



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

Friday, April 25, 2014

8:00 AM

CALL TO ORDER

1. Call to order. (14-1844)

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

PLEDGE

2. Pledge of Allegiance. (14-1845)

The pledge of Allegiance was led by Treasurer Carol Herrera.

ROLL CALL

3. Roll call. (14-1846)

Roll call was taken by Ivonne Umana, 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 the minutes for the Special Meeting of the Executive Board of March 21, 2014. (14-1847)

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

Attachments: [SUPPORTING DOCUMENT](#)

Chair Tessitor introduced Councilmember Nancy A. Lyons Governing Board Alternate Member representing City of Diamond Bar.

II. PRESENTATIONS

5. 5.1 Contractors' Employee Recognition (14-1848)

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

- **Anthony Bermudez, Operator of the Month (April 2014)**

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

- **Sergio Mendez, Operator of the Month (April 2014)**

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

5.2 New and Promoted Staff (14-1849)

Doran Barnes, Executive Director, Foothill Transit, recognized the following Foothill Transit newly hired staff:

New Hire:

- **Michelle Caldwell, Director of Finance**

After discussion, by Common Consent, and there being no objection, the Board acknowledged the hiring of Michelle Caldwell, Director of Finance.

III. PUBLIC COMMENT

6. Public Comment. (14-1850)

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

IV. CONSENT CALENDAR

7. MARCH FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the March Financial Statements and

Investment Summary for Fiscal Year 2014. (14-1853)

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

Attachments: [SUPPORTING DOCUMENT](#)

8. APRIL LEGISLATIVE SUMMARY

Recommendation: Receive and file the April Legislative Summary. Adopt support positions on SB 1204 and H.R. 3636. (14-1854)

On motion of Member McAustin, seconded by Treasurer Herrera, unanimously carried, the Board supports SB 1204 and H.R. 3636, and received and filed the April Legislative Summary.

Attachments: [SUPPORTING DOCUMENT](#)

9. 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. (14-1855)

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

Attachments: [SUPPORTING DOCUMENT](#)

10. CONTRACT AMENDMENT - ARCHITECTURAL AND ENGINEERING DESIGN FOR THE AZUSA INTERMODAL PARKING FACILITY

Recommendation: Authorize the Executive Director to execute Amendment No. 4 to Contract No. 11-036 with Choate Parking Consultants in the amount of \$29,941 for the redesign of the bus bays for the Azusa Intermodal Parking Facility. (14-1856)

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

Attachments: [SUPPORTING DOCUMENT](#)

11. UPDATE TO ASSET DISPOSAL POLICY

Recommendation: Adopt the updated Asset Disposal Policy for the disposition of Foothill Transit assets which have reached the end of useful life. (14-1858)

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

Attachments: [SUPPORTING DOCUMENT](#)

12. COACH OPERATOR AUDIT RESULTS

Recommendation: Receive and file the results of the Coach Operator Audits conducted in February 2014. (14-1860)

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

Attachments: [SUPPORTING DOCUMENT](#)

13. CONTRACT AMENDMENT - GENERAL LEGAL SERVICES

Recommendation: Authorize the Executive Director to amend the billing rates for General Legal Services. (14-1861)

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

Attachments: [SUPPORTING DOCUMENT](#)

V. DISCUSSION ITEMS (REGULAR AGENDA)

14. PERFORMANCE INDICATORS REPORT - FY 2014 THIRD QUARTER REPORT

Recommendation: Receive and file the FY 2014 Third Quarter Performance Indicators Report. (14-1862)

Sarah Tseng, Quality Assurance Analyst, presented an overview of the staff report that was provided to the Board, informing that seven of the nine key performance indicators were met.

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

Attachments: [SUPPORTING DOCUMENT](#)

15. TRANSIT STORE QUARTERLY REPORT

Recommendation: Receive and file the Transit Store Quarterly Report. (14-1864)

LaShawn Gillespie, Director of Customer Service and Operations,

presented an overview of the staff report that was provided to the Board.

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

Attachments: [SUPPORTING DOCUMENT](#)

16. PROPOSED FISCAL YEAR 2015 BUSINESS PLAN AND BUDGET

Recommendation: Recommend approval of Foothill Transit's proposed Business Plan, Budget and Performance Targets for Fiscal Year 2015 to the Foothill Transit Governing Board. (14-1865)

Kevin McDonald, Deputy Executive Director, presented an overview of the staff report and the Draft Foothill Transit Business Plan and Budget, informing that the \$78.3 million operating budget will allow for 754,000 vehicle service hours and allows to transport 14.7 million customers. He further added that the operating program will be supported by \$51.6 million capital budget for a total budget of \$129.9 million.

Member McAustin commended on the staff's thorough preparation and comprehensive written report.

Chair Tessitor, on behalf of the Board, expressed the appreciation on the staff's efforts to report in a clear and concise manner.

Doran Barnes, Executive Director, also added that the transition of management from Veola to Foothill Transit approach, is slightly over a \$1.0 million in savings, which the transition was not reflected in the budget, noting approximately \$1.0 million in savings.

On motion of Treasurer Herrera, seconded by Member McAustin unanimously carried, (Member De La Torre was temporarily absent), the Board approved to recommend the Foothill Transit's Proposed Business Plan, Budget and Performance Targets for Fiscal Year 2014-2015 at the Foothill Transit Governing Board meeting scheduled on Wednesday, May 21, 2014.

Attachments: [SUPPORTING DOCUMENT](#)

17. CONTRACT AWARD - FINANCIAL AUDIT SERVICES

Recommendation: Authorize the Executive Director to negotiate final contract terms and conditions and execute a contract in the amount of \$113,790 with

Crowe Horwath for Financial Audit Services for a three year period with two option years to be exercised at Foothill Transit's sole discretion. (14-1867)

Michelle Caldwell, Director of Finance, presented an overview of the staff report and responded to questions posed by the Board.

Vice Chair Lantz inquired on who was on the evaluation committee, and who is currently holding the contract. Ms. Caldwell responded that the evaluation committee was composed of Foothill Transit staff; and Lance, Soll & Lunghard, LLP, holds the present contract, which is expiring, and they submitted a Request for Proposal.

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

Attachments: [SUPPORTING DOCUMENT](#)

18. BOARD STIPEND POLICY REVISIONS

Recommendation: Recommend that the Governing Board revise the Foothill Transit Executive Board and Governing Board Members Stipend Policy as follows: 1. Increase the Executive Board stipend to \$150 per meeting effective July 1, 2014 not to exceed \$600 per month and increased annually based on the United States Department of Labor Consumer Price Index (CPI) for the Los Angeles Area; and 2. Increase the Governing Board stipend to \$150 per meeting effective July 1, 2014, not to exceed \$900 per year and increased annually based on CPI; and 3. Increase the stipend for Executive and Governing Board Alternates to \$150 when representing Foothill Transit business and increased annually based on CPI. (14-1868)

David Reyno, Director of Governmental Relations presented an overview of the staff report provided to the Board.

Doran Barnes, Executive Director, recommended that on page 2 of the Foothill Transit Executive Board and Governing Board Members Stipend Policy (Stipend Policy), under the heading "Governing Board alternates", the last sentence read "This provision excludes regular meetings of the executive board."

Board Member McAustin commented that she is not in support of the United States Department of Labor Consumer Price Index (CPI) increase, but is in support of the fixed amount of \$150.

Board Member Lantz commented that she understands Member McAustin's reasoning pertaining to the CPI, but having a CPI will alleviate the Board from raising their stipends on a regular basis, and recommends that when

Chair Tessitor commented the concern that the increase of the stipend has not been addressed for 25 years, and there should be some mechanism to address this issue on a periodic basis. Chair Tessitor then recommended that a calculation be done in three to five years to account for whatever the CPI was, and rounded to the nearest whole dollar amount.

Mr. Barnes suggested that the calculation be done every three years.

On motion of Chair Tessitor, seconded by Treasurer Herrera, the Board took the following actions:

- Directed the Executive Staff to revise the last sentence on page 2, under the heading "Governing Board alternates" to read "This provision excludes regular meetings of the executive board.";
- Directed the Executive Staff to revise the last paragraph on page 2 of the Stipend Policy to read "The Governing Board and Executive Board member stipends shall be increased every three years based on the United States Department of Labor Consumer Price Index (CPI) for the Los Angeles Area, and that the amount be rounded to the nearest whole dollar amount; and
- Recommended that the Governing Board revise the Foothill Transit Executive Board and Governing Board Members Stipend Policy at their next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

19. STAFF COMPENSATION PROGRAM

Recommendation: Adopt modifications to Foothill Transit's management compensation plan related to staff compensation adjustments. (14-1869)

Kevin McDonald, Deputy Executive Director, Foothill Transit, presented an overview of the staff report that was provided to the Board.

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

Attachments: [SUPPORTING DOCUMENT](#)

VI. EXECUTIVE DIRECTOR COMMENT

20. Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (14-1872)

Doran Barnes, Executive Director, reminded the Board that the Foothill Transit Annual Governing Board Meeting is scheduled for Wednesday, May 21, 2014, at 7:45 a.m.

VII. BOARD MEMBER COMMENT

21. Comments by Members of the Foothill Transit Executive Board. (14-1874)

Treasurer Herrera, welcomed Michelle Caldwell, the new Director of Finance, in joining the Foothill Transit organization.

Member McAustin reminded the Board that she will be retiring in May 2014, and expressed the joy in working with the Board Members and staff at Foothill Transit.

Chair Tessitor, on behalf of the Executive Board, thanked Member McAustin for her services provided to the Foothill Transit Board, and thanked staff for their precise presentation and reports.

IX. ADJOURNMENT

22. Adjournment for the April 25, 2014 Foothill Transit Executive Board Meeting. (14-1875)

There being no further business, the Foothill Transit Executive Board meeting adjourned at 8:55 a.m.