



Foothill Transit

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

FOOTHILL TRANSIT ADMINISTRATIVE OFFICE
2ND FLOOR BOARD ROOM
100 S. VINCENT AVENUE
WEST COVINA, CALIFORNIA 91790

Friday, September 29, 2017
8:00 a.m.

1. CALL TO ORDER

The meeting was called to order by Chair Calaycay at 8:02 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Member Pedroza.

3. FOCUS ON SAFETY

Ali Showkatian, Safety Compliance Manager, presented a message on National Preparedness Month.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Sam Pedroza, Member Cynthia Sternquist, Member Carol Herrera, Vice Chair Corey Warshaw, Chair Corey Calaycay

5. APPROVAL OF AGENDA

The agenda was approved as presented.

6. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of August 25, 2017.

Motion by Vice Chair Warshaw, second by Member Sternquist, the minutes for the Regular Meeting of August 25, 2017 were approved. Motion carried 5-0.



7. PRESENTATIONS

7.1 Contractors' Employee Recognition

Marc Perla, General Manger, Keolis, introduced and recognized the following Pomona location Keolis operator and employee of the month:

Klesha Anthony, Operator of the Month (September 2017)
Eric Richards, Employee of the Month (September 2017)

Bill Jackson, General Manger, Transdev, introduced and recognized the following Arcadia location Transdev operator and employee of the month:

Ernesto Larios, Operator of the Month (September 2017)
Tommy Maung, Employee of the Month (September 2017)

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

8. PUBLIC COMMENT

Kevin Ooms, Vice President, Reporting and Accounting, Transdev addressed the Executive Board.

Katrina Heineking, Regional Vice President, Southwest, Transdev addressed the Executive Board.

Michael Ake, Senior Vice President of Operations Keolis addressed the Executive Board.

8.1 Executive Director Response to Public Comment

There was no response by the Executive Director to Public Comment.

CONSENT CALENDAR

9. AUGUST 2017 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through August 31, 2017. The attached Financial Statements and Investment Report summarize Foothill Transit's



unaudited operations and financial condition as of August 31, 2017, for the fiscal year ending June 30, 2018.

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

10. AUGUST 2017 PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the August 2017 Performance Indicators Report.

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

11. SEPTEMBER 2017 LEGISLATIVE SUMMARY

Recommendation: Receive and file the September 2017 Legislative Summary. There are no recommended positions on bills this month.

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

12. INVITATION FOR BIDS (IFB) NO. 18-018 - REPLACEMENT OF HEATING, VENTILATION AND AIR CONDITIONING (HVAC) EQUIPMENT AND **ASPHALT ROOF AT FOOTHILL TRANSIT'S ARCADIA OPERATIONS & MAINTENANCE FACILITY**

Recommendation: Authorize the Executive Director to issue IFB No. 18-018 for replacement of the HVAC equipment and asphalt roof at Foothill Transit's Arcadia Operations and Maintenance Facility.

Motion by Member Herrera, second by Vice Chair Warshaw, to approve. Motion carried 5-0.

REGULAR AGENDA

13. FARE AND SERVICE CHANGES OUTREACH

Recommendation: Receive and file the report on Fare and Service Changes Outreach.

Felicia Friesema, Director of Marketing and Communications, presented this item.



Ms. Friesema provided an update on the efforts to inform Foothill Transit customers of the upcoming fare and service changes. The outreach process consists of two phases. Phase 1 is the initial presentation of the change proposal to the public to collect the communities' feedback. Then following the approval of the final adjusted proposal, Phase 2 begins with the launch of a customer information campaign, leading up to the launch, which for Phase 2 culminates on October 22, 2017.

The core message for Phase 2 will be to increase system and community awareness, enhance the quality and reach of customer service, target affected areas, and provide inclusive outreach. Digital tactics include foothilltransit.org, social media, digital advertising, and e-newsletters. Traditional print media tactics include brochures and Footnotes, multilingual flyers and interior cards, signage and rider alerts, letters, and 1-800-RIDE-INFO. Traditional print media is important especially when targeting key affected communities such as senior citizens, people with disabilities, and communities where English is not the primary language spoken. Media and influencer tactics include press releases, bloggers and podcasters, and public access. The most effective outreach is face to face engagement. Presentations will be made at community centers, schools, and bus stops to directly engage with customers.

Received and filed.

14. CAD/AVL SYSTEM REPLACEMENT PROJECT

Recommendation: Receive and file an update of the replacement of Foothill Transit's computer aided dispatch and automatic vehicle location (CAD/AVL) system.

LaShawn King Gillespie, Director of Customer Service and Operations, presented this item.

Ms. Gillespie reported that in June 2015 the Executive Board authorized a contract award to Avail Technologies for the replacement of the computer aided dispatch automated vehicle locator (CAD/AVL) system. Since that time the Avail team continues to work with Foothill Transit staff in developing the system. Ms. Gillespie introduced Rick Spangler, Chief Technology Officer of Avail Technologies who provided a detailed update on the project status.

Mr. Spangler reported that Phase 1 Factory Testing at Avail was successfully



completed in March 2017. Phase 1 Pilot Testing was completed in July 2017. The first round of User Training at Foothill Transit, Arcadia, and Pomona has been completed. The Vehicle Installation Rollout at Foothill Transit began the second week of September 2017. The goal is to install four buses a night, six days a week. Installations are scheduled to be completed in December 2017. In addition, VoIP Communications Testing has successfully been completed. The Final Design for enhanced service recovery and reporting capabilities of the system has been submitted. Next steps include continued vehicle installations, route validation and ride checks, user training, development of new features, and continue to monitor system performance and usage.

Received and filed.

15. ELECTRIC BUS SOLE-SOURCE PROCUREMENT – CITY OF DUARTE TRANSIT SERVICE

Recommendation: Pending execution of a memorandum of understanding (MOU) with the City of Duarte, authorize a sole-source procurement of three 35-foot, extended-range electric buses from Proterra.

Roland Cordero, Director of Maintenance and Vehicle Technology, presented this item.

Mr. Cordero reported that at the June Executive Board Meeting the Board authorized the Executive Director to negotiate a Memorandum of Understanding (MOU) with the City of Duarte to assume operation of the city's circular routes. As specified in that agreement, Foothill Transit will purchase three 35-foot Proterra Extended Range Buses. The city will reimburse Foothill Transit for the first two buses and make payments on the third bus over a ten year period. At last Tuesday's Duarte City Council Meeting, the Council voted to approve the MOU, commemorating the first ever partnership with one of Foothill Transit's member cities. A sole source procurement is recommended for the following reasons. Foothill Transit's current fleet of electric buses are manufactured by Proterra, and adding another bus from another manufacturer would impact parts inventory and training. Given the required deployment date of July 2018, a procurement process other than a sole source would result in an unacceptable delay to service delivery.

Motion by Vice Chair Warshaw, second by Member Pedroza, to approve. Motion carried 5-0.



16. FAREBOX REFURBISHMENT SOLE SOURCE PROCUREMENT

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into a sole source agreement with Cubic Transportation in an amount not to exceed \$3,900,000 to refurbish our current fare revenue collection system, which has reached the end of its useful life.

John Xie, Fare Revenue Manager, presented this item.

Mr. Xie reported that Foothill Transit has been a participant in the TAP Program along with 24 operators in LA County. Today, approximately 47 percent of Foothill Transit customers uses a TAP card to pay for their fare. A typical fare collection system has a useful life of nine years. Foothill Transit's current fare collection system was installed in 2009, and next year will mark its ninth year in operation. Components for the current system are becoming obsolete and the current system has limited expandability, which restricts Foothill Transit with moving forward with up-to-date technologies. Maintaining a TAP compatible system is key to the success of Foothill Transit's new fare structure. The best solution is to upgrade the existing fareboxes as this would extend the useful life of system for at least six years. This would also allow Foothill Transit to maintain participation in the TAP program without losing key features and functionality of the existing fareboxes. With the upgraded system, Foothill Transit would have the capabilities to expand the system in the future with creative and innovative features and services for our customers.

Motion by Member Pedroza, second by Member Sternquist, to approve.
Motion carried 5-0.

17. FIGUEROA AND 9TH BUS STOP CLOSURE

Recommendation: Receive and file the Figueroa and 9th Bus Stop Closure Report.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel reported that Downtown Los Angeles is a key destination for Foothill Transit, and that all commuter routes and the Silver Streak have a terminus in the area. My Figueroa is the City of Los Angeles' complete streets project that will build protected bikes lanes along Figueroa. This construction has caused the closure of Foothill Transit's Figueroa and 9th bus stop. This bus stop is the first stop for almost all Foothill Transit's eastbound



commuter express trips. This bus stop also dedicates two lanes of traffic for buses. This allows Foothill Transit to stage buses, which helps the buses stay on time. In late August, the City closed the two lanes and access to the stop. As a result, there was a spike in customer comments due to delays in service. The stop has been moved to Figueroa and 7th and a temporary timetable has been added at that stop to let customers know when they can expect buses to arrive. LA Metro has offered a location at Beaudry and Temple as a location for staging buses.

After construction is completed at Figueroa and 9th there will no longer be two lanes available for staging. Foothill Transit will continue to keep customers informed of any changes or delays.

Received and filed.

18. TRANSIT STORE QUARTERLY REPORT

Recommendation: Receive and file the Transit Store Quarterly Report.

Michael Tobin, Quality Assurance Analyst, presented this item.

Mr. Tobin reported on the Foothill Transit Stores sales and activity for the fourth quarter of Fiscal Year 2016-2017. Overall sales for the fourth quarter totaled \$1,023,711. This is a 12 percent decrease from the same quarter last fiscal year. Customers spent an average of 18 seconds waiting on hold. This meets Foothill Transit's target of under 40 seconds. A total of 63,513 phone calls were received through the toll-free customer service line. Customer Service Representatives answered 95.5 percent of the incoming phone calls. Walk-in traffic for the quarter totaled 41,750 amounting to an 11 percent decrease from last fiscal year.

Received and filed.

19. EXECUTIVE DIRECTOR COMMENT

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

Mr. Barnes reported the following:

- Foothill Transit provided very successful service to the LA County Fair.
- Foothill Transit staff completed the second West Coast Multi-Agency Exchange (MAX) Program. This program was put in place in partnership with Santa Monica Big Blue Bus and Long Beach Transit.



Mr. Barnes thanked Deputy Executive Director Kevin Parks McDonald for coordinating and facilitating.

- Mr. Barnes announced that Transit Store General Manager Araceli Lopez was appointed to the Board of Directors of the East Valley Community Health Center.
- The APTA Annual Meeting and EXPO will take place in Atlanta in October. This will mark the end of Mr. Barnes' term as Chair. He thanked the Executive Board for their support this past year. Mr. Barnes stated that he will continue to Chair the CEO Search Taskforce, continue to service the Executive Committee as Immediate Past Chair, will be Chair of Leadership APTA, and he expects that incoming Chair Nat Ford will appoint him to the new Conference Planning Committee.
- The November Governing Board Meeting will tentatively take place at the Proterra West Coast Manufacturing in City of Industry.
- Mr. Barnes requested that the Board review the draft 2018 Meeting Calendar and advise staff of any possible conflicts. Mr. Barnes advised the Board that in March 2018 the National League of Cities Legislative Conference and APTA Legislative Conference are a week apart.
- Cynthia Sternquist will be the special guest star for the October Executive Board Meeting movie.

20. BOARD MEMBER COMMENT

Comments by Members of the Foothill Transit Executive Board.

- Chair Calaycay thanked Mr. Barnes for his distinguished service as APTA Chair.
- Member Pedroza thanked Foothill Transit for providing service to the LA County Fair. Mr. Pedroza utilized the service to the fair. Also, he complimented the artwork going up at the Azusa Intermodal Transit Center.
- Member Sternquist invited everyone to the San Gabriel Valley Council of Governments General Assembly, which will take place October 25 at the Pacific Palms Resort in City of Industry. Ryan Popple from Proterra and Doran Barnes will be part of the line-up of guest speakers.

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

Property Address/Location: 1162 N. Citrus Avenue and 117 E. Covina Boulevard, Covina, CA

Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Jane Starke, Darold D. Pieper, Kevin Parks McDonald



Negotiating Parties: MLC Holdings
Under Negotiation: Price and Terms

The Board recessed to closed session at 9:05 a.m.

The Board reconvened at 9:29 a.m.

General Counsel Darold Pieper reported that there were no reportable actions.

22. COVINA TRANSIT CENTER AND PARK & RIDE - REAL ESTATE ACQUISITION

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and execute the Purchase and Sale Agreement with MLC Holdings/Meritage Homes regarding the real estate acquisition for the Covina Transit Center and Park & Ride facility.

Motion by Member Carol Herrera, second by Vice Chair Warshaw, to approve. Motion carried 5-0.

23. ADJOURNMENT

Adjournment for the September 29, 2017 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:35 a.m.