The auditing needs will be fulfilled by both internal staff and an independent contractor with oversight by the CEO/GM. Directors will forward recommendations of potential areas of risk to the CEO/GM for inclusion in the Annual Audit Plan that will be presented to the Board for approval. Based on past Annual Audit Plans, an estimated cost is \$40,000. This amount can be funded through Omnitrans’ current Professional Services budget.

The creation of a Strategic Development Department is critical to the strategic challenges ahead. Tasking departments with dual challenges of delivering service today and propelling the organization on a new growth trajectory for tomorrow impedes sound holistic strategic planning,

lends itself to missed opportunities, and effectively delays change. The proposed Department will centralize performance measurement and monitoring for continuous improvement, seek funding sources to support strategic advancement, and develop enhanced service offerings while continuing to improve upon and effectively manage existing services. The Department will be the primary liaison with regional partners such as San Bernardino County Transportation Authority, Southern California Association of Governments, neighboring transit agencies as well as industry groups such as the American Bus Benchmarking Group.

### **FUNDING SOURCE**

There is no increase to the current budget for these two positions. Funding will be incorporated in the Fiscal Year Budgets going forward.

Department: A new department will be created for budget and monitoring.  
Account: Various Wages and Benefits

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

### **CONCLUSION**

Recommend the Board of Directors approve the new positions of Director of Strategic Development and Business Intelligence Analyst and to update Policy 402 to include these positions.

Approval of this agenda item supports the Fiscal Year 2019 Management Plan, Strategic Initiative 2 – Service Expansion and Funding Growth.

PSG: SP

Attachments A: Policy 402  
B: Organization Charts



## PERSONNEL POLICY MANUAL

POLICY 402 PAGE 1 OF 3

## SUBJECT

**Salary Ranges Management Confidential  
Classifications**
**APPROVED BY OMNITRANS  
BOARD OF DIRECTORS**
**ORIGINAL APPROVED DATE:** September 5, 2018

**ORIGINAL EFFECTIVE DATE:** September 5, 2018

**REVISED APPROVED DATE:** April 4, 2019 May 1, 2019
**I. Purpose**

To state Omnitrans' policy on salary ranges for Management and Confidential classifications.

**II. Scope**

All Departments

**III. Procedure**

- A. The Director of Human Resources is responsible for compensation administration and will modify and issue, from time to time, pay ranges and guidelines for salary adjustments as approved by the Board of Directors.

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
1	(reserved for future consideration)					
2	Director of Finance Director of Human Resources Director of Information Technology Director of Internal Audit (FTE move to Director of Strategic Development) Director of Maintenance Director of Marketing & Planning Director of Operations Director of Procurement Director of Rail Operations Director of Safety & Regulatory Compliance Director of Special Transportation Services (STS) Director of Strategic Development	Exempt	Bi-weekly Monthly Annual	\$ 3,952.15 \$ 8,563.00 \$102,756.00	\$ 4,907.08 \$ 10,632.00 \$127,584.00	\$ 5,862.46 \$ 12,702.00 \$152,424.00
3	Accounting Manager Contracts Manager Database Manager Development Planning Manager Employee Relations Manager Facility Manager Maintenance Manager Safety & Regulatory Compliance Manager Service Planning Manager Transportation Manager Treasury Manager Rail Compliance Officer	Exempt	Bi-weekly Monthly Annual	\$ 3,228.46 \$ 6,995.00 \$ 83,940.00	\$ 3,999.69 \$ 8,666.00 \$ 103,992.00	\$ 4,771.38 \$ 10,338.00 \$ 124,056.00





**PERSONNEL POLICY MANUAL**

**SUBJECT**

**Salary Ranges Management Confidential Classifications**

**APPROVED BY OMNITRANS BOARD OF DIRECTORS**

**ORIGINAL APPROVED DATE:** September 5, 2018

**ORIGINAL EFFECTIVE DATE:** September 5, 2018

**REVISED APPROVED DATE:** April 4, 2019 May 1, 2019

4	Capital Projects Services Manager Materials Manager Network Administrator Senior Contract Administrator Special Transportation Services Manager System Coordinator Technical Services Manager	Exempt	Bi-weekly Monthly Annual	\$ 2,968.62 \$ 6,432.00 \$ 77,184.00	\$ 3,498.46 \$ 7,580.00 \$ 90,960.00	\$ 4,028.77 \$ 8,729.00 \$ 104,748.00
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Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
5	Application Developer Application Specialist Assistant Transportation Manager Business Intelligence Analyst Contract Administrator Customer Service Manager Dispatch Supervisor Environmental/Occupational Health & Safety Specialist Facility Supervisor Fleet Safety & Training Supervisor HR Leave Administrator Security & Emergency Preparedness Coordinator Maintenance Supervisor-STS Marketing Manager Network Technician Engineer (title change only) Programs Administrator-STS Purchased Transportation Administrator Safety & Regulatory Compliance Specialist Sr. Executive Assistant to the CEO/GM Senior Financial Analyst (one FTE moved to Business Intelligence Analyst) Shift Supervisor Systems Engineer Systems Specialist Web Designer	Exempt	Bi-weekly Monthly Annual	\$ 2,575.85 \$ 5,581.00 \$ 66,972.00	\$ 3,110.77 \$ 6,740.00 \$ 80,880.00	\$ 3,583.85 \$ 7,765.00 \$ 93,180.00
6	Accountant Executive Staff Assistant Field Supervisor Fleet Safety & Training Instructor Human Resources Analyst Human Resources Specialist Scheduling Analyst Sales Supervisor Stops and Stations Supervisor Transit Technical Trainer	Exempt	Bi-weekly Monthly Annual	\$ 2,268.92 \$ 4,916.00 \$ 58,992.00	\$ 2,718.46 \$ 5,890.00 \$ 70,680.00	\$ 3,168.46 \$ 6,865.00 \$ 82,380.00



**SUBJECT**

**Salary Ranges Management Confidential Classifications**

**APPROVED BY OMNITRANS BOARD OF DIRECTORS**

**ORIGINAL APPROVED DATE:** September 5, 2018

**ORIGINAL EFFECTIVE DATE:** September 5, 2018

**REVISED APPROVED DATE:** April 4, 2019 May 1, 2019

7	Dispatcher	Non-Exempt	Hourly	\$ 25.89	\$ 31.03	\$ 36.16
	Department Senior Secretary		Bi-weekly	\$ 2,070.92	\$ 2,482.15	\$ 2,892.92
	Contract Review Analyst Marketing Specialist Planner I Senior Fleet Analyst	Exempt	Monthly	\$ 4,487.00	\$ 5,378.00	\$ 6,268.00
			Annual	\$ 53,844.00	\$ 64,536.00	\$ 75,216.00

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
8	Administrative Secretary Client Relations Coordinator-STS Fleet Analyst Human Resources Assistant Paratransit Eligibility Technician Payroll Technician Travel Trainer-STS Warranty Coordinator	Non-Exempt	Hourly	\$ 22.58	\$ 26.30	\$ 30.02
			Bi-weekly	\$ 1,806.46	\$ 2,104.15	\$ 2,401.85
			Monthly	\$ 3,914.00	\$ 4,559.00	\$ 5,204.00
			Annual	\$ 46,968.00	\$ 54,708.00	\$ 62,448.00
9	Human Resources Clerk Administrative Assistant-STS Class B Technician-STS	Non-Exempt	Hourly	\$ 18.60	\$ 21.73	\$ 24.85
			Bi-weekly	\$ 1,488.00	\$ 1,738.62	\$ 1,988.31
			Monthly	\$ 3,224.00	\$ 3,767.00	\$ 4,308.00
			Annual	\$ 38,688.00	\$ 45,204.00	\$ 51,696.00

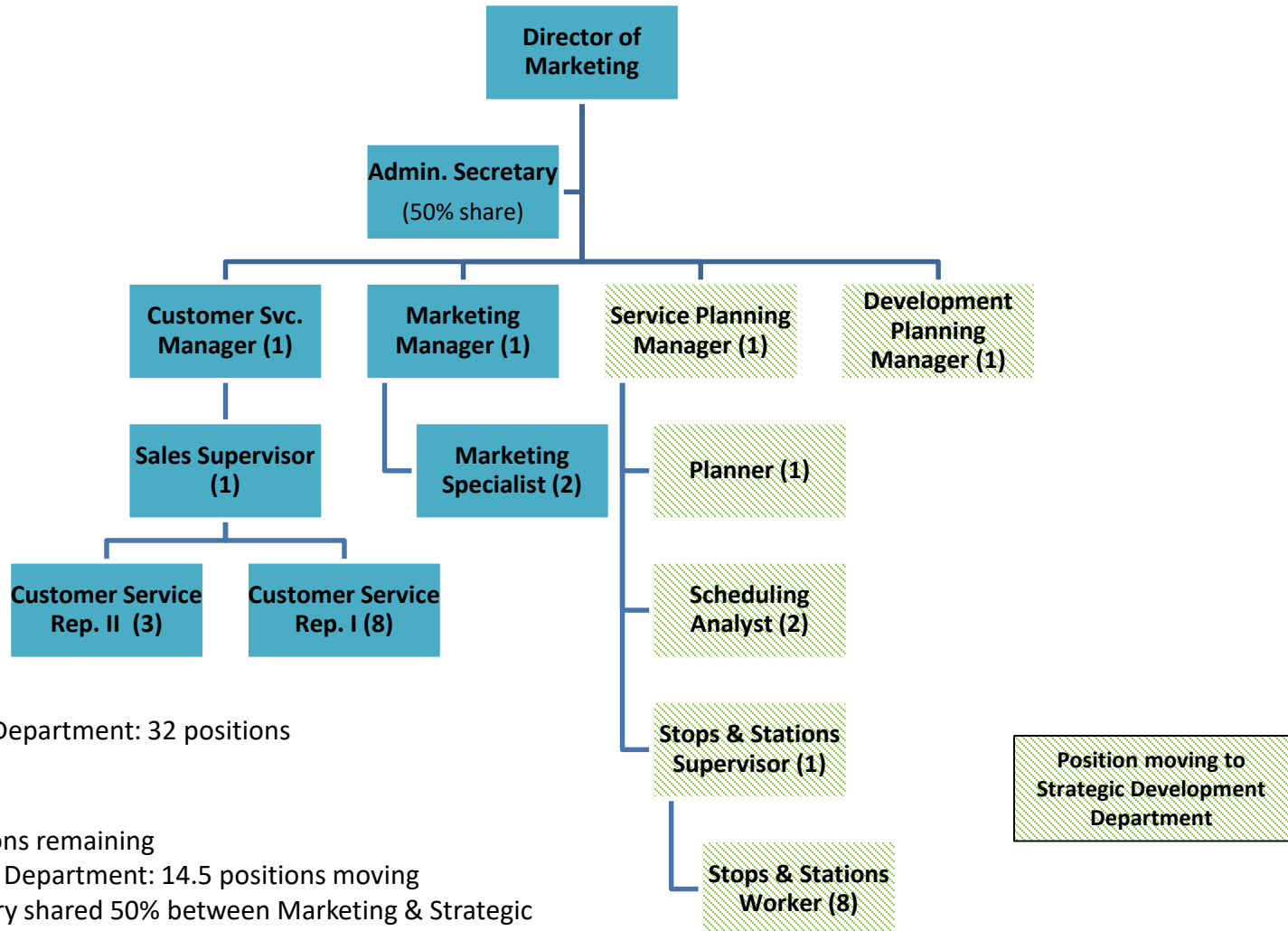
Range changes occur every two years.

Performance merit increases for employees who reach the maximum of their pay range will be treated as follows:

- The employee's base pay will be brought to the maximum of their pay range;
- Any amount in excess pay, over the maximum pay range, will not be included in the employee's base pay;
- The excess amount of the merit award will be paid in a one-time lump sum.

The CEO/GM has the authority for a special merit award up to 3% of an employee's salary for work outside routine responsibilities.

# Marketing Department May 2019



## FY19 Budget

Marketing & Planning Department: 32 positions

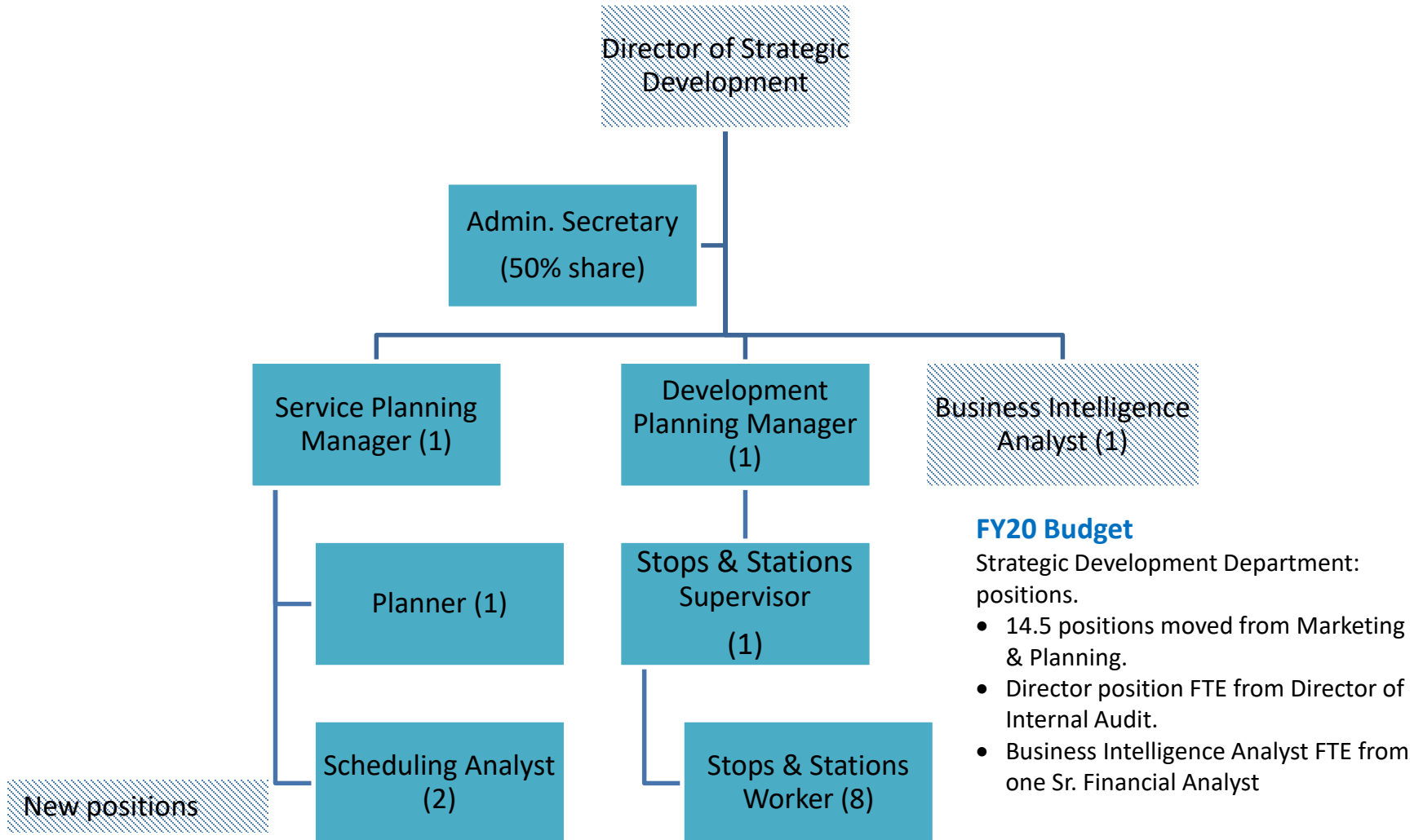
## FY20 Budget

Marketing: 17.5 positions remaining

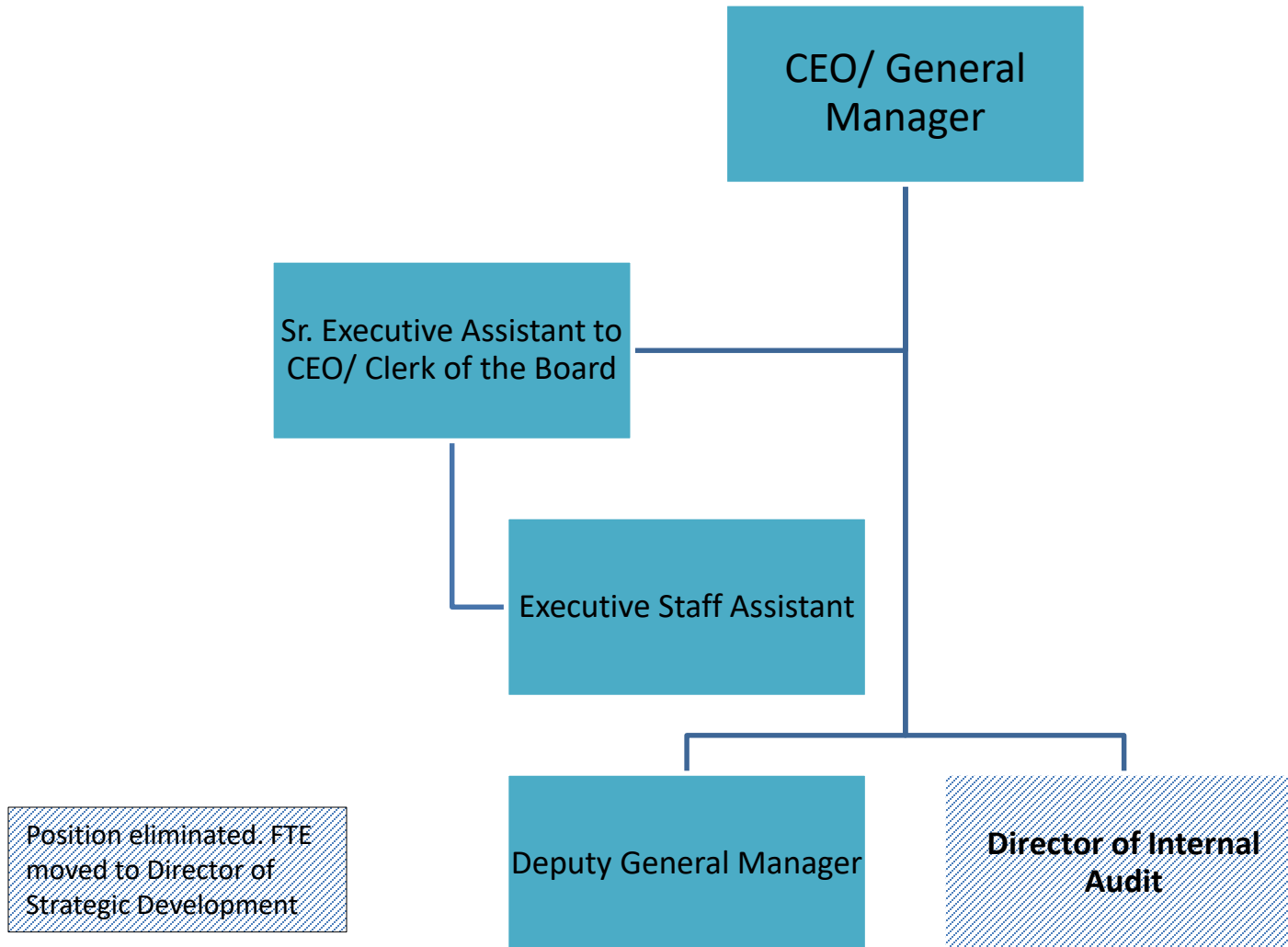
Strategic Development Department: 14.5 positions moving

Administrative Secretary shared 50% between Marketing & Strategic Development Departments

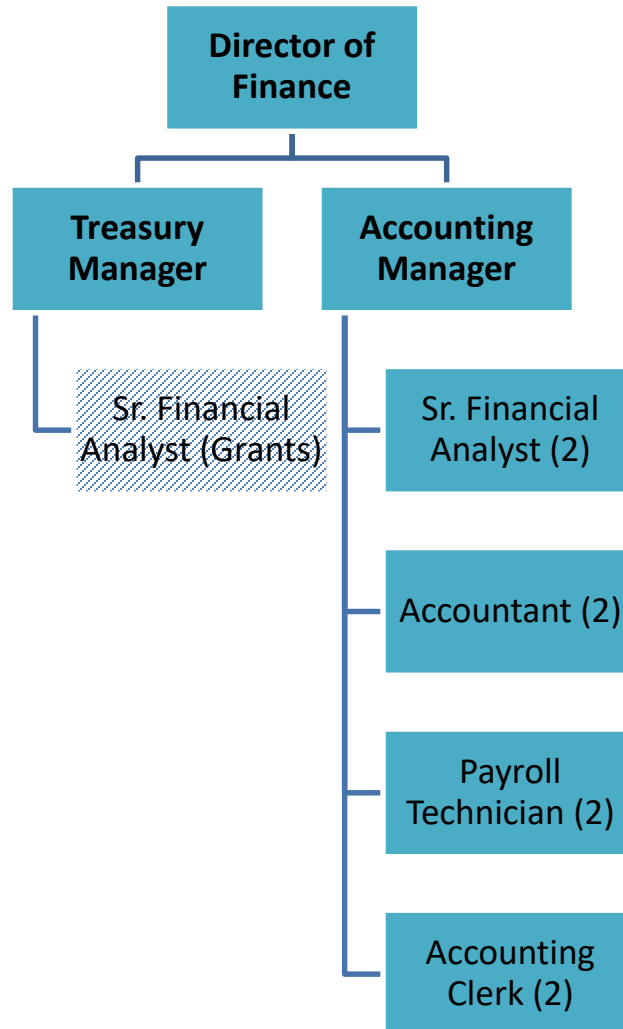
# Strategic Development Dept. May 2019



## Executive Office May 2019



# Finance Department May 2019



Position eliminated. FTE moved to Business Intelligence Analyst



1700 W. Fifth St.  
San Bernardino, CA 92411  
909-379-7100  
www.omnitrans.org

ITEM #           F3          

**DATE:** April 3, 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 HRS18-68  
GENERATOR PROJECT – SAN BERNARDINO TRANSIT CENTER**

**FORM MOTION**

Authorize the CEO/General Manager to award Contract HRS18-68 to BWW & Company, Inc. of Redlands, CA, for the provision of the Generator Project – San Bernardino Transit Center in the amount of \$492,558, plus a ten percent contingency of \$49,256, and a 3.27% CAP in the amount of \$17,717, for a total not-to-exceed amount of \$559,531.

**BACKGROUND**

Omnitrans requires a contactor to provide the construction of an exterior 250-kilowatt generator and yard enclosure at the San Bernardino Transit Center (SBTC). In the event of a power outage, a generator is required to supply electrical power for essential security and information technology equipment.

On May 2, 2018, Omnitrans’ Board of Directors authorized the release of Invitation for Bids IFB-HRS18-68, which was posted on Omnitrans’ online bidding system. Six (6) bids were received by the February 14, 2019 deadline and three (3) were deemed responsive.

Listed below are the bid prices from lowest to highest:

COMPANY NAME	TOTAL
BWW & Company, Inc. of Redlands, CA	\$ 492,558
Regency-Pacific DM Contracting, Inc. of Beaumont, CA	\$ 494,700
Broughton Construction Inc. of Rancho Cucamonga, CA	\$ 895,919

\*Pricing is inclusive of all direct and indirect costs

Award is recommended to the lowest, responsive and responsible bidder, Bobby W. Wilson dba BWW & Company, Inc. Pricing 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 Omnitrans' Capital Budget as follows:

<b>FUNDING</b>	<b>GRANT</b>	<b>YEAR</b>	<b>PROJECT NAME</b>	<b>INTERNAL ORDER</b>	<b>AMOUNT</b>
FTA	CA-90-Z009-00	2013	SBTC Generator	A1340302F	\$ 282,455.97
STAF	13-04-OMN-B	2013	SBTC Generator	A1340302S	\$ 69,531.86
FTA	CA-90-Y850	2011	SBTC Generator	H1130901F	\$ 41,722.01
FTA	CA-90-Y939	2012	SBTC Generator	H1230901F	\$ 56,847.60
FTA	CA-90-Y939	2014	SBTC Generator	H1430901F	\$ 69,003.60
STAF	13-04-OMN-B	2013	SBTC Generator	H1330901S	\$ 14,841.96
Prob1B	Prop1B	2013	SBTC Generator	H1330912B	\$ 25,128.00
<b>Total</b>					<b>\$ 559,531.00</b>

\_\_\_\_\_ Verification of Funding Sources and Availability of Funds  
(Verified and initialed by Finance)

Approval of this item supports the Fiscal Year 2015-2020 Short-Range Transit Plan goal to expand, maintain and improve existing vehicles, facilities and passenger amenities.

**CONCLUSION**

By proceeding with this award, Omnitrans will have the ability to supply electrical power for essential security and information technology equipment at the SBTC.

PSG:EFP:KNT





1700 W. Fifth St.  
San Bernardino, CA 92411  
909-379-7100  
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ITEM #           F4          

**DATE:** April 3, 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 MNT19-74  
PARKING LOT SWEEPING**

**FORM MOTION**

Authorize the CEO/General Manager to award Contract MNT19-74 to Super Sweepers, Inc. of San Bernardino, CA, for the provision of Parking Lot Sweeping for a three (3) year base period beginning June 13, 2019, and ending June 12, 2022, with the authority to exercise two (2) single option years ending no later than, June 12, 2024, in the amount of \$237,600, plus a ten percent contingency of \$23,760, for a total not-to-exceed amount of \$261,360, should all options be exercised.

**BACKGROUND**

Omnitrans utilizes weekly parking lot sweeping services at the East Valley, West Valley, “T” Street, sbX Corridor Park and Ride Facilities, the San Bernardino Transit Center (SBTC), and the San Bernardino Downtown Metrolink Station locations. Weekly services include sweeping of bus yards, employee parking lots and bi-weekly pressure washing of the bus yards.

On February 6, 2019, Omnitrans’ Board of Directors authorized the release of Invitation for Bids IFB-MNT19-74. Notices were published in two (2) newspapers of general circulation, two (2) minority newspaper publications, and posted on Omnitrans’ online bidding system. Three (3) bids were received by the March 14, 2019 deadline and all were deemed responsive.

Listed below are the bid prices from lowest to highest:

COMPANY NAME	TOTAL
Super Sweepers, Inc. of San Bernardino, CA	\$ 237,600
All-N-One Maintenance, Inc. of Oak Hills, CA	\$ 310,386
Glide Rite Corporation of Woodland Hills, CA	\$ 682,610

Award is recommended to the lowest, responsive and responsible bidder, Super Sweepers, Inc. Pricing 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 the Maintenance Department's Operating budget as follows:

Department Number	1200
Expenditure Code	503110

\_\_\_\_\_ 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 goal to expand, maintain and improve existing vehicles, facilities and passenger amenities.

**CONCLUSION**

By proceeding with this award, Omnitrans will ensure aesthetically maintained properties.

PSG:EFP:KNT

ITEM #           H1          

**DATE:** April 3, 2019

**TO:** Members of the Omnitrans Board of Directors

**FROM:** Ron Dailey, Board Chair

**SUBJECT: APPROVE AMENDED EMPLOYMENT AGREEMENT WITH  
CHIEF EXECUTIVE OFFICER/GENERAL MANAGER**

**FORM MOTION**

Approve the Amended Employment Agreement for P. Scott Graham, Chief Executive Office/General Manager, effective February 5, 2019.

**BACKGROUND**

In February, 2019 Board Members completed evaluation forms for Mr. Graham which were submitted to Legal Counsel for compilation. During the March 6, 2019 Board Meeting, at an agendaized closed session, Board Members reviewed the compiled evaluations, and discussed Mr. Graham's performance.

In accordance with Board direction, on March 22, 2019, Vice Chair David Avila, Legal Counsel and I discussed with Mr. Graham, via conference call, the evaluation and negotiated the terms of his Employment Agreement. The resultant Employment Agreement (copies of which will be available for review at the Board Meeting prior to consideration of this item) requires approval by the Board of Directors.

Changes to the Employment Agreement include:

- Potential salary increase.
- No changes to sick leave, vacation, deferred comp or other benefits recommended.
- Added language required by State law.

RD