



AGENDA
EXECUTIVE COMMITTEE MEETING
TUESDAY, JANUARY 7, 2014, 9:00 A.M.
OMNITRANS METRO FACILITY
1700 WEST 5TH STREET
SAN BERNARDINO, CA 92411

The meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or 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, February 7, 2014, 9:00 a.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 – December 6, 2013
2. Structural Assessment Informational Brief - Presentation

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F. BOARD BUSINESS

Closed Session

1. Consideration of Appointment of CEO/General Manager pursuant to Government Code Section 54956(b)(1)

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
DECEMBER 6, 2013**

A. CALL TO ORDER

The Executive Committee meeting was called to order by Chair Alan Wapner at 10:03 a.m., Friday, December 6, 2013.

COMMITTEE MEMBERS ATTENDING

Councilmember Alan Wapner, Board Chair
Mayor Pro Tem Sam Spagnolo, Vice Chair
Mayor Pro Tem Penny Lilburn, City of Highland
Mayor Pat Morris, City of San Bernardino
Councilmember Dick Riddell, City of Yucaipa

OMNITRANS STAFF ATTENDING

P. Scott Graham, Interim CEO/General Manager

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Committee Meeting: Tuesday, January 7, 2014, 9:00 a.m.
 Omnitrans Metro Facility

C. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public.

D. DISCUSSION ITEMS

1. Approve Executive Committee Minutes – November 1, 2013

M/S (Spagnolo/Riddell) to approve Executive Committee Minutes of November 1, 2013.
Motion was unanimous by members present.

2. Fiscal Year 2014 Management Plan Review

The Executive Committee reviewed the current year's Management Plan and discussed how to move forward in preparation of the next fiscal year's Management Plan and how often to provide progress updates to the Board.

The current fiscal year Management Plan, while good, intertwines the Board's strategic goals with operational issues and includes both specific and non-specific goals, some of which are difficult to measure. As we are well into this year's plan, the current plan will remain, only with tasks reassigned due to staff changes. The updated plan with the task reassignments will be distributed to the Board of Directors as information only.

The Committee agreed that development of an annual plan should be included as part of the Agency's strategic plan and that semi-annual progress updates should be provided to the Board of Directors. In addition, the Committee emphasized that it is important that the Board be provided the opportunity to provide direction on policies and review the plan prior to finalization.

For Fiscal Year 2015, it was agreed that a Board Workshop would be held in early 2014 to provide strategic direction for both long and short-term goals to assist in the development of the Management Plan. The resulting Management Plan should be in line with the goals defined by the Board of Directors; the Board will decide if it agrees with the proposed method of implementation. In addition, the proposed plan should be reviewed with both the Plans & Programs and the Operations and Safety Committee prior to presentation to the Board of Directors for adoption.

3. Asset Preservation – sbX E Street Corridor

Interim CEO/General Manager Graham provided an update on the proposed plan for E Street between 10th and Highland, reporting that he has been in conversation with Roberta Robertson and Brett Rekola, representatives of the sbX Project Management Oversight Consultant (PMOC), regarding this issue. In turn, the PMOC has been speaking with Leslie Rogers, FTA Regional IX Administrator, regarding Omnitrans' request to use available monies to rehabilitate E Street between 10th and Highland, as he has the authority to utilize the discretionary monies remaining on any project within Region IX. Although Mr. Rogers is not prepared to make a decision at this time, staff is hopeful that he will decide to use available monies left in the project for this purpose rather than divert to another area in the region. The PMOC has requested that Omnitrans provide additional information to support the initial request from Omnitrans and the City of San Bernardino sent to the FTA about two months ago. Specifically, the request needs to better tie the work to the initial scope of the project, better define the costs, and confirm that the requested work is covered by the environmental assessment prepared for the project. The initial request included the City's recommendation at a cost of \$800,000 and Omnitrans' recommendation at a cost estimate of \$6M (\$4M for construction and \$2M for administrative costs). The disparity between the two was due to the fact that Omnitrans' proposal would result in the preservation of the area that would last for 20 years, while the City's plan was tied to the former Program Manager's inclusion of an \$800,000 commitment in the Risk Register for a grind and overlay of the area which the contractor would not warranty due to the extent of the deteriorated concrete sub-base as shown by the core samplings. The PMOC indicated that, if the FTA were to approve the request, it would have to have a long term effect and suggested that Omnitrans retain the services of a Pavement Engineer to conduct a complete analysis and prepare a

recommendation for the best way to proceed. Additionally, Omnitrans refined the work and reduced the projected cost to approximately \$3M.

If approval is received by the FTA to allow the work to be done, a request for approval of a Change Order will be presented to the Board of Directors.

The Committee agreed that Omnitrans should try to use any available monies dedicated to the project, with the pavement rehabilitation as the first priority with security preservation as the second priority.

E. BOARD BUSINESS

There were no Closed Session items.

F. ADJOURNMENT

The Executive Committee adjourned at 10:45 a.m. The next Executive Committee Meeting is scheduled Tuesday, January 7, 2014, at 9:00 a.m.

Prepared by:

Vicki Dennett, Assistant to CEO/General Manager