



Foothill Transit

**STATEMENT OF PROCEEDINGS FOR THE
SPECIAL MEETING OF THE
FOOTHILL TRANSIT EXECUTIVE BOARD**

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

**Friday, March 24, 2017
9:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Herrera at 9:21 a.m.

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

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

3. APPROVAL OF AGENDA

Executive Director Doran Barnes clarified that on the agenda on Item 8, March 2017 Legislative Summary, the recommendation states an adopt support position on AB 113. The correct bill number is AB 1113. On Item 16, Human Resource Compensation and Benefits, the board report states that the Special Projects Manager is being reclassified to Finance and Budget Manager. The correct title is Budget and Grants Manager.

Chair Herrera approved the agenda with corrections as noted.

4. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Strategic Planning Workshop of February 3, 2017 and Executive Board Meeting of February 24, 2017.

Motion by Vice Chair Calaycay, Second by Member Warshaw, the minutes for the Strategic Planning Workshop of February 3, 2017 and Executive Board Meeting of February 24, 2017 were approved. Motion carried 5-0.



5. **PUBLIC COMMENT**

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

CONSENT CALENDAR

6. **FEBRUARY 2017 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through February 28, 2017.

Motion by Member Pedroza, second by Member Warshaw, to receive and file. Motion carried 5-0.

7. **FEBRUARY 2017 PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and File the February 2017 Performance Indicators Report.

Motion by Member Pedroza, second by Member Warshaw, to receive and file. Motion carried 5-0.

8. **MARCH 2017 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the March 2017 Legislative Summary. Adopt a support position on AB 1113.

Motion by Member Pedroza, second by Member Warshaw, to receive and file, and adopt. Motion carried 5-0.

9. **TRANSIT STORE QUARTERLY REPORT**

Recommendation: Receive and file the Transit Store Quarterly Report.

Motion by Member Pedroza, second by Member Warshaw, to receive and file. Motion carried 5-0.

10. **CONTRACT AWARD - BUS FLEET SURVEILLANCE EQUIPMENT UPDATE**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into Sole-Source Agreement No. 17-073 with Transit Solutions Inc. (TSI) in the amount of Seven Hundred Thirty-Three



Thousand, Seven Hundred Forty-Three dollars (\$733,743) sales tax included, to update Foothill Transit's bus fleet surveillance equipment.

Motion by Member Pedroza, second by Member Warshaw, to approve.
Motion carried 5-0.

11. **RESOLUTION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM**

Recommendation: Adopt the following resolution: Resolution No. 2017-01: Authorization for the Execution of the Low Carbon Transit Operations Program (LCTOP) Project "Foothill Transit Line 280 Expansion and Electrification" in the Amount of \$236,658 (Attachment A).

Motion by Member Pedroza, second by Member Calaycay, to adopt. Motion carried 5-0.

12. **RESOLUTION FOR THE CALIFORNIA TRANSIT SECURITY GRANT PROGRAM**

Recommendation: Adopt the following resolution: Resolution No. 2017-02: Authorization for the Executive of the California Transit Security Grant Program (CTSGP-CTAF) Project "Facility Security Upgrades" in the Amount of \$654,386 (\$327,193 for FY2015-16 and \$327,193 for FY2016-17) (Attachment A).

Motion by Member Pedroza, second by Member Warshaw, to adopt. Motion carried 5-0.

13. **REQUEST TO ISSUE RFQ NO. 17-069 - ON-CALL ARCHITECTURAL & ENGINEERING SERVICES**

Recommendation: Authorize the Executive Director to issue RFQ No. 17-069 for On-Call Architectural & Engineering Services.

Motion by Member Pedroza, second by Member Warshaw, to approve.
Motion carried 5-0.

14. **REQUEST TO ISSUE RFP NO. 17-067 0 MATERIALS TESTING AND SPECIAL INSPECTIONS SERVICES FOR COVINA TRANSIT CENTER PROJECT**

Recommendation: Authorize the Executive Director to issue RFQ No. 17-067 Materials Testing and Special Inspections Services for Covina Transit Center.



Motion by Member Pedroza, second by Member Warshaw, to approve.
Motion carried 5-0.

15. **FY2017/2018 FINANCIAL STRATEGIES**

Recommendation: Approve the FY2017/FY2018 financial strategies for budget planning that are proposed in support of Foothill Transit's adopted Financial Stability Policy.

Motion by Member Pedroza, second by Member Warshaw, to approve.
Motion carried 5-0.

16. **HUMAN RESOURCE COMPENSATION BENEFITS**

Recommendation: Approve the following recommendations regarding the Foothill Transit employee compensation and benefits programs: A. Modify the job titles to match the current and proposed employee job titles; B. Increase Foothill Transit's contribution to the retirement fund by one percent of the employee's gross salary, make the Foothill Transit contribution eight percent (plus an additional four percent match to employee contribution); C. Modify the internship program to allow student interns to work flexible schedules while adhering to laws for part-time employment; and Reimburse employees for annual out-of-pocket expenses in excess of \$5,000 but not-to-exceed \$20,000, net of taxes, for medical costs for themselves or covered dependents due to a prolonged injury or illness.

Motion by Member Pedroza, second by Member Warshaw, to approve.
Motion carried 5-0.

REGULAR AGENDA

17. **CONTRACT AWARD - OPERATIONS AND MAINTENANCE - POMONA FACILITY**

Recommendation: Authorize the Executive Director to award a four-year contract to Keolis Transit Services, LLC for transit operations and maintenance services at Foothill Transit's Pomona facility. The contract will include one four-year option to be exercised at Foothill Transit's sole discretion. The projected four-year base contract is \$115.8 million, including startup costs and the cumulative cost over the potential eight-year life of the contract is projected at \$237.2 million.

Kevin Parks McDonald, Deputy Executive Director, presented this item.



Mr. McDonald reported that in July 2016 request for proposals for operation of transit services out of the Pomona facility was issued. In October 2016 five proposals were received. All five proposals were determined to be in the competitive range. Interviews were held with each proposer in December 2016. The proposers were asked to submit best and final offers by January 11, 2017. Keolis Transit Services, LLC was ranked first with a score of 86.53 percent. Keolis' proposal was also the highest ranked from a technical perspective with an average score of 62.77 out of 75 points. The start-up date for services under the new contract is July 1, 2017.

Steve Shaw, President and CEO, Keolis Transit Services, LLC, addressed the Foothill Transit Executive Board. Mr. Shaw thanked the Executive Board for the opportunity to work with Foothill Transit. He stated that Keolis takes its commitment to operate safe and reliable service very seriously and they look forward to working with Foothill Transit.

Nick Promponas, Senior Vice President, First Transit, Inc., the current contractor for the Pomona facility address the Foothill Transit Executive Director. Mr. Promponas thanked the Foothill Transit Executive Board for the opportunity and wished Foothill Transit success.

Motion by Vice Chair Calaycay, second by Member Warshaw, to approve. Motion carried 5-0.

18. **CONTRACT AWARD - DESIGN BUILD SERVICES FOR COVINA TRANSIT CENTER AND PARK & RIDE PROJECT**

Recommendation: Approve the recommendation of W.M. Klorman Construction Corporation as the highest rated proposer and authorize the Executive Director, upon receiving National Environmental Policy Act (NEPA) clearance from the Federal Transit Administration, to award a contract and enter into an Agreement with Klorman Construction in the amount of \$13,484,132 for Design-Build services for the Covina Transit Center and Park & Ride Project.

Sharlane Bailey, Director of Facilities, presented this item.

Ms. Bailey reported that the Covina Transit Center and Park and Ride will be located at the former Kmart retail store in the City of Covina. This project is one component of the larger Covina Forward Project, which is a transit oriented mixed use development project. In August 2016 the procurement process began for design build services. On November 3, 2016 a short list of



three qualified firms were established. On November 29, 2016, a request for proposals was issued to the three qualified firms. Technical and price proposals were received February 1, 2017 and interviews were conducted on February 15, 2017. Best and final offers were received on March 1, 2017. W.M. Klorman Construction Company's proposal was ranked the highest with an overall score of 95.9 out of a possible 100. The anticipated construction completion date for the transit center and park and ride is early December 2018.

Motion by Vice Chair Calaycay, second by Member Sternquist, to approve. Motion carried 5-0.

19. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Mr. Barnes will be leaving to lead an APTA Study Session to Asia. The group will be studying best practices, and safety and security.
- The April 28, 2017 Executive Board Meeting is cancelled and a Special Meeting will be held on May 2, 2017.

20. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Chair Herrera thanked the Executive Board Members for accommodating the date change for the April Executive Board Meeting.
- Chair Herrera also thanked the Executive Board Members who attended the APTA Legislative Conference.

21. **ADJOURNMENT**

Adjournment for the March 24, 2017 Foothill Transit Special Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:55 a.m.