



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, April 22, 2016
9:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Herrera at 9:00 a.m.

Chair Herrera welcomed City of Industry Governing Board Member Cory Moss.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Herrera.

3. FOCUS ON SAFETY

Ali Showkatian, Safety Compliance Coordinator, presented a safety message on Active Shooter Awareness.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Warshaw (Executive Board Alternate), Member Calaycay, Member De La Torre, Vice Chair Shevlin, Chair Herrera

Absent: Member Delach

5. APPROVAL OF AGENDA

Staff requested that Item 19 Fiscal Year 2015/2016 Third Quarter Performance Indicators Report be presented prior to Item 17 Proposed Fiscal Year 2016/2017 Business Plan and Budget.



6. **REVIEW & APPROVAL OF THE MINUTES**

Approval of the minutes for the Regular Meeting of April 1, 2016.

Motion by Member Calaycay, second by Vice Chair Shevlin, the minutes for the Regular Meeting of April 1, 2016 were approved. Motion carried 5-0.

7. **PRESENTATIONS**

7.1 Contractors' Employee Recognition

Jim Marshall, General Manager, First Transit, introduced and recognized the following Pomona location First Transit operator and employee of the month:

Lora Ford, Operator of the Month (April 2016)
Mario Rodriguez, Employee of the Month (April 2016)

Dana Coffey, Assistant General Manager, Transdev, introduced and recognized the following Arcadia location Transdev operator and employee of the month:

Elias Orellana, Operator of the Month (April 2016)
James Martus, Employee of the Month (April 2016)

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

8. **PUBLIC COMMENT**

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

CONSENT CALENDAR

Vice Chair Shevlin requested that Item 10 in the Consent Calendar be pulled for discussion. Staff requested that Item 13 be pulled for an update by staff.

9. **MARCH 2016 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through March 31, 2016. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of March 31, 2016, for the fiscal year



ending June 30, 2016.

Motion by Member Calaycay, second by Member De La Torre, to receive and file. Motion carried 5-0.

10. **APRIL 2016 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the April 2016 Legislative Summary. Adopt a support position on AB 2222.

Member Shevlin stated that she is concerned about the reimbursement portion of AB 2222 and that it might be too low and was concerned it would affect the agency's farebox recovery. Director of Government Relations David Reyno reported that AB 2222 would establish a state Class Pass Program. Director of Finance & Treasurer Michelle Lopes Caldwell reported that with Foothill Transit's Class Pass Program the agency currently receives 60 cents per boarding. The legislation would allow Foothill Transit to count the other 65 cents Foothill Transit does not receive. The other 65 cents that Foothill Transit does not receive will be counted as part of Foothill Transit's total revenues, which will then go into the STA calculation to hopefully improve the money Foothill Transit receives from STA. Member Shevlin stated that she feels it is a wonderful idea but she still has concerns about the reimbursement.

Motion by Vice Chair Shevlin, second by Member Calaycay, to receive and file the April 2016 Legislative Summary and adopt the revised recommendation to support in concept AB 2222. Motion carried 5-0.

11. **SECOND AMENDMENT - DEPUTY EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT**

Recommendation: Authorize the Executive Director to execute the Second Amendment to the Deputy Executive Director Employment Agreement

Motion by Member Calaycay, second by Member De La Torre, to approve. Motion carried 5-0.

12. **EXERCISE OF OPTION - SMARTBUS SYSTEM SUPPORT AND MAINTENANCE**

Recommendation: Authorize the Executive Director to exercise the second and of two one-year options in the amount of \$362,220 for Xerox Software Support and Maintenance of Foothill Transit's SMARTBus system.



Motion by Member Calaycay, second by Member De La Torre, to receive and file. Motion carried 5-0.

13. **CONTRACT AWARD - ARCHITECTURAL AND ENGINEERING SERVICES FOR THE COVINA PARK & RIDE AND TRANSIT CENTER**

Recommendation: Authorize the Executive Director to execute Contract No. 16-053 with RNL Interplan, Inc. (RNL) for the provision of Architectural Engineering and Design Services related to the development of the design of a Park & Ride and Transit Center in the City of Covina in the amount of \$554,222.

Deputy Executive Director Kevin Parks McDonald clarified that the recommendation as listed in the staff report was correct and that the recommendation in the agenda had the incorrect contract award amount.

Motion by Member De La Torre, second by Vice Chair Shevlin, to approve. Motion carried 5-0.

REGULAR AGENDA

14. **STATUS UPDATE ON ELECTRIC BUS PROGRAM**

Recommendation: Receive and file the Status Update on the Electric Bus Program.

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

Mr. Papson gave an update on Foothill Transit's Electric Bus Program and recent successes. He reviewed information on reduced maintenance and electricity costs for the buses, and provided an update on future plans. He also announced that Foothill Transit was awarded an FTA grant for \$1.3 million to fund new electric chargers at the Arcadia Operations & Maintenance Facility.

Motion by Vice Chair Shevlin, second by Member Corey Calaycay, to receive and file. Motion carried 5-0.

15. **2030 ALL ELECTRIC VISION**

Recommendation: Adopt Foothill Transit's "2030 All Electric Vision."



Linda Apodaca, Interim Director of Marketing & Communications, presented this item.

Ms. Apodaca reported that Foothill Transit is updating its electric bus program campaign. Foothill Transit's Electric Bus Program began in 2010 and represented a revolutionary approach to providing ecologically friendly public transportation service. To call attention to the electric buses, a marketing sub-brand and unique livery was created. The electric buses were named Ecoliner. With the addition of two 40' catalyst FC (fast-charge) electric buses and 13 new 40' XR (extended range) electric buses expected in the fall 2017 the sub-brand is no longer adequate with the different body styles. Staff is working closely with Pulsar Advertising to create a more full-body approach to showcase the electric bus program. The first step in marketing the new vision for the program was creating a strong vision statement. The manifesto pronounces Foothill Transit's vision to have a fully electric fleet by 2030.

Motion by Member Calaycay, second by Member De La Torre, to adopt. Motion carried 5-0.

16. **CLASS PASS PROGRAM - CAL POLY POMONA**

Recommendation: Authorize Executive Director to pursue a memorandum of understanding with Cal Poly Pomona to implement a Class Pass Pilot Program and pursue the development of a transit center on campus.

Katie Gagnon, Special projects Manager, presented this item.

Ms. Gagnon reported that the Class Pass Program is slowly coming to fruition at Cal Poly Pomona. Foothill Transit currently does not have a commitment from the college, but positive discussions have taken place. Staff feels it would be beneficial to approve a concept of a pilot program prior to discussing it formerly with Cal Poly Pomona administrators. A Class Pass Pilot Program for Cal Poly Pomona would include a year program at no cost to the college where they get to see what the program would look like and how it would work. During the pilot staff will be able to gather ridership numbers to estimate future ridership, if it were to move forward. One aspect that is different from other programs is the potential to build a transit center on campus. Currently students walk about half a mile from the bus stop to the center of campus. For the success of the program, staff feels it is important that students have a bus stop that is comparable to parking on campus. An MOU agreement could include a transit center that would be funded by Foothill Transit.



Executive Director Doran Barnes stated that after the Board takes action, a letter would be sent to Cal Poly stating Foothill Transit's intentions.

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

17. **PROPOSED FISCAL YEAR 2016/2017 BUSINESS PLAN AND BUDGET**

Recommendation: Recommend approval of Foothill Transit's proposed Business Plan, Budget and Performance Targets for Fiscal Year 2016/2017 to the Foothill Transit Governing Board.

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

Ms. Caldwell reported that Foothill Transit's proposed FY 2016/2017 budget is balanced between revenues and expenses with an estimated \$94.2 million operating budget and a \$56.1 capital budget, for a total budget of \$150.3 million. Foothill Transit is anticipating increasing ridership due to a boost in ridership that Foothill Transit will experience by assuming operation of Lines 190, 194, and 270 from L.A. Metro.

Motion by Member De La Torre, second by Vice Chair Shevlin, approve.
Motion carried 5-0.

18. **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM REVIEW**

Recommendation: 1. Receive and file an update on Foothill Transit's Federal Transit Administration (FTA) DBE Program Review; 2. Authorize Public outreach related to Foothill Transit's proposed DBE program goal of 20.6 percent; and 3. Adopt Foothill Transit's updated DBE Program (Attachment A).

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

Mr. McDonald reported that the Foothill Transit DBE Program was selected by the Federal Transit Administration's office of Civil Rights for an in depth review in 2015. The reviewers began collecting data related to Foothill Transit's DBE Program back in July 2015. After the onsite review the FTA sent Foothill Transit the draft and final reports in January and March 2016. In early April, Foothill Transit responded to the FTA and the review team with Foothill Transit's corrective actions. Following the Executive Board's action



at today's meeting, staff will inform the FTA and the review team of the Executive Board's decision relative to Foothill Transit's updated DBE plan and proposed goal for the current year and next two federal fiscal years. Staff will await final close out of the findings from the FTA.

Motion by Vice Chair Shevlin, second by Member De La Torre, to receive and file, approve, and adopt. Motion carried 5-0.

19. **FISCAL YEAR 2015/2016 THIRD QUARTER PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the FY 2015/2016 Third Quarter Performance Indicators Report.

Michael Tobin, Quality Assurance Analyst, presented this item.

Mr. Tobin reported on the Key Performance Indicators (KPIs) for the third quarter, which include January, February, and March. In the third quarter there were 3.36 million boardings, which is a 7 percent decline from the same period last fiscal year. Total vehicle service hours totaled 197,615, which is a 5 percent increase from the same period last fiscal year. Total fare revenue totaled \$4.2 million, which is 8 percent lower from same period last fiscal year. Operating expenses increased by 10 percent to \$19.25 million. In the third quarter of FY 2015/2016, Foothill Transit achieved two out of nine key performance indicator goals.

Motion by Vice Chair Shevlin, second by Member Calaycay, to receive and file. Motion carried 5-0.

20. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- After today's meeting, Mr. Barnes and Katie Gagnon will head to Cal Poly Pomona to attend a conference of Cal State University and University of California student leaders to discuss sustainability and Earth Day. Mr. Barnes was asked to participate and to talk about the role the transit industry can play globally and discuss some of the work being done at Foothill Transit.



- Next week L.A. Metro will consider the potential transition of Lines 190, 194 and 270. The Metro San Gabriel Valley Service Sector Council has approved the transition. The item goes to the L.A. Metro Board as a receive and file item. However, a member of the L.A. Metro Board can pull the item. Mr. Barnes stated that he will be unable to attend the Metro meeting. He will be in Washington, DC for a congressional panel meeting. Chair Herrera has some industry commitments and an APTA board meeting. Kevin Parks McDonald with the support of David Reyno and Michelle Lopez Caldwell will be working on what happens at the Metro meeting. A message will be sent out to the Governing Board regarding the Metro meeting.
- The Foothill Transit Annual Meeting is scheduled for May 12, 2016.
- On May 24-25, 2016 the CTA Legislative Conference is being held.
- For the May 27, 2016 Executive Board Meeting, staff does not have any specific business to move forward. However, Chair Herrera has asked that instead that time be taken to do some team building activities. Particularly due to possible changes on the Executive Board.
- This week Mr. Barnes had some commitments in Washington, DC and Kevin Parks McDonald led the team in putting this month's board meeting together and he expressed his thanks to Mr. McDonald. Mr. Barnes stated that he is working with Chair Herrera as he moves into his leadership role at APTA, to make sure that those commitments do not impact any of the Foothill Transit board meetings.

21. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Vice Chair Shevlin stated that this would be her last Executive Board Meeting. She stated that it was an honor to be part of the Executive Board.
- Member Corey Warshaw stated that the new Blaze Pizza restaurant in West Covina had its grand opening yesterday and today would be serving free pizzas.



22. **ADJOURNMENT**

Adjournment for the April 22, 2016 Foothill Transit Special Executive Board Meeting.

There being no further business, the Foothill Transit Special Executive Board meeting adjourned at 10:50 a.m.