



**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, March 28, 2025  
8:00 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Moss at 8:07 a.m.

**2. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

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

Chair Moss recessed the meeting at 8:07 a.m.

Chair Moss reconvened the meeting at 9:43 a.m.

**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. PRESENTATIONS**

**4.1. Introduction of Foothill Transit Business Partners**

There were no presentations by Foothill Transit business partners.

**5. PUBLIC COMMENT**

Ulyses Gontes addressed the Foothill Transit Executive Board.

**CONSENT CALENDAR**

The Executive Board took action on a single motion on items 6-14.

6. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF DECEMBER 13, 2024 AND STRATEGIC PLANNING WORKSHOP OF FEBRUARY 28, 2025**

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

7. **MARCH 2025 PROCUREMENT MONTHLY REPORT**

Recommendation: Receive and file the Procurement Monthly Report for March 2025.

The Executive Board received and filed the Procurement Monthly report for March 2025.

8. **FOOTHILL TRANSIT TRAVEL AND EXPENSE REIMBURSEMENT POLICY AND TRANSIT CREDIT CARD POLICY UPDATES**

Recommendation: Approve changes to the Travel and Expense Reimbursement Policy as identified in Attachment A, and authorize the Chief Executive Officer to update the existing Foothill Transit credit card policy to increase the single transaction limit, and authorize new card holders, update credit limits, and revoke Purchase Card privilege for Foothill Transit employees.

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

9. **FINANCIAL STABILITY POLICY FISCAL YEAR 2026 FINANCIAL STRATEGIES**

Recommendation: Approve the annual Financial Stability Policy update to include the FY2026 financial strategies for budget planning.

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

10. **TRANSPORTATION FUND EXCHANGE – CITY OF BRADBURY**

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

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

11. **RESOLUTION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM**

Recommendation: Adopt the following resolution: Resolution No. 2025-01: Authorization for the Execution of the Low Carbon Transit Operations Program (LCTOP) Project “Foothill Transit Arcadia/Irwindale Hydrogen Fueling Station” in the amount of \$1,204,013 (Attachment A).

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

12. **RESOLUTION FOR FILING OF FEDERAL TRANSIT ADMINISTRATION APPLICATIONS**

Recommendation: Adopt Resolution No. 2025-02: A resolution authorizing the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for federal transportation assistance authorized by Chapter 53 of Title 49 of the United States Code and any other federal statutes administered by the Federal Transit Administration.

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

13. **AUTHORIZATION TO AWARD CONTRACT FOR FLEET AUDITS AND INSPECTIONS**

Recommendation: Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into Contract No. 25-053 with Fleet Maintenance Specialists Inc. in the amount of \$260,100 for three years of bus fleet audits, turnover assessments, and in-plant inspections.

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

14. **AUTHORIZATION TO AWARD SOLE SOURCE CONTRACT FOR BUS AND OPERATIONS RADIO SERVICE**

Recommendation: Authorize the Chief Executive Officer to execute Sole Source Contract No. 25-096 to Fisher Wireless Services, Inc. in the amount of Five Hundred Six Thousand Seven Hundred Sixty Dollars (\$506,760.00) for five years for the back-up radio service on the Foothill Transit fleet of buses and radio communication services used by Foothill Transit Administrative staff.

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

**REGULAR AGENDA**

15. **PROPOSED FISCAL YEAR 2026 BUSINESS PLAN INITIATIVES**

Recommendation: Approve the proposed FY2026 Business Plan Initiatives.

LaShawn King Gillespie, Deputy Chief Executive Officer, presented this item.

Ms. Gillespie provided an overview of each proposed initiative listed below. The proposed initiatives will serve as the foundation for agency planning for the coming fiscal year.

- Fuel Cell Bus and Infrastructure Expansion
- Zero-Emissions Double Deck Fleet and Infrastructure Expansion
- Cal Poly Pomona Bronco Mobility Hub and Class Pass Project
- Safety and Security Presence
- Commuter Express Efficiency Project
- Administrative Office Solar Project

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

16. **AUTHORIZATION TO ISSUE REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE CAL POLY POMONA BRONCO MOBILITY HUB**

Recommendation: Authorize the Chief Executive Officer to issue Request for Qualifications for architectural and engineering services for the Cal Poly Pomona Bronco Mobility Hub.

Vincent Saucedo, Capital Projects Manager, presented this item.

Mr. Saucedo reported on the project's progress and next steps. He stated that the successful proposer will conduct geotechnical and utility investigations, develop the construction plans and plancheck approvals, and coordinate with the staff from Foothill Transit and Cal Poly Pomona.

Foothill Transit staff responded to questions and comments regarding permits and the importance on keeping the city and county updated on the project's progress.

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

17. **ZERO-EMISSIONS PROJECT UPDATE**

Recommendation: Receive and file the update on Foothill Transit's Zero-Emissions Project.

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

Mr. Cordero presented a project update on the Zero-Emissions Project. He reported that request for proposals were received from three vendors for the Arcadia/Irwindale facility hydrogen infrastructure project, and that it's anticipated that a contract will be awarded in May 2025. Nineteen fuel cell buses are expected to be delivered between December and March 2026. An additional 30 fuel cell buses are expected between September 2026, and March 2027. He also stated that the board report incorrectly stated that \$13.6 million in grant funding was received for the fuel cell buses. The correct amount is \$12.7 million.

The Executive Board received and filed the update on Foothill Transit's Zero-Emissions Project presentation.

18. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- Closely watching the potential reduction in ARCHES funding.
- Staff continues to seek grant funding with leadership from Yoko Igawa, Jorge Quintana, and Joyce Rooney.
- A Special Executive Board Meeting will be held April 18, 2025. The regular meeting scheduled for April 25, 2025, is canceled. The proposed business plan and budget will be presented at the Special Meeting.
- A Special Meeting will be held August 1, 2025. The June 27, 2025, Executive Board Meeting will be canceled.

19. **BOARD MEMBER COMMENT**

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

20. **ADJOURNMENT**

Adjournment for the March 28, 2025 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:05 a.m.

Prepared by:



Christina Lopez, Board Secretary

Approved on: 04/1/2025