



Foothill Transit

**STATEMENT OF PROCEEDINGS FOR THE
SPECIAL MEETING OF THE
FOOTHILL TRANSIT EXECUTIVE BOARD**

**FOOTHILL TRANSIT ADMINISTRATIVE OFFICE
TELECONFERENCE VIA ZOOM
2ND FLOOR BOARD ROOM
100 S. VINCENT AVENUE
WEST COVINA, CALIFORNIA 91790**

**Friday, May 8, 2020
9:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Sternquist at 9:02 a.m.

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Richard Barakat, Member Gary Boyer, Member Cory Moss, Vice Chair Corey Calaycay, Chair Cynthia Sternquist

3. APPROVAL OF AGENDA

After discussion, by Common Consent, and there being no objection, the Board approved the agenda as presented.

4. PUBLIC COMMENT

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

4.1. Executive Director Response to Public Comment

There was no response to Public Comment by the Executive Director.

5. OPTIONS FOR SERVICE DELIVERY POLICIES DURING PHASE 2 AND 3 OF THE COVID-19 HEALTH CRISIS

Recommendation: Provide direction to staff regarding possible service delivery policies during the Phases 2 and 3 of the COVID-19 health crisis.

Kevin Parks McDonald, Deputy Executive Director, presented this item.

Doran Barnes, Executive Director, introduced this item and stated policy



issues related to service would be discussed as things move forward to Phase 2 and 3 of the COVID-19 pandemic. Mr. Barnes introduced Kevin Parks McDonald, Deputy Executive Director, who would be making the presentation.

Mr. McDonald gave an overview of the L.A. County Safer at Home Order and the California Stay at Home Order. He reviewed each phase for reopening the state. L.A. County is currently entering Phase 2.

Due to the COVID-19 pandemic there are some unknowns in regards to the FY2020-2021 budget. The unknowns are ridership levels, fare collection and fare revenues, sales tax revenues, and CARES Act funding levels. Due to the uncertainty, Mr. McDonald requested that the Governing Board adopt a three-month budget (July 2020 - September 2020). The Executive Board would consider the three-month budget at their May meeting and it will go before the Governing Board for final adoption at the June Governing Board Meeting. The full FY2020-2021 Business Plan and Budget would be considered by the Executive Board at the July meeting, and it would go before the Governing Board at the August Governing Board Meeting for adoption.

The Executive Board concurred with staff's recommendations on the development of the FY2020-2021 Business Plan and Budget.

Mr. McDonald reviewed current operations which includes rear door boarding, onboard social distancing, and suspension of fare enforcement. Expectations for Phase 2 are resumption of Express Service on May 18, higher ridership demand, lower passenger capacity, and continued need for social distancing onboard. He reviewed maximum loads for 40-foot and 60-foot coaches that other local transit agencies have implemented.

The Executive Board concurred that the maximum loads on a 60-foot coach would be 20 customers plus ADA seating, 40-foot coach 14 customers plus ADA seating, and on a 35-foot coach 10 customers plus ADA seating.

The next discussion topic was what should be the policy when a coach approaching a stop is already at the designated load. Possible options include a headsign display that reads "Sorry Bus Full," operator stops to inform waiting customers, or operator continues without stopping.

The Executive Board concurred that the coach headsign display will read "Sorry Bus Full" when a coach that is already at the designated load approaches a stop. In addition, the coach operator will stop and notify



customers. Staff will look into possible use of external speakers on the bus to make announcements.

The next policy question was if a coach is actively boarding customers and there are more customers to board than the designated passenger load. Options include, operator stops boarding customers or operator allows all waiting customers to board.

The Executive Board concurred that signage should be posted at stops that show the maximum loads for buses. Drivers should have some discretion on how to proceed.

The policy question is if a coach is approaching a stop on the last trip of the day on that route and there are more customers to board than the designated passenger load. Options include operator allows all customers to board or operator adheres to passenger load limit.

The Executive Board concurred that customer should not be left stranded, if it is the last trip of the day.

Fares have not been collected, the policy discussion is when should fare collection be reinstated. The Executive Board approved the purchase of validators for the rear of buses, Cubic informed Foothill Transit that only 290 units available, Foothill Transit has 373 buses. The validators would be deployed on buses that don't have barriers.

The Executive Board concurred that fare enforcement should be implemented when all buses are equipped with operator barriers. The validators for rear door boarding purposes procurement will be canceled. The cancellation of the procurement for the validators will be placed on the next Executive Board meeting agenda for consideration.

Mr. McDonald reported on the impact to special services such as the Rose Bowl, L.A. Marathon, Hollywood Bowl, and Metrolink bus bridge service. When this service is operated the buses are full with customers standing. Moving forward, the social distancing rules will be applied to this service moving forward. The Rose Bowl is making preparations for its upcoming season and L.A. County has issued an invitation for bids for contractors to provide services for the Hollywood Bowl. In responses to the requests, Mr. McDonald indicated they would be informed of Foothill Transit loading limitations on the buses.



6. EXECUTIVE DIRECTOR COMMENT

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

Mr. Barnes reported the following:

- Thanked the Executive Board for providing direction on the policy issues presented today.

7. BOARD MEMBER COMMENT

Comments by Members of the Foothill Transit Executive Board.

- Member Boyer asked when is it anticipated that express service into Downtown Los Angeles will begin. Doran Barnes, Executive Director, indicated that when L.A. County announces the reopening offices. Darold Pieper, General Counsel, indicated a big indicator is when the courts reopen.

8. ADJOURNMENT

Adjournment for the May 8 , 2020 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:44 a.m.

Prepared by:



Christina Lopez, Board Secretary

Approved on: 08/28/2020