



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 16, 2016
8:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Herrera at 8:04 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 holiday safety awareness.

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 October 28, 2016

Motion by Vice Chair Calaycay, second by Member Warshaw, the minutes for the Regular Meeting of October 28, 2016 were approved. Motion carried 5-0.



7. PRESENTATIONS

Prior to the beginning of presentations, Chair Herrera invited Transdev Vice President of Reporting and Accounting Kevin Ooms to say a few words. Mr. Ooms stated that Transdev appreciates the partnership with Foothill Transit and he provided an update on some recent management changes.

7.1 Contractors' Employee Recognition

Jim Marshall, General Manager, First Transit, introduced and recognized the following Pomona location First Transit operator and employee of the month:

Todd Taylor, Operator of the Month (December 2016)
Angel Marquez, Employee of the Month (December 2016)

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

Michael Gavran, Operator of the Month (December 2016)
Billie Green, Employee of the Month (December 2016)

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

7.2 New & Promoted Staff

New Positions:

Oscar Benavente, Fleet Maintenance Coordinator
Jon House, Fleet Technology Coordinator

New Staff:

Lillian Lin, Procurement Specialist

Promoted Staff:

Roy Eseyan, IT Application Specialist

After discussion, by Common Consent, and there being no objection, the Board recognized the new and promoted staff.



8. **PUBLIC COMMENT**

No members of the public addressed the Foothill Transit Executive Board.

CONSENT CALENDAR

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

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through October 31, 2016. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of October 31, 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. **OCTOBER 2016 PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the October 2016 Performance Indicators Report.

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

11. **NOVEMBER 2016 ELECTION SUMMARY UPDATE**

Recommendation: Receive and file the November 2016 Election Summary Update.

Member Pedroza asked that due to the recent local elections results, how soon will changes to the Foothill Transit Clusters take effect. Executive Director Barnes stated that there were changes to the council in the City of Pomona. The City of Pomona should be making their appointments to the Foothill Transit Governing Board soon. With Paula Lantz stepping off the council, this creates an opening for Executive Board Alternate for Cluster 1. A Special Election to fill this vacancy will be held at either the February or March 2017 Governing Board Meeting. Mr. Barnes also reported that due to recent changes on the L.A. County Board of Supervisors that they may choose to make changes to their appointments to the Foothill Transit Governing Board.



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

12. **CONTRACT AWARD - WIDE AREA NETWORK SERVICE RENEWAL AND PHONE SERVICE CONVERSION**

Recommendation: Authorize the Executive Director to enter into Agreement No. 17-014 with Verizon in the amount of \$121,642.70 for replacement of PRI (Primary Rate Interface) and SIP (Session Initiation Protocol) trunk services for the VOIP phone system and continued service of existing six MPLS (Multiprotocol Label Switching) Ethernet PIP circuits.

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

REGULAR AGENDA

13. **CAD/AVL SYSTEM REPLACEMENT DEMONSTRATION**

Recommendation: Receive and file an update on the replacement of Foothill Transit's computer aided dispatch and automatic vehicle location (CAD/AVL) system.

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

Ms. Gillespie introduced Dorsey Houtz, President and CEO, Avail Technologies, and Rick Spangler, Chief Technology Officer, Avail Technologies, Inc. Mr. Houtz reported final system design for Delivery #1 has been submitted and reviewed between Foothill Transit, IBI, and Avail. In addition, all backend software has been developed, the in-vehicle communications system is up and running, and the Foothill Transit Quality Assurance Dashboard has been developed and is being refined. Deployment of Delivery #1 to Foothill Transit is scheduled for April 2017, and final approval and fleet rollout is scheduled for July or August 2017.

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

14. **TRANSIT CENTER AND PARK & RIDE IN THE CITY OF COVINA**

Recommendation: Receive and file the update on the development of a Transit Center and Park & Ride facility in the City of Covina.



Sharlane Bailey, Director of Facilities, presented this item.

Ms. Bailey provided an overview of the Transit Center and Park & Ride in the City of Covina. The transit component of the project is currently under review with Federal Transit Administration in order to meet the National Environmental Policy Act (NEPA). Staff anticipates approval of NEPA categorical exclusion by the end of January. In March or April 2017 a request for approval will be brought to the Executive Board for authorization to execute a purchase and sale agreement with MLC Holding, Inc. In March 2017 staff anticipates a contract award for design build of the transit component will be brought to the Executive Board for authorization. The anticipated construction completion is December of 2018.

Ms. Bailey introduced Mr. Lester Tucker, Vice President of Forward Planning, MLC Holdings, Inc. Mr. Tucker thanked the Executive Board and staff for their efforts, support, and partnership. A short video animation highlighting the transit component and its integration with the residential component was played.

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

15. **CONTRACT AWARD - ARCHITECTURAL AND ENGINEERING SERVICES FOR THE WEST COVINA TRANSIT CENTER**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and execute Contract No. 17-017 in the amount of \$697,452.50 with RNL Interplan, Inc. (RNL) for the provision of Architectural Engineering and Design Services related to the development of the preliminary design of a Transit Center in the City of West Covina.

Vincent Saucedo, Construction Project Manager, presented this item.

Mr. Saucedo reported that West Covina Parkway serves as a major corridor for some of Foothill Transit's busiest bus lines. In October 2016 Foothill Transit issued a request for qualifications from architectural and engineering firms to provide preliminary design services for a 10-12 bay transit center in the City of West Covina. In November 2016 five proposals were received and interviews were held. The highest ranked proposal was RNL Interplan.

Phase 1A of the scope would include preliminary engineering and conceptual design for up to three potential sites at the West Covina Plaza for a contract



amount of \$219,452.50.

Phase 1B will consist of schematic design, geotechnical and easement analysis, and assist in development of environmental clearance documents and entitlements for a contract amount of \$478,000.

Motion by Member Pedroza, second by Vice Chair Calaycay, to approve. Motion carried 4-0. Member Warshaw abstention.

16. **FISCAL YEAR 2016/2017 BUSINESS PLAN INITIATIVES UPDATE**

Recommendation: Receive and file the status update on the FY 2016/2017 Business Plan Initiatives.

Kevin Parks McDonald, Deputy Executive Director, presented this item.

Mr. McDonald provided updates on the Fiscal Year 2016/2017 Initiatives listed below:

- Pomona Operations Contract Procurement
- Arcadia Operations Contract Startup
- Fleet Electrification
- CAD/AVL System Replacement
- Covina Park & Ride and Transit Center
- Fare Restructuring
- Mt. SAC Transit Center Development
- Alternative Service Delivery Concepts
- Class Pass Program Expansion

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

17. **FOOTHILL TRANSIT METROLINK BUS BRIDGE SERVICE**

Recommendation: Receive and file the report on Foothill Transit's Metrolink bus bridge service.

Tanya Pina, Operations Contract Manager, presented this item.

Ms. Pina provided an update on Foothill Transit's Metrolink bus bridge service. Through a Memorandum of Understanding (MOU) Foothill Transit is one of many regional bus operators that provide bus bridge service to the Southern California Regional Rail Authority, also known as Metrolink. In the



event of a service disruption and when the need arises the MOU between Foothill Transit and Metrolink allows Metrolink to request assistance in transporting passengers between stations using Foothill Transit buses and operators. When buses and operators are available it is Foothill Transit's responsibility to provide the service. As stipulated in the MOU, Metrolink is then billed an hourly rate.

There are times when Foothill Transit has not been able to participate. This is due to Foothill Transit's and Metrolink's peak service hours coinciding with one another. If bus bridge service were to be provided during peak service hours, it would result in a reduction of service to Foothill Transit customers. In the last six months Metrolink has requested bus bridge service seven times. Foothill Transit was able to accommodate three requests. The other four bus bridge requests were cancelled by Metrolink due to their service being restored.

In November 2016 Foothill Transit staff met with Metrolink staff to discuss service requests, response time, improving communication, and limitations on the provision of the service. Foothill Transit also participates in Metrolink's quarterly bus bridge review meeting. Foothill transit will continue to work to provide and improve when possible.

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

18. I-10 FREEWAY CONSTRUCTION SERVICE IMPACT UPDATE

Recommendation: Receive and file the I-10 Freeway Construction Service Update report.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel reported on the service impacts caused by construction on Interstate 10. Interstate 10 is Foothill Transit's main connection to Downtown L.A. When construction leads to closures of on and off ramps it impacts the bus service. CalTrans has been working since December 2009 to extend the HOV lanes from the 605 Freeway to the 57 Freeway. Completion of the project is scheduled for the summer of 2021.

The construction continues to impact service on the Silver Streak, the express lines, and Line 480. Construction is currently taking place on two segments of the freeway simultaneously. The closure of lanes slows travel speeds and increases traffic congestion. This negatively affects schedule



adherence and the number of customer comments regarding schedule adherence goes up. Run times on bus routes need to be adjusted, which means adding more time. The additional time means an increase in revenue hours. Increased revenue hours means increased costs. Since Fiscal Year 2012, revenue hours on express lines and the Silver Streak have increased about 12 percent, which equates to \$6.9 million increase in cost.

In late September or early October 2017, CalTrans plans to close the ExpressLanes from Rosemead Boulevard to Fremont Avenue for 6 weeks to perform some bridge construction. This will force buses out of the HOV lanes and into the general traffic lanes. A meeting with CalTrans and L.A. Metro is scheduled for February 2017.

Foothill Transit will participate in bi-weekly CalTrans construction meetings regarding the current HOV project, be diligent about customer communications, and once HOV lanes are complete, Foothill Transit will press for legislation for 3+ occupancy during peak hours on the new HOV lanes once they open.

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

19. **FISCAL YEAR 2016/2017 FIRST QUARTER BUDGET UPDATE**

Recommendation: Receive and file the First Quarter Budget Update for the fiscal year ending on June 30, 2017.

Reuben Cervantes, Finance Analyst, presented this item.

Mr. Cervantes provided an update on the current budget year and progress through September 30, 2016. Foothill Transit was \$2.7 million under budget at the end of the first quarter. These savings are due to timing instead of savings. An example of this was the SmartBus system support was projected to be paid as a onetime payment in the first quarter of the year, but instead was favorably negotiated as a monthly payment.

After reviewing the anticipated projects and programs, the departments determined that Foothill Transit should end the fiscal year approximately \$720,000 under the approved budget.

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



20. TRANSIT STORE QUARTERLY REPORT

Recommendation: Receive and file the Transit Store Quarterly Report.

Michael Tobin, Quality Assurance Analyst, presented this item.

Mr. Tobin reported on the Foothill Transit Store sales, and activity for the first quarter of Fiscal Year 2016/2017, which includes the months of July, August, and September 2016.

Sales for the quarter totaled \$1.12 million dollars which is 14 percent lower than same time period the previous year. Average hold time for the quarter was 26 seconds. The average handing time was one minute 55 seconds. Customer Service representatives handled 94 percent of the more than 76,634 calls received. Compared to last year, this was a 13.6 percent decrease in the total number of calls answered and total number calls received, which reflects the over trend of declining ridership. Walk-in traffic recorded for the stores this quarter totaled 50,246, which is about 40 percent lower than the same period last fiscal year, which is due to the new people counters installed at stores that are more accurate.

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

21. EXECUTIVE DIRECTOR COMMENT

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

Mr. Barnes reported the following:

- The Avail Demonstration will take place in the conference room at the conclusion of the Executive Board Meeting.
- Mr. Barnes introduced Evie Palicz, Manager of Training and Development, Access Services. Ms. Palicz introduced the Access Services Intern Douglas Tohom and Extern Oliver Wolyniec, who were observing today's Executive Board Meeting.
- Congratulated Chris Pieper, Procurement Manager, in receiving his Master's in Business Administration.
- Foothill Transit received at \$240,000 Carl Moyer Grant Award.
- The Federal Transit Administration (FTA) Drug and Alcohol Compliance Review was conducted this week by the FTA. Overall the findings were positive. There are a few areas staff will be working with the contractors on.



- Federal Transit Administration Triennial Review scheduled for May 2017.
- Work continues on advancing the various priorities of APTA. A proposal to update the APTA Bylaws went out to board members.
- Foothill Transit has updated its PowerPoint presentations templates and new imagery has been added.
- Rose Bowl service scheduled is for January 2, 2017.
- Thanked the Executive Board for the Holiday Period.

22. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Chair Herrera stated that Foothill Transit has completed three and half years as an independent agency. Congratulated the Foothill Transit staff. Wished staff a happy holiday and safe 2017.

23. **ADJOURNMENT**

Adjournment for the December 16, 2016 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:29 a.m.