



**BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, JUNE 5, 2019 – 8:00 A.M.**  
**OMNITRANS METRO FACILITY**  
**1700 WEST 5<sup>TH</sup> STREET**  
**SAN BERNARDINO, CA 92411**

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

**A. CALL TO ORDER**

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

**B. ANNOUNCEMENTS/PRESENTATIONS**

1. Next Board Meeting: Wednesday, July 10, 2019 – 8:00 a.m.  
Omnitrans Metro Facility Board Room
2. Recognition of Omnitrans APTA Safety and Security Awards and Roadeo Team- *Connie Raya*

**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.

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**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 #E11, Action on Consent Calendar.

1. Approve Board Minutes – May 1, 2019
2. Receive and File Administrative & Finance Committee Minutes – April 11, 2019 (A&F 5/9/19)
3. Receive and File Management Plan Strategic Initiatives and Key Performance Indicators, Fiscal Year 2019 Third Quarter Reports - *P. Scott Graham* (A&F 5/9/19)

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**BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, JUNE 5, 2019 – 8:00 A.M.**  
**OMNITRANS METRO FACILITY**  
**1700 WEST 5<sup>TH</sup> STREET**  
**SAN BERNARDINO, CA 92411**

<b>E. CONSENT CALENDAR CONTINUED</b>	
4. Adopt Resolution No. 313-19, Authorizing the CEO/General Manager to Execute all Required Documents and Any Amendments Required to File Funding Applications with Caltrans for the Low Carbon Transit Operations Program (LCTOP) – <i>Maurice Mansion</i>	28
5. Approve the New Position of Rail Operations Analyst and Update to Policy 402 – <i>Suzanne Pfeiffer</i> (A&F 5/9/19)	31
6. Amend the Fiscal Year 2019 Budget and the 2015-2020 Short-Range Transit Plan to Include an Additional \$95,000 in State Transit Assistance Funds (STA) – <i>Maurice Mansion</i>	39
7. Authorize Assignment – Contract HRS15-124, Insurance Broker Services: Health and Supplemental - <i>Eugenia Pinheiro</i>	40
8. Authorize Award – Contract MKP19-64, Architectural and Engineering Services, Bus Stop Improvements – <i>Eugenia Pinheiro</i> (A&F 5/9/19)	41
9. Authorize Award – Contract MKP19-35, San Bernardino Transit Center (SBTC) Site Fence Modification Project – <i>Eugenia Pinheiro</i>	44
10. Authorize Award - Sole Source MNT19-91, Trapeze Spare Parts - <i>Eugenia Pinheiro</i>	46
11. 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>	48
2. Receive and File Summary Information Regarding the March 14, 2019 Board of Directors Workshop – <i>Teri Fisher, Insight Strategies</i>	49
3. Receive and File Overview on Access ADA Paratransit Service – <i>Doug Stanley</i>	89
4. Authorize Award – Contract MNT19-50, Maintenance of the Compressed Natural Gas (CNG) Fueling Facilities at East Valley and West Valley – <i>Eugenia Pinheiro</i>	101
5. Authorize Award – Contract MNT19-78, Bus Painting and Decal Services – <i>Eugenia Pinheiro</i>	104
6. Installation of Vice Chair to the Office of Chair and Elect a new Vice Chair for a Two-Year Term, Beginning July 1, 2019 and Continuing through June 30, 2021 – <i>Chair Ron Dailey</i>	106
<b>G. PUBLIC HEARING</b>	
1. Call for Public Hearing – Federal Transit Administration Section 5307, 5310 and Section 5339 Funds – <i>Maurice Mansion</i>	107
<b>H. BOARD BUSINESS</b>	
<b>Closed Session</b>	
1. Review the Amended and Restated Employment Agreement for P. Scott Graham, Chief Executive Officer/General Manager, effective February 5, 2019 – <i>Haviva Shane</i>	
<b>I. REMARKS AND ANNOUNCEMENTS</b>	
<b>J. ADJOURNMENT</b>	

ITEM #         D1        

**DATE:** June 5, 2019

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

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

**FROM:** Eugenia F. Pinheiro, Contracts Manager

**SUBJECT: DISCLOSURE(S) REGARDING RECOMMENDATIONS FOR  
ACTION BY THE OMNITRANS BOARD OF DIRECTORS**

**FORM MOTION**

Staff hereby provides a listing of principals and subcontractors associated with action items on the agenda for the Board of Director's Meeting scheduled June 5, 2019.

<b>Item</b>	<b>Contract</b>	<b>Principals &amp; Agents</b>	<b>Subcontractors</b>
#E7	Authorize Assignment Contract HRS15-124 Insurance Broker Services	<i>Marsh USA dba Marsh &amp; McLennan Agency LLC San Diego, CA LuAnn McSwiggen Principal/Director Employee Health &amp; Benefits</i>	N/A
#E8	Authorize Award Contract MKP19-64 Architectural and Engineering Services Bus Stop Improvements	<i>Hernandez, Kroone, &amp; Associates, Inc. San Bernardino, CA Richard Hernandez Principal/Project Manager</i>	<i>VCA Engineers, Inc. Alhambra, CA  C. Below Subsurface Imaging Chino, CA</i>
#E9	Authorize Award Contract MKP19-35 San Bernardino Transit Center Site Fence Modification Project	<i>Coastal Iron Works Corp Wilmington, CA James B. Peterson Owner</i>	N/A
#E10	Authorize Award Sole Source Contract MNT19-91 Trapeze Spare Parts	<i>Trapeze Software Group, Inc. Cedar Rapids, IA Eric Herrmann Chief Financial Officer</i>	N/A

<b>Item</b>	<b>Contract</b>	<b>Principals &amp; Agents</b>	<b>Subcontractors</b>
#F4	Authorize Award Contract MNT19-50 Maintenance of the Compressed Natural Gas (CNG) Fueling Facilities at East Valley and West Valley	<i>Clean Energy Newport Beach, CA Robert M. Vreeland Chief Financial Office</i>	<i>Dr. Detail Services Compton, CA</i>
#F5	Authorize Award Contract MNT19-78 Bus Painting and Decal Services	<i>JS Solutions, LLC Riverside, CA Jason Pfitzenreuter</i>	N/A

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

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

### FINANCIAL INTEREST

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

### SIGNATURE

\_\_\_\_\_  
Board Member Signature

\_\_\_\_\_  
Date

ITEM # \_\_\_\_\_ E1 \_\_\_\_\_

**BOARD OF DIRECTORS' MEETING  
MINUTES OF MAY 1, 2019**

**A. CALL TO ORDER**

Chairman Ron Dailey called the regular meeting of the Omnitrans Board of Directors to order at 7:30 a.m., Wednesday, May 1, 2019, at the Omnitrans Facility located at 1700 West 5th Street, San Bernardino, California.

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

**BOARD MEMBERS PRESENT**

Council Member Ron Dailey, City of Loma Linda – Chairman  
Mayor Pro Tem David Avila, City of Yucaipa – Vice Chairman  
Council Member Jeff Allen, City of Grand Terrace - Alternate  
Mayor Pro Tem Denise Davis, City of Redlands - Alternate  
Mayor John Dutrey, City of Montclair  
Supervisor Curt Hagman, County of San Bernardino  
Mayor Pro Tem Larry McCallon, City of Highland - Alternate  
Mayor Frank Navarro, City of Colton  
Council Member John Roberts, City of Fontana  
Mayor Deborah Robertson, City of Rialto  
Supervisor Dawn Rowe, County of San Bernardino  
Supervisor Janice Rutherford, County of San Bernardino  
Council Member Theodore Sanchez, City of San Bernardino - Alternate  
Council Member Sam Spagnolo, City of Rancho Cucamonga  
Mayor Debbie Stone, City of Upland  
Mayor Eunice Ulloa, City of Chino  
Council Member Tem Alan Wapner, City of Ontario

**BOARD MEMBERS NOT PRESENT**

Supervisor Josie Gonzales, County of San Bernardino  
Mayor Cynthia Moran, City of Chino Hills

**OMNITRANS' ADMINISTRATIVE STAFF PRESENT**

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

Shawn Brophy, Director of Operations  
Jeremiah Bryant, Director of Strategic Development  
Jacob Harms, Director of Information Technology  
Suzanne Pfeiffer, Director of Human Resources  
Eugenia Pinheiro, Contracts Manager  
Connie Raya, Director of Maintenance  
Doug Stanley, Director of Special Transportation Services  
Don Walker, Director of Finance  
Wendy Williams, Director of Marketing  
Omar Bryant, Maintenance Manager  
Melissa Castillo, Customer Service Manager  
Barbara Erwin, Safety & Regulatory Compliance Manager  
Adrienne Fernandez, Executive Staff Assistant  
Zachary Foy, Scheduling Analyst  
Ray Maldonado, Employee Relations Manager  
Maurice Mansion, Treasury Manager  
Terry Morocco, Safety & Regulatory Compliance Specialist  
Krystal Turner, Contracts Administrator  
Christine Van Matre, Contracts Administrator

**LEGAL COUNSEL**

Haviva Shane, Legal Counsel

**B. ANNOUNCEMENTS/PRESENTATIONS**

1. Next Board Meeting: Wednesday, June 5, 2019, 7:30 a.m.  
Omnitrans Metro Facility Board Room

**C. COMMUNICATIONS FROM THE PUBLIC**

There were no Public Communications.

**D. POSSIBLE CONFLICT OF INTEREST ISSUES**

There were no Conflict of Interest Issues.

**E. CONSENT CALENDAR**

1. Approve Board Minutes – April 3, 2019
2. Receive and File Executive Committee Minutes – February 1, 2019
3. Receive and File Administrative & Finance Committee Minutes – February 14, 2019
4. Receive and File Plans & Programs Committee – January 23, 2019
5. Receive and File Equal Employment Opportunity Quarterly Report
6. Receive and File Development Project Updates
7. Approve Updates to Policy 402 for Years 2012-2019

8. Adopt Resolution No. 311-19, Authorizing the CEO/General Manager or Designee to Execute All Required Documents and any Amendments Required to File Funding Claims for State and Local Funding Sources with the San Bernardino County Transportation Authority
9. Adopt Resolution No. 312-19, Authorizing the CEO/General Manager to Execute all Required Documents and any Amendments Required to File Funding Applications with Caltrans for the LCTOP Funds
10. Authorize Release Request for Proposals – RFP-ITS19-82, Information Technology Hardware
11. Authorize Release Request for Proposals – RFP-MNT20-07, Hazardous Waste Treatment Transportation and Disposal
12. Authorize Award Sole Source Contract SSR19-87/ISD-19008, Radio and Pager Communication System Access
13. Authorize Award Invitation for Bids – IFB-MNT19-17, Concrete Bus Pad Cal State University San Bernardino (CSUSB)

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

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

1. CEO/General Manager's Report

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

2. Adopt Fiscal Year 2019-2020 Management Plan

CEO/General Manager, P. Scott Graham reviewed the five strategic initiatives included in the FY2020 Management Plan.

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

Supervisor Hagman arrived at 7:46 a.m.

Supervisor Hagman asked that staff look into various options for tracking ridership data and mentioned the importance of exploring new technology. He also recommended that the data be used to determine the most efficient vehicle type to match the service need.

Supervisor Rutherford referred to Initiative #5, Financial Stability and Funding Growth and stated that the Management Plan does not seem to address the financial situation the Agency is facing. She mentioned that she would be looking to the Ad Hoc Committee to address these issues.



Chair Dailey noted that the SBCTA & Omnitrans Ad Hoc Committee met last week and engaged in a robust discussion regarding the Financial White Paper and the issues the Agency is facing. He stated another meeting would be scheduled in the coming weeks to continue the discussion.

Member Dutrey asked when the Strategic Plan would be available. He agreed with the other Members that the ridership data be closely looked at.

M/S (Dutrey/Spagnolo) that adopted Fiscal Year 2019-2020 Management Plan, which outlines the CEO/General Manager's annual operational plan. Motion was passed unanimously by Members present.

3. Receive and File Agency Management Report – Fiscal Year 2019 Third Quarter Report

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

The Board received and filed this report.

4. Adopt Fiscal Year 2019-2020 Budget

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

Member McCallon raised some questions regarding the costs of casualty and liability insurance. He also had some questions about the return on investment rates with Union Bank. Mr. Mansion provided additional information and addressed Member McCallon's questions.

Member Robertson arrived at 8:06 a.m. during the presentation of Item #F4.

M/S (Sanchez/Spagnolo) that adopted Fiscal Year 2019-2020 Budget. Motion was passed unanimously by Members present.

5. Adopt Fiscal Year 2019-2020 Service Plan

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

Member Dailey left the room at 8:15 a.m. and returned at 8:17 a.m.

Chairman Dailey mentioned the issue of productivity versus coverage and stated that this topic is also at the forefront of the Ad Hoc Committee discussions. He noted that two White Papers have been reviewed by the Board of Directors over the past year, which detailed the Agency's financial forecast. He asked that anyone interested in receiving another copy contact Araceli Barajas.

Member Rowe left the room at 8:39 a.m. and returned at 8:42 a.m.

Supervisor Hagman stated that he would like to see more data related to the customer's perspective that could be used for future planning and mentioned perhaps conducting a survey. He suggested a workshop or meeting be held to discuss future transportation trends.

Member McCallon noted that the idea is not to reduce service but rather to look at ways the service can be provided more efficiently.

Member Allen referred to electrification and recommended that extensive research be conducted to ensure product quality prior to installing any infrastructure.

Member Ulloa left the room at 8:54 and returned at 9:01 a.m.

Members Rowe and Allen left the room at 8:54 a.m. and returned at 8:56 a.m.

Member Robertson left the room at 8:54 a.m. and returned at 9:03 a.m.

Member Roberts left the room at 8:58 a.m. and returned at 9:01 a.m.

Chair Dailey left the room at 8:59 a.m. and returned at 9:04 a.m. Vice Chair Avila presided over the meeting until Chairman Dailey returned.

Mayor Navarro left the meeting at 9:06 a.m. and did not return.

M/S (Hagman/Navarro) that adopted Fiscal Year 2019-2020 Service Plan. Motion was passed unanimously by Members present.

#### 6. Adopt Fiscal Year 2019-2020 Marketing Plan

Director of Marketing, Wendy Williams, provided a brief update on this item as detailed in the staff report.

Member Wapner asked if the advertising materials are translated into other languages such as Mandarin. He also asked how the effectiveness of the advertising campaigns are measured. Ms. Williams reviewed several measuring tools used to determine the effectiveness of the various campaigns.

Member Hagman asked if data is available regarding the customers access to smart phones. Ms. Williams responded that a survey was conducted a few years ago and approximately 80% of the people responded that they have access to a smart phone. Member Hagman also suggested that the amount of printed materials be reduced and that customers be encouraged to access information electronically.

Vice Chair Avila recommended focusing some marketing strategies at millennials.

M/S (Hagman/Avila) that Adopted Fiscal Year 2019-2020 Marketing Plan. Motion was passed unanimously by Members present.

7. Authorize Award – Contract MKP19-19, Advertising and Design Services

Contracts Manager, Eugenia Pinheiro, provided a brief background on this item as detailed in the staff report.

Member Sanchez asked what new marketing strategies would be implemented under the new contract.

Susana Andres, Account Services Director, for Celtis stated that there would be an increased focus on minority groups and an expansion of digital tools in addition to other strategies that have been successful with other clients.

M/S (McCallon/Roberts) that authorized the CEO/General Manager to award Contract MKP19-19 to Celtis Ventures, Inc. (Celtis) of Redondo Beach, CA, for the provision of Advertising & Design Services for a three (3) year base period beginning July 1, 2019 and ending June 30, 2022, with the authority to exercise two (2) single option years ending no later than June 30, 2024, for a total not-to-exceed amount of \$3,501,653, should all options be exercised. Motion was passed unanimously by Members present.

8. Authorize Award – Invitation for Bids IFB-STS19-61, Diesel and Unleaded Fuels

Contracts Manager, Eugenia Pinheiro, provided a brief update on this item as detailed in the staff report.

M/S (McCallon/Avila) that authorized the CEO/General Manager to award Contract STS19-61 to Merrimac Petroleum Inc. dba Merrimac Energy Group of Long Beach, CA, for the provision of Diesel and Unleaded Fuels for a three (3) year base period beginning July 1, 2019, and ending June 30, 2022 with the authority to exercise two (2) single option years and ending no later than June 30, 2024, in the amount of \$2,500,000, plus a ten percent contingency of \$250,000, for a total not-to-exceed amount of \$2,750,000, should all options be exercised. Motion was passed unanimously by Members present.

9. Authorize Award – Amendment 4, Contract MNT15-52, Maintenance, Repair, and Operations (MRO) Supplies

Contracts Manager, Eugenia Pinheiro, provided a brief update on this item as detailed in the staff report.

M/S (Spagnolo/Dutrey) that authorized the CEO/General Manager to amend Contract MNT15-52 through Amendment 4, with Fastenal Company of Winona, Minnesota, for the provision of Maintenance, Repair and Operations (MRO) Supplies to increase the contract in the amount of \$150,000 for a new contract total amount not to exceed \$1,135,000. Motion was passed unanimously by Members present.

## **G. BOARD BUSINESS**

### **Closed Session**

1. Conference with Labor Negotiator, P. Scott Graham, concerning labor negotiations with Amalgamated Transit Union Local No. 1704 regarding the Coach Operator Unit, pursuant to Government Code Section 54957.6
2. Review the Amended and Restated Employment Agreement for P. Scott Graham, Chief Executive Office/ General Manager, effective February 5, 2019

The Board adjourned into Closed Session at 9:14 a.m.

The Board reconvened at 9:59 a.m. with no reportable action.

## **H. REMARKS AND ANNOUNCEMENTS**

There were no remarks or announcements.

## **I. ADJOURNMENT**

The Board adjourned 9:59 a.m. The next regular meeting is scheduled Wednesday, June 5, 2019, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

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

ITEM #       E2      

**ADMINISTRATIVE & FINANCE COMMITTEE  
MINUTES, APRIL 11, 2019**

**A. CALL TO ORDER**

Committee Chair Sam Spagnolo called the regular meeting of the Administrative and Finance Committee to order at 8:01 a.m., Thursday, April 11, 2019.

1. Pledge of Allegiance
2. Roll Call

**Committee Members Present**

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

**OmniTrans Administrative Staff Present**

P. Scott Graham, CEO/General Manager  
Erin Rogers, Deputy General Manager  
Trischelle Baysden, Director of Rail  
Shawn Brophy, Director of Operations  
Jacob Harms, Director of Information Technology  
Suzanne Pfeiffer, Director of Human Resources  
Connie Raya, Director of Maintenance  
Doug Stanley, Director Special Transportation Services  
Wendy Williams, Director of Marketing-Planning  
Jeremiah Bryant, Service Planning Manager  
Omar Bryant, Maintenance Manager  
Melissa Castillo, Customer Service Manager  
Adrienne Fernandez, Executive Staff Assistant  
Maurice Mansion, Treasury Manager  
Eugenia Pinheiro, Contracts Manager

**B. ANNOUNCEMENTS/PRESENTATIONS**

The next Committee Meeting is scheduled Thursday, May 9, 2019, at 8:00 a.m.

**C. COMMUNICATIONS FROM THE PUBLIC**

There were no communications from the public.

**D. POSSIBLE CONFLICT OF INTEREST ISSUES**

There were no Conflict of Interest Issues.

**E. DISCUSSION ITEMS**

1. Approve Administrative & Finance Committee Minutes February 14, 2019

M/S (Hagman/Roberts) that approved the Committee Minutes of February 14, 2019. Motion was passed unanimously by Members present.

2. Recommend the Board of Directors Approve Updates to Policy 402 for Years 2012-2019

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

M/S (Roberts/Hagman) that recommended Board of Directors approve updates to Policy 402 for Years 2012-2019. Motion was passed unanimously by Members present.

3. Recommend to the Board of Directors Approve Proposed Fiscal Year 2020 Management Plan

CEO/General Manager, P. Scott Graham, reviewed the 5 Strategic Initiatives included in the FY2020 Management Plan.

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

Chairman Dailey informed that the Ad Hoc Committee would be meeting in the coming weeks and stated that Strategic Initiative #5, Financial Stability and Funding would be the primary topic for discussion. He asked if any other point or initiative should be included in the conversation. CEO/General Manager, P. Scott Graham responded that the idea is for the Committee to discuss Omnitrans' financial situation and the projected deficit. He suggested that alternative revenue sources be looked at such as Bus Rapid Transit (BRT) funds as a way to secure future funding.

Member Wapner did not support the idea of utilizing funding approved by the SBCTA and Omnitrans Boards for a specific project and moving the funds towards a different project. He also expressed concern with a recommendation being discussed at the Ad Hoc that has

not been previously discussed with each respective Board.

A discussion ensued regarding the sbX line productivity levels.

Member Roberts suggested perhaps re-routing the sbX line to the West Valley corridor. The Committee engaged in a discussion regarding regulations associated with Federal Transportation Administration grant funding.

Member Wapner noted that he is not opposed to the sbX line, however, does not support utilizing funding assigned to one project to fund a different one.

Supervisor Hagman referred to electrification and recommended that staff explore various options to ensure the Agency is moving forward with technology and that the vehicle selected is efficient and sustainable long term.

M/S (Hagman/Roberts) recommended the Board of Directors Approve Proposed Fiscal Year 2020 Management Plan. Motion was passed unanimously by Members present.

4. Recommend the Board of Directors Adopt Omnitrans Fiscal Year 2019-2020 Annual Budget

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

Members Wapner and Avila left the meeting at 9:00 a.m. during the discussion on Item #E4.

Member Dailey had a question regarding the decrease in operating revenues. He also asked about the increase in salary and benefit costs. Lastly, Member Dailey asked for clarification regarding the “occupancy” expense category. Mr. Mansion provided additional information and answered the questions raised.

M/S (Roberts/Hagman) that recommended the Board of Directors adopt the Omnitrans Fiscal Year 2019-20 Annual Budget. Motion was passed unanimously by Members present.

5. Recommend the Board of Directors Authorize the CEO to Award Contract MKP19-19, Advertising and Design Services

Contracts Manager, Eugenia Pinheiro, presented a brief background on this item as detailed in the staff report.

M/S (Hagman/Roberts) that recommended the Board of Directors authorize the CEO/General Manager to award Contract MKP19-19 to Celtis Ventures, Inc. (Celtis) of Redondo Beach, CA, for the provision of Advertising & Design Services for a three (3) year base period beginning July 1, 2019 and ending June 30, 2022, with the authority to

exercise two (2) single option years ending no later than June 30, 2024, for a total not-to-exceed amount of \$3,501,653, should all options be exercised. Motion was passed unanimously by Members present.

**F. ADJOURNMENT**

The Administrative and Finance Committee meeting adjourned at 9:10 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, May 9, 2019, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

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



ITEM # E3

**DATE:** June 5, 2019

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

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

**SUBJECT: MANAGEMENT PLAN STRATEGIC INITIATIVES AND KEY PERFORMANCE INDICATORS FISCAL YEAR 2019 THIRD QUARTER REPORTS**

**FORM MOTION**

Receive and file the Management Plan Strategic Initiatives and Key Performance Indicators, Fiscal Year 2019 Third Quarter Reports.

*This item was reviewed by the Administrative and Finance Committee at its May 9, 2019 meeting.*

**BACKGROUND**

In May 2018, the Board of Directors approved five Strategic Initiatives for Fiscal Year 2019. These initiatives were developed through a collaborative process with the Senior Leadership Team and align with the Agency goals, Omnitrans Short Range Transit Plan, as well as San Bernardino County Transportation Authority's (SBCTA) Short Range Transit Plan. Progress of each performance indicator defined in the Strategic Initiatives is reported to the Board of Directors quarterly. (Attachment A) Additionally, each quarter Omnitrans staff prepares the Key Performance Indicators report to present to the Board. The attached report is the Third Quarter Report for Fiscal Year 2019. (Attachment B)

**CONCLUSION**

Receive and file the 2019 Management Plan Strategic Initiatives and Key Performance Indicators, Third Quarter Reports.

PSG

Attachments: A. Strategic Initiatives  
B. Key Performance Indicator (KPI) Report

## FY 19 Management Plan – 3rd Quarter Report

## Strategic Initiative 1 - Financial Sustainability &amp; Operational Cost Efficiencies

Strategic Actions FY19	Accountability Measures	Notes
1. Design and contract the construction of Pipeline Fueling Infrastructure at "I" Street.	100% completion of design and contract award for Pipeline/fueling infrastructure at "I" Street by Q3 (carry over from FY18).	<p>As part of the design process, it was discovered that the distance of the fuel line to the facility is problematic and cost prohibitive. As a result, this project will not go forward at this time.</p> <p>As an alternative, the East Valley Access fleet began fueling a portion of the fleet at the East Valley facility during Q2.</p> <p>On 1/21/19 (Q3) both East Valley and West Valley Access fleets began fueling at the East Valley and West Valley facilities.</p> <p>On January 25, 2019 (Q3) Purchase Order was issued to Creative Bus Sales located in Chino, CA for delivery of eighteen (18) CNG Access vehicles. Five (5) additional CNG Access vehicles scheduled for delivery in Q3 from the State of CA.</p> <p><i>Q3 Update – Access vehicles continue to fuel at Omnitrans East Valley and West Valley facilities, with savings of approximately \$100,000 since January.</i></p>
2. Develop a strategy and identify partners to begin implementation of solar energy and stored energy solutions.	100% completion of RFI for alternative energy solutions by Q1; evaluate and select solutions by Q2, award contract for selected solutions by Q3.	<p>RFI completed in Q1.</p> <p>Evaluated Alternative Solutions in Q2.</p> <p>Preparing Scope of Work for release in Q3.</p> <p>A meeting was held with Southern California Edison (SCE) on available Incentive Programs. SCE to perform a preliminary site feasibility study for bus electrification in Q3.</p> <p>SBCTA consultant staff will conduct a county-wide zero emission bus study and analysis.</p> <p><i>Q3 Update – Staff continues discussions with SCE and other industry organizations regarding transition of fleet and facilities to zero emission vehicles.</i></p> <p><i>STV continuing to work on design of solar energy and battery storage project.</i></p> <p><i>Staff is working with electric vehicle manufacturer Proterra on Federal Low-No grant application for the purchase of 4 electric buses and charging infrastructure.</i></p>
3. Complete the grant-funded, near-zero engine repower project (on 63 buses).	Award contract for near-zero engine repower by Q2.	<p>Awarded contract for engines in Q4, FY 2018.</p> <p>Contract awarded for transmissions in Q2.</p> <p>Request for Proposals for installation of engines and transmissions was released at the February 6, 2019 Board of Directors meeting.</p> <p><i>Q3 Update – Award of the contract installation of the engines scheduled for the July Board of Directors meeting. Installation scheduled to begin in Q4.</i></p>

## FY 19 Management Plan – 3rd Quarter Report

### Strategic Initiative 1 - Financial Sustainability & Operational Cost Efficiencies

<p>4. Advocate for funding to mitigate projected shortfalls in operational funding.</p> <p>A. Partner with SBCTA to develop a consistent outreach plan designed to inform political and private stakeholders about Omnitrans projects and initiatives, as well as legislative and/or administrative challenges.</p>	<p>100% completion Advocacy Outreach Plan intended to mitigate projected funding shortfalls by Q4.</p>	<p>Omnitrans and SBCTA staff developed updated Operating and Capital Cost financial forecasts for the Short Range Transit Plan (SRTTP). The resulting cost and revenue forecasts were on the February Executive Committee and Board of Directors meeting agendas. A Board of Directors Workshop was held on March 14, 2019.</p> <p>Draft legislation to change Omnitrans from a JPA to a statutorily created transit district has been approved by both the Omnitrans and SBCTA Boards. Along with approval of this draft legislation is a MOU which ensures SBCTA engages Omnitrans in discussions of the inclusion of dedicated transit funding in a concurrent or future tax measure.</p> <p>Assembly member Eloise Gomez Reyes has agreed to author the bill.</p> <p><i>Q3 Update - The bill is moving through committees. Changes to the original version were required to obtain support. This includes adding a Board compensation limit of \$125 per meeting, \$500 per month; and including a public works construction bidding threshold of \$10,000. Discussion of additional changes requested by CALAFCO are pending.</i></p>
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**FY 19 Management Plan – 3rd Quarter Report**  
**Strategic Initiative 2 – Service Expansion Funding Growth**

<b>Strategic Actions FY19</b>	<b>Accountability Measures</b>	<b>Notes</b>
<p>1. Establish partnerships and agreements to support Arrow Rail service.</p> <p>A. Execute Three Party Agreement with SBCTA and Metrolink.</p> <p>B. Release Request for Proposals (RFP) and award contract for Operations and Maintenance of Equipment.</p> <p>C. Identify funding for rail feeder service.</p>	<p>100% completion of RFP for Operations and Maintenance contractor by Q2.</p>	<p>The three-party agreement was approved in draft format by the Omnitrans and Metrolink Board of Directors. It is under final legal review with all parties.</p> <p><i>Q3 Update – Legal review of the three-party agreement is complete; the agreement is being circulated for signature.</i></p> <p><i>The RFP for Operations and Maintenance of Equipment is scheduled for release in Q3 FY2020.</i></p> <p><i>A rail feeder service plan has not been developed at this time.</i></p>
<p>2. Partner with SBCTA staff to advance the West Valley Connector (WVC) Project, including Small Starts grant application.</p>		<p>Omnitrans staff worked in collaboration with SBCTA staff to develop draft Small Starts application and environmental document in Q1.</p> <p>SBCTA deferred Small Starts application until the funding plan for the project is further developed. SBCTA is preparing for public circulation of the draft environmental document for the project under CEQA and NEPA, with public hearings tentatively scheduled for June – July 2019.</p> <p>SBCTA and Omnitrans are discussing a shared bidirectional bus lane option with the City of Ontario, which could save cost on the project for right-of-way acquisition and construction of the dedicated bus lane on Holt Boulevard in Ontario.</p> <p>The updated Financial Forecast that went to the February Executive Committee and Board of Directors meeting addresses the long-term funding uncertainty which may impact the WVC.</p> <p><i>Q3 Update – Staff continues work with SBCTA staff and city of Ontario staff.</i></p>
<p>3. Complete 2019-2025 Short Range Transit Plan (SRTTP) which identifies both financially constrained and unconstrained service implementation plans.</p>	<p>100% completion SRTTP and Board approval by Q3.</p>	<p>At the January Plans and Programs Committee and the February Board of Directors Meeting, staff recommended delaying the completion of the SRTTP until other guiding documents were completed (Bus Electrification Study and LRTP both by SBCTA) and until there is further information and direction regarding project timing and funding for the WVC.</p>
<p>4. Partner with city, county, and other stakeholders on opportunities to implement transit oriented development (TOD).</p>	<p>Number and value of grant opportunities collaborated on for TOD funding.</p>	<p>Staff has provided input on several member cities' active transportation plans and the City of Redlands Transit Village Specific Plan.</p> <p>Several cities have worked with Omnitrans to incorporate bus stops and amenities into development plans or other city projects.</p>

**FY 19 Management Plan – 2nd Quarter Report**  
**Strategic Initiative 2 – Service Expansion Funding Growth**

		<p>Omnitrans continues to participate in steering committee meetings for potential AQMD funding opportunities.</p> <p><i>Q3 Update - Staff continues to work with the cities of San Bernardino and Ontario on implementation of recent grants they have received which include funding for purchase of bus shelters, transit passes, real time signage and service frequency improvements.</i></p>
5. Invest in premium shelters to enhance customer amenities and safety.	Deploy premium shelters once design elements are finalized.	<p>The Board approved a plan and strategy in Q2 to move forward with two premium shelters per year. Two are planned to be installed in Q4, at Crafton Hills College and on Foothill Boulevard at Riverside Avenue. Several member cities and private entities throughout Omnitrans' service area are also planning to order premium shelters.</p>

## FY 19 Management Plan – 3rd Quarter Report

### Strategic Initiative 3 – Technology

Strategic Actions FY19	Accountability Measures	Notes
1. Design Transit Asset Management System (TAM) to comply with Federal Transit Administration (FTA) regulation.	100 % completion of TAM Plan SOW by Q1.	<p>TAM Plan completed in October.</p> <p>TAM/PM SOW released in November; award scheduled for April.</p> <p>TAM reporting information compiled and submitted to the FTA in October.</p> <p><i>Q3 Update - Follow up action of implementing TAM software solution is out for solicitation and on schedule for contract award by end of Q4.</i></p>
2. Develop strategy for meeting California Air Resource Board (CARB) requirement for Zero Emission Bus technology.	100 % completion of Electrification Study complete for Zero Emission Bus technology including support infrastructure and impact to agency by Q4.	<p>Electrification study RFP has been awarded by SBTCA for all of San Bernardino County; consultant currently working with SBTCA staff to complete the study.</p> <p>An update was provided to the Operations and Safety Committee in February regarding CARB's Innovative Clean Transit Regulation, the fleet plan, and the challenges associated with transitioning the fleet and facilities to comply with the regulation.</p> <p><i>Q3 Update - Preparing FTA Low-No Grant application to partner with a vendor for four electric buses and charging infrastructure.</i></p>
3. Optimize SAP functionality and utilization for procure-to-pay, recruitment, and electronic timekeeping.	<p>1. 3rd Party recruitment system implemented by Q2.</p> <p>2. Complete paperless invoicing process and procurement process review by Q3.</p> <p>3. 100 % completion of Management Confidential Employee Timekeeping by Q3 FY2020.</p>	<p>3rd Party recruiting implementation completed Q2.</p> <p>SAP Ariba (procurement module) / OpenText (document storage) solicitation in development; on track to be completed by Q3.</p> <p><i>Q3 Update - Trapeze Timekeeping, FMLA, and leave request was approved by Board in March. The project is on track to be completed by end of Q3 FY2020.</i></p>
4. Implement paratransit online booking software to improve efficiency and customer experience.	Paratransit online booking software implemented by Q3	<p>Trapeze WEB procurement approved at Nov '18 Board of Directors meeting. Weekly implementation meetings with Trapeze are held. Go Live date set for Q2 FY2020.</p> <p>Software will allow clients with mobile or desktop device to schedule trips, cancel trips, view scheduled trips and check on status of scheduled trips.</p> <p><i>Q3 Update – Project is in initial implementation phase.</i></p>
5. Finalize technology requirements for Arrow Rail service.	Develop procurement plan for required systems and equipment for Arrow Rail Q1.	Awaiting list / description of systems from SBTCA.

## FY 19 Management Plan – 3rd Quarter Report

### Strategic Initiative 4 – Safety and Security

Strategic Actions FY19	Accountability Measures	Notes
1. Implement monthly safety campaigns to enhance the safety culture of the Agency.	100% completion of safety & security campaign topics for FY19 by Q1.	<p>Completed three Safety and Security Newsletter campaigns with the following safety topics (Heat Illness/Hide, Lock, Take/ Not on My Shift/ and Stop the Bleed/ Active Shooter.</p> <p>Completed 559 Environmental Health and Safety training computer-aided courses in Q1.</p>
2. Develop the training model to complete the Baseline Assessment for Security Enhancement of the TSA Gold Standard.	100% completion of training model by Q3.	<p>Developed presentation on TSA to be delivered to Senior Leadership Team.</p> <p>Performed Gap Analysis on TSA requirements to determine items to be delivered.</p> <p>Developed presentation of Security Training modules to be delivered in Q3.</p> <p><i>Q3 Update - Staff redirected resources from this item to focus on the Public Transportation Agency Safety Plan (PTASP) which is a federally mandated program. We will meet many of the TSA Gold Standard elements through the creation and implementation of this plan.</i></p>
3. Conduct exercises/drills on the System Security Emergency Response Preparedness Plan to ensure readiness.	30% improvement in agency readiness via the After-Action Reports.	<p>Designed two Field Exercise themes: 1. Release of toxin or bacteria upon coach in route. 2. Major hazardous chemical spill within EV bus yard.</p> <p>To be developed further in Q4 in collaboration with impacted departments and Executive Office.</p> <p><i>Q3 Update - Staff has implemented a Safety and Security Outreach Campaign and has met with several local law enforcement agencies to collaborate on safety and security. In addition, Community Response Team meetings are being held which involve various agencies within the community.</i></p>
4. Create a detailed plan for failover/recovery and operation during an incident involving loss of data/critical infrastructure and ensure readiness.	100% completion of Failover/Recovery Plan in coordination with IT Department by Q4.	Datacenter equipment being repurposed and installed in WV; on schedule to complete IT failover plan by Q4.
5. Enhance current paratransit mobility securement devices for customer safety with new and improved mobility securement devices.	Install Q-Straint CUBE securement systems by Q4 and 25% reduction in number of paratransit incidents related to mobility device securements by Q4.	Q4 FY17, added CUBE securement systems to 2 paratransit vehicles for testing - no incidents related to mobility devices reported. Q1 FY19 added CUBE securement systems to 28 paratransit vehicle purchase due in FY19 and FY20. Future purchases will include CUBE system.
6. Submit entry for APTA Bus Safety and Security Excellence Award.	On time submission for APTA Bus Safety and Security Excellence Award.	<p>Meeting scheduled with Operations for late Q2 to review APTA's Criteria for Bus Security and Safety Award and develop first draft approval to Executive Office by Q3.</p> <p><i>Q3 Update - Submitted and won APTA Gold Award for Safety and Security.</i></p>

## FY 19 Management Plan – 3rd Quarter Report

### Strategic Initiative 4 - Safety and Security

<p>7. Enhance security posture by implementing new programs and initiatives to support customer safety and security on-board our vehicles and at our facilities.</p>	<p>Evaluate fare enforcement alternatives for bus and rail system and implement on-board fare enforcement by Q2.</p> <p>Evaluate and implement paid parking to offset additional security requirements.</p>	<p>A draft of a - "<u>Passenger Code of Conduct: Transit Suspension Procedure Policy</u>" was written and is in committee review. These policies and procedures govern passenger conduct on Agency property and associated limitations on access to Agency property as a result of infractions of acceptable conduct as described therein.</p> <p><u>LED Exterior Security Lighting</u> – this item was approved by the Board of Directors at the February 6, 2019 meeting. All of the exterior lighting at the East Valley facility with energy efficient LED lights.</p> <p><u>Stop the Bleed &amp; Active Shooter Training</u> –Loma Linda Health trained 103 Omnitrans employees in how to "Stop the Bleed". The group of trainees consisted of Directors, Managers, Supervisors and Staff.</p> <p><u>Stop the Bleed Kits</u> –Stop the Bleed kits were installed at SBTC, EV, and WV locations, a total of 11 kits were installed.</p> <p><u>Emergency Communications Radio Project</u> – The San Bernardino County Office of Emergency Services (OES) and security met with Facilities regarding running the ham radio repeater cable and antenna on the Agency's tower. All other equipment is being programmed by OES.</p>
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## FY 19 Management Plan – 3rd Quarter Report

### Strategic Initiative 5 - Workforce Stability

Strategic Actions FY19	Accountability Measures	Notes
1. Expand Leadership Development Academy (LDA) to include Manager and Supervisor tracks.	<p>30% of LDA "graduates" eligible to compete for Manager/Supervisor vacancies.</p> <p>50% of class enrollment in Supervisor LDA Track to target enrollment.</p>	<p>Leadership Development Academy expanded to include Manager Track, with 12 participants. Plans to implement Supervisor track will be developed in Q3-Q4.</p> <p><i>Q3 Update - Director Track participants graduated 1/24/19; Manager Track participants graduated 4/22/19.</i></p>
2. Provide opportunities for Interns for expanded workplace experiences to enhance their exposure to the transit industry.	Number of interns placed in service.	<p>There are currently 12 interns working at Omnitrans.</p> <p>The interns attended the Leonard Transportation Center Dialogue Series on Transportation Funding in Q2.</p>
3. Evaluate operational processes that impact Coach Operator overtime and improve personnel utilization.	Reduce operator overtime by 10%.	<p>Process evaluation complete.</p> <p>A number of adjustments have been made to the Coach Operator hiring process and utilization of personnel.</p> <p>Coach Operator overtime has been reduced by over 50 percent since the beginning of the fiscal year.</p>
4. Prepare for and conduct labor negotiations. Identify provisions in Coach Operator Collective Bargaining Agreement to improve cost efficiencies in the Coach Operator work environment.	Complete labor negotiations by Q3.	<p>Negotiating team provided a briefing to the Board of Directors in closed session at the December meeting.</p> <p>Negotiations began January 14, 2019.</p> <p><i>Q3 Update - Negotiations continue. Fourteen meetings held. Tentative Agreements on 46 out of 63 articles.</i></p>

Key Performance Indicators & Level/Level Item	Annual Performance Target	YTD	Qtr 1	Qtr 2	Qtr 3	Qtr 4
<b>1. Cost Effectiveness</b>						
Cost Per Hour - Fixed Route (non-sbX)	< \$104.00	\$104.74	\$101.28	\$105.58	\$107.35	
Cost Per Hour - Access	< \$94.00	\$97.72	\$90.37	\$103.19	\$99.52	
Cost Per Hour - sbX	< \$136.00	\$134.98	\$132.07	\$134.89	\$137.71	
Fare Recovery Ratio - Fixed Route (non-sbX)	> 20.00%	27.05%	27.87%	26.86%	26.47%	
Fare Recovery Ratio - sbx	> 20.00%	17.98%	17.50%	17.61%	18.75%	
Fare Recovery Ratio - Access	> 10.00%	15.32%	30.48%	28.03%	(12.53%)	
<b>2. Service Performance</b>						
Ridership Growth - Systemwide	>= 1.10%	(4.45%)	(5.34%)	(2.42%)	(5.66%)	
Productivity - Passengers Per Hour - Fixed Route	>= 16.5	15.50	15.50	16.00	14.90	
Productivity - Passengers Per Hour - Access	>= 2.4	2.30	2.30	2.20	2.30	
Complaints Per 100,000 Boardings - Systemwide	<= 13.00	14.83	13.91	13.81	16.89	
Complaints Per 100,000 Boardings - Fixed Route	<= 13.00	14.51	13.87	13.65	16.13	
Complaints Per 100,000 Boardings - Access	<= 19.00	24.07	15.20	18.87	38.72	
Compliments Per 100,000 Boardings - Systemwide	>= 1.00	1.04	0.93	1.07	1.12	
Compliments Per 100,000 Boardings - Fixed Route	>= 1.00	1.07	0.96	1.10	1.15	
Compliments Per 100,000 Boardings - Access	>= 0.50	0.00	0.00	0.00	0.00	
<b>3. Reliability</b>						
Mechanical - Miles Between Failures - DO Fixed Route	> 8,000.00	6,827	8,560	5,803	6,118	
Loss of Service Hours Per Qtr - Operations - DO Fixed Route	< 3,600	1,946	1,437	466	43	
Loss of Service Hours Per Qtr - Maintenance - DO Fixed Route	< 840	481	256	160	64	
Equipment Availability - DO Fixed Route	>= 100.00%	100.00%	100.00%	100.00%	100.00%	
On-time Performance - Fixed Route	> 85.00%	86.34%	86.13%	83.56%	87.63%	
On-time Performance - Access	> 88.00%	88.84%	89.21%	90.72%	86.53%	
<b>4. Budget</b>						
Operating Revenue - Actuals to Budget - Systemwide	> 95.0%	96.85%	93.24%	100.74%	96.59%	
2019 - Operating Revenue		\$64,921,330	\$20,832,283	\$22,509,454	\$21,579,593	
2018 - Operating Revenue		\$62,319,404	\$20,103,551	\$20,738,956	\$21,476,897	
2017 - Operating Revenue		\$57,172,206	\$19,029,528	\$19,377,342	\$18,765,336	
2016 - Operating Revenue		\$55,611,966	\$18,361,287	\$20,430,370	\$16,820,309	

Key Performance Indicators & Level/Level Item	Annual Performance Target	YTD	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Operating Expense - Actuals to Budget - Systemwide	<= 100.0%	97.71%	93.35%	100.37%	99.45%	
2019 - Operating Expense		\$65,492,632	\$20,847,021	\$22,425,017	\$22,220,594	
2018 - Operating Expense		\$58,854,075	\$19,302,768	\$19,929,874	\$19,621,433	
2017 - Operating Expense		\$56,403,824	\$18,137,736	\$19,142,742	\$19,123,346	
2016 - Operating Expense		\$53,658,442	\$17,661,650	\$19,348,974	\$16,647,818	
<b>5. Safety &amp; Security</b>						
Employee Injuries (FY 2019)	< 86	68	25	23	20	
Losses & Claims (FY 2019)	< 80	47	17	15	15	
Preventable Safety Events Per 100,000 Miles - DO Fixed Route	< 1.0	1.10	0.80	0.90	1.50	
Non-Preventable Safety Events Per 100,000 Miles - DO Fixed Route		4.57	3.75	4.78	5.17	
Uncategorized Accidents Per 100,000 Miles - DO Fixed Route		0.00	0.00	0.00	0.00	
<b>6. Labor</b>						
Turnover	< 10.00%	15.37%	6.00%	4.73%	4.64%	
Absenteeism Operators	< 185,000	94,366	50,647	33,303	34,733	
Training (FY 2019)	>= 5,000	3,207	1,093	1,089	1,025	
Training - ATU Represented (FY 2019)	>= 10,500	24,156	1,644	16,114	6,398	
Training - Teamsters Represented (FY 2019)	>= 696	1,389	227	751	411	

ITEM # E4

**DATE:** June 5, 2019

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

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

**FROM:** Maurice A. Mansion, Treasury Manager

**SUBJECT: BOARD RESOLUTION – AUTHORIZING THE FILING OF FUNDING APPLICATIONS AND CERTIFICATIONS AND ASSURANCES WITH CALTRANS FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)**

### **FORM MOTION**

Authorize the CEO/General Manager to execute all required documents and any amendments required to file funding applications with Caltrans for the LCTOP funds.

### **BACKGROUND**

As part of the application process to receive LCTOP funds, Caltrans requires applicants who are governed by councils or boards to submit a resolution. The resolution authorizes a delegated representative to apply for and accept LCTOP Funds.

Omnitrans is scheduled to receive \$2,524,976 in Fiscal Year 2018-2019 funds. In order to receive the funds Omnitrans must have an approved resolution filed with Caltrans. This motion allows the CEO/General Manager to execute all required documents for the LCTOP program with Caltrans.

### **CONCLUSION**

Approval of this agenda item allows Omnitrans to file the FY2018-2019 application with Caltrans to receive LCTOP funding.

PSG: MM

Attachment A: Resolution No. 313-19

**RESOLUTION NO. 313-19**

**A RESOLUTION OF THE OMNITRANS BOARD OF DIRECTORS, SAN BERNARDINO COUNTY, CALIFORNIA AUTHORIZING FOR THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENTS FORMS FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FOR THE FOLLOWING PROJECT: ZERO EMISSION BUS PROCUREMENT \$2,524,976**

WHEREAS, OMNITRANS is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) 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 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP 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, CEO/General Manager.

WHEREAS, OMNITRANS wishes to implement the following LCTOP project(s) listed above,

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 and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of OMNITRANS that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2018-19 LCTOP funds:

List project(s), including the following information:

Project Name: Zero Emission Bus Procurement

Amount of LCTOP funds requested: \$2,524,976

Short description of project: Omnitrans plans to purchase four (4) Zero Emission Buses (ZEBs) and required infrastructure to operate buses.

Contributing Sponsors (if applicable): San Bernardino County Transportation Authority

I HEREBY CERTIFY that the foregoing resolution was duly adopted by the Omnitrans Board of Directors, at their regular meeting held on the 5<sup>th</sup> day of June 2019, by the following vote, to wit:

AYES:

NOES:

ABSENT:

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

The foregoing resolution is hereby approved this 5<sup>th</sup> day of June 2019.

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Ron Dailey  
Board Chair, Omnitrans Board of Directors

Approved as to form:

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Haviva Shane  
Counsel for Omnitrans

ITEM # E5

**DATE:** June 5, 2019

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

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

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

**SUBJECT: RAIL OPERATIONS ANALYST**

**FORM MOTION**

Approve the new position of Rail Operations Analyst and update Policy 402 to include this position.

*This item was reviewed by the Administrative and Finance Committee at its May 9, 2019 meeting and recommended to the Board of Directors for approval.*

**BACKGROUND**

The position of Rail Operations Analyst was included in the Rail Department's original staffing plan as approved by SBCTA to be effective July 1, 2019. It is necessary to create this position to provide needed support to the department in implementing systems and programs relating to safety and service such as Federal Transit Administration (FTA) reporting through the National Transit Database (NTD) and safety training through the Learning Management System (LMS).

**FUNDING SOURCE**

This position is funded through Measure I.

Department: 4000

Expenditure Codes: Various Wages and Benefits

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

**CONCLUSION**

Approve the new position of Rail Operations Analyst and to update Policy 402.

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

PSG:SP

Attachments: A. Job Description  
B. Policy 402



## OMNITRANS Job Description

**Job Title:** Rail Operations Analyst  
**Department:** Rail Operations  
**Reports To:** Director of Rail Operations  
**FLSA Status:** Exempt, Level VII  
**Approved By:** Board of Directors  
**Approved Date:** Proposed for June 5, 2019

### SUMMARY

Analyst position reports to the Director of Rail Operations and performs a variety of complex analytic duties. As a key member of a small Rail department, this position will be responsible for managing and providing detailed professional work and assistance with rail program activities. Analyst will implement programs and manage information through data collection and analysis for Key Performance Indicators and measures based on safety, on time performance, and Service. Analyst will manage official Agency records, provides support for various on-going tasks and programs, as well as any special projects specific to the Rail Operations Department.

Other duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Serves as the system administrator for the Efficiency Testing System. Manages additions and removals of employees in conjunction with SCRRRA administrator.
- Extracts department and contractor efficiency test data, and compiles into reports and graphs for distribution to management and staff.
- Maintains centralized databases, including Industry safe reporting system, and other systems. Run system reports as needed by management and for measuring metrics.
- Monitors contractor data input into data management system.
- Assists with analysis of performance trends to provide continuous improvements.
- Tracks incident information from beginning of incident to the resolution.
- Assists with performance analysis and supply chain management. Tracks rolling stock status, new procurements and projects.
- Maintains and updates excel spreadsheets as needed per request of Director of Rail Operations.

- Participates in various field activities, which may include compliance inspections, audits, hy-rail trips, special assignments and projects as assigned.
- Attends meetings and delivers oral presentations on programs when needed.

## SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## EDUCATION and/or EXPERIENCE

Bachelor's degree (BA/BS) from a four-year college or university in a related field; and three to five years of related experience and /or training; or an equivalent combination of education and experience.

## LANGUAGE SKILLS

Ability to read, analyzes, and interprets general spreadsheets, Gantt charts, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, and customers.

## MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and basic algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## COMPUTER SKILLS

Must be familiar with current business operating systems, software, and programs.

## REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

## OTHER SKILLS AND ABILITIES

- Strong analytical skills
- Proficient in Excel and building reports
- Typing skills
- Interpret data, analyze results using statistical techniques and provide ongoing reports.
- Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.
- Acquire data from primary or secondary data sources and maintain databases.


**PHYSICAL DEMANDS** the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the physical duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

 <b>PERSONNEL POLICY MANUAL</b>	<b>POLICY 402 PAGE 1 OF 3</b>
<b>SUBJECT</b>  <b>Salary Ranges</b> <b>Management Confidential Classifications</b>	<b>APPROVED BY OMNITRANS BOARD OF DIRECTORS</b>  <b>DATE: <del>May 1, 2019</del> June 5, 2019</b>

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

**II. Scope**  
All Departments

**III. Procedure**

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

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
1	(reserved for future consideration)					
2	Director of Finance Director of Human Resources Director of Information Technology Director of Maintenance Director of Marketing & Planning Director of Operations Director of Procurement Director of Rail Operations Director of Safety & Regulatory Compliance Director of Special Transportation Services (STS) Director of Strategic Development	Exempt	Bi-weekly Monthly Annual	\$ 3,952.15 \$ 8,563.00 \$102,756.00	\$ 4,907.08 \$ 10,632.00 \$127,584.00	\$ 5,862.46 \$ 12,702.00 \$152,424.00
3	Accounting Manager Contracts Manager Database Manager Development Planning Manager Employee Relations Manager Facility Manager Maintenance Manager Safety & Regulatory Compliance Manager Service Planning Manager Transportation Manager Treasury Manager Rail Compliance Officer	Exempt	Bi-weekly Monthly Annual	\$ 3,228.46 \$ 6,995.00 \$ 83,940.00	\$ 3,999.69 \$ 8,666.00 \$ 103,992.00	\$ 4,771.38 \$ 10,338.00 \$ 124,056.00
4	Capital Projects Services Manager Materials Manager Network Administrator Senior Contract Administrator Special Transportation Services Manager System Coordinator Technical Services Manager	Exempt	Bi-weekly Monthly Annual	\$ 2,968.62 \$ 6,432.00 \$ 77,184.00	\$ 3,498.46 \$ 7,580.00 \$ 90,960.00	\$ 4,028.77 \$ 8,729.00 \$ 104,748.00



# PERSONNEL POLICY MANUAL

POLICY 402 PAGE 2 OF 3

SUBJECT

## Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

DATE: May 1, 2019 June 5, 2019

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
5	Application Developer	Exempt	Bi-weekly	\$ 2,575.85	\$ 3,110.77	\$ 3,583.85
	Application Specialist		Monthly	\$ 5,581.00	\$ 6,740.00	\$ 7,765.00
	Assistant Transportation Manager		Annual	\$ 66,972.00	\$ 80,880.00	\$ 93,180.00
	Business Intelligence Analyst					
	Contract Administrator					
	Customer Service Manager					
	Dispatch Supervisor					
	Environmental/Occupational Health & Safety Specialist					
	Facility Supervisor					
	Fleet Safety & Training Supervisor					
	HR Leave Administrator					
	Security & Emergency Preparedness Coordinator					
	Maintenance Supervisor-STS					
	Marketing Manager					
	Network Engineer					
	Programs Administrator-STS					
	Purchased Transportation Administrator					
	Safety & Regulatory Compliance Specialist					
	Sr. Executive Assistant to the CEO/GM					
	Senior Financial Analyst					
	Shift Supervisor					
	Systems Engineer					
	Systems Specialist					
	Web Designer					
6	Accountant	Exempt	Bi-weekly	\$ 2,268.92	\$ 2,718.46	\$ 3,168.46
	Executive Staff Assistant		Monthly	\$ 4,916.00	\$ 5,890.00	\$ 6,865.00
	Field Supervisor		Annual	\$ 58,992.00	\$ 70,680.00	\$ 82,380.00
	Fleet Safety & Training Instructor					
	Human Resources Analyst					
	Human Resources Specialist					
	Scheduling Analyst					
	Sales Supervisor					
	Stops and Stations Supervisor					
	Transit Technical Trainer					
7	Dispatcher	Non-Exempt	Hourly	\$ 25.89	\$ 31.03	\$ 36.16
	Department Senior Secretary	Exempt	Bi-weekly	\$ 2,070.92	\$ 2,482.15	\$ 2,892.92
			Monthly	\$ 4,487.00	\$ 5,378.00	\$ 6,268.00
			Annual	\$ 53,844.00	\$ 64,536.00	\$ 75,216.00
	Contract Review Analyst	Exempt				
	Marketing Specialist					
	Planner I					
	<u>Rail Operations Analyst</u>					
	Senior Fleet Analyst					



## PERSONNEL POLICY MANUAL

POLICY 402 PAGE 3 OF 3

### SUBJECT

### Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS  
BOARD OF DIRECTORS

DATE: May 1, 2019 June 5, 2019

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

Range changes occur every two years.

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

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

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

ITEM # E6

**DATE:** June 5, 2019

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

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

**FROM:** Maurice A. Mansion, Treasury Manager

**SUBJECT: AMEND THE FISCAL YEAR 2019 BUDGET AND THE 2015-2020 SHORT RANGE TRANSIT PLAN TO INCLUDE AN ADDITIONAL \$95,000 IN STATE TRANSIT ASSISTANCE FUNDS (STA)**

### **FORM MOTION**

Authorize the CEO/General Manager to amend the Fiscal Year 2019 Budget and the 2015-2020 Short Range Transit Plan to include an additional \$95,000 in State Transit Assistance (STA) funds.

### **BACKGROUND**

Omnitrans submitted its Fiscal Year 2019 budget at the Board of Directors meeting on May 3, 2018. At that time Omnitrans received a budget allocation from the San Bernardino County Transportation Authority (SBCTA) for STA funds totaling \$4,093,244.

On December 5, 2018, the SBCTA Board of Directors amended the STA allocation to Omnitrans for an additional \$95,000. The additional \$95,000 was allocated to Omnitrans to complete a fencing project at the San Bernardino Transit Center.

This requires Omnitrans to amend the Fiscal year 2019 Budget and 2015-2020 Short Range Transit Plan by an additional \$95,000. Omnitrans' Fiscal Year 2019 STA allocation will now total \$4,188,244.

### **CONCLUSION**

Authorize the CEO/General Manager to amend the Fiscal Year 2019 Budget and the 2015-2020 Short Range Transit Plan to include an additional \$95,000 in State Transit Assistance (STA) funds.

PSG:DW:MM

ITEM # E7

**DATE:** June 5, 2019

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

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

**FROM:** Eugenia F. Pinheiro, Contracts Manager

**SUBJECT: AUTHORIZE ASSIGNMENT – CONTRACT HRS15-124  
INSURANCE BROKER SERVICES: HEALTH AND SUPPLEMENTAL**

### **FORM MOTION**

Authorize the CEO/General Manager to approve the assignment of Contract HRS15-124 awarded June 4, 2015 to Barney & Barney Insurance Services, LLC for the provision of Insurance Broker Services for Health and Supplemental to Marsh USA, dba Marsh & McLennan Agency LLC.

### **BACKGROUND**

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

Contractor assignments must be approved by Omnitrans. As this contract was approved by the Board of Directors, Board action is required. The terms and conditions of the agreement remain the same.

### **FUNDING SOURCE**

There is no additional cost associated with this assignment.

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

### **CONCLUSION**

Approval of this assignment will allow for the continuance of Insurance Broker Services for health and supplemental insurance requirements.

PSG:EFP:CVM



ITEM # E8

**DATE:** June 5, 2019

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

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

**FROM:** Eugenia F. Pinheiro, Contracts Manager

**SUBJECT: AUTHORIZE AWARD – CONTRACT MKP19-64  
ARCHITECTURAL & ENGINEERING SERVICES (A&E) – BUS STOP  
IMPROVEMENTS**

**FORM MOTION**

Authorize the CEO/General Manager to award Contract MKP19-64 to Hernandez, Kroone & Associates of San Bernardino, CA, for the provision of Architectural and Engineering (A&E) Services– Bus Stop Improvements beginning May 13, 2019 and ending no later than May 12, 2021 in the amount of \$161,902, an allowance in the amount of \$30,000, plus a ten percent contingency of \$19,190, for a total not-to-exceed amount of \$211,092.

*This item was reviewed by the Administrative and Finance Committee at its May 9, 2019 meeting and recommended to the Board of Directors for approval.*

**BACKGROUND**

Omnitrans requires a full-service A&E firm to provide preliminary engineering, final design, bid package preparation, and design services during construction related to access improvements for transit bus stops at twelve (12) locations in six different jurisdictions: Colton, Grand Terrace, Ontario, Rialto, Upland, and unincorporated areas of the County of San Bernardino. The improvements were funded by Transportation Development Act (TDA) Article 3 Transit Stop Access Improvement Program grants from San Bernardino County Transportation Authority (SBCTA) in 2017. The scope of the improvements includes concrete boarding areas at bus stops, repair of sidewalks, construction of new sidewalks, installation or upgrade of curb ramps, and removal of obstructions from the clear accessible pathways.

On December 5, 2018, Omnitrans' Board of Directors authorized the release of Request for Qualifications RFQu-MKP19-64. Notices were published in two (2) local newspapers of general circulation and posted on Omnitrans' online bidding system.

Six proposals were received by the January 22, 2019 deadline and all were deemed responsive. As required by the Brooks Act defined in 23 Code of Federal Regulations (CFR) 172 and in accordance with Procurement Policy 2000, Section 2.3.4.4, Procurement Procedure 4000, Section

7.5, and Federal Transit Administration (FTA) Circular 4220.1F, a qualifications-based selection was performed. Firms were evaluated on qualifications and technical competence as detailed in evaluation criteria listed in the RFQu. Three firms were identified as the most technically qualified and invited to participate in presentations and interviews.

The following firms are ranked from highest to lowest technical score:

<b>Criteria</b>	<b>Points Possible</b>	<b>Hernandez, Kroone, &amp; Associates, Inc. of San Bernardino, CA</b>	<b>NV5, Inc. of Irvine, CA</b>	<b>Huitt-Zollars, Inc. of Ontario, CA</b>	<b>Ludwig Engineering Associates, Inc. of San Bernardino, CA</b>	<b>IDS Group, Inc. of Irvine, CA</b>	<b>Next Stage Engineering of Fresno, CA</b>
Experience / Competence / Past Performance	45	38.99	38.25	32.10	36.90	38.10	17.25
Qualifications	25	22.83	20.83	20.67	20.75	19.17	8.33
Capacity to Accomplish Work	20	18.66	18.66	18.66	10.67	13.67	10.00
Local Knowledge	10	9.50	6.50	7.00	8.67	5.83	4.00
<b>Total</b>	<b>100</b>	<b>89.98</b>	<b>84.24</b>	<b>78.43</b>	<b>76.99</b>	<b>76.77</b>	<b>39.58</b>

Hernandez, Kroone & Associates, Inc. (HKA) scored 89.98 points and is thereby determined to be the most qualified. As a full-service A&E firm, their resources and processes best meet Omnitrans' requirements. As a local firm, they are familiar with local codes, Caltrans right-of-way requirements, and have extensive experience with transit and sidewalk accessibility projects. HKA has provided professional services for similar projects throughout the Inland Empire for multiple government entities, such as Caltrans, cities within Omnitrans' service area, SBCTA, and the California High Speed Rail Authority.

Staff requested a cost proposal from HKA and entered into negotiations on March 14, 2019. Negotiations and HKA's Best and Final Offer resulted in reduced hourly rates and annual escalation rates were reduced from up to 5 percent to be based on the U.S. Department of Labor Bureau of Labor Statistics (BLS) "Architectural, engineering and related services" Industry Index which recently indicated an annual escalation of 1.9 percent. HKA accepted all staff negotiated items.

Omnitrans staff and the HKA team agreed that it is necessary to include allowances totaling \$30,000 for work that may become a necessity once the preliminary design is developed for the project, but at this point is unknown.

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

### **FUNDING SOURCE**

The cost associated with this procurement is budgeted in 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>
Local TDA Article 3	S-1606-36	2017	Valley @ 3rd	H1730901L	\$ 15,636
Local TDA Article 3	S-1606-36	2017	Valley @ 4 <sup>th</sup>	H1730902L	\$ 29,318
Local TDA Article 3	S-1606-36	2017	Valley @ Rancho	H1730903L	\$ 15,636
Local TDA Article 3	S-1606-36	2017	Barton @ Town Sq.	H1730904L	\$ 19,546
Local TDA Article 3	S-1606-36	2017	Euclid @ 4th	H1730905L	\$ 14,171
Local TDA Article 3	S-1606-36	2017	Riverside @ Vineyard	H1730906L	\$ 14,171
Local TDA Article 3	S-1606-36	2017	Bohnert @ Linden	H1730907L	\$ 26,387
Local TDA Article 3	S-1606-36	2017	San Bernardino @ Bloomington	H1730908L	\$ 19,546
Local TDA Article 3	S-1606-36	2017	Euclid @ Arrow NB	H1730909L	\$ 14,170
Local TDA Article 3	S-1606-36	2017	Euclid @ Arrow SB	H1730910L	\$ 14,170
Local TDA Article 3	S-1606-36	2017	Euclid @ Foothill	H1730911L	\$ 14,170
Local TDA Article 3	S-1606-36	2017	Foothill @ Mountain	H1730912L	\$ 14,171
<b>TOTAL</b>					<b>\$ 211,092</b>

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

Short Range Transit Plan/Strategic Initiatives Supported – Omnitrans Strategic Plan 2017 – 2020  
Service and Operations Goal, Strategy 2.1 Improve connectivity to attract non-riders, and  
Marketing Goal, Strategy 3.1 Improve passenger amenities.

### **CONCLUSION**

By proceeding with this award, Omnitrans will have the ability to obtain A&E services for the planning, development and improvements of the twelve (12) bus stops.

PSG:EFP:CVM

ITEM # E9

**DATE:** June 5, 2019

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

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

**FROM:** Eugenia F. Pinheiro, Contracts Manager

**SUBJECT: AUTHORIZE AWARD – CONTRACT MKP19-35  
SAN BERNARDINO TRANSIT CENTER (SBTC) SITE FENCE  
MODIFICATION PROJECT**

### **FORM MOTION**

Authorize the CEO/General Manager to award Contract MKP19-35 to Coastal Iron Works Corp. of Wilmington, CA, for the provision of the San Bernardino Transit Center (SBTC) Site Fence Modification Project in the amount of \$69,050, plus a ten percent contingency of \$6,905, and a 3.27% Cost Allocation Plan (CAP) of \$2,484, for a total not-to-exceed amount of \$78,439.

### **BACKGROUND**

Omnitrans requires a contractor to extend existing fencing and add gates at various locations throughout the San Bernardino Transit Center (SBTC) property. This fence modification project encloses the property and limits unauthorized access.

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

On March 25, 2019, staff released Request for Quotes RFQ-MKP19-35. The solicitation was posted on Omnitrans' online bidding system. Four (4) bids were received by the April 24, 2019 deadline and all were deemed responsive.

Listed below are the bid prices from lowest to highest:

COMPANY NAME	TOTAL*
Coastal Iron Works Corp of Wilmington, CA	\$ 69,050
Econo Fence, Inc. of Riverside, CA	\$ 136,501
ACE Fence Company of La Puente, CA	\$ 182,282
Quality Fence Co., Inc. of Paramount, CA	\$ 205,103

\*Pricing is inclusive of all direct and indirect costs

Award is recommended to the lowest, responsive and responsible bidder, Coastal Iron Works Corp. Pricing is deemed fair and reasonable based on competition.

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

### **FUNDING SOURCE**

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

<b>FUNDING</b>	<b>GRANT</b>	<b>YEAR</b>	<b>PROJECT NAME</b>	<b>INTERNAL ORDER</b>	<b>AMOUNT</b>
STA	S19-OMN-003B	2019	SBTC Site Fence	H1930901S	\$ 78,439
<b>Total</b>					<b>\$ 78,439</b>

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

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

### **CONCLUSION**

By proceeding with this award, Omnitrans will support security efforts at the San Bernardino Transit Center.

PSG:EFJ:AJ

ITEM # E10

**DATE:** June 5, 2019

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

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

**FROM:** Eugenia F. Pinheiro, Contracts Manager

**SUBJECT: AUTHORIZE AWARD – SOLE SOURCE MNT19-91  
TRAPEZE SPARE PARTS**

### **FORM MOTION**

Authorize the CEO/General Manager to award Purchase Order MNT19-91 to Trapeze Software Group, Inc. (Trapeze) of Cedar Rapids, IA, for the provision of Trapeze Spare Parts for a two (2) year period beginning June 5, 2019 and ending no later than June 4, 2021, in the amount of \$106,600, plus a ten percent contingency of \$10,660, for a total not-to-exceed amount of \$117,260.

### **BACKGROUND**

Omnitrans utilizes onboard radio communication systems on its fleet of revenue and non-revenue vehicles. Trapeze parts are a component of the onboard radio communication system. The system is used for field data collection and to exchange information between dispatch personnel and Coach Operators. These proprietary parts are needed to repair and maintain the Trapeze communication system.

In accordance with FTA Circular 4220.1F, Section VI-17, procurement by noncompetitive proposals may be used when the manufacturer is the sole provider of the items compatible with existing system and when the systems are not interchangeable with similar parts and equipment from other manufacturers. Trapeze is the principal owner and sole provider of this licensing and software application.

A detailed cost analysis was performed and pricing is deemed fair and reasonable.

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

### **FUNDING SOURCE**

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

Department                      1200  
Expenditure Code              504010

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

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

### **CONCLUSION**

By proceeding with this award, Omnitrans will have the ability to maintain and repair the communication system used by dispatch personnel and coach operators.

PSG:EFP:KNT

ITEM #           F1          

**DATE:** June 5, 2019

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

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

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

**Update on AB1457, Omnitrans Transit District Legislation** - The Omnitrans Transit District legislation cleared the Assembly Appropriations Committee on 16 May, the next step is the Assembly Floor. In the interim, we will be working through the requested amendments to bill.

**Visit by the Federal Transit Administration (FTA)** – On 9 May SBCTA and Omnitrans hosted staff from FTA Region IX and Congressman Aguilar's office to tour the Redlands Passenger Rail Project alignment. FTA awarded \$8 million in grant funding to the project, which will be used for Positive Train Control (PTC).

**Low or No Emission Grant Program** - Omnitrans submitted a grant application to the Federal Transit Administration for a Low or No Emissions grant, which would cover 50% of the cost of four battery electric buses and four chargers. Proterra, the manufacturer of the buses and chargers, was a partner on the grant application. Letters of support were provided by members of Congress: Cook (District 08), Aguilar (District 31), and Torres (District 35). In addition, letters of support were also provided by San Bernardino County Transportation Authority (who provided the local match funds for the application), Southern California Association of Governments, South Coast Air Quality Management District, and Southern California Edison. Thank you to all those who assisted with this effort.

**California Highway Patrol Inspections** – The California Highway Patrol performed Annual Terminal Inspections at the East and West Valley facilities. Both facilities received a satisfactory rating. This important safety inspection consists of physical inspection of buses, bus maintenance records, and driver record and credentials. At the East Valley facility, 20 buses were inspected, and 14 buses were inspected at the West Valley facility.

**Omnitrans/SBCTA Ad-Hoc Committee Meeting** – The Omnitrans/SBCTA Ad-Hoc Committee had its second meeting on 30 May. Chairman Dailey and Member Spagnola represented Omnitrans and SBCTA President Darcy McNaboe along with SBCTA Board members Ray Marquez and Dusty Rigsby represented SBCTA. Also present at the meeting were SBCTA Executive Director Ray Wolfe and Director of Fund Administration, Andrea Zureick. There was productive discussion regarding Omnitrans financial forecast and service levels.

PSG



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

**DATE:** June 5, 2019

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

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

**FROM:** Erin Rogers, Deputy General Manager

**SUBJECT: BOARD OF DIRECTORS WORKSHOP**

**FORM MOTION**

Receive and file the summary information regarding the Board of Directors Workshop.

*This item was reviewed by the Executive Committee at its April 5, 2019 meeting.*

**BACKGROUND**

A Board of Directors Workshop was held on March 14, 2019, as a kick-off to the strategic planning process. Board Member Alan Wapner provided an informative presentation regarding Regional Agency Cooperation, Roles and Responsibilities. There was a productive discussion regarding the challenges facing Omnitrans in the future and an exchange of ideas regarding areas of focus and priorities. As part of the workshop, an analysis of strengths, weaknesses, opportunities and threats (SWOT analysis) was also conducted. Lastly, the participants split into groups and discussed significant areas of interest to Omnitrans: Funding and Financial Stewardship, Customer Focus and Regional Mobility. The workshop concluded with a collaborative discussion and setting priorities. The information gathered as part of the Board of Directors Workshop (Attachment A) will inform the upcoming strategic planning process.

**CONCLUSION**

The information gathered as part of the Board of Directors Workshop will be used to inform the FY2020 Management Plan and upcoming strategic planning process.

PSG:ER

Attachment A: Workshop Documents  
PowerPoint

**AGENDA****Board of Directors Workshop**

Thursday, March 14, 2019 – 1:00 P.M.

DoubleTree by Hilton

Lake Arrowhead Room 222 N. Vineyard Avenue

Ontario, CA 91764

**A. Call to Order**

- a. Invocation
- b. Pledge of Allegiance
- c. Roll Call
- d. Safety Briefing
- e. Communications from the Public

**2. Communications from the Public****3. Strategic Planning Workshop**

- a. Opening Remarks - Chairman Dailey and CEO, P. Scott Graham
- b. “Drawing the Lines” Presentation – Council Member Alan Wapner
- c. Purpose Statement / Workshop Overview - Teri Fisher, Insight Strategies, Inc.
- d. Discussion of Strengths, Weaknesses, Opportunities and Threats (SWOT Analysis)
- e. Table Topic Break-Out Sessions
- f. Debrief
- g. Next Steps

**4. Adjournment**

## Omnitrans BOD Post-Workshop Recap

(March 22, 2019)

### Workshop Details

**Participants:** Omnitrans Board of Directors (BOD), Key staff from other jurisdictions, Senior Leadership Team

**Roles:**

- **MC:** P. Scott Graham, CEO/General Manager
- **Consultant Facilitator:** Teri Fisher, Insight Strategies

**Workshop Date:** March 14, 2019

**Time:** 1:00-5:00 (Room Access by 12:00)

**Location:** Double Tree by Hilton

**Workshop Objectives:**

- Speak with ONE voice
- Understand baseline perceptions and ideas of the BOD and Key Staff from outside entities that can inform the strategic plan
- Create alignment with Omnitrans' financial outlook
- Strengthen Omnitrans' relationship with the SBCTA
- Make a case for the value of Omnitrans in the region
- Participate in a SWOT<sup>2</sup> Analysis—to understand the BOD and Key staff's needs, concerns, key issues, opportunities; Manage expectations regarding what's achievable in the next five years
- Facilitate Table Topic Discussions with BOD/Key Staff
- 

**Terms:**

- SLT=Senior Leadership Team
- SME=Subject Matter Expert
- SWOT=Strengths, Weaknesses, Opportunities, Threats

## Workshop Agenda:

Formal BOD Meeting	Notes
<b>Call to Order</b>	<ul style="list-style-type: none"> <li>• Invocation</li> <li>• Pledge of Allegiance</li> <li>• Roll Call</li> <li>• Safety Briefing</li> <li>• Communications from the Public</li> </ul>
Strategic Planning Agenda Item	Notes
1. Opening Remarks: Scott Graham and Chairman Ron Dailey	<p>Scott's Key Points:</p> <ul style="list-style-type: none"> <li>• Thank for support</li> <li>• Highlight Accomplishments</li> <li>• Industry is changing—excited about the future</li> <li>• Options—Bold or stagnant in next five years</li> </ul> <p>Projects:</p> <ul style="list-style-type: none"> <li>• Funding, mandates, grants</li> <li>• SBCTA Relationship</li> <li>• West Valley Connector</li> <li>• Electrification</li> </ul>
2. Board Member Alan Wapner, presents: “Drawing the Lines—Understanding Regional Agency Relationships”	Roles and responsibilities of the various regional transportation agencies
3. Purpose Statement and Workshop Overview—Teri Fisher	<p>Teri kicked off the workshop with the following:</p> <ul style="list-style-type: none"> <li>• Goals for the session—Voice of the customer in mind (boy on the bus); listen for input to inform the next Strategic Plan</li> <li>• Established Session agreements</li> <li>• Introduced the Guidepost for Decision Making and Prioritizing <ul style="list-style-type: none"> <li>--What's best for community/customer</li> <li>--What's best for Omnitrans</li> <li>--Regulatory Mandates and Compliance</li> <li>--Impact on customer: quantitative &amp; qualitative</li> <li>--Long term viability/sustainability of Omnitrans</li> <li>--Efficient and effective</li> <li>--Financial impact: save \$/make \$</li> </ul> </li> </ul>

<p>4. Conduct a SWOT Analysis</p>	<p>Teri introduced the purpose, definitions, and process for a SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis. The SWOT is a process that is used as a primer for a strategic planning process that informs how to leverage Omnitrans' strengths, what glaring weaknesses need to get fixed, which opportunities need to be pursued, and lastly, identify how to mitigate threats that could most impact Omnitrans' ability to succeed. Citing data and industry trends are critical in the SWOT process.</p> <p>Then teams were formed with a mix of the SLT, the Board and other guests—each group responsible for brainstorming in specific category.</p> <p><b>SLT members/category:</b></p> <ul style="list-style-type: none"> <li>• S=Scott, Shawn, Suzanne</li> <li>• W=Wendy, Don, Doug</li> <li>• O=Erin, Jeremiah, Jacob</li> <li>• T=Connie, Trischelle</li> </ul> <p><b>Debrief:</b> Each team shared their ideas with the larger group. The large group was then taken through a consensus building activity with the end result being a stacked ranking of the group's collective prioritizing of Opportunities and conversely, which Threats would have the highest likelihood of occurring along with the greatest impact on Omnitrans' success. <b>RESULTS:</b></p> <p><b>Opportunities:</b> (Erin, Jeremiah, Jacob + Non-SLT)</p> <ul style="list-style-type: none"> <li>Partnering with other agencies, i.e. Connectivity (16)</li> <li>MicroTransit i.e. Uber/Lyft-like services (13)</li> <li>New modes/multimedia will transit (10)</li> <li>Research best practices-ABBG partnership (9)</li> </ul> <p><b>Threats:</b> (Connie, Trischelle + Non SLT)</p> <ul style="list-style-type: none"> <li>Funding (32)</li> <li>Mandates-unfunded (11)</li> <li>Increasing benefits-retirement (9)</li> </ul>
<p>5. Table Topics Discussion</p>	<p>Teri introduced the Table Topics purpose and process.</p> <p><b>Purpose:</b></p> <ul style="list-style-type: none"> <li>• Listen for input to inform the Strategic Plan in three critical areas (Topics below)</li> <li>• Speak with ONE voice</li> </ul>

	<ul style="list-style-type: none"> <li>• Seek alignment from all parties on the future direction of Omnitrans</li> <li>• Hear their perspective and approach on the given topic</li> </ul> <p><b>Process:</b></p> <ol style="list-style-type: none"> <li>1. Each table had three SME SLT Members and a mix of participants from the BOD and other guests—the groupings were pre-determined.</li> <li>2. To stimulate thought, each member of each group was given a list of questions to answer that was drawn upon in the conversation.</li> <li>3. Notes were taken at each table of the key conversational points and takeaways.</li> <li>4. Large group debrief and discussion—What was learned? Discussed? Make connection to Strategic Plan.</li> </ol>
6. Close and next steps	<p>Scott discussed next steps in the Strategic Planning process.</p> <p>Teri Facilitated - each person shares one key take-away from the session today - Something they most appreciated, learned, discussed.</p> <p><b>Closing remarks:</b> Chairman Dailey provided some closing remarks and mentioned that an ad hoc committee would be formed to include members of the Omnitrans and SBCTA Boards to discuss some of the funding challenges discussed at today's workshop. He thanked everyone for attending and adjourned the meeting.</p>
7. Complete Session Evaluations	Session Evaluations Completed by attendees.

**BOARD OF DIRECTORS WORKSHOP  
MINUTES  
MARCH 14, 2019**

**A. CALL TO ORDER**

The Board of Directors Workshop was called to order by Chairman Ron Dailey at 1:00 p.m., Thursday, March 14, 2019, at the Doubletree by Hilton, Lake Arrowhead Room, Ontario, CA.

1. Pledge of Allegiance
2. Roll Call

**BOARD MEMBERS PRESENT**

Council Member Ron Dailey, City of Loma Linda – Chairman  
Mayor Pro Tem David Avila, City of Yucaipa – Vice Chairman  
Mayor Eunice Ulloa, City of Chino  
Mayor Frank Navarro, City of Colton  
Mayor Pro Tem John Roberts, City of Fontana  
Mayor Darcy McNaboe, City of Grand Terrace  
Council Member John Dutrey, City of Montclair  
Council Member Alan Wapner, City of Ontario  
Council Member Sam Spagnolo, City of Rancho Cucamonga  
Council Member Theodore Sanchez, City of San Bernardino - Alternate  
Supervisor Janice Rutherford, County of San Bernardino

**OTHERS IN ATTENDANCE**

Dr. Kimberly Collins, California State University San Bernardino  
Teri Fisher, Insight Strategies – Facilitator  
Alonso Ramirez, Council Member Alan Wapner's Office  
Stephanie Rose, Supervisor Janice Rutherford's Office  
Ray Wolfe, San Bernardino County Transit Authority  
Andrea Zureick, San Bernardino County Transit Authority

**OMNITRANS' ADMINISTRATIVE STAFF PRESENT**

P. Scott Graham, CEO/General Manager  
Erin Rogers, Deputy General Manager  
Shawn Brophy, Director of Operations  
Jacob Harms, Director of Information Technology  
Suzanne Pfeiffer, Director of Human Resources  
Connie Raya, Director of Maintenance

Doug Stanley, Director of Special Transportation Services  
Don Walker, Director of Finance  
Wendy Williams, Director of Marketing-Planning  
Jeremiah Bryant, Service Planning Manager  
Harry Moreck, Network Administrator

## **B. COMMUNICATIONS FROM THE PUBLIC**

There were no communications from the public.

## **C. STRATEGIC PLANNING WORKSHOP**

### **1. Opening Remarks – *Chairman Dailey and CEO, P. Scott Graham***

CEO/General Manager, P. Scott Graham welcomed everyone to the Workshop and thanked the Board for their commitment and support of Omnitrans. He provided a brief overview of the Agency highlights and accomplishments as well as some of the challenges the Agency is facing in the coming years.

Chairman Dailey also welcomed the Board and guests in attendance. He expressed some excitement for future changes in the industry and briefly highlighted the areas of funding, grant opportunities, West Valley Connector Project, Rail, electrification, and collaboration with the San Bernardino County Transportation Authority.

### **2. Purpose Statement and Workshop Overview - *Teri Fisher, Insight Strategies, Inc.***

Ms. Fisher reviewed the Workshop goals and introduced some Guideposts for Decision Making and Prioritizing.

### **3. “Drawing the Lines” Presentation –*Council Member Alan Wapner, City of Ontario***

Member Wapner presented a PowerPoint that provided an overview of the roles and responsibilities of the various regional transportation agencies.

### **4. Discussion of Strengths, Weaknesses, Opportunities and Threats (SWOT Analysis) - *Teri Fisher, Insight Strategies Inc.***

Ms. Fisher reviewed the purpose, definitions, and process for this analysis. She explained how the SWOT analysis is used in the strategic planning process to identify some of the Agency’s strengths, weaknesses, opportunities and threats.

### **5. Table Topic Break-Out Sessions – *Teri Fisher, Insight Strategies Inc.***

Discussion groups were formed that included Members, staff and guests. The three topics discussed were 1) Funding & Financial Stewardship, 2) Customer Focus; and 3) Regional Mobility. Each team reported out their main points and the entire group had the opportunity to provide additional comments.



6. Close and Next Steps

Mr. Graham discussed the next steps in the strategic planning process.

The attendees were asked to share one key take-away from the Workshop.

Chairman Dailey provided some closing remarks. He mentioned that an ad hoc committee would be formed to include members of the Omnitrans and SBCTA Boards to discuss some of the funding challenges discussed at today's Workshop.

7. Complete Session Evaluations

The attendees were asked to fill out evaluation forms.

**D. ADJOURNMENT**

The Board of Directors Workshop adjourned at 5:00 p.m.

Prepared by:

---

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

# Regional Cooperation

**HON. ALAN D. WAPNER**

ONTARIO CITY COUNCIL MEMBER

BOARD MEMBER, OMNITRANS AND SBCTA

PRESIDENT, SCAG

OMNITRANS BOARD OF DIRECTORS WORKSHOP

MARCH 14, 2019

# Key roles and responsibilities



- Provide safe and reliable public transit.
- Develop Short Range Transportation Plan.



- Coordinate regional transportation efforts.
- Develop Countywide Transportation Plan (CTP).
- Allocate funds for transit capital and ops.



- Develop Regional Transportation Plan/  
Sustainable Communities Strategy (RTP/SCS).
- Develop Federal Transportation Improvement Program (FTIP).



# RTP/SCS – Connect SoCal



Represents long-term vision and accompanying investment framework to address regional transportation, land use challenges, and opportunities in the region.

Phase 1: Technical consultation

Phase 2: Local input on planned growth.

Phase 3: Scenario development.

Phase 4: Engagement with the general public.

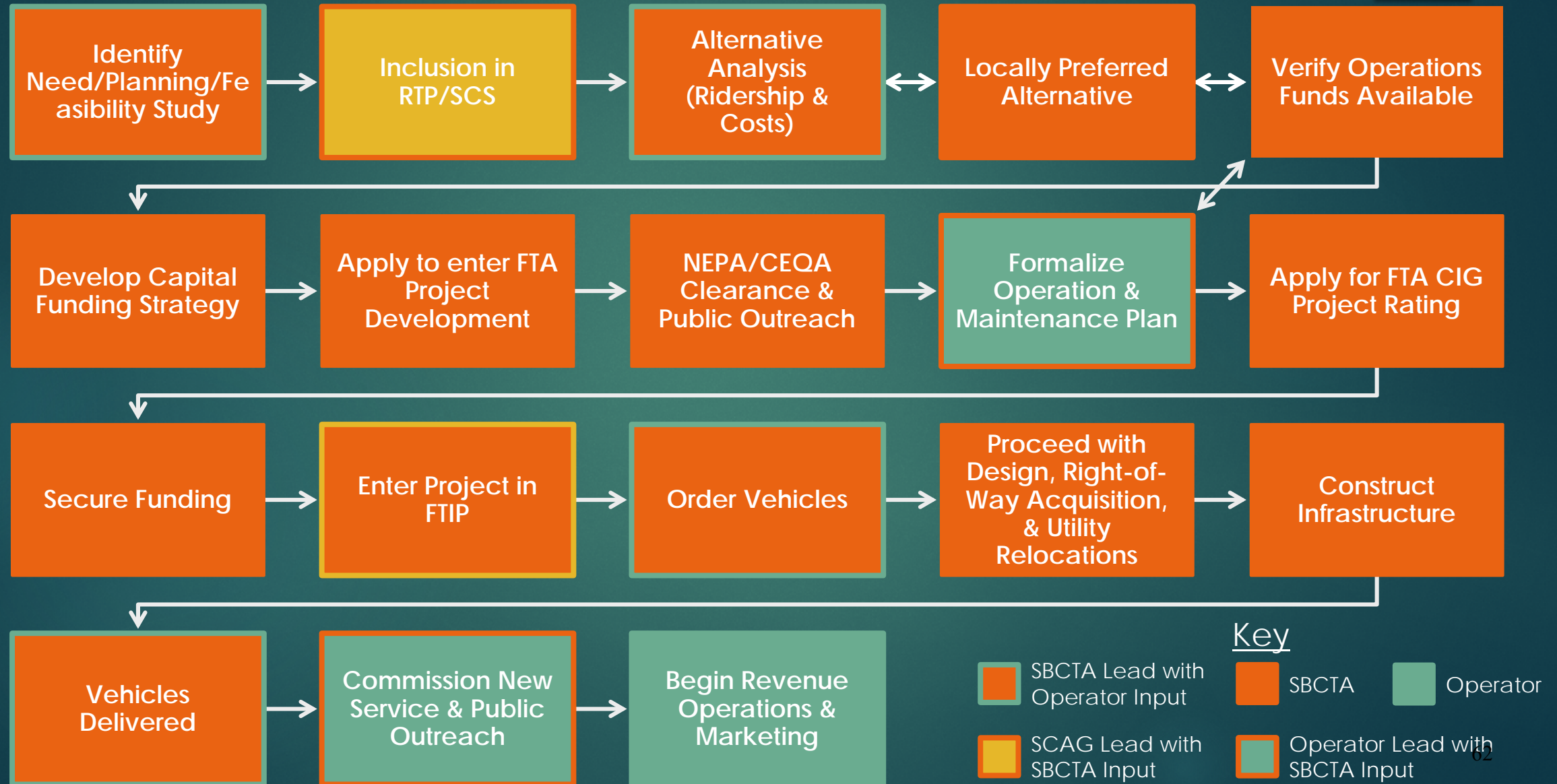
# Funding & Transit Projects



- ▶ Local Transportation Fund (LTF)
- ▶ Federal Transit Administration (FTA) grants & programs
- ▶ State Transit Assistance (STA)
- ▶ Federal Congestion Mitigation and Air Quality (CAMQ) Program
- ▶ Measure I (senior and disabled, Bus Rapid Transit, and Rail Programs)
- ▶ State Low Carbon Transit Operations Program (LCTOP) & State of Good Repair (SB 1)
- ▶ Other federal and state grants/loans
- ▶ Transit fares



# Transit Capital Project Development Process



# Increased cooperation



& Many Other Locations  
Across Southern CA





**OmniTrans BOD Workshop  
Strengths, Weaknesses, Opportunities and Threats  
(SWOT) Analysis**

**Strengths:**

- Staff support and leadership
- Cost conscious
- Fleet and Operations
- State-of-the-Art Technology – OPS/MTX
- Safety and Security
- Meeting customer needs
- Modal options/connectivity
- Customer oriented
- Serve key destinations
- Funding through community partnerships
- Technology
- Special Transportation Services
- Relationships with other government agencies

**Weaknesses:**

- Communication of financial impacts of programs/services to BOD
- Low service frequency
- Inconvenient schedule-connections
- Slow versus car (travel time)
- Lack of response to changing/varied demand
- Fleet size
- Lack of innovation

**Opportunities:**

- Partnering with other agencies, i.e. Connectivity (16)
- Greater efficiencies (1)
- New workforce, new ideas-internship program (1)
- Seeking additional funding (4)
- Electrification (1)
- MicroTransit i.e. Uber/Lyft-like services (13)
- New technologies equal better service offerings i.e. Safety features, app development (3)
- SB1 Funding (0)
- Expand special services (2)
- Intern Program (0)
- Research best practices-ABBG partnership (9)
- Local funding opportunity (0)
- Land use (0)
- New modes/multimedia will transit (10)



**Threats:**

- Funding (32)
- Skilled workforce (1)
- Mandates-unfunded (11)
- Decreasing ridership (3)
- Fares (3)
- Centralized planning (1)
- Rideshare (0)
- Autonomous vehicles (2)
- Electrification/ZEB (5)
- Technology (0)
- Increased transportation taxes (2)
- Competition for funding grants (4)
- Increasing benefits-retirement (9)
- Land use (1)

**Strategic Plan Board Workshop 2019  
Table Topic Teams**

Table 1	Table 2	Table 3
Funding & Financial Stewardship	Customer Focus	Regional Mobility in the Future
<b>SLT SMEs:</b> <ul style="list-style-type: none"> <li>Jeremiah Bryant</li> <li>Don Walker</li> <li>Connie Raya</li> </ul>	<b>SLT SMEs:</b> <ul style="list-style-type: none"> <li>Wendy Williams</li> <li>Trischelle Baysden</li> <li>Suzanne Pfeiffer</li> </ul>	<b>SLT SMEs:</b> <ul style="list-style-type: none"> <li>Jacob Harms</li> <li>Shawn Brophy</li> <li>Doug Stanley</li> </ul>
<ul style="list-style-type: none"> <li>Chairman Ron Dailey – City of Loma Linda</li> <li>Member Alan Wapner – City of Ontario</li> <li>Alonso Ramirez- Member Wapner’s Office</li> <li>Member Sam Spagnolo – City of Rancho Cucamonga</li> <li>Supervisor Janice Rutherford – County of San Bernardino</li> <li>Stephanie Rose – Supervisor Rutherford’s Office</li> <li>Andrea Zureick – San Bernardino County Transportation Authority</li> </ul>	<ul style="list-style-type: none"> <li>Member Eunice Ulloa – City of Chino</li> <li>Member Frank Navarro – City of Colton</li> <li>Member Darcy McNaboe – City of Grand Terrace</li> <li>Member Penny Lilburn – City of Highland</li> <li>Vice Chairman David Avila – City of Yucaipa</li> </ul>	<ul style="list-style-type: none"> <li>Member John Roberts – City of Fontana</li> <li>Member John Dutrey – City of Montclair</li> <li>Member Theodore Sanchez – City of San Bernardino</li> <li>Ray Wolfe – San Bernardino County Transportation Authority</li> <li>Dr. Kimberly Collins – California State University San Bernardino</li> </ul>

- Scott Graham
- Erin Rogers
- Teri Fisher

## **Strategic Plan Board Workshop 2019**

### **Notes from the Funding & Financial Stewardship Group Table**

SLT SMEs:

- *Jeremiah Bryant*
- *Don Walker*
- *Connie Raya*

### **Notes from the Funding & Financial Stewardship Group Table**

- Uncertainty in funding.
- Can't keep running 40' buses.
- Need to change our model – look at MicroTransit.
- Re-think what our customers want.
- Think transportation agency – what can we do for our customers?
- If routes are not productive, cut service, show balance.
- If there isn't enough critical mass to make it profitable, don't do it.
- If there are profitable routes, Uber/Lyft are already there.
- What are the things we have to do to meet the legal requirements for transportation?
- Concerns about our ability to compete with private agencies.
- "Omni-ride" come to your door like Uber/Lyft – demand response.
- Restructure, and use smaller more economical buses. Can we use smaller buses?
- Rethink 60' buses, is it profitable?
- Development along the line.
- Spend transportation dollars in a different way.
- How do we move our low productive service into highest ridership routes?
- 10-year delivery plan – Delivered on most of our commitments, moving quickly for Measure I Reauthorization.

### **What do you envision this priority looking like in the next five years?**

- Re-think the way we do business.
- Have ad-hoc meetings.

### **What other thoughts do you have on this area of priority?**

- Look at new funding sources.
- Extension of Measure I.

## **Strategic Plan Board Workshop 2019**

### **Notes from the Customer Focus Group Table**

#### **SLT SMEs:**

- *Wendy Williams*
- *Trischelle Baysden*
- *Suzanne Pfeiffer*

#### **Customer Focus Group Responses to Questions**

##### **What do you envision this priority to look like?**

- Communication between driver/passenger
- Amenities at stops (lighting)
- Reasonable price
- Digital card – stored value card
- Environment on the bus (cleanliness)
- Identify why ridership is down and address those issues
- Personalized trips (Uber/Lyft)
- Tap into Gen Z who are postponing getting licenses
- Don't forget about the big group of people that don't use technology
- Make sure service is easy to use-simplify
- Decrease wait time between buses
- Make the bus/rail connection easy
- Address first mile/last mile concerns
- Create an environment for satisfied employees: make sure they have a place to provide feedback since they are the ones closest to the customer
- Create a rewards program for frequent riders
- Be responsive to customer concerns that are brought to us (ex: Access person at Board meeting)
- Provide service closer to high density housing, specifically the elderly: they don't feel safe walking, or have medical/special needs.

##### **What potential challenges could inhibit Omnitrans from achieving this five-year vision?**

- Funding that is already committed (no new funding)
- Inability to respond quickly to change
- Determining whether the above are practical solutions

- Are we using the right equipment to address the above? Do we have the right number and types of vehicles?
- Our infrastructure may not be able to support some of our ideas
- We live in a culture where automobiles are valued, we want our independence to go when and where we want
- We serve a broad geographical area

**What role can the Board or you personally play in achieving this vision?**

- Be supportive of innovation
- Take risks
- Work with higher level agencies for support (Sacramento/Washington)
- Rally around and promote public transit
- Look at land use opportunities (TOD)
- Work with other regional Boards and collaborate to make our voice louder

## **Strategic Plan Board Workshop 2019**

### **Notes from the Regional Mobility Table**

#### **SLT SMEs:**

- *Jacob Harms*
- *Shawn Brophy*
- *Doug Stanley*

#### **Notes from the Regional Mobility Table**

##### **Regional Mobility in the Future**

- Multi-modal transportation
- Trips spanning multiple agencies / transit districts
- How we meet transit needs for different customer types throughout the region
- Seen disruptive technology and innovation in transit (TNC's, increased mobile platform adoption, improved communication of data) combined with economic factors that translate into new challenges for meeting service requirements and rising customer expectations

##### **Unconstrained**

How does Omnitrans tie into other transit systems?

- Technology

How to leverage transit partners?

- Better coordination

##### **Constrained**

Farebox recovery (not sustainable at 20 percent Farebox RR)

- Look for efficiencies / route changes to improve this

TNC partnerships for low productivity routes

- Reduce costs

Funding

- Operating within our constrained funding forecast

##### **Success**

- Service offering meeting demand
- Matching bus type with customer demand

### Take-Aways/Something that stood out

- Challenges are daunting, we need to think in different ways-strike a balance.
- Funding short fall-tackle and address it early.
- SBCTA needs to look at all services-where can we use our money (ad hoc committee).
- Board meetings are too structured for free discussion such as this forum. Productive discussions are in these type workshops, we should have them more frequently.
- How do we get Board members to engage? Possible “no vote” on the strategic plan?
- V-TRANS being brought under Omnitrans saved a lot of money. How can we be more effective with five transit agencies vs. one? We can’t keep doing business the same way. We need to spend wisely.
- Omnitrans staff is ready to do what we need them to do.
- Our constituents are the *entire* district.
- Business as usual is not going to do it. Provide what we can with the money we get.
- There is an urgency to the challenges we face. We are adapting to the environment too slowly.
- There is a wall that we must get over. Work collaboratively with other agencies. We need way out of the box (universe) thinking.
- We must do something different.
- These are real constraints that we must work with.
- Where is there alternative funding?



# March 2019

## Board Workshop Recap

**Date:** June 5, 2019

**Consultant Facilitator:** Teri Fisher – CEO & Managing Partner



# Purpose

- ▷ Lay the groundwork for the upcoming strategic planning process
- ▷ Gain understanding and alignment of future vision and priorities



- ▶ Establish baseline perceptions at start of the strategic plan
- ▶ Create understanding of Omnitrans financial forecast
- ▶ Make a case for the value of Omnitrans in the region
- ▶ Participate in a SWOT analysis
- ▶ Facilitate Table Topic Discussions with Board Members and Key Staff
- ▶ Ascertain Board of Director's desired role in the strategic planning process



# Alan D. Wapner's Presentation: “Drawing the Lines”

Key roles and responsibilities

RTP/SCS – Connect SoCal

Funding & Transit Projects

Transit Capital Project Development Process

Increased cooperation



**OmniTrans**





# SWOT Analysis

## *Expand Our Thinking*



# SWOT Analysis Results

## Strengths

- Staff support and leadership
- Cost conscious
- Fleet and Operations
- State-of-the-art technology
- Safety and security – APTA Awards!
- Meeting customer needs
- Modal options/connectivity
- Customer oriented
- Serve key destination
- Funding through community partnerships
- Technology
- Special Transportation Services
- Relationships with other government agencies

## Weaknesses

- Communication of financial impacts of programs/services to Board of Directors
- Low frequency of some routes
- Inconvenient schedule-connections
- Slow versus car (travel time)
- Lack of response to changing/varied demand
  - Fleet size
  - Lack of innovation

# SWOT Analysis Results *(Continued)*

## Opportunities

- Partner with other agencies, i.e. Connectivity (16)
- Micro transit, i.e. Uber/Lyft-like services (13)
- New modes/multimodal with transit (10)
- Research best practices-ABBG partnership (9)
- Seek additional funding, i.e. SB1 and local funds (6)
- New technologies equal better service offerings, i.e. safety features, app development (3)
- Expand special services (2)
- New workforce-new ideas, i.e. internship program (2)
- Greater efficiencies (1)
- Electrification (1)
- Land use (0)

## Threats

- Funding (32)
- Unfunded mandates (11)
- Increasing cost of employee benefits (9)
- Electrification/ZEB (5)
- Competition for funding/grants (4)
- Decreasing ridership (3)
- Fares (3)
- Increased transportation taxes (2)
- Autonomous vehicles (2)
- Skilled workforce (1)
- Centralized planning (1)
- Land use (1)
- Rideshare (0)
- Technology (0)



# *Table Topics*

## *Focus our Vision*



# Table Topics: Team Breakdown

Table 2	Table 1	Table 3
<b>Customer Focus</b>	<b>Funding &amp; Financial Stewardship</b>	<b>Regional Mobility in the Future</b>
<b>SLT SMEs:</b> <ul style="list-style-type: none"> <li>Wendy Williams</li> <li>Trischelle Baysden</li> <li>Suzanne Pfeiffer</li> </ul>	<b>SLT SMEs:</b> <ul style="list-style-type: none"> <li>Jeremiah Bryant</li> <li>Don Walker</li> <li>Connie Raya</li> </ul>	<b>SLT SMEs:</b> <ul style="list-style-type: none"> <li>Jacob Harms</li> <li>Shawn Brophy</li> <li>Doug Stanley</li> </ul>
<ul style="list-style-type: none"> <li>Eunica Ulloa - Chino</li> <li>Frank Navarro - Colton</li> <li>Darcy McNaboe - Grand Terrace</li> <li>Penny Lilburn - Highland</li> <li>David Avila - Yucaipa</li> <li>Roxanna Gracia (Assembly member Gomez Reyes staff)</li> </ul>	<ul style="list-style-type: none"> <li>Ron Dailey - Loma Linda</li> <li>Alan Wapner - Ontario</li> <li>Sam Spagnolo - Rancho Cucamonga</li> <li>Janice Rutherford</li> <li>Alonso Ramirez(Member Wapner staff, Ontario)</li> <li>Stephanie Rose(Supervisor Rutherford staff)</li> <li>Andrea Zureick – SBCTA</li> </ul>	<ul style="list-style-type: none"> <li>John Roberts - Fontana</li> <li>John Dutrey - Montclair</li> <li>Theodore Sanchez - San Bernardino</li> <li>Chad Schnitger (Supervisor Hagman staff)</li> <li>Ray Wolfe - SBCTA</li> <li>Dr. Kimberly Collins – Cal State San Bernardino</li> </ul>



# Table Topics:

## Customer Focus

### ▷ Customer Experience

- Reasonable Price
- Environment on the bus, safe and clean
- Amenities at bus stops
- Make sure service is easy to use – simplify
  - Make the bus/rail connection easy
  - Address first/last mile concerns
  - Decrease wait times between buses

# Table Topics:

## Customer Focus *Continued*

### ▷ Challenges

- We serve a broad geographic area
  - Our constituents are the *entire* San Bernardino Valley
- We live in a culture where automobiles are valued, people want independence to go when and where people want
- Ridership Decline
  - Identify why ridership is down and address those issues
  - Tap into Gen Z, who are postponing getting licenses
  - Personalized trips (Uber/Lyft)

### ▷ Other

- Provide service closer to high density housing
- Be responsive to customer concerns



# Table Topics:

## Funding & Financial Stewardship

- ▷ Address funding shortfalls:
  - Seek competitive funding and partnership
  - Seek additional efficiencies within the existing services
  - Restructure service to live within forecasted funding levels
  - Measure I Extension
- ▷ Change business model to adapt to changing customer demands, new technology and vehicle options.
  - MicroTransit & Smaller Vehicles
- ▷ Act with urgency:
  - Address forecasted shortfalls
  - Respond to changes in customer behavior
- ▷ Work with partners to ensure success
  - TOD, Land use, other transit partners

# Table Topics:

## Regional Mobility in the Future *Continued*

### ▷ **Unconstrained**

- How does Omnitrans tie into other transit systems
  - Technology
- How do we leverage transit partners
  - Better coordination

### ▷ **Constrained**

- Farebox recovery
- Look for efficiencies/route change opportunities
- TNC partnerships for low productivity routes
  - Reduce costs
- Funding
  - Operating within constrained funding forecast

# Table Topics:

## Regional Mobility in the Future

### Regional Mobility – Future Vision

- ▶ Multi-modal transportation, trips spanning multiple agencies/ transit districts, how we meet transit needs for different customer types throughout the region
- ▶ Disruptive technology and innovation in transit (TNC's, increased mobile platform adoption, improved communication of data) combined with economic factors that translate into new challenges for meeting service requirements and rising customer expectations



# BOD's Role in the Strategic Planning Process

## – *Board Input*

- ▷ Be supportive of innovation
- ▷ Take risks
- ▷ Work with higher level agencies for support  
(Sacramento/Washington)
- ▷ Rally around and promote public transit
- ▷ Look at land use opportunities (TOD)
- ▷ Work with other regional Boards and collaborate to make our voice louder



# Next Steps

- ▷ Ad-Hoc Committee of Omnitrans and SBCTA Board Members
- ▷ Implement the FY2020 Management Plan
- ▷ Initiate and Complete the Agency Strategic Plan
  - Seek additional input from the Board of Directors



# Thank You!

Teri Fisher | CEO & Managing Partner

310-783-9263

tfisher@insightstrategies.com

Insight Strategies, Inc.

2340 Plaza Del Amo, Suite 205

Torrance, CA 90501

Visit our website at:  
**[www.InsightStrategies.com](http://www.InsightStrategies.com)**





ITEM #           F3          

**DATE:** June 5, 2019

**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: ACCESS PARATRANSIT SERVICE OVERVIEW**

**FORM MOTION**

Receive and file overview on the Access paratransit service.

**BACKGROUND**

Access is Omnitrans' Americans with Disabilities Act-mandated public transportation service for individuals unable to independently use the fixed route bus system. Omnitrans Access paratransit service was implemented in 1992 and replaced Omnitrans Dial-A-Lift accessible paratransit service, which began in 1977.

Under the ADA, paratransit service must:

- Operate during the same hours and days and within  $\frac{3}{4}$  mile of each fixed route;
- Have no restrictions on trip purpose;
- Provide trips at a comparable length of time to the same trip taken on fixed route; and
- Take reservations up to seven (7) days in advance;
  - Reservation times can be negotiated up to one-hour before or after requested reservation time.

ADA strictly limits eligibility to those who meet the criteria of 49 CFR Par 37.123:

- An impairment related condition that prevents the individual from independently using the fixed route system;
- A condition which makes using the fixed route system more difficult but does not prevent using the system is not a basis for eligibility; and
- Age is not a qualifying factor.

In FY16, Omnitrans changed from self-certification, to an in-person function assessment. When a completed application is submitted, an in-person certification interview is conducted by a Paratransit Eligibility Technician trained to determine ADA eligibility. Following the change, ADA Certifications declined from a peak of 3,028 in FY15 to a projection of approximately 1,268 in FY19.

Access FY19 ridership is estimated to be approximately 360,000 passengers, down from ridership of 433,954 in FY16. The ridership decline can be attributed to a general drop in fixed route ridership; other department CTSA transportation programs; fewer many-to-one trips; and changes in the Omnitrans ADA Certification process.

In November 2018, Omnitrans Board of Directors approved the purchase of new Trapeze software, PASS-WEB, allowing customers with smartphones, tablets, or personal computers the ability to:

- Schedule trips
- Review trips
- Cancel or change trips
- View vehicle location, if 15-25 minutes away

PASS-WEB is scheduled to be released to Access clients in October 2019.

The current paratransit contract will be in its final option year starting in July 2019. A Request for Proposals for FY21-FY25 service is in development and scheduled for release at the September 2019 Board of Directors meeting.

## **CONCLUSION**

Receive and file overview on the Access ADA Paratransit Service.

PSG: DS

Attachment A: PowerPoint Presentation



# ACCESS ADA PARATRANSIT OVERVIEW

**Board of Directors  
June 5, 2019**

## WHAT IS ACCESS?

- **ADA-mandated public transportation service for individuals unable to independently use fixed route bus service (Title 49 CFR Part 37.121)**
  - **Omnitrans Dial-A-Lift paratransit service implemented - 1977**
  - **Omnitrans Access ADA paratransit service implemented – 1992**

# ADA PARATRANSIT

- Operate during the same hours, days and area (3/4 mile) as fixed route
- No restrictions on trip purpose
- Provide comparable travel time to the same trip taken on fixed route
- Reservations accepted 1-7 days in advance
- Reservation times can be “negotiated”
- Equal transportation service (not special)

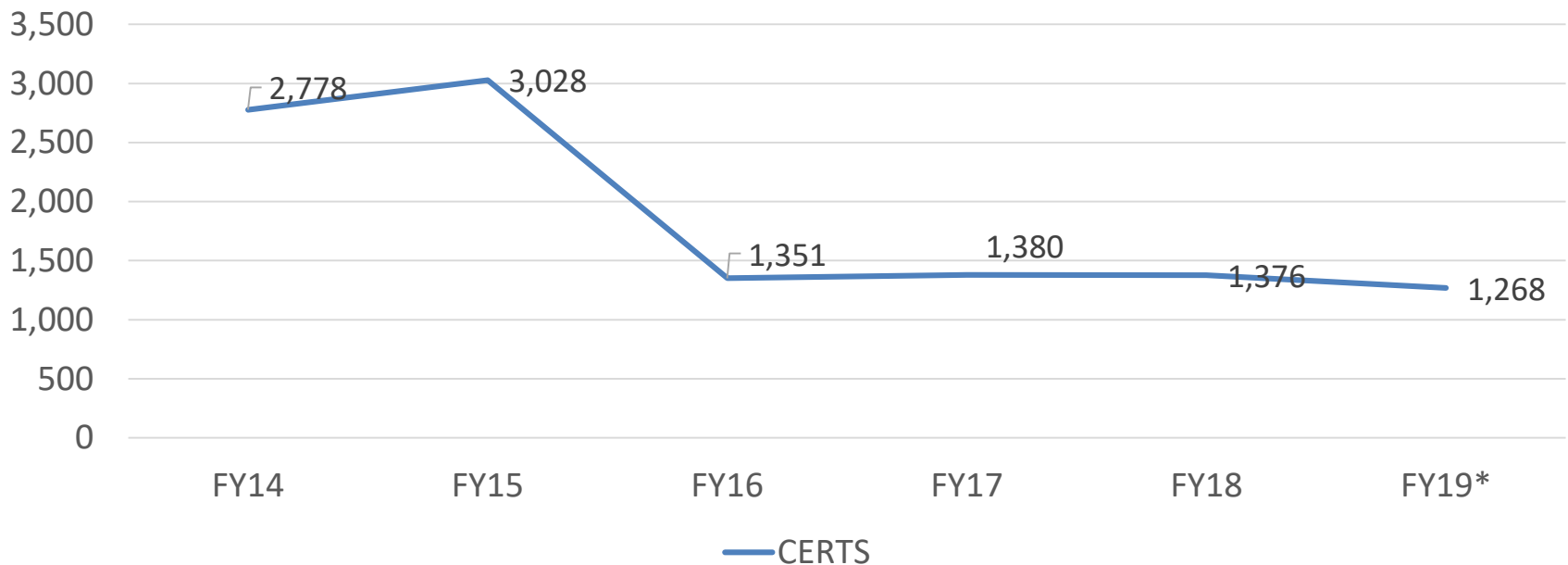
# ADA CERTIFICATION

- **ADA strictly limits eligibility to those who meet the criteria of 49 CFR Part 37.123**
- **In-Person Certification Interview FY16**
  - **Completed client application**
  - **Licensed health care professional verification – functional ability**
- **Impairment-related condition must prevent the individual from independently using fixed route service**

# ADA CERTIFICATION

- Factors not qualifying for eligibility
  - A condition which makes using the fixed route system more difficult but does not prevent use (49 CFR Part 37.123)
  - Age

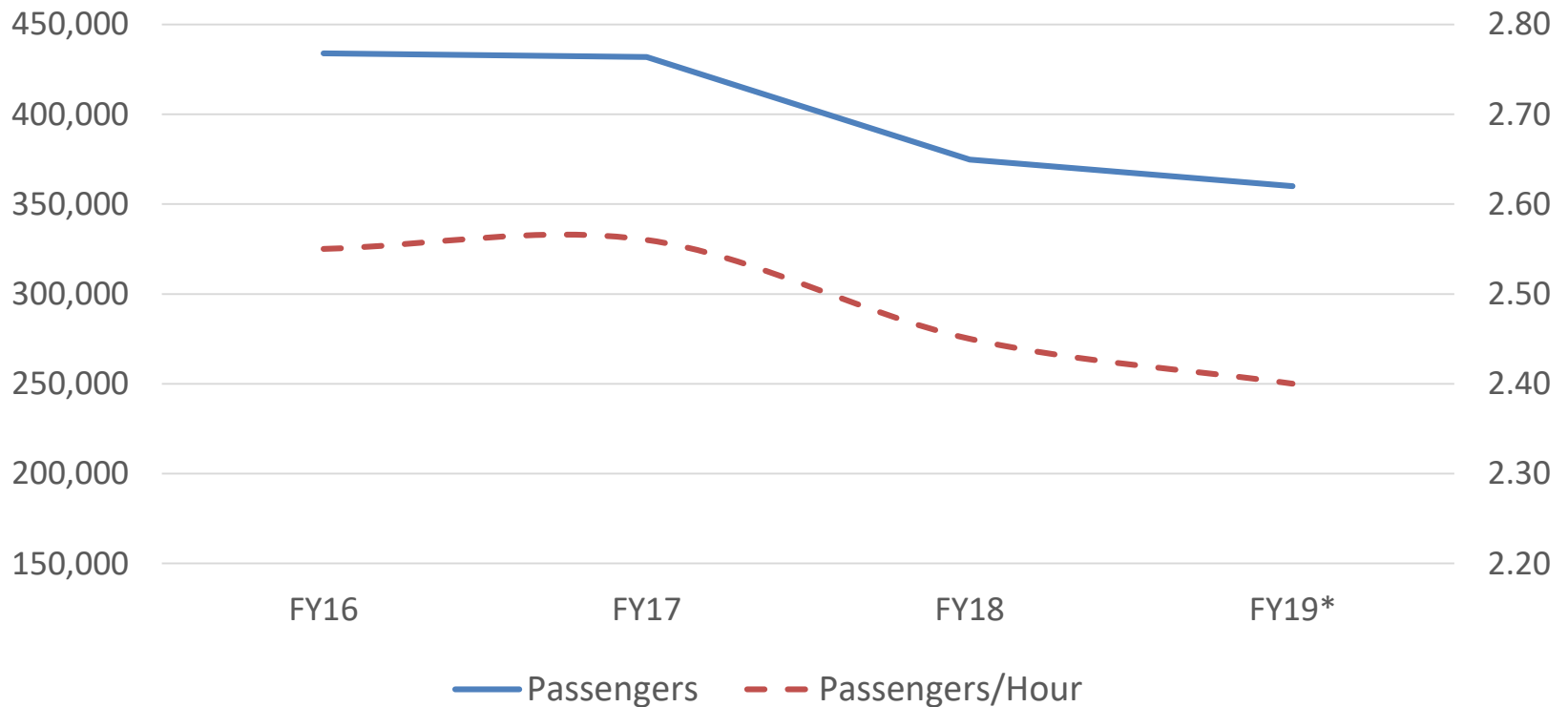
# ADA CERTIFICATION



- **In-person ADA Certification interviews FY16**



# ACCESS RIDERSHIP



- **Approximately 25% use mobility devices**

# STS PROGRAM RIDERSHIP

Project	FY18 Ridership	FY19 Ridership Estimated
Central City Lutheran	5,501	4,501
Chino	-----	7,500
SB County DAAS	-----	Unknown
Grand Terrace	1,696	1,222
Highland	-----	4,800
ISS	1,972	-----
LLUMC ADHC	-----	9,000
Mileage Reimbursement	38,610	45,000
OPARC	15,843	13,011
PVW	45,392	33,505
Redlands	3,925	2,715
RIDE: Taxi/Lyft	1,360	1,360
YMCA	1,186	1,186
<b>TOTAL</b>	<b>115,485</b>	<b>123,800</b> <sup>98</sup>

## UPCOMING

- **PASS-WEB Go Live scheduled for October 2019**
  - Available on smartphone, tablet, PC
  - Reduces call center traffic
    - Schedule, review, change, or cancel trips
    - View vehicle location
    - Increased customer satisfaction
- **Current paratransit contract expires June 2020**
  - RFP in development
  - Release RFP with BOD approval in September 2019

THANK YOU

ITEM #           F4          

**DATE:** June 5, 2019

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

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

**FROM:** Eugenia F. Pinheiro, Contracts Manager

**SUBJECT: AUTHORIZE AWARD – CONTRACT MNT19-50  
MAINTENANCE OF THE COMPRESSED NATURAL GAS (CNG)  
FUELING FACILITIES AT EAST VALLEY AND WEST VALLEY**

**FORM MOTION**

Authorize the CEO/General Manager to award Contract MNT19-50 to Clean Energy of Newport Beach, CA for the provision of the maintenance of the Compressed Natural Gas (CNG) fueling facilities at East Valley and West Valley for a three (3) year base period beginning September 1, 2019 and ending August 31, 2022, with the authority to exercise two (2) single option years ending no later than August 31, 2024, in the amount of \$1,319,004, an allowance of \$150,000, plus a ten percent contingency of \$146,900, for a total not-to-exceed amount of \$1,615,904, should all options be exercised.

**BACKGROUND**

Omnitrans requires ongoing routine maintenance, repair, and emergency services for the East Valley and West Valley CNG fueling facilities. The current Contract FIN16-53 expires August 31, 2019.

On March 6, 2019, Omnitrans' Board of Directors authorized the release of Request for Proposals RFP-MNT19-50. Notices were published in two (2) local newspapers of general circulation, two (2) minority papers, and posted on Omnitrans' online bidding system.

Four (4) proposals were received by the April 9, 2019 deadline. All were deemed responsive and evaluated in accordance with the selection criteria included in the RFP and were ranked from highest to lowest to establish the competitive range.

Selection Criteria	Total Possible Points	Clean Energy of Newport Beach, CA	Trillium USA Company, LLC dba Trillium of Houston, TX	TruStar Energy of Rancho Cucamonga, CA	GP Strategies Corporation of Columbia, MD
Qualification of Firm and Personnel	35	31.50	31.15	30.33	28.35
Work Plan	25	22.25	21.58	21.08	18.75
Experience	25	22.08	21.92	21.67	19.58
<b>Technical Total</b>	<b>85</b>	<b>75.83</b>	<b>74.65</b>	<b>73.08</b>	<b>66.68</b>
Cost/Price	15	15.00	9.73	6.84	3.95
<b>Total</b>	<b>100</b>	<b>90.83</b>	<b>84.38</b>	<b>79.92</b>	<b>70.63</b>
		<b>\$1,372,824</b>	<b>\$2,198,340</b>	<b>\$3,187,800</b>	<b>\$5,628,330</b>

The following three (3) firms scored the highest overall and were invited to submit Best & Final Offers (BAFO). The firms are listed from highest to lowest.

Selection Criteria	Total Possible Points	Clean Energy of Newport Beach, CA	Trillium USA Company, LLC dba Trillium of Houston, TX	TruStar Energy of Rancho Cucamonga, CA
Technical	85	75.83	74.65	73.08
Cost/Price	15	15.00	9.83	7.64
<b>Total</b>	<b>100</b>	<b>90.83</b>	<b>84.48</b>	<b>80.72</b>
<b>Final BAFO Pricing</b>		<b>\$1,319,004</b>	<b>\$2,090,700</b>	<b>\$2,732,400</b>

*\*Award is based on Omnitrans' historical usage of 345,000 therms per month over a period of 60 months.*

Clean Energy ranked highest overall and offered the lowest pricing. Clean Energy operates over 530 natural gas fueling stations and services 100 locations in California for other transit properties including Foothill Transit, Orange County Transit Authority (OCTA), Long Beach Transit, Santa Monica Blue Bus, and Los Angeles Metro. The proposed project team includes two project technicians assigned to Omnitrans' facilities. The firm guarantees onsite response times of 2 hours for critical service and 4 hours non-critical service. Clean Energy's operation center is staffed with 20 employees on a 24/7/365 basis to monitor real time fueling station status and performance. The proposed work plan includes a comprehensive maintenance, transition and closeout plan.

Clean Energy's BAFO pricing resulted in a cost reduction of \$53,820 over a five-year period. The average per therm rate over the five-year period of performance is \$0.0637 which is \$0.0443 less than the Independent Cost Estimate (ICE) average per therm rate of \$0.108 and therefore deemed fair and reasonable. The total award includes an allowance of \$150,000 for repairs and services which are related to damage, neglect or misuse by Omnitrans.

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

### **FUNDING SOURCE**

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

<b>DEPARTMENT</b>	<b>EXPENDITURE CODE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
1200	505060	Contract	\$1,319,004
1200	505060	Allowance	\$150,000
1200	505060	Contingency	\$146,900
<b>TOTAL</b>			<b>\$1,615,904</b>

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

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

### **CONCLUSION**

By proceeding with this award, Omnitrans will continue to operate and maintain CNG fueling facilities.

PSG:EFP:CVM

ITEM #           F5          

**DATE:** June 5, 2019

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

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

**FROM:** Eugenia F. Pinheiro, Contracts Manager

**SUBJECT: AUTHORIZE AWARD – CONTRACT MNT19-78  
BUS PAINTING AND DECAL SERVICES**

**FORM MOTION**

Authorize the CEO/General Manager to award Contract MNT19-78 to JS Solutions, LLC of Riverside, CA, for the provision of Bus Painting and Decal Services in the amount of \$353,162, plus a ten percent contingency of \$35,316, and a 3.27% Cost Allocation Plan (CAP) of \$12,703, for a total not-to-exceed amount of \$401,181.

**BACKGROUND**

In 2012, Omnitrans' Board of Directors approved a new logo, design, color scheme, and fleet graphics to improve public awareness and recognition of Omnitrans' brand. Utilizing the same blue and green color scheme and logo design elements as used for the fixed route buses will extend brand recognition to the Access paratransit fleet. Omnitrans requires a firm to provide rebranding related painting and decal services for up to ninety-five (95) Access paratransit buses.

On March 6, 2019, Omnitrans' Board of Directors authorized the release of Invitation for Bids IFB-MNT19-78. Notices were published in two (2) newspapers of general circulation, two (2) minority newspaper publications, and posted on Omnitrans' online bidding system. Two (2) bids were received by the April 9, 2019 deadline and were deemed responsive.

Listed below are the bid prices from lowest to highest:

COMPANY NAME	TOTAL
JS Solutions, LLC of Riverside, CA	\$353,162
McCray Enterprises of San Bernardino, CA	\$864,500

\* Pricing is inclusive of all fees including labor, parts and sales tax.



Award is recommended to the lowest, responsive and responsible bidder, JS Solutions, LLC.

Pricing is deemed fair and reasonable based on competition.

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

### **FUNDING SOURCE**

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

<b>FUNDING</b>	<b>GRANT #</b>	<b>YEAR</b>	<b>PROJECT NAME</b>	<b>INTERNAL ORDER</b>	<b>AMOUNT</b>
FTA	1100028	2013	Agency Rebranding	A1320102F	\$320,945
STA	5200028	2013	Agency Rebranding	A1320102S	\$80,236
<b>Total</b>					<b>\$401,181</b>

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

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

### **CONCLUSION**

By proceeding with this award, Omnitrans will support the goal to improve public awareness through brand recognition.

PSG:EFP:KNT

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

**DATE:** June 5, 2019

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

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

**SUBJECT: INSTALLATION OF VICE CHAIR TO THE OFFICE OF CHAIR AND  
ELECTION OF NEW VICE CHAIR**

**FORM MOTION**

1. Install Vice Chair David Avila, Yucaipa, to the office of Chair of the Omnitrans Board of Directors, for a two-year term, beginning July 1, 2019 and continuing through June 30, 2021.
2. Elect a new Vice Chair to the Omnitrans Board of Directors, for a two-year term, beginning July 1, 2019 and continuing through June 30, 2021.

**BACKGROUND**

The policy adopted by the Omnitrans Board of Directors in 1991, and the Omnitrans Bylaws adopted by the Board in November 2017, state that every two years, the Vice Chair assumes the position of Board Chair and that a new Vice Chair shall be elected.

As the term of Board Chair Ron Dailey concludes on June 30, 2019, the current Board Vice Chair automatically assumes the position of Chair of the Board of Directors, effective July 1, 2019. As this leaves the Vice Chair position vacant, the Board of Directors must elect a new Vice Chair, to also become effective July 1, 2019. Both parties shall serve in their new roles for the period of July 1, 2019 through June 30, 2021.

**CONCLUSION**

Staff recommends that the Board of Directors install Vice Chair David Avila to the position of Board Chair and elect a new Vice Chair of the Board of Directors, both to become effective July 1, 2019.

PSG

ITEM #         G1        

**DATE:** June 5, 2019

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

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

**FROM:** Maurice A. Mansion, Treasury Manager

**SUBJECT: CALL FOR PUBLIC HEARING - FEDERAL TRANSIT  
ADMINISTRATION SECTION 5307, 5310 AND SECTION 5339 FUNDS**

**FORM MOTION**

Call for a public hearing concerning the Federal Transit Administration (FTA) §5307, §5310 and §5339 Funding for Fiscal Year 2020, to be held at 8:00 a.m., Wednesday, July 10, 2019, at the Omnitrans Metro Facility, 1700 West Fifth Street, San Bernardino, CA 92411.

**SUMMARY**

The date and time for the federally required public hearing to receive comments on projects involving Federal assistance will be set for July 10, 2019, at 8:00 a.m. at the Omnitrans Metro Facility.

A public hearing affords the opportunity to obtain views of officials and citizens regarding the proposed use of Federal assistance and community support for the amended program of projects.

**BACKGROUND**

To qualify for Federal assistance through the FTA, Omnitrans is required to hold a public hearing on the proposed use of Federal funds. FTA also requires that Omnitrans give the public sufficient notice, that any comments be incorporated into the grant application and that the notice include language which indicates that in the absence of substantive comments, Federal assistance will be sought.

The projects shown in the Public Hearing Notice are included in the Fiscal Year 2020 budget and were approved at a previous Board of Directors meeting.

**FINANCIAL IMPACT**

All projects described are fiscally constrained and are contained in past-approved Omnitrans' budgets.

PSG:DW:MM

**NOTICE OF PUBLIC HEARING**

Fiscal Year 2018 Capital Projects  
Using §5307, §5310 and §5339

**NOTICE OF PUBLIC HEARING**

**OMNITRANS**, the regional mass transportation carrier in San Bernardino County, will hold a public hearing to obtain comments regarding the proposed Federal Transportation Administration grant applications for capital assistance for Fiscal Year 2018, which has been programmed for the following projects:

**CAPITAL PROJECTS – FY 2020**

Project Description	Total Cost	Federal Share
		<b>FTA 5307</b>
Capitalization of Tires	\$ 500,587	\$ 400,470
Capitalization of Leases	\$ 136,843	\$ 109,474
Capitalization of ACCESS Service Costs	\$ 1,396,376	\$ 698,188
Capitalization of Preventive Maintenance	\$ 15,533,068	\$ 15,533,068
Miscellaneous Projects	\$ 200,000	\$ 200,000
<b>Total</b>	<b>\$ 17,766,874</b>	<b>\$ 16,941,200</b>
		<b>FTA 5310</b>
Replacement of Revenue Vehicles	\$ 350,000	\$ 350,000
<b>Total</b>	<b>\$ 350,000</b>	<b>\$ 350,000</b>
		<b>FTA 5339</b>
Replacement of Revenue Vehicles	\$ 2,347,000	\$ 2,347,000
<b>Total</b>	<b>\$ 2,347,000</b>	<b>\$ 2,347,000</b>

**TOTAL FEDERAL SHARE**

**\$ 19,638,200**