



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, June 28, 2024
8:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Moss at 8:04 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

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

5. PRESENTATIONS

5.1. Introduction of Foothill Transit Business Partners

Sandi Hill, Keolis Vice President - Business Development, addressed the Governing Board.

W.C. Pihl, Transdev Senior Vice President of Business Development, addressed the Governing Board.

5.2. Contractors' Employee Recognition

Doug Brockwell, General Manager, introduced the Pomona location Keolis employees of the month.

Brittany Goff – Employee of the Month
Tyrone Monette – Operator of the Month

Juan Silva, Assistant General Manager, introduced the Arcadia location Transdev employees of the month.

Anthony Lawson – Employee of the Month
Donald Singleton– Operator of the Month

6. PUBLIC COMMENT

Elena Garza addressed the Foothill Transit Executive Board.

CONSENT CALENDAR

The Executive Board took action on a single motion on items 7-14.

7. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF MAY 31, 2024

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

8. MAY 2024 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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

The Executive Board received and filed the May 2024 Financial Statements and Investment Summary.

9. JUNE 2024 PROCUREMENT MONTHLY REPORT

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

The Executive Board received and filed the June 2024 Procurement Monthly Report.

10. **AUTHORIZATION TO AMEND BILLING RATES FOR GENERAL LEGAL SERVICES CONTRACT**

Recommendation: Authorize the Chief Executive Officer to amend the billing rates for General Legal Services to include annual adjustments as noted below.

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

11. **AUTHORIZATION TO AMEND CONTRACT FOR COMPUTER AIDED DISPATCH/AUTOMATIC VEHICLE LOCATION SYSTEM MAINTENANCE AGREEMENT**

Recommendation: Authorize the Chief Executive Officer to execute Amendment No. 1 to Contract No 24-047 with Avail Technologies in a not to exceed amount of \$1,032,878.83 over the life of the agreement ending in 2029, with the option to terminate for convenience at any point in the term.

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

12. **2024 SERVICE STANDARDS AND POLICIES**

Recommendation: Adopt the updated 2024 System Standards and Policies (Attachment A).

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

13. **ASSET DISPOSITION POLICY**

Recommendation: Adopt the updated Asset Disposition Policy (Attachment A) for the disposition of Foothill Transit assets, which have reached the end of useful life.

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

14. **JUNE 2024 LEGISLATIVE UPDATE**

Recommendation: 1. Adopt a SUPPORT position on SB 1420, and 2. Receive and file the June 2024 Legislative Update.

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

REGULAR AGENDA

15. **CAL POLY POMONA CLASS PASS PROGRAM MEMORANDUM OF UNDERSTANDING**

Recommendation: Authorize the Chief Executive Officer to enter into a memorandum of understanding (MOU) with Cal Poly Pomona to renew the Class Pass program for three years.

Hendy Satya, Marketing and Communications Manager, presented this item.

Mr. Satya presented an overview of the Cal Poly Pomona Class Pass Program, reported that over 4500 students have a Class Pass. The program has been successful with ridership increasing each of the previous three years. Both Foothill Transit and Cal Poly are interested in continuing the program. A three-year Memorandum of Understanding is being proposed with cap increases.

Staff responded to comments and questions regarding student surveys, and capturing data on students who currently ride and if they plan to continue to ride after they graduate.

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

16. **RESOLUTIONS FOR THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY (CJPIA) AND APPOINTMENT OF PRIMARY AND ALTERNATE VOTING DELEGATES TO THE CJPIA BOARD OF DIRECTORS**

Recommendation: Select a primary voting delegate and one or more alternates to the CJPIA Board of Directors (Attachment F) and adopt the following Resolutions: 1. Resolution No. 2024-04: Authorization to join the California Joint Powers Insurance Authority and execute its Joint Powers Agreement. (Attachment A) 2. Resolution No. 2024-05: Authorization for

pooling of self-insurance through the liability protection program of the California Joint Powers Insurance Authority. (Attachment B) 3. Resolution No. 2024-06: Authorization for pooling of self-insurance through the workers' compensation protection program of the California Joint Powers Insurance Authority. (Attachment C) 4. Resolution No. 2024-07: Authorization to provide workers' compensation coverage for certain volunteers pursuant to the provisions of Section 3363.5 of the Labor Code. (Attachment D) 5. Resolution No. 2024-08: Authorization establishing a policy that delegates tort liability claims handling responsibilities to the California Joint Powers Insurance Authority as authorized by Government Code Sections 910, et seq. (Attachment E)

John Curley, Chief of Safety and Security, presented this item.

Mr. Curley reported that the CJPIA officially approved Foothill Transit's membership on July 1, 2024. To complete the process, Foothill Transit's Executive Board must now adopt the necessary resolutions and appoint representatives to the CJPIA Board of Directors.

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

Executive Board Appointments to CJPIA Board of Directors:

Motion by Chair Moss, second by Member Calaycay, to appoint Executive Board Member Sternquist, Delegate to CJPIA Board of Directors. Motion carried 5-0.

Motion by Chair Moss, second by Member Calaycay, to appoint Chief of Safety and Security John Curley, Alternate to CJPIA Board of Directors. Motion carried 5-0.

17. **COACH OPERATOR AUDIT RESULTS**

Recommendation: Receive and file the results of the Coach Operator Audits.

Tanya Pina, Operations Contract Manager, presented this item.

Ms. Pina reported on the results of the coach operator audits that were conducted between February 19 – 29, 2024. There were a total of 181 observations conducted that resulted in a total of 174 violations or an average of .96 violations per trip. She also reported that for the audit period

41 percent of the 181 audits conducted had no reported violations, which resulted in 75 operators receiving a Perfect Check. Operators are recognized and awarded a “Perfect Check” pin, which can be worn as part of their uniform.

Staff responded to questions regarding cleanliness, on how audit results compare to audit results before COVID,

The Executive Board received and filed the results of the Coach Operator Audits.

18. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- Thanked Deputy CEO LaShawn King Gillespie and staff for their efforts during the Federal Transit Administration’s Triennial Review. The reviewers’ preliminary report indicates zero findings.
- Reported that the Mt. SAC Foundation Board voted to have him join their Board. He looks forward to the continued partnership with Mt. SAC.

19. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Sternquist stated she looked forward to representing Foothill Transit on the CJPIA Board of Directors. She mentioned her 12 years of experience working with the organization through her city’s affiliation and praised them as a top-notch organization.

20. **CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

(Gov’t Code § 54957)

Title: Chief Executive Officer

The Executive Board recessed into Closed Session at 8:51 a.m.

21. **CLOSED SESSION REPORT**

The Executive Board reconvened from Closed Session at 9:44 a.m.

Darold Pieper, General Counsel, reported that the Executive Board voted on the motion of Chair Moss and second by Member Sternquist to unanimously approve a five percent increase in salary for the CEO, and directed that a report be brought back to the August Executive Board Meeting on the consent calendar for final approval.

22. **ADJOURNMENT**

Adjournment for the June 28, 2024 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:45 a.m.

Prepared by:



Christina Lopez, Board Secretary

Approved on: 08/30/2024