



**Foothill Transit**

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

**FOOTHILL TRANSIT ADMINISTRATIVE OFFICE  
2<sup>ND</sup> FLOOR BOARD ROOM  
100 S. VINCENT AVENUE  
WEST COVINA, CALIFORNIA 91790**

**Friday, June 30, 2017  
8:00 a.m.**

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Executive Board Member Pedroza.

**3. FOCUS ON SAFETY**

Ali Showkatian, Safety Compliance Manager, presented a safety message on Fourth of July safety.

**4. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Sam Pedroza, Member Cynthia Sternquist, Member Carol Herrera, Vice Chair Corey Warshaw, Chair Corey Calaycay

**5. APPROVAL OF AGENDA**

Staff requested that Item 7.2 Introduction of New and Promoted Staff be pulled from today's agenda and presented at a future meeting. Item 15 Contract Award - 13 Electric Bus Procurement and Item 17 Contract Award - Electric Bus Plug-In Charging Stations be pulled from the consent calendar and be presented.

The Executive Board approved the agenda as revised.



**6. REVIEW & APPROVAL OF THE MINUTES**

Approval of the minutes for the Joint Meeting – Annual Governing Board Meeting and Executive Board Meeting, and Special Executive Board Meeting of May 26, 2017.

Motion by Vice Chair Warshaw, second by Member Sternquist, the Joint Meeting – Annual Governing Board Meeting and Executive Board Meeting, and Special Executive Board Meeting of May 26, 2017 were approved. Motion carried 5-0.

**7. PRESENTATIONS**

7.1 Contractors' Employee Recognition

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

Larry Horrice, Operator of the Month (May 2017)  
Charlene Nicholson, Employee of the Month (May 2017)

Richard Barrows, Operator of the Month (June 2017)  
Vanessa Romero, Employee of the Month (June 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

This presentation was pulled from the agenda and will be presented at a future meeting.

**8. PUBLIC COMMENT**

Kevin Ooms, Vice President, Reporting and Accounting, Transdev, addressed the Executive Board.

Stephen Shaw, President and CEO, Keolis, addressed the Executive Board.

8.1 Executive Director Response to Public Comment

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



## **CONSENT CALENDAR**

Item 15 Contract Amendment – 13 Electric Bus Procurement and Item 17 Contract Award – Arcadia Electric Bus Plug-In Charging Station were pulled from the consent calendar for presentation.

### **9. MAY 2017 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

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

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

### **10. MAY 2017 PERFORMANCE INDICATORS REPORT**

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

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

### **11. JUNE 2017 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the June 2017 Legislative Summary. Adopt an oppose position on SB 268.

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

### **12. TITLE VI ANALYSIS FOR OCTOBER 2017 SERVICE CHANGES**

Recommendation: Receive and file the Title VI analysis report for service changes that will be implemented in October 2017. The full report is available for viewing upon request.

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

**13. TITLE VI ANALYSIS FOR OCTOBER 2017 FARE RESTRUCTURING**

Recommendation: Receive and file the Title VI analysis report for fare restructuring that will be implemented in October 2017. The full report is available for viewing upon request.

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

**14. FOOTHILL TRANSIT ADMINISTRATIVE OFFICES ELECTRIC VEHICLE CHARGING UPDATE**

Recommendation: Receive and file the Foothill Transit Administrative Offices Electric Vehicle Charging Update.

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

**15. CONTRACT AMENDMENT - 13 ELECTRIC BUS PROCUREMENT**

Recommendation: Authorize the Executive Director to execute Amendment No. 1 to Contract No. 15-055 with Proterra in the amount of Eight Hundred Ninety-Eight Thousand Eight Hundred Fifty-Four Dollars (\$898,854) plus California sales and use tax, for design changes on thirteen buses as requested by Foothill Transit.

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

Mr. Cordero reported that Foothill Transit currently has an order for 13 extended range electric buses that are currently being built at Proterra's City of Industry manufacturing plant. Proterra's price quote was \$789,000 per bus and this is for the standard bus design. This does not include bus painting for the livery and installation of safety related equipment, required by Foothill Transit. The total cost of the added component is \$34,639 per bus, plus applicable taxes. The total cost for the 13 electric buses is \$450,307 plus sales tax. Mr. Cordero stated that the total cost amount is a revision to what was published in the agenda.

Motion by Member Pedroza, second by Member Sternquist, to approve the revised recommendation with the total cost amount of \$450,307 plus California sales and use tax, for changes on the 13 buses as requested by Foothill Transit. Motion carried 5-0.



16. **CONTRACT AWARD - ON-CALL ARCHITECTURAL AND ENGINEERING SERVICES**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and execute Contract No. 17-069 with RNL Interplan, Inc. (RNL) for the provision of On-Call Architectural & Engineering Services.

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

17. **CONTRACT AWARD - ARCADIA ELECTRIC BUS PLUG-IN CHARGING STATIONS**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into an agreement with Proterra in an amount not to exceed \$1,800,000 to design, construct, and install 14 plug-in chargers and one shop charger at the Arcadia Operations and Maintenance Facility (Arcadia Facility).

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

Mr. Cordero reported that this year marks Foothill Transit's seventh year in operating fast-charged battery electric buses on Line 291. Foothill Transit currently has an order for extended range electric buses with Proterra. These new electric buses will have an extended range of 254 miles. The delivery of the first bus is slated for August 2017. The new buses will service the Line 280. Two charging stations will be installed at the Azusa Intermodal Transit Center. In-depot charging will take place at the Arcadia Operations and Maintenance Facility.

Large scale deployment of a full fleet of extended range electric vehicles with overnight depot charging has not been done before, and Foothill Transit has been working with Proterra to design and put in place the infrastructure required for this crucial step toward full fleet electrification.

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

18. **FEDERAL FISCAL YEAR 2016-2017 TRIENNIAL REVIEW DRAFT REPORT**

Recommendation: Receive and file the Federal Transit Administration draft



Triennial Review report (Attachment A).

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

## **REGULAR AGENDA**

### **19. LOS ANGELES - SAN BERNARDINO INTER-COUNTY STUDY UPDATE**

Recommendation: Receive and file the Los Angeles-San Bernardino Inter-County Study Update.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel reported that the Los Angeles - San Bernardino Inter-County study focuses on the travel corridors in the eastern side of the San Gabriel Valley and the western side of San Bernardino County. This is a multi-agency study led by the Southern California Association of Governments (SCAG). The study is looking at ways to improve travel between the two counties as the population in the region grows.

Mr. Raquel introduced Steve Fox, Senior Regional Planner, SCAG to provide an update on the study. Mr. Fox reported on the progress to date, which includes community outreach, public open houses, an online survey, and meetings with stakeholder groups to solicit feedback.

The project team, along with the Technical Working Group and the Stakeholder Review Committee have conducted the high-level initial screening of the alternatives and refined these into six alternatives to advance to the second state of analysis that includes ridership forecasting, a facility and capacity analysis, and a cost/benefit analysis. The six alternatives are No-Build Alternative, Transportation Systems Management (TSM) Alternative, Local/Regional Light Rail Alternative, Commuter Rail Alternative, Local/Regional Hybrid Rail Alternative, and BRT/Express Bus Alternative.

Next steps of the study will be to conduct a second online survey. The project team will then incorporate public input and analyze the alternative and present draft study recommendations to stakeholders for further review.

Received and filed.

**20. PROPERTY LEASE - DOWNTOWN LOS ANGELES MIDDAY LAYOVER**

Recommendation: Authorize the Executive Director to enter into a lease agreement with Caltrans in the amount of \$28,600 per month through December 2018 for approximately 3.28 acres of land owned by Caltrans and located at the intersection of Maple Avenue and 16<sup>th</sup> Street in downtown Los Angeles for use as a midday commuter bus layover.

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

Mr. McDonald reported that for a number of years Foothill Transit has looked for a suitable and financially feasible location in Downtown Los Angeles for midday parking of the commuter bus fleet. Late last year, discussions were held with the Los Angeles Department of Transportation (LADOT) and the Los Angeles Mayor's office on the possibility of identifying a location that LADOT can use as their primary bus location as they look to electrify their fleet and as a location Foothill Transit can use during the midday as their buses are in service. Recently, just over three acres of land that are owned by Caltrans at 16<sup>th</sup> Street and Maple has become available for lease. LADOT is not ready to enter into a lease agreement until January 2019. However, it may be feasible for Foothill Transit to enter into short term lease of that property in the interim, so Foothill Transit can use it as parking for the commuter buses.

Foothill Transit currently uses 61 buses in the morning for the commuter service. All those buses deadhead back to the operation facilities. Forty-four of those buses deadhead westbound in the afternoon to bring back customers to the San Gabriel Valley. These are miles where Foothill Transit is not carrying any customers.

In terms of cost, if Foothill Transit were to lease the location in downtown, there would be an estimated cost savings of just over \$400,000.

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

**21. CONTRACT AWARD - CNG BUS PROCUREMENT**

Recommendation: 1. Authorize the Executive Director to negotiate and execute an assignment for the purchase of 45 Gillig CNG low-floor 40-foot transit buses from San Diego Metropolitan Transit System (MTS) and 2. Authorize the Executive Director to negotiate and execute a contract in the amount of Twenty-Eight Million Four Hundred Eleven Thousand and Thirteen



Dollars (\$28,411,013), California Sales Tax included with Gillig for the purchase of 45 CNG low-floor 40-foot transit buses for delivery in FY 2017-2018 pursuant to the assignment from MTS.

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

Mr. Cordero reported that Foothill Transit has acquired its Compressed Natural Gas (CNG) buses from NABI/New Flyer, but there are no more options available with that contract. Currently, Foothill Transit has 45 40-foot CNG buses that have met and exceeded the FTA guidelines for fleet retirement. An opportunity to purchase 45 CNG buses using an assumable option with San Diego Metropolitan Transit System is available to Foothill Transit. The San Diego Metropolitan Transit System's contract is with Gillig. Gillig is a bus manufacturer located in Livermore, California. The preliminary first delivery of 25 buses will be in April 2018 and the remaining 20 arriving in October 2018. This would be expected to be Foothill Transit's last CNG bus procurement, as Foothill Transit moves forward to achieving a 100 percent electric fleet.

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

## 22. **DUARTE CITY TRANSIT SERVICE**

Recommendation: Authorize the Executive Director to negotiate and execute an Agreement with the City of Duarte under which Foothill Transit would assume operation of the City's fixed-route bus service.

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

Mr. McDonald reported that City of Duarte staff approached Foothill Transit as they were researching electric bus opportunities to replace their current diesel fleet. Those discussions led to a discussion of a possible pilot project where Foothill Transit would assume operation of the city's fixed-route bus service based on Foothill Transit's experience with its electric bus fleet.

Foothill Transit staff have been able to ride the routes and look at the feasibility of using fast charging electric buses, however a feasible location for in-route charging was not found. There is now extended range electric vehicles available that would eliminate the need for in route fast charging of the vehicles. The city would need 35-foot buses, and to meet the need of the city, Foothill Transit would need to implement long range electric buses. At





the April 25<sup>th</sup> Duarte City Council meeting, the council unanimously approved for the City to enter into a Memo of Understanding (MOU) with Foothill Transit to provide the service. Foothill Transit would provide the service at cost, including the cost of electricity, maintenance, and operations. The benefit to Foothill Transit is that the miles provided for that service can be included in regional formula allocation procedure, which would then bring financial resources back to Foothill Transit. Operations of that service would not begin until buses are procured, which will take approximately one year.

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

23. **REAL ESTATE ACQUISITION - COVINA TRANSIT CENTER AND PARK & RIDE PROJECT**

Recommendation: Authorize the purchase of approximately 3.07 acres of land located at 1162 N. Citrus Avenue in the City of Covina at a purchase price of \$3,830,000, including reimbursement for demolition/grading and preliminary geotechnical evaluation for a not-to-exceed amount \$300,000 for the development of the Covina Transit Center and Park & Ride Project.

Sharlane Bailey, Director of Facilities, presented this item.

Ms. Bailey reported that the transit center and park and ride will be located in the City of Covina at the northeast corner of Citrus Avenue and Covina Boulevard. The transit center project is one component of the larger Covina Forward Project, which consist of residential, transit, and city event components.

Before the preparation of the purchase and sale agreement, a number of items had to be completed such as obtaining the environmental clearance by the Federal Transit Administration (FTA). During the environmental review, Foothill Transit obtained an appraisal of the three acre property. The appraisal report for the transit parcel dated March 17<sup>th</sup> was appraised at \$3,830,000. The final step of the appraisal process was to obtain FTA concurrence. On May 10<sup>th</sup> the FTA Administrative Appraisal Review concurred with the appraisal and review appraisal reports.

The recommendation was clarified to state that the reimbursement costs are separate from the \$3,830,000. The reimbursement for the geotechnical evaluation is \$11,063, and the reimbursement for demolition/grading is \$300,000. Motion by Member Pedroza, second by Member Herrera, to



approve. Motion carried 5-0.

24. **CONTRACT AWARD - GENERAL MARKETING SERVICES**

Recommendation: Authorize the Executive Director to award a three-year contract to Pulsar Advertising, Inc. for general marketing services with a not-to-exceed amount of \$1,195,279. This contract will include two one-year options to be exercised at Foothill Transit's sole discretion.

Felicia Friesema, Director of Marketing and Communications, presented this item.

Ms. Friesema reported that Foothill Transit employs the use of a multi-service advertising agency to craft marketing strategies, conduct market research, design compelling brand strengthening graphics, manage direct mail campaigns, and launch strategic campaigns for projects.

A request for proposal (RFP) was issued in April 2017 and six advertising agencies responded and were scored on their experience, work plan, project approach, their depths in experience, team structure, and their price. All six proposers were scored in the competitive range and were invited to present and be interviewed.

Pulsar Advertising, the incumbent vendor and the vendor of record for over 20 years, was ranked the highest.

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

25. **TRANSIT STORE QUARTERLY REPORT**

Recommendation: Receive and file the Transit Store Quarterly Report.

Mike Tobin, Quality Assurance Analyst, presented this item.

Mr. Tobin reported on the sales and activity for the third quarter of Fiscal Year 2016/2017, which included the months of January, February, and March 2017. Sales for these months totaled \$1.05 million, which is 16 percent lower than the same period the previous fiscal year. The average hold time for the third quarter was 21 seconds. Ninety-four percent of the 72,000 call received were handled by a customer service representative. Walk-in traffic recorded for the transit stores in the third quarter was 41,914.



Received and filed.

## 26. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- This is the end of the fiscal year and Mr. Barnes thanked the Finance Department for their efforts.
- The results of the Foothill Transit Employee Survey were received. A summary report will be sent to the Executive Board.
- The transition at the Pomona yard takes place tonight. Keolis will assume operations at midnight.
- Kevin Parks McDonald, Joe Raquel, and Mr. Barnes participated in a meeting that is focusing on the development of a bus rapid transit corridor through the mid-valley area in El Monte, Baldwin Park, and linking to cities to the east. This effort is being led by Supervisor Hilda Solis.
- The July Executive Board Meeting is cancelled.
- Mr. Barnes recognized former Chair Carol Herrera for service. Member Herrera will be recognized at the next Executive Board Meeting.
- APTA Transit Board Members Seminar and Proterra Open House is scheduled to take place in July.
- Mr. Barnes announced that Ed Gill, Foothill Transit Special Legal Counsel for many years, recently passed away. Mr. Gill was a tremendous asset to Foothill Transit. Mr. Barnes thanked Director of Customer Service and Operations LaShawn King Gillespie for traveling to Washington, DC to attend Mr. Gill's services.

## 27. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Herrera announced that today marked the four year anniversary that Foothill Transit took action to become independent and hire in-house employees.

## 28. **ADJOURNMENT**

Adjournment for the June 30, 2017 Foothill Transit Executive Board Meeting.



There being no further business, the Foothill Transit Executive Board meeting was adjourned in the memory of former Foothill Transit Special Counsel Ed Gill at 9:28 a.m.