



Foothill Transit

Governing Board Meeting AGENDA

SPECIAL GOVERNING BOARD MEETING

8:15 AM, August 12, 2016

Foothill Transit Administrative Office

2nd Floor Board Room

100 South Vincent Avenue

West Covina, CA 91790

**PLEASE NOTE SPECIAL
START TIME OF 8:15 A.M.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. FOCUS ON SAFETY
4. ROLL CALL
5. APPROVAL OF MINUTES FOR THE SPECIAL GOVERNING BOARD MEETING OF JULY 6, 2016
6. APPROVAL OF AGENDA
7. PUBLIC COMMENT
8. GOVERNING BOARD PAYROLL

Recommended Action: Adopt the attached revised Foothill Transit Executive Board and Governing Board Members Stipend Policy (Attachment A), which authorizes the Executive Director to implement a process whereby Foothill Transit Governing Board Members who receive stipends are paid and reported to the Internal Revenue Service (IRS) as employees of Foothill Transit effective October 1, 2016.

Public Comment: Members of the public shall have the right to address the Board on any item of interest which is within the jurisdiction of the Board before or during the Board's consideration of the item. Presentation shall not exceed three minutes in length. Action may be taken on any item identified on the agenda. Persons wishing to comment should submit a "Request to Speak" form to the Secretary. Note: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA.

The public may view and obtain all written information supporting this agenda provided to the board both initially and supplementary prior to the meeting by calling (626) 967-3147 extension 7204 or at the agency's offices located at 100 S. Vincent Ave., Suite 200, West Covina, CA 91790. Documents, including PowerPoint handouts, distributed to Board Members by staff or Board Members at the meeting will simultaneously be made available to the public upon request.



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9. CANCELLATION OF PILOT LINE 496

Recommended Action: In accordance with the Executive Board's recommendation, authorize the cancellation of pilot Line 496 due to low ridership.

10. Foothill Transit Program Updates

- FARE RESTRUCTURING STUDY
- LOS ANGELES COUNTY FAIR SERVICE 2016
- CLASS PASS PROGRAM UPDATE

11. EXECUTIVE DIRECTOR COMMENT

12. GOVERNING BOARD MEMBER COMMENT

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Executive Director's office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

If you require translation services, please contact the Executive Director's office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

Si necesita servicios de traducción, por favor póngase en contacto con la oficina del Director Ejecutivo en el (626) 931-7300, extensión 7204, al menos 48 horas antes de la reunión.

如果需要翻译服务, 请至少于会议前48小时致电高级主任办公室: (626) 931-7300 分机 7204。

Nếu Quý vị có yêu cầu dịch vụ dịch thuật, xin vui lòng liên hệ với văn phòng Giám đốc Điều hành tại (626) 931-7300 số lẻ 7204, ít nhất 48 giờ trước khi cuộc họp.

Kung nangangailangan ka ng mga serbisyo sa pagsasalín, pakisuyong makipag-ugnayan sa opisina ng Executive Director sa (626) 931-7300 extension 7204, ng hindi bababa sa 48 oras bago ang pulong.

번역 서비스가 필요하시면 미팅 최소 48시간 이전에 임원 사무실로 (626-931-7300, 내선 번호 7204) 전화주시기 바랍니다.

翻訳サービスが必要な方は、会議の48時間前までに(626) 931-7300 内線 7204のエグゼクティブディレクター事務所にご連絡ください。

إن كنت بحاجة إلى خدمات ترجمة، برجاء الاتصال بالمدير التنفيذي للمكتب على رقم (626)931-7300 (الرقم الداخلي 7204) قبل الاجتماع بـ 48 ساعة على الأقل.

Եթե Ձեզ քարզմանչափան ծառայությունների են հարկավոր, հանդիպումից առնվազն 48 ժամ առաջ խնդրում ենք զանգահարել Գործադիր տնօրենի գրասենյակ՝ (626) 931-7300 լրացուցիչ՝ 7204 հեռախոսահամարով:

ប្រសិនបើលោកអ្នកស្នើសុំសេវាកម្មបកប្រែភាសា សូមទាក់ទងមកការិយាល័យនាយកប្រតិបត្តិ តាមលេខទូរស័ព្ទ៖ (626) 931-7300 លេខបញ្ជូនបន្ត 7204 ដែលមានរយៈពេលយ៉ាងតិច 48 ម៉ោង មុនពេលកិច្ចប្រជុំ។

در صورت نیاز به خدمات ترجمه، لطفاً حداقل 48 ساعت قبل از جلسه ملاقات با مدیر اجرایی دفتر به شماره (626)931-7300 داخلی 7204 تماس حاصل فرمایید.



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13. ADJOURNMENT

A Special Meeting of the Governing
Board is scheduled for
Tuesday, October 4, 2016 at 7:45 a.m.

The Governing Board Meeting
scheduled for
Thursday, October 13, 2016 is cancelled



Foothill Transit

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

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

**Wednesday, July 6, 2016
7:45 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Herrera at 7:47 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Herrera.

3. FOCUS ON SAFETY

Tanya Pina, Operations Contract Manager, presented a message on National Safety Month.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Corey Calaycay, Member Charlie Rosales, Member Paula Lantz, Member Emmett Badar, Member Cruz Baca, Member Gary Boyer, Member Albert Ambriz, Member Corey Warshaw, Member Roger Chandler, Member Richard Barakat, Member Tzeitel Paras-Caracci, Member Becky Shevlin, Member Cynthia Sternquist, Member Carol Herrera, Member Juventino Gomez, Member Cory Moss, Member Valerie Munoz, Member Hector Delgado, Member Sam Pedroza

Absent: Member Mary Su, Member Uriel Macias, Member Peggy Delach, Member Margaret McAustin, Member Michael De La Torre, Member David Rodriguez

5. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Joint Meeting of the Annual Governing



Board Meeting and Executive Board Meeting of May 12, 2016.

Motion by Vice Chair Calaycay, second by Member Chandler, the minutes for the Joint Meeting of the Annual Governing Board Meeting and Executive Board Meeting of May 12, 2016 were approved. Motion carried 19-0.

6. **APPROVAL OF AGENDA**

Chair Herrera approved the agenda as presented.

7. **PUBLIC COMMENT**

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

8. **IMPACTS OF THE LA METRO GOLD LINE ON Foothill TRANSIT'S RIDERSHIP AND PROPOSED CHANGE TO LINE 690**

Recommendation: 1. Receive and file a report on the impacts that the Metro Gold Line Foothill Extension from Pasadena to Azusa has on Foothill Transit's ridership; and 2. Authorize the service change to Line 690 to better coordinate with the Metro Gold Line Foothill Extension.

Vy Phan-Hoang, Transit Planner, presented this item.

Ms. Phan-Hoang reported that Metro began operation of the new Gold Line Extension on March 5th. Foothill Transit has seven bus lines that directly interface with the Gold Line Extension. Lines 187 and 690 run east-west parallel service and Lines 185, 272, 280, 284, and 488 provide north-south feeder service. Ridership has increased on the feeder lines following the opening of the Gold Line Extension. Lines that run parallel have seen a decrease in ridership, particularly Line 690.

On Line 690 there has been an over 50 percent drop in monthly boardings. Ms. Phan-Hoang stated that staff recommends to terminate the line at the Azusa Intermodal Transit Center instead of going to Pasadena, and change the current local express fare of \$2.75 to the local fare of \$1.25. An open period for public comment was held from May 16 through June 15, 2016. A public meeting was held on Saturday, June 11 at the Claremont Public Library.

Motion by Member Chandler, second by Vice Chair Calaycay, to receive and



file and approve. Motion carried 19-0.

9. **FOOTHILL TRANSIT PROGRAM UPDATES**

RACE TO ZERO EMISSIONS

Andrew Papson, Electric Bus Program Manager, presented a verbal report on the following.

Mr. Papson introduced the launch of the new US Department of Transportation program, The Race to Zero Emissions Challenge (R2ZE). The program is a friendly competition between cities or transit agencies in China and the United States to deploy zero emission buses. The goal of the challenge is to reduce greenhouse gases and tailpipe emissions.

After discussion, by Common Consent, and there being no objection, the Governing Board accepted Mr. Papson's report.

ORIGINS & DESTINATIONS

Hendy Satya, Marketing & Communications Strategist, presented a verbal report on the following.

Mr. Satya reported on the development of the Origins and Destinations video. The video is new way to orient team members into the Foothill Transit culture and instill a sense of pride in representing Foothill Transit. The Origins and Destinations video was played for the Governing Board.

Member Badar suggested that the video should be made available to member cities. Doran Barnes, Executive Director, stated the video was focused on those delivering the service thus the video is lengthy. The video can possibly be shortened and made to focus more on an external audience. This would be a better fit for council presentations or other external uses.

After discussion, by Common Consent, and there being no objection, the Governing Board accepted Mr. Satya's report.

LINES 190, 194 AND 270 UPDATE

Joe Raquel, Director of Planning, presented a verbal report on the following.



Mr. Raquel provided an update on Lines 190, 194, and 270. In April, the Metro Board unanimously approved the cancellation of the bus lines. Foothill Transit began service of the lines on June 26, 2016. Foothill Transit staff held weekly project meetings focused on schedules, vehicle availability, and customer communication. Foothill Transit staff were located at El Monte Station, Monrovia Gold Line, along Valley Boulevard, and Eastland Center to answer and assist customers. Staff will continue monitor schedule adherence and ridership on the new lines and look at how the existing lines can better connect to improve overall system efficiency.

Member Shevlin asked when ridership will be analyzed and proposed changes be made; specifically on Line 270, which currently has no holiday or Sunday service. Doran Barnes, Executive Director, stated that although the agreement with Metro was to not make changes, it was really focused on not diminishing the level of service, changes to add service would be fully within the Board's prerogative. Mr. Raquel stated a 25 percent change in service would require a public comment period.

After discussion, by Common Consent, and there being no objection, the Governing Board accepted Mr. Raquel's report.

LINES 493 AND 495 UPDATE

Joe Raquel, Director of Planning, presented a verbal report on the following.

Mr. Raquel provided an update on recent customer complaints on Lines 493 and 495. Line 495 customers have complained about bus frequency, bus breakdowns, and passenger loads. Complaints have been received by many members of the Governing Board or City Council members.

The primary complaint is that there are too many 493 buses and not enough 495 buses. Mr. Raquel has personally contacted the customers and Foothill Transit staff has investigated the complaints. Ridership data for Line 495 has been analyzed, on-board bus video reviewed, and staff has gone out on the field to conduct observations. Overall ridership shows that ridership on Line 493 is almost double of Line 495. Afternoon trips loads were reviewed during the specific timeframe of the complaints and data shows that the busiest trip is the 4 p.m. trip with an average passenger load of 70 percent full. Staff will continue to monitor schedule adherence and ridership on both lines and will make any adjustments if necessary during the next service change.



After discussion, by Common Consent, and there being no objection, the Governing Board accepted Mr. Raquel's report.

APTA ANNUAL MEETING

David Reyno, Director of Government Relations, presented a verbal report on the following.

Mr. Reyno reported that the APTA Annual Meeting will be held in Los Angeles September 11-14. At this year's meeting, Executive Director Doran Barnes is going to be installed as Chair of APTA. Staff is working with APTA and another consultant in putting together a Chair Welcome Dinner on Sunday, September 11, at 7 p.m. Governing Board Members should have received a Save the Date via email.

After discussion, by Common Consent, and there being no objection, the Governing Board accepted Mr. Raquel's report.

10. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- The IRS conducted an audit and issued a guideline that Governing Board Members receiving a stipend should be paid as employees of Foothill Transit. Christina Lopez, Board Secretary, will be collecting all the necessary paperwork from Governing Board Members that is required. Some have indicated that they would choose not to receive the stipend, and that is an option.
- A Special Governing Board Meeting is scheduled for Friday, August 12. The meeting will begin a little later than usual at 8:15 a.m. due to those attending the Mosquito Vector Control Meeting earlier in the morning.
- The August 26, 2016 Executive Board Meeting is cancelled.

11. **GOVERNING BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Governing Board.



- Member Pedroza recognized Yoko Igawa, Procurement Manager, for her efforts in putting together the California American Legion Auxiliary Girls State Program that was held in Claremont.
- Member Delgado recognized Member Munoz for her generous support of the Boys and Girls Club in La Puente. Member Delgado's daughter competes in the Guerrero's Judo Club which is at the La Puente Boys and Girls Club, and she was able to win double gold at the Junior Olympics and will represent the United States at the Pan American Championships in El Salvador.
- Chair Herrera welcomed Councilmember Andrew Rodriguez from the City of Walnut.
- Member Shevlin requested a report on autonomous vehicles and its possible effect on public transportation.

12. **ADJOURNMENT**

Adjournment for the July 6, 2016 Foothill Transit Special Governing Board Meeting.

There being no further business, the Foothill Transit Special Governing Board meeting adjourned at 9:05 a.m.



August 12, 2016

To: Executive Board

Subject: **Governing Board Payroll**

Recommendation

Adopt the attached revised Foothill Transit Executive Board and Governing Board Members Stipend Policy (**Attachment A**), which authorizes the Executive Director to implement a process whereby Foothill Transit Governing Board Members who receive stipends are paid and reported to the Internal Revenue Service (IRS) as employees of Foothill Transit effective October 1, 2016.

Analysis

As approved at the December 14, 2012, Executive Board Meeting, Executive Board Members and Alternates are paid and reported to the Internal Revenue (IRS) as Foothill Transit employees and the Governing Board Members are paid as outside contractors. In February 2016, the IRS issued a guideline for Classification of Elected and Appointed Officials. The IRS guideline reiterates that Governing Board Members should be considered as employees of Foothill Transit by virtue that they are classified as “public officials” who “administers or enforces public laws, whether the individual is elected by the public or appointed to an office”. This guidance was reinforced to Foothill Transit during a recent IRS audit. The IRS has agreed to allow Foothill Transit to transition all Governing Board members to employee status effective October 1, 2016. Any stipends paid to Governing Board members during 2016 but prior to October 1, 2016, will continue to be reported as an independent contractor with a 1099 form.

Any Board members wishing to decline the stipend may do so and will not be reported to the IRS as Foothill Transit employees. The Board Secretary will provide you with the appropriate form to decline payment of the stipend.

Foothill Transit has begun collecting the needed employee information from each Governing Board member. It is estimated this process will require 30 days to complete.



Budget Impact

Foothill Transit is currently using an outside payroll processor for all staff employees, Executive Board members, and alternates, for a cost of approximately \$450 per payroll. To include the Governing Board members to the payroll system, there will be additional payroll processing costs of \$150 per payroll during months when Governing Board meetings are convened. Other additional costs will include employer Social Security, State Unemployment Insurance and State Disability Insurance.

Sincerely,

A handwritten signature in blue ink, appearing to read 'MLC' followed by a flourish.

Michelle Lopes Caldwell
Director of Finance and Treasurer

A handwritten signature in blue ink, appearing to read 'D. Barnes' with a large flourish.

Doran J. Barnes
Executive Director



Foothill Transit

Foothill Transit Executive Board and Governing Board Members Stipend Policy

Adopted October 9, 2014

Effective July 1, 2015

Revised June 2016

The Governing Board is given the power to define stipend amounts for both the Executive Board and itself. Any Governing Board Members and Executive Board Members who receive a stipend must be considered "employees" of Foothill Transit for IRS reporting purposes. Any Board members wishing to decline the stipend, may do so and will not be reported to the IRS as Foothill Transit employees.

Executive Board Stipend Policy

Executive Board Members shall receive a stipend of \$150 plus United States Department of Labor Bureau of Labor Statistics Los Angeles Area Consumer Price Index (CPI) per meeting when representing the business interests of Foothill Transit, **not to exceed six meetings per month** and excluding ceremonial appearances effective July 1, 2015 and increased annually thereafter to the nearest dollar based on the CPI for the month of June. Business interests of Foothill Transit shall include:

- Attendance at Executive Board meetings
- Attendance at Executive Board briefings
- Participation at relevant transit conferences
- Participation in transit "fact finding" trips
- Participation in legislative/public affairs activities

Further, **Executive Board Alternates** who attend meetings in place of an Executive Board Member are eligible for a stipend equal to that of the Executive Board Member based on the above stated formula per meeting not to exceed six meetings per month.

Governing Board Stipend Policy

Governing Board Members shall receive a stipend of \$150 plus United States Department of Labor Bureau of Labor Statistics Consumer Price Index (CPI) for the Los Angeles Area per meeting when representing the business interests of Foothill Transit, **not to exceed six meetings annually** and excluding ceremonial appearances effective July 1, 2015 and increased annually thereafter to the nearest dollar based on the CPI for the month of June. Governing Board Members will not receive stipends for attendance at Executive Board meetings where they are not serving as an Executive Board Alternate. In addition, a member

of the Governing Board may not receive a stipend as both a Governing Board and Executive Board Member for the same meeting.

The business interests of Foothill Transit for Governing Board Members shall include:
Attendance at Governing Board meetings.

Governing Board Alternates who attend meetings in place of a Governing Board Member are eligible for a stipend equal to that of the Executive Board Member based on the above stated formula per meeting not to exceed six meetings per year.

All Executive and Governing Board Members who receive stipends are required to complete Foothill Transit employee documentation as follows: 1) Employment Development Department Withholding Allowance Certificate and Form W4; 2) Employment Eligibility Verification (Form I-9); 3) Voluntary Affirmative Action Record; 4) Direct Deposit Request Form; and 5) Emergency Contact Information Sheet. The stipend payments will be processed with the regular employee payroll and W2 Forms will be distributed after the end of the year.

Any Executive or Governing Board Members who wish to “opt out” of the stipend allowance may do so by contacting the Board Secretary in writing. No stipend will be paid to those Board Members who opt out and no Foothill Transit employee paperwork will be required.



August 12, 2016

To: Executive Board

Subject: **Cancellation of Pilot Line 496**

Recommendation

In accordance with the Executive Board’s recommendation, authorize the cancellation of pilot Line 496 due to low ridership.

Analysis

On January 4, 2016 Foothill Transit began providing service on pilot Line 496 to customers at the newly constructed Azusa Intermodal Transit Center. The line travels from the Azusa Intermodal Transit Center into downtown Los Angeles by way of West Covina City Hall. There are seven trips into downtown Los Angeles in the morning and seven trips from downtown Los Angeles returning to the San Gabriel Valley in the afternoon.

Performance of Line 496

Following the opening of the Gold Line Foothill Extension on March 5, 2016 boardings on Foothill Transit’s pilot Line 496 at the Azusa Intermodal Transit Center immediately began to decrease. The low ridership was confirmed by performing manual passenger counts in Azusa. The line currently averages only 13 boardings in Azusa per weekday (going westbound for the morning commute). In response to the diminishing ridership, it is proposed to cancel the Pilot Line 496 during the October 2016 service change.

The chart below shows overall ridership on Line 496. It is important to note, however, that most of Line 496’s current customers board the bus at the West Covina City Hall Park & Ride. For the upcoming service change in October, staff plans to add one westbound trip to Line 498, which also services the West Covina City Hall Park and Ride, to accommodate the current Line 496 customers who board that line in West Covina.

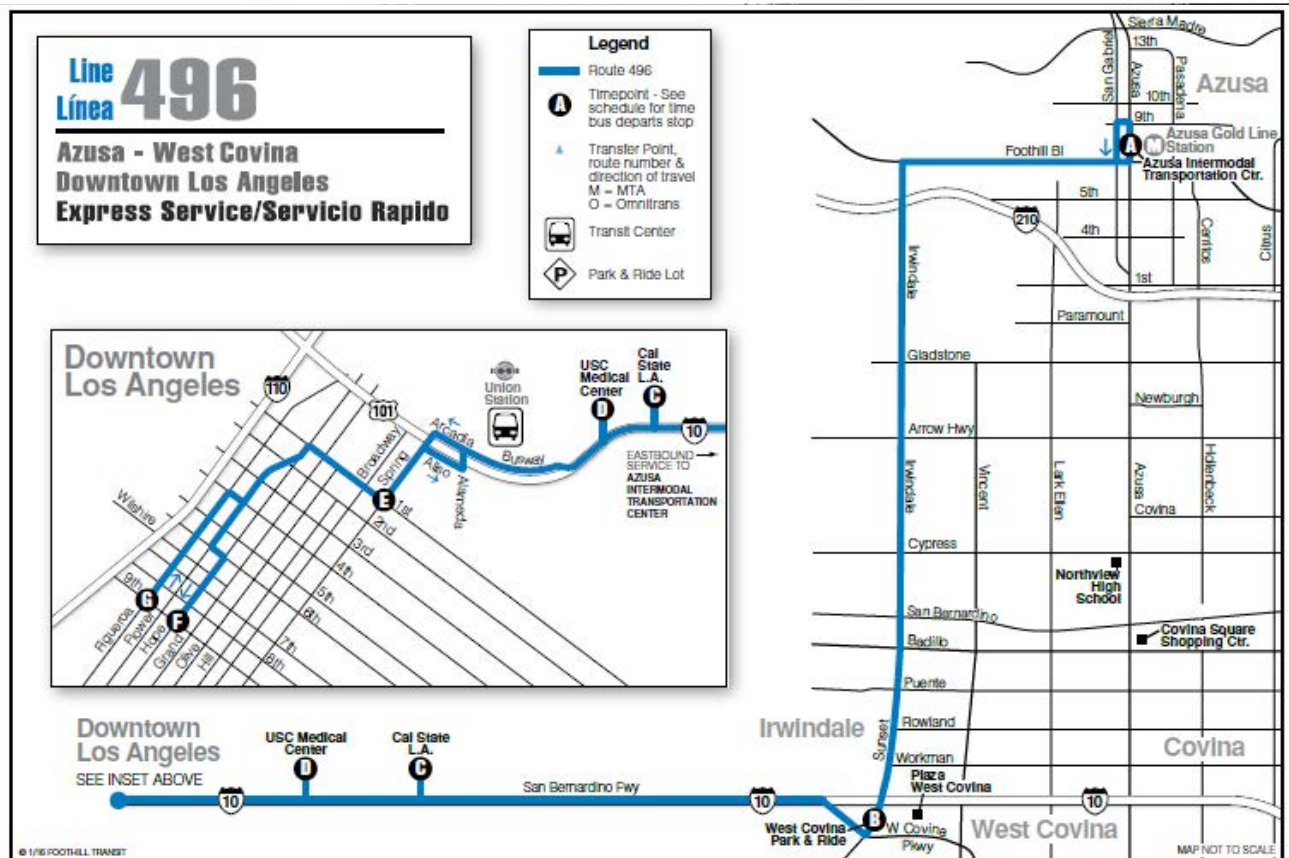


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Ridership Line 496

Month	Ridership
January	2,188
February	4,462
March	4,341
April	3,291
May	3,267
June	3,406

Route Map - Line 496



At their meeting on July 29, 2016 the Foothill Transit Executive Board reviewed the information provided above and recommends that the Governing Board approve the cancellation of Pilot Line 496.



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Should the Board approve the cancellation, signage will be posted at the stops prior to cancellation of the line, and e-notices will be delivered in order to notify customers.

Budget Impact

The cancellation of the pilot Line 496 will result in an annual operating cost savings of \$1,070,484.

Sincerely,



Josh Landis
Planning Manager



Doran J. Barnes
Executive Director