

Support Material Agenda Item No. 21

Board of Directors Meeting

February 3, 2016

10:00 a.m.

Location:

SANBAG

First Floor Lobby

1170 W. 3rd Street, San Bernardino, California 92410

Discussion Items

Transportation Programming and Fund Administration

21. That the Board, acting in its capacity as the San Bernardino County Transportation Commission and the San Bernardino County Transportation Authority:

A. Approve Amendment No. 2 to Contract No. C11174 with Valley Transportation Services (VTrans), in substantially the form attached, for the operation of a consolidated transportation services agency (CTSA), terminating SANBAG's obligations to provide future Measure I Valley area CTSA funding to VTrans and obligating VTrans to transfer unobligated CTSA Funds and Valley CTSA records to SANBAG and to transfer obligated funds to SANBAG at such time as VTrans' corresponding obligations are assigned to a successor entity.

That the Board, acting in its capacity as the San Bernardino County Transportation Authority:

B. Approve Agreement No. 16-1001458 with Omnitrans, in substantially the form attached, allocating Measure I CTSA funds to Omnitrans for operations of a consolidated transportation services agency to provide for the coordination of transit services for seniors and persons with disabilities.

Exhibit "A" VTrans' Obligations as of January 31, 2016 for Contract Number C11174 is attached for your review.

VTRANS' OBLIGATIONS AS OF JANUARY 31, 2016

Nature of Obligation						Remaining Measure I Obligation
Payroll Expenses	Monthly Salaries	Benefits	Workers' Comp	Payroll Taxes	403(b) Contributions	\$48,913/month
	Approx. \$38,632/month	\$5,222.22/month (subject to premium increase in May)	Approx. \$1,333.33/month	Approx. \$3,525/month	\$200/month (subject to changes in participation)	
	Approximate Vacation Leave Balance					\$10,500
	Subtotal for 6 Months of Payroll Expenses					\$303,978
Community Partner Agreements	Community Partner		Term	Action Needed	Remaining Measure I Obligation	
	Pomona Valley Workshop		1/1/12 to 12/31/18	Assignment to Omnitrans	\$638,031	
	Central City Lutheran Mission		1/1/12 to 12/31/18	Assignment to Omnitrans	\$95,803	
	Community Senior Services		1/1/12 to 12/31/18	Assignment to Omnitrans	\$132,971	
	OPARC transport		3/1/14 to 2/28/17	Assignment to Omnitrans	\$162,401	
	211 Mobility Manager		3/1/14 to 2/28/17	Assignment to Omnitrans	\$56,269	
	211 One-Click		1/1/12 to 12/31/14 [VTrans Board to consider extension in February or March]	Assignment to Omnitrans [if extension is approved by VTrans]	\$33,810, if time extension is approved by VTrans' Board	
	City of Redlands		12/1/15 to 11/30/18	Assignment to Omnitrans	\$190,595 + additional \$15,000 for vehicle, if approved by VTrans' Board	
	City of Grand Terrace		12/1/15 to 11/30/18	Assignment to Omnitrans	\$132,879	
	Grand Terrace Vehicle Lease (1 vehicle)		12/1/15 to 11/30/18	Assignment to Omnitrans (also need to transfer title for vehicle back to Omnitrans)	Vehicle Maintenance Costs and registration	
Rancho/Fontana YMCA		11/1/15 to 6/30/18	Assignment to Omnitrans	\$101,600		

	Ontario/Montclair YMCA	9/1/14 to 6/30/18	Assignment to Omnitrans	\$131,720 + additional \$4,500 for vehicle, if approved by VTrans Board
	ISS	Approved April 2015	Assignment to Omnitrans	\$41,000
	ISS Vehicle Lease (1 vehicle)	1/1/15 to 6/30/16	Assignment to Omnitrans (also need to transfer title for vehicle back to Omnitrans)	Vehicle Maintenance Costs and registration
	TFCF	7/1/15 to 6/30/16	Assignment to Omnitrans	\$21,833
	Inland Regional Center	3/9/15 until terminated	Assignment to Omnitrans	Inspect vehicles of contracted transportation providers
Subtotal for Commitments to Community Partners				\$1,758,412 + maintenance/ registration for 2 vehicles

Funding Awards to VTrans (Federal, Caltrans, Kaiser, Measure I)	Programs		Current Grant Amount	Term	Action Needed	Remaining Measure I Obligation
	Travel Training		\$616,946.73 JARC \$370,168.04 NF	2/1/12 to 2/1/18, or when funds exhaust	Assignment to Omnitrans (requires approval from Feds)	\$355,511
	TREP	Valley Program	\$30,000 JARC/ \$120,000 NF (minus 4% admin charge by Omnitrans)	5/7/14 to 5/7/17, or when funds exhaust	Assignment to Omnitrans (requires approval from Feds)	\$130,604
		Rural Program (partnership with DAA/ MARTA/ MBTA)	\$300,000 Caltrans Grant MBTA: \$5,000 TAG MARTA: Tax Measure funds	1 year Caltrans grant	Determination re: whether Omnitrans or a partner will continue the rural TREP program (will require approval from Caltrans)	none

	Taxi Voucher	\$100,000 JARC (minus 4% admin charge by Omnitrans)		5/1/14 to 5/1/17, or when funds exhaust	Assignment to Omnitrans (requires approval from Feds)	\$275,638
Subtotal for Commitments to TT, TREP, and Taxi Programs						\$761,753
Fleet Maintenance Agreements	Community Partner	Term	Measure I Obligation	Action Needed	Remaining Obligation	
	OPARC	Thru 12/31/17	Funds for the Maintenance Facility	Assign to Omnitrans, with OPARC's consent	Provide vehicle service -\$90/hour	
	PVW	Thru 12/31/17	Funds for the Maintenance Facility	Assign to Omnitrans, with PVW's consent	Provide vehicle service -\$90/hour	
	CCLM	Thru 12/31/17	Funds for the Maintenance Facility	Assign to Omnitrans, with CCLM's consent	Provide vehicle service -\$90/hour	
	Subtotal for Fleet Maintenance Agreements					See Shop Overhead/ Expenses Below
Leases/ Overhead	Lessor/Provider	Measure I obligation	Term	Action Needed	Remaining Obligation	
	HQ	Variable monthly rent	11/1/13 to 10/31/18	Assign to Omnitrans, with landlord consent, or negotiate termination	\$127,601, plus utilities and taxes	
	Maintenance Facility	Variable monthly rent	10/1/13 to 9/30/18	Assign to Omnitrans, with landlord consent, or negotiate termination	\$111,469, plus utilities and taxes	
	Copier	\$390 per month, plus option to purchase asset at end for \$1	Through 7/1/16	Assign to Omnitrans, with lessor's consent; suggest purchasing asset at end (give notice of intent to purchase before June 1)	\$1,950 + \$1 purchase price	
	Communications/Utilities (Wifi, land lines, email hosting, cell phones and iPad data plans)	Approximately \$1,090/month	Mostly Month to month (have assumed need for 6 more months)	Terminate services or transfer payment obligations to Omnitrans	\$6,540	
	Severance Agreement with	26 payments of	12/31/15 to 12/31/16	Assign to Omnitrans	\$137,231	

	former CEO	\$5,501.35 each, over 12 months, plus payroll taxes		(would require consent from B. Kranda), or have payments continue from VTrans shell	
	Accounting Expenses	\$125/hour	7/1/2015 to 6/30/16	Terminate on 30 days notice when services aren't needed	\$3,500 (Approx. current balance) + \$12,500 (estimate for 5 months of service)
	Legal Fees	\$215/hour	7/1/2015 to 6/30/16	Terminate on 30 days notice when services aren't needed	\$12,500 (Approx. current balance) + \$19,500 (estimate for 5 months of service)
	Insurance Payment	Approximately \$10,000 (renewal will be provided soon)	Annual (due in February)	Terminate once transition is complete and Omnitrans' insurance coverage applies	\$10,000
Subtotal for Leases/Overhead (Not including utilities & taxes)					\$442,792 + utilities and taxes

	Provider	Measure I Obligation	Term	Action Needed	Remaining Obligation
Program Expenses	CabConnect (Taxi-Program)	\$0.35 per transaction (\$100/mo minimum)	Thru August 30, 2016 (No provision for early termination)	Only assignable by vendor; Omnitrans to negotiate a new agreement if needed	Minimum of \$700 + \$1,900 for prior months
	Paratransit, Inc. (Travel Training Software License)	\$1,000/year	Until terminated; renews annually in October	No Provision for Assignment; Omnitrans to negotiate a new agreement if needed	\$4,000 (payment due for full 4-year term)
	Lyft (Taxi-Program)	\$40/participant per month (currently 4 of participants, but growing)	Month to Month	No Provision for Assignment; Omnitrans to negotiate a new agreement if needed	\$720 for 6 months

	PVW (Janitorial Services for Maintenance Shop)	\$40/week	May 5, 2015, until terminated	No Provision for Assignment; Omnitrans to negotiate a new agreement if needed	\$1,000 for 6 months
	UniFirst (Maintenance Shop Uniform/supply service)	\$35 min/week (penalty applies if terminate early – 50% of 26-week average)	9/22/14 to 9/22/17	No Provision for Assignment; Omnitrans to negotiate a new agreement if needed	\$840 for 6 months, plus penalty to terminate
	AllData (Maintenance Shop Software)	\$224/month	Month to Month	No Provision for Assignment; Omnitrans to negotiate a new agreement if needed	\$1,344 for 6 months
	ManagerPlus (Maintenance Shop Software)	Paid through 1/15/2017	Annual	No Provision for Assignment; Omnitrans to negotiate a new agreement if needed	none
	Subtotal for Program Expenses				\$10,504 + penalty
Total Measure I Reserves as of 1/31/2016					\$6,640,000
(Does not include unpaid receivables, primarily from SANBAG, Omnitrans, and VVTA; if received, these would be used for program expenses as appropriate, and would increase amount available to return when transition completed)					
Approximate Total of VTrans' Remaining Measure I Obligations (includes 6 months of payroll and known operating expenses)					\$3,277,439
Contingency (10% of total)					\$327,744
(Will cover operating expenses not listed or quantifiable at this time, such as supplies, payroll processing fees, employee mileage reimbursement, maintenance and registration for 2 vehicles, taxes and utilities, current payables, as well as termination penalties, additional filing fees and legal costs associated with winding down the agency, etc.)					
Total to Be Retained by VTrans for Obligations					\$3,605,183
Total to be Remitted to SANBAG					\$3,034,817