



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, August 30, 2013

8:00 AM

CALL TO ORDER

1. Call to order. (13-3987)

**The meeting was called to order by Chair Doug Tessitor at 8:03 a.m.**

PLEDGE

2. Pledge of Allegiance. (13-3988)

**The Pledge of Allegiance was led by Member Margaret McAustin.**

ROLL CALL

3. Roll call. (13-3989)

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

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

Excused: Vice Chair Paula Lantz

I. ADMINISTRATIVE MATTERS

4. Approval of the minutes for the Regular Executive Board Meeting of July 26, 2013. (13-3990)

**On motion of Treasurer Carol Herrera, seconded by Member Michael De La Torre, unanimously carried this item was approved.**

Attachments: [SUPPORTING DOCUMENT](#)

## II. PRESENTATIONS

### 5. 5.1 Contractors' Employee Recognition (13-3991)

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

- **Krystall Tafoya, Employee of the Month (August 2013) (not present at the meeting)**

**Dianne Williams, Assistant General Manager, First Transit, introduced and recognized the following Pomona location First Transit Operator of the Month:**

- **Susana Holmes, Operator of the Month (August 2013)**

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

### 5.2 New and Promoted Staff (13-3996)

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

#### **New Hires**

- **Joseph Lutz, Receptionist**
- **Steven Gandara, Facilities Assistant (Part-Time)**
- **Roy Eseyan, Help Desk Administrator**
- **Gabrielle Klein-Mejia, New Media and Customer Relations Coordinator**

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

## III. PUBLIC COMMENT

### 6. Public Comment. (13-3992)

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

**IV. CONSENT CALENDAR**

**7. FY 2013 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary for Fiscal Year 2013. (13-3997)

**On motion of Member Margaret McAustin, seconded by Treasurer Carol Herrera, unanimously carried, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**8. JULY 2013 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary for Fiscal Year 2014. (13-3998)

**On motion of Member Margaret McAustin, seconded by Treasurer Carol Herrera, unanimously carried, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**9. JULY PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the July 2013 Performance Indicators Report. (13-3999)

**On motion of Member Margaret McAustin, seconded by Treasurer Carol Herrera, unanimously carried, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**10. 2013 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the August 2013 Legislative Summary. There are no recommended positions on bills this month. (13-4000)

**On motion of Member Margaret McAustin, seconded by Treasurer Carol Herrera, unanimously carried, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**11. FOOTHILL TRANSIT DISPROPORTIONATE BURDEN AND DISPARATE IMPACT POLICIES**

Recommendation: Authorize the Executive Director to conduct public outreach to collect public input on Foothill Transit's draft Disproportionate Burden and Disparate Impact policies (Attachment A). (13-4001)

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

**Attachments:** [SUPPORTING DOCUMENT](#)

**12. DONATION OF RETIRED TRANSIT BUSES**

Recommendation: Authorize the Executive Director to donate a maximum of six retired diesel-fueled transit coaches to The Community College Foundations to be used as mobile computer labs. (13-4002)

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

**Attachments:** [SUPPORTING DOCUMENT](#)

**13. FISCAL YEAR 2014 HOLIDAY SERVICE SCHEDULE**

Recommendation: Approve the proposed FY 2014 Holiday Service Schedule. (13-4003)

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

**Attachments:** [SUPPORTING DOCUMENT](#)

**14. REVISIONS TO PROCUREMENT POLICIES AND PROCEDURES**

Recommendation: Approve revisions to Foothill Transit's Procurement Policies and Procedures to reflect the most recent revised Federal Transit Administration requirements. (13-4004)

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

**Attachments:** [SUPPORTING DOCUMENT](#)

**15. TRANSIT MUTUAL ASSISTANCE COMPACT (TRANSMAC)**

Recommendation: Authorize the Executive Director to enter into a reciprocal agreement for mutual support known as the California Transit Mutual Assistance Compact (TransMAC). (13-4005)

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

**Attachments:** [SUPPORTING DOCUMENT](#)

**16. AMENDMENT TO PULSAR ADVERTISING CONTRACT (NO. 12-038)**

Recommendation: Approve an amendment to the Pulsar Advertising general marketing Contract (No. 12-038) in the amount of \$213,627, for: The development and implementation of a College Pass Marketing Program for both the 15-month Mt. SAC Class Pass pilot program and the University of La Verne Class Pass pilot program (\$115,990). The full redesign of foothilltransit.org to include mobile app creation, NextBus integration, new CMS backend, enhanced online research analytics, and Title VI compliant multi-lingual translation capability (\$97,637). (13-4006)

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

**Attachments:**    [SUPPORTING DOCUMENT](#)

**V. DISCUSSION ITEMS (REGULAR AGENDA)**

**17. NORTH AMERICAN BUS INDUSTRIES - TRANSFER OF AGREEMENT**

Recommendation: Consent to the transfer from North American Bus Industries (NABI) to NABI Bus per Section 58 of Foothill Transit's Agreement No. 12-040 with NABI, and per Section 46 of Foothill Transit's Agreement No. 09-001 with NABI. (13-4007)

**Bobby Magee, Director of Procurement, presented this item and introduced Brain Dwesup, Vice President and General Manager of North American Industries, Bus LLC (NABI Bus).**

**Mr. Dwesup stated NABI was merged into NABI Bus, resulting in the assumption by NABI Bus of the assets and liabilities of NABI by operation of law. There has been no change in the day-to-day operations of NABI as a result of the mentioned transaction.**

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

**Attachments:**    [SUPPORTING DOCUMENT](#)

**18. CONTRACT OPTION ORDER - 30 CNG BUSES**

Recommendation: Authorize the Executive Director to exercise an existing option under Agreement No. 12-040 and negotiate final terms and conditions with North American Bus Industries Bus (NABI Bus) for the purchase of thirty (30) compressed natural gas-fueled, 42-foot buses at a total cost of Sixteen

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Million Six Hundred Eighty-Eight Thousand Two Hundred Ninety Dollars (\$16,688,295). Sales/Use tax on this procurement will be paid separately by Foothill Transit. (13-4008)

**Roland Cordero, Director of Facilities, presented this item.**

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

**Attachments:** [SUPPORTING DOCUMENT](#)

**19. PROPOSED SILVER STREAK PERMANENT FARE REDUCTION**

Recommendation: Recommended that the Governing Board authorize the Executive Director to conduct public hearings regarding the Proposed Silver Streak Permanent Fare Reduction. (13-4009)

**Felicia Friesema, Director of Marketing and Communication, Foothill Transit, presented this item and reported the following:**

- **The Silver 2 Silver Program (Program) servicing the area between El Monte Station and Downtown (Silver Corridor) is a cooperative Program between Los Angeles Metro Silver Line and Foothill Transit Silver Streak. The Program is a one-year Program allowing Foothill Transit Passholders to board the Metro Silver Line and Metro Passholders to board the Foothill Transit Silver Streak. The Program was launched on October 14, 2012, which coincided with the opening of El Monte Metro Station.**
- **A drop in ridership is generally experienced during the period of October through December in comparison to the period of January through September, due to the holiday season and shorter work week period. The Silver Streak ridership numbers, since the implementation of the Silver 2 Silver Program, increased by 16% or 175,944 customers during the months of October 2012 through July 2013.**
- **Currently Metro Pass ridership accounts for approximately 10% of the total ridership for the Foothill Transit Silver Streak. Metro is reporting a low but steady crossover of Foothill Transit Pass holders to their Silver Line. For every one Foothill Transit passenger Metro carries, Foothill Transit carries 12 Metro riders. While ridership has increased on Foothill Transit's Silver Streak, revenue losses have been incurred both due the fare reduction and to Foothill Transit accepting Metro passes for boarding.**

In response to question posed by member McAustin, Ms. Friesema reported Metro is in favor of continuing the Program since Metro Silver Line is over ridership capacity. Metro is on board to cover Foothill Transit revenue losses with the funding through the ExpressLanes project as a source of funds for the Silver 2 Silver Program beyond the initial one-year promotional period.

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

Attachments: [SUPPORTING DOCUMENT](#)

**20. FOOHILL TRANSIT ARCADIA FACILITY SERVICE AND MAINTENANCE REVIEW**

Recommendation: Receive and file a report on Foothill Transit's on-street service and fleet and facility maintenance at the Arcadia Operations and Maintenance facility. (13-4010)

**LaShawn Gillespie, Director of Customer Service and Operations presented this item and reported on Foothill Transit's on-street service and Fleet and facility maintenance at the Arcadia Operations and Maintenance facility.**

- **First Transit contract was awarded and began service July 1, 2012**
- **Contract operates and maintains, Foothill Transit's 122 Compressed Natural Gas buses and 17 Diesel buses**

**The contract stipulates that emphasis will be placed on maintaining courtesy to passengers, maximizing on-time performance as well as providing well-maintained and mechanically safe vehicles.**

**Board Members noted that they would like to see improvements in the following areas and would like to receive monthly updates.**

- **Improve Schedule Adherence**
- **Complaints per 100,000 Boardings**
- **Preventable Accidents per 100,000 miles**

**Mr. Nick Promponas, First Transit Senior Vice President, reported that efforts are in place to make improvements in all areas addressed in the contract.**

**Mr. Steven Box addressed the Foothill Transit Executive Board.**

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

**Attachments:** [SUPPORTING DOCUMENT](#)

**21. EMERGENCY OPERATIONS PLAN**

Recommendation: Receive and file a report on Foothill Transit's Emergency Operations Plan. (13-4011)

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

**In response to question posed by Treasurer Herrera, Mr. McDonald reported member cities will be informed of Foothill Transit's Emergency Operations Plan that is in place.**

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

**Attachments:** [SUPPORTING DOCUMENT](#)

**22. EMERGENCY COMMUNICATION PROTOCOL**

Recommendation: Provide direction to staff related to emergency communications preferences, particularly in the event of a nighttime occurrence. (13-4012)

**Felicia Friesema, Director of Marketing and Communications presented this item.**

**Board Members informed staff in an emergency the preferred method of communications is email or text message. Staff will craft a policy and present it to the Board for their consideration and approval.**

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

**Attachments:** [SUPPORTING DOCUMENT](#)

**VI. EXECUTIVE DIRECTOR COMMENT**

**23. Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (13-3993)**

**Mr. Barnes recognized Mr. Alberto Gonzales, President of Pulsar Advertising Inc., and Mr. Bill Coryell, Western Regional Sales Vice President Transit Bus Sales, North American Bus Industries, (NABI) Bus Inc. for their good work and for visiting the organization.**

**Mr. Barnes, reported the following:**

- **The ribbon cutting ceremony for the completion of the Industry Park and Ride is scheduled for September 26, 2013.**
- **August 15, 2013 marked his anniversary of ten years of service as Executive Director of Foothill Transit. It also marked the 60 days of service being the Executive Director of Foothill Transit directly hired by the Foothill Transit Board.**
- **Foothill Transit continues to provide shuttle service from downtown Pasadena to the Rose Bowl for the University of California Los Angeles (UCLA) home games.**

**Mr. Barnes wished everyone a happy and a safe Labor Day weekend.**

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

#### **VII. BOARD MEMBER COMMENT**

- 24. Comments by Members of the Foothill Transit Executive Board. (13-3994)**

**Treasurer Carol Herrera noted that the transition of Foothill Management, directly employed by Foothill Transit as a public agency, that took effect July 1, 2013, is moving forward smoothly and well.**

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

#### **VIII. ADJOURNMENT**

- 25. Adjournment for the August 30, 2013, Foothill Transit Executive Board Meeting. (13-3995)**

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