



**BOARD OF DIRECTORS MEETING  
WEDNESDAY, JULY 1, 2020 – 8:00 A.M.**

**GUIDANCE FOR PUBLIC ACCESS TO THE BOARD OF DIRECTORS MEETING**  
**MEETING ACCESSIBLE VIA ZOOM AT: <https://omnitrans.zoom.us/j/82812270996>**

**TELECONFERENCE**

Dial: 1 669 900 6833  
Meeting ID: 828 1227 0996

*This meeting is being conducted in accordance with Governor Newsom's  
Executive Orders N-25-20, N-29-20 and N-35-20*

There will be no physical location for this meeting. Members of the public wishing to participate via teleconference, can do so by dialing the following number: 1 669-900-6833, Meeting ID: 828 1227 0996. Interested persons who wish to make a public comment, may submit comments in writing to [BoardSecretary@omnitrans.org](mailto:BoardSecretary@omnitrans.org). Comments must be submitted by Tuesday, June 30, 2020 at 5:00 p.m. Comments received will be read into the record.

Any member of the public requiring a reasonable accommodation to participate in this meeting in light of this announcement shall contact the Board's Secretary prior to June 30, 2020 at 5:00 p.m. The Board Secretary's telephone number is 909-379-7110 (voice) or 909-384-9351 (TTY).

**A. CALL TO ORDER**

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

**B. ANNOUNCEMENTS/PRESENTATIONS**

1. Next Board Meeting: Wednesday, September 2, 2020 – 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. Interested persons who wish to make a public comment, may submit comments in writing to [BoardSecretary@omnitrans.org](mailto:BoardSecretary@omnitrans.org). Comments must be submitted by Tuesday, June 30, 2020 at 5:00 p.m. Comments received will be read into the record for up to 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.



**BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, JULY 1, 2020 – 8:00 A.M.**

**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.

- |   |    |
|---|----|
| 1. Approve Board Minutes – June 3, 2020   | 6  |
| 2. Receive and File Executive Committee Minutes – April 3, 2020 (EXE 6/5/20)  | 11 |
| 3. Receive and File Special Administrative & Finance Committee Minutes – April 20, 2020 (A&F 6/11/20)   | 14 |
| 4. Receive and File Administrative & Finance Committee Minutes – May 14, 2020 (A&F 6/11/20)   | 16 |
| 5. Adopt Resolution No. 323-2020, Authorizing the Interim CEO/General Manager or Designee to Execute All Required Documents and any Amendments Required to File Funding Claims for State and Local Funding Sources with the San Bernardino County Transportation Authority (SBCTA) – <i>Maurice Mansion</i> | 21 |
| 6. Adopt Resolution No. 324-2020, Omnitrans' Commitment to Diversity, Equity and Inclusion – <i>Suzanne Pfeiffer</i>  | 23 |
| 7. Authorize the Interim CEO/General Manager to Amend and Extend the FY2015-2020 Short-Range Transit Plan (SRTP) to Include Fiscal Year 2021 – <i>Jeremiah Bryant</i> (A&F 6/11/20)   | 27 |
| 8. Authorize Release – Invitation for Bids – IFB-MNT21-08, Push/Pull Yard Tractors (Mules) – <i>Art Torres</i>  | 29 |
| 9. Authorize Release – Invitation for Bids – IFB-MNT21-09, Standby Generator and Automatic Transfer Switch (ATS) Service – <i>Art Torres</i>  | 31 |
| 10. Authorize Release – Request for Proposals – RFP-HRS21-03, Temporary Employment Services – <i>Art Torres</i>   | 33 |
| 11. Authorize Award – Contract ITS20-72, Consulting Services for Transit Asset Management System – <i>Art Torres</i> (A&F 6/11/20)  | 35 |
| 12. Authorize Award – Purchase Order ITS20-73, Radio System Enhancements – <i>Art Torres</i>  | 37 |

**F. DISCUSSION ITEMS**

- |  |    |
|--|----|
| 1. Adopt Fiscal Year 2020-2021 Annual Marketing Plan – <i>Nicole Ramos</i> (EXE 6/5/20)                  | 39 |
| 2. Receive and File FY2021-2025 Strategic Plan Update – <i>Jeremiah Bryant</i> (EXE 6/5/20)              | 54 |
| 3. Receive and File Consolidation Study Update – <i>Jeremiah Bryant</i> (EXE 6/5/20)                     | 61 |
| 4. Receive and File September Service Resumption Triggers Update – <i>Jeremiah Bryant</i> (A&F 6/11/20)  | 63 |
| 5. Authorize Award – Contract MNT20-32, Concrete Repairs at the West Valley Facility – <i>Art Torres</i> | 78 |
| 6. CEO/General Manager's Report – <i>Erin Rogers</i>   | 80 |

**G. PUBLIC HEARING**

- |  |    |
|--|----|
| 1. Call for Public Hearing – Federal Transit Administration Section 5307, 5310 and Section 5339 Funds – <i>Maurice Mansion</i> | 81 |
|--|----|



**BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, JULY 1, 2020 – 8:00 A.M.**

**H. BOARD BUSINESS**

**Closed Session**

1. PUBLIC EMPLOYMENT APPOINTMENT – TITLE: CEO/General Manager – *Steve DeBaun*
2. CONFERENCE WITH LABOR NEGOTIATIONS  
Agency Designated Representatives: Board Chairman or Designee  
Unrepresented Employee: CEO/General Manager – *Steve DeBaun*

**Open Session**

1. Discussion and Possible Action to Appoint CEO/General Manager and to Authorize Amendment of Interim CEO/General Manager's Employment Contract – *Steve DeBaun*

**I. REMARKS AND ANNOUNCEMENT**


**J. ADJOURNMENT**

ITEM #         D1        

**DATE:** July 1, 2020

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

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:**  Art Torres, Director of Procurement

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

**FORM MOTION**

Staff hereby provides a listing of principals and subcontractors associated with action items on the agenda for the Board of Director's Meeting scheduled July 1, 2020.

<b>Item</b>	<b>Contract</b>	<b>Principals &amp; Agents</b>	<b>Subcontractors</b>
#E11	Authorize Award Contract ITS20-72 Consulting Services for Transit Asset Management System	<i>Phoenix Business, Inc. Sarasota, FL Hanif Sarangi President</i>	N/A
#E12	Authorize Purchase Order Contract ITS20-73 Radio System Enhancement	<i>Sterling Communication Santa Maria, CA Marianne O'Connor Chief Executive Officer</i>	N/A
#F5	Authorize Award Contract MNT20-32 Concrete Repairs at the West Valley Facility	<i>Golden Gate Steel, Inc. dba Golden Gate Construction Norwalk, CA Yohann Chang President</i>	Towo Enterprise, Inc. Corona, CA  O'Conner Plumbing Oak Hills, CA  ABC Resources, Inc. Ontario, CA

ER:AT

## CONFLICT OF INTEREST FORM

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

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

### BOARD MEMBER INFORMATION

BOARD MEMBER NAME	CITY/COUNTY NAME	MEETING DATE

### CAMPAIGN CONTRIBUTIONS

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

### FINANCIAL INTEREST

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

### SIGNATURE

Board Member Signature	Date
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ITEM #       E1      

**BOARD OF DIRECTORS' MEETING  
MINUTES OF JUNE 3, 2020**

**A. CALL TO ORDER**

In accordance with Governor Newsom's Executive Orders N-25-20, N-29-20, and N-35-20, the June 3, 2020, Board of Directors Meeting was held via teleconference. Chairman David Avila called the meeting to order at 8:00 a.m., Wednesday, June 3, 2020.

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

**BOARD MEMBERS PRESENT VIA TELECONFERENCE**

Mayor David Avila, City of Yucaipa – Chairman  
Mayor John Dutrey, City of Montclair – Vice Chairman  
Council Member Ron Dailey, City of Loma Linda  
Mayor Paul Foster, City of Redlands  
Supervisor Josie Gonzales, County of San Bernardino  
Supervisor Curt Hagman, County of San Bernardino  
Council Member Penny Lilburn, City of Highland  
Council Member Cynthia Moran, City of Chino Hills  
Mayor Darcy McNaboe, City of Grand Terrace  
Mayor Frank Navarro, City of Colton  
Council Member John Roberts, City of Fontana  
Mayor Deborah Robertson, City of Rialto  
Supervisor Dawn Rowe, County of San Bernardino  
Supervisor Janice Rutherford, County of San Bernardino  
Council Member Sam Spagnolo, City of Rancho Cucamonga  
Mayor Debbie Stone, City of Upland  
Mayor Eunice Ulloa, City of Chino  
Mayor John Valdivia, City of San Bernardino  
Council Member Alan Wapner, City of Ontario

**BOARD MEMBERS NOT PRESENT**

None

**OMNITRANS' ADMINISTRATIVE STAFF PRESENT VIA TELECONFERENCE**

Erin Rogers, Interim CEO/General Manager  
Trischelle Baysden, Director of Rail  
Shawn Brophy, Director of Operations  
Jeremiah Bryant, Director of Strategic Development  
Alex Chen, Director of Information Technology  
Aaron Moore, Deputy Director of Operations/Special Transportation Services  
Suzanne Pfeiffer, Director of Human Resources  
Nicole Ramos, Director of Marketing and Communications  
Connie Raya, Director of Maintenance  
Art Torres, Director of Procurement  
Don Walker, Director of Finance  
Kevin Bleich, Rail Analyst  
Victoria Chesney, Maintenance Manager  
Victor Cuate, Service Planning Manager  
Joy Crutcher, Transportation Manager  
Barbara Erwin, Safety & Regulatory Compliance Manager  
Marcos Espinoza, Network Engineer  
Christine Glass, Employee Relations Manager  
Liz Gutierrez, Executive Staff Assistant  
Jose Hernandez, Marketing Specialist  
Frank Holland, Contract Administrator  
Anna Jaiswal, Development Planning Manager  
Maurice Mansion, Treasury Manager  
Mark Montgomery, Facilities Manager  
Harry Morck, Network Administrator  
Max Shen, Web Designer  
Christine Van Matre, Contract Administrator  
Teresa Villa, Procurement Manager  
Carolann Williams, Scheduling Analyst

**LEGAL COUNSEL**

Steve DeBaun, Legal Counsel

**B. ANNOUNCEMENTS/PRESENTATIONS**

1. Next Board Meeting: July 1, 2020, 8:00 a.m.  
Omnitrans Metro Facility Board Room

Director of Maintenance, Connie Raya and Facilities Supervisor, John Gensel, presented the Employee of the Quarter Award to Stirling Christiansen, Building Maintenance Mechanic.

**C. COMMUNICATIONS FROM THE PUBLIC**

There were no communication from the public.

#### **D. POSSIBLE CONFLICT OF INTEREST ISSUES**

There were no Possible Conflict of Interest Issues.

#### **E. CONSENT CALENDAR**

1. Approve Board Minutes – May 6, 2020
2. Receive and File Operations & Safety Committee Minutes – August 28, 2019
3. Receive and File Operations & Safety Committee Minutes – February 19, 2020
4. Receive and File Administrative & Finance Committee Minutes – April 9, 2020
5. Receive and File Agency Management Report FY2020 Third Quarter Report
6. Receive and File Management Plan Strategic Initiatives and Key Performance Indicators, FY2020 Third Quarter Report
7. Authorize Interim CEO/General Manager to Execute the Fare Agreement with San Bernardino County Transportation Authority
8. Authorize Release – Invitation for Bids – IFB-MNT21-05, Flex Paratransit Bus Modifications
9. Authorize Award – Contracts MNT21-04 (A-C), Automatic Transmission Fluid
10. Authorize Award – Contracts MNT20-69 (A-D), Bus Filters
11. Authorize Award – Contract PRC20-58, Consulting Services for Disadvantaged Business Enterprise (DBE) and Labor Compliance
12. Authorize Award – Contract STS20-19, Supply of Compressed Natural Gas (CNG)
13. Authorize Award – Contract SDD20-71, Grant Services
14. Authorize Award – Contract HRS20-34, Broker Services for Supplemental Insurance

Member Dailey requested that future items similar to Item #E6, Management Plan Strategic Initiatives and Key Performance Indicators be included as a discussion item on future Board agendas. Interim CEO/General Manager, Erin Rogers noted the request and explained that this item is typically listed under discussion, however due to the comprehensive nature and potentially lengthy items on the agenda, staff thought it prudent to list under the Consent Calendar for this meeting only.

Member Dailey referred to Item #E8, Flex Paratransit Bus Modifications, and asked for more information regarding the services included in this contract. Ms. Rogers provided additional information regarding the purpose of the contract and the services included.

M/S (Valdivia/Dutrey) that approved Consent Calendar. Roll call vote was taken and the motion was passed unanimously by Members present.

#### **F. DISCUSSION ITEMS**

Member Robertson joined the meeting at 8:07 a.m.

1. Receive and File Safety and Security Update

Director of Safety and Regulatory Compliance, Jerome Rogers, provided a brief background on this item as detailed in the staff report.

Member McNaboe referred to the reduction in property damage and graffiti for the quarter and asked if any special programs were implemented. Mr. Rogers responded that no special programs were implemented, however ongoing staff training is conducted and the Agency is in constant communication with local law enforcement. Ms. Rogers noted that there is also constant security presence onsite.

The Board received and filed this item.

2. Adopt Fiscal Year 2020-2021 Management Plan

Interim CEO/General Manager, Erin Rogers, provided a brief background on this item as detailed in the staff report.

Member Dailey thanked staff for the report. He expressed concern regarding the outcomes being too broad and potentially difficult to measure. He asked if modifications would be made that would link the outcomes to the KPIs. Ms. Rogers confirmed that modifications would be made.

M/S (Robertson/Hagman) that adopted the proposed Fiscal Year 2020-2021 Management Plan, which outlines the Agency's high-level goals and strategic initiatives for the year. Roll call vote was taken, and motion was passed unanimously by Members present.

3. Adopt Fiscal Year 2020-2021 Annual Budget

Director of Strategic Development, Jeremiah Bryant and Treasury Manager, Maurice Mansion provided a brief background on this item as detailed in the staff report.

Member Wapner asked how the college fare agreements and monthly passes are being handled during the pandemic. Mr. Bryant responded that colleges participating in the Go Smart Program would receive a credit for future use and monthly pass holders could ride with an expired pass during the month of June.

Member Wapner asked if the net decrease of 11.8% mentioned in the presentation was an accurate number. Mr. Mansion confirmed that it was and provided additional information.

Member Dailey asked if SBCTA was in support of the FY21 budget being presented. Mr. Mansion responded that the Agency collaborated with SBCTA on the development of the budget and confirmed that they are in support.

M/S (Dutrey/Wapner) that adopted Omnitrans Fiscal Year 2020-2021 Annual Budget. Roll call was taken, and motion was passed unanimously by Members present.

4. CEO/General Manager's Report

Interim CEO/General Manager, Erin Rogers, provided the CEO/General Manager's Report.

**G. PUBLIC HEARING**

There was no Public Hearing Scheduled.

**H. BOARD BUSINESS**

**Closed Session**

1. Public Employee Evaluation Pursuant to Section 54967: Interim CEO/General Manager

The Board adjourned into Closed Session at 9:16 a.m.

The Board reconvened at 9:36 a.m. with no reportable action

**I. REMARKS AND ANNOUNCEMENTS**

There were no remarks or announcements

**J. ADJOURNMENT**

The Board adjourned 9:37 a.m. The next meeting is scheduled Wednesday, July 1, 2020, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

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

ITEM # E2

**EXECUTIVE COMMITTEE MEETING  
MINUTES  
APRIL 3, 2020**

**A. CALL TO ORDER**

In accordance with Governor Newsom's Executive Orders N-25-20, N-29-20, and N-35-20, the April 3, 2020, Executive Committee Meeting was held via teleconference. Chair David Avila called the meeting of the Omnitrans Board of Directors to order at 9:00 a.m.

**COMMITTEE MEMBERS ATTENDING**

Mayor David Avila, City of Yucaipa – Chairman  
Mayor John Dutrey, City of Montclair – Vice Chairman  
Council Member Ron Dailey, City of Loma Linda  
Mayor Pro Tem Penny Lilburn, City of Highland  
Council Member Sam Spagnolo, City of Rancho Cucamonga  
Council Member John Roberts, City of Fontana

**COMMITTEE MEMBERS NOT PRESENT**

None

**OMNITRANS STAFF ATTENDING**

Erin Rogers, Interim CEO/General Manager  
Shawn Brophy, Director of Operations  
Jeremiah Bryant, Director of Strategic Development  
Alex Chen, Interim Director of Information Technology  
Suzanne Pfeiffer, Director of Human Resources  
Nicole Ramos, Director of Marketing & Communications  
Marcos Espinoza, Network Engineer  
Liz Gutierrez, Executive Staff Assistant

**LEGAL COUNSEL**

Steve DeBaun, Legal Counsel

## **B. ANNOUNCEMENTS/PRESENTATIONS**

Next Committee Meeting:        Friday, May 1, 2020, 9:00 a.m.  
   Omnitrans Metro Facility

## **C. COMMUNICATIONS FROM THE PUBLIC**

There were no communications from the public.

## **D. POSSIBLE CONFLICT OF INTEREST ISSUES**

There were no Conflict of Interest Issues.

## **E. DISCUSSION ITEMS**

1. Approve Executive Committee Minutes – February 7, 2020

M/S (Dailey/Lilburn) that approved the Executive Committee Minutes of February 7, 2020. Roll call vote was taken and the motion was passed unanimously by Members present.

2. Receive and Forward to the Board of Directors, Consolidation Study Update.

Director of Strategic Development, Jeremiah Bryant provided a brief background on this item as detailed in the staff report. This item included MIG and Anrab Memo that provided an independent, unbiased analysis of Tasks 1.2 and 1.3 of the Consolidation Study. The memo suggests that the primary “why” question needs to be the focus of the consolidation study instead of focusing solely on potential cost savings.

Member Dailey complimented MIG for their analysis on the consolidation study included in the agenda. He expressed some concern regarding the consolidation study schedule potentially not allowing sufficient time for both the SBCTA and Omnitrans Boards to review the information. He mentioned the importance that the SBCTA consultant receive the information and questions raised in the MIG report.

A brief discussion ensued regarding the idea of reconvening the Ad Hoc Committee. It was determined that should there be a need, the Ad Hoc would be reconvened later in the process.

The Committee received and forwarded this item to the Board.

3. Receive and Forward the Board of Directors, FY2021 Strategic Plan Update

Director of Strategic Development, Jeremiah Bryant provided a brief background on this item as detailed in the staff report.

The Committee engaged in a discussion regarding the Strategic Plan and talked about how it relates to the Consolidation Study. The Committee also discussed perhaps having a Board Workshop in the summer.

The Committee received and forwarded this item to the Board.

4. CEO/General Manager's Report

Ms. Rogers reported on the following items:

- Emergency Service Deployment Plan was implemented on March 23<sup>rd</sup>, which brought service levels down 35%. A second reduction in service bringing the total reduction to 45% is scheduled to occur on April 13th.
- Cares Act was signed by the President last week and apportionments were published. Staff is working with the FTA and other government agencies to determine what that means for the Agency.

**F. REMARKS AND ANNOUNCEMENTS**

The Committee thanked Ms. Rogers and the staff for their work during this challenging time.

**G. ADJOURNMENT**

The Committee adjourned at 9:52 a.m. The next Executive Committee Meeting is scheduled Friday, May 1, 2020, at 9:00 a.m., with location posted on the Omnitrans website and at the Omnitrans San Bernardino Metro Facility.

Prepared by:

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

ITEM # E3

**SPECIAL ADMINISTRATIVE & FINANCE COMMITTEE  
MINUTES, APRIL 20, 2020**

**A. CALL TO ORDER**

In accordance with Governor Newsom's Executive Orders N-25-20, N-29-20, and N-35-20, the April 20, 2020, Special Administrative & Finance Committee was held via teleconference. Committee Chair Sam Spagnolo called the meeting to order at 8:00 a.m.

1. Pledge of Allegiance
2. Roll Call

**COMMITTEE MEMBERS PRESENT**

Council Member Sam Spagnolo, City of Rancho Cucamonga – Committee Chair  
Mayor 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**

None

**OMNITRANS ADMINISTRATIVE STAFF PRESENT**

Erin Rogers, Interim CEO/General Manager  
Shawn Brophy, Director of Operations  
Jeremiah Bryant, Director of Strategic Development  
Alex Chen, Director of Information Technology  
Suzanne Pfeiffer, Director of Human Resources  
Connie Raya, Director of Maintenance  
Marcos Espinoza, Network Engineer

**LEGAL COUNSEL**

Steve DeBaun, Legal Counsel  
Joe Ortiz, Legal Counsel

**B. ANNOUNCEMENTS/PRESENTATIONS**

The next Committee Meeting is scheduled Thursday, May 14, 2020, 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. BOARD BUSINESS**

**Closed session**

1. Conference with Labor Negotiator, Suzanne Pfeiffer, Concerning Labor Negotiations with Amalgamated Transit Union Local No. 1704 and Teamsters Local 166, Pursuant to Government Code Section 54957.6

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

The Committee reconvened at 9:49 a.m. with no reportable action.

**F. REMARKS AND ANNOUNCEMENTS**

There were no remarks or announcements.

**G. ADJOURNMENT**

The Special Administrative and Finance Committee meeting adjourned at 9:49 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, May 14, 2020, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

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

ITEM # E4

**ADMINISTRATIVE & FINANCE COMMITTEE  
MINUTES, MAY 14, 2020**

**A. CALL TO ORDER**

In accordance with Governor Newsom's Executive Orders N-25-20, N-29-20, and N-35-20, the May 14, 2020, Administrative & Finance Committee was held via teleconference. Committee Chair Sam Spagnolo called the meeting to order at 8:00 a.m.

1. Pledge of Allegiance
2. Roll Call

**COMMITTEE MEMBERS PRESENT**

Council Member Sam Spagnolo, City of Rancho Cucamonga – Committee Chair  
Mayor 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

**BOARD MEMBERS NOT PRESENT**

None

**OMNITRANS ADMINISTRATIVE STAFF PRESENT**

Erin Rogers, Interim CEO/General Manager  
Trischelle Baysden, Director of Rail  
Shawn Brophy, Director of Operations  
Jeremiah Bryant, Director of Strategic Development  
Alex Chen, Director of Information Technology  
Aaron Moore, Deputy Director of Operations/Special Transportation Services  
Suzanne Pfeiffer, Director of Human Resources  
Nicole Ramos, Director of Marketing & Communications  
Connie Raya, Director of Maintenance  
Jerome Rogers, Director of Safety & Regulatory Compliance  
Art Torres, Director of Procurement  
Donald Walker, Director of Finance  
Araceli Barajas, Sr. Executive Asst. to CEO/Clerk of the Board  
Melissa Castillo, Customer Service Manager  
Victor Cuate, Service Planning Manager  
Marcos Espinoza, Network Engineer  
Jose Hernandez, Marketing Specialist  
Frank Holland, Sr. Contract Administrator

Anna Jaiswal, Development Planning Manager  
Maurice Mansion, Treasury Manager  
Harry Morck, Network Administrator

**LEGAL COUNSEL**

Steve DeBaun, Legal Counsel

**B. ANNOUNCEMENTS/PRESENTATIONS**

The next Committee Meeting is scheduled Thursday, June 11, 2020

**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 and Finance Committee Minutes – April 9, 2020

M/S (Hagman/Dutrey) that approved Administrative & Finance Committee Minutes April 9, 2020. Roll call vote was taken and the motion was passed unanimously by members present.

Member Dailey joined the meeting at 8:11 a.m. following the vote on Item #E1.

2. Recommend the Board of Directors Adopt Omnitrans Fiscal Year 2020-21 Annual Budget Proposal

Treasury Manager, Maurice Mansion, reviewed the FY 2020-21 Budget presentation. He provided a timeline of the FY2020-21 budget development including the initial annual budget proposal of \$87.6 million that was refined to \$80.7 million to account for changes necessary because of the COVID-19 pandemic and the associated funding uncertainty. Mr. Mansion stated that the adjustments were made and are included in the budget proposal being presented today.

Member Wapner had questions regarding CARES Act funding. Mr. Mansion and Interim CEO/General Manager, Erin Rogers provided additional information regarding the CARES Act and other federal funding sources.

Member Dutrey had questions regarding the Purchased Transportation Services Contract. Mr. Mansion provided additional information about the services included in the contract.

He also asked when fare collection would resume. Ms. Rogers explained that the fare collection would resume on June 1<sup>st</sup>.

M/S (Avila/Hagman) that recommended the Board of Directors adopt Omnitrans Fiscal Year 2020-21 Annual Budget Proposal. Roll call vote was taken and the motion was passed unanimously by members present.

3. Recommend the Board of Directors Authorize Interim CEO/General Manager to Sign the Fare Agreement with San Bernardino County Transportation Authority

Director of Strategic Development, Jeremiah Bryant, provided a brief background on this item as detailed in the staff report.

M/S (Dutrey/Roberts) that recommended the Board of Directors authorize Interim CEO/General Manager to Sign the Fare Agreement with San Bernardino County Transportation Authority. Roll call vote was taken and the motion was passed unanimously by all member present.

4. Recommend the Board of Directors Authorize Award Request for Proposals – RFP-ST20-19, Supply of Compressed Natural Gas (CNG)

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

Member Wapner asked if staff knew why only one bid was received for this contract. Mr. Torres responded that the other vendors were unable to fulfill the service area requirement.

Member Dutrey asked if the current rate would increase or decrease under this contract. Mr. Torres explained that the rate is slightly higher, however there are some potential credits that could offset the increase. Member Dutrey asked that staff include the cost breakdown when this item is presented to the Board.

M/S(Avila/Hagman) that recommended the Board of Directors to authorize the Interim CEO/General Manager to award Contract STS20-19 to Clean Energy of Newport Beach, CA for the provision of Supply of Compressed Natural Gas (CNG) for a three (3) year base period beginning July 1, 2020 and ending June 30, 2023 with the authority to exercise two (2) single option years ending no later than June 30, 2025, in the amount of \$1,789,150, should all options be exercised. Roll call vote was taken and the motion was passed unanimously by all member present.

5. Recommend the Board of Directors Authorize Award – Contract SDD20-71, Grant Services

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

Member Wapner asked if this contract includes a comprehensive list of services. Mr. Torres responded that it does. Member Wapner requested that the full contract package be included in the item being presented to the Board.

Committee Chair Spagnolo asked if Omnitrans has previously worked with this vendor. Mr. Torres responded that staff worked with Blais & Associates on a smaller project. He further explained that the firm is reputable and has extensive experience in the industry.

M/S(Dutrey/Roberts) that recommended the Board of Directors authorize the Interim CEO/General Manager to award Contract SDD20-71 to Blais & Associates, Inc. of Irvine, CA for the provision of Grant Services for a three (3) year period beginning June 2020 and ending no later than June 2023, in the amount of \$131,400, plus a ten percent contingency of \$13,140, for a total not-to-exceed amount of \$144,540. Roll call vote was taken and the motion was passed unanimously by all member present

6. Authorize Award – Contract HRS20-34, Broker Services for Supplemental Insurance

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

Member Wapner expressed concern regarding a commission-based versus a flat rate fee for this contract. He explained that the vendor may seek higher prices in order to generate a higher commission. Mr. Torres noted Member Wapner's concern and explained that staff can exercise the "terminate for convenience" clause at any time if the contract is not cost-effective for the Agency.

The Committee had additional questions regarding the types of services included in this contract and how the rates were charged. Mr. Torres provided additional information.

Member Dutrey asked that the scoring chart be included in the item being presented to the Board.

M/S(Dutrey/Avila) that recommended the Board of Directors authorize the Interim CEO/General Manager to award Contract HRS20-34 to USI Insurance Services LLC, of Torrance, CA for the provision of Broker Services for Supplemental Insurance for a three (3) year base period beginning July 1, 2020 and ending June 30, 2023, with the authority to exercise two (2) single option years ending no later than June 30, 2025. Roll call vote was taken and the motion was passed unanimously by all member present.

7. CEO/General Manager's Report

Interim CEO/General Manager, Erin Rogers reported on the following items:

- Proposed federal relief package includes \$15.75B in operating grants to support transportation agencies. \$11.75B is to be distributed similarly to CARES Act. An

additional \$4B will be available via an application process through the Secretary. Staff will continue to monitor the process and work with SBCTA.

- In anticipation of resuming fare collection, the maintenance team fabricated a Plexiglass barrier to protect the Coach Operators and customers. As mentioned earlier, fare collection is scheduled to resume on June 1<sup>st</sup>.

Member Spagnolo thanked the Committee for their diligence in looking at the budget and items that were presented at today's meeting.

Member Dutrey asked what the current face covering policy is for the customers. Ms. Rogers stated that the County lifted the order requiring people to wear masks, therefore Omnitrans will now be "strongly recommending" the use of masks on the buses but not requiring them. She further explained that concerns were raised by Coach Operators regarding removing the requirement, so staff will continue to closely monitor this situation.

#### **F. ADJOURNMENT**

The Administrative and Finance Committee meeting adjourned at 8:51 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, June 11, 2020, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

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Liz Gutierrez  
Executive Staff Assistant

ITEM #           E5          

**DATE:** July 1, 2020

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

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:** Maurice A. Mansion, Treasury Manager

**SUBJECT: BOARD RESOLUTION NO. 323-2020 – AUTHORIZING THE FILING  
OF FUNDING CLAIMS FOR STATE AND LOCAL FUNDING  
SOURCES WITH THE SAN BERNARDINO COUNTY  
TRANSPORTATION AUTHORITY**

### **FORM MOTION**

Adopt Resolution No. 323-2020 authorizing the Interim CEO/General Manager or designee to execute all required documents and any amendments required to file funding claims for state and local funding sources with the San Bernardino County Transportation Authority (SBCTA).

### **BACKGROUND**

As part of the claim process SBCTA requires applicants who are governed by councils or boards to submit a resolution. The resolution authorizes a delegated representative to apply for and accept state and local funds.

Omnitrans annually receives state and local funds from SBCTA. In order process a claim and receive these funds Omnitrans must have an approved resolution on file. This motion allows the Interim CEO/General Manager or designee to process all claims with SBCTA to receive funding.

### **CONCLUSION**

Approval of this agenda item allows Omnitrans to file the FY2021 Transit Claim with SBCTA to receive state and local funding.

ER:MM

Attachment A: Resolution No. 323-2020

**RESOLUTION NO. 323-2020**

**A RESOLUTION OF THE OMNITRANS BOARD OF DIRECTORS, SAN BERNARDINO COUNTY, CALIFORNIA AUTHORIZING THE FILING OF TRANSPORTATION DEVELOPMENT ACT, ARTICLE 4, REIMBURSEMENT CLAIM TO THE SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY.**

WHEREAS, Omnitrans is providing public transit services within San Bernardino County; and

WHEREAS, a portion of these services are funded through the Transportation Development Act, Article 4, which are subsequently administered and distributed by the San Bernardino County Transportation Authority, not to exceed the amount approved by the Omnitrans Board of Directors, in the annually adopted budget.

NOW, THEREFORE BE IT RESOLVED BY THE OMNITRANS BOARD OF DIRECTORS, that: the Omnitrans Interim CEO/General Manager is hereby authorized to file an Article 4, Transportation Development Act claim with the San Bernardino County Transportation Authority not to exceed the amount approved by the Omnitrans Board of Directors, in the annually adopted budget.

I HEREBY CERTIFY that the foregoing resolution was duly adopted by the Omnitrans Board of Directors, at their regular meeting held on the 1<sup>st</sup> day of July 2020, by the following vote, to wit:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Erin Rogers, Interim CEO/General Manager

The foregoing resolution is hereby approved this 1<sup>st</sup> day of July 2020.

\_\_\_\_\_  
David Avila  
Board Chair, Omnitrans Board of Directors

Approved as to form:

\_\_\_\_\_  
Steven DeBaun  
Counsel for Omnitrans

ITEM # \_\_\_\_\_ E6 \_\_\_\_\_

**DATE:** July 1, 2020

**TO:** Board Chair David Avilla and Members of the Omnitrans Board of Directors

**FROM:** Erin Rogers, Interim CEO/General Manager

**SUBJECT: BOARD RESOLUTION NO. 324-2020 – OMNITRANS’ COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION**

**FORM MOTION**

Adopt the Resolution No. 324-2020, Omnitrans’ Commitment to Diversity, Equity and Inclusion.

**BACKGROUND**

Due to the civil unrest and protests in response to the death of George Floyd, a request was made for Omnitrans staff to develop a resolution for the Board to adopt confirming Omnitrans’ and the Board’s commitment to diversity, equity, and inclusion for both employees and the communities we serve.

In this resolution, Omnitrans commits to a workplace free of discrimination based on protected classes, specifically race, in response to the worldwide outcry for equality for the Black community.

Omnitrans currently provides biannual training on matters of harassment and discrimination which encompasses all protected classes but focuses on Sexual Harassment Prevention per California law. Staff recognizes the need to revise current policies and practices to make a distinction between the subjects of harassment and discrimination and those of equity and inclusion. Staff will continue to implement Omnitrans’ Equal Employment Opportunity Program to ensure representation of protected classes in recruitment, hiring, promotion, and discipline.

In addition, Omnitrans will continue to monitor the impacts of policies and procedures that apply to customers and any service changes through the Title VI Equity Analysis process as to ensure no inadvertent negative impact to disadvantaged communities or discrimination against underrepresented groups, specifically because of race, color, and national origin, regarding routing, scheduling, or quality of service.

To that end, Omnitrans will establish a Diversity and Equity Leadership Team for the following purposes:

- Examine best practices from peer transit agencies
- Assess and recommend consistent policies regarding diversity, equity, and inclusion
- Highlight and award employees and community members who are doing exceptional work in these efforts
- Provide engaging partnerships with the community

### **FUNDING SOURCE**

Funding may be needed to provide additional training and/or materials, as necessary. Human Resources will utilize budget acct #1300-503990 in an amount not to exceed \$20,000.

Department Number	1300
Expenditure Codes	503990

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

### **CONCLUSION**

Adopt the Resolution of Omnitrans' commitment to diversity, equity and inclusion.

ER:SP

Attachment A: Resolution No. 324-2020

**RESOLUTION NO. 324-2020**

**A RESOLUTION OF THE OMNITRANS BOARD OF  
DIRECTORS, SAN BERNARDINO COUNTY, CALIFORNIA  
AUTHORIZING THE FILING OMNITRANS'  
COMMITMENT TO DIVERSITY, EQUITY AND  
INCLUSION**

WHEREAS Omnitrans, its Board of Directors and Joint Powers Authority members are deeply disturbed by the recent events throughout the country including the senseless killing of George Floyd in Minneapolis and resulting civil unrest, and;

WHEREAS Omnitrans wants to reassure employees and the community that Omnitrans is a place that celebrates diversity and inclusion, and;

WHEREAS racism, prejudice, discrimination, and hate have no place at Omnitrans, and the agency is committed to inclusion, equity, and treating everyone in our workplace and community with dignity and respect, and;

WHEREAS Omnitrans pledges to evaluate initiatives to ensure it is doing its part to address solutions and uphold its responsibility to expand access to affordable, equitable mobility options for everyone, and;

WHEREAS as a public transportation provider Omnitrans is proud to be part of an industry that plays a critical role in improving people's lives regardless of race, economic standing, age, gender, or physical ability;

NOW THEREFORE BE IT RESOLVED that the Omnitrans Board of Directors hereby makes the following statements in furtherance of the intent of this resolution:

1. Omnitrans will protect the rights and privileges of our employees and customers.
2. Omnitrans hereby rejects prejudice and bigotry in all forms.
3. Omnitrans will promote diversity and inclusion through our policies and practices.

I HEREBY CERTIFY that the foregoing resolution was duly adopted by the Omnitrans Board of Directors, at their regular meeting held on the 1<sup>st</sup> day of July 2020, by the following vote, to wit:

AYES:

NOES:

ABSENT:

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Erin Rogers, Interim CEO/General Manager

The foregoing resolution is hereby approved this 1<sup>st</sup> day of July 2020.

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David Avila  
Board Chair, Omnitrans Board of Directors

Approved as to form:

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Steven DeBaun  
Counsel for Omnitrans

ITEM # E7

**DATE:** July 1, 2020

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

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:** Jeremiah Bryant, Director of Strategic Development

**SUBJECT:** AMEND FY2015-2020 SHORT-RANGE TRANSIT PLAN

**FORM MOTION**

Authorize the Interim CEO/General Manager to amend and extend the FY2015-2020 Short-Range Transit Plan (SRTP) to include Fiscal Year 2021.

*This item was reviewed by the Administrative & Finance Committee at its June 11, 2020 meeting and recommended to the Board of Directors for approval.*

**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. A current SRTP is required by the Federal Transit Administration (FTA) in order to receive federal funding.

The Omnitrans Board of Directors approved the FY2021 ConnectForward Annual Service Plan and the FY2021 Annual Budget in May 2020 and June 2020. Authorizing the amendment to the SRTP to formally incorporate the budget and service plan into the current SRTP keeps Omnitrans compliant with Federal requirements.

Completing the FY2021-2025 SRTP is an action item under the Business Resumption Strategic Initiative in the FY 2021 Management Plan. Completing the SRTP in the upcoming year allows Omnitrans to incorporate results from:

- The FY2021-2025 Strategic Plan,
- The Innovative Transit Review study that is being completed as part of the Consolidation Study, and
- Updated medium-to-long term financial forecasts and service needs as area and economy recover from the COVID-19 pandemic.

Including the results from the items above will allow for the upcoming SRTP to be an actionable plan during its planning horizon rather than rapidly completing an SRTP with much near term uncertainty.

### **CONCLUSION**

Amending and extending the current SRTP to incorporate already Board approved elements from the FY2021 ConnectForward Service Plan and FY2021 Annual Budget maintains compliance with Federal requirements while also providing time to incorporate additional planning efforts in the future SRTP.

ER:JB

ITEM # E8

**DATE:** July 1, 2020

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

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:** Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE RELEASE - IFB-MNT21-08  
PUSH/PULL YARD TRACTORS (MULES)**

**FORM MOTION**

Authorize the Interim CEO/General Manager to release Invitation for Bids IFB-MNT21-08 for the provision of Push/Pull Yard Tractors (Mules).

**BACKGROUND**

Omnitrans is seeking to purchase two (2) gasoline powered Mules. The Mules shall be used for moving disabled buses within the perimeters of Omnitrans' East Valley and West Valley bus yards.

In accordance with Procurement Policy 2000, Section 2.3.5.1. and FTA Circular 4220.1F, Board authorization and use of a formal procurement procedure is required to release Invitation for Bids for procurements exceeding \$150,000. The Independent Cost Estimate for this project is \$172,800.

**FUNDING SOURCES**

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

FUNDING	YEAR	PROJECT NAME	INTERNAL ORDER	AMOUNT
FTA	2017	Yard Tractors (Mules)	D1740313F	\$138,240.00
Prop 1B	2017	Yard Tractors (Mules)	D1740313B	\$ 34,560.00
<b>Total</b>				<b>\$172,800.00</b>

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

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

### **CONCLUSION**

By proceeding with this solicitation, Omnitrans will have the ability to move disabled buses within the bus yards.

ER:AT:AJ

ITEM # E9

**DATE:** July 1, 2020

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

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:** Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE RELEASE - IFB-MNT21-09  
STANDBY GENERATOR AND AUTOMATIC TRANSFER SWITCH  
(ATS) SERVICE**

### **FORM MOTION**

Authorize the Interim CEO/General Manager to release Invitation for Bids IFB-MNT21-09 for Standby Generator and Automatic Transfer Switch (ATS) Service for three (3) base years and two (2) single option years.

### **BACKGROUND**

The standby emergency power systems are required as a backup to power Omnitrans' critical systems and equipment in the event of a power outage. The current contract MNT17-05 for maintenance and repair services for the standby generators and ATS at the East Valley, West Valley, and I-Street facilities is due to expire November 17, 2020. Major equipment repairs exhausted remaining contract funds and therefore the final option year will not be exercised. The new solicitation also includes services at the San Bernardino Transit Center beginning March 2021 when the generator warranty expires.

In accordance with Procurement Policy 2000, Section 2.3.5.1. and FTA Circular 4220.1F, Board authorization and use of a formal procurement procedure is required to release Invitation for Bids for procurements exceeding \$150,000. The Independent Cost Estimate for this project is \$196,078.

### **FUNDING SOURCES**

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

Department	1200
Expenditure Code	505060

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

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

### **CONCLUSION**

By proceeding with this solicitation, Omnitrans will be able to maintain its standby emergency power systems.

ER:AT:CV

ITEM # E10

**DATE:** July 1, 2020

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

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:** Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE RELEASE - RFP-HRS21-03  
TEMPORARY EMPLOYMENT SERVICES**

### **FORM MOTION**

Authorize the Interim CEO/General Manager to release Request for Proposals RFP-HRS21-03 for the provision of Temporary Employment Services for a three (3) year base period with two (2) single option years.

### **BACKGROUND**

Temporary personnel services are required when unexpected staffing shortfalls occur due to prolonged illnesses, leaves of absence, and extended position vacancies due unforeseeable circumstances. Assignments vary in length based on the Agency's actual requirements. Current Contracts HRS16-28A-C are due to expire January 3, 2021.

In accordance with Procurement Policy 2000, Section 2.3.5.1., Board authorization and use of a formal procurement procedure is required to release solicitations exceeding \$150,000. The Independent Cost Estimate for this contract is \$549,000, if all options are exercised.

### **FUNDING SOURCES**

The required services will be budgeted in the Procurement Department's Operating Budget as follows:

Department	Various
Expenditure Code	503990

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

Omnitrans' Strategic Plan Supported – N/A

**CONCLUSION**

By proceeding with this solicitation, Omnitrans will have the ability to maintain proper staffing levels when unexpected personnel shortfalls occur.

ER:AT:CV

ITEM # E11

**DATE:** July 1, 2020

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

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:** Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE AWARD – CONTRACT ITS20-72  
CONSULTING SERVICES FOR TRANSIT ASSET MANAGEMENT  
SYSTEM**

**FORM MOTION**

Authorize the Interim CEO/General Manager to award Contract ITS20-72 to Phoenix Business Inc. of Sarasota, FL, for consulting services for Transit Asset Management System (TAMS), in the amount of \$301,440, plus a ten percent contingency of \$30,144, and a Cost Allocation Plan (CAP) of \$7,886 (3.27% charged on Federal portion of \$241,152) for a total not-to-exceed amount of \$339,470.

*This item was reviewed by the Administrative & Finance Committee at its June 11, 2020 meeting and recommended to the Board of Directors for approval.*

**BACKGROUND**

Omnitrans requires an SAP consultant to assess, recommend and implement a TAMS solution that satisfies the Federal Transit Administration (FTA), State of Good Repair (SGR) and TAM reporting requirements.

On November 7, 2018, Omnitrans' Board of Directors approved the release of Request for Proposals RFP-ITS19-24 for the provision of SAP Consulting Services – Enterprise Asset Management (EAM) System with Mobility Project. The solicitation included three (3) major components, a TAMS, SAP business process improvements and work order mobility functionality for the Maintenance department. The cost proposals received exceeded the project budget and did not meet Omnitrans' requirements. As a result, staff cancelled the solicitation and the scope of work was reduced to include the TAMS plan only.

On February 26, 2020, staff released a second Request for Proposals (RFP) RFP-ITS20-72 and the solicitation was posted on Omnitrans' online bidding system. Four (4) proposals were received by the April 9, 2020 deadline and three (3) were deemed responsive and evaluated in accordance with the selection criteria included in the RFP. All three (3) firms were invited to submit Best and Final Offers (BAFOs).

<b>Criteria</b>	<b>Possible Points</b>	<b>Phoenix Business, Inc. of Sarasota, FL</b>	<b>eVision Partners, Inc. of Raleigh, NC</b>	<b>Accrete Solutions, LLC of Santa Clara, CA</b>
Qualifications of Firm	35	28.00	29.17	25.67
Quality of Work	25	20.83	19.17	18.33
Experience	20	16.67	16.67	14.00
<b>Technical Total</b>	<b>80</b>	<b>65.50</b>	<b>65.01</b>	<b>58.00</b>
<b>BAFO Score</b>	20	20.00	14.58	12.75
<b>Final Score</b>	<b>100</b>	<b>85.50</b>	<b>79.59</b>	<b>70.75</b>
<b>Final BAFO Pricing</b>		<b>\$301,440</b>	<b>\$413,365</b>	<b>\$472,800</b>

Phoenix Business, Inc. (Phoenix) reduced their original proposed pricing by \$11,400, scored the highest technically and offered the lowest pricing. The project team is highly experienced in the areas relevant to the project, including implementation of enterprise asset management systems at transportation agencies such as North Carolina Department of Transportation and San Diego Metropolitan Transportation System. Phoenix is a certified SAP gold partner with over 20 years of SAP public sector experience.

Based on the evaluation of the written proposals, the firms' qualifications, and experience, award is recommended to the highest-ranking firm, Phoenix. The price is deemed fair and reasonable based on competition.

The Evaluation Committee's recommendation for this item was audited by a designated reviewer.

### **FUNDING SOURCE**

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

<b>FUNDING</b>	<b>GRANT</b>	<b>YEAR</b>	<b>PROJECT NAME</b>	<b>INTERNAL ORDER</b>	<b>AMOUNT</b>
FTA	CA-2017-148	2017	ITS Projects	D1722001F	\$ 271,576
Prop 1B	Prop 1B	2017	ITS Projects	D1722001B	\$ 67,894
<b>Total</b>					<b>\$ 339,470</b>

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

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

### **CONCLUSION**

By proceeding with this award, Omnitrans will have the consulting services to implement TAMS that supports the FTA's TAMS regulatory requirements.

ER:AT:KNT

ITEM # E12

**DATE:** July 1, 2020

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

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:** Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE AWARD – PURCHASE ORDER ITS20-73  
RADIO SYSTEM ENHANCEMENTS**

### **FORM MOTION**

Authorize the Interim CEO/General Manager to award Purchase Order ITS20-73 to Sterling Service Corporation, Inc. of Santa Maria, CA, for the provision of Radio System Enhancements in the amount of \$89,956, plus a ten percent contingency of \$8,995, and a Cost Allocation Plan (CAP) of \$2,589 (3.27% charged on Federal portion of \$79,161), for a total not-to-exceed amount of \$101,540.

### **BACKGROUND**

Omnitrans utilizes the voice logging system and radio consoles to communicate and record all voice traffic between dispatch and coach operators. The existing equipment has reached the end of its useful life. To ensure Omnitrans dispatchers can reliably record communications both the voice logging system and radio antennae in both East Valley and West Valley must be replaced simultaneously.

Solicitations under \$150,000 are informal procurements and do not require Board approval for release. In accordance with Procurement Policy 2000, Section 2.3.4.2., awards over \$50,000 require Board approval.

On March 11, 2020, staff released Request for Quotes RFQ-ITS20-73. The solicitation was posted on Omnitrans' online bidding system. Three (3) bids were received by the April 14, 2020 deadline and all bids were found to be responsive.

Listed below are the bid prices from lowest to highest.

COMPANY NAME	TOTAL*
Sterling Service Corporation of Santa Maria, CA	\$ 89,956
Khavarian Enterprises, Inc. of Long Beach, CA	\$ 90,545
ZTelco of San Diego, CA	\$100,000

\*Pricing is inclusive of all fees including sales tax, shipping and delivery.

Award is recommended to the lowest, responsive and responsible bidder, Sterling Service Corporation in the amount of \$89,956. Price is deemed fair and reasonable based on competition.

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

### **FUNDING SOURCE**

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

<b>FUNDING</b>	<b>GRANT</b>	<b>YEAR</b>	<b>PROJECT NAME</b>	<b>INTERNAL ORDER</b>	<b>AMOUNT</b>
FTA	CA-2017-032	2017	Radio System Enhancements	D1722002F	\$ 81,232
Prop1B	Prop1B	2017	Radio System Enhancements	D1722002B	\$ 20,308
<b>Total</b>					<b>\$101,540</b>

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

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

### **CONCLUSION**

By proceeding with this award, Omnitrans will have the ability to replace critical components of the existing radio system that have reached the end of their useful life.

ER:AT:TV

ITEM # \_\_\_\_\_ F1 \_\_\_\_\_

**DATE:** July 1, 2020

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

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:** Nicole Ramos, Director of Marketing & Communications

**SUBJECT: FISCAL YEAR 2020 – 2021 MARKETING PLAN**

**FORM MOTION**

Adopt the Omnitrans Fiscal Year 2020-2021 Annual Marketing Plan.

*This item was reviewed by the Executive Committee at its June 5, 2020 meeting and recommended to the Board of Directors for approval.*

**BACKGROUND**

Each year, the Marketing Plan is presented to the Board of Directors as part of the Agency's guiding documents for the upcoming fiscal year.

Omnitrans' marketing and communications efforts play an essential role in furthering the agency's long-term goals and promoting use of agency services, public awareness and support, customer service and revenue and partnership opportunities. The annual Marketing Plan reviews the previous year's activities and outlines a strategic approach to attract and retain customers while maintaining community support in the coming year. In fiscal year 2021, the department will focus on mitigating ridership and public confidence impacts of the COVID-19 pandemic while promoting new initiatives.

In Fiscal Year 2019-2020, Omnitrans introduced a number of successful new marketing initiatives, including targeted evergreen campaigns, an increased focus on digital advertising which generated 27 million impressions, and the agency's first exclusively Spanish language campaign.

Comparing calendar year 2019 to 2018, Omnitrans system ridership declined by 0.6%. Through March of the current fiscal year, Omnitrans system-wide ridership was up 1.8%. Due to the COVID-19 pandemic, the ridership goal for Fiscal Year 2020-2021 is to regain ridership to 80% of pre-pandemic levels by the end of the fiscal year.

Revenue from pre-paid fares was up 19% in 2019 compared to 2018 while advertising revenue was down 10% from 2018, though up from the three previous years. Public awareness of Omnitrans remains high at 91%, and public opinion is 83% positive, according to the 2019 Inland Empire Annual Survey. Results of a 2018 online fixed route rider survey indicated that customer satisfaction also is 83% positive.

In Fiscal Year 2020-2021, Omnitrans marketing will focus on 5 goals:

1. Restore and Build Ridership
2. Seek Revenue Opportunities
3. Expand Partnerships
4. Promote Connectivity and Innovation
5. Maintain High Satisfaction and Positive Awareness

## **CONCLUSION**

Adopting the Marketing Plan will enable Omnitrans to promote agency services and initiatives while achieving public awareness/support and developing partnership opportunities. This plan will be implemented within the constraints of the 2020-21 Omnitrans budget.

ER: NR

Attachment A: Fiscal Year 2020-2021 Marketing Plan  
Attachment B: PowerPoint Presentation

**Fiscal Year  
2020 - 2021**

# Marketing Plan



## Marketing Plan FY 2020-21

Omnitrans' Marketing and Communications Department plays an essential role in:

- Communicating and advancing the Agency's long-term goals,
- Promoting use of Agency services,
- Enhancing public awareness and support,
- Ensuring an agencywide customer service culture, and,
- Developing revenue and partnership opportunities.

The annual Marketing Plan reviews the previous year's activities and outlines a strategic approach to attract and retain customers while maintaining community support in the coming year. In Fiscal Year 2021, the department will focus on mitigating ridership and public confidence impacts of the COVID-19 pandemic while promoting new initiatives.

### Fiscal Year 2020 – 21 Goals



#### **GOAL 1: Restore and Build Ridership**

Implement Service Resumption/ "Comeback" Plan

Prioritize safety and efficiency to promote restoration of public trust

Promote Tier 1 Service and multimodal connections

Create 100 percent bilingual campaigns



#### **GOAL 2: Seek Revenue Opportunities**

Initiate corporate pass outlet program

Promote pass distributor program to social service agencies

Promote Transit and Token app integration for mobile fares



#### **GOAL 3: Expand Partnerships**

Strengthen GoSmart campus partnerships

Partner with Inland Empire Commuter Services to reach large employers

Partner with JPA members and elected officials on community efforts



#### **GOAL 4: Promote Connectivity and Innovation**

Partner with neighboring agencies to promote regional connectivity

Publicize strategic, operational, and customer-focused innovation

Support agency sustainability efforts



#### **GOAL 5: Maintain High Satisfaction and Positive Awareness**

Implement Customer Service Excellence program

Enhance customer communications via digital and print publications, social media

Host, participate in and sponsor community and industry events

## Marketing Plan FY 2020-21

### Fiscal Year 2019 – 20 Strategies and Results

#### 11 Advertising Campaigns in FY20

Six digital-only campaigns \*

Five multi-channel campaigns

#### 27 Million Impressions Generated

40% of impressions were digital

818,000 unique people reached on Facebook and Instagram

#### 5 New Targeted Evergreen Campaigns Introduced

Reached Key audiences with targeted digital and traditional advertising



- Hispanic audience (first ever exclusively Spanish-language campaign for Omnitrans) \*
- High school students & parents
- College students
- Low income residents
- Potential sbX riders, living and working within one mile of route

#### Customer Service Excellence Program Created \*

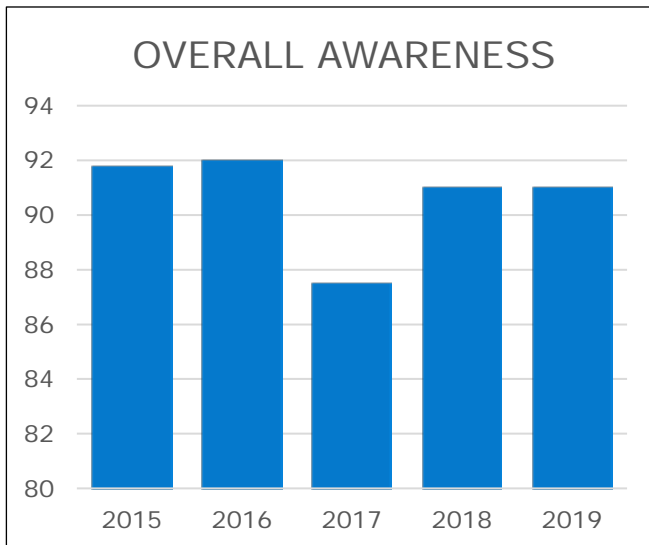
Training initiated. Full Implementation upon resumption of in-person staff training

\* = FY '19 – '20 Key Initiative

## Marketing Plan FY 2020-21

### MARKET TRENDS

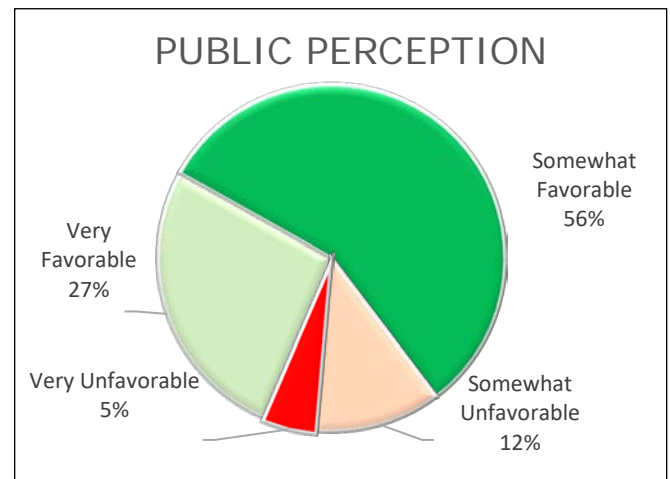
#### Public Awareness



- Omnitrans achieved a 91 percent overall awareness in the 2019 Inland Empire Annual Survey. This was unchanged from 2018 and slightly higher than the agency's five-year average.
- 41 percent of respondents named Omnitrans when asked for their local transportation provider, representing unaided awareness.
- 83 percent of respondents who could not name Omnitrans recognized the name when prompted, representing aided awareness.

#### Public Opinion

- 83 percent of Inland Empire survey respondents rated the Omnitrans favorably, even if they did not use agency services.
- 96 percent of respondents either had maintained or improved their perception of the agency over the last year.
- The 17 percent who had a negative perception of Omnitrans cited inconvenient bus schedules as their primary reason.



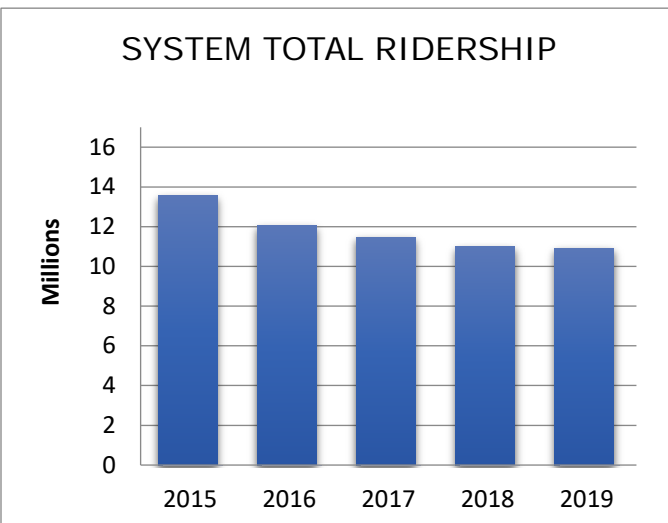
## Marketing Plan FY 2020-21

### Customer Satisfaction



- 83% of fixed route riders gave Omnitrans a positive rating in a 2019 online survey conducted by the American Bus Benchmarking Group.
- Omnitrans earned the fifth highest customer satisfaction rating among 18 peer agencies of similar size from across the nation.
- The agency saw improvement in eight areas impacting customer satisfaction, including ease of getting information, bus driver professionalism, vehicle comfort and environmental impact.

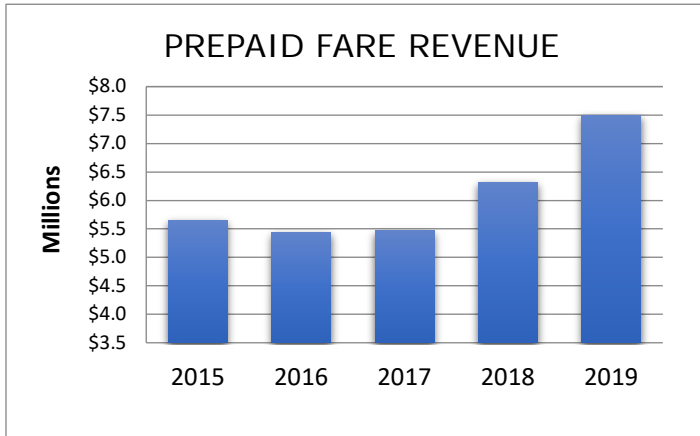
### Ridership



- In calendar year 2019, Omnitrans' systemwide ridership was 10.9 million trips, which is a 0.6% decrease from the prior year, slowing a downward trend that began in 2013.
- Most transit agencies in California have experienced a similar trend: 20 peer agencies had an average decline of 3% from 2018 to 2019.
- Prior to the COVID-19 pandemic, Omnitrans ridership was up 1.8% for Fiscal Year 2020.

## Marketing Plan FY 2020-21

### Revenue



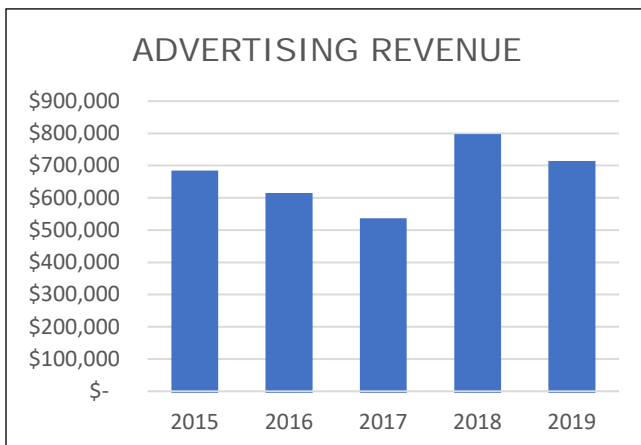
- Total pre-paid fare revenue surpassed \$7.5 million in 2019 from all sources including retail outlets, the San Bernardino Transit Center, online store, mobile fares, GoSmart programs, and ticket vending machines.

- Revenue grew by 19% in 2019 compared to 2018.

- Use of prepaid fare media minimizes use of cash payments which require more boarding time and administrative costs and

is now safer during the COVID-19 pandemic.

- Omnitrans began offering mobile fares via the Token Transit app in August 2017. In 2019, this pay-by-phone option has generated over \$1.6 million in fare revenue and mobile fares were used for more than 10% of all boardings, up from 6.1% the previous year.
- More than 9 in 10 customers have express satisfaction with the mobile fare app.
- In June, the Token Transit app and Transit real-time trip planning app integrated, providing customers with a one-stop shop for planning trips among regional providers and paying their fare.



- System advertising provides a revenue stream and opportunities for self-promotion.
- Advertising revenue totaled \$687,807 in 2019, down 10% from 2018 but still up from previous years due to a new more favorable multi-year contract.

## Marketing Plan FY 2020-21

### KEY PERFORMANCE INDICATORS

#### 1. RETAIN EXISTING AND ATTRACT NEW RIDERS

##### System Ridership

###### FY 2021 Target

FY 2020 Target	-4.6%
FY 2020 Actual YTD	-8.5%

Growth each quarter; reaching 80% of pre-COVID ridership by year's end

*Note: Ridership/revenue impacted by COVID-19 pandemic*

#### 2. INCREASE REVENUE

##### Bus Pass Sales Revenue

###### FY 2021 TARGET +10%

FY 2020 Target	+7%
FY 2020 Actual YTD	+7%

##### Advertising Revenue

###### FY 2021 TARGET +2%

FY 2020 Target	+5%
FY 2020 Actual YTD	-10%

#### 3. MAINTAIN HIGH CUSTOMER SATISFACTION

##### Customer Satisfaction (favorable)

###### FY 2021 TARGET 85%

FY 2020 Target	85%
FY 2020 Actual*	83%

##### Call Center Efficiency (abandoned calls)

###### FY 2021 TARGET <13%

FY 2020 Target	<15%
FY 2020 Actual YTD	13%

#### 4. MAINTAIN HIGH PUBLIC AWARENESS AND POSITIVE OPINION

##### Public Awareness

###### FY 2021 TARGET 92%

FY 2020 Target	90%
FY 2020 Actual	91%

##### Public Opinion (favorable)

###### FY 2021 TARGET 85%

FY 2020 Target	85%
FY 2020 Actual	83%

##### Outreach (events)

###### FY 2021 TARGET +5%

FY 2020 Target	+5%
FY 2020 YTD	-28%

##### Media Coverage (favorable)

###### FY 2021 TARGET 70%

FY 2020 Target	70%
FY 2020 Actual	69%

Available Key Performance Indicators will be reported quarterly and utilized to assess the impacts of and make adjustments to the Marketing Plan in order to achieve its desired promotion, awareness and development goals.



# FISCAL YEAR 2020 – 2021 MARKETING PLAN

**Board of Directors Meeting  
July 1, 2020**



# MARKETING & COMMUNICATIONS DEPARTMENT ROLE

- Communicating and advancing the Agency's long-term goals
- Promoting use of Agency services
- Enhancing public awareness and support
- Ensuring an agencywide customer service culture
- Developing revenue and partnership opportunities



 **GOAL 1: Restore and Build Ridership**

 **GOAL 2: Seek Revenue Opportunities**

 **GOAL 3: Expand Partnerships**

 **GOAL 4: Promote Connectivity and Innovation**

 **GOAL 5: Maintain High Satisfaction and Positive Awareness**

**FISCAL YEAR 2020 – 2021 GOALS**

# FISCAL YEAR 2019 – 2020 STRATEGIES



## 11 Advertising Campaigns in FY20

Six digital, five multi-channel

## 27 Million Impressions Generated

40% digital, 800K+ unique users

## 5 New Targeted Evergreen Campaigns Introduced

Niche markets, Spanish-language

## Customer Service Excellence Program

FY '20 key initiative; training under way

# KEY PERFORMANCE INDICATORS

**FY 21 Target**  
80% pre-COVID  
**FY 20 Target**  
-4.6%  
**FY 20 Actual**  
-8.5%

Ridership



**FY 21 Target**  
+10%  
**FY 20 Target**  
+7%  
**FY 20 Actual**  
+7%

Revenue



**FY 21 Target**  
83%  
**FY 20 Target**  
83%  
**FY 20 Actual**  
85%

Customer  
Satisfaction



**FY 21 Target**  
92%  
**FY 20 Target**  
90%  
**FY 20 Actual**  
91%

Awareness





# THANK YOU

ITEM # \_\_\_\_\_ F2 \_\_\_\_\_

**DATE:** July 1, 2020

**TO:** Board Chair David Avila and Members of the Executive Committee

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:** Jeremiah Bryant, Director of Strategic Development

**SUBJECT: FY2021-2025 STRATEGIC PLAN UPDATE**

**FORM MOTION**

Receive and file this FY2021-2025 Strategic Plan update.

*This item was reviewed by the Executive Committee at its June 5, 2020 meeting and forwarded to the Board of Directors to receive and file.*

**BACKGROUND**

In February 2020, the Board of Directors awarded a contract to MIG Inc. for the provision of Strategic Planning Consultant Services. MIG and Omnitrans' Senior Leadership Team formally kicked off the Strategic Plan on March 9<sup>th</sup>. Omnitrans project management team for the Strategic Plan includes the Interim CEO/GM, Director of Strategic Development, Director of Human Resources and Director of Marketing and Communications.

Originally, the Strategic Plan schedule included individual Board Member interviews in March/April and a Board Workshop in April/May. Due to competing priorities related to the COVID-19 pandemic, these activities were postponed. Staff discussed this issue with the Executive Committee at its June meeting seeks guidance from the Board of Directors regarding the desired communication methods and timing of Board interactions for the FY2021-2025 Strategic Plan.

Based on the Executive Committee discussion, the following is recommended:

- Individual Board Member Phone/Zoom interviews during late July/early August
- Board Workshop 1 focused on Transit Vision, Mission and Goals in August
- Board Workshop 2 focused on refining the Vision, Mission and Goals and discussing the consolidation study reports issued to date in late September/early October

Currently it is believed that each of these workshops would need to be completed though a technology interface such as Zoom, instead of an in-person workshop. If the Board of Directors e

supports these activities, staff and MIG will begin to schedule and organize these interviews and workshops.

The development of a new FY21-25 Strategic Plan will allow the Agency to enhance its long-term position by reaffirming, revising, or recreating the Agency's vision, mission, values and goals. Additionally, the new Strategic Plan will include actionable projects with visible milestones and performance metrics that can be clearly measured to ensure a high-performing agency into the future. The Strategic Plan is designed to create the highest-level business plan for the Agency by setting core Agency-wide goals. The Strategic Plan is the guiding document for the Annual Management Plan presented to the Board each year.

The Strategic Plan is scheduled to be completed in late 2020. The project is split into four phases: 1) Environmental Scan; 2) Framework & Strategy Development; 3) Strategic Plan Development; and, 4) Implementation Plans.

During the last few months, the MIG team has focused on the environmental scan. This included a review and evaluation of the organization, key documents, and transit items of regional significance. Additionally, MIG conducted eight focus groups with approximately 55 Omnitrans employees and an employee survey that received over 100 responses. These efforts will be combined with feedback from Board Members and stakeholders to develop key elements of the Strategic Plan.

Omnitrans staff will provide the Executive Committee and the Board of Directors with regular updates as the Strategic Plan moves forward.

## **CONCLUSION**

This status report provides open and transparent information as Omnitrans develops the FY2021-2025 Strategic Plan.

ER:JB

Attachment A: PowerPoint Presentation



# FY2021-2025 STRATEGIC PLAN UPDATE

Board of Directors Meeting  
July 1, 2020



# BACKGROUND



## 1. Background Research/Environmental Scan

- Staff focus groups
- Staff survey
- Review of key documents: Regional, Transportation, & Omnitrans

## 2. Board of Directors Outreach

- Delayed due to COVID; desire to move forward

# EXAMPLE RESULTS FROM STAFF SURVEY

## What is Omnitrans' Main Purpose?



# PROPOSED BOARD OUTREACH EFFORTS

## 1) Individual Board Member Interviews

- Late July/Early August

## 2) Board Workshop 1: Transit Vision, Mission & Goals

- August

## 3) Board Workshop 2: Refine Transit Vision, Mission & Goals and Discussion of Consolidation Reports

- Late September/Early October



# THANK YOU

ITEM # \_\_\_\_\_ F3 \_\_\_\_\_

**DATE:** July 1, 2020

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

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:** Jeremiah Bryant, Director of Strategic Development

**SUBJECT: CONSOLIDATION STUDY MONTHLY UPDATE**

**FORM MOTION**

Receive and file this Consolidation Study update.

*This item was reviewed by the Executive Committee at its June 5, 2020 meeting and forwarded to the Board of Directors to receive and file.*

**BACKGROUND**

As detailed at the November 2019 Omnitrans Board of Director's Meeting, the San Bernardino County Transportation Authority (SBCTA) awarded a contract to WSP USA, Inc. to complete the SBCTA and Omnitrans Consolidation Study and Innovative Transit Review of the Metro-Valley (Study). The study is anticipated to be completed in November 2020.

WSP presented the findings of Task 1.2 "Agency Functional Assessment and Pros/Cons of Consolidation" and Task 1.3 "Performance Review Report" at Omnitrans and SBCTA Board Committees in March 2020 and the full Boards in April 2020. Omnitrans' Strategic Planning Consultants, MIG and Anrab Associates, provided independent third-party feedback related to these reports that were presented to Executive Committee in April 2020 and the Board in May 2020. The key discussion in the MIG memo is a question surrounding "What is the policy objective to be achieved in a potential consolidation?" The memo suggests the primary "why question" should be a significant focus of the consolidation study.

Since the last Omnitrans Board of Director's update, WSP delivered Task 1.4B "Evaluation of Functional Areas in a Complete Consolidation." This report provides includes two key elements

- 1) Case Study of Complete Consolidation and
- 2) An Assessment of Functional Areas.

The case study evaluates other consolidation efforts including Los Angeles County Metropolitan Transportation Authority (LA Metro), Orange County Transportation Authority (OCTA) and San

Diego Metropolitan Transit System (MTS).

The assessment evaluated the financial, organizational, and legal/contractual effort required should there be a full consolidation of the agencies. This report provides areas for further research but does not provide direct financial estimates for consolidation.

On April 24, 2020 WSP issued task 1.4C “Detailed Analysis of Financial Impacts and Benefits of Any Proposed Consolidation.” Later that day, WSP recalled the report. The report was recalled at the request of SBCTA staff due to concerns with the accuracy of some of the information contained in the report. As a result of these concerns, SBCTA staff conducted additional analysis related to potential staffing duplication, possible organizational structures, and the corresponding financial analysis. The report was reissued on June 18, 2020. On the same day, a meeting was held with staff from SBCTA, Omnitrans and WSP to review the findings of the report.

These tasks were expected to be presented to the Omnitrans Administrative and Finance Committee and the SBCTA Transit Committee on June 11, 2020. The financial analysis will not be completed and reviewed prior to these committee meetings. As a result, these reports are expected to be presented to committees in August and Board in September.

On a separate but related track than the main Consolidation Study, WSP is also leading a Innovative Transit Review as part of the overall study. This part of the study was kicked off on Wednesday, May 27, 2020. This kickoff meeting was attended by staff from SBCTA, Omnitrans, and WSP, along with two other San Bernardino County transit agency CEO’s. Topics of discussion included new mobility options such as on-demand microtransit service and other industry trends.

## **CONCLUSION**

This status report is designed to provide open and transparent communication regarding the study as it progresses.

ER:JB

ITEM # F4

**DATE:** July 1, 2020

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

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:** Jeremiah Bryant, Director of Strategic Development

**SUBJECT: SEPTEMBER SERVICE RESUMPTION TRIGGERS UPDATE**

### **FORM MOTION**

Receive and file this status update on service resumptions triggers.

*This item was reviewed by the Administrative & Finance Committee at its June 11, 2020 meeting and forwarded to the Board of Directors to receive and file.*

### **BACKGROUND**

At its May 2020 meeting, the Omnitrans Board of Directors adopted the FY2021 ConnectForward Annual Service Plan. Initially the plan focused on an 11% service reduction. In response to the COVID-19 pandemic, Omnitrans reduced service by approximately 45%. As a result, the ConnectForward plan shifted to a staggered service resumption path called “Scenario C,” which has service resumption based on a series of triggers. The “Scenario C” service resumption path can be seen in Exhibit 1 and the related triggers can be seen in Exhibit 2.

“Scenario C” became the baseline for Omnitrans’ approved FY2021 Annual Budget. Staff committed to providing monthly ridership, funding, and resumption updates to the Administrative and Finance Committee.

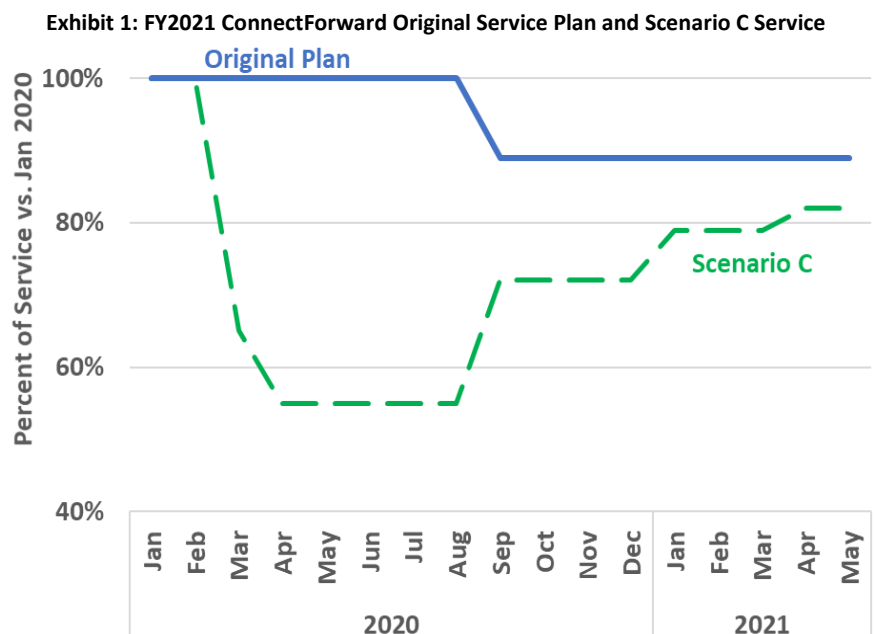


Exhibit 2: Service Resumption Triggers

Health & Safety Triggers	Ridership/Demand Triggers
<b>Purpose:</b> Determine when to begin fare collection, open front-door, full bus boarding <ul style="list-style-type: none"> <li>• Driver PPE readily available/installed</li> <li>• State Stay at Home Order Lifted (Phase 2)</li> <li>• Specific CDC/State/County Transit / Transportation Guidelines</li> </ul>	<b>Purpose:</b> Determine when to restore service, routes & frequency.....(System & Route specific) <ul style="list-style-type: none"> <li>• Colleges &amp; High Schools reopen in-person</li> <li>• Routes routinely exceeding 15 max passengers on board (Load factor &gt;0.4) <ul style="list-style-type: none"> <li>• 20 for sbX w/ FTA Consultation</li> </ul> </li> </ul>
Financial Triggers	Employee Recall Triggers
<b>Purpose:</b> Determine what services / staffing can be supported <ul style="list-style-type: none"> <li>• Adopt revised budget</li> <li>• CARES Act funding flow</li> <li>• Monthly reports to Administrative &amp; Finance Committee</li> </ul>	<b>Purpose:</b> Determine when to begin to recall operators and mechanics <ul style="list-style-type: none"> <li>• Driven by revenue hours and demand in conjunction with other three triggers</li> <li>• Aligning workforces with service levels</li> </ul>

This report provides an update on the Health & Safety and the Ridership/Demand Triggers.

The Health and Safety Triggers were designed to determine acceptable passenger load on each bus, determine when to resume fare collection and when to resume front-door boarding. Omnitrans reached these marks in late May 2020 and fare resumption began on June 1<sup>st</sup>.

The Ridership/Demand Triggers are designed to provide a guide on when to increase frequency and/or return routes that were temporally eliminated in response to the COVID-19 Pandemic. Omnitrans continues to monitor school, college and university announcements to determine the likelihood that schools begin in person classes in the Fall. Thus far, at least at the college level, it appears that the local colleges will be primarily online or hybrid.

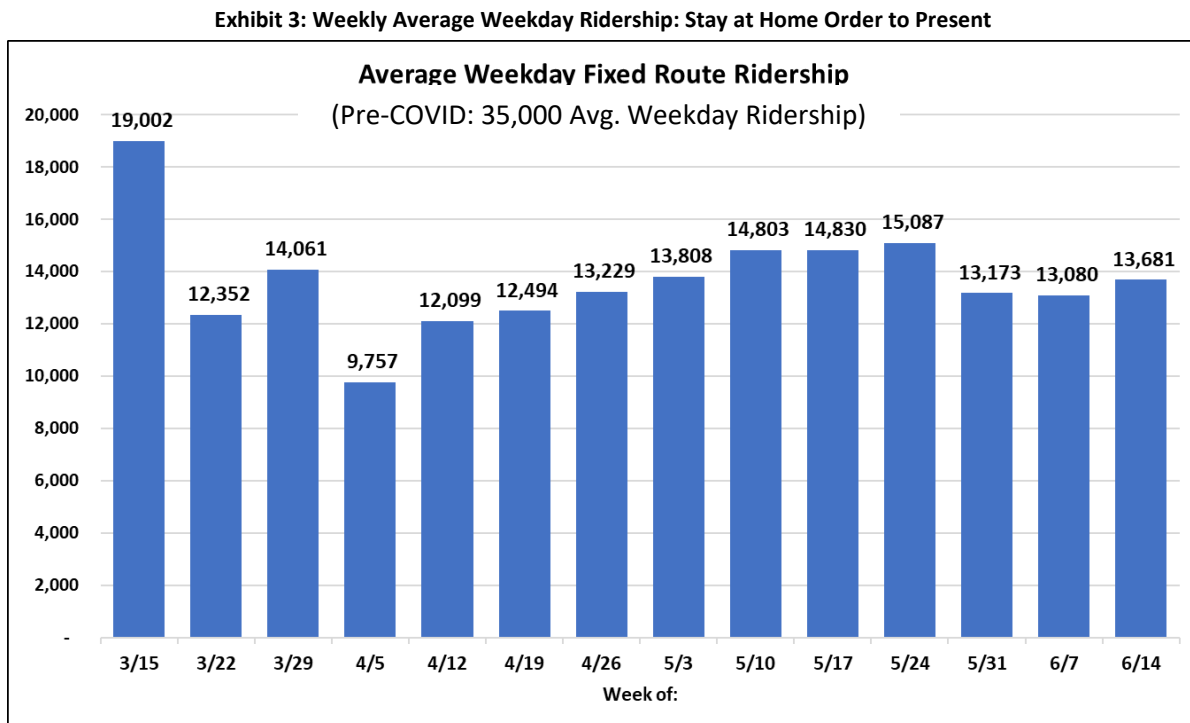
The remaining Ridership/Demand trigger for increasing service is evaluating passenger loads. Normally, Omnitrans considers as bus full and in-line for additional frequency when peak loads reach 45 passengers at one time on a trip. In order to promote social distancing in the current COVID world, Omnitrans considers a local bus in line for additional service at a 15-passenger peak load and considers the bus completely full at 20 peak passengers.

Based on current ridership levels, Omnitrans core network of Routes 1, 3, 4, 14, 61 and 66 warrant additional service in September. These routes traditionally operated every 15 minutes but were reduced to 30-minute service in the COVID-based service reductions. Between 10:00 A.M. and 6:00 P.M. these routes are often seeing peak passenger loads in excess of 15 peak passengers per trip and in-line for an improvement to 20-minute service during these periods. Implementing these changes along with the planned network changes remain below the Scenario C Service level. Staff will continue to evaluate ridership levels to determine if additional routes are in-line for service resumption.

## **ANALYSIS**

Any recommendation to resume service will be a data-driven recommendation using similar data that was used to develop the ConnectForward Plan.

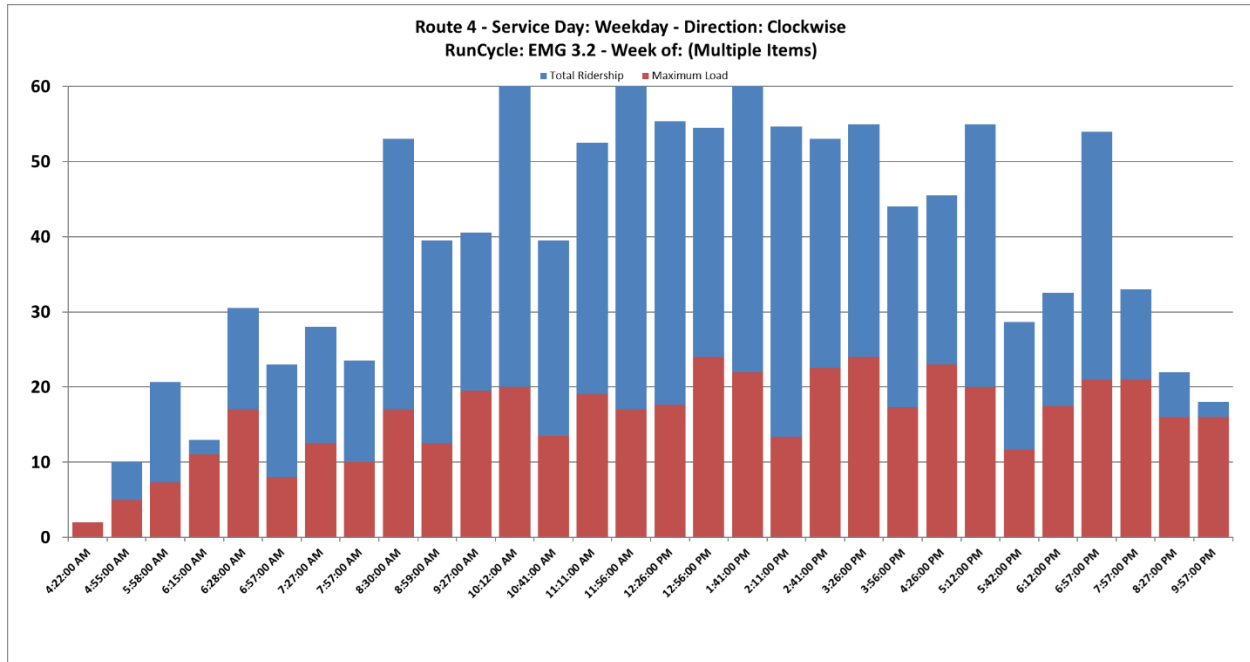
Average weekday fixed route ridership can be seen in Exhibit 3. Omnitrans ridership fell by 65% due to COVID-19. Pre-COVID ridership averaged 35,000 riders per weekday. This declined to 9,757 during early April, but since early April ridership was edging up each week until the first week of June. This decline in June is attributed to both the civil unrest and fare resumption. In either case, it is believed that this decline is temporary, and the increasing trend will return as more of the economy is reopened.



The overall ridership trend illustrates that there may be a need to resume service levels; however, this analysis must be completed by route, direction and time in order to make specific recommendations. Exhibit 4 shows this level of data for Route 4, which is a route in-line for service resumption. In the graph, the red bars show the peak number of passengers on each trip. This means the total number of people on the bus at one time on each trip. The blue bars show the total number of boardings on each trip.

The Ridership/Demand trigger suggests that trips that are routinely seeing peak load of greater than 15 passengers see a resumption in frequency. The Route 4 load factor data shows that approximately 40% of the trips are at 15 passengers all ready and several additional trips are close to this level.

**Exhibit 4: Route 4 Load Factor Report, Example Analysis**



This data can be analyzed by time, route and direction. This data is what drives the recommendation to restore frequency on core network Route 1, 3, 4, 14, 61, and 66.

In addition to these frequency resumption changes, Omnitrans will also implement the Board approved network and map changes from the ConnectForward Plan that were planned for September 2020. A summary of these changes by city and community can be found in Attachment A to this report.

## **CONCLUSION**

This status report provides open and transparent information as Omnitrans adjusts service in response to the COVID-19 pandemic.

ER:JB

Attachment A: Proposed September Service Changes

Attachment B: PowerPoint Presentation

# Service Resumption Status

## ATTACHMENT A

### Weekday Service Status

Change from Today	Rt.	Cities													Communities			Frequency (In Minutes)/Status				
		Chino	Chino Hills	Colton	Fontana	Grand Terrace	Highland	Loma Linda	Montclair	Ontario	Rancho Cucamonga	Redlands	Rialto	San Bernardino	Upland	Yucaipa	Bloomington	Mentone	Muscoy	Connect Forward Plan	Current (COVID Level)	Proposed Changes from Current COVID Level
	sbX							X						X						10/15	30	None
X	1			X			X							X						15	30	20 minute Mid-day & PM peak
X	2							X						X						75	60	Implement planned frequency change
X	3						X							X						15	30	20 minute Mid-day & PM peak
X	4						X							X						15	30	20 minute Mid-day & PM peak
X	6													X						30	N/A	Implement network change. 60 minute frequency.
	8							X				X		X		X		X		30/60	60	None
	10				X								X	X						30/60	60	None
	12				X								X	X				X		60	60	None
X	14				X								X	X						15	30	20 minute Mid-day & PM peak
	15			X	X		X					X	X	X						30	60	None
	19			X	X			X				X	X			X		X		30	60	None
	22			X									X							30/60	60	None
X	61				X				X	X	X									15	30	20 minute Mid-day & PM peak
X	66				X				X		X				X					20	30	20 minute Mid-day & PM peak
	67				X						X									60	-	No Change until Chaffey College returns to in person classes
X	81									X	X									60	60	Implement Network Change.
X	82				X					X	X									60	60	Implement Network Change.
X	83	X								X					X					30/60	60	Implement Network Change.
X	84	X							X	X					X					60	60	Implement Network Change.
	85	X							X		X				X					30/60	30/60	None
X	87									X	X									60	N/A	Implement Network Change.
	88	X	X						X											60	60	None
	215			X										X						20/30	20/30	None
X	290			X					X	X				X						AM/PM Peak	-	Return to service.
X	305			X		X								X						60	n/a	Implement Network Change.
X	319															X				60	n/a	Implement Network Change.
	329				X												X			60	60	
X	365		X																	Tripper Only	60	Implement Network Change.
	383								X						X					60	n/a	Delayed implementation until January.
X	Omni Ride	X	X																	--	--	Implement MicroTransit Pilot

#### Notes: ConnectForward Changes not shown

Routes 5 & 7 are eliminated and combined into a New Route 6

Route 308, 309 310 (OmniGo Yucaipa) are combined into new Route 319

Route 325 is eliminated and parts are incorporated into new Route 305

Route 12 was contracted and is using a smaller vehicle (May be renamed Route 312)

Routes 80 and 86 are combined into new Route 87



# SEPTEMBER SERVICE RESUMPTION TRIGGERS UPDATE

**Board of Directors Meeting  
July 1, 2020**



# ANNUAL SERVICE PLAN AND BUDGET

- Annual plans based on “Scenario C” staggered resumption plan
- Based on triggers
- Monthly updates to Administrative and Finance Committee



# SERVICE RESUMPTION TRIGGERS

## Health & Safety Triggers

**Purpose:** Determine when to begin fare collection, open front-door, full bus boarding

- Driver PPE readily available/installed
- State Stay at Home Order Lifted (Phase 2)
- Specific CDC/State/County Transit / Transportation Guidelines

## Ridership/Demand Triggers

**Purpose:** Determine when to restore service, routes & frequency.....(System & Route specific)

- Colleges & High Schools reopen in-person
- Routes routinely exceeding 15 max passengers on board (Load factor >0.4)
  - 20 for sbX w/ FTA Consultation

## Financial Triggers

**Purpose:** Determine what services / staffing can be supported

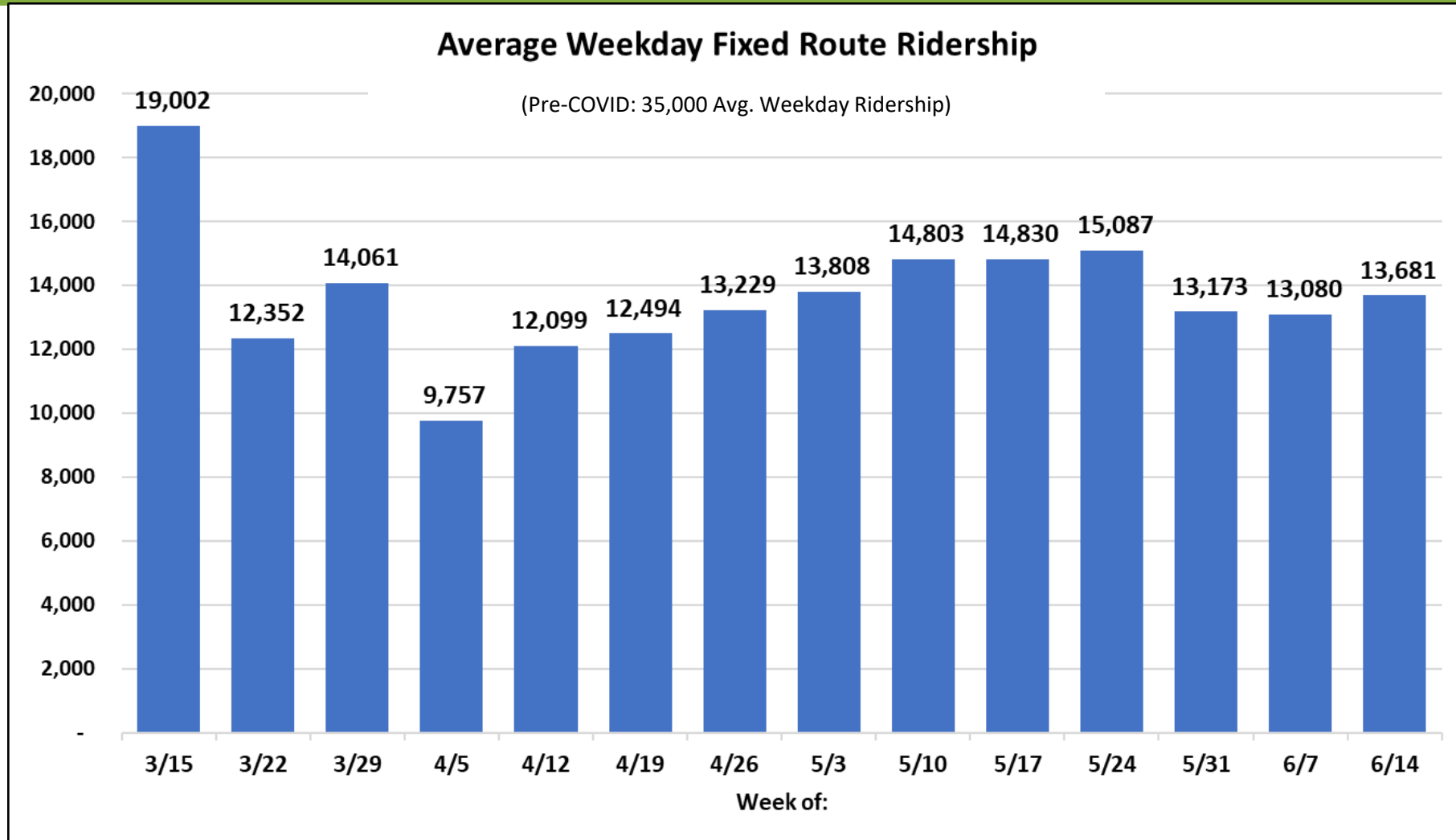
- Adopt revised budget
- CARES Act funding
- Monthly reports to Administrative & Finance Committee

## Employee Recall Triggers

**Purpose:** Determine when to begin to recall operators and mechanics

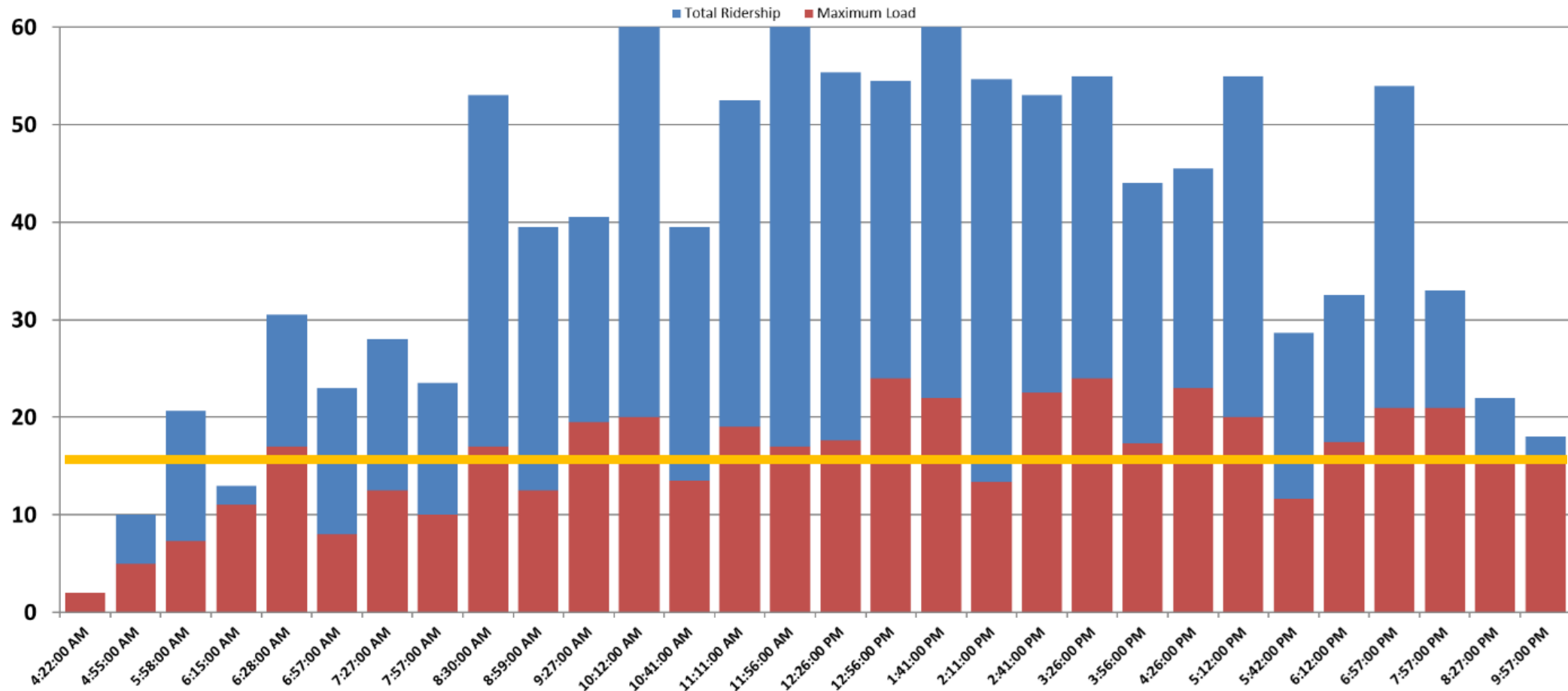
- Driven by revenue hours and demand in conjunction with other three triggers
- Aligning workforces with service levels

# WEEKLY RIDERSHIP TREND



# LOAD FACTOR REPORTING

Route 4 - Service Day: Weekday - Direction: Clockwise  
RunCycle: EMG 3.2 - Week of: (Multiple Items)



# RESULTS

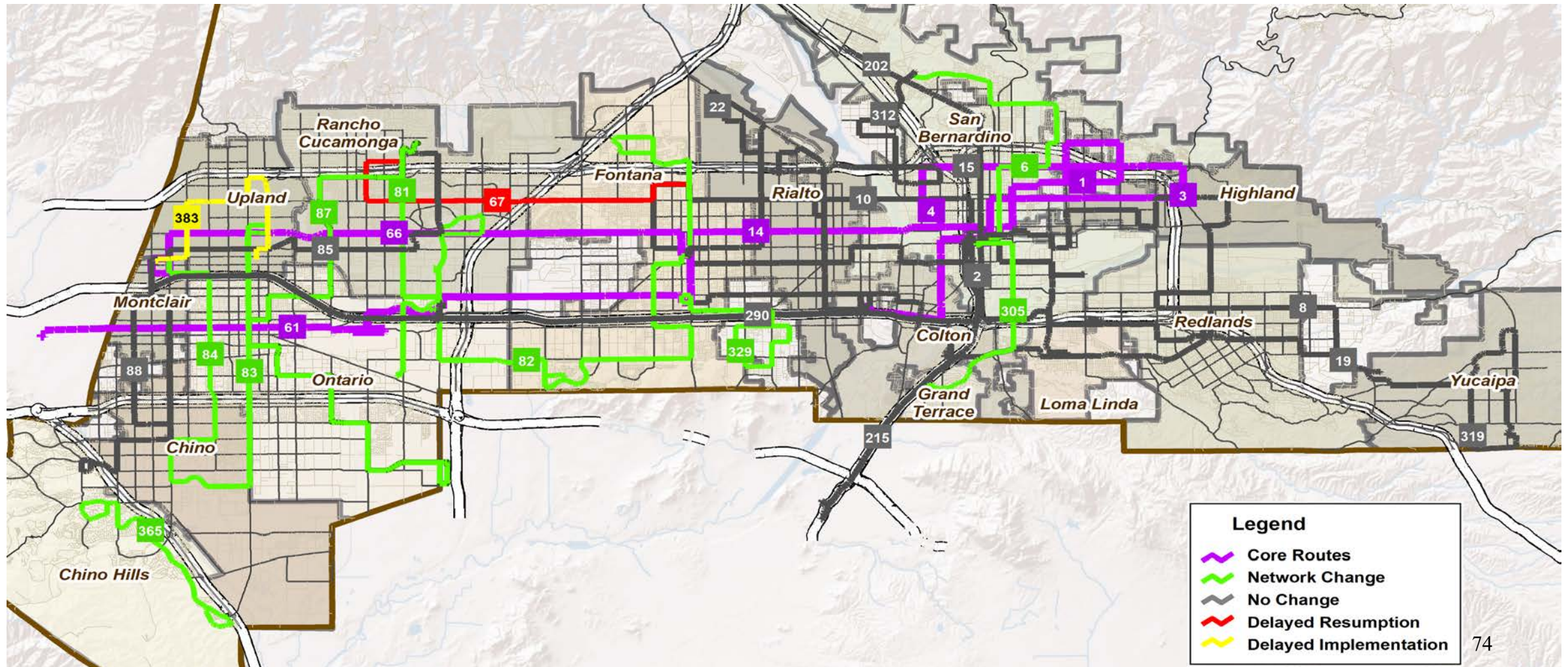
## **Ridership triggers and analysis yield:**

- Partial Weekday Frequency Resumption on Core Network  
Routes 1, 3, 4, 14, 61, 66
- Improve from 30-minute to 20-minute service
- 10 A.M.-6 P.M.
- Similar analysis for weekends

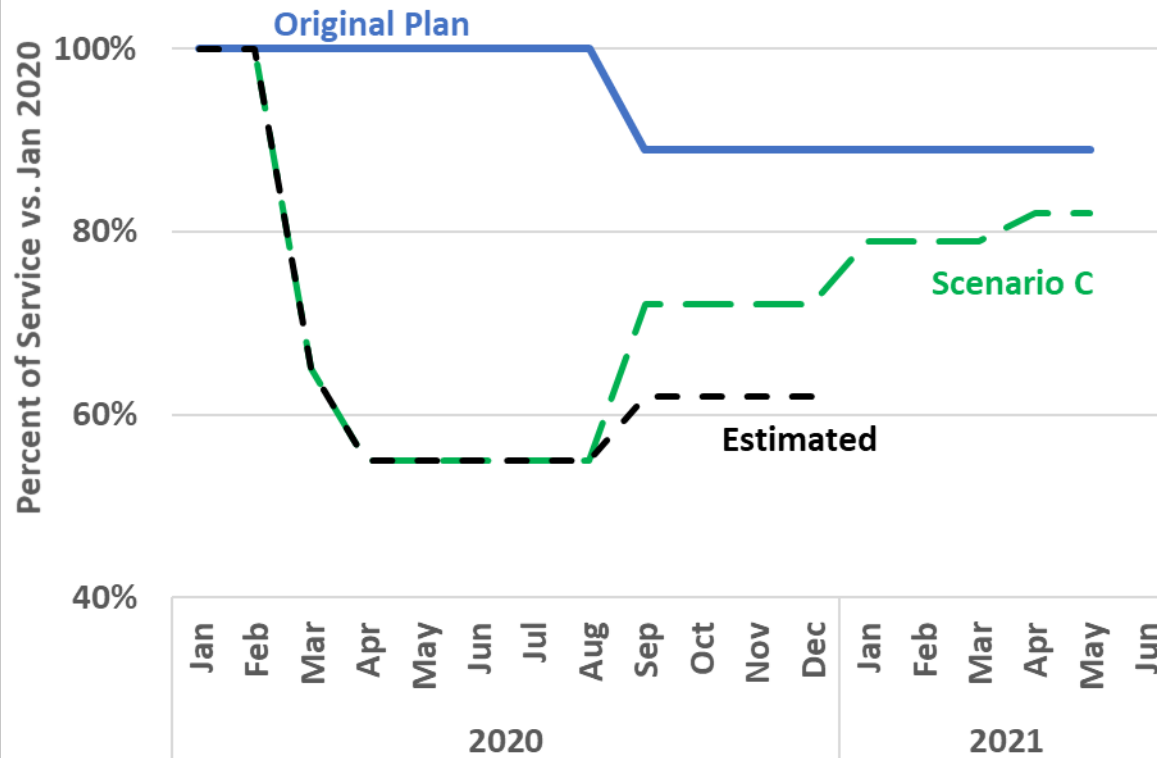
## **Implement ConnectForward Network Changes**

## **Full list of weekday change in Attachment A**

# MAP OF CHANGES



# CONCLUSION: FREQ. & NETWORK CHANGES



**Based on changes currently scheduled and proposed for September we are at 62% directly operated.**

**Below Scenario C.**

## **NEXT STEPS**

**Continue to Monitor and Adjust Service**

**Continue to provide status update to A&F**

**Implement changes in September 2020**



# THANK YOU

ITEM #           F5          

**DATE:** July 1, 2020

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

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:** Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE AWARD – CONTRACT MNT20-32  
CONCRETE REPAIRS AT THE WEST VALLEY FACILITY**

**FORM MOTION**

Authorize the CEO/General Manager to award Contract MNT20-32 to Golden Gate Steel, Inc. dba Golden Gate Construction of Norwalk, CA, for Concrete Repairs at the West Valley Facility in the amount of \$788,476, plus a ten percent contingency of \$78,848,, and a 3.27% Cost Allocation Plan (CAP) of \$28,361, for a total not-to-exceed amount of \$895,685.

**BACKGROUND**

Omnitrans requires a Contractor to repair/replace concrete pavement and improve drainage at and around the service fuel island, replace existing clarifiers, and make improvements to the main entrance to comply with the Americans with Disabilities Act at the West Valley facility.

On April 1, 2020, the Board of Directors authorized the release of Invitation for Bids IFB-MNT20-32. Notices were published in two local newspapers of general circulation, two minority papers, and posted on Omnitrans' online bidding system. Seven bids were received by the May 4, 2020 deadline. Four were deemed responsive.

Listed below are the bids from lowest to highest:

<b>Company Name</b>	<b>Total</b>
Golden Gate Steel, Inc. dba Golden Gate Construction of Norwalk, CA	\$788,476.00
Three Peaks Corp of Calimesa, CA	\$791,603.00
Leonida Builders, Inc. of Santa Clarita	\$849,648.00
BWW & Company, Inc. of Redlands, CA	\$941,244.00

Award is recommended to the lowest, responsive and responsible bidder, Golden Gate Steel, Inc. dba Golden Gate Construction. Pricing is deemed fair and reasonable based on competition.

### **FUNDING SOURCE**

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

<b>FUNDING</b>	<b>YEAR</b>	<b>PROJECT NAME</b>	<b>INTERNAL ORDER</b>	<b>AMOUNT</b>
CA-2017-032	2017	Concrete Repairs at West Valley	D1703021F	\$716,548
Prop1B 10/11-7-34C	2017	Concrete Repairs at West Valley	D1740321B	\$179,137
<b>Total</b>				<b>\$895,685</b>

\_\_\_\_\_ 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**

Award of this contract will allow Omnitrans to make the necessary concrete repairs and ensure compliance at the West Valley maintenance facility.

ER:AT:CV

ITEM # \_\_\_\_\_ F6 \_\_\_\_\_

**DATE:** July 1, 2020

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

**FROM:** Erin Rogers, Interim CEO/General Manager

**SUBJECT: CEO/GENERAL MANAGER'S REPORT**

**Purchased Transportation Contractor Transition** – In March 2020, the Board of Directors awarded a contract to First Transit, Inc. for the provision of OmniAccess service, small bus fixed route service, OmniGo and the new microtransit pilot project, now called OmniRide. Staff has been working with contractor staff over the past several months to prepare to transition the contract from MV Transportation to First Transit on July 1<sup>st</sup>. This is a significant effort, as it includes hiring all the staff and transitioning the fleet and facilities. This portion of the transition is complete, we look forward to working with First Transit staff to operate these important services.

**OmniRide Chino Hills Update** - On June 17<sup>th</sup>, Omnitrans staff met with planning and sheriff representatives from the City of Chino Hills related to the MicroTransit Pilot in Chino Hills, OmniRide. The discussion focused on how MicroTransit will work in the community along with the use of “Virtual” bus stops instead of traditional stops with bus stop signs. On June 24<sup>th</sup> staff met with Council Member Moran, Council Member Marquez and City Manager Ben Montgomery to provide a briefing on OmniRide.

**Consolidation Study Update** – Two meetings have been held this month with WSP Consultants working on the SBCTA/Omnitrans Consolidation Study to discuss and review the Task 1.4c report, which is entitled “Detailed Analysis of Financial Impacts and Benefits of Any Proposed Consolidation”. WSP is currently scheduled to provide a formal presentation to SBCTA/Omnitrans Committees in August and to both Boards in September. A brief status will be provided to the Executive Committee at its’ July meeting.

**APTA Recovery Task Force** – APTA has established a Recovery Task Force and on June 23<sup>rd</sup> held a webinar to brief APTA members on the activities of the Task Force. This task force is led by APTA Chair and CEO of Santa Clara Valley Transportation Authority, Nuria Fernandez and Phil Washington, CEO of Los Angeles Metropolitan Transportation Authority and is comprised of 35 members and 7 subject matter experts. The work of the Task Force is focused on assisting APTA members in recovery from the impacts of the pandemic on individual agencies and the industry. It will yield an on-line portal with guidance and resources for industry best practices and a marketing and communications tool kit to restore public trust in transit and rebuild ridership.

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ITEM #           G1          

**DATE:** July 1, 2020

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

**THROUGH:** Erin Rogers, Interim CEO/General Manager

**FROM:** Maurice A. Mansion, Treasury Manager

**SUBJECT: CALL FOR PUBLIC HEARING - FEDERAL TRANSIT  
ADMINISTRATION SECTION 5307, 5310 AND SECTION 5339 FUNDS**

### **FORM MOTION**

Call for a public hearing concerning the Federal Transit Administration (FTA) §5307, §5310 and §5339 Funding for Fiscal Year 2021, to be held at 8:00 a.m., Wednesday, August 5, 2020, at the Omnitrans Metro Facility, 1700 West Fifth Street, San Bernardino, CA 92411.

### **SUMMARY**

The date and time for the federally required public hearing to receive comments on projects involving Federal assistance will be set for August 5, 2020, at 8:00 a.m. at the Omnitrans Metro Facility.

A public hearing affords the opportunity to obtain views of officials and citizens regarding the proposed use of Federal assistance and community support for the amended program of projects.

### **BACKGROUND**

To qualify for Federal assistance through the FTA, Omnitrans is required to hold a public hearing on the proposed use of Federal funds. FTA also requires that Omnitrans give the public sufficient notice, that any comments be incorporated into the grant application and that the notice include language which indicates that in the absence of substantive comments, Federal assistance will be sought.

The projects shown in the Public Hearing Notice are included in the Fiscal Year 2021 budget and were approved at a previous Board of Directors meeting.

**FINANCIAL IMPACT**

All projects described are fiscally constrained and are contained in past-approved Omnitrans' budgets.

ER:DW:MM

**NOTICE OF PUBLIC HEARING**

Fiscal Year 2021 Capital Projects  
 Using §5307, §5310 and §5339

NOTICE OF PUBLIC HEARING

**OMNITRANS**, the regional mass transportation carrier in San Bernardino County, will hold a public hearing to obtain comments regarding the proposed Federal Transportation Administration grant applications for capital assistance for Fiscal Year 2021, which has been programmed for the following projects:

**CAPITAL PROJECTS – FY 2020**

Project Description	Total Cost	Federal Share
		<b>FTA 5307</b>
Capitalization of Tires	\$ 550,798	\$ 550,798
Capitalization of ACCESS Service Costs	\$ 3,921,087	\$ 3,921,087
Capitalization of Preventive Maintenance	\$ 4,005,322	\$ 4,005,322
Security Projects	\$ 200,000	\$ 200,000
<b>Total</b>	<b>\$ 8,677,207</b>	<b>\$ 8,677,207</b>
		<b>FTA 5310</b>
Replacement of Revenue Vehicles	\$ 392,610	\$ 392,610
<b>Total</b>	<b>\$ 392,610</b>	<b>\$ 392,610</b>
		<b>FTA 5339</b>
Replacement of Revenue Vehicles	\$ 2,355,819	\$ 2,355,819
<b>Total</b>	<b>\$ 2,355,819</b>	<b>\$ 2,355,819</b>
<b>TOTAL FEDERAL SHARE</b>		<b>\$ 11,425,636</b>