

Appendix E
Agency Meeting Summaries &
Term Worksheets

MEETING SUMMARY

DATE: September 24, 2015

SUBJECT: Transit Efficiency Study Implementation Planning, Task 3.1 – Transit Agency Meeting on Implementation Plan for MOUs

ATTENDEES: AGENCIES:
Kathy Hawksford, General Manager/CEO, Mountain Transit (MT)

PARSONS BRINCKERHOFF:
Tom Lichterman

PREPARED BY: Parsons Brinckerhoff

On September 24, 2015, a conference call was held with Kathy Hawksford, General Manager/CEO for Mountain Transit, to discuss the Transit Efficiency Study Implementation Plan Deal Points for the MOUs on strategies MT is interested in pursuing. Following is a brief summary; the point-by-point agency direction is contained in the attached Deal Points Worksheets.

Heavy Overhaul – MT is fine with pursuing this as a joint procurement with the other interested agencies when they are ready. A contract in which each agency orders and pays for the specific overhaul work they need is envisioned. MT believes they will need complete overhauls for units sent in, not just top deck. MT would also be willing to consider a services agreement with Omnitrans to provide this directly but is concerned if Omnitrans would have the resources to turn around the work quickly, given MT's small fleet.

Project Development/Construction Management – MT is in need of this expertise now and is anxious to see this one move forward soon. MT's principal need is new/expanded facilities at both their operating and maintenance yards. This strategy would involve a MOU between SANBAG and MT to provide these services via an on-call consultant. MT may need an initial needs assessment, followed by an evaluation of the space requirements those needs entail, then a site search and evaluation/selection, and finally project development and eventually construction. Pricing/payment would be reimbursement to SANBAG based on the terms of their on-call consultant agreements. MT wants to ensure that, should a project extend beyond the term of the assigned on-call consultant, SANBAG would be able to extend the contract to complete the project phase.

Mutual Aid Agreement – This was discussed at the joint agency meeting. See Meeting Summary on that meeting.

Inter-Agency Transfer Agreements – MT stated that the existing transfer agreement needs updating. May need to be updated to include the value of transfers from MT OTM service to Omnitrans. Currently, Omnitrans transfers receive \$1.00 off the cost of the OTM fare. Transfer locations also need to be identified. Check with agency staff for copies of current agreements.

Service Planning Assistance – MT favors the approach of using this as a “tactical service planning” service to address problems that arise in between SRTP developments that occur once every five years. MT is agreeable with the approach outlined in the Deal Points Worksheet of having each agency work with the SANBAG-assigned consultant to perform an initial assessment and development of possible corrective actions, followed by periodic on-going system reviews/monitoring. MT is ready to proceed with this one when SANBAG is ready.

Use of Taxis to Supplement ADA Paratransit Service – MT wants to review this strategy further before making any commitment. A key concern is that there is only one, small, taxi company in the Big Bear Lake area, and none in Crestline. This strategy would likely need to await further review and consideration. A separate variant, development of a taxi voucher program, needs a review of the taxi voucher program that VTrans will share with MT before any commitment.

Training/Staff Development – MT initially identified some areas of training desired for staff, including training on FTA transit regulations, such as the Charter Regulations and how to handle special service requests, and management development on other FTA rules.

SANBAG County-wide Transit Efficiency Study
Cooperative Agreement Deal Points Worksheets
Mountain Transit
Conference Call on 9-24-15

Heavy Overhaul:

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	MOU for service provision or Joint procurement	Ok with this approach.
Pricing structure	1) Bid unit prices per type/manufacturer of engine or transmission; 2) T&M structure; 3) Mixed approach; 4) Volume of work is bid (quantity over life of contract); 4) Annual escalation rates	Agency favors option 1 – bid unit prices per type/manufacturer of engine or transmission.
Term of Agreement	1) MOU – until terminated by either party; 2) Procurement limited to FTA rules – 5 years	3 to 5 years favored by agency
Levels of overhaul	1) Top deck only; 2) Complete	Agency anticipates complete overhaul is likely needed once unit is in for overhaul. Agency was interested in discussion of Oil analysis, may want to pursue in order to better anticipate overhaul needs.
Specific Overhaul Scope specs	To be provided by each agency	Ok with this approach.
Charges to agency	1) Each agency pays for its own ordered overhauls on unit by unit basis;	Ok with this approach.
Shipping	Paid separately by each agency due to distance differences?	Ok with this approach.

Warranties	Warranty Terms, length, warranty repair arrangements	To be determined based on agencies joining in procurement.
Right to cancel procurement or not award contract	Address agency concern that if procurement results are not economically advantageous, any participating agency may withdraw from MOU and procurement	Ok with this approach.
Timeframe	Estimated milestones to execute the cooperative agreement, conduct the procurement, and implement	Can proceed when other agencies are ready.
Other?		MT is ok with Omnitrans providing direct overhaul services, but is concerned if Omnitrans has the capacity, timeliness of overhaul. MT does not have a lot of spares and cannot have unit out for an extended period.

Cooperative Agreement Deal Points Worksheets

Project Development/Construction Management:

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Separate MOU between SANBAG and each participating agency	MT Has need of this expertise. Example - study for new maintenance/operations buildings for both locations. Agency would like to proceed with MOU as soon as possible. Agency has been looking for viable sites, not much flat land is available in the MT service area locations. Needs larger facilities at both Big Bear and Crestline. Envisions a Master MOU, with Addendum to be developed for each project as needed.
Pricing structure	Per terms of the agreements between SANBAG and their on-call consultants	Ok with this approach.
Types of Services	To be determined based on each agency's needs/projects	Ok with this approach.
Types of Personnel/ Specialties Offered	Specified in Agreement, or, To be determined based on each agency's needs/projects	Ok with this approach.
Charges to agency	Purchasing agency reimburses SANBAG for services received in accordance with SANBAG On-Call contracts.	Ok with this approach.
Contract Term	MOUs can continue until terminated by either agency unless SANBAG or agency has other rules	Ok with MOU continuing until terminated by either agency with 30 days' Notice. A concern is that if the On-Call contract under which MT obtains services expires before the project is over, MT would need SANBAG to extend the On-Call contract.

Indemnification	Possibly some type of professional services indemnification language for the services provided	Per On-Call contract terms
Timeframe	Estimated milestones to execute the MOUs	MT is ready to proceed as soon as possible.

Cooperative Agreement Deal Points Worksheets

Mutual Aid Agreements

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Separate MOU between Omnitrans and MT; Omnitrans and VVTA	This one was thoroughly handled at joint agency meeting and will proceed per the direction at that meeting.
Types of Services	1) Respond to vehicular accident of MT or VVTA in Omni service area via supervisor to investigate accident, replacement bus services if needed 2) Respond to service breakdown of MT or VVTA in Omni service area with mechanic personnel, shop truck, replacement bus service if bus not repairable at breakdown site. 3) Area-wide emergency – respond with emergency shuttle services to the extent feasible 4) Taking driver for D&A test at certified facility 5) Other unanticipated Emergency Response needs	
Pricing/cost recovery structure	Possible approaches: 1) Reimburse for actual hours or miles provided based on contractor billing rates in Omnitrans contractor’s agreements when small buses are used 2) Omnitrans develops a rate per hour to	

	<p>bill for services using full-size buses</p> <p>3) Omnitrans develops rates for personnel dedicated to an emergency response, such as Field Supervisors.</p> <p>4) Omnitrans bills any other expenses at direct costs incurred.</p>	
Methods of Notification and Approval	<p>To be spelled out in MOU – Dispatcher, Supervisor, or Manager at VVTA or MT requests assistance to designated Dispatcher, supervisor, or manager at Omni. Omni may need internal approval chain but must be able to respond quickly.</p>	
Contract Term	<p>MOUs can continue until terminated by either agency unless either agency has other rules</p>	
Indemnification	<p>Beyond the normal agency indemnification, language should be considered to handle the specific risks of one agency providing service for another. Possibly language that states when Agency 1's pax are carried by Agency 2, they are considered pax of agency 2 for liability purposes, etc.</p>	
Timeframe	<p>Estimated milestones to execute the MOUs and put procedures in place to implement mutual aid when needed</p>	

Cooperative Agreement Deal Points Worksheets

Inter-Agency Transfer Agreements

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Separate MOUs between Omnitrans and MT; Omnitrans and VVTA; MBTA and Sunline	Existing transfer agreement needs updating. BettyAnn can provide the current agreements.
Types of Issues to Address	1) Cash passenger transfers between systems 2) Monthly pass transfers between systems. 3) Length of time of transfer validity 4) Value credited for transfer from one system to another, or dealt with as "reciprocal" 5) Locations of valid transfers between systems. 6) Any service/fare hierarchy issues – e.g., is a transfer from B-V Link to a regular Omni route considered worth more than a transfer from a regular Omni route to a B-V link route. Is transfer value based on the level of service issuing transfer? 7) Do any of these decisions require Board action/approval?	Need to address value of transfers from MT to Omnitrans. Omni transfers are worth a dollar off the MT OTM fare. Get existing agreement from BettyAnn. Key transfer stops include SBTC, Walmart at Highland. Not clear what fare hierarchy might be of interest to the agencies.
Pricing/cost recovery structure	Possible approaches: 1) Reciprocal – no charge to either party for valid transfers 2) Each service is assigned a transfer value, differential is paid on second vehicle if a lower-to-higher transfer is involved.	

	3) Determined by a regional fare classification system covering all agencies and services.	
Methods of Administration	Issues: 1) How inter-agency transfers are to be logged by drivers and data collected by agency for reimbursement if required. 2) Timing and frequency of reimbursement (monthly, quarterly?) 3) Auditing/verification if needed?	Driver counts - Drivers turn in the actual transfer slips. Check for transfer agreement. Ok to call BettyAnn.
How Public will be notified of policy		
Contract Term	MOUs can continue until terminated by either agency with X days' notice (to provide notice to public) unless either agency has other rules	OK with this approach.
Timeframe	Estimated milestones to execute the inter-agency transfer agreements, conduct any required Board approvals, and develop and implement procedures in Operations	Near future.

Cooperative Agreement Deal Points to Consider

Service Planning Assistance

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Separate MOU between SANBAG and each participating agency	SRTP provides the primary service planning. This strategy involves "tactical service planning" to address problems that arise in between SRTPs. Example - Route 4 is not performing very well. How do we make it more productive?
Pricing structure	Per terms of the agreements between SANBAG and their on-call consultants	Ok with this approach.
Types of Services	To be determined based on each agency's service planning needs and timeframes: 1) Initial system assessment and development of corrective measures/ schedule fixes 2) On-going service planning – monitor route performance, support shakeup service changes 3) Other one-time or special planning projects	Ok with this approach.
Charges to agency	Purchasing agency reimburses SANBAG for services received in accordance with SANBAG On-Call contracts.	Ok with this approach.
Contract Term	MOUs can continue until terminated by either agency unless SANBAG or agency has other rules	Ok with this approach.

Timeframe	Estimated milestones to execute the separate MOUs, dates for initial system assessments	Ready to proceed when SANBAG is ready.
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Technical Assistance Strategies

Use of Taxis to Supplement ADA Paratransit Service

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Separate procurement for supplemental taxi services by each participating agency. Omnitrans to provide technical assistance/information as needed to MT	MT wants to look at this strategy, not sure it fits in MT area. There is only one taxi service. Small company. Needs further review. UBER is now operating in the MT area.
Pricing structure	Taxi contract pricing per ride or per revenue hours or revenue miles	To be determined.
Service Issues	Eligibility – who can use service (ADA certified only?) Service hours – restricted to certain hours or at discretion of transit agency? Maximum ride length/service area Maximum distance from fixed-route service Maximum charge per ride	To be determined.
Taxi provider qualifications	Driver training Background checks Recurring driver pull notice checks Drug & Alcohol program Vehicle certification/recertification	To be determined.
Timeframe	Estimated milestones to develop taxi operating parameters and requirements, conduct procurement (if needed), and implement use of supplemental taxi service	To be determined after further review of strategy and taxi resources available in the MT area.
Other??		

Technical Assistance Strategies

Training/Staff Development

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Determine list of training subjects needed at agency. SANBAG or Omnitrans to search for internal or external training resources, coordinate training sessions	
Potential Training Subjects	<ul style="list-style-type: none"> • Operations Supervisor • Maintenance Supervisor • Management Development • Vehicle maintenance procedures – general • Vehicle maintenance procedures – CNG • MAP-21 Extension – New rules and requirements • Drug and Alcohol programs • Procurement training • Service Planning • Grants Monitoring and Reporting • ADA compliance • Advanced Technologies • Fare Collection Systems • Safety and Security 	Training areas of interest: <ul style="list-style-type: none"> • Transit Regulations under FTA and State • Special service requests – how to handle – charter rules • Management development on FTA rules
Determine preferred scheduling of	Time of year Days of week	

training		
Determine training program costs and cost allocations to agencies		
Other?		

MEETING SUMMARY

DATE: September 29, 2015

SUBJECT: Transit Efficiency Study Implementation Planning, Task 3.1 – Transit Agency Meeting on Implementation Plan for MOUs

ATTENDEES: AGENCY:
Mark Goodale, General Manager, Morongo Basin Transit Authority (MBTA)
Randy - Maintenance

PARSONS BRINCKERHOFF:
Tom Lichterman
Debra Meier

PREPARED BY: Parsons Brinckerhoff

On September 29, 2015, a conference call was held with Mark Goodale, General Manager, Morongo Basin Transit Authority (MBTA) to discuss the Transit Efficiency Study Implementation Plan Deal Points for the MOUs on strategies MBTA is interested in pursuing. Following is a brief summary; the point-by-point agency direction is contained in the attached Deal Points Worksheets.

Heavy Overhaul – MBTA only has four large size buses, two of which are only 2-years old. Therefore they do not anticipate any great volume of large engine overhaul work in the near future. A contract in which each agency orders and pays for the specific overhaul work they need is envisioned. MBTA has no timing constraints with implementation of this item.

Project Development/Construction Management – MBTA currently has arrangements with City of Twentynine Palms (as established by the MBTA by-laws) for use of a City On-Call engineering consultant. This has worked well for the agency, including assistance on projects such as transit centers, the CNG stations, bus stop improvements, bus station upgrades, and general project support. MBTA would also support a strategy which would involve a MOU between SANBAG and MBTA to provide these services via an on-call consultant as an alternate and back-up to their current arrangement with City of Twentynine Palms. Pricing/payment would be reimbursement to SANBAG based on the terms of their on-call consultant agreements.

Mutual Aid Agreement – This was discussed at the joint agency meeting. See Meeting Summary on that meeting.

Inter-Agency Transfer Agreements – The current MBTA / Sunline agreement allows MBTA use of local bus stops, but no other arrangements; and specifically no transfer component. There is not much of a market from PS to MBTA. The MBTA to PS passengers are primarily for recreational purposes, or on transfer orders heading to the PS airport. PB can assist in setting up a discussion with SunLine Transit to investigate any potential for changes to the current inter-agency agreement.

Service Planning Assistance – MBTA completely supports an MOU agreement with SANBAG for Service Planning Assistance, as this task otherwise falls to the GM or Operations staff.

CNG Station Maintenance –CNG Station Maintenance is provided Clean Energy; with which MBTA has a preventative maintenance inspection agreement. The current agreement does not include the cost of repairs or special maintenance calls. Timing for a joint agency MOU is affected by Omnitrans' planned conversion from LNG to CNG, MBTA's current Clean Energy contract.

Training/Staff Development – MBTA supports the concept of joint staff training. The most pressing topics include Ops Supervisor, Management Development, Vehicle Maintenance Procedures, as well as Employee Relations/ Employee retention.



SANBAG County-wide Transit Efficiency Study
 Cooperative Agreement Deal Points Worksheets
 MBTA – Interview 9/29/15

Heavy Overhaul:

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	MOU for service provision or Joint procurement	MBTA is Ok with this. Not anticipating large volumes of this work. Only the four large heavy duty buses are likely candidates. Not many cutaways overhauls anticipated as they replace the cutaways by the time overhauls are needed.
Pricing structure	1) Bid unit prices per type/manufacturer of engine or transmission; 2) T&M structure; 3) Mixed approach; 4) Volume of work is bid (quantity over life of contract); 4) Annual escalation rates	Option 1 works best for MBTA.
Term of Agreement	1) MOU – until terminated by either party; 2) Procurement limited to FTA rules – 5 years	Agreed with this approach
Levels of overhaul	1) Top deck only; 2) Complete	Complete (down to pistons and rings). In-frame done by a vendor in the past, bus is shipped to off-site vendor for any major engine or overall work.
Specific Overhaul Scope specs	To be provided by each agency	Agree with this approach
Charges to agency	1) Each agency pays for its own ordered overhauls on unit by unit basis;	Agree with this approach
Shipping	Paid separately by each agency due to distance differences?	Agree with this approach
Warranties	Warranty Terms, length, warranty repair	One year warranty has been the case in the past. The

	arrangements	longer the better. Also, the procurement should address warranty repair arrangements – how warranty repair will be handled.
Right to cancel procurement or not award contract	Address agency concern that if procurement results are not economically advantageous, any participating agency may withdraw from MOU and procurement	Agree with this approach
Timeframe	Estimated milestones to execute the cooperative agreement, conduct the procurement, and implement	No issues; proceed when other agencies are ready
Other?		

Bus Parts:

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Joint procurement	Agree with this approach. Most parts are generic for the cutaways. MBTA buys primarily non-OEM parts when they can.
Pricing structure	1) Quantity pricing for frequently consumed parts; 2) Unit pricing for pre-defined list of parts in procurement document 2) Annual escalation rates	Agree with options 1 and 2.
Parts Lists/Specs	To be provided by each agency	Agree with this approach. MBTA has asked staff to develop lists of what they use and frequency of use.
Charges to agency	1) Each agency pays for its own ordered parts on unit by unit basis; 2) Each agency pays for a set quantity of parts desired by agency over contract life.	Option 1 is preferred.
Shipping	Paid separately by each agency due to distance differences?	Agree with this approach
Warranties	Warranty Terms, length, warranty exchange arrangements	Per manufacturer warranty is most likely.
Right to cancel procurement or not award contract	Address agency concern that if procurement results are not economically advantageous, any participating agency may withdraw from MOU and procurement	Agree with this approach
Timeframe	Estimated milestones to execute the cooperative agreement, conduct the procurement, and implement	No timing issues for the MOU and ultimate joint procurement RFP. If a contract is awarded, depending on successful vendor, there could be delivery issues for MBTA if vendor is far away. Delivery turn-around requirements should be addressed in RFP. Can't afford

		to have a vehicle down for an extended period for lack of parts.
Other?		

CNG Station Maintenance:

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Joint procurement	Potential joint procurement when agencies are ready – see below.
Pricing structure	1) Set price for quarterly (monthly?) system inspection/repairs, with T&M for major failures over \$_____? 2) Locked in T&M for emergency repairs?	Current – have a Clean Energy on a monthly basis for inspection, also troubleshooting and for parts. Services need to be at least comparable to Clean Energy services. Currently Clean Energy charges \$3,000 a month for basic inspections, not including repairs or special call-outs.
Types of Repairs/ Responses	To be provided by each agency.	Same type of services as MBTA has now
Charges to agency	Each agency pays for its own inspection program and repairs;	Agree with this approach
Response Times during outages	Set response time maximums for system outages	Response time for Clean Energy has been good, including one local technician in their area.
Contract Term	Possible Issue for Omni with coming change to CNG from LNG	Current MBTA Clean Energy agreement lasts another one to two years.
Right to cancel procurement or not award contract	Address agency concern that if procurement results are not economically advantageous, any participating agency may withdraw from MOU and procurement	Ok with this approach
Timeframe	Estimated milestones to execute the cooperative agreement, conduct the procurement, and implement	Timing affected by Omnitrans' planned conversion from LNG to CNG, MBTA's current Clean Energy Contract
Other?		

Project Development/Construction Management:

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Separate MOU between SANBAG and each participating agency	Agency currently has arrangements with City of Twentynine Palms for use of a City On-Call consultant. They have been very responsive. Helped on transit centers, assist building of CNG stations, bus stop improvements, backup generator, bus wash. MBTA is interested in having this MOU with SANBAG as a backup resource.
Pricing structure	Per terms of the agreements between SANBAG and their on-call consultants	Agree with this approach
Types of Services	To be determined based on each agency's needs/projects	Agree with this approach
Types of Personnel/ Specialties Offered	Specified in Agreement, or, To be determined based on each agency's needs/projects	Agree with this approach
Charges to agency	Purchasing agency reimburses SANBAG for services received in accordance with SANBAG On-Call contracts.	Agree with this approach
Contract Term	MOUs can continue until terminated by either agency unless SANBAG or agency has other rules	Agree with this approach
Indemnification	Possibly some type of professional services indemnification language for the services provided	Will go with the language in the SANBAG – On-Call firm's indemnification, with MBTA as additional named
Timeframe	Estimated milestones to execute the MOUs	No timing issues. No major projects on the horizon, a few bus shelters each year based on priority list.

Inter-Agency Transfer Agreements

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Separate MOUs between Omnitrans and MT; Omnitrans and VVTA; MBTA and Sunline	Current MBTA – Sunline agreement allows use of their bus stops but no other arrangements. No transfer component. There is not much of a market from PS to MBTA. High quantity of MBTA passengers are recreational purposes or on orders to head to the airport. Route 12 in Twentynine Palms is \$10, Route 15 \$20.
Types of Issues to Address	<ol style="list-style-type: none"> 1) Cash passenger transfers between systems 2) Monthly pass transfers between systems. 3) Length of time of transfer validity 4) Value credited for transfer from one system to another, or dealt with as “reciprocal” 5) Locations of valid transfers between systems. 6) Any service/fare hierarchy issues – e.g., is a transfer from B-V Link to a regular Omni route considered worth more than a transfer from a regular Omni route to a B-V link route. Is transfer value based on the level of service issuing transfer? 7) Do any of these decisions require Board action/approval? 	Conversation with Sunline officials needed to see if they are interested in establishing transfer arrangements/rules. No reciprocity or discounts in either direction currently.
Pricing/cost recovery structure	Possible approaches: 1) Reciprocal – no charge to either party for	All to be determined through discussions with Sunline

	<p>valid transfers</p> <p>2) Each service is assigned a transfer value, differential is paid on second vehicle if a lower-to-higher transfer is involved.</p> <p>3) Determined by a regional fare classification system covering all agencies and services.</p>	
Methods of Administration	<p>Issues:</p> <p>1) How inter-agency transfers are to be logged by drivers and data collected by agency for reimbursement if required.</p> <p>2) Timing and frequency of reimbursement (monthly, quarterly?)</p> <p>3) Auditing/verification if needed?</p>	All to be determined through discussions with Sunline
How Public will be notified of policy		
Contract Term	MOUs can continue until terminated by either agency with X days' notice (to provide notice to public) unless either agency has other rules	All to be determined through discussions with Sunline
Timeframe	Estimated milestones to execute the inter-agency transfer agreements, conduct any required Board approvals, and develop and implement procedures in Operations	All to be determined through discussions with Sunline

Service Planning Assistance

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Separate MOU between SANBAG and each participating agency	Supportive of this strategy. Currently MBTA has no designated staff at agency to handle this type of work, so it falls to the General Manager or Operations staff.
Pricing structure	Per terms of the agreements between SANBAG and their on-call consultants	Agree with this approach
Types of Services	To be determined based on each agency's service planning needs and timeframes: 1) Initial system assessment and development of corrective measures/ schedule fixes 2) On-going service planning – monitor route performance, support shakeup service changes 3) Other one-time or special planning projects	All three potential services look good
Charges to agency	Purchasing agency reimburses SANBAG for services received in accordance with SANBAG On-Call contracts.	Agree with this approach
Contract Term	MOUs can continue until terminated by either agency unless SANBAG or agency has other rules	Agree with this approach
Timeframe	Estimated milestones to execute the separate MOUs, dates for initial system assessments	No timing issues. Can proceed when SANBAG is ready.

Training/Staff Development

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Determine list of training subjects needed at agency. SANBAG or Omnitrans to search for internal or external training resources, coordinate training sessions	
Potential Training Subjects	<ul style="list-style-type: none"> • Operations Supervisor • Maintenance Supervisor • Management Development • Vehicle maintenance procedures – general • Vehicle maintenance procedures – CNG • MAP-21 Extension – New rules and requirements • Drug and Alcohol programs • Procurement training • Service Planning • Grants Monitoring and Reporting • ADA compliance • Advanced Technologies • Fare Collection Systems • Safety and Security 	<p>MBTA likes this list. Operations Supervision, Management Development, and vehicle maintenance are pressing needs.</p> <p>Employee Relations and Retention – HR focused training would be valuable.</p>
Determine preferred scheduling of training	Time of year Days of week	
Determine training		

program costs and cost allocations to agencies		
Other?		

MEETING SUMMARY

DATE: September 25, 2015

SUBJECT: Transit Efficiency Study Implementation Planning, Task 3.1 – Transit Agency Meeting on Implementation Plan for MOUs

ATTENDEES: AGENCIES:
Beth Kranda, Executive Director, VTrans

PARSONS BRINCKERHOFF:
Tom Lichterman

PREPARED BY: Parsons Brinckerhoff

On September 25, 2015, a conference call was held with Beth Kranda, Executive Director for VTrans, to discuss the Transit Efficiency Study Implementation Plan Deal Points for the MOUs on strategies VTrans is interested in pursuing. Following is a brief summary; the point-by-point agency direction is contained in the attached Deal Points Worksheets.

Project Development/Construction Management – VTrans previously obtained this type of assistance from SANBAG in developing their new vehicle maintenance shop. However, Beth indicated that she cannot foresee any similar projects in the near future so would recommend holding off with development of an MOU. In the future, if an MOU is needed, Beth was supportive of the suggested approaches in the Deal Points worksheet.

Use of Taxis to Supplement ADA Paratransit Service – Beth reaffirmed that VTrans is willing to offer technical advice on a taxi voucher program to MT.

Training/Staff Development – No new training needs are foreseen at this time. In the past, some non-profits wanted safety training. The focus was vehicle operations-related training. VTrans partnered with MARTA and used one of their consultants to provide the training. They trained two agencies on vehicle operations, wheelchair lifts. MARTA paid the consultant, VTrans reimbursed MARTA.



SANBAG County-wide Transit Efficiency Study
 Cooperative Agreement Deal Points Worksheets
 VTrans

Cooperative Agreement Deal Points Worksheets – Reviewed 9-25-15

Project Development/Construction Management:

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Separate MOU between SANBAG and each participating agency	SANBAG helped on shop project previously. No new projects in near future. Will hold off on creating MOU at this time.
Pricing structure	Per terms of the agreements between SANBAG and their on-call consultants	Ok with this approach.
Types of Services	To be determined based on each agency's needs/projects	Ok with this approach.
Types of Personnel/ Specialties Offered	Specified in Agreement, or, To be determined based on each agency's needs/projects	To be determined based on projects/needs at that time.
Charges to agency	Purchasing agency reimburses SANBAG for services received in accordance with SANBAG On-Call contracts.	Ok with this approach.
Contract Term	MOUs can continue until terminated by either agency unless SANBAG or agency has other rules	Ok with MOUs that continue until terminated by either agency.
Indemnification	Possibly some type of professional services indemnification language for the services provided	Ok with typical reciprocal indemnification language.
Timeframe	Estimated milestones to execute the MOUs	To be determined based on future projects.

Cooperative Agreement Deal Points Worksheets
Technical Assistance Strategies

Training/Staff Development

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Determine list of training subjects needed at agency. SANBAG or Omnitrans to search for internal or external training resources, coordinate training sessions	
Potential Training Subjects	<ul style="list-style-type: none"> • Operations Supervisor • Maintenance Supervisor • Management Development • Vehicle maintenance procedures – general • Vehicle maintenance procedures – CNG • MAP-21 Extension – New rules and requirements • Drug and Alcohol programs • Procurement training • Service Planning • Grants Monitoring and Reporting • ADA compliance • Advanced Technologies • Fare Collection Systems • Safety and Security 	<p>No new training needs are foreseen at this time. In the past, some non-profits wanted safety training. Focus was vehicle operations training related. VTrans partnered with MARTA and used one of their consultants to provide the training. They trained two agencies on vehicle operations, wheelchair lifts. MARTA paid consultant, VTrans reimbursed.</p> <p>VTrans encourages their partners to participate in training, VTrans provides grants for training using Measure I funds, similar to a former Measure I scholarship program. Mostly for non-profits. Training resources include CalACT or CTAA – Community Transportation Association of America.</p>

Determine preferred scheduling of training	Time of year Days of week	
Determine training program costs and cost allocations to agencies		
Other?		

MEETING SUMMARY

DATE: September 29, 2015

SUBJECT: Transit Efficiency Study Implementation Planning, Task 3.1 – Transit Agency Meeting on Implementation Plan for MOUs

ATTENDEES: AGENCY:
Kevin Kane, Executive Director, Victor Valley Transit Authority (VVTA)
Ron Zirges, Director of Maintenance
Simon Herrera, Transdev General Manager

PARSONS BRINCKERHOFF:
Tom Lichterman
Debra Meier

PREPARED BY: Parsons Brinckerhoff

On September 29, 2015, a conference call was held with Kevin Kane, Executive Director, Victor Valley Transit Authority (VVTA), and staff noted above, to discuss the Transit Efficiency Study Implementation Plan Deal Points for the MOUs on strategies VVTA is interested in pursuing. Following is a brief summary; the point-by-point agency direction is contained in the attached Deal Points Worksheets.

Heavy Overhaul – VVTA explained that Transdev, by virtue of their national accounts, has better buying power than Omnitrans/VVTA combined, and they believe they will continue to receive better rates through TransDev. However, they are willing to see what a joint procurement with Omnitrans can offer; particularly if any of the heavy engine work is sent to outside vendors (rather than being done with in-house labor). A contract in which each agency orders and pays for the specific overhaul work they need is envisioned.

Project Development/Construction Management – VVTA is interested in this type of expertise primarily in light of the need for new/expanded facilities in Barstow. This strategy would involve a MOU between SANBAG and VVTA to provide these services via an on-call consultant. Pricing/payment would be reimbursement to SANBAG based on the terms of their on-call consultant agreements.

Mutual Aid Agreement – This was discussed at the joint agency meeting. See Meeting Summary on that meeting.

Inter-Agency Transfer Agreements – Loose agreements are currently in place between Omnitrans and VVTA; more formal agreements are desirable. The transfer details are provided on the attached worksheet. There are currently no transfer agreements for passengers transferring from Omnitrans to VVTA. VVTA is also in the process of blending BAT/VVTA fares. VVTA is interested in forming a task force made up of all agencies to discuss a regional fare system and fare technologies.

Service Planning Assistance – VVTA is in favor of looking at what type of services SANBAG (or on-call consultants) can provide. In addition, VVTA is trying a new approach in conjunction with the next COA/SRTP update by including a provision for rates for on-call type services by the selected consultant over a 2-3 year period after finalizing the next COA/SRTP).

CNG Fuel Procurement / Station Maintenance – VVTA has a contract with Southwest Gas through 2018 for CNG Fuel; they would be glad to look at other options in the future.

CNG Station Maintenance is provided by Transdev (except for parts over \$1,000). There are also upcoming issues at the Barstow locations as noted in the attached worksheet. Station Maintenance will be a developing issue as both the Omnitrans conversion and the Barstow locations are resolved.

Training/Staff Development – VVTA would prefer specific hands-on training sessions (rather than webinars or similar computer screen-based training). Preferences include training for Service Planning, ADA Compliance, Advanced Technologies, and Fare Collection Systems.



SANBAG County-wide Transit Efficiency Study
 Cooperative Agreement Deal Points Worksheets
 VVTA – Interview on 9/29/15

Participants:

VVTA:	Parsons Brinckerhoff:
Kevin Kane	Tom Lichterman
Ron Zirges	Debra Meier
Simon Herrera (TransDev)	

Heavy Overhaul:

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	MOU for service provision or Joint procurement	The primary issue for VVTA is that TransDev has national accounts which offer lower costs. Labor rates may also be higher in the Omnitrans area than the high desert. VVTA understands that Omnitrans is doing in-house overhauls. VVTA does in-frame overhauls for its full-size buses, which are less costly due to no removal of the engine from the chassis (on cutaways the engine is removed / replaced). However, VVTA is willing to discuss joint procurement approach only (not MOU for direct service by Omnitrans).
Pricing structure	1) Bid unit prices per type/manufacturer of engine or transmission; 2) T&M structure; 3) Mixed approach; 4) Volume of work is bid (quantity over life of contract); 4) Annual escalation rates	Agree with Option 1 approach. Can forecast overhaul activity for the next three to four years.

Term of Agreement	1) MOU – until terminated by either party; 2) Procurement limited to FTA rules – 5 years	Agree with option 2 for Joint procurement.
Levels of overhaul	1) Top deck only; 2) Complete	Would be a complete overhaul. Currently, TransDev performs this “in-frame” (i.e. they do not pull engine from chassis). Pistons and sleeves are done, but no crankshaft work. Valve heads are reconditioned. On cutaways, they take the engines out completely. VVTA has a lot of cutaways; those involve full removal/replacement (few if any overhauls).
Specific Overhaul Scope specs	To be provided by each agency	Specs – Currently use Cummins parts/engines. VVTA gets an individual quote for each engine job from TransDev. VVTA Can put specs together for a joint procurement if needed.
Charges to agency	1) Each agency pays for its own ordered overhauls on unit by unit basis;	Agree with this approach
Shipping	Paid separately by each agency due to distance differences?	Agree with this approach
Warranties	Warranty Terms, length, warranty repair arrangements	Currently, VVTA gets one year/ unlimited miles warranty. Would like two to three years warranty if a joint procurement is pursued.
Right to cancel procurement or not award contract	Address agency concern that if procurement results are not economically advantageous, any participating agency may withdraw from MOU and procurement	Agreed
Timeframe	Estimated milestones to execute the cooperative agreement, conduct the procurement, and implement	Can proceed when the agencies are ready

Cooperative Agreement Deal Points Worksheets

Bus Parts:

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Joint procurement	On further evaluation, VVTA has determined this strategy does not work for them under their contracted service model.
Pricing structure	1) Quantity pricing for frequently consumed parts; 2) Unit pricing for pre-defined list of parts in procurement document 2) Annual escalation rates	
Parts Lists/Specs	To be provided by each agency	
Charges to agency	1) Each agency pays for its own ordered parts on unit by unit basis; 2) Each agency pays for a set quantity of parts desired by agency over contract life.	
Shipping	Paid separately by each agency due to distance differences?	
Warranties	Warranty Terms, length, warranty exchange arrangements	
Right to cancel procurement or not award contract	Address agency concern that if procurement results are not economically advantageous, any participating agency may withdraw from MOU and procurement	
Timeframe	Estimated milestones to execute the cooperative agreement, conduct the procurement, and implement	
Other?		

Cooperative Agreement Deal Points Worksheets

CNG Station Maintenance:

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Joint procurement	TransDev provides this service now, except for parts over \$1,000. Labor to install the parts is still included. VVTA is willing to look at a joint procurement for the future.
Pricing structure	1) Set price for quarterly (monthly?) system inspection/repairs, with T&M for major failures over X\$?; 2) Locked in T&M for emergency repairs?	See timeframe issues
Types of Repairs/ Responses	To be provided by each agency.	See timeframe issues
Charges to agency	Each agency pays for its own inspection program and repairs;	See timeframe issues
Response Times during outages	Set response time maximums for system outages	See timeframe issues
Contract Term	Possible Issue for Omni with coming change to CNG from LNG	See timeframe issues
Right to cancel procurement or not award contract	Address agency concern that if procurement results are not economically advantageous, any participating agency may withdraw from MOU and procurement	See timeframe issues
Timeframe	Estimated milestones to execute the cooperative agreement, conduct the procurement, and implement	<u>Omnitrans conversion</u> to CNG creates a timing issue. Omnitrans is considering in-house maintenance for their future CNG equipment. One agency could provide maintenance for the other agencies.

		<p><u>Barstow LNG issue</u> – VVTA is currently in discussions over how to proceed with existing Barstow LNG facility. May involve VVTA buying the station, obtaining pay back from CNG sales to commercial trucking industry. Another option – a new Maintenance and Operations facility for Barstow, including a new fueling station at the new facility.</p> <p><u>CARB Zero-Emission issue</u> – 15% of fleet to be Zero Emissions by 2020. Could lead to greater use of Hydrogen and/or electric vehicles.</p>
Other?		

Cooperative Agreement Deal Points Worksheets

Project Development/Construction Management:

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Separate MOU between SANBAG and each participating agency	VVTA is supportive of MOU for possible Barstow project, among other things. MOU with SANBAG for on-call consulting support makes sense. Possible New facility for Barstow. Consider using plans for a similar size facility elsewhere to reduce cost.
Pricing structure	Per terms of the agreements between SANBAG and their on-call consultants	Agree with this approach
Types of Services	To be determined based on each agency's needs/projects	Agree with this approach
Types of Personnel/ Specialties Offered	Specified in Agreement, or, To be determined based on each agency's needs/projects	Agree with this approach
Charges to agency	Purchasing agency reimburses SANBAG for services received in accordance with SANBAG On-Call contracts.	Agree with this approach
Contract Term	MOUs can continue until terminated by either agency unless SANBAG or agency has other rules	Agree with this approach
Indemnification	Possibly some type of professional services indemnification language for the services provided	Per the contract with the on-call, with a rider for the added agency.
Timeframe	Estimated milestones to execute the MOUs	Can proceed when agencies are ready

Cooperative Agreement Deal Points Worksheets

Mutual Aid Agreements

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Separate MOU between Omnitrans and MT; Omnitrans and VVTA	Addressed during joint agency meeting with Omnitrans, VVTA, Mountain Transit on September 23.
Types of Services	1) Respond to vehicular accident of MT or VVTA in Omni service area via supervisor to investigate accident, replacement bus services if needed 2) Respond to service breakdown of MT or VVTA in Omni service area with mechanic personnel, shop truck, replacement bus service if bus not repairable at breakdown site. 3) Area-wide emergency – respond with emergency shuttle services to the extent feasible 4) Taking driver for D&A test at certified facility 5) Other unanticipated Emergency Response needs	
Pricing/cost recovery structure	Possible approaches: 1) Reimburse for actual hours or miles provided based on contractor billing rates in Omnitrans contractor’s agreements when small buses are used 2) Omnitrans develops a rate per hour to	

	<p>bill for services using full-size buses</p> <p>3) Omnitrans develops billing rates for personnel dedicated to an emergency response, such as Field Supervisors.</p> <p>4) Omnitrans bills any other expenses at direct costs incurred.</p>	
Methods of Notification and Approval	<p>To be spelled out in MOU – Dispatcher, Supervisor, or Manager at VVTA or MT requests assistance to designated Dispatcher, supervisor, or manager at Omni. Omni may need internal approval chain but must be able to respond quickly.</p>	
Contract Term	<p>MOUs can continue until terminated by either agency unless either agency has other rules</p>	
Indemnification	<p>Beyond the normal agency indemnification, language should be considered to handle the specific risks of one agency providing service for another. Possibly language that states when Agency 1's pax are carried by Agency 2, they are considered pax of agency 2 for liability purposes, etc.</p>	
Timeframe	<p>Estimated milestones to execute the MOUs and put procedures in place to implement mutual aid when needed</p>	

Cooperative Agreement Deal Points Worksheets

Inter-Agency Transfer Agreements

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Separate MOUs between Omnitrans and MT; Omnitrans and VVTA; MBTA and Sunline	Currently have very loose agreements. One-ride transfer to Omnitrans routes from B-V Link. One seat transfer only. Something more formal would be helpful. No transfer validity/discount from Omnitrans to B-V Link. Interested in Regional Fare Technology, Smart card or mobile phone app.
Types of Issues to Address	<ol style="list-style-type: none"> 1) Cash passenger transfers between systems 2) Monthly pass transfers between systems. 3) Length of time of transfer validity 4) Value credited for transfer from one system to another, or dealt with as "reciprocal" 5) Locations of valid transfers between systems. 6) Any service/fare hierarchy issues – e.g., is a transfer from B-V Link to a regular Omni route considered worth more than a transfer from a regular Omni route to a B-V link route. Is transfer value based on the level of service issuing transfer? 7) Do any of these decisions require Board action/approval? 	All of these are issues which can be addressed in the Inter-Agency Transfer Agreement.

Pricing/cost recovery structure	Possible approaches: 1) Reciprocal – no charge to either party for valid transfers 2) Each service is assigned a transfer value, differential is paid on second vehicle if a lower-to-higher transfer is involved. 3) Determined by a regional fare classification system covering all agencies and services.	Depends on relative service level/fare of service transferring from and to. Example: B-V Link is \$6.00 from Victorville to San Bernardino, Omnitrans routes are \$1.75. Significant fare differential.
Methods of Administration	Issues: 1) How inter-agency transfers are to be logged by drivers and data collected by agency for reimbursement if required. 2) Timing and frequency of reimbursement (monthly, quarterly?) 3) Auditing/verification if needed?	They have run out of PTPs – fare categories on the Odyssey Fareboxes. Over a period of time, they also want to blend in Barstow’s fares. Barstow is now on the Odyssey farebox, was installed as part of merger with VVTA.
How Public will be notified of policy		
Contract Term	MOUs can continue until terminated by either agency with X days’ notice (to provide notice to public) unless either agency has other rules	Updated when needed based on changes to fares/fare policy.
Timeframe	Estimated milestones to execute the inter-agency transfer agreements, conduct any required Board approvals, and develop and implement procedures in Operations	Can proceed. GFI farebox fare category limits affect options that can be added.

Cooperative Agreement Deal Points to Consider

Service Planning Assistance

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Separate MOU between SANBAG and each participating agency	New COA/SRTP proposals include on-going T&M rates for continuing service planning activity after the study is completed. Still interested in SANBAG MOU.
Pricing structure	Per terms of the agreements between SANBAG and their on-call consultants	Agree with this approach
Types of Services	To be determined based on each agency's service planning needs and timeframes: 1) Initial system assessment and development of corrective measures/ schedule fixes 2) On-going service planning – monitor route performance, support shakeup service changes 3) Other one-time or special planning projects	All of these are valid types of services. Example given of new route sponsored by Air Pollution District requiring planning effort.
Charges to agency	Purchasing agency reimburses SANBAG for services received in accordance with SANBAG On-Call contracts.	Agree with this approach
Contract Term	MOUs can continue until terminated by either agency unless SANBAG or agency has other rules	Agree with this approach
Timeframe	Estimated milestones to execute the separate MOUs, dates for initial system assessments	Can proceed. Would be used as needed. Plans to award their COA/SRTP contract in November or December.

Cooperative Agreement Deal Points to Consider

CNG Fuel Procurement – Hedging Contracts

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Fuel hedging contract by Omnitrans and, after 2018, VVTA. Omnitrans to provide technical assistance/information to VVTA	VVTA has a contract until 2018 Southwest Gas, Las Vegas. Will check whether their contract is transportation only or also includes gas price. If transportation only, VVTA could be interested in entering hedge market with Omnitrans sooner than 2018.
Determining target price		
Determining term		
Timeframe	Appropriate time periods to discuss fuel hedging contracts, determine if multi-agency pursuit of renewal agreement is warranted	See above
Other??		

Cooperative Agreement Deal Points to Consider

Training/Staff Development

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Determine list of training subjects needed at agency. SANBAG or Omnitrans to search for internal or external training resources, coordinate training sessions	
Potential Training Subjects	<ul style="list-style-type: none"> • Operations Supervisor • Maintenance Supervisor • Management Development • Vehicle maintenance procedures – general • Vehicle maintenance procedures – CNG • MAP-21 Extension – New rules and requirements • Drug and Alcohol programs • Procurement training • Service Planning • Grants Monitoring and Reporting • ADA compliance • Advanced Technologies • Fare Collection Systems • Safety and Security 	<p>TransDev has a good safety and training program. SANBAG provides assistance on the Title VI.</p> <p>CTA and CalACT keep VVTA up to date on regulatory changes. Areas of interest for this program could include: Maintenance training, grants, quarterly reports for the agencies. Prefers hands-on training sessions, not just in front of a video screen.</p> <p>Simon – Service planning, ADA Compliance, Advanced Technologies, and Fare collection systems are all areas of interest.</p>
Determine preferred scheduling of	Time of year Days of week	

training		
Determine training program costs and cost allocations to agencies		
Other?		

Other Topic Suggest by VVTA

Item	Issues/Questions/Options	Agency Direction
Joint effort on regional fare collection technology	VVTA is interested in having a regional effort explore fare collection technology alternatives and come up with a plan for San Bernardino County Transit Agencies	It was suggested to establish a Task Force of representatives from each agency, directing a SANBAG On-Call consultant effort to study the fare technology alternatives and come up with a plan for the region.

MEETING SUMMARY

DATE: September 23, 2015

SUBJECT: Transit Efficiency Study Implementation Planning, Task 3.1 – Transit Agency Meeting on Mutual Aid Agreement

ATTENDEES: AGENCIES:
Diane Caldera, Omnitrans
Jeremiah Bryant, Omnitrans
Shelly Cable, VVTA
Simon Herrera, Transdev (VVTA Contract GM)
BettyAnn Merrill, Mountain Transit (MT)
Other Omnitrans Supervision, Dispatch, Safety, and HR Personnel

PARSONS BRINCKERHOFF:
Tom Lichterman

PREPARED BY: Parsons Brinckerhoff

On September 23, 2015, a transit agency meeting was held at Omnitrans Headquarters to discuss establishment of a mutual aid agreement between Omnitrans, VVTA, and MT. The agencies had already met previously, and a summary of key points discussed to date was handed out by Diane Caldera (copy attached).

The group reviewed the handout, with the following key discussion points:

- It was asked whether SANBAG (Metrolink) wanted an emergency phone contact included in the Mutual Aid document. It was determined that Omnitrans already has Metrolink dispatch contacts and that Metrolink conductors contact MT when the train will be late arriving in San Bernardino.
- Drug & Alcohol Screening – The group discussed whether Omnitrans might be asked to take a VVTA or MT driver for a drug screen following an accident in San Bernardino if conditions warranted. VVTA felt they are close enough geographically that this is not necessary. MT indicated that they use Fox Medical in San Bernardino so if this circumstance arose, Omnitrans could take the driver to the same clinic that MT uses.
- Diane stated that the primary focus of the Mutual Aid agreement is passenger transportation and/or collecting passengers and transporting them to a meeting point for transfer to an MT bus. Concerns were raised about the need for cutaway buses for MT replacement service, whether they would have the correct tires if winter conditions were occurring, etc., thus the need to establish a transfer point between the systems.
- Omnitrans staff indicated that they can direct their paratransit contractor to provide a cutaway bus and driver if the need arises.

- Diane indicated Omnitrans supervisors could assist if requested, such as checking bus stops in San Bernardino for stranded VVTA or MT passengers, providing transportation to the San Bernardino Transit Center, and possibly starting accident investigations if asked.
- Potential passenger loads requiring service in the event of a bus breakdown were discussed. MT indicated they could have potentially 18 to 24 passengers on one trip. VVTA estimated a load of up to 50 passengers.
- Each agency would contact the Omnitrans Dispatcher to coordinate a mutual aid response. Once the Mutual Aid Agreement is executed, the Omnitrans Dispatchers will be authorized to approve sending support services.
- The group discussed using either the existing Metrolink bus bridge MOU or the draft MOU template in the Transit Efficiency Study as a starting point. It was agreed we could start with the Transit Efficiency Study template. Tom Lichterman provided hard copies of the draft MOU template to the three transit agencies' representatives.
- It was agreed among the parties that there would be two agreements: an Omnitrans – VVTA agreement, and a separate Omnitrans – MT agreement.
- Jeremiah reviewed the proposed rate structure listed in the Mutual Aid handout. All agreed that those rates were acceptable.
- Omnitrans offered to freeze the rates at the current levels rather than having annual escalators, given the limited amount of use of mutual aid services likely to occur.
- Tom Lichterman was asked to develop the draft MOUs based on the handout and today's discussion. Jeremiah Bryant, Kevin Kane, and Kathy Hawksford will be Tom's points of contact for transmitting the drafts.
- It was agreed that the MOU would consist of the draft MOU template, with today's Mutual Aid handout being an attachment which can be updated by the agencies as needed.

ATTACHMENT

ATTACHMENT
Mutual Aid Meeting Handout

DATE: Tuesday, September 08, 2015
SUBJECT: Transit Mutual Aid Agreements
ATTENDEES: Omnitrans, VVTA, MARTA, SANBAG

1. Point of contact (POC):

Each agency's Dispatcher

Ask Metrolink to make announcements on train if VVTA impacted by road closures:
"Connecting to VVTA please continue to Santa Fe Depot or SBTC"

2. Agency Dispatcher Emergency number:

Omnitrans (909) 884-9580

SANBAG (Metrolink)

MARTA (909) 963-7422

VVTA (760) 948-4021 ex 260 or 261

San Bernardino County Office of Emergency Services (OES)

3. Passenger collection point:

San Bernardino Transit Center (SBTC) Primary location
Normal hours of operations: M-F 0600 – 2100; Sat/Sun 0900 – 1700
24/7 security
Public Lobby
Public Restrooms
Nearby Grocery Store & Restaurants

San Bernardino Metrolink Lobby Alternate location
Lobby hours of operations: M-F 0400 - 2330

4. Locations of effected passenger stops (sweep locations):

VVTA SBTC, Santa Fe Depot, ARMC, Kaiser Fontana, Fontana TC

MARTA SBTC, E & Court, 40th & Waterman, Santa Fe Depot, 2nd & G, 4th & Arrowhead,
Greyhound Station, Highland & Boulder

5. Location to temporarily stow buses:

San Bernardino Transit Center (SBTC) Primary location
Omnitrans - EV Alternate location

6. Fuel availability:

CNG Omnitrans

Diesel County fueling stations

7. Invoicing Scenarios:

Bus Breakdown	Mutual Aid Agreement
Roads Closed	Mutual Aid Agreement
Metrolink Problems	Metrolink Bus Bridge Agreement

8. Accident/Incident Investigations:

VVTA & Mountain Transit desire to see about coordinating Field Supervisor response to accidents or incidents. Need to coordinate cost and ensure that Omnitrans forms & policies cover partner agency needs.

9. Dissemination of Information on Changes to Transit Customers:

Social Media

Apps

Facebook

Twitter

Online Resources

Websites

ie511.org (SANBAG site)

Other Agencies

Contract Issues still to be determined

A. Contract Structure

1. Two Two-Party Contracts
2. One Three-Party Contract
3. Omnitrans recommends two contracts starting with similar/same terms, but provide flexibility moving forward.

B. Cost Reimbursement:

1. 40' Foot Bus: Omnitrans to charge fully allocated cost per hour: \$92.65 for FY2015
2. Cutaway: TBD
3. Field Supervisor Time for Accidents/Incident: Current Omnitrans fully burdened \$39.65 per hour.

C. Cost Escalators and Term:

1. Omnitrans suggests making the pricing an addendum to the contract that can be changed without changing the main contract terms.
2. Omnitrans likely willing to enter into multiple years at current rate without escalators due to minimal expected use.
3. Ongoing contract; 30-day termination clause by any party
4. Suggest language about Omnitrans providing the service when availability allows. Similar to bus bridge language.

VVTA emergency contact list:

GM: Simon Herrera.....909-208-0000
AGM: Eduardo Espiritu.....626-710-6363
OPS: Lora Sanchez.....760-792-5778
Lead Supervisor: Brent Johnson.....760-508-9954
Contract Administrator: Shelly Cable.....760-559-8041

MEETING SUMMARY

DATE: November 16, 2015

SUBJECT: Transit Efficiency Study Implementation Planning, Task 3.1 – Transit Agency Meeting on Implementation Plan for MOUs - Omnitrans

ATTENDEES: AGENCY:
Jeremiah Bryant, Planning & Scheduling Manager
Jennifer Sims, Director of Procurement
Jack Dooley, Director of Maintenance
Don Walker, Director of Finance

PARSONS BRINCKERHOFF:
Tom Lichterman
Cliff Henke
Debra Meier

PREPARED BY: Parsons Brinckerhoff

On November 16, 2015, a meeting was held with Omnitrans staff noted above, to discuss the Transit Efficiency Study Implementation Plan Deal Points for the MOUs on strategies Omnitrans is interested in pursuing. Following is a brief summary; the point-by-point agency direction is contained in the attached Deal Points Worksheets.

During the discussion it was suggested that perhaps one MOU could be utilized to cover the intent of all procurement activities. It was also noted that during any type of joint procurement that all participating agencies would need to be actively involved throughout the process, including collaboration on Scope of Work, providing details needed for the procurement, responding to vendor questions, and related reviewing documents.

Heavy Overhaul – Heavy Overhaul work would be a “Request for Proposal” procurement. Omnitrans currently does all major engine work in-house; Jack would like the opportunity to procure outsourcing of some overhauls if he could. Omnitrans does not conduct any “top-deck only” partial overhauls – they will overhaul the whole engine or the entire transmissions when this is needed.

Jennifer suggested that all participating agencies collaborate on an approved Scope of Work in order to simplify the procurement process. Each participating agency would be expected to provide data describing historic product usage, and other background information that can be used to provide the vendor with historical as well as projected use.

Bus Parts – Bus parts would be a “Invitation for Bid” procurement. Omnitrans will also use a “bench” in order to meet capacity and demand needs; if, for example, one vendor is unable to respond to a request, Omnitrans will go to the next vendor on the bench.

CNG Station Maintenance – Omnitrans’ two new CNG Stations will be up and running in about one year, and will initially have a one-year warranty; so the nearest term that they would be interested in a joint effort on CNG Maintenance is approximately 2-years from now.

Project Development/Construction Management – Omnitrans has staff available for routine project management tasks, and would not use SANBAG staff or consultants for that purpose. When larger projects are contemplated (i.e. West Valley Connector) then Omnitrans would directly hire a consultant to design and manage the project for them, and would not be interested in having a third party SANBAG consultant fill this role.

Mutual Aid Agreement – This was discussed at the joint agency meeting on September 8, 2015. See separate Meeting Summary on that meeting.

Inter-Agency Transfer Agreements – Omnitrans does not use any type of internal “transfer”; a passenger may “transfer” only with a valid 1-day, 7-day or 31-day pass.

Omnitrans has inter-agency agreements with VVTA and MBTA -

VVTA – No money ever changes hands between Omnitrans and VVTA. VVTA gives a \$1 discount to passengers transferring from Omnitrans; VVTA riders get one-ride-free transfer to Omnitrans.

Mountain Transit – arrangements with MT are somewhat more complicated, we will need to review the current agreement to understand the details.

Use of Taxis to Supplement ADA Paratransit Service – MV is the new vendor operating the Paratransit Service for Omnitrans. MV has been underway for about 2-months, so they will be spending the next year getting the system up and running and implementing necessary updates. Any discussion of the use of taxis is not a priority and will need to wait till the end of the first year in operation.

CNG Fuel Procurement / Hedging Contracts – Omnitrans has used Hedging Agreements in the past, but not in any current agreements due to favorable fuel costs. They may do so again in the future, and would be open to an agreement that included other agencies. The Hedging Agreement is a “Price Insurance” or “Budget Protection Exercise” . . . not an actual purchase of fuel.

Training/Staff Development – Omnitrans is more than happy to host training events on various topics for all interested agencies. They indicated a specific interest in hosting Maintenance and Ops Training (for mechanics and bus drivers), as well as procurement process training.



SANBAG County-wide Transit Efficiency Study
 Cooperative Agreement Deal Points Worksheets
 Omnitrans – Interview on 11/16/15

Participants:

Omnitrans:
 Jeremiah Bryant
 Jack Dooley
 Jennifer Sims
 Don Walker

Parsons Brinckerhoff:
 Tom Lichterman
 Debra Meier

Heavy Overhaul:

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	MOU for service provision or Joint procurement	Joint procurement acceptable. RFP process.
Pricing structure	1) Bid unit prices per type/manufacturer of engine or transmission; 2) T&M structure; 3) Mixed approach; 4) Volume of work is bid (quantity over life of contract); 4) Annual escalation rates	Based on specified scope of work per engine/transmission type, go with set rate per unit charged to the agency requesting the service. T&M for extra work subject to authorization. Escalation to be tied to an index over X years.
Term of Agreement	1) MOU – until terminated by either party; 2) Procurement limited to FTA rules – 5 years	Prefer 2 – 3 years, with option for up to five NTE for the procurement. MOU with other transit agency would have unspecified term with right to terminate with 30 days' notice.
Levels of overhaul	1) Top deck only; 2) Complete	Whole engine. Whole trans. Each agency to provide estimated quantities and historical quantities, fleet roster.

Specific Overhaul Scope specs	To be provided by each agency	Each agency to provide a spec. Agencies to collaborate to ensure a consistent procurement.
Charges to agency	1) Each agency pays for its own ordered overhauls on unit by unit basis;	Ok
Shipping	Paid separately by each agency due to distance differences?	Ok
Warranties	Warranty Terms, length, warranty repair arrangements	Standard warranty language with extended warranty options to be solicited in procurement
Right to cancel procurement or not award contract	Address agency concern that if procurement results are not economically advantageous, any participating agency may withdraw from MOU and procurement	No need to withdraw from MOU but agree no requirement to award a contract.
Timeframe	Estimated milestones to execute the cooperative agreement, conduct the procurement, and implement	Procurements would need to be included in the Omnitrans procurement calendar. Feasible in the next fiscal year. No issue with MOU timing.
Procurement evaluation process		Parties agree to jointly participate in evaluation process.
Other?		Prefers that a master MOU with General language agreeing to pursue a joint procurements when it makes sense. Possibly start with something with low risk, e.g., copiers. General MOU for "procurement", with addenda for specific areas.

Bus Parts:

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Joint procurement	IFB process. Bench awards to have more than one vendor on tap if first vendor cannot fulfill need.
Pricing structure	1) Quantity pricing for frequently consumed parts; 2) Unit pricing for pre-defined list of parts in procurement document 2) Annual escalation rates	Yes to 1) and 2). Escalation to be per a defined index.
Parts Lists/Specs	To be provided by each agency	Specs for parts including salient characteristics describing the fit/form/function. Need approved equals process.
Charges to agency	1) Each agency pays for its own ordered parts on unit by unit basis; 2) Each agency pays for a set quantity of parts desired by agency over contract life.	#1
Shipping	Paid separately by each agency due to distance differences?	Ok
Warranties	Warranty Terms, length, warranty exchange arrangements	To be specified in bid documents.
Right to cancel procurement or not award contract	Address agency concern that if procurement results are not economically advantageous, any participating agency may withdraw from MOU and procurement	Ok
Timeframe	Estimated milestones to execute the cooperative agreement, conduct the procurement, and implement	Same as above
Other?		Separate procurement could be done for facility parts/materials and services (e.g., janitorial)

CNG Station Maintenance:

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Joint procurement	Joint procurement after Omnitrans completes first year of maintenance with new design-build equipment.
Pricing structure	1) Set price for quarterly (monthly?) system inspection/repairs, with T&M for major failures over X\$?; 2) Locked in T&M for emergency repairs?	Break scope down to elements that occur on recurring basis vs. out-of- cycle repairs. Omni will start with five separate compressing stations at two facilities; seven units when two more facilities come on line with CNG.
Types of Repairs/ Responses	To be provided by each agency.	Each agency provides their current maintenance scope, see if there is a way to standardized.
Charges to agency	Each agency pays for its own inspection program and repairs;	Ok
Response Times during outages	Set response time maximums for system outages	Built in flexibility and options in the solicitation for each agency
Contract Term	Possible Issue for Omni with coming change to CNG from LNG	3 to 5 years
Right to cancel procurement or not award contract	Address agency concern that if procurement results are not economically advantageous, any participating agency may withdraw from MOU and procurement	ok
Timeframe	Estimated milestones to execute the cooperative agreement, conduct the procurement, and implement	Ready to consider in about 18 months due to pending contracts
Other?		Each agency must participate in scoping of RFP and in evaluation process.

Project Development/Construction Management:

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Separate MOU between SANBAG and each participating agency	No MOU. Possibly discuss on a project by project basis due to FTA procurement guidelines, if a SANBAG consultant is used. Not a problem if it is SANBAG staff doing it from a procurement standpoint. Would also depend on the size of the contract. Would need to be a big project.
Pricing structure	Per terms of the agreements between SANBAG and their on-call consultants	
Types of Services	To be determined based on each agency's needs/projects	
Types of Personnel/ Specialties Offered	Specified in Agreement, or, To be determined based on each agency's needs/projects	
Charges to agency	Purchasing agency reimburses SANBAG for services received in accordance with SANBAG On-Call contracts. SANBAG Admin fee?	
Contract Term	MOUs can continue until terminated by either agency unless SANBAG or agency has other rules	
Indemnification	Possibly some type of professional services indemnification language for the services provided	
Timeframe	Estimated milestones to execute the MOUs	

Mutual Aid Agreements

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Separate MOU between Omnitrans and MT; Omnitrans and VVTA	Draft MOU with MT and with VVTA completed. Going to respective Boards or Committees in December time frame.
Types of Services	1) Respond to vehicular accident of MT or VVTA in Omni service area via supervisor to investigate accident, replacement bus services if needed 2) Respond to service breakdown of MT or VVTA in Omni service area with mechanic personnel, shop truck, replacement bus service if bus not repairable at breakdown site. 3) Area-wide emergency – respond with emergency shuttle services to the extent feasible 4) Taking driver for D&A test at certified facility 5) Other unanticipated Emergency Response needs	
Pricing/cost recovery structure	Possible approaches: 1) Reimburse for actual hours or miles provided based on contractor billing rates in Omnitrans contractor’s agreements when small buses are used 2) Omnitrans develops a direct O&M cost per hour to bill for services using full-size	

	<p>buses</p> <p>3) Omnitrans develops direct O&M billing rates for personnel dedicated to an emergency response, such as Field Supervisors.</p> <p>4) Omnitrans bills any other expenses at direct costs incurred.</p>	
Methods of Notification and Approval	<p>To be spelled out in MOU – Dispatcher, Supervisor, or Manager at VVTA or MT requests assistance to designated Dispatcher, supervisor, or manager at Omni. Omni may need internal approval chain but must be able to respond quickly.</p>	
Contract Term	<p>MOUs can continue until terminated by either agency unless either agency has other rules</p>	
Indemnification	<p>Beyond the normal agency indemnification, language should be considered to handle the specific risks of one agency providing service for another. Possibly language that states when Agency 1's pax are carried by Agency 2, they are considered pax of agency 2 for liability purposes, etc.</p>	
Timeframe	<p>Estimated milestones to execute the MOUs and put procedures in place to implement mutual aid when needed</p>	<p>Goal to get to Board committee in December.</p>

Inter-Agency Transfer Agreements

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Separate MOUs between Omnitrans and MT; Omnitrans and VVTA; MBTA and Sunline	Two current ones in place for Omnitrans.
Types of Issues to Address	1) Cash passenger transfers between systems 2) Monthly pass transfers between systems. 3) Length of time of transfer validity 4) Value credited for transfer from one system to another, or dealt with as "reciprocal" 5) Locations of valid transfers between systems. 6) Any service/fare hierarchy issues – e.g., is a transfer from B-V Link to a regular Omni route considered worth more than a transfer from a regular Omni route to a B-V link route. Is transfer value based on the level of service issuing transfer? 7) Do any of these decisions require Board action/approval?	#1 & 2– Omni has no internal transfers. Multi-Use riders are encouraged to buy a day-pass or weekly or monthly pass. Passenger must show a valid day or multi day pass to get a discount on another system. Need to see the MT agreement. 2) Ask about OCLINK type premium day pass on OCTA system that allowed Metrolink use within the County. 3) No such thing as "transfer" internally in the Omnitrans system, only DayPass. 5) "Points of connection" 6) No fare hierarchy 7) Yes #6 – VVTA gives a \$1 discount to transfers from Omnitrans. VVTA riders get one ride free transferring to Omnitrans.
Pricing/cost recovery structure	Possible approaches: 1) Reciprocal – no charge to either party for valid transfers 2) Each service is assigned a transfer value, differential is paid on second vehicle if a lower-to-higher transfer is involved. 3) Determined by a regional fare	No money changes hands with VVTA. MT need to look up.

	classification system covering all agencies and services.	
Methods of Administration	Issues: 1) How inter-agency transfers are to be logged by drivers and data collected by agency for reimbursement if required. 2) Timing and frequency of reimbursement (monthly, quarterly?) 3) Auditing/verification if needed?	No separate driver counts of VVTA and MT transfers.
How Public will be notified of policy		Depends on magnitude of changes. Might just be added to Bus Book page.
Contract Term	MOUs can continue until terminated by either agency with X days' notice (to provide notice to public) unless either agency has other rules	Continue until terminated with 30 day notice.
Timeframe	Estimated milestones to execute the inter-agency transfer agreements, conduct any required Board approvals, and develop and implement procedures in Operations	No timing issues

Use of Taxis to Supplement ADA Paratransit Service

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Omnitrans: Included in paratransit operating contract; Other Agencies: Separate procurement for supplemental taxi services by each participating agency. Omnitrans to provide technical assistance/information as needed to MT	MV has been under contract for two months, getting their operation in place before tackling taxis. About a year out.
Pricing structure	Taxi contract pricing per ride or per revenue hours or revenue miles	Revenue hour rate to MV if they can reduce total revenue hours; Passenger just pays the ADA fare
Service Issues	Eligibility – who can use service (ADA certified only?) Service hours – restricted to certain hours or at discretion of transit agency? Maximum ride length/service area Maximum distance from fixed-route service Maximum charge per ride	ADA only (for now)
Taxi provider qualifications	Driver training Background checks Recurring driver pull notice checks Drug & Alcohol program Vehicle certification/recertification	MV will need to address all this. MV is using a provider that has already met these requirements for OCTA.
Timeframe	Estimated milestones to develop taxi operating parameters and requirements, conduct procurement (if needed), and implement use of supplemental taxi service	About a year out for Omnitrans contractor; MT would need to conduct a procurement
Other??		

CNG Fuel Procurement – Hedging Contracts

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Fuel hedging contract by Omnitrans and, after 2018, VVTA. Omnitrans to provide technical assistance/information to VVTA	Omni has Board approval to hedge when conditions are right (price of fuel). Not currently in hedge contract. Can be in MOU to jointly enter when conditions merit. This is a budget protection contract.
Determining target price		
Determining term		
Timeframe	Appropriate time periods to discuss fuel hedging contracts, determine if multi-agency pursuit of renewal agreement is warranted	
Other??		MOU can cover interest of agencies to participate if/when pricing is favorable compared to market conditions.

Training/Staff Development

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Determine list of training subjects needed at agency. SANBAG or Omnitrans to search for internal or external training resources, coordinate training sessions	
Potential Training Subjects	<ul style="list-style-type: none"> • Operations Supervisor • Maintenance Supervisor • Management Development • Vehicle maintenance procedures – general • Vehicle maintenance procedures – CNG • MAP-21 Extension – New rules and requirements • Drug and Alcohol programs • Procurement training • Service Planning • Grants Monitoring and Reporting • ADA compliance • Advanced Technologies • Fare Collection Systems • Safety and Security 	Maintenance training – mechanics training - host Operations training – bus drivers - host Procurement training – host or go there
Determine preferred scheduling of training	Time of year Days of week	
Determine training		

program costs and cost allocations to agencies		
Other?		

MEETING SUMMARY

DATE: October 7, 2015

SUBJECT: Transit Efficiency Study Implementation Planning, Task 3.1 – Transit Agency Meeting on Implementation Plan for MOUs

ATTENDEES: AGENCY:
Cheryl Sallis, Transit Services Manager, Needles Transit Services (NTS)

PARSONS BRINCKERHOFF:
Tom Lichterman
Debra Meier

PREPARED BY: Parsons Brinckerhoff

On October 7, 2015, a conference call was held with Cheryl Sallis, Transit Services Manager for Needles Transit Services, to discuss the Transit Efficiency Study Implementation Plan Deal Points for the MOUs on strategies NTS is interested in pursuing. Following is a brief summary; the point-by-point agency direction is contained in the attached Deal Points Worksheets.

Project Development/Construction Management – Cheryl wondered why prepare an MOU now, rather than at the time of need? Tom replied that preparing an MOU now would set up the general framework for future tasks. In that manner it would be much easier to establish a specific task order. Cheryl understood and agreed with that approach. The draft MOU would need to be reviewed by City Attorney and City Council. An MOU cancellation notice of 30-days is preferred unless there are extenuating circumstances.

Future projects anticipated by NTS – bus stop improvements, signage and ADA accessibility are the only things on the horizon.

Status of the El Graces project – work is on-going; the City Council is initiating an agreement with AMTRAK for partial use of the facility, and NTS now operates the Needles Area Transit service out of the facility. Other areas are not yet open to the public.

Service Planning Assistance – Cheryl agreed to the MOU concept, but requested that a draft MOU be prepared for discussion with City Management and City Council. Cheryl believes that NTS would not have any Service Planning needs for a year or more, due to the recent completion of the SRTP.

Training/Staff Development – NTS participation in training events via Skype or Go-To-Meeting would be preferred given the distance to San Bernardino Valley. Cheryl had no immediate training needs identified.



SANBAG County-wide Transit Efficiency Study
 Cooperative Agreement Deal Points Worksheets
 Needles Transit Services
 Conference Call on 10-07-15

Project Development/Construction Management:

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Separate MOU between SANBAG and each participating agency	Cheryl wondered why an MOU now, rather than at the time of need? Tom replied that preparing an MOU now would set up the general framework for future tasks. In that manner it would be much easier to establish a specific task order. Cheryl understood and agreed with that approach.
Pricing structure	Per terms of the agreements between SANBAG and their on-call consultants	Ok with this approach.
Types of Services	To be determined based on each agency's needs/projects	Ok with this approach.
Types of Personnel/ Specialties Offered	Specified in Agreement, or, To be determined based on each agency's needs/projects	Ok with this approach.
Charges to agency	Purchasing agency reimburses SANBAG for services received in accordance with SANBAG On-Call contracts.	Ok with this approach. Assume for the purposes of this MOU that SANBAG will not be charging the agencies an Admin Fee.
Contract Term	MOUs can continue until terminated by either agency unless SANBAG or agency has other rules	An MOU cancellation notice of 30-days is preferred unless there are extenuating circumstances.
Indemnification	Possibly some type of professional services indemnification language for the services provided	Per On-Call contract terms, with Needles added as an additional indemnitee.
Timeframe	Estimated milestones to execute the MOUs	NTS is ready to proceed at any time; keep in mind that MOUs need to be reviewed by City Attorney/ Council.

Service Planning Assistance

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Separate MOU between SANBAG and each participating agency	Cheryl agreed to the MOU concept, but requested that a draft MOU be prepared for discussion with City Management and City Council.
Pricing structure	Per terms of the agreements between SANBAG and their on-call consultants	Ok with this approach.
Types of Services	To be determined based on each agency's service planning needs and timeframes: 1) Initial system assessment and development of corrective measures/ schedule fixes 2) On-going service planning – monitor route performance, support shakeup service changes 3) Other one-time or special planning projects	Ok with this approach.
Charges to agency	Purchasing agency reimburses SANBAG for services received in accordance with SANBAG On-Call contracts.	Ok with this approach.
Contract Term	MOUs can continue until terminated by either agency unless SANBAG or agency has other rules	Ok with this approach.
Timeframe	Estimated milestones to execute the separate MOUs, dates for initial system assessments	Ready to proceed at any time; however, because NTS does not anticipate any immediate Service Planning needs, this is not a priority.

Training/Staff Development

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Determine list of training subjects needed at agency. SANBAG or Omnitrans to search for internal or external training resources, coordinate training sessions	Ok with this approach.
Potential Training Subjects	<ul style="list-style-type: none"> • Operations Supervisor • Maintenance Supervisor • Management Development • Vehicle maintenance procedures – general • Vehicle maintenance procedures – CNG • MAP-21 Extension – New rules and requirements • Drug and Alcohol programs • Procurement training • Service Planning • Grants Monitoring and Reporting • ADA compliance • Advanced Technologies • Fare Collection Systems • Safety and Security 	Cheryl had no immediate training needs identified
Determine preferred scheduling of training	Time of year Days of week	NTS participation in training event via Skype or Go-To-Meeting would be preferred given the distance to San Bernardino Valley.
Determine training program costs and		Cheryl did express a concerns about cost allocations.

cost allocations to agencies		
Other?		

MEETING SUMMARY

DATE: December 15, 2015

SUBJECT: Transit Efficiency Study Implementation Planning, Task 3.1 – Transit Agency Meeting on Implementation Plan for MOUs

ATTENDEES: AGENCY:
Rory Vaughn, Manager, Research and Planning, Metrolink

PARSONS BRINCKERHOFF:
Tom Lichterman

PREPARED BY: Parsons Brinckerhoff

On December 15 2015, a conference call was held with Rory Vaughn, Metrolink Manager of Research and Planning (213-452-0314), to discuss a possible update to the Omnitrans – Metrolink inter-agency transfer agreement. Rory is the designated Metrolink staff person for such agreements with transit agencies. The intent of the conversation was a follow-up from a previous meeting with Omnitrans staff, where updates to the existing inter-agency transfer agreements was a strategy being pursued in the Transit Efficiency Study.

I indicated to Rory that a concern of Omnitrans was whether there is a way for passengers with valid Omnitrans fares could get some kind of discount or credit toward the cost of their Metrolink ride. Rory indicated there generally were no such provisions in any of the other many agreements they have with transit operators. He did mention that in a different approach, OCTA had sold an all-day OCTA pass that included Metrolink riding privileges, at a higher fare than a regular day pass. He indicated that OCTA is the only agency funding Metrolink services in Orange County, and that OCTA handled the cost for this pass as part of the payment for Metrolink services in Orange County.

Rory indicated that he had met with Omnitrans staff about two weeks prior and had talked about Metrolink's Mobile Ticketing program. That program is in beta testing at this time, he explained, with a small group of about 200 passengers. Full roll-out is anticipated in the Winter to early Spring of 2016, with more integration with transit agencies by the Fall of 2016.

We discussed that Mobile Ticketing may offer the opportunity to improve transfer connectivity and provide Omnitrans passengers a way to ride both modes with a single fare purchase. Rory explained that the Mobile App allows the passenger to display the purchased ticket details on the screen, for display to bus operators. The bus operator could count it using the button on their farebox used to count Metrolink fares now, and the counts would add to the "one base fare per two boardings" Metrolink reimbursement policy.

We discussed that with paper Metrolink tickets, one-way Metrolink fares displayed on Omnitrans buses are not currently reimbursed under the policy and that it would be nearly impossible for a passenger to

have a valid one-way ticket in their possession on the way to the station. Rory indicated that with Mobile ticketing, this would no longer be a problem, and that he would be in favor of allowing all Metrolink valid fares (including one-way Metrolink tickets) to be a valid boarding fare on local transit, reimbursable under the Metrolink reimbursement policy to the transit agencies.

Based on this discussion, we agreed that I should take a stab at modifying the existing transfer language terminology, reflecting use of Mobile Ticketing and acceptance of one-way fares as valid, and send that to him for review. Rory also provided other input on simplifications to the draft agreement update.

On other fare collection matters, Rory indicated that Metrolink had received bids for the new TVM's and were evaluating the bids. The new machines would, at a minimum, have the same functionality as the existing machines. In addition, they may include the ability to issue and/or read a Smart Card in order to mesh with LA Metro's and SANDAG's Smart Card programs. A core requirement is issuance of a paper ticket with a barcode on it.

MEETING SUMMARY

DATE: December 1, 2015

SUBJECT: Transit Efficiency Study Implementation Planning, Task 3.1 – Transit Agency Meeting on Implementation Plan for MOUs

ATTENDEES: AGENCY:
Andrea Zureick, Director of Fund Administration and Programming
Carrie Schindler, Director of Transit and Rail

PARSONS BRINCKERHOFF:
Tom Lichterman
Debra Meier

PREPARED BY: Parsons Brinckerhoff

On December 1, 2015, a meeting was held with SANBAG staff noted above, to discuss the Transit Efficiency Study Implementation Plan Deal Points for the MOUs on strategies SANBAG is interested in pursuing. Following is a brief summary; the point-by-point agency direction is contained in the attached Deal Points Worksheets.

Project Development/Construction Management – SANBAG staff suggested that requests for their staff to assist other agencies with Project Development and/or CM services be considered on a case-by-case basis for specific projects, following creation of an overall “Master MOU”. This is primarily so that SANBAG staff is not spending time on small-scale local projects (i.e. bus stop installation for example). Tom suggested that some examples of where SANBAG staff could add value would be to Mountain Transit if they were to pursue development of new operating and maintenance facilities or to VVTA if they were to pursue new operating facilities in Barstow.

The requesting agency would reimburse SANBAG for fully allocated staff time (or on-call consultant staff time). SANBAG would not initiate an “Admin Fee” for such services.

Service Planning Assistance – These services would likely be done by an on-call consultant as SANBAG staff does not have in-house staff with this skill or experience. SANBAG staff discussed which internal department would manage Service Planning requests . . . Transit & Rail, Finance, or Planning . . . to be determined at a later date.

Regional Transit Marketing – SANBAG staff noted that a Marketing contract is going forward to the Board in January (value of contract approximately \$700K). There may be some “color of money” issues in some portions of the county, based on funding sources for the marketing program. It was suggested that using the ICommuter.org or IE511.org would be logical place to start a regional transit marketing program.

Grant Application Assistance – SANBAG issued an RFP in October 2015 for purposes of hiring a Grant Writing consultant. The selection process is underway and an on-call consultant will be available in the near term to support these services. In addition, the transit agencies are welcome to continue to contact Nancy Strickert for technical support in grant preparation efforts.

Civil rights Planning Assistance – Nancy Strickert will continue to provide assistance to the transit agencies via the use of AMMA Consulting, as currently provided.

Training/Staff Development – SANBAG staff wondered if grant funding could be used to assist transit agencies in sending staff to multi-day training events; or in bringing in a professional for specific training events for all agencies to participate. The key is identifying what type of training will be needed and how many people will agree to attend.



SANBAG County-wide Transit Efficiency Study
 Cooperative Agreement Deal Points Worksheets
 SANBAG – Interview on 12/01/15

Participants:

Omnitrans:

Andre Zureick

Carrie Schindler

Parsons Brinckerhoff:

Tom Lichterman

Debra Meier

Project Development/Construction Management:

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Separate MOU between SANBAG and each participating agency	Based on discussions with other agencies, recommend creating a generic “Master MOU” now between SANBAG and each participating agency, then issue an Addendum to the master MOU for specific projects with specific agencies as they arise. This approach sounds o.k. Carrie would like a minimum project size, to be considered on a case by case basis.
Pricing structure	Per terms of the agreements between SANBAG and their on-call consultants. For direct staff, fully allocated cost on an hourly basis.	Ok
Types of Services	To be determined based on each agency’s needs/projects	Ok
Types of Personnel/ Specialties Offered	Specified in Agreement, or, To be determined based on each agency’s needs/projects	Ok

Charges to agency	Purchasing agency reimburses SANBAG for services received in accordance with SANBAG On-Call contracts. SANBAG Admin fee?	No admin fee. The direct cost for actual costs incurred by SANBAG staff would be charged. But no admin % fee.
Contract Term	MOUs can continue until terminated by either agency unless SANBAG or agency has other rules	30 day notice, excepting on-going current work contracted by SANBAG. Per the terms of the contracts, all costs incurred through termination would be reimbursed to SANBAG.
Indemnification	Possibly some type of professional services indemnification language for the services provided, naming the participating agency as an additional insured in the On-Call contracts	Need to look at the on-calls for additional insured language.
Timeframe	Estimated milestones to execute the MOUs	Master MOU by second Qtr CY 2016; subsequent Addenda TBD based on Agency needs OK

Service Planning Assistance

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Separate Professional Services MOU between SANBAG and each participating agency	Ok
Pricing structure	Per terms of the agreements between SANBAG and their on-call consultants, or actual fully-allocated costs on an hourly basis if direct SANBAG staff hired/assigned	Ok
Types of Services	To be determined based on each agency's service planning needs and timeframes. Focus is "tactical" service planning in between SRTP development cycles. Possible approaches: 1) Initial system assessment and development of corrective measures/schedule fixes 2) On-going service planning – monitor route performance, support shakeup service changes 3) Other one-time or special planning projects	Ok
Charges to agency	Purchasing agency reimburses SANBAG for services received in accordance with SANBAG On-Call contracts. SANBAG Admin fee?	Direct costs of SANBAG staff in administering but no Admin fee.
Contract Term	MOUs can continue until terminated by either agency unless SANBAG or agency has other rules	30 days' notice unless there is an on-going task that requires closeout.
Timeframe	Estimated milestones to execute the separate MOUs, dates for initial system assessments	Agencies identify needs in 1 st Qtr CY 2016; agencies enter Professional Services MOU in 2 nd Qtr CY 2016. Ok

Regional Transit Marketing

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	No MOU. SANBAG staff seeks and obtains special funding from CR & Transit Committee and Board; retains consulting services to develop Regional Transit Marketing Plan and Marketing Tool Kit	Going to board in January with Low Carbon funding. Item seeks \$700K.
Agency Participation	SANBAG leads effort; each transit agency provides designated representative to form Steering Committee for guidance and direction to consultant efforts	Ok
Cost allocations to agencies?	SANBAG-funded special program?	Ok
Other?		All agencies expressed interest in this

Grant Application Assistance

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	No MOU at this time. SANBAG staff has agreed to continue providing informal assistance at the current level on an on-going basis	Ok. Also hiring a grants consultant. Could be made available to the other agencies.
Cost allocations to agencies?	If costs/level of effort exceeds current levels or requires on-call consultant assistance, a Professional Services MOU between SANBAG and the transit agency may be needed	Ok
Other?		

Civil Rights Planning Assistance

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	No MOU at this time. SANBAG has agreed to continue to provide the support of their specialized on-call consultant to the transit agencies for this subject area.	Ok
Cost allocations to agencies?	In the event a Title VI analysis required by one of the transit agencies becomes more involved and requires significant on-call consultant support, SANBAG would enter into a Professional Services MOU with the transit agency to provide those services.	Ok
Other?		

Training/Staff Development

Item	Issues/Questions/Options	Agency Direction
Method of Implementation	Determine list of training subjects needed at agency. SANBAG or Omnitrans to search for internal or external training resources, coordinate training sessions	
Potential Training Subjects	<ul style="list-style-type: none"> • Operations Supervisor • Maintenance Supervisor • Management Development • Vehicle maintenance procedures – general • Vehicle maintenance procedures – CNG • MAP-21 Extension – New rules and requirements • Drug and Alcohol programs • Procurement training • Service Planning • Grants Monitoring and Reporting • ADA compliance • Advanced Technologies • Fare Collection Systems • Safety and Security 	<p>Input received from the transit agencies to date:</p> <p>MBTA: Most pressing topics include Ops Supervisor, Management Development, Vehicle Maintenance Procedures, as well as Employee Relations/ Employee retention.</p> <p>MT: MT identified training for staff, including training on FTA transit regulations, such as the Charter Regulations and how to handle special service requests, and management development on other FTA rules and regulations.</p> <p>Needles Transit Services: Participation in training events via Skype or Go-To-Meeting would be preferred given the distance to San Bernardino Valley. NTS had no immediate training needs identified.</p> <p>Omnitrans: Omnitrans is more than happy to host training events on various topics for all interested agencies. Omnitrans indicated a specific interest in hosting Maintenance and Operations Training (for mechanics and bus drivers), as well as procurement process training.</p>

		VVTA: VVTA would prefer specific hands-on training sessions (rather than webinars or similar computer screen-based training). Preferences include training for Service Planning, ADA Compliance, Advanced Technologies, and Fare Collection Systems. VTrans: No new training needs are foreseen at this time.
Determine preferred scheduling of training	Time of year Days of week	
Determine training program costs and cost allocations to agencies	SANBAG- or Omnitrans-sponsored? Cost allocations/enrollment fees charged per participant for outside trainers brought in?	
Other?		