



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, October 31, 2014

8:00 AM

CALL TO ORDER

1. Call to Order (14-4820)

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

PLEDGE

2. Pledge of Allegiance. (14-4865)

The Pledge of Allegiance was led by Michelle Caldwell, Director of Finance, Foothill Transit.

ROLL CALL

3. Roll Call. (14-4866)

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

Present: Michael De La Torre, Becky A. Shevlin, Carol Herrera, Paula Lantz and Doug Tessitor

I. ADMINISTRATIVE MATTERS

4. Approval of the minutes for the Regular Meeting of Executive Board of September 26, 2014. (14-4867)

On motion of Member Shevlin, seconded by Vice Chair Lantz, duly carried by the following vote, the Board approved the minutes for the Regular Executive Board Meeting of September 26, 2014.

Ayes: 4 - Member Michael De La Torre, Member Becky A. Shevlin, Vice Chair Paula Lantz and Chairman Doug Tessitor

Abstentions: 1 - Treasurer Carol Herrera

Attachments: [SUPPORTING DOCUMENT](#)

II. PRESENTATIONS

5. 5.1 Contractors' Employee Recognition (14-4868)

Jim Marshall, General Manager, First Transit, introduced and recognized the following Pomona location First Transit Operator of the Month:

- **Winston Kilkenny, Operator of the Month (October 2014)**

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

5.2 New and Promoted Staff (14-4869)

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

New Hires:

- **Oscar Benavente, Maintenance Quality Assurance Inspector**
- **Micheal Tobin, Quality Assurance Inspector**

After discussion, by Common Consent, and there being no objection, the Board recognized the newly hired and promoted staff.

5.3 Update on APTA Activities (14-4870)

Jim LaRusch, Chief Counsel, American Public Transportation Association (APTA), provided a brief presentation of his job dealing with the Regulatory Program within the Transportation Industry.

After discussion, by Common Consent, and there being no objection, the Board received Mr. LaRusch's presentation.

III. PUBLIC COMMENT

6. Public Comment. (14-4871)

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

IV. CONSENT CALENDAR

7. FY 2014/2015 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through September 30, 2014. (14-4872)

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

Attachments: [SUPPORTING DOCUMENT](#)

8. OCTOBER 2014 LEGISLATIVE SUMMARY

Recommendation: Receive: Receive and file the October 2014 Legislative Summary. There are no recommended positions on bills this month. (14-4873)

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

Attachments: [SUPPORTING DOCUMENT](#)

9. RESOLUTION ADOPTING BOARD MEETING SCHEDULE FOR 2015

Recommendation: Adopt Resolution No. 2014-04 Board Meeting Schedule for 2015. (14-4874)

On motion of Vice Chair Lantz , seconded by Member Shevlin, unanimously carried, the Board adopted Resolution No. 2014-04 Board Meeting Schedule for 2015.

Attachments: [SUPPORTING DOCUMENT](#)

10. COACH OPERATOR AUDIT RESULTS

Recommendation: Receive and file the results of the coach operator audits conducted in September 2014. (14-4875)

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

Attachments: [SUPPORTING DOCUMENT](#)

11. REQUEST FOR PROPOSALS (RFP) 15-028 - REPAINTING AND DECAL

INSTALLATION AND HEAVY MAINTENANCE ON 30 60-FOOT ARTICULATED BUSES

Recommendation: Authorize the Executive Director to issue RFP No. 15-028 for the repainting, livery upgrade, bus decal installation and heavy maintenance on 30 60-ft. articulated buses. (14-4876)

By Common Consent, and there being no objection, this item was taken off calendar.

Attachments: [SUPPORTING DOCUMENT](#)

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

Recommendation: Authorize the Executive Director to execute Amendment No. 6 to Contract No. 11-036 with Choate Parking Consultants in the total amount of \$25,339 for additional geotechnical services to evaluate fault trace information; and the services of a Qualified Stormwater Pollution Prevention Plan Practitioner (QSP) for the Azusa Intermodal Parking Facility Project. (14-4877)

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

Attachments: [SUPPORTING DOCUMENT](#)

13. CONTRACT AWARD - SECURITY SYSTEM MAINTENANCE

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 15-012 in the amount of Three Hundred Forty-Two Thousand Six Hundred Dollars and Ninety-One Cents (\$342,600.91) with G4S Technology LLC for the provision of security maintenance services of Foothill Transit's Electronic Security Systems (ESS). The base contract term will be three years, with two one-year options to be exercised at Foothill Transit's sole discretion. (14-4878)

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

Attachments: [SUPPORTING DOCUMENT](#)

V. DISCUSSION ITEMS (REGULAR AGENDA)

14. FY 2013/14 COMPREHENSIVE ANNUAL FINANCIAL AUDIT REPORT RESULTS

Recommendation: Receive and file the FY 2013/14 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. (14-4880)

Michelle Caldwell, Director of Finance, Foothill Transit, reported that the accounting firm, Crowe Horwath LLP completed an audit of Foothill Transit's balance sheet as of June 30, 2014, related statements of revenues, expenses, and cash flow. In addition, Crowe Horwath LLP completed an audit of Foothill Transit in compliance with the Single Audit (Office of Management and Budget Circular [OMB] A 133) Guidelines mandated by Foothill Transit's receipt of federal funds; the Transportation Development Act; and the rules and regulations of the Los Angeles County Metropolitan Authority. For the 12th year in a row, Foothill Transit received a clean audit, and no requirements or recommended adjustments were made to Foothill Transit's financial statements for the Fiscal Year ending June 30, 2014.

Ms. Caldwell introduced Scott R. Nickerson, Certified Public Accountant (CPA) who provided a brief report detailing Fiscal Year 2014 financial and compliance audit results for the organization.

After discussion, on motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

15. DOWNTOWN LOS ANGELES BUS LAYOVER LEASE

Recommendation: Authorize the Executive Director to negotiate final terms and conditions with the Los Angeles Metropolitan Transportation Authority (Metro) for the lease of bus layover space in downtown Los Angeles. (14-4881)

Joe Raquel, Director of planning reported the one of the challenges Foothill Transit faces in Downtown Los Angeles is finding an area where buses can safely park and not impede traffic as they prepare for their next trip. Terminal 128 is located one mile from the first and last downtown Los Angeles stop of Silver Streak, making it an ideal location for each operator to layover as they prepare for their next trip. The cost to lease the space is \$1,000 a month or \$12,000 a year.

In response to question posed by the Board, Mr. Raquel indicated the space which accommodates up to three 60-foot buses is adequate for the Silver Streak Program. The lease is for five years and the option to

terminate with a 30 day notice and the option for renewal of the contract will be incorporated into the contract during the negotiation.

After discussion, on motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

16. FISCAL YEAR 2014/15 BUSINESS PLAN INITIATIVES UPDATE

Recommendation: Receive and file the status update on the FY 2014/15 Business Plan Initiatives. (14-4882)

Kevin McDonald, Deputy Executive Director, provided a brief status report on the following nine major initiatives in the Business Plan for Fiscal Year 2014-15.

- **Bus Replacement Program**
- **Comprehensive Operational Analysis (COA) Development**
- **College Pass Program**
- **ISO 14001 Certification at Pomona**
- **Arcadia Operations Contract Procurement**
- **Smart Bus System (SBS) Replacement**
- **Customer Service Training Expansion**
- **San Gabriel Valley Park and Ride Facilities**
- **Legislative Advocacy**

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

Attachments: [SUPPORTING DOCUMENT](#)

17. PERFORMANCE INDICATORS REPORT - FY 2014/15 FIRST QUARTER REPORT

Recommendation: Receive and file the FY 2014/15 First Quarter Performance Indicators Report. (14-4883)

Sarah Tseng, Service Quality Coordinator reported for the first Quarter of Fiscal Year 2014-15, Foothill Transit met seven of nine key performance indicators. The indicators met for the month are: Preventable accidents; miles between service interruptions; average time to answer; boarding's per vehicle service hour; average weekday boardings; farebox recovery ratio; and average cost per vehicle service hour.

In response to question posed by the Board, Mr. McDonald reported the 10% increase in operating expenses is due to the startup cost for the Arcadia contract. Over all actual expenses is \$2 million under the approved budget.

After discussion on motion of Treasurer Herrera, seconded by Member De La Torre, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

18. 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. (14-4884)

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.

In response to question posed by the Board, Ms. Gillespie indicated Foothill Transit will negotiate with First Transit regarding payment for the necessary repairs to Foothill Transit's Fleet, facility and equipment at Arcadia location to ensure that all Foothill Transit asset are returned in a condition that meet Foothill Transit's standards.

After discussion on motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

VI. EXECUTIVE DIRECTOR COMMENT

19. Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (14-4885)

Mr. Barnes reported on the following:

Working to close the audit findings of the Federal Transit Administration (FTA) Triennial Review process for Fiscal Year 2011- 14 on the following items:

- 1. Follow up with Access Services to revise no show policy;**
- 2. Follow up with Access Services to revise the origin to destination service; and**

3. Fair Compliance.

- Transition of a contract is a team effort and thanked everyone for their hard work.
- Britt Card is leaving Foothill Transit and joining the Pasadena Transit Program.
- Wished everyone happy Thanksgiving.

VII. BOARD MEMBER COMMENT

- 20.** Comments by Members of the Foothill Transit Executive Board. (14-4886)

Member Shevlin reported that she attended the American Public Transportation Association (APTA) Conference held in Houston, Texas. She was proud of Foothill Transit accomplishments; being a finalist for the American Public Transportation Association (APTA) ADWHEEL Award for the Marketing Program and receiving scholarships from The American Public Transportation Foundation (APTF).

Treasurer Carol Herrera echoed Member Shevlin's comment and thanked Foothill Transit for sending them to the American Public Transportation Association (APTA) Conference.

Vice Chair Lantz mentioned "Shaun Diamond" the Pomona Swat officer a close friend, killed in line on duty. Thanked Foothill Transit for helping City of Pomona for providing six Foothill Transit Buses to help with Transportation needs of the City for the funeral services of the slain officer.

VIII. ADJOURNMENT

- 21.** Adjournment for the October 31, 2014 Foothill Transit Executive Board Meeting. (14-4887)

There being no business, the Foothill Transit Executive Board Meeting adjourned at 9:07 a.m.