



Foothill Transit

Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING
8:00 AM, December 13, 2013
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: MEMBERS CALAYCAY, DE LA TORRE, DELACH, HERRERA, SHEVLIN
4. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF OCTOBER 25, 2013
5. PRESENTATIONS:
 - 5.1. Contractors' Employee Recognition
 - 5.2. Introduction of New and Promoted Staff
6. PUBLIC COMMENT

Public Comment: Members of the public shall have the right to address the Board on any item of interest which is within the jurisdiction of the Board before or during the Board's consideration of the item. Presentation shall not exceed three minutes in length. Action may be taken on any item identified on the agenda. Persons wishing to comment should submit a "Request to Speak" form to the Secretary. Note: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Executive Director's office at (626) 967-3147 extension 7204, at least 48 hours prior to the meeting.

Limited English Proficiency (LEP) persons, if you require translation services, please contact the Executive Director's office at (626) 967-3147 extension 7204, at least 48 hours prior to the meeting.

The public may view and obtain all written information supporting this agenda provided to the board both initially and supplementary prior to the meeting by calling (626) 967-3147 extension 7204 or at the agency's offices located at 100 S. Vincent Ave., Suite 200, West Covina, CA 91790. Documents, including PowerPoint handouts, distributed to Board Members by staff or Board Members at the meeting will simultaneously be made available to the public upon request.



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CONSENT CALENDAR: Items 7 through 15 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

7. OCTOBER 2013 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary for Fiscal Year 2014.

8. AMENDMENT TO URS CONTRACT: ARCHITECTURAL & ENGINEERING SERVICES – SECURITY PROJECT

Recommended Action: Authorize the Executive Director to negotiate final terms and conditions and enter into a Contract Amendment with URS Corporation dba as URS Corporation Americas in the amount of Thirty-Seven Thousand Two Hundred Thirty-Six Dollars (\$37,236.00) for Phase III of Construction Management Services under Agreement No. 11-017B.

9. OCTOBER PERFORMANCE INDICATORS REPORT

Recommended Action: Receive and file the October 2013 Performance Indicators Report.

10. CONTRACT AWARD – LASERFICHE HARDWARE

Recommended Action: Authorize the Executive Director to negotiate final contract terms and conditions and execute a contract in the amount of one hundred and eight thousand, six hundred and seventy two dollars and eighty one cents (\$108,672.81) with Nexus IS to purchase Unified Computing System server blades and NetApp storage for the document imaging management system at the Foothill Transit administrative office.

11. EXERCISE OPTION YEAR 3 OF THE BUS BOOK CONTRACT

Recommended Action: Authorize the Executive Director to exercise Option Year 3 of Agreement No. 11-007 in the amount of \$90,000 for printing of the Foothill Transit Bus Book.

12. CONTRACT AMENDMENT – JANITORIAL SERVICES

Recommended Action: Authorize the Executive Director to execute Contract Amendment No. 4 to Agreement No. 10-017 for: (1) Janitorial Services at the Administrative Offices in the amount of Thirty-Four Thousand Sixteen Dollars and Eighty-Eight Cents (\$34,016.88) for a period of one year beginning December 1, 2013 through November 30, 2014; and (2) Janitorial Services at the El Monte Transit Store in the amount of and Seven Thousand Seven Hundred Eighty Four Dollars (\$7,784) for a period of seven months beginning December 1, 2013 through June 30, 2014 for the El Monte Transit Store.



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13. FLEXIBLE SPENDING ACCOUNT (FSA) PLAN

Recommended Action: Approve the Foothill Transit Health Care and Dependent Care FSA Plan Document and Summary Plan Description.

14. COACH OPERATOR AUDIT RESULTS

Recommended Action: Receive and file the results of the Coach Operator Audits conducted in May and November of 2013.

15. AZUSA INTERMODAL PARKING FACILITY PROJECT

Recommended Action: Receive and file an update on the Azusa Intermodal Parking Facility.

REGULAR AGENDA:

16. SILVER 2 SILVER PROGRAM CONTINUATION

Recommended Action: (1) Receive an oral report on the customer feedback related to the proposed continuation of Foothill Transit's Silver2Silver Program with L.A. Metro; and (2) Based on the feedback received, make a recommendation to the Governing Board relative to the proposed continuation of Foothill Transit's Silver2Silver Program with L.A. Metro.

17. ROUTE 495 PILOT PROJECT

Recommended Action: Recommend that the Governing Board authorize the Executive Director to implement a Route 495 Pilot project serving the new Industry Park & Ride.

18. CONTRACT AWARD – COMPREHENSIVE OPERATIONAL ANALYSIS

Recommended Action: Authorize the Executive Director to negotiate final terms and conditions and enter into a Contract with Nelson\Nygaard in the amount of Eight Hundred Fifty Thousand Six Hundred Eighteen Dollars (\$850,618.00) for the Comprehensive Operational Analysis.

19. FOOTHILL TRANSIT ARCADIA FACILITY SERVICE AND MAINTENANCE REVIEW

Recommended Action: Receive and file a report on on-street service and fleet and facility maintenance at Foothill Transit's Arcadia Operations and Maintenance facility.

20. EXECUTIVE DIRECTOR COMMENT

21. BOARD MEMBER COMMENT



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22. ADJOURNMENT

**The Next Regular Meeting of the Foothill Transit
Executive Board is scheduled for
Friday, January 31, 2014 at 8:00 a.m.**