



Foothill Transit

**STATEMENT OF PROCEEDINGS FOR THE
FOOTHILL TRANSIT EXECUTIVE BOARD
STRATEGIC PLANNING WORKSHOP**

**FOOTHILL TRANSIT ADMINISTRATIVE OFFICE
2ND FLOOR BOARD ROOM
100 S. VINCENT AVENUE
WEST COVINA, CALIFORNIA 91790**

**Friday, February 5, 2016
8:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Herrera at 8:03 a.m.

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Warshaw, Member Calaycay, Member De La Torre, Vice Chair Shevlin, Chair Herrera,

Absent: Member Delach

Chair Herrera welcomed Executive Board Alternates Cynthia Sternquist and Paula Lantz.

3. PUBLIC COMMENT

No members of the public addressed the Foothill Transit Executive Board.

4. STRATEGIC PLANNING WORKSHOP

Mr. Stark, representing Peter Barron Stark & Associates, Inc., retreat moderator, greeted attendees, provided opening statements covering the overall emphasis of the workshop, and distributed the workshop workbook for discussion and completion by attendees.

Review of Past Year/Pre-Retreat Interviews and Self-Assessment
Board Members and staff highlighted the accomplishments by Foothill Transit for the past year. In addition, Mr. Stark gave an overview of Executive Board and staff member interviews conducted on January 21, 2016.



- Success of the Foothill Transit's all electric bus line in Pomona
- Class Pass Program
- Issuance of RFP for transit services out of Arcadia
- Success of the California Transit Association's Fall Conference in Pasadena
- International Recognition
- Azusa Intermodal Transit Center
- Foothill Transit's reputation at the local and federal level
- Commitment to excellent customer service
- Finances are strong
- Covina Park and Ride
- Strong local leadership
- Potential expansion of bus lines
- Commitment to education and training

Communications & Leadership Styles

Mr. Stark conducted a communications and leadership styles exercise with board members and staff.

Electric Bus Program

Roland Cordero, Director of Finance, provided a verbal presentation on the Electric Bus Program. Mr. Cordero presented a summary on Foothill Transit's Ecoliners and reported on what other transit agencies are doing in the electric bus arena. Mr. Cordero also provided an update on the state of electric bus technology.

The Board advised staff to pursue the following:

- Focus on full deployment of electric buses by 2030
- Demonstration of extended range electric bus
- Large grants to fund electric bus procurement
- Off-grid solution to charge the buses
- Robust marketing and communications program for electric bus

Park & Ride Projects

Sharlane Bailey, Director of Facilities, provided a verbal presentation on the park and rides projects. Ms. Bailey presented a history of park and ride projects and reported that two park and rides have been built in the City of Industry and most recently in Azusa. She stated that there is a potential for project in the City of Covina.

The Board advised staff to move forward with the Covina Park and Ride project and pause on any future park and ride projects after Covina.



College Pass Program

Katie Gagnon, Special Projects Manager, provided a verbal presentation on the Class Pass Program. Ms. Gagnon reported specifically on the Class Pass Program at Mt. SAC and the student fee that was implemented in the fall 2015. Ridership has increased 15 percent since the first semester. Discussions are also being held with Mt. SAC on the potential of having a transit center on campus. The potential addition of Lines 190 and 194, both lines serve Mt. SAC, will give students an opportunity to reach other areas they could not reach with the Class Pass.

The Board advised staff that the student transit fee should be revisited in the future.

Innovative Service Delivery Concepts

Joe Raquel, Director of Planning, provided a verbal presentation on innovative service delivery concepts. Mr. Raquel presented two concepts, On Demand Public Transit and Foothill Transit Community Connector.

Mr. Raquel reported that “first and last mile” are terms used to describe the difficulty in getting people to and from a transportation hub. First and last mile options include the automobile, mass transit, active transit, car sharing, taxis, and companies such as Uber. First and last mile challenges include no service at desired time, and no service at starting and destination point. For transit agencies the challenges are low demand, low density, and the area is not conducive to public transit. Mr. Raquel introduced the concept On Demand Public Transit, which seeks to solve the first and last mile challenge by connecting customers to their transportation stops by using their smartphones by scheduling the rides. The Santa Clara Valley Transportation Authority (VTA) has implemented an “all in” on demand model that was implemented on January 11, 2016 and has been successful based on the ridership. In the “Outsourced Model” the transit agency does not provide the vehicle, the service is outsourced to taxis and Transportation Network Companies (TNC) such as Uber and Lyft. Some of the challenges for on demand transit is funding because of the use of government dollars and the TNCs are not subject to the same rules as public transit agencies. Another hurdle is getting data from the TNCs.

The Board advised that staff should continue to research and educate themselves on the On Demand Public Transit concept. The concept should be revisited in the future.



Mr. Raquel reported that the concept of the community connector is a joint partnership between Foothill Transit and a member city, where Foothill Transit provides, operates, and maintains the vehicle. In exchange, Foothill Transit receives a portion of local return funding. Foothill Transit would be able to provide transit expertise to the cities. Foothill Transit staff has done some calculations and it can operate the service at a lower cost per vehicle service hour than the cities currently do. Cities also get to utilize Foothill Transit resources such as the electric bus or CNG buses, some cities may still be running diesel fuel vehicles. Cities will also get the full support of a full maintenance facility. This would also allow for more federal funding to flow into the San Gabriel Valley via the FAP formula. It also provides Foothill Transit the opportunity to strengthen its brand within the community. The City of Duarte has requested that Foothill Transit operate its transit service.

Doran Barnes, Executive Director, stated that there is a real potential to work with the City of Duarte as a test case and that it has the potential to go beyond Duarte as far as other member cities.

The Board advised that staff continue to explore the Foothill Transit Community Connector concept and potential partnerships with member cities. Staff was also advised to present the concept to member cities at council meetings.

Personnel Policies

Michelle Caldwell, Director of Finance & Treasurer, provided a verbal presentation on personnel policies.

Ms. Caldwell reported on Paid Time Off (PTO), which would replace sick and vacation and provides employees with flexibility in managing their time off from work. Switching to PTO would allow for employees to schedule time off in advance, providing Foothill Transit with the ability to plan for absences. PTO reduces unscheduled absenteeism.

Ms. Caldwell reported on a proposed Paid Family Leave (PFL) Policy. This policy would provide Foothill Transit employees with a PFL benefit equal to employees covered by State Disability Insurance (SDI). PFL is a component of the SDI program offered to employees on Family Leave to care for a seriously ill family member or bond with a new child. The Benefit provides approximately 55 percent of weekly earnings up a maximum of \$1,129 (net) per week. The benefit would be provided for a maximum of six weeks in a 12 month period.



The next proposal Ms. Caldwell presented was a modification to the existing system for annual pay increases. Pay increases would be modified to measure employees by individual and departmental goals up to 3 percent. Currently employees receive 2 percent for individual goals and 1 percent for the agency wide key performance indicators. In addition, Ms. Caldwell reported that salary ranges are increased by CPI and that has created 2 issues. The first one is that the annual CPI calculation is done in July and Foothill Transit's budget is prepared in March. The second issue is that the CPI increase has been less than 1 percent, so salary ranges have not increased for 2 years. This results in employees potentially exceeding the salary range and this would negative impact future employee retirement contributions. Ms. Caldwell's proposal is to increase the salary ranges by 3 percent annually to ensure that employees stay within range. The change would not have any financial impact. This is a method commonly used by public agencies who use set salary ranges.

Ms. Caldwell stated that the proposals presented today would be brought to the February 26, 2016 Executive Board Meeting for action.

5. **CLOSED SESSION**

CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Gov't Code § 54957)
Title: Executive Director

Darold Pieper, General Council, reported that no reportable action was taken.

6. **ADJOURNMENT**

Adjournment for the February 5, 2016 Foothill Transit Executive Board Strategic Planning Workshop.

There being no further business, the Foothill Transit Executive Board Strategic Planning Workshop adjourned at 2:25 p.m.