



Foothill Transit

**STATEMENT OF PROCEEDINGS FOR THE
SPECIAL MEETING OF THE
FOOTHILL TRANSIT EXECUTIVE BOARD**

**FOOTHILL TRANSIT ADMINISTRATIVE OFFICE
2ND FLOOR BOARD ROOM
100 S. VINCENT AVENUE
WEST COVINA, CALIFORNIA 91790**

**Friday, August 24, 2018
8:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Calaycay at 8:02 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Calaycay.

3. FOCUS ON SAFETY

Roberto Estrella, Safety Compliance Coordinator, presented a safety message on Back to School Safety.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member (Alternate) Cynthia Sternquist, Member Richard Barakat, Member Corey Warshaw, Vice Chair Carol Herrera, Chair Corey Calaycay

Absent: Member Sam Pedroza

5. APPROVAL OF AGENDA

After discussion, by Common Consent, and there being no objection, the Board approved the agenda as presented.

6. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of June 29, 2018.

Motion by Chair Herrera, second by Member Warshaw, the minutes for the



Regular Meeting of June 26, 2018 were approved. Motion carried 5-0.

7. **PRESENTATIONS**

7.1 Contractors' Employee Recognition

Bill Jackson, General Manager, Transdev, introduced and recognized the following Arcadia location Transdev operator and employee of the month:

Patricia Garcia, Operator of the Month (July 2018)
Chi-Pang Tong, Employee of the Month (July 2018)

Jeffrey Moore, Assistant General Manager, Keolis, introduced and recognized the following Pomona location Keolis operator and employee of the month:

Amos Rivas - Employee of the Month (June 2018)
Terreal Baber - Operator of the Month (June 2018)

Monica Pearson - Employee of the Month (July 2018)
Jose Portillo - Operator of the Month (July 2018)

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

8. **PUBLIC COMMENT**

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

CONSENT CALENDAR

Item 12 August 2018 Legislative Summary was pulled for discussion by Chair Calaycay.

9. **JUNE 2018 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through June 30, 2018. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of June 30, 2018, for the fiscal year ending June 30, 2018.



Motion by Member Barakat, second by Member Sternquist, to receive and file. Motion carried 5-0.

10. **JULY 2018 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through July 31, 2018. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of July 31, 2018, for the fiscal year ending June 30, 2019.

Motion by Member Barakat, second by Member Sternquist, to receive and file. Motion carried 5-0.

11. **FISCAL YEAR 2017-2018 PERFORMANCE INDICATORS REPORT**

Recommendation: Action: Receive and file the FY17-18 Performance Indicators Report.

Motion by Member Barakat, second by Member Sternquist, to receive and file. Motion carried 5-0.

12. **AUGUST 2018 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the August 2018 Legislative Summary. Adopt an oppose position on Proposition 6.

Chair Calaycay pulled Item 12 August 2018 Legislative Summary for discussion. Chair Calaycay stated that when something goes before the voters, he does not go on the record with a direct recommendation. He commented that he is supportive of the concept of educating the voters on the importance of SB 1. Chair Calaycay stated that he is abstaining on Item 12. Member Barakat also indicated that he would be abstaining.

Motion by Member Sternquist, second by Vice Chair Herrera, to receive and file and adopt. Motion carried 3-0. Abstention Member Barakat and Chair Calaycay.

13. **CONTRACT AWARD - CAMERA SURVEILLANCE SYSTEM INSTALLATION AT COVINA TRANSIT CENTER AND PARK & RIDE**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and execute an agreement with Leverage Information



Systems, Inc. in the amount of \$181,556.55 to furnish and install a camera surveillance system at the Covina Transit Center and Park & Ride and maintain the system for a period of one year.

Motion by Member Barakat, second by Member Sternquist, to approve.
Motion carried 5-0.

14. **CONTRACT AWARD - DATA STORAGE SUPPORT AND MAINTENANCE**

Recommendation: Authorize the Executive Director to finalize contract terms and conditions and execute a three-year agreement in the amount of \$193,163.94 with Converge One to upgrade and install the Pure Storage data storage solution at the Foothill Transit administrative office.

Motion by Member Barakat, second by Member Sternquist, to approve.
Motion carried 5-0.

15. **CONTRACT AWARD - DOWNTOWN LOS ANGELES LAYOVER IMPROVEMENTS - 17th STREET AND GRAND AVENUE (SITE 1)**

Recommendation: Authorize the Executive Director to finalize and enter into Agreement No. 18-053 with Palp, Inc. dba Excel Paving Co. in the amount of \$723,795 for construction repairs and improvements for the downtown Los Angeles mid-day layover site at the intersection of 17th Street and Grand Avenue (Site 1).

Motion by Member Barakat, second by Member Sternquist, to approve.
Motion carried 5-0.

REGULAR AGENDA

16. **BUS STOP ENHANCEMENT PROGRAM (BSEP) UPDATE**

Recommendation: Receive and file the Bus Stop Enhancement Program (BSEP) Update.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel provided an update on Foothill Transit's Bus Stop Enhancement Program. In the current fiscal year, there is \$800,000 budgeted for the BSEP. Member cities and the county can submit an application and receive up to \$40,000. The funding can be used toward amenities such as solar panels, ADA accessibility, and trash receptacles.



Letters and applications have been sent out to city managers and the county. The application deadline is October 1, 2018. Grant awards will be announced in December 2018. Four applications have been received from cities of Baldwin Park, El Monte, Glendora, and Irwindale.

Received and filed.

17. **SILVER STREAK REALIGNMENT ANALYSIS**

Recommendation: Receive and file this report and provide direction to staff regarding the Silver Streak realignment options.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel reported that at the last Governing Board Meeting the Board requested that staff explore the feasibility of streamlining the Silver Streak and moving the Pomona stop from the Pomona Transit Center to a location closer to the freeway. Four possible options were identified at Fairplex Drive, White Avenue, Towne Avenue, and Garey Avenue. Only Garey Avenue and Fairplex Drive provide transfer options and accommodate easy bus movement on and off the freeway.

Option 1, the Garey Avenue option would have the Silver Streak eastbound exit at Garey Avenue. A stop would be located at Garey Avenue and McKinley Avenue under the 10 Freeway. For westbound travel, the bus would take the Garey/Orange Grove exit and serve the stop along McKinley Avenue under the freeway and then continue on to the 10 Freeway. Customers starting at the Pomona Transit Center would have to take Line 291 and transfer to the Silver Streak at the newly located stop. Capital improvements needed if this new stop location were to be implemented include installation of a traffic signal, and installation of lighting due to stops being located under the freeway. Travel time would be 15 minutes faster, and the route would be three less miles.

Option 2, the Fairplex Drive option would have the Silver Streak eastbound exit at Fairplex Drive and make right on Gillette Road and serve the stop, and continue onto Dudley Street and get back on the 10 Freeway east. For the westbound travel, the bus would take the Fairplex Drive exit and service the stop adjacent to the freeway and continue onto the freeway. Customers from the Pomona Transit Center would have to take Line 197 to the new stop location and transfer. The Line 197 frequency may have to be increased to every 15 minutes. Capital improvement needed would include additional lighting for the eastbound stop. Travel time would be 7 minutes faster.



Mr. Raquel indicated that Option 1 and 2 would only benefit those traveling to and from Montclair. Based on ridership the Silver Streak was the highest producing line for trips in the entire system. The highest boarding were recorded in Downtown Los Angeles at 47 percent. The Pomona Transit Center boardings were recorded at 15 percent. Customer impact outweighs the time savings because only 6 percent of the Silver Streak's ridership board from Montclair, while 15 percent of ridership boards at the Pomona Transit Center. Pomona Transit Center also provides better transfer options. Customers riding from Pomona Transit Center would have to pay more if the Silver Streak stop is removed.

Chair Calaycay indicated that the Silver Streak currently does not serve Pomona Valley Hospital, which is a major employment center. Chair Calaycay asked staff to consider starting the Silver Streak at the Pomona Transit Center and adding a stop at the Pomona Valley Hospital, and a stop at Fairplex Drive. This would allow for transfer to other lines and would service two major employment centers. Mr. Raquel indicated that staff would analyze those options. Chair Calaycay also indicated that Montclair will eventually be served by Metrolink and the Gold Line in the future, and savings will be realized if the Montclair to Pomona Transit Center portion of the Silver Streak route is eliminated, which can then be reinvested in Lines 197 and 480 that currently service Montclair.

Staff will return to the November Executive Board Meeting with additional analysis on potential realignment of the Silver Streak.

Received and filed.

18. **LINE 497 - PUBLIC OUTREACH RESULTS**

Recommendation: Receive and file the results of the public outreach conducted related to Line 497, and maintain the current route alignment on Line 497 while eliminating a select few westbound trips to improve overall efficiency on the line.

Josh Landis, Planning Manager, presented this item.

Mr. Landis reported on the proposed changes to Line 497. The Line 497 is an express route that operates during peak service to take customers from the Chino Park and Ride and Industry City Hall stop into Downtown Los Angeles. The line is one of the lowest performing express lines. Traffic delays and lack of parking at the Chino Park and Ride, being the top complaints for this bus line.



The proposal presented to the public during the process aimed to shift the eastern terminus from the Chino Park and Ride to the Fairplex Park and Ride adjacent to the 10 Freeway. The change would eliminate the stops at Chino Park and Ride and the Industry City Hall stop. Travel time would be approximately 60 minutes from the Fairplex Park and Ride to Downtown Los Angeles.

Foothill Transit put together a comprehensive public outreach plan. Six meetings were held at the bus stops during the peak commute hours. Customers also provided feedback via email, phone calls, and comment cards. At the August 18 Public Hearing, 30 people attended. A total of 167 comments were received, six in support of the proposal, and 161 in opposition to the proposal. Letters were also received from the mayors of Chino and Chino Hills expressing their opposition to the proposed change.

Based on the findings, the recommendation was modified to continue to analyze the schedule for Line 497 to improve efficiency, work with the cities of Chino, Chino Hills, and Ontario in coordination with San Bernardino County Transit Authority for funding or a cost share of the service. Actively engage the City of Chino and CalTrans to work on a solution to the parking challenges at the Chino Park and Ride. Staff will return to the November Executive Board meeting with a recommendation.

Motion by Member Warshaw, second by Vice Chair Herrera, to approve the modified recommendation. Motion carried 5-0.

19. **FREE RIDE COUPON POLICY**

Recommendation: Provide direction to staff on Free Ride Coupon Program policy and scope.

Felicia Friesema, Director of Marketing and Communications, presented this item.

Ms. Friesema presented the history of the Free Ride Coupon Program. The program is a community engagement and support resource enabling local schools, hospitals, and social services organizations to obtain and distribute round trip free ride coupons on Foothill Transit for students, clients, and clients who need transportation assistance to access local services.

Today the Free Ride Coupon Program distributes 4800 coupons per month to 90 organizations throughout the Foothill Transit service area. Coupons



are distributed to homeless service organizations, schools, hospitals, religious organizations, and family and foster care services.

Distribution numbers and actual on board usage are slightly different, of the 4800 coupons distributed each month, approximately 20 percent expire unused. The costs associated with the program can be broken down into two categories. The potential revenue loss from the free boardings is \$5,452.80 approximately. Costs associated with program are \$397.64 for printing and \$270.01 for postage.

As part of a review of the program, staff connected with regional transportation partners to see if any comparable ride assistance program was offered on their system. No other regional transportation agencies provides free ride coupons to local organizations or schools. Some ride assistance is available at some agencies, LA Metro currently provides discount passes to income eligible individuals who apply to their LIFE Program and they offer the Immediate Needs Transportation Program (INTP), which provides subsidized taxi service or transit subsidy for LA County residents with limited resources. OCTA allows social service organizations to purchase passes at a discount for their clients and Long Beach Transit is currently evaluating the free fare they provide for wheelchair users and legally blind customers.

There has been a recent and noticeable increase in participation requests from new organizations, which indicates that the program has reached a crossroads. Firm guidelines have limited coupon distribution overall, but a cap on how many organizations can participate has never been implemented. This year marked the first time a member city police department has requested coupons specifically for the stated purpose of transporting their homeless population to regional services.

Policy guidance from the Executive Board was requested. Policy options include allowing the program to continue the current format, introduce new limitations, and discontinue the program entirely.

Doran Barnes, Executive Director commented that staff would like direction from the Executive Board in what area the Executive Board wants staff to focus efforts and ultimately staff will bring back a policy for the Executive Board to consider adopting.

Chair Calaycay established a subcommittee to work with staff on the details of a policy and asked the subcommittee to return to the Executive Board with a report. The subcommittee will consist of Vice Chair Herrera and



Executive Board Alternate Sternquist.

20. **PROPOSED PROCUREMENT POLICIES AND PROCEDURES MANUAL REVISIONS**

Recommendation: Adopt the proposed Procurement Policies and Procedures Manual revisions.

Chris Pieper, Procurement Manager, presented this item.

Mr. Pieper presented the proposed Procurement Policy and Procedures Manual revision. The changes being proposed affect certain policies and procedures and are reflective of the agency's growth, intense legal review and input, and compliance with federal, state and local codes, as well as general corrections.

Revenue Contracts Policy update reflects the ability to enter into such agreements for all agency real property. This would allow for the retail facility at the Covina Transit Center project and any future growth. The Conflict of Interest Policy will now include the agency's Governing Board. Updates to the Public Records Policy would allow the agency to include all informative materials on procurement award items, including vendor proposals, while staying in compliance with the California Public Records Act and the Brown Act. Proposed updates to procurement procedures specifically for Invitation for Bids (IFB) and Request for Proposals (RFP) are designed to give the Executive Board better understanding of the projects the agency is undertaking. Nearly fully formed drafts of IFBs and RFPs will be included in the agenda when requesting authorization to issue. Changes also incorporate the inclusion of procurement documents in the agenda for those solicitations being considered for award. The clarifications to bid bond returns will eliminate administrative burden. Procedures for board actions on contract awards are outlined and the debriefing of vendors has been pushed back until after award. Changes to the vendor protest procedures include when the protest clock begins and ends for differing outcomes prior to and at the board award stage.

Member Warshaw requested that additional analysis be provided as to why a vendor is chosen, especially when scores are very close. Doran Barnes, Executive Director, indicated that a more robust discussion about the recommended firm and their qualifications would be included in future board reports. Chair Calaycay suggested that if the materials related to a procurement want to be reviewed, that one copy be kept in the administrative office for review.



Motion by Member Sternquist, second by Member Barakat, to adopt. Motion carried 5-0.

21. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- LA County Fair service is about to begin. Foothill Transit will also be participating in community day parades at the fair. Foothill Transit will demo an Alexander Dennis double decker bus as part of the service to the fair. Foothill Transit will be holding an employee picnic at the fair on September 16.
- Hollywood Bowl service is continuing from Hacienda Heights.
- Rose Bowl service has also begun. Staff shuttled 17,000 riders for the Ed Sheeran concert.
- Class Pass Programs are up and running. Foothill Transit's second busiest line is Line 486 that serves Mt. SAC.
- Work continues on the Mt. SAC Transit Center and Covina Park and Ride projects.
- On Monday, Member Barakat visited Jay Leno's Garage with the maintenance team from Arcadia.
- Staff is working on a Foothill Transit Chair's Wall.
- Foothill Transit continues to be a leader in the electric bus field. Mr. Barnes will be going to Brazil at the invitation and request of the World Bank and they are covering all the costs for participation. Mr. Barnes will be speaking to representatives from throughout South America and Central America about electrification and deployment of electric vehicles.
- Reviewed the fall board meeting dates for the Executive Board and Governing Board.

22. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Vice Chair Herrera thanked Foothill Transit for sponsoring her for the APTA Study Mission to Canada. Four cities were visited in six days. In addition, she thanked Chair Calaycay for writing a letter of recommendation for her for Chair of the APTA Transit Board Members Committee. Doran Barnes, Executive Director, announced that Vice



Chair Herrera has also been nominated to the APTA Executive Committee representing transit board members.

- Chair Calaycay announced that as of September 3 he has accepted a promotion to Manager of Advanced Sales and Ticketing for Fairplex.

23. **ADJOURNMENT**

Adjournment for the August 24, 2018 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:53 a.m.