



Connecting Our Community.

BOARD OF DIRECTORS MEETING
WEDNESDAY, OCTOBER 2, 2019 – 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, November 6, 2019 – 8:00 a.m.
2. Introduction of New BB&K Representative
3. Employee Recognition

C. COMMUNICATIONS FROM THE PUBLIC

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

D. POSSIBLE CONFLICT OF INTEREST ISSUES

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

3

E. CONSENT CALENDAR

The following items are expected to be routine and non-controversial. The Board will act upon them at one time without discussion, unless the Board directs that an item be held for further discussion under Agenda Item F, Discussion Items. Any person wishing to address consent items should address the Board under Agenda Item #E6, Action on Consent Calendar.

1. Approve Board Minutes – September 4, 2019
2. Receive and File Administrative & Finance Committee Minutes – August 15, 2019
3. Adopt Resolution No. 316-19, Hazard Mitigation Plan and Resolution No. 317-19, National Incident Management Plan – *Shawn Brophy*
4. Authorize Release - Request for Proposals RFP-FIN20-13, Insurance Broker Services – *Art Torres*
5. Authorize Award – Contract MNT20-02, Architectural and Engineering (A&E) Services – *Art Torres (A&F 9/12/19)*
6. Action on Consent Calendar

5

12

16

22

24



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WEDNESDAY, OCTOBER 2, 2019 – 8:00 A.M.
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SAN BERNARDINO, CA 92411

F. DISCUSSION ITEMS

- | | |
|--|----|
| 1. CEO/General Manager's Report - <i>P. Scott Graham</i> | 27 |
| 2. Authorize the CEO/General Manager to Award Call for Projects – 2019 Measure I Specialized Transportation Program for Fiscal Year 2020 and 2021 – <i>Aaron Moore (A&F 9/12/19)</i> | 29 |
| 3. Authorize Award – Contract MNT19-78, Bus Painting and Decal Services – <i>Art Torres</i> | 46 |

G. BOARD BUSINESS

Open Session

- | | |
|---|----|
| 1. Discussion and Action on Chief Executive Officer/General Manager Resignation and Selection Process of New CEO/General Manager – <i>Steve DeBaun, Legal Counsel</i> | 48 |
|---|----|

Closed Session

- | | |
|---|--|
| 1. Public Employee Appointment – Chief Executive Officer/General Manager, Pursuant to Government Code Section 54957 | |
| 2. Conference with Labor Negotiator, Suzanne Pfeiffer, Concerning Labor Negotiations with Amalgamated Transit Union Local No. 1704 regarding the Coach Operator Unit, pursuant to Government Code Section 54957.6 – <i>Suzanne Pfeiffer</i> | |

H. REMARKS AND ANNOUNCEMENTS

I. ADJOURNMENT

ITEM # D1

DATE: October 2, 2019

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Art Torres, Director of Procurement

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

FORM MOTION

Staff hereby provides a listing of principals and subcontractors associated with action items on the agenda for the Board of Director's Meeting scheduled October 2, 2019.

Item	Contract	Principals & Agents	Subcontractors
#E5	Authorize Award Contract MNT20-02 Architectural & Engineering (A&E) Services	<i>Huitt-Zollars, Inc. Ontario, CA Kevin Carter, PE Vice President</i>	<i>Sy Lee Associates, Inc. Glendale, CA Converse Consultants Redlands, CA Ruth Villalobos & Associates, Inc. Ontario, CA</i>
#F3	Authorize Award Contract MNT19-78 Bus Painting and Decal Services	<i>Paint, Body, Vinyl and Graphics, Inc. Stanley Bard President</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

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

FINANCIAL INTEREST

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

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

SIGNATURE

Board Member Signature	Date
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ITEM # E1

**BOARD OF DIRECTORS' MEETING
MINUTES OF SEPTEMBER 4, 2019**

A. CALL TO ORDER

Chairman David Avila called the regular meeting of the Omnitrans Board of Directors to order at 8:01 a.m., Wednesday, September 4, 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 David Avila, City of Yucaipa – Chairman
Mayor John Dutrey, City of Montclair – Vice Chairman
Supervisor Josie Gonzales, County of San Bernardino
Supervisor Curt Hagman, County of San Bernardino
Council Member Penny Lilburn, City of Highland
Mayor Darcy McNaboe, City of Grand Terrace
Mayor Cynthia Moran, City of Chino Hills
Mayor Frank Navarro, City of Colton
Council Member John Roberts, City of Fontana
Mayor Deborah Robertson, City of Rialto
Supervisor Dawn Rowe, County of San Bernardino
Supervisor Janice Rutherford, County of San Bernardino
Council Member Sam Spagnolo, City of Rancho Cucamonga
Mayor Debbie Stone, City of Upland
Mayor Eunice Ulloa, City of Chino
Council Member Theodore Sanchez, City of San Bernardino – Alternate
Council Member Alan Wapner, City of Ontario

BOARD MEMBERS NOT PRESENT

Council Member Ron Dailey, City of Loma Linda
Mayor Paul Foster, City of Redlands

OMNITRANS' ADMINISTRATIVE STAFF PRESENT

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

Shawn Brophy, Director of Operations
Jeremiah Bryant, Director of Strategic Development
Jacob Harms, Director of Information Technology
Aaron Moore, Director of Special Transportation Services
Suzanne Pfeiffer, Director of Human Resources
Don Walker, Director of Finance
Wendy Williams, Director of Marketing-Planning
Omar Bryant, Maintenance Manager
Melissa Castillo, Customer Service Manager
Barbara Erwin, Safety & Regulatory Compliance Manager
Adrianne Fernandez, Executive Staff Assistant
Anna Jaiswal, Development Planning Manager
Ray Maldonado, Employee Relations Manager
Maurice Mansion, Treasury Manager
Harry Morck, Network Administrator
Eugenia Pinheiro, Contracts Manager
Oscar Tostado, Maintenance Manager
Krystal Turner, Contracts Administrator

LEGAL COUNSEL

Haviva Shane, Legal Counsel

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Board Meeting: October 2, 2019, 8:00 a.m.
Omnitrans Metro Facility Board Room

Supervisor Gonzales arrived at 8:05 a.m.

Vice Chair Avila and CEO/General Manager P. Scott Graham, along with the respective department director, presented the Employee of the Quarter Award to Oscar Nunez, Field Supervisor, Operations. A commendation was also presented to Coach Operator, Dominick Plasencia.

C. COMMUNICATIONS FROM THE PUBLIC

Joe Escobedo, Senior Vice President of Business Development for MV Transportation thanked Omnitrans for the partnership over the past 4 years and looked forward to continuing that partnership in the future should MV be re-selected as the Purchased Transportation provider.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no Conflict of Interest Issues.

E. CONSENT CALENDAR

1. Approve Board Minutes – July 10, 2019
2. Receive and File Operations & Safety Committee Minutes – February 27, 2019
3. Receive and File Executive Committee Minutes – April 5, 2019
4. Receive and File Plans & Programs Committee Minutes – April 24, 2019
5. Receive and File Administrative & Finance Committee Minutes – June 13, 2019
6. Receive and File Executive Committee Minutes – July 12, 2019
7. Receive and File Omnitrans' Agency Management Report – FY19 Fourth Quarter Report
8. Receive and File Omnitrans' Equal Employment Opportunity Quarterly Report
9. Receive and File Management Plan Strategic Initiatives and Key Performance Indicators, FY19 Fourth Quarter Reports
10. Receive and File, Fiscal Year Ended June 30, 2019, Financial Audit Statement on Auditing Standards (SAS) 114 Letter
11. Receive and File Development Projects Update
12. Receive and File, Update on Redlands Passenger Rail Project
13. Receive and File, Overview of Public Transportation Agency Safety Plan (PSTASP)
14. Authorize the CEO/General Manager to Execute a New Revenue Agreement with California State University San Bernardino (CSUSB), Go Smart Program
15. Authorize Release - Request for Proposals RFP-HRS20-24, Strategic Planning Consulting Services
16. Authorize Award - Contract MNT20-14, Methane Detection System (MDS) Services
17. Authorize Award - Contract MNT19-71, Labor and Parts for Engine and Transmission Replacement
18. Authorize Award - Contract MNT20-07, Hazardous Waste Treatment, Transportation, and Disposal

M/S (Spagnolo/Hagman) 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. He introduced Director of Marketing, Wendy Williams to highlight some new projects created by the Marketing team.

Ms. Williams stated that at a previous Plans & Programs Committee Meeting, Member Moran suggested that some type of marketing tool be developed that could be shared with the cities as a way to promote the service. She stated that a "Media Kit" was developed that includes various resources and links the cities could share on their respective communication channels. Ms. Williams also shared an infographic about social media usage.

Member Moran thanked staff for putting the Media Kit together and encouraged the

Members to utilize this resource at their cities.

2. Authorize Release – RFP-STS20-03, Purchased Transportation Services

Director of Special Transportation Services, Aaron Moore provided a brief background on this item as detailed in the staff report.

Member Hagman asked if there was any flexibility in the contract regarding technology changes in the future. Mr. Moore responded that there was flexibility in the contract.

M/S (Hagman/Dutrey) that authorized the CEO/General Manager to release Request for Proposals RFP-STS20-3 for the provision of Purchased Transportation Services for a three (3) year base period with two (2) two-year options. The solicitation will seek competitive proposals for a seven-year period, if all options are exercised. Motion was passed unanimously by Members present.

3. Receive Update, Endorse and Adopt the Ad Hoc Committee's Recommendation to Adjust Service Levels and Increase Long Term Funding

Director of Strategic Development, Jeremiah Bryant presented a Power Point Presentation outlining the activities of the Ad Hoc Committee to date and reviewed the proposed recommendation.

Member Lilburn left the room at 8:22 a.m. and returned at 8:24 a.m.

Member Spagnolo left the room at 8:25 a.m. and returned at 8:27 a.m.

Member Wapner had some questions regarding the projected deficit for capital funding. Mr. Bryant provided additional information, noting that the majority is associated with the zero emission bus regulations.

Supervisor Rutherford referred to the projected deficit related to the zero emission bus regulation and stated that the countywide study being conducted by SBCTA has not been completed, therefore the estimated amount may not be accurate. She had some questions regarding the electrification timeline. Mr. Bryant reviewed the regulations and proposed implementation timeline.

Member Gonzales asked about any potential revenue opportunities from the outgoing buses. Mr. Bryant responded that most of the buses will have exhausted their useful life, therefore any revenue generated from their sale would be minor.

Member Hagman recognized the challenges of long-term planning and suggested that the Agency focus on strong advocacy and lobbying efforts to assist with navigating through the state mandates moving forward.

A discussion ensued regarding the proposed service reduction hours and how that equates to a reduction in costs. There were also some questions regarding the types of services that

would be affected. Mr. Bryant provided additional information about the hours and costs and stated that both fixed-route and ADA service would be impacted.

Member Dutrey left the room at 8:52 a.m. and returned at 8:54 a.m.

Member Rutherford asked if any of the items being recommended were subject to “meet and confer” requirements. Mr. Bryant responded that the change in service in and of itself did not require meet and confer. The Agency can increase or reduce service without meet and confer. Member Wapner had some additional questions regarding meet and confer related to contracting out weekend service. Mr. Bryant responded that the intention would be to approach this through attrition, therefore meet and confer should not be needed.

Member Moran referred to the map shown displaying the ADA service boundaries and requested that a zoomed in map of Chino Hills be sent to her. ¹

Member Robertson asked about transfer points and how they factored into the plan. Mr. Bryant responded transfer points would be reviewed as well as areas with duplication of service.

Member Ulloa stated that she had too many questions and would like more information on the impact to the community prior to endorsing the recommendation.

Member Hagman clarified that the recommendation is for the Board to approve the direction so that staff can move forward with developing a plan for discussion/final approval.

Member Spagnolo stated that none of the members want service cuts in their cities, however, service cuts need to be considered due to the financial conditions at this point. He explained that the Ad Hoc Committee was formed to look at some alternative ways to address the funding issues and provide a recommendation to the Board. The recommendation is to allow staff to continue to explore the proposed service reductions presented today.

Member Wapner expressed some concern regarding the language included in the motion regarding seeking increased long-term funding noting that funding was SBCTA’s jurisdiction.

Mr. Bryant noted that an item recommending increased funding for Omnitrans was approved by the SBCTA Transit Committee on August 15th. The item will be presented to the SBCTA Board at their meeting scheduled for later this morning.

Member Moran had some questions regarding the implementation timeline. Mr. Bryant responded that the proposed changes would be presented to the Board for approval in May 2020 with implementation in September 2020.

¹ The map requested by Member Moran was provided on September 13, 2019.

The staff recommended motion was to receive update, endorse and adopt the Ad Hoc Committee's Recommendation to Adjust Service Levels and Increase Long Term Funding.

Member McNaboe amended the motion to receive update and adopt the Ad Hoc Committees recommendation to move forward to examine adjusting service levels and increase long-term funding. Seconded by Member Gonzales. The motion was approved unanimously by Members present.

4. Reaffirm Support for Omnitrans Transit District Legislation (AB1457)

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

Member Wapner stated that there was still some uncertainty regarding the Agency's financial situation and noted that the legislative session did not begin until January 2020, therefore he could not support the legislation at this time.

Member Robertson asked if anyone had spoken to Assembly Member Reyes following the July 10, 2019 Board Meeting to brief her on the discussion. Chair Avila responded that he was not aware of any follow-up.

Member Hagman provided a brief recap regarding legislation history and reviewed the events leading up to today's meeting. He raised the issue of taxation authority and mentioned the previous concern from SBCTA regarding Omnitrans potentially competing for a ballot measure in the future. Member Hagman stressed the importance of providing some direction on this matter not only for the legislative process but for SBCTA as well.

Legal Counsel, Haviva Shane clarified stated that the bill author (Assembly Member Reyes) asked that a response be provided to her by October. Additionally, she stated that bill needs to be moved out of the Policy Committee by February in order to continue as a two-year bill.

A brief discussion ensued regarding the legislative process deadline versus the Assembly Member's requested deadline.

Supervisor Rutherford stated that she did not support the bill moving forward until some of the internal sustainability issues are resolved.

Members Navarro and McNaboe left the meeting at 9:26 a.m. and did not return.

Member Ulloa agreed with Supervisor Rutherford's sentiments related to the Agency financial sustainability prior to supporting this item.

Member Gonzales stated that any discussions related to this item should take place in the Board Room and recommended that a vote be taken.

M/S (Spagnolo/Lilburn) that reaffirmed support for Omnitrans Transit District Legislation (AB1457). Motion did not move forward.

Supervisor Rowe made a substitute motion to table this item until the October meeting. Member Roberts seconded.

There was some discussion as to whether this item would be discussed at the next meeting. Member Wapner clarified that there is no set time for taking up an item that is tabled.

Substitute motion made by Member Rowe to table this item. Member Roberts seconded. Members Sanchez, Hagman, Rutherford, Wapner, Roberts, Rowe, Robertson, Moran, Ulloa, and Stone were in favor. Members Gonzales, Lilburn, Dutrey, Avila and Spagnolo opposed. Motion passed by a majority vote.

G. BOARD BUSINESS

Closed Session

1. Conference with Labor Negotiator, Suzanne Pfeiffer, concerning labor negotiations with Amalgamated Transit Union Local No. 1704 regarding the Coach Operator Unit, pursuant to Government Code Section 54957.6
2. Public Employee Appointment – Chief Executive Office/General Manager, Pursuant to Section 54957

The Board adjourned into Closed Session at 9:42 a.m.

The Board reconvened at 10:15 a.m. with no reportable action.

H. REMARKS AND ANNOUNCEMENTS

There were no remarks or announcements.

I. ADJOURNMENT

The Board adjourned 10:16 a.m. The next regular meeting is scheduled Wednesday, October 2, 2019, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

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

ITEM # E2

**ADMINISTRATIVE & FINANCE COMMITTEE
MINUTES, AUGUST 15, 2019**

A. CALL TO ORDER

Committee Chair Sam Spagnolo called the regular meeting of the Administrative and Finance Committee to order at 8:00 a.m., Thursday, August 15, 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
Mayor John Dutrey, City of Montclair
Supervisor Curt Hagman, County of San Bernardino
Council Member John Roberts, City of Fontana
Council Member Alan Wapner, City of Ontario

Committee Members Not Present

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
Suzanne Pfeiffer, Director of Human Resources
Jacob Harms, Director of Information Technology
Eugenia Pinheiro, Contracts Manager
Connie Raya, Director of Maintenance
Aaron Moore, Director Special Transportation Services
Don Walker, Director of Finance
Wendy Williams, Director of Marketing-Planning
Adrienne Fernandez, Executive Staff Assistant
Krystal Turner, Contracts Administrator
Omar Bryant, Maintenance Manager
Maurice Mansion, Treasury Manager

B. ANNOUNCEMENTS/PRESENTATIONS

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

C. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no Conflict of Interest Issues.

E. DISCUSSION ITEMS

1. Approve Administrative & Finance Committee Minutes June 13, 2019

M/S (Avila/Roberts) that approved Administrative & Finance Committee Minutes of June 13, 2019. Motion was passed unanimously by Members present.

Committee Chair Spagnolo announced that Item #E5 would be moved up on the agenda.

5. Receive and File an Informational Update on the Omnitrans/SBCTA Ad Hoc Committee

Director of Strategic Development, Jeremiah Bryant presented a PowerPoint outlining the activities of the Ad Hoc Committee to date and reviewed the staff recommendation that would be presented at the upcoming Ad Hoc Committee Meeting.

Member Dailey arrived at 8:03 a.m.

Member Wapner expressed his appreciation for the Ad Hoc Committee's work thus far. He noted that a "common sense" approach was taken and mentioned the ongoing issue of productivity versus coverage. He explained that in the past, when service cuts to specific routes was the direction to staff, public input has impacted the Board's decision. Member Wapner stated that while there may be resistance from the public, it is important that the Board follow through with the plan and remain focused on the solution.

Member Hagman commended staff on the report noting the analytic based approach. He stated that in this era of technology, it is important to consider options such as alternative vehicles and technology solutions as ways to improve the financial outlook. Lastly, he stated that the plan should be reviewed on an annual basis.

Member Dailey also commended staff on a well-prepared report. He agreed with Member Hagman's comment regarding a constant review of the Strategic Plan in order to adapt to the ridership trends and changes in technology. Member Dailey mentioned the importance of keeping the Board informed as information is available particularly related to service cuts that could potentially affect the cities.

All Members agreed with Member Wapner's suggestions for the Board as a body to make a decision and follow through in its entirety.

The Committee received and filed this item.

A copy of the PowerPoint presentation is available upon request.

2. Receive and Forward to the Board of Directors Approve the Management Plan Strategic Initiatives and Key Performance Indicators FY19 Fourth Quarter Reports

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

Member Hagman referred to Strategic Initiative #2, Service Expansion and had some questions regarding the partnership with Lyft. Director of Special Transportation Services, Aaron Moore provided additional information.

Member Dailey referred to Strategic Initiative #1, Financial Sustainability and Operational Cost Efficiencies and had some questions regarding the Pipeline Fueling Infrastructure Project at "I" Street. Mr. Graham reviewed some of the challenges associated with this project and stated that the project was put on hold due to the distance to the gas line and the expense.

Member Dailey had some questions regarding paid parking at the transit center to offset some of the security costs. Mr. Graham explained that the issue had been explored in the past and the land is owned by the city, therefore any revenue would go to them.

Member Roberts left the meeting at 8:53 a.m.

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

3. Receive and Forward to the Board of Directors, Fiscal Year End June 30, 2019, Financial Audit Statement on Auditing Standards (SAS) 114 Letter

Member Wapner left the meeting at 8:56 a.m.

Director of Finance, Donald Walker, presented a brief background on this item as detailed in the staff report.

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

4. Recommend the Board of Directors Authorize the CEO/General Manager to Award MNT20-07 Hazardous Waste Treatment, Transportation and Disposal Services

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

M/S (Dutrey/Avila) that recommended the Board of Directors authorize the CEO/General Manager to award Contract MNT20-07 to Haz Mat Trans, Inc., of San Bernardino, CA, for the provision of Hazardous Waste Treatment, Transportation, and Disposal Services for a three (3) year base period beginning October 1, 2019 and ending September 30, 2022 with the authority to exercise two (2) single option years ending no later than September 30, 2024 in the amount of \$235,000, plus a ten percent contingency of \$23,500, for a total not-to-exceed amount of \$258,500, if all options are exercised. Motion was passed unanimously by Members present.

F. ADJOURNMENT

The Administrative and Finance Committee meeting adjourned at 8:59 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, September 12, 2019, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

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

ITEM # E3

DATE: October 2, 2019

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Shawn Brophy, Director of Operations

SUBJECT: **ADOPT RESOLUTION NO. 316-19 OMNITRANS' HAZARD MITIGATION PLAN (HMP) AND RESOLUTION NO. 317-19 OMNITRANS' NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

FORM MOTION

Adopt Resolution No. 316-19, Hazard Mitigation Plan (HMP) and Resolution No. 317-19, National Incident Management System (NIMS).

HAZARD MITIGATION PLAN (HMP)

BACKGROUND

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (1988), as amended by the Disaster Mitigation Act (DMA), requires local, state, and tribal governments to adopt an approved Mitigation Plan. The Plan undertakes risk-based approaches to reduce natural hazards, limiting the impact of major hazard events in the community. DMA 2000 legislation recognizes hazard mitigation as necessary preparation for emergencies, rather than the final step in recovery. Adoption of the approved plan maintains eligibility for future hazard mitigation funding.

ANALYSIS

The core of the Plan is the Mitigation Strategy which outlines Omnitrans' blueprint for minimizing the potential losses identified in the risk assessment, based on existing procedures, programs, and resources, and its ability to expand on and improve these existing tools.

A Third Draft Plan was submitted to Cal OES for input and forwarding to Federal Emergency Management Agency (FEMA) Region IX for a determination of approval pending adoption. The Board is requested to adopt the Final Draft Plan. A copy of the Board approved Resolution will be forwarded to FEMA along with a request for final approval.

The general public and other external agencies were involved in the planning process during the drafting stage. The Second Draft Plan was posted on the Omnitrans' website and external agencies were emailed information about the draft's availability for solicitation of input. Throughout the drafting process all stages of the plan were documented.

Consequences of not adopting a FEMA approved Hazard Mitigation Plan are significant. Without adoption, Omnitrans will be ineligible for FEMA mitigation programs including the Hazard Mitigation Grant Program, Flood Mitigation Assistance Program, Pre-Hazard Mitigation Program, and potentially lose public assistance for damaged facilities following a disaster.

There is no direct fiscal impact as a result of adopting the proposed plan; however, such adoption and subsequent submittal to FEMA is a prerequisite in receiving any future disaster relief or mitigation funds.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

BACKGROUND

Homeland Security Presidential Directive (HSPD-5), has directed that all federal, state, territorial, and tribal governments work together to prevent, protect against, respond to, recover from, and mitigate domestic incidents regardless of size or complexity. To accomplish this, the Department of Homeland Security (DHS) developed and issued the National Incident Management System (NIMS) as a tool to provide a comprehensive and rational approach to incident management, applicable to all jurisdictional levels across functional disciplines. The primary intent of NIMS is to improve coordination and cooperation between public and private entities in an emergency by using a common language and set of procedures.

ANALYSIS

NIMS is built on existing structures such as the Incident Command System (ICS), creating uniform practices of emergency management and incident response throughout the country. Components include preparedness, communications and information management, resource management, command and management, and ongoing maintenance.

There is no direct fiscal impact as a result of adopting NIMS; however, such adoption ensures Omnitrans eligibility to receive federal preparedness grants and reimbursement of expenses incurred during a declared emergency or disaster.

CONCLUSION

It is recommended that the Board of Directors adopt Resolution No. 316-19, Hazard Mitigation Plan (HMP) and Resolution No. 317-19, National Incident Management System (NIMS). Adoption of the NIMS ensures that Omnitrans is compliant with FEMA requirements and eligible for preparedness grants.

PSG: SB: MC: MM

Attachment A: Resolution 316-19, Attachment B: Resolution 317-19

RESOLUTION NO. 316-19

A RESOLUTION OF THE OMNITRANS BOARD OF DIRECTORS, SAN BERNARDINO COUNTY, CALIFORNIA ADOPTING AND AUTHORIZING REVISIONS TO THE LOCAL HAZARD MITIGATION PLAN IN COORDINATION WITH THE SAN BERNARDINO COUNTY OPERATIONAL AREA'S MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN (MJHMP)

WHEREAS, OMNITRANS the Disaster Mitigation Act of 2000 (DMA 2000) and the Federal Emergency Management Agency (FEMA) requires local jurisdictions to develop Hazard Mitigation Plans to identify measures which may be undertaken before natural disasters occur in order to reduce the potential for property damage and injury from such events;

WHEREAS, FEMA requires local jurisdictions to update their Hazard Mitigation Plan every five (5) years in order to remain eligible to receive funding for both pre-disaster and post-disaster mitigation grant program funding;

WHEREAS, FEMA has endorsed both Local and Multi-Jurisdictional Hazard Mitigation Plan as a partnership encouraging multi-hazard approaches to disaster resistant communities;

WHEREAS, Omnitrans has established both local and multi-jurisdictional coordination with the County of San Bernardino to include their specific risks, hazards, current and future mitigation measures and goals and objectives;

NOW, THEREFORE, BE IT RESOLVED that Omnitrans adopt Resolution No. 316-19, adopting the California State Hazard Mitigation Plan

I HEREBY CERTIFY that the foregoing resolution was duly adopted by the Omnitrans Board of Directors, at their regular meeting held on October 2, 2019, by the following vote to wit:

AYES:

NOES:

ABSENT:

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

The foregoing resolution is hereby approved this 2nd day of October 2019.

David Avila
Board Chair, Omnitrans Board of Directors

Approved as to form:

Steven DeBaun
Counsel for Omnitrans

RESOLUTION NO. 317-19

**A RESOLUTION OF THE OMNITRANS BOARD OF
DIRECTORS, SAN BERNARDINO COUNTY, CALIFORNIA
ADOPTING THE NATIONAL INCIDENT MANAGEMENT
SYSTEM**

WHEREAS, response and recovery from major emergencies and disasters requires integrated professional management and coordination; and

WHEREAS, the President of the United States directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS) to standardize and enhance incident management procedures nationwide; and

WHEREAS, the National Incident Management System provides a structure and process to effectively coordinate responders from multiple disciplines and levels of government and to integrate them with resources from the private sector and non-governmental organizations; and

WHEREAS, use of the National Incident Management System, will improve Omnitrans ability to manage major emergencies and disasters; and

NOW, THEREFORE, BE IT RESOLVED that Omnitrans adopts Resolution No. 317-19, adopting the National Incident Management System as the foundation for incident command, coordination, and support activities.

I HEREBY CERTIFY that the foregoing resolution was duly adopted by the Omnitrans Board of Directors, at their regular meeting held on October 2, 2019, by the following vote to wit:

AYES:

NOES:

ABSENT:

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

The foregoing resolution is hereby approved this 2nd day of October 2019.

David Avila
Board Chair, Omnitrans Board of Directors

Approved as to form:

Steven DeBaun
Counsel for Omnitrans

ITEM # E4

DATE: October 2, 2019

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE RELEASE - RFP-FIN20-13
INSURANCE BROKER SERVICES**

FORM MOTION

Authorize the CEO/General Manager to release Request for Proposals RFP-FIN20-13 for the provision of Insurance Broker Services for a three (3) year base period with two (2) single option years.

BACKGROUND

Omnitrans currently uses the services of an independent insurance broker to provide property, crime, pollution, earthquake and flood insurances. Using an independent insurance broker ensures adequate competition between insurers to provide coverage for Omnitrans' fixed assets at a reasonable cost. The current contract expires June 30, 2020.

This solicitation also seeks quotes for Excess Workers' Compensation insurance which is currently covered under the California State Association of Counties Excess Insurance Authority, Joint Powers Authority Excess Workers' Compensation Program (CSAC-EIA), Employment Practices Liability (EPLI), and Railroad Liability for Omnitrans' Arrow rail project.

In accordance with Procurement Policy 2000, Section 2.3.5, Board authorization and use of a formal procurement procedure is required to release solicitations exceeding \$150,000. The Independent Cost Estimate for this contract is \$375,000 in broker fees, if all options are exercised.

FUNDING SOURCES

The required services will be budgeted in the Finance, Human Resources, and Rail Departments' operating budget for Fiscal Years 2021 through 2025.

Department Number Various
Expenditure Code 506110

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

Omnitrans' Strategic Plan Supported – N/A.

CONCLUSION

By proceeding with this solicitation, Omnitrans will continue to protect its interests and fixed assets at a reasonable cost for the next five years.

PSG:AT:CV

ITEM # E5

DATE: October 2, 2019

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE AWARD – CONTRACT MNT20-02
ARCHITECTURAL AND ENGINEERING (A&E) SERVICES**

FORM MOTION

Authorize the CEO/General Manager to award Contract MNT20-02 to Huitt-Zollars, Inc., of Ontario, CA, for the provision of Architectural and Engineering (A&E) Services on an as needed basis for a three (3) year base period beginning October 2019 and ending October 2022, with the authority to exercise two (2) single option years ending no later than October 2024 in the amount of \$1,757,550, plus a ten percent contingency of \$175,755, and a 3.27% Cost Allocation Plan (CAP) of \$57,472, for a total not-to-exceed amount of \$1,990,777, if all options are exercised.

This item was reviewed by the Administrative and Finance Committee at its September 12, 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 small and medium sized capital improvement projects (CIPs). Design services for major projects requiring A&E services will be solicited separately.

On March 6, 2019, Omnitrans' Board of Directors authorized the release of Request for Qualifications RFQu-MNT20-02. Notices were published in two (2) newspapers of general circulation, two (2) minority newspaper publications, and posted on Omnitrans' online bidding system.

Four (4) responses were received by the May 2, 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 based on qualifications and technical competence as

detailed in the evaluation criteria listed in the RFQu. All four (4) firms were invited to participate in presentation interviews.

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

Criteria	Possible Points	Huitt-Zollars, Inc. of Ontario, CA	STV Incorporated of Rancho Cucamonga, CA	IDS Group, Inc. of Irvine, CA	Owen Group, Inc. of Redlands, A
Specialized Experience, Technical Competence and Past Performance	45	36.75	33.38	35.99	36.00
Professional Qualifications	25	22.08	21.25	19.99	20.33
Capacity to Accomplish Work	20	16.00	18.33	17.92	15.33
Geographic Location and Knowledge of Locality	10	8.73	9.00	7.50	7.66
Total	100	83.56	81.96	81.40	79.32

Huitt-Zollars scored the highest technically and was determined to be the most qualified. As a full-service engineering, surveying, and architecture firm, Huitt-Zollars has five (5) offices located in Southern California and a local office in Ontario. The firm's local clients include the cities of Chino, Rialto, Fontana, Ontario and Riverside County. In addition, the firm has experience with transit agencies such as LA Metro, Sound Transit, and Houston Metro.

A cost proposal was requested from Huitt-Zollars and staff entered into negotiations on July 10, 2019. Staff requested a Best and Final Offer and pricing remained the same. Negotiations resulted in mutual agreement to adjust annual escalation rates to be based on the U.S. Department of Labor Bureau of Labor Statistics (BLS) "Architectural, engineering and related services" Industry Index.

A detailed cost analysis was performed. Pricing is deemed fair and reasonable based on rates paid historically for similar services.

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

Funding is included in each project's approved budget as defined in Omnitrans' Capital Plan.

_____ 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 have access to on-call A&E services for its construction projects scheduled for the next five (5) years.

PSG:EFP:KNT

ITEM # F1

DATE: October 2, 2019

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

FROM: P. Scott Graham, CEO/General Manager

SUBJECT: CEO/GENERAL MANAGER'S REPORT

Upcoming Board Member Briefings - As we move forward in the process of developing the service reduction plan, we would like to provide individual briefings with Board Members. The detailed proposed service reductions will be presented to the Plans and Programs Committee at the October 23, 2019 meeting and at the November Board meeting. It is our goal to meet with as many Board Members as possible prior to these meetings.

Measure I Partnership Program Site Visits - To provide on-going support and oversight, Special Transportation Services (STS) Director Aaron Moore and staff conducted site visits with five Measure I Partnership Programs.

- West End YMCA
- Department of Aging and Adult Services (DAAS)
- Loma Linda University Adult Day Health Services
- Highland Senior Center
- The City of Grand Terrace

One of the primary objectives in establishing these partnerships is the development of additional mobility options for seniors and persons with disabilities throughout the Valley area.

Omnitrans to Host California Air Resource Board (CARB) Regional Meeting - On October 9, 2019 Omnitrans will be hosting the first in a series of regional meetings held by CARB to discuss implementing the **Innovative Clean Transit (ICT) Regulation** and to facilitate discussion and collaboration among various agencies to identify how to work together towards deploying zero-emission technologies. Please let us know if you are interested in attending the meeting. <https://content.govdelivery.com/accounts/CARB/bulletins/26038ba>

Ridership Update - Omnitrans systemwide ridership was 991,836 in August, up 2.6% compared to the same month last year. This is the 5th consecutive month of ridership increase. FY2020 ridership year-to-date is up 5.0%. 25 of 35 Omnitrans' routes experienced growth in ridership.

- Ridership on sbX grew 9.5%.
- Four West Valley north-south routes experienced significantly faster than average growth:
 - Route 81, primarily on Haven +11.1%

- Route 82, primarily on Sierra and Milliken. +8.8%
- Route 84, primarily on Mountain 8.4%
- Route 88, primarily on Ramona 8.8%

PSG

ITEM # _____ F2 _____

DATE: October 2, 2019

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Aaron Moore, Director of Special Transportation Services

**SUBJECT: FUNDING AWARD – CALL FOR PROJECTS – 2019 MEASURE I
SPECIALIZED TRANSPORTATION PROGRAM FOR FISCAL YEARS
FY20 AND FY21**

FORM MOTION

Authorize the CEO/General Manager to award funds for the Call for Projects - 2019 Measure I Specialized Transportation Program for Fiscal Years 2020 and 2021.

This item was reviewed by the Administrative and Finance Committee at its September 12, 2019 meeting and recommended to the Board of Directors for approval.

BACKGROUND

On March 6, 2019, Omnitrans Board of Directors authorized the CEO/General Manager to announce Call for Projects – 2019 Measure I Specialized Transportation Program for Fiscal Years 2020 and 2021. This Call for Projects covered Fiscal Years 2020 and 2021 with approximately \$1,200,000 available each year for new projects that will improve mobility and/or coordination of transportation services and address the unmet/underserved transportation needs of seniors and/or persons with disabilities in the San Bernardino Valley. Applicants were allowed to request two years of funding per project with a maximum grant request of \$150,000 per year. Applicants included local government authorities, human and social services agencies, and private non-profit and charitable organizations. The Measure I funds for this Call are funds directly allocated to Omnitrans as CTSA for San Bernardino Valley.

Measure I requires that projects selected for funding must be included in the Public Transit-Human Services Transportation Coordination Plan for San Bernardino County, 2016-2020. The Plan identifies existing transportation services, unmet transportation needs and service gaps, as well as the prioritized goals and strategies for transportation needs of seniors and individuals with disabilities. The current coordinated plan was developed by AMMA Transit Planning for SBCTA and approved by SBCTA's Transit Committee on February 9, 2017.

Proposals were evaluated by a panel of representatives from Omnitrans, SBCTA, and AMMA Transit Planning - SBCTA's consultant for the Public and Specialized Transportation Advisory and Coordination Council (PASTACC). Project Evaluation and Scoring Criteria is included for reference as Attachment A.

A total of eight (8) proposals were received in response to the Call, with four (4) proposals being selected for funding - Table 1. Four (4) proposals were not selected for funding - Table 2.

Table 1

<u>AGENCY</u>	<u>PROJECT</u>	<u>FY20 AMOUNT</u>	<u>FY21 AMOUNT</u>	<u>TOTAL AMOUNT</u>
City of Fontana	Fontana Transportation Program Expansion	\$149,804	\$147,743	\$297,547
Foothill Aids Project	Van-Connect SBV	\$83,087	\$86,344	\$169,431
City of Yucaipa	Senior Transportation	\$52,500	No Funding Requested	\$52,500
OPARC	OPARC Link	\$61,852	\$62,790	\$124,642
Total		\$347,243	\$296,877	\$644,120

Table 2

<u>AGENCY</u>	<u>PROJECT</u>	<u>NOTES</u>
Department of Adult and Aging Services	Valley Transportation Assistance Project	Not Selected For Funding
Greater Hope	Transportation Project	Not Selected For Funding
Rolling Start	Pathways	Not Selected For Funding
Omnitrans	Microtransit	Not Selected For Funding

CONCLUSION

It is recommended that the Board of Directors authorize the CEO/General Manager to award funds for the Call for Projects - 2019 Measure I Specialized Transportation Program for Fiscal Years FY20 and FY21.

PSG: AM

Attachments: A: 2019 Specialized Transportation Call for Projects – Project Evaluation & Scoring Criteria
B: PowerPoint Presentation



2019 Specialized Transportation Call for Projects

PROJECT EVALUATION & SCORING CRITERIA

Measure I Specialized Transportation Program

San Bernardino Valley Subarea

**OmniTrans
1700 W. 5th Street
San Bernardino, CA 92411**

This Call for Projects is focused on the ability of agencies and organizations to provide service to seniors and persons with disabilities that cannot currently be served by the existing transportation network. Preference will be given during the project evaluation phase to those agencies that seek out ways to coordinate with the existing transportation network and can demonstrate the ability to properly administer funds in a cost-effective manner while providing service to the target populations.

Specifically, the following criteria will be used to evaluate projects:

1. The primary focus of this Call is the provision of passenger trips, as these can be most clearly documented and concretely demonstrated by filling existing service gaps. Additionally, the cost per trip, the agency's ability to exercise adequate financial control, and their ability to meet program reporting standards will be important factors in the project evaluation process. (See pages 2 and 5 of the application regarding trips numbers; they must be consistent).
2. If agency transportation services are proposed, the applicant must demonstrate why the proposed services cannot be provided by existing transportation programs. (See Section III.D of the application).
3. All projects must be ***in the Coordinated Plan***, addressing the gaps or barriers identified by the plan. Service must be provided in the San Bernardino Valley subarea.
4. Prospective applicants are encouraged to review available funding (see Table 1) in determining the size of their respective grant request. Omnitrans anticipates determining the number of awards to stretch funding to address as many gap areas and target population needs as may be possible. Large funding requests, if approved for funding, may be partially funded.
5. Proposals will be evaluated against the following criteria set forth in the Coordinated Plan:
 - Adequately address the unmet/underserved and individualized transportation needs of the targeted populations.
 - Demonstrate coordination efforts between public transit and human services agencies.
 - Be financially sustainable and provided in a cost-effective manner.
 - Include measurable goals and objectives.
 - Build or increase capacity or service quality in addressing mobility needs of the target populations.
 - Leverage or maximize existing transportation services and/or funding.

Section I – Agency Profile – Project Summary (10 points)

- The agency profile (Section I of application) and project summary must be filled out completely, including requested target population and trip counts.

Section II – Organizational Capabilities (10 points)

- Applicant must detail the characteristics and resources of their agency and identify key personnel assigned to this project. Resumes and certifications that demonstrate the qualifications of project personnel should be attached as supporting documentation. Applicants must demonstrate their institutional capability to carry out service delivery and reporting requirements of the proposed project.
- Applicants must describe the target population to be served and the geographic area where service will be provided.

Section III – Proposed Project Narrative (50 points)

- Applicants will be scored on their ability to clearly describe their proposed project and how the agency will deliver the proposed service.
- Proposed projects must identify and address target population(s) transportation needs, specifically in relation to Measure I Program Goals and Objectives of serving seniors and persons with disabilities.
- Applicants must demonstrate how project activities directly address transportation gaps and/or barriers identified through the Coordinated Plan (indicate the section/page number in the Coordinated Plan) and demonstrate why existing transportation services are not adequate or cannot be utilized to meet identified target population needs.
- Applicant must identify clear measurable outcome-based performance measures and indicators to track the effectiveness of the project. Applicant states the number of persons to be served, trip purpose(s), and the number of one-way passenger trips. Additional measurable units of service can also be identified. Applicant must describe the outcome (impact) that the project will have on seniors and/or individuals with disabilities.
- Proposed project must be consistent with the priority of projects, as described in Chapter 6 of the Coordinated Plan.

Section IV – Coordination Statement (10 points)

- The applicant must demonstrate adequate and appropriate coordination among and/or between public transit and human services agencies and organizations.
- Applicant should include letters of support/intent from the relevant public transit and/or human service agency/organization regarding the level of coordination.

Section V – Proposed Project Budget (20 points)

- Applicants must submit a clearly defined project budget for the two-year period on the form(s) provided, indicating anticipated project expenditures and revenues. Documentation of matching funds must be included.
- Applicants should provide any additional detail related to the project budget that helps reviewers understand the nature of the match, funding sources utilized in making the match, and/or any in-kind match that may be identified in the budget. Transportation providers currently funded by Measure I must include a copy of their agency's transportation program budget for the last and current fiscal year.
- Applicants must provide the cost per unit of service delivered for past and current transportation programs as well as the proposed project. Applicant must submit a copy of the most recently completed agency/organization financial audit.

Measure I Call for Projects Evaluation Committee Scoring									
SCORE FACTOR AND RATIONALE*	Max Points	FAP	Fontana	OPARC	Yucaipa	Omnitrans	RS	GH	DAAS
I. AGENCY PROFILE AND PROJECT SUMMARY	10	10	10	9	10		8	9	10
II. ORGANIZATIONAL CAPABILITIES	20	10	10	9	10		10	9	10
III. PROPOSED PROJECT NARRATIVE	55	52	42	42	41		22	22	22
IV. COORDINATION STATEMENT	10	10	9	10	10		9	6	5
V. PROPOSED BUDGET	15	14	14	13	12		9	8	7
TOTAL SCORE	100	95	84	83	83		58	54	53

* The scores displayed represent an average of the aggregate scores of the CFP evaluation committee.
Projects are listed in descending order, with the project with the highest score being listed first.



2019 MEASURE I - CALL FOR PROJECTS

Board of Directors

October 2, 2019

- SBCTA designated Omnitrans as the Consolidated Transportation Services Agency (CTSA) for the San Bernardino Valley in November 2015
- As CTSA, Measure I funds allocated to Omnitrans
- Two purposes:
 - Directly provide Senior and Disabled transportation services
 - Partner with Health & Human Service providers on Senior and Disabled Services

- **Directly provide services**

- Taxi/Lyft RIDE
- Travel Training
- Transportation Reimbursement Escort Program (TREP)



- **Partnership Programs**

- Developed through Call for Projects
- \$1.1 million funded to date



Partner	Funding to Date
SENIOR TRANSPORTATION PARTNERS	
The City of Chino	\$75,000
Community Senior Services	\$204,103
The City Grand Terrace	\$38,600
Highland Senior Center	\$34,000
City of Redlands	\$56,255
YMCA West End	\$70,689

CURRENT PARTNER PROGRAMS

Partner	Funding to Date
DISABLED INDIVIDUAL PARTNERS	
Lutheran Social Services of So. Cal	\$59,157
Loma Linda University Adult Day Health Services	\$75,000
OPARC	\$61,852
Pomona Valley Workshop (Anthesis)	\$352,410
Department of Aging and Adult Services	\$75,000

Call For Projects 2019

- Call for Projects issued March 2019
- Call for Projects covers FY2020 and FY2021
- \$2.4 million was included in this call
- Goal for the call:
 - New projects that will improve mobility and transportation coordination as described in the Public Transportation-Human Services Coordinated Plan
- Funding limits:
 - Two years of funding per applicant
 - \$150,000 funding limit per applicant per year

Outreach Efforts

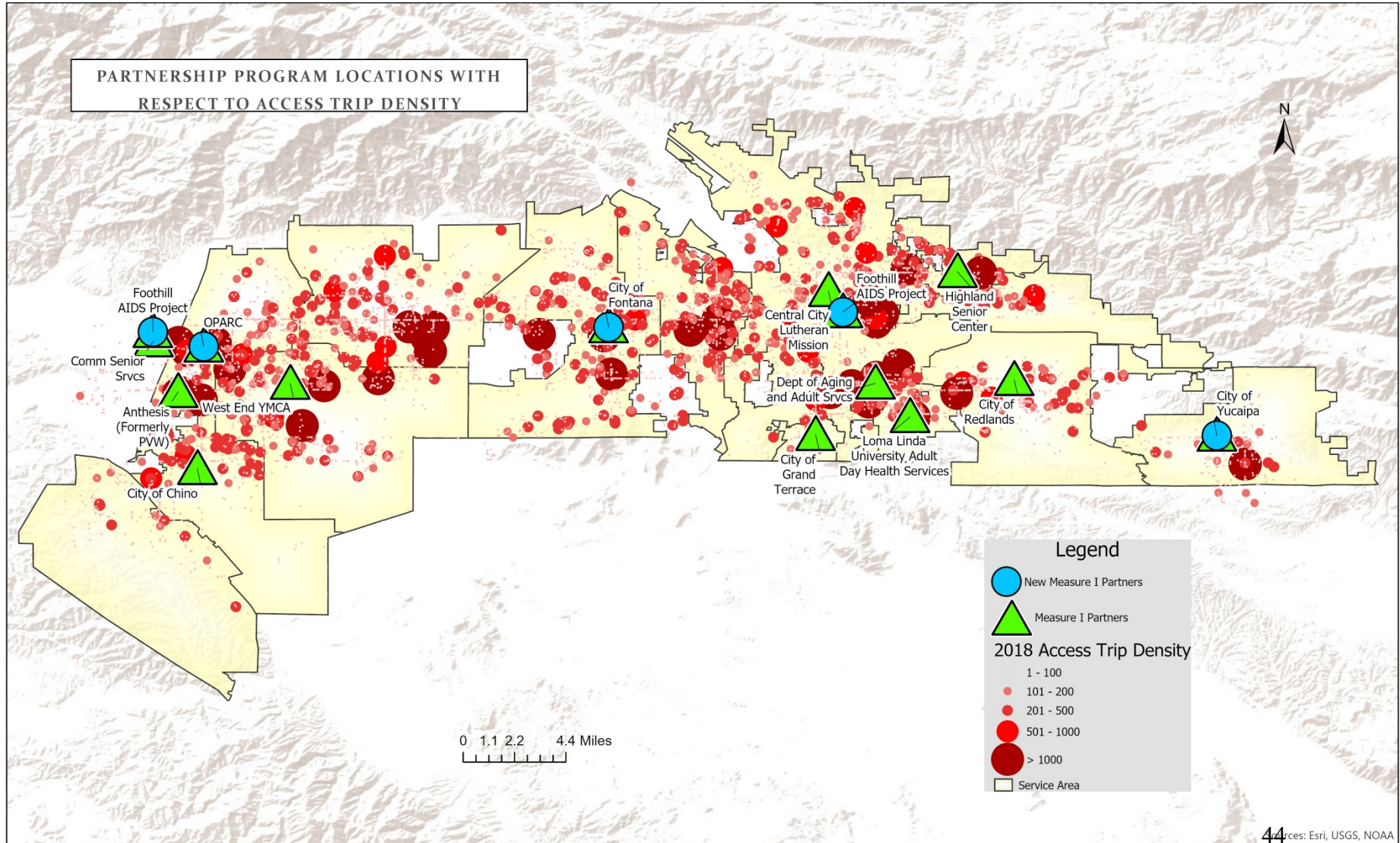
- Staff site visits to 34 locations
- Omnitrans hosted workshop
- Email and mailing effort
 - 40 regional workshops
 - 14 city operated senior centers
 - Members of the Omnitrans Board of Directors



- Eight proposals received and reviewed
- Four recommended for funding

AGENCY	PROJECT	TOTAL
City of Fontana	Fontana Transportation Program	\$297,547
Foothill Aids Project	Van-Connect San Bernardino Valley	\$169,431
City of Yucaipa	Senior Transportation	\$52,500
OPARC	OPARC Link	\$124,642
Grand Total		\$644,120

Partnership Programs





Questions?

ITEM # F3

DATE: October 2, 2019

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Art Torres, Director of Procurement

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

FORM MOTION

Authorize the CEO/General Manager to award Contract MNT19-78 to Paint, Body, Vinyl and Graphics, Inc. of Fontana, CA, for the provision of Bus Painting and Decal Services in the amount of \$931,005, plus a ten percent contingency of \$93,100, and a 3.27% Cost Allocation Plan (CAP) of \$30,444, for a total not-to-exceed amount of \$1,054,549.

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 and provide body repair and refinishing services for up to twenty (20) 40' transit 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. One (1) bid was received by the September 4, 2019 deadline and was deemed responsive.

In accordance with FTA Circular 4220.1F, and Omnitrans Procurement Procedure 2010, Section 5, awarding a contract in response to a single bid is allowed when it can be determined that the lack of competition was not due to unfavorable terms and conditions or unduly restrictive scopes of work or technical specifications.

Staff surveyed firms that were notified of the solicitation but chose not to submit bids. As a result of the survey, staff determined that the limited number of responses was unrelated to any term or specification and deemed the process valid.

Listed below are the bid prices:

COMPANY NAME	(95) Paratransit Buses*	(20) 40' Buses*
Paint, Body, Vinyl and Graphics, Inc. of Fontana, CA	\$591,613	\$331,392

*Pricing is inclusive of all fees including labor, materials and supplies.

Award is recommended to the lowest, responsive and responsible bidder, Paint, Body, Vinyl and Graphics, Inc. in the amount of \$931,005. A detailed cost analysis was performed, and pricing is deemed fair and reasonable.

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

FUNDING SOURCE

The cost associated with this procurement is budgeted in Omnitrans' Capital budget and the Maintenance Departments Operating budget as follows:

FUNDING	GRANT #	YEAR	PROJECT NAME	INTERNAL ORDER	AMOUNT
FTA	1100028	2013	Agency Rebranding	A1320102F	\$ 473,290
STA	5200028	2013	Agency Rebranding	A1320102S	\$ 118,323
Total					\$ 591,613

Department Number 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 support the goal to improve public awareness through brand recognition.

PSG:AT:KNT

ITEM # G1

DATE: October 2, 2019

TO: Members of the Omnitrans Board of Directors

FROM: Board Chair Avila

**SUBJECT: DISCUSSION AND ACTION ON CEO RESIGNATION AND SELECTION
PROCESS OF NEW CEO**

FORM MOTION

The following two action items are requested:

- 1) Accept the resignation of CEO/General Manager, P. Scott Graham, with his last day of employment as November 6, 2019; and
- 2) Provide direction to the Board Chair and Vice Chair on filling the position of CEO/General Manager.

BACKGROUND

At the August 2, 2019 Executive Committee meeting, CEO/General Manager, Scott Graham, gave his resignation effective November 6, 2019. On that date, an email was sent to all Board members with the resignation letter as an attachment. The Executive Committee directed staff to place a closed session item on the September 4, 2019 Board of Directors meeting agenda for discussion. At the September 4, 2019 meeting, the discussion occurred in closed session. These action items are a result of that discussion.

There is nothing in the Omnitrans Bylaws regarding the process to fill the position of CEO/GM. The prior two times the Board of Directors has appointed a CEO/GM were both under different circumstances; therefore, there is no consistent precedent. The Board may consider the following alternatives:

- 1) Appointment of a CEO/General Manager and direct the Board Chair and Vice Chair to enter into contract negotiations.
- 2) Consider other recruitment options for the position of CEO, which could include the hiring of an Executive Recruiter, or an Ad-Hoc Committee of Board members to work with the Executive Recruiter and/or Human Resources to recruit and hire a new CEO/General Manager.

FUNDING SOURCE

There is currently no cost associated with this item. Should the Board wish to pursue an avenue of an Executive Recruiter, the estimated cost should not exceed \$100,000.

CONCLUSION

1. Accept the resignation of CEO/General Manager, P. Scott Graham
2. Provide direction to the Board Chair and Vice Chair on filling the position of CEO/General Manager.

DA:SP