



Item #: E2

**Administrative and Finance Committee
Minutes
Thursday, September 12, 2024**

A. CALL TO ORDER

Committee Chair Wapner called the Administrative and Finance Committee Meeting to order at 8:00 AM, Thursday, September 12, 2024, at the Omnitrans Facility located at 1700 W. 5th Street, San Bernardino, California.

1. Pledge of Allegiance
2. Roll Call

Board Members Present

Eunice Ulloa – City of Chino
John Roberts – City of Fontana
Ron Dailey – City of Loma Linda
John Dutrey – City of Montclair
Alan Wapner – City of Ontario, Committee Chair
Rafael Trujillo – City of Rialto
Curt Hagman – County of San Bernardino

Omnitrans Administrative Staff Present

Erin Rogers – CEO/General Manager
Jeremiah Bryant – Chief Strategy and Planning Officer
Christine Glass – Director of Human Resources
Maurice Mansion – Director of Finance
Micah May – Director of Information Technology
Nicole Ramos – Director of Marketing and Communications
Connie Raya – Director of Maintenance
Ana Arellano – Sr. Administrative Assistant
Araceli Barajas – Sr. Executive Asst. to CEO/Clerk of the Board
Rick Barone – Materials Manager
Omar Bryant – Maintenance Manager
Vickie Chesney – Technical Services Manager
Thomas Dahlin – Capital Projects Services Manager
John Gensel – Facility Manager
Weber Horng – Web Developer
Arianna Maldonado – Mobility Services Manager
Michael Plunkett – Maintenance Manager
Vicky Reed – Purchased Transportation Administrator

Robert Walker – Assistant Transportation Manager
Samuel Wong – Budgets & Grants Manager
Doua Yang – Systems Engineer

Legal Counsel

Steve DeBaun

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Committee Meeting: Thursday, October 10, 2024
8:00 AM at Omnitrans Metro Facility Board Room

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.

1. Disclosures

E. DISCUSSION ITEMS

1. Administrative & Finance Committee Minutes - August 15, 2024

M/S (John Dutrey/John Roberts) that approved the Administrative & Finance Committee Minutes - August 15, 2024.

AYES: 7; Eunice Ulloa, John Roberts, Ron Dailey, John Dutrey, Alan Wapner, Rafael Trujillo, Curt Hagman

NOES: 0;

2. Amend Fiscal Year 2025 Budget

Director of Finance, Maurice Mansion, provided a brief background on this item as detailed in the staff report.

Committee Chair Wapner commended Omnitrans' staff efforts on successfully obtaining additional awards for grant money for both Operating costs and Capital projects.

M/S (John Dutrey/Curt Hagman) that recommended the Board of Directors approve the following amendments to the Fiscal Year 2025 (FY2025) Budget:

Reduce Local Transportation Fund (LTF) funding from \$42,677,818 to \$42,425,684 and increase State Transit Assistance Fund (STAF) funding from \$2,550,000 to \$2,802,134 with a net zero impact on the approved Operating Budget.

Add STAF funding of \$67,000 for marketing projects including the ONTConnect increasing the approved Operating Budget to \$111,995,275.

Increase Federal Transit Administration (FTA) Section 5339(c) Low or No Emission Grant Program funding by \$8,447,217 and increase FTA Transit Infrastructure Grant Community Project Funding/Congressionally Directed Spending (TIG-CPF/CDS) by \$1,850,000 increasing the approved Capital Budget by \$10,297,217.

AYES: 7; Eunice Ulloa, John Roberts, Ron Dailey, John Dutrey, Alan Wapner, Rafael Trujillo, Curt Hagman

NOES: 0;

3. Purchase Order - MNT24-44, Bus Passenger Seat Replacement

Maintenance Manager, Omar Bryant, provided a brief background on this item as detailed in the staff report.

M/S (Curt Hagman/Eunice Ulloa) that recommended the Board of Directors authorize the CEO/General Manager to award purchase order for MNT24-44 to Louis Sardo Upholstery, Inc. of Gardena, California for the provision of Bus Passenger Seat Replacement in the amount of \$202,969.96, with a ten (10) percent contingency of \$20,297 for a total not-to-exceed amount of \$223,266.96.

AYES: 7; Eunice Ulloa, John Roberts, Ron Dailey, John Dutrey, Alan Wapner, Rafael Trujillo, Curt Hagman

NOES: 0;

4. Internal Audit FY2024 Results and Planned FY2025 Engagements

Chief Strategy and Planning Officer, Jeremiah Bryant, introduced George Skiles, Partner with Sjoberg Evashenk Consulting, who provided a brief background on this item as detailed in the staff report.

Member Trujillo inquired about the inventory audit and asked if there is a process for signing off on inventory counts. Mr. Skiles responded that implementing such a procedure is the recommendation moving forward.

Member Dailey referenced the inventory audit and questioned why issues persist if everything is automated. Mr. Skiles explained that the software and electronic reporting systems are not being fully utilized. He noted the recommendation to develop standardized reports and fully utilize current software functions address these issues.

Member Hagman referenced inventory shrinkage and asked whether any issues had been identified. CEO/General Manager Erin Rogers responded that inventory shrinkage is not currently tracked year over year, but there are plans to utilize the data more effectively to improve procedures. Mr. Skiles added that no significant concerns or red flags were identified.

Member Dailey inquired about the perception of the audit results and recommendations. Ms. Rogers responded that the audit highlighted process improvements, including procedural changes to cash handling and consistency in benefits. She noted there were no significant concerns or red flags, just general opportunities for improvement.

This item was received and forwarded to the Board of Directors.

5. Cashless Fare Analysis

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

Committee Chair Wapner directed that, due to time constraints, the Cashless Fare Analysis item be deferred to the upcoming Committee meeting for further discussion.

This item was rescheduled for further discussion at the next Committee meeting.

6. CEO/General Manager's Report

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

- Ms. Rogers reported that in response to the recent fires, Omnitrans was mobilized to assist with evacuation efforts starting Sunday, following a request from the Emergency Operations Center (EOC) for San Bernardino County. She noted that shuttle services were provided on September 1, 2024. Additionally, she mentioned that staff is collaborating with the City of Rancho Cucamonga, which recently activated their EOC to support the County's ongoing efforts.

The Committee received and filed this item.

F. REMARKS AND ANNOUNCEMENTS

There were no remarks and announcements.

G. ADJOURNMENT

The Administrative & Finance Committee Meeting adjourned at 8:49 AM.

The next Administrative & Finance Committee Meeting is scheduled for Thursday, October 10, 2024 at 8:00 AM with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

A handwritten signature in blue ink that reads "Regina Gonzales". The signature is written in a cursive style and is positioned above a horizontal line.

Regina Gonzales, Executive Assistant
Deputy Clerk of the Board