



Foothill Transit

**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE
FOOTHILL TRANSIT EXECUTIVE BOARD**

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

**Friday, August 28, 2015
8:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Herrera at 8:04 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Carol Herrera.

3. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Peggy Delach, Member Michael De La Torre,
Vice Chair Becky Shevlin and Chair Carol Herrera

Absent: Member Corey Calaycay

4. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of June 26, 2015

On motion of Vice Chair Shevlin, seconded by Member De La Torre, the minutes for the Regular Meeting of the Executive Board of June 26, 2015 were approved by the following vote:

Ayes: Vice Chair Shevlin, Member De La Torre, and Chair Herrera

Abstentions: Member Delach

Absent: Member Calaycay



5. PRESENTATIONS

5.1 Contractors' Employee Recognition

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

Herbert Holguin, Operator of the Month (August 2015)

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

Robert Adamson, Operator of the Month (August 2015)

Andy Huerta, Employee of the Month (August 2015)

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

5.2 New & Promoted Employee Introduction

New Hire:

Andrew Papson, Electric Bus Program Manager

Promotion:

Ali Showkatian, Safety Compliance Coordinator

Ruben Cervantes, Finance Analyst

After discussion, by Common Consent, and there being no objection, the Board recognized new and promoted employees.

6. PUBLIC COMMENT

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

CONSENT CALENDAR

7. FISCAL YEAR 2015-2016 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through July 31, 2015. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited



operations and financial condition as of July 31, 2015 for the fiscal year ending June 30, 2016.

Motion by Member De La Torre, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0, Member Calaycay absent.

8. **JULY 2015 PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the July 2015 Performance Indicators Report.

Motion by Member De La Torre, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0, Member Calaycay absent.

9. **ADA PARATRANSIT FARE STRUCTURE**

Recommendation: Support Access Services' request for modification of current ADA fare requirements (Attachment A).

Motion by Member De La Torre, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0, Member Calaycay absent.

10. **TRAVEL AND REIMBURSEMENT POLICY**

Recommendation: Approve changes to the Travel and Reimbursement Policy as identified in Attachment A.

Motion by Member De La Torre, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0, Member Calaycay absent.

11. **CONTRACT AMENDMENT - DIGITAL RADIO EQUIPMENT**

Recommendation: Action: Authorize the Executive Director to execute an amendment to Agreement No. 15-051 with Mobile Relay Associates (MRA) in the amount of \$272,131 including tax for the provision of digital radio equipment and enhanced dispatch workstations.

Motion by Member De La Torre, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0, Member Calaycay absent.

12. **CONTRACT AMENDMENT - ARCHITECTURAL & ENGINEERING DESIGN FOR AZUSA INTERMODAL TRANSPORTATION CENTER**

Recommendation: Recommended Action: Authorize the Executive Director



to execute Amendment No. 10 to Contract No. 11-036 with Choate Parking Consultants in the amount of \$5,260 for additional architectural and engineering services for the Azusa Intermodal Transportation Center Project.

Motion by Member De La Torre, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0, Member Calaycay absent.

13. **CONTRACT AMENDMENT - CONSTRUCTION OF THE AZUSA INTERMODAL TRANSPORTATION CENTER**

Recommended Action: Authorize the Executive Director to execute Amendment No. 4 to Contract No. 15-002 with Klorman Construction in the amount of \$345,244 for construction of the underground infrastructure of the electric bus charging stations at the Azusa Intermodal Transportation Center.

Motion by Member De La Torre, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0, Member Calaycay absent.

14. **CONTRACT AWARD - ROUTERS AND SWITCHES REPLACEMENT PROJECT**

Recommended Action: Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 16-003 with SigmaNet in the amount of one hundred ninety seven thousand thirty nine dollars and seventy two cents (\$190,039.72) for the Routers and Switches Replacement Project.

Motion by Member De La Torre, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0, Member Calaycay absent.

15. **CONTRACT AWARD - REPAINTING DECAL INSTALLATION AND HEAVY MAINTENANCE ON 30 60-FOOT ARTICULATED BUSES**

Recommended Action: Authorize the Executive Director to negotiate final terms and conditions for the repainting, livery upgrade, bus decal installation and heavy maintenance on 30 60-foot articulated buses with Complete Coachworks in the amount of Four Million Two Hundred Four Thousand Six-Hundred Fifty-Six Dollars (\$4,204,656).

Motion by Member De La Torre, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0, Member Calaycay absent.



REGULAR AGENDA

Chair Herrera welcomed Governing Board Member Corey Warshaw, City of West Covina and Governing Board Member Gary Boyer, Glendora.

16. **CALIFORNIA TRANSIT ASSOCIATION'S 50TH ANNUAL FALL CONFERENCE & EXPO UPDATE, NOVEMBER 18-20, PASADENA**

Recommendation: Action: Receive and file the California Transit Association's 50th Annual Fall Conference & Expo update.

Katie Gagnon, Special Projects Manager, presented this item.

Motion by Vice Chair Shevlin, second by Member De La Torre, to receive and file. Motion carried 4-0, Member Calaycay absent.

17. **REGIONAL INTERAGENCY TRANSFER (IAT) POLICY**

Recommendation: 1. Adopt the proposed changes to the Policy on Use of Interagency Transfer as described in Attachment A; and 2. Adopt Title VI Equity Evaluation and findings on the proposed transfer policy change that was conducted by LA Metro on behalf of the LA County region (Attachment B).

John Xie, Fare Revenue Specialist, presented this item.

In response to a question posed by the Board, Mr. Barnes stated that implementation of the proposed changes to the Interagency Transfer Policy will reduce potential abuse and should speed up the boarding process.

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

18. **REQUEST TO ISSUE RFP - FARE RESTRUCTURING STUDY**

Recommendation: Authorize the Executive Director to issue a Request for Proposals (RFP) No. 16-016 for Foothill Transit to seek Proposals from qualified firms or individuals to conduct a fare restructuring study that will evaluate Foothill Transit's current fare structure, provide recommendations, and that will function as a predictive tool to be applied in the future, as needed.

Michelle Caldwell, Director of Finance & Treasurer, presented this item.



Motion by Member De La Torre, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0, Member Calaycay absent.

19. **REASONABLE MODIFICATION POLICY**

Recommendation: Receive and file a status report on Foothill Transit's Reasonable Modification Policy.

Tanya Pina, Operations Contract Manager, presented this item.

In response to questions posed by the Board, Ms. Pina provided various examples of the types of modification requests Foothill Transit may receive from customers. Mr. Barnes stated that staff will work diligently to administer the policy within the regulations and requirements, and that staff will work closely with our contractors and regional partners to ensure staff is being consistent.

Motion by Vice Chair Shevlin, second by Michael De La Torre, to receive and file. Motion carried 4-0, Member Calaycay absent.

20. **AUGUST 2015 LEGISLATIVE SUMMARY**

Recommendation: 1. Receive and file the August 2015 Legislative Summary; and 2. Adopt support positions on ABX1 7, SBX1 8, ABX1 8, SBX1 7, and SCAX1 1 and an oppose position on AB 1217.

Katie Gagnon, Special Projects Manager, presented this item.

Vice Chair Shevlin requested that staff take a look at SB 350, which would restrict the usage of gasoline within 15 years and how it would affect Foothill Transit. In response to Vice Chair Shevlin, Mr. Barnes indicated that Director of Government Relations David Reyno and Special Projects Manager Katie Gagnon would look into the bill's impact on Foothill Transit.

Motion by Member Delach, second by Member De La Torre, to receive and file, the Board acknowledged their position in supporting ABX1 7, SBX1 8, ABX1 8, SBX1 7, and SCAX1 1 and in opposing AB 1217. Motion carried 4-0, Member Calaycay absent.

21. **FY 2014-2015 YEAR-END FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary for the fiscal year ending June 30, 2015. The attached Financial



Statements and Investment Report Summarize Foothill Transit's unaudited operations and financial condition for the fiscal year ending June 30, 2015.

Michelle Caldwell, Director of Finance & Treasurer, presented this item.

Motion by Vice Chair Shevlin, second by Member De La Torre, to receive and file. Motion carried 4-0, Member Calaycay absent

22. FISCAL YEAR 2014-2015 PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the Fiscal Year 2014-2015 Performance Indicators Report.

Stephanie Mak, Operations Analyst, presented this item.

In response to Vice Chair Shevlin's question in regards to declining ridership, Mr. Barnes stated that staff would bring back a report that includes additional details.

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

EXECUTIVE DIRECTOR COMMENT

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

Mr. Barnes reported the following:

- Foothill Transit is the recipient of a Gold Level Award as part of APTA's sustainability commitment.
- The American Public Transportation Foundation held their annual meeting and made awards to scholars and 6 members of the Foothill Transit team received scholarships. Foothill Transit had more scholarship recipients than any other transit system in the country.
- Congratulations to Board Chair Herrera on her re-election to the position of Secretary of the APTA Transit Board Members Committee. Carol is also working with the Leadership APTA program as part of the oversight committee for Leadership APTA, which is APTA's premiere senior level training and development program.
- Roland Cordero, Director of Maintenance & Vehicle Technology will be graduating from Leadership APTA and has recently been accepted



into the prestigious ENO Senior Leadership Program.

- Felicia Friesema, Director of Marketing & Communications has been accepted as a member of the upcoming class for Leadership APTA.
- Mr. Barnes introduced Barrick Neill, Regional Vice President, Transdev and Alberto Gonzales, President, Pulsar Advertising. Mr. Gonzales stated that Foothill Transit has received 3 first place APTA AdWheel Awards.
- Mr. Barnes stated he is very honored and excited to have been nominated to serve as the Vice Chair of APTA. The vote takes place in October right as the Annual Meeting begins. In September of 2016 he will become Chair of the association when the conference takes place in Los Angeles. He thanked the Board for their support in allowing him to participate at the national level.
- David Reyno, Director of Government Relations, also serves as Chair of the San Gabriel Valley Economic Partnership (SGVEP) and this morning as Chair he is hosting a legislative breakfast where Ian Calderon is scheduled to speak. On September 12th the SGVEP will hold their annual gala and among the honorees will be Sharon Neely who was instrumental with the LACTC in the creation of Foothill Transit. David or Katie will provide additional details to those Board Members interested in attending.
- A Special Governing Board Meeting will be held September 18, 2015 and there is a Governing Board Meeting scheduled for October 16, 2015.
- The September Regular Executive Board is scheduled for September 25, 2015. The Foothill Transit Regular Executive Board Meeting scheduled for October 30, 2015 has been cancelled. A Special Executive Board Meeting has been scheduled for October 23, 2015.

BOARD MEMBER COMMENT

24. Comments by Members of the Foothill Transit Executive Board.

There were none.



CLOSED SESSION

25. **CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code § 54956.8)**

Property Address/Location: APN: 8448-019-045, 8448-019-044, 8448-019-042, 8448-019-041, 8448-019-040

Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Katie Kraft, Darold D. Pieper, Kevin McDonald

Negotiating Parties: Andy McIntyre of McIntyre Company, Kyle Weichert of Lewis Operating Corporation

Under Negotiation: Price and Terms

26. **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (Gov't Code § 54956.9(d)(2)):**

Claim Received from: Transdev

27. **CLOSED SESSION REPORT**

Darold Pieper, General Counsel, reported that no reportable actions were taken on Closed Session items 25 and 26.

ADJOURNMENT

28. Adjournment for the August 28, 2015 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:49 a.m.