



BOARD OF DIRECTORS MEETING
WEDNESDAY, SEPTEMBER 5, 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, October 3, 2018 – 8:00 a.m.
Omnitrans Metro Facility Board Room

C. COMMUNICATIONS FROM THE PUBLIC

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

D. POSSIBLE CONFLICT OF INTEREST ISSUES

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

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 #E20, Action on Consent Calendar.

- | | |
|--|----|
| 1. Approve Board Minutes – July 11, 2018 | 6 |
| 2. Receive and File Executive Committee Minutes – July 6, 2018 (EXE 8/3/18) | 11 |
| 3. Receive and File Administrative & Finance Committee Minutes – June 14, 2018 (A&F 8/9/18) | 15 |
| 4. Receive and File Plans & Programs Committee Minutes – April 25, 2018 (P&P 7/25/18) | 19 |
| 5. Receive and File Agency Management Report – Fiscal Year 2018 Fourth Quarter Report –
<i>Don Walker</i> | 22 |
| 6. Receive and File Omnitrans' Equal Employment Opportunity Quarterly Report - <i>Misty Tshilonda</i> | 31 |



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E. CONSENT CALENDAR CONTINUED

7. Receive and File Annual Internal Audit Workplan and Schedule FY2019 – <i>Samuel Gibbs</i> (A&F 8/9/18)	34
8. Receive and File West Valley Connector Project Update - <i>Anna Jaiswal</i> (P&P 7/25/18)	52
9. Receive and File OmniConnects Short-Range Transit Plan FY2019-2025 Status Update – <i>Jeremiah Bryant</i> (P&P 7/25/18)	57
10. Receive and File Customer-Based Ridesharing and Transit Interconnectivity Study Presentation – <i>Jeremiah Bryant</i> (P&P 7/25/18)	59
11. Adopt the Triennial Title VI Report for Submission to the Federal Transit Administration (FTA) – <i>Jeremiah Bryant</i> (P&P 7/25/18)	87
12. Authorize One-Year Pilot Adopt A-Stop Program - <i>Anna Jaiswal</i> (P&P 7/25/18)	89
13. Approve Proposed Policy Change to Policy 406 - Out of Classification Assignments – <i>Suzanne Pfeiffer</i> (A&F 8/9/18)	95
14. Approve Reclassification of an Employee from Fleet Analyst Position, Level VIII to a Sr. Fleet Analyst Position, Level VII and Approve the Proposed Revisions to Personnel Policy 402, Salary Ranges, Management Confidential – <i>Suzanne Pfeiffer</i> (A&F 8/9/18)	99
15. Authorize the CEO/General Manager to Extend the Current Lease Agreement with H&S Properties, Inc. for the Brooks Street Maintenance Facility – <i>Doug Stanley</i> (A&F 8/9/18)	104
16. Adopt Resolution No. 308-18, Authorizing the Filing of Funding Applications with Federal, State and Local Funding Sources – <i>Don Walker</i>	106
17. Authorize Release – Invitation for Bids – IFB-MNT19-27, Transmissions – New and Remanufactured (Voith and Allison) – <i>Eugenia Pinheiro</i>	110
18. Authorize Assignment – Contract MNT14-01, Industrial Chemicals – <i>Eugenia Pinheiro</i>	112
19. Authorize Award – Purchase Order ITS19-06, VMware License Subscription – <i>Eugenia Pinheiro</i>	115
20. 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>	117
2. Receive and File Management Plan Strategic Initiatives and Key Performance Indicators Fiscal Year 2018 Fourth Quarter Reports – <i>P. Scott Graham</i> (A&F 8/9/18)	119
3. Authorize Execution of Documents, Amendments and Budget Amendments for Senate Bill 1 State of Good Repair Program - <i>Don Walker</i>	137
4. Authorize the CEO/General Manager to Continue to Negotiate and Execute the Operations and Maintenance (O&M) Agreement between Omnitrans, San Bernardino County Transportation Authority (SBCTA), and Southern California Regional Rail Authority (SCRRA) as Necessary for the Implementation of the Redlands Passenger Rail Service - <i>Trischelle Baysden & Haviva Shane</i> (EXE 8/3/18)	139



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OMNITRANS METRO FACILITY
1700 WEST 5TH STREET
SAN BERNARDINO, CA 92411**

G. BOARD BUSINESS

There is no Closed Session

H. REMARKS AND ANNOUNCEMENTS

I. ADJOURNMENT

ITEM # D1

DATE: September 5, 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, Contracts Manager

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

FORM MOTION

Staff hereby provides a listing of principals and subcontractors associated with action items on the agenda for the Board of Director's Meeting scheduled September 5, 2018.

Item	Contract	Principals & Agents	Subcontractors
#E18	Authorize Assignment Contract MNT14-01 Industrial Chemicals	<i>6c Technologies Corporation dba Enviroform Industries Santa Fe Springs, CA Victor X. Shane CEO</i>	<i>None</i>
#E19	Authorize Award Purchase Order ITS19-06 VMware License Subscription	<i>Tarboda Solutions, Inc. Folsom, CA Peggy Larson Account Manager</i>	<i>None</i>

PSG:EFP



CONFLICT OF INTEREST FORM

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

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

BOARD MEMBER INFORMATION

BOARD MEMBER NAME	CITY/COUNTY NAME	MEETING DATE

CAMPAIGN CONTRIBUTIONS

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

FINANCIAL INTEREST

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

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

SIGNATURE

Board Member Signature

Date

ITEM # _____ E1 _____

**BOARD OF DIRECTORS' MEETING
MINUTES OF JULY 11, 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, July 11, 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
Mayor Carey Davis, City of San Bernardino
Mayor Richard DeLaRosa, City of Colton
Council Member Trisha Martinez, City of Montclair – Alternate
Mayor Paul Foster, City of Redlands
Supervisor Curt Hagman, County of San Bernardino
Council Member Penny Lilburn, City of Highland
Vice Mayor Cynthia Moran, City of Chino Hills
Mayor Pro Tem John Roberts, City of Fontana
Mayor Deborah Robertson, City of Rialto
Mayor Pro Tem Sylvia Robles, City of Grand Terrace
Council Member Sam Spagnolo, City of Rancho Cucamonga
Council Member Gino Filippi, City of Upland - Alternate
Mayor Eunice Ulloa, City of Chino
Mayor Pro Tem Alan Wapner, City of Ontario

BOARD MEMBERS NOT PRESENT

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

OMNITRANS' ADMINISTRATIVE STAFF PRESENT

P. Scott Graham, CEO/General Manager
Erin Rogers, Deputy General Manager
Diane Caldera, Director of Operations

Samuel Gibbs, Director of Internal Audit
Jacob Harms, Director of Information Technology
Suzanne Pfeiffer, Director of Human Resources
Eugenia Pinheiro, Contracts Manager
Connie Raya, Director of Maintenance
Doug Stanley, Director of Special Transit Services
Don Walker, Director of Finance
Jeremiah Bryant, Service Planning Manager
Omar Bryant, Maintenance Manager
Melissa Castillo, Customer Service Manager
Barbara Erwin, Safety & Regulatory Compliance Manager
Anna Jaiswal, Development Planning Manager
Maurice Mansion, Treasury Manager
Ray Maldonado, Employee Relations Manager
Loretta Rains, Rail Safety & Compliance Officer
Nicole Ramos, Marketing Manager
Christine Van Matre, Contracts Administrator
Julienne Overland-Villegas, Executive Assistant to CEO/General Manager

LEGAL COUNSEL

Haviva Shane, Legal Counsel

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Board Meeting: Wednesday, September 5, 2018, 8:00 a.m.
Omnitrans Metro Facility Board Room

Member Spagnolo announced that former Board Member, Paul Eaton, from the City of Montclair, recently announced his retirement from the City Council. Member Spagnolo recognized Mr. Eaton's countless contributions to the transportation industry and his dedication to the community.

C. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no Conflict of Interest Issues.

E. CONSENT CALENDAR

1. Approve Board Minutes – June 6, 2018
2. Receive and File Executive Committee Minutes – June 1, 2018
3. Receive and File Administrative & Finance Committee Minutes – April 12, 2018
4. Receive and File Project Closeout – E Street Corridor Bus Rapid Transit Project

5. Approve Resolution No. 307-18, Transfer of Valley Transportation Services (VTrans) Remaining Assets to Omnitrans
6. Approve the Proposed Policy Changes to Policy #614 – State Disability Insurance (SDI) and Paid Family Leave (PFL)
7. Adopt the Proposed Overall Disadvantaged Business Enterprise (DBE) Goal for Federal Transit Administration (FTA) Assisted Contracts (October 1, 2018 – September 30, 2021)
8. Authorize Release – Request for Proposals – RFP-ITS19-03, Copier Equipment and Maintenance
9. Authorize Release – Request for Proposals – RFP-HRS19-04, Workers' Compensation Claims Administration Services
10. Authorize Award – Contract MNT18-74, Janitorial Services

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

F. DISCUSSION ITEMS

1. CEO/General Manager's Report

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

Member Robertson arrived at 8:07 a.m.

2. Review the Current Restriction on Political Advertisements and Determine Whether to Maintain, Revise or Eliminate the Restriction

Chairman Dailey provided some background by stating that this item was presented to the Executive Committee at its July 6, 2018 meeting. He explained that after a lengthy discussion, the Committee did not reach a consensus and recommended that the item be forwarded to the Board for discussion. He introduced Legal Counsel, Haviva Shane, to provide additional information on this item.

Ms. Shane stated that the current Advertising Sales and Services Agreement with Lamar was approved by the Board at its November 2017 meeting. The contract included a restriction on political advertising, which had not been included in previous contracts. The issue was brought to the attention of the CEO/General Manager after a request for advertisement from a political candidate was denied by the advertising company. She explained that due to a possible oversight, the contract change was not pointed out to the Board prior to their approval; therefore, the Board was not aware of this change.

Ms. Shane noted that it is common practice for transit agencies to restrict political advertisements and mentioned several agencies such as Riverside Transit Agency, Santa Monica Big Blue Bus and Metrolink that do not allow political advertisements.

There was some discussion as to whether the restriction was contained in an Agency policy or within the Lamar Agreement. Member Wapner clarified that the change was within the

Lamar Agreement. Ms. Shane clarified that the Agency does not have a Board adopted policy related to advertising on transit property.

Ms. Shane stated that many agencies have a formal political advertising policy in place, which may be something to consider discussing at a future meeting.

She stated that this item is being brought before the Board to determine if they wish to uphold the current restriction in the Lamar Agreement or allow political advertising for this election cycle and implement the restriction beginning January 2019, as suggested by several Members.

The Board asked that in the future any substantive changes made to documents be pointed out prior to the vote. CEO/General Manager, P. Scott Graham, agreed with the Board's sentiment and stated that the issue was addressed with staff and would not reoccur.

A few Board Members expressed some concern regarding changes being made to contracts currently in place.

There were also some questions regarding whether Lamar would have an issue with the proposed change.

Member Davis made a substitute motion that staff confirm that the contractor does not object to the change. There was no second and the motion failed.

Several Members expressed interest in further reviewing the development of a political advertising policy.

Member Moran asked for the number of requests made for political advertisements. Supervisor Hagman asked for the revenue amount from those advertisements.

M/S (Hagman/Wapner) to start the ban on political advertising per the Agreement starting January 1, 2019; until then let the old practice stand in place. Roll Call vote was taken. Members Filippi, Ulloa, Moran, Martinez, Avila, Spagnolo, Roberts, Wapner, DeLaRosa, Robles and Hagman were in favor. Members Robertson, Foster, Davis and Lilburn opposed. Chairman Dailey abstained. Motion was passed by Members present.

Member DeLaRosa left the meeting at 9:10 a.m.

3. Authorize Award – Contract MKP18-80, Bus Stop Improvement Project

M/S (Hagman/Robertson) that authorized the CEO/General Manager to award Contract MKP18-80 to AEC Moreno Corporation of Colton, CA, for the provision of the Bus Stop Improvements Project in the amount of \$198,989, plus a ten percent contingency of \$19,899, and a 3.27% CAP in the amount of \$7,158, for a total not-to-exceed amount of \$226,046. Motion was passed unanimously by Members present.

G. BOARD BUSINESS

There was no Closed Session scheduled.

H. REMARKS AND ANNOUNCEMENTS

There were no remarks or announcements.

I. ADJOURNMENT

The Board adjourned at 9:13 a.m. The next regular meeting is scheduled Wednesday, September 5, 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
JULY 6, 2018**

A. CALL TO ORDER

The Executive Committee Meeting was called to order by Chairman Ron Dailey at 9:04 a.m., Friday, July 6, 2018 at the Omnitrans Administrative Offices.

COMMITTEE MEMBERS ATTENDING

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

COMMITTEE MEMBERS NOT ATTENDING

Council Member David Avila, City of Yucaipa – Board Vice Chairman

OTHERS ATTENDING

Haviva Shane, BB&K General Counsel
Alison Alpert, BB&K– Via Teleconference

OMNITRANS STAFF ATTENDING

P. Scott Graham, CEO/General Manager
Erin Rogers, Deputy General Manager
Suzanne Pfeiffer, Director of Human Resources
Eugenia Pinheiro, Contracts Manager
Anna Jaiswal, Development Planning Manager
Julienne Overland-Villegas, Senior Executive Assistant to CEO/General Manager

B. ANNOUNCEMENTS/PRESENTATIONS

Next Committee Meeting: Friday, August 3, 2018, 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.

Chairman Dailey announced that Item F1 would be moved up on the agenda.

F. CLOSED SESSION

1. Conference with Labor Negotiator P. Scott Graham Concerning Labor Negotiations with Amalgamated Transit Union (ATU), pursuant to Government Code Section 54957.6

The Committee adjourned into Closed Session 9:05 a.m.

The Committee reconvened at 9:19 a.m. with no reportable action.

E. DISCUSSION ITEMS

1. Approve Executive Committee Minutes – June 1, 2018

M/S (Lilburn/Spagnolo) that approved the Executive Committee Minutes of June 1, 2018. Motion was passed unanimously by Members present.

2. Review and Provide Recommendation to the Board of Directors Regarding Lamar Agreement Restriction on Political Advertisements

General Counsel, Haviva Shane, provided some background by stating that an issue was raised regarding political advertisement on Omnitrans' buses due a recent request by a political candidate that was denied by Lamar, the advertising vendor for the Agency. Historically, Omnitrans permitted political campaign advertisements on buses and shelters; however, in the most recent contract renewal with Lamar (approved by the Board in November 2017), a restriction was included prohibiting political advertising. Due to a possible oversight, the contract change was not pointed out to the Board prior to their approval; therefore, the Board and other elected officials were not aware of the change.

Furthermore, Ms. Shane stated that the Board could request that the Lamar Agreement be amended to allow candidate political advertising or may decide to maintain the Agreement as approved.

Ms. Shane read some comments submitted in writing by Member Wapner prior to the meeting which stated the following:

“My comments would be that while I can support the restrictions on political advertising, I believe since there was confusion among Board Members, Staff and community members, my recommendation would be to allow previously approved advertising for the November 2018 election, with the new restrictions effective January 1, 2019.”

Member Lilburn referred to the Agreement with Lamar and felt that the language related to political advertisement could be more specific and suggested that the language state “political candidates,” rather than “political information.”

Member Spagnolo felt that advertising, whether political or not, is considered to be free speech. He also mentioned that he was not aware of any issues related to political campaign advertising in the past.

Ms. Shane explained that agencies can limit use of transit property to commercial advertising only without violating free speech laws. She noted that it is a common practice for transit agencies to restrict political advertising and mentioned Metrolink and North County Transit District (NCTD) to name a few. She stated that should the Board decide to allow political advertising, that the information clearly state “political candidate advertisements” only to avoid any potential legal issues in the future.

Chairman Dailey suggested that Ms. Shane conduct a broader review of the industry practice regarding this issue.

Member Lilburn expressed some concern regarding the public perception of Omnitrans advertising a specific candidate and also mentioned some concern regarding potential vandalism if the candidate is considered to be controversial.

Member Roberts expressed his support of Member Wapner’s suggestion to allow political advertisement for the November 2018 election, with the new restrictions effective January 1, 2019.

CEO/General Manager, P. Scott Graham, felt that allowing political advertising could become problematic in regulating the type of advertising allowed and expressed some concern regarding potential legal implications.

M/S (Lilburn/Dailey) to uphold the existing restriction on political information approved by the Board last November. Opposed by Members Spagnolo and Roberts. Motion failed.

M/S (Spagnolo/Roberts) to grandfather the prior policy for this election for candidate advertisements only and directed staff to look at pros and cons of political candidate advertisement on buses and bus stops. Opposed by Members Dailey and Lilburn. Motion failed.

The Committee did not reach a consensus, therefore recommended that the item be forwarded to the Board for discussion.

3. Recommend to the Board of Directors Proposed Overall Disadvantaged Business Enterprise (DBE) Goal for Federal Transit Administration (FTA) Assisted Contracts (October 1, 2018 – September 30, 2021)

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

Chairman Dailey asked for clarification regarding the term disadvantaged and also had some questions regarding the criteria utilized in determining what is considered disadvantaged. He also asked for additional information regarding the DBE goal setting methodology. Ms. Pinheiro provided additional information and addressed his questions.

M/S (Spagnolo/Lilburn) that recommended the Board of Directors adopt the Proposed Overall Triennial Disadvantaged Business Enterprise (DBE) Participation Goal of 1.0% for all Federal Transit Administration (FTA) assisted contracts issued during Federal Fiscal Years (FFYs) 2019-2021 and authorize the CEO/General Manager to submit the goal and all supporting documentation to the FTA. Motion was passed unanimously by Members present.

4. CEO/General Manager's Report

CEO/General Manager, P. Scott Graham reviewed his CEO report.

G. REMARKS AND ANNOUNCEMENTS

There were no remarks and announcements.

H. ADJOURNMENT

The Committee adjourned at 10:17 a.m. The next Executive Committee Meeting is scheduled Friday, August 3, 2018, 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, JUNE 14, 2018**

A. CALL TO ORDER

Committee Chair Sam Spagnolo called the regular meeting of the Administrative and Finance Committee to order at 8:00 a.m., Thursday, June 14, 2018.

1. Pledge of Allegiance
2. Roll Call

Committee Members Present

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

Committee Members Absent

Mayor Pro Tem John Roberts, City of Fontana
Mayor Pro Tem Sylvia Robles, City of Grand Terrace

OmniTrans Administrative Staff Present

P. Scott Graham, CEO/General Manager
Erin Rogers, Deputy General Manager
Diane Caldera, Director of Operations
Samuel Gibbs, Director of Internal Audit Services
Marge Ewing, Director of Human Resources/Safety & Regulatory Compliance
Jacob Harms, Director of Information Technology
Eugenia Pinheiro, Contracts Manager
Connie Raya, Director of Maintenance
Douglas Stanley, Director Special Transit Services
Don Walker, Director of Finance
Wendy Williams, Director of Marketing-Planning
Maurice Mansion, Treasury Manager
Krystal Turner, Contracts Administrator
Julienne Overland-Villegas, Senior Executive Assistant to the CEO/General Manager

B. ANNOUNCEMENTS/PRESENTATIONS

Committee Chair Spagnolo announced that today would be Director of Human Resources & Regulatory Compliance, Marge Ewing's last meeting. He thanked her for her service and wished her well on her retirement.

CEO/General Manager, P. Scott Graham thanked Ms. Ewing for her loyalty and dedication.

Committee Chair Spagnolo announced that due to the Board being dark in August, there will not be a Committee meeting in July. The next scheduled meeting is on Thursday, August 9, 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.

E. DISCUSSION ITEMS

1. Approve Administrative & Finance Committee Minutes – April 12, 2018

M/S (Dailey/Avila) that approved the Committee Minutes of April 12, 2018. Motion was passed unanimously by Members present.

2. Receive and File Final Project Closeout – E Street Corridor Bus Rapid Transit Project

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

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

3. Recommend the Board of Directors Approve Resolution No. 307-18, Transfer of Valley Transportation Services (VTrans) Remaining Assets to Omnitrans

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

Member Dailey asked for some additional background information regarding the transition of VTrans operations to Omnitrans. Mr. Walker explained that VTrans employees and operations were transferred to Omnitrans' Consolidated Transportation Service Agency (CTSA) Program in May 2016; however, the transition was never formalized. VTrans continues to operate until the dissolution is granted by the Attorney General (AG). VTrans also continues to incur expenses related to a maintenance facility

lease and support of community partners, which is currently paid for with VTrans Measure I reserves. He further explained that with approval of this Resolution, VTrans remaining assets will be transferred to Omnitrans' CTSA Program on July 1, 2018, and all VTrans expenses moving forward will be paid for by Omnitrans through the CTSA program.

Member Dailey inquired about the need for the maintenance facility being leased in the City of Ontario. CEO/General Manager explained that the facility is used to provide maintenance service for vehicles in the West Valley under the CTSA Program. Member Dailey asked what is the lease timeframe. Mr. Walker explained that the lease is set to expire soon, therefore an item to extend the lease for an additional 5 years will be presented at the next Committee meeting.

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

4. Recommend the Board of Directors Approve Proposed Policy Changes to Policy #406 – Out of Classification Assignments

Director of Human Resources/ Safety & Regulatory Compliance, Marge Ewing, presented this item as detailed in the staff report.

Supervisor Hagman arrived at 8:16 a.m.

Member Dailey referred to the section in the report where it states “compensation for an out-of-class appointment shall be pursuant to a collective bargaining agreement or publicly available pay schedule” and asked how a collective bargaining agreement applies to this policy.

A discussion ensued regarding collective bargaining agreements and how this language relates to both the ATU and Teamsters Unions. Collective bargaining agreements allow the Agency and the Unions to set forth terms and conditions related to number of employees, pay rates, etc. It also allows the employee to receive appropriate benefits while serving in a particular position.

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

5. Recommend the Board of Directors Approve the Proposed Policy Changes to Policy #614 – State Disability Insurance (SDI) and Paid Family Leave (PFL)

Director of Human Resources/ Safety & Regulatory Compliance, Marge Ewing, presented this item as detailed in the staff report.

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

6. Recommend the Board of Directors Authorize Award – Contract MNT18-74, Janitorial Services

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

Member Dailey asked why Omnitrans is providing maintenance service at the Montclair Transit Center. Ms. Pinheiro responded that Omnitrans provides maintenance for a restroom dedicated to Omnitrans and Metrolink operators.

Supervisor Hagman asked that staff contact the City of Montclair to discuss a possible arrangement where the City provides the maintenance for the one (1) restroom Omnitrans currently services and a price is negotiated for taking over that task.

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

F. ADJOURNMENT

The Administrative and Finance Committee meeting adjourned at 8:32 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, August 9, 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
APRIL 25, 2018**

A. CALL TO ORDER

The Plans & Programs Committee Meeting was called to order by Committee Chair Penny Lilburn at 9:01 a.m., April 25, 2018.

Committee Members Present

Mayor Penny Lilburn, City of Highland – Committee Chair
Council Member David Avila, City of Yucaipa
Vice Mayor Cynthia Moran, City of Chino Hills – Via Teleconference
Supervisor Janice Rutherford, County of San Bernardino
Mayor Pro Tem Sylvia Robles, City of Grand Terrace
Council Member Sam Spagnolo, City of Rancho Cucamonga
Mayor Pro Tem Alan Wapner, City of Ontario - Via Teleconference

Committee Members Not Present

Council Member Ron Dailey, City of Loma Linda
Mayor Deborah Robertson, City of Rialto

OmniTrans Administrative Staff Present

P. Scott Graham, CEO/General Manager
Erin Rogers, Deputy General Manager
Diane Caldera, Director of Operations
Marge Ewing, Director Human Resources/Safety & Regulatory Compliance
Sam Gibbs, Director of Internal Audit
Jacob Harms, Director of Information Technology
Eugenia Pinheiro, Interim Director of Procurement
Connie Raya, Director of Maintenance
Doug Stanley, Director of Special Transit Services
Wendy Williams, Director of Marketing - Planning
Anna Jaiswal, Development Planning Manager
Scott Begg, Planner 1
Jeremiah Bryant, Service Planning Manager
Melissa Castillo, Customer Service Manager
Maurice Mansion, Treasury Manager
Julienne Overland-Villegas, Senior Executive Assistant to 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.

E. DISCUSSION ITEMS

1. Approve Plans & Programs Committee Minutes – January 24, 2018

M/S (Spagnolo/Robles) that approved the Committee Minutes of January 24, 2018. Roll call vote was taken and the motion was passed unanimously by Members present.

2. Recommend the Board of Directors Authorize the CEO/General Manager to Execute the Bus Stop Improvement Project Cooperative Agreement with County of San Bernardino

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

Supervisor Rutherford arrived at 9:05 a.m.

M/S (Spagnolo/Avila) that recommended the Board of Directors authorize the CEO/General Manager to execute the Bus Stop Improvement Project Cooperative Agreement with the County of San Bernardino. Roll call vote was taken and the motion was passed unanimously by Members present.

3. Recommend the Board of Directors Adopt Omnitrans Fiscal Year 2018-2019 Annual Service Plan

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

A brief discussion ensued regarding the plan to eliminate pennies for fare payment on buses. Jeremiah stated that pennies can be used to purchase bus passes at the Transit Center or ticket outlets; however, not on board the buses.

Member Wapner joined the meeting at 9:20 a.m. via teleconference during Item #E3.

M/S (Spagnolo/Robles) that recommended the Board of Directors adopt the Omnitrans Fiscal Year 2018-2019 Annual Service Plan. Roll call vote was taken and the motion was passed unanimously by Members present.

4. Recommend the Board of Directors Adopt Omnitrans Fiscal Year 2018-2019 Annual Marketing Plan

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

The Committee had some questions as to why the decrease in advertisement revenue compared to 2016. Ms. Williams stated that the revenue is driven by Lamar's advertisement sales. She explained that under the new contract, Omnitrans will receive a 2% increase year-over-year for the next five years.

The Committee asked about digital advertisement and Ms. Williams responded that the current contract includes an option for digital advertisement.

Supervisor Rutherford asked if any items from last year's Marketing Plan were not included in the new Plan. Ms. Williams responded that she did not have that information available but would look into it.

Member Moran asked if Omnitrans coordinated with the cities on providing special discounts or promotions for large events. Ms. Williams responded that no opportunities have come up recently; however, staff is open to those discussions. Member Moran suggested that the Board provide staff with potential event partnership recommendations for each of their respective cities. She also suggested that further efforts be made to identify potential partnerships with non-profit companies that subsidize transportation for their clients. Lastly, she recommended that Buster, the Omnitrans mascot, be updated to appeal more to millennial and young adults.

Member Wapner suggested that perhaps looking into the large music festival in Devore as a potential coordination opportunity. He also suggested that staff focus on cross-marketing with Metrolink to ensure seamless connectivity from one system to the other. He also noted the importance of robust advertising for those connections.

M/S (Spagnolo/Avila) that recommended the Board of Directors adopt the Omnitrans Fiscal Year 2018-2019 Marketing Plan. Roll call vote was taken and the motion was passed unanimously by Members present.

F. REMARKS AND ANNOUNCEMENTS

There were no announcements.

G. ADJOURNMENT

The Plans & Programs Committee meeting adjourned at 9:42 a.m. The next Committee Meeting is scheduled Wednesday, July 25, 2018, at 9:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

Araceli Barajas, Executive Staff Assistant

ITEM # E5

DATE: September 5, 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: AGENCY MANAGEMENT REPORT – FISCAL YEAR 2018 FOURTH
QUARTER REPORT**

AGENCY RESULTS

The results for this quarter DO NOT include all the year-end closing adjustments. Some results will change once all year-end adjustments are recorded.

OPERATING REVENUE

Fourth Quarter Operating Revenue of \$20,941,874 is \$20,684 under budget. Year-to-Date (YTD) Operating Revenue of \$83,261,278 is \$588,955 under budget. The below budget variance is primarily due to projected revenues for CTSA not realized (\$2M) as operating cost are paid with prior year Measure I funds.

OPERATING EXPENSE

Fourth Quarter Operating Expense of \$20,418,692 is \$543,867 under budget. YTD Operating Expense of \$79,270,455 is \$4,579,779 under budget. The Fourth Quarter's and YTD variances are primarily driven by fringe benefits, services, materials and supplies and printing and advertising all under budget based on the timing of expenditures in those areas. Year-end accruals will reduce the YTD variance once they are booked.

RIDERSHIP

During the Fourth Quarter, Omnitrans carried a total 2,721,395 passengers. This consisted of 2,627,220 on Fixed Route service and 94,175 on ACCESS routes. This reflects a total system decrease of 5% when compared to the same quarter last year. YTD, Omnitrans carried a total of 11,210,243 passengers. This reflects a total system decrease of 3.8% when compared to the same period last year.

REVENUE HOURS/REVENUE MILES

Omnitrans provided a total of 209,616 revenue hours for the Fourth Quarter, reflecting an increase of 1.1% compared to the same quarter last year. Omnitrans logged a total of 2,879,698 revenue miles during the quarter, reflecting an increase of 1.6% when compared to same quarter last year.

FAREBOX RECOVERY RATIO

YTD farebox revenue for Fixed Route is \$16,537,324 versus \$16,400,593 for the same period last year. This is an increase of .98%. The YTD farebox recovery ratio is 25.06%.

YTD revenue for Access is \$4,295,283 versus \$4,315,830 for the same period last year. This is a decrease of .5%. The YTD farebox recovery ratio is 32.35%.

FINANCIALS

Total Salaries and Benefits of \$12,925,231 are \$166,466 over budget for the Fourth Quarter. YTD Salaries and Benefits of \$49,908,470 are \$1,126,590 under budget. The Fourth Quarter variance is driven by the timing of negotiated wage increases. The YTD variance is driven by headcount being lower than planned and the timing of benefit accruals.

Total Services are \$734,237 or \$501,289 under budget in Fourth Quarter. YTD Total Services are \$2,801,309 or \$2,178,292 under budget. The current quarter and year to date positive variance is primarily driven by other services being significantly less than planned. Other Services anticipated for the CTSA were paid through VTrans with prior years Measure I funding.

Materials and Supplies are \$1,593,614 or \$34,748 under budget for the Fourth Quarter. YTD Materials and Supplies are 6,029,335 or \$475,112 under budget. Both variances are driven by the receipt of the CNG fuel tax credit extended for calendar year 2017.

Purchased Transportation is \$2,194,061 or \$109,418 under budget in the Fourth Quarter. YTD Purchased Transportation is \$8,863,044 or \$350,872 under budget. The positive variance is primarily due to performance penalties charged to MV Transportation.

Other Expenses are \$2,971,550 or \$39,318 over budget in Fourth Quarter. YTD Other Expenses are \$11,668,298 or \$32,131 under budget. The current quarter variance is primarily driven by casualty and liability and occupancy being greater than planned. The YTD positive variance is primarily driven by the timing of printing and advertising.

PSG:DW

**PERFORMANCE STATISTICS
FISCAL YEAR 2018
Fourth Quarter 2018**

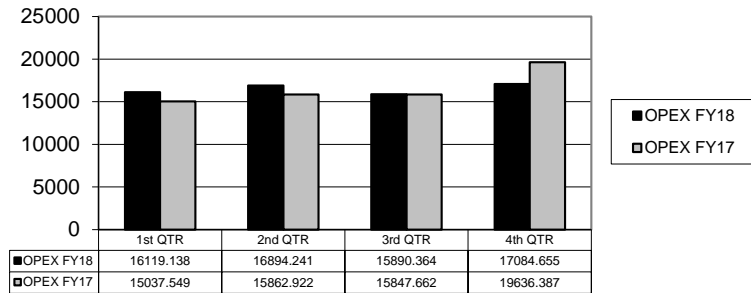
	<u>Current Quarter</u>		YR/YR <u>inc/(dec)</u>	<u>Year-To-Date</u>		YR/YR <u>inc/(dec)</u>
	<u>4th Quarter 2018</u>	<u>4th Quarter 2017</u>	<u>CURRENT</u>	<u>4th Quarter 2018</u>	<u>4th Quarter 2017</u>	<u>YTD</u>
Total Passenger Revenue & Subsidy						
Fixed Route	\$4,104,767	\$3,931,813	4.4%	\$16,537,324	\$16,400,593	0.8%
Demand Response	\$1,028,169	\$1,087,421	-5.4%	\$4,295,283	\$4,315,830	-0.5%
Total Passengers						
Fixed Route	2,627,220	2,758,792	-4.8%	10,832,159	11,220,253	-3.5%
Demand Response	94,175	108,341	-13.1%	378,087	432,343	-12.5%
Farebox Recovery Ratio						
Fixed Route/OmniLink	23.99%	25.56%		25.06%	25.56%	
Access	31.06%	30.10%		32.35%	28.74%	
Total Passengers per Revenue Hour						
Fixed Route	15.5	16.5	-6.1%	16.1	16.9	-4.5%
Demand Response	2.3	2.7	-13.0%	2.4	2.6	-7.3%
Revenue per Passenger						
Fixed Route	\$ 1.56	\$ 1.43	9.6%	\$ 1.53	\$ 1.46	4.4%
Demand Response	\$ 10.92	\$ 10.04	8.8%	\$ 11.36	\$ 9.98	13.8%
Cost per Passenger						
Fixed Route	\$ 6.50	\$ 7.12	-8.6%	\$ 6.09	\$ 5.73	6.3%
Demand Response	\$ 35.40	\$ 28.27	25.2%	\$ 35.13	\$ 29.43	19.4%
Cost per Revenue Hour						
Fixed Route	\$ 100.93	\$ 117.68	-14.2%	\$ 98.12	\$ 96.67	1.5%
Demand Response	\$ 82.64	\$ 75.85	9.0%	\$ 84.30	\$ 76.21	10.6%

	<u>Actual</u>	<u>Target</u>
On Time Performance		
Fixed Route	86.72%	90%
Demand Response	86.38%	90%

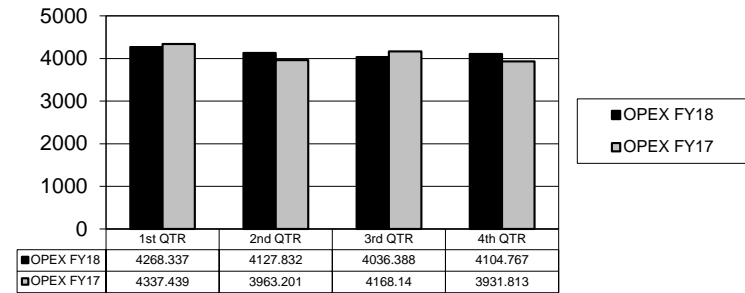
Headcount 672 674

(includes PT Operators, excludes Rail,STS)

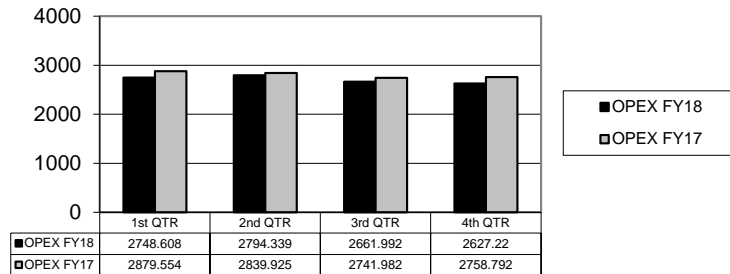
Fixed Route Operating Expense *Thousands*



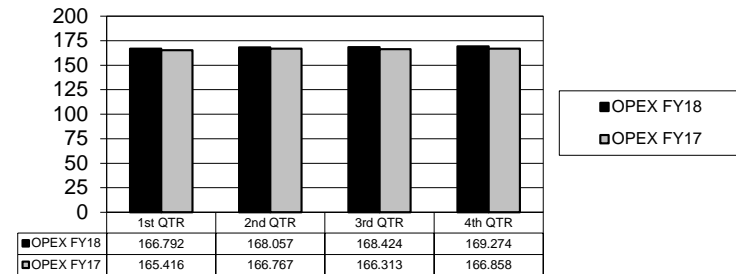
Fixed Route Passenger Revenue *Thousands*



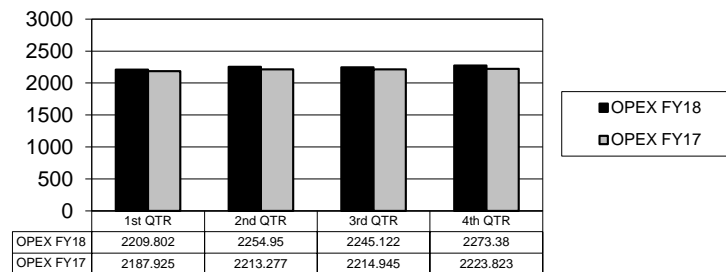
Fixed Route Ridership *Thousands*

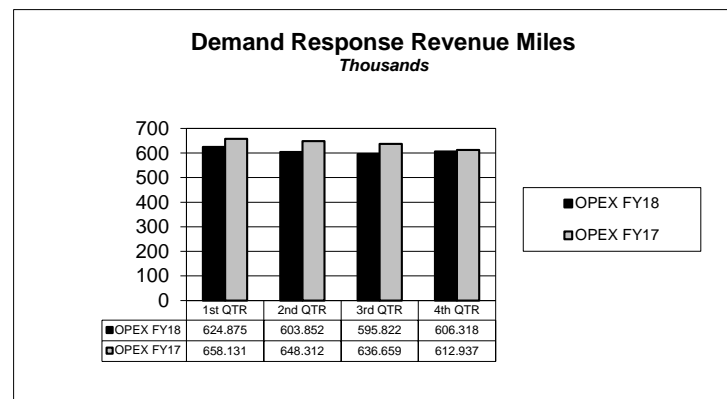
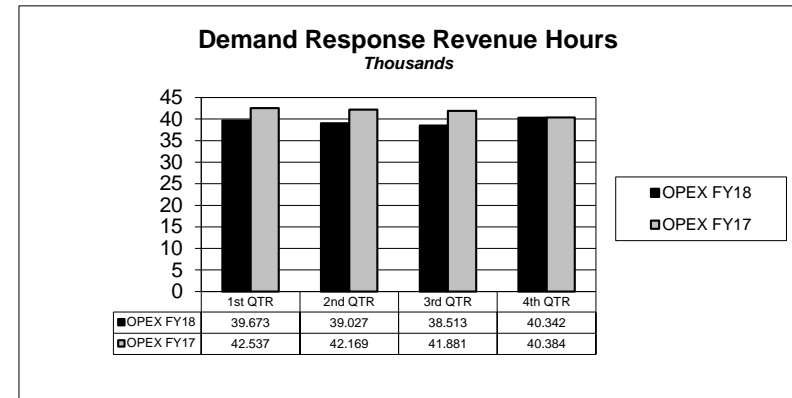
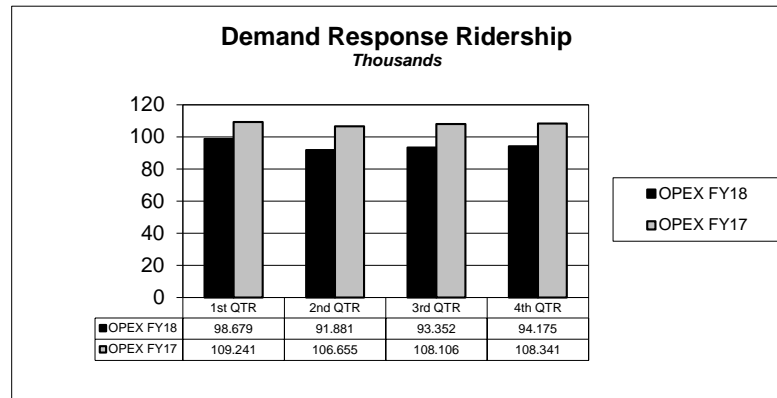
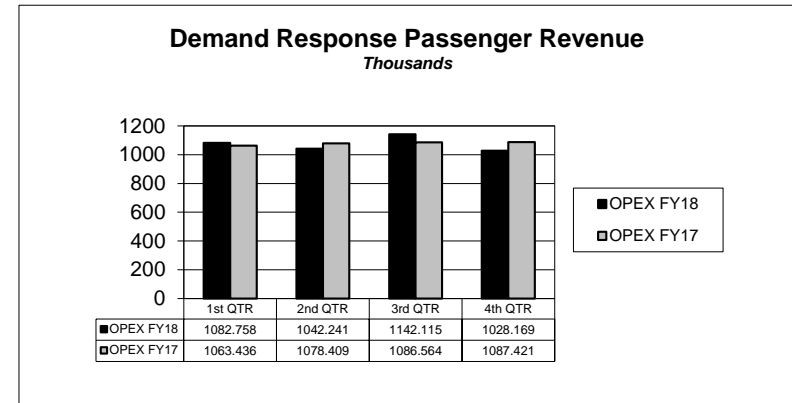
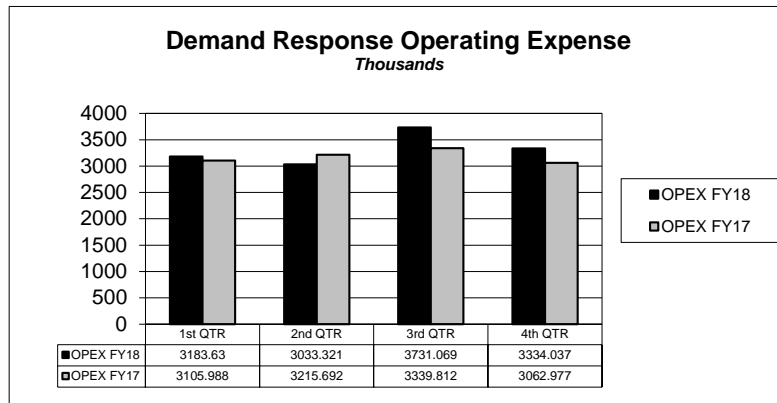


Fixed Route Revenue Hours *Thousands*



Fixed Route Revenue Miles *Thousands*





Statement of Operations

Fiscal Year: 2018

CURRENT QUARTER: Fourth Quarter (April, May, June)

YEAR-TO-DATE: June 2018

<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>
3,139,040	2,998,335	140,705	105%	Passenger Fares	12,755,761	11,993,342	762,419	106%
74,249	80,515	(6,266)	92%	Measure I Subsidy - Fares	297,779	322,061	(24,282)	92%
1,444,485	1,525,000	(80,515)	95%	Measure I - Operating	5,777,939	6,100,000	(322,061)	95%
0	492,556	(492,556)	0%	Measure I CTSA - Operating	0	1,970,222	(1,970,222)	0%
475,161	375,000	100,161	127%	Medical Reimbursement	2,001,128	1,500,000	501,128	133%
577,872	200,000	377,872	289%	LCFS - Credits	1,525,338	800,000	725,338	191%
369,826	75,000	294,826	493%	LCTOP Operating	369,826	300,000	69,826	123%
140,684	163,750	(23,066)	86%	Auxillary Transportation Revenue	604,433	655,000	(50,567)	92%
(384,717)	12,528	(397,245)	0%	Non-Transportation Revenue	(162,352)	50,110	(212,462)	-324%
10,632,019	10,632,012	8	100%	LTF Operating	42,528,046	42,528,046	0	100%
348,168	348,164	5	100%	STAF Operating	1,392,654	1,392,654	0	100%
221,740	199,617	22,123	0%	JARC - Operating Assistance	698,084	798,466	(100,382)	0%
3,903,346	3,860,083	43,263	101%	Capital Funds for Operations	15,472,641	15,440,332	32,309	100%
20,941,874	20,962,558	(20,684)	100%	Total Revenues	83,261,278	83,850,234	(588,955)	99%
				<u>Operating Expenses</u>				
8,694,929	8,056,144	(638,785)	108%	Labor	33,842,292	32,224,577	(1,617,715)	105%
4,230,301	4,702,621	472,319	90%	Fringe Benefits	16,066,178	18,810,483	2,744,305	85%
734,237	1,235,525	501,289	59%	Services	2,801,309	4,979,601	2,178,292	56%
1,593,614	1,628,362	34,748	98%	Materials and Supplies	6,029,335	6,504,447	475,112	93%
1,339,213	999,481	(339,732)	134%	Occupany	4,037,102	3,975,424	(61,678)	102%
1,821,706	1,639,374	(182,332)	111%	Casualty and Liability	7,263,714	6,557,494	(706,220)	111%
1,531	12,446	10,915	12%	Taxes and Fees	32,663	49,782	17,119	66%
2,194,061	2,303,479	109,418	95%	Purchased Transportation	8,863,044	9,213,916	350,872	96%
161,294	246,005	84,711	66%	Printing and Advertising	594,641	1,018,519	423,878	58%
(352,193)	34,927	387,120	-1008%	Miscellaneous Expense	(259,823)	99,209	359,032	-262%
-	104,196	104,196	0%	Lease and Rental	0	416,782	416,782	0%
20,418,692	20,962,558	543,867	97%	Total Operating Expense	79,270,455	83,850,234	4,579,779	95%
523,182	0	523,182		Net Gain (Net Loss)	3,990,823	0	3,990,822	

DATE: September 5, 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 quarterly 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 April - June 2018. 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 June 2018

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		\$ 9,857,701.86			1.58%	
		\$ 6,000,000.00	\$ (3,650,000.00)		1.70%	
	Interest for QTR	\$ 26,630.34	\$ (4,750,000.00)		1.51%	
		\$ 2,800,000.00	\$ (4,350,000.00)		1.80%	
					1.90%	
Net LAIF Funds		\$ 18,684,332.20	\$ (12,750,000.00)			\$ 5,934,332.20
Fair Marketing Value	Fair Value Factor		\$ 5,934,332.20			\$ 5,934,332.20
					0.998126869	\$ 5,923,216.42
Union Bank Money Market GMRA	Interest	\$ 424,473.06	\$ 52.70		0.05%	
			\$ (10,708.23)			
			\$ 424,525.76	\$ (10,708.23)		
			\$ 413,817.53			\$ 413,817.53
Union Bank Money Market Caltrans Capital Project Funds	Interest	\$ 15,253,044.07	\$ 27,125.11		0.05%	
			\$ 1,000,000.00	\$ (3,467,654.65)		
			\$ 16,280,169.18	\$ (3,467,654.65)		
			\$ 12,812,514.53			\$ 12,812,514.53
Union Bank CDs		\$ 3,953,686.58	\$ (2,819.30)			
			\$ (1,000,000.00)			
		\$ 3,953,686.58	\$ (1,002,819.30)			\$ 2,950,867.28
Union Bank Money Market West Valley Corridor Project	Interest	\$ 25,081,572.94	\$ 3,170.04		0.05%	
			\$ 25,084,742.98			\$ 25,084,742.98
	Passenger	\$ 543,030.77	\$ 2,783,841.08			
	Grants' Revenue		\$ 28,540,475.00			
	Miscellaneous Revenue		\$ 3,209,268.69			
	Transfers From (To) LAIF		\$ 12,750,000.00	\$ (8,800,000.00)		
	Transfers From (To) Money Market		\$ 3,478,362.88			
	Accounts Payable		\$ (30,249,613.55)			
	Payroll and Payroll Taxes		\$ (7,850,263.50)			
	Employee Benefits		\$ (1,431,642.82)			
	Bank Service Charge		\$ (16,661.06)			
Net Union Bank Operating Funds		\$ 51,304,978.42	\$ (48,348,180.93)			\$ 2,956,797.49
			\$ 2,956,797.49			\$ 2,956,797.49
Petty Cash		\$ 9,200.00				\$ 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						\$ 50,226,156.23

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: September 5, 2018

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

FROM: P. Scott Graham, CEO/General Manager

SUBJECT: PAYROLLS AND WARRANTS FOR APRIL - JUNE 2018

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

Payroll Period	Amount	Register #
04/01/18-04/30/18	\$ 838,616.56	08-09
05/01/18-05/31/18	\$ 824,777.61	10-11
06/01/18-06/30/18	\$ 844,481.61	12-13

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

Payroll Period	Amount	Register #
04/01/18-04/30/18	\$2,184,471.15	08-09
05/01/18-05/31/18	\$2,198,553.17	10-11
06/01/18-06/30/18	\$2,182,241.90	12-13

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

Register Date	Amount	Register #
04/01/18-04/30/18	\$ 3,431,638.79	946-950
05/01/18-05/31/18	\$ 19,389,148.34	951-956
06/01/18-06/30/18	\$ 7,426,576.42	957-962

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

ITEM # E6

DATE: September 5, 2018

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Suzanne Pfeiffer, Director of Human Resources

**SUBJECT: OMNITRANS' EQUAL EMPLOYMENT OPPORTUNITY
QUARTERLY REPORT**

FORM MOTION

Receive and file Omnitrans Equal Employment Opportunity Quarterly Report for April 2018 through July 2018. The report includes the following:

- The breakdown of our current workforce by Equal Employment Opportunity (EEO) categories (gender, race, veteran status, disability status) by department.
- The breakdown of candidates for employment who were interviewed this quarter by EEO categories (gender, race, veteran status, disability status) by department.
- The breakdown of candidates for employment who were hired this quarter by EEO categories (gender, race, veteran status, disability status) by department.

BACKGROUND

As a recipient of federal, state, and local funding, and by law, Omnitrans is required to have an EEO Plan and submit the plan to the FTA every four years. The FTA Triennial Audit includes a review of Omnitrans' EEO Program.

- Prohibited discrimination in employment actions is based on the following laws: Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000e); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); Equal Pay Act of 1963, as amended (29 U.S.C. § 206(d)); Age Discrimination in Employment Act of 1967, as amended (29 U.S.C. § 621 et seq.); Title II of the Genetic Information Nondiscrimination Act of 2008, as amended (42 U.S.C. § 2000ff); 49 U.S.C. § 5332(b) of the Federal Transit Act; U.S. Department of Transportation (DOT) EEO implementing regulations (49 CFR Part 21), and the FTA Master Agreement. Section 504 of the Rehabilitation Act of 1973 prohibits employment discrimination on the basis of disability for projects, programs, and activities that receive Federal funding. Military veterans' employment and reemployment rights are covered under the Uniformed Services Employment and Reemployment Rights Act of 1994 (38 U.S.C. §§ 4301–4335).

- FTA requires each applicant, recipient, subrecipient, or contractor that meets the EEO Program threshold requirements to submit an updated EEO Program every four years or as major changes occur in the workforce or employment conditions, whichever comes first.

As part of Omnitrans' Equal Employment Opportunity Program, the Director of Human Resources has committed to audit personnel activity and report to the Board on a quarterly basis.

CONCLUSION

Receive and file Omnitrans' Equal Employment Opportunity Quarterly Report for the quarter covering April through July 2018.

PSG:SP:MT

Attachment A: Equal Employment Opportunity Quarterly Report

ATTACHMENT A

Submitted for the
Board Meeting of:
September 5, 2018

OMNITRANS EQUAL EMPLOYMENT OPPORTUNITY QUARTERLY REPORT WITH PERSONNEL APPOINTMENTS BY DEPARTMENT As of August 20, 2018

DEPARTMENT	Total Positions*	MALE ETHNIC COMPOSITION										FEMALE ETHNIC COMPOSITION										Existing Vacancies	INTERVIEWED										APPOINTED									
		C	B	H	AS	AI	NH	2+	IWD	VET	C	B	H	AS	AI	NH	2+	IWD	VET	*	C	B	H	AS	AI	NH	2+	IWD	VET	C	B	H	AS	AI	NH	2+	IWD	VET				
OPERATIONS	485	43	108	108	7	0	1	8	7	34	28	106	57	0	3	0	16	3	3	0	10	42	22	2	0	1	13	2	2	5	20	11	1	0	1	3	0	2				
MAINTENANCE	110	26	11	51	6	3	0	1	3	14	4	0	0	0	0	0	0	0	0	8	3	7	18	0	2	0	5	1	0	0	3	8	0	2	0	0	0	0				
EXECUTIVE OFFICE	5	1	1	0	0	0	0	0	0	1	2	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				
INFORMATION TECH. SERVICES	8	2	0	1	4	0	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	0	0				
MARKETING/ PLANNING	32	4	0	8	1	0	0	1	0	1	4	0	11	0	0	0	1	3	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
HUMAN RESOURCES/ SAFETY/SECURITY	14	2	0	1	0	0	0	1	1	2	5	0	4	0	1	0	0	2	0	0	4	2	4	0	0	0	1	1	2	1	0	0	0	0	0	1	0	1				
PROCUREMENT	20	4	1	7	0	0	0	0	0	1	1	2	2	0	0	0	1	0	0	2	3	0	4	0	0	0	1	0	0	1	0	1	0	0	0	0	0	0				
FINANCE	12	1	2	0	1	0	0	0	0	1	2	0	2	2	0	0	1	0	0	1	2	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0				
SPECIAL TRANSPORTATION SERVICES	15	3	0	4	0	0	0	1	0	1	1	0	4	0	0	0	0	0	0	2	1	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0				
RAIL	2	0	0	0	0	0	0	0	0	0	2	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					
AGENCY TOTALS	703	86	123	180	19	3	1	13	11	56	49	108	81	2	4	0	19	8	3	15	23	52	48	4	2	1	20	4	4	9	23	20	1	2	1	4	0	3				

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

IWD = Individuals With Disabilities
VET = Protected Veterans

COMPLETED BY:

Meredith Tshilonda

*Reflects numbers from the FY19 budget

*Includes positions budgeted but not filled

(HR Analyst)

PERCENTAGES

C	B	H	AS	AI	NH	2+	IWD	VET
135	231	261	21	7	1	32	19	59
20%	34%	38%	3%	1%	0.1%	5%	3%	9%

ITEM # E7

DATE: September 5, 2018

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Samuel Gibbs, Director of Internal Audit Services

SUBJECT: ANNUAL INTERNAL AUDIT WORKPLAN AND SCHEDULE FY2019

FORM MOTION

Receive and file the Fiscal Year 2019 Annual Internal Audit Workplan (Attachment A) and Schedule (Attachment B).

This item was presented to the Administrative and Finance Committee at their August 9, 2018 meeting.

BACKGROUND

The Department of Internal Audit Services was approved by the Omnitrans Board of Directors on January 9, 2008. Internal Audit Services has been providing services to Omnitrans since April 2008. One of the responsibilities assigned to the Director of Internal Audit Services is to conduct a risk assessment of the Agency annually and develop a workplan which includes audit engagements and activities for mitigation of risk.

ANALYSIS

Internal Audit Services helps Omnitrans accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The Workplan outlines the audit activities to mitigate the potential risk identified by the assessment. Mitigation will consist of a mixture of audit engagements, strengthening of internal controls, and an evaluation of policies and procedures.

CONCLUSION

Receive and file the Annual Internal Audit Workplan and Schedule FY2019.

PSG:SG

Attachments: A: FY19 Workplan, B: FY19 Schedule, C: Audit Engagement Procedures



OmniTrans Department of Internal Audit Services

Internal Audit Report 18-10

Annual Audit Workplan

Auditor Name: Samuel Gibbs, PhD

Audit Date: July 1, 2018

Risk Assessment
July 2018

TABLE OF CONTENTS

	<u>PAGE</u>
INTERNAL AUDIT ATTRIBUTES	
Purpose	3
Organizational, Independence, Structure, and Resources	4
RISK ASSESSMENT	
Standards of Audit Practices	5
Audit Frequencies	5
Process and Methodology	6
Risk Domains	7
Scheduled Audit Engagements for FY 2019	9

INTERNAL AUDIT ATTRIBUTES

Purpose

Mission

Omnitrans established the Department of Internal Audit Services (DIAS) to strengthen internal controls and to promote the economy, efficiency and effectiveness of Omnitrans operations. The mission of the DIAS is to provide independent, objective assurances of Omnitrans' operations. The DIAS will help Omnitrans accomplish its objectives by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, controls, and the governance processes. The DIAS shall carry out independent and objective audits and reviews to accomplish its mission.

Goals and Objectives

DIAS is an internal service organization which assists Omnitrans management in ensuring:

- Omnitrans operates in accordance with Omnitrans procedures and applicable laws and regulations.
- Risks are appropriately identified and managed.
- Programs, plans, and objectives are achieved.
- Adequate and effective systems of internal controls are in place.
- Important financial, managerial and operating information is accurate, reliable, and timely.
- Omnitrans' contract and contract change order audits are conducted in a timely manner.
- Quality and continuous improvement are fostered in Omnitrans' control process.
- Significant legislative or regulatory issues impacting Omnitrans are recognized and addressed appropriately.
- Omnitrans' assets and resources are adequately safeguarded, and Omnitrans' operations are managed economically, efficiently and effectively.

DIAS participates and cooperates with management to ensure that Omnitrans successfully achieves its mission.

Organizational, Independence, Structure, and Resources

DIAS is given complete independence by Omnitrans' executive management in using its resources, in selecting an area to be audited and the methodology to be used, and in determining the conclusions and recommendations resulting from its work. The Director of DIAS reports directly to the Chief Executive Officer/General Manager with a dotted line to the Administrative and Finance Committee of the Board of Directors.

DIAS shall submit written audit reports to the CEO/General Manager, Deputy CEO/General Manager, and to the Board of Director's Administrative and Finance Committee, as needed.

All Omnitrans departments, programs, functions, systems, contracts, and activities are subject to audits by DIAS. DIAS shall initiate audit activities based on assessed risk, legislative mandates and regulations, and in response to requests from Omnitrans Board of Directors, CEO/General Manager, Deputy CEO/General Manager, and department directors. DIAS auditors and staff shall have complete and unrestrictive access to all books, records, documents, reports, plans, contracts, and other relevant materials, as well as to all Omnitrans personnel and its third-party contractors. Omnitrans management and staff shall cooperate fully with DIAS auditors during discharge of their duties, to include a prompt reply to DIAS audit reports findings and recommendations, in accordance with Omnitrans' audit charter.

RISK ASSESSMENT

Standards of Audit Practices

In conducting this risk assessment, DIAS auditors adhered to the professional standards outlined in the Government Audit Standards promulgated by the Comptroller of the United States, and the International Institute of Internal Auditors (IIA), (e.g., *Standards for Professional Practice*).

What is Risk?

Risk can be defined as the combination of the probability of an event and its consequences. In simple terms, risk can be seen as a combination of the chance that something may happen and the degree of damage or loss that may result if it does occur.

What is Risk Management?

Risk management is the process of recognizing risk and developing methods to both minimize and manage the risk. This approach requires the development of a method to identify, prioritize, treat (deal with), control and monitor risk exposures. In risk management, the process is followed where the risks are assessed against the likelihood (chance) of them occurring and the severity or amount of loss or damage (impact) which may result if they do happen.

The annual internal audit risk assessment is intended to demonstrate:

- The breadth and depth of audit activities addressing financial, operational, strategic, and compliance of the Agency in relation to the associated risk;
- Accountability for our resources; and
- The progress in our efforts to continually improve the Agency's Internal Audit program.

It is the intent to convey a current sense of the Agency's internal control environment and the extent to which regular audit activities are assessing controls, addressed proactively through advisory services, or investigated as a result of issues raised.

Frequency Performed

Risk Assessments with a Workplan shall be performed annually, or as directed by the Administrative and Finance Committee of the Board of Directors, CEO/General Manager, or Deputy CEO/General Manager. Audit engagements will be conducted as outlined in the Workplan schedule according to the potential for weakened internal control or increased risk.

Process and Methodology

It is the responsibility of Omnitrans' management to identify, assess, and manage risk. It is Internal Audit's responsibility to facilitate the identification and assessment of risk and to monitor and report on how well Omnitrans is managing risks. All organizations face risks, which are defined as those events, actions, or inactions that could cause key business objectives not to be achieved. An organization typically implements internal controls, anticipates and plans for disruptions, develops Risk Management Programs, and engages in other mitigation activities to manage risks. Recognizing both the enormity of Omnitrans' projects, programs, and activities, as well as the constraints of Internal Audit resources, Internal Audit maximizes its effectiveness by engaging in an annual risk assessment process to establish the priorities of the department for the upcoming fiscal year.

The process involves consideration of all potential risks facing Omnitrans in pursuing its strategies with risks broken down into appropriate headings (e.g. strategic, operational, financial, human resources, legal/regulatory and technological), and identified with the designated departments.

All risks should be clearly defined together with the controls that currently exist to manage them. An assessment of the adequacy of the present control system will avoid duplication of resources because several of the identified risks may already prove to be effectively controlled.

Risk will be determined by performing the following evaluations:

- Interview with the Director and all key personnel in each operating department.
- A recap of all previous internal and external audits over the last 24 months.
- The use of self-assessment risk review list of questions provided by the FTA specifically designed to address risk in transit.
- A review of the Agency's strategic objectives.

It is essential that the internal systems and procedures in place are adequate to manage the identified risk. Where control weaknesses are identified, these should be noted so that the proposed action is taken to remedy such inadequacies.

Internal Audit Services will undertake the identification of risks. Input will be obtained from the individual operating departments to ensure that all risks have been taken into account, and essential risk and control issues have not been overlooked.

The CEO/General Manager will review and initial off on all audits/engagements within thirty (30) days of the report.

Risk Domains

The risks facing the Agency today can be classified into domains that Enterprise Risk Management (ERM) recognizes:

Strategic:

The Strategic domain is risk related to the ability of the organization to grow and expand. Examples include customer relations, ridership, planned growth, new projects, and any change in governance structure as a result of planned growth. This process includes an evaluation of the alignment of the Agency's strategies to the actual activities of the Agency; additionally, how will the strategies and activities be measured? The Agency's Management Plan has been tied to the 2017-2020 Strategic Plan. The FY 2019 Management Plan will provide a set of actions to align the efforts of the Omnitrans' Senior Leadership Team in its decision-making and execution of strategies to the multi-faceted needs and desires of the region. It is an example of the type of strategic business actions used to improve business operations. This involves evaluating products and services, examining labor performance, procurement costs, delivery processes and customer satisfaction. The CEO/General Manager, Deputy CEO/General Manager, and the Senior Leadership Team (SLT) integrated the 12-month Management Plan into the three-year Strategic Plan for implementation in FY 2019. It serves as the basis for evaluation of progress and performance on the Strategic Plan in FY 2019.

Operational:

The Operational domain (the term operation, in this case, is not referring to vehicle operations) is derived from the organization's core business, including its systems, practices, policies, and procedures. Examples include procurement and planning policies. The Senior Leadership Team has developed a dashboard which includes strategic initiatives taken from the Fiscal Year 2019 Management Plan. The strategic initiatives will be reviewed monthly by the Senior Leadership Team. The progress of the strategic initiatives will be reported to the Board of Directors quarterly.

Financial:

The Financial domain deals with risk related to the organization's ability to acquire, raise, or access capital, as well as the costs associated with the transfer of risk (insurance and the use of consultants). Examples might include federal, state, and local funding. The Financial domain also consists of the activities associated with securing funds that are passed through the Agency to a sub-recipient. Additionally, the Agency has to determine the risk appetite versus the potential savings for all forms of insurance. Finance has to define and maintain the right risk management strategy for a public agency while optimizing the potential savings. Staff continues to look for cost-cutting opportunities by evaluating all aspects of administration and operations.

Risk Assessment
July 2018

Human Resources:

The Human Resources domain relates to the risk associated to recruiting, retaining and managing the workforce. Examples include workers' compensation, FMLA, employee turnover, absenteeism, and discrimination. The Agency has emphasized succession planning, skills inventory, training and development to improve the internal applicant base. The average age of the Agency's workforce is 49. The average employee length of service is 11 years with the average age of retirement at 64 years old and 20 years of service. Human Resources has adopted a plan to address the retirement of key personnel. The ultimate goal is to develop new innovative programs to attract and retain quality employees. Success will be measured by the Agency's ability to keep service on the street and reduce lost service and unplanned overtime. During FY 2018 the Agency contracted a consultant, Insight Strategies, Inc. to aide with the implementation of a Leadership Development Academy. A preliminary review of the proposed Leadership Development Academy indicates a strong commitment from all Directors will be necessary.

Legal/Regulatory:

The Legal/Regulatory domain is risk related to transit statutory and regulatory compliance. Examples include the changes in internal policies as a result of the changes in the FTA Circular 4220.1F, and adherence to changes in reporting filtered down to the Agency from the FTA. The FTA has emphasized Buy America, Procurement best practices, construction project management, and management of grants three years or older. All Office of Management and Budget (OMB) federal grant circulars have been combined into 2 CFR Part 200. Title 2 CFR Part 200 may be referred to as the new super circular, Uniform Grant Guidance (UGG), Uniform Guidance (UG), or 2CFR200.

Technological:

The Technology domain is risk associated with equipment, devices, and reporting systems. Examples include new fare box equipment and the continued integration of the Enterprise Resource Planning (ERP) system. The Department of Internal Audit Services will assess additional vulnerability associated with a complex Information Technology Department. The Internal Audit Department will continue to assess the institutionalization of the ERP system. This fiscal year Internal Audit will continue the work with the Director of Information Technology to implement an asset management system and learning management system. Technology optimization is also strategically important. The optimization of technologies allows the Agency to increase efficiencies and improve services to internal and external customers

Scheduled Audit Engagements for FY 2019

Risk can be mitigated by conducting audit engagements or involvement in the following areas:

Monthly:

- Lost and Found (moderate)
- Force Pass Monitoring (low)
- San Bernardino Transit Center (SBTC) continued monitoring, safety and security (high)
- Cycle Counts Review (moderate)
- Mobile Fare Reporting (low)
- Financial Reviews (P-Card, SBTC Cash Funds, Fare Box Audits) (moderate)

Quarterly:

- Grant Process Management (high)
- Petty Cash (moderate)
- Armor P/U (moderate)
- Procurement Policies and Procedures follow-up (moderate)
- Safety and Security Review (Safety Checklists) (high)
- Employee Recreation Club (ERC) (low)
- Report Open Findings to CEO/GM and Deputy CEO/GM (moderate)
- OSHA Compliance Review (high)

Annually:

- Sub-recipient Grants Oversight (high)
- Annual Risk Assessment for FY 2020 (low)
- Annual Parts Inventory (moderate)

As Needed:

- Buy America Pre-Award and Post-Delivery Audits (moderate)
- Capital Inventory Valuation (EAM) (high)
- Procurement Protest Reviews (high)
- Workers Compensation Review (high)
- FY 2019 FTA Triennial Review Preparation (moderate)
- Review Request for Proposal Over \$150,000 (high)
- Hiring Process (high)
- Review Procurement Bid Evaluations (moderate)

Strategic

Future Funding and Growth – The Agency has to determine strategies for future funding and growth. On March 2, 2018, a draft Financial White Paper was presented to Omnitrans' Executive Committee for review and discussion. The draft document was also reviewed with San Bernardino County Transportation Authority (SBCTA) staff. The final draft was presented to the Omnitrans full Board as an information item on May 2, 2018. The Agency is addressing methods for cost containment/reductions to optimize current funding to maximize efficiencies. Full operation of pipeline gas infrastructure at both East Valley and West Valley were implemented in FY 2018. Staff will continue to look for ways to reduce cost while providing quality service. Some examples of both cost savings and environmental initiatives are: monitoring the electrical usage, water conservation, drought tolerant landscaping, transitioning paratransit vehicles from gasoline to CNG, fueling of CNG at I Street, a full review of the use electric buses, and solar storage at some of the facilities. The goal is to increase fare box recovery by reducing operating costs without negatively impacting our services and operations. This approach optimizes funding opportunities while maintaining fiscal stewardship.

Operational

Operational Audit - An operational audit is performed to evaluate current operating procedures to determine if they provide for an adequate control environment and to assess whether processes are efficient and effective ways to accomplish the goals of the project, program, or activity. Included in operational audits are general elements of both an internal control review and a compliance review.

Service Optimization - The development of strategies to address the optimization of service levels during a national decline in ridership. Omnitrans has introduced additional express services. Service optimization includes the continued high level of service at the SBCTC. The Marketing Department is also exploring ways to inform the public about the many amenities Omnitrans has to offer while strengthening business partnerships. The partnership with Amazon is an example of partnering with organizations to improve ridership while enhancing service delivery. Strengthening business partnerships include supporting the local economy by providing connections to jobs, services, and major activity centers such as health care, shopping, educational institutions, community facilities, and recreation. Daily service delivery is also a critical part of service optimization.

Buy America Reviews – Buy America reviews refer to the pre-award and post-delivery agreed-upon procedures reviews of vehicle purchases in accordance with federal Buy America regulations. The procedures are performed based on the agreement with the FTA regulations outlined in 49 CFR Part 661 and 49 CFR Part 663.

Procurement System Reviews (PSR) - Internal Audit will work with the Procurement Department to ensure staff is staying current with FTA Procurement requirements. As changes to the FTA circular are received, staff will be trained in the most efficient way for the Agency to incorporate the changes into best practices. Regular audits of the Agency's Procurement Policies

Risk Assessment
July 2018

will ensure adequate compliance with the FTA future Procurement System Reviews (PSR). In addition, all requests for proposals over \$150,000 will be reviewed by Internal Audit.

Compliance Reviews - Compliance reviews are performed to ensure that the terms and conditions of contracts, grants, memorandums of understanding, or other agreements are being followed and that there is compliance with Board-adopted policies and procedures, management policies and procedures, and applicable regulatory requirements.

Human Resources

Communication - The communication channels deal with the strategies for disseminating information internally and externally. The Agency is obligated to communicate policy and procedures consistently across all departments, and have effective methods to ensure vital information affecting all employees is communicated. Critical information must be disclosed to the CEO/General Manager, Deputy CEO/General Manager, and the Board of Directors effectively and promptly. Communication with external stakeholders is also critical. This communication is achieved through the website, monthly newsletter, blogs, Facebook, and public hearings. Leaders at every level of the Agency also ensure that important information is communicated to subordinates by having weekly meetings, ongoing one-on-ones, and tailgate meetings in Maintenance. The Agency also holds quarterly meetings to communicate department updates for management confidential staff.

Succession Planning and Management Development - Succession planning is a strategy to recognize and promote internal growth and development at every level of the organization. The succession planning process requires the full participation of each department director to “cultivate leadership”, identify potential talent, provide growth opportunities, and assign tasks of increasing responsibility. Counseling, encouragement, and direction of a director are critical to ensuring success. During FY 2018 the Agency has contracted a consultant, Insight Strategies, Inc. to aide with the implementation of a Leadership Program (LDA). Presently, the LDA is offering leadership training through a director track and a manager track. The Agency has continued the intern program into FY 2019. The program will allow for undergraduate and graduate interns to be exposed to transit, as they provide support to those departments.

Employee Recreation Club (ERC) - Conduct ongoing random and routine audits on the ERC activities and financial management process. Internal Audit acts as a check and balance for the ERC, ensuring the activities are conducted in accordance with the by-laws. The events offered by the ERC must be presented to all employees in a fair transparent manner. The minutes from the ERC meeting as well as all upcoming events are posted on the ERC communication board in the Operation’s break room.

Financial - Financial audits focus on verification of financial transactions and balances. Financial audits include the financial statement audits of Omnitrans and related legal entities, as well as other attestation audits performed by external independent certified public accounting firms to ensure compliance with funding sources ordinance or other legally mandated requirements.

Risk Assessment
July 2018

Internal Control - Internal control reviews are performed to assess whether controls in place are adequate to protect the assets and resources of Omnitrans and to ensure compliance with laws, regulations, and policies. An example is a control in place to ensure segregation of duties (SOD), which ensures a person with invoice rights, does not also have receiving rights.

Cycle Count/Inventory Control - A monthly assessment and recap of the previous month's cycle count will be performed. The standard full review will be conducted on an annual basis. Support is provided on a regular basis to ensure the minimum amount of deadline vehicles.

Cash Accountability - Internal Audit and the Finance staff will conduct both quarterly and random audits of the cash collection and counting process for the fare boxes. The counting and deposit of these funds are performed by an outside vendor. Omnitrans' staff can monitor the process by matching the GFI reports to the bank deposit slips.

- Petty Cash - Conduct monthly reviews of all petty cash funds. Review petty cash funds to ensure that transactions are conducted in accordance with the Agency's policy (approved 4-10-2006 and revised 12-15-2006).
- P-Cards - Conduct monthly reviews of P-Card use within compliance of applicable laws, regulations, and Agency Policy 3000.

Investigations and Follow-Up Activities - Internal Audit will assist with investigations and follow-up activities.

- Follow-Up Activities- Follow-up activities are undertaken to determine whether audit recommendations have been implemented or otherwise satisfactorily addressed.
- Investigations- Investigative activities will be performed in response to the complaint, allegations, or by a directive from the CEO/General Manager or Deputy CEO/General Manager.

Technology

Information Technology (IT) - Audit to review license and security levels on the network. An additional review will be performed addressing the safeguard of confidential information. The audit will be performed to measure the effectiveness of SAP implementations. Internal Audit will look into contracting an IT auditor to conduct system reviews.

Sub-Recipient Monitoring and Reviews - Sub-recipients are organizations who receive FTA funds passed to them through Omnitrans, which acts as the primary grantee. In this capacity, Omnitrans' staff is responsible for providing oversight to the sub-recipient. The Special Transportation Services (STS) Department has an assigned representative who does follow up with the sub-recipients using site visits, checklists, and reports. The site visits are conducted annually will begin in August and are completed by the end of September.

Risk Assessment
July 2018

Environmental Initiatives - The Omnitrans Mission Statement states the Agency will service our customers in an environmentally friendly manner. Omnitrans' staff is committed to researching ways we can conserve water, reduce electricity usage, continuously take advantage of low emission vehicles, and recycle and salvage our waste appropriately. To this means, the Agency reclaims a percentage of the water used for the bus wash at both facilities; we have changed landscaping to drought tolerant designs; installed electric charging stations, and is researching the use of electric buses. The Agency was approved in FY 2018 for a Mobile Source Air Pollution Reduction Review Committee (MSRC) grant, which provided funding toward the replacement of sixty-six (66) Cummins CNG NZ (Near Zero) engines. All future bus purchases will come equipped with the NZ engines. Additionally, we began CNG fueling at both East and West Valley in FY 2018.

Preparation for Rail Service - After a quantitative review, estimating annual operations and maintenance costs and taking into account additional full time employees that would be needed to manage the new Redlands Passenger Rail Project (RPRP) service, a study concluded that Omnitrans was designated as the managing agency of the Maintenance of Equipment and Rail Operations. A Director of Rail and a Rail Compliance Officer have been hired by Omnitrans and are taking steps for integrating the rail operations into the Agency. Internal Audits will work with the Rail Department to determine what role will be required of the Internal Audit Department in FY 2019 and beyond.

Maintenance Parts Availability (SAP Tracking) - The proper on-hand inventory of parts is critical for managing the number of days a vehicle is out of service for maintenance. The SAP system is programmed to replenish parts according to usage. The system will automatically adjust for seasonal peaks or shifts in parts fail rates. The integrity of the inventory counts, cycle counts, and SAP system has to be monitored and adjusted for best results. The indicators for the effectiveness of the parts availability are the vehicle deadlines; how quickly buses can be repaired and returned to service.

Additional Engagements

Carry-forward audits (areas which will be addressed if time and resources allow, these audits will be conducted after all scheduled engagements are completed, see attached Workplan schedule)

This category will be dependent upon current audits that are incomplete at the end of the fiscal year-end.

Other audit engagements to be complete this fiscal year if time and resources allow

Discipline and Termination - A review will be conducted of the discipline and termination process and compliance with applicable laws, regulations, and policies.

Hiring Processes - A random review of the hiring process and compliance with applicable laws, regulations, and policies will be conducted.

Special Projects - Any activity deemed necessary by the CEO/GM, Deputy CEO/GM, or the Administrative and Finance Committee.

Follow-Up - Conduct reviews of completed audits to assess the progress and implementation of previously issued audit recommendations and management responses as required by the Professional Standards. Follow up on any material issues or deficiencies identified by internal or external engagements. All open audit findings will be reported to the CEO/General Manager and Deputy CEO/General Manager quarterly.

Conclusion

This Audit Workplan seeks to align limited audit resources with risk throughout the organization while considering prior audit efforts and other factors as outlined earlier in this report. Internal Audit will continue to refine the Risk Assessment to include emerging projects, programs, contracts, and functions. Internal Audit will also continue to assess the risk and weightings included to most accurately reflect the risk profile of the organization and to allow the greatest coverage of that risk in the annual audit planning process.

ATTACHMENT B

FY 2019 Audit Schedule																			
DEPARTMENT	ITEM/ACTION	Risk Level	R	U	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Date	Comments	
Monthly																			
	Lost and Found	M																	
	Force Pass Monitoring	L																	
	SBTC Site Visit	H																	
	Cycle Count Review	M																	
	P-Card Review	M																	
	Mobile Fare Reporting	L																	
	Fare Box Audits	M																	
Quarterly																			
	Grant Process Monitoring	H																	
	Petty Cas Funds Review	M																	
	Armor Pick Up Review	M																	
	Procurement Policies and Procedures follow-up	M																	
	Employee Recreation Club (ERC)	L																	
	OHSa Compliance	H																	
	Safety and Security Review	H																	
Annually																			
	Sub-recipient Grant Oversight	H																	
	Annual Risk Assessment and FY 2020 Workplan	M																	
	Annual Parts Inventory	M																	
	Grant Review & Update	H																	
As Needed																			
	Buy America	M																	
	Capital Inventory Valuation (EAM)	H																	
	Procurement Protest Review	H																	
	Workers' Compensation Review	H																	
	FY 2019 FTA Triennial Preparation	M																	
	Review Procurement Bid Evaluations	M																	
	Hiring Process	H																	
	Review Request for Proposal Over \$150,000																		
Additional																			
	Operation Audit	H																	
	Information Technology Audit	M																	
	Human Resource (Hiring, Discipline and Termination)	M																	
	Special Projects																		
	Follow-up																		

Audit Engagement Procedures

Purpose

The purpose of this procedure is to establish a process and set of practices for conducting audit engagements. Internal Audit shall adhere to the professional standards set forth in the Government Audit Standards promulgated by the Comptroller of the United States, and the Institute of Internal Auditors, in carrying out its responsibilities.

Overview

All Omnitrans departments, programs, functions, systems, contracts, and activities are subject to audits. Internal Audit shall initiate audit activities based on assessed risk, legislative mandates and regulations, and in response to requests from CEO/General Manager, Deputy CEO/General Manager, and Department Directors. Omnitrans management and staff shall cooperate fully with Internal Audit during discharge of their duties, to include a prompt reply to audit reports findings and recommendations.

Engagement Process

Every engagement shall follow the outlined process, except where otherwise discussed prior to the engagement.

1. Before the start of every audit engagement, the Department Director will be sent a notice of audit letter. The notice of the audit letter will define the scope of the audit; specify the entry date and any material or personnel that will be needed.
2. Internal Audit will conduct an entry meeting to discuss the scope, materials needed, and answer questions.
3. During the audit engagement, the auditors may request additional information or access to additional personnel; the director or any representative can ask questions and clarify any communication from auditors throughout the audits.
4. At the end of the engagement, the auditor will conduct an exit interview. The exit interview will provide information on findings and recommendations from the engagement. The auditor will at that time present a draft report, and if a draft is not ready, one will be presented within seven business days of the engagement.
5. The auditee will be given a minimum of seven business days after receipt of the draft report to respond to the findings and recommendations.
6. After receipt of the draft report from the auditee with their response, the auditor will prepare the final report.
7. Final reports are presented to the CEO/General Manager, Deputy CEO/General Manager, Department Director, and summarized for the Administrative and Finance Committee of the Board of Directors.

Fraud investigations or engagements of highly confidential nature may be conducted outside of these engagement procedures. There may be occasions when audit engagements might be conducted without prior notice because of the nature of the audit.

Engagement Checklist

Audit Scope

(Provide a detail scope and Objectives of the engagement)

Audit Resources:

- Annual work plan
- KPI
- Management Plan
- Trends
- Discussion with CEO/GM and Deputy CEO/GM
- Risk

Policies, Procedures, Systems, Practices

- Relative policies
- Practices

Methods

- Interviews
- Observations
- Document review
- Testing

Work Plan, Testing, Review

(Conducting the audit/review)

Exit Meeting

- Overview of finding
- Recommendations

Draft Report

Final Report

- Corrective action
- Follow timetable

ITEM # E8

DATE: September 5, 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: WEST VALLEY CONNECTOR PROJECT UPDATE

FORM MOTION

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

This item was presented to the Plans & Programs Committee at their July 25, 2018 meeting.

BACKGROUND

On January 4, 2017, the Omnitrans Board of Directors and the San Bernardino County Transportation Authority (SBCTA) Board of Directors both approved motions directing staff to develop a cooperative agreement between Omnitrans and SBCTA, designating SBCTA as the lead agency for environmental clearance, design, right-of-way acquisition, and construction of the West Valley Connector Project.

Subsequent to this decision, SBCTA staff conducted an independent assessment of the West Valley Connector Project to review the Project's schedule, risks, design progress, capital costs, phasing, and right-of-way (ROW) needs. In addition, SBCTA staff reached out to the cities of Fontana and Rancho Cucamonga regarding their concerns about transit signal priority, buses stopping in mixed flow lanes, and frequency of service. SBCTA staff presented the assessment findings at the April 2017 SBCTA Transit Committee meeting, including six of the alignment alternatives that were previously studied.

SBCTA staff and Omnitrans staff also held a task force meeting in April 2017 with elected officials and staff of the five cities involved (Fontana, Montclair, Ontario, Pomona, and Rancho Cucamonga). At the meeting, all cities agreed to split the Project into two phases, with the first phase following the "Milliken Alignment" from Pomona to Rancho Cucamonga and ending at Victoria Gardens, and the second phase following the "Haven Alignment" and continuing along Foothill Boulevard into the City of Fontana. (A map is included in Attachment A). The parties also agreed to increase the frequency of local service on Haven Avenue (Omnitrans' Route 81) simultaneous with the first phase.

In May 2017, the SBCTA Board directed its staff to proceed with environmental clearance for both phases of the West Valley Connector project; and to proceed with design, right-of-way, and construction of Phase I from the Downtown Pomona Metrolink Station to Victoria Gardens, with the understanding that a Federal Transit Administration (FTA) Small Starts Capital Improvement Grant is needed to proceed with substantial right-of-way acquisition.

On November 1, 2017, the Omnitrans Board of Directors and the SBCTA Board of Directors both approved a cooperative agreement, which designated SBCTA as the lead agency for the West Valley Connector Project and formalized the roles of the two agencies on the Project. Omnitrans will operate the sbX bus rapid transit line that will result from the Project; 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 draft Environmental Impact Report/Environmental Assessment (EIR/EA) for the West Valley Connector Project for the mandated 45-day public comment period, and to hold a public hearing.

On March 14, 2018, SBCTA staff presented a project update to the SBCTA Transit Committee, stating that FTA had provided direction that SBCTA must include the Operations & Maintenance (O&M) facility (needed for the 60' articulated vehicles being purchased for the project) in the draft EIR/EA, as it is a required component of the West Valley Connector Project.

On April 4, 2018, the SBCTA Board of Directors approved an amendment for Parsons Transportation Group to complete the additional design and environmental work needed to incorporate the O&M facility into the environmental document.

Operations & Maintenance Facility

Omnitrans operates and maintains its existing bus fleets out of two major Operations and Maintenance (O&M) facilities: East Valley Vehicle Maintenance Facility (EVVMF) and West Valley Vehicle Maintenance Facility (WVVMF). EVVMF is a Level III facility capable of full maintenance of buses and WVVMF is a Level II facility suitable for light maintenance. These facilities do not have sufficient operational capacity to accommodate the additional maintenance and storage requirements of the anticipated fleet expansion associated with the proposed project.

The purpose of the new O&M facility is to provide operations and maintenance support to the existing full-service EVVMF. The new facility would be designed and constructed to provide Level I service maintenance with a capacity to be upgraded to provide Level II service maintenance as needs arise. The new Level I facility would be capable of accommodating light maintenance work for bus upkeep, such as bus service and inspection, vehicle washing and fueling, interior cleaning, and light repair. Heavy repair functions would remain at the EVVMF.

An area of approximately five (5) acres would be required to construct the new O&M facility, which would primarily include the parking, maintenance, and administrative areas. Fueling and bus washing areas would also be provided. Exterior perimeter lighting and landscaping would be furnished. Depending on the service level to be performed, approximately 50-100 staff would be using this facility, including bus operators and O&M staff.

Part of the City of Ontario’s in-kind contribution to the Project is the use of a City-owned property, on which the O&M facility will be constructed and operated. Preliminary discussions with City staff identified three potential suitable locations approximately a mile south of the proposed corridor alignment on Holt Boulevard. The City is currently working on a master plan of its properties to determine which property/properties it can make available to Omnitrans. SBCTA staff, in coordination with Omnitrans staff, will negotiate with the City of Ontario staff to ensure that the ultimate location of the O&M facility meets Omnitrans’ needs. SBCTA will develop a cooperative agreement with the City of Ontario with respect to the City’s in-kind contribution to the Project, as well as an O&M agreement between the City and Omnitrans to address the responsibilities of each entity relative to the O&M facility/property. The Board of Directors will be updated as more information becomes available.

Three adjacent sites in the City of Ontario, located slightly more than a mile south of the proposed corridor alignment on Holt Boulevard (Attachment 1), are currently under consideration for the placement of the O&M facility, including:

- Site 1: 1516 S. Cucamonga Avenue, 6 acres
- Site 2: 1440 S. Cucamonga Avenue, 4.77 acres
- Site 3: 1333 Bon View Avenue, 6.59 acres

All of these potential sites are owned by the City of Ontario and are zoned for industrial uses. The O&M facility will be constructed during the same period as Phase I and will be open for operation at the same time as Phase I of the Project. Construction duration is estimated at 12 months.

Schedule

Due to the addition of the O&M facility information in the environmental document, the environmental schedule has been delayed from what was previously anticipated. SBCTA’s anticipated schedule for environmental clearance for the West Valley Connector Project is shown in the table below. *(Due to a schedule change for the public meetings, the schedule has been updated from what was presented to the Plans and Programs Committee at its July 25, 2018 meeting).*

*Asterisk represents updated dates

Task		Start	Finish
FTA final draft legal review and approval of EIR/EA		6/26/2018	9/10/2018*
Circulation of EIR/EA and public meetings (Public meetings planned 9/19*, 9/25*, 9/27*, and 10/1*)		9/17/2018*	11/1/2018*
FTA and State Historic Preservation Officer (SHPO) review and concurrence of the Finding of Effect		11/27/2018*	12/27/2018*

FTA review and approval of draft Finding of No Significant Effect (FONSI)		11/02/2018*	1/25/2019*
Filing of Notice of Determination / complete CEQA approval		2/14/2019*	2/20/2019*

SBCTA has begun to seek grant funds for the West Valley Connector Project, including an application recently submitted for electric vehicles. SBCTA plans 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 a project update for the West Valley Connector Project.

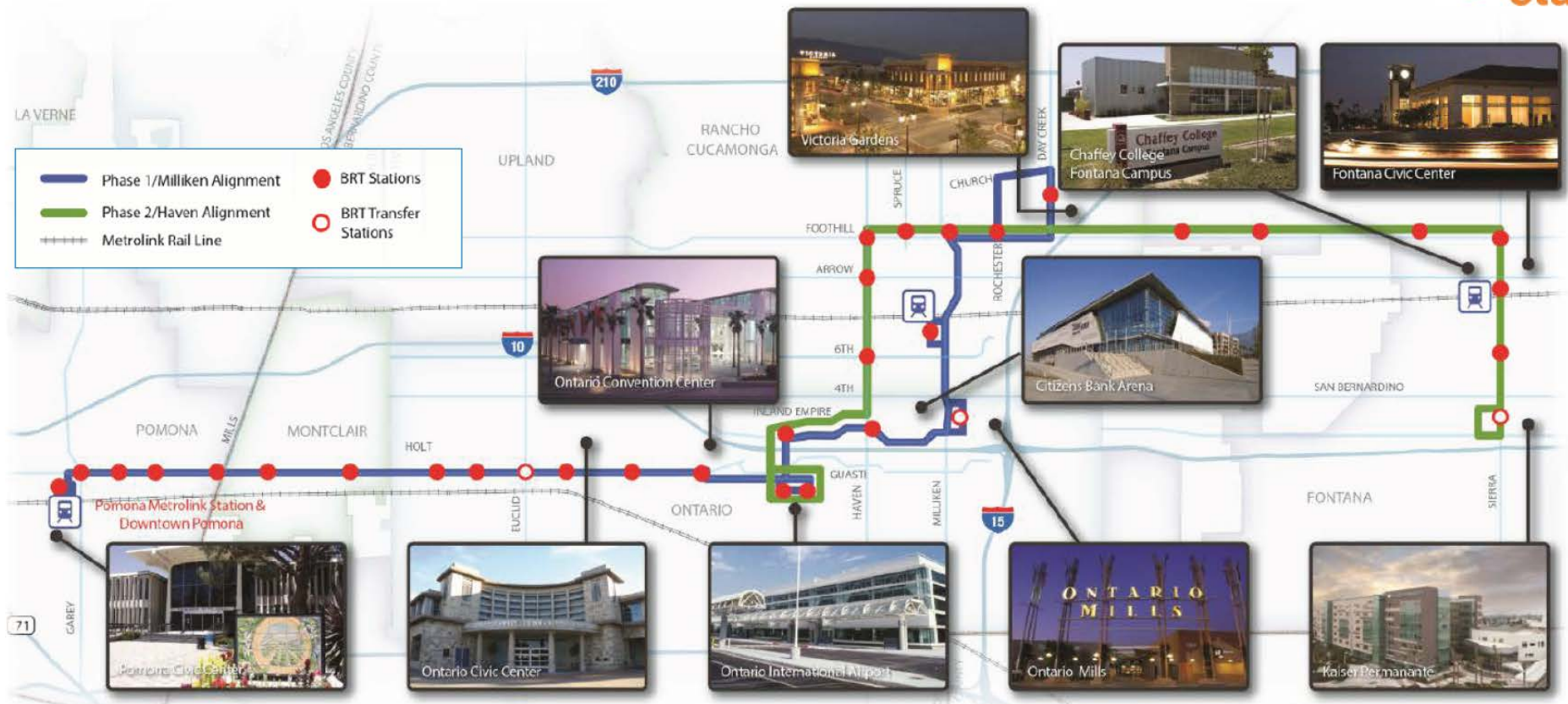
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Attachment A: Map

West Valley Connector Project Alignment

West Valley Connector

Pomona | Montclair | Ontario | Rancho Cucamonga | Fontana



ITEM # E9

DATE: September 5, 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 status update on the OmniConnects Short-Range Transit Plan (SRTP) FY2019-2025 to the Board of Directors.

This item was presented to the Plans & Programs Committee at their July 25, 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. SRTPs typically take one to two years to complete. Including the kickoff, this is the fifth SRTP update presented to Board/Board Committees. Previous updates covered:

- Timeline
- Key Goals
- Public Outreach: call for public meetings & results of those meetings
- 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
- Key Performance Indicator Strategy and,
- Highlights from an unconstrained Operating Plan.

Once the items above were developed, staff's SRTP focus transitioned to the Financial White Paper, which was developed and delivered to the Board of Directors in May 2018. The Financial

White Paper showed that additional funding sources or cost reduction strategies such as service reductions may be needed beyond Fiscal Year 2021.

Omnitrans staff is now focusing on developing constrained service plan options and fare policy in light of the findings of the Financial White Paper. The SRTP must present options to maintain a projected balanced budget throughout the SRTP period.

To that end, Omnitrans and SBCTA staff will work collaboratively to review constrained plan options while also seeing if any of the proposed changes may qualify for additional funding options through grants or other funding sources. A draft unconstrained plan will be developed and presented at the October 2018 Plans and Programs Committee Meeting.

Completion of the OmniConnects SRTP is a component of the FY2019 Management Plan and is slated for the third quarter of the fiscal year. The current status and upcoming milestones for the SRTP can be seen in the table below:

SRTP Timeline per Chapter			
#	Chapter	Status	Target Completion
1	Executive Summary		January 2019
2	Introduction	Component Elements Completed	January 2019
3	Our Community	Draft Completed	January 2018
4	Our Riders	Draft Completed	February 2018
5	Our Services	Draft Completed	May 2018
6	Our Partners	Draft Completed	February 2018
7	Financial Plan	White Paper Completed. It identified issues; working on Constrained Plan to feed into Financial Plan	December 2019
8	Performance Measures and Standards	Component Elements Completed	October 2018
9	Sustainability		October 2018
10	Unconstrained Plan	Component Elements Completed	August 2018
11	Constrained Service Plan	In Process	October 2018
12	Fare Policy	In Process	December 2018
13	Title VI Fare and Service Equity	In Process	December 2018
14	Public Hearings	Initial Public Hearings Held; Final Public Hearings to be scheduled at end of year.	December 2018- January 2019
Final Report to Plans and Programs Committee & Board of Directors			Third Quarter FY2019

CONCLUSION

Receive and file status update on the OmniConnects Short-Range Transit Plan (SRTP) FY2019-2025 to the Board of Directors.

PSG:WW:JB

ITEM # E10

DATE: September 5, 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: CUSTOMER-BASED RIDESHARING AND TRANSIT
INTERCONNECTIVITY STUDY**

FORM MOTION

Receive and file the *Customer-Based Ridesharing and Transit Interconnectivity* study presentation.

This item was presented to the Plans & Programs Committee at their July 25, 2018 meeting.

BACKGROUND

In 2015, San Bernardino Associated Governments (SANBAG, now known as SBCTA) and Omnitrans agreed to apply for and were ultimately awarded a Caltrans Sustainable Transportation Planning Grant through the Southern California Association of Governments (SCAG) to complete a Customer-Based Ridesharing and Transit Interconnectivity Study. In May 2016, SCAG awarded a contract to AMMA Transit Planning to complete this study.

This study was designed to investigate how to maximize the use of San Bernardino Valley's transit assets and San Bernardino County's ridesharing, vanpooling, and active transportation initiatives. The goal of the study was to make recommendations for a more fully integrated, customer-focused system that increases both the choices of transportation modes and the visibility of those choices.

SBCTA, Omnitrans and SCAG have co-managed this study and undergone a discovery process to more fully understand customer needs and technological solutions in order to maximize the success of current and future transit investments in the San Bernardino Valley.

AMMA Transit Planning completed a series of surveys aimed at potential customers and followed up with a series of focus groups by engaging with large employers and colleges in the San Bernardino Valley. The results of this potential-customer engagement allowed AMMA to develop an action plan that is being recommended in order to maximize the use of both ridesharing and transit options. AMMA also engaged with technology companies to determine

which technology enhancements, and data standardizations would enable customers to more easily get information about rideshare and transit options.

The final outcome of this study is a seventeen item Customer-Focused, Technology Enabled Multi-Modalism Action Plan. The action plan focuses on four key areas with several sub-strategies each:

1. **Rider Support:** Safety, Incentives, Guaranteed Ride Home, Fare Payment;
2. **First and Last Mile:** Subsidized Ride Hail, Flex Service, Warehouse Tripper, West Valley Feeder Service, Bike Share, Bike/Pedestrian Infrastructure;
3. **Information:** Wayfinding, Transit Apps, Multi-Modal Portals, Real-time info; and,
4. **Institutional:** Multimodal Employee Transportation Coordinators (ETCs), Technology Interoperability, Multimodal Facilitator.

Each strategy has its own timeline for implementation. Omnitrans and SBCTA have already implemented some of the recommended strategies including the adoption of mobile fares with Token Transit, safety enhancements at bus stops, and tripper service for warehouse locations.

The two agencies will strive to implement additional strategies as timing, funding and policy decisions allow. Although some may be farther into the future than others, the pace of change in transportation technology makes it imperative that the agencies pay attention to developments in order to take advantage of opportunities and to influence the regional discussion, where appropriate. Both agencies have agreed to hold quarterly meetings to maintain momentum and track progress.

AMMA Transit Planning delivered the attached presentation to the Plans and Programs Committee to allow for further discussion of this action plan.

CONCLUSION

Receiving and filing this report and presentation will allow Omnitrans staff to work to include many of the recommendations into the OmniConnects Short Range Transit Plan.

PSG:WW:JB

Attachment A: PowerPoint Presentation



*Customer-Focused,
Technology-Enabled
Multi-Modalism*





Purposes

- This Study - Identify *customer-based* strategies for the San Bernardino Valley:
 - To grow use of alternate mode transportation
 - To find new riders, retain existing riders
 - To help users navigate an expanding, potentially complex network
- UCLA Study –
 - Loss of traditional transit users to their own cars
 - Shift focus to current non-users, for occasional trip-making
 - **BUT THIS IS NOT LOS ANGELES**
- Today –
 - Study's Market Research
 - "Wheel of Possibilities" 4 Strategy Areas
 - Introduce the ACTION PLAN



A Study Over Two Years

- Phased Work Effort
 - Volume 1: Existing Conditions – The Transportation Network
 - Volume 2: Three-phased Market Research
 - Interviewed: 14 of the Valley's largest employers
 - E-survey: 5,769 employees and 1,446 CSUSB students
 - Focus groups: Nine settings and 77 commuters
 - 7 Strategy Workshops
 - Volume 3: Multimodal Strategies
- ACTION PLAN

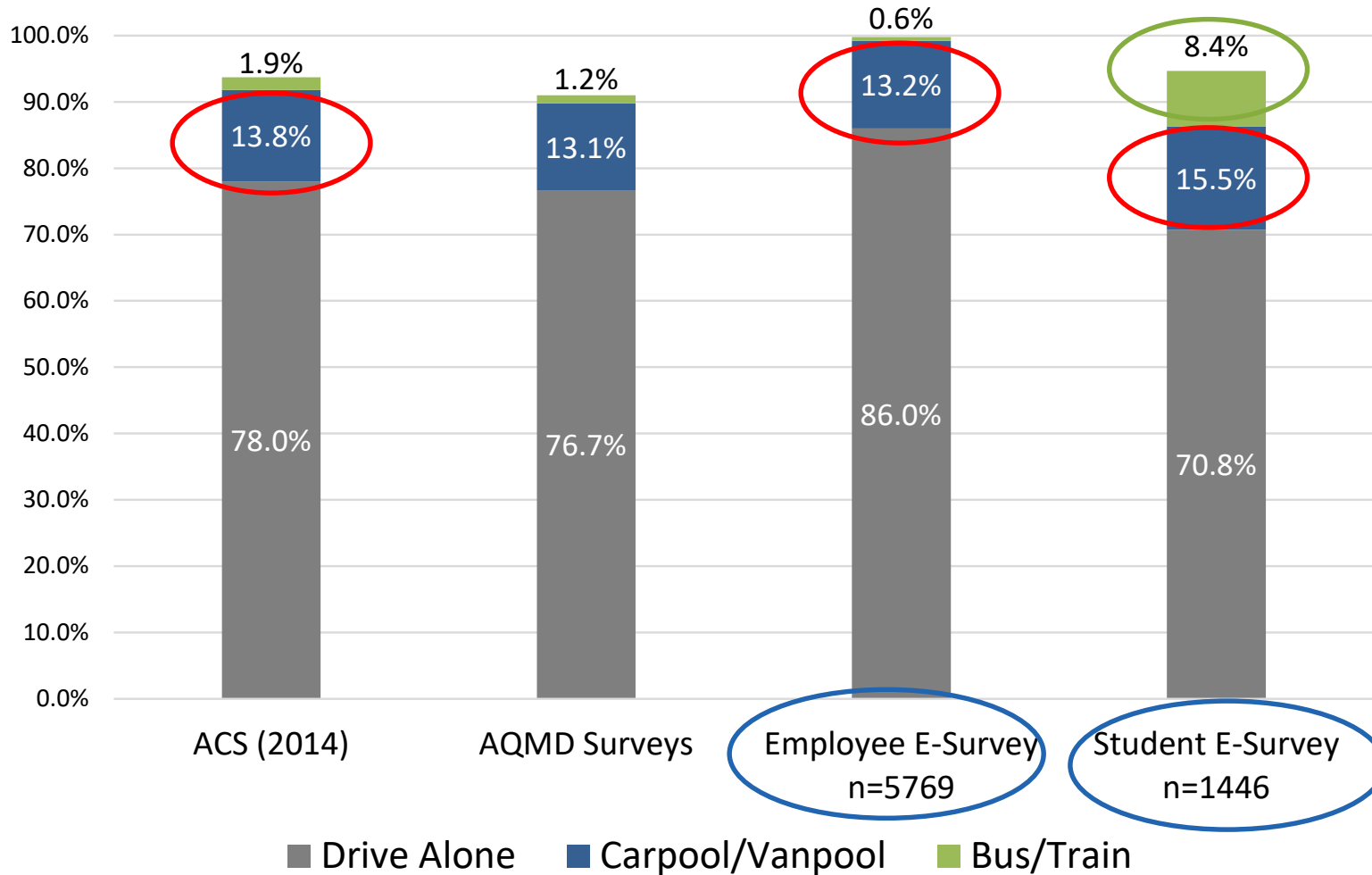
Customer-Focused,
Technology-Enabled,
Multi-Modalism



MARKET RESEARCH

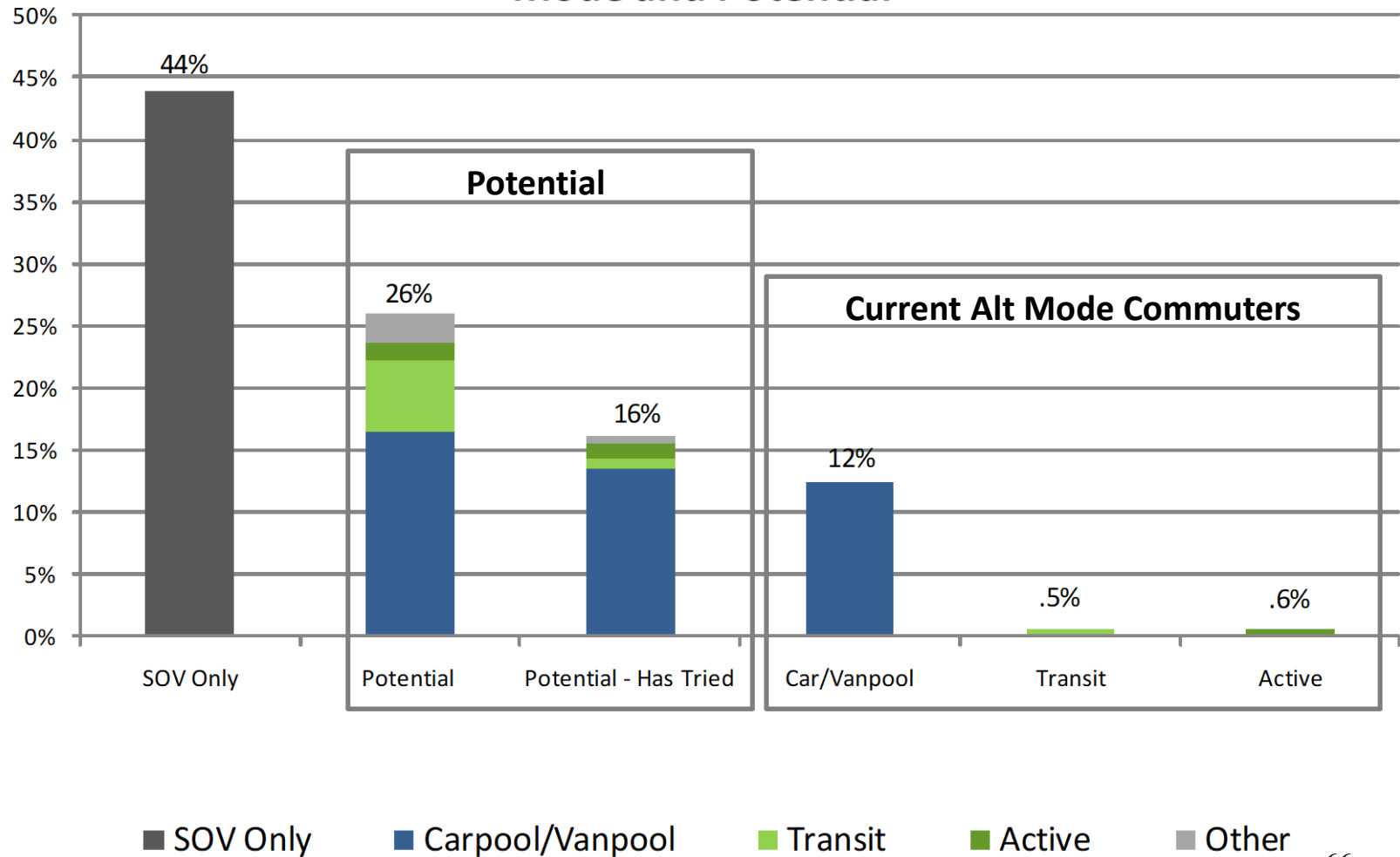
Current Commute Modes – San Bernardino Valley

Commute Mode



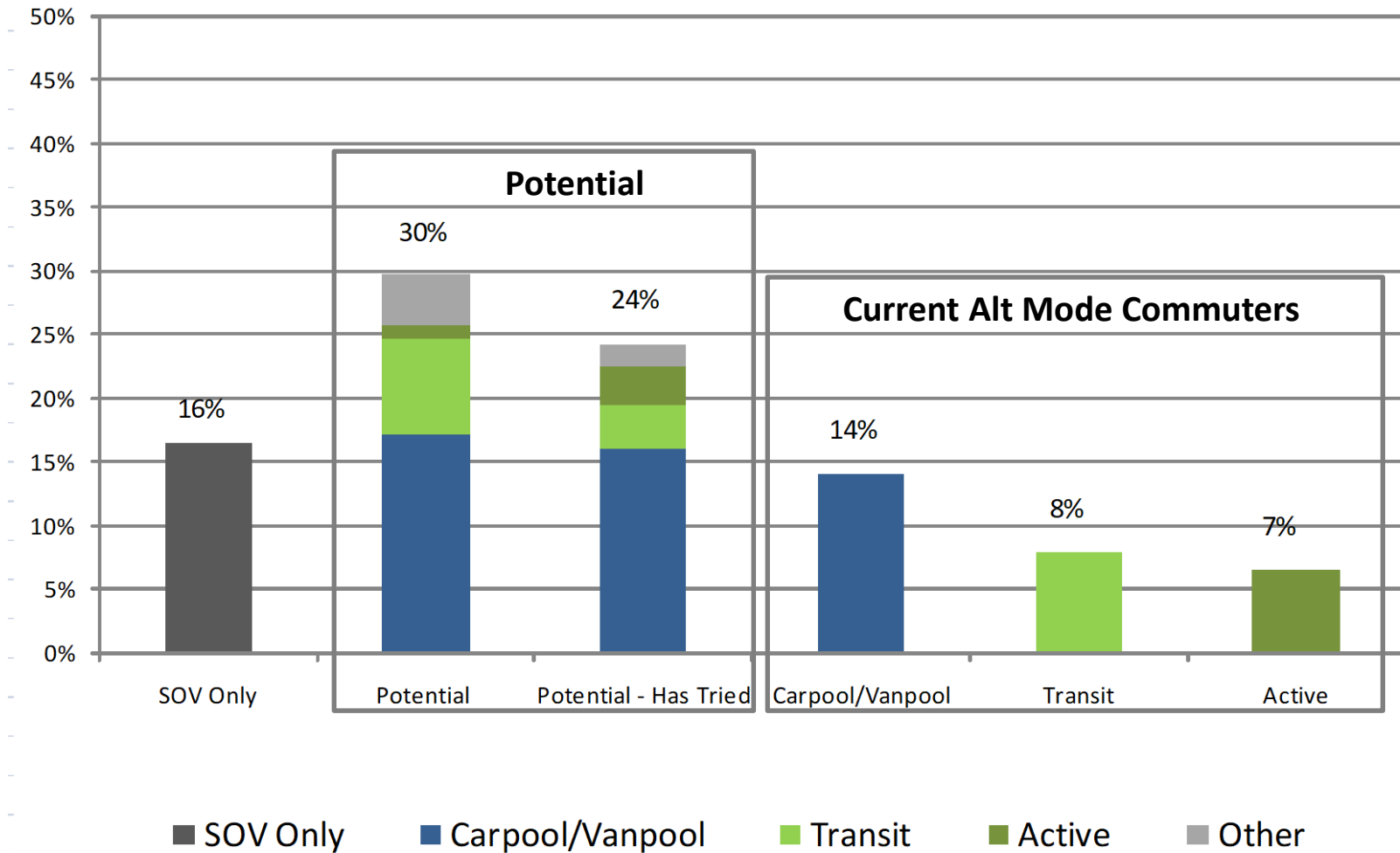
E-Survey Mode Use Segments

Employees Mode and Potential



E-Survey Mode Use Segments

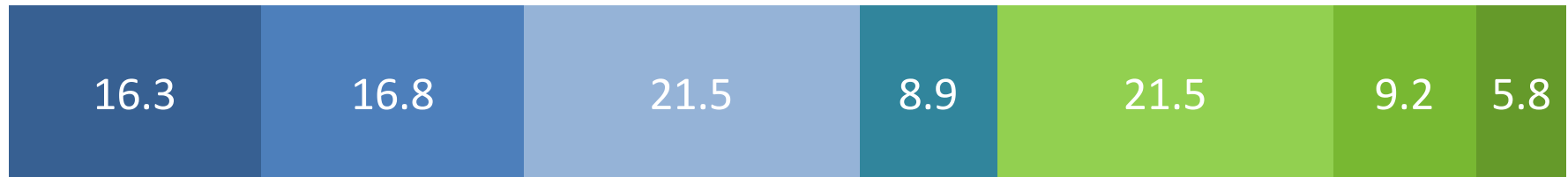
CSUSB Students Mode and Potential





Motivational Continuum

Employee Commuters



CSUSB Students



Independent & Flexibility Focused

Enjoy driving
Privacy/time alone
Flexibility to make stops before & after work
Access to vehicle during day for emergencies

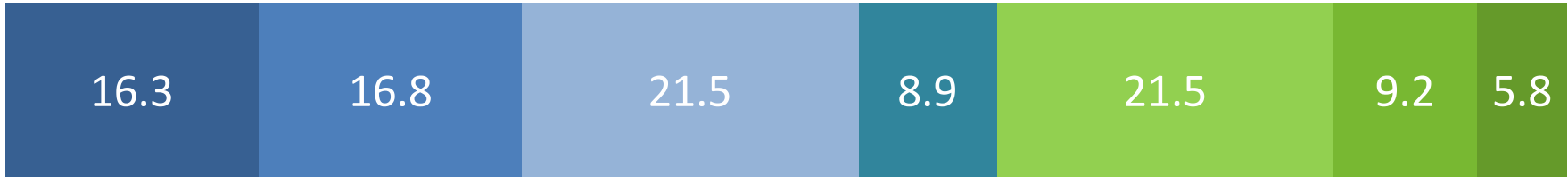
Practical & Cost Conscious

Cost
Wear and Tear on Vehicle
Accommodates my Work Hours



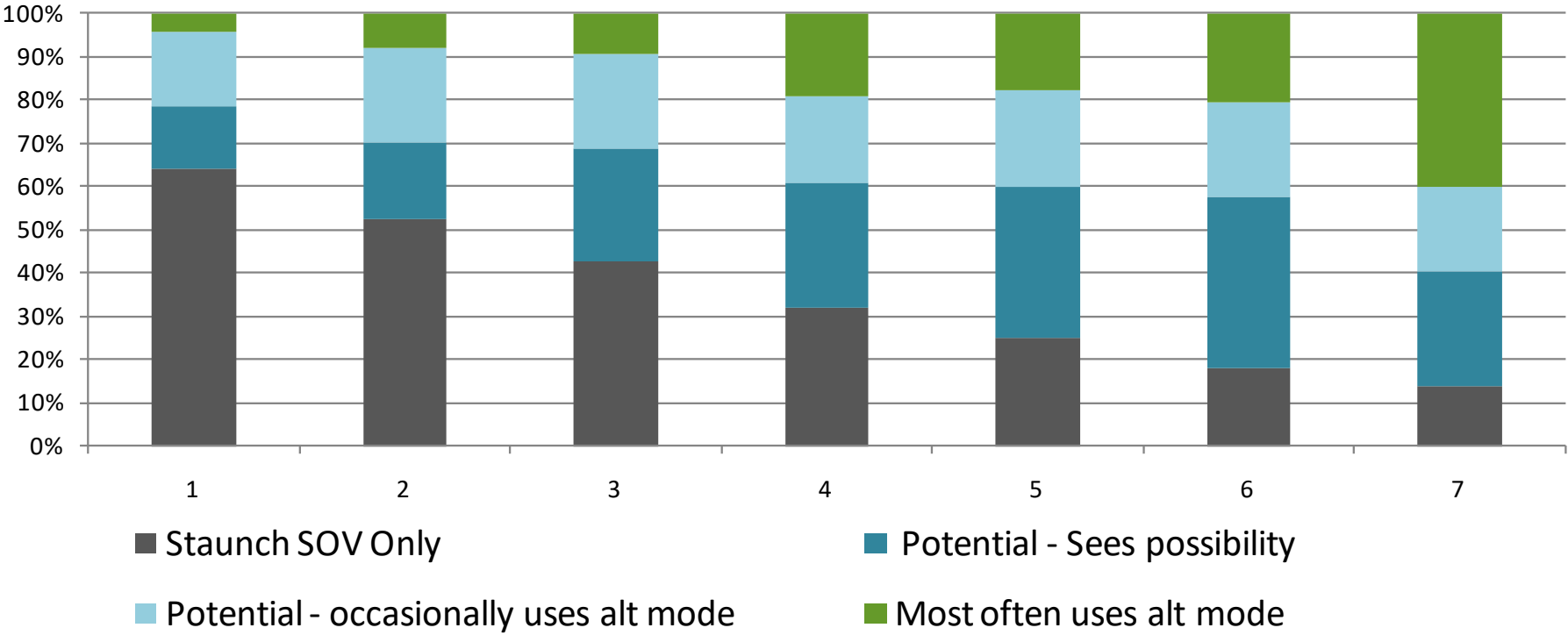
Motivational Continuum & Alt. Mode Potential

Employee Commuters



Independent & Flexibility Focused

Practical & Cost Conscious





Principles

■ Customer-focused

- Provides options meeting varying needs & motivations:
 - Easy to use
 - Accessible
 - Reliable
 - Immediate
 - Engaging
 - Fun
- Promotes cost savings, fast travel and safety
- Enables easy multimodal choices
- Promotes incentives and challenges
- Supports healthy lifestyles

■ Institutionally-focused

- Organizes & collaborates on:
 - Multimodal planning tools
 - Standardized, interoperable data to enable sharing
 - Promotes Transit/ Transportation Data Stack standards
 - Supports integrated fare payment
- Encourages flexibility & nimbleness
- Promotes operations planning across modes, across agencies

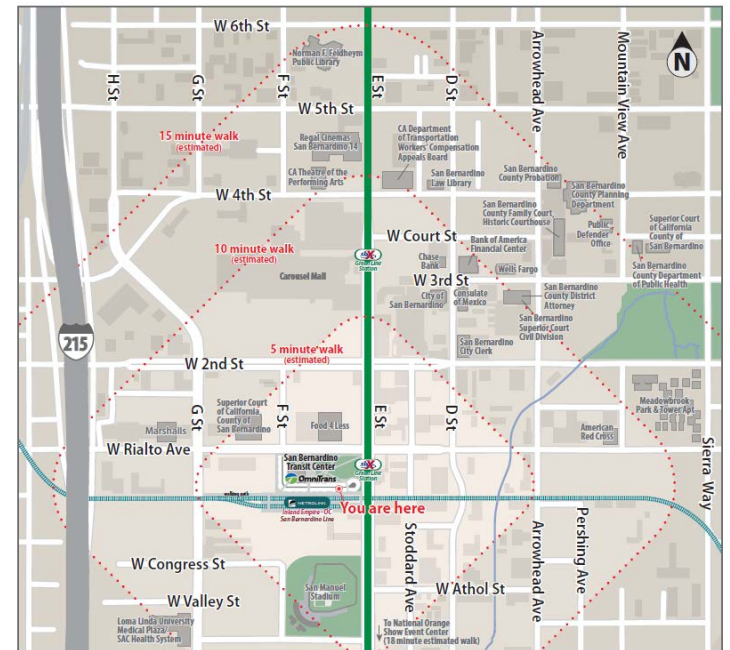
Customer-Focused, Technology-Enabled Multimodalism





1. ✓ Promoting existing “Modern Apps” & customer facing technology
2. Developing way-finding tools

Downtown San Bernardino Area Map



The Problem of Choice

- There are many ways to get around San Bernardino County
- Without an easy way to compare modes, **driving alone is the default** because....

DRIVING IS MINDLESS

- Transit and other alternate modes require thinking and planning ahead



Planning a transit trip is a 7-step process!

step 2

(my house)



step 1
(destination))

step 3

(transfer point)

ROUTE 66: MONDAY – FRIDAY

D	F	F	A	A	F	B	C		
Fortnite Marathon	Football Aspen	Football at Grouse	Montreal Transit Center	Montreal Transit Center	Football Grove	Football Hill	Football Hill		
WESTBOUND					EASTBOUND				
4:50	4:53	4:53	4:55	4:44	5:04	5:04	5:04	5:40	5:40
5:00	5:13	5:23	5:35	5:20	5:15	5:25	5:25	5:55	5:55
5:20	5:45	5:55	6:10	5:45	5:25	5:45	5:45	6:25	6:25
				5:55	5:55	6:00	6:00	6:40	6:40
				6:05	6:10	6:15	6:15	6:55	6:55
5:50	6:10	6:10	6:20	6:05	6:20	6:25	6:25	7:05	7:05
6:05	6:35	6:35	6:45	6:20	6:35	6:40	6:40	7:20	7:20
6:20	6:50	6:50	7:00	6:35	6:50	6:55	6:55	7:35	7:35
6:35	7:05	7:15	7:25	6:50	7:10	7:15	7:15	7:50	7:50
6:50	7:20	7:30	7:40	7:05	7:25	7:30	7:30	8:10	8:10
7:05	7:35	7:45	7:55	7:20	7:40	7:45	7:45	8:25	8:25
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22:05	22:40	22:50	23:05	22:20	22:40	22:45	22:45	23:25	23:25
22:20	22:55	23:05	23:20	22:35	22:55	23:00	23:00	23:40	23:40
22:35	23:10	23:20	23:35	22:50	23:10	23:15	23:15	23:55	23:55
22:50	23:25	23:35	23:50	23:05	23:25	23:30	23:30	24:10	24:10
23:05	23:40	23:50	24:05	23:20	23:40	23:45	23:45	24:25	24:25
23:20	23:55	24:05	24:20	23:35	23:55	24:00	24:00	24:40	24:40
23:35	24:10	24:20	24:35	23:50	24:10	24:15	24:15	24:55	24:55
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32:20	32:55	33:05	33:20	32:35	32:55	33:00	33:00	33:40	33:40
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32:50	33:25	33:35	33:50	33:05	33:25	33:30	33:30	34:10	34:10
33:05	33:40	33:50	34:05	33:20	33:40	33:45	33:45	34:25	34:25
33:20	33:55	34:05	34:20	33:35	33:55	34:00	34:00	34:40	34:40
33:35	34:10	34:20	34:35	33:50	34				

step 7
(origination)

step 6
(transfer
timing point)

step 5

(transfer timing point)

ROUTE 14: MONDAY - FRIDAY

A
San Bernardino
Transit Center

B

C
Foothill &
Riverside

T 125

D
Fontana
Martinez

E
Fontana
Martinez

SS

F
Foothill &
Riverside

G
Sh & Medical
Center

H
San Bernardino
Transit Center

WESTBOUND

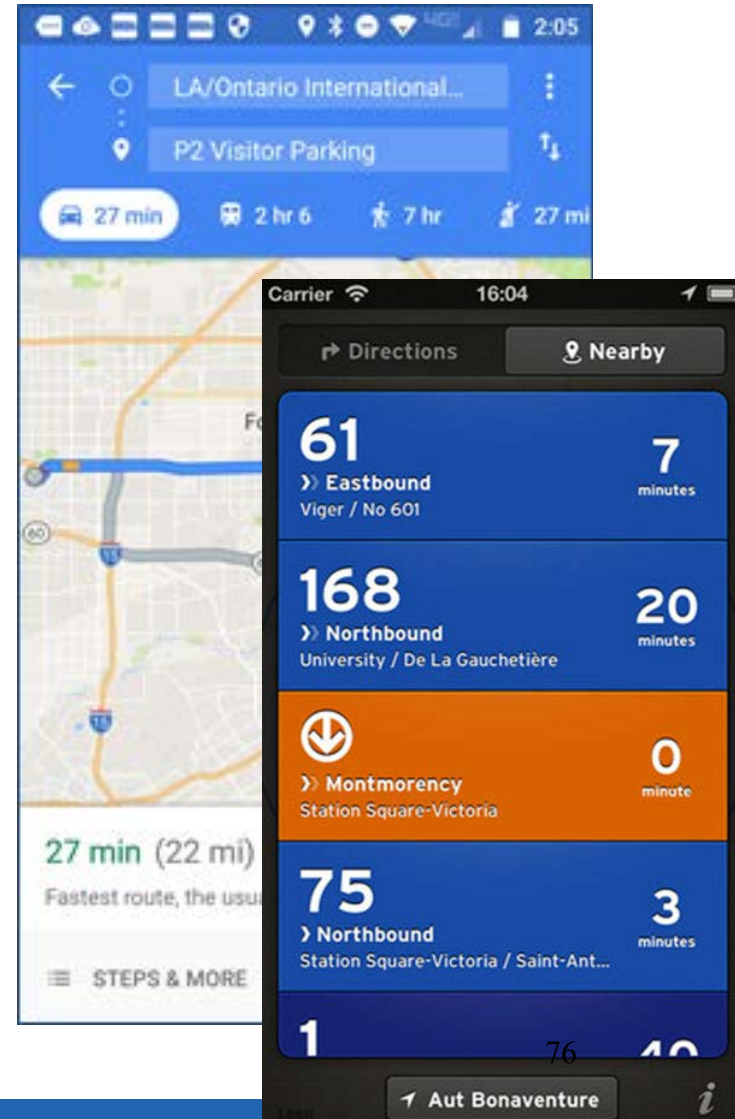
3:33	3:45	3:52		4:07																

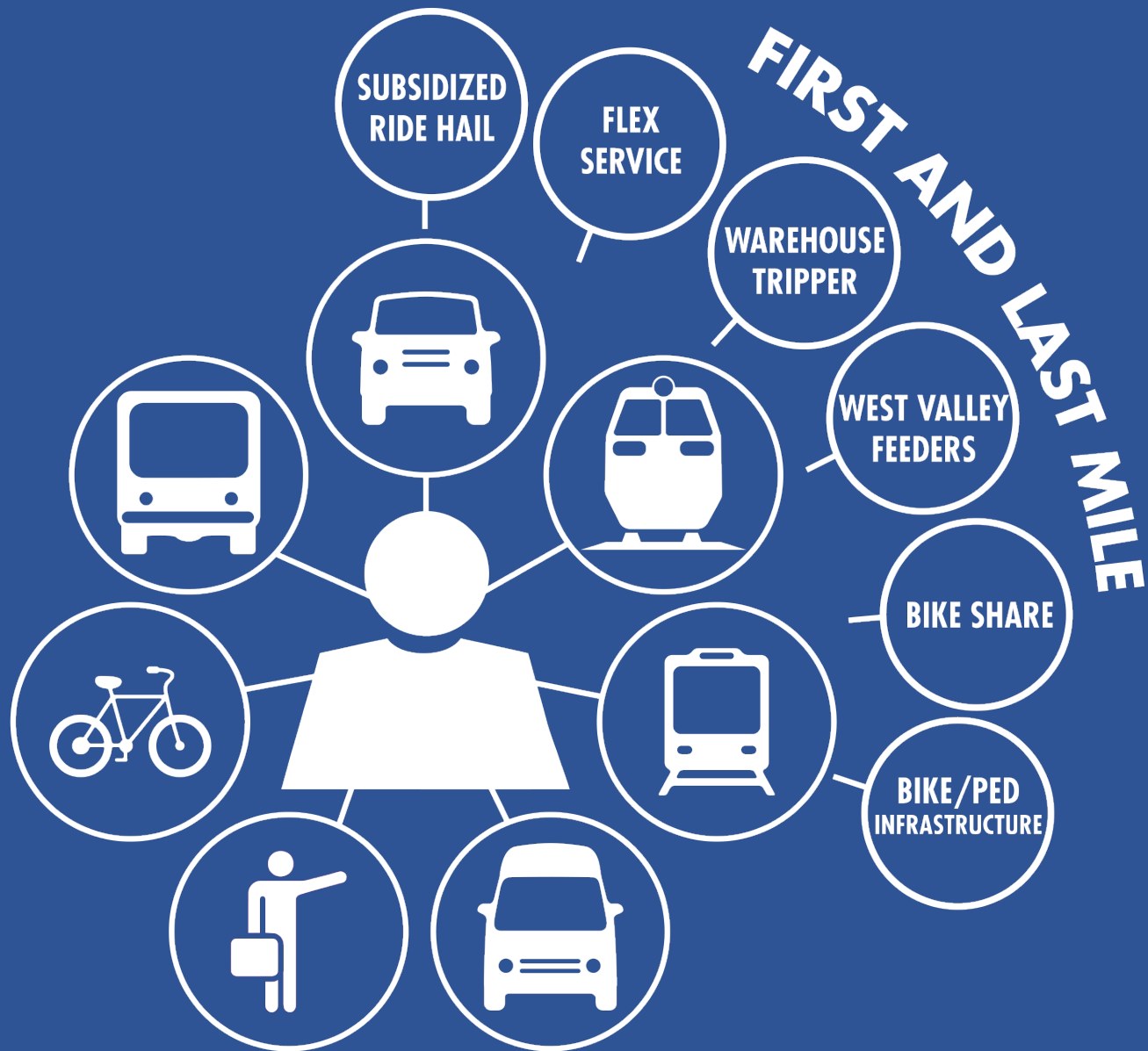
step 4

(destination timing point)

Modern Apps Do the Thinking for the Rider

- What are Modern Apps?
 - Customer focused
 - Easy to Use and Intuitive
 - Highly rated by users
 - Ubiquitous – work wherever you are
 - Continuously improved
- Modern Apps already here!
 - Google Transit – trip planning
 - Transit – realtime info
 - Token Transit – fare payment





First-Mile Last-Mile Strategies

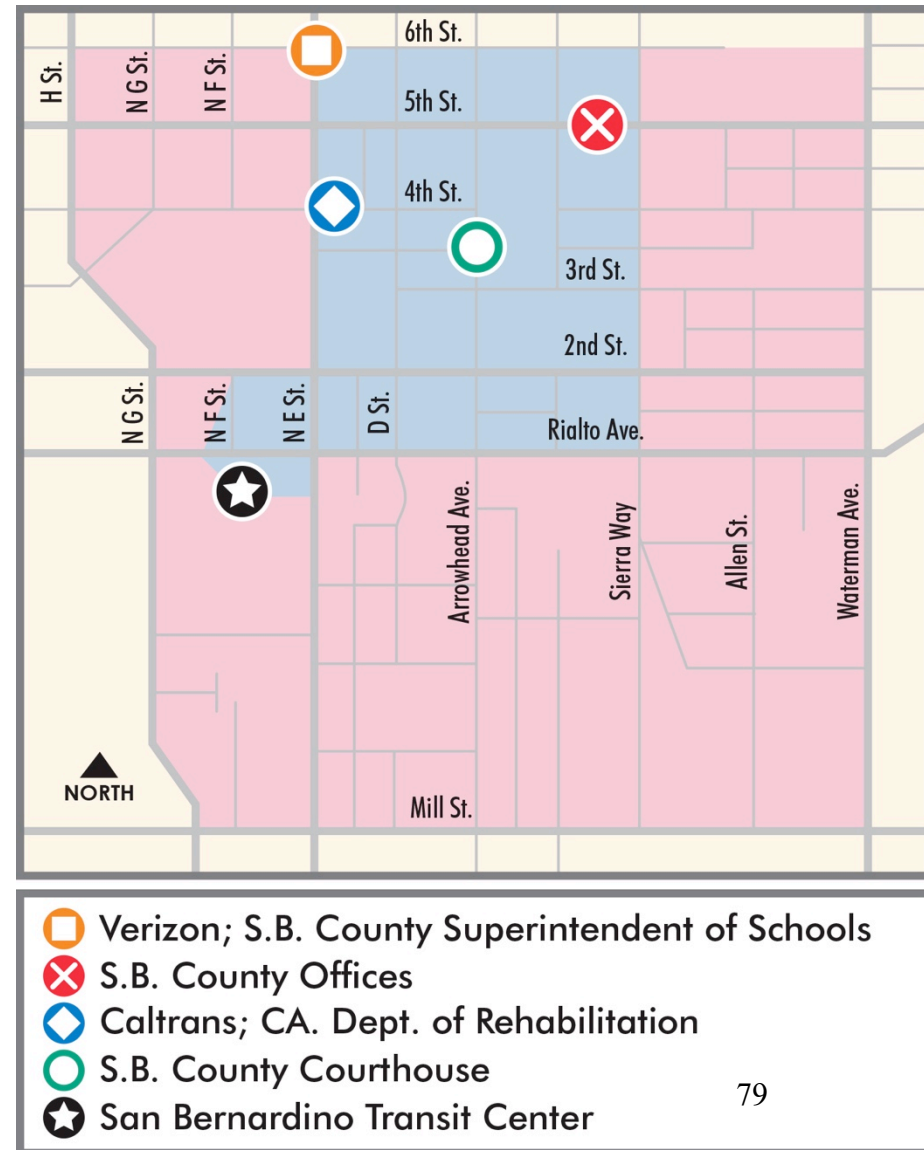
Enable multi-modal trips

1. ✓ West Valley Connector/ Improved Feeders
 - Route # 81, # 83
2. ✓ Subsidized Ride Hail Pilot –
 - ONT to Metrolink
3. On-Demand Flex Service –
 - Downtown San Bernardino
4. ✓ Warehouse Tripper Service –
 - Amazon
5. Bikeshare-Bus Pilot –
 - Loma Linda to Redlands
6. Bike/ Pedestrian Infrastructure

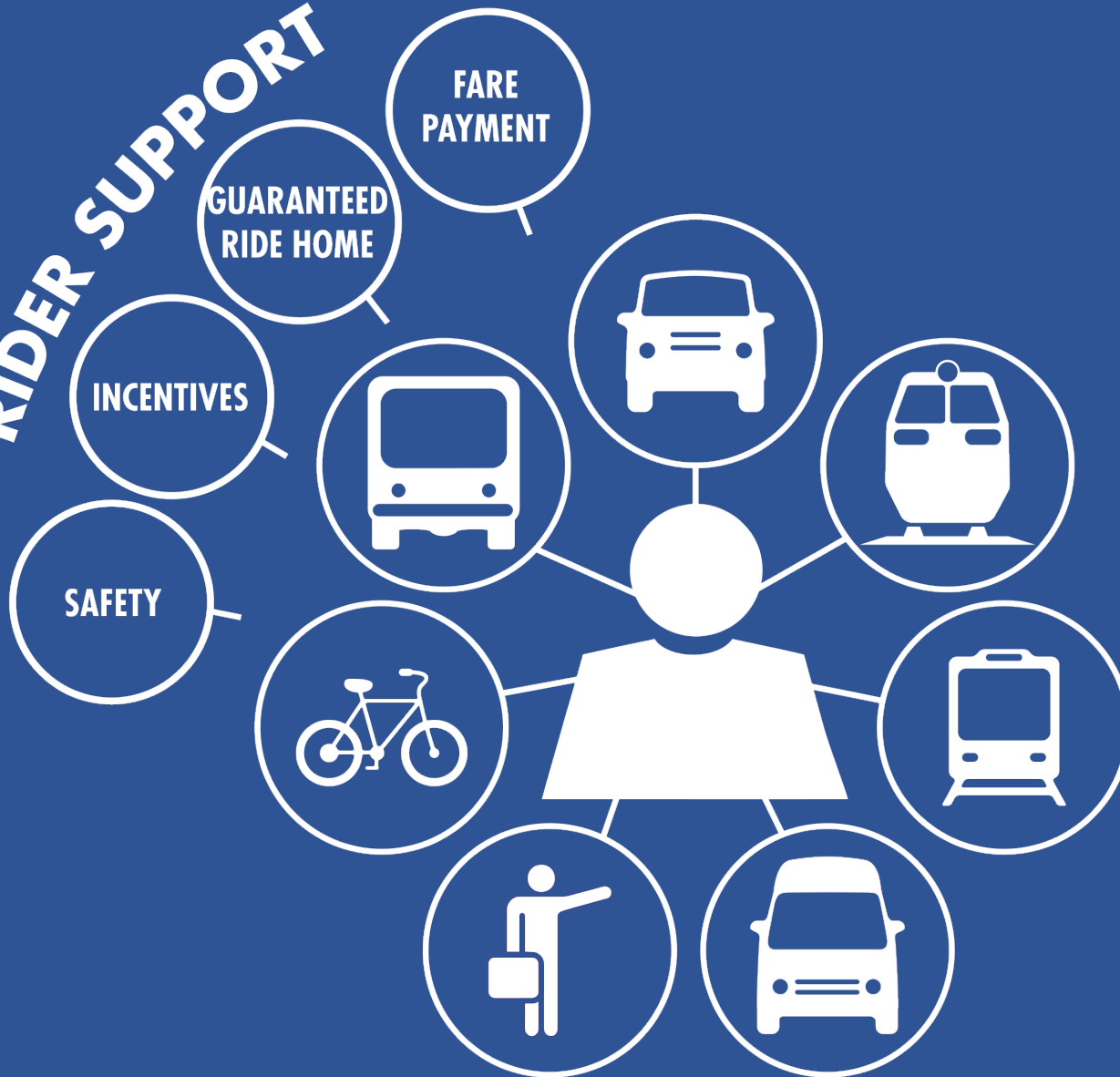


On-Demand Flex Service – Downtown SB

- Direct service between Metrolink and Downtown SB to attract new riders
- Complements existing Omnitrans service; removes need to navigate scheduled service
- Waits for trains
- Shortens riders' travel times
- Smartphone app component



RIDER SUPPORT



Rider Support Strategies

Provide tools that make it easy for commuters to choose and use an alternate mode

1. ✓ Electronic Fare Payment
 - Token Transit
2. ✓ Rideshare Engagement & Incentive Platforms
 - Loma Linda – Ride Amigos
3. Guaranteed Ride Home Refreshed
4. ✓ Targeted Safety Enhancements

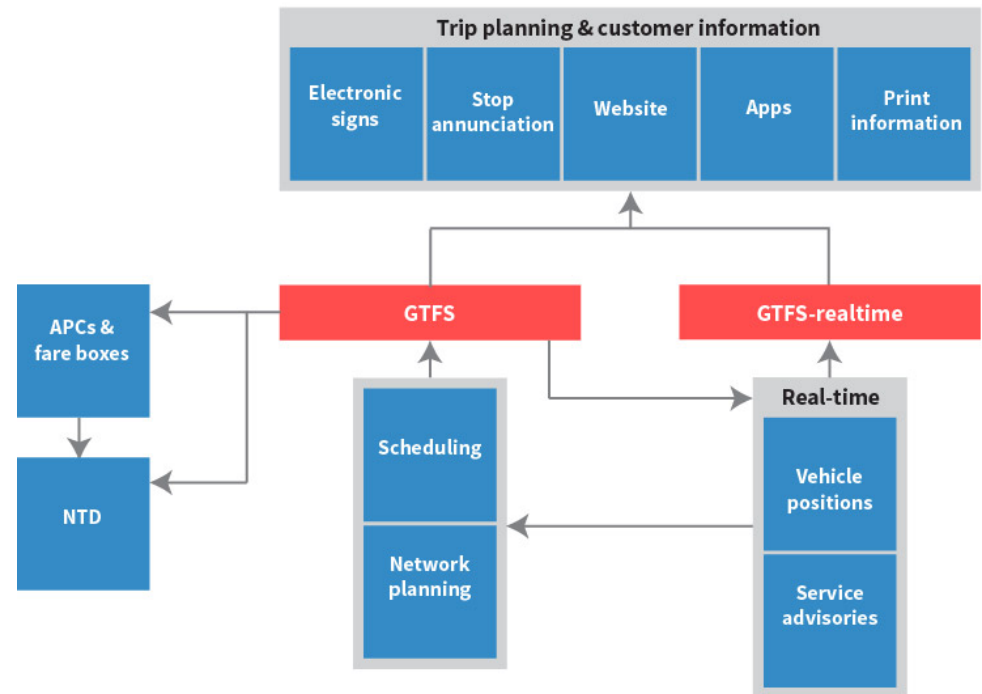


Institutional Strategies

Break down institutional silos that are mode focused at the expense of the customer

1. SBCTA Leadership to Customer Focused, Technology-Enabled Multi-modalism with multi-agency partners
2. Multimodal ETCs
3. Technology Interoperability

Transit Stack



MOVING FORWARD

Principles of Customer-Focused, Technology-Enabled Multi-modalism

- Recognizing this as pivotal time in public transportation
 - Opportunity of Mobility as a Service (MaaS)
 - Placing the customer first
- Study principles are the “road map” forward
- Developing multi-modal leadership, within/between agencies
 - Quarterly meetings
- Defining benchmarks
 - “Are we are succeeding?”



Customer Based Ridesharing and Transit Interconnectivity Study



*Customer-Focused,
Technology-Enabled
Multi-Modalism*



ITEM # E11

DATE: September 5, 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: TRIENNIAL TITLE VI REPORT FOR SUBMISSION TO THE FTA

FORM MOTION

Adopt the Triennial Title VI Report for submission to the Federal Transit Administration (FTA).

This item was reviewed by the Plans and Programs Committee at its July 25, 2018 meeting, and recommended to the Board of Directors for approval.

BACKGROUND

As a recipient of FTA funding, Omnitrans is required to fulfill Title VI requirements as outlined in the FTA Circular FTA C 4702.1B, dated October 1, 2012, and as originally set forth in Section 601 of Title VI of the Civil Rights Act of 1964. These requirements include reporting at a minimum triennially regarding compliance with Title VI, by demonstrating that the Agency does not discriminate, exclude from, or deny service based on race, color, or national origin.

The attached Triennial Title VI Report (Attachment A) demonstrates that Omnitrans is in compliance with the FTA's Title VI requirements. It shows that the Agency serves minority and low-income populations equitably and does not impose either a disparate impact or disproportionate burden by way of discriminatory actions, planning or policies.

Included with this report are all equity analyses performed over the last three years, record of all discrimination and potential Title VI complaints made against the Agency over the same period, and record of efforts taken to meet our Limited English Proficiency (LEP) and Language Assistance Plan mandates.

In each previously performed and board approved equity analysis, Omnitrans demonstrated compliance with its Title VI obligations. Each reported case of potential Title VI complaint resulted in an unsubstantiated Title VI claim.

For the triennial period of 2015 to 2018, an overall spatial analysis was conducted comparing populations of Low-Income and Minority groups (LIM) with the presence of transit services to determine whether Omnitrans met Title VI regulations. GIS analysis was used to map the service area including all fixed routes and stops. One-half-mile buffers were generated about all route

stops, and demographic analysis was performed by using data from the US Census' American Community Survey (ACS) 2014 and 2015 5-Year Estimates. The results of the overall analysis are shown in Exhibit 1.

Exhibit 1 Low-Income / Minority (LIM) Proportion Determination by Buffering of Route Stops

COMPARISON TO STOPS	TOTAL POP	Minority	% Minority	Low-Income White (Adjusted)	LIM	% LIM
Population of County (ACS 2015 data)	2,128,000	1,492,674	70.1%	67,850	1,560,524	73.3%
Population of Service Area (Includes Area within ALL JPA Cities' Limits)	1,413,330	1,023,192	72.4%	64,265	1,087,457	76.9%
Population of ADA/Access Service Area	1,392,466	1,050,151	75.4%	57,791	1,107,942	79.6%
3/4-Mile of Any Stop (May, 2018)						
Within	1,369,572	1,032,419	75.4%	57,220	1,089,639	79.6%
Not-Within	758,428	460,255	60.7%	10,630	470,885	62.1%
County Total	2,128,000	1,492,674	70.1%	67,850	1,560,524	73.3%
1/2-Mile of All Stops						
Within	1,256,270	958,010	76.3%	51,386	1,009,396	80.3%
Not Within	871,730	534,664	61.3%	16,464	551,128	63.2%
1/2-Mile of Stops with Benches						
Within	1,027,723	797,106	77.6%	41,593	838,699	81.6%
Not-Within	1,100,277	695,568	63.2%	26,257	721,825	65.6%
1/2-Mile of Stops with Shelters						
Within	739,839	584,722	79.0%	29,975	614,697	83.1%
Not-Within	1,388,161	907,952	65.4%	37,875	945,827	68.1%

The results of the overall analysis show that the numbers and proportion of Low-Income and Minority (LIM) residents found within the established buffer regions around stops clearly exceed, in each case, that found within San Bernardino County as a whole, within the larger Service Area defined by the JPA city boundaries, and within the ADA/Access Service Area boundary. Omnitrans' distribution of bus stop amenities also shows a higher proportionality of LIM residents.

The percent minority and percent LIM values for the ADA/Access Service Area are 75.4% and 79.6%, respectively; the same percentages for ½-mile buffers from all stops, for stops with benches, and for stops with shelters all exceed them (76.3%, 77.6%, and 79.0%, in the first case; and 80.3%, 81.6%, and 83.1% in the second). This evidence demonstrates that Omnitrans is not discriminating in its actions or in its service planning against minority populations within its service area.

Submitting this Triennial Title VI Report allows Omnitrans to remain in compliance with its Title VI requirements; therefore, staff recommends that the Board of Directors adopt the Triennial Title VI Report for submission to the Federal Transit Administration (FTA).

CONCLUSION

An adopted Triennial Title VI Report is required by the FTA for Omnitrans to continue to receive federal funding; therefore, staff recommends that the Board of Directors adopt the Triennial Title VI Report for submission to the Federal Transit Administration (FTA).

PSG:WW:JB:SB

ITEM # E12

DATE: September 5, 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: ADOPT-A-STOP PILOT PROGRAM

FORM MOTION

Authorize a one-year pilot of an Adopt-a-Stop program, including Volunteer Litter Pickup and Paid Sponsorship program components.

This item has been reviewed by Omnitrans legal counsel.

This item was reviewed by the Plans and Programs Committee at its July 25, 2018 meeting, and recommended to the Board of Directors for approval.

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.

At the January 24, 2018 meeting of the Plans and Programs Committee, staff presented three program models found in research from the Transportation Research Board and transit agencies across the country: 1) paid sponsorship of bus stops; 2) volunteer litter pickup at bus stops; and 3) beautification projects.

The PPC members recommended that Omnitrans pursue a multi-pronged strategy for improving the appearance and cleanliness of Omnitrans' bus stops, including the following:

1. Contact property owners at problem locations and ask them to remove non-standard trash cans that they installed at bus stops in front of their properties. The non-standard trash cans typically aren't serviced frequently enough by the property owner and are much more time-consuming for Omnitrans to service than Omnitrans' standard trash cans.
2. Work with cities to develop non-traditional funding sources, such as development impact fees, to supplement bus stop maintenance budget.

3. Develop a pilot program for Adopt-a-Stop volunteer litter pickup at particular problem locations.
4. Develop a pilot program for Adopt-a-Stop paid sponsorship.

The following sections outline Omnitrans staff's proposed approach to implement these strategies.

Ongoing Omnitrans Efforts

The later sections of the memo will discuss Omnitrans' proposed Adopt-a-Stop Program. Listed below are some additional strategies beyond the Adopt-a-Stop Program that are currently being implemented by Omnitrans staff to address the concerns discussed at the January 24, 2018 Plans and Programs Committee Meeting related to bus stop maintenance.

1. Removing private trash cans – Omnitrans staff has attempted to make contact with retail establishments that have installed non-standard trash cans at bus stops, which are regularly overflowing with trash and are difficult for Omnitrans staff to service. These efforts resulted in the removal of three problematic non-standard trash cans at two bus stops in front of Stater Brothers locations, one in the City of Colton and one in the City of San Bernardino. The private trash cans are being replaced with Omnitrans standard trash cans where capacity is needed.
2. Larger trash cans – Omnitrans' local bus stops typically have 20-gallon trash cans, while sbX stations, premium shelters, and transit centers have 32-gallon trash cans. Staff has placed orders for more 32-gallon trash cans to be placed at highly used bus stops that have experienced the most issues with trash.
3. Operator Stop Watch – In the research, staff found that Tri Delta Transit in Antioch, California implemented a Driver Stop Watch Program. This Program used a quarterly cash prize drawing to incentivize transit operators to report locations that were in need of graffiti cleanup or trash pickup. Omnitrans staff intends to implement this Program through its existing hazard reporting system, using the Operations Department's existing gift card budget. By offering a \$25 gift card drawing every quarter, Omnitrans will be able to incentivize Coach Operators to notify management quickly when there is graffiti or hazardous materials at the bus stops. This way, the Stops and Stations Team will be able to respond quickly to hazards or maintenance issues at bus stops.
4. Public Awareness Campaign – Omnitrans staff also plans to implement a public awareness campaign over the next year, to encourage passengers not to litter and to help keep their bus stops clean. The public awareness campaign will use existing channels of advertising, on-board information, website, social media, etc.

Staff recommends going forward with a one-year pilot program for two types of Adopt-a-Stop Programs – Volunteer Litter Pickup and Paid Sponsorship. At the end of one year, staff will evaluate the outcomes of the pilot program and will present an update to the Plans & Programs Committee with recommendations on which components of the program to carry forward beyond

the one-year pilot. The outcomes that will be evaluated include: amount of participation; amount of revenue brought in; satisfaction with cleanliness of bus stops (such as from surveying passengers and member agencies); and efficient use of staff resources.

Program Type 1: Adopt-a-Stop Volunteer Litter Pickup

Of the 30 Adopt-a-Stop Programs studied in the Transportation Research Board's *Transit Station and Stop Adoption Programs* publication (2013), 73% of agencies reported that their volunteer litter pickup programs were successful overall. Although the programs did not see a substantial monetary savings, the primary benefits seen from the program were improved community relations and cleaner, safer stops. The volunteer litter pickup efforts supplement but do not replace the Agency's bus stop maintenance efforts.

Because volunteer attraction/retention and budget were the biggest challenges cited in the research, Omnitrans staff recommends a one-year pilot program with a limited budget focusing on some of Omnitrans' most challenging bus stop locations for maintenance. Efforts to recruit volunteers will focus on schools, churches, senior groups, scouting organizations, veteran organizations, and service clubs, particularly organizations that are located nearby to the target bus stop locations. These types of organizations often have built-in community service programs.

Local businesses will also be approached, for both the volunteer litter pickup program and the paid sponsorship program discussed in the next section. Staff will also coordinate with JPA member agencies to help reach out to service organizations and local businesses in their communities.

Volunteer groups will be asked to sign a one-year contract and to clean up their selected bus stop at least once per week. Groups will have one designated contact person who will interface with Omnitrans, who will be responsible for all the members of their group. All individual members of the group will be asked to sign a liability waiver.

All members will be provided with initial safety training and supplies such as a safety vest, gloves, trash pick-up stick, and trash bags. Omnitrans' Safety and Security staff, as well as agency legal counsel, have been involved with developing the safety guidelines, liability waiver, and volunteer agreements. Volunteer groups will also be recognized on Omnitrans' website and social media platforms, and may be provided other possible incentives, such as free bus passes, as supplies are available.

For safety and liability reasons, Omnitrans staff recommends asking volunteers to bag up litter and leave the bag at the bus stop, and then report it to the agency coordinator so that the agency can pick up the bag. Volunteers will be asked to report to Omnitrans any discovery of hazardous materials, graffiti, damage, etc. so that Omnitrans staff can address it or coordinate with law enforcement as needed. Volunteers will be asked not to make any alterations to the bus stops. (These were also common practices among other agencies found in the research.)

Omnitrans staff will coordinate with the volunteer groups and will monitor the groups' performance. After two months of satisfactory performance, Omnitrans will install a decal with the group's name and logo at the bus stop. If the decal becomes damaged, staff will make its best

effort to replace the decal within two weeks. If Omnitrans finds the volunteer group is not upholding the contract, Omnitrans will have the right to remove the decal and terminate the contract.



Program Type 2: Adopt-a-Stop Paid Sponsorship



Each of Omnitrans' Stops and Stations Workers developed a list of their top 20 most difficult bus stop locations for maintenance; many of them were at intersections with grocery stores, discount retail, and fast food establishments. Food wrappers and shopping carts being left at the bus stops are among the most commonly cited problems. For this reason, staff plans to reach out to retailers for sponsorships, particularly locally-owned businesses who may be interested in investing in their community.

Staff suggests offering a menu of options for paid sponsorship, all of which are directly tied to an improvement in the cleanliness of a particular bus stop. Because this sponsorship program most likely will not fund the fully burdened cost of an additional Stops and Stations Worker, Omnitrans will remain limited to the staff resources it currently has, and will have to dedicate additional staff time to the coordination of the Adopt-a-Stop Program.

Thus, staff recommends the options outlined in the table on the following page to maximize efficiency of trash pickup and improve cleanliness at bus stops through paid sponsorships of individual bus stops. The options include both one-time sponsorship options and ongoing (such as monthly or annual) sponsorship options.

Paid Sponsorship Program Menu of Options

Option	How it improves cleanliness	How it would be paid for	Incentives for sponsor
Solar compacting trash can 	Has higher capacity, reduces frequency of trash pickup	One-time sponsorship payment for purchase of trash can (around \$4,000) or ongoing sponsorship for lease of trash can (cost to sponsor TBD)	Graphic wrap on trash receptacle, recognition on Omnitrans' website, social media/advertising*
Large trash can 	Reduces frequency of trash pickup	One-time sponsorship to pay for \$1,300 trash can (cost to sponsor TBD)	Decal on trash can recognizing sponsor; one-time recognition in Omnitrans' social media/advertising*
Large trash can and bench	Reduces frequency of trash pickup and improves amenities for passengers	One-time sponsorship to pay for bench and trash can (\$2,300, actual cost to sponsor TBD)	Decal on trash can recognizing sponsor; one-time recognition in Omnitrans' social media/advertising*

			
Premium shelter 	Reduces frequency of trash pickup, improves amenities for passengers, and enhances aesthetic appeal of bus stop	One-time sponsorship to pay for premium shelter (\$40,000, actual cost to sponsor TBD)	Free advertising message on e-sign at premium shelter; large decal on shelter recognizing sponsor; one-time recognition in Omnitrans' social media/advertising*
Sponsorship of volunteer program	Improves cleanliness of bus stop through volunteer trash pick-up	Monthly paid sponsorship of \$300/year, which provides supplies for volunteers for a particular stop (Omnitrans will recruit volunteers)	Decals on shelter / at bus stop recognizing both paid sponsor and volunteer group
Annual or quarterly cleanup day	Improves cleanliness of bus stop through volunteer trash pick-up, and raises community awareness of the need to keep stops clean	Private sponsors could sponsor food or giveaways to attract volunteers	Recognition in event materials (press release, website, social media, printed materials or promotional items). Instagram contest with prize drawing.

* Omnitrans could put out annual ads recognizing all of the Adopt-a-Stop sponsors for that year.

Staff proposes implementing the Adopt-a-Stop Program in tandem with the Premium Shelter Program that Omnitrans is currently rolling out. Many of the bus stop locations identified as challenging for maintenance (the ideal “Adopt-a-Stop” locations) are also some of the highest-ridership bus stops in Omnitrans’ system, which have also been identified as ideal candidates for premium bus shelters. The premium shelters come with larger trash cans; so in addition to being more aesthetically pleasing and having a higher level of amenities, stops with premium shelters will also need less frequent trash pickup. Thus, staff proposes trying to gain sponsors for premium shelters at high-ridership locations. Some property developers have already expressed interest in funding premium shelters in front of their developments, and this is a practice that staff recommends promoting and pursuing further.

NEXT STEPS

Staff recommends the following next steps to implement the Program:

- Designate staff person to serve as liaison to sponsors, manage budget, and track staff time required to manage pilot programs.
- Establish budget for supplies and order supplies, including Adopt-a-Stop recognition decals, safety vests, litter pickup sticks, and trash bags.
- Develop program webpage and promotional materials.

- Identify and reach out to potential sponsors and volunteer groups in person and through correspondence, and promote on social media.
- Monitor success of pilot programs, measured by revenue brought in, reduction in complaints about bus stop cleanliness, and surveys of Stops and Stations Workers to gauge improvements in bus stop cleanliness from Volunteer Litter Pickup Program.
- Report back to the Plans and Programs regarding the success of the pilot program.

FUNDING SOURCE

The revenues from the paid sponsorship portion of the program will be put into a dedicated fund, which will be used to purchase the recognition decals and could fund some of the supplies for volunteers. Additional funds for supplies for volunteers (i.e., trash bags, litter pick-up sticks, safety vests, gloves, and safety glasses) are budgeted in the Marketing & Planning Department's existing budget, at a maximum of \$5,000 for the one-year pilot program.

Department Number	1400
Expenditure Codes	505230

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

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

CONCLUSION

Staff recommends that the Board of Directors authorize a one-year pilot of an Adopt-a-Stop Program, including Volunteer Litter Pickup and Paid Sponsorship Program components, in order to improve cleanliness of bus stops.

PSG:WW:AMJ

ITEM # E13

DATE: September 5, 2018

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Suzanne Pfeiffer, Director of Human Resources

**SUBJECT: PERSONNEL POLICY #406 – OUT OF CLASSIFICATION
ASSIGNMENTS**

FORM MOTION

Approve the proposed policy changes to Policy 406 Out-of-Classification Assignments with an effective date of September 5, 2018.

This item was reviewed by the Administrative and Finance Committee at its August 9, 2018 meeting, and recommended to the Board of Directors for approval.

BACKGROUND

Starting January 1, 2018, Assembly Bill (AB) 1487 adds Government Code section 20480, which prohibits an out-of-class appointment by a CalPERS contracting agency with employees serving in a limited term appointment in a vacant position from exceeding 960 hours worked within each fiscal year. This pertains to both Classic and New Members. Gov. Code section 20480 of the Public Employees' Retirement Law (PERL) defines "out-of-class appointment" to mean an appointment to an upgraded position or higher classification by an employer in a vacant position for a limited duration. A "vacant position" refers to a position that is vacant during recruitment for a permanent appointment. A vacant position does not refer to a position that is temporarily available due to another employee's leave of absence. Section 20480 also states that the compensation for an out-of-class appointment shall be pursuant to a collective bargaining agreement or a publicly available pay schedule.

This item was presented to the Administrative & Finance Committee at its' June 14, 2018 meeting and recommended to the Board of Directors for approval. Although this policy was reviewed by Legal Counsel, it was further reviewed resulting in the attached revision. Specifically addressing that out of class pay is not PERSable for employees classified as New Members (PEPRA).

FUNDING SOURCE

Any increased costs associated with the recommended action will be covered in the Fiscal Year 2019 Budget.

Department: All
Account: Salaries and Benefits


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

CONCLUSION

Staff recommends that the Board of Directors approve the proposed policy changes to Policy 406 Out-of-Classification Assignments with an effective date of September 5, 2018. Approval of this agenda item supports the compliance with Assembly Bill (AB) 1487 and Government Code section 20480.

PSG:SEP

Attachment: A: Policy 406

 PERSONNEL POLICY MANUAL	POLICY 406 PAGE 1 OF 2
SUBJECT Out-of-Classification Assignments	APPROVED BY OMNITRANS BOARD OF DIRECTORS DATE: April 7, 2010 September 5, 2018

I. Purpose

To state Omnitrans' policy on out-of-classification assignments.

II. Scope

All Departments

III. Procedures

- A. From time to time, Omnitrans employees may be assigned duties outside of their normal classification. To qualify for out-of-classification pay, an employee must vacate their normal and customary position and take on the full duties of the new position.
- B. For appointments longer than thirty (30) calendar days, the department authority must initiate a personnel requisition with justification for the need and the duration of the out-of-class assignment. Subject to the approval by the CEO/General Manager. For appointments of less than thirty (30) calendar days, the approval of the CEO/General Manager is not required, but the Human Resources Department must be notified. For any out-of-classification assignment, a personnel action form (PAF), signed by the department authority, is required.
- C. Out-of-classification assignments resulting from industrial injuries (light duty) will be paid at a comparable point in the salary range of the assigned classification. The Workers' Compensation Third Party Administrator will determine if additional monies are due to meet statutory provisions of the law.
- D. Normally, employees who are assigned to a classification higher than their normal classification, for assignments of five consecutive work days or more, will be compensated an additional 5% or at least the minimum of the applicable compensation range.
- E. An employee who is assigned to a classification lower than their normal classification will not incur a reduction in salary.

F. If you are a represented employee, your MOU will prevail.

G. Effective January 1, 2018, all out of class assignments to a vacant position in a classification higher than an employees normal classification, other than a vacancy arising from a leave of absence, are subject to the requirements of



PERSONNEL POLICY MANUAL

POLICY 406 PAGE 2 OF 2

SUBJECT

Out-of-Classification Assignments

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: April 7, 2010 September 5, 2018

Government Code Section 20480. These out of class assignments cannot exceed 960 hours, inclusive of paid absences, in a fiscal year. This limitation applies to all employees whether classified as classic members or new members. Pursuant to Section 20480, compensation for an out of class assignment must be pursuant to a collective bargaining agreement or a publically available pay schedule.

F.H. Pay for out of class assignments is not PERSable for employees classified as New Members.

ITEM # E14**DATE:** September 5, 2018**TO:** Board Chair Ron Dailey and Members of the Omnitrans Board of Directors**THROUGH:** P. Scott Graham, CEO/General Manager**FROM:** Suzanne Pfeiffer, Director of Human Resources**SUBJECT: RECLASSIFICATION AND REVISION TO POLICY 402 SALARY RANGES, MANAGEMENT CONFIDENTIAL CLASSIFICATIONS FOR NON-REPRESENTED EMPLOYEES****FORM MOTION**

1. Approve the reclassification of an employee from the position of Fleet Analyst, Level VIII to the position of Sr. Fleet Analyst at Level VII effective September 5, 2018 and adjust the salary accordingly. The additional cost to the FY19 budget would be \$3,031.80.
2. Eliminate Procedure IIIB, which allows for the CEO to increase the range to accommodate salary in lieu of providing an agency vehicle.
3. Approve the proposed revisions to Personnel Policy 402, Salary Ranges, Management Confidential Classifications, for Motions 1 and 2 above.

This item was reviewed by the Administrative and Finance Committee at its August 9, 2018 meeting, and recommended to the Board of Directors for approval.

BACKGROUND

Motion #1 Upon the arrival of the Director of Maintenance, the Fleet Analyst position was recommended for evaluation based on one incumbent's assigned duties. The Position Information Questionnaire was completed by that incumbent and reviewed by the Director of Maintenance. The form was analyzed and it was determined there were increased duties in the areas of decision making, complexity and problem solving; and accountability resulting in the need to separate the Fleet Analyst into two separate positions: Fleet Analyst Level VIII and Senior Fleet Analyst Level VII.

Motion #2 After further review, it is recommended to eliminate Procedure IIIB., which allows for the CEO to increase the range to accommodate salary in lieu of providing an agency vehicle. It is no longer practice to provide agency vehicles, or cash in lieu, therefore, this language should be removed from the policy.

Motion #3 The proposed changes for Policy 402 Salary Ranges, Management and Confidential Classifications for non-represented employees includes Motion 1 adding a new title, with no increase in the number of positions, and removing Procedure IIIB, which allows for the CEO to increase the range to accommodate salary in lieu of providing an agency vehicle.

FUNDING SOURCE

Motion #1 The increased annual cost of \$3,031.80 associated with this action will be absorbed by the FY19 Maintenance Department Budget.

Future funding will be incorporated in the Fiscal Year Budget going forward.

Department: 1200
Account: Various Wages and Benefits


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

CONCLUSION

Staff recommends that the Board of Directors authorize the CEO/General Manager to approve the reclassification of an employee to the position of Sr. Fleet Analyst.

PSG:SEP

Attachment: A: Policy 402

 PERSONNEL POLICY MANUAL	POLICY 402 PAGE 1 OF 3
SUBJECT Salary Ranges Management Confidential Classifications	APPROVED BY OMNITRANS BOARD OF DIRECTORS DATE: May 2, 2018 Proposed September 5, 2018

I. Purpose

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

II. Scope

All Departments

III. Procedure

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

~~The CEO/GM may increase the range to accommodate salary in lieu of providing an agency vehicle when necessary.~~

Classification	Minimum	Monthly Mid-Point	Maximum
<u>Level I</u> (reserved for future consideration)			
<u>Level II</u> Director of Finance Director of Human Resources Director of Information Technology Director of Internal Audit Director of Maintenance Director of Marketing & Planning Director of Operations Director of Procurement Director of Rail Operations Director of Safety and Regulatory Compliance Director of Special Transportation Services	8,563	10,632	12,702
<u>Level III</u> Accounting Manager Contracts Manager Database Manager Development Planning Manager Employee Relations Manager Facility Manager Maintenance Manager Safety & Security Regulatory Compliance Manager	6,995	8,666	10,338



PERSONNEL POLICY MANUAL

POLICY 402 PAGE 2 OF 3

SUBJECT

Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: [May 2, 2018](#) [Proposed September 5, 2018](#)

Service Planning Manager
Transportation Manager
Treasury Manager
Rail Compliance Officer

<u>Level IV</u>	6,432	7,580	8,729
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Capital Projects Services Manager
Materials Manager
Network Administrator
Senior Contract Administrator
Special Transportation Services Manager
System Coordinator
Technical Services Manager

<u>Level V</u>	5,581	6,740	7,765
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Application Developer
Application Specialist
Sr. Executive Assistant to the CEO/GM
Assistant Transportation Manager
Contract Administrator
Customer Service Manager
Dispatch Supervisor
Environmental/Occupational Health & Safety Specialist
Facility Supervisor
Fleet Safety & Training Supervisor
HR Leave Administrator
Security & Emergency Preparedness Coordinator
Maintenance Supervisor – Special Transportation Services
Marketing Manager
Network Technician
Programs Administrator – Special Transportation Services
Purchased Transportation Administrator
Safety & Regulatory Compliance Specialist
Senior Financial Analyst
Shift Supervisor
Systems Engineer
Web Designer

<u>Level VI</u>	4,916	5,890	6,865
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Accountant
Executive Staff Assistant
Field Supervisor
Fleet Safety & Training Instructor
Human Resources Analyst



PERSONNEL POLICY MANUAL

POLICY 402 PAGE 3 OF 3

SUBJECT

Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: [May 2, 2018](#) [Proposed September 5, 2018](#)

Human Resources Specialist
Scheduling Analyst
Sales Supervisor
Stops and Stations Supervisor
Transit Technical Trainer

<u>Level VII</u>	4,487	5,378	6,268
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Contract Review Analyst
Department Senior Secretary
Dispatcher
Marketing Specialist
Planner I

[Senior Fleet Analyst](#)

<u>Level VIII</u>	3,914	4,559	5,204
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Administrative Secretary
Client Relations Coordinator – Special Transportation Services
Fleet Analyst
Human Resources Assistant
Paratransit Eligibility Technician
Payroll Technician
Travel Trainer – Special Transportation Services
Warranty Coordinator

<u>Level IX</u>	3,224	3,767	4,308
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Human Resources Clerk
Administrative Assistant – Special Transportation Services
Class B Technician – Special Transportation Services

Range changes occur every two years.

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

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

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

ITEM # E15

DATE: September 5, 2018

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

THROUGH: P. Scott Graham, CEO/General Manager

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

**SUBJECT: AUTHORIZE EXTENSION OF BROOKS REAL PROPERTY
LEASE AGREEMENT**

FORM MOTION

Authorize the CEO/General Manager to extend the current lease agreement for five (5) years with H&S Properties, Inc. for the Brooks Street Maintenance Facility located at 1044 Brooks Street, Ontario, California, ending no later than September 30, 2023 in a not-to-exceed amount of \$331,642.36.

This item was reviewed by the Administrative and Finance Committee at its August 9, 2018 meeting, and recommended to the Board of Directors for approval.

BACKGROUND

On September 1, 2010, the San Bernardino County Transportation Authority (SBCTA), formerly the San Bernardino County Transportation Commission, appointed Valley Transportation Services (VTrans) as the Consolidated Transportation Services Agency (CTSA) for the San Bernardino Valley and was allocated funding by SBCTA.

VTrans entered into a five-year lease agreement with H&S Properties, Inc. on August 12, 2013. This lease will expire on September 30, 2018. The location provides a centralized maintenance facility for preventative maintenance and vehicle repairs on partnering social service agencies' specialized vehicles. The maintenance facility opened in December 2014 after approximately \$250,000 in leasehold improvements required by Americans with Disability Act (ADA) were completed.

On November 4, 2015, the SBCTA Board of Directors designated Omnitrans as the CTSA for the San Bernardino Valley. Omnitrans' Board of Directors approved Resolution No. 307-18 on July 11, 2018, transferring any remaining surplus assets of VTrans to Omnitrans. These assets included the maintenance facility lease.

Lease Period	Monthly Lease	Yearly Lease	Cost/Sq. Ft.
October 1, 2018 – September 30, 2019	\$5,119.20	\$61,430.40	\$0.79
October 1, 2019 – September 30, 2020	\$5,272.78	\$63,273.36	\$0.81
October 1, 2020 – September 30, 2021	\$5,430.96	\$65,171.52	\$0.84
October 1, 2021 – September 30, 2022	\$5,593.89	\$67,126.68	\$0.86
October 1, 2022 – September 30, 2023	\$5,761.70	\$69,140.40	\$0.89
Total 5-Year Lease		\$326,142.36	
Security Deposit		\$5,500.00	
TOTAL LEASE & DEPOSIT		\$331,642.36	

Omnitrans, as the CTSA for the San Bernardino Valley subarea, is allocated Measure I funds to improve mobility and/or coordination of transportation services for seniors and/or persons with disabilities. Funding for this lease agreement extension is available and consistent with Measure I funding requirements.

CONCLUSION

By proceeding with the recommended lease extension, Omnitrans is able to continue providing valuable preventative maintenance and repair services to current and future partnering social service agencies.

PSG:DS

ITEM # E16

DATE: September 5, 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: **BOARD RESOLUTION – AUTHORIZING THE FILING OF FUNDING APPLICATIONS WITH FEDERAL, STATE AND LOCAL FUNDING SOURCES**

FORM MOTION

Authorize the CEO/General Manager to execute all required documents and any amendments required to file funding applications with federal, state and local funding sources.

This item was not presented to the Administrative and Finance Committee as there were no substantive changes made to the resolution approved for FY2018.

BACKGROUND

As part of the application process the Federal Transit Administration (FTA) requires applicants who are governed by councils or boards to submit a resolution. The resolution authorizes a delegated representative to apply for and accept the Federal grant.

On May 2, 2018 the Board of Directors approved the FY2019 operating budget of approximately \$89.4 million (excluding depreciation) and the capital budget of approximately \$48.4 million. The FY2019 budget includes \$46.9 million in federal and state funding. In previous fiscal years the resolution was submitted along with the proposed annual budget for approval. The resolution granted authorization to the CEO/General Manager to file applications for a specific period of time, for example: FY2017, FY2018, etc.

According to FTA rules and regulations, agencies do not need to submit a resolution annually, but need to update resolutions when there are changes and/or the resolution was adopted over 15 years ago. The current resolution on file in the Transit Award Management System (TrAMS) specified a specific fiscal year. It was recommended by FTA to generalize the resolution and not specify a fiscal year.

In the attached resolution (Attachment A), the reference to the specified fiscal year was removed, so this resolution can remain on file with the FTA until there are significant changes to the governing structure of Omnitrans.

CONCLUSION

Approval of this agenda item allows Omnitrans to file the FY2019 and future applications with the Federal Transit Administration for federal funding.

PSG: DW

Attachment A: Resolution No. 308-18

RESOLUTION NO. 308-18

A RESOLUTION AUTHORIZING THE FILING OF FUNDING APPLICATIONS WITH FEDERAL, STATE AND LOCAL FUNDING SOURCES, PARTICULARLY THE FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY TITLE 23 U.S.C. AND TITLE 49 U.S.C. CHAPTER 53 AND OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION.

WHEREAS, the Federal Transportation Administrator has been delegated authority to award Federal financial assistance for transportation projects;

WHEREAS, a grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the Applicant, and may require the Applicant to provide the local share of the project cost;

WHEREAS, the Applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

WHEREAS, the Applicant has knowledge now or will gain knowledge in the future of additional funding opportunities through other Federal, State, or local sources;

NOW, THEREFORE, BE IT RESOLVED BY THE OMNITRANS BOARD OF DIRECTORS:

1. That Omnitrans' CEO/General Manager or his/her designee is authorized to execute and file applications for Federal assistance on behalf of Omnitrans with the Federal Transit Administration for Federal assistance authorized by Title 23 U.S.C. and Title 49 U.S.C. Chapter 53, or other Federal statutes authorizing a project administered by the Federal Transit Administration. The Applicant has received authority from the Designated Recipient to apply for Urbanized Area Formula Program assistance and Capital Program assistance. Further, Omnitrans' CEO/General Manager is authorized to file and execute applications for financial assistance from other Federal, State and local funding sources that will enhance or improve the existing transit services it provides.
2. That Omnitrans' CEO/General Manager is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a Federal assistance grant or cooperative agreement.

3. That Omnitrans' CEO/General Manager is authorized to execute grant and cooperative agreements with the Federal Transit Administration as well as other Federal, State and local funding sources on behalf of Omnitrans.

CERTIFICATION

The undersigned duly qualified CEO/General Manager acting on behalf of Omnitrans certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Omnitrans Board of Directors held on this 5th day of September 2018, by the following vote to wit:

AYES:

NOES:

ABSENT:

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

The foregoing resolution is hereby approved this 5th day of September 2018.

Ron Dailey
Chair, Omnitrans Board of Directors

Approved as to form:

Haviva Shane
Counsel for Omnitrans

ITEM # E17

DATE: September 5, 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, Contracts Manager

**SUBJECT: AUTHORIZE RELEASE – IFB-MNT19-27
TRANSMISSIONS – NEW AND REMANUFACTURED
(VOITH AND ALLISON)**

FORM MOTION

Authorize the CEO/General Manager to release Invitation for Bids IFB-MNT19-27 for the provision of New and Remanufactured Transmissions (Voith and Allison) for a three (3) year base period with two (2) single option years.

BACKGROUND

Omnitrans operates a fleet of New Flyer Compressed Natural Gas (CNG) powered buses. Model years: 2009, 2011, 2012 and 2014 require the replacement of end of life Voith and Allison transmissions. Replacement of bus transmission is generally performed once the transmission has exceeded 250,000 miles. The current mileage on these transmissions range from 286,000 to 385,000 miles.

Omnitrans requires a Contractor to purchase and deliver four (4) new Voith transmissions and provide remanufactured Voith and Allison transmissions under the respective Voith X-change and the Allison ReTran programs. Sixty-four of these transmissions will be used for the near-zero engine replacement project.

In accordance with the Procurement Policy 2000, Section 2.3.5.1.3 and FTA Circular 4220.1F, Board authorization and use of a formal procurement procedure is required to release Invitation for Bids for procurements of good/services exceeding \$150,000. The Independent Cost Estimate for this project is \$856,304, if all options are exercised.

FUNDING SOURCE

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

FUNDING	GRANT	YEAR	PROJECT NAME	INTERNAL ORDER	AMOUNT
CMAQ	CA-2017-114-00	2017	TRANSMISSIONS	A1720103Q	\$ 823,309
TBD	TBD	2018	TRANSMISSIONS	TBD	\$ 32,995
Total					\$ 856,304

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

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

CONCLUSION

By proceeding with this award, Omnitrans will have the ability to replace Voith and Allison Transmissions, that have exceeded their useful life, on Omnitrans' fleet of revenue vehicles.

PSG:EFP:KNT

ITEM # E18

DATE: September 5, 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, Contracts Manager

**SUBJECT: AUTHORIZE ASSIGNMENT – CONTRACT MNT14-01
INDUSTRIAL CHEMICALS**

FORM MOTION

Authorize the CEO/General Manager to approve the assignment of Contract MNT14-01 awarded February 5, 2014, to Enviroform Industries for the provision of Industrial Chemicals to 6c Technologies Corporation dba Enviroform Industries of Santa Fe Springs, CA.

BACKGROUND

On July 19, 2018, Omnitrans received notification that Enviroform Industries restructured into a corporation as 6c Technologies Corporation dba Enviroform Industries. The company agrees to assume and perform all of the obligations and liabilities of the assigned contract.

Contractor assignments must be approved by Omnitrans. As this contract was approved by the Board of Directors, Board action is required. There will be no changes to the terms and conditions of the agreement.

FUNDING SOURCE

There is no additional cost associated with this assignment.

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

CONCLUSION

Approval of this assignment will allow Omnitrans to continue uninterrupted service and supply of industrial chemicals.

PSG:EFP:CVM

Attachment: A: Contract Amendment

AMENDMENT 5
TO
CONTRACT MNT14-01
BETWEEN
OMNITRANS
AND
ENVIROFORM INDUSTRIES
Industrial Chemicals

This Contract Amendment 5, effective September 5, 2018 is entered into by and between Omnitrans (hereinafter called "Omnitrans") and Enviroform Industries (hereinafter called "Contractor").

RECITALS

WHEREAS:

- I. Omnitrans and Contractor have entered into Contract MNT14-01, Industrial Chemicals, executed February 19, 2014;
- II. Omnitrans and Contractor amended the Contract under Amendment 1 to exercise Option Year One, extending the contract through February 18, 2016 and increasing the contract by \$36,805 for a new total contract not-to-exceed amount of \$67,616;
- III. Omnitrans and Contractor amended the Contract under Amendment 2 to exercise Option Year Two, extending the contract through February 18, 2017 and increasing the contract by \$36,805 for a new total contract not-to-exceed amount of \$104,421;
- IV. Omnitrans and Contractor amended the Contract under Amendment 3 to modify statutory language, exercise Option Year Three, and extend the contract through February 18, 2018;
- V. Omnitrans and Contractor amended the Contract under Amendment 4 to exercise Option Year Four, extending the contract through February 18, 2019, and increasing the contract by \$36,805 for a new total contract not-to-exceed amount of \$141,226; and
- VI. Section 10, ASSIGNMENT, states "This Agreement, any interest herein or claim hereunder, may not be assigned by CONTRACTOR either voluntarily or by operation of law, nor may all or any part of this Agreement be subcontracted by CONTRACTOR, without the prior written consent of OMNITRANS. Consent by OMNITRANS shall not be deemed to relieve CONTRACTOR of its obligations to comply fully with all terms and conditions of this Agreement." Contractor now desires to obtain Agency's consent to assign contract to 6c Technologies Corporation dba Enviroform Industries.

NOW THEREFORE, in consideration of the forgoing, AGENCY agrees as follows:

- I. Agency consents to the assignment by Contractor of Agreement as a result of restructure into a corporation to 6c Technologies Corporation dba Enviroform Industries.

- II. Contract Cover Page and Section 6. Notification, change Contractor's name to:
6c Technologies Corporation dba Enviroform Industries
- III. As hereby amended, the Contract remains in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment 5 to Contract MNT14-01 to be executed on the date first written above.

OMNITRANS

6c TECHNOLOGIES CORPORATION
DBA ENVIROFORM INDUSTRIES

P. Scott Graham
CEO/General Manager

Victor Shane
CEO

Date

Date

Federal Tax I.D. No. 82-18319214

CM



ITEM # E19

DATE: September 5, 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, Contracts Manager

**SUBJECT: AUTHORIZE AWARD – PURCHASE ORDER ITS19-06
VMWARE LICENSE SUBSCRIPTION**

FORM MOTION

Authorize the CEO/General Manager to award a purchase order to Taborda Solutions, Inc. of Folsom, CA for the provision of VMware License Subscription renewal for three years ending no later than October 2, 2021, in the amount not-to-exceed \$63,043, plus a ten percent contingency of \$6,304, for a total not-to-exceed amount of \$69,347.

BACKGROUND

VMware places a virtual layer between Omnitrans' servers and hardware. The virtual layer provides the flexibility to move, copy, and recover servers with little to no downtime. Renewing the subscription for VMware is critical to the information technology environment, and provides technical support and updates as needed.

In accordance with the Procurement Policy 2000, Section 2.3.4, the use of the small procurement procedure is permitted to obtain quotes for solicitations at or less than \$150,000. The Independent Cost Estimate for this project is \$102,000 over a three-year period.

On June 5, 2018, staff requested quotes from a list of qualified bidders. Three quotes were received by the June 27, 2018 deadline and all were deemed responsive.

Listed below are the quoted prices from lowest to highest:

Company	Quote
Taborda Solutions, Inc. of Folsom, CA	\$63,043
VMware, Inc. of Palo Alto, CA	\$67,891
CDW-G, LLC of Vernon Hills, IL	\$79,393

Award is recommended to the lowest responsive and responsible bidder.

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

FUNDING SOURCE

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

Department	1320
Expenditure Code	505170

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

CONCLUSION

By proceeding with this award, Omnitrans will renew existing software licenses and support.

PSG:EFP:CVM

ITEM # F1

DATE: September 5, 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

25 July - Attended the California Transit Indemnity Pool (CalTip) Oversight Committee Meeting. Agenda covered items included:

Reinsurance and Excess Insurance Renewal Options:

- Alliant Insurance Services (Alliant) annually markets the renewal of CalTIP's reinsurance and excess insurance coverages for its Liability and Vehicle Physical Damage Programs. Renewal options are then presented to the Oversight Committee for review prior to those options being presented to the Board for consideration.

Risk Transfer:

- Several CalTIP members contract with third parties in the operation or management of their transit system. It has been discussed over the past several years the inconsistency in how each agency manages their contracts with respect to insurance requirements for contractors and transferring the risk for the operations/services provided by the contractor. A memorandum was prepared intended to highlight the issues and challenges associated with risk transfer.

31 July - The Summer Youth Fare ended. This promotion provided over 48,000 trips to riders 18 and younger in San Bernardino Valley. This was an increase of 24% over FY17.

23 August - As you may recall, we contracted with Transit Search Consultants, an executive search firm specializing in the transit industry, to assist in the recruiting and hiring of the three Director positions (Operations, Procurement and Safety). As part of this effort, Deputy GM Erin Rogers and Human Resource Director, Suzanne Pfeiffer and Executive Recruiter Daphne LeBlanc conducted the first round of interviews with prospective Operations Directors. We will keep you updated as the process progresses.

We received and reviewed a draft of the FY 2015-2017 Triennial Performance Audit, conducted by Michael Baker International on behalf of SBCTA. Once finalized, this report will go to both the SBCTA and Omnitrans Board of Directors.

Redlands Passenger Rail Project (Arrow)

- 30 July - Fare Policy Meeting was held between Omnitrans and SBCTA staff.
- 8 August - Monthly Coordination Meeting was held between Omnitrans and SBCTA staff.
- 15 August – General Design Coordination Meeting between Omnitrans, SBCTA, Metrolink and consultant staff.
- 21 August - Arrow Communications Meeting was held. Items discussed included outreach activities related to utility relocation in San Bernardino and the strategic communications plan.

West Valley Connector (WVC)

- The environmental document is under review by Federal Transit Administration (FTA) staff. Public circulation may be pushed back until late-September.
- 14 August - A meeting was held with the City of Ontario regarding property for the maintenance facility.
- 20 August – 23 August - Value Engineering workshops were held.
- 7 September – Small Starts Rating Package will be submitted to the FTA.

PSG

ITEM # _____ F2 _____

DATE: September 5, 2018

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

FROM: P. Scott Graham, CEO/General Manager

SUBJECT: MANAGEMENT PLAN STRATEGIC INITIATIVES AND KEY PERFORMANCE INDICATORS FISCAL YEAR 2018 FOURTH QUARTER REPORTS

FORM MOTION

Receive and file the 2018 Management Plan Strategic Initiatives and Key Performance Indicators, Fourth Quarter Reports.

This item was presented to the Administrative and Finance Committee at their August 9, 2018 meeting.

BACKGROUND

In May 2017, the Board of Directors approved seven Strategic Initiatives for Fiscal Year 2018. These initiatives were developed through a collaborative process with the Senior Leadership Team and align with the CEO/General Manager's goals, Omnitrans Short Range Transit Plan, as well as San Bernardino County Transportation Authority's (SBCTA) Short Range Transit Plan. Progress of each performance indicator defined in the Strategic Initiatives has been reported to the Board of Directors quarterly. (Attachment A) Additionally, each quarter Omnitrans staff prepares the Key Performance Indicators report to present to the Board. The attached report is the final 4th Quarter Report for Fiscal Year 2018. (Attachment C)

CONCLUSION

Receive and file the 2018 Management Plan Strategic Initiatives and Key Performance Indicators, Fourth Quarter Reports.

PSG

Attachments: A: Strategic Initiatives
B: Strategic Initiatives PowerPoint
C: Key Performance Indicators

FY 18 Management Plan - 4th Quarter Report
Strategic Initiative 1 - Operating Cost Reduction

ATTACHMENT A

Strategic Plan Goal	Strategic Plan Outcomes	Performance Indicator	Strategic Actions FY18	Performance Measure	Q4	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	None	One new source of funding for FY2018 - 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	STV Inc. presented preliminary site layout for CNG fueling at I Street. Alternative reviewed and will not be pursued at this time.
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	18.98% - ROI and 24.6% or \$927K total reduction in CNG cost	\$1,525,338 in RIN and LCFS Credits since go-live late Sep 2017. Capital cost of \$8,035,787 to GP Strategies. FY2018 CNG cost - \$2.8M vs. FY2017 - \$3.7M. Access vehicles will begin fueling at EV Facility.

FY 18 Management Plan - 4th Quarter Report
Strategic Initiative 2 - Special Transit Services

Strategic Plan Goal	Strategic Plan Outcomes	Performance Indicator	Strategic Actions FY18	Performance Measure	Q4	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).	% Complete	100%	Goal Met. West End YMCA started expanded service June 2018. Awarded funds for Call for Projects Q4, scheduled to start Jul '18. Highland Senior Center rec'd new vehicle, to start svc Jul '18.
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.

FY 18 Management Plan - 4th Quarter Report
Strategic Initiative 3 - Safety and Security

Strategic Plan Goal	Strategic Plan Outcomes	Performance Indicator	Strategic Actions FY18	Performance Measure	Q4	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.	% Complete	100%	<u>City Involvement:</u> Participated at various meetings with city leaders and staff monthly including: Inland Valley Emergency Communications Services(IVECS), the Terrorism Early Warning Group SB/Riverside County Critical Infrastructure Working Group, East End Emergency Managers Meeting. Passed the Audit of Prop 1B Security. <u>Campaigns:</u> Distracted Driver Campaign with SBPD; "Not on My Shift" training and materials distribution; Collaborated with Loma Linda Hospital to implement "Stop the Bleed" emergency training. Purchased nine Stop the Bleed Kits.
Marketing	2. Improved public opinion	Public opinion rating	2.1 Communicate positive aspects of Omnitrans to stakeholders and general public.	Eleven (11) News Releases	100%	News Releases and out reach: Monthly Stakeholder letter "Outlook"; Monthly "Connecting our Community (BOD)"; Weekly Blog; Connections Newsletter three times per year. Completed Harassment Information Bus Cards on all fleet vehicles. Completed "Text-A-Tip" and "Human Trafficking" information at the SB Transit Center. Increased Safety Awareness with lighted shelters and stations.

FY 18 Management Plan - 4th Quarter Report
Strategic Initiative 4 - Rebuild Ridership

Strategic Plan Goal	Strategic Plan Outcomes	Performance Indicator	Strategic Actions FY18	Performance Measure	Q4	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	100%	<u>Ridership:</u> YTD Local Fixed Route Bus -3.8%; Freeway Express: +3.0%; sbX -2.1%; Access: -12.4% <u>Partnerships:</u> Amazon (tripper service on Route 8 to San Bernardino location) Auto Club Speedway (sponsor of student reading program) <u>Amenities:</u> 2 Premium Shelters delivered, installed in Q4. Received 100 new solar lights in Q4 for installation in FY19 at individual stops. Began receiving new trash cans in Q4, all 50 larger capacity units installed and 30% of standard size units installed. To be completed in FY19.
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.	100%	<u>New Service:</u> Since Route 61 was extended to Ontario Airport in Sept, boarding and alighting's have doubled at terminal stops. Tripper Service to Amazon: 7,368 boardings & alightings in FY18 (Sept. – June). <u>Connectivity:</u> Metrolink transfers on routes serving SBTC were 102 transfers per weekday. This and new RTA route at SBTC have increased total boardings at SBTC to 5,287 per month in Q4, up from 5,059 in Q2 (prior to Metrolink extension). <u>Mobile Fare</u> launched in Q1 and now accounts for >5.0% of trips. F18 Revenue: \$520K. IEHP became our first mobile fare distributor in Q4, issuing passes to client's cell phones in lieu of paper passes.

FY 18 Management Plan - 4th Quarter Report
Strategic Initiative 5 - Technology Optimization

Strategic Plan Goal	Strategic Plan Outcomes	Performance Indicator	Strategic Actions FY18	Performance Measure	Qtr 4	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 (Mobile fare, Paratransit Voice Over IP, UHF Extender).	3/3 completed, 2 additional pilots in progress	-Mobile fare pilot / implementation a success. Mobile fare validation is currently being piloted on 14 buses. -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 communicate outside their vehicles -ShoreTel Upgrade completed 28 July, incorporating company chat with presence and more call functionalities
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. (Single Sign On, VPN services, Transtrack KPI)	3/3 projects completed; EAM and Cloud E-Recruitment underway	-Streamlining KPI collection through TransTrack -Single Sign On (eliminated 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 -Providing VPN (Virtual Private Network) services to allow remote work and application use outside of the Omnitrans domain -Soliciting cloud based E-Recruitment solution -SOW for PM / EAM systems complete, awaiting final comments prior to releasing

FY 18 Management Plan - 4th Quarter Report
Strategic Initiative 6 - Passenger Rail

Strategic Plan Goal	Strategic Plan Outcomes	Performance Indicator	Strategic Actions FY18	Performance Measure	Qtr 4	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.	% Complete	90%	Under review with Legal from Omnitrans and SBCTA. Tentative Board approval from both SBCTA & Omnitrans in September 2018.
Service and Operations	3. Improved intermodal connectivity	Contract with other transportation providers, cities and counties	3.2 Prepare for additional service modes.	% Complete	65%	RFP for Operations and Maintenance under development. Target date for release of RFP is February 2019

FY 18 Management Plan - 4th Quarter Report
Strategic Initiative 7 - Employee Advancement

Strategic Plan Goal	Strategic Plan Outcomes	Performance Indicator	Strategic Actions FY18	Performance Measure	Q4	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). Director Track class began in January 2018; Manager Track began in May 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.	100%	E-Recruitment System was implemented but not successful. Conducted research and initiated an RFP for a third party service in the 3rd qtr. It is targeted for award by the end of the 1st quarter in FY19. Convened interdepartmental group to evaluate all aspects of Coach Operations hiring process.



MANAGEMENT PLAN STRATEGIC INITIATIVES

Board of Directors
September 5, 2018

Strategic Initiative 1- Operating Cost Efficiencies

- Reduction of fuel cost by switching from LNG to CNG

LNG cost = \$3.7M

CNG cost = \$2.8M

.9M

LCFS Credits = \$1.5M

- Total savings approximately \$2.4M
- 56% of Paratransit Buses have transitioned to CNG fuel

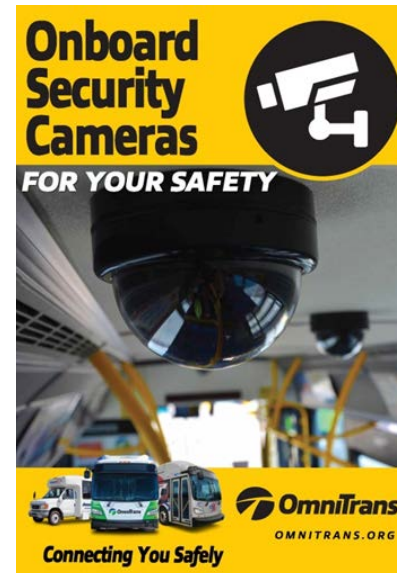
Strategic Initiative 2 - Special Transit Services

- Two new STS Partners
 - City of Chino – mobility program
 - Loma Linda Adult Day Health Care – transportation program
- Call for Projects – Approved 4/3/18 BOD
- Pass/Web Online Tool



Strategic Initiative 3 - Safety and Security

- Monthly Meetings w/Cities
- Harassment Bus Cards
- Safety Ads and Campaigns
 - Not on My Shift
 - Stop the Bleed
 - Active Shooter



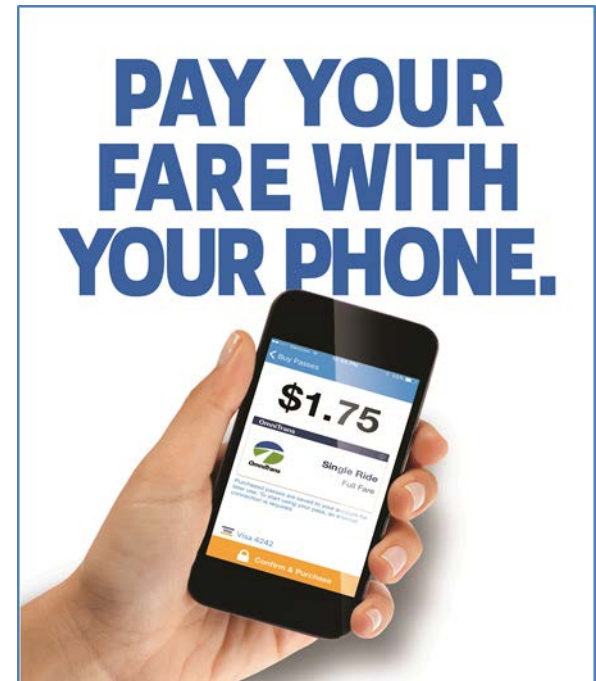
Strategic Initiative 4 - Rebuild Ridership

- Ridership
 - New service for Ontario Airport
- Partnerships
 - Amazon Tripper Service
 - Autoclub Speedway
- Amenities
 - Premium Shelters
 - Solar lights for stops
 - New TSA Approved trash cans



Strategic Initiative 5 - Technology Optimization

- **New Pilot Projects**
 - **Mobile Fare**
 - **Mobile Fare Validation**
 - **Paratransit VOIP**
 - **UHF Radio Extender**
 - **Shoretel Upgrade**
- **Business Process Improvements**
 - **Single sign on for all buses**
 - **Virtual Private Network (VPN) Service**
 - **Scope of Work (SOW) for Plant Management (PM)/Enterprise Asset Management (EAM)**



Strategic Initiative 6 - Passenger Rail

- Director of Rail hired in June 2017
- Application for ID Code for Arrow Service complete (SBCX)
- Request for Proposal (RFP)
 - estimated release date FY19
- Three-Party Operations & Maintenance (O&M) Agreement
 - Scheduled for September Board of Directors Meeting
 - Marsh has been serving as an insurance consultant and a broker is yet to be obtained
- Proposed legislation changing Omnitrans from JPA to Special Transit District



Strategic Initiative 7 - Employee Advancement

- **Leadership Development Academy**
 - **Insight Strategies**
 - **Director Track**
 - **Manager Track**
- **E-Recruitment System**
- **Faster Application process**
 - **Increase HR headcount – (1) HR Specialist**
 - **Inter-departmental group working to evaluate Coach Operator hiring process.**



THANK YOU

ATTACHMENT C

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%	25.41%	23.99%	25.06%
Fare Recovery Ratio - Access	>10 %	Goal Met	34.04%	34.21%	30.56%	31.06%	32.35%
2. Service Performance							
Ridership - Growth	≥-6.9%	Goal Met	-4.90%	-2.20%	-3.30%	-5.10%	-3.80%
Complaints - Systemwide (Per 100,000 boardings)	<12 Complaints/100K	Goal Not Met	11.8 Total (11.4 Fixed Route, 22.3 Access)	12.3 Total (12.0 Fixed Route, 22.9 Access)	12.1 Total (11.2 Fixed Route, 37.5 Access)	12.4 Total (12.1 Fixed Route, 20.2 Access)	12.2 Total (11.7 Fixed Route, 25.7 Access)
Compliments - Systemwide (Per 100,000 boardings)	≥1.6 Compliments/100K	Goal Not Met	1.2 Total (1.2 Fixed Route; 0.0 Access)	1.0 Total (1.0 Fixed Route; 1.1 Access)	1.2 Total (1.3 Fixed Route; 0.0 Access)	1.4 Total (1.5 Fixed Route; 1.1 Access)	1.2 Total (1.2 Fixed Route; 0.5 Access)
3. Reliability							
Loss of Service - Operations	<250 hours per month (measured as monthly average)	Goal Not Met for Qtr. 4 Goal Met for YTD	159	150	266	301	219
Loss of Service - Maintenance	<35 hours per month (measured as monthly average)	Goal Not Met	63	60	72	89	71
On-time Performance- Fixed Route	>85%	Goal Met	87.9%	85.7%	86.2%	87.2%	86.7%
On-time Performance- Demand Response	>88%	Goal Met Q4; Not met YTD	86.2%	85.9%	83.6%	89.9%	86.4%
Preventable Accidents	<1 per 100,000		0.76	1.17	0.45	0.83	0.80
4. Budget							
Operating Revenue	>95%	Goal Met	95.9%	98.9%	102.5%	99.9%	99.3%
Operating Expenses	≤100%	Goal Met	92.1%	95.1%	93.6%	97.4%	94.5%
5. Labor							
Operations Absenteeism - Represented - Uncontrolled	<94,000 hours per year	Goal Not Met	30,768	27,872	30,816	34,200	123,656

ITEM # _____ F3

DATE: September 5, 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: AUTHORIZE EXECUTION OF DOCUMENTS, AMENDMENTS AND BUDGET AMENDMENTS FOR SENATE BILL 1 STATE OF GOOD REPAIR PROGRAM

FORM MOTION

Authorize the CEO/General Manager to execute all required documents and any amendments required to execute Senate Bill 1 State of Good Repair program.

Authorize the CEO/General Manager to amend Omnitrans' Capital Budget to include \$3,694,228 in Senate Bill 1 State of Good Repair Funds.

BACKGROUND

In April 2017, Senate Bill (SB) 1, also known as the Road Repair and Accountability Act of 2017 was approved. The Act included funding for the State of Good Repair Program (SGR) to be administered by the California Department of Transportation (Caltrans). The SGR program has a goal of keeping transit systems in a state of good repair including maintenance and rehabilitation of transit facilities and vehicles, and the purchase of new transit vehicles.

The San Bernardino County Transportation Authority (SBCTA), as the regional transportation planning agency will receive directly from the State Controller's Office (SCO) the SGR – Population share funds to projects based on local need and sub-allocating SGR-Operator Share funds to the transit operators in San Bernardino County based on the amounts estimated by the SCO.

SBCTA allocated a total of \$3,694,228 of SGR funds to Omnitrans. The funds are as follows:

FY17/18 - \$1,558,464 – I Street Improvements
FY18/19 - \$2,135,764 – Solar/Alternative Energy Project

Both of these projects support the Agency goals as adopted by the Board of Directors in the Annual Management Plan and Strategic Initiatives.

CONCLUSION

Staff recommends the CEO/GM be authorized to execute all documents associated with the SGR program and amend the Capital Budget to include the two capital projects. Approval of this agenda item will allow Omnitrans to continue its commitment to a safe and secure transit system for our employees and the public.

PSG: DW

ITEM # F4

DATE: September 5, 2018

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Trischelle Baysden, Director of Rail Operations

SUBJECT: **OPERATIONS AND MAINTENANCE AGREEMENT (THREE-PARTY AGREEMENT) BETWEEN OMNITRANS, SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY (SBCTA), AND SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY (SCRRA) FOR THE IMPLEMENTATION OF THE REDLANDS PASSENGER RAIL SERVICE**

FORM MOTION

Recommend that the Board authorize the CEO/General Manager to continue to negotiate and execute the Operations and Maintenance (O&M) Agreement between Omnitrans, San Bernardino County Transportation Authority (SBCTA), and Southern California Regional Rail Authority (SCRRA) as necessary for the implementation of the Redlands Passenger Rail Service. Upon completion of negotiations and Board approval from all parties, the O&M Agreement will be executed.

This item was reviewed by the Executive Committee at its August 3, 2018 meeting, and recommended to the Board of Directors for approval.

BACKGROUND

An agreement between Omnitrans, SBCTA, and SCRRA is necessary to support the proposed future passenger service and associated operating scenario on the SBCTA-owned Redlands Subdivision between the San Bernardino Transit Center (SBTC) and the University of Redlands. Staff and legal teams from Omnitrans, SBCTA, and SCRRA have been actively negotiating the O&M Agreement since the beginning of the year.

The O&M Agreement addresses the Federal Railroad Administration's (FRA) approved operating scenario wherein SCRRA will dispatch and maintain the right of way, Omnitrans will operate and maintain the Hybrid Rail Equipment, and SCRRA will operate commuter trains. SCRRA will act as the railroad of record, or "host" railroad in the eyes of the FRA and Omnitrans and BNSF Railway will operate as "tenant" railroads. SBCTA is the track owner. The service is projected to start in the summer of 2021 with Omnitrans operating Hybrid Rail equipment between SBTC and University of Redlands with four (4) intermediate stops.

Metrolink will operate a morning and afternoon express train between Los Angeles Union Station (LAUS) and downtown Redlands.

Negotiations originally commenced with SBCTA in November of 2016, and have been ongoing since that time. The version of the O&M Agreement presented to the Executive Committee on August 3, 2018, and to the Board of Directors as part of this agenda item includes provisions that are still subject to final review and approval by the parties (even if they do not appear in redline), and additional changes will likely be made in order to finalize the Agreement. Should any substantive changes be required to finalize this agreement, it will be brought back to the Executive Committee and Board of Directors for review and discussion.

CONCLUSION

Authorizing the CEO/General Manager to continue to negotiate and execute the (O&M) Agreement between Omnitrans, San Bernardino County Transportation Authority (SBCTA), and Southern California Regional Rail Authority (SCRRA) will enable Omnitrans to complete and release the Operations and Vehicle Maintenance Request for Proposal.

PSG:VTB

Attachment A: PowerPoint Presentation



OPERATIONS AND MAINTENANCE (THREE-PARTY) AGREEMENT FOR IMPLEMENTATION OF THE REDLANDS PASSENGER RAIL SERVICE

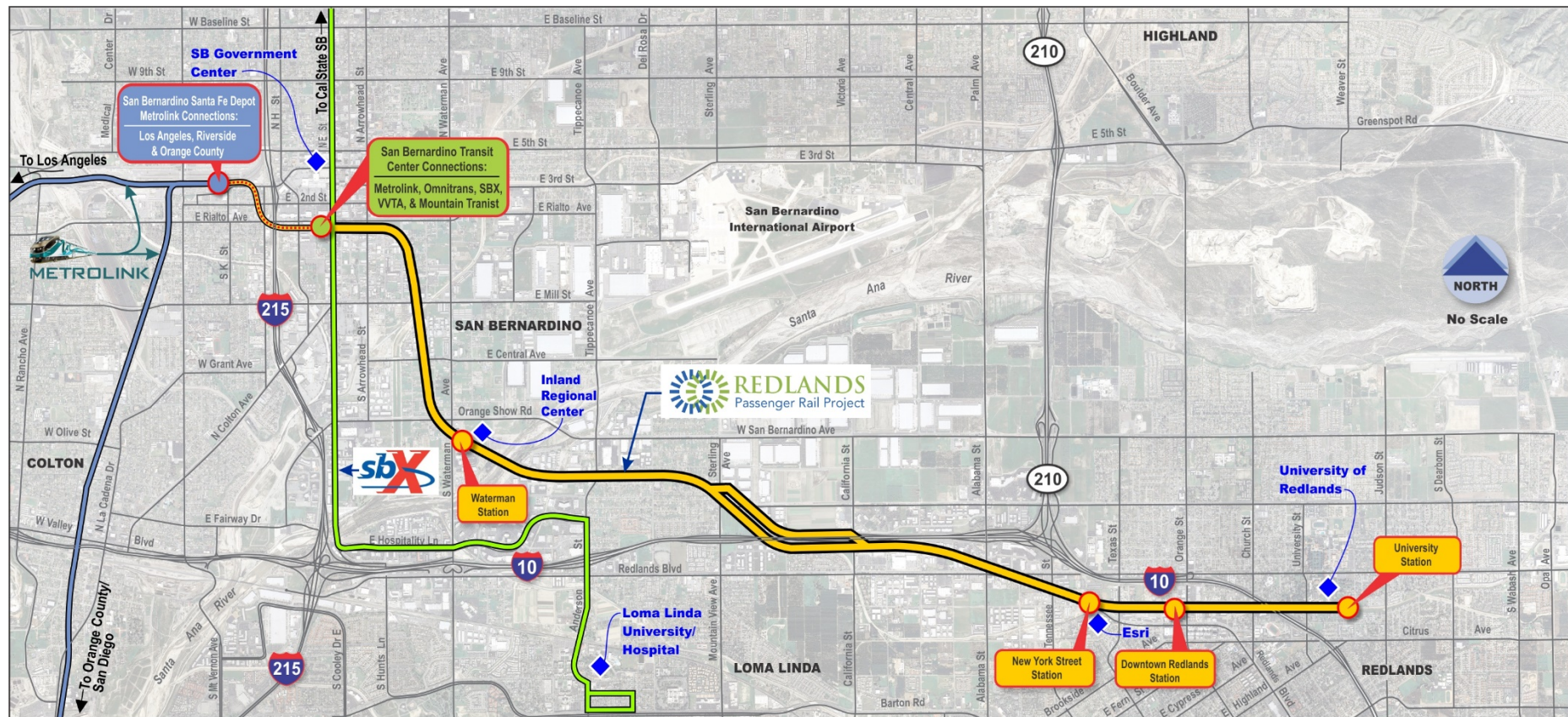
Board of Directors
September 5, 2018

Background

- **The Three-Party Agreement between Omnitrans, SBCTA, and Metrolink is necessary for the implementation of the Redlands Passenger Rail Service, “Arrow”**
 - **The agreement outlines the roles and responsibilities of each party**
 - **Negotiations originally commenced in November 2016 and have been on-going**
- **Arrow service will operate on an extension of the Metrolink San Gabriel (Redlands) Subdivision from the San Bernardino Transit Center to Redlands**
- **Service will operate every 30 minutes from approximately 5:30 am to 11:30 pm on weekdays**

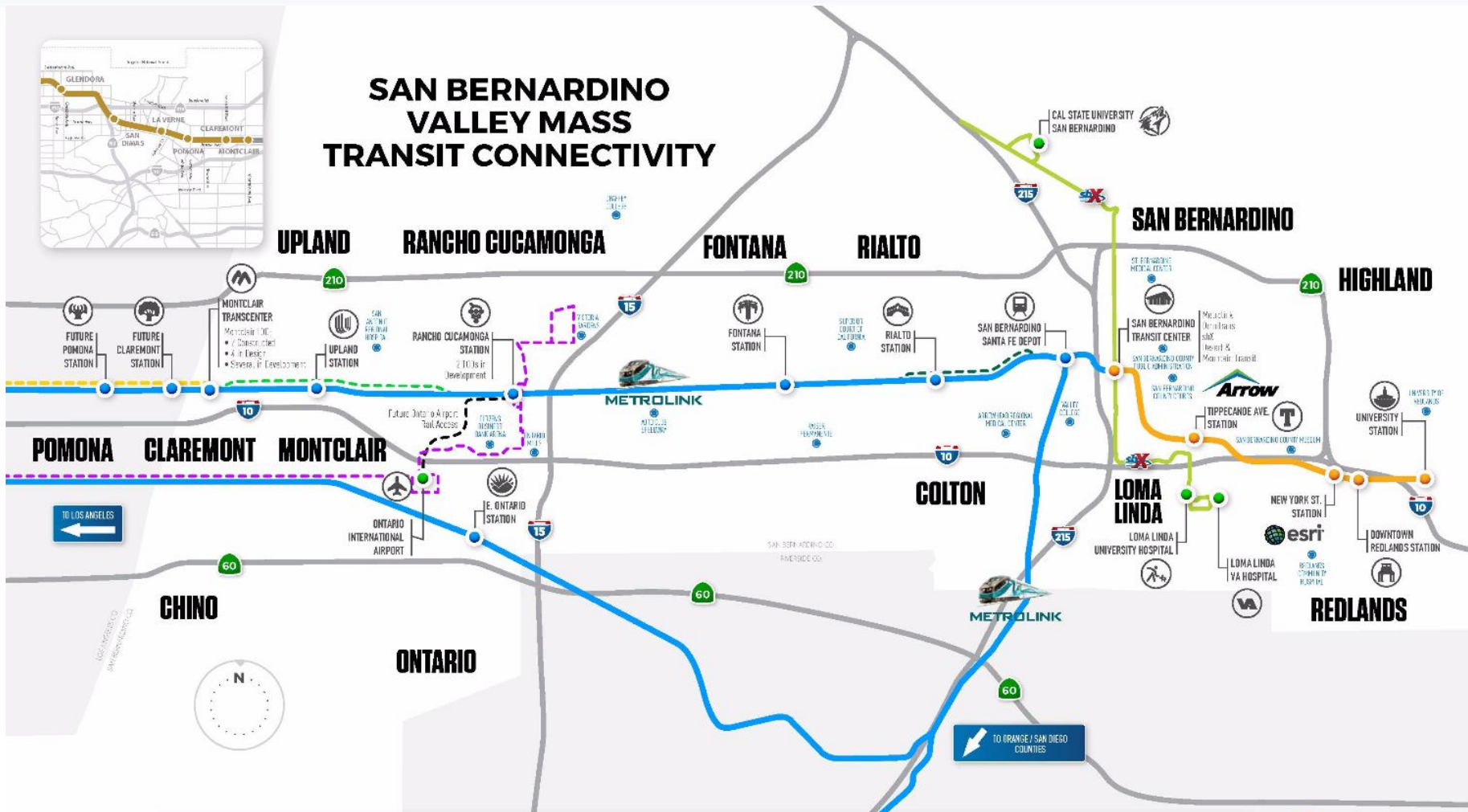
Overview of Terms

- **Maintenance of Way (MOW) – Maintenance of Track, Signals, Communications Equipment and Rail Structures**
- **Positive Train Control (PTC) – Safety system overlay and an advanced system designed to automatically stop a train before certain accidents occur**
- **Maintenance of Equipment – The maintenance, servicing and cleaning of revenue equipment, Diesel Multiple Unites (DMU's)**
- **Operations – The day to day operations of the train service and the crew members required to operate the equipment**



Roles and Responsibilities:

OmniTrans	SCRRRA	SBCTA
Operations	Dispatching	Land Owner/Track Owner
Maintenance of Rail Equipment	Maintenance of Way (MOW) <ul style="list-style-type: none"> • Track • Signals • Positive Train Control (PTC) 	Funding Agency
“Tenant Railroad”	Railroad of Record/ “Host Rail Road”	Commissioning Revenue Service
		145



LEGEND

— Redlands Passenger Rail (Future Arrow Service)
— Metrolink
— sbX Bus Rapid Transit
● TOD Transit Oriented Development

--- Ontario Airport Rail Access (Future)
--- Gold Line (Future)
--- OmniTrans West Valley Connector - Phase I

--- Central to Archibald Double Track (Future)
--- Rancho to Lilac Double Track (Future)

Next Steps

- **Release of RFP for Operations and Maintenance of Equipment – February 2019**
- **Monthly updates given through CEO/GM Friday Report**
- **Quarterly updates at the Operations and Safety Committee**

THANK YOU