



**Foothill Transit**

**STATEMENT OF PROCEEDINGS FOR THE  
SPECIAL 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, November 3, 2023  
8:30 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Moss at 8:35 a.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chair Moss.

**3. ROLL CALL**

Roll call was taken by Trina Padilla, Executive Staff Assistant.

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

**4. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER**

Doran Barnes, Chief Executive Officer, requested that General Public Comment be taken prior to the Consent Calendar

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**

The following Foothill Transit business partners addressed the Executive Board:

Susan Sweat, Chief Operating Officer Transit, Transdev.  
Sandy Hill, Senior Vice President Business Development, Keolis.



5.2 Contractors' Employee Recognition

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

Shronda Hill - Employee of the Month  
Warren Hudson - Operator of the Month

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

Miguel Loza - Employee of the Month  
Alvaro Huerta - Operator of the Month

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

**CONSENT CALENDAR**

There was no Public Comment on the consent calendar.

Vice Chair Shevlin asked that Item 10 be pulled for discussion. Member Boyer asked that Item 16 be pulled for discussion. Member Calaycay asked that Item 11 be pulled for discussion. Member Sternquist asked that Item 14 be pulled for discussion.

The Executive Board took action on a single motion on items 6-9, 12 & 13, and 15 & 17.

6. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF SEPTEMBER 29, 2023**

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

7. **SEPTEMBER 2023 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through September 30, 2023. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of September 30, 2023, for the fiscal year ending June 30, 2024.

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



8. **FISCAL YEAR 2024 FIRST QUARTER BUDGET UPDATE**

Recommendation: Receive and file the Fiscal Year 2024 First Quarter Budget Update.

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

9. **OCTOBER 2023 PROCUREMENT MONTHLY REPORT**

Recommendation: Receive and file the Procurement Monthly Report for October 2023.

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

10. **OCTOBER LEGISLATIVE REPORT**

Recommendation: Receive and file the October 2023 Legislative Report.

This item was pulled for discussion and presentation.

The Executive Board received and filed this presentation.

11. **RESOLUTION ADOPTING EXECUTIVE BOARD AND GOVERNING BOARD MEETINGS SCHEDULE FOR 2024**

Recommendation: Adopt Resolution No. 2023-02, the Executive and Governing Board Meetings Schedule for 2024.

This item was pulled for discussion and presentation. Mr. Barnes, CEO, reported on additional revisions to the meeting schedule, which include moving meetings to the fifth Friday of each month, and start times for the Governing Board Meetings to 8:30 a.m. and Executive Board Meetings to 9:45 a.m.

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

12. **TITLE VI ANALYSIS FOR POMONA TRANSIT STORE**

Recommendation: Receive and file the Title VI analysis report for the closure of Pomona Transit Store (PTS).



Motion by Vice Chair Shevlin, second by Member Boyer, to receive and file.  
Motion carried 5-0.

13. **AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS FOR A FUEL MANAGEMENT SYSTEM**

Recommendation: Authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for a Fuel Management System.

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

14. **AUTHORIZATION TO AWARD CONTRACT FOR ADMINISTRATIVE OFFICE SECOND FLOOR RECEPTION AREA AND THIRD FLOOR CONFERENCE ROOM RENOVATIONS**

Recommendation: Authorize the Chief Executive Officer to enter into Agreement No. 23-097 with R Dependable Construction Inc. for \$292,500 for renovation of the Administrative Office second floor reception area and third floor conference room.

This item was pulled for discussion and presentation. Vincent Saucedo, Capital Projects Manager, presented an overview of the project and procurement process.

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

15. **AUTHORIZATION TO AWARD SOLE SOURCE CONTRACT FOR FEDERAL ADVOCACY SERVICES**

Recommendation: Authorize the Chief Executive Officer to enter into a sole source agreement with Powell Consulting DC, LLC in a not-to-exceed amount of \$ 382,257.77 over five-year term. The contract will consist of a three-year base term with two one-year options.

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

16. **AUTHORIZATION TO AWARD CONTRACT FOR TRANSIT STORES OPERATIONS AND FACILITY MAINTENANCE SERVICES**

Recommendation: Authorize the Chief Executive Officer to award a contract to Transdev Services, Inc. for transit store operations and facility maintenance services at Foothill Transit's El Monte and West Covina Transit



Stores and operational facilities. The contract term will be four years. The projected four-year life of the contract is \$7,597,451.367.

This item was pulled for discussion and presentation. LaShawn King Gillespie, Deputy CEO, presented an overview of the procurement process.

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

17. **SUMMER SALE UPDATE**

Recommendation: Receive and file the Summer Sale Update.

Motion by Vice Chair Shevlin, second by Member Boyer, to receive and file.  
Motion carried 5-0.

18. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- Announced to members of the Executive Board, the agenda for the upcoming California Transit Association Annual Conference, hosted by Foothill Transit in Pasadena, has been placed at their seats.
- Foothill Transit 35<sup>th</sup> Anniversary event planned for December 8, 2023.
- Announced that the December 12, 2023, Regular Executive Board Meeting will be cancelled.
- Announced that the Foothill Transit Bus Rodeo will be held on March 2, 2024.
- Reported that the Rose Bowl shuttle service continues to be very popular, and Foothill Transit will continue to support shuttle service for UCLA home games and New Year's Day.
- Reported that staff is working on the Annual Comprehensive Financial Report.
- Highlighted that Foothill Transit was awarded 7.9 million in Net Toll funds for the double deck bus project.
- Requested to play Board movie and staff shared highlights from the community event.
- Asked Roland Cordero, Director of Maintenance & Vehicle Technology to briefly share about the European Zero Emissions Bus Conference.



19. **BOARD MEMBER COMMENT**

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

20. **GENERAL PUBLIC COMMENT**

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

21. **ADJOURNMENT**

Adjournment for the November 3, 2023, Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:30 a.m.

Prepared by:

A handwritten signature in blue ink that reads "Trina Padilla".

Trina Padilla, Executive Staff Assistant

Reviewed by:

A handwritten signature in blue ink that reads "Christina Lopez".

Christina Lopez, Board Secretary

Approved on: 01/26/2024