



**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, January 15, 2016  
8:00 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Herrera at 8:01 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 driving in inclement weather.

**4. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Warshaw, Member Calaycay, Vice Chair Shevlin, Chair Herrera

Absent: Member De La Torre, Member Delach

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

Approval of the minutes for the Regular Meeting of December 11, 2015.

Motion by Member Calaycay, second by Vice Chair Shevlin, the minutes for the Regular Meeting of December 11, 2015 were approved. Motion carried 4-0.

**6. PRESENTATIONS**

5.1 Contractors' Employee Recognition



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

Carrie Kinsey, Operator of the Month (January 2016)

LaShawn King Gillespie, Director of Customer Service and Operations, Foothill Transit, introduced and recognized the following Arcadia location Transdev operator and employee of the month:

Maria Scott, Operator of the Month (January 2016)

Alfonso DeAlba, Employee of the Month (January 2016)

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

**7. PUBLIC COMMENT**

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

Juan Antonio Lopez, First Transit Regional Vice President, took the opportunity under Public Comment to thank Foothill Transit for their support and great working relationship.

**CONSENT CALENDAR**

**8. NOVEMBER 2015 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through November 30, 2015. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of November 30, 2015 for the fiscal year ending June 30, 2016.

Motion by Member Calaycay, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0.

**9. NOVEMBER 2015 PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the November 2015 Performance Indicators Report.

Motion by Member Calaycay, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0.



10. **JANUARY 2016 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the January 2016 Legislative Summary. There are no recommended positions on bills this month.

Motion by Member Calaycay, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0.

11. **PROPOSED 2016 FEDERAL, STATE, AND LOCAL LEGISLATIVE PROGRAMS**

Recommendation: Adopt the proposed 2016 Federal, State, and Local Legislative Programs as outlined in Attachments A, B, and C.

Motion by Member Calaycay, second by Vice Chair Shevlin, to adopt. Motion carried 4-0.

12. **INTERAGENCY TRANSFER POLICY UPDATE**

Recommendation: Receive and file a status update on the implementation of changes to the Interagency Transfer Policy (IAT) that was adopted in August 2015.

Motion by Member Calaycay, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0.

13. **TITLE AND PAY GRADE ADJUSTMENT**

Recommendation: Approve changing the job currently titled "Fare Technology Specialist" to "Fare Revenue Manager" and moving the position from Grade 5 to Grade 6.

Motion by Member Calaycay, second by Vice Chair Shevlin, to approve. Motion carried 4-0.

14. **REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) NO 16-004 FOR DATA CIRCUITS AND PHONE SERVICES**

Recommendation: Authorize the Executive Director to issue Request for Proposals (RFP) No. 16-004 for procurement of Data Circuits and Phone Services.

Motion by Member Calaycay, second by Vice Chair Shevlin, to approve. Motion carried 4-0.



15. **REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) NO. 16-040 FOR TRANSIT BUSES**

Recommendation: Authorize the Executive Director to issue Request for Proposals No. 16-040 to procure seventy-five 40-42 ft. low-floor CNG buses with options to purchase additional buses in future years.

Motion by Member Calaycay, second by Vice Chair Shevlin, to approve.  
Motion carried 4-0.

16. **CONTRACT AMENDMENT - 30 BUS PROCUREMENT**

Recommendation: Authorize the Executive Director to execute Amendment No. 15 to Contract No. 12-040 with New Flyer in the amount of Three Hundred Sixty-One Thousand Eight Hundred dollars (\$361,800) sales tax included, for design changes as requested by Foothill Transit.

Motion by Member Calaycay, second by Vice Chair Shevlin, to approve.  
Motion carried 4-0.

17. **RESOLUTION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM**

Recommendation: Adopt the following resolution: Resolution No. 2016-01: Authorization for the Execution of the Low Carbon Transit Operation Program (LCTOP) Project "Foothill Transit Line 280 Expansion and Electrification" in the amount of \$512,738 (Attachment A).

Motion by Member Calaycay, second by Vice Chair Shevlin, to adopt. Motion carried 4-0.

18. **TRANSIT CENTER AND PARK & RIDE DEPOSIT AGREEMENT WITH CITY OF COVINA**

Recommendation: Authorize the Executive Director to execute a Deposit Agreement with the City of Covina in the amount of \$107,000 related to the development of a Transit Center and Park & Ride facility in the City of Covina.

Motion by Member Calaycay, second by Vice Chair Shevlin, to approve.  
Motion carried 4-0.



## **REGULAR AGENDA**

### **19. FAST ACT OVERVIEW**

Recommendation: Action: Receive and file the FAST Act Overview.

David Reyno, Director of Government Relations, presented this item.

Mr. Reyno gave an overview of the Fixing America's Surface Transportation (FAST) Act. The FAST Act was signed by President Obama on December 4, 2015. The FAST Act is a five-year authorization for surface transportation programs, fully funded through September 2020.

Chair Herrera thanked Foothill Transit staff for their hard work and legislators who voted in support of the FAST Act.

Doran Barnes, Executive Director, thanked the Board for their continued advocacy. Mr. Barnes also stated that he is pleased to be the first APTA Chair in a long time that doesn't have to say that authorization is the top priority.

Motion by Vice Chair Shevlin, second by Member Calaycay, to receive and file. Motion carried 4-0.

### **20. LINE 496 UPDATE**

Recommendation: Receive and file the Line 496 Update.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel reported that on January 4, 2016 Foothill Transit began providing service from the newly constructed Azusa Intermodal Transit Center. The pilot Line 496 travels from the Azusa Intermodal Transit Center into downtown Los Angeles. Overall customer comments regarding the service have been positive.

Motion by Vice Chair Shevlin, second by Member Calaycay, to receive and file. Motion carried 4-0.

### **21. LINES 190, 194 AND 270 UPDATE**

Recommendation: Action: Receive and file the Lines 190, 194, and 270 update.



Joe Raquel, Director of Planning, presented this item.

Mr. Raquel reported that for almost a year, Foothill Transit has been in discussions with Metro regarding the operation of Lines 190, 194, and 270 should the lines be cancelled by Metro. Mr. Raquel gave an overview of each line and stated how Foothill Transit would benefit from the transition of these lines. Foothill Transit would improve the overall customer experience by providing easier transfers, better coverage, enhancing the current class pass offerings, and opening up opportunities to expand the Class Pass Program to other schools. Assuming that ridership is maintained, Foothill Transit would see an additional 2.9 million boardings, which equates to a 21 percent increase in passengers, which would equate to an increase in fare revenue. Metro has designated the lines for cancellation and has scheduled public hearings to receive public feedback. Once the hearings are complete, the service councils will make their recommendation to the Metro Board for final approval. Having received approval from the Foothill Transit Governing Board, Foothill Transit has scheduled a public hearing to collect public comments. Staff will then go to Foothill Transit Governing Board for final approval to operate the lines.

In response to Vice Chair Shevlin, Mr. Raquel stated that the frequency of Line 270 was every hour and 20 minutes during peak. Vice Chair Shevlin indicated that it would be great if Foothill Transit took on the line that frequency be increased, as some residents near the Duarte Road and Myrtle location in the area have expressed interest in the line but due to the frequency it is not option.

In response to Member Warshaw, Mr. Raquel stated that Foothill Transit's local fare is \$1.25, versus Metro's fare of \$1.75 for local lines. Riders will pay a lower fare on Foothill Transit. Doran Barnes, Executive Director, stated that under the current fare structure if a customer transfers they will be charged a 50 cent transfer fee, so if someone using the line in coordination with another line the fare would be the same as Metro's. If they are using these lines exclusively the fare would be lower. This will be looked at as part of the fare restructuring. Mr. Raquel noted that most of the ridership on Line 270's northern portion is to Rio Hondo College.

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

## 22. **FISCAL YEAR 2015-2016 BUSINESS PLAN INITIATIVES UPDATE**

Recommendation: Receive and file the status update on the FY 2015-2016 Business Plan Initiatives.



Kevin Parks McDonald, Deputy Executive Director, presented this item.

Mr. Parks McDonald provided an update on each of the FY 2015-2016 Business Plan Initiatives.

Bus Replacement Project  
SMARTBus System Replacement  
College Pass Program  
Fare Restructuring Analysis  
San Gabriel and Pomona Valley Park & Rides  
Service Enhancement  
Mt. SAC Transit Center  
Arcadia Operations Contract Procurement

Vice Chair Shevlin commented on how the Gold Line interface is going to affect Foothill Transit's ridership and she assumes that this will be a high priority for staff. Mr. Parks McDonald indicated that staff will be monitoring ridership very closely and that it is anticipated there will be some shifts in ridership.

Vice Chair Shevlin asked about the expiration of TAP cards and exactly which TAP cards are expiring. She indicated she was at her city's community center and that there was confusion over which TAP cards were expiring. Mr. Parks McDonald stated that the first batch of TAP cards had a 3-year life and the product needed to be transferred to new TAP cards. New TAP cards have a 10-year life. Customers are being advised to go either online or go into one of the transit stores to check on the expiration of their TAP card.

Motion by Member Calaycay, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0.

23. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Foothill Transit provided shuttle services for the Rose Bowl Game. There were 70 buses in operation and there were over 18,000 boardings on that day.
- Foothill Transit will be supporting the LA Marathon and will have 50 buses for shuttle services.
- The Foothill Transit Claremont Transit Store will be closing. The final date of operation will be February 12, 2016.



- The City of Azusa has indicated that they would like to have a dedication for the Azusa Intermodal Transit Center. A date has not been set, but information will be provided to the Board as soon as it's received.
- Mr. Barnes reported on his trip to Delhi, India on behalf of the World Bank. He stated that discussions were held with various leaders from the government of Delhi, representatives from Europe, and China in regards to the electric bus experience. Mr. Barnes was able to present the Foothill Transit and U.S. electric bus experience.
- In connection with his recent trip to Delhi, India, Mr. Barnes indicated that he would be participating in a conference call with representatives from the World Bank and the University of Southern California. The World Bank is considering funding an independent economic evaluation of Foothill Transit's electric bus program. The World Bank is particularly interested in what they can learn from Foothill Transit's experience and how it can be applied to the world.
- Mr. Barnes attended the Transportation Research Board's Annual Meeting. There was lots of discussion on new service delivery models, on-demand services, and the use of smartphones in terms of transportation. There are some potential grant funding programs out there to help, so staff will be watching this.
- The Foothill Transit Strategic Planning Workshop is scheduled for February 5.
- The March 18<sup>th</sup> Governing Board Meeting has been canceled. A Special Governing Board Meeting will be held on March 4.
- The March Executive Board Meeting will actually be held on April 1.

### **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Vice Chair Shevlin asked if Foothill Transit would be participating in the March 5, 2016 opening of the Gold Line. Doran Barnes, Executive Director, stated that he would look into it.

### 24. **ADJOURNMENT**

Adjournment for the January 15, 2016 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 8:58 a.m.