



Foothill Transit

# Foothill Transit MISSION

To be the premier public transit  
provider committed to:

**SAFETY**

**COURTESY**

**QUALITY**

**RESPONSIVENESS**

**EFFICIENCY**

**INNOVATION**



## Foothill Transit VALUES

### **SAFETY**

We educate, encourage, and endorse a strong culture of safety at all levels of the organization, valuing the responsibility entrusted in us by the communities that we serve.

### **RESULTS**

We value the achievement of organizational goals and initiatives as defined in our business plan and involving all levels of the organization.

### **INTEGRITY**

We are committed to high ethical standards based on accountability, honesty, respect, transparency, and a high level of fiscal responsibility.

### **GRATITUDE**

We are a team united in thankfulness for each other; we express gratitude for our many opportunities by investing our time and energy in our community and industry, and through the open expression of appreciation.

### **DIVERSITY**

We create an environment rich with talented people and differing viewpoints, valuing the unique perspectives that everyone brings.

### **TEAM MEMBERS**

Our team members are the key to Foothill Transit's success and we are committed to supporting them through education, development, and recognition.

### **COMMUNICATION**

We value and are committed to open honest respectful discussion which is responsive, informative, and constructive.

### **SUSTAINABILITY**

We embrace sustainability because it benefits all aspects of our business while helping our communities by protecting the environment through measured and responsible stewardship of resources.



**Foothill Transit**

# Executive Board Meeting **AGENDA**

## EXECUTIVE BOARD MEETING

8:00 AM, MAY 31, 2024

Foothill Transit Administrative Office

2<sup>nd</sup> Floor Board Room

100 South Vincent Avenue

West Covina, CA 91790

1. CALL TO ORDER
2. ROLL CALL: MEMBERS BOYER, CALAYCAY, MOSS, SHEVLIN, STERNQUIST
3. CONFIRMATIONS OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER
4. PRESENTATIONS
  - 4.1. Introduction of Foothill Transit Business Partners
5. PUBLIC COMMENT

CONSENT CALENDAR: Items 6 through 10 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

6. APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF APRIL 26, 2024, REGULAR MEETING OF APRIL 26, 2024, AND SPECIAL MEETING OF MAY 13, 2024

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Public Comment: Any individual may request to address the Executive Board at this time. Public comments are allowed only during the Public Comment portion of the agenda. Speakers may speak only once for up to 3 minutes total time during which they may address both on- and off- agenda items. If there are any public hearings scheduled, individuals will be given an additional opportunity to comment under said items. Speakers are not permitted to yield their time to another speaker. Note: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA.

The public may view and obtain all written information supporting this agenda provided to the board both initially and supplementary prior to the meeting by calling (626) 931-7300 extension 7204, emailing [board.secretary@foothilltransit.org](mailto:board.secretary@foothilltransit.org), or at the agency's offices located at 100 S. Vincent Ave., Suite 200, West Covina, CA 91790. Documents, including PowerPoint handouts, distributed to Board Members by staff or Board Members at the meeting will simultaneously be made available to the public upon request.



8:00 AM, May 31, 2024

2<sup>nd</sup> Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790

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**7. MAY 2024 PROCUREMENT MONTHLY REPORT**

*Recommended Action: Receive and file the Procurement Monthly Report for May 2024.*

**8. TRANSPORTATION FUND EXCHANGE – CITY OF WEST COVINA**

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

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Chief Executive Officer's office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

If you require translation services, please contact the Chief Executive Officer's office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

Si necesita servicios de traducción, comuníquese con la oficina del Director Ejecutivo llamando al (626) 931-7300, extensión 7204, al menos 48 horas antes de la reunión.

若需要翻譯服務，請在會議前至少48小時聯絡執行長辦公室 ( 626 ) 931-7300分機7204

Nếu quý vị yêu cầu dịch vụ dịch thuật, vui lòng liên hệ với văn phòng Giám Đốc Điều Hành theo số (626) 931-7300, số máy lẻ 7204, ít nhất 48 giờ trước cuộc họp

Kung kailangan mo ng serbisyong pagsasalin, mangyaring makipag-ugnayan sa tanggapan ng Punong Ehekutibong Opisyal sa numerong (626) 931-7300 ekstensyon 7204, hindi bababa ng 48 oras bago ang pagpupulong

번역 서비스가 필요한 경우, 회의가 시작되기 최소 48시간 전에 (626) 931-7300 내선 7204번으로 최고경영자실에 연락하십시오.

通訳／翻訳サービスが必要な際は、ミーティング48時間前までに、CEO/最高経営責任者事務所までに連絡してください。CEO事務所  
連絡先：(626) 931-7300内線7204

اگر به خدمات ترجمه نیاز دارید، لطفاً دست کم 48 ساعت قبل از شروع جلسه با دفتر مدیر عامل به شماره تلفن (626) 931-7300 داخلی (626) 931-7300 تماس بگیرید

Եթե Ձեզ թարգմանչական ծառայություններ են հարկավոր, հանդիպումից առնվազն 48 ժամ առաջ զանգահարեք Գլխավոր գործադիր տնօրենի գրասենյակ՝ (626) 931-7300 լրացուցիչ 7204 հեռախոսահամարով:

ប្រសិនបើលោកអ្នកត្រូវការសេវាកម្មបកប្រែភាសា សូមទាក់ទងការិយាល័យនាយកភ្នាក់ងារប្រតិបត្តិកាមន្ទរស័ព្ទលេខ (626) 931-7300 លេខភ្ជាប់បន្ត 7204, ដែលមានរយៈពេលយ៉ាងតិច 48 ម៉ោងមុនកិច្ចប្រជុំ

في حالة الحاجة لخدمات الترجمة، يرجى الاتصال بمكتب الرئيس التنفيذي على رقم الهاتف (626) 931-7300 (الرقم الداخلي 7204) وذلك قبل 48 ساعة على الأقل من الاجتماع

หากคุณต้องการบริการล่าม โปรดติดต่อสำนักงานประธานเจ้าหน้าที่บริหารที่ (626) 931-7300 ต่อ 7204 อย่างน้อย 48 ชั่วโมงก่อนการประชุม



8:00 AM, May 31, 2024

2<sup>nd</sup> Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790

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9. AUTHORIZATION TO AWARD SOLE SOURCE CONTRACT FOR BUSINESS INTELLIGENCE SOFTWARE

*Recommended Action: Authorize the Chief Executive Officer to enter into a sole source agreement with TransTrack for the provision of software and service in a not to exceed amount of \$274,147 over the five-year potential life of the agreement. The contract will have a three-year base term with two one-year options.*

10. AUTHORIZATION TO AWARD CONTRACT FOR FUEL MANAGEMENT SYSTEM

*Recommended Action: Authorize the Chief Executive Officer to award a contract in the amount of \$910,912.00 to S & A Systems, Inc. dba Fleetwatch for implementing and maintaining a fuel monitoring system at the Foothill Transit Operation and Maintenance Facilities. The contract term will include three years of software licensing, maintenance and support.*

REGULAR AGENDA:

11. EXECUTIVE BOARD ELECTION FOR FOOTHILL TRANSIT CHAIR AND VICE CHAIR

12. CAL POLY POMONA BUS SHELTERS

*Recommended Action: The recommendation is to authorize the Foothill Transit Chief Executive Officer to enter into an agreement with Cal Poly Pomona in the amount of \$350,000 for the installation of bus shelters at the on-campus Silver Streak stop.*

13. FOOTHILL TRANSIT'S MEMBERSHIP WITH THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY (CJPIA)

*Recommended Action: Authorize the Chief Executive Officer to execute an Agreement making Foothill Transit a member of the California Joint Powers Authority.*

14. CHIEF EXECUTIVE OFFICER COMMENT

15. BOARD MEMBER COMMENT



8:00 AM, May 31, 2024

2<sup>nd</sup> Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790

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16. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Government Code § 54956.8)

Property Address/Location: 1118 N. Citrus Avenue, Covina, CA 91722

Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Darold D. Pieper,  
LaShawn King Gillespie, Phillip Bonina

Negotiating Parties: Jaime Alvarez

Under Negotiation: Price and Terms

17. CLOSED SESSION REPORT

18. ADJOURNMENT





**STATEMENT OF PROCEEDINGS FOR THE  
SPECIAL 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, April 26, 2024  
8:00 a.m.**

**DRAFT**

**1. CALL TO ORDER**

The meeting was called to order by Chair Moss at 8:03 a.m.

**2. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Gary Boyer, Member Corey Calaycay, Member Cynthia Sternquist, Vice Chair Becky Shevlin, Chair Cory Moss

**3. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(Gov't Code § 54957)**

Title: Chief Executive Officer

There was no Public Comment on this item.

The Executive Board recessed into Closed Session at 8:04 a.m.

**4. CLOSED SESSION REPORT**

The Executive Board reconvened at 9:34 a.m.

Darold Pieper, General Counsel, reported that there were no reportable actions.

**5. ADJOURNMENT**

Adjournment for the April 26, 2024, Foothill Transit Special Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:34 a.m.



**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, April 26, 2024  
8:00 a.m.**

**DRAFT**

**1. CALL TO ORDER**

The meeting was called to order by Chair Moss at 8:03 a.m.

The Executive Board Meeting recessed at 8:04 a.m.

The Executive Board Meeting reconvened at 9:35 a.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chair Moss.

**3. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Gary Boyer, Member Corey Calaycay, Member Cynthia Sternquist, Vice Chair Becky Shevlin, Chair Cory Moss

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

Doran Barnes, CEO, requested that item 12 be pulled from the Consent Calendar for separate consideration.

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

**5. PRESENTATIONS**

5.1. Introduction of Foothill Transit Business Partners

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Doug Gies, Regional Vice President, Transdev addressed the Executive Board. Mr. Gies introduced the new Assistant General Manager for the Arcadia facility Juan Silva.

5.2. Contractors' Employee Recognition

Jeffrey Moore, Assistant General Manager, introduced the Pomona location Keolis employees of the month.

Jose Rangel – Employee of the Month  
Libia Gonzalez – Operator of the Month

Shawn Chavira, General Manager, introduced the Arcadia location Transdev employees of the month.

Juan Martinez – Employee of the Month  
Kenneth Simon – Operator of the Month

6. **PUBLIC COMMENT**

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

**CONSENT CALENDAR**

The Executive Board took action on a single motion on items 7 - 11, and 13. Item 12 was pulled for separate consideration.

7. **APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF MARCH 29, 2024**

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

8. **MARCH 2024 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through March 31, 2024. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of March 31, 2024, for the fiscal year ending June 30, 2024.

The report was received and filed.



9. **APRIL 2024 PROCUREMENT MONTHLY REPORT**

Recommendation: Receive and file the Procurement Monthly Report for April 2024.

The report was received and filed.

10. **FISCAL YEAR 2024 THIRD QUARTER BUDGET UPDATE**

Recommendation: Receive and file the Fiscal Year 2024 Third Quarter Budget Update.

The report was received and filed.

11. **HOLIDAY SERVICE SCHEDULE FOR FISCAL YEAR 2025**

Recommendation: Approve the proposed Fiscal Year 2025 Holiday Service Schedule.

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

12. **FOOTHILL TRANSIT EMPLOYEE COMPENSATION POLICY**

Recommendation: Approve the annual update to the Employee Compensation Policy including two recommended changes to the policy as follows: Provide a one-time merit-based compensation adjustment of 5 percent for staff who have successfully met their annual goals. Increase the employee reimbursement for out of pocket medical expenses from the current level of \$20,000 to \$30,000.

Doran Barnes, CEO, requested that clarifying language be added to the out of pocket medical reimbursement section of the Foothill Transit Employee Compensation Policy that should read as follows:

*The out of pocket medical reimbursement policy shall only apply to medically necessary expenses, cosmetic expenses will not be eligible for reimbursement.*

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

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13. **AUTHORIZATION TO AWARD CONTRACT FOR RETIREMENT PLAN ADMINISTRATION SERVICES**

Recommendation: Authorize the Chief Executive Officer to award a contract to MissionSquare Retirement, formerly known as International City Management Association Retirement Company (ICMA-RC) for retirement plan administration services.

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

14. **AUTHORIZATION TO AWARD CONTRACT FOR POMONA FACILITY STEAM BAY LIFT REPLACEMENT**

Recommendation: Authorize the Chief Executive Officer to award contract No. 24-013 for construction services related to the replacement of the steam bay lift at the Pomona Operations & Maintenance Facility for \$382,178.

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

**REGULAR AGENDA**

15. **PROPOSED FISCAL YEAR 2025 BUSINESS PLAN AND BUDGET**

Recommendation: Recommend approval of Foothill Transit's proposed Business Plan, Budget, and Performance Targets for Fiscal Year 2025 to the Foothill Transit Governing Board.

LaShawn King Gillespie, Deputy CEO, presented this item.

Ms. Gillespie presented on the proposed FY 2025 agency business plan and budget, goals and performance standards, and initiatives. Staff is proposing a \$269.2 million budget, which \$161.7 million are operating expenses and \$107.5 million are capital investments. It is expected that Foothill Transit will operate approximately 876,000 vehicle service hours and have 10.2 million passenger boardings in FY 2025.

Staff responded to questions from the Executive Board regarding the completion of capital projects and the complaints performance standard.

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

16. **AUTHORIZATION TO AWARD CONTRACT FOR FUEL CELL CONSULTING SERVICES**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 24-042 with Center for Technology and the Environment (CTE) in the amount of Four Hundred Eighty Two Thousand dollars for fuel cell consulting services.

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

Mr. Cordero reported that in August 2023, the Executive Board authorized issuance of a RFP for fuel cell consulting services, as Foothill Transit will need assistance with the building of a hydrogen fuel cell station at the Arcadia Irwindale Operations and Maintenance Facility. He reported that CTE is the recommended proposer and that CTE was established in 1993 and has experience in developing, implementing, and administering advanced transportation technology projects. Jaime Levin, Director of West Coast Operations, CTE addressed the Executive Board.

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

17. **APRIL 2024 LEGISLATIVE UPDATE**

Recommendation: Receive and file the April 2024 Legislative Update.

Yoko Igawa, Director of Government Relations, presented this item.

Ms. Igawa provided a legislative update on recent activities, which included participation in the APTA Legislative conference, congressional office visits in Washington, DC, and federal grant applications. At the state level, she reported on a meeting with Foothill Transit's State Advocate Steve Wallauch and California State Transportation Agency's Chad Edison, who serves as the Chief Deputy Secretary for Rail and Transit. Mr. Edison provided information on the upcoming Transit and Intercity Rail Capital Program grant application process.

The April 2024 Legislative Update presentation received and filed.

18. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- BOS grant award for \$6.9 million for 24 zero emissions replacement buses.
- APTA International Bus Roadeo and APTA Mobility Conference begins this weekend.
- Jorge Quintana will be graduating from the APTA Emerging Leaders Program.
- Foothill Transit's Annual Picnic at the LA County Fair is scheduled for Saturday, May 18 from 11:30 a.m. to 1:30 p.m.
- Annual Governing Board Meeting and Executive Board Meeting are scheduled for Friday, May 31, 2024 at 8:00 a.m.
- Cluster 1 and Cluster 4 elections will take place May 31, 2024 at 7:45 a.m. prior to the start of the May board meetings.
- Introduced Samir Akill, Foothill Transit's new IT Security Analyst.
- Requested that the meeting be adjourned in the memory of Art Herrera, the husband of former Executive Board Member and Diamond Board Councilmember Carol Herrera.

19. **BOARD MEMBER COMMENT**

There were no comments by Members of the Foothill Transit Executive Board.

20. **CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS**  
(Government Code § 54956.8)

Property Address/Location: 100 S. Vincent Ave., Suite 100, West Covina, CA  
Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Darold D. Pieper, LaShawn King Gillespie

Negotiating Parties: JP Morgan Chase

Under Negotiation: Price and Terms

The Executive Board recessed into closed session at 10:23 a.m.

21. **CLOSED SESSION REPORT**

The Executive Board reconvened at 10:43 a.m.

General Counsel reported that the Executive Board voted to authorize the CEO to negotiate final terms and conditions with JP Morgan Chase for their lease at 100 S. Vincent Ave., Suite 100, West Covina, California.



22. **ADJOURNMENT**

Adjournment for the April 26, 2024 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned in the memory of Art Herrera at 10:44 a.m.



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

**GIRASOL COCINA MEXICANA  
312 W. Huntington Drive  
MONROVIA, CALIFORNIA 91016**

**Friday, May 13, 2024  
3:30 p.m.**

**DRAFT**

**1. CALL TO ORDER**

The meeting was called to order by Chair Moss at 3:55 p.m.

**2. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Corey Calaycay, Member Cynthia Sternquist, Vice Chair  
Becky Shevlin, Chair Cory Moss

Absent: Member Gary Boyer

**3. DISCUSSION ON POTENTIAL USES OF COVINA TRANSIT CENTER RETAIL  
SPACE**

Foothill Transit CEO Doran Barnes and Members of the Executive Board discussed the retail space located at Covina Transit Center. The proprietors of Girasol Cocina Mexicana discussed their concept for a second location of Girasol Mexicana Cocina at the Covina Transit Center.

Also in attendance were Covina City Manager Chris Marcarello and Covina Deputy City Manager Angel Carrillo, Foothill Transit General Counsel Darold Pieper, Deputy CEO LaShawn King Gillespie, Director of Capital Projects and Facilities Sharlane Bailey, and Jaime Alvarez, Girasol Cocina Mexicana.

There was no Public Comment on this item.

**4. ADJOURNMENT**

Adjournment for the May 13, 2024, Foothill Transit Special Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 4:45 p.m.





May 31, 2024

To: Executive Board

Subject: **May 2024 Procurement Monthly Report**

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**Recommendation**

Receive and file the Procurement Monthly Report for May 2024.

**Awarded Procurements:**

Since the previous month's Executive Board meeting on April 26, 2024, there have been six awards of agreements over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

- Nth Generation Computing, Inc. was awarded Contract No. 24-074 for the provision of hardware, services and support for Rubrik Backup Solutions. The Independent Cost Estimate for this solicitation was \$181,529.00 and based on the manufacturer's suggested retail price. The contract is in the amount of \$115,069.13, and was the lowest price of the eight respondents to the solicitation.
- Nationwide Fleet Installations was awarded Contract No. 24-078 installations of Motorola radios on the Foothill Transit revenue vehicle fleet at both the Arcadia/Irwindale and Pomona Operations & Maintenance Facilities. The Independent Cost Estimate for this work was \$105,000.00. The contract is in the amount of \$71,400.00 for installations services on the fleet, and was the lowest price of the four respondents to the solicitation.
- CEAG Electric Co, Inc. was awarded Contract No. 23-053 for the provision of monthly inspection and as-needed lighting and electrical maintenance services for two years. The Independent Cost Estimate for this solicitation was \$104,256. The contract is in the amount of \$54,390.72 for monthly inspection services and not-to-exceed \$87,320.00 for as-needed maintenance services, and was the lowest responsive and responsible bidder of the five respondents to the solicitation.
- Crowe, LLP was awarded Contract No. 24-051 for the provision of financial audit services. The Independent Cost Estimate for this solicitation was \$177,500.00 for three base term years. The contract is in the amount of \$202,525.00, and was the lowest price of the three respondents to the solicitation.



- Gardaworld Security Services of California, Inc. was awarded Amendment No. 1 Contract No. 23-002 for the provision of security services. The Independent Cost Estimate for this work was \$198,348.00. The amendment is in the amount of \$206,458.56 for additional hours of service at the El Monte Transit Center and other locations. The final amendment price was negotiated by the parties.
- Keolis Transit Services Inc. was awarded Amendment No. 2 Contract No. 23-001 to the provision of operations and maintenance services at the Pomona Operations & Maintenance Facility. The Independent Cost Estimate for this work was \$215,000.00. The amendment is in the amount of \$213,500.00 for the replacement of Foothill Transit provided non-revenue vehicles for use by the contractor during operations. The final amendment price was negotiated by the parties.

**Upcoming Procurements:**

Since the previous month's Executive Board meeting, the Procurement Department has initiated two procurements over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

- Request for Qualifications 24-069 for Transit Signal Priority Project Engineering. The Independent Cost Estimate for this solicitation is \$160,000.00. The solicitation was issued and multiple submittals were received. Submittals are currently being evaluated with anticipated award occurring in late June.
- Request for Quotes 24-100 for firewall annual support and maintenance. The Independent Cost Estimate for this solicitation is \$127,700.00. The solicitation was issued in early May with quotes being due in late May and anticipated award occurring in mid-June.

Sincerely,

Christopher Pieper  
Director of Procurement

Doran J. Barnes  
Chief Executive Officer



May 31, 2024

To: Executive Board

Subject: **Transportation Fund Exchange – City of West Covina**

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**Recommendation**

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

**Analysis**

The City of West Covina has \$3,000,000 of uncommitted Proposition A Transportation Local Return funds which may be made available to Foothill Transit to assist in providing transit services. In exchange, Foothill Transit will provide the City of West Covina with \$2,250,000 of available general use funds. Proposition A Transportation Local Return funds may only be used for transportation-related expenditures.

The exchange will take place a) within 30 days of execution of the assignment agreement, and b) approval of the exchange by the Los Angeles County Metropolitan Transportation Authority (LACMTA).

**Budget Impact**

Foothill Transit will benefit from this exchange by receiving a net gain of \$750,000 more than our contribution. The City of West Covina will benefit from this exchange by receiving funds that provide more flexibility to meet the city's expenditure needs. Foothill Transit will program the funds into eligible transit operating and capital expenses.

Sincerely,

Joyce Rooney  
Director of Finance

Doran J. Barnes  
Chief Executive Officer



May 31, 2024

To: Executive Board

Subject: **Authorization to Award Sole Source Contract for Business Intelligence Software**

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### **Recommendation**

Authorize the Chief Executive Officer to enter into a sole source agreement with TransTrack for the provision of software and service in a not to exceed amount of \$274,147 over the five-year potential life of the agreement. The contract will have a three-year base term with two one-year options.

### **Background**

TransTrack is a business intelligence system used throughout Foothill Transit that was procured in May 2009. The hosted system takes data from various systems such as the Avail CAD/AVL system, the Concur Financial System, and the Ron Turley Associates (RTA) fleet maintenance system and stores them in a central data repository to provide reports that are used to track the transit system's performance. TransTrack's Feedback module is used by Foothill Transit staff to record and track customer comments. The system data and reports are used for monthly reporting of key performance indicators including on-time performance, preventable collisions per 100,000 miles, miles between service interruptions, and customer comments.

Foothill Transit's Procurement Procedures allow a sole-source contract award when there are "Substantial Duplication Costs." Due to the various integrations, TransTrack maintains with Foothill Transit's technology softwares, an award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition.

The base contract will include three years of service, training, and interface programming for \$156,407. The contract will provide two one-year options \$57,434 and \$60,306 for years four and five, respectively. The total contract value will be \$274,147 if all options are exercised.



**Budget Impact**

The first year of service and associated programming and training costs in the amount of \$49,614 has been programmed in the Foothill Transit operating budget.

Sincerely,

Ali Showkatian  
Director of Customer Service & Operations

Doran J. Barnes  
Chief Executive Officer

Christopher Pieper  
Director of Procurement

Joyce Rooney  
Director of Finance and  
Treasurer



May 31, 2024

To: Executive Board

Subject: **Authorization to Award Contract for Fuel Management System**

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### **Recommendation**

Authorize the Chief Executive Officer to award a contract in the amount of \$910,912.00 to S & A Systems, Inc. dba Fleetwatch for implementing and maintaining a fuel monitoring system at the Foothill Transit Operation and Maintenance Facilities. The contract term will include three years of software licensing, maintenance and support.

### **Analysis**

On November 3, 2023, Foothill Transit issued RFP No. 22-070 on December 12, 2023 via its e-procurement platform PlanetBids and advertising in Transit Talent. Interested parties were given the opportunity to walk the job sites at the Arcadia-Irwindale and Pomona Operation and Maintenance Facilities, as well as discuss questions they had regarding the project.

One proposal was received by the due date from S & A Systems, Inc. A pre-qualification review was then conducted to determine if the proposal complied with the RFP requirements and was otherwise technically acceptable and responsive. S & A Systems was determined to have satisfied the pre-qualification criteria and was recommended for passage into the evaluation phase.

Procurement staff performed vendor interest checks with interested parties that downloaded the solicitation from the e-procurement portal to establish if sufficient competition existed. One potential proposer was working on a vehicle-based solution to collect meter readings, but did not yet currently have those capabilities. Another potential proposer was not able to meet the proposal due date despite its interest in proposing. Upon completion of these vendor interest checks, it was determined that adequate competition existed and the solicitation was not unduly restrictive.

Subsequently, the evaluation committee consisting of five Foothill Transit team members reviewed S & A System's Technical Proposal based on the following weighted criteria (75 percent of the overall score):





- Qualifications and Experience (15 percent)
- Proposed System (40 percent)
- Work Plan and Implementation (20 Percent)

The Price Proposal (25 percent of the overall score) was scored using the following formula:

- $$\text{Proposer's Price Score} = \frac{\text{Lowest Price}}{\text{Proposer's Price}} * 25 \text{ Points}$$

The proposer's price were the total fees for hardware, installation, training, software licenses and warranty for three years at both Operation and Maintenance Facilities.

The evaluation committee determined that the Technical Proposal was within the competitive range and qualified to fulfill the contract requirements. The evaluation committee then issued an invitation to submit a Best and Final Offer to the proposer that included requests for clarification on its Technical and Price Proposals. After receiving the proposer's BAFO, the evaluation committee conducted a final evaluation of S & A System's proposal. The proposal received an overall score of 91.25 out of 100 possible points. Below is a summary of the final scoring:

Evaluation Factors	Maximum Score	S & A Systems
1. Qualifications and Experience	15	13.29
2. Proposed System	40	35.68
3. Work Plan and Implementation	20	17.28
<i>Technical Score</i>	75	66.25
Price Total		\$ 910,912.00
<i>Price Score</i>	25	25.00
<b>Overall Score</b>	100	<b>91.25</b>

In addition to the evaluation above, the proposer's Price Proposal underwent a price analysis that determined contract costs to be fair and reasonable. Reference checks were also conducted as part of the responsibility check of proposers.



S & A Systems has over 35 years of experience implementing fuel management systems to other transit agencies throughout the U.S., including successfully completed projects for Metro Transit in Minneapolis and Pierce Transit in Tacoma. Although based in Texas, S & A Systems' implementation and maintenance team includes an electrical contractor located in West Covina and full-time employee in Whittier available for technical support. Subject to Executive Board approval, S & A Systems is prepared to begin work immediately following contract award.

**Budget Impact**

Foothill Transit's current Business Plan include capital and operating funds for a fuel management system. Future funding is planned for subsequent year's Business Plans.

Sincerely,

Roland Cordero  
Director of Maintenance & Vehicle Technology

Doran J. Barnes  
Chief Executive Officer

Joyce Rooney  
Director of Finance and Treasurer

Christopher Pieper  
Director of Procurement



May 31, 2024

To: Executive Board

Subject: **Cal Poly Pomona Bus Shelters**

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### **Recommendation**

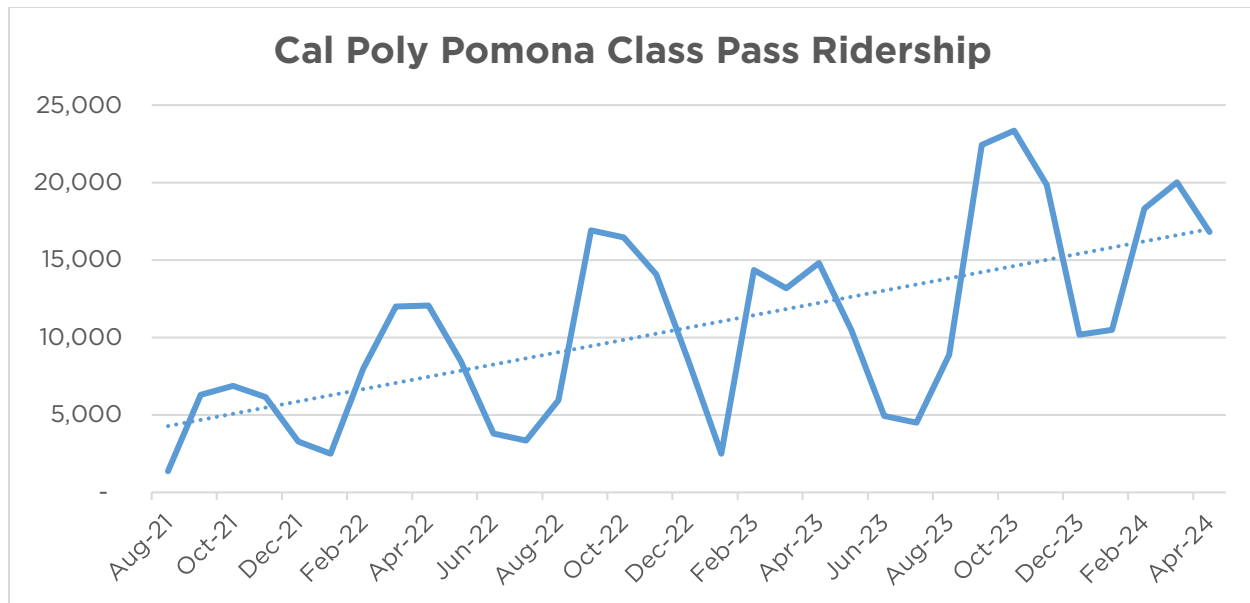
The recommendation is to authorize the Foothill Transit Chief Executive Officer to enter into an agreement with Cal Poly Pomona in the amount of \$350,000 for the installation of bus shelters at the on-campus Silver Streak stop.

### **Analysis**

Cal Poly Pomona is a key Foothill Transit partner. The campus is a significant ride generator for the agency and there are several joint projects currently underway. In August 2021, Foothill Transit introduced the Class Pass to Cal Poly Pomona which provided a pass for students to ride on all of Foothill Transit routes. On January 23, 2023, the Silver Streak was rerouted to serve the school with a stop installed in front of Cal Poly Pomona's Administration Building. Currently, Foothill Transit and Cal Poly Pomona are close to completing a transit hub feasibility study, which would design a mobility hub directly on campus to facilitate easy transfer between different modes of transportation.

Since its introduction to the Cal Poly Pomona campus, the Class Pass program has seen steady growth in ridership each academic year. The thought behind the program is not only to provide students transportation to campus, but also to be their future place of employment once they complete their studies.

Combining the ridership from the six stops adjacent to the campus on Temple Avenue and the Silver Streak stop generated 123,256 trips during July 2023 to April 2024. The number of trips generated from these stops is equivalent to the trips generated from all of the transit centers in our service area such as the newly constructed Mt. Sac Transit Center combined. Thus, the significant ridership impact the Cal Poly Pomona campus has on the system. See table on the next page.



**Ridership at stops adjacent to Cal Poly Pomona  
(July 2023 - April 2024)**

Stop	Ons	Offs
Temple Ave and S Campus Dr. East	23,924	10,159
Temple Ave and S Campus Dr. West	39,170	20,779
Temple Ave and University Dr. East	2,501	22,610
Temple Ave and University Dr. West	17,533	7,978
South Campus Dr. and Kellogg Dr. East	2,099	1,711
South Campus Dr. and Kellogg Dr. West	2,223	3,256
Cal Poly Pomona Admin	40,128	36,238
<b>Total</b>	<b>127,578</b>	<b>102,731</b>

**Ridership at the Mt. SAC Transit Center  
(July 2023 - April 2024)**

Stop	Ons	Offs
Mt. SAC Transit Center	70,438	59,475

The addition of the Silver Streak stop on campus has been well received, especially by students who attend the campus from the Los Angeles area. The addition of the stop provides a one-seat ride into campus and saves the student at least 30 minutes of travel time. The ridership at the stop alone is 40,128 from July 2023 to April 2024 and averages about 135 boardings per school day. The Silver Streak stop produces the highest ridership for stops served by a single line in our system.



To enhance the customer experience at the Silver Streak stop, Cal Poly Pomona has requested, through Foothill Transit's Bus Stop Enhancement Program (BSEP), the addition of three shelters for students waiting for the bus. Currently there are only benches with no covering at the stops. The shelters will provide customers waiting for the bus protection from the elements and a well-lit location. Cal Poly Pomona is finalizing the plans of the shelter and their estimated cost of the project is \$350,000.

### **Current Silver Streak Bus Stops**



The BSEP is a program that grants cities, LA County, and academic partners such as Cal Poly Pomona, funds to enhance Foothill Transit bus stops in their jurisdiction. The BSEP usually grants up to \$40,000 to each successful applicant. Even though this project was submitted through the BSEP, Foothill Transit identifies the shelters at the Silver Streak stop, as an extension of the Bronco Mobility Hub, therefore will be funded by the Cal Poly Pomona Transit Mobility Hub capital project (0250) instead of the BSEP program.

### **Budget Impact**

This project has been programmed in the 2023-2024 Capital Budget.

Sincerely,

Joseph Raquel  
Director of Planning

Doran J. Barnes  
Chief Executive Officer



May 31, 2024

To: Executive Board

Subject: **Foothill Transit's Membership with the California Joint Powers Insurance Authority (CJPIA)**

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### **Recommendation**

Authorize the Chief Executive Officer to execute an Agreement making Foothill Transit a member of the California Joint Powers Insurance Authority.

### **Analysis**

At the October 29, 2021 Executive Board Meeting, staff provided an update on Foothill Transit business-related insurance coverages such as general liability, property, earthquake, workers' compensation for all Foothill Transit employees, and automobile insurance for the non-revenue fleet, etc. Staff communicated that a substantial increase in premiums to the agency's General Liability & Excess Liability policies is expected. The increase was primarily due to Foothill Transit's official name including the word "transit," typically a red flag for insurers that historically we were able to work around, but gained more attention due to an ongoing litigation matter. Further, the overall insurance market has experienced significant increases in premiums.

On July 8, 2022, at a Special Meeting, the Executive Board authorized the Chief Executive Officer to bind Foothill Transit's FY23 insurance coverages. At the same meeting, staff communicated to the Board that it would explore future coverage options, specifically with the California Transit Systems Indemnity Pool (CalTIP) and the California Joint Powers Insurance Authority (CJPIA). An internal Foothill Transit risk mitigation/insurance team was assembled and met with CalTIP in the fall of 2022. Similarly, at the start of 2023, staff met with the team at CJPIA and discovered it offered both training and risk management services in addition to insurance.

After these meetings, staff presented its findings to the Executive Board on March 28, 2023. Because of the complexities in exploring governmental insurance pools like CalTIP and CJPIA coupled with the fact it would be a government-to-government arrangement, staff and its General Counsel agreed an open procurement process would not be required and at this same meeting, the Executive Board authorized staff to proceed with the formal application process with the CJPIA.

Our risk management team engaged with the CJPIA team and initiated the application process. The Foothill Transit team spent a significant amount of





time gathering years of data, including payroll information as well as specific IRS documentation, all submitted with the application. Additionally, the team and its General and Outside Counsel(s) prepared a summary of Foothill Transit's business model with a detailed outline on risk management strategies that were included in the application package and formally submitted on June 28, 2023.

At the September 29, 2023 Special Executive Board Meeting, staff provided an update that Foothill Transit was in queue with two other organizations and anticipated a detailed examination of Foothill Transit's application package by mid-December 2023. Furthermore, staff advised there were three-steps remaining in the process including an on-site Risk Management Evaluation, Underwriting Committee Review and CJPIA Executive Committee Determination.

On February 20, 2024, the CJPIA ("the Authority") met with the Foothill Transit Risk Management team and provided a preliminary cost comparison. At that time, staff initiated the Risk Management Evaluation which was conducted on Monday, March 25, 2024 at the Foothill Transit Administrative offices.

The independent Initial Risk Management Evaluation (IRME) allowed the Authority to better understand Foothill Transit's operations, exposures, and risk management culture. Shortly after this meeting, the Authority staff prepared an IRME Report, an essential component of the Authority's Loss Control Action Plan program and is arranged to outline the various areas of concern identified during the evaluation. The report was received and Foothill Transit provided additional requested documents that the CJPIA Underwriting Review Committee reviewed at its Tuesday, May 21, 2024 meeting where staff attended virtually.

After review and discussion, the Underwriting Review Committee made the recommendation to approve Foothill Transit as a member to the CJPIA. The CJPIA Executive Committee will make the final determination at a special meeting targeted for the 1<sup>st</sup> week of June 2024 (Final Step); therefore, if Foothill Transit is formally approved at that meeting, we recommend the Executive Board give the Chief Executive Officer the authority to execute the Agreement between Foothill Transit and the CJPIA.



**Budget Impact**

Foothill Transit has done sole source procurements for its insurance for the past twenty-years and since FY22, related costs have nearly tripled which prompted the need to explore other options like the CJPIA.

The CJPIA does not offer property and automobile coverage for the first year of new membership; therefore, if the Board authorizes the CEO to move forward, staff will proceed with a hybrid approach for overall coverage. Foothill Transit intends to continue its relationship with Acrisure and Bob Kuhn (formerly Alanadale) for property and business automobile coverage. Staff anticipates an increase with these coverages due to the hardening of the insurance market, specifically with commercial property and automobile. Nonetheless, staff anticipates an overall net savings, even with the hybrid approach, and all of which has been factored into the FY25 budget.

Sincerely,

John Curley  
Chief of Safety and Security

Doran J. Barnes  
Chief Executive Officer