



Foothill Transit

**STATEMENT OF PROCEEDINGS FOR THE
FOOTHILL TRANSIT EXECUTIVE BOARD
STRATEGIC PLANNING WORKSHOP**

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

**Friday, February 3, 2017
8:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Herrera at 8:06 a.m.

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Corey Warshaw, Member Cynthia Sternquist, Member Sam Pedroza, Vice Chair Corey Calaycay, Chair Carol Herrera,

Chair Herrera welcomed Executive Board Alternate Cruz Baca.

3. PUBLIC COMMENT

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

4. STRATEGIC PLANNING WORKSHOP

Mr. Stark, representing Peter Barron Stark & Associates, Inc., retreat moderator, greeted attendees, provided opening statements covering the overall emphasis of the workshop, and distributed the workshop workbook for discussion and completion by attendees.

Review of Past Year/Pre-Retreat Interviews and Self-Assessment

Board Members and staff highlighted the accomplishments by Foothill Transit for the past year. In addition, Mr. Stark gave an overview of Executive Board and staff member interviews conducted on January 23, 2017.

- Overall financial condition
- National and international reputation



- The will to adjust routes due to ridership needs
- Success in writing grants and obtaining monies
- Training opportunities for staff
- Electric bus program
- Proterra facility in City of Industry
- CAD/AVL replacement
- Relationship with member cities
- First transit agency in the nation to be awarded a platinum sustainability award from APTA
- National leadership
- AdWheel Award for commitment to go all electric
- Board and staff relationship
- Azusa Intermodal Transit Center
- APTA involvement
- Staff involvement in resolving issues
- Innovation partnerships
- Proactive in transit industries
- Staff teamwork
- Class Pass

Discussion Topics

Financial Forecast

Michelle Lopez Caldwell, Director of Finance and Treasurer, provided a verbal presentation on the Financial Forecast. Ms. Caldwell reported that every year an overall financial review that encompasses a 10 year period looking both backward at history and anticipates the future to ensure that Foothill Transit continues to maintain an operating and capital financial base that is sufficient to deliver safe, quality, and reliable transportation services. The forecast summarizes operating and capital revenues and expenses from 2013-2023.

Fare Restructuring

Michelle Lopez Caldwell, Director of Finance and Treasurer, provided a verbal presentation on the Fare Restructuring Study. Ms. Caldwell reviewed the goals and areas of importance identified by the Governing Board. She reported that the recommended alternative will be the result of the modeling process combined with the goals set by the board and staff. She discussed policy issues a board must consider when changing fares. An update will be provided at the February Governing Board Meeting and a request to go to public hearings with the preferred alternative will be presented in March 2017.



Service Enhancements

Joe Raquel, Director of Planning, provided a verbal presentation on fall 2017 Service Enhancements. Mr. Raquel reviewed with the Executive Board the proposed service enhancements, which include splitting Line 187, reroute of Line 480, combining Line 292 and 855, changing eastern terminus of Line 493, cancellation of Line 481 and Line 494, and adding reverse commute during AM peak on Line 493 and Line 498.

Class Pass Update

Katie Gagnon, Special Projects Manager, provided a verbal presentation on the Class Pass. She provided an update on the Class Pass at the University of La Verne, Mt. SAC, and Citrus College. Ms. Gagnon also reported on the current funding and fees for the Class Pass Program and a proposal to increase the boarding rate as part of the fare restructuring study.

Member City Transit Services

Kevin Parks McDonald, Deputy Executive Director, provided a verbal presentation on Member City Transit Services. Mr. McDonald reported that several member cities provide local transit service. Some of these services may be able to be operated at a lower cost by Foothill Transit. Mr. McDonald discussed Foothill Transit operating costs and capital costs, if Foothill Transit were to assume operation of these services.

Key Performance Indicator - Average Hold Time

LaShawn Gillespie, Director of Operations and Customer Service, provided a verbal presentation on changing the Average Hold Time Key Performance Indicator. Ms. Gillespie discussed with the Executive Board Members changing the Average Hold Time Key Performance Indicator to Percentage of Calls Answered.

On consensus, the Executive Board Members, accepted the verbal presentations by Staff.

5. **CLOSED SESSION**

CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Gov't Code § 54957)
Title: Executive Director

Darold Pieper, General Council, reported that no reportable action was taken.



6. **ADJOURNMENT**

Adjournment for the February 3, 2017 Foothill Transit Executive Board Strategic Planning Workshop.

There being no further business, the Foothill Transit Executive Board Strategic Planning Workshop adjourned at 2:30 p.m.