



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, January 31, 2014

8:00 AM

CALL TO ORDER

1. Call to order. (14-0528)

The meeting was called to order by Chair Doug Tessitor at 8:02 a.m.

PLEDGE

2. Pledge of Allegiance. (14-0529)

The Pledge of Allegiance was led by Member Margaret McAustin.

ROLL CALL

3. Roll call. (14-0530)

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

Present: Chair Doug Tessitor, Vice Chair Paula Lantz, Treasurer Carol
Herrera, Member Michael De La Torre and Member Margaret
McAustin

I. ADMINISTRATIVE MATTERS

Approval of the minutes for the Regular Meeting of the Executive Board of
December 13, 2013. (14-0531)

**On motion of Member Michael De La Torre, seconded by Treasurer Carol
Herrera, the minutes for the Regular Executive Board Meeting of December
13, 2013 were approved by the following vote:**

Ayes: 3 - Treasurer Carol Herrera, Member Michael De La Torre and Member Margaret McAustin

Abstentions: 2 - Chair Doug Tessitor and Vice Chair Paula Lantz

Attachments: [SUPPORTING DOCUMENT](#)

II. PRESENTATIONS

5. 5.1 Contractors' Employee Recognition (14-0532)

Dan Mckeehan, General Manager, First Transit, introduced and recognized the following Arcadia location First Transit Operator of the Month:

- **Marilyn Brown, Operator of the Month (January 2014)**

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

- **Timothy Golia, Operator of the Month (January 2014)**

After discussion, by Common Consent, and there being no objection, this item was received and filed.

5.2 New and Promoted Staff (14-0533)

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

New Hires:

- **Luis Renderos, Mechanical Service Quality Inspector**
- **Ali Showkatian, Quality Assurance Inspector**

After discussion, by Common Consent, and there being no objection, this item was received and filed.

III. PUBLIC COMMENT

6. Public Comment. (14-0534)

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

IV. CONSENT CALENDAR

7. NOVEMBER FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the November Financial Statements and Investment Summary for Fiscal Year 2014. (14-0535)

On motion of Member Margaret McAustin, seconded by Member Michael De La Torre, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

8. DECEMBER FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary for Fiscal Year 2014. (14-0536)

On motion of Member Margaret McAustin, seconded by Member Michael De La Torre, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

9. JANUARY 2014 LEGISLATIVE SUMMARY

Recommendation: Receive and file the January 2014 Legislative summary. There are no recommended positions on bills this month. (14-0537)

On motion of Member Margaret McAustin, seconded by Member Michael De La Torre, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

10. REQUEST FOR PROPOSALS - AUDIT SERVICES

Recommendation: Authorize the Executive Director to issue a Request for Proposals (RFP No. 14-020) for a Certified Public Accountant or Certified Public Accounting firm to perform audit services for Foothill Transit. (14-0538)

On motion of Member Margaret McAustin, seconded by Member Michael De La Torre, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

11. TRANSTRACK END USER LICENSE MAINTENANCE AND SUPPORT RENEWAL

Recommendation: Authorize the Executive Director to execute Amendment No 4 to Agreement No. 09-008 with TransTrack to extend the End User Annual Maintenance and Support License in the amount of \$32,500. The total contract

value upon execution of the amendment would be \$547,150. (14-0539)

On motion of Member Margaret McAustin, seconded by Member Michael De La Torre, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

12. LINE 699 AND SILVER STREAK MAJOR SERVICE CHANGE EQUITY ANALYSIS

Recommendation: Receive and file Line 699 and Silver Streak Major Service Change Equity Analysis. (14-0540)

On motion of Member Margaret McAustin, seconded by Member Michael De La Torre, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

13. FY 2014 MAJOR INITIATIVES STATUS REPORT

Recommendation: Receive and file an update on the Major Initiative included in Foothill Transit's FY 2014 Business Plan and Budget. (14-0541)

On motion of Member Margaret McAustin, seconded by Member Michael De La Torre, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

V. DISCUSSION ITEMS (REGULAR AGENDA)

14. EXERCISE OF OPTION ON AGREEMENT WITH VEOLIA TRANSPORTATION

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and exercise an available five-year option on the Management Services Agreement between Foothill Transit and Veolia Transportation for Veolia's provision of management services for Foothill Transit's Transit Stores and Facilities. (14-0542)

LaShawn Gillespie, Director of Customer Service and Operations, presented this item and reported the following:

- **Foothill Transit's eight-year base contract with Veolia Transportation, Inc. (Veolia) will expire on June 30, 2014. Veolia and its predecessors provided general management services to Foothill Transit from July 2002 through June 2013, when the Executive Board transitioned to in-house management. Veolia retained Transit Store services and Facilities Operation services.**

- **Veolia proposed an annual fee of \$1,880,450 with annual increase of 3% per year over the extended term of the contract. In addition, Veolia will provide two additional part-time customer service representatives positions to provide additional coverage of the transit stores in Claremont and El Monte. For Fiscal Year 2013-14 Veolia charged \$2,012,148 for its services.**

Ms. Gillespie introduced Kevin Ooms, Vice President of Reporting & Accounting, Veolia Transportation, Inc. and Barrick J. Neill, Regional Vice President, Veolia Transportation, Inc. Mr. Ooms thanked the Executive Board for their support and noted that he attended today's meeting to answer any questions the Board may have.

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

Attachments: [SUPPORTING DOCUMENT](#)

15. CONTRACT AWARD - PUENTE HILLS TRANSIT STORE EXPANSION AND REMODEL

Recommendation: Authorize the Executive Director to enter into a contract with Ave-Con, Inc. in the amount of \$548,000 for construction activities related to the expansion and remodel of the Puente Hills Transit Store. (14-0543)

Sharlane Bailey, Director of Facilities, presented this item and reported the following:

- **On January 22, 2014, bids were received from six contractors, and the lowest responsive and responsible bidder was Avi-Con Incorporation. Avi-Con Incorporation has several years of experience in performing similar type of work.**

In response to questions posed by Member De La Torre, Ms. Bailey responded that the construction base line includes 120 working days, which after negotiations could be reduced to 90 working days. During construction the Puente Hills Transit store will be open and operating from a temporary store in the mall.

On motion of Member Margaret McAustin, seconded by Member De La Torre, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

16. FRONT FACING FLIP-UP SEATS

Recommendation: Provide direction to the Executive Director regarding the continued utilization of forward facing flip-up seats on Foothill Transit's bus fleet. The available options are: a) Disable all front-facing flip-up seats; b) Retrofit all coaches that currently have front-facing flip-up seats and no barriers (Note that NABI has proposed a no-cost retrofit of the 64 buses that are currently undergoing acceptance, testing resulting in the loss of only one seat on the sub-fleet); c) Leave the front-facing flip-up seats in place. (14-0544)

Roland Cordero, Director of Maintenance and Vehicle Technology, presented this item and reported on the following:

- **Foothill Transit was notified by North American Industries, Bus LLC (NABI) of an issue that could potentially expose certain bus riders to injuries when seated on the front facing flip up seats where no barriers exist immediately behind the open areas intended for wheelchair use.**
- **Three passengers on buses similar to NABI's suffered serious injuries when thrown forward from these types of seating when there are hard-braking incidents or collisions. NABI buses were not involved in these types of incidents.**
- **NABI will be discontinuing installing the forward-facing flip up seats without barriers.**
- **NABI proposed retrofitting on the 64 buses by removing the street side flip-up seats, installation of a barrier, and the addition of one aisle facing seat, at no additional cost to Foothill Transit.**

After discussion, on motion of Chair Doug Tessitor, seconded by Vice Chair Paula Lantz, the Board directed the Executive Director to disable all front facing flip up seats and to procure barriers, and install them in the place of disabled seats at the time the buses are being repainted.

Attachments: [SUPPORTING DOCUMENT](#)

17. PERFORMANCE INDICATORS FISCAL YEAR 2014 - 2ND QUARTERLY REPORT

Recommendation: Receive and file the Performance Indicators Quarterly Report. (14-0545)

Sarah Tseng, Quality Assurance Analyst presented an analysis of Foothill Transit's nine key indicators for the second quarter of fiscal year 2014, and reported that the Foothill Transit achieved six of nine key performance indicators for the Second Quarter of Fiscal Year 2014, pertaining to:

Boardings – for December 2013 there were 1,094,791 boardings, a four percent increase over December 2012 ridership;

Fare Revenue – Total fare revenue for December 2013 was \$1,370,565;

Operating Expenses – Total operating expenses for December 2013 were \$5,605,797, resulting in an average cost per service hour of \$95,46;

Accidents – There were five preventable accidents recorded in December 2013 for a monthly average of 0.44 preventable accidents per 100,000 miles;

Customer Complaints – 16.4 complaints (per 100,000 boardings) were received for the month of December 2013; and

Schedule Adherence – 80.5 percent of all trips recorded, arrived on time for the month of December 2013.

On motion of Vice Chair Paula Lantz, seconded by Member Michael De La Torre, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

18. TRANSIT STORE QUARTERLY REPORT

Recommendation: Receive and file the Transit Store Quarterly Report. (14-0546)

LaShawn Gillespie, Director of Customer Service and Operations, presented this item and reported on the following:

Pass Sales - Totaled \$1,298,604 sales

Phone Activity – A total of 75,639 phone calls came through the toll free customer service line, with Customer Service Representatives answering 63,889 phone calls with an average hold time of 0:28 seconds; and

Walk in Traffic – totaled 194,641 an increase of approximately one percent when compared to Fiscal Year 2013's 164.591.

On motion of Treasurer Carol Herrera, seconded by Vice Chair Paula Lantz unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

19. FOOTHILL TRANSIT ARCADIA FACILITY SERVICE AND MAINTENANCE REVIEW

Recommendation: Receive and file a report on on-street service and fleet and facility maintenance at Foothill Transit's Arcadia Operations and Maintenance facility. (14-0547)

LaShawn Gillespie, Director of Customer Service and Operations, presented this item and reported on the following:

- **Foothill Transit's Arcadia facility operates and maintains 15 Foothill Transit lines, including the Silver Streak, Line 187, and Line 690, utilizing 121 compressed natural gas buses and 23 diesel buses;**
- **First Transit provides services through the employment of 395 coach operators, dispatchers, technicians and administrative personnel;**
- **The First Transit contract stipulates that emphasis will be placed on maintaining courtesy to passengers, maximizing on time performance, and providing well maintained and mechanically safe vehicles;**
- **On November 12, 2013 staff issued a letter to First Transit Arcadia stipulating a graduated time line of performance standards for the months of December 2013, January 2014, and February 2014 on the following areas: Missed Service, Miles Between Service Interruptions and On Time Performance;**
- **First Transit Arcadia reported that for the month of December 2013, they did not meet the Missed Service standard, but did meet the Miles Between Mechanical Service Interruptions and On Time Performance standards.**

Dan Mckeehan, General Manager, First Transit, reported that continued efforts are being made to improving all areas of concern by the Board with emphasis on improving On-Time Performance, Fleet Maintenance Performance, Preventable Accidents Performance and Missed Service.

In addition, Mr. Mckeehan informed that 55 engines have been serviced and updated in the last five months.

Vice Chair Paula Lantz recognized First Transit efforts in improving services in all areas, and emphasized the need for the Arcadia facility to duplicate the performance level attained in the Pomona facility.

On motion of Treasurer Carol Herrera, seconded by Vice Chair Paula Lantz, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

20. PROPOSED 2014 FEDERAL, STATE AND LOCAL LEGISLATIVE PROGRAM

Recommendation: Adopt the proposed 2014 Federal, State and Local Legislative Programs as outlined in Attachments A, B and C. (14-0548)

David Reyno, Director of Government Relations, presented this item and introduced Foothill Transit's advocates Jan Powell, Senior Policy Advisor, Baker, Donelson, Bearman, Caldwell & Berkowitz and Tim Egan, Capital Representation Group Incorporation.

Ms. Powell provided an update on the upcoming legislation session in Washington D.C.

Mr. Egan provided an update on the upcoming legislation session in Sacramento.

Chair Doug Tessitor thanked Ms. Powell and Mr. Egan for their work on behalf of Foothill Transit.

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

Attachments: [SUPPORTING DOCUMENT](#)

VI. EXECUTIVE DIRECTOR COMMENT

21. Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (14-0549)

Mr. Barnes reported on the following:

- **Foothill Transit Line 495 will launch on Monday, February 3, 2014,**

traveling directly into downtown Los Angeles from the Industry Park and Ride;

- Roland Cordero, Director of Maintenance and Vehicle Technology, Foothill Transit, signed off on Thursday, January 30, 2014, on the delivery of three electrical buses from Proterra LLC;
- Congratulated Roland Cordero as the new Chair of the Covina Chamber of Commerce;
- At its February 2014 meeting, West Covina Beautiful will recognize Foothill Transit for its beautification and remodeling efforts of the Foothill Transit Administrative Office; and
- Reminded the Board that the Annual Strategic Planning Workshop for Foothill Transit is scheduled for February 21, 2014.

After discussion, by Common Consent, and there being no objection, this item was received and filed.

VII. BOARD MEMBER COMMENT

22. Comments by Members of the Foothill Transit Executive Board. (14-0550)

Treasurer Carol Herrera requested that the Annual Governing Board meeting scheduled on May 16, 2014 be rescheduled to May 14, 2014 or May 21, 2014 to accommodate Members' conflicts in schedules.

After discussion, by Common Consent, and there being no objection, this item was received and filed.

VIII. ADJOURNMENT

23. Adjournment for the January 31, 2014, Foothill Transit Executive Board Meeting. (14-0551)

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:10 a.m.