



Foothill Transit

**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE
FOOTHILL TRANSIT GOVERNING BOARD**

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

**Friday, October 25, 2019
7:45 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Herrera at 7:48 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Herrera.

3. FOCUS ON SAFETY

Roberto Estrella, Safety Compliance Coordinator, presented a message on Halloween safety.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Corey Calaycay, Member Charlie Rosales, Member Robert Torres, Member Emmett Badar, Member Andrew Rodriguez, Member Gary Boyer, Member Albert Ambriz, Member Tony Wu, Member Roger Chandler, Member Richard Barakat, Member Becky Shevlin, Member Margaret McAustin, Member Nanette Fish, Member Carol Herrera, Member Jessica Ancona, Member Cory Moss, Member Hector Delgado, Member Sam Pedroza, Member Jimmy Lin, Member Cynthia Sternquist

Absent: Councilmember Uriel Macias, Councilmember Ricardo Pacheco, Councilmember Jorge Marquez, Mayor Tzeitel Paras-Caracci, Mayor Valerie Munoz



5. **REVIEW & APPROVAL OF THE MINUTES FOR THE GOVERNING BOARD MEETING OF AUGUST 23, 2019**

Approval of the minutes for the Governing Board Meeting of August 23, 2019.

Motion by Member Chandler, second by Member Calaycay, the minutes for the Governing Board Meeting of August 23, 2019 were approved. Motion carried 20-0.

6. **APPROVAL OF AGENDA**

Doran Barnes, Executive Director, requested that Item 18, Zero Emissions Bus Update be pulled from today's agenda. The item will be presented at a future meeting. Mr. Barnes also request that Executive Director Comments be presented prior to the Consent Calendar.

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

7. **PRESENTATIONS**

7.1 Contractors' Employee Recognition

Bill Jackson, General Manager, introduced the Arcadia location Transdev employees of the month.

Jamie Ogilvie - Employee of the Month
Ricci Strange - Operator of the Month

Brian Otchis, General Manager, introduced the Pomona location Keolis employees of the month.

Roman Wilkinson - Employee of the Month
Scott Jacobson - Operator of the Month

8. **PUBLIC COMMENT**

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

Doran Barnes, Executive Director, introduced Clément Michel, President and CEO, Keolis, and Aline Frantzen, Chief Executive Office, Keolis U.S. Mr. Michel addressed the Executive Board and thanked the Executive Board for their



partnership and he stated that Keolis continuously works to improve its operation in Pomona. He also provided an update on international projects.

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

Mr. Barnes reported the following:

- Foothill Transit hosted the San Gabriel Valley Council of Governments (SGVCOG) meeting last night. Foothill Transit will continue to make the space available if needed.
- The American Public Transportation Association held their annual TRANSform Conference. At the conference several members of the Foothill Transit team were recognized, Ashlien Savage, Human Resources Manager, received a scholarship through the American Public Transportation Foundation. Donald Luey, Director of IT, graduated from the Leadership APTA program. Chair Herrera was recognized as the APTA Outstanding Public Transportation Board Member for all of North America. A short video was played that acknowledged her accomplishments in transportation. Chair Herrera stated she was humbled to be recognized and thanked Doran Barnes.

CONSENT CALENDAR

9. AUGUST 2019 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through August 31, 2019. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of August 31, 2019, for the fiscal year ending June 30, 2020.

Motion by Board Member McAustin, second by Member Badar, to receive and file. Motion carried 20-0.

10. SEPTEMBER 2019 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through September 30, 2019. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of September 30, 2019, for the fiscal year ending June 30, 2020.

Motion by Board Member McAustin, second by Member Badar, to receive



and file. Motion carried 20-0.

11. **OCTOBER 2019 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the October 2019 Legislative Summary.

Motion by Board Member McAustin, second by Member Badar, to receive and file. Motion carried 20-0.

12. **LINE 497 UPDATE**

Recommendation: Receive and file an update on Line 497.

Motion by Board Member McAustin, second by Member Badar, to receive and file. Motion carried 20-0.

REGULAR CALENDAR

13. **2019 L.A. COUNTY FAIR SERVICE**

Recommendation: Receive and file the 2019 L.A. County Fair Service Report.

Josh Landis, Planning Manager, presented this item.

Mr. Landis reported that Line 22 was created to service the fair and traveled in a circular loop around the City of Pomona. The service only operated on the weekends. This was the fourth season that Foothill Transit has provided service to the fair. This years' service saw a 30 percent increase when combined with Line 197. Ridership on Line 22 was 1,015 and ridership on Line 197 was 2,942.

Received and filed.

14. **FISCAL YEAR 2018-2019 COMPREHENSIVE ANNUAL FINANCIAL AUDIT REPORT RESULTS**

Recommendation: Receive and file the Fiscal Year 2018-2019 financial and compliance audit results. The Comprehensive Annual Financial Report (CAFR) including the auditor's opinions, has been provided for you as a separate attachment.

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



Ms. Caldwell reported that this year's audit was conducted by the firm of Crowe LLP. She introduced Rachel Adoba, Audit Manager, who provided the results of the audit. Ms. Adoba reported that a clean opinion was issued on the financial statements and there were no findings.

Received and filed.

15. **GOVERNING BOARD STIPEND POLICY**

Recommendation: Adopt the attached revised Foothill Transit Executive Board and Governing Board Members Stipend Policy (Attachment A), which amends the current policy so that Foothill Transit Governing Board Members are not limited to the number of eligible meetings per year.

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

Ms. Caldwell reported that current policy limits the number board Meetings eligible for Governing Board Member stipends to six meetings per year. She stated that staff is proposing that the language be removed that states that Governing Board Members shall receive a stipend not to exceed six meetings per year. There are many issues facing public transit and it may be necessary to engage the full Governing Board in upcoming decisions.

Motion by Member Chandler, second by Member Rosales, to approve. Motion carried 17-1.

Ayes: Member Calaycay, Member Rosales, Member Torres, Member Badar, Member Rodriguez, Member Boyer, Member Ambriz, Member Chandler, Member Barakat, Member Shevlin, Member McAustin, Member Fish, Chair Herrera, Member Moss, Member Delgado, Member Sternquist, Member Pedroza

Noes: Member Lin

16. **CLASS PASS PROGRAM - CAL POLY POMONA**

Recommendation: Receive and file the Class Pass Program Report.

Hendy Satya, Marketing and Communications Manager, presented this item.



Mr. Satya presented an overview of the program and reported that staff is actively seeking a new partnership with Cal Poly Pomona. Meetings have been held with Cal Poly Pomona staff and discussion topics have included the university's campus plan, improving Foothill Transit service onto the campus, improving Cal Poly infrastructure, and launching the Class Pass Program on their campus. Meetings have included Cal Poly Pomona President Soraya Coley. Currently, committees are being set up consisting of Foothill Transit and Cal Poly Pomona staff members to help advance some of the projects forward.

Received and filed.

17. **INSURANCE PROGRAM UPDATE**

Recommendation: Receive and file this update to the Foothill Transit insurance program.

Michelle Lopes Caldwell, Director of Finance and Treasurer, made an introduction.

Ms. Caldwell introduced Bob Kuhn, Allandale Insurance, who provided an overview of Foothill Transit's insurance coverage. Mr. Kuhn reviewed property, inland marine, business auto, general liability, workers' compensation, and excess liability coverage. He also reviewed the directors and officers liability and employment practice coverage.

Member McAustin stated that the auto coverage seemed low. She asked that Mr. Kuhn and the Executive Board look closely at the policy limits and look at other organizations coverage to compare. Member Lin requested that the property coverage also be closely reviewed to ensure that there is sufficient coverage.

Received and filed.

18. **ZERO EMISSIONS BUS UPDATE**

Recommendation: Receive and file the Zero Emissions Bus update.

This item was pulled from the agenda and will presented at a future meeting.



19. **PERFORMANCE INDICATORS QUARTER REPORT- FY2019-2020 FIRST QUARTER**

Recommendation: Receive and file the FY2019-2020 First Quarter Performance Indicators Report.

There was no presentation by staff.

Received and filed.

20. **EXECUTIVE DIRECTOR COMMENT**

Comments by Mr. Doran J. Barnes, Executive Director, were reported prior to the Consent Calendar.

Comments by the Executive Director took place prior to Item 9, Consent Calendar.

21. **GOVERNING BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Governing Board.

There were no comments by members of the Governing Board.

22. **ADJOURNMENT**

Adjournment for the October 25, 2019 Foothill Transit Governing Board Meeting.

There being no further business, the Foothill Transit Governing Board meeting adjourned at 9:10 a.m.

Prepared by:

A handwritten signature in blue ink that reads "Christina Lopez".

Christina Lopez, Board Secretary

Approved on: 12/20/2019