



Foothill Transit

**STATEMENT OF PROCEEDINGS FOR THE
SPECIAL MEETING OF THE
FOOTHILL TRANSIT GOVERNING BOARD**

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

**Friday, August 12, 2016
8:15 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Herrera at 8:23 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 the importance of Cardio-Pulmonary Resuscitation (CPR) and Automatic External Defibrillator (AED) training.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Corey Calaycay, Member Charlie Rosales, Member Paula Lantz, Member Emmett Badar, Member Bob Pacheco, Member Edward Alvarez, Member Cruz Baca, Member Gene Murabito, Member Albert Ambriz, Member Roger Chandler, Member Richard Barakat, Member Tzeitel Paras-Caracci, Member Becky Shevlin, Member Margaret McAustin, Member Cynthia Sternquist, Member Carol Herrera, Member Juventino Gomez, Member Cory Moss, Member Valerie Munoz, Member Hector Delgado, Member Michael De La Torre, Member Sam Pedroza

Absent: Member Peggy Delach, Member Corey Warshaw, Member David Rodriguez

5. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Special Governing Board Meeting of July 6,



2016.

Motion by Vice Chair Calaycay, second by Member Paras-Carraci, the minutes for the Special Meeting of July 6, 2016 were approved. Motion carried 22-0.

6. APPROVAL OF AGENDA

Motion by Member Shevlin, second by Member Pedroza, to accept the agenda as presented. Motion carried 22-0.

7. PUBLIC COMMENT

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

Member Badar asked if anybody outside of Foothill Transit sees the videos that are played prior to each meeting. Executive Director Doran J. Barnes stated that they would look into ways to distributing the videos more widely.

8. GOVERNING BOARD PAYROLL

Recommendation: Adopt the attached revised Foothill Transit Executive Board and Governing Board Members Stipend Policy (Attachment A), which authorizes the Executive Director to implement a process whereby Foothill Transit Governing Board Members who receive stipends are paid and reported to the Internal Revenue Service (IRS) as employees of Foothill Transit effective October 1, 2016.

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

Ms. Caldwell reported that Foothill Transit was audited by the IRS as part of a routine audit, which is frequently conducted for public agencies. One finding was related to Foothill Transit's policy on board stipends. In February 2016, the IRS issued a clarifying guideline which identified that all public officials whether elected or appointed who receive payment for service to a public agency must be considered employees of that agency for IRS reporting purposes.

The IRS audit provided an allowance for Foothill Transit that the ruling would not be applied retroactively in 2016, only from October 1, 2016 forward. Required forms have been provided to Governing Board Members to complete. If a Governing Board Member wishes to decline the stipend, an



opt-out form is available.

Motion by Member Lantz, second by Member Shevlin, to adopt. Motion carried 22-0.

9. **CANCELLATION OF PILOT LINE 496**

Recommendation: In accordance with the Executive Board's recommendation, authorize the cancellation of Pilot Line 496 due to low ridership.

Josh Landis, Planning Manager, presented this item.

Mr. Landis reported that in January 2016 Foothill Transit began operation of Pilot Line 496 following the completion of the Azusa Intermodal Transit Center. The line travels from the Azusa Intermodal Transit Center to Downtown Los Angeles, with one stop in West Covina. The goal of the pilot line was to utilize the designated parking spots at the transit center so passengers could use the pilot line to travel to Downtown Los Angeles.

Ridership on the pilot line decreased significantly since the opening of the Gold Line. Upon further investigation it was found that 80 percent of the ridership boards at the West Covina bus stop. Those who board at the West Covina stop are able to utilize Pilot Line 496 in addition to Line 498. The intent of having of have an express bus line leaving Azusa is no longer needed. If Pilot Line 496 is approved for cancellation, additional trips could be added to Line 498 to ensure proper coverage. If approved, the pilot line would end service at the next schedule change, scheduled for late October 2016. Since this line was a pilot line, there is no requirement to hold public hearings, however Foothill Transit will ensure that customers are aware of the changes via Foothill Transit's usual customer communication outlets.

Motion by Vice Chair Calaycay, second by Member Sternquist, to approve. Motion carried 22-0.

10. **FOOTHILL TRANSIT PROGRAM UPDATES**

- **FARE RESTRUCURING STUDY**

Michelle Lopes Caldwell, Director of Finance and Treasurer, presented a verbal report on the following.

Ms. Caldwell provided an update on the fare restructuring study



project. She noted that the consultant Four Nines Technologies have completed many of the initial tasks outlined in the contract. In April 2016, the consultant met with the Governing Board as part of their stakeholder interview process and background gathering. The consultants have begun modeling different scenarios and analyzing those results to determine if they meet the overall goals set by the Governing Board at the April 2016 meeting.

Several policy issues will be brought to the Executive and Governing Board in early 2017. Topics discussed at these meetings will be modeling and analysis results, impacts on discounts, incentives, and the transfer policy. Public hearings will be held in March 2017 with a recommendation to the Executive Board April 2017 and Governing Board in May 2017. Implementation of the fare restructuring is proposed for September 2017.

After discussion, by Common Consent, and there being no objection, the Governing Board accepted Ms. Caldwell's report.

- **LOS ANGELES COUNTRY FAIR SERVICE 2016**

Josh Landis, Planning Manager, presented a verbal report on the following.

Mr. Landis reported on Foothill Transit's new service to the LA County Fair. Staff has been working closely with the Pomona Fairplex to design a service that takes customers from the Azusa Intermodal Transit Center to the fair. A grant application to support funding for this line was submitted to the Air Quality Management District. Line 196 will operate on weekends during the month of September. Line 196 will operate at a 40 minute headway, and will start approximately one hour before the Fair opens and end one hour after the fair closes. Customers will pay the current local fare of \$1.25 to ride the service. Customers who ride Foothill Transit to the fair will be eligible for a discount on admission with the online advanced purchase of tickets.

Member Paras-Carraci requested that information be sent to member cities. Mr. Landis stated that information regarding the service and discount is available on the Foothill Transit website and that a link would be sent out to members.

After discussion, by Common Consent, and there being no objection,



the Governing Board accepted Mr. Landis' report.

- **CLASS PASS PROGRAM UPDATE**

Katie Gagnon, Special Projects Manager, presented a verbal report on the following.

Ms. Gagnon reported on Foothill Transit's Class Pass Program where Foothill Transit partners with local colleges and universities to provide discounted trips to students. Currently, there are two programs implemented at the University of La Verne and Mt. San Antonio College. Both implemented programs are beyond the initial pilot program and currently pay 60 cents per boarding to Foothill Transit.

A pilot program will be launched at Citrus College in just over a week. Citrus College has approximately 13,000 students and Foothill Transit has five lines that service the campus. The program has the potential to be a very robust program due to accessibility to transit. The pilot program at Citrus College will last two semesters and during that second semester the students will vote on the transit fee that will decide whether the program will continue.

After discussion, by Common Consent, and there being no objection, the Governing Board accepted Ms. Gagnon's report.

11. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Yoko Igawa was appointed Public Affairs Manager.
- Foothill Transit was recommended for a \$5 million grant through the cap and trade program.
- Mr. Barnes is the presumptive nominee for APTA Chair. The elections will take place at the APTA Annual Meeting, which will be held in Los Angeles in September 2016.
- Governing Board Members interested in participating in the APTA Annual Meeting should contact Board Secretary Christina Lopez.



- In recognition of the incoming APTA Chair, a dinner will be held on September 11. Invitations were sent out to the Governing Board.
- Metro Chair John Fasana will be at the October Governing Board Meeting to share his priorities and activities during his year as Chair of the Metro board. Also, at the October Governing Board meeting, Proterra President and CEO Ryan Pople will give an update on electric bus development.

12. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Governing Board.

- Chair Herrera welcomed returning Governing Board Member Bob Pacheco.
- Chair Herrera asked the Governing Board to join her in congratulating Doran Barnes in becoming APTA Chair.

13. **ADJOURNMENT**

Adjournment for the August 12, 2016 Foothill Transit Special Governing Board Meeting.

There being no further business, the Foothill Transit Special Governing Board Meeting adjourned at 9:02 a.m.