



Foothill Transit

**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE
FOOTHILL TRANSIT EXECUTIVE BOARD
TELECONFERENCE VIA ZOOM**

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

**Friday, July 24, 2020
9:15 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Sternquist at 9:16 a.m.

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Gary Boyer, Member Cory Moss, Member Becky Shevlin,
Vice Chair Corey Calaycay, Chair Cynthia Sternquist

3. APPROVAL OF AGENDA

Doran Barnes, Executive Director, requested that Item 14, Replacement of Foothill Transit Coach 2004, be pulled from the agenda. The item will be presented at a future meeting.

By common consent the Executive Board approved the agenda as revised.

4. PUBLIC COMMENT

Ibrahima Toure, Transdev Vice President Southwest Region, addressed the Executive Board. Mr. Toure reported that Transdev is a global organization and has a presence on five continents and in 17 countries. Transdev currently operates the Foothill Transit Arcadia/Irwindale Operations and Maintenance Facility and the Transit Stores. He stated that together with the Foothill Transit team they have ensured employee safety and health. He thanked the Foothill Transit team for their collaboration.

4.1. Executive Director Response to Public Comment

He thanked Mr. Toure for being a tremendous partner and

sharing their international experience.

CONSENT CALENDAR

5. JULY 2020 LEGISLATIVE SUMMARY

Recommendation: Receive and file the July 2020 Legislative Summary and adopt a support position on H.R. 2, the Moving Forward Act.

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

6. REQUEST TO ISSUE REQUEST FOR PROPOSALS - HEADSIGN REPLACEMENT

Recommendation: Authorize the Executive Director to issue Request for Proposals (RFP) No. 20-059 for headsign replacement on 131 Foothill Transit buses.

Motion by Vice Chair Calaycay, second by Member Moss, to approve. Motion carried 5-0.

7. TRANSPORTATION FUND EXCHANGE

Recommendation: Authorize the Executive Director to execute an assignment agreement with the City of West Covina to exchange Foothill Transit general use funds for the city's Proposition A Transportation Local Return funds.

Motion by Vice Chair Calaycay, second by Member Moss, to approve. Motion carried 5-0.

8. GENERAL COUNSEL CONTRACT EXTENSION

Recommendation: Authorize the Executive Director to extend the contract term for General Legal Services from June 30, 2020 to June 30, 2023.

Motion by Vice Chair Calaycay, second by Member Moss, to approve. Motion carried 5-0.



REGULAR AGENDA

9. **PROPOSED FISCAL YEAR 2021 BUSINESS PLAN AND BUDGET**

Recommendation: Recommend approval of Foothill Transit's proposed Business Plan, Budget, and Performance Targets for Fiscal Year 2021 to the Foothill Transit Governing Board.

Michelle Lopes Caldwell, Director of Finance and Treasurer, presented this item.

Ms. Caldwell reported that at a special meeting of the Executive Board on May 8, 2020, the Executive Board approved preparing a three-month (July, August, September) budget for Fiscal Year 2021. This would allow more time to assess the impacts of COVID-19.

Foothill Transit has developed a budget with adequate revenues to fund all expenses. The operating expenses for FY2021 are budgeted at \$107.4 million. This represents a 3 percent increase over the FY2020 operating budget. The capital budget is projected at \$89.4 million. The capital program includes 53 previously approved capital projects and two new projects approved by the Governing Board in June 2020.

Foothill Transit is proposing a \$196.8 million total budget of which \$107.4 million are operating expenses and \$89.4 million in capital investments. Foothill Transit expects to operate approximately 865,000 vehicle service hours and have 7.5 million passenger boarding in FY2021.

Motion by Member Shevlin, second by Member Moss, to approve. Motion carried 5-0.

10. **COST COMPARISON AND FUEL TECHNOLOGY DIRECTION - BATTERY ELECTRIC BUS VS. FUEL CELL**

Recommendation: Provide direction regarding the fuel technology to be used in Foothill Transit's next order of 20 buses.

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

Mr. Cordero presented a summary of the battery electric bus program. He highlighted lessons learned and provided comparative data related to battery electric buses and fuel cell electric buses.



Based on the lessons learned, electrifying Line 486 with battery electric buses is not feasible. Fuel cell electric buses could be a viable option given they operate like a CNG bus and have a range of up to 350 miles. Currently, Foothill Transit has a TIRCP grant of \$5 million for 20 zero emissions buses on Line 486.

The Executive Board agreed to move forward with the TIRCP grant and move forward with 20 fuel cell electric buses on Line 486.

Motion by Vice Chair Calaycay, second by Member Shevlin, to approve. Motion carried 5-0.

11. **REQUEST TO ISSUE INVITATION FOR BIDS - REPLACEMENT OF THE BACKUP RADIO COMMUNICATIONS SYSTEM**

Recommendation: Authorize the Executive Director to issue an invitation for bids (IFB No. 21-003) for the purchase and installation of a replacement backup radio communications system for the Foothill Transit revenue and support fleet.

Donald Luey, Director of IT, presented this item.

Mr. Luey reported that since the implementation of the upgraded computer aided dispatch and automated vehicle locator (CAD/AVL) system, each bus has been installed with cellular voice over internet protocol. The new hardware replaces the older analog mobile radios that were used as the primary means of communications between operators and dispatch.

The IT team has been researching communication services that could back-up the voice over internet protocol. Once a communication solution is chosen, radios will be purchased and installed to serve as back-up system.

Motion by Member Moss, second by Member Shevlin, to approve. Motion carried 5-0.

12. **CYBERSECURITY CONTROLS - PROTECTING REMOTE USERS**

Recommendation: Receive and file an update on Foothill Transit's Cybersecurity Controls.

Kenny Lu, IT Security Analyst, presented this item.

Mr. Lu shared an overview on cybersecurity controls put in place to protect



Foothill Transit employees working from home. The measures include the use of a firewall and installation of security software on remote laptops. User awareness training is also provided to employees. This helps employees understand what is risky or acceptable behavior, what clues to look for that indicate threats, and how to respond when they see these threats.

Received and filed.

13. **CLASS PASS PROGRAM UPDATE**

Recommendation: Receive and file update on the Class Pass program.

Hendy Satya, Marketing and Communications Manager, presented this item.

Mr. Satya presented an update on the Class Pass program. Class Pass is currently available at Mt. SAC, University of La Verne, Citrus College, and The Claremont Colleges. Recently, the pilot program was completed at Azusa Pacific University, and currently discussions are being held with Cal Poly Pomona to launch the program at their campus.

He reviewed the ridership for fall 2019 through March 2020. Mt. SAC is the most popular school with over 373,000 boardings, which accounts for 4.42 percent of the total ridership. Due to the pandemic, ridership of the Class Pass program will be impacted by distanced based learning options and hybrid education. Class Pass programs established at Mt. SAC, Citrus College, University of La Verne, and The Claremont Colleges will continue into the next year, but no fares will be collected until it is safe to do so. Programs still in development at Azusa Pacific University and Cal Poly Pomona will be paused until the spring semester.

Received and filed.

14. **REPLACEMENT OF Foothill TRANSIT COACH 2004**

Recommendation: Provide direction regarding the replacement of Foothill Transit Coach 2004.

This item was pulled from the agenda and will be presented at a future meeting.

15. **EXECUTIVE DIRECTOR COMMENT**

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



Mr. Barnes reported the following:

- Thanked the Executive Board for their engagement and support through the current challenging times.

16. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

There were no comments by members of the Foothill Transit Executive Board.

17. **CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION** Existing Litigation, Government Code § 54956.9(a)

Name of Cases: *Julian Bryant, et al. v. City of Pomona, Foothill Transit, et al.*, Los Angeles Superior Court Case No. 19STCV46308
Rochelle Bryant v. Foothill Transit, Los Angeles Superior Court Case No.19STCPO5019

The Executive Board recessed into closed session at 10:40 a.m.

18. **CLOSED SESSION REPORT**

The Executive Board reconvened at 11:07 a.m.

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

19. **ADJOURNMENT**

Adjournment for the July 24, 2020 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 11:08 a.m.

Prepared by:


Christina Lopez, Board Secretary

Approved on: 09/25/2020