



**STATEMENT OF PROCEEDINGS FOR THE  
REGULAR MEETING OF THE  
FOOTHILL TRANSIT EXECUTIVE BOARD  
FOOTHILL TRANSIT ADMINISTRATIVE OFFICE  
2ND FLOOR BOARD ROOM  
100 SOUTH VINCENT AVENUE  
WEST COVINA, CALIFORNIA 91790**

**Friday, February 22, 2013**

**8:00 AM**

CALL TO ORDER

1. Call to order. (13-0916)

**The meeting was called to order by Chair Wallach at 8:01 a.m.**

PLEDGE

2. Pledge of Allegiance. (13-0917)

**The Pledge of Allegiance was led by Doran Barnes, Executive Director, Foothill Transit.**

ROLL CALL

3. Roll call. (13-0918)

**Roll call was taken by Mr. Garen Khachian, Staff, Board of Supervisors Executive Office, Commission Services Division.**

Present: Chair Pat Wallach, Vice Chair Doug Tessitor, Treasurer Paula Lantz, Member Margaret McAustin and Member Carol Herrera

I. ADMINISTRATIVE MATTERS

4. Approval of the minutes for the Regular Meeting of December 14, 2012 and the Strategic Planning Workshop of February 1, 2013. (13-0919)

**On motion of Vice Chair Doug Tessitor, seconded by Member Carol Herrera, unanimously carried, the minutes for the regular meeting of December 14, 2012 and the Strategic Planning Workshop of February 1, 2013 were approved.**

Attachments: [SUPPORTING DOCUMENT](#)

## II. PRESENTATIONS

5. 5.1 Presentation by Steve Ly, Regional Chamber (13-0920)

**By Common consent and there being no objection, this item was continued to a future meeting date to be determined.**

- 5.2 Contractors' Employee Recognition (13-0921)

**Peter Greenberg, General Manager, First Transit, introduced and recognized the following Arcadia location First Transit Operators and Employee of the Month:**

- **Charles Mrotek, Operator of the Month (January 2013)**
- **William Vincent, Employee of the Month (January 2013)**
- **Michael Gavron, Operator of the Month (February 2013) (not present at meeting)**
- **Rachel Green, Employee of the Month (February 2013)**

**Jim Marshall, General Manager, First Transit, introduced and recognized the following Pomona location First Transit Operators of the Month:**

- **Isaac Gonzales, Operator of the Month (January 2013)**
- **Martha Vidriezca, Operator of the Month (February 2013)**

**Doran Barnes, Executive Director, Foothill Transit, introduced and recognized the following Veolia Transportation Employee of the Quarter:**

- **Deanna Forrest, Marketing Administrative Assistant Employee of the Quarter (1st Quarter)**

**After discussion, by common consent and there being no objection, this item was received and filed.**

## III. PUBLIC COMMENT

6. Public Comment. (13-0922)

**Mr. Douglas Lee addressed the Foothill Transit Executive Board.**

**Doran Barnes, Executive Director, introduced Kevin Ooms, Vice President of Reporting & Accounting, Veolia Transportation. Mr. Ooms thanked the Executive Board for their support and noted that he attended today's meeting to answer any questions the Board may have.**

**IV. CONSENT CALENDAR**

**7. JANUARY FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary. (13-0923)

**On motion of Vice Chair Doug Tessitor, seconded by Member Margaret McAustin, unanimously carried, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**8. 2013 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the February 2013 Legislative Summary. Adopt support positions on AB 8, SB 11, SCA 4 and SCA 8. (13-0924)

**On motion of Vice Chair Doug Tessitor, seconded by Member Margaret McAustin, unanimously carried, this item was approved, and the February 2013 Legislative Summary was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**9. PROPOSED 2013 FEDERAL, STATE & LOCAL LEGISLATIVE PROGRAMS**

Recommendation: Adopt the proposed 2013 Federal, State and Local Legislative Programs as outlined in Attachments A, B and C. (13-0925)

**On motion of Vice Chair Doug Tessitor, seconded by Member Margaret McAustin, unanimously carried, this item was adopted.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**10. QUARTERLY FLEET MAINTENANCE AUDIT REPORT**

Recommendation: Receive and file a report on the January 2013 quarterly fleet maintenance audits performed on the Foothill Transit fleet. (13-0926)

**On motion of Vice Chair Doug Tessitor, seconded by Member Margaret McAustin, unanimously carried, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

11. TRANSPORTATION DEVELOPMENT ACT (TDA) TRIENNIAL PERFORMANCE REVIEW

Recommendation: Receive and file a report on Foothill Transit's recent Transportation Development Act (TDA) Triennial Performance Review. (13-0927)

**On motion of Vice Chair Doug Tessitor, seconded by Member Margaret McAustin, unanimously carried, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

12. REVISED FOOTHILL TRANSIT RECORDS RETENTION & DESTRUCTION POLICY

Recommendation: Adopt the Revised Foothill Transit Records Retention and Destruction Policy and Records Retention Schedule. (13-0928)

**On motion of Vice Chair Doug Tessitor, seconded by Member Margaret McAustin, unanimously carried, this item was adopted.**

**Attachments:** [SUPPORTING DOCUMENT](#)

13. ELECTRIC BUS CHARGER UPGRADE

Recommendation: Authorize the Executive Director to negotiate final contract terms and conditions and award a contract to Proterra, Inc. in the amount of \$363,515 to upgrade the Ecoliner electric bus charging infrastructure. (13-0929)

**On motion of Vice Chair Doug Tessitor, seconded by Member Margaret McAustin, unanimously carried, this item was approved.**

**Attachments:** [SUPPORTING DOCUMENT](#)

14. SOLE SOURCE CONTRACT AWARD - REMOVAL & REINSTALLATION OF SMARTBUS EQUIPMENT

Recommendation: Authorize the Executive Director to negotiate final contract terms and conditions and award a sole-source contract to Xerox in the amount of \$241,307.20 to remove 64 sets of vehicle SMARTBus equipment from retired coaches and install them on 64 newly procured coaches. (13-0930)

**On motion of Vice Chair Doug Tessitor, seconded by Member Margaret McAustin, unanimously carried, this item was approved.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**15. CONTRACT AMENDMENT - INDUSTRY PARK & RIDE ARCHITECTURAL & ENGINEERING SERVICES**

Recommendation: Authorize the Executive Director to issue Amendment No. 7 to Agreement No. 11-038 with Walker Parking Consultants in the amount of Seven Thousand Nine Hundred Eighty One Dollars (\$7,981) to engage the services of a Qualified Stormwater Pollution Prevention Plan Practitioner (QSP). (13-0931)

**On motion of Vice Chair Doug Tessitor, seconded by Member Margaret McAustin, unanimously carried, this item was approved.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**16. SOUTHERN CALIFORNIA EDISON TRANSMISSION RELOCATION - INDUSTRY PARK & RIDE PROJECT**

Recommendation: Authorize the Executive Director to engage the services of Southern California Edison (SCE) to relocate two existing transmission poles and related transmission switchgear in the amount of one hundred twenty thousand dollars (\$120,000). (13-0932)

**On motion of Vice Chair Doug Tessitor, seconded by Member Margaret McAustin, unanimously carried, this item was approved.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**17. CONTRACT AMENDMENT - SOLAR POWER SYSTEMS EXPANSION**

Recommendation: Authorize the Executive Director to issue Contract Amendment No. 4 in the amount of \$375,031 to Agreement No. 10-011 with the O.K. Earl Corporation for an additional 30 kilowatt expansion of the Solar Power System Project at the Arcadia Operations and Maintenance Facility. (13-0933)

**On motion of Vice Chair Doug Tessitor, seconded by Member Margaret McAustin, unanimously carried, this item was approved.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**18. CONTRACT AWARD - POMONA OPERATIONS AND MAINTENANCE FACILITY DRIVEWAY REPLACEMENT**

Recommendation: Receive and file a report on the award of a contract for replacement of the bus driveway and repair of a storm drain adjacent to the driveway that has been damaged by buses entering the Pomona property.

(13-0934)

**On motion of Vice Chair Doug Tessitor, seconded by Member Margaret McAustin, unanimously carried, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**19. CONTRACT AWARD -TRANSIT STORE SECURITY SERVICES (RFP No. 13-016)**

Recommendation: Authorize the Executive Director to execute a two-year agreement with three one-year options to be exercised at the sole discretion of Foothill Transit to Platinum Security Incorporated, to provide security services at Foothill Transit's El Monte Transit Store, in the amount of \$132,564.00 and negotiate final terms and conditions. (13-0935)

**On motion of Vice Chair Doug Tessitor, seconded by Member Margaret McAustin, unanimously carried, this item was approved.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**V. DISCUSSION ITEMS (REGULAR AGENDA)**

**20. FOOTHILL TRANSIT CNG FUELING PROGRAM**

Recommendation: Receive and file a report on Foothill Transit's clean fuel efforts with Clean Energy and our role in advancing the use of compressed natural gas (CNG). (13-0936)

**Lauren Cochran Festner, Director of Maintenance and Vehicle Technology, presented this item and reported the following:**

**Foothill Transit operates 288 Compressed Natural Gas (CNG) powered buses. Clean Energy continues to provide high quality preventive and emergency maintenance services at Foothill Transit's CNG fuel stations in Arcadia and Pomona.**

**Ms. Festner, introduced Mr. Charles Love, Transit Business Development Manager for Clean Energy. Mr. Love reported that Foothill Transit should be congratulated for being the leader in reducing emissions and pioneering the use of CNG buses in the transit industry. He further stated that in 2012 the average estimated fuel saving was \$6,750,000.**

**After discussion, on motion of Member Margaret McAustin, seconded by Treasurer Paula Lantz, unanimously carried, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**21. SILVER 2 SILVER UPDATE**

Recommendation: Receive and file the Silver 2 Silver update. (13-0937)

**Felicia Friesema, Director of Marketing and Communication presented this item and reported the following:**

**The total gain of ridership from the Metro pass customers coming over to Foothill Transit during October, November and December 2012 was 16,716 which was 5% of the total ridership for the Silver Streak during that period. The goal of increasing customer ridership for Foothill Transit's Silver Streak is making headway.**

**After discussion, on motion on Member Carol Herrera, seconded by Vice Chair Doug Tessitor, unanimously carried, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**22. INDUSTRY PARK & RIDE UPDATE**

Recommendation: Receive and file the Industry Park & Ride Project Status Update. (13-0938)

**Sharlene Bailey, Project Manager, presented this item and reported the following.**

**On June 29, 2012, the Foothill Transit Executive Board authorized award of the construction contract to Klorman Construction in the amount of \$9,530.92 for the Industry Park and Ride facility located in the City of Industry. The engineer's estimated cost for this project is \$12,075,102. The total current project cost is below the project budget by \$4.1 million.**

**After discussion, on motion of Vice Chair Doug Tessitor, seconded by Treasurer Paula Lantz, unanimously carried, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**23. PUENTE HILLS TRANSIT STORE REMODEL & EXPANSION**

Recommendation: Provide direction regarding the possible remodeling and expansion of the Puente Hills Mall Transit Store. (13-0939)

**Roland Cordero, Director of Facilities, presented this item and reported the following:**

**The Puente Hills Mall Transit Store was originally located on the first level, south wing of the Puente Hills Mall. In September 1999, the store was relocated to space 571 on the first level, south wing of the Mall. Over the last 13 years, the store has served two million customers who purchase bus passes and/or obtain bus schedule information in person and over the phone. The store is a major transit hub for the Southern communities and serves 11 transit lines.**

**Store team members sell bus passes, provide customer information, and handle calls to the "call-center" after 7:00 p.m. on weekdays, with most calls handled on Saturdays and Sundays. Currently, there are five Customer Representatives (CSR) and one store manager assigned to the Store.**

**No upgrades have been made to the store and the store is in need of an upgrade. Office space 569, a 511 sq. ft. space adjacent to the current store location is available for lease. A potential to remodel and expand the current store size to 1,223 sq. ft. to better accommodate five CSRs and one manager is feasible with Office Space 569 being available for lease. The estimated total cost for leasing space 571 and 569 is \$5,585 per month and the estimated remodeling cost is \$400,000.**

**After discussion, on motion of Vice Chair Doug Tessitor, seconded by Member Carol Herrera, unanimously carried, the Executive Board directed staff to move ahead with the remodeling and expansion of the Puente Hills Mall Transit Store.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**24. POSSIBLE ADVANCE PAYMENT FOR BUS PURCHASE**

**Revised Recommendation: Direct the Executive Director to negotiate terms and conditions with North American Bus Industries (NABI) to incorporate an advance payment of ~~\$5,332,754~~ **\$2,062,252** in our Agreement No. 09-001 with NABI for the procurement of 34 buses and provide direction regarding bonding requirements. (13-0940)**



**Richard Hasenohrl, Director of Finance presented this item and reported the following:**

**The Park and Ride facilities currently have \$2.1 million of Proposition 1B Bond funding that will expire/lapse on June 30, 2013. If these funds are not transferred to another project they will have to be returned. The most feasible active project that could use this funding is the purchase of 34 replacement buses from North American Bus Industries Inc. (NABI) under Agreement No. 09-001. However, the delivery date is well past June 30th, the date the funds will expire/lapse. An option to allow the use of these funds before they expire is to structure advance payment with the bus manufacturer (NABI). If authorized, Agreement No. 09-001 with NABI would need to be modified to incorporate an advance payment including contractual safeguards to protect Foothill Transit by requesting a bond for the advance payment.**

**After discussion, on motion of Vice Chair Doug Tessitor, seconded by Treasurer Paula Lantz, unanimously carried, the Executive Board accepted the revised recommendation, as noted above.**

**Attachments:    [SUPPORTING DOCUMENT](#)**

**25. BOARD PAYROLL PROCESS**

Recommendation: Direct the Executive Director to: 1. Implement a process whereby Foothill Transit Governing Board Members including Governing Board Alternates are paid and reported to the IRS as employees for Foothill Transit; or 2. Maintain the current payment process whereby Governing Board Members and their alternates are paid as independent contractors. Executive Board Members and their alternates are currently paid as employees. (13-0941)

**Richard Hasenohrl, Director of Finance, presented this item.**

**Darold Piper, General Counsel, responded to questions posed by the Executive Board.**

**After discussion, on motion of Vice Chair Doug Tessitor, seconded by Member Carol Herrera, unanimously carried, the Executive Board approved Option 2 directing the Executive Director to maintain the current payment process whereby Governing Board Members and their alternates are paid as independent contractors. In addition the Executive Board instructed David Reyno, Director of Government Relations, to explore other organizations' processes.**

Attachments: [SUPPORTING DOCUMENT](#)

**26. Foothill Transit Service and Maintenance Review**

Recommendation: Receive and file a report on Foothill Transit's on-street service and fleet and facility maintenance. (13-0942)

**LaShawn Gillespie, Director of Customer Service and Operations presented this item and reported on Foothill Transit's on-street service and fleet maintenance.**

**Operations and Maintenance Contracts**

**Foothill Transit Pomona**

- **Current contract with First Transit began January 1, 2013**
- **Contract operates and maintains, Foothill Transit's 166 CNG buses and 3 Electric buses**

**Foothill Transit Arcadia**

- **First Transit contract was awarded and began service July 1, 2012**
- **Contract Operates and maintains, Foothill Transit's 122 Compressed Natural Gas buses and 17 Diesel buses**

**Mr. Nick Promponas, First Transit Senior Vice President, reported that the following action plans are in progress by First Transit:**

- **Direct communication with First Transit Senior Management is taking place.**
- **Strategic Internal Leadership Meetings are being held.**
- **Issues Log is in place to record incidences.**
- **Quality Assurance Inspections are being held.**
- **Gate Checks are being conducted for schedule adherence.**
- **Customer Comments are being reviewed to identify issues and provide enhanced services.**

**After discussion, on motion of Vice Chair Doug Tessitor, seconded by Chair Pat Wallach, unanimously carried, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

**27. Foothill Transit Livery Revision**

Recommendation: Provide direction regarding exploring potential future livery changes for the Foothill Transit Fleet. (13-0943)

**Felicia Friesema, Director of Marketing and Communications, presented this item and reported that appearance changes to Foothill Transit buses will be considered for the organization's next order of 30 new buses.**

**The Executive Board expressed support on the appearance changes of the new Foothill Transit fleet; however, requested that a comprehensive report be provided to the Board before the meeting at which decision will be made on the livery design. The report's focus should be on the six livery designs that Board considered at the Strategic Planning Workshop held on February 1, 2013. Additionally, the Board suggested that a Study Session be scheduled for discussion of the Livery design before the next Foothill Transit Executive Board meeting.**

**After discussion, on motion of Member Carol Herrera, seconded by Doug Tessitor, unanimously carried, the Executive Board directed the Executive Director to: 1) move forward with the Livery design for the forthcoming Foothill Transit new Fleet of 30 buses; 2) prepare a comprehensive report be provided to the Board before the meeting at which decisions on the Livery design will be made; and 3) a Study Session be scheduled for discussion of the livery design before the next Foothill Transit Executive Board meeting.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**28. Performance Indicators Fiscal Year 2013 - 2nd Quarter Report**

Recommendation: Receive and file the Fiscal Year 2013 - 2nd Quarter Report. (13-0944)

**Joe Raquel, Director of Planning, presented this item.**

**After discussion on motion of Vice Chair Doug Tessitor, seconded by Member Carol Herrera, unanimously carried, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**29. TRANSIT STORE QUARTERLY REPORT**

Recommendation: Receive and file the Transit Store Quarterly Report. (13-0945)

**Isabel Soltero, El Monte Transit Store Manager, presented this item.**

**After discussion, on motion of Member Herrera, seconded by Vice Chair Doug Tessitor, unanimously carried, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**VI. EXECUTIVE DIRECTOR COMMENT**

**30. Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (13-0946)**

**Mr. Barnes reported the following:**

- **Foothill Transit's Annual Bus Roadeo is scheduled for March 16, 2013, at the Arcadia Operating Facility.**
- **The Ecoliner Program has gained momentum; most of the technical issues of the buses have been resolved. The First Ecoliner bus has surpassed 100,000 miles of service. The ultimate goal is to have all three Ecoliner buses operating at 100%. A comprehensive report will be provided to the Board on this Program at a future meeting.**
- **The College Pass Ridership Program is in process and progressing slowly; the Board will be kept updated on the progress of this Program.**
- **The Governmental Relation Department hired a new employee. Katie Gagnon, Manager of Special Projects, will be working with David Reyno, Director of Government Relations. Currently, she is assigned to College Pass Programs and will assist Mr. Reyno with other projects.**
- **The American Public Transportation Association has issued its 2013 Annual Calendar. An image of a Foothill Transit Bus is featured for the month of October 2013. Calendars were provided to the Board.**
- **The next Foothill Transit Governing Board meeting is scheduled for Friday, March 1, 2013 at 7:45 a.m.**

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**After discussion, by common consent and there being no objection, this item was received and filed.**

**VII. BOARD MEMBER COMMENT**

31. Comments by Members of the Foothill Transit Executive Board. (13-0947)

**Chair Wallach, inquired about signage and the length of time it takes to build schedule signage at bus stops, specifically at the 1418 Arrow Hwy bus stop.**

**Staff informed Chair Wallach that schedule signage are strategically set up at the busiest bus stops.**

**After discussion, by common consent and there being no objection, this item was received and filed.**

RECESS

The Foothill Transit Executive Board recessed to Closed Session at 10:28 a.m. following Agenda Item No. 31. The Foothill Transit Executive Board meeting was reconvened and called to order by Chair Wallach, at 11:02 a.m.

The following members were present: Chair Pat Wallach, Vice Chair Doug Tessitor, Treasurer Paula Lantz, Members Carol Herrera and Margaret McAustin. (13-1063)

**VIII. NOTICES OF CLOSED SESSION: : CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code § 54956.8)**

32. Property Address/Location: Northerly 126 ± feet x 383 ± feet of APN:  
8608-027-900
- Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill,  
Darold D. Pieper, Kevin McDonald
- Negotiating Parties: James Makshanoff, Azusa City Manager & Tito  
Haes, Public Works Director
- Under Negotiation: Price and Terms (13-0949)

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

33. Property Address/Location: APN: 8474007035  
Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill,  
Darold D. Pieper, Kevin McDonald  
Negotiating Parties: Andrew Pasmant, West Covina City Manager  
(13-0950)

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

**IX. ADJOURNMENT**

34. Adjournment for the February 22, 2013, Foothill Transit Executive Board Meeting.  
(13-0951)

**There being no further business, the Foothill Transit Executive Board meeting was adjourned at 11:03 a.m.**