



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, December 15, 2017
8:00 a.m.**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Calaycay.

3. FOCUS ON SAFETY

Ali Showkatian, Safety Compliance Manager, presented a message on holiday 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

The agenda was approved as presented.

**6. REVIEW & APPROVAL OF THE MINUTES FOR THE REGULAR MEETING OF
OCTOBER 27, 2017**

Approval of the minutes for the Regular Meeting of October 27, 2017.

Motion by Member Sternquist, second by Vice Chair Warshaw, the minutes for the Regular Meeting of October 27, 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:

Crystal Saxton, Operator of the Month (December 2017)
Lissette McNatt, Employee of the Month (December 2017)

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

Roger Hays, Operator of the Month (December 2017)
Manuela Castellon, Employee of the Month (December 2017)
Abby Ramirez, Employee of the Month (December 2017)

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

8. PUBLIC COMMENT

The following members for public addressed the Executive Board:

Dominick Correy, Senator Portantino's Office
Milo Thomas, Avail Technologies, Inc. Senior Program Manager
Mike Ake, Keolis Senior Vice President Operations
Kevin Ooms, Transdev Vice President, Accounting and Reporting

8.1 Executive Director Response to Public Comment

There was no response to public comment by the Executive Director.

CONSENT CALENDAR

9. OCTOBER 2017 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through October 31, 2017. The attached Financial Statements and Investment Report summarize Foothill Transit's

unaudited operations and financial condition as of October 31, 2017, for the fiscal year ending June 30, 2018.

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

10. **OCTOBER 2017 PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the October 2017 Performance Indicators Report.

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

11. **ON-CALL ARCHITECTURAL & ENGINEERING SERVICES - TASK ORDER 1 (CONTRACT 17-069) EMPLOYEE PARKING LOT EXPANSION AT ARCADIA OPERATIONS AND MAINTENANCE FACILITY**

Recommendation: Authorize the Executive Director to execute Task Order 1 in the amount of \$124,552.68 under Contract No. 17-069 with Stantec Architecture Inc. for the provision of On-Call Architectural & Engineering Services related to the employee parking lot expansion at the Arcadia Operations & Maintenance (O&M) facility.

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

12. **CONTRACT AWARD - NETWORK INFRASTRUCTURE SWITCHES REPLACEMENT PROJECT**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 17-111 in the amount of \$107,261.87 with Converge One for the Network Infrastructure Switches Replacement Project.

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

REGULAR AGENDA

13. INNOVATIVE SERVICE DELIVERY CONCEPTS

Recommendation: Receive and file the Innovative Service Delivery Concepts report.

Jarrett Stoltzfus, Director of Policy and Strategic Sourcing, presented this item.

Mr. Stoltzfus reported on Foothill Transit's involvement with a project led by LA Metro centered on the Mobility on Demand concept. In 2016, the Federal Transit Administration (FTA) published a demonstration project called Mobility on Demand Sandbox for transit agencies to test new mobility concepts, models, and methods. LA Metro was awarded a \$1.35 million grant, which was the largest grant awarded nationwide.

The concept of this project was to partner with a transportation network company (TNC) to provide on demand, shared ride service to get back and forth to major transit stations. The project would demonstrate the long term viability of if and how TNCs can be used as effective feeders into high frequency transit routes and systems. The pilot will provide first mile/last mile shared ride service to three pilot locations in LA, including one in Foothill Transit's service area. Foothill Transit incurs no costs for the duration of the pilot. VIA was selected as the Mobility on Demand Partner. VIA is a TNC similar to Uber and Lyft, but only provides shared rides.

Mr. Stoltzfus introduced Marla Westervelt, Principal Transportation Planner from LA Metro's Office of Extraordinary Innovation and lead on the project. Ms. Westervelt provided an overview of the current status of the project. A term sheet has been developed that lays out the rules and responsibilities of each partner. Work has begun on putting together a clear data sharing agreement, a clear approach to dispatching, designing a way to integrate with TAP, and how to utilize a call center. The project is expected to be deployed in July 2018.

Received and filed.

14. COVINA TRANSIT CENTER AND PARK AND RIDE PROJECT UPDATE

Recommendation: Receive and file the update on the development of the Covina Transit Center and Park & Ride Project.

Sharlane Bailey, Director of Facilities, presented this item.

Ms. Bailey reported that to date the project has gone through study sessions with the City of Covina Planning Commission, City Council reviews, CEQA and NEPA environmental approvals, completed preliminary engineering design, and received concurrence from the Federal Transit Administration (FTA) for acquisition of the transit parcel.

On Tuesday, December 12, 2017, Foothill Transit closed on the transit parcel, making Foothill Transit the owner of the 3.08 acre parcel. The transit center will be located at Citrus Avenue and Covina Boulevard. There will be a 4,400 square foot commercial retail space. Foothill Transit is currently looking for retail partners that would provide high consumer traffic and good visibility for the transit center. Construction is anticipated to begin in March 2018 and completion of the project is anticipated for May 2019.

Received and filed.

15. **CONTRACT AWARD - ARCHITECTURAL AND ENGINEERING SERVICES FOR THE MT. SAN ANTONIO COLLEGE TRANSIT CENTER**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions for Contract No. 18-017 with Psomas in the amount of \$898,677 for the provision of architectural and engineering services related to the development of a Transit Center on the Mt. San Antonio College campus.

Sharlane Bailey, Director of Facilities, presented this item.

Ms. Bailey reported that Memorandum of Understanding (MOU) between Foothill Transit and Mt. San Antonio College was executed in March 2017. The MOU provides direction for the development of the transit center. The transit center is planned to be located central to the campus on Temple Avenue between Mt. SAC Way and Bonita Drive.

In order to begin the conceptual design, Foothill Transit issued a request for qualifications seeking proposals from architectural and engineering firms to design a transit center on the campus. On October 4, 2017 four proposals were received. On November 2, 2017, interviews were held for all four design firms. The highest rated proposer was Psomas, it is based in Los Angeles and is one of top ranked consulting engineering firms in the nation. Psomas has

designed transit facilities for nearly 30 years.

Doran Barnes, Executive Director, clarified that the recommendation in the staff report failed to include the words “and execute the contract.” The proper language should be to negotiate terms and execute the contract.

Motion by Member Pedroza, second by Vice Chair Warshaw, to approve the revised recommendation. Motion carried 5-0.

16. **SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS MEASURE M FUNDED BUS SYSTEM IMPROVEMENT PROGRAM STUDY**

Recommendation: Receive and file the San Gabriel Valley Council of Governments Measure M funded Bus System Improvement Program Study.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel reported on the Measure M funded SGV Bus System Improvement Program. In November 2016, LA County approved Measure M, a half-cent sales tax aimed to improve mobility in the county. Subregions within LA County submitted capital programs to be funded when the measure passed.

One program Mr. Raquel highlighted was the SGV Bus System Improvement Program. The program is programmed to receive \$55 million over the 40 years. The program was created to fund infrastructure improvements related to the express bus system, but parameters are still to be determined. The program is to receive \$3 million over a five year period, but the monies allocated to the program on an annual basis is not enough to initiate a project. Rather than letting the money accumulate, portions of the funding will be allocated to other projects. The SGVCOG is seeking approval from LA Metro Board to borrow \$2.5 million from the program for the first five years to help fund some of the shovel ready projects. Based on the COG report, \$500,000 will be reserved for the program to fund specific project planning and conceptual work. The programs will be reimbursed when sufficient funding is available to initiate projects.

Next steps are to work with the SGVCOG to define the parameters and finalize the details of the program. If the LA Metro Board approves the funding change, Foothill Transit will then enter into a Memorandum of Understanding (MOU) with LA Metro to secure the funding, and then staff can begin the procurement process to start a study.

Received and filed.

17. **IMPACT OF TAX REFORM ON THE FEDERAL ALTERNATIVE FUELS
NATURAL GAS TAX CREDIT**

Recommendation: Receive and file the Impact of Tax Reform on the Federal Alternative Fuels Natural Gas Tax Credit report.

David Reyno, Director of Government Relations, presented this item.

Mr. Reyno reported that in October 2000, after extensive staff analysis and board discussion and debate, the Executive Board approved Compressed Natural Gas (CNG) to replace diesel as Foothill Transit's primary fueling source. In the summer of 2002, Foothill Transit's first CNG bus was introduced. In 2013, the last of Foothill Transit's diesel buses were retired.

In 2005, SAFETEA-LU became law. In order to incentivize public transit agencies to use a cleaner fuel, a tax credit was included for CNG and Liquefied Natural Gas (LNG) when used as a motor vehicle fuel. The credit became effective in fall of 2006. The credit was not made permanent and it has required four congressional extensions in order for it to continue. The most recent extension expired on December 31, 2016. Regular visits with Foothill Transit's congressional delegation and key committee staff in Washington, D.C. have included a request to make the credit permanent.

The credit provides a 50 cent per gasoline gallon equivalent that has provided Foothill Transit \$2 million to \$3 million annually in refundable tax credits. The 2016 credit was just shy of \$3 million. Foothill Transit has received over \$22 million.

Recently, there has been a lot of news on tax reform. The White House has made this a key legislative priority and congress recently passed two tax cut bills. Neither bill included the Alternative Fuels Tax Credit, it's unlikely to be added. The members of congress have been discussing a possible energy related tax extender bill that would include the credit. Staff will continue to make this a key part of Foothill Transit's advocacy efforts in Washington, D.C., and will also be requesting that electricity qualify as part of the credit.

Received and filed.

18. FISCAL YEAR 2017-2018 FIRST QUARTER BUDGET UPDATE

Recommendation: Receive and file the First Quarter Budget Update for the fiscal year ending on June 30, 2018.

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

Ms. Gagnon provided an update on the first quarter of Fiscal Year 2017-2018 that ended on September 30, 2017. The budget figure projection for the first quarter was \$24,939,058. The actual was \$23,146,087, which is a variance of \$1,792,971. Some of the variances were due to the timing of expenditures. One of the larger variances was fuel, which was under budget by \$226,000. This was due to lower than expected fuel prices.

As the KPI reporting has shown in the last few months, Foothill Transit's fare revenues and farebox recovery ratio are down due to declining ridership. As of September 30, 2017, revenues were down \$581,000 under budget. On October 22, 2017, Foothill Transit implemented a fare and service change designed to improve the riders' experience. Staff will provide updates as the information becomes available.

Received and filed.

19. TRANSIT STORE QUARTERLY REPORT

Recommendation: Receive and file the Transit Store Quarterly Report for the First Quarter of Fiscal Year 2017-2018.

Mike Tobin, Quality Assurance Analyst, presented this item.

Mr. Tobin provided an update on the Foothill Transit Stores sales and activity for the first quarter for Fiscal Year 2017-2018, which includes the months of July, August, and September.

Overall sales for the first quarter of FY2017-2018 were \$1,000,710, which amounts to an eight percent decrease in overall sales. Point of sales purchases comprised about 91 percent of overall sales, with online sales comprising about nine percent.

In the first quarter, customers spent an average of 30 seconds waiting on hold, which meets Foothill Transit's target of 40 seconds. There were 74,264 calls received through the toll-free customer service line. Customer Service

Representatives answered 92 percent, or 62,652 of the incoming calls.

Walk-in traffic for the quarter totaled 44,327, amounting to a 12 percent decrease from last fiscal year.

Received and filed.

20. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Foothill Transit's Administrative Offices will be closed for the holiday period. Next Friday, December 22, 2017 will be the last day the office will be open this year, and the office will reopen January 2. The service will continue to run with buses on the road pretty much 24 hours day, seven days week. Staff will support field operations appropriately.
- Foothill Transit will be running its shuttle service to the Rose Bowl on January 1, 2018.
- Wished the Executive Board Happy Holidays.

21. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Vice Chair Warshaw thanked staff that will be working the January 1, 2018 Rose Bowl game.
- Member Herrera wished staff and board members a Merry Christmas and thanked staff for doing a great job.
- Member Pedroza thanked the employees working during the holiday season.
- Member Sternquist wished everyone happy holidays.
- Chair Calaycay wished everyone a restful remaining 2017.

22. **ADJOURNMENT**

Adjournment for the December 15, 2017 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:02 a.m.