



**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, March 29, 2013**

**8:00 AM**

**CALL TO ORDER**

1. Call to order. (13-1553)

**The meeting was called to order by Chair Wallach at 8:03 a.m.**

**PLEDGE**

2. Pledge of Allegiance. (13-1554)

**The Pledge of Allegiance was led by Member Becky A. Shevlin.**

**ROLL CALL**

3. Roll call. (13-1555)

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

Present: Chair Pat Wallach, Treasurer Paula Lantz, Member Peggy A.  
Delach, Member Carol Herrera and Member Becky A. Shevlin

**I. ADMINISTRATIVE MATTERS**

Approval of the minutes for the Regular Meeting of February 22, 2013. (13-1556)

**On motion of Member Carol Herrera, seconded by Chair Pat Wallach, this  
item was approved by the following vote:**

**Ayes: 3 - Chair Pat Wallach, Treasurer Paula Lantz and  
Member Carol Herrera**

**Abstentions:** 1 - Member Becky A. Shevlin

**Excused:** 1 - Member Peggy A. Delach

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

## **II. PRESENTATIONS**

### **5. 5.1 Contractors' Employee Recognition (13-1557)**

**Dan McKeehan, General Manager, First Transit, introduced and recognized the following Arcadia location First Transit Operator and Employee of the Month:**

- **Daniel Hernandez, Operator of the Month (March 2013)**
- **Damion Wilburn, Employee of the Month (March 2013)**

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

- **Mindette Thomann, Operator of the Month (March 2013) (not present at the meeting)**

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

## **III. PUBLIC COMMENT**

### **6. Public Comment. (13-1558)**

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

**Chair Pat Wallach introduced Judy K. Dennis, Director of Regional Sales, for Proterra. Ms. Dennis reported that Foothill Transit should be congratulated for being the leader in pioneering the use of Electrical buses in the transit industry.**

## **IV. CONSENT CALENDAR**

### **7. FEBRUARY FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

**Recommendation: Receive and file the Financial Statements and Investment Summary. (13-1559)**

**On motion of Treasurer Paula Lantz, seconded by Member Becky A. Shevlin, unanimously carried, this item was received and filed.**

---

Attachments: [SUPPORTING DOCUMENT](#)

8. FEBRUARY PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the February 2013 Performance Indicators Report. (13-1560)

**On motion of Treasurer Paula Lantz, seconded by Member Becky A. Shevlin, unanimously carried, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

9. 2013 LEGISLATIVE SUMMARY

Recommendation: Receive and file the March 2013 Legislative Summary. Adopt a support position for AB 1257. (13-1561)

**On motion of Treasurer Paula Lantz, seconded by Member Becky A. Shevlin, unanimously carried, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

10. SUPPLY AND INSTALLATION OF NEW HEATING, VENTILATION, AIR CONDITIONING (HVAC) UNITS AT THE POMONA OPERATIONS AND MAINTENANCE FACILITY

Recommendation: Authorize the Executive Director to execute Agreement No. 13-026 with K & J Air Conditioning for the supply and installation of new HVAC units at the Pomona Operations and Maintenance Facility in the amount of one hundred seventy nine thousand nine hundred thirty dollars (\$ 179,930.00). (13-1562)

**On motion of Treasurer Paula Lantz, seconded by Member Becky A. Shevlin, unanimously carried, this item was approved.**

Attachments: [SUPPORTING DOCUMENT](#)

11. RESOLUTION ADOPTING NEW ANNUAL GOVERNING BOARD MEETING DATE

Recommendation: Adopt Resolution No. 2013-01: New Annual Governing Board Meeting Date. (13-1563)

**On motion of Treasurer Paula Lantz, seconded by Member Becky A. Shevlin, unanimously carried, this item was adopted.**

Attachments: [SUPPORTING DOCUMENT](#)

**12. PROPOSED FY 2014 BUSINESS PLAN INITIATIVES**

Recommendation: Approve the proposed FY 2014 Business Plan Initiatives.  
(13-1564)

**On motion of Treasurer Paula Lantz, seconded by Member Becky A. Shevlin, unanimously carried, this item was approved.**

Attachments: [SUPPORTING DOCUMENT](#)

**13. PUENTE HILLS MALL TRANSIT STORE REMODEL AND EXPANSION**

Recommendation: Authorize the Executive Director to enter into a lease with Glimcher Realty Trust in the amount of Two Hundred Ninety Thousand Seventy Three Dollars and Twenty Four cents (\$290,073.24) of base lease payments to expand the Puente Hills Transit Store for a period of ten years commencing April 1, 2013. (13-1565)

**On motion of Treasurer Paula Lantz, seconded by Member Becky A. Shevlin, unanimously carried, this item was approved.**

Attachments: [SUPPORTING DOCUMENT](#)

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

**14. BUS LIVERY**

Recommendation: Authorize the Executive Director to move forward with a livery change applying Mural Design 2 and exercising Fleet Conversion Option 2, which includes a bus refresh of the 1300, 1400, 1500 series vehicles that would include new seat fabric and flooring and interior paint touch ups. (13-1566)

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

**The bus fleet's appearance is the agency's most recognized brand image and should reflect the quality and high standards that Foothill Transit offers its member communities.**

**The new design should include the following features:**

- **Reflect Foothill Transit's forward thinking approach and build on success of the program**

- 
- **Mirror contemporary standards that relate to Foothill Transit's positive relationship to its community**
  - **Stand out in a cluttered visual market place**
  - **Keep the bright white a dominant feature of the design**

**Mural Design 2 estimate includes the following costs:**

- **Decals/graphics \$3,500.00**
- **Decal removal \$650.00**
- **Decal installation \$1,200.00**
- **Estimated Total per Bus: \$5,350.00**

**Implementation of Fleet Conversion Option 2, with Mural Design 2 is estimated at \$2.4 million which includes an estimate of \$75,000 for converting bus stop signage. Funding for livery costs would be part of the capital budget and will be included in the Fiscal Year 2014 Draft Business Plan.**

**After discussion, on motion of Member Carol Herrera, seconded by Member Becky A. Shevlin, unanimously carried, this item was approved, authorizing the Executive Director to move forward with a livery change applying the Mural Design 2 and exercising Fleet Conversion Option 2, which includes a refresh of the 1300, 1400, and 1500 series vehicles that would include new seat fabric, flooring and interior paint touch ups.**

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

**15.    MT. SAN ANTONIO COLLEGE STUDENT RIDERSHIP PILOT PROGRAM  
MEMORANDUM OF UNDERSTANDING**

**Recommendation: Authorize the Executive Director to execute a Memorandum of Understanding (MOU) with Mt. San Antonio College (Mt. SAC) for implementation of a Student Ridership Pilot Program from the Fall 2013 through Fall 2014 semesters, pending approval by Mt. SAC's Board of Trustees. (13-1567)**

**Katie Gagnon, Special Projects Manager, presented this item and reported the following:**

- **Foothill Transit currently has college subsidized student ridership programs at Rio Hondo College and Pasadena College. Student Ridership programs across the country account for 11% of public transportation users.**

**Mt. SAC Pilot Program includes the following:**

- **Three-semester program covering Fall 2013, Spring and Fall 2014**
- **During the final semester, the students will vote on the program to increase student fees to fund the continued public transportation program**
- **Foothill Transit would not be subsidized by the college for the pilot program**
- **Full and part-time students are eligible for the program**
- **Bilateral 30-day termination and unilateral 60-day termination clauses are included in the contract**

The projected cost of the program is \$427,000 and includes the fare revenue that would not be collected from students during the pilot program.

After discussion, on motion of Treasurer Paula Lantz, seconded by Member Becky A. Shevlin, unanimously carried, this item was approved on the condition that the 60-day unilateral termination clause provision is revoked from the Memorandum of Understanding.

Attachments:    [SUPPORTING DOCUMENT](#)

## 16. PROPOSED FALL 2013 SERVICE ENHANCEMENTS

Recommendation: Provide direction regarding the recommended service enhancements that are proposed for the Fall 2013 service change to improve the customers' experience. (13-1568)

**Joe Raquel, Director of Planning, presented this item and reported the following:**

- **Foothill Transit has \$2.3 million in funds derived from Measure R to enhance services. Several local lines have been identified that could benefit from service enhancements.**

**The methods for improving service include the Following:**

- **Filling the gaps in local service**
- **Extending operating hours**
- **Increasing frequency of trips**
- **Limited-Stop service**

**After discussion, on motion of Member Carol Herrera, seconded by**

---

**Member Becky A. Shevlin, unanimously carried, the Executive Board directed the Executive Director to move forward with the service enhancements that are proposed for the Fall of 2013 service change to improve customer service. The Board would like to be kept informed on the progress of the program.**

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

## **VI. EXECUTIVE DIRECTOR COMMENT**

- 17.**    Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (13-1569)

**Mr. Barnes reported the following:**

- **March is Women's History month and Senator Ed Hernandez, representing the 24th Senate District, which encompasses cities and communities from the City of Los Angeles to the Eastern San Gabriel Valley, including East Los Angeles, El Sereno, Lincoln Heights, City Terrace, Montecito Heights, Monterey Park, South San Gabriel, Rosemead, El Monte, Duarte, Irwindale, Baldwin Park, Industry, Avocado Heights, La Puente, Hacienda Heights, Valinda, West Covina, Vincent, Azusa, Citrus, Covina, and Rowland Heights, nominated LaShawn Gillespie, Director of Customer Service and Operations, Foothill Transit, in the category of Business achievements and for her leadership role in the Chamber of Commerce.**
- **The next Foothill Transit Executive Board Study Session Meeting is scheduled for April 19, 2013 at 8:00 a.m. Consideration of the Proposed Fiscal Year 2014 Budget will be discussed at the meeting.**
- **The Foothill Transit Annual Governing Board Meeting is scheduled for Wednesday, May 15, 2013, at 7:45 a.m. The following item is scheduled on the agenda:**
  - 1) **Election of Executive Board Members and Alternates for Cluster 5 (Los Angeles County) and election of Officers for the Executive Board.**
- **Foothill Transit is hoping to host the California Transit Association Conference in the fall of 2014.**
- **Lauren Cochran Festner, Director of Maintenance and Vehicle Technology, is leaving Foothill Transit and joining the Texas Transit Authority. The Executive Board and Mr. Barnes thanked her for her support and contribution to the Foothill Transit Ecoliner and the Sustainability Program.**

- **Roland Cordero, Director of Facilities, will be the interim Director of Maintenance and Vehicle Technology, and Sharlane Bailey will be the interim Director of Facilities.**
- **Foothill Transit's Annual Bus Roadeo was held on March 16, 2013, at the Arcadia Facility. Vice Chair Doug Tessitor and Member Becky A. Shevlin were present at the event. The top winners of this competition will compete in the forthcoming International Bus Roadeo competition to be held at the J.W. Marriott Indianapolis, Indiana.**

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

#### **VII. BOARD MEMBER COMMENT**

- 18. Comments by Members of the Foothill Transit Executive Board. (13-1570)**

**The Executive Board thanked Ms. Lauren Cochran Fester for the many years of service provided to Foothill Transit. Congratulated Ms. LaShawn Gillespie on her recognition by Senator Ed Hernandez and wished everyone a happy Easter.**

**Chair Pat Wallach and Member Carol Herrera thanked Foothill Transit staff for their presentation and input.**

**Member Becky A. Shevlin reported that it was a pleasure filling in for Member Margaret McAustin at today's Executive Board meeting. She thanked staff for assisting her in the meeting with the handouts.**

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

#### **VIII. ADJOURNMENT**

- 19. Adjournment for the March 29, 2013, Foothill Transit Executive Board Meeting. (13-1571)**

**There being no further business, the Foothill Transit Executive Board meeting was adjourned at 9:30 a.m.**