



**Foothill Transit**

# **SPECIAL EXECUTIVE BOARD MEETING**

West Covina, CA  
Friday, November 3, 2023



Foothill Transit

# Foothill Transit MISSION

To be the premier public transit provider committed to:

**SAFETY**

**COURTESY**

**QUALITY**

**RESPONSIVENESS**

**EFFICIENCY**

**INNOVATION**



## Foothill Transit VALUES

### **SAFETY**

We educate, encourage, and endorse a strong culture of safety at all levels of the organization, valuing the responsibility entrusted in us by the communities that we serve.

### **RESULTS**

We value the achievement of organizational goals and initiatives as defined in our business plan and involving all levels of the organization.

### **INTEGRITY**

We are committed to high ethical standards based on accountability, honesty, respect, transparency, and a high level of fiscal responsibility.

### **GRATITUDE**

We are a team united in thankfulness for each other; we express gratitude for our many opportunities by investing our time and energy in our community and industry, and through the open expression of appreciation.

### **DIVERSITY**

We create an environment rich with talented people and differing viewpoints, valuing the unique perspectives that everyone brings.

### **TEAM MEMBERS**

Our team members are the key to Foothill Transit's success and we are committed to supporting them through education, development, and recognition.

### **COMMUNICATION**

We value and are committed to open honest respectful discussion which is responsive, informative, and constructive.

### **SUSTAINABILITY**

We embrace sustainability because it benefits all aspects of our business while helping our communities by protecting the environment through measured and responsible stewardship of resources.



Foothill Transit

# Executive Board Meeting AGENDA

SPECIAL EXECUTIVE BOARD MEETING  
8:30 AM, NOVEMBER 3, 2023  
Foothill Transit Administrative Office  
2<sup>nd</sup> Floor Board Room  
100 South Vincent Avenue  
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: MEMBERS BOYER, CALAYCAY, MOSS, SHEVLIN, STERNQUIST
4. CONFIRMATIONS OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER
5. PRESENTATIONS
  - 5.1. Introduction of Foothill Transit Business Partners
  - 5.2. Contractors' Employee Recognition

CONSENT CALENDAR: Items 6 through 17 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

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

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Public Comment: Members of the public shall have the right to address the Board on any item of interest which is within the jurisdiction of the Board before or during the Board's consideration of the item. Presentation shall not exceed one minute in length. Note: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA.

The public may view and obtain all written information supporting this agenda provided to the board both initially and supplementary prior to the meeting by calling (626) 931-7300 extension 7204, emailing [board.secretary@foothilltransit.org](mailto:board.secretary@foothilltransit.org), or at the agency's offices located at 100 S. Vincent Ave., Suite 200, West Covina, CA 91790. Documents, including PowerPoint handouts, distributed to Board Members by staff or Board Members at the meeting will simultaneously be made available to the public upon request.



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

*Recommended Action: 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.*

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Chief Executive Officer's office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

If you require translation services, please contact the Chief Executive Officer's office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

Si necesita servicios de traducción, comuníquese con la oficina del Director Ejecutivo llamando al (626) 931-7300, extensión 7204, al menos 48 horas antes de la reunión.

若需要翻譯服務，請在會議前至少48小時聯絡執行長辦公室 ( 626 ) 931-7300分機7204

Nếu quý vị yêu cầu dịch vụ dịch thuật, vui lòng liên hệ với văn phòng Giám Đốc Điều Hành theo số (626) 931-7300, số máy lẻ 7204, ít nhất 48 giờ trước cuộc họp

Kung kailangan mo ng serbisyong pagsasalin, mangyaring makipag-ugnayan sa tanggapan ng Punong Ehekutibong Opisyal sa numerong (626) 931-7300 ekstensyon 7204, hindi bababa ng 48 oras bago ang pagpupulong

번역 서비스가 필요한 경우, 회의가 시작되기 최소 48시간 전에 (626) 931-7300 내선 7204번으로 최고경영자실에 연락하십시오.

通訳／翻訳サービスが必要な際は、ミーティング48時間前までに、CEO/最高経営責任者事務所までに連絡してください。CEO事務所連絡先：(626) 931-7300内線7204

اگر به خدمات ترجمه نیاز دارید، لطفاً دست کم 48 ساعت قبل از شروع جلسه با دفتر مدیر عامل به شماره تلفن (626) 931-7300 داخلی (626) 931-7300 تماس بگیرید

Եթե Ձեզ թարգմանչական ծառայություններ են հարկավոր, հանդիպումից առնվազն 48 ժամ առաջ զանգահարեք Գլխավոր գործադիր տնօրենի գրասենյակ՝ (626) 931-7300 լրացուցիչ 7204 հեռախոսահամարով:

ប្រសិនបើលោកអ្នកត្រូវការសេវាកម្មបកប្រែភាសា សូមទាក់ទងការិយាល័យនាយកក្នុងការប្រតិបត្តិកាមន្ទរស័ព្ទលេខ (626) 931-7300 លេខភ្ជាប់បន្ត 7204, ដែលមានរយៈពេលយ៉ាងតិច 48 ម៉ោងមុនកិច្ចប្រជុំ

في حالة الحاجة لخدمات الترجمة، يرجى الاتصال بمكتب الرئيس التنفيذي على رقم الهاتف (626) 931-7300 (الرقم الداخلي 7204) وذلك قبل 48 ساعة على الأقل من الاجتماع

หากคุณต้องการบริการล่าม โปรดติดต่อสำนักงานประธานเจ้าหน้าที่บริหารที่ (626) 931-7300 ต่อ 7204 อย่างน้อย 48 ชั่วโมงก่อนการประชุม



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8. FISCAL YEAR 2024 FIRST QUARTER BUDGET UPDATE

*Recommended Action: Receive and file the Fiscal Year 2024 First Quarter Budget Update.*

9. OCTOBER 2023 PROCUREMENT MONTHLY REPORT

*Recommended Action: Receive and file the Procurement Monthly Report for October 2023.*

10. OCTOBER LEGISLATIVE REPORT

*Recommended Action: Receive and file the October 2023 Legislative Report.*

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

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

12. TITLE VI ANALYSIS FOR POMONA TRANSIT STORE

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

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

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

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

*Recommended Action: 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.*

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

*Recommended Action: Authorize the Chief Executive Officer to enter into a sole source*



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*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.*

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

*Recommended Action: 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.*

17. SUMMER SALE UPDATE

*Recommended Action: Receive and file the Summer Sale Update.*

18. CHIEF EXECUTIVE OFFICER COMMENT

19. BOARD MEMBER COMMENT

20. GENERAL PUBLIC COMMENT

21. ADJOURNMENT



**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, September 29, 2023  
8:30 a.m.**

**DRAFT**

**1. CALL TO ORDER**

The meeting was called to order by Chair Moss at 8:34 a.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chair Moss.

**3. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

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

Member Cynthia Sternquist temporarily absent.

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

Doran Barnes, Chief Executive Officer, recommended that Item 22, General Public Comment be taken prior to the Consent Calendar, and Consent Calendar Item 9 and Consent Calendar Items 14-17 be pulled for presentation.

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

**5. PRESENTATIONS**

5.1 Contractors' Employee Recognition

Fermin Mora, Director of Maintenance, introduced the Pomona location Keolis employees of the month.

Vincent Millan - Employee of the Month  
Sergio Mendez- Operator of the Month (not present)

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

Brianna Lomas - Employee of the Month  
Brendan Ramirez - Operator of the Month

## 5.2 Introduction of Foothill Transit Business Partners

The following business partners addressed the Executive Board: Doug Gies, Regional Vice President, Transdev and Steve Peoples, Assistant General Manager, Transdev.

Member Sternquist joined the meeting at 8:46 a.m.

### **CONSENT CALENDAR**

There was no Public Comment on the consent calendar.

The Executive Board took action on a single motion on items 6-8, 10-13, and 18.

## 6. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF AUGUST 22, 2023**

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

## 7. **AUGUST 2023 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through August 31, 2023. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of August 31, 2023, for the fiscal year ending June 30, 2024.

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



8. **SEPTEMBER 2023 PROCUREMENT MONTHLY REPORT**

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

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

9. **SEPTEMBER LEGISLATIVE REPORT**

Recommendation: Receive and file the September 2023 Legislative Report.

Mathew Nakano, Government Relations Coordinator, provided an update on Senate Bill 125, which makes available \$5.1 billion for new state transit funding. Funding can be used for both capital and operation expenses. Funds are allocated directly to Regional Transportation Planning Agencies (RTPA). LA Metro is the region's RTPA and has full discretion on how the new transit funds will be spent. LA Metro staff announced that it would be using all the new funding to pay for three approved rail construction projects. Members of the Los Angeles Municipal Operators Association, which Foothill Transit is a member of, has sent a letter to urge LA Metro to reconsider.

There was no Public Comment on this presentation. Staff responded to questions by members of the Executive Board.

The Executive Board received and filed this presentation.

10. **TITLE VI PROGRAM**

Recommendation: Receive and file the Title VI Program Overview.

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

11. **TITLE VI ANALYSIS FOR PUENTE HILLS MALL TRANSIT STORE**

Recommendation: Receive and file the Title VI analysis report for the closure of the Puente Hills Mall Transit Store (PHMTS).

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

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

Recommendation: Adopt the proposed Procurement Policies and Procedures Manual revisions.

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

13. **AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS FOR STATE ADVOCACY SERVICES**

Recommendation: Authorize the Chief Executive Officer to issue Request for Proposals (RFP) No. 24-027 for state advocacy services.

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

14. **UPDATE ON THE FORMAL APPLICATION PROCESS WITH THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY (CJPIA)**

Recommendation: Receive and file an update on Foothill Transit's Formal Application with the CJPIA.

John Curley, Chief of Safety and Security, provided an overview of Foothill Transit's insurance profile and the recent increase in premiums to the agency's General Liability & Excess Liability policies. Foothill Transit has initiated an application with the California Joint Powers Insurance Authority (CJPIA). The Executive Board will be provided an update once the CJPIA review and determination has been completed. Foothill Transit could potentially join the CJPIA in summer 2024.

There was no Public Comment on this presentation. Staff responded to questions by members of the Executive Board.

The Executive Board received and filed this presentation.

15. **HYDROGEN FUEL INFLUENCER CAMPAIGN**

Recommendation: Receive and file the Hydrogen Fuel Influencer Campaign report.

Felicia Friesema, Director of Marketing and Communications, provided an

overview on the hydrogen fuel influencer marketing campaign. Foothill Transit hired social media influencers who brought influence and large audiences into the campaign. The campaign launched on August 28, and garnered thousands of impressions and shares across multiple platforms.

There was no Public Comment on this presentation. Staff responded to questions by members of the Executive Board. Member Boyer requested that the video clips be shared with the Executive Board.

The Executive Board received and filed this presentation.

16. **PROTERRA CHAPTER 11 BANKRUPTCY**

Recommendation: Receive and file the report on Proterra's Chapter 11 Bankruptcy filing.

Roland Cordero, Director of Maintenance and Vehicle Technology, provided an update on Proterra's filing for Chapter 11 Bankruptcy on August 7, 2023. On August 10, the Bankruptcy Court granted their First Day Motions, which allows Proterra to continue operating. Foothill Transit is currently running 17 Proterra battery electric buses from the Arcadia Irwindale Operating and Maintenance Facility. Proterra's parts and service department are open for business. Staff will continue to monitor the situation and provide updates and report on any impacts to the fleet of 17 buses.

There was no Public Comment on this presentation. Staff responded to questions by members of the Executive Board.

The Executive Board received and filed this presentation.

17. **REGIONAL PARTNERSHIPS CHALLENGE GRANTS APPLICATION REPORT**

Recommendation: Receive and file the Regional Partnerships Challenge Grants Application Report.

Joe Raquel, Director of Planning, provided an update on the Regional Partnerships Challenge Grants application process, which is being offered through the US Department Transportation's neighborhood Access and Equity Grant Program. In preparation for the 2028 Olympic Games, Metro has identified two projects in Foothill Transit's service area. The projects are a Mobility Hub in El Monte and the construction of 6.5 miles of Bus Only Lanes along Valley Boulevard. The total cost for both projects is \$15.3 million. Metro will take the lead and partner with Foothill Transit in applying for the grants.

There was no Public Comment on this presentation. Staff responded to questions by members of the Executive Board.

The Executive Board received and filed this presentation.

18. **FALL 2023 SERVICE CHANGE**

Recommendation: Receive and file update on the Fall 2023 Service Change.

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

**REGULAR AGENDA**

19. **2024 BOARD MEETING SCHEDULE PLANNING**

Recommendation: Provide conceptual direction to staff regarding the Board Meeting schedule for 2024.

Doran Barnes, Chief Executive Officer, presented this item.

Mr. Barnes requested input from the Executive Board in regards to preparation of the 2024 meeting schedule. Members of the board expressed a preference to return to Friday Executive Board Meetings and quarterly Governing Board Meetings. Some members expressed interest in still meeting for the informal chats meetings. Mr. Barnes thanked the Executive Board for their feedback and stated that staff would return to the October 2023 Executive Board Meeting, with the proposed 2024 meeting schedule for the board's consideration for adoption.

There was no Public Comment on this presentation.

20. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- Announced that the October 24 2023, Regular Executive Board Meeting will be cancelled and in its place a Special Meeting will be held on November 3, 2023. In addition, the December 12, 2023 Regular Meeting is being cancelled and a Special Meeting will be held on December 15, 2023.



- Thanked Governing Board Member John Lloyd, Ph.D. who rides Foothill Transit service, for providing input regarding gaps in service at Cal Ploy Pomona. Joe Raquel, Director of Planning, reported that service has been added to help address the gaps in service.
- Reported that the draft Cal Poly Pomona feasibility has been received and progress continues to be made on the Cal Poly Pomona mobility hub project.
- Foothill Transit will be providing shuttle service to the Rose Bowl for the Coldplay concert at the Rose Bowl on September 30.
- Secretary Buttigeig has been invited to be the keynote speaker at the California Transit Association Fall Conference being held in Pasadena in November 2023.
- Introduced newly hired Executive Staff Assistant Trina Padilla.
- Reported that the Puente Hills Mall Store has been closed and the Pomona Transit Store is expected to close mid-December.
- Introduced the logo for Foothill Transit's 35<sup>th</sup> Anniversary, and a celebration will be held on December 8, 2023, and additional details are forth coming.
- Requested that the meeting be adjourned in the memory of LA County Sherriff's Deputy Ryan Clinkunbroomer and Senator Dianne Feinstein.

21. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Governing Board Member John Lloyd Ph.D. thanked the board for their growing partnership with Cal Poly Pomona.

22. **GENERAL PUBLIC COMMENT**

General Public Comment was moved prior to the Consent Calendar.

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

23. **ADJOURNMENT**

Adjournment for the September 29, 2023 Foothill Transit Special Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned in the memory of LA County Sherriff's Deputy Ryan Clinkunbroomer and Senator Dianne Feinstein at 10:06 a.m.



November 3, 2023

To: Executive Board

Subject: **September 2023 Financial Statements and Investment Summary**

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### **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.

### **Balance Sheet Analysis** (Attachment A):

#### Assets

The balance sheet, as of September 30, 2023, shows total assets at \$436.44 million. This total consists primarily of \$219.97 million in fixed assets, \$181.13 million in cash and investments and \$34.91 million in receivable and prepaid assets. Foothill Transit's cash position of \$181.13 million is \$28.12 million more than the previous month, and is \$49.62 million more than last year in September.

#### Liabilities

The accounts payable balance is \$11.89 million. Accounts Payables include operation and maintenance expenses for \$9.65 million and \$0.89 million for fuel.

The deferred revenue of \$153.07 million represents funds that are reserved for planned capital expenditures, such as, upcoming bus procurements, construction of bus infrastructure, and security enhancements construction activities at Arcadia-Irwindale and Pomona yards.

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$100.60 million in liquid accounts held with Bank of Montreal (BMO); \$11.45 million in interest bearing money market accounts with BMO; \$68,119 with



Chase; and \$65.92 million invested in the Local Agency Investment Fund (LAIF). On June 1, 2023, Foothill Transit invested \$14.61 million in 6-month US Treasury Bills with par value of \$15 million. The bills will mature on November 30, 2023.

The current interest rates on all accounts are included on Attachment B. The LAIF investment, the CD investments, and the deposits with Chase earn interest and are held for future capital and operating funding requirements.

On February 1, 2023, BMO completed its acquisition of Bank of the West. As a result of this merger, Foothill Transit's bank accounts at Bank of the West including investment accounts were successfully transitioned to BMO on September 2, 2023. All transition activities were completed with minimal impact to Foothill Transit's daily finance activities.

### **Operating and Capital Revenues and Expense Analysis** (Attachment C)

Fare revenue fiscal year to date were up 7.78% compared to budget due to the summer fare sale and a slight increase in ridership. EZ transit pass revenue significantly decreased due to Metro's fare change and fare cap implementation.

Revenues for FY24 reflect application of the American Rescue Plan Act (ARPA) Additional Assistance federal funds. The budget anticipated spending approximately \$25 million of the additional assistance federal funds on operating expenses.

Operating costs through September 2023 were \$31.68 million, which is \$6.17 million less than the budget and \$3.34 million more than September 2022. The actual expenditures were less than the budget due to lower than planned service delivery resulting from bus operator shortages. This employment challenge is being experienced by Transit Operators nationwide. Of the \$31.68 million expenditures, \$24.16 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel, which was \$2.51 million through September 2023.

Capital expenditures through September were \$2.48 million compared with \$4.04 last year at this time. The annual budget for capital expenditures includes the procurement and construction of 19 hydrogen fuel cell electric



buses and a hydrogen fueling station at the Arcadia-Irwindale yard, the Cal Poly Pomona Bronco Mobility Hub Feasibility Study, the Bus Stop Enhancement Program, HVAC replacement at the Arcadia-Irwindale facility, security enhancements at the Arcadia-Irwindale and Pomona operations and maintenance facilities, and updates to the data center and conference rooms.

**Total Disbursements** (Attachment D)

Total disbursements reflect invoices paid for the month of September 2023; they do not reflect the total expense incurred for the month. If an expense has incurred but not yet invoiced or paid, Foothill Transit accrues the expense to track the expenses properly during the month in which they actually occurred. Total disbursements for September 2023 were \$14.27 million. Capital disbursements totaled \$0.73 million and other significant disbursements include \$3.37 million to Keolis and \$7.91 million to Transdev for bus operating services.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Doran J. Barnes  
Chief Executive Officer

Attachments



**Foothill Transit  
Balance Sheet  
As of September 30, 2023**

**Assets**

## Current Assets:

Cash	\$181,125,895
Due from government agencies	20,338,883
Other receivables	11,321,066
Other assets	3,245,452
Total Current Assets	\$216,031,296

## Non current Assets:

Notes receivable	\$429,502
Property & Equipment (net of depreciation)	219,974,969
Total Non Current Assets	\$220,404,471

Total Assets	\$436,435,767
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**Liabilities and Equity**

## Current Liabilities:

Accounts payable and accrued liabilities	\$11,891,863
Deferred Revenue	153,069,845
Total Liabilities	\$164,961,708

**Equity**

## Fund Balance:

Investment in Capital Assets	\$219,974,969
Current Year Change	7,465,894
Excise Tax Credit	0
Reserve	44,033,196
Total Equity	\$271,474,059

Total Liabilities and Equity	\$436,435,767
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**Summary of Cash and  
Investment Account  
For September 30, 2023**

	Interest Rate	Term	Principal/ Book & Market Value
Cash:			
Bank of Montreal-Reg. Checking	N/A	Demand Deposit	\$72,982,906
Petty Cash	N/A	N/A	900
Revolving Fund - Transit Stores	N/A	N/A	400
Bank of Montreal-Excise Tax/LCFS #1106	N/A	Demand Deposit	16,099,481
Bank of Montreal-Money Market #1110	2.50%	Demand Deposit	5,103,348
Bank of Montreal-Money Market #1111	2.50%	Demand Deposit	5,062,539
Bank of Montreal-LCTOP #1108	2.50%	Demand Deposit	1,281,875
Chase Business Saving #1109	0.01%	Demand Deposit	68,119
LAIF Investment #1141	3.36%	Demand Deposit	65,915,477
Total Cash and Investments			<u>\$166,515,045</u>
Investments:			
Bank of Montreal-US Treasury Bill			
1 Maturity - 11/30/2023 - 6 months	5.371%	US Treasury Bill	\$14,610,850
Subtotal Investments			<u>14,610,850</u>
Total Cash and Investments			<u>\$181,125,895</u>

**Foothill Transit**  
**Statement of Revenue and Expense**  
**For Month Ended September 30, 2023**

	Actual YTD September 2023	Budget YTD September 2023	Variance	Actual YTD September 2022
<b>Fare Revenue</b>				
Farebox	\$952,461	\$828,048	15.02%	\$849,803
Pass Sales	579,791	525,844	10.26%	470,041
TAP Cash Purse	573,033	536,971	6.72%	551,767
MetroLink & Access Service	73,821	82,380	(10.39%)	67,905
EZ Transit Pass	47,008	92,117	(48.97%)	92,623
<b>Total Operating Revenue</b>	<b>\$2,226,115</b>	<b>\$2,065,360</b>	<b>7.78%</b>	<b>\$2,032,139</b>
<b>Operating Subsidies and Other</b>				
Transportation Development Act	\$4,828,110	\$8,569,459	(43.66%)	\$7,974,239
State Transit Assistance (STA)	0	1,325,477	(100.00%)	0
Senate Bill 1 - STA	0	1,015,294	(100.00%)	0
Senate Bill 1 - STA BSCP	0	114,730	(100.00%)	0
CalTrans-LCTOP	0	0	0.00%	0
Prop A 40% Discretionary	0	0	0.00%	0
Prop A 40% BSCP	0	0	0.00%	0
Prop A Exchange	0	0	0.00%	700,000
Prop C BSIP	261,115	261,115	0.00%	0
Prop C Base Restructuring	560,848	560,848	0.00%	0
Prop C Transit Service Expansion	93,461	93,461	0.00%	0
Transit Security	344,630	344,630	0.00%	0
Measure R	0	4,742,141	(100.00%)	0
Measure M	0	0	0.00%	0
Federal ARP Act 5307	23,362,483	18,750,000	24.60%	17,265,288
Miscellaneous Transit Revenues	0	0	0.00%	363,615
<b>Total Subsidies and Other</b>	<b>\$29,450,646</b>	<b>\$35,777,155</b>	<b>(17.68%)</b>	<b>\$26,303,142</b>
<b>Total Operating Revenue</b>	<b>\$31,676,762</b>	<b>\$37,842,515</b>	<b>(16.29%)</b>	<b>\$28,335,281</b>
<b>Other Revenues</b>				
Gain on Sale of Fixed Assets	\$7,310	\$0	0.00%	\$19,480
Auxiliary Revenue	188,815	196,125	(3.73%)	207,395
<b>Total Other Revenues</b>	<b>\$196,125</b>	<b>\$196,125</b>	<b>0.00%</b>	<b>\$226,875</b>
<b>Total Operating and Other Revenues</b>	<b>\$31,872,887</b>	<b>\$38,038,640</b>	<b>(16.21%)</b>	<b>\$28,562,156</b>
<b>Operating Expenses</b>				
Customer Service & Operations	\$27,998,416	\$32,449,460	(13.72%)	\$24,544,152
Maintenance & Vehicle Technology	304,952	282,625	7.90%	276,056
Marketing & Communications	506,919	620,905	(18.36%)	381,623
Information Technology	462,276	964,570	(52.07%)	578,457
Administration	463,174	572,850	(19.15%)	394,477
Procurement	197,554	248,855	(20.61%)	199,974
Government Relations	107,533	196,915	(45.39%)	116,547
Finance	458,708	594,985	(22.90%)	471,957
Safety and Security	542,912	920,425	(41.02%)	537,778
Planning	242,713	394,615	(38.49%)	377,360
Facilities	391,605	596,310	(34.33%)	456,900
<b>Total Operating Expenses</b>	<b>\$31,676,762</b>	<b>\$37,842,515</b>	<b>(16.29%)</b>	<b>\$28,335,281</b>
<b>Other Expenses</b>				
Property Management	\$116,125	\$116,125	0.00%	\$116,125
Special Services	80,000	80,000	0.00%	112,639
<b>Total Other Expenses</b>	<b>\$196,125</b>	<b>\$196,125</b>	<b>0.00%</b>	<b>\$228,764</b>
<b>Total Operating and Other Expenses</b>	<b>\$31,872,887</b>	<b>\$38,038,640</b>	<b>(16.21%)</b>	<b>\$28,564,045</b>
<b>Capital Revenues</b>				
Capital Grants	\$2,483,984	\$16,869,723	(85.28%)	\$4,036,651
<b>Capital Expenditures</b>				
Capital Expenditures	\$2,483,984	\$16,869,723	(85.28%)	\$4,036,651

**Bank Acc. - Detail Trial Bal.**

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**Attachment D**

This report also includes bank accounts that only have balances.  
 Bank Account: No.: B001, Date Filter: 09/01/23..09/30/23

Posting Date	Document Type	Document No.	Vendor	Amount	Entry No.
09/01/23	Payment	60353	Amazon Web Services, Inc	744.86	863941
09/01/23	Payment	60354	MRC Smart Technology Solutions	508.37	863943
09/01/23	Payment	60355	Bradley Weatherill	262.66	863945
09/01/23	Payment	60356	AT and T - 5075	39.37	863947
09/01/23	Payment	60357	Psomas	6,729.50	863949
09/01/23	Payment	60358	Lourdes L. Alvarez	5,280.00	863951
09/01/23	Payment	60359	The Poly Post	2,936.75	863955
09/04/23	Payment	60360	Dean Gazzo Roistacher LLP	18,486.00	863957
09/04/23	Payment	60361	Ragan Communications	39.99	863959
09/04/23	Payment	60362	Rotary Club of West Covina	1,100.00	863961
09/04/23	Payment	60363	ODP Business Solutions, LLC	528.62	863963
09/04/23	Payment	60364	Thomas J. Koontz	68.36	863965
09/04/23	Payment	60365	FEDEX Corp.	22.20	863967
09/06/23	Payment	60366	Tri - Signal Integration, Inc.	175.00	864326
09/06/23	Payment	60367	Thomas J. Koontz	543.98	864332
09/06/23	Payment	60368	Fifth Asset Inc.	13,000.00	864334
09/06/23	Payment	60369	Connecta Satellite Solutions LLC	128.74	864336
09/06/23	Payment	60370	Concentra Medical Centers - CA	68.00	864338
09/06/23	Payment	60371	Green Thumb Indoor Plant	662.75	864340
09/06/23	Payment	60372	Rodger's Food Service	556.76	864343
09/06/23	Payment	60373	United Imports of Puente Hills	125.95	864345
09/06/23	Payment	60374	National CineMedia, LLC	7,500.00	864347
09/06/23	Payment	60375	Pre-Paid Legal Services, Inc	163.50	864349
09/06/23	Payment	60376	Allied Administrators for Delta Dental	7,013.28	864351
09/06/23	Payment	60377	Landmark Healthplan of California, Inc.	1,130.16	864353
09/06/23	Payment	60378	Linda Garrison	675.00	864355
09/06/23	Payment	E100852	Clean Energy	21,202.34	864733
09/06/23	Payment	E100853	Clean Energy	19,267.61	864735
09/06/23	Payment	E100854	Transdev Services, Inc.	176,182.61	864737
09/06/23	Payment	E100855	Transdev Services, Inc.	7,613.59	864739
09/06/23	Payment	E100856	Transdev Services, Inc.	13,423.31	864741
09/06/23	Payment	E100857	Clean Energy	117,066.31	864743
09/06/23	Payment	W000960	Verizon Business-15043 ZBA	1,419.23	867301
09/06/23	Payment	W000913	Verizon Business-15043 ZBA	2,229.21	867303
09/06/23	Payment	W000962	Verizon Business-15043 ZBA	4,750.92	867305
09/06/23	Payment	W000963	International City Management Assoc. Retirement	57,829.82	867307
09/07/23	Payment	60379	Day - Lite Maintenance Co. Inc.	108.00	864745
09/07/23	Payment	60380	San Gabriel Valley Newspaper	5,464.21	864747
09/07/23	Payment	60381	Azteca Landscape	4,614.96	864749
09/07/23	Payment	60382	Commercial Building Management Services, Inc.	4,539.80	864751
09/07/23	Payment	60383	Home Depot Credit Services	1,008.86	864753
09/07/23	Payment	60384	Donald Luey	244.70	864755
09/07/23	Payment	60385	Qualified Mobile, Inc.	773.79	864757
09/07/23	Payment	60386	California Assoc. of Public Information Officials	275.00	864759
09/07/23	Payment	60387	Henry Lopez	502.00	864761
09/07/23	Payment	60388	Thompson Coburn LLP	13,029.90	864766
09/07/23	Payment	W000964	Azusa Light & Water ZBA	51.10	867309
09/07/23	Payment	W000965	Azusa Light & Water ZBA	85.14	867311
09/07/23	Payment	W000966	Azusa Light & Water ZBA	115.59	867313

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**ATTACHMENT D**

Posting Date	Document Type	Vendor	Amount	Entry No.
09/07/23	Payment	W000967 Azusa Light & Water ZBA	122.01	867315
09/07/23	Payment	W000968 Charter Communications Inc. ZBA	185.99	867317
09/07/23	Payment	W000969 Southern California Edison Co. ZBA	205.08	867319
09/07/23	Payment	W000970 Frontier ZBA	239.07	867321
09/07/23	Payment	W000971 Azusa Light & Water ZBA	481.98	867323
09/07/23	Payment	W000972 Southern California Edison Co. ZBA	691.40	867325
09/07/23	Payment	W000973 AT and T -5019 ZBA	762.69	867327
09/08/23	Payment	E100859 Behavioral Science Applications	2,400.00	865204
09/08/23	Payment	E100860 Kevin O. Parks McDonald	13,650.00	865206
09/08/23	Payment	E100861 Kevin O. Parks McDonald	13,650.00	865208
09/08/23	Payment	E100862 Kevin O. Parks McDonald	13,650.00	865210
09/08/23	Payment	60389 American Air Liquide Holdings, Inc.	10,391.39	865396
09/08/23	Payment	60390 Zonar Systems Inc.	6,120.00	865398
09/08/23	Payment	60391 Vision Service Plan - (CA)	1,476.99	865401
09/08/23	Payment	W000974 The Gas Co. ZBA	152.58	867329
09/08/23	Payment	W000975 Univeral Waste Systems ZBA	4,267.18	867331
09/11/23	Payment	60392 GA Technical Services, Inc.	8,827.71	865212
09/11/23	Payment	60393 Crown Castle USA Inc.	952.50	865214
09/11/23	Payment	60394 Alireza Showkatian	432.80	865216
09/11/23	Payment	60395 Pomona Pride Center, Inc.	2,500.00	865218
09/11/23	Payment	60396 Our Lady of Assumption Church	500.00	865220
09/11/23	Payment	60397 Sing Tao Daily	2,460.00	865222
09/11/23	Payment	60398 Puente House Foundation	500.00	865224
09/11/23	Payment	60399 E.S.G.Valley Japanese Community Ctr	1,000.00	865226
09/11/23	Payment	60400 United Imports of Puente Hills	192.59	865228
09/11/23	Payment	60401 Phillip Cook	3,500.00	865230
09/11/23	Payment	60402 Kimberly Dawn Hilton	3,500.00	865232
09/11/23	Payment	60403 Sinchan Patil	2,500.00	865234
09/11/23	Payment	60404 Elisha L. Johnson	2,500.00	865236
09/11/23	Payment	E100863 Keolis Transit America, Inc.	17,081.16	865403
09/11/23	Payment	E100864 Metrokinetics, Inc.	5,121.50	865405
09/11/23	Payment	E100865 Keolis Transit America, Inc.	1,143,227.59	865407
09/11/23	Payment	E100866 Keolis Transit America, Inc.	644.44	865409
09/11/23	Payment	E100867 Transdev Services, Inc.	2,934,071.41	865411
09/12/23	Payment	60405 ECAMSECURE	39,365.89	865413
09/12/23	Payment	60406 Reliable Monitoring Services	209,848.35	865419
09/12/23	Payment	E100868 Canto, Inc.	858.34	865421
09/12/23	Payment	E100869 Canto, Inc.	858.34	865423
09/12/23	Payment	E100870 Clean Energy	127,761.97	865425
09/12/23	Payment	E100871 Transdev Services, Inc.	1,716,419.96	865427
09/12/23	Payment	W000976 Frontier ZBA	443.79	867333
09/12/23	Payment	W000977 Frontier ZBA	1,709.00	867335
09/12/23	Payment	W000978 Verizon Wireless ZBA	4,642.55	867337
09/12/23	Payment	W000979 Verizon Wireless ZBA	15,322.39	867339
09/13/23	Payment	60407 Cintas Corporation 37	308.71	865429
09/13/23	Payment	60408 State of California Department of Transportation	35,151.84	865431
09/13/23	Payment	60409 Qualified Mobile, Inc.	747.38	865434
09/13/23	Payment	E100872 Powell Consulting DC, LLC	5,500.00	865886
09/13/23	Payment	W000980 Wright Express ZBA	172.35	867341
09/13/23	Payment	W000981 AT and T-5025 ZBA	637.47	867343
09/13/23	Payment	W000982 Frontier ZBA	847.82	867345
09/14/23	Payment	60410 Thomas J. Koontz	52.92	865888

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**ATTACHMENT D**

Posting Date	Document Type		Vendor	Amount	Entry No.
09/14/23	Payment	60411	FEDEX Corp.	47.55	865890
09/14/23	Payment	60412	Dean Gazzo Roistacher LLP	5,992.40	865892
09/14/23	Payment	60413	Birdi Systems, Inc.	4,250.00	865894
09/14/23	Payment	60414	Apollo Electric	12,874.00	865896
09/14/23	Payment	60415	Ron Turley Associates Inc.	16,692.00	865899
09/14/23	Payment	E100873	Keolis Transit America, Inc.	13,500.00	865901
09/15/23	Payment	60416	CaliforniaChoice Benefit Administration	68,884.98	865903
09/15/23	Payment	60417	Landmark Healthplan of California, Inc.	947.89	865905
09/15/23	Payment	60418	Pulsar Advertising	16,996.50	865907
09/15/23	Payment	60419	ODP Business Solutions, LLC	166.37	865914
09/15/23	Payment	60420	United Site Services of California, Inc.	538.67	865916
09/15/23	Payment	E100874	Stantec Consulting Services Inc.	1,882.70	865918
09/15/23	Payment	E100875	Transdev Services, Inc.	11,152.84	865920
09/15/23	Payment	E100876	Transdev Services, Inc.	11,651.99	865922
09/15/23	Payment	E100877	Transdev Services, Inc.	184,434.81	865924
09/15/23	Payment	E100878	Clean Energy	102,295.09	865926
09/15/23	Payment	E100879	Clean Energy	470,522.59	865928
09/15/23	Payment	E100880	Clean Energy	53,194.44	865930
09/15/23	Payment	E100881	Clean Energy	246,005.28	865932
09/15/23	Payment	E100882	The Thurman Group, Inc.	5,611.43	865934
09/15/23	Payment	W000983	Athens Services ZBA	244.42	867347
09/15/23	Payment	W000984	Athens Services ZBA	1,325.59	867349
09/15/23	Payment	W000932	Verizon Business-15043 ZBA	1,426.86	867351
09/15/23	Payment	W000986	State Compensation Insurance Fund ZBA	3,654.08	867353
09/15/23	Payment	W000987	Verizon Business-15043 ZBA	4,909.19	867355
09/18/23	Payment	60421	Digium Cloud Services, LLC	2,753.93	865936
09/18/23	Payment	60422	ACC Business	1,080.53	865939
09/18/23	Payment	60423	Crowe LLP	20,000.00	865941
09/18/23	Payment	60424	John Curley	122.62	865943
09/18/23	Payment	60425	Thomas J. Koontz	7,094.65	865945
09/18/23	Payment	60426	Latinos in Transit	5,000.00	865950
09/18/23	Payment	60427	Rodger's Food Service	1,648.80	865952
09/18/23	Payment	60428	AFLAC	1,869.46	865956
09/18/23	Payment	60429	Allied Administrators for Delta Dental	6,811.16	865958
09/18/23	Payment	60430	Concur Technologies, Inc.	2,602.05	865960
09/18/23	Payment	60431	Uniform Headquarters	36.46	865962
09/18/23	Payment	60432	Cosco Fire Protection, Inc.	8,634.00	865964
09/18/23	Payment	60433	Instant Signs Inc.	5,368.25	865966
09/18/23	Payment	E100883	Transdev Services, Inc.	4,244.63	865968
09/18/23	Payment	W000988	AT and T-5025 ZBA	1,124.84	867357
09/18/23	Payment	W000989	BMO credit card	34,673.90	867359
09/19/23	Payment	60434	GA Technical Services, Inc.	2,223.51	865970
09/19/23	Payment	60435	T-Mobile USA Inc.	779.05	865972
09/19/23	Payment	60436	Newage PHM, LLC	314.02	865974
09/19/23	Payment	60437	Industry Public Utility Commission	1,813.49	865976
09/19/23	Payment	60438	Skyline Pest Control	115.00	865978
09/19/23	Payment	E100884	Keolis Transit America, Inc.	11,872.43	865980
09/19/23	Payment	E100885	Transdev Services, Inc.	8,485.90	865982
09/19/23	Payment	E100886	Clean Energy	124,684.67	865984
09/19/23	Payment	E100887	Translating Services, Inc.	113.10	865986
09/20/23	Payment	60439	Dalila Ortiz	46.94	865988
09/20/23	Payment	E100888	Darold D. Pieper Attorney at Law	8,930.00	865990

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**ATTACHMENT D**

Posting Date	Document Type	Vendor	Amount	Entry No.
09/20/23	Payment	E100889 Keolis Transit America, Inc.	2,184,740.63	865992
09/20/23	Payment	W000990 Southern California Edison Co. ZBA	3,494.27	867361
09/20/23	Payment	W000991 Southern California Edison Co. ZBA	41,336.04	867363
09/20/23	Payment	W000992 International City Management Assoc. Retirement	60,290.39	867365
09/21/23	Payment	E100890 Access Pacific, Inc.	301,748.58	866313
09/21/23	Payment	E100891 Transdev Services, Inc.	3,013,720.85	866315
09/21/23	Payment	E100892 Keolis Transit America, Inc.	7,086.39	866317
09/21/23	Payment	W000993 Suburban Water Systems ZBA	175.75	867367
09/21/23	Payment	W000994 Suburban Water Systems ZBA	426.05	867369
09/21/23	Payment	W000995 Suburban Water Systems ZBA	914.36	867371
09/22/23	Payment	60440 Corodata Records Management, Inc.	132.00	866449
09/22/23	Payment	60441 Atkinson Andelson Loya Ruud and Romo	655.50	866451
09/22/23	Payment	W000996 Waste Management Collection ZBA	691.16	867373
09/25/23	Payment	60442 CDW Government Inc.	4,426.21	866453
09/25/23	Payment	60443 Adt Security Services, Inc.	399.90	866455
09/25/23	Payment	60444 County of L.A. - Sheriff's Dept.	71,139.37	866457
09/25/23	Payment	60445 Instant Signs Inc.	5,566.85	866459
09/25/23	Payment	60446 Alta Planning + Design, Inc.	6,368.27	866461
09/25/23	Payment	60447 Birdi Systems, Inc.	930.00	866463
09/25/23	Payment	60448 J.J. Keller and Associates, Inc.	688.00	866465
09/25/23	Payment	60449 Green's Lock and Safe	197.46	866467
09/25/23	Payment	60450 Qualified Mobile, Inc.	804.61	866469
09/25/23	Payment	W000947 ReadyRefresh ZBA	79.91	867375
09/25/23	Payment	W000998 TVL Inc. ZBA	1,488.00	867377
09/26/23	Payment	60451 Pulsar Advertising	10,637.50	866471
09/26/23	Payment	60452 Town Square Publication LLC	2,395.00	866474
09/26/23	Payment	60453 Thomas J. Koontz	7,903.99	866476
09/26/23	Payment	60454 Gotcha Media Holdings, LLC	6,980.00	866479
09/26/23	Payment	60455 Metrolink	5,598.25	866481
09/26/23	Payment	60456 Pre-Paid Legal Services, Inc	163.50	866484
09/26/23	Payment	60457 Landmark Healthplan of California, Inc.	1,119.77	866486
09/26/23	Payment	60458 Linda Garrison	600.00	866488
09/26/23	Payment	W000999 Frontier ZBA	62.10	867379
09/26/23	Payment	W001000 Southern California Edison Co. ZBA	2,035.06	867381
09/26/23	Payment	W001001 Southern California Edison Co. ZBA	15,003.61	867383
09/27/23	Payment	60459 Vision Service Plan - (CA)	1,575.78	866958
09/27/23	Payment	60460 Thompson Coburn LLP	3,420.66	866960
09/27/23	Payment	E100893 Metrokinetics, Inc.	675.00	867104
09/27/23	Payment	E100894 Clean Energy	80,320.94	867106
09/27/23	Payment	E100895 Kevin Oliver Parks McDonald	13,650.00	867108
09/27/23	Payment	W001002 Deluxe Business Forms and Supplies ZBA	513.13	867385
09/27/23	Payment	W001002 Deluxe Business Forms and Supplies ZBA	513.13	867387
09/27/23	Payment	W001002 Deluxe Business Forms and Supplies ZBA	513.13	867389
09/28/23	Payment	60461 Connecta Satellite Solutions LLC	128.74	867110
09/28/23	Payment	60462 Amazon Web Services, Inc	748.63	867112
09/28/23	Payment	60463 Kolob Industries LLC	75.56	867114
09/28/23	Payment	60464 Tangled Web Solutions: Investigations & Consulting	280.00	867116
09/28/23	Payment	W001005 Charter Communications Holdings, LLC ZBA	1,315.00	867391
09/29/23	Payment	2054V Ivan Davalos	-8,450.00	867118
09/29/23	Payment	2437V Rotary Club of Walnut Valley	-148.00	867120
09/29/23	Payment	60465 Ivan Davalos	8,450.00	867122

**Bank Acc. - Detail Trial Bal.**

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**ATTACHMENT D**

<b>Posting Date</b>	<b>Document Type</b>		<b>Vendor</b>	<b>Amount</b>	<b>Entry No.</b>
09/29/23	Payment	60466	Rotary Club of Walnut Valley	148.00	867124
09/29/23	Payment	60467	AT and T - 5075	39.37	867126
09/29/23	Payment	60468	CA Newspaper Service Bureau	252.98	867128
09/29/23	Payment	60469	Pink Transfer Inc.	1,675.00	867131
09/29/23	Payment	60470	CMAX Commercial Maintenance Inc	10,000.00	867133
09/29/23	Payment	E100896	Transdev Services, Inc.	8,463.18	867139
09/29/23	Payment	E100897	ChargePoint, Inc.	2,145.00	867141
09/29/23	Payment	E100898	ChargePoint, Inc.	2,145.00	867143
09/29/23	Payment	W001006	Azusa Light & Water ZBA	1,760.92	867393
09/29/23	Payment	W001007	AT and T-5025 ZBA	3,778.39	867395
<b>General Checking</b>				<b>14,274,528.86</b>	





November 3, 2023

To: Executive Board

Subject: **Fiscal Year 2024 First Quarter Budget Update**

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### **Recommendation**

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

### **Analysis**

As of September 30, 2023, Foothill Transit is \$6.2 million under the approved year-to-date operating budget of \$37.8 million. Each department is continuing to work toward achievement of its individual goals and objectives identified in the FY2024 Business Plan and Budget.

### **Operating Accomplishments**

Foothill Transit continues to prioritize safety of customers and staff as its highest priority. Team members have continued to work diligently to deliver service to Foothill Transit customers throughout the San Gabriel and Pomona Valleys.

Operating accomplishments during the first quarter of FY2024 included the following: continued daily operations of all Foothill Transit service; operations of Rose Bowl service for the summer concert series and the fall football season; continued transition of a new operating and maintenance contract at the Pomona facility; continued operations of hydrogen fuel cell buses into service; and the commencement of service at the Mt. San Antonio College Transit Center. Each department is instrumental in delivering Foothill Transit's mission while also remaining within fiscal constraints.

### **Capital Program Accomplishments**

Capital achievements during the first quarter of FY2024 included continuation of the bus heavy maintenance program; continued facility upgrades at the Pomona facility to align with hydrogen safety requirements; continuation of the Arcadia-Irwindale facility HVAC replacement; further completion of the Cal Poly Pomona Bronco Mobility Hub feasibility study; safety improvements at the Arcadia Irwindale facility; and updates to the Foothill Transit data center.



**Budget Impact**

Through the first quarter, Foothill Transit is experiencing significant operating underruns in Purchased Transportation and Fuel. As Foothill Transit continues to implement proposed changes from the Foothill Transit Forward study and we await the award of the new contract for the Arcadia Irwindale facility, we are expecting an overall variance in Purchased Transportation. This variance should decrease significantly starting in quarter two with the October service change. Foothill Transit also continues to experience staffing shortages that result in missed trips. As a result of prior year fuel spikes, Foothill Transit has increased the fuel budget to be consistent with market pricing and trends from prior years but have not experienced a spike in this fiscal year. At this point in the fiscal year, we have not yet incurred the bulk of Professional and Technical services and contract renewal increases and we expect to decrease the overall budget variance in the coming quarters.

Foothill Transit collected \$2.2 million of fare revenues through the first quarter of FY2024. This is above the targeted fare revenue of \$2.1 million. We can attribute this positive performance to the success of the summer fare sale.

The budget will continue to be reviewed and analyzed on a quarterly basis to ensure budget adherence and identify any future improvements.

Sincerely,

Jorge Quintana  
Budget and Grants Manager

Doran J. Barnes  
Chief Executive Officer

Michelle Lopes Caldwell  
Director of Finance & Treasurer

Attachment

**TOTAL BUDGET BY DEPARTMENT**  
**FY2024 Quarterly Budget Variance Report QTR 1**  
07/01/2023 to 09/30/2023

Dept #	DEPARTMENTS	Annual Budget	Budget Y-T-D	Actual Y-T-D	Variance Fav(unf)
10	Customer Service & Operations	\$ 140,707,520	\$ 32,449,460	\$ 27,998,416	\$ 4,451,044
11	Maintenance & Vehicle Technology	1,214,970	282,625	304,952	(22,327)
20	Marketing and Communications	2,483,620	620,905	506,919	113,986
30	Information Technology	2,831,490	964,570	462,276	502,294
40	Administration	2,279,410	572,850	463,174	109,676
41	Procurement	1,070,000	248,855	197,554	51,301
42	Government Relations	787,680	196,915	107,533	89,382
60	Finance	2,322,230	594,985	458,708	136,277
70	Safety and Security	3,681,700	920,425	542,912	377,513
80	Planning	1,578,470	394,615	242,713	151,902
90	Facilities	2,333,760	596,310	392,121	204,189
	<b>TOTAL</b>	\$ 161,290,850	\$ 37,842,515	\$ 31,677,278	\$ 6,165,237



November 3, 2023

To: Executive Board

Subject: **October 2023 Procurement Monthly Report**

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**Recommendation**

Receive and file the Procurement Monthly Report for October 2023.

**Awarded Procurements:**

Since the previous month's Executive Board meeting on September 29, 2023, there has been one award of agreements over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

- Connixt, Inc. was awarded Contract No. 24-006 for annual subscription, maintenance and support costs for the iMarq mobile application for the uploading of maintenance work orders and data. The Independent Cost Estimate for this work was \$120,000.00. The contract is in the amount of \$74,400.00 for one year, the application is proprietary to Connixt and they are the sole distributor of the solution.

**Upcoming Procurements:**

Since the previous month's Executive Board meeting, the Procurement Department has initiated one procurement over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

- Request for Quotes 24-017 for 2 years of provision of and cleaning services for portable restrooms and wash stations at the Downtown Los Angeles Layover location. The Independent Cost Estimate for this solicitation is approximately \$126,622.07. The solicitation was released on September 28<sup>th</sup>, with anticipated award occurring in early November.

Sincerely,

Christopher Pieper  
Director of Procurement

Doran J. Barnes  
Chief Executive Officer



November 3, 2023

To: Executive Board

Subject: **October 2023 Legislative Report**

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### **Recommendation**

Receive and file the October 2023 Legislative Report.

### **Analysis**

#### **Federal Update:**

On the night of September 30, Congress passed a last-minute spending bill hours before October 1, averting a government shutdown. The 45-day continuing resolution was signed into law by President Biden that night, allowing the government to stay open through November 17.

Days later on October 3, after the enactment of this continuing resolution, Speaker Kevin McCarthy was ousted from the House as Speaker. The effort was led by hardline conservative members of the House who were infuriated by Speaker McCarthy's role in putting a stopgap measure on the floor. In the final 216-210 vote, eight Republicans joined 208 Democrats present to remove McCarthy from his speakership. Unable to conduct any legislative work on the House floor without a Speaker, the following three weeks were consumed by stalemate while House Republicans underwent votes to determine a GOP speaker designate to fill the vacancy. On October 24, the fourth designate selected by the GOP through this process, Rep. Mike Johnson from Louisiana, officially became the new speaker by the full House on a first vote, receiving votes from all 220 Republicans, while all 209 Democrats nominated Minority Leader Hakeem Jeffries. Prior to the vote, Speaker Johnson addressed the need to pass the FY 2024 Appropriations bills to extend government funding beyond the November 17 deadline, and suggested that he would consider extending a new continuing resolution to either January 15 or April 15.

The passing of U.S. Senator Dianne Feinstein on September 29 created a vacancy in California's delegation to the U.S. Senate. On October 1, Governor Newsom appointed Laphonza Butler to fulfill the remainder of late Senator Dianne Feinstein's six-year term of her U.S. Senate seat, which runs through 2024. Senator Butler previously served as president of EMILY'S List, International Vice President of the Service Employees International Union (SEIU), president of the SEIU California State Council, Director of the Federal



Reserve System Los Angeles Branch Board of Governors, and as a Regent on the University of California Board of Regents. Primary elections for the Senate seat will be held on March 5, 2024, followed by the general election on November 5, 2024.

**State Update:**

October marks the end of the first year of the 2023-2024 Legislative Session. Governor Newsom had until October 14 to sign or veto bills passed by the Legislature. Governor Newsom signed 890 bills into law out of the 1,046 under his consideration. Foothill Transit submitted several position letters on bills this cycle: support positions on SB 410, SB 617, AB 1377, and AB 463; oppose on AB 819. All but AB 463 successfully passed out of the Legislature to the Governor’s desk. Governor Newsom signed all three of our support positions on SB 410, SB 617, and AB 1377 into law and vetoed our opposition on AB 819. Further details on these bills are outlined below. All statutes of bills signed into law by Governor Newsom take effect on January 1, and the Legislature will reconvene on January 3.

On September 29, the California State Transportation Agency (CalSTA) released the final SB 125 guidelines for the formula-based Transit and Intercity Rail Capital Program (TIRCP) and Zero Emission Transit Capital Program (ZETCP). SB 125 requires CalSTA to develop and administer an accountability program to govern the distribution of funds for the ZETCP and General Fund component of the TIRCP. To be eligible to receive money from these funding sources, regional transportation planning agencies must submit a regional short-term financial plan to CalSTA. Initial allocation package submittals and regionally compiled transit operator data are due on December 31, and requested funding are expected to be allocated no later than April 30, 2024. Foothill Transit staff will continue to closely monitor this funding process.

On October 13, California was selected as a National Hydrogen Hub, and will receive up to \$1.2 billion from the U.S. Department of Energy (DOE) to accelerate the development and deployment of clean renewable hydrogen. This funding will be critical in statewide expansion of clean energy investments and for the advancement of California’s production of hydrogen from renewable energy and biomass. Governor Newsom directed the Governor’s Office of Business and Economic Development, GO-Biz, to develop California’s Hydrogen Market Development Strategy and the Alliance for Renewable Clean Hydrogen Energy Systems (ARCHES) as the designated clean hydrogen (H<sub>2</sub>) hub for California. ARCHES is anticipated to develop



statewide major development clusters including hubs in Los Angeles and the Inland Empire, targeting regions with heavy transportation corridors and ports to facilitate goods movement. The ARCHES H2 Hub is projected to begin implementation in 2030 with final project details pending DOE approval.

### **Tracked State Bills**

The following is an update on bills that Foothill Transit has taken positions on.

#### Bills Supported by Foothill Transit

- **SB 617 - Public contracts: progressive design-build: local and regional agencies: transit** would authorize transit agencies to utilize the progressive design-build procurements for capital projects over \$5 million, for up to 15 projects through January 1, 2029. SB 617 was signed by Gov. Newsom and chaptered by the Secretary of State, Chapter 310, Statutes of 2023.
- **SB 410 - Powering Up Californians Act** would require the California Public Utilities Commission to establish by September 30, 2024, a reasonable average and maximum target energization time period in order to connect new customers and upgrade the service of existing customers to the electric grid. This bill was approved by the Governor on October 7 and chaptered by the Secretary of State, Chapter 394, Statutes of 2023.
- **AB 463 - Electricity: prioritization of service: public transit vehicles** would direct the California Public Utilities Commission to consider prioritizing electrical service to public transit vehicles during electrical shortages or safety-related outages. The bill was placed on the Assembly Appropriations suspense file in April and was not successful in passing out of the Legislature.
- **AB 1377 - Homeless Housing, Assistance, and Prevention Program** would require tracking and documenting data of the State's Housing, Assistance, and Prevent program activities in providing services to people experiencing homelessness on transit facilities owned and operated by a transit agency. On October 10, Governor Newsom approved AB 1377 and was later chaptered by the Secretary of State, Chapter 728m Statutes of 2023.



Bills Opposed by Foothill Transit

- **AB 819 - Crimes: public transportation: fare evasion** would reduce misdemeanors to infractions for a third of subsequent transit fare evasion violations. The bill was presented to Gov. Newsom for signature but ultimately vetoed, given the cost and crimes associated with fare evasions on transit systems.

Sincerely,

Yoko J. Igawa  
Director of Government Relations

Doran J. Barnes  
Chief Executive Officer





November 3, 2023

To: Executive Board

Subject: **Resolution Adopting Executive Board and Governing Board Meetings Schedule for 2024**

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**Recommendation**

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

**Analysis**

The schedule of Executive and Governing Board meetings are shown on the attached meeting schedule (Attachment A). Foothill Transit’s Joint Powers Agreement (JPA) requires that meetings be fixed by resolution (Attachment B).

Upon adoption, the resolution and meeting schedule will be filed with the JPA member cities and Los Angeles County.

Due to business issues that may arise, it may be necessary to modify the meeting schedule. Notification will be provided in a timely manner of any possible date or time changes and proper notifications will be posted.

Sincerely,

Christina Lopez  
Board Secretary

Doran J. Barnes  
Chief Executive Officer

Attachments



**DRAFT**

**2024 Executive Board & Governing Board Meetings Schedule**

<b>January 2024</b>	Friday, January 26 at 7:45 a.m. – Governing Board Meeting Friday, January 26 at 9:15 a.m. – Executive Board Meeting
<b>February 2024</b>	No Meetings scheduled in February
<b>March 2024</b>	Friday, March 1 at 8:00 a.m. – 3:00 p.m. – Strategic Planning Workshop, Location TBD  Friday, March 29 @ 8:30 a.m. – Executive Board Meeting
<b>April 2024</b>	Friday, April 26 at 7:45 a.m. – Governing Board Meeting Friday, April 26 at 9:15 a.m. – Executive Board Meeting
<b>May 2024</b>	Friday, May 31 at 8:30 a.m. – Executive Board Meeting
<b>June 2024</b>	Friday, June 28 at 7:45 a.m. – Annual Governing Board Meeting Friday, June 28 at 9:15 a.m. – Executive Board Meeting
<b>July 2024</b>	No meetings scheduled in July
<b>August 2024</b>	Friday, August 30 at 8:30 a.m. – Executive Board Meeting
<b>September 2024</b>	Friday, September 27 at 8:30 a.m. – Executive Board Meeting
<b>October 2024</b>	Friday, October 25 at 7:45 a.m. – Governing Board Meeting Friday, October 25 at 9:15 a.m. – Executive Board Meeting
<b>November 2024</b>	No meetings scheduled in November
<b>December 2024</b>	Friday, December 13 at 8:30 a.m. – Executive Board Meeting

Adopted:

**RESOLUTION NO. 2023-02**  
**A RESOLUTION OF THE EXECUTIVE BOARD OF**  
**FOOTHILL TRANSIT ADOPTING THE 2024 MEETINGS**  
**SCHEDULE**

**The Executive Board of Foothill Transit does resolve as follows:**

**1. Findings.** The Executive Board hereby finds and declares the following:

A. The Joint Exercise of Powers Agreement governing Foothill Transit requires that the dates of the regular meetings of the Governing Board and Executive Board fixed by resolution.

B. It is most convenient and useful to the agency and its members to fix the dates of the regular meetings and of other significant meetings through the adoption of an annual schedule.

**2. Action.**

A. The Executive Board adopts the 2024 Executive and Governing Board Meetings Schedule attached as Attachment A.

**3. Adoption.** PASSED AND ADOPTED at a Special Meeting of the Executive Board held on November 1, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

\_\_\_\_\_  
CORY MOSS, CHAIR

APPROVED AS TO FORM:  
DAROLD PIEPER, GENERAL COUNSEL

ATTEST:  
CHRISTINA LOPEZ, BOARD SECRETARY

By:\_\_\_\_\_

By:\_\_\_\_\_



November 3, 2023

To: Executive Board

Subject: **Title VI Analysis for Pomona Transit Store**

**Recommendation**

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

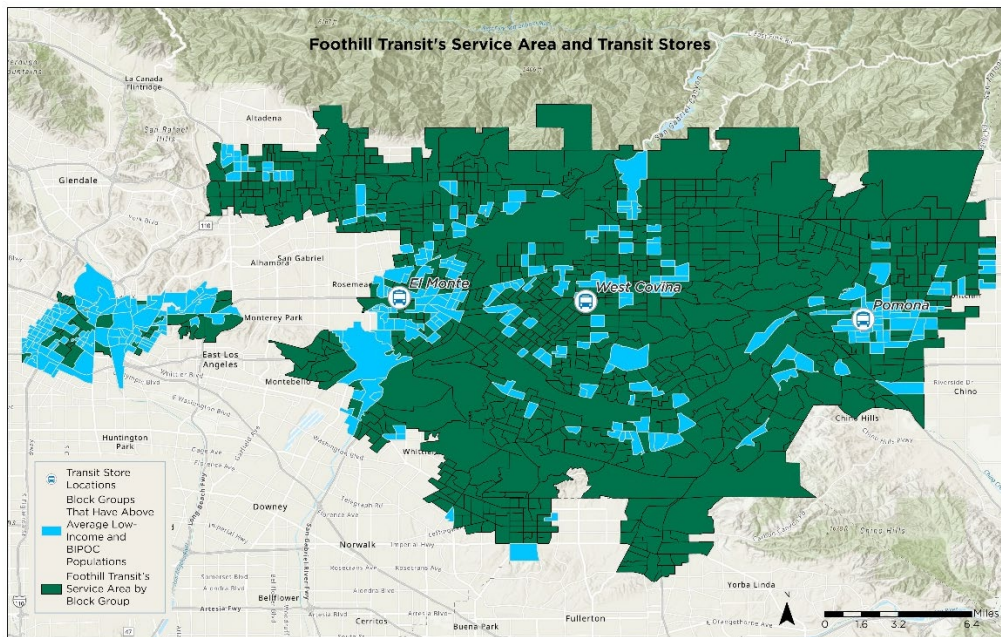
**Analysis**

This Title VI analysis report is a Federal Transit Administration (FTA) Title VI Circular 4702.1B requirement. FTA requires agencies to evaluate major service and fare changes to determine whether these changes have a disparate impact or disproportionate burden on populations who identify as Black, Indigenous, People of Color (BIPOC) and/or on populations with low-incomes.

***Foothill Transit's Transit Stores and the 1-800 Hotline Number***

Foothill Transit currently operates three Transit Stores within its service area (see Figure 1). Foothill Transit customers can visit any of the three Transit Stores to buy monthly passes, ask questions about Foothill Transit, plan a trip, get schedule information, or file complaints and compliments. Printed signage inside the Transit Stores provide customers information on upcoming public meetings, customer rights, and other essential Foothill Transit information.

**Figure 1**  
*Foothill Transit's Transit Stores*





Foothill Transit also maintains a 1-800 hotline number, which customers can utilize to speak with a Transit Store Customer Service Representative (CSR) to ask questions, plan a trip, get schedule information, or file complaints and compliments. CSR's have access to a third-party interpretation service that allows them to communicate to Foothill Transit's customers in almost every language.

***Store Location***

PTS is one of the three Foothill Transit's Transit Stores located in the city of Pomona. The store opened in March 1999 and currently customers who wish to travel to PTS can utilize the following Foothill Transit Lines: 195, 286, 291, 292, 480, 482, 486, and 707. In February 2022, Foothill Transit hosted its annual Strategic Planning Workshop in which the Foothill Transit Executive Board discussed its financial forecast and capital projects. The Board was presented a detailed report on all of Foothill Transit's Transit Stores, summarizing each stores' product sales, walk-in traffic, and call volume.

In January 2023, the Foothill Transit Executive Board was given another annual update on the Transit Stores at its annual Strategic Planning Workshop. After taking into consideration the 160% increase of mobile app sales, seeing a significant transition of in-person sales to online sales, and analyzing the 47% decrease in walk-in traffic at PTS, Foothill Transit made the decision to close the store (please see Table 1 and Table 2).



**Table 1**  
*FY2019-FY2023 Sales*

Sales by Store	FY2019	FY2020	FY2021	FY2022	FY2023
El Monte	\$972,100	\$662,356	\$103,911	\$255,172	\$367,003
Pomona	\$1,032,924	\$740,280	\$25,848	\$261,425	\$263,858
West Covina	\$561,009	\$423,083	\$111,915	\$254,584	\$221,715
Online	\$443,922	\$337,208	\$76,878	\$137,271	\$226,835
Mobile App			\$22,511	\$118,315	\$307,541

**Table 2**  
*FY2019-FY2023 Walk-In by Store*

Walk-in by Store	FY2019	FY2020	FY2021	FY2022	FY2023	
El Monte	50,468	36,674	10,230	20,415	26,524	-47%
Pomona	41,860	29,824	828	15,982	21,979	-47%
West Covina	17,866	13,447	5,398	8,269	9,161	-49%

Foothill Transit’s Transit Stores were created to be spaces where customers could purchase fare and seek any Foothill Transit information. With the rise of the internet, web-based services, and online activity, Foothill Transit has been able to increase their customer information online and in addition improve its fare technology. Foothill Transit customers currently have access to real time information online, online trip planning, onboard payment options, and TAP TO GO apps to purchase fare product online and onboard the buses. Foothill Transit acknowledges that not all customers are familiar with online technologies, therefore; the closure of PTS will not decrease the number of CSRs available via telephone. Customers will still be able to call Foothill Transit’s 1-800 Number to speak to someone regarding Foothill Transit. PTS customers may also visit any of the other two remaining Transit Stores for help in-person.



## **Title VI Analysis**

### ***Methodology***

This Title VI analysis report is in accordance with the FTA's Title VI Circular 4702.1B, which states that agencies shall evaluate major service and fare changes at the planning stages to determine whether these changes have a discriminatory impact or disproportionate burden on BIPOC and/or low-income populations. This report provides a demographic analysis, comparing PTS' BIPOC and low-income populations before and after the closure of the store to the BIPOC and low-income populations of Foothill Transit's service area.

Foothill Transit staff utilized the 2020 Decennial Census Redistricting Data and the 2016-2020 American Community Survey 5-Year Estimates at the block group level to determine the impacts that the closure of PTS might have on populations who identify as BIPOC and/or on populations with low-incomes within the ¼-mile and 1-mile radius of the store.

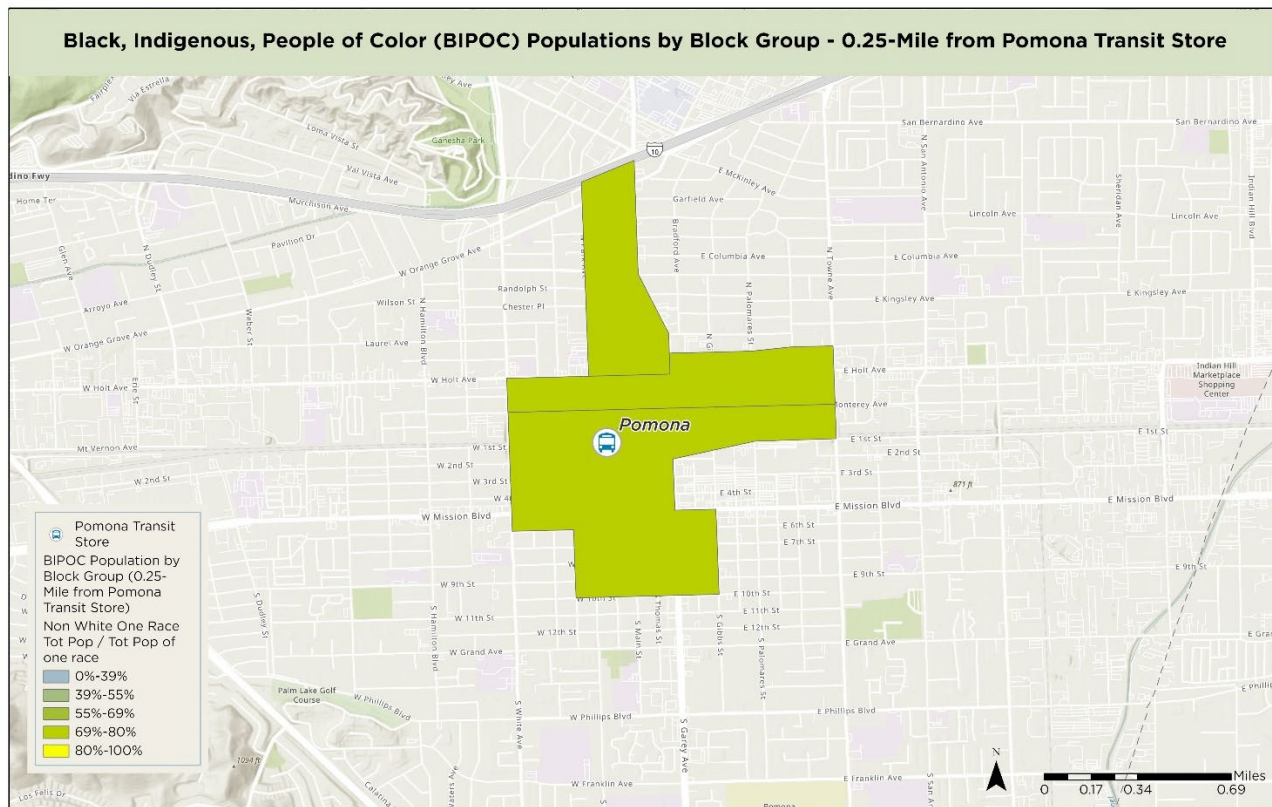
It is important to note that Foothill Transit defines low-income to be a household that earns 30 percent or less of the median household income in its service area. The average median household income in Foothill Transit's service area is \$81,154; therefore, the low-income threshold is \$24,346.20. Because the census reports household income in increments, Foothill Transit considers any household with an income less than \$25,000 as "low-income."



**PTS Closure Results**

**Quarter-mile radius analysis**

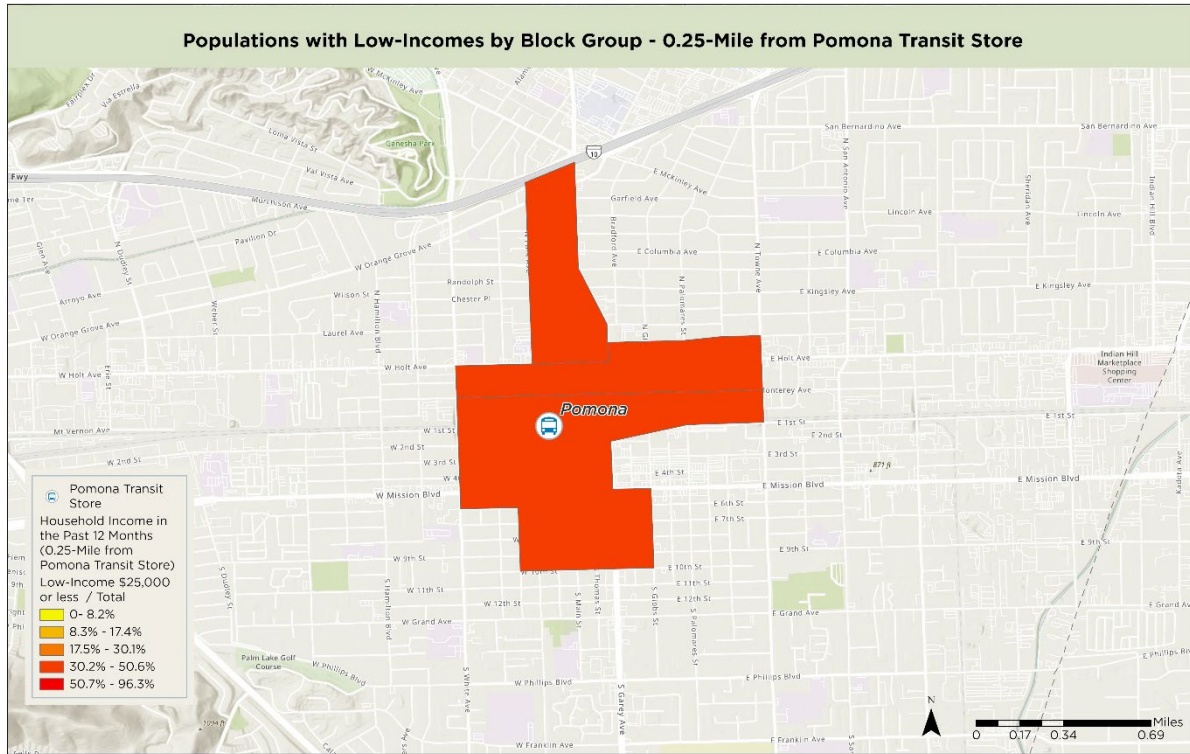
**Figure 2**  
*BIPOC Populations (0.25 Mile from PTS)*







**Figure 3**  
 Low-Income Populations (0.25 Mile from PTS)



**Table 1**  
 Closure of PTS vs Overall Service Area: Quarter-mile-radius Buffer Analysis

	Population	BIPOC proportion of population	Difference from overall service area	Low-income proportion of population	Difference from overall service area
1/4-mile radius of PTS	3,967	74.97%	17.85%	36.86%	19.43%
Overall Service Area	1,862,086	57.12%		17.43%	

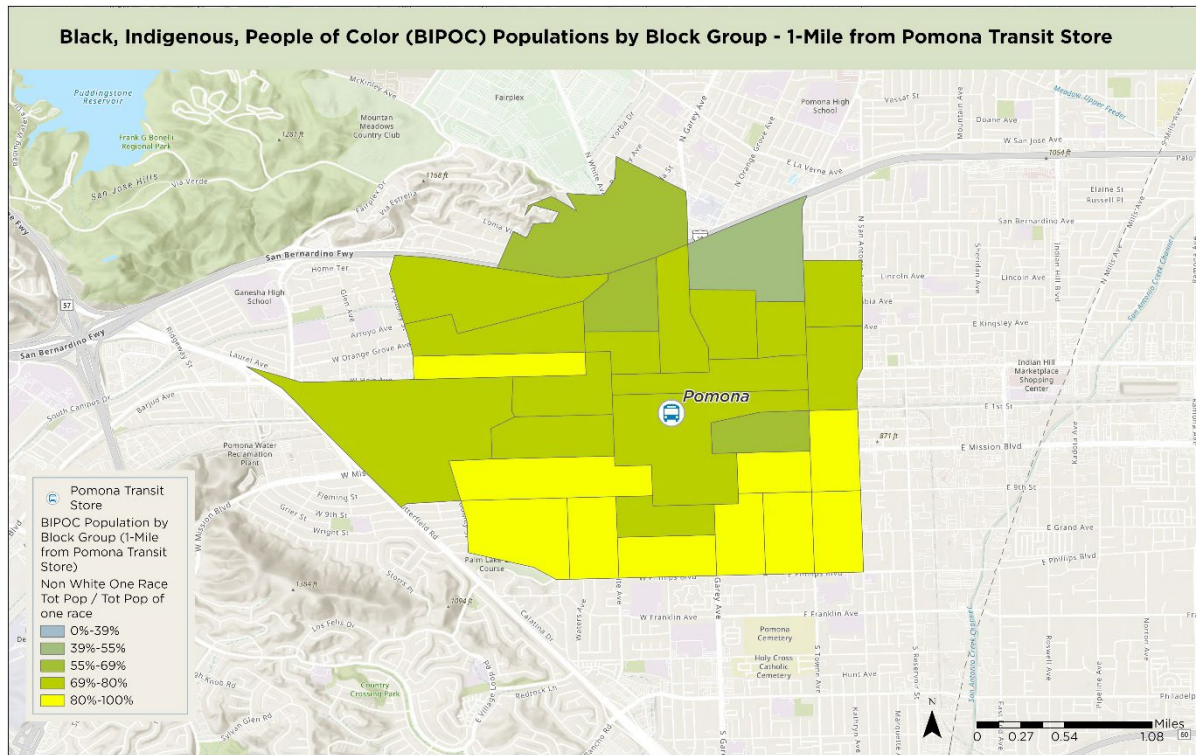
When comparing the BIPOC and low-income proportion of populations between the 1/4-mile radius around PTS and the overall service area, the quarter-mile radius analysis results demonstrate impacts greater than 15 percent for both BIPOC populations and for low-income populations. The



closure of PTS would have a disparate impact on BIPOC populations and low-income populations.

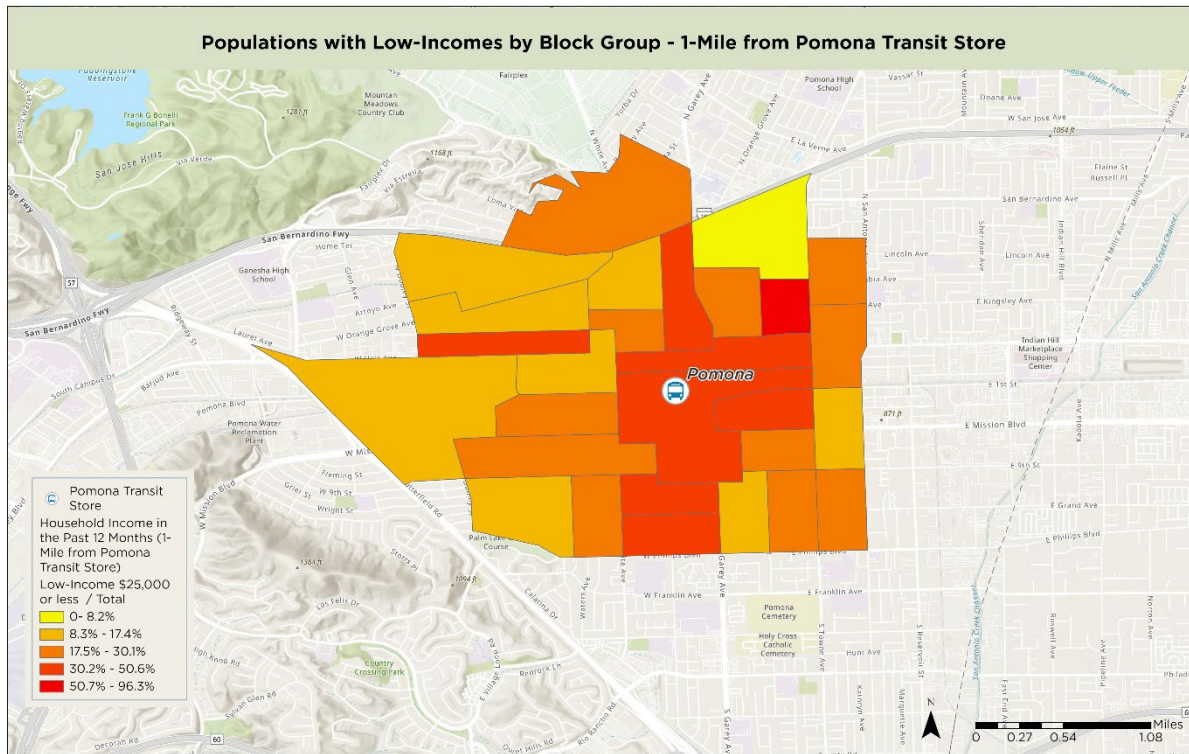
One-mile-radius analysis

Figure 4  
BIPOC Populations (1-Mile from PTS)





**Figure 5**  
 Low-Income Populations (1-Mile from PTS)



**Table 2**  
 Closure of PTS vs Overall Service Area: One-mile-radius Buffer Analysis

	Population	BIPOC proportion of population	Difference from overall service area	Low-income proportion of population	Difference from overall service area
<b>1-mile radius of PTS</b>	39,166	76.25%	<b>19.13%</b>	23.19%	<b>5.76%</b>
<b>Overall Service Area</b>	1,862,086	57.12%		17.43%	

When comparing the BIPOC and low-income proportion of populations between the 1-mile radius around PTS and the overall service area, the one-mile radius analysis results demonstrate impacts greater than 15 percent for BIPOC populations but less than 15 percent for low-income populations. The closure of the PTS would have a disparate impact only on BIPOC populations.



***Mitigating, Minimizing and/or Offset Disproportionate Impact Measures***

This Title VI analysis report is a FTA Title VI Circular 4702.1B requirement. FTA requires agencies to evaluate major service and fare changes to determine whether these changes have a disparate impact or disproportionate burden on BIPOC and/or low-income populations.

The closure of PTS will have a “disparate impact” as defined by FTA on BIPOC populations based on the quarter-mile and one-mile analysis results. The closure of PTS will also have a “disparate impact” as defined by FTA on low-income populations based on the quarter-mile analysis results.

In order to address the disparate impacts of the closure of PTS, Foothill Transit added additional weekend hours of operation to the West Covina Transit Store. PTS customers will still be able to call the 1-800 number to receive any Foothill Transit-related information they may need. CSRs will still have access to a third-party interpreting service to be able to communicate with customers in almost any language. These mitigations will allow Foothill Transit to continue serving its PTS customers and will fulfill a customer need communicated during Foothill Transit’s Public Participation Plan outreach.

**Budget Impact**

The projected annual cost savings associated with the closure of PTS would approximately be \$40,000.

Sincerely,

Lourdes Álvarez  
Transit Planner

Doran J. Barnes  
Chief Executive Officer



November 3, 2023

To: Executive Board

Subject: **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.

### **Analysis**

Foothill Transit has been utilizing the Broadlux Fuel Force fuel management system (Broadlux) for roughly twenty years. This management system was implemented when Foothill Transit was primarily operating diesel buses providing data on fuel usage.

Over the ensuing years, Foothill Transit has implemented a variety of alternative fuel buses that utilize Broadlux such as Compresses Natural Gas and Hydrogen Fuel Cell. The current fuel management system has limited capabilities such as: a) limited reporting features, b) reliant on Broadlux for adding, modifying and relocating fleet between bus yards, c) incapable of reporting usage of hydrogen in kilograms.

Broadlux uses traditional analog phone lines versus current network or wireless based system.

Foothill Transit's addition of hydrogen fuel cell buses requires the following upgrades to monitor and manage fuel usage:

- Customizable reporting features
- Add/remove/transfer buses instead of relying on the vendor
- Automatic email alerts
- Various fuel logging
- Autonomous mileage tracking



**Budget Impact**

Funding for this project is included in the approved FY 2024 Budget under Zero Emissions Infrastructure Capital Project #0227.

Sincerely,

Roland M. Cordero  
Director of Maintenance  
and Vehicle Technology

Doran J. Barnes  
Chief Executive Officer

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Christopher Pieper  
Director of Procurement



November 3, 2023

To: Executive Board

Subject: **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.

### **Analysis**

At the August 2023 Executive Board Meeting, the Board authorized the issuance of IFB No. 23-097 for renovations of the second floor reception area and third floor conference room at the Administrative Office. In recent years, the need for additional office space at the Administrative Office has increased. This project will create additional office space to address the need.

Foothill Transit engaged our on-call architecture and engineering consultants for redesign of select second and third floor spaces. The second floor reception area is an underutilized space and is planned for a conference room to create additional meeting space. In addition, we plan to reconfigure the mailroom area to accommodate additional workstations and to accommodate a call-center area in West Covina. On the third floor, an existing conference room would be converted into two separate offices. Plans were reviewed and approved by the City of West Covina.

IFB No. 23-097 was issued on September 7, 2023 seeking bids from qualified construction contractors. A pre-bid site visit and conference was held on September 14, 2023 where 15 potential bidders attended. Bids were due on October 10, 2023. Of the two bid received, the lowest responsive and responsible bidder was R Dependable Construction Inc. R Dependable is a general contractor specializing in interior renovations and improvements. Founded in 2006, the company is based out of San Bernardino and has recently completed interior renovations for the City of Rosemead and Torrance Police Department.



Special Executive Board Meeting - 11/03/2023  
Authorization to Award Contract for Administrative Office  
Second Floor Reception Area and Third Floor Conference Room  
Renovation  
Page 2

**Budget Impact**

The approved FY2023-2024 Business Plan and Budget includes funding for construction related to the renovation of the Administrative Office second floor reception area and third floor conference room.

Sincerely,

Vincent Saucedo  
Capital Projects Manager

Doran J. Barnes  
Chief Executive Officer

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Christopher Pieper  
Director of Procurement





November 3, 2023

To: Executive Board

Subject: **Authorization to Award Sole Source Contract for Federal Advocacy Services**

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### **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.

### **Background**

With nearly three decades of having advocated for Foothill Transit in Washington DC, Janet Powell has an extensive breadth of knowledge of Foothill Transit and has established good working relationships with Foothill Transit's many congressional representatives, their staff, key committees on Capitol Hill, the DOT, and FTA. Her institutional knowledge of every initiative Foothill Transit has endeavored upon for federal support since 1995 is distinct, unique to her qualifications, and demonstrates a unique capability not available from another source. Foothill Transit's procurement policies establishes that a sole source procurement may be utilized in such cases when the services sought are available from a single source that provides a unique capability or availability.

For the last 28 years since 1995, Foothill Transit has utilized federal advocacy services with an external advocacy firm. From 1995 through 2019, Foothill Transit's federal advocacy services were contracted to Baker Donelson, with Janet Powell designated as Foothill Transit's representative and lobbyist working out of the firm's Federal Government Relations & Public Policy Group located in Washington, DC. Since 2019, upon the establishment of Powell Consulting DC, following Janet Powell's retirement from Baker Donelson, Foothill Transit has contracted its federal advocacy services with Janet Powell through Powell Consulting DC via sole source procurement due to her insight of Foothill Transit that is unique to her qualifications. This contract is set to expire on January 31, 2024.

With the next round of federal funding opportunities anticipated to be released very soon, it would be in Foothill Transit's best interest to retain the advocacy services that Jan Powell, through Powell Consulting DC, uniquely



provides to Foothill Transit as a result of her experience and knowledge of having advocated for Foothill Transit over the decades.

Janet Powell's prior experience working for several years on budget oversight and the development of annual Appropriations bills to fund Transportation as staff for the United States Congress under the House Appropriations Transportation Subcommittee has further augmented her ability to advocate effectively on behalf of Foothill Transit on the Hill. Just over the most recent course of Foothill Transit's current contract with Powell Consulting DC, Janet Powell has successfully advocated for Foothill Transit's interests, helping Foothill Transit staff secure \$7.8 million in FTA Bus and Bus Facilities Grant funding, \$50 million in ARPA COVID-19 relief operations funding, and \$4 million in congressional earmarks. Powell Consulting DC played a key role in helping facilitate these successful federal grant applications and earmark requests, and contracting with a new lobbyist would introduce a significant learning curve.

For the reasons stated above, Powell Consulting DC provides a clearly unique set of qualifications for which Jan Powell is the sole source of experience, knowledge, insight, and understanding of Foothill Transit's history, operations, and relationships with key staff and agencies in Washington DC.

The three-year base contract and two one-year options will start with a \$6,000 monthly rate for the first year, followed by a 3 percent increase at the start of years two, three, option year one, and option year two. The contract amount for years one, two, and three will be at \$72,000, \$74,160, and \$76,384.80, respectively. Option years one and two will be set at \$78,676.34 and \$81,036.63, respectively.

### **Budget Impact**

The costs associated with the remainder of the current federal advocacy contract and the first year of service within FY 2024 associated with the potential provision of federal advocacy services under a new contract has been accounted for in the FY 2024 Budget.

Sincerely,

Yoko J. Igawa  
Director of Government Relations

Doran J. Barnes  
Chief Executive Officer



November 3, 2023

To: Executive Board

Subject: **Authorization to Award Contract for Transit Store Operations and Facility Maintenance Services**

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### **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.

### **Analysis**

Foothill Transit issued Request for Proposals (RFP) No. 23-003 on April 13 2023, for the operation of transit stores and facility maintenance services for the agency's transit stores and operational facilities. This RFP included a number of requirements, including: (1) invoicing based on a combination of a fixed monthly fee, compensation rate per hour and extra work rate; (2) performance requirements; (3) clarifications to the performance requirements and non-revenue vehicle condition and maintenance requirements; and (4) optional services for the Puente Hills and Pomona Transit Stores.

On May 9, 2023, one proposal in response to the RFP was received from Transdev. A Prequalification Evaluation team comprised of members of Foothill Transit's management team and Foothill Transit's Special Legal Counsel evaluated each firm's Prequalification submittals. The prequalification factors evaluated included:

- Proposal Letter;
- Evidence of Good Standing and Authorized Execution;
- Summary of Qualifications;
- Information regarding Debarments, Findings of Non-Responsibility, Default, Claims, Disputes, and Related Events;
- Financial Information;
- Certifications;
- Plans and Policies;
- Proposal Bond; and
- Exceptions



The proposer satisfied the prequalification criteria and was recommended for passage into the evaluation phase.

Foothill Transit Procurement staff performed vendor interest checks with interested parties that downloaded the solicitation from the E-Procurement Portal on PlanetBids and also participated in the Question and Answer process to establish if sufficient competition existed. Upon completion of vendor interest checks, staff found that adequate competition existed and the solicitation was not unduly restrictive. One potential proposer was actively working on a response to the solicitation when the firm's ownership directed staff to cease efforts due to a desire not to pursue business in the State of California.

Subsequently, the technical evaluation committee, consisting of five members of Foothill Transit's management team reviewed the technical proposals. Each technical proposal was evaluated based on the following criteria and weighting:

Technical Qualifications (weighted 75 percent of Overall Score)

- Work Plan, Management Approach and Strategy (30 percent)
- Corporate Experience and Past Performance (30 percent)
- Key Personnel, Staffing Plan and Organizational Relationships (35 Percent)
- Financial Viability (5 percent)

\*Financial Viability was scored using a template designed by a third-party firm with significant experience in this area.

Additionally, at this stage of the evaluation, evaluators considered the results of reference checks performed on each proposer.

Price (weighted 25 percent of Overall Score) was scored as follows:

$$\text{Proposer's Price Score} = \frac{\text{Lowest Price}}{\text{Proposer's Price}} * 100 \text{ Points}$$

Overall pricing for each contractor was determined primarily by their stated fixed monthly fee and compensation rate per hour as indicated in the RFP. In addition, each firm proposed separate costs per hour for Extra Work for Special Services. Those costs were factored into their overall pricing using the projected number of annual hours in each category.



The evaluation committee determined that the technical proposal was within the competitive range, with a legitimate opportunity to win the contract. With the competitive range determined, the evaluation committee recommended, in consultation with the Contracting Officer, that interviews be conducted with the proposing firm.

Interviews were subsequently conducted on October 3 allowing the firm to clarify and expand on their written proposal and respond to questions from the evaluation team. An official invitation to submit a Best and Final Offer (BAFO) was then sent to the proposer. The BAFO request removed the optional services at the Puente Hills and Pomona transit stores following the official decisions to close both stores. After the evaluation committee received the proposer's BAFO, the proposal underwent a final evaluation by the team, taking into account information gleaned during the interview process, and the firm's BAFO submittal.

Transdev's proposal received an overall score of 94.3 out of a possible 100 points. Among the positive aspects of this proposal are Transdev's strong and experienced local team, the robust level of corporate support, and the quality of their plans for staffing. Transdev placed an emphasis on training plans and programs for staff along with strong internal communications systems. The agreement with Transdev will also include potential for a performance bonus.

A summary of the final scoring is provided as Attachment A.

In addition to the evaluation above, each proposer's price proposal underwent a price analysis that determined contract costs to be fair and reasonable.

On October 24, a meeting was held with representatives of Transdev to finalize the proposed agreement including negotiations regarding final costs and terms. Subject to the Executive Board's approval, the contract will be executed and any transitional activities under the terms of the new contract will be undertaken. The start-up date for services under the new contract will be January 1, 2024.



**Budget Impact**

Foothill Transit's current Business Plan include funding for the operation of transit store and facility maintenance services through June 2024. Future funding for will be programmed into each year's Business Plan.

Sincerely,

La Shawn King Gillespie  
Director of Customer Service and Operations

Doran J. Barnes  
Chief Executive Officer

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Christopher Pieper  
Director of Procurement



**Attachment A**

<b>Evaluation Factors</b>	<b>Maximum Score</b>	<b>Transdev</b>
1. Work Plan, Management Approach and Strategy	30	27.42
2. Corporate Experience and Past Performance	30	26.94
3. Key Personnel, Staffing Plan and Organizational Relationships	35	33.04
7. Financial Viability	5	5.00
<b>Total</b>	<b>100</b>	<b>92.40</b>
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<b>Overall Technical Score out of 75</b> <i>(Total score x 0.75; Technical Score is 75% of Overall Score)</i>	75	<b>69.30</b>
Proposer's Total Life of Contract Price		<b>\$ 8,092,069.88</b>
<b>Proposer's Price Score</b> <i>(maximum price score x percentage of lowest price)</i>		<b>25.00</b>
<b>Proposer's Total Overall Score</b>		<b>94.30</b>
<hr/>		
<i>Rank</i>		1



November 3, 2023

To: Executive Board

Subject: **Summer Sale Update**

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### **Recommendation**

Receive and file the Summer Sale Update.

### **Background**

In March 2023, staff received approval for the launch of Foothill Transit's third annual Summer Sale to cultivate positive customer sentiment and recruit ridership. The Summer Sale first launched in 2021 in response to significantly diminished ridership on all service due to the COVID-19 pandemic. Since then, the Summer Sale has become a proven revenue and ridership generator. The Foothill Transit Summer Sale temporarily cut all pass prices in half for three months – July, August, and September -- providing temporary financial relief to customers and attracting new customers looking to leverage greater savings on their commute, while improving community perception of public transit and increasing pass sales and ridership.

In prior years, the Summer Sale was successful in achieving some key goals – to improve community perception of public transit, improve pass sales, and increase ridership. Positive customer engagement increased across multiple language streams and pass sales increased three-fold in FY2021 and FY 2022. Ridership had been showing organic increases of two to three percent prior to the sales. During the sales, a boosted increase of eight to ten percent in ridership was recorded. The sales both concluded in September and ridership numbers have since remained on a steady increase. Pass and fare sales proved to be a well-proven strategy for recovering lost ridership; however, we did anticipate some diminished growth with the third repeat of the campaign due to promotion fatigue and waning interest.

### **Analysis**

The third annual Summer Sale was a bigger success than anticipated, both in revenue generation and in ridership growth. Positive customer engagement also increased with many customers purchasing multiple passes to sustain their commutes long term.





This year, Foothill Transit achieved approximately 5-7% ridership growth per month organically (without promotion). Ridership during the Summer Sale, when ridership is already historically lower, nearly doubled, with growth between 10-14%. And in September, average weekday boardings broke the 30,000 mark for the first time since before the pandemic. Early ridership numbers for October are preliminarily showing a continuation of that growth.

In terms of Summer Sale revenue, we received \$236,698, which was approximately 3% less than FY 2023 (\$243,165), although the start of the Summer Sale in July was stronger than FY2023 by 23%. This overall decrease was at least in part due to Meta (Facebook and Instagram) cancelling most of the scheduled August advertising due to as yet undetermined violations of their advertising policy. We've encountered this with other digital advertising campaigns that have environmental messages or that celebrate specific holidays. We will continue to work to better understand advertising limitations on digital platforms to avoid derailing campaign progress and will continue to diversify paid reach. But even with this unexpected pivot, revenue remained strong for a third year campaign.

Customer feedback was also strong and positive, with many customers noting the particularly high cost of gasoline over the summer months and the need to reduce spending due to inflation. Many expressed appreciation that Foothill Transit was showing up for the community in this way and hoped that the Summer Sale would continue to be a part of the agency's community engagement efforts.

A recent survey of downtown LA ridership indicates that many previous M-F commuters are now commuting to work two or three days a week. We continue to look for new ways to motivate public transit use - the implementation of a trip-based pass and the simplification of the fare table have been successful - and anticipate recommending the continuation of the Summer Sale for FY 2025, pending more in depth analysis.

Sincerely,

Felicia Friesema  
Director of Marketing and Communications

Doran J. Barnes  
Chief Executive Officer