



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, 2019
8:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Herrera at 8:01 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Herrera.

3. FOCUS ON SAFETY

Roberto Estrella, Safety Compliance Coordinator, presented a message on Fourth of July safety.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Richard Barakat, Member Gary Boyer, Member Corey Calaycay, Vice Chair Cynthia Sternquist, Chair Carol Herrera

5. APPROVAL OF AGENDA

After discussion, by Common Consent, and there being no objection, the Board approved the agenda as presented.

6. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of April 26, 2019.

Motion by Member Barakat, second by Member Calaycay, the minutes for the Regular Meeting of April 26, 2019 were approved. Motion carried 5-0.



7. PRESENTATIONS

7.1 Contractors' Employee Recognition

Bill Jackson, General Manager, Transdev, introduced and recognized the following Arcadia location Transdev operator and employee of the month:

Elvira Garcia, Operator of the Month
James Martus, Employee of the Month

Jeffrey Moore, Interim General Manager, Keolis, introduced and recognized the following Pomona location Keolis operator and employee of the month:

Angel Bird, Operator of the Month
Marcos Rivera, Employee of the Month

After discussion, by Common Consent, and there being no objection, the Board recognized the operators and employees of the month.

8. PUBLIC COMMENT

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

CONSENT CALENDAR

9. MAY 2019 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through May 31, 2019. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of May 31, 2019, for the fiscal year ending June 30, 2019.

Motion by Member Calaycay, second by Member Barakat, to receive and file. Motion carried 5-0.

10. MAY 2019 PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the May 2019 Performance Indicators Report.



Motion by Member Calaycay, second by Member Barakat, to receive and file.
Motion carried 5-0.

11. **JUNE 2019 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the June 2019 Legislative Summary and adopt a support position on H.R. 2164.

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

12. **HOLIDAY SERVICE SCHEDULE FOR FISCAL YEAR 2019-2020**

Recommendation: Approve the proposed FY 2019-2020 Holiday Service Schedule.

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

13. **CONTRACT AMENDMENT - CNG BUS PROCUREMENT**

Recommendation: Authorize the Executive Director to amend Contract No. 18-043 with Creative Bus Sales in the amount \$19,710, inclusive of California Sales Tax, for a total option value of \$6,556,570 for the purchase of cleanable seat fabric and installation of rear window glass fill at the bottom half of the bus, on the current option order of ten CNG buses.

Motion by Member Calaycay, second by Member Barakat, to authorize.
Motion carried 5-0.

REGULAR AGENDA

14. **CONTRACT AWARD - SPECIAL LEGAL SERVICES**

Recommendation: Authorize the Executive Director to negotiate final contract terms and conditions and enter into Contract Nos. 19-037.1, 19-037.2, 19-037.3 and 19-037.4 with Thompson Coburn LLP, Daley & Heft LLP, The Sohagi Group PLC and Atkinson, Andelson, Loya, Ruud and Romo, respectively, for special legal services. The contracts will be billed at the proposed hourly rates for services rendered and the cumulative cost of these is agreements is expected to be less than \$600,000 per year.

Chris Pieper, Director of Procurement, presented this item.



Mr. Pieper reported that most transit agencies solicit a multi-disciplinary bench for firms. Staff designed the RFP around ten major areas of expertise. Nine proposers were determined to be in the competitive range in at least one of the specialties and were brought in for interviews.

Daley & Heft ranked highest in Insurance and Liability. The Sohago Group PLC ranked highest in Environmental Law. Atkinson, Anderson, Loya, Ruud & Romo was the top ranked proposer in Labor and Employment. Thompson Coburn LLP ranked highest in Civil Rights, ADA, Finance, Intellectual Property, Federal Compliance, Public Transportation Operations, Real Estate, and Procurement.

Motion by Member Calaycay, second by Member Barakat, to authorize. Motion carried 5-0.

15. **TRANSIT STORE QUARTERLY REPORT**

Recommendation: Receive and file the Transit Store Quarterly Report

Paulina Perez, Transit Business Intelligence Analyst, presented this item.

Ms. Perez presented sales and activity for the Third Quarter of FY2018-2019, which includes the months of January, February, and March 2019. Sales for the third quarter totaled \$1,005,210. During the third quarter, a total of 49,706 phone calls were received. Customer Service Representatives answered 94 percent of the calls. Walk-in traffic for the third quarter was 39,922.

Received and filed.

16. **EXECUTIVE DIRECTOR COMMENT**

Comments by Mr. Doran J. Barnes, Executive Director, Foothill Transit.

Mr. Barnes reported the following:

- Director of Planning Joe Raquel will be installed as the Chair for the Regional Chamber.
- Planning Manager Josh Landis will be serving on the Pomona Chamber board.
- An article in the LA Times focuses on transit ridership. Ridership continues to be the most important topic that transit agencies are focusing on.



- No meetings for the Executive Board or Governing Board in July 2019. Several Board Member are scheduled to participate in the APTA Transit Board Members Seminar in July 2019.

17. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Chair Herrera stated that she attended a San Gabriel Valley Council of Governments Transportation Committee meeting and Metro made a presentation on what they are doing to increase ridership.
- Chair Herrera wished Executive Director Doran Barnes an early Happy Birthday.
- Member Calaycay recommended staff monitor SB592. Staff may consider providing an update in August or September. Director of Government Relations David Reyno reported that SB592 is not exactly the same as SB50. SB50 will be addressed in January 2020. SB592 was a bill that dealt with barbershop and cosmetology and it was gutted and amended and replaced with language that will close loop holes in the Housing Accountability Act that was implemented in 1982 and intended to make it harder for local governments to block housing projects. Vice Chair Sternquist reported that the San Gabriel Valley Council of Governments sent a letter of opposition.

18. **CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION** Existing Litigation, Government Code § 54956.9(a)

Name of Case: Gabriela Cabrera v. Foothill Transit
Superior Court of California County of Los Angeles, Case Number BC723268

The Executive Board recessed into Closed Session at 8:43 a.m.

19. **CLOSED SESSION REPORT**

The Executive Board reconvened 9:15 a.m.

Chair Herrera reported that there were no reportable actions on Closed Session Item 18.



20. **ADJOURNMENT**

Adjournment for the June 28, 2019 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:16 a.m.