



REVISED

**BOARD OF DIRECTORS MEETING
WEDNESDAY, FEBRUARY 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, March 7, 2018 – 8:00 a.m.
Omnitrans Metro Facility Board Room
2. Employee of the Quarter and Employee of the Year 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.

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E. CONSENT CALENDAR

The following items are expected to be routine and non-controversial. The Board will act upon them at one time without discussion, unless the Board directs that an item be held for further discussion under Agenda Item F, Discussion Items. Any person wishing to address consent items should address the Board under Agenda Item #E19, Action on 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 Minutes – October 24, 2017
5. Receive and File Agency Management Report – Fiscal Year 2018 Second Quarter Report –
Maurice Mansion
6. Receive and File Affirmative Action Status Report – As of January 9, 2018

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E. CONSENT CALENDAR CONTINUED	
7. Receive and File Key Performance Indicators – Fiscal Year 2018 Second Quarter Report – <i>Jacob Harms</i>	32
8. Receive and File Management Plan Strategic Initiatives – Fiscal Year 2018 Second Quarter – <i>Jacob Harms</i>	33
9. Receive and File Omnitrans’ Fiscal Year Ended June 30, 2017 Audit Reports – <i>Don Walker</i>	40
10. Receive and File West Valley Connector Project Update – <i>Anna Jaiswal</i>	43
11. Receive and File OmniConnects Short-Range Transit Plan (SRTP) FY2019-2025 Status Update – <i>Jeremiah Bryant (Revised Item)</i>	48
12. Receive and File Bus Stop Maintenance – <i>Jeremiah Bryant</i>	53
13. Receive and File Adopt-A-Stop Program Models – <i>Anna Jaiswal</i>	57
14. Authorize CEO/General Manager to Amend the FY18 Operating Budget Amendment – <i>Maurice Mansion</i>	76
15. Authorize the CEO/General Manager to Execute the Four-Party Metropolitan Planning Memorandum of Understanding MOU (SCAG, SBCTA, VVTA, Omnitrans) – <i>Jeremiah Bryant</i>	77
16. Authorize Release – IFB-HRS18-42, Landscape Project – San Bernardino Transit Center – <i>Eugenia Pinheiro</i>	90
17. Authorize Release – RFP-MNT18-74, Janitorial Services – <i>Eugenia Pinheiro</i>	92
18. Authorize Award – Contract MNT18-65, Elevator Maintenance – <i>Eugenia Pinheiro</i>	94
19. 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>	96
2. Authorize Award – (Bench) Contracts MNT18-15(A-I), Cummins Engine Parts – <i>Eugenia Pinheiro</i>	97
3. Receive and File sbX Before and After Study – <i>Jeremiah Bryant</i>	99
G. PUBLIC HEARING	
There is no Public Hearing Scheduled	
H. BOARD BUSINESS	
1. Upcoming CEO/General Manager Performance Evaluation	
I. REMARKS AND ANNOUNCEMENTS	
J. ADJOURNMENT	

ITEM # D1

DATE: February 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 February 7, 2018.

Item	Contract	Principals & Agents	Subcontractors
E18	Authorize Award Contract MNT18-65 Elevator Maintenance	<i>5 Star Elevator Service, Inc. Orange, CA John Hodge Territory Manager</i>	<i>None</i>
F2	Authorize Award (Bench) Contracts MNT18-15(A-I) Cummins Engine Parts	<i>American Moving Parts, LLC Los Angeles, CA Ernie Cisneros VP of Sales</i>	<i>None</i>
		<i>Brenco Operating – Texas LP Colorado Springs, CO K. Bryce Penney President</i>	<i>None</i>
		<i>Muncie Reclamation and Supply dba Muncie Transit Supply Muncie, IN Becky Huff Contract Manager</i>	<i>None</i>

Item	Contract	Principals & Agents	Subcontractors
F2	Authorize Award (Bench) Contracts MNT18-15(A-I) Cummins Engine Parts	<i>Kirk's Automotive, Inc.</i> <i>Detroit, MI</i> <i>Robert Kirkman</i> <i>President</i>	<i>None</i>
		<i>TruckPro, LLC</i> <i>Fontana, CA</i> <i>George Boulden</i> <i>Branch Manager</i>	<i>None</i>
		<i>Cummins Inc.</i> <i>Irvine, CA</i> <i>Chris Young</i> <i>General Manager</i>	<i>None</i>
		<i>Rush Truck Centers of California, Inc. dba Rush Truck Center,</i> <i>Fontana, CA</i> <i>Harold Meriwether</i> <i>Regional Manager</i>	<i>None</i>
		<i>Westrux International, Inc.</i> <i>Santa Fe Springs, CA</i> <i>Donald P. Kenney</i> <i>Chief Operating Officer</i>	<i>None</i>
		<i>Romaine Electric Corporation</i> <i>Kent, WA</i> <i>Cathy Haskin</i> <i>Transit Manager</i>	<i>None</i>



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 JANUARY 10, 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, January 10, 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
Mayor Richard DeLaRosa, City of Colton
Council Member John Dutrey, City of Montclair
Mayor Paul Foster, City of Redlands
Mayor Penny Lilburn, City of Highland
Council Member John Roberts, City of Fontana
Council Member Sam Spagnolo, City of Rancho Cucamonga
Mayor Pro Tem Sylvia Robles, City of Grand Terrace
Mayor Eunice Ulloa, City of Chino

BOARD MEMBERS NOT PRESENT

Supervisor Curt Hagman, County of San Bernardino
Supervisor Josie Gonzales, County of San Bernardino
Supervisor James Ramos, County of San Bernardino
Mayor Deborah Robertson, City of Rialto
Supervisor Janice Rutherford, County of San Bernardino
Mayor Debbie Stone, City of Upland
Mayor Pro Tem Alan Wapner, City of Ontario

OMNITRANS' ADMINISTRATIVE STAFF PRESENT

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

Diane Caldera, Director of Operations
Marge Ewing, Director of Human Resources, Safety & Regulatory Compliance
Samuel Gibbs, Director of Internal Audit
Jacob Harms, Director of Information Technology
Eugenia Pinheiro, Interim Director of Procurement
Doug Stanley, Director of Special Transportation Services
Don Walker, Director of Finance
Wendy Williams, Director of Marketing-Planning
Omar Bryant, Maintenance Manager
Melissa Castillo, Customer Service Manager
Barbara Erwin, Safety & Regulatory Compliance Manager
Ray Maldonado, Employee Relations Manager
Kathy McClure, Senior Contract Administrator
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, February 7, 2018, 8:00 a.m.
Omnitrans Metro Facility Board Room

C. COMMUNICATIONS FROM THE PUBLIC

Patricia Sachs attended the December Board Meeting where she introduced “Grippy,” a toy gecko promoting Route 66. She reminded the Board about the advantages of investing in this toy to promote their city and public transportation. She asked that anyone interested in receiving more information, contact Ms. Julienne Overland-Villegas at Omnitrans.

Pilar Cole, Systems Change Advocate at Rolling Start, Inc. spoke on the importance of advocacy centers who serve the disabled community. She requested that free bus passes be donated to Rolling Start Inc. to help provide their customers with transportation. Ms. Cole also mentioned a consumer who rides the bus and feels uncomfortable with how the wheelchairs are positioned. This particular customer suggested that wheelchairs be tied down facing the window or a different direction rather than facing the public. CEO/General Manager, P. Scott Graham stated that he would respond to her concern.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

Member Lilburn abstained from voting on Item E4. Member Davis recused himself from Item F3.

E. CONSENT CALENDAR

1. Approve Board Minutes – December 6, 2017
2. Receive and File Administrative & Finance Committee Minutes – October 12, 2017
3. Authorize Release, Invitation for Bids – IFB-MNT18-60, Automatic Transmission Fluid
4. Authorize the CEO/General Manager to Execute Funding Agreement between Omnitrans and Highland Senior Center
5. Adopt 2018 Investment Policy
6. Adopt Resolution No. 303-18, Authorizing Destruction of Records
7. Adopt Resolution No. 304-18, Authorizing Execution of the Certifications and Assurances for the California State of Good Repair Program

Chair Dailey noted that on Item E4 the name on the signatory line for the Highland Senior Center should state John Rago, Board President.

M/S (DeLaRosa/Roberts) that approved Consent Calendar. Motion was approved by Members present, with Member Lilburn abstaining from Item E4.

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 – Contract MKP18-33, Bus Stop Trash Receptacles

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

3. Authorize Award – Contract MNT18-47, Passenger Vehicles

Member Davis recused himself from the discussion and vote on this item, leaving the room during its consideration.

Member Robles felt that the price difference between the bidders for the Mid-Size Crossover Utility Vehicles was not comparable. She also questioned why more local vendors were not looked at to participate. Ms. Eugenia Pinheiro, Interim Director of Procurement, provided clarification regarding the price difference. Staff contacted both bidders to confirm pricing. One of the bidders had submitted inaccurate pricing and was allowed to submit their revised pricing for conducting a price analysis. Based on the

price analysis, staff recommended the award to the lowest responsive and responsible bidder. She also explained that extensive outreach was conducted, however the interest expressed from vendors was minimal.

M/S (Spagnolo/Lilburn) that authorized the CEO/General Manager to award Contract MNT18-47 to Fairview Ford Sales, Inc. (Fairview Ford) of San Bernardino, CA, for the provision of Fourteen (14) Crossover Utility Vehicles and Four (4) Electric Propulsion Sedans in the amount of \$608,165, plus a ten percent contingency of \$60,817, and a Cost Allocation Plan (CAP) of (3.27% charged on Federal portion of \$535,186) \$17,501 for a total not-to-exceed amount of \$686,483. Motion was approved by Members present, with the exception of Member Robles who opposed.

4. Authorize Disposal of Surplus Capital Assets

M/S (Lilburn/Roberts) that authorized the CEO/General Manager to accept requests from Joint Powers Agreement (JPA) member entities first, then 501(c)(3) organizations for surplus capital assets listed on Attachment A. Also authorize the CEO/General Manager to release to auction the remaining surplus assets listed on Attachment A through the current contracted agent, CHP Enterprises dba Ken Porter Auctions of Carson, California. Motion was unanimous by Members present.

5. Receive and File Mobile Fare Update

Director of Marketing and Planning, Wendy Williams introduced Customer Service Manager, Melissa Castillo and Token Transit Chief Operating Officer, Zachary Brown who provided a six-month Mobile Fare update. Mr. Brown and Ms. Castillo highlighted the success of the Program thus far and talked about a new technology feature Token Transit is developing, which staff is looking to implement in the future.

Member Lilburn exited the room at 8:25 a.m. and returned at 8:27 a.m.

The Board received and filed this presentation.

G. PUBLIC HEARING

There was no Public Hearing scheduled.

H. BOARD BUSINESS

There was no Closed Session scheduled.

I. REMARKS AND ANNOUNCEMENTS

There was no remarks or announcements.

J. ADJOURNMENT

The Board adjourned at 8:46 a.m. The next regular meeting is scheduled Wednesday, February 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 _____

**EXECUTIVE COMMITTEE MEETING
MINUTES
OCTOBER 6, 2017**

A. CALL TO ORDER

The Executive Committee Meeting was called to order by Chair Ron Dailey at 9:14 a.m., Friday, October 6, 2017 at the Omnitrans Administrative Offices.

COMMITTEE MEMBERS ATTENDING

Council Member Ron Dailey, City of Loma Linda – Board Chair
Mayor Penny Lilburn, City of Highland
Council Member John Roberts, City of Fontana
Council Member Sam Spagnolo, City of Rancho Cucamonga

OTHERS ATTENDING

Steven DeBaun, General Counsel

OMNITRANS STAFF ATTENDING

P. Scott Graham, CEO/General Manager
Julienne Overland-Villegas, Senior Administrative Assistant to the CEO/General Manager

B. ANNOUNCEMENTS/PRESENTATIONS

Next Committee Meeting: Friday, November 3, 2017, 9:00 a.m.
Omnitrans Metro Facility

C. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no Conflict of Interest Issues.

E. DISCUSSION ITEMS

1. Approve Executive Committee Minutes – September 1, 2017

M/S (Spagnolo/Lilburn) that approved the Executive Committee Minutes of September 1, 2017. Motion was unanimous by Members present.

2. Review and Recommend to the Board of Directors Proposed Omnitrans Bylaws and Reconsideration of Formation of Rail Committee

Chairman Dailey introduced this item. He provided some background by stating that at the last Executive Committee meeting, the bylaws were reviewed by the Committee and some changes were requested, which are included in today's agenda. He asked if the Members had any comments or questions regarding the revised bylaws before approving and recommending to the Board.

The Committee engaged in a discussion regarding rescinding the former motion to form a standing Rail Committee and move forward with a Rail Ad Hoc Committee as agreed upon at the last Executive Committee Meeting.

A discussion ensued regarding whether or not an Ad Hoc Chair would be a member of the Executive Committee. The Committee determined that an Ad Hoc Committee Chair would not participate on a standing committee as a voting member, but rather attend as invitee when appropriate based on the subject matter on the agenda.

The Committee continued their discussion on the bylaws and requested that language be included stating that the Ad Hoc function is to complete a specific charge and following completion of the charge, the Ad Hoc Committee will be dissolved. The Members also discussed compensation for Ad Hoc Committee meetings which is addressed in the Bylaws section 7.2. Questions arose as to what constituted an official "meeting" and it was clarified that compensation will be provided for meetings that are scheduled with an agenda.

Chair Dailey asked that when the bylaws are disseminated to the Board, a note be included encouraging the Members to carefully review the bylaws prior to the next Board meeting.

M/S (Spagnolo/Roberts) that recommended the Omnitrans Bylaws with the revision to the Board of Directors for approval and rescinded the former motion to form a standing Rail Committee. Motion was unanimous by Members present.

3. Review Guidelines for Rail Ad Hoc Committee

Chairman Ron Dailey presented this item and reviewed the Rail Ad Hoc Committee Charge as detailed in the staff report.

M/S (Spagnolo/Roberts) that approved the proposed Rail Ad Hoc Committee charge. Motion was unanimous by Members present.

F. BOARD BUSINESS

There was no Closed Session.

G. REMARKS AND ANNOUNCEMENTS

CEO/General Manager, P. Scott Graham announced that on October 31, 2017 and November 2, 2017, High Rail tours are being scheduled for Board Members interested in touring the nine mile corridor of the future Redlands Passenger Rail. He encouraged the Committee Members to attend and advised that additional dates could be looked into if so requested by the Members.

Member Lilburn announced that she will not be attending the next Plans & Programs meeting due to a recently planned surgery scheduled for the same day. Member Spagnolo will attend in her place.

H. ADJOURNMENT

The Committee adjourned at 9:46 a.m. The next Executive Committee Meeting is scheduled Friday, November 3, 2017, at 9:00 a.m., with location posted on the Omnitrans website and at the Omnitrans San Bernardino Metro Facility.

Prepared by:

Araceli Barajas, Executive Staff Assistant

ITEM # E3

**ADMINISTRATIVE & FINANCE COMMITTEE
MINUTES, DECEMBER 14, 2017**

A. CALL TO ORDER

Committee Chair Sam Spagnolo called the regular meeting of the Administrative and Finance Committee to order at 8:00 a.m., Thursday, December 14, 2017.

1. Pledge of Allegiance
2. Roll Call

Committee Members Present

Council Member Sam Spagnolo, City of Rancho Cucamonga
Council Member David Avila, City of Yucaipa
Council Member Art Bennett, City of Chino Hills
Council Member Ron Dailey, Loma Linda
Mayor Carey Davis, City of San Bernardino
Council Member John Roberts, City of Fontana
Council Member Bill Hussey, City of Grand Terrace - Alternate
Mayor Pro Tem Alan Wapner, City of Ontario

Committee Members Absent

Supervisor Curt Hagman, County of San Bernardino

Omnitrans Administrative Staff Present

P. Scott Graham, CEO/General Manager
Erin Rogers, Deputy General Manager
Trischelle Baysden, Director of Rail
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, January 18, 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 – October 12, 2017

M/S (Dailey/Bennett) that approved the Committee Minutes of October 12, 2017. Motion was unanimous by Members present.

2. Adopt Proposed 2018 Committee Calendar

M/S (Avila/Bennett) that adopted the proposed Administrative & Finance Committee Meeting Schedule for 2018. The schedule is the same as the current 2017 schedule, which is 8:00 a.m., the second Thursday, except on the dates noted, which will be held on the third Thursday. Motion was unanimous by Members present.

January 18, 2018
February 15, 2018
March 15, 2018
April 12, 2018
May 10, 2018
June 14, 2018
July - No Meeting
August 9, 2018
September 13, 2018
October 11, 2018
November 15, 2018
December 13, 2018

3. Recommend the Board of Directors Approve Funding Agreement between Omnitrans and Highland Senior Center

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

M/S (Davis/Dailey) that recommended the Board of Directors authorize the CEO/General Manager to execute the Funding Agreement between Omnitrans and Highland Senior Center in amounts not to exceed \$52,000 in capital expenses and \$10,000 in operating expenses. Motion was unanimous by Members present.

F. ADJOURNMENT

Committee Chair Spagnolo wished everyone a Merry Christmas and a Happy New Year.

The Administrative and Finance Committee meeting adjourned at 8:06 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, January 18, 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 # E4

**PLANS AND PROGRAMS COMMITTEE
MINUTES
OCTOBER 24, 2017**

A. CALL TO ORDER

The Plans & Programs Committee Meeting was called to order by Acting Committee Chair Sam Spagnolo at 1:02 p.m., October 24, 2017.

Committee Members Present

Council Member Ron Dailey, City of Loma Linda
Mayor Pro Tem Sylvia Robles, City of Grand Terrace
Council Member Sam Spagnolo, City of Rancho Cucamonga
Mayor Deborah Robertson, City of Rialto
Mayor Pro Tem Alan Wapner, City of Ontario – Via Teleconference

Committee Members Not Present

Mayor Penny Lilburn, City of Highland – Committee Chair
Supervisor Janice Rutherford, County of San Bernardino

Omnitrans Administrative Staff Present

P. Scott Graham, CEO/General Manager
Jacob Harms, Director of Information Technology
Eugenia Pinheiro, Interim Director of Procurement
Doug Stanley, Director of Special Transit Services
Jeremiah Bryant, Service Planning Manager
Wendy Williams, Director of Marketing - Planning
Anna Jaiswal, Development Planning Manager
Maurice Mansion, Treasury Manager
Loretta Rains, Rail Safety & Compliance Officer
John Steffon, Transportation Manager
Julienne Overland-Villegas, Senior Executive Assistant to the CEO/General Manager

B. ANNOUNCEMENTS/PRESENTATIONS

There were no announcements.

C. COMMUNICATION FROM THE PUBLIC

There were no communications from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no conflicts of interest issues identified.

E. DISCUSSION ITEMS

1. Approve Plans & Programs Committee Minutes – May 25, 2017

M/S (Robles/Spagnolo) that approved the Committee Minutes of May 25, 2017. Motion was unanimous by Members present.

2. Receive and File, Inland Empire Annual Survey Report

Director of Marketing & Planning, Wendy Williams presented the Inland Empire Annual Survey Results as detailed in the staff report.

Member Dailey arrived at 1:12 p.m.

Member Robertson asked if a survey is conducted for staff members who utilize the service for their commute to work. Ms. Williams responded that Omnitrans has an Employee Bus Ride Program, where employees are asked to take an annual bus trip and then fill out a feedback form. CEO/General Manager P. Scott Graham stated that each week, the Directors rotate taking a bus ride and provide a full report at the next Senior Leadership Team Meeting.

Member Dailey had some questions regarding the methodology used for the survey and the validity of the results. He also asked how the questions related to Omnitrans were developed. Ms. Williams provided some clarification on the methodology and offered to share the full report with Member Dailey. She also explained the process by which the questions were developed.

Member Robles expressed her desire to see nicer bus shelters throughout Grand Terrace and Colton. She recommended increased collaboration between Omnitrans and the Cities in order to accelerate the Premium Shelter Project. Member Robles suggested including other agencies that may be willing to collaborate such as the Council of Governments.

Member Robertson asked if any goals or measures are connected to this survey. Ms. Williams explained that the information gathered from this and the other surveys are used in the development of various Agency plans such as annual marketing and service plans.

Member Spagnolo noted that some improvements requested by the customers in the survey have already been implemented. He asked that future surveys also include data on non-fixed route services, such as Special Transportation Services. Member Spagnolo agreed with the comments made about increasing coordination with the Cities to assist with funding for the premium shelters.

The Committee received and filed this item.

3. Receive and File, American Bus Benchmarking Group (ABBG) Customer Satisfaction Survey of Omnitrans

Service Planning Manager, Jeremiah Bryant presented the American Bus Benchmarking Group (ABBG) Customer Satisfaction Survey Results of Omnitrans as detailed in the staff report.

Member Dailey expressed some concern regarding a potential sample bias. Mr. Bryant explained the survey methodology and reviewed the parameters used in determining the validity of the survey responses. Member Dailey also asked if any research was conducted on the number of customers with internet access. Mr. Bryant responded that the number of customers with some type of smart device is high. He also noted that the survey was made available in English and Spanish.

The Board engaged in a discussion regarding safety onboard buses and at the bus stops. Mr. Bryant responded that two focus groups were created to further research the issues related to safety. The number of incidents onboard was low; therefore, the concerns may be related more to safety near the various bus stop locations. Mr. Bryant reviewed some new safety technology features included in the Passenger Amenity Program.

Member Robertson expressed her support for the technology enhancements related to safety and asked about coordinating efforts with the Cities, specifically in terms of the video surveillance activities. She also mentioned some potential transportation grant funding that may be available and offered to meet with staff to further discuss.

Member Robles also mentioned some potential funding opportunities that can be looked into.

The Committee received and filed this item.

4. Receive and Forward to the Board of Directors, OmniConnects Short-Range Transit Plan FY2019-2025 Status Update

Service Planning Manager, Jeremiah Bryant provided a status update on the OmniConnect Short-Range Transit Plan for FY2019-2025.

Member Robles left the meeting at 2:16 p.m. and returned at 2:19 p.m.

M/S (Robertson/Robles) that recommended this item be forwarded to the Board of Directors to receive and file. Motion was unanimous by Members present.

5. Recommend to Board of Directors, Cooperative Service Agreement between Omnitrans and Foothill Transit

Service Planning Manager, Jeremiah Bryant provided a brief background on this item as detailed in the staff report.

M/S (Robertson/Robles) that recommended the Board of Directors authorize the CEO/General Manager to sign the Interagency Service Agreement between Omnitrans and Foothill Transit. Motion was unanimous by Members present.

6. Recommend to Board of Directors, Bus Bridge Memorandum of Understanding (MOU) between Omnitrans and Southern California Regional Rail Authority (SCRRA, Metrolink)

Service Planning Manager, Jeremiah Bryant provided a brief background on this item as detailed in the staff report.

M/S (Robertson/Robles) that recommended the Board authorize the CEO/General Manager to sign the Metrolink Bus Bridge Memorandum of Understanding between Omnitrans and Southern California Regional Rail Authority (SCRRA, Metrolink). Motion was unanimous by Members present.

7. Recommend to Board of Directors, Memorandum of Understanding with City of Ontario for Transformative Climate Communities (TCC) Grant

Service Planning Manager, Jeremiah Bryant provided a brief background on this item as detailed in the staff report.

M/S (Robertson/Robles) that recommended the Board authorize the CEO/General Manager to sign a Memorandums of Understanding (MOU) with the City of Ontario in order to submit transit projects associated with the City's Transformative Climate Communities (TCC) Grant. Motion was unanimous by Members present.

8. Recommend to Board of Directors, Cooperative Agreement between Omnitrans and the San Bernardino County Transportation Authority for the West Valley Connector Project

Development Planning Manager, Anna Jaiswal provided a brief background on this item as detailed in the staff report.

M/S (Dailey/Robles) that recommended the Board authorize the CEO/General Manager to execute Contract 17-1001638 between San Bernardino County Transportation Authority (SBCTA) and Omnitrans for Environmental Clearance, Design, Right-of-Way, Construction, and Project Closeout Phases for West Valley Connector Project. Under this Cooperative Agreement, Omnitrans will contribute funding to SBCTA not to exceed a total of \$32,785,969.00 to the project. Motion was unanimous by Members present.

9. Receive and Forward to Board of Directors, Redlands Passenger Rail Project(RPRP) Status Update

Rail Safety & Compliance Officer, Loretta Rains provided a status update on the Redlands Passenger Rail Project as detailed in the staff report.

The Committee received and recommended this item be forwarded to the Board to receive and file.

F. REMARKS AND ANNOUNCEMENTS

There were no announcements.

G. ADJOURNMENT

The Plans & Programs Committee meeting adjourned at 2:44 p.m. The next Committee Meeting will be posted at Omnitrans and on the Omnitrans website.

Prepared by:

Araceli Barajas, Executive Staff Assistant

ITEM # E5

AGENCY MANAGEMENT REPORT

SECOND QUARTER 2018
FISCAL YEAR 2018

Agency Results

Operating Revenue

Second Quarter Operating Revenue of \$20,735,956 is \$226,602 under budget. Year-to-Date (YTD) Operating Revenue of \$40,500,980 is \$1,424,136 under budget. The negative quarterly variance is due to the timing of LCTOP, Measure I and Special Transit Services' JARC reimbursements. The negative YTD variance is also driven by the timing of reimbursements. Additionally, passenger fare revenues are over budget for the quarter by \$72,343 and year to date by \$174,715.

Operating Expense

Second Quarter Operating Expense of \$19,927,563 is \$1,034,995 under budget. YTD Operating Expense of \$39,230,330 is \$2,694,786 under budget. The second quarter's and YTD variances are primarily driven by fringe benefits, services, facility costs, and printing and advertising all under budget based on the timing of expenditures in those areas.

Ridership

During the Second Quarter, Omnitrans carried a total 2,831,064 passengers. This consisted of 2,732,385 on Fixed Route service and 98,679 on ACCESS Service. This reflects a total system decrease of 12% when compared to the same quarter last year. YTD, Omnitrans carried a total of 5,722,132 passengers. This reflects a total system decrease of 4% when compared to the same period last year. This is consistent with bus ridership trends nationwide.

Revenue Hours/Revenue Miles

YTD, Omnitrans provided a total of 414,201 revenue hours reflecting a decrease of 1.4% versus the same quarter last year. Omnitrans logged a total of 2,849,755 revenue miles during the quarter, reflecting an increase of 7.1% when compared to same quarter last year.

Farebox Recovery Ratio

YTD farebox revenue for Fixed Route is \$5,531,572 versus \$5,719,479 for the same period last year. This is a decrease of 3.3%. The YTD farebox recovery ratio is 25.44%. YTD revenue for Access is \$190,560 versus \$215,896 for the same period last year. This is a decrease of 11.7%. The YTD farebox recovery ratio is 34.12%.

Financials

Total Salaries and Benefits of \$12,807,848 are \$49,083 under budget for the Second Quarter. YTD Salaries and Benefits of \$24,585,286 are \$932,244 under budget. The current quarter's variance is driven by headcount being lower than planned. The YTD variance is also driven by the timing of benefit accruals.

Total Services are \$785,483 or \$467,917 under budget in Second Quarter. YTD Total Services are \$1,445,563 or \$1,061,237 under budget. The current quarter and year to date positive variance is primarily driven by the timing of other services such as legal and professional & technical services.

Materials and Supplies are \$1,386,793 or \$238,069 under budget in Second Quarter. YTD Materials and Supplies are \$3,313,854 or \$64,131 over budget. Both variances are driven by the timing of the CNG pipeline project and LCNG cost.

Purchased Transportation is \$2,199,486 or \$103,993 under budget in the Second Quarter. YTD Purchased Transportation is \$4,434,462 or \$172,496 under budget. The positive variance is primarily due to performance penalties charged to MV Transportation.

Other Expenses are \$2,747,953 or \$169,904 under budget in Second Quarter. YTD Other Expenses are \$5,451,166 or \$384,549 under budget. The current quarter and YTD positive variance is primarily driven by the timing of printing and advertising and lease and rental payments.

PERFORMANCE STATISTICS

FISCAL YEAR 2018

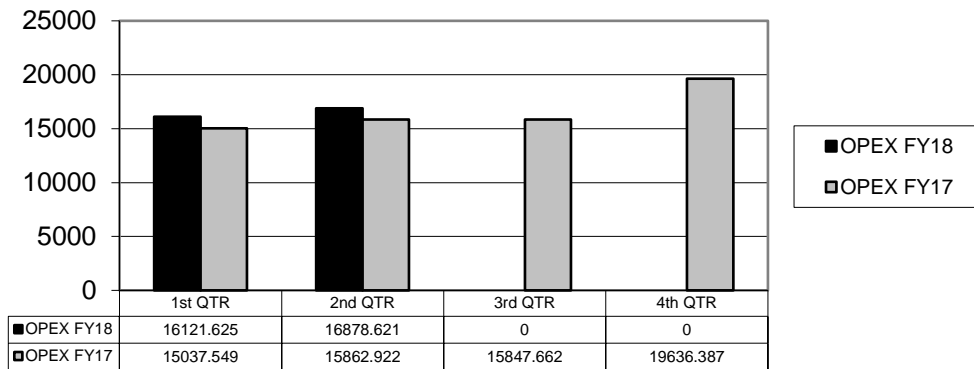
Second Quarter 2018

	YR/YR			YR/YR		
	Current Quarter		inc/(dec)	Year-To-Date		inc/(dec)
	2nd Quarter 2018	2nd Quarter 2017	CURRENT	2nd Quarter 2018	2nd Quarter 2017	YTD
Total Passenger Revenue & Subsidy						
Fixed Route	\$2,785,833	\$2,759,741	0.9%	\$5,712,171	\$5,893,720	-3.1%
Demand Response	\$859,241	\$914,301	-6.0%	\$1,758,999	\$1,812,629	-3.0%
Total Passengers						
Fixed Route	2,732,385	2,879,554	-5.1%	5,531,572	5,719,479	-3.3%
Demand Response	98,679	109,241	-9.7%	190,560	215,896	-11.7%
Farebox Recovery Ratio						
Fixed Route/OmniLink	24.45%	22.18%		25.44%	22.18%	
Access	34.21%	14.95%		34.12%	14.95%	
Total Passengers per Revenue Hour						
Fixed Route	16.4	17.4	-6.0%	16.5	17.2	-4.2%
Demand Response	2.5	2.6	-2.5%	2.4	2.5	-5.3%
Revenue per Passenger						
Fixed Route	\$ 1.07	\$ 1.09	-1.6%	\$ 1.03	\$ 1.03	0.2%
Demand Response	\$ 9.12	\$ 8.23	10.8%	\$ 9.23	\$ 8.40	9.9%
Cost per Passenger						
Fixed Route	\$ 5.90	\$ 5.22	13.0%	\$ 5.97	\$ 5.04	18.3%
Demand Response	\$ 32.24	\$ 28.43	13.4%	\$ 33.17	\$ 29.28	13.3%
Cost per Revenue Hour						
Fixed Route	\$ 96.50	\$ 90.91	6.2%	\$ 98.44	\$ 86.81	13.4%
Demand Response	\$ 80.72	\$ 73.02	10.5%	\$ 80.05	\$ 74.63	7.3%

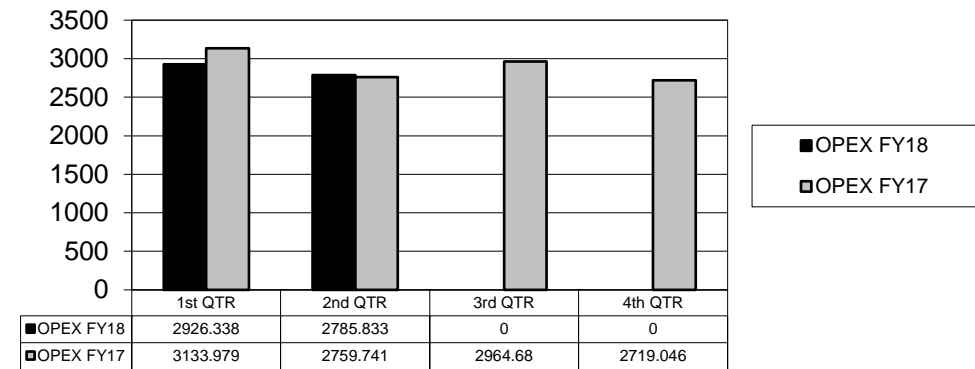
	<u>Actual</u>	<u>Target</u>
On Time Performance		
Fixed Route	85.74%	90%
Demand Response	86.04%	90%

Headcount	668	674
(includes PT Operators, excludes Rail,STS)		

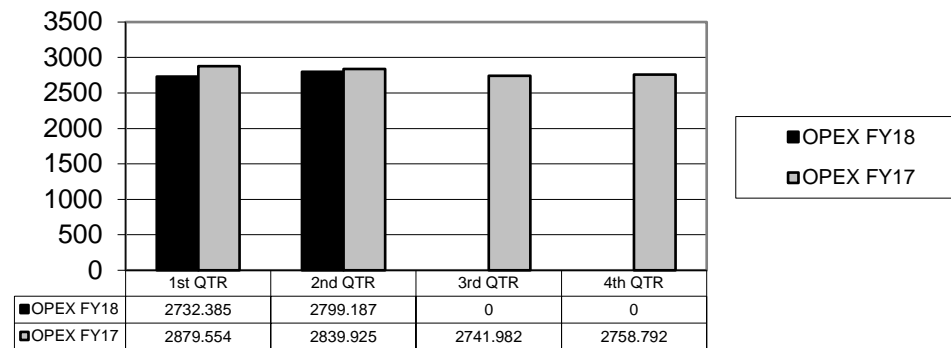
Fixed Route Operating Expense
Thousands



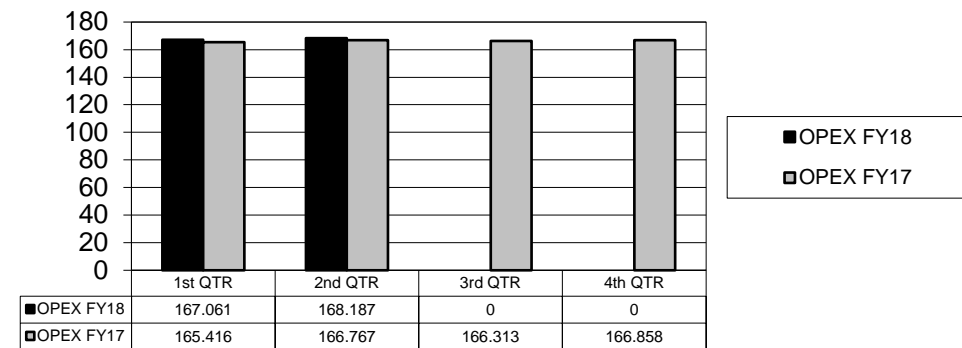
Fixed Route Passenger Revenue
Thousands



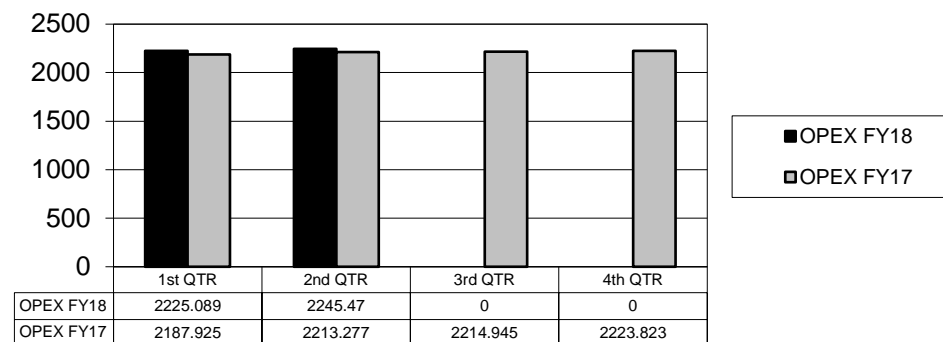
Fixed Route Ridership
Thousands



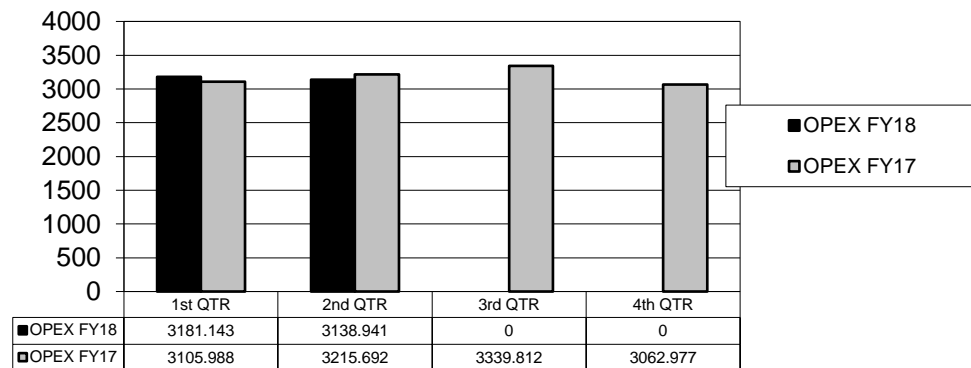
Fixed Route Revenue Hours
Thousands



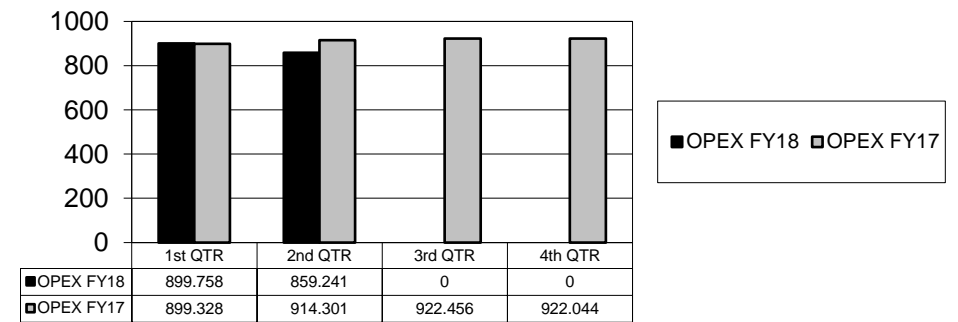
Fixed Route Revenue Miles
Thousands



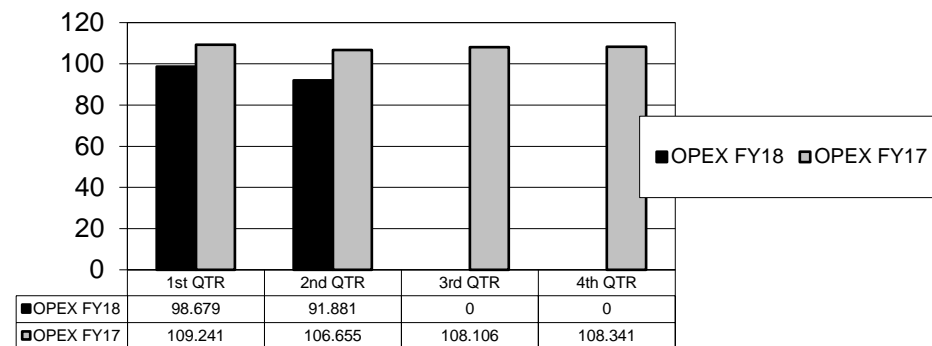
Demand Response Operating Expense
Thousands



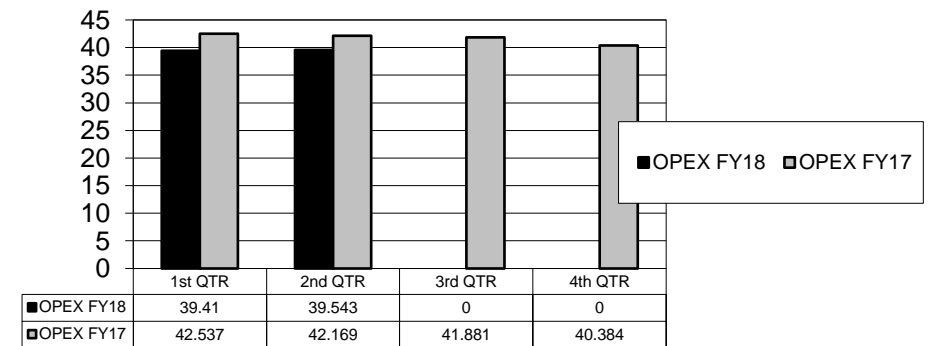
Demand Response Passenger Revenue
Thousands



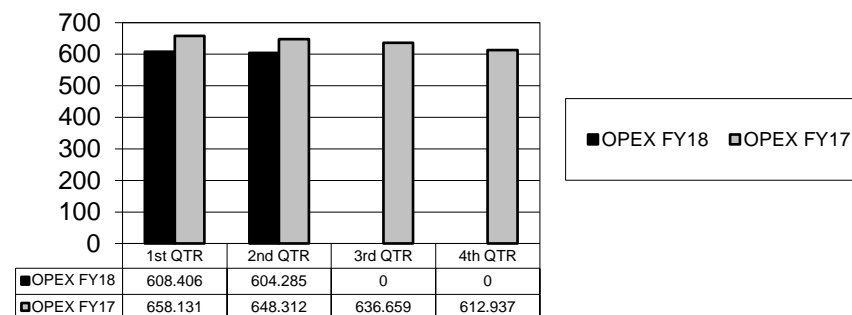
Demand Response Ridership
Thousands



Demand Response Revenue Hours
Thousands



Demand Response Revenue Miles
Thousands



Statement of Operations Fiscal Year: 2018

CURRENT QUARTER: Second Quarter (October, November, December)

YEAR-TO-DATE: December 2017

<u>Actual</u>	<u>Budget</u>	<u>Fav/(Unf)</u>	<u>% of Budget</u>	<u>Operating Revenues</u>	<u>Actual</u>	<u>Budget</u>	<u>Fav/(Unf)</u>	<u>% of Budget</u>
3,117,216	2,998,336	118,880	104%	Passenger Fares	6,385,424	5,996,672	388,752	106%
527,858	455,515	72,343	116%	Measure I Subsidy - Fares	1,085,746	911,031	174,715	119%
1,524,999	1,525,000	(1)	100%	Measure I - Operating	3,049,998	3,050,000	(2)	100%
0	492,556	(492,556)	0%	Measure I CTSA - Operating	0	985,111	(985,111)	0%
323,568	200,000	123,568	162%	LCFS - Credits	323,568	400,000	(76,432)	81%
0	75,000	(75,000)	0%	LCTOP Operating	0	150,000	(150,000)	0%
90,170	163,750	(73,580)	55%	Auxillary Transportation Revenue	179,116	327,500	(148,384)	55%
291,476	12,528	278,949	0%	Non-Transportation Revenue	(134,237)	25,055	(159,292)	-536%
10,632,009	10,632,012	(3)	100%	LTF Operating	21,264,018	21,264,023	(5)	100%
348,162	348,164	(2)	100%	STAF Operating	696,324	696,327	(3)	100%
0	199,617	(199,617)	0%	JARC - Operating Assistance	0	399,233	(399,233)	0%
3,880,498	3,860,083	20,415	101%	Capital Funds for Operations	7,651,023	7,720,166	(69,143)	99%
20,735,956	20,962,559	(226,603)	99%	Total Revenues	40,500,980	41,925,117	(1,424,137)	97%
				<u>Operating Expenses</u>				
8,518,691	8,056,144	(462,547)	106%	Labor	16,820,948	16,112,288	(708,661)	104%
4,289,157	4,702,621	413,464	91%	Fringe Benefits	7,764,337	9,405,242	1,640,904	83%
785,483	1,253,400	467,917	63%	Services	1,445,563	2,506,801	1,061,237	58%
1,386,793	1,624,862	238,069	85%	Materials and Supplies	3,313,854	3,249,723	(64,131)	102%
641,652	994,481	352,829	65%	Occupany	1,572,899	1,988,962	416,063	79%
1,813,346	1,639,374	(173,972)	111%	Casualty and Liability	3,548,400	3,278,747	(269,652)	108%
2,319	12,446	10,127	19%	Taxes and Fees	2,319	24,891	22,573	9%
2,199,486	2,303,479	103,993	95%	Purchased Transportation	4,434,462	4,606,958	172,496	96%
249,551	258,630	9,079	96%	Printing and Advertising	296,035	517,260	221,225	57%
41,085	12,927	(28,158)	318%	Miscellaneous Expense	31,513	25,855	(5,659)	122%
0	104,196	104,196	0%	Lease and Rental	0	208,391	208,391	0%
19,927,563	20,962,559	1,034,995	95%	Total Operating Expense	39,230,330	41,925,117	2,694,786	94%
808,393	0	808,393		Net Gain (Net Loss)	1,270,650	(0)	1,270,650	
12,807,848	12,758,765	(49,083)	100%	Sal & Ben	24,585,286	25,517,529	932,243	96%
2,747,953	2,917,857	169,904	94%	Other	5,451,165	5,835,714	384,549	93%

DATE: February 7, 2018

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Mae Sung, Accounting Manager

SUBJECT: INVESTMENT STATUS

FORM MOTION

Receive and file this report on the status of the Agency's investments.

BACKGROUND

California Government Code requires the monthly reporting of investments of public agency funds to its governing body.

SUMMARY

All of the Agency's investments are invested with the Local Agency Investment Fund (LAIF) and Union Bank. Please refer to the attachment for the investment activity of the Agency for the period of October – December 2017. Sufficient funds are available to meet the obligations of the Agency for the next thirty-one days.

PSG:MS

OMNITRANS
Treasurer's Report
Quarter ending December 2017

Institution - Investment Type	Description	Starting Balance	Deposits	Disbursements	Interest Yield	Ending Balance
-------------------------------	-------------	------------------	----------	---------------	----------------	----------------

Cash and Investments Under the Direction of the Treasurer

Local Agency Investment Fund		\$ 26,761,943.47			1.13%	
	Interest for QTR	\$ 36,321.54		\$ (3,700,000.00)	1.15%	
				\$ (7,400,000.00)	1.18%	
				\$ (3,900,000.00)	1.28%	
		\$ 26,798,265.01		\$ (15,000,000.00)		
Net LAIF Funds				\$ 11,798,265.01		\$ 11,798,265.01
Fair Marketing Value	Fair Value Factor				0.998093529	\$ 11,775,771.96
Union Bank Money Market GMRA		\$ 688,346.35				
	Interest	\$ 49.52		\$ (179,479.82)	0.05%	
				\$ (179,479.82)		
		\$ 688,395.87		\$ (179,479.82)		
				\$ 508,916.05		\$ 508,916.05
Union Bank Money Market Caltrans Capital Project Funds		\$ 16,050,221.82				
	Interest	\$ 28,206.16		\$ (504,193.73)	0.05%	
				\$ (504,193.73)		
		\$ 16,078,427.98		\$ (504,193.73)		
				\$ 15,574,234.25		\$ 15,574,234.25
Union Bank CDs		\$ 3,980,731.54				
				\$ (16,652.60)		
		\$ 3,980,731.54		\$ (16,652.60)		\$ 3,964,078.94
Union Bank Money Market West Valley Corridor Project		\$ -	\$ 25,077,045.00			
	Interest	\$ 1,358.29				
				\$ 25,078,403.29	0.05%	\$ 25,078,403.29
		\$ 492,818.45				
	Passenger	\$ 3,216,530.58				
	Grants' Revenue	\$ 2,496,539.03				
	Miscellaneous Revenue	\$ 8,897,062.97				
	Transfers From (To) LAIF	\$ 15,000,000.00				
	Transfers From (To) Money Market	\$ 679,848.77				
	Accounts Payable			\$ (19,287,288.39)		
	Payroll and Payroll Taxes			\$ (8,459,672.67)		
	Employee Benefits			\$ (1,125,254.67)		
Net Union Bank Operating Funds	Bank Service Charge			\$ (17,377.46)		
		\$ 30,782,799.80		\$ (28,889,593.19)		
				\$ 1,893,206.61		\$ 1,893,206.61
		\$ 9,200.00				
Petty Cash						\$ 9,200.00

Cash and Investments Under the Direction of Fiscal Agents

Union Bank	\$ 75,000.00					
Pacific Claims Management						\$ 75,000.00
Total Cash & Investments					\$	58,878,811.10

I hereby certify that the investment portfolio of OMNITRANS complies with its investment policy and the California Government Code Sections pertaining to the investment of local agency funds and Union Bank of California. Pending any future actions by the Omnitrans Board or any unforeseen catastrophe, OMNITRANS has an adequate cash flow to meet its expenditure requirements for the next six months.

Prepared by: _____
Mae Sung, Accounting Manager

Approved by: _____
P. Scott Graham, CEO/General Manager, Treasurer

@ Source of Market Value: California State Pooled Money Investment Board Report.
(1) Union: "Summary of Market Value" posted on monthly fiscal agent statements.
(2) LAIF: "Pooled Money Investment Account Market Valuation".
Master Control Account is the controlling account for all the zero balance accounts with Union including: Accounts Payable Account (General Account) and Payroll Account.
Interest earned by the Master Control account is used as a partial offset to the monthly bank service charges.

DATE: February 7, 2018

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Mae Sung, Accounting Manager

SUBJECT: PAYROLLS AND WARRANTS FOR OCTOBER – DECEMBER 2017

Approve the Agency's gross payroll for Management/Confidential Employees as follows:

Payroll Period	Amount	Register #
10/01/17-10/31/17	\$ 838,478.69	21-22
11/01/17-11/30/17	\$ 848,031.28	23-24
12/01/17-12/31/17	\$ 1,036,737.96	25-26

Approve the Agency's gross payroll for Represented Employees as follows:

Payroll Period	Amount	Register #
10/01/17-10/31/17	\$2,155,183.45	21-22
11/01/17-11/30/17	\$2,221,821.49	23-24
12/01/17-12/31/17	\$2,390,171.67	25-26

Approve the Register of Demands, dated as follows, and authorize the issuance of warrants:

Register Date	Amount	Register #
10/01/17-10/31/17	\$ 3,085,043.39	914-918
11/01/17-11/30/17	\$12,394,986.55	919-924
12/01/17-12/31/17	\$ 3,807,258.45	925-929

I, P. Scott Graham, CEO/General Manager of Omnitrans, declare that the above Register of Demands has been audited as required by Section 37202 and 37208 of the Government Code, and said documents are accurate and correct.

PSG:MS

Submitted for the
Board Meeting of:
February 7, 2018

**OMNITRANS
AFFIRMATIVE ACTION STATUS REPORT
WITH PERSONNEL APPOINTMENTS BY DEPARTMENT
As of January 9, 2018**

DEPARTMENT	Total Positions*	MALE ETHNIC COMPOSITION								FEMALE ETHNIC COMPOSITION								Existing Vacancies	INTERVIEWED										APPOINTED									
		C	B	H	AS	AI	2+	IWD	VET	C	B	H	AS	AI	2+	IWD	VET	*	C	B	H	AS	AI	NH/PI	2+	IWD	VET	C	B	H	AS	AI	NH/PI	2+	IWD	VET		
OPERATIONS	479	46	104	108	8	0	7	8	37	27	106	56	0	3	14	4	3	0	1	32	12	0	0	0	2	1	0	0	7	3	0	0	0	0	0	0		
MAINTENANCE	108	26	11	50	5	2	1	4	14	3	0	1	0	0	0	0	0	9	2	2	16	2	1	1	0	1	0	0	0	4	0	0	0	0	0	0		
EXECUTIVE OFFICE/ RAIL	7	1	1	0	0	0	0	0	1	4	0	1	0	0	0	0	0	0	7	0	1	0	0	0	0	0	1	1	0	0	0	0	0	0	0			
INFORMATION TECH. SERVICES	8	2	0	1	4	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
MARKETING/ PLANNING	31	4	0	8	1	0	1	0	1	4	0	12	0	0	1	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
HUMAN RESOURCES/ SAFETY/SECURITY	15	3	0	1	0	0	0	1	2	5	1	4	0	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
PROCUREMENT	20	4	1	8	0	0	0	1	2	1	2	2	0	0	1	0	0	1	0	0	4	0	0	0	0	0	0	0	0	1	0	0	0	0	0			
FINANCE	12	0	2	0	2	0	0	0	1	2	0	3	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
SPECIAL TRANSPORTATION SERVICES	15	3	0	4	0	0	1	0	1	1	0	4	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
AGENCY TOTALS	695	89	119	180	20	2	11	14	60	47	109	83	2	4	17	10	3	* 12	10	34	33	2	1	1	2	2	1	1	7	8	0	0	0	0	0	0		

*Reflects numbers from the **FY18** budget

*Includes positions budgeted but not filled

C = Caucasian
B = Black
H = Hispanic
AS = Asian
AI= American Indian
2+ = Two or More Races
NH/PI = Native Hawaiian or Other Pacific Islander

IWD = Individuals With Disabilities
VET = Protected Veterans

COMPLETED BY:

Meredith Tshilonda

(HR Analyst)

PERCENTAGES

C	B	H	AS	AI	2+	IWD	VET
136	228	263	22	6	28	24	63
20%	33%	39%	3%	0.9%	4%	4%	9%
							683

Omnitrans Performance Indicators							
Fiscal Year 2018							
Key Performance Indicators	FY18 Goal	Comments	Qtr 1	Qtr 2	Qtr 3	Qtr 4	YTD
1. Cost Effectiveness							
Fare Recovery Ratio - Fixed Route	>20%	Goal Met	26.48%	24.45%			25.44%
Fare Recovery Ratio - Access	>10 %	Goal Met	34.04%	34.21%			34.12%
Ridership - Growth	≤6.9%	Goal Met	-4.90%	-2.20%			-3.60%
			14.0 Total (13.5 Fixed Route, 27.4 Access)	14.7 Total (14.4 Fixed Route, 23.9 Access)			14.3 Total (13.9 Fixed Route, 25.7 Access)
Complaints - Systemwide (Per 100,000 boardings)	<12 Complaints/100K	Goal not met.					
			1.2 Total (1.2 Fixed Route; 0.0 Access)	1.0 Total (1.0 Fixed Route; 1.1 Access)			1.1 Total (1.1 Fixed Route; 0.5 Access)
Compliments - Systemwide (Per 100,000 boardings)	≤1.6 Compliments/100K	Goal met					
3. Reliability							
Loss of Service - Operations	<250 hours per month (measured as monthly average)	Goal met	159	150			155
Loss of Service - Maintenance	<35 hours per month (measured as monthly average)	Goal not met	63.19	60.05			61.62
On-time Performance- Fixed Route	>85%	Goal Met	87.93%	85.74%			86.84%
On-time Performance- Demand Response	92% - 95% - per contract (SRTP has 88%)	Goal Not Met	86.22%	85.86%			86.04%
4. Budget							
Operating Revenue	>95%	Goal Met	95.9%	98.9%			97.4%
Operating Expenses	≤100%	Goal Met	92.1%	95.1%			93.6%
5. Labor							
Operations Absenteeism - Represented - Uncontrolled	<94,000 hours per year	Goal Met	30,768	27,872			58,640

FY 18 Management Plan - 2nd Quarter Report
Strategic Initiative 1 - Operating Cost Reduction

ITEM # E8

Strategic Plan Goal	Strategic Plan Outcomes	Performance Indicator	Strategic Actions FY18	Performance Measure	Q2	Notes
Finance	1. Increased diversification of funding sources	Reduced funding risk	1.2 Capitalize partnerships that will expand long term funding.	Number of new funding sources	One (1)	State Transit Assistance funding from State of Good Repair (SGR). Senate Bill 1 (2017)
Finance	2. Increase sustainable funding sources	Renewable funding sources	2.1 Invest in resources to leverage funding. 2.2 Leverage infrastructure assets to generate alternative revenue options	Additional revenue generated	No alternative revenue until completion	Establish pipeline fueling at I Street for CNG para-transit vehicles.
Finance	4. Improved operational efficiencies	Capital project ROI	4.1 Improve the return on capital investments and its impact on ongoing operations	% Return on Investment/ Reduction in operating cost	10%	\$808,627 in RIN and LCFS Credits since go-live. Capital cost of \$8,035,787 to GP Strategies.

FY 18 Management Plan - 2nd Quarter Report
Strategic Initiative 2 - Special Transit Services Department (CTSA/Access)

Strategic Plan Goal	Strategic Plan Outcomes	Performance Indicator	Strategic Actions FY18	Performance Measure	Q2	Notes
Service & Operations	3. Improved intermodal connectivity	Contract(s) with other transportation providers, cities and counties	3.3 Improve mobility options for seniors and persons with disabilities through Consolidated Transportation Services Agency (CTSA)	Total number of community partners and transportation providers	13	Goal Met. Rancho/Fontana YMCA waiting on 5310 Capital to start; Released Omnitrans Measure I Call for New Projects this quarter. Highland Senior Center to start Q3.
Marketing	3. Improved customer experience	Customer satisfaction rating	3.1 Improve passenger amenities. 3.2 Improve rider communications tools	% Complete	100%	STS Internet site refreshed with current & more descriptive program information and links for program applications. Increased number of community outreach events by 15%.

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Strategic Initiative 3 - Safety and Security

Strategic Plan Goal	Strategic Plan Outcomes	Performance Indicator	Strategic Actions FY18	Performance Measure	Q2	Notes
Service & Operations	1. Reduced customer incidents 3. Reduced vulnerability / threats to customer security	Customer safety perception Safety / security incident reports	1.1 Improve public awareness of safety practices within the Omnitrans facilities and in service 3.1 Strengthen relationships with local law enforcement agencies to improve security posture. 3.3 Build one-on-one relationships with city leaders and staff to provide a more secure public transportation system in their respective communities.	- Bus Books; Safety Campaigns "Connecting You Safely" and "Lighted Shelters & Stations"; Transit Center Kiosks on "Text A Tip" and "Human Trafficking" - Allowed and provided agency for training opportunities; Provided our Hazard Mitigation Plan to the fifteen (15) cities we serve for their review.	70%	Bus Books reviewed three times per year with Rules for Riding for Safety and Security of children and articles also review and changes of Transit Tips. Provided CNG training to San Bernardino & Montclair Fire Fighters; Redlands SWAT Training 11/7/17 and San Bernardino SWAT training on 10/4/17; San Bernardino County Sherriff, CHP, Cal State San Bernardino, San Marcos and Fullerton held Bomb Dog training on 11/22/17; the Hazard Mitigation Plan sent to 15 Cities in San Bernardino County 12/21/17; and Omnitrans continues to be partners with We Tip - Hot Line.
Marketing	2. Improved public opinion	Public opinion rating	2.1 Communicate positive aspects of Omnitrans to stakeholders and general public.	Eleven (11) News Releases	60%	News Releases and out reach: Monthly Stakeholder letter "Outlook"; Monthly "Connecting our Community (BOD)"; Weekly Blog; Connections Newsletter three times per year.

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Strategic Initiative 4 - Rebuild Ridership

Strategic Plan Goal	Strategic Plan Outcomes	Performance Indicator	Strategic Actions FY18	Performance Measure	Q2	Notes
Marketing	1. Increased ridership 3. Improved customer experience	-Ridership -Number of Partnerships established -Number of passenger amenities	1.1 Promote services through advertising, publicity, online tools. 1.2 Increase outreach to inform and educate target groups 1.3 Develop partnerships with businesses and organizations that Omnitrans serves. 3.1 Improve passenger amenities	% change -Number of Partnerships established -Number of passenger amenities	System Ridership: -3.6% YTD vs. projected -6.9% 2 New Partnerships 2 Premium Shelters on order	YTD Local Fixed Route Bus -3.7%; Freeway Express: +7.3%; sbX +0.2%; Access: -11.7% 2 New Partnerships: Amazon tripper service on Route 8 to San Bernardino location, Auto Club Speedway is a new promotional partner. 2 new Premium Shelters on order
Service and Operations	1. Increased number of new riders 2. Decreased barriers to non-riders	-Ridership -New services -New fare options	1.1 Introduce new service modes and / or adjust service to address needs of non-riders 2.1 Improve connectivity to attract non-riders	-Ridership on new service -Use of and revenue from new fare options.	New Service has generated ridership growth, details in notes. Mobile Fare launched in Q1	Route 61 extended to Ontario Airport: boarding and alightings have increased 105% at terminal stops . Tripper Service to Amazon: 3,759 boardings & alightings YTD. sbX expanded hours: Ridership +0.2% YTD Mobile Fare launched in Q1 accounted for 3.3% of trips in Sept. and grew to 5.6% by December. Revenue: \$179K

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Strategic Initiative 5 - Technology Optimization

Strategic Plan Goal	Strategic Plan Outcomes	Performance Indicator	Strategic Actions FY18	Performance Measure	Q2	Notes
Technology	1. Improved customer experience	Customer technology utilization	1.2 Utilize customer input / pilot programs to prioritize new technology funding decisions	New technology implementation and success of pilot programs	3 Completed	<ul style="list-style-type: none"> -Mobile fare pilot / implementation a success. -DriverMate VOIP implementation complete, replacing Paratransit DriverMate, eliminating need for redundant cellular devices in dead zones -UHF extender project complete, allowing supervisors to use handheld radios, repeated through their amplified vehicle radios to drastically increase radio range while allowing supervisors to communication outside their vehicles
Technology	2. Improved efficiencies in business processes	Worker productivity	2.1 Expand the use of technology to increase workplace efficiencies and reduce operational costs	Operational cost reductions and increased worker productivity	3 Completed	<ul style="list-style-type: none"> -Streamlining KPI collection through TransTrack -Single Sign On (eliminating separate sign ons for headway sign, MDT, and farebox) on 186 buses -Implementing Citrix Single Sign On to reduce service calls related to application lock outs and increase worker efficiencies while using multiple systems (SAP, TransitMaster, Trapeze, Kronos, etc.) increasing ease of use for more than 300 users -Preparing roll out of VPN (Virtual Private Network) services to allow remote work and application use outside of the Omnitrans domain

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Strategic Initiative 6 - Passenger Rail

Strategic Plan Goal	Strategic Plan Outcomes	Performance Indicator	Strategic Actions FY18	Performance Measure	Q2	Notes
Service and Operations	3. Improved intermodal connectivity	MOU's with other transit agencies, cities, county, and partners.	3.1 Improve ease of use throughout the system connectivity between counties. ?		70%	Agreement was released & delivered to SBCTA to deliver to SCRRA on 8/17/2017. Meeting scheduled for 1/22/2018 to review insurance requirements. SBCTA, SCRRA and Omnitrans staff/legal counsel will attend.
Service and Operations	3. Improved intermodal connectivity	Contract with other transportation providers, cities and counties	3.2 Prepare for additional service modes.		50%	RFP for Operations and Maintenance under development.

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Strategic Initiative 7 - Employee Advancement

Strategic Plan Goal	Strategic Plan Outcomes	Performance Indicator	Strategic Actions FY18	Performance Measure	Q2	Notes
Organizational & Workforce Excellence	1. Increase opportunities for advancement	Advancement / training participation vs. opportunities Annual number of promotions	1.1 Expand our training programs 1.2 Create a career advancement / succession program	Created Leadership Development Academy	100%	Awarded a contract to Insight Strategies, Inc. Consultant hired to develop and implement Leadership Development Academy (LDA). Application selection process for LDA conducted. First class held in January 2018.
Organizational & Workforce Excellence	3. Reduced staffing vacancies	Electronic application process Average time-to-hire	3.1 Simplify application process	Engaged SAP Consultant to link E-Recruitment & allow use of electronic applications.	40%	E-Recruitment System is operational. Need additional hours: to focus on letters, notifications, website modifications, group selection, alerts for new applications received.

ITEM # E9

DATE: February 7, 2018

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Donald Walker, Director of Finance

SUBJECT: OMNITRANS' FISCAL YEAR ENDED JUNE 30, 2017 AUDIT REPORTS

FORM MOTION

Receive and file Omnitrans financial audit reports for fiscal year ended June 30, 2017 performed by Vavrinek, Trine, Day & Co., LLP (VTD). The financial audit includes the following reports:

- Agreed-Upon Procedures Performed With Respect to the National Transit Database (NTD) Report
 1. Independent Accountants' Report on Applying Agreed-Upon Procedures
- 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
- Independent Auditors' Report on Proposition 1B
 1. Independent Auditors' Report on Proposition 1B Schedule of Unspent Funds and Cash Disbursements
- Comprehensive Annual Financial Report

BACKGROUND

This item was reviewed by the Administrative and Finance Committee at its January 18, 2018 meeting, and recommended to the Board of Directors for receive and file.

As a recipient of federal, state, and local funding, Omnitrans is required to have an annual audit conducted by independent auditors in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Controller General of the United States. The audit also included fifteen tasks contained in San Bernardino County Transportation Authority (SBCTA) Transportation Development Act 2005 Compliance Guide.

- The NTD was established by Congress to be the Nation's primary source for information and statistics on the transit systems of the United States. Recipients or beneficiaries of grants from the Federal Transit Administration (FTA) under the Urbanized Area Formula Program (§5307) or Other than Urbanized Area (Rural) Formula Program (§5311) are required by statute to submit data to the NTD.
- Each year, the Federal Government provides over \$400 billion in grants to state, local and tribal governments, colleges, universities and other non-profit organizations (non-Federal entities). The Single Audit Act of 1984 and OMB Circular A-133 provide audit requirements for ensuring that these funds are expended properly.
- The TDA requirement is mandated by California Code of Regulations, Title 21, sections 6661 and 6751. Local Transportation Fund and State Transit Assistance Fund recipients must submit a fiscal audit report to the State Controller's Office annually and within 180 days after the end of the fiscal year. The audit report shall be conducted in accordance with generally accepted auditing standards and include a compliance certification with the TDA.
- The Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) was created by Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. Of the \$19.9 billion available to Transportation, \$3.6 billion dollars was allocated to PTMISEA to be available to transit operators over a ten-year period. PTMISEA funds may be used for transit rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements, or rolling stock (buses and rail cars) procurement, rehabilitation or replacement.
- The financial statements for fiscal year ended June 30, 2017 are presented in the Comprehensive Annual Financial Report (CAFR) along with comparative financial information for the year ended June 30, 2016. The audit expresses a professional opinion as to whether the financial statement prepared by management with the Board of Directors' oversight are fairly presented, in all material respects, in conformity with U.S.

generally accepted accounting principles. Since fiscal year 2005, OmniTrans has received an “unqualified” or “unmodified” opinion on its financial statements.

A Comprehensive Annual Financial Report for FY2017 was submitted to the Government Finance Officers Association (GFOA) for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by an Agency and its management. Omnitrans was awarded a Certificate of Achievement for its’ FY1998, FY1999, FY2000, FY2006, FY2007, FY2008, FY2009, FY2010, FY2011, FY2012, FY2013, FY2014, FY2015 and FY2016 CAFR’s.

CONCLUSION

Receive and file Omnitrans’ financial audit reports for fiscal year ended June 30, 2017.

PSG:DW

Attachments: Agreed-Upon Procedures Performed with Respect to the National Transit Database (NTD) Report
Single Audit Report on Federal Awards
Independent Auditors’ Report on Proposition 1B
Comprehensive Annual Financial Report

ITEM # E10

DATE: February 7, 2018

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Wendy Williams, Director of Marketing & Planning

SUBJECT: WEST VALLEY CONNECTOR PROJECT UPDATE

FORM MOTION

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

This item was reviewed and forwarded by the Plans and Programs Committee at its January 24, 2018 meeting.

BACKGROUND

On November 1, 2017, the Omnitrans Board of Directors approved a Cooperative Agreement between Omnitrans and the San Bernardino County Transportation Authority (SBCTA), which designated SBCTA as the lead agency for the completion of environmental, design, right-of-way acquisition, and construction of the West Valley Connector project. Omnitrans will operate the sbX bus rapid transit line that will result from the project, expected to begin operations in 2022. Omnitrans staff participates in weekly meetings with SBCTA staff to provide input on the project.

On January 10, 2018, the SBCTA Board of Directors authorized SBCTA staff to circulate the environmental document for the West Valley Connector project for the mandated 45-day public comment period, and to hold a public hearing after the circulation and public comment period to consider the West Valley Connector project and related Environmental Impact Report.

Environmental Documentation

Because of the use of Federal Transit Administration (FTA) funds, the West Valley Connector project is subject to both federal and state environmental laws. SBCTA is the lead agency under the California Environmental Quality Act (CEQA). The FTA is the lead federal agency under the National Environmental Protection Act (NEPA). SBCTA has prepared a draft Environmental Impact Report (EIR) pursuant to CEQA and a draft Environmental Assessment (EA) pursuant to NEPA, in cooperation with the FTA.

The environmental document evaluates significant or potentially significant environmental impacts associated with implementation of the proposed project; and it addresses appropriate and feasible mitigation measures and alternatives to the proposed project that would reduce or eliminate those impacts.

The FTA completed a review of the administrative draft EIR/EA in January 2017. As a result of the review, the FTA felt additional public meetings needed to be conducted to reach out to the underserved communities along the alignment and to property owners along the 3.5 mile dedicated lane section on Holt Blvd. SBCTA held three meetings: one on June 13, 2017 to serve Ontario and the property owners along Holt Blvd, the second on June 14, 2017 to serve the communities of Rancho Cucamonga and Fontana, and the third meeting on June 15, 2017 to serve the communities of Montclair and Pomona.

Public comments generated from these meetings were provided back to FTA and reflected in the draft environmental document. The draft EIR/EA is being updated to address comments made by the FTA in their initial review and comments made by the public during the outreach meetings.

In April 2017, SBCTA presented to the SBCTA Transit Committee six scenarios of alignment options that had been studied. The six scenarios analyzed are explained in the table in Attachment A. In May 2017, the SBCTA Board directed staff to go forward with Scenario 6, Minimal Operating Segment. Scenario 6 is a two-phased approach with the portion of the alignment from Pomona to Victoria Gardens (known as the Milliken Alignment) to be completed in Phase I, which is expected to begin operations in 2022. The portion of the alignment from Ontario International Airport to Kaiser Permanente Medical Center in Fontana (the Haven Alignment) will be completed in Phase II of the project. The updated draft EIR/EA was updated to include the Scenario 6 routing alignment.

The updated draft EIR/EA was reviewed by the FTA between December 15, 2017 and January 17, 2018. (The draft EIR/EA also incorporates comments from Omnitrans staff). The updated draft examines a No Build Alternative and two Build Alternatives (A and B). The No Build Alternative proposes no improvements to the existing local bus services. The existing local bus service on Routes 61 and 66 would maintain current service of 15-minute headways, a total of four buses per hour in each direction.

Build Alternative A, a Rapid line with no dedicated bus-only lanes, would include the full 35-mile-long BRT corridor, which is comprised of the Phase I/Milliken Alignment, Phase II/Haven Alignment, and 60 side-running stations at 33 locations/ major intersections. No dedicated bus-only lanes would be included under this alternative. The map of the Phase I and Phase II project alignments is in Attachment B.

Build Alternative B, Full BRT with 3.5 miles of dedicated bus-only lanes in Ontario, is similar to Alternative A, with the exception that a 3.5-mile-long dedicated bus-only lane would be constructed between Benson Avenue and Vine Avenue and between Euclid Avenue and Vineyard Avenue in Ontario. This alternative would include five center-running stations and 50 side-running stations at 33 locations/major intersections.

45-day Public Comment Period and Hearing

As part of the environmental process, the draft EIR/EA will be circulated for 45 calendar days to allow government agencies, stakeholders, and the public to provide comments on the environmental document and on the West Valley Connector project in general. The 45-day public circulation period is currently scheduled to commence on February 9, 2018 and end on March 26, 2018.

Additionally, although not required, public hearings are encouraged as an element of the CEQA process. A public hearing to consider the West Valley Connector project and related Environmental Impact Report is tentatively scheduled for SBCTA's April 4, 2018 Board meeting.

SBCTA's anticipated schedule for environmental clearance for the West Valley Connector project is shown in the table below.

Activity	Start	Finish
FTA Second Review of Draft EA	12/15/17	1/17/18
45-day Public Circulation	2/09/18	3/26/18
Public Hearing	4/04/18	4/04/18
FTA Review Draft Final EA	6/07/18	7/05/18
Filing of NOD/Complete CEQA Approval	7/11/18	7/12/18
Submit Final EA to FTA	7/21/18	7/21/18
FTA /NEPA approval of Final EA/Filing of FONSI	7/23/18	8/10/18

SBCTA plans to complete environmental certification by August 2018 in order to meet the requirements to submit an application in September 2018 for FTA Small Starts capital grant funding for the project.

Strategic Initiative Supported – Omnitrans Strategic Plan FY2017-2020 Service and Operations Goal, Strategy 1.1 Introduce new service modes and/or adjust service to address needs of non-riders.

CONCLUSION

Receive and file to the Board of Directors the project update related to environmental certification of the West Valley Connector project.

PSG:WW:AMJ

Attachments: A and B

ATTACHMENT A - West Valley Connector Alignment Scenarios Summary & Preliminary Cost Estimates

Alignment	Approximate Road Miles	Proposed Service Frequency Minutes (peak/off peak)	Existing Local Service Frequency Minutes ¹ (peak/off peak)	Preliminary Estimated Capital Cost (Year of Expenditure)	Projected Annual Operations Cost (2017 \$'s)	Potential Net Local Route Operations Savings ² (2017 \$'s)	Projected Net Annual Increase to Operations Cost (2017 \$'s)	Assumed Farebox Recovery for Cost Estimating Purposes ³	Projected Increase in Annual Operating Subsidy (2017 \$'s)	Pros	Cons
1. Alternatives Analysis (Milliken Alignment)	26	\$ 1	15/30/60	\$ 256,000,000	\$ 6,800,000	\$ 2,790,000	\$ 4,010,000	30.00%	\$ 2,807,000	Direct Routing Easily Understood One seat ride from residentially richer areas of Fontana to job centers in Ontario and Pomona No intra-rapid transfers No transfer penalty time Consistent frequency Direct connection from RC Metrolink Station to ONT	Does not service Haven Does not go into Victoria Gardens, closest stop is at Day Creek and Foothill
2. Jersey Zig-zag	28	10/15	Holt 15/15 Haven 30/60 Foothill 15/30 Milliken 60/60 Sierra 15/15	\$ 264,000,000	\$ 7,500,000	\$ 2,790,000	\$ 4,710,000	30.00%	\$ 3,297,000	Direct routing Easily Understood No intra rapid transfers Direct connection from RC Metrolink Station to ONT. Consistent frequency on route	Does not service Haven south of Jersey Extends travel time for riders, perception on doubling back, not intuitive for riders Does not go into Victoria Gardens, closest stop is at Day Creek and Foothill Substantial duplication of existing service, 12 busses per hour on Foothill
3. Branch Alignment Approved by Omnitrans - overlap on Holt and Foothill	31	Holt 10/15 Haven 20/30 Milliken 20/30 Foothill 20/30 except where overlap between Milliken and VG, then 10/15 Sierra 20/30	Holt 15/15 Haven 30/60 Milliken 60/60 Foothill 15/30 Sierra 15/15	\$ 263,000,000	\$ 5,900,000	\$ 2,205,000	\$ 3,695,000	30.00%	\$ 2,586,500	Direct path Limited intra-rapid transfers Services Haven and Milliken Direct connection from RC Metrolink Station to ONT. Frequency matches Metrolink peak service frequency.	Reduced frequency on Foothill Not as easily understood Reduced frequency on Sierra Less local route operational savings on duplicated 66 due to lower frequency Concerns with geographic equity due to different frequencies
4. Minimal Operating Segment - Pomona to Rancho Cucamonga Metrolink Station	14	10/15	0.3	\$ 213,000,000	\$ 3,800,000	\$ 1,800,000	\$ 2,000,000	30.00%	\$ 1,400,000	Improved frequency on highest ridership segment. Connects ONT, RC Metrolink Station, and Ontario Mills.	Less locations are connected (i.e. Foothill & Fontana connection made through transfers) Not as easy to connect to the Green Line in the future.
5. Minimal Operating Segment - Pomona to Rancho Cucamonga Metrolink Station + enhanced service on Route 81/Haven	14 + Route 81/Haven	Holt 10/15 Milliken 10/15 Haven 15/30	Holt 15/15 Milliken 60/60 Haven 30/60	\$ 215,100,000	\$ 4,600,000	\$ 1,800,000	\$ 2,800,000	30.00%	\$ 1,960,000	Improved frequency on highest ridership segment. Connects ONT, RC Metrolink Station, and Ontario Mills Increases frequency on Haven	Less locations are connected (i.e. Foothill & Fontana connection made through transfers) Not as easy to connect to the Green Line in the future.
6. Minimal Operating Segment - Pomona to Victoria Gardens + enhanced service on Route 81/Haven	19 + Route 81/Haven	Holt 10/15 Haven 15/30 Foothill 15/30 Milliken 10/15	Holt 15/15 Haven 30/60 Foothill 15/30 Milliken 60/60	\$ 218,900,000	\$ 5,200,000	\$ 1,800,000	\$ 3,400,000	30.00%	\$ 2,380,000	Improved frequency on highest ridership segment. Connects ONT, RC Metrolink Station, Ontario Mills, and Victoria Gardens Increases frequency on Haven Connects Rapid to high-frequency service on Foothill keeping network integrity intact.	Less locations are connected (i.e. Foothill & Fontana connection made through transfers)

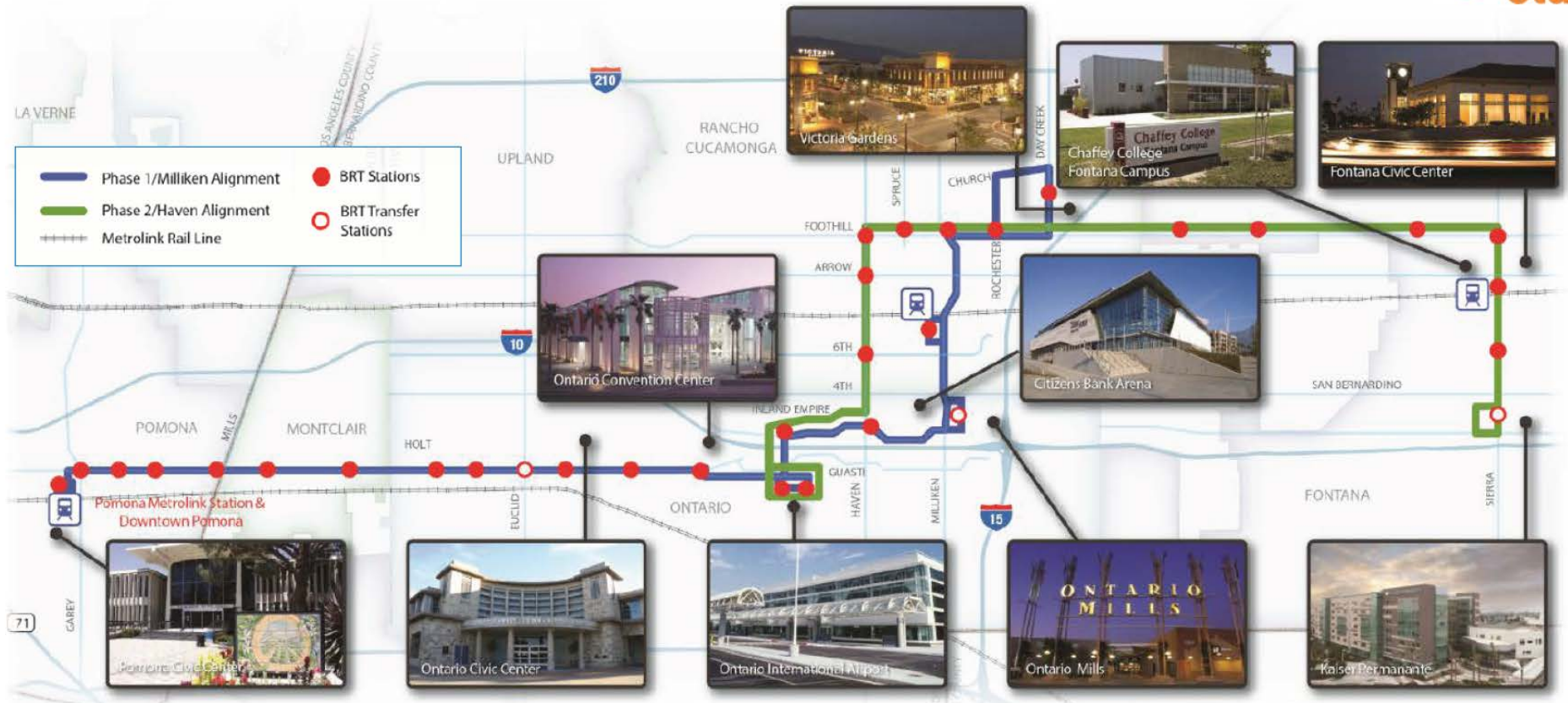
1. Unduplicated local service generally reduced to hourly service frequency with some cases of 30 minute service frequency, except where noted on Route 81/Haven.

2. Savings identified includes a 10% penalty to account for lost fare revenue. Local routing will be studied in detail as part of the update to the Omnitrans SRTIP. Omnitrans anticipates using some savings from local routes for redistribution into local system to create high frequency future WVC/Gold Line connection. A well planned transfer connection at Sierra and Marigold is need to implement savings from the local service.

3. A 30% farebox recovery is being assumed to calculated estimated increase to the annual operating subsidy in lieu of projected ridership.

ATTACHMENT B – West Valley Connector Project Alignment

West Valley Connector Pomona | Montclair | Ontario | Rancho Cucamonga | Fontana



ITEM # E11

DATE: February 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: OMNICONNECTS SHORT-RANGE TRANSIT PLAN FY2019-2025
STATUS UPDATE**

FORM MOTION

Receive and file this OmniConnects Short-Range Transit Plan (SRTP) FY2019-2025 status update.

The Plans and Programs Committee recommended this item for receive and file at is January 24, 2018 meeting.

BACKGROUND

Short-Range Transit Plans (SRTPs) are 5-7 year business plans for a transit agency. Omnitrans current SRTP is the OmniConnects SRTP covering FY2015-2020. It was adopted by the Board of Directors in May 2014. A current SRTP is required by the Federal Transit Administration in order to receive federal funding.

The Board of Directors kicked off the SRTP update process in April 2017 which will cover FY2019-2025. SRTP's typically take a year to complete. Including the kickoff, this is the fourth SRTP update presented to Board/Board Committees. Previous updates covered:

- Timeline;
- Key Goals;
- Public Outreach: call for public meetings & results of those meeting;
- Stakeholder and JPA member outreach: meeting invitations & results of those meetings;
- Existing Conditions of Omnitrans Family of Services;
- Demographic Trends Analysis: Current Conditions & Projections;
- Planned Developments within Omnitrans Service Area; and,
- Key Performance Indicator Strategy

With the feedback on the previous topics, staff has begun developing unconstrained operating and capital plans; fare structure and early stages of the constrained operating and capital plans. The fare structure and constrained plans cannot be finalized and presented until a working financial

plan is developed. This work is on-going between Omnitrans and the San Bernardino County Transportation Authority (SCTA). As a result, these will be included in a future SRTP update.

The unconstrained operating plan develops a list of services that would meet the service warrants, standards and goals for the agency without being financially constrained. Ultimately the unconstrained plan is prioritized and compared to the financial plan to develop the constrained operating plan.

Additionally, unconstrained plans are important for positioning the agency for future grants. Grant applications that show that the agency has planned service that has been vetted and evaluated through a SRTP process, but is not in service because of a lack of funding often score better than new proposals that have not gone through the same process.

In developing a draft unconstrained plan, several goals were used. Three of the ten overall SRTP goals directly impacted the formation of unconstrained plan including:

- **Network Enhancement:** Focus network design to improve travel speed, regional integration and multimodal connections while integrating rail into Omnitrans family of services;
- **Ridership Growth:** Seek opportunities to expand ridership while mitigating impact on existing riders; and,
- **Economic Opportunity:** Support the local economy by providing connections to jobs, services, and major activity centers such as health care, shopping, educational institutions, community facilities, and recreation.

Other specific planning goals, planned projects, specific developments, public and stakeholder feedback and regional planning studies impacted the development of the unconstrained plan. These include:

1. Redlands Rail/Arrow;
2. West Valley Connector and associated improvements on Haven Avenue;
3. SRTP Service Standard of 65% of services dedicated to productivity-oriented services and 35% dedicated to coverage-oriented services;
4. Regional planning studies including Southern California Association of Governments (SCAG's) Inter-County Study and Customer-Based Ride Sharing Study, which are both being completed with partnership between SBCTA and Omnitrans;
5. Public input regarding need for later evening service;
6. Key developments such as Renaissance in Rialto and development at the Ontario Eastvale boarder;
7. Ability to integrate with known partners Cap and Trade program grants; and
8. Performance of existing service in key corridors.

Recommended highest priority unconstrained items include maintaining current service levels, and implementing two high-quality transit projects: Arrow and West Valley Connector.

Coinciding with the implementation of Arrow, the unconstrained plan improves connections at the Downtown Redlands Station with slight route adjustments to serve the station and a route extension is included to provide feeder service. Two of the three connections between Redlands and San Bernardino are restructured to provide other connections since the rail connection will become the dominate connection between the two hubs.

In order to maximize the impact of the West Valley Connector, the unconstrained plan includes frequency improvements on three West Valley north-south routes. This allows for better connections to the West Valley Connector. Additionally, both SCAG studies mentioned above have suggested a need for higher frequency north-south service in West Valley. The unconstrained plan proposes this increase on Euclid Avenue, Haven Avenue and Sierra Avenue.

Once the West Valley Connector is in service, the unconstrained plan includes two options to provide a high-quality transit connection between the sbX Green Line and West Valley Connector including a Freeway Express Route on State Highway 210 connecting the San Bernardino Transit Center and Victoria Gardens and a limited stop route on 5th Street and Foothill Boulevard connecting the same two points.

The unconstrained plan proposes restructuring of several routes. These are designed to match the demographic and development trends discovered during earlier phases of the SRTP process.

One key change is creating a linkage between Fontana and California State University, San Bernardino. This reduces duplication in Downtown San Bernardino; adds service to the Renaissance development in Rialto and allows for faster service to CSUSB from points west of San Bernardino.

Another key proposed route change occurs on Route 86. This route change includes two parts. The first implements a no cost change that was developed as part of the outreach for the Ontario Transformative Climate Communities grant. The second change extends the route to the border of Eastvale and Ontario to serve a new small transit center that Riverside Transit Agency has partnered with Amazon to deliver.

Several other smaller routing changes are also included. Exhibit 1 on the next page shows Omnitrans current coverage area. Exhibit 2 updates this for the unconstrained plan as anticipated in 2025.

In addition to map changes, the unconstrained plan includes proposed improvements to the span of service. Specifically the unconstrained plan proposes increasing the evening span of service on productivity-oriented routes to midnight on weekdays, 10:00 P.M. on Saturdays and 9:00 P.M. on Sundays. On each day, this increases the evening service by one to two hours. Additionally, the unconstrained plan includes costing for including Sunday holiday service on Omnitrans six closed holidays.

Exhibit 1: Current Coverage Area Map for Omnitrans Routes by Frequency

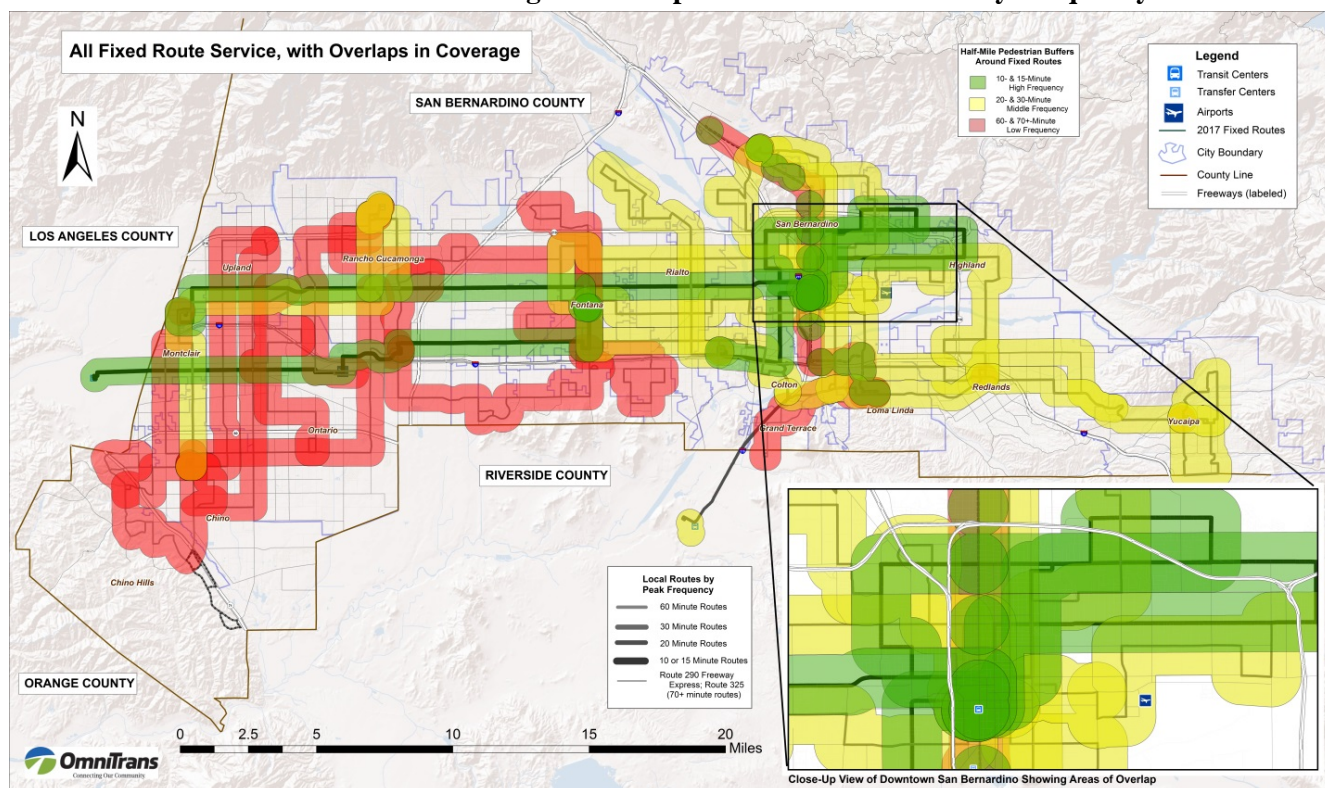
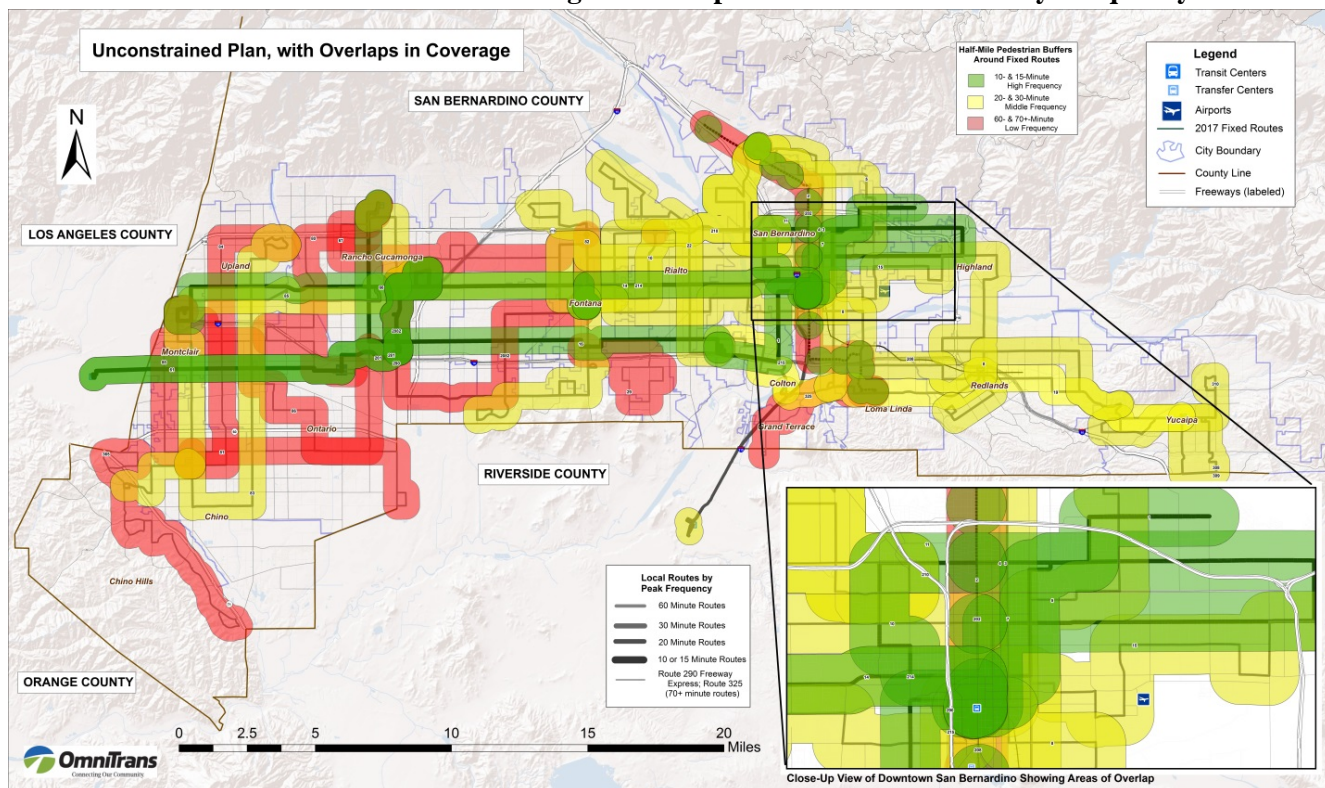


Exhibit 2: Unconstrained Coverage Area Map for Omnitrans Routes by Frequency



Moving forward Omnitrans will evaluate these unconstrained items compared to funding forecasts to determine what can be delivered. This will need to be shared with the public in order to bring a recommendation back to the Plans and Programs Committee and to the Board of Directors. To that end, staff seeks Plans and Program Committee approval to go straight to board to call for public meetings should these meetings be needed prior to the next quarterly Committee meeting.

CONCLUSION

Receiving and filing this staff report and presentation allows staff to continue to develop the 2019-2025 OmniConnects SRTP.

PSG:WW:JB

ITEM # E12

DATE: February 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: BUS STOP MAINTENANCE

FORM MOTION

Receive and file this staff report on current bus stop cleaning practices.

The Plans and Programs Committee recommended this item for receive and file at is January 24, 2018 meeting.

BACKGROUND

At the November 2017 Omnitrans Board of Directors meeting, there was a discussion regarding premium shelter purchases. At that time, the Board asked for a follow-up discussion and information on Omnitrans current practices for bus stop maintenance.

In preparation for this discussion, Omnitrans staff evaluated current bus stop maintenance and staff reached out for best practices and delivery models from peer agencies through the American Bus Benchmarking Group (ABBG) and the Southern California Stops & Zones Networking Group. Following this review, Omnitrans staff recommends staying with the existing model, but has identified some commonalities of routinely problematic stops and will work to address those.

Currently seven full-time Stops and Stations Workers are responsible for basic cleaning, trash pickup, graffiti removal, pressure washing, maintenance, installation and removal of Omnitrans bus stops and Agency-owned passenger amenities. These include over 2,500 bus stops, 360 shelters, 490 locations with standalone benches, 100 pole-mounted solar lights and approximately 800 trash can locations spread over 460 square miles. Stops and Stations Workers install and maintain the customer information signs, schedule kiosks, posters and related items at Omnitrans bus stops and transit centers.

Stops and Stations Workers are responsible for daily cleaning and maintenance of all sbX stations and the San Bernardino Transit Center (SBTC). This responsibility will grow in March 2018 as Stops and Stations Workers will be responsible for maintaining the rail side of the SBTC. In November 2017, the Board authorized a budget amendment to add an additional Stops

and Stations Worker who will dedicate time to the SBTC and free up time for those currently maintaining the SBTC to maintain other amenities within the community.

The table below shows the typical cleaning and maintenance schedule for Omnitrans-owned amenities. Certain high volume stops may receive more frequent service than described below.

Amenity/Service	Regular Cleaning	Trash Removal	Graffiti Removal	Pressure Washing	Inspection	Customer Info Change
Shelter including bench and trash can	Weekly	Weekly (up to 3/week at key locations)	Weekly (as needed)	Monthly	Monthly	Quarterly
Bench including trash can	Weekly	Weekly	Weekly (as needed)	Monthly / Quarterly	Quarterly	n/a
Trash Can (standalone)	Weekly	Weekly	Weekly (as needed)	As needed	Quarterly	n/a
Poles	As needed	n/a	As needed	n/a	Annually	n/a
sbX	Every other day	Every other day	Every other day	Twice per week	Weekly	Quarterly
SBTC	Daily	Daily	Daily	Weekly	Daily	Quarterly
Transit Centers	City maintained	City maintained	City maintained	City maintained	Monthly	Quarterly
Solar Lighting	Monthly	n/a	As Needed	n/a	Monthly	n/a

In addition to managing the stops and stations team, the Stops and Stations Supervisor is Omnitrans primary point of contact for all stop related items including customer, business or city requests for new stops or to move stops and for cleaning of existing stops. The Supervisor coordinates with developers, construction companies and cities on construction activities that may temporarily close or move stops and on the bus detours that may result from stop closures. Omnitrans staff reached out to peer agencies to gather best practices for the delivery model for stops and stations tasks. While each agency has a slightly different approach, often determined by the degree of separation between the city(ies) and transit agency, there were five basic models:

- 1) Operate all stops and stations service in-house;
- 2) Combination of in-house and outsource in conjunction with the advertising vendor maintaining advertising shelters and related amenities;
- 3) Outsource the entire cleaning function to a specialty vendor;
- 4) Responsibility for all stops and stations maintenance completed by the city(ies); and,
- 5) Utilizing a trash hauling service.

The table below shows feedback on these five approaches.

Approach	Comments
In House	<p>Omnitrans' approach since 2009.</p> <p>Omnitrans has found control and cleanliness superior to previous models. Ability to get economies of scale in SSWs by having them perform multiple tasks at each visit rather than separate vendors. Typically a faster response time to critical issues such as bio-hazard issues or broken glass, than previously achieved or achieved by our peers or with vendors.</p> <p>Based on peers similar cost/revenue implication compared to combo and outsourced options. Higher cost for</p>

	the agency than having services provided by the member cities.
Combo In-House / Advertising Partner	<p>Omnitrans longest tenured approach. Stopped in 2009 due to lack of vendor participation. Common problem across agencies except in tourist markets.</p> <p>In theory, costs are offset by advertising vendor revenue. Currently no vendor interested in this market. Omnitrans recently awarded a revenue advertising contract for 10 years.</p>
Outsourced	<p>Omnitrans outsourced for approximately a year between the two approaches above. However, Omnitrans realized a significant cost savings annually by bringing it in house. Roles of SSW's have grown since then to include more specialized services at sbX and SBTC.</p> <p>No savings based on previous evaluation. Compared to peers who outsource now, cost per shelter maintained was similar to our current cost; however there is a significant variance depending on the clustering of shelters in a downtown core vs. spread in a larger service area.</p>
City	<p>Some agencies provide no bus stop maintenance and have it all completed by the cities served.</p> <p>Lower cost for Omnitrans, however, not necessarily benefiting from economies of scale across the cities.</p> <p>Not uniform across cities. Lack of control of amenities. Doesn't include customer information.</p> <p>Significant savings to Omnitrans. Negligible if any net savings to Omnitrans and JPA member jurisdictions combined.</p>
Trash Hauler	<p>Typically completed by a city transit department, rather than a separate agency. Gain economies of scale by combining trash pick-up with other city amenities on much larger city waste management contracts.</p> <p>Potential lower cost if all SSWs did was pick up trash. Trash haulers typically do not complete any of the maintenance or cleaning so would not see significant reduction in force to generate savings.</p> <p>Would have other complexity in that Omnitrans would likely need contracts with multiple (at least two) companies to serve the area based on individual city trash franchise agreements.</p>

While conducting this evaluation two observations were made that may help improve the cleanliness of some high volume stops.

First, the stops that are most often reported to have issues usually are those with both Omnitrans assets and property owner assets, typically trash cans. The property owner trash cans are not maintained by Omnitrans. Stops and Stations Workers often end up servicing these trash cans because it reflects negatively on Omnitrans. In these cases, staff could work with these property owners to remove property owner trash cans at bus stops and replace them with ones that meet Omnitrans specifications and have Omnitrans remove the trash since we are already servicing other amenities at the same location. Alternatively, similar improvements could be made by implementing the “Adopt-a-Stop” program presented as a separate staff report.

In addition, Omnitrans’ Stops and Stations Workers have been able to rehabilitate an older pressure washer and are in the process of adding small water tanks to trucks that have pressure washers installed. This will allow for additional spot cleaning rather than relying solely on one dedicated pressure washer for the monthly cleanings. This will allow for faster response time for spot cleaning items at bus stops.

CONCLUSION

Receive and file this staff report on current bus stop cleaning practices.

PSG:WW:JB

ITEM # E13

DATE: February 7, 2018

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Wendy Williams, Director of Marketing & Planning

SUBJECT: ADOPT-A-STOP PROGRAM MODELS

FORM MOTION

Receive and file information on Adopt-a-Stop program models for bus stop maintenance.

This item was reviewed and forwarded by the Plans and Programs Committee at its January 24, 2018 meeting.

BACKGROUND

On November 1, 2017, the Omnitrans Board of Directors requested information regarding best practices for bus stop maintenance and cleanliness, including Adopt-a-Stop programs. Staff contacted many of Omnitrans' peer agencies in Southern California and nationwide and conducted online research, including a publication by the Transportation Research Board called *Transit Station and Stop Adoption Programs* from 2013.

There are three basic types of adoption programs, as follows:

1. Paid sponsorship of a stop, station, shelter, or bench. A plaque is put up recognizing the name of the sponsor, and the money charged for sponsorship is used for professional maintenance/cleaning performed by the agency. Although this model is more typical for Adopt-a-Highway programs, some transit agencies have naming rights programs, such as Cleveland RTA's Healthline BRT corridor.

This concept can be implemented on a smaller scale through an Adopt-a-Bench program, wherein anyone can sponsor a bench in memory of a loved one. There is a standard bench design offered, and then a memorial plaque with the person's name is affixed to the bench. This likely would not pay for long-term ongoing maintenance costs.

Adoption or naming rights programs have raised concerns about First Amendment issues when agencies have been overridden by the Courts when trying to decline a sponsorship from a controversial sponsor. Because of legal concerns such as this,

LA Metro recently voted not to go forward with their proposed naming rights program in early 2017.

2. Beautification programs, which are typically one-day volunteering events for planting flowers around bus stops, painting shelters or benches, or installing artwork at bus stops.

Most agencies found in the research preferred not to have volunteers making alterations to stops or stations, so only a few agencies had volunteer beautification programs at stops or stations. Instead, some agencies such as St. Louis Metro, have art programs wherein community art contests are held and the winning artwork is printed onto a poster that is professionally installed at the shelter.

3. Adopt-a-Stop programs for litter pickup by an individual, business, or community group. This was the most typical type of program amongst transit agencies found in the research (see chart in Exhibit A).

The two primary benefits seen from these programs are: 1) improved community relations; and 2) cleaner, safer stops. The programs do not result in quantifiable increased ridership or decreased maintenance costs.

Adopt-a-Stop Litter Pickup Programs

Option 3 above, Adopt-a-Stop program for litter pickup, is the most common option used for transit stops. The *Transit Station and Stop Adoption Programs* report (TRB, 2013) analyzed 28 Adopt-a-Stop programs nationwide. The majority (78%) are run by transit agencies, while some are run by community groups. The two primary purposes for the programs were improved community relations and beautification, rather than monetary savings or increased ridership. The vast majority of the programs are primarily for pickup of litter.

Most program participants are businesses and community groups such as service groups, church groups, or school groups. Some programs only allow businesses or organizations to participate rather than individuals because they are more reliable in sustaining their volunteer commitment. (Generating and sustaining volunteer commitment is one of the biggest challenges cited with these programs).

The majority of the programs provide recognition of volunteers on the agency website (75%) and via a plaque, sign, or decal at the stop or shelter (65%). Only 17% charge an application fee (ranging from \$35-\$100) to pay for the plaque. Other agencies (42%) provide a certificate. Many of the programs provide trash bags to volunteers; some also provide volunteer ID badges, safety vests, litter pickup sticks, or gloves. A few provide additional incentives such as transit passes or an annual volunteer dinner.

Most agencies provide training to the volunteers; at minimum a one-page handout is given to volunteers explaining their expectations and responsibilities. Most programs (92%) ask participants to sign a one-year contract, and 73% require a liability waiver. Most programs

require a weekly commitment to check on the stop (typically 2-4 hours per week commitment), and the recognition plaque or certificate is not awarded until after a one-to-two-month performance period to ensure volunteers are fulfilling their commitment.

Volunteers in these programs pick up litter and report sightings of graffiti, vandalism, or crime to the transit agency. Safety guidelines are given to volunteers, warning them not to handle hazardous materials but to report them to the agency. Only 20% of the agencies insure their programs for liability, and none reported any safety incidents (*Transit Station and Stop Adoption Programs* report, TRB, 2013).

Some programs encourage volunteers to bag litter picked up from the stop and take it home with them to discard, while some programs have the volunteers bag the trash for the transit agency to pick up. In most programs, the volunteer efforts do not replace the agency's efforts but rather supplement them and help improve the aesthetic appearance of the stop.

The biggest challenge cited in the TRB report was lack of staff resources to monitor the program. The majority of the programs have a budget of less than \$5,000. Only one agency (Denver RTD) has a full-time dedicated staff person to coordinate the program. Most others have a staff person spending less than 16 hours a month coordinating the program on top of other duties. For this reason, most of the programs do not track volunteer hours, and most do not actively recruit volunteers but rather rely on word of mouth or visibility of the Adopt-a-Stop recognition plaques at the stops.

CONCLUSION

Receive and file information on Adopt-a-Stop program models for bus stop maintenance.

PSG:WW:AMJ

Attachments

Exhibit A – Adopt-a-Stop Programs Found in Research

State/ Country	City	Program	At least One-Year Commitment	Weekly or biweekly commitment	Pick up litter	Graffiti Removal	Trash collection	Report vandalism/crime	Sign/plaque/sticker	Certificate	Recognition on Website	Provide trash bags	Provide other incentives *	Provide training program	Volunteers install passenger information signs	Sponsor a bench or shelter	Beautification (artwork, landscaping, red curb painting)
AK	Anchorage	People Mover Adopt-a-Stop	X		X			X		X	X	X					
CA	Monterey	Monterey-Salinas Transit Adopt-a-Stop										X	X	X		X	X
CA	Santa Clara	VTA Adopt-a-Stop	X	X	X			X	X								
CO	Denver	RTD Adopt-a-Stop and Corporate Partnerships			X				X			X				X	
FL	St. Petersburg	Pinellas Suncoast Transit Authority Adopt-a-Can		X	X	X						X					
GA	Atlanta	MARTA Army												X	X		
GA	Athens	Athens-Clarke County Adopt-a-Stop			X												X
IN	Indianapolis	IndyGo Adopt-a-Stop		X	X												
MD	Maryland	Maryland Transit Administration Adopt-a-Stop		X	X			X	X								
MI	Ann Arbor	The Ride Adopt-a-Stop			X	X	X		X		X						
MI	Flint	Flint MTA Adopt-a-Stop	X	X	X			X				X					
MI	Holland	MAX Adopt-a-Stop		X	X	X											
MO	St. Louis	Metro Adopt-a-Stop and Arts in Transit program			X				X	X		X	X				X
MT	Missoula	Mountain Line Adopt-a-Stop		X	X			X	X							X	
NC	Raleigh	City of Raleigh Adopt-a-Shelter		X	X		X	X	X								
NJ	Newark	NJ Transit			X		X	X				X	X	X			
NM	Albuquerque	ABQ Ride Adopt-a-Stop			X	X			X		X						
OR	Portland	TriMet Adopt-a-Stop	X	X	X		X		X								
SC	Charleston	CARTA Adopt-a-Stop	X	X	X				X			X	X				
TN	Nashville	Metro Adopt-a-Stop		X	X			X				X	X				
TX	Fort Worth	The T Adopt-a-Stop		X	X			X	X	X	X	X	X				
TX	Houston	Metro Adopt-a-Stop		X	X			X		X		X					X
TX	Longview	Longview Transit Adopt-a-Shelter	X	X	X		X	X	X								
VA	Arlington	ART Adopt-a-Stop	X	X	X		X	X	X		X		X				
VA	Hampton Roads	Hampton Roads Adopt-a-Stop	X		X			X			X	X	X				
WA	Lakewood	Pierce Transit Adopt-a-Stop			X			X				X	X	X			
AU	Melville, Australia	Melville City Adopt-a-Stop															X

* Other incentives include safety vests, gloves, broom/dustpan, pickup sticks, or bus passes.

Adopt-a-Stop Program Options

Board of Directors Meeting
February 7, 2018





Program Options

1. Paid sponsorship
2. One-time beautification projects
3. Volunteer litter pickup



Longview, TX

1. Paid Sponsorship



Sponsor-a-Stop



1. Paid Sponsorship



Naming rights programs (Cleveland RTA)



1. Paid Sponsorship



Adopt-a-Bench



2. One-Time Beautification

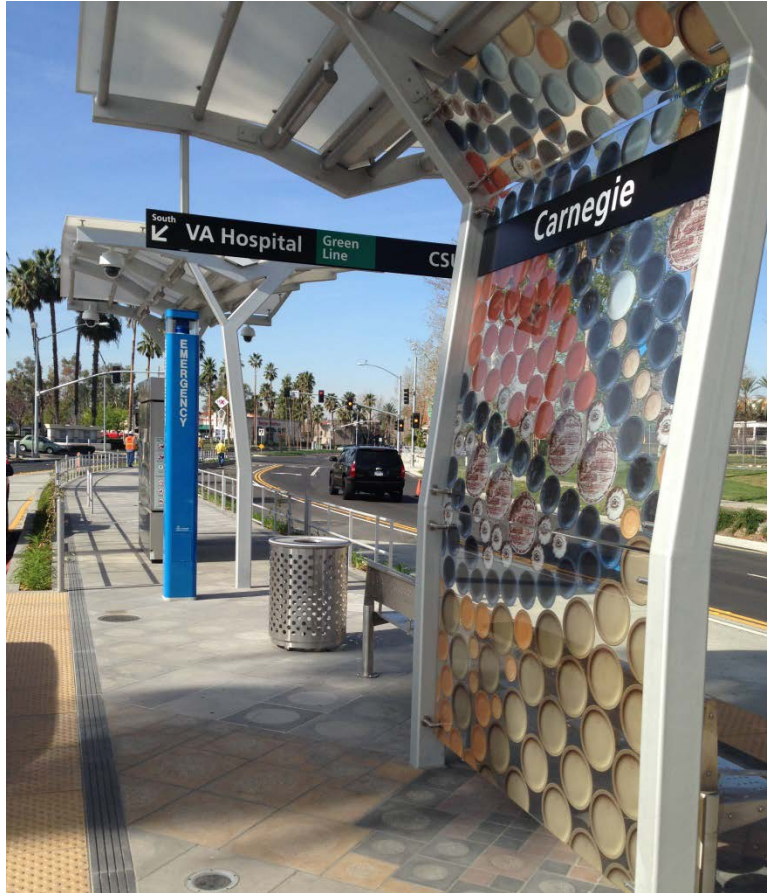


Community Artwork





2. One-Time Beautification



Art contests



2. One-Time Beautification



Agency Artwork (Tri-Met, Portland OR)

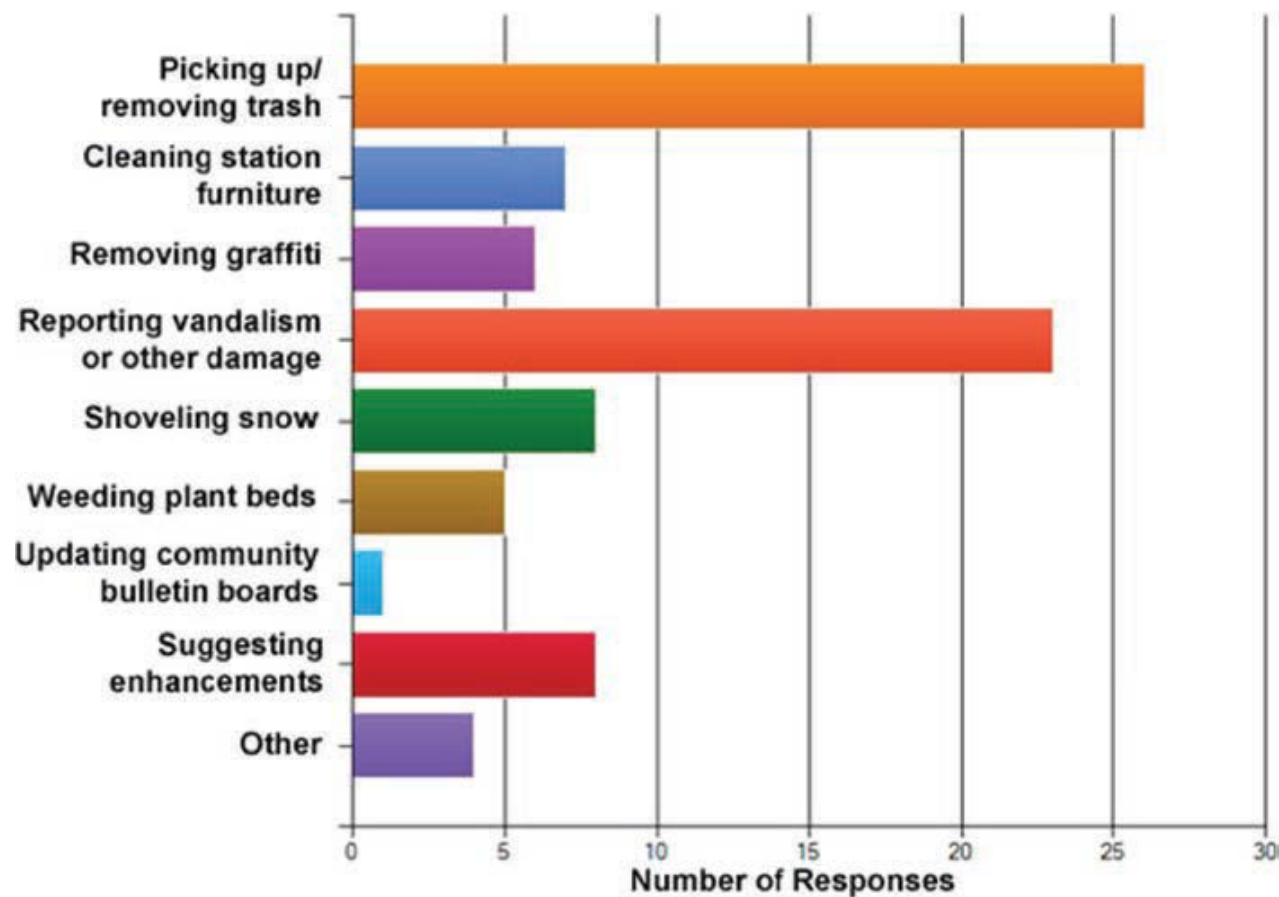


3. Volunteer Litter Pick-up



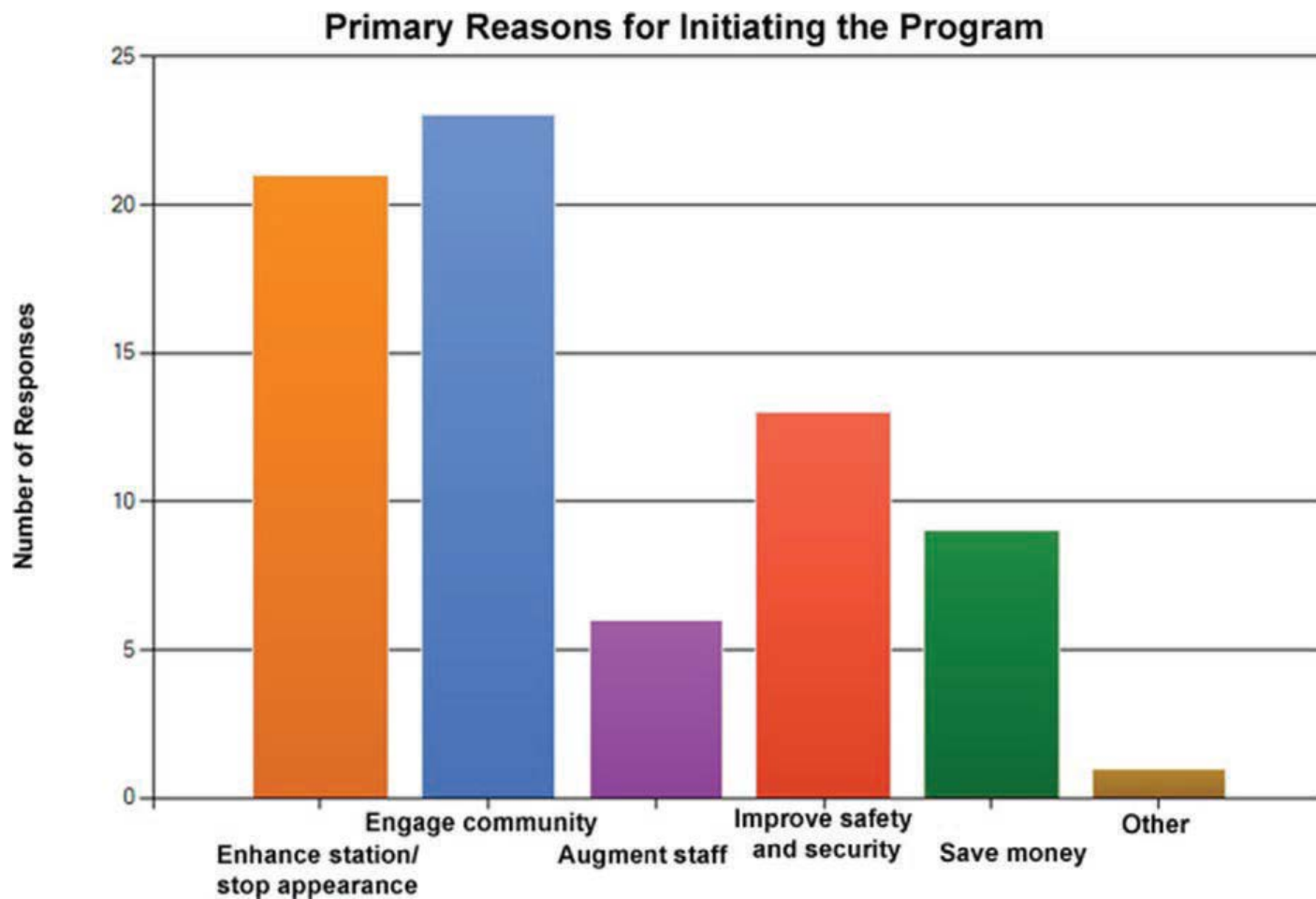
Transit Agency Adopt-a-Stop

Typical Activities of Volunteers



Transit Station and Stop Adoption Programs (TRB, 2013)

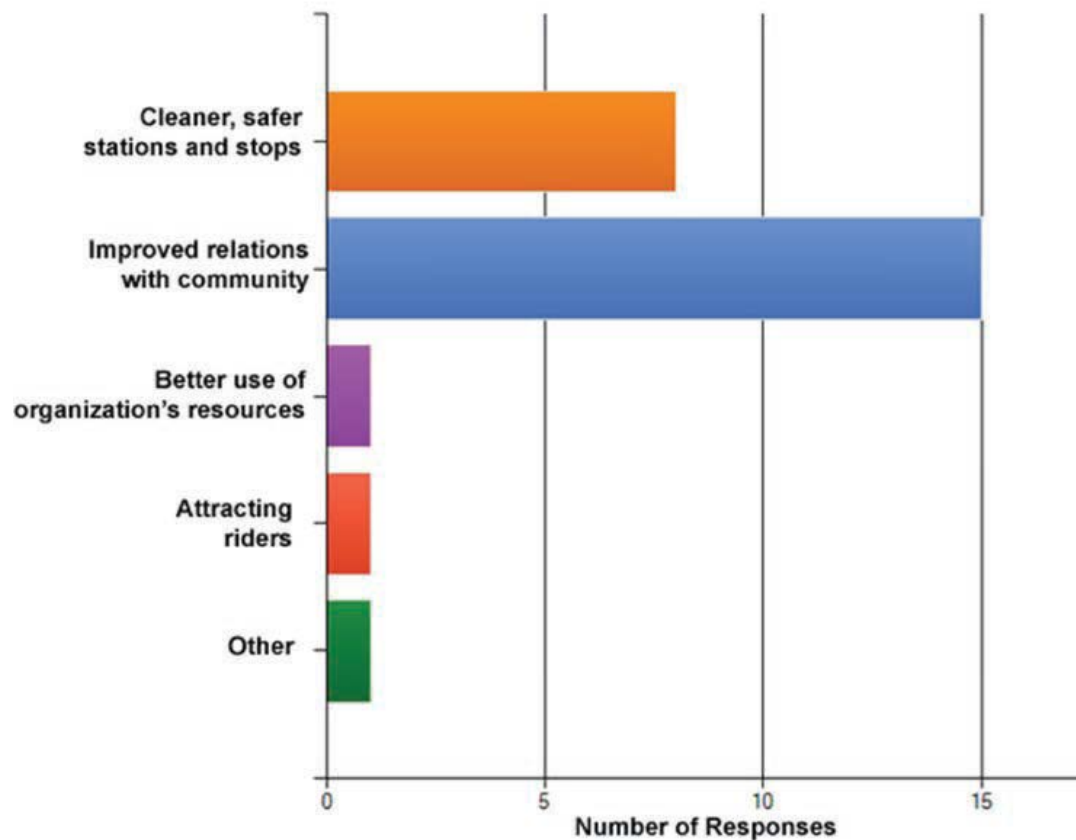
Transit Agency Adopt-a-Stop



Transit Station and Stop Adoption Programs (TRB, 2013)

Transit Agency Adopt-a-Stop

Perceived Benefits from Adopt-a-Stop/Station Programs



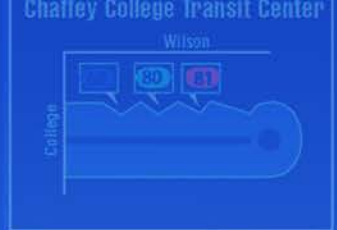
Transit Station and Stop Adoption Programs (TRB, 2013)



Challenges

1. Volunteer retention
 - Businesses or organizations preferable
2. Monitoring volunteers
 - Staff time
3. Resources





OPEN DISCUSSION





THANK YOU



OmniTrans

Connecting Our Community.

ITEM # E14

DATE: February 7, 2018

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Maurice A. Mansion, Treasury Manager

SUBJECT: FY18 OPERATING BUDGET AMENDMENT

FORM MOTION

Authorize the CEO/General Manager to amend the FY18 Operating Budget by \$554,435 to include Low Carbon Transit Operations Program(LCTOP) funds.

Authorize 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.

This item was reviewed by the Administrative & Finance Committee at its January 11, 2018 meeting, and recommended to the Board of Directors for approval.

BACKGROUND

In May of 2016, Omnitrans was awarded \$1,445,720 in LCTOP funds. Included in these funds was \$554,435 to fund the Ontario Airport Shuttle Service Pilot Program.

According to LCTOP guidelines, projects should start within six months of approved funding and completed within three years. Delays in the Ontario Airport Shuttle Service Pilot project are placing these funds at risk of meeting these deadlines.

Staff recommends that \$554,435 be transferred to the Yucaipa – San Bernardino Metrolink Freeway Express Project. This project currently has \$300,000 of LCTOP funds. The additional funds will allow the project to continue to operate. Also, allows the funds to be used in accordance to LCTOP guidelines.

CONCLUSION

Approval of this agenda item allows Omnitrans to maintain the LCTOP funding source while providing a new service in our service area. On January 11, 2018, SBCTA took this item to their Transit Committee Meeting and supported Omnitrans moving the funding to Route 208.

PSG: DW:MM

ITEM # E15

DATE: February 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: METROPOLITAN PLANNING MEMORANDUM OF
UNDERSTANDING (SCAG, SBCTA, VVTA, OMNITRANS)**

FORM MOTION

Authorize the CEO/General Manager to execute the four-party Metropolitan Planning Memorandum of Understanding (MOU). Approval of this MOU will allow Omnitrans to continue to coordinate with SCAG, SBCTA and VVTA in the metropolitan planning process.

The Plans and Programs Committee recommended authorization of this at its January 24, 2018 meeting.

This agreement has been reviewed and approved by legal counsel.

BACKGROUND

In 2007, Southern California Association of Governments (SCAG) established metropolitan planning agreements with the county transportation commissions (CTCs) and transit operators in the region. In San Bernardino County, the SCAG metropolitan planning agreement is with San Bernardino County Transportation Authority (SBCTA), Omnitrans and Victor Valley Transit Authority (VVTA).

The regulatory basis for the metropolitan planning agreements is found in the Metropolitan Transportation Planning Final Rule issued by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) (see 23 CFR 450.314(a)), which states:

“The MPO, the State(s), and the providers of public transportation shall cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process. These responsibilities shall be clearly identified in written agreements among the MPO, the State(s), and the providers of public transportation serving the MPA....The MPO, the State(s), and the providers of public transportation should periodically review and update the agreement, as appropriate, to reflect effective changes.”

There are several new Federal Requirements that must be incorporated in the agreement, including the federal rulemaking to implement the performance-based planning provisions from the Moving Ahead for Progress in the 21st Century Act (MAP-21) and the Fixing America's Surface Transportation (FAST) Act. There are also issues that have been identified through the FTA's Triennial Review process and in FTA Circulars.

Two proposed sections address the annual listing of projects and the development of the Regional Transportation Plan (RTP) and the Federal Transportation Improvement Plan (FTIP) financial plan. The region currently already fulfills these requirements, however pursuant to the Final Rule they must be explicitly incorporated into the metropolitan planning agreements. These changes include:

- The Parties will cooperatively develop an annual listing of projects for which funds under 23 U.S.C. or 49 U.S.C. Chapter 53 were obligated in the preceding program year, in accordance with 23 CFR 450.334 and any successors thereto.
- The Parties will cooperatively develop estimates of funds that will be available to support the RTP implementation, and reasonable financial principles and information that support revenue and cost estimates, to be used in the RTP and FTIP financial plan, in accordance with 23 CFR 450.324(f)(11) and any successors thereto.

The next three sections address the new MAP-21 and FAST Act requirements for performance-based planning. The proposed additions incorporate text taken directly from the applicable Final Rules, while providing for flexibility in how the requirements will be implemented.

- The Parties agree to collaborate to implement federal performance reporting and performance-based planning provisions in accordance with 23 CFR 450.306(d)(2)(iii) and any successors thereto, and subject to applicable final rulemaking. The Parties further agree to coordinate to the maximum extent practicable in the selection of performance targets, and will cooperatively develop and share information related to transportation performance data, the selection of performance targets, the reporting of performance targets, and the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the SCAG region, in accordance with 23 CFR 450.314(h)(1) and any successors thereto.
- To aid in the planning process, transit operators will make available to SCAG their Transit Asset Management Plan and any supporting records or documents, performance targets, investment strategies, and annual condition assessment report, upon request of SCAG and in accordance with the RTP and Sustainable Communities Strategy (SCS) development schedule, in order to fulfill requirements of 49 CFR 625.53 and any successors thereto.
- SCAG will integrate in the metropolitan transportation planning process, directly or by reference, the goals, objectives, performance measures, and targets described in the Transit Asset Management Plans and Public Transportation Agency Safety Plans developed by providers of public transportation, in accordance with 23 CFR 450.306(d)(4) and any successors thereto.

The last section addresses the FTIP public participation process in relation to the Section 5307 program of projects (POP) requirements.

- Transit Operators may choose to rely on SCAG's public participation process associated with the FTIP development to satisfy the requirement for public participation in developing the FTA Section 5307 program of projects (POP). SCAG incorporates in the FTIP document(s) explicit statements reflecting that public notice of public involvement activities and time established for public review and comment on the FTIP will satisfy the POP requirements of the Section 5307 Program.

SBCTA and VVTA are seeking board approval for this MOU by the end of February 2018.

CONCLUSION

Approval of this MOU will allow Omnitrans to continue to coordinate with SCAG, SBCTA and VVTA in the metropolitan planning process.

PSG:WW:JB

SBCTA Contract 18-1001887

**Memorandum of Understanding
Among the Southern California Association of Governments, the
San Bernardino County Transportation Authority, Omnitrans, and Victor Valley Transit
Authority**

This Memorandum of Understanding (MOU), is entered into and effective this _____ day of _____, 2018, among the Southern California Association of Governments (SCAG), San Bernardino County Transportation Authority (SBCTA), Omnitrans, and Victory Valley Transit Authority (VVTA) to cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning and programming processes, in accordance with 23 CFR 450.314. SCAG, SBCTA, Omnitrans, and VVTA, collectively referred to herein as the "Parties."

RECITALS

WHEREAS, SCAG is a Joint Powers Agency formed pursuant to Section 6502 of the California Government Code;

WHEREAS, SCAG is the designated Metropolitan Planning Organization (MPO) for the counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura, pursuant to Title 23, United States Code Section 134(d);

WHEREAS, SCAG is responsible for maintaining a continuing, cooperative, and comprehensive transportation planning process which involves preparation, adoption and update of a Regional Transportation Plan (RTP) pursuant to Title 23, United States Code Section 134 *et seq.*, Title 49, United States Code Section 5303 *et seq.*, and Title 23, Code of Federal Regulations (CFR) Section 450 *et seq.*;

WHEREAS, SCAG is the multicounty designated transportation planning agency pursuant to Public Utilities Code Section 130004 and California Government Code Section 29532, and is responsible for preparation, adoption and update of the RTP every four years;

WHEREAS, pursuant to Senate Bill (SB) 375 (Steinberg, 2008) as codified in Government Code Section 65080(b) *et seq.*, SCAG is also required to prepare a Sustainable Communities Strategy (SCS) for incorporation into the RTP that demonstrates how the region will meet its greenhouse gas (GHG) reduction targets as set forth by the California Air Resources Board (ARB);

WHEREAS, the SCAG Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) sets forth the long-range regional plans and strategies for transportation improvements and regional growth throughout the SCAG region;

WHEREAS, the RTP/SCS consists of a financially constrained plan and strategic plan. The constrained plan includes projects that have committed, available or reasonably available revenue sources, and are thus probable for implementation. The strategic plan is for

information purposes only and identifies potential projects that require additional study, consensus building, and identification of funding sources before making the decision as to whether to include these projects in a future RTP/SCS constrained plan;

WHEREAS, SCAG is further responsible for preparing and adopting the Federal Transportation Improvement Program (FTIP) (known as the regional transportation improvement program under state law) every two years pursuant to Government Code Sections 14527 and 65082, and Public Utilities Code Section 130301 *et seq.*;

WHEREAS, in non-attainment and maintenance areas for transportation-related criteria pollutants, the MPO, as well as the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), must make a conformity determination on any updated or amended RTP in accordance with the federal Clean Air Act to ensure that federally supported highway and transit project activities conform to the purpose of the State Implementation Plan (SIP);

WHEREAS, pursuant to Government Code Section 65080(b)(2)(F) and federal public participation requirements including 23 CFR Section 450.316(b)(1)(iv), SCAG must prepare the RTP/SCS by providing adequate public notice of public involvement activities and time for public review. The SCAG Public Participation Plan, as amended and adopted on April 3, 2014, serves as a guide for SCAG's public involvement process, including the public involvement process to be used for the RTP/SCS and an enhanced outreach program that incorporates the public participation requirements under SB 375 and adds strategies to better serve the underrepresented segments of the region;

WHEREAS, in 2007, to coordinate metropolitan transportation planning in accordance with federal law, SCAG entered into Memoranda of Understanding with providers of public transportation in the region, including County Transportation Commissions (CTCs) and transit operators (referred to herein as "2007 MOU");

WHEREAS, SCAG now seeks to update and enter into new Memoranda of Understanding to reflect most recent metropolitan transportation planning regulations as set forth under 23 CFR Section 450.314(a), which requires SCAG, the State and providers of public transportation to cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process, including specific provisions for the development of financial plans that support the RTP and FTIP and development of the annual listing of obligated projects;

WHEREAS, SCAG has entered into a separate Memorandum of Understanding with the State of California Department of Transportation, updated and effective July 7, 2017, in accordance with 23 CFR Section 450.314;

WHEREAS, the SBCTA is a County Transportation Commission created pursuant to Public Utilities Code Section 130800 *et seq.* and is charged pursuant thereto for approval of all projects utilizing federal and state highway and transit funds and responsible for transportation

programming and short range transportation planning for San Bernardino County, and is the Congestion Management Agency pursuant to Government Code Section 65088 *et seq.* responsible for updating the Congestion Management Program for San Bernardino County;

WHEREAS, Omnitrans is a Joint Powers Agency created pursuant to Section 6503.5 of the California Government Code to provide public transit service within the urbanized San Bernardino Valley portion of San Bernardino County and which desires to enter into an agreement with SCAG and SBCTA to specify its role in transportation planning and programming and the congestion management process;

WHEREAS, VVTA is a Joint Powers Agency created pursuant to Section 6503.5 of the California Government Code to provide public transit service within the urbanized Victor Valley, and unurbanized areas of Adelanto and Barstow portion of San Bernardino County and which desires to enter into an agreement with SCAG and SBCTA to specify its role in transportation planning and programming and the congestion management process;

WHEREAS, SCAG and SBCTA entered into a 1979 Memorandum of Understanding for the purpose of defining the roles and relationships in meeting the transportation planning and programming responsibilities; and

WHEREAS, the Parties desire to integrate and clarify consistently with the above referenced agreements, the roles, responsibilities and coordination of the metropolitan transportation planning requirements and to utilize this agreement to fulfill the requirements of state and federal law and in particular the requirements set forth in 23 CFR 450.314 and any successors thereto, and as may be subject to any final adopted federal regulations.

NOW, THEREFORE IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS PROVIDED FOR HEREIN, THE PARTIES HEREBY AGREE AS FOLLOWS:

Section I

PLANNING AND COORDINATION PROCESS

- 1.1 **SCAG's Role:** The Parties recognize SCAG is the agency with overall responsibility for continuous, comprehensive and coordinated regional transportation planning in the six county SCAG region. In accordance with applicable federal and state laws, these responsibilities primarily include but are not limited to preparation and adoption of the RTP/SCS and FTIP.
- 1.2 **County Transportation Commission Role:** The Parties recognize SBCTA is responsible for preparing the short and long range county transportation plans, programming state and federal transit funds and updating the congestion management program within San Bernardino County.

In developing the county plans, SBCTA is responsible to ensure that the transit capital and operating needs identified in short range transit plans or through other transit plans are considered in developing countywide transportation plans and in funding countywide transit programs. SBCTA is also responsible for ensuring that the transit projects, plans and programs identified in the countywide transportation planning and congestion management process are recommended to SCAG for inclusion in the regional transportation planning studies, the FTIP, and in the development of the RTP.

1.3 Transit Operator Role: Omnitrans and VVTA, in coordination with SBCTA, shall prepare biennially a short range transit plan which includes transit studies, transit capital and operating needs for a five-year period. Omnitrans and VVTA shall participate in the SBCTA transportation planning process, including the development of corridor and sub-regional studies, the development of short range and long range county transportation plans and the updating of the congestion management program.

1.4 Coordination Process: SCAG shall engage in a consultative process with SBCTA, Omnitrans and VVTA, in accordance with applicable federal and state laws and regulations, and successors thereto, pertaining to the roles and responsibilities of the Parties in carrying out the metropolitan transportation planning process.

- a. SCAG shall provide the opportunity to comment on its Draft RTP and Draft FTIP to the parties and the opportunity to participate in Overall Work Program development.
- b. SCAG shall provide SBCTA, in consultation with Omnitrans and VVTA, the opportunity to submit information, including but not limited to project scope, cost, schedule and revenue assumptions that support the proposed priority order for projects, necessary for the development of the RTP and FTIP financial plans.
- c. SCAG shall continue to maintain the Regional Transit Technical Advisory Committee or a successor group, to provide a forum for SBCTA, Omnitrans and VVTA to participate in the metropolitan transportation planning process.
- d. SBCTA, Omnitrans and VVTA agree to participate in SCAG's Technical Working Group or any successor group established to serve the same function which shall also serve as a forum to ensure that local transportation projects, plans and programs are effectively integrated into the RTP and FTIP.
- e. The Executive Officers of SCAG and SBCTA shall continue to meet regularly with the Executive Officers of the other county transportation commissions to ensure executive coordination of regional/county/local transportation issues, including issues regarding transit coordination.
- f. The Parties shall cooperatively develop an annual listing of projects for which funds under 23 U.S.C. or 49 U.S.C. Chapter 53 were obligated in the preceding program year, in accordance with 23 CFR 450.334.
- g. The Parties shall cooperatively develop estimates of funds that will be available to support RTP/SCS implementation, and reasonable financial principles and information that support revenue and cost estimates, to be used in the RTP/SCS

- and FTIP financial plan, in accordance with 23 CFR 450.324(f)(11).
- h. The Parties agree to collaborate to implement federal performance reporting and performance-based planning provisions in accordance with 23 CFR 450.306(d)(2)(iii), and subject to applicable final rulemaking. The Parties further agree to coordinate to the maximum extent practicable in the selection of performance targets, and will cooperatively develop and share information related to transportation performance data, the selection of performance targets, the reporting of performance targets, and the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the SCAG region, in accordance with 23 CFR 450.314(h)(1).
 - i. To aid in the planning process, SBCTA, Omnitrans and VVTA shall make available to SCAG their Transit Asset Management Plan and any supporting records or documents, performance targets, investment strategies, and annual condition assessment report, upon request of SCAG and in accordance with the RTP/SCS development schedule, in order to fulfill requirements of 49 CFR 625.53.
 - j. SCAG shall integrate in the metropolitan transportation planning process, directly or by reference, the goals, objectives, performance measures, and targets described in the Transit Asset Management Plans and Public Transportation Agency Safety Plans developed by providers of public transportation, in accordance with 23 CFR 450.306(d)(4).
 - k. Transit Operators may choose to rely on SCAG's public participation process associated with the FTIP development to satisfy the requirement for public participation in developing the FTA Section 5307 program of projects (POP). SCAG agrees to incorporate in the FTIP document(s) an explicit statement and sufficient details reflecting that public notice of public involvement activities and time established for public review and comment on the FTIP will satisfy the POP requirements of the Section 5307 program.

1.5 **Certification and Assurances:** In carrying out their respective responsibilities under this MOU, each party shall comply with the requirements and any successors thereto, referenced in SCAG's annual Certifications and Assurances (FHWA and FTA "Metropolitan Transportation Planning Process Certification") submitted as part of SCAG's Overall Work Program, including but not limited to:

- a. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21 and related federal guidelines including but not limited to FTA Circular 4702.1;
- b. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- c. Section 1101(b) of the FAST Act (Pub. L. 114-94) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- d. 23 CFR part 230, regarding the implementation of an equal employment

- e. opportunity program on Federal and Federal-aid highway construction contracts; The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- f. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- g. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- h. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

Section 2

General Provisions

- 2.1 Drafting:** This MOU has been prepared by all parties and has been reviewed and endorsed by each.
- 2.2 Amendments:** This MOU may be amended only by the execution by all parties of a written amendment.
- 2.3 Termination:** Any party may terminate this MOU upon ninety (90) days written notice to each party, providing that the notice of termination set forth the effective date of termination and the reason for termination. Additionally, the notice of termination shall provide that the parties during the period prior to the effective date of termination shall meet to try to resolve any dispute. In the event that the termination is for cause, the termination shall not be effective if the party claimed to have defaulted cures the default in its performance within the ninety day period. SCAG shall notify FTA of the termination of this MOU by any party.
- 2.4 Indemnity:** Each of the parties to this MOU is a public entity. Pursuant to Government Code Section 895.4, each party to this MOU shall indemnify, defend and hold each of the other parties, and their respective officers, agents and employees harmless from and against any liability and expenses, including defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of risk of property, any legal fees and any claims for damages attributable only to performance of the responsibilities as set forth in Section 1 (Planning and Coordination Process) of this MOU by the indemnifying party (Indemnitor) or its officers, agents employees, contractors and subcontractors under this MOU, except to the extent caused by the negligence or willful misconduct of an indemnified party (Indemnitee).
- 2.5 Jurisdiction and Venue:** This MOU shall be deemed an Agreement under the laws of the State of California, and for all purposes shall be interpreted in accordance with such

laws. All parties hereby agree and consent to the exclusive jurisdiction of the courts of the State of California and that the venue of any action brought hereunder shall be in Los Angeles County, California.

- 2.6 Non-assignment:** No party may assign this MOU, or any part thereof, without the written consent of each party to this MOU.
- 2.7 Notice:** Any notice or notices required or permitted to be given pursuant to this agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested, to the following addresses:

Executive Director
Southern California Association of Governments
818 West 7th Street, 12th Floor
Los Angeles, California 90017-3435

Executive Director
San Bernardino County Transportation Authority
1170 W. 3rd Street, 2nd Floor
San Bernardino, California 92410-1715

General Manager/Chief Executive Officer
Omnitrans
1500 West 5th Street
San Bernardino, CA 92411

Executive Director
Victor Valley Transit Authority
17150 Smoke Tree St.
Hesperia, CA 92345

Each undersigned party agrees to notify the other parties of any changes to the address for receipt of Notices.

- 2.8 Effective Date:** This Agreement shall be effective on the date (meaning the last date indicated below) all parties have fully executed this Agreement. This MOU shall supersede and replace all prior agreements including but not limited to the 2007 MOU among the Parties concerning metropolitan planning agreements required to be developed pursuant to 23 CFR 450.314 and predecessors thereto.
- 2.9 Execution of Agreement or Amendments:** This MOU, or any amendment related thereto (Amendment), may be executed in multiple counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same agreement. The signature page of this MOU or any Amendment may be executed by way of a

manual or authorized digital signature. Delivery of an executed counterpart of a signature page to this MOU or an Amendment by electronic transmission scanned pages shall be deemed effective as a delivery of a manually or digitally executed counterpart to this MOU or any Amendment.

[SIGNATURE PAGES TO FOLLOW]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives.

The Southern California Association of Governments (“SCAG”)

By: _____ Date: _____
Hasan Ikhata
Executive Director

Approved as to Form:

_____ Date: _____
Joanna Africa
Chief Counsel/Director of Legal Services

San Bernardino County Transportation Authority (“SBCTA”)

By: _____ Date: _____

Approved as to Form:

_____ Date: _____

Omnitrans

By: _____ Date: _____
P. Scott Graham
CEO/GM

Approved as to Form:

_____ Date: _____
Haviva Shane
Omnitrans Counsel

Victor Valley Transit Authority (“VVTa”)

By: _____ Date: _____

Approved as to Form:

_____ Date: _____

ITEM # E16
DATE: February 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-HRS18-42
 LANDSCAPE PROJECT – SAN BERNARDINO TRANSIT CENTER**
FORM MOTION

Authorize the CEO/General Manager to release Invitation for Bids IFB-HRS18-42 for the provision of the Landscape Project at Omnitrans' San Bernardino Transit Center (SBTC).

BACKGROUND

Omnitrans requires a Contractor to modify the landscape at its SBTC location. This project consists of the preparation of soil, installation of plant material, an irrigation and drainage system, and the application of crushed stone and decomposed granite gravel.

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 \$277,155.13.

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-Z112	2010	Landscape Project	D1422013F	\$24,884.74
FTA	CA-90-Y850	2011	Landscape Project	D1122005F	\$196,847.36
STA	13-10-OMN-B	2010	Landscape Project	D101B002S	\$6,211.36
STA	11-03-OMN-B	2011	Landscape Project	H1130901S	\$1,468.32
STA	13-10-OMN-B	2013	Landscape Project	H1330901S	\$47,743.35
Total					\$277,155.13

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

CONCLUSION

By proceeding with this solicitation, Omnitrans will have the ability to improve the appearance of the grounds at the SBTC.

PSG:EFP:KAM

ITEM # E17

DATE: February 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-MNT18-74
JANITORIAL SERVICES**

FORM MOTION

Authorize the CEO/General Manager to release Request for Proposals RFP-MNT18-74 for the provision of Janitorial Services for a three (3) year base period and two (2) single year options, beginning June 2018 and ending no later than May 2023.

BACKGROUND

Omnitrans requires the services of a firm to provide all equipment, labor and materials to perform janitorial services at its East Valley Administration, Operations and Maintenance buildings, West Valley Operations and Maintenance buildings, San Bernardino Transit Center and the San Bernardino Downtown Metrolink Station locations.

Required services include monthly and quarterly floor service (strip, clean, wax and power buff vinyl and tile floor surfaces), quarterly carpet cleaning and vacuuming of upholstered furniture, and semiannual cleaning of interior and exterior building windows. The current contract is due to expire on May 31, 2018.

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 \$1,499,400, if all options are exercised.

FUNDING SOURCE

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

Department Number	1200
Expenditure Codes	503160

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

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

CONCLUSION

By proceeding with this solicitation, Omnitrans will continue to have onsite Janitorial Services to clean facilities.

PSG:EFP:KNT

ITEM # E18

DATE: February 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 – CONTRACT MNT18-65
ELEVATOR MAINTENANCE**

FORM MOTION

Authorize the CEO/General Manager to award Contract MNT18-65 to 5 Star Elevator Service, Inc. of Orange, CA, for the provision of Elevator Maintenance for a two (2) year base period beginning March 2018, and ending February 2020, with the authority to exercise three (3) single option years, ending no later than February 2023, in the amount of \$42,324, a repair allowance in the amount of \$25,000, plus a ten percent contingency of \$6,732, for a total not-to-exceed amount of \$74,056, should all option years be exercised.

BACKGROUND

Omnitrans requires the services of a qualified contractor to provide elevator maintenance and repair on Omnitrans' passenger elevators and wheelchair lift, as required by local, state, or federal regulations. Services include monthly testing, maintenance and repair, and emergency services on an as-needed basis.

On December 6, 2017, Omnitrans' staff released Request for Quotes RFQ-MNT18-65, which was posted on Omnitrans' online bidding system. Two (2) bids were received by the December 28, 2017 deadline and both bids were found to be responsive.

Listed below are the bid prices:

COMPANY NAME	TOTAL*
5 Star Elevator Service, Inc. of Orange, CA	\$67,324
Executive Elevator, Inc. of Rancho Cucamonga, CA	\$99,584

*If all options are exercised.

Award is recommended to the lowest, responsive and responsible bidder, 5 Star Elevator Service, Inc. Price is deemed fair and reasonable based on competition.

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

FUNDING SOURCE

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

Department	1200
Expenditure Code	505060

_____ 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' elevators will remain in compliance with the requirements of the regulating agencies.

PSG:EFP:KNT

ITEM # F1

DATE: February 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

On 17 January we held the Quarterly Management Meeting for all employees. The Meeting topics included an update on the Management Plan Strategic Initiatives for FY2018 and training required by the Federal Transit Administration on Title VI of the Civil Rights Act of 1964. The Meeting was well attended (102 participants).

On 22 January and 31 January meetings were held between SCRRA, SBCTA, and Omnitrans staff to discuss and review the three party agreement that outlines the roles and responsibilities of the three organizations as it relates to the Operations, Maintenance of Equipment, Maintenance of Way and Dispatching of the Redlands Passenger Rail Service, aka Arrow. We are making progress and hope to have the agreement finalized no later than May.

On 17-18 January, Rail Director Trischelle Baysden traveled to Salt Lake City with SBCTA staff and SBCTA Consultant staff (Rail Pros) and visited the assembly facility of the rail car manufacturer, Stadler USA, Inc. Staff toured the facility and established guidelines regarding communication and correspondence throughout the manufacturing and assembly process. Other topics discussed included project schedule and vehicle specifications and configuration.

On 22 January and 31 January All Hands Meetings were held for the Maintenance Department personnel at the East and West Valley facilities. All Hands Meetings are held quarterly and are an opportunity for our Management Team to have open communication with the front-line personnel. Topics discussed include the status of on-going projects, department performance against key performance indicators, and a safety message regarding personal protective equipment (PPE). The Meetings ended with a question and answer session. The troops were engaged and seemed to appreciate the open dialogue.

For the period 18-25 January, Metrolink reported that 912 tickets have been sold for trips that either originated or terminated at the San Bernardino Transit Center (SBTC). We are pleased with the activity and are optimistic that this will continue to grow.

On 24 January the quarterly Omnitrans/SBCTA/PMC meeting was held with staff from Omnitrans, SBCTA and Rail Pros, (the SBCTA project management consultant). Items discussed included: project status updates including project schedule and vehicle procurement, status of the three party agreement, and progress report on Request for Proposal (RFP) for Operations and Maintenance of Equipment, and details of vehicle specifications. The next meeting is scheduled for April, 2018.

ITEM # _____ F2 _____

DATE: February 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 MNT18-15(A-I)
CUMMINS ENGINE PARTS**

FORM MOTION

Authorize 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.

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

BACKGROUND

Omnitrans owns, operates, and maintains a fleet of New Flyer buses for its revenue service. Cummins engine parts delivered under this bench of contracts will be used in the maintenance of these vehicles.

On November 1, 2017, Omnitrans' Board of Directors authorized the release of Invitation for Bids IFB-MNT18-15. Notices were published in two local newspapers of general circulation, two minority papers, and posted on Omnitrans' online bidding system. Twelve bids were received by the December 4, 2017 deadline. Ten 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 bidder for each part. 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 # F3

DATE: February 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: sbX BEFORE AND AFTER STUDY

FORM MOTION

Receive and file the attached sbX Before and After Study.

The Administrative and Finance Committee recommended this item for receive and file at is January 18, 2018 meeting.

BACKGROUND

The E Street Corridor Bus Rapid Transit (BRT) Project is the first BRT Omnitrans planned, constructed and brought into revenue service. It was delivered ontime and on budget. On April 28, 2014, the E Street Corridor began service as the sbX Green Line. Upon opening, the sbX Green Line was recognized by the Institute for Transportation & Development Policy (ITDP) as a Bronze BRT based on the BRT Standard; one of only five “true” BRTs in the US at the time.

The Federal Transportation Funding and Authorization Bill, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) requires the preparation of a Before and After Study for all projects receiving Federal Transit Administration (FTA) New Starts or Small Starts Funding. The sbX Green Line E Street Corridor project received \$74,999,999 in Small Starts funding in FY2011.

The Before and After Study serves to document the project and its impacts, to provide an understanding of the actual costs and impacts on transit service and transit ridership, and also examines the accuracy of forecasts prepared to support the decision making during both the project planning and development phases. The two key “before” phases are then compared to the actual outcome following the completion of the project.

Based on FTA requirements, this report presents an analysis of five (5) major project characteristics:

1. Project Scope and Schedule;
2. Capital Costs;
3. Transit Service Levels;
4. Operations and Maintenance Costs; and,
5. Ridership.

The report is limited to 20-pages in length and will be submitted to the FTA following presentation to the Board.

The report outlines that the Project stayed within scope and met the primary start of revenue service deadline.

Omnitrans completed the construction of the sbX Green Line \$3 million under the \$191.7 million budget. This remaining unallocated contingency will be returned to the FTA at the completion of the Project.

Omnitrans delivered the sbX Green Line with the proposed and required 10-minute peak and 15-minute off-peak headway and 14 hours of service span. Omnitrans was able to implement BRT service without degrading service elsewhere in the network.

Generally, sbX overall annual operations and maintenance (O&M) costs slightly exceeded final design expectations while the O&M costs per hour came in slightly lower than expectations. These differences stem from Omnitrans adding a 12th vehicle into service in the P.M. peak. The additional peak vehicle was required to maintain the 10-minute peak headway as the projected one-way travel time of 46 minutes stabilized in the P.M. peak between 52 and 55 minutes depending on time of year.

As of October 2017, sbX Green Line average weekday ridership was 3,323 and corridor ridership including the underlying local Route 2 was 4,018. This compares to projected ridership of 5,607 and 7,049, respectively.

Though not a required reporting element of the study, Omnitrans is proud to note that the entire Project, including vehicle maintenance facility upgrades, were completed with zero lost time accidents.

Each of these results are detailed in the attached report. Additionally, three report appendices summarize customer and business surveys related to sbX and also follow up focus groups. The survey results were previously shared with the Plans and Programs Committee and the Board of Directors.

CONCLUSION

Receiving and filing this report to the Board of Directors is one of the final steps to close out of the E Street Corridor/sbX Green Line Project.

PSG:WW:JB

SBX BEFORE AND AFTER STUDY

Board of Directors
February 7, 2018



OmniTrans

Connecting Our Community.

Purpose

FTA Small Start Grant requires Before & After Study; must cover 5 topics:

1. Project Scope & Schedule
2. Capital Costs
3. Transit Service Levels
4. Operations & Maintenance Costs
5. Ridership



1. Project Scope & Schedule

- **Scope**

- Key Goal: Deliver 15.7 mile BRT with 5.4 miles dedicated lanes and 16 stations
- Outcome: **Met**

- **Schedule**

- Key Goal: Start Revenue Service by April 30, 2014
- Outcome: **Met. On-Time**



2. Capital Costs



- Key Goal:
 - Project Construction Grant Agreement Budget of \$191.7
- Outcome
 - **\$3.0 million under budget**
 - To be returned to FTA

3. Transit Service Levels

- **sbX Transit Service Levels**
 - Key Goal: 10/15 minute peak/off peak & 14 hours of service daily
 - Outcome: **Met**
- **Systems Service Levels**
 - Key Goal: Maintain Service Levels
 - Outcome: **Met. Did not reduce service**
- **Fare Policy**
 - Key Goal: Maintain Fares
 - Outcome: **Met. One prescheduled fare increase**



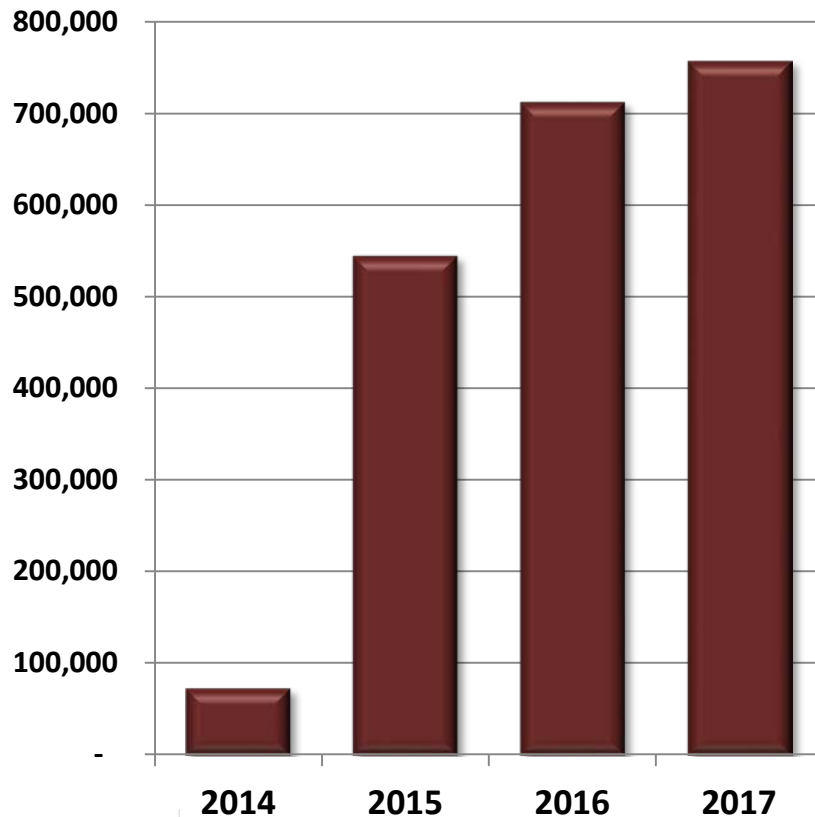
4. Operations & Maintenance Costs

- Key Goals:
 - sbX Hourly Cost: \$146.43
 - sbX Annual Cost: \$4.4M
- Outcome:
 - Hourly: **Met, \$130.83**
 - Annual: Close, \$4.9M FY2017



5. Ridership

sbX Annual Ridership by Fiscal Year

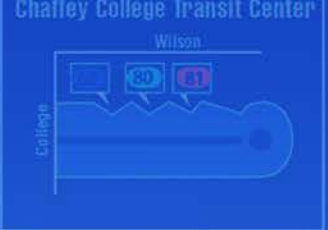


- Key Goals
 - sbX: 5,607 avg. daily
 - Corridor: 7,049 avg. daily
- Outcome
 - Not met, growth continues.
 - October 2017
 - sbX: 3,323 avg. daily
 - Corridor: 4,018 avg. daily

Other Items

- Riders Satisfaction High
 - 94% believe sbX is improved transit
- Business Satisfaction
 - 56% of businesses on corridor satisfied
- No lost time injuries
 - Over 500,000 man hours without incident





THANK YOU

QUESTIONS



December 2017

sbX Green Line Before & After Study



Prepared by Omnitrans

Presented to the Federal Transit
Administration

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1. INTRODUCTION

The E Street Corridor Bus Rapid Transit (BRT) Project is the first BRT Omnitrans planned, constructed and brought into revenue service. It was delivered on-time and on budget.

The sbX Green Line is a 15.7 mile BRT with 5.4 miles of dedicated center running lanes that serves the cities of San Bernardino and Loma Linda.

On April 28, 2014, the E Street Corridor began service as the sbX Green Line. Key project milestones are shown in Exhibit 1. A map of the sbX Green Line is seen in Exhibit 2.

Exhibit 1: Key Milestones

Milestone	Date
Entry into Preliminary Engineering	June 2008
Entry into Final Design	June 2009
Project Construction Grant Agreement	September 2011
Revenue Service	April 2014

Upon opening, the sbX Green Line was recognized by the Institute for Transportation & Development Policy (ITDP) as a Bronze BRT based on the BRT Standard. At the time the sbX Green Line was recognized as one of only five true BRTs in the United States by the ITDP.

Exhibit 2: sbX Green Line Map



The sbX Green Line was built as part of a significant transit investment in San Bernardino. In addition to sbX, Omnitrans and the San Bernardino County Transportation Authority (SBCTA, previously known as SANBAG) opened the San Bernardino Transit Center (SBTC) in September 2015.

Originally planned to be opened prior to the sbX Green Line, the SBTC is a multimodal transit center that serves as a core hub in Omnitrans fixed route system. The SBTC has 22 bus bays, serving 13 additional Omnitrans routes and four other agencies. Prior to SBTC completion, which was during the 16th month of sbX operations, Omnitrans used a temporary on-street transfer facility that was 0.4 miles away from the closest sbX station.

Additionally, sbX was intended to provide multimodal connectivity with two rail projects that will be anchored at the SBTC. The first rail project is a one-mile extension of Metrolink commuter rail service into downtown San Bernardino. Initially, this was planned to occur concurrently with the opening of the sbX; however, after delays it opened on December 16, 2017 (after the data collection was completed for this report).

Additionally, SBCTA is building the Redlands Passenger Rail Project, which

Omnitrans will operate as the “Arrow” service, connecting the SBTC and sbX to key employment centers and educational facilities in Redlands.

These rail investments will provide the impetus for sbX to continue to see ridership growth into the future.

From opening day through the writing of this report, the sbX Green Line had delivered 2.3 million boardings. In October 2017, the sbX Green Line’s average weekday boarding stood at 3,323.

Through all construction phases and project closeout, Omnitrans delivered the project with over half a million man hours worked with zero lost time hours from injury.

2. PURPOSE

The Federal Transportation Funding and Authorization Bill, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) requires the preparation of a Before and After Study for all projects receiving Federal Transit Administration (FTA) New Starts or Small Starts Funding. The sbX Green Line E Street Corridor project received \$74,999,999 in Small Starts funding in FY2011.

The Before and After Study serves to document the project and its impacts, to provide an understanding of the actual costs and impacts on transit service and transit ridership, and also examines the accuracy of forecasts prepared to support the decision making during the project planning and development. The two key “before” phases are then compared to the actual outcome following the completion of the project.

This reports presents an analysis of five (5) major project characteristics that are required to be included in the Before and After Study:

1. Project Scope & Schedule;
2. Capital Costs;
3. Transit Service Levels;
4. Operations & Maintenance Costs; and,
5. Ridership.

Omnitrans also chose to add information on business impact.

Two sets of forecasts were developed to support decision making: Alternatives Analysis (AA) forecast, which presents the project as defined by the approval of the AA phase Small Starts Submittal in December 2007; and, the before construction forecast defined at the completion of Final Design (FD) in May of 2011 and referred to as the final design

forecast. Finally, these forecasts are compared to actual results of sbX following the completing of its third full fiscal year of operation concluding in June 2017.

While this report focuses more on the differences between Final Design and actual outcomes, there were several high level changes that occurred between the AA Phase and Final Design.

The AA developed a Locally Preferred Alternative (LPA) which included a more frequent BRT that had a dedicated transitway over I-10 at Evans St. and an additional station in Loma Linda. These items were removed and a Refined LPA (RLPA) was used in final design and utilized for the Project Construction Grant Agreement (PCGA) but are referenced now to explain some of the differences between AA and FD.

3. PROJECT SCOPE & SCHEDULE

PROJECT SCOPE

The sbX route alignment and configuration that was built was identical to the RLPA. As shown

by the FD/RLPA map in Exhibit 6 and corresponding tables that compare FRLPA/FD to the actual build, Omnitrans delivered the scope outlined in the PCGA.

Exhibits 3 and 4 presents the project scope as presented at AA, at FD and the actual

scope completed and put into operation.

The original LPA from the AA, mapped in Exhibit 5, was defined as a side-running BRT Project including segments of exclusive and mixed-flow lanes and included a proposed transitway over I-10

Exhibit 3: Project Scope Comparison

	AA (2007)	Final Design (2011)	Actual (2014-2017)
Length	16.5 miles	15.7 miles	15.7 miles
Mode	Bus Rapid Transit	Bus Rapid Transit	Bus Rapid Transit
Stations	17	16	16
Station Locations	1. Kendall/Palm - P&R 80 to 100 spaces 2. California State University-SB 3. Kendall at N. Little Mountain Drive 4. Kendall at Shandin/40th Street 5. E Street at Marshall Blvd. - P&R 150 spaces 6. E Street at Highland Ave 7. E Street at Baseline Street 8. E Street at Carousel Mall 9. E Street at Rialto Ave. - P&R 170 spaces 10. E Street at North Mall Way 11. Hospitality Lane at Hunts Lane 12. Hospitality Lane at Carnegie Drive 13. Hospitality Lane at Tippecanoe 14. Richardson Street at Redlands Boulevard - P&R 440 spaces. 15. Anderson Street at Stewart Street 16. Barton Road at Anderson Street 17. Barton Road at Loma Linda Drive - P&R 120 spaces (structured)	1. Kendall /Palm - P&R 80 spaces 2. California State University-SB 3. Kendall at N. Little Mountain Drive 4. Kendall at Shandin Hills Drive 5. E Street at Marshall Blvd - P&R 160 spaces 6. E Street at Highland Avenue 7. E Street at Baseline Street 8. E Street at Court Street - P&R 120 spaces (structured) 9. E Street at Rialto Avenue 10. E Street at North Mall Way 11. Hospitality Lane at Hunts Lane 12. Hospitality Lane at Carnegie Drive 13. Hospitality Lane at Tippecanoe 14. Anderson at Redlands Blvd - P&R 250 spaces 15. Anderson Street at Prospect 16. Barton Road at Benton Street N/A	1. Kendall /Palm-P&R 81 spaces 2. 2. California State University-SB 3. Kendall at N. Little Mountain Drive 4. Kendall at Shandin Hills Drive 5. E Street at Marshall Blvd - P&R 161 spaces 6. E Street at Highland Avenue 7. E Street at Baseline Street 8. E Street at Court Street - P&R 200 spaces (structured) 9. E Street at Rialto Avenue 10. E Street at North Mall Way 11. Hospitality Lane at Hunts Lane 12. Hospitality Lane at Carnegie Drive 13. Hospitality Lane at Tippecanoe 14. Anderson at Redlands Blvd - P&R 242 spaces 15. Anderson Street at Prospect 16. Barton Road at Benton Street N/A

Exhibit 4: Project Scope Comparison

	AA (2007)	Final Design (2011)	Actual (2014-2017)
Major transfer facilities	2. California State University-San Bernardino-Campus Transfer Center to other Omnitrans Local Bus Routes, VVTA buses and Campus Shuttles.	2. California State University-San Bernardino-Campus Transfer Center to other Omnitrans Local Bus Routes, VVTA buses and Campus Shuttles.	2. California State University-San Bernardino-Campus Transfer Center to other Omnitrans Local Bus Routes.
	9. E Street at Rialto Ave.-San Bernardino Transit Center and Metrolink Commuter Rail Station.	9. E Street at Rialto Ave - Downtown San Bernardino Intermodal Transit Station (Future), Metrolink Commuter Rail station (Future), Redlands Passenger Rail Station (Future)	9. E Street at Rialto Ave - Downtown San Bernardino Transit Center to other Omnitrans Local Bus Routes, VVTA, Mountain Transit, Pass Transit, and Intermodal connection to Metrolink Commuter Rail station and Redlands Passenger Rail Station (Future)
	17. Barton Road at Loma Linda Drive-Loma Linda Trans Center transfer to other Omnitrans Routes, RTA and Sunline Transit bus services, LLUMC Shuttles.	N/A	N/A
Number of vehicles	14	14	14
Above grade	N/A	N/A	None
Below grade	N/A	N/A	None
At grade	16.5 miles	15.7 miles	15.9 miles
Exclusive	5.5 miles	5.4 miles	5.4 miles
Mixed Traffic	11 miles	10.3 miles	10.5 miles

to the then-planned Evans Street project. Evans Street would have connected to Barton Road, leading to the VA Hospital end of line. As shown in the original LPA,

the project included 17 stations and was approximately 16.5 miles in length from the Palm/Kendall Station to the Loma Linda Transit Center at the VA Hospital.

Between the AA and the start of preliminary engineering, it was determined that the Evans Street project and the I-10 Transit way were not feasible.

By September of 2008, during initiation of preliminary engineering, the project scope was revisited as documented in the RLPA report.

The sbX project was redefined to follow the existing Omnitrans Route 2 south on Tippecanoe/Anderson to Loma Linda University Medical Center (LLUMC). In moving from the AA to FD, the VA hospital and Loma Linda Transit Center also failed to materialize due to funding constraints of the VA hospital.

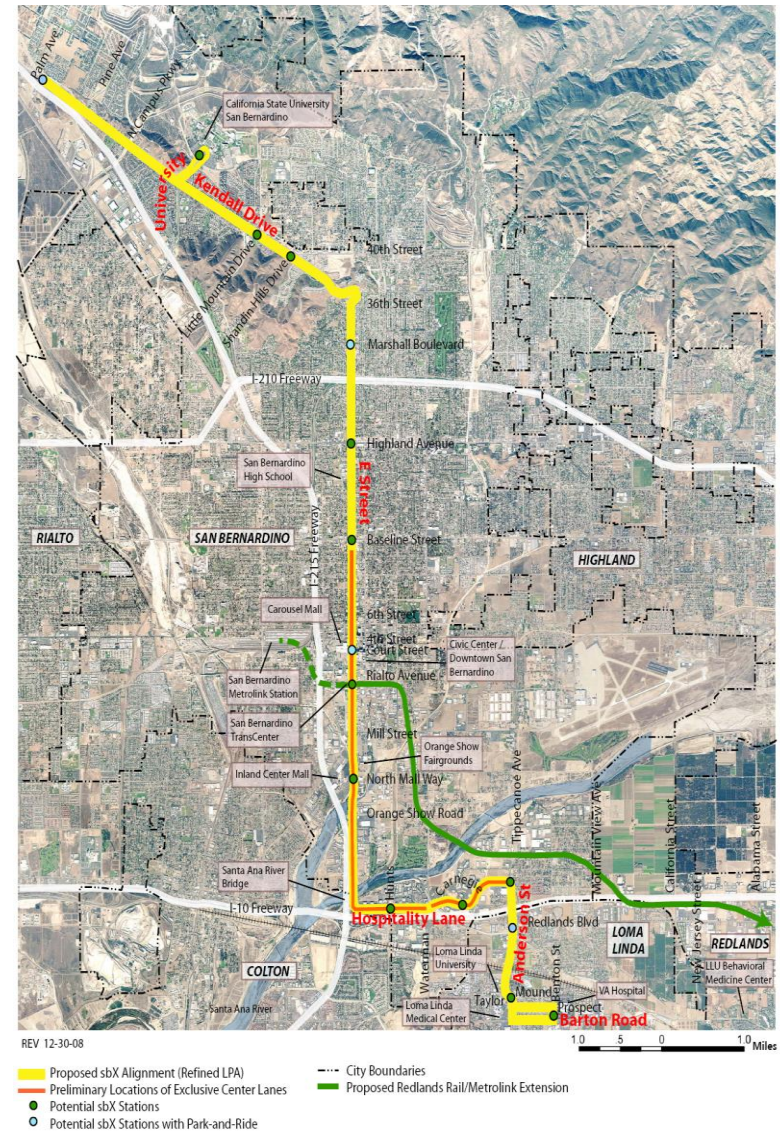
This scope change required a new terminus to be located in the front of the VA Hospital on Benton Street and a loop terminus along Prospect Avenue back to Anderson.

Another refinement in the RLPA was the development of a longer more contiguous section of dedicated center running lanes, compared to the LPA which had several short segments of dedicated lanes.

Exhibit 5: Locally Preferred Alternative Map



Exhibit 6: Refined Locally Preferred Alternative & Actual Route Map



PROJECT SCHEDULE

The primary project schedule goal set at the execution of the Project Construction Grant Agreement (PCGA) was to achieve revenue service by April 30, 2014. This goal was achieved with the start of service on April 28, 2014. The Vehicle Maintenance Facility (VMF), punch list and closeout items were finalized following the start of service.

Exhibit 1 in the Introduction Section of this report highlighted key milestones for the sbX Green Line. Exhibit 7 below provides the details the actual schedule from the beginning of the environmental clearance process to the closeout of the project.

The key change to the schedule from the AA process through final design was a change in delivery method. During the AA phase, the project was envisioned as a

design-build project

Based on discussions between FTA and Omnitrans after the AA Small Starts submittal, the project development process was modified from a design-build process to a traditional design-bid-build process.

Notice to Proceed (NTP) to begin the final design phase was given in July 2008.

Exhibit 7: Actual Project Schedule

	Start Date	End Date	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Environmental Clearance	6/26/2008	9/3/2009										
Preliminary Engineering	6/26/2008	6/11/2009										
Final Design	6/1/2009	12/31/2010										
Final Cost Estimate	9/2/2009	5/19/2010										
PCGA Signed by FTA	9/15/2011	9/15/2011										
E Street Corridor												
Bid & Award	7/1/2010	11/20/2011										
Notice to Proceed	11/21/2011	11/21/2011										
Construction & Testing	12/21/2011	5/30/2014										
Revenue Service	4/28/2014	4/28/2014										
O&M Hazard Modifications	12/23/2015	5/10/2016										
Vehicle Maintenance Facility												
Bid & Award	2/3/2012	12/3/2012										
Notice to Proceed	12/4/2012	12/4/2012										
Construction & Testing	12/10/2012	6/15/2015										
Beneficial Occupancy	6/15/2015	6/15/2015										
O&M Hazard Modifications / Project Completion	10/3/2016	4/30/2017										
Bus Procurement												
Request for Proposals	6/1/2009	5/16/2010										
Manufacturing	5/17/2010	7/31/2013										
Bus Delivery	7/31/2013	7/31/2017										
Project Closeout	6/16/2015	12/31/2017										
Before and After Study	6/13/2016	12/31/2017										

Preliminary Engineering (PE) was completed by June of 2009. The application to enter final design was completed on time, and advance preliminary engineering began on the project, with FTA concurrence, to help meet the aggressive project development process schedule.

The environmental clearance process was deemed complete by the FTA in mid-September 2009. Although the environmental clearance process was delayed from the AA schedule, with the initiation of advanced preliminary engineering, the delay had a negligible effect on the total project schedule.

Final design was retroactively initiated in June 2009 and ended in December 2010. This reflects a delay from the AA forecasts of 10-months. While the final design process began earlier than the AA phase schedule, the unplanned need to include a 60% plan submittal delayed the completion of final design.

Construction of the E Street Corridor was scheduled to begin in September 2011 and was expected to continue until September 2013. Actual Construction began in December 2011 and completed in May 2014. Under separate tracks, the Vehicle Maintenance Facility (VMF) started in December 2010 and achieved beneficial

occupancy in June 2015; while the Bus Procurement went from May 2010 to July 2013.

4. CAPITAL COST

Omnitrans completed the construction of the sbX Green Line \$3 million under the \$191.7 million budget with \$3 million remaining in unallocated contingency at the completion of the project.

The project was completed with a total cost of \$188.7 million as compared to the Project Construction Grant Agreement budget of (PCGA) of \$191.7 million. The project was \$3 million under budget and Omnitrans will return these funds to the Federal Transit Administration.

Detailed capital expenditures can be seen in Exhibit 8 and Exhibit 9. Professional services accounted for the largest share of the capital budget with a cost of \$64.6 million (34.3% of the final expenditure), followed by site-work and special conditions which cost \$31.4 million (16.6%); systems which cost \$21.0 million (11.1%); and, guideway which cost \$19.3 million (10.2%). The remaining capital cost categories including stations, support facilities, right of way and vehicles each cost less than 10% of the project total.

The final design cost estimate was a bottom up estimate prepared from final design documents. The estimate was developed based on equipment and material processes as well as local prevailing construction wages. The basis of estimate, assumptions and methodology was described in detail in the final cost estimate dated June 2011.

Final Design YOE is defined as 2013 and the base year is 2011.

The actual cost was captured by standard category (SCC) and captured during the construction of the project.

The comparison of the two cost estimates and the actual cost are shown in Exhibit 8 and Exhibit 9.

Between AA and FD, the guideway category experienced the second largest change falling from \$45.9 million to \$19.7 million. Final guideway costs came in approximately \$0.4 million lower than the FD estimate at \$19.3 million. The reason the large change between AA and FD was the I-10 transit way was removed from the project.

Correspondingly, the site work and special conditions line items were underestimated by approximately \$20.5 million from AA to FD. The FD estimate was \$34.3 million,

while actual expenses came in nearly \$3 million lower at \$31.4 million.

In the final capital costs for the project, guideway and site work were a combined \$50.6 million compared to a PCGA budget

of \$54.0 million, which resulted in \$3.4 million in savings compared to the PCGA.

Exhibit 8: Capital Cost Comparison

Standard Cost Category (SCC)	Description		Alternative Analysis	Final Design	Budget Authority PCGA	Final Cost	Final Design vs. Final Cost	Final Budget vs. Final Cost
			\$	\$		\$	\$	\$
10	GUIDEWAY & TRACK ELEMENTS		\$ 45,893	\$ 19,725	\$ 17,984	\$ 19,282	\$ 443	\$ (1,298)
10.02	Guideway: At-grade semi-exclusive (allows cross-traffic)	0.21	\$ 37,991	\$ 18,353	\$ 16,686	\$ 15,543	\$ 2,810	\$ 1,143
10.03	Guideway: At-grade in mixed traffic	0.03	\$ 7,902	\$ 1,372	\$ 1,298	\$ 3,739	\$ (2,367)	\$ (2,441)
20	STATIONS, STOPS, TERMINALS, INTERMODAL		\$ 16,132	\$ 14,917	\$ 17,201	\$ 14,131	\$ 786	\$ 3,070
20.01	At-grade station, stop, shelter, mall, terminal, platform	0.17	\$ 11,987	\$ 14,917	\$ 17,201	\$ 14,131	\$ 786	\$ 3,070
20.06	Automobile parking multi-story structure		\$ 4,145	\$ -	\$ -	\$ -	\$ -	\$ -
30	SUPPORT FACILITIES: YARDS, SHOPS, ADMIN. BLDGS		\$ 3,868	\$ 8,131	\$ 5,370	\$ 16,506	\$ (8,375)	\$ (11,136)
30.02	Light Maintenance Facility	0.52	\$ 3,868	\$ 4,265	\$ 1,265	\$ 14,164	\$ (9,899)	\$ (12,899)
30.05	Yard and Yard Track	0.48	\$ -	\$ 3,866	\$ 4,105	\$ 2,342	\$ 1,524	\$ 1,763
40	SITework & SPECIAL CONDITIONS		\$ 13,821	\$ 34,271	\$ 35,610	\$ 31,351	\$ 2,920	\$ 4,259
40.01	Demolition, Clearing, Earthwork	0.06	\$ 1,312	\$ 4,741	\$ 4,785	\$ 814	\$ 3,927	\$ 3,971
40.02	Site Utilities, Utility Relocation	0.06	\$ 4,075	\$ 4,993	\$ 4,745	\$ 9,771	\$ (4,778)	\$ (5,026)
40.02	Utility Relocation - Utility Company	1	\$ -	\$ -	\$ 1,500	\$ 1,224	\$ (1,224)	\$ 276
40.03	Hazardous Material		\$ 1,174	\$ -	\$ -	\$ -	\$ -	\$ -
40.04	Environmental Mitigation		\$ 967	\$ -	\$ -	\$ -	\$ -	\$ -
40.05	Site structures including retaining walls, sound walls	0	\$ 898	\$ 90	\$ 98	\$ 814	\$ (724)	\$ (716)
40.06	Pedestrian / bike access and accommodation, landscaping	0.08	\$ 691	\$ 6,925	\$ 6,312	\$ 5,700	\$ 1,225	\$ 612
40.07	Automobile, bus, van accessways including roads, parking lots	0.04	\$ 4,013	\$ 3,601	\$ 6,972	\$ 4,071	\$ (470)	\$ 2,901
40.08	Temporary Facilities and other indirect costs during construction	0.16	\$ 691	\$ 13,921	\$ 11,198	\$ 8,957	\$ 4,964	\$ 2,241
50	SYSTEMS		\$ 16,067	\$ 16,727	\$ 19,984	\$ 20,995	\$ (4,268)	\$ (1,011)
50.02	Traffic signals and crossing protection	0.13	\$ 6,908	\$ 10,810	\$ 11,386	\$ 6,514	\$ 4,296	\$ 4,872
50.05	Communications	0.05	\$ 3,454	\$ 4,210	\$ 6,294	\$ 8,781	\$ (4,571)	\$ (2,487)
50.06	Fare collection system and equipment	0.02	\$ 4,600	\$ 1,707	\$ 2,304	\$ 5,700	\$ (3,993)	\$ (3,396)
50.07	Central Control	0	\$ 1,105	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Subtotal (10-50)			\$ 95,781	\$ 93,771	\$ 96,149	\$ 102,265	\$ (8,494)	\$ (6,116)

Exhibit 9: Capital Cost Comparison Continued

Standard Cost Category (SCC)	Description		Alternative Analysis \$	Final Design \$	Budget Authority PCGA \$	Final Cost \$	Final Design vs. Final Cost \$	Final Budget vs. Final Cost \$
60	ROW, LAND, EXISTING IMPROVEMENTS		\$ 15,465	\$ 6,532	\$ 6,532	\$ 6,384	\$ 148	\$ 148
60.01	Purchase or lease of real estate	0.97	\$ 15,465	\$ 6,327	\$ 6,327	\$ 6,179	\$ 148	\$ 148
60.02	Relocation of existing households and businesses	0.03	\$ -	\$ 205	\$ 205	\$ 205	\$ -	\$ -
70	VEHICLES		\$ 14,177	\$ 16,628	\$ 16,628	\$ 15,384	\$ 1,244	\$ 1,244
70.04	Bus	1	\$ 14,177	\$ 15,448	\$ 15,448	\$ 15,211	\$ 237	\$ 237
70.06	Non-revenue vehicles	1	\$ -	\$ 250	\$ 250	\$ -	\$ 250	\$ 250
70.07	Spare parts	1	\$ -	\$ 930	\$ 930	\$ 173	\$ 757	\$ 757
80	PROFESSIONAL SERVICES		\$ 30,213	\$ 56,701	\$ 58,365	\$ 64,636	\$ (7,935)	\$ (6,271)
80.01	Preliminary Engineering	0.64	\$ 12,676	\$ 12,921	\$ 12,933	\$ 13,440	\$ (519)	\$ (507)
80.02	Final Design	0.36	\$ 4,954	\$ 7,261	\$ 7,268	\$ 9,683	\$ (2,422)	\$ (2,415)
80.03	Project Management for Design and Construction	1	\$ 4,954	\$ 15,997	\$ 17,622	\$ 16,150	\$ (153)	\$ 1,472
80.04	Construction Administration & Management	1	\$ 4,128	\$ 6,632	\$ 6,638	\$ 12,969	\$ (6,337)	\$ (6,331)
80.05	Professional Liability and other Non-Construction Insurance	1	\$ 1,072	\$ 1,112	\$ 1,113	\$ -	\$ 1,112	\$ 1,113
80.06	Legal; Permits; Review Fees by other agencies, cities, etc.	1	\$ 476	\$ 10,596	\$ 1,000	\$ 3,718	\$ 6,878	\$ (2,718)
80.06	In-Kind Contributions		\$ -	\$ -	\$ 9,606	\$ 8,401	\$ (8,401)	\$ 1,205
80.07	Surveys, Testing, Investigation, Inspection	1	\$ 1,667	\$ 1,463	\$ 1,464	\$ -	\$ 1,463	\$ 1,464
80.08	Start up	1	\$ 286	\$ 719	\$ 721	\$ 275	\$ 444	\$ 446
Subtotal (10-80)			\$ 155,636	\$ 173,632	\$ 177,674	\$ 188,669	\$ (15,037)	\$ (10,995)
90	UNALLOCATED CONTINGENCY		\$ 7,759	\$ 18,073	\$ 14,031	\$ 3,036	\$ 15,037	\$ 10,995
Subtotal (10-90)			\$ 163,395	\$ 191,705	\$ 191,705	\$ 191,705	\$ -	\$ -
100	FINANCE CHARGES					\$ -		
TOTAL PROJECT COST (10-100)			\$ 163,395	\$ 191,705	\$ 191,705	\$ 191,705	\$ -	\$ -

Professional services costs increased during each phase of the project. Initially the AA estimated services at \$30.2 million, the FD estimated \$56.7 million while actual costs came in at \$64.6 million. The largest line item increases were in Construction Administration and Management and In-Kind Contributions.

Construction Administration and Management costs increased due to the establishment of the Internal Project Management Office (IPMO) office, which was not considered as part of the professional services costs during the AA phase. The IPMO office had a larger staff

then anticipated in the Project Management Plan (PMP).

Professional Services costs were \$64.6 million compared to a PCGA budget of \$58.4 million. The biggest driver increasing these costs was construction management.

The other major increase (\$10.1 million) in capital costs is reflected in the legal, permits and review fees by other agencies line item. This increase reflects in-kind contributions in the form of plan check fees, building and construction fees to the total of \$7 million, and legal fees for Omnitrans in the ROW acquisition process.

Legal/Permits/Reviews and In-kind costs were \$12.1 million compared to a PCGA budget of \$10.6 million. These costs increased over the PCGA budget based on the value of in-kind donations received from the participating cities being greater than planned.

Station costs were \$14.1 million compared to a PCGA budget amount of \$17.2 million, \$14.9 million in FD and \$16.1 million in the AA phase.

Vehicle unit costs remained relatively constant due to a steady vehicle design concept. The 60' New Flyer vehicle was identified early as the design vehicle, utilizing a low floor, articulated design. The dual sided, 5-door vehicles became desirable once median station design was developed, however this change had only a slight increase in the overall vehicle cost during the four year design process.

Vehicle costs were \$15.4 million compared to a FD estimate and PCGA Budget of \$16.6 million. The AA estimated vehicle cost was \$14.1 million. Substantial cost savings were derived in the reduction in spare parts that were purchased with the vehicles as compared to the PCGA.

Systems costs were \$21.0 million compared to a PCGA budget of \$20.0 million. The AA estimate was \$16.0 million and the FD estimate was \$16.7 million. Cost increases were seen in communication equipment and fare collection, while traffic signals and crossing protection saw decreases in cost compared to PCGA budget.

5. TRANSIT SERVICE LEVELS

Omnitrans delivered the sbX Green Line with the proposed and required 10-minute peak and 15-minute off-peak headway and

14 hours of service span.

Omnitrans was able to implement BRT service without degrading service elsewhere in the network. During the first few years of sbX service, Omnitrans did restructure some service for the opening of the San Bernardino Transit center and due to changing demands throughout the network. As seen in Exhibit 10, Omnitrans weekday revenue hours increased 4.6% from 670,700 revenue hours the year before sbX Green line service began to 701,600 after three full years of service. Weekday revenue miles increased at a slightly faster rate of 5.1% growing from 9.2 million revenue miles to 9.6 million revenue miles.

Specifically on the E Street Corridor, revenue hours increased by 43.2% between the two years growing from

Exhibit 10: Changes in Aggregate Measures of Actual Transit Service Levels

Characteristic	Weekday Revenue Miles (Annual 000s)				Weekday Revenue Hours (Annual 000s)			
Milestone	Before (FY2013)	After (FY2017)	Change	% Chg.	Before (FY2013)	After (FY2017)	Change	% Chg.
E Street Corridor	404.0	714.5	310.4	76.8%	35.7	51.1	15.4	43.2%
sbX Green Line	-	558.7	558.7	---	-	37.4	37.4	---
Route 2	404.0	155.7	(248.3)	61.5%	35.7	13.7	(22.0)	61.6%
Other Routes	8,755.8	9,475.7	719.8	8.2%	635.1	650.5	15.5	2.4%
System Total	9,159.9	9,631.4	471.6	5.1%	670.7	701.6	30.9	4.6%

35,700 revenue hours prior to the start of sbX Green Line service to 51,100 revenue hours afterwards. Driven by the faster operating speeds of sbX compared to local service, annual revenue miles on the corridor increased even faster growing 76.8% from 404,000 weekday revenue miles before sbX green line service to 714,500 miles afterwards.

Exhibit 11 shows Weekday Peak and Off-Peak Headway Levels remained as planned for sbX since the AA phase, at a 10-minute peak headway and 15-minute off peak headway. Route 2 headway levels from the AA to FD were adjusted from 20 minutes to 30 minutes. After the SBTC opened and demand on Route 2 adjusted to sbX, the headway was reduced to 60 minutes and resources were transferred to Route 1 which intersects sbX at the SBTC.

Exhibit 11 Weekday Peak/Off-Peak Headway Levels (minutes)

	AA	FD	Initial	Current
Year	2011	2013	2014	2017
sbX	10/15	10/15	10/15	10/15
Rt 2	20	30	30	60

Span has remained the same along the Project Corridor. Exhibit 12 shows an hour of span was added to sbX for a total of 15 hours from FD projections of 14 hours. When sbX began service, Route 2

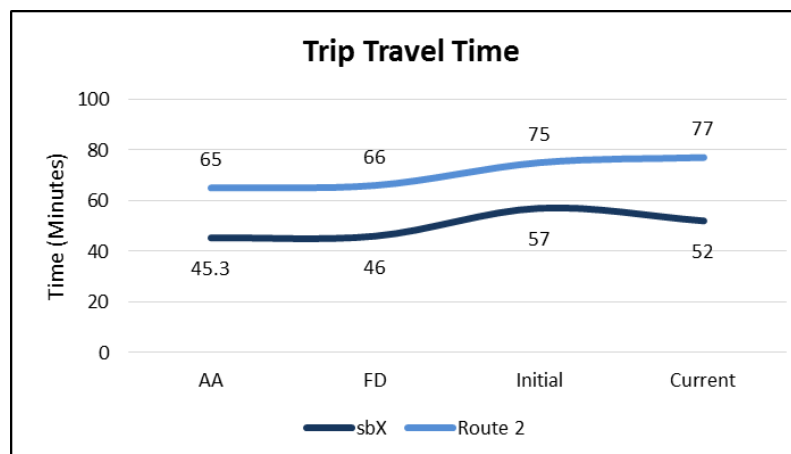
maintained its span of 19 hours, which has remained unchanged.

Exhibit 12 Weekday Service Span (hours)

	AA	FD	Initial	Current
Year	2011	2013	2014	2017
sbX	14	14	15	15
Rt 2	19	19	19	19

Travel time on sbX is faster than Route 2. An average one-way trip is 25 minutes faster on sbX than a trip on Route 2, as seen in Exhibit 13. The trend shows that the Average Trip Travel Time has improved on sbX since launch but remains above earlier predictions of 46 minutes each way from the FD.

Exhibit 13: sbX Green Line & Route 2 One-Way Travel Times



During the AA & FD phase of the, the sbX Green Line was expected to connect directly to three neighboring transit agencies. The connection to Riverside Transit Agency (RTA) and Mountain Transit has been maintained as planned. The extension of Metrolink Service to the San Bernardino Transit Center, initially planned to occur concurrently, with sbX opened on December 16, 2017. Thus it has not had the opportunity to influence sbX service or ridership to date.

In addition to the three planned regional connections, two additional connections have been formed following the implementation of sbX and SBTC. Victor Valley Transit Authority connects to sbX from the high desert as far as 70 miles away in Barstow. Pass Transit also connects to sbX from 25 miles to the east from Riverside County.

FARE POLICY

Omnitrans implemented a planned 16% fare increase in FY2015 one year after the implementation of sbX. This was the first increase in five years and was designed to maintain farebox recovery ratio as

inflationary pressure continued to increase costs. Omnitrans maintained existing discounts and fare multiples. Omnitrans had previously skipped two planned fare increases and has skipped one planned fare increase since.

In January 2015, Omnitrans implemented a new discounted fare program for Veterans. Omnitrans now offers veterans a 50% discount of regular full fare cash, day, 7-day and 31-day passes. Since the sbX Green Line serves the primary VA Hospital in the area, it has a higher share of Veteran Fare usage than other routes in Omnitrans system.

6. OPERATING AND MAINTENANCE COSTS

Generally, sbX annual Operations and Maintenance (O&M) costs slightly

exceeded Final Design expectations while the O&M costs per hour came in slightly lower than expectations. These differences both stem from Omnitrans adding a 12th vehicle into service in the P.M. peak. The additional peak vehicle was required to maintain the 10 minute peak headway as the estimated one-way travel time of 46 minutes stabilized in the P.M. peak between 52 and 55 minutes depending on time of year. This added annual operating costs, but lowered the cost per hour as fixed costs such as station area maintenance and technology costs were allocated over more revenue hours.

Exhibit 14 shows O&M costs in 2014 dollars for the sbX Green Line, Route 2, Omnitrans' Fixed Route services, and system wide services. Costs are shown in both annual totals and per revenue hour. Omnitrans refined the cost allocation

methodology each year sbX was in service so both the first full year (FY2015) and third full fiscal year (FY2017) are provided.

sbX hourly costs were projected to be \$132.61 per hour in the AA, \$146.43 per hour in FD, and actually came in at \$129.01 in FY2015 and \$130.83 in FY2017. In FY2015, hourly costs were -11.9% compared to FD and FY2017 hourly costs were -10.7% compared to FD.

sbX annual O&M costs were estimated at \$4.3 million and came in at \$4.6 million in FY2015 and \$4.9 million in FY2017, a difference of 6.5% and 12.3% respectively.

The actual sbX costs for FY2015 and FY2017 were calculated based on the actual expenses for sbX that were captured in a separate cost center for direct expenses and allocated costs based on Omnitrans' standard allocation methodology for administration and

Exhibit 14: Operations & Maintenance Costs for sbX Green Line, Route 2 and Systemwide (2014 Dollars)

O&M Cost	AA Future	FD Future	FY2015	FY2017	%Δ FD v. FY15	% Δ FD v. FY17
Route 2 Annual O&M Costs (\$000)	\$3,148	\$2,469	\$3,007	\$2,189	21.8%	-11.4%
sbX Annual O&M Costs (\$000)	\$5,700	\$4,354	\$4,636	\$4,889	6.5%	12.3%
Annual Fixed Route O&M costs (\$000)	\$72,898	\$59,134	\$56,974	\$62,263	-3.7%	5.3%
Annual System wide O&M Cost (\$000)	\$87,797	\$70,253	\$69,741	\$74,580	-0.7%	6.2%
Route 2 O&M Costs per Revenue Hour	\$74.58	\$86.61	\$82.44	\$89.94	-4.8%	3.8%
sbX O&M Costs per Revenue Hour	\$132.61	\$146.43	\$129.01	\$130.83	-11.9%	-10.7%
Fixed Route O&M Costs per Revenue Hour	\$74.58	\$86.61	\$88.20	\$93.58	1.8%	8.0%
System wide O&M Costs per Revenue Hour	\$74.58	\$86.61	\$84.88	\$89.61	-2.0%	3.5%

overhead expenses.

The original AA O&M plan (developed in May 2007) used the 2005 base costs of \$74.58 per revenue hour and added 10% maintenance cost of \$7.46 per revenue hour, for a rate of \$82.04 per revenue hour for sbX service. However, the final financial template (approved by the FTA in December 2007) contained a higher operating cost than what was detailed in the O&M plan with sbX cost at \$132.61 per revenue hour.

The final design O&M costs were prepared in 2009 for the project, and then revised later during the final design as a result of the economic recession. The base cost is reported at \$86.61 per revenue hour. The FD sbX O&M cost is identified at \$146.43 per revenue hour.

The remaining costs for Omnitrans fixed route service and system wide services were in line with FD projections. Route 2's annual operating costs were 21.8% over FD forecasts in FY2015 at \$3.0 million. This corrected to 11.4% under the FD estimates by FY2017 at \$2.2 million. This change was the result of the reduction in frequency on Route 2 following the opening of the San Bernardino Transit Center.

Overall, sbX Green Line costs accounted for 6.6% of Omnitrans system wide costs in both FY2015 and FY217.

The National Transit Database (NTD) captures operating costs in four main categories: vehicle operations, vehicle maintenance, non-vehicle maintenance and general administration. Exhibit 15 shows a comparison of cost per revenue hour between traditional fixed route service and the sbX Green Line for each of the NTD cost categories.

Vehicle operations costs show the biggest percent and dollar value difference between sbX and traditional fixed route service. Fixed route services cost \$51.39 per hour while sbX costs \$80.09 per hour. The primary driver of these differences included dedicated field supervisors for sbX, while other routes share field supervisors. Additionally, sbX had a dedicated dispatcher associated with it for the first three years of operations. Omnitrans also has roving 24 hour security

and monitored video security for sbX, which do not exist on traditional fixed route service. Lastly, sbX drivers receive \$2 per hour premium pay compared to regular fixed route operators.

Vehicle maintenance cost per hour for sbX is 12% higher than fixed route service, a difference of \$2.21 per hour. This is associated with slightly higher fuel costs and higher speed of sbX service compared to fixed route service which accumulates more miles per revenue hour than fixed route service.

Non-vehicle maintenance costs are 40% higher on sbX than on traditional fixed route. sbX non-vehicle maintenance costs are \$6.89 per hour, while fixed route non-vehicle maintenance costs are \$4.92 per hour. These costs are associated with maintenance of the dedicated sbX stations and dedicated maintenance staff for these stops and stations.

General administration expenses on sbX are 39% higher than on fixed route

Exhibit 15: Comparison of FY2017 Costs per Revenue Hour by NTD Cost Category (2017 Dollars)

	All FR	sbX	Δ	%Δ
Vehicle Operations	\$ 51.39	\$ 80.09	\$ 28.69	56%
Vehicle Maintenance	\$ 17.85	\$ 20.06	\$ 2.21	12%
Non-Vehicle Maintenance	\$ 4.92	\$ 6.89	\$ 1.98	40%
General Administration	\$ 20.22	\$ 28.12	\$ 7.90	39%
Total Costs	\$ 94.38	\$ 135.15	\$ 40.77	43%

service, at \$28.12 per revenue hour and \$20.22 per revenue hour, respectively. The primary reason for this difference is the technology and licensing costs associated with the cameras, transit signal priority, NexTrip arrival signs and related costs.

7. RIDERSHIP

RIDERSHIP INTRODUCTION

As of October 2017, sbX Green Line average weekday ridership was 3,323 and corridor ridership including the underlying local Route 2 was 4,018. This compares to projected ridership of 5,607 and 7,049, respectively. This is a discrepancy of -40.7% for the sbX Green Line and -43.0% for the corridor as a whole.

A preliminary analysis would indicate that the forecasting methodology significantly overestimated ridership on the corridor. However, multiple unforeseen factors have influenced ridership trends much more broadly than at the corridor level. Additionally, other corridor level impacts such as the delay of the extension of Metrolink commuter rail service, the delay of the SBTC, the current level of economic activity in San Bernardino, and the bankruptcy of the City of San Bernardino may have

hampered ridership growth.

The no-build expected average weekday ridership on the corridor was 4,999. In October 2011 prior to construction, average daily ridership on the corridor was 4,854, in line with trends at the time to reach the expected no-build ridership levels. However, by opening day ridership had fallen to 3,786, a 22% decline. Had this been expected, the forecasted ridership may have likely been 22% lower for the sbX Green Line at 4,373 and the corridor at 5,498. Even considering these potential adjustments, current average daily ridership remains 24% and 27%, respectively, below estimates.

Dealing with the same trends of low gas prices, rising drivers license levels, increased car ownership and other factors, Omnitrans fixed route ridership has fallen by 28% since peaking in Fiscal Year 2012. Nearly all of the decline occurred since 2014. Comparatively, sbX Green Line

average weekday ridership has grown by 81% since its opening months in FY2014. This represents an increase of 1,309 average daily riders on sbX at the same time, systemwide ridership is falling. Combining these factors, sbX Green Line ridership has exceeded the system wide growth rate by 109 percentage points. Overall E Street corridor ridership has fallen 12.5% over the same time period, which is less than half the systemwide rate of decline of 26% for the same period.

Staff has worked to offset ridership declines by focusing on partnerships in the area. California State University, San Bernardino implemented a University Pass program prior to launch of sbX but in large part because of sbX. Loma Linda University Medical Center used an employee pass program as a construction offset measure during construction on their campus. This is leading to renewed discussion about a longer term University Pass program at that campus. Additionally sbX has been a

Exhibit 16: Comparison of Ridership Before (FY2013) and After (FY2017) by Corridor and System Wide

Characteristic	Weekday Revenue Hours (Annual 000s)				Average Weekday Boardings			
	Before (FY2013)	After (FY2017)	Change	% Chg.	Before (FY2013)	After (FY2017)	Change	% Chg.
E Street Corridor	35.7	51.1	15.4	43.2%	4,163	3,639	(524)	-12.6%
sbX Green Line	-	37.4	37.4	---	-	2,935	2,935	---
Route 2	35.7	13.7	(22.0)	61.6%	4,163	704	(3,459)	-83.1%
Other Routes	635.1	650.5	15.5	2.4%	49,943	35,177	(14,766)	-29.6%
System Total	670.7	701.6	30.9	4.6%	54,106	38,816	(15,290)	-28.3%

helpful asset in reaching partnership with a nearby Amazon distribution center and with renewing a University Pass program with San Bernardino Valley College. As these partnerships continue to develop, sbX ridership will continue to grow.

RIDERSHIP DETAIL

Exhibit 16 shows the specific change in ridership compared to the change in service provided for the sbX Green Line, the E Street Corridor, Omnitrans' other routes and system total for FY2013 and FY2017. E Street Corridor average daily ridership declined 12.6% between the four years as average daily corridor ridership slipped from 4,163 weekday riders to 3,639 weekday riders. This rate is less than half the rate of decline of Omnitrans other routes over this time period, which fell 29.6% from 49,943 average weekday riders to 35,177 riders. System wide average daily riders decline 15,290 riders between 2013 and 2017, a decline of 28.3%. As described earlier, this downward trend has been experienced by other agencies driven by a number of factors ranging from vehicle ownership rates, improving economy, lower gas prices, fare increase, changing drivers license requirements and so on.

Omnitrans contracted Redhill Group to conduct an on-board intercept survey of sbX Green line and system wide riders. This survey included capturing origin, boarding, alighting and destination (OBAD) data, which was used to determine ridership patterns for sbX Green Line riders and also to capture the satisfaction of sbX Green Line riders. The full report can be found in the appendix to this report and key findings are shown below.

While ridership numbers have not met expectations, sbX riders' opinions of sbX have been positive:

- 94% of sbX riders agree that their transit experience is better with sbX;
- 90% of sbX riders say that the initiation of sbX service has changed their transit experience;
- 94% give a positive rating to sbX performance, with more than half (55%)

saying it is excellent;

- 86% of sbX riders indicated that it reduced their travel time;
- 71% say it has resulted in fewer transfers,
- 65% feel safer waiting for sbX;
- 66% indicated that sbX makes trip planning easier; and,
- 67% indicated that they now ride more because of sbX.

The survey data also provide details about trip purpose of sbX riders and this can be compared to Omnitrans riders system wide. This is shown in Exhibit 17. The largest difference between sbX and local services is that sbX has many more home to school/college trips at 19% compared to 11% for regular local service. When the reverse trip is also included 33% of sbX trips are home/school based trips. This is followed by home/work trips at 23%, which is slightly lower than regular fixed

Exhibit 17: Comparison of Trip Purpose Pairs for Omnitrans Fixed Route Service Compared to sbX Green Line

Trip Origins & Destinations.		Destination						
		Home	Work	School	Medical	Shopping	Other	Total
Origin	Fixed Route::sbX							
	Home	2% :: 3%	14% :: 12%	11% :: 19%	4% :: 4%	5% :: 4%	9% :: 6%	46% :: 47%
	Work	13% :: 11%	1% :: 1%	1% :: 0%	0% :: 0%	0% :: 1%	1% :: 1%	17% :: 14%
	School	14% :: 14%	1% :: 1%	1% :: 2%	0% :: 0%	0% :: 2%	1% :: 1%	17% :: 20%
	Medical	3% :: 5%	0% :: 0%	0% :: 0%	0% :: 0%	1% :: 0%	1% :: 1%	5% :: 7%
	Shopping	4% :: 3%	0% :: 0%	0% :: 0%	0% :: 0%	1% :: 0%	1% :: 1%	6% :: 4%
	Other	6% :: 4%	1% :: 0%	0% :: 1%	0% :: 0%	1% :: 0%	2% :: 2%	10% :: 8%
	Total	42% :: 40%	17% :: 14%	13% :: 23%	5% :: 5%	8% :: 8%	15% :: 11%	100% :: 100%

Exhibit 18: Daily Trips on sbX Green Line (October, 2017) by Production Attraction Source

	Daily trips on the sbX Green Line	Attracted to Workplaces and other Activities in:			
		Corridor in San Bernardino	Corridor in Loma Linda	Outside of the Corridor	All Locations
Produced by residents of:	E Street Corridor	1,300	300	400	2,000
	Outside Corridor	1,100	100	100	1,300
	All Locations	2,400	400	500	3,300

route riders' roundtrip 27% share of home/work trips. Other trip origin and destination pairs, such as home/medical and home/shopping, are similar between sbX riders and local route riders.

A typical sbX Green Line trip includes taking an average of 1.7 buses and 59% of trips require a transfer. This indicates that the majority of trips on sbX start or end outside of the sbX corridor. Exhibit 18 shows the daily trips by production and attraction source. 1,600 average daily trips out of 3,300 average daily trips on the sbX Green Line start and end on the corridor, representing 48% of total activity.

1,100 average daily trips (33% of the total trips) start outside of the corridor, but end on the corridor inside the city of San Bernardino. The most common attraction locations in this group are near California State University, San Bernardino and along Hospitality Lane.

A total of 400 trips per day are drawn by attractions in Loma Linda, representing 12% of sbX's total trips.

The rider survey also indicated some demographic differences between sbX riders and Omnitrans riders systemwide. sbX riders were more likely to have a vehicle available for their trip, 23% to 17%. sbX riders are more likely to be a full-time student 42% compared to 28% for systemwide riders. Correspondingly, sbX riders are more likely to be in their 20s at 36% compared to 31% for the system as a whole. The household incomes of riders on sbX are similar to that of those on traditional fixed route service.

8. BUSINESS IMPACT

Omnitrans contracted Redhill Group to conduct a survey of business along the sbX corridor to evaluate the impact of sbX. Full details of this survey can be seen in the appendix to this report and are summarized below.

36% of businesses surveyed indicated that business volume increased during the three years following the introduction of sbX and 28% indicated that business volume remained the same.

Nearly three quarters (73%) of businesses along the sbX E Street Corridor have been in business six years or longer, which is before the construction and opening of sbX. Of businesses that have been at their location for less than six years, 6 percent say their decision to select the location was, at least in part, influenced by the sbX line.

Businesses' satisfaction (56%) with sbX outpaces dissatisfaction (28%) by a margin of two to one.

Satisfaction with sbX varies depending upon the location of the business along the sbX E Street Corridor alignment.

Businesses north of 9th and North E Street, and east of Waterman Avenue, have a higher level of satisfaction (68%) than businesses that lie between those points (40%). The primary difference between the two areas is whether sbX added a median or not. Areas where no median was added, business were more satisfied while areas where a median was added saw lower satisfaction.

More than half (57%) of businesses along the sbX E Street Corridor agree that the project has improved sidewalks and roads near their location, with an additional 20% saying they do not see a change.

TRANSIT-ORIENTED DEVELOPMENT IMPACTS OF SBX GREEN LINE

In July 2012, the City of San Bernardino adopted a Transit Overlay District (TOD) ordinance. The ordinance includes 13 station areas within ½-mile walking distance of the sbX Green Line stations in

the City of San Bernardino. The stations are subdivided into five areas with distinct neighborhood character, density, building heights, etc. The five areas are Kendall Drive Neighborhood Station Areas; E Street Neighborhood Station Areas; Downtown Station Areas; Village/Urban Center Station Areas; and Employment Center Station Areas.

The ordinance reduces minimum parking requirements in the station areas; makes slight changes to the allowable uses in the station areas (such as disallowing auto-

oriented uses like drive-thru fast food restaurants); and adds form-based requirements such as setbacks, building height step-backs, street block lengths, and bicycle parking requirements in order to facilitate a pedestrian and bicycle-friendly environment in the station areas.

Since the TOD ordinance was adopted, several developments have taken place along the corridor, including new construction as well as new occupancy/new employment at existing

Exhibit 19: Developments in San Bernardino on the sbX Corridor

Name of Facility	Type of Project	Opening Date	Location	Influence of sbX on development decision
CSUSB Student Housing	New construction of 400 beds (in first phase) of student housing	2017	Adjacent to CSUSB campus	No, although it's important for students at CSUSB.
Carousel Mall redevelopment	Mixed-use phased redevelopment (including housing and commercial)	Unknown	On E Street (at Court Street station)	Proximity of San Bernardino Transit Center, sbX line, and new rail connections were factors in the decision to develop.
Andreson Building	New owner, new occupants (tech company plus other tenants)	Acquired in 2016	On E Street (at Court Street station)	Not sure of the impact of sbX on ability to get tenants yet, but sbX is convenient to the location. Using it as a sales point to attract tenants, interested in a pass program for employees.
Gateway College (Loma Linda University)	Teaching clinic	September 2016	G Street south of Rialto Avenue (1/2 mile from E and Rialto Station / San Bernardino Transit Center)	Proximity of Transit Center and connection of sbX from Loma Linda was a draw.
Tri-City Corporate Centre	New owner, new occupants	Acquired in March 2015	On Hospitality Lane (at Carnegie station)	Occupancy was at 57% when they acquired property in March 2015, seemed promising to increase occupancy. Transit is a sales point for attracting tenants. Tenants often ask about transit access and say that it's important to their employees and customers.

properties.

Exhibit 19 describes development on the sbX Green Line Corridor in San Bernardino.

The City of Loma Linda does not have any land use regulations specific to the areas around the three sbX Green Line stations in Loma Linda (Anderson and Redlands Blvd., Anderson and Prospect, and Benton and Barton).

However, the City's General Plan adopted in 2009 does designate "Specific Planning Areas" within ½ mile walking distance of all three stations. The Specific Planning Areas have flexible development regulations that allow and encourage the development of high-density housing and mixed use development in proximity to Loma Linda University/Medical Center and the VA Medical Center.