



**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, April 26, 2013

8:00 AM

CALL TO ORDER

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

1. Call to order. (13-1860)

PLEDGE

2. Pledge of Allegiance. (13-1861)

The Pledge of Allegiance was led by Vice Chair Doug Tessitor.

A moment of silence was observed for the victims of the Boston Marathon Bombing, the MIT College Officer Sean Collier, and for the victims of West Texas, explosion.

ROLL CALL

3. Roll call. (13-1862)

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 Carol Herrera and Member Becky A. Shevlin

I. ADMINISTRATIVE MATTERS

4. Approval of the minutes for the Special Meeting of Executive Board Study Session of March 22, 2013 and Regular Meeting of March 29, 2013. (13-1863)

On motion of Member Carol Herrera, seconded by Vice Chair Doug Tessitor, unanimously carried, the minutes for the Executive Board study Session of March 22, 2013 and the regular meeting of March 29, 2013 were approved.

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

II. PRESENTATIONS

5. 5.1 Presentation to outgoing Arcadia General Manager Peter Greenberg (13-1979)

Doran Barnes, Executive Director, Foothill Transit, recognized and thanked Peter Greenberg, General Manager, First Transit, Arcadia location, for his service. Mr. Barnes thanked Mr. Greenberg for his commitment to excellent leadership and hard work. Mr. Greenberg stated it was a pleasure to work for Foothill Transit.

5.2 New & Promoted Staff (13-1980)

Mr. Barnes, recognized the following newly hired and promoted staff:

New Hires

- **Dan McKeegan, General Manager, First Transit**
- **Melissa Costillo, Customer Service Representative, El Monte Transit Store**
- **Danielle Olavarrieta, Customer Service Representative, El Monte Transit Store**

Promotions

- **Sharlane Bailey, Director of Facilities**
- **Roland Cordero, Director of Maintenance and Vehicle Technology**

5.3 Contractors' Employee Recognition (13-1981)

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

- **Sharon Tang Operator of the Month (April 2013)**

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

- **Herbert Holguin, Operator of the Month (April 2013)**

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

III. PUBLIC COMMENT

6. Public Comment. (13-1982)

Chair Pat Wallach, introduced Ken Westbrook, President and Chief Operating Officer, Veolia Transportation. Mr. Westbrook reported that he visited the Foothill Transit Facility and met with the employees. Mr. Westbrook congratulated the Board for the employee recognition program.

IV. CONSENT CALENDAR

7. MARCH 2013 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the March 2013 Financial Statements and Investment Summary. (13-1983)

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

Attachments: [SUPPORTING DOCUMENT](#)

8. 2013 LEGISLATIVE SUMMARY

Recommendation: Receive and file the April 2013 Legislative Summary. Reaffirm a support position on AB 574. (13-1984)

On motion of Vice Chair Doug Tessitor, seconded by Member Carol Herrera, the Board reaffirmed support position on AB 574 and received and filed the April 2013 Legislative Summary.

Attachments: [SUPPORTING DOCUMENT](#)

9. CONTRACT AMENDMENT - EXTERIOR CLADDING SYSTEM REPLACEMENT AND RELATED IMPROVEMENTS

Recommendation: Authorize the Executive Director to execute Contract Amendment No. 5 to Contract 10-054 with ABSG Consulting for Architectural and Engineering services in the amount of Fourteen Thousand Five Hundred Dollars (\$14,500). (13-1985)

On motion of Vice Chair Doug Tessitor, seconded by Member Carol Herrera, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

10. PERFORMANCE INDICATORS QUARTERLY REPORT

Recommendation: Receive and file the Performance Indicators Quarterly Report. (13-1986)

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

Attachments: [SUPPORTING DOCUMENT](#)

11. TRANSIT STORE QUARTERLY REPORT

Recommendation: Receive and file the Transit Store Quarterly Report. (13-1987)

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

Attachments: [SUPPORTING DOCUMENT](#)

V. DISCUSSION ITEMS (REGULAR AGENDA)

12. APPROVAL OF SOLE SOURCE PROCUREMENT: NINE (9) ELECTRIC BUSES WITH OPTIONS

Recommendation: Under the provisions of Foothill Transit's Procurement Policies and Procedures, it is recommended that the Executive Board approve a Sole Source Procurement with Proterra LLC for the purchase of nine (9) electric buses with options for eighteen (18) additional buses; and authorize the Executive Director to negotiate a contract containing appropriate terms and conditions with Proterra LLC. (13-1988)

Roland Cordero, Director of Maintenance and Vehicle Technology presented this item and reported the following:

- **In September 2010, the first regularly scheduled Ecoliner run commenced on Line 291.**
- **Electrical Buses were upgraded one at a time beginning Fall 2011 at the Proterra manufacturing facility in Greenville, South Carolina.**
- **The third and final upgraded electrical bus was returned to Foothill Transit in April 2012.**

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- In April 2012, a second regularly scheduled Ecoliner run began on Line 291, while the third bus was used as a spare.
 - The Ecoliners are currently running 280 miles of service on weekdays and 240 miles of service on weekends for a total of 1,880 miles a week.
 - In terms of gas mileage comparison between diesel, Compressed Natural Gas (CNG), and the electric buses, the Ecoliner surpasses diesel and CNG by about five times.
 - In 2010, Foothill Transit was awarded a Transit Investment in Greenhouse Gas and Energy Reduction (TIGGER II) grant in the amount of \$10.17 million for the purchase of nine additional electric buses.

Ed Gill, Special Counsel, Foothill Transit, provided the following report on two specific areas of support for the sole source procurement contract from Proterra LLC.

- Analyses of the requirement that the buses must be capable of utilizing the existing fast charging system and interfacing with that system was done. The system is located at the Pomona Transit Center in Pomona.
- The new buses must be able to accept a high power fast charge sufficient to charge the batteries from 10% to 90% charge in under 10 minutes while the bus is at the Pomona Transit Center layover, the only site of the fixed charging station. The charging process must not disrupt the flow of traffic, boarding, or any other daily operational functions.
- Five key elements of new bus requirements include:
 - Altoona Testing
 - New Bus/Original Manufacturer
 - In-Route Fast Charging ability
 - Advanced Design
 - Buy American Compliant

The following members of the public addressed the Foothill Transit Executive Board: Jan Shackelton, Alex Keros, and Ryan Popple.

In response to question posed by a member of the Executive Board, Mr. Gill, reported the Federal Transportation Authority has been informed of Foothill Transit's intention of moving forward with the sole source contract.

On motion of Vice Chair Doug Tessitor, seconded by Chair Pat Wallach, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

13. COMPREHENSIVE OPERATIONAL ANALYSIS SUMMARY REPORT

Recommendation: Receive and file the Comprehensive Operational Analysis Summary Report.
(13-1989)

Austin Lee, Planning Manager, presented this item and reported the Following:

A Comprehensive Operational Analysis (COA) is an in-depth program review of the services a transit agency provides to determine system strengths and weaknesses. Due to the comprehensive nature of the COA this analysis is typically completed every five to ten years. The last COA completed at Foothill Transit was in 2005.

Main Focus of the COA includes:

- **SmartBus data**
- **Weekly schedule adherence meetings**
- **Updated express run times**
- **Analyzing local run times**

Why conduct a COA?

- **Optimizing services and maximizing resources**
- **Efficiency vs. effectiveness**
- **Capitalizing on efficiencies and eliminate redundancies**
- **Determining needs of customers**
- **Why are some lines more successful than others?**

Benefits of COA include:

- **Information can be used by all departments**
- **Marketing – outreach**
- **Operations – detours**
- **Facilities – best practice designs**
- **Finance – fare review**

COA Schedule is as follows:

- Phase 1 – Transportation Infrastructure
- Phase 2 – Customer profile
- Phase 3 – Data Analysis
- Phase 4 – Recommendations

In response to questions posed by members of the Executive Board, Mr. Lee, stated the reports are all related to each other in a chronological order. Phase 1 and 2 data can be combined after completed. The COA model is not owned by Foothill Transit, but the data is. The time frame of the report is dependent on when the data is provided to the contractor and the scope of analyses required by Foothill Transit.

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

Attachments: [SUPPORTING DOCUMENT](#)

VI. EXECUTIVE DIRECTOR COMMENT

14. Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (13-1990)

Mr. Barnes reported the following:

- The Foothill Transit Annual Governing Board Meeting is scheduled for Wednesday, May 15, 2013, at 7:45 a.m. The following items are scheduled on the agenda:
 - 1) Consideration of the Proposed Fiscal Year 2014 Budget
 - 2) Election of Executive Board Members and Alternates for Cluster 5 (Los Angeles County) and
 - 3) Election of Officers for the Executive Board.
- Mt. San Antonio College (Mt. SAC's) Board of Trustees has agreed to the condition that the 60-day unilateral termination clause provision be revoked from the Memorandum of Understanding for implementation of a Student Ridership Pilot Program for the Fall 2013 through Fall 2014 semesters.
- Alternative Fuel Excise Tax Credit issue with Internal Revenue Service (IRS) has been resolved and Foothill Transit has received a refund check from IRS in the amount close to \$2.5 Million. Mr. Gill, reported the

outstanding issue of interest has been settled and a refund check in the amount of \$170,000 will be issued by IRS.

- The Regional Rodeo was held on Saturday April 13, 2013, at the Santa Ana Base Facility. The Foothill Transit Arcadia Facility Rodeo Team comprised of Alex Calderon, Robert Wisdom, and Tracy Nicometo won the first prize in the Category of Maintenance. The Pomona Bus Operator won the third place in the Category of Operation. The winners will compete in the forthcoming International Bus Rodeo 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

15. Comments by Members of Foothill Transit Executive Board. (13-1991)

Member Becky A. Shevlin added that it was a pleasure filling in for Member Margaret McAustin at today's Executive Board meeting.

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

VIII. NOTICES OF CLOSED SESSION

IX. ADJOURNMENT

16. Adjournment for the April 26, 2013, Foothill Transit Executive Board Meeting. (13-1992)

There being no further business, the Foothill Transit Executive Board meeting was adjourned at 9:25 a.m.