



**Foothill Transit**

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

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

**Friday, April 26, 2019  
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 Member Boyer.

**3. FOCUS ON SAFETY**

Roberto Estrella, Safety Compliance Coordinator, presented a safety message on prescription drug use.

**4. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Richard Barakat, Member Gary Boyer, Member Sam Pedroza, Vice Chair Herrera, Chair Corey Calaycay

**5. APPROVAL OF AGENDA**

Staff requested that Item 19, Fiscal Year 2018-2019 Third Quarter Performance Indicators Report be presented prior to Item 18, Proposed Fiscal Year 2019-2020 Business Plan and Budget.

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

Approval of the minutes for the Regular Meeting of March 29, 2019.

Motion by Vice Chair Herrera, second by Member Pedroza, the minutes for the Regular Meeting of March 29, 2019 were approved. Motion carried 5-0.



**7. PRESENTATIONS**

7.1 Contractors' Employee Recognition

Araceli Lopez, General Manager, Transdev, introduced and recognized the Transit Stores employee of the month.

Catalina Berrios, Employee of the Quarter

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

Winston Kilkenny, Operator of the Month  
Rosie Uruga, Employee of the Month

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

Philli Hoo, Operator of the Month  
Maria Velasco, Employee of the Month

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**

Member Pedroza requested that Item 10, April 2018 Legislative Summary be pulled from the consent calendar for presentation.

**9. MARCH 2019 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through March 31, 2019. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of March 31, 2019, for the fiscal year ending June 30, 2019.



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

10. **APRIL 2019 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the April 2019 Legislative Summary.  
Adopt a support position on AB 784 and an oppose position on AB 1568.

Member Pedroza requested that SB 50 be added to the list of bills that Foothill Transit follows, and asked if staff could provide an overview of the bill, so that the Executive Board can discuss. David Reyno, Director of Government Relations, reported that SB 50 is an affordable housing bill that would have local governments grant equitable communities incentives to developments. There would be two different programs. The first one would be called the Jobs Rich Housing, and the other is the Transit Rich Housing projects. The Transit Rich Housing projects would be located within a half mile of a rail or ferry stop, or a quarter mile of a high quality bus corridor. The bill removes local government density limits within a quarter mile of frequent service bus stops. There will be no parking minimum and would open up neighborhoods previously zoned for single family homes to apartment and condominiums. Only counties with 600,000 or more residents would be subject to the new law.

Member Pedroza requested that staff monitor the bill and perhaps bring back an item for discussion, specifically as it relates to transit. Member Pedroza stated that his concern was how many of Foothill Transit's bus stops would meet the Transit Rich criteria and then possibly member cities may start requesting that bus stops be removed from their city. Darold Pieper, General Counsel, stated that the bill will need to be brought to a future meeting for action. Member Boyer stated that the bill can eventually affect public transportation. Mr. Reyno stated that the California Transit Association has not taken any position on the bill. Chair Calaycay requested that an item be brought to the next meeting for discussion and possible action. Doran Barnes, Executive Director, stated an item will be added to the agenda for the next meeting.

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

11. **COACH OPERATOR AUDIT RESULTS**

Recommendation: Receive and file the results of the FY2018-2019 Third Quarter Coach Operator Audits.



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

12. **CONTRACT AMENDMENT - ARCHITECTURAL AND ENGINEERING DESIGN FOR MT. SAN ANTONIO COLLEGE TRANSIT CENTER**

Recommendation: Authorize the Executive Director to execute Amendment No. 1 to Contract No. 18-017 with Psomas in the amount of \$176,709 for additional design services for the Mt. San Antonio College Transit Center.

Motion by Vice Chair Herrera, second by Member Boyer, to approve. Motion carried 5-0.

13. **CONTRACT AWARD - ADMINISTRATIVE OFFICE RESTROOM COMPLIANCE MODERNIZATION**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 19-074 with Caltec Corp. in the amount of \$1,086,520 for construction related to the administrative office restrooms compliance modernization project.

Motion by Vice Chair Herrera, second by Member Boyer, to approve. Motion carried 5-0.

14. **SOLE SOURCE CONTRACT AWARD - BUSINESS INTELLIGENCE SOFTWARE**

Recommendation: Authorize the Executive Director to enter into a sole source agreement with TransTrack in a not to exceed amount of \$239,840.03 over the five-year potential life of the agreement. The contract will have a three-year base term with two one-year options.

Motion by Vice Chair Herrera, second by Member Boyer, to approve. Motion carried 5-0.

**REGULAR AGENDA**

15. **REQUEST TO CONDUCT PUBLIC HEARING FOR EXPRESS ROUTING REALIGNMENT**

Recommendation: Recommend that the Governing Board authorize the Executive Director to seek public input and conduct a public hearing



regarding the proposed changes to Express Service Routing.

Josh Landis, Planning Manager, presented this item.

Mr. Landis presented a request for public outreach in regards to proposed changes to Foothill Transit's express service. The focus of the proposals center around the opening of the Covina Transit Center in early 2020 and follow-up on the discussions of last summer for Line 497. He presented an overview of the proposals, which include the creation of Line 490 that will serve the Covina Transit Center, shifting the eastern terminus of Line 493, cancelling Line 497 due to low ridership and high costs, and removing the northern route segment of Line 498 due to creation of Line 490.

The public outreach plan will consist of several in person meetings at bus stops. Customers will also be able to submit comments via phone, fax, email, and in person at the Transit Stores. A public hearing will be held on a Saturday in July 2019. A recommendation will be made to the Governing Board at their August 2019 meeting for implementation in winter 2020.

Motion by Vice Chair Herrera, second by Member Barakat, to approve.  
Motion carried 5-0.

16. **CONTRACT AWARD - TRANSIT STORE OPERATIONS & BUS STOP FACILITY MAINTENANCE SERVICES**

Recommendation: Authorize the Executive Director to negotiate final contract terms and conditions and enter into Contract No. 19-035 with Transdev Services, Inc. for Transit Store operations and bus stop facility maintenance services. The contract term will consist of four base years and two two-year options. The projected four year base contract cost is \$8.3 million, including startup costs, and the cumulative cost over the potential eight-year life of the contract is projected at \$17.8 million.

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

Ms. Gillespie reported that on December 14, 2018 the Executive Board authorized staff to issue an RFP to solicit proposals for Transit Store Operations and Bus Stop Maintenance Services. Two proposals were received and were evaluated for pre-qualifications by the procurement staff. Both firms were interviewed and asked to submit best and final offers that included changes to their final pricing and technical proposers.



Transdev Services Inc., was ranked the highest with an overall score of 89.28 out of a possible 100 points. Their experience in providing similar services and innovative approach to improving the customers service experience, and the experienced local and corporate team were noted factors in the evaluations. Transdev Services Inc., has also provided Transit Store Operations and Facility Maintenance Service to Foothill Transit for more than 30 years.

Araceli Lopez, Transdev Transit Stores General Manager, addressed the Executive Board. She thanked staff for today's recommendation to continue the long standing and trusted partnership to service Foothill Transit.

Ibrahima Toure, Transdev Area Vice President Operations, addressed the Executive Board. He thanked Ms. Lopez for her leadership. He thanked the Executive Board for the opportunity to serve at the stores and the Arcadia facility.

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

17. **OPTION EXERCISE - ARCADIA OPERATIONS AND MAINTENANCE AGREEMENT NO. 16-021**

Recommendation: Authorize the Executive Director to exercise the four-year option on agreement No. 16-021 with Transdev Services, Inc. for transit services operated out of Foothill Transit's Arcadia facility.

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

Ms. Gillespie reported that services out of the Arcadia Operations and Maintenance Facility have been provided by Transdev Services Inc., since October 2014. In addition to providing the daily service, Transdev Services Inc., has also worked to meet the goals of the agency and has worked with Foothill Transit on a number of projects, including service expansion of Lines 190, 194, and 270, dualEbus service, bus rehabilitation and repowering project, and Transdev has been engaged in Foothill Transit's Electric Bus Project. At the 2018 APTA Bus Rodeo Maintenance Competition, Foothill Transit was recognized as the first place winner. Foothill Transit was represented at that competition by the Transdev Services Inc., maintenance team.



The base term of the current agreement with Transdev Services Inc., will expire on June 30, 2020. The Executive Board has an option of exercising a four-year extension to the contract, which was negotiated as part of the original agreement. If the Executive Board elects not to pursue exercising the option, staff would initiate a competitive procurement. The annual value of the Transdev Services Inc., contract is \$48.1 million. There was a typo in the board report that indicated the annual value as \$37.1 million. The correct amount is \$48.1 million. The agreement incorporates an annual increase of three percent.

Bill Jackson, Transdev General Manager, thanked the Executive Board and staff for recommending the exercise of the option years. He stated that they have enjoyed their partnership with Foothill Transit and have worked hard to achieve the goals that have been set.

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

18. **PROPOSED FISCAL YEAR 2019-2020 BUSINESS PLAN AND BUDGET**

Recommendation: Recommend approval of Foothill Transit's proposed Business Plan, Budget, and Performance Targets for Fiscal Year 2019-2020 to the Foothill Transit Governing Board.

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

Ms. Caldwell presented the draft business plan and budget for the Executive Board's review and recommendation to the Governing Board. She reported that in FY18-19 ridership continued to decline. Ridership is projected to reflect the current trends through FY19-20. Foothill Transit will continue to participate in the Ridership Growth Action Plan (RGAP). The RGAP activities are aimed at specifically improving each regional transit agency's ridership. Fare revenues remained constant due to the fare restructuring. A second phase of fare restructuring is scheduled for implementation this year. Staff is optimistic that there will be fare revenue growth during the next fiscal year. In FY19-20, service hours are projected to increase as express service is added with the opening of the Covina Park and Ride, and Foothill Transit will operate the Duarte service for the entire year.

The proposed operating and capital budget for FY19-20 is \$180.6 million, of which \$103.9 million are operating expenses and \$76.7 million are capital investments supporting transit operations. Foothill Transit expects to





operate approximately 875,000 service hours and have 11.5 million passenger boardings.

Doran Barnes, Executive Director, asked the Executive Board to consider a couple of items before making the final recommendation to the Governing Board. A \$3.2 million capital grant will be included in the budget. The Grant was awarded subsequent to the issuance of the agenda packet. Also a fund exchange with the City of West Covina needs to be included in the budget document. Mr. Barnes requested that the Executive Board consider two expenses, the first one is building into the budget the capacity of doing nine governing board meetings, instead of six. It would be approximately a \$20,000 expense. He also requested that the Information Technology budget be amended by \$150,000 to allow for capacity to address cyber-security issues.

Motion by Member Barakat, second by Member Pedroza, to approve the amended recommendation to include the four financial adjustments and that staff can make editorial changes that are not material to the budget. Motion carried 5-0.

19. **FISCAL YEAR 2018-2019 THIRD QUARTER PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the FY2018-2019 Third Quarter Performance Indicators Report.

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

Ms. Gillespie reported that the overall performance for the third quarter of FY18-19 resulted in 2.8 million boardings, fare revenues were \$3.71 million, service hours were slightly lower compared to last year, and operating expenses have increased by 3 percent due to annual cost escalators in the Arcadia and Pomona operations and maintenance contracts.

Through the third quarter, Foothill Transit achieved three out of eight key performance indicator goals. The performance indicator targets met through the quarter are: Complaints per 100,000 Boardings, Farebox Recovery Ratio, and Average Cost per Vehicle Service Hour.

Received and filed.





20. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Foothill Transit continues to get requests to share the agency's Electric Bus Program story. Deputy Executive Director Kevin McDonald and Director of Maintenance and Vehicle Technology Roland Cordero have participated at various events. The California Transit Association has asked that Mr. Barnes lead the Zero Emission Taskforce.
- Mr. Barnes announced that April marked his 20<sup>th</sup> year of service to Foothill Transit.

21. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Pedroza congratulated Mr. Barnes on his 20 years of service. He also thanked Katie Gagnon for all her work on Class Pass and wished her the best in her new position at Metro. He also stated that MTA had a meeting where the proposed BRT from Pasadena to North Hollywood was discussed. At that meeting Supervisor Barger expressed that Foothill Transit should be part of the discussion. Planning Manager Josh Landis indicated that staff would be attending a meeting on Monday regarding the project.
- Chair Calaycay congratulated Katie Gagnon in her new position with Metro.
- Member Boyer reported that he had the honor of representing Foothill Transit at the artwork unveiling at the Azusa Intermodal Transit Center. He stated it was a very impressive event, and he had the opportunity to speak to a Foothill Transit customer who spoke very highly of the service.

The Executive Board recessed into Closed Session related to Items 22 and 23 on the agenda at 9:55 a.m.

22. **CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION** Existing Litigation, Government Code § 54956.9(a)

Name of Case: Gabriela Cabrera v. Foothill Transit



Superior Court of California County of Los Angeles, Case Number BC723268

23. **CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS**  
(Government Code § 54956.8)

Property Address/Location: 100 S. Vincent Ave., Suite 401, West Covina, CA  
Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Jane Starke, Darold D. Pieper, Kevin Parks McDonald  
Negotiating Parties: Senate Rules Committee, California Legislature  
Under Negotiation: Price and Terms

The Executive Board reconvened at 10:41 a.m.

Chair Calaycay reported that there were no reportable actions on Closed Session Items 22 and 23.

24. **ADJOURNMENT**

Adjournment for the April 26, 2019 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned in memory of former West Covina Mayor Mike Spence at 10:42 a.m.