



Foothill Transit

# Executive Board Meeting AGENDA

## EXECUTIVE BOARD MEETING

8:00 AM, April 25, 2014

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 DE LA TORRE, HERRERA, LANTZ, MCAUSTIN, TESSITOR
4. APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF MARCH 21, 2014
5. PRESENTATIONS:
  - 5.1. Contractors' Employee Recognition
  - 5.2. New & Promoted Staff
6. PUBLIC COMMENT

**CONSENT CALENDAR:** Items 7 through 13 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. MARCH FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

*Recommended Action: Receive and file the March Financial Statements and Investment Summary for Fiscal Year 2014.*

**8. APRIL LEGISLATIVE SUMMARY**

*Recommended Action: Receive and file the April Legislative Summary. Adopt support positions on SB 1204 and H.R. 3636.*

**9. Foothill Transit Arcadia Facility Service and Maintenance Review**

*Recommended Action: Receive and file a report on on-street service and fleet and facility maintenance at Foothill Transit's Arcadia Operations and Maintenance facility.*

**10. CONTRACT AMENDMENT – ARCHITECTURAL AND ENGINEERING DESIGN FOR THE AZUSA INTERMODAL PARKING FACILITY**

*Recommended Action: Authorize the Executive Director to execute Amendment No. 4 to Contract No. 11-036 with Choate Parking Consultants in the amount of \$29,941 for the redesign of the bus bays for the Azusa Intermodal Parking Facility.*

**11. UPDATE TO ASSET DISPOSAL POLICY**

*Recommended Action: Adopt the updated Asset Disposal Policy for the disposition of Foothill Transit assets which have reached the end of useful life.*

**12. COACH OPERATOR AUDIT RESULTS**

*Recommended Action: Receive and file the results of the Coach Operator Audits conducted in February 2014.*

**13. CONTRACT AMENDMENT – GENERAL LEGAL SERVICES**

*Recommended Action: Authorize the Executive Director to amend the billing rates for General Legal Services.*

**REGULAR AGENDA:**

**14. PERFORMANCE INDICATORS REPORT – FY 2014 THIRD QUARTER REPORT**

*Recommended Action: Receive and file the FY 2014 Third Quarter Performance Indicators Report.*



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15. TRANSIT STORE QUARTERLY REPORT

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

16. PROPOSED FISCAL YEAR 2015 BUSINESS PLAN AND BUDGET

*Recommended Action: Recommend approval of Foothill Transit's proposed Business Plan, Budget and Performance Targets for Fiscal Year 2015 to the Foothill Transit Governing Board.*

17. CONTRACT AWARD – FINANCIAL AUDIT SERVICES

*Recommended Action: Authorize the Executive Director to negotiate final contract terms and conditions and execute a contract in the amount of \$113,790 with Crowe Horwath for Financial Audit Services for a three year period with two option years to be exercised at Foothill Transit's sole discretion.*

18. BOARD STIPEND POLICY REVISIONS

*Recommended Action: Recommend that the Governing Board revise the Foothill Transit Executive Board and Governing Board Members Stipend Policy as follows: 1. Increase the Executive Board stipend to \$150 per meeting effective July 1, 2014 not to exceed \$600 per month and increased annually based on the United States Department of Labor Consumer Price Index (CPI) for the Los Angeles Area; and 2. Increase the Governing Board stipend to \$150 per meeting effective July 1, 2014, not to exceed \$900 per year and increased annually based on CPI; and 3. Increase the stipend for Executive and Governing Board Alternates to \$150 when representing Foothill Transit business and increased annually based on CPI.*

19. STAFF COMPENSATION PROGRAM

*Recommended Action: Adopt modifications to Foothill Transit's management compensation plan related to staff compensation adjustments.*

20. EXECUTIVE DIRECTOR COMMENT

21. BOARD MEMBER COMMENT

22. ADJOURNMENT

**Annual Membership Meeting of the Foothill Transit  
Governing Board & Special Executive Board Meeting is scheduled for  
Wednesday, May 21, 2014 at 7:45 a.m.**



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**The Next Regular Meeting of the Foothill Transit**

**Executive Board is scheduled for**

**Friday, May 30, 2014 at 8:00 a.m.**