



Foothill Transit

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

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

Friday, April 13, 2018
8:30 a.m.

1. CALL TO ORDER

The meeting was called to order by Chair Calaycay at 8:32 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Calaycay.

3. FOCUS ON SAFETY

LaShawn King Gillespie, Director of Customer Service and Operations, presented a safety message on distracted driving.

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

Staff requested that Item 12 Contract Award - Security Services at Foothill Transit's **El Monte Transit Store** be pulled from the agenda. This item will be presented at a future meeting for action.

The Agenda was approved as revised.

6. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Strategic Planning Workshop of February 2, 2018 and the Regular Meeting of February 23, 2018.



Motion by Member Herrera, second by Member Pedroza, the minutes for the Strategic Planning Workshop and Regular Meeting of February 23, 2018 were approved. Motion carried 5-0.

7. PRESENTATIONS

7.1 Contractors' Employee Recognition

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

Kimberlyn Evans, Operator of the Month (April 2018)
Jose Melendez, Employee of the Month (April 2018)

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

Theodore Scott, Operator of the Month (April 2018)
Mark Marquez, Employee of the Month (April 2018)

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

8. PUBLIC COMMENT

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

CONSENT CALENDAR

9. FEBRUARY 2018 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through February 28, 2018. The attached **Financial Statements and Investment Report** summarize Foothill Transit's unaudited operations and financial condition as of February 28, 2018, for the fiscal year ending June 30, 2018.

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



10. FEBRUARY 2018 PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the February 2018 Performance Indicators Report.

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

11. APRIL 2018 LEGISLATIVE SUMMARY

Recommendation: Receive and file the April 2018 Legislative Summary. Adopt support positions on AB 2304, AB 3201 and SB 1434.

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

12. CONTRACT AWARD - **SECURITY SERVICES AT Foothill TRANSIT'S EL MONTE TRANSIT STORE**

Recommendation: Authorize the Executive Director to enter into Contract No. 17-098 with Platinum Security, Inc. in the amount of \$161,029.44 for two years of security services at Foothill Transit's El Monte Transit Store. This contract will include three one-year options to be exercised at Foothill Transit's sole discretion.

This items was pulled from the agenda. The item will be brought back to a future meeting for action.

REGULAR AGENDA

13. 2018 Foothill TRANSIT BUS ROADEO RESULTS

Recommendation: Receive and file the 2018 Foothill Transit Bus Roadeo Results.

Tanya Pina, Operations Contract and Customer Service Manager, presented this item.

Ms. Pina reported that the roadeo is a platform to encourage safety and professionalism. The event is designed for Foothill Transit bus operators and mechanics to highlight their skills. On March 10, 2018, Foothill Transit held their 23rd Annual Bus Roadeo at the Arcadia Operations and Maintenance Facility. A total of 36 operators and 5 maintenance teams from both



contractors competed.

This year's winners were Keolis Coach Operator Van Vong and Trandev's maintenance team members Fernando Murrieta, Stephen Leung, and Tracy Nicometo. The winners went on to represent Foothill Transit at the Southern California Regional Bus Roadeo on April 7, 2018, which was hosted by Victor Valley Transit Authority in Hesperia. The maintenance team placed third and Van Vong placed second. Both will now move on to represent Foothill Transit at the APTA International Bus Roadeo in Tampa, Florida on May 6, 2018.

Received and filed.

14. CONTRACT AWARD - CNG BUSES PROCUREMENT

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into Contract No. 18-043 with Creative Bus Sales in the amount \$22,067,076, including California Sales Tax for the purchase of 34 40-ft. low-floor CNG transit buses. The contract will include an option to purchase 57 additional buses should there be an unforeseen delay in the construction of in-depot chargers at our operations and maintenance facilities.

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

Mr. Cordero reported that 34 buses are ready for retirement and replacement. The buses were placed in service in 2004 and have reached over 500,000 in-service miles, which meets the FTA guidelines for bus retirement. In addition, the buses Compressed Natural Gas (CNG) tanks have a 15-year life and those tanks are set to expire in 2019.

On March 13, 2018, Foothill Transit received proposals from New Flyer and Creative Bus Sales in response to the Board approved RFP 18-043. Creative bus sales is the largest bus dealer in the nation and represents El Dorado Bus on this procurement. Creative Bus Sales proposal was ranked the highest with an overall score of 89.85 out of a possible 100 points. Creative Bus Sales will deliver all the buses by December 2018.

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

15. REQUEST TO ISSUE INVITATION FOR BIDS (IFB) NO. 18-055 -
ADMINISTRATIVE OFFICE RESTROOM REMODEL



Recommendation: Authorize the Executive Director to issue IFB No. 18-055 for construction services related to remodeling of the administrative office restrooms, subject to adoption of the Proposed FY2018-2019 Business Plan and Budget.

Vincent Saucedo, Construction Project Manager, presented this item.

Mr. Saucedo reported that in 2007, Foothill Transit moved its administrative offices into the current building. At that time, minimal restroom improvements were made to the existing restrooms. Thus, under this procurement it is proposed that select restrooms be remodeled. The proposed restroom remodel is for fourth and fifth floor restrooms only. The remodel would reconfigure the existing multi-stall restrooms into single occupancy gender-neutral restrooms, maintaining the same number of toilets.

Next steps include the issuance of IFB 18-055; bids will be due in May 2018. Pending Board adoption of the FY2018-2019 business plan and authorization of contract award, construction is slated to commence in July and is scheduled to be completed by October 2018.

The recommendation was modified to include pricing for the remodel of restrooms on two floors, with additional pricing for two floors as an alternative. Motion by Member Sternquist, second by Member Pedroza, to approve. Motion carried 5-0.

16. TRAFFIC SIGNAL PRIORITY CONTINUATION PROJECT UPDATE & CONTRACT AMENDMENT

Recommendation: Authorize the Executive Director to execute Amendment No. 9 in the amount of \$56,648 to Contract No. 08-005 with Kapsch to complete and close out Foothill Transit's Traffic Signal Priority Continuation Project, subject to Governing Board approval of a life of project extension.

Vy Phan-Hoang, Transit Planner, presented this item.

Ms. Phan-Hoang reported that the Bus Signal Priority Project would allow a bus to cross an intersection when it runs behind schedule by either giving the bus more green time or cutting down the red time at the approaching intersection. The integration of Bus Signal Priority (BSP) into Foothill Transit's bus operations will result in increased quality of service.



Foothill Transit's BSP integration study along Line 187 was originally chosen due to the line's high ridership. The corridor travels through four member cities Pasadena, Arcadia, Duarte, and Monrovia. Work has been completed in Pasadena and is in progress in the three remaining cities.

The project was initiated in 2008, but remains open due to unsuccessful efforts in the testing phase. With Foothill Transit's new CAD/AVL system and the integration capability, the project has gotten a fresh restart. The project is currently in the installation phase.

Changes to equipment and maintenance procedures continue to happen as the project has moved forward. Consequently, there is shortage of \$56,648 in funding for project closeout. The amount is needed to complete installation of equipment. The remaining work will be completed after approval of the FY2018-2019 Business Plan and Budget.

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

17. SILVER STREAK - SILVER LINE PROGRAM UPDATE AND MOU

Recommendation: Authorize the Executive Director to enter into a Memorandum of Understanding (MOU) with L.A. Metro that continues interagency pass sharing between Metro's Silver Line and Foothill Transit's Silver Streak along the Silver Corridor between El Monte and downtown Los Angeles.

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

Ms. Friesema presented an update on the Foothill Transit Silver Streak and Metro Silver Line cash sharing program called Silver 2 Silver and progress that is being made on updating the MOU between the two agencies. She presented a brief history of the two services that run along El Monte Station and Downtown Los Angeles.

Recently, Foothill Transit has changed its fare set to include Foothill Transit's new day pass, cash, and pass fares. In addition, the Class Pass Program has been expanded. Since the Silver 2 Silver program was launched, both agencies have experienced a shift in their average fare for their Silver service. The average fare is the mechanism that both agencies use to calculate revenue loss when accepting another agency's fare media.



Proposed changes to the MOU being discussed, include Metro accepting Foothill Transit fare media on the Silver Line including the new day pass, Silver Streak pass, commuter pass, discount 31-day pass, and all class passes. Foothill Transit accepting the Metro fare media including their day pass, 31-Day Zone 1 Pass, reduced fare passes, and annual pass. It would also include agreeing to an average fare mechanism and negotiating a new revenue loss cap. Metro has offered to fund and lead marketing efforts for the relaunch of the program.

Challenges that remain include Metro's U-Pass Program inclusion, Foothill Transit does not currently participate in the program. The average fares for Silver 2 Silver differ between both agencies due in large part to the larger amount of discount fares accepted and used on Metro's Silver Line, which brings down their average fare significantly. As the average fare is currently the mechanism by which both agencies calculate revenue loss and reimbursement, agreeing to an appropriate average fare for each agency is key. When the program was initially launched the revenue loss cap was set at \$250k, neither agency exceeded the cap during a single fiscal year and thus was never reimbursed. The burden of revenue loss was on the Foothill Transit side. Discussions on the need to lower or discontinue the revenue loss cap continue.

Executive Director Doran Barnes stated that some elements of the agreement have not been completely resolved and the Board has two options. One, staff can go back and negotiate and come back to the Board with all the details; or two, the Board can approve the staff recommendation and give the staff the ability to negotiate the final elements of the program. Staff is trying to be responsive to Metro, who is trying to relaunch the program and believe they have staff authority to negotiate the final conditions.

The recommendation was modified to include that staff negotiate the final conditions of the MOU. Motion by Vice Chair Warshaw, second by Member Pedroza, to approve. Motion carried 5-0.

18. PROPERTY LEASE - DOWNTOWN LOS ANGELES MID-DAY LAYOVER

Recommendation: 1. Authorize the Executive Director to execute a property lease with Caltrans and undertake the development of Caltrans lot LAX010-0042-06 located at the intersection of Grand Avenue and 17th Street as a mid-day layover facility for the Foothill Transit commuter bus fleet in Downtown Los Angeles; and 2. If Foothill Transit is successful in receiving a grant award to fund 70 percent of cost of construction of the downtown



layover project, authorize the Executive Director to execute a property lease with Caltrans and undertake the development of Caltrans lots 07-FLA-10-32 & 07-FLA-10-33 located at the intersection of Maple Avenue and 16th Street as a mid-day layover facility for the Foothill Transit commuter bus fleet in Downtown Los Angeles; and 3. Authorize the Executive Director to enter into a Memorandum of Understanding with the Los Angeles Department of Transportation (LADOT) and the Antelope Valley Transit Authority (AVTA) regarding shared use of the mid-day layover locations referenced above.

Kevin Parks McDonald, Deputy Executive Director, presented this item.

Mr. McDonald reported that in August 2017, the Board authorized the Executive Director to enter into property leases with Caltrans for operations of a Downtown Los Angeles layover location. Staff has been working with the City of Los Angeles and Caltrans on the requirements for use of the properties, and staff has been adjusting the estimated budget as needed. Antelope Valley Transit Authority (AVTA) has also expressed interest in participating in the project. There are two locations, one at 17th Street and Grand, and the other location is at 16th Street and Maple Avenue.

Capital costs to be incurred at the 17th Street and Grand location include removal and replacement of several trees, relocation of underground utility vents, and construction of new driveways. At the 16th Street and Maple location, capital costs include the complete demolition of the site. The cost estimate for the entire project is just over \$4 million, which is significantly higher from when the item was first presented in August 2017. A grant has been submitted to the Los Angeles County Bus Operators Subcommittee to fund 70 percent of the project costs.

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

19. RIDERSHIP AND SERVICE CHANGE UPDATE

Recommendation: Receive and file the Ridership and Service Change Update.

Josh Landis, Planning Manager, presented this item.

Mr. Landis presented an update on the ridership and service changes that took place in October 2017. The modification to Line 187 was to split it at the Azusa Intermodal Transit Center and create a new Line 188 to serve the eastern segment. Compared to ridership in 2016, there has been a slight drop



that can be attributed to system ridership decline and competition with the Gold Line. Line 187 did have significant increases in boardings per vehicle service hour, which means the line is operating more efficiently due to the shorter route alignment.

Line 270 used to operate Monday through Saturday. A frequent request for this line was to have service on Sunday, and in October 2017, Sunday service was implemented on this line. Both overall ridership and boardings per vehicle service hour have increased. Line 292 was changed to operate every 30 minutes throughout the day. Overall ridership has increased, and an alignment change will be made during the next service change so it can serve Pomona High School. Line 292 will continue to be monitored for efficiencies as the boardings per vehicle service hour have decreased with the extended service. Line 480 was rerouted on Grand Avenue to create a connection to Mt. SAC and Cal Poly Pomona. The change created a direct connection from the Pomona Transit Center to the colleges. The change resulted in an overall increase in ridership, although there has been a slight reduction to boardings per vehicle service hour. The change to the 493 was to move the eastern starting point from Diamond Bar to Industry Park and Ride and another change came with select westbound trips starting at Puente Hills Mall. The reduction in overall hours helped improve efficiency while the drop in overall ridership is consistent with regional trends. The modification to Line 690 shifted the western terminus from Azusa to the Citrus Gold Line Station. This change has caused some ridership decrease. When speaking to customers, they prefer to ride Line 188 due to the frequency and location to drop off in Azusa. The original proposal for Line 851 was to cancel the line, but after public comment the change was to reduce overall service hours. The reduction in hours helped improve boardings per vehicle service even though ridership did slightly drop.

The next service change is scheduled for June 2018. A few route adjustments and timing updates will be made to reflect traffic and school hours. A review of Line 497 will be conducted. Currently Line 497 experiences high traffic delays from Chino Park and Ride to Industry City Hall.

Received and filed.

20. TRANSIT STORE QUARTERLY REPORT

Recommendation: Receive and file the Transit Store Quarterly Report.

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



Ms. Gillespie reported on the Transit Stores sales and activity for the second quarter of Fiscal Year 2017-2018. Overall sales for the second quarter totaled \$982,000. Foothill Transit pass sales totaled \$314,590, which is an 8 percent increase from the same quarter last fiscal year.

In the second quarter, customers spent an average of 33 seconds waiting on hold, which meets the target of 40 seconds. The total number of calls received through the toll-free customer service line was 63,942. Customer Service Representatives answered 94 percent of those calls.

Walk-in traffic for the quarter was 46,059, amounting to a 6 percent increase from last fiscal year.

Received and filed.

21. EXECUTIVE DIRECTOR COMMENT

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

Mr. Barnes reported the following:

- Foothill Transit's participation in Earth Day events. Foothill Transit's electric bus will be at all the events.
- Mr. Barnes asked Planning Director Joe Raquel to give a quick review of the April 22nd CicLAvia event and how Foothill Transit lines will be affected.
- Michelle Caldwell stepped up to the podium to announce that Mr. Barnes will celebrate 19 years of service on April 14, 2017. Mr. Barnes stated it was an honor to serve the Board for 19 years.
- Mr. Barnes stated he would be meeting with John Fasana to discuss ExpressLanes. Mr. Fasana will be introducing a motion at the Metro board meeting that will have staff look at alternative operation models for the I-10 corridor.
- The Electric Bus Program continues to be industry leading. Mr. Barnes will be meeting with the Air Resources Board Chair Mary Nichols. Mr. Barnes has also met with the Chair of the California Transportation Commission Fran Inman.
- The April 27, 2018 meeting will be held at 8:00 a.m. Two items will be presented, one focusing on fare technology and the other a discussion on the Electric Bus Program.
- The Annual Meeting is scheduled for June 8, 2018 at 7:45 a.m.



- Congratulated Executive Board Member Carol Herrera who was named as Chair of the APTA Transit Board Members Committee.
- Mr. Barnes asked that meeting be adjourned in the memory of Maria Elena Valenzuela, mother of Board Secretary Christina Lopez and Ysela Rodriguez, mother of Executive Board Member Cynthia Sternquist.

22. BOARD MEMBER COMMENT

Comments by Members of the Foothill Transit Executive Board.

- Member Sternquist asked for the status of the Bus Stop Enhancement Program. Planning Director Joe Raquel reported that letters with guidelines were sent out to city managers two weeks ago. The application period begins May 1, 2018. A copy of the letter sent to each Board Member's city and the county will be provided to the executive board member.
- Member Warshaw discussed the need to inform legislators on different ways to fund innovators.
- Member Pedroza provided the definition of the word Livery.

23. ADJOURNMENT

Adjournment for the April 13, 2018 Foothill Transit Special Executive Board Meeting.

There being no further business, the Foothill Transit Special Executive Board meeting adjourned in the memory of Maria Elena Valenzuela and Ysela Rodriguez at 10:13 a.m.