



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, December 12, 2025
8:30 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Shevlin at 8:36 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Chair Sternquist.

3. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

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

4. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER

Doran Barnes, Chief Executive Officer, requested that Public Comment be taken prior to Item 5, Presentations.

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

Laura Hendricks, Chief Executive Officer, Transdev, addressed the Governing Board.

Susan Sweat, Chief Operating Officer Transit, Transdev, addressed the Governing Board.



Ryan Adams, Executive Vice President of Market Development and Innovation, Keolis, addressed the Governing Board.

Lisa Wharton, Account Executive, Pulsar Advertising, addressed the Governing Board.

5.2. Contractors' Employee Recognition

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

Edgard Adrian Rojas - Employee of the Month
Alejandro Aguilera - Operator of the Month

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

Jesus Martinez - Employee of the Month
Norel Oliva - Operator of the Month

6. **PUBLIC COMMENT**

Armando Herman and Lupe Carranza, ATU, addressed the Foothill Transit Executive Board.

CONSENT CALENDAR

The Executive Board took action on a single motion on items 7-12.

7. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF OCTOBER 24, 2025 AND SPECIAL MEETING OF NOVEMBER 14, 2025**

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

8. **DECEMBER 2025 PROCUREMENT MONTHLY REPORT**

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

The Executive Board received and filed the December 2025 Procurement Monthly Report.

9. **OCTOBER 2025 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through October 31, 2025. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of October 31, 2025, for the fiscal year (FY) ending June 30, 2026.

The Executive Board received and filed the October 2025 Financial Statements and Investment Summary report.

10. **RESOLUTION APPROVING THE ANNUAL CLAIM FORMS FOR FISCAL YEAR 2025-2026 FOR THE TRANSPORTATION DEVELOPMENT ACT, ARTICLE IV AND STATE TRANSIT ASSISTANCE FUNDS**

Recommendation: Adopt the following resolution: Resolution No. 2025-05: Authorization for the Approval of the Annual Claim Forms for Transportation Development Act, Article IV and State Transit Assistance Funds.

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

11. **AUTHORIZATION TO AMEND CONTRACT FOR SECURITY GUARD SERVICES**

Recommendation: Authorize the Chief Executive Officer to execute Amendment No. 2 to Contract No. 23-002 with GardaWorld Security Services (GWS) for added transit security guards in the amount of \$240,000 per year for the two remaining option years.

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

12. **FISCAL YEAR 2025 ANNUAL COMPREHENSIVE FINANCIAL AUDIT REPORT RESULTS**

Recommendation: Receive and file the Fiscal Year 2025 financial and compliance audit results. The Annual Comprehensive Financial Report (ACFR) including the auditor's opinions and required communication letter has been provided for you as a separate attachment.

The Executive Board received and filed the Fiscal Year 2025 Annual Comprehensive Financial Audit Report Results report.



REGULAR AGENDA

13. INSURANCE UPDATE

Recommendation: Receive and File the Foothill Transit Insurance Coverage Update.

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

Mr. Curley provided an update on Foothill Transit's insurance coverage, reviewing the agency's various policies, including general liability, property, workers' compensation, and cyber & data privacy. He reported that Foothill Transit utilizes a hybrid approach for insurance coverage. The California Joint Powers Insurance Authority (CJPIA) provides the primary liability, workers' compensation, and cyber & data coverages. Foothill Transit Vice Chair Cynthia Sternquist also serves on the CJPIA board. Acrisure provides commercial property and business auto coverage.

Staff responded to comments and questions from the Executive Board. The Executive Board received and filed the Insurance Update.

14. AUTHORIZATION TO ISSUE REQUEST FOR QUALIFICATIONS FOR 21ST CENTURY Foothill TRANSIT SECURITY PROJECT

Recommendation: Authorize the Chief Executive Officer to issue Request for Qualifications and Request for Proposals for design build services for security video camera and access control systems.

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

Mr. Curley reported on the progress of the 21st Century Foothill Transit Security Project. He stated that work to date includes development of the overall security strategy, completion of site visits and assessments, and finalization of the project scope of work. The scope of work includes replacing access control & camera at six locations; design and build of turnkey systems; coordination with consultants and Foothill Transit's operations and maintenance contractors, and development of formal guidelines for ownership, administration, and viewing of video surveillance systems.

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



15. **AUTHORIZATION TO ISSUE INVITATION FOR BIDS FOR Foothill TRANSIT'S ADMINISTRATIVE BUILDING SOLAR CARPORT PROJECT**

Recommendation: Authorize the Chief Executive Officer to issue Invitation for Bids for construction services related to Foothill Transit's Administrative Building solar carport project.

Vincent Saucedo, Capital Projects Manager, presented this item.

Mr. Saucedo provided a project overview, and reported that the project would support sustainability values and reduce building operating costs. The project would consist of four carport structures, replace existing parking lot lighting with LED fixtures, adding additional EV charging stations, enhanced perimeter fencing, and surveillance camera infrastructure.

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

16. **FOOTHILL TRANSIT BOARD ADOPTED POLICIES AND GOVERNANCE DOCUMENTS UPDATE**

Recommendation: Receive and file an update on Foothill Transit's board adopted policies and governance documents.

Christina Lopez, Board Secretary, presented this item.

Ms. Lopez reported on the implementation of a policy review schedule for Foothill Transit board approved policies and governance documents. Staff anticipates bringing forward at least two policies per board meeting for reaffirmation and/or recommended revisions. It is anticipated that policies will start going before the Executive Board for action in early 2026.

The Executive Board received and filed the Foothill Transit Board Adopted Policies and Governance Documents Update

17. **CHIEF EXECUTIVE OFFICER COMMENT**

Comments by Mr. Doran J. Barnes, Chief Executive Officer, Foothill Transit. Mr. Barnes reported the following:

- Foothill Transit will be providing shuttle services for the Rose Bowl game on January 1, 2026.



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- Foothill Transit will participate in the following upcoming community events: City of Pomona Holiday Parade, Assistance League of Covina Valley Christmas Tree Brunch, and the Casa Colina Toy Delivery.
 - He Reported that Foothill Transit has not received any funding related to the procurement of Hydrogen buses.
 - The next Executive and Governing Board Meetings is scheduled for January 30, 2026.

18. BOARD MEMBER COMMENT

Comments by Members of the Foothill Transit Executive Board.

- Chair Shevlin wished everyone Happy Holidays and Merry Christmas.

19. ADJOURNMENT

Adjournment for the December 12, 2025 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:29 a.m.

Prepared by:

A handwritten signature in blue ink that reads "Christina Lopez". The signature is written over a horizontal line.

Christina Lopez, Board Secretary

Approved on: 01/30/2026