The special meeting of the Foothill Transit Executive Board was held on Friday, December 14, 2007 at the Foothill Transit Board Room, 100 South Vincent Avenue, 2nd Floor, West Covina, California.

Vice President Delach called the meeting to order at 8:01 a.m. The following Members were present constituting a quorum of the Executive Board:

- Peggy Delach, Vice President
- Corey Calaycay
- Michael De La Torre
- John Fasana
- Lola Storing

Staff members and guests present:

- Doran Barnes, Executive Director
- Darold Pieper, General Counsel
- Kevin McDonald, Deputy Executive Director
- Ed Gill, Legal Counsel
- Lee Millen, Deputy Secretary
- Mark Jacobson, ???
- Peter Greenberg, General Manager
- Rahul Kumar, Director of Planning
- Linda Somilleda, Director of Marketing & Communications
- LaShawn King Gillespie, Director of Procurement
- David Reyno, Director of Governmental Relations

Vice President Delach extended her well wishes to all for a happy holiday season, recognized and welcomed Councilmember Calaycay, City of Claremont, and led those present in the pledge of allegiance.

PUBLIC COMMENT

Mary Griffith addressed the Executive Board on the need for good customer service from coach operators, and good public relations between the MTA and FT.

APPROVAL OF MINUTES FOR THE REGULAR MEETING OF OCTOBER 26, 2007 AND SPECIAL MEETING OF NOVEMBER 15, 2007

The minutes of the regular meeting of October 26, 2007 and special meeting of November 15, 2007, were approved as submitted.
Motion: Member Fasana, seconded by Member De La Torre
Vote: Unanimously carried

PRESENTATIONS:

Contractors’ Employee Awards

Mark Jacobson, ???, introduced and recognized the following Arcadia location MV Transportation Operators & Employees of the Month awardees: Dara Yith, Operator of the Month for October; Miguel Gonzalez, Employee of the Month for October; Reuben Molina, Operator of the Month for November; and, Warren Jacquet, Employee of the Month for November.

Peter Greenberg, General Manager, introduced and recognized the Pomona location First Transit Operators of the Month awardees; Lupita Perez, Operator of the Month for October; and, James Harper, Operator of the Month for November.

Introduction of New & Promoted Staff

Kevin McDonald, Deputy Executive Director, introduced and recognized the following new hires: Rosa Andrade, Paul Burgos, Audrey Gill, and Daniel Moreno.

The Executive Board commended all awardees.

Assembly Member Robert Huff

David Reyno, Director of Governmental Relations, introduced Assembly Member Robert Huff who previously served as President of the Foothill Transit Executive Board and is a friend of Foothill Transit.

Assembly Member Huff expressed his admiration of Foothill Transit’s new administrative facility, and his appreciation for exemplary public transit during his tenure on the Executive Board. He briefly reported that the state budget is minus a $4.1 billion reserve, and the Governor has advised there is a $14 billion potential deficit which will in effect make public transit monies scarce. Nevertheless, there are transit issues that need to be addressed, including an existing need to further address concerns on the 10 FWY carpool lane that has negatively affected the commuter bus lines schedule adherence. Assembly Member Huff offered his continued service to Foothill Transit and wished all a happy holiday.

Vice President Delach thanked Assembly Member Huff for his kind visit and thanked him for his support of Foothill Transit.

CONSENT CALENDAR ITEMS 7 THROUGH 13
The Executive Board adopted the Consent Calendar items 7 through 12, and held item 13.

Motion: Member Fasana, seconded by Member Calaycay
Vote: Unanimously carried

In response to Member Fasana’s concerns regarding Consent Calendar item 13, Rahul Kumar, Director of Planning, reported that due to a steady rise in customer complaints and schedule adherence complaints, a monthly meeting with both contractors has ensued. Problems identified on Line 187 and Lines 291/498 are being addressed. Doran Barnes, Executive Director, advised that a retreat in January is scheduled with contractors to address staff training and improved customer service, and how Foothill Transit can be of help. Member De La Torre requested that staff provide an update on the retreat's accomplishments.

Following further discussion, Consent Calendar item 13 was adopted.

Motion: Member Fasana, seconded by Member Calaycay
Vote: Unanimously carried

REGULAR AGENDA:

VEOLIA INTERNATIONAL MARKETING CONFERENCE

Linda Somilleda, Director of Marketing & Communications, reported that Veolia Transportation operates in 27 countries where, working under public-private partnerships, they design and operate mobility solutions. In urban areas these services include buses, light rail systems, metros and taxis, whereas regional services make use of coaches, trains and ferries. The Veolia Foothill Transit management contract is the only one of its kind.

In November, the Veolia Transport Strategic Marketing Department team presented its first International Marketing Seminar in Paris, France, and the Veolia Campus located outside of Paris. Forty marketing colleagues, including Ms. Somilleda, from throughout the company came from Australia, North America, North and Central Europe, United Kingdom, Spain, France and China to focus on “Winning through Leadership”. The topics presented over two days covered key objectives of Veolia Transport Strategic Marketing; how to drive a Culture of Customer Care; managing customer contacts and resolving complaints; and how Sustainable Development can be incorporated into marketing strategies.

The experience presented an opportunity for the exchange of ideas and strategies, some of which will be considered for incorporation into Foothill Transit’s marketing and
outreach where appropriate. On the other hand, the Foothill Transit story impressed the international audience and will be included in the next issue of Vision, the Veolia Transport employee newsletter.

The cost of the trip was covered by Veolia Transportation and had no impact on the Foothill Transit budget.

Doran Barnes noted that Veolia Transportation is conducting a world-wide customer service survey. Vice President Delach concurred that European expertise can be used to improve Foothill Transit operations. In response to Member Fasana’s compliment of the rationale provided for fare increases in the Footnotes, Ms. Somilleda advised that ??? had prepared that article.

The Executive Board received and filed the Veolia International Marketing Conference Report (copy on file).

Motion: Member De La Torre, seconded by Member Fasana
Vote: Unanimously carried

TRANSPORTATION COOPERATIVE RESEARCH PROJECT (TCRP)
INTERNATIONAL TRANSIT STUDIES PROGRAM

Kevin McDonald, Deputy Executive Director, reported that the National Academies’ Transportation Research Board, through its Transportation Cooperative Research Program, sponsors two International Transit Study Missions each year. Each mission focuses on identifying best-practices to address a specific challenge facing transit properties in the U.S. The most recent mission focused on the country’s workforce development challenges by looking at how those challenges are being addressed in Canada and Europe. Mr. McDonald was selected to participate in this mission.

The team visited transit agencies in Toronto, Montreal, Bordeaux, Paris, and Brussels, and were briefed on a number of innovative strategies that are being used to attract and retain a qualified and motivated workforce.

One of the main challenges facing the U.S. transit industry is the impending flood of retirements among the industry’s leaders at the operations, maintenance and management levels. Another is the lack of information among students of all ages about the myriad opportunities available within the transit industry. Yet a third is the significant differences in the approach to work and the expectations among staff new to the workforce.

Among the key consistent approaches the team identified during the meetings was a very fertile relationship between transit agencies and both secondary and post-secondary educational institutions. Although not mandated, much of the communication
and cooperation occurs at the highest levels of government, among cabinet staff, with funds programmed to drive the image and convenience of mass transit. Separate from but related to this is the existence and promotion of degreed and certified programs for coach operators and mechanics, which lends authenticity to the choice of a career in transit maintenance and/or operations.

While the team’s hosts in Canada recognized the need to address the looming workforce void at the senior management level, the current effort was directed at front-line personnel – drivers, mechanics, and customer service personnel as that is an immediate and pressing need. Paths to upper management are available and structured so as to require coach operators and mechanics to successfully complete training before being promoted to front-line management positions.

Another observation in Canada, France and Belgium was a strong focus on sustainable development and the impact that mass transit has on reducing greenhouse gases. In the labor market, this was deemed to be a very strong attractor for younger staff at all levels, from front-line operators and mechanics to administrators who plan and arrange the delivery of service.

One key component that the transit industry in France relies on is a national transportation tax on businesses with more than nine employees that can be used to fund mass transit.

The team’s draft report is due in the next few weeks and the final report will be edited and published in the TCRP journal in the summer.

The Executive Board received and filed the Transportation Cooperative Research Project (TCRP) International Transit Studies Program Mission Report (copy on file).

Motion: Member Calaycay, seconded by De La Torre
Vote: Unanimously carried

**CONTRACT AWARD- BUS SIGNAL PRIORITY PILOT PROJECT**

Rahul Kumar, Director of Planning, reported that traffic congestion and traffic signals cause significant delays and increase operating costs for on-street transit service. The Bus Signal Priority Pilot (BSP) system has been a promising method to improve transit operations and service quality by giving special treatment to transit vehicles at signalized intersections. Since transit vehicles can hold many people, giving priority to transit has the potential to significantly increase the person throughput of an intersection.

Based on these criteria and a review of our service, the Line 187 corridor from Azusa to Pasadena has been identified as one that would most benefit from a BSP
implementation. This segment of the route covers a long distance and carries a large number of passengers. Additionally, the fact that some of the signal controller infrastructure has been modernized in these cities will assist in a simpler implementation of BSP.

Foothill Transit has investigated BSP over the past four years and has found implementation to be costly. Additionally, the technical nature of BSP requires staff specialized in projects such as this. Los Angeles Metro recently implemented a new form of BSP that is less costly than traditional BSP formats, and easier to implement. In order to improve regional mobility Foothill Transit has negotiated with Metro to authorize funding of a BSP pilot project in the Foothill Transit service area. In addition, Metro staff has acted as Foothill Transit's technical experts throughout the procurement process. Telvent Farradyne will take over these technical duties and manage the project’s implementation under the scope of work of this contract award.

BSP has many different components, all of which are required to work in harmony in order to implement a successful program. One is on-bus technology; this will be accomplished with existing technology within the SMART Bus system (SBS) after development of specialized BSP software allowing Foothill Transit buses to communicate with intersection signals. Orbital TMS, Foothill Transit’s SBS consultant will develop this signal priority communications software required to implement BSP as part of the SBS project.

A second component is signal controller hardware; this hardware will be installed in signal controllers allowing reception of messages communicated from the buses. These messages are short “packets” of data allowing signals to know that a bus is approaching. Based upon the type of message; e.g. the bus is late, the bus is early, the bus is on time, the signal will act appropriately by either delaying a red light, extending a green light or not doing anything. It has been proven that these small messages do not affect cross traffic. They merely involve a small change in the signal timing to allow the bus to complete its travel through the intersection.

The final component is to liaison with the cities involved in order to properly implement this system. This involves developing detailed design plans of each intersection, working with traffic and lighting representatives from each of the six cities in which the project is to be implemented and finally developing a detailed before and after analysis to review the impact of BSP on the corridor.

To meet this scope of work, RFP 08-005 was issued on August 24 to five firms as well as published in Passenger Transport and two local newspapers. A pre-proposal conference was held on September 13th to which representatives from five firms attended. One proposal was received on October 24 from Telvent Farradyne. Pursuant to Foothill Transit’s Procurement procedure when a single response is received, an analysis of whether competition was adequate was conducted. Two of the firms
attending the pre-proposal conference jointly proposed, a third declined to propose stating their commitments to other projects as the rationale. It was determined that the lack of response was not due to inadequate competition. A price analysis was conducted to determine the reasonableness of the proposed price. The prices proposed by Telvent Farradyne were found to be fair and reasonable based on information received from LA Metro on similar projects.

Mr. Kumar reported that this new system could reduce run time by up to 20% and possibly expand Foothill Transit service further.

The Executive Board authorized the Executive Director to negotiate final terms and enter into a contract with Telvent Farradyne in the amount of $1,248,347 to implement a Bus Signal Priority (BSP) system for Foothill Transit.

Motion: Member Fasana, seconded by Member Calaycay
Vote: Unanimously carried

Mr. Kumar announced that he is leaving Foothill Transit employment after six years of positive work experiences, and expressed appreciation for the opportunity to have been of service. Doran Barnes advised that Mr. Kumar had tendered his resignation and will begin working for TMD. Vice President Delach noted the huge loss for Foothill Transit and wished him well in his new assignment.

CONTRACT AWARD – FEDERAL ADVOCACY SERVICES

LaShawn King Gillespie, Director of Procurement, reported that Baker Donelson currently provides Federal Advocacy Services to Foothill Transit. All of the optional extensions of the contract have been exercised and the current agreement will terminate on December 31, 2007.

Foothill Transit issued Request for Proposals (RFP) No. 08-008 on August 31, 2007 for qualified firms or individuals to provide Federal advocacy service for the agency. The scope of the RFP identified key areas of focus for the advocacy firm which included obtaining discrentional federal capital funding for bus fleet replacement and expansion, as well as obtaining funding for other capital projects initiated by Foothill Transit. The selected contractor would also be expected to ensure that federal delegates remain aware of Foothill Transit and its effort to deliver service to the residents of the San Gabriel Valley and Pomona Valleys. The RFP was sent to 19 firms as well as published in Passenger Transport and Roll Call newspapers.

On October 16, proposals were received from five firms in response to the RFP. Each proposal was evaluated based on the following criteria and weighting:

Technical Qualifications (75% of Total Score)
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- Qualifications and Experience (55% of Technical Score)
- Work Plan and Technical Approach (20% of Technical Score)
Price (25% of Total Score)

The evaluation committee, consisting of two Foothill Transit management staff members and two outside representatives, reviewed the technical qualifications. Interviews of four of the five proposers were held – one proposal was rejected since the proposed price could not be evaluated. The evaluation committee reviewed and revised their scores, when necessary, based on interviews. Baker Donelson’s proposal was ranked highest with an overall score of 93.16 out of a possible 100 points. A summary of the final scores is available (copy on file).

The Executive Board authorized the award of a contract to Baker, Donelson, Bearman, Caldwell & Berkowitz, PC for a three year term with two one-year options for Federal Advocacy Services for a base contract amount of $282,000 for the initial term of the contract.

Motion: Member Fasana, seconded by Member De La Torre
Vote: Unanimously carried

CONTRACT AWARD – STATE ADVOCACY SERVICES (RFP NO. 08-018)

LaShawn King Gillespie reported that the political landscape in the state has changed in 2007. The need for legislation dealing with the Utility Users’ Tax, High Occupancy Vehicle (HOV) Lane improvements, Safety Officers ability to cite customers for fare evasion on the Silver Streak service and obtaining the portion of guaranteed State Transit Assistance (STA) and other state funding sources has become urgent. The use of a state advocacy firm that is on the scene in Sacramento full time will be critical to Foothill Transit’s success on these issues in 2008. The provider of these services will also be expected to ensure that state legislators and administrators are aware of Foothill Transit’s services and the needs of the organization to provide these services.

On October 26, 2007, the Executive Board authorized the issuance of RFP 08-018. On October 30, 2007 the RFP was sent to eight firms as well as advertised in the Sacramento Bee and Capitol Weekly newspapers. In response to the RFP, five proposals were received. One proposal was found to be non-responsive to the requirements of the RFP, and thus was not evaluated. The remaining four proposals were evaluated based on the following criteria and weighting:

Technical Qualifications (75% of Total Score)
- Qualifications and Experience (55% of Technical Score)
- Work Plan and Technical Approach (20% of Technical Score)
Price (25% of Total Score)

After a thorough evaluation, all four proposers were invited to be interviewed by the
evaluation team consisting of two Foothill Transit management staff members and an outside representative. Capital Representation Group was the highest rated proposer. A summary of the final scores is available (copy on file).

Capital Representation Group will be responsible for providing Foothill Transit with technical consulting assistance, primarily in the area of passing legislation related to the issues mentioned previously.

Member Fasana noted that this firm also represents Metro and has provided outstanding service. David Reyno, Director of Governmental Relations, advised that if a client conflict occurred Capital Representation Group (CRG) would recuse itself, however, different transit jurisdictions and their respective local issues are not seen as a potential conflict of interest for CRG. Ed Gill, Legal Counsel, advised that the contract provision includes a terminate for convenience clause.

The Executive Board authorized the award of a contract to Capital Representation Group for a two-year contract with three one-year options for state advocacy services for the base contract amount of $75,000 plus expenses of the initial term of the contract.

Motion: Member Fasana, seconded by Member Calaycay
Vote: Unanimously carried

EXECUTIVE DIRECTOR COMMENT

Doran Barnes extended thanks to Foothill Transit staff in that upon his return from meetings in Chicago, he contracted food poisoning and staff showed its depth and quality in carrying out its responsibilities. Also, Veolia Transportation meetings have been positive, including Ms. Somilleda’s and Mr. McDonald’s international visits that can provide Foothill Transit with innovative tools to further improve service. Further, the Executive Board’s calendar has been approved and includes industry and legislative events that Executive Board members are encouraged to attend, and he wished all a very happy holiday.

BOARD MEMBERS COMMENT

Member Fasana advised that the FAP procedures have been resolved (can now adjust fares without losing revenues), the Prop 1B funding issue is resolved (Metro will make transit agencies whole by utilizing Prop C funds), and grant funding is being developed that the signal priority project could benefit from.

Vice President Delach thanked all Foothill Transit staff for their amazing efforts in 2007, and commended Bob Arthur, Director of Special Projects, for his key role in obtaining Foothill Transit’s new administrative offices.

CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED
LITIGATION Initiation of litigation pursuant to Government Code Section 54956.9 (c): Two Cases

The Executive Board recessed to Closed Session at 9:14 a.m.

The Executive Board reconvened at 9:45 a.m.

Darold Pieper, General Counsel, reported that the Executive Board met in Closed Session and that no reportable actions were taken.

CONTRACT AMENDMENT – CONSTRUCTION GENERAL CONTRACTOR SERVICES FOR THE NEW ADMINISTRATIVE OFFICES

The referenced Change Orders (COR) address work that SCG has completed as a result of field conditions or errors and omissions in the project’s construction plans and specifications.

Staff, Special Legal Counsel and Foothill Transit’s Project Management Oversight contractor have reviewed and recommend approval of these change orders totaling $58,496.00. The subjects of these Change Orders as well as the individual costs are available (copy on file).

The Executive Board approved Change Orders Nos. 53, 66R, 135R, 140R, 142R, 158 and 168 in the cumulative amount of $58,496.00.

Motion: Member Fasana, seconded by Member Calaycay
Vote: Unanimously carried

ADJOURNMENT

There being no further business, the Executive Board adjourned at 9:47 a.m.