



**Foothill Transit**

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

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

**Friday, December 17, 2021  
9:15 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Sternquist at 9:36 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 Corey Calaycay, Chair Cynthia Sternquist

**3. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER**

Item 8, Contract Award for Data Center Server Replacement was pulled from agenda. The Chair and Chief Executive Officer confirmed the agenda as revised.

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

Approval of the minutes for the Regular Meeting of October 29, 2021 and Special Meeting of November 19, 2021.

Motion by Member Shevlin, second by Member Moss, the minutes for the Regular Meeting of October 29, 2021 and Special Meeting of November 19, 2021 were approved. Motion carried 5-0.

**5. INTRODUCTION OF FOOTHILL TRANSIT BUSINESS PARTNERS**

There were no presentations by Foothill Transit Business Partners.

**6. GENERAL PUBLIC COMMENT**

Lupe Carranza, ATU 1756, expressed his condolences in regards to the



passing of Arcadia Councilmember and Foothill Transit Governing Board Member Roger Chandler. He also stated that he looked forward to continuing to work with Foothill Transit.

6.1. Chief Executive Officer Response to Public Comment

There was no response to Public Comment by the Chief Executive Officer.

**CONSENT CALENDAR**

7. **OCTOBER 2021 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through October 31, 2021. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of October 31, 2021, for the fiscal year ending June 30, 2022.

Motion by Member Shevlin, second by Member Moss, to receive and file. Motion carried 5-0.

8. **CONTRACT AWARD FOR DATA CENTER SERVER REPLACEMENT**

Recommendation: Receive and file a report on the award of Contract No. 22-026 to Questivity Inc. in the amount of \$99,958.89 for the purchase and installation of a Nutanix Data Center Server solution hardware and software for the Foothill Transit Data Center located at the administrative offices.

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

9. **CONTRACT AWARD FOR HVAC SYSTEM REPLACEMENT AT Foothill TRANSIT'S ARCADIA IRWINDALE OPERATIONS AND MAINTENANCE FACILITY**

Recommendation: Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into Agreement No. 21-069 with Metro Builders & Engineers Group, Ltd. in the amount \$1,397,583 for replacement of the HVAC equipment at Foothill Transit's Arcadia Irwindale Operations and Maintenance Facility.



Motion by Member Shevlin, second by Member Moss, to approve. Motion carried 5-0.

10. **CONTRACT AWARD FOR CONSTRUCTION AND INSTALLATION OF ARCADIA IRWINDALE OPERATIONS & MAINTENANCE FACILITY ELECTRIC BUS METER**

Recommendation: Receive and file a report on the award of Contract No. 22-013 to Apollo Electric in the amount \$63,600 for construction and installation of a new electric meter to serve additional bus charging equipment at Foothill Transit's Arcadia Irwindale Operations & Maintenance Facility.

Motion by Member Shevlin, second by Member Moss, to receive and file. Motion carried 5-0.

11. **CONTRACT AMENDMENT FOR ARCHITECTURAL AND ENGINEERING DESIGN FOR THE MT. SAN ANTONIO COLLEGE TRANSIT CENTER**

Recommendation: Authorize the Chief Executive Officer to execute Amendment No. 4 to Contract No. 18-017 with Psomas in the amount of \$253,324 for construction administration services and additional design services for the construction of the Mt. San Antonio College Transit Center.

Motion by Member Shevlin, second by Member Moss, to approve. Motion carried 5-0.

12. **RESOLUTION AUTHORIZING TELECONFERENCED PUBLIC MEETINGS**

Recommendation: Adopt Resolution 2021-09 authorizing teleconferenced public meetings for 30 days.

Motion by Member Shevlin, second by Member Moss, to adopt. Motion carried 5-0.

**REGULAR AGENDA**

13. **FOOTHILL TRANSIT FARE STRUCTURE SIMPLIFICATION**

Recommendation: Recommend that the Governing Board authorize the Chief Executive Officer to adopt proposed changes to fare structure.

John Xie, Revenue Manager, presented this item.



Mr. Xie reported that two Public Meetings were held on November 16 and November 18, and a Public Hearing was held on December 1. All meetings were held virtually. In addition, customers had various methods of comment submission. A total of ten comments were received, and most were in favor of the proposed changes to the fare structure.

He presented a summary of the proposed changes, such as, consolidation of the Silver Streak fare structure to local, matching single ride and single day pass to regional prices, free internal transfers for two hours for base fare paid with a TAP card, and the introduction of a 10-ride pass. If approved by the Governing Board in January 2022, the fare structure will go live on May 1, 2022.

There was no Public Comment on this item.

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

14. **COVINA TRANSIT CENTER - POTENTIAL PARKING SPACE LEASE**

Recommendation: Provide direction to staff on a potential parking space lease agreement for 30 to 60 spaces at the Covina Transit Center and Park & Ride facility.

Sharlane Bailey, Director of Facilities, presented this item.

Ms. Bailey presented an overview of the Covina Transit Center project history. The soft opening of the transit center took place in March 2020 and soon after the stay-at-home order was enforced due to COVID-19. Commuter service was placed on hold and local service continued to serve the transit center. Once the stay-at-home order was lifted, Line 490 commuter service resumed to Downtown Los Angeles.

She reported that in early 2021 the private developer Meritage Homes and the Citrus Promenade homeowners contacted Foothill Transit to inquire about their possible use of vacant parking spaces at the parking structure. Foothill Transit staff advised that their request would have to put their request on hold as the transit center would be used as a vaccination location for the community. In September 2021, a similar request was received from the City of Covina.



Member Shevlin stated that there are too many unknowns and that the leasing of parking spaces would set a bad precedent. Vice Chair Calaycay concurred with Member Shevlin and stated that parking intended for public transit should not be allowed to be used for private housing purposes. Member Boyer stated that it would be difficult to undo this type of agreement and that the transit center should be allowed to operate during normal times and the commercial development filled. Member Moss agreed with her fellow board members.

There was no Public Comment on this presentation.

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

Recommendation: Adopt the proposed Procurement Policies and Procedures Manual revisions

Chis Pieper, Director of Procurement, presented this item.

Mr. Pieper presented the proposed revisions which included an update to federal requirements, procurement method threshold, restrictions on lobbying and contacts, and update to reflect changes to titles.

The threshold requiring Executive Board approval would be raised from \$100,000 for purchases over \$250,000. The Chief Executive Officer would have signature authority of purchases under \$250,000.

There was no Public Comment on this presentation.

Member Boyer requested that a monthly report be prepared for the Executive Board to report on procurements that fall between \$100,000 and \$250,000 range. Vice Chair Calaycay incorporated the addition of an information report as part of his motion

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

16. **CONTINUED GENERAL PUBLIC COMMENT**

Public comment was not reopened as the Public Comment period was concluded earlier in the agenda (Item 6).



17. **CHIEF EXECUTIVE OFFICER COMMENT**

Comments by Mr. Doran J. Barnes, Chief Executive Officer, Foothill Transit.

Mr. Barnes reported the following:

- A Special Meeting will be held in early January so that the board can re-adopt the resolution that allows for virtual meetings.
- Staff is researching venues that would allow for the Executive Board to meet in person for the Strategic Planning Workshop.
- Wished everyone Happy Holidays.
- Requested that the meeting adjourn in the memory of Ryan Popple, Proterra Co-founder and Executive Director. Mr. Barnes introduced Lauren Cochran Scoville, Proterra Vice President of Sales, who shared a few thoughts and thanked the Executive Board for allowing her to honor Mr. Popple.

18. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Members of the Executive Board wished everyone a Merry Christmas and Happy Holidays.

19. **ADJOURNMENT**

Adjournment for the December 17, 2021 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned in the memory of Ryan Popple, Proterra Co-founder and Executive Director at 10:12 a.m.

Prepared by:

  
Christina Lopez, Board Secretary

Approved on: 01/28/2022