



Foothill Transit

EXECUTIVE BOARD MEETING

West Covina, CA
Friday, June 24, 2022



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
9:15 AM, JUNE 24, 2022
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

1. CALL TO ORDER
2. ROLL CALL: MEMBERS BOYER, CALAYCAY, MOSS, SHEVLIN, STERNQUIST
3. CONFIRMATIONS OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER
4. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF MAY 27, 2022
5. INTRODUCTION OF FOOTHILL TRANSIT BUSINESS PARTNERS
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.

6.1. Chief Executive Officer Response to 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. 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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CONSENT CALENDAR: Items 7 through 12 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. MAY FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through May 31, 2022.

8. RESOLUTION AUTHORIZING TELECONFERENCED PUBLIC MEETINGS

Recommended Action: Adopt Resolution 2022-11 (Attachment A) authorizing teleconferenced public meetings for the Executive Board and Governing Board if needed for the next 30 days.

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 Executive Director's office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

Si necesita servicios de traducción, por favor póngase en contacto con la oficina del Director Ejecutivo en el (626) 931-7300, extensión 7204, al menos 48 horas antes de la reunión.

如果需要翻译服务, 请至少于会议前48小时致电高级主任办公室: (626) 931-7300 分机 7204。

Nếu Quý vị có yêu cầu dịch vụ dịch thuật, xin vui lòng liên hệ với văn phòng Giám đốc Điều hành tại (626) 931-7300 số lẻ 7204, ít nhất 48 giờ trước khi cuộc họp.

Kung nangangailangan ka ng mga serbisyo sa pagsasalin, pakisuyong makipag-ugnayan sa opisina ng Executive Director sa (626) 931-7300 extension 7204, ng hindi bababa sa 48 oras bago ang pulong.

번역 서비스가 필요하시면 미팅 최소 48시간 이전에 임원 사무실로 (626-931-7300, 내선 번호 7204) 전화주시기 바랍니다.

翻訳サービスが必要な方は、会議の48時間前までに(626) 931-7300 内線 7204のエグゼクティブディレクター事務所にご連絡ください。

إن كنت بحاجة إلى خدمات ترجمة، برجاء الاتصال بالمدير التنفيذي للمكتب على رقم (626)931-7300 (الرقم الداخلي 7204) قبل الاجتماع بـ 48 ساعة على الأقل.

Եթե Ձեզ թարգմանչական ծառայությունների են հարկավոր, հանդիպումից առնվազն 48 ժամ առաջ խնդրում ենք զանգահարել Գործադիր տնօրենի գրասենյակ (626) 931-7300 լրացուցիչ 7204 հեռախոսահամարով:

ប្រសិនបើលោកអ្នកស្នើសុំសេវាកម្មបកប្រែភាសា សូមទាក់ទងមកករិយាល័យនាយកប្រតិបត្តិ តាមលេខទូរស័ព្ទ៖ (626) 931-7300 លេខបញ្ជូនបន្ត 7204 ដែលមានរយៈពេលយ៉ាងតិច 48 ម៉ោង មុនពេលកិច្ចប្រជុំ។

در صورت نیاز به خدمات ترجمه، لطفاً حداقل 48 ساعت قبل از جلسه ملاقات با مدیر اجرایی دفتر به شماره (626)931-7300 داخلی 7204 تماس حاصل فرمایید.

หากคุณต้องการบริการการแปลภาษากรุณาติดต่อสำนักงานผู้อำนวยการบริหารที่ (626) 931-7300 ต่อ 7204, อย่างน้อย 48 ชั่วโมงก่อนที่จะมีการประชุม



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9. JUNE 2022 PROCUREMENT MONTHLY REPORT

Recommended Action: Receive and file the Procurement Monthly Report for June 2022.

10. AUTHORIZATION TO EXERCISE CONTRACT OPTION FOR PRINTING OF INTERIOR BUS CARDS

Recommended Action: Authorize the Chief Executive Officer to exercise the second two-year option (Option Years 3 and 4) in the amount of \$172,340 for the printing of Interior Bus Cards with Kandid Graphics (Contract No. 19-065).

11. TITLE VI ANALYSIS FOR LINE 690 AND ROUTE VARIANT OF LINE 292

Recommended Action: Receive and file the Title VI analysis report for the cancellation of Line 690 and Route Variant of Line 292.

12. TITLE VI ANALYSIS FOR ONE-YEAR PILOT EXTENSION OF LINE 270 TO THE ARCADIA L LINE STATION

Recommended Action: Receive and file the Title VI analysis report for the one-year pilot extension of Line 270 to the Arcadia L Line Station.

REGULAR AGENDA:

13. FARE EXEMPTION DAYS

Recommended Action: Authorize the initiation of fare exemption days on election days, Clean Air Day, and New Year's Eve.

14. HYDROGEN FUEL CELL PROGRAM UPDATE

Recommended Action: Receive and file the Hydrogen Fuel Cell Program Update.

15. AUTHORIZATION TO AWARD CONTRACT FOR GENERAL MARKETING SERVICES

Item will be provided under separate cover.



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16. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) UPDATE

Recommended Action: Receive and file an update on Foothill Transit's Public Transportation Agency Safety Plan (PTASP).

17. JUNE 2022 LEGISLATIVE REPORT

Recommended Action: Receive and file the June 2022 Legislative Report.

18. 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.

19. CHIEF EXECUTIVE OFFICER COMMENT

20. BOARD MEMBER COMMENT

21. ADJOURNMENT



Foothill Transit

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

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

**Friday, May 27, 2022
9:15 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Sternquist at 9:27 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 April 29, 2022.

Motion by Member Moss, second by Member Shevlin, the minutes for the Regular Meeting of April 29, 2022 were approved. Motion carried 5-0.

5. GENERAL PUBLIC COMMENT

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

5.1. Chief Executive Officer Response to Public Comment

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

CONSENT CALENDAR

6. **APRIL 2022 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through April 30, 2022. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of April 30, 2022, for the fiscal year ending June 30, 2022.

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

7. **RESOLUTION AUTHORIZING TELECONFERENCED PUBLIC MEETINGS**

Recommendation: Adopt Resolution 2022-10 (Attachment A) authorizing teleconferenced public meetings for the Executive Board and Governing Board if needed for the next 30 days.

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

8. **MAY 2022 PROCUREMENT MONTHLY REPORT**

Recommendation: Receive and file the Procurement Monthly Report for May 2022.

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

9. **MAY 2022 LEGISLATIVE REPORT**

Recommendation: 1. Adopt a SUPPORT position on AB 2868; and 2. Receive and file the May 2022 Legislative Report.

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

10. **TRANSPORTATION FUND EXCHANGE**

Recommendation: Authorize the Chief Executive Officer to execute an assignment agreement with West Covina to exchange Foothill Transit general use funds for Proposition A Transportation Local Return funds.

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

11. **AUTHORIZATION TO ISSUE INVITATION FOR BIDS (IFB) NO. 22-092 GAS DETECTION MODIFICATIONS FOR HYDROGEN FUEL CELL ELECTRIC BUSES AT FOOTHILL TRANSIT'S POMONA OPERATIONS & MAINTENANCE FACILITY**

Recommendation: Authorize the Chief Executive Officer to issue Invitation for Bids (IFB) No. 22-092 for construction services related to modifications of the gas detection system for hydrogen fuel cell electric buses at Foothill Transit's Pomona Operations and Maintenance (O&M) Facility.

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

12. **AUTHORIZATION FOR CONTRACT AMENDMENT FOR MT. SAN ANTONIO COLLEGE (MT. SAC) TRANSIT CENTER CONSTRUCTION CONTRACT NO. 20-062**

Recommendation: 1. Authorize the Chief Executive Officer to execute Amendment No. 1 to Contract No. 20-062 with Access Pacific in the amount of \$382,684.81 for change orders related to the construction of the Mt. SAC Transit Center. 2. Authorize the Chief Executive Officer to approve up to an additional \$400,000 in change orders on Contract No. 20-062.

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

REGULAR AGENDA

13. **AUTHORIZATION TO AWARD CONTRACT FOR ARCADIA IRWINDALE OPERATIONS AND MAINTENANCE FACILITY TRANSIT SERVICES**

Recommendation: Authorize the Executive Director to award a contract to Transdev Services, Inc. for transit operations and maintenance services at Foothill Transit's Arcadia Irwindale facility. The contract term will be four years. The projected four-year life of the contract is \$243,904,783.

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

Ms. Gillespie presented an overview of the procurement timeline and reported that on March 1, 2022, proposals were received from First Transit, Keolis, MV, National Express, and Transdev. The evaluation committee determined that all five written technical proposals were within the competitive range and all five proposing firms were interviewed.

Transdev's proposal ranked highest with an overall score of 89.65 out of a possible 100 points. The start-up date for services under the new contract will be July 31, 2022.

There was no Public Comment on this presentation. Kent Woodman, Special Counsel, and staff responded to questions and comments by the members of the Executive Board. Laura Hendricks, Transdev CEO, thanked the Executive Board for their vote of confidence and for the opportunity to continue the partnership.

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

14. **FY2022 FINANCIAL FORECAST**

Recommendation: Receive and file Foothill Transit's Updated FY2022 Financial Forecast.

Michelle Lopes Caldwell, Director of Finance and Treasurer, presented this item.

Ms. Caldwell reported that the forecast summarizes operating and capital revenues and expenses from 2019 through 2027. She reviewed assumptions, operating revenues and expenses, capital revenues and expenditures, and operating expenses through the third quarter of the current fiscal year.

She also reported that available revenues are programmed to balance operating expenses through Fiscal Year 2027. The forecast maintains a reserve balance. Capital expenditures are prioritized to fund bus replacements and supporting infrastructure.

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

The Executive Board received and filed this presentation.

15. **EMPLOYEE COMPENSATION PROGRAM**

Recommendation: Approve the annual update to the Employee Compensation program.

Michelle Lopes Caldwell, Director of Finance and Treasurer presented this item.

Ms. Caldwell reported that the Employee Compensation Program is presented to the Executive Board annually to present any proposed changes to the program. There were two proposed changes to the program this year.

The first proposed change is a change to the employee transit pass program. The Foothill Transit administrative team is working a hybrid schedule, which allows teleworking up to three days a week, the proposed policy change is to remove the minimum monthly trip requirements to be eligible to receive a pass for another transit system.

The second proposal is to restore the Fiscal Year 2021 compensation adjustments to staff. In August 2020, the Executive Board took action to defer the annual employee compensation adjustments due to the uncertain financial impacts of the COVID-19 pandemic. The organization is projecting a balanced budget through Fiscal Year 2027, so Ms. Caldwell recommended that the compensation adjustments be retroactively reinstated with an effective date of July 1, 2021.

There was no Public Comment on this presentation. There were no comments or questions by members of the Executive Board.

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

16. **PROPOSED FISCAL YEAR 2023 BUSINESS PLAN AND BUDGET**

Recommendation: Recommend approval of Foothill Transit's proposed Business Plan, Budget, and Performance Targets for Fiscal Year 2023 to the Foothill Transit Governing Board.

Jorge Quintana, Budget and Grants Finance Analyst, presented this item.

Mr. Quintana reported that Foothill Transit continues to recover from the impacts of the pandemic, and that a \$213.7 million budget of which \$123.9 million are operating expenses and \$89.8 million are capital investments

supporting transit operations is being proposed. The agency is expected to operate approximately 878,000 vehicle service hours and have 7.9 million passenger boardings in Fiscal Year 2023.

There was no Public Comment on this presentation. There were no comments or questions by members of the Executive Board.

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

17. **ADMINISTRATIVE OFFICE BUILDING FUTURE REQUIREMENTS**

Recommendation: Receive and file an update on the future requirements for Foothill Transit's Administrative offices and provide direction as appropriate.

Sharlane Bailey, Director of Capital Projects and Facilities, presented this item.

Ms. Bailey provided an overview of activities related to the possibility of relocating the Foothill Transit Administrative Office. She reported that compliance with the FTA Award Management Requirements Circular would be required. Given the complexities of the federal processes, Ms. Bailey recommended that staff focus on publicly owned property. If a vacant public property were available, the intent would be to have a location at a central part of the Foothill Transit service area. The next steps may include procuring design and land planning services, and environmental consulting services.

There was no Public Comment on this presentation. Staff responded to the comments and questions from the Executive Board.

The Executive Board received and filed this presentation and directed staff to continue with the process and proceed with publicly owned property.

18. **SUMMER SALE**

Recommendation: Authorize the Chief Executive Officer to implement a half-price pass program for a period of three months starting in July 2022.

Felicia Friesema, Director of Marketing and Communications, presented this item.

Ms. Friesema provided a review of the 2021 Summer Sale and 2022 Fare

Discount. The response to both sales was outstanding. A Summer Sale, Part II is being proposed. The proposed sale would continue the momentum of the fare discount, offer local customers savings, jump-start the launch of the new 10-Trip pass, increase both ridership and revenue, and foster goodwill with the communities that Foothill Transit serves. The new Summer Sale would launch on July 3, 2022, and conclude on September 31, 2022.

There was no Public Comment on this presentation. Staff responded to the comments and questions from the Executive Board.

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

19. **EXECUTIVE BOARD ELECTION FOR Foothill TRANSIT CHAIR AND VICE CHAIR**

Motion by Member Moss, second by Member Sternquist, to elect Member Calaycay, Chair. Motion carried 5-0.

Motion by Member Sternquist, second by Member Calaycay, to elect Member Moss, Vice Chair. Motion carried 5-0.

20. **CONTINUED GENERAL PUBLIC COMMENT**

Public Comment was not reopened as the Public Comment period was concluded earlier in the agenda (Item 5).

21. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- Congratulated Corey Calaycay on his election as Chair and Cory Moss on her election as Vice Chair.
- Staff continues to pursue federal and state grants.

22. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Shevlin congratulated Corey Calaycay on his election as Chair and Cory Moss on her election as Vice Chair.



23. **ADJOURNMENT**

Adjournment for the May 27, 2022, Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:24 a.m.



June 24, 2022

To: Executive Board

Subject: **May 2022 Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through May 31, 2022.

Analysis

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of May 31, 2022, for the fiscal year ending June 30, 2022.

Balance Sheet (Attachment A):

Assets

The balance sheet, as of May 31, 2022, shows total assets at \$366.67 million. This total consists primarily of \$218.08 million in fixed assets, \$137.36 million in cash and investments, and \$10.71 million in receivable and prepaid assets. Foothill Transit's cash position of \$122.42 million is \$1.23 million less than the previous month and is \$1.89 million more than last year in May.

Liabilities

The accounts payable balance is \$14.86 million. Accounts Payables include operation and maintenance expenses of \$11.18 million and \$1.23 million for fuel.

The deferred revenue of \$75.01 million represents funds that are reserved for planned capital expenditures, such as upcoming bus procurements and transit center construction activities.

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$37.98 million in liquid accounts held with Bank of the West; \$10.27 million in interest-bearing money market accounts with Bank of the West; \$68,000 with Chase; \$14.94 million with Bank of the West treasury bill; and \$74.11 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 (Attachment C)

May 2022 year-to-date fare revenues were \$6,647,454. Although less than in pre-pandemic years, fare revenues are more than the planned budget. This is due to slowly increasing ridership and the fare sale during the first quarter of FY2022. Additionally, revenues reflect application of the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) federal funds.

Operating costs through May 2022 were \$95.90 million, which is \$4.06 million less than the budget and \$2.86 million more than May 2021. Of this \$95.90 million, \$72.86 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel, which was \$7.38 million through May 2022. Although overall expenses are currently under budget, fuel is currently trending higher than budget.

Capital expenditures through May were \$9.91 million compared with \$36.32 million last year at this time. The annual budget for capital expenditures includes the procurement and construction of twenty hydrogen fuel cell buses and a hydrogen fueling station, construction of the Mt. San Antonio College Transit Center, security enhancements at the Arcadia-Irwindale and Pomona operations and maintenance facilities, and CNG equipment replacement at the Pomona operations and maintenance facility.

Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of May 2022; 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 May 2022 were \$7.99 million. Capital disbursements totaled \$0.22 million and other significant disbursements include \$2.51 million to Keolis and \$4.22 million to Transdev for bus operating services.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Chief Executive Officer



Foothill Transit

Executive Board Meeting

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May 2022 Financial Statements and Investment Summary
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Attachments

**Foothill Transit
Balance Sheet
As of May 31, 2022**

Assets

Current Assets:

Cash	\$122,423,464
Investments	14,935,542
Due from government agencies	8,539,659
Other receivables	763,518
Other assets	1,404,455

Total Current Assets	<u>\$148,066,639</u>
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Non current Assets:

Notes receivable	523,392
Property & Equipment (net of depreciation)	218,081,237

Total Non Current Assets	<u>218,604,629</u>
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Total Assets	<u><u>\$366,671,268</u></u>
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Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	\$14,858,926
Deferred Revenue	75,005,725

Total Liabilities	<u>\$89,864,651</u>
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Equity

Fund Balance:

Investment in Capital Assets	\$218,081,237
Current Year Change	(4,182,220)
Reserve	62,907,599

Total Equity	<u>\$276,806,617</u>
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Total Liabilities and Equity	<u><u>\$366,671,268</u></u>
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**Summary of Cash and
Investment Account
For May 31, 2022**

	Interest Rate	Term	Principal/ Book & Market Value
Cash:			
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$21,876,805
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	0.31%	Demand Deposit	\$5,490
Bank of the West-Money Market #1110	0.30%	Demand Deposit	\$5,001,441
Bank of the West-Money Market #1111	0.30%	Demand Deposit	\$4,961,448
Bank of the West-LCTOP #1108	0.06%	Demand Deposit	\$298,539
Chase Business Saving #1109	0.05%	Demand Deposit	\$68,083
LAIF Investment #1141	0.32%	Demand Deposit	\$74,110,578
Subtotal Cash on Hand			\$122,423,464
Investments:			
Bank of the West:			
1 Maturity - 09/29/2022 - 6 months	0.87%	US Treasury Bill	\$14,935,542
			\$0
Subtotal Investments			\$14,935,542
Total Cash and Investments			\$137,359,006

Foothill Transit
Statement of Revenue and Expense
For Month Ended May 31, 2022

	Actual YTD May 2022	Budget YTD May 2022	Variance	Actual YTD May 2021
Fare Revenue				
Farebox	\$3,410,022	\$1,298,189	162.68%	\$1,859,358
Pass Sales	\$1,085,632	696,295	55.92%	384,858
TAP Cash Purse	\$1,761,403	722,170	143.90%	816,171
MetroLink & Access Service	\$239,103	100,774	137.27%	96,503
EZ Transit Pass	\$151,295	119,848	26.24%	55,023
Total Operating Revenue	\$6,647,454	\$2,937,275	126.31%	\$3,211,912
Operating Subsidies and Other				
Transportation Development Act	\$10,616,982	\$19,264,231	(44.89%)	\$9,869,349
State Transit Assistance (STA)	\$1,954,108	1,954,108	0.00%	3,046,293
Senate Bill 1 - STA	\$1,661,873	1,661,873	0.00%	2,277,572
Senate Bill 1 - STA BSCP	\$157,539	157,539	0.00%	248,974
Prop A 40% Discretionary	\$14,529,611	14,529,611	0.00%	14,092,980
Prop A 40% BSCP	\$4,194,175	4,194,175	0.00%	3,778,357
Prop A Exchange	\$1,000,000	1,000,000	0.00%	1,550,000
Prop C BSIP	\$812,438	812,438	0.00%	797,719
Prop C Base Restructuring	\$1,745,031	1,745,031	0.00%	1,713,415
Prop C Transit Service Expansion	\$290,795	290,795	0.00%	285,527
Transit Security	\$864,419	864,419	0.00%	670,491
Measure R	\$10,212,894	10,212,894	0.00%	7,870,482
Measure M	\$10,178,102	10,178,102	0.00%	7,792,786
CRD Subsidy	\$0	0	0.00%	1,840,000
Federal CRRSAA 5307	\$30,154,105	30,154,105	0.00%	33,017,520
Miscellaneous Transit Revenues	\$879,066	0	0.00%	974,879
Total Subsidies and Other	\$89,251,139	\$97,019,321	(8.01%)	\$89,826,343
Total Operating Revenue	\$95,898,593	\$99,956,596	(4.06%)	\$93,038,256
Other Revenues				
Gain on Sale of Fixed Assets	\$412,708	\$0	0.00%	\$115,726
Auxiliary Revenue	\$704,092	\$719,125	0.00%	405,127
Total Other Revenues	\$1,116,799	\$719,125	55.30%	\$520,853
Total Operating and Other Revenues	\$97,015,392	100,675,721	(3.64%)	\$93,559,109
Operating Expenses				
Customer Service & Operations	\$84,035,473	\$87,131,086	(3.55%)	\$82,811,196
Maintenance & Vehicle Technology	\$730,403	\$915,368	(20.21%)	706,663
Marketing & Communications	\$1,640,752	\$2,010,855	(18.41%)	1,319,744
Information Technology	\$1,720,807	\$2,073,735	(17.02%)	1,387,866
Administration	\$2,137,802	\$2,150,302	(0.58%)	1,737,179
Procurement	\$638,875	\$805,699	(20.71%)	604,130
Government Relations	\$384,844	\$900,988	(57.29%)	528,685
Finance	\$1,663,648	\$1,696,340	(1.93%)	1,406,716
Planning	\$1,355,669	\$1,973,303	(31.30%)	796,565
Facilities	\$1,590,320	\$298,920	432.02%	1,739,512
Total Operating Expenses	\$95,898,593	\$99,956,596	(4.06%)	\$93,038,256
Other Expenses				
Property Management	\$425,791	\$425,791.00	0.00%	\$116,743
Special Services	238,035	\$293,334.00	0.00%	7,083
Total Other Expenses	\$663,826	\$719,125.00	(7.69%)	\$123,826
Total Operating and Other Expenses	\$96,562,419	\$100,675,721	(4.09%)	\$93,162,082
Capital Revenues				
Capital Grants	\$9,910,410	\$69,280,435	(85.70%)	\$36,321,054
Capital Expenditures				
Capital Expenditures	\$9,910,410	\$69,280,435	(85.70%)	\$36,321,054

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This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 05/01/22..05/31/22

ATTACHMENT D

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001	General Checking						
	Phone No.		800-488-2265				
05/03/22	1110	Mariposa Landscapes, Inc.		99,048.32	0.00	0.00	Posted
05/03/22	1111	Instant Signs Inc.		284.49	0.00	0.00	Posted
05/03/22	1112	HD Supply Facilities Maintenance		677.79	0.00	0.00	Posted
05/03/22	1113	Western Office Interiors		1,108.69	0.00	0.00	Posted
05/03/22	1114	Questivity Inc		19,359.25	0.00	0.00	Posted
05/04/22	1115	San Gabriel Valley Economic		2,500.00	0.00	0.00	Posted
05/04/22	1116	AT and T - 5075		36.78	0.00	0.00	Posted
05/04/22	1117	AT and T - 5019		483.26	0.00	0.00	Posted
05/04/22	1118	AT and T - 5025		1,329.03	0.00	0.00	Posted
05/04/22	1119	Lourdes L. Alvarez		50.00	0.00	0.00	Posted
05/04/22	E100279	Keolis Transit America, Inc.		1,426,147.32	0.00	0.00	Posted
05/04/22	E100280	Transdev Services, Inc.		2,476,997.89	0.00	0.00	Posted
05/05/22	1120	H&E Equipment Services, Inc.		694.35	0.00	0.00	Posted
05/05/22	1121	Tri - Signal Integration, Inc.		787.50	0.00	0.00	Posted
05/05/22	1122	Weatherite Corporation		565.00	0.00	0.00	Posted
05/05/22	1123	Crown Castle USA Inc.		896.47	0.00	0.00	Posted
05/05/22	1124	MRC Smart Technology Solutions		188.06	0.00	0.00	Posted
05/05/22	1125	T-Mobile USA Inc.		572.20	0.00	0.00	Posted
05/05/22	1126	Staples Business Adv.-Dept. LA		677.53	0.00	0.00	Posted
05/05/22	1127	Office Depot		100.79	0.00	0.00	Posted
05/09/22	1128	Birdi Systems, Inc.		6,395.00	0.00	0.00	Posted
05/09/22	1129	Psomas		9,900.00	0.00	0.00	Posted
05/09/22	1130	Office Depot		104.12	0.00	0.00	Posted
05/09/22	1131	Thompson Coburn LLP		31,012.14	0.00	0.00	Posted
05/09/22	1132	Green Thumb Indoor Plant		662.75	0.00	0.00	Posted
05/09/22	1133	Tri - Signal Integration, Inc.		175.00	0.00	0.00	Posted
05/09/22	1134	Thomas J. Koontz		171.99	0.00	0.00	Posted
05/09/22	1135	The Poly Post		850.00	0.00	0.00	Posted
05/09/22	1136	FEDEX Corp.		9.80	0.00	0.00	Posted
05/09/22	1137	A1 Event & Party Rentals		243.70	0.00	0.00	Posted
05/09/22	1138	Rodger's Food Service		716.63	0.00	0.00	Posted
05/09/22	1139	Capitol Government Contract Specialists		11,250.00	0.00	0.00	Posted
05/09/22	1140	ACE Pelizon Plumbing		325.00	0.00	0.00	Posted
05/09/22	1141	Alta Planning + Design, Inc.		9,980.25	0.00	0.00	Posted
05/09/22	E100281	Behavioral Science Applications		4,800.00	0.00	0.00	Posted
05/10/22	1142	Tri - Signal Integration, Inc.		1,605.00	0.00	0.00	Posted
05/10/22	1143	SmartRise Elevator Service Inc		210.00	0.00	0.00	Posted
05/10/22	1144	Mitsubishi Electric US, Inc.		230.00	0.00	0.00	Posted
05/10/22	1145	Alliance Landcare Inc.		877.00	0.00	0.00	Posted
05/10/22	1146	Colley Auto Cars Inc.		270.78	0.00	0.00	Posted

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Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
05/10/22	1147	Commercial Building Management Services, Inc.		4,373.57	0.00	0.00	Posted
05/10/22	1148	Day - Lite Maintenance Co. Inc.		108.00	0.00	0.00	Posted
05/10/22	1149	H&E Equipment Services, Inc.		85.00	0.00	0.00	Posted
05/10/22	1150	Government Finance Officers Assoc.		150.00	0.00	0.00	Posted
05/10/22	E100282	Powell Consulting DC, LLC		5,500.00	0.00	0.00	Posted
05/10/22	E100283	Southern California Edison Co.		2,245.02	0.00	0.00	Posted
05/11/22	1151	James Productions, Inc.		6,384.50	0.00	0.00	Posted
05/11/22	1152	Ashlien Savage		387.72	0.00	0.00	Posted
05/11/22	1153	Dean Gazzo Roistacher LLP		3,649.00	0.00	0.00	Posted
05/11/22	1154	Town Square Publication LLC		5,045.00	0.00	0.00	Posted
05/11/22	E100286	Transdev Services, Inc.		172,823.16	0.00	0.00	Posted
05/11/22	E100287	Clean Energy		271,119.13	0.00	0.00	Posted
05/11/22	E100288	Clean Energy		79,923.09	0.00	0.00	Posted
05/11/22	E100289	Clean Energy		176,174.01	0.00	0.00	Posted
05/11/22	E100290	Clean Energy		51,470.98	0.00	0.00	Posted
05/12/22	E100284	Keolis Transit America, Inc.		49,659.08	0.00	0.00	Posted
05/12/22	E100285	MetroKinetics, Inc.		633.75	0.00	0.00	Posted
05/12/22	1155	SHI International Corp		5,852.97	0.00	0.00	Posted
05/12/22	1156	ITsavvy LLC		142.90	0.00	0.00	Posted
05/12/22	1157	Digium Inc.		1,311.48	0.00	0.00	Posted
05/12/22	1158	ACC Business		1,066.54	0.00	0.00	Posted
05/12/22	1159	Quadient Leasing USA, Inc.		466.82	0.00	0.00	Posted
05/12/22	1160	Thomas J. Koontz		4,022.05	0.00	0.00	Posted
05/12/22	1161	Alliance Landcare Inc.		590.00	0.00	0.00	Posted
05/12/22	1162	File Keepers LLC		44.00	0.00	0.00	Posted
05/12/22	1163	Tri - Signal Integration, Inc.		2,306.20	0.00	0.00	Posted
05/12/22	1164	Skyline Pest Control		115.00	0.00	0.00	Posted
05/12/22	1165	Standard Parking Corporation		3,493.70	0.00	0.00	Posted
05/12/22	1166	Home Depot Credit Services		2,835.18	0.00	0.00	Posted
05/12/22	1167	Sing Tao Daily		2,220.00	0.00	0.00	Posted
05/12/22	1168	San Gabriel Valley Newspaper		4,839.07	0.00	0.00	Posted
05/12/22	1169	FEDEX Corp.		88.36	0.00	0.00	Posted
05/13/22	1170	Zonar Systems Inc.		6,256.00	0.00	0.00	Posted
05/13/22	1171	Yoko Igawa		36.57	0.00	0.00	Posted
05/17/22	1172	Gotcha Media Holdings, LLC		6,960.00	0.00	0.00	Posted
05/17/22	1173	County of L.A. - Sheriff's Dept.		25,806.30	0.00	0.00	Posted
05/17/22	1174	Industry Public Utility Commission		963.98	0.00	0.00	Posted
05/17/22	1175	N G A Investment Properties LLC		642.78	0.00	0.00	Posted
05/17/22	1176	Commercial Door Metal Systems, Inc.		477.96	0.00	0.00	Posted
05/18/22	1177	Birdi Systems, Inc.		5,253.74	0.00	0.00	Posted
05/18/22	1178	Digium Inc.		1,256.41	0.00	0.00	Posted
05/18/22	1179	Amazon Web Services, Inc		816.79	0.00	0.00	Posted
05/18/22	1180	APTA		5,000.00	0.00	0.00	Posted
05/18/22	1181	Platinum Security Inc.		7,438.86	0.00	0.00	Posted

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Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
05/18/22	1182	E.S.G.Valley Japanese Community Ctr		1,200.00	0.00	0.00	Posted
05/18/22	1183	AT and T - 5025		2,806.89	0.00	0.00	Posted
05/19/22	1184	72 Hour LLC		36,194.93	0.00	0.00	Posted
05/19/22	1185	Newage PHM, LLC		212.97	0.00	0.00	Posted
05/19/22	1186	State of California Department of Transportation		15,800.00	0.00	0.00	Posted
05/19/22	1187	Graingers		22.05	0.00	0.00	Posted
05/19/22	1188	Thomas J. Koontz		71.66	0.00	0.00	Posted
05/19/22	1189	Smartsheet Inc.		5,933.49	0.00	0.00	Posted
05/20/22	1190	Center for Transportation and the Environment, Inc		10,698.92	0.00	0.00	Posted
05/20/22	1191	Birdi Systems, Inc.		994.26	0.00	0.00	Posted
05/20/22	1192	Omnitrans		4,811.20	0.00	0.00	Posted
05/23/22	1193	ITsavvy LLC		5,345.00	0.00	0.00	Posted
05/23/22	1194	Stantec Architecture		42,832.00	0.00	0.00	Posted
05/23/22	1195	San Gabriel Valley Economic		6,000.00	0.00	0.00	Posted
05/23/22	E100291	MCG & Associates		2,160.00	0.00	0.00	Posted
05/23/22	E100292	Transdev Services, Inc.		10,652.80	0.00	0.00	Posted
05/23/22	E100293	Transdev Services, Inc.		171,970.53	0.00	0.00	Posted
05/23/22	E100294	Translating Services, Inc.		168.20	0.00	0.00	Posted
05/23/22	E100295	Keolis Transit America, Inc.		19,700.04	0.00	0.00	Posted
05/23/22	E100296	Jeff Ward		2,660.00	0.00	0.00	Posted
05/23/22	E100297	Transdev Services, Inc.		9,526.36	0.00	0.00	Posted
05/23/22	E100298	Transdev Services, Inc.		1,374,200.18	0.00	0.00	Posted
05/23/22	E100299	Darold D. Pieper Attorney at Law		8,310.00	0.00	0.00	Posted
05/23/22	E100300	Keolis Transit America, Inc.		996,559.40	0.00	0.00	Posted
05/24/22	1196	Dalila Ortiz		2,228.17	0.00	0.00	Posted
05/24/22	1197	Luis A Renderos		2,353.98	0.00	0.00	Posted
05/24/22	E100301	ChargePoint, Inc.		3,055.00	0.00	0.00	Posted
05/24/22	E100302	ChargePoint, Inc.		3,055.00	0.00	0.00	Posted
05/25/22	1198	California Choice		63,648.52	0.00	0.00	Posted
05/25/22	1199	AFLAC		1,733.64	0.00	0.00	Posted
05/25/22	1200	Allied Administrators for Delta Dental		6,708.49	0.00	0.00	Posted
05/25/22	1201	Vision Service Plan - (CA)		1,431.94	0.00	0.00	Posted
05/25/22	1202	Linda Garrison		520.00	0.00	0.00	Posted
05/25/22	1203	LegalShield		163.50	0.00	0.00	Posted
05/25/22	1204	CA Newspaper Service Bureau		252.26	0.00	0.00	Posted
05/25/22	E100303	ChargePoint, Inc.		3,615.32	0.00	0.00	Posted
05/26/22	1205	International City Management Assoc. Retirement Co		15,751.95	0.00	0.00	Posted
05/26/22	1206	Stantec Architecture		1,475.00	0.00	0.00	Posted
05/26/22	1207	Concur Technologies, Inc.		2,252.80	0.00	0.00	Posted
05/26/22	1208	State Compensation Insurance Fund		3,207.15	0.00	0.00	Posted
05/26/22	1209	Crown Castle USA Inc.		896.47	0.00	0.00	Posted
05/26/22	1210	AT and T - 5075		36.78	0.00	0.00	Posted
05/26/22	1211	AT and T - 5019		483.26	0.00	0.00	Posted
05/26/22	1212	Linda Garrison		675.00	0.00	0.00	Posted
05/26/22	1213	Newage PHM, LLC		7,607.17	0.00	0.00	Posted
05/26/22	1214	APTA		48,500.00	0.00	0.00	Posted

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ATTACHMENT D

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
05/26/22	E100304	Keolis Transit America, Inc.		14,500.00	0.00	0.00	Posted
05/27/22	1215	Elecnor Belco Electric, Inc.		22,942.50	0.00	0.00	Posted
05/31/22	1216	ITsavvy LLC		344.50	0.00	0.00	Posted
05/31/22	1217	Alltech Industries, Inc.		6,300.00	0.00	0.00	Posted
05/31/22	1218	Elecnor Belco Electric, Inc.		1,207.50	0.00	0.00	Posted
05/31/22	1219	Donald Luey		426.47	0.00	0.00	Posted
05/31/22	1220	Avail Technologies, Inc.		4,976.81	0.00	0.00	Posted
05/31/22	1221	Colley Auto Cars Inc.		123.90	0.00	0.00	Posted
05/31/22	E100305	Southern California Edison Co.		2,245.02	0.00	0.00	Posted
05/31/22	E100306	Powell Consulting DC, LLC		5,500.00	0.00	0.00	Posted
		General Checking		7,989,377.53	0.00	0.00	



June 24, 2022

To: Executive Board

Subject: **Resolution Authorizing Teleconferenced Public Meetings**

Recommendation

Adopt Resolution 2022-11 (Attachment A) authorizing teleconferenced public meetings for the Executive Board and Governing Board if needed for the next 30 days.

Analysis

Government Code Section 54953 of the Ralph M. Brown Act was amended by AB 361 on an urgency basis to permit continued agency public meetings by teleconference on and after October 1, 2021, subject to making the following findings:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

On May 27, 2022, the Executive Board made these findings in Resolution 2022-08, which permitted public meetings by teleconference through June 26, 2022.

To continue to convene public meetings by teleconferencing for 30 days after June 24, 2022, (through July 24, 2022), the Executive Board must now make the findings embodied in Resolution 2022-11.

Sincerely,

Darold Pieper
General Counsel

Doran J. Barnes
Chief Executive Officer

RESOLUTION NO. 2022-11
A RESOLUTION OF THE EXECUTIVE BOARD OF
FOOTHILL TRANSIT AUTHORIZING REMOTE
TELECONFERENCE MEETINGS OF THE FOOTHILL
TRANSIT EXECUTIVE BOARD AND GOVERNING BOARD
PURSUANT TO RALPH M. BROWN ACT

The Executive Board of Foothill Transit does resolve as follows:

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

A. Government Code Section 54953 of the Ralph M. Brown Act was amended by AB 361 on an urgency basis to permit continued agency public meetings by teleconference on and after October 1, 2021, subject to the following findings:

(1) The Governor issued a Proclamation of State of Emergency on March 4, 2020, pursuant to section 8625 of the California Emergency Services Act, and that Proclamation has not been terminated as required by section 8629 of that Act.

(2) The California Department of Public Health continues to urge residents to “continue to practice physical distancing when possible”.

(3) The Los Angeles County Department of Public Health continues to recommend that residents social distancing and the use of masks indoors with people outside ones’ household.

(4) The Executive Board has reconsidered the circumstances of the state of emergency which can vary greatly by time and date depending upon multiple factors with the progression of the pandemic.

(5) The state of emergency may continue to directly impact the ability of the members to meet safely in person.

[Continued on page 2.]

Attachment A

B. Accordingly, there may be a need for the Foothill Transit Executive Board or Governing Board to meet by teleconferencing meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953.

2. Action.

A. The Executive Board directs that Executive Board or Governing Board meetings held within the next 30 calendar days may be held by teleconferencing in compliance with section 54953(e) of the Ralph M. Brown Act.

B. The determination of whether to meet by teleconferencing or in person shall be made by the Chair of the Executive Board in consultation with the Chief Executive Officer and General Counsel.

C. This Resolution shall be effective immediately and remain in effect through July 24, 2022, or until such time the Executive Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Foothill Transit may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

3. Adoption. PASSED AND ADOPTED at a Regular Meeting of the Executive Board held on June 24, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

COREY CALAYCAY, CHAIR

APPROVED AS TO FORM:
DAROLD PIEPER, GENERAL COUNSEL

ATTEST:
CHRISTINA LOPEZ, BOARD SECRETARY

By: _____

By: _____



June 24, 2022

To: Executive Board

Subject: **June 2022 Procurement Monthly Report**

Recommendation

Receive and file the Procurement Monthly Report for June 2022.

Awarded Procurements:

Since the previous month's Executive Board meeting on May 27, 2022, there have been two awards of agreements over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

- Request for Quotes 22-080 was for the renewal of firewall software licenses. The Independent Cost Estimate for this solicitation was \$134,440.00. The solicitation was released via the agency's E-Procurement platform, PlanetBids. Quotes were received from five different vendors in response to the RFQ. Digital Scepter Corporation was the lowest responsive quote and was awarded the contract for \$115,854.60.
- Request for Quotes 22-095 was for the replacement of virtual desktop infrastructure that is reaching the end of its useful life. The Independent Cost Estimate for this solicitation was \$215,466.88. The solicitation was released via the agency's E-Procurement platform, PlanetBids. Quotes were received from two vendors in response to the RFQ. Impex Technologies, Inc. was the lowest responsive quote and was awarded the contract for \$145,114.37.

Upcoming Procurements:

Since the previous month's Executive Board meeting, the Procurement Department has not initiated any procurements over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

Sincerely,

Christopher Pieper
Director of Procurement

Doran J. Barnes
Chief Executive Officer



June 24, 2022

To: Executive Board

Subject: **Authorization to Exercise Contract Option for Printing of Interior Bus Cards**

Recommendation

Authorize the Chief Executive Officer to exercise the second two-year option (Option Years 3 and 4) in the amount of \$172,340 for the printing of Interior Bus Cards with Kandid Graphics (Contract No. 19-065).

Analysis

On September 25, 2020, the Executive Board approved the exercise of the first two-year option to extend the contract with Kandid Graphics for interior bus card printing. This contract covers the annual printing and delivery of a total 21,200 cards (53 designs in sets of 400 cards) created by Foothill Transit staff. Kandid Graphics provides services that include lamination, full-color process printing on durable 24-pound cardstock, and delivery of finished materials to Foothill Transit for installation.

The execution of the second two-year option will cover printing services through August 2024.

Budget Impact

The proposed FY2023 Business Plan and Budget includes funds for Interior Card Printing.

Sincerely,

Felicia Friesema
Director of Marketing and
Communications

Doran J. Barnes
Chief Executive Officer

Christopher Pieper
Director of Procurement

Michelle Lopes Caldwell
Director of Finance and Treasurer



June 24, 2022

To: Executive Board

Subject: **Title VI Analysis for Line 690 and Route Variant of Line 292**

Recommendation

Receive and file the Title VI analysis report for the cancellation of Line 690 and Route Variant of Line 292.

Summary

This Title VI analysis report is a Federal Transit Administration (FTA) Title VI Circular 4702.1B requirement. FTA requires agencies to evaluate major service and fare changes to determine whether these changes have a disparate impact or disproportionate burden.

The elimination of Line 690 will have a “disparate impact” as defined by FTA on minority populations based on the quarter-mile and one-mile analysis results. Although the elimination of the route does produce a disparate impact on minority populations, it is important to highlight that the route has not been in operation for over a year. Service on Line 690 was paused due to the COVID-19 pandemic.

In order to address the disparate impacts of the elimination of Line 690, staff will market the current Line 188 to customers as an alternative for Line 690. The eastern portion of Line 188 will be extended to provide more service to the eastern portion of the service area.

The elimination of the variant of Line 292 will cause no disparate impact nor disproportionate burden to minority or low-income populations.

Line 690

At the December 17, 2021, Governing Board meeting, the Board authorized staff to seek public input and conduct a public hearing regarding the proposed cancellations of Line 690 and route variant of Line 292. The goal of the proposed cancellations is to eliminate bus service with poor ridership and reinvest those resources in other Foothill Transit lines with a demonstrated need. A summary of each proposed cancellation follows:



Line 690 is a Foothill Transit local line that operates between the cities of Montclair and Glendora during peak hours on weekdays. Line 690 provides 14 westbound trips in the morning and 10 eastbound trips in the afternoon/evening. This line services the cities of Montclair, Claremont, Pomona, La Verne, San Dimas, and Glendora. Key transfer hubs include the Montclair Transit Center, the Claremont Transit Center, and the Lone Hill Park & Ride.

Since the opening of the Foothill Extension of the Metro Gold (now L) Line in March of 2016, ridership on Line 690 has been low, (see Table 1). Over the years, Foothill Transit has made several modifications to Line 690 in hopes of increasing ridership, but ridership remains low (see Table 2). Some of the

changes made include reducing the fare to match the local fare structure, changing the terminus from Azusa Intermodal Transit Center to the Citrus L Line Station, as well as adjusting the number of daily trips to attract ridership. Due to the impacts of the COVID-19 pandemic, Line 690 was paused in April and May of 2020, and again beginning in January 2021. Currently, Line 690 is not operational.

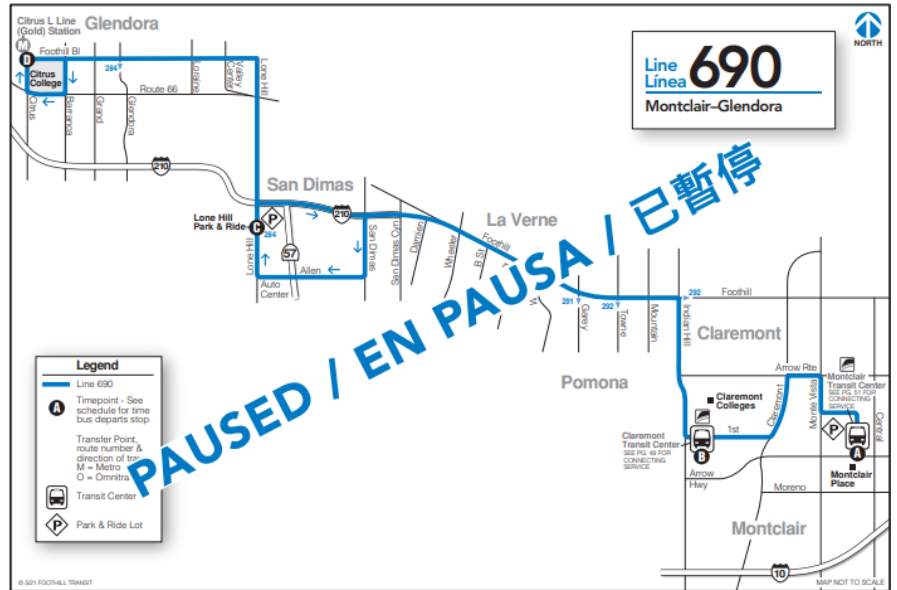


Table 1. Ridership Impacts on Line 690 due to the Gold Line Extension

Line	February 2016	March 5, 2016 Gold (L) Line STARTS	March 2016	April 2016	May 2016
690	6,102		4,905	3,105	2,944



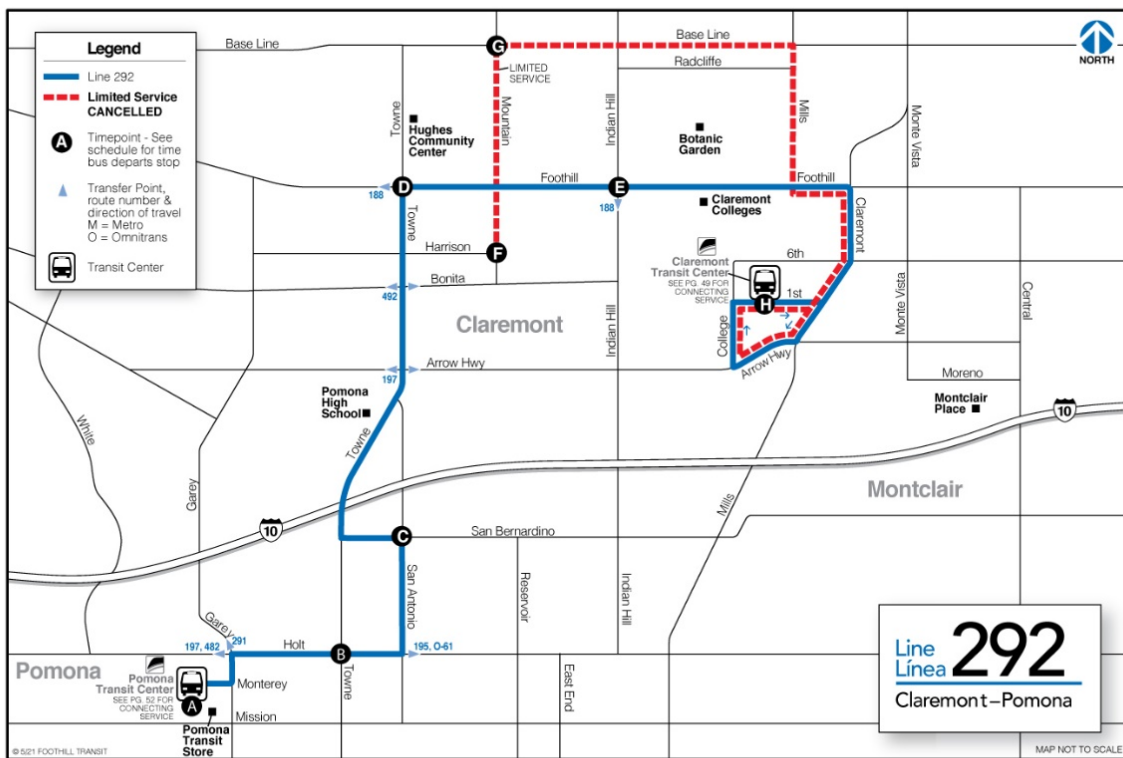
Table 2. **Line 690- Boardings, Boardings per Trip, and Boardings by Vehicle Service Hours**

Month	Line 690 Boardings	Line 690 Boardings per Trip	Line 690 Boardings per VSH
Jul. 2019	3,188	3.51	7.60
Aug. 2019	3,719	3.78	8.86
Sept. 2019	3,306	4.29	8.67
Oct. 2019	4,974	3.68	11.03
Nov. 2019	4,412	3.36	11.25
Dec. 2019	3,393	2.76	8.24
Jan. 2020	4,142	2.71	9.60
Feb. 2020	3,848	3.49	10.33
Mar. 2020	4,086	2.57	13.89
Apr. 2020			
May 2020			
Jun. 2020	533	1.01	1.50
Jul. 2020	631	1.14	1.77
Aug. 2020	613	1.22	1.72
Sep. 2020	637	1.21	1.79
Oct. 2020	763	1.45	2.14
Nov. 2020	556	1.10	1.56
Dec. 2020	675	1.22	1.89



Line 292

Line 292 is a Foothill Transit local line that operates between the City of Pomona and Claremont during peak and non-peak hours on weekdays. Line 292 provides nine trips in the morning and seven trips in the afternoon/evening. Line 292 contains a two-trip variant that travels on Baseline Road, offering one trip in the morning and one trip in the afternoon.



We have monitored the route variant for Line 292 since January 2021, and ridership on that variant has been minimal (see Table 3). On average, there are 20 weekdays every month. The route variant is currently averaging significantly less than one boarding per weekday. This is true for both the northbound and southbound trips.



Table 3. **Route Variant for Line 292 - Boardings by Trip**

7:40 AM Trip			2:25 PM Trip		
Month	Ridership	Avg Weekday	Month	Ridership	Avg Weekday
January 2021	2	0.10	January 2021	5	0.25
February 2021	4	0.20	February 2021	2	0.10
March 2021	6	0.30	March 2021	2	0.10
April 2021	6	0.30	April 2021	4	0.20
May 2021	4	0.20	May 2021	5	0.25
June 2021	8	0.40	June 2021	3	0.15
July 2021	2	0.10	July 2021	5	0.25
August 2021	14	0.70	August 2021	2	0.10
September 2021	15	0.75	September 2021	8	0.40
October 2021	4	0.20	October 2021	1	0.05
November 2021	13	0.65	November 2021	8	0.40
December 2021	11	0.55	December 2021	1	0.05
January 2022	3	0.15	January 2022	3	0.15
February 2022	3	0.15	February 2022	10	0.50

Public Outreach

The formal public comment period began on January 1, 2022, and concluded on March 1, 2022. To encourage public comments, Foothill Transit staff conducted two virtual public workshops on two separate days in both the afternoon and in the evening. A public hearing was held virtually on February 15, 2022, at 5:30 PM to maximize public participation. Throughout the public comment period, we received nine comments through social media and email. Four of the nine comments received were not in favor of the proposed cancellations. Five of the nine comments provided alternatives to the proposed cancellations. Upon reviewing the submitted comments, staff is not proposing adjustments to the original proposal, since Line 690 has not been in operation for over a year and the base routing of Line 292 will remain unchanged.

In Favor	0
Not in Favor	4
Recommendation	5

Total Comments: 9



Title VI Analysis

Methodology

This Title VI analysis report is in accordance with the FTA's Title VI Circular 4702.1B, which states that agencies shall evaluate major service and fare changes at the planning stages to determine whether these changes have a discriminatory impact. This report provides a demographic analysis, comparing Line 690's minority and low-income populations before and after the elimination of the line to the minority and low-income populations of Foothill Transit's service area. This report also provides a demographic analysis, comparing Line 292's minority and low-income populations before and after the elimination of the variant to the minority and low-income populations of Foothill Transit's service area.

Foothill Transit staff utilized the 2020 Decennial Census Redistricting Data and the 2016-2020 American Community Survey 5-Year Estimates at the block group level to determine the impacts that the elimination of Line 690 and the variant of Line 292 might have on the minority and low-income populations within the ¼-mile and 1-mile radius of each route.

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



Line 690 Results

The analysis looked at both 1/4-mile radius and 1-mile radius.

Quarter-mile radius analysis:

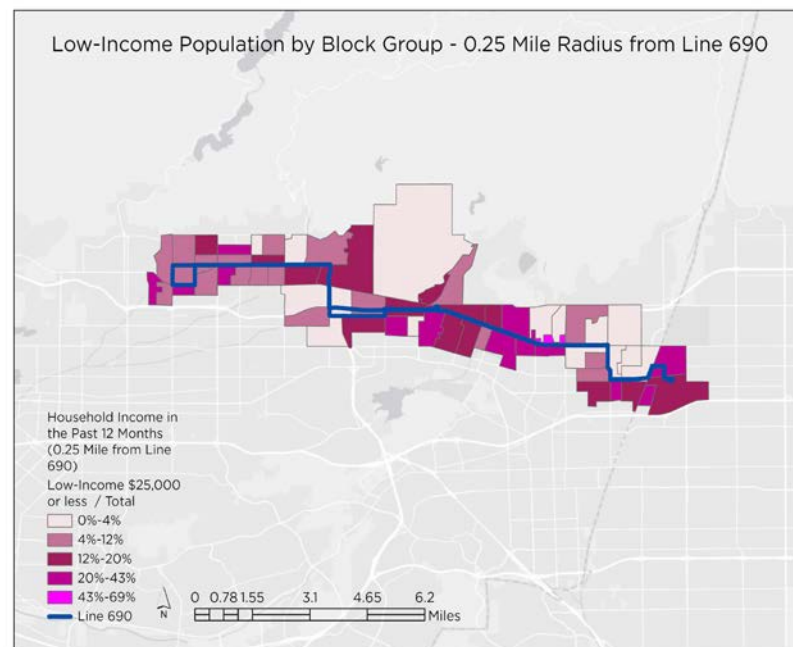
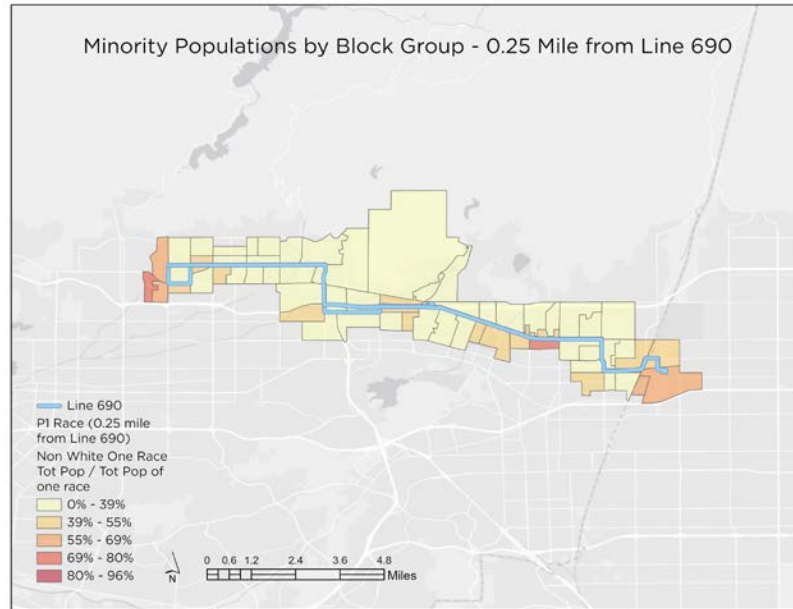




Table 4 **Eliminated Line 690 vs Overall Service Area: Quarter-mile-radius Buffer Analysis**

	Population	Minority proportion of population	Difference from overall service area	Low-income proportion of population	Difference from overall service area
1/4-mile radius of Eliminated 690	88,194	38.50%	-30.18%	14.69%	-2.75%
Overall Service Area	1,548,670	68.68%		17.44%	

When comparing the minority and low-income proportion of populations between the 1/4-mile radius around Line 690 and the overall service area, it is expected that the difference will exceed the 15 percent service standard threshold as the recommendation is to eliminate the entire route instead of realigning or modifying the route.

The quarter-mile radius analysis results demonstrate impacts greater than 15 percent for minority populations but less than 15 percent for low-income populations. The cancellation and elimination of Line 690 would have a disparate impact only on minority populations.



One-mile-radius analysis:

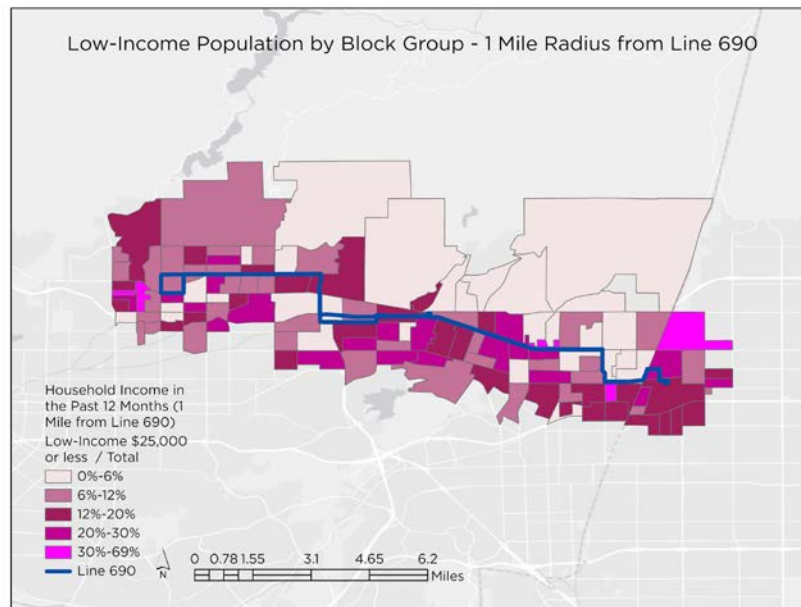
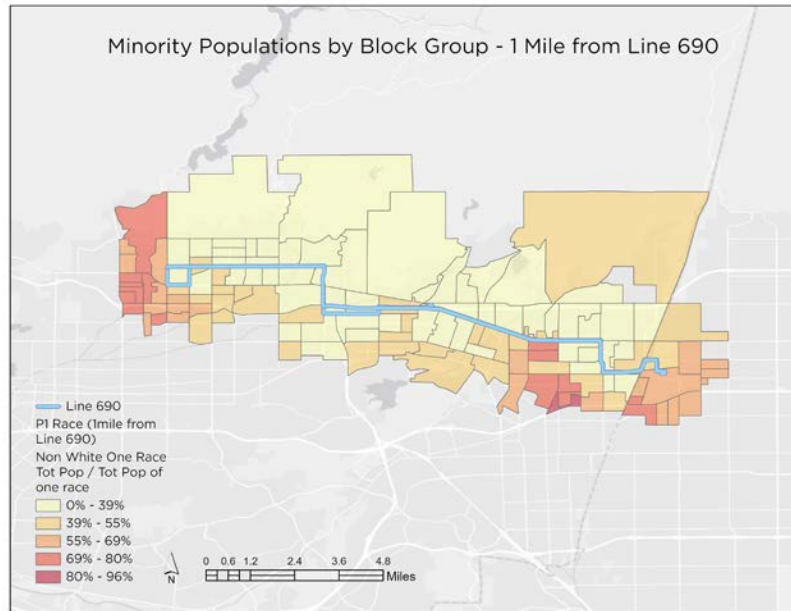




Table 5 **Eliminated 690 vs Overall Service Area: One-mile-radius Buffer Analysis**

	Population	Minority proportion of population	Difference from overall service area	Low-income proportion of population	Difference from overall service area
1-mile radius of Eliminated 690	173,835	45.82%	-22.86%	14.15%	-3.29%
Overall Service Area	1,548,670	68.68%		17.44%	

When comparing the minority and low-income proportion of populations between the 1-mile radius around Line 690 and the overall service area, it is expected that the difference will exceed the 15 percent service standard threshold as the recommendation is to eliminate the entire route instead of realigning or modifying the route.

The one-mile radius analysis results demonstrate impacts greater than 15 percent for minority populations but less than 15 percent for low-income populations. The cancellation and elimination of Line 690 would have a disparate impact only on minority populations.

Results of Onboard Passenger Survey of 2021

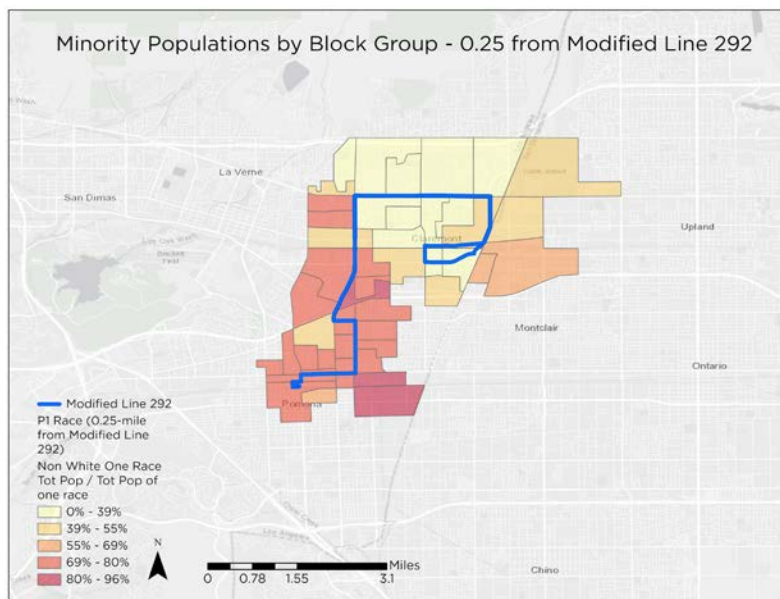
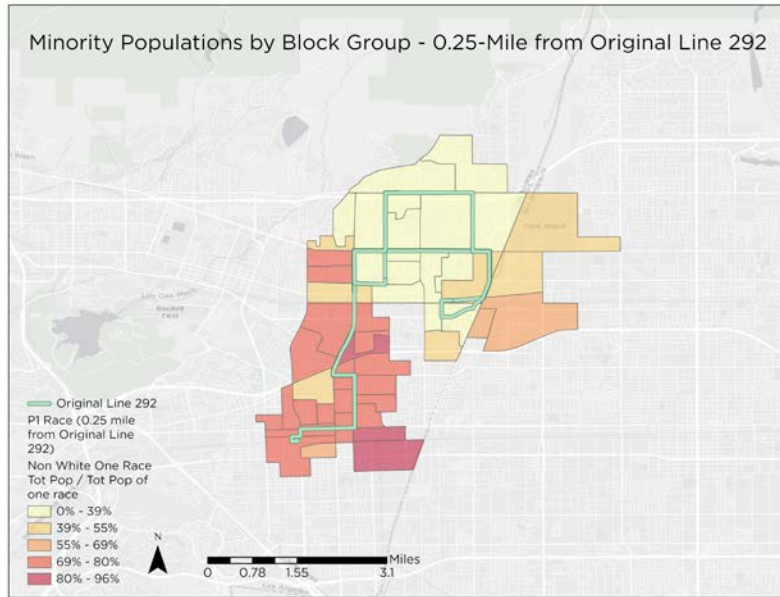
In September 2021, an Onboard passenger survey was administered. The survey did not collect any survey responses for Line 690 because the route has not been operational since January 2021.



Line 292 Variant Results

The analysis looked at both 1/4-mile radius and 1-mile radius.

Quarter-mile radius analysis:



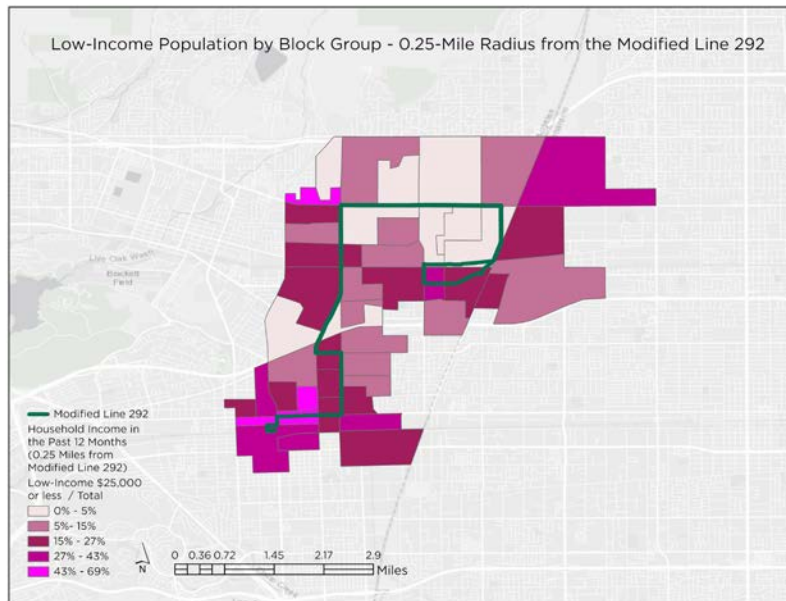
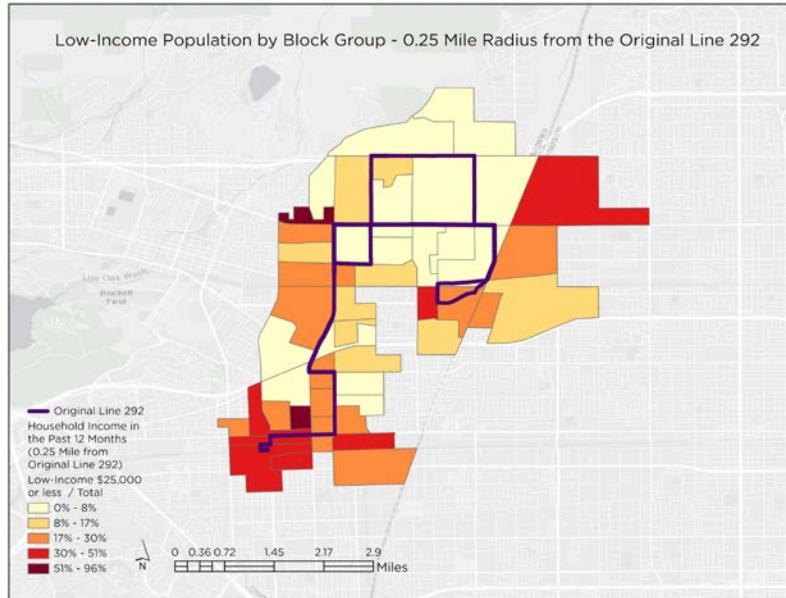




Table 6 **Modified Line 292 vs Overall Service Area: Quarter-mile-radius Buffer Analysis**

	Population	Minority proportion of population	Difference from overall service area	Low-income proportion of population	Difference from overall service area
¼-mile radius of Modified Line 292	64,301	57.54%	-11.14%	18.72%	+1.28%
Overall Service Area	1,548,670	68.68%		17.44%	

Table 7 **Modified Line 292 vs Original Line 292: Quarter-mile-radius Buffer Analysis**

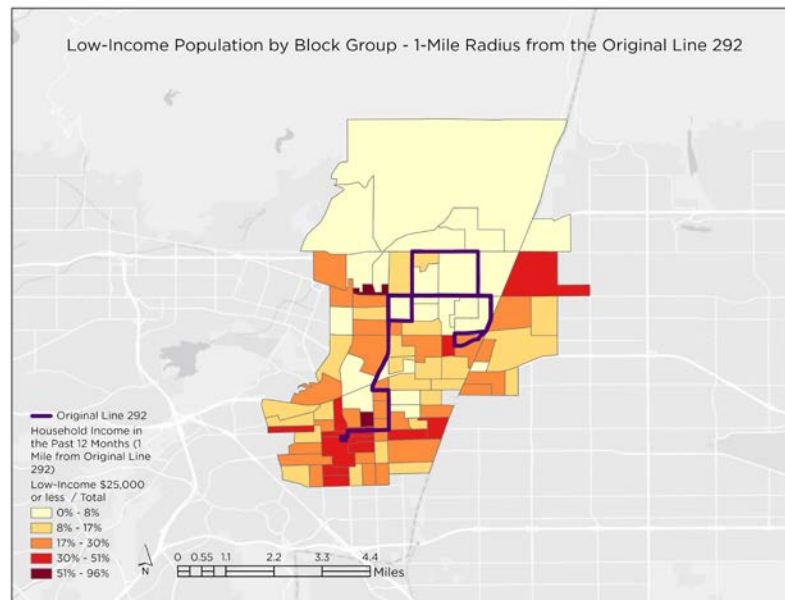
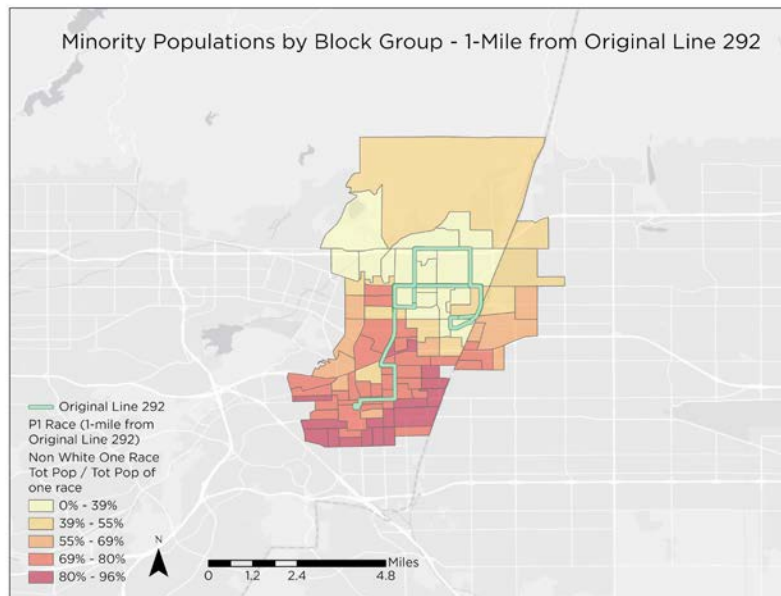
	Population	Minority proportion of population	Difference from the original route	Low-income proportion of population	Difference from the original route
¼-mile radius of Modified 292	64,301	57.54%	+1.41%	18.72%	+1.07%
¼-mile radius of Original 292	66,796	56.13%		17.65%	

When comparing the minority and low-income proportion of populations between the 1/4-mile radius around the modified Line 292 and the original Line 292, the quarter-mile radius analysis results demonstrate impacts less than 15 percent for minority and low-income populations.



When comparing the minority and low-income proportion of populations between the 1/4-mile radius around the modified Line 292 and the overall service area, the 1/4-mile radius analysis results demonstrate impacts less than 15 percent for minority and low-income populations.

One-mile-radius analysis:



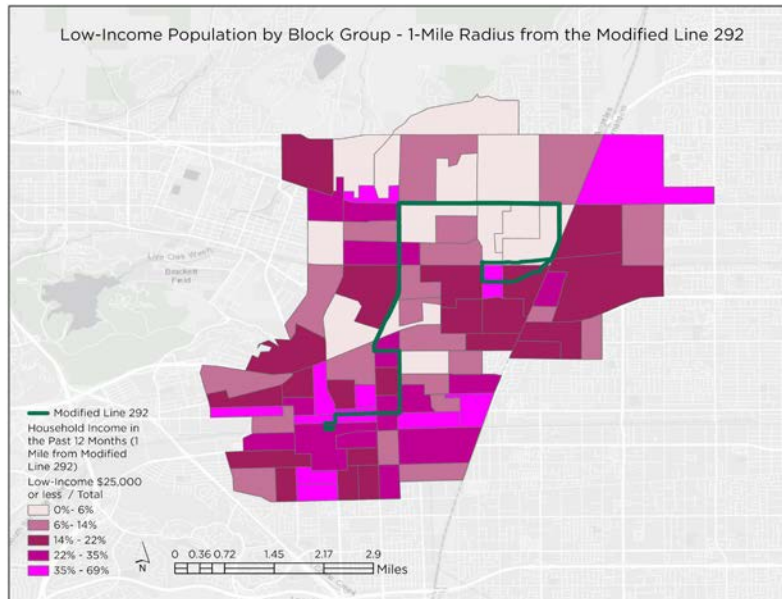
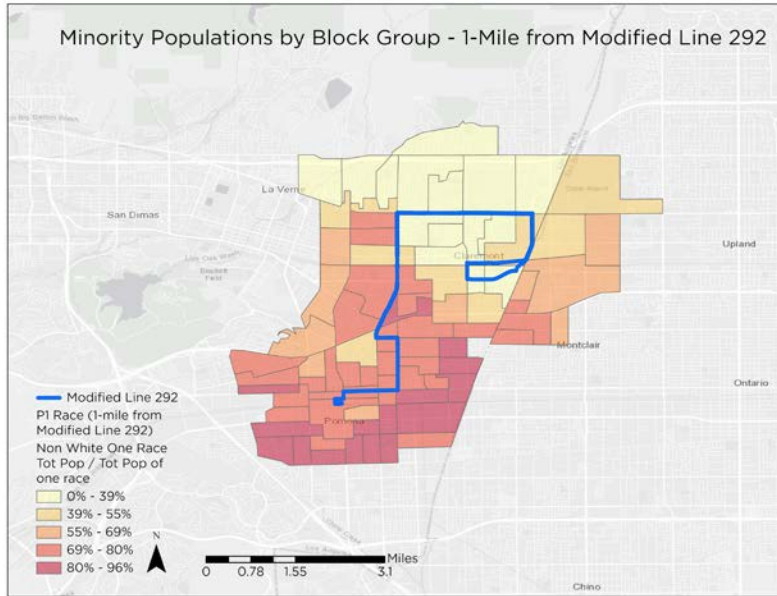




Table 8 **Modified Line 292 vs Overall Service Area: One-mile-radius Buffer Analysis**

	Population	Minority proportion of population	Difference from overall service area	Low-income proportion of population	Difference from overall service area
1-mile radius of Modified Line 292	118,319	63.41%	-5.27%	18.42%	+0.98%
Overall Service Area	1,548,670	68.68%		17.44%	

Table 9 **Modified Line 292 vs Original Line 292: One-mile-radius Buffer Analysis**

	Population	Minority proportion of population	Difference from the original route	Low-income proportion of population	Difference from the original route
1-mile radius of Modified 292	118,319	63.41%	+1.51%	18.42%	+1.10%
1-mile radius of Original 292	126,114	61.90%		17.32%	

When comparing the minority and low-income proportion of populations between the 1-mile radius around the modified Line 292 and the original Line 292, the 1-mile radius analysis results demonstrate impacts less than 15 percent for minority and low-income populations.

When comparing the minority and low-income proportion of populations between the 1-mile radius around the modified Line 292 and the overall



service area, the 1-mile radius analysis results demonstrate impacts less than 15 percent for minority and low-income populations.

Results of Onboard Passenger Survey of 2021

In September 2021, an onboard passenger survey was administered. The survey did not collect any results for Line 292.

Mitigating, Minimizing and/or Offset Disproportionate Impact Measures

This Title VI analysis report is a Federal Transit Administration (FTA) Title VI Circular 4702.1B requirement. FTA requires agencies to evaluate major service and fare changes to determine whether these changes have a disparate impact or disproportionate burden.

The elimination of Line 690 will have a “disparate impact” as defined by FTA on minority populations based on the quarter-mile and one-mile analysis results. Although the elimination of the route does produce a disparate impact on minority populations, it is important to highlight that the route has not been in operation for over a year. Service on Line 690 was paused due to the COVID-19 pandemic.

In order to address the disparate impacts of the elimination of Line 690, staff will market the current Line 188 to customers as an alternative for Line 690. The eastern portion of Line 188 will be extended to provide more service to the eastern portion of the service area.

The elimination of the variant of Line 292 will cause no disparate impact nor disproportionate burden to minority or low-income populations.

Budget Impact

The projected annual cost savings associated with the cancellation of Line 690 and the route variant of Line 292 would be \$451,124. These annual cost savings will be available for reinvestment into other routes.

Sincerely,

Lourdes Álvarez
Transit Planner

Doran J. Barnes
Chief Executive Officer



June 24, 2022

To: Executive Board

Subject: **Title VI Analysis for One-Year Pilot Extension of Line 270 to the Arcadia L Line Station**

Recommendation

Receive and file the Title VI analysis report for the one-year pilot extension of Line 270 to the Arcadia L Line Station.

Summary

This Title VI analysis report is a Federal Transit Administration (FTA) Title VI Circular 4702.1B requirement. FTA requires agencies to evaluate major service and fare changes to determine whether these changes have a disparate impact or disproportionate burden.

The percent difference of minority and low-income populations between the modified Line 270 and Foothill Transit's service area does not exceed the 15 percent threshold set forth by the agency's policy. No disparate impact or disproportionate burden on the minority and low-income populations was found.

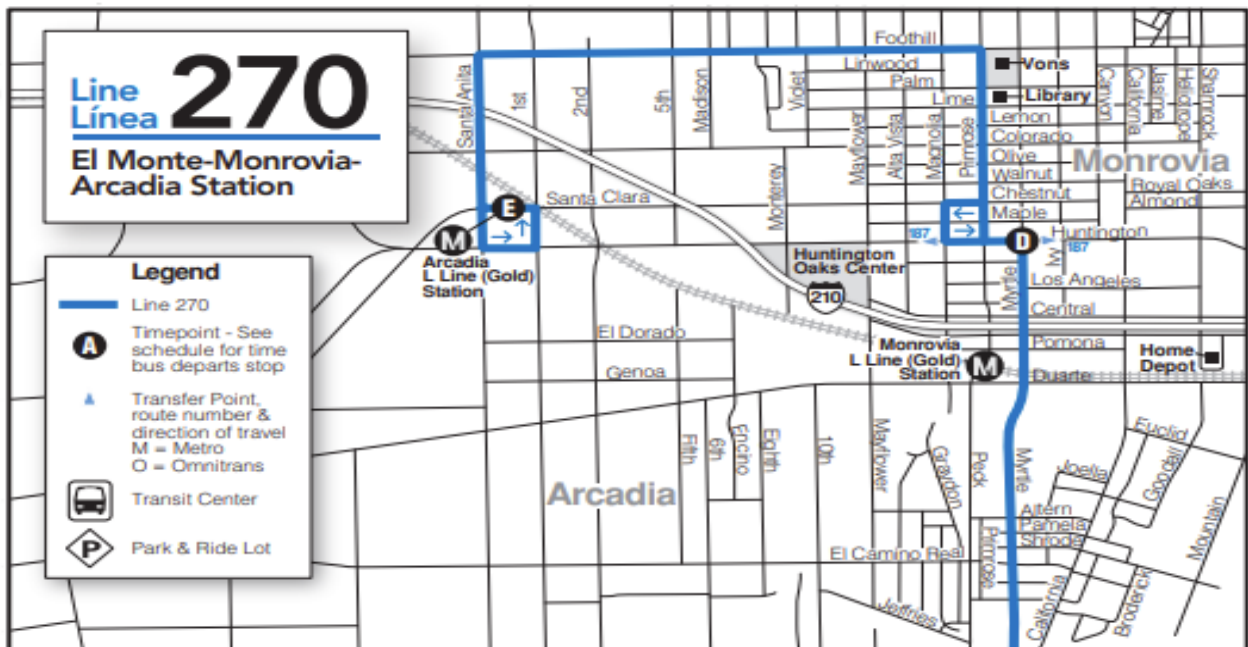
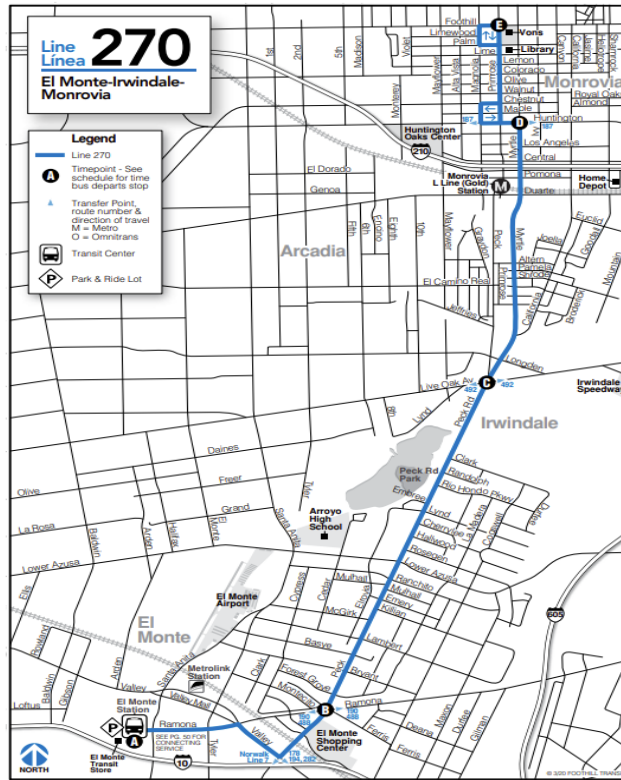
Line 270

In August 27, 2021, the Governing Board approved a one-year pilot extension of Line 270 to the Arcadia L Line Station. The Governing Board also approved staff to commence the public outreach process and conduct a formal public hearing during the one-year pilot period to gather customer comments regarding the extension.

The pilot extension of Line 270 to the Arcadia L Line Station began on October 24, 2021. Currently, the one-year pilot is on its eighth month of operation. Staff is aware that according to the Federal Transit Administration's (FTA) Title VI Circular 4702.1B, service changes or pilots that continue for longer than 12 months are considered permanent changes and require an equity analysis. The one-year pilot extension has not operated for longer than 12 months; however, staff recommends making the pilot permanent due to positive customer comments received during the pilot period.



Figure 1 Original Alignment vs Modified Alignment of Line 270





Public Outreach

Staff commenced the public outreach process in March 2022. The public comment period was open from March 21, 2022 to April 15, 2022. During the public comment period, customers and other stakeholders were given the opportunity to provide comments and feedback regarding the pilot extension of Line 270 to the Arcadia L Line Station. Those customers affected by the pilot extension, as well as anyone else who was interested, had the option of submitting their comments via mail, e-mail, phone, or through Foothill Transit’s social media pages. Twenty comments were received. All twenty comments were in favor of the pilot extension.

An official public hearing was held on Thursday, April 7, 2022, at 4 p.m. via Zoom. The public hearing was advertised on Foothill Transit’s website, social media pages, and onboard the buses. Six customers and stakeholders attended the public hearing.

In Favor	20
Not in Favor	0
Recommendation	0
Total Comments:	20

Title VI Analysis

Methodology

This Title VI analysis report is in accordance with the FTA’s Title VI Circular 4702.1B, which states that agencies shall evaluate major service and fare changes at the planning stages to determine whether these changes have a discriminatory impact. This report provides a demographic analysis, comparing Line 270’s minority and low-income populations before and after the extension to the minority and low-income populations of Foothill Transit’s service area.

Foothill Transit staff utilized the 2020 Decennial Census Redistricting Data and the 2016-2020 American Community Survey 5-Year Estimates at the block group level to determine the impacts that the extension of Line 270 might have on the minority and low-income populations within the ¼-mile and 1-mile radius of each route.

Foothill Transit considers low-income to be a household that earns 30 percent or less of the median household income in its service area. The average median household income in Foothill Transit’s service area is \$81, 154; therefore, the low-income threshold is \$24,346.20. Because the census



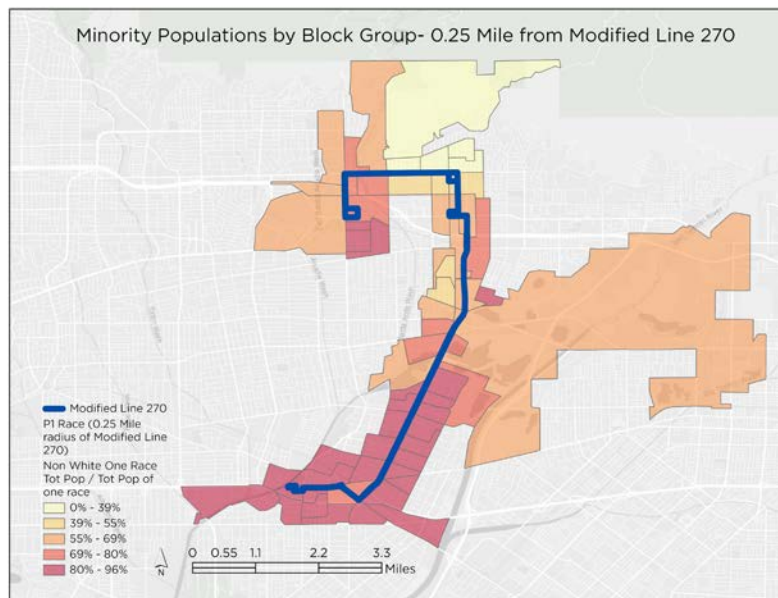
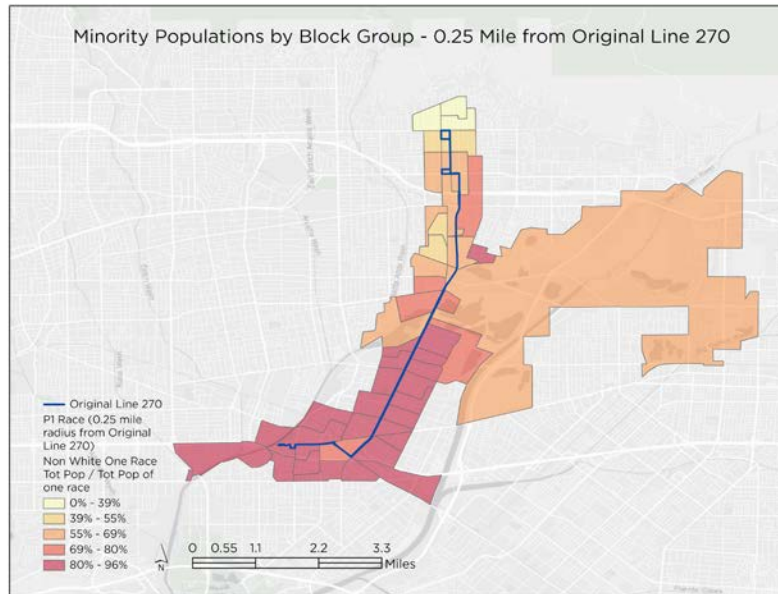
reports household income in increments, Foothill Transit considers any household with an income less than \$25,000 as “low-income.”



Results

The analysis looked at both 1/4-mile radius and 1-mile radius.

Quarter-mile radius analysis:



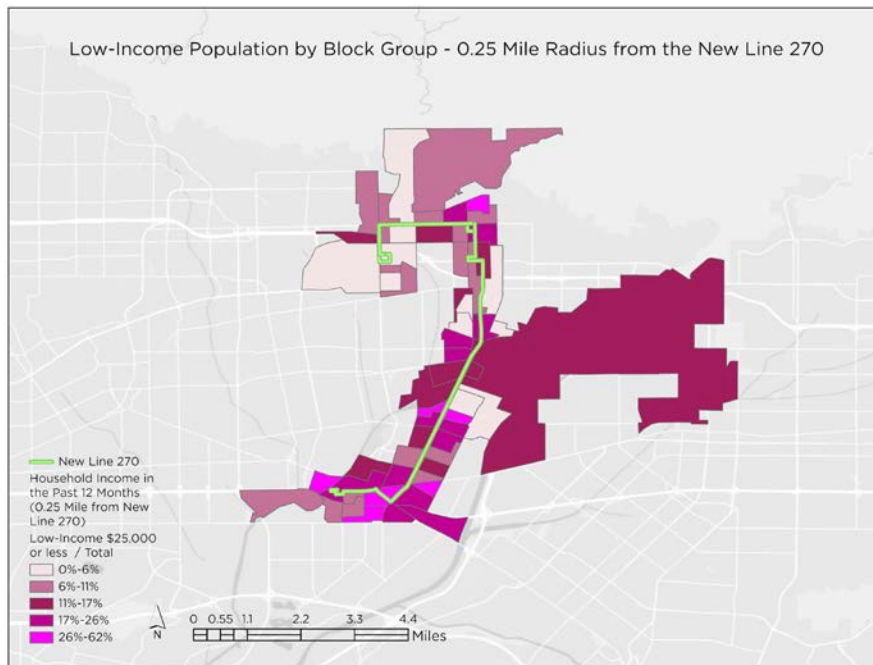
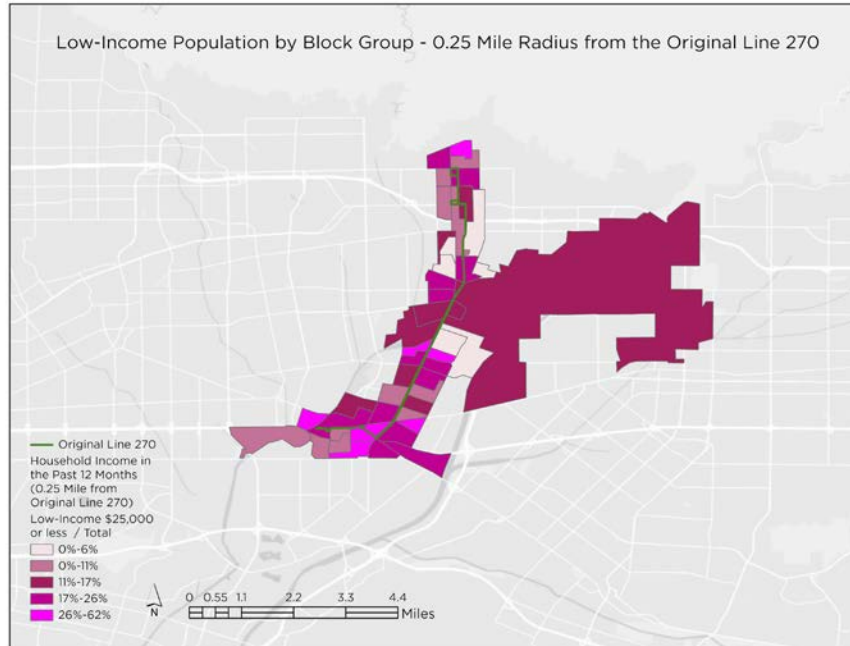




Table 1 **Modified Line 270 vs Overall Service Area: Quarter-mile-radius Buffer Analysis**

	Population	Minority proportion of population	Difference from overall service area	Low-income proportion of population	Difference from overall service area
¼-mile radius of Modified 270	72,028	73.48%	+4.80%	15.85%	-1.59%
Overall Service Area	1,548,670	68.68%		17.44%	

Table 2 **Modified Line 270 vs Original Line 270: Quarter-mile-radius Buffer Analysis**

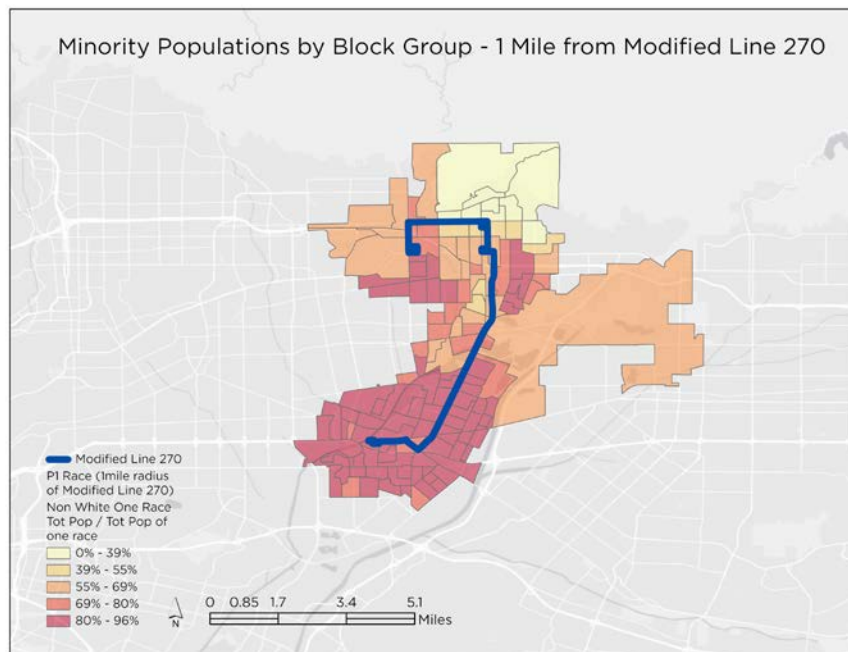
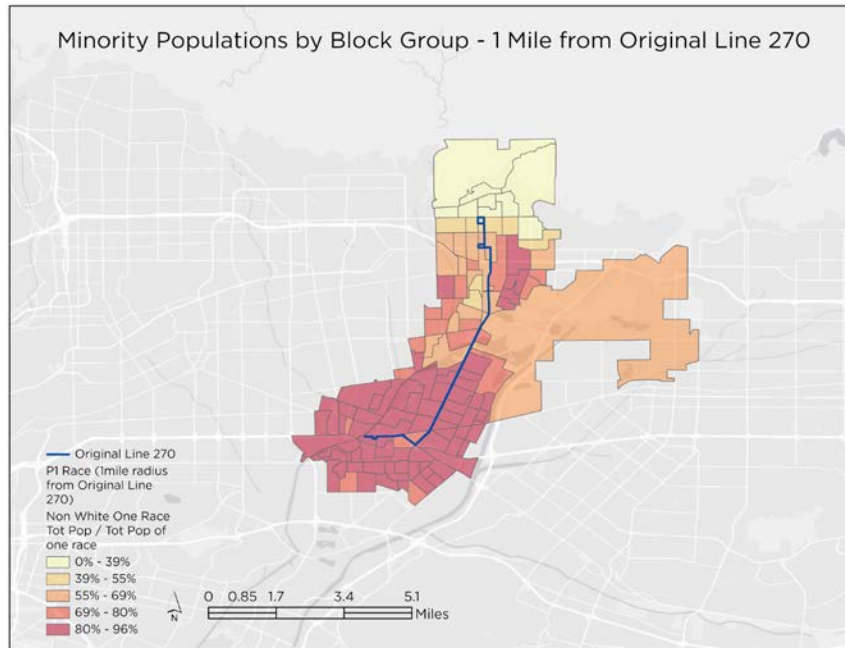
	Population	Minority proportion of population	Difference from the original route	Low-income proportion of population	Difference from the original route
¼-mile radius of Modified 270	72,028	73.48%	-1.89%	15.45%	-2.97%
Original 270	54,791	75.37%		18.42%	

When comparing the minority and low-income proportion of populations between the 1/4-mile radius around the modified Line 270 and the original Line 270, the quarter-mile radius analysis results demonstrate impacts less than 15 percent for minority and low-income populations.

When comparing the minority and low-income proportion of populations between the 1/4-mile radius around the modified Line 270 and the overall service area, the 1/4-mile radius analysis results demonstrate impacts less than 15 percent for minority and low-income populations.



One-mile-radius analysis:



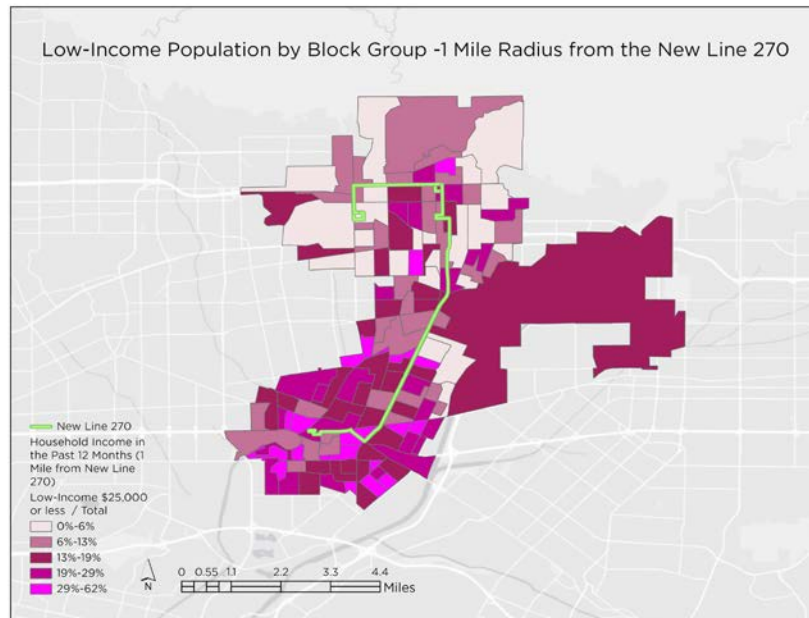
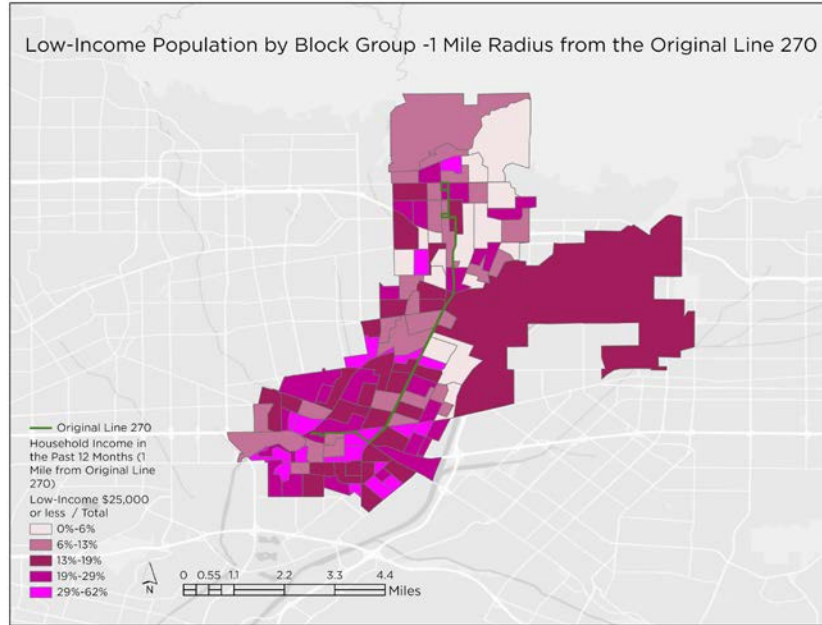




Table 3 **Modified 270 vs Overall Service Area: One-mile-radius Buffer Analysis**

	Population	Minority proportion of population	Difference from overall service area	Low-income proportion of population	Difference from overall service area
1-mile radius of Modified 270	167,371	75.83%	+7.15%	17.11%	-0.33%
Overall Service Area	1,548,670	68.68%		17.44%	

Table 4 **Modified 270 vs Original 270: One-mile-radius Buffer Analysis**

	Population	Minority proportion of population	Difference from the original route	Low-income proportion of population	Difference from the original route
1-mile radius of Modified 270	167,371	75.83%	+0.10%	17.11%	-1.45%
Original 270	147,193	75.73%		18.56%	

When comparing the minority and low-income proportion of populations between the 1-mile radius around the modified Line 270 and the original Line 270, the 1-mile radius analysis results demonstrate impacts less than 15 percent for minority and low-income populations.

When comparing the minority and low-income proportion of populations between the 1-mile radius around the modified Line 270 and the overall service area, the 1-mile radius analysis results demonstrate impacts of less than 15 percent for minority and low-income populations.



Results of Onboard Passenger Survey of 2021

In September 2021, an onboard passenger survey was administered. The survey results showed that the demographics of the passengers using Line 270 were in line of the census analysis. Ninety percent of passengers identified as minority. Fifty percent of the passenger population had annual income below \$25,000. Sixty-two percent of the passengers were employed either full-time or part-time. These survey results demonstrated that the passenger composition of Line 270 was large minority and low-income populations.

Mitigating, Minimizing and/or Offset Disproportionate Impact Measures

The percent difference of minority and low-income populations between the modified Line 270 and Foothill Transit's service area does not exceed the 15 percent threshold set forth by the agency's policy. No disparate impact or disproportionate burden on the minority and low-income populations was found.

Sincerely,

Lourdes Álvarez
Transit Planner

Doran J. Barnes
Chief Executive Officer



June 24, 2022

To: Executive Board

Subject: **Fare Exemption Days**

Recommendation

Authorize the initiation of fare exemption days on election days, Clean Air Day and New Year's Eve.

Analysis

In October 2018, the Foothill Transit Executive Board considered a proposal to suspend fares for Election Day. That proposal was presented in part because L.A. Metro and other transit agencies in Los Angeles County were suspending fares for Election Day to facilitate voting center access. Other agencies that participated included, Pasadena Transit, Long Beach Transit, Culver City Bus, Antelope Valley Transit Authority, and Access Services. L.A. Metro has long wanted free fares on Election Day to be a region-wide initiative, but unifying the regional agencies on this issue has proved challenging, especially as voting patterns and access to voting drop boxes have dramatically changed in the past few years.

This concept was not advanced when it was considered in 2018. A key area of concern was the impact to loyal 31-Day Pass carrying customers, who would gain nothing from the free fare day and essentially lose one commute day's value from their pass. The introduction of the new 10-Trip Pass in July minimizes that value impact to our more regular, pass using customers. In addition, we have discounted our fares and passes multiple times.

The movement to make public transportation free has myriad impacts as evidenced by ridership experienced during the suspension of fares in the early part of the pandemic. Momentum is growing, however, to institute both local and statewide fare exemption days, not only for Election Day in November, but also for California Clean Air Day (October), and during holidays where the use of transit could provide safer alternatives to driving under the influence (New Year's Eve).

While ridership is historically unaffected or shows minimal increases for these singular fare exemption days, the outcomes lie largely in public perception of Foothill Transit's participation, or lack thereof. In addition, it is our hope that some members of community might use our services on these fare exemption days and continue to ride in the future.



We promote transit as a way to access voting centers and ballot drop boxes each election season. At present, there are approximately 25 voting access points adjacent to Foothill Transit bus stops, which are viewable on an interactive Google map with an overlay of Foothill Transit service.

In addition to election days, it is recommended that fare exemptions occur for Clean Air Day and on New Year's Eve. Clean Air Day is a program of the Coalition for Clean Air and occurs in October. The purpose of the event is to encourage members of the community to take action to reduce air pollution. Foothill Transit is a founding supporter of this event and transit usage plays a central role as part of the program.

Providing a fare exemption on New Year's Eve allows members of the community the opportunity to celebrate and avoid the need to drive a vehicle. Metro currently provides fare exemptions of New Year's Eve.

Budget Impact

At present, there is a potential revenue loss of \$17,500 in cash and stored value in one day of revenue service.

Sincerely,

Felicia Friesema
Director of Marketing and Communications

Doran J. Barnes
Chief Executive Officer



June 24, 2022

To: Executive Board

Subject: **Hydrogen Fuel Cell Program Update**

Recommendation

Receive and file the Hydrogen Fuel Cell Program Update.

Analysis

The program to introduce Zero Emission Hydrogen Fuel Cell Buses into our fleet is advancing. The components of the program include acquiring buses, implement a fueling station, and maintenance facility upgrades. Below is an update of each program element:

Hydrogen Fuel Cell Bus Procurement

Foothill Transit's procurement of 33 Hydrogen Fuel Cell Buses with New Flyer is experiencing parts delays due to the pandemic and global supply chain issues. Foothill Transit and New Flyer entered into Agreement No. 21-077 on November 8, 2021, for construction and delivery of the fuel-cell buses.

The original delivery schedule called for delivery of the first article bus during the week of June 13, 2022. That has now been delayed to the end of June. Foothill Transit's Maintenance and Vehicle Technology team concluded the first article bus inspection on June 6, 2022, and during the inspection, there were several findings by the inspection team that will be addressed by New Flyer before the bus will be delivered to the Pomona yard. The original delivery schedule showed the rest of the buses slated for delivery beginning the week of August 15, 2022 with delivery completion by January 9, 2023. However, that schedule is also delayed due to a shortage of microchips. New Flyer has not been able to provide an updated schedule because of the ever-changing supply availability of the chips, which is vital to operating the bus.

Hydrogen Fueling Infrastructure and two Fueling Stations

Last December, Foothill Transit entered into a contract with Clean Energy for the design and construction of the hydrogen infrastructure, fueling station, operations and maintenance, and fuel provision.

Completion of the hydrogen infrastructure and fueling station was originally scheduled by the end of October 2022. The revised completion date is



December 2022 due to supply chain issues. Delayed delivery of the 25,000-gallon hydrogen tank is the reason for the change.

L.A. County Fire Department, Pomona Public Works, Building Department, and Planning Department have approved the design plans. The first Pre-construction meeting was held on June 15 and construction mobilization began last week.

Maintenance Facility Upgrades

In order to perform required maintenance and repairs on the fuel cell buses the gas detection system at the Pomona maintenance building needs to be upgraded. The plan involves installing 33 hydrogen detection sensors around the 12 bus bays and enhancing the current ventilation and heating systems. A job walk was held on June 14 prior to issuance of an invitation for bids (IFB) for the facility upgrades. A recommendation for contract award to the lowest bidder will be presented to the Executive Board at the August meeting

Sincerely,

Roland M. Cordero
Director of Maintenance & Vehicle Technology

Doran J. Barnes
Chief Executive Officer



June 24, 2022

To: Executive Board

Subject: **Authorization to Award Contract for General Marketing Services**

Recommendation

Authorize the Chief Executive Officer to award a contract to Pulsar Advertising, Inc., for general marketing services with a not-to-exceed amount of \$1,370,458.00 for a base term of three years. The contract will include two one-year options to be exercised at Foothill Transit's sole discretion.

Analysis

On January 28, 2022, the Executive Board authorized issuance of Request for Proposals (RFP) No. 22-054 for General Marketing Services. The RFP was issued on March 3, 2022, and four proposals were received in response by the receipt deadline on March 31, 2022. Each firm's Pre-qualification Submittals were reviewed on a pass/fail basis by the Foothill Transit procurement team and Special Legal Counsel. Pre-qualification factors reviewed included:

- Proposal Letter;
- Certifications;
- Evidence of Good Standing;
- Minimum Qualifications; and
- Exceptions to the draft contract

All four proposers satisfied the pre-qualification criteria and were recommended for passage into the evaluation phase.

Subsequently, the technical evaluation committee, consisting of five members of Foothill Transit's team reviewed the Technical Proposals. Technical factors were weighted at 80 percent of the total score. Each technical proposal was evaluated based on the following criteria and weighting:

- Qualifications and Experience (30 percent)
- Work Plan and Project Approach (25 percent)
- Key Personnel and Management Structure (25 percent)



Price was weighted at 20 percent of the total score and was scored as follows:

$$\text{Proposer Price Score} = \frac{\text{Lowest Price}}{\text{Proposer's Price}} * 20 \text{ points}$$

A Proposer's price was determined by the sum of the Proposer's hourly rates multiplied by Foothill Transit's estimated service hours for each base and option year. This estimated grand total was used for evaluation purposes only in the equation above to calculate the Proposer's Price Score. Proposers were informed in the RFP that only the Proposer's hourly rates would be binding in the awarded contract but subject to not-to-exceed (ceiling) prices determined by budget considerations and standard cost escalators, as follows:

- Base Year 1: \$447,803
- Base Year 2: \$456,760
- Base Year 3: \$465,895
- Option Year: 1 \$475,213
- Option Year: 2 \$484,717

The evaluation committee determined that three proposals were within the competitive range. Interviews were conducted with each of the three firms on May 5, 2022, allowing each firm to elaborate on their proposals and respond to questions from the evaluation committee. An official invitation to submit a Best and Final Offer (BAFO) was then sent to the proposers. After the evaluation committee received each proposer's BAFO, the proposals underwent a final evaluation by the team, taking into account information gleaned during the interview process and each firm's BAFO submittal.

Pulsar Advertising, Inc. was ranked the highest with an overall score of 92.12 out of a possible 100 points. A summary of the final scores is provided in Attachment A.

Pulsar Advertising, Inc. is a full-service advertising, marketing, and communications agency with 30 years of experience in the transportation and public sectors. The firm brings a multifaceted and creative approach to creating marketing content, a highly experienced and diverse team, and direct marketing expertise. Under this contract, Pulsar Advertising will develop marketing programs for six basic areas and all campaigns will be designed to



collectively build on Foothill Transit's brand image with the ultimate goal of increasing ridership. The areas of service include:

- General Marketing Program;
- Fleet Livery Adaptations;
- Media Purchasing;
- Special Services Campaigns;
- Customer and General Demographic Research; and
- Digital Communication Strategy

Budget Impact

Foothill Transit's proposed FY2023 Business Plan and Budget includes funding for general marketing. Annual not-to-exceed amounts of \$447,803 (Base Year 1), \$456,760 (Base Year 2), and \$465,895 (Base Year 3) will be included into the awarded contract.

Sincerely,

Felicia Friesema
Director of Marketing and Communications

Doran J. Barnes
Chief Executive Officer

Christopher Pieper
Director of Procurement

Michelle Lopes Caldwell
Director of Finance and
Treasurer



Attachment A

Evaluation Factors	Maximum Score	Proposer		
		Celtis Ventures	Pulsar	Sensis
1. Qualifications and Experience	30	26.28	27.12	27.18
2. Work Plan and Project Approach	25	19.75	22.30	22.75
3. Key Personnel and Management Structure	25	21.20	22.70	21.45
Overall Technical Score	80	67.23	72.12	71.38
<i>Price - 3 Base Years</i>		\$778,470.00	\$696,984.00	\$759,616.90
<i>Price - 2 Option Years</i>		\$559,020.00	\$477,434.00	\$538,875.94
<i>Estimated Total Price</i>		\$1,337,490.00	\$1,174,418.00	\$1,298,492.84
Price Score	20	17.56	20.00	18.09
Contract Ceiling Price		\$2,330,388.00	\$2,330,388.00	\$2,330,388.00
Overall Score	100	84.79	92.12	89.47
Rank		3	1	2



June 24, 2022

To: Executive Board

Subject: **Public Transportation Agency Safety Plan Update**

Recommendation

Receive and file an update on Foothill Transit's Public Transportation Agency Safety Plan (PTASP).

Analysis

Foothill Transit's mission is to be the premier public transit provider committed to safety, courtesy, quality, responsiveness, efficiency, and innovation. In addition, listed first among our organizational values is accountability which includes a strong focus on safety.

In keeping with Foothill Transit's organizational focus on safety, we have developed a robust safety and security program implemented in partnership with our two transit operations contractors and our customer service and facilities maintenance contractor.

On July 19, 2019, the Federal Transportation Administration (FTA) mandated that all public transit agencies that receive federal funding create, approve, and implement their own Public Transportation Agency Safety Plan (PTASP) no later than July 20, 2020. The regulation stipulates that agencies that operate more than 100 buses during revenue hours have an approved PTASP.

Foothill Transit's PTASP was adopted by the Executive Board at their meeting on January 31, 2020, and was submitted to the Southern California Association of Governments (SCAG) on March 19, 2020, to fulfill the requirement.

Although this will be the *second formal revision*, staff reviews the PTASP monthly and provides updates on the organization's safety performance to the board throughout the year. Staff anticipates the next plan formal update will occur at the January 2023 Executive Board meeting.



The regulation calls for agencies to prioritize areas of primary safety; the basic requirement is that each agency track and manage the following:

- Total number and rate of Injuries per total vehicle revenue mile;
- Total number and rate of Fatalities per total vehicle revenue mile;
- Total number and rate of Safety Events per total vehicle revenue mile;
- and
- Mean Distance between Major Mechanical Failures

The FTA's definitions of each of these measures are as follows:

Injury: Any damage or harm to persons as a result of an event that requires immediate medical attention away from the scene.

Fatality: A death or suicide confirmed within 30 days of a reported event. This does not include deaths in or on a transit property that are a result of illness or other natural causes.

Safety Event: A collision, derailment, fire, hazardous material spill, act of nature (Act of God), evacuation, or Other Safety Occurrence Not Otherwise Classified (OSONOC) occurring on transit right-of-way, in a transit revenue facility, in a transit maintenance facility, or involving a transit revenue vehicle and meeting established NTD thresholds.

Major Mechanical Failure: A failure of some mechanical element of the revenue vehicle that prevents the vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip because actual movement is limited or because of safety concerns.

While the FTA does not require other performance areas or targets, it encourages agencies to develop key performance indicators to support a more robust PTASP. Foothill Transit utilizes best practices identified in Safety Management Systems commonly referred to as SMS. Although the FTA does not require changes in performance areas and targets, we do. Change starts with accountability at the top: agency-wide safety reporting, constant hazard investigation and comprehensive monitoring, and a process for balanced decision-making. These are core tenets in SMS that ensure we have timely information on safety risks so that we can proactively address them. As a result, the number and frequency of coach operator assaults was added to Foothill Transit's PTASP in the last revision. This topic is one that staff regularly communicates to the board along with mitigating efforts which will be documented within the updated PTASP.



The definition added to the PTASP on its first revision:

Operator Assaults - An operator Assault is defined by FTA as any action taken by an individual that threatens the safety of the operator, and sometimes, the safety of other passengers, motorists, or pedestrians.

Under California Penal Code Section 240: "An assault is an unlawful attempt, coupled with a present ability, to commit a violent injury on the person of another." An assault is a misdemeanor under this section.

As staff moves into the practical application of the second revision of the PTASP, we will use a balanced approach in the interpretation of both the FTA and California Penal Code definitions related to Operator Assaults. Similarly, we continue to track and report all assaults, including passenger versus passenger, along with all other criminal activity to the appropriate law enforcement agency.

The table below shows historical performance in each of the areas required by the FTA along with the new category and performance metric on Bus Operator Assaults.

		FY 2020 Actual	FY 2021 Actual	FY 2022 (Jul-Apr)	FY 2023 Target
Fatalities	Number	0	0	0	0
	Rate per 100,000 Revenue Miles	0	0	0	0
Preventable Collisions	Rate per 100,000 Total Miles	0.82	0.68	0.57	< 0.80
Injuries	Number	12	3	3	< 4
	Rate per 100,000 Passenger Boardings	0.12	0.05	0.05	< 0.05
Safety Events	Number	15	6	0	< 19
	Rate per 100,000 Revenue Miles	0.12	0.05	0	< 0.15
System Reliability	Major Mechanical Failures per 100,000 Miles	-	25,598	14,830	> 25,000
Operator Assaults	Number	12	15	13	0
	Operator Assaults per 100,000 Passenger Boardings	0.12	0.25	0.23	0



Fatalities - There have been zero fatalities on Foothill Transit service through April of fiscal year 2022. To ensure continued emphasis on achieving this performance target, our contractors focus heavily on the safety of our customers and the public. The training provided to all operators highlights the need and tactics to be safe while operating all Foothill Transit vehicles.

The FY23 PTASP Target for Fatalities will remain at zero.

Preventable Collisions - Year to date through April of FY22 there were 72 preventable collisions resulting in a key performance indicator ratio of 0.57 per 100,000 miles. Over the past months we have seen an increase in traffic throughout our service area. A slight increase on our preventable collisions was expected due to the sudden increase in traffic. Our transit service contractors have taken steps to ensure that we continue to experience a low rate of preventable collisions. They conduct individual training for operators who were involved in collisions in addition to regular safety meetings. In addition, contractor radio dispatchers issue safety messages of the day for all operators to remind them of defensive driving techniques and help prevent these collisions. These all have the goal of continuing to focus on safe operations.

The FY23 PTASP Target for Preventable Collisions will remain at 0.8 per 100,000 Miles.

Injuries - Last fiscal year, there were three injuries reported that required medical transportation. Year to date through April of FY 2022, we have had three injuries that required the customer to be transported to a medical facility. We have seen a significant decrease in injuries that require medical transportation. Our contractors have focused their efforts on driver behavior and overall safety. There may have been other events that resulted in an injury, however, if the affected customer refused assistance and refused to file an injury report, there is no way to determine if an injury actually occurred.

The FY23 PTASP Target for the number and rate of Injuries will be four and 0.05, respectively.

Safety Events - Another important indicator is Safety Events. Year-to-date, we have experienced no Safety Events. This is a significant improvement compared with the six events that we had last year. This decrease of Safety Events is a reflection of our contractors' focus on safety. Retraining efforts were put in place in order to mitigate the most common type of events and



additional training continues to be provided to those operators who continue to have incidents.

The FY23 PTASP Target for the number and rate of Safety Events will be 19 and 0.15, respectively.

System Reliability - The metric used to measure the safety aspect of system reliability is Major Mechanical Failures. Year to date through April of FY22, Foothill Transit averaged 14,830 miles between Major Mechanical Failures, which is lower than our target of 25,000 Miles between Major Mechanical Failures.

The FY23 PTASP Target for Miles between Major Mechanical Failures will remain at 25,000.

Bus Operator Assaults - As mentioned previously, the FTA does not dictate other performance areas or targets, it encourages each agency to look at other areas of needed improvement and develop key performance indicators to support the development of a more robust PTASP. Therefore, the number and rate of Operator Assaults is a new performance indicator measured by staff. Year to date through April of FY22 we have had 13 operator assaults on our system, resulting in a rate of 0.23 assaults per 100,000 boardings. We continue to highlight the urgency of this issue with staff and contractors, and the following procedures have been put in place to better address operator assaults.

- Los Angeles County Sheriff - Bus Riding Teams (uniformed presence/visibility)
- 24-Hour Debriefing of Assaults
- Mask Mandate Communication/Marketing
- Video Surveillance Technology
- Training
- H.O.S.T. and M.E.T. Teams (Homeless Outreach Services Team and Mental Evaluation Team)
- Security and Emergency Preparedness Plan
- ELERTS (Employee Safety Reporting Program)

The FY23 PTASP Target for the number and rate of Operator Assaults will remain at zero.



Goals specific to Bus Operator Assaults

Additional efforts toward mitigating bus operator assaults are currently under review with staff and expected to be presented to the board later in 2022. Two specific areas are the proposed adoption of a Code of Conduct and Exclusion Policy.

Other items are the employee safety reporting program, Vital Factor Teams and Safety Management System (SMS) meetings, and the FTA review process.

Employee Safety Reporting Program

The Federal Transit Administration (FTA) requires transit agencies to implement an Employee Safety Reporting Program (ESRP) system, per FTA Public Transit Agency Safety Plan (PTASP) regulation 49 C.F.R. Part 673. Transit agencies must implement an ESRP that allows ALL employees and contractors to report safety conditions to senior management. As a result, Foothill Transit partnered with ELERTS ESRP communication platform that allows staff and contractors to quickly and discreetly report safety hazards. Foothill Transit also conducts outreach that is designed to encourage members of the community to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements). Staff developed and ESRP Policy designed to help the Safety and Security team engage directly with employees and contractors, and through direct contact, make better decisions and respond faster. Through smartphone technology, transit riders will also be able to send reports with photos.

Various transit agencies such as MBTA in Boston, MARTA in Atlanta, CATS in Charlotte, and the VTA in Santa Clara are currently using this application. Some of the most common reports include but are not limited to:

- Suspicious Activity
- Pan Handling
- Homelessness
- Crime in Progress
- Disruptive Behavior



Vital Factor Teams, SMS Meetings, and Newly implemented Risk Assessment Matrix

At the previous Governing Board meeting, staff communicated that the first revision of the PTASP was submitted to the American Public Transportation Association (APTA) to undergo their Peer Review Process. As a result of the feedback, a new Risk Assessment Matrix was adopted as well as incorporating additional team members into the safety risk management (SRM) process. Foothill Transit will use its SRM process to proactively manage safety hazards and their associated safety risk, to mitigate the safety risk in our transit system to a point that is as low as reasonably practicable. In carrying out this SRM process, Foothill Transit adopted the Department of Defense, Standard Practice, System Safety MIL-STD-882E as its risk matrix. Additionally, the monthly Safety Meetings have been revamped and called SMS Meetings and now include broader participation by both Foothill Transit and Contractor team members. Finally, the PTASP has been incorporated into the existing Vital Factors Teams monthly meetings.

Since March 2020, our day-to-day operations have been impacted by the COVID-19 pandemic and our Pandemic Response Plan continues to address, manage, and mitigate threats and hazards that affect Foothill Transit. Similarly, Foothill Transit's PTASP is a living document with targets that are monitored on an ongoing basis to ensure we keep a proactive focus on safety and achieve improved performance. It will be updated to ensure that it continues to prioritize and address the safety issues impacting the organization. Updates on the organization's safety performance will be provided to the board throughout the year.

Sincerely,

John Curley
Chief of Safety and Security

Doran J. Barnes
Chief Executive Officer

Attachment: A. PTASP FY23 Revision



Foothill Transit

Public Transportation Agency Safety Plan

June 24, 2022

Foothill Transit Public Transportation Agency Safety Plan

FY23 Revision (June 2022)

1. Transit Agency Information

Foothill Transit, 100 S Vincent Ave, Suite 200 West Covina, Ca 91790

Accountable Executive: Kevin Parks McDonald, Deputy Executive Director

Chief Safety Officer: John Curley, Chief of Safety and Security

Mode of Service Covered by This Plan: Bus

List All FTA Funding Types:

- Federal Urban Area Formula Program (Section 5307)

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

- Federal State of Good Repair Program (Section 5337)

- Federal Congestion Mitigation and Air Quality (CMAQ)

Foothill Transit Contracts operation of its services to Transdev Services Incorporated and Keolis Transit Services LLC. Additionally, customer service and facility maintenance services are contracted to Transdev Services Incorporated.

Foothill Transit does NOT provide transit services for another transit agency.

This 2nd Revision Foothill Transit PTASP will be submitted to Southern California Council of Governments (SCAG).

Foothill Transit Public Transportation Agency Safety Plan

FY23 Revision (June 2022)

2. Plan Development, Approval, and Updates

This plan has been drafted by Foothill Transit and addresses all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan (673.11 (a)(4)).

Signature

Accountable Executive DATE

Approved by the Foothill Transit Executive Board on: June 24, 2022

Version Number and Updates			
<i>Record the complete history of successive versions of this plan.</i>			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
1	Original Plan	Original Plan	Jan 2020
2	1 st Revision	Updated Goals/Plan	Jan 2022
<u>3</u>	<u>2nd Revision</u>	<u>Align with FY 22 END/POST FTA Review</u>	<u>June 2022</u>

This second revision to Foothill Transit's PTASP will be listed on the consent calendar for the Executive Board on June 24, 2022. Although this will be the second formal revision, staff reviews the PTASP monthly and updates on the organization's safety performance are provided to the board throughout the year. After the January 2022 Executive Board meeting, staff communicated the next plan update would occur at the beginning of FY23 in order to align the PTASP timeline with that of the Foothill Transit Business Plan. Therefore, this 2nd Revision is respectfully submitted to Executive Board approval.

Foothill Transit staff routinely analyzes safety performance to:

1. Determine if new Safety Performance targets should be established;
2. Determine whether increased Safety Promotion related to safety events is necessary; and
3. Ensure that the agency's Safety Assurance mechanisms are mitigating the current and most frequent safety events.

Foothill Transit Public Transportation Agency Safety Plan

FY23 Revision (June 2022)

3. Safety Performance Targets

Preventable Collisions per 100,000 Vehicle Miles	0.80
Fatalities	0
Fatalities per 100,000 Revenue Miles	0
Injuries	4
Injuries per 100,000 Revenue Miles	0.05
Safety Events	19
Safety Events per 100,000 Revenue Miles	0.15
Mean Distance between Major Mechanical Failures	25,000
Operator Assaults*	0

*New Performance Target; All other(s) remained unchanged

These performance targets are made available to both the state and county during the planning and coordinating process.

Targets submitted to State of California	May 1, 2022
Targets submitted to Los Angeles County Planning	May 1, 2022

Foothill Transit Public Transportation Agency Safety Plan

FY23 Revision (June 2022)

4. Safety Management Policy

Policy Statement

Safety is Foothill Transit's number one priority. 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. Foothill Transit is committed to developing, implementing, maintaining, and constantly improving processes to ensure that all of our transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting and exceeding established standards. We maintain an active Safety Management System (SMS) that encourages the open sharing of information on all safety issues throughout our organization.

All levels of management and all employees are accountable for the delivery of this highest level of safety performance, starting with our Executive Director.

Foothill Transit's commitment is to:

- Support the management of safety through the provision of appropriate resources, that will result in an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to results as the attention to the results of the other management systems of the organization;
- Integrate the management of safety among the primary responsibilities of all managers and employees;
- Clearly define for all staff, contractors, managers, and employees alike, their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of our safety management system;
- Establish and operate hazard identification and analysis, and safety risk evaluation activities, including an employee safety reporting program as a fundamental source for safety concerns and hazard identification, in order to eliminate or mitigate the safety risks of the consequences of hazards resulting from our operations or activities to a point which is consistent with our acceptable level of safety performance;
- Ensure that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;

Foothill Transit Public Transportation Agency Safety Plan

FY23 Revision (June 2022)

- Comply with, and wherever possible exceed, legislative and regulatory requirements and standards;
- Ensure that sufficient skilled and trained human resources are available to implement safety management processes;
- Ensure that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;
- Establish and measure our safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- Continually improve our safety performance through management processes that ensure that appropriate, effective safety management action is taken; and
- Ensure that externally supplied systems and services to support our operations meet our safety performance standards.

Safety Management Policy Communication

Foothill Transit communicates safety policy through various channels to direct staff, contract management, and contracted staff. The agency uses safety boards that are located in the operator lounges, throughout the maintenance facility, at Transit Stores, and throughout the administrative offices. Safety related information is posted for all staff and contractor personnel to see. Foothill Transit also works together with all contractors to ensure that Foothill Transit's targets, goals, and expectations are achieved in the performance of its service.

Authorities, Accountabilities, and Responsibilities

The Accountable Executive has the ultimate responsibility for carrying out the Agency Safety Plan. The Accountable Executive is also responsible for the development and implementation of the agency's Safety Management System (SMS). This makes the accountable executive responsible for ensuring that the agency's SMS is effectively implemented, and actions are taken, as necessary, to address substandard performance. The Accountable Executive meets the requirements in 673.5 and is ultimately responsible for carrying out the Transit Asset Management (TAM) Plan and controlling or directing the human and capital resources needed to develop both the ASP and TAM Plan(s).

The Chief Safety Officer is responsible for the day-to-day implementation of the Safety Management System. They are responsible for reporting any substandard performance of the SMS directly to the accountable executive. The CSO is an adequately trained individual who has the responsibility for safety and who also meets the requirements in 673.5. The CSO holds a direct

Foothill Transit Public Transportation Agency Safety Plan

FY23 Revision (June 2022)

line of reporting to the Accountable Executive and has the following authorities, accountabilities, and responsibilities under this plan:

- Leads the development and update of FT's ASP
- Develops FT's SMS policies and procedures
- Monitors day-to-day implementation and operation of FT's SMS
- Establishes and maintains FT's safety data information management and reporting systems
- Co-chairs the SMS Committee and Management of Change Committee (known as VITAL FACTORS and SAFETY MEETING (changed to SMS Meeting in April 2022)
- Coordinates the activities of VITAL FACTORS with other members
- Develops agendas and sets topics for discussion
- Manages and distributes minutes of VITAL FACTORS meetings
- Maintains documentation and decisions made by committees
- Manages monthly and quarterly report on FT's progress in meeting the safety objectives specified in the SMP statement
- Develops and distributes reports that monitor and analyze trends in hazards and safety events
- Develops and issues Safety Reporting Bulletins and manages FT's mandatory and voluntary safety reporting programs
- Provides information and analysis on reports made through the mandatory reporting program and voluntary employee safety reporting program (ESRP)
- Ensures personnel who have submitted voluntary reports are notified of the receipt of the report and are informed about the disposition of the report
- Develops and issues FT's annual safety performance targets (in coordination with the Accountable Executive)
- Identifies deficiencies and substandard performance in FT's SMS, notifies the Accountable Executive, and works with the Accountable Executive to develop action plans to address the identified deficiencies
- Advises the Accountable Executive on SMS progress and status
- Supports FT departments in managing safety risk by providing Safety Risk Management (SRM) expertise and conducting and overseeing Safety Assurance activities.

Agency Leadership contributes to the implementation of the SMS by enforcing and reporting substandard performance that occur in each individual operating facility. Each Foothill Transit operations and maintenance

Foothill Transit Public Transportation Agency Safety Plan

FY23 Revision (June 2022)

facility has its own safety team that is responsible for implementing and monitoring the progress of their SMS responsibilities. Functional areas across the administrative team are share in safety responsibilities.

- Customer Service and Operations
 - Provide contractor oversight particularly in the areas of operations and safety
 - Manage emergency preparedness

- Planning
 - Evaluate safety implications of all proposed system modifications prior to implementation, including but not limited to implementing new routes and modifying current routes
 - Conduct bus stop safety checks and work with local jurisdictions to address any safety concerns

- Maintenance and Vehicle Technology
 - Manage and ensure state of good repair of all revenue vehicles
 - Provide vehicle mechanical quality oversight
 - Regularly update bus specifications to ensure the Foothill Transit fleet meets and exceeds safety requirement for bus safety design
 - Ensure electric bus safety (infrastructure, training)
 - Conduct monthly maintenance and appearance inspections of revenue and non-revenue vehicles

- Facilities
 - Manage and ensure state of good repair of all buildings and equipment
 - Provide oversight of all Foothill Transit physical assets
 - Conduct monthly audits of Operations and Maintenance yards

- Finance and HR
 - Ensure Foothill Transit's new hire onboarding includes appropriate orientation to Foothill Transit's SMS and PTASP

- Information Technology
 - Provide security for all network and electronic communications assets

Foothill Transit Public Transportation Agency Safety Plan

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- Marketing and Communications
 - Manage effective internal and external safety communication
- Procurement
 - Ensure scopes of work and technical specifications include appropriate safety considerations
- Operations and Maintenance Contractors
 - Contractor responsibilities outlined in current Operations and Maintenance contracts
- Transit Stores and Facilities Maintenance Contractor
 - Contractor responsibilities for operation of the retail outlets and call centers and facility maintenance outlined in current contract

Objectives

To achieve the safety mission, Foothill Transit has established the following objectives for itself and its operations and maintenance contractors:

- Perform annual audits of operations and maintenance contractors to ensure compliance with SMS
- Identify and resolve hazards through an established employee reporting system
- Conduct emergency drills at administration building, Transit Stores, and operations and maintenance facilities
- Establish and monitor Preventable Collision benchmark
- Establish and monitor Injury benchmarks
- Establish and monitor Fatality benchmarks
- Establish and monitor Safety Event benchmarks
- Establish and monitor System Reliability benchmark
- Meet and exceed safety requirements in design specifications, engineering, facility construction, equipment and systems installation and testing, and in operations and maintenance
- Evaluate safety implications of all proposed transit system modifications (routes, bus stops, facilities, etc.) prior to implementation

Employee Safety Reporting Program

Foothill Transit has a robust employee reporting program which uses technology, in person meetings, incident feedback, and comment boxes. Foothill Transit has placed several employee comment boxes throughout its facilities to allow employees and contractor personnel to identify any concern

Foothill Transit Public Transportation Agency Safety Plan

FY23 Revision (June 2022)

that they may have at the work place. All employees and contractor personnel are encouraged to use the comment boxes and are rewarded if the comment is valid and it produces positive results. Operators also have the opportunity to submit a report at the end of their shift. Other direct and contractor staff may submit reports at any time. This allows management to address any risks that are occurring outside of the facility. At no time will an employee be disciplined or punished for submitting a comment.

The Federal Transit Administration (FTA) requires transit agencies to implement an Employee Safety Reporting Program (ESRP) system, per FTA Public Transit Agency Safety Plan (PTASP) regulation 49 C.F.R. Part 673. Transit agencies must implement an ESRP that allows ALL employees and contractors to report safety conditions to senior management. As a result, Foothill Transit partnered with ELERTS ESRP communication platform that allows staff and contractors to quickly and discreetly report safety hazards. Foothill Transit also conducts outreach that is designed to encourage members of the community to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements). Staff developed and ESRP Policy designed to help the Safety and Security team engage directly with employees and contractors, and through direct contact, make better decisions and respond faster. Through smartphone technology, transit riders will also be able to send reports with photos. Use of this technology plays a vital role in the way we do business. We encourage supervisors and Foothill Transit facility teams to use our ELERTS application to report any risk that they observe in the field. This allows Foothill Transit to get real-time information of risks that are present within our system and gives us the opportunity to prioritize the risk depending on the level of damage that it could cause.

5. Safety Risk Management

Hazards are an inevitable part of transit operations. Only after identifying those hazards can they be addressed. Sources of hazard information include safety reporting, formal and informal observations of operations, scheduled and unannounced inspections, internal safety investigations, accident reports, and committee reviews.

Employees at the administration building and operations and maintenance facilities are trained on how to report hazards or risks they identify or incidents and close calls they experience. This reporting is highly encouraged across the organization. All personnel, whether directly employed or employed by a contractor, are provided with various channels of reporting

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hazards and close calls. Reporting is encouraged using any channel an individual is most comfortable using. This includes verbally to supervisor or management staff, written by way of an incident report, or electronically using email or company portal.

If a hazard/incident is reported by a contractor employee, the safety manager at the contractor facility will document the hazard/incident on the designated Risk and Hazard Matrix and analyze, then communicate to the Safety and Planning staff at Foothill Transit. Foothill Transit does not own bus stops, bus stop shelters, or bus amenities located along city or county right of way. Foothill Transit does own the bus stop poles and bus stop signs, however, and staff at Foothill Transit will coordinate with facility technicians or appropriate city or county staff to mitigate hazards, and document this action through the Risk and Hazard Matrix. At those transit centers or park & ride facilities owned by Foothill Transit, safety hazards or incidents will be documented on the Risk and Hazard Matrix and addressed by Foothill Transit.

Each department at Foothill Transit will identify and manage their safety risks using the Risk and Hazard Matrix. Foothill Transit uses the Department of Defense, Standard Practice, System Safety MIL-STD-882E as a reference (see Appendix A).

6. Safety Assurance

Safety Performance Monitoring and Measurement

- a. Foothill Transit currently tracks safety performance through the measure of Preventable Collisions per 100,000 Miles. This performance measure compares the number of preventable collisions that occur in a given time period (e.g., a month) to the total number of bus miles operated during the same time period.

A Preventable Collision is defined as a vehicle collision that is recorded involving a bus that has been judged to have been preventable as determined by the agency and that occurred on the road (i.e. outside of agency garages/depots or parking areas). Per the National Safety Council definition, a collision is considered preventable when “the driver in question failed to exercise every reasonable precaution to prevent the accident.” This should include any preventable vehicle collision, whether the bus is in or out of revenue service, and even if there is no need for special maintenance or repair afterwards. Preventable collisions that occur off-street at transit centers or bus stations are included here.

Calculation:

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$$\text{Preventable Collisions per 100,000 Miles} = 100,000 \times \frac{\text{Number of Preventable Vehicle Collisions}}{\text{Total miles operated}}$$

FY 2023 Target: 0.80 Preventable Collisions per 100,000 Miles

- b. Foothill Transit will track and manage Total Injuries and Injuries/100,000 Revenue Miles. This performance measure compares the number of preventable injuries that occur in a given time period to the total number of bus revenue miles operated during the same time period.

The FTA definition of an Injury is one that requires immediate medical attention away from the scene for one or more persons, except in the case of Other Safety Occurrences Not Otherwise Classified (OSONOC).

Calculation:

$$\text{Injuries per 100,000 Revenue Miles} = 100,000 \times \frac{\text{Number of Passenger Injuries}}{\text{Total Revenue Miles operated}}$$

FY 2023 Target: 4 Total Injuries, and 0.05 Injuries per 100,000 Revenue Miles

Foothill Transit will track and manage the number of Fatalities and the number of Fatalities per 100,000 Revenue Miles. This performance measure compares the number of fatalities that occur in a given time period to the total number of bus revenue miles operated during the same time period.

The FTA definition of a Fatality is a fatality that occurs within 30 days of a Reportable Safety Event.

Calculation:

$$\text{Fatalities per 100,000 Revenue Miles} = 100,000 \times \frac{\text{Number of Fatalities}}{\text{Total Revenue Miles operated}}$$

FY 2023 Target: 0 Fatalities, and 0 Fatalities per 100,000 Revenue Miles

- c. Foothill Transit will track and manage an additional key performance indicator, Reportable Safety Events and Reportable Safety Events/100k Revenue Miles. This performance measure compares the number of Reportable Safety Events that occur in a given time period to the total number of bus revenue miles operated during the same time period.

The FTA definition of a Reportable Safety Event is a Safety Event occurring on transit right-of-way or infrastructure, at a transit revenue facility, at a maintenance facility (or rail yard), during a transit related maintenance activity, or involving a transit revenue vehicle. Excluded from this event reporting requirement are: events that occur off transit property where affected persons, vehicles, or objects come to rest on transit property after the event, OSHA events in administrative buildings, deaths that are as a result

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of illness or other natural causes, other events (assault, robbery, non-transit vehicle collisions, etc.) occurring at bus stops or shelters that are not on transit-controlled property, collisions that occur while traveling to or from a transit-related maintenance facility, collisions involving a supervisor car, or other transit service vehicle operating on public roads.

Calculation:

$$\text{Reportable Safety Events per 100,000 Revenue Miles} = 100,000 \times \frac{\text{Number of Reportable Events}}{\text{Total Revenue Miles operated}}$$

FY 2023 Target: 19 Reportable Safety Events and 0.15 Safety Events per 100,000 miles.

Foothill Transit also tracks and manages the Average Fleet Miles between Major Mechanical Failures. This performance measure compares the number of Major Mechanical Failures that occur in a given time period to the total number of bus revenue miles operated during the same time period.

The FTA definition of a Major Mechanical Failure is a failure of some mechanical element of the revenue vehicle that prevents the vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip because actual movement is limited or because of safety concerns.

Calculation:

$$\text{Mean Distance between Major Mechanical Failures} = \frac{\text{Revenue Miles operated}}{\text{Number of Major Mechanical Failures}}$$

FY 2023 Target: 25,000 miles between Major Mechanical Failures.

- d. Foothill Transit tracks bus operator assaults through the measure of Bus Operator Assaults per 100,000 passenger boardings (PB). This performance measure compares the number of assaults that occur in a given time period (e.g., a month) to the total number of boardings during the same time period.

The definition added to the PTASP on its first revision:

Operator Assaults - An operator Assault is defined by FTA as any action taken by an individual that threatens the safety of the operator, and sometimes, the safety of other passengers, motorists, or pedestrians.

Under California Penal Code Section 240: "An assault is an unlawful attempt, coupled with a present ability, to commit a violent injury on the person of another." An assault is a misdemeanor under this section.

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As staff moves into the practical application of the second revision of the PTASP, we will use a balanced approach in the interpretation of both the FTA and California Penal Code related to Operator Assaults.

The following are specific areas of focus toward the mitigation of bus operator assaults:

Los Angeles County Sheriff – Bus Riding Teams

At the May 28, 2021, Governing Board meeting, authorization was given 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. In the ongoing effort to safeguard all customers, bus operators, and all associated members of the community who utilize the Foothill Transit bus system, staff requested the Los Angeles County Sheriff's Department (LASD) Riding Teams (BRT) to increase its visibility on our system. This started in June 2021 congruent with the Los Angeles County Department of Public Health re-opening as well as anticipated issues associated with the federal transit mask mandate that remains in effect today.

The deployment strategy for the BRT's are to assign geographic responsibility based on feedback and intelligence from staff, contractors, and law enforcement. The teams remain flexible, capable of being reassigned to newly identified crime trends or spontaneous events affecting Foothill Transit bus service. Strategies and adjustments to deployments are made based on identifiable crime trends and/or patterns.

Bus operator assaults and end of line locations have been identified as top concerns and resources are deployed to provide a high visibility presence and assist bus operators with end of line off-loading. It is common that end of line location(s) tend to be problematic due to riders failing to alight. Other resources deployed for crime prevention throughout the bus system are extra-patrols from individual law enforcement agencies other than LASD, Homeless Outreach Proactive Engagement, Foothill Air Support Team (FAST) and other industry best practices. Utilizing the above levels of engagement with the LASD Transit Bureau and all law enforcement, Foothill Transit remains dedicated to providing its riders, contractors, and cities we serve with the highest level of law enforcement services.

The safety of all people is of great importance and will remain at the forefront of our daily mission. The Bus Riding Teams have been increased for the holiday season and these efforts have been communicated regularly to the contractors.

24-Hour Debriefing of Assaults

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Other efforts to mitigate bus operator assaults have been implemented, specifically Foothill Transit staff and contractors immediately debrief incidents of assaults within 24 hours of occurrence. Although this is more reactive, the lessons learned, training, and communication with law enforcement for successful prosecution have proven to be worthwhile and beneficial. Similarly, the contractors have placed an emphasis on de-escalation training techniques and training for its operators. This training is offered from a variety of sources and the contractors understand the need to keep this as a top training priority.

Mask Mandate Communication/Marketing

The federal mask mandate on transit systems is a factor in the increase in assaults. The Foothill Transit Marketing and Communications team has used its wide audience to communicate this mandate using all media channels. Signage has been placed on ALL buses in both electronic and paper forms, all in the interest of keeping the messaging responsibilities on the agency so operators can focus on safe driving practices.

On January 21, 2021, an Executive Order on Promoting 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.

The TSA order which became effective on February 1, gives specific actions required under this security directive.

- “Owners/Operators must notify passengers with prominent and adequate notice of the mask requirements to facilitate awareness and compliance.”
- The messaging must include that Federal law requires wearing a mask while on the conveyance and failure to comply may result in denial of boarding or removal.
- The owners/operators must notify passengers that refusing to wear a mask is a violation of federal law and that passengers may be subject to penalties under federal law.

In addition to notifying passengers, the order states that owner/operators must require that individuals wear a mask in a public transportation, passenger railroad, or bus conveyance as well as while in public areas of transportation facilities.

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On August 20, 2021, the Executive Order requiring masks, which was scheduled to conclude on September 13, was extended to January 18, 2022. And more currently, the new extension of this mandate is now slated to end on March 18, 2022. However, In April 2022, a federal court judge overruled the transit mask mandate but the Los Angeles County Department Public Health continued to require masking in transit environments, including on the bus. This mandate remains in effect at the time of the June 2022 Executive Board meeting.

The Marketing and Communications teams have been working on additional bus signage and communications strategies to support the mask mandate extension to customers, and Keolis and Transdev management continue to communicate the requirements for masks to be worn while on board the bus and in transit centers to their operators. Our Safety and Security team is monitoring issues related to mask mandate compliance and continues to communicate that information with the appropriate agencies.

Video Surveillance Technology

Video surveillance on ALL buses certainly helps solve operator assault related crimes as well as other crimes. Moving forward, staff will look at other ways to communicate to passengers highlighting video monitoring as a crime prevention tool.

Training

At the October 2021 Governing Board meeting staff outlined the TSA Surface Transportation Security Training Rule that requires owner/operators of railroads, public transportation, and passenger railroads to provide TSA approved security training to employee's contractors, and managers performing security-sensitive functions. Refer to Federal Regulation 49 CFR 1570 for details. The training is required every three years and is firmly based in understanding transit vulnerabilities and preparing, observing, assessing, and responding to:

- Terrorism and Domestic Violent Extremism (DVE)
- Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE)
- Suspicious Behavior and Packages
- Active Shooter and Edged Weapons
- Cyber Security and Security Sensitive Information (SSI)
- Vehicle Ramming

The Foothill Transit Safety and Security team are actively engaged with TSA and its Surface Transportation Security Training Rule Division. In November 2021 we were notified that our submitted training plan was approved by TSA and we have until November 2022 to meet the deadline for completion.

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Foothill Transit and its contractors will complete this training by the 2022 deadline. Additionally, contractors will continue to provide ongoing de-escalation training to its respective staff.

2022 New Goals specific to Bus Operator Assaults

Additional efforts toward mitigating bus operator assaults are currently under review and expected to be presented to the board in 2022. Two specific areas are the proposed adoption of a Code of Conduct and Exclusion Policy. Mitigation efforts on bus operator assaults are taking place in the form of increased LASD bus riding teams, 24-hour de-briefing meetings when assaults occur, marketing efforts related to the mask mandate, video surveillance/monitoring, driver barriers, and de-escalation training. Moving forward, Foothill staff will explore a code of conduct and reasonable exclusion policy.

Calculation:

$$\text{Preventable Collisions per 100,000 PB} = 100,000 \times \frac{\text{Number of Preventable Operator Assaults}}{\text{Total passenger boardings}}$$

Proposed FY 2021-2022 Target: 0.80 Preventable Collisions/100,000 Miles

Analyzing factors that relate to each of these indicators is a significant step in developing actions to prevent them. Measuring the number and rate of each indicator provides a high level measure from which future performance can be assessed.

Bus Yard Safety

Operations, Maintenance, and Contractor administration services are conducted at the bus yard. To create a safe workplace and protect employees and visitors from risk of injury, Foothill Transit requires its contractors to comply with local, state, and federal requirements including, but not limited to Job Hazard Analysis, Personal Protective Equipment, Hazard Communication, Emergency Action Plans, Blood borne Pathogens, Lockout/Tag out, and record keeping. Foothill Transit has provided the contractors with a Facility Maintenance Manual, and contractors are required to maintain the facility to Foothill Transit's standards as outlined in the Operations and Maintenance Contract. Foothill Transit staff conduct monthly audits to assess the safety of the bus yard.

Foothill Transit requires its contractors to provide a Bus Yard Safety Standard Operating Procedure to be distributed and acknowledged by all vendors that

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conduct work on-site the Operations and Maintenance facility. At a minimum, it must address:

- Job Hazard Analysis
- Personal Protective Equipment Program
- Lockout/Tag out

The Facility Maintenance Manual describes activities to monitor operations and to identify any safety risk mitigations that may be ineffective, inappropriate, or that were not implemented as intended.

Accident Investigation and Communication

Operations Contractors are required to conduct accident investigations on all accidents, injuries, illnesses, and near misses. Supervisors who conduct accident investigations are to be provided adequate accident investigation training. Accident investigation kits and materials are to be provided by the contractor. Preventability of accidents is investigated, determined, and communicated to staff by contractor. Additional information is included in the referenced contractor policies.

General Reporting/Investigation Practices

All person(s) operating a bus are required to report any injury or accident, regardless of severity, immediately after its occurrence. Enforcement and discipline is determined by the contractor, and post-accident training is also conducted by the contractor.

Management of Change

Route Implementation

Route creation and modification are conducted by the Planning staff in conjunction with staff in the Operations Department. Once a route is identified, a dry run is conducted to assess the safety and operability of the route. To ensure the safety and operability of the route, various stakeholders participate in the dry run including representatives of the Planning Department, Safety and Operations staff members at the contractor level, and the Safety Compliance Coordinator at the administration level.

Foothill Transit uses several methods to develop and carry out plans that will address current safety issues. On a monthly basis all safety personnel meet to discuss current safety performance, risks that have been identified by the contractors, and ways that these risks can be mitigated. Since Foothill Transit

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uses two operations and maintenance contractors and a facility maintenance contractor, it is important that team members across the organization are all on the same page when it comes to the safety of the system.

7. Safety Promotion

Competencies and Training

In order to implement an effective two-way feedback loop, front line staff and management are provided regular training. SMS training is provided to coach operators specifically for safety reporting competencies. They are provided training during their onboarding on what to report and how to report it. Management staff are provided training on how to analyze the safety data, turning it into safety intelligence for senior management decision-making for the allocation of safety management resources.

Foothill Transit's Safety Management System is designed to be a living document, which will continually identify, evaluate, and mitigate safety risks consistent with Foothill Transit's safety objectives and performance targets. From the Accountable Executive to the frontline operators, five questions will be asked on a continual basis to ensure continuous assessment of the SMS:

1. What are our most serious safety concerns?
2. How do we know this?
3. What are we doing about it?
4. Is what we are doing working?
5. How do we know what we are doing is working?

Operator Training

Training and education of coach operators is provided by contractor staff. Training includes Diagnostic Evaluation, Classroom Training, Closed Course Training, Full ODP Training Program, Satisfactory Evaluation, and Classroom Hours. A minimum of 40 hours of Classroom Training and 80 hours of Behind the Wheel Training must be completed. Additional information is included in the referenced contractor policies.

Keolis and Transdev requires coach operators and other key staff to attend monthly safety meetings.

Instructor Qualifications

Training instructors must meet all federal, state, and local employment requirements and be approved by the respective contractor's management team. Qualifications are outlined in the referenced contractor policies.

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Safety Communication

As outlined in the Hazard Identification and Analysis section, frontline staff are encouraged to communicate safety issues and are provided with various channels to communicate to management. Safety communication is designed to be a two-way feedback loop in order to establish a positive safety culture.

Employee Safety Reporting Program

The Federal Transit Administration (FTA) requires transit agencies to implement an Employee Safety Reporting Program (ESRP) system, per FTA Public Transit Agency Safety Plan (PTASP) regulation 49 C.F.R. Part 673. Transit agencies must implement an ESRP that allows ALL employees and contractors to report safety conditions to senior management. As a result, Foothill Transit partnered with ELERTS ESRP communication platform that allows staff and contractors to quickly and discreetly report safety hazards. Foothill Transit also conducts outreach that is designed to encourage members of the community to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements). Staff developed and ESRP Policy designed to help the Safety and Security team engage directly with employees and contractors, and through direct contact, make better decisions and respond faster. Through smartphone technology, transit riders will also be able to send reports with photos.

Various transit agencies such as MBTA in Boston, MARTA in Atlanta, CATS in Charlotte, and the VTA in Santa Clara are currently using this application. Some of the most common reports include but are not limited to:

- Suspicious Activity
- Pan Handling
- Homelessness
- Crime in Progress
- Disruptive Behavior

Other items moving forward and related to this first revision of the PTASP are the APTA Audit, VITAL Factors, and the FTA review process. The following is a summary of each:

American Public Transportation Association (APTA) Audit

Over the last few months, staff accompanied our partners from APTA to key locations while they interviewed, examined, and inspected key personnel and policies. Implementing the Safety Management Systems (SMS) for continual overall improvement is the goal of the audit and the program is aligned with Safety Management Systems, and the requirements from the FTA State Safety

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Oversight (49 U.S.C. Part 674) and Public Transportation Agency Safety Plan (49 U.S.C. Part 673 Rules). The criteria for the audit contains the most cutting edge and advanced safety issues in the Public Transportation industry. The last APTA audit was conducted in August 2017.

During the presentation to the Governing Board on December 17, 2021, the APTA auditors provided a high-level overview of the audit which staff will use for future planning, all in the interest of maintaining a contemporary and practical PTASP.

Vital Factors Team and SMS Meetings

Beginning in January 2022, the PTASP will be expanded upon in the monthly Vital Factors Team meeting. Communicating the PTASP in this setting will reinforce SMS principles while reinforcing the just culture approach to safety practices.

Additionally, the monthly safety meetings have been formally changed to SMS Meetings and additional members of the Foothill Transit team and contractor teams are included in an effort to build a wider audience with SMS as its common purpose.

FTA Review Process and Transportation

The PTASP Technical Assistance Center provides review services and staff is prepared to share our plan to these experts for best practices feedback, all in the interest of improving safety. We will also be monitoring APTA's research on bus operator assaults which is congruent with our newly added metric.

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APPENDIX A – RISK MATRIX

Sample Safety Risk Matrix and Likelihood and Severity Tables

Likelihood of Occurrence of the Consequence		
Qualitative Definition	Meaning	Value
Frequent	Likely to Occur Frequently ($>10^{-1}$)	A
Probable	Likely to Occur Several Times ($<10^{-1}$ but $>10^{-3}$)	B
Occasional	Likely to Occur Sometime ($<10^{-3}$ but $>10^{-6}$)	C
Remote	Very Unlikely to Occur ($<10^{-6}$ but $>10^{-9}$)	D
Improbable	Almost inconceivable that the event will occur ($<10^{-9}$)	E

Severity of the Consequence		
Definition Category	Meaning	Value
Catastrophic	Could result in one or more of the following: death, permanent total disability, irreversible significant environmental impact or monetary loss equal to or exceeding \$10M.	1
Critical	Could result in one or more of the following: permanent partial disability, injuries or occupational illness that may result in hospitalization of at least three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding \$1M but less than \$10M.	2
Marginal	Could result in one or more of the following: injury or occupational illness resulting in one or more lost work day(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$100K but less than \$1M.	3
Negligible	Could result in one or more of the following: injury or occupational illness not resulting in a lost work day, minimal environmental impact, or monetary loss less than \$100K.	4

Risk Assessment Matrix				
Likelihood	Severity			
	1 (Catastrophic)	2 (Critical)	3 (Marginal)	4 (Negligible)
A (Frequent)	1A	2A	3A	4A
B (Probable)	1B	2B	3B	4B
C (Occasional)	1C	2C	3C	4C
D (Remote)	1D	2D	3D	4D
E (Improbable)	1E	2E	3E	4E

Risk Assessment Matrix Color Code	
Unacceptable	Unacceptable under the existing circumstances.
Acceptable	Acceptable based upon mitigations.
Acceptable	Acceptable with senior management approval.

END



June 24, 2022

To: Executive Board

Subject: **June 2022 Legislative Report**

Recommendation

Receive and file the June 2022 Legislative Report.

Federal Update:

FY 2023 Earmarks

Foothill Transit successfully submitted congressionally directing funding requests in the Senate and community project funding requests in the House for the FY 2023 federal spending bill with each congressional member, consistent with the House and Senate Appropriations Committee guidelines. Members of the House and Senate have now posted to their websites the projects that they have selected to advance to their respective Appropriations Committee.

Senator Alex Padilla and U.S. House Representative Linda Sánchez have both advanced for consideration Foothill Transit's request for funding 24 zero-emissions double-deck buses. The House Appropriations Subcommittee on Transportation and Housing and Urban Development is expected to publicly list and identify each community project that has been funded in the federal spending bill at the time of the Subcommittee's markup for FY 2023. The Senate Appropriations Committee is then expected to review all submitted member requests for consideration to be funded within the FY 2023 spending bill.

FY 2022 FTA Buses and Bus Facilities and Low or No Emission Grant Program

We continue our engagement with our congressional delegation and community supporters to ensure the maximum benefit for Foothill Transit with respect to federal funding opportunities. Most recently, U.S. House Representatives Chu, Napolitano, Sánchez, and Torres co-signed a letter of support addressed to FTA Administrator Nuria Fernandez in support of our FY 2022 FTA Buses and Bus Facilities and Low or No Emission grant application to fund the deployment of 15 hydrogen fuel cell buses, 15 battery-electric buses, and supporting zero-emission infrastructure for the buses.



State and Local Update:

State Budget

In the State Legislature, state legislative leaders from the Senate and Assembly released a Joint Legislative Budget Agreement on June 1, 2022, representing the Legislature's priorities for the FY 2023 State Budget, and as amended into SB 154 and AB 154. This budget agreement was released in response to Governor Newsom's proposed budget, and identifies a \$10.9 billion multi-year transportation package that includes funding for transit, active transportation and climate adaptation. June 15, 2022 was the constitutional deadline for the Legislature to pass the Budget Bill. Foothill Transit continued to stay engaged with the Legislature throughout the process, urging their support for the highest funding levels possible for transit within the FY 2023 State Budget.

The last day for policy committees to meet and report bills will be July 1, 2022, and Summer Recess is scheduled to begin for the Legislature at the end of this day's session if the Budget Bill had been successfully passed. The Legislature is then scheduled to reconvene from Summer Recess on August 1, 2022.

Monitored State Legislation

Foothill Transit took a SUPPORT position on AB 2622, which would extend through January 1, 2026, the sales tax exemption for zero-emission transit buses established by AB 784. This bill is currently in the Senate Governance and Finance Committee, and a hearing date for the bill has not yet been set. Foothill Transit re-submitted its support position for this bill within the California Legislature's position letter portal system when the bill moved from the Assembly to the Senate Committee on Governance and Finance.

A SUPPORT position was also taken on AB 2868, which would establish the standard time in California to year-round daylight saving time, contingent upon the approval of the federal government. Unfortunately, this bill recently failed to get enough votes to pass into the Senate.

Among bills being monitored for their potential impact on Foothill Transit's programs and funding is AB 1919. This bill, as currently amended in the Senate on June 14, 2022, proposes to create a Youth Transit Pass Pilot Program to be administered by the California Department of Transportation for the purpose of awarding grants to transit agencies for implementing free youth transit passes to students attending a California Community College, California State University, or the University of California. Upon the appropriation of money by



the Legislature, this bill would specifically authorize a transit agency to submit a grant application in partnership with one or more educational institutions and would also authorize grant funds to be used to maintain, subsidize, or expand an existing fare free program. It is important to note that transit agencies with existing fare free programs for youth 18 and younger would be permitted to submit grant applications without an educational institutional partner.

Staff has been communicating closely with the California Transit Association as they work extensively with the author's office and relevant legislative committees to negotiate amendments on behalf of all California transit agencies. Previously, the bill included language that proposed that transit agencies' eligibility to receive certain state transit funding shall require their participation in providing free transit passes to youth.

The bill moved from the Assembly to the Senate on May 26, 2022 when it passed the Assembly Appropriations Committee as amended to shift from punitive to incentive-focused language, making the Youth Transit Pass Pilot an opt-in program. This bill is currently in the Senate Committee on Transportation, and a hearing date for the bill has been set for June 28, 2022. Foothill Transit will continue to communicate closely with staff from the California Transit Association, who have met extensively with the author's office and relevant legislative committees to work on suggested amendments on behalf of all California transit agencies.

Briefings with Federal, State, and Local Delegation

Foothill Transit continues to meet virtually and in-person with our congressional, state, and local delegation to provide updates on the status of key projects, including our progress on zero-emission fleet deployment and expansion of supporting infrastructure. These briefings will continue on a regular basis to keep Foothill Transit's representatives apprised of all relevant updates.

Sincerely,

Yoko J. Igawa
Director of Government Relations

Doran J. Barnes
Chief Executive Officer