



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, September 25, 2015
8:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Herrera at 8:03 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Herrera.

3. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

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

Chair Herrera welcomed Governing Member Corey Warshaw and Governing Member Gary Boyer.

4. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of August 28, 2015.

Motion by Member Delach, second by Vice Chair Shevlin, the minutes for the Regular Meeting of the Executive Board of August 28, 2015 were approved. Motion carried 4-0, Member Calaycay abstention.

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:

Eugene Calloway, Operator of the Month (September 2015)

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

Raul Cano Flores, Operator of the Month (September 2015)

Tim Reed, Employee of the Month (September 2015)

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

5.2 New & Promoted Employee Introduction

Doran Barnes, Executive Director, Foothill Transit, recognized the following Foothill Transit newly hired and promoted employees:

New Hire:

Joshua Smalley, Creative Content Designer

Promoted:

Lany Hernandez, Accountant

6. PUBLIC COMMENT

Mike Murray, Chief Operating Officer, Transdev, addressed the Foothill Transit Executive Board.

Juan Antonio Lopez, Regional Vice President, First Transit, 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 August, 31, 2015. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of August 31, 2015 for the fiscal year ending June 30, 2016.



Motion by Member Delach, second by Member De La Torre, to receive and file. Motion carried 5-0.

8. **AUGUST 2015 PERFORMANCE INDICATORS REPORT**

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

Motion by Member Delach, second by Member De La Torre, to receive and file. Motion carried 5-0.

9. **SEPTEMBER 2015 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the September 2015 Legislative Summary. There are no recommended positions on bills this month.

Motion by Member Delach, second by Member De La Torre, to receive and file. Motion carried 5-0.

10. **CONTRACT AWARD - NETWORK EQUIPMENT SUPPORT RENEWAL**

Recommendation: Authorize the Executive Director to enter into a three-year contract renewal with Trace3 in the amount of one hundred sixteen thousand two hundred seventy five dollars and sixty one cents (\$116,275.61) for Network Equipment Support.

Motion by Member Delach, second by Member De La Torre, to approve. Motion carried 5-0.

11. **AZUSA INTERMODAL TRANSPORTATION CENTER MEMORANDUM OF UNDERSTANDING (MOU) - AMENDMENT NO. 5**

Recommendation: Authorize the Executive Director to execute Amendment No. 5 to the Memorandum of Understanding (MOU) with the City of Azusa related to the construction of the Azusa Intermodal Transportation Center.

Motion by Member Delach, second by Member De La Torre, to approve. Motion carried 5-0.

12. **LOW CARBON FUEL STANDARDS PROGRAM**

Recommendation: Action: Receive and file an update on the Low Carbon



Fuel Standards (LCFS) program.

Motion by Member Delach, second by Member De La Torre, to receive and file. Motion carried 5-0.

REGULAR AGENDA

13. Foothill Transit Class Pass Update

Recommendation: Receive and file the Foothill Transit Class Pass Update.

Katie Gagnon, Special Projects Manager, presented this item.

Chair Herrera stated that the Class Pass Program has been an outstanding success story. Member Delach is pleased with the progress made with Cal Poly Pomona. In response to comments made by the Board, Doran Barnes, Executive Director stated that staff will continue to work with all its partners to make the program a success.

Motion by Member Delach, second by Member Calaycay, to receive and file. Motion carried 5-0.

14. Recent Ridership Trends

Recommendation: Receive and file a report on recent ridership trends.

Joe Raquel, Director of Planning, presented this item.

Member Delach commented that she commends staff for trying to get people to ride the bus.

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

15. Proposed Service Enhancements

Revised Recommendation: Recommend that the Governing Board approve the proposed service enhancements recommended for implementation in January 2016. Recommend that the Governing board authorize implementation of Pilot Line 496 service between the Azusa Intermodal Transportation Facility and Downtown Los Angeles. Receive and file an update on preliminary public outreach related to other possible service enhancements proposed for implementation in June 2016.



Joe Raquel, Director of Planning, presented this item.

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

16. **CONTRACT AMENDMENT - SMARTBUS TECHNICAL ADVISORY SERVICES**

Recommendation: Authorize the Executive Director to execute Amendment No. 2 to Agreement No. 14-030 with IBI Group in the amount of \$645,316 for SMARTBus Technical Advisory Services for additional technical assistance to accomplish the replacement of the analog radio with VoIP technology and assistance with the implementation of Foothill Transit's SMARTBus System Replacement Project.

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

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

17. **CONTRACT AWARD - ARCADIA FACILITY IMPROVEMENTS**

Recommendation: Authorize the Executive Director to enter into Agreement No. 16-005 with Kanaan Construction Inc. in the amount of \$381,300 for construction activities related to the interior and exterior improvements at the Arcadia Operations & Maintenance Facility.

Vincent Saucedo, Construction Project Manager, presented this item.

Motion by Member Delach, second by Member Calaycay, to approve. Motion carried 5-0.

18. **REQUEST TO ISSUE RFP - TRANSIT SERVICES - ARCADIA FACILITY (RFP NO. 16-021)**

Recommendation: 1. Amend Agreement No. 14-028 with Transdev Services, Inc., to change the expiration date for the base contract term from June 30, 2018 to July 2, 2016; and 2. Issue a request for proposals (RFP No. 16-021) for transit operations and maintenance services at Foothill Transit's Arcadia Facility.

Kevin McDonald, Deputy Executive Director, presented this item.



Motion by Vice Chair Shevlin, second by Member Delach, to approve. Motion carried 5-0.

19. **TRANSIT STORE QUARTERLY REPORT**

Recommendation: Receive and file the Transit Store Quarterly Report.

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

Motion by Member Delach, second by Member De La Torre, to receive and file. Motion carried 5-0.

20. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Mr. Barnes thanked the Executive Board for their leadership during the September 18, 2015 Special Governing Meeting.
- A Governing Board is scheduled for October 16, 2015.
- Mr. Barnes extended congratulations to Chair Herrera who has moved to the Vice Chair position on the APTA Transit Board Members Committee.

21. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- The Board thanked staff for putting together the cluster break-out sessions at the September 18th Special Governing Board Meeting. The sessions were well received.

CLOSED SESSION

22. **CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

(Government Code § 54956.8)

Property Address/Location: 1162 N. Citrus Avenue, Covina, CA 91722

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



Kevin McDonald
Negotiating Parties: Charles McKeag, MLC Holdings, Inc.,
Under Negotiation: Price and Terms

General Counsel Pieper announced that Member Delach recused herself from Closed Session Item 22.

23. **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

(Gov't Code § 54956.9(d)(2)):
Claim Received from: Transdev

24. **CLOSED SESSION REPORT**

Darold Pieper, General Counsel, reported that no reportable actions were taken on Closed Session items 22 and 23.

25. **ADJOURNMENT**

Adjournment for the September 25, 2015 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:44 a.m.