



**BOARD OF DIRECTORS MEETING  
WEDNESDAY, DECEMBER 4, 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, January 8, 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 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 #E9, Action on Consent Calendar.

1. Approve Board Minutes – November 6, 2019
2. Receive and File Administrative & Finance Committee Minutes – October 10, 2019 (A&F 11/14/19)
3. Adopt Calendar Year 2020 Board & Committee Meeting Schedules – *Araceli Barajas*
4. Receive and File Annual Internal Audit Workplan and Schedule FY2020 – *Jeremiah Bryant* (A&F 11/14/19)
5. Authorize Release – Invitation for Bids IFB-SDD20-22, Bus Benches, Shelters and Amenities – *Art Torres*

5

12

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**BOARD OF DIRECTORS MEETING  
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1700 WEST 5<sup>TH</sup> STREET  
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**E. CONSENT CALENDAR CONTINUED**

- |   |    |
|---|----|
| 6. Authorize Release – Invitation for Bids – IFB-ITS20-08, Cisco Core Network Equipment – <i>Art Torres</i> | 34 |
| 7. Authorize Award – Contract MNT 20-40, Parts Washer Service – <i>Art Torres</i>                           | 36 |
| 8. Authorize Award – Purchase Order ITS20-48, Information Technology (IT) Hardware – <i>Art Torres</i>      | 38 |
| 9. 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. Receive and File Agency Management Report – Fiscal Year 2020 First Quarter Report – <i>Maurice Mansion</i> (A&F 11/14/19)   | 40 |
| 2. Receive and File Management Plan Strategic Initiatives and Key Performance Indicators – FY20 First Quarter Reports – <i>Erin Rogers</i> (A&F 11/14/19)  | 49 |
| 3. Receive and File Redlands Passenger Rail Project – Proposed Change of Arrow Operator from Omnitrans to the Southern California Regional Rail Authority – <i>Trischelle Baysden</i> (A&F 11/14/19)   | 65 |
| 4. Receive and File Zero Emission Bus Regulation Roll-Out Plan Update – <i>Connie Raya</i> (PPC 10/23/19)  | 72 |
| 5. Authorize the Interim CEO/General Manager to Issue a Call for Public Hearings Associated with the Proposed Service Changes in the Fiscal Year 2021-2025 ConnectForward Short-Range Transit Plan and Fiscal Year 2020-2021 Service Plan to be held from January 13, 2020 to February 7, 2020 and Closing on February 13, 2020 – <i>Jeremiah Bryant</i> | 86 |
| 6. Authorize Award - Sole Source Contract ITS20-18, Three Pairs of Frequency Channels – <i>Art Torres</i>  | 91 |
| 7. CEO/General Manager's Report – <i>Erin Rogers</i>   | 93 |

**G. BOARD BUSINESS**

**Closed Session**

- |   |  |
|---|--|
| 1. Public Employee Evaluation Pursuant to Section 54967, Title: Interim/CEO General Manager – <i>Steve DeBaun</i> |  |
|---|--|

**H. REMARKS AND ANNOUNCEMENTS**

**I. ADJOURNMENT**

ITEM #         D1        

**DATE:** December 4, 2019

**TO:** Board Chair David Avila and Members of the Omnitrans Board of Directors

**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 Board of Director's Meeting scheduled December 4, 2019.

Item	Contract	Principals & Agents	Subcontractors
#E7	Authorize Award Contract MNT20-40 Parts Washer Service	F.R.S Environmental, Inc. Corona, CA Michelle Voss President	<i>None</i>
#E8	Authorize Award Purchase Order ITS20-48 Information Technology (IT) Hardware	Smart IT Pros, Inc. Rochester, MI David Thomas Director of Sales	<i>None</i>
#F6	Authorize Award Sole Source Contract ITS20-18 Three Pairs of Frequency Channels	Mobile Relay Associates Paramount, CA Mark J. Abrams President	<i>None</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

- 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: \_\_\_\_\_
- 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: \_\_\_\_\_
- 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

- I have a financial interest of \_\_\_\_\_  
State income, real property interest or business position  
\_\_\_\_\_  
Identify company or property location
- 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 NOVEMBER 6, 2019**

**A. CALL TO ORDER**

Chairman David Avila called the regular meeting of the Omnitrans Board of Directors to order at 8:01 a.m., Wednesday, November 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 David Avila, City of Yucaipa – Chairman  
Mayor John Dutrey, City of Montclair – Vice Chairman  
Council Member Ron Dailey, City of Loma Linda  
Mayor Paul Foster, City of Redlands  
Supervisor Curt Hagman, County of San Bernardino  
Council Member Penny Lilburn, City of Highland  
Mayor Darcy McNaboe, City of Grand Terrace  
Mayor Cynthia Moran, City of Chino Hills  
Mayor Frank Navarro, City of Colton  
Council Member Jesse Sandoval, City of Fontana - Alternate  
Supervisor Dawn Rowe, County of San Bernardino  
Supervisor Janice Rutherford, County of San Bernardino  
Council Member Sam Spagnolo, City of Rancho Cucamonga  
Mayor Debbie Stone, City of Upland  
Mayor Eunice Ulloa, City of Chino  
Council Member John Valdivia, City of San Bernardino  
Council Member Alan Wapner, City of Ontario

**BOARD MEMBERS NOT PRESENT**

Supervisor Josie Gonzales, County of San Bernardino  
Mayor Deborah Robertson, City of Rialto

**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  
Aaron Moore, Director of Special Transportation Services  
Nicole Ramos, Interim Director of Marketing  
Connie Raya, Director of Maintenance  
Art Torres, Director of Procurement  
Don Walker, Director of Finance  
Mike Bonacio, Technical Services Manager  
Omar Bryant, Maintenance Manager  
Melissa Castillo, Customer Service Manager  
Victor Cuate, Business Intelligence Analyst  
Joy Crutcher, Transportation Manager  
Barbara Erwin, Safety & Regulatory Compliance Manager  
Zachary Foy, Scheduling Analyst  
Anna Jaiswal, Development Planning Manager  
Janice Kuhn, Marketing Specialist  
Ray Maldonado, Employee Relations Manager  
Maurice Mansion, Treasury Manager  
Harry Morck, Network Administrator  
Kimberly Perkins, Fleet Safety & Training Instructor  
Melissa Saenz, Human Resources Technician  
Steve Sisneros, Fleet Safety & Training Supervisor  
Meredith Tshilonda, Sr. Human Resources Analyst  
Krystal Turner, Contracts Administrator  
Christine VanMatre, Contracts Administrator  
Jennifer Villalobos, Sr. Human Resources Analyst

**OTHER ATTENDEES**

Carrie Schindler, Director of Transit & Rail - SBCTA

**LEGAL COUNSEL**

Steve DeBaun, Legal Counsel

**B. ANNOUNCEMENTS/PRESENTATIONS**

1. Next Board Meeting: December 4, 2019, 8:00 a.m.  
Omnitrans Metro Facility Board Room

Chair Avila, Vice Chair Dutrey and Interim CEO/General Manager, Erin Rogers along with the respective department manager presented the Employee of the Quarter Award to Kimberly Perkins, Fleet and Training Supervisor, Operations.

**C. COMMUNICATIONS FROM THE PUBLIC**

There were no communications from the public.

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

There were no Conflict of Interest Issues.

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

1. Approve Board Minutes – October 2, 2019
2. Receive and File Plans & Programs Committee Minutes – July 24, 2019
3. Receive and File Executive Committee Minutes – August 2, 2019
4. Receive and File Administrative & Finance Committee Minutes – September 12, 2019
5. Receive and File Omnitrans' Equal Employment Opportunity Quarterly Report
6. Adopt Resolution No. 316-19, Hazard Mitigation Plan and Resolution No. 317-19, National Incident Management Plan
7. Approve Change to Policy 604: Life Insurance and Long-Term Disability Plans
8. Authorize Release – Request for Proposals RFP-HRS20-43, Assessment Testing
9. Authorize Release – Request for Proposals RFP-HRS20-44, Medical Examination Services
10. Authorize Release – Request for Proposals RFP-HRS20-51, Department of Transportation Drug and Alcohol Testing

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

#### **F. DISCUSSION ITEMS**

1. Adopt the Service Adjustments Guiding Principles and Overall Scale of the Proposed Service Reductions at 71,000 Service Hours Per Year and Receive and File the Preliminary Draft Fixed-Route Service Proposals

Interim CEO/General Manager, Erin Rogers provided some background information as detailed in the staff report and thanked the Board for participating in the Service Reduction Briefings for their City. She introduced Director Strategic Development, Jeremiah Bryant to review a PowerPoint Presentation.

Member Dutrey left the room at 8:07 a.m. and returned at 8:09 a.m.

Member Dailey left the room at 8:14 a.m. and returned at 8:15 a.m.

Member Hagman liked the data analysis approach taken and also that input from the cities was included. He stated that this information will be helpful when adapting to changes in the future.

Member Wapner thanked Ms. Rogers and staff for meeting with the cities and recommended that the Board support the difficult but necessary changes.

Member Ulloa also thanked staff for the meetings and asked that Attachment C of the staff report be updated to reflect the City of Chino's comments. Lastly, she thanked staff for looking at the underserved populations and seeking alternative options.

The comments from the City of Chino to be included are the following:

- Meeting: Staff met with Mayor Eunice Ulloa, City Manager and City Staff
- Comments: The city was understanding of proposals. Consideration of future development in Agricultural Preserve. Foothill Transit changes.
- Expected Outcomes: Will consider and evaluate future development in unconstrained plan.

Member Moran shared her sentiments regarding the Service Reduction Briefings and stated that Chino Hills High School would be the most impacted by the changes. She asked that the realignment coincide with the school year to ensure a smoother transition. Member Moran also asked that staff provide as much information possible regarding MicroTransit since Chino Hills would be the first city implementing the service.

Member Dutrey asked if cost savings from the service reduction/realignment plan and the additional funding from SBCTA would cover the projected deficit. Mr. Bryant responded that it would. Member Dutrey commended staff for their effort with the briefings and asked that any cost savings and data regarding the service adjustments/realignment and MicroTransit be well documented provided to the Board on a regular basis.

Ms. Rogers noted Vice Chair Dutrey's request and stated that the reduction in the costs would also be reflected in the budget proposal for FY2021.

M/S (Ulloa/Dutrey) that:

- A. Adopted the Service Adjustment/Realignment Guiding Principles and overall scale of the proposed service reduction/realignment at 71,000 service hours per year; *with an update to attachment C to include the input from the City of Chino as requested by Member Ulloa*; and
- B. Received and filed the preliminary draft fixed route service proposals.

Motion was passed unanimously by Members present.

## 2. Receive and File Initial Draft Proposed ADA Access Service Changes

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

Member Valdivia arrived at 8:33 a.m.

Member Hagman asked if information is available regarding the trip location and purpose. Mr. Bryant responded that data is available regarding trip locations, however not the purpose. Member Hagman stated that IEHP is required to provide transportation services to the clients that need it and stated that they developed a partnership with Omnitrans, which has lowered the cost. He asked if there was a way to determine the purpose of an

ADA trip in order to obligate the cost to the correct entity.

The Board received and filed this report.

3. Receive and File County-Wide Transit Consolidation Study & Innovative Transit Review of the Metro Valley

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

Member Dailey provided some historical information regarding the Financial White Papers that were presented to the Board and the formation of the Ad Hoc Committee. He noted that the recommendation of the Ad Hoc was approved by both SBCTA and Omnitrans staff and the Omnitrans Board. He stated that the study (which was previously conducted did not find sufficient cost efficiencies to consolidate) was supposed to be of the “metro valley”, however due to the opposition of the other agencies included, has now become a study focused on Omnitrans. Member Dailey expressed concern regarding the cost and asked that his objection to this item be reflected on the record.

Member Wapner stated that the Ad Hoc Committee did a good job, however noted that they were not a full representation of the Board. He referred to the study and expressed his support noting that seeking alternative ways to save money is a warranted effort. He stated that he was pleased with some of the adjustments the Agency is making.

McNaboe left the room at 8:48 a.m. and returned at 8:52 a.m.

Member Spagnolo stated that that he was not opposed to seeking alternative ways to save taxpayer dollars; however, did not agree with the other agencies in the County not being included in the study.

Member Dailey agreed with Member Spagnolo in that he is not opposed to conducting the study for the purpose of increased efficiency in the County, however reiterated his concerns regarding the cost and that the study is no longer “county-wide.” Lastly, he stated that he did not agree with the process, which appears to be overlooking the work and leadership of Omnitrans staff.

Member Dutrey supported the study but acknowledged the potential increased workload and burden to both Omnitrans and SBCTA staff. He stated that the primary focus should be the service provided to the public. He noted the importance of both agencies working together with an end result to obtain a study that is clear and can be understood by all.

The Board received and filed this item.

4. Receive and File West Valley Connector Project Update

Development Planning Manager, Anna Jaiswal introduced Director of Transit and Rail Carrie Schindler, Director of Transit and Rail, SBCTA to provide a project update on the West Valley Connector.

While discussing the two-phased approach for the West Valley Connector, Ms. Schindler indicated that as development on Haven occurs, local service will be enhanced ahead of the second phase.

The Board received and filed this item.

5. Authorize Award – Sole Source Contract ITS20-38, SAP Annual Software Maintenance

Director of Procurement, Art Torres provided a brief background as detailed in the staff report.

M/S (Wapner/Valdivia) that authorized the CEO/General Manager to award Purchase Order ITS20-38 to SAP Public Services, Inc., of Palo Alto, CA for SAP Enterprise Resource Planning (ERP) software maintenance services for Omnitrans' business systems for three (3) years beginning January 1, 2020 and ending December 31, 2022 in the amount of \$822,090, plus a ten percent contingency of \$82,209, for a total not-to-exceed amount of \$904,299. Motion was passed unanimously by Members present.

6. CEO/General Manager's Report

Interim CEO/General Manager, Erin Rogers provided the CEO/General Manager's report.

**G. PUBLIC HEARING**

There was no public hearing scheduled.

**H. BOARD BUSINESS**

**Closed Session**

1. Conference with Labor Negotiator, David Avila Concerning Labor Negotiations with Interim CEO/General Manager Pursuant to Government Code 54957.6
2. Conference with Labor Negotiator, Suzanne Pfeiffer, concerning labor negotiations with Amalgamated Transit Union Local No. 1704 regarding the Coach Operator Unit, pursuant to Government Code Section 54957.6

The Board adjourned into Closed Session at 9:05 a.m.

The Board reconvened at 9:22 a.m.

### **Open Session**

1. Approve the Amended and Restated Employment Agreement for Erin Rogers, Interim CEO/General Manager Effective November 6, 2019

M/S (Hagman/Ulloa) that approved the amended and restated employment agreement for Erin Rogers, Interim CEO/General Manager effective November 6, 2019. Motion was passed unanimously by Members present.

### **H. REMARKS AND ANNOUNCEMENTS**

Member Dutrey looks forward to working with Ms. Rogers as the Interim CEO/General Manager.

Chair Avila thanked staff for all their hard work.

### **I. ADJOURNMENT**

The Board adjourned 9:24 a.m. The next regular meeting is scheduled Wednesday, December 4, 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

ITEM # E2

**ADMINISTRATIVE & FINANCE COMMITTEE  
MINUTES, OCTOBER 10, 2019**

**A. CALL TO ORDER**

Acting Committee Chair David Avila called the regular meeting of the Administrative and Finance Committee to order at 8:01 a.m., Thursday, October 10, 2019.

1. Pledge of Allegiance
2. Roll Call

**Committee Members Present**

Mayor 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

**Committee Members Not Present**

Council Member Sam Spagnolo, City of Rancho Cucamonga – Committee Chair

**OmniTrans Administrative Staff Present**

P. Scott Graham, CEO/General Manager  
Erin Rogers, Deputy General Manager  
Trischelle Baysden, Director of Rail  
Jeremiah Bryant, Director of Strategic Development  
Shawn Brophy, Director of Operations  
Suzanne Pfeiffer, Director of Human Resources  
Aaron Moore, Director Special Transportation Services  
Nicole Ramos, Interim Director of Marketing  
Art Torres, Director of Procurement  
Wendy Williams, Director of Marketing-Planning  
Melissa Castillo, Customer Service Manager  
Maurice Mansion, Treasury Manager  
Harry Morck, Network Administrator  
Eugenia Pinheiro, Contracts Manager  
Nicole Ramos, Marketing Manager  
Melissa Saenz, Human Resources Assistant  
Oscar Tostado Maintenance Manager  
Krystal Turner, Contracts Administrator

**LEGAL COUNSEL**

Steve DeBaun, Legal Counsel

**B. ANNOUNCEMENTS/PRESENTATIONS**

The next Committee Meeting is scheduled Thursday, November 14, 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 – September 12, 2019

M/S (Dutrey/Roberts) that approved Administrative & Finance Committee Minutes September 12, 2019. The Motion was passed unanimously by Members present.

2. Receive and File, County-Wide Transit Consolidation Study & Innovative Transit Review of the Metro Valley

Deputy General Manager, Erin Rogers, presented a brief background on this item as detailed in the staff report.

Member Hagman arrived at 8:06 a.m. during the presentation of Item #E2.

Member Dailey referred to the current budget situation and expressed concern regarding the cost of conducting a study similar to one conducted in 2015, which determined that there would not be adequate cost efficiencies to consolidate. He also thanked staff for their work with the Ad Hoc Committee and for developing the proposed plan.

Member Dutrey stated that according to SBCTA staff, the initial scope of the study would evaluate the pros and cons of a potential consolidation. He further explained that the initial findings would be presented to the SBCTA Transit Committee in January.

Member Hagman indicated that serving on different boards requires different perspectives and stated that Omnitrans Board Members should remain focused on efficiency. He stressed the importance of forward thinking and considering alternative options as plans are being developed. Member Hagman stated that he was not in favor of a consolidation but agreed that every option should be looked at.

Member Dutrey asked if this item should be added to the November 6<sup>th</sup> Board agenda for discussion.

Member Wapner mentioned the lack of adequate communication between the Ad Hoc Committee and the Board and attributed that responsibility to staff. Additionally, he clarified that VVTA did not want to be included in the study, however they were not opposed to the study itself.

The Committee received and filed this item.

3. Recommend the Board of Directors Approve Change to Policy 604: Life Insurance and Long-Term Disability Plans

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

M/S (Hagman/Wapner) that recommended the Board of Directors approve changes to Policy 604. Motion was passed unanimously by Members present.

#### **F. ADJOURNMENT**

The Administrative and Finance Committee meeting adjourned at 8:28 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:

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

ITEM # E3

**DATE:** December 4, 2019

**TO:** Board Chair David Avila and Members of the Omnitrans Board of Directors

**FROM:** Erin Rogers, Interim CEO/General Manager

**SUBJECT: PROPOSED BOARD & COMMITTEE MEETING SCHEDULES FOR 2020**

**FORM MOTION**

Adopt Board and Committee Meeting Schedules for Calendar Year 2020. The proposed Board Meeting Schedule is set for 8:00 a.m., the first Wednesday of each month, except on the dates noted. The Board and the Administrative and Finance Committee schedules coincide with SBCTA's 2020 meeting calendar. The Executive Committee meets monthly. The Plans & Programs and Operations & Safety Committee meet quarterly on alternating months. The proposed Committee Schedules are contained in the attachments.

January 8, 2020\*  
February 5, 2020  
March 4, 2020  
April 1, 2020  
May 6, 2020  
June 3, 2020  
July 1, 2020  
August – No Meeting  
September 2, 2020  
October 7, 2020  
November 4, 2020  
December 2, 2020

\*2<sup>nd</sup> Wednesday due to holiday.

ER:AB

**DATE:** December 4, 2019

**TO:** Board Chair David Avila and Members of the Omnitrans Board of Directors

**FROM:** Erin Rogers, Interim CEO/General Manager

**SUBJECT: PROPOSED EXECUTIVE COMMITTEE MEETING SCHEDULE  
FOR 2020**

**FORM MOTION**

Adopt Calendar Year 2020 Executive Committee Schedule, set for 9:00 a.m., the first Friday of each month except on the dates noted.

January 10, 2020\*  
February 7, 2020  
March 6, 2020  
April 3, 2020  
May 1, 2020  
June 5, 2020  
July 10, 2020\*  
August 7, 2020  
September 4, 2020  
October 2, 2020  
November 6, 2020  
December 4, 2020

\*2<sup>nd</sup> Friday due to the holiday.

ER:AB

**DATE:** December 4, 2019

**TO:** Board Chair David Avila and Members of the Omnitrans Board of Directors

**FROM:** Erin Rogers, Interim CEO/General Manager

**SUBJECT: PROPOSED ADMINISTRATIVE AND FINANCE COMMITTEE  
SCHEDULE FOR 2020**

**FORM MOTION**

Adopt 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.

January 16, 2020\*  
February 13, 2020  
March 12, 2020  
April 9, 2020  
May 14, 2020  
June 11, 2020  
July - No Meeting\*\*  
August 13, 2020  
September 10, 2020  
October 15, 2020\*  
November 12, 2020  
December 10, 2020

\* The January and October meetings were moved to the third Thursday to coincide with SBCTA's Committee Meeting schedule.

\*\* As there is no Board Meeting in August, no Committee Meeting will be held in July.

ER:AB

**DATE:** December 4, 2019

**TO:** Board Chair David Avila and Members of the Omnitrans Board of Directors

**FROM:** Erin Rogers, Interim CEO/General Manager

**SUBJECT: PROPOSED PLANS AND PROGRAMS COMMITTEE MEETING  
SCHEDULE FOR 2020**

**FORM MOTION**

Adopt the proposed Plans & Programs Committee Meeting Schedule for Calendar Year 2020. The Plans & Programs Committee meet on a quarterly basis beginning in January 2020 at 9:00 a.m.

January 22, 2020  
April 22, 2020  
July 22, 2020  
October 21, 2020

ER:AB

**DATE:** December 4, 2019

**TO:** Board Chair David Avila and Members of the Omnitrans Board of Directors

**FROM:** Erin Rogers, Interim CEO/General Manager

**SUBJECT: PROPOSED OPERATIONS AND SAFETY COMMITTEE MEETING  
SCHEDULE FOR 2020**

**FORM MOTION**

Adopt the proposed Operations & Safety Committee Meeting Schedule for 2020. The Operations & Safety Committee meet on a quarterly basis beginning in February 2020 at 9:00 a.m.

February 19, 2020  
May 20, 2020  
August 19, 2020  
November 18, 2020

ER:AB

ITEM # E4

**DATE:** December 4, 2019

**TO:** Board Chair David Avila and Members of the Omnitrans Board of Directors

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:** Jeremiah Bryant, Director of Strategic Development

**SUBJECT:** **ANNUAL INTERNAL AUDIT WORKPLAN AND SCHEDULE FY2020**

**FORM MOTION**

Receive and file the Fiscal Year 2020 Annual Internal Audit Workplan (Attachment A) and Schedule (Attachment B).

*This item was reviewed by Administrative & Finance Committee at its November 14, 2019 meeting and forwarded to the Board of Directors to receive and file.*

**BACKGROUND**

The Strategic Development Department was approved by the Omnitrans Board of Directors in April 2019. The Department undertook the responsibility of managing the Internal Audit Workplan, which was previously managed by the former Director Internal Audit Services. Thus, one of the responsibilities assigned to the Director of Strategic Development is to conduct a risk assessment of the Agency annually and develop a workplan which includes audit engagements and activities for mitigation of risk. While specifics are reported to the Director of Strategic Development, these individual audits are completed by several key staff including the Director of Strategic Development, Treasury Manager, Business Intelligence Analyst or through a rotation of Senior Leadership Team members.

The Workplan outlines the audit activities to mitigate the potential risk identified by the assessment. Mitigation will consist of a mixture of audit engagements, strengthening of internal controls, and an evaluation of policies and procedures.

**CONCLUSION**

Staff recommends that the Board receive and file the Annual Internal Audit Workplan and Schedule for Fiscal Year 2020.

ER:JB:VC

Attachments: A. Internal Audit Workplan  
B. Internal Audit Schedule



## Internal Audit Workplan

Prepared by: Strategic Development Department  
Date: October 1, 2019

## **Purpose**

The purpose of the Internal Audit Workplan is to establish a process and set of practices for conducting audit engagements at Omnitrans. The workplan is intended to facilitate the identification and assessment of risk and to monitor and report on how successful Omnitrans is managing risk.

All Omnitrans departments, programs, functions, systems, contracts and activities are subject to audits. It is essential to identify whether the agency is complying to Omnitrans procedures and applicable regulations. It is the responsibility of Omnitrans' management to identify, assess, and manage risk.

## **Introduction**

The Strategic Development Department will manage the Internal Audit Workplan to evaluate compliance over engagements that could pose risk to the agency. Compliance will ensure that Omnitrans' assets and resources are safeguarded and that Omnitrans' operations are managed economically, efficiently and effectively.

Previously the Department of Internal Audit Services managed the Internal Audit Workplan and agency audits. The Department was dissolved in FY2019 and in April 2019 the Strategic Development Department was approved by the Omnitrans Board of Directors. Omnitrans established the Strategic Development Department to centralize performance measurement to better align organizational structure and resources for current and future business needs.

The Strategic Development Department is composed of Service Planning, Development Planning, Scheduling, and Business Intelligence. Increasing ridership, improving customer services, and aligning service levels to satisfy current needs and the future growth of our service area are key responsibilities of the department. Additionally, the Omnitrans Board of Directors adopted the Business Intelligence Analyst position in April 2019. The Business Intelligence Analyst was created to coordinate and perform programmatic work in areas of transit planning, financial administration, operational data and reporting and data management. The Business Intelligence function is responsible for benchmarking with agency peers and sharing of best practices. The use of benchmarking and evaluating best practices dovetails with the Internal Audit function.

## **Internal Audit Workplan**

The Strategic Development Department will annually create the Internal Audit Workplan. The plan will contain two sections:

- Audit Tasks
  - An outline that lists all auditable tasks including: definitions; designated staff by department who will execute an audit; the frequency of conducting an audit; and the identified priority (risk assessment) of the task.
- Audit Schedule
  - A calendar template that identifies when an audit task needs to be audited. Tasks will be audited monthly, quarterly, annually and or as needed. The template will be used to record any findings, if any, and mitigation plans by the department in charge of the audit task.

The workplan is electronically shared with the Executive Office, Department Directors, and designated staff to monitor, audit, record findings and produce mitigation plans.

### **Auditing Procedures**

The role of the Auditor is given to Omnitrans management staff. Auditors will be identified as either Leads or Designees, where the designee serves as a backup to the lead. Leads and designees are identified by Department and by the Agency Job Title. Each audit task is assigned a lead and designee auditor.

The auditor will follow the Audit Schedule to determine when to audit a task. Communication will be established between the auditor and the Department Director of the department being audited. An auditor may not audit their own departments work. For example, the Finance Department will not audit their own Petty Cash.

Once an audit is completed the auditor will record in the Audit Schedule, per the task and period, a Finding or No Finding. All findings will be summarized. Communication between the auditor and the audited Department Director will occur to establish a mitigation plan for future audits, if needed, and to officially complete the audit. Routine results of the Internal Audits will be shared with Omnitrans' Executive Leadership on a Quarterly basis. Any significant finding will be reported immediately to the Executive Office.

### **Risk & Risk Management**

What is Risk? Risk can be defined as the combination of the probability of an event and its consequences. In simple terms, risk is a combination of the chance that something may happen and the degree of damage or loss that may result if it does occur.

Risk management is the process of recognizing risk and developing methods to both minimize and manage the risk. This approach requires the development of a method to identify, prioritize, treat (deal with), control and monitor risk exposures. In risk management, the process is followed where the risks are assessed against the likelihood (chance) of them occurring and the severity or amount of loss or damage (impact) which may result if they do happen.

It is the responsibility of Omnitrans' management to identify, assess, and manage risk. The internal audit plan will facilitate the identification of risk and to monitor and report how well Omnitrans is managing risk.

### **Conclusion**

This Workplan seeks to align limited audit resources with risk throughout the organization while considering prior audit efforts and other factors as outlined earlier in this report. Strategic Development will refine risk assessment to include emerging projects, programs, contracts and functions. Strategic Development will also assess the risk and weightings included to most accurately reflect the risk profile of the organization and to allow the greatest coverage of that risk in the annual audit planning process.

## **FY2019 Audits**

While there was a period of transition between the retirement of the Director of Internal Audit and the initiation of internal audits by the Strategic Development Department, the audits of the agency continued. Below is a summary of recent audits.

### **Human Resources:**

- CalPERS Audit August 2019: This audit focused on pay information submitted to CalPERS under the Special Compensation Section “Temporary Upgrade.” Both Human Resources and Payroll provided information on the sample employees selected by CalPERS.
- California Highway Patrol (CHP) DOT Audit: CHP audits Omnitrans pull notices annually in both West and East Valley. The purpose of the audit is to check driving credentials for Operations and Maintenance staff. In addition, records for the Drug and Alcohol Program and time keeping to ensure compliance with these regulations.
- Financial and Payroll Annual Audit September 2018: Primary focus is on financial and payroll information. HR provides information on payroll changes.

### **Finance:**

- Interim Financial Audit May 2019: The interim audit is a preliminary audit on the work and preparation for the final financial audit. This is done annually. The interim financial audit initiates the Single Audit and ensures that Omnitrans complies with the generally accepted accounting principles in the Agency’s Comprehensive Annual Financial Report (CAFR).
- National Transit Database (NTD) Statistical Audit July 2019: The NTD Statistical audit is completed yearly to ensure compliance with FTA rules for reporting statistical data such as ridership levels, passenger miles, revenue hours, revenue miles and other key service characteristics.
- FTA Triennial August 2019: This review is completed by FTA consultants every 3 years. It evaluates 21 specific areas defined by the FTA including areas such as evaluating compliance with civil rights areas, financial capacity, procurement policies, special funding programs, and drug and alcohol programs.
- Final Financial Audit September 2019: A conclusion to the Interim Financial Audit, which allows Omnitrans to close the previous fiscal year and publish the CAFR.

## **FY2020 Internal Audit Workplan**

The Omnitrans FY2020 Internal Audit Plan contains eleven (11) audit tasks.

### **1. Department Policies and Procedures**

- Select one department quarterly to verify that the Department Director has reviewed and updated Department Policies and that the department is complying with its policies/procedures. At least one policy/procedure will be pulled to ensure compliance with policy/procedure.

2. Civil Rights Review
  - Transit Agencies are responsible for complying with four specific areas of civil rights: ADA, Title VI, EEO and DBE. Each quarter, one of these will be selected for review. Review will ensure appropriate policy, tracking, reporting and compliance.
3. Cycle Counts
  - Conduct an inventory count on at least four randomly selected items and verify compared to expected count. Count will occur in at least once in each division per quarter.
4. Petty Cash
  - Validate that Petty Cash Balance and accounting of expenses match. Randomly select one department per month to audit.
5. Fare Revenue
  - Review of Finance Departments process of validating fare revenue reported by Fareboxes, Mobile Fares and Outlet Sales and compare to revenue received. Validate that average fare on selected farebox revenue selected is within expected value.
6. Accounts Receivable and Accounts Payable Review
  - Review aging reports and related documents for both AR & AP. Ensure compliance with vendor agreements. Identify/discuss items out of compliance.
7. Sub-Recipient Grants Oversight
  - Complete Sub-Recipient Grant Monitoring as required by sub-recipient agreements.
8. Grant Process Management
  - Ensure that Grant Reports are completed as required. Ensure that the Capital Funding are correctly accounted and work with Finance to determine best options for old/expiring funds.
9. Buy America
  - Ensure documented compliance with Buy America Requirements typically using Bus Inspection Contractor.
10. Review Request for Proposals Over \$150K
  - Review that all Request for Proposals over \$150K were awarded in an objective, impartial an unbiased manner. Reviewer will ensure that the evaluation committee met all objectives of the procurement in compliance with Omnitrans' Procurement Policies and Procedures.
11. Procurement Protest Reviews
  - Ensure that all Protest Reviews are done in compliance with Omnitrans' Policies and Procedures. All results are communicated timely to required parties.

Departments involved in the FY2020 Internal Audit Plan include Strategic Development, Finance, Maintenance and Procurement.



# OmniTrans Internal Audit Workplan FY2020

## Audit Tasks

Audit Task ID	Task	Task Definition	Lead Department	Lead	Designee	Frequency	Priority
1	<b>Department Policies and Procedures</b>	Select one department quarterly to verify that the Department Director has reviewed and updated Department Policies and that the department is complying with its policies/procedures. At least one policy/procedure will be pulled to ensure compliance with policy/procedure.	Strategic Development	Director of Strategic Development	Business Intelligence Analyst	Quarterly	Moderate
2	<b>Civil Rights Review</b>	Transit Agencies are responsible for complying with four specific areas of civil rights: ADA, Title VI, EEO and DBE. Each quarter, one of these will be selected for review. Review will ensure appropriate policy, tracking, reporting and compliance.	Strategic Development	Director of Strategic Development	Business Intelligence Analyst	Quarterly	High
3	<b>Cycle Counts</b>	Conduct an inventory count on at least four randomly selected items and verify compared to expected count. Count will occur in at least once in each division per quarter.	Finance	Treasury Manager	Treasury Manager	Monthly	High
4	<b>Petty Cash</b>	Validate that Petty Cash Balance and accounting of expenses match. Randomly select one department per month to audit.	Finance	Treasury Manager	Accountant	Monthly	Low
5	<b>Fare Revenue</b>	Review of Finance Departments process of validating fare revenue reported by Fareboxes, Mobile Fares and Outlet Sales and compare to revenue received. Validate that average fare on selected farebox revenue selected is within expected value. Ensure that Force pass issuance is within expected values.	Strategic Development	Business Intelligence Analyst	Business Intelligence Analyst	Monthly	Moderate
6	<b>Accounts Receivable and Accounts Payable Review</b>	Review aging reports and related documents for both AR & AP. Ensure compliance with vendor agreements. Identify/discuss items out of compliance and gather Finance departments plans to rectify any issue resolved.	Strategic Development	Director of Strategic Development	Business Intelligence Analyst	Quarterly	High

# Omnitrans Internal Audit Workplan FY2020



Audit Task ID	Task	Task Definition	Lead Department	Lead	Designee	Frequency	Priority
7	<b>Sub-Recipient Grants Oversight</b>	Complete Sub-Recipient Grant Monitoring as required by recipient agreements.	Finance	Treasury Manager	Treasury Manager	Annual	High
8	<b>Grant Process Management</b>	Ensure that Grant Reports are completed as required. Ensure that the Capital Funding are correctly accounted and work with Finance to determine best options for old/expiring funds.	Strategic Development	Director of Strategic Development	Business Intelligence Analyst	Quarterly	High
9	<b>Buy America</b>	Ensure documented compliance with Buy America Requirements typically using Bus Inspection Contractor.	Maintenance	Director of Maintenance	Technical Services Manager	As Needed	Low
10	<b>Review Request for Proposals Over \$150K</b>	Review that all Request for Proposals over \$150K were awarded in an objective, impartial an unbiased manner. Reviewer will ensure that the evaluation committee met all objectives of the procurement in compliance with Omnitrans' Procurement Policies and Procedures.	Finance	Treasury Manager	SLT Rotation	As Needed	Low
11	<b>Procurement Protest Reviews</b>	Ensure that all Protest Reviews are done in compliance with Omnitrans' Policies and Procedures. All results are communicated timely to required parties.	Procurement	Director of Procurement	SLT Rotation	As Needed	High

# OmniTrans Internal Audit Workplan FY2020



## Audit Schedule

Audit Task ID	Task	Lead Department	Frequency		Jul	Aug	Sep	Q1	Oct	Nov	Dec	Q2
1	Department Policies and Procedures	Strategic Development	Quarterly	Audited Dept				Maintenance				Procurement
				Result								
2	Civil Rights Review	Strategic Development	Quarterly	Audited Dept				Strategic Development				HR
				Result								
3	Cycle Counts	Finance	Monthly	Audited Dept	Procurement	Procurement	Procurement		Procurement	Procurement	Procurement	
				Result								
4	Petty Cash	Finance	Monthly	Audited Dept	Finance*	HR	Strategic Development		Procurement	I.T	Operations	
				Result								
5	Fare Revenue	Strategic Development	Monthly	Audited Dept	Finance	Finance	Finance		Finance	Finance	Finance	
				Result								
6	Accounts Receivable and Accounts Payable Review	Strategic Development	Quarterly	Audited Dept				Finance				Finance
				Result								
7	Sub-Recipient Grants Oversight	Finance	Annual	Audited Dept								
				Result								
8	Grant Process Management	Strategic Development	Quarterly	Audited Dept				Finance				Finance
				Result								
9	Buy America	Maintenance	As Needed	Audited Dept	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
				Result								

# OmniTrans Internal Audit Workplan FY2020



Audit Task ID	Task	Lead Department	Frequency		Jul	Aug	Sep	Q1	Oct	Nov	Dec	Q2
10	Review Request for Proposals Over \$150K	Finance	As Needed	Audited Dept	As Needed	As Needed	As Needed		As Needed	As Needed	As Needed	
				Result								
11	Procurement Protest Reviews	Procurement	As Needed	Audited Dept	As Needed	As Needed	As Needed		As Needed	As Needed	As Needed	
				Result								

\* Department may not audit themselves; Finance or Strategic Development will alternate in auditing themselves unless otherwise specified.

# Omnitrans Internal Audit Workplan FY2020



## Audit Schedule

Audit Task ID	Task	Lead Department	Frequency		Jan	Feb	Mar	Q3	Apr	May	Jun	Q4	Annual
1	Department Policies and Procedures	Strategic Development	Quarterly	Audited Dept				Finance				HR	
				Result									
2	Civil Rights Review	Strategic Development	Quarterly	Audited Dept				Procurement				Strategic Development*	
				Result									
3	Cycle Counts	Finance	Monthly	Audited Dept	Procurement	Procurement	Procurement		Procurement	Procurement	Procurement		
				Result									
4	Petty Cash	Finance	Monthly	Audited Dept	STS	Maintenance	Marketing		Rail	Finance*	HR		
				Result									
5	Fare Revenue	Strategic Development	Monthly	Audited Dept	Finance	Finance	Finance		Finance	Finance	Finance		
				Result									
6	Accounts Receivable and Accounts Payable Review	Strategic Development	Quarterly	Audited Dept				Finance				Finance	
				Result									
7	Sub-Recipient Grants Oversight	Finance	Annual	Audited Dept									STS
				Result									
8	Grant Process Management	Strategic Development	Quarterly	Audited Dept				Finance				Finance	
				Result									

# OmniTrans Internal Audit Workplan FY2020



Audit Task ID	Task	Lead Department	Frequency		Jan	Feb	Mar	Q3	Apr	May	Jun	Q4	Annual
9	Buy America	Maintenance	As Needed	Audited Dept	As Needed	As Needed	As Needed		As Needed	As Needed	As Needed		
				Result									
10	Review Request for Proposals Over \$150K	Finance	As Needed	Audited Dept	As Needed	As Needed	As Needed		As Needed	As Needed	As Needed		
				Result									
11	Procurement Protest Reviews	Procurement	As Needed	Audited Dept	As Needed	As Needed	As Needed		As Needed	As Needed	As Needed		
				Result									

\* Department may not audit themselves; Finance and Strategic Development will alternate auditing each other unless otherwise specified.

ITEM #           E5          

**DATE:** December 4, 2019

**TO:** Board Chair David Avila and Members of the Omnitrans Board of Directors

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:** Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE RELEASE - IFB-SDD20-22  
BUS BENCHES, SHELTERS AND AMENITIES**

**FORM MOTION**

Authorize the Interim CEO/General Manager to release Invitation for Bids IFB-SDD20-22 for the provision of Bus Benches, Shelters, and Amenities beginning March 2020 ending no later than September 2021.

**BACKGROUND**

Omnitrans is seeking to purchase bus benches, shelters and passenger amenities for bus stops. This solicitation includes the manufacture of the items in accordance with the provided specifications. Omnitrans will install the amenities with its own work force:

- Premium Shelter with Media Kiosk
- Premium Shelter without Media Kiosk
- 17' Standard Shelter with Media Kiosk
- 17' Standard Shelter without Media Kiosk
- 13' Standard Shelter with Media Kiosk
- 13' Standard Shelter without Media Kiosk
- Transit Center Media Display Kiosk
- Shelter Media Display Kiosk
- Solar Lighting System
- 32-Gallon Trash Receptacle
- 20-Gallon Trash Receptacle
- Pedestal for 20-Gallon Trash Receptacle
- 6' Backless Bench
- 7' Backless Bench
- 6' Backed Bench
- Bike Rack

In accordance with the Procurement Policy 2000, Section 2.3.5.1.3 and FTA Circular 4220.1F, Board authorization and use of a formal procurement procedure is required to release Invitation for Bids for procurements exceeding \$150,000. The Independent Cost Estimate for this project is \$462,522.

## **FUNDING SOURCES**

The required capital funds are budgeted for this project. Funding sources include a pass-through of Transformative Climate Communities (State of California) grant funding from the City of Ontario and Transportation Development Act Article 3 (local funding) from San Bernardino County Transportation Authority (SBCTA), which were awarded specifically for passenger amenities such as shelters and benches.

The cost associated with this procurement is budgeted in Omnitrans' Capital Budget.

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

## **CONCLUSION**

By proceeding with this solicitation, Omnitrans will have the ability to provide Bus Benches, Shelters, and Amenities to its passengers.

ER:AT:FH

ITEM # \_\_\_\_\_ E6 \_\_\_\_\_

**DATE:** December 4, 2019

**TO:** Board Chair David Avila and Members of the Omnitrans Board of Directors

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:** Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE RELEASE – IFB-ITS20-08  
CISCO CORE NETWORK EQUIPMENT**

**FORM MOTION**

Authorize the Interim CEO/General Manager to release Invitation for Bids IFB-ITS20-08 for the provision of Cisco Core Network Equipment.

**BACKGROUND**

Omnitrans maintains hardware switches to connect devices such as computers, printers, phones, etc. In 2010, Omnitrans purchased Cisco brand switches which have reached the end of useful life. To ensure continuity of operations, Omnitrans seeks to replace three (3) network switches in the Information Technology (IT), Maintenance and Administration departments and five (5) identical core switches at the West Valley, I-Street, San Bernardino Transit Center and Feron locations and purchase one (1) spare. The equipment shall include software licensing and a three (3) year warranty and support agreement.

In accordance with the Procurement Policy 2000, Section 2.3.5.1.3 and FTA Circular 4220.1F, Board authorization and use of a formal procurement procedure is required to release Invitation for Bids for procurements of good/services exceeding \$150,000. The Independent Cost Estimate for this project is \$398,306.

**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-19-169	2018	Cisco Network Equipment	D1822022F	\$318,645
Prop 1B	Prop 1B	2018	Cisco Network Equipment	D1822000B	\$ 79,661
<b>Total</b>					<b>\$398,306</b>

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

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

### **CONCLUSION**

By proceeding with this solicitation, Omnitrans will replace existing Cisco equipment that has reached the end of useful life.

ER:AT:KT

ITEM # E7

**DATE:** December 4, 2019

**TO:** Board Chair David Avila and Members of the Omnitrans Board of Directors

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:** Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE AWARD – MNT20-40, PARTS WASHER SERVICE**

**FORM MOTION**

Authorize the Interim CEO/General Manager to award Contract MNT20-40 to F.R.S Environmental, Inc., of Corona, CA, for the provision of Parts Washer Service for a three (3) year base period beginning February 2, 2020 and ending February 1, 2023, with the authority to exercise two (2) single option years ending no later than February 1, 2025, in the amount of \$111,300, plus a ten percent contingency of \$11,130, for a total not-to-exceed amount of \$122,430, if all option years are exercised.

**BACKGROUND**

Omnitrans currently owns and operates fourteen (14) parts washers for the cleaning of bus parts. As part of the preventative maintenance of the parts washers, Omnitrans intends to contract for the parts washer service to include replacements parts, cleaning solution, and waste disposal. The current contract expires February 1, 2020.

Solicitations under \$150,000 are informal procurements and do not require Board approval for release. In accordance with Procurement Policy 2000, Section 2.3.4.2., awards over \$50,000 require Board approval.

On September 20, 2019, staff released Request for Quotes RFQ-MNT20-40 which was posted on Omnitrans' online bidding system. One (1) bid was received by the October 22, 2019 deadline and was deemed responsive.

In accordance with FTA Circular 4220.1F and Omnitrans Procurement Policy 2010 Section 2.1, awarding a contract in response to a single bid is allowed when it can be determined that the lack of competition was not due to unfavorable terms and conditions or unduly restrictive specifications.

Staff surveyed potential sources that chose not to submit a bid. As a result of the survey, staff determined that the limited number of responses was unrelated to any term or specifications and deemed the process valid.

Award is recommended to F.R.S. Environmental, Inc., in the amount of \$111,300. A detailed cost analysis was performed, and pricing is deemed fair and reasonable.

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

### **FUNDING SOURCE**

The cost associated with this procurement is budgeted in Omnitrans' Maintenance Department Operating Budget as follows:

Department	1200
Expenditure Code	505060

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

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

### **CONCLUSION**

By proceeding with this award, Omnitrans will have the ability to maintain the safety and reliability of its parts washing equipment.

ER:AT:FRH

ITEM #           E8          

**DATE:** December 4, 2019

**TO:** Board Chair David Avila and Members of the Omnitrans Board of Directors

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:** Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE AWARD – PURCHASE ORDER ITS20-48  
INFORMATION TECHNOLOGY (IT) HARDWARE**

**FORM MOTION**

Authorize the Interim CEO/General Manager to award Purchase Order ITS20-48 to Smart IT Pros, Inc. of Rochester, MI for the provision of Information Technology (IT) Hardware in the amount of \$123,498, plus a Cost Allocation Plan (CAP) of \$3,231 (3.27% charged on Federal portion of \$98,798), for a total not-to-exceed amount of \$126,729.

**BACKGROUND**

Omnitrans requires a contractor to provide IT products to meet the computer hardware requirements of various departments. This project includes tablets, workstations, notebooks, laptops, data center and network equipment.

Solicitations under \$150,000 are informal procurements and do not require Board approval for release. In accordance with Procurement Policy 2000, Section 2.3.4.2., awards over \$50,000 require Board approval.

On October 10, 2019 staff released Request for Quotes RFQ-ITS20-48. The solicitation was posted on Omnitrans' online bidding system. One (1) bid was received by the October 17, 2019 deadline and was deemed responsive.

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

Award is recommended to Smart IT Pros, Inc. in the amount of \$123,498.

A detailed cost analysis was performed, and pricing is deemed fair and reasonable based on current market prices.

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-Z280-00	2015	Laptop/Desktop	D1522013F	\$102,029.00
Prop 1B	3400009	2015	Laptop/Desktop	D1522013B	\$ 24,700.00
<b>Total</b>					<b>\$ 126,729.00</b>

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

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

### **CONCLUSION**

By proceeding with this award, Omnitrans will be able to ensure continuity of operations of its IT Hardware equipment.

ER:AT:AJ

ITEM # F1

**DATE:** December 4, 2019

**TO:** Board Chair David Avila and Members of the Omnitrans Board of Directors

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:** Maurice Mansion, Treasury Manager

**SUBJECT: AGENCY MANAGEMENT REPORT – FISCAL YEAR 2020 FIRST  
QUARTER REPORT**

### **AGENCY RESULTS**

The first quarter operational results in this report represents the period covering 7/01/2019 – 9/30/2019.

*This item was reviewed by Administrative & Finance Committee at its November 14, 2019 meeting and forwarded to the Board of Directors to receive and file.*

### **OPERATING REVENUE**

First quarter Operating Revenues of \$22.5M are \$0.3M under budget. The first quarter negative variance is driven by Capitalized Maintenance being less than plan through the first quarter. Costs in the maintenance department are running lower than planned year-to-date.

### **OPERATING EXPENSE**

First quarter Operating Expenses of \$21.0M are \$1.9M under budget. The first quarter positive variance is primarily driven by expenditures in Labor & Benefits, Services, Occupancy and Purchased Transportation being less than planned.

### **RIDERSHIP**

During the first quarter, Omnitrans carried a total 2,776,333 passengers. This consisted of 2,691,812 on Fixed Route service and 84,521 on Access routes. This reflects a total system increase of 3.0% when compared to the first quarter of last year. Fixed Route ridership for the first quarter increased 88,743 or 3.4% and Access ridership decreased 7,577 or 8.2% compared to the same period last year.

### **REVENUE HOURS/REVENUE MILES**

Omnitrans provided a total of 211,558 revenue hours for the first quarter, reflecting an increase of 4,738 hours or 2.3% compared to the same quarter last year. Omnitrans logged a total of 2,901,566 revenue miles during the quarter, reflecting an increase of 66,122 revenue miles or 2.3% when compared to same quarter last year.

### **FAREBOX RECOVERY RATIO**

First quarter Passenger Revenue for Fixed Route is \$5,105,238 compared to \$4,681,860 for the same period last year. The increase in Passenger Revenue is attributed to the increase in the sale of 31-day passes. The farebox recovery ratio for Fixed Route is 29.82% for the first quarter. The minimum required farebox recovery ratio for fixed route is 20%.

Passenger Revenue for Access is \$597,715 versus \$1,080,884 for the same quarter last year. This is a decrease of 44.7%. The decrease is driven by Omnitrans no longer receiving the Medi-Cal reimbursement from the state. The farebox recovery ratio for Access is 15.5% for the first quarter. The minimum required farebox recovery ratio for Access is 10%.

### **FINANCIALS**

Total Salaries and Benefits of \$12,592,377 are \$1,023,080 under budget for the first quarter. The positive variance is driven by headcount being lower than planned and the timing of sick and vacation accruals.

Total Services is \$590,784 or \$398,426 under budget in the first quarter. The positive variance is primarily driven by the timing of services.

Materials and Supplies is \$1,675,991 or \$7,303 over budget for the first quarter. The first quarter negative variance is driven by rolling stock parts being higher than planned.

Occupancy consists of Utilities, Data Communication Lines, Repairs and Maintenance to Buildings, Equipment and Software. First quarter expenses are \$1,143,058 or \$252,698 under budget. The first quarter positive variance is driven by repairs and maintenance on the buildings being less than planned.

Casualty & Liability is \$1,966,777 or \$39,432 under budget for the first quarter. The positive variance is driven by insurance premiums being less than planned.

Purchase Transportation is \$2,800,392 or \$157,464 under budget for the first quarter. The positive variance is driven by the decline in ridership on ACCESS.

Printing and Advertising is \$133,090 or \$85,668 under budget for the first quarter. The first quarter positive variance is driven by the timing of printing and advertising charges.

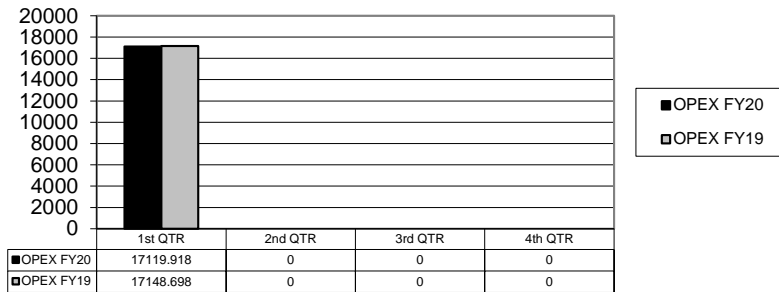
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**PERFORMANCE STATISTICS  
FISCAL YEAR 2020  
First Quarter**

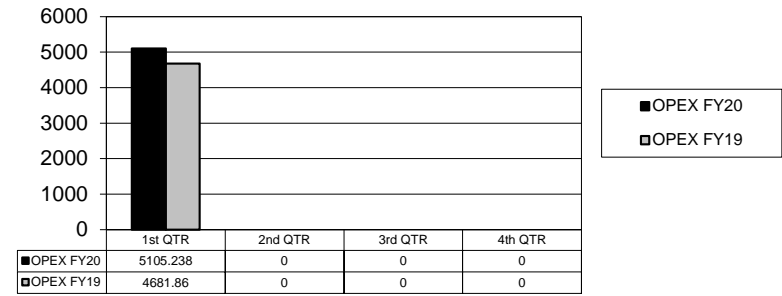
	<u>Current Quarter</u>		YR/YR <u>inc/(dec)</u>	<u>Year-To-Date</u>		YR/YR <u>inc/(dec)</u>
	<u>First Quarter 2020</u>	<u>First Quarter 2019</u>	<u>CURRENT</u>	<u>First Quarter 2020</u>	<u>First Quarter 2019</u>	<u>YTD</u>
Total Passenger Revenue & Subsidy						
Fixed Route	\$5,105,238	\$4,681,860	9.0%	\$5,105,238	4,681,860	9.0%
Demand Response	\$597,715	\$1,080,884	-44.7%	\$597,715	1,080,884	-44.7%
Total Passengers						
Fixed Route	2,691,812	2,603,069	3.4%	2,691,812	2,603,069	3.4%
Demand Response	84,521	92,098	-8.2%	84,521	92,098	-8.2%
Farebox Recovery Ratio						
Fixed Route/OmniLink	29.82%	27.62%		29.82%	27.62%	
Access	15.48%	29.16%		15.48%	29.16%	
Total Passengers per Revenue Hour						
Fixed Route	15.8	15.6	1.6%	15.8	15.6	1.6%
Demand Response	2.0	2.3	-12.2%	2.0	2.3	-12.2%
Revenue per Passenger						
Fixed Route	\$ 1.90	\$ 1.80	5.4%	\$ 1.90	\$ 1.80	5.4%
Demand Response	\$ 7.07	\$ 11.74	-39.7%	\$ 7.07	\$ 11.74	-39.7%
Cost per Passenger						
Fixed Route	\$ 6.36	\$ 6.59	-3.5%	\$ 6.36	\$ 6.59	-3.5%
Demand Response	\$ 45.69	\$ 40.25	13.5%	\$ 45.69	\$ 40.25	13.5%
Cost per Revenue Hour						
Fixed Route	\$ 100.56	\$ 102.51	-1.9%	\$ 100.56	\$ 102.51	-1.9%
Demand Response	\$ 93.48	\$ 93.77	-0.3%	\$ 93.48	\$ 93.77	-0.3%

	<u>Actual</u>	<u>Target</u>
On Time Performance		
Fixed Route	84.46%	90%
Demand Response	87.34%	90%
Headcount	713	697
(includes PT Operators, excludes Rail,STS)		

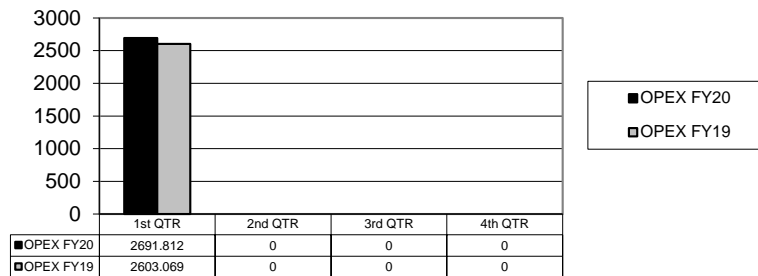
### Fixed Route Operating Expense *Thousands*



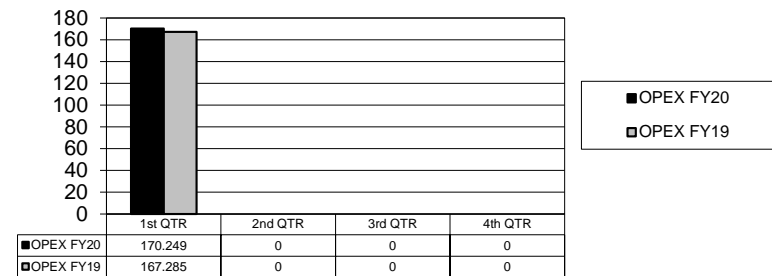
### Fixed Route Passenger Revenue *Thousands*



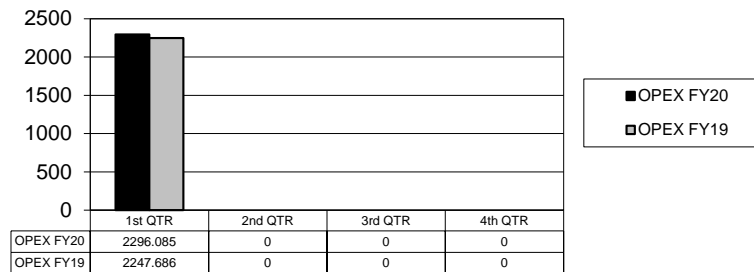
### Fixed Route Ridership *Thousands*



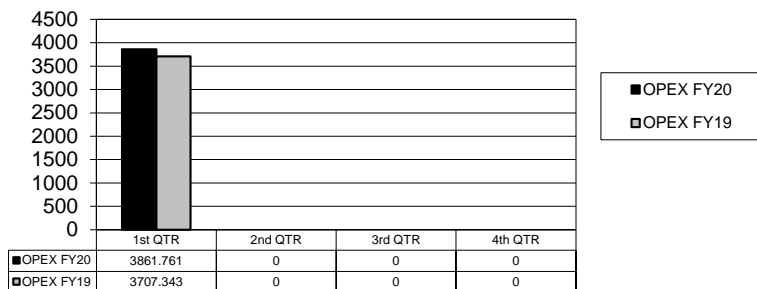
### Fixed Route Revenue Hours *Thousands*



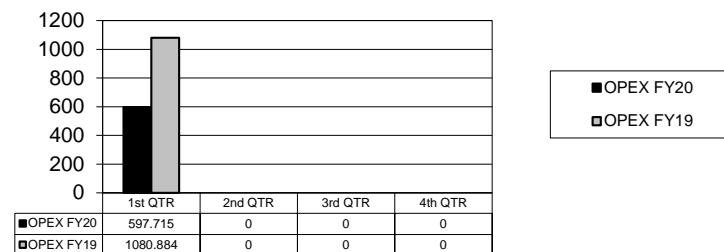
### Fixed Route Revenue Miles *Thousands*



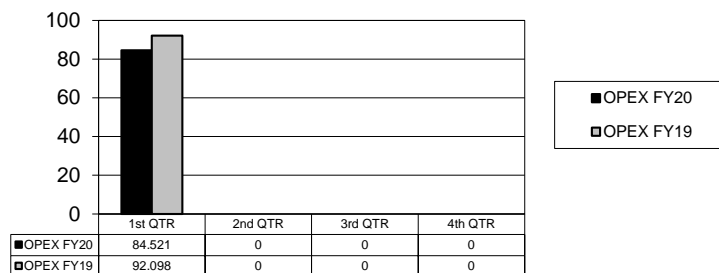
### Demand Response Operating Expense Thousands



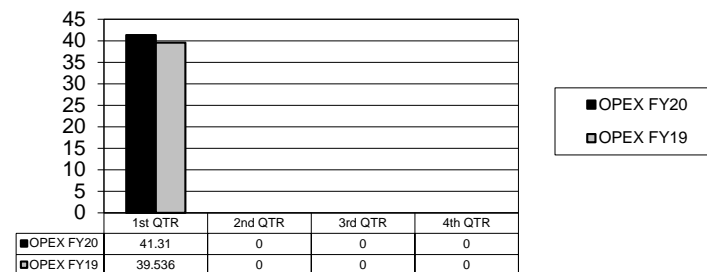
### Demand Response Passenger Revenue Thousands



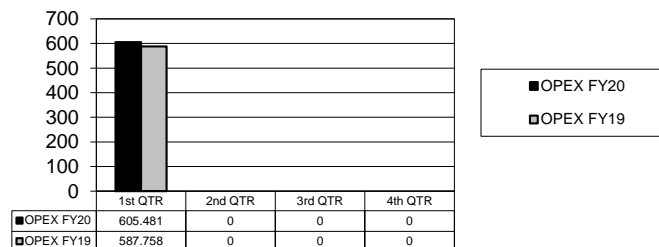
### Demand Response Ridership Thousands



### Demand Response Revenue Hours Thousands



### Demand Response Revenue Miles Thousands



# Statement of Operations

## Fiscal Year: 2020

CURRENT QUARTER: First Quarter (July, August, September)

<u>Actual</u>	<u>Budget</u>	<u>Fav/(Unf)</u>	<u>% of Budget</u>	<u>Operating Revenues</u>
3,659,872	3,539,500	120,372	103%	Passenger Fares
67,601	83,750	(16,149)	81%	Measure I Subsidy - Fares
1,975,480	1,975,480	0	100%	Measure I - Operating
332,811	332,811	0	100%	Measure I CTSA - Operating
106,125	195,873	(89,748)	54%	Measure I Rail - Operating
851,785	382,500	469,285	223%	LCFS - Credits
4,252	73,568	(69,316)	6%	LCTOP Operating
134,658	163,750	(29,092)	82%	Auxillary Transportation Revenue
(55,660)	29,750	(85,410)	0%	Non-Transportation Revenue
11,026,361	11,026,361	(0)	100%	LTF Operating
634,371	634,371	0	100%	STAF Operating
64,163	34,812	29,351	0%	JARC - Operating Assistance
3,738,297	4,391,719	(653,422)	85%	Capital Funds for Operations
<u>22,540,113</u>	<u>22,864,243</u>	<u>(324,129)</u>	<u>99%</u>	<u>Total Revenues</u>

### Operating Expenses

8,598,194	8,940,385	342,191	96%	Labor
3,994,183	4,675,072	680,889	85%	Fringe Benefits
590,784	989,210	398,426	60%	Services
1,675,991	1,683,294	7,303	100%	Materials and Supplies
1,143,058	1,395,756	252,698	82%	Occupany
1,966,777	2,006,209	39,432	98%	Casualty and Liability
1,181	13,750	12,569	9%	Taxes and Fees
2,800,392	2,957,856	157,464	95%	Purchased Transportation
133,090	218,758	85,668	61%	Printing and Advertising
78,028	(16,048)	(94,076)	-486%	Miscellaneous Expense
0	0	0	0%	Lease and Rental
<u>20,981,679</u>	<u>22,864,242</u>	<u>1,882,564</u>	<u>92%</u>	<u>Total Operating Expense</u>
<u>1,558,434</u>	<u>0</u>	<u>1,558,434</u>		<u>Net Gain (Net Loss)</u>

YEAR-TO-DATE: September 2019

<u>Actual</u>	<u>Budget</u>	<u>Fav/(Unf)</u>	<u>% of Budget</u>
3,659,872	3,539,500	120,372	103%
67,601	83,750	(16,149)	81%
1,975,480	1,975,480	0	100%
332,811	332,811	0	100%
106,125	195,873	(89,748)	54%
851,785	382,500	469,285	223%
4,252	73,568	(69,316)	6%
134,658	163,750	(29,092)	82%
(55,660)	29,750	(85,410)	-187%
11,026,361	11,026,361	(0)	100%
634,371	634,371	0	100%
64,163	34,812	29,351	0%
3,738,297	4,391,719	(653,422)	85%
<u>22,540,113</u>	<u>22,864,243</u>	<u>(324,129)</u>	<u>99%</u>
8,598,194	8,940,385	342,191	96%
3,994,183	4,675,072	680,889	85%
590,784	989,210	398,426	60%
1,675,991	1,683,294	7,303	100%
1,143,058	1,395,756	252,698	82%
1,966,777	2,006,209	39,432	98%
1,181	13,750	12,569	9%
2,800,392	2,957,856	157,464	95%
133,090	218,758	85,668	61%
78,028	(16,048)	(94,076)	-486%
-	-	0	0%
<u>20,981,679</u>	<u>22,864,242</u>	<u>1,882,564</u>	<u>92%</u>
<u>1,558,434</u>	<u>0</u>	<u>1,558,434</u>	

**DATE:** December 4, 2019

**TO:** Board Chair David Avila and Members of the Omnitrans Board of Directors

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:** Mae Sung, Accounting Manager

**SUBJECT: INVESTMENT STATUS**

**FORM MOTION**

Receive and file this report on the status of the Agency's investments.

**BACKGROUND**

California Government Code requires the quarterly reporting of investments of public agency funds to its governing body.

**SUMMARY**

All of the Agency's investments are invested with the Local Agency Investment Fund (LAIF) and Union Bank. Please refer to the attachment for the investment activity of the Agency for the period of July – September 2019. Sufficient funds are available to meet the obligations of the Agency for the next thirty-one days.

ER:MS

OMNITRANS  
Treasurer's Report  
Quarter ending September 2019

Institution - Investment Type	Description	Starting Balance	Deposits	Disbursements	Interest Yield	Ending Balance
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Cash and Investments Under the Direction of the Treasurer

Local Agency Investment Fund		\$ 37,100,081.45			2.41%	
	Interest for QTR	\$ 89,327.11			2.57%	
		\$ 27,800,000.00			2.38%	
				\$ (400,000.00)	2.31%	
		\$ 64,989,408.56		\$ (400,000.00)		
Net LAIF Funds				\$ 64,589,408.56		\$ 64,589,408.56
Fair Marketing Value	Fair Value Factor				1.001642817	\$ 64,695,517.14
Union Bank Money Market GMRA		\$ 2,956,238.54				
	Interest	\$ 10,537.95			1.25%	
		\$ 545,600.23		\$ (182,674.24)		
		\$ 3,512,376.72		\$ (182,674.24)		
				\$ 3,329,702.48		\$ 3,329,702.48
Union Bank Money Market Caltrans Capital Project Funds		\$ 11,271,300.01				
	Interest	\$ 47,687.66			1.25%	
		\$ 3,319,246.00		\$ (274,228.70)		
		\$ 14,638,233.67		\$ (274,228.70)		
				\$ 14,364,004.97		\$ 14,364,004.97
Union Bank CDs		\$ 499,955.00				
	Change in Value	\$ 45.00		\$ (500,000.00)		
		\$ 500,000.00		\$ (500,000.00)		
				\$ -		\$ -
Union Bank Money Market West Valley Corridor Project		\$ 149,384.14				
	Interest	\$ 488.04		\$ -	1.25%	
		\$ 149,872.18		\$ -		
				\$ 149,872.18		\$ 149,872.18
Union Bank Money Market CTSA		\$ 829,122.81				
	Interest	\$ 17,085.03		\$ (459,412.45)	1.25%	
		\$ 11,742,120.34		\$ (459,412.45)		
		\$ 12,588,328.18		\$ (459,412.45)		
				\$ 12,128,915.73		\$ 12,128,915.73
Chase Bank -CTSA ACH Debit		\$ 34,728.44				
		\$ 13,314.41		\$ (29,415.19)		
		\$ 48,042.85		\$ (29,415.19)		
				\$ 18,627.66		\$ 18,627.66
		\$ 1,509,980.99				
	Passenger	\$ 3,409,641.92				
	Grants' Revenue	\$ 70,465,583.40				
	Miscellaneous Revenue	\$ 825,134.70				
	Transfers From (To) LAIF	\$ 400,000.00	\$ (27,800,000.00)			
	Transfers From (To) GMRA	\$ 456,902.94	\$ (3,364,846.23)			
	Transfers From (To) CTSA	\$ 459,412.45	\$ (11,742,120.34)			
	Transfers From (To) WV Corridor Project	\$ -				
	Transfers From (To) Imprest Account		\$ -			
	Accounts Payable		\$ (18,338,608.32)			
	Payroll and Payroll Taxes		\$ (9,349,513.35)			
	Employee Benefits		\$ (3,328,934.76)			
	Bank Service Charge		\$ (11,993.72)			
		\$ 77,526,656.40	\$ (73,936,016.72)			
Net Union Bank Operating Funds				\$ 3,590,639.68		\$ 3,590,639.68
		\$ 9,200.00				
Petty Cash						\$ 9,200.00

Cash and Investments Under the Direction of Fiscal Agents

Union Bank	\$ 150,000.00					
Pacific Claims Management						\$ 150,000.00
Total Cash & Investments						\$ 98,436,479.84

I hereby certify that the investment portfolio of OMNITRANS complies with its investment policy and the California Government Code Sections pertaining to the investment of local agency funds and Union Bank of California. Pending any future actions by the Omnitrans Board or any unforeseen catastrophe, OMNITRANS has an adequate cash flow to meet its expenditure requirements for the next six months.

Prepared by: \_\_\_\_\_  
Mae Sung, Accounting Manager

Approved by: \_\_\_\_\_  
Erin Rogers, Interim CEO/General Manager, Treasurer

@ Source of Market Value: California State Pooled Money Investment Board Report.

(1) Union: "Summary of Market Value" posted on monthly fiscal agent statements.

(2) LAIF: "Pooled Money Investment Account Market Valuation".

# Master Control Account is the controlling account for all the zero balance accounts with Union including: Accounts Payable Account (General Account) and Payroll Account.

Interest earned by the Master Control account is used as a partial offset to the monthly bank service charges.

**DATE:** December 4, 2019

**TO:** Board Chair David Avila and Members of the Omnitrans Board of Directors

**FROM:** Erin Rogers, Interim CEO/General Manager

**SUBJECT: PAYROLLS AND WARRANTS FOR JULY - SEPTEMBER 2019**

Approve the Agency's gross payroll for Management/Confidential Employees as follows:

Payroll Period	Amount	Register #
07/01/19-07/31/19	\$ 1,271,506.37	14-16
08/01/19-08/31/19	\$ 893,723.13	17-18
09/01/19-09/30/19	\$ 843,281.20	19-20

Approve the Agency's gross payroll for Represented Employees as follows:

Payroll Period	Amount	Register #
07/01/19-07/31/19	\$3,312,810.39	14-16
08/01/19-08/31/19	\$2,173,684.64	17-18
09/01/19-09/30/19	\$2,220,596.27	19-20

Approve the Register of Demands, dated as follows, and authorize the issuance of warrants:

Register Date	Amount	Register #
07/01/19-07/31/19	\$ 7,604,343.54	1027-1031
08/01/19-08/31/19	\$ 7,433,327.26	1032-1037
09/01/19-09/30/19	\$ 3,300,986.47	1038-1042

I, Erin Rogers, Interim CEO/General Manager of Omnitrans, declare that the above Register of Demands has been audited as required by Section 37202 and 37208 of the Government Code, and said documents are accurate and correct.

ER:MS

ITEM # \_\_\_\_\_ F2 \_\_\_\_\_

**DATE:** December 4, 2019

**TO:** Board Chair David Avila and Members of the Omnitrans Board of Directors

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:** Jeremiah Bryant, Director of Strategic Development

**SUBJECT:** **MANAGEMENT PLAN STRATEGIC INITIATIVES AND KEY PERFORMANCE INDICATORS FISCAL YEAR 2020 FIRST QUARTER REPORT**

### **FORM MOTION**

Receive and file the 2020 Management Plan Strategic Initiatives and Key Performance Indicators, First Quarter Report.

*This item was reviewed by Administrative & Finance Committee at its November 14, 2019 meeting and forwarded to the Board of Directors to receive and file.*

### **BACKGROUND**

In May 2019, the Board of Directors approved five Strategic Initiatives in the FY2020 Management Plan. The five FY2020 Strategic Initiatives are:

1. Customer-Focused Service and Development
2. Safety and Security
3. Employee Engagement and Development
4. Innovation and Technology
5. Financial Sustainability and Funding Growth

These initiatives were developed through a collaborative process with the Senior Leadership Team and align with Omnitrans Short Range Transit Plan, and the San Bernardino County Transportation Authority's (SBCTA) Short Range Transit Plan. Progress made on the Strategic Initiatives is reported to the Board of Directors quarterly (Attachment A). This report is focused on the actions and accountability measures that support each of the five Strategic Initiatives.

Additionally, each quarter Omnitrans staff prepares the Key Performance Indicators (KPI's) report to present to the Board. The attached report is the First Quarter Report for Fiscal Year 2020 (Attachment B).

**CONCLUSION**

Receive and file the 2020 Management Plan Strategic Initiatives and Key Performance Indicators, First Quarter Reports.

ER: JB: VC

Attachments: A. Strategic Initiatives  
B. Key Performance Indicators (KPIs)

# Omnitrans Management Plan FY2020



## Attachment A: Strategic Initiatives

### A. Strategic Initiative: Customer Focused Service & Development

**Objective Statement:** Attract and retain customers by delivering high-quality service, while planning for and implementing new or enhanced service.

*Lead Department(s): Marketing, Rail, Strategic Development*

Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
1. Partner with San Bernardino County Transportation Authority to advance Arrow Rail Project	a. Finalize Independent Cost Estimates & Scope for Operations & Maintenance Contractor with San Bernardino County Transportation Authority	Plan				X
		Action	SBCTA evaluating shifting Arrow to Metrolink instead of Omnitrans. During quarter, Omnitrans continued to partner with SBCTA and Metrolink on Arrow Project.			
	b. Model & Develop Arrow Timetable/Schedule with San Bernardino County Transportation Authority & Mott McDonald	Plan				X
		Action	SBCTA working with Mott McDonald on Arrow schedules. Omnitrans will not make schedules.			
2. Complete Fiscal Year 21-25 Short-Range Transit Plan	a. Present Board with Framework of Service alternatives to inform policy decisions	Plan		X		
		Action	Presented Ad Hoc Committee recommendation, service reduction scale and guiding principles to committees and Board.			
	b. Draft Short-Range Transit Plan, Constrained Service Plan, and Financial Plan	Plan			X	
		Action	Developing draft plan as presented to Ad Hoc Committee and Board.			
	c. Complete Short-Range Transit Plan Public Hearings	Plan			X	
		Action	On track for Q3.			
	d. Board approval of FY 2021-2025 Short-Range Transit Plan	Plan				X
		Action	On track for Q4.			

# Omnitrans Management Plan FY2020



Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
3. Expand Health and Human Services Transportation Projects	a. Contact City-operated senior centers for Health and Human Services transportation opportunities or interest to and from centers	Plan	X			
		Action	Reached out to multiple senior centers on Measure I Call for Projects encouraging all senior centers to apply for funding.			
	b. Select two senior centers and develop capital and operating budgets necessary to provide cost effective Health and Human Services transportation to and from center(s)	Plan		X		
		Action	In addition to existing programs with Senior Centers in Grand Terrace, Redlands, and Highland, two new programs were awarded funds in Fontana and Yucaipa.			
	c. Award Measure I funds for transportation projects	Plan			X	
		Action	On track for Q2; ahead of schedule.			
4. Develop/ Launch Agency-wide Customer Service Excellence Program	a. Define elements of Customer Service Excellence Program	Plan		X		
		Action	Presented program framework to Executive Office and Senior Leadership team.			
	b. Launch messaging, employee training and recognition programs	Plan		X		
		Action	On track for Q2.			
	c. Evaluate results (employees trained and recognized; American Bus Benchmarking Group customer satisfaction survey results)	Plan				X
		Action	On track for Q4.			

# OmniTrans Management Plan FY2020



Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
5. Cultivate Ridership Building Partnerships	a. Partner with warehouse and logistics employers to increase ridership	Plan		X		
		Action	Partnered with Amazon LGB 7 & 8 locations to provide collateral and participate in rideshare fairs for all staff to promote Routes 12 and 22.			
	b. Partner with GoSmart program participants to increase ridership	Plan		X		
		Action	Participated in and sponsored new student welcome events at all partner campuses; launched digital campaign aimed at students.			
	c. Partner with Developers and Cities on infill developments to encourage transit supportive development to increase ridership	Plan			X	
		Action	Added bus stops in Renaissance Marketplace in Rialto. Reviewed development plans for cities. Provided suggestions for bus stop amenities and improvements to be made by developers.			
6. Plan/ Implement Micro Transit Pilot Project	a. Draft recommendations and implementation plan completed	Plan		X		
		Action	Micro Transit Pilot recommended for Chino Hills in line with service realignment strategies. Micro Transit option included contracted services RFP.			
	b. If found feasible and recommended, begin implementation of MicroTransit	Plan				X
		Action	Will be further assessed when response to RFP is received. Scheduled for January Board.			
		Plan		X		

# OmniTrans Management Plan FY2020



Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
7. Plan/ Implement Improved Bus service	a. Support San Bernardino County Transportation Authority's efforts to complete environmental clearance for West Valley Connector project	Action	Attended public hearings and Locally Preferred Alternative selection workshop with SBCTA.			
	b. Identify funding and timeline to implement the West Valley Connector rapid transit line	Plan				X
		Action	Participated in meetings with and provided support to SBCTA.			
	c. Implement increased frequency on Route 83 (serving Chino, Ontario, Upland)	Plan				X
		Action	Enhanced service to begin in May as described in the FY2020 Service Plan.			
	d. Modify Service on Routes 11 and 22 to attract ridership	Plan	X			
		Action	Implemented in September 2019 Service change.			

# OmniTrans Management Plan FY2020



## B. Strategic Initiative: Safety & Security

**Objective Statement:** Create a safety culture to protect customers, employees, and assets by developing an agency safety plan that aligns with Federal Transit Administration requirements.

*Lead Department(s): Human Resources, Operations*

Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
1. Planning and Development of Public Transportation Agency Safety Plan	a. Assess Risk Management by implementing the following actions: • Hazard Identification and analysis • Safety Risk Evaluation and Mitigation • Establishment of committee	Plan		X		
		Action	Process underway for Risk Management, Hazard Identification and Risk Evaluation. Developing staff level Safety and Security Committees: monthly staff committee and quarterly senior management committee. Receive, approve and monitor Certificates of Insurance to mitigate contractual risks.			
	b. Develop protocols for monitoring and measuring plan effectiveness	Plan			X	
		Action	Reviewing software applications to assist in documenting processes. On track for Q3.			
	c. Develop an Employee Reporting System (Mandatory and Voluntary) and Accountability Measures	Plan				X
		Action	Several mechanisms already in place. Plan will articulate processes. On track for Q4			

# OmniTrans Management Plan FY2020



## C. Strategic Initiative: Employee Engagement & Development

**Objective Statement:** Align and develop employees with organizational goals and leadership competencies.

*Lead Department(s): Human Resources*

Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
1. Develop a compensation policy & performance management tool that aligns performance and behaviors to organizational mission and goals	a. Develop a compensation philosophy and update policy	Plan	X			
		Action	Reviewed compensation best practices. Obtained examples from other transits. Created a draft Compensation Philosophy.			
	b. Develop Performance Management tool to assess and ensure that employees are carrying out their duties in an effective manner	Plan		X		
		Action	On track for Q2.			
	c. Procure a Performance Management Software for efficiencies	Plan			X	
		Action	On track for Q3.			
	d. Implement New Performance Management tool and compensation plan	Plan				X
		Action	On track for Q4.			
2. Implement Learning Management System	a. Perform a Needs Assessment	Plan	X			
		Action	Needs assessment has been completed.			
	b. Procure Learning Management System software	Plan			X	
		Action	On track for Q3.			
	c. Implement Learning Management System	Plan				X
		Action	On track for Q4.			

# Omnitrans Management Plan FY2020



Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
3. Expand Leadership Development Academy to include supervisors	a. Perform a Training Needs Assessment	Plan	X			
		Action	Training needs assessment complete.			
	b. Establish a Training Plan and develop Specific Measurable Achievable Relevant Timebound Goals for plan	Plan	X			
		Action	Training plan has been developed. SMART goals for training plan is complete.			
	c. Roll out Training Plan	Plan		X		
		Action	Classes start on November 6.			
	d. Evaluate and redirect as necessary	Plan			X	
		Action	On track for Q3			
4. Develop a formal internship program	a. Assess current status and needs	Plan	X			
		Action	Interviewed Directors to review current practices and determine Intern needs. Working with CSUSB to establish best practices.			
	b. Develop formal plan	Plan		X		
		Action	Draft plan in development.			
	c. Implement plan	Plan			X	
		Action	On track for Q3			
5. Develop a formal Onboarding process	a. Work with Leadership Development Academy Team Unum to review project	Plan	X			
		Action	LDA Director Track presented full recommendations to Human Resources.			
	b. Establish project implementation plan	Plan		X		
		Action	Project plan draft is complete. HR Team is developing onboarding templates for both HR and Departments to utilize. Viewed demo on current software additions to evaluate a paperless onboarding process.			
		Plan			X	

# Omnitrans Management Plan FY2020



Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
	c. Implement new onboarding process	Action	On track for Q3			
	d. Evaluate process	Plan				X
		Action	On track for Q4			

# OmniTrans Management Plan FY2020



## D. Strategic Initiative: Innovation & Technology

**Objective Statement: Introduce new technologies to optimize current processes and comply with new regulatory requirements.**

*Lead Department(s): Finance, Information Technology, Strategic Development*

Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
1. Participate in the county-wide Zero Emissions Bus Study	a. Meet with representatives at Zero Emissions Bus facilities in the region for lessons learned	Plan	X			
		Action	Conducted site visits to Foothill, Sunline, OCTA, VVTA to discuss lessons learned and infrastructure concerns.			
	b. Provide agency requirements to San Bernardino County Transportation Authority's Consultant	Plan		X		
		Action	Site visits to E.V., W.V. and SBTC to review requirements. Provided data to WSP consultants.			
2. Develop strategy for meeting California Air Resources Board requirements for Zero Emissions Bus technology	a. Identify funding opportunities for infrastructure requirements	Plan			X	
		Action	Applied for Low-No Grant. Hiring grant writing consultant. Working with SCE on Charge Ready program for infrastructure.			
	b. Complete Zero Emissions Bus Rollout Plan by California Air Resources Board deadline	Plan				X
		Action	Presented at P&P Committee On track for Q4. Evaluating ability to purchase ZEBs off of existing state contracts.			
3. Transit Asset Management/ Enterprise Asset Management Technology adoption	a. Award Transit Asset Management / Enterprise Asset Management Implementation Project	Plan	X			
		Action	Pending award. Evaluating most cost-effective options to meet requirements.			

# Omnitrans Management Plan FY2020



Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
	b. Complete Phase I (Process Review)	Plan		X		
		Action	Pending completion of TAM/EAM award or alternative more cost-effective approach.			
	c. Complete Phase II (Best Practices / Recommended Tech Implementation)	Plan			X	
		Action	Pending completion of TAM/EAM award or alternative more cost-effective approach.			
	d. Complete Phase III (Implementation)	Plan				X
		Action	Pending completion of TAM/EAM award or alternative more cost-effective approach.			
4. Process improvement/ process automations	a. Ariba / OpenText Implementation	Plan			X	
		Action	On Track for Q3			
	b. TransTrack Reporting Project	Plan			X	
		Action	Working with vendor to verify the accuracy of the data and report.			
	c. Family and Medical Leave Act / Timekeeping Project	Plan				X
		Action	Project design document phase is ongoing.			
	d. Paratransit Online Booking	Plan			X	
		Action	The architecture of PASS-Web is nearing completion. Initial 26 user test in progress.			

# Omnitrans Management Plan FY2020



## E. Strategic Initiative: Financial Stability & Funding Growth

**Objective Statement:** Increase revenue and control operating costs to position Omnitrans for the future.

*Lead Department(s): Finance*

Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
1. Maximize return on investments	a. Implement a short-term investment strategy utilizing the Board approved Investment Policy to maximize the return on investment for the short term	Plan	X			
		Action	Maximum deposit at LAIF increased from \$40M to \$65M. Average deposit at LAIF for Q1 was \$64.6M with \$366K in earned interest. The interest rate was 2.45% for Q1.			
2. Increase grant funding	a. Continually research available grants and apply for relevant grants measured by number or grants applied for and grants received	Plan	X	X	X	X
		Action	Awarded \$193,126 of TDA Article 3 funds by SBCTA for shelters and benches at bus stops, with no local matching funds required. Hiring grant writing consultant to assist in developing grant applications related to ZEB fleet and infrastructure.			
	b. Board approved Strategic Capital Plan to better position agency for grant success	Plan				X
		Action	On track for Q4.			
	c. Seek opportunities to leverage existing funding sources for competitive state and federal sources measured by competitive grant funding received	Plan				X
		Action	Hiring grant writing consultant. Working with cities on AHSC grant partnerships.			
		Plan	X			

# Omnitrans Management Plan FY2020



Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
3. Implement Fare Increase	a. Implement fare increase effective Sept. 3, 2019	Action	Fare increase implemented on September 3, 2019.			
4. Manage operating costs to not exceed prior year level	a. Manage “controllable” maintenance and administrative costs at or below previous fiscal year levels	Plan	X	X	X	X
		Action	Operating cost for FY2020 Q1 was \$20.9M compared to \$20.8M for previous year. A \$134.7K increase or 0.6% increase, under the 2.3% increase anticipated in the budget.			
5. Advocate for future funding and more strategic partnerships (local, regional, federal)	a. Actively and continually network and seek partnership with local, state, regional and federal agencies	Plan	X	X	X	X
		Action	Continuing to build partnerships with various agencies to seek potential funding sources, such as participating in AQMD AB617 air quality improvement plan community steering committee, and three cities’ active transportation plan technical advisory committees.			

## Attachment B: Key Performance Indicators (KPIs)



### OMNITRANS PERFORMANCE INDICATOR REPORT

Fiscal Year 2020

Key Performance Indicators & Level/Level Item	Annual Performance Target	YTD	Qtr 1	Qtr 2	Qtr 3	Qtr 4
<b>1. Cost Effectiveness</b>						
Cost Per Hour - Fixed Route (non-sbX)	< \$106.00	\$98.84	\$98.84			
Cost Per Hour - Access	< \$96.00	\$93.48	\$93.48			
Cost Per Hour - sbX	< \$139.00	\$124.22	\$124.22			
Fare Recovery Ratio - Fixed Route (non-sbX)	> 20.00%	30.63%	30.63%			
Fare Recovery Ratio - sbx	> 20.00%	20.93%	20.93%			
Fare Recovery Ratio - Access	> 10.00%	15.48%	15.48%			
<b>2. Service Performance</b>						
Ridership Growth - Systemwide	>= (4.70%)	3.01%	3.01%			
Productivity - Passengers Per Hour - Fixed Route	>= 14.5	15.80	15.80			
Productivity - Passengers Per Hour - Access	>= 2.3	2.00	2.00			
Complaints Per 100,000 Boardings - Systemwide	<= 15.00	19.85	19.85			
Percent of Valid Complaints - Systemwide		25.95%	25.95%			
Complaints Per 100,000 Boardings - Fixed Route	<= 14.00	19.39	19.39			
Complaints Per 100,000 Boardings - Access	<= 28.00	34.31	34.31			
Compliments Per 100,000 Boardings - Systemwide	>= 1.00	0.94	0.94			
Compliments Per 100,000 Boardings - Fixed Route	>= 1.00	0.97	0.97			
Compliments Per 100,000 Boardings - Access	>= 0.50	1.18	1.18			
<b>3. Reliability</b>						
Mechanical - Miles Between Failures - DO Fixed Route	> 8,000.00	6,312	6,312			
Loss of Service Hours Per Qtr - Operations - DO Fixed Route	<= 600	46	46			
Loss of Service Hours Per Qtr - Maintenance - DO Fixed Route	< 840	75	75			
Equipment Availability - DO Fixed Route	= 100.00%	100.00%	100.00%			
On-time Performance - Fixed Route	> 85.00%	84.46%	84.46%			
On-time Performance - Access	> 88.00%	87.34%	87.34%			

#### 4. Budget

Operating Revenue - Actuals to Budget - Systemwide	> 95.0%	98.58%	98.58%
2020 - Operating Revenue		\$22,540,113	\$22,540,113
2019 - Operating Revenue		\$20,832,283	\$20,832,283
2018 - Operating Revenue		\$20,103,551	\$20,103,551
2017 - Operating Revenue		\$19,029,528	\$19,029,528
Operating Expense - Actuals to Budget - Systemwide	<= 100.0%	91.77%	91.77%
2020 - Operating Expense		\$20,981,679	\$20,981,679
2019 - Operating Expense		\$20,847,021	\$20,847,021
2018 - Operating Expense		\$19,302,768	\$19,302,768
2017 - Operating Expense		\$18,137,736	\$18,137,736

#### 5. Safety & Security

Employee Injuries (FY 2020)	< 86	31	31
Losses & Claims (FY 2020)	< 80	12	12
Preventable Safety Events Per 100,000 Miles - DO Fixed Route	< 1.0	1.10	1.10
Non-Preventable Safety Events Per 100,000 Miles - DO Fixed Route		5.04	5.04
Uncategorized Accidents Per 100,000 Miles - DO Fixed Route	=0	0.00	0.00

#### 6. Labor

Turnover	< 10.00%	4.75%	4.75%
Absenteeism Operators	< 185,000	30,699	30,699
Training (FY 2020)	>= 5,000	569	569
Training - ATU Represented (FY 2020)	>= 10,500	3,393	3,393
Training - Teamsters Represented (FY 2020)	>= 696	335	335

ITEM # \_\_\_\_\_ F3

**DATE:** December 4, 2019

**TO:** Board Chair David Avila and Members of the Omnitrans Board of Directors

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:** Trischelle Baysden, Director of Rail Operations

**SUBJECT: REDLANDS PASSENGER RAIL PROJECT– PROPOSED CHANGE  
OF ARROW OPERATOR FROM OMNITRANS TO THE  
SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY**

### **FORM MOTION**

Receive and forward to the Board of Directors as an information item.

*This item was reviewed by Administrative & Finance Committee at its November 14, 2019 meeting and forwarded to the Board of Directors to receive and file.*

### **EXECUTIVE SUMMARY**

In November 2015, SBCTA proposed an operating and maintenance plan for Arrow that called for Omnitrans to operate Arrow service and maintain the Arrow vehicles and called for SCRRA, the FRA railroad of record, to provide maintenance of way of and dispatching of the Arrow service. In late 2018, the Boards of SBCTA, Omnitrans and SCRRA approved the three-party agreement detailing the responsibilities as proposed in 2015. At the October 2019 SBCTA Transit Committee and November 2019 SBCTA Board meetings, the SBCTA Board directed SBCTA staff to work with SCRRA to transition the planned operation and maintenance of Arrow from Omnitrans to SCRRA. This is an informational item about the potential proposed change in Arrow operations.

### **BACKGROUND**

At the October 10, 2019 San Bernardino County Transportation Authority (SBCTA) Transit Committee meeting, SBCTA presented an item regarding a change of Arrow operator from Omnitrans to the Southern California Regional Rail Authority (SCRRA). At the subsequent SBCTA Board Meeting on November 6, 2019, SBCTA staff was given direction to work with the Southern California Regional Rail Authority, as the Federal Railroad Administration (FRA) identified railroad of record, to assume the role of operating and maintaining the Arrow hybrid-rail vehicles and report back at the December 12, 2019 Transit Committee meeting.

In November 2015, after an extensive review of five different scenarios, Omnitrans was recommended as the best alternative to operations and maintenance of the Arrow service, with SCRRA responsible for maintenance of way and dispatch. This alternative was selected primarily due to the benefit of maintaining local control of a service that would solely operate within San Bernardino County. Not only would it set the groundwork for future intra-county rail service to be managed locally, SBCTA staff identified additional benefits such as Omnitrans' ability to integrate bus service and Arrow service as well as allowing the prioritization of funding between transit and rail within one organization. It was also expected that the cost for Omnitrans to operate the Arrow service would be substantially lower than it would be for SCRRA. Another factor related to SBCTA staff's recommendation was SCRRA's reluctance to allow DMUs to operate on their mainline as the vehicle required a FRA waiver related to crashworthiness. Based on the technical analysis and key evaluation criteria discussed above, SBCTA staff recommended SBCTA begin negotiations with SCRRA and Omnitrans on the necessary agreement supporting implementing this operating scenario. After nearly three years of work and analysis, the three-party agreement implementing this strategy was approved by the Omnitrans Board of Directors in September 2018, and the SBCTA Board of Directors in December 2018. Since that time, Omnitrans staff continues to work in partnership with SBCTA and SCRRA staff to implement the project.

The October 10, 2019 SBCTA Transit Committee and November 6, 2019 SBCTA Board agenda item (Attachment A) details several significant changes that have occurred and challenges that have been identified since these decisions were made:

- SCRRA became amenable to using DMUs as part of an integrated fleet approach. In January 2019, the FRA determined that the DMU is a compliant vehicle and no longer requires a waiver for it to be operated intermixed with larger locomotive hauled coaches or freight trains.
- Duplication of efforts and efficiencies as Omnitrans continues to work on implementing the Arrow service on a system that will ultimately be maintained, dispatched and regulated by Metrolink as the railroad of record for FRA.
- Developing a fare structure for Arrow service that will work well for Omnitrans and align with Metrolink's fare structure has been challenging.
- Duplication as it relates to development of the required operating plans, communication systems, information technology support services, and schedule modeling. The economies of scale suggest that these activities could be performed more efficiently by adding Arrow service to the existing SCRRA services.
- The independent cost estimates prepared collectively by the Omnitrans and SBCTA team are exceeding the estimates provided in the original analysis and evaluation of alternatives. This is especially apparent in the areas of liability insurance, fuel costs, and security staffing.

Given the developments outlined above, SBCTA staff requested to work with SCRRA to determine if the preferred operating structure is to have SCRRA provide all service related to

implementing a blended passenger rail service between San Bernardino and Redlands. SBCTA staff will report back at the December 12, 2019 Transit Committee for additional direction. Omnitrans staff has been working with SBCTA and SCRRA staff to discuss and evaluate this alternative.

### **ANALYSIS**

Should SBCTA ultimately choose to shift the operating responsibilities, Omnitrans will have to consider several subsequent changes:

1. Cancel the three-party agreement between Omnitrans, SBCTA and SCRRA. This should have limited to no impact on Omnitrans moving forward
2. Omnitrans has hired three full-time staff members within the Rail Department. Should the proposed change occur, Omnitrans partnering with SCRRA would work to find placement for these employees within the two agencies.
3. Omnitrans is the direct FTA recipient of \$8.6 million in a Transportation Investment Generating Economic Recovery (TIGER) grant. SBCTA is Omnitrans sub-recipient on this TIGER grant. Since the grant is administered by Omnitrans, it is likely that Omnitrans will continue to administer the grant even as Omnitrans is removed from the project.
4. Under a cooperative funding agreement with SBCTA and the City of San Bernardino, Omnitrans is responsible for maintenance and cleaning of the San Bernardino Transit Center, including the rail platforms, the crew house and the parking lot associated with the Metrolink and Arrow service. At the time this agreement was reached, Omnitrans as the planned operator of the most frequent rail service to the SBTC and was the logical choice for this maintenance. Should Arrow move to SCRRA, this maintenance agreement should be evaluated to determine the best outcome moving forward.

### **CONCLUSION**

Receive and file an update on the Redlands Passenger Rail Project – Proposed Change of Arrow Operator from Omnitrans to the Southern California Regional Rail Authority, as an information item.

ER:VTB

Attachment A: November 6, 2019 SBCTA Board Item Re: Redlands Passenger Rail Project – Change of Arrow Operator

## *Minute Action*

### AGENDA ITEM: 6

**Date:** November 6, 2019

**Subject:**

Redlands Passenger Rail Project - Change of Arrow Operator

**Recommendation:**

That the Board, acting as the San Bernardino County Transportation Authority:

Provide direction to staff to work with Southern California Regional Rail Authority, as the Federal Railroad Administration identified railroad of record, to assume the role of operating and maintaining the Arrow hybrid-rail vehicles and report back at the December 12, 2019 Transit Committee meeting.

**Background:**

In November 2015, the Redlands Passenger Rail Project (RPRP) Operations and Vehicle Study (Study) was presented to the San Bernardino County Transportation Authority (SBCTA) Board of Directors, identifying possible operating structures to support the future blended service being brought forth through delivery of the RPRP. The weekday blended service includes Southern California Regional Rail Authority (SCRRA) providing one (1) round-trip express Metrolink service train during peak periods between the Downtown Redlands Station and Los Angeles Union Station, with stops at the existing Metrolink stations, including the San Bernardino Transit Center, using a larger locomotive hauled coach train. This is overlaid with the Arrow service which consists of twenty-five (25) hybrid-rail, or Diesel Multiple Unit (DMU), round trips between the San Bernardino Transit Center and University Station at the eastern terminus in the City of Redlands. A separate legal review of the results of the Study was also completed, which assessed the potential liability risks of the different organizational structures identified. Five organizational structures were reviewed with different responsibilities being held by SBCTA, SCRRA and Omnitrans. The different scenarios are listed below with the associated annual operation and maintenance costs:

Scenario	Maintenance of Way	Dispatch	Maintenance of Equipment	Rail Operations	Annual Costs 2015 \$ (millions)
1	SCRRA	SCRRA	SCRRA	SCRRA	\$10.2
2	SCRRA	SCRRA	SBCTA	SBCTA	\$8.1
3	SBCTA	SBCTA	SBCTA	SBCTA	\$9.3
4	Omnitrans	Omnitrans	Omnitrans	Omnitrans	\$9.0
5	SCRRA	SCRRA	Omnitrans	Omnitrans	\$7.9

The evaluation of these five scenarios consisted of both a quantitative review estimating annual operation and maintenance costs, taking into account additional full time employees that would be needed to manage the Arrow service; and a qualitative analysis of the technical capacity of each agency to direct passenger rail services, ability to conduct oversight functions, governing board's familiarity with passenger operations, ability to provide integration of other transit services, marketing and fares, and local control of the new regional service.

*Entity: San Bernardino County Transportation Authority*

Based on these evaluation factors it was determined that using SCRRA as the managing agency for Maintenance of Way and Dispatching services was ideal due to economies of scale and cost savings associated with using SCRRA's positive train control (PTC) system. Nine miles of additional railroad could easily be incorporated into SCRRA's maintenance and inspection responsibilities with limited additional staff needed. Costs associated with developing and installing a standalone PTC system far exceeds the costs to adopt SCRRA's existing system. Based on this determination, Scenarios #3 and #4 were dropped from consideration.

From the remaining scenarios, it was recommended that Scenario #5 with Omnitrans as the operator and maintainer of the Arrow service, be implemented primarily due to the benefit of maintaining local control of a service that would be solely within San Bernardino County. Not only would it set the ground work for future intra-county rail service to be managed locally, staff identified additional benefits such as Omnitrans' ability to integrate bus service and Arrow service as well as allowing the prioritization of funding between transit and rail within one organization. It was also expected that the cost for Omnitrans to operate the Arrow service would be substantially lower than it would be for SCRRA. Another factor related to staff's recommendation was SCRRA's reluctance to allow DMUs to operate on their mainline as the vehicle required a Federal Railroad Administration (FRA) waiver related to crashworthiness. Based on the technical analysis and key evaluation criteria discussed above, staff recommended SBCTA begin negotiations with SCRRA and Omnitrans on the necessary agreement supporting Scenario #5. The three-party agreement implementing the above strategy was approved by the SBCTA Board of Directors in December 2018.

Over the last year, SCRRA became amenable to using DMUs as part of an integrated fleet approach. In January 2019, the FRA determined that the DMU is a compliant vehicle and no longer requires a waiver for it to be operated intermixed with larger locomotive hauled coaches or freight trains. Other member agencies of SCRRA have expressed interest in expanding the use of DMUs. The Los Angeles County Metropolitan Transportation Authority (LA Metro) approved studying the use of DMUs on the Metrolink Antelope Valley Line and staff from Riverside County Transportation Commission has expressed interest in using the DMUs on the Metrolink Perris Valley Line. In addition, as heard in the previous item presented to Transit Committee on October 10, 2019, related to the Gold Link, SBCTA staff is proposing the use of DMUs between Pomona in Los Angeles County and Rancho Cucamonga.

SBCTA staff has recognized some duplication of efforts and efficiencies as we have worked to implement the Arrow service with Omnitrans on a system that will ultimately be maintained, dispatched and regulated by Metrolink as the railroad of record for the FRA. Under Scenario #5, Omnitrans has been creating a stand-alone service, with marketing, FRA regulatory compliance, National Transit Database (NTD) reporting and third party operating and equipment maintenance contractor oversight functions. Omnitrans also has safety, customer service and customer information duties. All of these functions are also currently being performed by SCRRA on their existing system and will be performed as well by SCRRA for the Metrolink overlay service between Downtown Redlands and the San Bernardino Transit Center. In addition, it has been challenging to develop a proposed Arrow fare structure that will work well for Omnitrans and align with Metrolink's fare structure while prioritizing the customer experience. In summary, there is much duplication when it comes to development of the required operating plans, communication systems, information technology support services, and schedule modeling.

The economies of scale suggest that these activities could be performed more efficiently by adding Arrow service to the existing SCRRA services. This has been reflected in the independent cost estimates prepared collectively by the Omnitrans and SBCTA teams, which are exceeding the estimates provided in the Study. This is especially apparent in the areas of agency staffing and liability insurance.

For example, the Study included an estimate of \$750,000 in 2015 dollars for liability insurance based on other similar operations. While the Study increased this estimate in Scenario #2 and #3; acknowledging SBCTA would be entering the operating realm with no previous history of operations, it did not expect the cost for Omnitrans to be substantially higher due to their history. However, the cost of liability insurance for Omnitrans to introduce rail operations is now \$2.75 million. Insurance is one of the largest single expenses for a new service. Without a history of operating a passenger rail service, it is difficult for the brokers to have the data necessary to accurately determine (and thus price) the risk. Omnitrans has a good safety record with their fixed route operations and a good history of successful passenger operations. However, the risks associated with operating a rail service are noticeably greater than a bus operation. SCRRA has a long record of safe passenger rail operations developed over a quarter of a century. Until Omnitrans can establish an independent record of rail safety, it can be expected to have higher risk premiums than SCRRA. Lastly, the premiums for a stand-alone service are likely to be greater on a per mile basis, than if the premiums are applied over a larger system.

SBCTA currently has three major contracts for the RPRP. The first is for construction of the mainline. The review will not materially change how the mainline is built as it is being built to SCRRA standards. However, we do anticipate that the Omnitrans communication system will be removed from the contract. In addition, staff will need to address where the security camera footage is managed as it is currently planned to be managed at the San Bernardino Transit Center. The second is for construction of the Arrow Maintenance Facility (AMF). The AMF was conceived as a small facility intended to only support a DMU fleet of six (6) two-car consists or some combination of two-car and four-car consists. SBCTA staff has developed a conceptual plan for additional modification to the existing SCRRA Eastern Maintenance Facility (EMF) that would be needed should the DMU fleet grow to a size that additional maintenance facility capacity is needed. While it is not planned that this would be needed to implement service between Pomona and Rancho Cucamonga, as this can be done with two (2) additional vehicles; it is understood that should the overall DMU fleet grow beyond the size noted above, additional maintenance facility area would be required. The AMF location was previously used by SCRRA and provided valuable light-maintenance facility space. With the lack of access to the AMF location, the EMF is constrained and cannot currently accommodate maintenance of additional vehicles. The AMF location is useful and it is anticipated it will remain beneficial to the overall functionality of SCRRA should the responsibility for Arrow service be transferred to them. Lastly, the Arrow service branding will need to be reviewed with SCRRA. For example, it is unknown whether or not they will request any changes to the branding, or the exterior and interior of the vehicles.

SBCTA staff is recommending that additional consideration is given as to which entity is the most appropriate and cost effective operator of the future Arrow service, given the developments outlined above. SBCTA would like to work with SCRRA to determine if the preferred operating

Board of Directors Agenda Item  
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structure is to have them provide all service related to implementing a blended passenger rail service between San Bernardino and Redlands. Staff plans to report back to the December 12, 2019 Transit Committee for additional direction.

***Financial Impact:***

This item is consistent with the Fiscal Year 2019/2020 adopted budget.

***Reviewed By:***

This item was reviewed and unanimously recommended for approval by the Transit Committee on October 10, 2019.

***Responsible Staff:***

Carrie Schindler, Director of Transit and Rail Programs

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Approved  
Board of Directors  
Date: November 6, 2019

Witnessed By:

San Bernardino County Transportation Authority

ITEM # \_\_\_\_\_ F4 \_\_\_\_\_

**DATE:** December 4, 2019

**TO:** Board Chair David Avila and Members of the Omnitrans Board of Directors

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:** Connie Raya, Director of Maintenance

**SUBJECT: ZERO EMISSION BUS REGULATION ROLL-OUT PLAN UPDATE**

**FORM MOTION**

Receive and file an update on the Zero Emission Bus Regulation and Roll-Out Plan.

*This item was reviewed by the Plans & Programs Committee at its October 23, 2019 meeting and recommended to the Board of Directors to receive and file.*

**BACKGROUND**

On December 14, 2018, the California Air Resources Board (CARB) adopted the Innovative Clean Transit (ICT) regulation. The regulation requires transit agencies begin to purchase zero-emission buses (ZEBs), as soon as 2023, with the goal of transitioning all transit buses in California to zero-emission technology by 2040. The regulation initially impacts standard transit buses, postponing the ZEB purchase mandate for articulated and cutaway buses until at least 2026.

To successfully transition to an all zero-emission bus fleet by 2040, each transit agency must submit a rollout plan under the regulation demonstrating how it plans to purchase zero emission buses, build out necessary infrastructure, and train the required workforce.

The main provisions of the regulation require large transit agencies to submit a ZEB rollout plan by July 1, 2020, and acquire a minimum number of ZEBs at the time of new bus purchases, based on the following schedules:

- 2023 – 25 percent
- 2026 – 50 percent
- 2029 and after - 100 percent

In 2018, Omnitrans purchased 64 Cummins L9N near zero emission engines that will be used to repower model year 2009, 2011, and 2012 CNG engines. By repowering these buses with cleaner emission engines, Omnitrans will not need to replace any buses until 2024, at which time the ZEB requirement will be twenty-five percent. The ZEB Procurement Plan is included as Attachment A.

In order to comply with the ICT regulation, Omnitrans has been taking the necessary steps to ensure compliance with both the fleet and infrastructure requirements. Staff have provided the required data to the consulting firm for the County-Wide Electrification Study, and have met with SCE's representatives and other agencies to determine future infrastructure needs. The fleet plan assumptions are revised based on the proposed service reduction/realignment.

#### County-Wide Electrification Study

Omnitrans Maintenance staff participated in a Facilities Site Visit with WSP as part of the ZEB master plan being conducted on behalf of SBCTA. Staff and WSP toured the East Valley and West Valley divisions, Montclair Transit Center, and San Bernardino Transit Center. The information gathered from these visits, as well as the data provided to WSP, will lay the groundwork for developing a conceptual infrastructure design.

#### Southern California Edison

Omnitrans Maintenance staff participated in a Project Site Evaluation with Southern California Edison (SCE) as part of the application process for the "Charge Ready Transport" program. The team visited both the East Valley and West Valley divisions to evaluate the area where the electric vehicles can be charged, find a footprint for the necessary equipment, and to assist in developing a physical distribution infrastructure layout.

#### Federal Low-No Grant

In May 2019, Omnitrans staff applied for the Federal Low-No grant program, partnering with electric bus manufacturer Proterra, for the purchase of four zero-emission transit buses and chargers. Although Omnitrans did not receive the grant, staff are reviewing state contracts that are available to purchase electric buses from and will be moving forward with the purchase of the four electric buses and chargers. These buses will be operated from both the West Valley and East Valley locations in order to test the range and reliability of the technology in our operating environment.

#### Service Reductions

The fleet plan has been revised based on a proposed 16-bus reduction, consistent with the service reduction/realignment planned for September 2020.

#### Meetings with Other Agencies

Maintenance Department staff have conducted site visits to neighboring agencies to discuss lessons learned and infrastructure concerns. Staff are registered to attend seminars, webinars, and conferences to discover how peers in the industry are designing facilities, financing infrastructure, and securing grants to help with this significant investment.

On October 9, 2019, Omnitrans hosted a regional meeting held by CARB regarding implementing the ICT Regulation. The purpose of the meeting was to provide an overview of the ICT

Regulation, available funding programs, and LCFS programs, engage MPOs on how the transit agencies and ICT regulation can work together to meet the regional VMT reduction target under SB 375.

### **CONCLUSION**

Receive and file the Zero Emission Bus Reduction and Roll-Out Plan. Omnitrans has taken several steps to comply with CARB's adopted ICT Regulation for fleet and facilities. The Roll-Out Plan must be submitted to CARB by July 1, 2020.

Attachments: A: ZEB Procurement Plan  
B: PowerPoint Presentation

**ZEB Procurement Plan**

**ATTACHMENT A**

			40' CNG Bus			40' ZEB Bus			60' CNG Bus			Yearly Cost to Replace Buses
Year	# Buses	ZEB Requirement	40' CNG Bus	# 40' CNG	Total Cost 40' CNG Bus	40' ZEB	# ZEB	Total Cost 40' ZEB	60' CNG Bus	# 60' CNG	Total Cost 60' CNG Bus	
2018		0%	\$ 640,000	0		\$ 896,000	0		\$ 1,200,000	0		\$ -
2019		0%	\$ 659,200	23	\$ 15,161,600	\$ 922,880	0		\$ 1,236,000	0		\$ 15,161,600
2020	4	0%	\$ 678,976	0		\$ 950,566	4	\$ 3,802,266	\$ 1,273,080	0		\$ 3,802,266
2021		0%	\$ 699,345	0		\$ 979,083	0		\$ 1,311,272	0		\$ -
2022		0%	\$ 720,326	0		\$ 1,008,456	0		\$ 1,350,611	0		\$ -
2023		0%	\$ 741,935	0		\$ 1,038,710	0		\$ 1,391,129	0		\$ -
2024	18	25%	\$ 764,193	13	\$ 9,934,515	\$ 1,069,871	5	\$ 5,349,354	\$ 1,432,863	0		\$ 15,283,869
2025	17	25%	\$ 787,119	13	\$ 10,232,551	\$ 1,101,967	4	\$ 4,407,868	\$ 1,475,849	0		\$ 14,640,418
2026	34	50%	\$ 810,733	10	\$ 8,107,329	\$ 1,135,026	10	\$ 11,350,260	\$ 1,520,124	14	\$ 21,281,737	\$ 40,739,326
2027	0	50%	\$ 835,055	0	\$ -	\$ 1,169,077	0	\$ -	\$ 1,565,728	0		\$ -
2028	16	50%	\$ 860,106	8	\$ 6,880,852	\$ 1,204,149	8	\$ 9,633,193	\$ 1,612,700	0		\$ 16,514,044
2029	15	100%	\$ 885,910	0		\$ 1,240,274	15	\$ 18,604,103	\$ 1,661,081	0		\$ 18,604,103
2030	13	100%	\$ 912,487	0		\$ 1,277,482	13	\$ 16,607,263	\$ 1,710,913	0		\$ 16,607,263
2031	0	100%	\$ 939,862	0		\$ 1,315,806	0	\$ -	\$ 1,762,240	0		\$ -
2032	25	100%	\$ 968,057	0		\$ 1,355,280	24	\$ 32,526,729	\$ 1,815,108	1	\$ 1,815,108	\$ 34,341,837
2033	23	100%	\$ 997,099	0		\$ 1,395,939	23	\$ 32,106,593	\$ 1,869,561	0		\$ 32,106,593
2034	0	100%	\$ 1,027,012	0		\$ 1,437,817	0	\$ -	\$ 1,925,648	0		\$ -
2035	0	100%	\$ 1,057,822	0		\$ 1,480,951	0	\$ -	\$ 1,983,417	0		\$ -
2036	7	100%	\$ 1,089,557	0		\$ 1,525,380	7	\$ 10,677,660	\$ 2,042,920	0		\$ 10,677,660
2037	4	100%	\$ 1,122,244	0		\$ 1,571,141	4	\$ 6,284,566	\$ 2,104,207	0		\$ 6,284,566
2038	30	100%	\$ 1,155,911	0		\$ 1,618,276	30	\$ 48,548,270	\$ 2,167,333	0		\$ 48,548,270
2039	13	100%	\$ 1,190,589	0		\$ 1,666,824	13	\$ 21,668,711	\$ 2,232,353	0		\$ 21,668,711
2040	33	100%	\$ 1,226,306	0		\$ 1,716,829	26	\$ 44,637,545	\$ 2,299,324	7	\$ 16,095,268.63	\$ 60,732,814
												\$ 340,551,740

Assumptions:

14 year replacement on CNG buses

12 year replacement on zero emission buses



# **ZERO EMISSION BUS REGULATION ROLL-OUT PLAN UPDATE**

**Board of Directors  
December 4, 2019**

- Board approved the purchase of 64 near-zero emission engines to extend the life of vehicles by 5 years
- Board approved the delay of electric vehicles until 2024 to allow manufacturers time to increase range
- Omnitrans purchased 23 new CNG vehicles with near-zero emission engines
- Omnitrans hired STV to study solar and battery storage solutions
- Omnitrans extended the useful life of vehicles from 12 to 14 years

ZEB Rollout Plan by July 1, 2020 to include:

- Acquire a Minimum Number of ZEBs at the Time of Purchase
  - 2023 – 25 percent of bus purchases
  - 2026 – 50 percent of bus purchases
  - 2029 - 100 percent of bus purchases
- Must be 100 percent ZEB Fleet by 2040
- Schedule for Construction and Infrastructure Modifications
- Training Program for Operators and Mechanics
- Identification of Potential Funding Sources

- FLEET
  - Provided Data to WSP for County-Wide Electrification Study
  - Applied for Low-No Grant to Purchase Four Electric Buses and Chargers
  - Site Visits to Sunline, OCTA, Foothill Transit, and VVTA to Explore Electric, Hydrogen, and Mixed Fleet Options



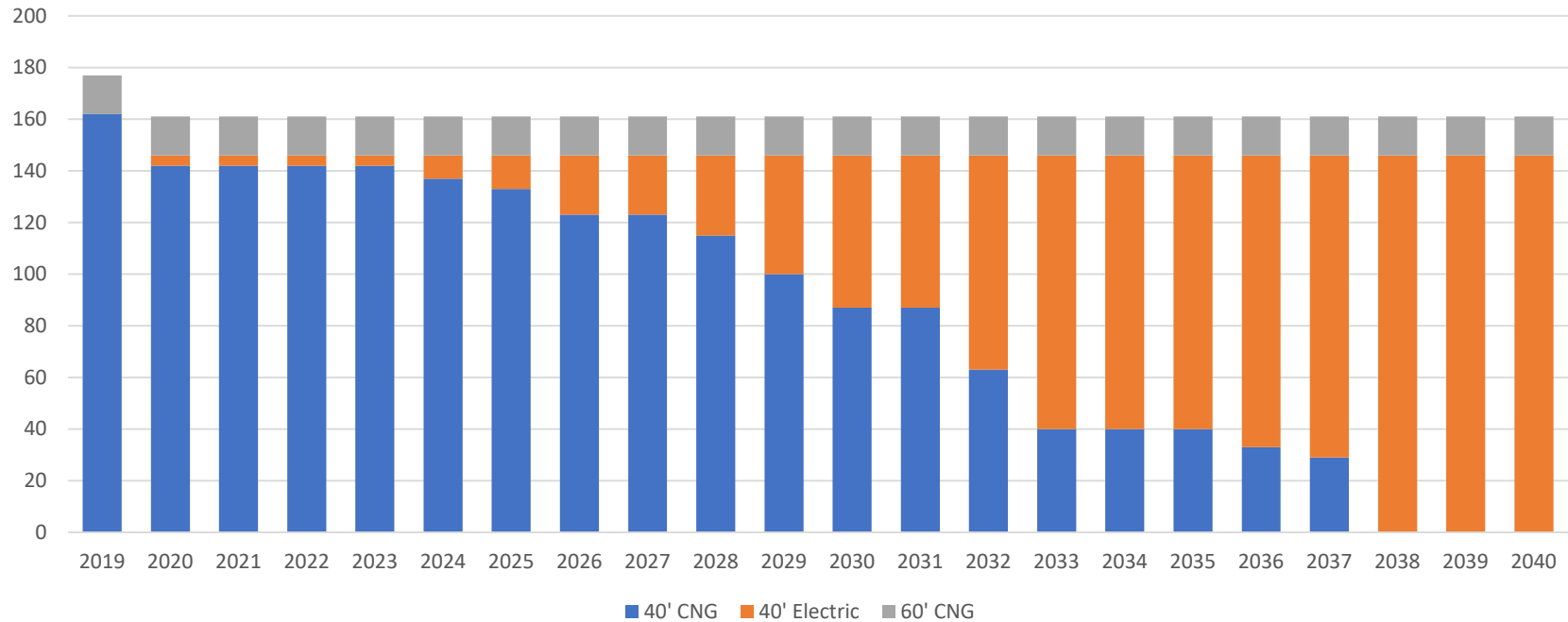
## FACILITIES

- Attended Southern California Edison Workshop
- Conducted Site Evaluations at East and West Valley and San Bernardino Transit Center
- Applied for Charge Ready Program



- Revised Fleet Plan based on proposed Service Reduction/Realignment
- Reviewing State Contracts for Assignability to Purchase Electric Buses
- Hosted ICT Regional Meeting on October 9 with CARB
- Working with WSP on County-Wide Electrification Study

Zero Emission Bus Roll-Out Plan



\*OmniTrans has the funding for four 40' electric buses

\*\*There is no requirement for 60' electric buses

## OmniTrans Buses by Average Daily Miles

0 50 100 150 200 250 300

8 Buses

20% can be accommodated by  
current BEB range

23 Buses

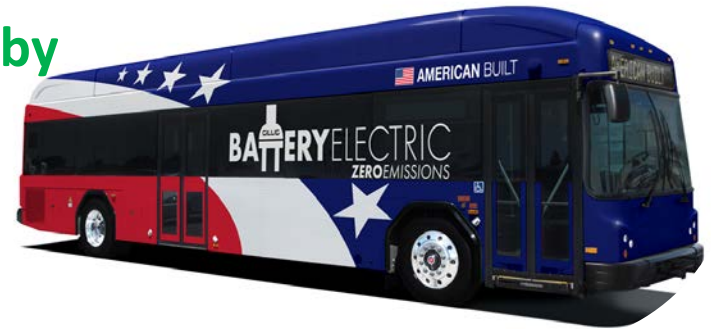
34 Buses

22% fall just below current BEB range

72 Buses

58% exceed current BEB range

19 Buses



- Continue to Work with WSP on Electrification Study
- Monitor Status of ZEB Technology
- Explore Hydrogen with SBCTA for Mixed ZEB Fleet
- Attend Seminars and Webinars
- Explore Funding Opportunities
- Begin Construction of Infrastructure for Battery Electric Buses in 2022
- Begin CNG Bus Replacement in 2024

**THANK YOU**

ITEM # \_\_\_\_\_ F5 \_\_\_\_\_

**DATE:** December 4, 2019

**TO:** Board Chair David Avila and Members of the Omnitrans Board of Directors

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:** Jeremiah Bryant, Director of Strategic Development

**SUBJECT: PUBLIC HEARING FOR PROPOSED FY2021 SERVICE PLAN AND  
CONNECTFORWARD SHORT-RANGE TRANSIT PLAN**

**FORM MOTION**

Authorize the Interim CEO/General Manager to issue a Call for Public Hearings associated with the proposed service changes in the Fiscal Year 2021-2025 ConnectForward Short-Range Transit Plan and Fiscal Year 2020-2021 Service Plan to be held from January 13, 2020 to February 7, 2020 and closing on February 13, 2020.

**SUMMARY**

To ensure a long-term balanced operating plan and budget, Omnitrans will need to reduce service by approximately 71,000 revenue hours (11% of revenue service); equivalent to a \$5 million per year service reduction. At the November 2019 Board of Directors Meeting, the Board approved the scale of the service reductions and the guiding principles. These principles are:

- 1) Minimize Customer Impact;
- 2) Business Approach: Maximize Efficiency & Productivity;
- 3) Maintain Core Weekday Productivity Network;
- 4) Reduce Coverage Area Duplication;
- 5) Provide Only Mandated ADA Service;
- 6) Maintain Service Quality;
- 7) Minimize Impact on Employees; and,
- 8) Provide Service to All JPA Members.

Following the adoption of the guiding principles and scale of service reduction, the next key step is to refine the plan through public and stakeholder outreach. Based on the Federal Transit Administration (FTA) regulations and Omnitrans' Public Participation Plan, any change that impacts a route's service miles, service hours, route miles, or passengers by more than twenty-five percent (25%) requires a Public Hearing. Three types of public meetings are proposed:

- **Informal Public Outreach:** Omnitrans staff will provide information and opportunities for riders and the public to comment at major transit and transfer centers. In this way, staff takes the information to the customers instead of asking the customers to come to us.
- **Formal Public Meetings:** In areas with more significant proposed changes, Omnitrans staff will hold formal meetings at community centers, civic centers or similar venues so that there is a formal dedicated time to have longer conversations with members of the public.
- **Board and Committee Meeting Public Hearing:** At the January 2020 Plans and Programs Committee Meeting and at the February 2020 Board of Directors' Meeting, the public will have the opportunity to provide feedback directly to the Committee/Board.

This feedback will be used to refine the draft plan that was presented to Board at its November 2019 meeting. The proposals that are out for public comment are included in Attachment A. Depending on the number and type of comments received, a subsequent call for a Public Hearing may be issued at the March 2020 Board meeting and held to coincide with the proposed adoption of the plan scheduled for April 2020.

### **PUBLIC HEARING LOCATIONS**

In order to maximize the potential for public involvement, Omnitrans will hold nine formal and twelve informal public hearings. The proposed Public Hearing schedule is included as Attachment B.

The public hearings will be advertised in local newspapers, on-board buses, at transit centers, on [www.omnitrans.org](http://www.omnitrans.org), in social media and through newsletters.

If desired, staff is also available to provide public comment/presentation regarding these meetings at City Council or Board of Supervisors meetings.

### **NEXT STEPS**

Should the public outreach be completed without a significant finding, the proposals will be submitted to the Board of Directors as part of the FY2021 Service Plan and FY2021-2025 ConnectForward SRTP. If there are significant findings, the proposals will be adjusted accordingly prior to submission to the Board.

### **CONCLUSION**

Authorizing the Interim CEO/General Manager to issue a call for public hearings will allow staff to refine the proposed service and continue the necessary steps to implement the proposed service changes.

ER:JB

Attachments: A Proposed Service Changes for September 2020  
B Proposed Public Meeting Schedule



## Attachment A

### Proposed Service Changes for September 2020

- **Frequency Changes:**

- Route 2 reduce headways all days to 70 minutes from 60 minutes on Weekday and Saturdays and 30 minutes on Sundays.
- Route 3 reduce weekend headways from 20 minutes to 25 minutes.
- Route 4 reduce weekend headways from 20 minutes to 25 minutes.
- Route 8 reduce weekday headways from the VA Ambulatory Clinic to Downtown Redlands from 30 minutes to 60 minutes, keeping the headway between Downtown San Bernardino and the VA Ambulatory Clinic at 30 minutes.
- Route 14 reduce weekend headways from 15 minutes to 20 minutes.
- Route 22 reduce weekday headways north of Foothill Avenue on Riverside Avenue from 30 minutes to 60 minutes, keeping the headway between Arrowhead Regional Medical Center and Foothill Avenue primarily along Riverside Avenue at 30 minutes.
- Route 61 reduce weekend headways from 15 minutes to 20 minutes.
- Route 66 reduce weekday headways from 15 minutes to 20 minutes.
- OmniGo Yucaipa Route 309: reduced weekday headways from 30 minutes to 60 minutes. No service proposed on weekends.
- OmniGo Yucaipa Route 310: reduced AM peak weekday headways from 30 minutes to 60 minutes; remains 60 minutes all other times of weekdays.

- **Route Eliminations:**

- OmniGo Chino Hills Route 365: Eliminate the route and replace with Micro Transit; keeping modified school tripper service near Chino Hills High School Bell Times.
- Routes 5, 7, 20 80, 86, OmniGo Grand Terrace Route 325 and OmniGo Yucaipa Route 308 will also be eliminated but the majority of these routes will be incorporated into other Routes as described below.

- **New Routes:**

- Route 6: Combines the northern portion of Route 5, above Highland Avenue, with the southern portion of Route 7 south of Highland on Sierra Way. This route will have a peak headway of 30 minutes.
- Route 87: Combines the northern part of Route 80 between Chaffey College and 4<sup>th</sup> Street with the Southern part of Route 86 between 4<sup>th</sup> Street and Riverside Dr. Additionally, the route will extend south of Riverside Dr. along Archibald Ave. to Ontario Ranch Road before reaching a new end of line near the San Bernardino and Riverside County Line. This route will have a peak headway of 60 minutes.
- Route 305: Combines the southern part of Route 5 along Waterman Ave to Barton Ave and then adds the part of OmniGo Grand Terrace 325 along the business corridor of Barton Ave between Waterman and Interstate 215. This route will have a peak headway of 60 minutes. This route will use a smaller 16 passenger vehicle.

- Route 383: Will replace the northern sections of Routes 83 and 84 in Upland. The route will begin at the Upland Metrolink Station, traveling north primarily on Campus Avenue to reach Colonies Crossroads before turning back south to 16<sup>th</sup> St. and then heading west to Benson, before turning south to reach its end of line at the Montclair Transit Center. This route will have a peak headway of 60 minutes. This route will use a smaller 16 passenger vehicle.
- MicroTransit Chino Hills: New technology enabled on-demand service offered in Chino Hills.
- **Routes with Map Changes**
  - Route 1: The northern section of this route will be modified to serve Pacific High School and shortening the turnaround loop to use Del Rosa instead of Golden. Additionally, new service will be provided to San Geronimo High School.
  - Route 29: Minor map change at northern terminus near Sierra Ave and Marygold to better serve Kaiser Hospital.
  - Route 81: Route map north of 4<sup>th</sup> St. remains. South of 4<sup>th</sup> St. the route would no longer serve Ontario Mills, but service would be available with a transfer to the Route 61. The Southern terminus is proposed to change to the East Ontario Metrolink Station as the route would no longer continue south of Mission or along Riverside Dr.
  - Route 82: The route would travel on Citrus Ave. between Merrill Ave. and Slover Ave. instead of Sierra to reduce duplication and cover areas currently covered by the Route 20.
  - Route 83: Northern service ends at Foothill Blvd, service south of Foothill Blvd. remains unchanged.
  - Route 84: Northern service north of Arrow removed; service south of Arrow remains unchanged.
- **Other Changes**
  - Route 290: Midday trips between 10:00 AM and 2:00 PM eliminated.
- **ADA Changes:**
  - Beyond the Boundary Service: proposed elimination, possible mobility options offered through Special Transportation Services (STS).
  - Changes Based on Fixed Route: Reductions in the availability of ADA Access service in Chino Hills, South Ontario and Grand Terrace due to proposed Fixed Route Changes.
  - Reduced Access Weekend Service in Yucaipa: With the elimination of weekend OmniGo service in Yucaipa, Access service would be similarly reduced.
  - Advanced Reservation Window: Proposed reduction of the advance window up to 3 days in advance instead of 7 days in advance.



## Attachment B

### Proposed Public Meeting Schedule

City		Day & Date	Time	Routes to Meeting
San Bernardino	San Bernardino Transit Center	Monday, January 13, 2020	6:00 A.M. – 9:00 A.M.	sbX, 1, 2, 3, 4, 7, 8, 10, 11, 14, 15, 215, 290
San Bernardino	San Bernardino Transit Center	Monday, January 13, 2020	3:00 P.M. – 6:00 P.M.	sbX, 1, 2, 3, 4, 7, 8, 10, 11, 14, 15, 215, 290
<b>*Yucaipa</b>	<b>Yucaipa City Hall</b>	<b>Tuesday, January 14, 2020</b>	<b>3:00 P.M. – 5:00 P.M.</b>	<b>19, 308, 309, 310</b>
Fontana	Fontana Transit Center	Wednesday, January 15, 2020	6:00 A.M. – 9:00 A.M.	10, 14, 15, 19, 20, 61, 66, 67, 82
<b>*Upland</b>	<b>Upland City Hall</b>	<b>Wednesday, January 15, 2020</b>	<b>3:00 P.M. – 6:00 P.M.</b>	<b>83, 85</b>
Fontana	Fontana Transit Center	Thursday, January 16, 2020	3:00 P.M. – 6:00 P.M.	10, 14, 15, 19, 20, 61, 66, 67, 82
Rialto	Foothill & Riverside Bus Stops	Friday, January 17, 2020	11:00 A.M. – 2:00 P.M.	14, 22
Montclair	Montclair Transit Center	Tuesday, January 21, 2020	6:00 A.M. – 9:00 A.M.	66, 80, 85, 88, 290
Chino	Chino Transit Center	Tuesday, January 21, 2020	3:00 P.M. – 6:00 P.M.	81, 83, 85, 88
<b>*San Bernardino</b>	<b>Omnitrans: Plans and Programs Meeting</b>	<b>Wednesday, January 22, 2020</b>	<b>9:00 A.M.</b>	<b>14</b>
Redlands	Redlands Mall Bus Stops	Thursday, January 23, 2020	3:00 P.M. – 6:00 P.M.	8, 15, 19,
Ontario	Ontario Mills	Friday, January 24, 2020	11:00 A.M. – 2:00 P.M.	61, 81, 82, 290
<b>*Grand Terrace</b>	<b>Grand Terrace Community Room</b>	<b>Monday, January 27, 2020</b>	<b>3:00 P.M. – 5:00 P.M.</b>	<b>325</b>
Montclair	Montclair Transit Center	Wednesday, January 29, 2020	11:00 A.M. – 2:00 P.M.	66, 80, 85, 88, 290
<b>*Chino Hills</b>	<b>Chino Hills City Hall</b>	<b>Wednesday, January 29, 2020</b>	<b>4:00 P.M. – 7:00 P.M.</b>	<b>88, 365</b>
San Bernardino	San Bernardino Transit Center	Thursday, January 30, 2020	6:00 A.M. – 9:00 A.M.	sbX, 1, 2, 3, 4, 7, 8, 10, 11, 14, 15, 215, 290
<b>*Fontana</b>	<b>Fontana City Hall</b>	<b>Thursday, January 30, 2020</b>	<b>3:00 P.M. – 6:00 P.M.</b>	<b>10, 14, 15, 19, 20, 61, 66, 67, 82</b>
<b>*Ontario</b>	<b>Dorothy Quesada Community Center</b>	<b>Monday, February 3, 2020</b>	<b>4:00 P.M. – 7:00 P.M.</b>	<b>86</b>
<b>*San Bernardino</b>	<b>Omnitrans: East Valley Facility</b>	<b>Tuesday, February 4, 2020</b>	<b>4:00 P.M. – 7:00 P.M.</b>	<b>14</b>
<b>*San Bernardino</b>	<b>Omnitrans: Board Meeting</b>	<b>Wednesday, February 5, 2020</b>	<b>8:00 AM</b>	<b>14</b>
Rancho Cucamonga	Chaffey College Transit Center	Thursday, February 6, 2020	11:00 A.M. – 2:00 P.M.	67, 80, 81, 85

**\*Formal Public Hearings.**

ITEM # \_\_\_\_\_ F6

**DATE:** December 4, 2019

**TO:** Board Chair David Avila and Members of the Omnitrans Board of Directors

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:** Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE AWARD - SOLE SOURCE CONTRACT ITS20-18  
THREE PAIRS OF FREQUENCY CHANNELS**

**FORM MOTION**

Authorize the Interim CEO/General Manager to execute Contract ITS20-18 with Mobile Relay Associates of Paramount, CA for the provision of Three Pairs of Frequency Channels for five (5) years beginning March 1, 2020 and ending February 28, 2025, in the amount of \$720,000, plus a ten percent contingency of \$72,000, for a total not-to-exceed amount of \$792,000.

**BACKGROUND**

Omnitrans currently utilizes three (3) pairs of frequency channels for voice communications between its dispatch centers and the vehicles in the field throughout the service area.

Communications require the use of 450 MHz channel radio frequencies. Mobile Relay Associates is the sole source for 450 MHz channels in Southern California as they are the single authorized Federal Communications Commission (FCC) licensee authorized for these paired frequency channels in this geographic area.

In accordance with FTA Circular 4220.1F, Section VI-3.i, and Procurement Policy 2010, Section 2, procurements by noncompetitive proposals may be used when the recipient requires supplies or services available from only one responsible source, and no other supplies or services will satisfy its requirements, the recipient may make a sole source award.

**FUNDING SOURCE**

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

Department	1320
Expenditure Code	505040

\_\_\_\_\_ Verification of Funding Sources and Availability of Funds.

(Verified and initialed by Finance)

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

**CONCLUSION**

By proceeding with this contract, Omnitrans will have the ability to continue communication with vehicles in the field and the County of San Bernardino public safety personnel and receive emergency notices.

ER:AT:CV

ITEM #           F7          

**DATE:** December 4, 2019

**TO:** Board Chair David Avila and Members of the Omnitrans Board of Directors

**FROM:** Erin Rogers, Interim CEO/General Manager

**SUBJECT: CEO/GENERAL MANAGER’S REPORT**

**California Transit Association Conference** – On November 13-15, the California Transit Association held its Fall Conference in Monterey. The theme of the conference was “*Our People Move California*,” with sessions focusing on the areas of Fiscal Planning, Policy and Compliance, Maintenance, Management & Leadership, Marketing & Communications and Operations. Maintenance Director Connie Raya and Interim Marketing Director Nicole Ramos attended the conference with Department staff. Omnitrans staff presented and participated in various sessions. Omnitrans will be hosting this conference next year in Ontario in November.

**Micro Transit Site Visit** – Omnitrans staff visited Anaheim Resort Transportation (ART) to learn more about their on-demand micro-transit system, Free Rides Around the Neighborhood (FRAN). The staff who participated are the members of the evaluation committee for the Access, Contracted Fixed Route and Micro-Transit procurement, which is currently underway. Proposals are due in December and a recommendation will be brought to the Board in January. Networking with peers is very valuable in understanding industry best practices and lessons learned.

**Access Fleet Rebranding** – Omnitrans received and inspected the first repainted and rebranded Access vehicle. This initiative is funded by grant money available from fixed route fleet rebranding and is intended to increase community and customer recognition of Omnitrans services.

**Delivery and Acceptance of 40’ CNG Buses** – Over the last several months, Omnitrans has been accepting delivery of its last complete order of CNG buses from New Flyer. This order of 23 buses is replacing the oldest buses in the fleet, model year 2001, some of which have in excess of 1 million miles. This will be the last order prior to the Zero Emission Bus (ZEB) purchasing requirement going into effect. Based on the agency’s fleet replacement plan, the next time buses are purchased in 2024, we will be required to purchase ZEB’s.

**Omnitrans Safety and Security Program Featured in Mass Transit Magazine** – Mass Transit magazine recently ran a story featuring Omnitrans’ safety program, which was recognized earlier this year by the American Public Transit Association’s Gold Award for Safety and Security.

ER