



**Foothill Transit**

**STATEMENT OF PROCEEDINGS FOR THE  
REGULAR MEETING OF THE  
FOOTHILL TRANSIT EXECUTIVE BOARD**

**FOOTHILL TRANSIT ADMINISTRATIVE OFFICE  
2<sup>ND</sup> FLOOR BOARD ROOM  
100 S. VINCENT AVENUE  
WEST COVINA, CALIFORNIA 91790**

**Friday, December 11, 2015  
8:00 a.m.**

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chair Herrera.

**3. SAFETY FIRST MESSAGE**

Ali Showkatian, Safety Compliance Coordinator, presented a safety message on general building safety.

**4. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Calaycay, Member Delach, Member De La Torre, Vice Chair Shevlin, Chair Herrera

**5. REVIEW & APPROVAL OF THE MINUTES**

Approval of the minutes for the Special Meeting of October 23, 2015.

Motion by Member Calaycay, second by Member Delach, the minutes for the Special Meeting of October 23, 2015 were approved. Motion carried 4-0. Vice Chair Shevlin abstention.

**6. PRESENTATIONS**

**6.1 Contractors' Employee Recognition**

Bill Jackson, General Manager, Transdev, introduced and recognized



the following Arcadia location Transdev operator and employee of the month:

Larry Horrice, Operator of the Month (December 2015)  
Cindy Lopez, Employee of the Month (December 2015)

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

## 6.2 New & Promoted Employee Introduction

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

New Hire:  
Leticia Jimenez, Quality Assurance Inspector  
Ashlien Savage, Accounting Clerk

After discussion, by common consent, and there being no objection, the Board recognized the newly hired staff.

## 7. PUBLIC COMMENT

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

## CONSENT CALENDAR

### 8. OCTOBER 2015 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through October 31, 2015. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of October 31, 2015 for the fiscal year ending June 30, 2016.

Motion by Member Delach, second by Vice Chair Shevlin, to receive and file. Motion carried 5-0.

### 9. OCTOBER 2015 PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the October 2015 Performance Indicators Report.



Motion by Member Delach, second by Vice Chair Shevlin, to receive and file.  
Motion carried 5-0.

10. **ENVIRONMENTAL SUSTAINABILITY MANAGEMENT SYSTEM (ESMS) UPDATE**

Recommendation: Receive and file an update on Foothill Transit's ESMS program at the Arcadia and Pomona operations and maintenance facilities.

Motion by Member Delach, second by Vice Chair Shevlin, to receive and file.  
Motion carried 5-0.

11. **CONTRACT AMENDMENT - HOSTED PAYMENT CARD SERVICES**

Recommendation: Authorize the Executive Director to enter into a sole source contract amendment with ACTIVE Network, LLC (ACTIVE) to provide a hosted payment card service to assist Foothill Transit to meet Payment Card Industry Data Security Standard (PCI-DSS) and Europay, MasterCard, and Visa (EMV) compliance requirements for 2015.

Motion by Member Delach, second by Vice Chair Shevlin, to approve. Motion carried 5-0.

**REGULAR AGENDA**

12. **CALIFORNIA TRANSIT ASSOCIATION'S 50<sup>TH</sup> ANNUAL FALL CONFERENCE & EXPO RECAP**

Recommendation: Receive and file the California Transit Association's 50<sup>th</sup> Annual Fall Conference & Expo recap.

Katie Gagnon, Special Projects Manager, presented this item.

Ms. Gagnon reported that the conference took place November 18-20, 2015 at the Pasadena Convention Center. Foothill Transit co-hosted the conference with Pasadena Transit. Overall the conference was a success, the California Transit Association reported record attendance with over 750 transit professionals attending. During the conference four Foothill Transit staff members presented and moderated at different breakout sessions. Overall the conference and reception were excellent opportunities for Foothill Transit to showcase its service, the San Gabriel Valley region, and Pasadena sites.



Motion by Member Delach, second by Member De La Torre, to receive and file. Motion carried 5-0.

13. **FISCAL YEAR 2014-2015 COMPREHENSIVE ANNUAL FINANCIAL AUDIT REPORT RESULTS**

Recommendation: Receive and file the Fiscal Year 2014-2015 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 Caldwell, Director of Finance & Treasurer, presented this item.

Ms. Caldwell reported that each year all state and local governments prepare a financial report on their assets, liabilities, revenues, and expenditures. The format must conform with the government accounting standards board and include a statement by an independent financial auditor regarding the financial documentation. Last year Foothill Transit hired a new financial auditor, Crowe Horwath LLP. This year Crowe Horwath LLP found no deficiencies for any of the audits. Ms. Caldwell introduced Brad Schelle who is the Senior Manager for Crowe Horwath LLP.

Mr. Schelle reported that an unmodified opinion was provided on the financial statements, which is the highest level of assurances Crowe Horwath LLP can provide. No compliance issues were found and no material weaknesses were identified.

Motion by Member Calaycay, second by Member De La Torre, to receive and file. Motion carried 5-0.

14. **CONTRACT AWARD - FARE RESTRUCTURING STUDY**

Recommendation: Authorize the Executive Director to enter in Agreement No. 16-016 with Four Nines Technologies in the amount of \$150,000 for a comprehensive analysis of the Foothill Transit fare structure with recommendations for alternatives, development of a model to forecast ridership and revenue changes, and preparation of a Title VI analysis.

Michelle Caldwell, Director of Finance & Treasurer, presented this item.

Ms. Caldwell reported that the purpose of this contract award is to conduct a comprehensive analysis of Foothill Transit's fare structure with recommendations for alternatives in fare types and fare amounts. This



includes the development of a model to forecast ridership and revenue changes and preparation of a Title VI analysis, which would be required if the Board decides to make any fare changes. Additionally, the consultant would lead the model with Foothill Transit so that future alternatives can be run in future years.

Motion by Member Delach, second by Member De La Torre, to approve.  
Motion carried 5-0.

15. **POLICY AND PROCEDURES RELATED TO UNRULY PASSENGERS**

Recommendation: Receive and file a report on Foothill Transit's Policy and Procedures Related to Unruly Passengers.

Ali Showkatian, Safety Compliance Coordinator, presented this item.

Mr. Showkatian reported that as part of a statewide transit agency effort, Foothill Transit is leading an initiative to create policy and procedures related to unruly passengers. The policy and procedures may serve as a template for the California Transit Association to publish for reference.

As part of the proposed policies and procedures, a passenger may be suspended from Foothill Transit service temporarily or permanently if the passenger engages in one of the following acts: physically or verbally threatens or abuses another passenger, employee, or agent of Foothill Transit; engages in any conduct or activity that is hazardous to him or herself or any other person on the bus; damages or destroys any property of Foothill Transit. The General Manager will ensure that the Director of Customer Service & Operations is informed of any incidents. The General Manager or designee can recommend banning the individual from using Foothill Transit services. The length of the exclusion will be determined by the General Manager upon recommendation by the safety committee on a case by case basis. A decision to exclude a passenger must be communicated to the passenger in a written notice of exclusion, which states the reasons for and duration of the exclusion. A passenger will be given the opportunity to appeal the decision. Appeals must be made by contacting the Chief Safety Officer of Foothill Transit in writing, email, or phone within 21 days of commencement of exclusion. Foothill Transit has designated the Deputy Executive Director as its Chief Safety Officer.

Language of the proposed policy will be posted in the bus basics section of the new bus book, [foothilltransit.org](http://foothilltransit.org), onboard the bus, and posted at the Transit Stores.



In response to Chair Herrera's concern about ensuring that passengers are aware of the policy, Executive Director Doran Barnes stated that staff will do their best to ensure that word gets out to the passengers and carefully craft the message that safety is Foothill Transit's top priority. The policy provides the framework for those rare occasions when there is an incident. The policy is a work in progress and it is fully expected that there will be some course corrections.

Motion by Member Delach, second by Member Calaycay, to receive and file. Motion carried 5-0.

16. **FISCAL YEAR 2015-2016 FIRST QUARTER BUDGET UPDATE**

Recommendation: Receive and file the First Quarter Budget Update for the fiscal year ending on June 30, 2016.

Michelle Caldwell, Director of Finance & Treasurer, presented this item.

Ms. Caldwell gave an update on the current year budget and budget progress through September 2015. After reviewing the anticipated projects and programs, the departments determined that Foothill Transit should end the fiscal year \$578,000 under the approved budget. Savings have been identified primarily in salary line items for positions which were not filled until after the first quarter ended, and for two approved positions which are not planned to be filled this fiscal year. Additionally, savings are expected in professional and technical services and a bus book printing which is being pushed into the next fiscal year.

Motion by Vice Chair Shevlin, second by Member Calaycay, to receive and file. Motion carried 5-0.

17. **TRANSIT STORE QUARTERLY REPORT**

Recommendation: Receive and file the Transit Store Quarterly Report.

Stephanie Mak, Operations Analyst, presented this item.

Ms. Mak gave an update on Transit Stores sales and activity for the first quarter of Fiscal Year 2015-2016, which include the months of July, August, and September 2015. Sales for these months totaled \$1.3 million, which is approximately fourteen percent lower compared to the same period the previous fiscal year. Average hold time was maintained with an average of



27 seconds. The average handling time was one minute forty-five seconds. Ninety-two percent of more than 85,000 calls received during the quarter were handled by a customer service representative. Compared to last year, this is less than a one percent decrease in total number of calls received and in total number of calls answered. Walk-in traffic recorded this quarter totaled 86,000, this is approximately a five percent decrease compared to the first quarter last fiscal year. The decrease is primarily due to a decrease in walk-in traffic at the El Monte Transit Store. The figure does not include walk-in traffic for the Puente Hills Transit Store. New people counter systems have been installed at all the Transit Store locations and initial reports indicate more accurate counting of walk-in traffic is now available for all locations.

Doran Barnes, Executive Director, stated that the Claremont city manager indicated that Foothill Transit would be receiving correspondence indicating that the city intends to repurpose the train depot and as such will be ending Foothill Transit's relationship in terms of having the Transit Store there. Transdev employees that work at the Claremont location will be redeployed to other Transit Stores. Additionally, Mr. Barnes indicated that the West Covina Transit Store has the second lowest sales and is not conveniently located for Foothill Transit customers. A location near West Covina Parkway and California Avenue would be a more appropriate location. Mr. Barnes has had discussions with Councilmember Corey Warshaw and stated the need to coordinate with the city, since the city is going through a general plan update. Relocating the West Covina Transit Store will serve our customers better.

Member Calaycay thanked Foothill Transit for the many years of having the Transit Store in Claremont and filling a purpose at the depot. Mr. Calaycay stated that efforts were made to find a business like a restaurant that would relocate to the depot, but there were significant costs associated with putting a restaurant at that location. The city has reached an agreement with the Claremont Museum of Art which will now relocate to the depot.

Motion by Member De La Torre, second by Member Delach, to receive and file. Motion carried 5-0.

18. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:



- Staff is embarking on the replacement of the global positioning automatic vehicle locator system project. This is a massive effort and Kevin Parks McDonald and LaShawn King Gillespie are leading this effort. Every aspect of the organization is involved and the Board will be provided with periodic updates.
- Last week Mr. Barnes and Chair Herrera were in Washington, DC attending a series of APTA meetings and activities. Mr. Barnes participated in taskforce meetings, and Mr. Barnes and Chair Herrera attended the APTA Board Meeting in their roles as members of the APTA Board of Directors. Both had the opportunity to present to the incoming Leadership APTA class. Chair Herrera sits on the oversight committee for Leadership APTA as well as the Transit Board Members Committee.
- Congress approved a long term authorization of the FAST Act. There is additional discretionary funding for buses, bus facilities, and advanced technology vehicles.
- Andrew Papson, Electric Bus Program Manager, is in Montreal at the request of the Canadian government speaking and sharing information about Foothill Transit's electric bus program.
- Mr. Barnes will be leaving for New Delhi, India on behalf of the World Bank, sharing Foothill Transit's electric bus experience with the government of New Delhi. The World Bank will be covering all the expenses.
- Foothill Transit received \$13,000 during the last quarter for the sale of Low Carbon Fuel Credits for Foothill Transit's electric buses.
- Mr. Barnes thanked Kevin Parks McDonald, Deputy Executive Director, and participants who were engaged earlier in the week in the first rendition of the West Coast MAX (Multi-Agency Exchange) program. This is a learning and training program where Foothill Transit is partnering with Santa Monica Big Blue Bus and Long Beach Transit. Each organization had a group of leaders that came together and learned what was happening at their sister organization to be able to better perform their jobs.

19. **BOARD MEMBER COMMENT**





Comments by Members of the Foothill Transit Executive Board.

- Chair Herrera stated she is very proud of the leadership Foothill Transit exemplifies to the nation and now the world in regards to the electric bus program. She wished Mr. Barnes safe travel to India.
- Chair Herrera stated it was impressive to hear people speak of Mr. Barnes in his role as Treasurer of APTA and how he turned the organization around. Now APTA is in a better financial position and they are very appreciative.
- Member Delach stated that is great for the organization to be recognized and that for as long as she has served on the Board, that Foothill Transit has been recognized continually. Ms. Delach wished everyone a wonderful and safe holiday.
- Vice Chair Shevlin congratulated Chair Herrera on her re-election to the City of Diamond Bar City Council.
- Vice Chair Shevlin reported that on the agenda for the next Tuesday meeting of the Monrovia City Council there is an item to authorize the rehabilitation of the historic depot in the city. There are some Gold Line funds available to the city and it will cost in excess of \$1.5 million just to create a warm shell. Ms. Shevlin wished everyone a Merry Christmas and happy holidays.

**CLOSED SESSION**

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

Property Address/Location: 1162 N. Citrus Avenue, Covina, CA 91722  
Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Darold D. Pieper, Kevin Parks McDonald  
Negotiating Parties: Charles McKeag, MLC Holdings, Inc.,  
Under Negotiation: Price and Terms

Darold Pieper, General Counsel, announced that Member Delach recused herself from Closed Session Item 20.

21. CLOSED SESSION REPORT

Darold Pieper, General Counsel, reported that the Board met in closed



session and voted to authorize the Executive Director to negotiate final terms and conditions, and execute a non-binding memorandum of understanding (MOU) with the City of Covina and MLC Holdings. The vote was 3-0. Member De La Torre absent and Member Delach having recused herself as representative of the City of Covina.

22. **ADJOURNMENT**

Adjournment for the December 11, 2015 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:29 a.m.