



**Foothill Transit**

**STATEMENT OF PROCEEDINGS FOR THE  
SPECIAL 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**

**Tuesday, May 2, 2017  
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 Manager, presented a message on ergonomics safety.

**4. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Sam Pedroza, Member Cynthia Sternquist, Member Corey Warshaw, Vice Chair Corey Calaycay, Chair Carol Herrera

**5. APPROVAL OF AGENDA**

Executive Director Doran Barnes requested that Item 7, Introduction of New and Promoted Staff, be deferred to a future executive board meeting. That Item 20, Fiscal Year 2016/2017 Third Quarter Performance Indicators Report and Item 21, Citrus College Park and Ride be moved to the consent calendar. Mr. Barnes also requested that Item 19, Proposed Fiscal Year 2017/2018 Business Plan and Budget be presented prior to Item 18, Contract Transition - Foothill Transit Pomona Operations and Maintenance.

The Executive Board approved the agenda as revised.



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

Approval of the minutes for the Special Meeting of March 24, 2017.

Motion by Vice Chair Calaycay, second by Member Sternquist, the minutes for the Special Meeting of March 24, 2017 were approved. Motion carried 5-0.

**7. PRESENTATIONS**

**7.1 Contractors' Employee Recognition**

Bill Jackson, General Manager, Transdev, introduced and recognized the following Arcadia location Transdev operator and employee of the month:

Melody Lopez, Operator of the Month (April 2017)  
Christian Thomas, Employee of the Month (April 2017)

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

**7.2 New & Promoted Staff**

This presentation was deferred to a future executive board meeting.

Executive Director Doran Barnes thanked Member Pedroza and Member Warshaw for attending the Annual Foothill Transit Bus Roadeo. Mr. Barnes presented Member Pedroza and Member Warshaw with a Cone Killer Award for participating in the obstacle course by driving a Foothill Transit bus.

**8. PUBLIC COMMENT**

Katrina Heineking, Regional Vice President, Transdev addressed the Executive Board.

**CONSENT CALENDAR**

**9. MARCH 2017 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through March 31, 2017. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited



operations and financial condition as of March 31, 2017 for the fiscal year ending June 30, 2017.

Motion by Member Warshaw, second by Vice Chair Calaycay, to receive and file. Motion carried 5-0.

10. **APRIL 2017 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the April 2017 Legislative Summary. Adopt support position on ACA 5.

Motion by Member Warshaw, second by Vice Chair Calaycay, to receive and file and adopt. Motion carried 5-0.

11. **COACH OPERATOR AUDIT RESULTS**

Recommendation: Receive and file the results of the FY 2016/2017 Third Quarter Coach Operator Audits.

Motion by Member Warshaw, second by Vice Chair Calaycay, to receive and file. Motion carried 5-0.

12. **FEDERAL ADVOCACY SERVICES CONTRACT**

Recommendation: Approve an Amended Federal Advocacy Services Contract with Baker, Donelson, Bearman, Caldwell, & Berkowitz, to continue to provide federal advocacy services through December 31, 2019 for a fee of \$9,000/month and \$9,500/month from January 1, 2020 through December 31, 2022.

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

13. **RESOLUTION FOR LOW CARBON TRANSIT OPERATIONS GRANT PROGRAM**

Recommendation: Adopt the following resolution: Resolution No. 2017-03: Authorization for the Execution of the Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP) (Attachment A).

Motion by Member Warshaw, second by Vice Chair Calaycay, to adopt. Motion carried 5-0.



14. **EXTENSION OF EXECUTIVE DIRECTOR'S EMPLOYMENT AGREEMENT**

Recommendation: Consider authorizing the Chair to execute an amendment of the Executive Director's Employment Agreement extending the term of that agreement for an additional five years.

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

**REGULAR AGENDA**

15. **2017 FOOTHILL TRANSIT BUS ROADEO RESULTS**

Recommendation: Receive and file the 2017 Foothill Transit Bus Rodeo Results.

Tanya Pina, Operations Contract Manager, presented this item.

Ms. Pina reported that the bus rodeo is a platform to encourage safety and professionalism, and to recognize excellence among bus operators who are the face of the Foothill Transit system. On March 4, 2017, Foothill Transit hosted its 22<sup>nd</sup> Annual Bus Rodeo at the Arcadia Operations & Maintenance Facility. Forty-five operators and three maintenance teams from both contractors competed to demonstrate their safe driving skills and mechanical skills.

This year's winners were First Transit Coach Operator Van Vong, and Transdev's Maintenance Team members Alex Calderon, Stephen Leung, and Tracy Nicometo. The winners proudly went on to compete at the Southern California Regional Bus Rodeo on April 8, 2017, and will represent Foothill Transit at the APTA International Bus Rodeo in Reno, Nevada on May 7, 2017.

Motion by Member Pedroza, second by Member Warshaw, to receive and file. Motion carried 5-0.

16. **PROPOSED FARE RESTRUCTURING**

Recommendation: Recommend that the Governing Board adopt the fare restructuring as proposed.

John Xie, Fare Revenue Manager, presented this item.



Mr. Xie reported on the public outreach process in response to the proposed fare restructuring. During the period of March 24<sup>th</sup> through April 23<sup>rd</sup>, six public workshops were held throughout the service area prior to the official public hearing held at the Foothill Transit administrative offices on April 22, 2017. During the comment period Foothill Transit received 51 comments related to the fare changes. Twenty-eight of the comments agreeing with the proposal, as most customers understood the need for the fare change since Foothill Transit has not had a fare change since 2010. Some customers expressed concern over the elimination of transfers, but when customers were explained the benefit of the day pass, most were satisfied. An equity analysis was also conducted in order to comply with the federal Civil Rights Act. The results of the fare equity analysis show that there are no disparate adverse impacts on minorities and no disproportionate burdens on low income customers.

Staff is not recommending any changes to the original proposal for the cash and TAP fares. Most of the comments received were positive in regards to using the TAP card in order to pay a lower fare. Public comment received expressed concern over the proposed price for a student local 31-day pass of \$40. They felt it was a significant increase based on the current price of a student local 31-day pass of \$33. Based on the comments, staff proposed that the Student Local 30-Day price change from \$33 to \$36 in Phase 1 and to \$40 during Phase 2. Another addition to the proposed fare restructuring is to increase the Class Pass reimbursement rate from 60 cents to 75 cents per ride.

Motion by Member Warshaw, second by Member Sternquist, to approve.  
Motion carried 5-0.

#### 17. **PROPOSED FISCAL YEAR 2017/2018 SERVICE CHANGES**

Recommendation: Recommend that the Governing Board approve the proposed service changes for Fiscal Year 2017/2018.

Josh Landis, Planning Manager, presented this item.

Mr. Landis presented the results of the public outreach that was conducted in response to the proposed service changes. Several proposals have been modified in response to the feedback received from the public. Approximately 200 comments were received from email, phone calls, mail, and in person at Foothill Transit Stores and public workshops.

The proposal for Line 187 is to split the line in half at the Azusa Gold Line



Station. The feedback received regarding the proposed change to Line 187 was positive and there are no changes to this recommendation. The proposal for Line 291 is to have select northbound trips continue up Garey to Town and serve Baseline. There are no changes to the recommendation for Line 291. The proposal is to modify Line 292 and cancel Line 855, two low performing lines that only operate during peak times. After feedback from the public, staff is proposing to modify the route variation that was scheduled to operate in the morning and afternoon for select trips to accommodate some of the affected riders. The proposal for Line 480 was to move the western terminus from West Covina to Eastland Center. Public comment was received in opposition to this change. The recommendation is to continue with the proposal to serve Mt. SAC and leave the starting and ending terminus in West Covina. The proposal for Line 493 is to move the eastern terminus from Diamond Bar to the Industry Park and Ride. There are no changes to the recommendation for Line 493. The proposal for Line 690 is to change the routing to travel up Lone Hill to Foothill and terminate at the Citrus Gold Line Station. There are no changes to the recommendation for Line 690. The proposal to Line 494 is to cancel the line, some comments in opposition were received. After the proposal for Line 690 was explained, customers retracted their opposition, as Line 690 would become the preferred alternative. There are no changes to the recommendation for Line 494. The proposal for Line 481 was to cancel the line due to most of the routing being outside of the Foothill Transit service area and low ridership. The proposal to Line 481 received the most comments and the comments received in opposition led to the change in recommendation to Line 481. Instead of canceling the line, staff is proposing to reduce the frequency on Line 481. The proposal for Line 851 was to cancel the line. Public comment was received in opposition to the cancellation. Staff is now proposing to reduce the frequency on Line 851.

Member Warshaw inquired about the amount of savings for Line 481 when it was originally proposed for cancellation. Mr. Landis reported the savings would be approximately \$300,000. He also stated that the new recommendation would reduce frequency, and the line would operate every 20 to 30 minutes. Currently 11 passengers ride per bus, with the reduced frequency it is estimated to be closer to 25 passengers per bus. Member Warshaw stated that the frequency that can be increased on other Foothill Transit lines outweigh the need to keep Line 481. In addition, there are other lines passengers can take that Foothill Transit does not operate, since it's not in the Foothill Transit service area. Member Warshaw recommended cancellation of Line 481 because of the added benefits to Foothill Transit passengers. Executive Director Doran Barnes stated that cancellation of Line 481 would free up resources that can be invested in the Foothill Transit



service area.

The recommendation was amended to include the cancellation of Line 481 Motion by Member Warshaw, second by Vice Chair Calaycay, to approve. Motion carried 5-0.

18. **CONTRACT TRANSITION - Foothill Transit Pomona Operations AND MAINTENANCE**

This item was presented after Item 19.

Recommendation: Receive and file a status update on contract transition activities at Foothill Transit's operations and maintenance facility in Pomona.

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

Ms. Gillespie reported that at the March 24, 2017 Executive Board Meeting an award was authorized to Keolis Transit Services for operations and maintenance services at Foothill Transit's Pomona Operations and Maintenance Facility. Many hours of strategizing, planning, inspections, and outreach go into the difficult task of a contract transition. This is done in an effort to minimize as much negative impacts on the quality of service that have the opportunity to occur during the months of transition. With the participation of Keolis, First Transit staff, and support of Foothill Transit staff, several turnover activities have taken place and will continue in preparation for the contract turnover on July 1, 2017. The activities include the hiring and training of operators, dispatchers, technicians, and utility workers. The Foothill Transit team also focuses on vehicle condition, schedule adherence, customer comments, and accidents during the months of transition. Ms. Gillespie introduced Marc Perla, General Manager, Keolis who provided an update on activities leading up to the July, 1, 2017 transition.

Motion by Vice Chair Calaycay, second by Member Warshaw, to receive and file. Motion carried 4-0.

19. **PROPOSED FISCAL YEAR 2017/2018 BUSINESS PLAN AND BUDGET**

This item was presented prior to Item 18.

Recommendation: Recommend approval of Foothill Transit's proposed Business Plan, Budget and Performance Targets for Fiscal year 2017/2018 to the Foothill Transit Governing Board.



Michelle Lopes Caldwell, Director of Finance and Treasurer, presented this item.

Ms. Caldwell reported that the business plan and budget development process has been under way for the past several months. She reported that they are not anticipating growth in ridership during the 2017/2018 and have budgeted ridership to remain constant. The proposed budget includes \$17.4 million for fare revenues representing an approximate 8 percent increase in revenues over the current year estimate. The increase is in anticipation of the proposed fare restructuring and because Foothill Transit will begin collecting revenues for operation of Lines 190 and 194. Vehicle service hours will remain at the current level with 872,171 service hours proposed. The transit operating budget is estimated at \$98.2 million. The increase in FY2017/2018 is a result of the award of the new Pomona contract, which includes negotiated wage increases, and agreed upon increases with our existing contracts.

The target for Preventable Accidents per 100,000 Miles is set at 0.70 accidents per 100,000 miles for FY2017/2018. The target for Complaints per 100,000 Boardings has been set for 20 complaints per 100,000 for FY2017/2018. The Boardings per Vehicle Service Hour is projected at 15.5 boardings per hour for FY2017/2018. The target for Cost per Vehicle Service Hour is \$112.63 per hour reflects the increased costs of the new contract award at the Pomona contract and the other increases. The FY2017/2018 target for Farebox Recovery Ratio is 17.7 percent. The proposed fare restructuring is anticipated to improve the farebox recovery ratio in future years. The business plan includes agency wide initiatives. These initiatives were approved by the Executive Board in February 2017.

The total FY2016/2017 budget was \$150 million, while the proposed budget for FY2017/2018 is \$161 million. This is a 7 percent increase in expenditures. The capital budget is nearly the same between the two fiscal years. The budget increase is primarily in the transit operating expense. Customer Service and Operations is responsible for ensuring the safe and efficient daily operations of Foothill Transit service. At \$84.5 million this department budget consists of 85 percent of the total transit operating expenses of \$98.2 million. The current five year capital program consists of 88 different capital projects with a total life-of-project budget of \$286 million. The total proposed budget for FY2017/2018 is \$160.9 million. The proposed operating budget is \$99.8 and the capital budget is \$61.0 million, with 827,171 vehicle service hours and 13.5 million customer boardings.





Motion by Member Warshaw, second by Member Pedroza, to approve.  
Motion carried 5-0.

20. **FISCAL YEAR 2016/2017 THIRD QUARTER PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file FY 2016/2017 Third Quarter Performance Indicators Report.

This item was moved to the consent calendar.

Motion by Member Warshaw, second by Vice Chair Calaycay, to receive and file. Motion carried 5-0.

21. **CITRUS COLLEGE PARK AND RIDE UPDATE**

Recommendation: Receive and file the Citrus College Park & Ride Update.

This item was moved to the consent calendar.

Motion by Member Warshaw, second by Vice Chair Calaycay, to receive and file. Motion carried 5-0.

22. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- The Annual Meeting of the Governing Board will be held on Friday, May 26, 2017. A Special Executive Board Meeting will be held immediately following the Annual Meeting.
- The FTA Triennial Review is scheduled for next week. Kevin, Michelle and staff have worked really hard in preparation. This review is conducted once every three years. The FTA comes and looks at a whole variety of compliance requirements that are related to Foothill Transit's grant funding agreements.

23. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.



- Member Warshaw reported that CalTrans has indicated that a section on the 10 Freeway construction will be completed in November 2017.
- Member Warshaw stated he was concerned after listening to passengers at the April 22<sup>nd</sup> public hearing state that drivers were not available to start runs. This is concerning because the Pomona location is going through a transition. It is important that both contractors help Foothill Transit work to make the transition as smooth as possible.
- Vice Chair Calaycay was pleased to report that he joined Deputy Executive Director Kevin Parks McDonald, Director of Finance and Treasurer Michelle Lopes Caldwell, and Budget and Grants Manager Katie Gagnon at a meeting with the Claremont University Consortium. A pilot program for Class Pass is planned for August 2017.
- Chair Herrera thanked Director of Finance and Treasurer Michelle Lopes Caldwell for the proposed business plan. Chair Herrera indicated that in some of the green graphics it was difficult to read the print.
- Chair Herrera wished the best to her fellow executive board members having an election at the May 26<sup>th</sup> annual meeting.

#### 24. **ADJOURNMENT**

Adjournment for the May 2, 2017 Foothill Transit Special Executive Board Meeting.

There being no further business, the Foothill Transit Special Executive Board meeting adjourned at 9:20 a.m.