



**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE
FOOTHILL TRANSIT EXECUTIVE BOARD
FOOTHILL TRANSIT ADMINISTRATIVE OFFICE
2ND FLOOR BOARD ROOM
100 SOUTH VINCENT AVENUE
WEST COVINA, CALIFORNIA 91790**

Friday, June 27, 2014

8:00 AM

CALL TO ORDER

1. Call to order. (14-2856)

The meeting was called to order by Chair Tessitor at 8:00 a.m.

PLEDGE

2. Pledge of Allegiance. (14-2857)

The Pledge of Allegiance was led by LaShawn Gillespie, Director of Customer Service and Operations, Foothill Transit.

ROLL CALL

3. Roll call. (14-2858)

Roll call was taken by Garen Khachian, Staff, Board of Supervisors Executive Office, Commission Services Division.

Present: Becky A. Shevlin, Carol Herrera, Paula Lantz and Doug Tessitor

Excused: Michael De La Torre

I. ADMINISTRATIVE MATTERS

4. Approval of the minutes for the Strategic Planning Workshop of February 21, 2014, the Regular Meeting of the Executive Board of April 25, 2014 and joint meeting of the Annual Governing Board Meeting and Executive Board Meeting of May 21, 2014. (14-2859)

On motion of Treasurer Herrera, seconded by Vice Chair Lantz, unanimously carried, the following minutes were approved:

- February 21, 2014 - Executive Board Strategic Planning Workshop
- April 25, 2014 - Executive Board Meeting of April 25, 2014
- May 21, 2014 - Joint Meeting of the Annual Governing Board and Executive Board

Attachments: [SUPPORTING DOCUMENT](#)
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II. PRESENTATIONS

5. 5.1 Margaret McAustin Recognition (14-2860)

Doran Barnes, Executive Director, Foothill Transit, on behalf of the Executive Board, presented Margaret McAustin, current Governing Board Member and former Executive Board Member, with a crystal bus memento. Mr. Barnes and the Executive Board thanked Ms. McAustin for providing valuable time, expertise, and support to the Foothill Transit Board during her tenure.

After discussion, by Common Consent, and there being no objection, the Board acknowledged Ms. McAustin's Recognition.

5.2 Contractors' Employee Recognition (14-2861)

Dan Mckeehan, General Manager, First Transit, introduced and recognized the following Arcadia location First Transit Employees of the Month:

- **Al Gonzales, Employee of the Month (May 2014)**
- **Cesar Vazquez, Employee of the Month (June 2014)**

Jim Marshall, General Manager, First Transit, introduced and recognized the following Pomona location First Transit Employee of the Month:

- **Wilson James, Employee of the Month (June 2014)**

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

III. PUBLIC COMMENT

6. Public Comment. (14-2862)

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

IV. CONSENT CALENDAR

7. APRIL FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the April Financial Statements and Investment Summary for Fiscal Year 2014. (14-2863)

On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

8. MAY FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the May Financial Statements and Investment Summary for Fiscal Year 2014. (14-2864)

On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

9. APRIL PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the April Performance Indicators Report. (14-2865)

On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

10. MAY PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the May Performance Indicators Report. (14-2866)

On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

11. JUNE LEGISLATIVE SUMMARY

Recommendation: Receive and file the June Legislative Summary. Adopt support positions on AB 1433 and SB 1298. (14-2867)

On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, the Board supports AB 1433 and SB 1298, and received and filed the June Legislative Summary.

Attachments: [SUPPORTING DOCUMENT](#)

12. REQUEST TO ISSUE RFP - BUS BOOK PRINTING

Recommendation: Authorize the Executive Director to issue a Request for Proposals (RFP) No. 14-043 for the design, production, and printing of Bus Books. (14-2868)

On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

13. OPTION EXERCISE - FLEET AUDIT SERVICES

Recommendation: 1. Receive and file an update on the cancellation of Request for Proposals (RFP) No. 14-032 for Fleet Audit Services; and 2. Authorize the Executive Director to exercise an option in the amount of Seventy-Eight Thousand Dollars (\$78,000) with Vehicle Technical Consultants (VTC) for the provision of fleet audit services and turnover audit services. (14-2869)

On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

14. SOLE SOURCE CONTRACT AWARD - BUSINESS INTELLIGENCE USER LICENSE MAINTENANCE AND SUPPORT

Recommendation: Authorize the Executive Director to enter into a sole source agreement in the amount of \$115,000 with TransTrack for a term of three years for business intelligence user license and support with an option for two additional years to be exercised at Foothill Transit's sole discretion. (14-2870)

On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

15. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM GOAL

Recommendation: Authorize the Executive Director to conduct a public hearing to solicit input on the continued suitability of Foothill Transit's DBE goal of six percent. (14-2871)

On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

16. Foothill Transit Credit Card Policy Update

Recommendation: Authorize the Executive Director to expand the existing Foothill Transit credit card policy to include non-travel related expenses, as required, to obtain certain small dollar goods and services more quickly and conveniently. (14-2872)

On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

17. Management Compensation Program Adjustments

Recommendation: Approve modifications to the management compensation plan. (14-2873)

Vice Chair Lantz stated all employees should have the same type of insurance coverage and she is uncomfortable with the two tier system. She requested that the insurance portion of this item be brought back in a years' time for further analysis during budget discussions.

On motion of Vice Chair Lantz, seconded by Member Shevlin, unanimously carried, this item was approved; and requested that the insurance portion of the management compensation plan be revisited during budget discussions.

Attachments: [SUPPORTING DOCUMENT](#)

V. Discussion Items (Regular Agenda)

18. Exercise of Contract Option - Procurement of Two (2) Proterra Version 2 Electric Buses and Charging Station at the Pomona Facility

Recommendation: Authorize the Executive Director to exercise an option, negotiate final terms and conditions and enter into a Contract with Proterra

LLC for the procurement of two (2) Version two 40-foot electric buses and a fast charging station to be constructed at the Foothill Transit Pomona facility in the amount of Two Million Four Hundred Thousand Dollars (\$2,400,000), excluding sales taxes. (14-2874)

Roland Cordero, Director of Maintenance and Vehicle Technology, presented this item and reported in May 2014, Proterra unveiled Version 2 (V2) of their Electric Bus. Proterra's V2 is a 40-foot electric bus that has several design improvements when compared to the BE35- the original 35-foot bus.

Mr. Cordero introduced Matt Horton, Vice President of Sales, Proterra. Mr. Horton reported improvements on the product have been based on input from the customers and clients, and commended Foothill Transit on a great partnership/leadership in the industry.

On motion of Vice Chair Lantz, seconded by Member Shevlin, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

19. CONTRACT AWARD - SMARTBUS TECHNICAL ADVISORY SERVICES

Recommendation: Authorize the Executive Director to negotiate final contract terms and conditions and award a contract in the amount of \$466,689.34 to IBI Group for SMARTBus Technical Advisory Services to assist with developing performance specifications for the new CAD/AVL system, for replacement of the analog radio, replacement of the radio service carrier, and assistance with the implementation of Foothill Transit's SMARTBus Replacement Project. (14-2876)

La Shawn Gillespie, Director of Customer Service and Operations, presented this item.

Member Shevlin inquired on the 18 months' time line. Ms. Gillespie responded that the project's timeline of 18 months includes installation and finalization of the project.

On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

20. FISCAL YEAR 2014 MANAGEMENT CONTRACTOR INCENTIVE PAYMENT

Recommendation: Authorize an incentive payment in the amount of \$33,000 to Veolia Transportation for their efforts on behalf of Foothill Transit during Fiscal Year 2014. (14-2877)

LaShawn Gillespie, Director of Customer Service and Operations, presented this item and introduced Kevin Ooms, Vice President of Reporting & Accounting, Veolia Transportation, Inc.; and Barrick J. Neill, Regional Vice President, Veolia Transportation, Inc. Both Mr. Ooms and Mr. Neil thanked the Executive Board for their support and partnership during the transition.

On motion of Vice Chair Lantz, seconded by Treasurer Herrera, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

21. PUENTE HILLS MALL TRANSIT STORE UPDATE

Recommendation: Receive and file the Puente Hills Mall Transit Store Update. (14-2878)

Vincent Saucedo, Construction Project Manager, presented this item.

On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

22. ENVIRONMENTAL SUSTAINABILITY MANAGEMENT SYSTEM (ESMS) UPDATE

Recommendation: Receive and file an update on Foothill Transit's ESMS program at the Arcadia operations and maintenance facility. (14-2879)

Roland Cordero, Director of Maintenance and Vehicle Technology, presented this item.

On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

23. FEDERAL TRANSIT ADMINISTRATION TRIENNIAL REVIEW FOR FEDERAL FISCAL YEARS 2011 - 2014 (FFY11 - FFY14)

Recommendation: Receive and file an overview of the Federal Transit

Administration (FTA) Triennial Review process for FFY11 - FFY14. (14-2880)

Kevin McDonald, Deputy Executive Director, presented this item.

On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

VI. EXECUTIVE DIRECTOR COMMENT

- 24.** Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (14-2881)

Mr. Barnes reported on the following:

- **Thanked Kevin McDonald, Deputy Executive Director, Foothill Transit, for leading the effort on the Federal Transit Administration Triennial Review for Federal Fiscal Year 2011-2014.**
- **Mr. Barnes recently marked 15 years of service to Foothill Transit, 11 of those years as the Executive Director for Foothill Transit.**
- **Mr. Barnes also recently marked his first year anniversary under the new structure of being hired directly by the Executive Board.**
- **The retirement program will commence on July 1, 2014, and a comprehensive report on the program will be provided to the Board in the July 2014 meeting.**
- **The commemorating ceremony for the full electrification of Line 291 is tentatively scheduled on the last week of August 2014.**
- **Treasurer Herrera and Member Shevlin will accompany Mr. Barnes to visit North American Bus Industry manufacturing facility in July 2014.**
- **Peggy Sears, Quality Assurance Inspector, is retiring after 13 years of service.**

VII. BOARD MEMBER COMMENT

- 25.** Comments by Members of the Foothill Transit Executive Board. (14-2882)

Treasurer Herrera, congratulated Foothill Transit for its One Year Anniversary of Foothill Management, directly employed by Foothill Transit as a public agency and thanked Veolia Transportation for a job well done.

Member Shevlin echoed the same comments and reported that today was her first meeting as an Executive Board Member for Foothill Transit and is looking forward to her new assignment.

Chair Tessitor, on behalf of the Executive Board, thanked everyone for a job well done.

RECESS

The Foothill Transit Executive Board recessed to Closed Session at 9:02 a.m. following Agenda Item No. 25. The Foothill Transit Executive Board meeting reconvened and called to order by Chair Tessitor at 9:50 a.m.

The following members were present: Chair Tessitor, Vice Chair Lantz, Treasurer Herrera, and Member Shevlin. Member De La Torre was absent.

VIII. NOTICE OF CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATORS (Government Code § 54957.6)

26. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATORS (Gov't Code § 54957.6)

Agency Representatives Attending Closed Session:
Executive Board Chair Tessitor, General Counsel Pieper
Unrepresented Employee Position Title: Executive Director, Deputy Executive Director (14-2883)

Darold Pieper, General Counsel, reported that no reportable action was taken.

27. POSSIBLE AMENDMENT TO EXECUTIVE DIRECTOR'S EMPLOYMENT CONTRACT

Recommendation: Authorize Chair Tessitor to execute any possible amendment(s) to the Executive Director's Employment Agreement. (14-2884)

Darold Pieper, General Counsel, reported that no reportable action was taken.

IX. ADJOURNMENT

28. Adjournment for the June 27, 2014 Foothill Transit Executive Board Meeting. (14-2885)

There being no further business, the Foothill Transit Executive Board Meeting adjourned at 9:51 a.m. in memory of Julie Cunningham, President/CEO Conference of Minority Transportation Officials (COMTO), and Emily Ishigaki former El Monte City Councilmember and Foothill Transit Governing Board Member.