



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, May 27, 2022
9:15 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Sternquist at 9:27 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

After discussion, by Common Consent, the Chair and Chief Executive Officer confirmed the agenda as presented.

4. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of April 29, 2022.

Motion by Member Moss, second by Member Shevlin, the minutes for the Regular Meeting of April 29, 2022 were approved. Motion carried 5-0.

5. GENERAL PUBLIC COMMENT

No members of the public addressed the Foothill Transit Executive Board.

5.1. Chief Executive Officer Response to Public Comment

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



CONSENT CALENDAR

6. APRIL 2022 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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

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

7. RESOLUTION AUTHORIZING TELECONFERENCED PUBLIC MEETINGS

Recommendation: Adopt Resolution 2022-10 (Attachment A) authorizing teleconferenced public meetings for the Executive Board and Governing Board if needed for the next 30 days.

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

8. MAY 2022 PROCUREMENT MONTHLY REPORT

Recommendation: Receive and file the Procurement Monthly Report for May 2022.

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

9. MAY 2022 LEGISLATIVE REPORT

Recommendation: 1. Adopt a SUPPORT position on AB 2868; and 2. Receive and file the May 2022 Legislative Report.

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

10. TRANSPORTATION FUND EXCHANGE

Recommendation: Authorize the Chief Executive Officer to execute an assignment agreement with West Covina to exchange Foothill Transit general use funds for Proposition A Transportation Local Return funds.



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

11. **AUTHORIZATION TO ISSUE INVITATION FOR BIDS (IFB) NO. 22-092 GAS DETECTION MODIFICATIONS FOR HYDROGEN FUEL CELL ELECTRIC BUSES AT FOOTHILL TRANSIT'S POMONA OPERATIONS & MAINTENANCE FACILITY**

Recommendation: Authorize the Chief Executive Officer to issue Invitation for Bids (IFB) No. 22-092 for construction services related to modifications of the gas detection system for hydrogen fuel cell electric buses at Foothill Transit's Pomona Operations and Maintenance (O&M) Facility.

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

12. **AUTHORIZATION FOR CONTRACT AMENDMENT FOR MT. SAN ANTONIO COLLEGE (MT. SAC) TRANSIT CENTER CONSTRUCTION CONTRACT NO. 20-062**

Recommendation: 1. Authorize the Chief Executive Officer to execute Amendment No. 1 to Contract No. 20-062 with Access Pacific in the amount of \$382,684.81 for change orders related to the construction of the Mt. SAC Transit Center. 2. Authorize the Chief Executive Officer to approve up to an additional \$400,000 in change orders on Contract No. 20-062.

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

REGULAR AGENDA

13. **AUTHORIZATION TO AWARD CONTRACT FOR ARCADIA IRWINDALE OPERATIONS AND MAINTENANCE FACILITY TRANSIT SERVICES**

Recommendation: Authorize the Executive Director to award a contract to Transdev Services, Inc. for transit operations and maintenance services at Foothill Transit's Arcadia Irwindale facility. The contract term will be four years. The projected four-year life of the contract is \$243,904,783.

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



Ms. Gillespie presented an overview of the procurement timeline and reported that on March 1, 2022, proposals were received from First Transit, Keolis, MV, National Express, and Transdev. The evaluation committee determined that all five written technical proposals were within the competitive range and all five proposing firms were interviewed.

Transdev's proposal ranked highest with an overall score of 89.65 out of a possible 100 points. The start-up date for services under the new contract will be July 31, 2022.

There was no Public Comment on this presentation. Kent Woodman, Special Counsel, and staff responded to questions and comments by the members of the Executive Board. Laura Hendricks, Transdev CEO, thanked the Executive Board for their vote of confidence and for the opportunity to continue the partnership.

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

14. **FY2022 FINANCIAL FORECAST**

Recommendation: Receive and file Foothill Transit's Updated FY2022 Financial Forecast.

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

Ms. Caldwell reported that the forecast summarizes operating and capital revenues and expenses from 2019 through 2027. She reviewed assumptions, operating revenues and expenses, capital revenues and expenditures, and operating expenses through the third quarter of the current fiscal year.

She also reported that available revenues are programmed to balance operating expenses through Fiscal Year 2027. The forecast maintains a reserve balance. Capital expenditures are prioritized to fund bus replacements and supporting infrastructure.

There was no Public Comment on this presentation. Staff responded to questions and comments by the members of the Executive Board.

The Executive Board received and filed this presentation.



15. **EMPLOYEE COMPENSATION PROGRAM**

Recommendation: Approve the annual update to the Employee Compensation program.

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

Ms. Caldwell reported that the Employee Compensation Program is presented to the Executive Board annually to present any proposed changes to the program. There were two proposed changes to the program this year.

The first proposed change is a change to the employee transit pass program. The Foothill Transit administrative team is working a hybrid schedule, which allows teleworking up to three days a week, the proposed policy change is to remove the minimum monthly trip requirements to be eligible to receive a pass for another transit system.

The second proposal is to restore the Fiscal Year 2021 compensation adjustments to staff. In August 2020, the Executive Board took action to defer the annual employee compensation adjustments due to the uncertain financial impacts of the COVID-19 pandemic. The organization is projecting a balanced budget through Fiscal Year 2027, so Ms. Caldwell recommended that the compensation adjustments be retroactively reinstated with an effective date of July 1, 2021.

There was no Public Comment on this presentation. There were no comments or questions by members of the Executive Board.

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

16. **PROPOSED FISCAL YEAR 2023 BUSINESS PLAN AND BUDGET**

Recommendation: Recommend approval of Foothill Transit's proposed Business Plan, Budget, and Performance Targets for Fiscal Year 2023 to the Foothill Transit Governing Board.

Jorge Quintana, Budget and Grants Finance Analyst, presented this item.

Mr. Quintana reported that Foothill Transit continues to recover from the impacts of the pandemic, and that a \$213.7 million budget of which \$123.9 million are operating expenses and \$89.8 million are capital investments



supporting transit operations is being proposed. The agency is expected to operate approximately 878,000 vehicle service hours and have 7.9 million passenger boardings in Fiscal Year 2023.

There was no Public Comment on this presentation. There were no comments or questions by members of the Executive Board.

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

17. **ADMINISTRATIVE OFFICE BUILDING FUTURE REQUIREMENTS**

Recommendation: Receive and file an update on the future requirements for Foothill Transit's Administrative offices and provide direction as appropriate.

Sharlane Bailey, Director of Capital Projects and Facilities, presented this item.

Ms. Bailey provided an overview of activities related to the possibility of relocating the Foothill Transit Administrative Office. She reported that compliance with the FTA Award Management Requirements Circular would be required. Given the complexities of the federal processes, Ms. Bailey recommended that staff focus on publicly owned property. If a vacant public property were available, the intent would be to have a location at a central part of the Foothill Transit service area. The next steps may include procuring design and land planning services, and environmental consulting services.

There was no Public Comment on this presentation. Staff responded to the comments and questions from the Executive Board.

The Executive Board received and filed this presentation and directed staff to continue with the process and proceed with publicly owned property.

18. **SUMMER SALE**

Recommendation: Authorize the Chief Executive Officer to implement a half-price pass program for a period of three months starting in July 2022.

Felicia Friesema, Director of Marketing and Communications, presented this item.

Ms. Friesema provided a review of the 2021 Summer Sale and 2022 Fare



Discount. The response to both sales was outstanding. A Summer Sale, Part II is being proposed. The proposed sale would continue the momentum of the fare discount, offer local customers savings, jump-start the launch of the new 10-Trip pass, increase both ridership and revenue, and foster goodwill with the communities that Foothill Transit serves. The new Summer Sale would launch on July 3, 2022, and conclude on September 31, 2022.

There was no Public Comment on this presentation. Staff responded to the comments and questions from the Executive Board.

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

19. **EXECUTIVE BOARD ELECTION FOR Foothill TRANSIT CHAIR AND VICE CHAIR**

Motion by Member Moss, second by Member Sternquist, to elect Member Calaycay, Chair. Motion carried 5-0.

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

20. **CONTINUED GENERAL PUBLIC COMMENT**

Public Comment was not reopened as the Public Comment period was concluded earlier in the agenda (Item 5).

21. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- Congratulated Corey Calaycay on his election as Chair and Cory Moss on her election as Vice Chair.
- Staff continues to pursue federal and state grants.

22. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Shevlin congratulated Corey Calaycay on his election as Chair and Cory Moss on her election as Vice Chair.



23. **ADJOURNMENT**

Adjournment for the May 27, 2022, Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:24 a.m.

Prepared by:

A handwritten signature in blue ink that reads "Christina Lopez". The signature is written in a cursive style with a large, sweeping flourish at the end.

Christina Lopez, Board Secretary

Approved on: 06/24/2022