



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, September 27, 2013

8:00 AM

CALL TO ORDER

1. Call to order. (13-4473)

**The meeting was called to order by Chair Doug Tessitor at 8:03 a.m.**

PLEDGE

2. Pledge of Allegiance. (13-4474)

**The Pledge of Allegiance was led by David Reyno, Director of Government Relations, Foothill Transit.**

ROLL CALL

3. Roll call. (13-4475)

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

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

I. ADMINISTRATIVE MATTERS

4. Approval of the minutes for the Regular Meeting of the Executive Board of August 30, 2013 and Special Meeting of August 30, 2013. (13-4476)

**On motion of Treasurer Carol Herrera, seconded by Member Michael De La Torre, the minutes for the Regular Executive Board Meeting of August**

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**30, 2013 and the Special Executive Board Meeting of August 30, 2013 were approved by the following vote:**

**Ayes:** 4 - Chair Doug Tessitor, Vice Chair Paula Lantz, Treasurer Carol Herrera and Member Michael De La Torre

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

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

## **II. PRESENTATIONS**

### **5. 5.1 Contractor's Employee Recognition (13-4478)**

**Dan Mckeehan, General Manager, First Transit, introduced and recognized the following Arcadia location First Transit Employee of the Month:**

- **Princeton Green, Employee of the Month (September 2013)**

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

- **Lora Ford, Operator of the Month (September 2013)**

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

### **5.2 New and Promoted Staff (13-4479)**

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

#### ***New Hires***

- **Lany Hernandez, Accounting Clerk**
- **Yoko Igawa, Procurement Coordinator**

**Mr. Barnes introduced Araceli Lopez, Transit Store General Manager, who recognized the following newly hired staff for Veolia Transportation:**

#### ***New Hires***

- **Elizabeth Trujillo, Customer Service Representative, El Monte Transit Store (Part-Time)**
- **Kirstie Smith, Customer Service Representative, West Covina Store (Part-Time)**

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

**III. PUBLIC COMMENT**

6. Public Comment. (13-4480)

**Mr. Steven Box addressed the Foothill Transit Executive Board.**

**Mr. Barnes introduced Barrick Neill, Regional Vice President of Operations, Veolia Transportation.**

**IV. CONSENT CALENDAR**

7. AUGUST 2013 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary for Fiscal Year 2014. (13-4481)

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

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

8. AUGUST 2013 PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the August 2013 Performance Indicators Report. (13-4482)

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

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

9. SEPTEMBER 2013 LEGISLATIVE SUMMARY

Recommendation: Receive and file the September 2013 Legislative Summary. There are no recommended positions on bills this month. (13-4483)

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

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

10. FLEET MAINTENANCE AUDIT RESULTS

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Recommendation: Receive and file the results of the Fleet Maintenance Audits conducted in July 2013. (13-4484)

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

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

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

**11. FISCAL YEAR 2013 FINANCIAL AND COMPLIANCE AUDIT RESULTS**

Recommendation: Receive and file the Fiscal Year 2013 financial and compliance audit results. (13-4485)

**Gil Victorio, Interim Director of Finance, Foothill Transit, reported that the accounting firm, Lance, Soll and Lunghard LLP (LSL) completed an audit of Foothill Transit's balance sheet as of June 30, 2013, related statements of revenues, expenses, and cash flow. In addition, LSL completed an audit of Foothill Transit in compliance with the Single Audit (Office of Management and Budget Circular [OMB] A 133) Guidelines mandated by Foothill Transit's receipt of federal funds; the Transportation Development Act; and the rules and regulations of the Los Angeles County Metropolitan Authority. For the 11<sup>th</sup> year in a row, Foothill Transit received a clean audit, and no requirements or recommended adjustments were made to Foothill Transit's financial statements for the Fiscal Year ending June 30, 2013.**

**Mr. Victorio introduced Richard K. Kikkuchi, concurring partner of LSL, who provided a PowerPoint presentation detailing Fiscal Year 2013 financial and compliance audit results for the organization.**

**Mr. Victorio noted that last year Foothill Transit was awarded a certificate of achievement for excellence in financial reporting for its Comprehensive Annual Financial Report (CAFR) for Fiscal Year ending June 30, 2012, by the Government Finance Officers Association of the United States and Canada. Foothill Transit looks forward to receiving the same recognition this year.**

**Board Members thanked staff for a job well done.**

**After discussion, on motion of Treasurer Carol Herrera, seconded by Member Michael De La Torre, unanimously carried, this item was received and filed.**

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

**12. CLASS PASS PROGRAM UPDATE**

Recommendation: Receive and file an update on Foothill Transit's Class Pass Program. (13-4486)

**Katie Gagnon, Special Projects Manager, presented this item and reported the following:**

- **The marketing campaign for the Class Pass Program was created with the intention that it be similar for each participating campus. A template is in place for all schools that can be modified for each school by incorporating the school name and other information unique to each campus.**
- **The System links student Identification number and TAP card number reducing fraud. The System also allows one card per person and removes fare if the student withdraws from all classes.**
- **The Mt. San Antonio College (Mt. SAC) Program has been successful. A total of 5,287 TAP cards were distributed to Mt. SAC students. Mt. SAC daily boardings on September 18, 2013 reached 4,504 riders. This is an increase in boardings of 2,389 or 9.8% compared to the same week last year.**
- **Lines 289 and 486 are being utilized by Mt. SAC riders. The success of the Program filled Line 486 buses to the point where students were initially being left at the stop because buses were full to capacity as they approached the stop. To solve the issue of overcrowding on Line 486, the number of buses on the line was immediately increased. However, daily ridership numbers continue to increase.**

**University of La Verne students have shown interest in the program with very little outreach. It is anticipated that with the marketing plan roll out, the distribution of passes and ridership will increase.**

**Ms. Gagnon reported the Program has been a success and students now have Foothill Transit bus passes in their hands and are using them.**

**Vice Chair Paula Lantz is impressed with the Program and very happy to see that Foothill Transit administrative staff proactively increased the number of buses on Line 486.**

**After discussion, on motion of Member Becky A. Shevlin, seconded by Treasurer Carol Herrera, unanimously carried, this item was received and filed.**

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

**13. 25TH ANNIVERSARY**

Recommendation: Provide direction on 25th Anniversary celebration preferences. (13-4487)

**Linda Apodaca, Manager of Community Engagement, presented this item.**

**Board Members unanimously approved option 2, forgoing a celebratory event and focus on a customer-centric approach to promotion. The Board Members agreed that shirts and mugs should not be included as a marketing item. Marketing items such as pins, decals would be created along with on board and online messaging that focuses on Foothill Transit's appreciation of customers. Small "street team" events at large transfer points in Foothill Transit's service area could also hand out appreciation gifts to customers thanking them for riding Foothill Transit. Local advertising would also focus on customer appreciation.**

**Mr. Barnes welcomed and recognized Mr. Alberto Gonzales, President of Pulsar Advertising Incorporation, who was present at the meeting.**

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

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

**14. ACCIDENT COMMUNICATIONS POLICY**

Recommendation: Approve Foothill Transit's Executive Board Accident Communications Policy. (13-4488)

**Linda Apodaca, Manager of Community Engagement, presented this item and reported the following:**

**Two Departments hold primary responsibilities in accident reporting at Foothill Transit:**

- **Customer Service and Operations**
- **Marketing and Communications**

**After discussion, on motion of Treasurer Carol Herrera, seconded by Member Becky A. Shevlin, unanimously carried, this item was approved.**

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

**15.    SAN GABRIEL VALLEY PARK & RIDE - CITY OF AZUSA**

Recommendation: 1. Enter into a contract amendment with Choate Parking Consultants for Phase II architectural and engineering design services for the Azusa Intermodal Parking Facility in the amount of Eight hundred Seventy Two Thousand Seven Hundred Ninety Six Dollars(\$872,796); 2. Issue an Invitation for Bids (IFB) for the construction of the Azusa Intermodal Parking Facility; Issue a Request for Proposals (RFP) for materials testing and deputy inspection services for the Azusa Intermodal Parking Facility; and 4. Issue a Request for Proposals (RFP) for federal labor compliance services for the Azusa Intermodal Parking Facility. (13-4489)

**Sharlane Bailey, Director of Facilities, presented this item and reported the Following:**

- **In October 2010, Foothill Transit and the City of Azusa entered into a Memorandum of Understanding (MOU) addressing the development of the Azusa Intermodal Park and Ride Facility.**
- **In January 2011, a contract was executed with Choate Parking Consultants for preliminary design.**
- **On July 15, 2013, the Azusa City Council certified the Environmental Impact Report (EIR)/ Environmental Assessment (EA) and approved the Conditional Use Permit Application and Design Review for the proposed facility.**
- **It is anticipated that the Federal Transit Administration will approve the EA by mid October 2013.**

**Phase II for Azusa Intermodal Parking Facility**

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- **Foothill Transit will execute contract amendment with Choate Parking Consultants and submit plans to the City of Azusa by December 15, 2013**
  - **Invitation for bids for the construction of the Azusa Intermodal Parking Facility is tentatively scheduled for June 2014**
  - **Construction award date is tentatively scheduled for August 2014, with construction beginning on September 2014.**
  - **Construction completion date is tentatively scheduled for September 2015.**

**Chair Doug Tessitor stated this project is a classic case of cooperation between different agencies and appreciated the work being done by all parties involved.**

**Vice Chair Paula Lantz reported this project illustrates the challenges Foothill Transit has to overcome with its projects. She suggested that moving forward Foothill Transit should employ the "Design, Build, Project," where issues are handled internally and involved parties are made aware of their roles and responsibilities.**

**After discussion, on motion of Treasurer Carol Herrera, seconded by Member Becky A. Shevlin, unanimously carried, this item was approved.**

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

**16.    FOOHILL TRANSIT ARCADIA FACILITY SERVICE AND MAINTENANCE REVIEW**

Recommendation: Receive and file a report on on-street service and fleet and facility maintenance at Foothill Transit's Arcadia Operations and Maintenance facility. (13-4490)

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

- **First Transit contract was awarded and began service July 1, 2012**
- **Contract operates and maintains Foothill Transit's 122 Compressed Natural Gas buses and 17 Diesel buses**

**The contract stipulates that emphasis will be placed on maintaining courtesy to passengers, maximizing on time performance, and providing well maintained and mechanically safe vehicles.**



**Mr. Nick Promponas, First Transit Senior Vice President, reported that efforts are in place to make improvements in all areas addressed by the Board.**

**Dan Mckeehan, General Manager, First Transit, reported that the issue is two fold:**

- **Maintenance**
- **Operator**

**The goal is to reduce the number of road call services. Service has not been interrupted due to vehicle shortages since September 18, 2013.**

**The training and retraining of staff is ongoing and 45% of the maintenance staff has been replaced. The training program includes safety campaigns. The goal of hiring “30 Operators in 30 Days” is achievable.**

**Board Members noted the improvements, stressed the importance of continuing the improvements, and requested that a progress report of improvement be provided to the Board Members on a monthly basis. Board Members stressed the importance of having a systematic bus maintenance evaluation plan in place.**

**After discussion, on motion of Vice Chair Paula Lantz, seconded by Member Michael De La Torre, unanimously carried, this item was received and filed.**

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

## **VI. EXECUTIVE DIRECTOR COMMENT**

- 17.**    Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (13-4492)

**Mr. Barnes reported the following:**

- **The ribbon-cutting ceremony for the completion of the Industry Park and Ride scheduled for September 26, 2013, has been delayed due to scheduling conflicts of the invited dignitaries. A new date to be determined based on dignitaries’ availability.**
- **A Special Governing Board meeting is scheduled for October 30, 2013.**

**Immediately after this scheduled Governing Board meeting, the new livery will be introduced to the Governing Board and the public.**

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

**VII. BOARD MEMBER COMMENT**

- 18.** Comments by Members of the Foothill Transit Executive Board. (13-4493)

**There were none.**

**VIII. ADJOURNMENT**

- 19.** Adjournment for the September 27, 2013, Foothill Transit Executive Board Meeting. (13-4494)

**There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:45 a.m.**