



STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE
FOOTHILL TRANSIT EXECUTIVE BOARD
HELD IN 2ND FLOOR BOARD ROOM OF THE
FOOTHILL TRANSIT ADMINISTRATIVE OFFICE
100 SOUTH VINCENT AVENUE
WEST COVINA, CALIFORNIA 91790

Friday, March 25, 2011

8:00 AM

CALL TO ORDER

1. Call to order. (11-1376)

The meeting was called to order by Chairman Chandler at 8:03 a.m.

PLEDGE OF ALLEGIANCE

2. Pledge of Allegiance. (11-1377)

The Pledge of Allegiance was led by Mayor Pro Tem Mike Touhey, City of West Covina.

ROLL CALL

3. Roll Call. (11-1378)

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

Present: Chair Chandler, Vice Chair Herrera, Treasurer Delach, Member Lantz and Member Wallach

I. ADMINISTRATIVE MATTERS

4. Approval of minutes for Special Meeting of November 23, 2010, Regular Meeting of January 28, 2011 and Strategic Planning Workshop of February 17, 2011. (11-1381)

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

Attachments: [11-23-10 Minutes](#)
[01-28-11 Minutes](#)
[02-17-11 Minutes](#)

II. PRESENTATIONS

5. Presentations:

5.1 Contractor's Employee Recognition. (11-1379)

Wayne Fritz, General Manager, MV Transportation, recognized and introduced the Arcadia MV Transportation Operators of the Month and MV Transportation Employee of the Quarter:

- **Son Viet Le, Operator of the Month (February 2011)**
- **Ana Hernandez, Operator of the Month (March 2011)**
- **Leticia Jimenez, Employee of the 1st Quarter 2011**

Peter Greenberg, General Manager, First Transit, recognized and introduced the Pomona First Transit Operators of the Month, and the First Transit Employee of the Quarter:

- **Henry Hawkins, Operator of the Month (February 2011)**
- **Miguel Huerta, Operator of the Month (March 2011)**
- **William Fritz, Employee of the 1st Quarter 2011. Mr. Fritz was not present at meeting.**

After discussion, this item was received and filed.

III. PUBLIC COMMENT

6. Public Comment. (11-1380)

Mr. Ralph Shaffer and Mr. Kevin Ooms, Veolia, addressed the Executive Board.

IV. CONSENT CALENDAR

7. FISCAL YEAR 2011 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY - JANUARY 2011

Recommendation: Receive and file the Financial Statements and Investment Summary for Fiscal Year 2011. (11-1382)

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

Attachments: [SUPPORTING DOCUMENT](#)

8. FISCAL YEAR 2011 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY
- FEBRUARY 2011

Recommendation: Receive and file the Financial Statements and Investment Summary for Fiscal Year 2009. (11-1383)

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

9. PERFORMANCE INDICATORS REPORT - JANUARY 2011

Recommendation: Receive and file the January 2011 Performance Indicators Report. (11-1384)

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

Attachments: [SUPPORTING DOCUMENT](#)

10. PERFORMANCE INDICATORS REPORT - FEBRUARY 2011

Recommendation: Receive and file the February 2011 Performance Indicators Report. (11-1385)

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

Attachments: [SUPPORTING DOCUMENT](#)

11. COACH INSPECTION AUDIT RESULTS

Recommendation: Receive and file the results of the Coach Inspection Audits conducted in January 2011 and historical audit results for the period April 2009 through July 2010. (11-1388)

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

Attachments: [SUPPORTING DOCUMENT](#)

12. FOOTHILL TRANSIT CREDIT CARDS

Recommendation: Authorize the Executive Director to secure Foothill Transit credit cards to be used for Foothill Transit's necessary travel expenditures for Department Directors and two administrative staff (Attachment A). (11-1390)

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

Attachments: [SUPPORTING DOCUMENT](#)

13. TRAVEL AND REIMBURSEMENT POLICY

Recommendation: Approve the Foothill Transit Travel and Reimbursement Policy effective March 27, 2011. (11-1391)

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

Attachments: [SUPPORTING DOCUMENT](#)

14. REQUEST TO ISSUE IFB - ADMINISTRATIVE OFFICE LANDSCAPING

Recommendation: Authorize the Executive Director to issue Invitation for Bids (IFB) No. 11-006R for Administrative Office Landscaping. (11-1392)

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

Attachments: [SUPPORTING DOCUMENT](#)

15. REQUEST TO ISSUE IFB - PARKING LOT REFURBISHMENT

Recommendation: Authorize the Executive Director to issue Invitation for Bids (IFB) No. 11-005R for Parking Lot Refurbishment. (11-1393)

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

Attachments: [SUPPORTING DOCUMENT](#)

16. REQUEST TO ISSUE RFP - ON-BOARD SURVEILLANCE SYSTEM

Recommendation: Authorize the Executive Director to issue Request for Proposals (RFP) No. 11-042 for the refurbishment and upgrade of the on-board bus digital surveillance systems. (11-1395)

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

Attachments: [SUPPORTING DOCUMENT](#)

17. PROTERRA BUS OPTION ORDER

Recommended Action: Reaffirm the action to authorize the Executive Director to exercise an existing option and negotiate final terms and conditions, not to

exceed \$10.8 million not including sales tax with Proterra Inc., for the purchase nine (9) battery powered electric buses. The buses will match the three Proterra buses currently in service on Line 291. (11-1396)

This item was held during the approval of the consent items to allow a member of the public to provide comments. Mr. Anders S. Eklov, Chief Executive Officer, EBUS, addressed the Executive Board.

After discussion, on motion of Vice Chair Herrera, seconded by Member Wallach, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

18. AMENDMENT TO EC CONSTRUCTION CONTRACT

Recommended Action: Authorize the Executive Director to execute Amendment No. 2 in the amount of \$24,342.29 to Contract No.10-023 with EC Construction for construction and installation of the Electric Bus Charging Station and associated equipment and landscape and facility improvements at the Pomona Transit Center. (11-1397)

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

Attachments: [SUPPORTING DOCUMENT](#)

19. CONTRACT AWARD - QUALITY ASSURANCE REPLACEMENT VEHICLES

Recommendation: Authorize the Executive Director to execute a contract in the amount of One Hundred Forty Four Thousand Six Hundred Seventy Nine dollars and Thirty Nine cents (\$144,679.39) including sales tax with Theodore Robins Ford for four Hybrid SUV Quality Assurance Replacement Vehicles. (11-1398)

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

Attachments: [SUPPORTING DOCUMENT](#)

20. FOOTHILL TRANSIT ECOLINER UPDATE

Recommendation: Receive and file the Foothill Transit Ecoliner Update. (11-1399)

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

Attachments: [SUPPORTING DOCUMENT](#)

V. DISCUSSION ITEMS (REGULAR AGENDA)

21. AMENDMENT TO PULSAR ADVERTISING CONTRACT NO. 07-019

Recommendation: Authorize the Executive Director to execute an amendment to the Pulsar Advertising General Marketing Services Contract No. 07-019 in the amount of \$27,000. (11-1400)

Linda Somilleda, Director of Marketing and Communications, presented this item, responded to questions posed by the Executive Board, and added the following:

- **In recent months gas prices have continued to increase, and in some cases have exceeded \$4.00 per gallon with predictions that increases may exceed \$5.00 in not too distant future.**
- **Increasing gas prices are not always enough to entice commuters out of their cars. To that end, and capitalizing on the current situation, a Foothill Transit advertising campaign is proposed. The campaign will target solo drivers who are residents and visitors of the San Gabriel and Pomona Valley, driving them to Foothill Transit.**
- **The proposed campaign will combine traditional media (Cable/Print) along with non-traditional media (social media marketing) that will provide the most exposure for the least cost.**
- **In 2006, Pulsar Advertising developed Foothill Transit cable commercial spots (Rising Gas Prices Campaign) that can be adapted to current marketplace needs, and integrated with the updated “Going Good Places” tagline. The proposed campaign would start April 1st and run through May 2011 targeted to Foothill Transit service areas, in English and Spanish.**

Roberto Gonzales, Pulsar Advertising, was available at the meeting to respond to questions.

At the request of Members Lantz and Wallach, Ms. Somilleda will report back on the feasibility of extending the advertising campaign via Satellite dish and to the Chinese speaking community. Ms. Somilleda noted that extending the advertising campaign may result in additional costs.

After discussion, on motion of Member Wallach, seconded by Member Delach, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

22. PROPOSED FY 2012 BUSINESS PLAN INITIATIVES

Recommended Action: Approve the proposed FY 2012 Business Plan Initiatives.
(11-1401)

Kevin McDonald, Deputy Executive Director, presented this item and reported that if approved, the following seven key projects for the upcoming year are recommended for inclusion in the Proposed Fiscal Year 2011-12 Business Plan:

- **Improve system-wide schedule adherence to 90 percent**
- **Fully implement Ecoliners on all of Line 291 service**
- **Procure two new operations and maintenance contracts**
- **Retire all diesel-powered transit coaches**
- **Continue development of San Gabriel Valley Park and Rides**
- **Implement Foothill Transit's Environmental Management System**
- **Implement advanced Media and technology to enhance customer care**

After discussion, on motion of Vice Chair Herrera, seconded by Member Delach, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

23. BUS OPTION ORDER

Recommendation: Authorize the Executive Director to exercise an existing option and negotiate final terms and conditions with North American Bus Industries (NABI) for the purchase of fourteen (14), compressed natural gas-fueled, 42-foot bus rapid transit (BRT) buses at a total cost of \$8,097,586.00, not including sales tax. (11-1402)

George Karbowski, Director of Operations and Maintenance, presented this item, responded to questions posed by the Executive Board, and added the following:

- **The purchase of fourteen new compressed natural gas (CNG) fueled, 42-foot bus rapid transit (BRT) buses will complete the organizations fleet to CNG-fueled buses.**

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- **The buses will be similar to the 1700 and 1800 series that were previously purchased, and will be designated the 1900 series. Buses will be outfitted with commuter style amenities which include high back reclining seats, open-tube luggage racks, and reading lights.**
 - **This fleet will replace the 14 diesel-fueled buses that are ready for retirement.**
 - **It is estimated that this fleet along with the nine electric buses, in the first year in operation, will save the agency almost \$1 million in fuel costs.**

Gina Locklear and Rich Heinz, North American Bus Industries, were present at the meeting and available to answer questions.

After discussion, on motion of Member Delach, seconded by Member Lantz, this item was duly carried by the following vote:

Ayes: 5 - Chair Chandler, Vice Chair Herrera, Treasurer Delach, Member Lantz and Member Wallach

Attachments: [SUPPORTING DOCUMENT](#)

24. AUTHORIZATION FOR BUS LINE INSPECTIONS UNDER MANAGEMENT CONTRACT

Recommendation: Authorize Veolia Transportation Services, Inc. ("Veolia"), to conduct bus line inspections of 14 North American Bus Industry (NABI) CNG buses in Budapest, Hungary and Anniston, Alabama as well as inspections of nine Proterra electric buses in Greenville, South Carolina, for compensation in the amount of \$29,400 exclusive of expenses. (11-1403)

Darold Pieper, Legal Counsel, presented this item and responded to questions posed by the Executive Board.

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

Attachments: [SUPPORTING DOCUMENT](#)

25. MANAGEMENT SERVICE CONTRACT - SUPPLEMENTAL STAFFING

Recommendation: Authorize the Chair to execute an amendment to the Management Services Agreement for the continued funding of three staff positions on Foothill Transit's contract with Veolia Transportation to continue

the implementation of the organization's capital improvement program and implementation of Foothill Transit's environmental management system.
(11-1404)

Darold Pieper, Legal Counsel, presented this item and responded to questions posed by the Executive Board.

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

Attachments: [SUPPORTING DOCUMENT](#)

26. FISCAL YEAR 2011 MANAGEMENT CONTRACTOR INCENTIVE PAYMENT

Recommendation: Authorize an incentive payment in an appropriate amount to Veolia Transportation for their efforts on behalf of Foothill Transit related to the Ecoliner project and other activities. (11-1405)

Darold Pieper, Legal Counsel, presented this item. Member Delach made a motion to approve the item with the recommended maximum incentive payment of \$100,000.

After discussion, on motion of Member Delach, seconded by Vice Chair Herrera, unanimously carried, this item was approved with a maximum incentive payment of \$100,000.

Attachments: [SUPPORTING DOCUMENT](#)

VI. EXECUTIVE DIRECTOR COMMENT

**27. Comment by Mr. Doran Barnes, Executive Director, Foothill Transit Authority.
(11-1517)**

Mr. Barnes reported the following:

- **Staff is delighted to bring a preview of the upcoming Fiscal Year Budget at the April 2011 Executive Board meeting. The Executive Board and staff have worked very hard on the upcoming Budget. These efforts in conjunction with the Executive Board's great decisions in balancing the budget last year, the organization's receipt of the Excise Tax Credit, and fare increases, have positioned Foothill Transit's Fiscal Year 2011-12 Budget very well.**
- **Foothill Transit's Annual Bus Rodeo is scheduled for April 30, 2011, at the Arcadia Operating Facility. Members of the Congressional Delegation were invited; potential attendees include Congresswomen, Judy Chu (32nd District), Grace F. Napolitano (38th District), and David Dreier (26th District).**

- **The next Governing Board meeting is scheduled for Thursday, March 31, 2011, at 7:45 a.m. This meeting will primarily focus on updating the Governing Board on the organizations projects and activities that are underway. An action item regarding Foothill Transit's Bus Stop Enhancement Program will also be on the agenda.**

After discussion, this item was received and filed.

VII. BOARD MEMBER COMMENT

- 28. Comments by Members of the Foothill Transit Executive Board. (11-1518)**

There was none.

RECESS

The Foothill Transit Executive Board recessed to Closed Session at 8:56 a.m.

RECONVENE

The Foothill Transit Executive Board reconvene from Closed Session. (11-1670)

The meeting was reconvened and called to order by the Chair Chandler at 9:11 a.m., with the following members present: Chair Chandler, Vice Chair Herrera, Member Delach, Member Lantz, and Member Wallach.

VIII. NOTICES OF CLOSED SESSION

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

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
Under Negotiation:	Price and Terms (11-1519)

No reportable action was taken.

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

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: Fran Delach, Azusa City Manager &
Tito Haes, Public Works Director

Under Negotiation: Price and Terms (11-1527)

No reportable action was taken.

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

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 (11-1521)

Darold Pieper, General Counsel, announced that in Closed Session the Executive Board approved a motion to authorize the Executive Director to enter into a ground lease with the City of Industry related to the development of a Park and Ride Facility in the City of Industry.

On motion of Member Lantz, seconded by Vice Chair Herrera, said motion carried by unanimous vote.

IX. ADJOURNMENT

**32. Adjournment of the March 25, 2011, Foothill Transit Executive Board Meeting.
(11-1522)**

There being no further business, the Foothill Transit Executive Board adjourned at 9:13 a.m.