



**Foothill Transit**

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

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

**Friday, February 26, 2021  
8:30 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Sternquist at 8:31 a.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Member Shevlin.

**3. 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

**4. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER**

Chief Executive Officer Doran Barnes, requested that item 13, Zero Emissions Double Deck Bus Program be presented after item 10, Potential Cal Poly Pomona Transit Center and Class Pass Program. The agenda was confirmed by the Chair Sternquist and Chief Executive Officer Doran Barnes as revised.

**5. REVIEW & APPROVAL OF THE MINUTES**

Approval of the minutes for the Regular Meeting of January 29, 2021.

Motion by Member Shevlin, second by Member Moss, the minutes for the Regular Meeting of January 29, 2021 were approved. Motion carried 5-0.

**CONSENT CALENDAR**

**6. REQUEST TO ISSUE INVITATION FOR BIDS (IFB) NO. 21-069 -  
REPLACEMENT OF HEATING, VENTILATION AND AIR CONDITIONING**



**(HVAC) EQUIPMENT REPLACEMENT AT Foothill TRANSIT'S ARCADIA-IRWINDALE OPERATIONS AND MAINTENANCE FACILITY**

Recommendation: Authorize the Chief Executive Officer to issue IFB No. 21-069 for replacement of the HVAC equipment at Foothill Transit's Arcadia-Irwindale Operations and Maintenance Facility.

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

7. **CONTRACT AMENDMENT - ON-CALL ARCHITECTURAL, DESIGN AND ENGINEERING SERVICES FOR THE SECURITY ENHANCEMENT PROJECT AT THE ARCADIA-IRWINDALE OPERATIONS AND MAINTENANCE FACILITY**

Recommendation: Authorize the Executive Director to execute a contract amendment in the amount of \$145,347.45 under Contract No. 20-038 with Stantec Architecture Inc. for the provision of On-Call Architectural & Engineering Services related to the security enhancement project at the Arcadia-Irwindale Operations & Maintenance (O&M) facility.

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

Under Public Comment, Noemi Navarro, ATU 1756 expressed concern over the employee parking situation at the Arcadia/Irwindale Operations and maintenance facility. She stated that employees are having to park illegally, and there are concerns over safety. Perry Ellis, ATU 1756 expressed concerns in regards to the employee parking at the Arcadia/Irwindale Operations and Maintenance facility. Lupe Carranza, ATU 1756 stated that there is need for security at the facility and that employees personal vehicles have been broken into.

Chief Executive Director Doran Barnes stated that Item 7 will help start addressing the related issues and parking at the facility.

8. **TRAVEL AND EXPENSE REIMBURSEMENT POLICY**

Recommendation: Approve changes to the Travel and Expense Reimbursement Policy as identified in Attachment A.

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



9. **FISCAL YEAR 2021 SECOND QUARTER BUDGET UPDATE**

Recommendation: Receive and file the second quarter budget update for the fiscal year ending on June 30, 2020.

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

**REGULAR AGENDA**

10. **POTENTIAL CAL POLY POMONA TRANSIT CENTER AND CLASS PASS PROGRAM**

Recommendation: Provide direction to staff as appropriate regarding a Transit Center project and Class Pass program at Cal Poly Pomona.

Sharlane Bailey, Director of Facilities and Hendy Satya, Marketing and Communications Manager, presented this item.

Ms. Bailey reported that Cal Poly Pomona's master plan includes a transit center on campus. Currently, the campus is serviced by seven Foothill Transit bus lines. The proposed location for the transit center is at the Northwest corner of Temple Avenue and Campus Drive. Next steps include meeting with Cal Poly Pomona staff to finalize work on the feasibility study and returning to the March executive board meeting with the results of the meeting.

Mr. Satya reported on bringing the Class Pass program to Cal Poly Pomona. Multiple meetings have been held to work toward improving connectivity for its students. A two-year pilot Class Pass program is being proposed in light of the uncertainty with the upcoming school year and the effects of the pandemic.

Mr. Satya introduced the Co-Chairs of the Transportation Advisory Committee at Cal Poly Pomona; Danny Wu, Executive Director Transportation and Planning, and Dr. John Lloyd, Professor. Mr. Wu thanked the Foothill Transit team for their collaboration. Dr. Lloyd stated he was a longtime Foothill Transit rider and that the Class Pass program is a very important benefit for Cal Poly students, and he looks forward to partnering on the mobility hub.

The Executive Board expressed their appreciation that this missing link in



Foothill Transit's service is being reconnected. There was no comment by members of the public on this presentation. This presentation was received and filed.

11. **COVID-19 VACCINE CLINIC LOCATIONS**

Recommendation: Provide direction to staff as appropriate related to supporting the community with COVID-19 vaccination access.

John Curley, Chief of Safety and Security, presented this item.

Mr. Curley reported that in January 2021 the City of Covina and Foothill Transit started discussions on a partnership to provide COVID-19 vaccine access to those in L.A. County and specific to those in the Foothill Transit service area. The discussions eventually included representatives from Albertson's Pharmacy division and centered on the use of the Foothill Transit Center in Covina.

Allotment of vaccinations is not a simple process, but Albertson's Pharmacy is committed to obtaining vaccinations for the Covina site. Saturdays were identified as the best days to conduct the vaccines. Service on Line 281 would be adjusted to every 30 minutes to accommodate those wanting to take the bus to the Covina site. Volunteers have been identified and a plan is in place targeting Saturday, March 13 as the kick-off for the vaccination clinic.

In addition to the Covina site, discussions continue with Albertson's Pharmacy on the possible use of one of more of Foothill Transit coaches as a possible mobile vaccination concept.

Mr. Curley responded a various comments and questions from the Executive Board. There was no comment by members of the public on this presentation.

Motion by Member Moss, second by Member Shevlin, directing staff to continue supporting the community with COVID-19 vaccination access. Motion carried 5-0.

12. **CDC MASK ORDER AND TSA SECURITY DIRECTIVE**

Recommendation: Receive and file a report on the January 29, 2021 Mask Order issued by the Centers for Disease Control and Prevention (CDC) and the January 31, 2021 Security Directive issued by the Transportation Security



Administration (TSA).

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

Mr. McDonald gave an overview of President Biden's Executive Order requiring the use of masks. In response to the Executive Order, the CDC issued an order directing that appropriate face coverings be worn by all persons on all forms of public transportation. The CDC order directs transit agencies to use best efforts to ensure compliance. The TSA directive directs agencies to establish procedures to manage cases of non-compliance.

Foothill Transit has required that masks be worn since April 2020. The requirement has been communicated to customers using onboard signage. Masks are provided to staff, and masks are available to customers. Coach operators inform customers of mask requirement, and if necessary contact dispatch to report non-compliance.

Staff continues to stay abreast of information and compliance, and guidance from the FTA and APTA, and lessons learned from other transit agencies on ensuring compliance with the Security Directive.

Under Public Comment, Lupe Carranza, ATU 1756, commented that it's very difficult to implement the requirement. He stated that the drivers are not receiving training from the contractors. The Executive Board commented on the prioritization of Coach Operators for vaccinations. Chair Sternquist requested that Yoko Igawa, Manager of Public Affairs, schedule an appointment with state Senator Susan Rubio to discuss the prioritization of Coach Operators. Mr. McDonald stated that the contractors have been working to revamp the safety training related to the pandemic. The Executive Board received and filed this presentation.

13. **ZERO EMISSIONS DOUBLE DECK BUS PROGRAM**

Recommendation: Endorse the proposed Zero Emissions Double Deck Program and authorize the Chief Executive Officer to seek funding for the project.

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

Mr. Cordero provided an overview of Foothill Transit's zero emissions program. Currently, Foothill Transit has 32 Proterra battery electric buses and two Alexander Dennis double deck electric buses. He reported that the



Center for Transportation and the Environment (CTE) was hired to help guide Foothill Transit on developing a plan to deploy 20 fuel cell buses and fueling infrastructure on Line 486, which provides service between El Monte and Pomona.

To advance Foothill Transit's zero emissions program, the agency has an opportunity to replace CNG buses with double deck zero emissions buses. Double deck buses have the potential of transporting more customers in a physically distanced environment and provide much higher capacity in a post COVID-19 operating environment. Mr. Cordero reported that Alexander Dennis has shown a willingness to partner with Foothill Transit in this project. Alexander Dennis will build the double deck buses at their Nappanee, Indiana plant, to meet Buy America requirements and create job opportunities in the United States. Foothill Transit has a life of project funding for bus replacements, and staff will seek innovative grant funding for this project. Mr. Cordero introduced John Walsh, Vice President and General Manager, Alexander Dennis who addressed the Executive Board. He thanked the Executive Board for the partnership and reported that Foothill Transit's two double deck buses is sparking much interest from other transit operators.

There were no comments or questions by members of the Executive Board. There were no comments by members of the public on this presentation.

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

14. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- Thanked the board for the conversation and direction on today's agenda items.
- Work continues with Mayor Tim Sandoval in his new role as the San Gabriel Valley's representative on the Metro Board. Metro is proposing a fareless program for K-12 students and persons with low income. The pilot would be for Metro services only.
- Work has begun on Foothill Transit's fiscal year 2022 business plan and budget. The business plan and budget is expected to go before the Governing Board for adoption in May 2021.



15. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Shevlin stated she shared an article with Mr. Barnes and Mr. McDonald regarding comments made by Toyota's CEO and Elon Musk regarding the lack of ability to deliver electricity for the many electric vehicles being proposed.
- Chair Sternquist requested that Mr. Barnes forward to the Executive Board the question and answer document regarding the study on fareless transit she shared with him.

16. **ADJOURNMENT**

Adjournment for the February 26, 2021 Foothill Transit Executive Board Meeting.

There being no further business, Chair Sternquist adjourned the meeting in the memory of the 500,000 plus victims of COVID-19, the Foothill Transit Executive Board meeting adjourned at 10:04 a.m.

Prepared by:



Christina Lopez, Board Secretary

Approved on: 03/26/2021