



Foothill Transit

**STATEMENT OF PROCEEDINGS FOR THE
JOINT MEETING - ANNUAL MEETING OF THE
FOOTHILL TRANSIT GOVERNING BOARD &
EXECUTIVE BOARD MEETING**

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

**Friday, May 31, 2019
7:45 a.m.**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Chair Calaycay welcomed the newly appointed Governing Board Member for the City of Covina, Councilmember Jorge Marquez.

The Pledge of Allegiance was led by Member Marquez.

3. FOCUS ON SAFETY

Roberto Estrella, Safety Compliance Coordinator, presented a message on hearing loss.

4. ROLL CALL

- A. EXECUTIVE BOARD: MEMBERS BARAKAT, BOYER, CALAYCAY, HERRERA, PEDROZA
- B. GOVERNING BOARD

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Corey Calaycay, Member Charlie Rosales, Member Robert Torres, Member Emmett Badar, Member Nancy Tragarz, Member Jorge Marquez, Member Gary Boyer, Member Albert Ambriz, Member Roger Chandler, Member Richard Barakat, Member Tzeitel Paras-Caracci, Member Becky Shevlin, Member Margaret McAustin, Member Nanette Fish, Member Carol Herrera, Member Jessica Ancona, Member Cory Moss, Member Violeta Lewis, Member Hector Delgado, Member Sam Pedroza, Member Cynthia Sternquist



Absent: Member Uriel Macias, Member Ricardo Pacheco, Member Tony Wu, Member Jimmy Lin

5. **APPROVAL OF AGENDA**

After discussion, by Common Consent, and there being no objection, the Board approved the agenda as presented.

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

Approval of the minutes for the Governing Board Meeting of March 29, 2019.

Motion by Member McAustin, second by Member Rosales, the minutes for the Governing Board Meeting of March 29, 2019 were approved. Motion carried 21-0.

7. **PUBLIC COMMENT**

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

8. **PRESENTATIONS**

8.1 Contractors' Employee Recognition

Denise Murphy, Assistant General Manager, introduced the Arcadia location Transdev employees of the month.

Cesar Vazquez-Obregon - Employee of the Month
Nyeshia Artavia - Operator of the Month

Marc Perla, General Manager, introduced the Pomona location Keolis employees of the month.

Diane Pree - Employee of the Month
Nicole Outley - Operator of the Month

9. **FAIRPLEX STRATEGIC PLAN UPDATE**

Recommendation: Receive and file an update on the Fairplex Strategic Plan.

Josh Landis, Planning Manager, introduced Walter Marquez, Chief Financial Officer and Vice President of Finance for Fairplex. Mr. Marquez presented an overview of the Fairplex Strategic Plan. He also thanked Foothill Transit for



their partnership in the STEAM Fair, annual service to the LA County Fair, and the daily service that is provided by Line 197.

Received and filed.

10. **PROPOSED FISCAL YEAR 2019-2020 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 2019-2020.

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

Ms. Caldwell reported that the budget development process had been under way for the past several months. In FY2018-2019 ridership continued to decline. Foothill Transit will continue to participate in the Ridership Growth Action Plan (RGAP) activities with the goal of improving ridership throughout the Southern California region. Fare revenues remained constant due to the fare restructuring. The second phase of the fare restructuring is scheduled for this year and staff is optimistic that there will be fare revenue growth during the next fiscal year. Vehicle Service Hours are projected to increase for FY2019-2020 as express service is added with the opening of the Covina Park and Ride and the Duarte service will operate the entire year.

The proposed transit operating budget for FY2019-2020 is \$104.1 million. The transit operating budget only reflects those expenses related to operating transit services. The proposed capital budget is \$76.7 million. The total proposed operating and capital budget for FY2019-2020 is \$180.8 million.

Motion by Member Chandler, second by Member Badar, to adopt. Motion carried 21-0.

11. **REQUEST TO CONDUCT PUBLIC HEARING FOR EXPRESS ROUTING RE-ALIGNMENT**

Recommendation: Authorize the Executive Director to seek public input and conduct a public hearing regarding the proposed changes to Express Service Routing.

Josh Landis, Planning Manager, presented this item.



Mr. Landis reported on a request to seek public outreach regarding proposed changes to several express routes. The proposals came about as staff began planning the opening of the Covina Transit Center in early 2020. This will also allow for follow-up on Line 497, which has the lowest ridership and high operating cost.

An overview of the proposed changes to express routes 497, 498, 493 was presented. The proposal for Line 497 is to cancel the line due to low ridership. Line 490 will be a new express bus line operating from the Covina Park and Ride. The start date for Line 490 will coincide with the opening of the transit center in early 2020.

If approved, advertising in local newspapers, social media, bus stop, and Transit Stores will begin to inform customers of times and locations of meetings. A Public Hearing will be scheduled on a Saturday. Customers will also have the opportunity to submit their comment via phone, email, and in person at Transit Stores.

Motion by Member Marquez, second by Member Shevlin, to approve. Motion carried 21-0.

12. **LINE 291 ROUTE SEGMENT ELIMINATION**

Recommendation: Approve the elimination of a portion of Line 291 that serves select northbound trips along Base Line Road.

Josh Landis, Planning Manager, presented this item.

Mr. Landis presented Public Hearing results for the proposed elimination of a route segment for Line 291. Line 291 is Foothill Transit's first all-electric line and services La Verne, Claremont, and Pomona. In 2017, Foothill Transit implemented a route deviation for 6 trips a day to serve Baseline Road. Due to low ridership it is proposed to eliminate this route segment and keep the rest of the trips the way they are.

Public outreach began with the posting of notices at bus stops along the corridor where service is planned for elimination. Notices were also posted in local newspapers. Customer were also able to submit their comments through email, mail, phone, and in person at the Transit Stores. A public hearing was held on May 2, 2019. If approved today, the change would take effect with the fall service change at the end of September.

Doran Barnes, Executive Director, reported that only one comment was



received during the entire public outreach process. The customer was opposed to the change. Mr. Barnes also indicated that there are virtually no riders in the segment that is being considered for elimination.

Motion by Member Rosales, second by Member Sternquist, to approve.
Motion carried 21-0.

13. **FREE RIDE COUPON PROGRAM CANCELLATION UPDATE**

Recommendation: Receive and file the Free Ride Coupon Program Cancellation Update.

Linda Apodaca, Community Engagement, presented this item.

Ms. Apodaca provided an update on the cancellation of the Free Ride Coupon Program. The Executive Board approved the termination of the program at their October 2018 meeting. The effective termination date of the program was June 30, 2019.

A communications campaign was launched in early 2019 to participating agencies to allow ample time for participants to plan for the next fiscal year. Foothill Transit received 23 calls and emails, many expressing gratitude for the length of the program. Most asked if there were any other programs available and only one organization was critical and expressed disapproval.

Received and filed.

14. **RECESS BOTH MEETINGS FOR CLUSTERS TO ELECT EXECUTIVE BOARD MEMBERS AND ALTERNATES FOR CLUSTER 5 (LOS ANGELES COUNTY)**

The meetings were recessed to allow members of Cluster 5 to conduct an election for Executive Board Member and Executive Board Alternate.

15. **RECONVENE BOTH MEETINGS AND ANNOUNCE THE EXECUTIVE BOARD MEMBER AND ALTERNATE FOR CLUSTER 5**

Member Pedroza announced that Cynthia Sternquist was elected Executive Board Member and Jimmy Lin was elected Executive Board Alternate.

Chair Calaycay recessed the Governing Board Meeting so that Executive Board could nominate a Chair and Vice Chair.



16. **EXECUTIVE BOARD NOMINATIONS FOR Foothill TRANSIT CHAIR AND VICE CHAIR**

On motion of Member Barakat, second by Member Boyer, unanimously carried, Member Herrera was elected Chair of the Foothill Transit Executive Board.

On motion of Member Barakat, second by Member Boyer, unanimously carried, Member Sternquist was elected Vice Chair of the Foothill Transit Executive Board.

17. **GOVERNING BOARD RATIFICATION OF THE EXECUTIVE BOARD NOMINATIONS FOR Foothill TRANSIT CHAIR AND VICE CHAIR**

The Executive Board recommended ratification of the Executive Board Officers to the Governing Board as follows: Member Herrera, Chair; Member Sternquist, Vice Chair.

Motion by Member Chandler, second by Member Badar, the Governing Board ratified the Executive Board nominations for Foothill Transit Chair and Vice Chair. Motion carried 21-0.

Member Calaycay thanked the Governing Board for the opportunity to serve as Chair for the last two years. He stated that Foothill Transit has a great staff and that it's been an honor to serve with the staff, Executive Board, and Governing Board.

18. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Congratulated Foothill Transit's new officers and thanked Member Calaycay for his leadership.
- Reported that a discussion was planned for California Senate Bill 50, but the bill has been delayed till the next legislative year.
- Recognized two of Foothill Transit's partners, Ibrahima Toure, Transdev Regional Vice President and John Luddon, Transdev Regional Maintenance Director.
- Reported on the transportation fund exchange with the City of West Covina.



- A review of bus stops is being conducted with a focus on ADA issues and challenges. Planning Director Joe Raquel handed out letters to each member addressing bus stops in their city. Mr. Barnes stated that Foothill Transit provides the bus service and member cities provide the bus stop and bus stop amenities. If there are ADA issues at the bus stops, it falls under the jurisdiction of the cities. Member Calaycay stated that Foothill Transit has a grant program available to member cities, which allows cities to apply for funds to be able to do bus stop improvements. Recently there have been some legal actions taken regarding bus stops, staff is attempting to partner with member cities to get the issues resolved.
- APTA International Bus Roadeo was held and this year Foothill Transit's Maintenance Team took first place in the Vapor Door Event and took 11th place overall. Foothill Transit also had a coach operator participate.
- APTA will be recognizing Carol Herrera as the Transit Board Member of the Year.

19. **GOVERNING BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Governing Board.

- Member Torres requested to receive information via email regarding the process for adding and removing bus stops.
- Member Sternquist thanked Sam Pedroza for his service on the Executive Board, representing Cluster 5.
- Member Herrera thanked Immediate Past Chair Corey Calaycay for serving as Foothill Transit Chair for the last two years.
- Member Barakat mentioned that Hyundai is making an all-electric double-deck bus. He recommended that staff look into it.
- Member Paras-Caracci extended a thank you to Foothill Transit for providing transportation for Congresswoman Napolitano's DC staff for a tour of her district.
- Member Calaycay recognized Executive Director Doran Barnes' 20-year anniversary with Foothill Transit.
- Member McAustin recognized Executive Director Doran Barnes for his leadership.

20. **ADJOURNMENT OF ANNUAL GOVERNING BOARD MEETING**

Adjournment for the May 31, 2019 Foothill Transit Annual Governing Board Meeting.



There being no further business, the Foothill Transit Annual Governing Board Meeting adjourned at 9:05 a.m.

The Executive Board reconvened at 9:15 a.m.

CONSENT CALENDAR: Items 21 through 26 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.

21. **APRIL 2019 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through April 30, 2019. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of April 30, 2019, for the fiscal year ending June 30, 2019.

Motion by Member Barakat, second by Member Boyer, to receive and file. Motion carried 5-0.

22. **APRIL 2019 PERFORMANCE INDICATORS REPORT**

Recommended Action: Receive and file the April 2019 Performance Indicators Report.

Motion by Member Barakat, second by Member Boyer, to receive and file. Motion carried 5-0.

23. **REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) - BUS BOOK PRINTING AND RELATED PRINTED SCHEDULE ITEMS**

Authorize the Executive Director to issue Request for Proposals (RFP) No. 19-103 for the design, production, and printing of Bus Books and related printed schedule items.

Motion by Member Barakat, second by Member Boyer, to authorize. Motion carried 5-0.

24. **REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) - ON CALL SCHEDULING SUPPORT**

Recommended Action: Authorize the Executive Director to issue a Request



for Proposals (RFP) No. 19-098 for On Call Scheduling Support.

Motion by Member Barakat, second by Member Boyer, to authorize.
Motion carried 5-0.

25. TRANSPORTATION FUND EXCHANGE

Recommended Action: Authorize the Executive Director to execute an assignment agreement with the City of West Covina to exchange Foothill Transit general use funds for Proposition A Transportation Local Return funds.

Motion by Member Barakat, second by Member Boyer, to authorize.
Motion carried 5-0.

26. RESOLUTION FOR THE TRANSIT AND INTERCITY RAIL CAPITAL PROGRAM

Recommended Action: Adopt the following resolution: Resolution No. 2019-02: Authorization for the Execution of the Master Agreement for the California State Transportation Agency – Transit and Intercity Rail Capital Program (TIRCP) for the Project - “Transforming California: Bus Electrification, Service Expansion and Rail Integration” in the Amount of \$5,000,000.00 (Attachment A).

Motion by Member Barakat, second by Member Boyer, to adopt. Motion carried 5-0.

EXECUTIVE BOARD REGULAR AGENDA:

27. LOW-INCOME FARE IS EASY (LIFE) PROGRAM MEMORANDUM OF UNDERSTANDING (MOU)

Recommended Action: Authorize the Executive Director to enter into a Memorandum of Understanding (MOU) with L.A. Metro to allow Foothill Transit to accept LIFE TAP media at a reimbursement rate of \$1.14 per boarding.

Motion by Member Barakat, second by Chair Herrera, to authorize. Motion carried 5-0.

28. ADJOURNMENT OF EXECUTIVE BOARD MEETING



Adjournment for the May 31, 2019 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:17 a.m.