



AGENDA
EXECUTIVE COMMITTEE MEETING
FRIDAY, AUGUST 8, 2014, 2:00 P.M.
OMNITRANS METRO FACILITY
1700 WEST 5TH STREET
SAN BERNARDINO, CA 92411

The meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Board Secretary at least three (3) business days prior to the Committee Meeting. The Board Secretary's telephone number is 909-379-7110 (voice) or 909-384-9351 (TTY). If you have comments about items on the agenda or other general concerns and are not able to attend the meeting, please mail them to Omnitrans at 1700 West Fifth Street, San Bernardino, California, Attention Board Secretary. Comments may also be submitted by email to BoardSecretary@omnitrans.org.

A. CALL TO ORDER

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Committee Meeting: Friday, September 12, 2014, 2:00 p.m.
Omnitrans Metro Facility

C. COMMUNICATIONS FROM THE PUBLIC

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

D. POSSIBLE CONFLICT OF INTEREST ISSUES

N/A

E. DISCUSSION ITEMS

1. Approve Executive Committee Minutes – June 6, 2014
2. Placement of Solicitations (Requests for Proposals, Invitation for Bids) on Board of Directors' Meeting Agenda - Discussion
3. Payment of Board Stipend – Board/Committee Meeting Attendance - Discussion

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F. BOARD BUSINESS

There is no Closed Session.

G. REMARKS AND ANNOUNCEMENTS

H. ADJOURNMENT



1700 W. Fifth St.
San Bernardino, CA 92411
909-379-7100
www.omnitrans.org

ITEM # E1

**EXECUTIVE COMMITTEE MEETING
MINUTES
JUNE 6, 2014**

A. CALL TO ORDER

The Executive Committee meeting was called to order by Chair Alan Wapner at 9:10 a.m., Friday, June 6, 2014.

COMMITTEE MEMBERS ATTENDING

Mayor Pro Tem Alan Wapner, Board Chair
Mayor Pro Tem Sam Spagnolo, Vice Chair
Mayor Ed Graham, City of Chino Hills
Council Member Dick Riddell, City of Yucaipa

COMMITTEE MEMBERS NOT ATTENDING

Council Member Penny Lilburn, City of Highland

OMNITRANS STAFF ATTENDING

P. Scott Graham, CEO/General Manager

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Committee Meeting: Thursday, July 3, 2014, 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 4, 2014

M/S (Spagnolo/Graham) that approved the Executive Committee Minutes of April 4, 2014. Motion was unanimous by Members present.

2. Approve Committee Meeting Schedule – July through December 2014

M/S (Spagnolo/Riddell) that adopted the following Executive Committee Meeting Schedule for July through December 2014.

Thursday, July 3, 2014, 9:00 a.m.*
Friday, August 8, 2014, 2:00 p.m.
Friday, September 12, 2014, 2:00 p.m.
Friday, October 3, 2014, 9:00 a.m.
Friday, November 7, 2014, 9:00 a.m.
Friday, December 12, 2014, 2:00 p.m.

*Staff to contact Member Lilburn for availability; if not available, meeting may be rescheduled. Appointments shall be sent to Executive Committee Members.

For the record, in response to the request by Member Riddell, Chair Wapner announced that at the point in time Member Riddell requests to be re-appointed to the Administrative and Finance Committee, it would be done.

3. sbX Key Performance Indicators

CEO/General Manager Graham distributed the sbX Key Performance Indicators that have been established for the sbX line and asked whether the Committee believes it would be beneficial to include in the Board Agenda for the first six months of operation.

The Committee discussed the ridership goal and the actual passenger count being significantly below the goal. CEO/Graham explained that the ridership numbers are not completely accurate, partly due to passengers not validating their ticket when they enter the rear bus doors, College Pass IDs not being recognized, and passengers boarding without a ticket. To address these issues, ambassadors have been out on route to educate the passengers and Marketing is developing various marketing tools, as well. Omnitrans will be installing Automatic Passenger Counters within the next three to four weeks. Once installed, it is expected that the ridership numbers will be higher. At that time, staff will determine what strategies to use to increase ridership on the line. Other ideas discussed to ensure passengers use the validator included using the electronic message boards at the station and announcements on board the bus.

Also discussed was the possibility of adding additional speakers to the rear of the sbX bus to improve the ability to hear the audible messages, installation of monitors tied to

the GPS that would allow local businesses to purchase advertising, and researching whether Omnitrans could install an electronic message board on back of the bus where multiple ads can be sold.

Run times, complaints, accidents and Coach Operator attendance were also reviewed.

Consensus of the Committee was to include the information with the CEO/GM Report for the first six months of operation, with ridership numbers omitted until an accurate count can be obtained through the APCs.

In response to questions on the status of the road improvements on E Street between 10th and Highland, CEO/General Manager Graham reported that the design has to be completed, the solicitation released, and the actual cost presented to the Federal Transit Administration in order to get approval to move forward with the project. Omnitrans has been working with the City of San Bernardino in this regard and expects the design to be complete within two weeks. The original plan was to have the construction completed while school was out of session; however, because the approval from FTA has not yet been received, realistically, it will be September or October before the work can begin, with a three-to four month timeline to complete.

4. Agency Management Report Content

CEO/General Manager Graham also presented a copy of the Agency Management Report that is included in each monthly Board Agenda and asked for input as to the value of the report and for any suggested changes thereto.

Board Chair Wapner stated that this matter was placed on the agenda for the Executive Committee to discuss how to address questions raised by Board Members. He recognized that preparing an agenda item to respond to every question raised can overload staff, and believed there is a better way to respond than to always prepare a report for a future Board Meeting.

The Committee agreed that the CEO/General Manager should respond by telephone or email to address specific Board Member questions raised at the meeting that are not immediately answered. Further, there should be consensus of the Board to request staff to prepare an agenda item to respond to a specific question raised.

As to how to proceed with Agency Management Report, the Committee suggested that the information be presented to the Board of Directors on a quarterly, rather than monthly basis.

F. BOARD BUSINESS

There was no Closed Session Item.

G. REMARKS AND ANNOUNCEMENTS

Board Chair Wapner requested the following items be placed on a future agenda for discussion:

West End Connector – Recognizing that the same Transit-Oriented Development would not be realized with a BRT-lite, he would like cities along the West End Connector Corridor to meet to research alternative funding sources to operate a full BRT line and would like Omnitrans involved in the discussions.

ADA Issues – Would like one point person at Omnitrans to coordinate and address ADA issues.

Taxi Service – Would like to research possible implementation of a taxi service vs Access service, as it would not only save money, but provide better service to the customer.

H. ADJOURNMENT

The Executive Committee adjourned at 10:26 a.m. The next Executive Committee Meeting is scheduled Thursday, July 3, at 9:00 a.m., with location posted on the Omnitrans website and at the Omnitrans San Bernardino Metro Facility.

Prepared by:

Vicki Dennett, Assistant to CEO/General Manager