



**BOARD OF DIRECTORS MEETING
WEDNESDAY, SEPTEMBER 2, 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/87133492534>

TELECONFERENCE

Dial: 1 669 900 6833
Meeting ID: 871 3349 2534

*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: 871 3349 2534. Interested persons who wish to make a public comment, may submit comments in writing to BoardSecretary@omnitrans.org. Comments must be submitted by Tuesday, September 1, 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 September 1, 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, October 7, 2020 – 8:00 a.m.
2. Employee of the Quarter Presentation

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. Comments must be submitted by Tuesday, September 1, 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, SEPTEMBER 2, 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 – July 1, 2020	6
2. Receive and File Plans & Programs Committee Minutes – April 22, 2020 (PPC 7/22/20)	12
3. Receive and File Operations & Safety Committee Minutes – May 20, 2020 (O&S 8/19/20)	16
4. Receive and File Executive Committee Minutes – June 5, 2020 (EXE 7/10/20)	20
5. Receive and File Administrative & Finance Committee Minutes – June 11, 2020 (A&F 8/13/20)	24
6. Receive and File Equal Employment Opportunity Quarterly Report – April 8, 2020 through August 13, 2020 – <i>Meredith Tshilonda</i>	27
7. Receive and File Agency Management Report FY2020 Fourth Quarter Report – <i>Maurice Mansion</i> (A&F 8/13/20)	30
8. Receive and File Update on Transition of the Purchased Transportation Service Contract – <i>Shawn Brophy</i> (EXE 7/10/20)	40
9. Receive and File Boardroom Technology, Agenda Management System and Future Meetings – <i>Erin Rogers</i> (EXE 7/10/20)	52
10. Receive and File West Valley Connector Project Update – <i>Anna Jaiswal</i> (PPC 7/22/20)	55
11. Receive and File COVID-19 Response Customer Survey Report – <i>Jose Hernandez</i> (EXE 7/10/20) (PPC 7/22/20)	57
12. Receive and File COVID-19 Response Update – <i>Suzanne Pfeiffer</i> (O&S 8/19/20)	76
13. Receive and File Safety and Security Update – <i>Jerome Rogers</i> (O&S 8/19/20)	89
14. Receive and File the Results of the Adopt-a-Stop Pilot Program and Approve Continuation of the Program – <i>Anna Jaiswal</i> (PPC 7/22/20)	101
15. Adopt Resolution No. 325-2020, Amending Omnitrans' Conflict of Interest Code – <i>Liz Gutierrez</i>	112
16. Authorize the CEO/General Manager to Deobligate and Reobligate Local Transportation Funds and State Transit Assistance Funds – <i>Maurice Mansion</i> (A&F 8/13/20)	129
17. Authorize Release – Invitation for Bids – IFB-ITS21-07, Cisco Networking Equipment – <i>Art Torres</i>	133
18. Authorize Release – Invitation for Bids – IFB-MNT21-21, Heavy Vehicle Electric Charging Equipment Installation – <i>Art Torres</i>	135
19. Authorize Award – Contract MNT21-05, Flex Paratransit Bus Modifications – <i>Art Torres</i>	137
20. Authorize Award – Contract MNT21-12, Underground and Above Ground Storage Tank Testing and Repairs – <i>Art Torres</i>	139

F. DISCUSSION ITEMS

1. Receive and File Management Plan Strategic Initiatives and Key Performance Indicators Fiscal Year 2020 Fourth Quarter Report – <i>Jeremiah Bryant</i> (A&F 8/13/20)	141
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BOARD OF DIRECTORS MEETING
WEDNESDAY, SEPTEMBER 2, 2020 – 8:00 A.M.

F. DISCUSSION ITEMS CONTINUED

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| 2. Support SBCTA Staff Recommendation to the SBCTA Board to Not Consolidate San Bernardino County Transportation Authority and Omnitrans Based on Findings Identified in the Functional Analysis and the Financial Impact Analysis Reports – <i>Jeremiah Bryant</i> (A&F 8/13/20) | 157 |
| 3. Authorize Award – Contract ITS20-62, Microsoft Software Assurance – <i>Art Torres</i> | 184 |
| 4. Authorize Award – Purchase Order MNT21-17, DC Fast Charging Stations – <i>Art Torres</i> | 186 |
| 5. Authorize Award – Purchase Order MNT21-08, Push/Pull Yard Tractors – <i>Art Torres</i> | 188 |
| 6. CEO/General Manager’s Report – <i>Erin Rogers</i> | 190 |

G. PUBLIC HEARING

- | | |
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| 1. Close Public Hearing – Federal Transit Administration Section 5307, 5310 and Section 5339 Funds – <i>Maurice Mansion</i> | 191 |
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H. BOARD BUSINESS

Closed Session

1. Conference with Labor Negotiator, Suzanne Pfeiffer, Concerning Labor Negotiations with Amalgamated Transit Union Local No. 1704, Regarding the Coach Operator Unit, Pursuant to Government Code Section 54957.6– *Suzanne Pfeiffer*
2. Conference with Labor Negotiators
Agency Representatives: Board Chairman or Designee
Unrepresented Employee: CEO/General Manager – *Steve DeBaun*

Open Session

1. Approve Memorandum of Understanding (MOU) between Omnitrans and Amalgamated Transit Union Local #1704, for the Coach Operator Unit – *Steve DeBaun*
2. Discussion and Possible Action to Approve the CEO/General Manager’s Employment Contract – *Steve DeBaun*

I. REMARKS AND ANNOUNCEMENTS

J. ADJOURNMENT

ITEM # D1

DATE: September 2, 2020

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

THROUGH: Erin Rogers, 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 September 2, 2020.

Item	Contract	Principals & Agents	Subcontractors
#E19	Authorize Award Contract MNT-21-05 Flex Paratransit Bus Modifications	<i>Complete Coach Works, Inc. Riverside, CA Dale E. Carson President</i>	N/A
#E20	Authorize Award Contract MNT21-12 Underground and Above Storage Tank Testing and Repairs	<i>Fleming Environmental Inc. Fullerton, CA Terry L. Fleming President</i>	N/A
#F3	Authorize Award Contract ITS20-62 Microsoft Software Assurance	<i>Dell Marketing L.P. Round Rock, Texas Sam Andrews Microsoft Licensing Specialist</i>	N/A
#F4	Authorize Award Purchase Order MNT21-17 DC Fast Charging Stations	<i>Axxera Inc. Irvine, CA Divina Anzures Head of Corporate Affairs</i>	N/A
#F5	Authorize Award Purchase Order MNT21-08 Push/Pull Yard Tractors	<i>Pape` Material Handling, Inc. Whittier, CA Mike Gazmen Account Manager</i>	N/A

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

- 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: _____
- 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: _____
- 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

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

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

SIGNATURE

Board Member Signature

Date

ITEM # E1

**BOARD OF DIRECTORS' MEETING
MINUTES OF JULY 1, 2020**

A. CALL TO ORDER

In accordance with Governor Newsom's Executive Orders N-25-20, N-29-20, and N-35-20, the July 1, 2020, Board of Directors Meeting was held via teleconference. Chairman David Avila called the meeting to order at 8:00 a.m.

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

BOARD MEMBERS NOT PRESENT

Council Member Alan Wapner, City of Ontario

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 & Communications
Connie Raya, Director of Maintenance
Jerome Rogers, Director of Safety & Regulatory Compliance
Art Torres, Director of Procurement
Don Walker, Director of Finance
Kevin Bleich, Rail Analyst
Mike Bonacio, Technical Services Manager
Melissa Castillo, Customer Service Manager
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
Christine Van Matre, Contract Administrator
Teresa Villa, Procurement Manager
Carolann Williams, Scheduling Analyst

LEGAL COUNSEL

Steve DeBaun, Legal Counsel

OTHERS ATTENDING

Andy Pendoley, MIG Consulting

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Board Meeting: September 2, 2020, 8:00 a.m.
Omnitrans Metro Facility Board Room

C. COMMUNICATIONS FROM THE PUBLIC

This item was heard following Item #F1 after being informed that a Public Comment was submitted via email by Ms. Dewey Kelleygray prior to the meeting.

Ms. Kelleygray stated that she has been experiencing issues related to the online purchase of discounted Access passes offered to students under the GoSmart Program. She made several phone calls and received conflicting information. After subsequent calls, she spoke with someone who was able to assist and advised that she would receive a call back. As of today, she has not been contacted. Ms. Kelleygray asked that the Board assist with this matter. ¹

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no Possible Conflict of Interest Issues.

E. CONSENT CALENDAR

1. Approve Board Minutes – June 3, 2020
2. Receive and File Executive Committee Minutes – April 3, 2020
3. Receive and File Special Administrative & Finance Committee Minutes – April 20, 2020
4. Receive and File Administrative & Finance Committee Minutes – May 14, 2020
5. Adopt Resolution No. 323-2020, Authorizing 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)
6. Adopt Resolution No. 324-2020, Omnitrans' Commitment to Diversity, Equity and Inclusion
7. Authorize the Interim CEO/General to Amend and Extend the FY2015-2020 Short-Range Transit Plan (SRTP) to Include Fiscal Year 2021
8. Authorize Release – Invitation for Bids – IFB-MNT21-08, Push/Pull Yard Tractors (Mules)
9. Authorize Release – Invitation for Bids – IFB-MNT21-09, Standby Generator and Automatic Transfer Switch (ATS) Service
10. Authorize Release – Request for Proposals – RFP-HRS21-03, Temporary Employment Services
11. Authorize Award – Contract ITS20-72, Consulting Services for Transit Asset Management System
12. Authorize Award – Contract ITS20-73, Radio System Enhancements

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

F. DISCUSSION ITEMS

Member Rutherford joined the meeting at 8:04 a.m.
Member Gonzales joined the meeting at 8:06 a.m.
Member Dailey joined the meeting at 8:10 a.m.
Member Robertson joined the meeting at 8:12 a.m.

¹ Following the meeting, staff contacted Ms. Kelleygray and the issue was resolved.

1. Adopt Fiscal Year 2020-2021 Annual Marketing Plan

Director of Marketing & Communications, Nicole Ramos provided a brief background on this item as detailed in the staff report.

Member Moran asked if this plan is usually presented to the Plans & Programs Committee prior to the Board, noting that she had not seen the plan prior to today. Ms. Ramos responded that the plan is typically presented to the Plans & Programs Committee, however due to the recent changes in ridership, the plan was delayed and presented to the Executive Committee in early June. Member Moran requested that the Marketing Plan be presented to the Plans & Programs Committee prior to the Board in the future.

M/S (Lilburn/Robertson) that adopted the Omnitrans Fiscal Year 2020-2021 Annual Marketing Plan. Roll call was taken, and motion was passed unanimously by Members present.

2. Receive and File FY2021-2025 Strategic Plan Update

Director of Strategic Development, Jeremiah Bryant provided a brief background on this item and introduced Andy Pendoley, Director of Planning and Community Engagement with MIG Consulting to provide a status update on the FY2021 Strategic Plan.

Mr. Pendoley provided a status update on the development of the Strategic Plan and informed that as part of the process, the Board Members would be asked to participate in one-on-one meetings to provide their perspective and input regarding the Agency's vision, mission and goals moving forward. These meetings would be followed by two workshops that would summarize the results and wrap up the discussion.

The Board received and filed this item.

3. Receive and File Consolidation Study Update

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

Member Dailey commended staff for their work on this project. He had questions regarding the process, procedures and timeline. He asked how the final outcomes would be presented to both the SBCTA and Omnitrans Boards. Mr. Bryant responded that the report would be presented to the Administrative & Finance Committee and to the SBCTA Transit Committee in August and to the respective Boards in September.

Member Spagnolo asked if legal counsel has been involved in the process. Mr. Bryant responded that legal counsel has been involved at the request of the Board.

The Board received and filed this item.

4. Receive and File September Service Triggers Update

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

Member Spagnolo referred to the uncertainty related to the upcoming school year due to the pandemic and plans for classes to be held virtually or in a hybrid format in the fall. He asked if staff was staying abreast of the changes and considering those changes in future service planning. Mr. Bryant provided additional information and addressed Member Spagnolo's questions.

Member Dailey also commented on the impacts of the pandemic, particularly related to college students. He asked if the Agency has the resources available to sustain the current programs until things return back to normal. Member Dailey also had questions regarding the reduction in staff and the benefits plan provided. Mr. Bryant provided additional information and addressed Member Dailey's questions.

The Board received and filed this item.

5. Authorize Award – Contract MNT20-32, Concrete Repairs at the West Valley Facility

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

MS/(Rowe/Hagman) that authorized 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. Roll call was vote taken, and motion was passed unanimously by Members present.

6. CEO/General Manager's Report

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

G. PUBLIC HEARING

1. Call for Public Hearing – Federal Transit Administration Section 5307, 5310 and Section 5339 Funds

M/S (Dutrey/Navarro) that approved call for a public hearing concerning the Federal Transit Administration (FTA) §5307, §5359 and §5310 Funding for Fiscal Year 2021, to be held at 8:00 a.m., Wednesday, September 2, 2020 in accordance with Governor Newsom's Executive Orders. Roll call vote was taken, and motion was passed unanimously by Members present.

H. BOARD BUSINESS

Closed Session

1. PUBLIC EMPLOYMENT APPOINTMENT – TITLE: CEO/General Manager

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

The Board reconvened at 9:52 a.m. with no reportable action

Open Session

1. Discussion and Possible Action to Appoint CEO/General Manager and to Authorize Amendment of Interim CEO/General Manager’s Employment Contract

Member Moran thanked Ms. Rogers and staff for the work on the Chino Hills Pilot Project and looks forward to the service commencing in the fall.

M/S (Dutrey/Dailey) that appointed the CEO/General Manager and authorized the negotiation of the CEO/General Manager’s employment contract. Roll call vote was taken, and motion passed by Members with the exception of Member Rutherford who abstained.

I. REMARKS AND ANNOUNCEMENTS

There were no remarks or announcements

J. ADJOURNMENT

The Board adjourned at 9:58 a.m. The next meeting is scheduled Wednesday, September 2, 2020, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans’ San Bernardino Metro Facility.

Prepared by:

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

ITEM # E2

**PLANS AND PROGRAMS COMMITTEE
APRIL 22, 2020 MINUTES**

A. CALL TO ORDER

In accordance with Governor Newsom's Executive Orders N-25-20, N-29-20, and N-35-20, the April 22, 2020, Plans & Programs Committee Meeting was held via teleconference. Committee Chair Penny Lilburn called the meeting to order at 9:00 a.m.

1. Pledge of Allegiance
2. Roll Call

COMMITTEE MEMBERS PRESENT

Mayor Pro Tem Penny Lilburn, City of Highland – Committee Chair
Council Member Ron Dailey, City of Loma Linda
Council Member Cynthia Moran, City of Chino Hills
Supervisor Janice Rutherford, County of San Bernardino
Council Member Sam Spagnolo, City of Rancho Cucamonga
Council Member Alan Wapner, City of Ontario
Mayor John Dutrey, City of Montclair

COMMITTEE MEMBERS NOT PRESENT

Mayor Deborah Robertson, City of Rialto

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 Special Transportation Services & Operations
Suzanne Pfeiffer, Director Human Resources
Nicole Ramos, Director of Marketing
Connie Raya, Director of Maintenance
Jerome Rogers, Director of Safety & Security
Don Walker, Director of Finance
Rick Barone, Materials Manager
Melissa Castillo, Customer Service Manager
Marcos Espinoza, Network Engineer
Anna Jaiswal, Development Planning Manager

Maurice Mansion, Treasury Manager
Harry Morck, Network Administrator
Carolann Williams, Scheduling Analyst

LEGAL COUNSEL

Steve DeBaun, Legal Counsel

B. ANNOUNCEMENTS/PRESENTATIONS

There were no announcements.

C. COMMUNICATION FROM THE PUBLIC

There were no communications from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no Conflicts of Interest Issues.

E. DISCUSSION ITEMS

1. Approve Plans & Programs Committee Minutes – January 22, 2020

M/S (Spagnolo/Moran) that approved Plans & Programs Committee Minutes – January 22, 2020. Roll call vote was taken and the Motion passed unanimously by Members present.

Items #E2 and #E3 were presented together.

2. Receive and Forward to the Board of Directors Zero Emission Bus Rollout Plan

Director of Maintenance, Connie Raya, provided a brief background on this item as detailed in the staff report.

Member Rutherford asked how much pollution would be saved by Omnitrans transitioning to the Zero Emission buses. Interim CEO/General Manager, Erin Rogers responded that Omnitrans transitioned to the cleanest engines available, therefore shifting to electric would reduce emissions to zero.

Member Dutrey referred to the purchase of four electric buses approved by the Board earlier this year and asked if there were any impacts to that purchase due to the COVID-19 situation. Ms. Rogers explained that delays are expected, however the infrastructure project with Edison is moving forward.

The Committee received and forwarded this item to the Board.

3. Recommend the Board of Directors Adopt Resolution No. 321-2020, Submittal of Omnitrans Zero Emission Bus Rollout Plan to the California Air Resource Board (CARB)

M/S (Lilburn/Rutherford) that recommended the Board of Directors Adopt Resolution No. 321-2020, Submittal of Omnitrans Zero Emission Bus Rollout Plan to the California Air Resource Board (CARB). Roll call vote was taken and the motion passed unanimously by members present. Member Rutherford noted her seconding the motion was under duress.

4. Recommend the Board of Directors Adopt the Public Transportation Agency Safety Plan (PTASP)

Director of Operations, Shawn Brophy, provided a brief background on this item as detailed in the staff report

M/S (Spagnolo/Moran) that recommended the Board of Directors Recommend Adopt the Public Transportation Agency Safety Plan (PTASP). Roll call vote was taken and the Motion passed unanimously by members present.

5. Recommend the Board of Directors Adopt the Omnitrans ConnectForward Fiscal Year 2020-2021 Service Plan

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

Member Wapner expressed concern regarding continuing the effort of social distancing and stated that MicroTransit would not be very practical because of the space limitations. Mr. Bryant responded that the MicroTransit implementation is still undetermined due to the pandemic, however the Board would be kept abreast of the timeline.

Member Moran thanked Mr. Bryant for the great job on the MicroTransit Project in Chino Hills. She had some questions regarding the fare related to the program. Mr. Bryant provided additional information regarding the fares.

M/S (Wapner/Moran) that recommended the Board of Directors Adopt the Omnitrans ConnectForward Fiscal Year 2020-2021 Service Plan. Roll call vote was taken and the Motion passed unanimously by Members present.

6. CEO/General Manager's Report

Ms. Rogers began her report by noting that the three plans included in today's agenda was the culmination of a year's work and thanked staff for the effort on these projects. She also reported on the following items:

- Introduced Jerome Rogers, the new Director of Safety & Regulatory Compliance.
- SBCTA was awarded \$15M from the California State Transportation Agency for a Transit and Intercity Rail Capital Program (TIRCP) grant for the purchase of 18 electric vehicles for the West Valley Connector Project.

- Weekly updates are being provided regarding the COVID-19 pandemic as the Agency responds in real-time. The safety of the passengers and employees continues to be a top priority.

The Committee commended Ms. Rogers for keeping the Board abreast and thanked staff for their hard work.

E. REMARKS AND ANNOUNCEMENTS

There were no announcements

H. ADJOURNMENT

The Plans & Programs Committee meeting adjourned at 9:59 a.m. The next Committee Meeting is scheduled Wednesday, July 22, 2020 at 09:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

Liz Gutierrez, Executive Staff Assistant

**OPERATIONS AND SAFETY COMMITTEE
MINUTES
MAY 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 May 20, 2020, Operations and Safety Committee was held via teleconference. Chairman John Roberts called the meeting to order at 9:00 a.m., Wednesday, May 20, 2020.

1. Pledge of Allegiance
2. Roll Call

COMMITTEE MEMBERS PRESENT

Council Member John Roberts – Committee Chair
Mayor David Avila, City of Yucaipa
Mayor John Dutrey, City of Montclair
Supervisor Josie Gonzales, County of San Bernardino
Supervisor Curt Hagman, County
Sam Spagnolo, City of Rancho Cucamonga
Council Member Alan Wapner, City of Ontario

COMMITTEE MEMBERS NOT PRESENT

None

LEGAL COUNSEL

Steve DeBaun, Legal Counsel

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, Interim Director of Information Technology
Aaron Moore, Deputy Director of Special Transportation Services/Operations
Suzanne Pfeiffer, Director of Human Resources
Connie Raya, Director of Maintenance
Nicole Ramos, Director of Marketing and Communications
Jerome Rogers, Director of Safety and Regulatory Compliance
Art Torres, Director of Procurement
Araceli Barajas, Sr. Exec. Asst. to CEO/Clerk of the Board
Kevin Bleich, Rail Analyst
Melissa Castillo, Customer Service Manager

Victor Cuate, Service Planning Manager
Barbara Erwin, Safety and Regulatory Compliance Manager
Marcos Espinoza, Network Engineer
Dylan Firth, Security Specialist
Jose Hernandez, Marketing Specialist
Maurice Mansion, Treasury Manager
Teresa Villa, Procurement Manager
Carolann Williams, Scheduling Analyst
Doua Yang, Systems Engineer

B. ANNOUNCEMENTS/PRESENTATIONS

There were no announcements or presentations.

C. COMMUNICATION FROM THE PUBLIC

There were no communications from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no Conflict of Interest Issues identified.

E. DISCUSSION ITEMS

Items #E1 and #E2 were voted on in one motion.

1. Approve Operations and Safety Committee Meeting Minutes – August 28, 2019

M/S (Hagman/Wapner) that approved Operations and Safety Committee Minutes August 28, 2019. Roll call vote was taken and the motion passed unanimously by Members present.

2. Approve Operations and Safety Committee Meeting Minutes – February 19, 2020

M/S (Hagman/Wapner) that approved Operations and Safety Committee Minutes February 19, 2020. Roll call vote was taken and the motion passed unanimously by Members present.

3. Receive and Forward to the Board of Directors, Safety and Security Update

Interim CEO/General Manager, Erin Rogers and Director of Safety and Regulatory Compliance, Jerome Rogers presented the Safety and Security Update.

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 is now “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.

Additionally, there have been discussions regarding masks being made available onboard the buses for customers who do not have one.

Member Dutrey mentioned a video Metrolink created that displays how their trains are cleaned and sanitized and suggested that Omnitrans do something similar. Ms. Rogers responded that Omnitrans' Marketing Department created a similar video, which would be shared with the Board.

Member Hagman provided information regarding the temperature scanning devices being used at some County offices and facilities. Ms. Rogers explained that Omnitrans purchased four temperature scanners that would be placed at both East and West Valley facilities. She stated that staff would contact District 4 staff to get more information regarding the devices being used at the County.

The Committee received and forwarded this item to the Board.

4. Receive and Forward to the Board of Directors, Agency Management Report FY2020 Third Quarter Report

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

The Committee received and forwarded this item to the Board.

5. Receive and Forward to the Board of Directors, Management Plan Strategic Initiatives and Key Performance Indicators, FY2020 Third Quarter Report

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

The Committee received and forwarded this item to the Board.

Member Gonzales joined the meeting at 9:36 a.m.

6. CEO/General Manager's Report

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

- Heroes Act 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.
- On May 12th through the 14th, the California Highway Patrol (CHP) conducted their annual Terminal Inspection of the East Valley facility. The inspection included a thorough inspection of 20 vehicles, along with the vehicle maintenance records. In addition, approximately 40 Coach Operator records were reviewed for driver

credentials, hours of service, training records, DMV pull-notice, and drug and alcohol testing program. Omnitrans received a Satisfactory rating, CHP's highest rating.

- On May 15th, Omnitrans submitted a grant under the Accelerating Innovative Mobility Program (AIM) through the FTA. The grant focuses on a low speed shuttle service at CSUSB to provide first mile/last mile connectivity to other local transit agencies. The grant includes \$3M for technology implementation and a 12-month pilot project on campus.

F. ADJOURNMENT

The Operations and Safety Committee adjourned at 9:41 a.m. The next Committee Meeting is scheduled Wednesday, August 19, 2020, at 9:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

Liz Gutierrez, Executive Staff Assistant

ITEM # E4

**EXECUTIVE COMMITTEE MEETING
MINUTES
JUNE 5, 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 5, 2020, Executive Committee Meeting was held via teleconference. Chair David Avila called the meeting 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

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
Connie Raya, Director of Maintenance
Jerome Rogers, Director of Safety & Regulatory Compliance
Art Torres, Director of Procurement
Kevin Bleich, Rail Analyst
Victor Cuate, Planning Manager
Liz Gutierrez, Executive Staff Assistant
Jose Hernandez, Marketing Specialist
Janice Kuhn, Marketing Specialist
Doua Yang, Systems Engineer

OTHERS ATTENDING

Andy Pendoley, MIG Consulting

LEGAL COUNSEL

Steve DeBaun, Legal Counsel

B. ANNOUNCEMENTS/PRESENTATIONS

Next Committee Meeting: Friday, July 10, 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 – April 3, 2020

M/S (Spagnolo/Dutrey) that approved the Executive Committee Minutes of April 3, 2020. Roll call vote was taken and the motion was passed unanimously by Members present.

2. Recommend the Board of Directors Adopt Omnitrans Fiscal Year 2020-2021 Annual Marketing Plan

Director of Marketing and Communications, Nicole Ramos provided a brief background on this item as detailed in the staff report.

Member Lilburn had questions regarding how the Agency is advertising safety measures being taken so that customers feel safe riding the bus during the pandemic. Ms. Ramos responded that the information is being advertised via various communication channels such as on-board the buses and on social media. Member Lilburn also asked if customers are being required to wear masks on the buses. Ms. Ramos explained that the County lifted the order requiring people to wear masks, therefore Omnitrans is “strongly recommending” the use of masks on the buses but not requiring them. Additionally, she noted that masks are available on the buses for customers who do not have one.

Chair Avila referred to the 85% customer satisfaction rate and asked if any follow-up was conducted to identify potential issues and/or possible solutions. Ms. Rogers responded that Ms. Ramos and the Marketing team are working with large employers and researching travel patterns to better understand the customer needs.

Member Dailey had questions regarding the measures or predictors used in the marketing strategies and expressed interest in receiving additional information regarding the type of data being collected and how it is being used. He offered to meet with Ms. Ramos to discuss further. Member Dailey also commended staff on the Spanish marketing campaign and looks forward to seeing the results.

M/S (Dutrey/Dailey) that recommended the Board of Directors adopt the Omnitrans Fiscal Year 2020-2021 Annual Marketing Plan. Roll call vote was taken and the motion was passed unanimously by Members present.

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

Director of Strategic Development, Jeremiah Bryant provided a brief background on this item and introduced Andy Pendoley, Director of Planning and Community Engagement with MIG Consulting to provide a status update on the FY2021 Strategic Plan.

Mr. Pendoley provided a status update on the development of the Strategic Plan and informed that as part of the process, the Board Members would be asked to participate in one-on-one meetings to provide their perspective and input regarding the Agency's vision, mission and goals moving forward. He explained that following these meetings, two workshops would be scheduled. The first workshop would be to discuss the information gathered and the second would be to wrap up the discussion.

The Committee engaged in a brief discussion regarding the proposed timeline for the one-on-one meetings and workshops. Member Dutrey suggested that the individual meetings be scheduled after the July Board Meeting and the workshops be scheduled in August; and the second one in either late September or early October. There was also some discussion regarding whether the meetings would be held in person or virtually. Ms. Rogers stated that staff would poll the Board to determine their preference.

Vice Chair Dutrey referred to the state of civil unrest in the country and stated that the City of Montclair would be developing a resolution to address race and policies; and reaffirming what their City is doing. He suggested that Omnitrans develop something similar and look at its policies, to ensure diversified transit users, training and marketing materials geared toward non-discrimination based on race. Ms. Rogers noted his request and stated that a resolution would be brought to the Board for consideration in July.

The Committee received and forwarded this item to the Board.

4. Receive and Forward to the Board of Directors, Consolidation Study Monthly 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 robust discussion regarding the study and had several questions for Ms. Rogers. They voiced their concerns regarding the various aspects of the study including the cost, the potential impact to staff morale, and political issues. Ms. Rogers provided additional information regarding the status of the study and stated that the two Agencies have been working together and the project is progressing well. She mentioned that there are some complex matters involved and stated that staff is continuing to work with SBCTA and the consultants to gather information, which will be provided to the Board in the coming months.

The Committee asked Legal Counsel for his legal perspective on a potential consolidation of the two agencies.

Legal Counsel, Steve DeBaun gave a brief overview of the legal aspects of a potential consolidation and briefly discussed some scenarios. He stated that in either case, there are multiple factors and complexities involved.

The Committee received and forwarded this item to the Board.

5. CEO/General Manager's Report

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

- Revealed the new OmniRide microtransit bus design and branding for the pilot project scheduled to begin in September in the City of Chino Hills.
- To reduce the risk of spreading COVID-19 in the workplace and to protect the health of our employees and guests, Omnitrans has installed temperature scanners at both East Valley and West Valley facilities. These scanners will be monitored by security personnel 24 hours a day, seven days a week.
- Shared a short video of the driver barriers. The video will be posted on the Omnitrans website and social media.

F. REMARKS AND ANNOUNCEMENTS

There were no remarks or announcements.

G. ADJOURNMENT

The Committee adjourned at 10:27 a.m. The next Executive Committee Meeting is scheduled Friday July 10, 2020, at 9:00 a.m., with location posted on the Omnitrans website and at the Omnitrans San Bernardino Metro Facility.

Prepared by:

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

ITEM # E5

**ADMINISTRATIVE & FINANCE COMMITTEE
MINUTES, JUNE 11, 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 11, 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
Kevin Bleich, Rail Analyst
Vickie Chesney, Maintenance Manager – West Valley
Victor Cuate, Service Planning Manager
Marcos Espinoza, Network Engineer
Jose Hernandez, Marketing Specialist
Frank Holland, Sr. Contract Administrator

Maurice Mansion, Treasury Manager
Teresa Villa, Procurement Manager

LEGAL COUNSEL

Steve DeBaun, Legal Counsel

B. ANNOUNCEMENTS/PRESENTATIONS

The next Committee Meeting is scheduled Thursday, August 13, 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

Member Dailey joined the meeting at 8:04 a.m.

Items #E1 and #E2 were voted on in one motion.

1. Approve Special Administrative and Finance Committee Minutes – April 20, 2020

M/S (Wapner/Hagman) that approved Administrative & Finance Committee Minutes April 20, 2020. Roll call vote was taken and the motion passed unanimously by Members present.

2. Approve Administrative and Finance Committee Minutes – May 14, 2020

M/S (Wapner/Hagman) that approved Administrative & Finance Committee Minutes May 14, 2020. Roll call vote was taken and the motion passed unanimously by Members present.

3. Recommend the Board of Directors Authorize the Interim CEO/General Manager to Amend and Extend the FY2015-2020 Short-Range Transit Plan (SRTP) to Include Fiscal Year 2021

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

M/S (Dutrey/Avila) that recommended the Board of Directors authorize the interim CEO/General Manager to amend and extend the FY2015-2020 Short-Range Transit Plan (SRTP) to include Fiscal Year 2021. Roll call vote was taken and the motion was passed unanimously by Members present.

4. Receive and Forward to the Board of Directors September Service Triggers: Update

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

The Committee received and forwarded this item to the Board

5. Recommend the Board of Directors Authorize Award Request for Proposals – RFP-ITS20-72, Transit Asset Management System

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

Member Dailey had questions regarding the FTA requirements related to this project. Mr. Torres and Ms. Rogers provided additional information regarding the FTA requirements and the services included in this contract.

M/S(Dutrey/Dailey) that recommended the Board of Directors 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. Roll call vote was taken and the motion was passed unanimously by all Members present.

6. CEO/General Manager's Report

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

- Omnitrans submitted the Zero-Emission Rollout plan to CARB on June 10, 2020.
- Revealed the new OmniRide microtransit bus design and branding for the pilot project scheduled to begin in September in the City of Chino Hills.

F. ADJOURNMENT

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

The next Administrative and Finance Committee Meeting is scheduled Thursday, August 13, 2020 at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

Liz Gutierrez
Executive Staff Assistant

ITEM # E6

DATE: September 2, 2020

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

THROUGH: Erin Rogers, CEO/General Manager

FROM: Suzanne Pfeiffer, Director of Human Resources

SUBJECT: OMNITRANS' QUARTERLY EEO STATUS REPORT

FORM MOTION

Receive and file Omnitrans Quarterly EEO Status Report for April 8, 2020 through August 13, 2020. The report includes the following:

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

BACKGROUND

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

- Title VII of the Civil Rights Act of 1964 (Title VII), as amended by the Equal Employment Opportunity Act of 1972 and the Civil Rights Act of 1991, prohibits discrimination on the basis of race, color, religion, national origin, or sex in all institutions with 15 or more employees—including state and local governments and labor organizations. (42 U.S.C. §§ 2000e et seq.) Section 503 of the Rehabilitation Act of 1973, as amended by the Rehabilitation Act of 1993, requires firms holding Federal contracts or subcontracts in excess of \$10,000 to “take affirmative action to employ and advance in employment qualified individuals with disabilities.” (29 U.S.C. § 793) Section 504 of the Rehabilitation Act of 1973 states, “No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to

discrimination under any program or activity receiving Federal financial assistance.” (29 U.S.C. § 794).

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

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

CONCLUSION

Receive and file Omnitrans’ Quarterly EEO Status Report for the quarter covering April 8, 2020 through August 13, 2020.

Attachment A: Quarterly EEO Status Report

Submitted for the
Board Meeting of:
September 2, 2020

**OMNITRANS
EEO STATUS REPORT
WITH INTERVIEWS AND HIRES BY DEPARTMENT
As of August 13, 2020**

DEPARTMENT	Total	MALE ETHNIC COMPOSITION										FEMALE ETHNIC COMPOSITION										INTERVIEWED										APPOINTED									
		C	B	H	AS	AI	NH	2+	IWD	Vet	C	B	H	AS	AI	NH	2+	IWD	Vet	C	B	H	AS	AI	NH	2+	IWD	VET	C	B	H	AS	AI	NH	2+	IWD	Vet				
Operations	344	29	72	79	5	0	0	4	6	23	23	77	46	0	1	0	8	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Maintenance	94	27	8	46	6	2	0	1	4	10	4	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Executive Office	3	0	0	0	0	0	0	0	0	0	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Information Technology	7	1	1	1	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0				
Marketing	15	0	0	3	0	0	0	1	0	0	1	0	10	0	0	0	0	2	0	0	0	2	0	0	0	0	1	0	1	0	0	1	0	0	0	0	0				
Strategic Development	14	3	1	6	1	0	0	1	0	1	2	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0				
Human Resources	10	0	0	0	0	0	0	1	0	1	6	0	3	0	0	0	0	2	0	2	1	1	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0				
Safety & Security	11	2	1	3	0	0	0	0	1	1	1	1	2	0	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Procurement	18	4	1	8	0	0	0	0	0	0	1	0	2	0	1	0	1	0	0	1	1	3	0	1	0	0	0	1	0	0	0	0	1	0	0	0	0				
Finance	10	1	2	1	1	0	0	0	0	2	2	0	2	1	0	0	0	0	0	1	1	8	1	0	0	2	1	1	1	0	1	0	0	0	0	0	1				
Special Transp. Services	7	2	0	2	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Agency Totals	533	69	86	149	17	2	0	8	11	38	41	78	70	1	3	0	9	9	2	5	3	16	1	1	0	3	2	3	2	0	4	0	1	0	0	0	1				

C = Caucasian IWD = Individuals With Disabilities
B = Black VET = Protected Veterans
H = Hispanic
AS = Asian
AI = American Indian
2+ = Two or More Races
NH = Native Hawaiian or Other Pacific Islander

COMPLETED BY:

Meredith Tshilonda

Meredith Tshilonda
Sr. Human Resources Analyst

PERCENTAGES

C	B	H	AS	AI	NH	2+	IWD	VET
110	164	219	18	5	0	17	20	40
21%	31%	41%	3%	1%	0.0%	3%	4%	8%

ITEM # E7

DATE: September 2, 2020

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

THROUGH: Erin Rogers, CEO/General Manager

FROM: Maurice Mansion, Treasury Manager

**SUBJECT: AGENCY MANAGEMENT REPORT – FISCAL YEAR 2020 FOURTH
QUARTER REPORT**

AGENCY RESULTS

The fourth quarter operational results in this report represent the period covering 4/01/2020 – 6/30/2020. Fourth quarter results are preliminary and do not include all year end accruals and adjustments. The results include the impact on service and costs related to COVID-19, the annual pension liability adjustment, and partial CARES Act drawn down replacing Local Transportation Fund (LTF) and State Transit Assistance (STA) funding. Final operating results will be presented during the first quarter 2021.

This item was reviewed by the Administrative & Finance Committee at its August 13, 2020 meeting and forwarded to the Board of Directors to receive and file.

OPERATING REVENUE

Fourth quarter Operating Revenues of \$17.7M are \$5.2M under budget. The fourth quarter negative variance is driven by the impact of COVID-19 on operations resulting in passenger fare revenues being lower than plan, and partial drawdown of CARES Act funding to replace LTF and STA funding. LTF and STA funds will be set aside for future use as we gain understanding of the long-term impact of the pandemic on sales tax collections.

OPERATING EXPENSE

Fourth quarter Operating Expenses of \$23.7M are \$.8M over budget. The fourth quarter negative variance is driven by the \$7.2M pension liability adjustment for the year.

RIDERSHIP

During the fourth quarter, Omnitrans carried a total 1,075,300 passengers. This consisted of 1,063,123 on Fixed Route service and 12,177 on Access service. Year-to-Date (YTD) Omnitrans carried a total of 9,026,137 passengers. This reflects a total system decrease of 16.9% when

compared to the fourth quarter of last year. Fixed Route ridership decreased 1,725,767 or 16.4% and Access ridership decreased 111,626 or 31.0% compared to the same period last year.

REVENUE HOURS/REVENUE MILES

Omnitrans provided a total of 118,336 revenue hours for the fourth quarter, reflecting a decrease of 91,620 hours or 43.6% compared to the same quarter last year. YTD Omnitrans provided a total of 738,247 revenue hours or a 11.4% decrease over last year. Omnitrans logged a total of 1,594,601 revenue miles during the quarter, reflecting a decrease of 1,312,128 revenue miles or 45.1% when compared to same quarter last year. YTD Omnitrans logged 10,111,638 revenue miles, a decrease of 16.9% compared to last year.

FAREBOX RECOVERY RATIO

Fourth quarter passenger revenue for Fixed Route is \$3,530,554 compared to \$5,171,011 for the same period last year. The decrease in passenger revenue is attributed to not collecting fares during the months of April and May and the overall decrease in ridership due to the impact of COVID-19. The farebox recovery ratio for Fixed Route is 14.9% for the Fourth quarter. The minimum required farebox recovery ratio for fixed route is 20%.

Passenger revenue for Access is \$694,123 versus \$591,752 for the same quarter last year. This is an increase of 17.3%. The farebox recovery ratio for Access is 29.3% for the fourth quarter. The minimum required farebox recovery ratio for Access is 10%.

FINANCIALS

Total Salaries and Benefits of \$17,989,285 are \$4,373,829 over budget for the fourth quarter. Year to date (YTD) Salaries and Benefits are \$56,004,034 or \$1,542,208 over budget. The fourth quarter and YTD negative variances are driven by pension expense being higher than planned.

Total Services is \$719,327 or \$278,633 under budget in the fourth quarter. YTD Services are \$2,747,405 or \$1,206,937 under budget. The fourth quarter and YTD positive variances are primarily driven by services being lower than planned.

Materials and Supplies is \$(571,866) or \$2,260,910 under budget for the fourth quarter. YTD Materials and Supplies are \$4,483,032 or \$2,271,643 under budget. The fourth quarter and YTD positive variances are driven by recognition of the CNG fuel tax credit in the fourth quarter.

Occupancy consists of Utilities, Data Communication Lines, Repairs and Maintenance to Buildings, Equipment and Software. Fourth quarter expenses are \$1,398,632 or \$23,627 over budget. YTD Occupancy expenditures are \$4,859,223 or \$687,300 under budget. The fourth quarter negative variance is driven by year end accruals. The YTD positive variance is driven by utilities and repairs and maintenance on the buildings being less than planned.

Casualty & Liability is \$2,023,461 or \$17,252 over budget for the fourth quarter. YTD casualty and Liability is \$8,057,113 or 32,277 over budget. The fourth quarter and YTD negative variances are driven by insurance premiums being higher than planned.

Purchase Transportation is \$1,849,181 or \$1,108,674 under budget for the fourth quarter. YTD Purchase Transportation is \$10,173,138 or \$1,658,285 under budget. The fourth quarter and YTD positive variances are driven by the decline in ridership on ACCESS due to COVID-19.

Printing and Advertising is \$274,580 or \$54,822 over budget for the fourth quarter. YTD Printing and Advertising is \$772,279 or \$100,754 under budget. The fourth quarter negative variance is driven by the timing of marketing campaigns. The YTD positive variance is driven by printing and advertising costs being lower than plan.

ER:DW:MM

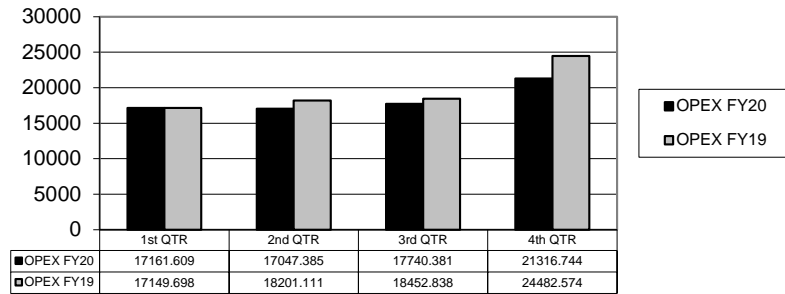
Attachment: A. Agency Management Report FY20 Fourth Quarter Report

**PERFORMANCE STATISTICS
FISCAL YEAR 2020
Fourth Quarter**

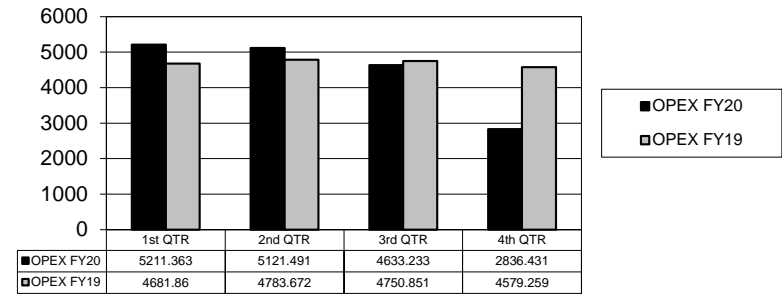
	<u>Current Quarter</u>		<u>YR/YR inc/(dec) CURRENT</u>	<u>Year-To-Date</u>		<u>YR/YR inc/(dec) YTD</u>
	<u>Fourth Quarter 2020</u>	<u>Fourth Quarter 2019</u>		<u>Fourth Quarter 2020</u>	<u>Fourth Quarter 2019</u>	
Total Passenger Revenue & Subsidy						
Fixed Route	\$2,836,431	\$4,556,110	-37.7%	\$17,802,518	\$18,772,493	-5.2%
Demand Response	\$694,123	\$573,210	21.1%	\$3,482,563	\$2,332,977	49.3%
Total Passengers						
Fixed Route	1,063,123	2,700,908	-60.6%	8,777,639	10,513,598	-16.5%
Demand Response	12,177	90,108	-86.5%	248,498	360,124	-31.0%
Farebox Recovery Ratio						
Fixed Route/OmniLink	13.31%	24.95%		24.29%	26.05%	
Access	29.28%	15.60%		25.23%	14.72%	
Total Passengers per Revenue Hour						
Fixed Route	9.8	15.8	-38.1%	14.3	15.5	-8.0%
Demand Response	1.3	2.3	-45.4%	2.0	2.3	-13.2%
Revenue per Passenger						
Fixed Route	\$2.67	\$1.69	57.9%	\$2.03	\$1.79	13.3%
Demand Response	\$57.00	\$6.36	796.3%	\$14.01	\$6.48	116.3%
Cost per Passenger						
Fixed Route	\$20.05	\$6.76	196.6%	\$8.35	\$6.85	21.9%
Demand Response	\$194.71	\$40.73	378.0%	\$55.34	\$44.01	25.8%
Cost per Revenue Hour						
Fixed Route	\$196.18	\$107.06	83.2%	\$119.34	\$106.44	12.1%
Demand Response	\$245.06	\$93.50	162.1%	\$110.88	\$101.06	9.7%

Staffing	<u>Budget</u>	<u>Actual</u>
(includes PT Operators, Operators on leave, excludes Rail,STS)		
	679	520

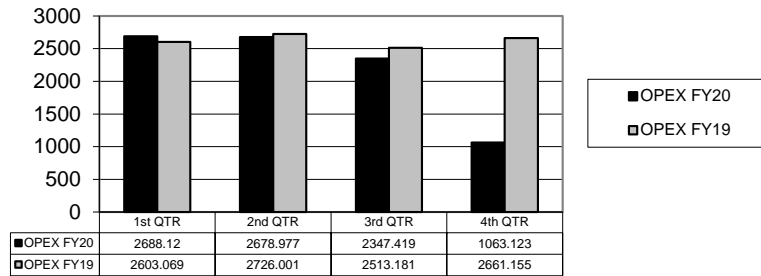
Fixed Route Operating Expense *Thousands*



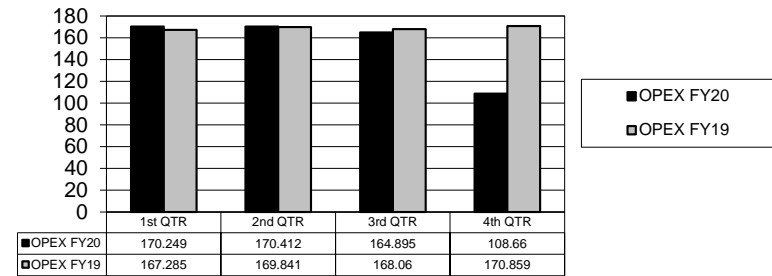
Fixed Route Passenger Revenue *Thousands*



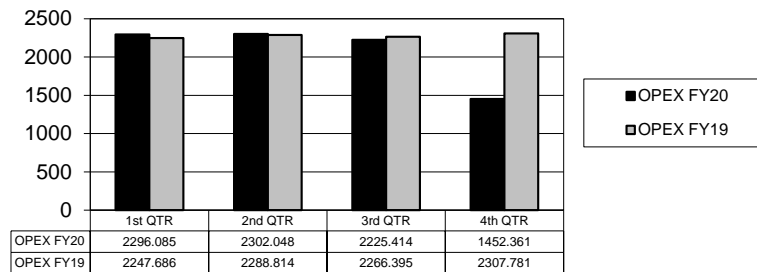
Fixed Route Ridership *Thousands*



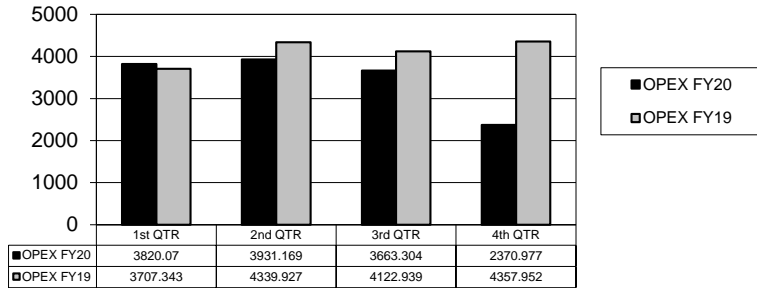
Fixed Route Revenue Hours *Thousands*



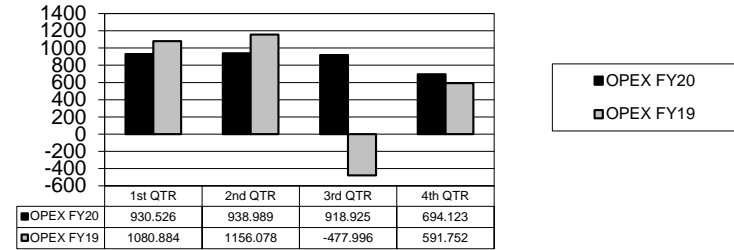
Fixed Route Revenue Miles *Thousands*



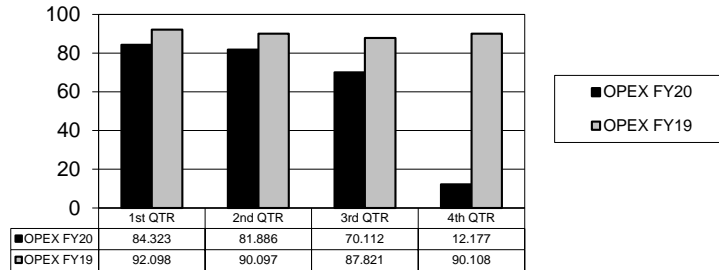
Demand Response Operating Expense
Thousands



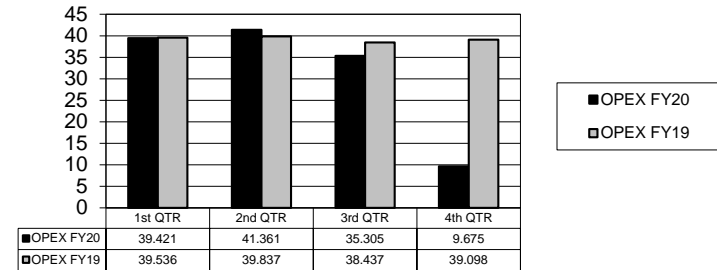
Demand Response Passenger Revenue
Thousands



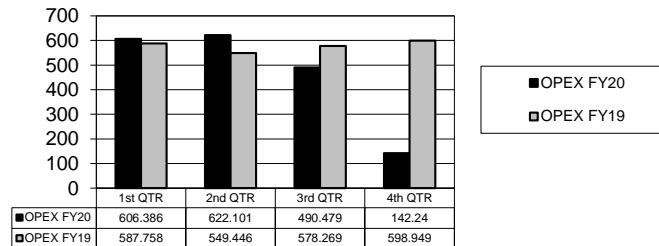
Demand Response Ridership
Thousands



Demand Response Revenue Hours
Thousands



Demand Response Revenue Miles
Thousands



Statement of Operations Fiscal Year: 2020

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

<u>Actual</u>	<u>Budget</u>	<u>Fav/(Unf)</u>	<u>% of Budget</u>	<u>Operating Revenues</u>
985,850	3,539,500	(2,553,650)	28%	Passenger Fares
10,373	83,750	(73,377)	12%	Measure I Subsidy - Fares
2,136,582	1,975,479	161,103	108%	Measure I - Operating
332,811	332,811	0	100%	Measure I CTSA - Operating
64,937	195,872	(130,935)	33%	Measure I Rail - Operating
273,988	382,500	(108,512)	72%	LCFS - Credits
636	73,568	(72,932)	1%	LCTOP Operating
135,000	173,750	(38,750)	78%	Auxillary Transportation Revenue
(612,912)	12,500	(625,412)	0%	Non-Transportation Revenue
7,042,878	11,026,361	(3,983,483)	64%	LTF Operating
(1,375,378)	634,371	(2,009,749)	-217%	STAF Operating
0	17,250	(17,250)	0%	Other - TCC Program
64,379	34,812	29,567	0%	JARC - Operating Assistance
8,611,141	4,391,719	4,219,422	196%	Capital Funds for Operations
17,670,285	22,874,241	(5,203,956)	77%	Total Revenues

Operating Expenses

6,460,263	8,940,385	2,480,122	72%	Labor
11,529,022	4,675,072	(6,853,951)	247%	Fringe Benefits
719,327	997,960	278,633	72%	Services
(571,866)	1,689,044	2,260,910	-34%	Materials and Supplies
1,398,632	1,375,006	(23,627)	102%	Occupany
2,023,461	2,006,209	(17,252)	101%	Casualty and Liability
1,313	13,750	12,437	10%	Taxes and Fees
1,849,181	2,957,856	1,108,674	63%	Purchased Transportation
274,580	219,758	(54,822)	125%	Printing and Advertising
3,807	(10,798)	(14,604)	-35%	Miscellaneous Expense
0	0	0		Lease and Rental
23,687,720	22,864,242	(823,478)	104%	Total Operating Expense
(6,017,435)	10,000	(6,027,435)		Net Gain (Net Loss)

YEAR-TO-DATE: June 2020

<u>Actual</u>	<u>Budget</u>	<u>Fav/(Unf)</u>	<u>% of Budget</u>
11,348,642	14,158,000	(2,809,358)	80%
195,618	335,000	(139,383)	58%
8,063,021	7,901,918	161,103	102%
1,331,243	1,331,243	0	100%
346,557	783,490	(436,933)	44%
2,385,924	1,530,000	855,924	156%
300,733	294,270	6,463	102%
685,699	655,000	30,699	105%
130,927	50,000	80,927	262%
40,121,961	44,105,444	(3,983,483)	91%
527,734	2,537,483	(2,009,749)	21%
-	69,000	(69,000)	0%
347,854	139,246	208,608	0%
19,568,822	17,566,874	2,001,948	111%
85,354,734	91,456,968	(6,102,234)	93%
31,705,409	35,761,539	4,056,130	89%
24,298,625	18,700,288	(5,598,338)	130%
2,747,405	3,954,342	1,206,937	69%
4,483,032	6,754,675	2,271,643	66%
4,859,223	5,546,523	687,300	88%
8,057,113	8,024,836	(32,277)	100%
36,117	55,000	18,883	66%
10,173,138	11,831,424	1,658,285	86%
772,279	873,033	100,754	88%
(80,705)	(44,691)	36,015	181%
-	-	0	0%
87,051,637	91,456,968	4,405,331	95%
(1,696,903)	(0)	(1,696,902)	

DATE: September 2, 2020

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

THROUGH: Erin Rogers, CEO/General Manager

FROM: Joseph Mercurio, Accounting Manager

SUBJECT: INVESTMENT STATUS

FORM MOTION

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

BACKGROUND

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

SUMMARY

All of the Agency's investments are invested with the Local Agency Investment Fund (LAIF) and Union Bank. Please refer to the attachment for the investment activity of the Agency for the period of April-June, 2020. Sufficient funds are available to meet the obligations of the Agency for the next thirty-one days.

ER:JM

OMNITRANS
Treasurer's Report
Quarter ending June 2020

Institution - Investment Type	Description	Starting Balance	Deposits	Disbursements	Interest Yield	Ending Balance
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Cash and Investments Under the Direction of the Treasurer

Local Agency Investment Fund		\$ 44,309,500.73				
	Interest for QTR	\$ 249,564.20	\$ (3,350,000.00)	1.73%		
		\$ 5,000,000.00	\$ (4,600,000.00)	1.57%		
			\$ (2,200,000.00)	1.23%		
				1.18%		
		\$ 49,559,064.93	\$ (10,150,000.00)			
Net LAIF Funds			\$ 39,409,064.93			\$ 39,409,064.93
Fair Marketing Value	Fair Value Factor			1.004912795		\$ 39,602,673.59
Union Bank Money Market GMRA		\$ 3,388,197.04				
	Interest	\$ 1,724.81		0.25%		
		\$ 214,386.50	\$ (138,758.85)			
		\$ 3,604,308.35	\$ (138,758.85)			
			\$ 3,465,549.50			\$ 3,465,549.50
Union Bank Money Market Caltrans Capital Project Funds		\$ 12,073,196.58				
	Interest	\$ 5,936.26		0.25%		
		\$ 68,445.00	\$ (486,406.49)			
		\$ 12,147,577.84	\$ (486,406.49)			
			\$ 11,661,171.35			\$ 11,661,171.35
Union Bank Money Market West Valley Corridor Project		\$ 150,706.40				
	Interest	\$ 76.34		0.25%		
		\$ 150,782.74				
			\$ 150,782.74			\$ 150,782.74
Union Bank Money Market CTSA		\$ 7,734,675.62				
	Interest	\$ 3,995.76		0.25%		
		\$ 593,379.59	\$ (422,886.03)			
		\$ 8,332,050.97	\$ (422,886.03)			
			\$ 7,909,164.94			\$ 7,909,164.94
Chase Bank -CTSA ACH Debit		\$ 28,622.78				
		\$ 25,808.76	\$ (20,540.65)			
		\$ 54,431.54	\$ (20,540.65)			
			\$ 33,890.89			\$ 33,890.89
		\$ 1,001,054.37				
	Passenger	\$ 982,804.15				
	Grants' Revenue	\$ 33,085,750.35				
	Miscellaneous Revenue	\$ 2,414,302.65				
	Transfers From (To) LAIF	\$ 10,150,000.00	\$ (5,000,000.00)			
	Transfers From (To) GMRA	\$ 241,872.93	\$ (213,750.63)			
	Transfers From (To) CTSA	\$ 717,082.57	\$ (593,379.59)			
	Transfers From (To) WV Corridor Project		\$ -			
	Accounts Payable		\$ (32,033,339.92)			
	Payroll and Payroll Taxes		\$ (8,161,689.33)			
	Employee Benefits		\$ (1,310,096.22)			
	Bank Service Charge		\$ (7,356.44)			
		\$ 48,592,867.02	\$ (47,319,612.13)			
	Net Union Bank Operating Funds		\$ 1,273,254.89			\$ 1,273,254.89
Petty Cash		\$ 9,200.00				\$ 9,200.00

Cash and Investments Under the Direction of Fiscal Agents

Union Bank	\$ 150,000.00				
Pacific Claims Management		\$ 150,000.00		\$ 150,000.00	

Total Cash & Investments \$ 64,255,687.90

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

Prepared by: _____
Joe Mercurio, Accounting Manager

Approved by: _____
Erin Rogers, CEO/General Manager, Treasurer

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

DATE: September 2, 2020

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

FROM: Erin Rogers, CEO/General Manager

SUBJECT: PAYROLLS AND WARRANTS FOR APRIL-JUNE 2020

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

Payroll Period	Amount	Register #
04/01/20-04/30/20	\$ 808,034.12	07-08
05/01/20-5/31/20	\$ 827,247.64	09-10
06/01/20-06/30/20	\$ 1,203,240.43	11-12

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

Payroll Period	Amount	Register #
04/01/20-04/30/20	\$2,068,384.87	07-08
05/01/20-05/31/20	\$1,961,124.20	09-10
06/01/20-06/30/20	\$2,664,042.76	11-12

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

Register Date	Amount	Register #
04/01/20-04/30/20	\$ 4,741,696.91	1076-1081
05/01/20-05/31/20	\$ 4,419,997.93	1082-1086
06/01/20-06/30/20	\$ 22,862,788.28	1087-1091

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

ER:JM

ITEM # E8

DATE: September 2, 2020

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

THROUGH: Erin Rogers, CEO/General Manager

FROM: Shawn Brophy, Director of Operations

**SUBJECT: UPDATE ON THE TRANSITION OF THE PURCHASED
TRANSPORTATION SERVICE CONTRACT**

FORM MOTION

Receive and file an informational update on the transition of the contract for Purchased Transportation from MV Transportation to First Transit, Inc.

This item was reviewed by the Executive Committee at its July 10, 2020 meeting and forwarded to the Board of Directors to receive and file.

BACKGROUND

Omnitrans utilizes the services of a contractor to operate OmniAccess, Omnitrans' complementary paratransit service as required by the Americans with Disabilities Act (ADA) and OmniGo, a small bus fixed route service. The current contract for these services expires June 30, 2020.

On March 4, 2020, Omnitrans' Board of Directors awarded contract RFP-ST20-03 to First Transit, Inc. The contract term extends from April 1, 2020 through to June 30, 2023 with the authority to exercise two (2) two-year options ending no later than June 30, 2027, for a total not-to-exceed amount of \$115,721,097, if all option years are exercised.

The contract includes additional small bus fixed route service on weekends and a new Microtransit service, a shared-use, on-demand service similar to services provided by Transportation Network Companies (TNCs) such as Uber and Lyft. The Microtransit service is scheduled to begin September 8, 2020.

Beginning in April, Omnitrans staff began working with the corporate and local management teams of both MV Transportation and First Transit, Inc. to develop a detailed contract transition plan. The transition plan was used to provide guidance and focus the efforts of the project team. The transition plan included items such as transition of staff, coordination with the union regarding the staff transition, installation of IT hardware and software, inspections of fleet and facilities, and

the planning and development of the Microtransit service. Staff were on site overseeing the transition and also participated in weekly update calls with both contractors to ensure that all activities identified in the transition plan were being completed in a timely manner.

In addition, Omnitrans staff have been collaborating with First Transit, Inc, and subcontractor RideCo, to develop the Microtransit service, which is being branded as OmniRide. The OmniRide service is being designed to improve the passenger experience by reducing travel time, decreasing walking distance and increasing service frequency. OmniRide is scheduled to start on September 8, 2020. The service will operate throughout the City of Chino Hills Monday through Friday, from 6am to 8pm. Initial deployment is a two-year pilot program in the Chino Hills area with five single option years.

These services were significantly impacted by the COVID-19 pandemic as OmniAccess customers generally fall within the demographic categories deemed at risk in relation to COVID-19. Overall, OmniAccess ridership fell by eighty-six percent (86%) and fixed route ridership fell by sixty-two (62%).

CONCLUSION

Receive and file this informational update on the transition of the contract for Purchased Transportation from MV Transportation to First Transit, Inc.

ER:SB:AM

Attachment A: PowerPoint Presentation



UPDATE ON THE TRANSITION OF THE PURCHASED TRANSPORTATION SERVICE CONTRACT

**Board of Directors
September 2, 2020**



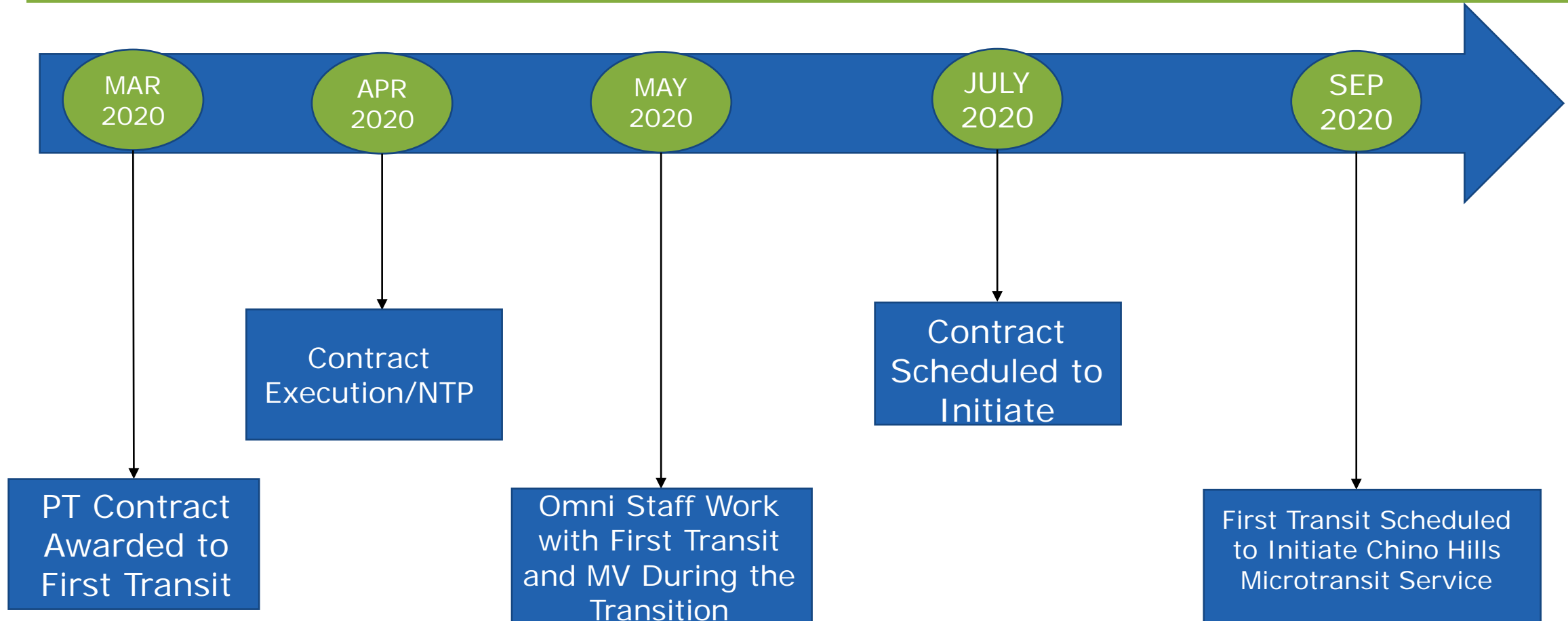
BACKGROUND

- **Americans with Disabilities (ADA) Act 49 CFR 37.43(a) mandates complementary paratransit service**
- **Omnitrans operates its complementary paratransit service (Access) and OmniGo service under contract**
- **Omnitrans requires qualified firm(s) to operate its Access and OmniGo services**
- **The current contract for Purchased Transportation Services expires June 30, 2020**

CONTRACT TRANSITION

- **PT contract awarded to First Transit at the March Board of Directors Meeting.**
- **Contract term beginning April 1, 2020 through June 30, 2023, with authority to exercise two (2) two-year options through June 30, 2027.**
- **Amount awarded is \$115,721,097 if all option years are exercised.**
- **First Transit will operate the ADA paratransit service (Access), the contracted fixed routes (OmniGo) and a new Microtransit pilot service (OmniRide) in Chino Hills.**

PT CONTRACT TIMELINE



CONTRACT TRANSITION ACTIVITIES



- **Development of Transition Plans by both Contractors**
- **Transition of staff from MV to First Transit**
- **Inspection of Omnitrans owned fleet and facilities**
- **Installation of camera systems on new Omnitrans fleet vehicles**
- **IT hardware/software transition between contractors**
- **Transition of responsibility of Omnitrans fleet and facilities to First Transit**
- **Identified vehicles for the Microtransit service**
- **Worked with third party software firm to develop the app for the Microtransit service**

COVID-19 SERVICE IMPACTS



- **Negatively impacted Access service ridership**
- **Access passengers are the at-risk demographic**
- **Closed major trip generators for Access service (workshops, senior centers, adult day programs, etc.)**
- **Reduced demand for Access by 86%**

INCREASED CONTRACTED FIXED ROUTE



- **Fixed route ridership decreased by 62%**
- **Increased fixed route hours assigned to purchased transportation contract to match demand during service reduction**
- **Contracted fixed routes more cost efficient for low ridership routes**
- **Assigned additional 15,363 hours to contract fixed route services**

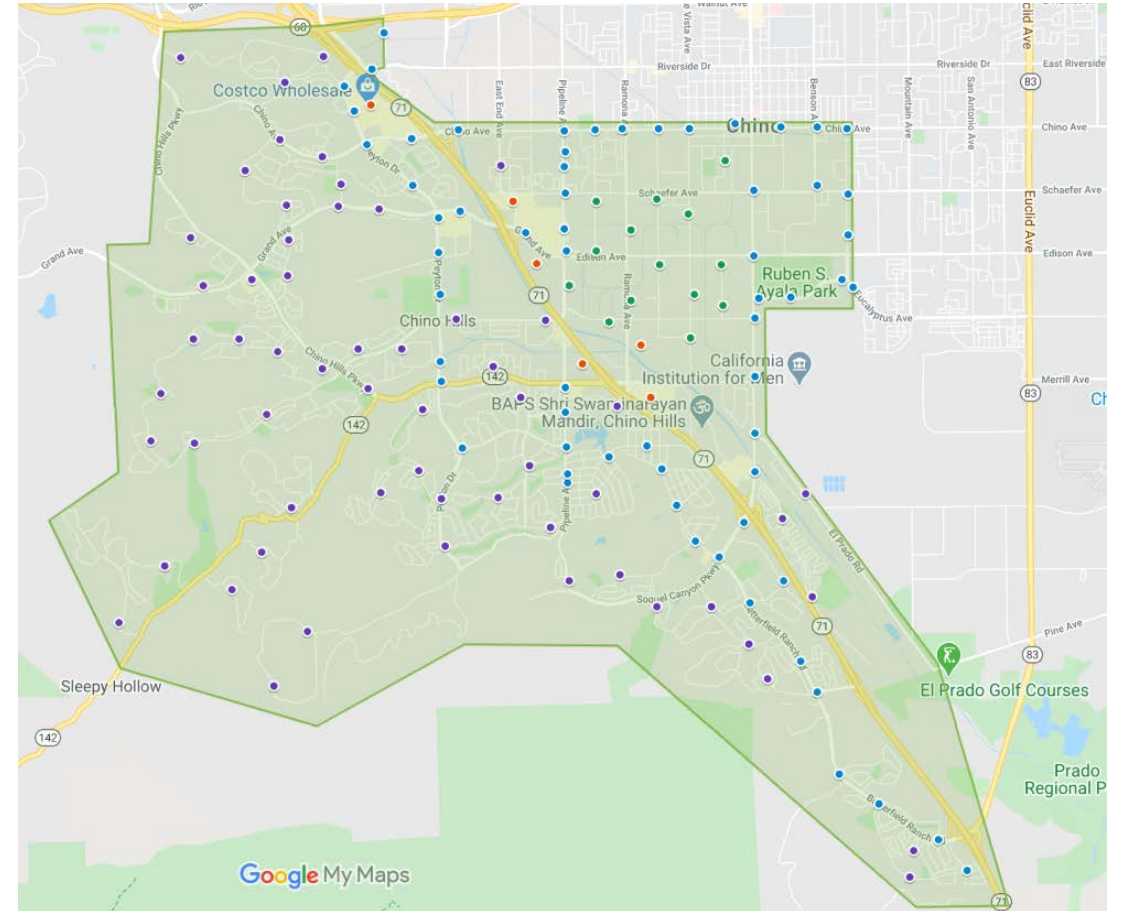
CHINO HILLS MICROTRANSIT PILOT



- MicroTransit is a reservation-based, on-demand shared transit service, similar to Uber and Lyft.
- Operated by Omnitrans contractor First Transit using contractor employees not independent contractors
- Safety, Insurance, FTA Drug & Alcohol requirements are stricter than Uber/Lyft.
- Pilot is named OmniRide

SERVICE HOURS & CHARACTERISTICS

Service Days	Monday-Friday
Service Hours	6:00am-8:00pm
Expected Average Wait Time	<15 minutes
Expected Average Travel Time	<15 minutes
Expected share of shared rides	>75%





THANK YOU

ITEM # E9

DATE: September 2, 2020

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

FROM: Erin Rogers, CEO/General Manager

**SUBJECT: BOARDROOM TECHNOLOGY, AGENDA MANAGEMENT SYSTEM
AND FUTURE MEETINGS**

FORM MOTION

Receive and file update on Boardroom technology, agenda management system, and potential transition back to in-person meetings.

This item was reviewed by the Executive Committee at its July 10, 2020 meeting and forwarded to the Board of Directors to receive and file.

BACKGROUND

Prior to the COVID-19 pandemic, Omnitrans staff began the process of updating the technology that supports Board and Committee Meetings. These updates include: 1) the technology in the Boardroom such as displays, presentation control, sound, and telephonic equipment; and 2) implementation of an agenda management software, which adds efficiency to developing Board and Committee agendas, allows for more efficient paperless functionality for agendas, and in voting technology/capability. This staff report provides an update on these initiatives.

Both projects are approaching completion and will ultimately aide in the transition back to in person meetings. Staff has been reviewing multiple options for a return to in-person meetings or hybrid in-person meetings. Staff seeks guidance on the Board's desire and concerns as alternatives are considered to transition back to in-person meetings.

Boardroom Upgrades

The primary display, sound, presentation, and telephonic technology in the Boardroom was last updated in approximately 2006. This equipment has reached the end of its useful life and components are difficult to replace. In an effort to upgrade the legacy technology in the Boardroom the following upgrades are underway:

- Replacing all displays in the Boardroom to improve readability and visibility of presentations.
- Adding additional technology at the speaker podium to better facilitate presentations.

- Upgrading the PA system to resolve sound system issues with the Boardroom audio and to ensure reliable connectivity for members to participate via teleconference.
- Installing technology including cameras that will make the Boardroom a “Zoom Room” allowing for web conferencing materials in the Boardroom which may allow for hybrid meetings, to allow Board Members and members of the public to participate in-person or remotely.

Omnitrans IT Department has led this effort and upgrades are being managed in house to minimize costs.

Agenda Management Software Project

To maximize efficiency and streamline the agenda creation, review and distribution process, staff has worked to implement PrimeGov’s automated committee, agenda and meeting management. PrimeGov was selected after receiving input from colleagues at peer agencies and after considering offerings from Granicus, Provox Systems Inc., Board Docs., and PrimeGov. PrimeGov was selected as the most cost-effective option and Omnitrans entered in to a 5-year contract for a total cost of \$35,000. A project team was developed that includes staff from various departments and weekly meetings are held with PrimeGov to review the project status.

PrimeGov is a cloud-based product, and therefore the system can be accessed from any device or smartphone. Once fully implemented members will be able to view their agendas, make annotations and vote directly from their device. PrimeGov helps create greater capabilities for the Members to access the agendas electronically and supports the Agency goal of transitioning to a paperless process. Additionally, PrimeGov automates the creation of the agenda, streamlines meeting management including minute creation and enhances meeting voting.

Staff is currently completing the backend elements of automating agenda creation and meeting management. Committee meetings starting with the July 2020 Executive Committee will be run in dual mode to test PrimeGov while also continuing current practices to ensure the transition to PrimeGov is seamless.

A full transition to PrimeGov for meeting management including voting is tentatively scheduled for the October 2020 Board Meeting. Prior to going live, the Board will be offered training on the software with a focus on the voting module.

Transition to In-Person Meetings

The Governor of California’s Executive Orders N-25-20, N-29-20, and N-35-20 allowed public meetings to be held virtually and remain in compliance with the Brown Act. These executive orders are still in place, however, many of our JPA members and similar local agencies have begun to meet in-person, or at least explore meeting in-person. Initially, staff seeks Board input on the desire to resume in-person meetings.

Should the Board desire moving towards in person meeting, staff has evaluated options to maintain social distancing in an in-person Board or Committee meeting.

The initial approach would be to offer hybrid meetings. This will allow Board Members that desired to come in to participate in the Boardroom to do so, while still offering the Zoom meeting format to Members to provide a virtual alternative. This approach could work for all Committee meetings and up to the point where approximately 12 Board Members desired to participate in-person.

Once more than 12 Board Members desire to participate in person, Omnitrans would open both the Boardroom and the Library Conference Room to Board Members. An Audio and Video link will connect the Library Conference Room to the main conference room. The public will be provided the same access to participate from the public conference room.

Since many Board Members serve on both Omnitrans and SBCTA Boards, and since many of these meetings are back-to-back, Omnitrans will work to coordinate any transition back to in-person meeting with SBCTA.

CONCLUSION

Receive and file this report on technology upgrades to support Board and Committee meetings.

ER:AB:ME

ITEM # E10

DATE: September 2, 2020
TO: Board Chair Avila and Members of the Omnitrans Board of Directors
THROUGH: Erin Rogers, CEO/General Manager
FROM: Jeremiah Bryant, Director of Strategic Development
SUBJECT: WEST VALLEY CONNECTOR PROJECT UPDATE

FORM MOTION

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

This item was reviewed by the Plans & Programs Committee at its July 22, 2020 meeting and forwarded to the Board to receive and file.

BACKGROUND

The West Valley Connector (WVC) is the second Bus Rapid Transit (BRT) line planned for implementation in the San Bernardino Valley. As part of a future connected system of sbX lines, the project will have similar features to the sbX Green Line, such as dedicated bus lanes, transit signal priority, and enhanced stations.

In 2017, the Omnitrans Board of Directors and the San Bernardino County Transportation Authority (SBCTA) Board of Directors approved a cooperative agreement between the two agencies, which designated SBCTA as the lead agency responsible for design, environmental clearance, right-of-way acquisition, and construction of the WVC project.

Project Status

As the lead agency under California Environmental Quality Act, the SBCTA Board of Directors approved the Environmental Impact Report (EIR) on May 6, 2020. Subsequently on June 12, 2020, the Federal Transit Administration, as the lead agency under National Environmental Policy Act, approved the Finding of No Significant Impact (FONSI). The EIR/FONSI environmentally clears two phases of the project:

- Phase 1 from the Downtown Pomona Metrolink Station to Victoria Gardens, including 3.5 miles of dedicated bus lanes in both directions on Holt Boulevard in Ontario with center median stations; and,
- Phase 2 from Ontario International Airport to Kaiser Permanente Medical Center.

Phase 1 is expected to reduce travel time from end to end of the corridor by 28%, and to achieve an average weekday ridership of 6,000 to 7,400, depending on the growth of Ontario International Airport, of which 2,200 to 2,700 are expected to be new riders.

Construction of Phase 2 alignment is scheduled to occur after the completion of Phase 1 when funding is available. As part of the phased approach, the San Bernardino County Transportation Authority (SBCTA) Board approved enhancing the existing local bus service frequency on Haven Avenue in advance of Phase 2, recognizing that planned development efforts underway may result in increased demand for service along Haven Avenue before Phase 2 is implemented.

SBCTA and Omnitrans were recently awarded \$15 million in Transit and Intercity Rail Capital Program (TIRCP) funds from the State of California for electric buses for Phase 1 of the WVC. SBCTA plans to apply for State funding for Phase 1 of the project through the Solutions for Congested Corridors Program, as well as submit a rating package for an FTA Small Starts grant in August 2020. (As the FTA designated recipient, Omnitrans will be the lead applicant on the Small Starts application).

SBCTA and its consultant team are now developing 65% design documents and will begin the right-of-way acquisition activities for Phase 1 of the WVC project in October 2020 upon approval by the SBCTA Board. As Omnitrans will be the operator of the new sbX line, Omnitrans staff continues to participate in meetings and provide input to SBCTA, including facilitating review of the design of station amenities, platforms, and IT systems for the corridor.

Project Decision Points

The EIR/FONSI reflects the planned use of 60-foot articulated vehicles similar to the sbX Green Line vehicles. SBCTA and Omnitrans are considering the use of 40-foot electric vehicles in order to make use of available grant funds for electric vehicles, as 60-foot electric vehicles are not currently available on the market that meet Omnitrans' operational requirements for the corridor. As a result, SBCTA may need to revalidate the EIR/FONSI. Current ridership models predict that 40-foot vehicles can accommodate passenger capacity. Platforms are being designed with flexibility to accommodate both 40-foot and 60-foot vehicles with level ADA boarding.

If the WVC corridor goes forward with 40-foot vehicles, and because of Omnitrans' recent local bus service reductions as well as additional local service reductions that will take place to reduce duplication when the WVC starts operations, there will be space available at the West Valley Operations and Maintenance facility to accommodate the 18 WVC vehicles. Thus, in Phase 1, the WVC may be able to go forward without a new maintenance facility, but instead include electrical infrastructure upgrades at the West Valley facility and on-route chargers to achieve needed battery range. A new maintenance facility may still be needed in the future to accommodate a conversion to 60-foot vehicles to operate the corridor and the build-out of Phase 2.

Omnitrans, SBCTA, consultants, and contractors will continue to work in close coordination. Pending available funding sources, the corridor is currently planned to start operations in 2024.

CONCLUSION

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

ER:JB:AMJ

ITEM # E11

DATE: September 2, 2020

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

THROUGH: Erin Rogers, CEO/General Manager

FROM: Nicole Ramos, Director of Marketing & Communications

SUBJECT: **COVID-19 RESPONSE CUSTOMER SURVEY REPORT**

FORM MOTION

Receive and file this staff report on the findings from the COVID-19 Response Customer Survey conducted in May 2020.

This item was reviewed by the Executive Committee at their July 10, 2020 meeting and the Plans & Program Committee at its July 22, 2020 meeting and forwarded to the Board of Directors to receive and file.

BACKGROUND

As our community continues to navigate the COVID-19 public health crisis and its unprecedented challenges, Omnitrans solicited customer feedback and opinion related to its emergency response and the outlook ahead.

The online survey was provided in English and Spanish from May 5-31, 2020. Questions explored Omnitrans customers' riding patterns during the pandemic, impact on employment status, evaluation of communications and safety measures, and level of comfort resuming public transit use. The survey also asked customers what additional safety measures they would like to see implemented.

Omnitrans promoted the survey via:

- website and social media channels,
- e-newsletter, with a listserve of over 4,700 subscribers,
- a text message link to 4,125 Token Transit mobile fare users,
- onboard audio ads.

A total of 409 survey responses were received. All responses were anonymous, and optional demographic questions were asked for data analysis purposes. Survey results are utilized to measure ridership patterns, perception, and level of satisfaction with Omnitrans' response to the

COVID-19 pandemic. This detailed report is provided to inform the Plans & Programs Committee of survey findings.

Key findings from COVID-19 Response Customer Survey:

- 55% of Omnitrans customers were essential workers, maintaining employment status during the COVID-19 health crisis.
- 1 in 10 customers was laid off as a direct impact of COVID-19.
- During the stay-at-home order, customers indicated a 30% decrease in frequency of Omnitrans use (5+ days per week).
- 25% of riders stopped riding altogether during the stay-at-home order.
- Customers' biggest concern when riding Omnitrans is *other* customers aboard the bus not following health and safety measures in place.
- Customers expressed the most satisfaction with Omnitrans' efforts to keep the public informed of adjustments in a timely manner at a 62% positive rating.
- Omnitrans' website and social media remained the most reliable methods of communication during the emergency service plan.
- 90% of customers indicated they are likely to return to Omnitrans once the stay-at-home order is lifted.
- More than half of customers, 54%, indicated they would feel comfortable riding Omnitrans *as soon as* the stay-at-home order is lifted.

In addition to what is already in effect, customers indicated they would feel safer riding Omnitrans if the following measures were implemented: onboard hand sanitizer dispensers (installed on vehicles in June); additional disinfecting of high-touch areas in the buses throughout the day; enforcing mandatory face coverings for all customers (Required as of June 20); and continuing to limit capacity to 20 passengers per vehicle to allow social distancing.

CONCLUSION

Findings from the COVID-19 Response Customer Survey conducted in May 2020 provide valuable customer insight and reassurance to Omnitrans as we rebuild ridership and work to restore trust in public transit. Feedback will be incorporated into our communications strategy and emergency response efforts.

ER:NR:JH

Attachment A: PowerPoint Presentation



COVID-19 RESPONSE SURVEY

**Board of Directors Meeting
September 2, 2020**



BACKGROUND

Online survey provided in English and Spanish

- Website & social media – *boosted on Facebook to people who like Omnitrans*
- Onboard audio messages
- Sent to 4,708 e-newsletter subscribers
- Text message to 4,125 Token Transit mobile fare customers on May 19, 2020.

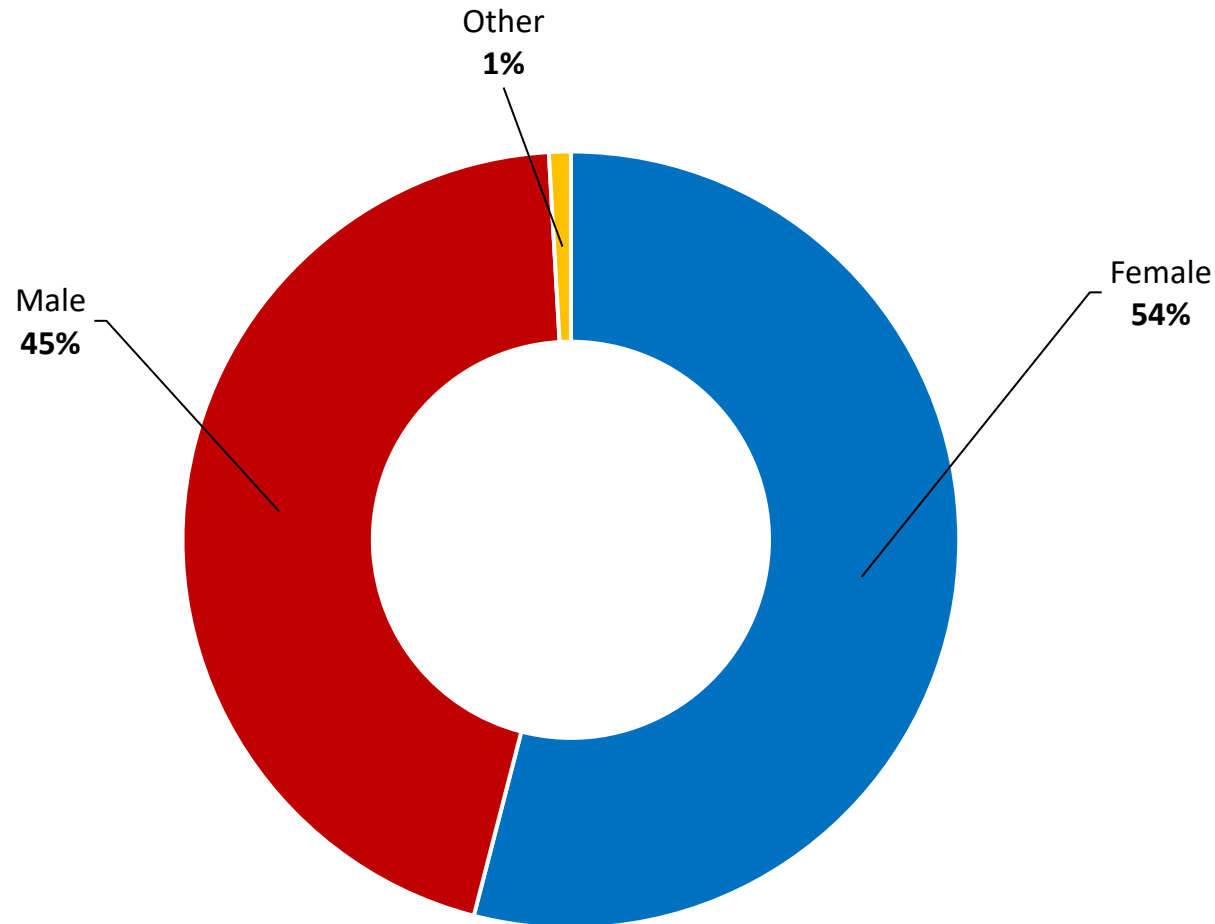
A total of 409 responses were received between May 5-31, 2020.

All survey responses were anonymous, and demographic questions were optional. Omnitrans values the privacy of our customers' personal data and at no point will it be shared with additional parties.

WHAT WE SET OUT TO LEARN:

- **What are the reasons people are riding Omnitrans for during the health crisis?**
- **What are the biggest concerns for our customers?**
- **What are the most effective communication tools to reach our customers?**
- **Which strategies have been the most effective in ensuring safety of our customers?**
- **How likely are customers to return to Omnitrans, and when?**

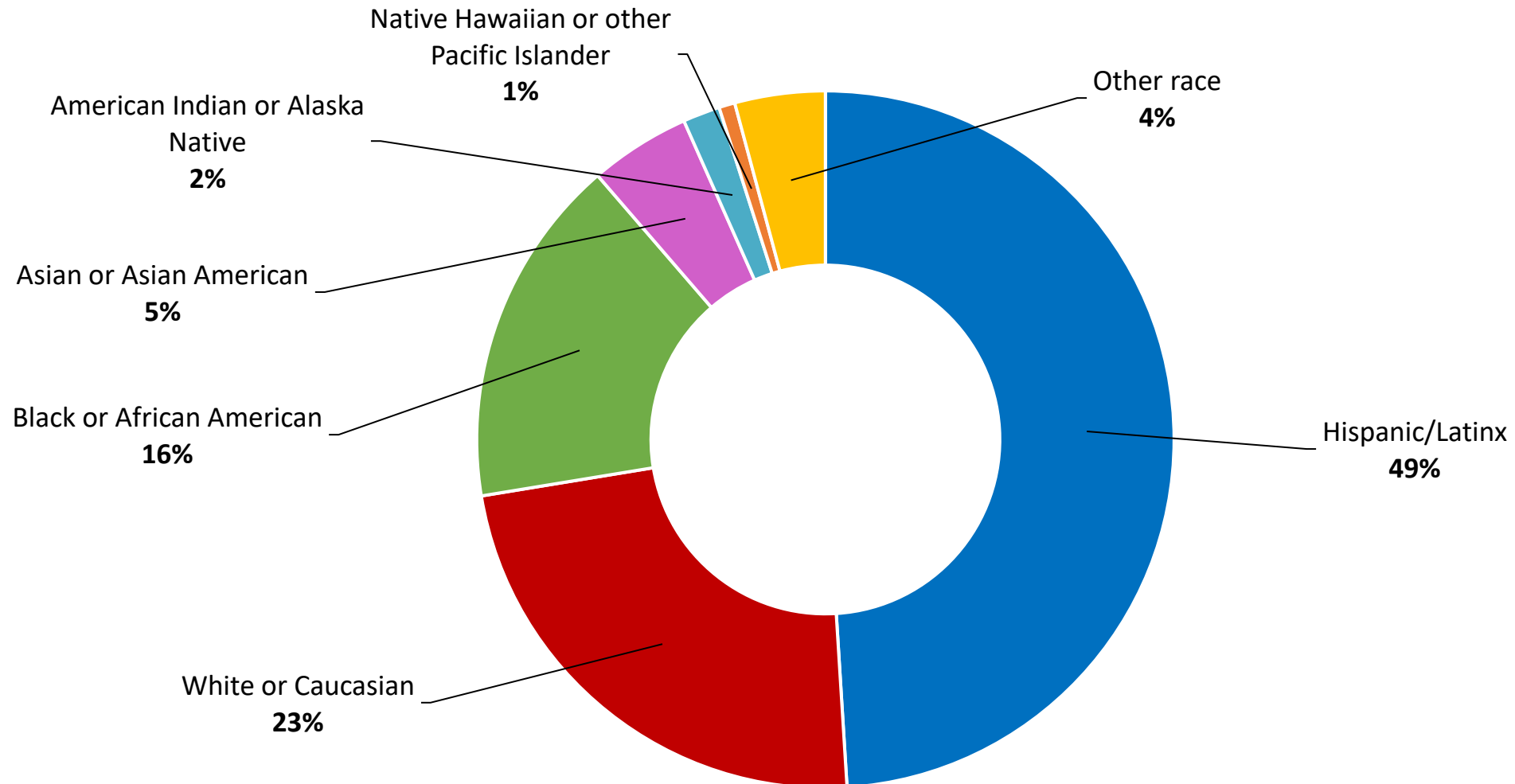
GENDER & LOCATION



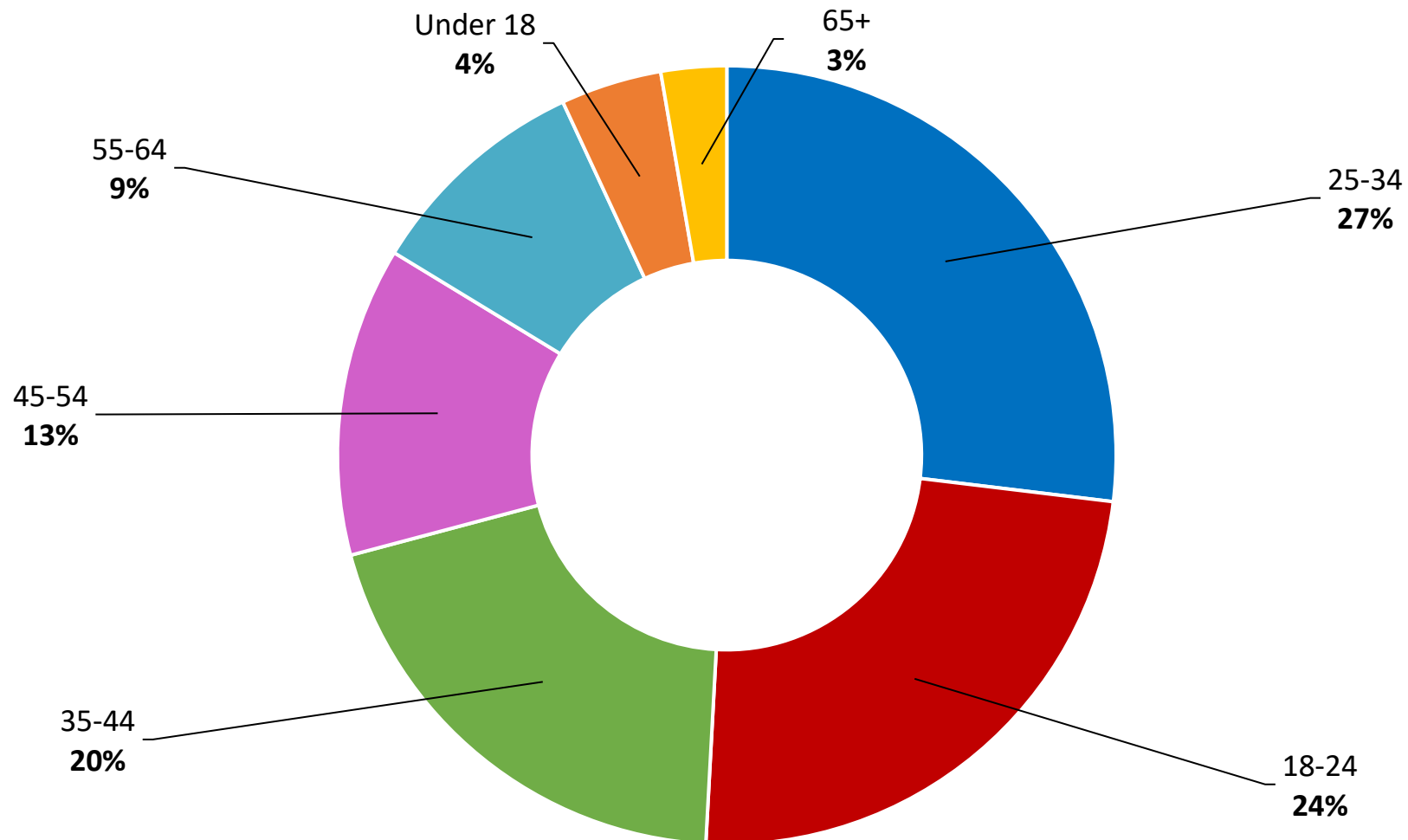
Home City	Percent of Responses
San Bernardino	29%
Fontana	14%
Ontario	9%
Redlands	5%
Rancho Cucamonga	5%
Rialto	5%
Colton	5%
Highland	4%
Montclair	3%
Pomona*	3%
Chino	3%
Upland	3%
Riverside*	2%
Loma Linda	2%
Chino Hills	1%
SB County Unincorporated	1%
Yucaipa	1%
Grand Terrace	0.3%

* - City not in OmniTrans service area. ⁶²

ETHNICITY/RACE

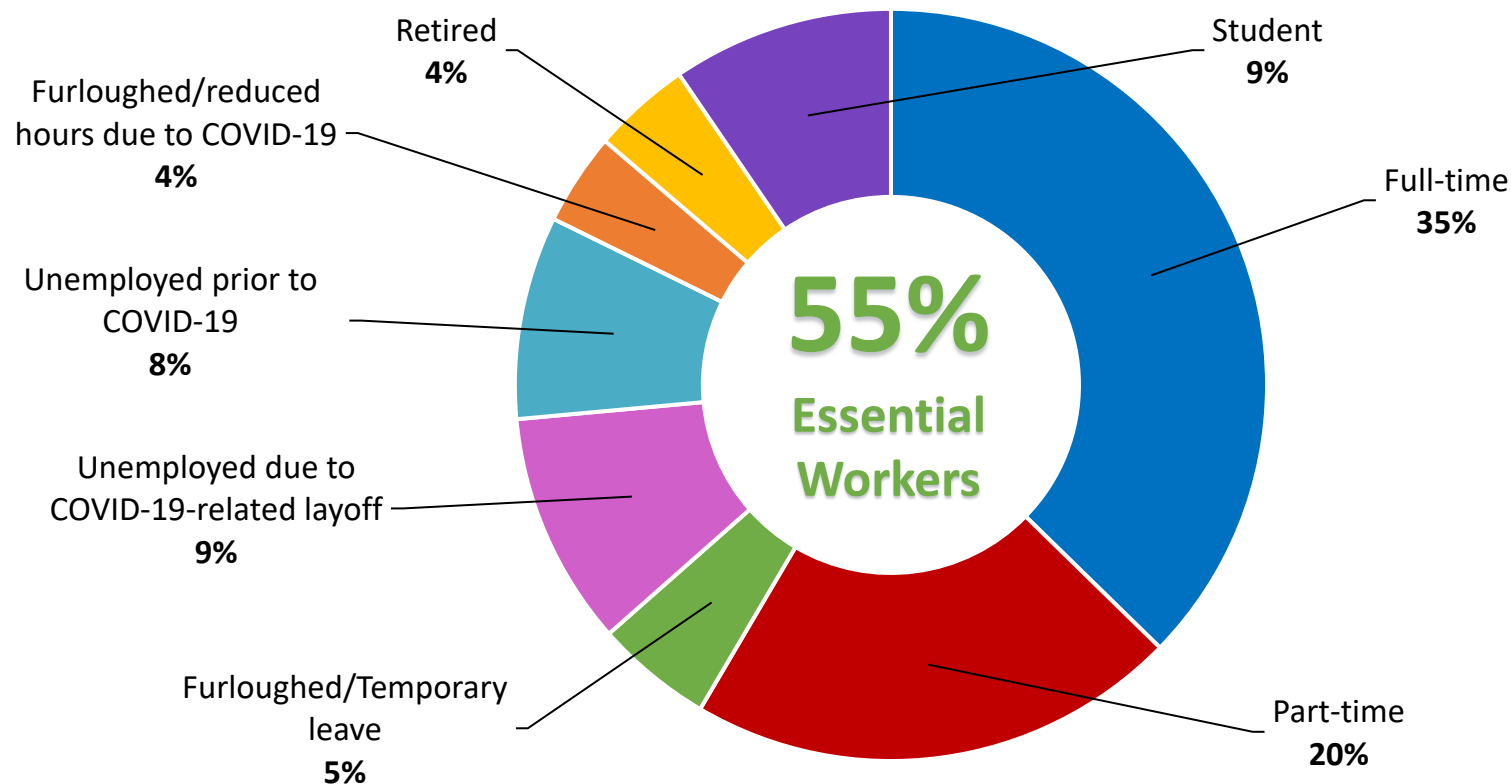


AGE

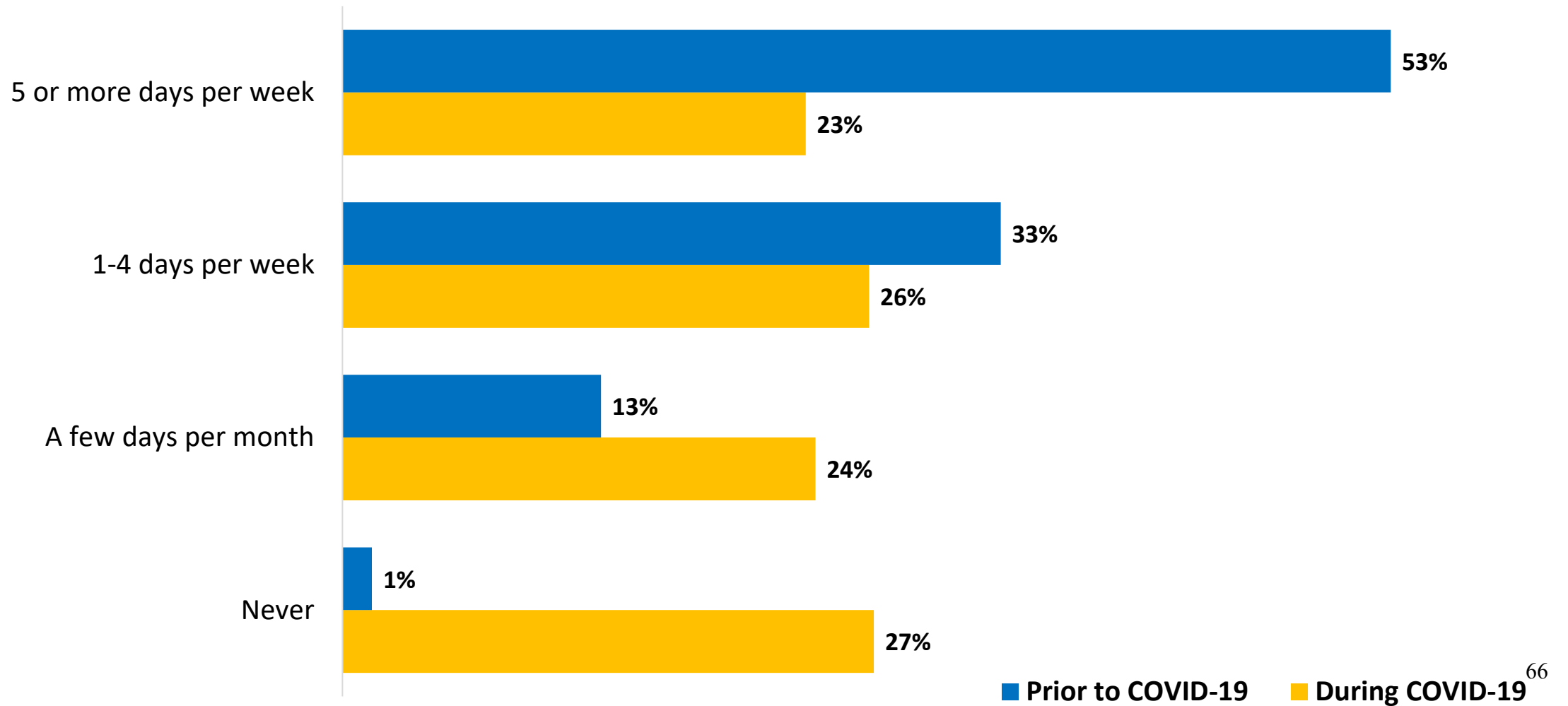


COVID-19 IMPACT ON CUSTOMERS' EMPLOYMENT

- More than half remained employed (FT and PT) during COVID-19.
- 1 in 10 was unemployed as a direct result of COVID-19 layoffs.



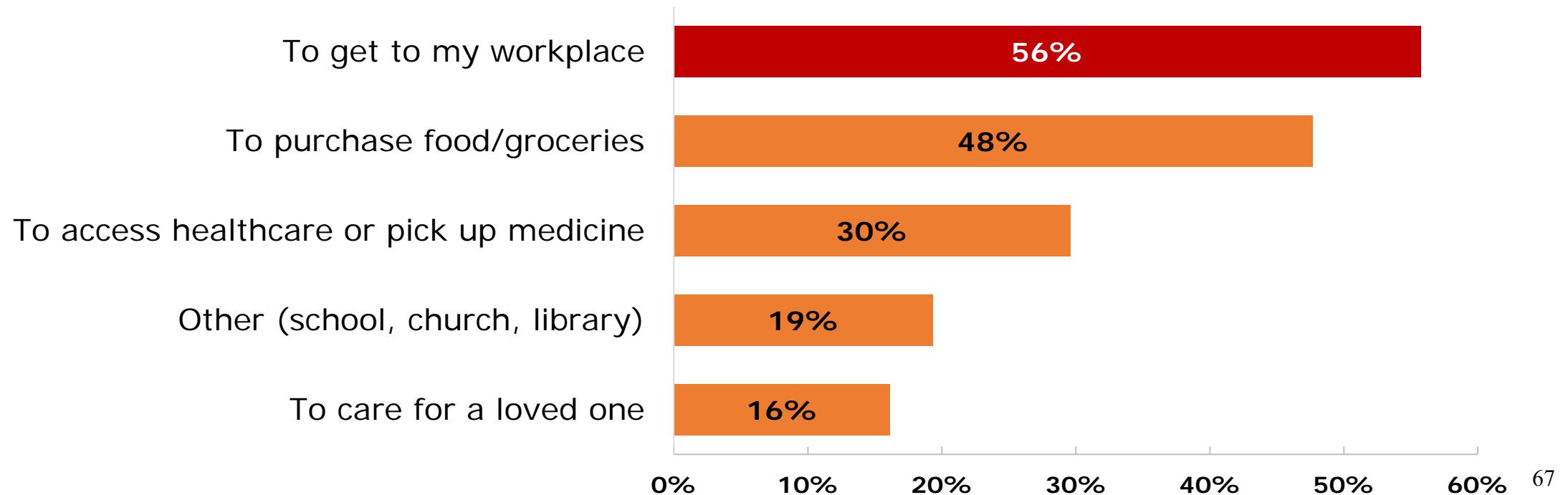
COVID-19 IMPACT ON RIDERSHIP



REASON FOR RIDING DURING COVID-19

More than half of customers described themselves as “essential workers,” riding OmniTrans to their job.

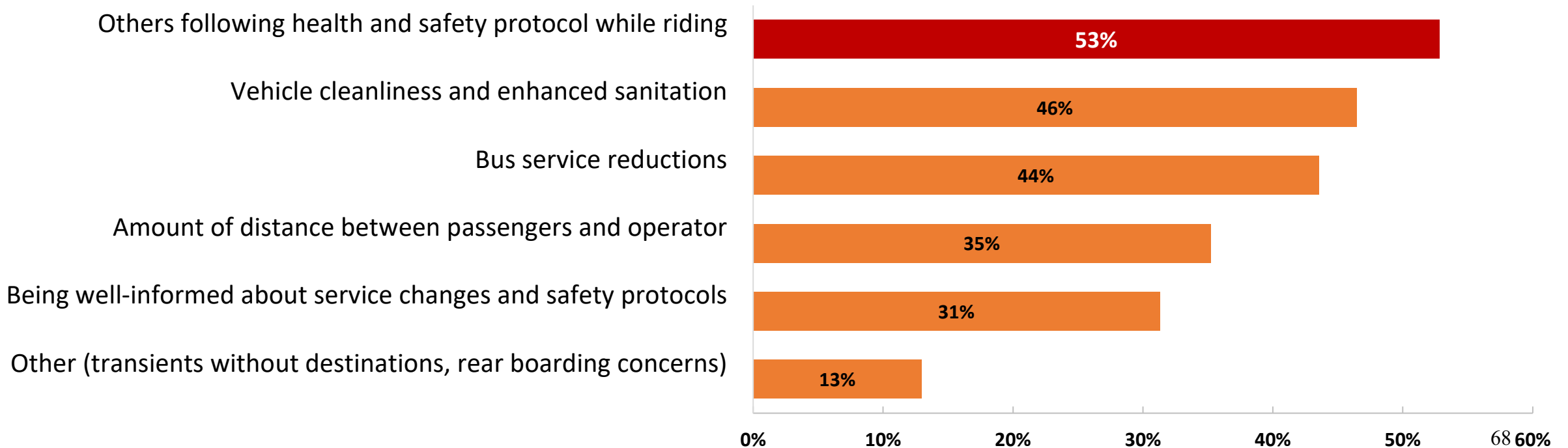
Q3. Currently, what is your primary reason for riding Omnitrans? Select all that apply.



PUBLIC TRANSIT CONCERNS DURING COVID-19

More than half of customers stated that their top concern is fellow passengers abiding by health and safety measures to protect themselves and others.

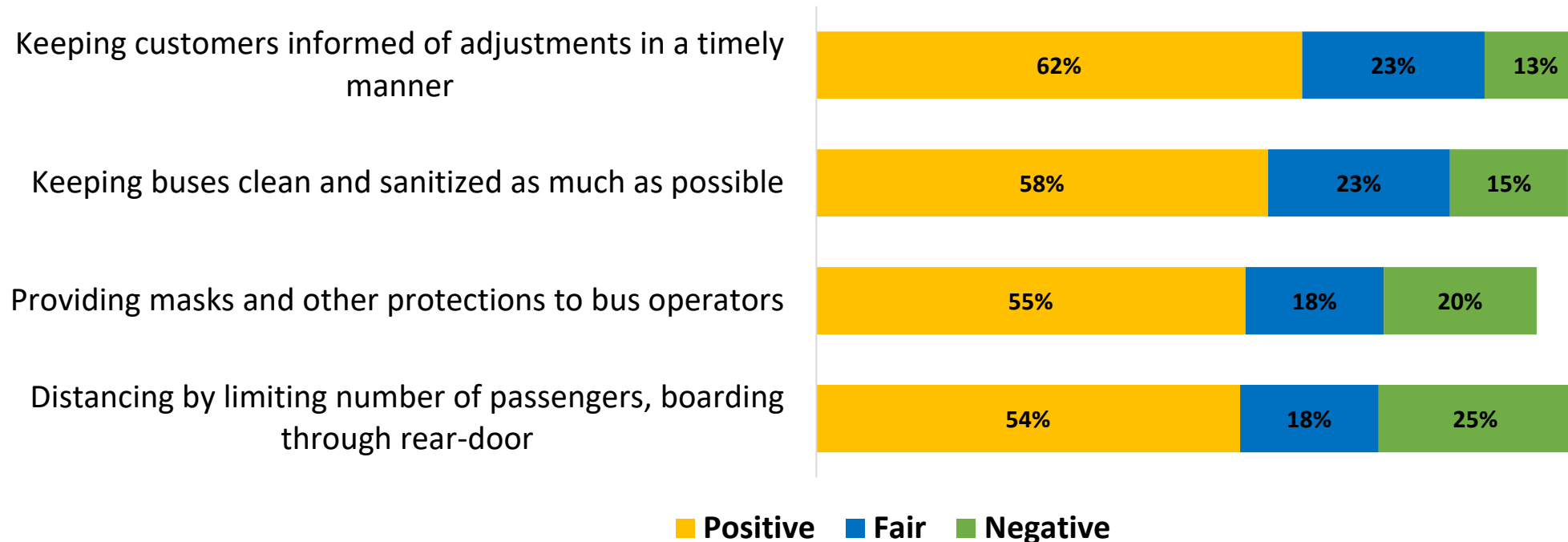
Q4. Do you have any concerns about riding Omnitrans during COVID-19? If so, select all that apply:



RATING OMNITRANS' RESPONSE TO COVID-19

Customers expressed mostly *positive* satisfaction with four procedures implemented to help prevent spread of COVID-19.

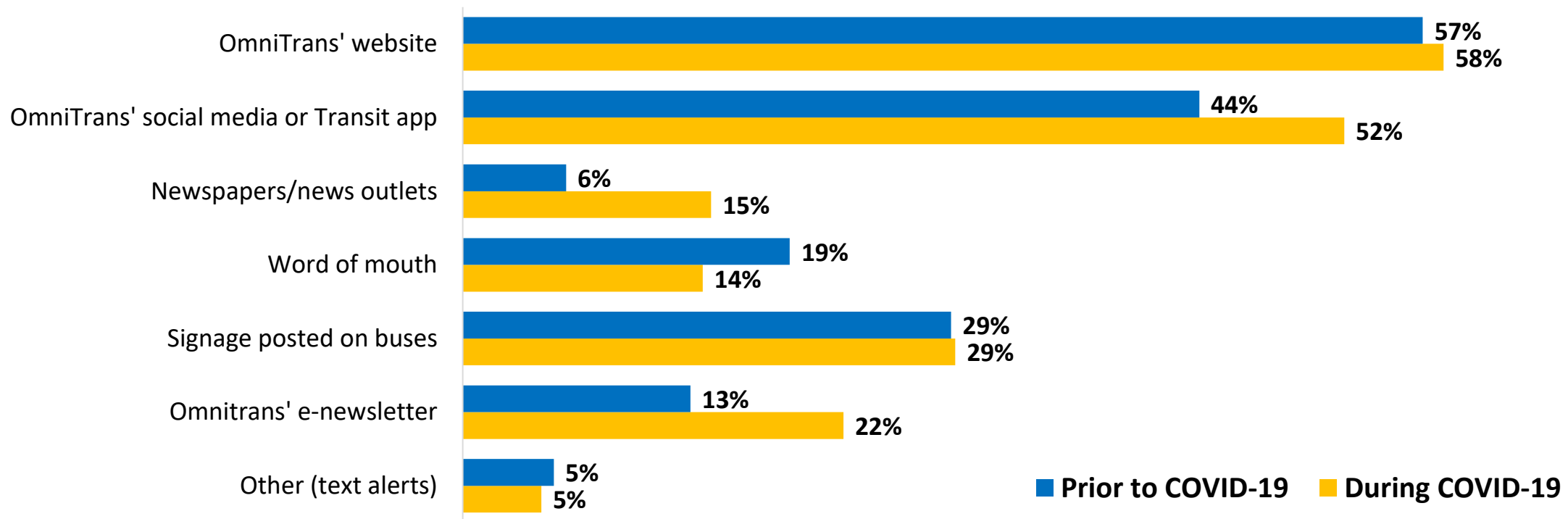
Q8. In March, Omnitrans started implementing COVID-19 protocols and procedures to protect our customers and employees. How would you rate Omnitrans' response to the coronavirus outbreak?



ACCESS TO EMERGENCY INFORMATION & UPDATES

Local community newspapers/news outlets and Omnitrans' e-newsletter each increased by 9% during COVID-19. Word of mouth decreased nearly 5%.

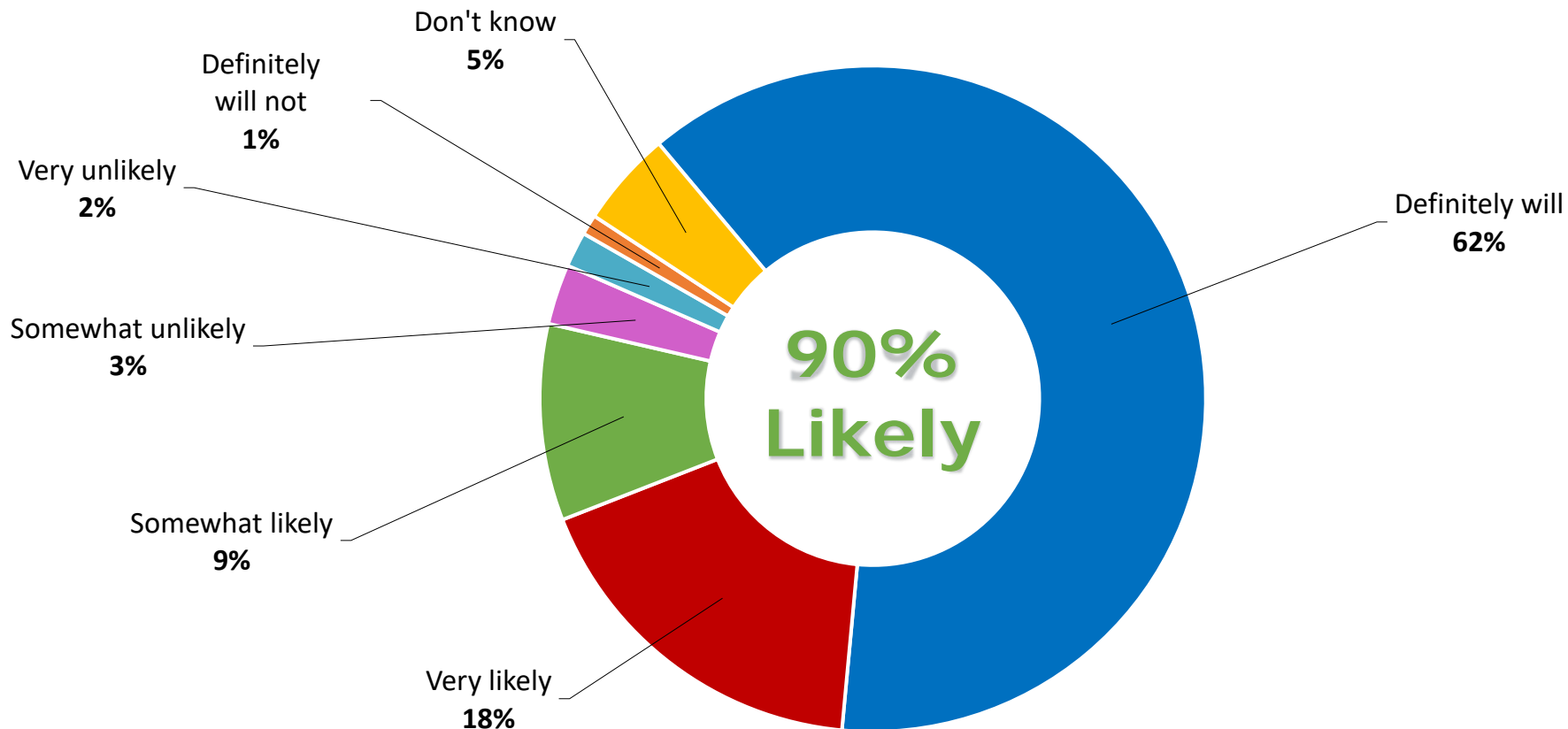
Q9 & Q10. Before (Q9)/During (Q10) COVID-19, how did you receive information and updates about Omnitrans service? Select all that apply.



HOW LIKELY ARE CUSTOMERS TO RETURN TO OMNITRANS?

90% indicate they are likely to ride after stay-at-home orders are lifted.

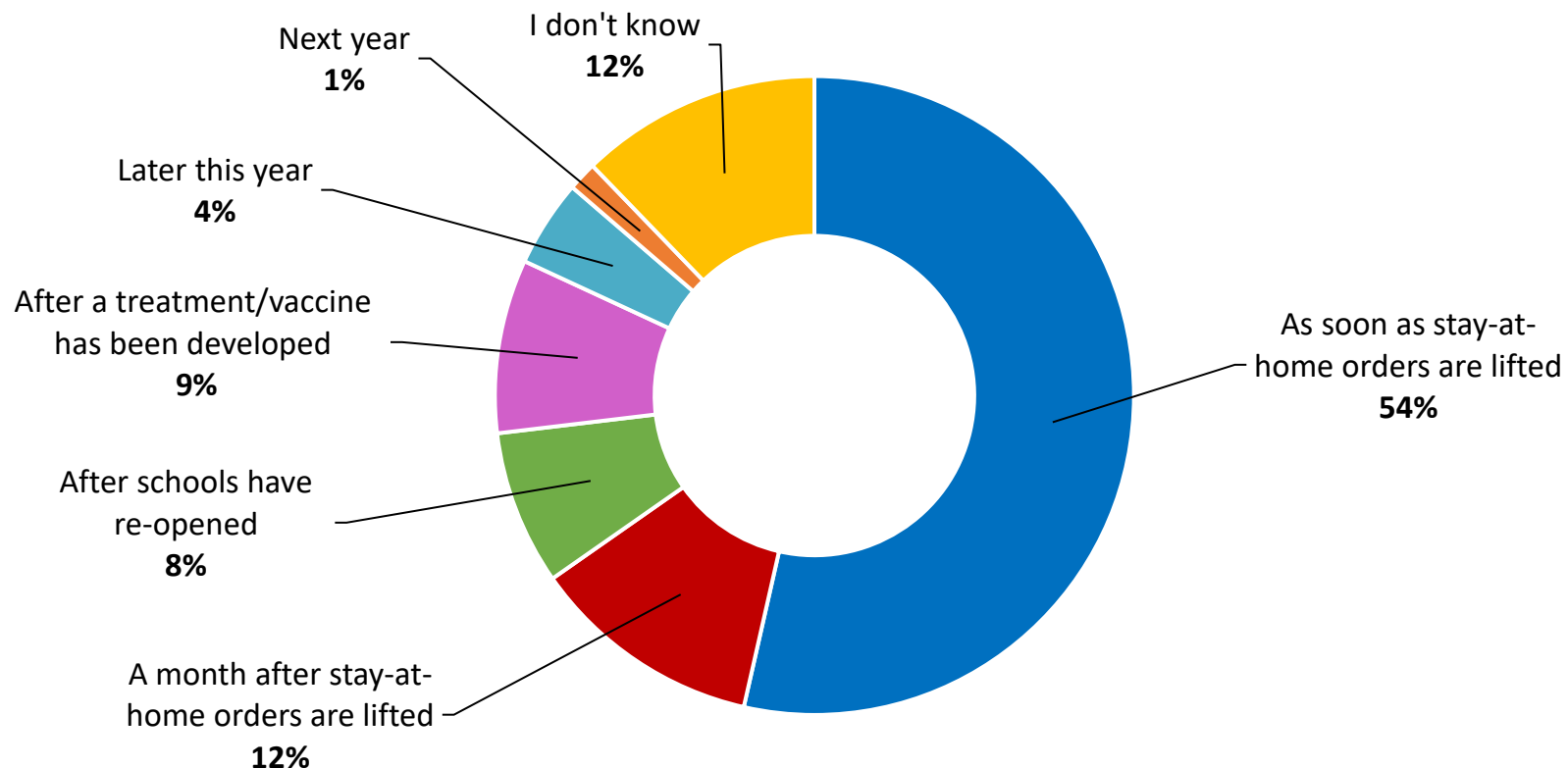
Q6. Once stay-at-home orders are lifted, how likely are you to keep riding Omnitrans?



WHEN ARE CUSTOMERS LIKELY TO FEEL COMFORTABLE RIDING AGAIN?

54% indicated they would resume riding as soon as stay-at-home orders are lifted.

Q7. How soon would you feel comfortable riding an Omnitrans vehicle again?



ADDITIONAL MEASURES CUSTOMERS WOULD LIKE

Customers would feel safer riding OmniTrans if the following measures were implemented in addition to what is currently in place:

Q5. What additional precautionary measures would make you feel safer while using Omnitrans?

- 1. Hand sanitizer dispensers aboard buses.**
- 2. Disinfecting of high-touch areas throughout the day.**
- 3. Enforcing mandatory face coverings for all passengers.**
- 4. Continuing 20 passenger max. per bus to encourage social distancing.**

KEY TAKEAWAYS

- Most OmniTrans customers remained employed during COVID-19 and rode the bus to their essential jobs.
- 1 in 10 customers was laid off due to COVID-19; 1 in 10 customers was a student.
- 30% decrease in frequent riders (5+ days per week).
- 25% of riders stopped riding altogether during COVID-19.
- Customers' biggest concern is *other* customers not following health and safety protocols.
- Website & social media remain most reliable methods of communication with our customers.
- 90% customers are likely to return to OmniTrans after stay-at-home orders are lifted.
- More than half of customers (54%) feel comfortable riding OmniTrans as soon as stay-at-home orders are lifted.



THANK YOU

ITEM # E12

DATE: September 2, 2020

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

THROUGH: Erin Rogers, CEO/General Manager

FROM: Suzanne Pfeiffer, Director of Human Resources

SUBJECT: COVID-19 RESPONSE UPDATE

FORM MOTION

Receive and file this informational update on Omnitrans' response to COVID-19.

This item was reviewed by the Operations & Safety Committee meeting at its August 19, 2020 meeting and forwarded to the Board of Directors to receive and file.

BACKGROUND

As we continue to manage our way through the various COVID-19 related issues, this serves as an informational update on actions taken to date and plans for the near future.

Mitigation

Since the beginning of the pandemic and initial stay at home order, several mitigation efforts have been initiated. The following mitigation efforts continue - daily cleaning of buses and facilities using electrostatic sprayers; cleaning of high touchpoint areas on buses and facilities; temperature scanners at the entrance of each facility; mobile payment options for customers; social distancing reminders on buses and around the facilities; driver barriers installed on all busses; hand sanitizer and masks available to the public and employees; remote working options for some administrative staff; questionnaires based on CDC guidelines used to determine testing requirements, quarantining, and return to work protocols, and compliance with state and local guidelines including mandatory wearing of masks for employees.

Communication

Since the inception of the COVID-19 pandemic, Omnitrans has created and distributed approximately 75 communications pieces for customers, staff, and our Board of Directors.

Omnitrans employees were provided with a phone information hotline, which was updated daily during the height of the pandemic; weekly (and as needed) “OmniBlast” situational updates from the CEO/General Manager; text information; fact sheets; bulletin board postings; and two all-hands virtual employee meetings.

In addition to a weekly “Friday Report” from the CEO/General Manager, Board Members received monthly presentations and as-need informational memorandums, phone calls, and texts to keep them continually apprised of Omnitrans’ status and decision-making during the health crisis.

For customers, the agency posted notifications and updates onboard, created audio and vehicle headsign messaging, and continually provided information via its website, social media channels, and app notifications. In a recent “How did Omnitrans respond to COVID-19?” customer survey, communications efforts were most highly rated by respondents.

In July, Omnitrans embarked on three-phase communications “Comeback Campaign” focusing on its position as a vital service for essential workers, enhanced safety measures, technology tools, and the economic and environmental benefits of using public transit.

Service

September 8th marks the implementation of the service changes that were brought to the Board in May 2020 as part of the ConnectForward Annual Service Plan Service recommendations. Omnitrans is scheduled to operate at 64% of pre-COVID service hours. We will continue to monitor the status of school openings and routes that exceed 15 maximum passengers to determine further service requirements.

Layoffs and Recalls

The reduced service level implemented because of the pandemic necessitated a layoff of 152 Coach Operators and 11 Maintenance Department personnel. To date, 21 Coach Operators have been recalled to cover for continued staffing issues due to leaves of absence. Another 23 will be recalled later this month to support the September 8th service increases. The San Bernardino Transit Center remains closed, which continues to impact work schedules for the Customer Service staff. We will continue to monitor staffing levels and make adjustments as necessary.

Challenges

Some of the challenges we continue to face are keeping our employees and the public safe. Mandates for facemasks has been a slight challenge but the majority of the public has been compliant. Employees continue to be on leave for various COVID related situations many of which are related to childcare as schools continue to be closed. The continued closure of schools, including local colleges, has also been a challenge as ridership on those routes suffers. While remote working has been permitted, the decision to continue this and the triggers that would need to occur for a change remain a topic of discussion. We will continue to make data driven decisions while allowing for flexibility to meet the needs of the community.

CONCLUSION

Receive and file this informational update on COVID-19.

ER:SP:SB:JB:NR

Attachment: A. PowerPoint Presentation



COVID-19 RESPONSE UPDATE

**Board of Directors Meeting
September 2, 2020**



MITIGATION



COMMUNICATION



To protect your safety during this health crisis, a **maximum of 20 people** will be allowed onboard at any time. Please wait for the next bus if this vehicle is full.

Para proteger su seguridad durante esta crisis de salud, se permitirá un **máximo de 20 personas** a bordo en cualquier momento. Espere el próximo autobús si este vehículo está lleno.



Protective face coverings **must** be worn at all times aboard all Omnitrans buses to help prevent further spread of coronavirus (COVID-19).

Deben usarse cubiertas faciales protectoras en todo momento a bordo de todos los autobuses Omnitrans para ayudar a prevenir una mayor propagación del coronavirus (COVID-19).

OMNITRANS.ORG

1-800-9-OMNIBUS



BOARDING ADJUSTMENTS

AJUSTES DE ABORDO

For your protection and to reduce the potential spread of COVID-19, Omnitrans is making bus boarding adjustments.

Para su protección y para reducir la posible propagación del COVID-19, Omnitrans está realizando ajustes al abordaje de autobuses.



Saturday, March 21 - Sunday, April 5:
Board and exit using the **REAR DOOR**.

Customers with mobility devices may board using front door.

NO FARES will be collected on Omnitrans buses.

Sábado, 21 de marzo al domingo, 5 de abril:
• Abordar y salir utilizando la **PUERTA TRASERA**.
Pasajeros con un dispositivo de movilidad pueden abordar por la puerta principal.

• Viaje **SIN TARIFAS** en los autobuses de Omnitrans.

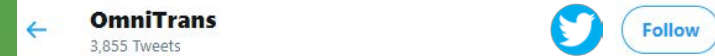
3月21日星期六至4月5日星期日:
使用後門登上並退出。
帶有移動設備的客戶可以使用前門登機。

Omnitrans巴士上不會收取任何票價。

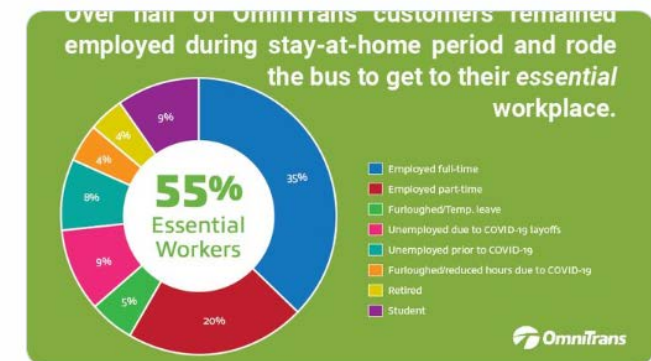
Rear door boarding Fares suspended

March 21 - April 5

Coronavirus (COVID-19)



OmniTrans @Omnitrans · Jul 21
Thank you for your feedback! Customer survey results highlight the value of Omnitrans bus service during #StayAtHome, with 55% indicating that they remained employed & rode the bus to get to their workplace. Continue reading to find out more: bit.ly/32TJRf



Omnitrans is Prepared to Welcome You Back!

Posted on July 7, 2020

During the stay-at-home period, we provided over 71,000 safe, essential rides, and also made some enhancements to continue serving you in the safest way possible. We look forward to seeing more of you as we enter our new normal! #omnistrong



ATTENTION OMNITRANS STAFF:

To avoid the potential spread of COVID-19, all employees are required to wear facial coverings when outside their immediate work area and in all public office spaces.



NON-MEDICAL
FACE MASK



SCARF



BANDANA /
HANDKERCHIEF



OTHER DENSE
CLOTH (D.I.Y.)

THANK YOU FOR YOUR COOPERATION!



Omnitrans
@Omnitrans

Home

Reviews

Photos

Videos

Liked Following Share ...

Cover your face!

Protective face coverings are required to board and while riding the bus.



31

5 Comments 6 Shares

COMMUNICATION

Friday Reports



Week of March 16 – March 20

This week at Omnitrans was focused, almost entirely, on planning and preparing to respond to the rapidly evolving situation with the COVID-19 outbreak. As we navigate this unprecedented crisis, we continue to prioritize the health, safety and well-being of our employees and customers.

COVID-19 Update

As you know, the Governor's stay at home Executive Order issued last night identified 11 critical infrastructure sectors and allows those sectors to continue their work "because of the importance of these sectors to California's health and well-being." Transportation systems is one of these sectors. Based on this, agencies' workers who provide public transit related services would be able to continue to work under the Executive Order.

As the situation continues to rapidly evolve, we are closely monitoring the new information and guidance issued from local, state and federal health agencies. These changes have necessitated that we change and adapt our plans and strategies.

Updates from this week:

Initiated Remote Working Policy - All personnel not critical to service delivery have been directed to work remotely. Those who directly support service delivery have been instructed to rotate days in and out of the office with other staff to minimize the risk of exposure.

Employee Communication - We initiated an Employee Information line that we are updating daily. In addition, we developed a text message alert system to allow for quick and nimble communication with our employees.

Ease Fare Collection - In an effort to provide distance for the Coach Operators, we have eased fare collection on board buses on Saturday, March 21, 2020, cordon off the front of the bus and have all customers that do not use a mobility device enter through the rear door.

standing Emergency Service Deployment Plan which outlines six levels of service reduction. We are prepared to implement a Level 3 service reduction, which reduces service levels by approximately 50 percent. We will implement this plan on Monday, March 23, 2020 through April 19, 2020.

Develop Letter of Agreement with the ATU - We entered into a Letter of Agreement with the Coach Operator's union to support the implementation of the Emergency Service Deployment Plan. We will work with the Teamsters Union (represent Maintenance workers and small group of administrative support personnel) next week to develop a similar Letter of Agreement.

Develop new Emergency Administrative Leave Policy - We worked with legal counsel to develop an Emergency Paid Administrative Paid Leave Policy. With concurrence from the Chairman and Vice Chairman, we will implement this policy Monday, March 23, 2020. We will bring this policy to the full Board for formal adoption at the April meeting.

Update Customer Communications - Customer communication continues to be updated via multiple channels.

Facebook: https://www.facebook.com/Omnitrans/posts/10157805268258726?_tn=0-R
Twitter: <https://twitter.com/Omnitrans/status/1241068514259152899>
Instagram: <https://www.instagram.com/p/B99y2Wd1fM5/>



OmniNews Blasts

OmniNews Blast

COMMITMENT TO INCLUSION, EQUITY AND RACIAL JUSTICE

As we conclude a painful two weeks for our community, industry, and nation, I felt compelled to acknowledge the crisis in which we find ourselves.

Just as we began to feel the senseless killing of George Floyd as a powerful reminder of the need for justice in our country.

First, thank you for our community and, at times, frightened by the essential service that we provide safely.

It should go without saying that we include everyone.

OmniNews Blast

NOTICE TO EMPLOYEES RE: TEMPERATURE SCANNING

Team,

Pursuant to the California Consumer Privacy Act, Omnitrans is notifying employees that the agency will begin monitoring all employees' body temperature (a category of medical and health information) as follows:

OmniNews Blast

Coronavirus (COVID-19) Update Positive COVID-19 Test

Dear Omnitrans Team Members,

I have news this afternoon that we have been both expecting and dreading: an Omnitrans Coach Operator who works at our East Valley facility has tested positive for COVID-19.

As we send our best wishes to the Operator and their family for a speedy, safe recovery, here is what we know: the Operator contracted the virus from their spouse, and they last worked at Omnitrans on April 1st.

ice, Finance,
Development)

place and
East Valley
in our West
82nd adjacent to

COMMUNICATION: COMEBACK CAMPAIGN

We're coming back

**SAFELY &
AFFORDABLY**

#omnistrong



OmniTrans está aquí para

**LLEVARTE AL
TRABAJO**

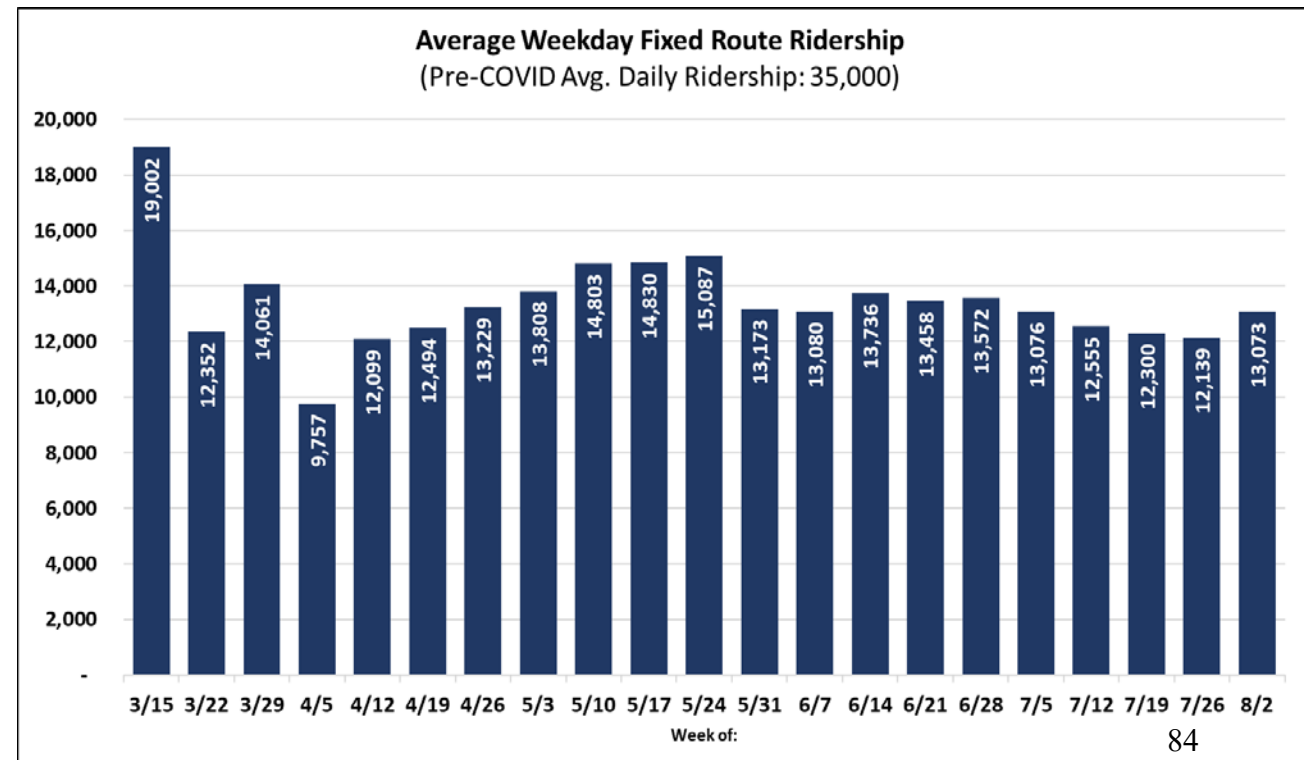
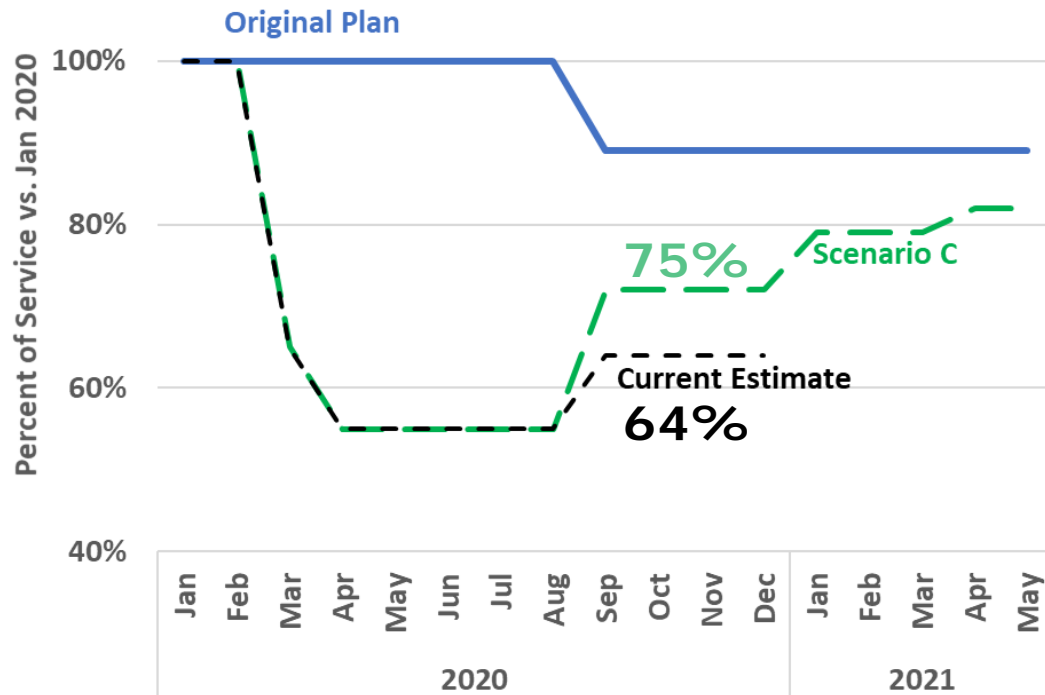
de manera económica
y segura

#omnistrong



RIDERSHIP AND SERVICE RESUMPTION

Service Changes implementation September 8th:
Connect Forward and Some Core Network Resumption



LAYOFFS & RECALLS

Reduced workforce to align with service levels:

- **152 Coach Operators**
- **11 Maintenance staff**
- **6 interns**

Have begun Coach Operator recalls:

- **21 recalled to date (cover staff turnover to-date)**
- **23 planned recall for September service change**

CHALLENGES

- **Mask Compliance:**
 - Public generally following rules, but occasional issues
- **Ongoing employee leaves for various COVID related situations:**
 - Child Care
 - School distance learning
- **Reduced ridership demand:**
 - Schools and colleges distance learning

NEXT STEPS

Continue to make data-driven decisions

- Using Board-approved triggers
- Adjust as needed

Maintain high-degree of transparency and communication with customers, the public, employees and the Board



THANK YOU

ITEM # E13

DATE: September 2, 2020

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

THROUGH: Erin Rogers, CEO/General Manager

FROM: Jerome Rogers, Director of Safety, Security & Regulatory Compliance

SUBJECT: SAFETY AND SECURITY UPDATE

FORM MOTION

Receive and file this presentation on safety and security incidents, measures, and initiatives.

This item was reviewed by the Operations & Safety Committee at its August 19, 2020 meeting and forwarded to the Board of Directors to receive and file.

BACKGROUND

Omnitrans continues to focus on safety measures to increase system safety for our passengers and employees. The results show a significant reduction in the number of preventable accidents, and safety and security incidents. Omnitrans has experienced a 45% reduction in preventable accidents in Q4 2020 versus Q4 2019, and a 12% reduction for the entire year from previous year. There is also a 74% reduction in safety and security incidents from previous year.

In a continued effort to improve the safety and security of our employees and passengers, Omnitrans has hired a Director of Safety, Security & Regulatory Compliance. The Fleet Safety Training Department has been realigned from the Operations Department to the Safety, Security & Regulatory Compliance Department. This realignment will allow a stronger focus and leveraging of resources to implement the Board adopted Management Plan FY21, Strategic Initiative B. Safety, Security, and Resiliency. This Strategic Initiative includes the implementation of the Board adopted Public Transportation Agency Safety Plan (PTASP), development of a Continuity of Operations Plan, development of training to support electrification of our fleet and facilities and enhancing the agency risk management strategy. Work is underway in a number of these areas.

Areas of immediate focus include Return to Work training for Coach Operators, increased Fleet Safety Trainers presence in the field, increased one on one coaching with Coach Operators and resuming Safety Committee meetings. Moving forward, the Safety Department is conducting Risk Assessments on the Workers Compensation process. The results from the Risk Assessment will identify areas of needed improvement in the Workers Compensation process, as well the recommended Ergonomics training needed within the agency.

CONCLUSION

Receive and file the attached staff report and presentation on safety and security incidents, measures, and initiatives.

ER:JR

Attachment A: PowerPoint Presentation



SAFETY & SECURITY UPDATE

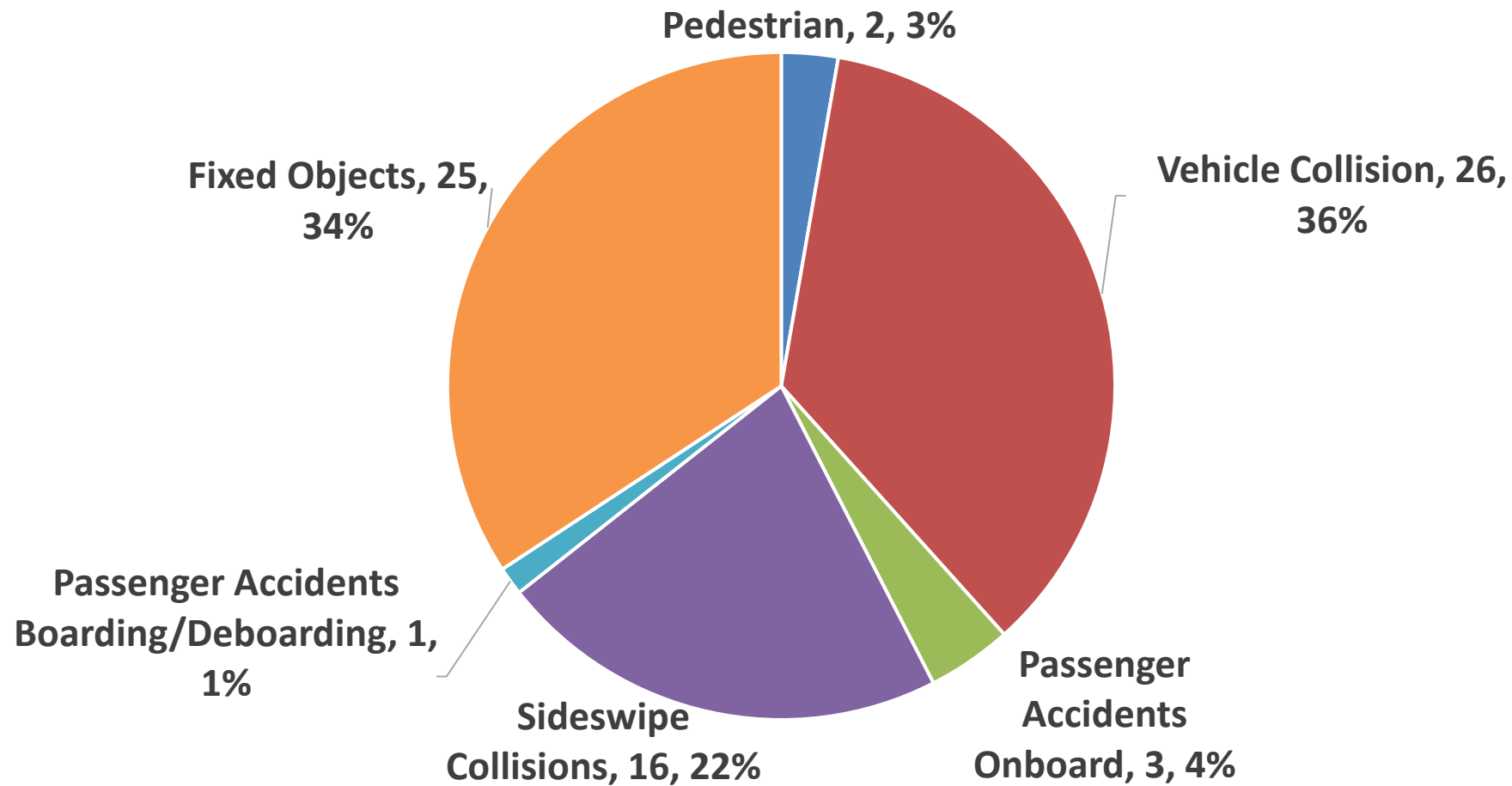
**Board of Directors Meeting
September 2, 2020**



OVERVIEW

- In the 4th quarter of FY20 there was a 45% reduction in preventable accidents from the previous year
- There has been a 74% reduction in overall Security Incidents in the 4th quarter of FY20 from the previous year
- There has been a 12% reduction in preventable accidents from FY19 to FY20
- There has been a 39% reduction in overall Security Incidents from FY19 to FY20

PREVENTABLE ACCIDENT FREQUENCY/ 100,000 MILES



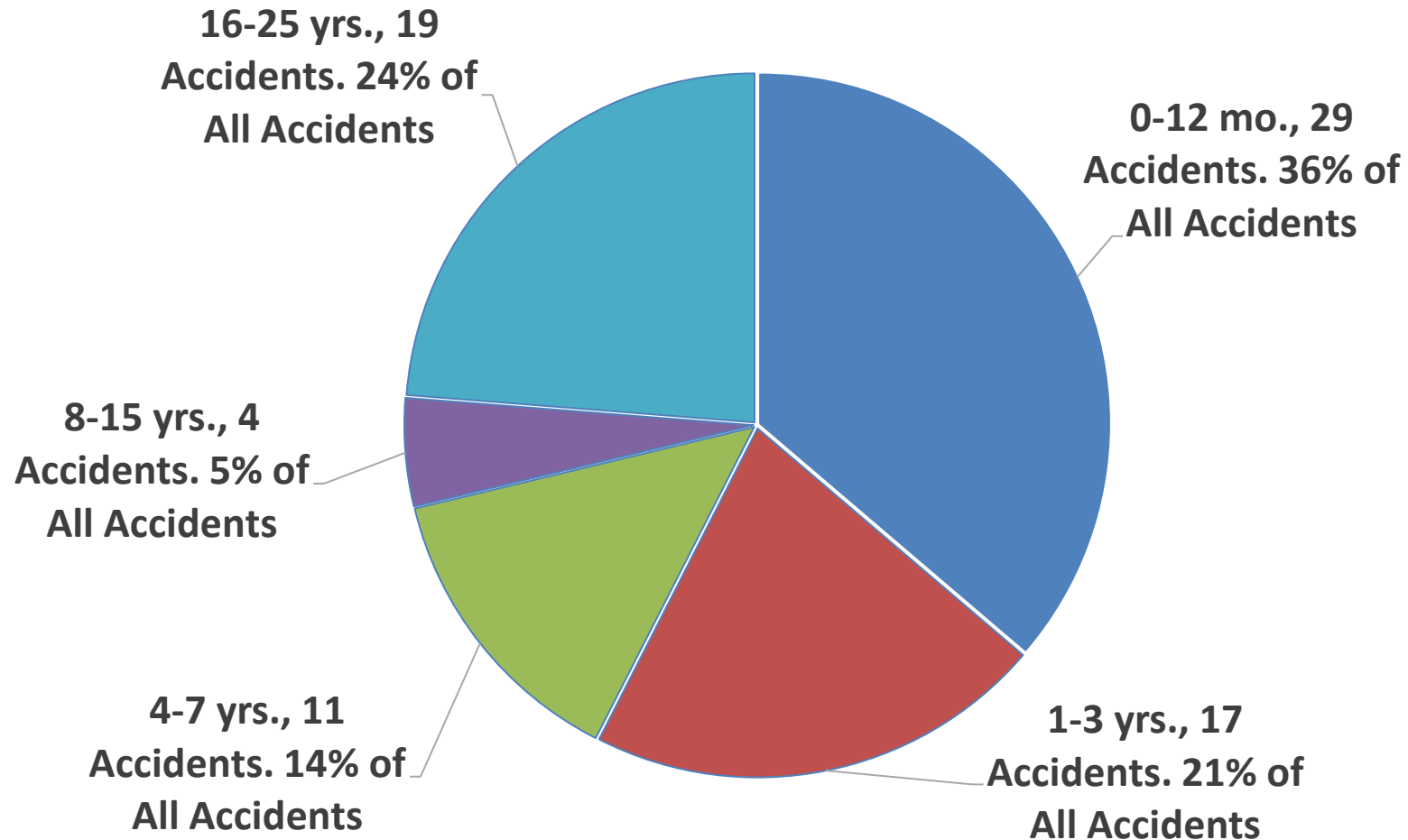
**RATES PER
100K
MILES**

FY19- 1.07

FY20- .95
(-12% YOY)

ABBG-1.24
(-29%)

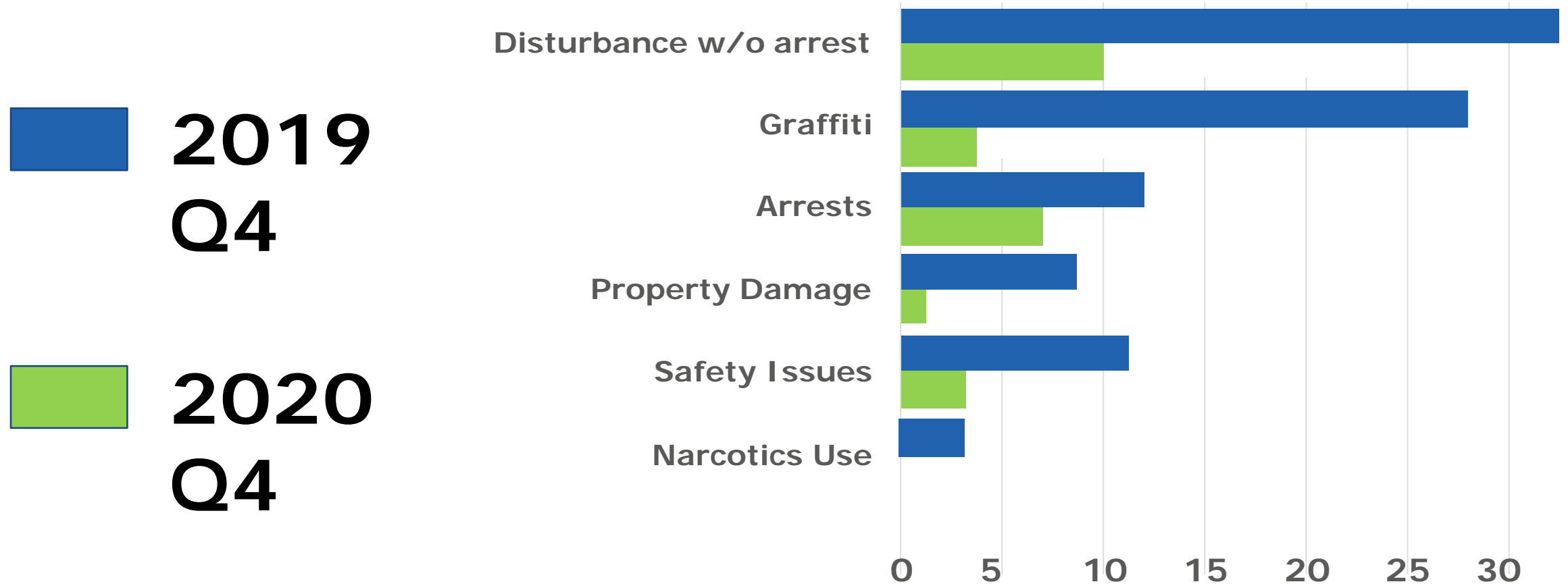
Accidents by Tenure FY 2020



Fleet Safety and Training


- Enhanced Return to Work training for operators
- Increased Fleet Safety Trainers presence in the field
- Increased one on one coaching with operators
- Reactivated Accident Tracking and Prevention (ATAP) Committee
- Increased onboard Operator observations

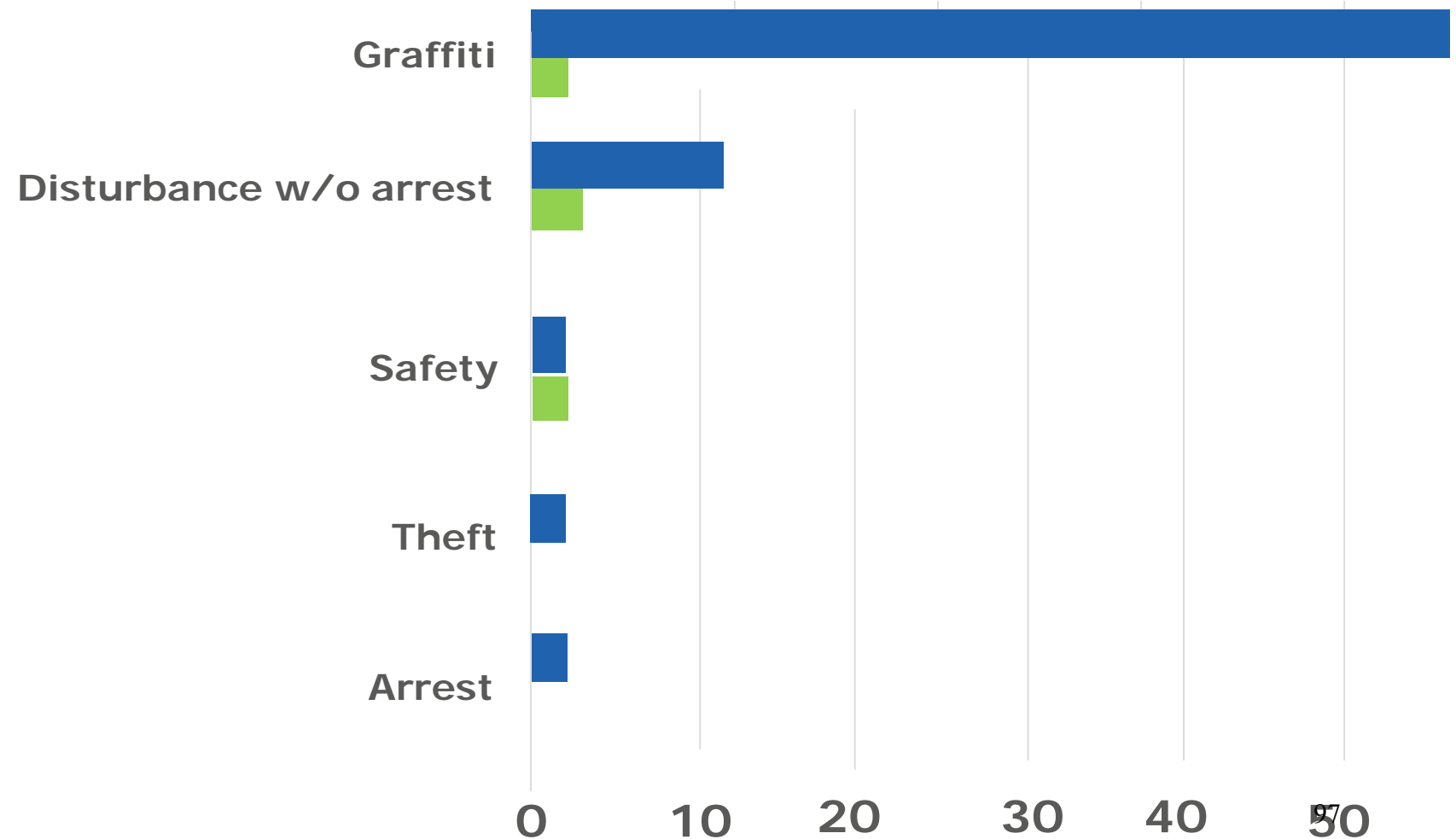
SECURITY INCIDENTS: SBTC



SECURITY INCIDENTS: SBX STATIONS

 **2019
Q4**

 **2020
Q4**



Strategic Initiative: Safety, Security and Resiliency

Actions	Accountability Measures	Timeframe:			
		Q1	Q2	Q3	Q4
1. Implement elements of the Agency Safety Plan	a. Implement Learning Management System			X	
2. Develop and implement Continuity of Operations Plan	a. Complete plan				X
3. Develop Integrated Clean Transit training	a. Provide training to Maintenance employees working on electric vehicles and charging equipment			X	X
4. Enhance Agency risk management strategy	a. Reduce casualty and liability and workers compensation costs	X	X	X	X

NEXT STEPS

- Increase Safety Awareness signage within all facilities
- Enhancing our Accident / Incident Investigation and Root Cause Analysis process moving to paperless documentation and tracking
- Enact Fleet Safety Training, Security, and Ergonomics workshops
- Resume the monthly Employee Safety and Security Committee meetings
- Performing Risk Assessment of Workers Compensation Process



THANK YOU

ITEM # E14

DATE: September 2, 2020

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

THROUGH: Erin Rogers, CEO/General Manager

FROM: Jeremiah Bryant, Director of Strategic Development

SUBJECT: ADOPT-A-STOP PILOT PROGRAM UPDATE

FORM MOTION

- 1) Receive and file an update on the results of the Adopt-a-Stop pilot program, and;
- 2) Approve continuation of the program.

This item was reviewed by the Plans & Programs Committee at its July 22, 2020 meeting and recommended to the Board of Directors for approval.

BACKGROUND

On September 5, 2018, the Board of Directors approved a one-year Adopt-a-Stop pilot program. Omnitrans launched an outreach campaign in January through March 2019 to solicit participation at high-trash-volume bus stops identified by staff, in the cities of Colton, Fontana, Highland, Loma Linda, Montclair, Redlands, Rialto, and San Bernardino. Omnitrans staff met with city staff, shared promotional materials for cross-posting on city social media channels, made announcements at City Council meetings, and sent out direct mailings and emails to businesses, service organizations, and schools within proximity to the identified bus stop locations.

The first participant started in the volunteer litter pickup program in March 2019. By September 2019, there were 15 “Trash Busters” actively participating in the program. Participants are listed in Attachment A. All organizations continue to pick up trash at their adopted bus stop locations on a weekly basis (with the exception of the temporary suspension of the program during recent months due to the COVID-19 crisis).

Omnitrans provides safety guidelines and cleanup supplies to participants, including trash pickup sticks, trash bags, gloves, and Trash Buster logo high-visibility vests. Omnitrans staff coordinates with Trash Busters and installs a recognition sign at the bus stop after two months of active participation. Omnitrans also recognizes participants on social media with their permission.

Program Results

Omnitrans Stops and Stations Workers, who conduct regular cleaning and maintenance at bus stops, filled out a questionnaire to assess the impact of the volunteer litter pickup program. The questionnaire asked staff if bus stops have been (1) “less clean”, (2) “same level of cleanliness”, (3) “somewhat cleaner”, or (4) “much cleaner” during the volunteer litter pickup program than before the volunteer litter pickup program. The average response was **3.13**, between “somewhat cleaner” and “much cleaner”.

A total of \$2,500 was spent on supplies for the one-year pilot program. So while the program has a nominal cost and does not technically achieve a cost savings for the agency, the staff responses demonstrate that the volunteer litter pickup program has helped augment Omnitrans’ regular maintenance work to improve cleanliness of bus stops in the program.

Paid Sponsorship

The Adopt-a-Stop pilot program also yielded one paid sponsorship. Stater Brothers Markets sponsored a bench and trash can at the bus stop outside of their distribution facility on Harry Shepard Boulevard. Stater Brothers also participates in the trash pickup component of the program at the same bus stop.

Bus Stop Cleanup Days

Beyond the weekly litter pickup program, Omnitrans staff also partnered with the We are the Change San Bernardino Volunteers group to organize two community bus stop cleanup days in May and August 2019. The community cleanup days each had 15-20 volunteers who picked up trash at high-volume bus stops in a two-to-three-hour period. Several volunteers at the community cleanup days later became ongoing Trash Busters participating in the Adopt-a-Stop program on a weekly basis at a selected bus stop. The We are the Change group is interested in participating in more bus stop cleanup days in the future.

Next Steps

Following the success of the one-year pilot of the Adopt-a-Stop program, staff recommends continuing with the Adopt-a-Stop program. Under this continuation of the program, the participation of the 15 existing Trash Busters will be extended and approximately 15 new Trash Busters can be welcomed into the program in FY2021.

An annual budget of \$2,500 is available within the Strategic Development Department budget to operate the Adopt-a-Stop program in the same manner it was operated for the one-year pilot, which includes budget for approximately 15 new Trash Buster organizations in FY2021, including supplies such as trash bags, gloves, trash pickup sticks, branded high-visibility vests, and recognition signs.

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

CONCLUSION

Receive and file the results of the Adopt-a-Stop pilot program and approve continuation of the program.

ER:JB:AMJ

Attachment A: Trash Busters (Adopt-a-Stop Participants)

Attachment B: PowerPoint Presentation

Attachment A – Trash Busters (Adopt-a-Stop Participants)

Start Date	Organization Name	Bus Stop Location	Route	City
03/22/2019	Institute for Health Policy and Leadership	Anderson @ Prospect northbound farside	2	Loma Linda
04/01/2019	Mission Village Apartments	Holt @ Mountain westbound nearside	61	Ontario
04/04/2019	Mountain View Community Church	Sierra @ Merrill northbound nearside	19, 61	Fontana
04/19/2019	Amot Apparel	Baseline @ Waterman westbound farside	4	San Bernardino
05/08/2019	Rialto Host Lions Club, Inc.	Riverside at Baseline northbound farside	22	Rialto
05/17/2019	Golden State Municipal Attorney Services	sbX E at Court	sbX Green Line	San Bernardino
05/21/2019	Stater Brothers Markets	Harry Shepard @ Tippecanoe eastbound farside	15	San Bernardino
06/03/2019	Ortiz Ice cream	Baseline @ Massachusetts westbound farside	10	San Bernardino
07/12/2019	Familia Medina Murillo	Highland @ Palm eastbound farside	4	San Bernardino
08/01/2019	We are the change SB volunteers	E @ Court northbound nearside	2	San Bernardino
08/01/2019	San Bernardino County Transportation Authority	Valley College northbound nearside	1	San Bernardino
8/26/2019	Kappa Alpha Psi San Bernardino Alumni Chapter	California State University	2, 5, 7, 12	San Bernardino
09/18/2019	Cathedral of Praise International Ministries	Lynwood @ Del Rosa eastbound nearside	1	San Bernardino
09/18/2019	CSUSB Transportation Services	sbX California State University	sbX Green Line	San Bernardino
09/18/2019	The Enterprise Building/Freedom MMA	E @ Court southbound nearside	2	San Bernardino



ADOPT-A-STOP PILOT PROGRAM UPDATE

**Board of Directors Meeting
September 2, 2020**



VOLUNTEER LITTER PICKUP PROGRAM



VOLUNTEER LITTER PICKUP PROGRAM



CSUSB
Transportation
Services

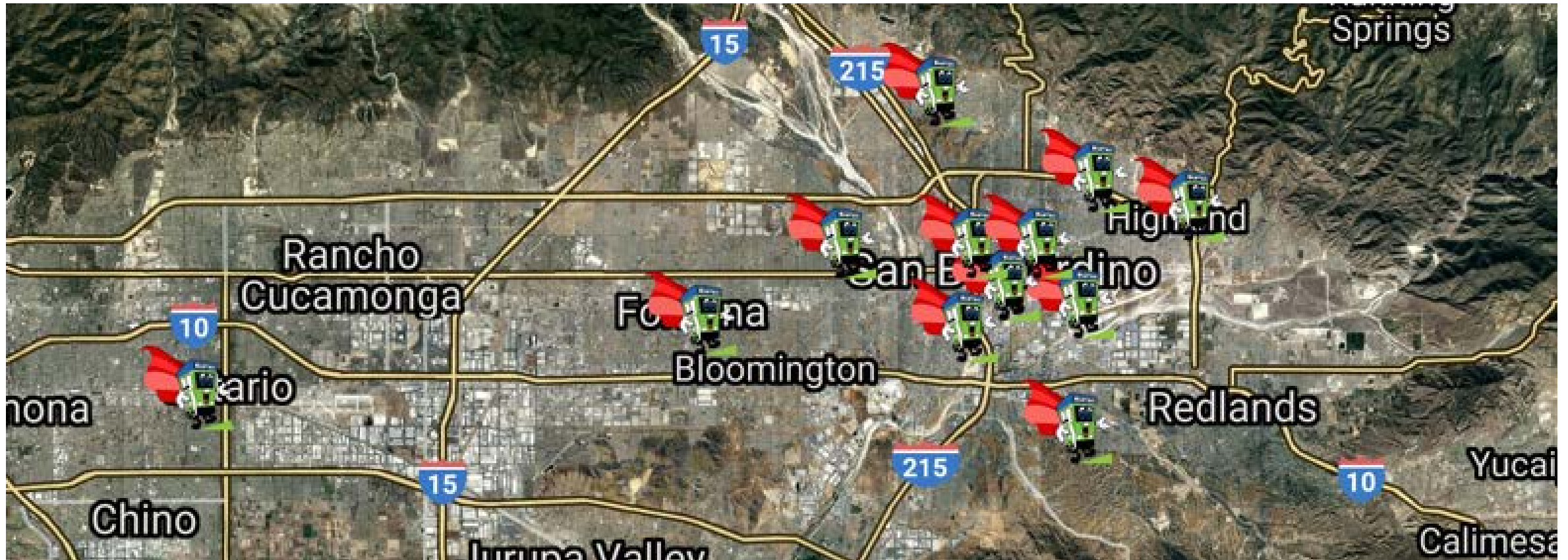
Familia Medina
Murillo



Golden State Municipal
Specialized Process Service



VOLUNTEER LITTER PICKUP PROGRAM



VOLUNTEER LITTER PICKUP PROGRAM

- Built community partnerships
- Improved cleanliness of bus stops



PAID SPONSORSHIP PROGRAM





THANK YOU!

ITEM # E15

DATE: September 2, 2020

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

THROUGH: Erin Rogers, CEO/General Manager

FROM: Elizabeth Gutierrez, Executive Staff Assistant

SUBJECT: **ADOPT RESOLUTION NO. 325-2020 TO AMEND CONFLICT OF INTEREST CODE**

FORM MOTION

Adopt Resolution No. 325-2020, amending the Conflict of Interest Code of Omnitrans.

BACKGROUND

The Political Reform Act (the “Act”) requires all public agencies to adopt and maintain a Conflict of Interest Code containing the rules for disclosure of personal assets. The Conflict of Interest Code must specifically designate all agency positions that make or participate in the making of decisions and assign specific types of personal assets to be disclosed that may be affected by the exercise of powers and duties of that position.

The Act further requires that agencies regularly review and update their Codes as necessary when directed by the code-reviewing body or when change is necessitated by changed circumstances (Sections 87306 and 87306.5). The San Bernardino County Board of Supervisors is Omnitrans code-reviewing body and directed that the Code be reviewed as required under the Act. During this review, staff found that amendments to the Code are necessary.

Attached is a redlined version of the proposed amended Code showing that the revisions of the Conflict of Interest Code are based on establishing and recognizing new positions that must be designated, the change in titles of existing positions, revise disclosure categories and delete titles of positions that no longer exist or no longer make or participate in making governmental decisions.

CONCLUSION

Adopt Resolution No. 325-2020 amending the Conflict of Interest Code of Omnitrans and directing that such amendment be submitted to the San Bernardino County Board of Supervisors as Omnitrans’ code-reviewing body (Gov. Code § 82011) requesting approval of the amendment as required under Government Code section 87303.

ER:AB:EG

Attachment: A. Resolution No. 325-2020
 B. Legislative (redlined) version of proposed amended Conflict of Interest Code
 C. Amended Conflict of Interest Code – Clean Final

RESOLUTION NO. 325-2020**RESOLUTION OF THE OMNITRANS BOARD OF DIRECTORS, SAN BERNARDINO COUNTY, CALIFORNIA, ADOPTING AN AMENDED CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974**

WHEREAS, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the “Act”), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of Omnitrans and requires all public agencies to adopt and promulgate a conflict of interest code; and

WHEREAS, the Board of Directors adopted a Conflict of Interest Code (the “Code”) in compliance with the Act which was last amended July 10, 2019; and

WHEREAS, subsequent changed circumstances within Omnitrans have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update Omnitrans’ Code; and

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in Omnitrans being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

WHEREAS, notice of the time and place of a public meeting on, and of consideration by the Board of Directors of, the proposed amended Code was provided each affected designated position and publicly posted for review at the offices of Omnitrans; and

WHEREAS, a public meeting was held upon the proposed amended Code at a regular meeting of the Board of Directors on September 2, 2020, at which all present were given an opportunity to be heard on the proposed amended Code.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors does hereby adopt the proposed amended Omnitrans Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Executive Staff Assistant and available to the public for inspection and copying during regular business hours;

BE IT FURTHER RESOLVED that the said amended Code shall be submitted to the Board of Supervisors of the County of San Bernardino for approval and said Code shall become effective immediately upon approval of the Board of Supervisors.

APPROVED AND ADOPTED this 2nd day of September 2020.

David Avila, Chair,
Omnitrans Board of Directors

Approved as to form:

Steven De Baun, for Best Best & Krieger LLP
Counsel for Omnitrans

CERTIFICATION

I, Erin Rogers, Secretary, Omnitrans Board of Directors, do hereby certify that the foregoing resolution was adopted by the Omnitrans Board of Directors at a regular meeting thereof held on the 2nd day of September, 2020, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAINED:

Erin Rogers, CEO/General Manager
Secretary, Omnitrans Board of Directors

LEGISLATIVE VERSION
(SHOWS CHANGES MADE)**OMNITRANS**
CONFLICT OF INTEREST CODE
AMENDED ~~JULY 10, 2019~~ SEPTEMBER 2, 2020

The Political Reform Act, (Gov. Code §81000 et seq.,) requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, (2 Cal. Code of Regs. §18730), that contains terms of a standard Conflict of Interest Code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This Incorporation Page, Regulation 18730 (attached) and the attached Appendix designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of Omnitrans.

All officials and designated positions required to submit a statement of economic interests shall file their statements with the Executive Staff Assistant as Omnitrans' Filing Officer. The Executive Staff Assistant shall make and retain a copy of all statements filed by the Board of Directors, their Alternates and the General Manager and forward the originals of such statements to the Clerk of the Board of Supervisors of the County of San Bernardino. The Executive Staff Assistant shall retain the original statements filed by all other officials and designated positions and make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

All officials and designated positions required to submit a statement of economic interests shall receive ethics training as required pursuant to Government Code section 53235 (AB 1234). The Filing Officer shall annually provide all filers with information on training available to meet the requirements of Section 53235, and maintain required records indicating the dates that filers satisfied the training requirements and the entity that provided the training. These records shall be retained for five years after the date of training and are public records subject to disclosure under the California Public Records Act. (Gov. Code § 53235.2.)

APPENDIX

CONFLICT OF INTEREST CODE

OF OMNITRANS

(Amended ~~July 10, 2019~~ September 2, 2020)

PART “A”

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Officials who manage public investments as defined by 2 California Code of Regulation section 18700.3, are NOT subject to Omnitrans’ Conflict of Interest Code but must file disclosure statements under Government Code section 87200 et seq. [Regs. § 18730(b)(3)]

It has been determined that the positions listed below are officials who manage public investments¹. These positions are listed here for informational purposes only.

Board of Directors and their Alternates

CEO/General Manager

Investment Consultant

¹ Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

DESIGNATED EMPLOYEES' TITLE OR FUNCTION

DISCLOSURE CATEGORIES ASSIGNED

Accounting Manager	1, 2
Accounting Services Supervisor	5
Administrative Officer	1
Application Developer	5
Application Manager	5
Application Specialist	5
Assistant Transportation Manager	5
Business Intelligence Analyst	1
Capital Project Services Manager	3, 5
<u>Community Outreach Coordinator</u>	<u>5</u>
Contracts Review Analyst	4
Contracts Manager	4
Contract Administrator (ALL)	4
Database Manager	5
<u>Deputy Director of Operations – STS</u>	<u>2, 5</u>
Deputy General Manager	2, 4
Development Planning Manager	1, 2
Director of Finance	1, 2
Director of Human Resources	5
Director of Information Technology	5
Director of Internal Audit Services	4
Director of Maintenance	5
Director of Marketing/ <u>Planning & Communications</u>	<u>1, 25</u>
Director of Operations	1

DESIGNATED EMPLOYEES'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Director of Procurement	1
Director of Rail Operations	2, 5
Director of Safety & Regulatory Compliance	5
Director of Special Transit Services	2, 5
Director of Strategies <u>Strategic</u> Development	1, 2
Dispatch Supervisor	5
Employee Relations Manager	5
Environmental/Occupation Health & Safety Specialist	5
Facility Manager	3, 5
Facility Supervisor	5
Fleet Analyst (ALL)	5
General Counsel	1, 2
Human Resources Analyst	5
Human Resources Manager	5
Maintenance Manager	5
Maintenance Supervisor – Special Transportation Services <u>STS</u>	5
Marketing Manager	5
Marketing Specialist	5
Materials Manager	4
Network Administrator	5
Planner (All)	1, 2
Programs Administrator – Special Transportation Services <u>STS</u>	5
Purchased Transportation Administrator	5
Rail Compliance Officer	5
Safety and <u>&</u> Security Regulatory Compliance Manager	5
Safety & Regulatory Compliance Specialist	5
Scheduling Analyst	5
Security & Emergency Preparedness Coordinator <u>Specialist</u>	5
Senior Financial Analyst	1, 2

DESIGNATED EMPLOYEES'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Service Planning Manager	2, 5
Special Transportation Services Manager	5
Stops & Stations Supervisor	5
Systems Coordinator	5
Systems Engineer	5
Systems Specialist	5
Technical Services Manager	5
Transportation Manager	1
Treasury Manager	1
Warranty Coordinator	4

Consultants and New Positions²

² Individuals serving as a consultant as defined in FPPC Reg 18700.3 or in a new position created since this Code was last approved that make or participate in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The CEO/General Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code §. 82019; FPPC Regs 18219 and 18734.). The CEO/General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code § 81008.)

PART “B”

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.³ “Investment” means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of Omnitrans.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments that are located in, do business in, or own real property within the jurisdiction of Omnitrans.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of Omnitrans, including any leasehold, beneficial or ownership interest, or option to acquire additional real property.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of Omnitrans.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type utilized by Omnitrans.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated positions’ department, unit or division.

³ This Conflict of Interest Code does not require the reporting of gifts from outside this agency’s jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)

OMNITRANS

CONFLICT OF INTEREST CODE

AMENDED SEPTEMBER 2, 2020

The Political Reform Act, (Gov. Code §81000 et seq.), requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, (2 Cal. Code of Regs. §18730), that contains terms of a standard Conflict of Interest Code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This Incorporation Page, Regulation 18730 (attached) and the attached Appendix designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of Omnitrans.

All officials and designated positions required to submit a statement of economic interests shall file their statements with the Executive Staff Assistant as Omnitrans' Filing Officer. The Executive Staff Assistant shall make and retain a copy of all statements filed by the Board of Directors, their Alternates and the General Manager and forward the originals of such statements to the Clerk of the Board of Supervisors of the County of San Bernardino. The Executive Staff Assistant shall retain the original statements filed by all other officials and designated positions and make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

All officials and designated positions required to submit a statement of economic interests shall receive ethics training as required pursuant to Government Code section 53235 (AB 1234). The Filing Officer shall annually provide all filers with information on training available to meet the requirements of Section 53235, and maintain required records indicating the dates that filers satisfied the training requirements and the entity that provided the training. These records shall be retained for five years after the date of training and are public records subject to disclosure under the California Public Records Act. (Gov. Code § 53235.2.)

APPENDIX

CONFLICT OF INTEREST CODE

OF OMNITRANS

(Amended September 2, 2020)

PART “A”

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

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It has been determined that the positions listed below are officials who manage public investments¹. These positions are listed here for informational purposes only.

Board of Directors and their Alternates

CEO/General Manager

Investment Consultant

¹ Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED EMPLOYEES'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Accounting Manager	1, 2
Accounting Services Supervisor	5
Administrative Officer	1
Application Developer	5
Application Manager	5
Application Specialist	5
Assistant Transportation Manager	5
Business Intelligence Analyst	1
Capital Project Services Manager	3, 5
Community Outreach Coordinator	5
Contracts Review Analyst	4
Contracts Manager	4
Contract Administrator (ALL)	4
Database Manager	5
Deputy Director of Operations – STS	2, 5
Deputy General Manager	2, 4
Development Planning Manager	1, 2
Director of Finance	1, 2
Director of Human Resources	5
Director of Information Technology	5
Director of Internal Audit Services	4
Director of Maintenance	5
Director of Marketing & Communications	5

DESIGNATED EMPLOYEES'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Director of Operations	1
Director of Procurement	1
Director of Rail Operations	2, 5
Director of Safety & Regulatory Compliance	5
Director of Special Transit Services	2, 5
Director of Strategic Development	1, 2
Dispatch Supervisor	5
Employee Relations Manager	5
Environmental/Occupation Health & Safety Specialist	5
Facility Manager	3, 5
Facility Supervisor	5
Fleet Analyst (ALL)	5
General Counsel	1, 2
Human Resources Manager	5
Maintenance Manager	5
Maintenance Supervisor – STS	5
Marketing Manager	5
Marketing Specialist	5
Materials Manager	4
Network Administrator	5
Planner (All)	1, 2
Programs Administrator – STS	5
Purchased Transportation Administrator	5
Rail Compliance Officer	5
Safety & Security Regulatory Compliance Manager	5
Safety & Regulatory Compliance Specialist	5
Scheduling Analyst	5
Security Specialist	5

DESIGNATED EMPLOYEES'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Senior Financial Analyst	1, 2
Service Planning Manager	2, 5
Special Transportation Services Manager	5
Stops & Stations Supervisor	5
Systems Coordinator	5
Systems Engineer	5
Systems Specialist	5
Technical Services Manager	5
Transportation Manager	1
Treasury Manager	1
Warranty Coordinator	4

Consultants and New Positions²

² Individuals serving as a consultant as defined in FPPC Reg 18700.3 or in a new position created since this Code was last approved that make or participate in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The CEO/General Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code §. 82019; FPPC Regs 18219 and 18734.). The CEO/General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code § 81008.)

PART “B”

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.³ “Investment” means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of Omnitrans.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments that are located in, do business in, or own real property within the jurisdiction of Omnitrans.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of Omnitrans, including any leasehold, beneficial or ownership interest, or option to acquire additional real property.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of Omnitrans.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type utilized by Omnitrans.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated positions’ department, unit or division.

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ITEM # E16

DATE: September 2, 2020

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

THROUGH: Erin Rogers, CEO/General Manager

FROM: Maurice A. Mansion, Treasury Manager

SUBJECT: DEOBLIGATE AND REOBLIGATE LOCAL TRANSPORTATION FUNDS AND STATE TRANSIT ASSISTANCE FUNDS

FORM MOTION

Recommend the Board of Directors:

1. Authorize the CEO/General Manager to deobligate \$2,273,552 of Local Transportation Funds (LTF) and \$3,393,732 of State Transit Assistance (STA) funds and reobligate these funds to the designated projects shown in the attached funding source; and,
2. Authorize the CEO/General Manager to transfer \$1,077,829 of Local Transportation Funds (LTF) and \$285,446 of State Transit Assistance (STA) funds identified in prior motion and originally allocated to Omnitrans to the San Bernardino County Transportation Authority (SBCTA) for use on the West Valley Connector project.

This item was reviewed by the Administrative & Finance Committee at its August 13, 2020 meeting and recommended to the Board of Directors for approval.

BACKGROUND

Per the Transit Development Act, Omnitrans is allocated funding through Local Transportation Funds(LTF)and State Transit Assistance(STA)Funds. Omnitrans receives these funds through yearly allocation agreements with the San Bernardino County Transportataion Authority(SBCTA). Allocation agreements are for three years. After three years Omnitrans must either return the funds or reobligate funds into another allocation. Omnitrans is seeking to deobligate lapsed allocations and reobligate funding that is still needed to complete projects into a new allocation agreement.

The new allocation includes releasing \$1,077,829 of LTF funds and \$285,446 of STA funds allocated to the West Valley Connector project to SBCTA. Omnitrans was originally allocated these funds. However, SBCTA is now delivering the project and should be the recipient of these funds.

CONCLUSION

Authorize the CEO/General Manager to deobligate \$2,273,552 of Local Transportation Funds (LTF) and \$3,393,732 of State Transit Assistance (STA) funds and reobligate these funds to the designated projects shown in the attached funding source and to transfer \$1,077,829 of Local Transportation Funds (LTF) and \$285,446 of State Transit Assistance (STA) funds originally allocated to Omnitrans to the San Bernardino County Transportation Authority for use on the West Valley Connector project.

ER: MM

Attachment: A. LTF Deobligate and Reobligate Project List

	PROJ #	Fiscal Year Allocation #	Project Description	Allocation Balance		
IT	D1122004S	11-03-OMN-B	Network Infrastructure	965		
IT	D1122006S	11-03-OMN-B	Replacement Call Recorders	6,679		
IT	D0822017S	12-09-OMN-B	IT Department Copier Lease	2,045		
IT	D0922002S	12-09-OMN-B	Computer Equip:Hardware Replacement	2,185		
IT	D0922003S	12-09-OMN-B	Licensing & Upgrades	649		
IT	D0622006S	12-09-OMN-B	Software Licensing & Upgrades	79		
IT	D0522012S	12-09-OMN-B	Bank Note Processing System	23,433		
IT	D0922012S	12-09-OMN-B	WV-Install Camera System for Shop	4,704		
IT	D0822011S	12-09-OMN-B	Rev. Equip: Vehicle Transponder	4,335		
IT	D0922007S	12-09-OMN-B	Facilities:Emergency Duress System	1,600		
IT	D0922008S	12-09-OMN-B	CCTV/Access	12,257		
IT	D0342005S	12-09-OMN-B	Upgrade Security Camera/Key Cards	2,104		
IT	D0542007S	12-09-OMN-B	Other: LNG/CNG System Risk Management	1,466		
IT	F0420201S	12-09-OMN-B	Rev. Equipment: Voice/Data Communication Project	784,080		
IT	D1322001S	13-04-OMN-B	Computer Hardware Replacements	5,000		
IT	D1322004S	13-04-OMN-B	SAP ERP Enhancement Project	1,033		
IT	D0722009S	13-10-OMN-B	Upgrade- Six(6) Security Cameras to PTZ	794		
IT	D0722016S	13-10-OMN-B	Emergency Operations Center	16		
IT	D101B005S	13-10-OMN-B	Computer Equip: Kronos Upgrade(match)	90		
IT	D101B001S	13-10-OMN-B	Computer Hardware Replacements(match)	14,211		
IT	D101B002S	13-10-OMN-B	Major Software Applications(match)	10		
IT	D101B003S	13-10-OMN-B	Software Licensing & Upgrades(match)	5,619		
IT	D101B004S	13-10-OMN-B	Network Infrastructure(match)	114		
IT	D1222001S	13-10-OMN-B	Computer Hardware Replacements	908		
IT	D1222002S	13-10-OMN-B	Visitor Management	21		
IT	D1222003S	13-10-OMN-B	Card Access/CCTV	32,486		
IT	D1222004S	13-10-OMN-B	Mobile Solution	52		
IT	D1222005S	13-10-OMN-B	Call Center Solution	17,200		
IT	D1222007S	13-10-OMN-B	Bus Arrival Prediction	51,157		
IT	D1422001S	14-04-OMN-B	Computer Hardware Replacements	17,000		
Maint	A1120401S	11-03-OMN-B	Replacement Paratransit Vehicles	11		
Maint	D1140301S	11-03-OMN-B	EV-Yard Reseal	23,989		
Maint	D1140302S	11-03-OMN-B	EV-Frequency Drives	4,349		
Maint	D1140303S	11-03-OMN-B	EV-UST Manhole Upgrade	5,997		
Maint	D1140304S	11-03-OMN-B	EV-Interior Painting (M&O) Building	75		
Maint	D1140306S	11-03-OMN-B	WV-Roof Maintenance	4,429		
Maint	B1110101S	11-03-OMN-B	SBX	42,098		
Maint	A0820101S	12-09-OMN-B	Replacement Buses	13,935		
Maint	A0840101S	12-09-OMN-B	Upgrade Hybrid Buses (45 & 47)	869		
Maint	D0821101S	12-09-OMN-B	Service Vehicles: Rpl Support Vehicle	2,103		
Maint	D0822012S	12-09-OMN-B	Office Equip: Repl Shop Equipment	111		
Maint	D0921102S	12-09-OMN-B	Non Rev. Veh: Replacement Planning Dept Car	4,005		
Maint	D0521102S	12-09-OMN-B	Support Vehicles: Parts Truck, (9) Relief Veh, (3) Supe	1		
Maint	D0521103S	12-09-OMN-B	6 Service/Relief Vehicles	1		
Maint	D0621102S	12-09-OMN-B	6 Vans	1		
Maint	D0621104S	12-09-OMN-B	1 Staff Car-Lease	5		
Maint	D0940307S	12-09-OMN-B	1 St.-Guard Shack & Fuel Canopy	964		
Maint	A0920101S	12-09-OMN-B	Rev. Vehicles: 40 foot CNG Bus	54		
Maint	D0920601S	12-09-OMN-B	Shop Equip.: Replacement Shop Equipment	3,915		
Maint	D0921103S	12-09-OMN-B	Vehicles: Van Purchase	8,338		
Maint		12-11-OMN-B	Other: SBX Project Development and Construction	16,958		
Maint	D12RE007S	12-11-OMN-B	Facility Upgrades	1,265		
Maint	D12RE002S	12-11-OMN-B	Omnitrans Rebranding	8		
Maint	D1321101S	13-04-OMN-B	Non Revenue Support Vehicles	1,402		
Maint	A1320102S	13-04-OMN-B	Agency Rebranding	100,856		
Maint	D0710301S	13-10-OMN-B	SBX E Street Corridor	83,486		
Maint	C0710101S	13-10-OMN-B	Ontario Transit Center	46		
Maint	D0740305S	13-10-OMN-B	Replace water distribution lines	3,000		
Maint	D0721101S	13-10-OMN-B	Service Vehicles: Car Replacements	1,125		
Maint	D0722015S	13-10-OMN-B	Portable Jacks	12,000		
Maint	B0710101S	13-10-OMN-B	BRT PE, Environmental and Final Design	6,223		
Maint	H101B901S	13-10-OMN-B	Facilities: Transit Enhancements (match)	2,843		
Maint	D101B301S	13-10-OMN-B	EV-Maint/Ops Building Painting (match)	5,587		
Maint	D101B302S	13-10-OMN-B	EV-Reslurry/Repaint Parking Lot (match)	7,083		
Maint	D101B303S	13-10-OMN-B	EV/WV-Methane Detection Systems(match)	16,001		
Maint	D101B304S	13-10-OMN-B	WV-UBT Sensor Cable replacement(match)	3		
Maint	D101B305S	13-10-OMN-B	WV-Yard Crack Fill (match)	1		
Maint	D101B306S	13-10-OMN-B	WV-Replacing Cylinder Hoist (match)	26,675		
Maint	D101B307S	13-10-OMN-B	WV-Interior Repainting (Admin/Maint)(match)	4,469		
Maint	D101B308S	13-10-OMN-B	WV-Building Automation(match)	8,326		
Maint	D101B309S	13-10-OMN-B	WV-Roof Replacement Fuel Island(match)	8,122		
Maint	D101B310S	13-10-OMN-B	New Warehouse Racking System(match)	6,704		
Maint	D101B311S	13-10-OMN-B	1 Street Bathroom Partitions(match)	2,584		
Maint	D101B312S	13-10-OMN-B	LCNG Station Upgrade (match)	7		
Maint	D101B101S	13-10-OMN-B	Service Vehicles: Relief Cars-Lease(match)	33,955		
Maint	D101B601S	13-10-OMN-B	Lift Truck for Parts Warehouse(match)	1,294		

	PROJ #	Fiscal Year Allocation #	Project Description	Allocation Balance		
Maint	D101B602S	13-10-OMN-B	Parts Truck for Procurement(match)	871		
Maint	B101B101S	13-10-OMN-B	SBX (match)	2,362		
Maint	D1221101S	13-10-OMN-B	Non Revenue Support Vehicles	72		
Maint	A1220401S	13-10-OMN-B	Replacement Paratransit Vehicles	14,233		
Maint	D1240302S	13-10-OMN-B	Ride On Floor Scrubber Replacement	36		
Maint	D1240303S	13-10-OMN-B	Electric Yard Vehicle	2		
Maint	D1240305S	13-10-OMN-B	Interior Exterior Painting	450		
Maint	D1240306S	13-10-OMN-B	Crack Fill Seal Coat & Restrip Asphalt Parking Lot	5,000		
Maint	D1240307S	13-10-OMN-B	Carpet Flooring Replacements	43		
Maint	D1240308S	13-10-OMN-B	Pressure Washer Replacement	273		
Maint	D1240310S	13-10-OMN-B	Scissor Lift Replacement	345		
Maint	D1220601S	13-10-OMN-B	Farebox Replacements	364		
Maint	A1220101S	13-10-OMN-B	40 foot bus replacements	4,570		
Maint	D1421101S	14-04-OMN-B	Non-Revenue Support Vehicles	75		
Maint	B1662002S	16-03-OMN-B	Capitalization of Leases-County	14		
Maint	B1862002S	S18-OMN-002-B	Capitalization of Leases-County	1,865		
Maint	B1962001S	S19-OMN-003-B	Capitalization of Leases-Tires	1,553		
Maint	B1962002S	S19-OMN-003-B	Capitalization of Leases-County	3,400		
Maint	B1962003S	S19-OMN-003-B	Capitalization of Leases-Frequency	24,186		
Maint	B2062001S	S20-OMN-01-B	Tire Lease	5,730		
Maint	B2062002S	S20-OMN-01-B	Comm Lease	4,333		
Maint	D2040301S	S20-OMN-01-B	Facility Projects	1,282,905		
Maint	H1930901S	S20-OMN-01-B	SBTC Fence	17,756		
Planning	C1110101S	11-03-OMN-B	Ontario Transit Center	12,180		
Planning	C0832001S	12-09-OMN-B	Stops & Zones	2		
Planning	C0810101S	12-09-OMN-B	Facilities: Ontario Transit Terminal	53		
Planning	C0910102S	12-09-OMN-B	Ontario Transit Terminal	54,345		
Planning	C0910101S	12-09-OMN-B	Chino Transit Terminal	61,866		
Planning	C0932001S	12-09-OMN-B	Stops & Zones	11		
Planning	C0330301S	12-09-OMN-B	San Bernardino Transit Center (match)	1		
Planning	H0430601S	12-09-OMN-B	Transit Enhancements-Ontario Transcenter	5,087		
Planning	L0530301S	12-09-OMN-B	Chino Transcenter	44,366		
Planning	D12RE001S	12-11-OMN-B	SBX BRT Guidelines	85		
Planning	D12RE005S	12-11-OMN-B	Redlands Shelter Upgrades	3,398		
Planning	D12RE006S	12-11-OMN-B	4th Street Transit Mall Fence	26,007		
Planning	H1330901S	13-04-OMN-B	Transit Enhancements	10,337		
Planning	C101B001S	13-10-OMN-B	Stops & Zones (match)	67		
Planning	H1230901S	13-10-OMN-B	Transit Enhancements	14,908		
Planning	H1430901S	14-04-OMN-B	Transit Enhancements	46,464		
Planning	H1430903S	14-04-OMN-B	Stops & Zones	1,106		
WVC	D0810301S	12-09-OMN-B	Paratransit Expansion/Upgrade	285,446		
Total STA				3,393,732		
IT		S-1205-49	Software Licensing	254		
IT		S-1205-49	Software Licensing	18,614		
IT		S-1304-18	Office Equipment: Printers/Copiers/Cameras	43,822		
Maint		S-1205-50	SBX: Project Delivery and Construction(fr Paratransit Expansion-Mid Valley)	400,557		
Maint		S-1205-50	SCE - Utilities Distribution	4,485		
Maint		S-1205-50	Purchase/Lease of Real Estate	46		
Maint		S-1205-50	Row Cost Estimates Parsons	10		
Maint		S-1205-50	Artwork - Elwood	2		
Maint		S-1205-50	Parsons Change Order 10	1		
Maint		S-1205-50	Parsons Change Order 7A	10		
Maint		S-1205-50	VMF Methane Detection	1		
Maint		S-1205-50	Parsons Change Order 7B	1		
Maint		S-1205-50	Verizon Utilities	5,222		
Maint		S-1205-50	Charter Communications	6		
Maint		S-1205-50	Cable & Associates Enviro Services E St Corridor	11,994		
Maint		S-1205-50	Stanley Security VMF license fee	1		
Maint		S-1205-50	IPMO Salary & Benefits	1,819		
Maint		S-1205-50	ESCI SPCC for VMF	1		
Maint		S-1407-28	2014 sbX LTF	671,777		
Maint		S-1205-49	Service Vehicles: 6 Relief Vehicles (match)	29,200		
Planning		S-1205-50	1% Enhancement (match)	7,900		
WVC		S-1205-49	Facilities: Midvalley Facility (match)	216,058		
WVC		S-1205-49	Mid Valley West Valley Paratransit (match)	155,677		
WVC		S-1304-18	Facilities:Mid Valley Facility	606,094		
WVC		S-1304-18	Facilities:Mid Valley Facility Phase I Construction	100,000		
Total LTF				2,273,552		
RE-OBLIGATE						
				LTF	STA	TOTAL
			Maint	1,125,133	1,835,711	2,960,844
			IT	62,690	992,292	1,054,982
			Planning	7,900	280,283	288,183
			West Valley Connector	1,077,829	285,446	1,363,275
			Total	2,273,552	3,393,732	5,667,284

ITEM # E17

DATE: September 2, 2020

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

THROUGH: Erin Rogers, CEO/General Manager

FROM: Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE RELEASE – IFB-ITS21-07
CISCO NETWORKING EQUIPMENT**

FORM MOTION

Authorize the CEO/General Manager to release Invitation for Bids IFB-ITS21-07 for the provision of Cisco Networking Equipment.

BACKGROUND

Omnitrans maintains hardware switches to connect devices such as computers, printers, phones, etc. In 2010, Omnitrans purchased Cisco brand switches which have reached the end of useful life. To ensure continuity of operations, Omnitrans seeks to replace network switches in the Information Technology (IT), Maintenance and Administration departments and identical core switches at the West Valley, I-Street, San Bernardino Transit Center and Feron locations. The equipment shall include software licensing and a three (3) year warranty and support agreement.

In accordance with FTA Circular 4220.1F and Omnitrans' Procurement Policy 2000, Section 2.3.5., Board authorization and use of a formal procurement procedure is required to release Invitation for Bids for procurements of good/services exceeding \$150,000. The Independent Cost Estimate for this project is \$871,341.

FUNDING SOURCE

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

FUNDING	GRANT	YEAR	PROJECT NAME	INTERNAL ORDER	AMOUNT
FTA	CA-19-169	2018	Cisco Network Equipment	D1822025F	\$697,072
Prop 1B	Prop 1B	2018	Cisco Network Equipment	D1822025B	\$174,269
Total					\$871,341

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

CONCLUSION

By proceeding with this solicitation, Omnitrans will replace existing Cisco equipment that has reached the end of useful life.

ER:AT:FH

ITEM # E18

DATE: September 2, 2020
TO: Board Chair David Avila and Members of the Omnitrans Board of Directors
THROUGH: Erin Rogers, CEO/General Manager
FROM: Art Torres, Director of Procurement
SUBJECT: **AUTHORIZE RELEASE – IFB-MNT21-21, HEAVY VEHICLE
ELECTRIC CHARGING EQUIPMENT INSTALLATION**

FORM MOTION

Authorize the CEO/General Manager to release Invitation for Bids IFB-MNT21-21 for the provision of Heavy Vehicle Electric Charging Equipment Installation.

BACKGROUND

Omnitrans is seeking the services of a contractor to perform civil and electrical work required to install charging equipment infrastructure for Omnitrans' zero emission buses. Omnitrans is participating in Southern California Edison (SCE) Charge Ready Transport (CR Transport) Program which provides no-cost electric vehicle charging infrastructure and installation services. Through the CR Transport Program, SCE will design, construct, and install the necessary infrastructure on the utility-side of the electric meter. Therefore, Omnitrans is responsible for the purchase and installation of the charging equipment on the customer-side of the electric meter.

In accordance with FTA Circular 4220.1F and Omnitrans' Procurement Policy 2000, Section 2.3.5., 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 \$356,620.

FUNDING SOURCE

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

FUNDING	YEAR	PROJECT NAME	INTERNAL ORDER	AMOUNT
CMAQ	2019	ZEB Infrastructure	A1920111Q	\$356,620
Total				\$356,620

 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 provide charging capabilities for zero emission buses.

ER:AT:CV

ITEM # E19

DATE: September 2, 2020

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

THROUGH: Erin Rogers, CEO/General Manager

FROM: Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE AWARD – CONTRACT MNT21-05
FLEX PARATRANSIT BUS MODIFICATONS**

FORM MOTION

Authorize the CEO/General Manager to award Contract MNT21-05 to Compete Coach Works of Riverside, CA for the provision of Flex Paratransit Bus Modifications in the amount of \$131,541, plus a ten percent contingency of \$13,154, and a 3.27% Cost Allocation Plan (CAP) of \$4,732, for a total not-to-exceed amount of \$149,427.

BACKGROUND

Omnitrans requires a contractor to modify ten (10) paratransit vehicles to align with the service changes scheduled to begin September 2020. The project includes installation of destination signs, passenger exit signals and bike racks for the purpose of providing fixed route service.

On June 3, 2020, Omnitrans' Board of Directors authorized the release of Invitation for Bids IFB-MNT21-05. Notices were published in two (2) local newspapers of general circulation, two (2) minority papers, and posted on Omnitrans' online bidding system. One (1) bid was received by the July 8, 2020 deadline and was deemed responsive.

In accordance with FTA Circular 4220.1F, and Omnitrans Procurement Policy 2010, Section 2.1, awarding a contract in response to a single bid is allowed when it can be determined that the lack of competition was not due to unduly restrictive specifications. Staff surveyed potential sources that chose not to submit bids. As a result of the survey, staff determined that the limited number of responses was unrelated to any term or specification and deemed the process valid.

Award is recommended to Compete Coach Works, in the amount of \$149,427.

A detailed cost analysis was performed, and pricing is deemed fair and reasonable based on current market prices.

FUNDING SOURCE

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

FUNDING	YEAR	PROJECT NAME	INTERNAL ORDER	AMOUNT
FTA CA-90-Z009	FY2013	Paratransit Bus Modifications	A1320104F	\$119,542
Prop1B 09/10-8-34C	FY2017	Paratransit Bus Modifications	A1320104B	\$29,885
Total				\$149,427

_____ 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 be prepared to provide the vehicles required for the service changes scheduled for September 2020.

ER:AT:CV

ITEM # E20

DATE: September 2, 2020

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

THROUGH: Erin Rogers, CEO/General Manager

FROM: Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE AWARD – CONTRACT MNT21-12
UNDERGROUND AND ABOVE GROUND STORAGE TANK TESTING
AND REPAIRS**

FORM MOTION

Authorize the CEO/General Manager to award Contract MNT21-12 to Fleming Environmental Inc. of Fullerton, CA for the provision of Underground and Above Ground Storage Tank Testing and Repairs for a three (3) year base period beginning October 1, 2020 and ending no later than September 30, 2023, with the authority to exercise two (2) single option years ending no later than September 30, 2025, in the amount of \$46,100, and an allowance of \$103,500 for parts and repairs, for a total not-to-exceed amount of \$149,600, should all options be exercised.

BACKGROUND

Omnitrans requires a contractor to provide mandatory annual and tri-annual testing of underground/above ground storage tanks and any necessary repairs, as required by local, state, or federal regulations for Omnitrans' East Valley, West Valley, and I Street facilities. The contractor shall ensure results are submitted to those agencies as required.

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 July 2, 2020, staff released Request for Quotes RFQ-MNT21-12. The solicitation was posted on Omnitrans' online bidding system. Two (2) bids were received by the July 30, 2020 deadline and were both deemed responsive.

Listed below are the bid prices from lowest to highest:

COMPANY NAME	TOTAL
Fleming Environmental Inc. of Fullerton, CA	\$149,600
Alpha Petroleum Transport, Inc. of Corona, CA	\$256,269

Due to the large variance in the bid pricing, staff contacted the bidders to verify that each had a clear understanding of the project requirements. Staff concluded that the large variance was primarily due to Alpha Petroleum Transport, Inc. (Prime Contractor) sub-contracting the work.

Award is recommended to the lowest, responsive, and responsible bidder, Fleming Environmental Inc. Pricing is deemed fair and reasonable based on competition and historical rates. The total award includes an allowance of \$103,500 for parts and repairs.

FUNDING SOURCE

The cost associated with this procurement is budgeted in Omnitrans' Maintenance Department's Operating budget.

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 award, Omnitrans' storage tanks will remain in compliance with the requirements of the regulating agencies.

ER:AT:FH

ITEM # F1

DATE: September 2, 2020

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

THROUGH: Erin Rogers, CEO/General Manager

FROM: Jeremiah Bryant, Director of Strategic Development

**SUBJECT: MANAGEMENT PLAN STRATEGIC INITIATIVES AND KEY
PERFORMANCE INDICATORS FISCAL YEAR 2020 FOURTH
QUARTER REPORT**

FORM MOTION

Receive and file the 2020 Management Plan Strategic Initiatives and Key Performance Indicators, Fourth Quarter Report.

This item was reviewed by the Administrative & Finance Committee at its August 13, 2020 meeting and forwarded to the Board of Directors to receive and file.

BACKGROUND

In May 2019, the Board of Directors approved five Strategic Initiatives in the FY2020 Management Plan. The five FY2020 Strategic Initiatives are:

1. Customer-Focused Service and Development
2. Safety and Security
3. Employee Engagement and Development
4. Innovation and Technology
5. Financial Sustainability and Funding Growth

These initiatives were developed through a collaborative process with the Senior Leadership Team and align with Omnitrans Short Range Transit Plan, and the San Bernardino County Transportation Authority's (SBCTA) Short Range Transit Plan. Progress made on the Strategic Initiatives is reported to the Board of Directors quarterly (Attachment A). This report is focused on the actions and accountability measures that support each of the five Strategic Initiatives.

Additionally, each quarter Omnitrans staff prepares the Key Performance Indicators (KPI's) report to present to the Board. The attached report is the Fourth Quarter Report for Fiscal Year 2020 (Attachment B).

The results of the fourth quarter were heavily influenced by the impacts of the COVID-19 pandemic and the associated adjustments. During the quarter Omnitrans operated approximately 45% less revenue hours than planned, ridership was down by approximately 60% and Omnitrans ceased fare revenue collection for two of the three months of the quarter. Additionally, staffing levels in operations and maintenance were reduced to align with service levels. There are one-time costs associated with these changes. As a result, cost per hour and farebox recovery were negatively impacted during the fourth quarter.

CONCLUSION

Receive and file the 2020 Management Plan Strategic Initiatives and Key Performance Indicators, Fourth Quarter Reports.

ER: JB

Attachments: A. Strategic Initiatives Quarterly Report
B. Key Performance Indicators (KPIs)

Omnitrans Management Plan FY2020



A. Strategic Initiative: Customer Focused Service & Development

Objective Statement: Attract and retain customers by delivering high-quality service, while planning for and implementing new or enhanced service.

Lead Department(s): Marketing, Rail, Strategic Development

Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
1. Partner with San Bernardino County Transportation Authority to advance Arrow Rail Project	a. Finalize Independent Cost Estimates & Scope for Operations & Maintenance Contractor with San Bernardino County Transportation Authority	Plan				X
		Action	SBCTA evaluating shifting Arrow to Metrolink instead of Omnitrans. During quarter, Omnitrans continued to partner with SBCTA and Metrolink on Arrow Project.	Continued support while transfer of Arrow service occurs from Omnitrans to Metrolink.	MOU draft between SBCTA and Metrolink in final review, scheduled to be presented at Metrolink May 2020 Board Meeting.	Arrow Rail transferred to Metrolink.
	b. Model & Develop Arrow Timetable/Schedule with San Bernardino County Transportation Authority & Mott McDonald	Plan				X
		Action	SBCTA working with Mott McDonald on Arrow schedules. Omnitrans will not make schedules.	Participated in Arrow Timetable Development Workshops until transfer of service.	Timetable workshop #3 schedules for April 9, 2020.	Arrow Rail transferred to Metrolink.
2. Complete Fiscal Year 21-25 Short-Range Transit Plan	a. Present Board with Framework of Service alternatives to inform policy decisions	Plan		X		
		Action	Presented Ad Hoc Committee recommendation, service reduction scale and guiding principles to committees and Board.	ConnectForward plan guiding principles and scale of service change approved. Draft plan developed. Presented to all cities.	Completed.	Completed.
	b. Draft Short-Range Transit Plan, Constrained Service Plan, and Financial Plan	Plan			X	
		Action	Developing draft plan as presented to Ad Hoc Committee and Board.	Draft service changes presented to JPA members and Board of Directors.	Draft completed for ConnectForward Annual Service Plan. SRTP will be finalized in FY2021.	ConnectForward Annual plan completed. SRTP to be completed in FY2021.
	c. Complete Short-Range Transit Plan Public Hearings	Plan			X	
		Action	On track for Q3.	Call for public hearing issued in Q2.	Completed ConnectForward Annual Service Plan Public Meetings. The SRTP will be finalized in FY2021.	ConnectForward Annual plan completed. SRTP to be completed in FY2021.
	d. Board approval of FY 2021-2025 Short-Range Transit Plan	Plan				X
		Action	On track for Q4.	On track for Q4.	ConnectForward Annual Service Plan developed. Presented to committee. Full SRTP will be completed in FY2021.	ConnectForward Annual plan adopted. SRTP to be completed in FY2021.

Omnitrans Management Plan FY2020



Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
3. Expand Health and Human Services Transportation Projects	a. Contact City-operated senior centers for Health and Human Services transportation opportunities or interest to and from centers	Plan	X			
		Action	Reached out to multiple senior centers on Measure I Call for Projects encouraging all senior centers to apply for call.	Additional senior centers contacted in Q2 along with other trip generators for seniors and individuals with disabilities.	Additional call for projects issued to expand service offerings.	Initial effort completed. A second call for projects was issued to expand service offerings. Significant outreach to promote program.
	b. Select two senior centers and develop capital and operating budgets necessary to provide cost effective Health and Human Services transportation to and from center(s)	Plan		X		
		Action	In addition to existing programs with Senior Centers in Grand Terrace, Redlands, and Highland, two new programs were awarded funds in Fontana and Yucaipa.	Funding agreements are being finalized and the programs are being implemented by the selected partners.	Holding workshops for senior centers and non-profits so that more potential partners submit grants and eventually can be awarded funding.	Initial effort completed. Additional outreach to senior centers completed as part of second call for project. Second award expected in September of 2020.
	c. Award Measure I funds for transportation projects	Plan			X	
		Action	On track for Q2; ahead of schedule.	Assist in procurement projects related to Measure I.	Initial projects awarded; now focused on secondary call for projects following Board approval of Regional Mobility Partner program.	Initial award completed. Working on second call of year.
4. Develop/ Launch Agency-wide Customer Service Excellence Program	a. Define elements of Customer Service Excellence Program	Plan		X		
		Action	Presented program framework to Executive Office and Senior Leadership team.	Program elements finalized.	Employees surveyed; directors interviewed; individualized department programs completed.	Completed.
	b. Launch messaging, employee training and recognition programs	Plan		X		
		Action	On track for Q2.	Customer Service Manager has met with Operations training staff to coordinate initial program launch in Q3.	Initial launch delayed due to COVID-19 health crisis.	Launch delay continued due to COVID-19 health crisis.
	c. Evaluate results (employees trained and recognized; American Bus Benchmarking Group customer satisfaction survey results)	Plan				X
		Action	On track for Q4.	On track for Q4.	Dependent upon launch date.	Program launch / implementation delayed due to COVID-19 health crisis.

Omnitrans Management Plan FY2020



Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
5. Cultivate Ridership Building Partnerships	a. Partner with warehouse and logistics employers to increase ridership	Plan		X		
		Action	Partnered with Amazon LGB 7 & 8 locations to provide collateral and participate in rideshare fairs for all staff to promote Routes 12 and 22.	Met with Amazon regional staff to establish quarterly on-site rideshare promotion at warehouses and quarterly ridership reporting. Management meeting set in Q3 to reintroduce corporate pass program.	Initial meeting with FedEx to discuss potential Fontana partnership and pass program potential; invitation to present to regional warehouse HR staff group discussed. Consulted with Amazon re: bus accessibility plans/rideshare programs at two new sites; outreach and progress delayed due to COVID-19 health crisis.	New Amazon location at San Bernardino Airport will be constructing a bus stop and turnaround location; service to two additional sites (Rte. 87) and marketing to two new sites will be implemented in FY21.
	b. Partner with GoSmart program participants to increase ridership	Plan		X		
		Action	Participated in and sponsored new student welcome events at all partner campuses; launched digital campaign aimed at students.	Supported outreach events at San Bernardino Valley College and Crafton Hills College. Completed two-pronged digital campaign with 588,000 impressions over several channels.	Participated in outreach at California State University San Bernardino and Crafton Hills College. Met with new Chancellor of San Bernardino Community College District to promote partnership. Second phase of advertising campaign paused due to COVID-19 health crisis.	Activity paused due to COVID-19 health crisis; amended contract costs to retain partnerships.
	c. Partner with Developers and Cities on infill developments to encourage transit supportive development to increase ridership	Plan			X	
		Action	Added bus stops in Renaissance Marketplace in Rialto. Reviewed development plans for cities. Provided suggestions for bus stop amenities and improvements to be made by developers.	Reviewed and provided comments on plans for developments throughout service area.	Reviewed and provided comments on plans for developments throughout service area.	Reviewed and provided comments on plans for developments throughout service area.
6. Plan/ Implement Micro Transit Pilot Project	a. Draft recommendations and implementation plan completed	Plan		X		
		Action	Micro Transit Pilot recommended for Chino Hills in line with service realignment strategies. Micro Transit option included contracted services RFP.	MicroTransit included in Purchased Transit RFP. Proposals received and contract award scheduled for March Board Meeting. Procurement is supporting STS efforts through RFP process.	MicroTransit awarded in Purchased Transportation Contract. Partners are First Transit and RideCo.	Transition of contractors occurred on July 1. First Transit and RideCo are working with Omnitrans to implement MicroTransit in accordance with the ConnectForward Service Plan for September.

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Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
	b. If found feasible and recommended, begin implementation of MicroTransit	Plan				X
		Action	Will be further assessed when response to RFP is received. Scheduled for January Board.	Plan to implement Pilot in Chino Hills as part of ConnectForward service changes.	Chino Hills MicroTransit Pilot moving forward as part of ConnectForward Annual Service Plan.	OmniRide MicroTransit Pilot approved, and service will start September 2020.
7. Plan/ Implement Improved Bus service	a. Support San Bernardino County Transportation Authority's efforts to complete environmental clearance for West Valley Connector project	Plan		X		
		Action	Attended public hearings and Locally Preferred Alternative selection workshop with SBCTA.	Reviewed final environmental document and participated in FTA environmental conference calls.	Participated in FTA environmental clearance conference calls. Environmental document scheduled for SBCTA Board approval 5/6/2020.	Environmental document approved by SBCTA Board and FTA.
	b. Identify funding and timeline to implement the West Valley Connector rapid transit line	Plan				X
		Action	Participated in meetings with and provided support to SBCTA.	Partnered with SBCTA on State TIRCP funding application for electric buses for WVC project. Participated in meetings and provided input on project design.	SBCTA was awarded \$15 million TIRCP funding for electric vehicles. Omnitrans and SBCTA working toward applying for FTA Small Starts grant in Q4. Omnitrans staff providing input on design and draft project agreements.	Staff have reviewed SBCTA's draft funding applications and will be working with SBCTA to apply for FTA Small Starts grant in early FY2021. Staff are participating in design meetings as SBCTA works toward 65% design documents.
	c. Implement increased frequency on Route 83 (serving Chino, Ontario, Upland)	Plan				X
		Action	Enhanced service to begin in May as described in the FY2020 Service Plan.	Service to begin in May 2020. Buses have arrived.	Service ready to be implemented. Service start date delayed by COVID-19 pandemic.	Service ready to be implemented. Service start date delayed by COVID-19 pandemic.
	d. Modify Service on Routes 11 and 22 to attract ridership	Plan	X			
		Action	Implemented in September 2019 Service change.	Completed.	Completed.	Completed.

Omnitrans Management Plan FY2020



B. Strategic Initiative: Safety & Security

Objective Statement: Create a safety culture to protect customers, employees, and assets by developing an agency safety plan that aligns with Federal Transit Administration requirements.

Lead Department(s): Human Resources, Operations

Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
1. Planning and Development of Public Transportation Agency Safety Plan	a. Assess Risk Management by implementing the following actions: • Hazard Identification and analysis • Safety Risk Evaluation and Mitigation • Establishment of committee	Plan		X		
		Action	Process underway for Risk Management, Hazard Identification and Risk Evaluation. Developing staff level Safety and Security Committees: monthly staff committee and quarterly senior management. Receive, approve and monitor Certificates of Insurance to mitigate contractual risks.	Document near completion. Assessment of risk reporting processes has been conducted and a flow chart of mitigation steps is being reviewed. Safety and Security Committees are slated to commence early in Q3. Document on track for Q3 completion and Q4/Q1 FY21 implementation.	PTASP completed and presented to board.	Completed.
	b. Develop protocols for monitoring and measuring plan effectiveness	Plan			X	
		Action	Reviewing software applications to assist in documenting processes. On track for Q3.	Continuing process of procuring appropriate software for this application. Identifying if there is a need for a full RFP process. On Track for Q3.	Plan has been completed and adopted by the Board.	Completed.
	c. Develop an Employee Reporting System (Mandatory and Voluntary) and Accountability Measures	Plan				X
		Action	Several mechanisms already in place. Plan will articulate processes. On track for Q4.	On track for Q4.	Reporting systems are in place to ensure compliance. Additionally, new Director of Safety and Regulatory Compliance will be following up on procurement of database reporting and tracking software systems.	Completed for compliance. Continued efforts on obtaining software for tracking and reporting. Action will continue in FY2021.

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C. Strategic Initiative: Employee Engagement & Development

Objective Statement: Align and develop employees with organizational goals and leadership competencies.

Lead Department(s): Human Resources

Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
1. Develop a compensation policy & performance management tool that aligns performance and behaviors to organizational mission and goals	a. Develop a compensation philosophy and update policy	Plan	X			
		Action	Reviewed compensation best practices. Obtained examples from other transits. Created a draft Compensation Philosophy.	Compensation Survey complete. Policies in draft to be brought to the board in Q4.	Policy update completed and approved by Board.	Completed.
	b. Develop Performance Management tool to assess and ensure that employees are carrying out their duties in an effective manner	Plan		X		
		Action	On track for Q2.	On hold for FY21 to align with the agency Strategic Plan.	Will be completed in FY2021 to align with new Strategic Plan.	Will be completed in FY2021 to align with new Strategic Plan.
	c. Procure a Performance Management Software for efficiencies	Plan			X	
		Action	On track for Q3.	No solicitation needed. Recommend NeoGov which is the current contractor for applicant tracking.	Completed.	Completed.
	d. Implement New Performance Management tool and compensation plan	Plan				X
		Action	On track for Q4.	On hold for FY21 to align with the agency Strategic Plan. (See section b, above).	Will be completed in FY2021 to align with new Strategic Plan.	Will be completed in FY2021 to align with new Strategic Plan.
2. Implement Learning Management System	a. Perform a Needs Assessment	Plan	X			
		Action	Needs assessment has been completed.	Completed.	Completed.	Completed.
	b. Procure Learning Management System software	Plan			X	
		Action	On track for Q3.	Recommend NeoGov which is the current contractor for applicant tracking.	RFP will be out in Q4.	Project on hold as technology is evaluated.
	c. Implement Learning Management System	Plan				X
		Action	On track for Q4.	On track for Q4.	Will be continued into FY2021.	Will be continued into FY2021.

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Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
3. Expand Leadership Development Academy to include supervisors	a. Perform a Training Needs Assessment	Plan	X			
		Action	Training needs assessment complete.	Completed.	Completed.	Completed.
	b. Establish a Training Plan and develop Specific Measurable Achievable Relevant Timebound Goals for plan	Plan	X			
		Action	Training plan has been developed. SMART goals for training plan is complete.	Completed.	Completed.	Completed.
	c. Roll out Training Plan	Plan		X		
		Action	Classes start on November 6.	Classes continue. Mentors have been assigned to participants.	Completed.	Completed.
	d. Evaluate and redirect as necessary	Plan			X	X
		Action	On track for Q3	On track for Q3.	Classes on hold due to COVID-19.	Classes have resumed. Estimated graduation in mid-August.
4. Develop a formal internship program	a. Assess current status and needs	Plan	X			
		Action	Interviewed Directors to review current practices and determine Intern needs. Working with CSUSB to establish best practices.	Completed.	Completed.	Completed.
	b. Develop formal plan	Plan		X		
		Action	Draft plan in development.	Draft plan is complete and in review.	Completed.	Completed.
	c. Implement plan	Plan			X	X
		Action	On track for Q3	On track for Q3.	Draft plan in final review.	Plan completed, Implementation delayed due to COVID.
5. Develop a formal Onboarding process	a. Work with Leadership Development Academy Team Unum to review project	Plan	X			
		Action	LDA Director Track presented full recommendations to Human Resources.	Completed.	Completed.	Completed.
	b. Establish project implementation plan	Plan		X		
		Action	Project plan draft is complete. HR Team is developing onboarding templates for both HR and Departments to utilize. Viewed demo on current software additions to evaluate a paperless onboarding process.	Onboarding template completed. Currently in procurement process for onboarding software module.	Completed.	Completed.

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Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
	c. Implement new onboarding process	Plan			X	
		Action	On track for Q3.	On track for Q3.	Procured NeoGov module. Implementation in process.	Completed.
	d. Evaluate process	Plan				X
		Action	On track for Q4.	On track for Q4.	On track for Q4.	Completed.

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D. Strategic Initiative: Innovation & Technology

Objective Statement: Introduce new technologies to optimize current processes and comply with new regulatory requirements.

Lead Department(s): Finance, Information Technology, Strategic Development

Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
1. Participate in the county-wide Zero Emissions Bus Study	a. Meet with representatives at Zero Emissions Bus facilities in the region for lessons learned	Plan	X			
		Action	Conducted site visits to Foothill, Sunline, OCTA, VVTA to discuss lessons learned and infrastructure concerns.	Attended sessions on ZEB at CTA Conference in Monterey to learn from agencies who have already implemented ZEB technology.	Completed.	Completed.
	b. Provide agency requirements to San Bernardino County Transportation Authority's Consultant	Plan		X		
		Action	Site visits to E.V., W.V. and SBTC to review requirements. Provided data to WSP consultants.	Provided additional information as requested.	Final review with WSP. Document on track for Q4.	Completed.
2. Develop strategy for meeting California Air Resources Board requirements for Zero Emissions Bus technology	a. Identify funding opportunities for infrastructure requirements	Plan			X	
		Action	Applied for Low-No Grant. Hiring grant writing consultant. Working with SCE on Charge Ready program for infrastructure.	Working with SCE on Charge Ready Program for Infrastructure.	Applied for VW Funding for Vehicles, which may allow backfill funding for infrastructure. Working on Carl Moyer Grants.	On-going.
	b. Complete Zero Emissions Bus Rollout Plan by California Air Resources Board deadline	Plan				X
		Action	Presented at P&P Committee On track for Q4. Evaluating ability to purchase ZEBs off of existing state contracts.	Began a draft template for the Rollout Plan. Compiling information for the plan.	Rollout Plan complete. Scheduled for Board approval in May. On track to submit to CARB in Q4.	Submitted to CARB.
3. Transit Asset Management/ Enterprise Asset Management Technology adoption	a. Award Transit Asset Management / Enterprise Asset Management Implementation Project	Plan	X			
		Action	Pending on award. Evaluating most cost-effective options to meet requirements.	Omnitrans issued RFP for EAM. Proposals received were more expensive than anticipated and proposals did also not meet needs. Omnitrans has refined scope only for FTA's requirements first and is currently under development.	The revised TAM project has been openly tendered with an RFP.	TAM was awarded to Phoenix Business Inc. in July 2020. Work will continue on TAM into FY2021.

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Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
	b. Complete Phase I (Process Review)	Plan		X		
		Action	Pending completion of TAM/EAM award or alternative more cost-effective approach.	New schedule to be developed following reissued RFP. (See comment above).	See comment above.	See comment above.
	c. Complete Phase II (Best Practices / Recommended Tech Implementation)	Plan			X	
		Action	Pending completion of TAM/EAM award or alternative more cost-effective approach.	New schedule to be developed following reissued RFP. (See comment above).	See comment above.	See comment above.
	d. Complete Phase III (Implementation)	Plan				X
		Action	Pending completion of TAM/EAM award or alternative more cost-effective approach.	New schedule to be developed following reissued RFP. (See comment above).	See comment above.	See comment above.
4. Process improvement/ process automations	a. Ariba / OpenText Implementation	Plan			X	
		Action	On Track for Q3	A demonstration will be provided, and a feasibility study will be initiated.	Feasibility study in process.	After reviewing with the Procurement Department, the project will be reassessed in the new fiscal year.
	b. TransTrack Reporting Project	Plan			X	
		Action	Working with vendor to verify the accuracy of the data and report.	Vendor provided a punch list for review and will be closing out the project during Q3.	Completed.	Completed.
	c. Family and Medical Leave Act / Timekeeping Project	Plan				X
		Action	Project design document phase is ongoing.	Completed milestone 2 – PDD acceptance. It is in configuration phase now and will be completed in Q3.	Training in process.	Due to the influence of COVID-19, the acceptance & training will be postponed until September 2020.
	d. Paratransit Online Booking	Plan			X	
		Action	The architecture of PASS-Web is nearing completion. Initial 26 user test in progress.	PASS-Web initial rollout completed with 1,475 Access passengers invited to participate. Two additional roll-out phases are planned.	Completed.	Completed.

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E. Strategic Initiative: Financial Stability & Funding Growth

Objective Statement: Increase revenue and control operating costs to position Omnitrans for the future.

Lead Department(s): Finance

Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
1. Maximize return on investments	a. Implement a short-term investment strategy utilizing the Board approved Investment Policy to maximize the return on investment for the short term	Plan	X			
		Action	Maximum deposit at LAIF increased from \$40M to \$65M. Average deposit at LAIF for Q1 was \$64.6M with \$366K in earned interest. The interest rate was 2.45% for Q1.	Completed.	Completed. Average deposit at LAIF for Q3 was \$44.3M with \$250K in earned interest. The interest rate was 2.03% for Q3.	Completed. Average deposit at LAIF for Q4 was \$39.4M with \$134K in earned interest. The interest rate was 1.36% for Q4. Total earned interest for FY2020 was \$1.1M.
2. Increase grant funding	a. Continually research available grants and apply for relevant grants measured by number or grants applied for and grants received	Plan	X	X	X	X
		Action	Awarded \$193,126 of TDA Article 3 funds by SBCTA for shelters and benches at bus stops, with no local matching funds required. Hired grant writing consultant to assist in developing grant applications related to ZEB fleet and infrastructure.	Prepared information for VW Mitigation funding application for electric buses, which grant writing consultant will be submitting in Q3. Developed a ZEB resolution for Board approval in Q3, which will help obtain future ZEB funding.	ZEB resolution approved by Board. Submitted application for VW Mitigation funds for electric buses. Submitted application for FTA Low-No grant for three electric cutaway vehicles and three chargers. Submitted application for FTA Buses and Bus Facilities grant for "I" Street facility rehabilitation project.	\$720,000 of VW Mitigation funds expected to be awarded in FY 2021 for four electric buses.
	b. Board approved Strategic Capital Plan to better position agency for grant success	Plan				X
		Action	On track for Q4.	On track for Q4.	Will be completed in FY2021.	Will be completed in FY2021.
	c. Seek opportunities to leverage existing funding sources for competitive state and federal sources measured by competitive grant funding received	Plan				X
		Action	Hiring grant writing consultant. Working with cities on AHSC grant partnerships.	Hired a grant writing consultant who will be submitting application for VW Mitigation funds for electric buses in Q3. Currently developing solicitation for one-year grant writing/grant planning consultant services.	Grant services contract will be presented to Board of Directors for award in Q4. Grant needs assessment will be conducted by grant services consultant in early FY2021.	Grant services consultant is on contract and will be conducting a grant needs assessment in early FY2021. Based on assessment, consultant provides ongoing grant research and support.

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Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
3. Implement Fare Increase	a. Implement fare increase effective Sept. 3, 2019	Plan	X			
		Action	Fare increase implemented on September 3, 2019.	Completed.	Completed.	Completed.
4. Manage operating costs to not exceed prior year level	a. Manage “controllable” maintenance and administrative costs at or below previous fiscal year levels	Plan	X	X	X	X
		Action	Operating cost for FY2020 Q1 was \$20.9M compared to \$20.8M for previous year. A \$134.7K increase or 0.6% increase, under the 2.3% increase anticipated in the budget.	Operating cost for FY2020 Q2 was \$20.9M compared to \$22.5M for previous year. A \$1.6 million or 7.1% decrease, under the 2.3% increase anticipated in the budget.	Operating cost for FY2020 Q3 was \$21.4M compared to \$22.6M for previous year. A \$1.2 million or 5.3% decrease under previous year Q3 cost.	Preliminary operating cost for FY2020 Q4 was \$23.7M compared to \$21.9M for previous year. YTD cost for FY2020 is \$87.1M compared to \$87.9 for FY2019. This is a \$852K or 1.0% reduction in cost compared to the previous year.
5. Advocate for future funding and more strategic partnerships (local, regional, federal)	a. Actively and continually network and seek partnership with local, state, regional and federal agencies	Plan	X	X	X	X
		Action	Continuing to build partnerships with various agencies to seek potential funding sources, such as participating in AQMD AB617 air quality improvement plan community steering committee, and three cities’ active transportation plan technical advisory committees.	Partnered with City of Grand Terrace to find funding for a premium bus shelter, which was installed in Q2. VA Ambulatory facility in Loma Linda is funding and installing a premium bus shelter in Q3. City of Loma Linda purchasing two standard bus shelters which Omnitrans will install on Barton Road in Q3. Providing input on three cities’ Active Transportation Plans, which will provide for future funding applications for bus stop improvements, sidewalk connections to bus stops, and amenities.	Partnering with several agencies’ grant applications, due in Q4, for Active Transportation Program funding to include bus stop accessibility improvements and amenities. Will be kicking off work on Bus Stop Safety Improvement Plan (funded by SCAG planning grant) in Q4, with input from a multi-agency interdisciplinary technical advisory committee.	Two cities’ Active Transportation Program grant applications, due early FY2021, will include bus stop accessibility improvements and amenities. Kicked off work on Bus Stop Safety Improvement Plan, and will be working with various agencies to form partnerships to improve safety at bus stops. VA Ambulatory Center installed a premium shelter, and several other developments are in process of purchasing shelters.



OMNITRANS PERFORMANCE INDICATOR REPORT

Fiscal Year 2020

Key Performance Indicators & Level/Level Item		Annual Performance Target	YTD	Qtr 1	Qtr 2	Qtr 3	Qtr 4
1. Cost Effectiveness							
Cost Per Hour - Fixed Route (non-sbX)		< \$106.00	\$117.47	\$99.09	\$98.66	\$105.56	\$192.99
Cost Per Hour - Access		< \$96.00	\$110.88	\$96.91	\$98.38	\$103.76	\$245.06
Cost Per Hour - sbX		< \$139.00	\$146.10	\$124.46	\$122.05	\$136.09	\$249.49
Fare Recovery Ratio - Fixed Route (non-sbX)	TDA Formula	> 20.00%	24.62%	31.18%	30.67%	26.73%	12.86%
	Before Local Rev	> 20.00%	14.10%	19.96%	19.44%	16.11%	3.55%
Fare Recovery Ratio - sbx	TDA Formula	> 20.00%	20.49%	21.39%	22.29%	19.42%	19.04%
	Before Local Rev	> 20.00%	12.17%	12.50%	13.24%	11.21%	11.82%
Fare Recovery Ratio - Access	TDA Formula	> 10.00%	25.32%	24.36%	24.09%	25.08%	29.28%
	Before Local Rev	> 10.00%	8.18%	8.92%	8.98%	9.07%	4.31%
2. Service Performance							
Ridership Growth - Systemwide		>= (4.70%)	(16.91%)	2.86%	(1.96%)	(7.05%)	(60.91%)
Productivity - Passengers Per Hour - Fixed Route		>= 14.50	14.29	15.79	15.72	14.24	9.78
Productivity - Passengers Per Hour - Access		>= 2.30	2.00	2.14	2.07	1.99	1.26
Complaints Per 100,000 Boardings - Systemwide		<= 13.00	18.41	19.98	17.93	16.50	19.90
Percent of Valid Complaints - Systemwide			17.62%	16.96%	17.77%	18.54%	17.28%
Complaints Per 100,000 Boardings - Fixed Route		<= 13.00	18.09	19.53	17.39	16.40	19.94
Complaints Per 100,000 Boardings - Access		<= 19.00	29.78	34.39	35.42	19.97	16.42
Compliments Per 100,000 Boardings - Systemwide		>= 1.00	1.10	0.94	1.16	1.03	1.49
Compliments Per 100,000 Boardings - Fixed Route		>= 1.00	1.07	0.89	1.16	0.98	1.51
Compliments Per 100,000 Boardings - Access		>= 0.50	2.01	2.37	1.22	2.85	0.00
3. Reliability							
Valid Mechanical - Miles Between Failures - DO Fixed Route		> 8,000.00	6,417	5,748	7,145	7,954	4,992
Loss of Service Hours Per Qtr - Operations - DO Fixed Route		<= 600	127	46	23	38	20
Loss of Service Hours Per Qtr - Maintenance - DO Fixed Route		< 840	268	75	124	45	23
Equipment Availability - DO Fixed Route		= 100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
On-time Performance - Fixed Route		> 85.00%	82.65%	81.36%	79.59%	85.55%	90.93%
On-time Performance - Access		> 88.00%	88.90%	87.46%	89.00%	88.43%	95.07%

Key Performance Indicators & Level/Level Item	Annual Performance Target	YTD	Qtr 1	Qtr 2	Qtr 3	Qtr 4
4. Budget						
Operating Revenue - Actuals to Budget - Systemwide	> 95.0%	93.17%	98.58%	97.28%	96.69%	80.14%
2020 - Operating Revenue		\$85,215,488	\$22,540,113	\$22,244,301	\$22,107,569	\$18,323,505
2019 - Operating Revenue		\$87,241,628	\$20,832,283	\$22,665,071	\$21,579,593	\$22,164,681
2018 - Operating Revenue		\$82,977,800	\$20,106,551	\$20,735,957	\$21,476,897	\$20,658,396
Operating Expense - Actuals to Budget - Systemwide	<= 100.0%	95.20%	91.80%	91.80%	93.60%	103.60%
2020 - Operating Expense		\$87,051,638	\$20,981,679	\$20,978,554	\$21,403,685	\$23,687,721
2019 - Operating Expense		\$94,814,382	\$20,857,041	\$22,541,038	\$22,575,778	\$28,840,526
2018 - Operating Expense		\$83,331,930	\$19,302,768	\$19,927,562	\$19,621,433	\$24,480,166
5. Safety & Security						
Employee Injuries (FY 2020)	< 86	80	31	19	19	11
Losses & Claims (FY 2020)	< 80	71	12	22	24	13
Preventable Safety Events Per 100,000 Miles - DO Fixed Route	< 1.0	1.00	1.10	0.70	1.30	0.70
Non-Preventable Safety Events Per 100,000 Miles - DO Fixed Route		5.16	5.04	5.73	5.02	4.62
Uncategorized Accidents Per 100,000 Miles - DO Fixed Route	= 0.00	0.00	0.00	0.00	0.00	0.00
6. Labor						
Turnover	< 10.00%	45.60%	4.75%	4.25%	3.80%	32.80%
Absenteeism Operators	< 185,000	124,556	30,699	29,004	32,358	32,495
Training (FY 2020)	>= 5,000	2,355	569	715	942	129
Training - ATU Represented (FY 2020)	>= 10,500	19,306	3,393	8,215	7,070	628
Training - Teamsters Represented (FY 2020)	>= 696	1,540	335	641	397	167

ITEM # _____ F2 _____

DATE: September 2, 2020

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

THROUGH: Erin Rogers, CEO/General Manager

FROM: Jeremiah Bryant, Director of Strategic Development

SUBJECT: CONSOLIDATION STUDY UPDATE

FORM MOTION

Support SBCTA staff recommendation to the SBCTA Board “to not consolidate San Bernardino County Transportation Authority and Omnitrans based on findings identified in the functional analysis and the financial impact analysis reports.”

This item was reviewed by the Administrative & Finance Committee at its August 13, 2020 meeting and forwarded to the Board of Directors for approval.

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). WSP presented the findings of the first two reports “Agency Functional Assessment and Pros/Cons of Consolidation” and “Performance Review Report” to Omnitrans/SBCTA Board Committees in March 2020 and the full Boards in April 2020.

The attached WSP reports and presentation cover the next two reports:

- 1.4B “Evaluation of Functional Areas in a Complete Consolidation.”
- 1.4C “Detailed Analysis of Financial Impacts and Benefits of Any Proposed Consolidation”

Also attached is the SBCTA staff report for these reports. The SBCTA staff recommendation to the SBCTA Transit Committee is:

“Based on the lack of significant financial savings, which is discussed in depth below, as well as some not-insignificant risks associated with any consolidation, which are also explained herein, staff recommends against a consolidation of the two agencies at this time¹.”

¹ SBCTA Transit Committee, August 13, 2020, Agenda Item #5, Page 3.

The SBCTA report further recommends against any consolidation at this time because of:

- Little functional overlap and resultant savings,
- One-time costs,
- Impacts to employees,
- Organizational risks/impacts.

The largest risk area and largest cost impact from consolidation stems from consolidating the two agencies' pension systems. The one-time cost for this pension consolidation is in the range of \$100-\$174 million. Comparatively, because the reports find there are few areas of substantial overlap, little duplication and thus minor ongoing savings, the most optimistic annualized savings from consolidation is less than 1% of the combined budget of the consolidated agency.

Should the SBCTA Board of Directors adopt SBCTA's staff recommendation, the decision process on consolidation would be completed. In order to fully complete the report should questions about consolidation surface again in the future, the final elements of the consolidation study will be completed including developing an Implementation Plan and the Innovative Transit Review.

CONCLUSION

Supporting SBCTA's staff recommendation signals Omnitrans support for bringing a conclusion to the consolidation effort.

ER:JB

Attachments: A. SBCTA Staff Report
B. PowerPoint Presentation
C. Task 1.4B Evaluation of Functional Areas in a Complete Consolidation
D. Task 1.4B Appendix A: Former Agency Staff Interviews
E. Task 1.4C Detailed Analysis of Financial Impacts and Benefits of Any Proposed Consolidation Study
F. Task 1.4C Appendix A: Approach, Assumptions and Data

Minute Action

AGENDA ITEM:

Date: August 13, 2020

Subject:

San Bernardino County Transportation Authority and Omnitrans Consolidation Study and Innovative Transit Review of the Metro-Valley

Recommendation:

That the Transit Committee recommend the Board, acting as the San Bernardino County Transportation Authority:

A. Receive and file an update on the Consolidation Study and Innovative Transit Review of the Metro-Valley; and

B. Approve staff recommendation to not consolidate San Bernardino County Transportation Authority and Omnitrans due to the minimal financial savings and the major organizational and legal risks.

Background:

At the September 2019 San Bernardino County Transportation Authority (SBCTA) Board of Directors (Board) meeting, staff presented a recommendation to approve a 3.5% annual increase in discretionary revenue allocations for Omnitrans based on current revenue projections, in an effort to provide a framework whereby Omnitrans' staff could develop a strategy to align service levels with forecasted revenues. This item was presented concurrently with an item presented by Omnitrans staff to the Omnitrans Board recommending an 11% service cut be considered, which was ultimately adopted by the Omnitrans Board. During the presentation of the SBCTA item, there was substantial discussion concerning the forecasted operational deficit, proposed service cuts, and the possibility of increasing the cost-effectiveness of the transit service in San Bernardino County. As part of the SBCTA Board motion, staff was directed to conduct an analysis of consolidation of transit operations county-wide.

In accordance with the direction given, staff prepared a scope of work (SOW) and independent cost estimate which were presented to the Transit Committee (Committee) in October 2019, with a recommendation to execute a contract task order (CTO) for the County-Wide Transit Consolidation Study & Innovative Transit Review of the Metro-Valley. The proposed SOW presented to the Committee included creating a pros/cons list for each transit operator with respect to consolidation with SBCTA, then an analysis of what the consolidation would look like for each of the transit operators recommended to move forward with consolidation, and lastly, an innovative transit review of the Metro-Valley. As the operational deficit is focused in the Metro-Valley area, the goal of the latter is to identify ways to match resources with the changing demand for public transportation, with a focus on cost-effectiveness, efficiency and the traveling public.

There was substantial discussion during the Committee meeting regarding the need to include the Mountain/Desert operators in the study when none of them are experiencing an operational deficit. The Committee recommended the Board approve execution of a CTO for a narrowed scope of study which includes only SBCTA and Omnitrans. In addition, the Committee recommended a working group including the General Managers and Executive Directors from

Entity: San Bernardino County Transportation Authority

the Mountain/Desert transit agencies be formed to assist with development of the final recommendations related to the innovative transit review of the Metro-Valley, as their skill set would be helpful.

In accordance with the recommendation provided by the Committee in November 2019, the Board approved a CTO for the SBCTA and Omnitrans Consolidation Study & Innovative Transit Review of the Metro-Valley, in an estimated amount of \$850,000. Subsequently, SBCTA solicited competitive proposals for the narrowed SOW from WSP USA, Inc. (WSP) (Contract No. C14086) and Mott MacDonald (Contract No. C14003), under the On-Call Transit and Rail Services contracts. In December 2019, SBCTA awarded a contract to WSP in the amount of \$590,071.78. The consolidation-related elements (Task 1 and Task 2) are estimated to cost \$372,451.78 and the innovative transit review of the Metro-Valley area is estimated to cost \$217,620.

The consultant's role in the current study was to revisit the 2015 Study with respect to Omnitrans and SBCTA, highlight and document major changes to the organizations since that study effort, and continue with a detailed assessment that would identify and quantify the benefits and drawbacks to consolidating Omnitrans under SBCTA. The study also identified the steps and estimated cost to pursue and implement such a consolidation. As mentioned above, in addition to studying consolidation of Omnitrans and SBCTA, the SOW includes an innovative transit review of the Metro-Valley to look at ways to match resources with the changing demand for public transportation, with a focus on cost-effectiveness, efficiency, and the traveling public.

The study is currently anticipated to last 11 months following the formal kickoff meeting held in January 2020. Participants in the kickoff meeting included the Omnitrans core team composed of: the Interim CEO/General Manager, the Director of Strategic Development, the Director of Operations, and the Director of Finance; the SBCTA core team composed of: the Transit Manager and the Director of Special Projects and Strategic Initiatives; and several WSP team members. During this meeting, the scope and schedule were reviewed and agreed upon as well as communication protocols.

During the study, the WSP reports were provided to both agencies at the same time in order to ensure transparency and reduce turnaround review time. It was also agreed upon to present the results of the study to both the Omnitrans and SBCTA Committees and Boards on the same day. Furthermore, any meeting minutes and reports resulting from the study were also provided to two advisory committees comprised of 1) other San Bernardino County transit operator Chief Executive Officers; and 2) City Managers that volunteered to participate, including representatives from the Cities of Ontario, Rancho Cucamonga, Yucaipa, and the Town of Yucca Valley.

The major milestones of the Consolidation Study are as follows:

Tasks	Milestone Presentation	Committee	Board of Directors
1.1 to 1.3	Performance Review Report, Efficiency Opportunities Update from the 2015 Study, Performance Indicator Review of Omnitrans	March 2020	April 2020

	over the past five years, and Pros/Cons of Consolidation		
1.4	Functional analysis and Financial Impact Analysis.	August 2020	September 2020
2	Consolidation Findings Report, Implementation Report, and Final Consolidation Report	September 2020	October 2020
3.1 to 3.3	Innovative Transit Review Report.	October 2020	November 2020

On April 1, 2020 the Board received the first two reports, which included information regarding Omnitrans performance review, an update from the 2015 Study, a performance indicator review comparing Omnitrans against five similar transit agencies, and a preliminary list of pros/cons of consolidation. The two most recent reports on Tasks 1.4B and 1.4C are discussed herein.

Based on the lack of significant financial savings, which is discussed in depth below, as well as some not-insignificant risks associated with any consolidation, which are also explained herein, staff recommends against a consolidation of the two agencies at this time.

Study Process and Methodology

The discussion of a potential complete consolidation analysis explicitly excludes the consideration of the other four transit operators in San Bernardino County. Thus, the premise of an Omnitrans and SBCTA total consolidation underlies this study's analysis.

In Task 1.4B, the opportunities and challenges of this complete consolidation scenario are evaluated using three evaluation criteria: financial, organizational, and legal. Financial criteria assess the impact on expenditures, revenues, and savings from a potential consolidation of each function. Table 1 lists questions explored in this analysis to determine the impact of a complete consolidation under each criterion.

Table 1: Questions Asked in Each Criterion

Criteria	Evaluation Questions
Financial	What is the impact on expenditures, revenues, and savings from complete consolidation?
Organizational	What is the impact on current personnel, talent, and/or policy from complete consolidation?
Legal/Contractual	What are the legislative, contractual, or other legal actions required to effectuate complete consolidation?

A peer agency analysis was also conducted for Task 1.4B, presenting best practices and lessons learned from the successes and challenges of consolidation experiences in Los Angeles County, Orange County, and San Diego County. The evaluation findings from this chapter served as a road map for the detailed financial impacts analysis of the next task (1.4C) in the overall Consolidation Study and Innovative Transit Review.

For Task 1.4C, the two agencies (all functions) were assumed to be brought together under one organization and would entail transferring all functions into a single consolidated agency, which then would provide transit and other transportation services that would be most appropriate if consolidation were found financially advantageous. Interviews were conducted with SBCTA and Omnitrans for this subtask in January 2020; staff from both agencies responded that consolidation of Omnitrans into SBCTA as an entirely separate department would be the most appropriate consolidation scenario. Financial impacts were then assessed in a variety of scenarios that could be undertaken to complete a consolidation.

Task 1.4B noted very few areas of functional overlap between SBCTA and Omnitrans, so the potential savings would be limited. Unlike the three case study consolidations where there was significant overlap in core functions (such as in transit revenue service delivery), the areas in which SBCTA and Omnitrans have overlapping functions are primarily in the support functions (e.g., Human Resources, Payroll, Accounting, Information Technology) with minor overlap in capital projects oversight and board membership. Even in these cases, few redundancies were identified. The primary objective of this chapter's financial analysis was to estimate the higher-level order of magnitude for financial impacts of potential complete consolidation, ultimately for consideration by decision-makers in San Bernardino County.

WSP prepared the following two reports to summarize the information gathered to date: 1) Evaluation of Functional Areas in a Complete Consolidation, and 2) the Financial Impact Analysis. These reports were reviewed by both agencies and the two advisory committees. WSP prepared revisions to the reports based on detailed comments received from SBCTA, Omnitrans, and the advisory committees. The following is a summary of the key points from both reports:

Evaluation of Functional Areas in a Complete Consolidation Report

Task 1.4B: Evaluation of Functional Areas in a Complete Consolidation Report, provided as a separate attachment, is composed of three sections:

- 1) **Case Studies of Three Southern California Agency Consolidations** – Interviews with retired executives from Los Angeles County Metropolitan Transportation Authority (LA Metro), Orange County Transportation Authority (OCTA), and Metropolitan Transit Development Board (MTDB)/Metropolitan Transit Services (MTS) to identify best practices and lessons learned from the successes and challenges of consolidation.
- Assessment of Functional Areas** – Opportunities and Challenges for 12 functional areas using three evaluation criteria: 1) Financial, 2) Organizational, and 3) Legal/Contractual
- 3) **Legal Formation of the Consolidated Agency** – legal actions required to effectuate complete consolidation.

- 1) The peer review case studies identified the following:

- The initial desire for consolidation or restructuring at all three peer agencies was based on some type of duplication in agencies or services. At LA Metro, it started from having two separate agencies, both doing rail network planning and development. At MTDB, it started with the vision of developing a light-rail transit system that would need to supplant the existing, uncoordinated transit services with a network that would feed and support light-rail and improve cross-jurisdiction ease of

travel for passengers. At OCTA, it was a response to the existence of seven separate entities, all doing some form of transportation planning or service provision.

- All three of the peer agency consolidation case studies had their origins in state legislation mandating the change and establishing planning, funding, and operating roles of the new agency. In some cases, subsequent state legislation was also needed.
- Consolidation, by itself, was not the solution for structural budget shortfalls and poor transit performance but could be the catalyst for better outcomes if other supporting actions were taken to make the consolidation more effective and efficient. With LA Metro and OCTA, it involved large-scale administrative layoffs. At MTDB, it involved service reductions and large-scale contracting for transit service delivery and service re-design.
- Restructuring takes time - often years - to see lasting effects, and it should involve a transition period with targeted implementation steps aimed at achieving specific change objectives.
- Strategic planning can institutionalize changes, guide long-term policy direction and vision, and set a timeline for action. This should preferably begin before the consolidation takes effect and should continue with multi-agency coordination efforts to achieve buy-in by the participating agencies and/or department heads.
- A balanced long-term financial plan for all modes, including Omnitrans bus service, should follow strategic planning to evaluate the financial sustainability of the agency, appease those concerned about one mode dominating the other, and secure discretionary federal grant funding in the future. Since a 20-year financial plan is already in place, this component would be easy to implement.
- A potential SBCTA-Omnitrans consolidation should be effectuated by statute to enable SBCTA to operate a bus system and to assist the consolidated agency in becoming the direct Federal Transit Administration (FTA) grant recipient for funds that had formerly gone to Omnitrans.
- If there were to be a consolidation, decisions related to discretionary grant funds distribution by SBCTA to the consolidated agency (i.e., to its new Transit Operations Department) versus the other transit operators across the county need to be worked out ahead of any potential consolidation
- The use of separate corporate entities to solve thorny consolidation issues were present at both LA Metro and MTDB. LA Metro created the Public Transportation Services Corporation to resolve the issue of two separate sets of retirement programs and benefits between the two former agencies. MTDB created a separate California non-profit corporation to be the operator of the San Diego Trolley in order to retain independence from the transit operators and avoid perceptions of conflict of interest if they had been an operator of one of the region's services.

2) Assessment of Functional Areas:

Task 1.4B analyzed 49 functional areas grouped into 12 major functions as follows:

1. Provision of fixed-route transit service and related support functions (including revenue services, dispatching and customer service); and

2. Americans with Disabilities Act (ADA) and Demand-Response Services (including paratransit services, specialized transportation services, ADA certification processes, and ADA dispatching and customer service); and
3. Integration with existing and future rail service; and
4. Assets and Maintenance (including facilities management, revenue and non-revenue vehicles, transit facilities, right-of-way and property, and transit asset management); and
5. Procurement (including professional services contract management, vehicle and support equipment acquisition, fare collection and other equipment procurement, as well as Disadvantaged Business Enterprise, Buy America, and Title VI compliance); and
6. Human Resources (including labor relations, training and drug/alcohol compliance); and
7. Planning (long range transit planning, service planning/data analysis, short range transit planning, and comprehensive operational analysis and scheduling); and
8. Capital Projects (including project development and construction management); and
9. Finance (including budgeting, accounting, payroll, risk management, internal controls and audits, capital asset management and reporting, grant application prep and assistance, grant management and reporting, funding, fare policy, cash and investment management, inventory management, sub-recipient monitoring, FTA processes); and
10. People Costs (such as retirement systems, job classification, benefits and support functions); and
11. Other Shared Services (including policy and legislative affairs, information technology, marketing, community outreach, advertising, telephone systems and security services); and
12. Board of Directors/Committees support.

The analysis identified that since Omnitrans is fundamentally responsible for transit services planning and provision in specific parts of the County, and that SBCTA is fundamentally responsible for long-range countywide multimodal planning and delivery of capital projects, there are few areas of functional redundancy between the agencies. Since there was relatively little duplication of services or activities, the magnitude of potential savings is anticipated to be less significant and is focused principally on administrative efficiencies. After careful evaluation, only 12 of the 49 functional areas were identified to possibly have the most financial implications. Those were then further evaluated in Task 1.4C Financial Impact Analysis report.

- 3) WSP's analysis of legal formation implications of any consolidated agency found that legislation is required in order for SBCTA to have the authority to perform transit services. Furthermore, enactment of state enabling legislation would provide a means of gathering the required approvals of the Governor and regional transit agencies for SBCTA to receive direct recipient status for FTA funding. Legislation would also provide an opportunity to codify important policy decisions regarding the funding and governance relationship between SBCTA and the county's other transit providers. WSP found that most of these legal and contractual impacts are short-term, in that they specifically relate to the effort and attention required to consolidate. These areas will need detailed attention by legal and political resources to ensure continued compliance with FTA regulations and state law during the transition and early days of a consolidated agency. In a potential complete consolidation, careful planning to address these steps will be critical to success, and such pre-planning would be crucial to avoid any interruption in the ability to provide transit service and deliver a capital program.

Financial Impact Analysis Report

Task 1.4C, the Financial Impact Analysis Report, provided as a separate attachment, covered twelve (12) out of the 49 functional areas that were analyzed first in the Task 1.4.B Evaluation of Functional Areas in a Complete Consolidation report, namely:

1. Facilities management
2. Labor relations
3. Accounting
4. Payroll
5. Risk Management
6. FTA direct recipient status
7. Retirement costs
8. Job classifications (staff duplication)
9. Employee benefits
10. Information Technology
11. Security
12. Board of Directors/Committees

WSP found that three of these areas (employer costs associated with retirement and benefits, and potential staff duplication) resulted in potential savings greater than \$500,000. These three areas consist entirely of people, their jobs, and their compensation packages. Discussion of these areas are separated into considering the impacts to employer costs relating to retirement and benefits (two areas), and those impacts to the remaining ten areas. The fiscal impacts of the remaining ten areas are based on fully burdened costs based on current benefit loads. The ranges of these potential savings and costs are summarized in Figures 1 and 2 below.

It is important to note, by enacting the most cost-effective financial decisions, WSP noted that there could be a significant impact to employee morale, retention, and productivity in the near and mid-term timeframes. Furthermore, additional analysis to job classifications, workload, and compensation for bargaining units could significantly reduce the potential identified savings or further increase the overall costs.

In addition, WSP noted options to consolidate retirement and benefits are complex, and savings are generally uncertain. Not all retirement option cost increases/savings can be estimated with certainty at this time. Even the retirement option analyzed, while showing potential annual savings of approximately \$2 million, would only achieve such savings as a result of a significant one-time cost (\$100 million to \$174 million to pay for the unfunded pension liability), which makes the option cost-prohibitive. Other retirement options, available and briefly discussed in the report, were not evaluated due to the cost and time it takes to perform actuarial analysis by the two affected retirement agencies. While these other options may be more financially feasible, any potential cost savings/increases would be a result of a change to the employees' expected retirement benefits.

Furthermore, alternatives for medical benefits lead to either a range of cost savings or increases that fluctuate depending on employees' personal choices since it is based on the medical plans they enrolled in or if they opt-out of the medical plans. Thus, the likelihood of realizing the San Bernardino County Transportation Authority

maximum savings is unlikely and most likely would fluctuate on an annual basis. The maximum cost increase was approximately \$580,000 and the maximum cost savings were also estimated at \$580,000.

Figure 1: Summary of potential fiscal impacts due to retirement and medical plan consolidation

Section	Functional Area	# of Scenarios	Lowest of range (net savings) or increase in net annual cost	Existing Baseline (2020)	Highest of range (net savings) or increase in net annual cost	Potential One-time (Savings)/Cost	Estimated Termination Costs ¹
2.4.1	Retirement	2	\$ (2,200,000)	\$ 9,200,000	\$ (2,100,000)		\$104M or \$174M
2.4.3	Benefits - Non-Medical Plans	2	\$ (710,000)	\$ 1,110,000	\$ 830,000	(\$140K) or \$210K	
2.4.3	Benefits - Medical Plans	2	\$ (580,000)	\$ 2,400,000	\$ 580,000		

¹ - The estimated termination costs are highly uncertain. Omnitrans' estimated termination cost is from CalPERS actuarial report. The estimated termination cost for SBCTA was calculated based on a ratio using Omnitrans' termination cost.

Of the remaining ten functional subareas, WSP found that most have no or minimal savings, except for Job Classification, and totaling the ten areas results in savings of up to \$1.8 million or cost increases of up to \$300,000, excluding potential one-time costs. With the combined annual budget of SBCTA and Omnitrans at approximately \$1 billion annually, this represents a potential savings of 0.02% of the total combined budget. The functional area with the largest potential savings, Job Classification, reflects the potential costs to align similar job functions for similar pay for similar work, and potential reductions in staff (between three and nine employees).

Figure 2: Summary of the remaining ten functional areas

Section	Functional Area	# of Scenarios	Lowest of range (net savings) or increase in net cost	Existing Baseline (2020)	Highest of range (net savings) or increase in net cost	Potential one-time cost
2.1.1	Facilities Management	2	\$ (200,000)	\$ 3,560,000	\$ 150,000	
2.2.1	Labor Relations	3	\$ -	\$ 1,890,000	\$ -	
2.3.1	Accounting	1	\$ -	\$ 2,400,000	\$ -	
2.3.2	Payroll	3	\$ 10,000	\$ 480,000	\$ 310,000	\$50k or \$550k
2.3.3	Risk Management	1	\$ -	\$ 9,400,000	\$ -	
2.3.4	FTA Direct Recipient	1	\$ -	\$ -	\$ -	
2.4.2	Job Classification	2	\$ (1,475,000)	\$ 7,325,000	\$ (100,000)	
2.5.1	Information Technology	2	\$ (40,000)	\$ 4,180,000	\$ -	\$250k to \$1M
2.5.2	Security	1	\$ -	\$ 1,830,000	\$ -	
2.6.1	Board of Directors/Committee	2	\$ (65,000)	\$ 245,000	\$ (50,000)	

Annual

Annual

Annual

Staff Recommendation

Due to the preliminary findings summarized below, staff recommends against any consolidation at this time. The basis of this staff recommendation is as follows:

- **Little functional overlap and resultant savings:** As noted in WSP's reports, there are few areas of substantial overlap in functional areas between the agencies. As a result, there is little duplication and thus minor ongoing savings, <1% of the combined budget of the potential consolidated agency.
- **One-time costs:** The costs associated with the legal, contractual, and IT systems integration to enable and support a consolidated agency are substantial and greatly outweigh the minimal potential ongoing savings.
- **Impacts to employees:** A consolidated agency would need to consolidate classification and compensation systems, and either standardize one retirement and benefit system or create a

complex legal structure to preserve the current retirement and benefit systems. The current salary and benefits structure of the two agencies are different, and most of the savings identified in the WSP's report are specifically due to changing the employees' compensation structure, which will impact employees and create additional organizational risks.

- **Organizational risks/impacts:** As noted in WSP's report, changes to the employee compensation packages, reporting relationships, and resolving the few duplicative positions would likely result in a reduction in productivity and employee morale during the transition and loss of knowledge as employees seek other employment during the uncertainty. In addition, given the representation of labor unions for many current Omnitrans staff, any changes to retirement, benefits, or compensation structures will likely require additional engagement and partnership with the labor unions. These organizational impacts pose a significant disruption to operations due to change in overall vision, goals, and administrative policies and procedures with no offsetting positive effect to services.

After considering the few areas of overlap, limited options for savings, and the increased risks and potential additional costs managing through a complete consolidation, the concerns are significant and far outweigh any identified benefits, opportunities and savings.

Summaries of the analyses can be found in Sections 2.1 to 2.6 of the Task 1.4C report. (It should also be noted that WSP's cost summations are rounded while the detailed calculation tables found in the appendices are non-rounded values.)

Next Steps in the Study

The next steps in the study will include:

- Final Consolidation report including a summary of findings, staff recommendation, and a high-level implementation plan
- Innovative Transit Review report

Financial Impact:

This item is consistent with the Fiscal Year 2020/2021 Budget.

Reviewed By:

This item is not scheduled for review by any other policy committee or technical advisory committee. SBCTA General Counsel has reviewed this item and the reports.

Responsible Staff:

Beatriz Valdez, Director of Special Projects/Strategic Initiatives

Approved
Transit Committee
Date: August 13, 2020

Witnessed By:

Consolidation Study and Innovative Transit Review

Evaluation and Detailed Financial Impacts of Functional
Areas in a Complete Consolidation

San Bernardino County Transportation Authority

Presentation Overview

- Objective of the study
- Peer Agency Review
- Assessment of Functions
- Financial Analysis
- Next Steps

Study Objective and Work to Date

Analyze impacts from a potential consolidation of SBCTA + Omnitrans

- ✓ WSP presented background and performance review in March/April
- ✓ Study began prior to the COVID-19 Pandemic

Task 1.4

- Analyze the pros, cons, and financial and organizational impacts
- Conduct a peer review of agencies that have consolidated

Peer Agency Review

Case Studies of Complete Consolidation



Los Angeles County Metropolitan Transportation Authority (LA Metro)

- Two agencies planning and building rail transit systems in LA County.
- More than 30 bills were introduced in the state legislature.
- Budget challenges were not the rationales for consolidation but it did help to achieve better fiscal outcomes
- Consolidation did improve decision making due to single policy body.



Orange County Transportation Authority (OCTA)

- At least three different agencies all working on highway planning in Orange County
- Former OCTA staff interviewed for this report identified several challenges after consolidation.
- Fiscal challenges were not drivers, but consolidation to help achieve better performance results.

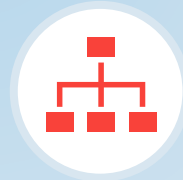


Metropolitan Transit Development Board / Metropolitan Transit System

- Consolidation of small transit systems in San Diego County.
- Consolidation evolved over many years and through many actions.
- Fiscal pressures did not drive consolidation, but it did help achieve better operational and budget outcomes

Key Factors	LA Metro	OCTA	MTDB/MTS	Potential Complete Consolidation
Overlap in direct transit service provision			✓	
Overlap in fleet or facilities			✓	
Overlap in planning of transportation or transit services	✓ <i>Transit</i>	✓ <i>Highways</i>	✓ <i>Transit</i>	
Overlap in leadership on major capital infrastructure programs	✓	✓	✓	
State legislation as impetus to consolidate	✓	✓	✓	
Presence of influential external consolidation champions	✓	✓	✓	
Funding/Financial Pressures	✓	✓		✓
Desire to pass a local tax measure	✓	✓		
Desire for a multi-modal planning and decision-making in a centralized Board	✓	✓		✓ ₁₇₂

Study Assumptions



Omnitrans would become a separate Transit Operations Department under the current SBCTA organizational structure. All current customer-facing services would remain the same.



This consolidation analysis explicitly excludes the consideration of the other four transit operators in San Bernardino County.

49 functional areas initially evaluated:

- ✓ **Financial** – What is the impact on expenditures, revenues, and savings from complete consolidation? 12 of these 49 assessed for financial impact
- ✓ **Organizational** – What is the impact on current personnel, talent, and/or policy from complete consolidation?
- ✓ **Legal** – What are the legislative, (union) contractual, or other legal actions required to effectuate complete consolidation?

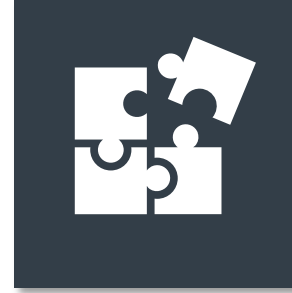
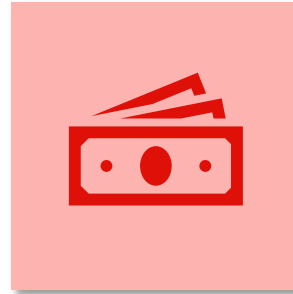
Findings

Significant Organizational & Legal Impacts

- Impacts to morale, productivity, employee retention
- One-time impacts for establishing the legal framework for all aspects of the consolidated agency
- Ongoing union concerns and additional financial impacts for represented employees

Limited financial savings

- Highest financial impacts: employer-paid benefits, retirement costs, and staff duplication
- All others have a total impact <1% of the combined agency's budget



Few areas of functional overlap

- Only support functions (HR, IT, Procurement, etc.)
- Even with overlap, few opportunities for reduction in staff (<1% of combined agency FTE)

Opportunities in closer coordination for transportation in County

- Clearer voice across transit operations and planning/project delivery
- Single policy body - more comprehensive vision and goals

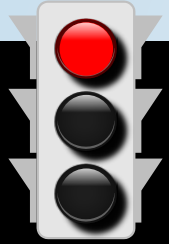
Some minor efficiencies possible without consolidation

- Overlap in board makeup, discussion, and decision making
- Continued procurement coordination on similar procurements



Retirement and Benefit Plan Options: Potential Impacts

Alternative 1: Plan Termination



All employees join 1 pension/benefit system, current employees receive 2 pensions



High one-time termination costs: \$100-\$200M



From \$0.5 to \$3.5M annual savings (estimates)

Alternative 2: Asset Transfer



All employees join 1 pension/benefit system, receive 1 pension



Lower one-time costs: asset transfer fees and related costs



Limited savings or additional costs

Alternative 3: Public Non-Profit Corporation



All employees keep their **current** pension and health benefits



Low one-time costs: non-profit corporation setup



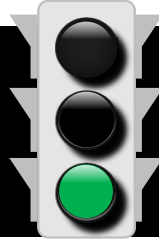
No annual savings

Caveats:

- **Termination costs highly uncertain, based on plans' current cost differences**
- **Actuarial analyses needed**
- **Savings/costs increases related to health benefits are dependent on employee selection**
- **COVID-19 could change health cost projections significantly**
- **Further analyses of collective bargaining agreement impacts needed**

Job Classification and Staff Duplication

Job Classification

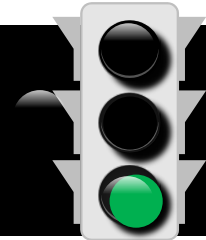


Employees in a consolidated agency will be placed on an equal classification system

Few employees would be affected (largely administrative staff)

Possible cost increase in any combined budget (>\$400k)

Staff Duplication



Few areas of overlap

Likely between 3 and 9 positions of duplication (<1% of combined FTE)

Between \$500k - \$1.9M in savings

Exact positions and resolution needs additional discussion classification studies and workload evaluation.

Recommendation – No Consolidation At This Time

- Little functional overlap and resultant savings
- Significant one-time costs
- Impacts to employees
- Organizational risks/impacts
- Compensation Studies and Actuarial Analyses Needed
- Some Additional Coordination Without Consolidation
- Further Analysis and Considerations in Task 2

Next Steps in Study (September/October Committee/Board Meetings)

Task 2: Final Consolidation report and analysis

- Summary of Findings
- Other Considerations
- Staff Recommendation
- High-level Implementation Plan

Task 3: Innovative Transit Review

Thank You



SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY

CONSOLIDATION STUDY AND INNOVATIVE TRANSIT REVIEW

TASK 1.4B—EVALUATION OF FUNCTIONAL AREAS IN A COMPLETE CONSOLIDATION

AUGUST 4, 2020

FINAL



**FULL REPORT PROVIDED AS A SEPARATE LINK AND
A HARD COPY WILL BE PROVIDED
UPON REQUEST**



APPENDIX

A

FORMER AGENCY STAFF INTERVIEWS

LA Metro

Linda Bohlinger, held various senior positions leading to Chief Executive Officer, Metro (1990 - 1998); Director of Capital Planning, LACTC (1979 – 1985)

Claudette Moody, former Director of Governmental Relations, LACTC (1985 – 1997)

Orange County Transportation Authority

Will Kempton, former Chief Executive Officer, OCTA (2009 – 2013)

Tom Jenkins, held various senior positions at OCTD and OCTC (1974 – 1983)

Stan Oftelie, former Executive Director, OCTC (1983 – 1991); former Chief Executive Officer, OCTA (1991 – 1997)

Metropolitan Transit Development Board

Tom Larwin, General Manager, MTDB (1976 – 2003)

Dave Schumacher, Director of Planning, MTDB (1983 - 2004)

**FULL REPORT PROVIDED AS A SEPARATE LINK
AND A HARD COPY WILL BE PROVIDED
UPON REQUEST**

SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY

CONSOLIDATION STUDY AND INNOVATIVE TRANSIT REVIEW

TASK 1.4C—DETAILED ANALYSIS OF FINANCIAL IMPACTS AND BENEFITS OF ANY PROPOSED CONSOLIDATION

JULY 15, 2020



**FULL REPORT PROVIDED AS A SEPARATE LINK AND
A HARD COPY WILL BE PROVIDED
UPON REQUEST**

APPENDIX A

APPROACH, ASSUMPTIONS AND DATA

**FULL REPORT PROVIDED AS A SEPARATE LINK AND A
HARD COPY WILL BE PROVIDED
UPON REQUEST**

ITEM # F3

DATE: September 2, 2020

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

THROUGH: Erin Rogers, CEO/General Manager

FROM: Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE AWARD – CONTRACT ITS20-62
MICROSOFT SOFTWARE ASSURANCE**

FORM MOTION

Authorize the CEO/General Manager to award Contract ITS20-62 to Dell Marketing, LP of Round Rock, Texas for the provision of Microsoft Software Assurance for three (3) years beginning October 1, 2020 and ending no later than September 30, 2023, in the amount of \$222,450.03, plus a ten percent contingency of \$22,245.00, for a total not-to-exceed amount of \$244,695.03.

BACKGROUND

Omnitrans' Enterprise Agreement (EA) for support and maintenance of its Microsoft licensed software products require renewal. The EA includes comprehensive maintenance, upgrade rights, deployment planning, product support, training, and rights to Microsoft products. Current licenses expire September 30, 2020.

On May 6, 2020, Omnitrans' Board of Directors authorized the release of Invitation for Bids IFB-ITS20-62. During the solicitation process, staff was advised of the Riverside Master Enterprise Agreement (MEA) 808445 between Microsoft and the County of Riverside. The MEA can be utilized by public agencies to purchase Microsoft products at a discounted rate that are not available elsewhere. Subsequently, Omnitrans requested quotes from the ten (10) License and Solutions Providers (LSPs) that are registered under the agreement. Two quotes were received and are listed below from lowest to highest:

Company	Total
Dell Marketing L.P. of Round Rock, Texas	\$222,450.03
Software One Inc. of Waukesha, WI	\$234,668.52

Award is recommended to Dell Marketing, LP in the amount of \$222,450.03. Price is deemed to be fair and reasonable based on competition.

FUNDING SOURCE

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

Department 1320
Expenditure Code 505170

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

Short Range Transit Plan/Strategic Initiative Supported – NA

CONCLUSION

By proceeding with this award, Omnitrans will continue to have effective management of its Microsoft license and software maintenance agreements.

ER:AT:CV

ITEM # F4

DATE: September 2, 2020

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

THROUGH: Erin Rogers, CEO/General Manager

FROM: Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE AWARD - PURCHASE ORDER MNT21-17
DC FAST CHARGING STATIONS**

FORM MOTION

Authorize the CEO/General Manager to award Purchase Order MNT21-17 to Axxera Inc. of Irvine, CA for the provision of two (2) DC Fast Charging Stations for the zero emission buses (ZEB) in the amount of \$60,013.60.

BACKGROUND

Omnitrans requires direct current (DC) fast charging station equipment for installation at the East and West Valley maintenance bus shop bays for the purpose of charging the ZEB while the buses are being serviced or repaired.

On February 5, 2020, Omnitrans' Board of Directors approved an Assignment from the State of California, Department of General Services (DGS) to award Purchase Order MNT20-36, for the provision of Forty-Foot ZEB.

On April 1, 2020, Omnitrans' Board of Directors authorized Amendment 1 to Purchase Order MNT20-36 for the provision of charging equipment for the ZEB, which will be installed at the East and West Valley bus yards.

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 June 26, 2020, staff released Request for Quotes RFQ-MNT21-17. Three (3) bids were received by the July 7, 2020 deadline and were all deemed responsive.

Listed below are the bid prices from lowest to highest:

COMPANY NAME	TOTAL
Axxera Inc. of Irvine, CA	\$60,013.60
EV Connect Inc. of El Segundo, CA	\$61,556.40
New Flyer of America of Winnipeg, Manitoba, Canada	\$84,148.00

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

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

FUNDING SOURCE

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

FUNDING	GRANT	YEAR	PROJECT NAME	INTERNAL ORDER	AMOUNT
FTA	1681-2019-5	2018	ZEB Purchase and related equipment	A1920111Q	\$60,013.60
Total					\$60,013.60

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

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

CONCLUSION

By proceeding with this award, Omnitrans will have the ability to charge the ZEB while the buses are being serviced or repaired.

ER:AT:FH

ITEM # F5

DATE: September 2, 2020

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

THROUGH: Erin Rogers, CEO/General Manager

FROM: Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE AWARD – PURCHASE ORDER MNT21-08
PUSH/PULL YARD TRACTORS (MULES)**

FORM MOTION

Authorize the CEO/General Manager to award Purchase Order MNT21-08 to Pape` Material Handling, Inc. of City of Industry, CA for the provision of two (2) Push/Pull Yard Tractors (Mules) in the amount of \$163,041.16.

BACKGROUND

Omnitrans' requires two (2) gasoline powered Mules to be utilized for moving disabled buses within the perimeters of Omnitrans' East Valley and West Valley bus yards.

On July 1, 2020, Omnitrans' Board of Directors authorized the release of Invitation for Bids IFB-MNT21-08. Notices were published in two (2) newspapers of general circulation, two (2) minority newspaper publications, and posted on Omnitrans' online bidding system. One (1) bid was received by the August 3, 2020 deadline and was deemed responsive.

In accordance with FTA Circular 4220.1F and Omnitrans Procurement Policy 2010 Section 2.1., awarding a contract in response to a single bid is allowed when it can be determined that the lack of competition was not due to unduly restrictive specifications. Staff surveyed potential sources that chose not to submit a bid. As a result of the survey, staff determined that the limited number of responses was unrelated to any term or specifications and deemed the process valid.

Award is recommended to Pape` Material Handling, Inc. in the amount of \$163,041.16.

A detailed cost analysis was performed, and pricing is deemed fair and reasonable based on current market prices.

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	\$130,432.93
Prop 1B	2017	Yard Tractors (Mules)	D1740313B	\$ 32,608.23
Total				\$163,041.16

_____ 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 award, Omnitrans will have the ability to move disabled buses within the bus yards.

ER:AT:AJ

ITEM # _____ F6 _____

DATE: September 2, 2020

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

FROM: Erin Rogers, CEO/General Manager

SUBJECT: CEO/GENERAL MANAGER'S REPORT

West Valley Connector – SBCTA, Omnitrans and consultant Parsons continue to partner on finalizing the FTA Small Starts Capital Invest Grant rating package for the West Valley Connector. The rating package is in final review by both agencies. Omnitrans as the FTA direct recipient will submit the rating package by Friday August 28th. This is a key step in the application process towards potentially \$86 million in small starts funding for WVC.

Strategic Plan – Omnitrans staff continues to work with Strategic Plan consultant MIG to conduct the various elements of the Strategic Planning process. Most recently one on one interviews were held with Board Members, work is underway to develop a general public survey, and a Board workshop. A Board workshop is planned for November.

Service Change - On Tuesday September 8th, Omnitrans will implement the service and network changes approved in the ConnectForward Service Plan, including the microtransit pilot program, OmniRide, in Chino Hills. In addition, there will also be frequency improvements on Omnitrans core network consistent with the service resumption triggers. Significant efforts have been underway to communicate the changes to our customers.

ER

ITEM # G1

DATE: September 2, 2020

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

THROUGH: Erin Rogers, CEO/General Manager

FROM: Maurice A. Mansion, Treasury Manager

**SUBJECT: PUBLIC HEARING – FEDERAL TRANSIT ADMINISTRATION
SECTION 5307, 5310 AND SECTION 5339 FUNDS**

FORM MOTION

Close the 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, September 2, 2020, in accordance with Governor Newsom’s Executive Orders N-25-20, N-29-20, and N-35-20.

SUMMARY

The date and time were set with due notice for the federally required public hearing allowing comment on projects involving Federal assistance.

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 (See Page 2) are included in the Fiscal Year 2021 budget and were approved at a previous Board of Director’s meeting.

FINANCIAL IMPACT

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

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 FTA 5307
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
Total	\$ 8,677,207	\$ 8,677,207
		FTA 5310
Replacement of Revenue Vehicles	\$ 392,610	\$ 392,610
Total	\$ 392,610	\$ 392,610
		FTA 5339
Replacement of Revenue Vehicles	\$ 2,355,819	\$ 2,355,819
Total	\$ 2,355,819	\$ 2,355,819
TOTAL FEDERAL SHARE		\$11,426,636