



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, April 1, 2016
8:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Herrera at 8:02 a.m.

Chair Herrera welcomed Executive Board Alternate Sam Pedroza.

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 ergonomics safety.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Warshaw (Executive Board Alternate), Member Calaycay, Member De La Torre, Vice Chair Shevlin, Chair Herrera

Absent: Member Delach

5. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Strategic Planning Workshop of February 5, 2016 and Regular Meeting of February 26, 2016.

Motion by Member Calaycay, second by Vice Chair Shevlin, the minutes for the Strategic Planning Workshop of February 5, 2016 and Regular Meeting of February 26, 2016 were approved. Motion carried 5-0.



6. PRESENTATIONS

6.1 Contractors' Employee Recognition

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

Andrew Evans, Employee of the Month (March 2016)

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

Johngelene Wiggins, Operator of the Month (March 2016)

Tommy Maung, Employee of the Month (March 2016)

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

6.2 New & Promoted Staff

Promotion:

Michael Tobin, Quality Assurance Analyst

7. PUBLIC COMMENT

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

CONSENT CALENDAR

8. FEBRUARY 2016 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through February 29, 2016. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of February 29, 2016 for fiscal year ending June 30, 2016.

Motion by Member De La Torre, second by Member Calaycay, to receive and file. Motion carried 5-0.



9. **FEBRUARY 2016 PERFORMANCE INDICATORS REPORT**

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

Motion by Member De La Torre, second by Member Calaycay, to receive and file. Motion carried 5-0.

10. **MARCH 2016 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the March 2016 Legislative Summary. Adopt support positions on AB 2090 and SB 824.

Motion by Member De La Torre, second by Member Calaycay, to receive and file. Motion carried 5-0.

11. **FARE COLLECTION SYSTEM**

Recommendation: Receive and file an update on Foothill Transit's fare collection system.

Motion by Member De La Torre, second by Member Calaycay, to receive and file. Motion carried 5-0.

12. **REQUEST FOR QUALIFICATIONS (RFQ) - ARCHITECTURAL & ENGINEERING CONSULTANT - MT. SAC TRANSIT CENTER**

Recommendation: Authorize the Executive Director to issue RFQ No. 16-008 seeking qualifications from proposers to provide architectural and engineering services in connection with the development of a proposed Transit Center and Transit Store to be located on the Mt. San Antonio Community College campus.

Motion by Member De La Torre, second by Member Calaycay, to approve. Motion carried 5-0.

13. **CONTRACT AMENDMENT - BUS SIGNAL PRIORITY (BSP) PROJECT**

Recommendation: Authorize the Executive Director to execute Amendment No. 8 in the amount of \$316,157 to Contract No. 08-005 with Schneider Electric to complete Foothill Transit's Bus Signal Priority Project.



Motion by Member De La Torre, second by Member Calaycay, to approve.
Motion carried 5-0.

14. **CONTRACT AWARD - ARCADIA VAULT CANOPY**

Recommendation: Authorize the Executive Director to enter into Agreement No. 16-023 with EC Construction in the amount of \$209,225 for construction activities related to the installation of the fare vault canopy and ADA walkway at the Arcadia Operations & Maintenance Facility.

Motion by Member De La Torre, second by Member Calaycay, to approve.
Motion carried 5-0.

15. **CONTRACT AWARD - CELLULAR BASED GPS SERVICE**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into a Contract with Zonar Systems in the amount of \$454,351 to provide cellular-based GPS service for a term of four years on Foothill Transit's bus fleet.

Doran Barnes, Executive Director, clarified that in the "Budget Impact" section of the board report, that the report should have indicated that funds were available in the Fiscal Year 2015/2016 Budget.

Motion by Member De La Torre, second by Member Calaycay, to approve.
Motion carried 5-0.

REGULAR AGENDA

16. **2016 Foothill Transit Bus Roadeo Results**

Recommendation: Receive and file the 2016 Foothill Transit Bus Roadeo Results.

Tanya Pina, Operations Contract Manager, presented this item.

Ms. Pina reported that the Foothill Transit Bus Roadeo was held on March 12, 2016. The event was a great platform to enforce safety, encourage professionalism, and to recognize coach operators who are the face of the Foothill Transit system. The winner in the coach operator category was Transdev Coach Operator Enrique Reyes and the maintenance team winners were the Transdev maintenance team made-up of Alex Calderon, Stephen Leung, and Tracy Nicometo.



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

17. **CITRUS COLLEGE CLASS PASS PILOT PROGRAM**

Recommendation: Authorize staff to proceed with initial planning phases to launch a Class Pass Pilot program at Citrus College

Katie Gagnon, Special Projects Manager, presented this item.

Ms. Gagnon reported that she recently received a call from Maryann Tolano-Leveque, Dean of Students at Citrus College, who previously worked at Mt. SAC and helped implement the Class Program at Mt. SAC. Ms. Tolano-Leveque shared the Mt. SAC experience with Citrus College administrative staff and she was encouraged to contact Foothill Transit and start the discussions on implementation of the program at the college. Citrus College is hoping to launch the program in the fall. The pilot program will last for 2 semesters, fall and spring. During the pilot, ridership data will be gathered to help estimate what the future ridership is going to be and costs. In the coming months staff will be meeting with different administrators in preparation for the fall launch and a MOU will be drafted for the college board to approve and the MOU will be brought to the Foothill Transit Executive Board for final approval. Citrus College has approximately 13,000 students and Foothill Transit has five bus lines that serve the college.

Vice Chair Shevlin commented that staff has worked for years on building a relationship with Citrus College and congratulated Ms. Gagnon on her great work with Mt. SAC that helped the Citrus College Class Pass Program move forward.

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

18. **EXERCISE CONTRACT OPTION - TRANSIT BUSES**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and exercise Option No. 4 of Contract No. 12-040 with New Flyer for the purchase of 30 compressed natural gas (CNG) fueled, 40-foot Excelsior buses at a cost of \$19,731,600 (Nineteen Million Seven Hundred Thirty-One Thousand, Six Hundred Dollars) including delivery and sales tax.

Roland Cordero, Director of Maintenance & Vehicle Technology, presented this item.



Mr. Cordero reported that Foothill Transit's fleet replacement schedule calls for the retirement of 30 Series 1400 buses. The buses were initially acquired in 2004. The buses have over 500,000 miles and have been in service over 12 years. The current contract with New Flyer has one more contract option to exercise. The option would allow Foothill Transit to purchase 30 buses to replace the retiring buses. If the contract option is authorized, delivery is scheduled for the end of the calendar year.

Motion by Member Calaycay, second by Member De La Torre, to approve.
Motion carried 5-0.

19. **CONTRACT AWARD - OPERATIONS & MAINTENANCE - ARCADIA FACILITY**

Recommendation: Authorize the Executive Director to award a contract to Transdev Services, Inc. for transit operations and maintenance services at Foothill Transit's Arcadia 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 \$168.5 million, including startup costs and the cumulative cost over the potential life of the contract is projected at \$357.7 million.

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

Ms. Gillespie reported that with the Executive Board's authorization, a request for proposals for the operations of transit services out of the Arcadia facility was issued on October 2, 2015. A number of refined requirements were included as part of the request for proposal. On January 28, 2016 proposals were received from First Transit, Keolis Transportation, McDonald Transit, MV Transportation, National Express, and Transdev. All proposals satisfied the prequalification criteria and were evaluated for their technical qualifications. All proposals were found to be in the competitive range and interviews were conducted on March 3 and 4. At Foothill Transit's invitation, best and final offers and proposals were submitted and then scored by the evaluation team. Each proposer's price proposal underwent cost reasonableness and cost realism analysis by an experienced independent third party firm. Transdev Incorporated's proposal was ranked the highest with an overall score of 88.15 out of the possible 100 points. Among the positive aspects of the proposal is Transdev's staffing plan, techniques to improve employee morale, commitment to training, and enforcement of Foothill Transit's customer service focus. During the life of the contract,



Foothill Transit will be in the midst of its goal of becoming a 100 percent electric fleet facility; Transdev's corporate electric vehicle initiative will support this goal.

Transdev staff present were Senior Vice President Duane Eskierka, Vice President of Reporting and Accounting Kevin Ooms, Vice President Business Development Ibrahima Toure, and proposed General Manager Bill Jackson. Mr. Eskierka conveyed his gratitude and sincere appreciation for the Board's renewed confidence in Transdev.

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

20. **INTERSTATE 10 FREEWAY CONSTRUCTION SERVICE IMPACTS**

Recommendation: Receive and file the Interstate 10 Freeway Construction Service Impacts report.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel reported on the service impacts caused by the construction on Interstate 10. The project currently affecting Foothill Transit service is the widening of the freeway in order to accommodate a HOV lane through the city of West Covina which resulted in the closure of the eastbound off-ramp at West Covina Parkway. The closure of the off-ramp impacts the eastbound Silver Streak and Express Bus Lines 496 and 498 forcing the eastbound trips to detour resulting in a 10 minute delay in service. The delay has already resulted in a few customer comments. The delay can also impact ridership, which can also impact fare revenue. The detour is expected to be in effect for the next 8 months, with completion expected in November 2016. Rolling closures are expected at other exits along West Covina, including the off and on-ramps for Vincent Avenue, which is a critical area for the Silver Streak. As a result of the construction, the relationship between Caltrans and Foothill Transit has improved. Foothill Transit is participating in weekly construction meetings for the West Covina segment, allowing Foothill Transit to get better information sooner so staff can better assess the situation, plan accordingly, and notify the customer.

Member Shevlin asked if truck travel along Interstate 10 is impacting schedules. Mr. Raquel stated that any change to traffic flow on Interstate 10 affects schedules and before any service change, staff takes a look at travel changes and updates are made. Executive Director Doran Barnes stated that Foothill Transit is part of a much bigger system and Foothill Transit does not



have control of all aspects of the system. Until the entire HOV lane is completed into Pomona, Foothill Transit will face traffic challenges on Interstate 10. Member Warshaw asked why the buses are not traveling on the road next to the freeway when on detour. Mr. Raquel reported that there is no controlled intersection on the road that runs along the freeway.

Motion by Member De La Torre, second by Member Calaycay, to receive and file. Motion carried 5-0.

21. **SERVICE PLANNING GUIDELINES**

Recommendation: Action: Adopt the Foothill Transit service standards and policy guidelines (Attachment A).

Josh Landis, Planning Manager, presented this item.

Mr. Landis reported that last month Transit Planner Vy Phan Hoang discussed a finding from a recent Title VI review that found a deficiency based on the lack of a Board adopted systems and standards guideline. Mr. Landis reported that the proposed Foothill Transit Systems and Standards Guidelines goal is to establish a formal process for evaluating existing service through guidelines as well as provide a framework during the design phase of future routes and services. The guidelines cover a range of topics that include bus stop spacing, service frequency, and when to perform a Title VI analysis after a service change.

Motion by Member De La Torre, second by Member Calaycay, to adopt. Motion carried 5-0.

22. **LINES 190, 194 AND 270 FARE PRODUCTS**

Recommendation: Authorize Foothill Transit to honor all L.A. Metro fare media on Lines 190/194 and 270 for a period of one year, effective June 26, 2016 should Foothill Transit assume operation of those lines on that date.

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

The L.A. Metro Service Council has approved cancellation of the lines and transfer to Foothill Transit. As part of the cancellation and transfer, L.A. Metro conducted a Title VI analysis and Environmental Justice Equity Evaluation. The report identified a finding of desperate impact, which can be mitigated if Foothill Transit honors all L.A. Metro fare media on these lines



for one year. This would result in no fare change for L.A. Metro riders or Foothill Transit riders, so if there is no fare change, no one is impacted. Ridership will be monitored through the TAP system and work with L.A. Metro to implement a reimbursement mechanism for those rides taken with L.A. Metro fare media.

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

23. **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 Transit Store sales and activity for the second quarter of FY 2015/2016, which includes the months of October, November, and December 2015. Sales for the quarter totaled \$1.24 Million, which is a 9 percent decrease from the same time period last fiscal year. Average Hold Time was maintained at 27 seconds, and the average handling time was 1 minute 46 seconds. Of the more than 77,811 calls received, 93 percent were handled by a customer service representative compared to last year, which is an 11 percent decrease in the total number of calls received and number of calls answered. Walk-in traffic totaled 52,995, which is a 33 percent decrease compared to the second quarter of last year. The variance is due to the accuracy of the new people counters that were installed in October 2015.

Motion by Member Warshaw, second by Member De La Torre, to receive and file. Motion carried 5-0.

24. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Thanked those involved in the process for the contract award for the Arcadia Operations and Maintenance Facility. Special Counsel Kent Woodman who guided staff through the process, and Kevin McDonald and LaShawn King Gillespie for leading the effort.
- With the help of Member Warshaw, a meeting with Starwood, the owners of the West Covina Plaza, will take place. The future of the



facility will be discussed. Foothill Transit has had a vision of having much improved transit facilities at that location.

- Thanked the Board for their direction on the Citrus College Class Pass Program Pilot Program. Staff anticipates bringing forward a similar item on Cal Poly Pomona. Claremont Colleges also continues to be a focus.
- Staff continues to work on grant applications, particularly the Finance and Vehicle Technology team. There are a lot of grant funding opportunities and staff is pursuing them aggressively.
- Staff is deep into the budget preparation, and the proposed budget and business plan will be brought to the Board at the next Executive Board meeting.
- The main purpose of the next Governing Board meeting scheduled for Friday, April 15, is exclusively for the Fare Restructuring.
- The next Executive Board Meeting is scheduled for Friday, April 22, at 9:00 a.m. Notifications of the change will be sent out.
- The Annual Meeting is scheduled for Thursday, May 12. That is the meeting where the full Governing Board considers the budget and business plan, the elections for the various clusters will be conducted, and the organization of officers.

25. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Calaycay rode the Gold Line. He started at the Azusa Pacific Citrus Station and there was no parking available. He went to the parking structure in Azusa and the only available parking was the 3-hour parking, at about 11 a.m. A security officer flagged him down and identified a clean air vehicle parking spot. The westbound Gold Line trip was full, and on the return trip from Los Angeles he was joined by Glendora Mayor Murabito. Mr. Murabito had to go through the same exercise to find a parking spot, who ended up parking in Irwindale. Member Calaycay stated that there is an opportunity for better connections to these stations. He's concerned that transit may lose riders if they can't find parking. Vice Chair Shevlin shared that she believes the parking issue is unfortunately a long term problem. The



Sierra Madre station has had a parking issue for a long time. The Monrovia parking structure is about 70 percent full.

26. **ADJOURNMENT**

Adjournment for the April 1, 2016 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:07 a.m.