



**Foothill Transit**

**STATEMENT OF PROCEEDINGS FOR THE  
SPECIAL MEETING OF THE  
FOOTHILL TRANSIT GOVERNING BOARD**

**FOOTHILL TRANSIT ADMINISTRATIVE OFFICE  
2<sup>ND</sup> FLOOR BOARD ROOM  
100 S. VINCENT AVENUE  
WEST COVINA, CALIFORNIA 91790**

**Friday, December 14, 2018  
7:45 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Calaycay at 8:32 a.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Member Allawos.

**3. FOCUS ON SAFETY**

Roberto Estrella, Safety Compliance Coordinator, presented a safety message on Holiday Safety.

**4. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Corey Calaycay, Member Charlie Rosales, Member Robert Torres, Member Emmett Badar, Member Uriel Macias, Member Michael Allawos, Member Albert Ambriz, Member Roger Chandler, Member Richard Barakat, Member Tzeitel Paras-Caracci, Member Becky Shevlin, Member Margaret McAustin, Member Nanette Fish, Member Carol Herrera, Member Cory Moss, Member Hector Delgado, Member Sam Pedroza, Member Cynthia Sternquist

Absent: Member Nancy Tragarz, Member Ricardo Pacheco, Member Juventino Gomez, Member Valerie Munoz, Member Jimmy Lin

**5. APPROVAL OF AGENDA**

After discussion, by Common Consent, and there being no objection, the



Board approved the agenda as presented.

6. **PRESENTATIONS:**

6.1. Contractors' Employee Recognition

Bill Jackson, General Manager, Transdev, introduced and recognized the following Arcadia location Transdev operator and employee of the month:

Joseph Herrera, Operator of the Month  
Luis Carlos Cuevas, Employee of the Month

Jeffrey Moore, Assistant General Manager, Keolis, introduced and recognized the following Pomona location Keolis operator and employee of the month:

Michael Garcia, Operator of the Month  
Joe Day, Employee of the Month

Chair Calaycay introduced LaShawn King Gillespie, Director of Customer Service and Operations to make a special presentation. Ms. Gillespie reported that on December 5, Foothill Transit held its Customer Service Challenge. Customer Service Representatives are presented with real life scenarios to highlight their skills and talent. The winner of the challenge will move on to participate in the national American Public Transportation Association Customer Service Challenge. Ms. Gillespie introduced Araceli Lopez, Transdev Transit Stores General Manager, who introduced the winner of the challenge, Catalina Berrios. Ms. Berrios joined the Transdev/Foothill Transit team in February 2017 as a part-time Customer Service Representative. She was promoted in August 2018 to full-time, and over last year, she has received three compliments.

After discussion, by Common Consent, and there being no objection, the Board recognized the operators and employees of the month and congratulated the winner of the Customer Service Challenge.

7. **REVIEW & APPROVAL OF THE MINUTES**

Approval of the minutes for the Special Governing Board Meeting of October 5, 2018.

Motion by Member Badar, second by Member Rosales, the minutes for the



Special Meeting of October 5, 2018 were approved. Motion carried 18-0.

**8. PUBLIC COMMENT**

A customer addressed the Governing Board regarding leaving his backpack on a Foothill Transit bus and he wanted to know what he needed to do to retrieve the backpack.

Cruz Baca reported that she lost the election in November. She stated it was an honor to serve on the Foothill Transit Governing Board.

**8.1. Executive Director Response to Public Comment**

Doran J. Barnes, Executive Director, asked LaShawn King Gillespie, Director of Customer Service and Operations to assist in retrieving the backpack.

**9. MOBILITY ON DEMAND FTA SANDBOX PILOT**

Recommendation: Receive and file a report on the Mobility on Demand FTA Sandbox Pilot.

Joseph Raquel, Director of Planning, made an introduction.

Mr. Raquel reported on the LA Metro led Mobility on Demand Pilot project. He reviewed first and last mile options, such as the automobile, public transit, active transit, taxis, and transportation network companies (TNC). Foothill Transit is a partner in a multi-agency, FTA one year pilot study led by LA Metro's Office of Extraordinary Innovation. Mr. Raquel introduced Joshua Schank, Chief Innovation Officer from LA Metro who provided an update.

Mr. Schank reported on the pilot's goals, such as testing new methods to get customers to and from stations, open mobility benefits provided by TNCs to larger group of users, and create a replicable business model. Rides will be shared, affordable, and accessible. The pilot is expected to launch in January 2019 and will be a 12 month pilot with an option to extend. The stations chosen to participate are the El Monte, North Hollywood, and Artesia stations.

Received and filed.



10. **CLUSTER 2 SPECIAL ELECTION NOTIFICATION**

Recommendation: Receive notification of Cluster 2 Special Election to be held on January 25, 2019.

Christina Lopez, Board Secretary, presented this item.

Ms. Lopez provided notification of a Special Election for Cluster 2 scheduled to take place at the January 25, 2019 Governing Board Meeting. The vacancy for the Executive Board Member seat was created when former Governing Board Member Corey Warshaw did not run for reelection for the West Covina City Council in November 2018. Ms. Lopez stated that the election of the Executive Board Member might also require an election of an Executive Board Alternate, if necessary that election will also be held at the January 25, 2019 meeting. Cluster 2 consists of the cities of Azusa, Baldwin Park, Covina, Glendora, Irwindale, and West Covina.

Notification was provided related to the Special Election that will take place on January 25, 2019.

11. **EXECUTIVE AND GOVERNING BOARD MEETING SCHEDULE FOR 2019**

Recommendation: Receive and file an update on the Executive and Governing Board Meeting Schedule for 2019.

Christina Lopez, Board Secretary, presented this item.

Ms. Lopez reported that at November 2, 2018 Executive Board Meeting, the Executive Board adopted the 2019 Executive and Governing Board Meeting Schedule. She reported that in an effort to engage the Governing Board that a total of six Governing Board Meetings had been scheduled for 2019. The meetings will take place in the months of January, March, August, October, December, and the Annual Meeting will take place in May. All the meetings are scheduled to begin at 7:45 a.m. and will take place at the Foothill Transit Administrative Offices. If the schedule needs to be modified, proper notification will be provided and any changes will be posted.

Received and filed.

12. **DUARTE TRANSIT SERVICE UPDATE**

Recommendation: Receive and file a report on the Duarte Transit Service Update.



Joseph Raquel, Director of Planning, presented this item.

Mr. Raquel provided an update on the Duarte Transit Service transition. Foothill Transit and the City of Duarte entered into an agreement where Foothill Transit will operate Duarte's two transit lines, the Green and the Blue Lines. The bus lines will be operated with electric buses. The combined synergies created the duartEbus Powered by Foothill Transit.

The bus lines will be renamed to better fit into the Foothill Transit portfolio. The Blue Line will become Line 860 and the Green Line will become Line 861. Coach Operators are currently performing test runs on the route with an electric bus. There is a marketing and outreach campaign planned to educate new customers. The service is scheduled to launch on February 10, 2019, but since the service does not run on Sundays, the actual service will launch on February 11, 2019.

Received and filed.

13. **BUS STOP ENHANCEMENT PROGRAM (BSEP) UPDATE**

Recommendation: Receive and file the Bus Stop Enhancement Program (BSEP) Update.

Henry Lopez, Transit Planner, presented this item.

Mr. Lopez reported that the Bus Stop Enhancement Program was created to financially assist member cities in the enhancement of existing bus stops. Member cities and the county are able to apply for grants that are worth up to \$40,000. The application period opened in May 2018 and closed in October 2018. A total of 11 member cities applied for a total request of \$405,000 approximately. Award letters will be sent in December 2018 and Memorandum of Understandings (MOU) will be drafted in January 2019.

Received and filed.

14. **BUDGET UPDATE - CNG FUEL PRICES**

Recommended Action: Provide guidance to staff for management of FY18-19 budget and volatility of CNG fuel prices. Actions may include any or all of the following:

Continue to closely watch CNG fuel prices and report to the Executive Board



each month regarding status of FY18-19 budget;

Prepare a budget amendment for consideration by the Governing Board after the third quarter of FY18-19 if the overall budget is exceeding the Board approved appropriation;

Consider fuel price “hedging” for the FY19-20 budget as a means to ensure “budget certainty.”

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

Ms. Caldwell provided a budget update on CNG fuel prices. She reported that 343 Foothill Transit buses are powered by CNG fuel. The natural gas is purchased from Southern California Gas Company, through natural gas lines fed into the operations and maintenance facilities, where it is compressed and dispensed into the buses through fueling pumps. This activity is managed for Foothill Transit by Clean Energy. They buy the gas and maintain the fueling equipment. Foothill Transit reimburses Clean Energy on a monthly basis.

For the last five years, CNG fuel costs have come in under budget. The total fuel cost for FY2018-2019 is \$6,012,908, which is 9 percent more than last year’s actuals. The fiscal year started as expected in July, and then fuel costs dramatically increased in August. When Foothill Transit staff contacted Clean Energy to research the sudden change in monthly fuel prices, Clean Energy cited the intrastate pipeline and Aliso Canyon storage field constraints had impacted Southern California. Other regional transit agencies were experiencing similar price increases. The fuel expense of \$336,000 was more than planned in the adopted budget, but overall the FY2018-2019 budget was under budget for the first quarter.

Staff will continue to closely watch CNG fuel prices and report to the Executive Board each month regarding status of FY2018-2019 budget. If needed, staff will prepare a budget amendment for consideration by the Governing Board after the third quarter of FY2018-2019 if the overall budget is exceeding the Board approved appropriation. The Governing Board may want to consider fuel price “hedging” for the FY19-20 budget as a means to ensure “budget certainty.”

Received and filed.



15. **FOOTHILL TRANSIT'S MEMBERSHIP IN THE AMERICAN BUS BENCHMARKING GROUP (ABBG) OVERVIEW**

Recommendation: Receive and file a report on Foothill Transit's membership in the American Bus Benchmarking Group (ABBG).

LaShawn King Gillespie, Director of Customer Service and Operations, presented this item.

Ms. Gillespie reported that four goals have been established as one way Foothill Transit can measure its achievement toward the mission. The goals are to operate a safe transit system, providing outstanding customer service, operating an effective transit system, and operating an efficient transit system. To measure the fulfillment of the goals, seven Key Performance Indicators (KPI) have been established. The KPIs are also used as a framework to identify trends and opportunities for service improvements. KPIs are compared to those recorded by agencies across the country through several reporting mechanisms as well as a national transit database suppository. While all the information is valuable, there are varying standards on how data is collected and the definitions and applications of the measurement tools are not always consistent across the agencies. This provides challenges to accurately measure how Foothill Transit is performing, compared to other agencies.

In early 2018, Foothill Transit became a member of the American Bus Benchmarking Group (ABBG). This group was established in 2011 by four public transit agencies who were experiencing the challenges of gathering applicable data. The group is now at 22 members, who meet the criteria set by ABBG, to create a diverse group of transit agencies. ABBG is administrated by the Railway and Transport Center at Imperior College in London, England, which also administers the international benchmarking group. Foothill Transit looks forward to presenting the impact of the ABBG report on the Foothill Transit KPIs.

Foothill Transit's Membership in the American Bus Benchmarking Group (ABBG) Overview presentation was received and filed.

16. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:



- The missing backpack reported by the customer during Public Comment has been found.
- A study session on Foothill Transit's Electric Bus Program will be held on Tuesday, December 18, 2018.
- Foothill Transit participated in the Spark of Love event at the Walmart in Glendora. Thirteen electric buses were on display. He thanked the Marketing, and Maintenance and Vehicle Technology team for their efforts.
- Wished the Governing Board a Happy Holiday Season.

17. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Governing Board.

- Chair Calaycay announced that Foothill Transit was celebrating its 30<sup>th</sup> Anniversary. A video was played that highlighted Foothill Transit's 30 years as an agency.
- Vice Chair Herrera stated that in celebration of Foothill Transit's 30<sup>th</sup> Anniversary, a commemorative pen has been distributed to each Governing Board Member at their table.
- Member Badar stated that Foothill Transit does not receive much Public Comment at its meetings, but he appreciated that the customer came to address his concern regarding his lost backpack. Doran Barnes, Executive Director reported that the backpack had been found.
- Member Paras-Carraci stated that it is an honor to serve on the Governing Board and she is blessed and humbled to have been reelected for her fifth term to the Duarte City Council. She also introduced Councilmember Joselyn Nunez who was appointed as the Foothill Transit Governing Board Alternate for the City of Duarte.

18. **ADJOURNMENT**

Adjournment for the December 14, 2018 Foothill Transit Special Governing Board Meeting.

There being no further business, the Foothill Transit Governing Board meeting adjourned at 10:01 a.m.