



**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, October 26, 2012

8:00 AM

CALL TO ORDER

1. Call to order. (12-4987)

The meeting was called to order by Chair Pat Wallach at 8:11 a.m.

PLEDGE

2. Pledge of Allegiance. (12-4988)

The Pledge of Allegiance was led by Treasurer Paula Lantz.

ROLL CALL

3. Roll call. (12-4989)

**Roll call was taken by Ms. Martha Arana, Staff, Board of Supervisors
Executive Office, Commission Services Division.**

Present: Chair Pat Wallach, Member Peggy A. Delach, Member Carol
Herrera, Treasurer Paula Lantz and Member Margaret McAustin

I. ADMINISTRATIVE MATTERS

4. Approval of the minutes for the Regular Meeting of September 28, 2012.
(12-4990)

**On motion of Member Margaret McAustin, seconded by Treasurer Paula
Lantz, this item was approved by the following vote:**

Ayes: 4 - Chair Pat Wallach, Member Carol Herrera, Treasurer Paula Lantz and Member Margaret McAustin

Abstentions: 1 - Member Peggy A. Delach

Attachments: [SUPPORTING DOCUMENT](#)

5. **II. PRESENTATIONS**

5.1 Contractors' Employee Recognition (12-4992)

Peter Greenberg, General Manager, Arcadia Operations & Maintenance Facility, introduced and recognized the following Arcadia location First Transit Operator and Employee of the Month:

- **Christian Thomas, Operator of the Month (October 2012)**
- **Daniel Gonzales, Employee of the Month (October 2012)**

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

- **Robert Ramirez, Operator of the Month (October 2012)**

Doran Barnes, Executive Director, Foothill Transit, introduced and recognized the following Veolia Transportation Employee of the Quarter:

- **Trina Padilla, Quality Assurance Inspector, Employee of the Quarter (3rd Quarter)**

Chair Wallach, thanked Mr. Greenberg, Mr. Marshall and Mr. Barnes for their presentation.

After discussion, by common consent and there being no objection, this item was received and filed.

III. PUBLIC COMMENT

6. Public Comment. (12-4993)

Ms. Laurie Eubanks addressed the Foothill Transit Executive Board on Item Nos. 8 and 20 concurrently.

Doran Barnes, Executive Director, acknowledged Anna Hernandez, the new Regional Director of Human Resources (Southern California Region),

Veolia Transportation Inc. who was present at the meeting.

IV. CONSENT CALENDAR

7. SEPTEMBER FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary for Fiscal Year 2012. (12-4991)

On motion of Member Carol Herrera, seconded by Member Peggy A. Delach, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

8. AUGUST PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the August 2012 Performance Indicators Report. (12-5006)

On motion of Member Carol Herrera, seconded by Member Peggy A. Delach, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

9. 2012 LEGISLATIVE SUMMARY

Recommendation: Receive and file the October 2012 Legislative Summary. There are no recommended positions on bills this month. (12-5007)

On motion of Member Carol Herrera, seconded by Member Peggy A. Delach, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

10. RESOLUTION ADOPTING BOARD MEETING SCHEDULE FOR 2013

Recommendation: Adopt Resolution No. 2012-001 Board Meeting Schedule for 2013. (12-5008)

On motion of Member Carol Herrera, seconded by Member Peggy A. Delach, unanimously carried, this item was adopted.

Attachments: [SUPPORTING DOCUMENT](#)

11. FISCAL YEAR 2013 BUS STOP ENHANCEMENT PROGRAM

Recommendation: Approve the FY 2013 Bus Stop Enhancement Program; and Authorize the Executive Director to issue requests for applications and provide grants for BSEP projects submitted by member cities and Los Angeles County which meet the established criteria up to \$40,000 each city. (12-5009)

On motion of Member Carol Herrera, seconded by Member Peggy A. Delach, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

12. REQUEST TO ISSUE RFP - COMPREHENSIVE OPERATIONAL ANALYSIS

Recommendation: Authorize the Executive Director to issue a Request for Proposals to procure services for a Comprehensive Operational Analysis of the agency's service. (12-5010)

On motion of Member Carol Herrera, seconded by Member Peggy A. Delach, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

13. REQUEST TO ISSUE IFB - POMONA OPERATIONS AND MAINTENANCE FACILITY DRIVEWAY REPLACEMENT

Recommendation: Authorize the Executive Director to issue Invitation for Bids (IFB) 13-006 for the Pomona Operations and Maintenance Facility Driveway Replacement. (12-5011)

On motion of Member Carol Herrera, seconded by Member Peggy A. Delach, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

14. CONTRACT AMENDMENT - SECURITY ENHANCEMENTS PROJECT

Recommendation: Authorize the Executive Director to issue Contract Amendment No. 4 in the amount of ten thousand dollars (\$10,000) to Agreement No. 11-017 with URS for Architectural and Engineering services for the Security Enhancement project at the Arcadia and Pomona Operations and Maintenance Facility and the West Covina Administration Building. (12-5012)

Jamie Becerra, Director of Safety and Security, presented this item. Roland Cordero, Director of Facilities, and Jamie Becerra responded to questions posed by the Executive Board.

Treasurer Lantz stated she is concerned with the number of amendments for this project and the additional cost incurred on the contract.

After discussion, on motion of Treasurer Paula Lantz, seconded by Member Peggy A. Delach, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

15. REQUEST TO ISSUE RFP - TRANSIT STORE SECURITY SERVICES

Recommendation: Authorize the Executive Director to issue Request for Proposals (RFP) No. 13-016 to provide security services at Foothill Transit's El Monte Transit Store. (12-5013)

On motion of Member Carol Herrera, seconded by Member Peggy A. Delach, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

16. CONTRACT AWARD - VEHICLE WHEEL LIFT

Recommendation: Authorize the Executive Director to enter into a contract with Southwest Lift & Equipment in the amount of One Hundred Seventy Eight Thousand Nine Hundred Sixty One Dollars and Eighteen cents (\$178,961.18) for the purchase of six (6) Stertil-Koni portable lifts. (12-5014)

On motion of Member Carol Herrera, seconded by Member Peggy A. Delach, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

17. CONTRACT AMENDMENT - ADMINISTRATIVE BUILDING JANITORIAL SERVICES

Revised Recommendation: Authorize the Executive Director to execute Contract Amendment No. 3 to Agreement No. 10-017 for Administrative Building Janitorial Services in the amount of ~~Thirty-Three Thousand One Hundred Eighty Seven Dollars and Twenty Cents (\$33,187.20)~~ **Forty-Seven Thousand Two Hundred Ninety Two Dollars and Twenty Cents (\$47,292.20)**, for a period of one year beginning December 1, 2012 through November 30, 2013, **and amend the contract to include Janitorial Services for the El Monte Store beginning November 1, 2012 through November 30, 2013.** (12-5015)

Roland Cordero, Director of Facilities, presented this item and reported that due to the recent opening of the El Monte Transit Store, it is recommended that professional cleaning of the El Monte Store be added to Contract Amendment No. 3 to Contract No. 10-017 with PBM Facility Management Building Services. The monthly cost to add those services to the contract amendment is One Thousand Eighty Five Dollars (\$1,085) per month.

After discussion, on motion of Treasurer Paula Lantz, seconded by Member Peggy A. Delach, unanimously carried, this item was approved as revised.

Attachments: [SUPPORTING DOCUMENT](#)

V. DISCUSSION ITEMS (REGULAR AGENDA)

18. PROPOSED FOOTHILL TRANSIT PROCURMENT POLICIES AND PROCEDURES MANUAL REVISIONS

Recommendation: Approve and adopt a revision to Foothill Transit's Procurement Policies and Procedures to address task orders under "on-call" contracts. (12-5016)

By Common Consent this item was taken off calendar.

Attachments: [SUPPORTING DOCUMENT](#)

19. CONTRACT ADJUSTMENT - MANAGEMENT SERVICES CONTRACT

Recommendation: Consider the elimination of one staff position provided by Veolia Transportation with a corresponding reduction in fees, and, if approved, authorize the Chair to execute a corresponding amendment to the Management Services Agreement. (12-5017)

Darold Pieper, General Counsel, reported Ken Westbrook, President and Chief Operating Officer of Veolia Transportation has proposed the elimination of one staff position currently provided as part of the management services agreement between Foothill Transit and Veolia Transportation. The deletion of this position will result in a decrease of Sixty One Thousand Nine Hundred Sixty Dollars (\$61,960) in the Fiscal Year 2012-13 budget and thereafter a decrease of Ninety Two Thousand Nine Hundred Forty Dollars (\$92,940) in Foothill Transit's annual budget.

After discussion, on motion of Member Margaret McAsutin, seconded by Member Peggy A. Delach, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

20. PERFORMANCE INDICATORS QUARTERLY REPORT

Recommendation: Receive and file the Performance Indicators Quarterly Report. (12-5018)

Joe Raquel, Director of Planning, presented this item and reported the following:

Year-to-date Foothill Transit met five of nine key performances indicators. The indicators met for the quarter were:

- **Average Hold Time**
- **Average Miles Between Service Interruptions**
- **Average Weekday Boardings**
- **Average Cost per Vehicle Service Hours**
- **Fare Box**

The Boarding per Vehicle Service Hours missed the target by 1%.

Foothill Transit will continue to work to meet the target on the following indicators:

- **Preventable Accidents per 100,000 miles**
- **Complaints per 100,000 Boardings**
- **Improve Schedule Adherence**

Member McAustin, expressed concern with the Schedule Adherence on Line 690 (Pasadena). She stated that customer complaints for Line 690 (Pasadena) have increased significantly. Member McAustin stated emphasis should be made on improving delivery of service on this line.

After discussion, on motion of Member Peggy A. Delach, seconded by Treasurer Paula Lantz, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

21. TRANSIT STORE QUARTERLY REPORT

Recommendation: Receive and file the Transit Store Quarterly Report. (12-5019)

Araceli Lopez, Transit Store Operations Manager presented this item and responded to questions posed by Members of the Executive Board as follows:

- **The El Monte Store is not yet fully functional; staff is doing the best with available resources.**
- **Currently all transactions are being conducted with cash and checks only.**
- **It is anticipated that telecommunication lines and internet access will be available within the next week or so improving functionality at the store.**

Doran Barnes added that Foothill Transit is happy to be partnering with Metro, and appreciates the space provided to Foothill. The installation of telecommunications lines is underway; furniture has been delivered to the store.

After discussion, on motion of Member Peggy A. Delach, seconded by Member Carol Herrera, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

VI. EXECUTIVE DIRECTOR COMMENT

22. Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (12-4994)

Mr. Barnes reported the following:

- **A report will be forthcoming at the next Executive Board Meeting on the progress made and on a Memorandum of Understanding (MOU) between Foothill Transit and Mt. San Antonio College for the Ridership Pilot Program.**
- **Foothill Transit will explore the feasibility of Ridership Programs at other college campuses. Staff has been allocated time to work on this endeavor resulting from the interest expressed by various member of the Governing Board at the last meeting held.**

- **The next meeting of the Foothill Transit Executive Board is scheduled for Friday December 14, 2012; no meeting is scheduled for November 2012.**

Mr. Barnes thanked Vice Chair Doug Tessitor and Member Carol Herrera for attending the American Public Transportation Association (APTA) Annual Meeting held in Seattle, WA.

After discussion, by common consent and there being no objection, this item was received and filed.

VII. BOARD MEMBER COMMENT

- 23. Comments by Members of the Foothill Transit Executive Board. (12-4997)**

Member Herrera stated that she is confident that Foothill Transit will continue to deliver the premier transportation service it is known for, and is certain that issues brought forward today will be worked out.

Member Delach, stated she loves the new Foothill Transit Buses.

After discussion, by common consent and there being no objection, this item was received and filed.

VIII. NOTICES OF CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code § 54956.8)

- 24. Property Address/Location: Diamond Bar Park-N-Ride Lot 100-101
N. Diamond Bar Blvd., Diamond Bar.
Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill,
Darold D. Pieper, Kevin McDonald
Negotiating Parties: Michael Miles, District 7 Director - Caltrans
Under Negotiation: Price and Terms (12-5020)**

By common consent and there being no objection, this item was taken off calendar.

- 25. Property Address/Location: 600 S. Brea Canyon Rd. City of Industry APN: 908
Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill,
Darold D. Pieper, Kevin McDonald
Negotiating Parties: John D. Ballas, Director of Public Works, City of
Industry
Under Negotiation: Price and Terms (12-5021)**

By common consent and there being no objection, this item was taken off calendar.

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26. Property Address/Location: Northerly 126 ± feet x 383 ± feet of APN: 8608-027-900
Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill, Darold D. Pieper, Kevin McDonald
Negotiating Parties: James Makshanoff, Azusa City Manager & Tito Haes, Public Works Director
Under Negotiation: Price and Terms (12-5023)

By common consent and there being no objection, this item was taken off calendar.

27. Property Address/Location: APN: 8474007035
Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill, Darold D. Pieper, Kevin McDonald
Negotiating Parties: Andrew Pasmant, West Covina City Manager (12-5024)

By common consent and there being no objection, this item was taken off calendar.

IX. ADJOURNMENT

28. Adjournment for the October 26, 2012, Foothill Transit Executive Board Meeting. (12-5000)

There being no further business, the Foothill Transit Executive Board meeting was adjourned at 9:47 a.m.