



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 28, 2016
8:00 a.m.**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Herrera.

3. FOCUS ON SAFETY

Ali Showkatian, Safety Compliance Coordinator, presented a safety message on earthquake preparedness.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Pedroza, Member Sternquist, Member Warshaw, Vice Chair Calaycay, Chair Herrera

5. APPROVAL OF AGENDA

Chair Herrera approved the agenda as presented.

6. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of September 30, 2016.

Motion by Vice Chair Calaycay, second by Member Warshaw, the minutes for the Regular Meeting of September 30, 2016 were approved. Motion carried 5-0.



7. **PRESENTATIONS**

6.1 Contractors' Employee Recognition

Diane Williams, Assistant General Manager, First Transit, introduced and recognized the following Pomona location First Transit operator and employee of the month:

Van Vong, Operator of the Month (October 2016)
Vincent Millan, Employee of the Month (October 2016)

Dana Coffey, Assistant General Manager, Transdev, introduced and recognized the following Arcadia location Transdev operator and employee of the month:

Rick Barrows, Operator of the Month (October 2016)
Reuben Molina, Employee of the Month (October 2016)

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

Member Pedroza requested that Item 13 Contract Amendment - Real-Time Passenger Information System be pulled for discussion.

9. **SEPTEMBER 2016 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through September 30, 2016. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of September 30, 2016 for the fiscal year ending June 30, 2017.

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



10. **RESOLUTION ADOPTING EXECUTIVE AND GOVERNING BOARD MEETING SCHEDULE FOR 2017**

Recommendation: Adopt Resolution No. 2016-04 the Executive and Governing Board Meeting Schedule for 2017.

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

11. **CONTRACT AWARD - EMERGENCY GENERATOR AT POMONA OPERATIONS AND MAINTENANCE FACILITY**

Recommendation: Authorize the Executive Director to execute Agreement No. 17-012 with AG Engineering in the amount of \$152,672.80 for replacement of the Emergency Diesel Generator equipment at Foothill Transit's Pomona Operations and Maintenance Facility.

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

12. **COACH OPERATOR AUDIT RESULTS**

Recommendation: Receive and file the results of the Coach Operator Audits conducted in August 2016.

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

13. **CONTRACT AMENDMENT - REAL-TIME PASSENGER INFORMATION SYSTEM**

Recommendation: Authorize the Executive Director to execute Amendment No. 3 to Agreement No. 12-004 with NextBus in the amount of \$182,592 to exercise option years four and five on Foothill Transit's real time passenger information system.

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

14. **REQUEST TO ISSUE INVITATION FOR BIDS - VIDEO PROJECTION SYSTEM REPLACEMENT**

Recommendation: Authorize the Executive Director to issue an invitation for



bids (IFB No. 17-041) for the purchase and installation of a replacement video projection system for the Boardroom at Foothill Transit's administrative offices.

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

REGULAR AGENDA

15. FISCAL YEAR 2015-2016 COMPREHENSIVE ANNUAL FINANCIAL AUDIT REPORT RESULTS

Recommendation: Receive and file the Fiscal Year 2015-2016 financial and compliance audit results. The Comprehensive Annual Financial Report (CAFR) including the auditor's opinions has been provided for you as Attachment A.

Michelle Lopes Caldwell, Director of Finance and Treasurer, introduced Scott R. Nickerson, CPA, CGMA, Crowe Horwath LLP who presented this item.

Mr. Nickerson reported that through the cooperation of management and the audit team that the audit went very well. There were no audit adjustments and no reportable findings. Foothill Transit is in compliance with Federal A-133 Guidelines, State TDA Guidelines, and local sales tax grant requirements.

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

16. DOUBLE DECKER BUS DEMONSTRATION SURVEY RESULTS

Recommendation: Receive and file the survey results of the double decker bus demonstration.

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

Mr. Cordero presented the results of the double decker demonstration that took place the week of October 3, 2016. The bus was deployed on the Silver Streak line. This line has the highest ridership and limited stops. The purpose of the demonstration was to assess bus performance, receive feedback from customers, and to determine if there would be dwell time issues. Alexander Dennis, the bus manufacturer did not charge Foothill Transit for the use of



the bus. They also provided driver and mechanic training prior to the demonstration.

Foothill Transit staff served as ambassadors handing out surveys and answering questions from riders. During the demonstration the bus transported 726 riders, 59 percent of the riders completed the survey. The overall response to the double decker demonstration was overwhelmingly positive with 93 percent of riders saying they would like to see Foothill Transit use double decker buses in the future.

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

17. **FISCAL YEAR 2016/2017 FIRST QUARTER PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the FY 2016-2017 First Quarter Performance Indicators Report.

Mike Tobin, Quality Assurance Analyst, presented this item.

Mr. Tobin reported that in the first quarter of FY 2016-2017, Foothill Transit achieved four out of nine key performance indicators. The four include schedule adherence, miles between service interruptions, average hold time, and average cost per vehicle service hour.

The total of boardings recorded by the farebox in the first quarter was 3.52 million. That is a one percent increase from the same quarter last year. Total fare revenue for the quarter was \$4.1 million. The average fare was \$1.19 per boarding. Operating expenses incurred in the quarter totaled \$22 million, resulting in an average cost per service hour of \$100.09. The system averaged 0.95 preventable accidents per 100,000 miles. Foothill Transit received 21.5 complaints per 100,000 boardings in the first quarter. This is 17 percent higher than the first quarter of the previous year. Foothill Transit recorded 83.1 percent on-time performance. This is a one percent decrease from the first quarter of last year.

Member Warshaw asked if the three bus lines from Metro that Foothill Transit assumed were removed from the analysis, and if not how much would ridership have decreased. Deputy Executive Director Kevin Parks McDonald stated that additional analysis would have to be done. This information would be provided at a future meeting.



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

18. **WEST COAST MULTI-AGENCY EXCHANGE PROGRAM**

Recommendation: Receive and file the update on the inaugural West Coast Multi-Agency Exchange (MAX) Program.

Josh Landis, Planning Manager, presented this item.

Mr. Landis reported that in December 2015, several Foothill Transit staff members were selected to participate in a seven month program as part of the inaugural class of the West Coast Multi-Agency Exchange. The program was led by Deputy Executive Director Kevin Parks McDonald. Visits were coordinated with Long Beach Transit and Santa Monica Big Blue Bus. The West Coast MAX program was started as a way for municipal transit agencies in Southern California to develop professional relationships and encourage the exchange of knowledge, ideas, challenges and lessons learned within the profession.

Participants met in December 2015 at Santa Monica Big Blue Bus. In March 2016 participants met at Foothill Transit and the program wrapped up at Long Beach Transit in June 2016. At the conclusion of the program, evaluations were conducted to help guide the next class that is planned for 2017.

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

19. **DEPUTY EXECUTIVE DIRECTOR COMMENT**

Comments by Mr. Kevin Parks McDonald, Deputy Executive Director, Foothill Transit.

Mr. McDonald reported the following:

- Mr. McDonald conveyed Mr. Barnes' appreciation for allowing him to participate in the Transit Cooperative Research Program TOPS Committee meeting that he is participating in today.
- Staff is diligently working on preparing for the Federal Transit Administration Review. Every three years the Federal Transit Administration does a comprehensive review of management and



grant oversight. They will be on site in May 2017. They already have provided questions and a request for documents that need to be produced by December 2016.

- On March 4, 2017 the Foothill Transit Annual Bus Rodeo will take place at the Arcadia Operations & Maintenance Facility.
- The marketing staff left information out in the lobby related to Measure M if anybody would like to take it back to their constituency.
- Wished the Executive Board a happy Thanksgiving holiday.

20. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Sternquist invited everyone to the City of Temple City dedication ceremony for their Veteran's Memorial on November 11, 2016.

Member Sternquist announced that Temple City has a new Rose Queen Victoria Castellanos. Temple City has not had a rose queen in 34 years. The City is very proud of her.

- Vice Chair Calaycay stated he had the opportunity to join Chair Herrera, Executive Director Doran Barnes, and Director of Maintenance and Vehicle Technology Roland Cordero on a tour of the New Flyer bus manufacturing facility. He was amazed to see what goes into making a bus. New Flyer manufactures 47 percent of the buses across the United States and Canada.
- Member Warshaw thanked Michelle Lopes Caldwell and her finance team for an excellent job again on the annual audit results.
- Member Pedroza reported that yesterday Proterra CEO Ryan Popple and members of his company came out to the City of Industry to meet with City staff in regards to Proterra's bus manufacturing facility scheduled to be built in the city. Deputy Executive Director Kevin Parks McDonald and Director of Customer Service and Operations LaShawn King Gillespie were also present at the meeting.
- Chair Herrera report that the San Gabriel Valley Council of Governments had a General Assembly. Many speakers were present



including Supervisor Hilda Solis and Congress Member Judy Chu, both praised Foothill Transit for all the great things Foothill Transit is doing for the region.

21. **ADJOURNMENT**

Adjournment for the October 28, 2016 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:07 a.m.