



Foothill Transit
Going GoodPlaces

EXECUTIVE BOARD MEETING

Pomona, CA
Friday, October 5, 2018



Foothill Transit

Executive Board Meeting AGENDA

SPECIAL EXECUTIVE BOARD MEETING

9:00 AM, OCTOBER 5, 2018

Foothill Transit Pomona Operations and Maintenance Facility

200 S. East End Avenue

Pomona, CA 91766

1. CALL TO ORDER
2. ROLL CALL: MEMBERS BARAKAT, CALAYCAY, HERRERA, PEDROZA, WARSHAW
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF AUGUST 24, 2018
5. PUBLIC COMMENT
 - 5.1. Executive Director Response to Public Comment

**SPECIAL LOCATION:
Foothill Transit Pomona Facility
200 S. East End Avenue
Pomona, CA 91766**

CONSENT CALENDAR: Items 6 through 9 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

6. COACH OPERATOR AUDIT RESULTS

Recommended Action: Receive and file the results of the July 2018 Coach Operator Audits.

Public Comment: Members of the public shall have the right to address the Board on any item of interest which is within the jurisdiction of the Board before or during the Board's consideration of the item. Presentation shall not exceed three minutes in length. Action may be taken on any item identified on the agenda. Persons wishing to comment should submit a "Request to Speak" form to the Secretary. Note: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA.

The public may view and obtain all written information supporting this agenda provided to the board both initially and supplementary prior to the meeting by calling (626) 931-7300 extension 7204 or at the agency's offices located at 100 S. Vincent Ave., Suite 200, West Covina, CA 91790. Documents, including PowerPoint handouts, distributed to Board Members by staff or Board Members at the meeting will simultaneously be made available to the public upon request.



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7. RESOLUTION FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM

Recommended Action: Resolution No. 2018-04: Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program (Attachment A).

8. REQUEST TO ISSUE INVITATION FOR BIDS - ARCADIA OPERATIONS & MAINTENANCE FACILITY ROOF REPLACEMENT

Recommended Action: Authorize the Executive Director to issue Invitation for Bids (IFB) No. 19-024 for replacement of the asphalt roof at Foothill Transit's Arcadia Operations and Maintenance Facility.

9. REQUEST TO ISSUE REQUEST FOR PROPOSALS - Foothill Transit WEBSITE REDESIGN SERVICES

Recommended Action: Authorize the Executive Director to finalize and issue Request for Proposals (RFP) No. 19-010 for Foothill Transit Website Redesign Services.

REGULAR AGENDA:

10. CONTRACT AMENDMENT - BUS HEAVY MAINTENANCE AGREEMENT NO. 15-062

Recommended Action: Authorize the Executive Director to amend Contract No. 15-062 with Complete Coach Works (CCW) in the amount of \$28,754 to complete the repainting, livery upgrade, bus decal installation, and heavy maintenance on 30 60-foot articulated buses.

11. SOLE SOURCE CONTRACT AWARD - NEXTBUS REAL-TIME BUS ARRIVAL SYSTEM

Recommended Action: Authorize the Executive Director to enter into a sole source agreement with Cubic Transportation Systems in the amount of \$301,962 for up to three years of service for the NextBus real time bus arrival system. Pricing for the first year of the agreement is \$110,719. The agreement will include two one-year options. Option Year 1 pricing is \$100,654, and Option Year 2 pricing is \$90,589.

12. EXECUTIVE DIRECTOR COMMENT

13. BOARD MEMBER COMMENT



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14. ADJOURNMENT

A Special Executive Board Meeting – Study Session
is scheduled for

Tuesday, October 30, 2018 at 8:00 AM

The Next Regular Meeting of the Executive
Board is scheduled for

Friday, November 2, 2018 at 8:00 AM



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.



October 5, 2018

To: Executive Board

Subject: **Coach Operator Audit Results**

Recommendation

Receive and file the results of the July 2018 Coach Operator Audits.

Analysis

Coach operator performance audits were conducted during the period of July 11 through 15, 2018 to monitor the performance of the on-street service delivery provided by Foothill Transit's operations contractors. These performance checks evaluate fare collection, customer relations, and safety. The performance checks are conducted by Moore & Associates, Inc., a firm the agency contracted with to provide these services. Moore & Associates is a full-service professional public transit consulting firm.

In order to ensure maximum coverage of Foothill Transit's operational area the audits are conducted randomly at various times throughout the day. Auditors from Moore & Associates utilize Foothill Transit service as anonymous riders. When the auditor first boards, they will challenge the driver by depositing the incorrect fare or by attempting to use an invalid transfer or pass. If the driver advises the auditor of the correct fare the auditor will then deposit the correct fare, if not, the occurrence is reported as a fare violation. Once onboard the bus, the auditor will then monitor the coach operator's performance in terms of customer relations and safety.

The chart below summarizes the results of the July 2018 audits for each operating facility.

Table 1 shows the trend of the Coach Operator Audits for Foothill Transit's Arcadia facility.

Table 2 shows the trend of the Coach Operator Audits for Foothill Transit's Pomona facility.



SUMMARY FOR TRANSDEV - ARCADIA

	FEB 2018	AVERAGE VIOLATIONS PER TRIP	APR 2018	AVERAGE VIOLATIONS PER TRIP	JUL 2018	AVERAGE VIOLATIONS PER TRIP
TOTAL AUDITS CONDUCTED	119	-	119	-	119	-
FARE VIOLATIONS	42	0.4	19	0.2	14	0.1
CUSTOMER RELATIONS VIOLATIONS	128	1.1	108	0.9	109	0.9
SAFETY VIOLATIONS	26	0.2	16	0.1	18	0.2
TOTAL VIOLATIONS	196	1.6	143	1.2	141	1.2
TOTAL PERFECT CHECKS	37	-	44	-	53	-

SUMMARY FOR KEOLIS - POMONA

	FEB 2018	AVERAGE VIOLATIONS PER TRIP	APR 2018	AVERAGE VIOLATIONS PER TRIP	JUL 2018	AVERAGE VIOLATIONS PER TRIP
TOTAL AUDITS CONDUCTED	66	-	89	-	68	-
FARE VIOLATIONS	21	0.3	6	0.1	11	0.2
CUSTOMER RELATIONS VIOLATIONS	63	1.0	74	0.8	62	0.9
SAFETY VIOLATIONS	11	0.2	6	0.1	8	0.1
TOTAL VIOLATIONS	95	1.4	86	1.0	81	1.2
TOTAL PERFECT CHECKS	22	-	37	-	23	-

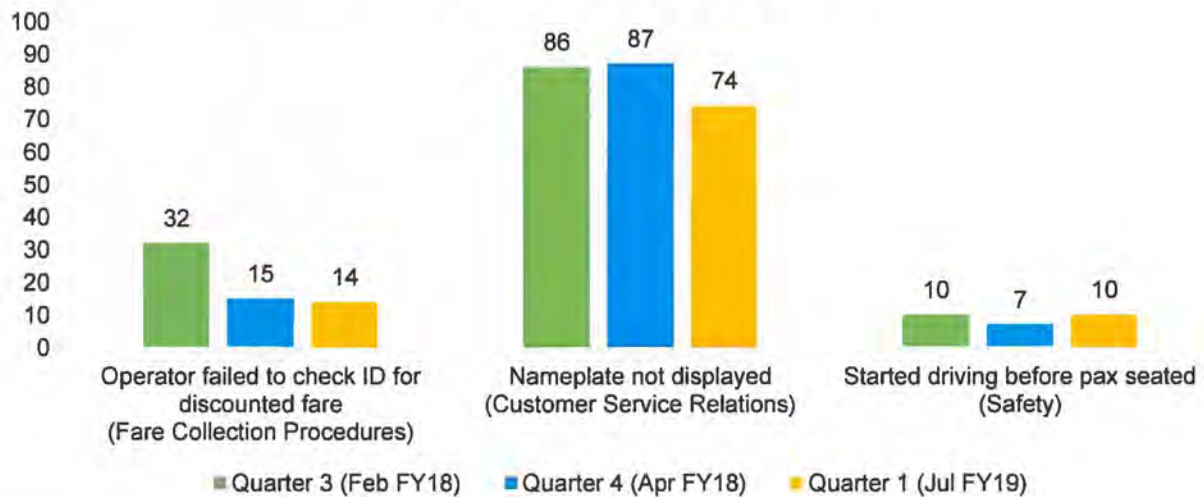


Results

Operators with no noted violations are awarded a certificate and "Perfect Check" pin, which can be worn as part of their uniform. In the July audit, a total of 76 coach operators had perfect checks.

The audit results show a six percent decrease in total violations from the April 2018 results for the Pomona facility, which can be attributed to a decrease in Customer Relations Violations. While the Arcadia facility had a two percent overall decrease in total violations, there was a 26 percent decrease in Fare Violations. In comparison to the April 2018 results there was an 18 percent overall increase for both facilities in Safety Violations. This is the result of operators starting to drive before a passenger is seated. The majority of the violations in July for the service characteristics observed fell within the following areas:

Top Violations by Quarter



As the chart above demonstrates, there has been a decrease in nameplate violations. Additionally, auditors observed on-time performance during each observed trip. For the trips observed this audit period, 71 percent were reported as being on-time, which is the same as it was during the previous audit in April.

While the primary focus of the Coach Operator Audits is on Fare, Safety, and Customer Service violations, staff have modified the audit process to include an Americans with Disabilities (ADA) challenge. The challenge for this audit period required the mystery riders to make a request for the ramp to be lowered. Out of the 113 requests made, 96 percent of the operators complied.



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Coach Operator Audit Results

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As a result, focus will continue in this area to move toward 100 percent compliance.

The Coach Operator Audits provide Foothill Transit with the ability to monitor and evaluate the performance of operators delivering service. In an effort to maintain quality, Foothill Transit's management team reviews the results regularly with the Assistant General Managers and Operations Managers of both operating facilities to receive insight as well as to formulate action plans to address the areas that require attention.

The administrative team continues to work with both operations contractors to maintain and ensure Foothill Transit's high service standards for safety, courtesy, and on-time performance. The coach operator performance audits will continue to be conducted on a quarterly basis in order to measure and document progress in maintaining and improving performance.

Sincerely,

Tanya M. Pina
Operations Contract Manager

Doran J. Barnes
Executive Director



October 5, 2018

To: Executive Board

Subject: **Resolution for the California State of Good Repair Program**

Recommendation

Adopt the following resolution:

Resolution No. 2018-04: Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program (**Attachment A**).

Analysis

The Road Repair and Accountability Act of 2017, Senate Bill (SB) 1 (Chapter 5, Statutes of 2017), signed by the Governor on April 28, 2017, includes a program that will provide additional revenues for transit infrastructure repair and service improvements. This investment in public transit will be referred to as the State of Good Repair program. This program provides funding of approximately \$105 million annually to the State Transit Assistance (STA) Account. These funds are to be made available for eligible transit maintenance, rehabilitation, and capital projects.

SB 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. Therefore, in order to be eligible for State of Good Repair funding, potential agencies must comply with various reporting requirements. The State of Good Repair Guidelines will describe the general policies and procedures in carrying out the reporting requirements and other statutory objectives of the Road Repair and Accountability Act of 2017.

With the Board's authorization, Foothill Transit will request funds to support the state of good repair of Foothill Transit fleet and facilities. The proposed project for SB1 State of Good Repair funds will fund the rehabilitation of fareboxes and heavy and preventive maintenance of Foothill Transit's fleet.

Attachment A is the proposed resolution for authorization for the execution of this State of Good Repair Certifications and Assurances required to receive the grant funding.



Foothill Transit

Executive Board Meeting

Special Executive Board Meeting - 10/05/18
Resolution for the California State of Good Repair
Program
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Budget Impact

This resolution will enable Foothill Transit to submit an allocation request to fund maintenance and rehabilitation of Foothill Transit's fleet and facilities.

Sincerely,

A handwritten signature in blue ink that reads "Michelle Lopes Caldwell".

Michelle Lopes Caldwell
Director of Finance & Treasurer

A handwritten signature in blue ink that reads "Doran J. Barnes".

Doran J. Barnes
Executive Director

RESOLUTION #2018-04

**APPROVING THE PROJECT LIST FOR FY 2018-19
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017, establishing the State of Good Repair (SGR) program to fund eligible transit maintenance, rehabilitation, and capital project activities that maintain the public transit system in a state of good repair; and

WHEREAS, SGR funds are allocated by Los Angeles County Metropolitan Transit Agency; and

WHEREAS, Foothill Transit's share of SGR funds for fiscal year 2018-19 is estimated to be \$1,226,410; and

WHEREAS, these funds will be used for bus replacement, preventive maintenance, and farebox rehabilitation; and

WHEREAS, in order to qualify for these funds, Foothill Transit is required to submit a proposed project list to California Department of Transportation (Caltrans) on an annual basis;

NOW, THEREFORE, BE IT RESOLVED that the Executive Board of Foothill Transit hereby approves the SB1 State of Good Repair Project List for FY 2018-19; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Foothill Transit that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit capital projects.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Budget and Grants Manager is hereby authorized to submit a request for Scheduled Allocation of the SB1 State of Good Repair Funds and to execute the related grant applications, forms and agreements.

Adoption. PASSED AND ADOPTED at a meeting of the Executive Board held on October 5, 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

Corey Calaycay, Chair

ATTEST:
Christina Lopez, Board Secretary

APPROVED AS TO FORM:
Darold D. Pieper, Attorney at Law

By: _____
Darold Pieper, General Counsel

By: _____
Board Secretary



October 5, 2018

To: Executive Board

Subject: **Request to Issue Invitation for Bids - Arcadia Operations & Maintenance Facility Roof Replacement**

Recommendation

Authorize the Executive Director to issue Invitation for Bids (IFB) No. 19-024 for replacement of the asphalt roof at Foothill Transit's Arcadia Operations and Maintenance Facility.

Analysis

The Arcadia Operations and Maintenance facility became operational in 2002. The Arcadia facility has two roof areas where rooftop equipment such as exhaust fans and HVAC units are housed, one at the Administration and one at the Maintenance building. The asphalt roof system at the two roof areas are original to the facility and are beyond their fifteen-year useful life. The asphalt roof areas experience leaks during periods of heavy rain and are in need of replacement.

In consultation with Foothill Transit's on-call architectural and engineering consultant, the recommendation is to replace the asphalt roof at both buildings with a thermoplastic rubber roof system. The material and reflective nature of the thermoplastic membrane offers benefits such as a reduction in roof temperatures, which extend the service life of the roof and decreases building heat absorption resulting in energy savings during the summer months.

The Invitation for Bids solicitation will be issued in October to vendors using the agency's E-Procurement platform, PlanetBids. When registering, each vendor selects from a list of standardized commodity codes indicating the type of agency project for which they would like to receive solicitation notices. An additional 250 vendors will be contacted using the Bid Broadcast feature, which notifies a set maximum amount of vendors registered with other local agencies based on the commodity codes selected. The solicitation notice will also be published in the San Gabriel Valley Tribune and Inland Valley Daily Bulletin newspapers. Selection of the successful bid will be made on the basis of the lowest price responsive and responsible bid.



Budget Impact

Funding for the replacement of the asphalt roof at Foothill Transit's Arcadia Operations & Maintenance Facility is included in Foothill Transit's FY2018-2019 Business Plan, capital project # 0172.

Sincerely,


Sharlane Bailey
Director of Facilities


Doran J. Barnes
Executive Director



October 5, 2018

To: Executive Board

Subject: **Request to Issue Request for Proposals – Foothill Transit Website Redesign Services**

Recommendation

Authorize the Executive Director to finalize and issue Request for Proposals (RFP) No. 19-010 for Foothill Transit Website Redesign Services.

Background

Foothill Transit’s website was originally launched in 2001 and underwent major redesigns in 2004, 2009 and 2014 to include new communications and graphics technologies and to reorganize the website’s navigation to more closely align with user patterns. The industry standard for website redesign is approximately every two to four years. In addition, it is highly recommended that agencies redesign when rebranding initiatives are launched, when design trends have changed significantly, when content outgrows the current structure, and when pivotal new functionalities or technologies become available. This project will also incorporate our new Real Time Passenger information from its new Computer-Aided Dispatch/Automatic Vehicle Location system (CAD/AVL) provided by Avail Technologies.

Foothill Transit places a strong emphasis on the agency brand and user experience. The RFP solicitation places emphasis on the new website delivering an exceptional customer experience, while leveraging best practices for information architecture (IA), user experience design (UX), responsive design, overall design/navigation, content, aesthetics, security, future maintenance and scalability, metrics and data collection, accessibility, and easy-to-use Content Management System (CMS) dashboard.

A thorough review of website redesign solicitations issued by peer agencies, both transit authorities and special districts, was conducted to incorporate innovative elements of the scope of work and gauge appropriate evaluation criteria. The price element of the peer solicitations ranged from 10 percent to 20 percent of the total RFP score due to the highly demanding technical nature of the work and need for competent design firms capable of creating an engaging platform while conveying agency branding needs. The staff’s recommendation of evaluation criteria are found in the table below. The



evaluation team will consist of key departmental stakeholders from Marketing, Customer Service and Operations, Planning and Information Technology.

Work Plan, Schedule and Technical/Project Approach	Experience and Past Performance	Key Personnel, Organizational Relationships and Staff Qualifications	Price
45%	30%	10%	15%

The solicitation will be issued in October to vendors using the agency’s E-Procurement platform, PlanetBids. When registering, each vendor selects from a list of standardized commodity codes indicating what type of agency project they would like to receive solicitation notices for. An additional 250 vendors will be contacted using the Bid Broadcast feature, which notifies a maximum amount of vendors registered with other local agencies based on the commodity codes selected. The RFP solicitation notice will also be posted to the Transit Talent website, where web design firms with transit experience can be more effectively targeted.

The estimated time frame for this project is twelve to eighteen months from project inception.

Budget Impact

Funding is included in the adopted Fiscal Year 2018-2019 Business Plan and Budget for the redesign of the Foothill Transit website.

Sincerely,

Felicia Friesema
Director of Marketing and Communications

Doran J. Barnes
Executive Director



October 5, 2018

To: Executive Board

Subject: **Contract Amendment - Bus Heavy Maintenance Agreement No. 15-062**

Recommendation

Authorize the Executive Director to amend Contract No. 15-062 with Complete Coach Works (CCW) in the amount of \$28,754 to complete the repainting, livery upgrade, bus decal installation, and heavy maintenance on 30 60-foot articulated buses.

Analysis

Foothill Transit's 30 articulated coaches were procured and placed into revenue service in March 2007. These coaches operate 24 hours a day in Silver Streak service, traveling between Montclair and Downtown Los Angeles. As the accumulated mileage on each of these buses approached 600,000 miles, it was necessary that they undergo a heavy maintenance program to repower and refresh them. Foothill Transit entered into a contract with CCW in September 2015 in the amount of \$4,062,156 for the repainting, livery upgrade, and heavy maintenance on the agency's fleet of 30 60-ft. articulated buses to enhance reliability, reduce road-calls, and lower maintenance costs. To replace them with new articulated coaches would cost approximately \$1 Million per bus. The heavy maintenance will add at least five years of service to each bus at a fraction of the cost for a new bus.

At the June 28, 2018 Executive Board meeting, the Executive Board approved amending the contract with CCW to add \$1,800,000 to complete the work on nine remaining buses. That amount was calculated based on the average cost of the first 21 buses that had gone through heavy maintenance and that had been billed by CCW. The actual cost to complete the work on the nine remaining buses will be slightly higher than the average cost of the first 21 buses as additional repairs have been identified by Foothill Transit and CCW during the inspection process for the planned heavy maintenance work on these final buses.

The additional cost is due to unanticipated work for rotted flooring, body stress cracks, worn exit door assemblies, undercoating, etc. necessary to restore the bus to a safe operating condition. An additional \$28,755 (\$3,195



per bus) is needed to complete work on the final nine 1600-series coaches to go through the heavy maintenance program.

Budget Impact

The adopted FY2018-2019 budget includes \$6.1 million remaining in the Life of Project budget for fleet heavy maintenance under Project No. 0109.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Roland M. Cordero'.

Roland M. Cordero
Director of Maintenance & Vehicle Technology

A handwritten signature in blue ink, appearing to read 'Doran J. Barnes'.

Doran J. Barnes
Executive Director



October 5, 2018

To: Executive Board

Subject: **Sole Source Contract Award - NextBus Real-Time Bus Arrival System**

Recommendation

Authorize the Executive Director to enter into a sole source agreement with Cubic Transportation Systems in the amount of \$301,962 for up to three years of service for the NextBus real time bus arrival system. Pricing for the first year of the agreement is \$110,719. The agreement will include two one-year options. Option Year 1 pricing is \$100,654, and Option Year 2 pricing is \$90,589.

Analysis

Foothill Transit currently uses the NextBus system as its real-time bus arrival system. The system, which has been in use for the past five years, allows customers to see when their bus is predicted to arrive at a selected stop. This can be done via the Foothill Transit website, a smartphone app, text message, or phone call. The NextBus system also provides an XML data feed that allows third party developers to use Foothill Transit bus location data for their own applications.

The current contract with Cubic, the provider of the NextBus system, is set to expire and there are no further contract options available. The recommendation is to enter into a one-year sole-source agreement with two one-year options. Pricing for the first year of the agreement is \$110,719. Option Year 1 pricing is \$100,654, and Option Year 2 pricing is \$90,589, for a total potential contract value of \$301,962 if both contract option years are executed.

Foothill Transit's Procurement Policy and Procedures Manual allows a sole source contract award in the event of:

Substantial duplication costs - If another system were to be implemented, Foothill Transit would incur costs to set up the new



system. Based on the costs to set up the current real-time bus arrival system, these costs are estimated at approximately \$100,000.

Budget Impact

The annual cost of the NextBus system is included in the adopted FY2018-2019 Budget and Business Plan in Cost Center 80, Planning, account #5720, Other Contracted Services.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Joseph Raquel'.

Joseph Raquel
Director of Planning

A handwritten signature in blue ink, appearing to read 'Doran J. Barnes'.

Doran J. Barnes
Executive Director