



**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.**

**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**

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.



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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.



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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 administrating 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.





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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.

Prepared by:



Christina Lopez, Board Secretary

Approved on: 05/31/2024