



BOARD OF DIRECTORS MEETING
WEDNESDAY, FEBRUARY 5, 2020 – 8:00 A.M.
OMNITRANS METRO FACILITY
1700 WEST 5TH 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.

A. CALL TO ORDER

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

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Board Meeting: Wednesday, March 4, 2020 – 8:00 a.m.
Omnitrans Metro Facility Board Room
2. Employee of the Quarter and Employee of the Year Presentations

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. PUBLIC HEARING

1. ConnectForward Service Adjustments – *Jeremiah Bryant*

5

F. 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 #F13, Action on Consent Calendar.

1. Approve Board Minutes – January 8, 2020
2. Receive and File Executive Committee Minutes – October 4, 2019 (EXE 1/10/20)
3. Receive and File Plans & Programs Committee Minutes – October 23, 2019 (PPC 1/22/20)
4. Receive and File Administrative & Finance Committee Minutes – November 14, 2019 (A&F 1/16/20)

31
36
39
44



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F. CONSENT CALENDAR CONTINUED	
5. Receive and File Omnitrans' Equal Employment Opportunity Quarterly Report – <i>Meredith Tshilonda</i>	49
6. Receive and File West Valley Connector Project Update – <i>Jeremiah Bryant</i> (PPC 1/22/20)	52
7. Receive and File, Inland Empire Annual Survey Report – <i>Nicole Ramos</i> (PPC 1/22/20)	55
8. Authorize Release – Invitation for Bids – IFB-MNT20-05, Methane Detection System at the I Street Maintenance Facility – <i>Art Torres</i>	65
9. Authorize Release – Invitation for Bids – IFB-MNT20-63, Roofing Replacement Project - <i>Art Torres</i>	67
10. Authorize Award – Contract MNT20-26, Bus Vacuum System Upgrade – <i>Art Torres</i>	69
11. Authorize Amendment A-3 to Contract 0524, Crestline-ISD Skyland Peak Rack Space/Data Circuits – <i>Art Torres</i>	71
12. Authorize Award – Contract HRS20-24 for the Provision of Strategic Planning Consulting Services – <i>Art Torres</i> (EXE 1/10/20) (A&F 1/16/20)	73
13. Action on Consent Calendar	
G. 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 – Consolidation Study Monthly Update – <i>Jeremiah Bryant</i> (PPC 1/22/20)	76
2. Receive and File – ABBG Customer Satisfaction Survey of Omnitrans – <i>Victor Cuate</i> (PPC 1/22/20)	79
3. Authorize Award – Contract ITS20-08, Cisco Core Network Equipment – <i>Art Torres</i>	101
4. Authorize Award Sole Source – Contract ITS20-68, TransTrack Annual Maintenance and Support – <i>Art Torres</i>	103
5. Approve Assignment and Authorize Award – Purchase Order MNT20-36, Forty-Foot Zero-Emission Electric Buses - <i>Art Torres</i>	105
6. Adopt Resolution No. 319-20, Committing to the Transition of Fixed-Route Buses to Zero Emission Technology – <i>Jeremiah Bryant</i>	107
7. CEO/General Manager's Report – <i>Erin Rogers</i>	112
H. BOARD BUSINESS	
Closed Session	
1. Conference with Labor Negotiator Suzanne Pfeiffer, Concerning Labor Negotiations with Amalgamated Transit Union (ATU), Government Section Code 54957.6 – <i>Suzanne Pfeiffer</i>	
I. REMARKS AND ANNOUNCEMENTS	
J. ADJOURNMENT	

ITEM # D1

DATE: February 5, 2020

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 February 5, 2020.

Item	Contract	Principals & Agents	Subcontractors
#F10	Authorize Award Contract MNT20-26 Bus Vacuum System Upgrade	<i>Robertson Air Systems, Inc. Los Angeles, CA Jim Robertson Owner</i>	<i>None</i>
#F11	Authorize Amendment A-3 Contract 0524 Crestline-ISD Skyland Peak Rack Space/Data Circuits	<i>County of San Bernardino San Bernardino, CA Curt Hagman Chairman, Board of Supervisors</i>	<i>None</i>
#F12	Authorize Award Contract HRS20-24 Strategic Planning Consultant Services	<i>MIG, Inc. Berkeley, CA Esmeralda Garcia Principal</i>	<i>Anrab Associates, Inc. Sacramento, CA</i>
#G3	Authorize Award Contract ITS20-08 Cisco Core Network Equipment	<i>Netfast Technology Solutions, Inc. New York, NY Tim Johnson Sales Engineer</i>	<i>None</i>
#G4	Authorize Sole Source Award Contract ITS20-68 TransTrack Annual Maintenance and Support	<i>TransTrack Systems, Inc. Cedar Rapids, IA David Jackson General Manager</i>	<i>None</i>
#G5	Approve Assignment/Authorize Award Purchase Order MNT20-36 Forty-Foot Zero-Emission Electric Buses	<i>New Flyer of America Inc. Winnipeg, Canada Paul Soubry Chief Executive Officer</i>	<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

1. I have a disqualifying campaign contribution of over \$250 from _____
(Name of Company and/or Individual)
and therefore I am abstaining from participation on Agenda Item _____, Subject: _____
2. I have a disqualifying campaign contribution of over \$250 from _____
(Name of Company and/or Individual)
and therefore I am abstaining from participation on Agenda Item _____, Subject: _____
3. I have a disqualifying campaign contribution of over \$250 from _____
(Name of Company and/or Individual)
and therefore I am abstaining from participation on Agenda Item _____, Subject: _____

FINANCIAL INTEREST

1. I have a financial interest of _____
State income, real property interest or business position

Identify company or property location
2. I have a financial interest of _____
State income, real property interest or business position

SIGNATURE

Board Member Signature	Date
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ITEM # E1

DATE: February 5, 2020

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: HOLD CONNECTFORWARD PUBLIC HEARING

FORM MOTION

Close this public hearing related to proposed service changes in the ConnectForward Plan.

BACKGROUND

In December 2019, the Omnitrans Board of Directors authorized staff to call for public hearings for the ConnectForward Plan. ConnectForward is the proposed service plan to prepare the agency for future regional transit needs and to ensure long-term financial sustainability. The plan calls for an 11% service reduction (71,000 revenue hours equivalent to \$5 million per year) in order to achieve a balanced operating budget forecast through 2040.

Omnitrans scheduled 22 public meetings to be held across the San Bernardino Valley. The majority of these meetings were scheduled at transit centers, community centers or civic centers so that staff went to the public instead of asking the public to come to Omnitrans. Given the potential impact from the service changes, two meetings were scheduled to take place in front of Omnitrans Board Members so that Omnitrans' customers can provide comments directly to the Board. Those meetings are the January 22, 2020 Plans and Programs Committee Meeting and the February 5, 2020 Board of Directors Meetings. The full list of public meetings can be found in Attachment A.

The proposed service changes are detailed in both Attachment A: Public Outreach Materials and Attachment B: Public Hearing Presentation. The Public Outreach Materials will be set up in the Omnitrans Main Lobby in large format so that participants can gain further information prior to the meeting.

Following the close of this public hearing, the public will have the opportunity to continue to provide input until February 13, 2020 at 5:00 P.M. The feedback from all meetings will be collected, analyzed and shared with the Board of Directors. This information will allow for the further refinement of the ConnectForward Plan. The refined ConnectForward Plan is scheduled to be presented to the Board of Directors for potential adoption on April 1, 2020.

CONCLUSION

Conducting this public hearing provides an opportunity to gain feedback to further refine the ConnectForward Plan so that it may be brought to the Board for adoption.

ER:JB

Attachment A: Public Meeting Schedule & Outreach Materials

Attachment B: PowerPoint Presentation



Public Meeting Schedule

CITY	LOCATION	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
*Yucaipa	Yucaipa City Hall	Tuesday, January 14, 2020	3:00 P.M. – 5:00 P.M.	19, 308, 309, 310
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
*Upland	Upland City Hall	Wednesday, January 15, 2020	3:00 P.M. – 6:00 P.M.	83, 85
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
*San Bernardino	Omnitrans: Plans and Programs Meeting	Wednesday, January 22, 2020	9:00 A.M.	14
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
*Grand Terrace	Grand Terrace Community Room	Monday, January 27, 2020	3:00 P.M. – 5:00 P.M.	325
Montclair	Montclair Transit Center	Wednesday, January 29, 2020	11:00 A.M. – 2:00 P.M.	66, 80, 85, 88, 290
*Chino Hills	Chino Hills City Hall	Wednesday, January 29, 2020	4:00 P.M. – 7:00 P.M.	88, 365
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
*Fontana	Fontana City Hall	Thursday, January 30, 2020	3:00 P.M. – 6:00 P.M.	10, 14, 15, 19, 20, 61, 66, 67, 82
*Ontario	Dorothy Quesada Community Center	Monday, February 3, 2020	4:00 P.M. – 7:00 P.M.	86
Colton	Arrowhead Regional Medical Center Transfer Center	Tuesday, February 4, 2020	11:00 A.M. – 2:00 P.M.	1, 19, 22, 290
*San Bernardino	Omnitrans: East Valley Facility	Tuesday, February 4, 2020	4:00 P.M. – 7:00 P.M.	14
*San Bernardino	Omnitrans: Board Meeting	Wednesday, February 5, 2020	8:00 AM	14
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.**

***Board Meeting**

ConnectForward

Omnitrans' FY2021-2025 Short-Range Transit Plan



- **ConnectForward** is Omnitrans' 5-year business plan through 2025
- **ConnectForward's** primary focus is to ensure a financially sustainable transit network by realigning resources in line with a 5-year, 25+% ridership decline
- It is necessary to implement an 11% service reduction in September 2020



➤ Service Change Guiding Principles:

- Minimize Customer Impact
- Business Approach: Maximize Efficiency & Productivity
- Maintain Core Weekday Productivity Network
- Reduce Coverage Area Duplication
- Provide Only Mandated ADA Service
- Maintain Service Quality
- Minimize Impact on Employees
- Provide Service to All Member Cities

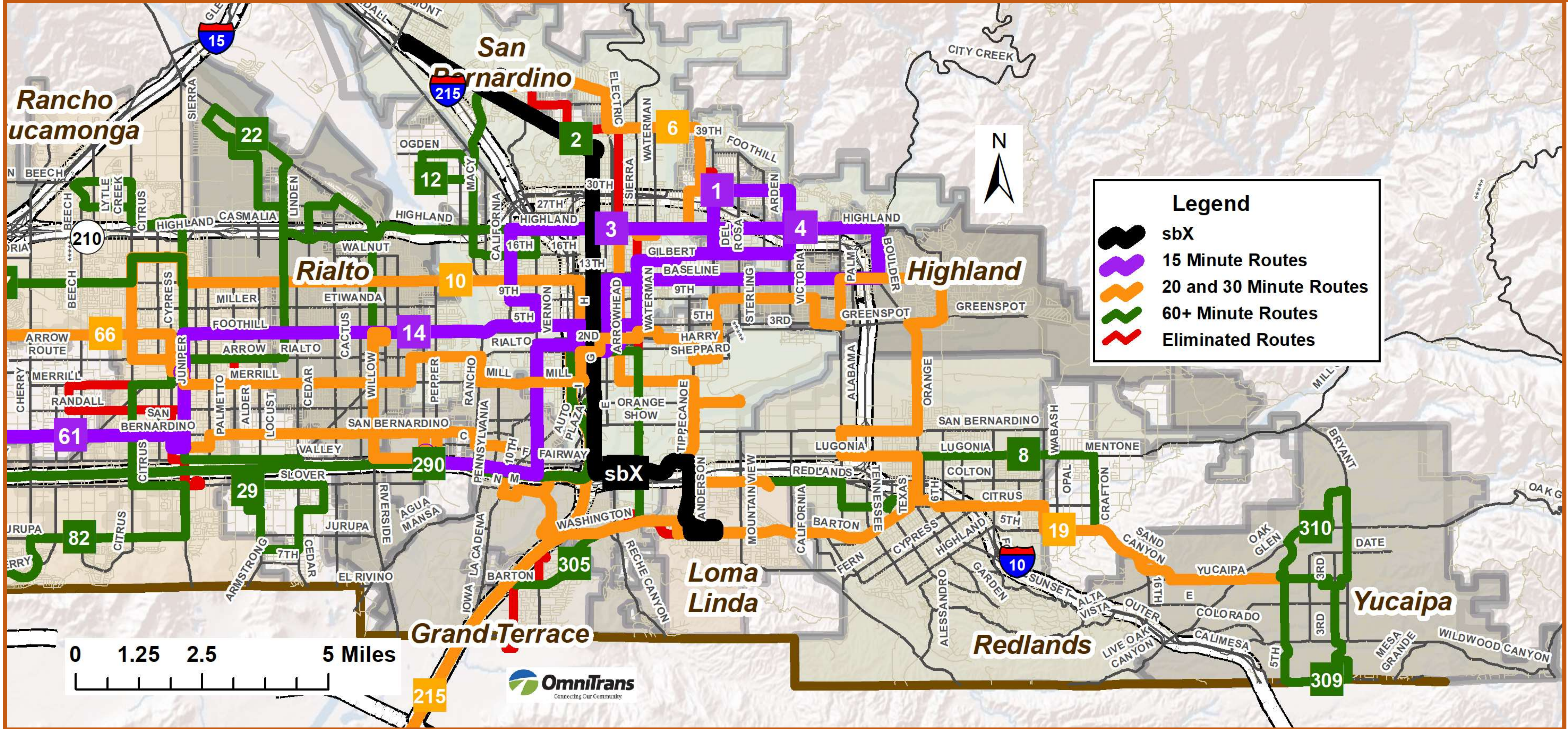
- **ConnectForward** was created to balance the agency's budget and prepare for future regional and community transit needs

- Please review proposals & submit comments prior to February 13, 2020:

- Public Meeting Comment Card
- Email: Planning@Omnitrans.Org
- Phone: 909.379.7150
- Mail: Strategic Development Dept., Omnitrans, 1700 W. 5th St. San Bernardino 92411



East Valley Proposed Changes



Route	Map Change	Frequency Change
1	Yes	No
2	No	Yes
3 / 4	No	Yes
5	Eliminated	
6	NEW	
7	Eliminated	
8	Yes	Yes
10	No	No
12	No	No
14	No	Yes
15	No	No
19	No	No
20	Eliminated	
22	No	Yes
29	Yes	No
215	No	No
290	No	Yes
305	NEW	
308	Eliminated	
309	No	Yes
310	No	Yes
325	Eliminated	
sbX	No	No

Frequency Changes
2 Reduce frequency all days to 70-75 minutes
3 / 4 Reduce frequency on Saturday & Sunday to 22-25 minutes
8 Reduce frequency on weekdays from VA Clinic to Redlands to 60 minutes
14 Reduce frequency on Saturday & Sunday to 20 minutes
22 Reduce frequency north of Foothill Blvd. to 60 minute on weekdays
290 Reduce frequency by eliminating mid-day trips
309 Reduce frequency weekdays to 60 minutes.
310 Eliminate weekend service

1

Modify north end to reduce duplication. See Route 6. New service near San Gorgonio High School.

A map showing the proposed modification to Route 1. It highlights the new route in blue, which includes a loop near San Gorgonio High School. The legend indicates 'Proposed Routing' in blue and 'Existing Routing' in red. The map covers areas from San Bernardino to Redlands.

6

New 30-minute route combines parts of current Routes 5 & 7

A map showing the proposed new Route 6 in blue. It is a loop route combining parts of previous routes. The legend indicates 'Proposed Routing' in blue and 'Existing Routing' in red. The map covers areas from San Bernardino to Redlands.

5

Route number eliminated

A map showing the elimination of Route 5. The route is highlighted in red and labeled 'Eliminated'. The legend indicates 'Proposed Routing' in blue and 'Existing Routing' in red. The map covers areas from San Bernardino to Loma Linda.

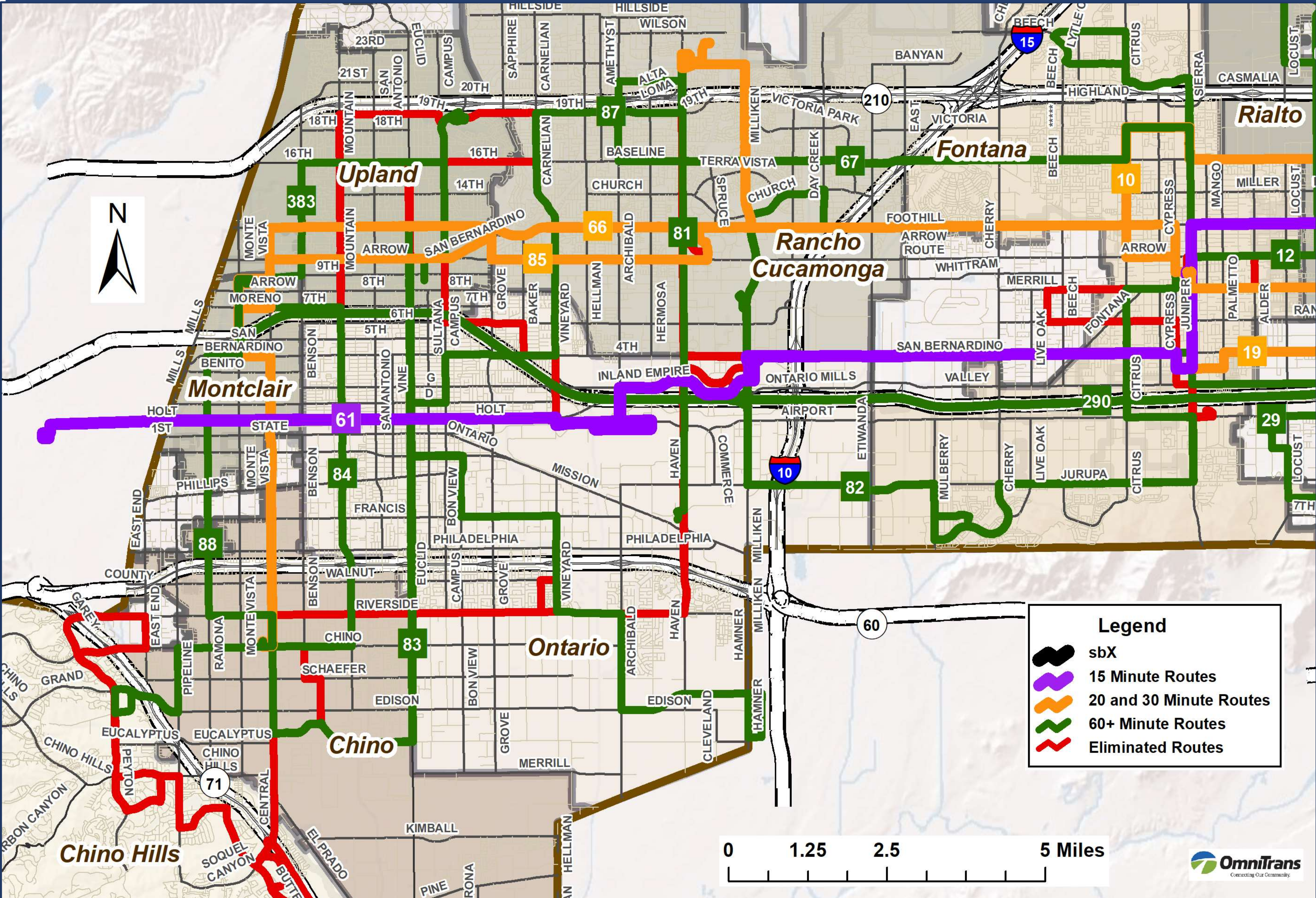
7

Route Number Eliminated

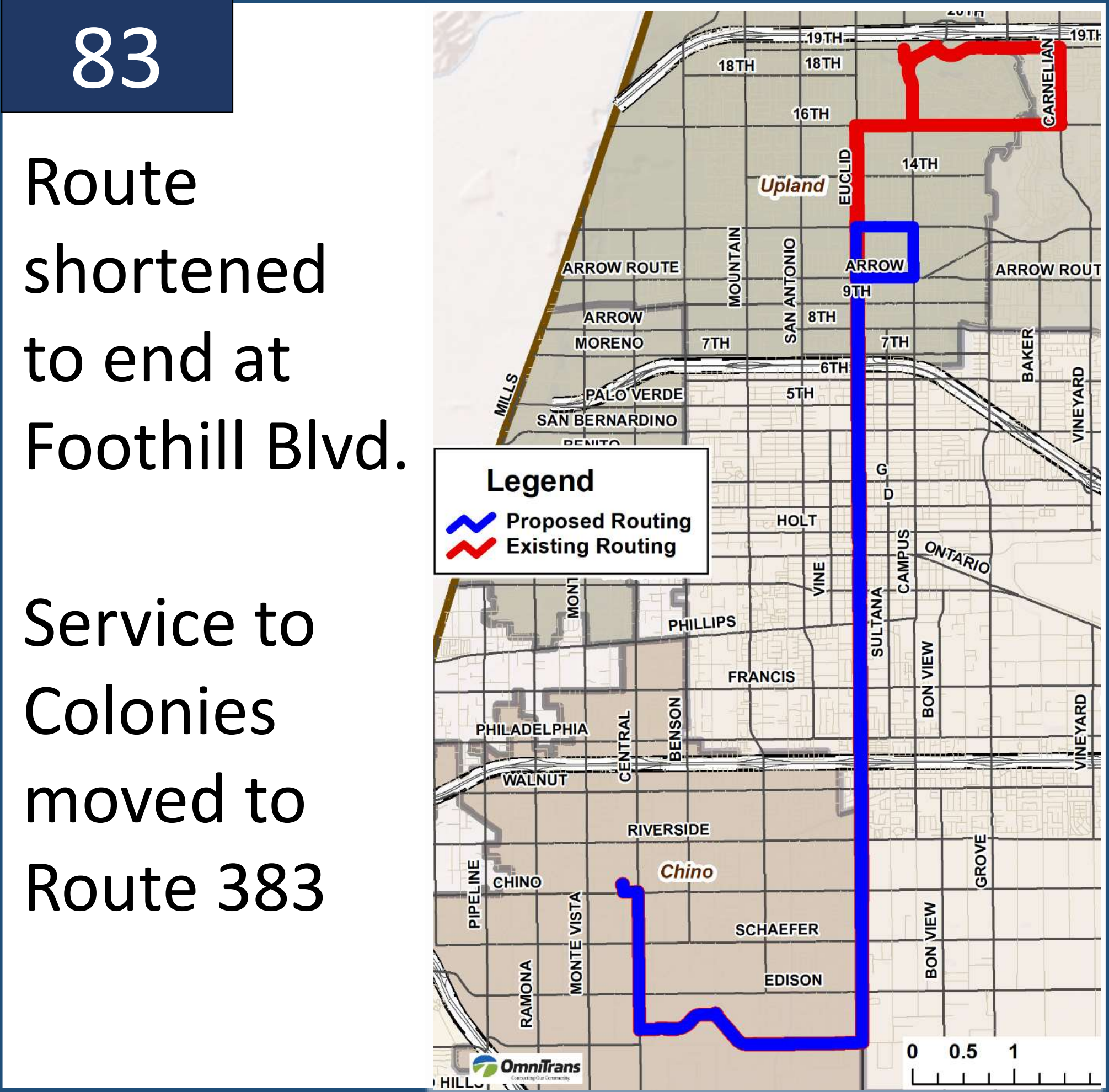
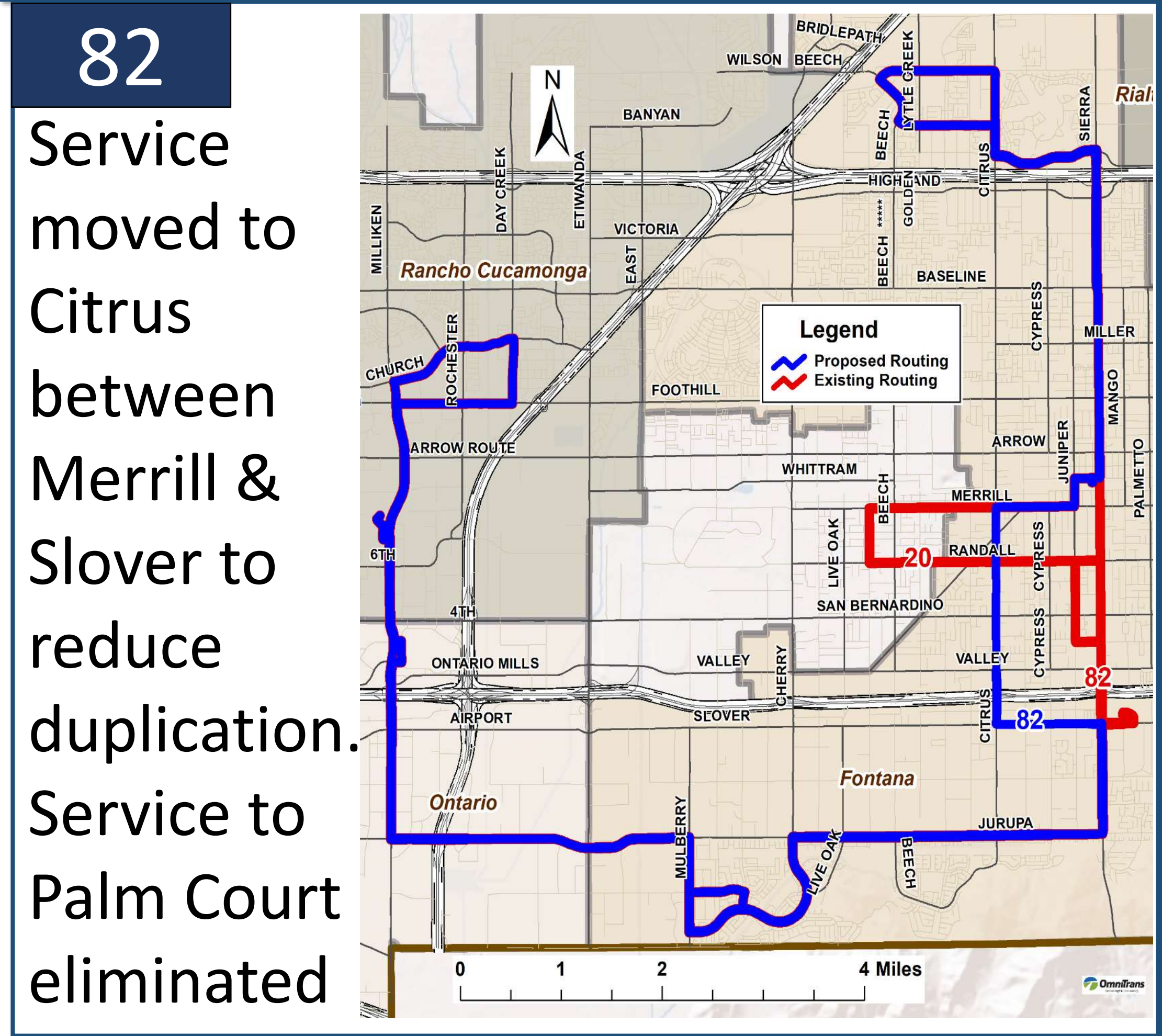
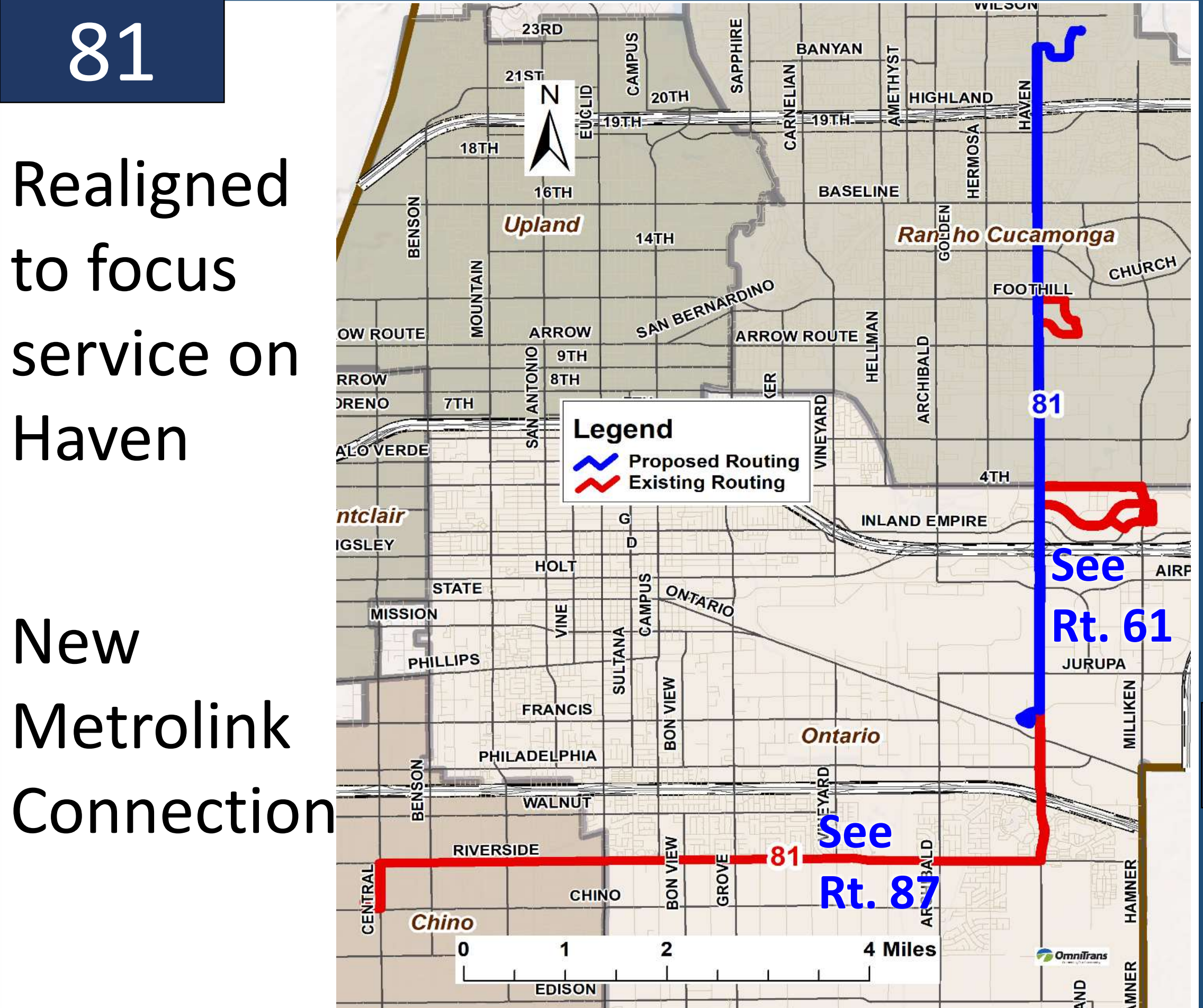
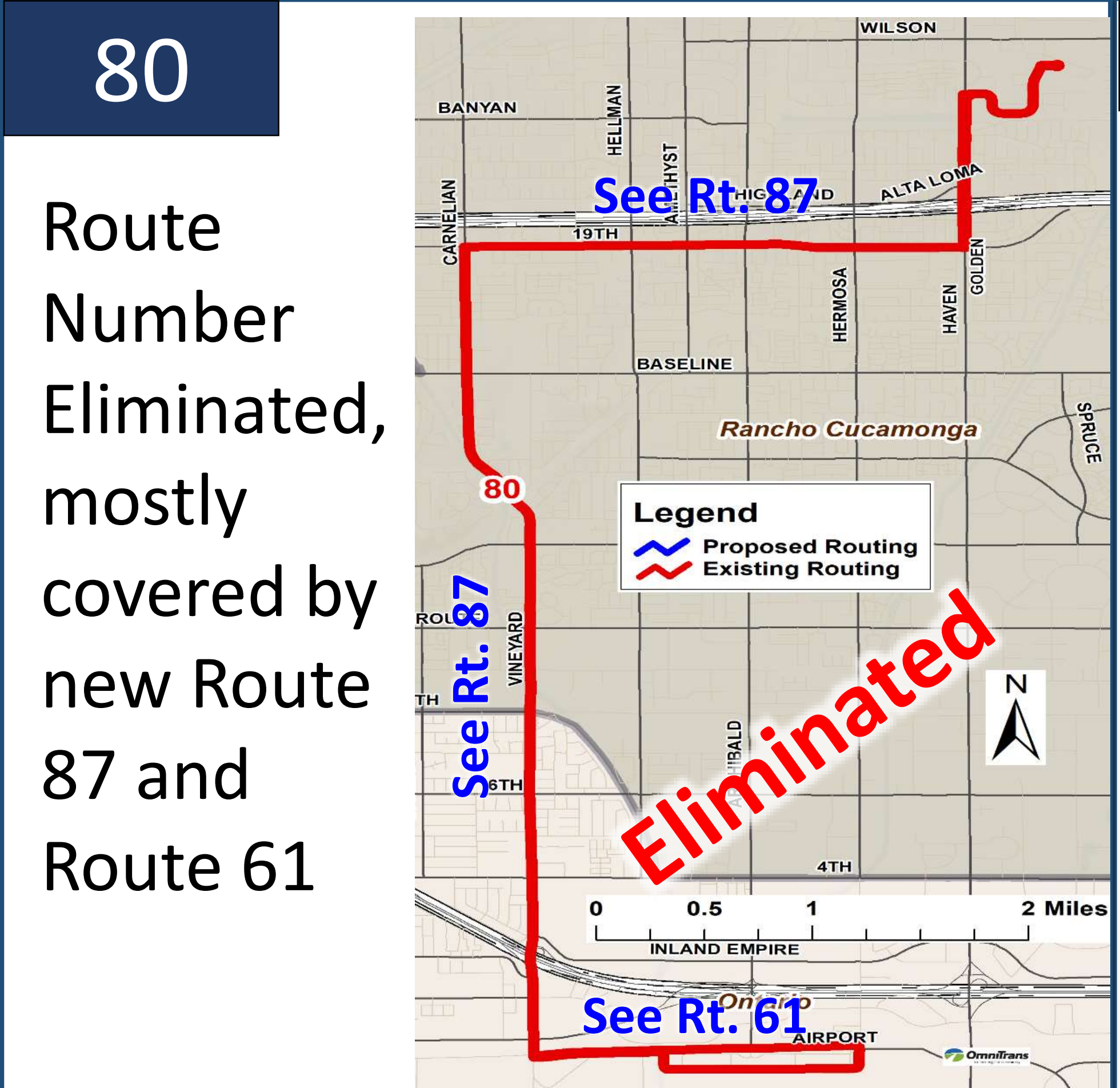
Parts of route modified in new Route 6

A map showing the elimination of Route 7 and its modification into Route 6. The route is highlighted in red and labeled 'Eliminated'. The legend indicates 'Proposed Routing' in blue and 'Existing Routing' in red. The map covers areas from San Bernardino to Redlands.

West Valley Proposed Changes



Route	Map Change	Frequency Change
61	No	Yes
66	No	Yes
67	No	No
80	Eliminated	
81	Yes	No
82	Yes	No
83	Yes	No
84	Yes	No
85	No	No
86	Eliminated	
87	NEW	
88	No	No
290	No	Yes
365	Eliminated	
383	NEW	
Chino Hills MicroTransit	NEW	



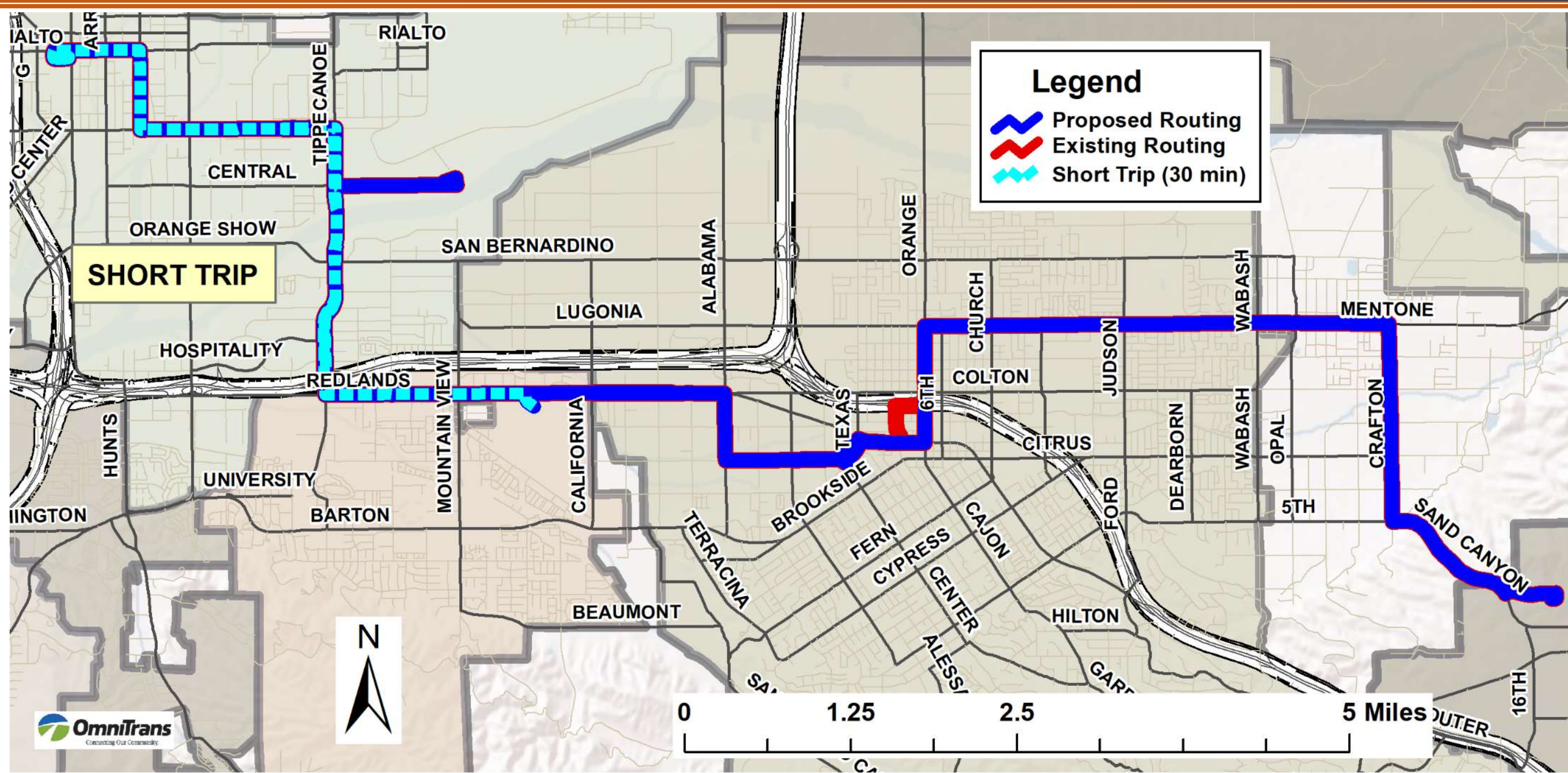
61	Reduce frequency on Saturday & Sunday to 20 minutes
66	Reduce frequency on weekdays to 20-minutes
290	Reduce frequency by eliminating midday trips
84	Route shortened to end at 7th St. and Montclair Transit Center.



Proposed Service Changes Continued

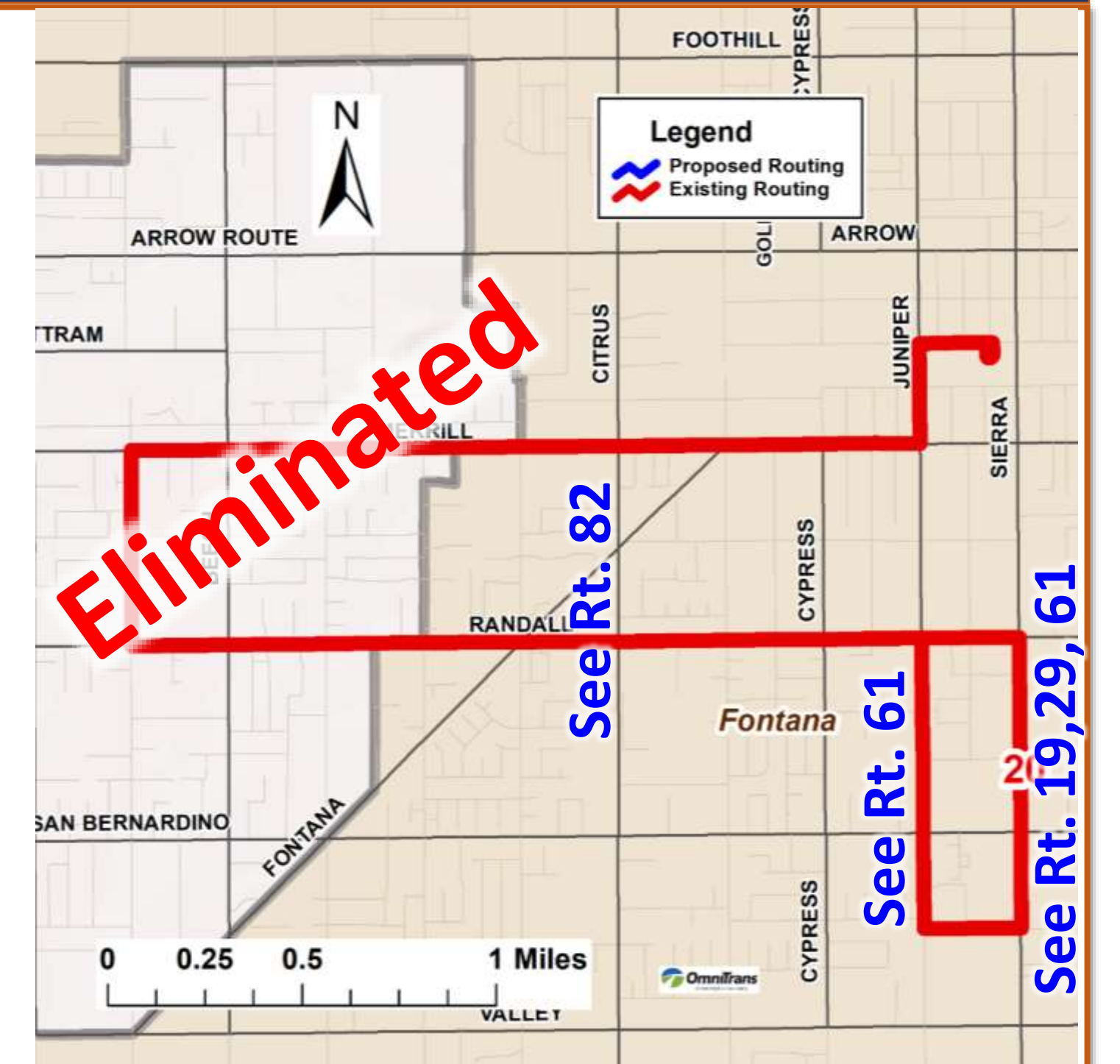
8

Weekdays
30-minute
frequency from
SBTC to VA
Ambulatory Care
Center.
Rest of Route 60-
minute
frequency



20

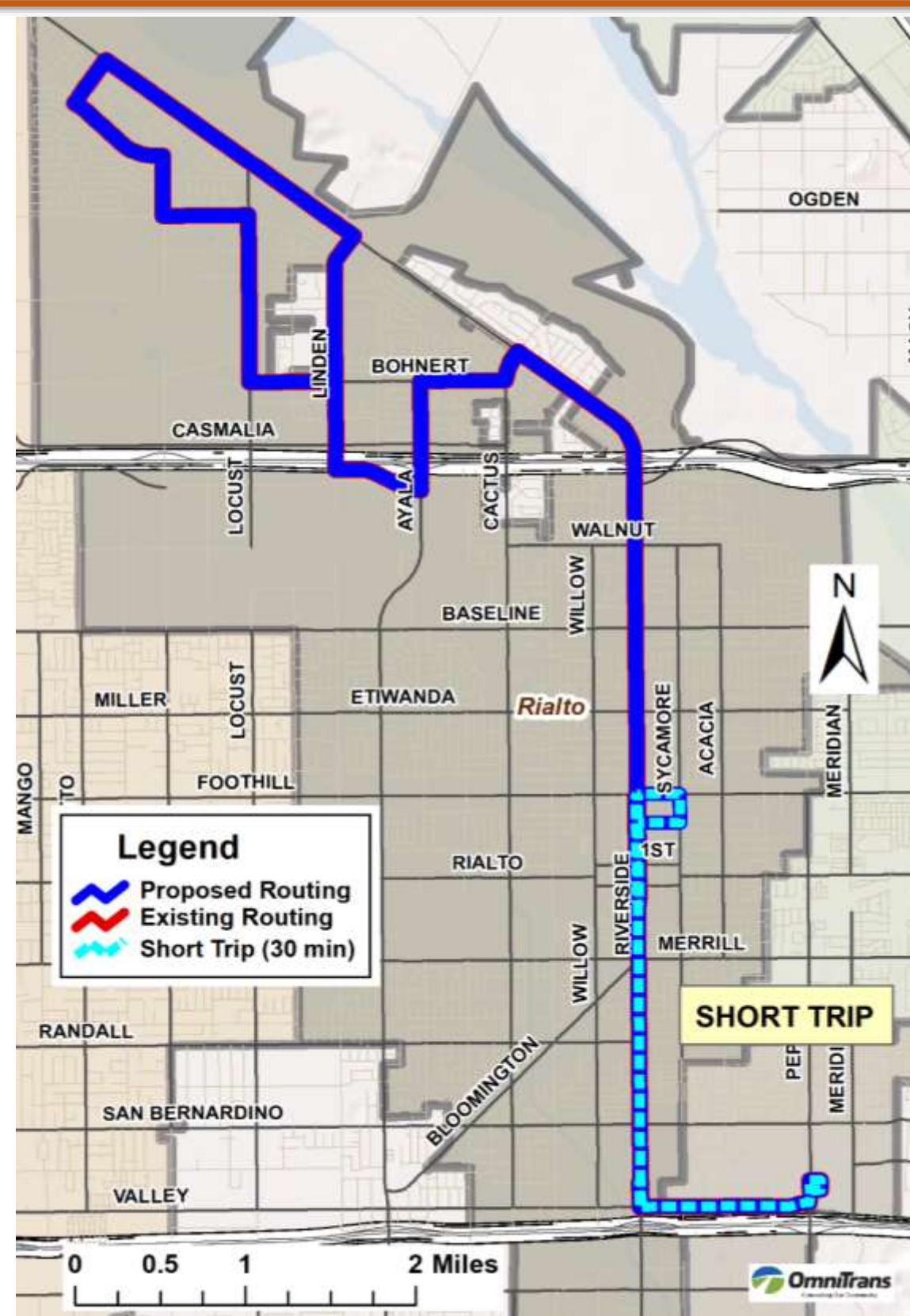
Route
Eliminated.
Some areas
covered
by Routes
19, 61 &
modified
Route 82



22

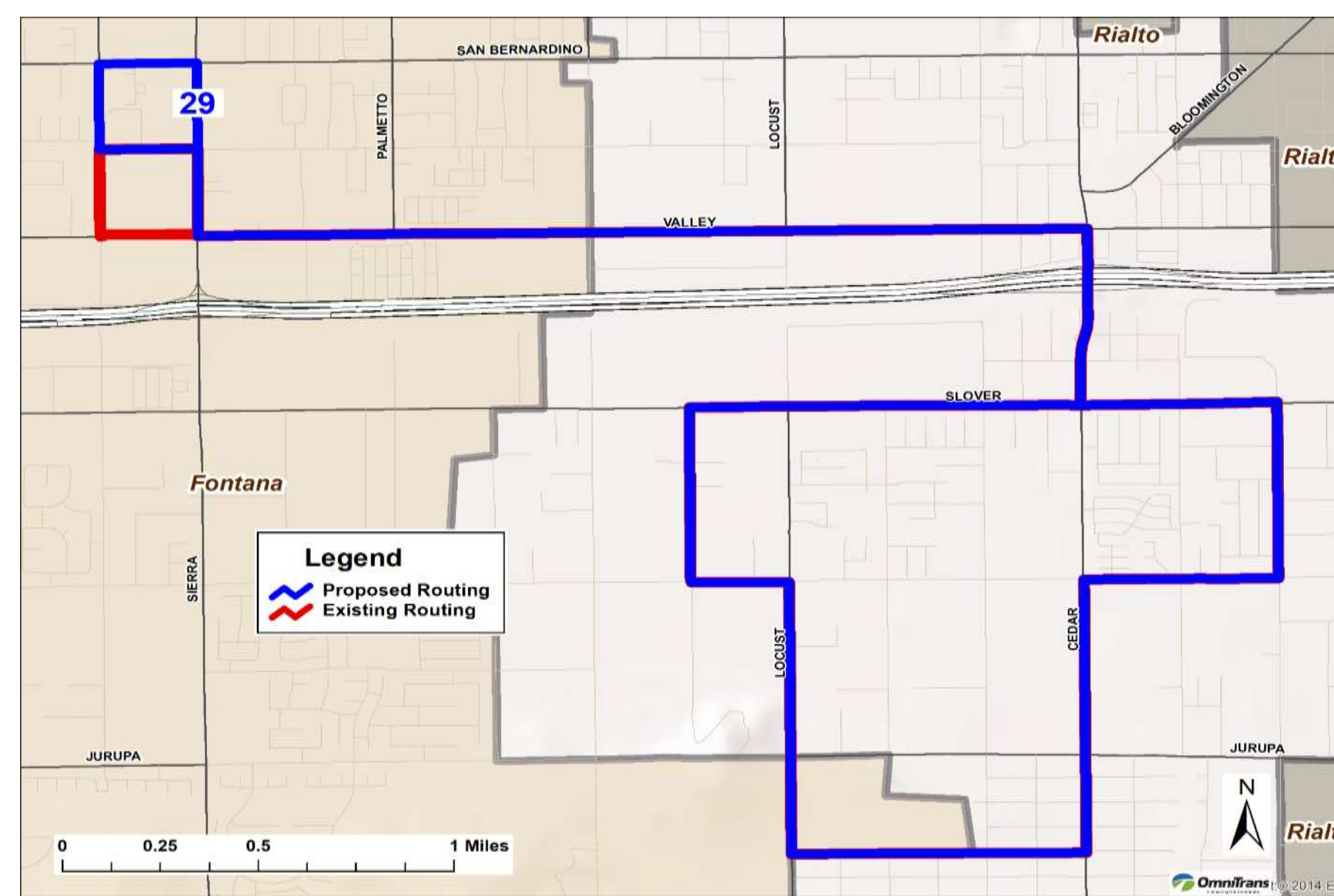
Weekdays 30-
minute
frequency from
ARMC to
Foothill Blvd.

Rest of Route
60-minute
frequency



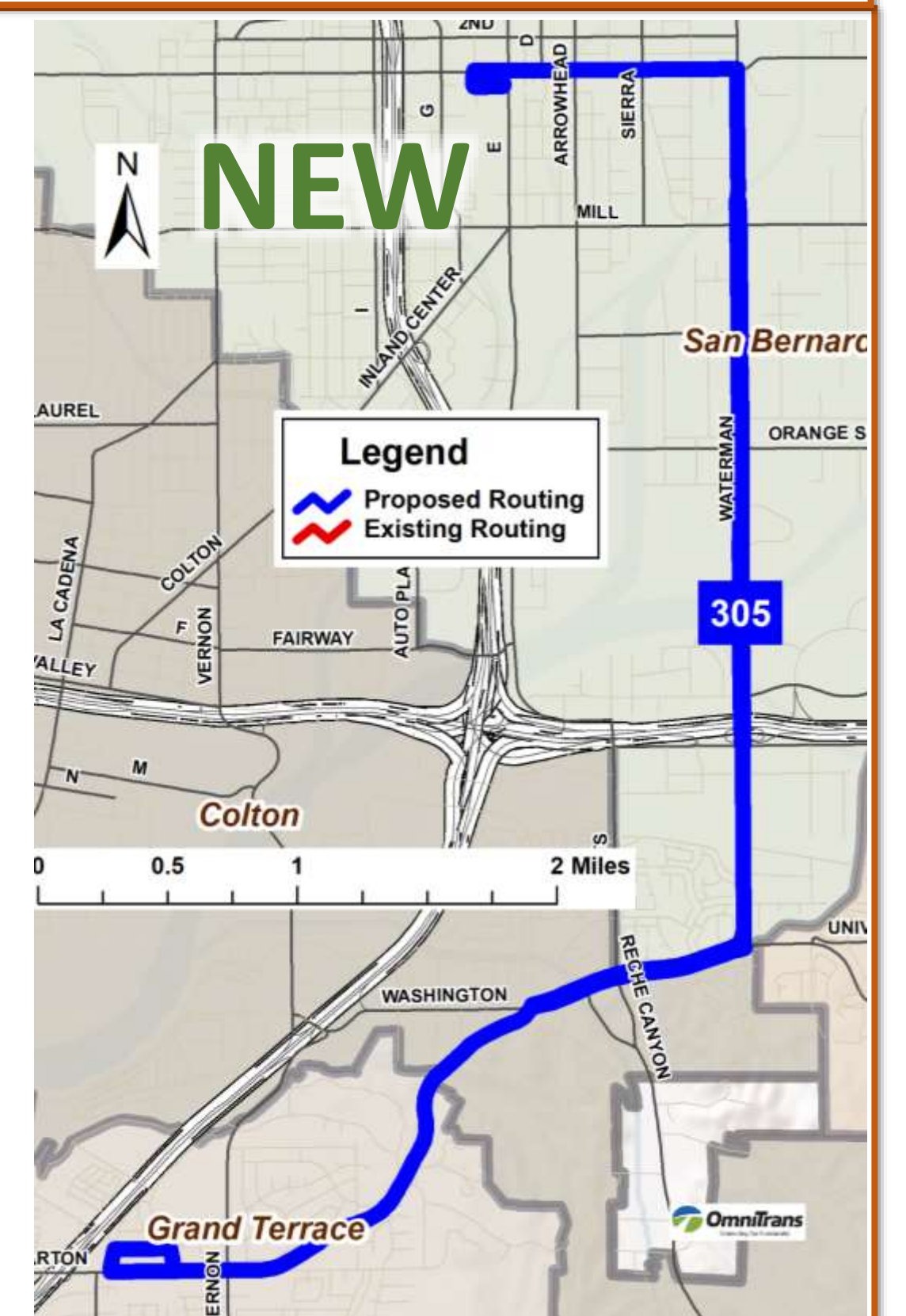
29

Minor change near Kaiser
Fontana Medical Center



305

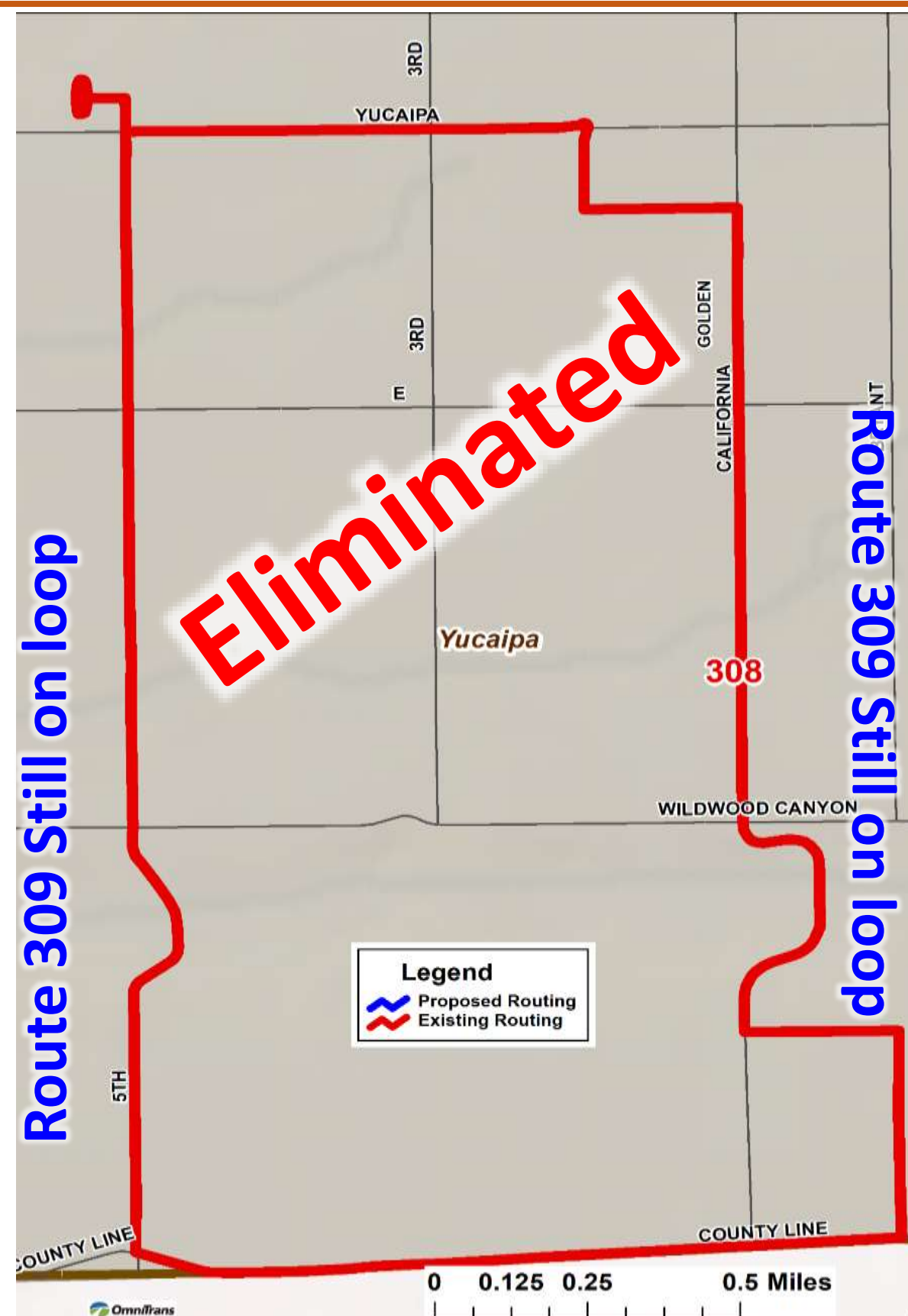
Route
covers southern
part of current
Route 5 and
Barton segment
of OmniGo
Grand Terrace
Route 325.
60-minute
Frequency



308

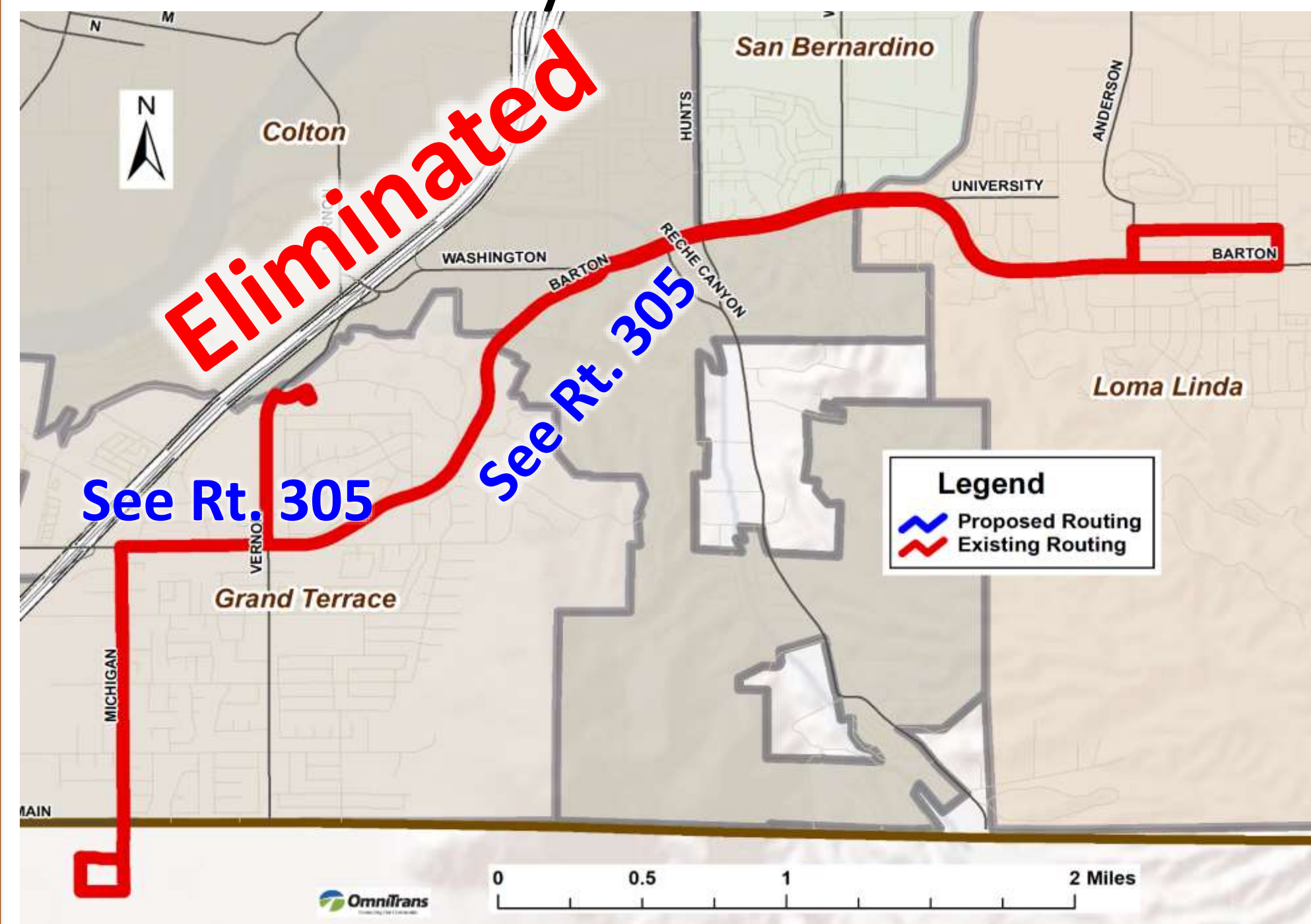
Route
Eliminated

Area still
covered by
Route 309



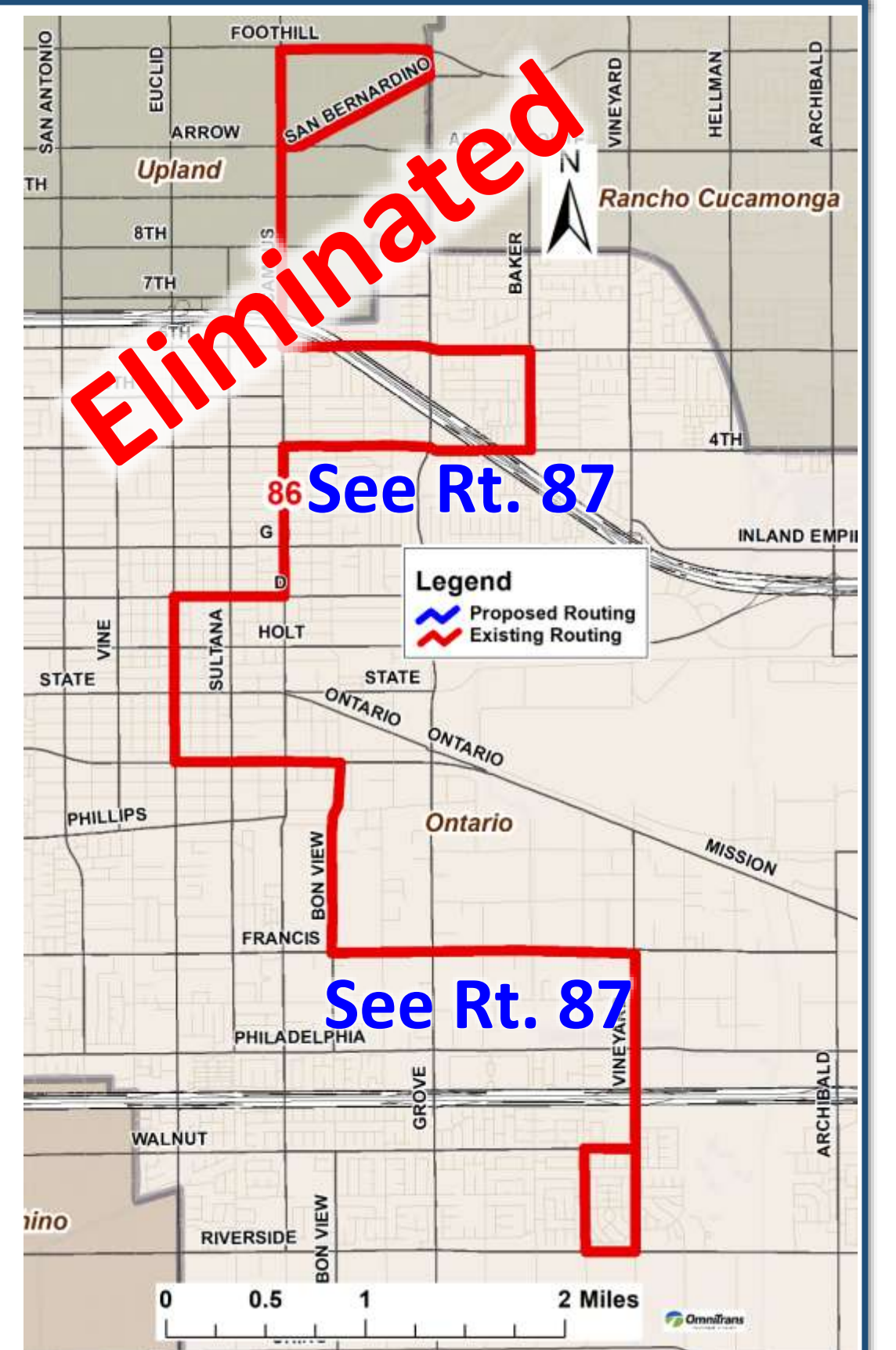
325

Route Eliminated. Barton
Ave. covered by new Route 305



86

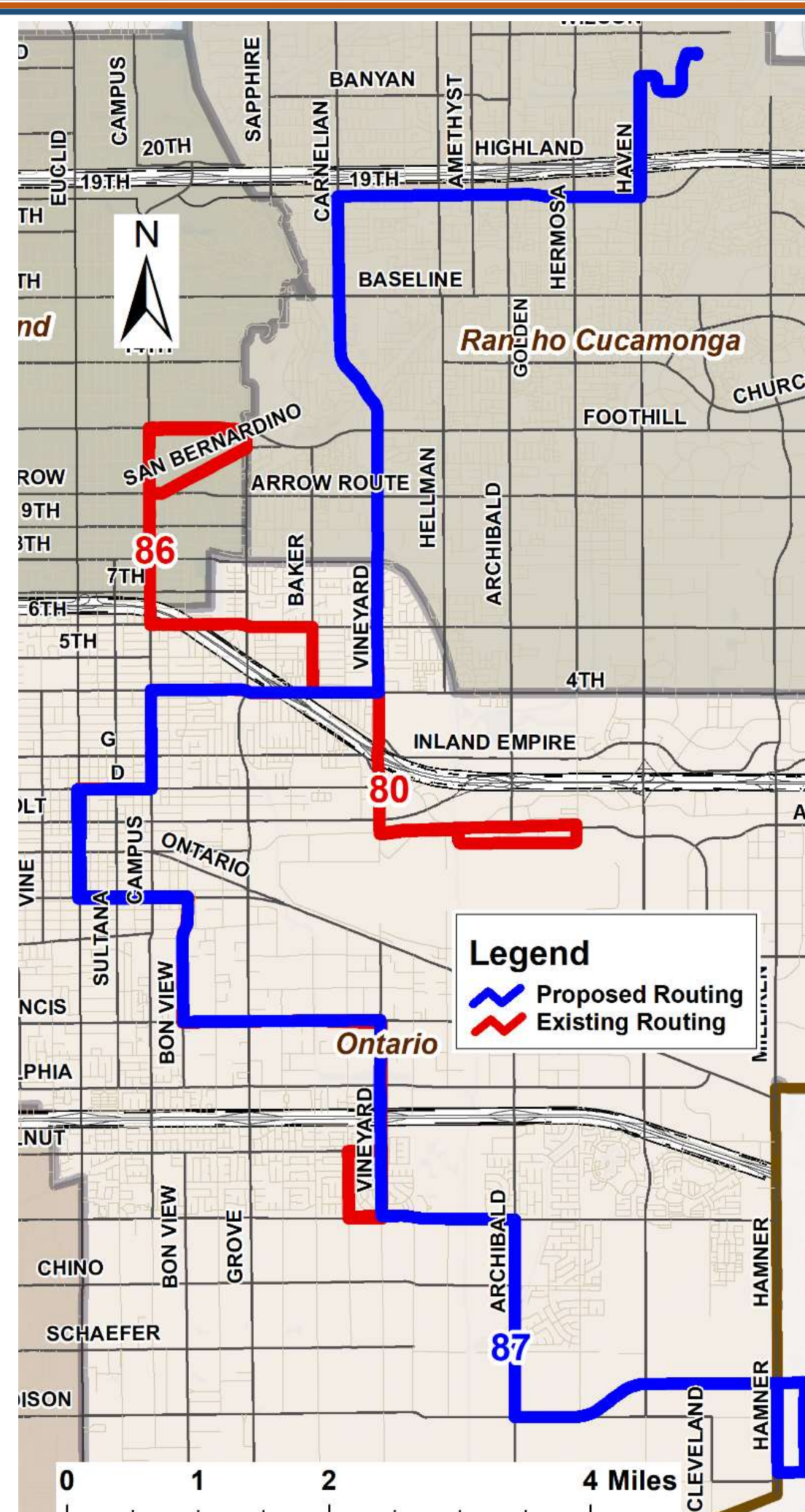
Route number
eliminated.
Most of route
covered by new
Route 87



87 **NEW**

Combination of
Route 80 & 86.
Route extends
to Riverside
County Line for
transfer to RTA

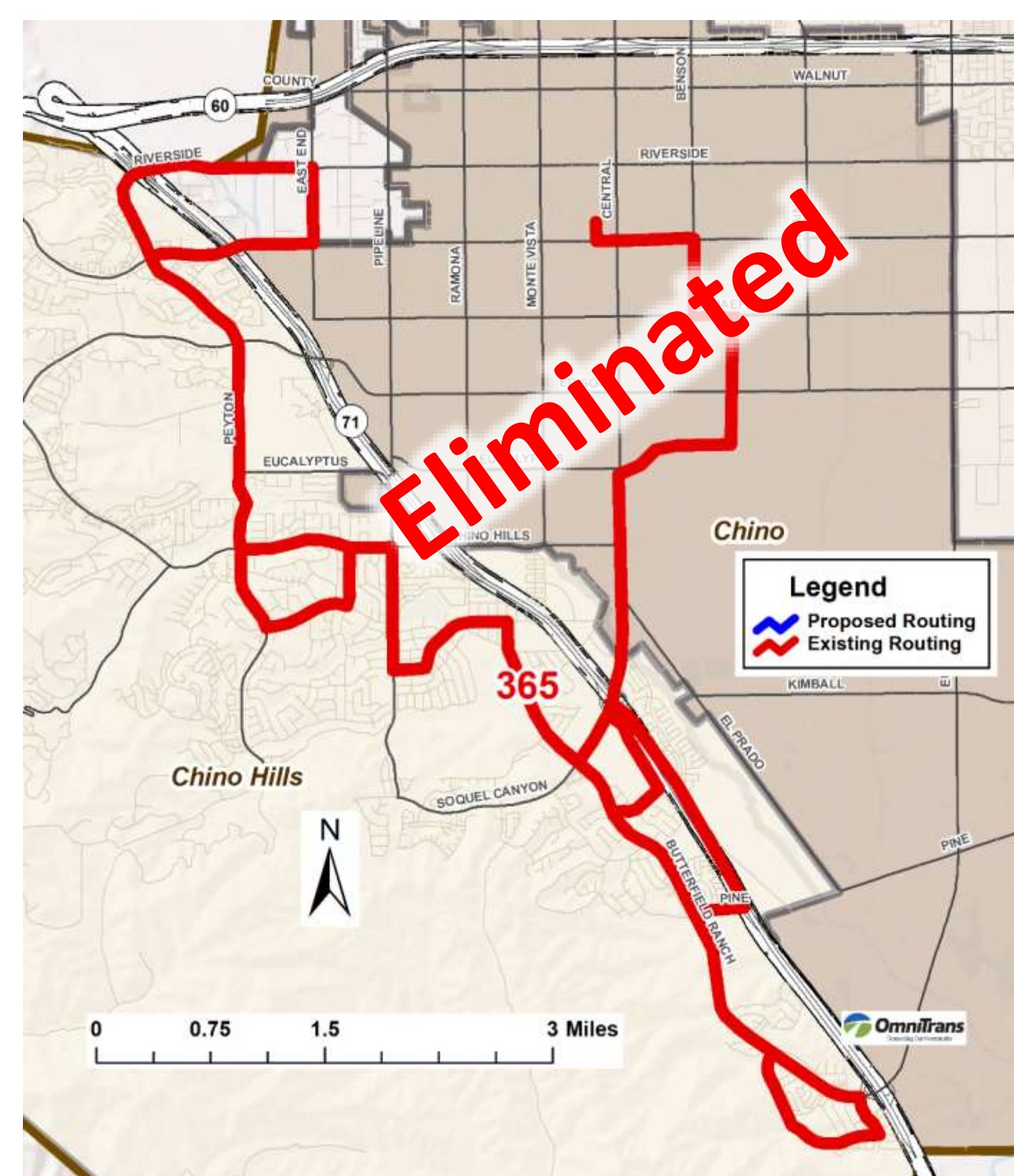
Route operates
Weekdays &
Saturday



365

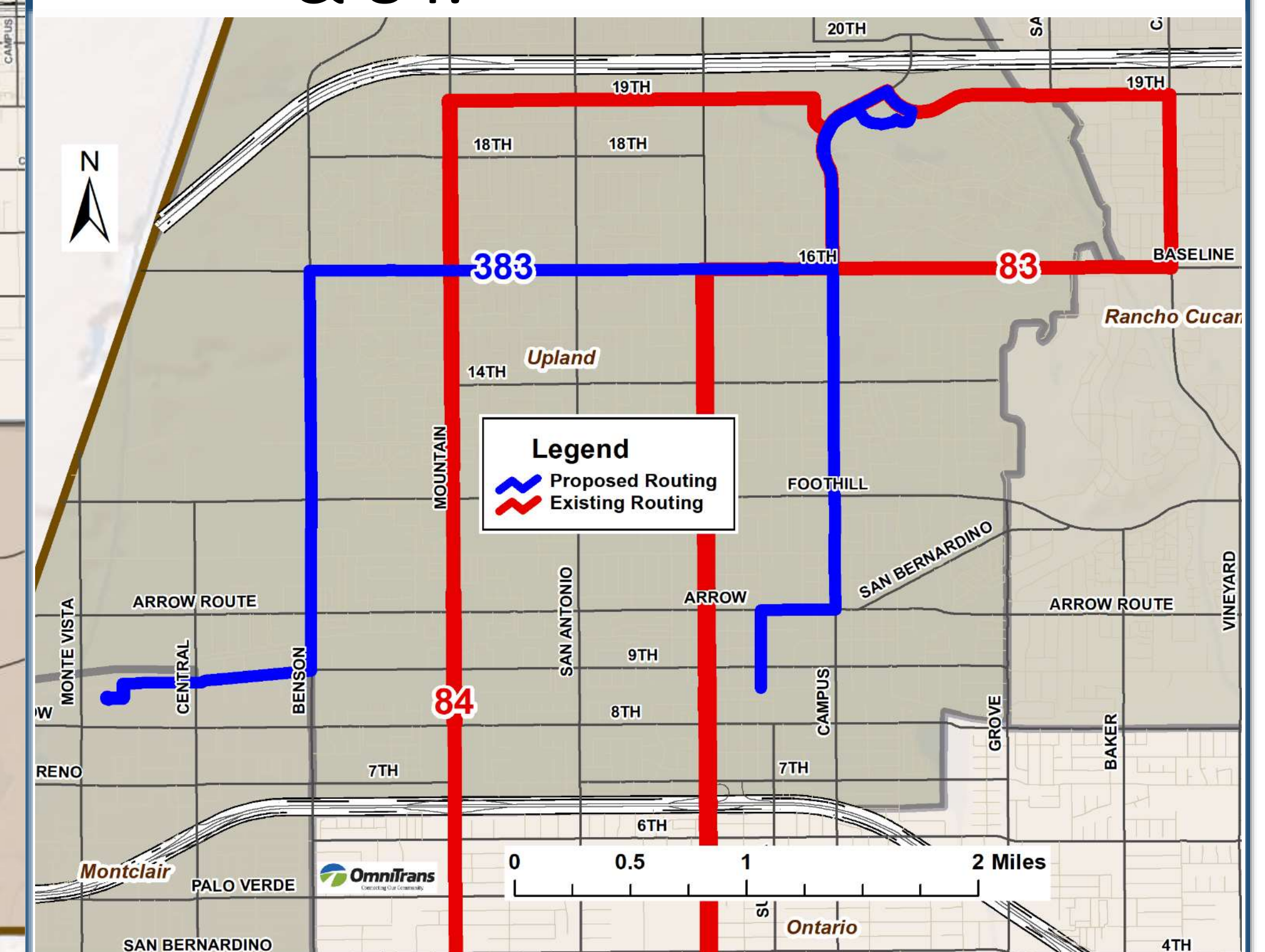
Route eliminated except for
Chino High School Bell Trips

Service
replaced by Chino
Hills
Micro
Transit
Service.

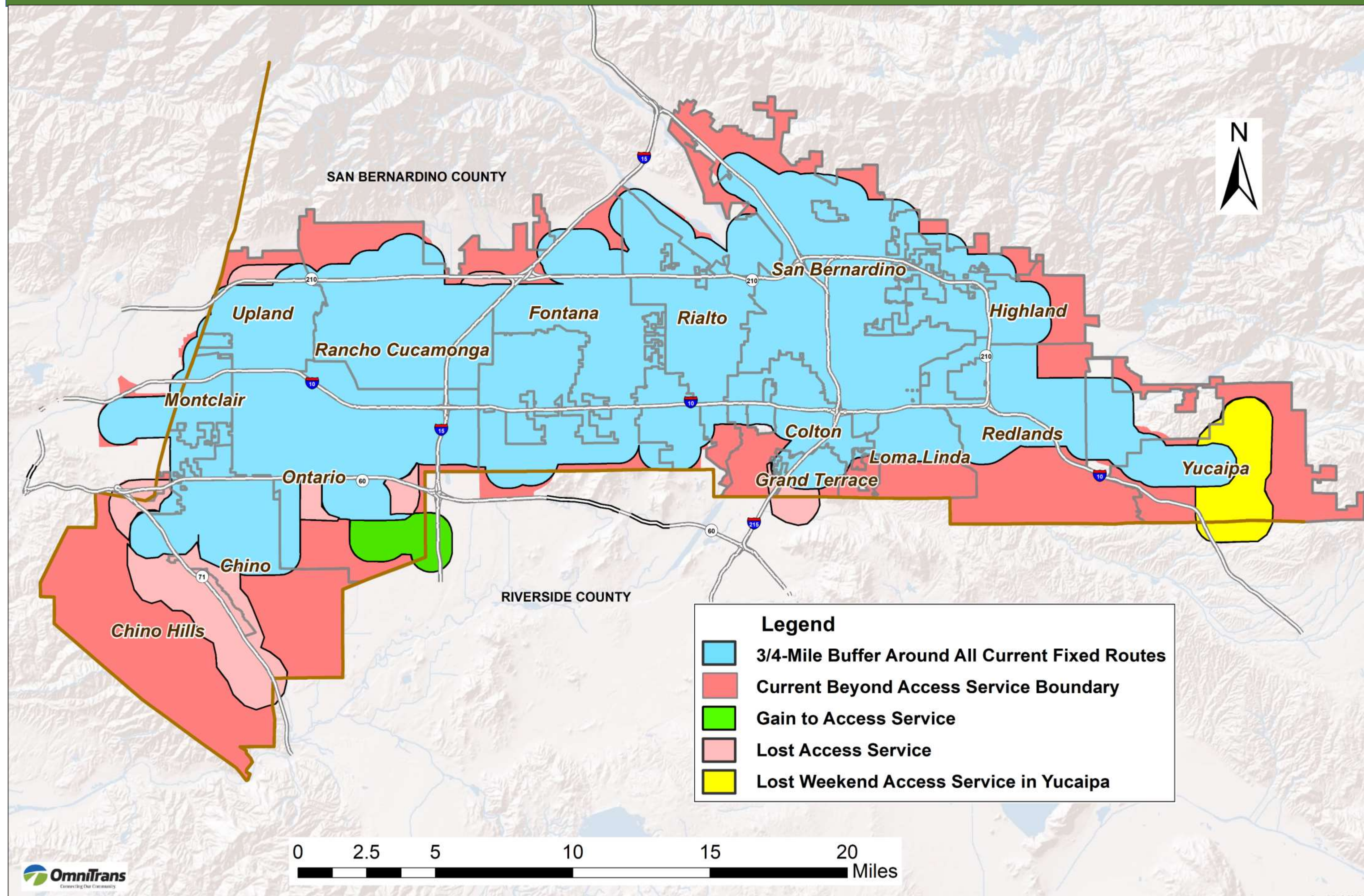


383

NEW Upland OmniGo. Replaces
northern parts of Routes 83
& 84.



Access Service Changes



1. Eliminate Beyond Boundary Service (**Pink**)
2. Reduced service area from fixed route service changes: Parts of Chino Hills, Chino, Ontario and Grand Terrace (**Light Pink**)
3. New service area from new fixed route services: Ontario (**Green**)
4. Elimination of Weekend Access service due to change to OmniGo Yucaipa (**Yellow**)
5. Call ahead reservation window reduced to 3-days.

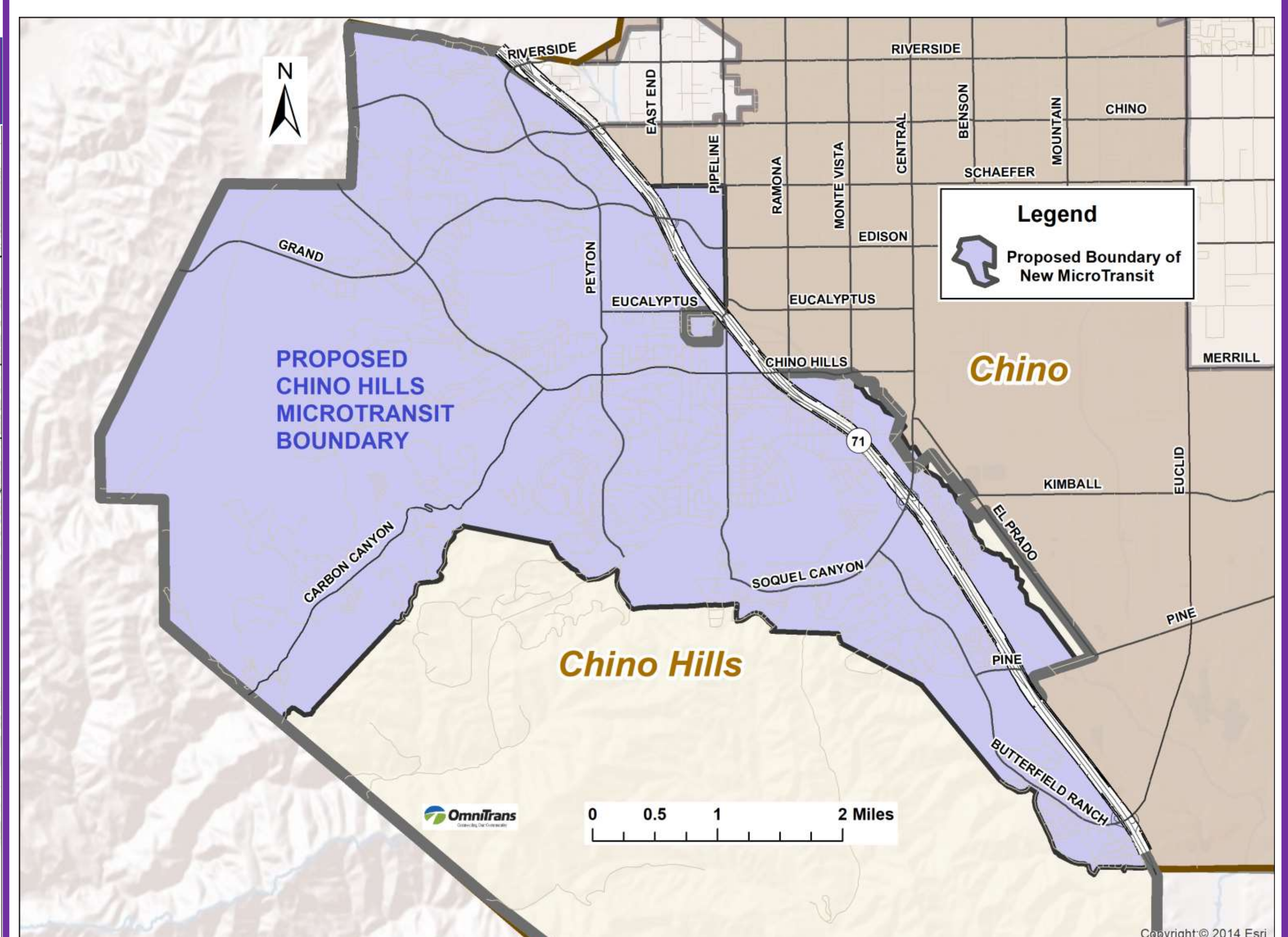
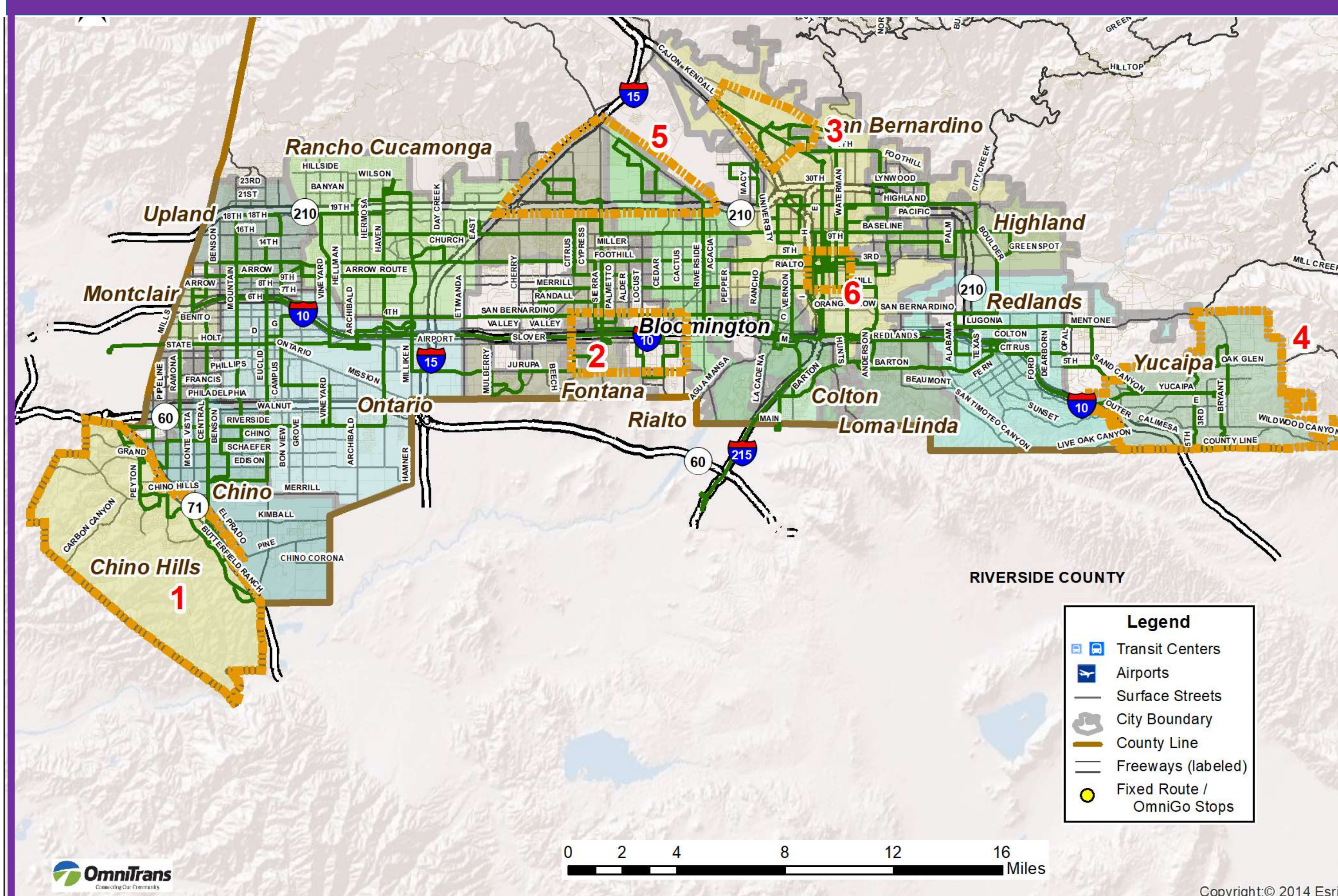
MicroTransit Pilot Program

MicroTransit is a general public curb-to-curb pick-up to drop-off service that is technology enabled and uses a mobile phone app to request service. This is similar to an agency operated Uber or Lyft Service. Can provide both General Public and ADA service.

First MicroTransit Pilot: Chino Hills

Proposed MicroTransit to replace OmniGo 365. Weekdays only, 6am-6pm. \$5 per trip. Free Transfer to Fixed Route.

Potential Pilot Areas





ConnectForward Public Hearing

Board of Directors
February 5, 2020



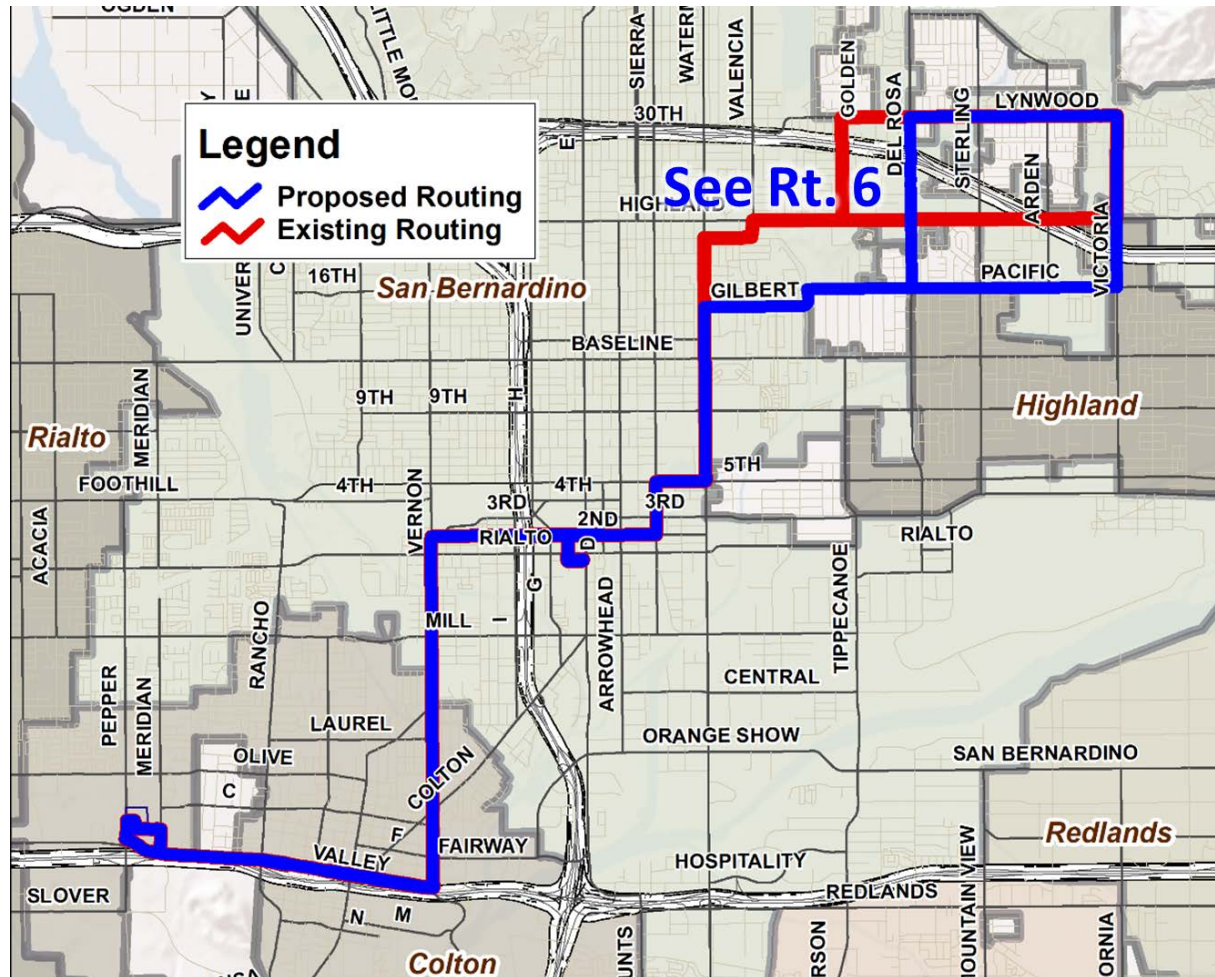
- Proposal to prepare the Omnitrans for future regional transit needs and to ensure long-term financial sustainability
- Plan includes:
 - Frequency Changes
 - Route realignments
 - Route elimination
 - New routes and services
 - OmniAccess Changes
- Details Available:
www.Omnitrans.Org/ConnectForward

- **ConnectForward's** primary focus is to ensure a financially sustainable transit network by realigning resources in line with a 5-year, 25+% ridership decline
- It is necessary to implement an 11% service reduction in September 2020
- Eight Guiding Principles
 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
 8. Provide Service to All Member Cities

Rt	Day	Proposal
2	All	30/60-minute headway → 70-minute
3	Sa & Su	20-minute headway → 22/25-minute
4	Sa & Su	20-minute headway → 22/25-minute
8	W	30-minute from VA Ambulatory to Downtown Redlands → 60-minute headway
14	Sa & Su	15-minute headway → 20-minute
22	W	30-minute headway from Riverside/Foothill to North Rialto → 60-minute
61	Sa & Su	15-minute headway → 20-minute
66	W	15-minute headway → 20-minute
290	W	Eliminated midday trips
309	W Sa & Su	30-minute headway → 60-minutes Weekend service eliminated
310	W	30/60-minute headway → 60-minute

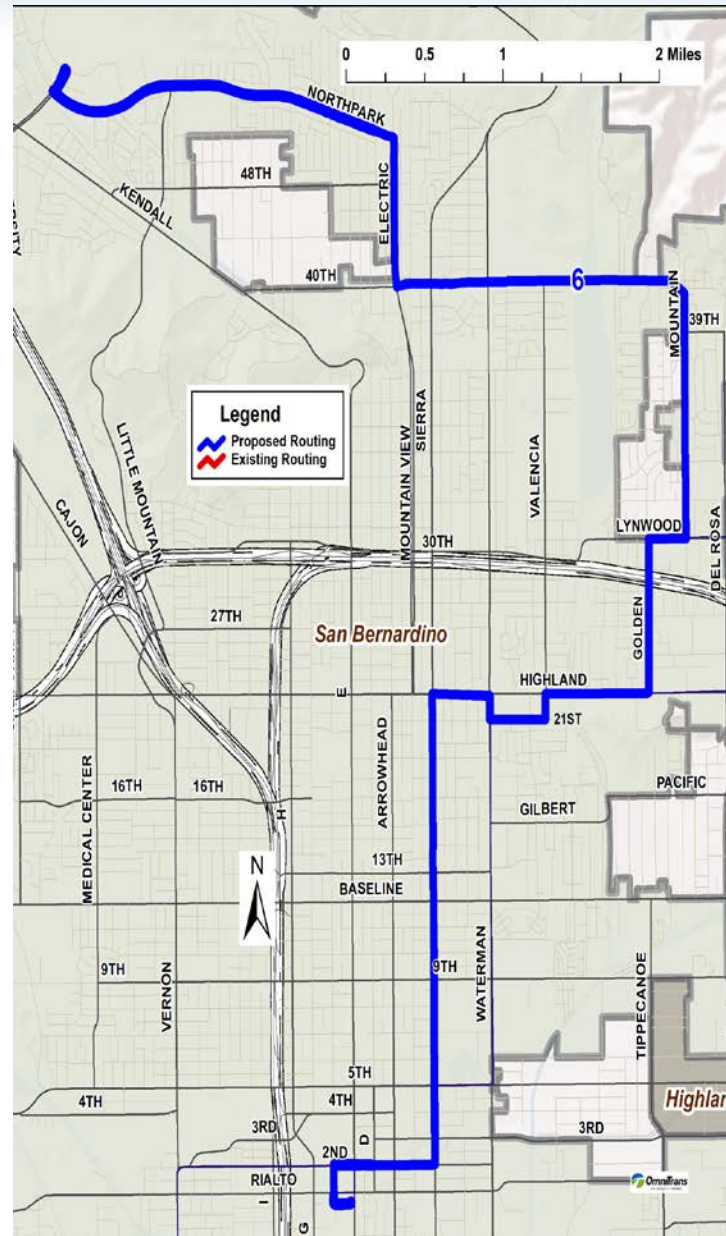
Routes Eliminated	Proposed Service (Detailed Maps on Boards in Main Lobby)
5	Mostly replaced by elements of Routes 1, 6 & 305
7	Mostly replace by elements of Route 6
20	Partially replaced by changes to Route 82
80	Mostly combined with Route 86 to create new Route 87
86	Mostly combined with Route 80 to Create new Route 87
OmniGo Yucaipa 308	Service remains on Route 309 providing service in opposite direction on same loop
OmniGo Grand Terrace 325	Partially replaced by Route 305
OmniGo Chino Hills 365	To be replaced by MicroTransit in Chino Hills

- **Route 1:** Modify north end to reduce duplication. See Route 6. New service near San Geronio High School.

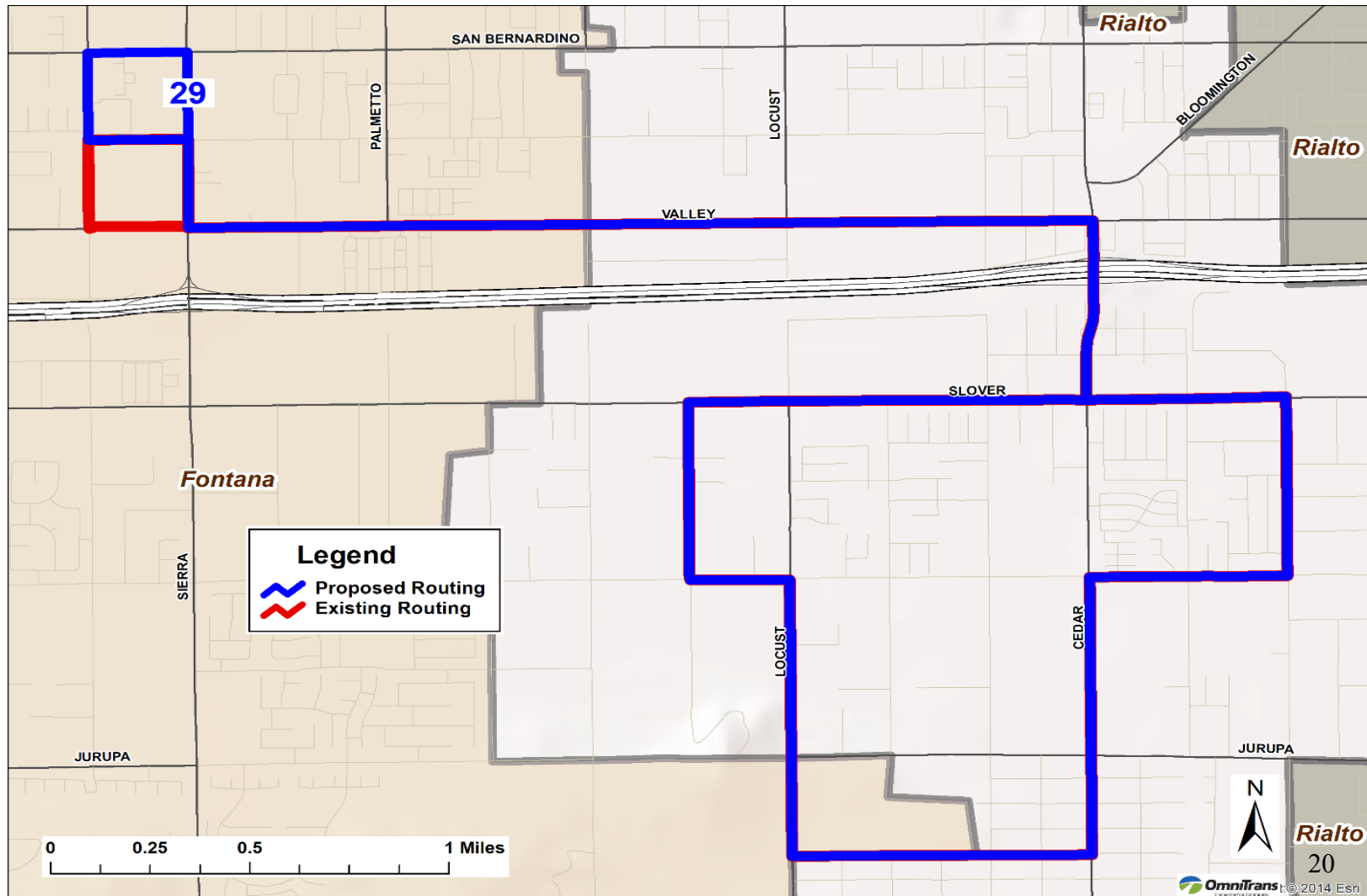


- **Route 6:**
New route connecting
Cal State San
Bernardino to SBTC.
Covers higher ridership
areas of Route 5 & 7

NEW

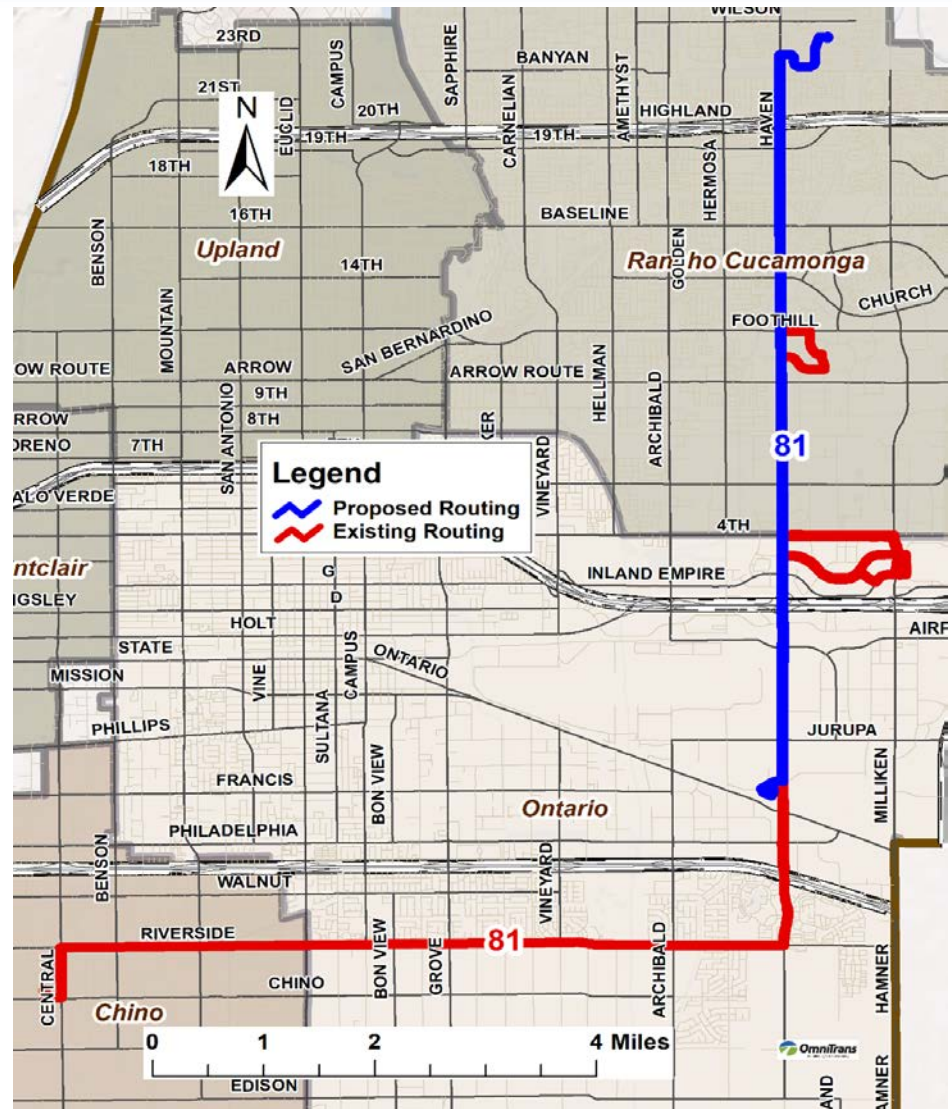


- **Route 29:** Minor change to end-of-line loop

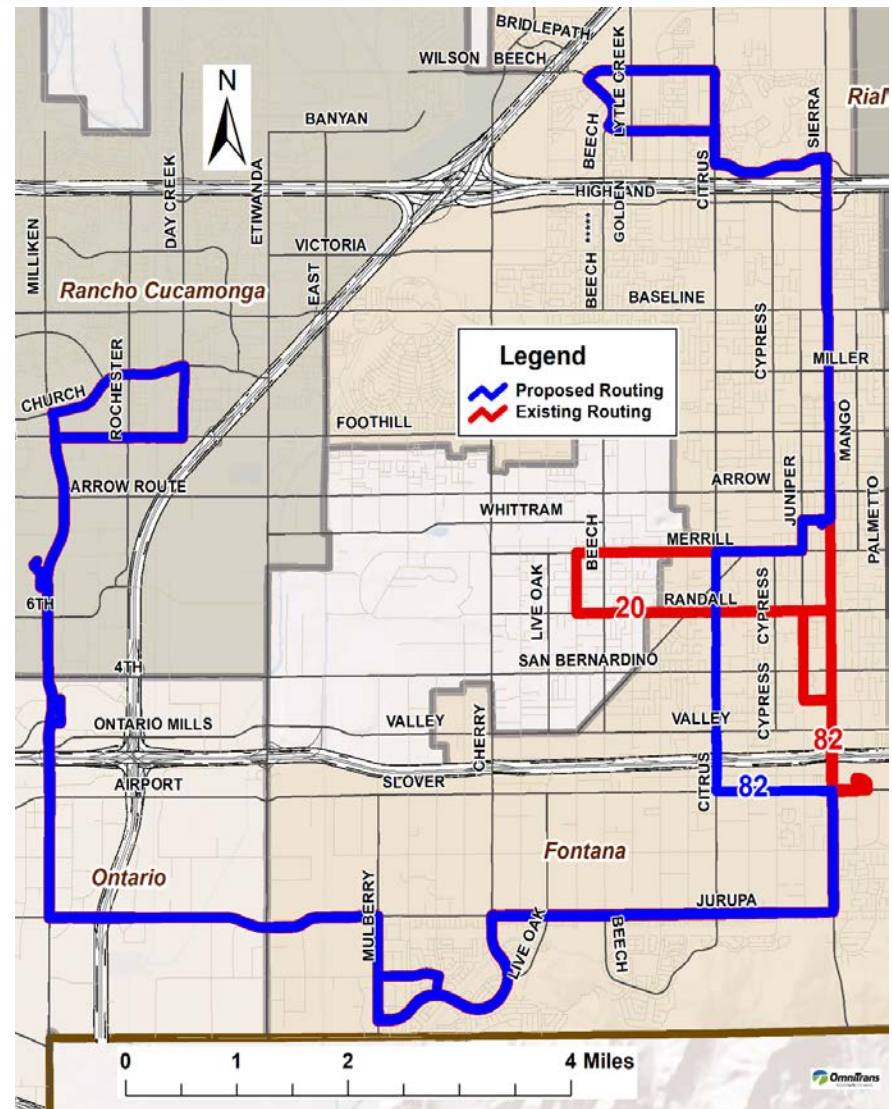


- **Route 81:**
Realigned to focus service on Haven.

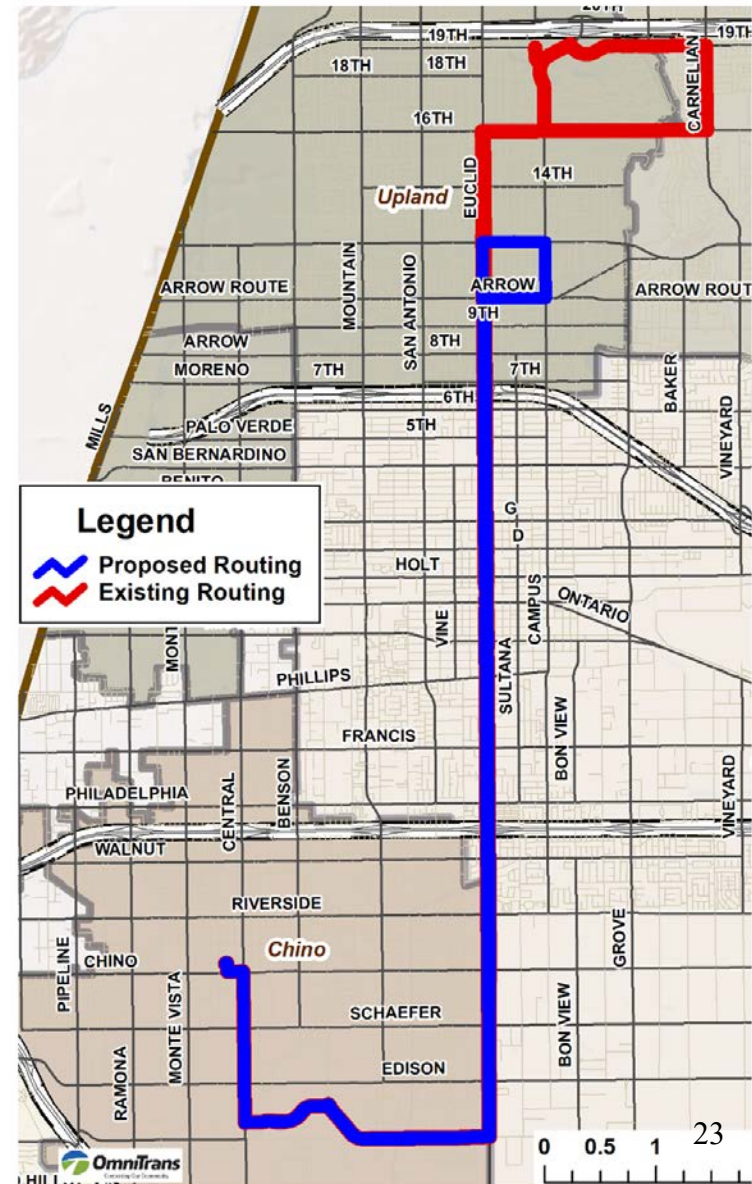
New connection to
East Ontario Metrolink
Station



- **Route 82:**
Service moved to Citrus between Merrill & Slover to reduce duplication. Service to Palm Court eliminated

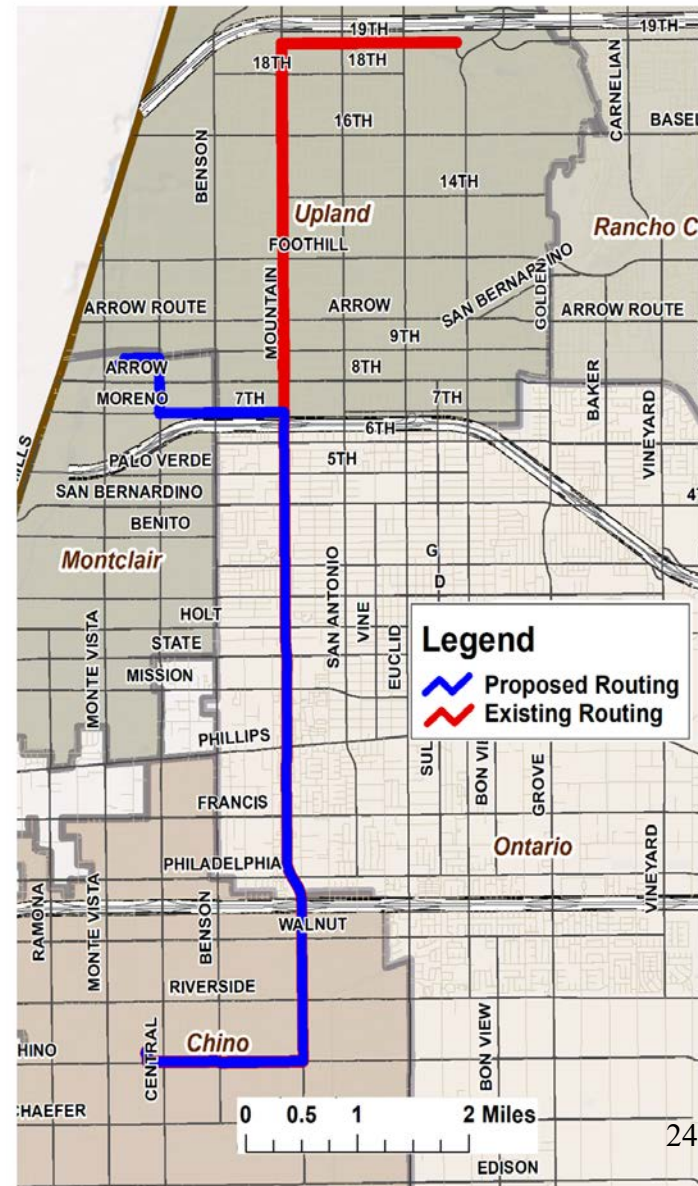


- **Route 83:**
Route shortened
to end at Foothill Blvd.
Service to Colonies
moved to Route 383



- **Route 84:**
Route shortened to
end at 7th St. and
Montclair Transit
Center.

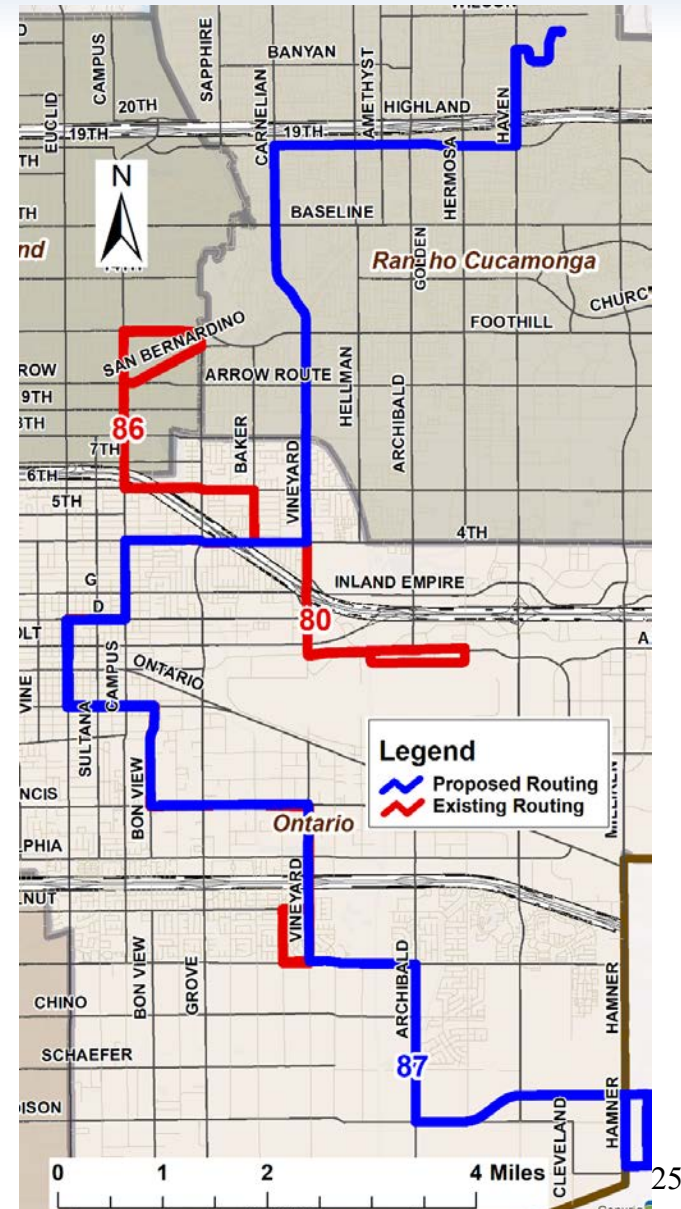
Service in North
Upland moved to
Route 383



- **Route 87:**
Combination of Route 80 & 86. Route extends to Riverside County Line for transfer to RTA.

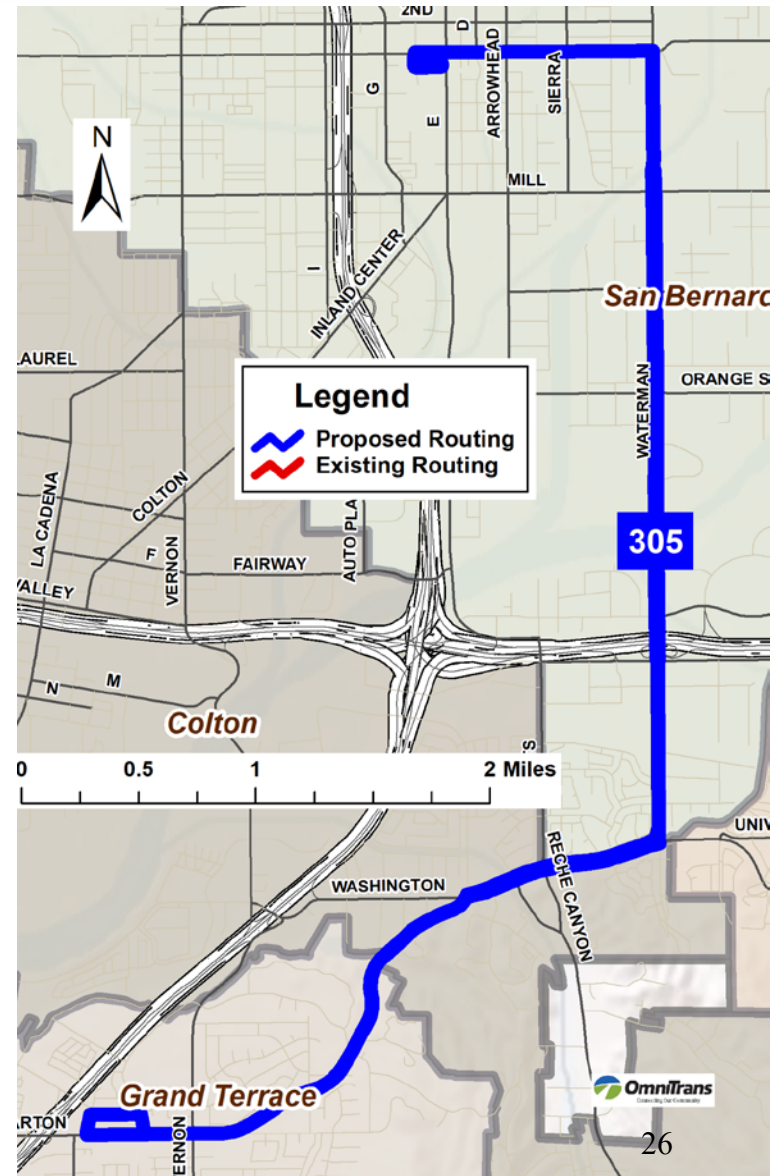
Route operates
Weekdays & Saturday

NEW



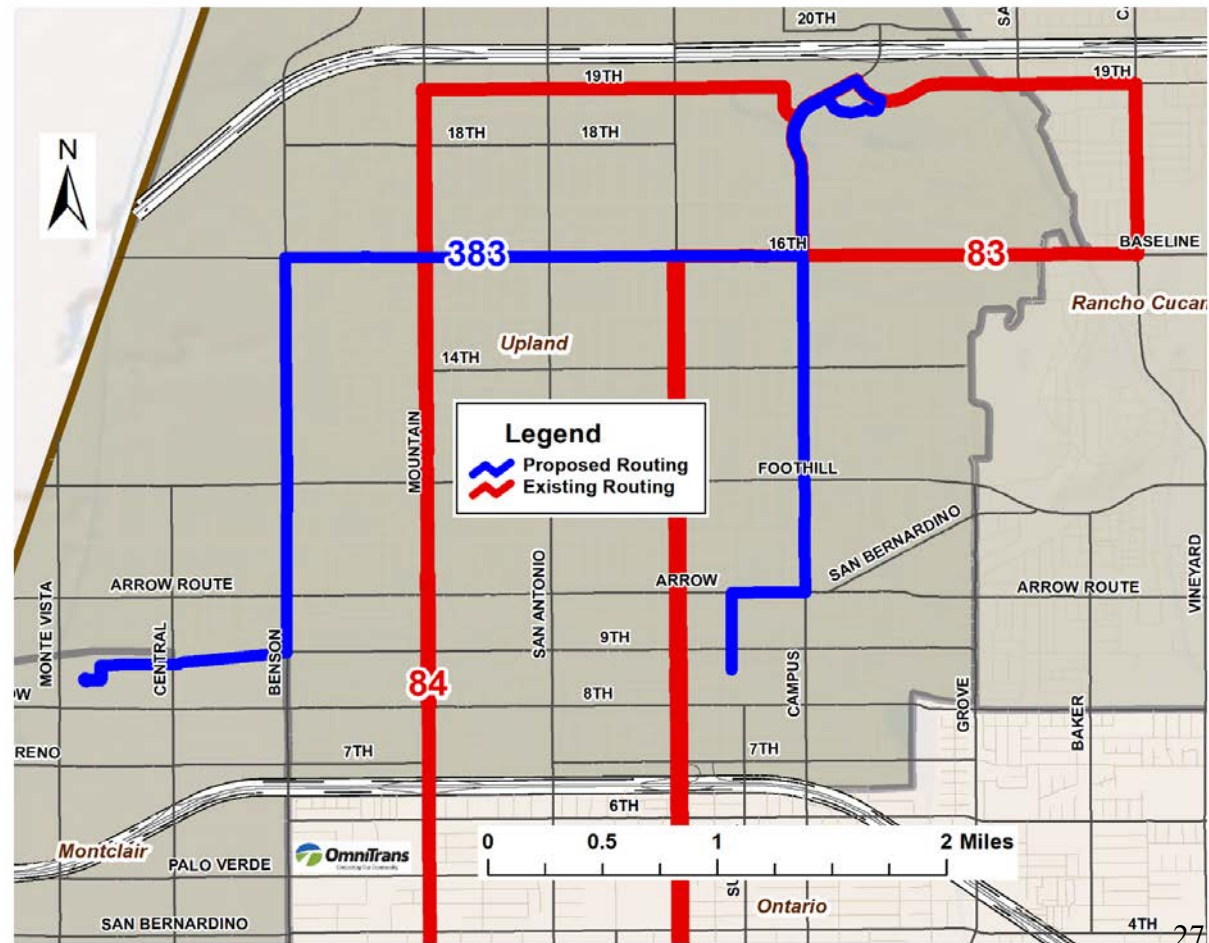
- **Route 305:** Replaces southern section of Route 5 on Waterman with smaller bus. Covers Barton part of OmniGo Grand Terrace 325.

NEW

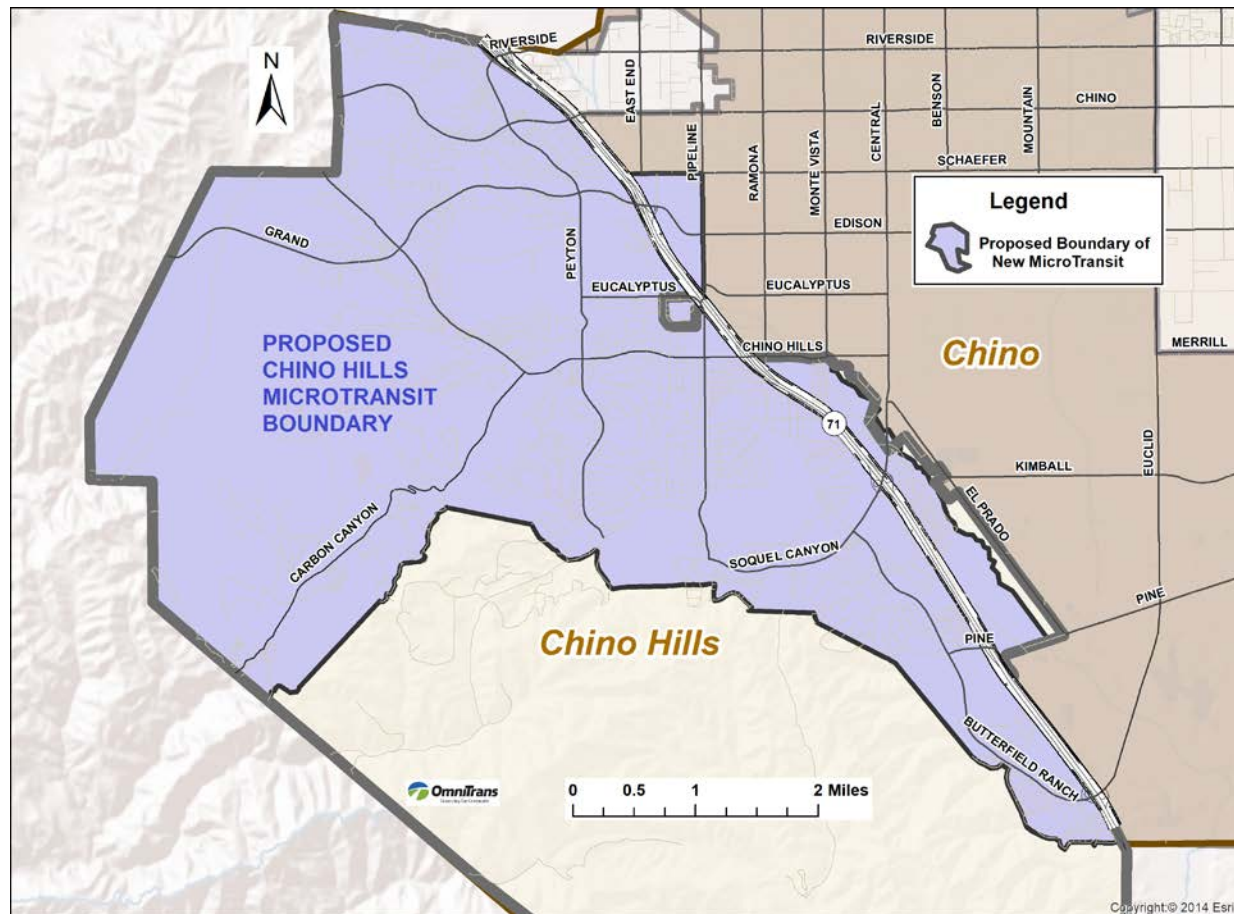


- **Route 383:** Replaces Route 83 & 84 service in North Upland with smaller bus.

NEW



- MicroTransit is a general public on-demand pick-up to drop-off service that is technology enabled and uses a mobile phone app to request service.



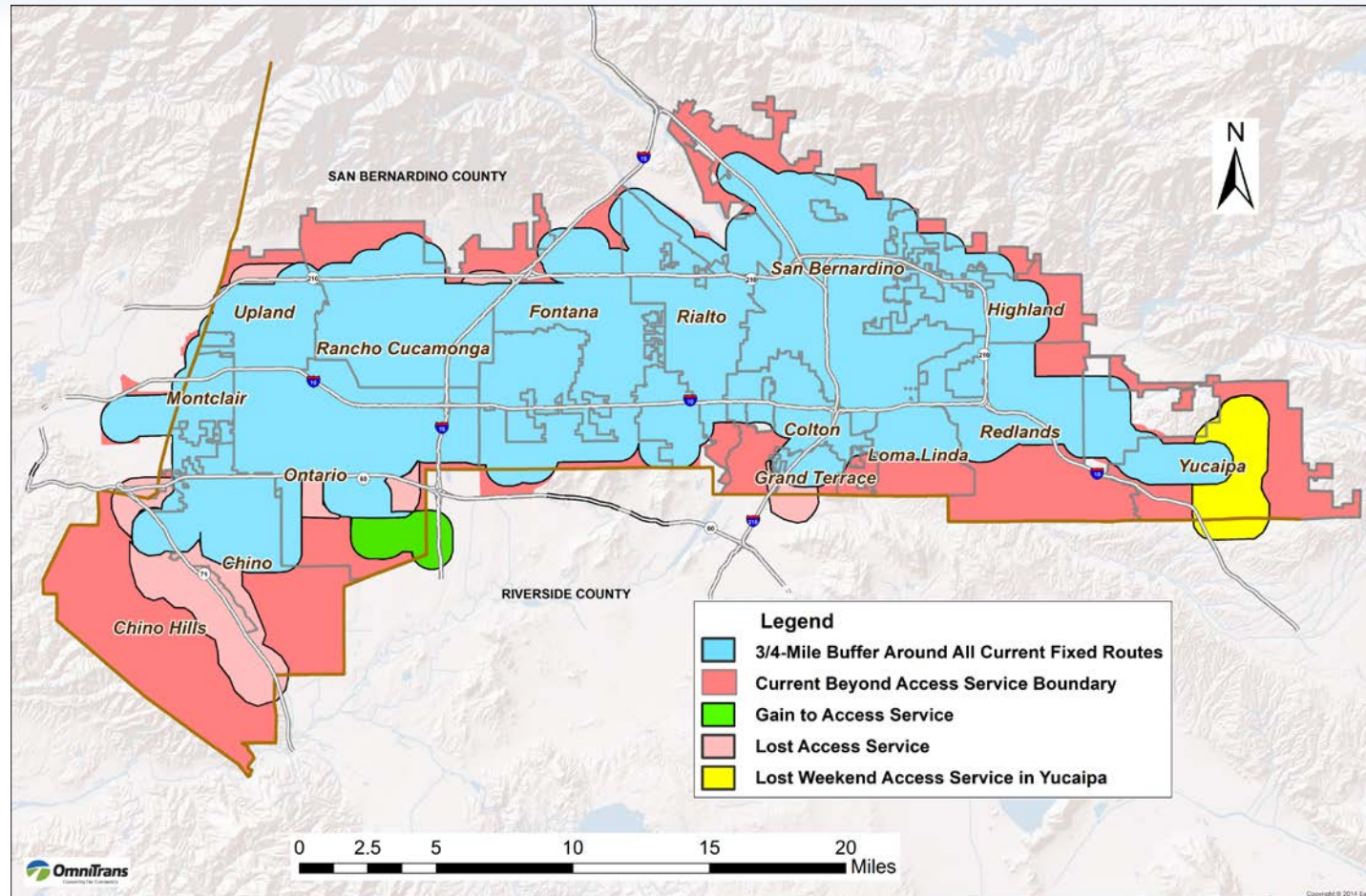
1. Eliminate Beyond Boundary Service
(Pink)

2. Reduced service area from fixed route service changes: Parts of Chino Hills, Chino, Ontario and Grand Terrace
(Light Pink)

3. New service area from new fixed route services: Ontario
(Green)

4. Elimination of Weekend Access service due to change to OmniGo Yucaipa (Yellow)

5. Call ahead reservation window reduced to 3-days





Questions & Public Input

ITEM # F1

**BOARD OF DIRECTORS' MEETING
MINUTES OF JANUARY 8, 2020**

A. CALL TO ORDER

Chairman David Avila called the regular meeting of the Omnitrans Board of Directors to order at 8:00 a.m., Wednesday, January 8, 2020, 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

Mayor David Avila, City of Yucaipa – Chairman
Mayor John Dutrey, City of Montclair – Vice Chairman
Mayor Paul Foster, City of Redlands
Supervisor Josie Gonzales, County of San Bernardino
Supervisor Curt Hagman, County of San Bernardino
Mayor Pro Tem Penny Lilburn, City of Highland
Mayor Darcy McNaboe, City of Grand Terrace
Council Member Cynthia Moran, City of Chino Hills
Mayor Frank Navarro, City of Colton
Council Member John Roberts, City of Fontana
Mayor Deborah Robertson, City of Rialto
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 Debra Dorst-Porada, City of Ontario - Alternate

BOARD MEMBERS NOT PRESENT

Council Member Ron Dailey, City of Loma Linda
Mayor John Valdivia, City of San Bernardino

OMNITRANS' ADMINISTRATIVE STAFF PRESENT

Erin Rogers, Interim CEO/General Manager
Trischelle Baysden, Director of Rail
Shawn Brophy, Director of Operations

Jeremiah Bryant, Director of Strategic Development
Alex Chen, Interim Director of Information Technology
Aaron Moore, Director of Special Transportation Services
Suzanne Pfeiffer, Director of Human Resources
Nicole Ramos, Interim Director of Marketing
Connie Raya, Director of Maintenance
Art Torres, Director of Procurement
Don Walker, Director of Finance
Omar Bryant, Maintenance Manager
Melissa Castillo, Customer Service Manager
Joy Crutcher, Transportation Manager
Barbara Erwin, Safety & Security Regulatory Compliance Manager
Frank Holland, Senior Contract Administrator
Anna Jaiswal, Development Planning Manager
Ray Maldonado, Employee Relations Manager
Maurice Mansion, Treasury Manager
Harry Morck, Network Administrator
Krystal Turner, Contracts Administrator

LEGAL COUNSEL

Mike Maurer, Legal Counsel

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Board Meeting: March 4, 2020, 8:00 a.m.
Omnitrans Metro Facility Board Room

C. COMMUNICATIONS FROM THE PUBLIC

Mesha Washington, resident of Redlands and spoke regarding a construction project currently taking place near the Redlands VA Hospital, which is affecting her commute to and from school. She asked that the City of Redlands note her comment and hopes the work is completed soon.

Member Robertson arrived at 8:04 a.m.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no Conflict of Interest Issues.

E. CONSENT CALENDAR

1. Approve Board Minutes – December 4, 2019
2. Adopt 2020 Investment Policy
3. Adopt Resolution No. 318-20, Authorizing Destruction of Records

4. Authorize Release – Request for Proposals – RFP-HRS20-34, Broker Services for Supplemental Insurance
5. Authorize Award – Sole Source SDD20-55, Pole-Mounted Solar Lighting

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

F. DISCUSSION ITEMS

1. Receive and File Redlands Passenger Rail Project – Proposed Change of Arrow Operator to Southern California Regional Rail Authority

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

Member Gonzales arrived at 8:10 a.m.

The Board received and filed this report.

2. Receive and File ConnectForward Public Outreach Update

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

Member Rutherford arrived at 8:15 a.m.

Member Hagman arrived at 8:18 a.m.

Member Dorst-Porada arrived at 8:19 a.m.

Member Moran asked if customized materials could be provided regarding the ConnectForward service changes and Mictrotransit program to ensure that specific information is available for the residents of Chino Hills. Mr. Bryant noted Member Moran's request.

A discussion ensued regarding the ConnectForward implementation timeline. Mr. Bryant responded that the final plan would be presented to the Board for approval in April.

The Board received and filed this report.

3. Provide Direction Regarding Omnitrans Transit District Legislation (AB 1457)

Interim CEO/General Manager, Erin Rogers provided a brief background on this item as detailed in the staff report and mentioned two notable issues since the last time this item was discussed by the Board. First, the change of the Arrow Operator from Omnitrans to SCRRA, and second; the Consolidation Study currently being conducted by a consultant for SBCTA. Ms. Rogers also informed the Board of a recent conversation she and the Chairman had with Assembly Member Reyes. She stated that after updating the Assembly

Member on the recent changes, the Assembly Member Reyes did not support the bill moving forward at this time. She did however, express her continued support for Omnitrans.

Member Hagman made a motion to formally withdraw AB 1457 from the legislative packet. Seconded by Member Dutrey.

Member Gonzales had additional questions regarding how withdrawing the legislation would affect the Agency long-term and also asked if other options should be looked at. Ms. Rogers that essentially there would be no change and the Agency would remain as the current JPA structure.

Member Dorst-Porada stated that the City of Ontario supports AB 1457, however agrees with putting the bill on hold until the conclusion of consolidation study.

Ms. Rogers reminded the Board that as part of the Legislation item that was approved, an MOU was established with SBCTA that relinquished Omnitrans' ability to pursue independent tax measures, but rather Omnitrans would confer with SBCTA on any future tax measures. She stated that the MOU would only go into effect with the legislation, therefore the MOU would also be dissolved.

M/S (Hagman/Dutrey) to formally withdraw AB 1457 from the legislative packet and dissolve the MOU with SBCTA. Motion was passed unanimously by Members present.

4. CEO/General Manager's Report

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

Member Hagman referred to the Consolidation Study and asked what legal recourse could be taken to ensure that Omnitrans continues to operate as a separate entity. He recommended that Omnitrans seek a legal perspective on this issue. Ms. Rogers noted his request and stated that monthly updates on the Consolidation Study would be provided to the Executive Committee and Board.

G. BOARD BUSINESS

Closed Session

1. Conference with Labor Negotiator Suzanne Pfeiffer, Concerning Labor Negotiations with Amalgamated Transit Union (ATU), Government Section Code 54957.6

The Board adjourned into Closed Session at 8:40 a.m.

The Board reconvened at 8:52 a.m. with no reportable action.

H. REMARKS AND ANNOUNCEMENTS

I. ADJOURNMENT

The Board adjourned 8:53 a.m. The next regular meeting is scheduled Wednesday, February 5, 2020, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

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

ITEM # F2

**EXECUTIVE COMMITTEE MEETING
MINUTES
OCTOBER 4, 2019**

A. CALL TO ORDER

The Executive Committee Meeting was called to order by Chair David Avila at 8:00 a.m., Friday, October 4, 2019, at the Omnitrans Administrative Offices.

COMMITTEE MEMBERS ATTENDING

Mayor Pro Tem David Avila, City of Yucaipa – Chairman
Mayor John Dutrey, City of Montclair – Vice Chairman
Council Member Ron Dailey, City of Loma Linda
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

OTHERS IN ATTENDANCE

Carrie Schindler – Director of Transit & Rail, SBCTA

B. ANNOUNCEMENTS/PRESENTATIONS

Next Committee Meeting: Friday, November 1, 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.

E. DISCUSSION ITEMS

1. Approve Executive Committee Minutes – August 2, 2019

M/S (Spagnolo/Dutrey) that approved the Executive Committee Minutes of August 2, 2019. Motion was passed unanimously by Members present.

2. Recommend the Board of Directors Adopt the Service Adjustment Guiding Principles and Overall Scale of the Proposed Service Reductions

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

A brief discussion ensued regarding the “Beyond the Boundary”, which currently provides premium service for ADA customers outside of the ¾ mile service area. As part of the proposed service reductions and per the direction of the Board, staff looked at the potential cost savings from the reduction/elimination of services outside of the mandated ADA service.

Questions were raised by the Members about the potential impact to the customers. Ms. Rogers explained that staff would continue to work with the Board and discuss alternatives with each respective City. Additionally, she explained that the item on today’s agenda recommended adoption of the Guiding Principles and Overall Scale of the Service Reductions, and not the specific reductions.

Member Dailey arrived at 8:09 a.m.

The Members had some questions regarding the briefings with the Cities. Ms. Rogers explained that staff planned to meet with each City before the November 6th Board Meeting to discuss the specific details and gather input. Lastly, she stated that the final plan will be presented to the Board in May 2020.

A discussion ensued regarding the status of the West Valley Connector Project (WVC) and how it relates to the proposed changes. Ms. Rogers explained that the service reductions and increased funding from SBCTA will address the long-term funding forecast and help with future grant applications for the project.

Carrie Schindler, Director of Transit & Rail, SBCTA provided a brief update on the project status and route alignment.

The Members also had some questions regarding the Consolidation Study. Ms. Rogers responded that an item regarding the study would be presented at the October Administrative & Finance Committee and November Board meetings. Member Dutrey suggested that perhaps the Ad Hoc Committee reconvene to discuss the study.

Ms. Schindler provided some background information about the study noting that this item was reintroduced as part of a modified motion made by a Member at their recent Transit Committee Meeting.

A brief discussion ensued regarding the Redlands Passenger Rail Project proposed change of operator from Omnitrans to the Southern California Regional Rail Authority. Ms. Rogers stated that an item regarding the Arrow Service would be presented at the upcoming Administrative & Finance Committee and Board meetings.

Member Dutrey left the meeting at 9:05 a.m.

M/S (Spagnolo/Lilburn) that recommended the Board of Directors adopt the Service Adjustment Guiding Principles and overall scale of the proposed service reductions at 71,000 service hours per year. Motion was passed unanimously by Members present.

F. REMARKS AND ANNOUNCEMENTS

There were no announcements.

G. ADJOURNMENT

The Committee adjourned at 9:06 a.m. The next Executive Committee Meeting is scheduled Friday, November 1, 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

ITEM # F3

**PLANS AND PROGRAMS COMMITTEE
MINUTES
OCTOBER 23, 2019**

A. CALL TO ORDER

The Plans & Programs Committee Meeting was called to order by Committee Chair Penny Lilburn at 9:00 a.m., October 23, 2019.

COMMITTEE MEMBERS PRESENT

Mayor Pro Tem Penny Lilburn, City of Highland – Committee Chair
Council Member Ron Dailey, City of Loma Linda
Mayor Cynthia Moran, City of Chino Hills – Via Teleconference
Supervisor Janice Rutherford, County of San Bernardino
Council Member Sam Spagnolo, City of Rancho Cucamonga
Council Member Alan Wapner, City of Ontario – Via Teleconference
Mayor John Dutrey, City of Montclair

COMMITTEE MEMBERS NOT PRESENT

Mayor Deborah Robertson, City of Rialto

OTHERS IN ATTENDANCE

Victor Lopez, Program Manager, Transit & Rail, SBCTA

OMNITRANS ADMINISTRATIVE STAFF PRESENT

P. Scott Graham, CEO/General Manager
Erin Rogers, Deputy General Manager
Trischelle Baysden, Director of Rail
Shawn Brophy, Director of Operations
Jeremiah Bryant, Director of Strategic Development
Jacob Harms, Director of Information Technology
Aaron Moore, Director of Special Transportation Services
Suzanne Pfeiffer, Director Human Resources
Art Torres, Director of Procurement
Don Walker, Director of Finance
Rick Barone, Materials Manager
Omar Bryant, Maintenance Manager
Anna Jaiswal, Development Planning Manager
Angelica Jara, Contract Review Analyst
Maurice Mansion, Treasury Manager
Megann Martinez, Administrative Clerk

Harry Morck, Network Administrator
Eugenia Pinheiro, Contracts Manager

LEGAL COUNSEL

Steve DeBaun, Legal Counsel

B. ANNOUNCEMENTS/PRESENTATIONS

There were no announcements.

C. COMMUNICATION FROM THE PUBLIC

There were no communications from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no Conflicts of Interest Issues.

E. DISCUSSION ITEMS

1. Approve Plans & Programs Committee Minutes – July 24, 2019

M/S (Spagnolo/Rutherford) that approved the Committee Minutes of July 24, 2019. Roll call vote was taken and the motion was passed unanimously by Members present.

2. Adopt Proposed Calendar Year 2020 Committee Meeting Schedule

M/S (Dutrey/Dailey) that adopted the proposed calendar year 2020 Committee Meeting Schedule. Roll call vote was taken and the motion was passed unanimously by Members present.

3. Recommend the Board of Directors Adopt the Service Adjustment /Realignment Guiding Principles and Overall Scale of the Proposed Service Reduction/Realignment at 71,000 Service Hours Per Year and Receive and Forward to the Board of Directors the Preliminary Draft Fixed-Route Service Proposals

Deputy General Manager, Erin Rogers provided some background information and mentioned that staff met with most of Members and city staff to review the proposed service reductions in more detail. She stated that the last few meetings with the Members are scheduled prior to the November 6th Board Meeting.

She introduced Director of Strategic Development, Jeremiah Bryant to present the item.

Member Spagnolo thanked staff for the presentation provided to the City of Rancho Cucamonga and stated that the discussion was productive, and the maps were very insightful.

Member Dailey agreed with Member Spagnolo and commended staff for a job well done.

Legal Counsel, Steve DeBaun arrived at 9:23 a.m.

Member Dutrey asked what metrics would be used to determine whether the service reduction plan is successful. Ms. Rogers stated that information would be included in the upcoming budget proposal and stated that the data will be readily available moving forward. These items will be included in the FY2021 Management Plan and Quarterly Key Performance Indicators reporting during FY2021.

Member Rutherford also commended staff on their presentation and was pleased with the outreach efforts and communication.

Member Moran also thanked staff for their presentation to the City of Chino Hills and stated that they are receptive to the Microtransit Pilot Program. She mentioned that one of their concerns discussed during the meeting with Omnitrans staff was regarding the high school students who use the OmniGo Service. Lastly, Member Moran stated that their City would be tracking the Microtransit Program as well.

Member Wapner echoed the Members comments regarding the staff's efforts.

Member Lilburn thanked the staff as well.

M/S (Spagnolo/Dutrey) that:

- A) Recommended the Board of Directors adopt the Service Adjustment/Realignment Guiding Principles and overall scale of the proposed service reduction/realignment at 71,000 service hours per year and;
- B) Received and forwarded to the Board of Directors the preliminary draft fixed route service proposals.

Roll call vote was taken and the motion was passed unanimously by Members present.

4. Receive and Forward to the Board of Directors, 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 Moran left the meeting at 9:37 a.m.

Member Wapner left the meeting at 9:45 a.m. but noted for the record that he was in support of the remaining items.

Member Dutrey had some questions regarding the number of trips provided outside the service area. He also had questions regarding the costs associated with the Lyft Program. Mr. Bryant provided additional information.

M/S (Dutrey/Dailey) that received and forwarded to the Board of Directors this report which identifies initial draft Access service change proposals based on the Ad Hoc Committee's recommendations. Roll call vote was taken and the motion was passed unanimously by Members present.

5. Receive and Forward to the Board of Directors, Zero Emission Bus Regulation Roll-Out Plan Update

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

The Committee engaged in a robust discussion and expressed concerns with Southern California Edison potentially not having the capacity to meet the demand. There was also some discussion regarding funding, the infrastructure and the project timeline. Ms. Rogers stated that staff is taking a conservative approach as more information becomes available. She noted that SBCTA is currently conducting a countywide electrification study that will help inform the process moving forward.

M/S (Spagnolo/Dutrey) that received and forwarded to the Board of Directors an update on the Zero Emission Bus Regulation and Roll-Out Plan. Roll call vote was taken and the motion was passed unanimously by Members present.

6. Receive and Forward to the Board of Directors, West Valley Connector Project Update

Development Planning Manager, Anna Jaiswal introduced Victor Lopez, Program Manager, Transit and Rail, SBCTA to provide a brief update on the West Valley Connector Project.

Member Lilburn had questions as to whether the project was continuing. Mr. Lopez responded that the project was transferred from Omnitrans to SBCTA and is still moving forward. He reviewed the status of the project and the proposed alignment.

Ms. Rogers clarified that SBCTA was working on the project delivery process and Omnitrans would be the operator. She stated that Omnitrans is working with SBCTA as the project moves forward through the project development phase.

Member Spagnolo stated that the City of Rancho Cucamonga was not in support of the proposed routes.

M/S (Dutrey/Dailey) that received and forwarded to the Board of Directors a project update for the West Valley Connector project. Roll call vote was taken and the motion was passed unanimously by Members present.

F. REMARKS AND ANNOUNCEMENTS

There were no announcements.

G. ADJOURNMENT

The Plans & Programs Committee meeting adjourned at 10:20 a.m. The next Committee Meeting is scheduled Wednesday, January 22, 2020 at 09:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

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

ITEM # F4

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

A. CALL TO ORDER

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

1. Pledge of Allegiance
2. Roll Call

COMMITTEE MEMBERS PRESENT

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

OTHERS IN ATTENDANCE

Carrie Schindler – Director of Transit & Rail, SBCTA

OMNITRANS ADMINISTRATIVE STAFF PRESENT

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

LEGAL COUNSEL

Steve DeBaun, Legal Counsel

B. ANNOUNCEMENTS/PRESENTATIONS

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

C. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no Conflict of Interest Issues.

E. DISCUSSION ITEMS

1. Approve Administrative & Finance Committee Minutes – October 10, 2019

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

2. Adopt Proposed Calendar Year 2020 Committee Meeting Schedule

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

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

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

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

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

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

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

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

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

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

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

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

The Committee received and forwarded this item to the Board.

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

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

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

The Committee received and forwarded this item to the Board.

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

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

The Committee received and forwarded this item to the Board.

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

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

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

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

The Committee received and forwarded this item to the Board.

F. ADJOURNMENT

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

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

Prepared by:

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

ITEM # F5

DATE: February 5, 2020

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

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Suzanne Pfeiffer, Director of Human Resources

SUBJECT: OMNITRANS' QUARTERLY EEO STATUS REPORT

FORM MOTION

Receive and file Omnitrans Quarterly EEO Status Report for October 22, 2019 through January 13, 2020. The report includes the following:

- The breakdown of our current workforce by Equal Employment Opportunity (EEO) categories (gender, race, veteran status, disability status) by department.
- The breakdown of candidates for employment who were interviewed this quarter by EEO categories (gender, race, veteran status, disability status) by department.
- The breakdown of candidates for employment who were hired this quarter by EEO categories (gender, race, veteran status, disability status) by department.

BACKGROUND

As a recipient of federal, state, and local funding, and by law, Omnitrans is required to have an EEO Plan and submit the plan to the FTA every four years. The FTA Triennial Audit includes a review of Omnitrans' EEO Program.

- Title VII of the Civil Rights Act of 1964 (Title VII), as amended by the Equal Employment Opportunity Act of 1972 and the Civil Rights Act of 1991, prohibits discrimination on the basis of race, color, religion, national origin, or sex in all institutions with 15 or more employees—including state and local governments and labor organizations. (42 U.S.C. §§ 2000e et seq.) Section 503 of the Rehabilitation Act of 1973, as amended by the Rehabilitation Act of 1993, requires firms holding Federal contracts or subcontracts in excess of \$10,000 to “take affirmative action to employ and advance in employment qualified individuals with disabilities.” (29 U.S.C. § 793) Section 504 of the Rehabilitation Act of 1973 states, “No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to

discrimination under any program or activity receiving Federal financial assistance.” (29 U.S.C. § 794).

- FTA requires each applicant, recipient, subrecipient, or contractor that meets the EEO Program threshold requirements to submit an updated EEO Program every four years or as major changes occur in the workforce or employment conditions, whichever comes first.

As part of Omnitrans’ Equal Employment Opportunity Program, the Director of Human Resources has committed to audit personnel activity and report to the Board on a quarterly basis.

CONCLUSION

Receive and file Omnitrans’ Quarterly EEO Status Report for the quarter covering October 22, 2019 through January 13, 2020.

Attachment A: Quarterly EEO Status Report

Submitted for the
Board Meeting of:
February 5, 2020

**OMNITRANS
EEO STATUS REPORT
WITH INTERVIEWS AND HIRES BY DEPARTMENT
As of January 13, 2020**

DEPARTMENT	Total Positions*	MALE ETHNIC COMPOSITION										FEMALE ETHNIC COMPOSITION										INTERVIEWED														APPOINTED													
		C	B	H	AS	AI	NH	2+	IWD	Vet	C	B	H	AS	AI	NH	2+	IWD	Vet	C	B	H	AS	AI	NH	2+	IWD	VET	C	B	H	AS	AI	NH	2+	IWD	Vet												
		37	107	109	10	0	0	11	8	29	25	126	58	0	3	1	24	3	3	2	39	13	2	0	0	8	2	4	1	17	5	1	0	0	3	0	1												
Operations	511	37	107	109	10	0	0	11	8	29	25	126	58	0	3	1	24	3	3	2	39	13	2	0	0	8	2	4	1	17	5	1	0	0	3	0	1												
Maintenance	102	25	11	53	6	2	0	1	5	10	4	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0													
Executive Office	2	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0													
Information Technology	8	1	1	1	4	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0													
Marketing	17	0	0	3	0	0	0	1	0	1	1	0	12	0	0	0	0	2	0	0	1	2	0	0	0	0	0	0	0	0	1	0	0	0	0	0													
Strategic Development	14	3	1	7	1	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0													
Human Resources	9	0	0	1	0	0	0	1	0	1	5	0	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0													
Safety & Security	2	1	0	0	0	0	0	0	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0													
Procurement	19	5	1	8	0	0	0	0	0	1	1	1	2	0	0	0	1	1	0	1	0	3	1	0	0	1	0	0	1	0	0	0	0	0	0	0													
Finance	11	1	2	0	2	0	0	0	0	2	2	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0													
Special Transp. Services	10	3	0	3	0	0	0	0	0	0	1	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0													
Rail	2	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0													
Agency Totals	707	77	123	185	23	2	0	15	14	45	43	127	80	2	4	1	25	8	3	5	40	18	3	0	0	9	2	4	3	17	6	1	0	0	3	0	1												

C = Caucasian IWD = Individuals With Disabilities
B = Black VET = Protected Veterans
H = Hispanic
AS = Asian
AI = American Indian
2+ = Two or More Races
NH = Native Hawaiian or Other Pacific Islander

COMPLETED BY:

Meredith Tshilonda
Sr. Human Resources Analyst

PERCENTAGES

C	B	H	AS	AI	NH	2+	IWD	VET
120	250	265	25	6	1	40	22	48
17%	35%	37%	4%	1%	0.1%	6%	3%	7%

ITEM # F6

DATE: February 5, 2020

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: WEST VALLEY CONNECTOR PROJECT UPDATE

FORM MOTION

Receive and file this project update for the West Valley Connector project.

This item was reviewed by the Plans & Programs Committee at its January 22, 2020 meeting and forwarded to the Board of Directors to receive and file.

BACKGROUND

The West Valley Connector (WVC) is the second Bus Rapid Transit (BRT) line planned for implementation in the San Bernardino Valley. In 2015, Omnitrans completed an Alternatives Analysis (AA) for the WVC, working closely with the cities of Fontana, Montclair, Ontario, Pomona, and Rancho Cucamonga, as well as SBCTA, SCAG, and other stakeholders such as Metrolink, Ontario Airport, and Ontario Mills. In 2017, the project was transferred to the San Bernardino County Transportation Authority (SBCTA) in order to better coordinate funding strategy and capital project delivery.

SBCTA's primary role in the WVC Project is capital project delivery and funding strategy. Omnitrans' primary role ultimately is to be the operator of the WVC and serve as the direct applicant/recipient of FTA grants for this project. In this role, Omnitrans provides input to design, funding, grants, and operational topics to ensure that the project can be effectively operated.

Since the last WVC project status update in October 2019, these key actions have occurred:

- In November 2019, SBCTA Board selected the preferred alternative for the final Environmental Impact Report and Environmental Assessment (EIR/EA), including approximately 3.5 miles of dedicated lanes in the City of Ontario. SBCTA expects final environmental approval for the WVC in March 2020. The EIR/EA environmentally clears two phases of the project:
 - Phase 1 from the Downtown Pomona Metrolink Station to Victoria Gardens; and,
 - Phase 2 from Ontario International Airport to Kaiser Permanente Medical Center.
 - Phase 1 is likely to be the only phase delivered as part of the Measure I 2010-2040 Program (by 2040) due to funding constraints. There is not currently a viable funding path for Phase 2 during the current forecast period of Measure I.

- As part of the phased approach, the SBCTA Board approved enhancing the existing local bus service frequency on Haven Avenue in advance of Phase 2, recognizing that planned development efforts underway may result in increased demand for service along Haven Avenue before Phase 2 is implemented.
- In December 2019, the SBCTA Board approved the 2020 State Transportation Improvement Program (STIP) proposal to nominate WVC for \$39.745 million of Regional Improvement Program (RIP) funds.
- At the January 2020 SBCTA Board of Directors Meeting, the Board approved moving forward with two potential full funding proposals. The first proposal is built around receiving \$65 million in competitive grants and SBCTA allocating \$52,568 million in unallocated, discretionary funding. The second proposal is built around receiving \$15 million in competitive grants and SBCTA allocating \$102.568 million in unallocated, discretionary funding. These funding scenarios are shown in Table 1. Additionally, at this meeting, the SBCTA Board provided guidance to include the WVC in the planned SB1 grant applications for a total of \$65 million.

Table 1 - Proposed WVC Funding Plans (Capital Only)
(1,000s)

Fund Source Committed	Amount*	Target with \$65M in Grants		Contingency Case with \$15M in Grants	
		New Commitment*	Total	Total New Commitment*	Total
Measure I BRT	\$87,900		\$87,900		\$87,900
STIP	\$39,745		\$39,745		\$39,745
Omnitrans (Mid-Valley property sale proceeds and Mid-Valley capital funds) – Federal and local	\$30,953		\$30,953		\$30,953
City of Ontario	\$9,300		\$9,300		\$9,300
Los Angeles County Metropolitan Transportation Authority (LACMTA)	\$1,500		\$1,500		\$1,500
Potential Grant Awards		\$65,000	\$65,000	\$15,000	\$15,000
Subtotal with Grant Awards	\$169,398	\$65,000	\$234,398	\$15,000	\$184,398
Measure I BRT		\$8,000*	\$8,000	\$8,000*	\$8,000
Federal Transit Administration (FTA) 5307		\$5,000	\$5,000	\$11,276	\$11,276
CMAQ		\$15,000	\$15,000	\$40,000	\$40,000
LPP		\$5,568	\$5,568	\$13,292	\$13,292
Low Carbon Transit Operations Program (LCTOP)		\$5,000	\$5,000	\$5,000	\$5,000
State Transit Assistance (STA) Population		\$14,000	\$14,000	\$25,000	\$25,000
Subtotal New Commitment		\$52,568	\$52,568	\$102,568	\$102,568
Total	\$169,398	\$117,568	\$286,966	\$117,568	\$286,966

* “Committed Amount” means funds identified in SBCTA’s 10-Year Delivery Plan. “New Commitment” means funds over which SBCTA has discretion, beyond the already committed amounts.

** Assumes future LCTOP or CMAQ fund first five years of operating costs.

- In January 2020 SBCTA and Omnitrans jointly applied for \$15 million in Transit and Intercity Rail Capital Program (TIRCP) funds for electric buses for the WVC.

Omnitrans Role. Omnitrans will be the operator of the new sbX line upon the completion of the WVC project. As the designated FTA grant recipient, Omnitrans will also be the lead applicant for submitting any FTA grant applications, including the Small Starts grant submittal. Omnitrans staff continues to participate in weekly status update meetings/conference calls with SBCTA staff, has participated in public meetings and key stakeholder meetings, and has facilitated Omnitrans review of vital project documents.

Recently, Omnitrans staff has facilitated review of preliminary design alternatives being studied by SBCTA staff and the Parsons consulting team, including alternatives for a single bidirectional dedicated bus lane on Holt Boulevard in Ontario, and alternatives for station design that can accommodate both 40-foot buses and 60-foot buses. This included gathering input from management of all Omnitrans departments as well as trainers and coach operators as to the operability of the design alternatives. As the project proceeds into the design phase, decisions will need to be made regarding the design of the dedicated bus lanes, stations, platform boarding height, right-side versus left-side boarding platforms, etc. Omnitrans continues to facilitate input from a cross-section of staff and management within Omnitrans and provide input to SBCTA staff and Parsons team.

CONCLUSION

Receive and file a project update for the West Valley Connector project.

ER:JB:AMJ

ITEM # _____ F7 _____

DATE: February 5, 2020

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

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Nicole Ramos, Interim Director of Marketing

SUBJECT: INLAND EMPIRE ANNUAL SURVEY REPORT

FORM MOTION

Receive and file this staff report on the findings from the Omnitrans portion of the Inland Empire Annual Survey conducted in spring 2019 by the Institute of Applied Research at California State University, San Bernardino (CSUSB).

This item was reviewed by the Plans & Programs Committee at its January 22, 2020 meeting and forwarded to the Board of Directors to receive and file.

BACKGROUND

For more than 20 years, the Institute of Applied Research at CSUSB has conducted a telephone survey of households in San Bernardino and Riverside Counties to capture residents' opinions related to quality of life issues and measure how perceptions have changed over time. The Inland Empire Annual Survey also includes (on a space available basis) some proprietary questions designed to meet specific information needs of sponsoring agencies and organizations within the region. A combination of randomly selected land line and cell phone numbers were utilized to reach residents in 2019.

Omnitrans has participated as a sponsor of the Inland Empire Annual Survey multiple times since 2006. At a cost of \$5,000, the survey provides a relatively low-cost opportunity for the Agency to scientifically gather opinions from the general public. Omnitrans questions are posed only to households located in the Omnitrans service area. In 2019, Agency questions were asked of 525 respondents, for a 95% level of confidence at an accuracy of approximately plus/minus 4.3%. There were 263 respondents from the East Valley region and 262 from the West Valley region.

Most Omnitrans questions remain the same each year to evaluate trends over time, while other questions are altered every few years to gain insight on particular topics. In 2019, survey questions focused on:

- Ability to name Omnitrans as the local bus service provider;
- Awareness of Omnitrans (if they were not able to name Omnitrans initially);
- Overall perception of Omnitrans even if the respondent has not used it personally;
- Usage of public transit for local travel; and
- Reason(s) people don't regularly use public transportation

Results of the Inland Empire Annual Survey are utilized to accurately measure public awareness and public opinion ratings which are then incorporated into the Agency's Annual Marketing Plan. In an effort to more fully inform the Board of Directors on survey findings and implications, this detailed report is provided.

Key findings from the 2019 Inland Empire Annual Survey:

Public Awareness

- 40.7% of respondents can name Omnitrans or an Omnitrans service as their local bus service provider. This represents Omnitrans' "unaided awareness" percentage.
- Respondents who could not name Omnitrans as their service provider then were asked if they had heard of Omnitrans. 83% of these respondents said that they had heard of Omnitrans when prompted. This represents Omnitrans' "aided awareness" percentage.
- Omnitrans' combined aided and unaided awareness rating is 91%, which is unchanged from 2018.

Public Perception

- 83% of respondents gave Omnitrans a positive rating, which is down from 87% in 2018.
- All respondents were asked if their perception of Omnitrans had changed in the past year. 81.4% reported no change while 14.7% said perception improved and only 3% said it declined. It's of note that approximately five times as many respondents stating that their opinion had improved vs. declined.

Riding Experience

- In a new question this year, all survey respondents were asked if they had ever used public transit for regular local travel (at least once per week).
- 15.3% of respondents have used public transit regularly. For purposes of context, a recent Pew Center report found that 9% of adults in the Western region of the United States regularly use public transit.
- Respondents who have not used public transit regularly were given five choices and asked the main reason why they don't use public transit. The top two answers were: "Bus schedules don't work for me," (29%) and "Buses don't go where I need to go," (21%).

Survey results indicate that 8 out of 10 people living in the San Bernardino Valley are aware of Omnitrans and hold a positive opinion of the agency. To attract more people to use Omnitrans services, the agency should continue to assess routing and schedules for customer convenience and efficiency.

CONCLUSION

Findings from the Inland Empire Annual Survey conducted in spring 2019 by the Institute of Applied Research at CSUSB provide valuable public opinion data to the agency. Results will be incorporated into the 2020-2021 Annual Marketing Plan.

ER: NR

Attachment A: PowerPoint Presentation



2019 Inland Empire Survey Results

BOARD OF DIRECTORS MEETING
February 5, 2020





INLAND EMPIRE ANNUAL SURVEY



Institute of Applied Research

- Annual general public survey of San Bernardino County households
- Omnitrans-related questions asked only in 525 service area households:
 - Omnitrans name recognition and awareness
 - Public perception of Omnitrans
 - Community public transit experience
 - Barriers to public transit use



NAME RECOGNITION/AWARENESS

What is the name of your local bus service provider?

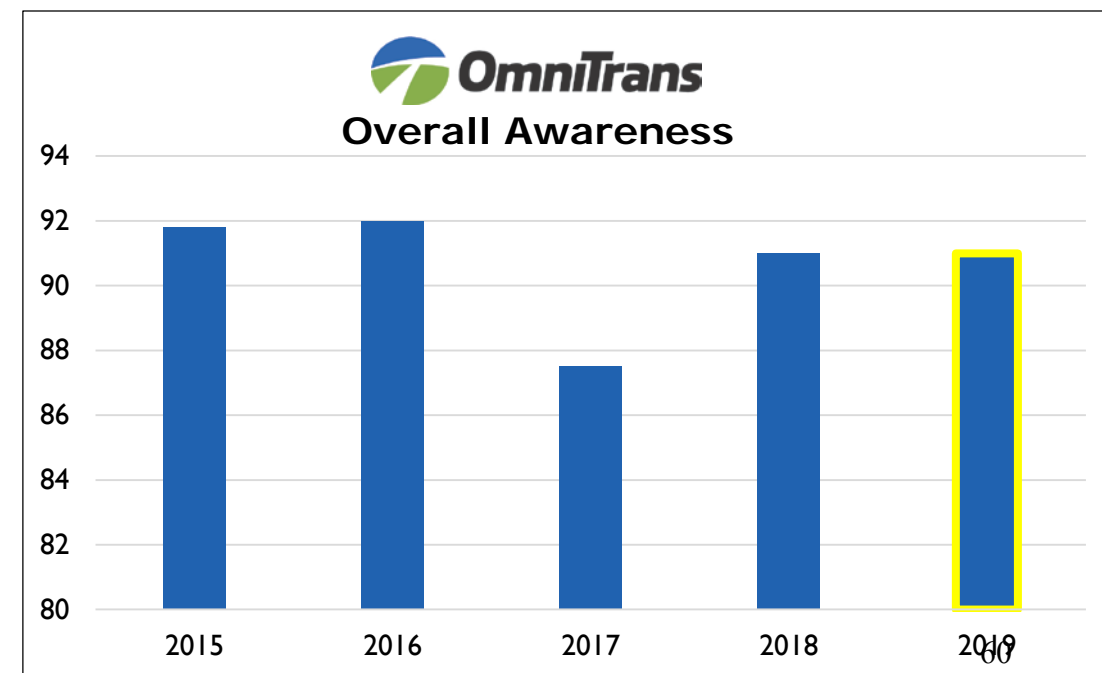
- 40.7% name Omnitrans or agency service (sbX, etc.)

Have you heard of Omnitrans (if not named)?

- 83% say 'Yes'

Overall Awareness

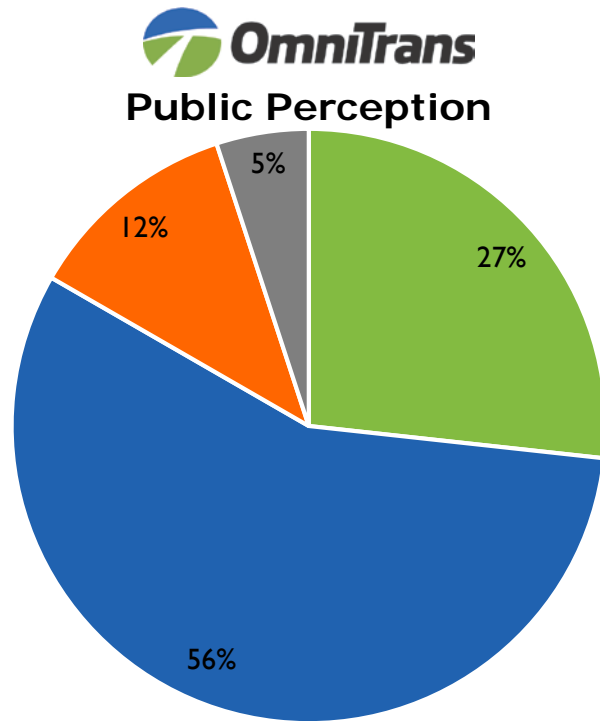
- 91% (unchanged from 2018)





PUBLIC PERCEPTION

What is your overall perception of Omnitrans, even if you have never used it personally?



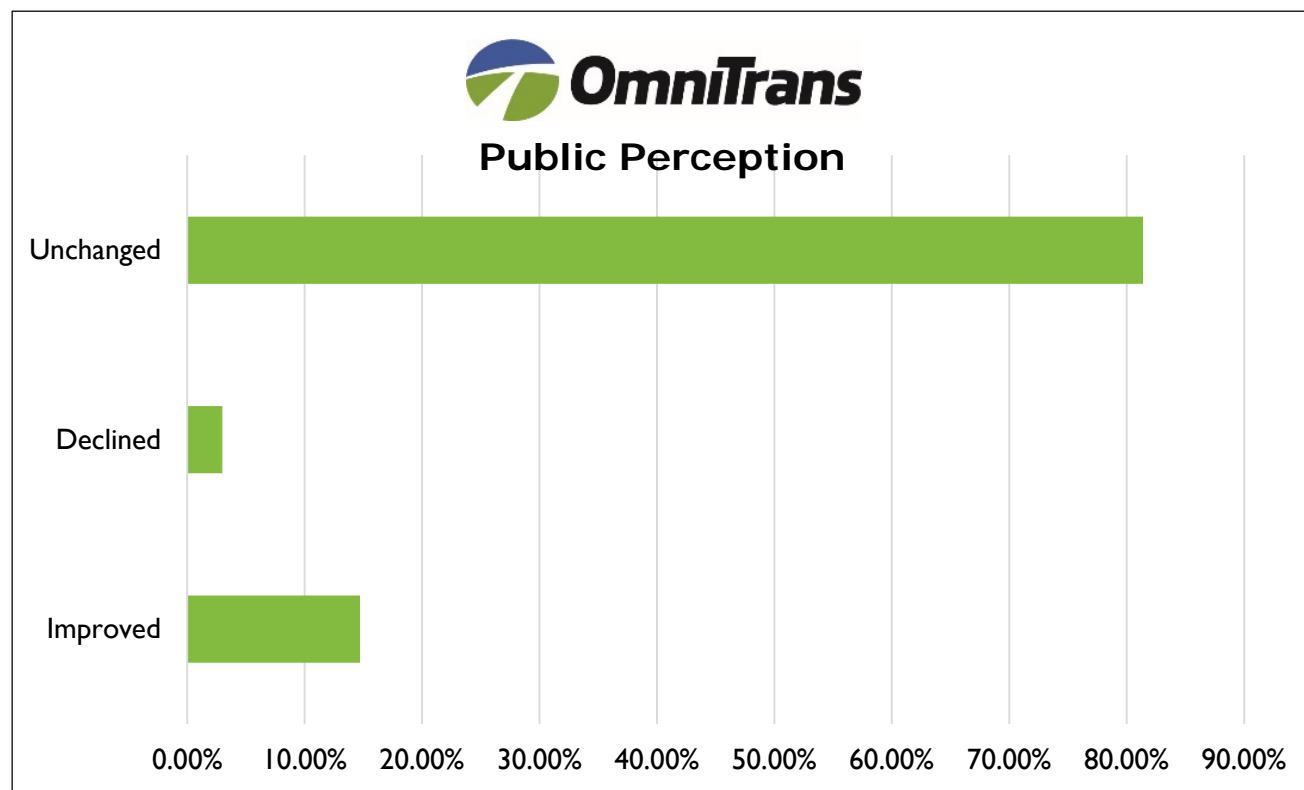
■ Very Favorable ■ Somewhat Favorable ■ Somewhat Unfavorable ■ Very Unfavorable

- 83% positive
(87% in 2018)



PUBLIC PERCEPTION

Over the past year, has your perception of Omnitrans improved, declined, or stayed the same?





TRANSIT RIDING EXPERIENCE

Have you ever used public transit for your local travel on a regular basis, meaning at least once a week?

- 15.3% Yes
- 84.7% No

NOTE: This question was new in 2019

A recent Pew Center report found that 9% of adults in the Western region of the United States regularly use public transit.





THANK YOU

ITEM # F8**DATE:** February 5, 2020**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-MNT20-05
METHANE DETECTION SYSTEM****FORM MOTION**

Authorize the Interim CEO/General Manager to release Invitation for Bids IFB-MNT20-05 for the provision of a Methane Detection System at the I Street Maintenance Facility.

BACKGROUND

The Paratransit fleet is being transitioned from gasoline to compressed natural gas (CNG) vehicles. The existing garage is not equipped to conduct major repairs on CNG vehicles. The work includes installation of a methane detection system, an exhaust mitigation system, replacement of the heating systems, all associated electrical and structural work, and one-year system maintenance.

In accordance with FTA Circular 4220.1F and Omnitrans' Procurement Policy 2000, Section 2.3.5.1.3, 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 \$986,000.

FUNDING SOURCE

The cost associated with this procurement is budgeted in Omnitrans' Capital Budget as follows:

FUNDING	YEAR	PROJECT NAME	INTERNAL ORDER	AMOUNT
SB1 State of Good Repair	2018	Methane Detection	D185GR005	\$986,000
Total				\$986,000

Verification of Funding Source 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 solicitation, Omnitrans will provide a facility equipped to provide maintenance services to the CNG vehicles.

ER:AT:CV

ITEM # F9

DATE: February 5, 2020

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-MNT20-63
ROOFING REPLACEMENT PROJECT**

FORM MOTION

Authorize the Interim CEO/General Manager to release Invitation for Bids IFB-MNT20-63 for the provision of the Roofing Replacement Project.

BACKGROUND

Omnitrans has identified the need to replace the roofs of various buildings at the East Valley and West Valley facilities. The roofs have persistent leaks and have reached the end of their serviceable life expectancy. Omnitrans' current Architectural and Engineering (A&E) firm, STV, Inc. utilized a roofing consultant to survey the roofs and developed construction documents for the repairs. The project scope of work details the repairs needed at both facilities to restore the integrity and efficiency of the roofing systems. Additionally, the project will bring the fall protection systems on each roof to be in compliance with current safety standards.

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 for good/services exceeding \$150,000. The Independent Cost Estimate for this project is \$1,749,159.

FUNDING SOURCE

The cost associated with this procurement is budgeted in Omnitrans' Capital Budget as follows:

FUNDING	GRANT #	YEA R	PROJECT NAME	INTERNAL ORDER	AMOUNT
SB1-SGR	SGR FY18 SB1	2019	Roof Replacement	D19SGR00S	\$ 1,589,805
SB1-SGR	SGR FY18 SB1	2019	Roof Replacement	D19SGR01S	\$ 8,517
SB1-SGR	SGR FY18 SB1	2020	Roof Replacement	D20SGR00S	\$ 150,837
Total					\$ 1,749,159

_____ 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 solicitation, Omnitrans will replace various roofs at the East Valley and West Valley facilities and ensure fall protection systems are compliant with current safety standards.

ER:AT:KNT

ITEM # F10

DATE: February 5, 2020

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 MNT20-26
BUS VACUUM SYSTEM UPGRADE**

FORM MOTION

Authorize the Interim CEO/General Manager to award sole source Contract MNT20-26 to Robertson Air Systems, Inc. of Los Angeles, CA for the provision of Bus Vacuum System Upgrade in the amount of \$104,350, plus a ten percent contingency of \$10,435, and a Cost Allocation Plan (CAP) of \$3,003 (3.27% charged on Federal portion of \$91,828), for a total not-to-exceed amount of \$117,788.

BACKGROUND

At the end of Contract IPMO12-10 (June 15, 2015) with USS Cal Builders for the construction of the Vehicle Maintenance Facility (VMF), there were remaining requirements which included the vacuum system, removal of the temporary canopy and related concrete work. Omnitrans' Architectural and Engineering (A&E) firm STV, Incorporated worked with staff to develop the solicitation package requirements, utilizing Robertson Air Systems, Inc. bus vacuum system as the basis of design.

On September 30, 2016, Omnitrans' Board of Directors approved award of Contract IPMO17-16 to Regency-Pacific Development Corporation for the provision of Vehicle Maintenance Facility (VMF) Modification Work. The vacuum system was later deemed insufficient to meet the air flow performance requirements.

Staff recommends a sole source award to provide and install upgrades to the Omnitrans' East Valley existing bus vacuum system. The upgrades will generate energy savings, improve vacuum system performance and provide twin cyclone discharge openings.

In accordance with FTA Circular 4220.1F, Section VI-3.i, and Procurement Policy 2010, Section 2, procurement by noncompetitive proposals may be used when the manufacturer/contractor is the original designer of the system compatible with existing vacuum system.

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' Capital budget as follows:

FUNDING	GRANT #	YEAR	PROJECT NAME	INTERNAL ORDER	AMOUNT
FTA	CA2019-169-00	2019	Bus Vacuum System Upgrade	D1840322F	\$94,831.00
Prop 1B	Prop 1B	2018	Bus Vacuum System Upgrade	D1840322B	\$22,957.00
Total					\$117,788.00

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

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

CONCLUSION

By proceeding with this award, Omnitrans will be able to upgrade the existing vacuum system.

ER:AT:AJ

ITEM # F11

DATE: February 5, 2020

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 AMENDMENT A-3 TO CONTRACT 05-324
CRESTLINE-ISD SKYLAND PEAK RACK SPACE/DATA CIRCUITS**

FORM MOTION

Authorize the Interim CEO/General Manager to execute Amendment A-3 to Contract 05-324 with the County of San Bernardino for the lease of four rack spaces housing Omnitrans' radio data and voice equipment at the County's Skyland Site located in Crestline. This is a five (5) year extension beginning June 1, 2020 and ending May 31, 2025, in the amount of \$84,530, increasing the contract total amount from \$348,890 to \$433,420, and the authority to award an allowance of \$12,000, plus a ten percent contingency of \$8,453, for a total not-to-exceed amount of \$453,873.

BACKGROUND

Omnitrans leases rack space to serve as housing for its radio data and voice equipment from the County of San Bernardino at Skyland Road in Crestline. The current fifteen-year lease agreement expires May 31, 2020.

The tower/base mountaintop station enables Omnitrans to transmit both data and voice radio throughout its service area. The site meets Omnitrans' equipment storage needs, and coverage requirements anticipated for the next five years.

The monthly space rate remains unchanged at \$352.20 per rack. The rack space rates are based on the County of San Bernardino's fee schedule, which is reviewed annually, and approved by the County's Board of Supervisors.

The County of San Bernardino requires Omnitrans staff to be accompanied by County staff when work is conducted at the site. An allowance of \$12,000 is anticipated to cover the cost for these services over the next five-year period.

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

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 amendment, Omnitrans will continue to have the ability to provide housing for its radio data and voice equipment to transmit communications throughout its service area.

ER:AT:CV

ITEM # F12

DATE: February 5, 2020

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 – HRS20-24
STRATEGIC PLANNING CONSULTING SERVICES**

FORM MOTION

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

This item was reviewed by the Executive Committee at its January 10, 2020 meeting and by the Administrative & Finance Committee at its January 16, 2020 meeting and recommended to the Board of Directors for approval.

BACKGROUND

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

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

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

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

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

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

Criteria	Possible Points	MIG, Inc. of Berkeley, CA	TransPro Consulting, LLC of Spring Hills, FL	Insight Strategies, Inc. of Torrance, CA
Technical Score	80	70.33	65.67	63.50
BAFO Pricing Score	20	18.49	19.57	20.00
Final Score	100	88.82	85.24	83.50
Final BAFO Pricing		\$264,485	\$225,400	\$220,520

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

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

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

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

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

FUNDING SOURCE

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

Department	1300
Expenditure Code	503990

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

CONCLUSION

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

ER:AT:KT

ITEM # G1

DATE: February 5, 2020

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: CONSOLIDATION STUDY MONTHLY UPDATE

FORM MOTION

Receive and file this monthly staff update on the Consolidation Study.

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

The item was also reviewed by Administrative & Finance Committee at its January 16, 2020 meeting and forwarded to the Board of Directors to receive and file.

BACKGROUND

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

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

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

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

In addition to agency staff, the study has a technical advisory committee comprised of two groups: 1) other San Bernardino County transit operator CEOs and 2) city managers that volunteered to participate including representatives from Ontario (Scott Ochoa, David Sheasby), Rancho Cucamonga (John Gillison), Yucaipa (Ray Casey) and Yucca Valley (Curtis Yakimow). Omnitrans also recommended that the joint Omnitrans/SBCTA Ad Hoc Committee that served to review Agency Finances and recommend a service reduction and financial sustainability strategy also be included in the review process. This was discussed with SBCTA staff and it was determined that the Ad Hoc Committee would not be included at this time due to concerns with project schedule and budget. SBCTA staff agreed that after the first milestone presentation is made to the SBCTA and Omnitrans Committees in March and the Board of Directors meetings in April, this issue could be reconsidered if a concern remains regarding the level of communications and opportunity for involvement at the policy-board level.

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

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

On January 23, a meeting was held between the Omnitrans project team and the SBCTA consultant team to discuss the detailed questionnaire responses. As part of this meeting, follow up questions were discussed, and an in-depth discussion took place regarding Agency financials and operations. The meeting was very productive; additional documents were requested and provided. The first task report, which will present the pros and cons of consolidating the two agencies, will be presented to the Omnitrans Administrative and Finance Committee at its March meeting and at the April Board of Directors meeting. We will continue to provide updates on the study as information becomes available.

CONCLUSION

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

ER:JB

Attachment A: SBCTA/Omnitrans Consolidation Study Major Milestones

SBCTA/Omnitrans Consolidation Study

Major Milestones

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

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

ITEM # G2

DATE: February 5, 2020

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: ABBG CUSTOMER SATISFACTION SURVEY OF OMNITRANS

FORM MOTION

Receive and file this a presentation highlighting the results of the American Bus Benchmarking Group (ABBG) Customer Satisfaction Survey of Omnitrans.

This item was reviewed by the Plans & Programs Committee at its January 22, 2020 meeting and forwarded to the Board of Directors to receive and file.

BACKGROUND

Omnitrans belongs to the American Bus Benchmarking Group (ABBG), which is a data and best practices sharing benchmarking network of twenty-two mid-sized bus operators in the U.S. ABBG is facilitated by the Railway and Transport Strategy Centre at Imperial College London.

A key component of the annual work plan for the ABBG is a joint Customer Satisfaction Survey, which has been completed during 2014, 2015, 2016, 2017, 2018 and 2019. During 2019, sixteen agencies participated in the survey which was conducted online via SurveyMonkey® during April and May of 2019.

Omnitrans riders contributed 987 responses to the survey out of 12,964 responses for the ABBG members in total. After scrubbing process, Omnitrans' rider clean responses totaled 869 Since this survey was completed online and not truly from a random sample and hence subject to a sampling bias, a true error margin and confidence level cannot be established.

Omnitrans received an 83.0% overall satisfaction rating. This is effectively the same satisfaction rating compared to 82.9% received in 2018. The average satisfaction rating for all ABBG members in 2019 is 78.1%. Omnitrans held the 5th highest overall satisfaction score of ABBG member in 2019.

The survey as 20 questions in nine satisfaction areas. Omnitrans scored higher than peers on 11 of the 20 questions. Additionally, Omnitrans saw increases in eight satisfaction questions

compared to our own score a year ago. Details on each question can be seen in Attachment A of this report, with further break down in the attached presentation (Attachment B).

The ABBG-facilitated Customer Satisfaction Survey is one tool that Omnitrans utilizes to gather customer feedback.

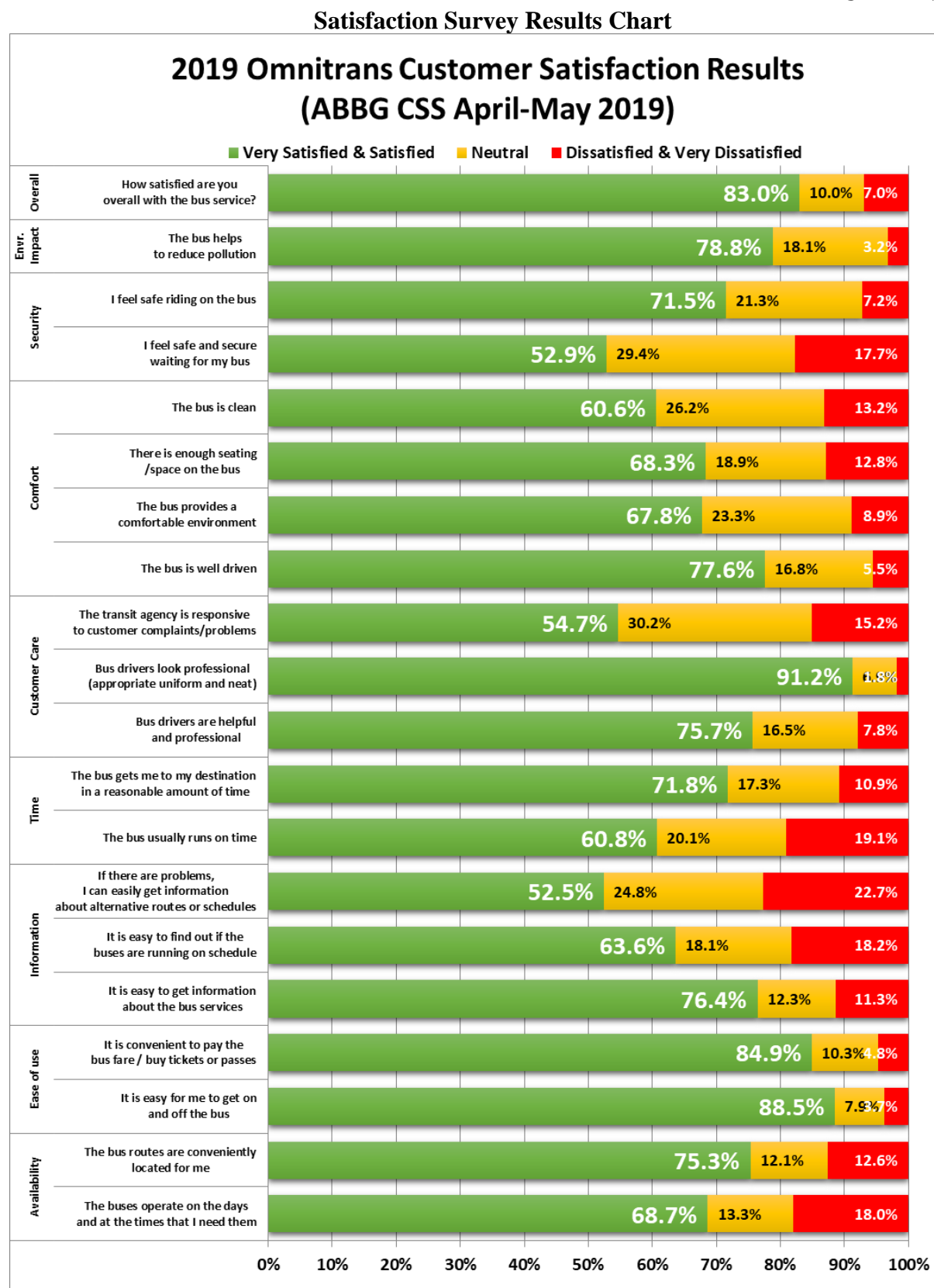
CONCLUSION

Receive and file this staff report and presentation on the ABBG Customer Satisfaction Survey of Omnitrans.

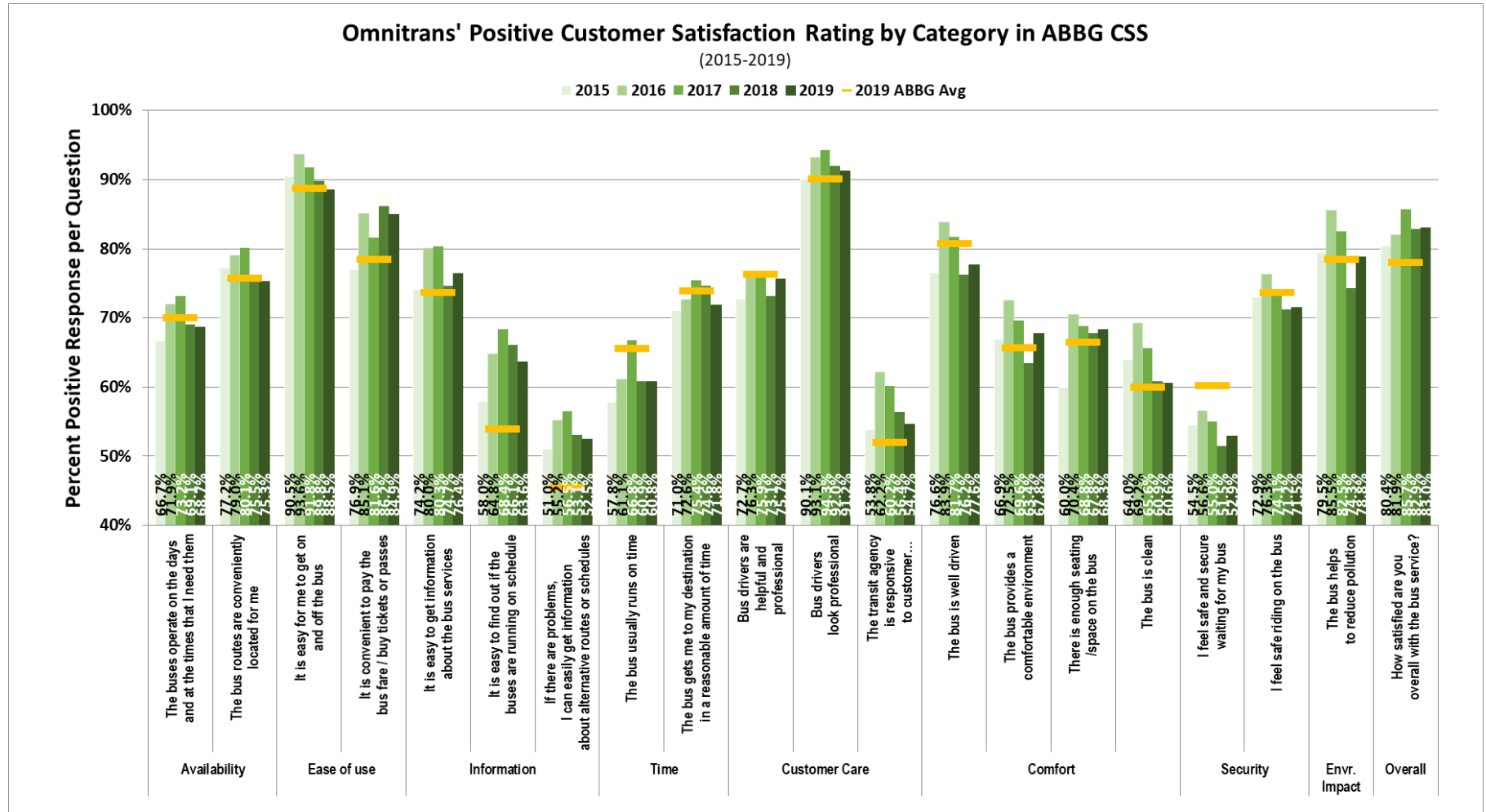
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Attachment A: Satisfaction Survey Results Charts
Attachment B: PowerPoint Presentation

ATTACHMENT A



Satisfaction Survey Results Trend Chart

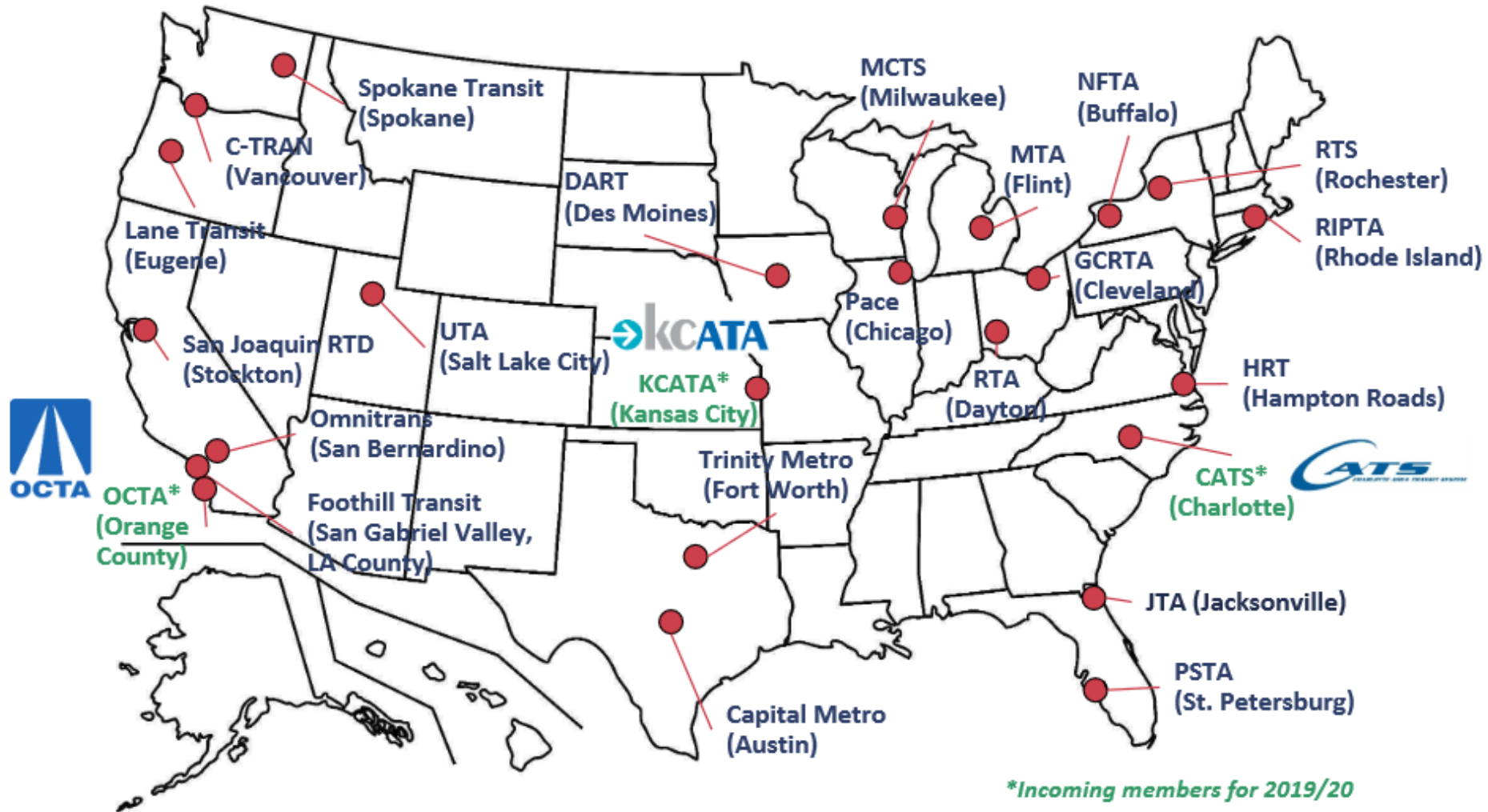




Customer Satisfaction Survey

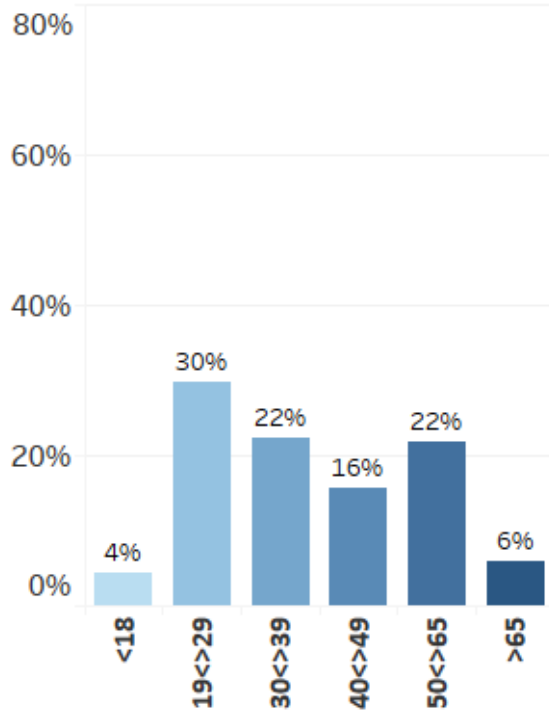
American Bus Benchmarking Group (ABBG)

Board of Directors
February 5, 2020

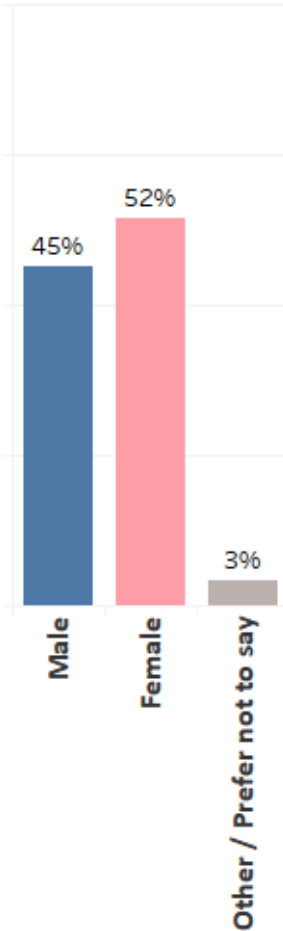


Demographics of Respondents 2019 (San Bernardino OmniTrans)

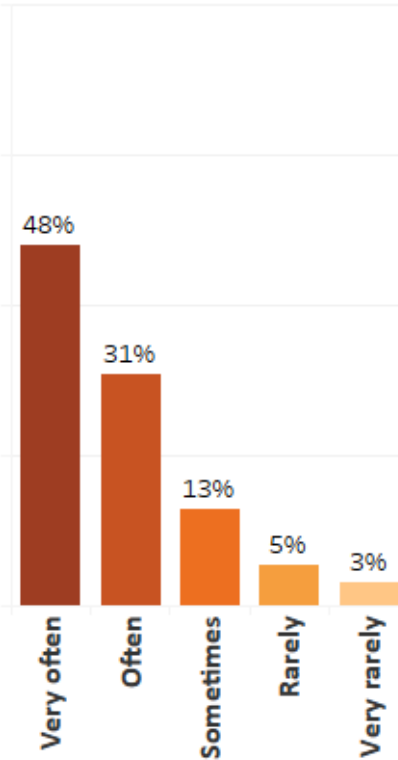
Age



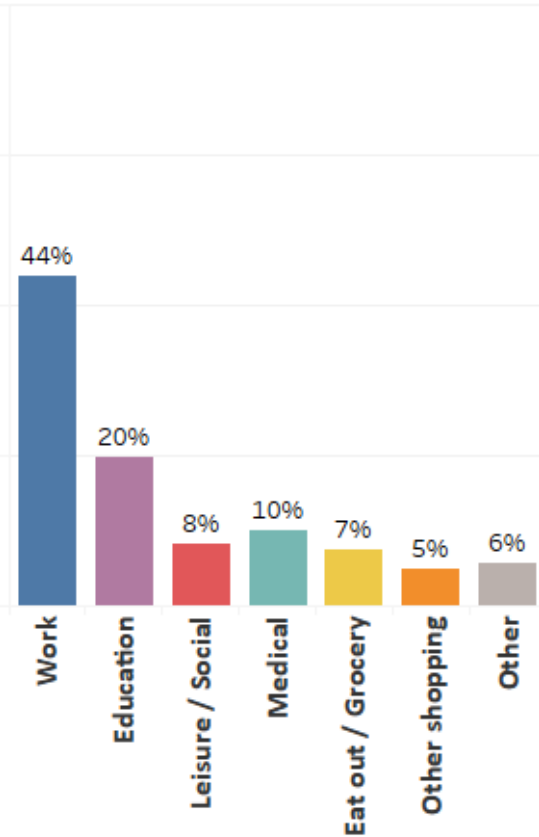
Gender



Frequency



Trip Purpose



■ Very Satisfied & Satisfied ■ Neutral ■ Dissatisfied & Very Dissatisfied

How satisfied are you
overall with the bus service?



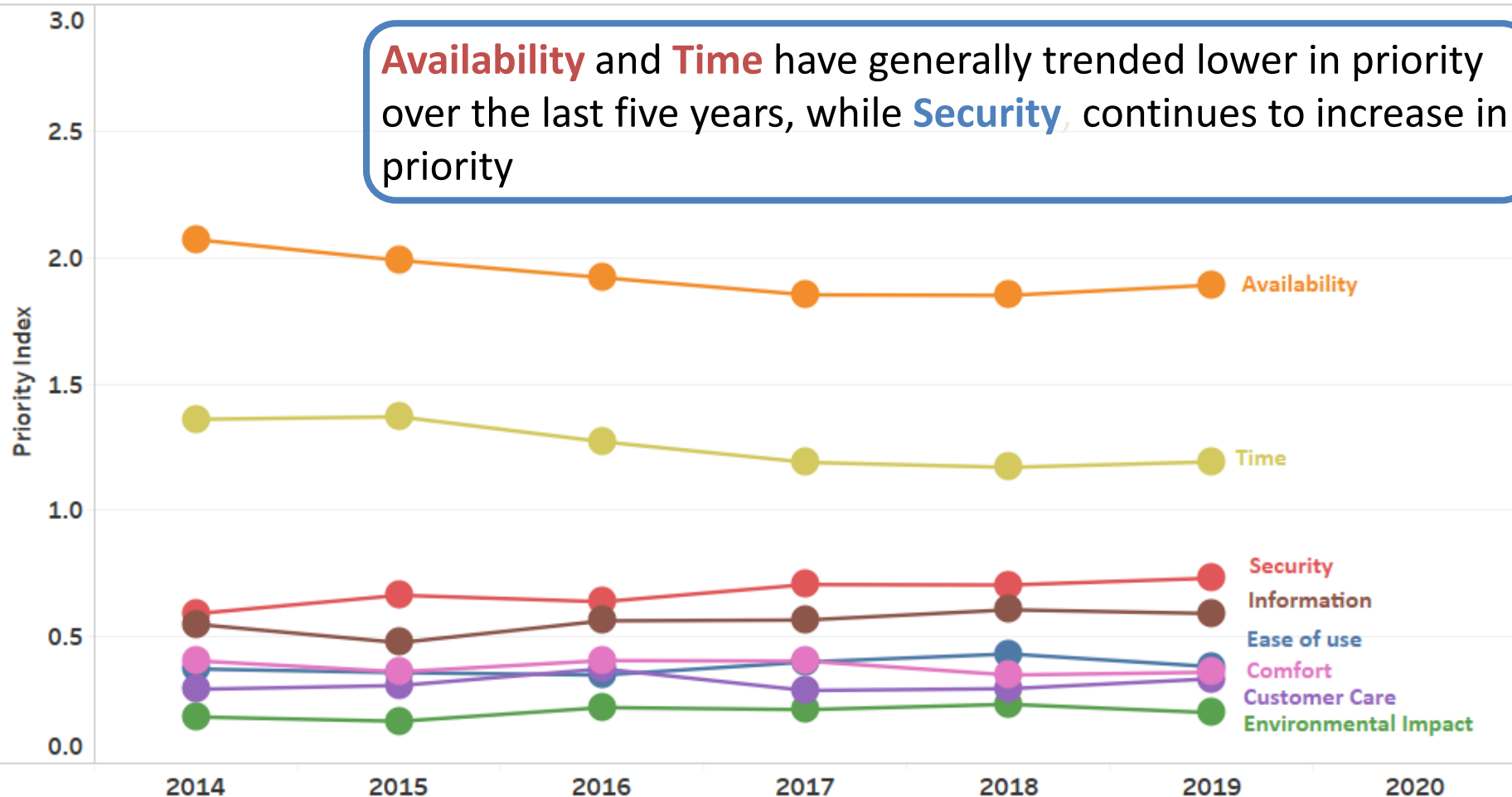
- **83.0% of responding customers gave Omnitrans a Positive Rating.**

—5th highest in peer group

- **Avg. Score of 4.0 out of 5.**

Service Quality Areas Priorities - Indices (San Bernardino Omnitrans)

Availability and **Time** have generally trended lower in priority over the last five years, while **Security**, continues to increase in priority



- **Survey asks 20 questions in 9 Satisfaction Areas**
 - Score higher than peers in 11 questions
- **Areas of improved satisfaction vs. 2018:**
 - Overall Satisfaction
 - Ease of getting information
 - Bus drivers are helpful
 - Bus is well driven
 - Bus provides a comfortable environment
 - Enough space on the bus
 - Safe and secure on the bus
 - Bus helps reduce pollution

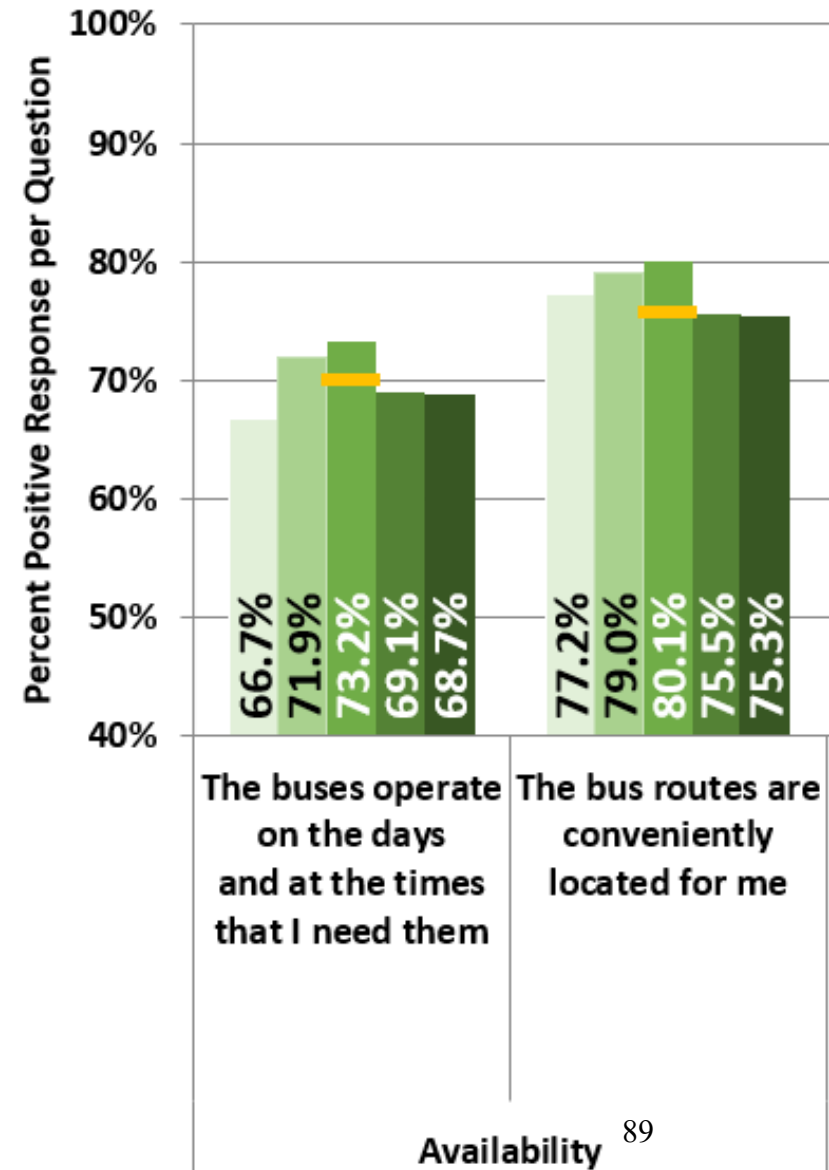
- **Days/Time:**

- 68.7% agree/strongly agree (positive) that buses operate days and times that they are need

- **Conveniently Located:**

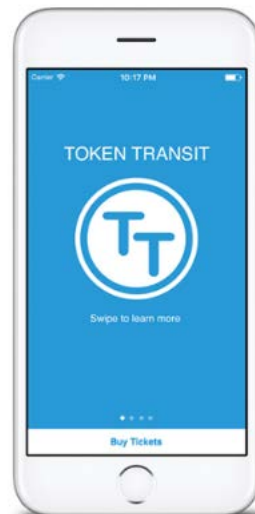
- 75.3% Positive

2015 2016 2017 2018 2019 — 2019 ABBG Avg

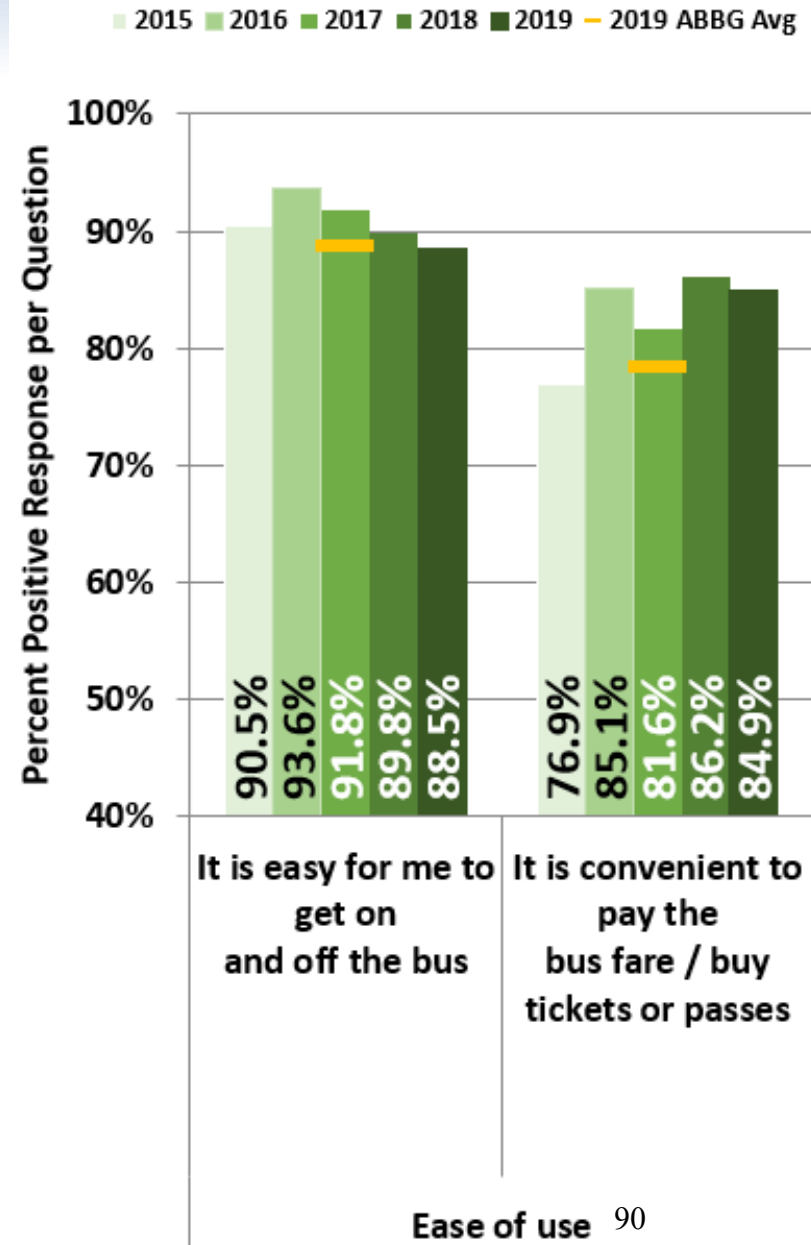


- **Get on/off Bus:**
—88.5% Positive

- **Ease of Payment:**
—84.9% Positive



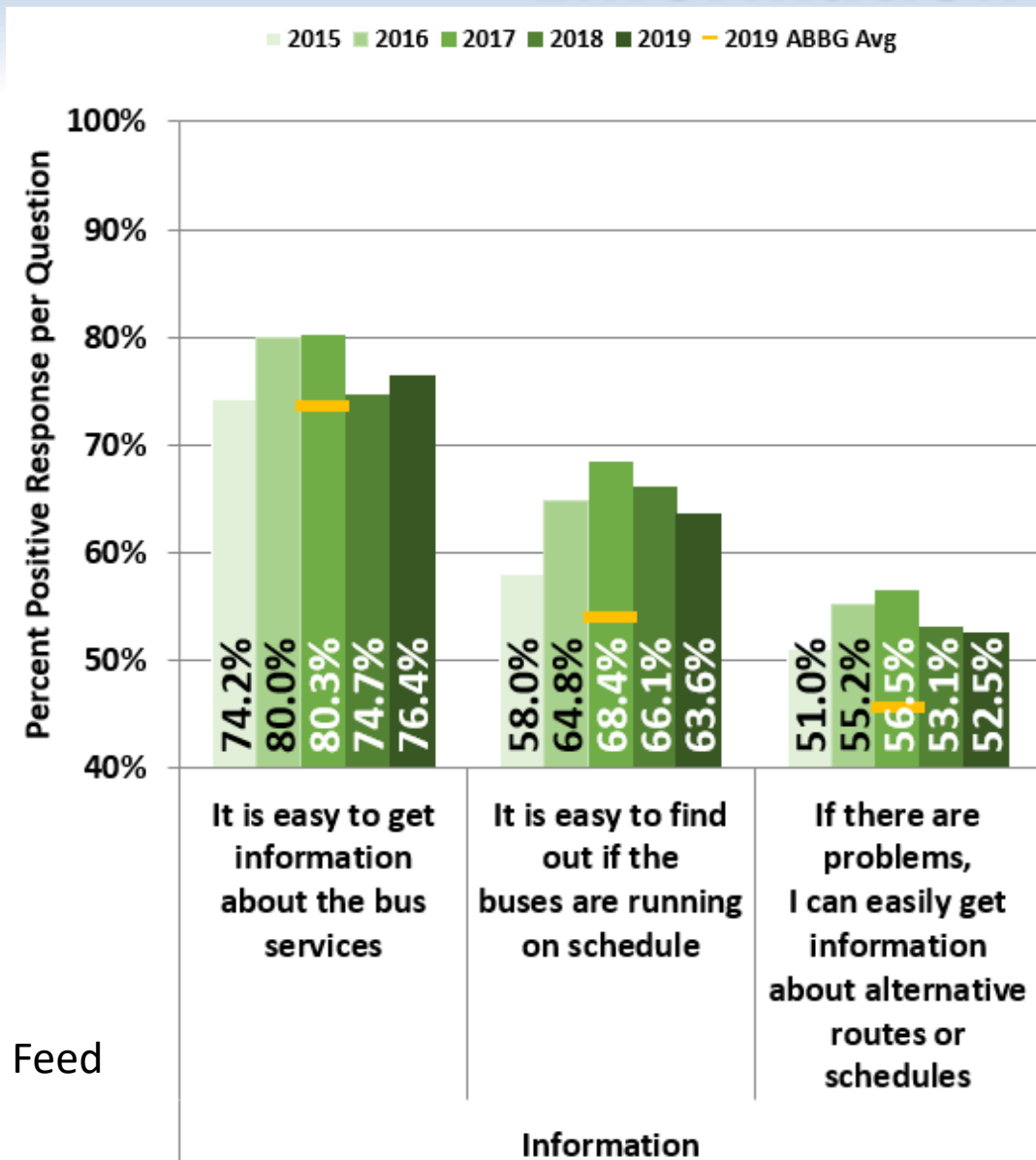
Ease of Use



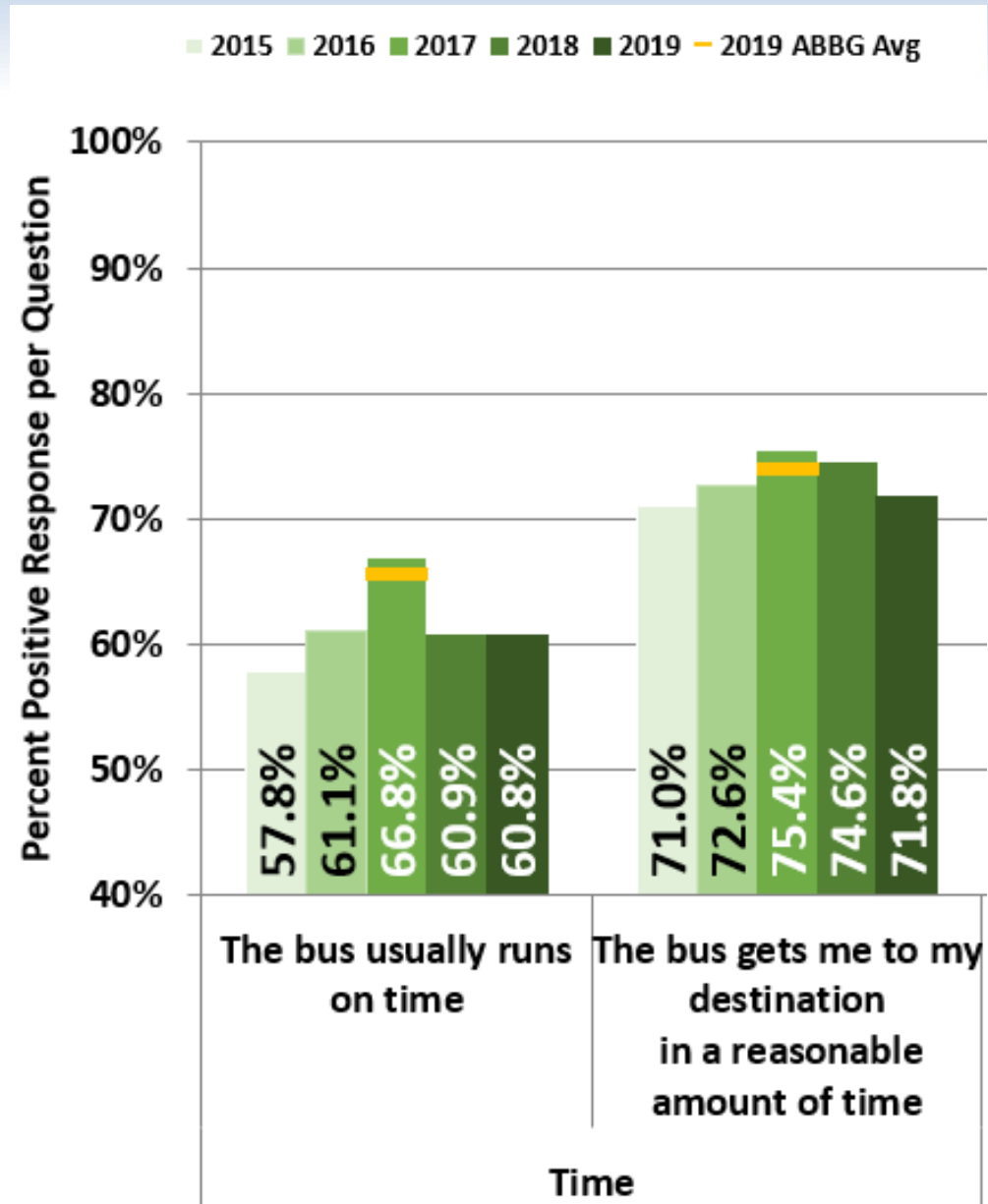
- **Ease of Acquiring Information**
—76.4% Positive
- **Easy to find out if buses are on-time:**
—63.6% Positive
- **If problems, easy to find alternative information:**
—52.5% Positive



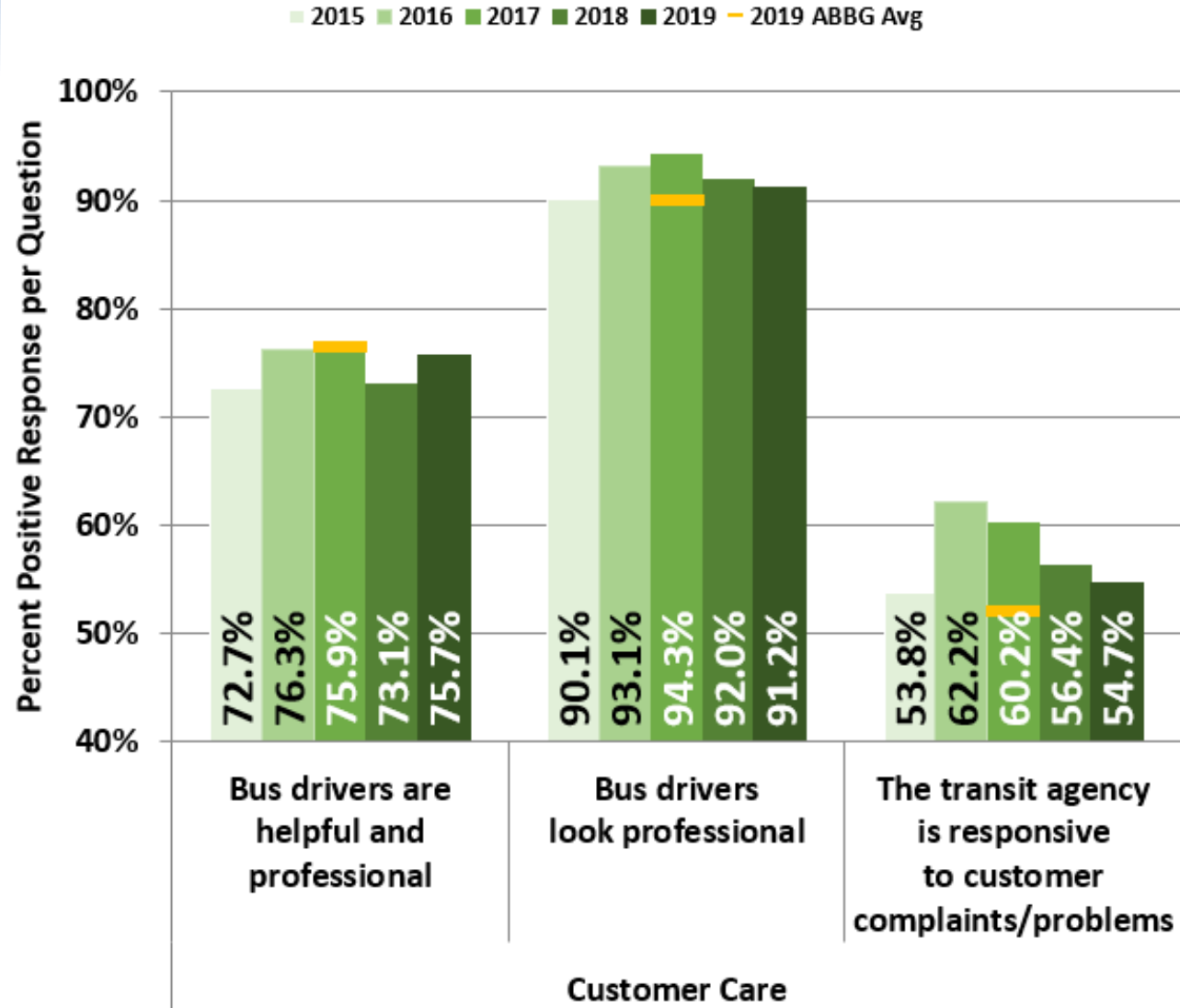
Omnitrans developed
Real-Time Route Alerts Feed



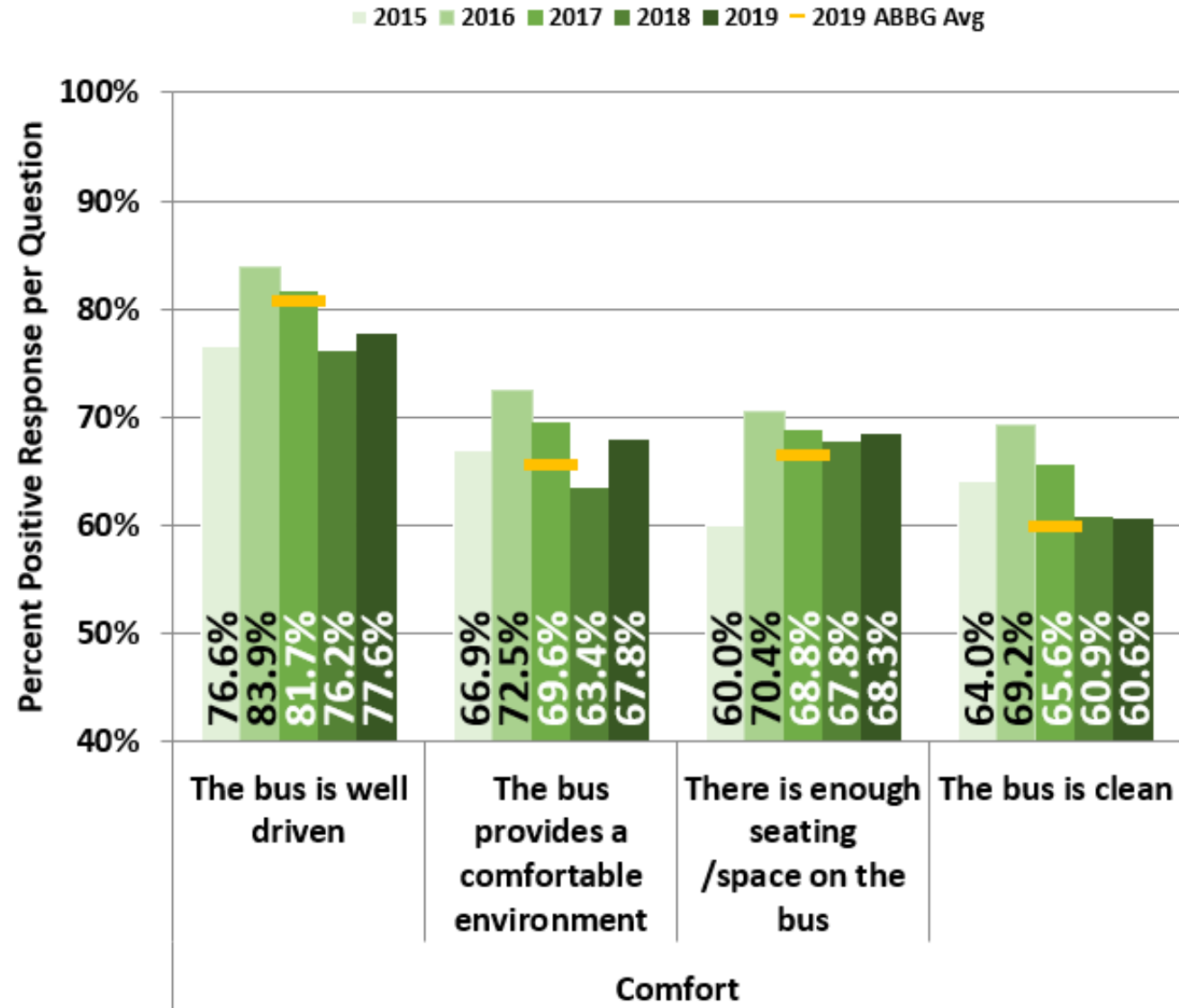
- **Buses Usually Run on Time:**
 - 60.8% Positive
 - Actual OTP: 85.7%
 - Actual is Higher than Peer Group Average
- **Reasonable Travel Time:**
 - 71.8% Positive



- **Drivers Helpful & Professional:**
—75.7% Positive
- **Drivers Look Professional:**
—91.2% Positive
- **Agency Responsiveness to issues:**
—54.7% positive

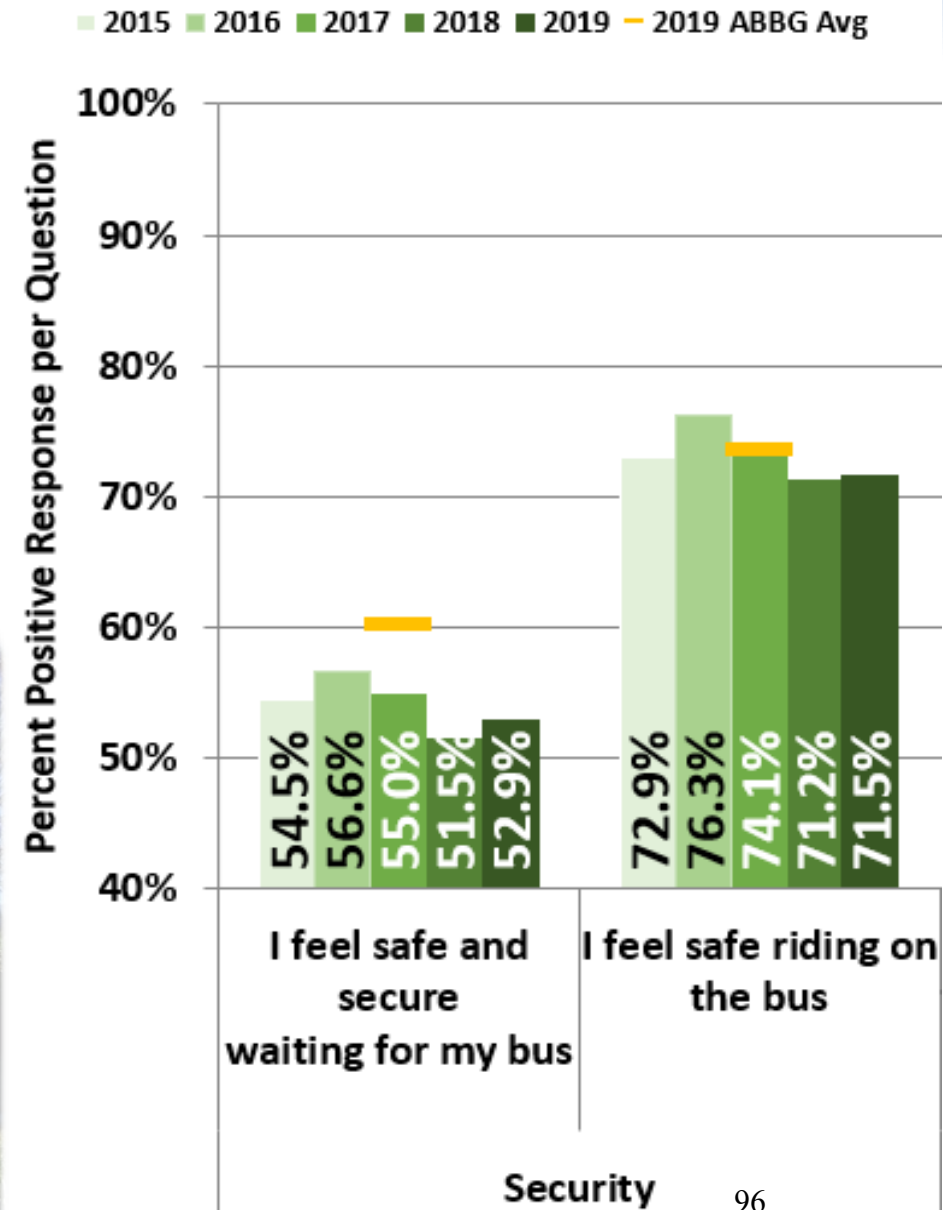


- **Well Driven:**
–77.6% Positive
- **Comfortable Environment:**
–67.8% Positive
- **Seating Availability:**
–68.3% Positive
- **Bus Cleanliness:**
–60.6% Positive



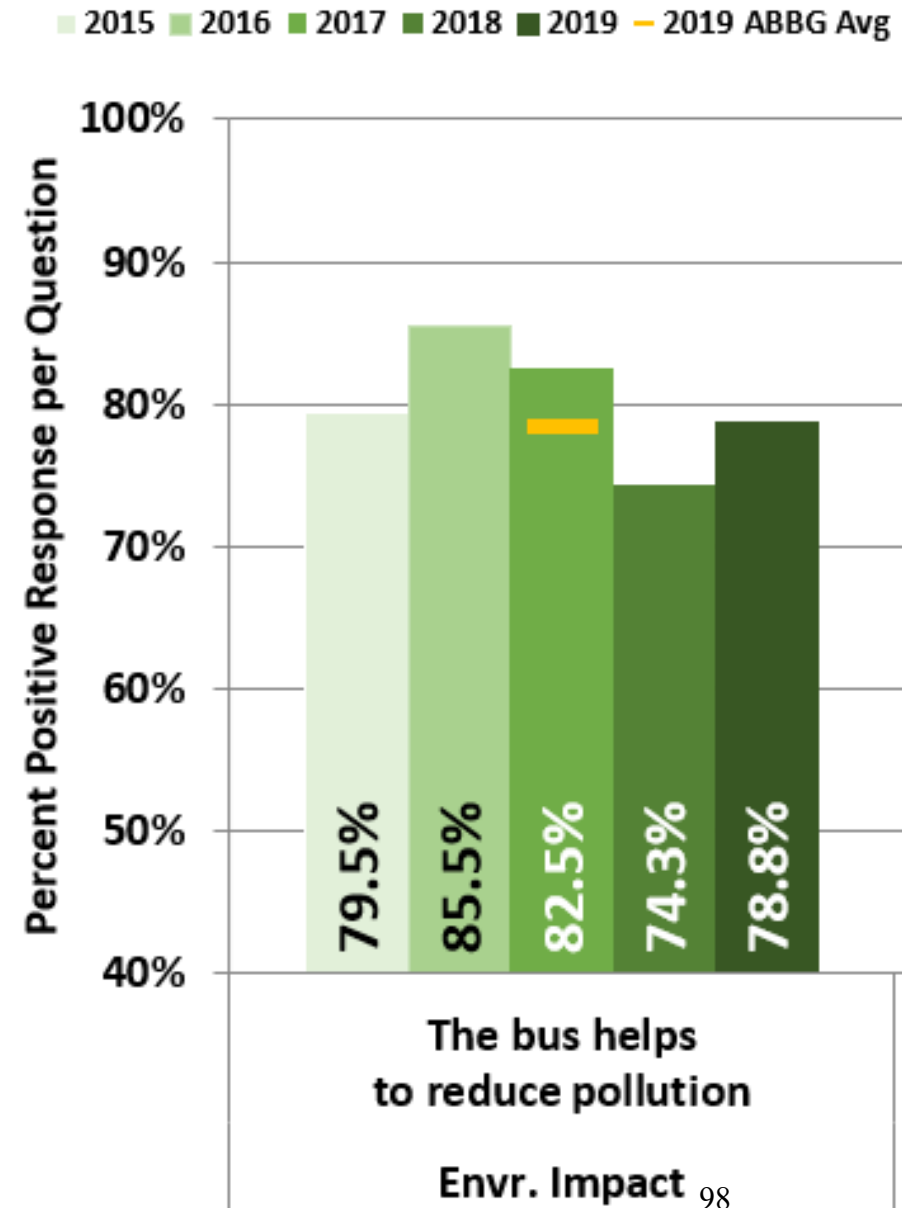


- **Waiting at Stop:**
 - 52.9% Positive
 - 29.4% Neutral
- **Riding the Bus:**
 - 71.5% Positive
 - 21.3% Neutral





- **Helps the environment**
 - 78.8% Positive
 - 18.1% Neutral
- 27% of Omnitrans buses currently use near-zero engines. Moving to 70% with planned repowers.
- Working towards zero emission with first 4 electric bus purchase going to Board in February.



- **Overall Customer Satisfaction remains high at 83%**
- **Customer Satisfaction in Security has grown since 2018**
- **Customers continue to state importance of Availability of Service (location & days of operation) & Time Competitiveness of Service**
- **Satisfaction with Safety at stops is significantly lower than peers.**
 - Participating in ABBG Best Practices Study on Safety
 - Awarded SCAG Grant to Develop Plan to Improve Bus Stop Safety
 - Installed 100 new bus stop solar lights, and Board awarded purchase of 65 more in January 2020



Thank You

ITEM # G3

DATE: February 5, 2020

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 – ITS20-08
CISCO CORE NETWORK EQUIPMENT**

FORM MOTION

Authorize the Interim CEO/General Manager to award Contract ITS20-08 to Netfast Technology Solutions, Inc. of New York, NY, for the provision of Cisco Core Network Equipment for three years beginning February 5, 2020 and ending no later than February 4, 2023 in the amount of \$147,544, plus a ten percent contingency of \$14,754, and a Cost Allocation Plan (CAP) of \$4,246 (3.27% charged on Federal portion of \$129,839), for a total not-to-exceed amount of \$166,544.

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 requires three (3) network switches in the Information Technology (IT), Maintenance and Administration departments. The equipment shall include software licensing and a three (3) year warranty and support agreement.

On December 4, 2019, Omnitrans' Board of Directors authorized the release of Invitation for Bids IFB-ITS20-08. Notices were published in two (2) newspapers of general circulation, two (2) minority newspaper publications, and posted on Omnitrans' online bidding system. Ten bids were received by the January 10, 2020 deadline and nine (9) deemed responsive.

Listed below are the bid prices from lowest to highest:

COMPANY NAME	TOTAL*
Netfast Technology Solutions, Inc. of New York, CA	\$147,544
CDW Government of Vernon Hills, IL	\$169,570
Netxperts, Inc. of San Ramon, CA	\$169,597
Total Communications of Hartford, CT	\$170,388
Shirewire Global Sales & Distribution of Easthampton, MA	\$174,791
SecureNet Solutions, Inc. of Tarzana, CA	\$208,916
ConvergeOne of Ontario, CA	\$220,930
Smart IT Pros, Inc. of Redding, CA	\$228,844
Omnium Group, LLC of Houston, TX	\$234,781

*Pricing is inclusive of all fees including sales tax, shipping and delivery.

Award is recommended to the lowest, responsive and responsible bidder, Netfast Technology Solutions, Inc. in the amount of \$147,544. Price is deemed fair and reasonable based on competition.

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

FUNDING SOURCE

The cost associated with this procurement is budgeted in Omnitrans' Capital Budget as follows:

FUNDING	GRANT	YEAR	PROJECT NAME	INTERNAL ORDER	AMOUNT
FTA	CA-19-169	2018	Cisco Network Equipment	D1822022F	\$134,084
Prop 1B	Prop 1B	2018	Cisco Network Equipment	D1822000B	\$ 32,460
Total					\$166,544

_____ 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 replace existing Cisco equipment that has reached the end of useful life.

ER:AT:KT

ITEM # G4

DATE: February 5, 2020
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 ITS20-68 TRANSTRACK
 ANNUAL MAINTENANCE AND SUPPORT**

FORM MOTION

Authorize the Interim CEO/General Manager to award Sole Source ITS20-68 to TransTrack Systems, Inc. of Cedar Rapids, IA, for the annual renewal of user licenses, maintenance and support for three (3) years beginning July 1, 2020 and ending June 30, 2023 in the amount of \$196,661, plus a ten percent contingency of \$19,666, for a total not-to-exceed amount of \$216,327.

BACKGROUND

Omnitrans is required to collect and report transit performance data to local, state, and federal agencies. Omnitrans is required to utilize TransTrack software for transit data reporting to maintain consistency across transit operators within San Bernardino County. TransTrack software compiles performance data for the National Transit Database (NTD) and the State Controller's Report as required by the Federal Transit Administration and the California State Controller's Office.

The annual renewal fee includes hosting services, annual support and back-up services, annual data review, technical assistance and maintenance and support of various TransTrack modules.

Annual maintenance and support fees:

Year 1 (July 2020 – June 2021)	\$ 64,260
Year 2 (July 2020 – June 2021)	\$ 65,545
Year 3 (July 2020 – June 2021)	\$ 66,856
TOTAL	\$196,661

In accordance with FTA Circular 4220.1F, Section VI-3.i, procurement by noncompetitive proposals may be used when the manufacturer is the sole provider of the items compatible with existing equipment/systems and when the equipment/systems are not interchangeable with similar

parts and equipment from other manufacturers. TransTrack is the principal owner and sole provider of this licensing and software application.

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 these services is budgeted in the Information Technology Department's Operating Budget as follows:

Department	1320
Expenditure Code	505170

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

Short Range Transit Plan/Strategic Initiative Supported – This procurement supports Omnitrans' Management Plan FY2019 Strategic Initiative 3 – Technology.

CONCLUSION

By proceeding with this award, Omnitrans has the ability to renew maintenance and support agreements with TransTrack for the next three (3) years.

ER:AT:KT

ITEM # G5

DATE: February 5, 2020

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: **APPROVE ASSIGNMENT AND AUTHORIZE AWARD
PURCHASE ORDER MNT20-36, FORTY-FOOT ZERO EMISSION
ELECTRIC BUSES**

FORM MOTION

Approve assignment from the State of California, Department of General Services (DGS) and authorize the Interim CEO/General Manager to award Purchase Order MNT20-36 to New Flyer of America, Inc. of Winnipeg, Manitoba, Canada, for the provision of four (4 ea.) forty-foot zero emission buses (ZEB) in the amount of \$4,451,258, plus a 10% contingency of \$445,126, and a 3.27% Cost Allocation Plan (CAP) of \$160,111, for a total not-to-exceed amount of \$5,056,095.

BACKGROUND

Omnitrans is required to comply with the California Air Resource Board (CARB) Innovative Clean Transit (ICT) regulation, which was passed on December 14, 2018. The regulation requires transit agencies to begin purchasing ZEB no later than 2023, with the requirement of transitioning all transit buses in California to zero-emission technology by 2040.

In 2015 Congress passed the Fixing America's Surface Transportation Act (FAST) Act, which enables transit agencies to use state purchasing schedule assignments. Staff researched several state purchasing schedules that offered ZEB bus assignments which included the State of Virginia Commonwealth, the State of Georgia and the State of Washington, and has determined that the assignment offered by DGS is the most advantageous based on the vehicle type, cost, and performance ratings relating to battery power mileage range.

Pending Board approval, Omnitrans will be entering into an agreement with Southern California Edison (SCE) for no-cost infrastructure to electrify Omnitrans' East and West Valley locations for the purpose of charging ZEB. In order to qualify for the subsidized infrastructure, Omnitrans is required to have an active contract or purchase order in place for the ZEB.

In accordance with FTA Circular 4220.1F, Chapter V, Section 7.a.(2)(a), acquisition through assigned contract rights, staff has determined that the price offered through the competitively bid DGS/New Flyer cooperative agreement is fair and reasonable and the original contract provisions

are in compliance with all Federal requirements. Omnitrans is benefiting from the DGS selection and contract award process to New Flyer for 40 foot ZEB. Based on the vehicle type, cost and performance ratings relating to battery power mileage range, staff has determined that this procurement is in the best interest of the Agency.

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' Maintenance Department Capital Budget as follows:

FUNDING	GRANT	YEAR	PROJECT NAME	INTERNAL ORDER	AMOUNT
LCTOP	LCTOP	2019	ZEB Purchase	H19LCTOP1	\$1,500,000
CMAQ	CA-2019-148	2019	ZEB Purchase	A1920110Q	\$3,556,095
Total					\$5,056,095

_____ 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 qualify for SCE infrastructure subsidies for electrification of both facilities and begin utilization of ZEB in compliance with CARB's fully zero-emission fleet requirements by 2040.

ER:AT:FRH

ITEM # G6

DATE: February 5, 2020

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: **ADOPT RESOLUTION NO. 319-20 COMMITTING TO THE
TRANSITION OF FIXED ROUTE BUSES TO ZERO EMISSIONS
TECHNOLOGY**

FORM MOTION

Adopt Resolution No. 319-20 committing to the transition of fixed route buses to zero emissions technology.

BACKGROUND

Omnitrans has long been committed to using the cleanest possible energy sources for its operations, in support of reducing greenhouse gas emissions and improving air quality in the communities it serves. Omnitrans has used clean natural gas (CNG) since 1996 becoming a fully CNG fleet in 2009. In 2002, Omnitrans introduced the nation's first gasoline-electric hybrid transit bus.

Currently, Omnitrans purchases the cleanest CNG 40-foot vehicles available on the market and has been repowering older engines with Cummins near-zero engines since 2018.

In accordance with the Innovative Clean Transit (ICT) regulation adopted by the California Air Resources Board (CARB), at least 25 percent of Omnitrans' bus purchases (for 40-foot buses) must be zero-emission buses by 2023, at least 50 percent must be zero-emission by 2026, and 100 percent of purchases must be zero-emission by 2029; and the entire fleet of 40-foot buses must be zero-emission by 2040.

Updates on Omnitrans' Zero-Emission Bus Rollout Plan for compliance with the ICT regulation were presented to the Omnitrans Board of Directors on March 6, 2019 and December 4, 2019. The Rollout Plan does not include the CNG articulated or paratransit vehicles, since these buses are not yet included in the ZEB regulation.

Omnitrans plans to start working toward compliance with this regulation earlier than required, as funding becomes available for vehicles and related infrastructure. Omnitrans staff continues to monitor the current technology available. Omnitrans staff have been participating in the development of the San Bernardino County-wide Zero Emission Bus Study led by the San

Bernardino County Transportation Authority (SBCTA) in order to determine which vehicle technology(ies) will work best for Omnitrans and to identify costs and a funding strategy.

Omnitrans staff have also been in discussions with Southern California Edison (SCE) to determine the infrastructure needed to support a zero-emissions fleet. With the current zero-emissions bus technology available on the market, Omnitrans will likely need additional vehicles to operate service. Thus, additional funds will be needed to support vehicle and infrastructure needs.

A grant-writing firm is being brought on under contract to help Omnitrans staff develop a strategy for obtaining grant funds for zero-emissions buses, infrastructure, renewable energy projects such as solar panels at facilities, and other capital projects. In order to help secure grant funds for zero-emissions buses and needed supporting infrastructure, a Board resolution is needed to demonstrate Omnitrans' commitment as an agency to converting the fleet to zero-emissions.

A resolution is a requirement for Volkswagen Environmental Mitigation Funds, which are currently available on a first-come first-served basis. The resolution is needed to authorize the Interim CEO/General Manager to make application for, to sign required assurances for, and to administer applications for the VW Environmental Mitigation Funds as well as other potential Federal, State, and local grant programs on behalf of Omnitrans. Thus, staff recommends that the Board of Directors approve the resolution in Attachment A, which establishes Omnitrans' commitment to transitioning to a zero-emissions fleet.

Omnitrans has identified funds for four battery electric buses and is seeking Committee/Board approval to procure them at the January 2020 Board Committee meetings and at the February 2020 Board of Directors meeting. Two vehicles will be used at the East Valley operations and maintenance facility and two vehicles will be used at the West Valley operations and maintenance facility, and electric chargers will be installed at each facility. Once a contract is awarded for the buses, Omnitrans will apply for Volkswagen Environmental Mitigation Funds to leverage Omnitrans' available funding to purchase more zero-emissions buses as part of the required ZEB Roll Out Plan.

Strategic Initiative Supported – Omnitrans FY2017-2020 Strategic Plan, Technology goal, strategies 3.1 Phase in new bus and non-revenue vehicle technology (CNG/electric) and 3.2 Decrease facility energy cost through implementing energy efficient technologies.

CONCLUSION

Staff recommends that the Board of Directors adopt Resolution No. 319-20 committing to the transition of fixed route buses to zero emissions technology.

ER:JB:AMJ

Attachment A: Resolution No. 319-20

RESOLUTION NO. 319-20**A RESOLUTION OF THE OMNITRANS BOARD OF DIRECTORS COMMITTING TO THE TRANSITION OF FIXED ROUTE BUSES TO ZERO EMISSIONS TECHNOLOGY**

WHEREAS, more than 40 percent of greenhouse gases in California result from transportation¹; and

WHEREAS, Omnitrans is committed to reducing greenhouse gas emissions and fuel cost, as stated in Strategy 3 of the Technology goal in Omnitrans' FY2017-2020 Strategic Plan²; and

WHEREAS, the communities in which Omnitrans' vehicle maintenance facilities are located in San Bernardino and Montclair, as well as many of the communities in Omnitrans' service area, are environmentally and socioeconomically disadvantaged communities³; and

WHEREAS, reducing Omnitrans' greenhouse gas emissions as well as undertaking job-creating projects for infrastructure and technology retrofits will benefit the communities in which Omnitrans operates; and

WHEREAS, in accordance with the Innovative Clean Transit (ICT) regulation adopted by the California Air Resources Board (CARB), at least 25 percent of Omnitrans' bus purchases (for 40-foot buses) must be zero-emission buses by 2023, 50 percent must be zero-emission by 2026, and 100 percent of purchases must be zero-emission by 2029; and the entire fleet of 40-foot buses must be zero-emission by 2040; and

WHEREAS, Omnitrans plans to begin installing the needed infrastructure and begin purchasing zero-emission vehicles ahead of the schedule required by the ICT regulation in order to convert to a zero-emissions fleet earlier than 2040 if possible; and

WHEREAS, Omnitrans plans to seek funding for and install renewable energy infrastructure, such as solar panels, at its facilities in order to support the energy needs of a zero-emission fleet as well as reduce Omnitrans' greenhouse gas emissions and energy costs long-term:

WHEREAS, Omnitrans continues to participate in the development of the San Bernardino County-wide Zero Emission Bus Study led by the San Bernardino County Transportation Authority (SBCTA); and

¹ California Air Resources Board, <https://ww2.arb.ca.gov/ghg-inventory-data>

² Omnitrans, Strategic Plan FY2017-2020, https://omnitrans.org/wp-content/themes/omnitrans/omni_pdf/Omnitrans%20Strategic%20Plan%20FY%202017-2020_Final.pdf

³ California Office of Environmental Health Hazard Assessment, CalEnviroScreen 3.0, <https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-30>

WHEREAS, Omnitrans will continue to monitor the status of zero-emission bus technology and will continue to seek funding sources for additional zero-emission buses and charging infrastructure; and

WHEREAS, additional funding will be needed to support the technology and infrastructure needed to convert to a zero-emissions fleet; and

WHEREAS, Omnitrans has identified funds for its first four zero-emission buses and is in the process of procuring them; and

WHEREAS, Omnitrans plans to apply for Volkswagen Environmental Mitigation Trust Funds for the first four zero-emission buses and other future zero-emission bus purchases if possible; and

WHEREAS, Omnitrans must designate an “Authorized Individual” by resolution to make application, to sign required assurances for, and administer the Volkswagen Environmental Mitigation Trust Funds and other potential funding sources; and

WHEREAS, by passing this Resolution, the Omnitrans Board of Directors authorizes the Interim CEO/General Manager to make application for, to sign required assurances for, and to administer applications for Local, State, and Federal programs, projects, or grants for zero-emissions buses and related infrastructure, including the Volkswagen Environmental Mitigation Trust Fund and other funding programs, on behalf of Omnitrans;

NOW, THEREFORE, BE IT RESOLVED that the Omnitrans Board of Directors hereby commits to the transition of fixed route buses to zero emissions technology.

Certification of Resolution on following page:

I HEREBY CERTIFY that the foregoing resolution was duly adopted by the Omnitrans Board of Directors, at their regular meeting held on the fifth day of February 2020, by the following vote, to wit:

AYES:

NOES:

ABSENT:

Erin Rogers, Interim CEO/General Manager
Secretary, Omnitrans Board of Directors

The foregoing resolution is hereby approved this fifth day of February 2020.

David Avila
Board Chair, Omnitrans Board of Directors

Approved as to form:

Steven DeBaun
Counsel for Omnitrans

ITEM # G7

DATE: February 5, 2020

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

#WearBlueDay - Omnitrans participated in the Department of Homeland Security **Wear Blue Campaign** to help bring awareness to Human Trafficking and its connection with public transportation. Employees displayed their solidarity by taking part in this photo opportunity to promote the campaign. Omnitrans Employees are wearing blue in support and to raise awareness of Human Trafficking. Omnitrans supports this important initiative as we train our operators and staff to be aware and vigilant to the signs of Human Trafficking.

Phoenix Motorcars Briefing and Factory Tour - On January 22, staff from Omnitrans, SBCTA, Supervisor Rutherford's Office, AQMD and the City of Ontario attended a briefing and factory tour of Phoenix Motorcars in Ontario. Phoenix Motorcars is converting cut-away style vehicles to electric vehicles. These vehicles are of interest for the mitigation project associated with the Mt. Vernon bridge project as well as for Omnitrans Chino Hills Micro-Transit Pilot Project.

February Safety Campaign – Omnitrans' Operations Department conducts monthly Safety Campaigns. For the month of February, we are focusing on "Pedestrian Safety". The campaigns are kicked off with banners posted at prominent locations around the facilities. Additionally, the Operations & Safety management staff participate in morning pullout to deliver in-person safety messages to reinforce the Agency's dedication to a Safety Culture.

Alternative Fuel Excise Tax Credit – The Alternative Fuel Excise Tax Credit, which expired on December 31, 2017, was retroactively extended through December 31, 2020. Omnitrans receives approximately \$1.4 million per year under this Federal tax credit program.

Board Member Briefings – We are working to schedule meetings with Board members to provide an update on upcoming Board items including FY21 staffing and budget assumptions and proposed Policy Guidelines for our Measure I Regional Partnership Program.

ER