



**Foothill Transit**

**STATEMENT OF PROCEEDINGS FOR THE  
REGULAR MEETING OF THE  
FOOTHILL TRANSIT EXECUTIVE BOARD  
TELECONFERENCE VIA ZOOM**

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

**Friday, January 29, 2021  
9:15 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Sternquist at 9:57 a.m.

**2. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Gary Boyer, Member Cory Moss, Member Becky Shevlin,  
Vice Chair Corey Calaycay, Chair Cynthia Sternquist

**3. APPROVAL OF AGENDA**

Motion by Vice Chair Calaycay, second by Member Moss, the Board approved the agenda as presented.

**4. REVIEW & APPROVAL OF THE MINUTES**

Approval of the minutes for the Special Meeting of December 11, 2020 and Regular Meeting of December 18, 2020.

Motion by Member Boyer, second by Vice Chair Calaycay, the minutes for the Special Meeting of December 11, 2020 and Regular Meeting of December 18, 2020 were approved.

**5. INTRODUCTION OF FOOTHILL TRANSIT BUSINESS PARTNERS**

There were no presentations by Foothill Transit Business Partners.

**6. PUBLIC COMMENT**

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



6.1. Chief Executive Officer Response to Public Comment

There was no response to Public Comment by the Chief Executive Officer.

**CONSENT CALENDAR**

7. **NOVEMBER 2020 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through November 30, 2020. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of November 30, 2020, for the fiscal year ending June 30, 2021.

Motion by Member Shevlin, second by Member Moss, to receive and file. Motion carried 5-0.

8. **SOLE SOURCE CONTRACT AWARD - SCHEDULING SOFTWARE MAINTENANCE AND SUPPORT**

Recommendation: Authorize the Chief Executive Officer to enter into a sole source agreement with Giro in the amount of \$577,879 for the five-year potential life of the agreement for maintenance and support of Foothill Transit's route scheduling software. The contract will have a three-year base term with two one-year options.

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

9. **CONTRACT AWARD - BACKUP HARDWARE AND SOFTWARE**

Recommendation: Receive and file this update on the award of Contract No. 21-039 to Nth Generation Computing Inc. for the purchase of a new backup and recovery hardware and software solution in the amount of \$83,609.46.

Motion by Member Shevlin, second by Member Moss, to receive and file. Motion carried 5-0.

10. **TRANSPORTATION FUND EXCHANGE**

Recommendation: Authorize the Chief Executive Officer to execute an assignment agreement with the City of Diamond Bar to exchange Foothill



Transit general use funds for the city's Proposition A Transportation Local Return funds.

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

## **REGULAR AGENDA**

### **11. JANUARY 2021 LEGISLATIVE SUMMARY**

Recommendation: Recommended Action: Receive and file the January 2021 Legislative Summary.

David Reyno, Director of Government Relations and Jan Powell, Foothill Transit Advocate, presented this item.

Jan Powell, Powell Consulting, D.C., reported on the national election results, President Biden's transportation appointees, and the legislative agenda for the 117<sup>th</sup> Congress. She also reviewed Foothill Transit's priorities which include robust transit funding, continued COVID-19 relief funding, zero-emissions bus procurement, alternative fuel tax provisions, and Buy America provisions.

Mr. Reyno provided a state update. He reported that the California Legislature reconvened on January 11<sup>th</sup> for the start of the 2021-2022 Regular Legislative Session. The legislative session is expected to focus on bills and budget measures that address the state's response to the ongoing pandemic. On January 8<sup>th</sup> Governor Newsom submitted his 2021-2022 state budget proposal, which focuses on COVID-19 response and relief efforts.

Received and filed.

### **12. CONTRACT AWARD - COMPREHENSIVE OPERATIONAL ANALYSIS (COA)**

Recommendation: Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into Agreement No. 21-004 with Nelson\Nygaard Consulting Associates, Inc., (Nelson Nygaard) in the amount of nine hundred forty-eight thousand and ninety-five dollars (\$948,095) for completion of a Comprehensive Operational Analysis (COA).

Joe Raquel, Director of Planning, presented this item.



Mr. Raquel presented the overall project objectives. He reported that on December 2, 2020, four submittals were received, and virtual interviews were held on January 5, 2021. The highest rated proposer was Nelson/Nygaard Consulting Associates, Inc. Mr. Raquel introduced Thomas Wittman, the proposed Project Manager for the COA. Mr. Wittman introduced some of the firms they will be working with and he thanked the Executive Board for the opportunity.

Mr. Raquel stated that the cost of the COA would be partially funded through a Caltrans Sustainable Transportation Planning Grant Program.

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

13. **OPTION EXERCISE - TRANSIT SERVICES - POMONA FACILITY (AGREEMENT NO. 17-001)**

Recommendation: Authorize the Chief Executive Officer to exercise the four-year option on Agreement No. 17-001 with Keolis Transit for transit service operated out of Foothill Transit's Pomona facility.

LaShawn King Gillespie, Director of Operations and Customer Service, presented this item.

Ms. Gillespie reported that Keolis has been operating transit services at the Pomona Operations and Maintenance Facility since July 1, 2017. The base term on the contract ends on June 31, 2021. The agreement includes a 4-year option. Ms. Gillespie recommended that the Executive Board exercise the available 4-year option. The budget impact of the 4-year contract is \$122 million, which is a 1.55 percent annual cost increase.

Erika Mazza, Keolis Vice President of Operations - West and Andres De Los Rios, Keolis General Manager for the Pomona Operations and Maintenance Facility addressed the Executive Board. They both thanked the Board for the partnership and shared recent accomplishments

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

14. **CONTINUED PUBLIC COMMENT**

Public comment was not reopened as the Public Comment period was



concluded earlier in the agenda (Item 6).

15. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- Due to COVID-19 and financial uncertainties, the Strategic Planning Workshop usually held in February will not be held. It's anticipated that the Executive Board will meet in February. Mr. Barnes will work with the Chair to finalize details.
- Mr. Barnes reintroduced Foothill Transit Chief of Safety and Security John Curley, and asked if members of the Executive Board had any questions of Mr. Curley.

16. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Boyer asked Mr. Curley about the obstacles with transit and homelessness. Mr. Curley indicated that one of his challenges is learning the transit system and navigating the legal issues. He indicated that there are plenty of resources that may help mitigate the issue and he looks forward to working on this challenge.

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

(Gov't. Code § 54957)

Title: Chief Executive Officer

The Executive Board recessed in to Closed Session at 10:48 a.m.

18. **CLOSED SESSION REPORT**

The Executive Board reconvened at 11:10 a.m.

Darold Pieper, General Counsel, reported that there were no reportable actions.



19. **ADJOURNMENT**

Adjournment for the January 29, 2021 Foothill Transit Executive Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned in the memory of Bill Jackson and victims of COVID-19 at 11:10 a.m.

Prepared by:

A handwritten signature in blue ink that reads "Christina Lopez". The signature is written in a cursive style with a large, looping flourish at the end.

Christina Lopez, Board Secretary

Approved on: 02/26/2021