



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, March 29, 2024
8:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Moss at 8:05 a.m.

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

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

Chair Moss recessed the meeting at 8:05 a.m.

Chair Moss reconvened the meeting at 9:28 a.m.

3. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER

Doran J. Barnes, Chief Executive Officer, requested that item 17 – Foothill Transit Employee Compensation Policy Update be deferred to the next Executive Board Meeting.

After discussion, by Common Consent, the Chair and Chief Executive Officer confirmed the agenda as revised.

4. PRESENTATIONS

4.1 Introduction of Foothill Transit Business Partners

There were no presentations by Foothill Transit business partners.



5. **PUBLIC COMMENT**

Mike Greenspan, Armando Herman, and Roy Esquer addressed the Executive Board.

CONSENT CALENDAR

6. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF JANUARY 26, 2024 AND STRATEGIC PLANNING WORKSHOP OF MARCH 1, 2024**

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

7. **MARCH 2024 PROCUREMENT MONTHLY REPORT**

Recommended Action: Receive and file the Procurement Monthly Report for March 2024.

Report received and filed.

8. **RESOLUTION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM**

Recommended Action: Adopt the following resolution: Resolution No. 2024-01: Authorization for the Execution of the Low Carbon Transit Operations Program (LCTOP) Project “Foothill Transit Hydrogen Fuel Cell Bus Deployment” in the Amount of \$1,227,926 (Attachment A).

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

9. **RESOLUTION ADOPTING CHANGES TO THE EXECUTIVE BOARD AND GOVERNING BOARD MEETING SCHEDULE FOR 2024**

Recommended Action: Adopt Resolution 2024-02 (Attachment A) adopting changes to the Executive Board and Governing Board Meeting Schedule for 2024 (Attachment B), and adopting the start time of 8:00 a.m. for Executive Board and Governing Board meetings.

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

10. **APPOINTMENT OF Foothill TRANSIT TREASURER**

Recommended Action: Adopt Resolution No. 2024-03 (Attachment A) designating the Chief Executive Officer as the Foothill Transit Treasurer.

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

11. **FOOTHILL TRANSIT CLAIMS AND LEGAL MATTERS POLICY**

Recommended Action: Adopt the revised Foothill Transit Board Policy related to claims, lawsuits, and handling of legal documents.

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

12. **FOOTHILL TRANSIT FINANCIAL INTEREST DISQUALIFICATION POLICY**

Recommended Action: Adopt the proposed Financial Interest Disqualification Policy.

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

13. **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM UPDATE**

Recommended Action: Adopt Foothill Transit's revised FFY 2022 - FFY 2024 DBE Program (Attachment A).

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

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

Recommended Action: Adopt the proposed Procurement Policies and Procedures Manual revisions.

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

15. **TRANSPORTATION FUND EXCHANGE - CITY OF SAN GABRIEL**

Recommended Action: Authorize the Chief Executive Officer to execute an assignment agreement with the City of San Gabriel to exchange Foothill Transit general use funds for Proposition A Transportation Local Return funds.

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

16. **TRANSPORTATION FUND EXCHANGE - CITY OF TEMPLE CITY**

Recommended Action: Authorize the Chief Executive Officer to execute an assignment agreement with the City of Temple City to exchange Foothill Transit general use funds for Proposition A Transportation Local Return funds.

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

17. **FOOTHILL TRANSIT EMPLOYEE COMPENSATION POLICY UPDATE**

Recommended Action: Approve the annual update to the Employee Compensation Policy including two recommended changes to the policy as follows: Provide a one-time merit-based compensation adjustment of 5% for staff who have successfully met their annual goals. Increase the employee reimbursement for out of pocket medical expenses from the current level of \$20,000 to \$30,000.

This item was deferred to the May 2024 Executive Board Meeting.

18. **FINANCIAL STABILITY POLICY FISCAL YEAR 2025 FINANCIAL STRATEGIES**

Recommended Action: Approve the annual Financial Stability Policy update to include the FY2025 financial strategies for budget planning.

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



19. **AUTHORIZATION TO AMEND CONTRACT FOR SPECIAL COUNSEL SERVICES**

Recommended Action: Authorize the CEO to execute Amendment No. 7 to Contract No. 19-037.1 with Thompson Coburn LLC in an amount not to exceed \$100,000 for additional special legal services in Fiscal Year 2024 and exercise the first five-year option.

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

REGULAR AGENDA

20. **ZERO EMISSION BUS AND JOINT PROCUREMENT FUNDING**

Recommended Action: Receive and file the report on Zero Emission Bus and Joint Procurement Funding.

Roland Cordero, Director of Maintenance and Vehicle Technology, introduced Jesus Montes, Metro Senior Executive Officer – Vehicle Acquisition and Cliffe Henke, WSP Senior Vice President who presented on the recent loss of three transit bus manufacturers in the U.S. market and the Federal Transit Administration’s efforts to strengthen the American bus manufacturing industry. Mr. Montes reported on LA Metro’s efforts in developing a joint request for proposal for zero emissions buses.

The presentation was received and filed.

21. **FARE CAPPING**

Recommended Action: Receive and file report on a new form of fare collection methodology known as fare capping.

John Xie, Controller, provided an overview of the fare structure called fare capping. Fare capping streamlines the fare structure, which would benefit the customer and transit agency. He also reported on the timeline should the board consider implementing fare capping at a later date. He stated that LA Metro initiated a fare capping pilot in July 2023.

The presentation was received and filed.

22. PROPOSED FISCAL YEAR 2025 INITIATIVES

Recommendation: Approve the proposed FY2025 Business Plan Initiatives.

LaShawn King Gillespie, Deputy Chief Executive Officer, presented the six proposed initiatives for the coming fiscal year. The initiatives will direct the agency's activities for FY 2025 and were recommended for inclusion in the business plan.

Fuel Cell Bus and Infrastructure Expansion
Zero Emission Double Deck Fleet Expansion
Foothill Transit Pomona Facility CNG Equipment Upgrade
Enhanced State Advocacy Presence
Administrative Office Solar Project
Cal Poly Pomona Bronco Mobility Hub and Class Pass Project

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

23. CHIEF EXECUTIVE OFFICER COMMENT

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

Mr. Barnes reported the following:

- The total missed trips for the prior week was 1.32 percent. System wide on time performance is at 78 percent.
- Thanked all the women leaders and wished everyone a happy Women's History Month.

24. BOARD MEMBER COMMENT

Comments by Members of the Foothill Transit Executive Board.

- Vice Chair Shevlin stated that she liked the set-up with the round tables for the Governing Board Meeting.
- Chair Moss invited attendees to the City of Industry Chamber event where there will be a presentation on the benefits of hiring people with autism.



25. **ADJOURNMENT**

Adjournment for the March 29, 2024, Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:50 a.m.

Prepared by:

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

Christina Lopez, Board Secretary

Approved on: 04/26/2024