



**Foothill Transit**

**STATEMENT OF PROCEEDINGS FOR THE  
REGULAR 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, March 26, 2021  
9:15 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Sternquist at 9:45 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 Special Meeting of February 26, 2021.

Motion by Member Shevlin, second by Member Moss, the minutes for the Special Meeting of February 26, 2021 were approved. Motion carried 5-0.

**5. INTRODUCTION OF FOOTHILL TRANSIT BUSINESS PARTNERS**

Erika Mazza, Keolis Vice President – Western Region, addressed the Executive Board. She thanked Doran Barnes and staff for their work in getting transit workers classified as essential workers and for setting up the partnerships for the vaccination clinics. She reported that 145 Keolis employees at the Pomona facility have had at least the first dose of the vaccine.



**6. PUBLIC COMMENT**

Lupe Carranza, ATU 1756, requested that information regarding the vaccination clinic being held at the Covina Transit Center on March 27 be provided, and he stated he was willing to volunteer.

**6.1. Chief Executive Officer Response to Public Comment**

Mr. Barnes stated that information regarding the vaccination clinic would be forwarded to Mr. Carranza. He advised that the clinic for March 27 is set with volunteers, but stated that there is a need for volunteers for future clinics.

**CONSENT CALENDAR**

**7. FEBRUARY 2021 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through February 28, 2021. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of February 28, 2021, for the fiscal year ending June 30, 2021.

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

**8. CONTRACT AMENDMENT - SPECIAL LEGAL SERVICES**

Recommendation: Authorize the CEO to execute Amendment No. 4 to Contract No. 19-037.2 with Thompson Coburn LLC in an amount not to exceed \$100,000 for additional special legal services in Fiscal Year 2021.

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

**9. CONTRACT AWARD - DRIVER BARRIER GLASS PANELS**

Recommendation: 1. Authorize the CEO to enter into Sole Source Contract No. 21-082 with New Flyer Parts in the amount of \$104,744.00 to install the curved top-half glass panel on 60 40-foot CNG buses and 24 60-foot CNG articulated Buses. 2. Authorize the CEO to enter into Amendment No. 5 to our Contract No. 18-043 with Creative Bus Sales in the amount of \$21,681.00 to install the curved top-half glass panel on 18 40-foot CNG buses.



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

10. **FACILITY SECURITY HARDENING IMPROVEMENT PROJECT**

Recommendation: Endorse the proposed Facility Security Hardening Improvements and authorize the Chief Executive Officer to seek funding for the project.

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

11. **EMPLOYEE COMPENSATION PROGRAM**

Recommendation: Adopt changes to the Employee Compensation Program including adding the Veteran's Day holiday to the Foothill Transit approved list of holidays.

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

12. **RESOLUTION ADOPTING CHANGES TO THE EXECUTIVE AND GOVERNING BOARD MEETING SCHEDULE FOR 2021**

Recommendation: Resolution 2021-01 (Attachment A) adopting changes to the Executive and Governing Board Meeting Schedule for 2021 (Attachment B), and adopting Friday, June 25, 2021 at 7:45 a.m. as the new date and time for the Annual Meeting.

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

**REGULAR AGENDA**

13. **MARCH 2021 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the March 2021 Legislative Summary.

Yoko Igawa, Manager of Government Relations, and Jan Powell, Foothill Transit's Federal Advocate, presented this item.



Ms. Powell provided a recap of the American Rescue Plan, which included \$30.5 billion for public transit. She reported that earmarks have been rebranded as “Community Projects,” and that strict criteria have been instituted to prevent past abuses. Foothill Transit meets those guidelines and is in the process of submitting multiple requests. Ms. Powell reviewed other Federal funding opportunities, and efforts with house members delegation staff for Foothill Transit.

Ms. Igawa reported on the state 2021-2022 regular legislative session. Bills largely prioritize addressing pandemic recovery. The California Transit Association of which Foothill Transit is a member of, has been working on behalf of transit agencies to ensure pandemic-related statutory relief and funding for deploying zero emissions buses.

There was no public comment from members of the public on this item.

The Executive Board received and filed this presentation.

14. **CAL POLY POMONA MOBILITY HUB FEASIBILITY STUDY AND CLASS PASS PROGRAM**

Recommendation: 1. Authorize the Chief Executive Officer to Issue a Request for Proposals (RFP) for a qualified consulting firm to complete a study on the feasibility of constructing a mobility hub on the Cal Poly Pomona campus. 2. Authorize the Chief Executive Officer to enter into a memorandum of understanding (MOU) with Cal Poly Pomona to conduct a two-year Class Pass program pilot.

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

Ms. Bailey requested that the Executive Board authorize a request for proposals for a consulting firm to complete a study on the feasibility of constructing a mobility hub on campus. Next steps include finalizing the scope of work and determining if Cal Poly Pomona or if Foothill Transit will issue the procurement. If Foothill Transit issues the procurement, the request for proposals will be issued in April 2021, proposals will be due in May 2021, and contract award is tentatively scheduled for July 2021.

Mr. Satya reported that Foothill Transit and Cal Poly Pomona are set to take the next step in regards to the Class Pass Program. A two-year pilot program is being proposed, this would help navigate the uncertainties of the pandemic. Mr. Satya introduced Danny Wu, Executive Director of





Transportation and Planning, and Dr. John Lloyd, Professor of History. Mr. Wu and Dr. Lloyd thanked the Foothill Transit team for their willingness to work with the Cal Poly Pomona team.

There were no comments from members of the public on the item. Members of the Executive Board stated that they are pleased to see these projects move forward.

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

15. **FINANCIAL STABILITY POLICY FY2022 FINANCIAL STRATEGIES**

Recommendation: Approve the annual Financial Stability Policy update to include the FY2022 financial strategies for budget planning.

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

Ms. Caldwell provided an overview on the purpose for the policy. The financial strategies are presented to the Executive Board prior to staff beginning budget development. For Fiscal Year 2022 the strategies include: adjust expenses as needed according to agreed-upon contractual increases in existing operating contracts; closely monitor revenues and service levels; adopt an annual budget with allocations required to meeting Transit Asset Management Plan; aggressively pursue grants for capital projects; and continue to invest reserved funds according to investment policy.

There were no comments from members of the public on the item. Ms. Caldwell responded to a question from Member Boyer regarding federal COVID-19 relief funding.

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

16. **PROPOSED FISCAL YEAR 2022 BUSINESS PLAN INITIATIVES**

Recommendation: Approve the proposed FY 2022 Business Plan Initiatives.

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

Mr. McDonald reported that staff identifies initiatives that will direct the agency's activities and focus in the coming fiscal year. He provided a review



of each proposed initiative, which include: Fuel Cell and Infrastructure, Zero Emissions Double Deck Bus Project, Facility Security Hardening, Comprehensive Operational Analyses, Operations Contract Procurement, Cal Poly Pomona Bronco Mobility Hub and Class Pass Project, Legislative Advocacy, and ExpressLanes Operations.

There was no public comment from members of the public on the item. Member Shevlin and Vice Chair Calaycay expressed their concerns regarding the capability of the electrical grid being able to produce the energy to support electric buses and vehicles. Vice Chair Calaycay stated that as more traditional forms of energy are retired they are not being replaced by newer forms of green energy.

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

17. **CONTINUED PUBLIC COMMENT**

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

18. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- Fareless initiative will be one of the most important projects in the region. A special meeting of the Executive Board may be convened in early April to further review the financial trade-offs and implications.
- Vaccination activities and access continues and the team is doing what is needed for the community. He thanked Chief of Safety and Security John Curley, and Manager of Community Engagement Linda Apodaca for their efforts.

19. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Shevlin asked when it is anticipated that Foothill Transit will return to in-person meetings. Doran Barnes, CEO, responded that staff is looking to county guidance, and the team is looking into options for combination meetings. There is also legislation pending regarding the



Brown Act that will affect public meetings.

20. **ADJOURNMENT**

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

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:57 a.m.

Prepared by:

  
Christina Lopez, Board Secretary

Approved on: 04/30/2021