



Foothill Transit

STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE
FOOTHILL TRANSIT EXECUTIVE BOARD

ALEXANDER HUGHES COMMUNITY CENTER
PADUA ROOM
1700 DANBURY ROAD
CLAREMONT, CALIFORNIA 91711

Friday, February 23, 2018
8:00 a.m.

1. CALL TO ORDER

The meeting was called to order by Chair Calaycay at 8:02 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Calaycay.

3. FOCUS ON SAFETY

LaShawn King Gillespie, Director of Customer Service & Operations, presented a message on American Heart Month.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Sam Pedroza, Member Cynthia Sternquist, Vice Chair
Corey Warshaw, Chair Corey Calaycay

Absent: Member Carol Herrera

5. APPROVAL OF AGENDA

Staff requested that Item 23 Bus Signal Priority Project (BSP) Project & Contract Amendment and Item 24 Request to Issue Invitation for Bids (IFB) No. 18-055 - Administrative Office Restroom Remodel be pulled from the agenda. These items will be presented at a future meeting for action.

The Agenda was approved as revised.



6. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of December 15, 2017.

Motion by Vice Chair Warshaw, second by Member Sternquist, the minutes for the Regular Meeting of December 15, 2018 were approved. Motion carried 4-0.

7. PRESENTATIONS

7.1 Contractors' Employee Recognition

Bill Jackson, General Manager, Transdev, introduced and recognized the following Arcadia location Transdev operator and employee of the month:

Rodolfo Castaneda, Operator of the Month (February 2018)
Tinoah Bragg, Employee of the Month (February 2018)

Marc Perla, General Manager, Keolis, introduced and recognized the following Pomona location Keolis operator and employee of the month:

Mindette Thomann, Operator of the Month (January 2018)
Richard Coyle, Employee of the Month (February 2018)
Brenda Webb, Operator of the Month (February 2018)

After discussion, by Common Consent, and there being no objection, the Board recognized the operators and employees of the month.

8. PUBLIC COMMENT

Kevin Ooms, Vice President, Reporting and Accounting, Transdev addressed the Executive Board.

CONSENT CALENDAR

9. DECEMBER 2017 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through December 31, 2017. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of December 31, 2017, for the



fiscal year ending June 30, 2018.

Motion by Member Sternquist, second by Vice Chair Warshaw, to receive and file. Motion carried 4-0.

10. JANUARY 2018 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through January 31, 2018. The attached **Financial Statements and Investment Report** summarize Foothill Transit's unaudited operations and financial condition as of January 31, 2018, for the fiscal year ending June 30, 2018.

Motion by Member Sternquist, second by Vice Chair Warshaw, to receive and file. Motion carried 4-0.

11. FEBRUARY 2018 LEGISLATIVE SUMMARY

Recommendation: Receive and file the February 2018 Legislative Summary. Adopt a support position on Proposition 69 and an oppose position on AB 1756.

Motion by Member Sternquist, second by Vice Chair Warshaw, to receive and file and adopt. Motion carried 3-0. Abstention Chair Calaycay.

12. COACH OPERATOR AUDIT RESULTS

Recommendation: Receive and file the results of the FY2017-2018 Second Quarter Coach Operator Audits.

Motion by Member Sternquist, second by Vice Chair Calaycay, to receive and file. Motion carried 4-0.

13. MANAGEMENT COMPENSATION PROGRAM

Recommendation: Approve the following recommendations regarding the Foothill Transit management compensation program: A. Modify Foothill Transit's **pay ranges in accordance with results of compensation study** and market demand; and, B. Approve reclassifications for the following positions: a. Fare Revenue Manager to Revenue Manager - Range 6 to Range 7, b. Marketing and Communications Strategist to Marketing and Communications Manager - Range 6 to Range 7, c. Human Resources Manager - Range 6 to Range 7



Motion by Member Sternquist, second by Vice Chair Calaycay, to approve.
Motion carried 4-0.

14. RESOLUTION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM

Recommendation: Adopt the following resolution: Resolution No. 2018-01: Authorization for the Execution of the Low Carbon Transit Operations Program (LCTOP) Project “Foothill Transit Line 280 Expansion and Electrification” in the Amount of \$492,993 (Attachment A).

Motion by Member Sternquist, second by Vice Chair Calaycay, to adopt.
Motion carried 4-0.

15. RESOLUTION FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM

Recommendation: Adopt the following resolution: Resolution No. 2018-02: Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program (Attachment A).

Motion by Member Sternquist, second by Vice Chair Calaycay, to adopt.
Motion carried 4-0.

16. FINANCIAL STABILITY POLICY FY2018-2019 FINANCIAL STRATEGIES

Recommendation: Approve the annual Financial Stability Policy update to include the FY2018-2019 financial strategies for budget planning.

Motion by Member Sternquist, second by Vice Chair Calaycay, to approve.
Motion carried 4-0.

17. UPDATE TO ASSET DISPOSAL POLICY

Recommendation: Approve and adopt the updated Asset Disposal Policy for the disposition of Foothill Transit assets, which have reached the end of useful life.

Motion by Member Sternquist, second by Vice Chair Warshaw, to approve.
Motion carried 4-0.

18. PROPOSED FISCAL YEAR 2018-2019 BUSINESS PLAN INITIATIVES

Recommendation: Approve the proposed FY 2018-2019 Business Plan



Initiatives.

Motion by Member Sternquist, second by Vice Chair Warshaw, to approve.
Motion carried 4-0.

19. CONTRACT AWARD - MATERIALS TESTING AND SPECIAL INSPECTIONS SERVICES FOR COVINA TRANSIT CENTER AND PARK & RIDE

Recommendation: Authorize the Executive Director to enter into Agreement No. 17-067 with MTGL, Inc. in the amount of \$181,976 for Materials Testing and Special Inspections Services for the Covina Transit Center and Park & Ride.

Motion by Member Sternquist, second by Vice Chair Warshaw, to approve.
Motion carried 4-0.

REGULAR AGENDA

20. 2018 BUS ROADEO PREVIEW

Recommendation: Receive and file the preview of the 2018 Bus Rodeo.

Tanya Pina, Operations Contract Manager, presented this item.

Ms. Pina provided a preview of Foothill Transit's Bus Rodeo. The 23rd Annual Foothill Transit Bus Rodeo will be held on Saturday, March 10. The event will take place at the Arcadia Operations and Maintenance Facility. Operators and maintenance teams will face off in a friendly competition to determine which operator and maintenance team will represent Foothill Transit in Tampa, Florida at the American Public Transportation Association International Bus Rodeo. To date a total of 40 operators and 5 maintenance teams are scheduled to compete. Ms. Pina invited the Executive Board Members to attend and drive the course.

Received and filed.

21. ROSE BOWL SERVICE UPDATE

Recommendation: Receive and file the Rose Bowl Service Update.

Tanya Pina, Operations Contract Manager, presented this item.

Ms. Pina provided an update on the 2017 Rose Bowl season. This season



Foothill Transit provided services to five UCLA home games, four concerts, and closed out the season with the Tournament of Roses game on January 1, 2018. The total number of customers transported for the season was 89,454.

The services provided to the Rose Bowl provides Foothill Transit the opportunity to come in contact with customers who may not use public transit regularly. The feedback received from customers has been very positive. To ensure that Foothill Transit does not incur a loss on the service, the rates charged to the Rose Bowl Committee are based on Foothill Transit's actual costs to provide the service. This season ended with a positive variance of \$26,594.

The 2018 season with kick-off on May 19, 2019 with the Taylor Swift concert.

Received and filed.

22. PROPOSED 2018 FEDERAL, STATE, AND LOCAL LEGISLATIVE PROGRAMS

Recommendation: Adopt the proposed 2018 Federal, State, and Local Legislative Programs as outlined in Attachments A, B, and C.

David Reyno, Director of Government Relations, presented this item.

Mr. Reyno reported that each year Foothill Transit adopts federal, state, and local legislative programs, which serve as guides for pursuing Foothill Transit's legislative proposals and strategies. The two primary program goals are, (1) is to ensure policies decisions are beneficial to Foothill Transit's operations and funding, and (2) to build and maintain strong relationships with Foothill Transit's elected representatives and their staff.

On the federal front, this year Foothill Transit will advocate for a significant transportation funding and infrastructure bill, six-year transportation authorization bill, long-term financial stabilization of the Highway Trust Fund, capital investment grant program, reinstatement of congressional earmarks, transit tax incentives, Buy America, and a permanent extension of the Alternative Fuel Tax Credit.

At the state level, Foothill Transit will continue to thank our delegation for the passing of SB 1, keep them apprised of Foothill Transit's efforts to improve traffic flow on the 10 Freeway Express and HOV Lanes, advocate for an increase percentage in cap and trade funds transit receives, include transit in any CEQA legislative reform, and oppose any burdensome Zero



Emissions Bus (ZEB) purchase mandates.

Motion by Member Pedroza, second by Member Sternquist, to adopt. Motion carried 4-0.

23. BUS SIGNAL PRIORITY PROJECT (BSP) PROJECT UPDATE & CONTRACT AMENDMENT

Recommendation: Authorize the Executive Director to execute Amendment No. 9 in the amount of \$56,648 to Contract No. 08-005 with Kapsch to complete and close out Foothill Transit's Bus Signal Priority (BSP) Project.

This item was pulled from the agenda. It will be presented at a future meeting.

24. REQUEST TO ISSUE INVITATION FOR BIDS (IFB) NO. 18-055 - ADMINISTRATIVE OFFICE RESTROOM REMODEL

Recommendation: Authorize the Executive Director to issue IFB No. 18-055 for construction services related to remodeling of the administrative office restrooms.

This item was pulled from the agenda. It will be presented at a future meeting.

25. REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) - MARKETING RESEARCH

Recommendation: Authorize the Executive Director to issue a Request for Proposals (RFP) No. 18-046 for Foothill Transit to seek proposals from qualified firms or individuals to conduct a targeted marketing research study.

Felicia Friesema, Director of Marketing & Communications, presented this item.

Ms. Friesema reported that the data from Foothill Transit's 2014 Comprehensive Operational Analysis (COA) still informs much of Foothill Transit's marketing strategies, but there are new questions that need fresh answers. Since the COA, Foothill Transit's vehicles, services, and fares have undergone significant changes while the regional demographics have shifted dramatically. New research is needed to gauge customer sentiment, attitudes, and awareness of what Foothill Transit does. Barriers and access



points to taking transit need to be assessed.

Motion by Vice Chair Warshaw, second by Member Pedroza, to approve.
Motion carried 4-0.

26. REQUEST TO ISSUE REQUEST FOR PROPOSALS - IN-DEPOT CHARGING DESIGN SERVICES

Recommendation: Authorize the Executive Director to issue Request for Proposals (RFP) No. 18-038 for In-Depot Charging Design Services.

Andrew Papson, Electric Bus Program Manager, presented this item.

Mr. Papson reported that currently Foothill Transit has 30 electric buses. Since the launch of the program, Foothill Transit electric buses have driven over 1.3 million electric miles.

As Foothill Transit's electric bus fleet grows, new challenges are being encountered, and upcoming hurdles can be foreseen. Currently, staff is working on a depot charge solution for the 14 buses at the Arcadia facility. In the coming years the greatest challenge will be expanding Foothill Transit's in-depot charging capabilities.

In order to better understand these challenges and how to solve them, staff recommends issuing an RFP for a consultant to prepare a plan for building in-depot charging through 2030. The estimated timeline for this project is 9-12 months from project inception.

Motion by Vice Chair Warshaw, second by Member Pedroza, to approve.
Motion carried 4-0.

FISCAL YEAR 2017-2018 SECOND QUARTER PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the FY2017-2018 Second Quarter Performance Indicators Report.

LaShawn King Gillespie, Director of Customer Service & Operations, presented this item.

Ms. King Gillespie reported on Foothill Transit's performance for the second quarter of FY2017-2018. This includes the months of October, November, and December. Three of eight key performance indicators were met in the



second quarter. The performance indicator targets met for the month are miles between service interruptions, farebox recovery ratio, and average cost per vehicle service hour.

Overall system performance resulted in 3.22 million boardings, \$4.22 million in fare revenue, service hours are slightly lower at 215,499, and operating expenses were \$23.24 million.

Received and filed.

27. FISCAL YEAR 2017-2018 SECOND QUARTER BUDGET UPDATE

Recommendation: Receive and file the FY2017-2018 Second Quarter Budget Update.

Michelle Lopes Caldwell, Director of Finance & Treasurer, presented this item.

Ms. Lopes Caldwell provided an update on the second quarter of Fiscal Year 2017-2018 that ended December 31, 2017. The budget figure of \$49.6 million is based on the planned expenditures identified during budget preparation. The actuals of \$46.8 reflect the actual expenses incurred during the second quarter. After the second quarter of FY2017-2018, Foothill Transit is approximately \$2.8 million under the planned operating budget.

During the first two quarters, Foothill Transit has experienced savings in purchased transportation, primarily because of the service enhancements implemented in October 2017. One of the larger variances was fuel and electricity. These accounts are under budget due to the service restructuring, as well as lower than budgeted fuel prices.

Since the service change, when the first three months are compared to the same period last year, Foothill Transit revenues have increased even though ridership continues to decline. Staff will continue to focus to improve ridership and monitor expenses and revenues.

Received and filed.

28. EXECUTIVE DIRECTOR COMMENT

Comments by Mr. Doran J. Barnes, Executive Director, Foothill Transit.



Mr. Barnes reported the following:

- The economics of buying electric buses.
- Thanked Director of Finance and Treasurer Michelle Lopes Caldwell for teaching future leaders in the area of finance at USC.
- Discussed Foothill Transit's involvement in the community. Staff is encouraged to be involved in community groups.
- City of Monrovia Station Square dedication on Sunday, February 25.
- Upcoming legislative activities, which include the APTA Legislative Conference and civic legislative visits.
- Thanked City of Claremont for hosting the Executive Board Meeting.

29. BOARD MEMBER COMMENT

Comments by Members of the Foothill Transit Executive Board.

- Member Sternquist invited everyone to the Temple City Camellia Festival.
- Member Pedroza thanked Josh Smalley for the board meeting video presented at today's meeting.

30. ADJOURNMENT

Adjournment for the February 23, 2018 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:16 a.m.