



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, October 27, 2017
8:00 a.m.**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Chair Warshaw.

3. FOCUS ON SAFETY

Ali Showkatian, Safety Compliance Manager, presented a safety message on Halloween Safety.

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

Staff requested that Item 11 Resolution Adopting Executive and Governing Board Meeting Schedule for 2018 be pulled from the consent calendar for discussion, and Item 16 Contract Award - CNG Bus Procurement be pulled from the agenda, and be deferred to a future executive board meeting.

The agenda was approved as revised.

6. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of September 29, 2017.



Motion by Vice Chair Warshaw, second by Member Herrera, the minutes for the Regular Meeting of September 29, 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:

Richard Kain, Operator of the Month (October 2017)
Cynthia Lopez, Employee of the Month (October 2017)

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

Art Ramirez, Operator of the Month (October 2017)
Angel Naranjo, Employee of the Month (October 2017)

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

8. PUBLIC COMMENT

Steve Shaw, President and CEO, Keolis Transit America addressed the Executive Board.

Bill Jackson, General Manager, Transdev addressed the Executive Board.

CONSENT CALENDAR

Item 11 Resolution Adopting Executive and Governing Board Meeting Schedule for 2018 was pulled from the consent calendar for discussion and action.

9. SEPTEMBER 2017 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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



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

10. **OCTOBER 2017 LEGISLATIVE SUMMARY**

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

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

11. **RESOLUTION ADOPTING EXECUTIVE AND GOVERNING BOARD MEETING SCHEDULE FOR 2018**

Recommendation: Adopt Resolution No. 2017-07, the Executive and Governing Board Meeting Schedule for 2018.

This item was pulled from the Consent Calendar for discussion. Executive Director Doran Barnes indicated that changes be considered to the May 2018 meetings and October 2018 Governing Board Meeting due to schedule conflicts. The Joint Meeting – Annual Governing Board and Executive Board was changed to Friday, June 8, 2018 at 9:00 a.m. A Regular Executive Board Meeting on May 25, 2018 will remain on the schedule. October 12, 2018 at 9:00 a.m. was identified as the new date for the October 2018 Governing Board Meeting.

Motion by Member Pedroza, second by Vice Chair Warshaw, to adopt the schedule with the amended dates. Motion carried 5-0.

REGULAR AGENDA

12. **FISCAL YEAR 2016-2017 COMPREHENSIVE ANNUAL FINANCIAL AUDIT REPORT RESULTS**

Recommendation: Receive and file the Fiscal Year 2016-2017 financial and compliance audit results. The Comprehensive Annual Financial Report (CAFR) including the auditor's opinions has been provided for you as a separate attachment.

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

Ms. Caldwell reported that the Comprehensive Annual Financial Report (CAFR) is to provide reasonable assurance that all financial statements are free of material misstatements. Ms. Caldwell reported that for the 15th



consecutive year, Foothill Transit received a clean audit.

Ms. Caldwell introduced Scott Nickerson, Partner, and Rachel Adoba, Audit Manager, with the firm Crowe Horwath LLP who conducted the audit. Mr. Nickerson reported that the purpose of the audit is to provide feedback on the accuracy and timeliness of financial reporting and on the quality of internal controls. Ms. Adoba provided an explanation of some of the reports included in the CAFR. Mr. Nickerson reported that there were no items or management recommendations based on internal controls or compliance.

Received and filed.

13. **FOOTHILL TRANSIT CLASS PASS UPDATE**

Recommendation: Receive and file the Foothill Transit Class Pass Update.

Katie Gagnon, Budget and Grants Manager, presented this item.

Ms. Gagnon reported that the University of La Verne and Mt. SAC began their pilot programs in 2013. Both schools continued the program past the pilot and currently reimburse Foothill Transit \$0.60 per boarding. At Citrus College the pilot program concluded in spring 2017. The students voted on a student transit fee and it was passed with 81 percent of the students approving. The fee structure for the Class Pass at Mt. SAC is \$8.00 for part-time students, and \$9.00 for full-time students. At Citrus College it's \$6.00 for part-time students, and \$7.00 for full-time students. The University of La Verne is structured differently because it's a private university. They pay the fee directly from the school's general fund.

Ms. Gagnon presented a summary of the student population and ridership numbers. La Verne has the fewest boardings at 63 average weekday boardings. The student population for La Verne is 6,000. Average weekday boarding for Citrus College is 765, and the student population is 13,000. Mt. SAC's average weekday boardings are 2,668, and the school population is 30,000.

As part of the fare restructuring that recently went into effect, Foothill Transit increased the boarding rate to \$0.75. The previous rate was \$0.60 per boarding. The \$0.75 rate is equal to other regional programs. Citrus College has already begun paying \$0.75 per boarding. Mt. SAC and University of La Verne will begin the new rate when their MOUs renew.

The Claremont Colleges will launch the Class Pass Program on January 8, 2018, and it will be a two semester pilot program. Cal Poly Pomona continues to be a prospective Class Pass Program campus. Staff will be attending the



university's Transportation Committee Meeting next month. One of the challenges at Cal Poly Pomona is the lack of access to transit from the campus. Currently, students have to take a shuttle or walk a mile to access the closest Foothill Transit bus stop.

Received and filed.

14. **DOUBLE DECKER ELECTRIC BUS PURCHASE**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into a contract with Alexander Dennis in the amount of \$3,360,000 plus applicable sales tax for the purchase of two 40-foot Alexander Dennis electric double-decker buses.

Roland Cordero, Director of Maintenance and Vehicle Technology, presented this item.

Mr. Cordero reported that last year Foothill Transit conducted a demonstration of an Alexander Dennis double-decker bus for a week to determine its service on the Silver Streak. The demonstration was a success and over 93 percent of customers said that they would like to see Foothill Transit use double-decker buses in the future.

The operation of two Alexander Dennis electric double-decker buses along the 10 Freeway will be a turning point locally and nationally, as no other transit agency in the country uses this type of technology on fixed route, commuter, or limited stop service. Funding will be provided by Metro Express Lanes Grant and local funds.

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

15. **FOOTHILL TRANSIT EXIS TABLE TOP EXERCISE OVERVIEW**

Recommendation: Receive and file the Foothill Transit EXIS Table Top Exercise Overview.

Ali Showkatian, Safety Compliance Manager, presented this item.

Mr. Showkatian provided an update on the Foothill Transit Table Top Exercise that was conducted in September 2017. The exercise was facilitated by the Transportation Security Administration, also known as TSA. TSA recently created a training tool called EXIS, also known as Exercise Information System. The purpose of the exercise was to evaluate Foothill Transit's security plans and response to an incident, with focus on



prevention, protection, and response.

Participants included Foothill Transit key administrative staff, Keolis and Transdev management staff and road supervisors, West Covina Police and Fire Department. TSA staff indicated that Foothill Transit staff, contractors, and local first responders demonstrated effective coordination and communication. TSA will be providing a follow-up report on the exercise. Their observations and recommendations will be used to enhance Foothill Transit's ongoing safety and security efforts.

Received and filed.

16. **CONTRACT AWARD - CNG BUS PROCUREMENT**

This item was pulled from the agenda and deferred to a future meeting.

17. **CONTRACT AWARD - POMONA OPERATIONS & MAINTENANCE FACILITY RENOVATIONS**

Recommendation: Authorize the Executive Director to enter into Agreement No. 16-054 with IPI Construction in the amount of \$255,047 for construction activities related to the facility renovations at the Pomona Operations & Maintenance Facility.

Vincent Saucedo, Construction Project Manager, presented this item.

Mr. Saucedo reported that at the February 2017 Executive Board Meeting, the Executive Board authorized the issuance of IFB No. 16-054 for renovations at the Pomona Operations and Maintenance Facility. The renovations consist of improvements focused on updating finishes original to the facility built in 1997. When completed, the maintenance interior building walls and offices will be repainted, and another area to be repainted is the fuel island canopy. In the administration and operation areas, select offices with original carpeting and wallpaper will be updated with new carpet, tile, and paint. The dispatch office will be reconfigured to accommodate the new CAD/AVL equipment, and the existing cabinets and countertops will be replaced with new workstations. The facility's exterior façade will be updated to reflect Foothill Transit's new branding featuring the new signature wave.

Bids were received on October 17, 2017 and the lowest successful bidder was IPI Construction. IPI is a general contractor specializing in commercial renovations work. Past clients include City of Los Angeles, County of San Bernardino, and various federal agencies.

Motion by Member Herrera, second by Member Pedroza, to approve. Motion



carried 5-0.

18. **FISCAL YEAR 2017-2018 FIRST QUARTER PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the FY2017-2018 First Quarter Performance Indicators Report.

Mike Tobin, Quality Assurance Analyst, presented this item.

Mr. Tobin reported on Foothill Transit's key performance indicators for the first quarter of Fiscal Year 2017-2018. This included the months of July, August, and September. Two of the 8 targets were met during the first quarter. The 2 targets met were Average Miles Between Service Interruptions and Average Cost Per Vehicle Service Hour.

In the first quarter there were 3.09 million boardings, this is a 12 percent decrease from the same quarter last fiscal year. Fare revenue for the first quarter was \$3.77 million, this is a 9 percent decrease from the same quarter last fiscal year. There were 216,423 service hours in the first quarter, this is a 2 percent decrease from the same quarter last year. Operating expenses increased by 6 percent to \$23.4 million, this is primarily due to the cost associated with the Pomona contract that went into effect in July 2017.

Received and filed.

19. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- The October fare and service change will be reflected in the agency's operating statistics going forward. Early results indicate favorable feedback regarding 31 day pass. Comments are being received regarding schedule adherence, elimination of transfers, and introduction of day pass.
- Thanked Finance Department for their great work and announced that Director of Finance and Treasurer Michelle Lopes Caldwell has been asked to return to USC and teach a graduate level course in transit and public finance.
- Thanked Executive Board for participating in the APTA Annual Meeting and EXPO.
- Thanked the Executive Board for their support as he served as Chair of the APTA Board of Directors.



- He will serve as Immediate Past Chair and will Chair various committees.
- The November 3, 2017 Governing Board Meeting will be held at Proterra.

20. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Chair Calaycay thanked Doran Barnes for his service as Chair of the APTA Board of Directors.
- Member Herrera extended her congratulations to Foothill Transit Executive Board Member and San Gabriel Valley Council of Governments President Cynthia Sternquist for the General Assembly that took place.
- Member Sternquist thanked Doran Barnes for the board meeting movie and she also thanked him for his participation in the General Assembly.
- Member Warshaw announced that he appointed West Covina resident and Operations Contract Manager Tanya Pina as Community Services Commissioner.
- Member Pedroza commented on the General Assembly and the theme of looking into the future and Foothill Transit being part of that. In addition, Metro is issuing a RFP for Micro Transit services for public transit. He requested that staff watch that closely and be ready to implement something that could work for Foothill Transit.

21. **ADJOURNMENT**

Adjournment for the October 27, 2017 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:22 a.m.