



**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, August 31, 2012**

**8:00 AM**

CALL TO ORDER

1. Call to Order. (12-4064)

**The meeting was called to order by Chair Wallach at 8:00 a.m.**

PLEDGE OF ALLEGIANCE

2. Pledge of Allegiance. (12-4065)

**The Pledge of Allegiance was led by Member Becky Shevlin.**

ROLL CALL

3. Roll call. (12-4066)

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

Present: Chair Pat Wallach, Vice Chair Doug Tessitor, Treasurer Paula Lantz, Member Carol Herrera and Member Becky A. Shevlin

I. ADMINISTRATIVE MATTER

4. Approval of the minutes for the joint meeting of June 8, 2012 and regular meeting of June 29, 2012. (12-4067)

**Ayes:** 4 - Chair Pat Wallach, Vice Chair Doug Tessitor,  
Treasurer Paula Lantz and Member Carol Herrera

**Abstentions:** 1 - Member Becky A. Shevlin

Attachments: [SUPPORTING DOCUMENT - June 8, 2012](#)  
[SUPPORTING DOCUMENT - June 29, 2012](#)

## II. PRESENTATIONS

5. Presentations:

5.1 Contractors' Employee Recognition (12-4069)

**Bryant Worley, Assistant General Manager, Arcadia Operations & Maintenance Facility, introduced and recognized the following Arcadia location MV Transportation Operator of the Month and Employee of the Month:**

- Rhonda LeBreton, Operator of the Month (August 2012)
- Jazmain Mejia, Employee of the Month (August 2012)

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

- Porfirio Vasquez, Operator of the Month (August 2012)
- Mike Mora, Employee of the Month (August 2012)

5.2 New and Promoted Staff (12-4070)

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

**New Hires**

- Britt Card, Transit Planner (August 2012)
- Austin Lee, Planning Manager (August 2012)

**Promoted**

- Linda Apodaca, Manager of Community Engagement
- Lauren Festner, Director of Maintenance & Vehicle Technology
- LaShawn Gillespie, Director of Customer Service & Operations

**After discussion, by common consent and there being no objections, this item was received and filed.**

## III. PUBLIC COMMENT

6. Public comment. (12-4072)

**Mr. Nick Promponas, First Transit Senior Vice President, addressed the Foothill Transit Executive Board. Mr. Promponas, reported that the**

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transition of First Transit managing the two yards has been very smooth. He stated there are two seasoned general managers running each yards, and there is a healthy competition between the two.

Mr. Doran Barnes, Executive Director, Foothill Transit echoed the comments made by Mr. Prompones. Mr. Barnes stated the transition has been seamless and professional between the involved entities.

#### IV. CONSENT CALENDAR

##### 7. FY 2012 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary for Fiscal Year 2012. (12-4073)

**On motion of Vice Chair Doug Tessitor, seconded by Treasurer Paula Lantz, unanimously carried, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

##### 8. FY 2013 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary for Fiscal Year 2013. (12-4074)

**On motion of Vice Chair Doug Tessitor, seconded by Treasurer Paula Lantz, unanimously carried, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

##### 9. JULY PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the July 2012 Performance Indicators Report. (12-4075)

**On motion of Vice Chair Doug Tessitor, seconded by Treasurer Paula Lantz, unanimously carried, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

##### 10. 2012 LEGISLATIVE SUMMARY

Recommendation: Receive and file the August 2012 Legislative Summary. There are no recommended positions on bills this month. (12-4076)

**On motion of Vice Chair Doug Tessitor, seconded by Treasurer Paula Lantz, unanimously carried, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**11. CONTRACT AMENDMENT - EXTERIOR CLADDING SYSTEM REPLACEMENT AND RELATED IMPROVEMENTS**

Recommendation: Authorize the Executive Director to issue Contract Amendment No. 4 to Contract 10-054 for Architectural and Engineering services in the amount of Sixty-Eight Thousand Dollars (\$68,000.00). (12-4077)

**On motion of Vice Chair Doug Tessitor, seconded by Treasurer Paula Lantz, unanimously carried, this item was approved.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**12. CONTRACT AMENDMENT - INDUSTRY PARK AND RIDE ARCHITECTURAL AND ENGINEERING SERVICES**

Recommendation: Authorize the Executive Director to issue Contract Amendment No. 2 to Agreement No. 11-038 with Walker Parking Consultants in the amount of Eighteen Thousand Four Hundred Seventy Six Dollars (\$18,476.00). (12-4078)

**On motion of Vice Chair Doug Tessitor, seconded by Treasurer Paula Lantz, this item was taken off calendar.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**V. DISCUSSION ITEMS (REGULAR AGENDA)**

**13. AZUSA INTERMODAL TRANSIT FACILITY PROJECT UPDATE**

Recommendation: Receive and file the update on the Azusa Transit Facility Project. (12-4079)

**Roland Cordero, Director of Facilities, presented this item and reported the following:**

- **The proposed parking structure will be approximately 36 feet high, three stories with rooftop parking for 520 parking spaces.**
- **The parking structure will serve the future Metro Gold Line Extension, Foothill Transit, Museum, Civic Center, and bus commuters.**
- **The structure is replacing 80 existing surface parking spaces resulting in a net increase of 440 new parking spaces.**

**MILESTONES:**

- **November 14, 2011, issuance of Notice of Preparation of Environmental Documents**
- **July 3, 2012, issuance of Notice of Availability of Environmental Documents**
- **July 25, 2012, Concurrence on a determination of "No Adverse Effect" to historic resources under section 106 of National Historic Preservation Act by the State of California, State of Historic Preservation Officer**
- **August 15, 2012, issuance of Notice of Public Hearing and Azusa Planning Commission Meeting.**

**After discussion, on motion of Vice Chair Doug Tessitor, seconded by Member Becky Shevlin, unanimously carried, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**14. SILVER STREAK AND SILVER LINE COORDINATION - METRO DAY PASS**

Recommendation: Authorize the inclusion of Metro's Day Pass among the Metro fare media types accepted on Foothill Transit's Silver Streak during the one-year Silver2Silver promotional period. (12-4080)

**LaShawn Gillespie, Director of Customer Service and Operations, presented this item and reported the following:**

**The estimate fare revenue impact of the Metro Day Pass is \$324,000 per year. However, it is estimated that ridership on the Foothill Transit Silver Streak will increase by approximately 10%; this does not take into account the projected increase in ridership on Foothill Transit's Silver Streak that, if realized could reduce the fare revenue impact based on farebox collections.**

**After discussion, on motion of Vice Chair Doug Tessitor, seconded by Member Becky Shevlin, unanimously carried, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**15. ESMS PROGRAM - FINAL AUDIT RESULTS**

Recommendation: Receive and file a summary of the Environmental and Sustainability Management System (ESMS) Final Audit Results. (12-4082)

**Lauren Festner, Director of Vehicle Technology and Maintenance, presented this item and reported the following:**

- In July, Virginia Tech provided Foothill Transit with a comprehensive, two-day final assessment of its Environmental Sustainability Management System (ESMS) to determine its conformity to the rigorous International Standard for Organization (ISO) 14001 standards. The Audit also included a site walkthrough and personnel interviews in Arcadia.
- Foothill Transit scored a total of 97% out of a possible 100%, one of the highest scores received by any of the participating agencies, and is currently working on a scope of work to procure certification services, and expect to receive this prestigious recognition by the end of this year.

After discussion, on motion of Vice Chair Doug Tessitor, seconded by Member Carol Herrera, unanimously carried, this item was received and filed.

*Attachments:* [SUPPORTING DOCUMENT](#)

**16. CONTRACT AWARD - EXTERIOR CLADDING AND RELATED BUILDING IMPROVEMENTS**

Recommendation: Authorize the Executive Director to enter into an agreement with Aragon Construction in the amount of Six Hundred Thirty-Six Thousand Three Hundred and Three dollars (\$636,303.00) for the replacement of the Administrative Building's exterior cladding and related building improvements. (12-4083)

**Sharlane Bailey, Facilities Project Manager, presented this item and reported the following:**

**Aragon Construction (Aragon) was the lowest responsive and responsible bidder and was awarded the contract for the replacement of the Administrative Building's exterior cladding and related building improvements. Aragon has several years of experience in performing similar work in the installation of sheet metal cladding and curtain wall systems.**

After discussion, on motion of Treasurer Paula Lantz, seconded by Vice Chair Doug Tessitor, unanimously carried, this item was approved.

*Attachments:* [SUPPORTING DOCUMENT](#)

**17. PERFORMANCE INDICATORS FY 2012 REPORT**

Recommendation: Receive and file the Performance Indicators Fiscal Year 2012 Report. (12-4084)

**LaShawn Gillespie, Director of Customer Service and Operations, presented this item and reported the following:**

**Boardings**

- Overall boardings recorded by the farebox for Fiscal Year 2012 were 13,909,627.

**Fare Revenue**

- Total fare revenue for Fiscal Year 2012 was \$18,478,526 resulting in an average fare of \$1.33 per boarding

**Operating Expenses**

- Total operating expenses for Fiscal Year 2012 was \$61,654,544 resulting in an average cost per service hour of \$91.80

**Accidents**

- There were approximately 0.52 preventable accidents per 100,000 miles in Fiscal Year 2012.

**Customer Complaints**

- Foothill Transit recorded 10.85 complaints per 100,000 boardings during Fiscal Year 2012.

**Schedule Adherence**

- The average schedule adherence rate for Fiscal Year 2012 was 84.1% system wide.

After discussion, on motion of Vice Chair Doug Tessitor, seconded by Treasurer Paula Lantz, unanimously carried, this item was received and filed.

**Attachments:**    [SUPPORTING DOCUMENT](#)

**18. TRANSIT STORE FISCAL YEAR 2012 REPORT**

Recommendation: Receive and file the Transit Store Fiscal Year 2012 Report. (12-4086)

**Araceli Lopez, Transit Store Operations Manager, presented this item and reported the following:**

**Pass Sales**

- **Sales for the 4th quarter totaled \$1,533,401 a decrease of 9.5% when compared to the same period in Fiscal Year 2011 which totaled \$1,668,134.**

**Phone Activity**

- **Transit Store team received 71,875 phone calls and answered 64,982 calls with an average of 90% of calls handled during the 4th quarter.**

**Walk-in Traffic**

- **Walk-in traffic during the 4th quarter of Fiscal Year 2012 totaled 181,586, a change of 8.5% when compared to the same period in Fiscal Year 2011.**

**After discussion, on motion of Member Carol Herrera, seconded by Vice Chair Doug Tessitor, unanimously carried, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**VI. EXECUTIVE DIRECTOR COMMENT**

- 19.**    Comment by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (12-4087)

**Mr. Barnes, reported the following:**

- **The Pass Program for Mount San Antonio College is in the works and it is anticipated that the program will bring great ridership to the College. Additional information will be provided at the next meeting.**
- **In July, Mr. Barnes joined Vice Chair Doug Tessitor in a trip to the North American Bus Industry (NABI) in Alabama. They visited the facilities where buses are manufactured for Foothill Transit.**
- **The American Public Transportation Association Nomination Committee has nominated Mr. Barnes for Secretary-Treasurer. Voting will take place on Friday, September 7, 2012.**
- **Access Services Board of Directors held its first meeting last week and Mr. Barnes was reelected as Chair for this body.**



- **SB 1257, (Hernandez) - Utility User Tax: Exemption: Public Transit Vehicles, has been signed into law by Governor Brown. Mr. Barnes thanked Vice Chair Doug Tessitor and Treasurer Paula Lantz for testifying before the Senate Governance & Finance Committee on behalf of Foothill Transit for this Bill.**
- **AB 1706, (Mike Eng) Public Transit Bus Axle Weight. The Bill is sponsored by the California Transit Association and will put a moratorium on the weight limit of public transit buses until January, 2015 to allow time for the transit industry, including the bus manufacturers, to work with all interested parties including the California League of Cities to come up with a reasonable solution. AB 1706 passed in both houses and is on the Governor's desk for signature.**
- **Mr. Barnes thanked members who participated in the memorial program remembering Linda Somilleda. He thanked Felicia Friesema for the preparation of the memorial program. Mr. Barnes stated Linda will be missed.**

## **VII. BOARD MEMBER COMMENT**

### **20. Comments by Members of the Foothill Transit Executive Board. (12-4089)**

**Vice Chair Doug Tessitor, reported on his trip, to North American Bus Industry (NABI) in Alabama. He stated he was very impressed and excited about how the company is operating. The company is currently owned by a private equity firm and has created hundreds of new jobs in America. Vice Chair Tessitor congratulated the newly hired employees and the promoted staff.**

**Member Carol Herrera congratulated the newly hired employees and the promoted staff. She noted that Succession planning and cross training is a great asset for Foothill Transit. She thanked David Reyno and Foothill Staff for their assistance to her successful campaign in being elected as a member of Transit Board Committee. She represents Region VI which consists of eight (8) Western States; Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, and Washington.**

**Member Becky Shevlin reported that it was a pleasure filling in for**

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**Member Margaret McAustin at today's Executive Board meeting. She thanked staff for assisting her in the meeting with the handouts. Member Shevlin congratulated the newly hired employees and the promoted staff. She informed members she is the Vice Chair of Los Angeles County Commission for Women and will report to the Commission on the advancement of women in the workforce.**

**Chair Patricia Wallach thanked Felicia Friesema, for planning a wonderful and great memorial honoring and remembering Linda Somilleda. Chair Wallach congratulated the newly hired employees and the promoted staff.**

**After discussion, by common consent and there being no objection, this item was received and filed.**

RECESS

The Foothill Transit Executive Board recessed to Closed Session at 9:05 a.m. following Agenda Item No. 20. The Foothill Transit Executive Board meeting was reconvened and called to order by Chair Wallach, at 9:43 a.m.

The following members were present: Chair Pat Wallach, Members Becky Shevlin and Carol Herrera (12-4202)

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

- 21.** Property Address/Location: Diamond Bar Park-N-Ride Lot 100-101  
N. Diamond Bar Blvd., Diamond Bar.  
Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill,  
Darold D. Pieper, Kevin McDonald  
Negotiating Parties: Michael Miles, District 7 Director - Caltrans  
Under Negotiation: Price and Terms (12-4090)

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

- 22.** 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 (12-4091)

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

23. 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: James Makshanoff, Azusa City Manager &  
Tito Haes, Public Works Director  
Under Negotiation: Price and Terms (12-4092)

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

24. 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 (12-4093)

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

#### **IX. ADJOURNMENT**

25. Adjournment of the August 31, 2012, Foothill Transit Executive Board Meeting.  
(12-4094)

**There being no further business, the Foothill Transit Executive Board meeting was adjourned at 9:44 a.m. in memory of Linda Somilleda.**