



**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, December 14, 2012

8:00 AM

CALL TO ORDER

1. Call to order. (12-5732)

The meeting was called to order by Chair Patricia Wallach at 8:05 a.m.

PLEDGE

2. Pledge of Allegiance. (12-5734)

The Pledge of Allegiance was led by Member Carol Herrera.

ROLL CALL

3. Roll call. (12-5735)

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

Present: Member Carol Herrera, Member Margaret McAustin, Treasurer
Paula Lantz, Vice Chair Doug Tessitor and Chair Patricia Wallach

I. ADMINISTRATIVE MATTER

4. Approval of the minutes for the Regular Meeting of October 26, 2012. (12-5736)

**On motion of Member Carol Herrera, seconded by Member Margaret
McAustin, unanimously carried this item was approved.**

Attachments: [SUPPORTING DOCUMENT](#)

5. II. PRESENTATIONS

5.1 Contractor's Employee Recognition (12-5737)

Bryant Worley, Assistant General Manager, Arcadia Operations & Maintenance Facility, introduced and recognized the following Arcadia location First Transit Operator and Employee of the Month:

- **Marvin Gomez, Operator of the Month (December 2012)**
- **Jose Garcia, Employee of the Month (December 2012)**

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

- **Felicia Carter, Operator of the Month (December 2012)**
- **Angel Borunda, Employee of the Month (December 2012)**

After discussion, by common consent and there being no objection, this item was received and filed.

5.2 New and Promoted Staff (12-5771)

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

New Hires

- **Sahar Kamali, New Media Coordinator**
- **Jake Chik, Network Manager**

Promotions

- **Cristina Garcia, Operations Administrative Assistant**

After discussion, by common consent and there being no objection, this item was received and filed.

III. PUBLIC COMMENT

6. Public Comment. (12-5738)

Doran Barnes, Executive Director, introduced Ken Westbrook, President and Chief Operating Officer, Veolia Transportation. Mr. Westbrook reported that he visited the Foothill Transit Facility and met with the newly hired employees. Mr. Westbrook congratulated the Board for a great job and stated that 2012 was a successful year for Foothill Transit.

IV. CONSENT CALENDAR

7. OCTOBER FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary for Fiscal Year 2013. (12-5772)

On motion of Vice Chair Doug Tessitor, seconded by Member Margaret McAustin, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

8. OCTOBER PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the October 2012 Performance Indicators Report. (12-5773)

On motion of Vice Chair Doug Tessitor, seconded by Member Margaret McAustin, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

9. CONTRACT AWARD - COMPUTER NETWORK BACKUP UPGRADE

Recommendation: Authorize the Executive Director to negotiate final contract terms and conditions and execute a contract in the amount of One Hundred Fifty Four Thousand Four Hundred Thirty Eight Dollars and Eighty Two Cents (\$154,438.82) with Trace3 to implement the EMC Avamar network backup system. (12-5774)

On motion of Vice Chair Doug Tessitor, seconded by Member Margaret McAustin, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

10. SOLE-SOURCE CONTRACT AWARD - SMARTBUS SYSTEM SUPPORT AND MAINTENANCE

Recommendation: Authorize the Executive Director to negotiate final contract terms and conditions and execute a three-year agreement in the base amount of \$828,995.36 with ACS Transport Solutions, Inc. (ACS) for Software Support and Maintenance of Foothill Transit's SMARTBus System. (12-5775)

On motion of Vice Chair Doug Tessitor, seconded by Member Margaret McAustin, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

V. DISCUSSION ITEMS (REGULAR AGENDA)

11. FOOTHILL TRANSIT LIVERY REVISION

Recommendation: To authorize the Executive Director to move forward with new conceptual designs for a proposed updated Foothill Transit bus livery to be presented at the February Board Retreat for review and discussion. (12-5776)

Kevin McDonald, Deputy Executive Director, presented this item and reported the following:

- **Decal and paint technology has made significant leaps in Foothill Transit's bus livery for the past 25 years, making previously expensive applications more affordable both in installation and maintenance.**
- **Board Members were unanimous in keeping simplicity as the key element of design for Foothill Transit Buses.**

After discussion, on motion of Vice Chair Doug Tessitor, seconded by Member Margaret McAustin, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

12. CONTRACT AWARD - TRANSIT BUSES

Recommendation: Authorize the Executive Director to negotiate final contract terms and conditions and award a contract to North American Bus Industries (NABI) for the purchase of thirty 42-foot low-floor CNG-fueled buses. The contract will include an option to purchase and under FTA statues the options must be exercised within 5 years of contract execution. The base contract cost for the initial 30-bus order is \$16,602,546.35. (12-5777)

Rashidi Barnes, Director of Procurement, presented this item and reported the following:

The proposal from North American Bus Industries (NABI) included the most responsive production timeline. The procurement of these coaches will allow seamless incorporation to the fleet in the area of spare parts inventory requirements. NABI has an operation facility located locally in Mira Loma.

Mr. Barnes, introduced Bill Coryell, Regional Vice President of Transit Bus Sales, North American Bus Industries, (NABI) Inc. and Gina Locklear, Director PM/CA. Mr. Coryell and Ms. Locklear, stated it is wonderful to conduct business with Foothill Transit due to the trust, openness and the enthusiasm of the organization; they look forward to continue this great relationship.

After discussion, on motion of Vice Chair Doug Tessitor, seconded by Member Carol Herrera, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

13. REQUEST TO ISSUE INVITATION FOR BIDS (IFB) NO. 13-020 - PUENTE HILLS TRANSIT STORE REMODEL

Recommendation: Authorize the Executive Director to Issue IFB No. 13-020 for the remodel of the Puente Hills Transit Store. (12-5778)

By Common Consent and there being no objection, this item was taken off calendar.

Attachments: [SUPPORTING DOCUMENT](#)

14. BOARD PAYROLL PROCESS

Revised Recommendation: Direct the Executive Director to: A. Implement a process whereby Foothill Transit Executive Board members and Alternates are paid and reported to the Internal Revenue Service (IRS) as Foothill Transit employees; or B. Implement a process whereby Foothill Transit Executive Board members, Executive Board Alternates and all other Governing Board members including Governing Board Alternates are paid and reported to the IRS as Foothill Transit employees; or C. Maintain the current payment process whereby Governing Board members, Executive Board members and Alternates are paid as outside contractors. **D. Implement a payment process where by Foothill Transit Executive Board members and Alternates are paid and reported to the Internal Revenue Services (IRS) as Foothill Transit employees and the remaining Governing Board members are paid and reported to the IRS as independent contractors.** (12-5779)

Richard Hasenohrl, Director of Finance, presented this item.

Darold Pieper, General Counsel, responded to questions posed by the Executive Board.

After discussion, on motion of Treasurer Paula Lantz, seconded by Member Carol Herrera, unanimously carried, the Executive Board accepted the revised recommendation approving Option D directing the Executive Director to implement a payment process whereby Foothill Transit Executive Board members and Alternates are paid and reported to the Internal Revenue Services (IRS) as Foothill Transit employees and the remaining Governing Board members are paid and reported to the IRS as independent contractors.

Attachments: [SUPPORTING DOCUMENT](#)

15. FOOTHILL TRANSIT SERVICE STATUS

Recommendation: Receive and file a status update on Foothill Transit's on-street service. (12-5780)

Kevin McDoanld, Deputy Executive Director presented this item and reported the following:

Several issues that have impacted on-time performance were identified and are being addressed. Among these are:

- Late departures of coaches from the operating facilities
- Coach operator meal and rest requirements
- Inconsistent traffic patterns affecting consistent daily running time
- Short and long-term detours

After discussion, on motion of Member Carol Herrera, seconded by Chair Patricia Wallach, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

16. CUSTOMER COMMENT PROCESS

Recommendation: Receive and file the customer comment process report. (12-5781)

Araceli Lopez, Transit Operations Manager, presented this item and reported the following:

- In an effort to streamline customer process, as of October 2012, customers are directed to call the 1-800 RIDE INFO (743-3463). With the implementation of this change, customers can now reach a Customer Service Representative (CSR) between 7 a.m. to 9 p.m. Monday through Friday, 10 a.m. to 8 p.m. on Saturday, and 11 a.m. to 6 p.m. on Sunday.

Customers may also send comments via email to comment @foothilltransit.org, or by U.S. mail to 100 South Vincent Avenue, Suite 200 West Covina, CA 91790 and/or fax at (626) 967- 4608.

- **The time frame for responding to the customer concerns regarding safety issues is three (3) business days; response time for non-safety issues is five (5) business days.**

After discussion, on motion of Member Margaret McAustin, seconded by Member Carol Herrera, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

VI. EXECUTIVE DIRECTOR COMMENT

- 17.** Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (12-5739)

Mr. Barnes wished all members Happy Holidays and reported the following:

- **Member Paula Lantz has been re-elected to the City Council of Pomona.**
- **A report will be forthcoming at the next Executive Board Meeting on the progress made and on a Memorandum of Understanding (MOU) between Foothill Transit and Mt. San Antonio College for the student Ridership Pilot Program.**
- **Los Angeles County Metropolitan Transportation Authority will offer free rides on Christmas Eve and New Year eve from 9 p.m. to 2 a.m.**
- **The next Executive Board meeting of Foothill Transit Board is scheduled for January 18, 2013; followed by the annual retreat on February 1, 2013.**
- **Rashidi Barnes, Director of Procurement, is leaving Foothill Transit and joining the Contra Costa Transit Authority.**
- **Mr. Barnes thanked Deanna Forrest, Marketing Administrative Assistant for the holiday decorations which were consistent with Foothill Transit colors.**

After discussion, by common consent and there being no objection, this item was received and filed.

VII. BOARD MEMBER COMMENT

18. Comments by Members of the Foothill Transit Executive Board. (12-5740)

Chair Wallach, Vice Chair Tessitor and Member Herrera wished everyone Happy Holidays.

After discussion, by common consent and there being no objection, this item was received and filed.

RECESS

The Foothill Transit Executive Board recessed to Closed Session at 9:20 a.m. following Agenda Item No. 18. The Foothill Transit Executive Board meeting was reconvened and called to order by Chair Wallach, at 9:40 a.m.

The following members were present: Chair Pat Wallach, Vice Chair Doug Tessitor, Members Carol Herrera and Margaret McAustin. (12-5849)

VIII. NOTICES OF CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code § 54956.8)

19. Property Address/Location: Diamond Bar Park-N-Ride Lot 100-101
N. Diamond Bar Blvd., Diamond Bar.
Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill,
Darold D. Pieper, Kevin McDonald
Negotiating Parties: Michael Miles, District 7 Director - Caltrans
Under Negotiation: Price and Terms (12-5782)

Darold Pieper, General Counsel, reported that the Executive Board, during closed session, on motion of Member Carol Herrera, seconded by Vice Chair Doug Tessitor, approved to instruct the Foothill Transit's real estate negotiators and Foothill Transit staff to terminate negotiation. Said motion carried by the following vote:

Ayes: Chair Pat Wallach, Vice Chair Doug Tessitor, Member Carol Herrera, Member Margaret McAustin

20. Property Address/Location: 600 S. Brea Canyon Rd. City of Industry APN: 908
Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill,
Darold D. Pieper, Kevin McDonald
Negotiating Parties: John D. Ballas, Director of Public Works, City of
Industry
Under Negotiation: Price and Terms (12-5783)

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

21. Property Address/Location: Northerly 126 ± feet x 383 ± feet of APN:
8608-027-900
Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill,
Darold D. Pieper, Kevin McDonald
Negotiating Parties: James Makshanoff, Azusa City Manager & Tito
Haes, Public Works Director
Under Negotiation: Price and Terms (12-5785)

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

22. Property Address/Location: APN: 8474007035
Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill,
Darold D. Pieper, Kevin McDonald
Negotiating Parties: Andrew Pasmant, West Covina City Manager
(12-5874)

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

IX. ADJOURNMENT

23. Adjournment for the December 14, 2012, Foothill Transit Executive Board Meeting.
(12-5741)

There being no further business, the Foothill Transit Executive Board meeting was adjourned at 9:42 a.m.