



ADMINISTRATIVE AND FINANCE COMMITTEE
THURSDAY, OCTOBER 10, 2019– 8:00 A.M.
OMNITRANS METRO FACILITY
1700 WEST 5TH STREET
SAN BERNARDINO, CA 92411

The 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 Recording Secretary at least three (3) business days prior to the Committee Meeting. The Recording Secretary’s telephone number is 909-379-7110 (voice) or 909-384-9351 (TTY), located at 1700 West Fifth Street, San Bernardino, California. 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. Pledge of Allegiance
2. Roll Call

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Committee Meeting: Thursday, November 14, 2019, 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 Administrative & Finance Committee, 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

Disclosure – Note agenda items 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 in the appropriate item.

E. DISCUSSION ITEMS

1. Approve Administrative & Finance Committee Minutes – September 12, 2019 2
2. Receive and File, County-Wide Transit Consolidation Study & Innovative Transit Review of the Metro Valley – *Erin Rogers* 5
3. Recommend the Board of Directors Approve Change to Policy 604: Life Insurance and Long-Term Disability Plans – *Suzanne Pfeiffer* 15

F. ADJOURNMENT



1700 W. Fifth St.
San Bernardino, CA 92411
909-379-7100
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ITEM # E1

**ADMINISTRATIVE & FINANCE COMMITTEE
MINUTES, SEPTEMBER 12, 2019**

A. CALL TO ORDER

Committee Chair Sam Spagnolo called the regular meeting of the Administrative and Finance Committee to order at 8:00 a.m., Thursday, September 12, 2019.

1. Pledge of Allegiance
2. Roll Call

Committee Members Present

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

Committee Members Not Present

Omnitrans Administrative Staff Present

P. Scott Graham, CEO/General Manager
Erin Rogers, Deputy General Manager
Jeremiah Bryant, Director of Strategic Development
Shawn Brophy, Director of Operations
Jacob Harms, Director of Information Technology
Aaron Moore, Director Special Transportation Services
Art Torres, Director of Procurement
Don Walker, Director of Finance
Wendy Williams, Director of Marketing-Planning
Omar Bryant, Maintenance Manager
Mark Crosby, Security & Emergency Preparedness Coordinator
Adrienne Fernandez, Executive Staff Assistant
Harry Morck, Network Administrator
Eugenia Pinheiro, Contracts Manager
Loretta Rains, Rail and Safety Compliance
Krystal Turner, Contracts Administrator

B. ANNOUNCEMENTS/PRESENTATIONS

The next Committee Meeting is scheduled Thursday, October 10, 2019, at 8:00 a.m.

C. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no Conflict of Interest Issues.

E. DISCUSSION ITEMS

1. Approve Administrative & Finance Committee Minutes August 15, 2019

M/S (Dailey/Roberts) that approved Administrative & Finance Committee Minutes August 15, 2019. Motion was passed unanimously by Members present.

2. Recommend the Board of Directors Authorize the CEO/General Manager to Award Call for Projects - Measure I Specialized Transportation Program for FY20-FY21

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

Member Roberts asked for the name of the contact person at the City of Fontana for this program. Mr. Moore stated that the contact information would be provided following the meeting.¹

Member Dutrey asked that a detailed break-down of the scoring be provided in the item that will be presented to the Board.

Member Dailey had some questions regarding the qualifications required for transporting disabled passengers under the Access program and the potential liabilities to Omnitrans. Mr. Moore described the requirements for Access certified drivers and explained that taxi and Lyft drivers are independent contractors. He further explained that the taxi and Lyft voucher program is an option offered to the customers, however noted that the training requirements may not be the same as for Access drivers.

Member Avila asked if there have been any incidents reported from customers using the taxi or Lyft programs. Mr. Moore stated that there have not been any incidents reported.

Member Hagman suggested that other alternatives be considered such as virtual appointments, partnering with Senior Centers, prescription delivery programs, and potential advancements in technology that can increase cost savings and increase

¹ The contact information for the City of Fontana was sent to Member Roberts following the meeting.

efficiency.

M/S (Avila/Wapner) that recommended the Board of Directors authorize the CEO/General Manager to award funds for the Call for Projects- 2019 Measure I Specialized Transportation Program for Fiscal Years 2020 and 2021. Motion was passed unanimously by Members present.

3. Recommend the Board of Directors Authorize the CEO/General Manager to Award RFQ-MNT20-02 Architectural and Engineering Services

Director of Procurement, Art Torres provided a brief background on this item as detailed in the staff report.

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

F. ADJOURNMENT

The Administrative and Finance Committee meeting adjourned at 8:27 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, October 10, 2019, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

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



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ITEM # E2

DATE: October 10, 2019

TO: Committee Chair Sam Spagnolo and
Members of the Administrative and Finance Committee

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Erin Rogers, Deputy General Manager

**SUBJECT: COUNTY-WIDE TRANSIT CONSOLIDATION STUDY &
INNOVATIVE TRANSIT REVIEW OF THE METRO-VALLEY**

FORM MOTION

Receive and file as an information item.

BACKGROUND

While reviewing the SBCTA/Omnitrans Ad-Hoc Committee recommendation at the September 4, 2019 San Bernardino County Transportation Authority (SBCTA) Board of Directors meeting, SBCTA staff presented a recommendation to approve an annual increase in state and local revenue allocation to Omnitrans. This recommendation was part of the Ad-Hoc Committee recommendation to:

1. Reduce bus service by 11% equivalent to approximately 71,000 service hours per year; and,
2. To increase SBCTA's allocation of state and local funding to Omnitrans from a 2.8%-2.9% growth rate per year to a 3.5% growth rate per year through 2040.

During the presentation of this item, there was discussion regarding Omnitrans' financial forecast and the proposed service reductions which ultimately led to a motion to:

1. Accept the report of the Ad-Hoc Committee, that recommends an annual increase (from the current 2.8%-2.9%) of up to 3.5% in discretionary revenue allocations, contingent upon the Omnitrans Board enacting the cuts recommended by the Ad Hoc Committee; and
2. Direct SBCTA staff to conduct an analysis of consolidation of Transit operations countywide.

The SBCTA Board of Directors unanimously approved this motion.

Subsequently, during public comments at the October 2, 2019 SBCTA Board of Directors meeting, the Victor Valley Transit Authority (VVTA) Executive Director spoke in opposition to the Consolidation Study. Individual SBCTA Board members representing the mountain and desert regions also spoke in opposition to the study.

SBCTA conducted a similar study in 2015 to identify potential areas of cooperation between the six transit operators in San Bernardino County and SBCTA. The purpose of the study was to identify cost efficiencies that could be achieved through coordination and joint efforts among the transit operators and SBCTA.

SBCTA's upcoming Transit Committee Agenda Item indicates "the consultants role is to revisit the 2015 Study, highlight and document major changes to the organizations since that study effort and continue with a detailed assessment that would identify and quantify the benefits and drawbacks to consolidating one or more of the County 's transit operators under SBCTA. This study will also identify the steps and estimated cost to pursue and implement such a consolidation. The operators to be evaluated for consolidation include Morongo Basin Transit Authority, Mountain Transit, Needles Area Transit, Omnitrans, VVTA, and SBCTA." The Scope of Work for the study is included as Attachment A. The report further indicates that the estimated cost of the study is \$1,050,000.

The 2015 Study did not identify any substantial cost efficiencies associated with consolidation of the Agencies. The only substantive action that resulted was the designation of Omnitrans as the Consolidated Transportation Services Agency (CTSA) for the San Bernardino Valley and the consolidation of the former CTSA, V-Trans, with Omnitrans.

In working to implement the Ad-Hoc Committee's recommendation, Omnitrans staff has developed service reduction/realignment proposals equivalent to a 71,000 service hour reduction. Staff is meeting with individual Board members and city staff to review and receive feedback on the draft proposals. After the required review and public input process, staff will bring final recommendations to the Board in May 2020 for proposed implementation in the upcoming fiscal year. This service reduction will align service levels with ridership and available funding which will result in a balanced operating budget through 2040.

In addition, several other initiatives are underway, such as the procurement for contracted bus service including Access Paratransit Service, contracted fixed route service, and Micro Transit Pilot Projects; evaluation of further administrative savings opportunities and evaluating the necessity of filling open positions. Further savings identified will be set aside to offset future capital costs.

CONCLUSION

Receive and file information regarding the SBCTA's proposed County-Wide Transit Consolidation Study & Innovative Transit Review of the Metro-Valley as an information item.

PSG: ER

Attachment A: Scope of Work County-Wide Transit Consolidation Study & Innovative Transit Review of the Metro-Valley

SCOPE OF WORK
COUNTY-WIDE TRANSIT CONSOLIDATION STUDY & INNOVATIVE TRANSIT
REVIEW OF THE METRO-VALLEY

Project Understanding and Goals

The San Bernardino County Transportation Authority (SBCTA) conducted a study to identify potential areas of cooperation among the six transit operators in San Bernardino County and SBCTA in 2015 (2015 Study). The purpose of the 2015 Study was to identify potential cost efficiencies that could be achieved through coordination and joint efforts among the operators and SBCTA.

Although the 2015 Study considered functional and full agency consolidation as strategies to improve efficiencies, the primary focus was to perform a detailed assessment of each operator's operational and administrative functions, systems, and assets, and identify specific areas where efficiencies could be achieved through combined efforts and within existing agency structures.

With the budgetary issues Omnitrans has experienced over the last several years, along with declining ridership for all the transit operators, the SBCTA Board of Directors directed SBCTA staff to conduct an analysis of consolidation of transit operations countywide. The Consultant's role in this study is to revisit the 2015 Study, highlight and document major changes to the organizations and their operating strategies since that study effort, update the review of opportunities for additional efficiency improvements from the 2015 Study, and continue with a detailed assessment that would identify and quantify the benefits and drawbacks of consolidating one or more of the County's transit operators under SBCTA. This study will also identify the steps and estimated cost to pursue and implement such a consolidation. The operators to be evaluated for consolidation include: Morongo Basin Transit Authority, Mountain Transit, Needles Area Transit, Omnitrans, VVTA and SBCTA (collectively "Agencies").

The Scope of Work outlines the tasks the Consultant, working with SBCTA and the transit operators, will follow to conduct the County-wide Consolidation Study. Also included is an additional task focused on an Innovative Transit Review of the Metro-Valley area. The goal of this task is to match resources with the changing demand for public transportation in the Metro-Valley area.

Task 1

1.1 Kick-Off Meeting

The Consultant will meet with SBCTA staff to determine and confirm the goals of the County-Wide Consolidation Study within San Bernardino County. This will include documenting the key elements of each operator and their operating structure. It will also include identification of potential areas of administrative efficiencies/cost savings, service and program coordination (connectivity, schedules, fares, and transfers), and development of regional policies.

At or before this meeting, SBCTA will provide to the Consultant access to the 2015 Study deliverables, the Agencies' Fiscal Year (FY) 2018/2019 and FY 2019/2020 budgets, and the Agencies' FY 2014/15 through FY 2017/2018 comprehensive financial reports, as well as any

other pertinent studies or planning documents that were prepared since the 2015 study concluded.

Deliverable: Summary of the Kickoff meeting, proposed schedule, initial assessment, and if needed, a revised Scope of Work.

1.2 Update the 2015 Agency Functional Assessment & Provide Initial Pros/Cons of Consolidation

The Consultant will review the 2015 Study deliverables for each transit operator, including their functional duties, legislative mandates, restrictions on funding sources/uses, responsibilities, programs and services. As appropriate, Consultant will update the 2015 matrix inventory of functional areas for the transit operators, which will include revised written summary overview of each agency. This review and update will include the following areas:

- a. Current transit services provided, service delivery method (in-house operation or contracted), status/expiration dates of major operational contracts and/or labor contracts, service planning approach, direct and indirect support functions for providing service (maintenance, operations, bus stops and shelters, security, etc.), fare collection method/equipment, cash handling and fare policies, call centers, and customer service.
- b. Administrative support functions, such as marketing, finance, accounting, cash management, revenue claiming, grant management and compliance, budgeting, risk management, debt management, programming, governance system/representation, legal compliance (Title VI/DBE), procurement, project development, capital planning, construction, and personnel related items. Personnel related items include identification of approved staffing positions, job descriptions, status of labor contracts and summary of terms, and overview of the employee benefit package. The summary of benefits shall include health insurance and identification of what is employee paid versus what is employer paid, leave time, and retirement system including the employer contribution and any supplemental plans. Provide updated organizational charts, as well as salary ranges, salary schedules and benefits by position/class. Identify in-house positions as well as contract positions that are providing key functions for the agency. Highlight any major staffing changes by department since FY 2013/2014. Identify the any long-term pension or benefit liabilities.
- c. MIS/IT systems, including networks, hardware, software licenses, major databases, manner in which IT decisions are made and supported (in house vs. contract), scheduling, GPS/AVL, fueling systems, NTD reporting, shared drives, financial and accounting systems, payroll. Age of systems and hardware and replacement plans, including capital/reserves set aside to accomplish such.
- d. Fixed Asset review, including, but not limited to, revenue and non-revenue vehicle inventory, equipment, fueling stations, rail/commuter stations, real property, right-of-way and buildings.

- e. Short and long range planning documents that have been developed since the conclusion of the 2015 Study, so as to review transit operators' short and long term goals and objectives and the planning and funding strategies to continue and maintain operator assets and ensure quality of service provision.

The Consultant will provide an initial list of the pros and cons associated with consolidation for each of the operators and make a recommendation on which operators, services and programs should be included in the detailed consolidation assessment. It is anticipated the initial assessment will take into account the cost to run each transit agency, the number of employees, labor contract agreements, retirement system used, unfunded benefit liabilities, and cost associated with insurance and claims.

Deliverables:

- a. **Updated inventory of functional areas for each operator, with supporting written summary overview of each, outlining items that have changed since the 2015 Study.**
- b. **Updated review of opportunities for additional efficiency improvements from the 2015 Study.**
- c. **Pro and con matrix and recommendation on which operators should be included in the detailed consolidation assessment.**

1.3 Performance Review – Using the Task 1.2 deliverables, the Consultant will conduct a high level review of FY 2018/2019 operator performance (actuals) compared against their adopted FY 2019/2020 goals, objectives, and service standards. The Consultant shall also provide a comparison to the performance of peer operators for each of the individual transit operators in San Bernardino County, for the same period. The Consultant will identify current challenges and opportunities for each operator since the 2015 efficiency study.

Deliverables:

- a. **Draft Performance Review Report**
- b. **Final Draft Performance Review Report**

1.4 Organizational Coordination and Optimization Alternatives and Financial Cost– Based on Task 1.2 and 1.3 deliverables and the Coordination and Optimization Alternatives Report from the 2015 Study, the Consultant will summarize and describe which operators have implemented the coordination opportunities and recommendations from the 2015 Study and what remaining opportunities may exist under the current institutional structures, along with an estimate of achievable benefits.

While the 2015 Study outlined key features of three alternatives--Cooperative Agreements, Functional Consolidation and Complete Consolidation, the Consultant shall use only the “Complete Consolidation” strategy to provide detailed opportunities and challenges for each key function presented below. Please note additional key functions have been added to those originally identified in the 2015 Study, to reflect current needs.

Additionally, the Consultant will conduct a detailed analysis of the financial impacts and benefits of any proposed consolidation, and the impacted functional area(s). The Consultant will

determine areas of impact (increase or decrease in costs) based on estimates of staffing changes, operational, contracting or policy changes, or transfer of functions, as well as a qualitative assessment for areas where costs are currently unknown (e.g., labor contract impacts).

Key Functions to review, include:

- a. Fixed route, commuter/express bus and bus rapid transit:
 - i. Services
 - ii. Dispatching/Coordination
 - iii. Customer service
- b. ADA and demand response:
 - i. Service
 - ii. Dispatching/Coordination
 - iii. Certification Process
 - iv. CTSA Administration/Oversight (if applicable)
 - v. Customer service
- c. Integration with existing and future rail service
- d. Assets and maintenance:
 - i. Revenue vehicles
 - ii. Vehicle overhauls and body work
 - iii. Non-revenue vehicles
 - iv. Facilities
 - v. Bus stop, shelter and transit centers
 - vi. Rail right of way, facilities and support equipment
 - vii. Other property and rights of way
 - viii. FTA processes and/or issues to transfer all FTA assets to a new agency
- e. Procurement:
 - i. Vehicle and support equipment
 - ii. Non-revenue vehicles
 - iii. Gas/diesel fuel
 - iv. Alternative fuels (CNG, LNG, solar, electric, etc.)
 - v. Fueling infrastructure installation and maintenance
 - vi. Professional services contracts
 - vii. Fare collection
 - viii. Other equipment
- f. Human Resources:
 - i. Labor Relations Staffing
 - ii. Drug & Alcohol Program Compliance
 - iii. Risk Management (handling claims, insurance, accidents, etc.)
 - iv. Training:
 1. Coach Operator
 2. Maintenance
 3. Dispatch
 4. Other Administrative training and staff development
- g. Planning:
 - i. Service planning/data analysis
 - ii. Scheduling/run cutting

- iii. SRTPs
- iv. COAs
- v. Project development
- vi. Construction management
- h. Finance:
 - i. Accounting
 - ii. Cash and investment management
 - iii. Inventory control
 - iv. Capital asset management and reporting
 - v. Grant application preparation and assistance
 - vi. Grant management and reporting
 - vii. Risk assessment and internal controls
 - viii. Sub-recipient monitoring
 - ix. Payroll
 - x. Personnel administration
 - xi. Labor relations (ATU and Teamsters)
 - xii. Funding - including LTF for Streets and Roads, Measure I compliance
 - xiii. Fare structure, fare collection methods and fare media
 - xiv. Shelter and bus advertising
- i. Other support functions:
 - i. Information Systems/Technology
 - ii. Security
 - iii. Marketing, social media, community outreach and advertising
 - iv. Telephone systems and information
- j. Compliance with FTA Requirements:
 - i. DBE
 - ii. Drug and alcohol
 - iii. Buy America
 - iv. Procurement
 - v. Title VI
 - vi. Transit Asset Management (TAM)
 - vii. Direct Recipient
 - viii. Asset management
 - ix. NTD reporting processes
- k. Board of Directors/Committees (Potential Restructure)

Deliverables:

- a. Draft report on estimated financial impacts of functional changes contemplated under the 2015 Study’s “Complete Consolidation” strategy**
- b. Review session with SBCTA and the transit operators.**
- c. Finalized Financial Review Report**

Task 2. Consolidation Report and Final Assessment

2.1 Consolidation Report

Based on Task 1 deliverables, the Consultant will identify the benefits and disadvantages to consolidating one or more of the transit operators with SBCTA, versus remaining as stand-alone entities. If consolidation is recommended, the Consultant will develop a report that identifies the following for the new consolidated agency:

- a. Organization chart;
- b. Recommended staffing levels, identifying the change, if any, to current positions and their location. For example, is the position needed or eliminated or a change in location, along with recommendations to handle salary differences/disparities and the resulting additional expenses or savings;
- c. Staff and services locations (for example, which functions/activities or services are centralized at an administrative building and what functions will occur at operating bases, etc.) along with opportunities for contract management of services;
- d. Anticipated costs to consolidate, including, but not limited to: cost and structure of legal services, facility needs (i.e., whether keep/renovate existing facilities or move and/or construct new, and the associated cost), software system needs, additional studies, renaming and rebranding (vehicles, buildings, freeway signage, stop signs, etc.);
- e. Impact of consolidation to individual operators, from a service delivery, customer service, budget, funding and overall expense perspective;
- f. Impact to all operators as a result of consolidation, including the identification of additional risk, debt management and liabilities;
- g. A recommended governance structure and committees; and
- h. A preliminary estimate of the timeline for transitioning to a consolidated agency.

If the study reveals that the costs, disadvantages, and risks of consolidation outweigh the benefits to consolidate, the Consultant will outline the reasons for this recommendation, agency by agency and will highlight efficiencies that could still be achieved per the 2015 Study for the non-consolidation case, but that have not yet implemented.

Deliverable: Draft and Final Report on findings from Consolidation Study.

2.2 Implementation Plan (Optional Task)

Based on Task 2.1 deliverables, the Consultant, if directed, will work with SBCTA and the transit agencies to identify timelines for implementation of the selected strategies and consolidation. This plan will likely identify a phased approach, with short, mid-range, and long term timelines for the selected strategies, as well as required additional funding and costs to implement those phases and strategies.

Deliverable: Agency Consolidation Implementation Timeline and Plan

2.3 Final Transit Agency Consolidation Report

The Consultant will combine all work products from the study to produce a final agency consolidation plan. A draft of the Plan will be developed and submitted to SBCTA for review. Following receipt of comments, Consultant will finalize the Plan for submittal to SBCTA and the transit operators.

Deliverables:

- a. Draft Final Transit Agency Consolidation Report**
- b. Final Transit Agency Consolidation Report**
- c. Present Final Report to SBCTA Transit Committee and SBCTA Board of Directors**

Task 3. Innovative Transit Review

Introduction and Task Understanding

Transit ridership has seen a decline across the country, and operational costs have increased without any noticeable change or improvements in the current systems. This has created an operational deficit for Omnitrans. Under this task, the Consultant will reimagine how transit service is provided in the San Bernardino County Metro-Valley area. Without using the current system map as the basis, the Consultant will use data including but not limited to, population density, employment centers, service/retail/health centers, and travel patterns, to determine the best high frequency fixed-route network and then identify best strategies to support the high frequency fixed-route network and existing and future rail corridors. The recommended high-frequency fixed-route network shall take into consideration rush hour demand, express service options, and limited stop service. Then the analysis shall take into account lower-demand areas and offer solutions for mobility based on ridership and productivity. The intent is to make the most of a high frequency fixed-route network and rail corridors, extending their reach via connecting trips, with a focus on existing and potential customer needs. The role of vanpooling and other shared-ride modes shall be included in the analysis. The Customer-Based Ridesharing and Transit Interconnectivity Plan developed in partnership with the Southern California Association of Governments and Omnitrans is available for reference and can be found at <http://gosbcta.com/sbcta/plans-projects/plans-rideshare-transit.html>.

This “re-imagining” shall review all reasonable service options available and use lessons-learned from other locations that have taken innovative steps to improve ridership while recognizing the need to be cost-effective. It is intended to provide logical new strategies maximizing the use of the limited operation funding available for the Metro-Valley area and to include a review of the existing fixed route service, commuter service, express bus service, on-demand service, route deviation, new technology, appropriate vehicle size, and micro-transit.

3.1 Kick-Off Meeting

The Consultant will meet with SBCTA staff to determine and confirm the goals for the Innovative Transit Review of the Metro-Valley area. Additionally this will include identifying any data needs as well as any mandatory regulatory compliance such as Americans with Disabilities Act, Federal Transit Administration guidelines, Title VI and California Department of Transportation guidelines.

Deliverable: Summary of the Kickoff meeting, proposed schedule, data needs assessment, and if needed, a revised Scope of Work.

3.2 Review of Data for San Bernardino County Metro-Valley

The Consultant will review data collected for the Metro-Valley area. Based on the analysis of the data, the Consultant will formulate a list of strategies, including a high-frequency fixed-route network that complements the existing rail network and increases cost-effectiveness. The key

measures for cost-effectiveness will be cost per boarding and cost per passenger mile. The Consultant should take into consideration the types of trips being served, service to the transit-dependent community as well as the “all-purpose riders”, “first and last mile” issues, regional goals, and connections to existing regional transit service providers coming into San Bernardino County such as Pass Transit, Riverside Transit Agency and Foothill Transit, as well as a desire to not have transit services competing with each other. The Consultant shall provide a proposed system map identifying supporting innovative services. The Consultant shall provide a matrix of the proposed strategies, identifying strengths and weaknesses from the perspectives of cost-effectiveness, the customer, and risk. In addition, the Consultant shall provide a recommendation for implementation and identify any potential legal and or governmental obstacles, as well as proposed actions to mitigate them.

Deliverable:

- a. Draft report outlining a proposed high-frequency fixed-route network with service type (express, limited stop, and vehicle size) identified and with the supporting innovative transit services identified geographically, also incorporating the opportunities and potential effectiveness for vanpooling and other shared-ride modes.**
- b. Strategies matrix**
- c. Proposed system map**
- d. Presentation to SBCTA detailing the approach in the above deliverables**
- e. 2nd Presentation to SBCTA staff and stakeholders**

3.3 Final Innovative Transit Review Report

Based on feedback during the Task 3.2 meetings, the Consultant will create the final report, matrix, system map, and implementation plan as described in Section 3.2.

Deliverables:

- a. Final Report**
- b. Presentation to the SBCTA Transit Committee and Board**



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ITEM # E3

DATE: October 10, 2019

TO: Committee Chair Sam Spagnolo and
Members of the Administrative and Finance Committee

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Suzanne Pfeiffer, Director of Human Resources

**SUBJECT: CHANGE TO POLICY 604: LIFE INSURANCE AND LONG-TERM
DISABILITY PLANS**

FORM MOTION

Recommend the Board of Directors approve changes to Policy 604.

BACKGROUND

A review of our current life insurance agreement shows there have been no increases to the life insurance policy amounts for Management and Confidential Job Levels 1-9 since July 1, 2006. In September 2019, a solicitation for renewal rates and options was conducted by our Insurance Broker, Marsh and McClennan. After review of our account, the renewal analysis from Standard Life Insurance Co. came back to include increases to our current life insurance policy amounts, a premium rate reduction, and rate guarantees through December 31, 2022. The policy has been updated to include the new life insurance amounts. (Attachment A, Attachment B)

CONCLUSION

Recommend the Board of Directors authorize the CEO/General Manager to approve the change to Policy 604.

PSG:SP:MS

Attachment A: Policy 604 Clean Version
Attachment B: Policy 604 Redline Version



PERSONNEL POLICY MANUAL

POLICY 604 PAGE 1 OF 2

SUBJECT

**Life Insurance and
Long Term Disability Plans**

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: November 6, 2019

I. Purpose

To state Omnitrans' policy on the life insurance and long-term disability plans.

II. Scope

All Departments

III. Procedure

A. Life Insurance

1. All regular full-time employees are covered by life insurance made available by Omnitrans. All full-time employees will be issued a life insurance policy. The effective date of coverage is the first of the month following date of hire or promotion to full-time status. Coverage amounts depend upon classifications and premiums are paid by Omnitrans. Coverage includes an Accidental Death and Dismemberment Policy Rider.
2. Optional term life insurance is extended or made available to each employee, and open enrollments will be held annually to provide opportunities to change or elect the voluntary life insurance.

3. Schedule of Life Insurance Coverage

Class 1

Class 1 consists of contract positions – CEO/General Manager and Deputy General Manager. Life Insurance including AD&D plus Long-Term Disability per contract.

Class 2

Class 2 consists of Policy 402 positions in Levels 1,2,3,4, & 5.
Life Insurance - \$100,000 including AD&D plus Long-Term Disability

Class 3

Class 3 consists of Policy 402 positions in Level 6.
Life Insurance - \$75,000 including AD&D plus Long-Term Disability

Class 4

Class 4 consists of Policy 402 positions in Levels 7, 8, and 9.
Life Insurance - \$50,000 including AD&D plus Long-Term Disability



PERSONNEL POLICY MANUAL

POLICY 604 PAGE 2 OF 2

SUBJECT

**Life Insurance and
Long Term Disability Plans**

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: November 6, 2019

4. Represented Employees: The terms, award, conditions, and group insurance plans will be specified by the Omnitrans agreement with the insuring company or person acting on behalf of the company. Please refer to the applicable MOU for details.

B. Long-Term Disability

Long Term Disability (LTD) coverage is available to all regular Management and Confidential Unit employees on the first day of the calendar month following the date of hire. Employees are considered disabled if unable, as a result of sickness, accidental bodily injury or pregnancy, to perform the essential job function of their occupation. All Management and Confidential Unit employees will be issued a LTD policy that will explain the benefits and requirements of the program.



PERSONNEL POLICY MANUAL

POLICY 604 PAGE 1 OF 3

SUBJECT

**Life Insurance and
Long Term Disability Plans**

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: ~~June 7, 2017~~ November 6, 2019

I. Purpose

To state Omnitrans' policy on the life insurance and long-term disability plans.

II. Scope

All Departments

III. Procedure

Life Insurance:

~~A. All probationary and regular full-time Omnitrans employees are covered by life insurance made available by Omnitrans. All full-time employees will be issued a life insurance policy. The effective date of coverage is the first of the month following date of hire or promotion to full-time status. Coverage amounts depend upon classifications and premiums are paid by Omnitrans. Coverage includes an Accidental Death and Dismemberment Policy Rider with face values equal to the amount of life insurance provided.~~

~~B.A.~~

~~Additional life insurance is also available to employees that may be purchased through payroll deduction.~~

~~C.B. Optional term life insurance is extended or made available to each employee, and open enrollments will be held annually to provide opportunities to change or elect the voluntary life insurance.~~

~~D.C. Schedule of Life Insurance Coverage:~~

~~Class 1~~

~~Class 1 consists of contract positions - CEO/General Manager and Deputy CEO.~~

~~Full-paid Life Insurance including AD&D plus Long Term Disability.~~

~~A—Upper Management—Class 2~~

~~Upper Management Class 2 consists of Policy 402 positions in Levels 1,2,3,4,& 5.~~

~~Full-paid Life Insurance - ~~\$60,000~~ \$100,000 including AD&D plus Long Term Disability~~

~~B—Middle Management Class 3~~

~~Middle Management Class 3 consists of Policy 402 positions in Level 6.~~

~~Full-paid Life Insurance - ~~\$40,000~~ \$75,000 including AD&D plus Long Term Disability~~



PERSONNEL POLICY MANUAL

POLICY 604 PAGE 2 OF 3

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~~C – Technical/Clerical Class 4~~

~~Technical/Clerical Class 4~~ consists of Policy 402 positions in Levels 7, 8, and 9.

Full-paid Life Insurance - ~~\$30,000~~ \$50,000 including AD&D plus Long Term Disability

~~The Director of Human Resources will allocate newly established classifications belonging to the Management and Confidential Unit to the proper tier. Refer to Policy 402 for a list of classifications and corresponding levels.~~

~~D – Represented Employees~~

~~ATU full paid Life Insurance 30,000 Effective January 1, 2017 including AD&D~~

~~Teamsters Full-paid Life Insurance – \$25,000 including AD&D. Effective October 1, 2010.~~

The terms, award, conditions, and group insurance plans will be specified by the Omnitrans agreement with the insuring company or person acting on behalf of the company. ~~Please refer to the applicable MOU for details. The MOU(s) define the amount available and the extent of how the comprehensive benefit allowance is applied for life insurance. Plan document summaries will be made available to each employee, and open enrollments will be held annually to provide opportunities to change or elect the voluntary life election as indicated in the MOU if applicable.~~

~~E. Non-Represented Employees Long-Term Disability~~

Long Term Disability (LTD) coverage is available to all regular Management and Confidential Unit employees on the first day of the calendar month following the date of hire. Employees are considered disabled if unable, as a result of sickness, accidental bodily injury or pregnancy, to perform the essential job function of their occupation. All Management and Confidential Unit employees will be issued a LTD policy that will explain the benefits and requirements of the program.

~~Optional term life insurance is extended or made available to each employee, and open enrollments will be held annually to provide opportunities to change or elect the voluntary life insurance.~~



PERSONNEL POLICY MANUAL

POLICY **604** PAGE 3 OF 3

SUBJECT

**Life Insurance and
Long Term Disability Plans**

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DATE: ~~June 7, 2017~~ [November 6, 2019](#)