



**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE
FOOTHILL TRANSIT GOVERNING BOARD
FOOTHILL TRANSIT ADMINISTRATIVE OFFICE
2ND FLOOR BOARD ROOM
100 SOUTH VINCENT AVENUE
WEST COVINA, CALIFORNIA 91790**

Friday, March 14, 2014

8:00 AM

CALL TO ORDER

1. Call to order. (14-1109)

The meeting was called to order by Chair Doug Tessitor at 8:00 a.m.

2. **PLEDGE OF ALLEGIANCE**

Pledge of Allegiance. (14-1110)

The Pledge of Allegiance was led by Darold Pieper, General Counsel, Foothill Transit.

ROLL CALL

3. Roll call. (14-1111)

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

Present: 18 - Member Corey Calaycay, Member Charles S. Rosales, Member Paula Lantz, Member Emmett Badar, Member Cruz Baca, Member Doug Tessitor, Member Corey Warshaw, Member Robert Harbicht, Member Richard G. Barakat, Member Tzeitel Paras-Caracci, Member Becky A. Shevlin, Member Margaret McAustin, Member Cynthia Sternquist, Member Jeff Parriott, Member Violeta Lewis, Member Hector Delgado, Member Michael De La Torre and Member Pat Wallach

Excused: 6 - Member Antonio Cartagena, Member Peggy A. Delach, Member Mark Breceda, Member Carol Herrera, Member Juventino "J" Gomez and Member David C. Rodriguez

Alternates: 1 - Member Edward Alvarez

I. ADMINISTRATIVE MATTERS

4. Approval of the minutes for the Foothill Transit Special Governing Board Meeting of December 18, 2013. (14-1112)

On motion of Member Margaret McAustin, Seconded by Member Jeff Parriott, the minutes for the Special Governing Board Meeting of December 18, 2013 were approved by the following vote:

Ayes: 16 - Member Corey Calaycay, Member Charles S. Rosales, Member Paula Lantz, Member Emmett Badar, Member Cruz Baca, Member Corey Warshaw, Member Robert Harbicht, Member Richard G. Barakat, Member Becky A. Shevlin, Member Margaret McAustin, Member Cynthia Sternquist, Member Jeff Parriott, Member Hector Delgado, Member Michael De La Torre, Member Pat Wallach, and Member Edward Alvarez

Abstentions: 1 - Member Doug Tessitor

Excused: 8 - Member Antonio Cartagena, Member Peggy A. Delach, Member Mark Breceda, Member Tzeitel Paras-Caracci, Member Carol Herrera, Member Juventino "J" Gomez, Member Violeta Lewis and Member David C. Rodriguez

Attachments: [SUPPORTING DOCUMENT](#)

II. PUBLIC COMMENT

5. Public Comment. (14-1113)

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

III. PRESENTATIONS

6. 6.1 25th Anniversary Historical Reflections by Roger Chapin (14-1114)
Doran Barnes, Executive Director, Foothill Transit, recognized and introduced Roger Chapin, former Executive Director of Foothill Transit. Mr. Chapin provided a brief summary on the concept of Foothill Transit. Mr. Chapin commended the Board on their commitment to improve the quality of life in the community within San Gabriel Valley.

After discussion, by Common Consent, and there being no objection, the Governing Board accepted Mr. Chapin's report.

FOOTHILL TRANIST PROGRAM UPDATES

7. 7.1 CLASS PROGRAM UPDATE (14-1115)

Katie Gagnon, Special Projects Manager, Foothill Transit, presented a verbal report on the following:

The second semester of the Class Pass Program (Program) started in February 2014 for Mt. San Antonio College (Mt. SAC) and the University of La Verne. A key element of the Program is the registration program created by the Information Technology at Mt. SAC. Mt. SAC's registration is used as a tracking system, linking Student Identification and TAP cards, reducing possible fraud. The tracking system also allows one card per person and removes fare if the student withdraws from all classes.

Ms. Gagnon introduced May Ochoa, Student Body President of Mt. SAC. Ms. Ochoa thanked Foothill Transit for the Program and apprised the Board that approximately 6,000 students are utilizing the Program. Due to the success of the Program, buses were filled to maximum capacity, and Ms. Ochoa recognized and thanked Ms. Gagnon for her immediate course of action of by increasing the number of Foothill Transit buses due to the large response of students taking part in the Program.

After discussion, by Common Consent, and there being no objection, the Governing Board accepted Ms. Gagnon's report.

7.2 GOVERNING BOARD HANDBOOK (14-1116)

David Reyno, Director of Governmental Relations, introduced this item by informing the Governing Board that an updated Governing Board Handbook was compiled to include current information pertaining to Clusters, Joint Powers Agreement, Foothill Transit Rules (similar to the By Laws), Conflict of Interest Codes, Governing Board Membership and brief introduction on the current Governing Board Members and Stipend.

In response to questions posed by the Governing Board on agenda and attachments, Doran Barnes, Executive Director, Foothill Transit, responded that Foothill Transit is in the process of moving toward a technology driven platform, and one of the components would be an electronic agenda. This process is anticipated to begin after the Annual Governing Board meeting in May 2014.

After discussion, by Common Consent, and there being no objection, the Governing Board accepted Mr. Reyno's report.

7.3 OVERVIEW OF EXECUTIVE BOARD ELECTION PROCESS (14-1117)

David Reyno, Director of Governmental Relations, presented a verbal report on the Foothill Transit's Annual Election process being held on the May 16, 2014 Governing Board's meeting at 7:45 a.m. Mr. Reyno reminded the Governing Board that the election would encompass the Executive Board Members and Alternates for Cluster 2 and 3 for the next three years, and the election of officers for the Executive Board. He explained that Cluster 2 is comprised of the cities of Azusa, Baldwin Park, Covina, Glendora, Irwindale and West Covina; and for Cluster 3, the Cities of Arcadia, Bradbury, Duarte, Monrovia, Pasadena, and Temple City.

During discussion, the Governing Board suggested that the Executive Director send a Statement of Interest to the representatives of the Clusters six weeks prior to the election, with instruction to have the interested individuals complete and submit the Statement of Interest within three weeks. Inclusive, the Executive Director will then notify and send the Statement of Interest to the Cluster Members two weeks prior to the election for consideration.

After discussion, by Common Consent, and there being no objection, the Governing Board accepted Mr. Reyno's report.

7.4 BUS STOP ENHANCEMENT PROGRAM (14-1118)

Henry Lopez, Transit Planner, presented a verbal report, and relayed that in the Fiscal Year 2012 Business Plan, the Governing Board approved \$1 Million to fund the Bus Stop Enhancement Program (Program). A number of cities have participated in the Program, spending \$175,000. The remaining funds have been carried over into the Fiscal Year 2015 Business Plan (Plan) to provide grants to the member cities and County of Los Angeles.

The Plan provides member cities with financial assistance to improve bus stop locations. The Plan's overall goal is to improve the customer experience while waiting for the bus. Its target areas include: 1) strengthen community identity; 2) complement adjacent activities; 3) provide safety related amenities; 4) improve bus stop technology; 5) attract new customers; and 6) reinforce Foothill Transit's positive image.

The Plan's evaluation criteria incorporates safety improvements; location; other improvements, estimated costs; and current service level for ridership. A call for application would be issued to the Joint Power Authority member cities and the County of Los Angeles for projects in which Foothill Transit would provide finding up to \$35,000 to each member

city based on the established criteria. The Plan also includes an additional \$5,000 for eligible members Cities implementing additional amenities, such as innovative lighting, drinking fountains, supplemental devices for the disabled, as well as passenger related technology.

The applications submittal is tentatively scheduled for May 2014, and would be evaluated in June 2014. Notices for the qualified applicants would be sent in July 2014, with an agreement to be executed in August 2014.

After discussion, by Common Consent, and there being no objection, the Governing Board accepted Mr. Lopez' report.

7.5 COMPREHENSIVE OPERATIONAL ANALYSIS STATUS REPORT (14-1119)

Austin Lee, Planning Manager, presented a verbal report and informed the Governing Board that the Comprehensive Operational Analysis (COA) is an in depth program review of the services a transit agency provides to determine system strengths and weaknesses. Due to the comprehensive nature of the COA, this analysis is typically completed every five to ten years. The last COA completed at Foothill Transit was in 2005.

The goal of the COA is to meet the needs of the user with the objective to increase system ridership by 5% to 10% in the first two years after the completion of the COA. To determine the needs of the user, Foothill Transit will be conducting public surveys on the bus, telephone and online, interviewing municipal operators who provide shuttle service, and focus groups. The surveys will commence April 2014, with an analysis to follow with the final findings to be completed in April 2015. Based on the findings, recommendations for a transit network would be built addressing the user needs.

Doran Barnes, Executive Director, Foothill Transit, informed that the Governing Board would be presented with the preliminary survey results in the fall meeting.

After discussion, by Common Consent, and there being no objection, the Governing Board accepted Mr. Lee's report.

Darold Pieper, General Counsel, Foothill Transit, informed that a new Brown Act requirement took into effect January 1, 2014, which requires that the vote of every individual member of a Board be recorded. To avoid taking roll call votes on each item, the process of the Governing Board would be, the Chair announces that this item is unanimous, and all members will be recorded as "yes." If a member(s) want to vote "abstain" or "no," the member(s) would need to ensure that it is announced. Members who do not "abstain" or "no" will be recorded as a "yes" vote for the purposes of the minutes.

IV. EXECUTIVE DIRECTOR COMMENT

8. Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (14-1120)

Mr. Barnes commented on the following:

- **Last week Mr. Barnes, Chair Tessitor and Treasurer Herrera attended the Annual San Gabriel Valley legislative reception in Washington D.C. Legislative Delegates were updated on the progress of current projects, and noted that the Highway Trust Fund, which provides the funding for Transit through gas tax, is running out of funds.**
- **The Foothill Transit Annual Governing Board is scheduled for Wednesday, May 21, 2014, at 7:45 a.m. with the following items on the agenda:**
 - 1) **Consideration and approval of the Proposed Fiscal Year 2015 Business Plan**
 - 2) **Consideration and approval of the Proposed Budget Fiscal Year 2015**
 - 3) **Election of Executive Board Members and Alternates for Cluster 2 and 3 and election of Officers for the Executive Board. In two and a half weeks, Cluster 2 and 3 members will receive the Statement of Interest from the Executive Director.**

V. GOVERNING BOARD MEMBER COMMENT

9. Comments by Members of Foothill Transit Governing Board. (14-1121)

Member Robert Harbicht (Councilmember, City of Arcadia) reported that this would be his last Foothill Transit Governing Board meeting representing the city of Arcadia. He said it was pleasure for him to serve on the Governing Board.

Chair Doug Tessitor (Councilmember, City of Glendora), reiterated Mr. Barnes comments regarding the San Gabriel Valley Legislative reception in Washington D.C., and that the Legislative Delegates are supportive of Foothill Transit's projects.

VI. ADJOURNMENT

10. Adjournment for the March 14, 2014 Foothill Transit Governing Board Meeting. (14-1122)

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