



**Foothill Transit**

# **EXECUTIVE BOARD MEETING**

West Covina, CA

Tuesday, May 23, 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  
9:15 AM, MAY 23, 2023  
Foothill Transit Administrative Office  
2<sup>nd</sup> Floor Board Room  
100 South Vincent Avenue  
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: MEMBERS BOYER, CALAYCAY, MOSS, SHEVLIN, STERNQUIST
4. CONFIRMATIONS OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER

CONSENT CALENDAR: Items 5 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.

5. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF APRIL 25, 2023
6. APRIL 2023 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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

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

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



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7. MAY 2023 PROCUREMENT MONTHLY REPORT

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

8. MAY 2023 LEGISLATIVE SUMMARY

*Recommended Action: 1. Adopt a SUPPORT position on SB 617; 2. Adopt a SUPPORT position on AB 1377; and 3. Receive and file the May 2023 Legislative Report.*

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



9:15 AM, May 23, 2023

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9. TITLE VI EQUITY ANALYSIS FOR CLASS PASS PILOT PROGRAM CALIFORNIA STATE POLYTECHNIC UNIVERSITY

*Recommended Action: Receive and file the Title VI equity analysis report for the Class Pass Pilot Program at California State Polytechnic University (Cal Poly Pomona).*

10. HOLIDAY SERVICE SCHEDULE FOR FISCAL YEAR 2024

*Recommended Action: Approve the proposed FY 2024 Holiday Service Schedule.*

11. FISCAL YEAR 2023 THIRD QUARTER BUDGET UPDATE

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

12. TRANSPORTATION FUND EXCHANGE

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

### REGULAR AGENDA

13. EXECUTIVE BOARD ELECTION FOR Foothill TRANSIT CHAIR AND VICE CHAIR

14. CHIEF EXECUTIVE OFFICER COMMENT

15. BOARD MEMBER COMMENT

16. GENERAL PUBLIC COMMENT

17. ADJOURNMENT



**Foothill Transit**

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

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

**Tuesday, April 25, 2023  
8:30 a.m.**

**DRAFT**

**1. CALL TO ORDER**

The meeting was called to order by Chair Calaycay at 8:37 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 Gary Boyer, Member Becky Shevlin, Member Cynthia Sternquist, Vice Chair Cory Moss, Chair Corey Calaycay

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

Doran Barnes, Chief Executive Officer, requested that closed session items six and seven be moved to the end of the agenda, and that item nine be presented at the conclusion of closed session.

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

**5. PRESENTATIONS**

**5.1 Introduction of Foothill Transit Business Partners**

There were no presentations by Foothill Transit Business Partners.

## 5.2 Contractors' Employee Recognition

Doug Brockwell, General Manager, introduced the Pomona location Keolis employees of the month.

Lisa Barnes Loera - Employee of the Month  
Eduardo Lopez - Operator of the Month

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

Dina Reab - Employee of the Month  
Marie Scott - Operator of the Month

There was no public comment related to closed session items six and seven.

The Executive Board recessed into closed session on items six and seven at 9:41 a.m.

6. **CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
(Gov't Code § 54957)  
Title: Chief Executive Officer

7. **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

The Executive Board reconvened at 10:42 a.m.

8. **CLOSED SESSION REPORT**

Chair Calaycay reported that reportable actions on closed session item six would be reported, as part of item nine's presentation.

Chair Calaycay reported that there were no reportable actions on closed session item seven.

## **CONSENT CALENDAR**

Member Boyer requested that that item 16, Foothill Transit Forward Service Recommendations, be pulled for further discussion. Doran Barnes, Chief Executive Officer, requested that item 21, Proposed Fiscal Year 2024 Budget and Business Plan, be pulled for discussion.

### **9. CHIEF EXECUTIVE OFFICER'S EMPLOYMENT AGREEMENT**

Recommendation: Consider authorizing the Chair to execute a Seventh Amendment to the Chief Executive Officer's ("CEO") Employment Agreement extending the term of that agreement for an additional five years and adjusting the CEO's compensation.

Vice Chair Moss recommended that the employment agreement be amended to extend the employment agreement term to December 31, 2029, and that effective July 1, 2023, the CEO receive a five percent compensation increase and a one-time bonus of \$10,000. The Chair is authorized to execute an amended and restated employment agreement incorporating changes and all prior amendments.

Motion by Vice Chair Moss, second by Member Boyer, to approve the revised recommendation. Motion carried 5-0.

### **10. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF MARCH 28, 2023**

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

### **11. FEBRUARY 2023 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through February 28, 2023. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of February 28, 2023, for the fiscal year ending June 30, 2023.

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

### **12. APRIL 2023 PROCUREMENT MONTHLY REPORT**



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

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

13. **AUTHORIZATION TO AMEND CONTRACT FOR ARCHITECTURAL AND ENGINEERING DESIGN FOR THE MT. SAN ANTONIO COLLEGE TRANSIT CENTER**

Recommendation: Authorize the Chief Executive Officer to execute Amendment No. 5 to Contract No. 18-017 with Psomas in the amount of \$89,906 for construction administration services and additional design services for the construction of the Mt. San Antonio College Transit Center.

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

14. **AUTHORIZATION TO AMEND CONTRACT FOR CONSTRUCTION OF THE MT. SAN ANTONIO COLLEGE TRANSIT CENTER**

Recommendation: Authorize the Chief Executive Officer to approve up to an additional \$400,000 in change orders on Contract No. 20-062.

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

15. **APRIL 2023 LEGISLATIVE SUMMARY**

Recommendation: 1. Adopt a SUPPORT position on AB 463; 2. Adopt an OPPOSE position on AB 819; and 3. Receive and file the April 2023 Legislative Report.

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

16. **FOOTHILL TRANSIT FORWARD SERVICE CHANGE RECOMMENDATIONS**

Recommendation: Recommend that the Governing Board authorize the Chief Executive Officer to implement the proposed service change recommendations.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel presented an overview of the Foothill Transit Forward study and the benefits of the proposed changes. He also reported on the public outreach and results of the public comments received.

There was no Public Comment on this presentation. Staff responded to questions by Member Boyer and Member Shevlin regarding the amount of recommended changes and the implementation of bus stops.

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

17. **FISCAL YEAR 2022 ANNUAL COMPREHENSIVE FINANCIAL AUDIT REPORT RESULTS**

Recommendation: Receive and file the Fiscal Year 2022 financial and compliance audit results. The Annual Comprehensive Financial Report (ACFR) including the auditor's opinions has been provided for you as a separate attachment.

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

18. **EMPLOYEE COMPENSATION POLICY**

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

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

19. **DEPUTY CHIEF EXECUTIVE OFFICER EMPLOYMENT CONTRACT**

Recommendation: Authorize the Chief Executive Officer to enter into an employment contract with the Deputy Chief Executive Officer.

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

20. **FINANCIAL STABILITY POLICY FISCAL YEAR 2024 FINANCIAL STRATEGIES**

Recommendation: Approve the annual Financial Stability Policy update to

include the FY2024 financial strategies for budget planning.

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

21. **PROPOSED FISCAL YEAR 2024 BUSINESS PLAN AND BUDGET**

Recommendation: Recommend approval of Foothill Transit's proposed Business Plan, Budget, and Performance Targets for Fiscal Year 2024 to the Foothill Transit Governing Board.

Jorge Quintana, Budget and Grants Manager, presented this item.

Mr. Quintana reported on the development of the Fiscal Year 2024 Budget and Business Plan. He reported that a \$229.6 million total budget is being proposed, of which \$162.1 million are operating expenses and \$67.5 million are capital investments. It is expected that 876,000 vehicle service hours will be operated and that there will be 8.3 million passenger boarding in Fiscal Year 2024. He also reviewed the proposed goals and performance targets, and proposed initiatives for Fiscal Year 2024.

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

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

22. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- The video clip played at the start of the meeting was produced by Pulsar Advertising for Earth Day purposes and will be played at various venues.
- Attended APTA Mobility Conference where the work Foothill Transit staff is doing in the hydrogen fuel cell space was a topic of conversation.
- Had LaShawn King Gillespie, Deputy Chief Executive Officer, announce that System Performance and Improvement Manager Paulina Ruiz is a graduate of the APTA Emerging Leaders Program.

- Reminded the Executive Board of the upcoming Foothill Transit picnic at the LA County Fair on May 6.
- The Foothill Transit Annual Governing Board Meeting is scheduled for May 23.
- Stated that today is Kevin Parks McDonald's last Executive Board Meeting.

23. **BOARD MEMBER COMMENT**

Chair Calaycay stated that he was unable to attend the Foothill Transit Chats in Arcadia due to attending a community event held by Crossroads, Inc. The organization helps support women coming out of the prison system. Also in attendance at the event was Community Engagement Manager Linda Apodaca. Bernadette Corvera, one of the graduates of the program revealed that she is a Keolis employee for the Foothill Transit contract. She shared a very inspiring testimony on her experience with Crossroads and her employment with Keolis. Chair Calaycay asked her to share her story at the Foothill Transit Annual Governing Board Meeting and he looks forward to her sharing her story with the Governing Board.

24. **GENERAL PUBLIC COMMENT**

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

25. **ADJOURNMENT**

Adjournment for the April 25, 2023, Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:52 a.m.



May 23, 2023

To: Executive Board

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

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### **Recommendation**

Receive and file the Financial Statements and Investment Summary year-to-date report through April 30, 2023.

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

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

#### Assets

The balance sheet, as of April 30, 2023, shows total assets at \$415.48 million. This total consists primarily of \$225.86 million in fixed assets, \$141.31 million in cash and investments and \$48.31 million in receivable and prepaid assets. Foothill Transit's cash position of \$141.31 million is \$3.58 million less than the previous month, and is \$2.73 million more than last year in April.

#### Liabilities

The accounts payable balance is \$7.91 million. Accounts Payables include operation and maintenance expenses for \$5.82 million and \$1.30 million for fuel.

The deferred revenue of \$118.13 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 \$64.51 million in liquid accounts held with Bank of the West; \$11.46 million in interest bearing money market accounts with Bank of the West; \$68,113 with Chase; and \$65.27 million invested in the Local Agency Investment Fund (LAIF).

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



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

April 2023 year-to-date fare revenues were \$6,429,583. Fare revenues are trending less than the planned budget. This is due to slowly increasing ridership 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 April 2023 were \$94.87 million, which is \$7.40 million less than the budget and \$7.89 million more than April 2022. Of this \$94.87 million, \$68.41 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel, which was \$10.84 million through April 2023.

Capital expenditures through April were \$38.44 million compared with \$9.35 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 April 2023; they do not reflect the total expense incurred for the month. If an expense has incurred but not yet invoiced or paid, Foothill Transit accrues the expense to track the expenses properly during the month in which they actually occurred. Total disbursements for April 2023 were \$12.99 million. Capital disbursements totaled \$1.07 million and other significant disbursements include \$2.46 million to Keolis and \$8.35 million to Transdev for bus operating services.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Doran J. Barnes  
Chief Executive Officer

Attachments

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

**Assets**

## Current Assets:

Cash	\$141,311,323
Due from government agencies	20,519,102
Other receivables	26,779,107
Other assets	552,964
Total Current Assets	\$189,162,496

## Non current Assets:

Notes receivable	\$459,247
Property & Equipment (net of depreciation)	225,860,729
Total Non Current Assets	\$226,319,975

Total Assets	\$415,482,471
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**Liabilities and Equity**

## Current Liabilities:

Accounts payable and accrued liabilities	\$7,911,019
Deferred Revenue	118,130,788
Total Liabilities	\$126,041,807

**Equity**

## Fund Balance:

Investment in Capital Assets	\$225,860,729
Current Year Change	30,313,439
Excise Tax Credit	-
Reserve	33,266,497
Total Equity	\$289,440,665

Total Liabilities and Equity	\$415,482,471
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**Summary of Cash and  
Investment Account  
For April 30, 2023**

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$48,415,426
Petty Cash	N/A	N/A	1,200
Revolving Fund - Transit Stores	N/A	N/A	400
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	5,487
Bank of the West-Money Market #1110	1.97%	Demand Deposit	5,053,163
Bank of the West-Money Market #1111	1.97%	Demand Deposit	5,012,756
Bank of the West-LCTOP #1108	0.01%	Demand Deposit	1,385,377
Chase Business Saving #1109	0.05%	Demand Deposit	68,113
LAIF Investment #1141	2.07%	Demand Deposit	65,269,920
Total Cash and Investments			\$141,311,323



**Foothill Transit**  
**Statement of Revenue and Expense**  
**For Month Ended April 2023**

	Actual YTD April 2023	Budget YTD April 2023	Variance	Actual YTD April 2022
<b>Fare Revenue</b>				
Farebox	\$2,948,500	\$3,010,125	(2.05%)	\$3,096,937
Pass Sales	1,374,871	1,554,675	(11.57%)	\$975,359
TAP Cash Purse	1,754,936	1,693,725	3.61%	\$1,601,734
MetroLink & Access Service	209,758	231,825	(9.52%)	\$217,212
EZ Transit Pass	141,519	294,300	(51.91%)	\$129,036
<b>Total Operating Revenue</b>	<b>\$6,429,583</b>	<b>\$6,784,650</b>	<b>(5.23%)</b>	<b>\$6,020,277</b>
<b>Operating Subsidies and Other</b>				
Transportation Development Act	\$11,041,578	\$20,394,588	(45.86%)	\$14,149,253
State Transit Assistance (STA)	1,400,388	1,400,388	0.00%	\$1,563,287
Senate Bill 1 - STA	1,188,485	1,188,485	0.00%	\$1,366,954
Senate Bill 1 - STA BSCP	120,358	120,358	0.00%	\$126,031
Prop A 40% Discretionary	6,272,297	6,272,297	0.00%	\$10,170,728
Prop A 40% BSCP	2,155,886	2,155,886	0.00%	\$3,355,340
Prop A Exchange	2,800,000	2,800,000	0.00%	\$0
Prop C BSIP	281,814	281,814	0.00%	\$649,951
Prop C Base Restructuring	804,972	804,972	0.00%	\$1,396,025
Prop C Transit Service Expansion	200,229	200,229	0.00%	\$232,636
Transit Security	330,334	330,334	0.00%	\$691,535
Measure R	5,544,473	5,544,473	0.00%	\$8,170,315
Measure M	5,535,780	5,535,780	0.00%	\$8,142,481
Federal ARPA 5307	48,462,033	48,462,033	0.00%	\$30,154,105
Miscellaneous Transit Revenues	2,305,385.40	0	0.00%	\$794,696
<b>Total Subsidies and Other</b>	<b>\$88,444,011</b>	<b>\$95,491,635</b>	<b>(7.38%)</b>	<b>\$80,963,336</b>
<b>Total Operating Revenue</b>	<b>\$94,873,594</b>	<b>\$102,276,285</b>	<b>(7.24%)</b>	<b>\$86,983,614</b>
<b>Other Revenues</b>				
Gain on Sale of Fixed Assets	\$60,367	\$0	0.00%	\$412,708
Auxiliary Revenue	936,835	653,750	0.00%	\$664,370
<b>Total Other Revenues</b>	<b>\$997,201</b>	<b>\$653,750</b>	<b>52.54%</b>	<b>\$1,077,077</b>
<b>Total Operating and Other Revenues</b>	<b>\$95,870,795</b>	<b>\$102,930,035</b>	<b>(6.86%)</b>	<b>\$88,060,691</b>
<b>Operating Expenses</b>				
Customer Service & Operations	\$82,214,596	\$87,340,470	(5.87%)	\$76,154,423
Maintenance & Vehicle Technology	859,943	1,101,372	(21.92%)	\$663,024
Marketing & Communications	1,648,209	1,996,834	(17.46%)	\$1,541,618
Information Technology	1,733,375	2,181,563	(20.54%)	\$1,570,557
Administration	1,313,313	1,737,600	(24.42%)	\$1,894,116
Procurement	706,707	797,661	(11.40%)	\$580,797
Government Relations	373,344	663,076	(43.70%)	\$348,149
Finance	1,521,598	1,726,317	(11.86%)	\$1,500,335
Safety & Security	1,954,603	1,597,657	22.34%	
Planning	1,105,368	1,372,891	(19.49%)	\$1,287,617
Facilities	1,442,536	1,760,844	(18.08%)	\$1,442,978
<b>Total Operating Expenses</b>	<b>\$94,873,594</b>	<b>\$102,276,285</b>	<b>(7.24%)</b>	<b>\$86,983,614</b>
<b>Other Expenses</b>				
Property Management	\$387,083	\$387,083	(0.00%)	\$387,083
Special Services	358,984	266,667	0.00%	231,943
<b>Total Other Expenses</b>	<b>\$746,067</b>	<b>\$653,750</b>	<b>14.12%</b>	<b>\$619,026</b>
<b>Total Operating and Other Expenses</b>	<b>\$95,619,661</b>	<b>\$102,930,035</b>	<b>(7.10%)</b>	<b>\$87,602,640</b>
<b>Capital Revenues</b>				
Capital Grants	\$38,437,889	\$59,850,253	(35.78%)	\$9,349,108
<b>Capital Expenditures</b>				
Capital Expenditures	\$38,437,889	\$59,850,253	(35.78%)	\$9,349,108

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FOOTHILLTRANSIT\SSUWANNARAT

Foothill Transit

## ATTACHMENT D

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 04/01/23..04/30/23

Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
04/03/23	Payment	2445	Thomas J. Koontz	343.98	843752
04/03/23	Payment	2446	San Gabriel Valley Newspaper	1,818.40	843754
04/03/23	Payment	2447	Instant Signs Inc.	817.50	843756
04/03/23	Payment	2448	TransTrack Systems Inc.	600.00	843758
04/03/23	Payment	2449	Cintas Corporation 14	236.73	843760
04/03/23	Payment	2450	Adt Security Services, Inc.	216.69	843762
04/03/23	Payment	2451	C.A.T. Specialties	1,165.83	843764
04/03/23	Payment	2452	ECAMSECURE	20,827.74	843766
04/03/23	Payment	2453	Platinum Security Inc.	7,438.86	843770
04/03/23	Payment	W000699	Southern California Edison ZBA	19.78	846273
04/03/23	Payment	W000700	Azusa Light & Water ZBA	51.10	846275
04/03/23	Payment	W000701	Azusa Light & Water ZBA	87.35	846277
04/03/23	Payment	W000702	Azusa Light & Water ZBA	115.59	846279
04/03/23	Payment	W000703	Azusa Light & Water ZBA	133.45	846281
04/03/23	Payment	W000704	Azusa Light & Water ZBA	301.27	846283
04/04/23	Payment	W000705	Verizon Business ZBA	2,255.93	846285
04/05/23	Payment	1759V	State of California Department of Transportation	-17,064.00	843772
04/05/23	Payment	2454	State of California Department of Transportation	17,064.00	844183
04/05/23	Payment	2455	Apollo Electric	30,508.00	844185
04/05/23	Payment	2456	Crossroads Inc.	1,000.00	844188
04/05/23	Payment	2457	Thomas J. Koontz	3,177.50	844190
04/05/23	Payment	2458	Rodger's Food Service	1,835.67	844192
04/05/23	Payment	2459	Zonar Systems Inc.	126.00	844196
04/05/23	Payment	2460	A1 Event & Party Rentals	115.50	844201
04/05/23	Payment	2461	Linda Garrison	675.00	844203
04/05/23	Payment	2462	Pomona Pride Center, Inc.	2,500.00	844205
04/05/23	Payment	2463	Kare Youth League	1,200.00	844207
04/05/23	Payment	2464	Industry Hills Charity Pro Rodeo	3,000.00	844209
04/05/23	Payment	2465	Ashlien Savage	239.46	844211
04/05/23	Payment	2466	Frontier	855.69	844213
04/05/23	Payment	2467	Automated Power Technologies, Inc.	2,499.00	844215
04/05/23	Payment	2468	Psomas	473.30	844217
04/05/23	Payment	2469	Crown Castle USA Inc.	896.47	844219
04/05/23	Payment	E100680	Keolis Transit America, Inc.	160,273.36	844346
04/05/23	Payment	W000706	Walnut Valley Water Districy ZBA	107.17	846287
04/05/23	Payment	W000707	Verizon Business ZBA	1,396.69	846289
04/05/23	Payment	W000708	Verizon Business ZBA	4,832.91	846291
04/05/23	Payment	W000709	AT & T 5019 ZBA	531.02	846293
04/05/23	Payment	W000710	International City Management Assoc. Retirement Co	56,212.24	846295

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Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
04/06/23	Payment	E100681	Keolis Transit America, Inc.	1,994.52	844648
04/06/23	Payment	E100682	Translating Services, Inc.	96.48	844650
04/07/23	Payment	2470	Matthew Nakano	204.68	844652
04/07/23	Payment	2471	AZTech Elevator Company	21,700.00	844654
04/07/23	Payment	2472	Green Thumb Indoor Plant	449.75	844656
04/07/23	Payment	2473	Grainger	1,090.16	844658
04/07/23	Payment	2474	CaliforniaChoice Benefit Administration	67,916.43	844660
04/07/23	Payment	2475	Allied Administrators for Delta Dental	6,991.89	844662
04/07/23	Payment	2476	Vision Service Plan - (CA)	1,575.78	844664
04/07/23	Payment	2477	Donald Luey	97.98	844666
04/07/23	Payment	2478	Jorge Anthony Quintana Jr.	102.51	844668
04/07/23	Payment	2479	Thomas J. Koontz	68.36	844670
04/07/23	Payment	2480	SmartRise Elevator Service Inc	222.60	844672
04/07/23	Payment	2481	Tri - Signal Integration, Inc.	140.00	844674
04/07/23	Payment	2482	Commercial Building Management Services, Inc.	4,461.65	844679
04/07/23	Payment	2483	Green's Lock and Safe	246.41	844681
04/07/23	Payment	2484	John Xie	242.36	844683
04/07/23	Payment	2485	HD Supply Facilities Maintenance	38.91	844685
04/07/23	Payment	2486	Adt Security Services, Inc.	198.21	844687
04/10/23	Payment	E100683	Life Insurance Company of North America	6,721.53	845016
04/10/23	Payment	E100684	Powell Consulting DC, LLC	5,500.00	845018
04/10/23	Payment	E100685	Powell Consulting DC, LLC	600.00	845020
04/10/23	Payment	E100686	Transdev Services, Inc.	2,316,361.41	845022
04/10/23	Payment	E100687	Transdev Services, Inc.	2,371,464.91	845024
04/10/23	Payment	2487	Chamber of Commerce - Arcadia	308.00	845390
04/10/23	Payment	2488	Industry Mfg. Council	3,000.00	845392
04/10/23	Payment	2489	City of Claremont	150.00	845394
04/10/23	Payment	2490	Chamber of Commerce - San Dimas	160.00	845396
04/10/23	Payment	2491	ODP Business Solutions, LLC	80.52	845398
04/10/23	Payment	2492	Roberto Vidal Estrella	500.58	845400
04/10/23	Payment	2493	Tri - Signal Integration, Inc.	35.00	845402
04/10/23	Payment	2494	C.A.T. Specialties	3,856.67	845404
04/10/23	Payment	2495	E.S.G.Valley Japanese Community Ctr	1,000.00	845407
04/10/23	Payment	2496	Chamber of Commerce - Duarte	3,000.00	845409
04/10/23	Payment	2497	Chamber of Commerce - Claremont	500.00	845411
04/10/23	Payment	2498	Chamber of Commerce - Pomona	3,000.00	845413
04/10/23	Payment	2499	Green Thumb Indoor Plant	213.00	845415
04/10/23	Payment	2500	Alliance Landcare Inc.	877.00	845417
04/10/23	Payment	2501	Azteca Landscape	3,579.09	845419
04/10/23	Payment	2502	Leverage Information Systems, Inc.	207.01	845422

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Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
04/10/23	Payment	2503	Mitsubishi Electric US, Inc.	230.00	845424
04/10/23	Payment	2504	CA Newspaper Service Bureau	529.72	845426
04/10/23	Payment	2505	Home Depot Credit Services	267.52	845431
04/10/23	Payment	W000711	Charter Communications Inc. ZBA	185.97	846297
04/10/23	Payment	W000712	Southern California Edison ZBA	201.18	846299
04/10/23	Payment	W000713	Southern California Edison ZBA	428.09	846301
04/11/23	Payment	2506	Birdi Systems, Inc.	6,395.00	845026
04/11/23	Payment	2507	Dean Gazzo Roistacher LLP	4,032.60	845028
04/11/23	Payment	2508	Apollo Electric	1,296.00	845032
04/11/23	Payment	2509	ODP Business Solutions, LLC	65.23	845034
04/11/23	Payment	2510	Peter Barron Stark and Associates	7,057.18	845036
04/11/23	Payment	2511	Staples Business Adv.-Dept. LA	97.45	845038
04/11/23	Payment	E100688	Darold D. Pieper Attorney at Law	8,162.80	845433
04/11/23	Payment	W000714	The Gas Co. ZBA	2,605.26	846303
04/11/23	Payment	W000715	State Compensation Insurance Fund ZBA	3,928.91	846305
04/12/23	Payment	2512	SmartRise Elevator Service Inc	865.00	845435
04/12/23	Payment	2513	The Gallery Collection	256.89	845437
04/12/23	Payment	2514	Weatherite Corporation	236.00	845439
04/12/23	Payment	2515	Roy Eseyan	25.48	845441
04/12/23	Payment	2516	ECAMSECURE	7,368.48	845443
04/12/23	Payment	2517	Alltech Industries, Inc.	6,900.00	845445
04/12/23	Payment	2518	Center for Transportation and the Environment, Inc	9,170.50	845447
04/12/23	Payment	2519	Conference of Minority Transport. Officials - DC	5,250.00	845449
04/12/23	Payment	2520	Reliable Monitoring Services	11,721.76	845451
04/12/23	Payment	2521	California Transit Association	440.00	845454
04/12/23	Payment	W000716	New Flyer of America ZBA	353,331.12	846307
04/12/23	Payment	W000717	Wright Express ZBA	268.17	846309
04/12/23	Payment	W000718	Verizon Wireless ZBA	3,324.62	846311
04/12/23	Payment	W000719	Verizon Wireless ZBA	15,995.81	846313
04/13/23	Payment	2522	Delta Electric LLC	17,765.00	845456
04/13/23	Payment	2523	Climatec, LLC	2,297.00	845458
04/13/23	Payment	2524	Magellan Behavioral Health, Inc.	2,999.23	845460
04/13/23	Payment	2525	Crystal by Design Co. Inc.	1,027.73	845462
04/13/23	Payment	E100689	Keolis Transit America, Inc.	84,229.00	845464
04/13/23	Payment	E100690	Keolis Transit America, Inc.	64,206.00	845466
04/13/23	Payment	E100691	Transdev Services, Inc.	8,871.36	845468
04/13/23	Payment	W000720	AT & T 5025 ZBA	481.75	846315
04/13/23	Payment	W000721	Frontier ZBA	855.69	846317
04/14/23	Payment	2526	Thomas J. Koontz	3,177.50	845470
04/14/23	Payment	2527	Pulsar Advertising	69,188.25	845472
04/14/23	Payment	2528	Concur Technologies, Inc.	2,526.02	845481
04/14/23	Payment	2529	FEDEX Corp.	32.95	845483

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Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
04/14/23	Payment	2530	Corodata Records Management, Inc.	132.00	845485
04/14/23	Payment	2531	Petrolink Inc	178.96	845487
04/14/23	Payment	2532	Industry Public Utility Commission	1,488.58	845489
04/14/23	Payment	2533	HD Supply Facilities Maintenance	268.11	845491
04/14/23	Payment	2534	TK Elevator Corporation	547.31	845493
04/14/23	Payment	2535	ACE Pelizon Plumbing	340.00	845495
04/14/23	Payment	2536	SmartRise Elevator Service Inc	1,960.00	845497
04/14/23	Payment	2537	Skyline Pest Control	115.00	845499
04/14/23	Payment	E100692	Access Pacific, Inc.	348,148.99	845501
04/17/23	Payment	2538	H&E Equipment Services, Inc.	1,264.65	845503
04/17/23	Payment	2539	T-Mobile USA Inc.	571.36	845506
04/17/23	Payment	2540	Reliable Monitoring Services	89,427.91	845508
04/17/23	Payment	2541	Psomas	23,225.65	845510
04/17/23	Payment	2542	Grainger	173.25	845512
04/17/23	Payment	W000722	AT & T 5025 ZBA	1,215.31	846319
04/18/23	Payment	2543	Digiium Cloud Services, LLC	2,791.02	845514
04/18/23	Payment	E100693	Keolis Transit America, Inc.	14,500.00	845517
04/18/23	Payment	E100694	Transdev Services, Inc.	178,502.64	845519
04/18/23	Payment	E100695	Translating Services, Inc.	136.30	845521
04/18/23	Payment	W000723	Athens Services ZBA	227.61	846321
04/18/23	Payment	W000724	Athens Services ZBA	387.88	846323
04/18/23	Payment	W000725	Athens Services ZBA	525.00	846325
04/18/23	Payment	W000726	Athens Services ZBA	1,261.24	846327
04/18/23	Payment	W000727	Verizon Business ZBA	2,448.23	846329
04/18/23	Payment	W000728	Verizon Business ZBA	10,307.83	846331
04/19/23	Payment	2544	ACC Business	1,080.53	845523
04/19/23	Payment	2545	Zonar Systems Inc.	6,103.00	845525
04/19/23	Payment	2546	Newage PHM, LLC	143.46	845528
04/19/23	Payment	E100696	Stantec Consulting Services Inc.	1,308.25	846110
04/19/23	Payment	E100697	Keolis Transit America, Inc.	854,658.54	846112
04/19/23	Payment	W000729	Southern California Edison ZBA	17,388.17	846333
04/19/23	Payment	W000730	International City Management Assoc. Retirement Co	56,475.40	846335
04/20/23	Payment	2547	Proterra Operating Company, Inc.	606.36	846114
04/20/23	Payment	2548	J.J. Keller and Associates, Inc.	573.33	846117
04/20/23	Payment	2549	Platinum Security Inc.	7,541.82	846119
04/20/23	Payment	2550	City of Pomona - Passes	1,500.00	846121
04/20/23	Payment	2551	Leverage Information Systems, Inc.	597.30	846123
04/20/23	Payment	2552	Pre-Paid Legal Services, Inc	163.50	846125
04/20/23	Payment	2553	Southern California Streets Initiative	40,000.00	846127
04/20/23	Payment	2554	Stantec Architecture	1,290.00	846129
04/20/23	Payment	2555	Metrolink	6,392.75	846131
04/20/23	Payment	E100698	MCG & Associates	2,520.00	846134

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Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
04/20/23	Payment	W000731	Imperial College Projects Limited ZBA	26,250.00	846337
04/21/23	Payment	2556	Los Angeles County Busines Federation	6,000.00	846136
04/24/23	Payment	2557	Birdi Systems, Inc.	12,790.00	846338
04/24/23	Payment	2558	SHI International Corp	5,179.70	846341
04/24/23	Payment	2559	AFLAC	2,146.66	846343
04/24/23	Payment	2560	Commercial Building Management Services, Inc.	4,580.40	846345
04/24/23	Payment	2561	TransitTalent.com LLC	190.00	846347
04/24/23	Payment	E100699	Transdev Services, Inc.	5,424.32	846349
04/24/23	Payment	W000732	Waste Managerment ZBA	684.99	846352
04/25/23	Payment	2562	Amazon Web Services, Inc	746.96	846353
04/25/23	Payment	2563	Stantec Architecture	3,186.00	846355
04/25/23	Payment	2564	AT and T - 5075	39.30	846358
04/25/23	Payment	2565	Green's Lock and Safe	471.40	846360
04/25/23	Payment	2566	Tri - Signal Integration, Inc.	458.53	846363
04/25/23	Payment	E100700	ChargePoint, Inc.	910.00	846468
04/25/23	Payment	E100701	The Thurman Group, Inc.	26,622.15	846470
04/25/23	Payment	E100702	Transdev Services, Inc.	20,980.88	846472
04/25/23	Payment	E100703	Transdev Services, Inc.	178,536.17	846474
04/25/23	Payment	W000740	Bankcard Center-Bank of the West	37,899.98	847500
04/26/23	Payment	2567	Birdi Systems, Inc.	2,360.00	846476
04/26/23	Payment	2568	Adt Security Services, Inc.	616.59	846478
04/26/23	Payment	2569	Cintas Corporation 17	317.45	846482
04/26/23	Payment	2570	Landmark Healthplan of California, Inc.	1,141.30	846484
04/26/23	Payment	2571	APTA	5,000.00	846486
04/26/23	Payment	2572	CA Newspaper Service Bureau	324.03	846488
04/26/23	Payment	2573	Tri - Signal Integration, Inc.	1,015.00	846491
04/26/23	Payment	2574	Proterra Operating Company, Inc.	148.12	846494
04/26/23	Payment	E100704	Clean Energy	45,929.39	846496
04/26/23	Payment	E100705	Clean Energy	55,159.94	846498
04/26/23	Payment	E100706	Keolis Transit America, Inc.	1,423,218.76	846500
04/26/23	Payment	E100707	Transdev Services, Inc.	1,864,747.68	846502
04/26/23	Payment	W000733	Ready Refresh ZBA	73.34	847502
04/26/23	Payment	W000734	Suburban Water Systems ZBA	175.75	847504
04/26/23	Payment	W000735	Suburban Water Systems ZBA	299.41	847506
04/26/23	Payment	W000736	Suburban Water Systems ZBA	425.85	847508
04/27/23	Payment	99001	Canopies,tents,tables&chairs-Ca Party Rental-Void	-4,650.45	846505
04/27/23	Payment	2575	ODP Business Solutions, LLC	533.58	846929
04/27/23	Payment	2576	FEDEX Corp.	183.85	846932
04/27/23	Payment	2577	MRC Smart Technology Solutions	483.35	846935
04/27/23	Payment	2578	Thomas J. Koontz	68.36	846937
04/27/23	Payment	2579	Lourdes L. Alvarez	61.00	846939

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Foothill Transit

ATTACHMENT D

Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
04/28/23	Payment	2580	Vision Service Plan - (CA)	1,575.78	846755
04/28/23	Payment	E100708	Translating Services, Inc.	90.72	846941
04/28/23	Payment	E100713	Clean Energy	204,336.14	847509
04/28/23	Payment	E100714	Keolis Transit America, Inc.	84,229.00	847511
04/28/23	Payment	E100715	Transdev Services, Inc.	1,433,903.11	847513
04/28/23	Payment	W000737	Charter Communications ZBA	1,315.00	847516
04/28/23	Payment	W000738	AT & T 5025 ZBA	2,863.99	847518
04/28/23	Payment	W000739	Kevin McDonald	6,934.57	847520
<b>General Checking</b>				<b>12,990,598.09</b>	



May 23, 2023

To: Executive Board

Subject: **May 2023 Procurement Monthly Report**

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**Recommendation**

Receive and file the Procurement Monthly Report for May 2023.

**Awarded Procurements:**

Since the previous month's Executive Board meeting on April 25, 2023, there have been no awards of agreements over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

**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.

- Request for Quotes 23-082 for Nutanix License and Support Renewal. The Independent Cost Estimate for this solicitation is \$196,859.19. The solicitation is currently being finalized and is expected to be released in late May, with anticipated award occurring in early June.
- Sole Source agreement 23-084 for bus mobile radio back-up services. The Independent Cost Estimate for this solicitation is \$180,282. The agency is currently reviewing the quotation provided by the mobile carrier's sole authorized regional vendor.

Sincerely,

Christopher Pieper  
Director of Procurement

Doran J. Barnes  
Chief Executive Officer





May 23, 2023

To: Executive Board

Subject: **May 2023 Legislative Report**

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### Recommendation

1. Adopt a SUPPORT position on SB 617;
2. Adopt a SUPPORT position on AB 1377; and
3. Receive and file the May 2023 Legislative Report.

### Analysis

A **SUPPORT position on AB 617 (Public contracts: progressive design-build: local and regional agencies)** is recommended. This bill would authorize transit agencies and districts, municipal operators, joint powers authorities, regional transportation agencies, and regional transportation planning agencies to utilize the progressive design-build procurement for any type of capital project through January 1, 2029, for up to 15 projects over \$5 million each.

Design-build is an alternative approach to the traditional design-bid-build procurement process, and combines both the design and construction phases of a project within one comprehensive contract. A progressive design-build project refers to a recent version of a design-build in which procurement and delivery are completed in two phases in such a way that gives a public agency greater flexibility and control. During the first phase, a public agency would use a best-value process to select a design-build contractor that would then complete necessary preliminary plans and services to provide a cost estimate and final design proposal. The project would then “progress” to a second phase where the public agency and the design-build contractor would agree upon a final design, project cost, and schedule. During this second phase, should the two parties not be able to reach an agreement on the final aspects of the project, the public agency has the option to pursue other proposals with other contractors. Utilizing a progressive design-build would therefore help public agencies mitigate risk by maintaining the benefit of the first phase of the project being complete in cases where such circumstances should arise.

Transit operators in California were first authorized to engage in design-build procurements for the purpose of developing transit infrastructure through a bill that passed in 2000. Subsequently, several bills were introduced and passed to extend the authorization sunset date. Currently, transit agencies are authorized to utilize design-build procurements through January 1, 2025. SB 617 would introduce a new approach for the development of public works



capital projects by authorizing transit agencies to use progressive design-build procurements through January 1, 2029.

SB 617 would allow Foothill Transit and other California transit agencies to have the option to use a progressive design-build procurement, which ultimately introduces additional, more flexible alternatives for the delivery of capital projects. This could help better contain costs, improve project delivery timelines, streamline project development, and reduce capital costs through the flexibility of the second phase. Furthermore, the flexibility to choose a progressive design-build method makes procurements more competitive in qualifying for competitive grants and helps optimize the use of scarce funding resources. For these reasons, a SUPPORT position of SB 617 is recommended.

This bill passed out the Senate Transportation and Housing Committee on May 1 on a 37-0 vote, and was ordered to the Assembly. The California Transit Association, of which Foothill Transit is a member, is a co-sponsor of this bill.

A **SUPPORT position of AB 1377 (Homeless Housing, Assistance, and Prevention Program)** is recommended. AB 1377 would require an applicant for the California Homeless Housing, Assistance, and Prevention Program (HHAP) to report to the California Interagency Council on Homelessness (ICH) about the steps taken to improve housing and homelessness resources for people experiencing homelessness or at risk of homelessness on and around transit properties.

In 2019, HHAP was established through legislation as a block grant program that provides jurisdictions with one-time grants for the regional coordination and the expansion or development of local capacities to address their immediate homelessness challenges. Among those eligible for HHAP funds administered by the ICH include counties and large cities of more than 300,000 residents. Eligible applications of HHAP funds include rapid rehousing, outreach and coordination, and emergency shelters. Currently, the information and performance monitoring required of HHAP grant awardees include quarterly fiscal reporting and annual detailed reporting to the ICH of program progress, barriers, proposed solutions, and outcomes. Despite requiring grantees to adhere to such detailed reporting, the HHAP does not require reporting to include program efforts taken on transit facilities and within a transit district's jurisdiction, where many people experiencing homelessness may frequent.



AB 1377 would augment existing HHAP program reporting requirements to be inclusive of submitting data and a narrative summary of specific and quantifiable steps taken to improve housing and homelessness services to people experiencing homelessness or at risk of homelessness, on or around public transit services. This bill would provide the benefit of tracking and documenting transit agencies' challenges associated with housing and homelessness as a consideration taken into account during the process HHAP program funding allocations. For these reasons, a SUPPORT of AB 1377 is recommend. The California Transit Association, of which Foothill Transit is a member, has also supported this bill.

AB 1377 passed out of the Assembly Appropriations Committee and moved to their consent calendar on May 10, 2023.

***Federal Update:***

*FY 2024 Earmarks*

Congress recently made individual funding requests public for the FY 2024 Appropriations process related to congressionally directed funding and community project funding requests. Foothill Transit submitted requests with Senators Dianne Feinstein and Alex Padilla and House of Representative members Judy Chu, Grace Napolitano, Linda Sánchez, and Norma Torres, and asked for project requests accounting for funding the replacement of 10 retirement-eligible CNG buses with zero-emissions buses and for the installation of supporting fueling infrastructure. Senator Padilla's published requests included an ask on behalf of Foothill Transit for this purpose in the amount of \$3.12 million. The Senate Appropriations Committee is expected to review all submitted member requests for consideration to be funded within the FY 2023 spending bill, and work in consort with the decisions made by the House Appropriations Committee.

***State and Local Update:***

*Tracked State Bills*

At its April meeting, Foothill Transit's Executive Board took a SUPPORT position on AB 463 and an OPPOSE position on AB 819. AB 463 is a bill that would add public transit agencies to a list of prioritization of electric service in cases of energy emergency. AB 463 is currently in the Assembly Appropriations Committee. AB 819 would reduce existing penalties from a misdemeanor and a fine for fare evasion on public transit. AB 819 passed out of the Assembly Appropriations Committee and ordered to the Senate on May 15.



*State Budget*

Governor Newsom released his FY 2024 May Revise on Friday, May 12. This revision to his proposed budget is based on updated economic forecasts made available by the Department of Finance. Overall, the Governor’s revised budget projects an increased deficit of \$31.5 billion, compared to the statewide budget deficit of \$30 billion initially identified within the Governor’s budget proposal in January. Despite the increase in the anticipated budget deficit, the May Revise maintained the \$12.8 billion in reductions to statewide transportation investments that were proposed in the January Budget. Notably, the May Revise also includes an update to the State Transit Assistance program predictions, with projected revenues of \$1.09 billion in the next fiscal year, reflecting a \$30 million increase in revenues compared to the estimate included in the Governor’s January Budget proposal, or a \$50 million decrease compared to the final FY 2023 projection of \$1.14 billion.

Sincerely,

Yoko J. Igawa  
Director of Government Relations

Doran J. Barnes  
Chief Executive Officer



May 23, 2023

To: Executive Board

Subject: **Title VI Equity Analysis for Class Pass Pilot Program at California State Polytechnic University**

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## **Recommendation**

Receive and file the Title VI equity analysis report for the Class Pass Pilot Program at California State Polytechnic University (Cal Poly Pomona).

## **Analysis**

### **I. Executive Summary**

Foothill Transit and Cal Poly Pomona implemented a Class Pass Pilot Program to encourage ridership among the student population within Foothill Transit's service area. The student pass pilot program began in August 2021. The pilot program was scheduled to operate for two (2) academic years (August 2021 to August 2023), or 24 calendar months. This pilot program allowed Foothill Transit to collect information regarding specific student ridership at the campus. After almost two years of data collection, the following Title VI equity analysis was performed to analyze the impacts of the program's implementation.

### **II. Background**

#### **1. Cal Poly Pomona Class Pass Pilot Program**

Cal Poly Pomona is a public university located in the City of Pomona, approximately twenty-six (26) miles east of metropolitan Los Angeles, California. The university currently has approximately 25,000 undergraduate students.

In April 2021, Foothill Transit and Cal Poly Pomona signed a Memorandum of Understanding to establish a Class Pass Pilot Program. The pilot program began on August 16, 2021 to correspond to end in summer 2023. This Class Pass Pilot Program was structured to work similarly to other Class Pass Programs that Foothill Transit has already entered agreement with.

During the term of the pilot program, Cal Poly Pomona students had the opportunity to obtain a Foothill Transit TAP card, enabling them to ride



Foothill Transit’s local lines and Silver Streak free of charge. The TAP card is the Los Angeles County region’s stored-value card and regional fare payment system. During the term of the pilot program, Foothill Transit tracked student ridership to determine the feasibility of continuance of a student public transportation program beyond the Pilot Program, as well as the necessary data and details regarding all potential costs of a student public transportation program. Currently, eight (8) Foothill Transit local lines - 190, 194, 195, 289, 480, 482, 486, and Silver Streak - directly serve Cal Poly Pomona on weekdays and weekends.

**2. Foothill Transit Class Pass Pilot Program**

As described above, Foothill Transit offered passes to students at Cal Poly Pomona for a pilot period of 24 months. During this time, Foothill Transit collected data concerning student usage. This data will be provided to the Cal Poly Pomona to assist the College in determining the feasibility of continuance of a student public transportation program beyond the Pilot Program, as well as provide data and details regarding all potential costs of a student public transportation program.

Table 1 below identifies the fares that are affected by this Class Pass pilot program:

**Table 1 Current Fares vs Proposed Fares**

Fare Type	Foothill Transit Current Fare	Foothill Transit Proposed Fare
Cash (Student Local)	\$1.00	Decrease fare to \$0
31-Day Student Pass	\$40.00	Decrease fare to \$0

**III. Title VI Analysis**

**1. Methodology**

This Title VI analysis equity analysis is in accordance with the FTA’s Title VI Circular 4702.1B, which states that agencies shall evaluate major service and fare changes at the planning stages to determine whether these changes have a discriminatory impact or disproportionate burden on vulnerable communities. Even though the pilot period for this project exceeds the FTA designation of 12 months, this program is being treated as such by Foothill Transit.



Foothill Transit utilized data provided by Cal Poly Pomona on the demographic breakdown of their student population to compare against the Foothill Transit service area at large. This analysis assumes that the breakdown of student ridership using the proposed pass on Foothill Transit will closely reflect the makeup of the student body population. Foothill Transit considers low-income to be a household that earns 30% or less than that of the median household income in its service area. The average median household income in Foothill Transit’s service area is \$77,672; therefore, the low-income threshold is \$23,301 (using 2021 ACS 5-Year Estimate). Because the census reports household income in \$5,000 increments (after \$10,000), Foothill Transit considers any household with an income less than \$25,000 as “low-income.”

Demographic data was retrieved from several sources. Data pertaining to the agency’s service area came from the U.S. Census Bureau, 2020 ACS 5-Year Estimate dataset. Student-specific demographic data was retrieved from the school website and Common Data for academic year 2022-2023.

**2. Impact of Fare Change on Black, Indigenous, People of Color (BIPOC) and Low-Income Riders**

Table 2 below summarizes the proportion of BIPOC population at Cal Poly Pomona for the 2022-2023 academic year versus Foothill Transit’s service area. Additionally, Table 2 also compares the proportion of low-income populations of Cal Poly Pomona’s student population to that of Foothill Transit’s service area.

**Table 2 Cal Poly Pomona Campus vs Foothill Transit’s Service Area**

	Total Population	BIPOC proportion of population	Difference from overall service area	Low-income proportion of population	Difference from overall service area
Cal Poly Pomona Undergraduates	25,181	86.37%	29.25%	66.32%	48.89%
Overall Service Area	1,862,086	57.12%		17.43%	

The population of Cal Poly Pomona represents a small proportion of the overall service area at 1.35 percent. Population comparison, as shown in Table 2, demonstrates that the proportion of the school’s BIPOC population is approximately 30 percent more than that of Foothill Transit’s service area and the low-income population is approximately 49 percent more than Foothill Transit’s service area.



The table below reflects the breakdown of the student usage of the different fare payment options on the eight (8) local lines 190, 194, 195, 289, 480, 482, 486, and Silver Streak which serve Cal Poly Pomona. Fare type usage data was collected from September 2021 to April 2023.

**Table 3 Fare Type Usage by Students**

Fare Type	System-wide Usage	190	194	195	289	480	482	486	Silver Streak
Cash - Student	2.36%	0.049%	0.060%	0.016%	0.015%	0.064%	0.043%	0.072%	0.061%
Stored Value Card (TAP) - Student	0.22%	0.054%	0.041%	0.012%	0.011%	0.066%	0.037%	0.048%	0.075%
Student Pass	1.61%	0.079%	0.060%	0.045%	0.033%	0.173%	0.092%	0.158%	0.117%

Table 3 depicts that although students throughout the service area may be using cash as their preferred method of fare payment, students utilizing these eight (8) lines that travel to Cal Poly Pomona appear to be prefer the student pass over cash fare and TAP stored value.

**1. Result of the Impact Analysis**

Based on the threshold set forth by the agency’s disparate impact and disproportionate burden policy, the Planning staff found that the Class Pass Pilot Program at Cal Poly Pomona has a positive impact on the student population. The Class Pass Pilot Program allows Foothill Transit to provide service for a larger population of both BIPOC and low-income students.

The comparison of BIPOC and low-income populations presented in Tables 2 demonstrate that the Class Pass Pilot Program will serve its intention of providing affordable transportation alternative to BIPOC and/or low-income students. An overwhelming number of financial-aid recipients attending classes on Cal Poly Pomona’s campus will enjoy reduced fare on public transportation service.

Within the low-income population, the Class Pass Pilot Program at Cal Poly Pomona will provide reduced fare to a considerable number of low-income students. The assumed low-income population at Cal Poly Pomona (based on





financial aid status) is approximately 49 percent more than the low-income population of Foothill Transit's service area.

Furthermore, students riding the eight (8) lines, which serves the Cal Poly Pomona campus, have already chosen to use the offered Foothill Transit student pass over cash payments due to the pass' savings benefits (See Table 3 above). With the introduction of the Class Pass Pilot Program, students, particularly the low-income students, at Cal Poly Pomona will be able to afford public transportation. Thus, the Class Pass Pilot Program at Cal Poly Pomona is deemed to have no disparate impact and positive disparate impact.

## **2. Available Alternative Fare Payment Options**

This Class Pass Pilot program is currently being offered to students at three (3) college campuses: University of La Verne, Azusa Pacific University, and the Claremont Colleges - four (4) with the introduction of Cal Poly Pomona. Class Pass student holders can use the pass on all Foothill Transit local lines and the Silver Streak if the pass is purchased via any of the campuses that have a Class Pass Program or Class Pass Pilot Program with Foothill Transit. However, the permitted pass access varies for each campus, depending the signed memorandum of understanding (MOU).

This pass will replace student passes for students at the participating colleges/universities, as well as the cash fare. Foothill Transit is actively working to create partnerships with other universities in the area.

## **Conclusion**

The proposed Class Pass pilot program offers a fare reduction to Cal Poly Pomona students. Due the fact that the BIPOC and low-income populations reflect the make-up of the general community, it is Foothill Transit's consensus that this program will not cause a disparate impact or disproportionate burden.

Sincerely,

Lourdes Álvarez  
Transit Planner

Doran J. Barnes  
Executive Director



May 23, 2023

To: Executive Board

Subject: **Holiday Service Schedule for Fiscal Year 2024**

**Recommendation**

Approve the proposed FY 2024 Holiday Service Schedule.

**Analysis**

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

Holiday	Day of Week	Date
Independence Day	Tuesday	July 4
Labor Day	Monday	September 4
Thanksgiving Day	Thursday	November 23
Christmas Day	Monday	December 25
New Year’s Day	Monday	January 1
President’s Day	Monday	February 19
Memorial Day	Monday	May 27

**Budget Impact**

Operating Sunday schedules on the above listed holidays will result in approximately \$788,377.37, in reduced operating costs than if regular weekday service was provided on these dates.

Sincerely,

Joseph Raquel  
Director of Planning

Doran J. Barnes  
Chief Executive Officer



May 23, 2023

To: Executive Board

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

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### **Recommendation**

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

### **Analysis**

As of March 31, 2023, Foothill Transit is \$7.2 million under the approved year-to-date operating budget of \$92.3 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 third quarter included the following: continued daily operations of all Foothill Transit service; completion of Foothill Transit Forward (Comprehensive Operational Analysis) and public outreach presenting the recommendations of the study; the extension of the Silver Streak to Cal Poly Pomona; completion of the annual comprehensive financial report (ACFR); a successful Foothill Transit Bus Rodeo; and continued deployment of 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 third quarter of FY2023 included continuation of the bus heavy maintenance program; continued delivery of Foothill Transit's hydrogen fuel cell buses; construction of the hydrogen fueling station at the Pomona operations and maintenance facility; safety improvements at all Foothill Transit facilities; construction of the Mt. San Antonio College Transit Center; and the 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 budgeted 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 was delayed, and timing delays expected to be realized in the next quarter. 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 in FY2023. These overages have been addressed in the proposed Fiscal Year 2024 Business Plan and Budget.

Foothill Transit collected \$5.7 million of fare revenues through the third quarter of FY2023. This is below the target for the period but we expect to recover as the Silver Streak has been extended to Cal Poly Pomona. Foothill Transit does anticipate to finish the year under the targeted fare revenue of \$9.0 million. Foothill Transit has also adjusted the fare revenue target for Fiscal Year 2024 to align with current trends.

The budget will continue to be reviewed and analyzed on a quarterly basis to ensure budget adherence. All budget savings will allow for the reallocation of revenues to be applied to Fiscal Year 2024 expenses. Management has identified areas of future improvements and has made these changes in the Proposed Fiscal Year 2024 Business Plan and Budget which was considered by the Governing Board on May 23, 2023.

Sincerely,

Jorge Quintana  
Budget and Grants Manager

Doran J. Barnes  
Chief Executive Officer

Attachment

**TOTAL BUDGET BY DEPARTMENT**  
**FY2023 Quarterly Budget Variance Report QTR 3**  
**07/01/2022 to 03/31/2023**

DEPARTMENTS	Budget Y-T-D	Actual Y-T-D	Variance Fav(unf)
Customer Service & Operations	\$78,835,251	\$73,624,141	\$5,211,110
Maintenance & Vehicle Technology	1,029,097	794,413	234,684
Marketing and Communications	1,797,150	1,444,019	353,131
Information Technology	2,013,330	1,583,113	430,217
Administration	1,563,839	1,150,084	413,755
Procurement	660,404	659,929	475
Government Relations	596,779	323,442	273,337
Finance	1,559,959	1,379,916	180,043
Safety and Security	1,437,891	1,796,614	(358,723)
Planning	1,235,601	1,030,656	204,945
Facilities	1,584,169	1,292,365	291,804
<b>TOTAL</b>	<b>\$ 92,313,470</b>	<b>\$ 85,078,693</b>	<b>\$ 7,234,777</b>



May 23, 2023

To: Executive Board

Subject: **Transportation Fund Exchange**

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**Recommendation**

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

**Analysis**

The City of West Covina has \$2,500,000 of uncommitted Proposition A Transportation Local Return funds, which may be made available to Foothill Transit to assist in providing transit services. In exchange, Foothill Transit will provide West Covina with \$1,875,000 of available general use funds. The Proposition A Transportation Local Return funds may only be used for transportation-related expenditures.

The exchange will take place a) within 30 days of execution of the assignment agreement, and b) with approval of the exchange by Los Angeles County Metropolitan Transportation Authority (LACMTA).

**Budget Impact**

Foothill Transit will benefit from this exchange by receiving a net gain of \$625,000 more than our contribution. The City of West Covina will benefit from this exchange by receiving funds that provide more flexibility to meet the city's expenditure needs. Foothill Transit will program the funds into eligible transit operating and capital expenses.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Doran J. Barnes  
Chief Executive Officer