



**AGENDA**  
**EXECUTIVE COMMITTEE MEETING**  
**FRIDAY, JULY 12, 2019 – 9:00 A.M.**  
**OMNITRANS**  
**1700 WEST FIFTH STREET**  
**SAN BERNARDINO, CA 92411**

The meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or Limited English Proficiency services are needed in order to participate in the public meeting, requests should be made through the Board Secretary at least three (3) business days prior to the Committee 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**

**B. ANNOUNCEMENTS/PRESENTATIONS**

1. Next Committee Meeting: August 2, 2019 – 9:00 a.m.  
Omnitrans Metro Facility

**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 Executive Committee, comments on items not on the agenda and on items on the agenda are to be limited to a total of three (3) minutes per individual.

**D. POSSIBLE CONFLICT OF INTEREST ISSUES**

N/A

**E. DISCUSSION ITEMS**

1. Approve Executive Committee Minutes – April 5, 2019
2. Receive and File, Update on Omnitrans/SBCTA Ad Hoc Committee - *P. Scott Graham*
3. CEO/General Manager’s Report – *P. Scott Graham*

2  
6

**F. BOARD BUSINESS**

**Closed Session**

1. Public Employee Performance Evaluation – Deputy General Manager pursuant to Government Code Section 54957

**G. REMARKS AND ANNOUNCEMENTS**

**H. ADJOURNMENT**

ITEM #     E1    

**EXECUTIVE COMMITTEE MEETING  
MINUTES  
APRIL 5, 2019**

**A. CALL TO ORDER**

The Executive Committee Meeting was called to order by Chair Ron Dailey at 9:00 a.m., Friday, April 5, 2019, at the Omnitrans Administrative Offices.

**COMMITTEE MEMBERS ATTENDING**

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

**OMNITRANS STAFF ATTENDING**

P. Scott Graham, CEO/General Manager  
Erin Rogers, Deputy General Manager  
Adrienne Fernandez, Executive Staff Assistant

**OTHERS IN ATTENDANCE**

Haviva Shane, BB&K General Counsel  
Syrus Devers, BB&K – Via Teleconference  
Andrea Zureick, SBCTA

**B. ANNOUNCEMENTS/PRESENTATIONS**

Next Committee Meeting:             Friday, May 3, 2019, 9:00 a.m.  
   Omnitrans Metro Facility

**C. COMMUNICATIONS FROM THE PUBLIC**

There were no communications from the public.

**D. POSSIBLE CONFLICT OF INTEREST ISSUES**

There were no Conflict of Interest Issues.

Item #E4, was moved up on the agenda.

## **E. DISCUSSION ITEMS**

### 4. Omnitrans Transit District Legislation

Director of Governmental Affairs for BB&K, Syrus Devers, and General Counsel, Haviva Shane, provided a status update on the Omnitrans Transit District Legislation and reviewed the recommended amendments and timeline with the Committee.

Some of the proposed amendments related to the following:

- Board Member stipends
- Public Contract Code for competitive bidding
- Changes requested by the California Association Local Agency Formation Commissions (CALAFCO)

The Committee engaged in a robust discussion regarding the proposed amendments and agreed to move forward with the recommendations discussed.

M/S (Spagnolo/Roberts) that received and filed an update on Omnitrans Transit District Legislation and authorized the CEO/General Manager to work with Omnitrans General Counsel and Legislative Advocate on review and negotiation of amendments to the Omnitrans Transit District legislation. Motion was unanimously approved by Members present.

### 1. Approve Executive Committee Minutes – February 1, 2019

M/S (Spagnolo/Roberts) that approved the Executive Committee Minutes of February 1, 2019. Roll call vote was taken and the motion was passed unanimously by Members present.

### 2. Receive and Forward to the Board of Directors Summary Information Regarding the March 14, 2019 Board of Directors Workshop

Chair Dailey introduced this item by asking the Members to review the information carefully as it relates to the Ad Hoc Committee and mentioned the core mission, which is for the Members of the SBCTA and Omnitrans Boards to discuss the issues and provide policy guidance related to funding allocation and to address the funding deficit Omnitrans is facing.

A discussion ensued regarding potential budget cuts. There was also some discussion regarding the sbX and the federal requirements regarding that service.

The Committee received and forwarded this item to the Board.

3. Receive and File Informational Update on the Development of Proposed Fiscal Year 2020 Management Plan

CEO/General Manager, P. Scott Graham presented a brief background on this item and noted that the FY2020 Management Plan would focus on five Strategic Initiatives:

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

Mr. Graham noted that a formal item on the FY20 Management Plan would be presented to the Administrative & Finance Committee and Board.

The Committee received and filed this item.

5. CEO/General Manager's Report

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

- The Board Room Upgrades are moving forward and some information with the cost estimates will be provided in the coming months.
- The American Public Transportation Association (APTA) Board and Board Administrator Seminar will be held in Jacksonville, Florida in July. He asked that any Members interested in attending let staff know.
- The Leadership Academy (LDA) Manager Track graduation will be held on 22 April and he invited the Committee to attend.
- He informed that he would be out of the office for a week in mid-April due to a scheduled surgery.
- Deputy General Manager, Erin Rogers would be attending the APTA Transit CEOs Seminar in Chicago, Illinois.

**F. BOARD BUSINESS**

There were no closed session items.

**G. REMARKS AND ANNOUNCEMENTS**

Vice Chair Avila informed that he planned to nominate Member Lilburn for the new Vice Chair position.

**H. ADJOURNMENT**

The Committee adjourned at 10:16 a.m. The next Executive Committee Meeting is scheduled Friday, May 3, 2019, at 9:00 a.m., with location posted on the Omnitrans website and at the Omnitrans San Bernardino Metro Facility.

Prepared by:

---

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



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

ITEM #           E2          

**DATE:** July 12, 2019

**TO:** Board Chair David Avila and Members of the Executive Committee

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

**SUBJECT: UPDATE ON OMNITRANS/SBCTA AD HOC COMMITTEE**

**FORM MOTION**

Receive and file an informational update on the Omnitrans/SBCTA Ad Hoc Committee.

**BACKGROUND**

In May 2018, Omnitrans staff alerted the Board of Directors of the potential for a long term operating deficit in a Financial White Paper. The White Paper was developed after receipt of the Fiscal Year (FY) 2018-2027 revenue forecast from SBCTA. The level of Omnitrans Local Transportation Fund allocation from SBCTA was capped at a 3 percent growth rate between 2014 and 2020. The updated revenue forecast continued the 3 percent growth rate through FY 2027.

The purpose of the White Paper was to inform the Board that based on this forecast, Omnitrans' budget would be balanced for FY 2018-2019 however, beginning in FY 2021 there would be an operating deficit as estimated cost growth would exceed projected revenue growth. In addition, the operating deficit would be further compounded by a capital deficit due to the newly enacted electric bus regulations.

In February 2019, the Board of Directors was presented an Updated Financial Forecast which provided the Board with additional information, a high level overview of key issues, and recommended the formation of a joint Omnitrans and SBCTA Ad Hoc Committee to discuss funding alternatives. The Board approved this recommendation and the Ad Hoc Committee was formed. The Ad Hoc Committee is comprised of the Omnitrans Board Chairman, the SBCTA Board President, and two Board Members from each agency.

Two meetings of the Ad Hoc Committee have been held. The last meeting was held on May 30, 2019; Executive staff from both Omnitrans and SBCTA were in attendance. The Ad Hoc committee gave direction to Omnitrans staff to develop a strategy to align service levels with forecasted revenues and meet with SBCTA staff to discuss and review prior to the next scheduled meeting of the Ad Hoc Committee.

On July 8, 2019 Omnitrans and SBCTA staff met and discussed the long term operating and capital

budget forecasts. The meeting was very productive; Omnitrans and SBCTA staff will reconvene and finalize budget forecasts prior to the Ad Hoc Committee on September 5, 2019.

**CONCLUSION**

Receive and file and informational update on the Omnitrans/SBCTA Ad Hoc Committee.

PSG: ER