



# Executive Board Meeting AGENDA

## Foothill Transit

EXECUTIVE BOARD MEETING  
8:00 AM, October 26, 2012  
Foothill Transit Administrative Office  
2<sup>nd</sup> Floor Board Room  
100 South Vincent Avenue  
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: MEMBERS DELACH, HERRERA, LANTZ, MCAUSTIN, WALLACH
4. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF SEPTEMBER 28, 2012
5. PRESENTATIONS:
  - 5.1. Contractors' Employee Recognition
6. PUBLIC COMMENT

**CONSENT CALENDAR:** Items 7 through 17 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

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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.

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) 967-3147 extension 7204, at least 48 hours prior to the meeting.

Limited English Proficiency (LEP) persons, if you require translation services, please contact the Executive Director's office at (626) 967-3147 extension 7204, at least 48 hours prior to the meeting.

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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**7. SEPTEMBER FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

*Recommended Action: Receive and file the Financial Statements and Investment Summary for Fiscal Year 2013.*

**8. AUGUST PERFORMANCE INDICATORS REPORT**

*Recommended Action: Receive and file the August 2012 Performance Indicators Report.*

**9. 2012 LEGISLATIVE SUMMARY**

*Recommended Action: Receive and file the October 2012 Legislative Summary. There are no recommended positions on bills this month.*

**10. RESOLUTION ADOPTING BOARD MEETING SCHEDULE FOR 2013**

*Recommended Action: Adopt Resolution No. 2012-001 Board Meeting Schedule for 2013.*

**11. FISCAL YEAR 2013 BUS STOP ENHANCEMENT PROGRAM**

*Recommended Action: Approve the FY 2013 Bus Stop Enhancement Program; and Authorize the Executive Director to issue requests for applications and provide grants for BSEP projects submitted by member cities and Los Angeles County which meet the established criteria up to \$40,000 each city.*

**12. REQUEST TO ISSUE RFP – COMPREHENSIVE OPERATIONAL ANALYSIS**

*Recommended Action: Authorize the Executive Director to issue a Request for Proposals to procure services for a Comprehensive Operational Analysis of the agency's service.*

**13. REQUEST TO ISSUE IFB – POMONA OPERATIONS AND MAINTENANCE FACILITY DRIVEWAY REPLACEMENT**

*Recommended Action: Authorize the Executive Director to issue Invitation for Bids (IFB) 13-006 for the Pomona Operations and Maintenance Facility Driveway Replacement.*

**14. CONTRACT AMENDMENT – SECURITY ENHANCEMENTS PROJECT**

*Recommended Action: Authorize the Executive Director to issue Contract Amendment No. 4 in the amount of ten thousand dollars (\$10,000) to Agreement No. 11-017 with URS for Architectural and Engineering services for the Security Enhancement project at the Arcadia and Pomona Operations and Maintenance Facility and the West Covina Administration Building.*



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15. REQUEST TO ISSUE RFP – TRANSIT STORE SECURITY SERVICES

*Recommended Action: Authorize the Executive Director to issue Request for Proposals (RFP) No. 13-016 to provide security services at Foothill Transit's El Monte Transit Store.*

16. CONTRACT AWARD – VEHICLE WHEEL LIFT

*Recommended Action: Authorize the Executive Director to enter into a contract with Southwest Lift & Equipment in the amount of One Hundred Seventy Eight Thousand Nine Hundred Sixty One Dollars and Eighteen cents (\$178,961.18) for the purchase of six (6) Stertil-Koni portable lifts.*

17. CONTRACT AMENDMENT – ADMINISTRATIVE BUILDING JANITORIAL SERVICES

*Recommended Action: Authorize the Executive Director to execute Contract Amendment No. 3 to Agreement No. 10-017 for Administrative Building Janitorial Services in the amount of Thirty-Three Thousand One Hundred Eighty Seven Dollars and Twenty Cents (\$33,187.20) for a period of one year beginning December 1, 2012 through November 30, 2013.*

REGULAR AGENDA:

18. PROPOSED Foothill TRANSIT PROCURMENT POLICIES AND PROCEDURES MANUAL REVISIONS

*Recommended Action: Approve and adopt a revision to Foothill Transit's Procurement Policies and Procedures to address task orders under "on-call" contracts.*

19. CONTRACT ADJUSTMENT – MANAGEMENT SERVICES CONTRACT

*Recommended Action: Consider the elimination of one staff position provided by Veolia Transportation with a corresponding reduction in fees, and, if approved, authorize the Chair to execute a corresponding amendment to the Management Services Agreement.*

20. PERFORMANCE INDICATORS QUARTERLY REPORT

*Recommended Action: Receive and file the Performance Indicators Quarterly Report.*

21. TRANSIT STORE QUARTERLY REPORT

*Recommended Action: Receive and file the Transit Store Quarterly Report*

22. EXECUTIVE DIRECTOR COMMENT



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23. BOARD MEMBER COMMENT

24. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Government Code § 54956.8)

Property Address/Location: Diamond Bar Park-N-Ride Lot 100-101 N. Diamond Bar Blvd.,  
Diamond Bar. Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill,  
Darold D. Pieper, Kevin McDonald  
Negotiating Parties: Michael Miles, District 7 Director - Caltrans  
Under Negotiation: Price and Terms

25. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Government Code § 54956.8)

Property Address/Location: 600 S. Brea Canyon Rd. City of Industry APN: 908  
Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill, Darold D. Pieper,  
Kevin McDonald  
Negotiating Parties: John D. Ballas, Director of Public Works, City of Industry  
Under Negotiation: Price and Terms

26. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Government Code § 54956.8)

Property Address/Location: Northerly 126 ± feet x 383 ± feet of APN: 8608-027-900  
Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill, Darold D. Pieper,  
Kevin McDonald  
Negotiating Parties: James Makshanoff, Azusa City Manager & Tito Haes, Public Works  
Director  
Under Negotiation: Price and Terms

27. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Government Code § 54956.8)

Property Address/Location: APN: 8474007035  
Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill, Darold D. Pieper,  
Kevin McDonald  
Negotiating Parties: Andrew Pasmant, West Covina City Manager

28. ADJOURNMENT



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**The November 2012 Executive Board Meeting  
has been canceled.**

**The Next Regular Meeting of the Foothill Transit  
Executive Board is scheduled for  
Friday, December 14, 2012 at 8:00 a.m.**