



Connecting Our Community.

OPERATIONS AND SAFETY COMMITTEE

WEDNESDAY, SEPTEMBER 10, 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 Recording Secretary at least three (3) business days prior to the Committee Meeting. The Recording Secretary's telephone number is 909-379-7110 (voice) or 909-384-9351 (TTY), located at 1700 West Fifth Street, San Bernardino, California. If you have comments about items on the agenda or other general concerns and are not able to attend the meeting, please mail them to Omnitrans at 1700 West Fifth Street, San Bernardino, California, Attention Board Secretary. Comments may also be submitted by email to BoardSecretary@omnitrans.org.

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Committee Meeting: Not scheduled at this time.

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 Operations and Safety Committee, comments on items not on the agenda and on items on the agenda are to be limited to a total of three (3) minutes per individual.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

Disclosure – Note agenda items contractors, subcontractors and agents, which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation in the appropriate item.

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E. DISCUSSION ITEMS

1. Approve Operations and Safety Committee Minutes – July 1, 2014
2. Recommend to Board of Directors, Award Contract SAS14-241, LNG Operations Risk Assessment, Award Contract FIN14-269, Compressed Natural Gas (CNG) Fueling Infrastructure Feasibility Study, and Take No Further Action on RFP-ADM14-268, Remote Fueling Study

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F. REMARKS AND ANNOUNCEMENTS

G. ADJOURNMENT

ITEM # D1

DATE: September 10, 2014

TO: Committee Chair Sam Spagnolo and
Members of the Operations and Safety Committee

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Jennifer M. Sims, 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, 2014.

| Item | Contract | Principals & Agents | Subcontractors |
|-------------|--|--|---|
| E2 | Award Contract SAS14-241 LNG Operations Risk Assessment | <i>Kazarians & Associates, Inc. Glendale, CA Mardy Kazarians President</i> | <i>Kazarians Engineering Services Glendale, CA Arto Kazarians Associate Senior Consultant</i> |
| | And | <i>And</i> | |
| | Award Contract FIN14-269 Compressed Natural Gas Infrastructure Feasibility Study | <i>Clean Energy Newport Beach, CA Peter Grace Senior Vice President, Sales & Finance</i> | <i>N/A</i> |

PSG/JS



CONFLICT OF INTEREST FORM

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

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

BOARD MEMBER INFORMATION

| BOARD MEMBER NAME | CITY/COUNTY NAME | MEETING DATE |
|-------------------|------------------|--------------|
| | | |

CAMPAIGN CONTRIBUTIONS

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

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

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

FINANCIAL INTEREST

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

Identify company or property location

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

SIGNATURE

Board Member Signature
Date



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

ITEM # E1

**OPERATIONS AND SAFETY COMMITTEE
MINUTES
JULY 1, 2014**

A. CALL TO ORDER

The Operations and Safety Committee Meeting was called to order by Committee Chair Sam Spagnolo at 1:00 p.m., Tuesday, July 1, 2014.

1. Pledge of Allegiance
2. Roll Call – Self-Introductions

Committee Members Present

Mayor Pro Tem, Sam Spagnolo – Committee Chair
Supervisor Josie Gonzales, County of San Bernardino
Supervisor Gary Ovitt, County of San Bernardino
Council Member Dick Riddell, City of Yucaipa
Council Member John Roberts, City of Fontana
Mayor Ray Musser, City of Upland
Mayor Pro Tem Alan Wapner, City of Ontario

Committee Members Not Present

Mayor Pro Tem Ed Palmer, City of Rialto
Supervisor James Ramos, County of San Bernardino

Omnitrans Administrative Staff Present

Scott Graham, CEO/General Manager
Diane Caldera, Director of Operations
Jack Dooley, Director of Maintenance
Marjorie Ewing, Director of Human Resources
Jacob Harms, Director of Information Technology
Jennifer Sims, Director of Procurement
Don Walker, Director of Finance
Wendy Williams, Director of Marketing
Andres Ramirez, Construction Manager
Mark Crosby, Loss Prevention Supervisor

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 conflict of interest issues identified.

E. DISCUSSION ITEMS

1. Approve Operations and Safety Committee Meeting Minutes – March 24, 2014

M/S (Riddell/Musser) that approved the Committee Minutes of March 24, 2014. Motion was unanimous by remaining Members present.

Supervisor Ovitt arrived at 1:05 p.m. and Supervisor Gonzales arrived at 1:08 p.m.

2. Receive & File, Workers' Compensation Reporting Risk Mitigation

Director of Human Resources Marjorie Ewing presented an update to the information presented to the Committee in March on Omnitrans efforts to reduce workers' compensation claims. Since the appointment of a new Third Party Administrator (TPA) in December 2013, case reserves are projected downward through May 2014. The TPA is looking at things such as light duty programs to get employees back to work.

Another way to reduce workers' compensation claims is the installation of the rear-facing wheelchair securement on all sbX coaches, which is projected to reduce annual Operator workers' compensation claim costs by as much as \$81,623, based on research results received from other transit agencies. Further, by converting one forward facing wheelchair seat and retrofitting the 177 fixed route coaches with a rear facing wheelchair seat, Omnitrans would realize an even greater reduction in workers' compensation costs. The cost to retrofit the existing fleet of fixed route coaches is approximately \$316,000, with the return on investment dependent upon the percent of workers' compensation claims reduced. Additionally, if Omnitrans were to include the rear-facing wheelchair seat as part of future bus purchases, the cost to retrofit would be reduced.

Committee Members discussed whether Omnitrans should consider adding more wheelchair seats on the buses, using only rear-facing seats and whether there is a demand to modify existing buses with the new style seat.

CEO/General Manager Graham explained that the ADA (Americans with Disabilities Act) requires that the bus have at least one forward facing wheelchair seat and that the decision to add an additional wheelchair seat must be weighed carefully as it takes away seats for other passengers.

It was discussed and agreed that it will be important to the Board to know the number of wheelchair bound passengers using fixed route service before a decision is made to retrofit the entire fleet or increase the number of wheelchair spaces on the bus. Another

point to consider in this decision is the importance of keeping wheelchair passengers on fixed route service rather than the more costly Access service.

Ms. Ewing also touched on other preventive measures available to Coach Operators in addition to the rear-facing wheelchair, such as the Annual Training Certification Requirement, Ergonomic/Back Safety, stretching exercises, ergonomic seats, employee gym and Sick Leave Buy-Back, as well as future innovations such as the Pain Validity Testing produced by John Hopkins Hospital and C-MAP (Comprehensive Muscular Activity Profile).

The Committee also discussed tracking usage of the employee gym, being proactive with employees to prevent injury, usage of sick leave buy back, and how the pain validity testing and C-MAP profile would be administered.

This item is received and filed.

3. Receive and File, Report on Metrolink Bus Bridge Service

Director of Operations Diane Caldera presented information on the Metrolink Bus Bridge service, explaining that Omnitrans has a contract with the Southern Regional Rail Authority (SCRRA) to transport train passengers from one station to another as result of accidents or similar events.

A recent breakdown in communication for a May 13 incident in Corona whereby Metrolink did not contact Omnitrans to provide bus bridge assistance resulted in a review of Metrolink's notification process. Additionally, due to lack of equipment and manpower for a June 2nd request, Omnitrans took the opportunity to examine its internal process to ensure that we are responsive to requests for service.

As for Metrolink, it is creating a Bus Bridge Notification Group of who to notify by phone and email when a bus bridge is necessary. As for Omnitrans, although there must be a balance of whether to provide bus bridge service if our ridership is impacted, new procedures have been developed that dedicates the Marketing Training Bus for Bus Bridge Service, with other coaches used upon availability. While Coach Operators would be used first for the bridge service, if available, Omnitrans is required to adhere to Department of Transportation regulations for the number of drive hours (10), hours between sign off and sign on (8), and the daily work hours (15), unless it is an emergency. Field Supervisors and Maintenance personnel will be used as back up support.

The Committee emphasized the importance of providing the Bus Bridge Service to Metrolink, as it essentially benefits Omnitrans, as well. If passengers cannot rely on Metrolink, they will find other alternative transportation, which would require SANBAG to increase the subsidy to Metrolink, and that would have an impact on Omnitrans.

This item is received and filed.

F. REMARKS AND ANNOUNCEMENTS

There were no remarks or announcements.

G. ADJOURNMENT

The Operations and Safety Committee adjourned at 2:01 p.m. The next Committee Meeting will be scheduled and posted at Omnitrans and on the Omnitrans website.

Prepared by:

Vicki Dennett, Assistant to CEO/General Manager



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ITEM # E2

DATE: September 10, 2014

TO: Committee Chair Sam Spagnolo and
Members of the Operations and Safety Committee

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Marjorie Ewing, Director of Human Resources, Safety & Regulatory
Compliance

**SUBJECT: LIQUEFIED NATURAL GAS (LNG) STATION AT
SAN BERNARDINO FACILITY**

FORM MOTION

Recommend the Board of Directors authorize the CEO/General Manager to award Contract SAS14-241 to Kazarians & Associates of Glendale, CA, in the amount of \$49,590, plus a 10% contingency of \$4,959; for a total not-to-exceed amount of \$54,549, for the provision of an LNG Operations Risk Assessment on Existing Omnitrans Fueling Facilities,; and

Recommend the Board of Directors authorize the CEO/General Manager to award Contract FIN14-269 to Clean Energy of Seal Beach, CA, in the amount of \$30,200, plus a 10% contingency of \$3,020, for a total not-to-exceed amount of \$33,220; for the provision of a Compressed Natural Gas (CNG) Fueling Infrastructure Feasibility Study to evaluate switching from LNG to pipeline natural gas and removing existing LNG tanks, and

Recommend the Board of Directors authorize that no further action be taken on RFP-ADM14-268, Remote Fueling Study, as no responses to the solicitation were received.

BACKGROUND

In 1998, Omnitrans began CNG fueling operations at the San Bernardino facility. The CNG system generated community complaints regarding natural gas odors and safety concerns. In 2002, Omnitrans switched from pipeline CNG to using an extremely stable un-odorized liquefied natural gas (LNG). Design and construction of the new facility focused on community and employee safety; with an emphasis on redundant, and stringent, “safe guards” to ensure the highest possible safety posture. Also in 2002, community concerns were elevated to the State Legislature through State Senator Soto who introduced a Senate Bill 1927 to require an independent health study. The study was completed in 2004 and concluded that natural gas fueling operations created no adverse health impacts to the community. In efforts to work with the community, Omnitrans’ migration to a fully compliant alternative LNG fuel system allowed

for the elimination of the odor nuisance caused by the CNG. Although no incidents of a safety breach in the LNG system were experienced, nor did subsequent air quality inspections reveal any findings, community members again raised concerns about the safety of Omnitrans fueling operations in early 2010; focusing on the risk LNG storage tanks present to the community.

At the February 5 and March 5, 2014 Board of Directors meetings, community members voiced their concerns regarding the safety of Omnitrans' LNG equipment at the San Bernardino facility during public comments. As directed by the Board Chair, the Operations and Safety Committee was tasked to review the matter and bring back a recommendation to the Board of Directors for consideration.

At the March 24, 2014 Operations and Safety Committee meeting, staff was instructed to solicit for a consultant to assess the Omnitrans LNG tanks at the San Bernardino facility, which would include evaluation of the safety of the station and tanks in the event of a major earthquake. At the April 9, 2014 Board of Directors meeting, the Board suggested that staff also consider the feasibility of relocating the LNG tanks. Subsequently, the CEO/General Manager directed that staff take this opportunity to solicit bids for a CNG fueling feasibility study to evaluate the latest technology in CNG equipment to determine if switching from LNG to pipeline natural gas was a viable option.

Three requests for proposals were developed and released through the Procurement Department. The chart below gives the summary of the solicitation timelines and procurement results. Despite four deadline extensions, Omnitrans received no proposals for the Remote Fueling Study. Reasons given by vendors for non-submittal are listed below the summary.

| | RFP-FIN14-269 CNG Fueling Infrastructure Feasibility Study | RFP-SAS14-241 LNG Operations Risk Assessment | RFP-ADM14-268 Remote Fueling Study |
|------------------------------|---|--|--|
| Date Released | 7/3/14 | 6/3/14 | 5/27/14 |
| Pre-Proposal | N/A | 6/10/14 | 6/3/14 |
| Perspective Bidders | 308 Notified; 33 Downloaded RFP | 320 Notified; 38 Downloaded RFP | 326 Notified; 24 Downloaded RFP |
| Q&A Closed | 7/24/14 | 6/24/14 | 6/17/14 |
| Addendum issued | 1 7/10/14 Q&A 2 7/15/14 Q&A 3 7/21/14 ERROR 4 7/22/14 Q&A | 1 6/10/14 2 6/23/14 (Date Extension) 3 7/03/14 (Date Extension) 4 7/14/14 Q&A 5 7/21/14 (Date Extension) | 1 6/23/14 (Date Extension) 2 7/03/14 (Date Extension) 3 7/21/14 (Date Extension) 4 8/05/14 (Date Extension) |
| Proposals Received | 2 proposals received Clean Energy - \$33,556 GNA - \$41,000 | 1 proposal received Kazarrians & Associates - \$49,590 | None Received |
| BAFO Issued | Clean Energy – 30,200 GNA – 40,000 | N/A | N/A |
| Contacted Vendors for | 28 vendors contacted by phone and e-mail | 41 vendors contacted by phone and e-mail | 40+ vendors contacted by phone and e-mail |

| | | | |
|--|---------|--------|---------|
| Outreach | | | |
| Final Due Date | 7/29/14 | 8/5/14 | 8/19/14 |
| Reasons given for non-submittal: | | | |
| <ul style="list-style-type: none"> • Firms don't have the required expertise • Out of state firms said, too much competition in the California Market, travel would make costs too high for small project • Dollar values were too low for the work requested • No interest from subs • Too busy to take on another project | | | |

FUNDING SOURCE

The cost of Consultant(s) will be paid from the Administration Department's operating budget as follows:

Department 1300
 Expenditure 503990

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

CONCLUSION

To address community concerns with Omnitrans LNG fueling system safety, staff requests the Committee recommend to the Board of Directors award of contract(s) for an LNG Operations Risk Assessment on existing Omnitrans fueling facilities; and/or hiring a consultant to conduct a CNG Fueling Infrastructure Feasibility Study to consider switching from LNG to pipeline natural gas.

PSG: ME