



Foothill Transit

# Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING  
8:00 AM, February 27, 2015  
Foothill Transit Administrative Office  
2<sup>nd</sup> Floor Board Room  
100 South Vincent Avenue  
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: MEMBERS DE LA TORRE, HERRERA, LANTZ, SHEVLIN, TESSITOR,
4. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF DECEMBER 12, 2014
5. PRESENTATIONS:
  - 5.1. Contractors' Employee Recognition
  - 5.2. New & Promoted Staff
6. PUBLIC COMMENT

**CONSENT CALENDAR:** Items 7 through 21 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

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Public Comment: Members of the public shall have the right to address the Board on any item of interest which is within the jurisdiction of the Board before or during the Board's consideration of the item. Presentation shall not exceed three minutes in length. Action may be taken on any item identified on the agenda. Persons wishing to comment should submit a "Request to Speak" form to the Secretary. Note: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA.

The public may view and obtain all written information supporting this agenda provided to the board both initially and supplementary prior to the meeting by calling (626) 931-7300 extension 7204 or at the agency's offices located at 100 S. Vincent Ave., Suite 200, West Covina, CA 91790. Documents, including PowerPoint handouts, distributed to Board Members by staff or Board Members at the meeting will simultaneously be made available to the public upon request.



8:00 AM, February 27, 2015  
2<sup>nd</sup> Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790  
Page 2

7. FY 2014/2015 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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

8. FEBRUARY 2015 LEGISLATIVE SUMMARY

*Recommended Action: Receive and file the February 2015 Legislative Summary. Adopt a support position on H.R. 680.*

9. PROPOSED 2015 FEDERAL, STATE AND LOCAL LEGISLATIVE PROGRAMS

*Recommended Action: Adopt the proposed 2015 Federal, State and Local Legislative Programs as outlined in Attachments A, B and C.*

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Executive Director's office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

If you require translation services, please contact the Executive Director's office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

Si necesita servicios de traducción, por favor póngase en contacto con la oficina del Director Ejecutivo en el (626) 931-7300, extensión 7204, al menos 48 horas antes de la reunión.

如果需要翻译服务, 请至少于会议前48小时致电高级主任办公室: (626) 931-7300 分机 7204。

Nếu Quý vị có yêu cầu dịch vụ dịch thuật, xin vui lòng liên hệ với văn phòng Giám đốc Điều hành tại (626) 931-7300 số lẻ 7204, ít nhất 48 giờ trước khi cuộc họp.

Kung nangangailangan ka ng mga serbisyo sa pagsasalín, pakisuyong makipag-ugnayan sa opisina ng Executive Director sa (626) 931-7300 extension 7204, ng hindi bababa sa 48 oras bago ang pulong.

번역 서비스가 필요하시면 미팅 최소 48시간 이전에 임원 사무실로 (626-931-7300, 내선 번호 7204) 전화주시기 바랍니다.

翻訳サービスが必要な方は、会議の48時間前までに(626) 931-7300 内線 7204のエグゼクティブディレクター事務所にご連絡ください。

إن كنت بحاجة إلى خدمات ترجمة، برجاء الاتصال بالمدير التنفيذي للمكتب على رقم (626)931-7300 (الرقم الداخلي 7204) قبل الاجتماع بـ 48 ساعة على الأقل.

Եթե Ձեզ թարգմանական ծառայությունների են հարկավոր, հանդիպումից առնվազն 48 ժամ առաջ խնդրում ենք զանգահարել Գործադիր տնօրենի գրասենյակ (626) 931-7300 լրացուցիչ 7204 հեռախոսահամարով:

ប្រសិនបើលោកអ្នកស្នើសុំសេវាកម្មបកប្រែភាសា សូមទាក់ទងមកការិយាល័យនាយកប្រតិបត្តិ តាមលេខទូរស័ព្ទ៖ (626) 931-7300 លេខបញ្ជូនបន្ត 7204 ដែលមានរយៈពេលយ៉ាងតិច 48 ម៉ោង មុនពេលកិច្ចប្រជុំ។

در صورت نیاز به خدمات ترجمه، لطفاً حداقل 48 ساعت قبل از جلسه ملاقات با مدیر اجرایی دفتر به شماره (626)931-7300 داخلی 7204 تماس حاصل فرمایید.



8:00 AM, February 27, 2015  
2<sup>nd</sup> Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790  
Page 3

10. Foothill Transit Succession Policy

*Recommended Action: Adopt the proposed Foothill Transit Succession Policy.*

11. Proposed FY 2015/2016 Business Plan Initiatives

*Recommended Action: Approve the proposed FY 2015/2016 Business Plan Initiatives.*

12. Coach Operator Audit Results

*Recommended Action: Receive and file the results of the Coach Operator Audits conducted in December 2014.*

13. Resolutions for Low Carbon Transit Operations Grant Program

*Recommended Action: Adopt the following three resolutions: Resolution No. 2015-01: Authorization for the Execution of the Letter of Intent for the Low Carbon Transit Operations Program (LCTOP) (Attachment A) Resolution No. 2015-02 Authorization for the Execution of the Authorized Agent Form for the Low Carbon Transit Operations Program (LCTOP) (Attachment B) Resolution No. 2015-03: Authorization for the Execution of the Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP) (Attachment C).*

14. Request for Proposals (RFP) – Environmental Consultant – Covina and West Covina Park & Ride Project

*Recommended Action: Authorize the Executive Director to Issue RFP 15-044 seeking proposals to provide environmental consulting services as necessary in connection with the development of a proposed park & ride project or projects to be located in the Covina and West Covina area.*

15. Request for Qualifications (RFQ) – Architectural Engineering Consultant – Park and Ride Facilities

*Recommended Action: Authorize the Executive Director to Issue RFQ No 15-049 seeking qualifications to provide architectural and engineering services in connection with the development of a proposed park & ride facility to be located in the Covina and/or West Covina area.*



8:00 AM, February 27, 2015  
2<sup>nd</sup> Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790  
Page 4

16. CONTRACT AMENDMENT- ARCHITECTURAL AND ENGINEERING DESIGN FOR THE AZUSA INTERMODAL PARKING FACILITY

*Recommended Action: Authorize the Executive Director to execute Amendment No. 8 to Contract No. 11-036 with Choate Parking Consultants in the amount of \$8,515 for additional architectural and engineering services for the Azusa Intermodal Parking Facility Project.*

17. REQUEST FOR PROPOSALS - TRANSIT BUSES

*Recommended Action: Authorize the Executive Director to issue Request for Proposals No. 15-048 to procure 35 42ft. low-floor CNG buses with options to purchase up to 100 additional coaches in future years.*

18. SOLE SOURCE AWARD - THREE YEAR GIRO HASTUS SCHEDULING SOFTWARE MAINTENANCE AND SUPPORT

*Recommended Action: Authorize the Executive Director to enter into a sole-source contract in the amount of \$197,434 with Giro, Inc. for three years of Hastus Scheduling Software maintenance and support.*

19. SOLE SOURCE CONTRACT AWARD - DIGITAL VOICE/DATA CHANNELS AND BASE STATION EQUIPMENT RENTAL

*Recommended Action: Authorize the Executive Director to: 1. Negotiate final terms and conditions and award a sole-source contract in the amount of \$758,220 to Mobile Relay Associates, Inc. (MRA) for digital voice radio frequency channels and base station equipment rental and repeater service for a term of five years including antennas and installation, with an option for five additional years; and 2. Execute an amendment to our existing radio system lease with MRA for analog voice and data radio frequency channels and base station equipment rental and repeater service on a month-to-month basis at the rate of \$5,500 per month.*

20. CONTRACT AWARD - ADMINISTRATIVE OFFICE BUILDING ENTRY AND LANDSCAPE PROJECT

*Recommended Action: Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 15-018 with Aragon Construction in the amount of \$112,700 for the Administrative Office Building Landscape and Entry Project.*

21. MT. SAC CLASS PASS PILOT PROGRAM EXTENSION

*Recommended Action: Approve the continuation of the Class Pass Pilot Program at Mount San Antonio College (Mt. SAC).*



REGULAR AGENDA:

22. OPTION EXERCISE – POMONA OPERATIONS AND MAINTENANCE AGREEMENT NO. 12-001

*Recommended Action: Authorize the Executive Director to: 1. Exercise the first two-year option on Agreement No. 12-001 with First Transit, Inc. for transit services operated out of Foothill Transit's Pomona facility; and 2. Provide quarterly payments to First Transit in the amount of \$75,000 to compensate them for running time added to local and commuter lines as a result of construction related delays on and near the I-10 corridor, retroactive to July 2014 and through June 30, 2017.*

23. FISCAL YEAR 2014/15 BUSINESS PLAN INITIATIVES UPDATE

*Recommended Action: Receive and file the status update on the FY 2014/15 Business Plan Initiatives.*

24. FY 2014/2015 SECOND QUARTER BUDGET UPDATE

*Recommended Action: Receive and file the Second Quarter Budget Update for the fiscal year ending June 30, 2015.*

25. PERFORMANCE INDICATORS REPORT – FY 2014/15 SECOND QUARTER REPORT

*Recommended Action: Receive and file FY 2014/15 Second Quarter Performance Indicators Report.*

26. EXECUTIVE DIRECTOR COMMENT

27. BOARD MEMBER COMMENT



8:00 AM, February 27, 2015  
2<sup>nd</sup> Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790  
Page 6

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

Property Address/Location: APN: 8448-019-045, 8448-019-044, 8448-019-042,  
8448-019-041, 8448-019-040  
Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Katie Kraft, Darold D.  
Pieper, Kevin McDonald  
Negotiating Parties: Andy McIntyre of McIntyre Company, Kyle Weichert of Lewis  
Operating Corporation  
Under Negotiation: Price and Terms

29. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED  
LITIGATION Initiation of litigation pursuant to Government Code Section  
54956.9 (c): One Case

30. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATORS  
(Gov't Code § 54957.6)

Agency Representatives Attending Closed Session: Executive Director Barnes,  
General Counsel Pieper  
Unrepresented Employee Position Titles: All prospective positions with Foothill  
Transit excluding the Executive Director

31. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov't  
Code § 54957)

Title: Executive Director

32. POSSIBLE AMENDMENT TO EXECUTIVE DIRECTOR'S EMPLOYMENT  
CONTRACT

*Recommended Action: Consider a possible amendment to the Executive Director Employment  
Agreement with Doran J. Barnes.*

33. CLOSED SESSION REPORT

34. ADJOURNMENT



**Foothill Transit**

**Executive Board Meeting  
AGENDA**

8:00 AM, February 27, 2015  
2<sup>nd</sup> Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790  
Page 7

**A Meeting of the Foothill Transit  
Governing Board is scheduled for  
Friday, March 20, 2015 at 7:45 a.m.**

**The Next Regular Meeting of the Foothill Transit  
Executive Board is scheduled for  
Friday, March 27, 2015 at 8:00 a.m.**