



**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, February 26, 2015  
8:00 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Herrera at 8:02 a.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chair Herrera.

**3. FOCUS ON SAFETY**

Ali Showkatian, Safety Compliance Coordinator, presented a safety message on vision wellness.

**4. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Calaycay, Member Delach, Member De La Torre, Vice Chair Shevlin, Chair Herrera

Chair Herrera welcomed Executive Board Alternates Corey Warshaw and Cynthia Sternquist.

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

Approval of the minutes for the Regular Meeting of January 15, 2016.

Motion by Member Calaycay, second by Vice Chair Shevlin, the minutes for the Regular Meeting of January 15 were approved. Motion carried 4-0. Member Delach abstention.



6. **PRESENTATIONS**

6.1 Contractors' Employee Recognition

Jim Marshall, General Manager, First Transit, introduced and recognized the following Pomona location First Transit operator and employee of the month:

Angel Bird, Operator of the Month (February 2016)

Dana Coffey, Assistant General Manager, Transdev, introduced and recognized the following Pomona location Transdev operator and employee of the month:

Charlene Nicholson, Operator of the Month (February 2016)

Tammy Figueroa, Employee of the Month (February 2016)

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

7. **PUBLIC COMMENT**

Christine Halstead addressed the Executive Board.

**CONSENT CALENDAR**

Member Calaycay requested that Item 10, February 2016 Legislative Summary be pulled for discussion.

8. **JANUARY 2016 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through January 31, 2016. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of January 31, 2016 for the fiscal year ending June 30, 2016.

Motion by Member De La Torre, second by Member Delach, to receive and file. Motion carried 5-0.



9. **JANUARY 2016 PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the January 2016 Performance Indicators Report.

Motion by Member De La Torre, second by Member Delach, to receive and file. Motion carried 5-0.

10. **FEBRUARY 2016 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the February 2016 Legislative Summary. Adopt a support position on AB 1591.

Item 10 was pulled by Member Calaycay. Member Calaycay stated one of the recommendations for Item 10 was a letter of support for the piece of legislation that increases the gas tax. Member Calaycay indicated that he would abstain from that portion of the recommendation.

Motion by Member De La Torre, second by Member Delach, to receive and file. Motion carried 5-0.

Motion by Member Delach, second by Member De La Torre, to adopt. Motion carried 3-0. Member Calaycay and Member Shevlin abstention.

11. **COACH OPERATOR AUDIT RESULTS**

Recommendation: Receive and file the results of the Coach Operator Audits conducted in December of 2015.

Motion by Member De La Torre, second by Member Delach, to receive and file. Motion carried 5-0.

12. **FISCAL YEAR 2015-2016 SECOND QUARTER BUDGET UPDATE**

Recommendation: Receive and file the Second Quarter Budget Update for the fiscal year ending on June 30, 2016. Attachment A, the Departmental Second Quarter Budget Result summarizes Foothill Transit's expenditures through the second quarter and provides a forecast to complete the fiscal year.

Motion by Member De La Torre, second by Member Delach, to receive and file. Motion carried 5-0.



13. **TRANSIT SERVICES – ARCADIA FACILITY (AGREEMENT NO. 14-028)**

Recommendation: Authorize the Executive Director to amend Agreement No. 14-028 with Transdev, Inc., to advance the expiration date for the base contract term from July 2, 2016 to June 25, 2016.

Motion by Member De La Torre, second by Member Delach, to approve.  
Motion carried 5-0.

14. **EXERCISE OF OPTION – GENERAL MARKETING SERVICES**

Recommendation: Authorize the Executive Director to exercise option year two of the Pulsar Advertising Contract (No. 12-038) in the amount of \$339,895 for general marketing services.

Motion by Member De La Torre, second by Member Delach, to approve.  
Motion carried 5-0.

15. **REQUEST FOR QUALIFICATIONS (RFQ) – ARCHITECTURAL ENGINEERING CONSULTANT – PARK & RIDE FACILITY**

Recommendation: Authorize the Executive Director to Issue RFQ No. 16-053 seeking qualifications to provide architectural and engineering services in connection with the development of a proposed park & ride facility to be located in the City of Covina.

Motion by Michael De La Torre, second by Vice Chair Shevlin, to approve.  
Motion carried 4-0. Member Delach abstention.

16. **CONTRACT AWARD – NETWORK INFRASTRUCTURE FIREWALL REPLACEMENT**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into Sole-Source Agreement No. 16-041 with Government Technology Solutions in the amount of one hundred forty one thousand, five hundred sixty three dollars and ninety one cents (\$141,563.91) to replace Foothill Transit’s Network Infrastructure Firewall.

Motion by Member De La Torre, second by Member Delach, to approve.  
Motion carried 5-0.



**REGULAR AGENDA**

**17. 2016 Foothill Transit Bus Rodeo Preview**

Recommendation: Receive and file the 2016 Foothill Transit Bus Rodeo Preview.

Tanya Pina, Operations Contract Manager, presented this item.

Doran Barnes, Executive Director, invited the executive board to attend the March 12, 2016 event and test their skills. Mr. Barnes stated that Chair Herrera and he would be unable to attend as they would be attending the APTA Legislative Conference. Kevin Parks McDonald would be leading the event from a staff perspective. Mr. Barnes thanked Tanya Pina and the operation team for all their hard work in putting this event together. Mr. Barnes stated that the event allows the participants to reinforce their safety skills and ensure that they are the best of the best.

Motion by Member Calaycay, second by Member Delach, to receive and file. Motion carried 5-0.

**18. PROPOSED FY 2016-2017 BUSINESS PLAN INITIATIVES**

Recommendation: Approve the proposed FY 2016-2017 Business Plan Initiatives.

Kevin Parks McDonald, Deputy Executive Director, presented this item

Mr. Parks McDonald identified the following seven proposed initiatives.

- Pomona Operations Contract Procurement
- Arcadia Operations Contract Startup
- Fleet Electrification
- CAD/AVL System
- Covina Park & Ride and Transit Center
- Fare Restructuring
- Mt. SAC Transit Center Development

Member Calaycay put forward some thoughts related to declining ridership. Member Calaycay wondered if there were opportunities to partner with companies like Uber on a project like the Covina Park and Ride, so they can integrate better with Foothill Transit service.



Vice Chair Shevlin inquired about the status of the Class Pass at Cal Poly. Doran Barnes, Executive Director, stated staff continues to work on Cal Poly and Citrus College.

Mr. Barnes, stated that the Class Pass Program Expansion and Innovative Service Delivery Concepts would be added to the list of initiatives for FY 2016-2017.

Motion by Vice Chair Shevlin, second by Member Calaycay, to approve with the two added initiatives. Motion carried 5-0.

19. **FY 2022-2023 FINANCIAL FORECAST UPDATE**

Recommendation: Receive and file the Financial Forecast updated through the fiscal year ending June 30, 2023.

Michelle Caldwell, Director of Finance & Treasurer, presented this item.

Ms. Caldwell reported that as of January 31, 2016, Foothill Transit has a balanced budget through FY 2022-2023, while still maintaining a reserve balance that will ensure that Foothill Transit can adjust to economic downturns, and extraordinary cost increases and other financial emergencies.

Motion by Member Calaycay, second by Member De La Torre, to receive and file. Motion carried 5-0.

20. **FINANCIAL STABILITY POLICY**

Recommendation: Approve the Financial Stability Policy (Attachment A) including the FY 2016-2017 financial strategies.

Michelle Caldwell, Director of Finance & Treasurer, presented this item.

Ms. Caldwell reported that the policy includes goals, annual financial strategies, and general fiscal policies. Each year, prior to budget development, staff will bring the annual financial strategies to the Executive Board for review and approval.

Motion by Member Calaycay, second by Member De La Torre, to approve. Motion carried 5-0.



**21. HUMAN RESOURCE COMPENSATION AND BENEFITS**

Recommendation: Approve the following recommendations regarding the Foothill Transit employee compensation and benefits programs: A. Modify the existing vacation and sick leave policy to adopt a Paid Time Off policy; B. Approve Paid Family Leave (PFL) for employees on Family Medical Leave to care for a seriously ill relative or bond with a child; C. Modify the existing performance evaluation system to improve accountability for individual performance by providing for individual pay increases up to three percent as determined by the Executive Director; D. Increase the salary ranges annually by three percent to ensure that employees longevity do not exceed the appropriate salary classification; and E. Reimburse employees for annual out-of-pocket expenses not reimbursed by health insurance, in excess of \$5,000 but not-to-exceed \$20,000 for medical costs for themselves or covered dependents due to a prolonged injury or illness.

Michelle Caldwell, Director of Finance & Treasurer, presented this item.

Ms. Caldwell reported that Foothill Transit is a fairly new agency and as the agency moves forward, it is necessary that the board consider some additional ideas and concepts related to human resource benefits. This would make Foothill Transit a more attractive employer and improve the benefits program. Ms. Caldwell identified five items that would impact Foothill Transit employees and presented a proposal for each.

- Paid Time Off Policy
- Paid Family Leave
- Performance Evaluation System
- Increase the Salary Ranges Annually
- Employee Reimbursement of Out-of-Pocket Expenses

Motion by Member Calaycay, second by Vice Chair Shevlin, to approve.  
Motion carried 5-0.

**22. FTA TITLE VI REVIEW REPORT**

Recommendation: Receive and file the Federal Transit Administration Title VI Compliance Review Final Report (Attachment A).

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

Ms. Phan-Hoang reported that the Office of Civil Rights of the Federal Transit Administration (FTA) conducted a review of Foothill Transit's Title VI



Program in September 2015. The review is the FTA's assessment of Foothill Transit's compliance with Federal requirements, determined by examining a sample of grant management and program implementation practices.

Motion by Vice Chair Shevlin, second by Member De La Torre, to receive and file. Motion carried 5-0.

23. **OPERATION OF LINES 190, 194 AND 270**

Recommendation: Recommend to the Governing board that Foothill Transit operate Lines 190, 194, and 270 should LA Metro decide to cancel the lines.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel reported that staff has been in discussions with LA Metro regarding Foothill Transit's operation of Lines 190, 194, and 270 should the lines be cancelled by LA Metro. Lines 190 and 194 travel between El Monte and Pomona and serve nearly 2.3 million riders per year. Line 270 serves 780,000 riders per year and travels from Monrovia to the Norwalk Green Station. LA Metro has held three public hearings regarding the cancellation of the lines and is scheduled to make a decision in March whether or not to move forward with cancellation of the three lines. Foothill Transit held a public hearing on February 18, 2016. The final count of comments received via email, social media, Foothill Transit website, in-person at the transit stores, phone, fax, and postal mail will be presented during the March 4, 2016 Special Governing Board Meeting.

Motion by Member De La Torre, second by Member De La Torre, to approve. Motion carried 5-0.

24. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Mr. Barnes welcomed Alberto Gonzalez, CEO, Pulsar Advertising and Lisa Wharton, Foothill Transit's Account Representative. A meeting will be held to discuss new ideas and concepts in terms of how Foothill Transit is marketing and communicating its electric bus program.
- Congratulated Donald Luey and Sharlane Bailey, both have been accepted into the Eno Senior Leadership Program. It's a companion





program to the Leadership APTA program. Chair Herrera serves on the oversight committee for Leadership APTA.

- Eno is a leading human resource development and policy firm for all modes of transportation. Mr. Barnes has been asked to serve on their board of advisors for the next three years.
- The APTA Transit Board Members Seminar is scheduled for April 29 – May 3, 2016. This seminar specifically focuses on issues related to governance. Let Christina Lopez know if you're interested in attending.
- A Special Governing Board Meeting will be held March 4, 2016.
- The March Executive Board Meeting will be held on April 1, 2016. The Board will consider a contract award for the operation of transit services out of Arcadia.
- On February 29, 2016 the City of Azusa will be holding a small event at the Azusa Intermodal Transportation Center. Chair Herrera will be representing the agency.

25. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Becky Shevlin announced that on March 5, 2016 the Gold Line begins service.
- Mr. Calaycay clarified his remarks on Item 10 when he said, "We need to spend our transportation money better." He clarified that he was referencing the State not Foothill Transit.

26. **CLOSED SESSION**

CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov't Code § 54957)

Title: Executive Director

Darold Pieper, General Counsel, reported that no reportable actions were taken during closed session.

27. **POSSIBLE AMENDMENT TO EXECUTIVE DIRECTOR'S EMPLOYMENT CONTRACT**

Recommended Action: Consider a possible amendment to the Executive Director's Employment Agreement with Doran J. Barnes.

Darold Pieper, General Counsel, presented this item



Mr. Pieper asked if the Board would like to take action on Amendment 4 to the Executive Director's Employment Agreement. Member Calaycay requested that Amendment 4 should include the same 10 percent contribution for health insurance required for all regular employees.

Motion by Member Calaycay, second by Vice Chair Shevlin, to approve. Motion carried 4-0. Member De La Torre absent.

28. **ADJOURNMENT**

Adjournment for the February 26, 2016 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:03 a.m.