



Foothill Transit

**STATEMENT OF PROCEEDINGS FOR THE
SPECIAL MEETING OF THE
FOOTHILL TRANSIT EXECUTIVE BOARD**

**FOOTHILL TRANSIT ADMINISTRATIVE OFFICE
2ND FLOOR BOARD ROOM
100 S. VINCENT AVENUE
WEST COVINA, CALIFORNIA 91790**

**Friday, October 23, 2015
8:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Herrera at 8:03 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Herrera.

3. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Calaycay, Member De La Torre, Member Delach,
Executive Board Alternate Sternquist, Chair Herrera

Absent: Vice Chair Shevlin

Chair Herrera welcomed Governing Board Member Corey Warshaw and
Governing Board Member Gary Boyer.

4. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Special Meeting of September 25, 2015.

Motion by Member Peggy Delach, second by Member Corey Calaycay, the
minutes for the Regular Meeting of September 25, 2015 were approved.
Motion carried 4-0, Member Sternquist abstention.

5. PRESENTATIONS

5.1 Contractors' Employee Recognition

Jim Marshall, General Manager, First Transit, introduced and



recognized the following Pomona location First Transit operator of the month:

Marcus Worlds, Operator of the Month (October 2015)

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

Gloria Martinez, Operator of the Month (October 2015)

Anastasia Angelo-Encinas, Employee of the Month (October 2015)

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

Chair Herrera welcomed Executive Board Alternate Cynthia Sternquist, who is filling in for Vice Chair Shevlin.

6. **PUBLIC COMMENT**

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

CONSENT CALENDAR

7. **FISCAL YEAR 2015-2016 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through September 30, 2015. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of September 30, 2015 for the fiscal year ending June 30, 2016.

Motion by Member Delach, second by Member De La Torre, to receive and file. Motion carried 5-0.

8. **OCTOBER 2015 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the October 2015 Legislative Summary. There are no recommended positions on bills this month.

Motion by Member Delach, second by Member De La Torre, to receive and file. Motion carried 5-0.



9. **RESOLUTION ADOPTING EXECUTIVE AND GOVERNING BOARD MEETING SCHEDULE FOR 2016**

Recommendation: Adopt Resolution 2015-07 Executive and Governing Board Meeting Schedule for 2016.

Motion by Member Delach, second by Member De La Torre, to adopt. Motion carried 5-0.

10. **PROPOSED PROCUREMENT POLICIES AND PROCEDURES MANUAL REVISIONS**

Recommendation: Approve and adopt the proposed Procurement Policies and Procedures Manual Revisions.

Motion by Member Delach, second by Member De La Torre, to approve and adopt. Motion carried 5-0.

11. **REQUEST TO ISSUE INVITATION FOR BIDS (IFB) NO. 16-023 - ARCADIA VAULT CANOPY**

Recommendation: Authorize the Executive Director to Issue IFB No. 16-023 for construction activities related to the Arcadia Vault Canopy Installation project.

Motion by Member Delach, second by Member De La Torre, to approve. Motion carried 5-0.

REGULAR AGENDA

12. **CONTRACT AWARD - ART COMPONENT AT THE AZUSA INTERMODAL TRANSPORTATION CENTER**

Recommendation: Authorize the Executive Director to execute a contract with Artist Jose Antonio Aguirre for an estimated contract amount of \$170,000 to include fabrication and installation of an art element for the Azusa Intermodal Transportation Center.

Sharlane Bailey, Director of Facilities, presented this item.

Motion by Member Delach, second by Member De La Torre, to approve. Motion carried 5-0.



13. **FISCAL YEAR 2014-2015 COMPREHENSIVE ANNUAL FINANCIAL AUDIT REPORT RESULTS**

This item was rescheduled and will be presented at the December 11, 2015 Executive Board Meeting.

Executive Director Barnes stated that a full report will be brought back to the December meeting. The content which includes the financial numbers and auditor's report will not change. Staff is working on formatting and text issues with the document.

14. **CALIFORNIA TRANSIT ASSOCIATION'S 50TH ANNUAL FALL CONFERENCE & EXPO UPDATE, NOVEMBER 18-20, PASADENA**

Recommendation: Receive and file the California Transit Association's 50th Annual Fall Conference & EXPO Update.

David Reyno, Director of Government Relations, presented this item.

Member Delach and Member Sternquist requested that they be registered for the conference.

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

15. **WEST COVINA BUS STOP ENHANCEMENT PROJECT**

Recommendation: Authorize the Executive Director to develop designs for transit stop shelters adjacent to Foothill Transit's Administrative office and execute an agreement with the City of West Covina in an amount not to exceed \$200,000 to construct, own and maintain these shelters.

Vincent Saucedo, Construction Project Manager, presented this item.

In response to questions posed by Member Sternquist and Chair Herrera, Executive Director Barnes stated that Foothill Transit provides the funding to construct the shelter and as a requirement of providing the funding the city has to accept responsibility for maintaining the shelters. Mr. Barnes also stated that the \$200,000 does not include design. The design work is expected to fall within the Executive Director's contracting authority. Member Delach stated that the city of Covina would be interested in upgrading a couple of shelters in the downtown area.



Motion by Member Calaycay, second by Member De La Torre, to approve.
Motion carried 5-0.

16. **FISCAL YEAR 2015-2016 FIRST QUARTER PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the FY 2015-2016 First Quarter Performance Indicators Report.

Stephanie Mak, Operations Analyst, presented this item.

Motion by Member De La Torre, second by Member Sternquist, to receive and file. Motion carried 5-0.

17. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Manager of Community Engagement Linda Apodaca has received a \$1,000 scholarship from the Women's Transportation Seminar. She will be receiving the Director's Scholarship which is presented to a woman who exemplifies leadership in transportation.
- The Surface Transportation Act continues to be extended; this act provides funding for transportation. The House has released the Surface Transportation Reauthorization and Reform Act of 2015. It is a bipartisan program that has gone forward and staff is hopeful that it makes it through the House and Senate. It will ultimately become a six year authorization bill that will provide funding. The house released a summary report that talks about all the modes of transportation and in the public transportation section there is a picture of a Foothill Transit bus. This indicates the level of national presence Foothill Transit has as an organization. A manager's amendment has been approved by the committee, this would allow areas who have coordinated paratransit plans with 40 or more operators to continue to use the coordinated fare structure that they currently have in place, this applies to L.A. County. This addresses the paratransit issue that the county has been struggling with.



18. **BOARD MEMBER COMMENT**

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

CLOSED SESSION

19. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code § 54956.8)

Property Address/Location: 1162 N. Citrus Avenue, Covina, CA 91722
Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Darold D. Pieper, Kevin McDonald
Negotiating Parties: Charles McKeag, MLC Holdings, Inc.,
Under Negotiation: Price and Terms

Darold Pieper, General Counsel announced that Member Delach recused herself from Closed Session Item 19.

20. CLOSED SESSION REPORT

Darold Pieper, General Counsel, reported that no reportable actions were taken on Closed Session Item 19.

21. **ADJOURNMENT**

Adjournment for the October 23, 2015 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:07 a.m.