



**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, February 27, 2015

8:00 AM

CALL TO ORDER

1. Call to order. (15-0903)

The meeting was called to order by Chair Tessitor at 8:04 a.m.

PLEDGE

2. Pledge of Allegiance. (15-0904)

The Pledge of Allegiance was led by Chair Tessitor.

ROLL CALL

3. Roll call. (15-0905)

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

Present: Michael De La Torre, Becky A. Shevlin, Carol Herrera, Paula
Lantz and Doug Tessitor

I. ADMINISTRATIVE MATTERS

4. Approval of the minutes for the Regular Meeting of the Executive Board of
December 12, 2014. (15-0906)

**On motion of Treasurer Herrera, seconded by Vice Chair Lantz, the minutes
for the Regular Executive Board Meeting of December 12, 2014 were
approved by the following vote:**

Ayes: 4 - Member Becky A. Shevlin, Treasurer Carol Herrera,
Vice Chair Paula Lantz and Chairman Doug Tessitor

Abstentions: 1 - Member Michael De La Torre

Attachments: [SUPPORTING DOCUMENT](#)

II. PRESENTATIONS

5. 5.1 Contractors' Employee Recognition (15-0907)

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

- **Evelyne Lopez, Operator of the Month (February 2015)**

Bill Jackson, General Manager, Transdev, introduced and recognized the following Arcadia location Transdev Operator and Employee of the Month:

- **Elias Orellana, Operator of the Month (February 2015)**
- **Justin Yparraguirre, Employee of the Month (February 2015) not present**

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

5.2 New and Promoted Staff (15-0908)

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

New Hire:

- **Jarrett Stoltzfus, Director of Procurement**

Promotion:

- **Vy Phan-Hoang, Transit Planner**

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

III. PUBLIC COMMENT

6. Public Comment. (15-0909)

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

Mr. Nick Promponas, First Transit Senior Vice President, and Kevin Ooms, Vice President of Reporting & Accounting, Transdev took the opportunity under Public Comment to thank Foothill Transit for their support and great working relationship.

Chair Tessitor thanked the following Foothill employees: Linda Apodaca, Michelle Caldwell, Matt Mumford and Tanya Pina for attending the Glendora Mayoral Prayer breakfast held on Wednesday, February 25, 2015.

IV. CONSENT CALENDAR

7. FY 2014/2015 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through January 30, 2015. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of January 30, 2015 for the fiscal year ending June 30, 2015. (15-0942)

On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

8. FEBRUARY 2015 LEGISLATIVE SUMMARY

Recommendation: Receive and file the February 2015 Legislative Summary. Adopt a support position on H.R. 680. (15-0943)

On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, the Board acknowledged their position in supporting H.R. 680, and received and filed the February Legislative Summary.

Attachments: [SUPPORTING DOCUMENT](#)

9. PROPOSED 2015 FEDERAL, STATE AND LOCAL LEGISLATIVE PROGRAMS

Recommendation: Adopt the proposed 2015 Federal, State and local Legislative Programs as outlined in Attachments A, B and C. (15-0944)

On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was adopted.

Attachments: [SUPPORTING DOCUMENT](#)

10. Foothill Transit Succession Policy

Recommendation: Adopt the proposed Foothill Transit Succession Policy. (15-0945)

On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was adopted.

Attachments: [SUPPORTING DOCUMENT](#)

11. Proposed FY 2015/2016 Business Plan Initiatives

Recommendation: Approve the proposed FY 2015/2016 Business Plan Initiatives. (15-0946)

On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

12. Coach Operator Audit Results

Recommendation Action: Receive and file the results of the Coach Operator Audits conducted in December 2014. (15-0947)

On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

13. Resolutions for Low Carbon Transit Operations Grant Program

Recommendation: Adopt the following three resolutions: Resolution No. 2015-01: Authorization for the Execution of the Letter of Intent for the Low Carbon Transit Operations Program (LCTOP) (Attachment A) Resolution No. 2015-02 Authorization for the Execution of the Authorized Agent Form for the Low Carbon Transit Operations Program (LCTOP) (Attachment B) Resolution No. 2015-03: Authorization for the Execution of the Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP) (Attachment C). (15-0948)

On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, the three resolutions were adopted.

Attachments: [SUPPORTING DOCUMENT](#)

14. REQUEST FOR PROPOSALS (RFP) - ENVIRONMENTAL CONSULTANT - COVINA AND WEST COVINA PARK & RIDE PROJECT

Recommendation: Authorize the Executive Director to Issue RFP 15-044 seeking proposals to provide environmental consulting services as necessary in connection with the development of a proposed park & ride project or projects to be located in the Covina and West Covina area. (15-0949)

This item was presented after the Closed Session, and on motion of Member Shevlin, seconded by Treasurer Herrera, this item was approved by the following vote:

Ayes: 3 - Member Becky A. Shevlin, Treasurer Carol Herrera and Chairman Doug Tessitor

Excused: 2 - Member Michael De La Torre and Vice Chair Paula Lantz

Attachments: [SUPPORTING DOCUMENT](#)

15. REQUEST FOR QUALIFICATIONS (RFQ) - ARCHITECTURAL ENGINEERING CONSULTANT- PARK AND RIDE FACILITIES

Recommendation: Authorize the Executive Director to Issue RFQ No 15-049 seeking qualifications to provide architectural and engineering services in connection with the development of a proposed park & ride facility to be located in the Covina and/or West Covina area. (15-0950)

This item was presented after the Closed Session and on motion of Member Shevlin, seconded by Treasurer Herrera, this item was approved by the following vote:

Ayes: 3 - Member Becky A. Shevlin, Treasurer Carol Herrera and Chairman Doug Tessitor

Excused: 2 - Member Michael De La Torre and Vice Chair Paula Lantz

Attachments: [SUPPORTING DOCUMENT](#)

16. CONTRACT AMENDMENT- ARCHITECTURAL AND ENGINEERING DESIGN FOR THE AZUSA INTERMODAL PARKING FACILITY

Recommendation: Authorize the Executive Director to execute Amendment

No. 8 to Contract No. 11-036 with Choate Parking Consultants in the amount of \$8,515 for additional architectural and engineering services for the Azusa Intermodal Parking Facility Project. (15-0951)

On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

17. REQUEST FOR PROPOSALS - TRANSIT BUSES

Recommendation: Authorize the Executive Director to issue Request for Proposals No. 15- 048 to procure 35 42ft. low-floor CNG buses with options to purchase up to 100 additional coaches in future years. (15-0952)

On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

18. SOLE SOURCE AWARD - THREE YEAR GIRO HASTUS SCHEDULING SOFTWARE MAINTENANCE AND SUPPORT

Recommendation: Authorize the Executive Director to enter into a sole-source contract in the amount of \$197,434 with Giro, Inc. for three years of Hastus Scheduling Software maintenance and support. (15-0953)

On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

19. SOLE SOURCE CONTRACT AWARD - DIGITAL VOICE/DATA CHANNELS AND BASE STATION EQUIPMENT RENTAL

Recommendation: Authorize the Executive Director to: 1. Negotiate final terms and conditions and award a sole-source contract in the amount of \$758,220 to Mobile Relay Associates, Inc. (MRA) for digital voice radio frequency channels and base station equipment rental and repeater service for a term of five years including antennas and installation, with an option for five additional years; and 2. Execute an amendment to our existing radio system lease with MRA for analog voice and data radio frequency channels and base station equipment rental and repeater service on a month-to-month basis at the rate of \$5,500 per month. (15-0954)

On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

20. CONTRACT AWARD - ADMINISTRATIVE OFFICE BUILDING ENTRY AND LANDSCAPE PROJECT

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 15-018 with Aragon Construction in the amount of \$112,700 for the Administrative Office Building Landscape and Entry Project. (15-0955)

On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

21. MT. SAC CLASS PASS PILOT PROGRAM EXTENSION

Recommendation: Approve the continuation of the Class Pass Pilot Program at Mount San Antonio College (Mt. SAC). (15-0956)

On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

V. DISCUSSION ITEMS (REGULAR AGENDA)

22. OPTION EXERCISE - POMONA OPERATIONS AND MAINTENANCE AGREEMENT NO. 12-001

Recommendation: Authorize the Executive Director to: 1. Exercise the first two-year option on Agreement No. 12-001 with First Transit, Inc. for transit services operated out of Foothill Transit's Pomona facility; and 2. Provide quarterly payments to First Transit in the amount of \$75,000 to compensate them for running time added to local and commuter lines as a result of construction related delays on and near the I-10 corridor, retroactive to July 2014 and through June 30, 2017. (15-0957)

Kevin McDonald, Executive Director, presented this item.

In response to a question by the Board regarding the time frame of the construction on the I-10 corridor, Mr. McDonald informed the Board that the anticipated construction completion date would be December 2019.

On motion of Member Shevlin, seconded by Vice Chair Lantz, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

23. FISCAL YEAR 2014/15 BUSINESS PLAN INITIATIVES UPDATE

Recommendation: Receive and file the status update on the FY 2014/15 Business Plan Initiatives. (15-0958)

Kevin McDonald, Executive Director, presented this item.

On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

24. FY 2014/2015 SECOND QUARTER BUDGET UPDATE

Recommendation: Receive and file the Second Quarter Budget Update for the fiscal year ending June 30, 2015. (15-0959)

Michelle Caldwell, Director of Finance presented this item.

Member Shevlin thanked staff for a great job and indicated budget savings is remarkable.

On motion of Member Shevlin, seconded by Vice Chair Lantz, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

25. PERFORMANCE INDICATORS REPORT - FY 2014/15 SECOND QUARTER REPORT

Recommendation: Receive and file FY 2014/15 Second Quarter Performance Indicators Report. (15-0960)

LaShawn Gillespie, Director of Customer Service and Operations, presented an overview of the staff report that was provided to the Board, informing that six of the nine key performance indicators were met.

On motion of Treasurer Herrera, seconded by Member De La Torre, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

VI. EXECUTIVE DIRECTOR COMMENT

26. Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (15-0910)

Mr. Barnes reported on the following:

- **On February 26, 2015, Mr. Barnes and Joe Raquel, Director of Planning, attended the Blue Ribbon Committee Meeting. During the meeting Metro's financial issues were discussed. Metro's ridership has decreased by 7 percent. The decline in ridership is attributed to low gas prices and fair increases. Foothill Transit's ridership has increased by 3 percent.**
- **Proterra LLC has applied for the California Energy Commission Grants for Manufacturing. If the grant is secured, Proterra LLC is planning to build a manufacturing plant within the city of Industry.**
- **Reminded that the next Foothill Transit Governing Board Meeting is scheduled for Friday, March 20, 2015, at 7:45 a.m.**

VII. BOARD MEMBER COMMENT

27. Comments by Members of the Foothill Transit Executive Board. (15-0911)

Treasurer Herrera informed members that a few cities are having elections: Glendora on March 3, 2015, and Monrovia on April 14, 2015. Member Shevlin is running for re-election for the city of Monrovia.

RECESS/RECONVENNE

The Foothill Transit Executive Board recessed to Closed Session at 8:52 a.m. following Agenda Item No. 27. The Foothill Transit Executive Board meeting was reconvened and called to order by Chair Doug Tessitor, at 10:25 a.m.

The following members were present: Chair Doug Tessitor, Treasurer Carol Herrera, and Member Becky Shevlin. Vice Chair Paula Lantz and Member Michael De La Torre were excused. (15-1089)

VIII. NOTICES OF CLOSED SESSION

28. **CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code § 54956.8)**

Property Address/Location: APN: 8448-019-045, 8448-019-044, 8448-019-042, 8448-019-041, 8448-019-040

Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Katie Kraft, Darold D. Pieper, Kevin McDonald

Negotiating Parties: Andy McIntyre of McIntyre Company, Kyle Weichert of Lewis Operating Corporation
Under Negotiation: Price and Terms (15-0961)

Darold Pieper, General Counsel, reported that the Executive Board authorized the Director to conduct an appraisal of the subject property and to negotiate a purchase agreement for the property.

On motion of Chair Tessitor, seconded by Treasurer Herrera, unanimously carried, the Executive Board approved this item.

Ayes: 5 - Member Michael De La Torre, Member Becky A. Shevlin, Treasurer Carol Herrera, Vice Chair Paula Lantz and Chairman Doug Tessitor

- 29. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION** Initiation of litigation pursuant to Government Code Section 54956.9 (c): One Case (15-0962)

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

- 30. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATORS**
(Gov't Code § 54957.6)

Agency Representatives Attending Closed Session: Executive Director Barnes, General Counsel Pieper

Unrepresented Employee Position Titles: All prospective positions with Foothill Transit excluding the Executive Director (15-0963)

Darold Pieper, General Counsel, reported that the Executive Board authorized staff to adopt changes to the employee compensation program as follows, effective July 1, 2105:

- 1. Increase the retirement savings potential for all employees by matching up to four percent of their 457/401(a) plan contributions;**
- 2. Approve a one-time increase to the overall annual compensation adjustment as follows:**
 - a. Up to four percent for achievement of individual employee goals;**
 - b. One percent for achievement of at least seven of nine Key Performance Indicator (KPI) goals or one-half of one percent for achievement of 6 of 9 KPI goals; and**

- c. **Zero to three percent for employees depending on the quartile of their compensation band to reward developmental progress; and**
- 3. **Require all employees to contribute ten percent of the total cost of their selected health care providers for themselves and their dependents.**

On motion of Chair Tessitor, seconded by Treasurer Herrera, this item was approved by the following vote:

Ayes: 3 - Member Becky A. Shevlin, Treasurer Carol Herrera and Chairman Doug Tessitor

Excused: 2 - Member Michael De La Torre and Vice Chair Paula Lantz

31. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov't Code § 54957)

Title: Executive Director (15-0964)

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

32. POSSIBLE AMENDMENT TO EXECUTIVE DIRECTOR'S EMPLOYMENT CONTRACT

Recommendation: Consider a possible amendment to the Executive Director Employment Agreement with Doran J. Barnes. (15-0965)

On motion of Member Herrera, seconded by Chair Tessitor, and in light of the adjustments just made to the employee compensation program, the Executive Board approved the following amendments to the Executive Director's contract effective July 1, 2015, and authorized the Chair to execute a formal amendment to the contract:

- 1. **The Executive Director shall receive an increase in compensation of two percent for achievement of individual employee goals. In addition, he shall also receive an increase of one percent for achievement of at least seven of nine Key Performance Indicator (KPI) goals, or one-half of one percent for achievement of 6 of 9 KPI goals;**
- 2. **Section 4 B (6) of the contract, which provides for a comprehensive annual physical exam at a cost not to exceed \$2000, shall be modified to provide that, in the event the Executive Director in fact receives an annual physical exam without utilizing the allowance, then the full**

amount of the allowance shall be either contributed to a retirement account or paid to the Executive Director as compensation in the Executive Director's sole discretion.

- 3. The Executive Director shall also receive the same matching contributions of up to four percent of his 457/401(a) plan contributions.**
- 4. The Executive Director is authorized to participate in two international conferences in 2015 (UITP BiAnnual World Expo and TransED).**

Ayes: 3 - Member Becky A. Shevlin, Treasurer Carol Herrera and Chairman Doug Tessitor

Excused: 2 - Member Michael De La Torre and Vice Chair Paula Lantz

33. CLOSED SESSION REPORT (15-0966)

In Open Session, on motion of Treasurer Herrera, seconded by Chair Tessitor, unanimously carried, the Executive Board approved the report presented during Closed Session.

IX. ADJOURNMENT

- 34. Adjournment for the February 27, 2015 Foothill Transit Executive Board Meeting. (15-0912)**

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:35 a.m.