



STATEMENT OF PROCEEDINGS FOR THE
SPECIAL MEETING OF THE
FOOTHILL TRANSIT EXECUTIVE BOARD
FOOTHILL TRANSIT ADMINISTRATIVE OFFICE
2ND FLOOR BOARD ROOM
100 SOUTH VINCENT AVENUE
WEST COVINA, CALIFORNIA 91790

Friday, March 21, 2014

8:00 AM

CALL TO ORDER

1. Call to order. (14-1330)

The meeting was called to order by Chair Doug Tessitor at 8:00 a.m.

PLEDGE

2. Pledge of Allegiance. (14-1331)

The pledge of Allegiance was led by Kevin McDonald, Deputy Executive Director, Foothill Transit.

ROLL CALL

3. Roll call. (14-1332)

Roll call was taken by Garen Khachian, Staff, Board of Supervisors Executive Office, Commission Services Division.

Present: Chair Doug Tessitor, Vice Chair Paula Lantz, Treasurer Carol Herrera, Member Michael De La Torre and Member Margaret McAustin

I. ADMINISTRATIVE MATTERS

4. Approval of minutes for the Regular Meeting of the Executive Board of January 31, 2014. (14-1333)

On motion of Member McAustin, seconded by Treasurer Herrera, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

II. PRESENTATIONS

5. 5.1 Contractors' Employee Recognition (14-1334)

Dan Mckeehan, General Manager, First Transit, introduced and recognized the following Arcadia location First Transit Operator of the Month:

- **Linda Trujillo, Operator of the Month (March 2014) (not present at the meeting)**

Jim Marshall, General Manager, First Transit, introduced and recognized the following Pomona location First Transit Employee of the Month:

- **Victor Zamora, Employee of the Month (March 2014)**

After discussion, by Common Consent, and there being no objection, the Board acknowledged the Employee Recognition.

5.2 Introduction of USC Externs (14-1335)

Yoko Igawa, Procurement Manager, Foothill Transit, introduced the following University of Southern California Externs (USC):

- **Fred Chang, Sophomore in College Bachelor in Policy, Planning and Development, Minor in Architecture**
- **Jesus Herrera, Master of Planning (MPL) Student**
- **Vy Phan-Hong, Master in Planning (MPL) student**
- **Boyang Zhang, Master in Planning (MPL) student**
- **Samuel Zneimer, Master of Planning (MPL) Student**

After discussion, by Common Consent, and there being no objection, the Board welcomed the USC Externs.

III. PUBLIC COMMENT

6. Public Comment. (14-1336)

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

IV. CONSENT CALENDAR

7. JANUARY FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the January Financial Statements and Investment Summary for Fiscal Year 2014. (14-1337)

On motion of Member De La Torre, seconded by Treasurer Herrera, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

8. FEBRUARY FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the February Financial Statements and Investment Summary for Fiscal Year 2014. (14-1338)

On motion of Member De La Torre, seconded by Treasurer Herrera, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

9. JANUARY PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the January Performance Indicators Report. (14-1339)

On motion of Member De La Torre, seconded by Treasurer Herrera, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

10. FEBRUARY PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the February Performance Indicators Report. (14-1340)

On motion of Member De La Torre, seconded by Treasurer Herrera, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

11. MARCH LEGISLATIVE SUMMARY

Recommendation: Receive and file the March Legislative Summary. Adopt support positions on AB 1720 and AB 2445. (14-1341)

On motion of Member De La Torre, seconded by Treasurer Herrera, unanimously carried, the Board supports AB 1720 and AB 2445, and received and filed the March Legislative Summary.

Attachments: [SUPPORTING DOCUMENT](#)

12. RESOLUTION ADOPTING NEW ANNUAL GOVERNING BOARD MEETING DATE

Recommendation: Adopt Resolution No. 2014-01 New Annual Governing Board Meeting date. (14-1342)

On motion of Member De La Torre, seconded by Treasurer Herrera, unanimously carried, the Board adopted Resolution No. 2014-01 New Annual Governing Board Meeting date.

Attachments: [SUPPORTING DOCUMENT](#)

13. REQUEST TO ISSUE PROPOSALS FOR FLEET AUDIT SERVICES

Recommendation: Authorize the Executive Director to issue Request for Proposals (RFP) No. 14-032 for physical and maintenance review audit services for an initial term of three years with two one-year options to be exercised at Foothill Transit's sole discretion. (14-1343)

On motion of Member De La Torre, seconded by Treasurer Herrera, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

14. CONTRACT AMENDMENT - INSPECTION, REMOVAL, INSTALLATION AND PURCHASE OF VEHICLE SMARTBUS EQUIPMENT

Recommendation: Authorize the Executive Director to approve Amendment No. 2 to Contract No. 13-023 with Xerox in the amount of One Hundred One Thousand Five Hundred Seventy-Five Thousand Dollars and Thirty-Two Cents \$101,575.32 for: a) Inspections, removal, and installation of SMARTBus Equipment on 41 new buses; and b) Purchase and installation of 23 sets of additional SMARTBus equipment on 23 new buses. (14-1344)

On motion of Member De La Torre, seconded by Treasurer Herrera, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

15. CONTRACT AWARD - CELLULAR BASED GPS SERVICE

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into a Contract in the amount of one hundred eighty four thousand, eight hundred twenty four dollars (\$184,824.00) with Zonar

Systems to provide cellular based GPS service for two years on Foothill Transit's bus fleet. (14-1345)

On motion of Member De La Torre, seconded by Treasurer Herrera, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

V. DISCUSSION ITEMS (REGULAR AGENDA)

16. PROPOSED FY 2015 INITIATIVES

Recommendation: Approve the proposed FY 2015 Business Plan Initiatives. (14-1346)

Kevin McDonald, Deputy Executive Director, Foothill Transit, presented this item and reported that the following projects are recommended for inclusion in the Fiscal Year 2015 Business Plan:

- **Bus Replacement Project**
- **SMARTBus System (SBS) Replacement**
- **Customer Service Training Expansion**
- **College Pass Program**
- **ISO 14001 Certification for Pomona**
- **Legislative Advocacy**
- **San Gabriel and Pomona Valley Park & Rides**
- **Comprehensive Operational Analysis (COA) Development**

Mr. McDonald reported that Agenda Item No. 23 pertains to the Issuance of a Request for Proposals (RFP) – Transit Services - Arcadia Facility (RFP NO. 14-028) would be discussed today and upon approval would be included in the Fiscal Year 2015 Business Plan major initiatives.

Treasurer Herrera thanked Mr. McDonald for his report, and requested that once Agenda Item No. 23 is approved that it be included to Fiscal Year 2015 Business Plan major initiatives.

On motion of Treasurer Herrera, seconded by Member McAustin, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

17. FOOTHILL TRANSIT STUDENT RIDER PROGRAM SUBSIDY

Recommendation: Establish a uniform subsidy amount for Foothill Transit

college programs of \$0.60 per boarding. (14-1347)

Katie Gagnon, Special Projects Manager, Foothill Transit, presented this item and reported on the following:

- 1) Setting a subsidy rate for existing programs that will not substantially increase the current program costs;**
- 2) Setting a subsidy rate that enables the school to set a student fee that is attractive to students; and**
- 3) Establish a rate that Foothill Transit could maintain financially.**

Ms. Gagnon, informed members a subsidy rate of \$0.60 would meet all the above mentioned criteria. The total College subsidy amount is estimated at \$560,238.

Treasurer Herrera inquired if the rate would be uniform for all participating schools. Ms. Gagnon affirmed this rate will apply to all participating schools.

On motion of Treasure Herrera, seconded by Member De La Torre, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

18. REQUEST TO ISSUE RFP - SMARTBUS SOFTWARE AND EQUIPMENT REPLACEMENT

Recommendation: Authorize the Executive Director to issue a Request for Proposals (RFP) No. 14-031 for SMARTBus Software and Equipment Replacement. (14-1348)

Donald Luey, Director of Information and Technology, presented this item and reported that the Foothill Transit's current computer-aided dispatch and automatic vehicle location (CAD/AVL) system, dubbed "SMART Bus System" or SBS was procured and implemented in 2007. Foothill Transit's SBS is now nearing its end of life and with recent technology advances, much more robust and customer -friendly options are available. The budget impact associated with replacing the SMART Bus and radio equipment is approximately \$10 Million.

Vice Chair Lantz inquired on the number of bidders. Mr. Luey stated there are three major bidders with a total of six bidders in the market.

On motion of Vice Chair Lantz, seconded by Member De La Torre, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

19. REQUEST TO ISSUE RFP - SMARTBUS TECHNICAL ADVISORY SERVICES

Recommendation: Authorize the Executive Director to issue a Request for Proposals (RFP) No. 14-030 for SMARTBus Technical Advisory Services to assist with developing performance specifications for the new CAD/AVL system, for replacement of the analog radio, replacement of the radio service carrier, and assistance with the implementation of the SMARTBus Replacement Project. (14-1349)

Donald Luey, Director of Information and Technology, presented this item and reported that the services of a technical advisory consultant will be needed to assist with developing performances specifications for the new CAD/AVL system, for the replacement of the analog radio, replacement of the radio service with another carrier, and assistance with the implementation of the SMART Bus Replacement Project.

In response to Member McAsutin's inquiry, Mr. Luey reported that the consultant will be involved in the evaluation of the Request for Proposal.

On motion of Member McAustin, seconded by Treasure Herrera, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

20. AZUSA PARK & RIDE MEMORANDUM OF UNDERSTANDING (MOU) - AMENDMENT NO. 4

Recommendation: Authorize the Executive Director to execute Amendment No. 4 to the Memorandum of Understanding (MOU) with the City of Azusa related to the construction of the Azusa Intermodal Parking Facility. (14-1350)

Sharlane Bailey, Director of Facilities, presented this item and reported on the following:

- **In October 2010, Foothill Transit and the City of Azusa entered into a Memorandum of Understanding (MOU) addressing the development of the Azusa Intermodal Park and Ride Facility.**

- The original MOU provides direction for the development of the Park and Ride Facility, including joint financing, planning, design, construction and use of Park and Ride facility. Under the terms of the MOU, Foothill Transit will serve as the Federal Transit Administration grantee of the Project.
- Foothill Transit's contribution includes \$5,775,000 plus \$750,000 to cover Foothill Transit's share of maintenance for the 50-year life of the structure which will be paid "up-front". The maintenance cost is based on an estimate of an annual maintenance cost of \$35,750 for the parking structure. Foothill Transit's share of the maintenance cost is estimated at \$13,000 per year based on the number of parking spaces assigned to Foothill Transit.
- Ms. Bailey reported that Mr. Tito Haes, Assistance City Manager and Director of Public Works for the city of Azusa is attending today's meeting.

Vice Chair Lantz commented on the up-front payment and lack of enforceability oversight due to the up-front payment, and further stated that the lease agreement should include an expectation of responsibilities for each party and would like to see the lease agreement. Ms. Bailey will provide the lease agreement to the Board for review.

On motion of Treasure Herrera, seconded by Member McAustin, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

21. FORWARD FACING FLIP-UP SEATS

Recommendation: Receive and file the proposed forward-facing flip-up seat retrofit schedule. (14-1351)

Roland Cordero, Director of Maintenance and Vehicle Technology, presented this item and reported that the Executive Board was made aware of correspondence from North American Industries, Bus LLC (NABI) notifying Foothill Transit of a safety issue related to front-facing flip-up seats without barriers at the Executive Board meeting of January 31, 2014. In response, the Board directed staff to disable the front-facing flip-up seats; install barriers on all Foothill Transit buses; and place decals on the seats informing the customers of the modifications, which were immediately ordered and received. Disabling and locking of the front-facing flip-up seats has begun and it is slated for completion by

March 2014. The decals were also attached in those locations on affected coaches.

On motion of Vice Chair Lantz, seconded by Member De La Torre unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

22. FOOTHILL TRANSIT ARCADIA FACILITY SERVICE AND MAINTENANCE REVIEW

Recommendation: Receive and file a report on on-street service and fleet and facility maintenance at Foothill Transit's Arcadia Operations and Maintenance facility. (14-1352)

LaShawn Gillespie, Director of Customer Service and Operations presented this item and reported on the following:

- **Beginning in August 2013, the Executive Board received and filed monthly reports on Foothill Transit's bus service and fleet and facility maintenance operated by First Transit Arcadia.**
- **Foothill Transit's Arcadia facility operates and maintains 15 Foothill Transit lines, including the Silver Streak, Line 187, and Line 690, utilizing 146 compressed natural gas buses. First Transit provides these services through the employment of 395 coach operators, dispatchers, technicians and administrative personnel.**

Treasurer Herrera commended Ms. Gillespie and First Transit for their effort in improving all areas of concern by the Board with emphasis on Improving Safety, Service Delivery, Roadcalls, Schedule Adherence, and Customer Comments.

On motion of Treasurer Herrera, seconded by Vice Chair Lantz unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

23. REQUEST TO ISSUE RFP - TRANSIT SERVICES - ARCADIA FACILITY (RFP NO. 14-028)

Recommendation: Authorize the Executive Director to: 1. Amend Agreement No. 12-002 with First Transit, Inc., to change the expiration date for the base contract term from June 30, 2016 to October 4, 2014; and 2. Issue a request

for proposals (RFP No. 14-028) for transit operation and maintenance services as Foothill Transit's Arcadia facility. (14-1353)

Kevin McDonald, Deputy Executive Director, Foothill Transit, presented this item and reported that in discussions between First Transit and Foothill Transit staff, both parties have determined that to address the current financial considerations, it is in Foothill Transit's and First Transit's best interest to amend existing Agreement No. 12-002 to change the expiration date for the base term of the Agreement to October 4, 2014.

On motion of Chair Tessitor, seconded by Treasurer Herrera unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

24. MANAGEMENT COMPENSATION PLAN MODIFICATIONS

Recommendation: Consider possible modifications to the management compensation plan. (14-1354)

Doran Barnes Executive Director, Foothill Transit, presented this item and reported on the following additional Management Compensation modifications for consideration by the Board:

- **Retirement Benefit**
- **Transit Passes**
- **Facilities Administrative Assistant**
- **Employee of the Quarter Superior Service Recognition**

Member McAustin reported the norm for transportation payment is through reimbursement. Mr. Barnes indicated that the idea behind the Transit Pass program is to encourage employees to use public transportation.

On motion of Vice Chair Lantz, seconded by Member De La Torre unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

VI. EXECUTIVE DIRECTOR COMMENT

25. Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (14-1355)

Mr. Barnes commented on the following:

- Pursuant to the Board's direction, staff reports are to be short and brief.
- Last week Mr. Barnes, Chair Tessitor and Treasurer Herrera attended the Annual San Gabriel Valley legislative reception in Washington D.C. Legislative Delegates were updated on the progress of current projects, and noted that the Highway Trust Fund, which provides the funding for Transit through gas tax, is running out of funds.
- Michelle Coldwell will be the new Director of Finance for Foothill Transit. Ms. Coldwell was the Chief Administrative Officer of Los Angeles County Metropolitan Transportation Authority (Metro). Thanked Gil Victorio the interim Finance Director for his leadership.
- On April 2, 2014, Cluster 2 and 3 members will receive a Notification of Interest Statement form from the Executive Director. Forms are to be completed by Cluster 2 and 3 members if they plan to run for the Executive Board seats. Elections take place on May 21, 2014.
- On April 25, 2014, the Executive Board will be considering and approving the proposed Budget for Fiscal Year 2015.
- Reminded the Board that after the meeting they will be taking pictures with the University of Southern California Externs.

VII. BOARD MEMBER COMMENT

26. Comments by Members of the Foothill Transit Executive Board. (14-1356)

Chair Tessitor thanked staff for their precise presentation and reports.

Treasurer Herrera thanked Mr. Barnes for reporting on the Annual San Gabriel Valley legislative reception in Washington D.C.

RECESS

The Foothill Transit Executive Board recessed to Closed Session at 8:50 a.m. following Agenda Item No. 26. The Foothill Transit Executive Board meeting reconvened and called to order by Chair Tessitor, at 9:48 a.m.

The following members were present: Chair Tessitor, Vice Chair Lantz, Treasurer Herrera, Members McAustin and De La Torre.
(14-1439)

VIII. NOTICES OF CLOSED SESSION: PUBLIC EMPLOYMENT (Government Code § 54957) AND CONFERENCE WITH LABOR NEGOTIATORS (Government Code § 54957.6)

27. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov't Code § 54957): Position of Employee Being Evaluated: Executive Director (14-1357)

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

28. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATORS (Gov't Code § 54957.6)
Agency Representatives Attending Closed Session: Executive Board Members
Chair Tessitor, General Counsel Pieper
Unrepresented Employee Position Title: Executive Director (14-1358)

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

29. POSSIBLE AMENDMENT TO EXECUTIVE DIRECTOR'S EMPLOYMENT CONTRACT

Recommendation: Consider a possible amendment to the Executive Director Employment Agreement with Doran J. Barnes. (14-1359)

Darold Pieper, General Counsel, reported that the Board made the following addition to Item 2 A (2):

“(2) Vacation Leave Allowance

Barnes shall accrue paid leave credits at the rate of 240 hours per year effective upon the execution of this Agreement, and shall be credited with and initial balance of 120 hours at the Effective Date. Barnes shall not accrue not in excess of 600 hours of paid leave. Barnes may sell back up to 120 hours of accrued paid leave annually "add, provided that he has taken at least two consecutive weeks of vacation during the calendar year.

On motion of Treasurer Herrera, seconded by Member De La Torre unanimously carried, this item was approved.

Ayes: 5 - Chair Tessitor, Vice Chair Lantz, Treasurer Herrera, Member De La Torre and Member McAustin

Attachments: [SUPPORTING DOCUMENT](#)

IX. ADJOURNMENT

30. Adjournment for the March 21, 2014, Foothill Transit Executive Board Meeting.
(14-1360)

There being no further business, the Foothill Transit Executive Board meeting was adjourned at 9:50 a.m.