



BOARD OF DIRECTORS MEETING
WEDNESDAY, MARCH 7, 2018 – 8:00 A.M.
OMNITRANS METRO FACILITY
1700 WEST 5TH STREET
SAN BERNARDINO, CA 92411

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

A. CALL TO ORDER

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

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Board Meeting: Wednesday, April 4, 2018 – 8:00 a.m.
Omnitrans Metro Facility Board Room
2. Employee of the Quarter Award
3. One Million-Mile and Two Million-Mile Awards

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.

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 #E10, Action on Consent Calendar.

- | | |
|---|----|
| 1. Approve Board Minutes – February 7, 2018 | 5 |
| 2. Receive and File Administrative & Finance Committee Minutes* – January 18, 2018
(A&F 2/15/18) | 10 |
| 3. Approve Fiscal Year 2018-2019 Budget Assumptions* – <i>Don Walker</i> (A&F 2/15/18) | 14 |
| 4. Approve FY18 Operating Budget Transfer* – <i>Marge Ewing</i> (A&F 2/15/18) | 18 |
| 5. Receive and File Safety & Security Update* – <i>P. Scott Graham</i> (O&S 2/28/18) | 23 |

Posted: March 1, 2018

*Item was presented to the Committee on the date listed.



**BOARD OF DIRECTORS MEETING
WEDNESDAY, MARCH 7, 2018 – 8:00 A.M.
OMNITRANS METRO FACILITY
1700 WEST 5TH STREET
SAN BERNARDINO, CA 92411**

E. CONSENT CALENDAR CONTINUED

- | | |
|--|----|
| 6. Authorize the CEO/General Manager to Execute Passenger Amenity Program Agreements with JPA Member Agencies* – <i>Anna Jaiswal</i> (PPC 1/24/18) | 35 |
| 7. Authorize Release – IFB-MKP18-69, Printing Services – <i>Eugenia Pinheiro</i> | 50 |
| 8. Authorize Release – RFP-MKP18-53, Merchant Services – <i>Eugenia Pinheiro</i> | 52 |
| 9. Adopt Resolution No. 305-18, Authorize Execution of the Certifications and Assurances for the Low Carbon Transit Operations Project (LCTOP) – <i>Don Walker</i> | 54 |
| 10. Action on Consent Calendar | |

F. DISCUSSION ITEMS

The following items do not legally require any public testimony, although the Chair may open the meeting for public input.

- | | |
|--|----|
| 1. CEO/General Manager's Report – <i>P. Scott Graham</i> | 58 |
| 2. Authorize Award – Sole Source - Contract ITS18-83, Probing Hardware Equipment – West Valley – <i>Eugenia Pinheiro</i> | 59 |
| 3. Authorize Award – (Bench) Contracts MNT18-35(A-C), Bus Batteries – <i>Eugenia Pinheiro</i> | 61 |

G. PUBLIC HEARING

- | | |
|---|----|
| 1. Call for Public Hearing – Proposed FY2019 Service Plan | 63 |
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H. BOARD BUSINESS

Closed Session

- | | |
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| 1. Public Employee Performance Evaluation – Chief Executive Officer/General Manager pursuant to Government Code Section 54957 | |
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I. REMARKS AND ANNOUNCEMENTS

J. ADJOURNMENT

Posted: March 1, 2018

*Item was presented to the Committee on the date listed.

ITEM # D1

DATE: March 7, 2018

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Eugenia F. Pinheiro, Interim Director of Procurement

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

FORM MOTION

Staff hereby provides a listing of principals and subcontractors associated with action items on the agenda for the Board of Director's Meeting scheduled March 7, 2018.

Item	Contract	Principals & Agents	Subcontractors
#F2	Authorize Award Sole Source Contract ITS18-83, Probing Hardware Equipment	<i>Genfare, a Division of SPX Corporation Elk Grove Village, IL Phil Gamperl Aftermarket Sales Manager</i>	<i>None</i>
#F3	Authorize Award (Bench) Contracts MNT18-35(A-C) Bus Batteries	<i>Parts Authority Metro, LLC San Bernardino, CA Michael G. Brown Fleet Coordinator</i>	<i>None</i>
		<i>Battery Systems. Inc. Garden Grove, CA Chris Tschombor District Manager</i>	<i>None</i>
		<i>Advanced Battery Systems, Inc. Culver City, CA Mike Palomera VP of Business Development</i>	<i>None</i>

PSG:EFP



CONFLICT OF INTEREST FORM

PURPOSE: This form is provided to assist members of the Omnitrans Board of Directors in meeting requirements of Government Code Section 84308 and 87100 in documenting conflict of interest as related to Omnitrans Board/Committee agenda items.

INSTRUCTIONS: Under certain circumstances, Omnitrans Board Members may be required to disclose and disqualify themselves from participating in, influencing, or voting on an agenda item due to personal income, real property interests, investments, business positions, or receipt of campaign contributions. If applicable, Board Members must personally state the following information, for entry into the public record, prior to consideration of the involved agenda item(s) and turn in the completing form to the Recording Secretary prior to leaving the meeting.

BOARD MEMBER INFORMATION

BOARD MEMBER NAME	CITY/COUNTY NAME	MEETING DATE

CAMPAIGN CONTRIBUTIONS

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

FINANCIAL INTEREST

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

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

SIGNATURE

Board Member Signature

Date

ITEM # _____ E1 _____

**BOARD OF DIRECTORS' MEETING
MINUTES OF FEBRUARY 7, 2018**

A. CALL TO ORDER

Chairman Ron Dailey called the regular meeting of the Omnitrans Board of Directors to order at 8:00 a.m., Wednesday, February 7, 2018, at the Omnitrans Facility located at 1700 West 5th Street, San Bernardino, California.

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

BOARD MEMBERS PRESENT

Council Member Ron Dailey, City of Loma Linda – Chairman
Council Member David Avila, City of Yucaipa – Vice Chairman
Vice Mayor Cynthia Moran, City of Chino Hills
Mayor Carey Davis, City of San Bernardino
Council Member John Dutrey, City of Montclair
Council Member Toni Momberger, City of Redlands - Alternate
Supervisor Josie Gonzales, County of San Bernardino
Supervisor Curt Hagman, County of San Bernardino
Mayor Penny Lilburn, City of Highland
Supervisor James Ramos, County of San Bernardino
Council Member John Roberts, City of Fontana
Mayor Deborah Robertson, City of Rialto
Supervisor Janice Rutherford, County of San Bernardino
Council Member Sam Spagnolo, City of Rancho Cucamonga
Mayor Pro Tem Sylvia Robles, City of Grand Terrace
Mayor Debbie Stone, City of Upland
Mayor Eunice Ulloa, City of Chino
Mayor Pro Tem Alan Wapner, City of Ontario

BOARD MEMBERS NOT PRESENT

Mayor Richard DeLaRosa, City of Colton

OMNITRANS' ADMINISTRATIVE STAFF PRESENT

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

Diane Caldera, Director of Operations
Marge Ewing, Director of Human Resources, Safety & Regulatory Compliance
Samuel Gibbs, Director of Internal Audit
Jacob Harms, Director of Information Technology
Eugenia Pinheiro, Interim Director of Procurement
Don Walker, Director of Finance
Wendy Williams, Director of Marketing-Planning
Jeremiah Bryant, Service Planning Manager
Omar Bryant, Maintenance Manager
Thomas Dahlin, Safety Manager
Jimmy Famolare, Assistant Transportation Manager
Anna Jaiswal, Development Planning Manager
Jaime Lewis, Senior Financial Analyst
Ray Maldonado, Employee Relations Manager
Kathy McClure, Senior Contract Administrator
John Steffon, Transportation Manager
Krystal Turner, Contracts Administrator
Christine Van Matre, Contracts Administrator
Julienne Overland-Villegas, Senior Executive Assistant to CEO/General Manager

LEGAL COUNSEL

Haviva Shane, Legal Counsel

B. ANNOUNCEMENTS/PRESENTATIONS

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

Chairman Dailey and CEO/General Manager P. Scott Graham, along with the respective department director, presented the Employee of the Year Award to Mr. John Steffon, Transportation Manager. Chairman Dailey announced that the Employee of the Quarter recipient could not attend today's meeting, therefore the award will be presented at the next meeting.

Chairman Dailey announced that a draft "Board Member Orientation Booklet" was developed by staff as a quick reference guide, containing valuable information for new Board Members and serves as a refresher for long-standing members. The booklet includes an Agency overview and highlights some of the roles and responsibilities of the Board of Directors and staff. He encouraged the Board to review the booklet and provide any comments to staff by the March 7, 2018, Board Meeting.

C. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no Conflict of Interest Issues.

E. CONSENT CALENDAR

1. Approve Board Minutes – January 10, 2018
2. Receive and File Executive Committee Minutes – October 6, 2017
3. Receive and File Administrative & Finance Committee Minutes – December 14, 2017
4. Receive and File Plans & Programs Committee Meeting Minutes – October 24, 2017
5. Receive and File Agency Management Report – Fiscal Year 2018 Second Quarter Report
6. Receive and File Affirmative Action Status Report as of January 9, 2018
7. Receive and File Key Performance Indicators – Fiscal Year 2018 Second Quarter Report
8. Receive and File Management Plan Strategic Initiatives – Fiscal Year 2018 Second Quarter
9. Receive and File Omnitrans' Fiscal Year Ended June 30, 2017 Audit Reports
10. Receive and File West Valley Connector Project Update
11. Receive and File OmniConnects Short-Range Transit Plan (SRTP) 2019-2025 Status Update
12. Receive and File Bus Stop Maintenance
13. Receive and File Adopt-A-Stop Program Models
14. Authorize CEO/General Manager to Amend the FY18 Operating Budget Amendment
15. Authorize CEO/General Manager to Execute the Four-Party Metropolitan Planning Memorandum of Understanding MOU (SCAG, SBCTA, VVTA, Omnitrans)
16. Authorize Release – IFB-HRS18-42, Landscape Project – San Bernardino Transit Center
17. Authorize Release – RFP-MNT18-74, Janitorial Services
18. Authorize Award – Contract MNT18-65, Elevator Maintenance

Supervisor Rutherford requested that Items E11 and E14 be pulled for discussion. Member Robertson also had a comment on Item E11.

Supervisor Rutherford expressed some concern regarding Item E11, and referenced the SRTP goal related to “Ridership Growth” on page 2 of the report. She stated that data is showing a decline in ridership statewide and referred to a recent UCLA Study titled “Falling Transit Ridership.” Supervisor Rutherford stressed the importance of changing the service model and figuring out ways to serve the community that needs transportation.

Chairman Dailey asked that the UCLA Report mentioned by Supervisor Rutherford be sent to the full Board if available.

Member Robertson began her comments by thanking Service Planning Manager, Jeremiah Bryant for consistently meeting with her and City of Rialto staff to discuss the various projects and needs in the City and addressing some of those in relation to the SRTP. She had some comments regarding some of the proposed plans listed in the SRTP. Member Robertson stressed the importance of meeting the transportation needs within the County before focusing connecting on service into other counties.

Member Robertson left the room at 8:37 a.m. and returned at 8:40 a.m.

Supervisor Rutherford referred to Item E14 and stated that report did not provide enough information and stated San Bernardino County's Transportation Authority's Board Report related to the same item was much more thorough.

M/S (Hagman/Dutrey) 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's Manager's Report.

2. Authorize Award – (Bench) Contracts MNT18-15(A-I), Cummins Engine Parts

M/S (Wapner/Spagnolo) that authorized the CEO/General Manager to award Contracts MNT18-15(A-I) as listed below for the provision of Cummins Engine Parts for a three (3) year base period beginning March 2018, and ending February 2021, with the authority to exercise two (2) single option years tied to the Consumer Price Index (CPI), extending the contracts to no later than February 2023, in an aggregate amount of \$2,259,720, plus a ten percent contingency of \$225,972, for a total not-to-exceed amount of \$2,485,684, should all options be exercised. Motion was passed by Members present with the exception of Supervisor Rutherford who abstained.

List of contracts for authorization:

Contract Number	Contractor
MNT18-15A	American Moving Parts, LLC, of Los Angeles, CA
MNT18-15B	Brenco Operating – Texas, LP, of Colorado Springs, CO
MNT18-15C	Muncie Reclamation and Supply dba Muncie Transit Supply, of Muncie, IN
MNT18-15D	Kirk's Automotive, Inc., of Detroit, MI
MNT18-15E	TruckPro, LLC, of Fontana, CA
MNT18-15F	Cummins Inc., of Irvine, CA
MNT18-15G	Rush Truck Centers of California, Inc. dba Rush Truck Center, of Fontana, CA
MNT18-15H	Westrux International, Inc., of Santa Fe Springs, CA
MNT18-15I	Romaine Electric Corporation, of Kent, WA

3. Receive and File sbX Before and After Study

Service Planning Manager, Jeremiah Bryant, provided a brief presentation on the sbX Before and After Study as detailed in the staff report.

Member Lilburn left the room at 8:51 a.m. and did not return.

Member Davis left the room at 8:52 a.m. and did not return.

Member Wapner asked for ridership data related to the number of fixed route customers who have transitioned onto the sbX and the correlation to the increase in ridership. Mr. Bryant provided some statistical data and stated that the sbX service continues to grow and retain the customers as they ride and are satisfied with the service. He noted that as the need for certain routes are reduced, the services are shifted to better suit the needs on other routes.

The Board received and filed this presentation.

G. PUBLIC HEARING

There was no Public Hearing scheduled.

H. BOARD BUSINESS

1. Upcoming CEO/General Manager Performance Evaluation

Chairman Dailey announced that Omnitrans General Counsel, Haviva Shane would be sending out an email with the CEO/General Manager's Annual Self Evaluation. He asked that the Board review the Evaluation and provide their comments. The comments will remain anonymous and will be compiled and scored to be shared at the next Board Meeting in Closed Session. It is requested that the comments be provided to Ms. Shane by February 23rd.

I. REMARKS AND ANNOUNCEMENTS

There was no remarks or announcements.

J. ADJOURNMENT

The Board adjourned at 9:01 a.m. The next regular meeting is scheduled Wednesday, March 7, 2018, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

Araceli Barajas, Executive Staff Assistant

ITEM # E2

**ADMINISTRATIVE & FINANCE COMMITTEE
MINUTES, JANUARY 18, 2018**

A. CALL TO ORDER

Committee Chair Sam Spagnolo called the regular meeting of the Administrative and Finance Committee to order at 8:00 a.m., Thursday, January 18, 2018.

1. Pledge of Allegiance
2. Roll Call

Committee Members Present

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

Committee Members Absent

Mayor Pro Tem Sylvia Robles, City of Grand Terrace

OmniTrans Administrative Staff Present

P. Scott Graham, CEO/General Manager
Erin Rogers, Deputy General Manager
Trischelle Baysden, Director of Rail
Diane Caldera, Director of Operations
Samuel Gibbs, Director of Internal Audit Services
Marge Ewing, Director of Human Resources/Safety & Security
Jacob Harms, Director of Information Technology
Doug Stanley, Director Special Transportation Services
Don Walker, Director of Finance
Wendy Williams, Director of Marketing/Planning
Mark Crosby, Security & Emergency Preparedness Coordinator
Maurice Mansion, Treasury Manager
Oscar Tostado, Maintenance Manager
Julienne Overland-Villegas, Senior Executive Assistant to the CEO/General Manager

B. ANNOUNCEMENTS/PRESENTATIONS

The next Committee Meeting is scheduled Thursday, February 15, 2018, at 8:00 a.m.

C. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no Conflict of Interest issues identified.

E. DISCUSSION ITEMS

1. Approve Administrative & Finance Committee Minutes – December 14, 2017

M/S (Roberts/Dailey) that approved the Committee Minutes of December 14, 2017. Motion was passed unanimously by Members present.

2. Recommend the Board of Directors Receive and File, Omnitrans' Fiscal Year Ended June 30, 2017 Audit Reports

The Committee Chair recognized Mr. Roger Alfaro, Partner of Vavrinek, Trine, Day & Company., LLP to present the Fiscal Year Ended June 30, 2017 Audit Reports, which reviewed the following documents:

1. Agreed-Upon Procedures Performed with Respect to the National Transit Database (NTD) Report
 1. Independent Accountants' Report on Applying Agreed-Upon Procedures
2. Single Audit Report on Federal Awards
 1. Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards, The Transportation Development Act and California Government Code §8879.50
 2. Independent Auditors' Report on Compliance for Each Major Program; Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by OMB Circular A-133
3. Independent Auditors' Report on Proposition 1B
 1. Independent Auditors' Report on Proposition 1B Schedule of Unspent Funds and Cash Disbursements
4. Comprehensive Annual Financial Report

Mr. Alfaro noted that one finding was identified related to Prevailing Wage Rates and stated that staff has prepared a plan to address the issue. He explained that this particular

finding does not affect the numbers in the financial statements. Mr. Alfaro stated that there were no findings identified in the Financial Reports. He concluded his report by stating that there were no difficulties performing the audit work and mentioned that Agency staff was cooperative throughout the process.

Member Dailey acknowledged the Finance Department for their hard work on this audit process and was pleased with the successful Audit report.

The Committee received and recommended the report be presented to the Board.

3. Recommend the Board of Directors Authorize, FY18 Operating Budget Amendment

CEO/General Manager P. Scott Graham, provided a brief background on this item as detailed in the staff report.

M/S (Hagman/Avila) that authorized:

1. The CEO/General Manager to amend the FY18 Operating Budget by \$554,435 to include Low Carbon Transit Operations Program (LCTOP) funds.
2. The CEO/General Manager to move amended funds from the Ontario Airport Shuttle Service Pilot Program to the Yucaipa – San Bernardino Metrolink Freeway Express Program.

Motion was passed unanimously by Members present.

4. Receive and Forward to the Board of Directors, sbX Before and After Study

Service Planning Manager, Jeremiah Bryant presented this item as detailed in the staff report.

Member Wapner asked for the net increase of passengers that have transitioned from fixed route to the sbX service. He also asked for the sbX farebox recovery rate. Mr. Bryant responded that 94% of customers prefer riding the sbX rather than fixed route and stated that the farebox recovery rate is lower than the fixed route rate.

Chairman Dailey asked about the business satisfaction along the corridor. Mr. Bryant stated that 50% of the businesses expressed the desire to have more weekday and weekend sbX service.

Member Davis stated that a left turn signal issue was contributing to the dissatisfaction of some business owners, however Omnitrans and the City of San Bernardino worked together on getting the issue corrected and the results have been positive.

The Committee engaged in a discussion regarding changes in technology and trends when looking towards the future.

Member Davis brought in a 1952 Omnitrans bus schedule to share with the Committee.

The Committee received and recommended the report be presented to the Board.

F. ADJOURNMENT

The Administrative and Finance Committee meeting adjourned at 8:38 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, February 15, 2018, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

Araceli Barajas, Executive Staff Assistant

ITEM # E3

DATE: March 7, 2018

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Donald Walker, Director of Finance

SUBJECT: FISCAL YEAR 2019 BUDGET ASSUMPTIONS

FORM MOTION

Recommend the Board of Directors approve the budget assumptions listed below to develop the Operating and Capital Budgets for Fiscal Year 2019.

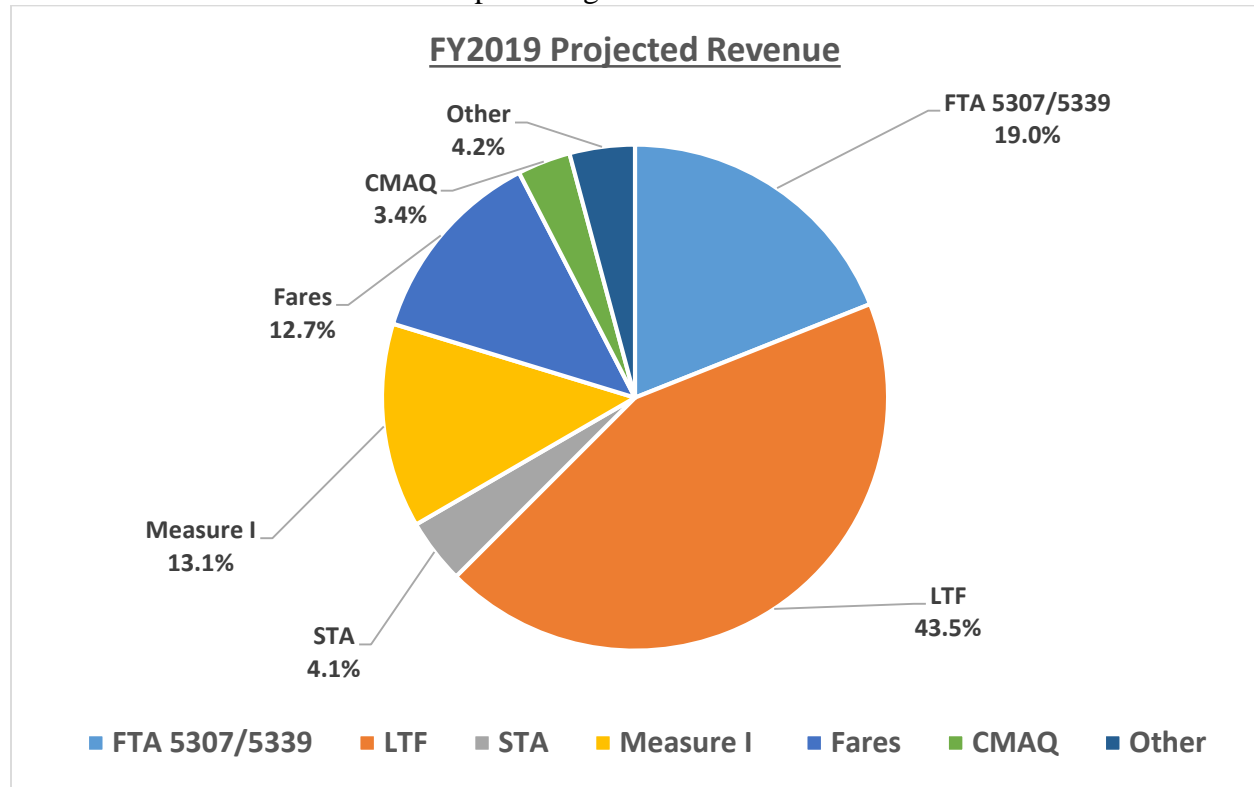
BACKGROUND

This item was reviewed by the Administrative and Finance Committee at its February 15, 2018 meeting, and recommended for approval by the Board of Directors.

There are two (2) critical components in the development of the Omnitrans' Annual Operating and Capital Budgets. The first component is determining the amount of anticipated revenue the Agency will receive for the upcoming fiscal year. The table below lists Fiscal Year (FY) 2019 projected revenues.

	<u>Source</u>	<u>Amount</u>
1.	Federal Transit Administration (FTA) 5307	\$ 16,941,200.00
2.	Federal Transit Administration (FTA) 5339	\$ 1,723,500.00
3.	Local Transportation Fund (LTF)	\$ 42,820,819.00
4.	Measure I - Omnitrans	\$ 8,147,264.00
5.	Measure I - CTSA	\$ 2,715,755.00
6.	Measure I - Rail	\$ 2,000,000.00
7.	Low Carbon Transit Operations Program (LCTOP)	\$ 139,652.00
8.	State Transportation Assistance Fund (STA)	\$ 4,071,148.00
9.	Congestion Mitigation and Air Quality Improvement (CMAQ)	\$ 3,347,026.00
10.	State of Good Repair - Senate Bill 1	\$ 166,042.00
11.	Fares	\$ 12,500,000.00
12.	Medi-Cal Reimbursement	\$ 1,500,000.00
13.	Low Carbon Fuel Standards Credit (LCFS)	\$ 1,500,000.00
14.	Other	\$ 800,000.00
	Total	\$ 98,372,406.00

The total revenue for FY2019 is \$98,372,406 compared to \$98,581,716 for FY2018. This is a \$209,310 or 0.2% decrease compared to the previous fiscal year. The pie chart below shows the various sources of revenues and the percentage of total revenue.



“Other” includes Low Carbon Transit Operations Program, State of Good Repair-Senate Bill 1, Medi-Cal Reimbursement, and Low Carbon Fuel Standards Credit.

The second critical component in preparing the operating and capital budgets is the assumptions used to estimate the expenses for the fiscal year. This information was obtained through research performed using the Internet, review of Agency data, including the Service Plan assumptions and the Teamsters’ and the Amalgamated Transit Union’s Memorandums of Understanding. The assumptions include the following:

Service Level	Effective Date
sbX Revenue Hours: 3.3%	FY2019
Directly Operated Fixed Route Revenue Hours: -0.4%	FY2019
Contracted Fixed Route Revenue Hours: 0.0%	FY2019
Access Revenue Hours: 0.0%	FY2019
Source: Omnitrans Marketing/Planning Department, FY2019 Service Plan	

Maintenance and Administrative/Support Unit (Teamsters)	Effective Date
MOU End	June 30, 2021
Wage increase: Based on contract negotiation: 2.75%	
Step progression increase	MOU qualifications
Benefits Package: Medical Benefits:	July 1, 2018
Single: 100%; Plus 1: 90%; Family: 70% of medical premium	
Source: MOU effective July 1, 2016 through June 30, 2021	

Coach Operators (ATU)	Effective Date
MOU End	March 31, 2019
Wage increase: Based on contract negotiation: 2.75%	
Step progression increase	MOU qualifications
Benefits Package: Medical Benefits:	April 1, 2017
Single: 100%; Plus 1: 85%; Family: 65% of medical premium	
Source: MOU effective April 1, 2016 through March 31, 2019	
Management /Confidential	Effective Date
Pay for Performance: In accordance with Personnel Policy Manual	FY2019
Benefit Package: In accordance with Personnel Policy Manual	FY2019
Source: Omnitrans Human Resources	
Insurance	Effective Date
Workers' Compensation SIR/IBNR – will increase	FY2019
SDI: 1%	FY2019
Medicare: 1.45%	FY2019
Source: Omnitrans Finance Department	
CalPERS	Effective Date
12.464% Employer Contribution (2% @55 Plan and 2% @62 Plan) – Miscellaneous Plan	FY2019
Employee contribution covered in employee's wages	
Source: Omnitrans Finance Department	
Unemployment	Effective Date
Annual average expected to remain at 4.1%	November 2017
Source: U.S. Department of Labor	
Riverside/San Bernardino/Ontario CA Metropolitan Statistical Area	
http://www.bls.gov/eag/eag.ca_riverside_msa.htm	
Energy /Fuel Costs /Other Credits/Other Costs	Effective Date
CNG Fuel: \$.59/therm	FY2019
Source: Finance Department	
Unleaded Fuel: \$2.85/gallon	
Source: Finance Department	
Utility/ Energy costs: Approximately \$650,000 increase	
ADA Medi-Cal Reimbursement: \$1,500,000	
Source: State of California Reimbursement	
Consumer Price Index	Effective Date
Inflation of about 3.7%	December 2017
Source: U.S. Department of Labor	
http://www.bls.gov/eag/eag.ca_riverside_msa.htm	
Purchased Transportation – Access Contract	Effective Date
Current contract expires	June 30, 2018
Contract cost to increase \$2 - \$4 million	

CONCLUSION

Approval of the budget assumptions will allow Omnitrans to develop the budget for FY2019, which will be presented to the Board of Directors for approval in May 2018.

PSG:DW

ITEM # E4

DATE: March 7, 2018

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Marjorie Ewing, Director of Human Resources & Safety Regulatory Compliance

SUBJECT: FY18 OPERATING BUDGET TRANSFER

FORM MOTION

Authorize the CEO/General Manager to transfer funds from Department 1300, Administration to Department 1600, Human Resources, Safety and Regulatory Compliance, in the amount of \$22,304.00 and increase the FY18 budgeted positions by one (1) Human Resources Specialist position in the Human Resources (HR) Safety Regulatory Compliance (SRC) Department effective April 4, 2018.

This item was reviewed by the Administrative and Finance Committee at its February 15, 2018 meeting, and recommended for approval by the Board of Directors.

BACKGROUND

In 2010, the economic downturn affected the Agency and necessitated budget reductions. In order to balance the budget a number of strategies were employed, including service reductions, elimination or reduction of many department programs, salary freezes and the layoff of various positions. At that time, the HR and SRC Department reduced the budget by two positions; one (1) HR Specialist and the HR Manager.

The form motion is requesting consideration to return the HR Specialist position. Currently, all of the recruiting and hiring activities of the Agency are conducted by one HR Specialist. This work includes preparation of all position postings and advertisements, coordination of all testing and interviewing, arranging all required pre-employment testing and screening and preparation of offer letters. (Attachment A)

Omnitrans employs 686 employees: 560 represented employees, Coach Operators and Maintenance workers, and 126 Administrative employees. The turnover rate for 2017 was 10.38 up from 7.8 percent and 8.6 percent in 2016 and 2015, respectively. There are a number of factors contributing to this, namely low unemployment and a competitive job market. Not only is it difficult to find qualified candidates, but current employees are leaving for other positions.

At this time, there are twenty-one (21) approved Personnel Requisitions with 26 positions to fill. Due to limited staff resources and stringent hiring requirements, the average time to hire is 14.3 weeks. Adding an additional staff resource in this area would help in reducing the length of time this process takes and improve the process.

Another consideration is the Agency retirement forecast. The retirement forecast indicates seventy (70) employees are currently eligible for retirement and by the year 2022 there will be one hundred sixty-five (165) employees eligible to retire. (Attachment B) The Agency has recently embarked on a proactive succession planning effort, which will assist in preparing for these future vacancies, however, even promotions from within create another open position that must be filled.

Omnitrans strives to be an employer of choice and recruit the top talent in the transit industry. To meet the current recruiting and hiring demands and ensure we are prepared to meet the future demands, an additional HR Specialist is requested.

FUNDING SOURCE

The transfer of operating funds from Department 1300, Administration to Department 1600, HR and SRC, will cover the increased operating cost associated with this action for the remaining three months left in FY2018 (April through June) not to exceed \$22,304.

Funding for the future will be incorporated in the Fiscal Year Budgets going forward.

Department: Transfer 1300 to 1600
Account: 1600 Various Wages and Benefits

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

CONCLUSION

Approval of this agenda item allows Omnitrans to increase the HR staff to maintain immediate staffing needs and ensure future recruiting and hiring demands are met.

PSG: ME

**OMNITRANS
Job Description**

Job Title: Human Resources Specialist
Department: Human Resources
Reports to: Employee Relations Manager
FSLA Status: Exempt Level VI; Range \$57,276 - \$68,628 - \$79,980
Approved By: Board of Directors
Approved Date: August 26, 2010
Reviewed Date: February 5, 2018

SUMMARY

Performs a wide variety of professional, administrative, analytical, and coordination duties in support of Human Resources functions and programs. This includes, but is not limited to the development, administering, and coordinating of recruitment and selection processes; administering the Agency's FTA drug regulated Drug and Alcohol program.

DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Administers the Agency's random drug and alcohol screening program; including annual FTA reporting and auditing.

Reviews employee medication forms for compliance.

Discusses personnel needs with Department Directors to prepare and implement the recruitment process.

Creates and updates job announcements. Places advertisements in newspapers, professional publications and social media. Provides information on Agency facilities and job opportunities to potential applicants.

Screens applications; tests, interviews applicants to obtain work history, education, training, job skills, and salary requirements.

Refers qualified applicants to department hiring personnel for follow up interview.

Arranges pre-placement physicals, performs reference and background checks on applicants.

Fingerprints candidates for employment through the Live Scan system and coordinates with the Department of Justice.

Coordinates New Hire Orientation and the Substance Abuse Training.

Represents the Agency at job fairs.

Job Title: Human Resources Specialist
Page 2

SUPERVISORY RESPONSIBILITIES

Provides work direction to others, but does not have direct performance appraisal responsibility.

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 (B.A.) from a four-year college or university and three to five years of related experience and/or training; or an equivalent combination of education and experience. Knowledge of FTA DOT substance abuse regulations is desired.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, 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, clients, employees, customers and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

COMPUTER SKILLS

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

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Knowledge of:

- FTA DOT knowledge on substance abuse regulations.

Ability to:

- Learn to utilize the HR information system.
- Establish and maintain effective working relationships with a variety of individuals, departments, outside agencies, and vendors.
- Apply the provisions of employment related laws.
- Must work well with others.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 20 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.

ITEM # E5

DATE: March 7, 2018

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

FROM: P. Scott Graham, CEO/General Manager
Diane Caldera, Director of Operations
Marge Ewing, Director of Human Resources/Safety & Security
Jacob Harms, Director of Information Technology

SUBJECT: SAFETY AND SECURITY UPDATE

FORM MOTION

Receive and file Informational Brief on security incidents and security measures for Omnitrans' Customers, Coach Operators and Facilities.

BACKGROUND

The Omnitrans FY2018 Management Plan restates the Agency's Safety and Security Strategic Initiative. Omnitrans' outcomes and performance indicators for this initiative are continually being evaluated and significant progress has been achieved. This report is intended to provide an update on improvements that have enhanced our safety and security posture.

Information Technology

The Information Technology Department supports a broad range of systems and hardware intended to enhance security for both customers and personnel. As there have been a number of upgrades completed recently, this presentation is designed to give a brief overview of these main security related systems, including: Onboard Video Surveillance Systems (OBVSS), the Public Address System (PA System), and the Closed Circuit Television System (CCTV) or Facilities Surveillance System.

Operations

The Operations Department has implemented several safety measures to increase bus safety for both passengers and Coach Operators. The results have been significant in reducing workers' compensation and passenger liability claims. These new safety features include the installation of new wheelchair securement equipment and audible turn signals. In support of the coach operators request to adjust the standee line on all new bus builds, a 2'ft buffer zone giving the Operators a greater distance from passengers to avoid distractions while the coach is in motion has been implemented. In addition, a consultant is reviewing and revising the de-escalation

training and will be on-site March 8-10, to train the Operations Safety Trainers. The consultant will also participate in the Annual Required Training Class for Coach Operators.

CONCLUSION

Receive and file Informational Brief on security incidents and security measures for Omnitrans' Customers, Coach Operators and Facilities.

PSG:DC:ME:JH:MC

SAFETY AND SECURITY UPDATE

Item #E5



OmniTrans

Connecting Our Community.



ABBG Service Quality Area Priorities – Ranked

Customer's Stated Service Priorities

(Top 3 Service Attributes)

1. Availability of Service

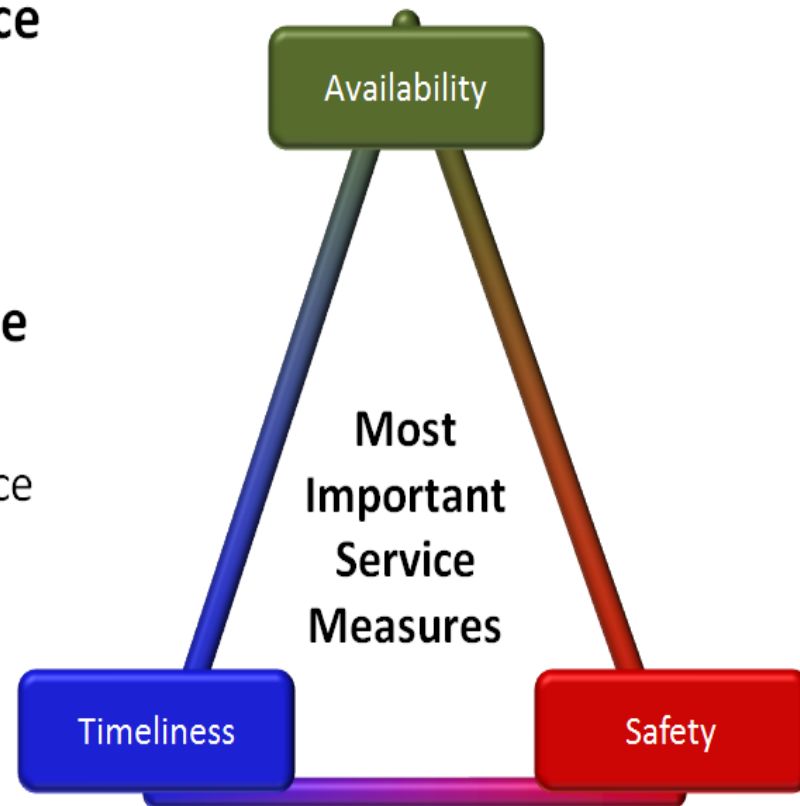
- Route Locations
- Days of Service

2. Timeliness of Service

- Travel Time
- On-Time Performance

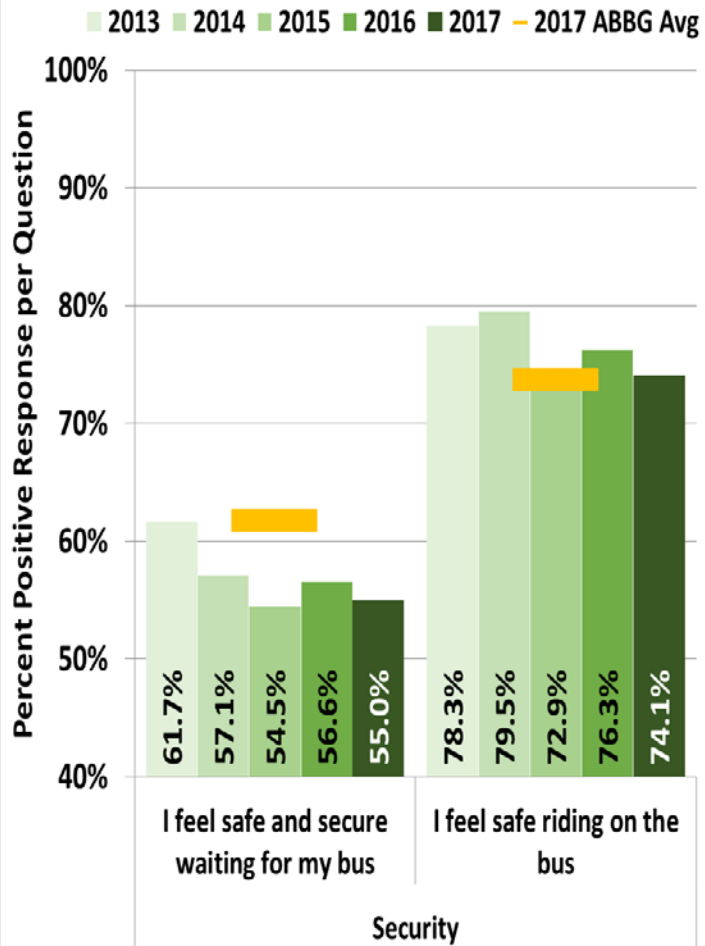
3. Safety & Security

- At Bus Stops
- On-Board the Bus

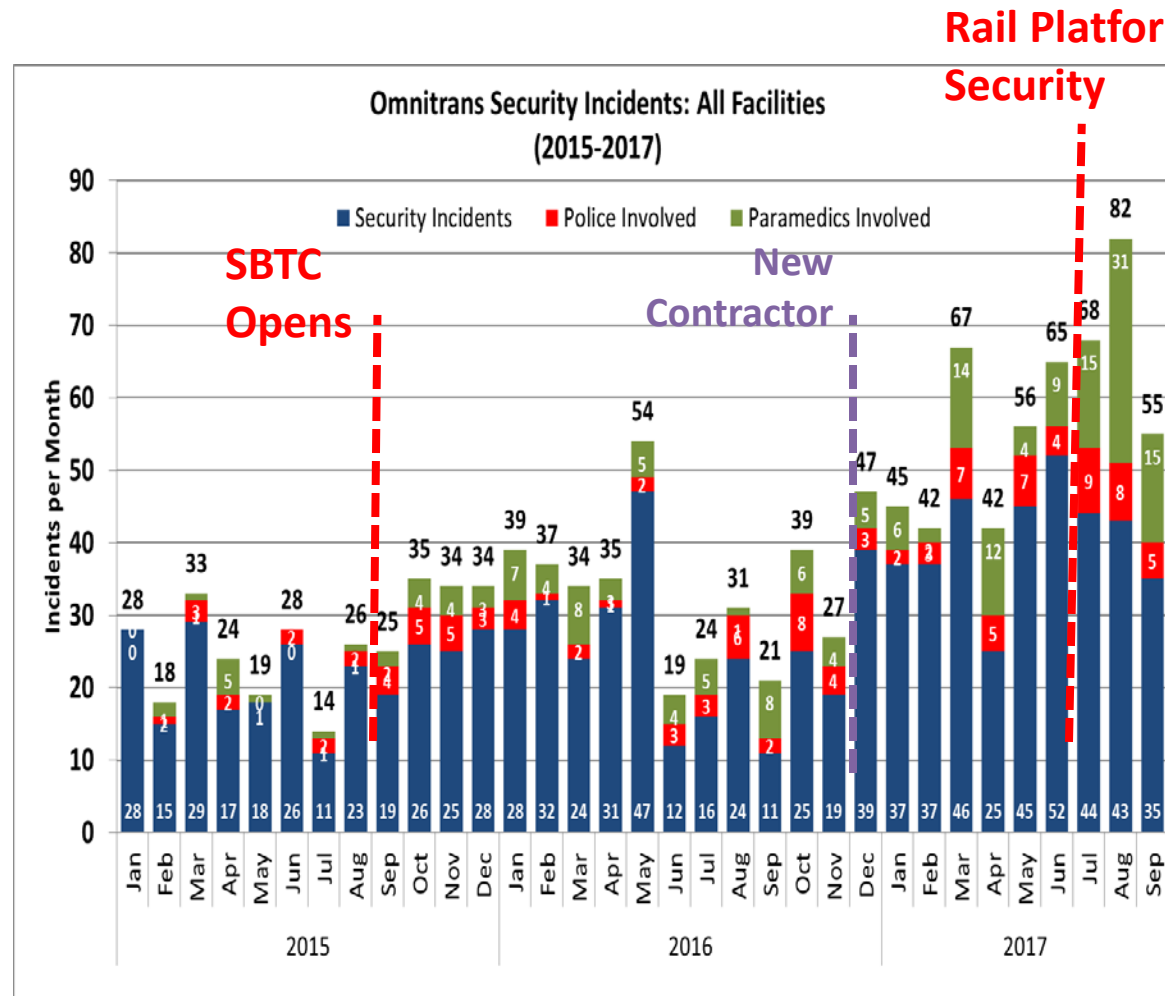


Security

- **Waiting at Stop:**
 - 55.0% Positive
 - 29.2% Neutral
 - **SBTC Survey:** 92% positive
 - **Onboard Survey:** 82% positive
- **Riding the Bus:**
 - 74.1% Positive
 - 18.9% Neutral



Total Number of Security Incidents All Causes & All Facilities (2015-2017)





Operations

- Bus Safety
- Escalating Situations
- Communication Skills Improvements



Bus Safety

- Increase Safety
 - Accident Frequency Rate - .94 per 100,00 miles
 - QPod Stations
 - Passive Rear Facing System
 - Audible Turn Signals – Video



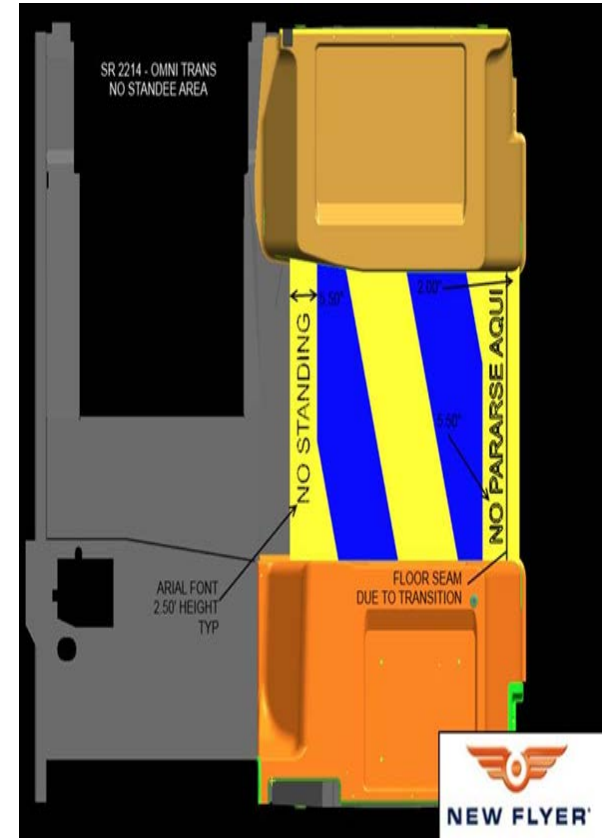
Bus Safety

- Lower Operating Costs
 - Reduce Operator Worker Compensation Claims
 - FY14 – \$139,877 Days Lost – 929
 - FY15 – \$194,765 Days Lost – 1725
 - FY16 – \$134,061 Days Lost – 879
 - FY17 – \$42,173 Days Lost – 405
 - Reduce Passenger Liability Claims
 - Zero claims on QPods



Communication Skills Improvements

- 2nd Standee Line
 - Creates a 2' ft Buffer Zone
 - Increases Sense of Security
 - Reduces Distraction
- ATCR Training 2018
 - Training – March 8 – 10
 - Focus is De-escalation
 - Train the Trainer Course
 - Customer Coaching





QUESTIONS?



OmniTrans

Connecting Our Community.

ITEM # E6

DATE: March 7, 2018

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Wendy Williams, Director of Marketing & Planning

SUBJECT: PASSENGER AMENITY PROGRAM AGREEMENTS

FORM MOTION

Authorize the CEO/General Manager to execute Passenger Amenity Program agreements with JPA member agencies.

This item was reviewed and approved by Omnitrans legal counsel. This item was also reviewed and recommended for approval by the Plans and Programs Committee at its January 24, 2018 meeting.

BACKGROUND

Between 2003 and 2011, Omnitrans executed Bus Shelter Services agreements with twelve (12) of its Joint Powers Authority (JPA) Member Agencies. These Agreements confirmed the twelve (12) Agencies' participation in Omnitrans' Passenger Amenity Program (PAP). The Program was designed to streamline provision of passenger amenities at bus stops in Omnitrans' service area and to clearly define Omnitrans' role as the lead agency for installing and maintaining the amenities. Under the Agreements, the Agencies allow advertising at bus shelters, and Omnitrans collects all advertising revenue to help offset the cost of maintenance at the bus stops.

The JPA members that already have PAP Agreements include the following:

- City of Colton
- City of Fontana
- City of Grand Terrace
- City of Highland
- City of Loma Linda
- City of Montclair
- City of Ontario
- City of Redlands
- City of Rialto
- City of San Bernardino
- County of San Bernardino
- City of Yucaipa

The existing Agreements had three-year terms and need to be renewed. Omnitrans staff has reached out to all JPA Member Agencies' staff to renew all existing Agreements, and has confirmed that the Agencies that do not currently participate are not interested in participating. Omnitrans staff has developed the attached agreement template, which is based on the existing Agreements and incorporates new concepts such as premium shelters, real-time arrival electronic signage, digital advertising, and deterring vagrancy and smoking at bus stops.

Some JPA Member Agencies have historically opted out of the PAP and provide their own amenities rather than the standard Omnitrans amenities at bus stops. Some cities that do not participate in the PAP choose to install and maintain their own City-branded amenities, while others require real estate developers to build and maintain their own amenities on private property that match the architecture of the development.

Some cities use a combination of Omnitrans-provided amenities, city-provided amenities, and/or developer-provided amenities. For this reason, Omnitrans' Transit Design Guidelines and the updated draft agreement stipulate that if non-Omnitrans amenities are installed, Omnitrans will not be responsible for maintaining them. This is due to significant maintenance cost associated with replacement of non-standard shelter parts or emptying of non-standard trash cans. In addition, Omnitrans' standard shelters have advertising panels that bring in revenue to Omnitrans to offset maintenance costs.

Because Omnitrans' resources for purchasing new amenities are limited, some cities find funding to purchase standard Omnitrans shelters or require real estate developers to purchase standard Omnitrans shelters. These are then donated to Omnitrans, and Omnitrans is responsible for the maintenance of these bus stops. For example, Omnitrans has recently partnered with several cities to apply for Cap-and-Trade funds to pay for standard Omnitrans shelters, which Omnitrans will own and maintain. This approach is supported under the updated draft PAP Agreement (attached), as it benefits JPA Member Agencies, passengers, and Omnitrans.

The attached draft agreement has been sent to all cities' staff members for review and is currently being scheduled on the agendas of the respective City Councils for approval.

Strategic Initiative Supported – Omnitrans Strategic Plan FY2017-2020 Marketing Goal, Strategy 3.1 Improve passenger amenities.

CONCLUSION

Authorize the CEO/General Manager to execute Passenger Amenity Program agreements with JPA member agencies.

PSG:WW:AMJ

Attachment A

**CITY OF XYZ
PASSENGER AMENITY PROGRAM AGREEMENT**

BY AND BETWEEN

OMNITRANS
1700 W. FIFTH ST.
SAN BERNARDINO CA 92411

AND

{JURISDICTION NAME}
ADDRESS
CITY, CA {ZIP}

1. **Parties and Date.** This Passenger Amenity Program Agreement ("Agreement") is made and entered into this _____ day of _____, 2018 by and between Omnitrans, a California Joint Powers Authority ("Omnitrans"), and {Jurisdiction}, a California municipal corporation ("City"). Omnitrans and City are also referred to herein individually as "Party" and collectively as "Parties."
2. **Recitals**
 - 2.1 **Purpose**
 - 2.1.1. Omnitrans is a provider of public mass transportation for the San Bernardino Valley, and has the professional ability to administer programs to install and maintain bus shelters and other passenger Amenities in cities. Omnitrans represents that it is experienced in providing such services to public clients.
 - 2.1.2. The Parties recognize that upgraded, well-maintained bus stops and Amenities benefit City residents, the City's business community, and transit riders region-wide.
 - 2.1.3. The Parties desire that by this Agreement, Omnitrans shall have the right to provide bus stop Amenities within boundaries of City, and in exchange, will receive all revenue, including advertising, from such Amenities.
 - 2.1.4. The Parties agree that if City, property developer, or property owner installs bus stop Amenities separate from the Amenities that Omnitrans installs (of which Omnitrans does not agree to take ownership), Omnitrans does not bear the responsibility to maintain those Amenities and shall have no liability for such Amenities.
 - 2.2. **Definition of Amenities.** The definition of "Amenities" as used throughout this Agreement may include, but not be limited to: shelters, benches, lean bars, trash receptacles, customer information signage (physical or electronic signage), advertising panels (static or digital), solar panels, lighting, security systems, and bicycle racks.

- 2.3. Program.** City desires to engage Omnitrans to administer a comprehensive passenger Amenities program ("Program") at current and future bus stops throughout the City as set forth in this Agreement.
- 3. Responsibilities under Agreement**
- 3.1 Scope of Services**
- 3.1.1 General Scope of Services.** The City grants Omnitrans the right to administer the Program at current and future bus stops throughout the City. Omnitrans may use a contractor(s) to perform the construction and maintenance services ("Contractor") in connection with the Program ("Services") at current and future bus stops within the City.
- 3.1.2 Placement of Amenities.** Omnitrans will place Amenities based upon the guidance outlined in Omnitrans' Transit Design Guidelines (2013). City and Omnitrans will coordinate on the placement of Amenities based on such Guidelines, ridership, funding availability and other determined needs.
- 3.1.3 Availability of Sidewalk Space.** The availability of flat concrete sidewalk space on which Amenities can be installed (10' by 25' for shelters) is also crucial to installation of shelters. Omnitrans will partner with City to pursue funding whenever possible for installation of concrete improvements or accessibility improvements needed for installing Amenities at bus stops.
- 3.1.4 Shelter Design.** Omnitrans shall ensure that bus shelters in the City are constructed in accordance with all applicable Americans with Disabilities Act ("ADA") guidelines, as well as other guidance laid out in Omnitrans' Transit Design Guidelines (2013).
- 3.1.5 Shelter Types.** Shelter types include but are not limited to the following:
- 3.1.5.1 Standard blue or green Omnitrans shelter (13' or 17' length), which typically includes a trash receptacle, bench, advertising panel, map case/customer information, and solar-powered lighting.
- 3.1.5.2 Premium silver Omnitrans logo shelter (17' length), which typically includes a trash receptacle, bench, advertising panel, map case/customer information, solar-powered lighting, electronic real-time information sign, and bike rack.
- 3.1.5.3 The specific type of shelter to be used for each location shall be determined by mutual agreement of the parties.
- 3.1.6 Maintenance and Cleaning.** Omnitrans shall wash all shelters within the City not less than once per month, clean the 15' radius of the shelters not less than once a week, and clean the benches not less than once per week.

- 3.1.7 Amenities - Waste Receptacles.** Omnitrans will place and maintain trash receptacles at all existing and future amenity locations, empty waste receptacles at least once per week, clean at least once a month, and add trash receptacles as required by law or in Omnitrans' discretion.
- 3.1.8 Relocation or Removal.** The City, in its sole discretion and at its expense may require the relocation or removal of any shelter if the physical surroundings or use of the shelter poses a threat to the public health or safety. In such case, Omnitrans shall be responsible for arranging for such relocation or removal. In all other cases, Omnitrans in its sole discretion and expense may remove and/or relocate any bus shelter for its operational convenience. Any new location shall be agreed upon by the Parties.
- 3.1.9 Advertising/Public Service Announcements.** At a minimum, two (2) advertising panels within the City's boundaries shall be made available for the City's use for public service announcements.
- 3.1.10 Electronic Advertising panels.** Electronic advertising panels may be used in future shelter designs, if agreed upon by City.
- 3.1.11 Advertising Content.** To the best of its ability, Omnitrans does not permit, under any circumstances, any advertisement that violates any federal, state, county, or local regulation, law, code, or ordinance; is or can be construed to be false, misleading, deceptive or libelous; contains copyright infringement; contains an endorsement by Omnitrans without prior written authorization; contains sexual or adult-oriented content according to contemporary community standards, obscenity, or nudity; depicts unlawful or detrimental conduct or advertises unlawful goods or services; demeans or disparages an individual or group based on race, color, religion, national origin, ancestry, gender, age, disability, or sexual orientation; contains images or descriptions of or incites violence; contains images of firearms in the foreground or making up 15% or more of the advertisement, profanity, alcohol, tobacco, graffiti, inappropriate graphics, political or religious information. All Advertisements that contain content or have a presentation that is objectionable, as so deemed by Omnitrans , will be removed from affected Amenities within 48 hours, regardless of prior approvals, at Omnitrans' or its Contractor's expense.
- 3.1.12 Approval by City.** Omnitrans and the City shall work cooperatively to identify bus shelter locations. Omnitrans shall not be required to apply for a permit from City to install a shelter.
- 3.1.13 Duty to Inform Public.** Omnitrans shall make every practicable effort to inform the community of the mechanisms in place for the public to report problems concerning the bus shelters and maintenance

needs, which at a minimum is to provide contact information affixed to the shelter.

3.1.14 Loitering. City will allow Omnitrans to install No Loitering signs at bus stops, which will assist Omnitrans in addressing vagrancy at the bus stops. City staff will meet with Omnitrans staff to discuss the possibility of the City passing an ordinance against loitering at bus stops that complies with applicable laws and regulations.

3.2 Term. This Agreement shall have no date of termination unless terminated by the Parties, as provided herein.

3.3 Responsibilities

3.3.1 The Services included in this Agreement shall be performed by Omnitrans and/or Contractor(s) or any other subcontractor under the Contractor's direct supervision.

3.3.2 Omnitrans and its Contractors retain the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Omnitrans or its Contractor(s) shall at all times be under the direction and control of its employer. Omnitrans shall require Contractor to execute contracts for the benefit of the City and Omnitrans, releasing the City and Omnitrans from all costs, expenses and liabilities arising from Contractor's negligent performance of the services.

3.3.3 Conformance to Applicable Requirements. All work performed in connection with this Agreement shall be subject to the City's ordinances.

3.3.4 City's Representative. The City hereby designates the (insert appropriate City Department Head), or his/her designee, to act as its representative for the performance of this Agreement ("City's Representative"). City's Representative shall have the power to act on behalf of the City for all proposed work under this Contract. Omnitrans shall not accept direction or orders from any person other than the City's Representative or his or her designee.

3.3.5 Omnitrans' Representative. Omnitrans hereby designates the Omnitrans Stops and Stations Supervisor, to act as its representative for the performance of this Agreement ("Omnitrans' Representative"). Omnitrans' Representative shall have the authority to represent and act on behalf of Omnitrans for all purposes under this Agreement. Omnitrans' Representative shall supervise and direct the Services, using his or her best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures for the satisfactory coordination of all portions of the Program and Services under this Agreement.

3.3.6 Substitution of Key Personnel. Omnitrans or City may substitute other personnel of at least equal competence in the place of the authorized Representative or other key personnel who are responsible

for fulfilling the responsibilities within this Agreement with written notice to the other Party in accordance with this Agreement.

- 3.3.7 Coordination of Services.** Omnitrans agrees to work with City staff in the performance of the Program and Services, and each Party's representative shall be available to the other at reasonable times with reasonable notice.

3.4 Insurance

- 3.4.1 Minimum Requirements.** Omnitrans and/or its Contractor(s) shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by Omnitrans, its agents, representatives, employees or Contractor(s) and its subcontractors. Omnitrans shall also require any Contractor(s) to include contract provisions requiring that all subcontractors of the Contractor shall procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the minimum levels of coverage as described below.
- 3.4.2 Minimum Scope of Insurance.** Coverage shall be at least as broad as the latest version of the following: (1) General Liability: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) Automobile Liability: Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); and (3) Workers' Compensation and Employer's Liability: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance. The City shall be named as an additional insured for all such coverage, where possible, and be provided with applicable endorsements as more particularly described below.
- 3.4.3 Minimum Limits of Insurance.** Coverage shall be at least: (1) General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit; (2) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage; and (3) Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of California. Employer's Liability limits of \$1,000,000 per accident for bodily injury or disease. The City shall be named as an additional insured for all such coverage, where possible, and be provided with applicable endorsements as more particularly described below.
- 3.4.4 Insurance Endorsements.** The insurance policies shall contain the following provisions, or Omnitrans or its Contractor(s) shall provide

endorsements on forms supplied or approved by the City, to add the following provisions to the insurance policies:

- 3.4.5 General Liability.** The general liability policy shall be endorsed to state that: (1) the City, and Omnitrans, and their directors, officials, officers, employees, agents and volunteers shall be covered as additional insured with respect to the Work or operations performed by or on behalf of the Contractor, including materials, parts or equipment furnished in connection with such work; and (2) the insurance coverage shall be primary insurance with respect to the City and Omnitrans, and their directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of Contractor's or any subsequent Contractor's scheduled underlying coverage. Any insurance or self-insurance maintained by the Omnitrans or the City, or their directors, officials, officers, employees, agents and volunteers shall be excess of Contractor's or any subsequent Contractor's insurance and shall not be called upon to contribute with it in any way.
- 3.4.6 Automobile Liability.** The automobile liability policy shall be endorsed to state that: (1) Omnitrans, the City, and their directors, officials, officers, employees, agents and volunteers shall be covered as additional insured's with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Contractor; and (2) the insurance coverage shall be primary insurance with respect to Omnitrans or the City, and their directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Contractor scheduled underlying coverage. Any insurance or self-insurance maintained by Omnitrans or the City, and their directors, officials, officers, employees, agents and volunteers shall be excess of the Contractors insurance and shall not be called upon to contribute with it in any way.
- 3.4.7 Worker's Compensation and Employers Liability Coverage.** The insurer shall agree to waive all rights of subrogation against the City, its directors, officials, officers, employees, agents and volunteers for losses paid under the terms of the insurance policy which arise from work deficiently performed by Omnitrans or its Contractor(s), or any other Contractor or subcontractor performing work pursuant to this Agreement.
- 3.4.8 All Coverages.** Each insurance policy required by this Agreement shall be endorsed to state that: (A) coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to Omnitrans and the City; and (B) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to Omnitrans or the City, their directors, officials, officers, employees, agents and volunteers.

3.4.9 Separation of Insureds; No Special Limitations. All insurance required by this Section shall contain standard separation of insured's provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to Omnitrans or the City, its directors, officials, officers, employees, agents and volunteers.

3.4.10 Deductibles and Self-Insurance Retentions. Any deductibles or self-insured retentions must be declared to Omnitrans and the City. Omnitrans or its Contractor(s) shall guarantee that the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects Omnitrans or the City, and their directors, officials, officers, employees, agents and volunteers.

3.4.11 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating no less A-VII, licensed to do business in California.

3.4.12 Verification of Coverage. The Contractor shall furnish to Omnitrans original certificates of insurance and endorsements effecting coverage required by this Agreement. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf and shall be on forms satisfactory to Omnitrans. The City reserves the right to require complete copies of all required insurance policies, at any time.

3.5 Compensation. Omnitrans shall receive no monetary compensation or reimbursement from the City for the Program and the Services rendered under this Agreement. Except as provided elsewhere in this Agreement, the Program and Services are to be provided at no cost to the City. Omnitrans and the City acknowledge that all advertising revenue generated by the shelters shall be the sole property of Omnitrans and agree the right to such revenues is sufficient consideration for the performance of Omnitrans' obligations hereunder.

4. General Provisions

4.1 Termination of Agreement.

4.1.1 Grounds for Termination. Either Party may, by written notice to the other, terminate the whole or any part of this Agreement with cause by giving written notice of such termination, and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination.

4.2 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective Parties at the following address, or at such other address as the respective Parties may provide in writing for this purpose:

Omnitrans: Attn: Director of Marketing & Planning
Omnitrans
1700 West Fifth Street

San Bernardino, CA 92411

City: Attn: City Manager
City of XYZ
12345 ABC STREET
XYZ, CA. 12345

Such notice shall be deemed made when personally delivered or when mailed, twenty-four (24) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

- 4.3 Cooperation; Further Acts.** The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.
- 4.4 Attorneys' Fees.** If either Party commences an action against the other Party, whether legal, administrative or otherwise, arising out of or in connection with this Agreement, neither Party in such litigation shall be entitled to have and recover from the losing Party reasonable attorneys' fees and all other costs of such action.
- 4.5 Indemnification.** Omnitrans shall defend, indemnify and hold the City, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any actual or alleged acts, omissions or willful misconduct of Omnitrans, its officials, officers, employees, agents, Contractors and subcontractors arising out of or in connection with the performance of, the Program, Services or this Agreement. City shall defend, indemnify and hold Omnitrans, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any actual or alleged acts, omissions or willful misconduct of City, its officials, officers, employees, agents, Contractors and subcontractors arising out of or in connection with the performance of, the Program, Services or this Agreement.
- 4.6 Entire Agreement.** This Agreement contains the entire Agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both Parties.
- 4.7 Governing Law.** This Agreement shall be governed by the laws of the State of California. Venue shall be in San Bernardino County.

- 4.8 Time of Essence.** Time is of the essence for each and every provision of this Agreement.
- 4.9 Successors and Assigns.** This Agreement shall be binding on the successors and assigns of the Parties
- 4.10 Construction, References, and Captions.** Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not workdays. All references to Omnitrans include all personnel, employees, agents, and Contractors of Omnitrans, except as otherwise specified in this Agreement. All references to City include its officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.
- 4.11 Amendment and Modification.** No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.
- 4.12 Waiver.** No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or of other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.
- 4.13 No Third Party Beneficiaries.** There are no intended third party beneficiaries of any right or obligation assumed by the Parties.
- 4.14 Invalidity and Severability.** If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
- 4.15 Prohibited Interest.** Omnitrans warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Omnitrans, to solicit or secure this Agreement. Further, Omnitrans warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Omnitrans, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipate material benefit arising there from.
- 4.16 Equal Opportunity Employment.** Omnitrans represents that it is an equal opportunity employer and it shall not discriminate against any

contractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities relate to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Omnitrans shall also comply with all relevant provisions of City's Minority Business Enterprise program, Affirmative Action Plan or other related programs or guidelines currently in effect or hereinafter enacted.

- 4.17 Labor Certification.** By its signature hereunder, Omnitrans certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.
- 4.18 Authority to Enter Agreement.** Omnitrans has all requisite power and authority to conduct its business and to execute, deliver, and perform this Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.
- 4.19 Counterparts.** This Agreement may be signed in counterparts, each of which shall constitute an original.
- 4.20 Assignment.** Omnitrans shall have the right to assign all or part of this Agreement upon consent of the City, which consent shall not be unreasonably withheld.

[SIGNATURES ON NEXT PAGE]

SIGNATURE PAGE TO BUS SHELTER SERVICES AGREEMENT

CITY OF XYZ

By: _____

{Name}

City Manager

Dated: _____

OMNITRANS

By: _____

P. Scott Graham

CEO/General Manager

Dated: _____

ATTEST

By: _____

{Name}

City Clerk

APPROVED AS TO FORM

By: _____

{Name}

City Attorney

APPROVED AS TO FORM

By: _____

A. Haviva Shane

Omnitrans Legal Counsel

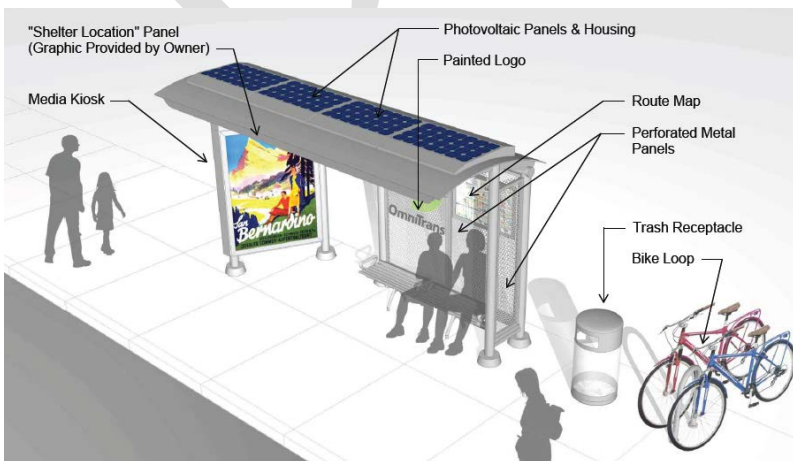
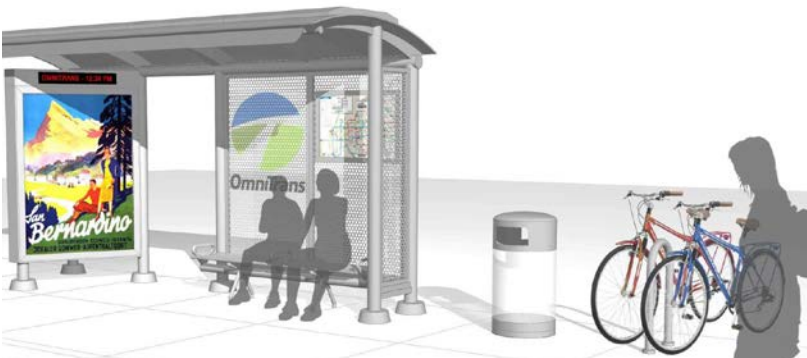
ATTACHMENT A

Examples of shelters and amenities

Basic Shelter



Premium Shelter



Premium Shelter with Digital Ad Panel (Future Option)



ITEM # E7

DATE: March 7, 2018

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Eugenia F. Pinheiro, Interim Director of Procurement

SUBJECT: AUTHORIZE RELEASE – IFB-MKP18-69, PRINTING SERVICES

FORM MOTION

Authorize the CEO/General Manager to release Invitation for Bids IFB-MKP18-69 for the provision of Printing Services for a three (3) year base period and two (2) single option years.

BACKGROUND

Omnitrans requires the services of qualified firms to provide as-needed printing services, including but not limited to brochures, annual reports, envelopes, letterhead, employment applications, banners, and pamphlets.

In accordance with the Procurement Policy 2000, Section 2.3.5.1.3, Board authorization and use of a formal procurement procedure is required to release Invitation for Bids for procurements for good/services exceeding \$150,000. The Independent Cost Estimate for this project is \$259,750, if all options are exercised.

FUNDING SOURCE

The cost associated with this procurement is budgeted in Various Departments' Operating Budgets as follows:

Department Number	Various
Expenditure Codes	509230

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

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

CONCLUSION

By proceeding with this solicitation, Omnitrans will continue to have as-needed printing services.

PSG:EFP:KNT

ITEM # _____ E8

DATE: March 7, 2018

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Eugenia F. Pinheiro, Interim Director of Procurement

SUBJECT: AUTHORIZE RELEASE – RFP-MKP18-53, MERCHANT SERVICES

FORM MOTION

Authorize the CEO/General Manager to release Request for Proposals RFP-MKP18-53 for the provision of Merchant Services for a three (3) year base period and two (2) single option years.

BACKGROUND

Omnitrans utilizes the services of qualified financial institutions to provide merchant services including debit and credit card processing for fares and online store items. These services are provided on a month-to-month basis and Omnitrans seeks to contract for these services to benefit from economy of scale.

On April 5, 2017, the Board of Directors authorized release of RFP-FIN18-01, Banking & Merchant Services. Banking services was solely recommended and approved for award at the October 4, 2017, Board Meeting.

In accordance with the Procurement Policy 2000, Section 2.3.5.1.3, Board authorization and use of a formal procurement procedure is required to release Invitation for Bids for procurements for good/services exceeding \$150,000. The Independent Cost Estimate for this project is \$225,780, if all options are exercised.

FUNDING SOURCE

The cost associated with this procurement is budgeted in the Marketing & Planning Department's Operating Budgets as follows:

Departments	1400
Expenditure Codes	503060

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

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

CONCLUSION

By proceeding with this solicitation, Omnitrans will have merchant services in place to support debit and credit card processing for fares and Omnitrans' online store items.

PSG:EFP:CVM

ITEM # E9

DATE: March 7, 2018

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Maurice Mansion, Treasury Manager

**SUBJECT: AUTHORIZATION FOR THE EXECUTION OF THE CERTIFICATIONS
AND ASSURANCES FOR FISCAL YEAR 2018 LOW CARBON TRANSIT
OPERATIONS PROGRAM**

FORM MOTION

Adopt Resolution #305-18 authorizing the CEO/General Manager to execute the Certifications and Assurances and related documents for the Fiscal Year 2018 Low Carbon Transit Operations Program (LCTOP).

BACKGROUND

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 with Senate Bill 862 (SB 862). SB 862 established LCTOP as a non-competitive, formulaic program, with 5% of annual auction proceeds being appropriated annually since the beginning of 2015.

LCTOP was created to provide operating and capital assistance to transit agencies with the goal of reducing greenhouse gas (GHG) emissions and improving mobility; with an emphasis on serving Disadvantaged Communities (DAC). For agencies whose service area includes a DAC, at least 50% of the total monies received shall be expended on projects that provide a direct, meaningful and assured benefit to DAC(s).

The California Department of Transportation (Caltrans) is responsible for administering the statutory requirements of the program and ensuring they are met in terms of project eligibility, greenhouse gas emission reductions, improved mobility, DAC benefits, and other requirements of the law. The program is administered by Caltrans in coordination with the California Air Resources Board (CARB) and the State Controller's Office (SCO).

As the Lead Agency, Omnitrans must submit to Caltrans an Allocation Request for the proposed project it intends to fund with the LCTOP allocation. The LCTOP Allocation Request is the basis for Caltrans' verification that the project is consistent with LCTOP requirements. Omnitrans has

requested \$150,350 in funding to continue its 290 Freeway Express Program, implemented in September 2015. The following required documents must be submitted to Caltrans for the LCTOP allocation:

1. Allocation Request Form
2. Signed Authorized Agent Form
3. Signed Certifications and Assurances
4. Signed Allocation Form
5. Approved Board Resolution

CONCLUSION

Adopt Resolution #305-18 authorizing the CEO/General Manager to execute the Certifications and Assurances and related documents for the Fiscal Year 2018 Low Carbon Transit Operations Program.

PSG:DW:MM

Attachment A: Resolution #305-18

RESOLUTION #305-18

AUTHORIZATION FOR THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)

WHEREAS, the 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, the OMNITRANS wishes to delegate authorization to execute these documents and any amendments thereto to P. SCOTT GRAHAM.

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the 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, including the following:

FY 2017-18 LCTOP funds:

Project Name: Route 290 Freeway Express

Amount of LCTOP funds requested: \$150,350

Project Description: Omnitrans has requested funding to continue its 290 Freeway Express Program, implemented in September 2015. With additional LCTOP funding, Omnitrans will be able to continue to run trips on Route 290, a route that has increased in ridership consistently since its launch.

NOW THEREFORE, BE IT FURTHER RESOLVED that P. SCOTT GRAHAM be authorized to execute all required documents of the LCTOP Program and any Amendments thereto with the California Department of Transportation.

CERTIFICATION

The undersigned duly qualified CEO/General Manager acting on behalf of Omnitrans certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Omnitrans Board of Directors held on this 7th day of March 2018, by the following _____ vote _____ to _____ wit:

AYES:

NOES:

ABSENT:

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

The foregoing resolution is hereby approved this 7th day of March 2018.

Ron Dailey
Chair, Omnitrans Board of Directors

Approved as to form:

Haviva Shane
Counsel for Omnitrans

ITEM # F1

DATE: March 7, 2018

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

FROM: P. Scott Graham, CEO/General Manager

SUBJECT: CEO/GENERAL MANAGER'S REPORT

Omnitrans has been supporting Metrolink with a bus bridge (weekends only), which started 6 January and ended 4 February, due to track maintenance. Service was provided between Rancho Cucamonga and Montclair, and from San Bernardino to Montclair. A total of 2,000 passengers were transported. A great effort by the Operations and Maintenance Team!

January Ridership was up 1.7% system wide vs. January 2017. This is the first increase in ridership since June 2014. Growth was led by increased use of freeway express routes, up 14.2%, and the sbX bus rapid transit line, up 4.5%. System wide ridership was up 2.1 %. In all, 22 of Omnitrans' 35 bus routes carried more passengers than a year ago. All routes operating in the western San Bernardino Valley posted gains which averaged 6.2%.

Omnitrans coordinated a Classrooms to Careers event for middle school girls on 13 February in partnership with Women's Transportation Seminar (WTS), SBCTA, & local Girl Scouts. This included a tour of the SBTC, a train ride to the Santa Fe Depot, and several transportation planning activities at the Depot. Approximately 80 girls participated.

ITEM # _____ F2 _____

DATE: March 7, 2018

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Eugenia F. Pinheiro, Interim Director of Procurement

**SUBJECT: AWARD SOLE SOURCE - CONTRACT ITS18-83
PROBING HARDWARE EQUIPMENT – WEST VALLEY**

FORM MOTION

Authorize the CEO/General Manager to award a sole source Contract to Genfare, a division of SPX Corporation, of Elk Grove Village, IL for the provision of Probing Hardware Equipment – West Valley in the amount of \$49,190, plus a ten percent contingency of \$4,919, and a 3.27 % Cost Allocation Plan (CAP) of \$1,416 based on the federal funds, for a total not-to-exceed amount of \$55,525.

BACKGROUND

Omnitrans operates a fleet of approximately eighty-five (85) buses at the West Valley facility. The buses are equipped with the GFI Odyssey Collection/Validating Fareboxes. During the nightly cleaning and fueling, the bus fareboxes are probed (data transfer). There are two lanes of traffic and each lane has probing equipment, which are approximately twenty-five years old. During recent testing, it was discovered that equipment is no longer capable of operating properly, cannot be repaired and must be replaced.

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 equipment/systems and when the equipment/systems are not interchangeable with similar parts and equipment from other manufacturers. Genfare is the Original Equipment Manufacturer (OEM) of the Genfare fareboxes, the original developer of its' operating hardware and software, and the sole provider of the system components and maintenance.

Omnitrans is required to perform a cost analysis to determine the reasonableness of sole source pricing. Genfare was asked to provide pricing from recent sales of the same items to other transportation agencies. Bid pricing is deemed fair and reasonable as it is 5 percent lower than pricing charged to other agencies for the same or similar items.

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

FUNDING SOURCE

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

FUNDING	GRANT	YEAR	PROJECT NAME	INTERNAL ORDER	AMOUNT
FTA	CA-90-Z280	2015	WV Farebox Probing Equipment	D1522031F	\$44,703
Prop 1B	Prop 1B	2015	WV Farebox Probing Equipment	D1522031B	\$10,822
TOTAL					\$55,525

_____ 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 continue to transfer data daily from its fareboxes.

PSG:EFP:CVM

ITEM # _____ F3 _____

DATE: March 7, 2018

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Eugenia F. Pinheiro, Interim Director of Procurement

**SUBJECT: AUTHORIZE AWARD (BENCH) – CONTRACTS MNT18-35 (A-C)
BUS BATTERIES**

FORM MOTION

Authorize the CEO/General Manager to award Contracts MNT18-35(A-C) as listed below for the provision of Bus Batteries for a three (3) year base period beginning March 2018 and ending March 2021, with the authority to exercise two (2) single option years tied to the Consumer Price Index (CPI), extending the contracts to no later than March 2023, in the aggregate amount of \$467,000, plus a ten percent contingency of \$46,700, for a total not-to-exceed amount of \$513,700, should all options be exercised.

List of contracts for authorization:

Contract Number	Contractor
MNT18-35A	Parts Authority Metro, LLC of San Bernardino, CA
MNT18-35B	Battery Systems, Inc. of Garden Grove, CA
MNT18-35C	Advanced Battery Systems, Inc. of Culver City, CA

BACKGROUND

Omnitrans owns, operates, and maintains a fleet of New Flyer buses as part of its revenue fleet. Bus batteries delivered under this bench of contracts will be used in the maintenance of these vehicles.

On December 6, 2017, Omnitrans' Board of Directors authorized the release of the Invitation for Bids IFB-MNT18-35. Notices were published in two local newspapers of general circulation, two minority papers, and posted on Omnitrans' online bidding system. Ten bids were received by the January 3, 2018 deadline and nine were deemed responsive.

Option year pricing will be adjusted up or down annually in accordance with the CPI. Award is being made to the lowest, responsive and responsible bidders. When inventory is not available

from the lowest bidder, Omnitrans reserves the right to order from the next lowest bidder, on an as-needed basis.

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

FUNDING SOURCE

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

Department	1200
Expenditure Code	504010

_____ 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 the bench awards, Omnitrans will have the ability to repair and maintain its fleet of buses.

PSG/EFP/CVM

ITEM # G1

DATE: March 7, 2018

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Wendy Williams, Director of Marketing and Planning

SUBJECT: PUBLIC HEARINGS FOR PROPOSED FY2019 SERVICE PLAN

FORM MOTION

Authorize the CEO/General Manager to issue a Call for Public Hearings associated with the proposed Fiscal Year 2018-2019 Service Plan to be held on April 7-12, 2018 and closing on April 16, 2018.

SUMMARY

Omnitrans proposes to make routing and scheduling modifications within the Fiscal Year 2018-2019 (FY2019) Service Plan covering the period from July 1, 2018 to June 30, 2019. Based on Omnitrans' Public Participation Plan, any change that impacts a route's service miles, service hours, route miles, or passengers by more than twenty-five percent (25%) requires a Public Hearing.

Proposals that will be submitted to the public for comments include:

- Adding Saturday service on sbX in San Bernardino and Loma Linda with a corresponding reduction on the underlying local Route 2 Weekend service;
- Modifying Route 14 service in Downtown San Bernardino to reduce duplication, improve transfer connections and improve on-time performance;
- Extending Route 83 service in Upland to include a loop to better serve Colonies Crossroads;
- Rerouting Route 86 service in Ontario to serve Bon View Avenue including the Dorothy A. Quesada Community Center and Baldy View Regional Occupation Program (Baldy View ROP) instead of Campus Avenue between Francis Avenue and Mission Avenue;
- Eliminating the regular acceptance of pennies as a form of payment on board; and,
- Adding the ability to purchase 10-packs of single-ride fares on the mobile payment platform.

The changes on sbX and Routes 2 and 86 are the only route changes that require a public hearing. However, following industry best practices, Omnitrans will seek comments on all of the proposals

in order to maximize the opportunity for public comment and minimize any possible unintended consequence from the proposed changes.

PUBLIC HEARING LOCATIONS

In order to maximize the potential for public involvement, Omnitrans will hold two (2) formal and three (3) informal public hearings. This approach is based on Omnitrans' Public Outreach Plan, which was adopted by the Board in 2007 and has been much more successful in generating public participation than a single public hearing held at a Board Meeting. Since the primary changes requiring public hearings are in Ontario and San Bernardino, the public hearings will be held in those cities.

The Public Hearings are proposed for:

City		Day & Date	Time	Routes
San Bernardino	San Bernardino Transit Center	Saturday April 7, 2018	10:00 A.M. – 1:00 P.M.	sbX, 1, 2, 3, 4, 7, 8, 10, 11, 14, 15, 208, 215, 290
San Bernardino	Omnitrans Metro Facility (East Valley)	Monday April 9, 2018	5:00 P.M. – 7:00 P.M.	14
San Bernardino	San Bernardino Transit Center	Tuesday April 10, 2018	6:00 A.M. – 10:00 A.M.	sbX, 1, 2, 3, 4, 7, 8, 10, 11, 14, 15, 208, 215, 290
Ontario	Ontario Civic Center Transfer Station	Thursday April 12, 2018	6:00 A.M. – 10:00 A.M.	61, 83, 86
Ontario	Dorothy A. Quesada Community Center	Thursday April 12, 2018	5:00 P.M. – 7:00 P.M.	86

The public hearings will be advertised in local newspapers, on board buses, at transit centers, on www.omnitrans.org, in social media and through newsletters.

NEXT STEPS

Omnitrans staff will also complete a Title VI Service Equity Analysis to determine if this proposed change has a disparate impact on low-income or minority populations. The initial analysis shows that there is no disparate impact.

Should the public outreach and Title VI Analysis be completed without a significant finding, the proposals will be submitted to the Board of Directors as part of the FY2019 Service Plan.

CONCLUSION

Authorizing the CEO/General Manager to issue a call for public hearings will allow staff to receive public comment, refine the proposed service plan, and prepare to implement the proposed service change.

PSG:WW:JB