



Foothill Transit

Executive Board Meeting AGENDA

STRATEGIC PLANNING WORKSHOP

8:00 AM, February 22, 2019

Kellogg House

Cal Poly Pomona

3801 West Temple Avenue

Pomona, CA 91768

1. CALL TO ORDER
2. ROLL CALL: MEMBERS BARAKAT, BOYER, CALAYCAY, HERRERA, PEDROZA
3. PUBLIC COMMENT
4. NOTICES OF CONFLICT OF INTEREST

Recommended Action: Receive and file the Notices of Conflict of Interest (Attachments A and A-1).
5. STRATEGIC PLANNING WORKSHOP
Peter Stark, Moderator
6. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov't Code § 54957)
Title: Executive Director
7. ADJOURNMENT

Public Comment: Members of the public shall have the right to address the Board on any item of interest which is within the jurisdiction of the Board before or during the Board's consideration of the item. Presentation shall not exceed three minutes in length. Action may be taken on any item identified on the agenda. Persons wishing to comment should submit a "Request to Speak" form to the Secretary. Note: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA.

The public may view and obtain all written information supporting this agenda provided to the board both initially and supplementary prior to the meeting by calling (626) 931-7300 extension 7204 or at the agency's offices located at 100 S. Vincent Ave., Suite 200, West Covina, CA 91790. Documents, including PowerPoint handouts, distributed to Board Members by staff or Board Members at the meeting will simultaneously be made available to the public upon request.



8:00 AM, February 22, 2019
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**A Meeting of the Foothill Transit
Governing Board is scheduled for
Friday, March 29, 2019 at 7:45 AM**

**A Regular Meeting of the Foothill Transit
Executive Board is scheduled for
Friday, March 29, 2019 at 9:00 AM**

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Executive Director's office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

If you require translation services, please contact the Executive Director's office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

Si necesita servicios de traducción, por favor póngase en contacto con la oficina del Director Ejecutivo en el (626) 931-7300, extensión 7204, al menos 48 horas antes de la reunión.

如果需要翻译服务, 请至少于会议前48小时致电高级主任办公室: (626) 931-7300 分机 7204。

Nếu Quý vị có yêu cầu dịch vụ dịch thuật, xin vui lòng liên hệ với văn phòng Giám đốc Điều hành tại (626) 931-7300 số lẻ 7204, ít nhất 48 giờ trước khi cuộc họp.

Kung nangangailangan ka ng mga serbisyo sa pagsasalín, pakisuyong makipag-ugnayan sa opisina ng Executive Director sa (626) 931-7300 extension 7204, ng hindi bababa sa 48 oras bago ang pulong.

번역 서비스가 필요하시면 미팅 최소 48시간 이전에 임원 사무실로 (626-931-7300, 내선 번호 7204) 전화주시기 바랍니다.

翻訳サービスが必要な方は、会議の48時間前までに(626) 931-7300 内線 7204のエグゼクティブディレクター事務所にご連絡ください。

إن كنت بحاجة إلى خدمات ترجمة، برجاء الاتصال بالمدير التنفيذي للمكتب على رقم (626) 931-7300 (الرقم الداخلي 7204) قبل الاجتماع بـ 48 ساعة على الأقل.

Եթե Ձեզ թարգմանչական ծառայությունների են հարկավոր, հանդիպումից առնվազն 48 ժամ առաջ խնդրում ենք զանգահարել Գործադիր տնօրենի գրասենյակ (626) 931-7300 լրացուցիչ 7204 հեռախոսահամարով:

ប្រសិនបើលោកអ្នកស្នើសុំសេវាកម្មបកប្រែភាសា សូមទាក់ទងមកកាវិយាល័យនាយកប្រតិបត្តិ តាមលេខទូរស័ព្ទ៖ (626) 931-7300 លេខបញ្ជូនបន្ត 7204 ដែលមានរយៈពេលយ៉ាងតិច 48 ម៉ោង មុនពេលកិច្ចប្រជុំ។

در صورت نیاز به خدمات ترجمه، لطفاً حداقل 48 ساعت قبل از جلسه ملاقات با مدیر اجرایی دفتر به شماره (626) 931-7300 داخلی 7204 تماس حاصل فرمایید.

หากคุณต้องการบริการการแปลภาษากรุณาติดต่อสำนักงานผู้ช่วยการบริหารที่ (626) 931-7300 ต่อ 7204, อย่างน้อย 48 ชั่วโมงก่อนที่จะมีการประชุม



February 22, 2019

To: Executive Board

Subject: **Notices of Conflict of Interest**

Recommendation

Receive and file the Notices of Conflict of Interest (**Attachments A and A-1**).

Analysis

Foothill Transit's Procurement Policies and Procedures Manual is based upon the Uniform Grant Guidance and Code of Federal Regulations requirements set forth by the Office of Management and Budget. These regulations that require that:

“No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract”.

The agency's adopted policy requires that in cases where there may be such an interest, either direct or indirect, there is a responsibility to report in writing such interest to the Executive Board.

Based on these requirements, two Notices of Conflict of Interest are submitted herewith to the Executive Board related to the open procurement No. 19-035, Transit Store Operations and Bus Stop Facility Maintenance Services. The employees with the real or apparent conflicts are not eligible to participate in the selection, award or administration of this contract.

Foothill Transit has certain measures in place to ensure the integrity of the current solicitation and all other procurements. The measures include a dedicated, locked receiving cabinet in the agency mailroom for all proposals and bids. Sensitive electronic files, including proposals and evaluations, are stored on agency drive accessible only to members of the Procurement Department. All evaluators are required to sign a Confidentiality and Conflict of Interest Statement consistent with agency policy and best practices.



These proactive measures along with the acknowledgement and prohibition of participation by those employees with conflicts of interest, real or apparent, ensure that the procurement can be carried on without bias.

Sincerely,

A handwritten signature in blue ink that reads "Chris Pieper".

Christopher Pieper
Director of Procurement

A handwritten signature in blue ink that reads "Doran J. Barnes".

Doran J. Barnes
Executive Director

Attachments

Attachment A

February 15, 2019

Subject: **Notice of Conflict of Interest**

Members of the Executive Board:

I acknowledge the potential conflict of interest, real or apparent, related to the agency's open procurement No. 19-035, Transit Store Operations and Bus Stop Facility Maintenance Services.

I affirm that I will not participate in the selection, award or administration of this contract.

Sincerely,

Christina Lopez
Board Support Services Manager

Doran J. Barnes
Executive Director

February 15, 2019

Subject: **Notice of Conflict of Interest**

Members of the Executive Board:

I acknowledge the potential conflict of interest, real or apparent, related to the agency's open procurement No. 19-035, Transit Store Operations and Bus Stop Facility Maintenance Services.

I affirm that I will not participate in the selection, award or administration of this contract.

Sincerely,

Henry Lopez
Transit Planner

Doran J. Barnes
Executive Director