



**Foothill Transit**

**STATEMENT OF PROCEEDINGS FOR THE  
REGULAR 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, October 25, 2019  
9:00 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Herrera at 9:23 a.m.

**2. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Richard Barakat, Member Gary Boyer, Member Corey Calaycay, Vice Chair Cynthia Sternquist, Chair Carol Herrera

**3. APPROVAL OF AGENDA**

Staff requested that Items 6, 7, and 8 be pulled from the Consent Calendar for presentation.

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

**4. REVIEW & APPROVAL OF THE MINUTES**

Approval of the minutes for the Special Meeting of August 2, 2019, Special Meeting of August 19, 2019, and Regular Meeting of August 23, 2019.

Motion by Member Calaycay, second by Member Barakat, the minutes for the Regular Meeting of March 29, 2019 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 the Executive Director.



## **CONSENT CALENDAR**

Items 6, 7, and 8 were pulled from the consent calendar for presentation.

### **6. 60-FOOT ARTICULATED COMPRESSED NATURAL GAS (CNG) BUS PROCUREMENT - VIRGINIA STATE COOPERATIVE CONTRACT**

Recommendation: Authorize the Executive Director to purchase 24 60-ft. articulated CNG buses from New Flyer in the amount of \$22,971,101.22, under the Virginia State Cooperative Procurement Contract No. E194-75548-MA-2275, California Sales Tax included.

Doran Barnes, Executive Director, presented this item.

Mr. Barnes stated that Items 6, 7, and 8 would be addressed as a group because they are all related. All three items are follow-up items related to the fleet replacement strategy study session that was held on September 17, 2019. The key driver for all three items is that the CNG tanks on the buses that are being replaced are going to expire. In order to maintain service, a decision had to be made for bus purchases moving forward. Due to challenges being faced with the electric fleet, staff recommended that the Executive Board procure CNG powered buses.

Item 6 is for 24 60-foot articulated CNG buses. The buses will replace the Silver Streak articulated buses. Item 7 is for two 35-foot buses. The 35-foot buses can be used on various routes and can be used as back-up for the Duarte service. Item 8 is to purchase 19 40-foot CNG buses. A current contract option will be used to purchase the 19 buses.

Steve Chung, Creative Bus Sales thanked the Executive Board for their business and the opportunity.

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

### **7. 35-FOOT COMPRESSED NATURAL GAS (CNG) BUS PROCUREMENT - VIRGINIA STATE COOPERATIVE CONTRACT**

Recommendation: Authorize the Executive Director to purchase two 35-ft. CNG buses from El Dorado National in the amount of \$1,327,484.30 under the Virginia State Cooperative Procurement Contract No. E194-75548-MA-2278, California Sales Tax included.



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

8. **CONTRACT AMENDMENT - 40-FOOT COMPRESSED NATURAL GAS (CNG) BUS PROCUREMENT**

Recommendation: Authorize the Executive Director to exercise an option and amend Contract No. 18-043 with Creative Bus Sales in the amount \$13,154,824.77 for the purchase of 19 40-ft. low-floor CNG buses, California Sales Tax included.

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

9. **CONTRACT AWARD - ARCADIA AND POMONA OPERATIONS & MAINTENANCE FACILITY IN-GROUND LIFT DECOMMISSION AND SHOP FLOOR RESURFACING**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 19-062 with Air & Lube Systems, Inc. in the amount of \$998,407.44 for construction related to in-ground lift removal and maintenance shop floor resurfacing at the Arcadia and Pomona Operations & Maintenance facilities.

Motion by Member Calaycay, second by Member Sternquist, to approve. Motion carried 5-0.

10. **PROPOSED PROCUREMENT POLICIES AND PROCEDURES MANUAL REVISIONS**

Recommendation: Adopt the proposed Procurement Policies and Procedures Manual revisions.

Motion by Member Calaycay, second by Member Sternquist, to approve. Motion carried 5-0.

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

Recommendation: Authorize Foothill Transit staff to proceed in discussions focused on the possible launch of the Class Pass Program at California State Polytechnic University, Pomona.

Motion by Member Calaycay, second by Member Sternquist, to approve.



Motion carried 5-0.

**REGULAR AGENDA**

**12. RESOLUTION ADOPTING EXECUTIVE AND GOVERNING MEETING SCHEDULE FOR 2020**

Recommendation: Adopt Resolution No. 2019-03, the Executive and Governing Board Meeting Schedule for 2020.

Christina Lopez, Board Secretary, presented this item.

Ms. Lopez reported that a total of nine Governing Board Meetings are proposed for 2020 and eight of the Governing Board Meetings will be followed by an Executive Board Meeting. The Executive Board Strategic Planning Workshop is proposed for February 28, 2020. A Joint Meeting of the Annual Governing Board and Executive Board is proposed for May 29, 2020.

Chair Herrera stated that she had received feedback from other Governing Board Members and would be appointing a subcommittee consisting of herself and Member Boyer to review the schedule and further discuss the back-to-back meeting format proposed for Governing and Executive Board meetings. She requested that the item be tabled until the subcommittee meets with staff. Doran Barnes, Executive Director, stated that staff is open to how members may want to structure meetings. Member Barakat stated that its critical that Governing Boards are exposed to as much information as possible as it will give the agency input from different people. Member Boyer stated that he felt the decision did not have to be tabled at this time because the meeting format should be tested for few months. Member Boyer recommended adopting the schedule and to continue to have discussions regarding the meeting format.

Mr. Barnes explained that there is already a conflict with the schedule being proposed, as APTA has scheduled a study session on zero emissions that conflicts with the meetings scheduled for June. He proposed moving the June meetings to June 19, 2020. Member Sternquist asked why meetings are not held in July and November. Mr. Barnes explained that on the most part in July the meetings would conflict with the APTA Transit Board Members seminar. In November, on most years it would conflict with the Thanksgiving holiday.



Mr. Boyer made a motion to adopt the 2020 schedule and have the subcommittee meet to further discuss any future changes that may be needed to the schedule. The board further adjusted the 2020 schedule by changing the June 2020 meetings to June 19, 2020 and scheduling meetings for July 24, 2020.

Motion by Member Boyer, second by Member Barakat, to adopt the revised 2020 meeting schedule and create a subcommittee. Motion carried 5-0.

13. **CONTRACT AWARD - BUS BOOK PRINTING AND DESIGN**

Recommendation: Authorize the Executive Director to enter into Contract No. 20-015 with Transit Information Products for printing and design of Bus Books with an amount not-to-exceed \$537,825.64, over the potential life of the contract, which includes a base contract term of three years in the amount of \$315,281.20 and two one-year options in the amounts of \$110,024.73 and \$112,519.71.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel reported that the Bus Book is the user guide for customers using the system. A Request for Proposals (RFP) was issued on August 21, 2019 for printing and design of the Bus Book. One proposal was received from Transit Information Products, in response to the RFP. An evaluation committee determined that Transit Information Products' proposal met the requirements of the RFP. Transit Information Products has been Foothill Transit's printer and designer for Bus Books since 2001. They also print Bus Books for other transit agencies.

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

14. **MANAGEMENT COMPENSATION PROGRAM**

Recommendation: Authorize the Executive Director to add one full-time equivalent (FTE) employee to assist the Human Resources Manager with human resources, benefits administration, and bi-weekly payroll activities.

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

Ms. Caldwell requested approval to add one full-time equivalent employee to the Foothill Transit staff. The position is a Grade 4, Human Resources



Assistant. HR compliance issues continue to increase in California. For the past year Foothill Transit has contracted with an independent contractor to provide assistance. The position would assist with HR with benefits administration and bi-weekly payroll.

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

15. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Doran currently serves as Vice Chair of the Transit Cooperative Research Program Oversight Committee. It's a body that oversees research. At the annual meeting, the number one funded project for research was driver barriers and driver safety.
- An item will be presented on fuel cell technology as a possible other approach to zero emissions vehicles. Foothill Transit has a \$5 million grant from the State of California that needs to be used towards zero emissions vehicle technology.
- If the members of the Executive Board want to take a deeper look into Foothill Transit insurance coverages, staff is ready to facilitate a meeting with Bob Kuhn at a board meeting or study session.
- California Secretary of Transportation David Kim will be visiting Foothill Transit's on November 7<sup>th</sup> at 11:00 a.m. Mr. Barnes invited members of the Executive Board to participate. Vice Chair Sternquist and Member Barakat indicated they wanted to attend.
- Thanked David Reyno, Director of Government Relations, for maintaining relationships with David Kim and the great work in developing a relationship with the Cal Poly legislative affair staff.

16. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Boyer requested that as discussion moves forward on zero emissions, if the Board can receive as much neutral information as possible before decisions need to be made. Doran Barnes indicated that as much information as possible will be provided and that a trip to Sunline Transit is being planned.



- Vice Chair Sternquist congratulated Chair Herrera on her award she received at the APTA TRANSform Conference.
- Member Calaycay stated that he joined Chair Herrera, Vice Chair Sternquist, and Governing Board Member Sam Pedroza at the APTA conference. He appreciated the opportunity to support Chair Herrera and the Foothill Transit staff that was recognized. He found the briefing on security very informative.

17. **ADJOURNMENT**

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

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

Prepared by:

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

Christina Lopez, Board Secretary

Approved on: 12/20/2019