



**Foothill Transit**

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

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

**Friday, December 20, 2019  
7:45 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Herrera at 7:51 a.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chair Herrera.

**3. FOCUS ON SAFETY**

LaShawn King Gillespie, Director of Customer Service and Operations presented a holiday safety message.

**4. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Corey Calaycay, Member Charlie Rosales, Member Robert Torres, Member Andrew Rodriguez, Member Jorge Marquez, Member Gary Boyer, Member Albert Ambriz, Member Tony Wu, Member Roger Chandler, Member Richard Barakat, Member Tzeitel Paras-Caracci, Member Becky Shevlin, Member Nanette Fish, Member Carol Herrera, Member Cory Moss, Member Valerie Munoz, Member Sam Pedroza, Member Jimmy Lin, Member Cynthia Sternquist

Absent: Member Emmett Badar, Member Uriel Macias, Member Ricardo Pacheco, Member Margaret McAustin, Member Jessica Ancona, Member Hector Delgado

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

Approval of the minutes for the Regular Meeting of October 25, 2019.



Motion by Member Calaycay, second by Member Rosales, the minutes for the Regular Meeting of October 25, 2019 were approved. Motion carried 19-0.

6. **APPROVAL OF AGENDA**

After discussion, by Common Consent, and there being no objection, the Board approved the agenda as presented.

7. **PRESENTATIONS**

7.1 Bill Jackson, General Manager, introduced the Arcadia/Irwindale location Transdev employees of the month.

Christopher Wood - Employee of the Month  
Victor Bitoncol - Operator of the Month

Brian Otchis, General Manager, introduced the Pomona location Keolis employees of the month.

Miran Yassine - Employee of the Month  
Lisa Grosenbach - Operator of the Month

Araceli Lopez, General Manager, introduced the Transit Stores, Transdev employee of the quarter.

Mark Pedroza - Employee of the Quarter.

8. **PUBLIC COMMENT**

Lorence Bradford, ATU, addressed the Governing Board. Mr. Bradford spoke on the issue of assaults on coach operators. The ATU is collecting data for the Arcadia/Irwindale location and will present its findings at a future meeting. Mr. Bradford asked the Governing Board and management staff to help resolve the problem.

W.C. Pihl, Transdev Senior Vice President, addressed the Governing Board. He stated that Transdev appreciates the partnership it has with Foothill Transit and wished the Governing Board happy holidays.

Steve Helriegel, Keolis Senior Vice President, addressed the Governing Board. He thanked the Governing Board for allowing Keolis to be part of the Foothill Transit community. He reported that the Pomona location recently implemented the Keolis Industrialized & Harmonized Maintenance (KIHM) system, which will ensure that Foothill Transit vehicles are safe and that



Keolis is good stewards of Foothill Transit's assets.

Ryan Popple, Proterra President and CEO, addressed the Governing Board. He expressed his support for Foothill Transit's efforts in environmental sustainability. He reported that Proterra is considering putting its next battery electric production line facility in the City of Industry.

#### 8.1 Executive Director Response to Public Comment

Mr. Doran Barnes, Executive Director, thanked all the speakers. He stated that safety is Foothill Transit's top priority. Operator barriers will be installed on all Foothill Transit's new buses and staff is looking into solutions for the existing fleet. On a national level, Mr. Barnes currently serves as Vice Chair of the Transit Cooperative Research Program and in the latest round of funding research projects, a project proposed by ATU International to research how to best protect coach operators was funded. He also reported that in January 2020, staff will present Foothill Transit's safety plan to the Board.

### **CONSENT CALENDAR:**

#### 9. **OCTOBER 2019 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through October 31, 2019. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of October 31, 2019, for the fiscal year ending June 30, 2020.

Motion by Member Marquez, second by Member Calaycay, to receive and file. Motion carried 19-0.

#### 10. **OCTOBER 2019 PERFORMANCE INDICATORS**

Recommended Action: Receive and file the October 2019 Performance Indicators Report.

Motion by Member Marquez, second by Member Calaycay, to receive and file. Motion carried 19-0.



11. **GOVERNING BOARD STIPEND POLICY**

Recommended Action: Adopt the attached revised Foothill Transit Executive Board and Governing Board Members Stipend Policy (Attachment A), which amends the current policy so that Foothill Transit Governing and Executive Board Members are limited to one stipend reimbursement per day.

Motion by Member Marquez, second by Member Calaycay, to receive and file. Motion carried 19-0.

**REGULAR AGENDA**

12. **LINE 497 UPDATE**

Recommendation: Receive and file an update on the cancellation of Line 497.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel provided an update on Line 497. In August 2019, the Governing Board approved several changes to express routes, including the cancellation of Line 497. The changes and cancellation would go into effect in March 2020. Line 497 was cancelled due to limited parking at the Chino Park and Ride, and it has the highest subsidy per customer.

The Board asked staff to meet with City of Chino staff to discuss the changes and options. On November 5, 2019, Executive Board Member Corey Calaycay and staff met with the mayors of Chino and Chino Hills, and city staff. Discussions included improvements needed at the Chino Park and Ride, and an option to connect the Chino Park and Ride to Line 495 if subsidized. Staff has not heard back from the cities, and staff plans to move forward with the cancellation of Line 497.

Receive and filed.

13. **CLUSTER 4 SPECIAL ELECTION NOTIFICATION**

Recommendation: Receive notification of Cluster 4 Special Election to be held on January 31, 2020.

Christina Lopez, Board Secretary, presented this item.

Ms. Lopez provided notification to Cluster 4 of a Special Election for the



Executive Board Member position and if necessary the election of an Executive Board Alternate. The election will take place at the January 31, 2020 Governing Board Meeting. Cluster 4 consists of the cities of Diamond Bar, El Monte, Industry, La Puente, and South El Monte. The Governing Board Member or Members elected will fill the remaining term, which runs through May 2021.

The vacancy will be created when Governing Board Member and Chair Carol Herrera steps down from the Diamond Bar City Council today, Friday, December 20, 2019 at 5:00 p.m.

Notification received.

14. **FISCAL YEAR 2019-2020 FIRST QUARTER BUDGET UPDATE**

Recommendation: Receive and file the first quarter budget update for the fiscal year ending on June 30, 2020.

Jorge Quintana, Assistant Finance Analyst, presented this item.

Mr. Quintana reported that staff expects to end the fiscal year within the approved budget. During the first quarter, savings were experienced in legal fees and operations of the Covina park and Ride. An overrun in fuels costs at the Pomona Operations and Maintenance Facility was identified. Fuel at Pomona is currently over budget by \$188,088. This is because the price per mile that was used to budget fuel was too low. At the end of the fiscal year the fuel budget will be over, but it is expected that Foothill Transit will end the fiscal year within the adopted budget.

Fare revenue for the first quarter was \$226,682 less than the first quarter target. The target farebox recovery ratio for FY2019-2020 is 16.4 percent. The farebox recovery ratio for the first quarter was 16.3 percent.

Receive and filed.

15. **TRANSIT STORE QUARTERLY REPORT**

Recommendation: Receive and file the Transit Store Quarterly Report.

Paulina Ruiz, Transportation Business Intelligence Analyst, presented this item.

Ms. Ruiz reported on the sales numbers and activity for the Foothill Transit



Stores for the first quarter of FY2019-2020. Sales for the first quarter of FY2019-2020 totaled \$1,011,619. It represented a seven percent decrease from the same period last fiscal year. During the first quarter, a total of 54,099 phone calls were received through the toll-free customer line. Customer Service Representatives answered 92 percent or 49,561 incoming phone calls. Walk-in traffic for the first quarter was 45,033 entries, which is a decrease of two percent compared to the same period last year.

Member Pedroza inquired if Foothill Transit is considering providing service at no cost to riders. Doran Barnes, Executive Director, indicated that the topic is under discussion in the industry. He stated that with any program that is put forward there are impacts that have to be considered and explored. Ridership is a key topic in the industry and that is why no cost programs are coming into play. Mr. Barnes stated that he looks forward to having discussions with the Board on these topics in the coming year.

Receive and filed.

16. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- The 2020 meeting schedule includes a Governing Board Meeting almost every month. A survey will be conducted mid-year next year to get feedback from Governing Board Members and it will assist in preparing the 2021 meeting calendar.
- Foothill Transit will be running shuttles on New Year's Day from Downtown Pasadena to the Rose Bowl for the football game.
- The opening of the Covina Transit Center will take place in 2020. Staff is currently targeting a date in April for the grand opening.
- Mr. Barnes thanked Carol Herrera for her years of service on the Foothill Transit Governing and Executive Board. He presented her with a single rose in a crystal vase.

17. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Governing Board.

- Member Moss thanked Chair Herrera for years of service and wished her the best.



- Vice Chair Sternquist shared that Chair Herrera is a delight to work with and wished her the best.
- Member Pedroza stated that he will miss Chair Herrera and he will always appreciate her support.
- Member Moss thanked Joe Raquel, Director of Planning, for coming to the City of Industry Council Meeting where a couple of projects were presented by Workman High School students that were tasked to create a bus route.
- Member Chandler inquired if there are any enhanced special laws for assaulting transit coach operators. Doran Barnes, Executive Director, stated that they would find out. Mr. Chandler asked if police officers not in uniform ride for free on buses. LaShawn King Gillespie, Director of Customer Service and Operations stated that police officers in uniform ride Foothill Transit buses for free. Mr. Barnes stated that the policy can be revisited.
- Member Paras-Caracci thanked the Foothill Transit family for their support, and indicated that she is doing well and is receiving treatment at City of Hope.

18. **ADJOURNMENT**

Adjournment for the December 20, 2019 Foothill Transit Governing Board Meeting.

There being no further business, the Foothill Transit Governing meeting adjourned at 9:01 a.m.

Prepared by:

  
Christina Lopez, Board Secretary

Approved on: 01/31/2020