



# Executive Board Meeting AGENDA

## Foothill Transit

EXECUTIVE BOARD MEETING  
8:00 AM, October 25, 2013  
Foothill Transit Administrative Office  
2<sup>nd</sup> Floor Board Room  
100 South Vincent Avenue  
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: MEMBERS DE LA TORRE, DELACH, HERRERA, LANTZ, SHEVLIN
4. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF SEPTEMBER 27, 2013
5. PRESENTATIONS:
  - 5.1. Contractors' Employee Recognition
  - 5.2. New & Promoted Staff
6. PUBLIC COMMENT

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Public Comment: Members of the public shall have the right to address the Board on any item of interest which is within the jurisdiction of the Board before or during the Board's consideration of the item. Presentation shall not exceed three minutes in length. Action may be taken on any item identified on the agenda. Persons wishing to comment should submit a "Request to Speak" form to the Secretary. Note: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Executive Director's office at (626) 967-3147 extension 7204, at least 48 hours prior to the meeting.

Limited English Proficiency (LEP) persons, if you require translation services, please contact the Executive Director's office at (626) 967-3147 extension 7204, at least 48 hours prior to the meeting.

The public may view and obtain all written information supporting this agenda provided to the board both initially and supplementary prior to the meeting by calling (626) 967-3147 extension 7204 or at the agency's offices located at 100 S. Vincent Ave., Suite 200, West Covina, CA 91790. Documents, including PowerPoint handouts, distributed to Board Members by staff or Board Members at the meeting will simultaneously be made available to the public upon request.



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**CONSENT CALENDAR:** Items 7 through 16 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.

7. SEPTEMBER 2013 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

*Recommended Action: Receive and file the September 2013 Financial Statements and Investment Summary for Fiscal Year 2014.*

8. OCTOBER 2013 LEGISLATIVE SUMMARY

*Recommended Action: Receive and file the October 2013 Legislative Summary. There are no recommended positions on bills this month.*

9. RESOLUTION ADOPTING BOARD MEETING SCHEDULE FOR 2014

*Recommended Action: Adopt Resolution No. 2013-02 Board Meeting Schedule for 2014.*

10. FOOTHILL TRANSIT MAJOR SERVICE CHANGE, FARE CHANGE, DISPROPORTIONATE BURDEN AND DISPARATE IMPACT POLICIES

*Recommended Action: Adopt the recommended Major Service Change, Fare Change, Disproportionate Burden and Disparate Impact Policies.*

11. REQUEST TO ISSUE INVITATION FOR BIDS (IFB) NO. 14-014 – PUENTE HILLS TRANSIT STORE REMODEL

*Recommended Action: Authorize the Executive Director to Issue IFB No. 14-014 for the expansion and remodel of the Puente Hills Transit Store.*

12. CONTRACT AMENDMENT – INSPECTION, REMOVAL AND RE-INSTALLATION OF SMARTBUS EQUIPMENT

*Recommended Action: Authorize the Executive Director to approve Amendment No. 1 to Contract No. 13-023 with ACS/Xerox in the amount of \$407,130.05 to: a. Inspect, remove and re-install 47 sets of vehicle SMARTBus equipment from retired coaches and install them on 47 newly procured coaches; and b. Provide 17 sets of new vehicle SMARTBus equipment and install them on 17 new procured coaches. c. Provide engineering to develop a new radio code plug to interface 17 new Motorola radios into Foothill Transit's system.*



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13. CONTRACT AMENDMENT – WEBSITE DEVELOPMENT

*Recommended Action: Approve an amendment to the Pulsar Advertising General Marketing Contract (No. 12-038) in the amount of \$96,500 for the technical construction of the website redesign of foothilltransit.org to include backend programming required to execute a mobile first user interface, customized content management, and design execution.*

14. CONTRACT EXTENSION – GENERAL LEGAL SERVICES

*Recommended Action: Authorize the Executive Director to execute an amendment to Contract 06-011 for legal services with Darold D. Pieper, Attorney at Law, extending the contract for an additional five years.*

15. CONTRACT EXTENSION – SPECIAL LEGAL SERVICES

*Recommended Action: Authorize the Executive Director to execute an amendment to contract 07-017 for legal services with Thompson Coburn LLC, Attorneys at Law, revising the fee structure and extending the contract for an additional five years.*

16. CONTRACT AWARD – PRODUCTION OF BUS LIVERY, INSTALLATION OF BUS LIVERY AND DECALS AND COMPLETE REPAINTING OF BUSES

*Recommended Action: Authorize the Executive Director to negotiate final contract terms and conditions and execute a contract with: 1) B2B Media in the amount of \$67,634.00 for the production of bus livery; 2) Complete Coach (CCW) in the amount of \$675,315.20 for the installation of bus livery and decals, and total repainting of 56 Foothill Transit buses including bus pick-up and delivery of buses.*

REGULAR AGENDA:

17. CONTRACT AMENDMENT – Foothill Transit CNG FUELING STATIONS

*Recommended Action: Authorize the Executive Director to: 1. Execute Agreement 14-012 with Clean Energy, which extends the term of lease Agreement 01-024 through June 30, 2025 and reduces the rate for operation and maintenance of Foothill Transit's Pomona CNG station from \$0.7768 per gallon to \$0.2790 per gallon effective November 1, 2013, subject to annual CPI increases beginning on July 1, 2015; and 2. Execute Amendment No. 3 to Foothill Transit's Agreement No. 05-006 with Clean Energy extending the term of the agreement through June 30, 2025 and increasing the rate for operation and maintenance of Foothill Transit's Arcadia CNG station from \$0.2215 per gallon to \$0.2790 per gallon effective November 1, 2013 subject to annual CPI increases beginning on July 1, 2015.*

18. MANAGEMENT COMPENSATION PROGRAM MODIFICATIONS AND STAFFING ADDITIONS

*Recommended Action: Authorize the Executive Director to implement changes to the management*



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*compensation program as noted below.*

19. PERFORMANCE INDICATORS FISCAL YEAR 2014 – 1<sup>st</sup> QUARTER REPORT

*Recommended Action: Receive and file the Performance Indicators Quarterly Report*

20. Foothill Transit Arcadia Facility Service and Maintenance Review

*Recommended Action: Receive and file a report on on-street service and fleet and facility maintenance at Foothill Transit's Arcadia Operations and Maintenance facility.*

21. EXECUTIVE DIRECTOR COMMENT

22. BOARD MEMBER COMMENT

23. ADJOURNMENT

**A Special Meeting of the Foothill Transit  
Governing Board is scheduled for  
Wednesday, October 30, 2013 at 7:45 a.m.**

**The November 2013 Foothill Transit Executive Board  
Meeting is canceled**

**The next Regular Meeting of the Executive  
Board is scheduled for  
Friday, December 13, 2013 @ 8:00 a.m.**

**A Special Meeting of the Foothill Transit  
Governing Board is scheduled for  
Wednesday, December 18, 2013 at 7:45 a.m.**