



**Foothill Transit**

**STATEMENT OF PROCEEDINGS FOR THE  
VIDEO CONFERENCE SPECIAL MEETING OF THE  
FOOTHILL TRANSIT EXECUTIVE BOARD**

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

**Friday, April 24, 2020  
8:30 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Sternquist at 8:34 a.m.

**2. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Richard Barakat, Member Gary Boyer, Member Cory Moss, Vice Chair Corey Calaycay, Chair Cynthia Sternquist

**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 January 10, 2020 and Regular Meeting of January 31, 2020.

Motion by Member Moss, second by Member Boyer, the minutes for the Special Meeting of January 10, 2020 and Regular Meeting of January 31, 2020 were approved. Motion carried 5-0.

**5. PUBLIC COMMENT**

Dennis Antonellis, Trustee, ATU Local 1756, addressed the Executive Board. Mr. Antonellis stated that the ATU is concerned on how Foothill Transit intends to use the millions of dollars it will receive from the CARES Act. The ATU lobbied to secure \$25 billion in the CARES Act for transit funding. He stated that the funds should be used to protect those at the front lines. This includes maintaining service, personal protective equipment, and continue to



provide funding to Foothill Transit's contractors Keolis and Transdev. A letter will be sent to the Executive Board stating that funds should be used to protect those at the front lines.

Michael Cornelias, International Representative, ATU addressed the Executive Board. Mr. Cornelias stated that he supported Mr. Antonellis comments and asked members of the Executive Board to follow-up with Mr. Antonellis regarding the letter that will be sent to their attention.

#### 5.1. Executive Director Response to Public Comment

Doran Barnes, Executive Director, stated that the Executive Board has endeavored to maintain service levels and employment continuity. The care of the frontline workers is top priority. The CARES Act will be addressed later in the meeting. At this point Foothill Transit does not know how much funding it will be receiving.

### **CONSENT CALENDAR**

#### **6. FEBRUARY 2020 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through February 29, 2020. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of February 29, 2020, for the fiscal year ending June 30, 2020.

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

#### **7. COACH OPERATOR AUDIT RESULTS**

Recommendation: Recommended Action: Receive and file the results of the FY2019-2020 Third Quarter Coach Operator Audits.

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

#### **8. EQUAL EMPLOYMENT OPPORTUNITY POLICY**

Recommendation: Adopt the attached Foothill Transit Equal Employment Opportunity (EEO) Policy (Attachment A).



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

9. **REQUEST TO ISSUE INVITATION FOR BIDS - FIREWALL REPLACEMENT**

Recommendation: Authorize the Executive Director to issue Invitation for Bids (IFB) No. 20-091 for the purchase and installation of a replacement firewall for the Foothill Transit Data Center located at the administrative offices.

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

10. **REQUEST TO ISSUE INVITATION FOR BIDS - MT. SAN ANTONIO COLLEGE TRANSIT CENTER CONSTRUCTION**

Recommendation: Authorize the Executive Director to issue IFB No. 20-062 for construction related to the Mt. San Antonio College (Mt. SAC) transit center.

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

11. **REQUEST TO ISSUE REQUEST FOR PROPOSALS - FUEL CELL CONSULTING SERVICES**

Recommendation: Authorize the Executive Director to issue a Request for Proposals (RFP) for Fuel Cell Consulting Services.

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

12. **EXERCISE OF CONTRACT OPTION - GENERAL MARKETING SERVICES**

Recommendation: Authorize the Executive Director to exercise the first of two one-year options to extend Contract No. 17-053 with Pulsar Advertising, Inc., for the provision of general marketing services.

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

13. **SOLE SOURCE CONTRACT AWARD - BUS SIGNAL PRIORITY PROJECT**



Recommendation: Authorize the Executive Director to enter into a sole source contract in the amount of \$149,036.77 with Iteris, Inc. for the Line 187 bus signal priority project.

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

14. **SOLE SOURCE CONTRACT AWARD - HEADSIGN REPLACEMENT**

Recommendation: Authorize the Executive Director to award a Sole Source Contract No. 20-059 to Luminator in the amount of \$799,100, plus sales tax and shipping cost, for headsign replacement on 131 Foothill Transit buses.

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

**REGULAR AGENDA**

15. **COVID-19 OPERATIONS UPDATE**

Recommendation: Receive and file an update on Foothill Transit operations during the COVID-19 pandemic and Los Angeles County Safer-At-Home order.

Kevin Parks McDonald, Deputy Executive Director, presented this item.

Mr. McDonald reported that on March 23, 2020 service was suspended on Commuter Express lines and school feeder lines. Daily conference calls are being held with both contractors to go over daily ridership, social distancing accommodations, and staffing levels. There has been a decline of 65-70 percent in daily ridership. Due to rear door boarding people experiencing homelessness have been boarding buses. Staff is working with social services agencies to assist.

An overview of on-board social distancing, facility cleaning and safety protocols, and fleet cleaning protocols was presented. Mr. McDonald also went over customer communications, on-board communication, and social media postings. The coach operators not providing service on the Commuter Express lines or school feeder lines are being provided enhanced training.

Received and filed.



16. **APRIL 2020 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the April 2020 Legislative Summary.

David Reyno, Director of Government Relations, presented this item.

Mr. Reyno reported on the federal and state response to COVID-19. At the federal level congress and the president signed three economic relief packages. The bills are H.R. 6074 Coronavirus Preparedness and Response Supplemental Appropriations Act, H.R. 6201 Families First Coronavirus Response Act, and H.R. 748 Coronavirus Aid, Relief and Economic Security (CARES) Act. The CARES Act provides overall funding of \$2.2 trillion. The bill provides \$25 billion in transit funding. Approximately \$1.2 billion will be provided to the Los Angeles region. In a letter from Metro CEO Phil Washington, he stated a plan to discuss allocations with municipal operators. The Metro Board would give final approval of all allocations at their May 28, 2020 meeting.

At the state level, both houses passed a \$1 billion relief plan. Only COVID-19 related bills would be considered when the legislature reconvenes on May 4, 2020. A budget committee hearing was held to discuss the potential impacts to the state budget. The California Transit Association has been working on obtaining relief and extensions state compliance regulations.

Received and filed.

17. **FINANCIAL STABILITY POLICY FY2020-2021 FINANCIAL STRATEGIES**

Recommendation: Approve the revised Financial Stability Policy update to include the FY2020-2021 financial strategies for budget planning.

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

Ms. Caldwell reported that the Executive Board initially adopted the FY2020-2021 Financial Stability Policy in January 2020. With the recent events related to COVID-19 it is necessary to review the financial strategies.

There are two changes to the annual strategies. The first, it was anticipated that a new contract was going to be awarded for services out of the Arcadia Operations and Maintenance Facility. After COVID-19, the Executive Board instead awarded a 2-year sole source contract to the current contractor. This change will now be incorporated into the budget planning parameters. The



second change is related to revenues. A majority of Foothill Transit revenues are sales tax subsidies. It is now anticipated that sales tax revenues will be reduced in FY2020-2021. Revenues will be monitored and if any significant changes take place they will be reported to the Executive Board.

The proposed budget will now be presented to the Executive Board in May 2020. The budget will then go to the Governing Board for final adoption in June 2020.

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

18. **RESOLUTION ADOPTING CHANGES TO THE EXECUTIVE AND GOVERNING BOARD MEETING SCHEDULE FOR 2020**

Recommendation: Adopt Resolution 2020-02 (Attachment A) adopting changes to the Executive and Governing Board Meeting Schedule for 2020 (Attachment B), and adopting Friday, June 26, 2020 at 7:45 a.m. as the new date and time for the Annual Meeting.

Doran Barnes, Executive Director, presented this item.

Mr. Barnes recommend changes to the 2020 meeting calendar due to the COVID-19 pandemic. The Annual Governing Board Meeting is proposed to be held on June 26, 2020 instead of May 29, 2020. In May 2020, an Executive Board meeting is proposed to be held on May 29, 2020.

Member Barakat recommended that a Governing Board Meeting be held on May 29, 2020. He stated that its important to keep the Governing Board informed on transit operations during the COVID-19 pandemic.

Member Barakat revised the recommendation to add a Governing Board Meeting at 7:45 a.m. on May 29, 2020 and Executive Board Meeting at 9:15 a.m. on May 29, 2020. The Annual Governing Board Meeting will be held on June 26, 2020. Motion by Member Barakat, second by Member Moss, to adopt. Motion carried 5-0.

19. **FOOTHILL TRANSIT VALUES STATEMENTS**

Recommendation: Authorize the Executive Director to adopt the revised Foothill Transit Values statements.

Felicia Friesema, Director of Marketing and Communications, presented this



item.

Ms. Friesema reported that at the annual Executive Board Strategic Planning Workshop in February 2020 the Foothill Transit Values were reviewed. It was determined that the Safety and the Diversity values should be altered.

The Safety value is proposed to change to Accountability. It was felt that the Safety value should reflect a value that informs safety at every level of the organization. The Diversity value is proposed to change to Inclusion. It was felt that diversity doesn't have a strong footing unless you also foster inclusion in a diverse workforce. The statement for the Team Members value is also proposed to be reworded to better capture how team members have repeatedly demonstrated a unified empathy and compassion for fellow team members and how that empathy has been reflected in how team members serve the communities during this time of unprecedented crisis.

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

20. **SOLE SOURCE CONTRACT AWARD - REAL-TIME PASSENGER INFORMATION SYSTEM**

Recommendation Authorize the Executive Director to enter into a sole source agreement in the amount of \$360,387 with Avail Technologies for the Avail MyStop Real Time Passenger Information System.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel reported on real time passenger systems and how it improves the customer experience. Foothill Transit recently upgraded to the Avail computer-aided dispatch system. The system includes an integrated real-time system called MyStop.

Foothill Transit is only required to pay a one-time cost of \$120,387 for custom development and set-up of the customer facing side, and the annual web hosting cost, which is \$48,000. Mr. Raquel requested approval of a sole source contract with Avail Technologies for the MyStop system in the amount of \$360,387, which includes the one-time development and set-up cost and five years of hosting services.

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



21. **DRIVER BARRIER PROCUREMENT**

Recommendation: Authorize the Executive Director to utilize the most expedient and cost efficient method possible to procure and have installed 197 driver barriers on the Foothill Transit coaches that currently do not have such barriers.

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

Mr. Cordero reported that the COVID-19 pandemic has magnified the urgency of outfitting the entire fleet with driver barriers. This would further protect bus operators from possible contamination. There are 197 buses that do not have driver barriers.

The cost per barrier is \$3,500, plus \$1,500 for installation. The projected cost to purchase and install 197 barriers is \$1 million, plus sales tax and shipping cost.

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

22. **SOLE SOURCE CONTRACT AWARD - ALL DOOR BOARDING EQUIPMENT PURCHASE AND INSTALLATION**

Recommendation: Authorize the Executive Director to award a sole source contract to Cubic Transportation, Inc., for installation of TAP Bus Mobile Validators (BMV) at the rear door(s) of Foothill Transit revenue vehicles, at a total cost of \$2,000,000.

John Xie, Revenue Manager, presented this item.

Mr. Xie reported on the implementation of all-door boarding. This would require Foothill Transit to procure TAP Bus Mobile Validators (BMV) and install the unit near each middle and/or rear door to allow customers to tap their TAP cards to pay for their fare. Due to COVID-19, Foothill Transit has required customers to board at the rear door. Foothill Transit's fare policy has also been suspended, which has resulted in significant revenue loss. Rear door boarding allows for physical distancing, faster boarding and is safer. L.A. Metro has piloted all door boarding with positive results.

All door boarding will require the procurement of TAP Bus Mobile Validators, installation of the validators on buses, and integration with the farebox. The





independent cost estimate for the project is \$2,000,000.

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

**23. EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Foothill Transit has received positive feedback from the community regarding service. The administrative and contractor team have expressed their appreciation in maintaining the workforce.
- The distribution of the weekly report has been expanded to include city managers and state representatives to provide updates on service.

**24. BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

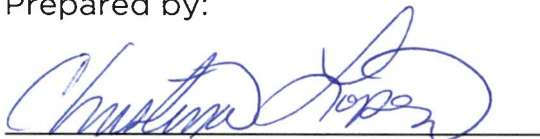
- Member Moss thanked everyone for their efforts during this difficult time. She asked everyone to stay positive.
- Member Barakat stated he appreciated the effective way the meeting was handled.
- Chair Sternquist thanked everyone for their efforts during these challenging times.

**25. ADJOURNMENT**

Adjournment for the April 24, 2020 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:11 a.m.

Prepared by:

  
Christina Lopez, Board Secretary

Approved on: 08/28/2020