



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**

**Tuesday, April 25, 2023
8:30 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Calaycay at 8:37 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Calaycay.

3. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

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

4. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER

Doran Barnes, Chief Executive Officer, requested that closed session items six and seven be moved to the end of the agenda, and that item nine be presented at the conclusion of closed session.

After discussion, by Common Consent, the Chair and Chief Executive Officer confirmed the agenda as revised.

5. PRESENTATIONS

5.1 Introduction of Foothill Transit Business Partners

There were no presentations by Foothill Transit Business Partners.



5.2 Contractors' Employee Recognition

Doug Brockwell, General Manager, introduced the Pomona location Keolis employees of the month.

Lisa Barnes Loera - Employee of the Month
Eduardo Lopez - Operator of the Month

Shawn Chavira, General Manager, introduced the Arcadia location Transdev employees of the month.

Dina Reab - Employee of the Month
Marie Scott - Operator of the Month

There was no public comment related to closed session items six and seven.

The Executive Board recessed into closed session on items six and seven at 9:41 a.m.

6. **CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
(Gov't Code § 54957)
Title: Chief Executive Officer

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

Property Address/Location: 1118 N. Citrus Avenue, Covina, CA 91722
Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Darold D. Pieper, Kevin Parks McDonald, Barry Foster
Negotiating Parties: Van Don dba Raising Claw Restaurant
Under Negotiation: Price and Terms

The Executive Board reconvened at 10:42 a.m.

8. **CLOSED SESSION REPORT**

Chair Calaycay reported that reportable actions on closed session item six would be reported, as part of item nine's presentation.

Chair Calaycay reported that there were no reportable actions on closed session item seven.



CONSENT CALENDAR

Member Boyer requested that that item 16, Foothill Transit Forward Service Recommendations, be pulled for further discussion. Doran Barnes, Chief Executive Officer, requested that item 21, Proposed Fiscal Year 2024 Budget and Business Plan, be pulled for discussion.

9. CHIEF EXECUTIVE OFFICER'S EMPLOYMENT AGREEMENT

Recommendation: Consider authorizing the Chair to execute a Seventh Amendment to the Chief Executive Officer's ("CEO") Employment Agreement extending the term of that agreement for an additional five years and adjusting the CEO's compensation.

Vice Chair Moss recommended that the employment agreement be amended to extend the employment agreement term to December 31, 2029, and that effective July 1, 2023, the CEO receive a five percent compensation increase and a one-time bonus of \$10,000. The Chair is authorized to execute an amended and restated employment agreement incorporating changes and all prior amendments.

Motion by Vice Chair Moss, second by Member Boyer, to approve the revised recommendation. Motion carried 5-0.

10. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF MARCH 28, 2023

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

11. FEBRUARY 2023 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through February 28, 2023. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of February 28, 2023, for the fiscal year ending June 30, 2023.

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



12. **APRIL 2023 PROCUREMENT MONTHLY REPORT**

Recommendation: Receive and file the Procurement Monthly Report for April 2023.

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

13. **AUTHORIZATION TO AMEND CONTRACT FOR ARCHITECTURAL AND ENGINEERING DESIGN FOR THE MT. SAN ANTONIO COLLEGE TRANSIT CENTER**

Recommendation: Authorize the Chief Executive Officer to execute Amendment No. 5 to Contract No. 18-017 with Psomas in the amount of \$89,906 for construction administration services and additional design services for the construction of the Mt. San Antonio College Transit Center.

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

14. **AUTHORIZATION TO AMEND CONTRACT FOR CONSTRUCTION OF THE MT. SAN ANTONIO COLLEGE TRANSIT CENTER**

Recommendation: Authorize the Chief Executive Officer to approve up to an additional \$400,000 in change orders on Contract No. 20-062.

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

15. **APRIL 2023 LEGISLATIVE SUMMARY**

Recommendation: 1. Adopt a SUPPORT position on AB 463; 2. Adopt an OPPOSE position on AB 819; and 3. Receive and file the April 2023 Legislative Report.

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

16. **FOOTHILL TRANSIT FORWARD SERVICE CHANGE RECOMMENDATIONS**

Recommendation: Recommend that the Governing Board authorize the Chief Executive Officer to implement the proposed service change recommendations.



Joe Raquel, Director of Planning, presented this item.

Mr. Raquel presented an overview of the Foothill Transit Forward study and the benefits of the proposed changes. He also reported on the public outreach and results of the public comments received.

There was no Public Comment on this presentation. Staff responded to questions by Member Boyer and Member Shevlin regarding the amount of recommended changes and the implementation of bus stops.

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

17. **FISCAL YEAR 2022 ANNUAL COMPREHENSIVE FINANCIAL AUDIT REPORT RESULTS**

Recommendation: Receive and file the Fiscal Year 2022 financial and compliance audit results. The Annual Comprehensive Financial Report (ACFR) including the auditor's opinions has been provided for you as a separate attachment.

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

18. **EMPLOYEE COMPENSATION POLICY**

Recommendation: Approve the annual update to the Employee Compensation Policy.

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

19. **DEPUTY CHIEF EXECUTIVE OFFICER EMPLOYMENT CONTRACT**

Recommendation: Authorize the Chief Executive Officer to enter into an employment contract with the Deputy Chief Executive Officer.

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



20. **FINANCIAL STABILITY POLICY FISCAL YEAR 2024 FINANCIAL STRATEGIES**

Recommendation: Approve the annual Financial Stability Policy update to include the FY2024 financial strategies for budget planning.

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

21. **PROPOSED FISCAL YEAR 2024 BUSINESS PLAN AND BUDGET**

Recommendation: Recommend approval of Foothill Transit's proposed Business Plan, Budget, and Performance Targets for Fiscal Year 2024 to the Foothill Transit Governing Board.

Jorge Quintana, Budget and Grants Manager, presented this item.

Mr. Quintana reported on the development of the Fiscal Year 2024 Budget and Business Plan. He reported that a \$229.6 million total budget is being proposed, of which \$162.1 million are operating expenses and \$67.5 million are capital investments. It is expected that 876,000 vehicle service hours will be operated and that there will be 8.3 million passenger boarding in Fiscal Year 2024. He also reviewed the proposed goals and performance targets, and proposed initiatives for Fiscal Year 2024.

There was no Public Comment on this presentation. Staff responded to questions from Members of the Executive Board.

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

22. **CHIEF EXECUTIVE OFFICER COMMENT**

Comments by Mr. Doran J. Barnes, Chief Executive Officer, Foothill Transit.

Mr. Barnes reported the following:

- Announced that video clip played at the start of the meeting was produced by Pulsar Advertising for Earth Day purposes and will be played at various venues.
- Attended APTA Mobility Conference where the work Foothill Transit staff is doing in the hydrogen fuel cell space was a topic of conversation.



- Had LaShawn King Gillespie, Deputy Chief Executive Officer, announce that System Performance and Improvement Manager Paulina Ruiz is a graduate of the APTA Emerging Leaders Program.
- Reminded the Executive Board of the upcoming Foothill Transit picnic at the LA County Fair on May 6.
- The Foothill Transit Annual Governing Board Meeting is scheduled for May 23.
- Stated that today is Kevin Parks McDonald's last Executive Board Meeting.

23. **BOARD MEMBER COMMENT**

Chair Calaycay stated that he was unable to attend the Foothill Transit Chats in Arcadia due to attending a community event held by Crossroads, Inc. The organization helps support women coming out of the prison system. Also in attendance at the event was Community Engagement Manager Linda Apodaca. Bernadette Corvera, one of the graduates of the program revealed that she is a Keolis employee for the Foothill Transit contract. She shared a very inspiring testimony on her experience with Crossroads and her employment with Keolis. Chair Calaycay asked her to share her story at the Foothill Transit Annual Governing Board Meeting.

24. **GENERAL PUBLIC COMMENT**


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

25. **ADJOURNMENT**

Adjournment for the April 25, 2023, Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:52 a.m.

Prepared by:


Christina Lopez, Board Secretary

Approved on: 05/23/2023