



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, May 25, 2018
8:00 a.m.

1. CALL TO ORDER

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

Chair Calaycay acknowledged the presence of Executive Board Alternate Gary Boyer, who is filling in for Vice Chair Corey Warshaw and the presence of Monrovia Mayor Pro Tem and former Foothill Transit Executive Board Member and current Governing Board Member Becky Shevlin.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Member Herrera.

3. FOCUS ON SAFETY

Roberto Estrella, Safety Compliance Coordinator, presented a safety message on Memorial Day Safety.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Gary Boyer, Member Cynthia Sternquist, Member Sam Pedroza, Member Carol Herrera, Chair Corey Calaycay

5. APPROVAL OF AGENDA

Item 15, Contract Award - Administrative Office Restroom Compliance Modernization was pulled from Consent Calendar. Staff indicated the item would be presented at a future meeting for action.

The agenda was approved as revised.



6. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Special Meeting of April 13, 2018.

Motion by Member Herrera, second by Member Pedroza, the minutes for the Special Meeting of April 13, 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:

Manuel Dominguez, Operator of the Month (April 2018)
Stephen Leung, Employee of the Month (April 2018)

Marc Perla, introduced and recognized the following Arcadia location Keolis operators and employees of the month:

Carol Criss, Operator of the Month (March 2018)
Shronda Hill, Operator of the Month (April 2018)
Britany Goff, Employee of the Month (March 2018)
Valerie Campos, Employee of the Month (April 2018)

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

7.2 GoMonrovia Mobility Program

Oliver Chi, Monrovia City Manager, shared an overview of the City of Monrovia's new program in partnership with Lyft and LimeBike called GoMonrovia, which is a new model of suburban mobility.

8. PUBLIC COMMENT

Katrina Heiniken, Regional Vice President, Transdev addressed the Executive Board. Ms. Heiniken thanked the Executive Board for the partnership with Transdev.

Mary Griffieth, Transit Advocate, addressed the Executive Board. Ms. Griffieth commended coach operator Richard and operator #4741. She also



expressed her concerns over Access Services' strapping service, and concerns that potholes are affecting maintenance on the buses.

CONSENT CALENDAR

9. MARCH 2018 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary report year-to-date through March 31, 2018. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of March 31, 2018, for the fiscal year ending June 30, 2018.

Motion by Member Sternquist, second by Member Herrera, to receive and file. Motion carried 5-0.

10. APRIL 2018 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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

Motion by Member Sternquist, second by Member Herrera, to receive and file. Motion carried 5-0.

11. MAY 2018 LEGISLATIVE SUMMARY

Recommendation: Receive and file the May 2018 Legislative Summary. There are no recommended positions on bills this month.

Motion by Member Sternquist, second by Member Herrera, to receive and file. Motion carried 5-0.

12. RESOLUTION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM

Recommendation: Adopt the following resolution: Resolution No. 2018-03: Authorization for the Execution of the Low Carbon Transit Operations Program (LCTOP) Project "Foothill Transit Line 280 Expansion and Electrification" in the Amount of \$725,957 (Attachment A).



Motion by Member Sternquist, second by Member Herrera, to adopt. Motion carried 5-0.

13. CITY OF WEST COVINA FUND EXCHANGE

Recommendation: Authorize the Executive Director to execute an assignment agreement with the City of West Covina to exchange general use funds for Proposition A Local Return funds.

Motion by Member Sternquist, second by Member Herrera, to approve. Motion carried 5-0.

14. CONTRACT AWARD - SECURITY SERVICES AT **FOOTHILL TRANSIT'S** EL MONTE TRANSIT STORE

Recommendation: Authorize the Executive Director to enter into Contract No. 17-098 with Platinum Security, Inc. in the amount of \$161,029.44 for two years of security services at Foothill Transit's El Monte Transit Store. This contract will include three one-year options to be exercised at Foothill Transit's sole discretion.

Motion by Member Sternquist, second by Member Herrera, to approve. Motion carried 5-0.

15. CONTRACT AWARD - ADMINISTRATIVE OFFICE RESTROOM COMPLIANCE MODERNIZATION

This item was pulled from the agenda, and will presented at a future meeting for action.

16. PROPOSED DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM GOAL

Recommended Action: Authorize the Executive Director to conduct a public hearing to solicit input on the suitability of Foothill Transit's proposed DBE goal of two percent.

Motion by Member Sternquist, second by Member Herrera, to approve. Motion carried 5-0.

17. TITLE VI ANALYSIS FOR MOBILE TICKETING PROGRAM

Recommended Action: Adopt the Title VI analysis for the mobile ticketing



program. The full report is available for viewing upon request

Motion by Member Sternquist, second by Member Herrera, to adopt. Motion carried 5-0.

18. DUARTE TRANSIT SERVICE

Recommended Action: Authorize the Executive Director to seek approval from the Governing Board to conduct public outreach for the assumption of transit services within the City of Duarte per MOU NP18-007.

Motion by Member Sternquist, second by Member Herrera, to approve. Motion carried 5-0.

REGULAR AGENDA

19. FISCAL YEAR 2017-2018 THIRD QUARTER PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the FY2017-2018 Third Quarter Performance Indicators Report.

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

Ms. Gillespie provided an update on Foothill Transit's key performance indicators for the third quarter of FY2017-2018. Through the third quarter, Foothill Transit achieved two out of eight key performance indicators. The targets met were Average Miles between Service Interruptions and Average Cost per Vehicle Service Hour.

Boardings for the third quarter was 9.37 million boardings, which is nine percent lower than during the same period last fiscal year. Total fare revenue through the third quarter was \$12 million, which is a slight increase compared to the same period last fiscal year. This increase can also be attributed to the fare restructuring. Operating expenses incurred through the third quarter totaled \$69.6 million. The system averaged 0.86 preventable accidents per 100,000 miles through the third quarter. Customer complaints averaged 26 complaints per 100,000 boardings. Work continued on the data collection and analysis of on-time performance data through the new computer aided dispatch, automatic vehicle location (CAD/AVL) system. Foothill Transit confirmed that buses arrived at their time points on schedule 78.9 percent of the time, for the month of October and November. Staff will continue to work with the CAD/AVL vendor to complete the reporting function of the



new system.

Received and filed.

20. PROPOSED FISCAL YEAR 2018-2019 BUSINESS PLAN AND BUDGET

Recommendation: Recommend approval of Foothill Transit's proposed Business Plan, Budget, and Performance Targets for Fiscal Year 2018-2019 to the Foothill Transit Governing Board.

Katie Gagnon, Budget and Grants Manager, presented this item.

Ms. Gagnon presented the draft business plan and budget to the Executive Board for their review and recommendation to the Governing Board. Ms. Gagnon reviewed the listing of the proposed FY2018-2019 agency-wide major initiatives. The proposed budget for FY2018-2019 is \$174 million. This is an eight percent increase in expenditures. The Customer Service and Operations Department budget of \$86.6 million consists of 86 percent of the total transit operating expenses at \$101 million. The current five-year capital program consists of 88 capital projects, with a total life-of-project budget of \$258 million.

In summary, a \$174 million budget is being proposed, of which \$102 million are operating expenses. Foothill Transit expects to operate 890,000 service hours and have 12.6 million passenger boardings. Doran Barnes, Executive Director, reported that Member Herrera will be running for seat on the APTA Executive Committee and requested that the travel and meetings budget in the Administration Department be adjusted to include possible travel for Member Herrera. Ms. Gagnon added that a dues and subscription budget for the Information and Technology Department be added, and a budget be added for the Hollywood Bowl service, which just came about in the last couple of weeks, and a budget for the Transit Stores leases, which was accidentally left off the facilities line items. Total proposed increases are \$427,400 with some offsetting revenue expenses.

The recommendation was revised to include additions to the budgets of the Administrative and Information Technology Departments, Hollywood Bowl Service, and the addition of the Transit Store Leases to the Facilities Department budget. Motion by Member Pedroza, second by Member Sternquist, to approve. Motion carried 5-0.

21. SERVICE CONTRACT - HOLLYWOOD BOWL 2018 AND 2019 SEASONS



Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into an agreement with the County of Los Angeles for the provision of Park & Ride charter service to the Hollywood Bowl.

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

Mr. McDonald reported that the Los Angeles County Department of Public Works reached out to Foothill Transit to provide Hollywood Bowl shuttle service between the Rowland Heights Park & Ride and the Hollywood Bowl. The County had exhausted the supply of registered charter providers in the area. As stipulated in the FTA's Charter Regulations, Foothill Transit issued a 72-hour notice to all charter providers and no charter providers responded indicating interest. Thus, Foothill Transit may enter into an agreement with the County of Los Angeles to provide the charter service. Providing services such as the Hollywood Bowl, Rose Bowl, and L.A. Marathon provides Foothill Transit the opportunity to serve the community and highlight our services to people who might not use Foothill Transit services on a day-to-day basis.

The Hollywood Bowl service is estimated to generate \$300,000 in gross revenue in summer 2018/2019. The combination of fare revenue and subsidies from the County will fully cover the cost of operating the service.

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

22. STATIONARY FUEL CELLS

Recommendation: Provide direction to staff regarding the possible installation and use of Stationary Fuel Cells.

Roland Cordero, Director of Maintenance and Vehicle Technology, presented this item.

Mr. Cordero reported that in 2014, Foothill Transit was the first agency to electrify a bus route. As the agency continues to move forward to operating and charging a full fleet of electric buses, there are two issues that need to be addressed. The first is higher utility rates versus what is paid for Compressed Natural Gas (CNG), and second is having a back-up system to charge the bus fleet at both operations and maintenance facilities in case of a power outage.

A possible solution is the stationary fuel cell approach. A fuel cell device generates electrical power by way of a chemical reaction that converts fuel



such as hydrogen or methane in natural gas to electricity. Fuel cells generate power continuously as long as there is a source of fuel and oxygen. Fuel cells are used in both stationary and mobile applications. Many companies in the country are adopting fuels cells for primary backup power.

Motion by Member Pedroza, second by Member Sternquist, to direct staff to pursue grant funding for the purpose of installation and use of stationary fuel cells. Motion carried 5-0.

23. LINE 497 REQUEST TO CONDUCT PUBLIC HEARINGS

Recommendation: Recommend that the Governing Board authorize the Executive Director to seek public input regarding the proposed modification to Line 497.

Josh Landis, Planning Manager, presented this item.

Mr. Landis reported that Line 497 is an express route that operates during peak service to take customers from the Chino Park and Ride and Industry City Hall stop to Downtown Los Angeles. The constant traffic congestion along this route makes this route one of the longest express routes with travel time typically two hours one direction. Line 497 is one of the lowest performing express lines. Current challenges include limited parking at the Chino Park and Ride due to shared use with carpools and vanpools, and the travel time between the 60 Freeway and the Industry City Hall stop.

The proposed change aims to shift the eastern terminus from the Chino Park and Ride to the Fairplex Park and Ride, which is located adjacent to the 10 Freeway and the City of Pomona. The Fairplex location has parking capacity to accommodate additional vehicles. The Industry City Hall stop would be eliminated under this proposed change. The Fairplex stop will be the only stop, the bus will go directly into Downtown Los Angeles after the stop at Fairplex. The proposed change is projected to have an annual cost savings of \$340,000. The cost savings would be reinvested into other bus lines.

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

24. EXECUTIVE DIRECTOR COMMENT

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



Mr. Barnes reported the following:

- Thanked Members Herrera and Sternquist for representing Foothill Transit at the California Transit Association's (CTA) Spring Legislative Conference. One of the important topics discussed at the conference was the potential repeal of SB 1.
- California Air Resources Board proposal that would mandate all transit fleets in California move to electric vehicles by the year 2040.
- Mr. Barnes was contacted by the World Bank to potentially support them in an effort in the Ukraine related to electric buses.
- The APTA Leadership Summit is scheduled for the week after Thanksgiving.
- Foothill Transit will be hosting a Regional Providers Meeting on June 6 with the transportation coordinators from all Foothill Transit's member cities.
- Foothill Transit earned first place at the APTA International Bus Rodeo maintenance competition.
- Mr. Barnes asked Bill Jackson, Transdev General Manager to share a few words on the recent passing of an important member of the Foothill Transit family and employee of Transdev. Mr. Jackson shared that Niti Shroff, Manager of Customer Service and Customer Experience passed away on May 18 after a long battle with cancer. Mr. Barnes requested that the meeting be adjourned in Ms. Shroff's memory.

25. BOARD MEMBER COMMENT

Comments by Members of the Foothill Transit Executive Board.

- Member Herrera shared that the specific start date for the APTA Leadership Summit is Tuesday, November 27, 2018 in Washington, DC.
- Member Sternquist reported that one of the things that was beneficial about attending the CTA's Legislative Conference was that CTA's representatives shared they are willing to provide tools to every city, specific to their needs to educate people on SB 1. Member Sternquist requested that information be shared at the upcoming Governing Board Meeting.
- Member Sternquist reported that while in Sacramento she saw a sign stating the availability of K-8 bus passes. She asked that staff look into the possibility of Foothill Transit issuing K-8 bus passes. Doran Barnes, Executive Director indicated that Foothill Transit has a school outreach program and a discounted pass for K-12 student. The challenge with K-12 is that the funding mechanism is different compared to colleges.



26. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Government Code § 54956.8)

Property Address/Location: 1118 N. Citrus Avenue, Covina, CA 91722
Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Katie Kraft, Darold D. Pieper, Kevin Parks McDonald
Negotiating Parties: Robert Larsen
Under Negotiation: Price and Terms

The Executive Board recessed into Closed Session at 9:59 a.m.

The Executive Board reconvened at 10:22 a.m.

Darold Pieper, General Counsel, reported that on the motion of Member Herrera and second by Member Pedroza, the Executive Board unanimously authorized the Executive Director to enter into an exclusive negotiating agreement with Robert Larsen for rental of a proposed building at 1118 N. Citrus Avenue.

27. ADJOURNMENT

Adjournment for the May 25, 2018 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned in the memory of Niti Shroff at 10:22 a.m.