



**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, September 26, 2014

8:00 AM

CALL TO ORDER

1. Call to order. (14-4378)

The meeting was called order by Chair Tessitor at 8:07 a.m.

PLEDGE OF ALLEGIANCE

2. Pledge of Allegiance. (14-4380)

The Pledge of Allegiance was led by Felicia Friesema, Director of Marketing and Communication, Foothill Transit.

ROLL CALL

3. Roll call. (14-4381)

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

Present: Becky A. Shevlin, Paula Lantz and Doug Tessitor

Excused: Michael De La Torre and Carol Herrera

Alternates: Jeff Parriott

I. ADMINISTRATIVE MATTERS

4. Approval of the minutes for the Regular Meeting of the Executive Board of August 29, 2014. (14-4382)

On motion of Member Shevlin, seconded by Chair Tessitor, duly carried by the following vote, the Board approved the minutes for the Regular Executive Board Meeting of August 29, 2014.

Ayes: 4 - Member Becky A. Shevlin, Vice Chair Paula Lantz, Chairman Doug Tessitor and Jeff Parriott

Excused: 2 - Member Michael De La Torre and Treasurer Carol Herrera

Attachments: [Supporting Document](#)

II. PRESENTATIONS

5. 5.1 Contractors' Employee Recognition. (14-4383)

Jazmain Mejia, Operations Manager, First Transit, introduced and recognized the following Arcadia location First Transit Employee of the Month and Operator of the Month:

- **Lissette McNatt, Employee of the Month (September 2014) not present**
- **Joseph Ayoub, Operator of the Month (September 2014)**

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

- **Franklyn Victoria, Operator of the Month (September 2014)**

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

III. PUBLIC COMMENT

6. Public Comment. (14-4384)

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

IV. CONSENT CALENDAR

7. FISCAL YEAR 2014/2015 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and File the Financial Statements and Investment Summary year-to-date report through August 31, 2014. (14-4385)

On motion of Member Shevlin, seconded by Vice Chair Lantz, unanimously carried, this item was received and filed.

Attachments: [Supporting Document](#)

8. AUGUST 2014 PERFORMANCE INDICATORS REPORT

Recommendation: Receive and File the August 2014 Performance Indicators Report. (14-4386)

On motion of Member Shevlin, seconded by Vice Chair Lantz, unanimously carried, this item was received and filed.

Attachments: [Supporting Document](#)

9. CONTRACT AWARD - BUS STOP SIGNS REPLACEMENT PROJECT

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 15-010 with The O.K. Earl Corporation in the amount of \$277,216 for the production and installation of die-cut bus stop signs and decals. (14-4387)

On motion of Member Shevlin, seconded by Vice Chair Lantz, unanimously carried, this item was approved.

Attachments: [Supporting Document](#)

10. CONTRACT AWARD - MATERIALS TESTING AND SPECIAL INSPECTION SERVICES FOR THE AZUSA INTERMODAL PARKING FACILITY PROJECT

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No.15-003 with MTGL Inc. in the amount of \$166,840 for materials testing and special inspection services during the construction of the Azusa Intermodal Parking Facility. (14-4388)

On motion of Member Shevlin, seconded by Vice Chair Lantz, unanimously carried, this item was approved.

Attachments: [Supporting Document](#)

11. CONTRACT AWARD - FEDERAL LABOR COMPLIANCE SERVICES FOR AZUSA INTERMODAL PARKING FACILITY PROJECT

Recommendation: Receive and file a report on the award of a contract to Parsons Brinkerhoff in the amount of \$30,750 for the provision of federal labor compliance services during the construction of the Azusa Intermodal Parking Facility. (14-4389)

On motion of Member Shevlin, seconded by Vice Chair Lantz, unanimously carried, this item was received and filed.

Attachments: [Supporting Document](#)

12. CONTRACT AWARD - TELECOMMUNICATIONS UTILITY RELOCATION FOR THE AZUSA INTERMODAL PARKING FACILITY

Recommendation: Authorize The Executive Director to enter into a contract with Verizon California Inc. in the amount of \$314,605.27 for the relocation of the communications infrastructure and installation of new copper and fiber cable in conjunction with the construction of the Azusa Intermodal Parking Facility. (14-4390)

On motion of Member Shevlin, seconded by Vice Chair Lantz, unanimously carried, this item was approved.

Attachments: [Supporting Document](#)

V. DISCUSSION ITEMS (REGULAR AGENDA)

13. SEPTEMBER 2014 LEGISLATIVE SUMMARY

Recommendation: Receive and file the September 2014 Legislative Summary. There are no recommended positions on bills this month. (14-4391)

On motion of Member Shevlin, seconded by Vice Chair Lantz, unanimously carried, the Board received and filed the September 2014 Legislative Summary.

Attachments: [Supporting Document](#)

14. FY 2014 DRAFT TRIENNIAL REVIEW REPORT

Recommendation: Receive and file the Federal Transit Administration draft Triennial Review report (Attachment A). (14-4392)

Michelle Caldwell, Director of Finance, presented this item and reported that the Triennial Review focused on Foothill Transit's compliance in 17 areas. No Deficiencies were found with the Federal Transit Administration's requirements in 12 areas. Deficiencies were found in the following five areas:

- **Americans with Disabilities Act (ADA),**
- **Procurement, Disadvantaged Business Enterprise,**
- **Charter Bus,**
- **Drug Free Workplace, and**

- **Alcohol Program.**

A corrective Action Plan has been implemented for the deficient areas and Foothill Transit will continue to monitor the following:

- **Continue to work with the Region to resolve Federal Transit Agency Americans with Disability Act Paratransit findings**
- **Follow up with Access Services to revise no-show policy**
- **Complete revision to Contractor, Complete Coach Works Policy for Drug and Alcohol Free Workplace by Jan 2015**
- **Periodically review other areas to ensure continued compliance**

On motion of Member Shevlin, seconded by Vice Chair Lantz, unanimously carried, this item was received and filed.

Attachments: [Supporting Document](#)

15. CONTINUATION OF LINE 495

Recommendation: 1. Receive and file the Line 495 Title VI Equity Analysis; and 2. Recommend the Governing Board make Line 495 a permanent Foothill Transit line. (14-4393)

Joe Raquel, Director of Planning presented this item and reported that since the launch of the pilot program on February 3, 2014, ridership has steadily increased. The Title VI Equity Analysis revealed that line 495 has not created a disparate impact on minority riders and the public outreach campaign held in the Industry Park and Ride Facility was well received. Approximately 25 members of the public attended the hearing, and their comments were all positive. Foothill Transit received 41 emails regarding Line 495 favoring that Line 495 be permanent.

On motion of Vice Chair Lantz, seconded by Member Parriott, unanimously carried, the Board received and filed the Line 495 Title VI Equity Analysis.

On motion of Vice Chair Lantz, seconded by Member Parriott, unanimously carried, the Board recommended the Governing Board to make Line 495 a permanent Foothill Transit line.

Attachments: [Supporting Document](#)

16. CONTRACT AWARD - CONSTRUCTION OF THE AZUSA INTERMODAL PARKING FACILITY

Recommendation: Pending the resolution of a bid protest, authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 15-002 with Klorman Construction for \$9,221,000 for the construction of a four-level above grade open parking structure consisting of 547 spaces with limited site work, landscape and a new bus access road in the City of Azusa. (14-4394)

Sharlane Bailey, Director of Facilities presented this item and reported that Klorman Construction bid in the amount of \$9,221,000 is the most reasonable lowest bidder.

Jim Urie, Bomel Construction Company Incorporation (BOMEL) presented the bid protest, and requested the Board to reconsider awarding the bid to Klorman Construction.

Darold Pieper, General Counsel, informed the Board Members and staffs that the omissions of two requested documents were important and critical to the bidding process; therefore, the recommendation is to deny the bid protest and to award the bid to Klorman Construction. Mr. Pieper reported that all of the legal objection material received from the protesting company BOMEL was provided to the Board Members.

After discussion the Board rejected the bid protest by BOMEL and moved forward with awarding the bid to Klorman Construction.

On motion of Member Shevlin, seconded by Member Parriott, duly carried, by the following vote, the Board approved this item.

Ayes: 4 - Member Becky A. Shevlin, Vice Chair Paula Lantz, Chairman Doug Tessitor and Jeff Parriott

Excused: 2 - Member Michael De La Torre and Treasurer Carol Herrera

Attachments: [Supporting Document](#)

17. CONTRACT TRANSITION - FOOTHILL TRANSIT ARCADIA OPERATIONS AND MAINTENANCE

Recommendation: Receive and file a status update on contract transition activities at Foothill Transit's operations and maintenance facility in Arcadia. (14-4395)

LaShawn Gillespie, Director of Customer Service, and Operations presented this item and introduced Bill Jackson, General Manager at Arcadia location, Veolia Transportation now known as Transdev.

On motion of Vice Chair Lantz, seconded by Member Shevlin unanimously carried, this item was received and filed.

Attachments: [Supporting Document](#)

18. EXECUTIVE BOARD COMPUTER POLICY

Recommendation: Adopt the revised Executive Board Computer Policy (Attachment A). (14-4396)

Doran Barnes, Executive Director, presented this item and reported that Foothill Transit will provide the Executive Board Members with either an iPad or laptop computer. Computer equipment provided in accordance with this policy shall be depreciated in equal amounts each year over a period of three years from its date of purchase with the Board Member having the option to purchase or donate the equipment to the agency at the end of the third year of the equipment's life span.

After discussion on motion of Vice Chair Lantz, seconded by Member Parriott, unanimously carried, this item was adopted.

Attachments: [Supporting Document](#)

19. TRANSIT STORE REPORT

Recommendation: Receive and file the Transit Store Report. (14-4397)

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

On motion of Member Shevlin, seconded by Vice Chair Lantz, unanimously carried, this item was received and filed.

Attachments: [Supporting Document](#)

VI. EXECUTIVE DIRECTOR COMMENT

20. Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (14-4398)

Mr. Barnes reported on the following:

- **The Foothill Transit Governing Board Meeting is scheduled for Thursday, October 9, 2014, at 6:00 p.m. The following items are scheduled on the agenda:
1) Board Stipend Policy Revisions**

2) Continuation of Line 495

- **The commemorating ceremony for the full electrification of Line 291 is scheduled for September 27, 2014 at Pomona Transit Center.**
- **Kevin McDonald, Deputy Executive Director, Foothill Transit, is attending the ENO Leadership Training for Transportation in Washington DC.**

VII. BOARD MEMBER COMMENT

- 21.** Comments by Members of the Foothill Transit Executive Board. (14-4399)

Vice Chair Lantz and Chair Tessitor invited members to join in the celebration for the full electrification of Line 291 scheduled for September 27, 2014 at Pomona Transit Center.

VIII. ADJOURNMENT

- 22.** Adjournment for the September 26, 2014 Foothill Transit Executive Board Meeting. (14-4400)

There being no business, the Foothill Transit Executive Board Meeting adjourned at 9:30 a.m.