



**BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, JANUARY 10, 2018 – 8:00 A.M.**  
**OMNITRANS METRO FACILITY**  
**1700 WEST 5<sup>TH</sup> STREET**  
**SAN BERNARDINO, CA 92411**

The Board of Directors meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or Limited English Proficiency services are needed in order to participate in the public meeting, requests should be made through the Board Secretary at least three (3) business days prior to the Board Meeting. The Board Secretary’s telephone number is 909-379-7110 (voice) or 909-384-9351 (TTY). If you have comments about items on the agenda or other general concerns and are not able to attend the meeting, please mail them to Omnitrans at 1700 West Fifth Street, San Bernardino, California, Attention Board Secretary. Comments may also be submitted by email to [BoardSecretary@omnitrans.org](mailto:BoardSecretary@omnitrans.org).

**A. CALL TO ORDER**

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

**B. ANNOUNCEMENTS/PRESENTATIONS**

1. Next Board Meeting: Wednesday, February 7, 2018 – 8:00 a.m.  
 Omnitrans Metro Facility Board Room

**C. COMMUNICATIONS FROM THE PUBLIC**

This is the time and place for the general public to address the Board for items that are not on the agenda. In accordance with rules applicable to meetings of the Board of Directors, comments on items not on the agenda and on items on the agenda are to be limited to a total of three (3) minutes per individual.

**D. POSSIBLE CONFLICT OF INTEREST ISSUES**

1. Note agenda item contractors, subcontractors and agents, which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item. 3

**E. CONSENT CALENDAR**

The following items are expected to be routine and non-controversial. The Board will act upon them at one time without discussion, unless the Board directs that an item be held for further discussion under Agenda Item F, Discussion Items. Any person wishing to address consent items should address the Board under Agenda Item #E8, Action on Consent Calendar.

1. Approve Board Minutes – December 6, 2017 5
2. Receive and File Administrative & Finance Committee Minutes – October 12, 2017 9
3. Authorize Release, Invitation for Bids – IFB-MNT18-60, Automatic Transmission Fluid – *Eugenia Pinheiro* 14
4. Authorize the CEO/General Manager to Execute Funding Agreement between Omnitrans and Highland Senior Center – *Douglas Stanley* 16
5. Adopt 2018 Investment Policy – *Don Walker* 27
6. Adopt Resolution No. 303-18, Authorizing Destruction of Records – *Jacob Harms* 39



**BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, JANUARY 10, 2018 – 8:00 A.M.**  
**OMNITRANS METRO FACILITY**  
**1700 WEST 5<sup>TH</sup> STREET**  
**SAN BERNARDINO, CA 92411**

<b>E. CONSENT CALENDAR CONTINUED</b>	
7. Adopt Resolution No. 304-18, Authorizing Execution of the Certifications and Assurances for the California State of Good Repair Program – <i>Maurice Mansion</i>	43
8. Action on Consent Calendar	
<b>F. DISCUSSION ITEMS</b>	
The following items do not legally require any public testimony, although the Chair may open the meeting for public input.	
1. CEO/General Manager’s Report – <i>P. Scott Graham</i>	45
2. Authorize Award – Contract MKP18-33, Bus Stop Trash Receptacles – <i>Eugenia Pinheiro</i>	46
3. Authorize Award – Contract MNT18-47, Passenger Vehicles – <i>Eugenia Pinheiro</i>	48
4. Authorize Disposal of Surplus Capital Assets – <i>Samuel Gibbs</i>	50
5. Receive and File Mobile Fare Update – <i>Melissa Castillo</i>	61
<b>G. PUBLIC HEARING</b>	
There is no Public Hearing Scheduled	
<b>H. BOARD BUSINESS</b>	
<b>Closed Session</b>	
There is no Closed Session Scheduled	
<b>I. REMARKS AND ANNOUNCEMENTS</b>	
<b>J. ADJOURNMENT</b>	



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

ITEM #         D1        

**DATE:** January 10, 2018

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

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

**FROM:** Eugenia F. Pinheiro, Interim 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 January 10, 2018.

<b>Item</b>	<b>Contract</b>	<b>Principals &amp; Agents</b>	<b>Subcontractors</b>
F2	Authorize Award Contract MKP18-33 Bus Stop Trash Receptacles	<i>Tolar Manufacturing Company, Inc. Corona, CA Scott Williams Business Development Mgr.</i>	<i>None</i>
F3	Authorize Award Contract MNT18-47 Passenger Vehicles	<i>Fairview Ford Sales, Inc. San Bernardino, CA Todd Eff Fleet Manager</i>	<i>None</i>

PSG:EFP



## 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



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

ITEM #           E1          

**BOARD OF DIRECTORS' MEETING  
MINUTES OF DECEMBER 6, 2017**

**A. CALL TO ORDER**

Chairman Ron Dailey called the regular meeting of the Omnitrans Board of Directors to order at 8:01 a.m., Wednesday, December 6, 2017, at the Omnitrans Facility located at 1700 West 5th Street, San Bernardino, California.

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

**BOARD MEMBERS PRESENT**

Council Member Ron Dailey, City of Loma Linda – Chairman  
Council Member Sam Spagnolo – Acting Vice Chair  
Council Member David Avila, City of Yucaipa  
Council Member Art Bennett, City of Chino Hills  
Mayor Carey Davis, City of San Bernardino  
Mayor Richard DeLaRosa, City of Colton  
Council Member John Dutrey, City of Montclair  
Mayor Paul Foster, City of Redlands - Alternate  
Supervisor Curt Hagman, County of San Bernardino  
Mayor Penny Lilburn, City of Highland  
Council Member John Roberts, City of Fontana  
Mayor Deborah Robertson, City of Rialto  
Council Member Bill Hussey, City of Grand Terrace - Alternate  
Supervisor Janice Rutherford, County of San Bernardino  
Mayor Debbie Stone, City of Upland  
Mayor Eunice Ulloa, City of Chino  
Mayor Pro Tem Alan Wapner, City of Ontario

**BOARD MEMBERS NOT PRESENT**

Supervisor Josie Gonzales, County of San Bernardino  
Supervisor James Ramos, County of San Bernardino

**OMNITRANS' ADMINISTRATIVE STAFF PRESENT**

P. Scott Graham, CEO/General Manager  
Erin Rogers, Deputy General Manager  
Trischelle Baysden, Director of Rail

Diane Caldera, Director of Operations  
Marge Ewing, Director of Human Resources, Safety & Regulatory Compliance  
Samuel Gibbs, Director of Internal Audit  
Jacob Harms, Director of Information Technology  
Eugenia Pinheiro, Interim Director of Procurement  
Doug Stanley, Director of Special Transportation Services  
Don Walker, Director of Finance  
Wendy Williams, Director of Marketing-Planning  
Omar Bryant, Maintenance Manager  
Melissa Castillo, Customer Service Manager  
Barbara Erwin, Safety & Regulatory Compliance Manager  
Anna Jaiswal, Development Planning Manager  
Angelica Jara, Contracts Review Analyst  
Maurice Mansion, Treasury Manager  
Ray Maldonado, Employee Relations Manager  
Kathy McClure, Senior Contract Administrator  
Christine Van Matre, Contracts Administrator  
Julienne Overland-Villegas, Senior Executive Assistant to CEO/General Manager

**LEGAL COUNSEL**

Haviva Shane, Legal Counsel

**B. ANNOUNCEMENTS/PRESENTATIONS**

1. Next Board Meeting: Wednesday, January 10, 2018, 8:00 a.m.  
Omnitrans Metro Facility Board Room
2. Chairman Dailey nominated Member Avila as the new Vice Chair to carry out the remainder of former Vice Chair Pat Gilbreath's term. Member Spagnolo seconded the nomination.

M/S (Dailey/Spagnolo) that elected Member Avila, as Vice Chair to the Omnitrans Board of Directors effective December 6, 2017 and continuing until June 30, 2019. Motion was unanimous by Members present.

**C. COMMUNICATIONS FROM THE PUBLIC**

Patricia Sachs commented that some drivers have expressed that they do not feel supported and cared for by Agency staff. She also stressed the importance that Board Members ride the bus on a frequent basis so that they are fully vested in the service.

Ms. Sachs presented Chairman Dailey with a glass frame. She also talked about a local artist who created "Grippy," a toy gecko, which she brought as a gift for each Board Member. She encouraged the Board to support this artist while at the same time promote Omnitrans and their City by investing in this toy.

Member Ulloa arrived at 8:08 a.m.

**D. POSSIBLE CONFLICT OF INTEREST ISSUES**

There were no Conflict of Interest Issues.

**E. CONSENT CALENDAR**

1. Approve Board Minutes – November 1, 2017
2. Receive and File Administrative & Finance Committee Minutes – August 10, 2017
3. Authorize Release, IFB-MNT18-35, Bus Batteries
4. Authorize Award, Bench Contracts, MNT18-34, (A-B), Vehicle Tires (Non-Revenue) and Related Services
5. Authorize San Bernardino Transit Center Operations and Maintenance Agreement

M/S (Spagnolo/Hagman) that approved Consent Calendar. Motion was unanimous by Members present.

**F. DISCUSSION ITEMS**

1. CEO/General Manager's Report

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

2. Receive and File Omnitrans CTSA Year 1 Presentation

Director of Special Transportation Services, Doug Stanley reviewed the CTSA Year 1 Presentation.

Supervisor Rutherford stated that a former VTrans Board Member made a comment on what a good job Omnitrans had done with the transition of the CTSA Program to Omnitrans, and stated that the efforts were being noticed and appreciated in the community.

Member Spagnolo remarked that as one of the Members who served on the VTrans Board, he recalled a time when there was some opposition to this transition and stated that he was pleased to see the good use of tax payer dollars and the overall positive results. He thanked staff for an outstanding job.

The Board received and filed this presentation.

3. Adopt Calendar Year 2018 Board Meeting Schedule

M/S (Spagnolo/Robertson) that adopted the Calendar Year 2018 Board Meeting Schedule. Motion was unanimous by Members present.

4. Authorize Sole Source Amendment 1 – Contract ITS18-56, TransitMaster Software and Equipment Maintenance Agreement

M/S (Spagnolo/DeLaRosa) that authorized the CEO/General Manager to execute Amendment 1 to Contract ITS18-56 with Trapeze Software Group, Inc. of Cedar Rapids,

IA, to increase the contract by \$286,226, plus a 10% contingency of \$28,623 for a new not-to-exceed amount of \$2,944,439.35. Motion was unanimous by Members present.

5. Authorize Award, Contract MNT18-16, Bus Seat Inserts

M/S (Robertson/Foster) that authorized the CEO/General Manager to award Contract MNT18-16 to Louis Sardo Upholstery, Inc., dba Sardo Bus & Coach Upholstery of Gardena, CA, for the provision of Bus Seat Inserts, ending no later than September 30, 2018, in an amount of \$256,000, plus a ten percent contingency of \$25,600, for a total not-to-exceed amount of \$281,600. Motion was unanimous by Members present.

6. Authorize Award, Contract MKP18-23, Construction of Active Transportation Program (ATP) Safe Routes to Transit Project

M/S (Robertson/Lilburn) that authorized the CEO/General Manager to award Contract MKP18-23 to S&H Civilworks of Colton, CA, for the Construction of the Active Transportation Program (ATP) Safe Routes to Transit Project, ending no later than January 31, 2019, in the amount of \$1,971,355, plus a ten percent contingency of \$197,136, and a 3.27% CAP in the amount of \$70,910, for a total not-to-exceed amount of \$2,239,401. Motion was unanimous by Members present.

**G. PUBLIC HEARING**

There was no Public Hearing scheduled.

**H. BOARD BUSINESS**

There was no Closed Session scheduled.

**I. REMARKS AND ANNOUNCEMENTS**

There was no remarks or announcements.

**J. ADJOURNMENT**

The Board adjourned at 8:34 a.m. The next regular meeting is scheduled Wednesday, January 10, 2018, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

---

Araceli Barajas, Executive Staff Assistant



**ADMINISTRATIVE & FINANCE COMMITTEE  
MINUTES, OCTOBER 12, 2017**

**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, October 12, 2017.

1. Pledge of Allegiance
2. Roll Call

**Committee Members Present**

Council Member Sam Spagnolo, City of Rancho Cucamonga – Committee Chair  
Council Member David Avila, City of Yucaipa  
Council Member Art Bennett, City of Chino Hills  
Council Member Ron Dailey, Loma Linda  
Mayor Carey Davis, City of San Bernardino  
Council Member John Roberts, City of Fontana  
Mayor Pro Tem Sylvia Robles, City of Grand Terrace

**Committee Members Absent**

Mayor Paul Eaton, City of Montclair  
Mayor Pro Tem Alan Wapner, City of Ontario  
Supervisor Curt Hagman, County of San Bernardino

**Omnitrans Administrative Staff Present**

Trischelle Baysden, Director of Rail  
Samuel Gibbs, Director of Internal Audit Services  
Marge Ewing, Director of Human Resources/Safety & Security  
Jacob Harms, Director of Information Technology  
Eugenia Pinheiro, Interim Director of Procurement  
Doug Stanley, Interim Director Special Transit Services  
Don Walker, Director of Finance  
Wendy Williams, Director of Marketing/Planning  
Omar Bryant, Maintenance Manager  
Maurice Mansion, Treasury Manager  
Kathy McClure, Senior Contract Administrator  
John Steffon, Transportation Manager  
Krystal Turner, Contracts Administrator  
Julienne Overland-Villegas, Senior Executive Assistant to the CEO/General Manager

**B. ANNOUNCEMENTS/PRESENTATIONS**

The next Committee Meeting is scheduled Thursday, November 9, 2017, 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 identified.

**E. DISCUSSION ITEMS**

1. Approve Administrative & Finance Committee Minutes – August 10, 2017

M/S (Davis/Roberts) that approved the Committee Minutes of August 10, 2017. Motion was unanimously approved by Members present.

2. Receive and File Director of Finance Report – Price of Compressed Natural Gas

Director of Finance, Don Walker presented this item. He reported that the FY2016 Management Plan included a Strategic Initiative to develop and implement a Comprehensive Fuel Cost Reduction Plan. The two components of the initiative were to 1) Install pipeline gas fueling at East Valley, West Valley, and I Street facilities and; 2) Commence phasing in of CNG Paratransit vehicles. The pipeline gas fueling infrastructure was completed in August 2017 at West Valley, and September 2017 at East Valley. The infrastructure at I Street is in the planning and development phase.

Mr. Walker stated that at the time this item was prepared, only one invoice had been received for pipeline gas since the completion at West Valley. The invoice showed 89,573 therms at a cost of 0.32 cents per therm, for a total cost of \$28,465. This cost represents twenty (20) days of fueling. The transmission charges were also received from So Cal Gas in the amount of \$15,535. The total cost for fuel for the twenty (20) days was \$44,000, with an estimated cost of \$66,000 for the month. Mr. Walker stated that the previous cost for LNG at West Valley was over \$116,000 per month. The chart included in the item provides a cost comparison between the cost of pipeline fuel and LCNG. Based on the annual usage of three (3) million gallons, the estimated savings from transitioning from LCNG to CNG is \$1.9 million per year.

This item was received and filed.

3. Recommend the Board of Directors Receive and File Omnitrans' Fiscal Year Ended June 30, 2017 Financial Audit Statement on Auditing Standards (SAS) 114 Letter

Director of Finance, Don Walker summarized the Financial Audit Statement on Auditing Standards (SAS) 114 Letter prepared for Omnitrans by Certified Public Accounting firm Vavrinek, Trine, Day & Company (VTD). He stated that if there is any member of the Administrative & Finance Committee or the Board of Directors who is aware of a matter that would materially affect the financial statements, they should contact Mr. Roger Alfaro at VTD.

Chair Spagnolo inquired what the project timeframe would be. Mr. Walker responded that the audit is expected to be complete by November 2017.

The Committee received and recommended forwarding this item to the Board of Directors.

4. Recommend the Board of Directors Approve the Re-Evaluations of Two positions and the Revisions to Personnel Policy 402, Salary Ranges; Management Confidential Classifications for Non-Represented Employees

Director of Human Resources/Safety & Security Marge Ewing presented this item. She stated the re-evaluation of the Client Relations Coordinator and Travel Trainer positions in the Special Transportation Service Department is due to an increase in duties and assignments to these positions over the last 18 months. The second part of the item is recommending approval of the revisions to Personnel Policy 402 to reflect the re-classifications.

M/S (Bennett/Davis) that recommended the Board of Directors:

1. Approve the re-evaluation of the Client Relations Coordinator and the Travel Trainer positions, from a level 9 to a level 8, bringing four (4) of the five (5) incumbents to the minimum of the level 8 range effective November 1, 2017. The cost to the FY18 budget would be \$15,661, for the increases to the wage and benefits; and
2. Approve the proposed revision to Personnel Policy 402, Salary Ranges, Management Confidential Classifications for non-represented employees for Motion 1 above.

Motion was approved unanimously by Members present.

5. Recommend the Board of Directors Approve Personnel Policy Manual Proposed Changes

Director of Human Resources/Safety & Security, Marge Ewing presented this item and reviewed the proposed changes. to the following Personnel Policies:

- Policy #106 – Confidential Information & Document Retention. A Confidential Information Policy is already in place; however, a Document Retention Policy is needed. A Resolution was adopted in 2008 stating that Omnitrans would adhere

to government records management guidelines, however approving Policy #106 would formalize a Document Retention Policy.

- Policy #206 - Orientation. All new employees receive orientation from the Human Resources Department. The orientation was missing some important Safety/Security language, which was added to the Policy.
- Policy #304 – Re-classification & Emergency Classification. The language added to this Policy clarified that the re-classification of a position to a different level requires the position to be adjusted within the salary range. A re-classification does not change the position date or the performance evaluation of an incumbent in the position.
- Policy #705 - Disciplinary Action. The updated language provides more clarity on the disciplinary action process for Management and Confidential Employees.

M/S (Roberts/Davis) that recommended the Board of Directors approve the proposed revisions to the following Personnel Policies effective November 1, 2017. Motion was unanimously approved by Members present.

6. Recommend to the Board of Directors Authorize the CEO/General Manager to Approve FY18 Operating Budget Adjustment

Member Avila arrived at 8:15 a.m.

Director of Human Resources/Safety & Security provided some background on this item by stating that the budget brought before the Board in May 2017, did not include a headcount increase and staff has since identified additional staffing needs. Ms. Ewing clarified that the positions are existing positions; however, are vacant and would go through the recruitment process.

M/S (Bennett/Davis) that authorized the CEO/General Manager to increase the FY18 head count and Operating Budget by \$248,564 effective November 1, 2017 for three (3) positions in the following departments:

1. Network Technician, Information Technology (IT)
2. Building Maintenance Mechanic; Maintenance
3. Stops & Stations Worker, Marketing-Planning

Motion was unanimously approved by Members present.

7. Recommend to the Board of Directors Authorize the CEO/General Manager to Announce Call for Projects – 2018 Measure I Specialized Transportation Program

Director of Special Transportation Services, Doug Stanley presented this item. He stated that approval of this item would allow CEO/General Manager to announce a Call for Projects, which invites proposals for funding available through Measure I Funds. Mr. Stanley stated that the proposed projects must improve mobility and coordination for

seniors and persons with disabilities in San Bernardino County. He explained that this Call for Projects will cover FY2019 and FY2020 with approximately \$600,00 in funding. Omnitrans is specifying a maximum amount of \$150,000 per project and applicants may receive up to two (2) years of funding. Mr. Stanley informed the Committee that the proposals will be evaluated by a panel comprised of five (5) agencies based on a criteria set forth in the Public Transit-Human Services Transportation Coordination Plan for San Bernardino County.

M/S (Davis/Roberts) that authorized the CEO/General Manager to announce a Call for Projects - 2018 Measure I Specialized Transportation Program for Fiscal Years FY19 and FY20. Motion was unanimously approved by Members present.

Chair Spagnolo stated that he would ask CEO/General Manger, P. Scott Graham to provide a report to the Board and to the San Bernardino County Transportation Authority on the transition of VTrans to Omnitrans.

#### **F. ADJOURNMENT**

Chair Spagnolo remembered the victims of the recent tragedies in America and those closer to home with the passing of Vice-Chair, Pat Gilbreath and Director of Maintenance, Jack Dooley.

The Administrative and Finance Committee meeting adjourned at 8:24 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, November 9, 2017, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

---

Araceli Barajas, Executive Staff Assistant



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

ITEM #           E3          

**DATE:** January 10, 2018  
**TO:** Board Chair Ron Dailey and Members of the Omnitrans Board of Directors  
**THROUGH:** P. Scott Graham, CEO/General Manager  
**FROM:** Eugenia F. Pinheiro, Interim Director of Procurement  
**SUBJECT: AUTHORIZE RELEASE – IFB-MNT18-60  
AUTOMATIC TRANSMISSION FLUID**

**FORM MOTION**

Authorize the CEO/General Manager to release Invitation for Bids IFB-MNT18-60 for the provision of Automatic Transmission Fluid for a two (2) year base period.

**BACKGROUND**

Omnitrans requires lubricants such as motor oil, automatic transmission fluid, gear oil, etc. to perform preventative maintenance on Omnitrans’ fleet of revenue vehicles. The awarded supplier(s) will provide and deliver oils and lubricants to Omnitrans’ East Valley and West Valley facilities.

In accordance with the 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 for good/services exceeding \$150,000.

**FUNDING SOURCE**

The cost associated with this procurement is budgeted in the Maintenance Department’s Operating budget as follows:

Department Number           1200  
Expenditure Codes           504130

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

Short Range Transit Plan Goal – Expand, maintain and improve existing vehicles, facilities and passenger amenities.

**CONCLUSION**

By proceeding with this solicitation, Omnitrans will have the ability to perform preventative maintenance as needed on Omnitrans fleet of revenue vehicles.

PSG:EFP:KNT

ITEM #           E4          

**DATE:** January 10, 2018

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

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

**FROM:** Douglas L. Stanley, Director of Special Transportation Services

**SUBJECT: FUNDING AGREEMENT BETWEEN OMNITRANS AND HIGHLAND SENIOR CENTER**

**FORM MOTION**

Authorize the CEO/General Manager to execute the funding agreement between Omnitrans and Highland Senior Center in amounts not to exceed \$52,000 in capital expenses to purchase one (1) transit vehicle and \$10,000 in operating expenses for fuel, maintenance and insurance.

*This item was reviewed and recommended for approval by the Administrative and Finance Committee at its December 14, 2017 meeting.*

**BACKGROUND**

Omnitrans, as Consolidated Transportation Services Agency (CTSA) for the San Bernardino Valley subarea is allocated Measure I CTSA funds to improve mobility and/or coordination of transportation services for seniors and/or persons with disabilities in the San Bernardino Valley subarea. Funding for this agreement is available with Measure I CTSA funds.

Highland Senior Center (HSC) is a non-profit organization providing services and activities to the area's seniors. Membership is in excess of 4,000 and serves 300 – 500 seniors daily. HSC desires to enhance their current Transportation Assistance Program (TAP) which provides volunteers to transport seniors to medical appointments, pharmacy, and other vital appointments, by adding transportation to HSC for daily nutrition and other organized events. TAP is funded by the Department of Aging and Adult Services, but funding does not include senior transportation to HSC, and it is that funding limitation the Agreement addresses.

**CONCLUSION**

Staff recommends that the Board of Directors authorize the CEO/General Manager to execute the funding agreement between Omnitrans and Highland Senior Center.

PSG:DS



**FUNDING AGREEMENT  
BETWEEN  
OMNITRANS  
AND  
HIGHLAND SENIOR CENTER**

This Funding Agreement for Measure I funds (“**Agreement**”) by and between Highland Senior Center (“**HSC**”), a non-profit corporation and Omnitrans, a Joint Powers Authority and a Consolidated Transportation Services Agency (“**Omnitrans**”), is entered into this \_\_\_\_ day of \_\_\_\_\_, 2018. HSC and Omnitrans are sometimes individually referred to as “**Party**” and collectively as “**Parties.**”

**RECITALS**

**WHEREAS**, in its capacity as the Consolidated Transportation Services Agency (“**CTSA**”) for the San Bernardino Valley, Omnitrans has the ability to provide Measure I funds to other entities for projects that improve mobility for persons with disabilities, senior citizens, and persons of low income; and

**WHEREAS**, HSC currently operates a Transportation Assistance Program (“**TAP**”) using volunteer drivers for the transportation of seniors to and from medical appointments, shopping, as well as other vital appointments. HSC receives funding for TAP from the Department of Aging and Adult Services (“**DAAS**”); and

**WHEREAS**, HSC would like to expand its TAP service to include providing seniors rides to and from HSC for daily nutrition/lunch, and evening programs not funded by DAAS (“**Expansion Project**”); and

**WHEREAS**, Omnitrans desires to provide capital and operating assistance funds to HSC, on a reimbursable basis, for the Expansion Project; and

**WHEREAS**, the parties wish to enter into this Agreement to document the terms and conditions of Omnitrans funding of the Expansion Project.

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

1. Project Description: HSC will purchase one (1) nine (9) passenger transit vehicle to provide all Expansion Project services, as set forth in HSC’s Expansion Project, attached hereto as Exhibit A. Any proposed amendment to Exhibit A must be agreed to in advance by the parties pursuant to a written amendment.

2. Term: This Agreement will be for a term of one (1) year and shall expire on [date], unless otherwise terminated as provided for in this Agreement or extended by written agreement between the parties.

3. Funding Amount: The amount to be paid to HSC under this Agreement will not exceed \$52,000 in capital expenses and \$10,000 in operating expenses (fuel, maintenance, insurance), unless agreed to in advance by the parties pursuant to a written amendment. In no instance will Omnitrans be liable for any payments or costs for work in excess of this amount, nor for any unauthorized or ineligible costs. Eligible costs shall include expenditures consistent with Measure I.

4. Payment:

- a. On a monthly basis, HSC will provide Omnitrans with an invoice for reimbursement pursuant to Subsections 4.b. and 4.c., below.
- b. Payments for operating expenses to HSC hereunder will be made in arrears. HSC will submit a detailed and properly documented invoice for reimbursement not more often than monthly, which invoice will include: (i) a description of the work performed; and (ii) a detailed accounting of costs incurred.
- c. Payments for capital expenses, including but not limited to vehicles, may be requested in advance, upon presentation of a valid vendor invoice for such purchases.
- d. HSC will be notified within ten (10) business days following receipt of its invoice by Omnitrans of any circumstances or data in HSC's invoice that would cause withholding of approval and subsequent payment. HSC's invoice will include documentation of reimbursable expenses and billed items sufficient for Omnitrans, in its opinion, to substantiate billings. Omnitrans reserves the right to withhold payment of disputed amounts.
- e. At no time shall payments from Omnitrans be used to supplant or replace funding currently provided to HSC by DAAS, or any other funding source for HSC's existing TAP services. HSC shall notify Omnitrans of any potential loss of funding for the existing TAP services within ten (10) business days of learning of the funding loss.

5. Progress Reports: HSC will provide Omnitrans with monthly progress reports on the Expansion Project, as set forth in Exhibit A. In cooperation with Omnitrans, HSC shall develop national ridership data reporting mechanisms sufficient for reporting as part of the NTD (National Transit Database) reporting system, and shall provide such data to Omnitrans monthly.

6. Advisory Committee Participation: HSC shall attend and participate in advisory committee meetings, as mutually agreed upon by Omnitrans and the San Bernardino County Transportation Authority.

7. Compliance with Laws: HSC will comply with all applicable federal, state, and local laws, codes, ordinances, regulations, orders, circulars, and directives, including, without limitation: (i) all regulatory requirements associated with the funding provided to HSC for this Project; (ii) all disability laws; and (iii) non-discrimination and equal opportunity laws. Any failure by HSC to comply with such laws may result in the termination of this Agreement or such other remedy as Omnitrans deems appropriate.

8. Independent Contractor: HSC, and the agents and employees of HSC, in the performance of this Agreement, will act as and be independent contractors, and not officers, employees, or agents of Omnitrans. HSC, its officers, employees, agents, and contractors, if any, will have no power to bind or commit Omnitrans to any decision or course of action, and will not represent to any person or business that they have such power. HSC has and will retain the right to exercise full control of the supervision of the Expansion Project, and over the employment, direction, compensation, and discharge of all persons assisting in the performance of the work funded by this Agreement. HSC will be solely responsible for all matters relating to the payment of its employees and contractors, including but not limited to, compliance with all laws, statutes, and regulations governing such matters.

9. Termination:

- a. Omnitrans may terminate this Agreement for cause by giving HSC a notice of default and intention to terminate the Agreement (“Termination Notice”). The notice will be deemed served and effective for all purposes on the date it is deposited in the U.S. mail, certified, return receipt requested, addressed to HSC at the address indicated in Section 20 below.
- b. Upon receipt of a Termination Notice, HSC shall have 30 days in which to cure the stated violation(s) and to provide to Omnitrans sufficient evidence that the violations have been cured. If HSC has not cured within 30 days of such notice, or has not provided sufficient evidence of such to Omnitrans, the Agreement shall be terminated, effective immediately.
- c. Omnitrans may also terminate this Agreement in the event of Measure I or federal grant funding shortfall, upon 15 days written notice. Such notice will be served and effective as set forth in Subsection 9.a., herein.
- d. Omnitrans may also terminate this Agreement in the event of a funding shortfall for HSC’s existing TAP service, or the failure to provide notice to Omnitrans of such funding shortfall, as required pursuant to section 4.e. In the event HSC fails to provide the notice required pursuant to section 4.e., Omnitrans is not required to give HSC an opportunity to cure such violation.

- e. If Omnitrans issues a Termination Notice or terminates this Agreement due to a funding shortfall, Omnitrans will reimburse HSC for work actually performed up to the effective date of the Termination Notice, subject to the limitations in Section 4, and less any compensation to Omnitrans for damages suffered as a result of HSC's failure to comply with the terms of this Agreement.
- f. HSC will have the right to terminate this Agreement in the event Omnitrans is unable to make required payments. In such event, HSC will provide Omnitrans with seven (7) days written notice of termination. The notice will be deemed served and effective on the date it is deposited in the U.S. mail, certified, return receipt requested, addressed to Omnitrans at the address indicated in Section 20. Omnitrans will make payment to HSC through the date of termination, subject to the provisions of Section 4 above, and less any compensation to Omnitrans for damages suffered as a result of HSC's failure to comply with the terms of this Agreement.

10. Assignment: The parties understand that Omnitrans entered into this Agreement based on the Expansion Project proposed by HSC. Therefore, without the prior express written consent of Omnitrans, this Agreement is not assignable by HSC either in whole or in part.

11. Binding Agreement: This Agreement will be binding on the parties hereto, their assigns, successors, administrators, executors, and other representatives.

12. Time: Time is of the essence in this Agreement and will follow the timeline set forth in Exhibit A, unless modified pursuant to Section 13.

13. Amendments: No alteration or variation of the terms of this Agreement will be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, will be binding on any of the parties hereto.

14. Contractors and Subcontractors: HSC will be fully responsible for all work performed by its contractors and subcontractors. Omnitrans reserves the right to review and approve any contract or agreement to be funded in whole or in part using funds provided under this Agreement in excess of \$25,000.

15. Indemnification. HSC shall defend, indemnify and hold Omnitrans, its directors, officials, officers, employees, agents and/or volunteers free and harmless from any and all liability from loss, damage, or injury to property or persons, including wrongful death, in any manner arising out of or incident to any acts, omissions or willful misconduct of HSC or any of its directors, officials, officers, employees, agents, volunteers, or service providers arising out of or in connection with HSC's performance of this Agreement, including, without limitation, the payment of consequential damages and attorneys' fees. Further, HSC shall defend, at its own expense, including the payment of attorneys' fees, Omnitrans, its officials, officers, employees, agents and/or volunteers in any legal action based upon such acts, omissions or willful

misconduct. HSC shall reimburse Omnitrans, its directors, officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

16. Insurance. HSC shall require all contractors or consultants hired to perform work or services on the Project to obtain, and require their sub-consultants and sub-contractors to obtain, insurance of the types and in the amounts described below and satisfactory to Omnitrans. Such insurance shall be maintained throughout the term of this Agreement, or until completion of the Project, whichever occurs last. Upon request, HSC will provide written certificates evidencing compliance to Omnitrans.

- a. Commercial General Liability Insurance. Occurrence version commercial general liability insurance or equivalent form with a combined single limit of not less than \$1,000,000.00 per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to the Project or be no less than two times the occurrence limit. Such insurance shall:
  - (1) Name Omnitrans, its officials, officers, employees, agents, and consultants as an additional insured with respect to performance of the work or services on the Project and shall contain no special limitations on the scope of coverage or the protection afforded to these insured;
  - (2) Be primary with respect to any insurance or self-insurance programs covering Omnitrans, its officials, officers, employees, agents, and consultants; and
  - (3) Contain standard separation of insured provisions.
- b. Business Automobile Liability Insurance. Business automobile liability insurance or equivalent form with a combined single limit of not less than \$1,000,000.00 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.
- c. Workers' Compensation Insurance. Workers' compensation insurance with statutory limits and employers' liability insurance with limits of not less than \$1,000,000.00 each accident.

17. Audit: An independent auditor shall audit HSC's use of Expansion Project funds no less than annually. HSC agrees to supply Omnitrans with a copy of any audit of Expansion Project related activities performed.

18. Retention and Inspection of Records

- a. HSC, including any contractors or subcontractors, will retain all driver training records and vehicle maintenance and safety records.

- b. Omnitrans or its designee will have the right to review, obtain, copy, and audit all books, records, computer records, accounts, documentation and any other materials pertaining to performance of this Agreement (collectively “Records”), including any Records in the possession of any contractors or subcontractors. HSC agrees to provide Omnitrans or its designee with any relevant information requested and will permit Omnitrans or its designees access to its premises, upon reasonable notice, during normal business hours, for the purpose of interviewing employees and inspecting and copying such Records for the purpose of determining compliance with any applicable federal and state laws and regulations.
- c. HSC further agrees to maintain all Expansion Project Records for a period of four (4) years after final payment under the Agreement or four (4) years from the conclusion or resolution of any and all audits or litigation relevant to this Agreement and any amendments, whichever is later. If so directed by Omnitrans upon expiration of this Agreement, HSC will cause all Records relevant to the Project to be delivered to Omnitrans as depository.

19. Signs: HSC will include the Omnitrans logo and/or Measure I signage on Project related marketing materials and on vehicles operated with Omnitrans funding, including:

- a. Vehicles purchased or operated with Measure I funds shall display signs clearly visible to riders indicating the vehicle is funded in part through Measure I funding.
- b. Signage must conform with approved Measure I signage and be approved by Omnitrans.

20. Notices. All notices hereunder shall be in writing and shall be effective upon receipt. All notices and communications, including invoices, between the Parties to this Agreement shall be either personally delivered, sent by first-class mail, return receipt requested, or sent by overnight express delivery service, postage or other charges fully prepaid, as follows:

TO OMNITRANS:

TO HIGHLAND SENIOR CENTER:

Omnitrans  
 1700 West Fifth Street  
 San Bernardino, CA 92411  
 ATTN: Director Special Transportation  
 Services

Highland Senior Center  
 3102 Highland Avenue  
 Highland, CA 92346  
 ATTN: Executive Director

21. Waivers: No waiver of any breach of this Agreement will be held to be a waiver of any prior or subsequent breach. The failure of Omnitrans to enforce at any time the provisions of this Agreement or to require at any time performance by HSC of these provisions, will in no way be

construed to be a waiver of such provisions nor to affect the validity of this Agreement or the right of Omnitrans to enforce these provisions.

22. Litigation: HSC will notify Omnitrans immediately of any claim or action undertaken by it or against it that affects or may affect this Agreement or Omnitrans, and will take such action with respect to the claim or action as is consistent with the terms of this Agreement and the interests of Omnitrans.

23. Non-Liability of Omnitrans: Omnitrans shall not be liable to HSC or any third party for any claim for loss of profits or consequential damages. Further, Omnitrans shall not be liable to HSC or any third party for any loss, cost, claim or damage, either direct or consequential, allegedly arising from a delay in performance or failure to perform under this Agreement.

24. Costs and Attorneys' Fees: If either party commences any legal action against the other party arising out of this Agreement or the performance thereof, the prevailing party in such action may recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and reasonable attorneys' fees.

25. Governing Law and Choice of Forum: This Agreement will be administered and interpreted under California law as if written by both parties. Any litigation arising from this Agreement will be brought in the Superior Court of San Bernardino County.

26. Integration: This Agreement represents the entire understanding of Omnitrans and HSC as to those matters contained herein and supersedes all prior negotiations, representations, or agreements, both written and oral. This Agreement may not be modified or altered except in accordance with Section 13.

27. Severability: If any term or provision of this Agreement or the application thereof to any person or circumstance will, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those to which it is invalid or unenforceable, will not be affected thereby, and each term and provision of this Agreement will be valid and will be enforced to the fullest extent permitted by law, unless the exclusion of such term or provision, or the application of such term or provision, would result in such a material change so as to cause completion of the obligations contemplated herein to be unreasonable.

28. Headings: The headings of the various sections of this Agreement are intended solely for convenience of reference and are not intended to explain, modify, or place any interpretation upon any of the provisions of this Agreement.

29. Authority: Each person signing this Agreement on behalf of a party hereby certifies, represents, and warrants that he or she has the authority to bind that party to the terms and conditions of this Agreement.

30. Ownership; Permission: Omnitrans represents and warrants that all materials used in the performance of the Project work, including, without limitation, all computer software materials and all written materials, are either produced or owned by HSC or that all required permissions and license agreements have been obtained and paid for by HSC. HSC will defend, indemnify and hold harmless Omnitrans and its directors, officers, employees, and agents from any claim, loss, damage, cost, liability, or expense to the extent of any violation or falsity of the foregoing representation and warranty.

31. Counterparts: This Agreement may be executed in multiple counterparts, each of which will constitute an original, and all of which taken together will constitute one and the same instrument.

32. Press Releases: HSC will obtain Omnitrans' prior written approval of any press releases, or other public outreach materials, that include any reference to Omnitrans or depiction of the Omnitrans logo.

IN WITNESS WHEREOF, the PARTIES hereto have executed this Agreement, as of the date first appearing above.

By:

\_\_\_\_\_  
P. Scott Graham  
CEO/General Manager  
Omnitrans

\_\_\_\_\_  
Penny Lilburn  
Executive Director  
Highland Senior Center

Approved as to form:

\_\_\_\_\_  
Omnitrans Legal Counsel

\_\_\_\_\_  
HSC Legal Counsel



## EXHIBIT A

### Expansion Project

***“The mission of Highland District Council on Aging, Inc. / Highland Senior Center is to enrich, maintain, and protect the quality of life of Senior adults.”***

#### Background

The Highland Senior Center (HSC) is a non-profit entity located on the grounds of Patton State Hospital. The HSC is engaged in providing services and activities for the Senior Community located in Highland and surrounding communities. Services and activities include, but are not limited to; physical fitness, daily nutrition, food distribution, a large variety of social activities, travel – both long term and day trips, educational classes, health and welfare events, dinner shows and assorted entertainment events. *Personal transportation is provided through our Transportation Assistance Program or TAP.* Membership rolls are in excess of 4,000 Seniors and the HSC serves 300 – 500 persons on most days.

#### Transportation Assistance Program (TAP)

TAP is a vital component of the Outreach Office at the HSC. TAP Volunteer drivers provide personal transportation for Senior Clients to their medical appointments, pharmacy, shopping, to personal service providers as well as to other vital appointments. TAP provides a critical service to Seniors who can no longer drive themselves or otherwise obtain transportation either due to financial constraints or due to a lack of participation from family members. Previous usage, as well as an aging population, points to an increasing pattern of use and participation so we expect future numbers to exceed our historical average of 500+ trips per month. In addition TAP drivers and Staff provide a meaningful point of contact for homebound Seniors and creates a conduit for the HSC to refer additional services and assistance should it be needed or requested by ailing Seniors.

#### Expansion Services

A specific need exists for additional resources in the form of 1 vehicle with a seating capacity of up to 8 passengers. This vehicle will be utilized to expand our TAP services by;

- Transporting Seniors **to and from** the HSC for our daily nutrition / lunch program. This particular function is not possible under the current parameters of TAP.
- Providing a shuttle service, to and from 55+ communities, for our evening programs and fundraising events.
- Providing transportation into communities that are not currently being served with existing resources as needed to support HSC activities.

<b>Performance Indicators (minimum)</b>	<b>Goal -Year 1</b>	<b>Goal –Year 2</b>
<b># of one-way passenger trips provided to:</b>		
Seniors To/From HSC Nutrition	780	1300
Seniors To/From Evening Programs/Events	84	126
Seniors To/From (Other)	108	168
<b>Total One-Way Passenger Trips:</b>	972	1594

Performance Criteria

Project performance will be evaluated annually, or more frequently as determined by Omnitrans. If participation in the Project is significantly less than anticipated by Omnitrans and HSC, or if Omnitrans determines that the quality of performance by HSC is insufficient, as determined by Omnitrans, Omnitrans may modify this Exhibit A, or terminate this Agreement as provided in Section 9 herein.



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

ITEM #           E5          

**DATE:** January 10, 2018

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

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

**FROM:** Donald Walker, Director of Finance

**SUBJECT: INVESTMENT POLICY STATEMENT FOR 2018**

**FORM MOTION**

Adopt Omnitrans' current Investment Policy Statement to carry forward for period covering January 1, 2018 through December 31, 2018.

*This item was not presented to the Administrative and Finance Committee as there were no substantive changes made to the 2017 Investment Policy.*

**BACKGROUND**

California Government Code Section 53646 requires that each legislative body review and adopt an Investment Policy Statement on an annual basis.

The Investment Policy Statement for 2017, was adopted by the Omnitrans Board of Directors on February 1, 2017. There is no change to the Investment Policy Statement for 2018, other than the period covered. During calendar year 2018, Omnitrans will employ the services of Union Bank for its general banking needs until the end of the contract award no later than September 30, 2022.

At Union Bank, only the projected minimum amount is maintained in the general operating account. The Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) funds created by Proposition 1B are invested in Certificates of Deposits, U.S. Government Securities, and a Government Managed Rate Account (GMRA). All other available cash funds are invested in the Local Agency Investment Fund (LAIF) in accordance with the Investment Policy Statement.

PSG:DW



**INVESTMENT POLICY STATEMENT**  
**JANUARY 1, ~~2017~~ 2018 – DECEMBER 31, ~~2017~~ 2018**

**1. POLICY**

It is the policy of **OMNITRANS** to invest public funds in a manner which will provide maximum security with the highest investment return while meeting the daily cash flow demands of **OMNITRANS** and conforming to all state and local statutes governing the investment of public funds.

**2. SCOPE**

This investment policy applies to the cash funds of Omnitrans, except for its employees retirement system fund, which is administered separately by the California Public Employees' Retirement System (PERS) and the 457 Deferred Compensation Fund, administered separately by the International City/County Management Association Retirement Corporation.

These funds include Operating and Capital Funds.

**3. OBJECTIVE**

Investable funds shall be invested to the maximum extent feasible. The primary goal of the investment program is to maintain safety and liquidity of principal and interest while maximizing returns, minimizing risks and ensuring that funds are available to meet anticipated cash flow requirements.

In the investment of its funds, Omnitrans will be guided by the following principles in order of importance:

3(A) the primary objective is to safeguard investment principal.

- Safety

Safety and the minimizing of risk associated with investing refer to attempts to reduce the potential for loss of principal, interest or a combination of the two. The first level of risk control is found in state law which restricts the particular type of investments permissible for governmental entities. The second level of risk control is reduction of default risk by investing in instruments that appear upon examination to be the most credit worthy. The third level of risk control is reduction of market risk by investing in instruments that have maturities coinciding with planned dates of disbursement, thereby eliminating risk of loss from a forced sale.

3(B) the secondary objective is to maintain sufficient liquidity to ensure that funds are available to meet daily cash flow requirements.

- Liquidity

Liquidity refers to the ability to easily sell at any time with a minimal risk of losing some portion of principal or interest. Liquidity is an important quality for an investment to have, for at any time OMNITRANS may have unexpected or unusual circumstances that result in larger disbursements than expected, and some investments may need to be sold to meet the contingency. Most investments of OMNITRANS are highly liquid.

3(C) the third and last consideration is to achieve a reasonable rate of return or yield consistent with these objectives.

- Yield

Yield is the potential dollar earnings an investment can provide, and also is sometimes described as the rate of return. OMNITRANS attempts to obtain the highest yield possible when selecting an investment, provided that the criteria stated in the Investment Policy for safety and liquidity are met.

#### **4. DELEGATION OF AUTHORITY**

The CEO/General Manager, as the Treasurer of Omnitrans, is hereby authorized to invest or to reinvest the funds of Omnitrans, or to sell or exchange securities purchased all within the meaning, and as limited by the provisions of Government Code Section 53607.

The Finance Director is designated as the Investment Officer of the Agency and is responsible for investment decisions and activities, under the direction of the CEO/General Manager. In the absence of the Finance Director, the CEO/General Manager will designate the temporary Investment Officer.

## **5. RESPONSIBILITY OF INVESTMENT OFFICERS**

Cash management and investment transactions are the responsibility of the Investment Officer. The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

## **6. INDIVIDUALS AUTHORIZED TO UNDERTAKE INVESTMENT TRANSACTIONS**

The following officials are authorized to implement the cash management and investment transactions decisions of the Investment Officer by undertaking investment transactions on behalf of Omnitrans:

- CEO/General Manager
- Director of Finance
- Accounting Manager

## **7. PRUDENCE**

Omnitrans operates its cash investments subject to the "Prudent Investor Standard" which obligates a fiduciary to ensure that:

When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the Agency, that a prudent person acting in the like capacity and familiarity with those matters would use in the conduct of funds of the like character and with like aims, to safeguard the principal and maintain the liquidity needs of the Agency.

Within the limitations of this standard and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.

## **8. SAFEKEEPING**

The investment securities purchased by the Agency shall be held in safekeeping by a designated financial institution, during FY 2002-03 all accounts were moved to Union Bank. The institution shall issue a safekeeping receipt to the Agency listing the specific instrument, rate, maturity and other pertinent information.

Safekeeping procedures shall be reviewed annually by the independent auditor. The independent auditor shall conduct surprise audits of safekeeping and custodial systems.

## **9. ETHICS AND CONFLICTS**

Officers and employees who are directly involved in the investment program shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair the ability to make impartial investment decisions.

## **10. MONITORING AND ADJUSTING THE PORTFOLIO**

The Investment Officer will routinely monitor the contents of the portfolio, the available markets and the relative values of competing instruments, and will adjust the portfolio accordingly.

## **11. INTERNAL CONTROLS**

Internal controls shall be reviewed annually by the independent auditor. The controls shall be designed to prevent a loss of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions.

## **12. INVESTMENT PROCEDURES**

The Finance Department is responsible for establishing separate investment procedures which adhere to and implement this Statement of Investment Policy.

## **13. REPORTING REQUIREMENTS**

The Investment Officer shall, under the direction of the CEO/General Manager, generate a monthly report for management purposes which will include, but not be limited to:

- Type of investment
- Institution
- Date of maturity
- Amount of deposit or cost of security
- Rate of interest
- Statement relating the report to the Statement of Investment Policy
- Statement that there are sufficient funds to meet the next 30 days' obligations

## **14. SHORT-TERM VERSUS LONG-TERM PORTFOLIO**

All funds invested for one day to six months shall be considered short-term. Funds invested for a period in excess of six months shall be considered long-term.

## **15. SHORT-TERM PORTFOLIO DIVERSIFICATION**

The Agency will diversify use of investment instruments to avoid incurring unreasonable risk inherent in overinvesting in specific instruments, individual financial institutions or maturities.

Diversification by Instrument:

- U.S. Government Securities, or it's agencies
- Small Business Administration Loans

- Bankers Acceptance
- Commercial Paper
- Negotiable Certificates of Deposits
- Medium Term Notes
- Repurchase Agreements
- Local Agency Investment Fund (LAIF)
- California Asset Management Program (CAMP)
- California Local Agency Securities System (CLASS)

**16. Maturity Scheduling:**

- Investment maturities of operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (e.g. payroll, contractor’s payments, lease payments, etc.) and considering sizeable blocks of anticipated revenue (e.g. LTF and Federal operating funds).

**17. LONG-TERM PORTFOLIO DIVERSIFICATION**

Instruments and diversification for the long-term portfolio shall be the same type as for the short-term portfolio, but with longer investment periods (over six months).

Maturity scheduling shall be timed according to anticipated needs.

**18. AUTHORIZED INVESTMENTS (G.C. 53601)**

The average maturity of Omnitrans’ investments should not exceed two-and-one-half years, with no single investment being made for over five years, except with legislative approval as authorized under Section 53601 of the California Government Code. At no time should current cash flow requirements be jeopardized.

Omnitrans may invest in the following legal investments as defined in Section 53601 of the California Government Code: 53601. This section shall apply to a local agency that is a city, a district, or other local agency that does not pool money in deposits or investments with other local agencies, other than local agencies that have the same governing body. However, Section 53635 shall apply to all local agencies that pool money in deposits or investments with other local agencies that have separate governing bodies. The legislative body of a local agency having money in a sinking fund or money in its treasury not required for the immediate needs of the local agency may invest any portion of the money that it deems wise or expedient in those investments set forth below. A local agency purchasing or obtaining any securities prescribed in this section, in a negotiable, bearer, registered, or nonregistered format, shall require delivery of the securities to the local agency, including those purchased for the agency by financial advisers, consultants, or managers using the agency's funds, by book entry, physical delivery, or by third-party custodial agreement. The transfer of securities to the counterparty bank's customer book entry account may be used for book entry delivery. For purposes of this section, "counterparty" means the other party to the transaction. A counterparty bank's trust department or separate safekeeping department may be used for the physical delivery of the security if the security is held in the name of the local agency. Where this section specifies a percentage limitation for a particular category of investment, that percentage is applicable only at the date of purchase. Where this section does not specify a limitation on the term or remaining maturity at the time of the investment, no investment



shall be made in any security, other than a security underlying a repurchase or reverse repurchase agreement or securities lending agreement authorized by this section, that at the time of the investment has a term remaining to maturity in excess of five years, unless the legislative body has granted express authority to make that investment either specifically or as a part of an investment program approved by the legislative body no less than three months prior to the investment:

(a) Bonds issued by the local agency, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency or by a department, board, agency, or authority of the local agency.

(b) United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.

(c) Registered state warrants or treasury notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state.

(d) Bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.

(e) Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.

(f) Bankers acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers acceptances may not exceed 180 days' maturity or 40 percent of the agency's money that may be invested pursuant to this section. However, no more than 30 percent of the agency's money may be invested in the bankers acceptances of any one commercial bank pursuant to this section.

This subdivision does not preclude a municipal utility district from investing any money in its treasury in any manner authorized by the Municipal Utility District Act (Division 6 (commencing with Section 11501) of the Public Utilities Code).

(g) Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization (NRSRO). The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or paragraph (2):

(1) The entity meets the following criteria:

(A) Is organized and operating in the United States as a general corporation.

(B) Has total assets in excess of five hundred million dollars (\$500,000,000).

(C) Has debt other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical-rating organization (NRSRO).

(2) The entity meets the following criteria:

(A) Is organized within the United States as a special purpose corporation, trust, or limited liability company.

(B) Has program wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond.

(C) Has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical-rating organization (NRSRO).

Eligible commercial paper shall have a maximum maturity of 270 days or less. Local agencies, other than counties or a city and county, may invest no more than 25 percent of their money in eligible commercial paper. Local agencies, other than counties or a city and county, may purchase no more than 10 percent of the outstanding commercial paper of any single issuer. Counties or a city and county may invest in commercial paper pursuant to the concentration limits in subdivision (a) of Section 53635.

(h) Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit may not exceed 30 percent of the agency's money which may be invested pursuant to this section. For purposes of this section, negotiable certificates of deposit do not come within Article 2 (commencing with Section 53630), except that the amount so invested shall be subject to the limitations of Section 53638. The legislative body of a local agency and the treasurer or other official of the local agency having legal custody of the money are prohibited from investing local agency funds, or funds in the custody of the local agency, in negotiable certificates of deposit issued by a state or federal credit union if a member of the legislative body of the local agency, or any person with investment decision-making authority in the administrative office manager's office, budget office, auditor-controller's office, or treasurer's office of the local agency also serves on the board of directors, or any committee appointed by the board of directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit.

(i) (1) Investments in repurchase agreements or reverse repurchase agreements or securities lending agreements of any securities authorized by this section, as long as the agreements are subject to this subdivision, including the delivery requirements specified in this section.

(2) Investments in repurchase agreements may be made, on any investment authorized in this section, when the term of the agreement does not exceed one year. The market value of securities that underlay a repurchase agreement shall be valued at 102 percent or greater of the funds borrowed against those securities and the value shall be adjusted no less than quarterly. Since the market value of the underlying securities is subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102 percent no later than the next business day.

(3) Reverse repurchase agreements or securities lending agreements may be utilized only when all of the following conditions are met:

(A) The security to be sold on reverse repurchase agreement or securities lending agreement has been owned and fully paid for by the local agency for a minimum of 30 days prior to sale.

(B) The total of all reverse repurchase agreements and securities lending agreements on investments owned by the local agency does not exceed 20 percent of the base value of the portfolio.

(C) The agreement does not exceed a term of 92 days, unless the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity date of the same security.

(D) Funds obtained or funds within the pool of an equivalent amount to that obtained from selling a security to a counterparty by way of a reverse repurchase agreement or securities lending agreement shall not be used to purchase another security with a maturity longer than 92 days from the initial settlement date of the reverse repurchase agreement or securities lending agreement, unless the reverse repurchase agreement or securities lending agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity date of the same security.

(4) (A) Investments in reverse repurchase agreements, securities lending agreements, or similar investments in which the local agency sells securities prior to purchase with a simultaneous agreement to repurchase the security may only be made upon prior approval of the governing body of the local agency and shall only be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state-chartered bank that has or has had a significant banking relationship with a local agency.

(B) For purposes of this chapter, "significant banking relationship" means any of the following activities of a bank:

(i) Involvement in the creation, sale, purchase, or retirement of a local agency's bonds, warrants, notes, or other evidence of indebtedness.

(ii) Financing of a local agency's activities.

(iii) Acceptance of a local agency's securities or funds as deposits.

(5) (A) "Repurchase agreement" means a purchase of securities by the local agency pursuant to an agreement by which the counterparty seller will repurchase the securities on or before a specified date and for a specified amount and the counterparty will deliver the underlying securities to the local agency by book entry, physical delivery, or by third-party custodial agreement. The transfer of underlying securities to the counterparty bank's customer book-entry account may be used for book-entry delivery.

(B) "Securities," for purpose of repurchase under this subdivision, means securities of the same issuer, description, issue date, and maturity.

(C) "Reverse repurchase agreement" means a sale of securities by the local agency pursuant to an agreement by which the local agency will repurchase the securities on or before a specified date and includes other comparable agreements.

(D) "Securities lending agreement" means an agreement under which a local agency agrees to transfer securities to a borrower who, in turn, agrees to provide collateral to the local agency. During the term of the agreement, both the securities and the collateral are held by a third party. At the conclusion of the agreement, the securities are transferred back to the local agency in return for the collateral.

(E) For purposes of this section, the base value of the local agency's pool portfolio shall be that dollar amount obtained by totaling all cash balances placed in the pool by all pool participants, excluding any amounts obtained through selling securities by way of reverse repurchase agreements, securities lending agreements, or other similar borrowing methods.

(F) For purposes of this section, the spread is the difference between the cost of funds obtained using the reverse repurchase agreement and the earnings obtained on the reinvestment of the funds.

(j) Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated "A" or better by a nationally recognized rating service. Purchases of medium-term notes shall not include other instruments authorized by this section and may not exceed 30 percent of the agency's money that may be invested pursuant to this section.

(k) (1) Shares of beneficial interest issued by diversified management companies that invest in the securities and obligations as authorized by subdivisions (a) to (j), inclusive, or subdivisions (m) or (n) and that comply with the investment restrictions of this article and Article 2 (commencing with Section 53630). However, notwithstanding these restrictions, a counterparty to a reverse repurchase agreement or securities lending agreement is not required to be a primary dealer of the Federal Reserve Bank of New York if the company's board of directors finds that the counterparty presents a minimal risk of default, and the value of the securities underlying a repurchase agreement or securities lending agreement may be 100 percent of the sales price if the securities are marked to market daily.

(2) Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 et seq.).

(3) If investment is in shares issued pursuant to paragraph (1), the company shall have met either of the following criteria:

(A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations.

(B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized by subdivisions (a) to (j), inclusive, or subdivisions (m) or (n) and with assets under management in excess of five hundred million dollars (\$500,000,000).

(4) If investment is in shares issued pursuant to paragraph (2), the company shall have met either of the following criteria:

(A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations.

(B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).

(5) The purchase price of shares of beneficial interest purchased pursuant to this subdivision shall not include any commission that the companies may charge and shall not exceed 20 percent of the agency's money that may be invested pursuant to this section. However, no more than 10 percent of the agency's funds may be invested in shares of beneficial interest of any one mutual fund pursuant to paragraph (1).

(l) Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.

(m) Notes, bonds, or other obligations that are at all times secured by a valid first priority security interest in securities of the types listed by Section 53651 as eligible securities for the purpose of securing local agency deposits having a market value at least equal to that required by Section 53652 for the purpose of securing local agency deposits. The securities serving as collateral shall be placed by delivery or book entry into the custody of a trust company or the trust department of a bank that is not affiliated with the issuer of the secured obligation, and the security interest shall be perfected in accordance with the requirements of the Uniform Commercial Code or federal regulations applicable to the types of securities in which the security interest is granted.

(n) Any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five years' maturity. Securities eligible for investment under this subdivision shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by a nationally recognized rating service and rated in a rating category of "AA" or its equivalent or better by a nationally recognized rating service. Purchase of securities authorized by this subdivision may not exceed 20 percent of the agency's surplus money that may be invested pursuant to this section.

53601.1. The authority of a local agency to invest funds pursuant to Section 53601 includes, in addition thereto, authority to invest in financial futures or financial option contracts in any of the investment categories enumerated in that section.

53601.5. The purchase by a local agency of any investment authorized pursuant to Section 53601 or 53601.1, not purchased directly from the issuer, shall be purchased either from an institution licensed by the state as a broker-dealer, as defined in Section 25004 of the Corporations Code, or from a member of a federally regulated securities exchange, from a national or state-chartered bank, from a savings association or federal association (as defined by Section 5102 of the Financial Code) or from a brokerage firm designated as a primary government dealer by the Federal Reserve bank.

53601.6. (a) A local agency shall not invest any funds pursuant to this article or pursuant to Article 2 (commencing with Section 53630) in inverse floaters, range notes, or mortgage-derived, interest-only strips.

(b) A local agency shall not invest any funds pursuant to this article or pursuant to Article 2 (commencing with Section 53630) in any security that could result in zero interest accrual if held to maturity. However, a local agency may hold prohibited instruments until their maturity dates. The limitation in this subdivision shall not apply to local agency investments in shares of beneficial interest issued by diversified management companies registered under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 et seq.) that are authorized for investment pursuant to subdivision (k) of Section 53601.

## **19. DESIGNATED AUTHORIZED INVESTMENTS**

The listing shall be formally designated by Omnitrans and only investments from this designated list will be authorized.

California State Investment Pool (Local Agency Investment Fund or LAIF {Government Code Section 16429.1 – 16429.3}).

California Asset Management Program (CAMP {Government Code Section 6502; Section 53630; Section 53601 and/or 53635}).

California Local Agency Securities System (CLASS {Government Code Section 6502; Section 53630; Section 53601 and/or 53635}).

Whenever possible, bids and offers for any investment security shall be taken from a minimum of two security dealers/brokers, banks, and/or savings and loans. Awards shall be made to the highest responsible bidder or best offer.

All securities purchased must be held in safekeeping by Omnitrans' safekeeping agent, currently Union Bank. The securities shall not be held by the dealer or broker from whom they are purchased. Confirmations for all investments will be reviewed for conformity with the actual transactions. All financial institutions, whether investment banks, dealers, commercial banks or savings and loan institutions must be licensed by the National Association of Security Dealers (NASD) and be approved by the Finance Director before they receive Omnitrans funds or are able to conduct business with Omnitrans. Prior to approval, each financial institution will be physically visited by the Finance Director and/or his/her designee to meet with the principals of the firm and to inspect their offices for stability and financial capabilities. Further, these visitations will continue periodically, preferably annually, on an ongoing basis to ensure eligibility (due diligence). All firms with whom Omnitrans does business will have a strong capital base and be deemed creditworthy before conducting business with such firms. The Finance Director or his/her designee will prescribe minimum standards by which these firms can be judged creditworthy.

Generally, losses are acceptable on a sale of securities prior to maturity and should be taken if (a) the sale proceeds will enhance the overall yield over the life of the new security, or (b) there is a potential imminent risk of principal due to a change in the creditworthiness of the issuer or other factors jeopardizing the propriety or safety and liquidity of public funds.

Where possible, Omnitrans investments shall be placed, confirmed, held, accounted for, and/or audited by different people.

The Finance Director or his/her designee will perform a monthly review of the investment function. This review will consist of:

- Comparison of the investment records to the independent statements and confirmation notices received from brokers, dealers, banks and other financial institutions.
- Review of the contents of the investment portfolio to assure that it conforms with the provisions of this Statement of Investment Policy and the laws of the State of California.
- Review of the financial institutions with whom investments have been made to assure that they have been approved by the Finance Director.

###



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

ITEM #           E6          

**DATE:** January 10, 2018

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

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

**FROM:** Jacob D. Harms, Director of Information Technology

**SUBJECT: ADOPT RESOLUTION NO. 303-18  
AUTHORIZING DESTRUCTION OF RECORDS**

**FORM MOTION**

Adopt Resolution No. 303-18, including Appendix A, authorizing destruction of records in accordance with Omnitrans' Records Management Program.

**BACKGROUND**

Omnitrans' current Records Management Program was initially adopted by the Board of Directors in 1998, with subsequent revisions approved in January 2006 and February 2007. The revision in 2007 incorporated the "Local Government Records Management Guidelines," which requires that a schedule of documents to be destroyed be approved by the Board of Directors on an annual basis.

**CONCLUSION**

Adoption of the resolution will provide Omnitrans with the authority to destroy records as defined in the Records Management Program.

PSG:JDH

**RESOLUTION # 303-18**

**A RESOLUTION OF THE OMNITRANS BOARD OF DIRECTORS, SAN BERNARDINO COUNTY, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF OMNITRANS RECORDS LISTED ON APPENDIX "A."**

WHEREAS, California Government Code Section 34090 provides for the destruction of records that are no longer required, with the approval of the legislative body by resolution and the written consent of the Agency's Attorney; and

WHEREAS, the records listed on Appendix "A" have been determined to no longer be required by Omnitrans.

NOW THEREFORE BE IT RESOLVED that the Director of Information Technology is hereby authorized to destroy the records listed on Appendix "A".

I HEREBY CERTIFY that the foregoing resolution was duly adopted by the Omnitrans Board of Directors, at their regular meeting held on the 10th day of January 2018, by the following vote to wit:

AYES:

NOES:

ABSENT:

---

P. Scott Graham, CEO/General Manager  
Secretary, Omnitrans Board of Directors

The foregoing resolution is hereby approved this 10th day of January 2018.

---

Ron Dailey, Chair  
Board Chair, Omnitrans Board of Directors

Approved as to form:

---

Haviva Shane  
Counsel for Omnitrans



**APPENDIX "A"**  
**LIST OF OMNITRANS RECORDS TO BE DESTROYED**  
**January 10, 2018**

<b>FILE NAME</b>	<b>YEARS TO DESTROY</b>
<b><u>ALL DEPARTMENTS</u></b>	
Correspondence Files	FY 2014 & prior
Departmental Copies of Budgets	FY 2013 & prior
Departmental Copies of Accounts Payable Records	FY 2013 & prior
Departmental Copies of Accounts Receivable Records	FY 2012 & prior
Employee Grievance Files - Closed	FY 2008 & prior
Desk Calendars & Diaries	CY 2016 & prior
Telephone Message Books or Slips	CY 2015 & prior
Department Monthly Reports	FY 2015 & prior
<b><u>EXECUTIVE OFFICE</u></b>	
Statement of Economic Interests	CY 2009 and CY 2010
Loss Runs	FY 2013-2014
Claims - (Resolved for more than five years)	Closed prior to 1/31/13
Ethics Training Certs	April 2011 & prior
Management Plans	FY2000 - FY2012
Audio Tapes - Board and Committee Meetings	CY 2012 - CY 2016
<b><u>FINANCE</u></b>	
Accounts Payable Records (With Grant closed and audited for three or more years)	FY 2011 & prior
Accounts Receivable Records	FY 2011 & prior
Annual Budgets	FY 2007 & prior
Balance Sheets	FY 2012 & prior
Banking Records	FY 2012 & prior
Capital Property Records (Inventory)	FY 2010 & prior
External Audits	FY 2007 & prior
Financial Reports and Statements	FY 2007 & prior
FTA and STA Annual Reports	FY 2011 & prior
General Accounting Procedures	FY 2006 & prior
General Accounting Records	FY 2010 & prior
Investments & Insurance Policies (if no open claims)	FY 2010 & prior
Payroll Records	FY 2010 & prior
Profit & Loss Statements	FY 2007 & prior
Tax Returns & Reports	FY 2011 & prior
<b><u>MARKETING</u></b>	
Customer Contact Forms	FY 2014 & prior
Daily Sales Report	FY 2014 & prior
Employee Rideshare Record Forms	FY 2010 & prior
Promotional Contests/Drawings	FY 2014 & prior
Rideshare Affected Sites Files	FY 2012 & prior
<b><u>OPERATIONS</u></b>	
Dispatch Logs	FY 2014 & prior
Service Interruption Reports	FY 2014 & prior
Daily Overtime Logs	FY 2014 & prior
Alternative Transportation Logs	FY 2014 & prior

Field Supervisor Logs	FY 2014	& prior
Schedule Adherence	FY 2014	& prior
Sign-on Sheets	FY 2014	& prior
Nutrition Trip Sheets	FY 2015	& prior
Contract Services Accident Reports (Resolved for over five years)	FY 2017	& prior
Customer Contact Forms	FY 2017	& prior
Waybills	FY 2017	& prior

**HUMAN RESOURCES**

Applications for Employment & Related Documents	CY 2015	& prior
Employee Accident/Incident Reports & Related Documents (Resolved for over five years)	CY 2010	& prior
Employees Personnel Files (Terminated)	CY 2007	& prior
Service Awards Annual Records	CY 2011	& prior

**Safety/Health & Regulatory Compliance**

Employee Health Related Records	CY 1987	& prior
Environmental Related Records (EPA)	CY 1987	& prior
Regulatory Compliance Inspection Reports (with no activity since CY 2003)	CY 2008	& prior
Internal Inspection Reports	CY 2012	& prior
Safety and Health Training Records	CY 2014	& prior

**PLANNING**

Access Fare Structure, Zone Maps, Requests and General Issues	CY 2008	& prior
Annual Service Plan	CY 1997	& prior
Comments on Proposed Regulations	CY 2013	& prior
Comprehensive Operational Analysis Reports	CY 1997	& prior
Cooperative Service Agreements	CY 2007	& prior
Fixed Route Summary Reports	CY 2013	& prior
Fixed Route Surveys - All Routes	CY 2013	& prior
Omnitrans ADA Plan & Workpapers	CY 2008	& prior
On-Board Survey Forms	CY 2015	& prior
Short Range Transit Plan	CY 1997	& prior
Title VI Updates	CY 2010	& prior

CY = Calendar Year      FY = Fiscal Year

**Note:** (All documents connected to an ongoing or active investigation, audit, or legal action are excluded)

**MAINTENANCE**

Operators' Daily Reports	CY 2014	& prior
Supervisors' Reports/Tailgate Forms	CY 2014	& prior
Maintenance Records of Disposed Vehicles	CY 2014	& prior
Work Orders	CY 2014	& prior
A/P Receipts & Statements	CY 2014	& prior
Nextel Bills	CY 2014	& prior
Tire Mileage	CY 2014	& prior
CII List	CY 2014	& prior
Estimate Of Repair	CY 2014	& prior
Period Report Back-Up	CY 2014	& prior
AQMD Inspection Forms	CY 2014	& prior
CNG Daily Inspections	CY 2014	& prior
LCNG Fueling Station Inspection	CY 2014	& prior
Retrofit/Rebuild	CY 2014	& prior

**RESOLUTION #304-18**

**AUTHORIZATION FOR THE EXECUTION OF THE  
CERTIFICATIONS AND ASSURANCES  
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

WHEREAS, OMNITRANS is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing SGR funds to eligible project sponsors (local agencies); and

WHEREAS, OMNITRANS wishes to delegate authorization to execute these documents and any amendments thereto to P. Scott Graham Chief Executive Officer/General Manager; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of OMNITRANS that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that P. Scott Graham Chief Executive Officer/General Manager be authorized to execute all required documents of the SGR program and any Amendments thereto with the California Department of Transportation.

I HEREBY CERTIFY that the foregoing resolution was duly adopted by the Omnitrans Board of Directors, at their regular meeting held on the 10th day of January, 2018, by the following vote, to wit:

AYES:

NOES:

ABSENT:

---

P. Scott Graham, CEO/General Manager  
Secretary, Omnitrans Board of Directors

The foregoing resolution is hereby approved this 10th day of January 2018.

---

Ron Dailey  
Board Chair, Omnitrans Board of Directors

Approved as to form:

---

Haviva Shane  
Counsel for Omnitrans



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

ITEM #           F1          

**DATE:** January 10, 2018

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

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

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

On 5 December the Project Completion Ceremony for the Extension of Metrolink Service to the San Bernardino Transit Center was held. The event was well attended by members of the public and distinguished guests. The speakers included Mayor Davis – Emcee, SBCTA Board President Wapner, Assembly member Reyes, Supervisor Gonzalez, Supervisor Rutherford, Metrolink Board Chair Kotyuk, and Omnitrans Board Chair Dailey. Metrolink began service to the San Bernardino Transit Center on December 16, 2017.

On 11 December Omnitrans was proud to partner with KABC7 and Southern California Firefighters to celebrate the 25<sup>th</sup> Anniversary of the Spark of Love Toy Drive. The Annual “Stuff-A-Bus” Event in Ontario, which we’ve been part of for nearly 15 years, filled an amazing 11 ½ Omnitrans buses with toys for underserved children here in our county! Our Operations, Maintenance and Marketing Departments put in a great deal of effort to make this event a success; it truly is a great community partnership.

On 13 December, Omnitrans and consultant staff conducted a pre-application workshop for Omnitrans’ first-ever Measure I Call for Projects. This Call for Projects will provide transportation funding to successful applicants to provide transportation services to seniors and persons with disabilities. Seventeen representatives from 12 different agencies/organizations attended.

Next steps: Project proposals due January 15, 2018; Proposals reviewed and evaluated February 2018; Funding recommendations presented to Omnitrans A&F Committee March 2018; Funding recommendations present to Omnitrans Board of Directors April 2018; and new programs start FY19 program year.

At the 5 January Executive Committee Meeting the formation of the Rail Ad Hoc Committee was discussed. There was consensus reached that an Ad Hoc Committee will be formed and chaired by Mayor Pro Tem Alan Wapner. At this time, the following Ad Hoc Committee members have been identified: Board Chairman Ron Dailey, Board Vice Chair David Avila, Supervisor Ramos and Mayor Davis. The first item of business for the ad hoc committee will be a review and discussion of the three-party agreement between SCRRA, SBCTA and Omnitrans which details the project roles and responsibilities of each organization.

ITEM #           F2          

**DATE:** January 10, 2018

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

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

**FROM:** Eugenia F. Pinheiro, Interim Director of Procurement

**SUBJECT: AUTHORIZE AWARD – CONTRACT MKP18-33  
BUS STOP TRASH RECEPTACLES**

**FORM MOTION**

Authorize the CEO/General Manager to award Contract MKP18-33 to Tolar Manufacturing Company, Inc. of Corona, CA, for the provision of Bus Stop Trash Receptacles for a two (2) year base period beginning January 16, 2018, and the authority to exercise two (2) single option years tied to the Consumer Price Index (CPI) extending the contracts to no later than January 16, 2022, in the amount of \$269,655, including sales tax, and the authority to exercise two (2) single option years in the amount of \$18,300 plus a ten percent contingency of \$28,796, and a Cost Allocation Plan (CAP) of \$9,312 (3.27% charged on Federal and State portions of \$284,777) for a total not-to-exceed amount of \$326,063, should all option years be exercised.

**BACKGROUND**

Omnitrans currently maintains approximately 366 bus shelters and 489 bus benches throughout the service area. Many of the trash receptacles are over 16 years old and are in need of replacement due to vandalism, component failure, and fading paint. This award is for 720 20-gallon pole mounted receptacles and 50 32-gallon pedestal mounted receptacles. High-usage bus stops will have one of each size receptacle installed.

On October 4, 2017, Omnitrans' Board of Directors authorized the release of Invitation for Bids IFB-MKP18-33. Notices were published in two (2) local newspapers of general circulation, two (2) minority papers, and posted on Omnitrans' online bidding system. Four (4) bids were received by the December 12, 2017 deadline and all were found to be responsive.

Listed below are the bid prices from lowest to highest:

<b>Company</b>	<b>Bid Amount*</b>
Tolar Manufacturing Company, Inc. of Corona, CA	\$ 269,655
Jamestown Advanced Products Corp. of Jamestown, NY	\$ 277,423
CSF, Inc. of Grand Rapids, MI	\$ 345,250
Chem-Pak Janitorial & Equipment of San Bernardino, CA	\$ 805,810

\*Calculated with sales tax

Award is recommended to the lowest, responsive, responsible bidder, Tolar Manufacturing. The option years allow for the purchase of up to fifty additional receptacles. Price is deemed to be fair and reasonable based on competition.

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

### **FUNDING SOURCE**

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

<b>FUNDING</b>	<b>GRANT</b>	<b>YEAR</b>	<b>PROJECT NAME</b>	<b>INTERNAL ORDER</b>	<b>AMOUNT</b>
FTA 5307	CA-90-6850	2011	Bus Stop Trash Receptacles	H1132001F	\$28,032
FTA 5307	CA-90-Z009-00	2013	Bus Stop Trash Receptacles	H1330903F	\$70,834
FTA 5307	CA-op-Z112-00	2014	Bus Stop Trash Receptacles	H1430903F	\$162,821
Prop 1B	Prop 1B	2013	Bus Stop Trash Receptacles	H1330923B	\$9,238
Prop 1B	Prop 1B	2013	Bus Stop Trash Receptacles	H1330924B	\$6,809
Prop 1B	Prop 1B	2014	Bus Stop Trash Receptacles	H1430400B	\$15,927
STA	10-09-OMN-B	2010	Bus Stop Trash Receptacles	C101B001S	\$2,007
STA	11-03-OMN-B	2011	Bus Stop Trash Receptacles	H1132001S	\$10,559
STA	14-04-OMN-B	2014	Bus Stop Trash Receptacles	H1430903S	\$19,835
<b>Total</b>					<b>\$326,063</b>

Short Range Transit Plan/Strategic Initiative Supported - This procurement supports Omnitrans' Short Range Transit Plan Goal – Deliver safe, reliable, clean, frequent, convenient, comfortable and equitable service.

### **CONCLUSION**

By proceeding with this award, Omnitrans will improve and maintain the appearance of the bus stops throughout the service area.

PSG:EFF:CVM

ITEM #           F3          

**DATE:** January 10, 2018

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

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

**FROM:** Eugenia F. Pinheiro, Interim Director of Procurement

**SUBJECT: AUTHORIZE AWARD – CONTRACT MNT18-47  
PASSENGER VEHICLES**

### **FORM MOTION**

Authorize the CEO/General Manager to award Contract MNT18-47 to Fairview Ford Sales, Inc. (Fairview Ford) of San Bernardino, CA, for the provision of Fourteen (14) Crossover Utility Vehicles and Four (4) Electric Propulsion Sedans in the amount of \$608,165, plus a ten percent contingency of \$60,817, and a Cost Allocation Plan (CAP) of (3.27% charged on Federal portion of \$535,186) \$17,501 for a total not-to-exceed amount of \$686,483.

### **BACKGROUND**

Omnitrans currently maintains (15) supervisor vans at its East and West Valley locations to facilitate the efficient transport of Omnitrans' field supervisors. Omnitrans' fleet of supervisor vehicles are utilized to maintain time checks for bus routes, supervise coach operators, respond to accidents, and manage various safety-related issues. The current fleet of supervisor vans have reached the end of their useful life and will be replaced by 14 crossover utility vehicles and three (3) all electric propulsion sedans. One (1) electric propulsion sedan will replace a damaged non-revenue relief vehicle and two (2) of the existing non-revenue relief hybrid vehicles will be transferred to the Special Transportation Services (STS) Department for use by the travel trainers.

On October 4, 2017, Omnitrans' Board of Directors authorized the release of Invitation for Bids IFB-MNT18-47. Notices were published in two (2) local newspapers of general circulation, two (2) minority papers, and posted on Omnitrans' online bidding system. Two (2) bids were received by the November 20, 2017 deadline and both were found to be responsive.



Listed below are the bid prices from lowest to highest:

<b>Description</b>	<b>Fairview Ford of San Bernardino, CA</b>	<b>La Costa Motors USA of Carlsbad, CA</b>
Mid-size Crossover Utility Vehicles -14	\$480,850	\$1,031,940
Electric Propulsion Sedans - 4	\$127,314	\$348,480

Pricing is inclusive of a 100,000-mile maintenance plan, warranty, sales tax, Department of Motor Vehicles (DMV) fees, vehicle registration services, permits, delivery costs, labor and commissions.

Award is recommended to the lowest, responsive, responsible bidder, Fairview Ford. Fairview Ford’s maintenance plan includes preventative maintenance, repair, and roadside assistance. Price is deemed to be fair and reasonable based on competition.

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

**FUNDING SOURCE**

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

<b>FUNDING</b>	<b>GRANT</b>	<b>YEAR</b>	<b>PROJECT NAME</b>	<b>INTERNAL ORDER</b>	<b>AMOUNT</b>
FTA	CA-90-Z280-00	2015	Non-Revenue Vehicles	D1521111F	\$521
FTA	CA-2017-148-00	2016	Non-Revenue Vehicles	D1621111F	\$487,368
FTA	CA-2017-032-00	2017	Non-Revenue Vehicles	D1721111F	\$64,798
Prop 1B	Prop 1B	2013	Non-Revenue Vehicles	D1321122B	\$11,001
Prop 1B	Prop 1B	2013	Non-Revenue Vehicles	D1521101B	\$45,897
Prop 1B	Prop 1B	2013	Non-Revenue Vehicles	D1621111B	\$76,898
<b>Total</b>					<b>\$ 686,483</b>

Short Range Transit Plan/Strategic Initiative Supported - This procurement supports Omnitrans’ Short Range Transit Plan Goal – Expand, maintain and improve existing vehicles, facilities and passenger amenities.

**CONCLUSION**

By proceeding with this award, Omnitrans will have the ability to replace its fleet of supervisor vans, add STS vehicles and replace a damaged electric vehicle.

PSG:EFP:KT

ITEM #           F4          

**DATE:** January 10, 2018

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

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

**FROM:** Samuel Gibbs, Director of Internal Audit Services

**SUBJECT: AUTHORIZE DISPOSAL OF SURPLUS CAPITAL ASSETS**

**FORM MOTION**

Authorize the CEO/General Manager to accept requests from Joint Powers Agreement (JPA) member entities first, then 501(c)(3) organizations for surplus capital assets listed on Attachment A. Also authorize the CEO/General Manager to release to auction the remaining surplus assets listed on Attachment A through the current contracted agent, CHP Enterprises dba Ken Porter Auctions of Carson, California.

**BACKGROUND**

On November 5, 2014, the Board of Directors approved offering fully depreciated capital assets to JPA member entities or other governmental entities first, then to 501(c)(3) organizations in “*As Is Condition*” prior to sale at public auction. Attached is a list of vehicles recommended for disposal. The CEO/General Manager will release to auction all remaining surplus assets listed on Attachment A through the current contracted agent, CHP Enterprises dba Ken Porter Auctions. All requests need to be made within 30 days of the January 10, 2018 Board Meeting. Requests can be made to the CEO/General Manager in writing or via e-mail.

Federal Transit Administration (FTA) Circular 5010.1D provides the following guidance on disposition of capital asset with fair market value of less than \$5,000 value:

*“After the service life of project property is reached, rolling stock and equipment with a unit market value of \$5,000 or less, or supplies with a total aggregate market value of \$5,000 or less, may be retained, sold, or otherwise disposed of with no obligation to reimburse FTA. Records of this action must be retained.”*

The goal of FTA’s policy is to ensure that capital assets procured using federal funds remain in service for a substantial portion of its service life, thus ensuring the federal taxpayers obtain an adequate return on their investment.

Omnitrans’ capital asset disposal records show the following average proceeds from vehicles sold at auction:

Heavy-Duty Large Bus	\$4,119
Medium-Duty and Purpose- Built Bus	\$2,038
Light-Duty Small Bus, Cutaways, and Modified Vans	\$1,497

**CONCLUSION**

Providing an opportunity to JPA members, other governmental entities, and nonprofit organizations to purchase vehicles or other capital assets at an affordable cost will add value to the service the organizations can provide to its members of the community. As approved in November 2014, the CEO/General Manager will determine final purchase cost.

With the approval to release the remaining items to auction, valuable storage space will be freed up, Omnitrans will recoup some monetary value for the surplus equipment, and will no longer have to maintain liability coverage on the surplus assets, thereby adding an additional benefit to disposing of the equipment.

PSG:SG

*OMNITRANS**DECOMMISSIONED VEHICLE EVALUATION INSPECTION*

VEHICLE ID NO:	DATE:	CURRENT MILEAGE:
9010	11/17/2017	354,467

OVER ALL VEHICLE CONDITION RATING -

Good condition

TEST DRIVE -

No issues found with engine and transmission performance during test drive

EXTERIOR -

Exterior in fair condition with no major body damage

INTERIOR -

Flooring and body panels in fair condition with minor tears and cracking

Front a/c inoperative

Small accessory switch dash panel broken

UNDERCARRIAGE AND ENGINE COMPARTMENT -

Transmission fluid leaking

Batteries defective and will not hold a charge

WHEELCHAIR LIFT -

No issues found

OMNITRANS

DECOMMISSIONED VEHICLE EVALUATION INSPECTION

---

VEHICLE ID NO:	DATE:	CURRENT MILEAGE:
9011	11/17/2017	356,479

---

OVER ALL VEHICLE CONDITION RATING -

Fair condition

TEST DRIVE -

No issues found with engine and transmission performance during test drive  
Vehicle pulls to the right while driving and needs alignment  
Engine has a cylinder misfire

EXTERIOR -

Exterior in fair condition with no major body damage Possible worn catalytic converter (Exhaust noise) Front tires below legal limit

INTERIOR -

Flooring and body panels in fair condition with minor tears and cracking

UNDERCARRIAGE AND ENGINE COMPARTMENT -

Worn steering center draglink bar  
Batteries defective and will not hold a charge

WHEELCHAIR LIFT -

Missing left and right platform fold gears

OMNITRANS

DECOMMISSIONED VEHICLE EVALUATION INSPECTION

VEHICLE ID NO.	DATE:	CURRENT MILEAGE:
9013	11/17/2017	361,553

OVER ALL VEHICLE CONDITION RATING -

Good condition

TEST DRIVE -

No issues found with engine and transmission performance during test drive

EXTERIOR -

Exterior in fair condition with no major body damage  
Front tire tread below legal limit

INTERIOR -

Flooring and body panels in fair condition with minor tears and cracking  
Front a/c inoperative  
Small accessory switch dash panel broken  
Rear passenger seat fold bracket broken

UNDERCARRIAGE AND ENGINE COMPARTMENT -

Batteries defective and will not hold a charge

WHEELCHAIR LIFT -

Both front and rear drift latch catches missing

OMNITRANS

DECOMMISSIONED VEHICLE EVALUATION INSPECTION

VEHICLE ID NO:	DATE:	CURRENT MILEAGE:
9020	11/17/2017	381,888

OVER ALL VEHICLE CONDITION RATING -

Fair condition

TEST DRIVE -

No issues found with engine and transmission performance during test drive

EXTERIOR -

Exterior in fair condition with no major body damage  
Right side power mirror inoperative  
Front tires below legal limit

INTERIOR -

Flooring and body panels in fair condition with minor tears and cracking  
Front a/c inoperative  
Rear a/c inoperative  
Rear a/c cover broken

UNDERCARRIAGE AND ENGINE COMPARTMENT -

Lower a/c compressor damaged  
Transmission fluid leak  
Batteries defective and will not hold a charge

WHEELCHAIR LIFT -

Fold pressure above 50lbs  
W/C lift door shock worn

OMNITRANS

DECOMMISSIONED VEHICLE EVALUATION INSPECTION

VEHICLE ID NO:	DATE:	CURRENT MILEAGE:
9035	11/17/2017	379,935

OVER ALL VEHICLE CONDITION RATING -

Fair condition

TEST DRIVE -

No issues found with engine and transmission performance during test drive

EXTERIOR -

Exterior in fair condition with no major body damage  
Front tires below legal limit and low air pressure  
Right rear tires below legal limit

INTERIOR -

Flooring and body panels in fair condition with minor tears and cracking  
Front a/c inoperative  
Both power mirrors broken  
Check engine light on  
Rear a/c cover panel falling off / broken

UNDERCARRIAGE AND ENGINE COMPARTMENT -

Front a/c blower housing under hood cracked  
Batteries defective and will not hold a charge

WHEELCHAIR LIFT -

Inner right side pinch cover missing



OMNITRANS

DECOMMISSIONED VEHICLE EVALUATION INSPECTION

VEHICLE ID NO:	DATE:	CURRENT MILEAGE:
9044	11/17/2017	361846

OVER ALL VEHICLE CONDITION RATING -

Good condition

TEST DRIVE -

No issues found with engine and transmission performance during test drive

EXTERIOR -

Exterior in fair condition with no major body damage  
Left mirror internal blinker inoperative

INTERIOR -

Flooring and body panels in fair condition with minor tears and cracking  
Rear a/c unit cover falling off/broken

UNDERCARRIAGE AND ENGINE COMPARTMENT -

Steering drag link worn  
Batteries defective and will not hold a charge

WHEELCHAIR LIFT -

Left side pinch cover missing  
Safety drift catch latches missing

OMNITRANS

DECOMMISSIONED VEHICLE EVALUATION INSPECTION

VEHICLE ID NO:	DATE:	CURRENT MILEAGE:
9045	11/28/2017	348,631

OVER ALL VEHICLE CONDITION RATING -

Fair condition

TEST DRIVE -

No issues found with engine and transmission performance during test drive  
Vehicle pulls to the left while braking (alignment needed)

EXTERIOR -

Exterior in fair condition with no major body damage  
Front tires below legal limit  
Power mirrors inoperative  
Top rear brake light out

INTERIOR -

Flooring and body panels in fair condition with minor tears and cracking  
Lower driver dash panel broken  
After marked aux circuit board intermittently working causing rear a/c and wheel chair lift to cut out  
Front a/c inoperative

UNDERCARRIAGE AND ENGINE COMPARTMENT -

Batteries defective and will not hold a charge

WHEELCHAIR LIFT -

Both left and right side drift catch latches missing  
Low hydraulic fluid  
Manual pump worn leaking  
Threshold warning alarm inoperative

OMNITRANS

DECOMMISSIONED VEHICLE EVALUATION INSPECTION

VEHICLE ID NO:	DATE:	CURRENT MILEAGE:
9048	11/17/2017	367,378

OVER ALL VEHICLE CONDITION RATING -

Good condition

TEST DRIVE -

No issues found with engine and transmission performance during test drive

EXTERIOR -

Exterior in fair condition with no major body damage  
Left side power mirror inoperative

INTERIOR -

Flooring and body panels in fair condition with minor tears and cracking  
panel above drivers area damaged and shifted forward  
Rear a/c cover falling down/broken  
Rear a/c inoperative

UNDERCARRIAGE AND ENGINE COMPARTMENT -

Batteries defective and will not hold a charge

WHEELCHAIR LIFT -

Floor level position out of adjustment

OMNITRANS

DECOMMISSIONED VEHICLE EVALUATION INSPECTION

VEHICLE ID NO:	DATE:	CURRENT MILEAGE:
909	11/28/2017	355,426

OVER ALL VEHICLE CONDITION RATING -

Good condition

TEST DRIVE -

No issues found with engine and transmission performance during test drive

EXTERIOR -

Exterior in fair condition with no major body damage Power mirrors inoperative

INTERIOR -

Flooring and body panels in fair condition with minor tears and cracking  
Rear a/c inoperative  
Rear a/c cover damaged and falling off  
Emergency brake dash light out  
Two rear passenger seat fold brackets broken

UNDERCARRIAGE AND ENGINE COMPARTMENT -

Batteries defective and will not hold a charge  
Rear differential leaking

WHEELCHAIR LIFT

Right outer pinch cover missing  
Right side hand rail bent and hitting wheelchair lift door



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

ITEM #         F5        

**DATE:** January 10, 2018

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

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

**FROM:** Wendy Williams, Director of Marketing and Planning

**SUBJECT: MOBILE FARES UPDATE**

### **FORM MOTION**

Receive and file an update on the implementation of mobile fares by Omnitrans.

*Presentation by Zachary Browne of Token Transit and Omnitrans Customer Service Manager Melissa Castillo.*

### **BACKGROUND**

On June 7, 2017 the Omnitrans Board approved 1) a change to Omnitrans' Fare Policy to include digital fares as a payment type; and 2) a change to Omnitrans' Pass Sales Outlet Program to include mobile digital pass sales outlets that sell digital fares via a mobile application. This allowed Omnitrans to establish an agreement with Token Transit to act as a mobile digital pass sales outlet. The Board requested that an update on the mobile fares program be provided after six months.

After executing the outlet agreement with Token Transit, Omnitrans commenced work on a six-week implementation plan which included: account set up, data and fund transfer protocols, training for Operations and Customer Service staff, ticket-of-the-day monitor displays for coach operators, live testing, notifications to neighboring transit agencies, customer education and marketing materials. To entice riders to try mobile fares, Omnitrans offered a 50 percent discount on the customer's first 7-day or 31-day pass purchase through December 31, 2017.

Token Transit began selling Omnitrans fare media on August 21, 2017. All fare types are offered: single-ride, 1-day, 7-day and 31-day passes; in all fare categories: full fare, youth, veteran, senior/disability/Medicare. The Token Transit mobile app requires that a customer download the free app on a smart phone or tablet, then set up an account tied to a mobile phone number and a credit card. Fares are purchased in advance and stored in a pass wallet until use. Upon boarding, the customer activates the pass and shows it to the coach operator as proof of payment. Built-in security features include a different color scheme and photo each day, animated text and real time display. Customers purchasing discounted fares are required to confirm their eligibility and then

are required to show qualifying ID when boarding. Also, a person can purchase a pass for another person and send it to that person's phone.

Token Transit receives a ten percent commission for passes sold through their app. In comparison, Omnitrans provides a three to five percent commission to retail outlets depending on volume. Additionally, all mobile digital purchase transactions involve credit card transaction fees which typically are three to five percent; these costs are absorbed in Token Transit's commission fees. With mobile digital passes, Omnitrans also avoids costs related to printing, shipping, returns, and accounts receivable costs associated with the traditional pass sales outlet. As compared to on board cash purchases, Omnitrans avoids the cost of cash handling. There are no ongoing maintenance or customer support fees associated with Token Transit.

Token Transit is currently selling fare media for more than two dozen transit agencies across the county. The agreement with Token Transit is non-exclusive and subject to cancellation with a 30-day notice. To date, one other mobile fare provider contacted Omnitrans for consideration to become a mobile pass outlet; however that vendor did not meet the established criteria. Mobile payment technology options are evolving quickly. By adopting a non-exclusive outlet approach instead of issuing a multi-year exclusive contract, Omnitrans has the flexibility to adapt to future technology advances.

## **RESULTS**

Omnitrans customers have responded positively to the mobile fare payment option offered through the Token Transit app, with sales and use steadily increasing over time. Mobile fares have been used on all Omnitrans routes, by all customer types and fare categories. From the August 21, 2017 launch through December 31, 2017, a total of 25,728 mobile fare purchases were made by 4,260 unique customers, generating \$178,949 in gross sales revenue. By December, mobile fares accounted for 5.6 percent of all passenger boardings, up from 3.3 percent in September.

Customers give the Token Transit mobile payment option high marks. In a December survey of customers who have used the mobile fare app, over 91% were satisfied. Prior to using mobile fares, over 60% of those surveyed said they previously purchased fares on board using cash. Correspondingly, the top reason for switching to mobile fare was no longer needing to have cash on board (33%). Customers of all ages are using mobile fares. The highest use is among those 20 to 29 years old (33%) while the lowest usage is by those 60 and older (4%). Usage by age groups is similar to Omnitrans' overall ridership age demographic percentages. Omnitrans Coach Operators also have provided positive feedback and commented that mobile passes help to speed boarding time compared to other types of fare payment.

Additional details are provided in the attached presentation.

## **NEXT STEPS**

Omnitrans has begun initial conversations with organizations who are interested in providing mobile passes to their members. Token Transit can provide an administrative portal for distribution partners to send mobile fares via smart phones to individuals or a group of recipients.

Recipients receive a text message prompting them to download the Token Transit app to start using their pass. Token Transit then provides a statement detailing related pass transactions, which Omnitrans will use to invoice the distribution partner.

As the use of mobile fares increases, Omnitrans intends to add on board fare validation equipment to further speed the boarding process and minimize opportunities for fare evasion. This equipment would also generate useful passenger data. Token Transit will begin deploying validation beacons in April 2018.

PSG:WW:MC



***OmniTrans***

# Token Transit + OmniTrans

Bus Passes On Your Phone



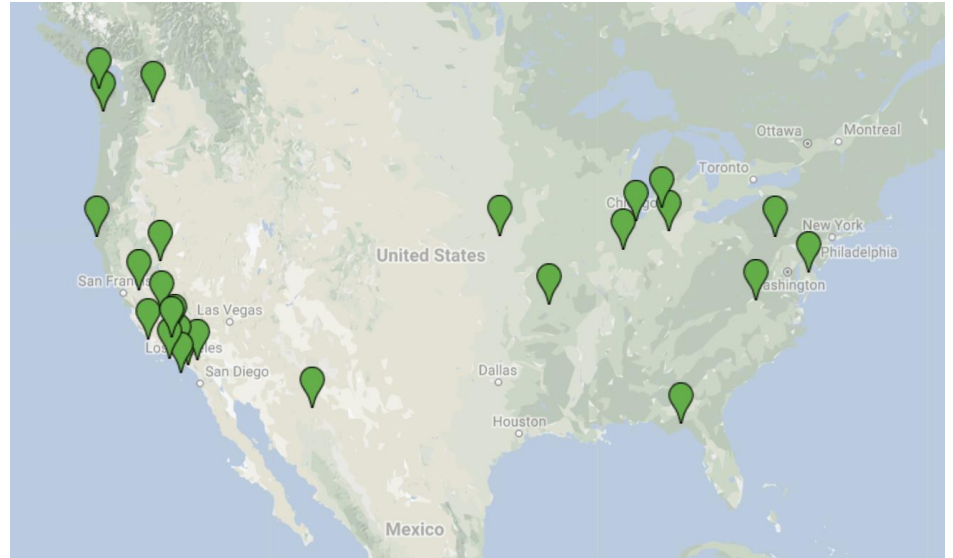
# Who We Are

Token Transit, Inc. develops a **turnkey** software-as-a-service **transit pass distribution platform** that is complete, ready to launch, and for **any agency**.

Founded by a **team of former Google and Apple engineers**, we have **decades of experience** building secure and scalable software. None of us own a car.

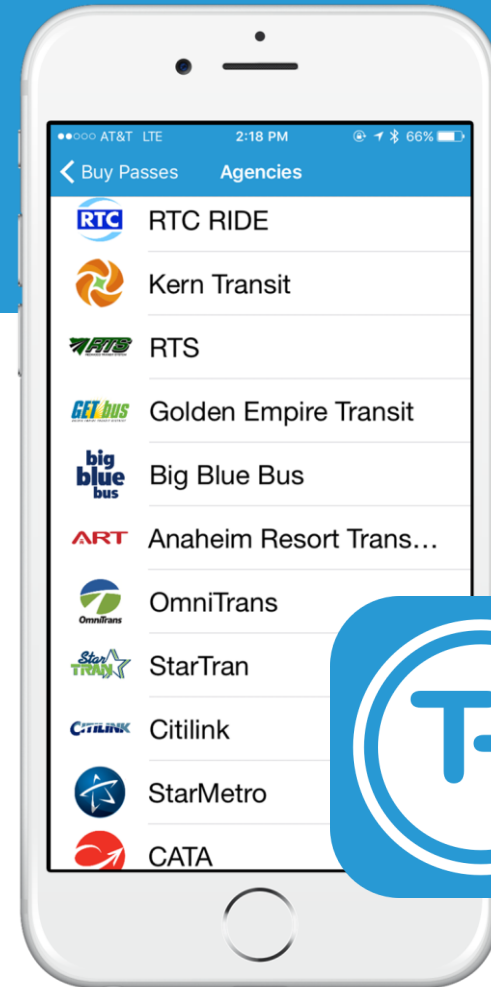


# 27 Agencies Nationwide

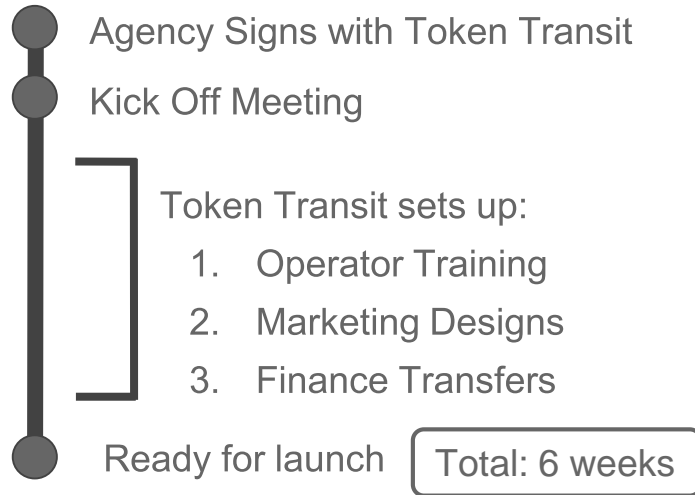


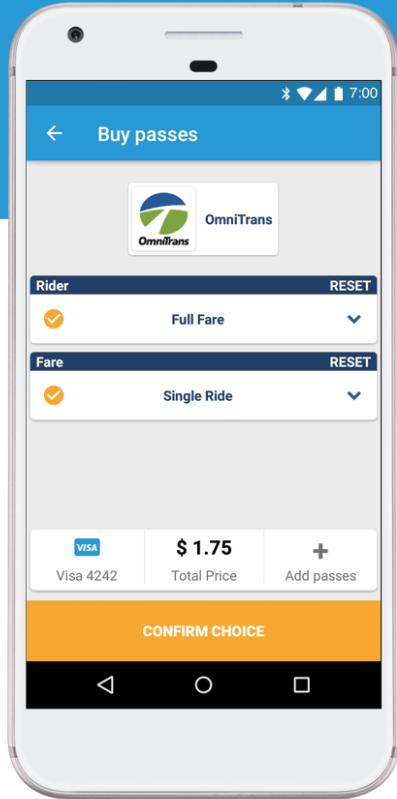
# One App, Many Agencies

- *App chooses agencies near you*
- *Each agency has full autonomy*
- *New features benefit all agencies*
- *Honors interagency transfer agreements*

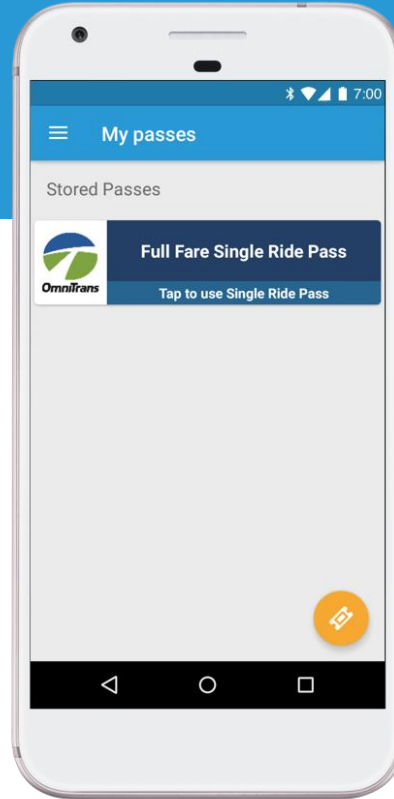


# Launch in 6 weeks





*Purchase Pass*

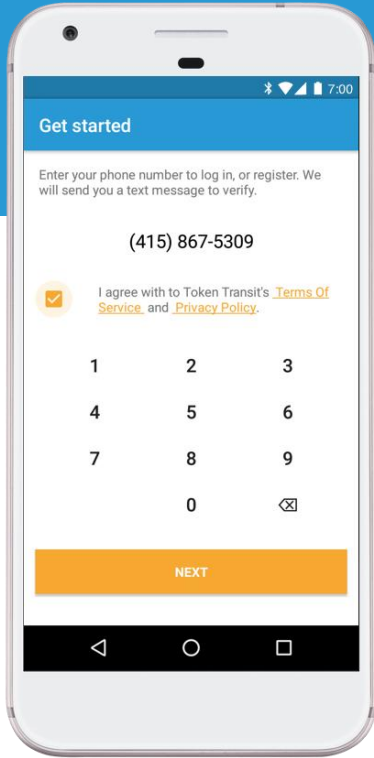


*Tap to use Pass*

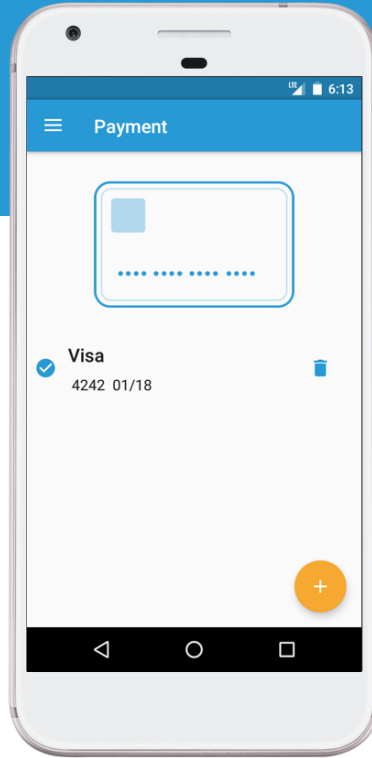


*Show Ticket to Board*

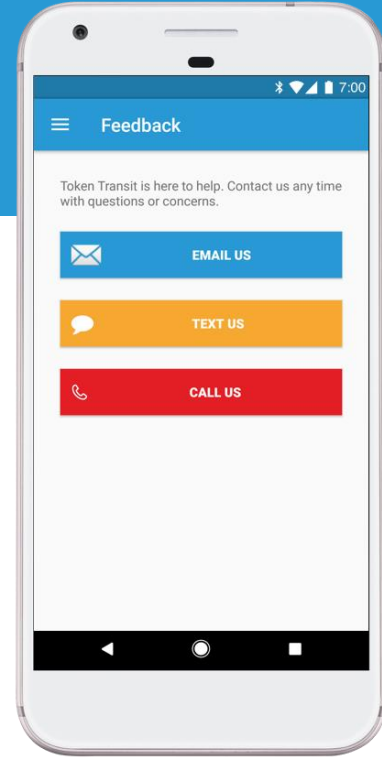




*Sign up with  
Phone Number*



*Payment Info  
Stored Securely*

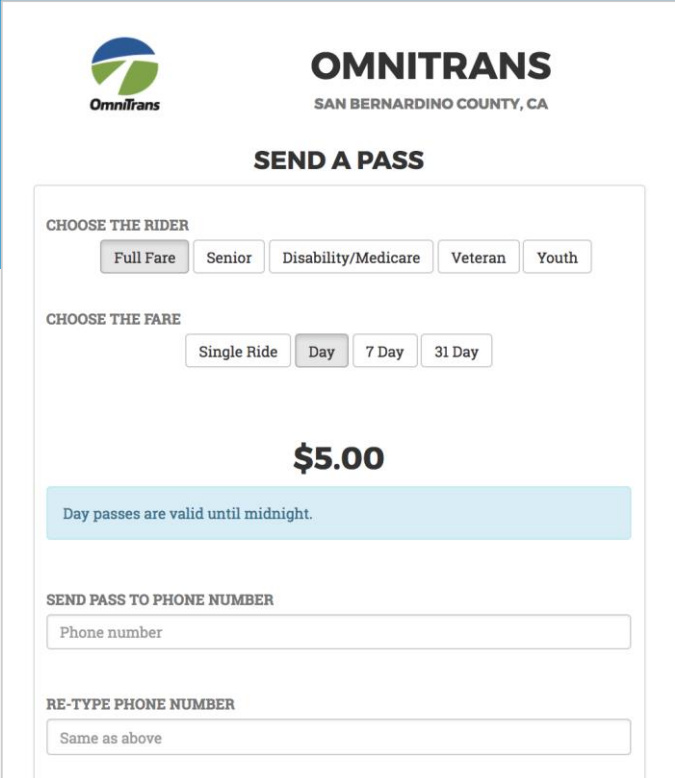


*Customer  
Support In App*



# Text Passes

- Anybody from internet can send
- Recipient receives a text with pass
- Used by parents, social services, etc.



The screenshot shows the Omnitrans website interface for sending a pass. At the top left is the Omnitrans logo, and at the top right is the text 'OMNITRANS SAN BERNARDINO COUNTY, CA'. The main heading is 'SEND A PASS'. Below this, there are two sections: 'CHOOSE THE RIDER' and 'CHOOSE THE FARE'. The 'CHOOSE THE RIDER' section has five buttons: 'Full Fare', 'Senior', 'Disability/Medicare', 'Veteran', and 'Youth'. The 'CHOOSE THE FARE' section has four buttons: 'Single Ride', 'Day', '7 Day', and '31 Day'. The price '\$5.00' is displayed prominently in the center. Below the price, a light blue box contains the text 'Day passes are valid until midnight.' At the bottom, there are two input fields: 'SEND PASS TO PHONE NUMBER' with a placeholder 'Phone number', and 'RE-TYPE PHONE NUMBER' with a placeholder 'Same as above'.



# Bulk Pass Distribution

- Instantly put transit passes in thousands of pockets
- Create pass programs in minutes
- Reduce hassles of paper and pick up

## UCLA BRUINGO! 5-PACK MOBILE PASS

Welcome to the UCLA BruinGO! 5-Pack – part of the [Big Blue Bus \(BBB\)](#) mobile pass pilot program. Enter your phone number and email address below to register for the program and receive two free 5-Pack passes.

### PHONE

### NAME (OPTIONAL)

### EMAIL

**REGISTER FOR PASS**

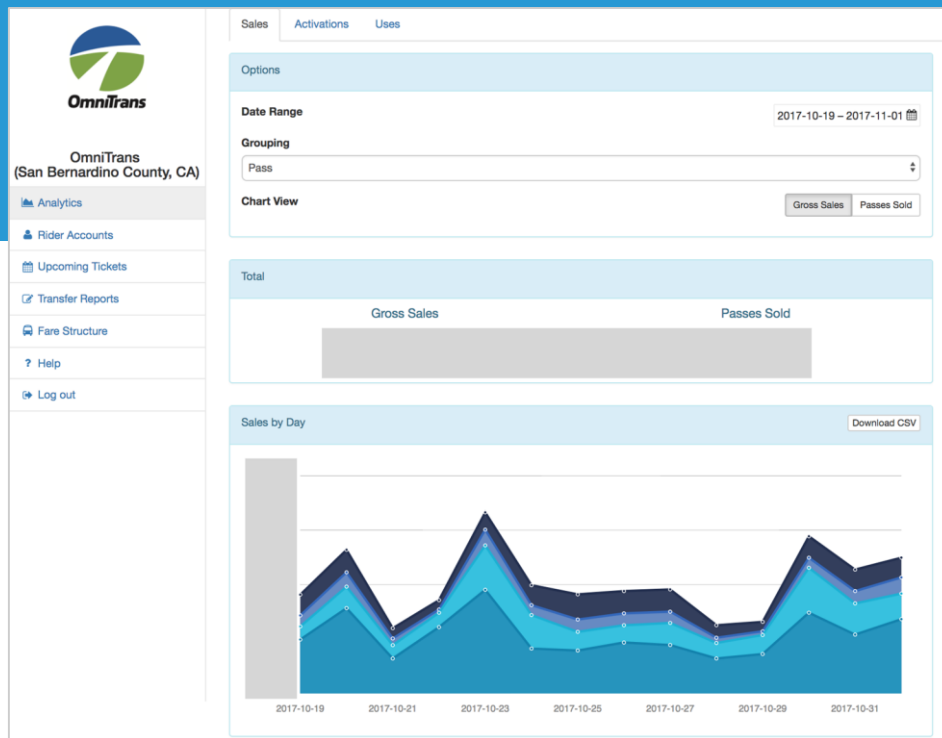
<http://www.tokentransit.com/bruingo>





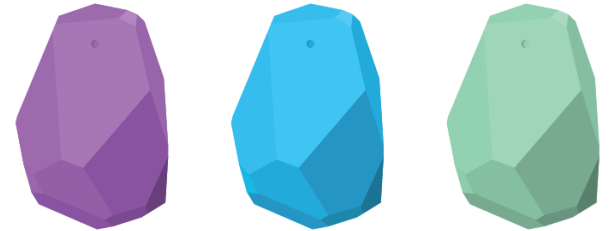
# Analyze the Data

- Track pass sales
- Conduct customer service
- Edit agency fares



# Validator Beacons

- *Fast Phone Tap Boarding*
- *NTD Approved for Data Reporting*
- *Stop-level Origin-Destination Data*
- *Deployment with agencies in spring 2018*





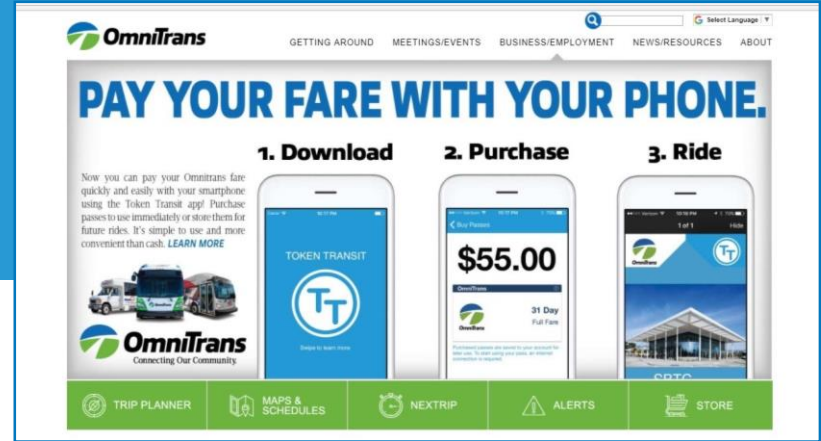
# Implementation

OmniTrans Cross-Departmental Team & Token Transit Partnership

Internal Communication Channels

Extensive Staff Training

Multimedia Marketing Campaign

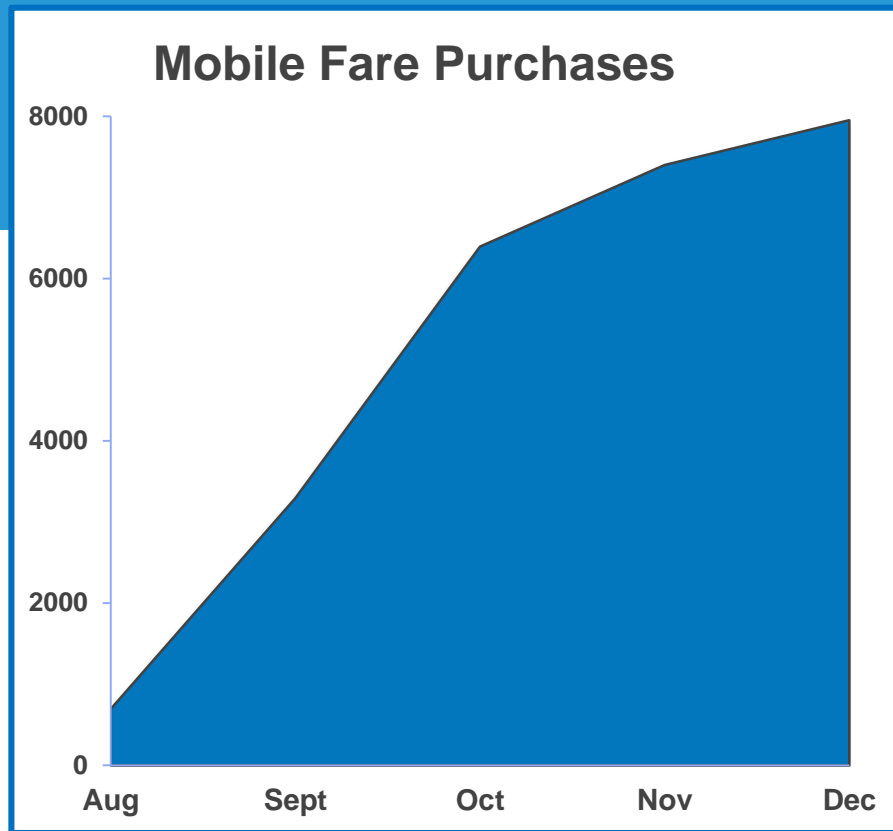


## Trends

Launch Date: August 21, 2017

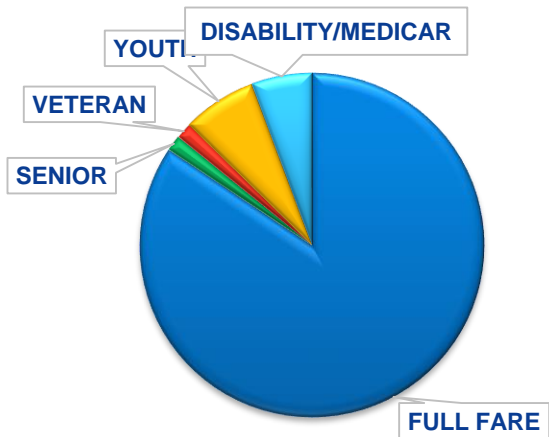
Results through December 2017

- Unit Sales: **25,728**
- Unique Customers: **4,260**
- Revenue: **\$178,949**
- Percent of Boardings: **5.6% in Dec.**
  - Up from **3.3% in Sept.**

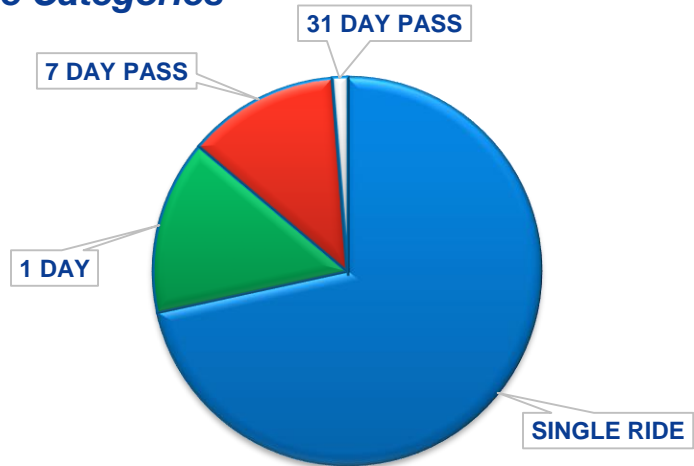


## Trends – Fares Purchased

### Mobile Fare Customer Categories



### Mobile Fare Fare Categories



## Trends

### Activations by Location



## Customer Feedback

### December 2017 Customer Survey

- **91% of Respondents Satisfied**  
**Convenience, No Need for Cash, Simple**
- **77% made multiple purchases**
- **Pre-Mobile Fare: 60% paid cash onboard**
- **Highest Age usage: 20-29 @ 33%**

Age	Token Users	All Riders
<20	15%	18%
20-29	33%	31%
30-39	22%	17%
40-49	14%	14%
50-59	12%	12%
60+	4%	8%



## Next Steps

Organization Sales

Distributor Organizations

Administrative Portal

On Board Validators

Reduce Fare Evasion

Decrease Boarding Time

Passenger Data

# PAY YOUR FARE WITH YOUR PHONE.



 **Token Transit**<sup>®</sup>

Now you can pay your Omnitrans fare quickly and easily with your smartphone using the Token Transit app! It's secure, simple and more convenient than cash. Text "TOKEN" to 41411 to get started.

 **OmniTrans**  
Connecting Our Community.



OMNITRANS.ORG 1-800-9-OMNIBUS





# QUESTIONS?