



Foothill Transit

Executive Board Meeting AGENDA

SPECIAL EXECUTIVE BOARD MEETING - STUDY SESSION
8:00 AM, DECEMBER 18, 2018
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

REVISED

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: MEMBERS BARAKAT, BOYER, CALAYCAY, HERRERA, PEDROZA
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF NOVEMBER 2, 2018
6. PUBLIC COMMENT
 - 6.1. Executive Director Response to Public Comment
7. Foothill Transit Electric Bus Program
8. EXECUTIVE DIRECTOR COMMENT
9. BOARD MEMBER COMMENT

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.

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) 931-7300 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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10. **CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
(Government Code § 54956.8)

Property Address/Location: 1118 N. Citrus Avenue, Covina, CA
Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Jane Starke, Darold D. Pieper, Kevin Parks McDonald, Barry Foster
Negotiating Parties: Robert Larsen
Under Negotiation: Price and Terms

11. **CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION** Existing Litigation, Government Code § 54956.9(a)

Name of Case: Gabriela Cabrera v. Foothill Transit
Superior Court of California County of Los Angeles, Case Number BC723268

12. **CLOSED SESSION REPORT**

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) 931-7300 extension 7204, at least 48 hours prior to the meeting.

If you require translation services, please contact the Executive Director’s office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

Si necesita servicios de traducción, por favor póngase en contacto con la oficina del Director Ejecutivo en el (626) 931-7300, extensión 7204, al menos 48 horas antes de la reunión.

如果需要翻译服务，请至少于会议前48小时致电高级主任办公室：(626) 931-7300 分机 7204。

Nếu Quý vị có yêu cầu dịch vụ dịch thuật, xin vui lòng liên hệ với văn phòng Giám đốc Điều hành tại (626) 931-7300 số lẻ 7204, ít nhất 48 giờ trước khi cuộc họp.

Kung nangangailangan ka ng mga serbisyo sa pagsasalín, pakisuyong makipag-ugnayan sa opisina ng Executive Director sa (626) 931-7300 extension 7204, ng hindi bababa sa 48 oras bago ang pulong.

번역 서비스가 필요하시면 미팅 최소 48시간 이전에 임원 사무실로 (626-931-7300, 내선 번호 7204) 전화주시기 바랍니다.

翻訳サービスが必要な方は、会議の48時間前までに(626) 931-7300 内線 7204のエグゼクティブディレクター事務所にご連絡ください。

إن كنت بحاجة إلى خدمات ترجمة، برجاء الاتصال بالمدير التنفيذي للمكتب على رقم (626) 931-7300 (الرقم الداخلي 7204) قبل الاجتماع بـ 48 ساعة على الأقل.

Եթե Ձեզ թարգմանչական ծառայությունների են հարկավոր, հանդիպումից առնվազն 48 ժամ առաջ խնդրում ենք զանգահարել Գործադիր տնօրենի գրասենյակ՝ (626) 931-7300 լրացուցիչ՝ 7204 հեռախոսահամարով:

ប្រសិនបើលោកអ្នកស្នើសុំសេវាកម្មបកប្រែភាសា សូមទាក់ទងមកករិយាល័យនាយកប្រតិបត្តិ តាមលេខទូរស័ព្ទ៖ (626) 931-7300 លេខបញ្ជូនបន្ត 7204 ដែលមានរយៈពេលយ៉ាងតិច 48 ម៉ោង មុនពេលកិច្ចប្រជុំ។

در صورت نیاز به خدمات ترجمه، لطفاً حداقل 48 ساعت قبل از جلسه ملاقات با مدیر اجرایی دفتر به شماره (626) 931-7300 داخلی 7204 تماس حاصل فرمایید.



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13. ADJOURNMENT

**A Meeting of the Governing Board
is scheduled for
Friday, January 25, 2019 at 7:45 a.m.**

**The next Regular Meeting of the Executive
Board is scheduled for
Friday, January 25, 2019 at 9:00 a.m.**



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, November 2, 2018
8:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Calaycay at 8:01 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Member Warshaw.

3. FOCUS ON SAFETY

Roberto Estrella, Safety Compliance Coordinator, presented a safety message on Daylight Savings Time.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Richard Barakat, Member Sam Pedroza, Member Corey Warshaw, Vice Chair Carol Herrera, Chair Corey Calaycay

5. APPROVAL OF AGENDA

After discussion, by Common Consent, and there being no objection, the Board approved the agenda as presented.

6. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Special Meeting of October 5, 2018.

Motion by Member Warshaw, second by Member Barakat, the minutes for the Special Meeting of October 5, 2018 were approved. Motion carried 5-0.

7. PRESENTATIONS

7.1 Contractors' Employee Recognition

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

Martha Perez, Operator of the Month
Anthony Delgado, Employee of the Month

Marc Perla, General Manager, Keolis, introduced and recognized the following Pomona location Keolis operator and employee of the month:

Guadalupe Mata, Operator of the Month
Joanna Martinez, Operator of the Month
Edward Gonzalez, Employee of the Month

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

7.2 Metrolink Update

Vice Chair Herrera introduced Alex Davis, Government Relations Manager and Sylvia Novoa, Public Affairs Manager, for Metrolink. Mr. Davis provided an update on Metrolink service.

8. PUBLIC COMMENT

Mary Griffieth, Transit Advocate, addressed the Executive Board. Ms. Griffieth thanked staff for including all her important comments she shared at the previous meeting in the minutes. She also stated that Foothill Transit does not get a lot of public at their meeting and she does not understand why staff cannot admit it. Ms. Griffieth is pleased to see that the drivers and employees continue to be recognized at meetings. She expressed her concern over the homeless taking over in El Monte. She announced that former Foothill Transit Board Member Pat Wallach had passed away.

Doran Barnes, Executive Director asked Bill Jackson, Transdev General Manager to make an introduction. Mr. Jackson introduced Ibrahima Toure, Transdev Area Vice President Operations. Mr. Toure reported that he is an additional resource for Bill Jackson and his team at the Arcadia Facility. He

thanked the Executive Board for their partnership.

CONSENT CALENDAR

9. SEPTEMBER 2018 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through September 30, 2018. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of September 30, 2018, for the fiscal year ending June 30, 2019.

Motion by Member Barakat, second by Member Pedroza, to receive and file. Motion carried 5-0.

10. NOVEMBER 2018 LEGISLATIVE SUMMARY

Recommendation: Receive and file the November 2018 Legislative Summary.

Motion by Member Barakat, second by Member Pedroza, to receive and file. Motion carried 5-0.

11. CONTRACT AMENDMENT - FAREBOX REFURBISHMENT

Recommendation: Authorize the Executive Director to amend Contract No. 18-015 with Cubic Transportation in the amount of \$700,000 to purchase and install farebox top-lids as part of Foothill Transit's farebox refurbishment project.

Motion by Member Barakat, second by Member Pedroza, to approve. Motion carried 5-0.

12. CONTRACT AMENDMENT - FACILITATION SERVICES AGREEMENT

Recommendation: Authorize the Executive Director to amend Agreement No. 15-005.1 with Peter Barron Stark Associates (PBS) in the amount of \$15,000 to complete the 2019 Executive Board Strategic Planning Workshop and other consulting services that may be necessary between November 12, 2018 and June 30, 2019.

Motion by Member Barakat, second by Member Pedroza, to approve. Motion carried 5-0.



13. TRANSIT ASSET MANAGEMENT (TAM) PLAN

Recommendation: Receive and file the Transit Asset Management (TAM) Plan.

Motion by Member Barakat, second by Member Pedroza, to receive and file. Motion carried 5-0.

14. FISCAL YEAR 2018-2019 FIRST QUARTER BUDGET REPORT

Recommendation: Authorize the Executive Director to amend Agreement No. 15-005.1 with Peter Barron Stark Associates (PBS) in the amount of \$15,000 to complete the 2019 Executive Board Strategic Planning Workshop and other consulting services that may be necessary between November 12, 2018 and June 30, 2019.

Motion by Member Barakat, second by Member Pedroza, to receive and file. Motion carried 5-0.

Member Pedroza left the Executive Board Meeting at 8:30 a.m.

REGULAR AGENDA

15. KEOLIS MOBILEYE TECHNOLOGY IMPLEMENTATION

Recommendation: Receive and file a report on Keolis' MobileEye technology implementation.

LaShawn King Gillespie, Director of Customer Service and Operations, introduced this presentation.

Ms. Gillespie stated that operating a safe system is a key goal of Foothill Transit. Keolis, the operations and maintenance contractor for the Pomona facility, has embarked on a new program using state of the art technology to aid in the achievement of Foothill Transit's goal. In May 2018, Keolis began installing Mobileye technology on each of the buses in their operation. Mobileye is a supplier of software that enables advanced driver assist system. She introduced Marc Perla, Keolis General Manager, who was joined by Allen Jay, MobilEye Regional General Manager.

Mr. Perla stated that the technology is installed on over 100 buses. He recently has reviewed video that shows that three accidents were avoided due to the technology. Mr. Jay provided an overview of the MobilEye



technology and of the company. MobilEye technology features include forward collision warning, lane departure warning, headway monitoring warning, speed limit indicator, turn signal reminder, and low visibility indicator.

Received and filed.

16. **FISCAL YEAR 2017-2018 COMPREHENSIVE ANNUAL FINANCIAL AUDIT REPORT RESULTS**

Recommendation: Receive and file the Fiscal Year 2017-2018 financial and compliance audit results. The Comprehensive Annual Financial Report (CAFR) including the auditor's opinions has been provided for you as a separate attachment.

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

Ms. Caldwell reported that Foothill Transit has successfully completed the annual financial report for Fiscal Year 2017-2018. She introduced Scott Nickerson, Partner, Crowe the independent auditor.

Mr. Nickerson reported that no deficiencies for any of the audits conducted. Foothill Transit assets total about \$325 million and the liabilities are approximately \$78 million. Foothill Transit is managing about \$120 million in revenue and spending about \$120 million a year. There were no audit adjustments for the year.

Received and filed.

17. **RESOLUTION ADOPTING EXECUTIVE AND GOVERNING BOARD MEETING SCHEDULE FOR 2019**

Recommendation: Adopt Resolution No. 2018-05, the Executive and Governing Board Meeting Schedule for 2019.

Christina Lopez, Board Secretary, presented this item.

Ms. Lopez presented the proposed Executive and Governing Board Meeting Schedule for 2019. She reported that six Governing Board meetings are proposed for 2019. The Annual Meeting of the Governing Board is proposed for May 2019. The Strategic Planning Workshop is proposed for the end of February 2019. No meetings are proposed for July and November 2019.

Meetings will not be held on the Fridays before Memorial Day and Labor Day.

Motion by Member Barakat, second by Member Warshaw, to adopt. Motion carried 4-0.

18. **DOWNTOWN LOS ANGELES MID-DAY LAYOVER**

Recommendation: Authorize the Executive Director to enter into a 20-year, three-party lease agreement with Caltrans in the amount of \$44,300 per month for property located in downtown Los Angeles to be used as a mid-day commuter bus layover. The lease agreement will include two 10-year options.

Kevin Parks McDonald, Deputy Executive Director, presented this item.

Mr. McDonald reported that back in April 2018 the Executive Board authorized a number of actions related to the Downtown Los Angeles Mid-Day Layover locations. The project involves three transit agencies, Foothill Transit, LADOT, and AVTA. LADOT's plans have changed relative to the layover locations. The initial plan was that all three agencies would use the layover locations for mid-day commuter bus parking. LADOT also planned to use the lots for operations of their City Ride service during the day and night. LADOT planned a more intensive use of the lots, so they assumed a higher share of the capital costs.

LADOT no longer needs to use the lots for their City Ride service. The approach proposed was that each agency would base their investment on the number of buses that would be parked. Under the new approach, Foothill Transit's share would go from \$185,875 to \$274,508 for capital costs. Foothill Transit is still projecting \$200,000 cost savings annually on the operating contact.

The total operating costs for the layovers is \$662,400 and Foothill Transit's share is \$277,198. Member Barakat asked if the monthly rent on the lot is \$45,000 a month. Mr. McDonald indicated that the rent on the Grand and 17th lot is 29 cents a foot per month and on the Maple and 16th lot, it is 20 cents per foot. Mr. McDonald stated that property in Downtown Los Angeles is very expensive. Member Barakat asked how long the property lease was for; Mr. McDonald stated that they were 20-year leases with two 10-year options. Member Barakat asked what the rental increases would be annually. Mr. McDonald state that those increase are still to be negotiated, but he believed there would be 3 percent escalator after the first five-years.

Member Barakat expressed his concern with the lease. Member Warshaw also shared his concerns with the lease. Chair Calaycay appointed an Ad Hoc Committee consisting of Member Barakat and Member Warshaw to help review the lease with staff and legal counsel.

19. **LINE 497 UPDATE**

Recommendation: Receive and file an update on Line 497.

Josh Landis, Planning Manager, presented this item.

Mr. Landis provided an update on Line 497, which was previously presented at the August Executive Board Meeting. The discussion at the August meeting was to postpone the action and provide an update at a later meeting.

Line 497 takes riders from the Chino Park and Ride to Downtown Los Angeles. This line is the lowest performing bus line for both ridership and boardings per vehicle service hour. A cost breakdown was presented to the Chino Assistant City Manager that showed the cost of operation of service outside of LA County, and safety concerns at the park and ride location were presented. There have been staff changes at the city and staff is currently working with a new Director of Public Works for a resolution.

The segment of Line 497 that operates outside of LA County costs approximately \$800,000 to operate. Once the cost of fare revenue was removed, a cost of \$688,000 was presented for cost-sharing purposes. No response has been received from the City of Chino or the San Bernardino County Transit Authority. If no response is received by early 2019, the line will be reviewed again for possible elimination outside of LA County.

Received and filed.

20. **SILVER STREAK REALIGNMENT ANALYSIS**

Recommendation: Receive and file this report and provide direction to staff regarding the Silver Streak realignment options.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel reported that at the August Executive Board Meeting, staff was asked to look at the possible realignment of the Silver Streak by eliminating the Montclair Transit Center stop and adding a stop at the Pomona Valley

Medical Center.

The Pomona Valley Medical Center (PVMC) is currently serviced by Line 291. In order to incorporate PVMC into the revised routing for the Silver Streak, it would require some capital improvements such as a traffic light at the Garey Avenue intersection, and additional amenities and lighting to enhance the security under the freeway where the new stops would be located.

In Fiscal Year 2017-2018, the Silver Streak was the highest ridership generator, accounting for nine percent of the overall ridership. Montclair accounted for 6 percent of all boardings. If Montclair Transit Center were to be eliminated as a stop, customers would have to transfer to Lines 480 or 197 at the Pomona Transit Center. Line 480 takes 30-40 minutes to get to Montclair Transit Center from the Pomona Transit Center. Line 197 takes about 50 minutes to get to the Montclair Transit Center from the Pomona Transit Center.

Customers would be forced to transfer to reach the Montclair Transit Center. That means customers would either have to purchase a Day Pass, 31-Day Pass, or be forced to pay the local fair on top of the Silver Streak fare. The Silver Streak is the fastest way for riders to travel to the Montclair Transit Center. The Montclair Transit Center is a key transit hub in the region.

Chair Calaycay stated that in the long term staff needs to keep the thought process open to possibilities, especially with the Gold Line extension, Metrolink services changes, and Bus Rapid Transit.

Received and filed.

21. **DUARTE TRANSIT SERVICE - PUBLIC OUTREACH RESULTS**

Recommendation: Receive and file a report on the results of the Duarte Transit Service Public Outreach.

Joe Raquel, Director Planning, presented this item.

Mr. Raquel provided an update on the Duarte Transit public outreach results. Foothill Transit and the City of Duarte entered into a partnership last year where Foothill Transit would assume operation of the city's two bus lines.

Two workshops were held in the City of Duarte in August and September. A Public Hearing was held on September 15, 2018 at the Duarte Senior Center. As part of the FTA regulations there were no Title Vi findings, there was no



disparate impact, and no disproportionate burden. Part of the concerns expressed at the workshops and hearing were fares, because currently the City of Duarte does not charge a fare for the service. Another concern was routing and scheduling, but no current changes are planned to the routes. There was also discussion on kids riding the service. Currently unsupervised kids are not allowed to ride the service on school days until after 4:00 p.m., since Foothill Transit is a public transit provider, Foothill Transit must allow everyone to ride the bus.

Duarte City Council and staff, and Foothill Transit Board Members and staff visited the Proterra Manufacturing facility to see the electric buses being manufactured for the Duarte service.

The Duarte service is expected to launch in January 2019.

Received and filed.

22. **FISCAL YEAR 2018-2019 FIRST QUARTER PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the FY2018-2019 First Quarter Performance Indicators Report.

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

Ms. Gillespie reported on Foothill Transit's first quarter performance for Fiscal Year 2018-2019. Overall system performance for the first quarter resulted in 3.07 million boardings. Fare revenue for the first quarter was \$4.09 million. Operating expenses have increased one percent this fiscal year to \$23.6 million. The system averaged 0.78 preventable collisions per 100,000 miles in the first quarter. This quarter, Foothill Transit buses have arrived at their time point on schedule 74.7 percent of the time. Miles between mechanical service interruptions for the quarter was 22,676 miles. The target for customer complaints is to receive less than 20 complaints. Foothill Transit received 21.8 complaints per 100,000 boardings.

Foothill Transit met three of the performance targets. The targets met were in boarding per vehicle service hour, farebox recovery ratio, and average cost per vehicle service hour.

Received and filed.



23. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Notification will be provided shortly for the December meeting. The meeting is scheduled on the same day, but a Special Meeting of the Governing Board will also be held. December will mark the 30th year of Foothill Transit providing service.
- Wished everyone well with the upcoming elections, scheduled for November 6, 2018.
- Extended a special thanks to Vice Chair Herrera and Member Pedroza for their participation in a press conference that was organized by ACE and the SGVCOG.
- Announced that former Foothill Transit Board Member Patricia Wallach passed away. Patricia represented the City of El Monte and later the County of Los Angeles on the Foothill Transit board. Mr. Barnes requested that today's meeting be adjourned in Patricia's memory.

24. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Warshaw stated that it was very interesting hearing about the Mobileye technology. Foothill Transit should consider installing the full system on Foothill Transit's new buses. Executive Director Doran Barnes stated that Foothill Transit also uses Drive Cam and Smart Drive on the buses. Chair Calaycay suggested that an overview be presented at a future meeting.

25. **CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION** Existing Litigation, Government Code § 54956.9(a)

Name of Case: Ruth Gerlach and Carol Gerlach on behalf of themselves and all others similarly situated v. Foothill Transit
United States District Court, Central District of California, Civil Action No. 2:18-cv-08321-CAS (SSx)



26. **CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION** Existing Litigation, Government Code § 54956.9(a)

Name of Case: Gabriela Cabrera v. Foothill Transit

Superior Court of California County of Los Angeles, Case Number BC723268

The Executive Board recessed into closed session at 10:13 a.m.

27. **CLOSED SESSION REPORT**

The Executive Board reconvened at 10:50 a.m.

Chair Calaycay reported that the Executive Board received an update on both closed session items and that there were no reportable actions.

28. **ADJOURNMENT**

Adjournment for the November 2, 2018 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned the meeting in the memory of Patricia Wallach at 10:51 a.m.