



Foothill Transit

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

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

Friday, June 24, 2016
8:00 a.m.

1. CALL TO ORDER

The meeting was called to order by Chair Herrera at 8:05 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Herrera.

3. FOCUS ON SAFETY

Michael Tobin, Quality Assurance Analyst, presented a safety message on Firework Safety.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Alternate Member De La Torre, Member Sternquist, Member Warshaw, Vice Chair Calaycay, Chair Herrera

Absent: Member Pedroza

5. APPROVAL OF AGENDA

Staff requested that Item 23 Race to Zero Emissions be presented prior to Item 19 Impacts of the LA Metro Gold Line on Foothill Transit's Ridership and Proposed Changes to Line 690 in the Regular Agenda.

6. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of April 22, 2016 and Regular Meeting & Leadership Development Workshop of May 27, 2016.



Motion by Vice Chair Calaycay, second by Member Sternquist, the minutes for the Regular Meeting of April 22, 2016 and Regular Meeting & Leadership Development Workshop of May 27, 2016 were approved. Motion for April 22, 2016 minutes carried 5-0. Motion for May 27, 2016 minutes carried 4-0. Member De La Torre abstention.

7. PRESENTATIONS

6.1 Contractors' Employee Recognition

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

Angel Borunda, Employee of the Month (June 2016)

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

Albert Flores, Employee of the Month (June 2016)
Gladys Campos, Operator of the Month (June 2016)

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

8. PUBLIC COMMENT

Senior Vice President Nick Promponas, First Transit and Vice President, Reporting and Accounting Kevin Ooms, Transdev addressed the Executive Board.

CONSENT CALENDAR

9. MAY 2016 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through May 31, 2016. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of May 31, 2016 for fiscal year ending June 30, 2016.



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

10. MAY 2016 PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the May 2016 Performance Indicators Report.

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

11. JUNE 2016 LEGISLATIVE SUMMARY

Recommendation: Receive and file the June 2016 Legislative Summary.

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

12. ENVIRONMENTAL SUSTAINABILITY MANAGEMENT SYSTEM (ESMS) UPDATE

Recommendation: Receive and file an update on Foothill Transit's ESMS program at the Arcadia and Pomona operations and maintenance facilities.

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

13. LEASE AGREEMENT ON SUITE 404

Recommendation: Authorize the Executive Director to renew the current lease with Ricardo A. Suarez, DDS, Inc. located at 100 S. Vincent Ave, West Covina, CA in Suite 404 for a period of six years commencing May 1, 2017.

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

14. SUPPLEMENTAL LAW ENFORCEMENT SERVICES - LOS ANGELES COUNTY **SHERIFF'S DEPARTMENT**

Recommendation: Authorize the Executive Director to enter into a five-year Agreement with the Los Angeles County Sheriff's Department for Supplemental Law Enforcement Services to be performed on an as-needed basis at a potential cost of up to \$200,000 per year.



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

15. GOVERNING BOARD PAYROLL

Recommendation: Authorize the Executive Director to implement a process whereby Foothill Transit Governing Board Members are paid and reported to the Internal Revenue Service (IRS) as employees of Foothill Transit.

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

16. FISCAL YEAR 2015/2016 CUSTOMER SERVICE CONTRACTOR INCENTIVE PAYMENT

Recommendation: Authorize an incentive payment in the amount of \$35,000 to Transdev for their efforts on behalf of Foothill Transit during Fiscal Year 2015/2016.

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

17. REVISED DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM GOAL

Recommendation: Adopt a Revised DBE program goal of 20.6 percent for Foothill Transit's federally funded projects undertaken during federal fiscal years 2016 through 2018 (October 1, 2015 through September 30, 2018).

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

18. REQUEST TO ISSUE RFQ/RFP - DESIGN-BUILD FOR COVINA PARK AND RIDE AND TRANSIT CENTER

Recommendation: Authorize the Executive Director to issue a Request for Qualifications/Proposals (RFQ/RFP) No. 17-007 for the Design-Build contract associated with detail design and construction of the proposed Covina Park & Ride and Transit Center Project.

Motion by Member Sternquist, second by Vice Chair Calaycay, to approve.



Motion carried 5-0.

REGULAR AGENDA

19. IMPACTS OF THE LA METRO GOLD LINE ON Foothill **TRANSIT'S** RIDERSHIP AND PROPOSED CHANGES TO LINE 690

Recommendation: 1. Receive and file a report on the impacts that the Metro Gold Line Foothill Extension from Pasadena to Azusa has on Foothill Transit's Ridership; and 2. Recommend the Governing Board to authorize the service change to Line 690 to better coordinate with the Metro Gold Line Foothill Extension.

Vy Phan-Hoang, Transit Planner, presented this item.

Ms. Phan-Hoang reported that Metro began operation of the new Gold Line Extension on March 5th. Foothill Transit has seven bus lines that directly interface with Gold Line Extension. Lines 187 and 690 run east-west parallel service and Lines 185, 272, 280, 284, and 488 provide north-south feeder service. Ridership has increased on the feeder lines following the opening of the Gold Line Extension. Lines that run parallel have seen a decrease in ridership, particularly Line 690.

On Line 690 there has been an over 50 percent drop in monthly boardings. Ms. Phan-Hoang stated that staff recommends to terminate the line at the Azusa Intermodal Transit Center instead of going to Pasadena, and change the current local express fare of \$2.75 to the local fare of \$1.25. An open period for public comment was held from May 16 through June 15, 2016. A public meeting was held on Saturday, June 11 at the Claremont Public Library.

Member Warshaw asked if the Governing Board approves the changes to Line 690 when the changes would take effect. Ms. Phan-Hoang responded they would take effect with the October 2016 service changes. Member Warshaw requested that staff make presentations in the cities that are affected. Vice Chair Calaycay stated that Metro has advertising available on the Gold Line and suggested Foothill Transit consider advertising bus lines that interface with the Gold Line Extension, so riders are aware of the opportunities.

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



20. REQUEST TO ISSUE RFP - TRANSIT SERVICES - POMONA FACILITY (RFP NO. 17-001)

Recommendation: Authorize the Executive Director to issue a request for proposals (RFP No. 17-001) for transit operations and maintenance services at Foothill Transit's Pomona facility.

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

Ms. Gillespie reported that in January 2012 First Transit assumed operation of transit services under contract 12-001 at Foothill Transit's Pomona facility. The first of 3 available 2-year options had been exercised and is set to expire on June 30, 2017. In order to better align the terms of the Pomona transit services agreement with the recently procured transit services agreement at the Arcadia location, it is recommended that a new operating agreement be procured.

If authorized by the Executive Board, a new procurement for operation and maintenance at the Pomona facility would be undertaken. The proposed time line would allow for a thorough procurement to be completed, and operation and maintenance to be provided under a new contract beginning July 2017.

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

21. CITY OF WEST COVINA FUND EXCHANGE

Recommendation: Authorize the Executive Director to execute an assignment agreement with the City of West Covina to exchange general use funds for Proposition A Local Return funds.

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

Member Caldwell requested approval for Foothill Transit to enter into an agreement with the City of West Covina to exchange \$1.7 million of Proposition A Local Return funds for \$1.3 million of Foothill Transit's general use funds. Foothill Transit can use the Proposition A funds for eligible transportation operating and capital expenditures. Foothill Transit will benefit by this exchange by receiving \$445,000 more than Foothill Transit's contribution. The City of West Covina would benefit by receiving funds that



provide more flexibility to meet the city's expenditures needs.

Motion by Vice Chair Calaycay, second by Member Michael De La Torre, to approve. Motion carried 4-0. Member Warshaw abstention.

22. TRANSIT STORE QUARTERLY REPORT

Recommendation: Receive and file the Transit Store Quarterly Report.

Michael Tobin, Quality Assurance Analyst, presented this item.

Mr. Tobin reported that sales for the months of January through March totaled \$1.25 million, which is approximately 8 percent lower than the same time period in the previous fiscal year. Average hold time for the quarter was 25 seconds and the average handling time was 1 minute and 50 seconds. Ninety-three percent of the 69,012 calls received in the quarter were handled by a customer service representative. Walk-in traffic recorded at the stores for the quarter totaled 52,002.

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

23. RACE TO ZERO EMISSIONS

Recommendation: Authorize joining the United States Department of Transportation's Race to Zero Emissions.

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

Mr. Papson introduced the launch of the new US Department of Transportation program, The Race to Zero Emissions Challenge (R2ZE). The program is a friendly competition between cities or transit agencies in China and the United States to deploy zero emission buses. The goal of the challenge is to reduce greenhouse gases and tailpipe emissions.

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

24. EXECUTIVE DIRECTOR COMMENT

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



Mr. Barnes reported the following:

- On Sunday, June 26, Foothill Transit will begin operation of Lines 190 and 194. On Monday, operation of Line 270 will begin. Foothill Transit contractor Transdev is working hard to prepare for the launch.
- Mr. Barnes attended the first meeting of the Transit Cooperative Research Programs Oversight and Program Selection Committee (TOPS). Mr. Barnes was appointed Vice Chair of the committee.
- Mr. Barnes joined Chair Herrera at the APTA Board Meeting held in conjunction with the APTA Rail Conference. APTA will be making changes to its governance process and be undergoing a search for a permanent CEO.
- LA Metro is putting forward a proposal to work with Foothill Transit and Access Services on some mobility on demand projects as part of the Federal Transit Administration's experimentation process.
- A Special Governing Board Meeting is scheduled for July 6. The Executive Board's recommendation regarding Line 690 will go forward.
- Wished everyone happy Independence Day.

25. BOARD MEMBER COMMENT

Comments by Members of the Foothill Transit Executive Board.

- Member Sternquist stated she is excited at the possible partnership with Metro on mobility on demand projects.
- Chair Herrera reported that she's received comments regarding complications on Lines 493 and 495. Customers are concerned that the older buses are being placed on these lines. Executive Director Doran Barnes stated that a report will be provided at the next meeting addressing the customers concerns.

Chair Herrera asked Assistant General Manager Diane Williams, First Transit, to step up to the podium and report on a recent occurrence.

Ms. Williams reported that last Friday Coach Operator Salvador Landaverde passed away. Mr. Landaverde had worked for the Foothill



Transit family for about 17-18 years.

26. ADJOURNMENT

Adjournment for the June 24, 2016 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:00 a.m. in the memory of Salvador Landaverde.