



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**

**Friday, January 25, 2019
9:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Calaycay at 9:19 a.m.

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Executive Board Alternate Gary Boyer, Executive Board Member Richard Barakat, Executive Board Member Sam Pedroza, Executive Board Vice Chair Carol Herrera, Executive Board Chair Corey Calaycay

3. APPROVAL OF AGENDA

After discussion, by Common Consent, and there being no objection, the Board approved the agenda as presented.

4. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Special Meeting of December 14, 2018 and Special Meeting – Study Session of December 18, 2018.

Motion by Member Pedroza, second by Vice Chair Herrera, the minutes for the Special Meeting of December 14, 2018 and Special Meeting – Study Session of December 18, 2018 were approved. Motion carried 5-0.

5. PUBLIC COMMENT

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

5.1. Executive Director Response to Public Comment



There was no response to Public Comment by Doran J. Barnes, Executive Director.

CONSENT CALENDAR

6. DECEMBER 2018 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through December 31, 2018. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of December 31, 2018, for the fiscal year ending June 30, 2019.

Motion by Member Barakat, second by Member Pedroza, to receive and file. Motion carried 5-0.

7. JANUARY 2019 LEGISLATIVE SUMMARY

Recommendation: Receive and file the January 2019 Legislative Summary.

Motion by Member Barakat, second by Member Pedroza, to receive and file. Motion carried 5-0.

8. PROPOSED 2019 FEDERAL, STATE, AND LOCAL LEGISLATIVE PROGRAMS

Recommendation: Adopt the proposed 2019 Federal, State, and Local Legislative Programs as outlined in Attachments A, B, and C.

Motion by Member Barakat, second by Member Pedroza, to adopt. Motion carried 5-0.

9. COACH OPERATOR AUDIT RESULTS

Recommendation: Receive and file the results of the FY2018-2019 Second Quarter Coach Operator Audits

Motion by Member Barakat, second by Member Pedroza, to receive and file. Motion carried 5-0.

10. CONTRACT AWARD - MICROSOFT OFFICE LICENSES

Recommendation: Authorize the Executive Director to finalize contract



terms and conditions and enter into Agreement No. 19-039 with CDW-G in the amount of One Hundred Sixty Eight Thousand, Eight Hundred Twenty Dollars (\$168,820.00) for Microsoft Office 2019 Licenses.

Motion by Member Barakat, second by Member Pedroza, to approve. Motion carried 5-0.

11. **REQUEST IS ISSUE INVITATION FOR BIDS (IFB 19-062) – ARCADIA AND POMONA OPERATIONS & MAINTENANCE FACILITY IN-GROUND LIFT DECOMMISSION AND SHOP FLOOR RESURFACING**

Recommendation: Authorize the Executive Director to Issue IFB No. 19-062 for Arcadia and Pomona Operations & Maintenance Facility In-Ground Lift Decommission and Shop Floor Resurfacing.

Motion by Member Barakat, second by Member Pedroza, to approve. Motion carried 5-0.

REGULAR AGENDA

12. **CONTRACT AWARD – Foothill Transit Website Redesign Services**

Recommendation: Authorize the Executive Director to enter into Contract No. 19-010 with Sensis Inc. in the amount of \$222,154 for website redesign services.

Linda Apodaca, Manager of Community Engagement, presented this item.

Ms. Apodaca reported that in October 2018 the Executive Board authorized issuance of RFP No. 19-010 for Foothill Transit Website Redesign Services. Twelve proposals were received in response to the RFP, of which ten satisfied the pre-qualification criteria. Three firms were considered in the competitive range and interviews were held in December 2018.

Sensis Inc. was the highest ranked proposer. Sensis Inc. has a 20-year history as a digital marketing agency, focusing on web development. They have extensive experience with government agencies and with real-time data integration.

Motion by Member Barakat, second by Member Pedroza, to approve. Motion carried 5-0.



13. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Thanked Community Engagement Manager Linda Apodaca for filling-in for Director of Marketing & Communications Felicia Friesema.
- Foothill Transit's Strategic Planning Workshop is scheduled for February 22, 2019 at Kellogg House, Cal Poly Pomona.
- Thanked the Executive Board for adopting the legislative programs.
- APTA's Legislative Conference is scheduled for March 17-19, 2019.

14. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

There were no comments by the Executive Board.

The Executive Board recessed into Closed Session at 9:28 a.m., related to Items 15, 16, and 17.

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

Property Address/Location: 1118 N. Citrus Avenue, Covina, CA

Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Jane Starke, Darold D. Pieper, Kevin Parks McDonald, Barry Foster

Negotiating Parties: Robert Larsen

Under Negotiation: Price and Terms

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

Property Address/Location: 100 S. Vincent Ave., Suite 401, West Covina, CA

Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Jane Starke, Darold D. Pieper, Kevin Parks McDonald

Negotiating Parties: Senate Rules Committee, California Legislature

Under Negotiation: Price and Terms

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

Name of Case: Gabriela Cabrera v. Foothill Transit



Superior Court of California County of Los Angeles, Case Number BC723268

18. **CLOSED SESSION REPORT**

The Executive Board reconvened at 10:40 a.m. Chair Calaycay reported that there were no reportable actions related to Closed Session Items 15, 16, and 17.

19. **ADJOURNMENT**

Adjournment for the January 25, 2019 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:41 a.m.