



Foothill Transit

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

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

**Friday, May 29, 2020
9:15 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Sternquist at 9:21 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 Cory Moss, 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 Strategic Planning Workshop of February 28, 2020, Special Meeting of March 13, 2020, Special Meeting of March 18, 2020, and Special Meeting of March 27, 2020.

Motion by Member Barakat, second by Vice Chair Calaycay, the minutes for the Strategic Planning Workshop of February 28, 2020, Special Meeting of March 13, 2020, Special Meeting of March 18, 2020, and Special Meeting of March 27, 2020 were approved. Motion carried 5-0.

5. PUBLIC COMMENT

Erika Mazza, Keolis Vice President Western Operations, addressed the Executive Board. She reported that during the pandemic, Keolis Pomona and corporate staff are participating in conference calls with Foothill Transit staff to discuss operations and to share best practices. She thanked the Executive



Board for their strong working relationship.

Brian Otchis, Keolis General Manager Pomona addressed the Executive Board. He thanked Foothill Transit staff for working on the workforce continuity plan and for the strong support.

5.1. Executive Director Response to Public Comment

Mr. Barnes thanked Keolis and Transdev for their partnership and for sharing lessons from across the world.

CONSENT CALENDAR

6. **MAY 2020 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the May 2020 Legislative Summary.

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

7. **HOLIDAY SERVICE SCHEDULE FOR FISCAL YEAR 2021**

Recommendation: Approve the proposed FY 2021 Holiday Service Schedule.

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

8. **CONTRACT AMENDMENT - ARCHITECTURAL AND ENGINEERING DESIGN FOR MT. SAN ANTONIO COLLEGE TRANSIT CENTER**

Recommendation: Authorize the Executive Director to execute Amendment No. 2 to Contract No. 18-017 with Psomas in the amount of \$87,902 for additional design services for the Mt. San Antonio College Transit Center.

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

9. **CONTRACT AWARD - FIREWALL REPLACEMENT**

Recommendation: Authorize the Executive Director to finalize contract terms and conditions and enter into Agreement No. 20-091 with Digital Scepter Corporation in the amount of \$147,493.15 for the purchase and installation of a replacement firewall for the Foothill Transit Data Center



located at the West Covina administrative offices

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

10. **CONTRACT AWARD - ON-CALL ARCHITECTURAL AND ENGINEERING SERVICES**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and execute Contract No. 20-038 with Stantec for the provision of On-Call Architectural & Engineering Services.

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

REGULAR AGENDA

11. **PROPOSED FISCAL YEAR 2021 FINANCIAL BUDGET**

Recommendation: Recommend approval of Foothill Transit's proposed first quarter budget for Fiscal Year 2021 to the Foothill Transit Governing Board.

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

Ms. Caldwell reported that at the May 8th Special Executive Board Meeting the Executive Board directed staff to prepare a three month budget for FY-2021 (July 2020 - September 2020) to allow time to assess the impacts of COVID-19 on the FY-2021 budget. Staff would return in July and August to present the FY-2021 budget and business plan.

Budgeted revenue for first quarter of FY-2021 is proposed at \$48.8 million. Due to rear door boarding, it is anticipated that no fare revenues will be collected until 100 percent of the fleet is outfitted with driver barriers. The operating expenses are budgeted at \$27.1 million and the capital expenses are budgeted at \$21.7. Foothill Transit has the necessary revenue to fund all the planned expenditures.

The Executive Board requested that a side by side cost comparison be presented at a future meeting comparing a battery electric bus and a fuel cell bus. Executive Board Members indicated this would assist them in determining if Foothill Transit should move forward with grant funding for a fuel cell bus project.



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

12. **TRANSIT FUND EXCHANGE**

Recommendation: Authorize the Executive Director to execute an assignment agreement with Temple City to exchange Foothill Transit general use funds for the City's Proposition A Transportation Local Return funds.

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

Ms. Caldwell reported that the city of Temple City would like to exchange \$750,000 of uncommitted Proposition A Transportation Local Return funds. In return, Foothill Transit will provide the city of Temple City with \$562,500 of available general use funds.

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

13. **ZERO-EMISSION BUS (ZEB) ROLLOUT PLAN**

Recommendation: Approve Foothill Transit's Innovative Clean Transit (ICT) Rollout Plan.

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

Mr. Cordero provided an overview of the California Air Resources Board Innovative Clean Transit (ICT) rollout plan. The regulation requires transit agencies to transition their fleets to zero-emission technology. The regulation requires each transit agency to submit a complete Zero-Emission Roll Out Plan. The plan will be a living document to help guide the implementation.

The recommendation was revised to include the adoption of Resolution 2020-03 adopting the ICT rollout plan. Motion by Vice Chair Calaycay, second by Member Boyer, to adopt. Motion carried 5-0.

14. **DISCONTINUATION OF TAP BUS MOBILE VALIDATOR PURCHASE**

Recommendation: Authorize the Executive Director to discontinue the



procurement of TAP enabled Bus Mobile Validators (BMVs) for Foothill Transit revenue vehicles.

John Xie, Revenue Manager, presented this item.

Mr. Xie reported that at the April 24, 2020 Executive Board Meeting the board authorized a sole source contract with Cubic Transportation for Bus Mobile Validators for installation on the rear door of Foothill Transit buses. This would enable TAP fare payments.

Foothill Transit was notified of a limited number of validators available. The number of validators allocated to Foothill Transit would be insufficient to outfit the entire fleet. In addition to the shortage of validators, Cubic advised Foothill Transit that another component of the system was experiencing supply chain issues.

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

15. **COVID-19 TRANSIT OPERATIONS**

Recommendation: If needed, provide direction to staff regarding service and operational policy during the COVID-19 pandemic and Los Angeles County Safer-At-Home order.

Doran Barnes, Executive Director presented this item.

Mr. Barnes reported that it is anticipated that Express Service and Line 690 will resume service on June 8, 2020. Daily ridership was at 14,000 to 15,000 boardings per day. Recently, there has been an increase in daily ridership and it is currently at 18,000 boardings per day. These adjustments can be made at the staff level and he asked the Executive Board for feedback and guidance. The Executive Board agreed with the resumption of Express Service and Line 690 on June 8, 2020. Darold Pieper, General Counsel clarified that no motion was required because the Executive Board gave the Executive Director authority under the emergency declaration resolution.

Mr. Barnes added that staff is looking at doing a temporary operator barrier. This would allow for resumption of fare collection. He also reported that L.A. Metro is implementing a 50 percent discount when they resume fare collection. They plan on collecting fares on August 1, 2020.



Received and filed.

16. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Thanked the Executive Board for their leadership and engagement.

17. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Moss shared that she enjoyed serving on the Foothill Transit Executive Board.

18. **ADJOURNMENT**

Adjournment for the May 29, 2020 Foothill Transit Executive Board Meeting.

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

Prepared by:

A handwritten signature in blue ink, reading "Christina Lopez".

Christina Lopez, Board Secretary

Approved on: 08/28/2020