



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, December 12, 2014

8:00 AM

CALL TO ORDER

1. Call to order. (14-5650)

The meeting was called to order by Chair Tessitor at 8:05 a.m.

PLEDGE

2. Pledge of Allegiance. (14-5651)

The Pledge of Allegiance was led by Vice Chair Lantz.

ROLL CALL

3. Roll call. (14-5652)

**Roll call was taken by Garen Khachian, Staff, Board of Supervisors
Executive Office, Commission Services Division.**

Present: Becky A. Shevlin, Carol Herrera, Paula Lantz and Doug Tessitor

Excused: Michael De La Torre

I. ADMINISTRATIVE MATTERS

4. Approval of the minutes for the Regular Meeting of the Executive Board of
October 31, 2014. (14-5653)

**On motion of Member Shevlin, seconded by Treasurer Herrera, the minutes
for the Regular Executive Board Meeting of October 31, 2014 were
approved by the following vote:**

Ayes: 4 - Member Becky A. Shevlin, Treasurer Carol Herrera,
Vice Chair Paula Lantz and Chairman Doug Tessitor

Excused: 1 - Member Michael De La Torre

Attachments: [SUPPORTING DOCUMENT](#)

II. PRESENTATIONS

5. 5.1 Contractors' Employee Recognition (14-5654)

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

- **David Verduzco, Operator of the Month (December 2014)**

Bill Jackson, General Manager, Transdev, introduced and recognized the following Arcadia location Transdev Operator and Employee of the Month:

- **James Cervantes, Operator of the Month (December 2014)**
- **Colin Obeso, Employee of the Month (December 2014)**

After discussion, by Common Consent, and there being no objection, the Board recognized the Operator and Employee of the month.

5.2 New and Promoted Staff (14-5655)

Doran Barnes, Executive Director, Foothill Transit, recognized the following Foothill Transit newly hired and promoted staff:

New Hire:

- **Vy Phan-Hoang, Intern**

After discussion, by Common Consent, and there being no objection, the Board recognized the newly hired staff.

III. PUBLIC COMMENT

6. Public Comment. (14-5656)

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

Eric Estell, Regional Vice President First Transit and Kevin Ooms, Vice President of Reporting & Accounting, Transdev took the opportunity under Public Comment to wish everyone a Happy Holiday.

IV. CONSENT CALENDAR

7. FY 2014/2015 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year to-date report through October 31, 2014. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of October 31, 2014 for the fiscal year ending June 30, 2015. (14-5657)

On motion of Member Shevlin, seconded by Vice Chair Lantz, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

8. OCTOBER 2014 PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the October 2014 Performance Indicators Report. (14-5658)

On motion of Member Shevlin, seconded by Vice Chair Lantz, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

9. CONTRACT AMENDMENT - ARCHITECTURAL AND ENGINEERING DESIGN FOR THE AZUSA INTERMODAL PARKING FACILITY

Recommendation: Authorize the Executive Director to execute Amendment No. 7 to Contract No. 11-036 with Choate Parking Consultants in the amount of \$25,255 for surveying and mapping services required by the City of Azusa for the Azusa intermodal Parking Facility Project. (14-5659)

On motion of Member Shevlin, seconded by Vice Chair Lantz, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

10. ENVIRONMENTAL SUSTAINABILITY MANAGEMENT SYSTEM (ESMS) UPDATE

Recommendation: Receive and file an update on Foothill Transit's ESMS program at the Arcadia and Pomona operations and maintenance facilities. (14-5660)

On motion of Member Shevlin, seconded by Vice Chair Lantz, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

V. DISCUSSION ITEMS (REGULAR AGENDA)

11. Foothill Transit Class Pass Update

Recommendation: Receive and file the Foothill Transit Class Pass Update. (14-5661)

Katie Gagon, Special Projects Manager, presented this item and is cognizant of the Board Members wishes to prevent interruption of the Class Pass Program due to Mt. San Antonio College (Mt. SAC) inability to begin collecting the fee in time for implementation of the Class Pass Program during the Spring 2015 semester.

On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

12. Request for Proposals (RFP) 15-028 - Repainting Decal Installation and Heavy Maintenance on 30 60-foot Articulated Buses

Recommendation: Authorize the Executive Director to issue RFP No. 15-028 for the repainting, livery upgrade, bus decal installation and heavy maintenance on 30 60-foot articulated buses. (14-5662)

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

On motion of Treasurer Herrera, seconded by Vice Chair Lantz, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

13. Comprehensive Operations Analysis (COA) Update

Recommendation: Receive and file an update on the COA. (14-5663)

Austin Lee, Planning Manager, presented this item and introduced Paul Supawanich, Transit Planner Associate from Nelson Nygaard.

Mr. Supawanich provided a power point update on the Comprehensive Operations Analysis. He stated that Foothill Transit is doing a great job and recommended a few suggestions for enhancing the service. In response to Board Members request for clarification on the Load Factor (Relates to Customer Satisfaction & Fleet Deployment), Mr. Supawanich replied it is dependent on the number of people traveling inside the bus.

In response to the Board's question on the lack of monthly pass purchases, the price of the monthly pass is high.

After discussion on motion of Vice Chair Lantz, seconded by Member Shevlin, unanimously carried, this item was received and filed.

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

- 14. OPERATION OF METRO LINES 190 AND 194**
Recommendation: Authorize the Executive Director to negotiate with LA Metro to assume operation of Lines 190 and 194 in July 2015. (14-5664)

Joe Raquel, Director of Planning, presented this item and reported that the operation of Lines 190 and 194 will require 24 coaches, including spare coaches necessary to ensure proper preventive maintenance. To facilitate the need of a fleet, Foothill Transit can delay the retirement of 24 of the 30 coaches.

Board members stressed the importance of the negotiation with Metro to include the \$4 million budget bridge gap from Metro to Foothill Transit.

After discussion on motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

- 15. SMARTBUS REPLACEMENT PROJECT UPDATE**
Recommendation: Receive and file the status update on the Foothill Transit SMARTBus replacement project. (14-5665)

LaShawn Gillespie, Director of Customer Service and Operations presented this item.

On motion of Member Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

- 16. FY 2014/2015 FIRST QUARTER BUDGET UPDATE**
Recommendation: Receive and file the First Quarter Budget Update for the fiscal year ending on June 30, 2015. The attached Departmental First Quarter Budget Result summarizes Foothill Transit's expenditures through the first quarter and provides a forecast to complete the fiscal year. (14-5666)

Michelle Caldwell, Director of Finance presented this item.

On motion of Member Shevlin, seconded by Vice Chair Lantz, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

17. TRANSIT STORE REPORT

Recommendation: Receive and file the Transit Store Report. (14-5667)

LaShawn Gillespie, Director of Customer Service and Operations presented this item.

In response to a question posed by the Board, Ms. Gillespie informed that dispatchers have the capability to respond to inquiries in real time.

On motion of Vice Chair Lantz, seconded by Member Shevlin, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

18. OPTION EXERCISE - POMONA OPERATIONS AND MAINTENANCE AGREEMENT NO. 12-001

Recommendation: Authorize the Executive Director to exercise the first two-year option on agreement No. 12-001 with First Transit, Inc. for transit services operated out of Foothill Transit's Pomona facility. (14-5668)

By Common Consent, there being no objection, the Executive Board continued this item to Friday, January 23, 2015.

Attachments: [SUPPORTING DOCUMENT](#)

VI. EXECUTIVE DIRECTOR COMMENT

19. Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (14-5669)

Mr. Barnes reported on the following:

- **The audio and video system has been upgraded, and the new audio system was in use at today's meeting.**
- **Construction of the I-10 corridor has impacted the schedule adherence for Foothill Transit buses. The low gas prices have not affected the bus riders.**
- **Working on resolving the audit findings of the Federal Transit**

Administration (FTA) Triennial Review for Fiscal Year 2011 -14.

- **Foothill Transit Rose Bowl shuttle service contract ends in August 2015. Negotiations are ongoing for the creation of a new contract.**
- **Congratulated Carol Herrera on being appointed to the Leadership APTA Committee**
- **Ed Gil, Special Counsel, Foothill Transit, is retiring after 19 years of service. Thanked Mr. Gil for his service and wished him best of luck in his retirement.**

VII. BOARD MEMBER COMMENT

- 20.** Comments by Members of the Foothill Transit Executive Board. (14-5670)

Board Members wished everyone Happy Holidays.

VIII. ADJOURNMENT

- 21.** Adjournment for the December 12, 2014 Foothill Transit Executive Board Meeting. (14-5671)

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:45 a.m.