



Foothill Transit

EXECUTIVE BOARD MEETING

West Covina, CA
Tuesday, February 28, 2023



Foothill Transit

Foothill Transit MISSION

To be the premier public transit provider committed to:

SAFETY

COURTESY

QUALITY

RESPONSIVENESS

EFFICIENCY

INNOVATION



Foothill Transit VALUES

SAFETY

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

RESULTS

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

INTEGRITY

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

GRATITUDE

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

DIVERSITY

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

TEAM MEMBERS

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

COMMUNICATION

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

SUSTAINABILITY

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



Foothill Transit

Executive Board Meeting **AGENDA**

EXECUTIVE BOARD MEETING
8:30 AM, FEBRUARY 28, 2023
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: MEMBERS BOYER, CALAYCAY, MUÑOZ, SHEVLIN, STERNQUIST
4. CONFIRMATIONS OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER
5. PRESENTATIONS
 - 5.1. Introduction of Foothill Transit Business Partners
 - 5.2. Contractors' Employee Recognition
6. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF DECEMBER 16, 2022 AND STRATEGIC PLANNING WORKSHOP OF JANUARY 24, 2023

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

The public may view and obtain all written information supporting this agenda provided to the board both initially and supplementary prior to the meeting by calling (626) 931-7300 extension 7204 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.



8:30 AM, February 28, 2023
2nd Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790
Page 2

CONSENT CALENDAR: Items 7 through 14 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. DECEMBER 2022 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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

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 សូមទាក់ទងមកការិយាល័យនាយកប្រតិបត្តិ 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



8:30 AM, February 28, 2023
2nd Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790
Page 3

Report summarize Foothill Transit's unaudited operations and financial condition as of December 31, 2022, for the fiscal year ending June 30, 2023.

8. FISCAL YEAR 2023 SECOND QUARTER BUDGET UPDATE

Recommended Action: Receive and file the Fiscal Year 2023 Second Quarter Budget Update.

9. FEBRUARY 2023 PROCUREMENT MONTHLY REPORT

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

10. AUTHORIZATION TO ISSUE REQUEST FOR QUALIFICATIONS FOR ON-CALL ARCHITECTURAL AND ENGINEERING SERVICES

Recommended Action: Authorize the Chief Executive Director to issue RFQ No. 23-048 for On-Call Architectural and Engineering Services.

11. AUTHORIZATION TO AMEND CONTRACT FOR POMONA HYDROGEN FUELING STATION DESIGN BUILD

Recommended Action: Authorize the Chief Executive Officer to approve a \$162,356.85 change order to Contract No. 21-091.

12. AUTHORIZATION TO AMEND CONTRACT FOR GENERAL LEGAL SERVICES

Recommended Action: Authorize the Chief Executive Officer to extend the contract term for General Legal Services from June 30, 2023 to June 30, 2026.

13. PUBLIC PARTICIPATION PLAN 2023 UPDATE

Recommended Action: Receive and file the Public Participation Plan 2023 update.

14. AUTHORIZATION TO AWARD CONTRACT FOR POMONA OPERATIONS AND MAINTENANCE FACILITY TRANSIT SERVICES

Recommended Action: Authorize the Executive Director to award a contract to Keolis Transit Services, LLC, Inc. for transit operations and maintenance services at Foothill Transit's Pomona facility. The contract term will be four years. The projected four-year life of the contract is \$200,356,439.



8:30 AM, February 28, 2023

2nd Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790

Page 4

15. CHIEF EXECUTIVE OFFICER COMMENT
16. BOARD MEMBER COMMENT
17. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Government Code § 54956.8)

Property Address/Location: 1118 N. Citrus Avenue, Covina, CA 91722
Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Darold D. Pieper, Kevin Parks McDonald, Barry Foster
Negotiating Parties: Van Don dba Raising Claw Restaurant
Under Negotiation: Price and Terms
18. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov't
Code § 54957)
Title: Chief Executive Officer
19. CLOSED SESSION REPORT
20. GENERAL PUBLIC COMMENT
21. ADJOURNMENT

**The next Regular Meeting of the Executive Board
is scheduled for
Tuesday, March 28, 2023, at 8:30 a.m.**



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, December 16, 2022
8:30 a.m.**

DRAFT

1. CALL TO ORDER

The meeting was called to order by Chair Calaycay at 8:33 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Calaycay.

3. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

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

Absent: Member Gary Boyer

4. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER

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

5. OVERVIEW OF LA METRO FARE ADJUSTMENTS

David Sutton, Senior Executive Officer, LA Metro presented an overview on fare capping and Metro's recent fare adjustments. He reviewed the goals of the fare adjustments, which are equity, simplification, and ridership. He reviewed the benefits of fare capping, which include the more you ride the more you save, no upfront payment for passes, pay as you go, riders never pay more than the daily or weekly cap, and equity. He also reported on the

efforts to convert cash paying riders to TAP, and the phased marketing campaigns.

Korey Clarke, Budget Manager, LA Metro presented on the adopted fare policy changes to align with fare capping.

Mike Greenspan provided one minute of Public Comment on the LA Metro fare adjustments. Armando Herman provided one minute of Public Comment on the LA Metro fare adjustments.

6. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of October 28, 2022.

Motion by Vice Chair Moss, second by Member Shevlin, the minutes for the Regular Meeting of October 28, 2022 were approved. Motion carried 4-0.

7. INTRODUCTION OF Foothill Transit Business Partners

Steve Shaw, Chief Operating Officer, Keolis North America addressed the Executive Board.

Brent Johnson, Assistant General Manager, Transdev addressed the Executive Board.

CONSENT CALENDAR

Mike Greenspan provided one minute of Public Comment on the Consent Calendar. Armando Herman provided one minute of Public Comment on the Consent Calendar.

Member Sternquist requested that Item 12, Election Update, be pulled for presentation.

8. OCTOBER 2022 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through October 31, 2022. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of October 31, 2022, for the fiscal year ending June 30, 2023.

Motion by Member Shevlin, second by Vice Chair Moss, to receive and file.
Motion carried 4-0.

9. **FISCAL YEAR 2023 FIRST QUARTER BUDGET UPDATE**

Recommendation: Receive and file the Fiscal Year 2023 First Quarter Budget Update.

Motion by Member Shevlin, second by Vice Chair Moss, to receive and file.
Motion carried 4-0.

10. **OCTOBER 2022 PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the October 2022 Performance Indicators Report.

Motion by Member Shevlin, second by Vice Chair Moss, to receive and file.
Motion carried 4-0.

11. **DECEMBER 2022 PROCUREMENT MONTHLY REPORT**

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

Motion by Member Shevlin, second by Vice Chair Moss, to receive and file.
Motion carried 4-0.

12. **ELECTION UPDATE**

This item was pulled for presentation by Member Sternquist.

Recommendation: Receive and file the Election Update for the November 8, 2022 General Election.

Member Sternquist asked how transportation funding would be affected now that the republicans are scheduled to take control of the House. Mathew Nakano, Government Relations Coordinator, introduced Foothill Transit Advocate Jan Powell who provided updates on legislative activities in Washington, DC. Ms. Powell reported that she believes the House will seek to refrain from federal spending and prevent increasing taxes. She also reported that earmarks would be retained and reported on the omnibus spending bill.

The Executive Board received and filed this presentation.

13. **RESOLUTION AUTHORIZING TELECONFERENCED PUBLIC MEETINGS**

Recommendation: Adopt Resolution 2022-18 (Attachment A) authorizing teleconferenced public meetings for the Executive Board and Governing Board if needed for the next 30 days.

Motion by Member Shevlin, second by Vice Chair, to adopt. Motion carried 4-0

14. **RESOLUTION ADOPTING EXECUTIVE AND GOVERNING BOARD MEETINGS SCHEDULE FOR 2023**

Recommendation: Adopt Resolution No. 2022-19, the Executive and Governing Board Meetings Schedule for 2023.

Motion by Member Shevlin, second by Vice Chair Moss, to adopt. Motion carried 4-0.

15. **AUTHORIZATION FOR CONTRACT AMENDMENT FOR MT. SAN ANTONIO COLLEGE (MT. SAC) TRANSIT CENTER CONSTRUCTION CONTRACT**

Recommendation: Authorize the Chief Executive Officer to approve up to an additional \$500,000 in change orders on Contract No. 20-062.

Motion by Member Shevlin, second by Vice Chair Moss, to approve. Motion carried 4-0.

16. **AUTHORIZATION TO AWARD CONTRACT FOR BATTERY ELECTRIC BUS CHARGER MAINTENANCE**

Recommendation: Authorize the Chief Executive Officer to award Contract No. 23-034 to Apollo Electric, Inc. to provide monthly basic preventative maintenance services for Foothill Transit's battery electric bus chargers located at the Pomona Transit Center, Pomona Operations and Maintenance Facility, Azusa Intermodal Transit Center, and Irwindale Arcadia Yard for \$789,300 for three years. The agreement includes three one-year options that can be exercised at Foothill Transit's sole discretion.

Motion by Member Shevlin, second by Vice Chair Moss, to approve. Motion carried 4-0.

REGULAR AGENDA

17. AUTHORIZATION TO AWARD CONTRACT FOR SECURITY SERVICES

Recommendation: Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into Agreement No. 23-002 with Whelan Security of California DBA GardaWorld Security Services, for a total life of contract amount not to exceed \$6,864,350.96 for blended security services including fixed guards, mobile surveillance, and remote monitoring. The contract term will include three base years and two one-year options.

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

Mr. Curley reported on the scope of services and blended security needs. Five proposals were received and pre-qualified. American Global Security and GardaWorld were selected for interviews. GardaWorld received the highest score.

Mr. Curley responded to questions from Member Shevlin and Member Sternquist regarding deployment of in-person security or police and technology. Mike Greenspan provided one minute of Public Comment on the contract award for security services. Armando Herman provided one minute of Public Comment on the contract award for security services.

Motion by Vice Chair Moss, second by Member Shevlin, to approve. Motion carried 4-0.

18. CHIEF EXECUTIVE OFFICER COMMENT

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

Mr. Barnes reported the following:

- December marks the 35th anniversary of the creation of the Foothill Transit Zone.
- Foothill Transit will offer free rides on New Year's Eve.
- Foothill Transit will be operating Rose Bowl shuttle service on January 2, 2023. He shared an image of Foothill Transit's Rose Bowl ad, which was chosen to appear in the Rose Bowl Program.

19. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Members of the Executive Board wished everyone happy holidays.
- Chair Calaycay announced that the meeting would be adjourned in the memory of former mayor of Claremont, Joe Lyons.

20. **GENERAL PUBLIC COMMENT**

Mike Greenspan provided one minute of General Public Comment. Armando Herman provided one minute of General Public Comment.

21. **ADJOURNMENT**

Adjournment for the December 16, 2022, Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned in the memory of Joe Lyons at 9:41 a.m.



Foothill Transit

**STATEMENT OF PROCEEDINGS FOR THE
STRATEGIC PLANNING WORKSHOP OF THE
FOOTHILL TRANSIT EXECUTIVE BOARD**

**DOUBLETREE BY HILTON
555 W. FOOTHILL BLVD.
CLAREMONT, ca 91711**

**Tuesday, January 24, 2023
8:30 a.m.**

DRAFT

CALL TO ORDER

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

1. **ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

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

Also in attendance was Governing Board Member and Executive Board Alternate Felicia Williams.

2. **STRATEGIC PLANNING WORKSHOP**

Peter Stark, Moderator

There was no Public Comment on agenda item three.

Mr. Stark, representing Peter Barron Stark & Associates, Inc., retreat moderator, greeted attendees, and provided opening statements covering the overall emphasis of the workshop.

Review of Past Year/Pre-Retreat Interviews and Self-Assessment

In addition, Mr. Stark gave an overview of Executive Board and staff member interviews conducted in January 2023.

Discussion Topics

Staff provided verbal presentations on the past, current history, and status of the following topics:

- Financial Forecast
- Operating Contracts
- Express Service
- Bus Procurement
- Administrative Office
- Transit Stores
- Covina Retail Space

On consensus, the Executive Board Members accepted the verbal presentations by staff.

4. **CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
(Gov't Code § 54957)
Title: Executive Director

There was no Public Comment on Closed Session.

The Executive Board recessed into Closed Session at 1:35 p.m.

5. **CLOSED SESSION REPORT**

The Executive Board reconvened at 2:54 p.m.

Chair Calaycay reported that there were no reportable actions.

6. **PUBLIC COMMENT**

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

7. **ADJOURNMENT**

Adjournment for the January 24, 2023, Foothill Transit Strategic Planning Workshop.

There being no further business, the Foothill Transit Strategic Planning Workshop adjourned at 2:55 p.m.



February 28, 2023

To: Executive Board

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

Recommendation

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

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of December 31, 2022, for the fiscal year ending June 30, 2023.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of December 31, 2022, shows total assets at \$406.72 million. This total consists primarily of \$227.89 million in fixed assets, \$133.14 million in cash and investments, and \$45.2 million in receivable and prepaid assets. Foothill Transit's cash position of \$118.42 million is \$10.66 million more than the previous month, and is \$2.44 million less than last year in December.

Liabilities

The accounts payable balance is \$12.38 million. Accounts Payables include operation and maintenance expenses for \$10.20 million and \$1.16 million for fuel.

The deferred revenue of \$115.73 million represents funds that are reserved for planned capital expenditures, such as, upcoming bus procurements and transit center construction activities. There are also sales tax based subsidies such as: Propositions A and C, which have been set aside temporarily, but which will be recognized as revenues in the second half of FY2023.

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$42.46 million in liquid accounts held with Bank of the West; \$11.39 million in interest bearing money market accounts with Bank of the West; \$68,000 with Chase; and \$64.50 million invested in the Local Agency Investment Fund (LAIF).

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



Operating and Capital Revenues and Expense Analysis (Attachment C)

December 2022 year-to-date fare revenues were \$3,909,455. Fare revenues are trending less than the planned budget. This is due to ridership increasing more slowly than projected and the fare sale during the first quarter of FY2023. Additionally, revenues reflect application of the American Rescue Plan Act (ARPA) federal funds.

Operating costs through December 2022 were \$56.23 million, which is \$5.64 million less than the budget and \$3.52 million more than December 2021. Of this \$56.23 million, \$41.63 million reflects operating costs for the Arcadia Irwindale and Pomona operations and maintenance contractors. Other operating expenses include fuel, which was \$5.09 million through December 2022.

Capital expenditures through December were \$29.97 million compared with \$44.45 million last year at this time. The annual budget for capital expenditures includes the procurement and construction of 33 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 December 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 December 2022 were \$10.24 million. Capital disbursements totaled \$2.55 million and other significant disbursements include \$3.57 million to Keolis and \$1.86 million to Transdev for bus operating services.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Chief Executive Officer

Attachments

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

Assets

Current Assets:

Cash	\$118,418,708
Investments	14,722,700
Due from government agencies	27,295,013
Other receivables	16,950,687
Other assets	957,041
Total Current Assets	\$178,344,149

Non current Assets:

Notes receivable	482,776
Property & Equipment (net of depreciation)	227,892,759
Total Non Current Assets	228,375,536

Total Assets	\$406,719,685
--------------	---------------

Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	\$12,380,795
Deferred Revenue	115,726,331
Total Liabilities	\$128,107,126

Equity

Fund Balance:

Investment in Capital Assets	\$227,892,759
Current Year Change	19,485,333
Excise Tax Credit	-
Reserve	31,234,466
Total Equity	\$278,612,559

Total Liabilities and Equity	\$406,719,685
------------------------------	---------------

**Summary of Cash and
Investment Account
For December 31, 2022**

	Interest Rate	Term	Principal/ Book & Market Value
Cash:			
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$26,360,984
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	1.97%	Demand Deposit	5,511
Bank of the West-Money Market #1110	1.97%	Demand Deposit	5,020,896
Bank of the West-Money Market #1111	1.97%	Demand Deposit	4,980,747
Bank of the West-LCTOP #1108	0.01%	Demand Deposit	1,385,332
Chase Business Saving #1109	0.05%	Demand Deposit	68,102
LAIF Investment #1141	2.07%	Demand Deposit	64,496,052
Subtotal Cash on Hand			\$118,418,708
Investments:			
Bank of the West:			
Wells Fargo			
1 Maturity - 09/29/2022 - 6 months	3.76%	US Treasury Bill	\$14,722,700
			0
Subtotal Investments			\$14,722,700
Total Cash and Investments			\$133,141,408

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

	Actual YTD December 2022	Budget YTD December 2022	Variance	Actual YTD December 2021
Fare Revenue				
Farebox	\$1,730,936	\$2,006,750	(13.74%)	\$1,926,932
Pass Sales	823,212	1,036,450	(20.57%)	526,864
TAP Cash Purse	1,064,952	1,129,150	(5.69%)	876,762
MetroLink & Access Service	132,343	154,550	(14.37%)	138,277
EZ Transit Pass	158,012	196,200	(19.46%)	50,841
Total Operating Revenue	\$3,909,455	\$4,523,100	(13.57%)	\$3,519,676
Operating Subsidies and Other				
Transportation Development Act	\$10,766,749	\$16,762,388	(35.77%)	\$13,297,730
State Transit Assistance (STA)	0	0	0.00%	195,411
Senate Bill 1 - STA	0	0	0.00%	145,908
Senate Bill 1 - STA BSCP	0	0	0.00%	15,754
CalTrans-LCTOP	0	0	0.00%	0
AQMD/MSRC – Clean Air Grant	0	0	0.00%	0
Prop A 40% Discretionary	0	0	0.00%	1,452,961
Prop A 40% BSCP	0	0	0.00%	419,418
Prop A Exchange	2,800,000	2,800,000	0.00%	0
Prop C BSIP	0	0	0.00%	81,244
Prop C Base Restructuring	0	0	0.00%	174,503
Prop C Transit Service Expansion	0	0	0.00%	29,080
Transit Security	0	0	0.00%	86,442
Measure R	0	0	0.00%	1,021,289
Measure M	0	0	0.00%	1,017,810
CRD Subsidy	0	0	0.00%	0
Federal ARPA 5307	37,777,893	37,777,893	0.00%	30,787,059
Miscellaneous Transit Revenues	971,277	0	0.00%	465,381
Total Subsidies and Other	\$52,315,919	\$57,340,281	(8.76%)	\$49,189,989
Total Operating Revenue	\$56,225,374	\$61,863,381	(9.11%)	\$52,709,665
Other Revenues				
Gain on Sale of Fixed Assets	\$19,480	\$0	0.00%	\$43,803
Auxiliary Revenue	656,118	392,250	0.00%	388,849
Total Other Revenues	\$675,598	\$392,250	72.24%	\$432,653
Total Operating and Other Revenues	\$56,900,972	\$62,255,631	(8.60%)	\$53,142,317
Operating Expenses				
Customer Service & Operations	\$48,970,120	\$52,555,793	(6.82%)	\$46,297,365
Maintenance & Vehicle Technology	468,132	733,764	(36.20%)	407,244
Marketing & Communications	854,878	1,198,100	(28.65%)	803,552
Information Technology	1,031,593	1,369,160	(24.66%)	999,405
Administration	899,494	1,042,558	(13.72%)	1,080,337
Procurement	411,286	445,136	(7.60%)	306,802
Government Relations	200,097	397,890	(49.71%)	189,193
Finance	906,503	1,060,138	(14.49%)	887,184
Safety & Security	977,001	958,592	1.92%	0
Planning	671,385	823,732	(18.49%)	925,262
Facilities	834,884	1,278,518	(34.70%)	813,321
Total Operating Expenses	\$56,225,374	\$61,863,381	(9.11%)	\$52,709,665
Other Expenses				
Property Management	\$232,250	\$232,250	0.00%	\$232,250
Special Services	260,080	160,000	0.00%	145,293
Total Other Expenses	\$492,330	\$392,250	25.51%	\$377,543
Total Operating and Other Expenses	\$56,717,704	\$62,255,631	(8.90%)	\$53,087,208
Capital Revenues				
Capital Grants	\$29,965,905	\$44,887,690	(33.24%)	\$4,444,533
Capital Expenditures				
Capital Expenditures	\$29,965,905	\$44,887,690	(33.24%)	\$4,444,533

Bank Acc. - Detail Trial Bal.

01/12/2023

Page 1

Period: 12/01/22..12/31/22

FOOTHILLTRANSIT\SSUWANNARAT

Foothill Transit

ATTACHMENT D

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 12/01/22..12/31/22

Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
12/01/22	Payment	1749V	F11 Fire Safety - Void	-1,450.00	830708
12/01/22	Payment	1944	Proterra Operating Company, Inc.	1,365.00	830710
12/01/22	Payment	1945	Zonar Systems Inc.	6,870.29	830712
12/01/22	Payment	1946	Metrolink	4,322.50	830717
12/01/22	Payment	1947	Pulsar Advertising	139.25	830720
12/01/22	Payment	1948	Newage PHM, LLC	7,607.17	830722
12/01/22	Payment	1949	Jorge Anthony Quintana Jr.	70.00	830724
12/01/22	Payment	1950	Rotary Club of Pomona	1,695.00	830726
12/02/22	Payment	1951	F11 Fire Safety	1,450.00	830728
12/02/22	Payment	W000512	New Flyer of America, Inc.	809,155.85	832297
12/02/22	Payment	W000513	Walnut Valley Water District ZBA	101.08	832299
12/05/22	Payment	1862V	City of Irwindale -Void	-1,419.40	830818
12/05/22	Payment	W000514	Frontier ZBA	222.12	832301
12/06/22	Payment	1952	Pulsar Advertising	36,807.75	831012
12/06/22	Payment	1953	County of L.A. - Dept. Public Health	37.00	831021
12/06/22	Payment	1954	CA Newspaper Service Bureau	680.18	831023
12/06/22	Payment	1955	Affordable Generator Services, Inc.	886.10	831028
12/06/22	Payment	1956	Gotcha Media Holdings, LLC	6,980.00	831030
12/06/22	Payment	1957	Schindler Elevator Corporation	2,879.99	831032
12/06/22	Payment	1958	Council of University Transportation Centers	2,500.00	831034
12/06/22	Payment	1959	Lourdes L. Alvarez	61.00	831036
12/06/22	Payment	1960	Government Finance Officers Asoc.	160.00	831038
12/06/22	Payment	1961	Jorge Anthony Quintana Jr.	82.48	831040
12/06/22	Payment	1962	AT and T - 5025	558.64	831042
12/06/22	Payment	1963	Tony Garcia Photography	11,141.62	831044
12/06/22	Payment	1964	Zonar Systems Inc.	5,848.00	831046
12/06/22	Payment	1965	City of Irwindale	1,763.20	831049
12/06/22	Payment	1966	Golden Star Technology Inc	24,772.00	831051
12/06/22	Payment	1967	Pre-Paid Legal Services, Inc	163.50	831053
12/06/22	Payment	1968	The Bus Coalition, Inc.	1,500.00	831055
12/06/22	Payment	1969	BroadLux Inc.	8,696.40	831057
12/06/22	Payment	W000515	Universal Waste Systems ZBA	3,702.59	832303
12/06/22	Payment	W000516	Verizon Business - 15043 ZBA	4,453.70	832305
12/07/22	Payment	E100526	Keolis Transit America, Inc.	1,365,938.10	831494
12/07/22	Payment	W000517	Azusa Light & Water ZBA	51.10	832307
12/07/22	Payment	W000518	Azusa Light & Water ZBA	85.14	832309
12/07/22	Payment	W000519	Azusa Light & Water ZBA	87.35	832311
12/07/22	Payment	W000520	Azusa Light & Water ZBA	115.59	832313
12/07/22	Payment	W000521	Azusa Light & Water ZBA	661.91	832315
12/07/22	Payment	W000522	Verizon Business - 15043 ZBA	1,559.10	832317

Bank Acc. - Detail Trial Bal.

01/12/2023

Page 2

Period: 12/01/22..12/31/22

FOOTHILLTRANSIT\SSUWANNARAT

Foothill Transit

ATTACHMENT D

Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
12/07/22	Payment	W000523	Verizon Business - 15043 ZBA	4,733.88	832319
12/07/22	Payment	W000524	Charter Communications Inc. ZBA	186.10	832321
12/07/22	Payment	W000525	Frontier ZBA	402.13	832323
12/07/22	Payment	W000536	City of Pomona	5.25	832561
12/08/22	Payment	1970	Vision Service Plan - (CA)	1,422.88	831496
12/08/22	Payment	1971	Center for Transportation and the Environment Inc	19,869.42	831498
12/08/22	Payment	1972	Green's Lock and Safe	350.00	831501
12/08/22	Payment	1973	Skyline Pest Control	115.00	831503
12/08/22	Payment	1974	Allied Administrators for Delta Dental	6,707.96	831505
12/08/22	Payment	1975	H&E Equipment Services, Inc.	877.43	831507
12/08/22	Payment	1976	Linda Garrison	600.00	831509
12/08/22	Payment	1977	Green Thumb Indoor Plant	449.75	831511
12/08/22	Payment	1978	Graingers	535.31	831513
12/08/22	Payment	1979	Landmark Healthplan of California, Inc.	1,031.14	831515
12/08/22	Payment	1980	Tri - Signal Integration, Inc.	175.00	831517
12/08/22	Payment	1981	SmartRise Elevator Service Inc	222.60	831523
12/08/22	Payment	1982	Commercial Building Management Services, Inc	4,586.51	831525
12/08/22	Payment	1983	Alliance Landcare Inc.	877.00	831527
12/08/22	Payment	1984	Climatex, LLC	1,569.14	831529
12/08/22	Payment	1985	ECAMSECURE	6,942.58	831531
12/08/22	Payment	1986	Instant Signs Inc.	5,668.00	831533
12/08/22	Payment	1987	Day - Lite Maintenance Co. Inc.	108.00	831535
12/08/22	Payment	E100527	Transdev Services, Inc.	4,691.08	831537
12/08/22	Payment	E100528	Keolis Transit America, Inc.	13,842.36	831539
12/08/22	Payment	E100529	Keolis Transit America, Inc.	13,520.42	831541
12/08/22	Payment	E100530	Nelson\Nygard Consulting Associates, Inc.	9,090.09	831543
12/08/22	Payment	W000526	Frontier ZBA	1,709.00	832325
12/09/22	Payment	1988	Corodata Records Management, Inc.	88.00	831545
12/09/22	Payment	1989	Fisher Wireless Services, Inc.	272.28	831547
12/09/22	Payment	1990	ODP Business Solutions, LLC	109.58	831549
12/09/22	Payment	1991	Dean Gazzo Roistacher LLP	963.50	831551
12/09/22	Payment	1992	Zonar Systems Inc.	210.00	831553
12/09/22	Payment	1993	Fleet Maintenance Specialists Inc.	29,445.00	831555
12/09/22	Payment	W000527	Frontier ZBA	715.94	832327
12/12/22	Payment	E100531	Transdev Services, Inc.	42,083.45	832328
12/12/22	Payment	E100532	Darold D. Pieper Attorney at Law	8,310.00	832330
12/12/22	Payment	E100533	Powell Consulting DC, LLC	5,500.00	832332
12/12/22	Payment	W000528	Southern California Edison Co. ZBA	844.14	832335
12/12/22	Payment	W000529	Southern California Edison Co. ZBA	851.50	832337
12/13/22	Payment	W000530	The Gas Co. ZBA	1,580.89	832339

Bank Acc. - Detail Trial Bal.

01/12/2023

Page 3

Period: 12/01/22..12/31/22

FOOTHILLTRANSIT\SSUWANNARAT

Foothill Transit

ATTACHMENT D

Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
12/14/22	Payment	W000531	Verizon Wireless ZBA	76.02	832341
12/14/22	Payment	W000532	Wright Express ZBA	355.49	832343
12/14/22	Payment	W000533	Verizon Wireless ZBA	4,582.83	832345
12/14/22	Payment	W000534	Verizon Wireless ZBA	15,005.26	832347
12/14/22	Payment	W000535	International City Management Assoc.	53,504.95	832349
12/14/22	Payment	1994	Retirement Co SPX GENFARE	25,482.61	832562
12/14/22	Payment	1995	ACC Business	1,080.53	832564
12/14/22	Payment	1996	Digium Cloud Services, LLC	2,763.40	832566
12/14/22	Payment	1997	Dean Gazzo Roistacher LLP	369.00	832569
12/14/22	Payment	1998	Cintas Corporation 50	256.70	832571
12/14/22	Payment	1999	Metrolink	4,522.25	832573
12/14/22	Payment	2000	SHI International Corp	5,716.14	832576
12/14/22	Payment	2001	Jorge Anthony Quintana Jr.	94.61	832578
12/14/22	Payment	2002	Kevin Mc Donald	968.20	832580
12/14/22	Payment	2003	Reliable Monitoring Services	70,378.56	832582
12/14/22	Payment	2004	Custom Signs Inc.	878.71	832584
12/14/22	Payment	2005	Alta Planning + Design, Inc.	14,175.92	832586
12/14/22	Payment	2006	Crowe LLP	6,400.00	832588
12/14/22	Payment	2007	Concur Technologies, Inc.	2,349.80	832590
12/14/22	Payment	2008	Rodger's Food Service	498.88	832592
12/14/22	Payment	2009	Stantec Architecture	4,690.00	832594
12/14/22	Payment	2010	Tri - Signal Integration, Inc.	230.00	832597
12/14/22	Payment	2011	Weatherite Corporation	565.00	832599
12/14/22	Payment	2012	Thomas J. Koontz	3,177.50	832601
12/14/22	Payment	2013	Azteca Landscape	3,079.09	832603
12/14/22	Payment	E100534	Life Insurance Company of North America	6,097.70	832605
12/14/22	Payment	E100535	Life Insurance Company of North America	6,097.70	832607
12/14/22	Payment	E100536	Stantec Consulting Services Inc.	2,626.50	832609
12/15/22	Payment	2014	Tri - Signal Integration, Inc.	290.00	832611
12/15/22	Payment	2015	State of California Department of Transportation	17,064.00	832613
12/15/22	Payment	2016	Petrolink Inc	345.89	832615
12/15/22	Payment	2017	Fleet Refinishing So Cal Wraps	3,993.75	832617
12/15/22	Payment	2018	ZEBRA	5,000.00	832619
12/15/22	Payment	2019	J.J. Keller and Associates, Inc.	573.33	832621
12/15/22	Payment	E100537	Transdev Services, Inc.	1,546,658.72	832623
12/15/22	Payment	E100538	Keolis Transit America, Inc.	847,811.14	832625
12/16/22	Payment	2020	Gotcha Media Holdings, LLC	6,980.00	832627
12/16/22	Payment	2021	vPrime Tech Inc	13,245.00	832629
12/16/22	Payment	2022	Amazon Web Services, Inc	994.87	832631
12/16/22	Payment	2023	San Gabriel Valley NAACP	1,000.00	832633
12/16/22	Payment	W000537	Azusa Light & Water ZBA	179.52	832636

Bank Acc. - Detail Trial Bal.

01/12/2023

Page 4

Period: 12/01/22..12/31/22

FOOTHILLTRANSIT\SSUWANNARAT

Foothill Transit

ATTACHMENT D

Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
12/16/22	Payment	W000538	Athens Services- 54957 ZBA	227.61	832638
12/16/22	Payment	W000539	Athens Services- 54957 ZBA	387.88	832640
12/16/22	Payment	W000540	Athens Services- 54957 ZBA	525.00	832642
12/16/22	Payment	W000541	Athens Services- 54957 ZBA	1,261.24	832644
12/16/22	Payment	W000542	City of West Covina - Business License	4,810.77	832646
12/16/22	Payment	W000543	New Flyer of America, Inc.	534,716.95	832648
12/19/22	Payment	W000544	Verizon Business - 15043 ZBA	1,424.51	832660
12/19/22	Payment	W000545	Verizon Business - 15043 ZBA	5,106.88	832662
12/20/22	Payment	E100539	Keolis Transit America, Inc.	16,500.00	832663
12/20/22	Payment	E100540	Keolis Transit America, Inc.	291.50	832665
12/20/22	Payment	E100541	Clean Energy	55,855.17	832667
12/20/22	Payment	E100542	MCG & Associates	2,400.00	832669
12/20/22	Payment	E100543	MCG & Associates	2,400.00	832671
12/20/22	Payment	E100544	Translating Services, Inc.	121.80	832673
12/20/22	Payment	E100545	Transdev Services, Inc.	11,667.35	832675
12/20/22	Payment	E100546	Clean Energy	219,411.90	832677
12/20/22	Payment	E100547	Clean Energy	53,459.51	832679
12/20/22	Payment	E100548	Clean Energy	64,317.86	832681
12/20/22	Payment	E100549	Clean Energy	49,567.04	832683
12/20/22	Payment	E100550	Clean Energy	329,214.96	832685
12/20/22	Payment	E100551	Clean Energy	80,769.25	832687
12/21/22	Payment	W000546	Suburban Water Systems ZBA	396.58	832690
12/21/22	Payment	W000547	Suburban Water Systems ZBA	168.27	832692
12/21/22	Payment	W000548	Southern California Edison Co. ZBA	14,480.06	832694
12/21/22	Payment	2024	Saitech Inc	38,818.36	832897
12/21/22	Payment	2025	So Cal Sanitation, LLC	327.99	832899
12/21/22	Payment	2026	California Transit Association	28,000.00	832901
12/21/22	Payment	2027	Corodata Records Management, Inc.	308.00	832903
12/21/22	Payment	2028	Commercial Door Company, Inc.	2,860.65	832908
12/21/22	Payment	2029	United Site Services of California, Inc.	538.67	832910
12/21/22	Payment	2030	Industry Public Utility Commission	1,315.08	832912
12/21/22	Payment	2031	Graingers	113.79	832914
12/21/22	Payment	2032	Azteca Landscape	1,224.00	832916
12/21/22	Payment	2033	Platinum Security Inc.	7,438.86	832918
12/21/22	Payment	2034	ODP Business Solutions, LLC	531.67	832920
12/21/22	Payment	2035	AT and T - 5025	3,353.64	832923
12/21/22	Payment	2036	H&E Equipment Services, Inc.	784.35	832925
12/21/22	Payment	2037	ATKINSON ANDELSON LOYA RUUD AND ROMO	607.00	832927
12/21/22	Payment	2038	Newage PHM, LLC	118.79	832929
12/21/22	Payment	2039	Felicia Friesema	2,854.00	832931
12/21/22	Payment	2040	PlanetBids, Inc.	25,310.91	832933

Bank Acc. - Detail Trial Bal.

01/12/2023

Page 5

Period: 12/01/22..12/31/22

FOOTHILLTRANSIT\SSUWANNARAT

Foothill Transit

ATTACHMENT D

Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
12/21/22	Payment	2041	Basic Backflow	225.00	832935
12/21/22	Payment	2042	City of Irwindale	15,277.24	832937
12/21/22	Payment	2043	Panera, LLC	85.15	832939
12/21/22	Payment	E100552	Keolis Transit America, Inc.	616.96	832941
12/21/22	Payment	E100553	Transdev Services, Inc.	10,127.93	832943
12/21/22	Payment	E100554	Transdev Services, Inc.	14,482.75	832945
12/21/22	Payment	E100555	Transdev Services, Inc.	21,687.42	832947
12/21/22	Payment	E100556	Clean Energy	85,668.22	832949
12/21/22	Payment	E100557	Clean Energy	91,256.55	832951
12/21/22	Payment	E100558	Clean Energy	355,344.86	832953
12/21/22	Payment	E100559	Clean Energy	219,077.97	832955
12/21/22	Payment	E100560	Transdev Services, Inc.	306.45	832957
12/21/22	Payment	E100561	Access Pacific, Inc.	386,872.81	832959
12/22/22	Payment	W000549	New Flyer of America, Inc.	464,842.72	832696
12/22/22	Payment	W000550	Waste Management Collection & Recycling, Inc 7RA	618.56	832698
12/23/22	Payment	W000551	Suburban Water Systems ZBA	380.89	832962
12/23/22	Payment	2044	Birdi Systems, Inc.	15,304.20	833866
12/23/22	Payment	2045	Alta Planning + Design, Inc.	9,941.00	833872
12/23/22	Payment	2046	State Compensation Insurance Fund	5,346.51	833874
12/23/22	Payment	2047	Psomas	18,742.59	833876
12/23/22	Payment	2048	Landmark Healthplan of California, Inc.	1,084.02	833878
12/23/22	Payment	2049	AFLAC	1,733.64	833880
12/23/22	Payment	2050	Green Thumb Indoor Plant	213.00	833882
12/23/22	Payment	2051	Mariposa Landscapes, Inc.	10,511.75	833884
12/23/22	Payment	2052	AT and T - 5019	503.21	833887
12/23/22	Payment	2053	ECS Imaging, Inc.	15,940.00	833889
12/23/22	Payment	2054	Ivan Davalos	8,450.00	833891
12/27/22	Payment	W000552	ReadyRefresh ZBA	73.34	832964
12/27/22	Payment	W000553	Southern California Edison Co. ZBA	10,271.85	832966
12/27/22	Payment	W000554	International City Management Assoc. Retirement Co	61,209.31	832968
12/27/22	Payment	W000555	Bankcard Center-Bank of the West	22,401.10	833460
12/28/22	Payment	W000556	Charter Communications Holdings, LLC ZBA	1,315.00	833462
12/28/22	Payment	W000557	Walnut Valley Water District ZBA	101.08	833464
12/28/22	Payment	W000558	Walnut Valley Water District ZBA	128.15	833466
12/28/22	Payment	E100562	Transdev Services, Inc.	53,500.00	833893
12/28/22	Payment	E100563	Transdev Services, Inc.	178,760.47	833895
12/28/22	Payment	E100564	Transdev Services, Inc.	6,440.00	833897
12/28/22	Payment	E100565	Transdev Services, Inc.	27,497.66	833899
12/28/22	Payment	E100566	Transdev Services, Inc.	20,558.30	833901
12/28/22	Payment	E100567	Keolis Transit America, Inc.	1,297,844.50	833903

Bank Acc. - Detail Trial Bal.

01/12/2023

Page 6

Period: 12/01/22..12/31/22

FOOTHILLTRANSIT\SSUWANNARAT

Foothill Transit

ATTACHMENT D

Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
12/29/22	Payment	2055	AT and T - 5019	38.28	833905
12/30/22	Payment	2056	Alta Planning + Design, Inc.	6,687.36	833907
12/30/22	Payment	2057	Thurman Business Interiors	26,622.15	833909
12/30/22	Payment	2058	Vision Service Plan - (CA)	1,541.91	833911
12/30/22	Payment	2059	Linda Garrison	525.00	833913
12/30/22	Payment	2060	State Compensation Insurance Fund	3,928.91	833915
12/30/22	Payment	E100568	Keolis Transit America, Inc.	16,500.00	833917
General Checking				10,238,296.80	



February 28, 2023

To: Executive Board

Subject: **Fiscal Year 2023 Second Quarter Budget Update**

Recommendation

Receive and file the Fiscal Year 2023 Second Quarter Budget Update.

Analysis

As of December 31, 2022, Foothill Transit is \$5.4 million under the approved year-to-date operating budget of \$61.6 million. Each department continues to work toward achievement of its individual goals and objectives for the fiscal year.

Operating Accomplishments

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

Operating accomplishments during the second quarter included the following: continued daily operations of all Foothill Transit service; continued work on Foothill Transit Forward; work on Foothill Transit's Public Participation Plan; continued work on the annual comprehensive financial report; and the launch of the first three hydrogen fuel cell buses into service. All team members continue to play a vital role in delivering Foothill Transit's mission while also remaining within fiscal constraints.

Capital Program Accomplishments

Capital achievements during the second quarter of FY2023 included continuation of the bus heavy maintenance program; continued delivery of Foothill Transit's hydrogen fuel cell buses; construction of the Mt. San Antonio College Transit Center; work on the Cal Poly Bronco Mobility Hub feasibility study; continued work on Foothill Transit's website redesign; and purchase and installation of information technology equipment necessary for business continuity.



Budget Impact

The most significant operating underruns are Purchased Transportation costs resulting from lower than expected service hours delivered. In addition, Foothill Transit has experienced cost savings related to capital project enhancements that will lead to more efficient Information Technology operations, less use of professional consulting services, very little hydrogen fuel use as construction of the hydrogen fueling station is still underway, and timing delays expected to be realized in the next two quarters. Foothill Transit continues to monitor two areas that are higher than budget: CNG fuel costs and unexpectedly higher insurance costs for the year. Foothill Transit does not anticipate these overages will lead to an overall budget overrun.

Foothill Transit collected \$3.9 million of fare revenues through the second quarter of FY2023. This is below the target for the period but Foothill Transit expects to recover as the Silver Streak has been extended to Cal Poly Pomona in the third quarter.

The budget will continue to be reviewed and analyzed on a quarterly basis to ensure budget adherence and identify any future improvements needed in the following year's budget development.

Sincerely,

Jorge Quintana
Budget and Grants Manager

Doran J. Barnes
Chief Executive Officer

Attachment

TOTAL BUDGET BY DEPARTMENT
FY2023 Quarterly Budget Variance Report QTR 2
07/01/2022 to 12/31/2022

DEPARTMENTS	Budget Y-T-D	Actual Y-T-D	Variance Fav(unf)
Customer Service & Operations	\$52,555,793	\$48,970,120	\$3,585,673
Maintenance & Vehicle Technology	733,764	468,132	265,632
Marketing and Communications	1,198,100	854,878	343,222
Information Technology	1,369,160	1,031,593	337,567
Administration	1,042,558	899,494	143,064
Procurement	445,136	411,286	33,850
Government Relations	397,890	200,097	197,793
Finance	1,060,138	906,503	153,635
Safety and Security	958,592	977,001	(18,409)
Planning	823,732	671,385	152,347
Facilities	1,046,268	836,717	209,551
TOTAL	\$61,631,131	\$56,227,207	\$5,403,924



February 28, 2023

To: Executive Board

Subject: **February 2023 Procurement Monthly Report**

Recommendation

Receive and file the Procurement Monthly Report for February 2023.

Awarded Procurements:

Since the previous month's Executive Board meeting on December 16, 2022, there has been one award of an agreement over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

- Amendment No. 2 to Contract 21-090 for hydrogen fuel cell hydrogen infrastructure design build services is currently being finalized with the contractor. The amendment fully expends the \$350,000 provisional sum in the base agreement, which exists to cover change orders and unforeseen conditions. The overall contract price will increase by \$175,141.45, which is less than the independent cost estimate.

Upcoming Procurements:

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

- Invitation for Bids 23-045 for landscape maintenance services. The Independent Cost Estimate for this solicitation is \$184,227. Responses are due on March 2, 2023 at which point the agency will determine the lowest priced and responsive bidder.
- Invitation for Bids 23-046 for video security and access control system maintenance. The Independent Cost Estimate for this solicitation is \$180,892. The solicitation is currently being finalized, with anticipated award occurring in April.

Sincerely,

Christopher Pieper
Director of Procurement

Doran J. Barnes
Chief Executive Officer



February 28, 2023

To: Executive Board

Subject: **Authorization to Issue Request for Qualifications for On-Call Architectural and Engineering Services**

Recommendation

Authorize the Chief Executive Officer to issue RFQ No. 23-048 for On-Call Architectural and Engineering Services.

Analysis

Foothill Transit has utilized on-call Architectural & Engineering services as needed for small-scale facility upgrade projects. For each of these small projects a task order is issued to the consultant with a request that the consultant develop a defined scope of work and schedule. Task orders under the on-call Architectural & Engineering Services contract are specifically limited to projects where the services provided are less than \$250,000.

In accordance with Foothill Transit's Procurement Policies and Procedures for on-call contracts, under the task order concept, each task order is the equivalent of a separate contract whereby the Chief Executive Director is authorized to approve and execute separate task order amendments to on-call contracts. For task orders with an individual value at or above \$250,000, approval of the Executive Board is required.

The contract that Foothill Transit develops with the Architectural & Engineering consultant contains general terms and conditions, and provides that scope of work, schedule and compensation will be negotiated on a case by case basis and that a separate amendment to the base contract will be executed for each task order.

Foothill Transit's current on-call Architectural & Engineering Services contract is set to expire June 30, 2023.



Budget Impact

Funding for on-call Architectural & Engineering services will be included in Foothill Transit's FY2024 Business Plan.

Sincerely,

Vincent Saucedo
Capital Projects Manager

Doran J. Barnes
Chief Executive Director

Christopher Pieper
Director of Procurement



February 28, 2023

To: Executive Board

Subject: **Authorization to Amend Contract for Pomona Hydrogen Fueling Station Design Build**

Recommendation

Authorize the Chief Executive Officer to approve a \$162,356.85 change order to Contract No. 21-091.

Analysis

On October 1, 2021, the Executive Board authorized the award of Contract No. 21-091 to Clean Energy for the design-build of a hydrogen fueling station at the Pomona Operations and Maintenance Facility. Since then, Amendment No. 1 to the Contract was executed to separate out the cost of operations and maintenance of the fueling station into its own individual contract in compliance with Federal Transit Administration (FTA) regulations. Amendment No. 2 to the Contract will be executed due to approved change orders related to new louver perimeter fence, new trench from SCE transformer to switchgear, unforeseen conditions requiring repairs, and installation of electrical service for the temporary hydrogen fueling station that add a total of \$175,141.54 to the base contract price of \$6,115,399.40 for design build services.

In December 2022, because of the numerous large cracks in the concrete outside of the bus wash, water leaked and pooled into the ground at the construction site. In order to have a dry and stable foundation next to the fuel cell infrastructure, concrete repair at a cost of \$162,356.85 is required to prevent further pooling of water around the hydrogen fueling equipment compound. This repair cost will be added to the contract in Amendment No. 3 if approved by the Executive Board.

Pursuant to Foothill Transit policy, the Executive Board must approve cumulative change orders that surpass five percent of the approved contract amount. Authorization of the concrete repair cost will ensure construction progresses and operation and maintenance at the facility continues without disruption. Below is a summary of the current and proposed contract amounts.



Design-Build Services	\$6,115,399.40
Amendment #1	No change to project cost
Amendment #2	\$175,141.54
Amendment #3 (if authorized)	\$162,356.85
Proposed Contract Total	\$6,452,897.79

Budget Impact

Funding for the Design-Build services for a Hydrogen Fueling Station at Foothill Transit’s Pomona Operations & Maintenance Facility is included as part of Foothill Transit’s FY2023 Business Plan and Budget. The proposed amendment will not cause the total expenses to exceed the project’s life of project budget.

Sincerely,

Roland Cordero
Director of Maintenance and
Vehicle Technology

Doran J. Barnes
Chief Executive Officer

Christopher Pieper
Director of Procurement

Michelle Lopes Caldwell
Director of Finance and Treasurer



February 28, 2023

To: Executive Board

Subject: **Authorization to Amend Contract for General Legal Services**

Recommendation

Authorize the Chief Executive Officer to extend the contract term for General Legal Services from June 30, 2023 to June 30, 2026.

Analysis

Darold Pieper has served as Foothill Transit General Counsel for over 15 years. He has been deeply involved in all Foothill Transit projects, including developing the strategy and providing the legal guidance necessary to transition Foothill Transit from contract management to in-house management. Mr. Pieper provides an important source of continuity and background in moving Foothill Transit projects forward. During his career, Mr. Pieper has dealt with almost all types of matters involving California public agencies including general legal counsel, transit, construction contracts, professional services contracts, consulting contracts, prevailing wages, municipal ordinances, leases, licenses and permits, and conflicts of interest.

Examples of legal services provided to Foothill Transit by Mr. Pieper by category are:

General Counsel Services

- Serve as counsel to the Executive Board
- Supply legal opinions regarding operations and advice to resolve major issues
- Negotiate and draft ordinary contracts and agreements

Special Counsel Services

- Represent Foothill Transit at public meetings
- Fare and service changes
- ADA requirements
- Service contracts
- Land use, planning, and zoning
- Public finance and tax issues



In October 2005, the Executive Board authorized an agreement with Mr. Pieper to provide general legal counsel and to handle California-specific legal matters for Foothill Transit.

The Executive Board subsequently authorized amendments to the agreement in January 2010, October 2013, April 2014, and July 2020 to extend the term of the agreement and adjust the fee schedule. The current term of the agreement ends June 30, 2023.

Extending the agreement for an additional three years will provide for a monthly retainer of \$8,930 and hourly rates for general and special counsel services that surpass 25 hours per month. Future rate increases will be at the sole discretion of the Executive Board.

Budget Impact

Required funding will be included in Foothill Transit's 2024 Budget and Business Plan and future year budgets.

Sincerely,

Lillian Lin
Procurement Manager

Doran J. Barnes
Chief Executive Officer



February 28, 2023

To: Executive Board

Subject: **Public Participation Plan 2023 Update**

Recommendation

Receive and file the Public Participation Plan 2023 update.

Analysis

Foothill Transit is committed to acting in accordance with Title VI of the Civil Rights Act of 1964 (Title VI), ensuring that no customers are discriminated against based on race, color, or national origin, including our customers with Limited English Proficiency (LEP). Title VI and Executive Order 12898 addresses Environmental Justice for communities of Black, Indigenous, and people of color (BIPOC) and communities with low-incomes; therefore, all outreach plans consider the needs of all underrepresented communities.

A Public Participation Plan (PPP) is a required element of compliance with the Federal Transit Administration (FTA) Circulars 4702.1B and 4703.1. The intent of the PPP is to standardize Foothill Transit's communication methods. It seeks to provide guidance to Foothill Transit staff on how to develop a project specific outreach plan and utilize the best outreach methods and techniques to distribute and collect information from customers.

The document includes a discussion of the many tools and pieces of information useful in creating project-specific outreach plans, including:

- Service area demographics
- Ongoing outreach initiatives
- Public participation methods and techniques
- Inclusion methods for customers with LEP and all other underrepresented communities

The attached plan is intended to be a "work in progress" document and the tools and techniques used to outreach to the public will be updated and evaluated regularly to ensure effectiveness. Many of the tools used need to be regularly updated as new technology and tools become available for



disseminating information to the public. The PPP is a part of Foothill Transit's Title VI Program and must be updated at least every three years.

Sincerely,

Lourdes Álvarez
Transit Planner

Doran J. Barnes
Chief Executive Officer

Attachment

PUBLIC PARTICIPATION PLAN



EFFECTIVE
FEBRUARY 2023

Contents

- Executive Summary 3
- Introduction 4
- Foothill Transit’s Service Area Demographics..... 5
- Ongoing Outreach Initiatives 6
- Developing a Project-Specific Public Participation Plan..... 9
- Public Participation Methods 10
- Public Participation Techniques.....11
- Public Outreach Logistical Considerations15
 - Interpretation/Translation Needs 15
 - Foothill Transit’s Methodology for Vital Documents16
 - Languages that meet the Safe Harbor Threshold16
 - Evaluation of Public Participation19

Executive Summary

The Public Participation Plan (PPP) was created to comply with the Federal Transit Administration (FTA) Circulars 4702.1B and 4703.1. As a recipient of federal funds, Foothill Transit is committed to acting in accordance with the Title VI of the Civil Rights Act of 1964 (Title VI) by ensuring that no customers are discriminated against based on race, color, or national origin, including customers with Limited English Proficiency (LEP). Foothill Transit is aware that Title VI and Executive Order 12898 addresses Environmental Justice for communities of Black, Indigenous, and people of color (BIPOC) and low-income communities; therefore, all outreach plans consider the needs of all underrepresented communities.

The PPP intends to standardize Foothill Transit's communication methods. It seeks to guide Foothill Transit staff in developing a project-specific outreach plan and utilizing the best outreach methods and techniques to distribute and collect customer information.

This document includes a discussion of many tools and helpful information in creating project-specific outreach plans, including:

- Service area demographics
- Ongoing outreach initiatives
- Public participation methods and techniques
- Inclusion methods for customers with LEP and all other underrepresented communities

This plan is meant to provide best practices; however, outreach methods will be selected based on the type of project and the goals of the outreach being conducted. Additional statutory requirements may need to be met for specific projects under the National Environmental Protection Act and the California Environmental Quality Act.

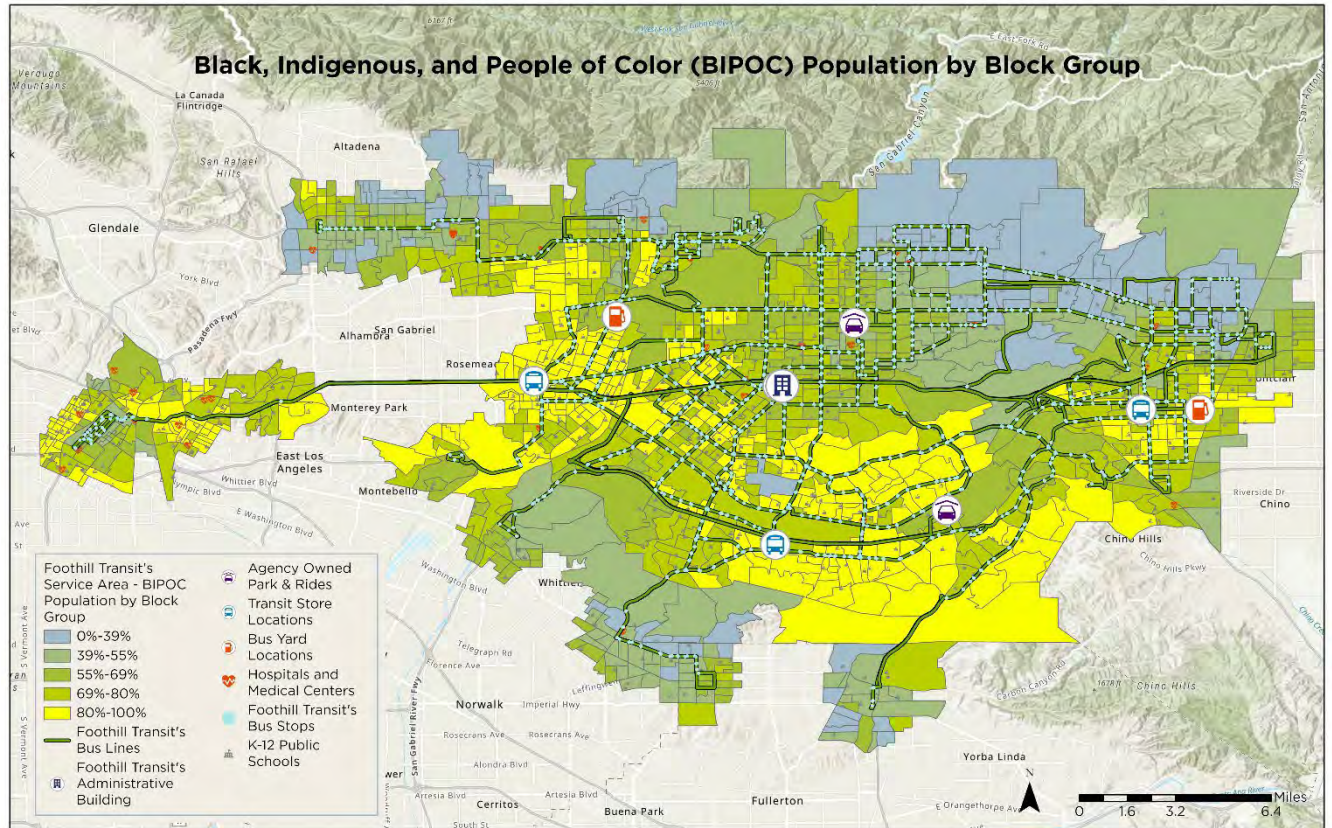
Introduction

Created in 1987, Foothill Transit is a Joint Powers Authority (JPA) governed by 22 member cities in the San Gabriel and Pomona Valleys, covering over 320 square miles. The 22 member cities of the JPA are Arcadia, Azusa, Baldwin Park, Bradbury, Claremont, Covina, Diamond Bar, Duarte, El Monte, Glendora, Industry, Irwindale, La Puente, La Verne, Monrovia, Pasadena, Pomona, San Dimas, South El Monte, Temple City, Walnut, and West Covina. The JPA also includes the County of Los Angeles, which represents unincorporated areas. Foothill Transit services also extend into San Bernardino and Orange Counties and the City of Los Angeles.

The agency was formed to provide high-quality public transportation in the San Gabriel and Pomona Valleys. At its inception, Foothill Transit assumed 14 lines previously run by Los Angeles Rapid Transit District (now Los Angeles Metro); fixed-route bus service began in December 1988 with the operation of two lines. The remaining 12 lines were transferred to Foothill Transit over five years. Foothill Transit now operates 38 fixed-route local and express lines covering 327 square miles with 14 million yearly boardings. Foothill Transit's mission is to be the premier public transit provider committed to safety, courtesy, quality, responsiveness, efficiency, and innovation.

Foothill Transit's Service Area Demographics

Foothill Transit's service area is diverse, covering all economic and demographic scale spectrums. To meet the dynamic needs of its beneficiaries, Foothill Transit runs 32 local routes serving the San Gabriel and Pomona Valleys, some connecting to Orange and San Bernardino counties, five commuter lines during peak hours in and out of downtown Los Angeles and one 24-hour cross-valley local line into downtown Los Angeles.



Ongoing Outreach Initiatives

Foothill Transit continuously engages with its customers. The strategies listed below are common and ongoing tools that Foothill Transit uses to distribute information and receive feedback:

1. Website and Social Media

Foothill Transit's website, foothilltransit.org, contains information regarding the agency, its history, job opportunities, procurement opportunities, and maps and schedules for each of Foothill Transit's bus lines. The website is available in twelve different languages, and customers can download PDF versions of the Bus Book in English, Spanish, and Chinese (traditional). A complimentary blog, also called Footnotes, is available on the website.

Foothill Transit maintains a Facebook page, a Twitter feed, a Pinterest page, a TikTok page, a YouTube channel, a LinkedIn page, and an Instagram page. Customers can interact with Foothill Transit via these social media mediums, and if comments or complaints are left on these pages, they are addressed and investigated.

2. Bus Book

The Bus Book includes maps, schedules, and information on how to ride and pay for the bus. Each Bus Book contains this information in English, Spanish, and Chinese (traditional). The Bus Book is typically published bi-annually following schedule changes; however, due to the pandemic, the schedule has been altered to allow service flexibility during this challenging time. In addition, the agency is considering changing the format of the Bus Book, so the bi-annual schedule for printing is altered even further. The Bus Book is also available on Foothill Transit's website.

3. Footnotes

Footnotes is a monthly newsletter distributed to stakeholders within Foothill Transit's service area, including JPA member cities, community partners (such as libraries and recreation centers), local newspapers, and customers. Copies are printed and distributed on the buses and in the Transit Stores. This newsletter addresses many topics, including major detours, Foothill Transit news, updates regarding service changes, and news about upcoming meetings. The newsletter is printed

in English and Spanish. Footnotes are also available on Foothill Transit's website.

4. Interior Cards and Rider Alert Posters

Interior cards and Rider Alerts are messages that are displayed on the buses. These mediums communicate customer messages regarding safety, fares, service updates, and courtesy. They are printed in English, Spanish, and sometimes Chinese (traditional).

In addition, Foothill Transit donates interior card space to community groups to advertise low to no cost community services and events.

5. Attendance at Local Events

Foothill Transit is represented at various community events throughout the service area, including rideshare and health fairs, to promote transit education and use. Most of Foothill Transit's staff are members of local community service organizations, and/or serve on local Chambers of Commerce boards to strengthen the discussion of transit.

6. School and Senior Center Outreach

Foothill Transit works with local area schools and senior centers to educate about the agency's services. Foothill Transit often works with these organizations to inform the community about bus basics, including how to ride the bus and pay fares. Training with older Americans helps them stay active and keeps them connected to the people and activities they enjoy. In addition, the agency works closely with educators serving the developmentally delayed to offer information, training, and experiential learning field trips. Students learn how to maneuver public transportation to help them gain confidence and retain independence and self-sufficiency since many will not obtain a driver's license.

7. Employee Transportation Coordination (ETC) Newsletter/CEO's Weekly Newsletter

The ETC Newsletter is a monthly electronic newsletter distributed to employers within the Foothill Transit service area. This newsletter addresses a wide range of topics, including Foothill Transit news. The CEO also publishes a weekly newsletter that updates stakeholders on agency projects and community involvement. This newsletter is distributed to over 150 employers located throughout our service area.

8. Meet the Planner

Meet the Planner is an in-person and/or virtual event that Foothill Transit hosts after every service change. This event helps the Planning Team answer customer questions, comments, or concerns regarding the recent service changes.

9. 1-800 Number and Transit Stores

Foothill Transit has four transit stores where customers can buy monthly passes, ask questions about Foothill Transit, plan a trip, get schedule information, or file complaints and compliments. Foothill Transit also maintains a hotline number, which customers can speak with a live agent to ask questions, plan a trip, get schedule information, or file complaints and compliments. Transit Store representatives can utilize translation services to meet the diverse language needs of the Foothill Transit customer. Foothill Transit's policy is to respond to all comments within seven days, if feasible. Signs inside the Transit Store are also displayed to provide information about upcoming public meetings and essential Foothill Transit information. Customers can also send comments or complaints via e-mail, mail, and fax. Lost and found requests can be submitted via an online form.

10. E-Notices

Foothill Transit customers can register at <https://foothilltransit.rideralerts.com/myStop/AgencyAccount/Register> to receive e-mail blasts or text messages for the bus lines that they choose as well as system-wide notifications. They can also opt to receive alerts when the next bus is predicted to arrive at a stop of their choice. This e-mail list is also used to send notifications of upcoming public meetings.

11. Print and Digital Advertising

Foothill Transit publishes advertising in local print publications to share information about upcoming public meetings and service or fare information with the community. Print and digital mediums offered by the publication are utilized based on the goals of our outreach campaign.

Developing a Project-Specific Public Participation Plan

Special projects or planning initiatives may require additional outreach methods. A PPP describes informing, approaching, and engaging with the public. Each outreach program will be different and shaped by several factors, including the type of project, feedback or input desired, and the population affected. This section summarizes the necessary steps to create an appropriate plan based on a project's outreach goals.

1. Determine the public's interest, potential impacts, and statutory and regulatory requirements for the project.
2. Outline the project's outreach goals and objectives and determine how to achieve them.
3. Identify the project's stakeholders.

Stakeholders could fit several different categories depending on the project, and the type of feedback desired, including:

- Foothill Transit customers
 - Foothill Transit potential customers
 - Individuals or groups affected by a transportation project or action
 - Individuals or groups that believe they are affected by a transportation project or action
 - Traditionally under-served and under-represented communities
 - Residents of affected geographic areas
 - Government agencies
 - Community-based organizations (CBOs) or non-governmental organizations
4. Review statutory and regulatory requirements to ensure they have been met.

Public Participation Methods

Once the goals have been defined and the stakeholders have been identified, it is appropriate to pick the correct public participation methods. There are four public participation methods:

- 1. Public information/outreach:** This is generally one-way communication from the agency to the public. It would be appropriate in a setting where Foothill Transit is alerting or educating its customers on a particular project, service change, or disruption.
- 2. Public input/engagement:** This approach would be used to educate and collect customer feedback.
- 3. Community-based public information/outreach** is generally one-way communication from the agency to a target community. Collaboration with local CBOs or social service organizations often enhances these methods. In this case, partnerships can be helpful in distributing information.
- 4. Community-based public input/engagement:** This approach targets specific communities and is designed to elicit feedback and educate. Again, this method would be enhanced by cooperation with local CBOs and partnerships, including distributing information and providing support for meetings or outreach techniques.

Public Participation Techniques

There are many ways to engage the community, distribute information, and collect feedback. The appropriate outreach strategy for a particular project or initiative may include only one, many, or all of the following techniques:

Method	Goal	Example of Project(s)
Mailing Lists	<p>Public information/outreach Mailing lists are used to organize stakeholders. The list can be sorted to reach riders of particular lines, type of stakeholder, or by the city of residence.</p>	Mailing lists can be used to send flyers, advertisements, and e-mails. They can also contact potential stakeholders for focus groups, public meetings, or hearings.
Public Information Materials	<p>Public information/outreach This technique broadly encompasses and can include anything from legal advertisements, buttons, brochures, magnets, posters, fact sheets, press releases, summaries of reports, or newsletters.</p>	Information materials can be used to advertise meetings or to communicate project details. Examples include take-ones describing a specific project, fliers on the bus promoting a public meeting, or service changes.
Video Techniques	<p>Public information/outreach This technique presents information to the public in a video format.</p>	Examples include informational videos about how to ride the bus or a new project. Videos are also used for storytelling and promotion.
Media Strategies	<p>Public information/outreach This technique is used to present information about projects and programs through newspapers, radio, television, videos, billboards, mass mailings of brochures, newsletters, and the distribution of fliers.</p>	This technique can be used in conjunction with other techniques. Collaboration with media outlets, including radio or newspapers, can help promote specific projects and educate Foothill Transit customers. Examples include press releases or videos

		documenting a specific project.
Social Media Strategies	<p>Public input/engagement Social media platforms, including Facebook and Twitter, can be used to inform about upcoming meetings, projects, service changes, or other events. They can also be used as a way for members of the public to leave comments or other types of feedback.</p>	This technique can be used in conjunction with other techniques. Videos, press releases, links to other sites, or pictures can be posted via these platforms to advertise and collect feedback.
Public Hearing	<p>Community-based public information/outreach Before a decision point, a public hearing gathers community comments and positions from all interested parties for public record. Public notices in newspapers advertise the meeting's time, date, and place.</p>	This technique is used when making policy decisions and major service or fare changes that impact the public. This type of meeting is formal; public members can present their opinions to be formally recorded, but this does not offer a platform for engagement.
Open House	<p>Community-based public information/engagement Informal setting in which people obtain information about a plan or project. Information is presented via displays and with no formal agenda.</p>	This format is useful throughout the planning process and more helpful when considering several options. Community feedback and input can be used to refine alternatives or to determine which option serves the community best.
Open Forum	<p>Community-based public information/engagement Expands on a public hearing to include elements of an open house; after reviewing exhibits and talking with the staff, participants can</p>	This format is helpful throughout the planning process. This method of meeting is more formal than an open house. It can be beneficial for contentious projects or toward the end of

	comment on a proposal for the formal public hearing transcript. Requires a formal notice.	a planning process when one alternative is selected.
Focus Groups	<p>Community-based public information/engagement</p> <p>This tool is used to gauge public opinion. Focus groups are small format meetings of 8-12 specifically selected participants and are driven by an agenda consisting of 5-6 questions at most. This method is designed to understand public opinions.</p>	This format is used to identify customer concerns, needs, wants, and expectations. It can be used to drive the development of policies, programs, services, or the allocation of resources.
Workshops	<p>Community-based public information/engagement</p> <p>Task-oriented meetings are organized around a particular topic or activity. Typically involves around 20-40 people and addresses aspects of a defined topic.</p>	This format can be used to highlight specific aspects of issues during the planning process or project development.
Charrettes	<p>Community-based public information/engagement</p> <p>This small group meeting aims to clarify and resolve a problem or issue. Goals and a time limit are set before the start of the charrette.</p>	This format can solve issues in a contentious project or clarify issues within a project or initiative. A benefit of this option is that it enlarges the degree of public involvement and involves the community in problem-solving.

Inclusion of Limited English Populations and Underrepresented Communities

Some of these outreach strategies are more effective in including diverse populations. Foothill Transit elicited feedback from the public to create an inclusive PPP by engaging customers and local CBOs. The public outreach period for the PPP update was from October 1, 2022, to November 1, 2022. Two public meetings and a public hearing were conducted to discuss Foothill Transit's public outreach philosophy and methods and to gather feedback. These meetings were held on ZOOM, a virtual meeting platform. All three meetings were scheduled on different days at different times to increase public participation. The meeting dates and times are listed below:

- Tuesday, October 18th - 10 a.m.
- Wednesday, October 19th - 6 p.m.
- Tuesday, November 1 - 5:00 p.m.

Customers and representatives from Active SGV and West San Gabriel Valley Special Education Local Plan Area attended the meetings and provided feedback. Generally, stakeholders preferred to receive e-mails and electronic newsletters. They prefer to forward all Foothill Transit content to their customers via e-mail and promote Foothill Transit events through social media posts. Customer feedback included more social media posts, the resumption of in-person meetings and events, expanding the 1-800 phone line hours, the translation of the bus book into more languages, and a summary sheet for each Board meeting.

In addition to the virtual meetings, customer and stakeholder surveys were distributed to gather feedback on how the public obtains information on Foothill Transit and how they would prefer to receive information about bus schedules and bus detours. A total of 295 surveys were collected. The customer survey results demonstrate that customers obtain information about Foothill Transit by visiting the Foothill Transit website, using a transit application, and reading signage on the bus or at a bus stop. It also revealed that most customers obtain their bus schedules by visiting Foothill Transit's website, using Google Maps, or utilizing a transit application. They receive detour alerts by text and e-mail and want Foothill Transit to combine virtual and in-person meetings. The stakeholder survey results demonstrate that stakeholders receive most of their information about Foothill Transit via e-mail, Foothill Transit's website, and Foothill Transit's public outreach events. Stakeholders prefer to receive e-mails and electronic newsletters from

Foothill Transit to receive updates and news about upcoming events. Most stakeholders communicate with their stakeholders via e-mail and printed flyers.

Public Outreach Logistical Considerations

Once the goals of the plan have been identified and the population selected, the appropriate communication methods will be chosen. The list of methods in this document is not intended to be limiting or all-inclusive. When designing an outreach plan, you are encouraged to be creative and think carefully about the goals as you select your outreach techniques.

In addition to identifying outreach techniques and methods, other logistics will need to be considered including:

1. Identifying any accessibility limitations or requirements
2. Cost and resource limitations
3. Cultural considerations aside from language

Interpretation/Translation Needs

The U.S. Department of Transportation (DOT) has adopted the Department of Justice's Safe Harbor Provision regarding Vital Written Documents. To meet this provision, Foothill Transit should provide written translation of such documents for each eligible LEP language group comprising 5% of the population or 1,000 people, whichever is less. Non-vital information can be translated orally if needed. Vital documents, as defined by the DOT, include but are not limited to:

1. Consent and complaint forms,
2. Intake and application forms with the potential for important consequences,
3. Written notices of rights,
4. Notices of denials, losses, or decreases in benefits or services,
5. Notices advising LEP individuals of free language assistance services.

Specific examples cited by the DOT include a complementary paratransit eligibility application, a Title VI complaint form, and a notice of a person's rights under Title VI.

Foothill Transit's Methodology for Vital Documents

Information considered by Foothill Transit to be “vital” is that which protects customers’ physical safety and facilitates customers to exercise their legal rights. If a vital document is not translated, it may effectively deny an eligible LEP person access to services and discrimination based on national origin. Information about public hearings and comment opportunities related to fare/TAP information, major service changes, and planning information are also classified as Vital Documents. More specifically, this level of Vital Documents will also include information for vulnerable populations, including the elderly and disabled, as well as customer consent and complaint forms, customer surveys related to any of the types of information included in this definition, and a statement of rights protected under Title VI.

In some cases, the translation of Vital Documents may consist of a summary or key points. For other Vital Documents, providing notice of available language assistance can also provide sufficient access.

Languages that meet the Safe Harbor Threshold

Foothill Transit’s service area contains 12 languages that meet the Safe Harbor Provision stipulations: English, Spanish, Chinese (Mandarin), Vietnamese, Tagalog, Korean, Japanese, Arabic, Armenian, Mon-Khmer (Cambodian), Persian, and Thai.

The main languages spoken by Foothill Transit riders are English, Spanish, Mandarin, or Cantonese. Foothill Transit’s first priority will be to ensure that documents are translated into Spanish and Chinese. In addition, telephone translation service will allow Foothill Transit Customer Service Representatives to address a wide array of questions and provide information to customers walking into the store or via phone call in nearly any language.

Vital documents, as defined above, or summaries of the documents will be translated into all 12 languages. Additional efforts will be made to translate select additional documents or information into languages outside of Spanish and Chinese, as appropriate.

	Contain “Vital” information?	Languages translated
Bus Book	Yes, published twice a year and contains bus rider basics, fares, and a statement on Title VI.	Chinese and Spanish; additional Title VI information is translated and provided on the Foothill Transit website.
Footnotes newsletter	No; issued once a month. It contains information on the community.	English; can contain specific messages translated into Spanish or Chinese on occasion.
Bus Interior Cards	No; issued once a month and contain safety, marketing, and community messages.	Chinese and Spanish
Transit Store Postings	No; contains information about Transit Store hours and operations	English; can have specific messages translated into Spanish or Chinese on occasion A poster regarding phone translation services is translated into all vital languages.
Detour Notices	Yes, signs are posted at bus stops to indicate closure or re-routing.	Chinese and Spanish
Web Site	Yes, contains all schedules, fares, passes, and organizational information on Foothill Transit.	English and Spanish; Notification of Rights under Title VI and the Title VI Complaint form is translated into all vital languages.
Social Media/E-alerts	No; E-alerts may contain service alerts, delays, construction, and detour information.	English
On-site/Telephone CSRs	No; Can obtain basic rider information, fare/TAP information, service changes, and service alerts, and file	Bilingual CSRs (Spanish/English) on-site; Telephone translation services allow CSRs to communicate in more than 200 languages.

	comments/complaints about service.	
Community Meetings	Yes, meetings allow customers to provide input on Foothill Transit's service.	Translation to Spanish or Chinese is available; the need for an additional translator can be assessed depending on the content and location of the meeting. A translator can be requested.
Board Meetings	Yes, meetings cover all Executive Board actions and decisions.	A translator can be requested; Notification of how to request translation is posted on each board agenda.

Evaluation of Public Participation

This document is necessarily a "work in progress" and cannot, by definition, be considered finished. The tools and techniques used to reach the public should be updated and evaluated regularly for effectiveness. Many of the tools listed constantly change as new technology and tools become available for disseminating information to the public.

One tool available to collect feedback is a survey that should be distributed after every public meeting. Input gathered from these forms should be considered and incorporated when possible.

This plan is necessarily a working document. It will be updated as demographic information is updated, techniques are tested, and feedback is collected. It will be updated at a minimum every three years.



February 28, 2023

To: Executive Board

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

Recommendation

Authorize the Executive Director to award a contract to Keolis Transit Services, LLC, Inc. for transit operations and maintenance services at Foothill Transit's Pomona facility. The contract term will be four years. The projected four-year life of the contract is \$200,356,439.

Analysis

Foothill Transit issued Request for Proposals (RFP) No. 23-001 on October 7, 2022, for the operation of transit services for the agency's Pomona facility. This RFP included a number of requirements, including: (1) invoicing based on a combination of a fixed monthly fee, a rate per revenue hour operated, and a rate per revenue mile operated; (2) performance measurement; and (3) clarifications to the performance requirements and vehicle and fleet condition and maintenance requirements.

On December 15, 2022, proposals in response to the RFP were received from First Transit, Keolis Transportation, and Transdev. A Prequalification Evaluation team comprised of members of Foothill Transit's management team and Foothill Transit's Special Legal Counsel evaluated each firm's Prequalification submittals. The prequalification factors evaluated included:

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



All proposers satisfied the prequalification criteria and were recommended for passage into the evaluation phase.

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

Technical Qualifications (weighted 75 percent of Overall Score)

- Local Project Team and Technical Competence (25 percent)
- Capability and Experience (25 percent)
- Approach to Key Cost Drivers (13 percent)
- Quality of Vehicle Maintenance Program and Plans (12 percent)
- Quality of Staffing Plan and Training Program (11 percent)
- Quality of Other Plans and Submittals (9 percent)
- Financial Viability (5 percent)

*Financial Viability was reviewed by an independent, third-party firm with significant experience in this area.

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

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

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

Overall pricing for each contractor was determined primarily by their stated fixed monthly fee, their stated rate per revenue mile by route, their stated rate per revenue hour by route, the number of revenue hours by route, and the number of revenue miles by route as indicated in the RFP. In addition, each firm proposed separate costs per hour for Extra Work such as equipment transfers from retired to new coaches, and for Special Services such as Rose Bowl service. Those costs were factored into their overall pricing using the projected number of annual hours in each category.

The evaluation committee determined that all three written technical proposals were within the competitive range, with a legitimate opportunity to win the contract. With the competitive range determined, the evaluation committee recommended, in consultation with the Contracting Officer, that interviews be conducted with each of three proposing firms. Interviews were



subsequently conducted on January 20, allowing each firm to clarify and expand on their written proposal and respond to questions from the evaluation team. An official invitation to submit a Best and Final Offer (BAFO) was then sent to the 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.

Keolis' proposal ranked highest with an overall score of 89.87 out of a possible 100 points. Among the positive aspects of this proposal are Keolis' strong local team, the high level of corporate support, and the quality of their plans for staffing, vehicle and facility maintenance, and safety and security. Keolis has committed to an enhanced focus on safety and security and on service quality. Their proposal also contained provisions in support of Foothill Transit's plan to continue its focus on zero-emission buses. The agreement with Keolis will also include incentives for performance that surpasses Foothill Transit's on-time performance, customer service, and maintenance standards.

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

In addition to the evaluation above, each proposer's price proposal underwent a cost reasonableness and cost realism analysis by an independent third-party firm with significant experience in this area. Their findings included competitive pricing with a similar distribution of costs across the various cost proposal elements. Additionally, the major key cost drivers, including operator wages and maintenance costs, were closely clustered and had similar escalation trends.

It is important to note that we observed substantial cost increases in the pricing proposals received in response to this solicitation. The contract pricing shown in Attachment A for the three proposers range reflect a 38 percent to a 48 percent increase in the first year above the current year cost of the transit service contract for our Pomona operations.

On February 17, a meeting was held with representatives of Keolis to finalize the terms of the proposed agreement. Subject to the Executive Board's approval, the contract will be executed and activities to allow for the finalization of plans and fleet and facility inspections under the terms of the new contract will be undertaken. The start-up date for services under the new contract will be April 30, 2023.



Budget Impact

Foothill Transit's current Business Plan include funding for the operation of transit services through June 2023. Funding for operations and maintenance of Foothill Transit's Pomona fleet and facility will be programmed into each year's Business Plan.

Sincerely,

LaShawn King Gillespie
Director of Customer Service and Operations

Doran J. Barnes
Chief Executive Officer

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of Procurement



Attachment A

Evaluation Factors	Maximum Score	Proposer		
		First Transit	Keolis	Transdev
1. Local Project Team Management and Technical Competence	25	19.67	22.79	19.58
2. Corporate Experience and Past Performance	25	20.08	21.17	20.42
3. Approach to Key Cost Drivers	13	9.82	10.68	10.03
4. Quality of Vehicle Maintenance Program and Plans	12	8.84	10.56	9.68
5. Quality of Staffing and Training Plans	11	8.97	9.35	8.53
6. Quality of Other Plans	9	6.83	7.50	7.19
7. Financial Viability	5	4.44	4.44	5.00
Total	100	78.64	86.49	80.42
Overall Technical Score out of 75 <small>(Total score x 0.75; Technical Score is 75% of Overall Score)</small>	75	58.98	64.87	60.32
Proposer's Total Life of Contract Price		\$205,856,754.60	\$200,696,481.49	\$226,154,748.93
Proposer's Price Score out of 25 <small>(maximum price score x percentage of lowest price)</small>	25	24.37	25.00	22.19
Proposer's Total Overall Score	100	83.35	89.87	82.50
<i>Rank</i>		2	1	3