

# FOOTHILL TRANSIT

## MINUTES

The special meeting of the Foothill Transit Executive Board was held on Tuesday, May 11, 2010, at the Foothill Transit Conference Room, 100 South Vincent Avenue, 2<sup>nd</sup> Floor, West Covina.

Chair De La Torre called the meeting to order at 8:03 a.m. The following members were present, constituting a quorum of the Executive Board:

Michael De La Torre, Chair  
Roger Chandler, Vice Chair  
Peggy Delach  
Carol Herrera  
Paula Lantz

### **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF MARCH 26, 2010, AND SPECIAL EXECUTIVE BOARD STUDY SESSION OF APRIL 14, 2010**

The minutes for the regular meeting of March 26, 2010, and the Special Executive Board Study Session of April 14, 2010, were approved as submitted.

Motion: Member Delach, seconded by Member Herrera  
Vote: Unanimously carried

### **PRESENTATIONS:**

#### **5.1. Contractors' Employee Recognition**

Mr. Doran Barnes, Executive Director, and Ms. Monica Pearson, Operations Manager, recognized the following employees, respectively:

- Ms. Alene Stevens, Veolia Transportation Employee of the Quarter, Accounts Receivable Clerk for Veolia, and who holds the position as Chair of the Enviably Workplace Task Force for the past three years.
- Jaime Ledon, Pomona location First Transit Operator of the Month, who has a perfect attendance record with zero accidents.

Chair De La Torre recognized Governing Board Member and Councilmember Patricia Wallach who was present at the meeting.

## **5.2. Telling Our Story**

Linda Apodaca, Community Outreach Coordinator, reported that for this month's "Telling Our Story" report she interviewed Mrs. Cathy Walsh, Third Grade teacher, Cedar Grove Elementary School. Mrs. Walsh and other teachers take advantage of the services provided by Foothill Transit, using them for monthly school field trips. The convenience of locations and scheduling has made planning field trips trouble-free. Using Foothill Transit is an excellent introduction to public transportation for her students.

### **PUBLIC COMMENT**

There was none.

### **CONSENT CALENDAR:**

The Executive Board adopted the Consent Calendar items 7-11.

Motion: Member Delach, seconded by Chair De La Torre

Vote: Unanimously carried

[\(See Supporting Documents\)](#)

### **REGULAR AGENDA:**

#### **FOOTHILL TRANSIT CUSTOMER SERVICE PROGRAM**

Kevin McDonald, Deputy Executive Director, reported on "Striving for the Perfect Ride," Foothill Transit's Customer Service Training Program taken by front-line staff contracted through MV Transportation, First Transit and Veolia Transportation. The training program was developed by Peter Stark and Jane Flaherty of Peter Barron Stark and Associates, along with staff from MV, Veolia, and First Transit.

As part of the agency's focus on customer service, a Customer Service Award program has been implemented that recognizes coach operators and Transit Store customer service representatives who exemplify *Outstanding Customer Service*. To date, twenty-three staff members have received the award, which consists of a pin and certificate.

The Executive Board received and filed the update on customer service performance since implementation of the Foothill Transit Customer Service Program.

Motion: Chair De La Torre, seconded by Member Delach

Vote: Unanimously carried

[\(See Supporting Documents\)](#)

**FAREBOX TRANSITION ISSUES (TAP CONVERSION TO GFI SYSTEM 7)**

Kevin McDonald, Deputy Executive Director, reported that Foothill Transit experienced systemic issues after TAP implementation in May of 2009. At the September 25, 2009 Executive Board meeting, the Board directed the Executive Director to submit a letter to Los Angeles County Metropolitan Transportation Authority (Metro) requesting Foothill Transit's release from the Regional Transit Access Pass (TAP) Program. Copy of response letter, dated April 16, 2010, from Mr. Matt Raymond, Chief Communications Officer, Metro, was distributed ([copy on file](#)).

Mr. Raymond, who was present at the meeting, related Metro's experiences and challenges with the new TAP system and added the following:

- Metro worked through similar problems during their implementation and recognizes Foothill Transit's concerns;
- Metro will not deny the wishes of Foothill Transit or the Executive Board; however, requests that Foothill Transit delays the GFI System 7 conversion for 6-12 months to allow the TAP program to become more established and provide Metro an opportunity address Foothill Transit's concerns and reach a satisfactory resolution;
- Metro is exploring PaperSMART limited use cards which will facilitate more flexibility in the program, mitigate some of the problems being faced, and will be ideal for monthly pass users. It will also provide more potential in being used by multiple operators;
- Regionally, there are currently 4,100 buses running through Los Angeles County and 2,900 are TAP enabled;
- Some policy and technological hurdles still need to be addressed; however, Metro is working diligently to address these issues and create a seamless transportation system.

During discussion, Member Delach made a motion to instruct Foothill Transit staff to prepare a list of at least three measurable goals to be met by Metro, and present the list for approval at the Executive Board meeting of May 28, 2010. Chair De La Torre, offered an amendment to Member Delach's motion requesting that periodic progress updates by Metro be placed on the Foothill Transit Executive Board agenda. Member Herrera added that Metro provide Foothill Transit with a letter of release from TAP.

Therefore, the aforementioned motion, as amended, was carried by the following vote:

Motion: Member Delach, seconded by Chair De La Torre  
Vote: Unanimously carried  
([See Supporting Document](#))

### **FOOTHILL TRANSIT ECOLINER UPDATE**

George Karbowski, Director of Operations & Maintenance, gave the following update on the Ecoliner bus project and reported the following:

- Proterra was invited by UQM, the manufacturer of the Ecoliner motors, for a press conference initiated by the White House. Vice President Joe Biden and Executive Board member Paula Lantz were present at the event.
- Foothill Transit received the first ARRA supplemental payment of \$290,000 from the South Coast Air Quality Management District (SCAQMD) in support of the Ecoliner.
- An article on the Ecoliner was published in the April/May 2010 issue of "Mass Transit Magazine". ([See Supporting Documents](#))

Mr. Barnes thanked Mr. Karbowski, Mr. Carl Berringer, and other participants who assisted with placing Foothill Transit decals on the bus for identification. Member Lantz commented that it was very special see the recognition by Vice President Biden at this event.

The Executive Board received and filed the Foothill Transit Ecoliner Update.

Motion: Member Delach, seconded by Member Lantz  
Vote: Unanimously carried  
([See Supporting Documents](#))

### **OPTIONS RELATED TO INTRODUCTION OF ECOLINER**

Linda Somilleda, Director of Marketing & Communications, provided several options regarding the unveiling of the Foothill Transit Ecoliner. Foothill Transit is the first agency in the world to demonstrate this technology. The Ecoliner will set the stage not only for the product's commercialization throughout the US transit market, but will also serve as an air quality model to public and for-profit entities throughout the world.

The unveiling of the Ecoliner will be a significant event in national public transit history, and because of that, federal, state and local government leaders will be invited. The tentative date planned for the event is September 3, 2010. The location of the event will be chosen to accommodate security concerns as well as the number of the attendees invited. In addition, there may be a cost associated with the invitation of Presidential Administration members.

Mr. Barnes noted that there would be a significant expense involved in staging this event, and that there is a potential for establishing partnerships with the Department of Energy and other non-transit agencies. However, if the White House Administration attends, it will be necessary to augment the proposed budget.

Therefore, the Executive Board moved to provide the following direction to staff regarding the options related to the introduction of the Ecoliner:

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- Budget the event at a minimum of \$50,000, in order to give staff the level of anticipated expenditure, which can be taken from the current annual budget.
- Extend an invitation to President Obama and Vice President Biden.
- Schedule the event on September 3, 2010.

Motion: Vice Chair Chandler, seconded by Member Delach

Vote: Unanimously carried

[\(See Supporting Documents\)](#)

**CONTRACT AWARD – ELECTRIC BUS CHARGING STATION**

Gary Nehls, Director of Procurement, reported on the contract award for the electric bus charging station, and reported the following:

- On February 19, 2009, the Executive Board authorized the Executive Director to implement an electric bus demonstration project, and on April 24, 2009, authorized a contract with Proterra for the purchase of three (3) thirty-five foot fast charge electric buses and two (2) chargers.
- At the November 2009 Special Executive Board meeting, the Executive Board authorized the Executive Director to issue an Invitation for Bids (IFB No. 10-023) for the construction of an electric bus charging station at the Pomona Transit Center. Bids were received on April 22, 2010 from seven firms. The bid packages were thoroughly reviewed to determine responsiveness to the requirements stated in the IFB and professional references for the lowest bidder. E.C. Construction was determined to be the lowest responsive and responsible bidder.
- E.C. Construction is a general contractor based in El Monte and has been in business for 64 years. They have completed projects for Foothill Transit (Warehouse and Parking Lot Expansion in Arcadia), the cities of Pomona, Pasadena, and La Canada, and for the United Parcel Service (UPS).

Pending receipt of a Categorical Exclusion from the requirements of the National Environmental Policy Act issued by the Federal Transit Administration (FTA), the Executive Board authorized the Executive Director to negotiate final terms and conditions and execute a contract in the total amount of Six Hundred Sixty Eight Thousand Four Hundred and Twenty Eight Dollars (\$668,428) with E.C. Construction for the construction of an electric bus charging station; and landscaping and facility improvements at the Pomona Transit Center.

Motion: Member Lantz, seconded by Member Delach

Vote: Unanimously carried

[\(See Supporting Document\)](#)

### **CONTRACT AWARD – SOLAR POWER SYSTEMS**

Mr. Barnes reported that due to an outstanding issue with the FTA regarding technical provisions, it was requested that this item be continued to the May 28, 2010 meeting.

Motion: Vice Chair Chandler, seconded by Member Lantz  
Vote: Unanimously carried  
([See Supporting Document](#))

### **EXERCISE OPTIONS – SMARTBUS SYSTEM**

Gary Nehls, Director of Procurement, reported that on December 2005, Agreement No. 05-011 was executed with Orbital Sciences Corporation for the installation and implementation of Foothill Transit's SMARTBus System. In April 2008, the Transportation Management Division of Orbital Sciences Corporation was sold to Affiliated Computer Services (ACS).

The first three years of hardware warranty and software maintenance were included in the original contract. Continued support from ACS is critical to the ongoing success of the SMARTBus System.

The Executive Board authorized the Executive Director to exercise three options under Agreement No. 05-011 with Affiliated Computer Services (ACS), in the amount of One Hundred Ninety One Thousand Three Hundred Sixty Three Dollars and Twenty Five Cents (\$191,363.25) for one year extended warranty for vehicle mounted hardware; Two Hundred Sixteen Thousand Eight Hundred Eighteen Dollars (\$216,818.00) for one year of software maintenance support; and Seventy Seven Thousand Seven Hundred Seventy Dollars (\$77,770.00) for software upgrade support.

Motion: Member Delach, seconded by Vice Chair Chandler  
Vote: Unanimously carried  
([See Supporting Document](#))

Mr. Barnes requested the Executive Board change the order of the agenda items because of the impact Items 20 (Proposed Service Reductions) and 21 (Proposed Fare Increase) have on Item 19 (Proposed FY 2011 Business Plan). The following three items will be directed to the Governing Board at their next meeting following Executive Board approval.

Motion: Vice Chair Chandler, seconded by Member Lantz  
Vote: Unanimously carried

### **PROPOSED FISCAL YEAR 2011 BUSINESS PLAN**

Kevin McDonald, Deputy Executive Director, reported that Foothill Transit is required annually to submit a balanced budget and a Short Range Transit Plan (SRTTP) to the Los Angeles County Metropolitan Transit Authority (MTA) in order to receive subsidy funds.

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Both documents have been incorporated into a single Business Plan for the organization. In addition, the organization's Five-Year Financial Outlook has been incorporated into the Business Plan.

In addition, Mr. McDonald reported the following:

- The agency is expected to come within budget at \$67.1 million;
- Fiscal Year 2011 budget is estimated to be around \$64.1 million;
- 690,000 service hours are expected for the coming year;
- It is estimated there will be a 7.4% decrease in service;
- A fare revenue figure of \$15.5 million represents the fare increase proposed for FY 2010;
- Passenger boardings are projected at 12.9 million;
- The FY 2011 Business Plan targets a farebox recovery ratio of 24.15%, reflected by the fare increase and service reductions;
- 87% of the organization's total operating expenses goes to on-street operations, and the remaining 13% goes to the Departments;
- On the capital side, there is \$7 million in Section 5307 formula funds;
- \$5.1 million in local Municipal Operator Service Improvement Program (MOSIP) funds;
- \$700,000 in carry-over American Recovery and Reinvestment Act (ARRA) funds; and,
- Other carry-over funding from various sources.

The agency's Business Plan also includes the Five-Year Financial Outlook. While the FY 2011 Business Plan is balanced, a \$2.8 million shortfall is projected for FY 2012, and a \$32.4 million deficit is projected over the next four years. Depending on state government legislature, further service reductions and fare increases may be necessary in order to balance the budget.

The Executive Board recommended approval of Foothill Transit's proposed Business Plan and Performance Targets for Fiscal Year 2011 to the Foothill Transit Governing Board.

Motion: Member Delach, seconded by Chair De La Torre

Vote: Unanimously carried

[\(See Supporting Document\)](#)

### **PROPOSED SERVICE REDUCTIONS**

LaShawn Gillespie, Director of Planning, reported that based upon the comments received during the customer and community outreach meetings, as well as the revised financial picture, the service change proposal was modified. The modification revised an originally created \$10 million service reduction. The required service reduction needed to present a balanced FY 2011 budget is \$3.2 million.

Ms. Gillespie highlighted alternate proposals to bus services as detailed in the *Proposed FY 2011 Services Reductions* Memo dated May 11, 2010. If the revised FY 2011 service

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change proposal is approved by the Governing Board at its meeting scheduled for May 19, 2010, service changes will implemented on July 1, 2010.

The Executive Board commended staff for working diligently in identifying service reductions, and addressing the needs of riders.

The Executive Board recommended approval of the Proposed FY 2011 Service Reductions to be presented to the Governing Board for consideration.

Motion: Member Delach, seconded by Member Lantz  
Vote: Unanimously carried  
([See Supporting Document](#))

**PROPOSED FARE INCREASE**

Kevin McDonald, Deputy Executive Director, reported that a modified fare increase was proposed based on public feedback discussed at several public hearings. If approved by the Governing Board, the fare increase will be implemented on June 27, 2010. The fare increase is projected to generate \$1.1 million in operating revenues.

Fare increases include:

- A \$ 0.25 increase in adult and student local fares.
- A \$ 0.25 increase in Silver Streak fares.
- A \$ 1.10 increase in off-peak Discount Silver Streak fares.
- A \$ 0.50 increase in Commuter Express fares.
- All pass prices were increased at varying levels.

The Executive Board approved recommendation to the Governing Board to authorize the Executive Director to implement the fare increase on June 27, 2010.

Motion: Member Delach, seconded by Vice Chair Chandler  
Vote: Unanimously carried  
([See Supporting Documents](#))

**EXECUTIVE DIRECTOR COMMENT**

Mr. Barnes reported that at the May 19, 2010, Annual Governing Board meeting; the Board will consider fare adjustments, service changes, and the FY 2011 Business Plan. Election of Foothill Transit Executive Board officers for the FY 2010-11 and elections of the Executive Board Member and Alternate for Cluster 5 are also be calendared.

**BOARD MEMBER COMMENT**

There was none.

**CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Government Code § 54956.8)**

**Property Address/Location: 100 S. Vincent Avenue, West Covina, CA 91790**

**Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill, Darold D. Pieper, Kevin McDonald**

**Negotiating Parties: Delta JC, LLC**

**Under Negotiation: Price and Terms**

The item was continued to the May 28, 2010, Executive Board meeting.

**ADJOURNMENT**

There being no further business, the Executive Board adjourned at 9:40 a.m. in memory of Lawrence Kester, a San Bernardino County transit operator who was fatally attacked by a bus rider.

Staff and guests present:

Doran Barnes, Executive Director  
Kevin McDonald, Deputy Executive Director  
Darold Pieper, General Counsel  
George Karbowski, Director of Operations & Maintenance  
Gary Nehls, Director of Procurement  
LaShawn Gillespie, Director of Planning  
Linda Somilleda, Director of Marketing & Communications  
Linda Apodaca, Community Outreach Coordinator  
Matt Raymond, LA Metro  
Joshua Goldman, Proterra  
Monica Pearson, Operations Manager  
Martha Arana, Commission Services