



**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, July 29, 2016  
8:00 a.m.**

**1. CALL TO ORDER**

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

**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 the importance of Cardio-Pulmonary Resuscitation (CPR) and Automatic External Defibrillator (AED) training.

**4. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Sternquist, Member Pedroza, Member Warshaw, Vice Chair Calaycay, Chair Herrera

**5. APPROVAL OF AGENDA**

Staff requested that item 16, Cancellation of Pilot Line 496 be presented prior to item 15, Federal Asset Transfer - Azusa parking Structure.

Chair Herrera approve the agenda as revised.

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

Approval of the minutes for the Regular Meeting of June 24, 2016.

Motion by Vice Chair Calaycay, second by Member Warshaw, the minutes for



the Regular Meeting of June 24, 2016 were approved. Motion carried 4-0. Member Pedroza 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:

Suwit Durongwong, Operator of the Month (July 2016)  
John Jackman, Employee of the Month (July 2016)

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

Freddie Fan, Operator of the Month (July 2016)  
Pedro Benitez Mendez, Employee of the Month (July 2016)

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

6.2 New & Promoted Staff

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

New Hire:  
London Lee, Quality Assurance Inspector  
Roberto Estrella, Quality Assurance Inspector

After discussion, by Common Consent, and there being no objection, the Board recognized the newly hired staff.

6.3 Recognition of Interim Director of Marketing and Communications  
Linda Apodaca

Doran Barnes, Executive Director, Foothill Transit, recognized Ms. Apodaca for her leadership during Director of Marketing & Communications Felicia Friesema's leave.



After discussion, by Common Consent, and there being no objection, the Board recognized Linda Apodaca.

6.4 Update on Electric Bus Program

Ryan Popple, Proterra President and CEO, provided an update on electric bus technology.

After discussion, by Common Consent, and there being no objection, the Board accepted Mr. Popple's update.

8. **PUBLIC COMMENT**

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

**CONSENT CALENDAR**

9. **JULY 2016 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the July 2016 Legislative Summary. Adopt support positions on SB 998 and the Los Angeles County Traffic Improvement Plan local sales tax ballot measure and an oppose position on SB 882.

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

10. **FUELING STATION UPGRADE - RATIFICATION OF EMERGENCY PROCUREMENT ACTION**

Recommendation: Ratify the action of the Director of Procurement to undertake the procurement of two additional natural gas compressors at Foothill Transit's Arcadia Operations and Maintenance Facility under the Emergency Procurement provision of Foothill Transit's Procurement Procedures.

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

11. **COACH OPERATOR AUDIT RESULTS**

Recommendation: Receive and file the results of the Coach Operator Audits conducted in March and May of 2016.



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

12. **REQUEST TO ISSUE INVITATION FOR BIDS (IFB) No. 07-012 – REPLACEMENT OF EMERGENCY DIESEL GENERATOR AT Foothill TRANSIT’S POMONA OPERATIONS & MAINTENANCE FACILITY**

Recommendation: Authorize the Executive Director to issue IFB No. 17-012 for replacement of the Emergency Diesel Generator at Foothill Transit’s Pomona Operations & Maintenance Facility.

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

13. **REQUEST FOR QUALIFICATIONS (RFQ) NO. 17-017 – ARCHITECTURAL ENGINEERING CONSULTANT – WEST COVINA TRANSIT CENTER**

Recommendation: Authorize the Executive Director to issue RFQ No. 17-017 seeking qualifications from proposers to provide architectural and engineering services in connection with the development of the proposed Transit Center and Transit Store to be located at Plaza West Covina.

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

**REGULAR AGENDA**

14. **TRANSIT CENTER AND PARK & RIDE IN THE CITY OF COVINA**

Recommendation: Receive and file the update on the development of a Transit Center and Park & Ride facility in the City of Covina.

Sharlane Bailey, Director of Facilities, presented this item.

Ms. Bailey reported on the progress that has been made on the Covina Transit Center and Park & Ride Project. In January 2016 the City of Covina, Foothill Transit, and the private developer entered into a non-binding memorandum of understanding to collaborate on the development of a transit oriented development mixed use project in the City of Covina.

Project goals include innovative high-quality design that meets the needs of the community, new Covina express line into Downtown Los Angeles,



provide safe parking, and a sustainable design for the transit component. The project area is 10.71 acres and composed of a former Kmart property and an existing private temple. The life of project budget is \$28.4 million dollars. Construction of the transit center and parking structure is tentatively scheduled to begin November 2017 and anticipate completion of the project in December 2018.

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

15. **FEDERAL ASSET TRANSFER - AZUSA PARKING STRUCTURE**

Recommendation: Authorize the Executive Director to enter into an Agreement with L.A. Metro under which ownership of and maintenance responsibility for the 202 parking spaces at the Azusa Intermodal Transit Center parking structure currently dedicated for Foothill Transit's use would be transferred to L.A. Metro.

Sharlane Bailey, Director of Facilities, presented this item.

Ms. Bailey reported that there has been a significant demand for parking at the Azusa Intermodal Transit Center for Metro's customers to access the Gold Line. In collaboration with the City of Azusa and Metro, Foothill Transit took the lead in managing the design and construction of the Azusa Intermodal Transit Center. Foothill Transit lines 195, 280 and Pilot Line 496 service the Azusa Intermodal Transit Center. As noted by Planning Manager Josh Landis in his presentation, ridership on Pilot Line 496 has been declining since Metro began operation of the Gold Line. Foothill Transit owns and has maintenance responsibilities for 202 of the 547 parking spaces in the structure. The 202 spaces are reserved and must be used by Foothill Transit customers by 10:00 a.m., after which they are opened up for other transit related uses. The demand for parking by Gold Line riders has far exceeded the 200 parking spaces that were dedicated to Metro.

In an effort to best meet the travel needs of the residents of the San Gabriel Valley, the recommendation is that Foothill Transit's proportional ownership and proportional maintenance responsibility for the structure be transferred to L.A. Metro. This action would require the concurrence of the Federal Transit Administration (FTA) who provided the majority of the funding for the structure. Conversations have been held with FTA and Metro staff, and both would be amenable to a federal asset transfer. Full FTA approval will be needed before moving forward with discussions with Metro.



As part of the recommendation, staff will seek repayment of the local funds in the amount of \$1,636,569 for the parking structure costs from L.A. Metro. Staff will return to the Executive Board at the conclusion of negotiations with Metro, and the Executive Board will take final action.

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

16. **CANCELLATION OF PILOT LINE 496**

Recommendation: Recommend that the Governing Board authorize the cancellation of Line 496 due to low ridership.

Josh Landis, Planning Manager, presented this item.

Mr. Landis reported that in January 2016, Foothill Transit began operation of Pilot Line 496 following the completion of the Azusa Intermodal Transit Center. The line travels from the Azusa Intermodal Transit Center to Downtown Los Angeles, with one stop in West Covina. The goal of the pilot line was to utilize the designated parking spots at the transit center so passengers could use the pilot line to travel to Downtown Los Angeles.

Ridership on the pilot line decreased significantly since the opening of the Gold Line. Upon further investigation it was found that 80 percent of the ridership boards at the West Covina bus stop. Those who board at the West Covina stop are able to utilize Pilot Line 496 in addition to Line 498. The intent of having an express bus line leaving Azusa is no longer needed. If Pilot Line 496 is approved for cancellation, additional trips could be added to Line 498 to ensure proper coverage. If approved, the pilot line would end service at the next schedule change, scheduled for late October 2016. Since this line was a pilot line, there is no requirement to hold public hearings, however Foothill Transit will ensure that customers are aware of the changes via Foothill Transit's usual customer communication outlets.

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

17. **LOS ANGELES COUNTY FAIR SERVICE**

Recommendation: Receive and file the report on 2016 Los Angeles County Fair service.

Vice Chair Calaycay stated that he is employed by Fairplex and due to that



relation to the agenda item, Vice Chair Calaycay recused himself from this agenda item.

Josh Landis, Planning Manager, presented this item.

Mr. Landis reported on Foothill Transit's new service to the LA County Fair. Staff has been working closely with the Pomona Fairplex to design a service that takes customers from the Azusa Intermodal Transit Center to the fair. A grant application to support funding for this line was submitted to the Air Quality Management District. Line 196 will operate on weekends during the month of September. Line 196 will operate at a 40 minute headway, and will start approximately 1 hour before the fair opens and end 1 hour after the fair closes. Customers will pay the current local fare of \$1.25 to ride the service. Customers who ride Foothill Transit to the fair will be eligible for a discount on admission with the online advanced purchase of tickets.

Motion by Member Warshaw, second by Member Pedroza, to receive and file. Motion carried 4-0. Member Calaycay abstention.

18. **DOUBLE DECKER BUS DEMONSTRATION**

Recommendation: Receive and file a report on Foothill Transit's plan to demonstrate a double decker bus.

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

Mr. Papson reported that staff has been exploring a role for an electric version of the Alexander Dennis Double Deck Bus, which could serve on Foothill Transit's high-capacity routes. Several grant applications have been submitted for funding of electric double decker buses.

Staff has been working with the manufacturer to demonstrate a double decker in revenue service here at Foothill Transit. Staff is planning a demonstration of 1-2 weeks in September/October 2016. The purpose of the demonstration is to learn how well the buses perform in revenue service. The demonstration will primarily run buses on the Silver Streak, another route of interest is Line 486.

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



19. **FARE RESTRUCTURING STUDY**

Recommendation: Receive and file the update on the Fare Restructuring project.

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

Ms. Caldwell provided an update on the fare restructuring study project. She noted that the consultant Four Nines Technologies have completed many of the initial tasks outlined in the contract. In April 2016, the consultant met with the Governing Board as part of their stakeholder interview process and background gathering. The consultants have begun modeling different scenarios and analyzing those results to determine if they meet the overall goals set by the Governing Board at the April 2016 meeting.

Several policy issues will be brought to the Executive and Governing Board in early 2017. Topics discussed at these meetings will be modeling and analysis results, impacts on discounts, incentives, and the transfer policy. Public hearings will be held in March 2017 with a recommendation to the Executive Board in April 2017 and Governing Board in May 2017. Implementation of the fare restructuring is proposed for September 2017.

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

20. **ARCADIA OPERATIONS AND MAINTENANCE FACILITY IMPROVEMENTS UPDATE**

Recommendation: Receive and file the Arcadia Operations and Maintenance Facility Improvements Update.

Vincent Saucedo, Construction Project Manager, presented this item.

Mr. Saucedo provided an update on a number of upgrades at the Arcadia facility. Upgrades included new interior and exterior paint and surface repairs, new cabinets and counter tops, new plumbing fixtures, flooring, and renovation of the roll-out shelter, new farebox collection canopy, and new office furniture.

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





21. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- A Special Governing Board Meeting is scheduled for August 12, 2016.
- The Executive Board Meeting for August 26, 2016 is cancelled.
- The American Public Transportation Association Annual Meeting is scheduled to be held in Downtown Los Angeles in September. He hopes that members of the Board will be able to participate. Mr. Barnes will be installed as Chair during the Annual Meeting.
- Mr. Barnes reported that he attended a meeting in Washington, DC of the APTA and FTA senior staff. The APTA opportunity provides access to these types of meetings. This type of access would not be normally available.

22. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Pedroza is impressed by the Foothill Transit team. He noted the recognition of the operators, the presentations, the technology, and is proud to be part of the Foothill Transit team.
- Member Warshaw thanked Ryan Popple, Proterra President and CEO, for his presentation. He requested that Mr. Popple make a presentation at a future Governing Board Meeting.
- Member Sternquist welcomed Sam Pedroza to the Executive Board and welcomed Felicia Friesema back from her leave.
- Chair Herrera thanked Doran Barnes and Kevin Parks McDonald for their leadership, and all the Foothill Transit employees for their hard work. Ms. Herrera welcomed Felicia Friesema back from her leave.

23. **ADJOURNMENT**

Adjournment for the July 29, 2016 Foothill Transit Executive Board Meeting.



There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:42 a.m.