



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, February 24, 2017
8:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Herrera at 8:03 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 emergency evacuation preparation.

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

Staff requested that item number 23, Contract Award – Operations and Maintenance – Pomona Facility, be pulled from the agenda. Mr. Barnes stated that a protest has been received on that item that staff is currently processing. Once the protest review is completed the item will be brought to the Executive Board for action.

Chair Herrera approved the agenda as revised.

6. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of December 16, 2016.



Motion by Vice Chair Calaycay, second by Member Sternquist, the minutes for the Regular Meeting of December 16, 2016 were approved. Motion carried 5-0.

7. PRESENTATIONS

7.1 Contractors' Employee Recognition

Diane Williams, Assistant General Manager, First Transit, introduced and recognized the following Pomona location First Transit operator and employee of the month:

Robert Arras, Operator of the Month (February 2017)

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

Roman Wilkinson, Operator of the Month (February 2017)

Jose Garcia, Employee of the Month (February 2017)

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 Staff:

Yamel Castro, Help Desk Administrator

Doran Barnes, Executive Director, introduced Bill Jackson, General Manager, Transdev who introduced new Transdev staff.

Denise Murphy Gonzalez, Assistant General Manager

Anthony Cunningham, Operations Manager

Bernard Brown, Training Manager

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. **JANUARY 2017 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through January 31, 2017. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of January 31, 2017 for the fiscal year ending June 30, 2017.

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

10. **JANUARY 2017 PERFORMANCE INDICATORS REPORT**

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

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

11. **FEBRUARY 2017 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the February 2017 Legislative Summary. Adopt support positions on AB 1, SB 1, and AB 17.

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

12. **COACH OPERATOR AUDIT RESULTS**

Recommendation: Receive and file the results of the Coach Operator Audits conducted in November of 2016.

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

13. **REQUEST TO ISSUE INVITATION FOR BIDS (IFB) NO. 16-084 - POMONA FACILITY RENOVATIONS**

Recommendation: Authorize the Executive Director to Issue IFB No. 16-084 for construction renovation activities to the Pomona Operations and



Maintenance Facility.

Motion by Member Warshaw, second by Member Sternquist, to approve.
Motion carried 5-0.

14. **REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) NO. 17-065 -
ARCADIA OVERFLOW PARKING LOT EXPANSION**

Recommendation: Authorize the Executive Director to issue RFP No. 17-065 for design and construction services for the expansion of the overflow parking at the Arcadia Operation and Maintenance Facility.

Motion by Member Warshaw, second by Member Sternquist, to approve.
Motion carried 5-0.

15. **REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) NO. 17-053 -
GENERAL MARKETING SERVICES**

Recommendation: Authorize the Executive Director to issue Request for Proposals (RFP) No. 17-053 for General Marketing Services.

Motion by Member Warshaw, second by Member Sternquist, to approve.
Motion carried 5-0.

16. **CONTRACT AWARD - NETWORK SECURITY MONITORING APPLIANCE**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter in Sole-Source Agreement No. 17-060 with Darktrace in the amount of one hundred eighty nine thousand, three hundred and thirty seven dollars and fifty one cents (\$189,337.51) to purchase a network security monitoring appliance.

Motion by Member Warshaw, second by Member Sternquist, to approve.
Motion carried 5-0.

17. **CONTRACT AMENDMENT - 30 BUS PROCUREMENT**

Recommendation: Authorize the Executive Director to execute Amendment No. 17 to Contract No. 12-040 with New Flyer in the amount of One Hundred Sixty-Seven Thousand, Three Hundred and Four dollars (\$167,304) sales tax included, for design changes as requested by Foothill Transit.



Motion by Member Warshaw, second by Member Sternquist, to approve.
Motion carried 5-0.

18. **PROPOSED FISCAL YEAR 2017-2018 BUSINESS PLAN INITIATIVES**

Recommendation: Approve the proposed FY 2017-2018 Business Plan Initiatives.

Motion by Member Warshaw, second by Member Sternquist, to approve.
Motion carried 5-0.

19. **FISCAL YEAR 2016-2017 SECOND QUARTER BUDGET UPDATE**

Recommendation: Receive and file the second quarter budget update for the fiscal year ending June 30, 2017.

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

REGULAR AGENDA

20. **2017 BUS ROADEO PREVIEW**

Recommendation: Receive and file the preview of the 2017 Bus Roadeo.

Tanya Pina, Operations Contract Manager, presented this item.

Ms. Pina provided a preview of the upcoming Foothill Transit Bus Roadeo. The 22nd Annual Foothill Transit Bus Roadeo is scheduled for Saturday, March 4, 2017. This year's theme is Hollywood Movie Night. The roadeo will take place at the Arcadia Operations and Maintenance Facility. Operators and maintenance teams will face-off to determine who will represent Foothill Transit in Reno, Nevada for the APTA International Bus Roadeo competition. Ms. Pina invited the Executive Board Members to attend.

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

21. **ROSE BOWL SERVICE UPDATE**

Recommendation: Receive and file the Rose Bowl Service Update.

Tanya Pina, Operations Contract Manager, presented this item.



Ms. Pina provided an update on Foothill Transit's Rose Bowl Shuttle Service. The shuttle season started-up on May 14, 2016 with Foothill Transit providing over 14,000 fans shuttle service to the Beyoncé concert. That was followed by the Copa America Soccer Match, Coldplay concert, UCLA home football games, and the Rose Bowl game January 2, 2017. The total number of customers transported for these events totaled 117,117. Feedback received from customers has been very positive. Ms. Pina thanked members of the First Transit, Transdev, and Foothill Transit team who helped make the operation a success.

Ms. Pina stated that the 2017 season will begin with the U2 concert on May 20, 2017, and that Foothill Transit looks forward to continuing its partnership with the Rose Bowl and providing outstanding service.

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

22. **PROPOSED 2017 FEDERAL, STATE, AND LOCAL LEGISLATIVE PROGRAMS**

Recommendation: Adopt the proposed 2017 Federal State, and Local Legislative Program as outlined in Attachments A, B, and C.

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

Mr. Reyno reported that every year Foothill Transit adopts federal, state, and local legislative programs, which serves as a guide for pursuing Foothill Transit's legislative proposals and strategies. The 2017 programs continue Foothill Transit's efforts to maintain strong relationships with elected and appointed representatives and their staff. Key Federal issues include implementation of H.R. 22 (FAST Act), finding long term funding source for the Highway Trust Fund, Infrastructure Investment, FTA/Devolution, Transit/Parking tax benefit, and continue to advocate for a permanent extension of Alternate fuels tax credit. At the state level Foothill Transit is represented by ten state legislators. Key issues at the state level include maintaining the current level of state transit funding, staff will work closely with the state delegation to make sure transit is adequately funded, support for AB 1 and SB 1, provide support on legislation that moves our electric bus program forward, and Foothill Transit will seek legislation or regulatory action to make the 10 Freeway HOV Lanes three person minimum during key travel periods. At the local level, Foothill Transit will work to continue to receive its fair share of funding under local sales tax measures.

Motion by Member Warshaw, second by Member Pedroza, to adopt. Motion



carried 5-0.

23. **CONTRACT AWARD - OPERATIONS AND MAINTENANCE -POMONA FACILITY**

Recommendation: Authorize the Executive Director to award a contract to Keolis Transit Services, LLC for transit operations and maintenance services at Foothill Transit's Pomona facility. The base contract term will be four years and the contract will include one four-year option to be exercised at Foothill Transit's sole discretion. The projected four-year base contract cost is \$115.8 million, including startup costs, and the cumulative cost over the potential life of the contract is projected at \$237.2 million.

This item was pulled from the agenda.

24. **PROPOSED FARE STRUCTURE - PUBLIC OUTREACH REQUEST**

Recommendation: Recommend that the Governing Board authorize the Executive Director to seek public input regarding fare restructuring.

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

Ms. Caldwell presented the proposed fare structure to seek authorization to conduct public outreach and gather public comments before the final recommendation for adoption. The proposed fare structure will be implemented in two phases. The two phase implementation strategy minimizes the financial impact on customers as well as minimizing additional ridership losses.

A major change to the pass structure is the introduction of a day pass. Many operators in the industry offer a day passes to reduce onboard cash payments and eliminates the need for paper transfers. The first phase of the proposed fare structure is expected to be implemented in October 2017. Phase 1 of the fare model projects a 1 percent decline in ridership and 7 percent growth in fare revenue. Phase 2 will occur in September 2019, and the fare model expects a 3 percent decrease in ridership and a 10 percent growth in fare revenue.

Public meetings will be held across the service area to ensure customers are informed and provided the opportunity to submit their comments. Public Notices will be published and posted 2 weeks prior to the first scheduled public meeting. Staff will seek adoption of the proposed fare structure at the



May Annual Governing Board Meeting.

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

25. **PROPOSED FISCAL YEAR 2017-2018 SERVICE ENHANCEMENTS AND REQUEST TO CONDUCT PUBLIC HEARINGS**

Recommendation: Recommend that the Governing Board authorize the Executive Director to seek public input regarding proposed service enhancements for fiscal year 2017-2018.

Josh Landis, Planning Manager, presented this item.

Mr. Landis reported that in January 2016 Foothill Transit implemented the first phase of service enhancements that were recommended by the Comprehensive Operational Analysis (COA). Those changes strengthened the core network by adding frequency to certain lines and improved regional integration by rerouting other lines to interface with the Gold Line Extension. In light of the current ridership trend, Foothill Transit is now aiming to strategically add service where there is demand and focus on improving efficiencies.

Mr. Landis reviewed with the Executive Board the proposed service enhancements, which include splitting Line 187, extend Line 291, reroute of Line 480, combining Line 292 and 855, changing eastern terminus of Line 493, cancellation of Line 481, Line 494 and Line 851, adding reverse commute during AM peak on Line 493 and Line 498, and change western terminus for Line 690. The plan is to reinvest any cost savings into other services.

Foothill Transit will conduct a public hearing and a series of public workshops to ensure that people throughout the community are aware of the proposals. Final recommendations will be presented to the Governing Board in June 2017. Implementation of the proposed service enhancement is scheduled for October 2017.

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



26. EXECUTIVE DIRECTOR COMMENT

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

Mr. Barnes reported the following:

- Governing Board Meeting scheduled for Friday, March 24, 2017.
- There is a possibility for a Special Executive Meeting in March due to deferred action on the Pomona operations contract award.
- APTA Legislative Conference is coming up March 2017.
- Congratulated Special Projects Manager Katie Gagnon on being recognized as one of Mass Transit Magazine's top 40 transit professionals under the age 40.
- West Coast Multi-Agency Exchange (MAX) Program will be kicking off at Foothill Transit on March 7.
- Finance Analyst Reuben Cervantes will be leaving Foothill Transit. He will be joining L.A. Metro.

27. BOARD MEMBER COMMENT

There were no comments by Members of the Foothill Transit Executive Board.

28. ADJOURNMENT

Adjournment for the February 24, 2017 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned in the memory of Charles Raymond Barnes father of Foothill Transit Executive Director Doran J. Barnes at 9:10 a.m.