



Foothill Transit

EXECUTIVE BOARD MEETING

West Covina, CA
Friday, May 28, 2021



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

EXECUTIVE BOARD MEETING - TELECONFERENCE

9:15 AM, MAY 28, 2021

Foothill Transit Administrative Office

2nd Floor Board Room

100 South Vincent Avenue

West Covina, CA 91790

FOOTHILL TRANSIT IS TAKING ALL PRECAUTIONS POSSIBLE TO PREVENT THE SPREAD OF COVID-19. FOR THE HEALTH AND SAFETY OF ALL EXECUTIVE BOARD MEMBERS, FOOTHILL TRANSIT STAFF, AND THE PUBLIC, PARTICIPATION IN THE MEETING WILL BE DONE REMOTELY VIA TELECONFERENCE USING THE FOLLOWING ZOOM MEETING LINK: <https://foothilltransit.zoom.us/j/86224229313>. ALTERNATIVELY, TO PARTICIPATE VIA PHONE, DIAL (669) 900-6833 AND ENTER MEETING ID: 862-2422-9313.

1. CALL TO ORDER
2. ROLL CALL: MEMBERS BOYER, CALAYCAY, MOSS, SHEVLIN, STERNQUIST
3. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER
4. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF APRIL 30, 2021 AND SPECIAL MEETING OF MAY 14, 2021
5. INTRODUCTION OF FOOTHILL TRANSIT BUSINESS PARTNERS

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 two minutes in length. Action may be taken on any item identified on the agenda. Persons wishing to comment should submit a "Request to Speak" form to the Secretary. 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 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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6. GENERAL PUBLIC COMMENT

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. Presentations shall not exceed two minutes in length. The Board will take public comment under this agenda item for a maximum of 30 minutes. Public Comment will resume later in the meeting if there are members of the public who did not get an opportunity to speak because of the 30-minute limit.

Action may be taken on any item identified on the agenda.

IF PARTICIPATING VIA ZOOM, CLICK ON “RAISE HAND” TO INDICATE YOU WOULD LIKE TO SPEAK. IF PARTICIPATING VIA PHONE CALL, SUBMIT A REQUEST TO BOARD.SECRETARY@FOOTHILLTRANSIT.ORG BY CLOSE OF BUSINESS ON MAY 27, 2021.

6.1. Chief Executive Officer Response to Public Comment

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 Executive Director’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 pagsasalín, 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

ចាប់ ២៤ ម៉ោង មុនពេលដែល វាយតម្លៃសេវាបកប្រែភាសា អង់គ្លេស ឬ ចាប់ ៤៨ ម៉ោង មុនពេល ការប្រជុំគ្នា តាមរយៈទូរស័ព្ទលេខ (626) 931-7300 លេខភ្ជាប់ ៧២០៤ តាមរយៈទូរស័ព្ទលេខ (626) 931-7300 លេខភ្ជាប់ ៧២០៤ តាមរយៈទូរស័ព្ទលេខ (626) 931-7300 លេខភ្ជាប់ ៧២០៤ តាមរយៈទូរស័ព្ទលេខ (626) 931-7300 លេខភ្ជាប់ ៧២០៤

ប្រសិនបើលោកអ្នកត្រូវការសេវាបកប្រែភាសា សូមទាក់ទងការិយាល័យនាយកក្នុងការប្រតិបត្តិការតាមរយៈទូរស័ព្ទលេខ (626) 931-7300 លេខភ្ជាប់ ៧២០៤, ដែលមានរយៈពេលយ៉ាងតិច ៤៨ 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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CONSENT CALENDAR: Items 7 through 13 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.

7. APRIL 2021 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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

8. MAY 2021 STATE LEGISLATIVE POSITION

Recommended Action: Adopt an oppose position on AB 859 (Irwin & Wicks).

9. RESOLUTION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM

Recommended Action: Adopt the following resolution: Resolution No. 2021-02: Authorization for the Execution of the Low Carbon Transit Operations Program (LCTOP) Project "Foothill Transit Hydrogen Fuel Cell Bus Replacement and Fueling Infrastructure" in the Amount of \$287,897 (Attachment A).

10. HOLIDAY SERVICE SCHEDULE FOR FISCAL YEAR 2022

Recommended Action: Approve the proposed FY 2022 Holiday Service Schedule.

11. AUTHORIZATION FOR CONTRACT AMENDMENT FOR ARCHITECTURAL AND ENGINEERING DESIGN FOR THE MT. SAN ANTONIO COLLEGE TRANSIT CENTER

Recommended Action: Authorize the Chief Executive Officer to execute Amendment No. 3 to Contract No. 18-017 with Psomas in the amount of \$58,055 for additional design services for the Mt. San Antonio College Transit Center.

12. AUTHORIZATION TO AWARD CONTRACT FOR BUS MOBILE RADIO REPLACEMENTS

Recommended Action: Authorize the Chief Executive Officer to finalize contract terms and conditions and enter into Agreement No. 21-003 with CommUSA, a BearCom Company, in the amount of \$252,063.31 for the purchase of the bus radio replacements for Foothill Transit's full fleet of buses.



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13. PROPOSED DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM GOAL

Recommended Action: Authorize the Chief Executive Officer to conduct a public hearing to solicit input on the suitability of Foothill Transit's proposed DBE overall goal of four percent for the three years of Fiscal Year 2022, 2023 and 2024. For informational purposes the goal that Foothill Transit anticipates achieving on an annual basis is two percent for Fiscal Year 2022, and five percent for Fiscal Years 2023 and 2024.

REGULAR AGENDA:

14. PROPOSED FISCAL YEAR 2022 BUSINESS PLAN AND BUDGET

Recommended Action: Recommend approval of Foothill Transit's proposed Business Plan, Budget, and Performance Targets for Fiscal Year 2022 to the Foothill Transit Governing Board.

15. AUTHORIZATION TO AWARD CONTRACT FOR MOUNT SAN ANTONIO COLLEGE TRANSIT CENTER CONSTRUCTION

This item will be provided under separate cover.

16. CONTINUED GENERAL PUBLIC COMMENT

This time is reserved for those members of the public who were unable to speak earlier in the agenda because of the 30-minute time restriction.

17. CHIEF EXECUTIVE OFFICER COMMENT

18. BOARD MEMBER COMMENT

19. PUBLIC COMMENT RELATED TO CLOSED SESSION ITEMS

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

Property Address/Location: 1118 N. Citrus Avenue, Covina, CA 91722
Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Jane Starke, Darold D. Pieper, Kevin Parks McDonald, Barry Foster
Negotiating Parties: Victor Linares
Under Negotiation: Price and Terms



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21. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION Existing Litigation, Government Code § 54956.9(a)

Name of Case: *Julian Bryant, et al. v. City of Pomona, Foothill Transit, et al.*, Los Angeles Superior Court Case No. 19STCV46308

22. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION Existing Litigation, Government Code § 54956.9(a)

Name of Case: *Sharon Carlton v. Foothill Transit*, Los Angeles Superior Court Case No. 20STCV07859

23. CLOSED SESSION REPORT

24. ADJOURNMENT

The next Regular Meeting of the Executive
Board is scheduled for
Friday, June 25, 2021 at 9:15 a.m.



Foothill Transit

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

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

**Friday, April 30, 2021
9:15 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Sternquist at 9:30 a.m.

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

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

3. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER

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

4. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of March 26, 2021 and Special Meeting of April 7, 2021.

Motion by Member Shevlin, second by Vice Chair Calaycay, the minutes for the Regular Meeting of March 26, 2021 and Special Meeting of April 7, 2021 were approved. Motion carried 5-0.

5. INTRODUCTION OF FOOTHILL TRANSIT BUSINESS PARTNERS

There were no presentations by Foothill Transit business partners.

6. PUBLIC COMMENT

Art Aguilar, ATU 1277, urged the Executive Board to press Transdev to settle the contract with ATU 1756. Abhilasha, Jobs to Move America, stated that

tax payers should not be paying Transdev \$6 million in profits for unsafe and delayed service. She asked that the Executive Board urge the head of Transdev to negotiate a fair contract with ATU 1756. Lupe Carranza, ATU 1756, stated that Transdev should treat its employees fairly and requested that the Executive Board urge Ibrahima Toure, Transdev, to negotiate a fair contract with ATU 1756. Michael Granada, ATU 1555, asked that Transdev be encouraged to return to contract negotiations and negotiate a fair contract with ATU 1756. Aiden Geronimus, Jobs to Move America, stated that Transdev employees are owed a fair contract. Lorrence Bradford, ATU 1756, expressed concerns over drivers working 13-15 hour days and the lack of restroom availability for drivers. Winter Hawk, Jobs to Move America, urged Transdev to negotiate fair contract with ATU 1756. Cesar Buenaventura, ATU 1309, asked that Ibrahima Toure be urged to negotiate a fair contract. Angel Ramirez, Coach Operator, stated that Transdev employees deserve a fair contract. Scarlett DeLeon, Alliance for Community Transit Los Angeles, stated that Transdev should not be receiving \$6 million in profits and urged that Transdev negotiate a fair contract. Shane Weinstein, ATU 1575, stated that Transdev employees have been working without a contract through the entire pandemic. He asked that the Board hold Transdev accountable. John Courtney, ATU 265, stated that drivers should be rewarded with a fair contract.

6.1. Chief Executive Officer Response to Public Comment

Doran Barnes, CEO, stated that Transdev and the ATU 1756 have been encouraged to reach a mutually agreeable resolution. Based on analysis the information in regards to a \$6 million profit may be incorrect.

CONSENT CALENDAR

There was no Public Comment on the Consent Calendar.

7. MARCH 2021 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through March 31, 2021. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of March 31, 2021, for the fiscal year ending June 30, 2021.

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



8. **APRIL 2021 LEGISLATIVE SUMMARY**

Recommendation: 1. Receive and file the April 2021 Legislative Summary; and 2. Adopt support positions on SB 623 (Newman) and AB 917 (Bloom).

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

9. **AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS (RFP NO. 21-090) FOR HYDROGEN FUELING SOLUTION**

Recommendation: Authorize the Chief Executive Officer to issue Request for Proposals (RFP) No. 21-090 for a Hydrogen Fueling Solution at the Pomona Operations and Maintenance Facility.

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

10. **AUTHORIZATION TO ISSUE REQUEST FOR QUALIFICATIONS (RFQ NO. 21-091) FOR HYDROGEN DETECTION AND ALARM SYSTEMS**

Recommendation: Authorize the Chief Executive Officer to issue a Request for Qualifications (RFQ) No. 21-091 for engineering consulting services to design Hydrogen Detection and Alarm Systems at the Pomona Operations and Maintenance Facility.

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

11. **AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS FOR ON-CALL COST REALISM SERVICES**

Recommendation: Recommended Action: Authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for on-call price and cost realism services.

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

12. **EXERCISE OF CONTRACT OPTION - GENERAL MARKETING SERVICES**

Recommendation: Authorize the Chief Executive Officer to exercise the second of two one-year options to extend Contract No. 17-053 with Pulsar

Advertising, Inc., for the provision of general marketing services.

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

REGULAR AGENDA

13. POST PANDEMIC RIDERSHIP RECOVERY

Recommendation: Authorize the Chief Executive Officer to implement a half-price fare program for a period of three months starting in July 2021.

Felicia Friesema, Director of Marketing and communications.

Ms. Friesema reported that overall ridership is at 54 percent of pre-pandemic boardings, and fare revenue is approximately 12 percent of pre-pandemic levels. Foothill Transit is proposing a limited time half-price sale on all passes beginning July 1, 2021 and to help facilitate customer purchases, Foothill Transit will be offering free TAP cards. Communications will be robust and with a heavy digital focus. Staff will closely monitor ridership and commute patterns.

There were no comments from members of the public on this item. Ms. Friesema responded to comments from Member Shevlin.

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

14. SUPPLEMENTAL LAW ENFORCEMENT SERVICES - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Recommendation: Authorize the Chief Executive Officer to enter into a five-year Agreement with the Los Angeles County Sheriff's Department for Supplemental Law Enforcement Services to be performed on an as-needed basis at a cost of \$200,000 per year.

John Curley, Chief of Safety and Security, presented this item.

Mr. Curley reported that the current contract with the Los Angeles County Sheriff's Department ends on June 30, 2021. Authorization of a new contract will help staff with deployment of transit patrols, mitigation of fare evasion, security and crime related issues, and would help the persons experiencing homelessness issue. Mr. Curley also reported on recently conducted training

and on the Homeless Outreach Service Team.

Lorrence Bradford, ATU 1756, stated he is concerned with the data used in the report regarding driver assaults, and he would like the opportunity to further discuss the data with Mr. Curley. He also stated that in reference to Transdev's \$6 million profit, that by way of analysis the ATU can confirm the amount. Lupe Carranza, ATU 1756, thanked Mr. Curley for accepting the challenge and stated that with the new contract that he hopes the sheriff's will actually patrol. Michael Cornelius, ATU, commended the board for any action they can take that will help protect transit workers. Mr. Cornelius clarified that the 151 deaths of members he reported earlier due to COVID-19 was for throughout the United States and Canada. He also stated that Francisco Nieto, a mechanic from the Arcadia/Irwindale facility had passed of COVID-19. Mr. Curley and Mr. Barnes responded to questions and comments from Member Shevlin, Member Boyer and Vice Chair Calaycay.

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

15. **CONTINUED PUBLIC COMMENT**

Public comment was not reopened as the Public Comment period was concluded earlier in the agenda (Item 6).

16. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- Foothill Transit team members have been working hard as part of the congressional funding cycle and with the local delegation, to submit a number of requests for funding. More information will be provided at the May board meeting.
- Foothill Transit continues to urge the ATU and Transdev to come to a mutually agreeable conclusion that is beneficial to everyone.
- Foothill Transit continues to lean in on opportunities to get people vaccinated. Vice Chair Calaycay asked if there are opportunities to potentially have vaccinations available at the bus facilities. Mr. Barnes stated that staff will continue working with both general managers. Mr. Barnes stated that he has approved compensating the contractors for incentive programs to encourage frontline employees get vaccinated.

The incentive is worth approximately \$200 per employee.

17. **BOARD MEMBER COMMENT**

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

18. **PUBLIC COMMENT RELATED TO CLOSED SESSION ITEM**

Sinh Ly, commented that drivers don't feel safe and issues with the driver barriers have not been addressed. Lupe Carranza, ATU 1756, inquired if the restrooms will continue to be available to drivers at the transit center. Raymond Lopez, wanted to clarify if the contractors are issuing a \$200 incentive if an employee gets vaccinated. Mr. Barnes, CEO, clarified that each contractor is receiving an incentive payment that is to go 100 percent to its employees, and it is only being provided for employees that have provided proof of vaccination. Michael Cornelius, ATU, stated that they encourage members to get vaccinated. Lorrence Bradford, ATU 1756, stated that the ATU supports having its members get vaccinated.

The Executive Board recessed into Closed Session at 10:57 a.m.

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

Property Address/Location: 1118 N. Citrus Avenue, Covina, CA 91722
Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Jane Starke, Darold D. Pieper, Kevin Parks McDonald, Barry Foster
Negotiating Parties: Victor Linares
Under Negotiation: Price and Terms

20. **CLOSED SESSION REPORT**

The Executive Board reconvened at 11:25 a.m.

Vice Chair Calaycay reported that there were no reportable actions.

21. **ADJOURNMENT**

Adjournment for the April 30, 2020 Foothill Transit Executive Board Meeting.



There being no further business, the Foothill Transit Executive Board meeting adjourned at 11:25 a.m.



Foothill Transit

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

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

**Friday, May 14, 2021
9:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Sternquist at 9:06 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Sternquist.

3. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

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

Governing Board Member Victor Preciado was present.

4. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER

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

5. STUDY SESSION: FARELESS CONCEPTS

Recommendation: Provide direction to staff.

Doran Barnes, Chief Executive Officer, presented an overview of Metro's proposed fareless initiative. The purpose of the study session was to get general guidance from the Board, so that the Board's thoughts can be reported to Metro. The fareless program will first be offered to K-12 students and would possibly include community college students under some definitions that are not clear. Then the program would be offered to low-income individuals. By Metro's analysis 70 percent of transit riders in the

county would qualify for the fareless program. There is no certainty of funding for a fareless program. Metro has floated an idea of providing 35 percent of fare losses if an agency agrees to participate. Mr. Barnes also reported that an item will go before the Metro Board at the end of May to authorize a fareless pilot program. The question will be if other regional transit operators will participate in the program.

Members of the Executive Board expressed concern on how a fareless program will be funded long-term as public transit is already highly subsidized. Governing Board Member Preciado expressed his support for the program, but stated its fair to ask questions. They also discussed impacts on other programs, such as Foothill Transit's Class Pass Program. Also discussed were the unattended consequences with such a program, like the quality service, and potential for vandalism and violence against drivers. The Executive Board proposed that a letter be drafted from the Executive Board stating the Board's concerns with the program. Doran Barnes, CEO, stated that a carefully worded letter stating the board concerns will be drafted.

6. CHIEF EXECUTIVE OFFICER COMMENT

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

Mr. Barnes reported the following:

- Mr. Barnes thanked members of the Executive Board for taking the time to participate in today's meeting

7. BOARD MEMBER COMMENT

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

8. ADJOURNMENT

Adjournment for the May 14, 2021 Foothill Transit Special Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:32 a.m.



May 28, 2021

To: Executive Board

Subject: **April 2021 Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through April 30, 2021.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of April 30, 2021, for the fiscal year ending June 30, 2021.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of April 30, 2021, shows total assets at \$372.45 million. This total consists primarily of \$235.68 million in fixed assets, \$125.85 million in cash and investments and \$10.32 million in receivable and prepaid assets. Foothill Transit's cash position of \$124.86 million is \$2.31 million more than the previous month, and is \$32.01 million more than last year in April.

Liabilities

The accounts payable balance is \$27.80 million. Accounts Payables include operation and maintenance expenses for \$11.01 million and \$1.10 million for fuel.

The deferred revenue of \$60.97 million represents funds that are reserved for planned capital expenditures, such as, upcoming bus procurements and transit center construction activities.

Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$39.48 million in liquid accounts held with Bank of the West; \$11.40 million in interest bearing money market accounts with Bank of the West; \$68,000 with Chase; \$1 million with US Treasury and \$73.90 million invested in the Local Agency Investment Fund (LAIF).



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.

Operating and Capital Revenues and Expense Analysis (Attachment C)

April 2021 year-to-date fare revenues were \$2,654,506. This is an ongoing after-effect of the pandemic and lower than pre-pandemic passenger boardings. Additionally, during the first quarter of this fiscal year, we continued rear door boarding to ensure minimal interactions at the farebox to assist with both coach operator and customer safety. With the installation of the plexiglass driver protection barriers, we re-started front door boarding on October 15, 2020. Last year in April, the fare revenues were \$12,278,586. This loss in fare revenues was mitigated with application of the CARES Act federal funds.

Operating costs through April 2021 were \$84.41 million, which is \$4.76 million less than the budget and \$2.51 million more than April 2020. Of this \$84.41 million, \$66.57 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel which was \$5.48 million through April 2021.

Capital expenditures through April were \$33.81 million compared with \$24.99 million last year at this time. The annual budget for capital expenditures includes the purchase of CNG buses and two Double Deck electric buses, construction for the Covina Park & Ride and Transit Center project and completion of the farebox refurbishment project.

Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of April 2021; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Foothill Transit accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for April 2021 were \$6.87 million. Capital disbursements totaled \$2.09 million and other significant disbursements include \$2.13 million to Keolis and \$1.52 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 April 30, 2021**

Assets

Current Assets:

Cash	\$124,857,191
Investments	995,682
Due from government agencies	8,325,045
Other receivables	649,400
Other assets	1,346,200
Total Current Assets	\$136,173,517

Non current Assets:

Notes receivable	596,964
Property & Equipment (net of depreciation)	235,682,043
Total Non Current Assets	236,279,006

Total Assets	\$372,452,523
--------------	---------------

Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	\$27,801,831
Deferred Revenue	60,969,257
Total Liabilities	\$88,771,088

Equity

Fund Balance:

Investment in Capital Assets	\$235,682,043
Current Year Change	18,543,171
Reserve	29,456,222
Total Equity	\$283,681,435

Total Liabilities and Equity	\$372,452,523
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**Summary of Cash and
Investment Account
For April 30, 2021**

	Interest Rate	Term	Principal/ Book & Market Value
Cash:			
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$23,380,294
Petty Cash	N/A	N/A	\$400
Revolving Fund - Transit Stores	N/A	N/A	\$1,200
Bank of the West-Excise Tax/LCFS #1106	N/A	Demand Deposit	\$16,099,481
BOW-Prop 1B-Cal Grants #1105	0.30%	Demand Deposit	\$1,462,691
Bank of the West-Money Market #1110	0.30%	Demand Deposit	\$4,985,191
Bank of the West-Money Market #1111	0.30%	Demand Deposit	\$4,945,328
Bank of the West-LCTOP #1108	0.02%	Demand Deposit	\$10,324.00
Chase Business Saving #1109	0.05%	Demand Deposit	\$68,046
LAIF Investment #1141	0.44%	Demand Deposit	\$73,904,236
Subtotal Cash on Hand			\$124,857,191
Investments:			
Bank of the West:			0
Wells Fargo			
1 Maturity - 06/03/2021 - 6 months	0.066%	US Treasury Bill	995,682
			0
Subtotal Investments			995,682
Total Cash and Investments			125,852,873

Foothill Transit
Statement of Revenue and Expense
For Month Ended April 30, 2021

	Actual YTD April 2021	Budget YTD April 2021	Variance	Actual YTD April 2020
Fare Revenue				
Farebox	\$1,537,338	\$2,246,834	(31.58%)	\$4,501,078
Pass Sales	\$327,932	1,256,382	(73.90%)	3,067,369
TAP Cash Purse	\$662,492	1,266,848	(47.71%)	3,700,949
MetroLink & Access Service	\$79,112	177,082	(55.32%)	440,565
EZ Transit Pass	\$47,632	207,854	(77.08%)	568,624
Total Operating Revenue	\$2,654,506	\$5,155,000	(48.51%)	\$12,278,586
Operating Subsidies and Other				
Transportation Development Act	\$9,831,045	\$14,527,312	(32.33%)	\$14,429,483
State Transit Assistance (STA)	\$2,492,553	\$2,492,553	0.00%	4,387,997
Senate Bill 1 - STA	\$1,846,056	\$1,846,056	0.00%	2,857,546
Senate Bill 1 - STA BSCP	\$201,837	\$201,837	0.00%	313,219
CalTrans-LCTOP	\$0	\$0	0.00%	521,301
Prop A 40% Discretionary	\$11,249,273	\$11,249,273	0.00%	13,800,014
Prop A 40% BSCP	\$3,078,718	\$3,078,718	0.00%	4,432,067
Prop A Exchange	\$1,550,000	\$0	0.00%	3,200,000
Prop C BSIP	\$639,628	\$639,628	0.00%	814,668
Prop C Base Restructuring	\$1,373,852	\$1,373,852	0.00%	1,749,821
Prop C Transit Service Expansion	\$228,941	\$228,941	0.00%	291,593
Transit Security	\$553,355	\$553,355	0.00%	868,383
Measure R	\$6,496,431	6,496,431	0.00%	10,204,353
Measure M	\$6,470,960	6,470,960	0.00%	10,554,645
CRD Subsidy	\$1,840,000	1,840,000	0.00%	0
Federal Cares Act 5307	\$33,017,520	33,017,520	0.00%	0
Miscellaneous Transit Revenues	\$885,896	0	0.00%	1,201,488
Total Subsidies and Other	\$81,756,066	\$84,016,438	(2.69%)	\$69,626,578
Total Operating Revenue	\$84,410,572	\$89,171,438	(5.34%)	\$81,905,164
Other Revenues				
Gain on Sale of Fixed Assets	\$114,280	\$0	0.00%	\$313,855
Auxiliary Revenue	365,770	887,500	0.00%	407,909
Total Other Revenues	480,050	887,500	(45.91%)	\$721,764
Total Operating and Other Revenues	84,890,622	90,058,938.00	(5.74%)	\$82,626,928
Operating Expenses				
Customer Service & Operations	\$74,992,547	\$76,409,299	(1.85%)	\$72,548,904
Maintenance & Vehicle Technology	\$638,777	\$684,046	(6.62%)	660,720
Marketing & Communications	\$1,191,763	\$1,862,006	(36.00%)	1,226,794
Information Technology	\$1,262,957	\$1,881,616	(32.88%)	1,492,273
Administration	\$1,575,396	\$1,801,300	(12.54%)	2,174,392
Procurement	\$564,212	\$717,318	(21.34%)	565,932
Government Relations	\$510,296	\$797,600	(36.02%)	0
Finance	\$1,275,481	\$1,581,002	(19.32%)	1,225,176
Planning	\$725,471	\$1,331,269	(45.51%)	880,747
Facilities	\$1,673,671	\$2,105,982	(20.53%)	1,130,227
Total Operating Expenses	\$84,410,572	\$89,171,438	(5.34%)	\$81,905,164
Other Expenses				
Property Management	\$106,130	\$106,130	0.00%	\$379,006
Special Services	4,411	0	0.00%	342,758
Total Other Expenses	\$110,541	\$106,130	4.16%	\$721,764
Total Operating and Other Expenses	\$84,521,113	\$89,277,568	(5.33%)	\$82,626,928
Capital Revenues				
Capital Grants	\$33,814,613	\$74,379,418	(54.54%)	\$24,987,972
Capital Expenditures				
Capital Expenditures	\$33,814,613	\$74,379,418	(54.54%)	\$24,987,972

Bank Account - Check Details

Period: 04/01/21..04/30/21

Foothill Transit

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FOOTHILLTRANSIT\HERNANDEZ

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 04/01/21..04/30/21

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001	General Checking						
	Phone No.		800-488-2265				
04/01/21	57241	Adt Security Services, Inc.	01/09-07/08/21 Arcadia security services	179.70	179.70	0.00	Posted
04/01/21	57242	AFLAC	4/2021 AFLAC insurance premium	1,576.58	1,576.58	0.00	Posted
04/01/21	57243	Airwave Communication Enterprises, Inc.		20,701.05	0.00	20,701.05	Financially Voided
04/01/21	57244	ATKINSON ANDELSON LOYA RUUD AND ROMO	2/21 Legal Fees	862.50	862.50	0.00	Posted
04/01/21	57245	Birdi Systems, Inc.	Security Maintenance Service Feb 7 21-March 6 21	6,090.00	6,090.00	0.00	Posted
04/01/21	57246	CA Newspaper Service Bureau	IFB 21-064 IVDB Legal Advertisement	629.19	629.19	0.00	Posted
04/01/21	57247	Crown Castle USA Inc.	Tower Rental	819.63	819.63	0.00	Posted
04/01/21	57248	E.S.G.Valley Japanese Community Ctr	Cherry Blossom Festival	1,000.00	1,000.00	0.00	Posted
04/01/21	57249	FEDEX Corp.	Express Mail	61.65	61.65	0.00	Posted
04/01/21	57250	Government Finance Officers Assoc.	2021Membership renew ID:300138356 Shish Hsiau Wang	150.00	150.00	0.00	Posted
04/01/21	57251	Green Thumb Indoor Plant	04/2021 Indoor Plant Care	662.75	662.75	0.00	Posted
04/01/21	57252	I/O Controls Corporation	Destination Sign Retrofit Kits	6,044.40	6,044.40	0.00	Posted
04/01/21	57253	Instant Signs Inc.	Step and Repeat Banner	210.60	210.60	0.00	Posted
04/01/21	57254	ITsavvy LLC	Logitech Camera for boardroom	1,423.47	1,423.47	0.00	Posted
04/01/21	57255	Kenny Lu	Final Pay: 3/21/21 to 4/2/21	6,353.30	6,353.30	0.00	Posted
04/01/21	57256	Keystone Uniform Depot	New hire safety vests embroidered	48.08	48.08	0.00	Posted
04/01/21	57257	Landmark Healthplan of California, Inc.	4/21 Chiropractor insurance premium	995.15	995.15	0.00	Posted
04/01/21	57258	LegalShield	3/21 Pre-Paid Legal Services	182.45	182.45	0.00	Posted
04/01/21	57259	Linda Garrison	Yoga Instruction 3/21	585.00	585.00	0.00	Posted
04/01/21	57260	NPG Inc.	Admin Bldg Parking Lot Repairs Period To 2/28/21	36,127.55	36,127.55	0.00	Posted
04/01/21	57261	ReadyRefresh	3/21 Drinking Water 2/21/21-3/20/21	73.34	73.34	0.00	Posted
04/01/21	57262	Southern California Edison Co.	Pomona Facility charger usages 02/24/21-03/23/21	570.30	570.30	0.00	Posted
04/01/21	57263	Southern California Edison Co.	03/21 CTC Retail Electricity 2/22/21-3/21/21	65.50	65.50	0.00	Posted
04/01/21	57264	Southern California Edison Co.	Pomona Transit center Electricity 02/24-03/23/2021	5,076.45	5,076.45	0.00	Posted
04/01/21	57265	Standard Parking Corporation	02/21 Admin Bldg Parking Security Services	2,913.22	2,913.22	0.00	Posted
04/01/21	57266	The Gas Co.	03/21 Admin Bldg Gas 2/22/21-3/23/21	1,397.65	1,397.65	0.00	Posted
04/01/21	57267	Thomas J. Koontz	1,500 Vaccinated Stickers	4,030.74	4,030.74	0.00	Posted
04/01/21	57268	Ultimate Maintenance Services, Inc	02/21 Admin Janitorial Supplies	473.64	473.64	0.00	Posted
04/01/21	57269	Universal Waste Systems	02/21 Damaged Executive Unit	5,800.00	5,800.00	0.00	Posted
04/01/21	57270	University of La Verne	Tuition for Winter 2021-Luis Renderos ID#xxxx7553	552.50	552.50	0.00	Posted
04/01/21	57271	Walnut Valley Water District	02/21 Industry P&R Landscape Water	72.52	72.52	0.00	Posted
04/01/21	57272	Waste Management Collection & Recycling, Inc.	04/21 Arcadia Yard Trash	436.31	436.31	0.00	Posted
04/01/21	57273	Wintech LLC	Alice Receptionist Subscription through 4/7/22	6,540.00	6,540.00	0.00	Posted
04/07/21	E01768	International City Management Assoc. Retirement Co	Payroll ending 4/3/21 Retirement	46,554.53	0.00	0.00	Posted
04/07/21	E01769	Keolis Transit Services LLC	02/16-28 Pomona contractor services	1,209,093.82	0.00	0.00	Posted
04/07/21	E01770	Transdev Services, Inc.	Reimbursement for 2104 Cummins engine service	55,511.69	0.00	0.00	Posted
04/07/21	E01771	Transdev Services, Inc.	Reimbursement for 2110 CUMMINS engine service	55,511.69	0.00	0.00	Posted

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Foothill Transit

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FOOTHILLTRANSIT\HERNANDEZ

04/08/21	57274	ACC Business	Arcadia Phone Internet	1,080.01	1,080.01	0.00	Posted
04/08/21	57275	Apollo Electric	BUS CHARGER VANDALISM SERVICE CALL	817.00	817.00	0.00	Posted
04/08/21	57276	AT and T - 5025	El Monte phone line router management3/23-4/22/21	509.46	509.46	0.00	Posted
04/08/21	57277	AT and T - 5025	El Monte phone line (626)452-1579 & (626)452-1587	490.99	490.99	0.00	Posted
04/08/21	57278	Chamber of Commerce - Pasadena	Annual Membership	265.00	265.00	0.00	Posted
04/08/21	57279	Charter Communications Inc.	admin building cable 3/19/21-4/18/21	181.03	181.03	0.00	Posted
04/08/21	57280	City of Covina	BSEP Reimbursement of 37 Benches in City of Covina	30,462.09	30,462.09	0.00	Posted
04/08/21	57281	Complete Coach Works	Vapor driver barriers for 4 buses#2100.03,57&2221	6,579.91	6,579.91	0.00	Posted
04/08/21	57282	Cosco Fire Protection, Inc.	04/21 CTC Retail Monthly Monitoring	130.00	130.00	0.00	Posted
04/08/21	57283	Day - Lite Maintenance Co. Inc.	03/21 LED Light Bar Installation	1,200.58	1,200.58	0.00	Posted
04/08/21	57284	Deluxe Business Forms and Supplies	Blank stock checks	953.67	953.67	0.00	Posted
04/08/21	57285	Digium Inc.	Arcadia Phone	2,218.97	2,218.97	0.00	Posted
04/08/21	57286	Felicia Friesema	Reimbursement expense for Covid vaccine clinic	38.35	38.35	0.00	Posted
04/08/21	57287	Frontier	Internet 3/19/21-4/18/21	2,460.43	2,460.43	0.00	Posted
04/08/21	57288	GIRO Inc.	GIRO- Hastus Maintenance and Support	109,940.00	109,940.00	0.00	Posted
04/08/21	57289	I/O Controls Corporation	Destination Sign Retrofit Kits	48,355.20	48,355.20	0.00	Posted
04/08/21	57290	Instant Signs Inc.	No Trespassing - Irwindale Signs (8)	589.04	589.04	0.00	Posted
04/08/21	57291	Los Angeles County Business Federation	6/1/21-5/31/22 Membership	6,000.00	6,000.00	0.00	Posted
04/08/21	57292	Paulina Ruiz	Educational Assistance&Reimbursement010421-031421	5,064.79	5,064.79	0.00	Posted
04/08/21	57293	Rivet Campus Media	Advertising 3/22/21-4/18/21	8,122.83	8,122.83	0.00	Posted
04/08/21	57294	Seifert Graphics Inc.	Video/Audio operation system maintenance	808.00	808.00	0.00	Posted
04/08/21	57295	Southern California Edison Co.	02/21 Admin Bldg Electricity Additional Charges	79.95	79.95	0.00	Posted
04/08/21	57296	Southern California Streets Initiative	Advertising Contract 21-063	37,500.00	37,500.00	0.00	Posted
04/08/21	57297	Thomas J. Koontz	No Mask No Ride 2400 interior cards 400 decals	28,113.75	28,113.75	0.00	Posted
04/08/21	57298	ThyssenKrupp Elevator Corporation	4/1 - 6/30/21 Industry P&R Elevator Maintenance	512.01	512.01	0.00	Posted
04/08/21	57299	T-Mobile USA Inc.	Vericity cellular sim 2/21/21-3/20/21	570.07	570.07	0.00	Posted
04/08/21	57300	Universal Waste Systems	03/19-04/15/21 Emergency Sanitation Services	2,396.64	2,396.64	0.00	Posted
04/08/21	57301	Verizon Business - 15043	MPLS POM, ARC, WC, Park & Ride, El Monte, Puente H	10,740.31	10,740.31	0.00	Posted
04/08/21	57302	Verizon Business - 371392		3,578.58	0.00	3,578.58	Financially Voided
04/08/21	57303	Verizon Wireless	Cell Phone and avail cellular 2/23/21-3/22/21	20,404.80	20,404.80	0.00	Posted
04/08/21	57304	Weatherite Corporation	03/21 Boiler Troubleshoot	1,657.25	1,657.25	0.00	Posted
04/08/21	57305	Wright Express	Fuel invoice for March 2021	173.40	173.40	0.00	Posted
04/15/21	57306	Adt Security Services, Inc.	04/14-07/13/2021 Pomona yard security services	173.97	173.97	0.00	Posted
04/15/21	57307	Allied Administrators for Delta Dental	05/2021 Dental insurance premium	6,925.04	6,925.04	0.00	Posted
04/15/21	57308	AT and T - 5025	El Monte Phone line general	1,530.05	1,530.05	0.00	Posted
04/15/21	57309	Athens Services- 54957	04/21 Admin Bldg Sweeping	387.88	387.88	0.00	Posted
04/15/21	57310	Athens Services- 54957	04/21 Admin Bldg Trash Service	1,163.29	1,163.29	0.00	Posted
04/15/21	57311	Athens Services- 54957	04/21 CTC Trash Service	212.02	212.02	0.00	Posted
04/15/21	57312	Athens Services- 54957	04/21 DTLA Sweeping	525.00	525.00	0.00	Posted
04/15/21	57313	Azteca Landscape	03/21 Admin Bldg Flower Planter, 25 Plants	800.00	800.00	0.00	Posted
04/15/21	57314	Azusa Light & Water	03/01-03/31/2021 Electricity and Water	5,997.89	5,997.89	0.00	Posted
04/15/21	57315	California Choice	5/21 Health Insurance Premium	55,542.75	55,542.75	0.00	Posted
04/15/21	57316	Clean Energy	02/2021 Arcadia CNG Takeover Not Alt Fuel	462,127.78	462,127.78	0.00	Posted
04/15/21	57317	CoStar Realty Information, Inc.	04/21 Covina Retail Advertising	699.00	699.00	0.00	Posted
04/15/21	57318	FEDEX Corp.	Express Mail	10.87	10.87	0.00	Posted

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04/15/21	57319	Frontier	Local Phone Calls 4/4/21-5/3/21	3,206.62	3,206.62	0.00	Posted
04/15/21	57320	Herc Rentals Inc.	03/21 DTLA Portable Lights	956.18	956.18	0.00	Posted
04/15/21	57321	Home Depot Credit Services	03/21 Facilities Supplies	734.65	734.65	0.00	Posted
04/15/21	57322	I/O Controls Corporation	Destination Sign Retrofit Kits	36,266.40	36,266.40	0.00	Posted
04/15/21	57323	John Curley	Reimbursable Expenses	193.00	193.00	0.00	Posted
04/15/21	57324	N/S Corporation	Arcadia/Irwindale Bus Wash System Expansion	16,134.04	16,134.04	0.00	Posted
04/15/21	57325	Office Depot	Office Supplies	487.75	487.75	0.00	Posted
04/15/21	57326	Psomas	1/1/21-2/4/21 A&E Mt. SACTransit Center Project	4,337.16	4,337.16	0.00	Posted
04/15/21	57327	Quadient Leasing USA, Inc.	04/27/21-06/26/21 Postage Machine Leasing Charges	531.35	531.35	0.00	Posted
04/15/21	57328	Rotary Club of West Covina	Membership - D. Barnes	250.00	250.00	0.00	Posted
04/15/21	57329	Stantec Architecture	Thermal Event Investigation (TO 2)	3,049.25	3,049.25	0.00	Posted
04/15/21	57330	Suburban Water Systems	03/21 Admin Bldg Water	1,098.94	1,098.94	0.00	Posted
04/15/21	57331	Sunland Tire Co. of Covina	Battery for Generator	214.84	214.84	0.00	Posted
04/15/21	57332	Thomas J. Koontz	Printing of Colorplast Decals	11,895.89	11,895.89	0.00	Posted
04/15/21	57333	Verizon Business - 15043	Cellular VPN	8,191.19	8,191.19	0.00	Posted
04/15/21	57334	Vision Service Plan - (CA)	4/21 Vision insurance premium	1,413.95	1,413.95	0.00	Posted
04/15/21	57335	Walnut Valley Water District	03/21 Industry P&R Fire Sprinkler Water	169.84	169.84	0.00	Posted
04/15/21	57336	Weatherite Corporation	03/21 Pomona Transit Center Maintenance	3,581.15	3,581.15	0.00	Posted
04/15/21	57337	Zoho Corporation	Zoho Renewal 4/29/21-4/28/22	600.00	600.00	0.00	Posted
04/15/21	57338	Zonar Systems Inc.	Payback short paid on check 57150	187.00	187.00	0.00	Posted
04/16/21	A000090	Darold D. Pieper Attorney at Law	3/21 Legal Fees	8,000.00	0.00	0.00	Posted
04/16/21	A000091	MetroKinetics, Inc.	Scheduling Timetabling & Blocking January 31, 21	1,323.00	0.00	0.00	Posted
04/16/21	A000092	Powell Consulting DC, LLC	3/21 Public Affairs	4,800.00	0.00	0.00	Posted
04/16/21	A000093	Translating Services, Inc.	02/21 Translating services	71.05	0.00	0.00	Posted
04/16/21	A000094	Translating Services, Inc.	Translations for 11 languages Title VI	935.00	0.00	0.00	Posted
04/16/21	A000095	Translating Services, Inc.	03/21 Translating services	10.15	0.00	0.00	Posted
04/21/21	E01772	International City Management Assoc. Retirement Co	Payroll ending 4/17/21 Retirement	47,431.17	0.00	0.00	Posted
04/21/21	E01773	Keolis Transit Services LLC	2141 InFrame	18,988.40	0.00	0.00	Posted
04/21/21	E01774	Keolis Transit Services LLC	03/01-15 Pomona Contractor services	922,303.15	0.00	0.00	Posted
04/21/21	E01775	Transdev Services, Inc.	03/17/21 BRF Avail Testing Circular time point fix	365.15	0.00	0.00	Posted
04/21/21	E01776	Transdev Services, Inc.	03/01-15 Arcadia Contractor services	1,523,574.40	0.00	0.00	Posted
04/21/21	E01777	Transdev Services, Inc.	03/13/2021 CTC Vaccine site event	2,162.32	0.00	0.00	Posted
04/22/21	57339	Adt Security Services, Inc.	04/29-07/28/21 Pomona station security services	572.13	572.13	0.00	Posted
04/22/21	57340	Alexander Dennis Inc	(2) Double Decker Buses schedule payment #4	1,287,637.98	1,287,637.98	0.00	Posted
04/22/21	57341	Amazon Web Services, Inc	Web hosting 3/21	700.05	700.05	0.00	Posted
04/22/21	57342	AT and T - 105068	El Monte Back Line	39.62	39.62	0.00	Posted
04/22/21	57343	AT and T - 5019	Phone Service	440.33	440.33	0.00	Posted
04/22/21	57344	Azteca Landscape	03/21 Admin Bldg Landscape Maintenance	3,509.52	3,509.52	0.00	Posted
04/22/21	57345	Azusa Light & Water	04/21 Covina P&R Fire SVC Parking	753.80	753.80	0.00	Posted
04/22/21	57346	BroadLux Inc.	Fuel service May- August 2021	4,348.20	4,348.20	0.00	Posted
04/22/21	57347	City of El Monte	BSEP Reimbursement at 10 project sites	40,000.00	40,000.00	0.00	Posted
04/22/21	57348	Crown Castle USA Inc.	Tower Rental	831.51	831.51	0.00	Posted
04/22/21	57349	Dean Gazzo Roistacher LLP	3/21 Legal Fees	1,045.50	1,045.50	0.00	Posted
04/22/21	57350	FEDEX Corp.	Express Mail	113.52	113.52	0.00	Posted
04/22/21	57351	File Keepers LLC	3/21 Shredding Services	44.00	44.00	0.00	Posted
04/22/21	57352	Frontier	Arcadia/Irwindale yard computer phone line 413-512	209.49	209.49	0.00	Posted

Bank Account - Check Details

Period: 04/01/21..04/30/21

Foothill Transit

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FOOTHILLTRANSIT\HERNANDEZ

Date	Account Number	Vendor Name	Description	Debit	Credit	Balance
04/22/21	57353	I/O Controls Corporation	Destination Sign Retrofit Kits	102,754.80	102,754.80	0.00 Posted
04/22/21	57354	Imperial College Projects Limited	4/1/21-3/31/22 Membership Fee	23,000.00	23,000.00	0.00 Posted
04/22/21	57355	International Association of Chiefs of Police	2021 Membership - J. Curley	190.00	190.00	0.00 Posted
04/22/21	57356	LegalShield	4/21 Pre-Paid Legal Services	182.45	182.45	0.00 Posted
04/22/21	57357	Leverage Information Systems, Inc.	Security System - Covina Transit Center	11,660.68	11,660.68	0.00 Posted
04/22/21	57358	N/S Corporation	Arcadia/Irwindale Bus Wash System Expansion	36,978.37	36,978.37	0.00 Posted
04/22/21	57359	Newage PHM, LLC	04/21 TS2 Electricity	124.98	124.98	0.00 Posted
04/22/21	57360	Open Text Inc.	Xmedius Fax support and maintenance renewal	5,762.40	5,762.40	0.00 Posted
04/22/21	57361	Orr Protection Systems, Inc.	11/2020 Module Replacement	6,127.68	6,127.68	0.00 Posted
04/22/21	57362	Pinnacle Promotions, Inc.	Promotional item-500 Zooming Mugs	4,624.28	4,624.28	0.00 Posted
04/22/21	57363	Pulsar Advertising	3/21 General Marketing & Administration FY20-21	48,829.50	48,829.50	0.00 Posted
04/22/21	57364	Southern California Edison Co.	03/21 Admin Bldg Electricity	13,943.58	13,943.58	0.00 Posted
04/22/21	57365	Southern California Edison Co.	03/12-04/11/21 Arcadia yard Electricity	10,460.20	10,460.20	0.00 Posted
04/22/21	57366	The Hartford	Renewal for V V Ins. fee-Jon House 3/28/21-22	100.00	100.00	0.00 Posted
04/22/21	57367	Thomas J. Koontz	Business Cards - Yoko Igawa	105.84	105.84	0.00 Posted
04/22/21	57368	Thompson Coburn LLP	2/21 General Procurement	45,291.00	45,291.00	0.00 Posted
04/22/21	57369	Tri - Signal Integration, Inc.	04/21 Admin Bldg Monthly Monitoring	175.00	175.00	0.00 Posted
04/22/21	57370	Ultimate Maintenance Services, Inc	04/21 Admin Janitorial Services	5,730.00	5,730.00	0.00 Posted
04/22/21	57371	Universal Waste Systems	03/21 DTLA Sanitation Services	1,274.90	1,274.90	0.00 Posted
04/22/21	57372	Verizon Wireless	Cell Phone and avail cellular 2/23/21-3/22/21	3,578.58	3,578.58	0.00 Posted
04/22/21	57373	Zonar Systems Inc.	Service FOO0655 GTC April 2021	6,154.00	6,154.00	0.00 Posted
04/22/21	57374	Center for Transportation and the Environment, Inc	Feul Cell Consulting Services	25,000.00	25,000.00	0.00 Posted
04/23/21	E01779	Bankcard Center-Bank of the West	3/21 Agency credit card usages	4,716.92	0.00	0.00 Posted
04/28/21	E01778	Transdev Services, Inc.	03/27/2021 CTC Vaccine site event	2,248.63	0.00	0.00 Posted
04/29/21	57375	Longo Toyota	Doran's Toyota Venza LONGO	39,388.49	39,388.49	0.00 Posted
04/29/21	57376	ACC Business	Arcadia/Irwindale Yard Phone Internet	1,080.01	1,080.01	0.00 Posted
04/29/21	57377	Airwave Communication Enterprises, Inc.	Motorola Radios for Ops	20,701.05	20,701.05	0.00 Posted
04/29/21	57378	Alltech Industries, Inc.	03/21 DTLA Security Services	6,003.00	6,003.00	0.00 Posted
04/29/21	57379	Charter Communications Inc.	admin building cable 4/19/21-5/18/21	181.03	181.03	0.00 Posted
04/29/21	57380	CIGNA Group Insurance	4/21 Life insurance premium	4,897.01	4,897.01	0.00 Posted
04/29/21	57381	Deanna Forrest	Snack for Vaccine Clinic 3/23/21	109.34	109.34	0.00 Posted
04/29/21	57382	Digium Inc.	Arcadia Phone - Arcadia	2,226.31	2,226.31	0.00 Posted
04/29/21	57383	Frontier	Internet 4/18/21-5/17/21	2,793.69	2,793.69	0.00 Posted
04/29/21	57384	I/O Controls Corporation	Destination Sign Retrofit Kits	90,666.00	90,666.00	0.00 Posted
04/29/21	57385	Industry Public Utility Commission	03/21 Industry P&R Electricity	1,218.55	1,218.55	0.00 Posted
04/29/21	57386	International City Management Assoc. Retirement Co	108053 Asset Fee Allowance 1/31/21-3/31/21	8,684.41	8,684.41	0.00 Posted
04/29/21	57387	Landmark Healthplan of California, Inc.	5/21 Chiropractor insurance premium	965.65	965.65	0.00 Posted
04/29/21	57388	Linda Garrison	Yoga Instruction 4/21	520.00	520.00	0.00 Posted
04/29/21	57389	Michelle Lopes Caldwell	Reimbursed Expense 07/21,27/20 & 4/2/21	162.98	162.98	0.00 Posted
04/29/21	57390	Newage PHM, LLC	05/21 TS2 Rent (Puente Hills Mall)	7,498.32	7,498.32	0.00 Posted
04/29/21	57391	Rotary Club of West Covina	Annual Membership - R. Cordero	250.00	250.00	0.00 Posted
04/29/21	57392	Skyline Pest Control	04/21 Monthly Pest Control	95.00	95.00	0.00 Posted
04/29/21	57393	Southern California Edison Co.	Pomona Facility charger usages 03/23-04/22/21	645.16	645.16	0.00 Posted
04/29/21	57394	Southern California Edison Co.	Pomona Transit center Electricity 03/23-04/22/21	7,434.52	7,434.52	0.00 Posted

Bank Account - Check Details

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Foothill Transit

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04/29/21	57395	Southern California Edison Co.	04/21 CTC Retail Electricity	71.58	71.58	0.00 Posted
04/29/21	57396	State Compensation Insurance Fund	4/21 Worker's Comp premium	4,813.00	4,813.00	0.00 Posted
04/29/21	57397	State of California Department of Transportation	05/21 Airspace Lease - 17th & Grand	15,800.00	15,800.00	0.00 Posted
04/29/21	57398	The Gas Co.	04/21 Admin Bldg Gas	704.82	704.82	0.00 Posted
04/29/21	57399	Thomas J. Koontz	Printing of 1500 Vaccinated strickers	1,097.87	1,097.87	0.00 Posted
04/29/21	57400	Thurman Business Interiors	El Monte Chairs - 50% Down	1,081.83	1,081.83	0.00 Posted
04/29/21	57401	Tri - Signal Integration, Inc.	04/21 Admin Bldg Monthly Fire Pump Test	1,167.50	1,167.50	0.00 Posted
04/29/21	57402	Ultimate Maintenance Services, Inc	04/21 Admin Bldg Janitorial Supplies	406.82	406.82	0.00 Posted
04/29/21	57403	United Site Services of California, Inc.	Rental of hand wash station for vaccine clinic	683.60	683.60	0.00 Posted
General Checking				6,891,536.57	2,963,655.87	24,279.63



May 28, 2021

To: Executive Board

Subject: **May 2021 State Legislative Position**

Recommendation

Adopt an oppose position on AB 859 (Irwin & Wicks).

Analysis

Assembly Bill 859 (Irwin & Wicks) would create new limitations on data sharing between a public agency, like the State, a county, city, or public transit agency, and a shared mobility operator including, but not limited to, scooter and transportation network companies (TNCs) and autonomous vehicle providers. Under this bill, a public agency would only be authorized to require an operator to periodically submit to the public agency aggregated, de-identified, and anonymized trip data about the operator's mobility devices operating in the public agency's geographic jurisdiction.

As used in this bill:

- “Aggregated” means that the data reflects average information, including trip length, trip duration, approximate trip, and location of no less than five separate trips by no less than five separate users.
- “Anonymized trip data” means data pertaining to a trip taken by a user that has been aggregated and de-identified.
- “De-identified” means information that cannot reasonably identify, relate to, describe, be capable of being associated with, or be linked, directly or indirectly, to a particular user or trip.
- “Mobility device” means any transportation device or vehicle, including, but not limited to, a bicycle, electric bicycle, dockless bicycle, electric scooter, vehicle utilized on the online-enabled application or platform of a TNC, autonomous vehicle, and any other device or vehicle by which a person can be propelled, moved, or drawn that is displayed, offered, or placed for rent in any public area or public right-of-way.

Existing law within the State Constitution authorizes local governments to have the power to make and enforce within its limits all local, police, sanitary, and other ordinances and regulations not in conflict with general laws. Since the introduction of shared mobility devices, public agencies have used the authority to regulate these devices to achieve local transportation, equity, and public safety objectives for the public good. For example, permitting



requirements for micro-mobility operators are in place for places like Los Angeles, San Diego, and San Francisco. This authority has been affirmed by the courts, including by the California Court of Appeals in February 2020, in a case between the City of Los Angeles and Uber.

The bill would specifically limit public agencies' ability to appropriately regulate and collect de-identified shared mobility device data from private, shared mobility device providers like bikeshare and shared e-scooter companies, and could greatly weaken the ability of public agencies to oversee TNCs and providers of automated vehicles. Local agencies need this data to fulfill their public responsibility to ensure equitable and accessible introduction and deployment of these new mobility devices, and to ensure that the continued proliferation of these devices does not jeopardize community safety within the public right-of-way. Direct access to disaggregated data public agencies the ability to hold companies accountable for meeting and supporting public policy goals.

An OPPOSE position on this bill is recommended, as it would undermine the ability for public agencies to regulate shared mobility device services providers and to obtain detailed trip data in the service of statewide regulatory uniformity.

Sincerely,

Yoko J. Igawa
Manager of Government Relations

Doran J. Barnes
Chief Executive Officer



May 28, 2021

To: Executive Board

Subject: **Resolution for the Low Carbon Transit Operations Program**

Recommendation

Adopt the following resolution:

Resolution No. 2021-02: Authorization for the Execution of the Low Carbon Transit Operations Program (LCTOP) Project “*Foothill Transit Hydrogen Fuel Cell Bus Replacement and Fueling Infrastructure*” in the Amount of \$287,897 (Attachment A).

Analysis

The Low Carbon Transit Operations Program (LCTOP) was established by the California Legislature in 2014 to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. This program is designed to fund capital or operating projects that a) reduce greenhouse gases; b) increase transit ridership; and, c) benefit disadvantaged communities. Of all the State programs designed to reduce greenhouse gases from transportation, the LCTOP is unique because of its focus on transit agencies, its formulaic funding structure, and the eligibility of projects to fund transit operations. Through this program, Foothill Transit is eligible to submit an allocation request.

With the Board’s authorization, Foothill Transit will request capital funds to support the construction and commissioning of a hydrogen fueling station that will support Foothill Transit hydrogen fuel cell buses operating on Line 486. Foothill Transit will deploy 20 new fuel cell electric buses along Line 486 serving disadvantaged communities from the Pomona Transit Center to the El Monte Transit Center. The proposed project for LCTOP will fund the construction costs of the fueling station incurred in FY2022.

Attachment A is the proposed resolution for authorization for the execution of this LCTOP project.



Budget Impact

This resolution will enable Foothill Transit to submit an allocation request in the amount of \$287,897, which will fund capital costs associated with the construction of the hydrogen fueling station.

Sincerely,

Michelle Lopes Caldwell
Director of Finance & Treasurer

Doran J. Barnes
Chief Executive Officer

Board Resolution

RESOLUTION #2021-02

AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
FOR THE FOLLOWING PROJECT:

*“Foothill Transit Hydrogen Fuel Cell Bus Replacement and Fueling
Infrastructure”* in the Amount of \$287,897

WHEREAS, Foothill Transit is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, Foothill Transit wishes to delegate authorization to execute these documents and any amendments thereto to Michelle Caldwell, Director of Finance; Gil Victorio, Controller; Kevin Parks McDonald, Deputy Chief Executive Officer.

WHEREAS, Foothill Transit wishes to implement the following LCTOP project(s) listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Foothill Transit that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that Michelle Caldwell, Director of Finance; Gil Victorio, Controller; Kevin Parks McDonald, Deputy Chief Executive Officer be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Foothill Transit that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2018-19 and FY2020-2021 LCTOP funds from two contributing sponsors: \$287,897.

List project, including the following information:

Project Name: *Foothill Transit Hydrogen Fuel Cell Bus Replacement and Fueling Infrastructure*

Amount of LCTOP funds requested: \$287,897

Short description of project:

The proposed project will support the construction and commissioning of a hydrogen fueling station that will support Foothill Transit hydrogen fuel cell buses operating on Line 486, which will connect disadvantaged communities in the San Gabriel Valley from the Pomona Transit Center to the El Monte Transit Center. The contributing sponsors for this project are the County of Los Angeles and the City of Montebello, contributing \$45,385 and \$242,512.

Adoption. PASSED AND ADOPTED at a meeting of the Executive Board held on May 28, 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

Cynthia Sternquist, Chair

APPROVED AS TO FORM:
Darold D. Pieper, Attorney at Law

ATTEST:
Christina Lopez, Board Secretary

By: _____
Darold Pieper, General Counsel

By: _____
Board Secretary



May 28, 2021

To: Executive Board

Subject: **Holiday Service Schedule for Fiscal Year 2022**

Recommendation

Approve the proposed FY 2022 Holiday Service Schedule.

Analysis

Foothill Transit traditionally operates a weekend schedule on most federal holidays. On these holidays ridership on both our local and commuter lines is very low, indicating that Foothill Transit’s weekend schedule would better meet ridership demand. As such, it is recommended that Foothill Transit operate a Sunday schedule on the following federal holidays:

Holiday	Day of Week	Date
Independence Day	Monday	July 5
Labor Day	Monday	September 6
Thanksgiving Day	Thursday	November 25
Christmas Day	Friday	December 24
New Year’s Day	Friday	December 31
President’s Day	Monday	February 21
Memorial Day	Monday	May 30

Budget Impact

Operating Sunday schedules on the above listed holidays will result in approximately \$736,079.98, in reduced operating cost than if regular weekday service was provided on these dates.

Sincerely,

Joseph Raquel
Director of Planning

Doran J. Barnes
Chief Executive Officer



May 28, 2021

To: Executive Board

Subject: **Authorization for Contract Amendment for Architectural and Engineering Design for the Mt. San Antonio College Transit Center**

Recommendation

Authorize the Chief Executive Officer to execute Amendment No. 3 to Contract No. 18-017 with Psomas in the amount of \$58,055 for additional design services for the Mt. San Antonio College Transit Center.

Analysis

At the August 2017 Executive Board Meeting, the Executive Board authorized the Chief Executive Officer to enter into a contract with Psomas to provide consulting services to Foothill Transit for the design of a transit center on the Mt. San Antonio College (Mt. SAC) campus. The scope of work included Architectural and Engineering (A&E) design services in preparation of conceptual designs to support the development of environmental clearance documents for the proposed 10-bay transit center; preparation of detail design, construction documents, and technical specifications; and provision of construction administration services during construction of the project.

In July 2019, the Transit Center plans were submitted to the Division of State Architect (DSA) for plan check review. In April 2020, DSA approved the transit center design plans, however, the design team continued to work through DSA plan check review comments pertaining to the adjoining pedestrian bridge foundation design. Further DSA comments were received in November 2020 which resulted in additional structural revisions to the bus stop canopy shelter design.

In a letter dated December 3, 2020, Psomas submitted a formal request to Foothill Transit for additional services required to modify the approved Transit Center bus canopy design in coordination with the Pedestrian Bridge design foundations.

Summary of additional services:

- Bus stop canopy redesign to modify linking cells to provide a 2"-6" gap per DSA review comments



- Performing structural calculations accounting for gap in revised canopy design
- Revision of structural drawings
- Studying and incorporating a gap solution architecturally for a revised isolated canopy layout
- Revision of architectural drawings
- Additional construction support services in anticipation of continued close coordination with Mt. SAC and various campus projects

Foothill Transit has reviewed the proposal submitted by Psomas for additional services. Based on staff review of the original request and discussions with Psomas, staff concludes that the additional design efforts were outside of the base scope of work and were necessary to advance designs for the transit center.

The Board has previously approved Additional Services (Amendments 1 & 2) for additional hours required to attend steering committee meetings, design review meetings, and design changes that came from DSA plan check review. This amendment is for the additional hours required for further design changes to bus stop canopies in response to additional DSA review comments and additional construction support services.

Below is a summary of the contract amounts:

Contract No. 18-017 - A&E Design Services for Mt SAC Transit Center	
Prime contract amount	\$852,336
Amendment 1 Design Development	\$176,709
Amendment 2 Permitting and additional coordination for pedestrian bridge	\$87,902
<i>Amendment 3 Additional Design Revisions - Bus Canopy and Pedestrian Bridge Foundation</i>	<i>\$58,055</i>
TOTAL CONTRACT AMOUNT	\$1,175,002
LIFE OF PROJECT BUDGET	\$9,750,000

The Life of Project (LOP) Budget for the construction of the Mt. SAC Transit Center is \$9,750,000. With the additional cost for Additional Services in Amendment 3, the A&E design services will comprise 12.1 percent of the LOP budget. In general, the contract price (or fee) for architect-engineering



services for the preparation of design, plans, drawings, specifications and construction administration services ranges from 10-15 percent of the project's estimated construction cost.

To avoid any delay impacts to Mt SAC's pedestrian bridge construction, Foothill Transit has proceeded with the Mt. SAC Transit Center IFB No. 20-062 procurement using the latest revised set of plans. The design team does not anticipate any further significant design changes from DSA's final plan check review. Construction bids were received on May 10th and a contract award recommendation is included in a separate staff report on this month's Executive Board meeting agenda. The anticipated start date for construction is June 2021 with a forecasted completion date of Fall 2022.

Budget Impact

Funding for these activities is included in the approved capital project #115, Mt. SAC Transit Center.

Sincerely,

Vincent Saucedo
Construction Project Manager

Doran J. Barnes
Chief Executive Officer

Christopher Pieper
Director of Procurement

Michelle Lopes Caldwell
Director of Finance and
Treasurer



May 28, 2021

To: Executive Board

Subject: **Authorization to Award Contract for Bus Mobile Radio Replacements**

Recommendation

Authorize the Chief Executive Officer to finalize contract terms and conditions and enter into Agreement No. 21-003 with CommUSA, a BearCom Company, in the amount of \$252,063.31 for the purchase of the bus radio replacements for Foothill Transit's full fleet of buses.

Analysis

Communication to the buses is primarily through the Computer Aided Dispatch / Automatic Vehicle Locator (CAD/AVL) system, which is connected through Verizon cellular service. In the event of a major disaster, such as an earthquake, cellular service can either go down entirely or be available only to emergency services and designated government agents. Since Foothill Transit buses can be deputized to assist in providing emergency services, communication between contractor yard dispatch and every bus is essential for safe operation in the event of cellular system disruption.

Foothill Transit's existing bus radios are aging and service has diminished. The new bus radio replacements will provide a much wider coverage area using Ultra high frequency (UHF) Motorola radios. The Motorola UHF solution offers flexibility at significant savings.

Invitation for Bids (IFB) No. 21-003 was issued soliciting bids from authorized sellers of Motorola radios. A total of seven quotes were received, with CommUSA being the lowest priced responsive vendor. CommUSA is a Motorola authorized vendor.

Budget Impact

The funding for this project is included in the FY2021 budget under Project No. 0097, CAD/AVL Replacement.

Sincerely,

Gary Castro
Information Technology Specialist

Doran J. Barnes
Chief Executive Officer

Agenda Item No. 12



May 28, 2021

To: Executive Board

Subject: **Proposed Disadvantaged Business Enterprise (DBE) Program Goal**

Recommendation

Authorize the Chief Executive Officer to conduct a public hearing to solicit input on the suitability of Foothill Transit's proposed DBE overall goal of four percent for the three years of Fiscal Year 2022, 2023 and 2024. For informational purposes the goal that Foothill Transit anticipates achieving on an annual basis is two percent for Fiscal Year 2022, and five percent for Fiscal Years 2023 and 2024.

Analysis

United States Department of Transportation (DOT) regulations require that each public entity receiving DOT funding establish an overall DBE goal every three years. Foothill Transit's proposed DBE goal was calculated based on the number of DBE firms listed in the California Unified Certification Program (UCP) directory and identified as ready, willing and able to perform work on Foothill Transit's federally-funded projects anticipated during the upcoming three-year period. DBE participation on Foothill Transit's federally funded contracts awarded over the past three years has averaged 2.17 percent.

Foothill Transit is under the jurisdiction of the U.S. Court of Appeals for the Ninth Circuit that, in May of 2006 ordered a change in the administration of DBE programs by California recipients of U.S. Department of Transportation transit and highway funds. The court's decision resulted in Foothill Transit's implementation of a DBE race-neutral program. A race-neutral program allows Foothill Transit to establish a percentage goal for DBE participation for all federally funded projects to be undertaken by the agency, but does not permit Foothill Transit to require that proposers achieve a specific percentage goal for DBE participation on any one contract.

In the upcoming three federal fiscal years - October 1, 2021 to September 30, 2024 - the current plan is that Foothill Transit will invest federal funds to complete the following projects:



- Construction of an in-depot hydrogen fueling station at the Pomona operations and maintenance facility;
- Construction of a mobility hub on the campus of Cal Poly, Pomona; and
- Procurement of new buses to replace buses in the Foothill Transit revenue vehicle fleet that will have reached the end of their useful life.

Revenue vehicle procurements are not subject to Foothill Transit’s DBE program goal because the DOT and the bus manufacturers directly handle all DBE requirements for bus procurements. Foothill Transit’s DBE goal for the three-year period is based therefore on the number of ready, willing and able DBE vendors for its construction related activities likely to be engaged in work on the remaining federally funded projects listed above. The goals set for each of the three upcoming years is based on the scope of services and federal investment anticipated in each of those years.

The overall demand for construction services throughout the Southern California area serves to limit the actual availability of DBE-certified vendors to meet the needs necessary to achieve the DBE goal that Foothill Transit has set for the period ending in September 2024. Based on the current demand for and the estimated availability of contractors to participate on this type of work and on Foothill Transit’s DBE participation history, fewer of the listed Certified DBEs in the area will be available to complete the work under consideration. Staff has considered the issue of actual availability in its methodology for arriving at a proposed DBE race-neutral participation goal.

The methodology used in the determination of an appropriate DBE goal involved utilizing data of available firms to provide the services needed for construction related activities utilizing the most recent Census Data on County Business Patterns for Los Angeles County and the UCP. The UCP provides access to all registered DBEs from throughout the state. These sources support analyzing data utilizing the North American Industry Classification System (NAICS) to match the types of industries that would be used for the possible federally funded projects.

The actual DBE participation rate over the past three federal fiscal years and the current demand in the Los Angeles region for similar construction related activities was considered in making a Step 2 adjustment of the DBE goal.

Public notification of Foothill Transit’s proposed DBE goal and the public hearing, tentatively scheduled for June 15, 2021 will be through classified ads placed in the San Gabriel Valley News, the Inland Valley Daily Bulletin,



Excelsior, Sing Tao, Downtown News, and the Los Angeles Times, as well as through our procurement portal at PlanetBids.

Staff will lower, raise, or keep unchanged the proposed DBE goal based on any further input received during the public outreach process. At the conclusion of the public outreach process, staff will return to the Executive Board at the June 2021 meeting with a final recommendation regarding Foothill Transit’s Fiscal Year 2022 through Fiscal Year 2024 DBE goal. The goal will then be published using a variety of means, including but not limited to Foothill Transit’s website and through classified ads placed in the San Gabriel Valley Tribune, the Inland Valley Daily Bulletin, La Opinion, and the Los Angeles Times.

As provided for in the federal regulations and as mentioned earlier, Foothill Transit’s DBE program would only apply to its DOT-assisted projects with the exception of bus purchases. Applicable state and local requirements and regulations related to affirmative action, as modified by the California Civil Rights Initiative (Proposition 209), apply to an organization’s state and local contract projects, but not to its DOT-assisted projects. Proposition 209 prohibits the granting of preferential treatment in public contracting based on an individual’s or firm’s race, sex, color, ethnicity or national origin.

Staff will continue to conduct outreach to small businesses, as well as to certified and prospective DBE vendors in order to meet the DBE goal by using race-neutral means of facilitating DBE participation. Race-neutral DBE participation includes occasions where a DBE is awarded a prime contract through customary competitive procurement procedures and when a DBE firm is awarded a subcontract on a prime contract that does not have a DBE goal.

Fiscal Impact

There are minor costs related to advertising and conducting the public hearing. These expenses are included in the Fiscal Year 2021 budget.

Sincerely,

Kevin Parks McDonald
Deputy Chief Executive Officer

Doran J. Barnes
Chief Executive Officer



May 28, 2021

To: Executive Board

Subject: **Proposed Fiscal Year 2022 Business Plan and Budget**

Recommendation

Recommend approval of Foothill Transit's proposed Business Plan, Budget, and Performance Targets for Fiscal Year 2022 to the Foothill Transit Governing Board.

Analysis

The Business Plan and Budget development process provides an opportunity to review Foothill Transit's current and planned financial status in relation to goals and objectives. To facilitate this process, a draft business plan and budget have been developed which incorporates overall goals and supporting action steps. Similar to 2021, this Business Plan and Budget takes into consideration recovery and relief efforts of the COVID-19 pandemic. Included in the document are Fiscal Year 2021 accomplishments, a budget summary, and departmental budget summaries.

Despite the continued financial burden caused by the global pandemic, Foothill Transit has sufficient funding to provide a balanced budget. The proposed budget will allow us to operate full service in Fiscal Year 2022. Foothill Transit is required to submit a balanced budget and a Short Range Transit Plan (SRTTP) to the Los Angeles County Metropolitan Transportation Authority annually to be eligible to receive subsidy funds. Both documents have been incorporated into a single Business Plan and Budget document.

The Fiscal Year 2022 Business Plan and Budget document is provided in Attachment A. It was developed with the organization's mission as its central focus. The mission of Foothill Transit is to be the premier public transit provider committed to safety, courtesy, quality, responsiveness, efficiency and innovation. Supporting this mission, the primary goals of Foothill Transit are the following:

- Operate a safe transit system;
- Provide outstanding customer service;
- Operate an effective transit system; and
- Operate an efficient transit system.



Goals and performance measures tied to each of the four goals listed above, have been incorporated into the plan to ensure that Foothill Transit’s resources are focused on achieving its mission. To fulfill its mission and meet its goals, Foothill Transit’s proposed Business Plan and Budget document includes detailed initiatives. Over the next year, the proposed business plan will allow Foothill Transit to advance the key agency-wide initiatives listed below:

Fuel Cell Bus and Infrastructure Procurement

Battery electric buses have demonstrated range limitations and demanding charging requirements. In addition, charging infrastructure for a fully electrified bus fleet would be costly, involve complicated charging logistics, and require a larger fleet size. Data suggests that Fuel Cell buses have ranges that are comparable to conventional CNG buses allowing a one-to-one bus replacement with no adverse impacts on current operational activities. Foothill Transit has a \$5 million Transit and Intercity Rail Capital Program (TIRCP) grant specifically to fund electrification of Line 486 with 20 zero-emission buses. Line 486 runs from Pomona to El Monte Station operating mainly on busy local streets, the perfect conditions under which to demonstrate the capabilities of a fuel cell bus. Specification development is currently underway and procurement activities for the design and construction of the hydrogen fueling infrastructure and for vehicle acquisition will be undertaken in the coming year.

Zero-Emissions Double Deck Bus Project

To further our organization’s deployment of zero-emissions buses, an upcoming deployment of vehicles in 2023 to replace aging CNG powered vehicles could consist of an order of double deck coaches. The double deck zero-emissions coaches will seat significantly more passengers than a single floor coach and offer superior ride quality, be visually appealing, and include sustainability benefits that will attract riders who may not otherwise consider taking public transit.

Facility Security Hardening

The security surveillance and access control systems at Foothill Transit’s administrative office building and operations and maintenance facilities were installed when each facility was constructed and were last updated in 2012. That effort involved installation of certain access control and video surveillance equipment. The security cameras, software, and hardware have been updated as needed over time, however more robust and new



technology on wireless secured security systems are now available to ensure effective facility security for all agency owned and/or operated properties. In the upcoming year, grant funds will be sought to plan and implement a more secure and safer security system. New fencing, cameras, and a gated access control system will also be installed in the Arcadia-Irwindale overflow parking facility to better secure that area.

Cal Poly Pomona Bronco Mobility Hub and Class Pass Project

Foothill Transit and Cal Poly Pomona are partnering to improve mobility on campus with key transit projects including development of a Mobility Hub and an accompanying Class Pass program. The two projects will help provide a convenient transportation option for students, faculty, and staff and represent an exciting opportunity to further strengthen our close partnership with the university.

Comprehensive Operational Analysis (COA)

A comprehensive operational analysis (COA) is designed to examine and evaluate a transit system to determine where improvements can be implemented to make transit operations more effective and efficient across the network. The study assists transit agencies in evaluating the changing environments in which they operate and is generally recommended to be completed every three to five years. Foothill Transit's last COA was completed in March 2016. The current COVID-19 pandemic has caused many customers to alter their work schedules and travel patterns. Some of the major components of the study include safely conducting public outreach and engagement to gather customer feedback and demographics and evaluating key corridors within the service area for recommendations to improve service reliability. The study is expected to take 18 months to complete.

Operations Contract Procurement

The existing agreement with Transdev for operation of transit services at our Arcadia-Irwindale operating facility expires on June 30, 2022. There are no remaining contract options, and a new transit services agreement will need to be procured. Procurement activities will be scheduled in the coming fiscal year to facilitate an effective transition to a new operating agreement on July 1, 2022.

Legislative Advocacy

This year will bring new challenges and opportunities at the federal and state government levels. Foothill Transit will focus on building relationships



with the new Administration including key staff for the Department of Transportation and Federal Transit Administration, newly appointed U.S. Senator Alex Padilla and his staff, and new staff for key House and Senate committees. We will also strengthen the relationships we have built with the members of our House Delegation, U.S. Senator Dianne Feinstein, and staff for key House and Senate Committees. This relationship building and maintenance strategy will also continue to be the focus of our efforts with our state delegation in Sacramento and with our Los Angeles County and local city representatives within the Pomona and San Gabriel Valleys.

ExpressLanes Operations

The completion of the I-10 HOV lanes between I-605 and SR-57 is anticipated in 2021, and the conversion of I-10 HOV lanes to high occupancy toll lanes between I-605 and SR-57 is expected by 2028. The successful implementation of the Metro I-10 ExpressLanes Busway HOV5+ Pilot program, which is aimed at increasing the occupancy requirements for toll-free travel along the I-10 corridor, is critical in ensuring the improvement of transit travel time and reliability along the ExpressLanes. We will continue to collaborate with various coordinating agencies and those working on the HOV5+ Pilot program to improve transit travel reliability and ensure effective traffic flow along this integral corridor of our bus service along the I-10 corridor.

Additionally, individual department initiatives are included in each department's subsection of the Business Plan document.

Capital Program

The Foothill Transit Financial Stability Policy adopted by the Board in 2016 and updated annually requires the capital program budget be integrated into the annual budget process. The capital budget includes all capital program activities associated with bus acquisition, bus capital improvements, facility construction, and other capital improvements such as information technology improvements. The Board approves a capital project as part of the annual budget adoption; it authorizes the schedule and total expenditures over the life of the project. There are thirteen newly proposed capital projects for FY2022. The newly proposed Life of Project budgets for capital projects in FY2022 total to \$41.9 million.



Revenues

The revenues proposed in this budget are sufficient to achieve the goals and objectives identified in the Business Plan and Budget. Revenue projections are based on the draft annual “funding marks” developed by Metro and include estimated funding allocations from Metro for Fiscal Year 2022. Included in the budgeted revenues are approved federal Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) funds that amount to \$30 million.

Subsequent to the Governing Board’s adoption of the Foothill Transit 2022 Business Plan and Budget, the Foothill Transit Ten-Year Financial Forecast will be updated using the Governor of California’s Revised State Budget, final formula allocation procedure (FAP) funding marks received from Metro, and available local and statewide economic forecasts. It is expected that the funding marks will continue to be less than prior years due to the economic impact of the COVID-19 pandemic. The updated Foothill Transit Ten-Year Financial Forecast is anticipated to be presented to the Board as an information item early in 2022.

Financial Impact

Foothill Transit’s proposed FY2022 budget is balanced between revenues and expenses with an estimated \$111.7 million operating budget and a \$75.2 million capital budget, for a total budget of \$186.9 million. The Fiscal Year 2022 Business Plan and Budget targets a farebox recovery ratio of 2.9 percent as the region continues to recover from lasting impacts of the COVID-19 pandemic.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Chief Executive Officer

Attachment A

BUSINESS PLAN AND BUDGET

FY2022



Foothill Transit





Foothill Transit

FOOTHILL TRANSIT LEADERSHIP

Executive Board

Chair
Cynthia Sternquist
Cluster 5 - County of Los Angeles

Vice Chair
Corey Calaycay
Cluster 1 - Claremont

Board Member
Gary Boyer
Cluster 2 - Glendora

Board Member
Becky Shevlin
Cluster 3 - Monrovia

Board Member
Cory C. Moss
Cluster 4 - Industry

Executive Board Alternates

Cluster 1 - San Dimas
Emmett Badar

Cluster 2 - West Covina
Dario Castellanos

Cluster 3 - Duarte
Tzeitel Paras-Caracci

Cluster 4 - La Puente
Valerie Muñoz

Cluster 5 - County of Los Angeles
Jimmy Lin

Governing Board

CLUSTER 1 Claremont
Councilmember Corey Calaycay
Alternate: Councilmember Ed Reece

La Verne
Councilmember Rick Crosby
Alternate: Mayor Tim Hepburn

Pomona
Councilmember Victor Preciado
Alternate: Councilmember John Nolte

San Dimas
Mayor Emmett Badar
Alternate: Councilmember John Ebner

Walnut
Councilmember Linda Feedman
Alternate: Councilmember Nancy Tragarz

CLUSTER 2 Azusa
Councilmember Edward J. Alvarez
Alternate: Mayor Pro Tem Uriel Macias

Baldwin Park
Councilmember Daniel Damian
Alternate: Mayor Emmanuel J. Estrada

Covina
Councilmember John C. King
Alternate: Mayor Pro Tem Patricia Cortez

Glendora
Mayor Pro Tem Gary Boyer
Alternate: Mayor Pro Tem Michael Allowos

Irwindale
Councilmember Albert Ambriz
Alternate: Mayor Pro Tem Larry Burrola

West Covina
Mayor Pro Tem Dario Castellanos
Alternate: Councilmember Tony Wu

CLUSTER 3 Arcadia
Councilmember Roger Chandler
Alternate: Mayor Sho Tay

Bradbury
Councilmember Richard G. Barakat
Alternate: Mayor D. Montgomery Lewis

Duarte
Councilmember Tzeitel Paras-Caracci
Alternate: Councilmember Toney Lewis

Monrovia
Councilmember Becky Shevlin
Alternate: VACANT

Pasadena
Councilmember Felicia Williams
Alternate: VACANT

Temple City
Councilmember Fernando Vizcarra
Alternate: Councilmember William Man

CLUSTER 4 El Monte
Mayor Jessica Ancona
Alternate: Councilmember Maria Morales

Diamond Bar
Mayor Steve Tye
Alternate: Mayor Pro Tem Nancy A. Lyons

Industry
Mayor Cory C. Moss
Alternate: Mayor Pro Tem Catherine Marucci

La Puente
Mayor Pro Tem Valerie Muñoz
Alternate: Councilmember Violeta Lewis

South El Monte
Councilmember Hector Delgado
Alternate: Mayor Gloria Olmos

CLUSTER 5 County of Los Angeles
Jimmy Lin
(Representing Supervisor Janice Hahn)

Cynthia Sternquist
(Representing Supervisor Kathryn Barger)

Sam Pedroza
(Representing Supervisor Hilda Solis)

Senior Management

Chief Executive Officer
Doran J. Barnes

Deputy Chief Executive Officer
Kevin Parks McDonald

Director of Customer Service and Operations
LaShawn King Gillespie

Director of Maintenance and Vehicle Technology
Roland Cordero

Director of Marketing and Communications
Felicia Friesema

Director of Information Technology
Donald Luey

Director of Procurement
Christopher Pieper

Director of Finance and Treasurer
Michelle Lopes Caldwell

Director of Planning
Joseph Raquel

Director of Facilities
Sharlane Bailey

Director of Government Relations
VACANT

Chief of Safety and Security
John Curley

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EXECUTIVE SUMMARY

The COVID-19 global pandemic has fundamentally reshaped the heart of all shared community driven mobility. This FY2022 Business Plan and Budget is a product of that reshaping and accommodates within an ever shifting financial and cultural landscape what challenges we can reasonably predict and adds flexibility for the ones we cannot. During FY2022, Foothill Transit will focus on strategies to rebuild ridership that decreased during the pandemic. Key to these strategies will be identifying the customer's needs which may have changed as a result of the pandemic.

In anticipation of a successful vaccine and an eventual safe return to denser commuting patterns, Foothill Transit is moving forward on key capital projects designed to improve the access to and experience of public transit in our region. Those projects include construction of the Mt. San Antonio College Transit Center; construction of a hydrogen fuel cell fueling station; and, new zero emission bus procurements.

The Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act was passed by Congress and signed into law on December 27, 2020, and contained \$14 billion for public transit agencies throughout the United States. Foothill Transit received \$30 million of federal grant funds. These funds are in addition to the CARES act funds. Examples of eligible uses include operating expenses and COVID-19 related procurements. Foothill Transit has programmed these revenues to pay for FY2022 operating expenses to replace fare revenues which continue to be negatively impacted by the pandemic.

The total agency-wide budget of \$186.9 million includes operating costs of \$111.7 million and a robust capital program of \$75.2 million. The major elements of the operating budget, purchased transportation and fuel and electricity, total \$91.9 million or 83 percent of the total operating budget. The capital program includes \$202.2 million of capital projects to be completed in the next five years. The majority of capital funding continues to be programmed for bus replacement as we transition to a fully zero-emission bus fleet.

Foothill Transit's top priority is always safety, which now includes a higher level of attention to public health while maintaining safe access to our communities' work centers, hospitals, and other vital services. We are continuing to closely scrutinize customer response to the changing public health environment and responding with flexibility and care. We anticipate that this may mean reductions in trip frequencies or possible temporary rerouting as commuting patterns change in response to increased telework and telemedicine availability.

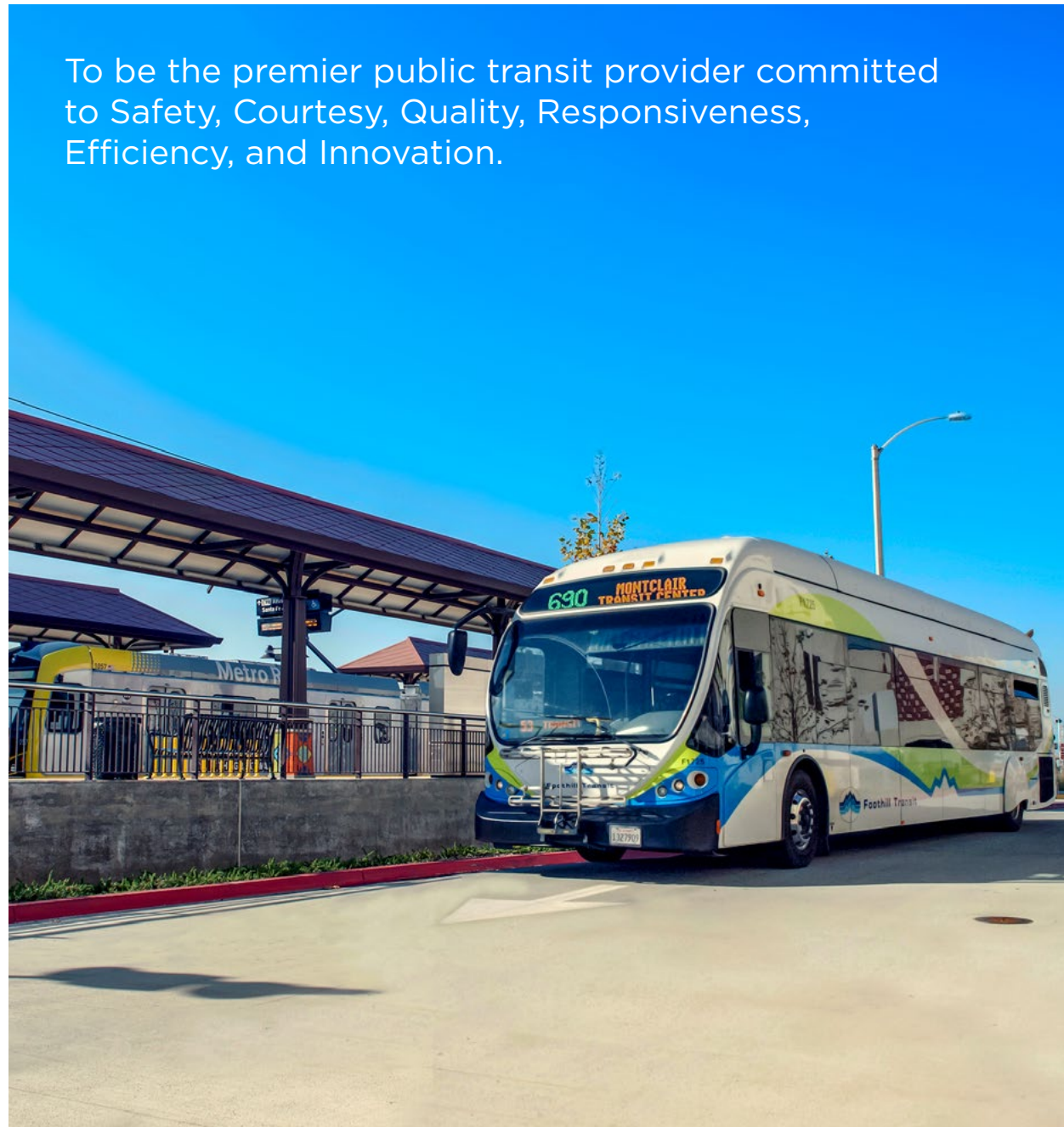
Similar to fiscal year 2021, fiscal year 2022 is expected to be a year of change and uncertainty. Maintaining flexibility as new information becomes available will be crucial in allowing us to meet the goals of our mission and collectively respond in a way that delivers the best program of service that best meets our communities' needs.



FOOTHILL TRANSIT

MISSION

To be the premier public transit provider committed to Safety, Courtesy, Quality, Responsiveness, Efficiency, and Innovation.



ACCOUNTABILITY

We educate, encourage, and endorse a strong culture of accountability 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 and 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.

INCLUSION

We are committed to creating a culture that facilitates equal access to opportunity and promotes participation among our diverse and talented team members, valuing the unique perspectives that everyone brings.

TEAM MEMBERS

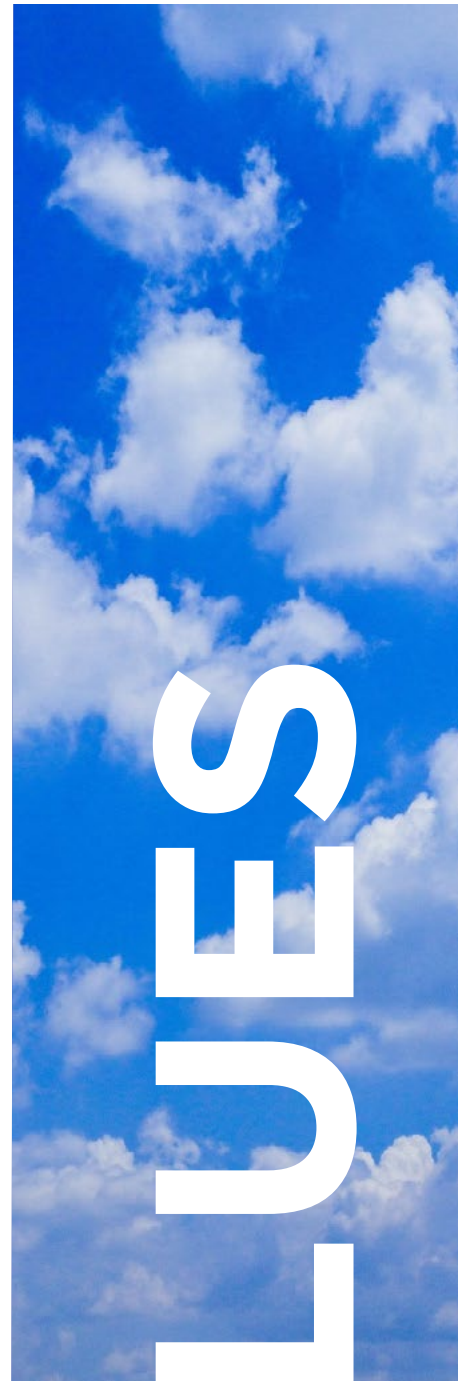
Our care for each other magnifies the care we provide to our communities, so we endeavor to practice compassion, embodying the best of our humanity to one another. We are also committed to supporting the team through education, development and recognition.

COMMUNICATION

We value and are committed to open, honest, and 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.



OVERALL SYSTEM PERFORMANCE

PERFORMANCE

This chart shows a comparison of Foothill Transit's overall system performance for FY2020, the projected performance for FY2021, and the targeted performance goals for FY2022.

Overall System Performance	FY2020 Actual	FY2021 Target	FY2021 Estimate	FY2022 Target
Passenger Boardings	9,862,939	7,500,000	6,066,500	6,976,475
Vehicle Service Hours	850,559	864,817	844,057	870,234
Vehicle Service Miles	12,062,684	12,582,614	11,966,504	12,434,817
Fare Revenue	\$11,926,027	\$6,750,000	\$2,300,000	\$3,204,300
Transit Operating Expense	\$97,989,320	\$106,925,420	\$103,212,340	\$110,911,240

Goal	Indicator	FY2020 Actual	FY2021 Target	FY2021 Estimate	FY2022 Target
Operate a Safe Transit System	Preventable Collisions per 100,000 miles	0.82	0.80	0.68	0.80
Provide Outstanding Customer Service	Schedule Adherence	74.2%	75.0%	77.6%	75.0%
	Average Miles Between Technical Roadcalls	13,973	13,000	14,486	14,000
	Complaints per 100,000 Boardings	16.5	18.0	21.2	30.0
Operate an Effective Transit System	Boardings per Vehicle Service Hour	11.60	8.67	7.19	8.02
	Average Weekday Boardings	32,598	25,155	19,037	21,892
Operate an Efficient Transit System	Farebox Recovery Ratio	12.2%	6.3%	2.2%	2.9%
	Average Cost per Vehicle Service Hour	\$115.21	\$123.64	\$122.28	\$127.45

FY2021 Initiatives Underway or Completed

- COVID-19 Response
- Double Deck Electric Bus Deployment
- Mt. SAC Transit Center
- Comprehensive Operational Analysis (COA)
- ExpressLanes Operations
- Zero-Emissions Fleet
- Fuel Cell Bus Procurement
- Fare Technology
- Mobility as a Service (MaaS)
- Website Redesign

FY2022 Initiatives

- Fuel Cell Bus and Infrastructure Procurement
- Zero-Emissions Double Deck Bus Project
- Facility Security Hardening
- Comprehensive Operational Analysis (COA)
- Operations Contract Procurement
- Cal Poly Pomona Bronco Mobility Hub and Class Pass Project
- Legislative Advocacy
- ExpressLanes Operations



AGENCY INITIATIVES

AGENCY & SERVICE SUMMARY



Agency History

Foothill Transit was created in 1988 as a unique joint powers authority following the Southern California Rapid Transit District (SCRTD) announcement of service cuts and fare increases that would negatively impact the San Gabriel Valley. The Los Angeles County Transportation Commission (LACTC) approved Foothill Transit's application to assume operation of 14 lines previously operated by SCRTD. Foothill Transit was tasked by community leaders to provide quality public transportation, while reducing costs and improving local control.

Foothill Transit service began in December 1988 with the operation of two fixed-route bus lines formerly operated by SCRTD - Lines 495 and 498. The remaining 12 lines approved by the LACTC were transferred to Foothill Transit operation over a period of five years. The new agency also assumed administration of the Bus Service Continuation Project and began providing service on an additional six lines that were canceled by SCRTD. Foothill Transit performed an analysis of regional transit needs which resulted in changes to existing lines, increased weekday service, and introduced new weekend service and additional service to connect communities.

Foothill Transit now operates 39 fixed-route local and express lines, covering over 300 square miles in eastern Los Angeles County and provides approximately 13 million rides per year (pre-pandemic). This number is up from 9.5 million at the time of Foothill Transit's formation. Unfortunately, during the 2021 fiscal year we experienced very low ridership - approximately 44 percent of pre-pandemic ridership levels.

At its inception, Foothill Transit relied on contractor-provided operations facilities to maintain its growing fleet. Then in 1997, Foothill Transit opened its first agency-owned operations facility in Pomona. Construction was completed on the second agency-owned operations facility in Arcadia in 2002. In 2007, the administrative offices moved from leased property to the current address at 100 S. Vincent Ave. in West Covina. The purchase of the administrative building enabled the investment of capital dollars to offset ongoing operating costs associated with the lease of the previous office space. Foothill Transit began converting its diesel-fueled fleet to compressed natural gas in 2002. Fleet conversion was completed when the final diesel-fueled bus was retired in late 2013.

Agency growth continued in 2007 as Foothill Transit launched the region's first cross-valley, high occupancy bus service – the Silver Streak. Covering approximately 45 miles from Montclair to downtown Los Angeles, the Silver Streak route spends about five percent of its total trip time on surface streets by utilizing freeways and High Occupancy Toll (HOT) lanes for quick commuting between designated station stops, mimicking the efficiency and speed of light rail.



Continuing its commitment to adopt low emissions technology, the agency took a bold step in 2010 with the implementation of the first-of-its-kind, zero emissions battery electric buses. Funded through the American Recovery and Reinvestment Act of 2009 (ARRA), these vehicles were the first heavy duty zero emissions, battery electric public transit buses that utilized in-route fast charging capability. This technology enabled them to remain in service throughout the day without having to leave the route to be charged before returning to service. Foothill Transit received a \$10.2 million TIGER II grant in early 2011 to expand the electric bus program. This funding enabled the purchase of 12 additional electric vehicles for use on Line 291 serving the Pomona Transit Center. In July 2014, Line 291 became the first all-electric, zero emissions bus line in operation in Los Angeles County. Today our grid-powered battery-electric fleet has grown to 35 coaches, including two double-deck battery-electric coaches.

To best serve the organization and stakeholders, Foothill Transit began the transition to in-house management on June 15, 2013, by hiring its first full-time employee, Chief Executive Officer Doran J. Barnes. Doran had previously served as Executive Director since 2003 under a management contract with Veolia Transportation (later renamed Transdev). At the direction of the Board, senior leadership and technical staff were hired and the management services contract with Transdev was amended, which resulted in management of Foothill Transit being brought in-house on July 1, 2013. Bus operations and maintenance, Transit Store operations, and bus stop installation, signage, and cleaning continue to be provided under contracts with private firms.

Foothill Transit began providing service to the first agency-owned parking structure, the Industry Park & Ride, on October 7, 2013, to provide more convenient and predictable commuting options for residents of the San Gabriel and Pomona Valleys. The structure houses 622 parking spaces and its construction allowed for the introduction of Line 495 – Foothill Transit's first and only commuter line to offer non-stop service into downtown Los Angeles. Foothill Transit's second Park & Ride facility – the Azusa Intermodal Transit Center – opened in January 2016 in the City of Azusa. The structure is shared by the City of Azusa, the Gold Line Foothill Extension, and Foothill Transit. The Azusa Intermodal Transit Center, immediately adjacent to the parking structure, includes infrastructure for electric bus charging to facilitate the electrification of Line 280, which is a north-south route traveling between Azusa and the Puente Hills Mall.

In June 2016, Foothill Transit assumed operation of Lines 190, 194, and 270 from LA Metro – the largest service expansion in 14 years. Lines 190 and 194 provide service from El Monte to Pomona along corridors that were not previously served by other Foothill Transit lines. Additionally, Line 270 serves the cities of Monrovia and El Monte, while connecting passengers to the newly constructed Gold Line Station.

In February 2017, Foothill Transit achieved an important milestone in the agency's quest towards sustainability as it became the first bus-only public transit system in North America to attain the American Public Transportation Association's (APTA) Sustainability Commitment Platinum Level. APTA's recognition highlights the agency's effort in being responsible stewards of the resources that are entrusted to us, and our ability to develop and implement sustainable processes.

In 2020, after years of planning and cooperative efforts, Foothill Transit opened its second agency-owned Park and Ride and transit center near downtown Covina. The Covina Transit Center serves as the primary regional anchor for the agency's newest Commuter Express Line 490. In the coming year, as we begin to emerge from the countywide Safer-At-Home Order, Foothill Transit plans to add Cal Poly Pomona to the list of campuses participating in our Class Pass program. An on-campus transit center at Mt. San Antonio College will bring unparalleled student access to transit to the school that started the Class Pass program in the first place. As our commuting and educational environment shifts in response to the global pandemic, Foothill Transit is heading into the new fiscal year with heightened awareness, focus, and flexibility.

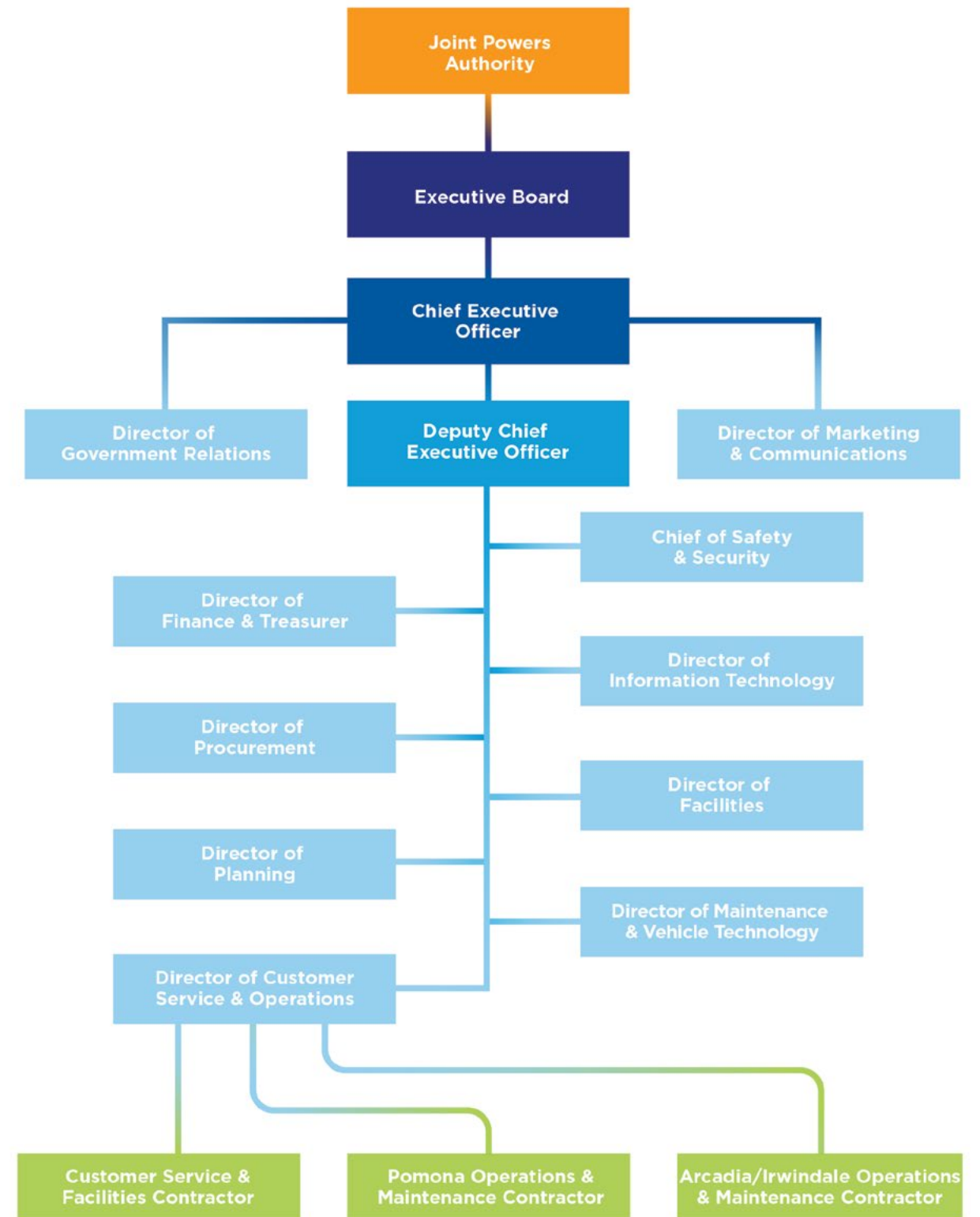


ORGANIZATION STRUCTURE

General membership in the Foothill Transit Joint Powers Authority includes one city council member and one alternate from each of the 22 cities in the Foothill Transit service area and three appointed representatives for the County of Los Angeles.

A five-member Executive Board governs Foothill Transit: four elected officials representing four clusters of cities, and the fifth member is elected by the Los Angeles County representatives (Cluster Five).

The Board directs policy that is implemented by a directly employed administrative staff. On-street operations and front-line customer service are provided through contracts with Keolis Transit Services and Transdev.



FLEET & FACILITIES



West Covina
Administrative Office
 100 S. Vincent Ave. Suite
 200, West Covina, CA

Arcadia Irwindale
Operations and
Maintenance Facility
 5640 Peck Rd., Arcadia, CA

Pomona Operations and
Maintenance Facility
 200 S. East End Ave.,
 Pomona, CA

Fleet	Quantity	Seats	Fuel
1700s	30	36	CNG
1800s	12	36	CNG
1900s	14	34	CNG
2000s	16	35	Electric
2100s	64	37	CNG
2200s	29	38	CNG
2300s	30	38	CNG
2400s	30	35	CNG
2500s	30	35	CNG
2600s	14	40	Electric
2700s	63	36	CNG
2800s	3	35	Electric
2800s	2	35	CNG
2900s	24	54	CNG
3000s	2	80	Electric
Total CNG			328
Total Electric			35
TOTAL FLEET			363



SHORT-RANGE TRANSIT PLAN

This section includes information on service changes planned for FY2022 through FY2024.

Comprehensive Operational Analysis (COA)

In light of the ridership decline that has been affecting Foothill Transit and the transit industry in general over the last four years, compounded by the current COVID-19 pandemic, a COA focused on meeting customers' unmet needs and improving overall efficiencies in the transit system is proposed. Foothill Transit's last COA was completed before the implementation of the Gold Line extension 2A from Pasadena to Azusa and included service options to improve connections to the rail line and the recent ridership decline that has been affecting Foothill Transit and the industry the last four years, and the current COVID-19 pandemic.

The main goal of the COA will be to identify feasible strategies to best address new travel patterns while improving the overall customer experience to improve ridership. These goals can be achieved by addressing meeting unmet needs, providing better frequencies, and implementing strategies to improve overall system speed. A good portion of this study will also focus on meeting the current customers' needs while adhering to physical distancing requirements and providing a service delivery ramp up plan that can be implemented once these requirements are eased. The COA will begin a campaign to grow ridership. The study will also take a look at the agency's current fare policies and make recommendations to make travel easier for customers who transfer to and from neighboring agencies.

Bus Signal Priority Expansion

As part of the effort to increase service speeds and reliability, Foothill Transit will work to expand its bus signal priority (BSP) network. BSP slightly adjusts signal light timing when a bus approaching the signal is running behind schedule to help get the bus back on schedule. The corridor along Colorado Boulevard and Huntington Boulevard is in the process of getting the equipment installed which will benefit Line 187 and the recently implemented Lines 860 and 861 servicing the City of Duarte. The planned expansion will include Amar Boulevard which will benefit Line 486 - the main line serving Mt. San Antonio College and Cal Poly Pomona. The expansion of the system will also help improve system efficiencies, keep the system on schedule, and improve the overall customer experience. This will also benefit customers unable to board buses due to new capacity limits caused by social distancing so customers will know when the next bus will arrive because Foothill Transit is able to maintain the printed schedule.

Corridor Enhancements

Based on ridership surveys administered by the Comprehensive Operational Analysis (COA) completed in 2016 and reports studying the decline in transit ridership, customers want to reach their destinations faster. Ridership studies also showed customers are averaging 11 miles per bus trip indicating they use the services for longer travels. The COA currently in progress, will look at the key corridors in the Foothill Transit service area, and make recommendations to improve travel and reliability along these corridors. Some of the expected recommendations are the expansion of Bus Signal Priority and dedicated bus transit lanes.

Gold Line Extension Phase 2B - Azusa to Pomona

The COA provided the framework for connections to the first Gold Line extension. With the second extension of the Gold Line currently in construction, Foothill Transit will look at connections to the new Gold Line stations in the cities of Glendora, San Dimas, La Verne, Pomona, Claremont, and Montclair. Foothill Transit will work with the cities in station design to ensure convenient bus-to-train interface. Similar to when the first Gold Line extension - Pasadena to Azusa - went into operation, Foothill Transit will make the necessary service adjustments to meet demand.

Inter-County Service Improvements

Both Orange County Transportation Authority (OCTA) and the Southern California Association of Governments (SCAG) on behalf of San Bernardino County have conducted studies looking specifically at inter-county travel between Los Angeles County and Orange or San Bernardino counties. Upon completion of the studies, Foothill Transit will work with each governing agency to identify options to improve cross-county travel.

Line Productivity

The COVID-19 pandemic has greatly impacted ridership and as we enter the coexist phase where agencies must adhere to social distancing requirements, the need to provide efficient service is amplified. In response to this, our team will look at all lines and schedules to ensure routes are efficient and productive. We will apply the adopted Planning Service Standards, ensure service levels are as such to maintain proper social distancing, and recommend changes to improve productivity and bring lines closer to the adopted service standards. Some examples of these changes include adjusting frequencies of non-productive lines to

increase frequencies on other lines that exceed the capacity limit and the possible introduction of separate Saturday and Sunday schedules to ensure appropriate levels of service are provided to customers on each of those days.

Creation of Frequent Transit Network

Frequent Transit Network Routes will be those Foothill Transit routes with the highest frequency. Route frequency will be informed by ridership and productivity. Lines 187, 188, 190, 194, 280, 291, 486, 488, and Silver Streak are Foothill Transit's most frequent and most productive lines. Each of these lines have market potential to support higher levels of service due to an appropriate mix of population, employment density, and connections to other local and regional services. Together, these routes create a grid of North/South and East/West connections that traverse the Foothill Transit service area along its most heavily travelled corridors. Market research has shown that 12 minute service or better offers enough convenience so that customers no longer need a schedule to plan their trips, thereby attracting more riders to the system. The frequent network is also key to enhancing the overall customer experience, with lower capacity limits on the buses due to social distancing mandates, customers will not have to wait long for the next bus.

One key to success for a Frequent Transit Network is ensuring that customers can rely on a consistently high level of service. Future plans include implementation of frequent transit networks in other key corridors. The completion of the bus signal priority system along the route of Line 187 will also help system reliability; this same technology can be implemented along other major corridors in our service area.

Innovative Service Delivery

With the proliferation of Transportation Network Companies (TNCs) such as Uber, Via, and Lyft, Foothill Transit will look into possible partnerships to solve the first/last mile barrier which may be preventing people from using the transit system. Foothill Transit, in partnership with Metro, has implemented a Mobility on Demand (MOD) pilot program whereby customers within a two- mile radius of El Monte Station can utilize services provided by Via to get to and from the station. If the pilot is successful, it could serve as a model for other locations within the Foothill Transit service area to either replace low-productivity lines or provide coverage to areas where regular fixed route service would not be viable. Successful partnerships will also allow Foothill Transit to reallocate resources to busier lines to assure compliance of social distancing and build out the frequent transit network.

In addition, Foothill Transit will support and work with member cities that are interested in forming partnerships with TNCs to provide MOD or microtransit service within their cities.



MAJOR CAPITAL PROJECTS

MAJOR CAPITAL PROJECTS PROPOSED FOR THE NEXT THREE YEARS

This section includes information on capital projects for FY2022 through FY2024.

Bus Replacement

Foothill Transit will continue to replace the oldest coaches in its fleet. The 1700 and 1800 series buses, which were purchased in 2009, will be over 12 years old and will have accumulated more than 500,000 miles in service. Foothill Transit also plans to replace the 1700-series buses with hydrogen fuel cell buses. Foothill Transit has a grant to operate 20 fuel cell buses on line 486. This bus acquisition is also part of our zero-emissions program to meet the California Air Resources Board's Innovative Clean Transportation Regulation of having 100% zero-emissions fleet by 2040. By operating fuel cell buses, we can compare their performance, efficiency and effectiveness in transit service and compare that to Battery Electric Buses.

Bus Fleet Heavy Maintenance

As the coaches accumulate 300,000 miles, they will undergo a heavy maintenance program that will include re-powering and transmission overhaul to provide more efficient and cost effective service. The heavy maintenance program mitigates mechanical bus failures, improves on-time performance, and reduces customer complaints. Approximately 90 buses will undergo heavy maintenance over two fiscal years, FY2022 and FY2023.

Hydrogen Fueling Station

In order to operate 20 fuel cell buses beginning in the 3rd Quarter of 2022, a hydrogen fueling facility will need to be constructed. A consultant was hired to assist in the development, design, and installation of the necessary facility upgrades. The fueling station will be completed by summer of 2022 in time for the delivery of the hydrogen fuel cell buses.

Facility Rehabilitation, Repair and Maintenance

Arcadia-Irwindale HVAC and Roof Replacement

Replacement of the HVAC system including package air units and split system units original to the facility built in 2002 are scheduled in FY2022.

Security Enhancement Project at the Arcadia-Irwindale Operations and Maintenance Facility

Security enhancements at the Arcadia-Irwindale employee overflow parking lot will curb incidences of vandalism and theft. Improvements will include fencing, vehicle and pedestrian access controls, and additional security cameras.

Pomona Steam Bay Lift Replacement

Both operation and maintenance facilities are equipped with a steam bay for undercarriage washing that uses a bus lift. The existing bus lift at Pomona is no longer in working order and is in need of replacement. The scope includes removal and disposal of the existing parallelogram lift and replacement with a new parallelogram lift for undercarriage steam cleaning.

Pomona Operations and Management CNG Equipment Replacement

The project will replace existing CNG compressors, dispensers and associated CNG equipment at the Pomona O&M facility. While compressors are maintained and quarterly inspections are performed, the compressors are over 20 years old and will need replacement as they reach their useful life.

West Covina Transit Center

West Covina is at the center of Foothill Transit's service area. In particular, West Covina Parkway on the south side of West Covina Plaza is a major transit corridor with multiple local and commuter express lines serving the corridor. Current bus stop amenities along West Covina Parkway are inadequate and parking for Foothill Transit Customers are limited. In light of the condition of existing transit amenities, ridership volumes and corresponding parking demand generated in the area, Foothill Transit is in discussions with the City of West Covina and the owners of the mall on possible improvements including a transit center facility along West Covina Parkway. A shared use parking facility and transit center location will be discussed as part of the transit center development.

Mt. San Antonio College Transit Center

Mt. San Antonio College is served by five Foothill Transit bus routes with a number of stops at the perimeter of the campus. Existing bus stops around the campus provide minimal amenities and student ridership to and from the campus is a significant segment of Foothill Transit's overall ridership. As such, the proposed project will consolidate existing bus stops around the campus into an off-street facility on the Mt. San Antonio College campus. The transit center is planned to be a 10-bay transit center with amenities to enhance the student transit experience.



KEY PERFORMANCE INDICATORS

Goals & Performance Targets

OVERALL SYSTEM STATISTICS

Overall System Performance	FY2020 Actual	FY2021 Target	FY2021 Estimate	FY2022 Target
Passenger Boardings	9,862,939	7,500,000	6,066,500	6,976,475
Vehicle Service Hours	850,559	864,817	844,057	870,234
Vehicle Service Miles	12,062,684	12,582,614	11,966,504	12,434,817
Fare Revenue	\$11,926,027	\$6,750,000	\$2,300,000	\$3,204,300
Transit Operating Expense	\$97,989,320	\$106,925,420	\$103,212,340	\$110,911,240

Analysis

Passenger Boardings and Fare Revenue

Passenger boardings and fare revenue are projected to stabilize and gradually improve as COVID-19 vaccinations are being administered. Although our service region has graduated to a less restrictive tier, travel patterns and demands of our customers have shifted, resulting in a new baseline for passenger boardings and fare revenue. Passenger boardings are projected to increase during FY2022 when compared to the estimate for FY2021.

As the region and the nation recover from the effects of the COVID-19 pandemic, Foothill Transit will continue to participate in a region-wide ridership and service analysis to determine the appropriate ridership levels for public transportation in the region.

Vehicle Service Hours and Operating Expenses

The vehicle service hours estimate for FY2021 is less than the previous year mainly due to adjustments to the service levels that took place in response to the COVID-19 pandemic. In FY2022, total service hours are projected to increase from the FY2021 estimate. This is primarily due to adjustments in service levels as Foothill Transit anticipates to return to full level of service on Express Service, Line 690 and Lines 851, 853, and 854.

Operating expenses are proposed to increase approximately four percent over the current year budget to accommodate the contractually required escalation and the additional expenses.

Goal	Indicator	FY2020 Actual	FY2021 Target	FY2021 Estimate	FY2022 Target
Operate a Safe Transit System	Preventable Collisions per 100,000 miles	0.82	0.80	0.68	0.80
	Schedule Adherence	74.2%	75.0%	77.6%	75.0%
Provide Outstanding Customer Service	Average Miles Between Technical Roadcalls	13,973	13,000	14,486	14,000
	Complaints per 100,000 Boardings	16.5	18.0	21.2	30.0
	Boardings per Vehicle Service Hour	11.60	8.67	7.19	8.02
Operate an Effective Transit System	Average Weekday Boardings	32,598	25,155	19,037	21,892
	Farebox Recovery Ratio	12.2%	6.3%	2.2%	2.9%
Operate an Efficient Transit System	Average Cost per Vehicle Service Hour	\$115.21	\$123.64	\$122.28	\$127.45

Performance indicators are established annually based on projections of total vehicle service hours, total vehicle miles, ridership, revenues, and expenses. The estimated boardings per vehicle service hour, farebox recovery ratio and cost per vehicle service hour are derived directly from overall system statistics, while other indicators are estimated based on historical data and current events. Each indicator is discussed on the following pages.

Analysis

Preventable Collisions per 100,000 Miles

Foothill Transit's first priority is safety. Foothill Transit is projected to end FY2021 at 0.68 preventable vehicle collisions per 100,000 miles, which is below the annual target of 0.80 preventable vehicle collisions per 100,000 miles. Preventable vehicle collisions include any preventable collision that has occurred on the road whether the bus is in or out of revenue service and preventable collisions that occur off-street at transit centers or bus stations are also included. While there was a significant increase in preventable vehicle collisions in February, performance has shown measurable improvement in recent months.



The target for preventable vehicle collisions per 100,000 miles for FY2022 will remain the same at 0.80 considering the evolving travel patterns as things begin to return to normal. This rigorous target is set to ensure continued focus on safety while acknowledging the high level of traffic congestion in the Los Angeles basin.

Schedule Adherence

Throughout FY2021, the impact of COVID-19 resulted in less traffic within the service area, this had a positive impact on schedule adherence. Projected on-time performance for FY2021 is 77.6 percent, which is above the annual target of 75 percent. In relation to schedule adherence, verifying the on-time performance (OTP) data continues to be a priority for Foothill Transit. This includes evaluating GPS positioning of each time point to accurately reflect the bus arrivals and departures.

The FY2022 target for schedule adherence will remain the same at 75 percent, considering the increase in travel demands which will impact travel time and schedule adherence. With the OTP data readily available from the CAD/AVL system, we continue to monitor low performing routes and work with both operations and maintenance contractors to identify areas of improvement.

Average Miles between Technical Roadcalls

In FY2021, Foothill Transit is projected to average 14,486 miles between technical roadcalls, above the performance target of 13,000 miles. This particular measure tracks any mechanical breakdown that occurs, whether a bus is in revenue service or not.

The target for average miles between technical roadcalls for FY2022 is proposed at 14,000 miles. During FY2022, buses that accumulate 300,000 miles will undergo heavy maintenance in efforts to improve efficiency by mitigating mechanical bus failures, improve OTP, and reduce customer complaints.

Complaints per 100,000 Boardings

The agency is projected to receive approximately 21.2 complaints per 100,000 boardings at the end of this current fiscal year, which is higher than the goal of 18 complaints per 100,000 boardings. So far in FY2021, Foothill Transit has received fewer total number of complaints in comparison to the same period in FY2020. However, the number of complaints per 100,000 boardings has increased in FY2021 compared to FY2020 due to fewer boardings.

The target for FY2022 is proposed at 30 complaints per 100,000 boardings. The increase is due to a new customer complaints validation process that we plan to implement. The new process will provide additional trend information on the service provided to

customers. It will also incorporate the use of improved technology to further investigate complaints and include much more stringent criteria when determining complaint dispositions.

Boardings per Vehicle Service Hour

Boardings per service hour for FY2021 is estimated at 7.19, which is below the target of 8.67 boardings per vehicle service hour. This is primarily a result of the decrease in ridership that we experienced due to the COVID-19 pandemic. Especially, the low ridership levels experienced during the holiday months where COVID-19 positivity rates were at a rise.

The FY2022 boardings per service hour target will increase slightly to 8.02 in comparison to the FY2021 projected estimate. This new target of 8.02 anticipates a gradual increase in ridership, as we strive to recover from the effects of the COVID-19 pandemic and continue to explore opportunities to grow ridership.

Average Weekday Boardings

In FY2021, Foothill Transit carried an estimated average of 19,037 boardings per weekday. This is below the target of 25,155 average weekday boardings and this correlates to the ridership decline experienced due to the COVID-19 pandemic.

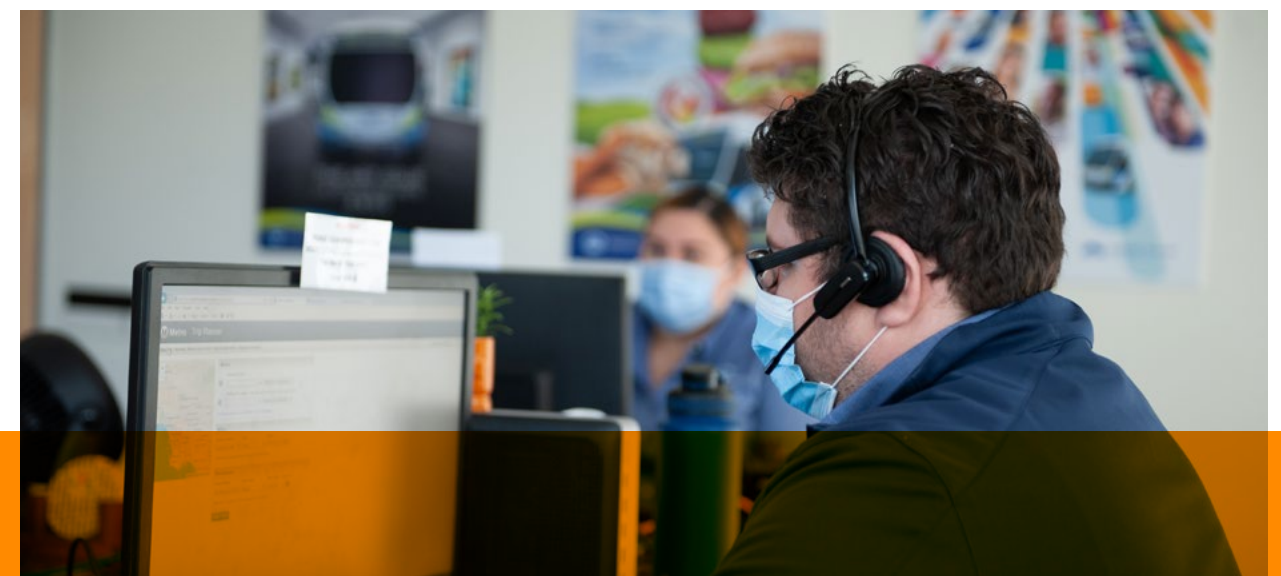
In FY2022, average weekday boardings are projected to increase slightly as a result of evolving travel demands and increase in vaccine distribution within our service area, with a proposed target of 21,892 average weekday boardings.

Farebox Recovery Ratio

Farebox recovery ratio is one of the two indicators used to measure efficiency by evaluating total fare revenue as a percentage of total operating expenses. The FY2022 farebox recovery ratio target of 2.9 percent reflects a significant decrease in fare revenues due to the COVID-19 pandemic and a four percent increase in operating expenses compared to the FY2021 target.

Average Cost per Vehicle Service Hour

Average cost per vehicle service hour is the ratio between overall operating expenses and planned service hours during the year. The target for FY2022 is \$127.45. This represents a four percent increase compared to the current year estimate, resulting from a projected increase in total operating expenses.



INITIATIVES FY2021

FY2021 AGENCY INITIATIVES UNDERWAY OR COMPLETED

COVID-19 Response

On March 11, 2020, the World Health Organization (WHO) declared the novel coronavirus (COVID-19) outbreak a global pandemic. In correlation with public health recommendations, on March 23, 2020, Express Services, and service on Line 690 (linking the Azusa Gold Line station to cities to the east during peak hours only), and Lines 851, 853, and 854 that primarily serve middle and high schools were suspended in light of the health emergency and the “Safer-At-Home” Executive Order, which resulted in school and non-essential workplace closures. This reduced service levels by approximately 20 percent. Foothill Transit continued to operate other Local and Silver Streak service in an effort to provide critical lifeline transit services while encouraging social distancing onboard the transit coaches.

On June 8, 2020, Express Service was restored following the phased reopening guidelines provided by LA County, bringing on-street service to 99 percent of pre-COVID-19 pandemic levels. Service on Lines 851, 853, and 854 remained suspended. Additionally, the El Monte and Puente Hills Mall Transit Stores reopened to walk-in traffic.

Governor Newsom, Los Angeles Mayor Eric Garcetti, and L.A. County Supervisor Kathryn Barger all issued revised Health Orders on Monday, July 13, 2020, that required the closure of offices in non-critical sectors, as well as closure of places of worship, personal care services, and indoor malls in an effort to slow the increased spread of the virus since Phase 3 reopening. This order also resulted in the closure of the Foothill Transit Stores to walk-in traffic.

On January 21, 2021, an Executive Order which promoted COVID-19 Safety in Domestic and International Travel was issued. The order requires that masks be worn in compliance with



Centers for Disease Control (CDC) guidelines on all forms of public transportation. Following this order, the Transportation Security Administration (TSA) developed specific requirements in consultation with the Department of Transportation and the CDC.

While Foothill Transit has had a mask requirement for passengers and operations since April 2020, enhancements to the training and communication on the requirement has taken place in response to this directive. Coach operators have been trained to quote the mask requirement but not confront customers so as to avoid any action that could result in an altercation between the operator and the customer. In compliance with this directive, Keolis and Transdev have been training operators and customer service representatives on actions required when compliance is not achieved. This training includes many of the de-escalation training techniques as instructed by the National Transit Institute as well as reporting requirements placed by the TSA.

To further enhance operator safety, Foothill Transit installed plexiglass barriers on board the buses as one physical channel toward preventing the spread of COVID-19. Initially those barriers could not be used on the electric buses. Recently, the barrier installers came up with a way to properly secure the barriers on the newer Proterra buses operated out of the Arcadia/Irwindale operations and maintenance facility. The Maintenance and Vehicle Technology Team has been working with an independent fabricator along with Keolis maintenance team to develop a barrier appropriate for the early Proterra BE-35 buses at the Pomona operations and maintenance facility while also providing the protection for the operators and meeting state and local safety guidelines for operating vehicles.

In addition to the promotion of mask wearing and physical distancing, Foothill Transit has also advocated for residents of the Foothill Transit service area and all staff to receive their COVID-19 vaccine. In partnership with Albertson’s and the City of Covina, Foothill Transit hosted several vaccination clinics at its Covina Transit Center, offering free vaccinations to all who were eligible. It is estimated that approximately 4,500 vaccinations were administered through this partnership.



Double-Deck Electric Bus Deployment

After four years of thorough development, Foothill Transit's two double deck electric buses are here. The effort began in October 2016, when we test drove a diesel-powered Alexander Dennis double deck bus to assess its performance in actual service and gather feedback from customers regarding bus comfort and accessibility. The customer response was overwhelmingly positive.

This project represents another first for Foothill Transit. No other public transit agency in the country utilizes this technology in fixed-route revenue service. The utilization of electric, high-capacity buses will allow Foothill Transit to increase ridership capacity while reducing greenhouse gas (GHG) emissions.

The buses were shipped from Scotland on December 15, 2020, and arrived at Port Hueneme in Ventura on January 16, 2021. Foothill Transit's Maintenance and Vehicle Technology team performed bus inspection, road testing and acceptance testing of the two buses prior to them being painted with Foothill Transit's livery in Fontana. Maintenance technician and coach operator training were provided by Alexander Dennis prior to deploying the buses into service on June 1, 2021.



Mt. SAC Transit Center

The development of a transit center on campus continues to move forward. Mt. SAC is one of the largest trip generators in the Foothill Transit system with a limited number of high-quality bus stops. Foothill Transit was awarded a federal grant for the construction of this transit center. The development of this facility is underway and the plans include ten transit bays with covered bus shelters for customers. Mt. SAC plans to build a pedestrian bridge over the Transit Center, connecting their new parking that is under construction with the Miracle Mile walkway to the campus, and with an elevator and stairway to the transit center. Hence, additional coordination is required with the College to incorporate the pedestrian bridge foundation design inside the transit center footprint. Concept design and environmental studies were completed in December 2018, and Plan Check is anticipated for approval by the Division of State Architects by March 2021. The construction of the overhead pedestrian bridge (to be built by the College) will commence first followed by construction of the transit center to begin in May 2021. The two projects will be built simultaneously with the anticipated completion slated for Fall 2022.

Comprehensive Operational Analysis (COA)

A comprehensive operational analysis (COA) is designed to examine and evaluate a transit system to determine where improvements can be implemented to make transit operations more effective and efficient across the network. There may be numerous factors that contribute to the effectiveness or ineffectiveness of a route, just as there can be many possible solutions to the issues that need to be addressed.

The primary goal of a COA is to focus on where improvements in productivity and efficiency of transit operations are most reasonable, based on a thorough analysis of the existing system's characteristics and the land use context that may have changed over time. These factors inform the decisions on where resources should be intensified, reallocated, or discontinued. A COA assists transit agencies in evaluating the changing environments in which they operate and is generally recommended to be completed every three to five years. Foothill Transit's last COA was completed in March 2016. The current COVID-19 pandemic has caused many customers to alter their work schedules and travel patterns. These changes, along with reduced maximum capacities onboard the vehicles will need to be studied to determine how best to meet the changing needs of the communities we serve.

Express Lanes Operations

Construction of I-10 HOV lanes between I-605 and SR-57 has been underway with completion anticipated in 2021. Additionally, the I-10 ExpressLanes Extension to convert I-10 HOV lanes to high occupancy toll lanes between I-605 and SR-57 is slated for near-term implementation and scheduled for completion in 2028. To ensure effective traffic flow and transit service operation when the HOV and ExpressLanes open, we have continued to communicate with Metro, Caltrans and other coordinating agencies to implement a three-person occupancy requirement at minimum during peak periods for the remaining segments. In early 2020, a meeting with the Caltrans District 7 Director was held to advance the plan. Multiple meetings were held with those working on the Metro I-10 ExpressLanes Busway HOV5+ Pilot program with the purpose of collaborating to ensure the successful deployment of the Pilot's phased implementation plan. The first phase of the Pilot will aim to allow only public transit and registered vanpools of five or more occupants for free travel at all times, and for HOVs of three or more people to travel for free during off-peak periods. This will be followed by a second phase allowing only public transit, registered vanpools, and HOVs of five or more occupants to ride toll-free along the I-10 ExpressLanes at all times. Unfortunately, the COVID-19 pandemic has forced the delay of the previously planned start for the Pilot from November 2020 to mid-2022. As we look ahead to the potential return of increased traffic congestion on the I-10 and its HOV lanes, we will continue to work collaboratively to come up with creative strategies, incentives, and outreach methods to effectively advance and deploy the HOV5+ Pilot program.

Zero-Emissions Fleet (formerly Fleet Electrification)

In October 2010, Foothill Transit deployed three Proterra battery electric buses into revenue service and became the first transit agency in the nation to deploy fast-charge, all-electric buses into regular service. Over the past ten years, we have gained valuable experience and knowledge operating the electric fleet, which has now grown to 32 coaches. The necessary electric charging infrastructure for Foothill Transit's first 14 extended-range electric coaches was completed in the winter of 2019 allowing the charging of extended-range buses at the Arcadia Irwindale operations and maintenance facility. The Burns and McDonnell Report commissioned by Foothill Transit and issued in September 2019 highlighted the high cost of infrastructure needed to electrify our entire fleet, impacts on operations, and the complex charging protocols needed for this effort. These necessitated an investigation of other zero-emissions technologies, and led to the procurement in October 2020 of a consultant to guide our development of a hydrogen fuel cell strategy as we look to advance a 20-bus hydrogen fuel cell vehicle procurement and construction of hydrogen fueling infrastructure

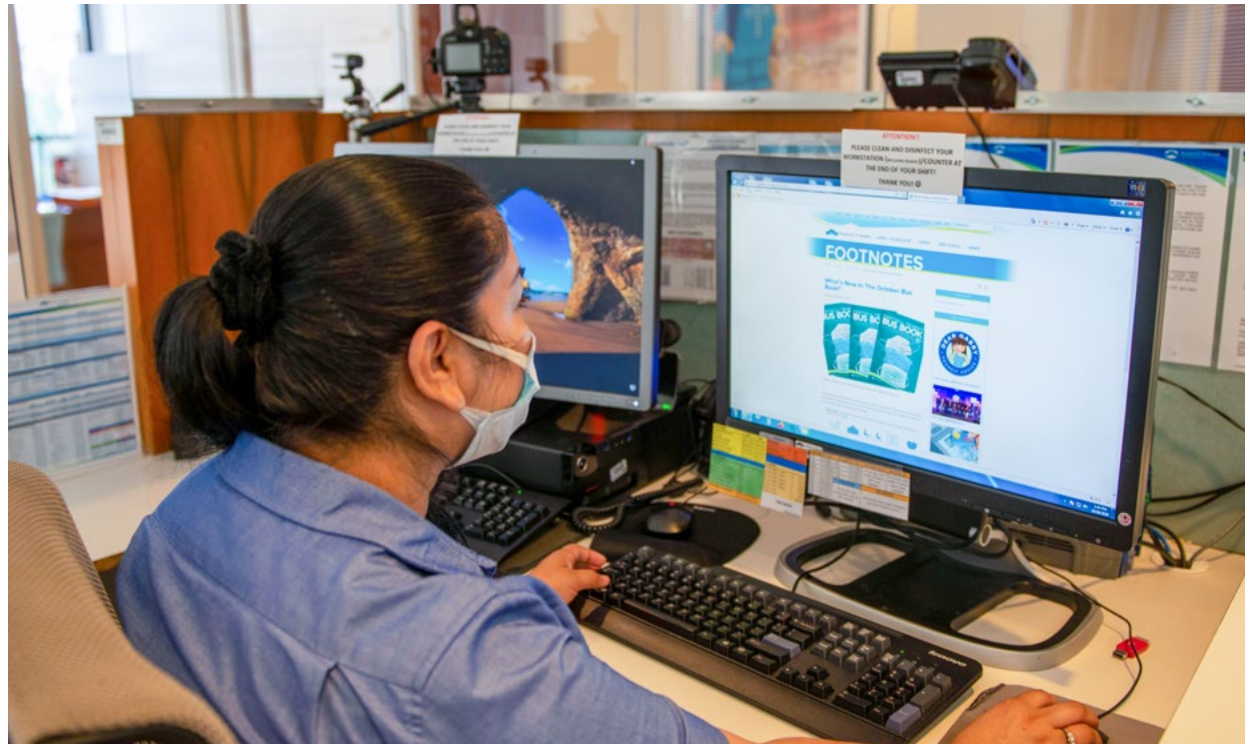
Fuel Cell Bus Procurement

Foothill Transit has been the leader in the deployment of zero-emission bus technology around the United States. In conjunction with Foothill Transit's plan for fleet electrification, Foothill Transit plans to further its deployment of zero-emission technology. We have engaged the services of a technical consultant to assist us in the procurement of 20 zero-emission hydrogen fuel cell buses and hydrogen fueling infrastructure. Pending approval of a contract award by the Board, the buses will be delivered in FY2022 and deployed onto Foothill Transit Line 486 service between Pomona and El Monte.

Fare Technology

The completion of the farebox upgrade project has modernized Foothill Transit's fare collection technology and helped to improve the overall customer experience. One of the many technological improvements of the upgraded fare collection equipment is the ability to accept mobile payments at the farebox. In partnership with the countywide TAP program, Foothill Transit enabled mobile payment for Apple iPhone customers in the Fall of 2020, and we are in the final test phases for the Android version of the app. With the technological advancement of the fareboxes and TAP backend systems, we have the opportunity to explore creative fare policies to better serve our customers as we work through the most recent changes to our customers' travel habits and look ahead to further changes as we manage through the COVID-19 pandemic and beyond.





Mobility as a Service (MaaS)

The first/last mile of a customer’s trip is one of the biggest challenges facing transit agencies today. The challenge is identifying how best to get customers from home or work to bus stops or Transit Centers. These trips may not be productive enough to warrant a dedicated bus route or the area may not be suited for a 40-foot bus. Many agencies have partnered with various transportation network companies (TNCs), such as Uber and Lyft, which provide shared rides or with an active transportation company like Bird or Lime to provide bikes and scooters to help customers get to and from bus stops.

The Mobility on Demand project LA Metro is piloting in partnership with Foothill Transit will be ending on January 24th and transitioning to LA Metro’s microtransit offering Metro Micro on January 25, 2021. The difference between the two services are (1) Metro Micro trips no longer require El Monte Station or Baldwin Park Metrolink to be pick up or drop off points and (2) trips on Metro Micro will cost \$1. Like the Mobility on Demand service, all trips must occur within the designated zone. Metro Micro trips must be booked either through the Metro Micro smartphone app, via phone, or website.

As Foothill Transit looks to develop more high quality transit corridors, it will likely be most beneficial to rely more heavily on member cities to provide the first/last mile service for its residents. Foothill Transit will work with its member cities and neighboring agencies such as Pomona Valley Transportation Authority (PVRTA) who wish to develop partnerships with transportation companies.

FY2022 Initiatives

Fuel Cell Bus and Infrastructure Procurement

Battery electric buses have demonstrated range limitations and demanding charging requirements. In addition, charging infrastructure for a fully electrified bus fleet would be costly, involve complicated charging logistics, and require a larger fleet size. Data suggests that Fuel Cell buses have ranges that are comparable to conventional CNG buses allowing a one-to-one bus replacement with no adverse impacts on current operational activities. Foothill Transit has a \$5 million Transit and Intercity Rail Capital Program (TIRCP) grant specifically to fund electrification of Line 486 with 20 zero-emission buses. Line 486 runs from Pomona to El Monte Station operating mainly on busy local streets, the perfect conditions under which to demonstrate the capabilities of a fuel cell bus. Specification development is currently underway and procurement activities for the design and construction of the hydrogen fueling infrastructure and for vehicle acquisition will be undertaken in the coming year.

Zero-Emissions Double Deck Bus Project

To further our organization’s deployment of zero-emissions buses, an upcoming deployment of vehicles in 2023 to replace aging CNG-powered vehicles could consist of an order of double deck coaches. The double deck zero-emissions coaches will seat significantly more passengers than a single floor coach and offer superior ride quality, be visually appealing, and include sustainability benefits that will attract riders who may not otherwise consider taking public transit.

Facility Security Hardening

The security surveillance and access control systems at Foothill Transit’s administrative office building, operations and maintenance facilities were installed when each facility was constructed and were last updated in 2012. That effort involved installation of certain access control and video surveillance equipment. The security cameras, software, and hardware have been updated as needed over time, however more robust and new technology on wireless secured security systems are now available to ensure effective facility security for all agency-owned and/or operated properties. In the upcoming year, grant funds will be sought to plan and implement a more secure and safer security system. New fencing, cameras, and a gated access control system will also be installed in the Arcadia-Irwindale overflow parking facility to better secure that area.

Operations Contract Procurement

The existing agreement with Transdev for operation of transit services at our Arcadia Irwindale operating facility expires on June 30, 2022. There are no remaining contract options, and a new transit services

INITIATIVES
FY2022

agreement will need to be procured. Procurement activities will be scheduled in the coming fiscal year to facilitate an effective transition to a new operating agreement on July 1, 2022.



Cal Poly Pomona Bronco Mobility Hub and Class Pass Project

Foothill Transit and Cal Poly Pomona are partnering to improve mobility on campus with key transit projects including development of a Mobility Hub and an accompanying Class Pass program. The two projects will help provide a convenient transportation option for students, faculty, and staff and represent an exciting opportunity to further strengthen our close partnership with the university.

Comprehensive Operational Analysis (COA)

A comprehensive operational analysis (COA) is designed to examine and evaluate a transit system to determine where improvements can be implemented to make transit operations more effective and efficient across the network. The study assists transit agencies in evaluating the changing environments in which they operate and is generally recommended to be completed every three to five years. Foothill Transit's last COA was completed in March 2016. The current COVID-19 pandemic has caused many customers to alter their work schedules and travel patterns. Some of the major components of the study include safely conducting public outreach and engagement to gather customer feedback and demographics and evaluating key corridors within the service area for recommendations to improve service reliability. The study is expected to take 18 months to complete.

Legislative Advocacy

This year will bring new challenges and opportunities at the federal and state government levels. Foothill Transit will focus on building relationships with the new Administration including key staff for the Department of Transportation and Federal Transit Administration, newly appointed U.S. Senator Alex Padilla and his staff, and new staff for key House and Senate committees. We will also strengthen the relationships we have built with the members of our House Delegation, U.S. Senator Dianne Feinstein, and staff for key House and Senate Committees. This relationship building and maintenance strategy will also continue to be the focus of our efforts with our state delegation in Sacramento and with our Los Angeles County and local city representatives within the Pomona and San Gabriel Valleys.

ExpressLanes Operations

The completion of the I-10 HOV lanes between I-605 and SR-57 is anticipated in 2021, and the conversion of I-10 HOV lanes to high occupancy toll lanes between I-605 and SR-57 is expected by 2028. The successful implementation of the Metro I-10 ExpressLanes Busway HOV5+ Pilot program, which is aimed at increasing the occupancy requirements for toll-free travel along the I-10 corridor, is critical in ensuring the improvement of transit travel time and reliability along the ExpressLanes. We will continue to collaborate with various coordinating agencies and those working on the HOV5+ Pilot program to improve transit travel reliability and ensure effective traffic flow along this integral corridor of our bus service along the I-10 corridor.



FUNDING SOURCES

FOOTHILL TRANSIT IS FUNDED WITH STATE AND LOCAL SALES TAX FUNDS, FEDERAL TRANSPORTATION FUNDS, AND FAREBOX REVENUES.

The majority of funds are transportation subsidies allocated by the Regional Transportation Planning entity (LA Metro) to Los Angeles County fixed-route transit operators through the Formula Allocation Procedure (FAP) and the Capital Allocation Procedure (CAP). The FAP uses vehicle service miles and passenger revenues to apportion the available revenues into percentage shares. The CAP uses total vehicle miles and active fleet size (National Transportation Database data) to apportion the shares. The sources of funds are discussed in the following sections.

Los Angeles County Resources

Proposition A 40% Sales Tax Funds

Proposition A is a Transit Operations voter approved one-half cent Los Angeles county local sales tax ordinance. These funds may be used for bus operations or capital. This source also funds the Prop A Bus Service Continuation Program (BSCP).

Proposition C 40% Discretionary Sales Tax Funds

Proposition C is a 1990 voter approved one-half cent Los Angeles County sales tax ordinance. The funds are allocated to the regional transit operators through the following LA Metro Board adopted programs: 1) Municipal Operator Service Improvement Program (MOSIP); 2) Bus System Improvement Plan Overcrowding Relief on Lines 480, 481, and the Silver Streak; 3) Transit Service Expansion on Line 690; 4) Base Restructuring on Lines 497 and 498, and local Saturday service on various lines; and, 5) Prop 1B Bridge funding eligible for public transportation modernization improvements, service enhancements, and security expenditures. The Prop C 40% funds are eligible for transit operations and transit capital.

Proposition C 5% Transit Security

These funds are specifically intended to improve transit security. They are distributed to county transit operators based on total unlinked passenger trips.

Measure R 20% Bus Operations

Measure R is a 2008 voter approved Los Angeles County sales tax ordinance. These funds are eligible for bus operating and capital expenses.

Measure M 20% Bus Operations

Measure M is a 2016 voter approved Los Angeles County sales tax ordinance. These funds are eligible for bus operating and capital expenses.

Metro ExpressLanes Net Toll Revenue Reinvestment Grant Program

Metro ExpressLanes Net Toll Revenue Reinvestment Grant Program is funded by toll revenues collected from the use of the ExpressLanes on the I-10 and I-110 corridors. Grant funds are invested in projects and programs that provide direct mobility benefits to the I-10 and I-110 ExpressLanes within a three-mile radius. The primary objective of the Net Toll Revenue Program is to increase mobility and person throughput via implementation of integrated strategies that enhance transit operations, transportation demand management, transportation systems management, active transportation, and capital investments in the I-10 and I-110 corridors.



State Resources

Transportation Development Act (TDA) Article 4

TDA is a statewide one-quarter cent sales tax that is deposited into the State Local Transportation Fund. TDA funds are eligible for capital and operating expenses.

State Transit Assistance Funds (STA)

STA is a statewide excise tax on fuel, the funds are eligible for use on transit capital and operating expenses.

SB-1 (State of Good Repair Program)

The Road Repair and Accountability Act of 2017, Senate Bill (SB) 1 (Chapter 5, Statutes of 2017), signed by the Governor on April 28, 2017, includes a program that will provide additional revenues for transit infrastructure repair and service improvements. SB 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. This investment in public transit will be referred to as the State of Good Repair program. This program provides funding of approximately \$105 million annually to the State Transit Assistance (STA) Account. The funds are distributed to transit agencies throughout the State according to the STA formula. These funds are available for eligible transit maintenance, rehabilitation and capital projects.

Low Carbon Transit Operations Program (LCTOP)

LCTOP is funded by auction proceeds from the California Air Resource Board's (ARB) Cap-and-Trade Program and deposited into the Greenhouse Gas Reduction Fund (GGRF). This program is a component of the State of California budget (by Senate Bill 852 and Senate Bill 862) with a goal of reducing greenhouse gas emissions. These funds are eligible for transit operating and capital projects that reduce greenhouse emissions.

Transit and Intercity Rail Capital Program (TIRCP)

TIRCP was created by Senate Bill 862 (Chapter 36, Statutes of 2014) and modified by Senate Bill 9 (Chapter 710, Statutes of 2015) to provide grants from the Greenhouse Gas Reduction Fund to fund transformative capital improvements that will modernize California's intercity, commuter and urban rail systems, and bus and ferry transit systems to reduce emissions of greenhouse gases by reducing congestion and vehicle miles travelled throughout California.



Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA)

PTMISEA (also known as Prop. 1B) is a ten-year statewide general obligation bond eligible for use on transit capital.

Federal Resources

Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA)

The Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) was signed into law on December 27, 2020. The bill includes \$14 billion which will be allocated to public transit throughout the United States. The supplemental funding will be provided at 100-percent federal share, with no local match required.

Federal Urban Area Formula Program (Section 5307)

These funds are allocated by the Federal Transit Administration to Los Angeles County transit operators based on a capital allocation formula consisting of total vehicle miles, number of vehicles, unlinked boardings, passenger revenue and base fare. They are used for capital procurements or preventive maintenance expenditures. These funds require a 20 percent local match.

Federal Buses and Bus Facilities and Low-or No-Emission Program (Section 5339)

The Grants for Buses and Bus Facilities program (49 U.S.C. 5339) makes federal resources available to States and direct recipients to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities including technological changes or innovations to modify low or no emission vehicles or facilities. Funding is provided through formula allocations and competitive grants. A sub-program, the Low- or No-Emission Vehicle Program, provides competitive grants for bus and bus facility projects that support low and zero emission vehicles.

Federal State of Good Repair Program (Section 5337)

State of Good Repair funds must be used either to maintain system infrastructure for buses or rail operating on exclusive transportation right-of-way or to maintain buses operating on lanes not fully reserved for public transportation. These funds are allocated through the CAP. They are capital funds used to maintain, replace and rehabilitate vehicles and transportation equipment. They require 20 percent local match.

Federal Congestion Mitigation and Air Quality (CMAQ)

These funds are programmed for cost-effective emission reduction activities and congestion mitigation projects that provide air quality benefits. They require 20 percent local match.

Non-Subsidy Resources

Auxiliary Revenue

Foothill Transit operates a park and ride shuttle service for the Rose Bowl. These special services revenues are used for operating the special services.

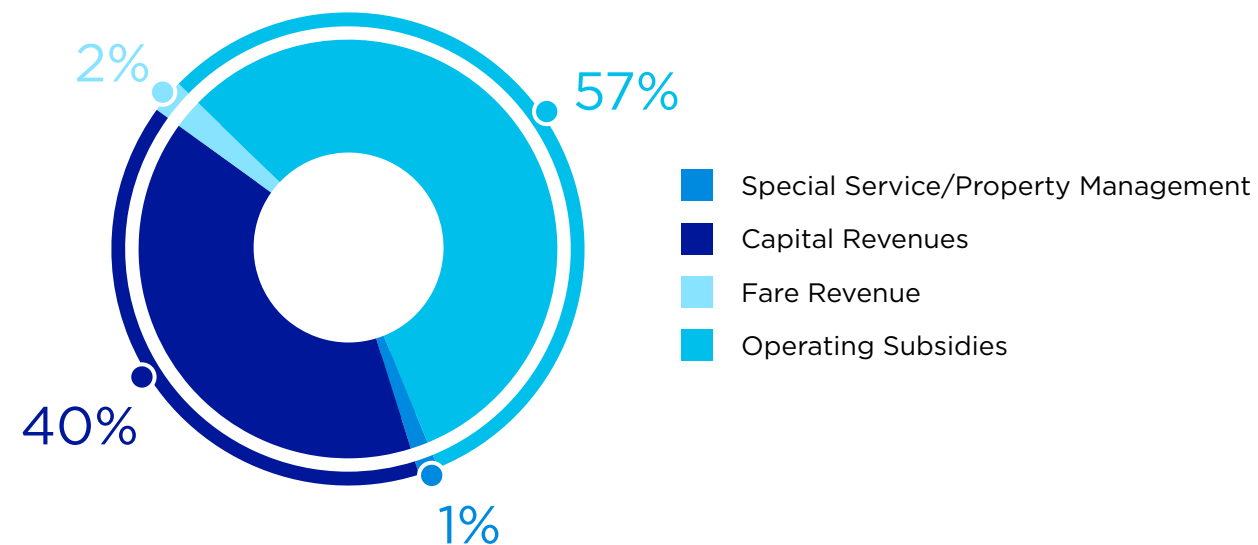
BUDGET SUMMARY

Funding Assumptions

- Farebox revenues decrease due to the coronavirus
- Capital Revenues include formula and competitive grants
- CRRSA Act funds will fund operating expenses

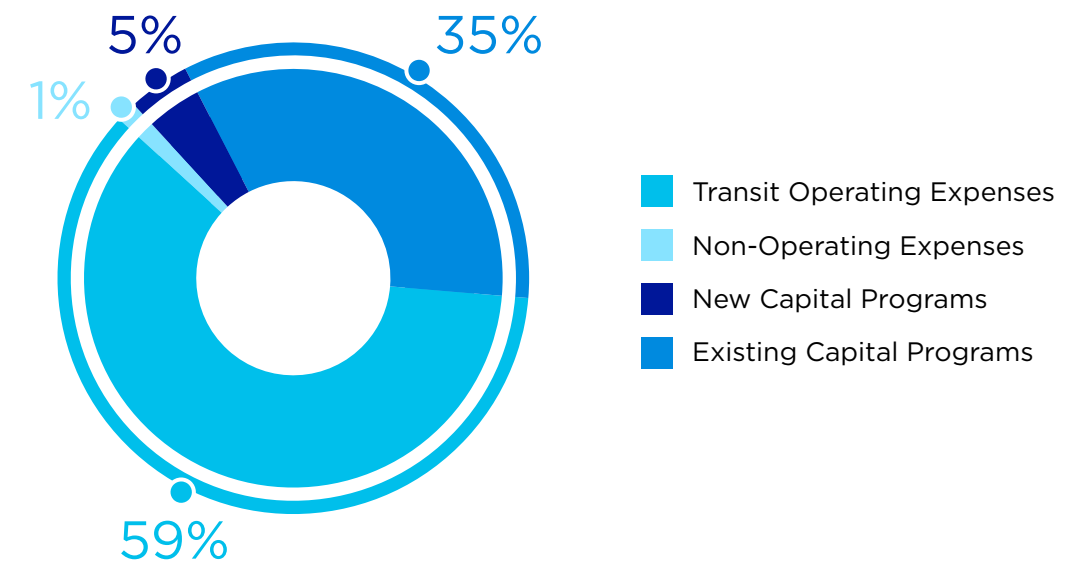
FY2022 BUDGET REVENUES

	FY2021 Budget	FY2022 Budget
Operating and Other Revenues		
Fare Revenue	\$ 6,750,000	\$ 3,204,300
Operating Subsidies	100,175,420	107,706,940
Property Management	355,000	464,500
Special Services	100,000	320,000
Total Operating & Other Revenues	\$ 107,380,420	\$ 111,695,740
Capital Revenues		
Total Capital Revenues	\$ 89,422,135	\$ 75,178,656
Total Budgeted Revenues	\$ 196,802,555	\$ 186,874,396



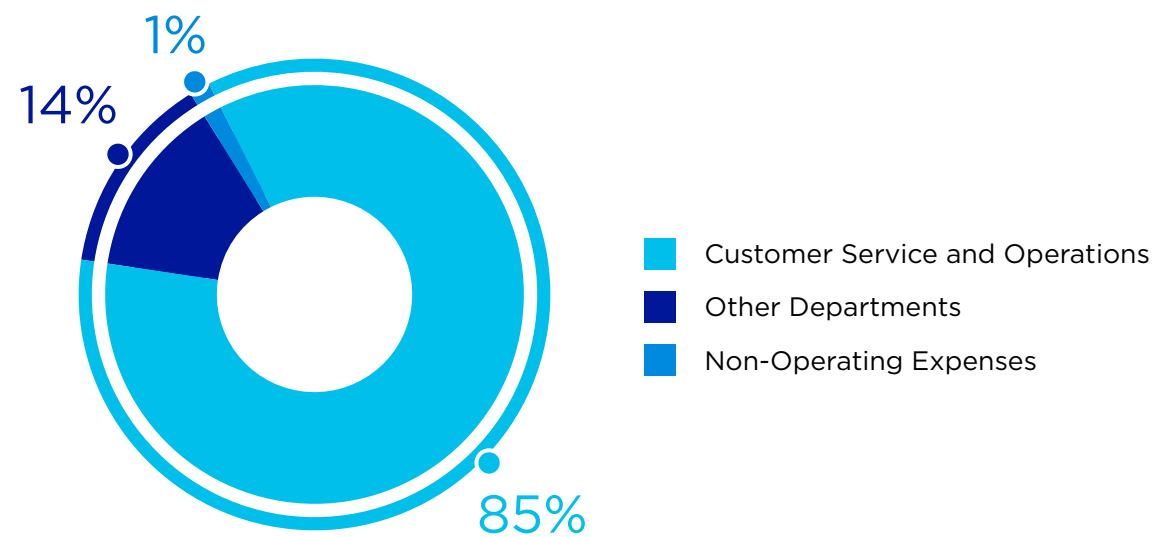
FY2022 BUDGET EXPENDITURES

	FY2021 Budget	FY2022 Budget
Operating & Other Expenses		
Transit Operating Expenses	\$ 106,925,420	\$ 110,911,240
Non-Operating Expenses	455,000	784,500
Total Operating & Other Expenses	\$ 107,380,420	\$ 111,695,740
Capital Expenditures		
New Capital Programs	\$9,637,000	\$ 10,400,000
Existing Capital Programs	79,785,135	64,778,656
Total Capital	\$ 89,422,135	\$ 75,178,656
Total Budgeted Expenditures	\$ 196,802,555	\$ 186,874,396



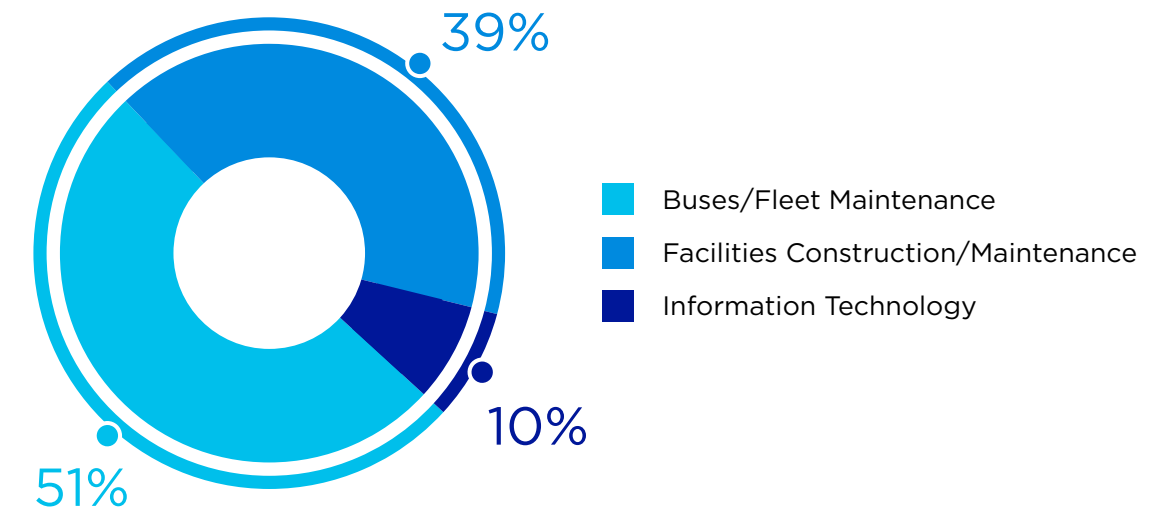
FY2022 OPERATING EXPENSES BY DEPARTMENT

	FY2021 Budget	FY2022 Budget
Transit Operating Expenses		
Customer Service & Operations	\$ 91,645,340	\$ 95,159,240
Maintenance & Vehicle Technology	815,060	1,027,660
Marketing & Communications	2,238,710	2,193,670
Information Technology	2,211,630	2,221,040
Administration	2,171,050	2,345,770
Procurement	859,220	874,320
Government Relations	957,110	982,880
Finance	1,887,510	1,851,710
Planning	1,607,470	2,154,990
Facilities	2,532,320	2,099,960
Total Transit Operating Expenses	\$ 106,925,420	\$ 110,911,240
Non-Transit Operating Expenses		
Property Management	\$355,000	\$464,500
Special Services	100,000	320,000
Total Non-Transit Operating Expense	\$ 455,000	\$ 784,500
Total Operating Expenses	\$ 107,380,420	\$ 111,695,740



FY2022 CAPITAL SUMMARY

	FY2021 Budget	FY2022 Budget
New Capital Programs		
Buses/Fleet Maintenance	\$7,637,000	\$1,290,000
Facilities Construction/Maintenance	870,000	8,460,000
Information Technology	1,130,000	650,000
Total New Capital Programs	\$9,637,000	\$10,400,000
Existing Capital Programs		
Buses/Fleet Maintenance	\$55,358,000	\$36,955,000
Facilities Construction/Maintenance	16,728,985	20,928,656
Information Technology	7,698,150	6,895,000
Total Existing Capital Programs	\$79,785,135	\$64,778,656
Total Capital	\$89,422,135	\$75,178,656



CAPITAL BUDGET

Capital Program

The currently proposed capital projects, with total life-of-project budgets of \$202.2 million, includes \$41.9 million of newly proposed projects. Each project includes the life-of-project budget, estimated expenditures through FY2021, and the balance of expenditures for future years.

Newly Proposed Capital Projects for FY2022

- 0229 1700s and 1800s Bus Replacement** - This project is for the replacement of 24 CNG buses in our fleet. This bus replacement project, from procurement through construction and deployment, will occur over two fiscal years: ten buses to be replaced in one year and the remaining fourteen in the following year.
- 0228 Hybrid Non-Revenue Vehicles** - This project will replace nine of Foothill Transit's non-revenue vehicles with nine hybrid vehicles. The project will be completed over three fiscal years, replacing three buses per year.
- 0227 Fuel Monitoring System** - This project will upgrade the existing CNG fueling system to enable wireless entry of bus odometer records to the Foothill Transit tracking site versus the current manual entry by fuelers.
- 0237 Facilities Security Hardening Improvement Project** - This project will enhance the existing security systems at the Administrative offices, the Arcadia/Irwindale, and the Pomona operating facilities. The project scope consists of surveillance camera replacements, security camera additions, support equipment updates, new fencing, vehicle access gates, and access controls.
- 0236 Cal Poly Pomona Transit Mobility Hub Feasibility Study** - This project will determine the feasibility of constructing a Transit Center at the Cal Poly Pomona campus. As there have been preliminary discussions regarding the feasibility of a transit center, Foothill Transit will hire a consultant that will develop a study and plan to determine the likelihood of such transit center coming to fruition.
- 0235 Pomona CNG Replacement** - This project will replace existing CNG compressors, dispensers, and associated CNG equipment at the Pomona O&M facility. Despite maintenance and quarterly inspections, the equipment is over 20 years old and will need to be replaced as it has reached the end of its useful life.
- 0234 O&M Facilities Equipment Replacement** - This project will replace existing maintenance equipment items at both operating facilities in accordance with Foothill Transit's Transit Asset Management Plan. All equipment to be replaced has exceeded its useful life.

- 0233 Arcadia/Irwindale O&M Overflow Parking Lot Enhanced Security** - This project will secure the existing parking lot with iron fencing, a powered gate with access control, and security cameras.
- 0232 3rd Floor Conference Room Conversion** - This project will convert the conference room on the 3rd floor into two separate office spaces.
- 0231 General Preliminary Engineering** - This project will be used for engineering costs for capital projects that will lead to construction.
- 0230 Facilities Capital Contingency FY2022** - This project will be used for unexpected emergency facility capital projects that must be completed throughout the fiscal year. Funds do not carry over year-to-year.
- 0239 Hybrid Conference Rooms** - Stemming from the pandemic and a move to virtual meetings, this project will add additional cameras and an overhead microphone system to support hybrid meetings. This project will allow board members and Foothill Transit staff to be viewed while conducting meetings from Foothill Transit conference rooms.
- 0238 IT Capital Contingency FY2022** - This project will be used for unexpected emergency information technology capital projects that must be completed throughout the fiscal year. Funds do not carry over year-to-year.



Project #	Project Name	L.O.P. Budget	Estimated Expenditures through FY2021	FY2022 Budget	FY2023+
Buses/Fleet Maintenance:					
0229	1700s and 1800s Bus Replacement (NEW)	\$32,000,000	\$ -	\$ 800,000	\$31,200,000
0228	Hybrid Non-Revenue Vehicles (NEW)	450,000	-	150,000	300,000
0227	Fuel Monitoring System (NEW)	340,000	-	340,000	-
0212	Hydrogen Fuel Cell Bus Replacement and Fueling Infrastructure	33,000,000	100,000	32,900,000	-
0196	Bus Headsign Replacement	1,278,000	878,000	400,000	-
0167	Fleet Heavy Maintenance - 2	22,010,000	6,080,000	2,400,000	13,530,000
0124	Fare Collection System	8,200,000	4,700,000	1,200,000	2,300,000
0094	Replacement Facility Trucks	250,000	140,000	55,000	55,000
Total		\$97,528,000	\$11,898,000	\$38,245,000	\$47,385,000

Facilities Construction/Maintenance:					
0237	Facilities Security Hardening Improvement Project (NEW)	\$ 1,700,000	\$ -	\$ 1,700,000	\$ -
0236	Cal Poly Pomona Transit Mobility Hub Feasibility Study (NEW)	200,000	-	200,000	-
0235	Pomona CNG Replacement (NEW)	5,000,000	-	5,000,000	-
0234	O&M Facilities Equipment Replacement (NEW)	460,000	-	460,000	-
0233	Arcadia O&M Overflow Parking Lot Enhanced Security (NEW)	250,000	-	250,000	-
0232	3rd Floor Conference Room Conversion (NEW)	200,000	-	200,000	-
0231	General Preliminary Engineering (NEW)	400,000	-	400,000	-
0230	Facilities Capital Contingency FY2022 (NEW)	250,000	-	250,000	-
0218	Arcadia Facility Improvements	220,000	70,000	150,000	-
0217	Pomona Facility Improvements	210,000	85,000	125,000	-
0216	Admin 4th Floor Carpet Replacement	20,000	-	20,000	-
0215	Admin Exterior Lighting Upgrades	60,000	-	60,000	-
0213	Gas Filtration Alarm Replacement	60,000	-	60,000	-
0204	Operations Facilities Security Projects	250,000	100,000	150,000	-
0203	Arcadia and Pomona Facility Landscaping	160,000	100,000	60,000	-

Project #	Project Name	L.O.P. Budget	Estimated Expenditures through FY2021	FY2022 Budget	FY2023+
Facilities Construction/Maintenance CONTINUED					
0202	Arcadia HVAC Replacement	1,800,000	100,000	1,700,000	-
0200	Administration Office Furniture	60,000	20,000	40,000	-
0199	Arcadia Bus Wash Retrofit & Steam Bay Lift	1,000,000	300,000	700,000	-
0198	Administration Kitchenette Refresh	70,000	35,000	35,000	-
0182	Pomona Steam Bay Lift Replacement	275,000	50,000	225,000	-
0181	DTLA Layover Parking Improvements	4,100,000	1,450,345	1,450,345	1,199,310
0178	Restroom Compliance and Modernization	2,400,000	1,350,000	500,000	550,000
0176	Administration HVAC Replacement	400,000	30,000	185,000	185,000
0175	Arcadia Fire Alarm Update	150,000	-	150,000	-
0174	Bus Stop Enhancement Program	350,000	219,200	130,800	-
0173	Pomona/Arcadia Lighting Upgrades	160,000	15,000	145,000	-
0157	Arcadia/Pomona Facility Interior Resurface and Paint	210,000	161,000	49,000	-
0155	Administrative Building Solar Canopy	4,000,000	-	-	4,000,000
0139	West Covina Transit Store, Plaza, and Transitway	15,079,000	138,980	1,000,000	13,940,020
0138	Covina Park & Ride and Transit Center	28,495,511	22,500,000	5,995,511	-
0131	BSEP - West Covina Bus Shelters	260,000	60,000	200,000	-
0129	Pomona Transit Store Renovation	800,000	100,000	700,000	-
0116	Administration Building 2nd Floor Remodel	796,000	100,000	348,000	348,000
0115	Mt. SAC Transit Center	9,750,000	1,500,000	6,750,000	1,500,000
Total		\$79,595,511	\$28,484,525	\$29,388,656	\$21,722,330

Information Technology					
0239	Hybrid Conference Rooms (NEW)	\$ 400,000	\$ -	\$400,000	\$ -
0238	IT Capital Contingency FY2022 (NEW)	250,000	-	250,000	-
0225	Access Point Replacement	100,000	50,000	50,000	-
0223	Arcadia Yard Cabling Upgrade	200,000	50,000	150,000	-

OPERATING BUDGET

Project #	Project Name	L.O.P. Budget	Estimated Expenditures through FY2021	FY2022 Budget	FY2023+
Information Technology CONTINUED					
0222	Replacement Monitors	75,000	50,000	25,000	-
0209	Transit Corridor Improvements	500,000	75,000	125,000	300,000
0208	Transit Asset Management Implementation	350,000	-	150,000	200,000
0207	SD-Wide Area Network	350,000	150,000	50,000	150,000
0206	Transit Store Phone Replacement	50,000	6,500	10,000	33,500
0195	Business Intelligence Dashboard	200,000	80,000	120,000	-
0194	Pomona Yard Network Cabling Upgrade	75,000	25,000	50,000	-
0192	Cabling and Core Switch Replacement	275,000	125,000	150,000	-
0191	HD Upgrade Conference Rooms	100,000	25,000	75,000	-
0188	Data Center Update and Replacement	950,000	600,000	350,000	-
0186	HR/Payroll System	50,000	-	25,000	25,000
0147	TAP Student ID Cards	68,250	20,100	20,000	28,150
0144	Virtual Disaster Recovery	150,000	105,000	45,000	-
0097	CAD/AVL Replacement	20,300,000	12,000,000	5,400,000	2,900,000
0042	Bus Stop Customer Information	600,000	400,000	100,000	100,000
	Total	\$25,043,250	\$13,761,600	\$7,545,000	\$3,736,650
	Grand Total	\$202,166,761	\$54,144,125	\$75,178,656	\$72,843,980

Operating Budget and Department Summary

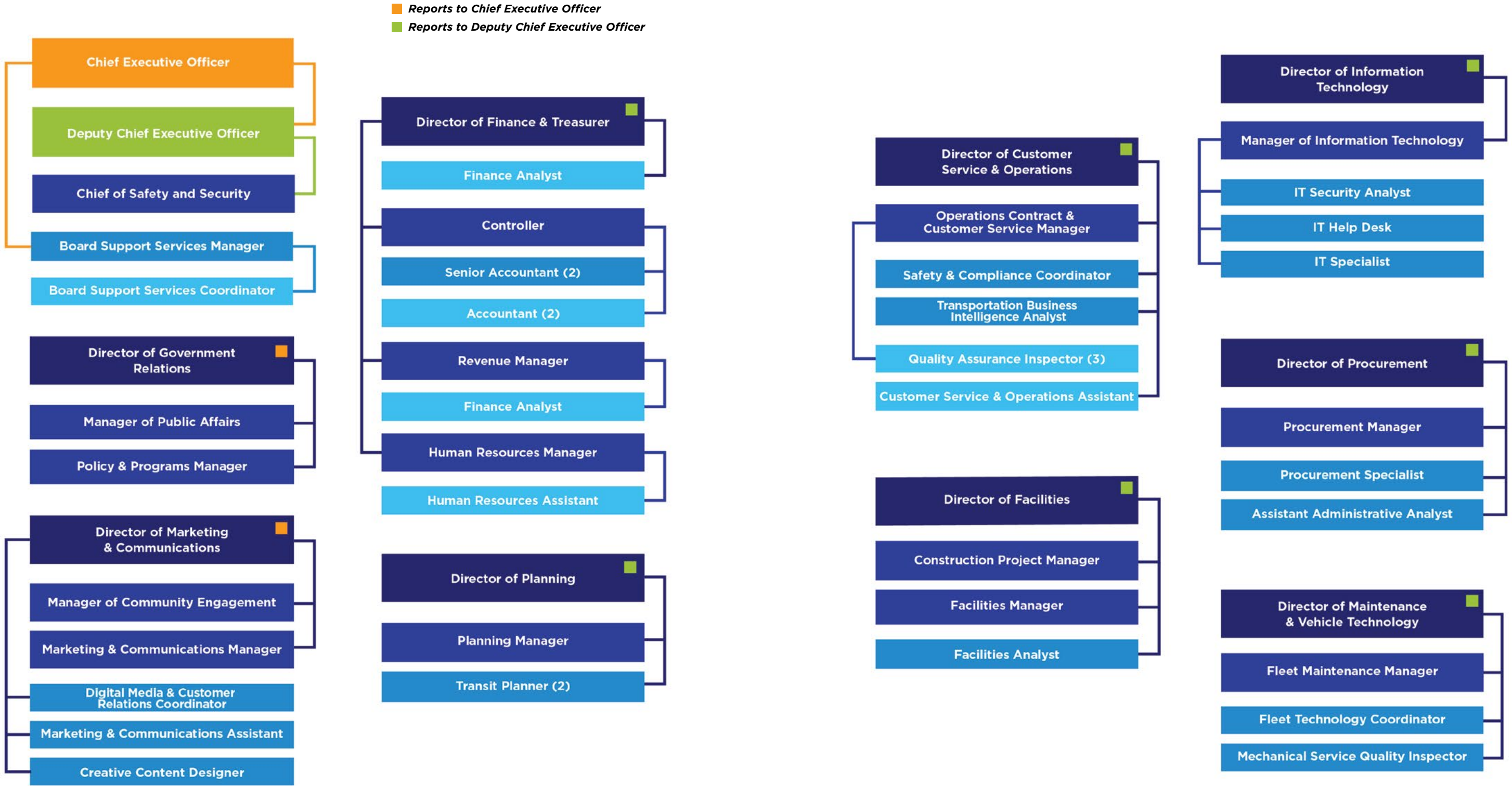
Foothill Transit's operating budget and departmental initiatives for FY2022 are presented in this section. A brief description of each department has been provided. A summary of all departments is shown below:

	FY 2020 Actual	FY2021 Budget	FY2021 Estimate	FY2022 Budget
Transit Operating Expenses:				
Customer Service & Operations	\$85,879,127	\$91,645,340	\$90,858,639	\$95,159,240
Maintenance & Vehicle Technology	781,241	815,060	787,099	1,027,660
Marketing & Communication	1,624,010	2,238,710	1,209,372	2,193,670
Information Technology	1,738,669	2,211,630	1,855,826	2,221,040
Administration	2,537,393	2,171,050	1,746,998	2,345,770
Procurement	827,146	859,220	782,720	874,320
Government Relations	-	957,110	699,600	982,880
Finance	1,588,661	1,887,510	1,672,319	1,851,710
Planning	1,020,995	1,607,470	1,140,446	2,154,990
Facilities	1,992,078	2,532,320	2,459,320	2,099,960
Total Operating Expense	\$97,989,320	\$106,925,420	\$103,212,340	\$110,911,240
Non-Operating Expenses:				
Property Management	\$ 348,527	\$ 355,000	\$ 355,000	\$ 464,500
Special Services	343,302	100,000	100,000	320,000
Total Non-Operating Expense	\$ 691,829	\$ 455,000	\$ 455,000	\$ 784,500
Total Expenses	\$98,681,149	\$ 107,380,420	\$103,667,340	\$111,695,740

DEPARTMENT SUMMARY

Department Summary

The FY2022 Budget includes 54 total FTEs, consistent with last fiscal year. For reference, below is the current organization structure.



CUSTOMER SERVICE & OPERATIONS

The **Customer Service and Operations** department is responsible for ensuring the safe and efficient daily operation of Foothill Transit service, focusing specifically on applied enforcement of agency standards for operating performance.

The department also oversees the four Foothill Transit Stores to improve the customer service experience; from when a customer calls for information about their proposed trip, to the actual completion of their bus ride, and through the customer feedback process. The safety of our customers, contractors, and staff is a primary focus of the Customer Service and Operations department and the team works directly with local, state, and national safety organizations in this effort.

Account #	Account Name	FY2020 Actual	FY2021 Budget	FY2022 Budget
5001	Purchased Transportation	\$ 76,657,210	\$ 80,872,000	\$ 84,446,890
5020	Fuel	5,939,062	6,881,960	7,055,200
5035	Electricity Fuel	395,476	587,150	401,340
5100	Salary, Wages & Benefits	1,113,430	1,109,660	1,002,580
5150	Contracted Services	1,531,418	1,761,360	1,737,360
5260	Professional/Technical	29,475	47,110	39,000
5411	Bus Rodeo	49,423	68,000	68,000
5430	Dues and Subscriptions	75	2,400	2,400
5550	Training and Conferences	23,212	24,000	22,000
5555	Business Travel and Meeting	-	-	2,000
5560	Uniform/Clothing Supplies	485	9,900	7,600
5720	Other Contracted Services	5,551	3,240	3,000
5721	Other Contracted Services - Transit Stores	39,256	60,000	62,400
5991	Safety & Security	95,056	218,560	309,470
Total		\$ 85,879,127	\$ 91,645,340	\$ 95,159,240

5001 Increased due to annual contractual increases

5100 Quality Assurance position converted to Chief of Safety and Security and moved to Administration

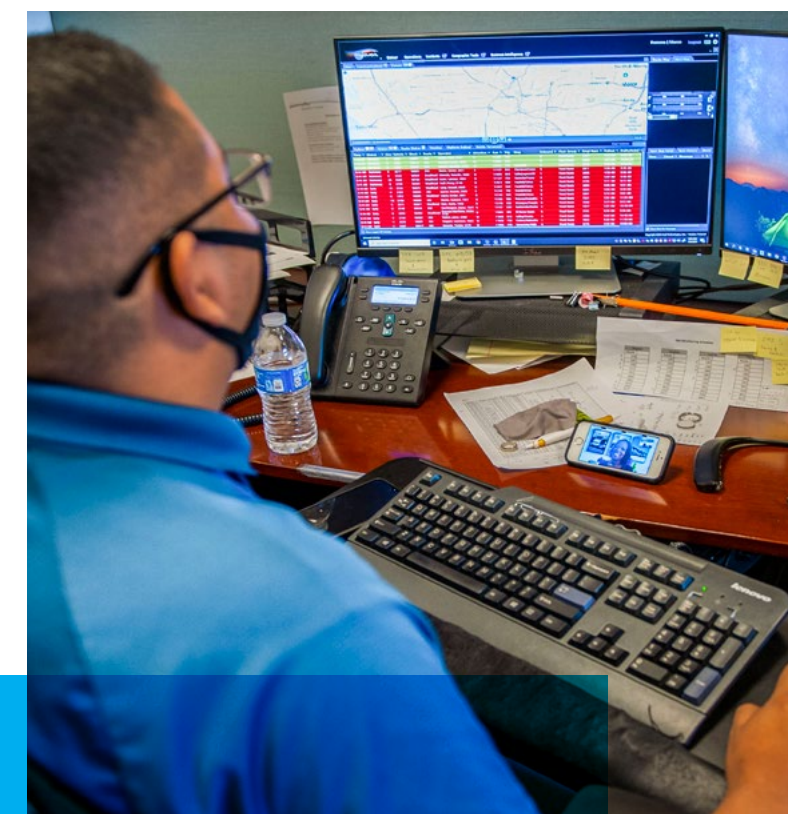
5991 Increased due to Supplemental Law Enforcement increases and additional Safety & Security initiatives

FY2022 INITIATIVES

- Provide support for procurement of Arcadia Irwindale Operations and Maintenance Contract
- Coordinate COVID-19 FTA Reporting Submissions
- Support Foothill Transit Comprehensive Operations Analysis
- Coordinate service for LA Marathon and other special events
- Refresh E-Alerts Customer Safety Reporting Program to incorporate additional reporting by Foothill Transit team members
- Update Foothill Transit's Continued Operations Plans and other safety plans
- Continue monitoring and modifying procedures as needed to respond to FTA's Safety Management System requirements
- Develop Threat and Vulnerability Assessment (TVA)
- Implement revised Customer Comment Response process
- Support National Transit Database Certification of agency's automatic passenger counters for data collection
- Continued training and collaboration with law enforcement and security partners

FY2021 ACCOMPLISHMENTS

- Continued monitoring of service during COVID-19 service adjustments
- Updated policies and procedures in response to CDC and local Guidelines
- Conducted weekly monitoring and reports of ridership impacts
- Coordinated adjustments to electronic signage and automatic voice announcements
- Implemented CDC Mask Mandate and supported training efforts
- Enhanced participation in APTA's Operations Committee and COVID-19 focus
- Continued support for testing of Computer Aided Dispatch/Automatic Vehicle Locator
- System enhancements
- Enhanced participation in Southern California Transit Mutual Assistance Compact (TransMac) and Board
- Supported Avail Customer Communication Project Development
- Participated in Transit Research Board TRB Innovations in Transit Performance Measurement Challenge Planning Team
- Incorporated CAD/AVL data into on-time performance improvement plans.
- Supported Headsign Refurbishment activities
- Conducted daily visual inspections of service and equipment
- Coordinated and submitted data for American Bus Benchmarking Group General Fixed
- Route and COVID-19 operations
- Monitored contractor COVID-19 response supplies and personal protective equipment inventory
- Submitted Federal Transit Administration Transit Safety Security Plan



MAINTENANCE & VEHICLE TECHNOLOGY

The **Maintenance and Vehicle Technology (MVT)** department ensures the availability of Foothill Transit’s revenue and non-revenue vehicle fleet through the systematic enforcement of Foothill Transit standards for fleet maintenance and oversight of maintenance on fueling stations, including electric bus charging stations. The MVT Department ensures ongoing local, state and federal regulatory compliance of the fleet and environmental compliance of the operations. In addition, the MVT department is responsible for the development and implementation of Foothill Transit’s alternative fuels program including specifications, in-plant inspection, and acceptance of all new rolling stock and technologies to maximize efficiencies in both operations and maintenance. The MVT department participates and supports legislative efforts in the development of policies and regulations for transit fleet electrification.

FY2021 ACCOMPLISHMENTS

- Procured, inspected and accepted twenty-four 60 ft. Articulated CNG buses, eighteen 42 ft. CNG buses, and two 35 ft. CNG buses
- Procured one non-revenue replacement vehicle
- Procured and installed driver barriers to mitigate effects of COVID-19 pandemic
- Replaced and updated 131 bus destination headsigns
- Conducted bus route energy usage analysis
- Implemented bus heavy maintenance on series 2100 buses
- Procured, inspected and received 2 Alexander Dennis Double Deck
- Launched pilot program for 2 Alexander Dennis double deck buses on commuter and express routes
- Developed and submitted Foothill Transit’s Zero Emission Bus plan as required by CARB’s ICT Rule

FY2022 INITIATIVES

- Implement bus heavy maintenance on Series 2200 and 2300 buses
- Develop and implement fuel cell bus program
- Purchase 20 fuel cell buses
- Perform in-plant inspections of 20 fuel cell buses
- Procure new CNG fueling and dispensing system
- Perform Pilot test interior bus route information system
- Update bus Zonar Pre and Post trip inspection system
- Purchase two non-revenue plug-in hybrid electric vehicles

Account #	Account Name	FY2020 Actual	FY2021 Budget	FY2022 Budget
5040	Gas and Lubricants	\$ 4,328	\$ 7,200	\$ 7,200
5100	Salaries, Wages & Benefits	580,889	550,410	570,430
5260	Professional/Technical	135,976	194,050	387,130
5430	Dues and Subscriptions	7,201	7,400	7,400
5550	Training and Conferences	20,183	16,000	16,000
5555	Business Travel and Meeting	-	14,000	11,000
5720	Other Contracted Services	10,749	11,000	13,500
5970	Repair and Maint. Vehicles	21,915	15,000	15,000
Total		\$ 781,241	\$ 815,060	\$ 1,027,660

5260 Increased electric bus charger equipment due to more electric buses being in the fleet Increase in contractual rate and equipment for viriciti Zonar price increased per unit

5555 Expecting for in-plant bus inspections to occur towards the end of FY2022 into FY2023



MARKETING & COMMUNICATIONS

The **Marketing and Communications** team supports, brands, and promotes Foothill Transit service with the goal of heightening public awareness of Foothill Transit and increasing ridership. This is accomplished through strategic planning, targeted advertising, community engagement, public affairs outreach, media exposure, and creative customer communications, both on board and off to both customers, stakeholders, and the community at large. myriad on-board communication.

Account #	Account Name	FY2020 Actual	FY2021 Budget	FY2022 Budget
5100	Salaries, Wages & Benefits	\$ 780,832	\$ 817,630	\$ 845,170
5260	Professional/Technical	239,571	625,580	561,000
5300	Advertising and Promotion	424,554	547,000	532,000
5330	Community Sponsorship	82,011	100,000	100,000
5380	Special Events	5,982	27,000	27,000
5410	Team Member Appreciation	2,242	2,000	2,000
5430	Dues and Subscriptions	22,647	17,000	24,000
5550	Training and Conferences	16,379	10,000	10,000
5555	Business Travel and Meeting	-	10,000	10,000
6280	Printing	49,791	82,500	82,500
Total		\$ 1,624,010	\$ 2,238,710	\$ 2,193,670

5260 *Eliminated two line items for Image Archiving and Media Monitoring*

5430 *Increased to reflect prior year actuals*



FY2021 ACCOMPLISHMENTS

- Launched an integrated communications plan during the COVID-19 Pandemic, continuously highlighting safety protocols, updating of changes from LA Public Health, and informing customers of service impacts.
- Promoted the TAP app to highlight new contactless payment options.
- Collaborated with local partners to plan, launch, promote and facilitate vaccine distribution at the Covina Transit Center.
- Highlighted local vaccine clinics throughout the San Gabriel Valley and promoted events via interactive maps and digital outreach.
- Collaborate with Class Pass schools to provide regular updates and service impacts related to service. Continued to partner with universities to provide accessible service and paused billing to the universities.
- Revamp customer communication strategies and tactics to adjust for the pandemic.
- Developed the Class Pass program for Cal Poly Pomona.
- Re-designed the Foothill Transit website
- Coordinated regional days of recognition for a variety of awareness campaigns.
- Promoted Meet the Planner and developed a virtual option to safely allow our team to engage with customers during a pandemic.
- Refreshed digital advertising campaigns using AdWords, Facebook, and Instagram platforms.
- Facilitated active agency support of and participation in over 100 regional and national non-profit, transportation, and business-centered organizations.
- Participated as a charter agency in the Regional Transit Marketing Exchange.
- Promoted and launched Foothill Transit's double deck electric bus program.

FY2022 INITIATIVES

- Develop strategic response during the COVID-19 phased re-opening, including safety guidelines and re-opening strategies.
- Revamp customer communication and engagement strategies as the region adjusts through COVID-19 related fluctuations and new customer behaviors.
- Develop and launch ridership growth initiatives like the ½ price pass sale to support our community through additional pass discounts.
- Develop and launch new website with improvements to customer usability on mobile and desktop platforms, streamlining information to customers, and back-end improvements.
- Conduct customer marketing research program
- Launch the Class Pass two-year pilot program at Cal Poly Pomona.
- Refresh the Class Pass design and messaging for all ten universities that participate in the program
- Promote Mt. SAC Transit Center construction and service.
- Participate in the development of the COA survey and manage customer communication, outreach, and engagement tactics.
- Participate in the annual ABBG Customer Satisfaction Survey.
- Promote upcoming bus technology advancements, like fuel-cell and electric bus additions to the fleet.
- Conduct comprehensive marketing research program
- Continue participation in regional days of recognition

INFORMATION TECHNOLOGY

The **Information Technology (IT)** department is responsible for management, coordination, and implementation of information technology to ensure timely and cost-effective delivery of services to the public. The department provides data and communication solutions to Foothill Transit's administrative staff, the Transit Stores, and the operations and maintenance contractors to achieve Foothill Transit's goals and objectives.

The IT Department covers the responsibilities of Cyber Security over infrastructure, data integrity, protection of personal identifiable information, securing data resources from outside attacks and constant system monitoring from vulnerabilities and malware.

Account #	Account Name	FY2020 Actual	FY2021 Budget	FY2022 Budget
5100	Salaries, Wages & Benefits	\$ 540,749	\$ 706,350	\$ 706,900
5260	Professional/Technical	-	125,000	125,000
5421	Copier	6,305	6,600	6,600
5430	Dues and Subscriptions	1,548	3,000	3,000
5550	Training & Conferences	26,623	45,000	45,000
5720	Other Contracted Services	510,890	605,930	547,000
5950	Repair & Maint. Other Equip.	14,194	8,000	8,000
6130	Telephone/Data	638,361	711,750	779,540
Total		\$ 1,738,669	\$ 2,211,630	\$ 2,221,040

5720 Replaced aging hardware which lowered operating costs

6130 The cost of telecommunications/data services increased

FY2021 ACCOMPLISHMENTS

- Continued the customization of the Computer Aided Dispatch and Automated Vehicle Location (CAD/AVL) and reached the last phase of the project
- Replaced the aging computers at the transit stores
- Replaced the aging wireless system in the admin building
- Replaced the temporary laptops with permanent equipment for all admin staff to ensure staff are able to work effectively remotely
- Replaced the aging firewall to ensure higher level of security
- Replaced the aging security monitoring system with a more effective real-time reporting
- Replaced the antivirus application to support the latest threats

FY2022 INITIATIVES

- Continue to configure and deploy Microsoft System Center Configuration Manager to efficiently manage large groups of computers running Microsoft Windows
- Continue configuration and replacement of the aging core switch for the administrative building
- Replace the aging backup and recovery system to assist in recovery of Foothill Transit critical services
- Continue with upgrading the servers to Microsoft Server 2016
- Replace aging wireless access points at both yards to provide better coverage for CAD/AVL and surveillance video downloads



ADMINISTRATION

The **Administration** department is responsible for providing management direction to all departments within the organization while executing the strategies and policies of the Board. In addition, the Administration Department coordinates all legislative and intergovernmental affairs and manages all safety and security efforts for Foothill Transit. Additionally, the Administration Department provides Board support and office support including the monitoring of office supplies, and coordination of the organization's central filing system.

Account #	Account Name	FY2020 Actual	FY2021 Budget	FY2022 Budget
5100	Salaries, Wages & Benefits	\$ 1,602,986	\$ 1,102,150	\$ 1,212,020
5250	Legal Fees	289,101	425,000	455,000
5260	Professional/Technical	15,628	63,000	63,000
5265	Public Affairs	71,015	-	-
5412	Board Stipend	45,385	66,000	66,000
5430	Dues and Subscriptions	108,876	40,950	42,700
5441	Postage/Express Mail	9,960	12,000	12,000
5550	Training and Conferences	121,937	77,500	96,500
5555	Business Travel and Meeting	-	81,000	81,000
5600	Casualty & Liability Insurance	226,779	277,500	292,500
5720	Other Contracted Services	8,477	5,400	4,500
5850	Office/General Supplies	37,249	20,550	20,550
Total		\$ 2,537,393	\$ 2,171,050	\$ 2,345,770

- 5100** *Quality Assurance position converted to Chief of Safety and Security and moved to Administration*
- 5265** *Public Affairs now included in the Government Relations Department*
- 5430** *Moved the agency COMTO Membership to the Government Relations Department*
- 5550** *Increased as we expect to Resume Training and Legislative Travel for Employees and Board Members
Increased as four additional trainings to correlate with safety and security function were added*

FY2021 ACCOMPLISHMENTS

- Supported the Executive Board and Governing Board
- Ensured effective Executive Board and Governing Board communications
- Advocated for federal funding for Foothill Transit capital projects
- Strengthened industry involvement and enhanced Foothill Transit's visibility and influence with the American Public Transportation Association, California Transit Association, and Access Services
- Continued and strengthened industry involvement in Conference of Minority Transportation Officials (COMTO) and Women's Transportation Seminar (WTS)

FY2022 INITIATIVES

- Support the Executive Board and Governing Board
- Maintain effective Executive Board and Governing Board communications
- Enhance regional law enforcement coordination
- Advocate for federal funding for Foothill Transit capital projects
- Maintain strong industry involvement with American Public Transportation Association, California Transit Association, Access Services, COMTO, and WTS



PROCUREMENT

The **Procurement** department is responsible for supporting Foothill Transit's mission through the timely completion of procurement and contract administration activities. It is also responsible for the disposition of capital assets and provides support for Foothill Transit's Disadvantaged Business Enterprise program.

Account #	Account Name	FY2020 Actual	FY2021 Budget	FY2022 Budget
5100	Salary, Wages & Benefits	\$417,457	\$450,220	\$469,820
5250	Legal Fees	306,577	270,000	270,000
5260	Professional/Technical	64,886	70,000	67,000
5300	Advertising and Promotion	4,461	8,500	7,000
5430	Dues and Subscriptions	1,670	2,500	2,500
5550	Training and Conferences	7,966	26,000	26,000
5555	Business Travel and Meeting	-	2,000	2,000
5720	Other Contracted Services	24,129	30,000	30,000
Total		\$827,146	\$859,220	\$874,320

FY2021 ACCOMPLISHMENTS

- Earned fourth consecutive National Procurement Institute's Achievement of Excellence in Procurement
- Coordinated agency administrative policies, procedures, and systems including updates to the Procurement Policies and Procedures Manual
- Successfully procured emergency goods and services in response to the COVID-19 pandemic in addition to procuring standard services that support capital activities occurring at Foothill Transit administrative, maintenance and operations facilities
- Procured services to support capital activities occurring at Foothill Transit administrative building and the maintenance and operating facilities
- Managed and successfully contracted procurements for construction of the Mt. San Antonio College Transit Center, comprehensive operational analysis, fuel cell program consultation and maintenance facility capital improvements
- Adapted to limitations on standard practices during the procurement process due to the COVID-19 pandemic. Leveraged the utilization of the agency's electronic procurement platform and web based meeting software to increase department efficiency and reduce operating costs

FY2022 INITIATIVES

- Ensure successful and timely procurement of goods and services to support Foothill Transit's mission
- Successfully procure any necessary emergency goods and services in response to the COVID-19 pandemic in addition to procuring standard services that support capital activities occurring at Foothill Transit administrative, maintenance and operations facilities
- Earn a fifth National Procurement Institute's Achievement of Excellence in Procurement award
- Support Foothill Transit in the promotion of innovative concepts and methodologies, including opportunities with emerging technologies
- Ensure Foothill Transit's Procurement Manual remains consistent with Federal and State procurement guidelines
- Manage the procurement process for Contracted Operations and Maintenance services at the Arcadia/Irwindale Facility, fuel cell revenue vehicles, capital improvements at agency facilities and other services and goods that are core to the agency's mission



GOVERNMENT RELATIONS

The **Government Relations** department is responsible for overseeing federal, state and local legislative and regulatory activities including establishing and maintaining legislative contacts, tracking transit-related legislation and regulations, obtaining the maximum amount of federal, state and local funding and informing stakeholders of pending government developments. Government Relations also supports legislative activities in the development of programs, policies and regulations for the agency's zero-emission bus program and public affairs outreach efforts.

Account Number	Account Name	FY2020 Actual	FY2021 Budget	FY2022 Budget
5100	Salaries, Wages and Benefits	\$ -	\$ 535,360	\$ 526,220
5265	Public Affairs	-	161,500	175,100
5430	Dues and Subscriptions	-	84,250	105,560
5550	Training & Conferences	-	118,500	118,500
5555	Business Travel and Meeting	-	57,500	57,500
Total		\$ -	\$ 957,110	\$ 982,880

*In FY2020, Government Relations was part of the Administration Department**

5430 *Moved the Agency COMTO membership from the Administration Department
Added funding for BizFed Membership*



FY2021 ACCOMPLISHMENTS

- Communicated and advocated for agency positions on legislative and regulatory proposals to key local, state and federal governing bodies
- Advocated for federal COVID-19 relief fundings
- Advanced state and county health regulatory changes to be inclusive of COVID-19 vaccine access for transit workers
- Strengthened industry involvement and enhanced Foothill Transit's visibility and influence with the American Public Transportation Association and California Transit Association
- Strengthened industry involvement in California Air Resources Board, CALSTART, Center for Transportation and the Environment, California Energy Commission, Southern California Association of Governments and San Gabriel Valley Council of Governments
- Continued analysis of zero-emission technologies that aid in Foothill Transit's effort to reduce carbon emissions

FY2022 INITIATIVES

- Develop and maintain productive relations with the new federal Administration including new and existing key staff for the Department of Transportation, Federal Transit Administration and Congress. Develop and maintain relationships with state and local elected officials, the California State Transportation Agency, California Transportation Commission, California Department of Transportation, and other governing bodies
- Develop and implement federal, state, & local legislative programs
- Communicate with local, state, and federal government legislative bodies on proposed policy changes and regulations that would impact Foothill Transit
- Develop and maintain regional and local participation to ensure effective partnerships, visibility, and influence with relevant transportation policies and projects
- Advocate for increased federal and state funding sources for transportation agencies, with an emphasis on capital investments for zero-emission technologies
- Strengthen and maintain Foothill Transit's visibility, involvement, and influence with the American Public Transportation Association and California Transit Association
- Continue analyzing alternative zero-emission bus technologies to ensure Foothill Transit's best route to transition to zero-emission bus fleet

FINANCE

The **Finance** department provides support services including accounting, payroll, financial planning, grant administration, budget development and long-range forecasting, accounts receivable billing and collections, and financial reporting for the organization. Finance also administers the required annual financial and compliance audits, oversees the investment portfolio, manages the retirement program, and monitors cash flow. The department also manages fare revenue collection and maintenance of related equipment, and manages human resources and benefits administration.

Account #	Account Name	FY2020 Actual	FY2021 Budget	FY2022 Budget
5100	Salaries, Wages & Benefits	\$1,265,281	\$1,452,410	\$1,461,420
5210	Audit Fees	48,028	52,000	60,000
5260	Professional/Technical	17,128	24,000	21,000
5410	Team Member Appreciation	-	-	13,000
5430	Dues and Subscriptions	4,623	10,050	10,150
5545	Tuition Reimbursement	99,804	110,000	50,000
5550	Training & Conferences	31,722	44,800	49,640
5555	Business Travel and Meeting	-	3,000	3,000
5720	Other Contracted Services	85,891	117,500	137,500
5741	Fare Collection Equip./Maint.	3,041	16,000	14,000
6210	Pass Sales Commission	13,213	18,750	5,000
6260	Fare Media	19,930	24,000	12,000
6261	Class Pass Media	-	15,000	15,000
Total		\$1,588,661	\$1,887,510	\$1,851,710

- 5545 Decreased to reflect the updated number of employees enrolled
- 5550 Increased as several employee development trainings will be offered in-person
- 5720 Increased as Foothill Transit is using a new automated AP Software

FY2021 ACCOMPLISHMENTS

- Updated the ten-year financial forecast and monitored budget progress
- Completed numerous financial audits resulting in no material findings
- Received the National Government Finance Officers Association award for excellence in financial reporting
- Updated the Foothill Transit Bus Fleet Replacement Plan
- Conducted a five-year capital improvement call-for-projects
- Prepared annual operating and capital budgets and annual Business Plan; included annual cash flow for capital projects
- Prepared the annual Comprehensive Annual Financial Report
- Prepared the annual revision to the Employee Handbook
- Represented Foothill Transit on Transportation Finance Learning Exchange (TFLEX), Bus Operator Subcommittee (BOS) of LA Metro, and the Women's Transportation Seminar (WTS) International Board of Directors
- Implemented automated employee benefits system
- Completed 8 new employee recruitments

FY2022 INITIATIVES

- Update the ten-year financial forecast and monitor budget process; prepare scenarios for revenue losses resulting from COVID-19
- Secure funding for the transition of Foothill Transit's fleet to Zero-Emission Vehicles
- Coordinate the Federal Transit Administration Triennial audit to ensure that Foothill Transit receives no negative findings
- Develop on-boarding process for new employees to include telecommuting changes
- Implement the ACH payment system for 80% of total expenses
- Conduct Sexual Harassment Training for all employees
- Implement automated accounts payable system
- Prepare update to the Employee Handbook



PLANNING

The **Planning** department is responsible for route planning, coordination with member cities and neighboring transit systems in the design and construction of transit-related projects. The department works closely with cities to ensure that all bus stop locations are safe and ADA compliant. The department also projects service levels and budgets and monitors actual costs related to Foothill Transit's two operating contracts.

Account #	Account Name	FY2020 Actual	FY2021 Budget	FY2022 Budget
5100	Salaries, Wages & Benefits	\$559,555	\$618,670	\$612,790
5260	Professional/Technical	116,010	350,000	1,000,000
5430	Dues and Subscriptions	1,161	3,800	4,200
5550	Training & Conferences	8,605	19,000	19,000
5710	Facilities Leases	-	12,000	12,000
5720	Other Contracted Services	246,351	454,000	327,000
6200	Bus Book Printing	89,312	150,000	180,000
Total		\$1,020,995	\$1,607,470	\$2,154,990

5260 Increased for the Comprehensive Operational Analysis

5720 Moved one line item for Transit Information Products to Account 6200

FY2021 ACCOMPLISHMENTS

- Title VI Program submission to the FTA
- Updated the public facing Title VI information including the website and onboard the buses
- Provided Title VI Training for Foothill Transit staff
- Adjusted Express service to Downtown Los Angeles to meet the reduced ridership levels caused by LA County's Safer at Home order which encouraged remote working
- Integrated the new Union Station Patsaouras Plaza Bus Plaza into the routes serving downtown Los Angeles
- Transitioned to the Avail MyStop Customer Information System
- Made Foothill Transit's Real Time GTFS available for developers
- Worked closely with PVRTA, the city of Glendora, and local school districts to determine the best way to meet the transportation needs of the students
- Kicked off Foothill Transit's Comprehensive Operational Analysis
- Completed development of a Bus Stop Inspection Application using LaserFiche
- Conducted virtual "Meet the Planner" outreach to gather customer feedback

FY2022 INITIATIVES

- Continue Foothill Transit's Comprehensive Operational Analysis
- Evaluate ridership and adjust levels to meet the demand while ensuring proper customer social distancing is maintained onboard the vehicles
- Reinvest savings from line adjustments into lines that are the backbone of the frequent network
- Integrate the Foothill Transit all-electric double deck bus into revenue service
- Upgrade bus signal priority equipment along Colorado Boulevard in Pasadena
- Partner with local transit providers to facilitate mobility in the region such as promoting PVRTA's upcoming micro transit service as an option to some of Foothill Transit's service
- Make service enhancement recommendations on the Duarte eBus service to improve efficiency and effectiveness
- Plan the integration of the hydrogen fuel cell buses into the service including the extension of Line 486 to the Pomona Transit Center



FACILITIES

The **Facilities** Department is responsible for all Foothill Transit's physical assets, including grounds, administrative offices, operations and maintenance facilities and parking structures. The department implements a comprehensive and strategic approach to developing, enhancing, and sustaining Foothill Transit's physical assets. In addition, the department plays a supporting role in the bus operations through the installation and upkeep of Foothill Transit's bus stop signage program.

Account #	Account Name	FY2020 Actual	FY2021 Budget	FY2022 Budget
5100	Salary, Wages & Benefits	\$532,978	\$573,190	\$564,790
5151	Contracted Services-Facility	431,938	463,800	477,240
5260	Professional/Technical	-	2,000	2,000
5420	Contract Maintenance	84,120	168,940	255,490
5430	Dues & Subscriptions	8,077	16,250	14,150
5471	Janitorial	42,798	98,000	86,460
5550	Training & Conferences	-	17,000	17,000
5710	Transit Store Lease	102,293	465,600	295,200
5720	Other Contracted Services	416,824	72,800	91,200
5910	Tools and Materials	17,117	33,300	33,800
5950	Repair & Maint. Other Equip.	66,240	65,000	102,000
5991	Safety & Security	26,128	230,280	292,490
6100	Utilities	263,566	326,160	332,640
Total		\$ 1,992,078	\$ 2,532,320	\$ 2,564,460

- 5420 Added cost for SGV area portable toilets. New cost for environmental cleanup for On-call basis
- 5471 Decreased due to new Janitorial Services contract
- 5720 Removed proposed lease cost for 16/Maple layover site
- 5950 Added cost for minor repairs not part of the current contract for the upcoming Arcadia-Irwindale contract turnover
- 5991 New cost for security camera maintenance at Covina Transit Center

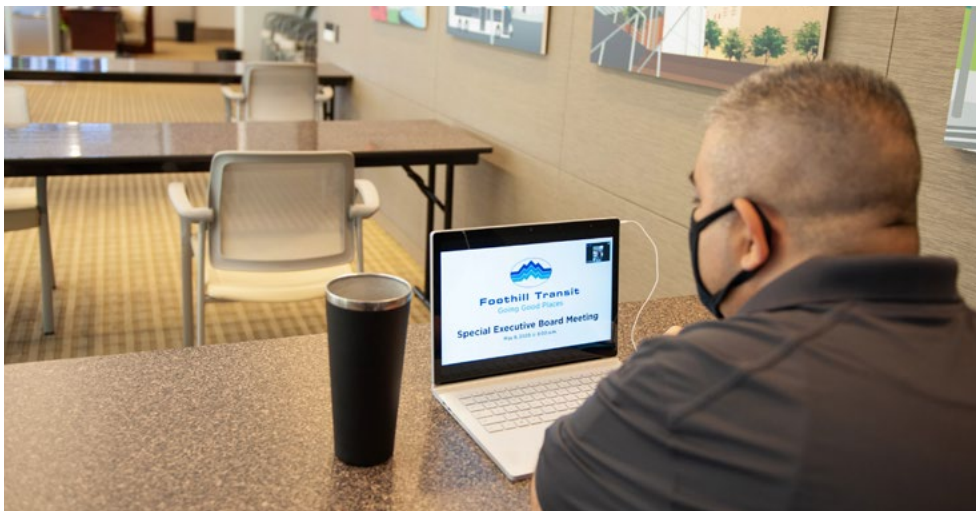
FY2021 ACCOMPLISHMENTS

- Completed construction of the Restroom Compliance Modernization at the Administrative Building
- Completed construction and conversion of two offices in the Administrative Office Building
- Completed asphalt repair, seal coat and restriping at Administrative Office Building parking lot
- Completed bus wash addition at Arcadia-Irwindale Facility to accommodate double deck bus
- Completed landscape designs for Pomona O&M facility
- Completed Arcadia-Irwindale O&M facility HVAC design and permitting
- Received approval from Division of State Architects (DSA) and City of Walnut for the Plans to build the Mt. SAC Transit Center, street improvement work and sewer connection. Design, permitting and bidding for the construction through FY2021

FY2022 INITIATIVES

- Begin construction of the Mt. SAC Transit Center
- Begin concept and detail design for remodel of the Pomona Transit Store
- Update the Facilities Transit Asset Management Plan for the Arcadia Irwindale and Pomona Operations & Maintenance Facilities
- Begin conference room audio/visual upgrades at Administrative Office Building
- Begin landscape renovations at Pomona O&M facility
- Begin replacement of parking lot lighting at Administrative Office building parking lot with energy efficient LED light fixtures
- Begin Pomona O&M facility steam bay/chassis wash replacement
- Replace HVAC system at Arcadia-Irwindale facility
- Begin construction of Arcadia-Irwindale facility security enhancement improvements at employee overflow parking lot





MEMBER CITIES Arcadia, Azusa, Baldwin Park, Bradbury, Claremont, Covina, Diamond Bar, Duarte, El Monte, Glendora, Industry, Irwindale, La Puente, La Verne, Monrovia, Pasadena, Pomona, San Dimas, South El Monte, Temple City, Walnut, West Covina, and Los Angeles County.



May 28, 2021

To: Executive Board

Subject: **Authorization to Award Contract for Mount San Antonio College Transit Center Construction**

Recommendation

Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into Agreement No. 20-062 with Access Pacific, Inc. for \$6,504,887.88 for the construction of the Mt. San Antonio College Transit Center in the City of Walnut.

Background

On October 1, 2020, Invitation for Bids (IFB) 20-062 was issued for construction of the Mt. SAC Transit Center Construction. A mandatory site visit and pre-bid conference took place on October 13, 2020, to familiarize prospective bidders with the project site, scope of work and important elements of the bid. At the pre-bid conference, bidders were given an opportunity to ask project-related questions. An additional site visit was provided to contractors on March 16, 2021. Answers were provided by the project team on April 22, 2021, to all questions posed by prospective bidders. Foothill Transit received eight bids on the project on May 6, 2021

On May 21st one of the eight firms filed a revised protest, however the protest was denied as the firm did not raise any material protest points with respect to the lowest responsive and responsible bidder.

After the bids were reviewed, Access Pacific was determined to be the lowest responsive and responsible bidder. Access Pacific has been in business for 12 years primarily performing sitework construction including grading, concrete and asphalt construction and other public works projects. Access Pacific has recently completed a bus stop improvement project and a design-build bus wash for LA Metro.

The recommended contract award is less than the Engineer's Estimate of \$6.75 million. The Transit Center will consist of ten bus bays with five canopy shelters on the west side of pedestrian bridge, vehicular and pedestrian circulation improvements adjacent to the transit center area, a new traffic signal, and off site improvements. The connection of transit center to the new pedestrian bridge, stairwell and elevator towers will be built by the College.



Budget Impact

Funding for these activities is included in the approved capital project #115, Mt. SAC Transit Center.

Sincerely,

Sharlane R. Bailey
Director of Facilities

Doran J. Barnes
Chief Executive Officer

Christopher Pieper
Director of Procurement

Michelle Lopes Caldwell
Director of Finance and
Treasurer