



**STATEMENT OF PROCEEDINGS FOR THE  
FOOTHILL TRANSIT EXECUTIVE BOARD  
STRATEGIC PLANNING WORKSHOP  
KELLOGG HOUSE  
CAL POLY POMONA  
3801 WEST TEMPLE STREET  
POMONA, CALIFORNIA 91768**

**Friday, January 30, 2015**

**8:00 AM**

**CALL TO ORDER**

1. Call to order. (15-0474)

**The meeting was called to order by Chair Doug Tessitor at 8:12 a.m.**

**ROLL CALL**

2. Roll call. (15-0475)

**Roll call was taken by Ivonne Umana, Staff, Board of Supervisors Executive Office, Commission Services Division.**

Present: Becky A. Shevlin, Carol Herrera, Paula Lantz and Doug Tessitor

Excused: Michael De La Torre

**I. PUBLIC COMMENT**

3. Public Comment. (15-0476)

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

**II DISCUSSION ITEMS (REGULAR AGENDA)**

4. STRATEGIC PLANNING WORKSHOP  
Peter Stark, Moderator

Recommendation: Receive an overview presentation and provide direction to staff as appropriate. (15-0477)

Mr. Stark, representing Peter Barron Stark & Associates, Inc., retreat moderator, greeted attendees, provided opening statements covering the overall emphasis of the workshop, and distributed the workshop workbook for discussion and completion by attendees.

**Financial Status/Financial Plan**

Michelle Caldwell, Director of Finance, provided a verbal presentation on the Operating and Capital Forecast for Foothill Transit. Ms. Caldwell reported Foothill Transit financial structure is sound and the agency has \$30 million in operating reserve.

**Fare Adjustments/Structural Changes**

Joe Raquel, Director of Planning, provided a verbal presentation on the following:

Fare Policy, Fare adjustments and Farebox recovery goals

Fare Structure, Fare products offered and Fare pricing

The Board advised staff that any change in Fare Adjustments/Structural Changes should be appealing, desirable and fair for customers.

**Operations Contract**

Kevin McDonald, Deputy Executive Director, provided a verbal presentation on 2014 undertakings.

After a brief discussion, the Board advised staff to move forward with the first two year contract option and have a funding mechanism in place to resolve the miles and hours discrepancy in the contract. At this point the most equitable thing for Foothill Transit to do is to adjust the discrepancy between miles and hours outside of the scope of the contract.

**Electric Bus Program**

Roland Cordero, Director of Maintenance and Vehicle Technology, provided a presentation on the Electric Bus Program performance update and the industry, and potential concepts.

The Board advised staff to apply for the Fast Charging Station grant and to maximize the current fleet of electric buses, using charging stations to full capacity, checking any movement toward the Standardization of Electric Charging Station.

**Park and Ride Projects**

Sharlane Bailey, Director of Facilities, provided a presentation on potential park and ride facilities.

The Board advised staff to focus on cities interested in moving forward with the project.

West Covina-1360 W. Garvey Ave (Crazy Horse)  
Covina- 1034-1164 S. Park View Drive, (vacant lot 5.18 acres)

**College Pass Program**

Katie Gagon, Special Projects Manager, provided a presentation on the inception of the College Pass Program to its current stages and introduced the potential San Gabriel Valley Class Pass locations.

The Board advised staff to continue enhancing services at Mount San Antonio College (Mt. SAC), to invest in a transit center in Mt. SAC, continue the program in Mt. SAC through the Spring Semester by extending the Memorandum of Understanding so there isn't any lapse in the program and to pursue the program elsewhere with potential San Gabriel Valley Class Pass locations at the following schools:

Citrus College, Glendora  
Azusa Pacific University, Azusa  
California State Polytechnic University, Pomona

**System Expansion**

Joe Raquel, Director of Planning, provided a presentation on the Implementation of Comprehensive Operational Analysis recommendations: Core Improvements; Gold Line Integration; and Regional Service Area Enhancements.

**Succession Policy**

Doran Barnes, Executive Director, provided a synopsis on the training and development of employees at Foothill Transit. The trainings/development has helped in providing capable and replacement of staff. The Board advised staff on the need for language clarification on dealing with temporary disability/permanent disability.

**Initiatives for 2014-2015**

Doran Barnes, Executive Director, highlighted the following major initiatives by Foothill Transit for Fiscal year 2014-2015:

**Bus Replacement Project  
Comprehensive Operational Analysis  
College Pass Program  
Customer Service Training Expansion  
ISO 14001 Certification at Pomona  
Legislative Advocacy  
Arcadia Operations Contract Procurement  
San Gabriel Valley Park & Ride Facilities  
SMART Bus System (SBS) Replacement**

**Initiatives for 2015-2016**

**Doran Barnes, Executive Director, highlighted the following major initiatives by Foothill Transit for Fiscal year 2015-2016:**

**Bus Replacement Project  
Comprehensive Operational Analysis Implementation  
College Pass Program Expansion  
Origins & Destinations/Team Orientation Program  
Operations Contract  
San Gabriel Valley Park & Ride Facilities  
SMART Bus System (SBS) Replacement  
Fare Restructuring  
Electric Bus**

**On consensus, the Executive Board Members accepted the verbal presentations by Staff.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**RECESS/RECONVENE**

The Foothill Transit Executive Board recessed to Closed Session at 1:32 p.m. following Agenda Item No. 4. The Foothill Transit Executive Board meeting was reconvened and called to order by Chair Doug Tessitor, at 2:08 p.m.

The following members were present: Chair Doug Tessitor, Vice Chair Paula Lantz, Treasurer Carol Herrera, and Member Becky Shevlin. (15-0697)

**III. NOTICES OF CLOSED SESSION**

- 5. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov't Code § 54957): Title: Executive Director (15-0478)**

**Darold Pieper, General Counsel, reported that no reportable action was taken.**

**IV. ADJOURNMENT**

- 6.** Adjournment for the January 30, 2015 Foothill Transit Executive Board Strategic Planning Workshop. (15-0479)

**There being no further business, the Foothill Transit Executive Board Strategic Planning Workshop was adjourned at 2:10 p.m.**