



Foothill Transit

**STATEMENT OF PROCEEDINGS FOR THE
REGULAR 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 25, 2017
8:00 a.m.**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Calaycay.

3. FOCUS ON SAFETY

Ali Showkatian, Safety Compliance Manager, presented a message on Fire Safety Awareness.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Sam Pedroza, Member Cynthia Sternquist, Member Carol Herrera, Vice Chair Corey Warshaw, Chair Corey Calaycay

5. APPROVAL OF AGENDA

The agenda was approved as presented.

6. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of June 30, 2017.

Motion by Vice Chair Warshaw, second by Member Sternquist, the minutes for the Regular Meeting of June 30, 2017 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:

Robbin Shamburger, Operator of the Month (August 2017)
Angela Tomas, Employee of the Month (August 2017)

Marc Perla, General Manager, Keolis, introduced and recognized the following Pomona location Keolis operator and employee of the month:

Raul Valdez, Operator of the Month (August 2017)
Jaime Cisneros, Employee of the Month (August 2017)

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

7.2 Carol Herrera Recognition

Executive Director Doran Barnes recognized and thanked Immediate Past Chair Member Herrera for her two years of leadership as Foothill Transit Chair.

8. PUBLIC COMMENT

Mike Ake, Senior Vice President of Operations and Francis Woodring, Senior VP Human Resources, Keolis, addressed the Foothill Transit Executive Board.

8.1 Executive Director Response to Public Comment

There was no response by the Executive Director to Public Comment.

CONSENT CALENDAR

Item 16 - MOU Amendment - Art Component and Cost Sharing for the Azusa Intermodal Transit Center Project was pulled from the consent calendar for clarification regarding the recommendation.



9. **FISCAL YEAR 2016-2017 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary report for Fiscal Year 2016-2017.

Motion by Vice Chair Warshaw, second by Member Sternquist, to receive and file. Motion carried 5-0.

10. **JULY 2017 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through July 31, 2017. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of July 31, 2017, for the fiscal year ending June 30, 2018.

Motion by Vice Chair Warshaw, second by Member Sternquist, to receive and file. Motion carried 5-0.

11. **JULY 2017 PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the July 2017 Performance Indicators Report.

Motion by Vice Chair Warshaw, second by Member Sternquist, to receive and file. Motion carried 5-0.

12. **AUGUST 2017 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the August 2017 Legislative Summary. There are no recommended positions on bills this month.

Motion by Vice Chair Warshaw, second by Member Sternquist, to receive and file. Motion carried 5-0.

13. **COACH OPERATOR AUDIT RESULTS**

Recommendation: Receive and file the results of the FY2016-2017 Fourth Quarter Coach Operator Audits.

Motion by Vice Chair Warshaw, second by Member Sternquist, to receive and file. Motion carried 5-0.



14. **FOOTHILL TRANSIT 2017 TITLE VI PROGRAM**

Recommendation: Approve Foothill Transit's 2017 Title VI Program update and analysis (the full Title VI Program and its associated attachments are available for viewing upon request).

Motion by Vice Chair Warshaw, second by Member Sternquist, to approve. Motion carried 5-0.

15. **PROPOSED PROUREMENT POLICIES AND PROCEDURES MANUAL REVISIONS**

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

Motion by Vice Chair Warshaw, second by Member Sternquist, to adopt. Motion carried 5-0.

16. **MOU AMENDMENT - ART COMPONENT AND COST SHARING FOR THE AZUSA INTERMODAL TRANSIT CENTER PROJECT**

Recommendation: Action: Authorize the Executive Director to execute an amendment to the Memorandum of Understanding with the City of Azusa for the Art Component at the Azusa Intermodal Transit Center. The amendment is in the amount of \$1,475 with an additional 10 percent (or \$6,655) not-to-exceed amount for unforeseen change orders on the mural installation artwork.

This item was pulled from the consent calendar for clarification on the recommendation.

Vice Chair Warshaw requested clarification on what cost the additional 10 percent (\$6,655) represented. Director of Facilities Sharlane Bailey clarified that the 10 percent represented the installation cost, which is \$66,551.

Motion by Vice Chair Warshaw, second by Member Pedroza, to approve. Motion carried 5-0.



REGULAR AGENDA

17. 2017 LOS ANGELES COUNTY FAIR SERVICE

Recommendation: Receive and file the report on Foothill Transit's 2017 Los Angeles County Fair service.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel reported that last year Foothill Transit launched Line 196 as part of Foothill Transit's LA County Fair service. The line started at the Azusa Intermodal Transportation Center and ended at the Fairplex in Pomona. The service ran all fair weekends and Labor Day. The service started an hour before the fair opened and ended an hour after the fair closed. Overall feedback was positive and Foothill Transit was asked to return.

This year, Foothill Transit will continue to provide service to the LA County Fair with Line 196 and will add additional trips to Line 197 on the weekend. Marketing the service began a lot earlier than the previous year. A digital campaign on all forms of social media was launched, interior cards are on buses, Michelangelo posters are displayed on Gold Line trains, and Foothill Transit is marketing directly to fair employees. Foothill Transit will be participating in the community day parades at the fair. Foothill Transit has been awarded a grant from AQMD to offset some costs.

Received and filed.

18. AMERICAN PUBLIC TRANSPORTATION ASSOCIATION SAFETY REVIEW

Recommendation: Receive and file the American Public Transportation Association (APTA) Safety Review results.

Ali Showkatian, Safety Compliance Manager, presented this item.

Mr. Showkatian presented the results of the recently completed APTA Safety Review. The safety review is not required by the Federal Transit Administration, but Foothill Transit recognizes the importance of assessing its safety culture, with a goal to continue to improve.

The review was conducted by two safety reviewers contracted by APTA. Some of the elements focused upon in the program included hazard identification and resolution, accident and incident investigation and reporting, training, coordination, safety data acquisition and analysis,



interdepartmental coordination, and employee safety program. The review lasted three days and included interviews with Foothill Transit staff, key staff with the operations and maintenance contractors and site visits.

The reviewers made several key conclusions, which included that Foothill transit has a strong safety culture as documented in the agency's mission statement and value statement, Foothill Transit has a strong business intelligence system and data gathering process that gives insights to safety trends, and Foothill Transit is a willing partner with its operations and maintenance contractors in helping to improve safety.

The reviewers recommended that Foothill Transit develop a Safety Management System driven Agency Safety Plan. The plan would consist of four main pillars, which include a safety policy statement, safety risk management, safety assurance, and safety promotion. The plan would be brought to the Executive Board for review and adoption.

Received and filed.

19. **PROPERTY LEASE - DOWNTOWN LOS ANGELES MID-DAY LAYOVER**

Recommendation: Authorize the Executive Director to enter into a lease agreement with Caltrans in the amount of \$47,500 per month through December 2018 for approximately 4.5 acres of land owned by Caltrans for use as a mid-day commuter bus layover, if a cost sharing MOU can be negotiated with LADOT to share in the capital and operating expenses. The 4.5 acres is comprised of two sites, one located at the intersection of Maple Avenue and 16th Street, and the second at the intersection of Grand Avenue and 17th Street, both in downtown Los Angeles.

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

Mr. McDonald reported that at the June Executive Board Meeting the Board authorized to enter into a lease with Caltrans for two properties for the midday parking, so that the buses do not need to return to the bus facilities. At a recent meeting with Caltrans, they identified another property that happens to be much more convenient and closer to the downtown terminus of Foothill Transit's commuter operation and it is located at 17th Street and Grand Avenue. The recommendation is that Foothill Transit would lease both properties and enter into a short term lease for both properties and that would allow LADOT and Foothill Transit to park their buses.

Foothill Transit currently uses 61 buses for inbound service and 44 buses in



the afternoon. That service includes 600,000 hours of deadhead, which is buses traveling with no customers. Annual cost savings are estimated at \$324,600. Mr. McDonald is currently negotiating with LADOT to see if they can use the property during Foothill Transit's short term lease.

Motion by Member Herrera, second by Member Pedroza, to approve. Motion carried 5-0.

20. **OCTOBER 2017 FARE AND SERVICE CHANGES**

Recommendation: Receive and file the October 2017 Fare and Service Change report.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel reported that on October 22, 2017, Foothill Transit will implement the fare and service changes. The main goals of the fare restructure was to simplify the fare, reduce cash usage, and align fares regionally. One of the biggest changes is the 25 cent increase to the cash fare, but customers who use TAP cards will continue to pay the current fare of \$1.25. Another change is the elimination of transfers. Customers who board more than one bus will have the option to purchase a day pass. The Day Pass will cost \$5 and is good on all local service and the Silver Streak. The adult 31 day pass will be reduced from \$70 to \$50.

The goal of the service changes were to strengthen the core network, improve regional integration, and strategically adjust service in order to implement a frequent bus network. One of the biggest changes is the splitting of Line 187. The realignment of Line 480 to serve Mt. San Antonio College. The cancellation of Line 481, which is outside of Foothill Transit's core network. The cancellation of Line 494, with the realignment of Line 690 customers will still be able to get from San Dimas to the El Monte Station.

A regional outreach campaign has been launched. The first phase is a digital and print campaign. Changes have been posted on the Foothill Transit website and various social media outlets. The face-to-face outreach with customers will occur throughout the service area. Staff will hold workshops and information session at key locations.

Member Herrera requested that October 2017 Fare and Service Changes board report be emailed to the Executive Board so they can share with their constituents.



Chair Calaycay requested a brief update on the Class Pass Program at the Claremont College, since it will be connected to the adjustments to Line 292 and Line 188. Budget and Grants Manager Katie Gagnon reported that staff has been meeting with the colleges on a regular basis and that the college representatives are very active and engaged. A launch date has been set for January 8, 2018. Executive Director Doran Barnes indicated that a Class Pass Update will be presented to the Executive Board in the next couple of months.

Received and filed.

21. **FISCAL YEAR 2016-2017 PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the FY2016-2017 Performance Indicators Report.

Michael Tobin, Quality Assurance Analyst, presented this item.

Mr. Tobin reported on the key performance indicators for FY2016-2017. In FY2016-2017 there were about 13.6 boardings on Foothill Transit. Ridership remained flat when compared with the previous fiscal year. Ridership would have been down 6 percent from the previous fiscal year, if Foothill Transit would not have assumed operation of Lines 190, 194, and 270. There was a 6 percent decrease in fare revenue for the fiscal year. Operating expenses increased by 13 percent to \$85.5 million, primarily the result of higher costs associated to the new procured Arcadia contract, as well as an increase in service hours, which increased by 9 percent to 871,922 service hours.

Foothill Transit achieved 3 of 9 key performance targets for the fiscal year, including average miles between service interruptions, average hold time, and average cost per vehicle service hour.

Executive Director Doran Barnes indicated there are clearly a number of the key performance indicators that were not met, but some of them are driven by external forces and it's a combination of low fuel prices and increased auto sales. The construction on the Interstate 10 has devastated Foothill Transit service.

Received and filed.

22. **FISCAL YEAR 2016-2017 YEAR-END BUDGET UPDATE**

Recommendation: Receive and file the year-end budget update for the fiscal



year ending on June 30, 2017. The attached Departmental Year-End Budget summarizes Foothill Transit's expenditures through the fourth quarter for fiscal year 2016-2017.

Michelle Lopes Caldwell, Director of Finance and Treasurer, presented this item.

Ms. Caldwell provided a summary of the FY16-17 budget results. Foothill Transit ended FY16-17 \$6.9 million or 7.4 percent under the approved budget. Due to timing issues, capital expenditures were \$27 million, less than planned for the fiscal year. Overall, revenue savings are placed into the reserve to fund the approved capital program. The budget summary by department shows that all departments managed their budgets carefully with the largest under run in Customer Service and Operations resulting from saving from the Operations' contractors and fuel. Capital projects proceeded mostly according to the approved schedule. The CAD/AVL replacement project is ongoing and is expected to be completed by FY17-18.

The auditors have completed all audit work on Foothill Transit's financials and staff is preparing the final management discussion and notes for the Comprehensive Annual Financial Report. The preliminary results of the audit indicate no material findings. The auditors will present their findings at the October 2017 Executive Board Meeting.

Received and filed.

23. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Foothill Transit has received the Achievement of Excellence in Procurement Award for 2017 from the National Procurement Institute. He thanked the procurement team for their efforts.
- Next week, Mr. Barnes reported that he will be Washington, D.C. and will be joining colleagues from APTA in meeting with the Special Advisor on Infrastructure for the Trump Administration.
- The APTA Annual Meeting and EXPO will take place in Atlanta, Georgia, October 8-11. At the annual meeting, Director of Facilities Sharlane Bailey will be joining the incoming class of Leadership APTA, and London Lee and Tanya Pina will be receiving APTF Scholarships for their academic work. The annual meeting will mark the end of Mr.



Barnes' term as Chair of APTA. Mr. Barnes will continue to serve as Immediate Past Chair and will have an ambitious set of activities, including the search for APTA's next CEO.

- Mr. Barnes stated that Deputy Executive Director Kevin Parks McDonald has done a tremendous job in building Foothill Transit's relationship with the City of Los Angeles. Mr. McDonald has taken a key role in developing those relationships with the City and he thanked him for his efforts.

24. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

Executive Board Members reported the following:

- Vice Chair Warshaw requested a list of Foothill Transit's vendors that he can visit at the APTA Annual Meeting & EXPO.
- Member Pedroza thanked Director of Marketing and Communications Felicia Friesema for all her efforts during the Keolis work stoppage.
- Member Sternquist expressed concern over customers being charged for parking at the El Monte Station. She wondered if Foothill Transit could negotiate with Metro to reduce the fee for customers who have Class Pass. She also wondered if staff considered Cal State LA for the Class Pass Program. Executive Director Doran Barnes stated that because Cal State LA is out of Foothill Transit's service area, it becomes more challenging to put together a program. Currently, only the Silver Streak services Cal State LA. Also, Mr. Barnes stated that Foothill Transit was not consulted in regards to charging a fee for parking at El Monte Station.
- Chair Calaycay mentioned he attended his first APTA Transit Board Members Seminar. He stated that it was a great opportunity to meet other board members from around the nation, and hear about some of the issues of mutual concern to all in the transit industry.

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

Property Address/Location: 1162 N. Citrus Avenue and 117 E. Covina Boulevard, Covina, CA

Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Jane Starke, Darold D. Pieper, Kevin Parks McDonald

Negotiating Parties: MLC Holdings

Under Negotiation: Price and Terms



The Executive Board recessed into closed session at 9:34 a.m.

General Counsel Darold Pieper reported that there were no reportable actions.

26. **ADJOURNMENT**

Adjournment for the August 25, 2017 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting was adjourned in the memory of former Diamond Bar Councilmember and Foothill Transit Governing Board Member Jack Tanaka at 9:34 a.m.