



**Foothill Transit**

# **GOVERNING BOARD MEETING**

West Covina, CA  
Friday, August 26, 2022



Foothill Transit

# Foothill Transit MISSION

To be the premier public transit provider committed to:

**SAFETY**

**COURTESY**

**QUALITY**

**RESPONSIVENESS**

**EFFICIENCY**

**INNOVATION**



## Foothill Transit VALUES

### **SAFETY**

We educate, encourage, and endorse a strong culture of safety at all levels of the organization, valuing the responsibility entrusted in us by the communities that we serve.

### **RESULTS**

We value the achievement of organizational goals and initiatives as defined in our business plan and involving all levels of the organization.

### **INTEGRITY**

We are committed to high ethical standards based on accountability, honesty, respect, transparency, and a high level of fiscal responsibility.

### **GRATITUDE**

We are a team united in thankfulness for each other; we express gratitude for our many opportunities by investing our time and energy in our community and industry, and through the open expression of appreciation.

### **DIVERSITY**

We create an environment rich with talented people and differing viewpoints, valuing the unique perspectives that everyone brings.

### **TEAM MEMBERS**

Our team members are the key to Foothill Transit's success and we are committed to supporting them through education, development, and recognition.

### **COMMUNICATION**

We value and are committed to open honest respectful discussion which is responsive, informative, and constructive.

### **SUSTAINABILITY**

We embrace sustainability because it benefits all aspects of our business while helping our communities by protecting the environment through measured and responsible stewardship of resources.



Foothill Transit

# Governing Board Meeting AGENDA

GOVERNING BOARD MEETING  
7:45 AM, August 26, 2022  
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
4. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER
5. APPROVAL OF MINUTES FOR THE GOVERNING BOARD MEETING OF JUNE 24, 2022
6. INTRODUCTION OF FOOTHILL TRANSIT BUSINESS PARTNERS
7. GENERAL PUBLIC COMMENT

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. Presentations shall not exceed one minute in length. The Board will take public comment under this agenda item for a maximum of 30 minutes. Public Comment will resume later in the meeting if there are members of the public who did not get an opportunity to speak because of the 30-minute limit.

Action may be taken on any item identified on the agenda.

## 7.1. Chief Executive Officer Response to Public Comment

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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 one minute 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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8. Foothill TRANSIT PROGRAM UPDATES

- 8.1. Foothill Gold Line
- 8.2. San Gabriel Valley Council of Governments Feasibility Study
- 8.3. Cluster 3 Special Election Notification
- 8.4. Rose Bowl Update
- 8.5. Insurance Program Update
- 8.6. Overview of Service Change Process

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 Chief Executive Officer’s office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

Si necesita servicios de traducción, comuníquese con la oficina del Director Ejecutivo llamando al (626) 931-7300, extensión 7204, al menos 48 horas antes de la reunión.

若需要翻譯服務，請在會議前至少48小時聯絡執行長辦公室（626）931-7300分機7204

Nếu quý vị yêu cầu dịch vụ dịch thuật, vui lòng liên hệ với văn phòng Giám Đốc Điều Hành theo số (626) 931-7300, số máy lẻ 7204, ít nhất 48 giờ trước cuộc họp

Kung kailangan mo ng serbisyong pagsasalin, mangyaring makipag-ugnayan sa tanggapan ng Punong Ehekutibong Opisyal sa numerong (626) 931-7300 ekstensyon 7204, hindi bababa ng 48 oras bago ang pagpupulong

번역 서비스가 필요한 경우, 회의가 시작되기 최소 48시간 전에 (626) 931-7300 내선 7204번으로 최고경영자실에 연락하십시오.

通訳／翻訳サービスが必要な際は、ミーティング48時間前までに、CEO/最高経営責任者事務所までに連絡してください。CEO事務所連絡先：  
(626) 931-7300内線7204

اگر به خدمات ترجمه نیاز دارید، لطفاً دست کم 48 ساعت قبل از شروع جلسه با دفتر مدیر عامل به شماره تلفن (626) 931-7300 داخلی (626) 931-7300 تماس بگیرید

Եթե Ձեզ թարգմանչական ծառայություններ են հարկավոր, հանդիպումից առնվազն 48 ժամ առաջ զանգահարեք Գլխավոր գործադիր տնօրենի գրասենյակ (626) 931-7300 լրացուցիչ 7204 հեռախոսահամարով:

ប្រសិនបើលោកអ្នកត្រូវការសេវាកម្មបកប្រែភាសា សូមទាក់ទងការិយាល័យនាយកភ្នាក់ងារប្រតិបត្តិកាមន្ទរស័ព្ទលេខ (626) 931-7300 លេខភ្ជាប់បន្ត 7204, ដែលមានរយៈពេលយ៉ាងតិច 48 ម៉ោងមុនកិច្ចប្រជុំ

في حالة الحاجة لخدمات الترجمة، يرجى الاتصال بمكتب الرئيس التنفيذي على رقم الهاتف (626) 931-7300 (الرقم الداخلي 7204) وذلك قبل 48 ساعة على الأقل من الاجتماع

หากคุณต้องการบริการล่าม โปรดติดต่อสำนักงานประธานเจ้าหน้าที่บริหารที่ (626) 931-7300 ต่อ 7204 อย่างน้อย 48 ชั่วโมงก่อนการประชุม



7:45 AM, August 26, 2022

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9. CONTINUED GENERAL PUBLIC COMMENT

*This time is reserved for those members of the public who were unable to speak earlier in the agenda because of the 30-minute time restriction.*

10. CHIEF EXECUTIVE OFFICER COMMENT

11. GOVERNING BOARD MEMBER COMMENT

12. ADJOURNMENT

**The next meeting of the Governing Board  
is scheduled for  
Friday, September 30, 2022, at 7:45 a.m.**



**Foothill Transit**

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

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

**Friday, June 24, 2022  
7:45 a.m.**

**DRAFT**

**1. CALL TO ORDER**

The meeting was called to order by Chair Calaycay at 7:49 a.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Governing Board Member Emmett Badar.

**3. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Corey Calaycay, Member Rick Crosby, Member Victor Preciado, Member Emmett Badar, Member Linda Freedman, Member Edward Alvarez, Member Gary Boyer, Member H. Manuel Ortiz, Member Rosario Diaz, Member Paul Cheng, Member Richard Barakat, Member Becky Shevlin, Member Felicia Williams, Member Fernando Vizcarra, Member Steve Tye, Member Cory Moss, Member Sam Pedroza, Member Cynthia Sternquist

Absent: Member Daniel Damian, Member John King, Member Tzeitel Paras-Caracci, Member Jessica Ancona (excused), Member Valerie Munoz, Member Hector Delgado

**4. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER**

After discussion, by Common Consent, the Chair and Chief Executive Officer confirmed the agenda as presented.



5. **RECOGNITION OF PAST BOARD CHAIR CYNTHIA STERNQUIST**

Doran Barnes, CEO, recognized Governing Board Member Cynthia Sternquist, for her two years of service as the Foothill Transit Executive Board Chair.

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

Approval of the minutes for the Governing Board Meeting of May 27, 2022.

Motion by Vice Chair Moss, second by Member H. Manuel Ortiz, the minutes for the Regular Meeting of May 27, 2022, were approved. Motion carried 18-0.

7. **INTRODUCTION OF Foothill TRANSIT BUSINESS PARTNERS**

Jan Powell, Foothill Transit Advocate, Powell Consulting DC, provided a brief federal legislative update and she reported that the marked-up appropriations bill for transportation included a \$4 million earmark for Foothill Transit's Zero Emission Program.

8. **GENERAL PUBLIC COMMENT**

Mike Greenspan provided general public comment on changes to the transfer system and having a two-hour transfer window.

Armando Herman provided general public comment on transparency, infrastructure, and he submitted documents for the record.

8.1. Chief Executive Officer Response to General Public Comment

There was no response to General Public Comment by the Chief Executive Officer.

9. **FOOTHILL TRANSIT SAFETY & SECURITY UPDATE**

Recommendation: Receive and file an update on Foothill Transit's Security efforts.

John Curley, Chief of Safety and Security, presented this item.

Mr. Curley presented an update on Foothill Transit's Public Transportation Agency Safety Plan and security goals. He introduced Gene Luevano, Transportation Security Inspector Surface Operations, Los Angeles' Office, who provided an update on the Transportation Security Administration's



partnership with Foothill Transit.

Staff responded to comments and questions by the Governing Board. Mike Greenspan and Armando Herman provided public comment on Item 9.

The Governing Board received and filed this presentation.

10. **PROPOSED FISCAL YEAR 2023 BUSINESS PLAN AND BUDGET**

Recommendation: In accordance with the Executive Board’s recommendation, adopt Foothill Transit’s proposed Business Plan and Budget for Fiscal Year 2023.

Jorge Quintana, Budget and Grants Finance Analyst, presented this item.

Mr. Quintana presented the proposed goals and performance standards, and agency initiatives for Fiscal Year 2023. A \$213.7 million total budget is being proposed, of which \$123.9 million are operating expenses and \$89.8 million are capital investments. Staff expects to operate 878,000 vehicle service hours and anticipates 7.9 million passenger boardings in Fiscal Year 2023.

Member Barakat requested that information be provided that shows the breakdown of technical service calls by CNG bus versus electric bus. There was no public comment on this item.

Motion by Vice Chair Moss, second by Member Moss, to adopt. Motion carried 18-0.

11. **GOPASS PROGRAM (FORMERLY FARELESS SERVICE INITIATIVE)**

Recommendation: Receive and file the GoPass Program update.

John Xie, Revenue Manager, presented this item.

Mr. Xie provided background information related to Foothill Transit’s participation in the GoPass Program. As of May 2022, Foothill Transit has provided 23,400 rides. Currently there are 20 K-12 schools in the Foothill Transit service area participating and four community college districts participating. He also reported on the cost of the program, and how revenue is allocated to each transit agency based on ridership by the school district.

Staff responded to comments and questions by the Governing Board. Mike Greenspan and Armando Herman provided public comment on Item 11.



The Governing Board received and filed this presentation.

12. **COVID-19 TRANSIT OPERATIONS UPDATE**

Recommendation: Receive and file an update on the continuing impacts of COVID-19 on Foothill Transit's operations.

Tanya Pina, Customer Service and Operations Contract Manager, presented this item.

Ms. Pina provided an update on the L.A. County Public Health Mask Mandate required in all public transportation in Los Angeles County. The mandate was extended on June 14, 2022 for 30 days or when the county's transmission drops to moderate level. She also reported on operational challenges, and ridership and service levels. Average weekday boardings for the month of May were 23,449, representing approximately 60 percent of the ridership levels in the months prior to the Safer-at-Home Executive Order issued in March 2020.

There were no comments or questions by members of the Governing Board. Mike Greenspan and Armando Herman provided public comment on Item 12.

The Governing Board received and filed this presentation.

13. **CONTINUED GENERAL PUBLIC COMMENT**

Public comment was not reopened as the Public Comment period was concluded earlier in the agenda (Item 8).

14. **CHIEF EXECUTIVE OFFICER COMMENT**

Comments by Mr. Doran J. Barnes, Chief Executive Officer, Foothill Transit.

Mr. Barnes reported the following:

- Thanked the Governing Board attending the meeting and for their support on the ongoing projects.
- Announced that Foothill Transit received four AdWheel Awards. One of the awards received was for the agency business plan document and a video on the arrival of the double deck bus. The video was played for the Governing Board.



- Announced that the Governing Board will not be meeting in July. The next meeting of Governing Board will be August.

15. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Governing Board.

- Member Barakat expressed his concerns over the comments made at the meeting that he found offensive and he has concerns subjecting employees to such comments.
- Member Preciado requested that the meeting be adjourned in the memory of El Monte Police Corporal Michael Paredes and Officer Joseph Santana. He also requested that it be acknowledged on Foothill Transit's social media.
- Vice Chair Moss asked for a formal excusal for Member Ancona, City of El Monte in light of the situation with the El Monte police officers.
- Chair Calaycay stated that the board has a very delicate role at public meetings, because the public has the right to say what they want within the parameters set. He stated the he plans to run meetings orderly and respectful of all. He invited staff to leave the room during public comment if they find comments to be offensive.

16. **ADJOURNMENT**

Adjournment for the June 24, 2022 Foothill Transit Governing Board Meeting.

There being no further business, the Foothill Transit Governing Board meeting adjourned at 9:37 a.m.



August 26, 2022

To: Governing Board

Subject: **Foothill Transit Program Updates**

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### **Foothill Gold Line**

At the August 26, 2022, Governing Board Meeting, a representative from Foothill Gold Line will present an update on the agency's projects.

### **San Gabriel Valley Transit Feasibility Study**

The San Gabriel Valley Council of Governments (SGVCOG) in partnership with Los Angeles Metro is conducting a feasibility study to evaluate and improve mobility in the San Gabriel Valley. An update will be presented at the August 26, 2022, Governing Board Meeting.

### **Cluster 3 Special Election Notification**

At the August 26, 2022, Governing Board Meeting, Cluster 3 consisting of the cities of Arcadia, Bradbury, Duarte, Monrovia, Temple City, and Pasadena will receive notification of a Special Election that will be held on September 30, 2022. The Executive Board Alternate position for Cluster 3 is currently vacant.

The vacancy was created with the passing of Governing Board Member Tzeitel Paras-Caracci. An election must be held by the members of Cluster 3 to select an individual to serve the remainder of the term, which runs through May 2023.

### **Rose Bowl Service Update**

For more than two decades, the Rose Bowl Operating Company (RBOC) has contracted with Foothill Transit to provide shuttle service between the parking lot of the Parsons building in Pasadena and the Rose Bowl. The most recent contract expired on August 5, 2022. In July of this year, the RBOC issued a Request for Proposals (RFP) seeking shuttle services to and from the Rose Bowl Stadium for Major Events.

Under the Federal Transit Administration Charter Bus Service Regulations, federally funded public transit agencies are restricted from operating chartered services with limited exceptions. An exception to this rule applies when no registered charter provider (RCP) responds to a notice sent by a



recipient of federal funds. We issued the required notice to registered charter providers and, because no RCPs submitted proposals to operate the service, we are allowed to contract with the RBOC to provide the shuttle services.

On August 4, 2022, the RBOC board awarded the Rose Bowl Stadium Shuttle Service contract to Foothill Transit for a term of five years with two one-year options to extend the contract at the discretion of the RBOC. The contract term commenced on August 6, 2022, and Foothill Transit provided shuttle service for two music festivals this month and will provide service to the UCLA home Football games, which start on September 3, 2022, in addition to a variety of other events.

### **Insurance Program Update**

At the October 2021 Executive Board meeting, staff updated the Board about how all the usual business-related insurance coverages such as general liability, property, earthquake, workers' compensation for all Foothill Transit employees, and automobile insurance for our non-revenue fleet, etc. insurance is purchased and how Foothill Transit utilizes the services of Alandale Insurance as its insurance broker. At the meeting, staff communicated a substantial increase in premiums to our general and excess liability policies mainly due to our official name including the word "transit", typically a red flag for insurers and one that we've been able to work through prior to 2021. However, a recent "shock case" has changed the dynamic significantly and was one of the reasons that prompted a Special Executive Board meeting on July 8, 2022.

On July 8, 2022, at the special meeting, staff again communicated how Foothill Transit is unique as a transit operator with all transit services contracted out to private entities. Insurance agencies often have difficulty understanding the unusual nature of our insurance and liability exposure, and this current "shock case" has exacerbated that issue. As a result, the Executive Board authorized the CEO to issue payments totaling \$1,068,914.81 to bind Foothill Transit's Fiscal Year 2023 insurance coverages. The Board also approved increasing our coverage and made a motion to add another \$10M layer, taking our coverage to \$21 million. The fiscal impact is significant and although staff planned for an increase in the Fiscal Year 2023 budget, it was not enough to cover these increased amounts. Nonetheless, funding was identified and staff continues to explore other options, like the Joint Powers Insurance Agency (JPIA) and the California Transit Indemnity Pool (CalTIP), for future strategic risk management planning.



### **Overview of Service Change Process**

In an effort to adapt to the ever-changing environment that exists throughout transportation, Foothill Transit has bi-annual service changes implemented in or around spring and fall each year. However, this can be subject to change. Service changes are undertaken to modify service based on customer and/or budget fluctuations to improve system performance. Our staff conducts regular analyses to improve performance, including the monitoring of customer or stakeholder comments, on-time performance, and ridership trends.

Each change in service involves a number of critical steps. These include, but are not limited to:

- Analysis of current service levels, ridership, and changes related to housing and business development along a route, planned long-term detours, etc.
- Development of the new bus schedules
- Analysis of fleet impacts
- Contractor analysis of staffing impacts and scheduling of operator assignment bids
- Production of customer communication materials

The next schedule change will take place on Sunday, September 25, 2022. Along with routine adjustments to travel times along several lines, the changes below will also be implemented:

#### **Line 188**

Routing adjustment in Claremont and Montclair to improve accessibility to key destinations

#### **Line 289**

Increased frequency on the weekends to align with our minimum route standard of 60-minute headway

Sincerely,

Doran J. Barnes  
Chief Executive Officer