



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, October 1, 2021
9:15 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Sternquist at 9:33 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. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER

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

4. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of June 25, 2021, Regular Meeting of July 23, 2021, and Special Meeting of August 17, 2021.

Motion by Member Moss, second by Vice Chair Calaycay, the minutes for the Regular Meeting of June 25, 2021, Regular Meeting of July 23, 2021, and Special Meeting of August 17, 2021 were approved. Motion carried 5-0.

5. INTRODUCTION OF FOOTHILL TRANSIT BUSINESS

Aline Frantzen, President and CEO, Keolis North American introduced Andrew Johnson, Vice President of Operation Transformation who provided an overview of the operational transformation project that will be implemented at the Pomona operations and maintenance facility.



6. GENERAL PUBLIC COMMENT

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

6.1. Chief Executive Officer Response to Public Comment

There was no response to Public Comment by the Chief Executive Officer.

CONSENT CALENDAR

There was no Public Comment on the Consent Calendar.

7. JUNE 2021 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through June 30, 2021. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of June 30, 2021, for the fiscal year ending June 30, 2021.

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

8. JULY 2021 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary for July 2021. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of July 31, 2021, for the fiscal year ending June 30, 2022.

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

9. RESOLUTION FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM

Recommendation: Adopt Resolution No. 2021-04: Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program (Attachment A).

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



10. **AUTHORIZING TELECONFERENCE PUBLIC MEETINGS**

Recommendation: Adopt Resolution 2021-05 authorizing teleconferenced public meetings.

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

11. **LA METRO EMPLOYER PASS PROGRAM**

Recommendation: Authorize the Chief Executive Officer to execute a Memorandum of Understanding (MOU) with LA Metro to allow Metro Employer Pass program (E-Pass) riders to ride Foothill Transit services, excluding Commuter Express.

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

12. **MANAGEMENT CLASSIFICATION PROGRAM**

Recommendation: Authorize the Chief Executive Officer to modify Foothill Transit's classification ranges to include Pay Range 9 for the single position of Deputy Chief Executive Officer.

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

13. **AUTHORIZATION TO ISSUE INVITATION FOR BIDS (IFB) NO. 22-013 FOR ARCADIA IRWINDALE OPERATIONS AND MAINTENANCE FACILITY ELECTRIC BUS METER**

Recommendation: Authorize the Chief Executive Officer to issue IFB No. 22-013 for construction and installation of a new electric meter to serve additional bus charging equipment at Foothill Transit's Arcadia Irwindale Operations & Maintenance Facility.

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



14. **AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS (RFP) NO. 22-023 FOR SECURITY SERVICES FOR DOWNTOWN LOS ANGELES LAYOVER, ADMINISTRATIVE OFFICE, AND EL MONTE TRANSIT STORE**

Recommendation: Authorize the Chief Executive Officer to: 1. Cancel Request for Proposals (RFP) No. 21-111 seeking to provide ongoing security services at both the Downtown Los Angeles (DTLA) layover and administrative office building. 2. Issue RFP No. 22-023 seeking to provide ongoing security services at the Downtown Los Angeles (DTLA) layover, administrative office building, and the El Monte Transit Store.

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

15. **AUTHORIZATION TO AWARD CONTRACT (IFB NO. 21-110) FOR POMONA OPERATIONS AND MAINTENANCE FACILITY LANDSCAPE REPLACEMENT AND IRRIGATION UPGRADES**

Recommendation: Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into Agreement No. 21-110 with Mariposa Landscapes, Inc. in the amount of \$146,153 for landscape replacement and irrigation upgrades at the Pomona Operations & Maintenance facility.

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

REGULAR AGENDA

16. **DUARTEBUS SERVICE AGREEMENT NO. 18-007 - OPTION EXERCISE**

Recommendation: Authorize the Chief Executive Officer to exercise the first of two three-year options on our Agreement No. 18-007 with the City of Duarte to operate the duartEbus service.

Kevin Parks McDonald, Deputy Chief Executive Officer, presented this item.

Mr. McDonald presented an overview of the partnership with the City of Duarte, when Foothill Transit began operation of two fixed route transit lines in the City in April 2019. Line 860 and 861 are primarily operated using three 35-foot Proterra E2 electric buses. The lines were previously operated directly by the City.

The duartEbus service is provided through a Memorandum of Understanding



between Duarte and Foothill Transit. The three-year base term of the agreement is set to expire on October 31, 2021. There are two three-year options that can be exercised by mutual agreement. Mr. McDonald went over some of the challenges in running the services and gave an overview of service performance. Mr. McDonald introduced Kristen Petersen, Duarte Assistant City Manager, she thanked Foothill Transit for the partnership and stated that the City was pleased to have such a great partner through the challenges and the lessons learned. Ms. Petersen stated that she will be going to the next council meeting reporting that hopefully Foothill Transit wishes to continue the partnership and ask the council to continue the partnership.

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

17. **LA METRO FARELESS SYSTEM INITIATIVE**

Recommendation: Authorize the Chief Executive Officer to implement Foothill Transit's participation in the Metro Fareless System Initiative (FSI) pilot program Phase 1 for K-12 students.

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

Ms. Caldwell reported that the Metro Board approved Phase 1 of the program on September 23, 2021. Phase 1 includes K-12 and community colleges. The program will run from October 1, 2021 through June 23, 2023. Federal ARPA funds will be used to fund Phase 1.

She reported that staff is seeking the Board's authorization to participate in the FSI Phase 1 for K-12 students. This would allow for students at participating schools to ride for free. She reported the 41 out of 87 school districts in the region are interested in participating.

There was no Public Comment on this presentation. Member Shevlin asked of the schools interested in participating, how many of them are within Foothill Transit's jurisdiction. Ms. Caldwell indicated that she did not have the answer, but would research it and get back to her. Member Boyer suggested that Governing Board Members attend meetings with school districts that are potential participants in the program.

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



18. **FOOTHILL TRANSIT FARE SIMPLIFICATION**

Recommendation: Recommend that the Governing Board authorize the Chief Executive Officer to seek public comment and conduct a public hearing regarding proposed changes to Foothill Transit's fare structure.

John Xie, Revenue Manager, presented this item.

Mr. Xie reported on the Fare Structure Simplification proposal. He stated that the goals of the simplification consist of consolidation, repricing, rethinking of existing policy, and new fare products that better suit customers.

Proposals include Silver Streak fare consolidation under the local fare structure, streamline fares to regional pricing, free internal transfers for two hours for base fares paid with a TAP card, and introduction of a 10-ride pass for local and express service. Mr. Xie reviewed the implementation schedule, with an anticipated go live date of May 1, 2022.

There was no Public Comment on this presentation.

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

19. **ZERO EMISSION DOUBLE DECK BUS PROGRAM**

Recommendation: Reaffirm existing direction to seek funding for Zero Emission Double Deck Buses. The double deck buses offer higher passenger capacity.

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

Mr. Cordero provided an overview of the zero emission double deck bus program. The program was approved in February 2021. Staff is recommending to continue to advance the program. With Metro's upcoming HOV 5+ Pilot along the 10 Freeway it is expected that congestion in the HOV lane will be reduced and travel times will improve.

The was no Public Comment on this presentation.

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



20. **LIFE OF PROJECT BUDGET AMENDMENT - TEN FUEL CELL BUSES**

Recommendation: Recommend that the Governing Board approve a \$12 million amendment to the existing life of project budget, project #212, Hydrogen Fuel Cell Bus Replacement and Fueling infrastructure. This will increase the total bus procurement from 20 hydrogen fuel cell buses to 30 hydrogen fuel cell buses. This will facilitate the early retirement of the fast charge battery electric buses. This will increase the total life of project budget from \$33 million \$45 million.

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

Mr. Cordero reported that the 13 early model battery electric buses have experienced a number of build quality, reliability, and parts availability issues. The Executive Board directed staff to seek the early retirement of the initial fleet of electric buses after getting approval of the Federal Transit Administration (FTA).

As the buses are retired, they will need to be replaced by other zero emissions buses to ensure that the intent of the FTA grant that funded the battery electric buses on Line 291 can be satisfied. Foothill Transit currently has an order of 20 fuel cell buses in production with New Flyer as part of the Fuel Cell Bus Program, and adding ten more buses to that order would enable Foothill Transit to meet that requirement.

There was no Public Comment on this presentation.

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

21. **AUTHORIZATION TO AWARD CONTRACT FOR DESIGN-BUILD CONTRACTOR - POMONA HYDROGEN FUELING STATION**

Recommendation: Authorize the Chief Executive Officer to award a contract and enter into an Agreement with Clean Energy in the amount of \$13,590,124.20 for Design-Build services for the Pomona Hydrogen Fueling Station, Operations and Maintenance and Fuel Supply. The Operations and Maintenance and Fuel Supply components total five years including a three-year base agreement and two one-year options.

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



Mr. Cordero reported that in April 2021, the Executive Board authorized the issuance of a request for proposals for design-build services for the Pomona Operations and Maintenance Facility hydrogen fueling station. A total of five proposals were received.

Clean Energy's proposal was ranked the highest with an overall score of 83.10. Clean Energy has a long track record of executing public works transit projects, including the two CNG stations for Foothill Transit.

Alison Hawkins, Hydrogen Mobility Director of Business Development, Air Products stated that Air Products has 60 years of hydrogen experience and 30 years of hydrogen refueling experience. She said that Air Products appreciated staff's time and effort in the solicitation. She asked that the decision being made at today's meeting be deferred and that staff conduct a reassessment. Doran Barnes, CEO, stated that in evaluating approaches related to the equipment, Foothill Transit wanted ownership of equipment. Air Products did not propose a purchase option.

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

22. **CONTINUED GENERAL PUBLIC COMMENT**

Public comment was not reopened as the Public Comment period was concluded earlier in the agenda (Item 6).

23. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- He thanked the Executive Board for advancing the many projects that the Foothill Transit team is working on.
- Announced the birth of Director of Procurement Chris Pieper's daughter Luisa May Pieper.

24. **BOARD MEMBER COMMENT**

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



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

The Executive Board recessed into Closed Session at 10:54 a.m.

The Executive Board reconvened at 11:49 p.m.

26. **POSSIBLE AMENDMENT TO CHIEF EXECUTIVE OFFICER'S EMPLOYMENT CONTRACT**

Recommendation: Consider a possible amendment to the Chief Executive Officer Employment Agreement with Doran J. Barnes.

Darold Pieper, General Counsel, presented this item.

Mr. Pieper reported that the Executive Board met in Closed Session for Public Employee Performance Evaluation. Mr. Pieper announced that he was directed to prepare an amendment to the Chief Executive Officer's contract, the amendment would consist of a 6 percent raise that would be effective July 1, 2021, and provide him with a onetime bonus of \$9,500 for exemplary service to the organization.

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

Member Shevlin requested that for future consideration that the board stipend policy be reviewed. Currently, the stipend is set to automatically increase at the beginning of every fiscal year.



27. **ADJOURNMENT**

Adjournment for the October 1, 2021 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 11:53 a.m.

Prepared by:

A handwritten signature in blue ink that reads "Christina Lopez". The signature is written in a cursive style and is positioned above a horizontal line.

Christina Lopez, Board Secretary

Approved on: 10/29/2020