



Foothill Transit

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

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

**Friday, January 31, 2020
9:15 a.m.**

1. CALL TO ORDER

The meeting was called to order by Vice Chair Sternquist at 9:17 a.m.

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

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

3. APPROVAL OF AGENDA

At staff's request Item 14, Equal Employment Opportunity Policy, was pulled from the agenda. The item will be brought back to the March 2020 Executive Board Meeting for action.

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 Regular Meeting of December 20, 2019.

Motion by Member Calaycay, second by Member Boyer, the minutes for the Regular Meeting of December 20, 2019 were approved. Motion carried 4-0, Member Moss abstention.

5. PUBLIC COMMENT

Laura Hendricks, President, Transdev addressed the Executive Board. She stated that she just completed her first full month in the position. She looks forward to working with Foothill Transit and continuing the successful



relationship.

CONSENT CALENDAR

6. JANUARY 2020 LEGISLATIVE SUMMARY

Recommendation: Receive and file the January 2020 Legislative Summary.

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

7. PROPOSED 2020 FEDERAL, STATE, AND LOCAL LEGISLATIVE PROGRAMS

Recommendation: Adopt the proposed 2020 Federal, State, and Local Legislative Programs as outlined in Attachments A, B, and C.

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

8. COACH OPERATOR AUDIT RESULTS

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

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

REGULAR AGENDA

9. ELECTION OF Foothill TRANSIT BOARD CHAIR AND POSSIBLY VICE CHAIR

Motion by Member Barakat, second by Vice Chair Calaycay, to elect Vice Chair Sternquist to Executive Board Chair . Motion carried 5-0.

Motion by Member Boyer, second by Member Barakat, to elect Member Calaycay to Executive Board Vice Chair. Motion carried 5-0.

10. CALIFORNIA TRANSIT ASSOCIATION REQUEST FOR ANNUAL FALL CONFERENCE HOSTS

Recommendation: Authorize Foothill Transit to submit an application in



response to the California Transit Association's request for Annual Fall Conference hosts.

Yoko Igawa, Manager of Public Affairs, presented this item.

Ms. Igawa reported that every year the California Transit Association holds its fall conference and EXPO. The association is seeking hosts for 2022, 2023, and 2024 in order to plan ahead two to three years in advance. Five years ago Foothill Transit served as conference host in Pasadena. The association assumes all financial responsibility for conference planning and onsite execution. The conference host agencies use their discretion to augment the association efforts to make the conference a success.

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

11. **UPDATE FOR RFP - OPERATIONS OF TRANSIT SERVICES - ARCADIA/IRWINDALE FACILITY (RFP NO. 20-010)**

Recommendation: Receive and file the update on Request for Proposals No. 20-010, Operations of Transit Services.

Chris Pieper, Director of Procurement, presented this item.

Mr. Pieper reported that a Request for Proposal was issued on September 30, 2019. A total of four proposals were received on January 7, 2020. All four proposals passed the prequalification review. All four firms will be interviewed on February 13, 2020. The Executive Board will authorize a contract award at the March 27, 2020, and the commencement date for transit services will be June 28, 2020.

Received and filed.

12. **FOOTHILL TRANSIT PUBLIC TRANSPORTATION AGENCY SAFETY PLAN**

Recommendation: Adopt Foothill Transit's Public Transportation Agency Safety Plan (PTASP).

LaShawn King Gillespie, Director of Customer Service and Operations, presented this item.

Ms. Gillespie presented an overview of Foothill Transit's Public Transportation Agency Safety Plan (PTASP). Foothill Transit management



staff and contractor staff have been working to develop the fiscal year 2020-2021 plan. The PTASP is a plan required by the Federal Transit Administration and the compliance deadline is July 20, 2020. The plan consists of four components, the Safety Management System, Safety Performance Targets, Employee Reporting Program, and Comprehensive Training Program. The PTASP requires approval by an accountable executive, designation of a chief safety officer, and adoption by the board of directors.

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

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

Recommendation: Approve the annual Financial Stability Policy update to include the FY2020-FY2021 financial strategies for budget planning.

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

Ms. Caldwell reported that annual strategies include to adjust expenses as needed to include new operating contract as the Arcadia/Irwindale Operations and Maintenance Facility, improve service efficiency, adopt an annual budget with allocations required to meet the Transit Asset Management Plan, aggressively pursue grants for capital projects, and continue to invest reserved funds according to the investment policy.

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

14. **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

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

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

15. **EXECUTIVE DIRECTOR COMMENT**

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



Mr. Barnes reported the following:

- Congratulated new elected individuals to the Executive Board, Member Moss on her election to the Executive Board, and Vice Chair Calaycay and Chair Sternquist on their respective election as board officers.
- Foothill Transit's Strategic Planning Workshop is scheduled for February 28, 2020. Topics include ridership strategies, fuel technology, vehicle automation. Also to be discussed, evaluation tools to conduct the Executive Director's review.

16. BOARD MEMBER COMMENT

Comments by Members of the Foothill Transit Executive Board.

There were no comments by members of the Executive Board.

17. ADJOURNMENT

Adjournment for the January 31, 2020 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:05 a.m.

Prepared by:


Christina Lopez, Board Secretary

Approved on: April 24, 2020