



Foothill Transit
Going Good Places

EXECUTIVE BOARD MEETING

West Covina, CA
Friday, February 23, 2018



Foothill Transit

Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING
8:00 AM, FEBRUARY 23, 2018
Alexander Hughes Community Center
Padua Room
1700 Danbury Road
Claremont, CA 91711

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. FOCUS ON SAFETY
4. ROLL CALL: MEMBERS CALAYCAY, HERRERA, PEDROZA, STERNQUIST, WARSHAW
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF DECEMBER 15, 2017
7. PRESENTATIONS:
 - 7.1. Contractors' Employee Recognition
8. PUBLIC COMMENT
 - 8.1. Executive Director Response to Public Comment

Public Comment: Members of the public shall have the right to address the Board on any item of interest which is within the jurisdiction of the Board before or during the Board's consideration of the item. Presentation shall not exceed three minutes in length. Action may be taken on any item identified on the agenda. Persons wishing to comment should submit a "Request to Speak" form to the Secretary. Note: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA.

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



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CONSENT CALENDAR: Items 9 through 19 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.

9. DECEMBER 2017 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through December 31, 2017. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of December 31, 2017, for the fiscal year ending June 30, 2018.

10. JANUARY 2018 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through January 31, 2018. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of January 31, 2018, for the fiscal year ending June 30, 2018.

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 pagsasalín, 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.



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11. FEBRUARY 2018 LEGISLATIVE SUMMARY

Recommended Action: Receive and file the February 2018 Legislative Summary. Adopt a support position on Proposition 69 and an oppose position on AB 1756.

12. COACH OPERATOR AUDIT RESULTS

Recommended Action: Receive and file the results of the FY2017-2018 Second Quarter Coach Operator Audits.

13. MANAGEMENT COMPENSATION PROGRAM

Recommended Action: Approve the following recommendations regarding the Foothill Transit management compensation program: A. Modify Foothill Transit's pay ranges in accordance with results of compensation study and market demand; and, B. Approve reclassifications for the following positions: a. Fare Revenue Manager to Revenue Manager – Range 6 to Range 7, b. Marketing and Communications Strategist to Marketing and Communications Manager – Range 6 to Range 7, c. Human Resources Manager – Range 6 to Range 7

14. RESOLUTION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM

Recommended Action: Adopt the following resolution: Resolution No. 2018-01: Authorization for the Execution of the Low Carbon Transit Operations Program (LCTOP) Project "Foothill Transit Line 280 Expansion and Electrification" in the Amount of \$492,993 (Attachment A).

15. RESOLUTION FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM

Recommended Action: Adopt the following resolution: Resolution No. 2018-02: Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program (Attachment A).

16. FINANCIAL STABILITY POLICY FY2018-2019 FINANCIAL STRATEGIES

Recommended Action: Approve the annual Financial Stability Policy update to include the FY2018-2019 financial strategies for budget planning.

17. UPDATE TO ASSET DISPOSAL POLICY

Recommended Action: Approve and adopt the updated Asset Disposal Policy for the disposition of Foothill Transit assets, which have reached the end of useful life.



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18. PROPOSED FISCAL YEAR 2018-2019 BUSINESS PLAN INITIATIVES

Recommended Action: Approve the proposed FY 2018-2019 Business Plan Initiatives.

19. CONTRACT AWARD - MATERIALS TESTING AND SPECIAL INSPECTIONS SERVICES FOR COVINA TRANSIT CENTER AND PARK & RIDE

Recommended Action: Authorize the Executive Director to enter into Agreement No. 17-067 with MTGL, Inc. in the amount of \$181,976 for Materials Testing and Special Inspections Services for the Covina Transit Center and Park & Ride.

REGULAR AGENDA:

20. 2018 BUS ROADEO PREVIEW

Recommended Action: Receive and file the preview of the 2018 Bus Rodeo.

21. ROSE BOWL SERVICE UPDATE

Recommended Action: Receive and file the Rose Bowl Service Update.

22. PROPOSED 2018 FEDERAL, STATE, AND LOCAL LEGISLATIVE PROGRAMS

Recommended Action: Adopt the proposed 2018 Federal, State, and Local Legislative Programs as outlined in Attachments A, B, and C.

23. BUS SIGNAL PRIORITY PROJECT (BSP) PROJECT UPDATE & CONTRACT AMENDMENT

Recommended Action: Authorize the Executive Director to execute Amendment No. 9 in the amount of \$56,648 to Contract No. 08-005 with Kapsch to complete and close out Foothill Transit's Bus Signal Priority (BSP) Project.

24. REQUEST TO ISSUE INVITATION FOR BIDS (IFB) NO. 18-055 - ADMINISTRATIVE OFFICE RESTROOM REMODEL

Recommended Action: Authorize the Executive Director to issue IFB No. 18-055 for construction services related to remodeling of the administrative office restrooms.



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25. REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) - MARKETING RESEARCH

Recommended Action: Authorize the Executive Director to issue a Request for Proposals (RFP) No. 18-046 for Foothill Transit to seek proposals from qualified firms or individuals to conduct a targeted marketing research study.

26. REQUEST TO ISSUE REQUEST FOR PROPOSALS - IN-DEPOT CHARGING DESIGN SERVICES

Recommended Action: Authorize the Executive Director to issue Request for Proposals (RFP) No. 18-038 for In-Depot Charging Design Services.

27. FISCAL YEAR 2017-2018 SECOND QUARTER PERFORMANCE INDICATORS REPORT

Recommended Action: Receive and file the FY2017-2018 Second Quarter Performance Indicators Report.

28. FISCAL YEAR 2017-2018 SECOND QUARTER BUDGET UPDATE

Recommended Action: Receive and file the second quarter budget update for the fiscal year ending on June 30, 2018.

29. EXECUTIVE DIRECTOR COMMENT

30. BOARD MEMBER COMMENT

31. ADJOURNMENT

**The next Regular Meeting of the Executive
Board is scheduled for
Friday, March 30, 2018 at 8:00 AM**



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 15, 2017
8:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Calaycay at 8:02 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Calaycay.

3. FOCUS ON SAFETY

Ali Showkatian, Safety Compliance Manager, presented a message on holiday safety.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Sam Pedroza, Member Cynthia Sternquist, Member Carol Herrera, Vice Chair Corey Warshaw, Chair Corey Calaycay

5. APPROVAL OF AGENDA

The agenda was approved as presented.

**6. REVIEW & APPROVAL OF THE MINUTES FOR THE REGULAR MEETING OF
OCTOBER 27, 2017**

Approval of the minutes for the Regular Meeting of October 27, 2017.

Motion by Member Sternquist, second by Vice Chair Warshaw, the minutes for the Regular Meeting of October 27, 2017 were approved. Motion carried 5-0.

7. PRESENTATIONS

7.1 Contractors' Employee Recognition

Bill Jackson, General Manager, Transdev, introduced and recognized the following Arcadia location Transdev operator and employee of the month:

Crystal Saxton, Operator of the Month (December 2017)
Lissette McNatt, Employee of the Month (December 2017)

Marc Perla, General Manager, Keolis, introduced and recognized the following Pomona location Keolis operator and employees of the month:

Roger Hays, Operator of the Month (December 2017)
Manuela Castellon, Employee of the Month (December 2017)
Abby Ramirez, Employee of the Month (December 2017)

After discussion, by Common Consent, and there being no objection, the Board recognized the operators and employees of the month.

8. PUBLIC COMMENT

The following members for public addressed the Executive Board:

Dominick Correy, Senator Portantino's Office
Milo Thomas, Avail Technologies, Inc. Senior Program Manager
Mike Ake, Keolis Senior Vice President Operations
Kevin Ooms, Transdev Vice President, Accounting and Reporting

8.1 Executive Director Response to Public Comment

There was no response to public comment by the Executive Director.

CONSENT CALENDAR

9. OCTOBER 2017 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through October 31, 2017. The attached Financial Statements and Investment Report summarize Foothill Transit's

unaudited operations and financial condition as of October 31, 2017, for the fiscal year ending June 30, 2018.

Motion by Member Pedroza, second by Member Herrera, to receive and file. Motion carried 5-0.

10. **OCTOBER 2017 PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the October 2017 Performance Indicators Report.

Motion by Member Pedroza, second by Member Herrera, to receive and file. Motion carried 5-0.

11. **ON-CALL ARCHITECTURAL & ENGINEERING SERVICES - TASK ORDER 1 (CONTRACT 17-069) EMPLOYEE PARKING LOT EXPANSION AT ARCADIA OPERATIONS AND MAINTENANCE FACILITY**

Recommendation: Authorize the Executive Director to execute Task Order 1 in the amount of \$124,552.68 under Contract No. 17-069 with Stantec Architecture Inc. for the provision of On-Call Architectural & Engineering Services related to the employee parking lot expansion at the Arcadia Operations & Maintenance (O&M) facility.

Motion by Member Pedroza, second by Member Herrera, to approve. Motion carried 5-0.

12. **CONTRACT AWARD - NETWORK INFRASTRUCTURE SWITCHES REPLACEMENT PROJECT**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 17-111 in the amount of \$107,261.87 with Converge One for the Network Infrastructure Switches Replacement Project.

Motion by Member Pedroza, second by Member Herrera, to approve. Motion carried 5-0.

REGULAR AGENDA

13. INNOVATIVE SERVICE DELIVERY CONCEPTS

Recommendation: Receive and file the Innovative Service Delivery Concepts report.

Jarrett Stoltzfus, Director of Policy and Strategic Sourcing, presented this item.

Mr. Stoltzfus reported on Foothill Transit's involvement with a project led by LA Metro centered on the Mobility on Demand concept. In 2016, the Federal Transit Administration (FTA) published a demonstration project called Mobility on Demand Sandbox for transit agencies to test new mobility concepts, models, and methods. LA Metro was awarded a \$1.35 million grant, which was the largest grant awarded nationwide.

The concept of this project was to partner with a transportation network company (TNC) to provide on demand, shared ride service to get back and forth to major transit stations. The project would demonstrate the long term viability of if and how TNCs can be used as effective feeders into high frequency transit routes and systems. The pilot will provide first mile/last mile shared ride service to three pilot locations in LA, including one in Foothill Transit's service area. Foothill Transit incurs no costs for the duration of the pilot. VIA was selected as the Mobility on Demand Partner. VIA is a TNC similar to Uber and Lyft, but only provides shared rides.

Mr. Stoltzfus introduced Marla Westervelt, Principal Transportation Planner from LA Metro's Office of Extraordinary Innovation and lead on the project. Ms. Westervelt provided an overview of the current status of the project. A term sheet has been developed that lays out the rules and responsibilities of each partner. Work has begun on putting together a clear data sharing agreement, a clear approach to dispatching, designing a way to integrate with TAP, and how to utilize a call center. The project is expected to be deployed in July 2018.

Received and filed.

14. COVINA TRANSIT CENTER AND PARK AND RIDE PROJECT UPDATE

Recommendation: Receive and file the update on the development of the Covina Transit Center and Park & Ride Project.

Sharlane Bailey, Director of Facilities, presented this item.

Ms. Bailey reported that to date the project has gone through study sessions with the City of Covina Planning Commission, City Council reviews, CEQA and NEPA environmental approvals, completed preliminary engineering design, and received concurrence from the Federal Transit Administration (FTA) for acquisition of the transit parcel.

On Tuesday, December 12, 2017, Foothill Transit closed on the transit parcel, making Foothill Transit the owner of the 3.08 acre parcel. The transit center will be located at Citrus Avenue and Covina Boulevard. There will be a 4,400 square foot commercial retail space. Foothill Transit is currently looking for retail partners that would provide high consumer traffic and good visibility for the transit center. Construction is anticipated to begin in March 2018 and completion of the project is anticipated for May 2019.

Received and filed.

15. **CONTRACT AWARD - ARCHITECTURAL AND ENGINEERING SERVICES FOR THE MT. SAN ANTONIO COLLEGE TRANSIT CENTER**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions for Contract No. 18-017 with Psomas in the amount of \$898,677 for the provision of architectural and engineering services related to the development of a Transit Center on the Mt. San Antonio College campus.

Sharlane Bailey, Director of Facilities, presented this item.

Ms. Bailey reported that Memorandum of Understanding (MOU) between Foothill Transit and Mt. San Antonio College was executed in March 2017. The MOU provides direction for the development of the transit center. The transit center is planned to be located central to the campus on Temple Avenue between Mt. SAC Way and Bonita Drive.

In order to begin the conceptual design, Foothill Transit issued a request for qualifications seeking proposals from architectural and engineering firms to design a transit center on the campus. On October 4, 2017 four proposals were received. On November 2, 2017, interviews were held for all four design firms. The highest rated proposer was Psomas, it is based in Los Angeles and is one of top ranked consulting engineering firms in the nation. Psomas has

designed transit facilities for nearly 30 years.

Doran Barnes, Executive Director, clarified that the recommendation in the staff report failed to include the words “and execute the contract.” The proper language should be to negotiate terms and execute the contract.

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

16. **SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS MEASURE M FUNDED BUS SYSTEM IMPROVEMENT PROGRAM STUDY**

Recommendation: Receive and file the San Gabriel Valley Council of Governments Measure M funded Bus System Improvement Program Study.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel reported on the Measure M funded SGV Bus System Improvement Program. In November 2016, LA County approved Measure M, a half-cent sales tax aimed to improve mobility in the county. Subregions within LA County submitted capital programs to be funded when the measure passed.

One program Mr. Raquel highlighted was the SGV Bus System Improvement Program. The program is programmed to receive \$55 million over the 40 years. The program was created to fund infrastructure improvements related to the express bus system, but parameters are still to be determined. The program is to receive \$3 million over a five year period, but the monies allocated to the program on an annual basis is not enough to initiate a project. Rather than letting the money accumulate, portions of the funding will be allocated to other projects. The SGVCOG is seeking approval from LA Metro Board to borrow \$2.5 million from the program for the first five years to help fund some of the shovel ready projects. Based on the COG report, \$500,000 will be reserved for the program to fund specific project planning and conceptual work. The programs will be reimbursed when sufficient funding is available to initiate projects.

Next steps are to work with the SGVCOG to define the parameters and finalize the details of the program. If the LA Metro Board approves the funding change, Foothill Transit will then enter into a Memorandum of Understanding (MOU) with LA Metro to secure the funding, and then staff can begin the procurement process to start a study.

Received and filed.

17. **IMPACT OF TAX REFORM ON THE FEDERAL ALTERNATIVE FUELS
NATURAL GAS TAX CREDIT**

Recommendation: Receive and file the Impact of Tax Reform on the Federal Alternative Fuels Natural Gas Tax Credit report.

David Reyno, Director of Government Relations, presented this item.

Mr. Reyno reported that in October 2000, after extensive staff analysis and board discussion and debate, the Executive Board approved Compressed Natural Gas (CNG) to replace diesel as Foothill Transit's primary fueling source. In the summer of 2002, Foothill Transit's first CNG bus was introduced. In 2013, the last of Foothill Transit's diesel buses were retired.

In 2005, SAFETEA-LU became law. In order to incentivize public transit agencies to use a cleaner fuel, a tax credit was included for CNG and Liquefied Natural Gas (LNG) when used as a motor vehicle fuel. The credit became effective in fall of 2006. The credit was not made permanent and it has required four congressional extensions in order for it to continue. The most recent extension expired on December 31, 2016. Regular visits with Foothill Transit's congressional delegation and key committee staff in Washington, D.C. have included a request to make the credit permanent.

The credit provides a 50 cent per gasoline gallon equivalent that has provided Foothill Transit \$2 million to \$3 million annually in refundable tax credits. The 2016 credit was just shy of \$3 million. Foothill Transit has received over \$22 million.

Recently, there has been a lot of news on tax reform. The White House has made this a key legislative priority and congress recently passed two tax cut bills. Neither bill included the Alternative Fuels Tax Credit, it's unlikely to be added. The members of congress have been discussing a possible energy related tax extender bill that would include the credit. Staff will continue to make this a key part of Foothill Transit's advocacy efforts in Washington, D.C., and will also be requesting that electricity qualify as part of the credit.

Received and filed.

18. FISCAL YEAR 2017-2018 FIRST QUARTER BUDGET UPDATE

Recommendation: Receive and file the First Quarter Budget Update for the fiscal year ending on June 30, 2018.

Katie Gagnon, Budget and Grants Manager, presented this item.

Ms. Gagnon provided an update on the first quarter of Fiscal Year 2017-2018 that ended on September 30, 2017. The budget figure projection for the first quarter was \$24,939,058. The actual was \$23,146,087, which is a variance of \$1,792,971. Some of the variances were due to the timing of expenditures. One of the larger variances was fuel, which was under budget by \$226,000. This was due to lower than expected fuel prices.

As the KPI reporting has shown in the last few months, Foothill Transit's fare revenues and farebox recovery ratio are down due to declining ridership. As of September 30, 2017, revenues were down \$581,000 under budget. On October 22, 2017, Foothill Transit implemented a fare and service change designed to improve the riders' experience. Staff will provide updates as the information becomes available.

Received and filed.

19. TRANSIT STORE QUARTERLY REPORT

Recommendation: Receive and file the Transit Store Quarterly Report for the First Quarter of Fiscal Year 2017-2018.

Mike Tobin, Quality Assurance Analyst, presented this item.

Mr. Tobin provided an update on the Foothill Transit Stores sales and activity for the first quarter for Fiscal Year 2017-2018, which includes the months of July, August, and September.

Overall sales for the first quarter of FY2017-2018 were \$1,000,710, which amounts to an eight percent decrease in overall sales. Point of sales purchases comprised about 91 percent of overall sales, with online sales comprising about nine percent.

In the first quarter, customers spent an average of 30 seconds waiting on hold, which meets Foothill Transit's target of 40 seconds. There were 74,264 calls received through the toll-free customer service line. Customer Service

Representatives answered 92 percent, or 62,652 of the incoming calls.

Walk-in traffic for the quarter totaled 44,327, amounting to a 12 percent decrease from last fiscal year.

Received and filed.

20. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Foothill Transit's Administrative Offices will be closed for the holiday period. Next Friday, December 22, 2017 will be the last day the office will be open this year, and the office will reopen January 2. The service will continue to run with buses on the road pretty much 24 hours day, seven days week. Staff will support field operations appropriately.
- Foothill Transit will be running its shuttle service to the Rose Bowl on January 1, 2018.
- Wished the Executive Board Happy Holidays.

21. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Vice Chair Warshaw thanked staff that will be working the January 1, 2018 Rose Bowl game.
- Member Herrera wished staff and board members a Merry Christmas and thanked staff for doing a great job.
- Member Pedroza thanked the employees working during the holiday season.
- Member Sternquist wished everyone happy holidays.
- Chair Calaycay wished everyone a restful remaining 2017.

22. **ADJOURNMENT**

Adjournment for the December 15, 2017 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:02 a.m.



February 23, 2018

To: Executive Board

Subject: **December 2017 Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through December 31, 2017.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of December 31, 2017, for the fiscal year ending June 30, 2018.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of December 31, 2017, shows total assets at \$326 million. This total consists primarily of \$218 million in fixed assets, \$85 million in cash and investments and \$23 million in receivable and prepaid assets. Foothill Transit's cash position of \$57.9 million is \$6.8 million less than the previous month, and is \$18.7 million less than last year in December.

Liabilities

The accounts payable balance is \$9.28 million. Accounts Payables include operations and maintenance expenses for \$6.11 million and \$0.78 million for fuel.

The deferred revenue of \$64 million represents funds that are reserved for planned capital expenditures, such as upcoming bus procurements and transit center construction activities.

Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$20.9 million in liquid accounts held with Bank of the West; \$26.7 million in interest bearing money market accounts with Bank of the West; \$67,500 with Chase; and \$10.2 million invested in the Local Agency Investment Fund (LAIF).



Longer term investments include \$24 million with Bank of the West Agency notes; a \$250,000 Bank of the West certificate of deposit; and \$2.74 million with Wells Fargo certificates of deposit.

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 2017 year-to-date fare revenues were \$8 million which is \$716,995 less than the budgeted amount and \$312,775 less than December 2016. Through December 2017, ridership is approximately 9.63 percent less than it was last year at this time. Operating costs through December 2017 were \$46.65 million, which is \$3,037,492 less than the budget and \$3,689,787 more than December 2016. Of this \$46.65 million, \$36.92 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel which was \$2.86 million through December 2017.

The report also reflects receipt of \$2 million of Prop A. Local Return funds from the City of West Covina. These funds were used for transit operating expenses during the first quarter of FY2018.

Capital expenditures through December were \$20.57 million compared with \$2.99 million last year at this time. The annual budget for capital expenditures includes the purchase of CNG buses, replacement of the CAD/AVL system and initiation of construction for the Covina Park & Ride and Transit Center project.

Farebox Recovery Ratio

The December year-to-date farebox recovery ratio was 17.14 percent, approximately 0.56 percent lower than the performance target of 17.7 percent. The farebox recovery ratio is derived by dividing the total fare revenue of \$7,993,918 by the total bus operating expense of \$46,646,351. This ratio is less than the December 2016 ratio of 18.9 percent. The decline is due to increasing operating expenses combined with declining fare revenues. Declining bus ridership is a nationwide trend. Foothill Transit is participating in a region-wide study to analyze LA County ridership and provide recommendations for attracting riders.



Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of December 2017; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Finance accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for December 2017 were \$25.71 million. Capital disbursements totaled \$14,607,529 and other significant disbursements include \$4.23 million to Keolis and \$5.72 million to Transdev for bus operating services.

Sincerely,

A handwritten signature in blue ink that reads "Michelle Lopes Caldwell".

Michelle Lopes Caldwell
Director of Finance and Treasurer

A handwritten signature in blue ink that reads "Doran J. Barnes".

Doran J. Barnes
Executive Director

Attachments

Foothill Transit
Balance Sheet
As of December 31, 2017

Assets

Current Assets:

Cash	\$57,880,485
Investments	26,989,000
Due from government agencies	18,110,364
Other receivables	4,126,094
Other assets	983,347

Total Current Assets \$108,089,290

Property & Equipment (net of depreciation) 218,393,371

Total Assets \$326,482,661

Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities \$9,274,621

Deferred Revenue 63,640,762

Total Liabilities \$72,915,383

Equity

Fund Balance:

Investment in Capital Assets \$218,393,371

Current Year Change 6,576,535

Reserve 28,597,372

Total Equity \$253,567,278

Total Liabilities and Equity \$326,482,661

Summary of Cash and
Investment Account
For December 31, 2017

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$12,773,971
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,200
Bank of the West-Excise Tax	N/A	Demand Deposit	8,112,829
BOW-Prop 1B-Cal Grants	0.85%	Demand Deposit	6,574,175
Bank of the West-Money Market	0.85%	Demand Deposit	9,673,551
Bank of the West-Money Market	0.85%	Demand Deposit	9,682,389
Bank of the West-LCTOP	0.07%	Demand Deposit	757,128
Chase Business Saving	0.18%	Demand Deposit	67,568
LAIF Investment	1.07%	Demand Deposit	10,237,273
Subtotal Cash on Hand			<u>\$57,880,485</u>
 Investments:			
Bank of the West:			
1 Maturity - 10/29/20 - 5yrs.	1.13%	Callable Note	\$5,000,000
2 Maturity - 05/25/21 - 5yrs.	1.25%	Callable Note	5,000,000
3 Maturity - 01/27/21 - 5yrs.	1.00%	Callable Note	5,000,000
4 Maturity - 07/27/21 - 5yrs.	1.00%	Callable Note	8,000,000
5 Maturity - 02/26/21 - 5yrs.	1.25%	Callable Note	1,000,000
	1.25-1.50%	Cert. of Deposit	250,000
	0.45-1.60%	Cert. of Deposit	2,739,000
Subtotal Investments			<u>\$26,989,000</u>
Total Cash and Investments			<u><u>\$84,869,485</u></u>

(1) Consist of 1 Cds at \$250,000 each

(2) Consist 11 Cds at \$249,000 each

Foothill Transit
Statement of Revenue and Expense
For Month Ended December 31, 2017

	Actual YTD December-17	Budget YTD December -17	Variance	Actual YTD December - 16
Fare Revenue				
Farebox	\$4,055,629	\$4,371,302	(7.22%)	\$4,312,518
Pass Sales	\$1,778,635	1,843,200	(3.50%)	1,761,186
TAP Cash Purse	\$1,530,230	1,812,709	(15.58%)	1,557,178
MetroLink & Access Service	\$292,520	352,021	(16.90%)	323,790
EZ Transit Pass	\$336,903	331,681	1.57%	352,021
Total Operating Revenue	\$7,993,918	\$8,710,913	(8.23%)	\$8,306,693
Operating Subsidies and Other				
Transportation Development Act	\$11,558,088	\$11,558,087	0.00%	\$11,470,405
TDA-Reserve from prior years	\$1,313,089	5,408,322	(75.72%)	4,535,220
STA	\$435,570	435,568	0.00%	920,904
Prop A 40% Discretionary	\$8,263,065	8,263,066	(0.00%)	8,040,621
Prop A 40% BSCP	\$2,232,481	2,232,481	0.00%	2,279,438
Prop A Exchange	\$2,000,000	0	0.00%	0
Prop C BSIP	\$465,103	465,103	0.00%	457,103
Prop C Base Restructuring	\$998,992	998,992	0.00%	981,810
Prop C Transit Service Expansion	\$166,474	166,474	0.00%	163,611
Transit Security-Operating	\$450,491	450,492	(0.00%)	459,013
Measure R Operating	\$5,221,440	5,221,440	0.00%	5,205,862
Measure M Operating	\$4,972,914	4,972,908	0.00%	0
CRD Subsidy	\$100,000	0	0.00%	0
Miscellaneous Transit Revenues	\$474,726	800,000	(40.66%)	135,885
Total Subsidies and Other	\$38,652,433	\$40,972,931	(5.66%)	\$34,649,871
Total Operating Revenue	\$46,646,351	\$49,683,843	(6.11%)	\$42,956,564
Other Revenues				
Gain on Sale of Fixed Assets	\$69,479	\$0	0.00%	\$43,384
Fuel Tax Credit	\$320,476	0	0.00%	0
Auxiliary Revenue	\$255,711	810,000	(68.43%)	997,755
Total Other Revenues	\$645,666	\$810,000	(20.29%)	\$1,041,139
Total Operating and Other Revenues	\$47,292,016	\$50,493,843	6.34%	\$43,997,703
Operating Expenses				
Operations	\$41,337,910	\$42,433,497	2.58%	\$38,091,519
Maintenance & Vehicle Technology	\$440,118	448,370	1.84%	368,945
Marketing and Communications	\$809,212	1,132,522	28.55%	728,937
Information Technology	\$981,866	1,246,078	21.20%	919,822
Administration	\$1,139,063	1,445,286	21.19%	1,232,920
Policy & Strategic Sourcing	\$297,149	468,452	36.57%	217,994
Finance	\$694,015	903,566	23.19%	559,432
Planning	\$424,008	760,504	44.25%	354,595
Facilities	\$523,010	845,568	38.15%	482,400
Total Operating Expenses	\$46,646,351	\$49,683,843	6.11%	\$42,956,564
Other Expenses				
Property Management	\$177,700	\$222,500	20.13%	\$224,413
Dial-A-Ride	\$332,991	400,000	16.75%	426,411
Special Services	\$134,975	187,500	28.01%	149,408
Total Other Expenses	\$645,666	\$810,000	44.77%	\$800,233
Total Operating and Other Expenses	\$47,292,016	\$50,493,843	6.34%	\$43,756,796
Capital Revenues				
Capital Grants	\$20,565,981	\$28,063,556	(26.72%)	\$2,987,743
Capital Expenditures				
Capital Expenditures	\$20,565,981	\$28,063,556	26.72%	\$2,987,743

Bank Account - Check Details

Period: 12/01/17..12/31/17

Foothill Transit

Tuesday, January 02, 2018

FOOTHILLTRANSIT\FKUU

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 12/01/17..12/31/17

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001	General Checking						
	Phone No.		800-488-2265				
12/06/17	E00721	Avail Technologies, Inc.	CAD/AVL Replacement - Schedule 11	71,470.80	0.00	0.00	Posted
12/06/17	E00722	Avail Technologies, Inc.	CAD/AVL Replacement - Schedule 11	7,941.24	0.00	0.00	Posted
12/06/17	E00723	International City Management Assoc. Retirement Co	payroll ending 12/2/17 retirement funds	42,491.53	0.00	0.00	Posted
12/06/17	E00724	Keolis Transit Services LLC	10/28/2017 Pomona Special Service	417.06	0.00	0.00	Posted
12/06/17	E00725	Keolis Transit Services LLC	08/17 Pomona PM's	14,500.00	0.00	0.00	Posted
12/06/17	E00726	Keolis Transit Services LLC	10/22-31 Pomona Contractor Services	685,875.77	0.00	0.00	Posted
12/06/17	E00727	Keolis Transit Services LLC	10/16-21 Pomona Contractor Services	779,855.83	0.00	0.00	Posted
12/06/17	E00728	Keolis Transit Services LLC	11/11/2017 Pomona Special Service UCLA vs ASU	10,807.14	0.00	0.00	Posted
12/06/17	E00729	New Flyer of America Inc.	Parts	36.56	0.00	0.00	Posted
12/06/17	E00731	New Flyer of America Inc.	Engine cradles	5,000.00	0.00	0.00	Posted
12/06/17	E00732	Transdev Services, Inc.	11/17 Management services fee	165,236.03	0.00	0.00	Posted
12/06/17	E00733	Transdev Services, Inc.	10/22-31 Arcadia Contractor Services	956,488.09	0.00	0.00	Posted
12/06/17	E00734	Transdev Services, Inc.	10/16-21 Arcadia Contractor Services	1,325,778.08	0.00	0.00	Posted
12/06/17	E00735	Transdev Services, Inc.	11/11/2017 Arcadia Special Servcie UCLA vs Arizona	6,428.94	0.00	0.00	Posted
12/06/17	E00736	Transdev Services, Inc.	Reimbursement for coach 1703	78,057.83	0.00	0.00	Posted
12/06/17	E00737	Transdev Services, Inc.	reimbursement for coach 1701	78,513.28	0.00	0.00	Posted
12/07/17	51282	ACC Business	Internet for November 2017	4,207.76	4,207.76	0.00	Posted
12/07/17	51283	Adt Security Services, Inc.	11/19-02/18 TS2 Security Services	355.23	355.23	0.00	Posted
12/07/17	51284	AFLAC	12/17 Voluntary insurance premium	1,506.22	1,506.22	0.00	Posted
12/07/17	51285	APTA	AdWheel Entry	700.00	700.00	0.00	Posted
12/07/17	51286	AT and T - 105068	El Monte Back line	34.43	34.43	0.00	Posted
12/07/17	51287	AT and T - 5019	Phone Service	280.02	280.02	0.00	Posted
12/07/17	51288	AT and T - 5025	Phone Service	182.22	182.22	0.00	Posted
12/07/17	51289	Bankcard Center-Bank of the West	11/17 Agency credit card usages	17,181.77	17,181.77	0.00	Posted
12/07/17	51290	C.A.T. Specialties	Men & Ladies Jacket Navy	184.16	184.16	0.00	Posted
12/07/17	51291	California Deposition Reporters	Pre-Bid Meeting	1,372.50	1,372.50	0.00	Posted
12/07/17	51292	Christopher Pieper	Reimbursable Exp - CTA 2017/ Flu	56.00	56.00	0.00	Posted
12/07/17	51293	CIGNA Group Insurance	12/17 Life Insurance premium	4,254.36	4,254.36	0.00	Posted
12/07/17	51294	Cintas Corporation #2	First Aid Kit Supplies	160.73	160.73	0.00	Posted
12/07/17	51295	County of L.A. - Dept. Public Health	FY 2017-18 Backflow Prevention Assembly Test	32.00	32.00	0.00	Posted
12/07/17	51296	Crown Castle USA Inc.	Tower Rental	770.35	770.35	0.00	Posted
12/07/17	51297	Day - Lite Maintenance Co. Inc.	Admin Bldg Lighting Repairs	677.47	677.47	0.00	Posted
12/07/17	51298	Digium Inc.	Pomona Yard Phone	2,136.66	2,136.66	0.00	Posted
12/07/17	51299	Frank Kuo	Reimbursed Expense-FMO Workshop	259.38	259.38	0.00	Posted
12/07/17	51300	Frontier	Industry Park and Ride Phone Line	525.15	525.15	0.00	Posted
12/07/17	51301	Gotcha Media Holdings, LLC	Mt. SAC, Rio Hondo	5,460.00	5,460.00	0.00	Posted
12/07/17	51302	Government Finance Officers Assoc.	Excellent in Financial Reporting Program Fee	1,040.00	1,040.00	0.00	Posted
12/07/17	51303	HD Supply Facilities Maintenance	4th Floor Table	244.32	244.32	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
12/07/17	51304	Hendy Satya	Travel & Meeting Reimbursement	34.24	34.24		0.00 Posted
12/07/17	51305	Home Depot Credit Services	Order PO016435	701.35	701.35		0.00 Posted
12/07/17	51306	IBI Group	CAD/AVL Replacement Consulting	20,704.00	20,704.00		0.00 Posted
12/07/17	51307	Instant Signs Inc.	Line 270 Bus Sign Decals	1,200.96	1,200.96		0.00 Posted
12/07/17	51308	Iron Mountain Inc.	10/17 Shredding Services	119.00	119.00		0.00 Posted
12/07/17	51309	LA MTA	Terminal 28 Layover Dec. 2016 to Nov. 2017	12,000.00	12,000.00		0.00 Posted
12/07/17	51310	Magellan Behavioral Health, Inc.	12/18 to 11/18 Employee assistant program	1,349.00	1,349.00		0.00 Posted
12/07/17	51311	Mobile Relay Associates Inc.	Mobile Relay December 2017	29,821.93	29,821.93		0.00 Posted
12/07/17	51312	Moore and Associates Inc.	Coahc Operator Performance Audits Q10	6,532.57	6,532.57		0.00 Posted
12/07/17	51313	Newage PHM, LLC	TS2 Electricity usage	85.28	85.28		0.00 Posted
12/07/17	51314	Paint Body Vinyl & Graphics, Inc	Azusa P&R - Electric Box Wraps	4,672.93	4,672.93		0.00 Posted
12/07/17	51315	PCAM, LLC	10/17 Dial A Ride Shuttle Service	64,900.98	64,900.98		0.00 Posted
12/07/17	51316	Penske Toyota Scion of West Covina	Tire replacement vehicle lic# 1388994	495.21	495.21		0.00 Posted
12/07/17	51317	Raycom	Radio maintenance	317.00	317.00		0.00 Posted
12/07/17	51318	Richards Watson and Gershon	10/17 Legal Fees	277.19	277.19		0.00 Posted
12/07/17	51319	Skyline Pest Control	11/17 Pest & Rodent Control	95.00	95.00		0.00 Posted
12/07/17	51320	Southern California Edison Co.	10/17 Pomona Transit Electricity Usage	11,100.29	11,100.29		0.00 Posted
12/07/17	51321	The Gas Co.	11/17 Admin Bldg Gas	573.63	573.63		0.00 Posted
12/07/17	51322	Thomas J. Koontz	10/17 Footnotes Monthly Newsletter	2,992.00	2,992.00		0.00 Posted
12/07/17	51323	Tony Garcia Photography	Photoshoot of Rose Queen	3,475.00	3,475.00		0.00 Posted
12/07/17	51324	Verizon Business - 15043	PRI	21,845.83	21,845.83		0.00 Posted
12/07/17	51325	Walnut Valley Water District	Industry P&R Landscape Water	115.19	115.19		0.00 Posted
12/07/17	51326	Waste Management	12/17 Arcadia Warehouse Trash	255.11	255.11		0.00 Posted
12/07/17	51327	Willie J. Brooks	12/17 Indoor Plant Care	449.75	449.75		0.00 Posted
12/07/17	51328	Yoko Igawa	Travel & Meeting Reimbursement	507.05	507.05		0.00 Posted
12/07/17	51329	Youth & Family Club of Pomona Valley	49th Annual Achievement Awards Gala	800.00	800.00		0.00 Posted
12/07/17	E00738	First American Title Company-Pleasanton	Covina P&R Land Purchase	3,954,856.50	0.00		0.00 Posted
12/15/17	51330	ACCO Engineered Systems Inc.	Admin Bldg Boiler Repair	2,112.60	2,112.60		0.00 Posted
12/15/17	51331	Alireza Showkatian	12/04-07 Safety Committee meeting reimbursement	157.68	157.68		0.00 Posted
12/15/17	51332	AT and T - 5025	El Monte Store Telephone lines	208.29	208.29		0.00 Posted
12/15/17	51333	AT and T - 5025	El Monte Store Telephone lines	20.00	20.00		0.00 Posted
12/15/17	51334	AT and T - 5025	El Monte Phone Line router management	172.10	172.10		0.00 Posted
12/15/17	51335	Athens Services	12/17 Admin Trash Service & Parking Lot Sweeping	1,173.55	1,173.55		0.00 Posted
12/15/17	51336	Azusa Light & Water	10/26-11/28 Electricity and Water	1,056.40	1,056.40		0.00 Posted
12/15/17	51337	Capture Technologies, Inc.	Verint November	189.56	189.56		0.00 Posted
12/15/17	51338	CDW Government Inc.	Network Video Recorder and Expansion Bay	1,707.08	1,707.08		0.00 Posted
12/15/17	51339	Chamber of Commerce - Glendora	2018 Glendora Mayor's Prayer Breakfast	500.00	500.00		0.00 Posted
12/15/17	51340	Chamber of Commerce - Pomona	Holiday for Heroes	90.00	90.00		0.00 Posted
12/15/17	51341	Chamber of Commerce - San Dimas	Membership Renewal	160.00	160.00		0.00 Posted
12/15/17	51342	Charter Communications Inc.	Service 11/19/19 to 12/18/17	173.17	173.17		0.00 Posted
12/15/17	51343	Cintas Corporation #2	First Aid Kit Supplies	250.03	250.03		0.00 Posted
12/15/17	51344	City of Pomona - Passes	11/17 Get About Ticket Books	2,000.00	2,000.00		0.00 Posted
12/15/17	51345	Civic Resource Group International Inc.	9/17 Website Maintenance	3,200.00	3,200.00		0.00 Posted
12/15/17	51346	Clean Energy	10/17 Arcadia CNG Fuel	472,941.40	472,941.40		0.00 Posted
12/15/17	51347	Coalition for Clean Air	2018 Clean Air Day	5,000.00	5,000.00		0.00 Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
12/15/17	51348	Come Land Maintenance Service Company Inc.	12/17 Janitorial Service	2,980.00	2,980.00	0.00	Posted
12/15/17	51349	Complete Coach Works	F-1624 Repowering & Repainting Articulated	198,709.86	198,709.86	0.00	Posted
12/15/17	51350	County of L.A. - Sheriff's Dept.	10/16-27 Private Entity Security	6,104.28	6,104.28	0.00	Posted
12/15/17	51351	Darold D. Pieper Attorney at Law	11/17 Legal Fees	7,174.22	7,174.22	0.00	Posted
12/15/17	51352	Downtown Pomona Owners Association	Pomona Christmas Parade Entry Fees	25.00	25.00	0.00	Posted
12/15/17	51353	E.S.G.Valley Japanese Community Ctr	Full Page Ad in Business Directory	200.00	200.00	0.00	Posted
12/15/17	51354	FEDEX Corp.	Express Mail	117.26	117.26	0.00	Posted
12/15/17	51355	Frontier	Fax Line 12/1/17	60.64	60.64	0.00	Posted
12/15/17	51356	G4S Secure Integration LLC	10/17 Security Maintenance	10,448.74	10,448.74	0.00	Posted
12/15/17	51357	Gotcha Media Holdings, LLC	Advertising - APT	1,926.00	1,926.00	0.00	Posted
12/15/17	51358	Grand Car Wash	Vehicle washing	665.00	665.00	0.00	Posted
12/15/17	51359	IBI Group	CAD/AVL Replacement Consulting	10,591.00	10,591.00	0.00	Posted
12/15/17	51360	Jarrett Stoltzfus	Meeting Dinner	145.33	145.33	0.00	Posted
12/15/17	51361	LACMTA	Tokens	8,443.75	8,443.75	0.00	Posted
12/15/17	51362	Lewis Engraving	Milestone Awards	2,252.36	2,252.36	0.00	Posted
12/15/17	51363	Linda Garrison	Yogo instruction 12/2017	390.00	390.00	0.00	Posted
12/15/17	51364	Metrolink	10/17 Metrolink passes	51,294.25	51,294.25	0.00	Posted
12/15/17	51365	Michelle Lopes Caldwell	10/29-11/18 Expenses	167.93	167.93	0.00	Posted
12/15/17	51366	Moore and Associates Inc.	12/17 Transit Store customer service audits	2,818.50	2,818.50	0.00	Posted
12/15/17	51367	Neofunds by Neopost	11/17 Postage	611.56	611.56	0.00	Posted
12/15/17	51368	Omnitrans	Omnitrans passes	6,072.00	6,072.00	0.00	Posted
12/15/17	51369	Ron Turley Associates Inc.	Annual Maintenance Agreement/ software	9,271.50	9,271.50	0.00	Posted
12/15/17	51370	Rotary Club of Walnut Valley	Community Fun Run	125.00	125.00	0.00	Posted
12/15/17	51371	Sabrina Ashley Muhne	Mileage Reimbursement	73.84	73.84	0.00	Posted
12/15/17	51372	Schindler Elevator Corporation	12/1/17 - 2/28/18 Elevator Maintenance	2,604.00	2,604.00	0.00	Posted
12/15/17	51373	Sharlane Bailey	Reimbursable Exp - APTA Leadership	312.25	312.25	0.00	Posted
12/15/17	51374	Socal Office Technologies	Charges for 11/1/17 to 11/20/17	437.40	437.40	0.00	Posted
12/15/17	51375	Southern California Edison Co.	11/17 Admin Bldg Electricity	10,481.08	10,481.08	0.00	Posted
12/15/17	51376	State Compensation Insurance Fund	12/1/17-01/01/18 Works Comp insurance premium	4,493.50	4,493.50	0.00	Posted
12/15/17	51377	Suburban Water Systems	11/17 Admin Bldg Water	893.99	893.99	0.00	Posted
12/15/17	51378	The Climate Registry	2018 Annual Climate Registry Membership	1,200.00	1,200.00	0.00	Posted
12/15/17	51379	The Poly Post	Advertising 10/17/17, 11/14/17	1,084.50	1,084.50	0.00	Posted
12/15/17	51380	Thomas J. Koontz	10/17 Footnotes Monthly Newsletter	9,321.11	9,321.11	0.00	Posted
12/15/17	51381	Thompson Coburn LLP	10/17 Electric Bus Procurement	45,204.90	45,204.90	0.00	Posted
12/15/17	51382	T-Mobile USA Inc.	Vericity cellular sim	545.69	545.69	0.00	Posted
12/15/17	51383	Toyo Landscaping Company	Admin Bldg Clean Up	550.00	550.00	0.00	Posted
12/15/17	51384	Tri - Signal Integration, Inc.	12/17 Industry P&R Fire Alarm Monitoring	1,047.50	1,047.50	0.00	Posted
12/15/17	51385	Verizon Business - 15043	Verizon Business MPLS	39,960.46	39,960.46	0.00	Posted
12/15/17	51386	Vision Service Plan - (CA)	12/17 Vision insurance premium	1,301.60	1,301.60	0.00	Posted
12/15/17	51387	Vortex Industries Inc.	PHTS Door Repair	495.12	495.12	0.00	Posted
12/15/17	51388	Willie J. Brooks	12/17 Plant Care for Transit Stores	213.00	213.00	0.00	Posted
12/15/17	51389	Wright Express	December billing 2017	610.24	610.24	0.00	Posted
12/15/17	51390	Zonar Systems Inc.	Zonar renwal Foo0546 GTC	2,898.00	2,898.00	0.00	Posted
12/15/17	E00739	Avail Technologies, Inc.	CAD/AVL Replacement - Stage 2 & schedle 3	358,871.40	0.00	0.00	Posted
12/15/17	E00740	Four Nines Technologies	Fare Restructuring Study - Task 8-9	32,700.00	0.00	0.00	Posted
12/15/17	E00741	Keolis Transit Services LLC	VTC Completed Repair - First Transit turnover	207,197.55	0.00	0.00	Posted
12/15/17	E00742	Keolis Transit Services LLC	11/16/17 Pomona Special Service Press Request	288.05	0.00	0.00	Posted
12/15/17	E00743	Keolis Transit Services LLC	09/17 Pomona PMI's	14,500.00	0.00	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
12/15/17	E00744	Keolis Transit Services LLC	10/17 Pomona PMI's	14,500.00	0.00	0.00	Posted
12/15/17	E00745	Keolis Transit Services LLC	07/17 Pomona PMI's	13,000.00	0.00	0.00	Posted
12/15/17	E00746	Keolis Transit Services LLC	11/1-15 Pomona Contractor Services	790,643.14	0.00	0.00	Posted
12/15/17	E00747	Keolis Transit Services LLC	11/16-30 Pomona Contractor Services	1,335,865.26	0.00	0.00	Posted
12/20/17	E00749	First Transit Inc.	Pomona Contract Turn Over Refund	183,669.81	0.00	0.00	Posted
12/20/17	E00750	First Transit Inc.	Correct input error on PC00748	183,669.81	0.00	0.00	Posted
12/20/17	E00751	International City Management Assoc. Retirement Co	Payroll ending 12/16/17 retirement funds	46,456.97	0.00	0.00	Posted
12/20/17	E00752	Transdev Services, Inc.	11/16-30 Arcadia Contractor Services	2,104,502.72	0.00	0.00	Posted
12/20/17	E00753	Transdev Services, Inc.	Pomona turnover buses repair	92,357.32	0.00	0.00	Posted
12/20/17	E00754	Transdev Services, Inc.	12/17 Management Services Fee	165,741.92	0.00	0.00	Posted
12/20/17	E00755	Transdev Services, Inc.	11/1-15 Arcadia Contractor Services	996,962.30	0.00	0.00	Posted
12/20/17	E00756	Transdev Services, Inc.	Reimbursement for coach 1722	78,706.63	0.00	0.00	Posted
12/20/17	E00769	Transdev Services, Inc.	Reimbursement Coach 1719	78,487.38	0.00	0.00	Posted
12/21/17	51391	AFLAC	12/17 Voluntary insurance premium	1,506.22	1,506.22	0.00	Posted
12/21/17	51392	Allied Administrators for Delta Dental	01/18 Dental insurance premium	7,425.78	7,425.78	0.00	Posted
12/21/17	51393	AT and T - 5025	EI Monte Phone line general	2,343.24	2,343.24	0.00	Posted
12/21/17	51394	Becnel Uniforms	Q.A. Miguel Rodriguez uniform	490.03	490.03	0.00	Posted
12/21/17	51395	California Choice	01/18 Medical insurance premium	53,668.47	53,668.47	0.00	Posted
12/21/17	51396	CDW Government Inc.	Network Video Recorder and Expansion Bay	4,174.80	4,174.80	0.00	Posted
12/21/17	51397	Citrus College	Advertisement	935.00	935.00	0.00	Posted
12/21/17	51398	ConvergeOne, Inc	PRI to SIP migration	3,398.00	3,398.00	0.00	Posted
12/21/17	51399	Crowe Horwath LLP	Professional services - period end 9/18/17	1,500.00	1,500.00	0.00	Posted
12/21/17	51400	Frontier	Arcadia Computer 12/13/17	2,659.40	2,659.40	0.00	Posted
12/21/17	51401	John Joseph Lutz	Reimbursed Ezpense-Public Policy	2,253.71	2,253.71	0.00	Posted
12/21/17	51402	LACMTA	Tokens	8,443.75	8,443.75	0.00	Posted
12/21/17	51403	Landmark Healthplan of California, Inc.	12/17 Chiropractor insurance premium	350.64	350.64	0.00	Posted
12/21/17	51404	Lany Laura Hernandez Vazquez	Reimbursed Expense-FTA Triennial	246.05	246.05	0.00	Posted
12/21/17	51405	Lazar and Associates	11/17 Translation services	514.75	514.75	0.00	Posted
12/21/17	51406	Newage PHM, LLC	01/18 Transit Store #2 Lease	7,386.45	7,386.45	0.00	Posted
12/21/17	51407	PCM Sales Inc.	TrackIT renewal	1,757.00	1,757.00	0.00	Posted
12/21/17	51408	Platinum Security Inc.	09/17 EI Monte Security services	16,293.46	16,293.46	0.00	Posted
12/21/17	51409	Proterra LLC		0.00	0.00	0.00	Voided
12/21/17	51410	Proterra LLC	F-2601 Series Catalyst E2 FC Battery Bus Project	9,490,647.60	9,490,647.60	0.00	Posted
12/21/17	51411	Pulsar Advertising	06/17 Consulting services	33,492.50	33,492.50	0.00	Posted
12/21/17	51412	Raycom	SERVICE TECH	1,349.41	1,349.41	0.00	Posted
12/21/17	51413	Sabrina Ashley Muhne	Reimbursed Expense-policy marking process	2,198.99	2,198.99	0.00	Posted
12/21/17	51414	Southern California Edison Co.	11/17 Pomona Transit Electricity usage	10,459.15	10,459.15	0.00	Posted
12/21/17	51415	Standard Parking Corporation	11/17 Parking Services	3,464.72	3,464.72	0.00	Posted
12/21/17	51416	Tanya Marie Pina	Reimbursed Expense-Ethics & Decision Marking	1,020.00	1,020.00	0.00	Posted
12/21/17	51417	Thomas J. Koontz	Pocket Cards 1,000	1,236.26	1,236.26	0.00	Posted
12/21/17	51418	Thompson Coburn LLP	10/17 Operations RFPs and Contracts	315.55	315.55	0.00	Posted
12/21/17	51419	Virgilio Victorio	Reimbursed Expense-FTA Triennial W/S	80.39	80.39	0.00	Posted
12/21/17	51420	Vy Thuy Phan - Hoang	GIS Certificate Course 2018	2,374.62	2,374.62	0.00	Posted
12/21/17	51421	Walnut Valley Water District	11/17 Industry P&R Fire Sprinkler Water	144.53	144.53	0.00	Posted
General Checking				25,706,480.85	10,824,605.91	0.00	



February 23, 2018

To: Executive Board

Subject: **January 2018 Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through January 31, 2018.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of January 31, 2018, for the fiscal year ending June 30, 2018.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of January 31, 2018, shows total assets at \$325 million. This total consists primarily of \$218 million in fixed assets, \$85 million in cash and investments, and \$21.7 million in receivable and prepaid assets. Foothill Transit's cash position of \$57.7 million is \$0.2 million less than the previous month, and is \$17.2 million less than last year in January.

Liabilities

The accounts payable balance is \$9.93 million. Accounts Payables include operations and maintenance expenses for \$6.34 million and \$0.78 million for fuel.

The deferred revenue of \$64 million represents funds that are reserved for planned capital expenditures, such as upcoming bus procurements and transit center construction activities.

Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$20.6 million in liquid accounts held with Bank of the West; \$26.7 million in interest bearing money market accounts with Bank of the West; \$67,500 with Chase; and \$10.3 million invested in the Local Agency Investment Fund (LAIF).



Longer term investments include \$24 million with Bank of the West Agency notes; a \$250,000 Bank of the West certificate of deposit; and \$2.74 million with Wells Fargo certificates of deposit.

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)

January 2018 year-to-date fare revenues were \$9.34 million which is \$823,810 less than the budgeted amount and \$205,844 less than January 2017. Through January 2018, ridership is approximately 8.3 percent less than it was last year at this time. Operating costs through January 2018 were \$54.97 million, which is \$3,072,399 less than the budget and \$4,984,364 more than January 2017. Of this \$54.97 million, \$43.15 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel which was \$3.56 million through January 2018.

The report also reflects receipt of \$2 million of Prop A. Local Return funds from the City of West Covina. These funds were used for transit operating expenses during the first quarter of FY2018.

Capital expenditures through January were \$22.41 million compared with \$4.35 million last year at this time. The annual budget for capital expenditures includes the purchase of replacement buses, replacement of the CAD/AVL system and initiation of construction for the Covina Park & Ride and Transit Center project.

Farebox Recovery Ratio

The January year-to-date farebox recovery ratio was 16.99 percent, approximately 0.71 percent lower than the performance target of 17.7 percent. The farebox recovery ratio is derived by dividing the total fare revenue of \$9,338,921 by the total bus operating expense of \$54,965,396. This ratio is less than the January 2017 ratio of 18.9 percent. The decline is due to increasing operating expenses combined with declining fare revenues. Declining bus ridership is a nationwide trend. Foothill Transit is participating in a region-wide study to analyze LA County ridership and provide recommendations for attracting riders.



Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of January 2018; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Finance accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for January 2018 were \$8.71 million. Capital disbursements totaled \$1,878,697 and other significant disbursements include \$2.11 million to Keolis and \$3.35 million to Transdev for bus operating services.

Sincerely,

A handwritten signature in blue ink that reads "Michelle Lopes Caldwell".

Michelle Lopes Caldwell
Director of Finance and Treasurer

A handwritten signature in blue ink that reads "Doran J. Barnes".

Doran J. Barnes
Executive Director

Attachments

Foothill Transit
Balance Sheet
As of January 31, 2018

Assets

Current Assets:

Cash	\$57,698,059
Investments	26,989,000
Due from government agencies	16,876,085
Other receivables	3,914,574
Other assets	942,430

Total Current Assets \$106,420,147

Property & Equipment (net of depreciation) 218,170,387

Total Assets \$324,590,534

Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities \$9,932,498

Deferred Revenue 62,569,033

Total Liabilities \$72,501,531

Equity

Fund Balance:

Investment in Capital Assets \$218,170,387

Current Year Change 5,098,260

Reserve 28,820,357

Total Equity \$252,089,003

Total Liabilities and Equity \$324,590,534

Summary of Cash and
Investment Account
For January 31, 2018

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$12,504,315
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,200
Bank of the West-Excise Tax	N/A	Demand Deposit	8,137,829
BOW-Prop 1B-Cal Grants	0.85%	Demand Deposit	6,578,921
Bank of the West-Money Market	0.85%	Demand Deposit	9,680,535
Bank of the West-Money Market	0.85%	Demand Deposit	9,689,379
Bank of the West-LCTOP	0.07%	Demand Deposit	757,173
Chase Business Saving	0.18%	Demand Deposit	67,579
LAIF Investment	1.07%	Demand Deposit	10,280,727
Subtotal Cash on Hand			<u>\$57,698,059</u>
Investments:			
Bank of the West:			
1 Maturity - 10/29/20 - 5yrs.	1.13%	Callable Note	\$5,000,000
2 Maturity - 05/25/21 - 5yrs.	1.25%	Callable Note	5,000,000
3 Maturity - 01/27/21 - 5yrs.	1.00%	Callable Note	5,000,000
4 Maturity - 07/27/21 - 5yrs.	1.00%	Callable Note	8,000,000
5 Maturity - 02/26/21 - 5yrs.	1.25%	Callable Note	1,000,000
	1.25-1.50%	Cert. of Deposit	250,000
	0.45-1.60%	Cert. of Deposit	2,739,000
Subtotal Investments			<u>\$26,989,000</u>
Total Cash and Investments			<u><u>\$84,687,059</u></u>

(1) Consist of 1 Cds at \$250,000 each

(2) Consist 11 Cds at \$249,000 each

Foothill Transit
Statement of Revenue and Expense
For Month Ended January 31, 2018

	Actual YTD January-18	Budget YTD January -18	Variance	Actual YTD January - 17
Fare Revenue				
Farebox	\$4,763,088	\$5,099,852	(6.60%)	\$4,935,493
Pass Sales	\$2,079,112	2,150,400	(3.32%)	2,028,925
TAP Cash Purse	\$1,765,470	2,114,827	(16.52%)	1,800,043
MetroLink & Access Service	\$340,181	410,691	(17.17%)	375,345
EZ Transit Pass	\$391,070	386,961	1.06%	404,959
Total Operating Revenue	\$9,338,921	\$10,162,731	(8.11%)	\$9,544,765
Operating Subsidies and Other				
Transportation Development Act	\$13,484,436	\$13,484,434	0.00%	\$13,382,140
TDA-Reserve from prior years	\$2,378,799	6,383,020	(62.73%)	5,307,945
STA	\$508,165	508,163	0.00%	1,074,388
Prop A 40% Discretionary	\$9,640,243	9,640,243	(0.00%)	9,380,724
Prop A 40% BSCP	\$2,604,561	2,604,561	0.00%	2,659,344
Prop A Exchange	\$2,000,000	0	0.00%	
Prop C BSIP	\$542,620	542,620	0.00%	533,287
Prop C Base Restructuring	\$1,165,491	1,165,491	0.00%	1,145,445
Prop C Transit Service Expansion	\$194,220	194,220	0.00%	190,880
Transit Security-Operating	\$525,573	525,573	(0.00%)	535,515
Measure R Operating	\$6,091,679	6,091,679	0.00%	6,073,506
Measure M Operating	\$5,801,727	5,801,726	0.00%	
CRD Subsidy	\$100,000	0	0.00%	
Miscellaneous Transit Revenues	\$588,961	933,333	(36.90%)	153,093
Total Subsidies and Other	\$45,626,475	\$47,875,064	(4.70%)	\$40,436,266
Total Operating Revenue	\$54,965,396	\$58,037,795	(5.29%)	\$49,981,032
Other Revenues				
Gain on Sale of Fixed Assets	\$69,641	\$0	0.00%	\$54,846
Fuel Tax Credit	\$320,476	0	0.00%	
Auxiliary Revenue	\$473,546	945,000	(49.89%)	1,268,728
Total Other Revenues	\$863,663	\$945,000	(8.61%)	\$1,323,574
Total Operating and Other Revenues	\$55,829,059	\$58,982,795	5.35%	\$51,304,605
Operating Expenses				
Operations	\$48,525,480	\$49,592,020	2.15%	\$44,181,935
Maintenance & Vehicle Technology	\$509,676	526,520	3.20%	432,627
Marketing and Communications	\$962,665	1,320,110	27.08%	878,725
Information Technology	\$1,341,957	1,434,787	6.47%	1,110,581
Administration	\$1,310,719	1,754,902	25.31%	1,410,807
Policy & Strategic Sourcing	\$382,464	549,726	30.43%	322,161
Finance	\$816,297	1,059,395	22.95%	649,987
Planning	\$499,727	809,795	38.29%	429,406
Facilities	\$616,411	990,540	37.77%	564,803
Total Operating Expenses	\$54,965,396	\$58,037,795	5.29%	\$49,981,032
Other Expenses				
Property Management	\$209,435	\$259,583	19.32%	\$262,747
Dial-A-Ride	\$461,969	466,667	1.01%	497,247
Special Services	\$192,259	218,750	12.11%	184,872
Total Other Expenses	\$863,663	\$945,000	13.12%	\$944,867
Total Operating and Other Expenses	\$55,829,059	\$58,982,795	5.35%	\$50,925,898
Capital Revenues				
Capital Grants	\$22,409,979	\$32,740,815	(31.55%)	\$4,350,713
Capital Expenditures				
Capital Expenditures	\$22,409,979	\$32,740,815	31.55%	\$4,350,713

Bank Account - Check Details

Period: 01/01/18..01/31/18
Foothill Transit

Thursday, February 08, 2018
FOOTHILLTRANSIT\FKUUO

This report also includes bank accounts that only have balances.
Bank Account: No.: B001, Date Filter: 01/01/18..01/31/18

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001	General Checking						
		Phone No.	800-488-2265				
01/03/18	E00770	International City Management Assoc. Retirement Co	Payroll ending 12/30/17 retirement funds	41,527.41	0.00	0.00	Posted
01/04/18	51422	ACCO Engineered Systems Inc.	12/1/17 - 2/28/18 Industry P&R HVAC Maintenance	1,668.50	1,668.50	0.00	Posted
01/04/18	51423	Adt Security Services, Inc.	01/14-04/13/2018 Pomona yard	320.91	320.91	0.00	Posted
01/04/18	51424	Baker Donelson Bearman and Cal.	Public Affairs	10,011.03	10,011.03	0.00	Posted
01/04/18	51425	Bankcard Center-Bank of the West	12/17 Agency credit card usages	22,547.80	22,547.80	0.00	Posted
01/04/18	51426	California Transit Association	Membership Dues 1/1/18 to 1/1/19	22,677.00	22,677.00	0.00	Posted
01/04/18	51427	Carol A. Herrera	Reimbursable Expenses	291.69	291.69	0.00	Posted
01/04/18	51428	Clean Energy	11/17 Arcadia CNG Facility Maintenance	475,808.22	475,808.22	0.00	Posted
01/04/18	51429	Coast Surveying, Inc	Land Survey Services - DTLA Layover	24,243.12	24,243.12	0.00	Posted
01/04/18	51430	ConvergeOne, Inc	Fiber Blade	16,553.33	16,553.33	0.00	Posted
01/04/18	51431	David Reyno	Reimbursable Expenses	2,170.80	2,170.80	0.00	Posted
01/04/18	51432	ENO Transportation Foundation	Membership	7,000.00	7,000.00	0.00	Posted
01/04/18	51433	FEDEX Corp.	Express Mail	177.57	177.57	0.00	Posted
01/04/18	51434	Green's Lock and Safe	Key Duplication	21.90	21.90	0.00	Posted
01/04/18	51435	HD Supply Facilities Maintenance	Facility Supplies	195.57	195.57	0.00	Posted
01/04/18	51436	Instant Signs Inc.	Admin Building Fire Dept Signage	186.84	186.84	0.00	Posted
01/04/18	51437	Iron Mountain Inc.	11/17 Shredding Services	174.65	174.65	0.00	Posted
01/04/18	51438	Jarrett Stoltzfus	Meeting with Metro	90.37	90.37	0.00	Posted
01/04/18	51439	Leadership Pasadena	Community Leadership Course for Veterans	1,500.00	1,500.00	0.00	Posted
01/04/18	51440	Office Depot	Office Supplies	1,390.94	1,390.94	0.00	Posted
01/04/18	51441	ReadyRefresh	11/17 Drinking Water	72.25	72.25	0.00	Posted
01/04/18	51442	Temple City High School Grad Nite	Grad Nite	100.00	100.00	0.00	Posted
01/04/18	51443	The Bus Coalition, Inc.	2018 Membership	1,000.00	1,000.00	0.00	Posted
01/04/18	51444	The Gas Co.	12/17 Admin Bldg Gas	608.55	608.55	0.00	Posted
01/04/18	51445	T-Mobile USA Inc.	Vericity cellular sim	545.69	545.69	0.00	Posted
01/04/18	51446	Transit Information Products	10/22/17 - Bus book design and printing	33,093.39	33,093.39	0.00	Posted
01/04/18	51447	Tri - Signal Integration, Inc.	5 Year Test & Inspection	3,870.00	3,870.00	0.00	Posted
01/04/18	51448	Yoko Igawa	01/18 Reimbursed Expense Metro TAP	100.00	100.00	0.00	Posted
01/04/18	51449	Zones Inc.	Surveillance camera hard drives for transit stores	5,747.81	5,747.81	0.00	Posted
01/05/18	51450	Chi Cheong Chik	Final payroll for period ending 1/5/18	17,817.86	17,817.86	0.00	Posted
01/10/18	E00771	Keolis Transit Services LLC	Pomona Turnover Repairs	2,270.74	0.00	0.00	Posted
01/10/18	E00772	Keolis Transit Services LLC	12/1-15 Pomona Contractor Services	768,180.31	0.00	0.00	Posted
01/10/18	E00773	Keolis Transit Services LLC	12/08/2017 Pomona Special Service	444.87	0.00	0.00	Posted
01/11/18	51451	ACC Business	ACC Business Internet	4,207.76	4,207.76	0.00	Posted
01/11/18	51452	Allied Administrators for Delta Dental	02/18 Dental insurance premium	7,004.70	7,004.70	0.00	Posted
01/11/18	51453	Andrew John Papson	Expense report	158.44	158.44	0.00	Posted
01/11/18	51454	AT and T - 105068	01/18 El Monte Back line	40.38	40.38	0.00	Posted
01/11/18	51455	AT and T - 5025	El Monte phone line (626)452-1579 & (626)452-1587	264.50	264.50	0.00	Posted
01/11/18	51456	Athens Services	1/18 Admin Trash Service & Parking Lot Sweeping	1,225.83	1,225.83	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
01/11/18	51457	C.A.T. Specialties	Embroidered Beanies	347.39	347.39	0.00	Posted
01/11/18	51458	Cal Poly Pomona Foundation	2018 Strategic Planning Workshop	2,092.21	2,092.21	0.00	Posted
01/11/18	51459	California Chamber of Commerce	CA Labor Law Poster and Download	270.96	270.96	0.00	Posted
01/11/18	51460	California Choice	02/18 Medical insurance premium	51,548.83	51,548.83	0.00	Posted
01/11/18	51461	California Deposition Reporters	RFQ 18-017 Pre-Proposal Conference	946.26	946.26	0.00	Posted
01/11/18	51462	Calstart, Inc.	Membership renewal	3,000.00	3,000.00	0.00	Posted
01/11/18	51463	Charter Communications Inc.	Cable for West Covina Office	173.17	173.17	0.00	Posted
01/11/18	51464	CIGNA Group Insurance	01/18 Life Insurance premium	4,422.71	4,422.71	0.00	Posted
01/11/18	51465	Complete Coach Works	F-1624 Repowering & Repainting Articulated	197,432.88	197,432.88	0.00	Posted
01/11/18	51466	Crown Castle USA Inc.	Tower rental	770.35	770.35	0.00	Posted
01/11/18	51467	Digium Inc.	12/26/17-1/25/18 Arcadia	2,136.51	2,136.51	0.00	Posted
01/11/18	51468	FEDEX Corp.	Express Mail	150.37	150.37	0.00	Posted
01/11/18	51469	Frontier	Fax line 6269190761	395.81	395.81	0.00	Posted
01/11/18	51470	Gotcha Media Holdings, LLC	Mt. SAC, APU	6,756.00	6,756.00	0.00	Posted
01/11/18	51471	Industry Public Utility Commission	11/17 Industry P&R Electricity	1,233.49	1,233.49	0.00	Posted
01/11/18	51472	IPI Construction	Pomona Renovations	117,261.35	117,261.35	0.00	Posted
01/11/18	51473	Landmark Healthplan of California, Inc.	01/18 Chiropractor insurance premium	364.59	364.59	0.00	Posted
01/11/18	51474	MailFinance Inc.	Postage Machine Leasing Charges	507.17	507.17	0.00	Posted
01/11/18	51475	Metrolink	11/17 Metrolink passes	47,503.75	47,503.75	0.00	Posted
01/11/18	51476	Mobile Relay Associates Inc.	From 1/1/18 to 1/30/18 Mobile Radiid	210.38	210.38	0.00	Posted
01/11/18	51477	Neofunds by Neopost	12/17 Postage	560.00	560.00	0.00	Posted
01/11/18	51478	Pasadena Weekly	Digital Extension Online - Rose Queen	249.00	249.00	0.00	Posted
01/11/18	51479	Proterra LLC	F-2613 Exchange Catalyst E2 FC Electric Bus	15,278.54	15,278.54	0.00	Posted
01/11/18	51480	Raycom	1/1/18-1/31/18 Radio Maintenance	778.10	778.10	0.00	Posted
01/11/18	51481	ReadyRefresh	12/17 Drinking Water	72.25	72.25	0.00	Posted
01/11/18	51482	Sample Tile and Stone	RETAIN FROM KPO 17-013	3,327.57	3,327.57	0.00	Posted
01/11/18	51483	Skyline Pest Control	12/17 Pest and Rodent Control	95.00	95.00	0.00	Posted
01/11/18	51484	State Compensation Insurance Fund	1/1/18-2/1/18Works Comp insurance premium	4,493.50	4,493.50	0.00	Posted
01/11/18	51485	Suburban Water Systems	12/17 Admin Bldg Fire Pump Water	884.68	884.68	0.00	Posted
01/11/18	51486	ThyssenKrupp Elevator Corporation	1/1/18 - 3/31/18 Industry P&R Elavator Maintenance	464.77	464.77	0.00	Posted
01/11/18	51487	Toyo Landscaping Company	12/17 Industry P&R Landscape Maintenance	1,754.29	1,754.29	0.00	Posted
01/11/18	51488	Tri - Signal Integration, Inc.	Admin Bldg Fire Alarm Repairs	1,840.44	1,840.44	0.00	Posted
01/11/18	51489	Vision Service Plan - (CA)	01/18 Vision insurance premium	1,340.48	1,340.48	0.00	Posted
01/11/18	51490	Waste Management	1/18 Arcadia Warehouse Trash	257.95	257.95	0.00	Posted
01/11/18	51491	Willie J. Brooks	1/18 Indoor Plant Care	662.75	662.75	0.00	Posted
01/11/18	51492	Wright Express	Vehicle fueling 1/18/2018	411.43	411.43	0.00	Posted
01/11/18	51493	Yoko Igawa	Mileage Reimbursement	13.38	13.38	0.00	Posted
01/11/18	51494	Zonar Systems Inc.	EVIR CSA Inspection Service	2,898.00	2,898.00	0.00	Posted
01/12/18	E00774	Avail Technologies, Inc.	CAD/AVL Replacement - Stage 2 & schedle 3	358,871.40	0.00	0.00	Posted
01/12/18	E00775	Avail Technologies, Inc.	CAD/AVL Replacement - Stage 2 & schedle 3	358,871.40	0.00	0.00	Posted
01/12/18	E00776	Avail Technologies, Inc.	CAD/AVL Replacement - Stage 2 & schedle 3 4A4B	358,871.40	0.00	0.00	Posted
01/17/18	E00777	International City Management Assoc. Retirement Co	Payroll ending 1/13/18 retirement funds	40,176.68	0.00	0.00	Posted
01/17/18	E00778	State Board of Equalization -	4th Qtr Sales and Use Tax Return	1,225.00	0.00	0.00	Posted
01/18/18	51495	AFLAC	01/18 Voluntary insurance premium	1,636.22	1,636.22	0.00	Posted
01/18/18	51496	AT and T - 5019	Phone Service	412.32	412.32	0.00	Posted
01/18/18	51497	AT and T - 5019	Phone Service	1.00	1.00	0.00	Posted
01/18/18	51498	AT and T - 5025	El Monte phone line router management	142.08	142.08	0.00	Posted
01/18/18	51499	Baker Donelson Bearman and Cal.	12/17-1/18 Public Affairs	18,000.00	18,000.00	0.00	Posted
01/18/18	51500	Basic Backflow	Industry P&R Backflow Device Repair	2,584.69	2,584.69	0.00	Posted

Check		Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry
Date	Check No.						Status
01/18/18	51501	California Deposition Reporters	Pre-bid Meeting 18-041	678.80	678.80	0.00	Posted
01/18/18	51502	Capture Technologies, Inc.	Arcadia	189.56	189.56	0.00	Posted
01/18/18	51503	Carol A. Herrera	Reimbursable Expenses	582.00	582.00	0.00	Posted
01/18/18	51504	Coast Surveying, Inc	Land Survey Services - DTLA Layover	5,258.75	5,258.75	0.00	Posted
01/18/18	51505	Come Land Maintenance Service Company Inc.	1/18 Janitorial Services	5,845.00	5,845.00	0.00	Posted
01/18/18	51506	Complete Coach Works	F-1624 Repowering & Repainting Articulated	191,738.87	191,738.87	0.00	Posted
01/18/18	51507	Conduent	December 2017	63,690.00	63,690.00	0.00	Posted
01/18/18	51508	Darold D. Pieper Attorney at Law	12/17 Legal Fees	7,160.00	7,160.00	0.00	Posted
01/18/18	51509	ECS Imaging, Inc.	18-029 Laserfiche	8,420.00	8,420.00	0.00	Posted
01/18/18	51510	Frontier	Frontier Local	2,483.87	2,483.87	0.00	Posted
01/18/18	51511	Grand Car Wash	Vehicle washing	699.96	699.96	0.00	Posted
01/18/18	51512	Home Depot Credit Services	12/17 Facility Supplies	651.73	651.73	0.00	Posted
01/18/18	51513	Instant Signs Inc.	AITC Surveillance Signs	556.40	556.40	0.00	Posted
01/18/18	51514	International City Management Assoc. Retirement Co	10-12/17 Asset fee allowance - 307178 Plan	1,527.92	1,527.92	0.00	Posted
01/18/18	51515	Jarrett Stoltzfus	Trip Expenses	1,554.79	1,554.79	0.00	Posted
01/18/18	51516	Katherine E. Gagnon	Reimbursed Expense Metro W/S	75.51	75.51	0.00	Posted
01/18/18	51517	Lazar and Associates	12/17 Translating services	346.55	346.55	0.00	Posted
01/18/18	51518	Linda Apodaca	Travel Reimbursement for October 2017	1,233.16	1,233.16	0.00	Posted
01/18/18	51519	Michael Tobin	Final payroll for payroll ending 1/19/18	5,333.00	5,333.00	0.00	Posted
01/18/18	51520	Mobile Relay Associates Inc.	Digital Airtime	20,556.65	20,556.65	0.00	Posted
01/18/18	51521	Office Depot	Office Supplies	1,193.69	1,193.69	0.00	Posted
01/18/18	51522	Penske Toyota Scion of West Covina	Vehicle service /operation veh.	105.99	105.99	0.00	Posted
01/18/18	51523	Prime West Inc.	Azusa Senior Center	695.00	695.00	0.00	Posted
01/18/18	51524	Rodger's Food Service	Sparkling Cider for Governing Board Mtg. 11/3/17	43.70	43.70	0.00	Posted
01/18/18	51525	Socal Office Technologies	Copiers	543.72	543.72	0.00	Posted
01/18/18	51526	Staples Business Adv.-Dept. LA	Office Supplies	963.95	963.95	0.00	Posted
01/18/18	51527	Thomas J. Koontz	Business Cards	1,719.70	1,719.70	0.00	Posted
01/18/18	51528	Thompson Coburn LLP	11/17 Operations RFPs and Contracts	28,629.21	28,629.21	0.00	Posted
01/18/18	51529	Transit Information Products	2017 Service Change Street Disp. Update	5,925.47	5,925.47	0.00	Posted
01/18/18	51530	Verizon Business - 15043	MPLS POM, ARC, WC, Park & Ride, El Monte, Puente H	26,367.08	26,367.08	0.00	Posted
01/18/18	51531	Verizon Wireless	10/23-12/22/17 Avail	45,231.85	45,231.85	0.00	Posted
01/24/18	E00779	Keolis Transit Services LLC	12/16-31 Pomona Contractor Services	1,313,490.84	0.00	0.00	Posted
01/24/18	E00780	Transdev Services, Inc.	11/18-12/16 Arcadia Fuel	1,454.39	0.00	0.00	Posted
01/24/18	E00781	Transdev Services, Inc.	12/1-15 Arcadia Contractor Services	1,018,435.20	0.00	0.00	Posted
01/24/18	E00782	Transdev Services, Inc.	Transporting of Mini Bus	292.70	0.00	0.00	Posted
01/24/18	E00783	Transdev Services, Inc.	Transporting Mini Bus to Arcadia Parade	234.16	0.00	0.00	Posted
01/24/18	E00784	Transdev Services, Inc.	Transporting of Mini Bus to Azusa Golden Days Para	263.43	0.00	0.00	Posted
01/24/18	E00785	Transdev Services, Inc.	10-11/2017 Arcadia 187 Extra service revenue hours	26,971.54	0.00	0.00	Posted
01/24/18	E00786	Transdev Services, Inc.	01/01/2018 Arcadia Special Service Rose Bowl	18,372.47	0.00	0.00	Posted
01/25/18	51532	ACCO Engineered Systems Inc.	1/18 Admin Bldg HVAC Maintenance	371.33	371.33	0.00	Posted
01/25/18	51533	Adt Security Services, Inc.	01/29-04/28/2018 Pomona Station Security services	149.97	149.97	0.00	Posted
01/25/18	51534	Azusa Light & Water	11/28-12/27 Electricity and Water	1,619.27	1,619.27	0.00	Posted
01/25/18	51535	Basic Backflow	Industry P&R backflow device test & cerification	100.00	100.00	0.00	Posted
01/25/18	51536	Calstart, Inc.	Membership	1,950.00	1,950.00	0.00	Posted
01/25/18	51537	Center for Transportation and the Environment	Zebra Membership	5,000.00	5,000.00	0.00	Posted
01/25/18	51538	Chamber of Commerce - Claremont	Membership Renewal	225.00	225.00	0.00	Posted
01/25/18	51539	Chamber of Commerce - Pomona	Membership Renewal	130.00	130.00	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
01/25/18	51540	Chamber of Commerce-Covina	Membership Renewal	3,500.00	3,500.00	0.00	Posted
01/25/18	51541	Cintas Corporation #2	First Aid Kit Supplies	167.27	167.27	0.00	Posted
01/25/18	51542	City of West Covina	2017 State Mandated Fire & Life Saftey Inspection	1,016.00	1,016.00	0.00	Posted
01/25/18	51543	Civic Resource Group International Inc.	12/17 Website Maintenance	2,790.00	2,790.00	0.00	Posted
01/25/18	51544	Climatec Building Technologies LLC	1/1/18 - 3/31/18 HVAC Software Maintenance	1,849.75	1,849.75	0.00	Posted
01/25/18	51545	ConvergeOne, Inc	PRI to SIP migration	3,399.00	3,399.00	0.00	Posted
01/25/18	51546	E.S.G.Valley Japanese Community Ctr	2018 Cherry Blossom Festival	1,000.00	1,000.00	0.00	Posted
01/25/18	51547	EV Connect, Inc.	Admin Bldg EV Chargers	27,323.76	27,323.76	0.00	Posted
01/25/18	51548	FEDEX Corp.	Express Mail	137.35	137.35	0.00	Posted
01/25/18	51549	G4S Secure Integration LLC	10/17 Security Maintenance	11,205.74	11,205.74	0.00	Posted
01/25/18	51550	Gotcha Media Holdings, LLC	Mt. SAC, Rio Hondo	4,200.00	4,200.00	0.00	Posted
01/25/18	51551	Industry Public Utility Commission	12/17 Industry P&R Electricity	1,327.34	1,327.34	0.00	Posted
01/25/18	51552	Iron Mountain Inc.	12/17 Shredding Services	119.84	119.84	0.00	Posted
01/25/18	51553	Lillian Lin	CAPPO	274.20	274.20	0.00	Posted
01/25/18	51554	Linda Garrison	Yogo instruction 01/2018	585.00	585.00	0.00	Posted
01/25/18	51555	Meritage Homes of California, Inc	ALW Reimbursement	6,070.00	6,070.00	0.00	Posted
01/25/18	51556	MetroKinetics, Inc.	Scheduling Software Consultant	1,286.75	1,286.75	0.00	Posted
01/25/18	51557	Neighborhood Homework House	Growing to Meet Our Need	5,000.00	5,000.00	0.00	Posted
01/25/18	51558	Newage PHM, LLC	02/18 Transit Store #2 Lease	7,470.19	7,470.19	0.00	Posted
01/25/18	51559	Pasadena Weekly	Digital Extension Online	987.00	987.00	0.00	Posted
01/25/18	51560	Pulsar Advertising	9/17 General Marketing Services	16,323.25	16,323.25	0.00	Posted
01/25/18	51561	Regional Chamber of Commerce - SGV	Salute to Heroes Prayer Breakfast	250.00	250.00	0.00	Posted
01/25/18	51562	San Gabriel Valley Employer Advisory Council	Employment law update	170.00	170.00	0.00	Posted
01/25/18	51563	San Gabriel Valley Newspaper	Rose Parade Magazine 2018	15,995.00	15,995.00	0.00	Posted
01/25/18	51564	Sing Tao Daily	2018 Calendar	980.00	980.00	0.00	Posted
01/25/18	51565	Skyline Pest Control	1/18 Pest & Rodent Control	95.00	95.00	0.00	Posted
01/25/18	51566	Smart Card Alliance, Inc.	LEAP Annual Membership - John Xie	300.00	300.00	0.00	Posted
01/25/18	51567	Southern California Edison Co.	12/17 Admin Bldg Electricity	10,053.60	10,053.60	0.00	Posted
01/25/18	51568	Southern California Edison Co.	12/17 Pomona Transit Electricity usage	10,185.97	10,185.97	0.00	Posted
01/25/18	51569	Standard Parking Corporation	12/17 Parking Services	3,706.49	3,706.49	0.00	Posted
01/25/18	51570	Tableau Software, Inc.	1/18-1/19Desktop personal user lic & maint renewal	400.00	400.00	0.00	Posted
01/25/18	51571	The Poly Post	Advertising 1/2/18	969.00	969.00	0.00	Posted
01/25/18	51572	The Type Gallery	Free Ride Coupons for February	2,179.05	2,179.05	0.00	Posted
01/25/18	51573	Thomas J. Koontz	10/17 Footnotes Monthly Newsletter	3,521.98	3,521.98	0.00	Posted
01/25/18	51574	Vy Thuy Phan - Hoang	Reimbursed Expense TRB 2018	426.78	426.78	0.00	Posted
01/25/18	51575	W.M. Klorman Construction Corp.	Covina Park & Ride Design-Build Phase 2	168,828.30	168,828.30	0.00	Posted
01/25/18	51576	Walnut Valley Water District	12/17 Industry P&R Landscape Water	156.50	156.50	0.00	Posted
01/25/18	51577	Zonar Systems Inc.	Zonar GPS Service	126,634.96	126,634.96	0.00	Posted
01/31/18	E00787	City of West Covina - Business License	2018 Business license renewal	4,214.25	0.00	0.00	Posted
01/31/18	E00788	International City Management Assoc. Retirement Co	Payroll ending 1/27/18 retirement funds	39,890.63	0.00	0.00	Posted
01/31/18	E00789	Keolis Transit Services LLC	01/01/2018 Pomona Special Service	28,640.23	0.00	0.00	Posted
01/31/18	E00790	Transdev Services, Inc.	01/18 Management Services Fee	165,155.35	0.00	0.00	Posted
01/31/18	E00791	Transdev Services, Inc.	12/16-31 Arcadia Contractor Services	2,120,733.37	0.00	0.00	Posted
General Checking				8,707,590.31	2,039,002.54	0.00	



February 23, 2018

To: Executive Board

Subject: **February 2018 Legislative Summary**

Recommendation

Receive and file the February 2018 Legislative Summary. Adopt a support position on Proposition 69 and an oppose position on AB 1756.

Analysis

A summary of state and federal legislation and corresponding status is attached. Board members should note that staff recommends a support position on Proposition 69 and an oppose position on AB 1756.

State Legislative Issues:

ACA 5, last year's measure enabling voters to ensure revenues from SB 1 will be dedicated to transportation purposes, has been assigned its proposition number by the Secretary of State. The measure will appear as Proposition 69 on the June statewide ballot. Last year the Legislature acted to place the measure on the ballot in 2018, as part of the process of passing SB 1. ACA 5 is intended to nullify concerns that SB 1 funds will be diverted away from their intended purposes. Prop 69 requires a simple majority approval by voters to be codified in the state constitution.

AB 1756 would repeal SB 1, which is now known as the Road Repair and Accountability Act of 2017. AB 1756 will mean a loss of the additional state transit funding Foothill Transit would receive under the new law.

Governor Brown released his 2018-19 budget proposal last month and it reflects the first full year of funding from SB 1, which is projected to provide \$7.6 billion in additional funding for transit and intercity rail over the next decade.

Among the transit-relevant highlights, the proposed budget estimates that State Transit Assistance (STA) revenue generated from the sales tax on diesel fuel in FY 2017-18 will be \$482.8 million. In FY 2018-19, this number rises to \$554 million, an increase in \$71.2 million, largely due to a full year of SB 1 funding. Combined with other sources of revenue, including the Transportation Improvement Fee, Low Carbon Transit Operations Program



and Proposition 1B, the total funding that will flow through the STA formula stands at \$855 million in FY 2018-19.

A recent study on transit ridership in Southern California conducted by the UCLA Institute of Transportation Studies has been making the rounds. One key finding is that recent ridership declines have coincided with a massive surge in car ownership in the region. The report notes that, from 2000 to 2015, the region added 2.3 million people and 2.1 million household vehicles, nearly one car per new resident.

Federal Legislative Issues:

The Senate and House of Representatives voted to reopen the government after an hours-long shutdown at Fiscal Year (FY) 2017 levels through March 23, 2018. The measure also raises budget caps for both FY 2018 and FY 2019. The legislation passed the House of Representatives by a vote of 240-186 and the Senate by a vote of 71-28. The budget deal was the product of negotiations between both parties. It would also suspend the federal debt ceiling until March 1, 2019, and provide nearly \$90 billion for disaster relief aid. Also included in the package is a "tax-extendors" deal that includes retroactive alternative fuel benefits for properties and vehicles for FY 2017.

On the spending side, the budget agreement would raise defense caps by \$80 billion over current law in FY 2018 and \$85 billion in FY 2019. On non-defense discretionary spending, the caps would increase by \$63 billion for FY 2018 and \$68 billion the next year. A portion of this non-discretionary spending would reportedly go to funding for infrastructure, however, the allocation of those funds will be determined by the Appropriations Committees. Raising these spending caps is expected to provide a way for lawmakers to complete a full-year appropriations bill for FY 2018 by March 23.

On February 12, the White House released its budget proposal for Fiscal Year 2019. The budget, which will guide this year's congressional budget negotiations, includes \$57.4 billion in mandatory funds and obligation to improve the nation's highways, bridges and transit systems. Of this amount, \$46 billion is proposed for highway infrastructure and safety programs and \$9.9 billion is proposed for transit infrastructure. These funding levels are consistent with the authorized amounts in the Fixing America's Surface Transportation (FAST) Act.

As we saw last year, the budget proposes substantial changes to funding for Amtrak's long-distance service, the Transportation Investment Generating



Economic Recovery (TIGER) discretionary grant program, and the Capital Investment Grant (CIG) program. More specifically, the Budget proposes that states begin to share the operating subsidy cost of long distance routes, eliminates funding for TIGER, and proposes to wind down the CIG program by limiting funding to projects with existing full funding grant agreements.

Additionally, the President released his "Legislative Outline for Rebuilding Infrastructure in America." The initiative aims to stimulate at least \$1.5 trillion of investment in infrastructure across various modes and purposes over the next 10 years by providing \$200 billion in new federal funding.

Budget Impact

The impact of Prop 69 and AB 1756 have not been determined at this time.

Sincerely,

Handwritten signature of David Reyno in blue ink.

David Reyno
Director of Government Relations

Handwritten signature of Doran J. Barnes in blue ink.

Doran J. Barnes
Executive Director

Attachment

2018 Legislation Summary

Current as of 2/13/2018

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
AB 1	Frazier	<p>AB 1 and SB 1 are \$6 billion/year proposals, like the proposals that preceded them in the 2015-2016 Special Session on Transportation Infrastructure, include a combination of new revenues, additional investments of Cap and Trade auction proceeds, accelerated loan repayments, Caltrans efficiencies & streamlined project delivery, accountability measures, and constitutional protections.</p> <p>These proposals would continue to fund public transit by doubling the Cap and Trade allocation to the Transit and Intercity Rail Capital Program and Low Carbon Transit Operations Program; and, each triples the incremental diesel sales tax going to the State Transit Assistance program, from 1.75% to 5.25% (an effective increase of 3.5%).</p>	This bill could lead to increased state funding for Foothill Transit.	See SB 1.	CTA - Support	Support Position Adopted 2/24/2017
AB 17	Holden	This bill would create a Transit Pass Program to provide free or reduced-fare transit passes to public school, community college, California State University and University of California students. This program would join the Transit and Intercity Rail Capitol Program and Low Carbon Transit Operations Program as a transit related Cap and Trade expenditure once appropriated from the Greenhouse Gas Reduction Fund. Recent amendments (May 31, 2016) have removed a dedicated funding amount for this program.	This bill could help support Foothill Transit's Class Pass Program.	Passed by the Legislature. Vetoed by the Governor on 10/15/2017		Support Position Adopted 2/24/2017
AB 301	Rodriguez	Existing law prohibits a person from operating a commercial motor vehicle unless the person has passed a written and driving test for the operation of a commercial motor vehicle that complies with specified federal standards and any other requirements imposed by the Vehicle Code. AB 301 would require the Department of Motor Vehicles, by June 1, 2019, to ensure that the maximum	This bill would assist Foothill Transit's Operating Contractors from lengthy delays in hiring coach operators due to difficulty obtaining the appropriate license.	Assembly Committee on Appropriations	CTA - Support	Support Position Adopted 5/26/2017

2018 Legislation Summary

Current as of 2/13/2018

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		wait time to obtain an appointment to take the driving skills test to operate a commercial motor vehicle does not exceed 7 days. The bill would require the department, by June 1, 2018, to submit a report to the budget and transportation committees of the Legislature detailing how the department intends to achieve the 7-day maximum wait time. The bill would require the report to include, among other components, the methodology the department intends to use to collect and monitor wait times, and an implementation timeline for the department's recommendations.				
AB 1113	Bloom	This bill would amend the statutes governing the State Transit Assistance (STA) program to clarify several ambiguities that led to the State Controller's Office's (SCO) 2016 administrative changes. These changes implemented new calculation and allocation methodologies for the STA program, suddenly changing the way these vital funds are distributed. These STA grant funds are vital to the ongoing operations and capital projects of about 145 public transit systems statewide.	This bill would help bring consistency and clarity to Foothill Transit's budgeting process related to the STA Program.	Signed by the Governor & Chaptered by the Secretary of State - 7/21/2017	CTA - Support	Support Position Adopted 3/24/2017
AB 1756	Brough	Would repeal SB 1 which is now known as the Road Repair and Accountability Act of 2017	This bill will mean a loss of additional state transit funding Foothill Transit would receive under the new law.	Assembly Committee on Transportation		Oppose
ACA 5	Frazier	This measure would add Article XIXD to the California Constitution to require revenues derived from vehicle fees imposed under a specified chapter of the Vehicle License Fee Law to be used solely for transportation purposes. The measure would prohibit these revenues from being used for the payment of principal and interest on state transportation general obligation bonds that were authorized by the voters on or before	This bill would protect Foothill Transit's dedicated state transportation funds from being diverted for other purposes.	Signed by the Governor & Chaptered by the Secretary of State - 4/17/2017	CTA - Support	Support Position Adopted 5/2/2017

2018 Legislation Summary

Current as of 2/13/2018

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		November 8, 2016. The measure would prohibit the revenues from being used for the payment of principal and interest on state transportation general obligation bonds issued after that date unless the bond act submitted to the voters expressly authorizes that use. The measure would also prohibit the Legislature from borrowing these revenues, except as specified, or using them for purposes other than transportation purposes.				
SB 1	Beall	See AB 1. SB 1 adds another 0.50% sales tax on diesel fuel increment, for intercity and commuter rail purposes.	This bill could lead to increased state funding for Foothill Transit.	Signed by the Governor & Chaptered by the Secretary of State - 4/28/2017	CTA - Support	Support Position Adopted 2/24/2017
SB 268	Mendoza	This bill would change the Los Angeles County Metropolitan Transportation Authority (Metro) Board of Directors current governance structure, including an increase in members from 16 to 21. The original composition of the Metro Board was the result of a lengthy, local process in which all local stakeholders were brought together to develop a consensus. This bill attempts to undermine existing law and unilaterally overrule a locally agreed upon governance structure. The restructuring of a local board should be done at the local level and not at the state level and sets a troubling precedent for local entities.	If this bill becomes law, it would be a step towards putting the Foothill Transit JPA at risk of being altered by state legislation at any time with the local governing agencies having no control in the matter.	Assembly Committee on Local Government	Metro - Oppose	Oppose Position Adopted 6/30/2017
Prop 69		ACA 5, last year's measure enabling voters to ensure revenues from SB 1 will be dedicated to transportation purposes, has been assigned its proposition number by the Secretary of State. The measure will appear as Proposition 69 on the June statewide ballot. Last year the Legislature acted to place the measure on the ballot this year, as part of the process of passing SB 1.	Intended to nullify concerns that SB 1 funds will be diverted away from their intended purposes. Prop 69 requires a simple majority approval by voters to be codified in the state constitution.	June 2018 State Ballot	CTA - Support	Support



February 23, 2018

To: Executive Board

Subject: **Coach Operator Audit Results**

Recommendation

Receive and file the results of the FY2017-2018 Second Quarter Coach Operator Audits.

Background

Coach operator performance audits were conducted during the period of November 2, 2017 through November 13, 2017 to monitor the performance of the on street service delivery provided by Foothill Transit's operations contractors. These performance checks evaluate fare collection, customer relations, and safety. The performance checks are conducted by Moore & Associates, Inc., a firm the agency contracted with to provide these services. Moore & Associates is a full-service professional public transit consulting firm.

In order to ensure maximum coverage of Foothill Transit's operational area the audits are conducted randomly at various times throughout the day. Auditors from Moore & Associates utilize Foothill Transit service as anonymous riders. When the auditor first boards, they will challenge the driver by depositing the incorrect fare or by attempting to use an invalid transfer or pass. If the driver challenges the fare the auditor will then deposit the correct fare, if not, the occurrence is reported as a fare violation. Once onboard the bus, the auditor will then monitor the coach operator's performance in terms of customer relations and safety.

The chart below summarizes the results of the November 2017 audits for each operating facility.

Table 1 shows the trend of the Coach Operator Audits for Foothill Transit's Arcadia facility.

Table 2 shows the trend of the Coach Operator Audits for Foothill Transit's Pomona facility.



SUMMARY FOR TRANSDEV - ARCADIA

	MAY 2017	AVERAGE VIOLATIONS PER TRIP	AUG 2017	AVERAGE VIOLATIONS PER TRIP	NOV 2017	AVERAGE VIOLATIONS PER TRIP
TOTAL AUDITS CONDUCTED	114	N/A	113	N/A	119	N/A
FARE VIOLATIONS	23	0.2	20	0.2	19	0.2
CUSTOMER RELATIONS VIOLATIONS	156	1.4	121	1.1	105	0.9
SAFETY VIOLATIONS	13	0.1	15	0.1	25	0.2
TOTAL VIOLATIONS	192	1.7	156	1.4	149	1.3
TOTAL PERFECT CHECKS	26	N/A	17	N/A	27	N/A

SUMMARY FOR FIRST TRANSIT - POMONA

	MAY 2017	AVERAGE VIOLATIONS PER TRIP	AUG 2017	AVERAGE VIOLATIONS PER TRIP	NOV 2017	AVERAGE VIOLATIONS PER TRIP
TOTAL AUDITS CONDUCTED	83	N/A	73	N/A	68	N/A
FARE VIOLATIONS	19	0.2	33	0.5	14	0.2
CUSTOMER RELATIONS VIOLATIONS	137	1.7	124	1.7	89	1.3
SAFETY VIOLATIONS	10	0.1	12	0.2	12	0.2
TOTAL VIOLATIONS	166	2.0	169	2.3	115	1.7
TOTAL PERFECT CHECKS	16	N/A	4	N/A	12	N/A

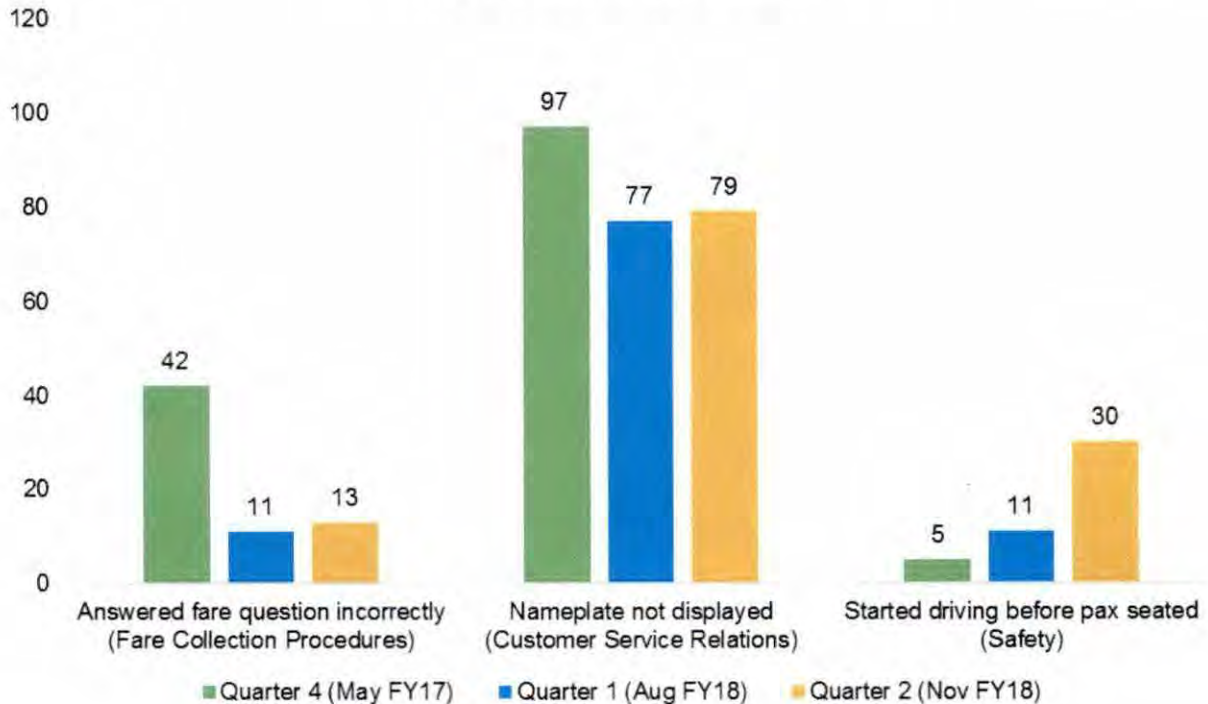
Results

Operators with no noted violations are awarded a certificate and “Perfect Check” pin, which can be worn as part of their uniform. In the Quarter Two audit, a total of 39 coach operators had perfect checks.

The audit results show a significant decrease in total violations from Quarter One (August 2017) for the Pomona facility, which can be attributed to a decrease in Customer Relations violations. While the Arcadia facility had a four percent decrease in total violations in Quarter Two there was a slight increase in the proportion of safety violations when compared to the previous quarter. The majority of the violations in Quarter Two for the service characteristics observed fell within the following areas:



Top Violations by Quarter



As the above chart demonstrates, there has been a significant decrease in answering fare questions incorrectly. However, in the safety category, there has been a marked quarter to quarter increase in operators driving before passengers are seated. This information has been conveyed to both operations and maintenance contractors for action to ensure improved performance in this area.

Additionally, auditors observed on-time performance during each observed trip. For the trips observed this audit period, 72 percent were reported as being on-time, which amounts to a 12 percent decrease from the previous quarter. This is due to the Figueroa and 9th closure downtown which has negatively impacted the agency's commuter express service. Additionally, the agency's largest service change was implemented towards the end of October. Service is generally impacted by service changes as operators are becoming acclimated to new routes and schedules.

While the primary focus of the Coach Operator Audits is on Fare, Safety, and Customer Service violations, staff have modified the audit process to include an Americans with Disabilities (ADA) challenge. The challenge for this audit



period required the mystery riders to make a request for the ramp to be lowered. Out of the 151 requests made, 99 percent of the operators complied.

The Coach Operator Audits provide Foothill Transit with the ability to monitor and evaluate the performance of operators delivering service. In an effort to maintain quality, Foothill Transit's management team reviews the results regularly with the Assistant General Managers and Operations Managers of both operating facilities to receive insight as well as to formulate action plans to address the areas that require attention.

The administrative team continues to work with both operations contractors to maintain and ensure Foothill Transit's high service standards for safety, courtesy, and on-time performance. The coach operator performance audits will continue to be conducted on a quarterly basis in order to measure and document progress in maintaining and improving performance.

Budget Impact

Funding for the coach operator audits is included in Foothill Transit's FY 2017-2018 Business Plan.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tanya M. Pina'.

Tanya M. Pina
Operations Contract Manager

A handwritten signature in blue ink, appearing to read 'Doran J. Barnes'.

Doran J. Barnes
Executive Director



February 23, 2018

To: Executive Board

Subject: **Management Compensation Program**

Recommendation

Approve the following recommendations regarding the Foothill Transit management compensation program:

- A. Modify Foothill Transit's pay ranges in accordance with results of compensation study and market demand; and,
- B. Approve reclassifications for the following positions:
 - a. Fare Revenue Manager to Revenue Manager - Range 6 to Range 7
 - b. Marketing and Communications Strategist to Marketing and Communications Manager - Range 6 to Range 7
 - c. Human Resources Manager - Range 6 to Range 7

Analysis

Pay Range Modifications

Foothill Transit pay ranges were established in 2013 when Foothill Transit assumed management responsibility of the transit system. The job titles and pay ranges were modeled after similar Southern California transit agencies. Human Resources management professionals' best practices recommend that organizations review salary ranges every year to ensure external and internal pay equity and to remain competitive in the regional employment market.

In a recent article, Stacey Carroll, a leading expert in employee compensation wrote, "Compensation reviews (also called "compensation analytics") is one tool that management can use to assist the organization to achieve overall goals. In any organization, it's easiest to stick with the status quo when it comes to compensating employees because it's tough to change course on a system that has been established for years. But, as the economy changes and local markets continue to evolve, it is necessary to respond to shifts and continually update policies and procedures."

Numerous transit agencies have contacted Foothill Transit in the past year to request and provide data on employee salary ranges, job descriptions, and actual compensation. Typically, moving salary ranges occurs in response to the external market and doesn't always take into account internal goals, like improving employee longevity or performance.



Foothill Transit conducted a compensation review of the current salary ranges and job titles of four local transit agencies (LA Metro, Long Beach Transit, Santa Monica Big Blue Bus, and OMNITRANS) and compared them to current Foothill Transit salary ranges. LA Metro and Santa Monica BBB generally pay higher salaries and tend to have far more ranges than the other agencies. Long Beach Transit and OMNITRANS tend to align better with the Foothill Transit model. Based on this analysis, the current and proposed salary ranges are shown in the following table:

		Current*		Proposed	
Range	Position Type	Annual Min	Annual Max	Annual Min	Annual Max
8	Director	\$89,018	\$164,683	\$103,811	\$179,072
7	Manager	\$66,764	\$122,399	\$80,000	\$135,405
6	Technical Staff	\$54,524	\$90,130	\$61,827	\$99,542
5	Technical Support	\$47,848	\$72,328	\$49,000	\$79,980
4	Administrative Support	\$40,059	\$61,201	\$41,000	\$68,000
3	Clerical Support	\$33,381	\$51,185	\$37,560	\$60,636

* The ranges in the current column include the 3% range increase scheduled for July 1, 2018. If the proposed ranges are adopted, the next range increase will be July 1, 2019.

Employee Classification Changes

The following changes are proposed to the employee classification job titles and salary grades;

- Reclassify the Fare Revenue Manager - Grade 6 to Revenue Manager - Grade 7
 - This position is currently filled. A compensation review has been conducted and a new job description prepared to more accurately reflect the current job responsibilities and additional responsibilities which are being added to the job. The position will now be supervising an Administrative Analyst responsible for fare and ridership data collection and analysis. This recommendation is consistent with the agency-wide compensation review results and is consistent with other Foothill Transit jobs with the same level of authority and responsibility.
- Reclassify the Marketing and Communications Specialist - Grade 6 to Marketing and Communications Manager - Grade 7



- This position is currently filled. A compensation review has been conducted and a new job description prepared to more accurately reflect the current job responsibilities and additional responsibilities being added to the job. This recommendation is consistent with the agency-wide compensation review results and is consistent with other Foothill Transit jobs with the same level of authority and responsibility.
- Reclassify the Human Resources Manager - Grade 6 to Human Resources Manager - Grade 7
 - This position is currently vacant. A compensation review has been conducted and a new job description prepared to more accurately reflect the current job responsibilities and additional responsibilities being added to the job. This recommendation is consistent with the agency-wide compensation review results and is consistent with other Foothill Transit jobs with the same level of authority and responsibility.

A revised version of the Employee Compensation Plan is attached with the proposed changes noted.

Budget Impact

The proposed changes to the pay ranges and the employee classification changes will be implemented during the current fiscal year. This will allow management to fill vacant jobs within the new salary ranges. Budget impacts during the current fiscal year will be minor and will likely be absorbed by recent vacancies which have created salary savings.

Sincerely,

Handwritten signature of Michelle Lopes Caldwell in blue ink.

Michelle Lopes Caldwell
Director of Finance & Treasurer

Handwritten signature of Doran J. Barnes in blue ink.

Doran J. Barnes
Executive Director

Attachment



Foothill Transit

Going Good Places

Foothill Transit Employee Compensation Program

Adopted ~~March 24, 2017~~ February 23, 2018

Foothill Transit's employee compensation program is described below. The Foothill Transit Board reserves the right to modify or change this plan at its sole discretion at any time. The Executive Director is charged with administering this program.

~~Please note that while Foothill Transit has been in existence for 25 years, it is just beginning as an employer. This program has been crafted with great care. Employees should fully understand that changes to this program are highly likely and should be fully expected as Foothill Transit gains experience as an employer. Further, the Affordable Health Care Act is expected to require changes to health plan coverages. Again, employees should expect changes in the future.~~

Pay Grades

Foothill Transit shall utilize the following pay grades and ranges. Employees may be hired at any point within these pay ranges at the discretion of the Executive Director and subject to overall budget limitations:

	Annual Minimum	Annual Maximum	Position Type
Foothill Transit Grade 8	\$86,425,103,811	\$159,886,179,072	Department Director
Foothill Transit Grade 7	\$64,819,800,000	\$118,834,135,405	Department Manager
Foothill Transit Grade 6	\$52,936,61,827	\$87,505,99,542	Technical Staff
Foothill Transit Grade 5	\$46,454,49,000	\$70,221,79,980	Technical Support
Foothill Transit Grade 4	\$38,892,41,000	\$59,418,68,000	Administrative Support
Foothill Transit Grade 3	\$32,409,37,560	\$49,694,60,636	Clerical Support

Compensation for the Executive Director shall be set at the sole discretion of the Board. Compensation for the Deputy Executive Director shall not be less than 65 percent of the compensation of the Executive Director and not more than 80 percent of the compensation of the Executive Director.

Positions by Pay Grade

Foothill Transit positions are assigned to the following pay grades:

	Department	Pay Grade
Receptionist	Administration	Grade 3
Marketing Assistant	Marketing	Grade 3
Operations and Customer Services Assistant	Operations	Grade 3
Accounting Clerk	Finance	Grade 4
Assistant Administrative Analyst	Procurement	Grade 4
Board Support Services Coordinator	Administration	Grade 4
Accountant	Finance	Grade 5
Administrative Analyst	Finance	Grade 5
Facilities Analyst	Facilities	Grade 5
Fleet Maintenance Coordinator	Maintenance	Grade 5
Mechanical Service Quality Inspector	Maintenance	Grade 5
Quality Assurance Inspector (4)	Operations	Grade 5
Procurement Specialist	Procurement	Grade 5
Facilities Manager	Facilities	Grade 6
Fare Revenue Manager	Finance	Grade 6
Senior Accountant (2)	Finance	Grade 6
<u>Accounting Supervisor</u>	<u>Finance</u>	<u>Grade 6</u>
Creative Content Designer	Marketing	Grade 6
Digital Media and Customer Relations Coordinator	Marketing	Grade 6
Marketing and Communications Strategist	Marketing	Grade 6
Fleet Technology Coordinator	Maintenance	Grade 6
Help Desk Administrator	I.T.	Grade 6
IT-Application Specialist	I.T.	Grade 6
Quality Assurance Analyst	Operations	Grade 6
Safety Compliance Manager <u>Coordinator</u>	Operations	Grade 6
Transit Planner (2)	Planning	Grade 6
Board Support Manager/Executive Assistant	Administration	Grade 7
Controller	Finance	Grade 7
Construction Project Manager	Facilities	Grade 7
Budget and Grants Manager	Finance	Grade 7
Electric Bus Program Manager	Maintenance	Grade 7
<u>Human Resources Manager</u>	<u>Finance</u>	<u>Grade 7</u>
Manager of Community Engagement	Marketing	Grade 7
Manager of Public Affairs	Marketing	Grade 7
<u>Marketing & Communications Manager</u>	<u>Marketing</u>	<u>Grade 7</u>
Network Manager <u>Information Technology Manager</u>	I.T.	Grade 7
Procurement Manager	Procurement	Grade 7
<u>Revenue Manager</u>	<u>Finance</u>	<u>Grade 7</u>
Operations Contract Manager	Operations	Grade 7
Transit Planning Manager	Planning	Grade 7

Director of Policy and Strategic Sourcing Procurement	Procurement	Grade 8
Director of Government Relations	Administration	Grade 8
Director of Facilities	Facilities	Grade 8
Director of Maintenance and Vehicle Technology	Maintenance	Grade 8
Director of Marketing and Communications	Marketing	Grade 8
Director of Information Technology	I.T.	Grade 8
Director of Planning	Planning	Grade 8
Director of Finance and Treasurer	Finance	Grade 8
Director of Customer Service and Operations	Operations	Grade 8

Internship Program

As part of Foothill Transit’s commitment to workforce development, Foothill Transit has created an internship program. The internships allow students to gain valuable skills and knowledge. In addition, the interns support Foothill Transit in achieving its mission. Interns work schedule will be agreed to in advance with the hiring supervisor, however, the intern’s work hours will not exceed 120 days per year, will not exceed the hours per week and days per year as required by state and federal laws for students and for part-time employment.

Paid Time Off

Paid time off (PTO) combines vacation and sick time into a single bank of days for employees to use to take paid time off from work. PTO allows employees to take time off work at their discretion (with approval from their supervisor) which supports work-life balance and flexibility. The PTO accruals are based on years of service as shown in the table below:

Years of Service	Bi-Weekly Accrual (expressed in decimals)	Annual Accrual	Maximum Allowable Accrual (three times annual rate)
0-5 Years of Service	6.77 hours	176 hours	528 hours
5-10 Years of Service	8.30 hours	216 hours	648 hours
10-15 Years of Service	9.84 hours	256 hours	768 hours

15+ Years of Service	11.38 hours	296 hours	888 hours
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Years of service shall include time worked as a Foothill Transit employee and time worked for a Foothill Transit operating and/or management contract for the period in which the employee was assigned full-time to serving Foothill Transit. Service does not need to be consecutive. In accordance with California paid sick-leave laws, part-time employees will accrue one hour of PTO for every 30 hours worked.

Employees may request to cash out their PTO hours once every calendar year, provided they 1) have used at least 80 hours of **scheduled** PTO hours during the 12 month period prior to requesting the cash out, and 2) they retain at least 160 hours in their PTO bank. Any deviation from this policy must be approved by the Executive Director.

Employees who separate from Foothill Transit after the age of 55 years will receive their final PTO check as a lump sum payment into the 401a retirement plan.

Holidays

Holiday Hours

Foothill Transit shall observe the following seven paid holidays:

- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving

If an employee works on one of those seven holidays or if a holiday falls on a regularly scheduled flex day, the holiday hours are automatically added to the employee's PTO account.

Foothill Transit also observes a holiday period beginning on December 24th of each year and ending on January 1st. The administrative offices are closed during this time.

The specific number of days and total hours of holiday time will vary from year to year. These holiday hours are not added to the PTO accrual bank.

Foothill Transit will grant paid holiday time off to all eligible employees immediately upon assignment to full-time status. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Part-time employees are not eligible for holiday pay.

Paid Family Leave (PFL)

Occasionally an employee may be required to take a prolonged leave of absence due to a serious illness or injury for either themselves or a family member or to bond with a new child (approved Family Medical Leave). Foothill Transit will pay PFL payments to eligible employees approximately 55% 60 to 70% of weekly pay, ~~not to exceed \$1,167 up to \$1,216~~ per week for the equivalent of six weeks. PFL will be coordinated with the employee's PTO bank to provide full pay until the PTO bank is depleted. PFL may be taken intermittently.

Work Hours and Schedules

Management and administrative employees will work a 9/80 flex schedule with every other Monday off. ~~Work hours will be as follows:~~

Tuesday through Friday	7:30 a.m. to 5:30 p.m.	Lunch: 12:00 p.m. to 1:00 p.m.
First Monday:	Office closed	
Second Monday	7:30 a.m. to 4:30 p.m.	Lunch: 12:00 p.m. to 1:00 p.m.

Employees will start each workday at the same time between the hours of 7:00 and 8:00 AM. Departments which operate 7 days a week, 24 hours a day, may assign employees specific work hours and days. A detailed discussion of the work hours and schedules is included the Employee Handbook.

~~Certain positions in the Customer Service and Operations team may be assigned alternate schedules due to operational hours of the administrative office.~~

Health Benefits

Foothill Transit shall pay 90% of the cost of medical, dental, vision and chiropractic insurance for the employee and their eligible dependents. Employees who can demonstrate verification of health coverage may opt out of the Foothill Transit health benefits program. Employees who opt out will receive \$250 per month for medical insurance and \$60 per month for dental, vision, and chiropractic insurance.

In the event of a serious illness or injury, an employee may submit their Explanation of Benefits from their health care provider, or other appropriate documentation, identifying the out-of-pocket expenses or declined payments in excess of \$5,000. Foothill Transit will reimburse the employee for those expenses, not to exceed \$20,000, net of taxes.

In order to encourage good health, the cost of flu shots for employees and their dependents covered by the Foothill Transit group medical health plans are eligible to receive reimbursement annually for the administration of the flu shot.

Life Insurance

Foothill Transit shall provide life insurance at one time the employee's annual salary. Per United States Internal Revenue requirements, the premium for insurance in excess of \$50,000 per year is considered taxable income. Employees will be responsible for this tax liability. A payroll deduction will be made each pay period related to this tax liability.

Retirement Benefits

Foothill Transit shall contribute an amount equal to eight percent of the employee's bi-weekly compensation to a defined contribution retirement plan. In addition, Foothill Transit will match 100 percent of employee contributions up to four percent of bi-weekly compensation to this retirement plan.

Tuition Reimbursement

Employees shall be eligible for tuition reimbursement for classes related to professional positions at Foothill Transit. A grade of "C" or better must be achieved to obtain reimbursement. The maximum annual reimbursement shall be \$5,250.

Transit Bus Passes for Employees and Dependents

Foothill Transit bus passes shall be provided to employees for their professional and personal use. Foothill Transit bus passes also shall be provided to all employees' dependents.

Employees commuting via other transit providers at least eight times per month shall be provided transit passes for these other transit providers.

Length of Service Recognition

Employees shall receive a one-time length of service payment as follows:

5 years of service	\$500
10 years of service	\$750
15 years of service	\$1,000
Each subsequent five years of service	\$1,000

Length of service shall include time worked as a Foothill Transit employee and time worked for a Foothill Transit operating and/or management contract for the period in which the employee was assigned full-time to serving Foothill Transit.

Amounts noted are gross pay and shall be treated as ordinary income, which is subject to appropriate taxes.

Compensation Adjustments

Under the adopted management compensation plan, annual evaluations will take place in June of each year with any compensation adjustments effective July 1 of that year. Compensation adjustments consisting of raises or promotions will then be applied to employees by the first full payroll in July. The salary ranges will be adjusted by 3% each year.

- **Individual Performance Goals** – Achievement of individual performance goals are under the direct control of employees and superior performance should be recognized. In this category, an increase of up to three percent of salary will be granted based on the achievement of individual annual goals. These performance goals are determined between the employee and their supervisor prior to the beginning of the fiscal year and approved by the Executive Director every June.

- ***Developmental Program*** – It is anticipated that some employees will be hired at the lower end of their pay range. As they perform their jobs and enhance their skill set, they will become more valuable to the organization and their compensation should reflect this added value. Accordingly, developmental compensation increases will be granted as follows: An employee in the lowest quarter of the salary range will receive a three percent increase; an employee in the second lowest quarter of the salary range will receive a two percent increase; an employee in the second highest quarter of the salary range will receive a one percent increase; and an employee in the highest quarter of the salary range will receive no increase. To qualify for a developmental increase an employee must receive a satisfactory rating overall on their annual evaluation.
- ***Educational Advancement*** – Foothill Transit places great emphasis on the achievement of advanced education. This commitment is reflected in the education reimbursement program. Employees who earn advanced degrees bring additional skills to the organization. In recognition of these additional skills, a one-time increase in base compensation of five percent shall be granted upon achievement of a bachelor's degree, master's degree or doctoral degree in a field of study that is relevant to the mission of Foothill Transit.



February 23, 2018

To: Executive Board

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

Recommendation

Adopt the following resolution:

Resolution No. 2018-01: Authorization for the Execution of the Low Carbon Transit Operations Program (LCTOP) Project "*Foothill Transit Line 280 Expansion and Electrification*" in the Amount of \$492,993 (Attachment A).

Analysis

The Low Carbon Transit Operations Program (LCTOP) was established by the California Legislature in 2014 to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. This program is designed to fund capital or operating projects that a) reduce greenhouse gases; b) increase transit ridership; and, c) benefit disadvantaged communities. Of all the State programs designed to reduce greenhouse gases from transportation, the LCTOP is unique because of its focus on transit agencies, its formulaic funding structure, and the eligibility of projects to fund transit operations. Through this program, Foothill Transit is eligible for funding in the amount of \$492,993.

With the Board's authorization, Foothill Transit will request operating funds to support the expansion and electrification of Line 280 serving the Azusa Intermodal Transit Center and Azusa Gold Line Station. Starting this year, Foothill Transit will deploy 14 new Proterra electric buses along Line 280. Service frequency is being increased as well. The proposed project for LCTOP will fund the operation of these electric buses during fiscal year 2018/2019.

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



Foothill Transit

Executive Board Meeting

Executive Board Meeting - 02/23/18
Resolution for the Low Carbon Transit Operations
Program
Page 2

Budget Impact

This resolution will enable Foothill Transit to submit an allocation request in the amount of \$492,993, which would fund operating costs associated with the expansion and electrification of Line 280.

Sincerely,

A handwritten signature in blue ink that reads "Michelle Lopes Caldwell".

Michelle Lopes Caldwell
Director of Finance & Treasurer

A handwritten signature in blue ink that reads "Doran J. Barnes".

Doran J. Barnes
Executive Director

RESOLUTION #2018-01

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

***“Foothill Transit Line 280 Expansion and Electrification” in the Amount of
\$492,993***

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

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

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

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

WHEREAS, Foothill Transit wishes to delegate authorization to execute these documents and any amendments thereto to Michelle Caldwell, Director of Finance.

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

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

NOW THEREFORE, BE IT FURTHER RESOLVED that Michelle Caldwell, Director of Finance be authorized to execute all required documents of the

LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Foothill Transit that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in

FY 2017-18 LCTOP funds: \$492,993

List project, including the following information:

Project Name: *Foothill Transit Line 280 Expansion and Electrification*

Amount of LCTOP funds requested: \$492,993

Short description of project:

The proposed project will support the expansion, maintenance and operation of Foothill Transit's zero-emission electric buses servicing Line 280, which will connect disadvantaged communities in the San Gabriel Valley to the new Azusa Intermodal Transportation Center and Azusa Gold Line Station.

AGENCY BOARD DESIGNEE: Doran J. Barnes, Executive Director

Adoption. PASSED AND ADOPTED at a meeting of the Executive Board held on February 23, 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

Corey Calaycay, Chair

ATTEST:
Christina Lopez, Board Secretary

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

By: _____
Darold Pieper, General Counsel

By: _____
Board Secretary



February 23, 2018

To: Executive Board

Subject: **Resolution for the California State of Good Repair Program**

Recommendation

Adopt the following resolution:

Resolution No. 2018-02: Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program (Attachment A).

Analysis

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

SB 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. Therefore, in order to be eligible for State of Good Repair funding, potential agencies must comply with various reporting requirements. The State of Good Repair Guidelines will describe the general policies and procedures in carrying out the reporting requirements and other statutory objectives of the Road Repair and Accountability Act of 2017.

With the Board's authorization, Foothill Transit will request funds to support the state of good repair of Foothill Transit's fleet and facilities. The proposed project for SB1 State of Good Repair funds will fund the rehabilitation of fareboxes and heavy and preventive maintenance of Foothill Transit's fleet.

Attachment A is the proposed resolution for authorization for the execution of this State of Good Repair Certifications and Assurances required to receive the grant funding.



Foothill Transit

Executive Board Meeting

Executive Board Meeting - 02/23/18
Resolution for the California State of Good Repair
Program
Page 2

Budget Impact

This resolution will enable Foothill Transit to submit an allocation request to fund maintenance and rehabilitation of Foothill Transit's fleet and facilities.

Sincerely,

A handwritten signature in blue ink that reads "Michelle Lopes Caldwell".

Michelle Lopes Caldwell
Director of Finance & Treasurer

A handwritten signature in blue ink that reads "Doran J. Barnes".

Doran J. Barnes
Executive Director

ATTACHMENT A

RESOLUTION #2018-02

**AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

WHEREAS, Foothill Transit is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) now or sometime in the future for transit projects; and

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

WHEREAS, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and

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

WHEREAS, Foothill Transit wishes to delegate authorization to execute these documents and any amendments thereto to the Director of Finance.

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

NOW THEREFORE, BE IT FURTHER RESOLVED that Director of Finance be authorized to execute all required documents of the SGR program and any Amendments thereto with the California Department of Transportation.

AGENCY BOARD DESIGNEE: Michelle Caldwell, Director of Finance and Treasurer

Adoption. PASSED AND ADOPTED at a meeting of the Executive Board held on February 24, 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

Corey Calaycay, Chair

ATTEST:
Christina Lopez, Board Secretary

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

By: _____
Darold Pieper, General Counsel

By: _____
Board Secretary



February 23, 2018

To: Executive Board

Subject: **Financial Stability Policy FY2018-2019 Financial Strategies**

Recommendation

Approve the annual Financial Stability Policy update to include the FY2018-2019 financial strategies for budget planning.

Analysis

Foothill Transit has an important responsibility to the taxpayers of Los Angeles County to prudently manage its long and short-term finances. In time of economic change and uncertainty, it is especially important for Foothill Transit to ensure its ability to deliver safe, quality and reliable transportation services that are based upon a strong and stable financial foundation.

The Financial Stability policy was adopted by the Foothill Transit Board in February 2016 to ensure that Foothill Transit financial policies are based upon Generally Accepted Accounting Principles and promulgated by the Government Accounting Standards Board. Every three years, the Federal Transit Administration and the LA Metro, on behalf of the State of California Transportation Development Act (TDA) requirements, perform audits to determine among other things, if we are following our published, Board adopted policies.

The adopted policy is updated annually to provide management with a framework for developing the upcoming year's budget and other longer range financial plans and establishing future business targets for management to achieve.

The policy includes goals, annual financial strategies, and general fiscal policies. Each year, prior to budget development, staff will bring the annual financial strategies to the Executive Board for review and approval.

FY2018-2019 Financial Strategies

- S1. Adjust bus operating expenses as needed resulting from contracted requirements in existing operating contracts.



- S2. Implement service changes to improve service efficiency, maintain and increase ridership, and maintain revenues and Governing Board adopted Business Plan.
- S3. Adopt an annual budget which includes allocation to capital programs adequate to meet annual baseline funding for projects and programs which are essential to ensure system performance and safety such as full implementation of the CAD/AVL system.
- S4. Pursue grant funding for capital projects pursuant to the priorities adopted by the Governing Board in the annual Business Plan.
- S5. Pursue favorable investment strategies for reserved funds to ensure Board adopted priorities of 1) safety, 2) liquidity, and 3) financial gain.

Financial Impact

This FY18-19 policy update will set the framework for the annual budget development. Specific service and fare changes, operating cost increases, and new capital projects will be brought to the Board as part of the proposed Business Plan in April 2018.

Sincerely,

Handwritten signature of Michelle Lopes Caldwell in blue ink.

Michelle Lopes Caldwell
Director of Finance & Treasurer

Handwritten signature of Doran J. Barnes in blue ink.

Doran J. Barnes
Executive Director

Attachment (Adopted Financial Stability Policy)

Finance Policy – FIN 01

Financial Stability Policy

Policy Statement

Foothill Transit has an important responsibility to the taxpayers of Los Angeles County to prudently manage its long and short-term finances. In time of economic change and uncertainty, it is especially important for Foothill Transit to ensure its ability to deliver safe, quality and reliable transportation services that are based upon a strong and stable financial foundation.

The Financial Stability Policy is divided into three sections: Goals, Strategies, and General Fiscal Policies. The purpose of the policy is to ensure that Foothill Transit prudently manages its financial affairs, establishes appropriate cash reserves, if debt is necessary, ensures that the debt assumptions are based on financial parameters similar to or more conservative than those that would be placed on Foothill Transit by the financial marketplace and to provide management with a framework for developing the upcoming year's budget and other longer range financial plans and establishing future business targets for management to achieve.

Financial Goals

- G1. Provide safe and secure transportation on Foothill Transit's bus system as the top priority.
- G2. Maintain an operating and capital financial base that is sufficient to deliver safe, quality transportation improvements and bus service efficiently and cost-effectively to meet the levels of demand.
- G3. Continuously strive to improve productivity.
- G4. Establish and maintain an operating fund balance sufficient to ensure that Foothill Transit can adjust to economic downturns, extraordinary cost increases and other financial emergencies.
- G5. Maintain the highest possible credit rating and reputation for prudent financial management.

FY18/19 Financial Strategies

- S1. Adjust bus operating expenses as needed resulting from contracted requirements in existing operating contracts.
- S2. Implement service changes to improve service efficiency, maintain and increase ridership, and maintain revenues and Governing Board adopted Business Plan.
- S3. Adopt an annual budget which includes allocation to capital programs adequate to meet annual baseline funding for projects and programs which are essential to ensure system performance and safety such as full implementation of the CAD/AVL system.
- S4. Pursue grant funding for capital projects pursuant to the priorities adopted by the Governing Board in the annual Business Plan.
- S5. Pursue favorable investment strategies for reserved funds to ensure Board adopted priorities of 1) safety, 2) liquidity, and 3) financial gain.

General Fiscal Policies

- F1. Complete and accurate accounting records shall be maintained in accordance with Generally Accepted Accounting Principles as promulgated by the Government Accounting Standards Board. The fiscal year-end for financial reporting purposes shall be June 30.
- F2. An independent certified public accounting firm shall perform an examination of Foothill Transit's consolidated financial statements on an annual basis. The goal is to receive an unqualified opinion on the financial statements and an opinion that Foothill Transit is in compliance with Federal Single Audit, State and Local reporting requirements in all material respects and to receive the Government Finance Officers Association (GFOA) award for excellence in financial reporting.
- F3. Funds shall be invested within the guidelines of the Executive Board's approved investment policy and in compliance with applicable state law.
- F4. Revenues received during a fiscal year that are in excess of the revenue budget for that year shall be reported as unrestricted, designated fund balances which may only be expended pursuant to Governing Board authorization. Such funds are generally available for appropriation in a subsequent budget cycle.
- F5. The annual budget establishes the legal level of appropriation. The budget shall include operating and capital components and full-time equivalent personnel necessary to implement the policy direction contained in the Annual Business Plan.

Budget Basis

Foothill Transit is a single entity for budgeting and accounting purposes. Annual budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP) for all governmental and proprietary funds except that depreciation and amortization are not budgeted. The Governmental Accounting Standards Board (GASB) defines a fund as a “fiscal and accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.”

Foothill Transit operates with a single fund known as an Enterprise Fund. The Enterprise Fund is considered a proprietary fund. The fund is accounted for using the accrual basis of accounting, meaning revenue is recognized when it is earned and expenses are recorded when incurred.

Budget Process, Policies and Procedures

The annual budget, as adopted by the Governing Board is the legal authority to obligate and spend funds and to hire employees. It includes all operating, capital and debt service (when applicable) requirements of Foothill Transit for the fiscal year, July 1 to June 30th. The annual budget is comprised of an operating budget and capital program and includes the total of full-time equivalent (FTEs) personnel required to deliver the budgeted activities.

Foothill Transit operates with an Enterprise Fund which includes all business-type activities such as bus operations and capital projects. The operating budget provides a summary of planned revenues and expenses for the fiscal year for Foothill Transit services and programs including the following:

- All revenue and expenditure/expense assumptions and projections
- Revenue service hours and miles of bus service
- Operation and maintenance of transit stores
- Total number of Board approved FTEs

The operating budget includes bus operations and special services, property management activities and agency administration.

Operating Budget

The annual operating budget is developed on the basis of the combination of two budget methodologies. Continuation level budgeting is used to develop the funding and resources necessary to sustain critical operating, special programs and previously approved capital projects. Foothill Transit uses zero-based budgeting methodology to determine resources of new programs

and capital projects as well as general and administrative expenses. Foothill Transit's chart of accounts is reviewed and supplemented on an as-needed basis. The Finance Department monitors revenues and budget expenditures throughout the fiscal year.

Budget detail is a management plan for financial activity and is prepared at the fund, project, department, and account level. The Board approved legal level of control is at the fund level.

Total annual expenditures cannot exceed the final appropriation adopted by the Governing Board except for the capital budget, where appropriations are approved on a life-of-project basis. During the fiscal year, changes in law, economic conditions and emergencies can have an impact on budget authority. Spending authority may be increased or decreased throughout the fiscal year as unanticipated situations arise. Management may make revisions within operational and project budgets only when there is no net dollar impact to the total appropriations at the fund level. As such, the Executive Director can approve administrative revisions, including FTE changes, to the financial plan if changes are consistent with the fund appropriation.

Foothill Transit's source of authority to make changes is rooted in disclosure on financial policy as stated in Foothill Transit's Comprehensive Annual Financial Report (CAFR) where reference to the legal level of authority is at the fund level so that staff has the ability to make changes within that legal authority.

Capital Program Budget

The capital budget process is integrated into the annual budget process. The capital budget includes all capital program activities associated with bus acquisition, bus capital improvements, facility construction and other capital improvements such as information technology enhancements. The Governing Board approves a capital project as part of the annual budget adoption; it authorizes the schedule and total expenditures over the life of the project.

Appropriations for the capital budget are approved on a life-of-project basis and thus, do not lapse at the end of the fiscal year. Providing flexible funding over the life of a project authorizes staff to re-appropriate unexpended revenues and expenses from the prior year.

The capital program budget (CP) is adopted on a life-of-project basis. Thus, annual re-appropriations are not required. Changes to the life-of-project budget for any project whose life-of-project budget is over \$1 million must be approved by the Governing Board. The CP budget process is completed as part of the annual budget process. Project managers analyze the status of

their funded projects (reforecasting schedules, costs, etc.) They also submit new projects for consideration through the CP process in the second quarter of the current fiscal year.

The CP budget process includes the following:

- Determines which prior year projects will not be completed as scheduled in the current fiscal year;
- Identifies new requirements or projects since the adoption of the prior CP, including changes to the life-of-project budget;
- Authorizes capital projects and associated funding plans;
- Estimates the operating impact of the capital investment, including cost increases.

The CP budget is developed based on project rankings, project readiness, available agency resources, and funding. Project managers gather project information (current and new projects) and submit the information to Finance in the second quarter of the current fiscal year. Finance assembles the proposed projects and submits to Executive Management. Executive Management reviews the list of recommended capital projects and further prioritizes the projects to match available revenues.

Policy Effective Date: February 27, 2016



February 23, 2018

To: Executive Board

Subject: **Update to Asset Disposal Policy**

Recommendation

Approve and adopt the updated Asset Disposal Policy for the disposition of Foothill Transit assets, which have reached the end of useful life.

Analysis

Foothill Transit's current asset disposal policy was adopted by the Executive Board in 2014. As the organization has matured, business processes have changed, necessitating an update to the existing policy. The recommended update clarifies the disposition process, levels of authority, and conditions that justify the end of an asset's useful life. The recommended policy update also addresses and ensures compliance with any recent changes to Federal Transit Administration (FTA) requirements and California Civil Code.

The recommended policy applies to unusable assets, exclusive of real property, with a depreciated value of \$100,000 or less. Any unusable asset to be disposed of with a depreciated value over \$100,000 must be approved by the Executive Board.

Budget Impact

There is no budgetary impact associated with adopting the updated Asset Disposal Policy.

Sincerely,

A handwritten signature in blue ink that reads "Chris Pieper".

Christopher Pieper
Procurement Manager

A handwritten signature in blue ink that reads "Doran J. Barnes".

Doran J. Barnes
Executive Director

Attachment

ASSET DISPOSAL POLICY

~~April~~ February 2014~~8~~

OVERVIEW

Policy:

Foothill Transit has capital assets, exclusive of real property, which will become obsolete over time. Obsolescence may be due to normal use, wear and tear, outdated technology, reaching the end of their useful life per industry guidelines, agency standards and/or straight line depreciation schedules. These assets and/or new technology, or which may require disposal, including resale.

~~Foothill Transit Departmental Directors, in consultation with the Policy and Strategic Sourcing Procurement and Finance Departments, Finance Department and Project Manager~~ The Foothill Transit Director of Procurement, in consultation with the Director of Finance and Project Manager, will identify items as surplus or obsolete and recommend to the Executive Board and/or the Executive Director, based on the level of approval, to the Executive Board and/or the Executive Director that these assets be disposed of are no longer required for public use and should be disposed of. Upon approval of disposal, the Departmental Director shall coordinate the disposal process with the Procurement Department of Policy and Strategic Sourcing the Director of Procurement shall coordinate the disposal process. Disposal of surplus property can only be authorized by the Board and/or the Executive Director. No department head or employee may sell, give away, or exchange Foothill Transit property.

Only Departmental Directors, the Executive Director or Deputy Executive Director are authorized to make decisions regarding whether an item may be disposed of.

The Asset Disposal process will vary depending on the reason for disposition, the depreciation status of the item, and appropriate approval levels.

DISPOSITION STEPS

A. ELIGIBILITY FOR DISPOSAL:

Assets may only be disposed if they meet one or more of three criteria.

1. Age - Has the asset met the end of its useful life (either determined by federal guidance or Foothill Transit internal accounting standards)?
2. Condition - Is the asset broken, damaged, or in a state otherwise unacceptable so that it could not perform to does not meet Foothill Transit's needs?
3. Technological Obsolescence - Is the item technologically obsolete and no longer meets Foothill Transit's needs?

If an asset does not meet any of these criteria, that asset may not be disposed of.

B. DEPRECIATION STATUS:

The method of disposition is dependent Assets will also be treated differently based on whether the assets were fully depreciated or not at the time of decision for disposal, and assets are subject to different approval levels in based on factors such as the initial acquisition value of the item, and the type of asset.

1. -ASSET IS FULLY DEPRECIATED:

If the asset has been fully depreciated, then the item may be disposed of, subject to approval levels listed below.

The following approval levels apply:

<u><i>If the Fully Depreciated Asset(s) is:</i></u>	<u><i>Then the asset can only disposed of by with the approval of the:</i></u>
<u>An asset with initial cost greater than \$7,500; or An asset that was federally funded, or An asset that is any type of rolling stock.</u>	<u>Executive Director</u>
<u>An asset that does not meet any of the above criteria.</u>	<u>Department Directors</u>

2.) -ASSET IS NOT FULLY DEPRECIATED:

If the asset has been not been fully depreciated, then the item may be disposed of, subject to approval levels listed below and additional requirements. Assets that are not fully depreciated that are federally funded may not be disposed of without seeking approval from the Federal Transit Administration and complying with all appropriate regulations and guidance.

The Following approval levels apply:

<u><i>If the Non-fully Depreciated Asset(s) is:</i></u>	<u><i>Then the asset can only disposed of by the approval of the:</i></u>
<u>Items An asset with a depreciated value greater than \$100,000</u>	<u>Executive Board*</u>

<u>An asset with a depreciated value less than of \$100,000 or less</u>	<u>Executive Director*</u>
<u><i>*if the item is federally funded, additional approval from the Federal Transit Administration must be obtained.</i></u>	

C. ASSET INVENTORY:

If the For assets is tracked in an agency-wide equipment inventory or a departmental equipment inventory, then the Departmental Director must coordinate with the Procurement Department of Policy and Strategic Sourcing, which will to confirm the value of the asset, and ensure that the item has been removed from any database.

D. CONDITION JUSTIFICATION:

If the asset is not fully depreciated, a condition justification must be submitted and approved before final disposition.

E. FINAL DISPOSITION:

For fully depreciated assets and consumable inventory with an original purchase price less than \$7,500, that are not rolling stock and were not purchased with federal funds, that are not required to have been asset tagged and inventoried by the agency, Departmental Directors shall dispose of the assets using the most appropriate method

For any other assets, Departmental Directors should coordinate with the Procurement Department of Policy and Strategic Sourcing. When disposing of property purchased with public funds, the Departmental Director shall use such methods and procedures in his/her judgment that will return the greatest value to the agency and align with the values of Foothill Transit.

Departmental Directors may coordinate with the Policy and Strategic SourProcurement Department to auction-saledispose of surplus items withthrough the agency's current contracted auction vendor. Departmental Directors may also elect to destroy fully depreciated surplus items based on security needs of the agency, or to make a direct sale or donate fully depreciated surplus items to other governmental entities or non-profit organizations when appropriate. The Policy and Strategic SourcingProcurement Department shall deposit with the Finance Department all funds received from the auction sale of surplus property and provide the Director of Finance with a complete accounting of all transactions.

When disposing property purchased with public funds, the Director of Procurement shall use such methods and procedures in his/her judgment that will return the greatest value to Foothill Transit. The Director of Procurement shall deposit with the Foothill Transit Finance Department all funds received from the sale of surplus property and provide the Director of Finance with a complete accounting of all transactions.

For capital assets with a depreciated value of \$100,000 or more, the method of disposal must be approved by the Foothill Transit Executive Board. For assets valued at less than

~~\$100,000, the Executive Director may authorize disposal and the method to be used.~~

Special Circumstances: Federal Grant Funded Assets

Capital assets which have been purchased with federal capital grant funds must be disposed of in a manner consistent with the Federal Transit Administration (FTA) regulations as outlined in FTA Circular 5010.1 ~~ED~~ and subsequent revisions. Any federally funded asset must be disposed of in coordination with the Policy and Strategic Sourcing/Procurement Department, regardless of its initial cost or depreciated value.

Lost and Found Items:

Pursuant to California Civil Code 2080.6 all found or saved personal property recovered on property subject to Foothill Transit's jurisdiction will be held for at least three months. If such property goes unclaimed by its rightful owner during that period, the property will be sent to public auction after notice is posted in a local newspaper.

Ineligible Participants:

Foothill Transit's staff and members of their immediate families, and Executive or Governing Board members and members of their immediate families, may not participate in an auction, competitive sale, or negotiated sale of Foothill Transit capital assets. Foothill Transit staff are eligible to keep surplus marketing and promotional items of nominal value that would otherwise be dispossessed.



February 23, 2018

To: Executive Board

Subject: **Proposed Fiscal Year 2018-2019 Business Plan Initiatives**

Recommendation

Approve the proposed FY 2018-2019 Business Plan Initiatives.

Analysis

Each year, Foothill Transit identifies initiatives that will direct the agency's activities and focus for the coming fiscal year. The following ten key projects are recommended for inclusion in the Business Plan:

- **Fleet Electrification** - In 2010, Foothill Transit deployed three Proterra electric buses into revenue service and became the first transit agency in the nation to deploy fast-charge, all-electric buses into regular service. Our electric bus program has matured as we have gained much-needed insight from our experience operating the electric fleet, which has now grown to 30 coaches. In light of the advancements in battery technology and the growing number of electric bus manufacturers, the Board directed staff to pursue full electrification of the Foothill Transit fleet. To this end, as older CNG buses are retired, they will be replaced by all-electric coaches. Based on current coach retirement schedules, Foothill Transit is on the path toward a fully electric fleet by 2030. The necessary electric charging infrastructure for Foothill Transit's first 14 extended-range electric coaches is slated for completion in the summer of 2018, and full electrification of the fleet will take place once both operating facilities have been equipped with the necessary charging infrastructure.
- **Covina Park & Ride and Transit Center Construction** - On December 8, 2017 Foothill Transit closed escrow on 3.08 acres of property at the intersection of Covina and Citrus Avenues in the City of Covina. The site will be developed into a Transit Center and approximately 360-space parking structure to support both local north-south service and commuter service into downtown Los Angeles. A small transit-supporting retail component is also part of the project. The design-build project is slated to break ground in May 2018 and be completed in June 2019.



- **Duarte Service Implementation** - Last year, a pilot program was launched with the City of Duarte under which Foothill Transit will assume operation of the city's transit service. A Memorandum of Understanding has been executed and plans are underway for Foothill Transit to begin operation of two routes within the City of Duarte using 35-foot extended range electric buses. Activity is underway to procure the three electric buses needed for operation of the Duarte Service, and Foothill Transit and Duarte will collaborate on the development of unique livery for the vehicles that will brand the service to highlight the service as Foothill Transit service to the City of Duarte. Operation of service will begin once the 35-foot extended range electric buses have been delivered.
- **Mt. SAC Transit Center Construction** - In light of the success of the Class Pass program at Mt. SAC, the development of a transit center on campus was seen by Foothill Transit and the college as a worthwhile effort. That effort continues to move forward. Mt. SAC is one of the largest trip generators in the Foothill Transit system and the campus currently has very marginal bus stops. Foothill Transit wrote and was awarded a federal grant for the construction of a transit center on the Mt. SAC campus and the development of this facility is underway. This center is envisioned to have ten transit bays with inviting bus shelters for riders.
- **Fare Restructuring Implementation - Phase II** - In October 2017, Phase I of Foothill Transit's two-phase fare restructuring was implemented. Phase I consists primarily of a simplification of the fare structure and the introduction of a day pass. The Board also authorized the second phase of the fare restructuring and that will be implemented in fall 2019. Phase II involves pricing adjustment across the entire fare structure to help us meet our long term financial goals. Outreach to customers, coach operators, and customer service personnel to ensure they're informed of the upcoming changes to fares will take place in the months leading up to the October 2017 fare restructure Phase II implementation.
- **Fare Technology** - Advancements in fare payment technology are being implemented throughout the world and customers in the Los Angeles area are eager to see a simpler, more streamlined fare collection system implemented locally. Effective and efficient technologies that can be integrated or a supplement to the countywide



TAP program will be investigated so that a viable solution can be recommended for implementation on the Foothill Transit system.

- **Enhanced Regional Service Delivery** - Foothill Transit will be working with LA Metro to study the feasibility of Bus Rapid Transit (BRT) along the Ramona/ Badillo corridor. Through the use of Measure M funds, Foothill Transit will also conduct its own study to look at other corridors within the service area that could be feasible for BRT service.
- **ExpressLanes Operations** - Construction of the HOV lanes between I-605 and SR-57 have been underway for some time now, with completion scheduled for 2021. To ensure effective traffic flow and transit service operation when the lanes open, it is critical that the occupancy requirement mirror the three-person peak occupancy requirement of the busway portion of the lanes. Staff will work with Metro, Caltrans, and our state delegation to pursue the appropriate operating rules and/or legislation.
- **Innovative Service Delivery** - Transportation network companies (TNCs) such as Uber, Lyft and others have become more prevalent within the Foothill Transit service area and throughout the nation. As such, it is prudent for Foothill Transit to investigate and pursue strategies to provide for more seamless integration of the mass transit service we provide with the services provided by these TNCs. In the coming year, staff will work within the framework of the Federal Transit Administration's (FTA) guidelines to implement innovative approaches to partnering with TNCs in delivering service not only to our current customers, but also to those customers who could use the services of a TNC to provide much-needed critical first-mile and last-mile trip connections.
- **Website Redesign** - Foothill Transit first established its Internet presence in October 1998. Since that first launch, foothilltransit.org has undergone complete redesigns in 2000, 2005, 2007, 2009, 2012, and 2014, with several smaller updates in between to include new technologies, branding, services, and campaigns. Online industry standards advise updating or overhauling a business website presence every three to four years. Since our last website redesign, Foothill Transit has adopted new CAD/AVL technology in our fleet that significantly upgrades the quality and delivery of important information to our customers. A redesign of the website will incorporate this and other new technologies to evolve the agency's primary online asset.



These are proposed agency-wide initiatives for FY 2018-2019. Individual department goals will be detailed in their respective sections within the preliminary FY 2018-2019 Business Plan.

Pending approval by the Foothill Transit Executive Board these proposed initiatives will serve as the foundation for agency planning prioritization in the coming year and will be included in the Proposed FY 2018-2019 Budget and Business Plan.

Sincerely,

A handwritten signature in blue ink, appearing to read 'K. McDonald'.

Kevin Parks McDonald
Deputy Executive Director

A handwritten signature in blue ink, appearing to read 'D. Barnes'.

Doran J. Barnes
Executive Director



February 23, 2018

To: Executive Board

Subject: **Contract Award - Materials Testing and Special Inspections Services for Covina Transit Center and Park & Ride**

Recommendation

Authorize the Executive Director to enter into Agreement No. 17-067 with MTGL, Inc. in the amount of \$181,976 for Materials Testing and Special Inspections Services for the Covina Transit Center and Park & Ride.

Analysis

On March 24, 2017 the Executive Board authorized the issuance of RFQ No. 17-067 for materials testing and inspection services required during the construction of the Covina Transit Center and Park & Ride.

The scope of services includes, but is not limited to, concrete and masonry testing and inspection of structural steel, welding methods and concrete placement as required under Section 17 of the California Building Code.

RFQ No. 17-067 was issued on October 12, 2017. Proposals were received on December 13, 2017 from Converse Consultants, CA Testing & Inspections, Krazan & Associates, Ninyo & Moore, United-Heider, RMA Group and MTGL. Each firm's proposal was evaluated by the Evaluation Committee, consisting of five members of Foothill Transit's team. The Evaluation Committee evaluated proposals based on: Statement of Qualifications, Experience, and Organization Relationships; and Work Plan and Technical Approach. Submittals were reviewed on a Qualification Based Selection (QBS) only. Price was not a factor in ranking or recommendation.

Each technical proposal were evaluated based on the following criteria and weighting.

1. Statement of Qualifications, Experience, and Organization Relations (60 points)
2. Work Plan and Technical Approach (40 points)

The highest-rated proposer was MTGL, Inc. MTGL's proposal was ranked highest with an overall score of 76.76 out of a possible 100 points. MTGL has been providing materials testing services for public agencies and



municipalities for more than 24 years. MTGL's Anaheim office, which includes a fully certified in-house laboratory has provided materials testing and inspection services for Foothill Transit in previous projects, in addition to serving many of the agency's member cities and counties. The evaluation results are shown in **Attachment 1**.

Budget Impact

The approved FY17-18 Business Plan includes funding for Materials Testing and Special Inspections Services related to the Covina Transit Center and Park & Ride project.

Sincerely,


Vincent Saucedo
Construction Project Manager


Doran J. Barnes
Executive Director

Attachment 1

		Offerer						
Evaluation Factors	Maximum Points	Converse Consultants	CA Testing & Inspections	Krazan & Associates	MTGL, Inc	Ninyo & Moore	United-Heider	RMA Group
1. Qualifications, Experience, and Organizational Relationships	60	40.44	28.44	30.84	43.80	43.32	35.40	35.40
2. Work Plan and Technical Approach	40	27.60	24.48	25.52	32.96	26.40	25.12	26.16
Overall Score	100	68.04	52.92	56.36	76.76	69.72	60.52	61.56
Rank		3	7	6	1	2	5	4



February 23, 2018

To: Executive Board

Subject: **2018 Bus Roadeo Preview**

Recommendation

Receive and file the preview of the 2018 Bus Roadeo.

Analysis

Foothill Transit will host its 23rd annual Bus Roadeo competition on Saturday, March 10, 2018 with this year's theme being a Luau. The event will take place at our Arcadia Operations and Maintenance Facility where operators and maintenance teams will face off to determine which operator and maintenance team will represent Foothill Transit in Tampa, Florida for the American Public Transportation Association (APTA) International Bus Roadeo competition, where the best of the best throughout the country will compete.

Those who have attended in the past know how enjoyable this safety-focused event can be as we watch our operators navigate through an obstacle course and see our maintenance teams showcase their mechanical skills. The day will begin with a continental breakfast for our judges and volunteers followed by a course walk-through, briefing for all judges and the start of the competition. A tasty lunch will be served after the competition with our awards ceremony immediately following.

To date we have a total of 40 operators and five maintenance teams signed up and ready to compete. We are very excited about this year's roadeo and know that it would not be a success without the participation and assistance from our staff, contractors, and volunteers. We look forward to having representation again at this year's International Bus Roadeo.

Sincerely,



Tanya M. Pina
Operations Contract Manager



Doran J. Barnes
Executive Director



February 23, 2018

To: Executive Board

Subject: **Rose Bowl Service Update**

Recommendation

Receive and file the Rose Bowl Service Update.

Analysis

Foothill Transit has provided shuttle service between the Parsons Building parking lot and the Rose Bowl in Pasadena transporting UCLA fans, Tournament of the Roses game-goers, as well as other patrons to and from events for a number of years.

The 2017 Rose Bowl season opened up on May 20, 2017 with Foothill Transit providing shuttle services for over 18,000 fans to the U2 concert. That was followed by the Arroyo Seco concert, Metallica concert and the UCLA home opener on September 9, 2017. This season Foothill Transit provided services to five UCLA home games, four concerts and closed out the season with the Tournament of Roses game on January 1, 2018 bringing the total of customers transported to 89,454.

As with all of our service, it is important to market this service to improve the chances of its success and build awareness around our brand. Among the strategies used to encourage customers and non-riders to take our service to Rose Bowl events are digital media, traditional marketing platforms such as interior bus cards and newsletters, as well as collaboration with local partners to help spread the word.

Rose Bowl event transportation provides Foothill Transit with an opportunity to interact with customers who may not use public transit regularly, and expose them to our services. The feedback on the service from customers has been very positive. Many riders comment on the cleanliness and appearance of our coaches as well as how convenient, organized, and efficient the operation is.

The success of the Rose Bowl service can be attributed to the hard work of Transdev's and Keolis' administrative teams, members of Foothill Transit's



administrative team, as well as the dozens of coach operators who help to make the operation of services successful.

While the 2017 season may have come to an end, Foothill Transit's agreement with the Rose Bowl continues through August 2020, and Rose Bowl staff have already contacted Foothill Transit regarding their 2018 event calendar. We look forward to continue partnering with the Rose Bowl and providing excellent service.

Sincerely,

A handwritten signature in blue ink that reads "Tanya M. Pina".

Tanya M. Pina
Operations Contract Manager

A handwritten signature in blue ink that reads "Doran J. Barnes".

Doran J. Barnes
Executive Director



February 23, 2018

To: Executive Board

Subject: **Proposed 2018 Federal, State, and Local Legislative Programs**

Recommendation

Adopt the proposed 2018 Federal, State, and Local Legislative Programs as outlined in **Attachments A, B, and C**.

Analysis

The 2018 Federal Legislative Program will help guide staff recommendations and actions on federal proposals during the upcoming year. Foothill Transit's proposed federal legislative program is provided in **Attachment A**. This program continues our efforts to strengthen our relationships with our representatives in Washington, D.C. as well as our relationships with their staff members and the staff of the various committees and regulatory agencies that could have an impact on Foothill Transit. Our goals are to build support for Foothill Transit and its programs and to secure funding for our capital program.

Below is a history of our efforts since 2003:

In 2003, the Foothill Transit Executive Board approved a TEA-21 Six-Year Reauthorization request for \$39 million and an FY 2004 Federal Appropriations request for \$6.5 million for our Transit Oriented Neighborhood Program (TONP). Foothill Transit received a FY 2004 Appropriations earmark of \$2.5 million.

In 2004, Foothill Transit again requested the \$6.5 million that was part of our TEA-21 Six-Year Reauthorization request of \$39 million and included the \$4 million from the FY 2004 request we did not receive. Foothill Transit received a FY 2005 Appropriations discretionary grant of \$200,000.

In 2005, Foothill Transit requested \$10 million, of which \$6.5 million was part of our TEA-21 Six-Year Reauthorization request of \$39 million and \$3.5 million not included in the FY 2005 and FY 2006 earmarks that were requested. Foothill Transit received a FY 2006 Appropriations earmark of \$3.3 million and a SAFETEA-LU discretionary grant of \$7.9 million for the six-year reauthorization period.



In 2006, Foothill Transit requested \$10 million. Unfortunately, the 109th Congress failed to complete work on the appropriations bill and the new 110th Congress decided not to include earmarks in their budget and passed the responsibility for distribution to the Federal Transit Administration (FTA). We submitted an application to the FTA, but received no funding.

In 2007, Foothill Transit requested \$10 million and received a FY 2008 earmark of \$500,000. This amount is in addition to the approximately \$2.1 million received in SAFETEA-LU funding.

In 2008, Foothill Transit shifted its federal request proposal to the funding of compressed natural gas (CNG) replacement buses. We requested \$5 million and received a FY 2009 earmark of \$1.18 million. This amount is in addition to the approximately \$2.1 million in SAFETEA-LU funding.

In 2009, a decision was made to not pursue a FY 2010 Section 5309 discretionary funding appropriation because we had been awarded over \$20 million in American Recovery & Reinvestment Act (ARRA) funds that were targeted for a number of important capital projects over the ensuing years. Our congressional delegation staff expressed appreciation for our willingness to pass on a funding request in order for other agencies who may not have received ARRA funding to receive this annual appropriations funding as well as being good stewards of federal taxpayers' dollars.

In 2010, Foothill Transit requested \$5 million in FY 2011 Section 5309 discretionary funding for replacement buses that would be used to assist us in converting the remainder of our fleet to CNG as well as other alternative fuels including electric battery power. Unfortunately, the 111th Congress did not pass the FY 2011 Transportation, Housing and Urban Development (HUD) Bill and instead passed a Continuing Resolution (CR) to fund all federal government programs through March 4, 2011. With the new Republican majority in the House of Representatives, the final version of the FY 2011 Transportation and HUD Bill by the 112th Congress did not include federal discretionary funding.

In 2011, the Board recommended that Foothill Transit not pursue a FY 2012 Section 5309 discretionary funding appropriation due to our solid capital budget position which was a result of prior appropriations and authorizations funding awards, approximately \$20 million in ARRA funding and over \$10 million awarded to us under the Transit Investments for Greenhouse Gas and Energy Reduction (TIGGER) Grant Program for our Ecoliner all-electric bus program.



Since 2012, the Board recommended that Foothill Transit not pursue a Fiscal Year Section 5309 funding appropriation due to the moratorium Congress has put on federal discretionary funding and our continuing strong capital budget position.

This year, similar to the situation since 2012, pursuing a FY 2018 Section 5309 discretionary appropriation is not recommended due to the moratorium Congress has put on federal discretionary earmarks and the strength of our current capital budget position.

Our federal efforts will continue to be supported by Jan Powell of the firm Baker, Donelson, Bearman, Caldwell & Berkowitz. Jan acts as our advocate in Washington, D.C. when Board members or staff cannot be there to directly represent Foothill Transit.

The 2018 State and Local Legislative Programs will help guide staff recommendations and actions on state and local proposals during the upcoming year. Each year a legislative program is prepared for adoption by the Foothill Transit Executive Board. The program will serve as a guide for pursuing Foothill Transit's legislative proposals and strategies and is meant to be flexible in order to give the administrative team the leeway to pursue unanticipated legislative opportunities that may present themselves during the course of the year, such as advocating for legislation that is consistent with **Attachments B and C**.

On a monthly basis, staff will continue to prepare a state legislative update that will ask the Board to approve staff recommendations on individual bills and policies that affect Foothill Transit's interests. The same will be done for federal and local issues as the need arises.

Between 2008 and 2015, our state efforts were supported by Tim Egan of the firm Capital Representation Group. As there has been no Foothill Transit specific legislation since 2012 and none anticipated in the foreseeable future and since we have been able to build very strong relationships with our state delegation and their staff, the final two option years of Capital Representation Group's contract were not exercised.

Budget Impact

The federal advocate contract is funded under the Public Affairs line item of the Foothill Transit budget. Foothill Transit's budget provides funding for Board Members and staff to meet with elected officials and their staff in



Washington, D.C. and in Sacramento. Adoption of this plan will require the continuation of these efforts along with their associated costs.

Sincerely,

A handwritten signature in blue ink that reads "David Reyno".

David Reyno
Director of Government Relations

A handwritten signature in blue ink that reads "Doran J. Barnes".

Doran J. Barnes
Executive Director

Attachment

Proposed 2018 Federal Legislative Program

Goal #1:

Ensure that federal policy decisions are beneficial to Foothill Transit's operations or funding.

Proposed Action Items:

1. **Federal Advocacy:** Meet with Foothill Transit's House and Senate representatives and/or their staff throughout the year to advocate for ongoing federal funding for our nation's transportation projects, key transportation related legislation and thank them for their hard work for Foothill Transit in past appropriations bills, authorization bills, and legislation.

Advocate for a new Five Year Surface Transportation Authorization Bill considering the FAST Act will sunset in 2020, an increase in funding for federal transportation programs and the Highway Trust Fund (HTF) so that the Fund remains solvent and will fully support transit programs, a robust infrastructure funding plan that ensures that this initiative provides new federal funding to public transit projects in addition to new financing options, reinstatement of federal section 5309 discretionary spending earmarks for transportation projects, a long-term extension of the alternate fuels excise tax credit, developing a permanent federal solution for bus axle weight limits, equal federal income tax treatment for employer-provided transit passes, vanpool benefits and parking spaces, Southern California Regional Transit Training Consortium (SCRTTC) on its FY2019 legislative efforts to obtain federal funds to streamline bus maintenance training for alternative fuel buses and simplify the Buy America compliance process across all transportation modes to keep compliance from becoming a barrier to certain procurement situations where a lack of domestic production exists. Oppose efforts to dismantle or reduce the role of the Federal Transit Administration (FTA) and proposals to transfer authority over federal highways and transit programs to states commonly known as "devolution".

2. **American Public Transportation Association (APTA):** Maintain active participation of staff in APTA activities, including Strategic Planning, Human Resources, Legislative, Marketing, Finance, and Sustainability committees. Work to make sure APTA's positions reflect those of Foothill Transit.
3. **Support Legislation and Regulations:** In general, Foothill Transit will support federal legislation or rules that:
 - Enhance Foothill Transit's ability to deliver effective and efficient transportation service.
 - Increase transit funding.
 - Encourage transit-oriented development throughout the United States.

Proposed 2018 Federal Legislative Program

4. **Oppose Legislation and Regulations:** In general, Foothill Transit will oppose federal legislation or rules that:
- Inhibit Foothill Transit's ability to deliver effective and efficient transportation services.
 - Divert current funding or ignore the need for increased transit funding.

Goal #2:

Maintain a strong presence with Foothill Transit's federal legislative delegation and their staff.

Proposed Action Items:

1. Board Members, Executive Director and Director of Government Relations will meet with federal representatives and/or key staff on a regular basis to maintain strong relations with long term delegation members and staff and develop relations with new delegation members and staff and discuss issues of concern to Foothill Transit both locally and in Washington D.C. Staff will continue to extend invitations to elected officials to familiarize them with Foothill Transit capital projects and tour our facilities.
2. Foothill Transit representatives will attend the APTA Annual Legislative Conference and participate in APTA Legislative Committee and subcommittee meetings to ensure Foothill Transit's interests are represented at the federal level.

Proposed 2018 State Legislative Program

Goal #1:

Ensure that state policy decisions are beneficial to Foothill Transit's operations or funding.

Proposed Action Items:

1. **Monthly updates:** Provide monthly updates to the Executive Board on significant legislation and initiatives.
2. **State Advocacy:** Advocate for the maximum amount of funding under the California State Budget, Public Transportation Account (PTA), Transit Development Act (TDA), State Transit Assistance (STA) and Cap and Trade revenue allocated to transit through the Low-Carbon Transit Operations Program (LCTOP), work with the California Air Resources Board (CARB) on their Advanced Clean Transit (ACT) regulation that includes a reasonable transit agency financial and service framework and modifications to the California Environmental Quality Act (CEQA) to advantage public transit projects like park and ride facilities, seek legislation and/or regulatory action that would make the 10 Freeway carpool lanes 3 person minimum between the 605 Freeway and the San Bernardino County Line during peak congestion periods and consider seeking legislation to exempt transit buses from requiring passengers from wearing seat belts and any liability that may occur when not wearing seat belts.
3. **California Transit Association (CTA):** Maintain active participation of staff in CTA activities, including Executive and Legislative committees. Work to make sure CTA's positions reflect those of Foothill Transit's.
4. **Support Legislation and Regulations:** In general, Foothill Transit will support state legislation or rules that:
 - Enhance Foothill Transit's ability to deliver effective and efficient transportation services,
 - Increase transit funding,
 - Increase state funding for welfare-to-work transportation programs,
 - Encourage transit-oriented development in California.
 - Provide relief from excessive taxes.
5. **Oppose Legislation and Regulations:** In general, Foothill Transit will oppose state legislation or rules that:
 - Inhibit Foothill Transit's ability to deliver effective and efficient transportation services,
 - Divert current funding or ignore the need for increased transit funding.

Proposed 2018 State Legislative Program

Goal #2:

Establish a strong presence with Foothill Transit's state legislative delegation and their staff.

Proposed Action Items:

1. The Director of Government Relations will contact local representatives and/or key staff on a regular basis to continue positive relations and discuss issues of concern to Foothill Transit both locally and in Sacramento. Staff will continue to extend invitations to elected officials to familiarize them with Foothill Transit capital projects and tour our facilities.
2. Local representatives and their staff will continue to receive Foothill Transit publications as well as invitations to Foothill Transit events.
3. Foothill Transit representatives will participate in the CTA Legislative and Annual Conferences, Southern California Association of Governments (SCAG) Annual Conference and other key organization events and conferences to promote relations with elected officials at the leadership and transportation committee levels.
4. Staff will continue to attend legislative functions in the Los Angeles area, such as the various Legislative Power Lunches, San Gabriel Valley Public Affairs Network luncheons, San Gabriel Valley Economic Partnership Legislative Reception and similar events.

Proposed 2018 Local Legislative Program

Goal #1:

Ensure that policy decisions made by regional planning and programming entities are beneficial to Foothill Transit.

Proposed Action Items:

1. **Local Advocacy:** Formally support or oppose Metro, SGVCOG and SCAG positions on issues that affect Foothill Transit and the other municipal operators. Ensure Foothill Transit receives maximum amount of funding from local sales tax measures Prop. A, Prop. C, Measure R and Measure M. Work through the Bus Operations Subcommittee and LACMOA to craft solutions to potential areas of concern.
2. **Local Legislative Committees:** Attend various local legislative committee meetings (i.e., San Gabriel Valley Economic Partnership, Chambers of Commerce, San Gabriel Valley Public Affairs Network, San Gabriel Valley Council of Governments, etc.).

Goal #2:

Maintain strong relationships with elected officials and staff in member cities as well as with staff and General Managers of other municipal operators.

Proposed Action Items:

1. Regularly participate in meetings of the SGVCOG, SGVEP, Metro, SCAG, League of California Cities - LA County Division, Los Angeles County General Managers and Los Angeles County Municipal Operators Association (LACMOA).
2. Monitor service area city council meetings and local newspapers to ensure that fixed route transportation needs are being met.
3. Treat local officials as “constituents” and respond in a timely manner to their concerns about Foothill Transit’s policies and service.
4. Ensure that Foothill Transit publications are distributed to the offices of all local officials and city managers in order to provide updates on current events at Foothill Transit.
5. Distribute Executive Director’s weekly report to all Governing Board members and other interested individuals via e-mail and/or fax.



February 23, 2018

To: Executive Board

Subject: **Bus Signal Priority (BSP) Project Update & Contract Amendment**

Recommendation

Authorize the Executive Director to execute Amendment No. 9 in the amount of \$56,648 to Contract No. 08-005 with Kapsch to complete and close out Foothill Transit's Bus Signal Priority (BSP) Project.

Analysis

Traffic congestion and traffic signals cause significant delays and increase operating costs for on-street transit service. BSP has been a promising method to improve transit operations and service quality by giving special treatment to transit vehicles at signalized intersections. Since transit vehicles can transport many people, giving priority to transit vehicles has the potential to significantly increase throughput of an intersection. Successful implementation of Foothill Transit's BSP system will make bus travel an attractive alternative to car travel and can complement service on the LA Metro Gold Line.

There are three primary elements to Foothill Transit's multi-jurisdictional corridor BSP project, all of which are required to work in harmony in order to implement a successful program. The first element is the on-bus technology – a specialized BSP software that will allow Foothill Transit buses to communicate with intersection signals. The second element is the signal controller hardware that is installed in signal controller units at select intersections along the project corridor. The hardware receives electronic messages emitted from bus as it approaches the corresponding intersection, processes the travel accommodation request and executes the suitable signal timing decision for the request.

As the project corridor traverses through multiple municipalities, the final and most important element of the project is the liaison with the cities involved in order to properly implement this system. This involves developing detailed design plans of each intersection, working with traffic and lighting representatives from each of the five cities in which the project corridor traverses, and finally developing a detailed before-and-after analysis to review the impact of BSP on the corridor.



The project resumed activity in February 2017 after a period of inactivity due to the former CAD/AVL system's inability to successfully communicate with the traffic signal equipment. As part of Foothill Transit's transition from the Xerox CAD/AVL system to the current Avail Technology CAD/AVL system, successful integration and communication with BSP enabled intersections has been written into the scope of work as a requirement.

Many project components had changed while the BSP project was inactive, therefore a rework of the original project plan was needed. Foothill Transit staff and the project manager from Kapsch had met to discuss and revise the work plan to reflect these changes. The first change was the re-design of the project corridor as it was designed to follow Line 187's alignment before the split (Pasadena to Montclair). The route modification significantly reduced the number of intersections for hardware installation. The final intersection list identifies 41 intersections (a reduction from the original 61 intersections): 26 in Pasadena, four in Arcadia, eight in Monrovia, and three in Duarte. This also prompted the project team to communicate with the appropriate city staff and personnel to update installation plans, apply for permits for access to the controller boxes and installation work, and resolve any discrepancies arise between the old and new work plans.

Project coordination meetings were held in-person and via teleconference multiple times from May 2017 to September 2017. Through these meetings, city staff also informed the project team of the changes that had happened in their cities regarding traffic signal infrastructure during the project's inactivity period. The most common change was the upgrade of traffic signal control units - switching from Type 170 to Type 2070. Even though this upgrade improved operability at the intersection, it compromised the space availability needed for the BSP hardware. Modifications (after discussion with city staff) were further added to the plan to accommodate such changes.

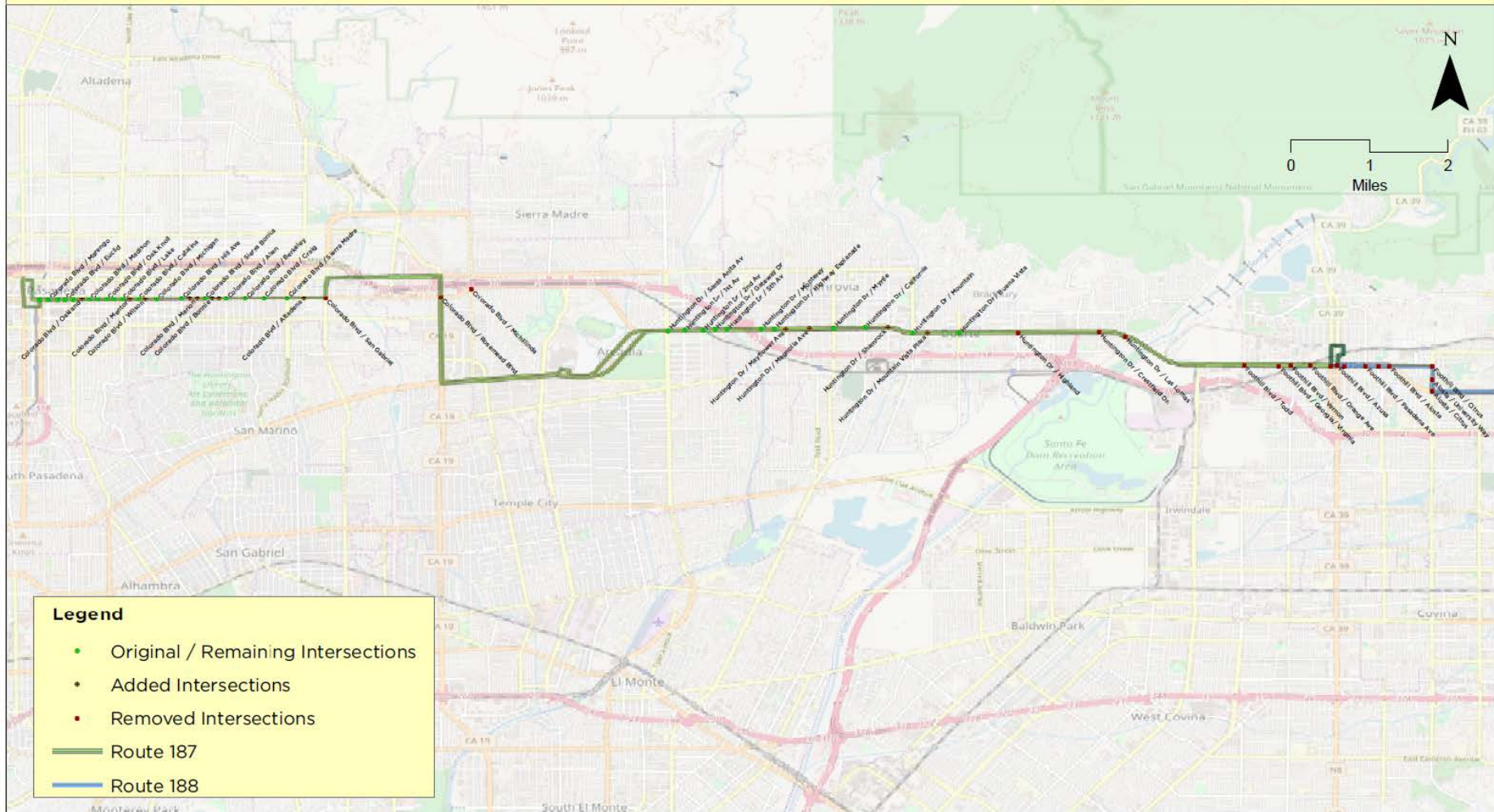
System installation began in November 2017 and is scheduled for completion at the end of March 2018. Several locations have had the hardware installed and system working. The next step is system testing and configuration, which will take place in April of 2018. Full completion is anticipated for June 2018.

Additionally, Foothill Transit's Planning staff are working with Kapsch and their subcontractor, Iteris, to develop a continuous operations and maintenance plan for the hardware. This piece is essential to ensure effective operation of the BSP system. Moreover, city/traffic engineers had expressed interest in learning in detail about the operations and, particularly, maintenance process of Foothill Transit's BSP devices after the installation is

Bus Signal Priority Project

Intersections with BSP Devices Installed

Foothill Transit
West Covina, CA



December 19, 2017

Intersection	Longitude	Latitude	INT#	Owning Agency	Controller	Original Controller Firmware	NEW/CORRECT Controller Hardware	NEW/CORRECT Controller Firmware	New Design	Type of Backbone Comm	TSP Type
Colorado Blvd / Arroyo Pkwy	-118.1476	34.1458	1	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Client
Colorado Blvd / Marengo	-118.146	34.1458	2	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Access Point
Colorado Blvd / Garfield	-118.1442	34.1458	3	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Client
Colorado Blvd / Euclid	-118.1429	34.1458	4	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Access Point
Colorado Blvd / Los Robles	-118.1414	34.1458	5	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Client
Colorado Blvd / Madison	-118.1384	34.1459	7	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Client
Colorado Blvd / El Molino	-118.1369	34.1459	8	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Access Point
Colorado Blvd / Oak Knoll	-118.1352	34.1459	9	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Client
Colorado Blvd / Hudson	-118.1339	34.1459	10	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Client
Colorado Blvd / Lake	-118.1324	34.1459	11	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Access Point
Colorado Blvd / Catalina	-118.1294	34.1459	13	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Client
Colorado Blvd / Michigan	-118.126	34.1459	15	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Client
Colorado Blvd / Hill Ave	-118.1214	34.146	16	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Network Drop
Colorado Blvd / Sierra Bonita	-118.1171	34.146	19	Pasadena	Type 170	LADOT	Need to be upgraded	Need to be upgraded	No	Wireless	Client
Colorado Blvd / Allen	-118.1132	34.146	22	Pasadena	Type 170	LADOT	Need to be upgraded	Need to be upgraded	No	Wireless	Access Point
Colorado Blvd / Berkeley	-118.1097	34.146	23	Pasadena	Type 170	LADOT	Need to be upgraded	Need to be upgraded	No	Wireless	Client
Colorado Blvd / Craig	-118.1062	34.1461	24	Pasadena	Type 170	LADOT	Need to be upgraded	Need to be upgraded	No	Wireless	Client
Colorado Blvd / Sierra Madre	-118.1018	34.1461	25	Pasadena	Type 170	LADOT	Need to be upgraded	Need to be upgraded	No	Wireless	Access Point
Huntington Dr / Santa Anita Av	-118.0314	34.14	30	Arcadia	2070 ATC	D4	2070 ATC	D4	No	Fiber	Access Point
Huntington Dr / 1st Av	-118.0283	34.1401	31	Arcadia	2070 ATC	D4	2070 ATC	D4	No	Fiber	Access Point
Huntington Dr / 2nd Av	-118.0249	34.1401	32	Arcadia	2070 ATC	D4	2070 ATC	D4	No	Fiber	Client
Huntington Dr / Gateway Dr	-118.0227	34.1402	33	Arcadia	2070 ATC	D4	2070 ATC	D4	No	Fiber	Network Drop
Huntington Dr / 5th Av	-118.0205	34.1402	34	Monrovia	TYPE 170	LACO	Type 170 ATC	LACO-4E	No	Wireless	Access Point
Huntington Dr / Monterey	-118.0142	34.1403	35	Monrovia	TYPE 170	LACO	Type 170 ATC	LACO-4E	No	Wireless	Client
Huntington Dr / Highway Esplanade	-118.0118	34.1403	36	Monrovia	TYPE 170	LACO	Type 170 ATC	LACO-4E	No	Wireless	Access Point
Huntington Dr / Myrtle	-118.0009	34.1405	39	Monrovia	TYPE 170	LACO	Type 170 ATC	LACO-4E	No	Wireless	Network Drop
Huntington Dr / California	-117.995	34.1406	40	Monrovia	TYPE 170	LACO	Type 170 ATC	LACO-4E	No	Wireless	Client
Huntington Dr / Mountain	-117.9863	34.1395	42	Duarte	TYPE 170	LACO	Type 170 ATC	LACO-4E	No	Wireless	Access Point
Huntington Dr / Buena Vista	-117.9776	34.1396	44	Duarte	Safetran Type 170	LACO-1R	Type 170 ATC/HC11	LACO-4E	No	Wireless	Network Drop



February 23, 2018

To: Executive Board

Subject: **Request to Issue Invitation for Bids (IFB) NO. 18-055 -
Administrative Office Restroom Remodel**

Recommendation

Authorize the Executive Director to issue IFB No. 18-055 for construction services related to remodeling of the administrative office restrooms.

Analysis

In 2007, Foothill Transit moved into its current Administrative Office Building in West Covina. During the 2006 remodel, minimal improvements were made to the existing restrooms in comparison to the major renovations performed at all the other offices and conference rooms. In addition, Foothill Transit's Administrative Office restrooms do not meet the agency's future needs. Two of Foothill Transit's core values include sustainability and diversity. The proposed Administrative Office restroom remodel at the 3rd, 4th, 5th, and 6th floors will advance the agency's commitment to sustainability and diversity.

Sustainability benefits all aspects of our business through responsible use and protection of the environment in the communities we serve. Remodeling of the existing restroom facilities at the administrative building through sustainable design will allow the agency to further its sustainability goals into the future. The project will include all water-efficient fixtures (toilets and faucets) for water conservation efforts. In addition, energy-efficient LED lighting will be integrated with the existing lighting control system to further reduce energy usage.

Additionally, Foothill Transit is committed to diversity and creating an inclusive environment for all employees. The proposed project will reconfigure the existing restroom facilities from multi-stall restrooms to four single-occupancy gender-neutral restrooms per floor. The new single-occupancy restrooms will provide additional privacy and comfort for all employees.

IFB No. 18-055 is being issued for bids from qualified construction contractors to remodel the existing restrooms at Foothill Transit's Administrative Office Building.



Budget Impact

The approved FY17-18 Business Plan includes funding for construction activities related to the remodeling of the Administrative Office restrooms.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sharlane Bailey".

Sharlane R. Bailey
Director of Facilities

A handwritten signature in blue ink, appearing to read "Doran J. Barnes".

Doran J. Barnes
Executive Director



February 23, 2018

To: Executive Board

Subject: **Request to Issue Request for Proposals (RFP) - Marketing Research**

Recommendation

Authorize the Executive Director to issue a Request for Proposals (RFP) No. 18-046 for Foothill Transit to seek proposals from qualified firms or individuals to conduct a targeted marketing research study.

Analysis

It has been five years since Foothill Transit's last significant overall marketing survey. In that time, Foothill Transit's services, vehicles, and fares have changed. In addition, the region the agency serves has undergone significant demographic shifts that require analysis in order to strategically target outreach and messaging.

Professional expertise is required to provide Foothill Transit with a comprehensive overview of the agency's customers, sentiment, and attitudes and awareness. The goals of marketing research are to:

- Garner an understanding of attitudes and knowledge among current and potential riders
- Determine the perceived value of transit to the community from non-riders and stakeholders
- Gather insights from potential riders to assess barriers and opportunities to trial Foothill Transit
- Check in with our current customers to gather feedback and gauge customer satisfaction and perception of service quality

Budget Impact

Funding for Marketing Research is included in the FY 2017-2018 budget.

Sincerely,

A blue ink signature of Felicia Friesema, consisting of a series of loops and a long horizontal stroke.

Felicia Friesema
Director of Marketing and Communications

A blue ink signature of Doran J. Barnes, featuring a stylized 'D' and 'B' followed by a horizontal line.

Doran J. Barnes
Executive Director



February 23, 2018

To: Executive Board

Subject: **Request to Issue Request for Proposals - In-Depot Charging Design Services**

Recommendation

Authorize the Executive Director to issue Request for Proposals (RFP) No. 18-038 for In-Depot Charging Design Services.

Analysis

In 2016 the Executive Board set a goal of transitioning the Foothill Transit fleet to 100 percent electric buses. The agency has made strides towards this goal by deploying 30 electric buses into service.

However, as the electric fleet grows, it has become clear that in the coming years, the biggest hurdle will be expanding the in-depot charging infrastructure to charge the electric buses. Charging infrastructure is much more complex than CNG infrastructure, and requires proper design of the local utility grid, on-site transformer equipment, trenching to distribute power around the yard, and charger infrastructure endpoints. There are also complexities of how to lay out the chargers in the yard, minimize parking loss, minimize construction disruptions, and minimize electricity costs. All of this must be phased so Foothill Transit can smartly grow the charging infrastructure as the electric fleet grows.

In order to better understand these challenges and develop solutions, we propose to issue an RFP for a consultant to prepare the following:

- 1) **Analysis of infrastructure needs through 2030:** develop a schedule for phasing in charging equipment and power electronics for the coming years, based on the fleet replacement schedule.
- 2) **Market analysis of charging equipment:** summarize the current state of the market for charging equipment and providers, and provide information on where the market is going in coming years.
- 3) **Evaluation of on-site transformer and conduit needs:** forecast the amount of civil work and power electronics that will be required in coming years.



- 4) **Evaluation of utility grid infrastructure and sufficiency:** identify current capacity restrictions in the local utility grid, and prepare a roadmap for expanding the capacity through utility planning process.
- 5) **Charger layout analysis and operational impact:** plan for deploying charge endpoints while minimizing disruption, parking loss and impacts to operations.
- 6) **Renewable energy options analysis:** present options for incorporating solar, stationary battery, and other technologies for renewable or resilient energy.
- 7) **Capital investment requirements:** evaluate the funding that will be required in future years to grow the electric infrastructure to meet a full fleet need.

The estimated time frame for this study is nine to 12 months from project inception.

Budget Impact

Funding is included in the approved Fiscal Year 2017-2018 Business Plan and Budget for the design of in-depot charging systems.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Andrew Papson'.

Andrew Papson
Electric Bus Program Manager

A handwritten signature in blue ink, appearing to read 'Doran J. Barnes'.

Doran J. Barnes
Executive Director



February 23, 2018

To: Executive Board

Subject: **Fiscal Year 2017-2018 Second Quarter Performance Indicators Report**

Recommendation

Receive and file the FY2017-2018 Second Quarter Performance Indicators Report.

Analysis

This report provides an analysis of Foothill Transit's performance indicators for the Second Quarter of Fiscal Year 2017-2018. Foothill Transit monitors a number of factors in evaluating the service provided to the public. There are key performance indicators that record the bus system safety, courtesy, and reliability standards, along with industry-standard measurements which are monitored to assess transit operations.

In the Second Quarter, Foothill Transit achieved three out of eight key performance indicator goals. The performance indicator targets met for the quarter are: average miles between service interruptions, farebox recovery ratio, and average cost per vehicle service hour.

Further detail on each performance measure including a description and analysis to account for the variances between reporting periods follows in this section of the item. Foothill Transit's performance indicators are summarized below:

- **Boardings** – Total boardings recorded by the farebox in the Second Quarter was 3,224,986 – which is seven percent lower than during the same period last fiscal year.
- **Fare Revenue** – Total fare revenue in the Second Quarter was \$4.22 million. The average fare was \$1.32 per boarding.
- **Operating Expenses** – Operating expenses incurred this quarter totaled \$23.2 million, resulting in an average cost per service hour of \$107.87.
- **Accidents** – The system averaged 0.81 preventable accidents per 100,000 miles in the Second Quarter.
- **Customer Complaints** – Foothill Transit received 25.14 complaints per 100,000 boardings in the Second Quarter. This is 17 percent higher than last fiscal year.



- **Schedule Adherence** – During the Second Quarter, the Foothill Transit fleet was transitioning to a new Computer Aided Dispatch, Automatic Vehicle Location (CAD/AVL) System. This resulted in portions of the fleets operating on different systems, causing issues with the calculation of schedule adherence, specifically in December.

Analysis

In order to accomplish its mission, Foothill Transit has the following goals:

- Goal 1:** Operate a safe transit system.
- Goal 2:** Provide outstanding customer service.
- Goal 3:** Operate an effective transit system.
- Goal 4:** Operate an efficient transit system.

These goals provide a framework for performance indicators to quantify and measure how well Foothill Transit is performing. Performance indicators are derived from data collected from a variety of sources including the fareboxes on buses, the SMARTBus CAD/AVL system, reports from the operations contractors, and financial performance data.

Overall System Performance

Foothill Transit's overall system performance is based on several key indicators. These include total ridership, fare revenues, vehicle service hours, and total operating expenses.

Total Boardings and Total Fare Revenues

In the Second Quarter of FY2017-2018, there were 3,224,986 boardings on Foothill Transit buses. When compared with the same time during the previous fiscal year, ridership decreased by seven percent. Foothill Transit continues to participate in various efforts to identify causes and develop solutions to the local, regional, and national trends of declining ridership. Staff will continue to monitor ridership in the coming months for any impacts as a result of the fare restructuring and service enhancements that will go into effect in October, as well as the passage of Senate Bill 1, which will increase gas taxes and vehicle license fees.

As a result of the fare change which went into effect in late October, total fare revenue in the Second Quarter increased by slightly more than one percent when compared to the same period last year.



Vehicle Service Hours and Operating Expenditure

Foothill Transit operated 215,499 service hours in the second quarter of FY17-18, which represents a two percent decrease compared to the same period last fiscal year.

In the Second Quarter, Foothill Transit incurred \$23.2 million in operating expenses, which is nine percent higher compared to the previous fiscal year. Variance between the Second Quarter of FY16-17 and the Second Quarter of FY17-18 expenses is due to higher costs associated with the new Pomona operations and maintenance contract, which went into effect in July of this year, as well as to the contract cost escalator built into the Arcadia operations and maintenance contract.

Goal 1: Operate a Safe Transit System

Foothill Transit's primary goal is to operate a safe transit system. Foothill Transit monitors system safety by tracking the number of preventable accidents incurred for every 100,000 miles of vehicle operation.

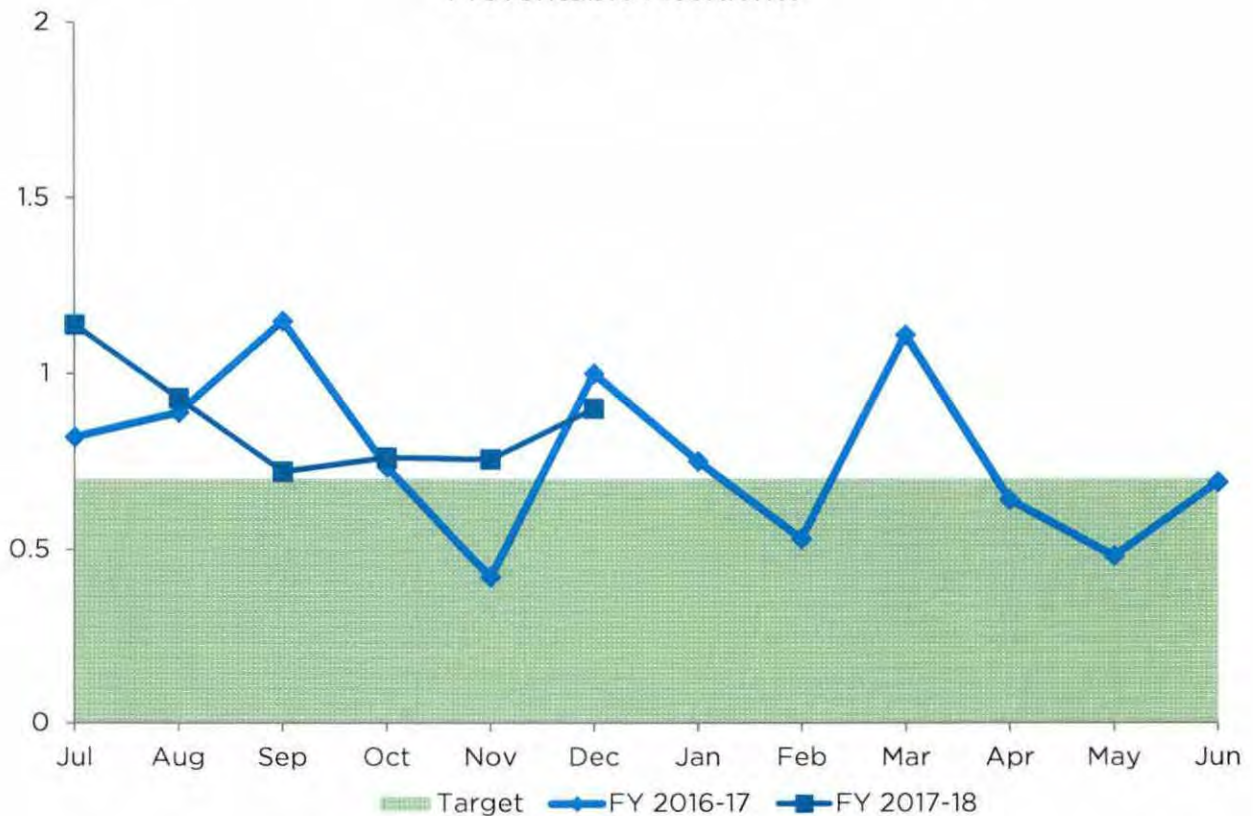


Preventable Accidents per 100,000 Miles

In FY2017-2018, Foothill Transit has adopted the standard of 0.70 or fewer preventable accidents per 100,000 mile. There were 0.81 preventable accidents per 100,000 miles in the Second Quarter, which is an 11 percent decrease compared to the same period last fiscal year. The Quarter began with 0.76 preventable accidents per 100,000 miles, however, there was an increase in accidents in December which impacted the trajectory. Preventable accidents in the Second Quarter resulted primarily from coaches making contact with fixed objects and sideswipes, primarily as a result of the reduced lane widths on arterial roadways and on freeways.

Keolis' and Transdev's safety committees, which are comprised of operators and administrative staff members meet on a monthly basis to go over trends, hazardous locations, facility improvements and other safety related matters. The General Managers, Safety Managers, Trainers, and Operations staff are actively involved in the development of action plans and implementation.

Preventable Accidents





Goal 2: Provide Outstanding Customer Service

Foothill Transit measures this goal by monitoring the following categories: schedule adherence, average miles between service interruptions, and complaints per 100,000 boardings for customers calling the customer service line.

Schedule Adherence

Foothill Transit measures its schedule adherence using the industry standard metric of on-time performance (OTP). OTP is calculated by evaluating a vehicle's adherence to time points in the planned schedule. A trip is considered on-time if it departed the time point no more than five minutes late and not early. Foothill Transit has adopted a goal of 83 percent or higher OTP for this fiscal year. In the Second Quarter, Foothill Transit's new Computer Aided Dispatch and Automatic Vehicle Location System installations were taking place. This resulted in a number of buses being operated on various system and impacted the accurate recording on OTP. Foothill Transit staff is working with the developer of the new system to review the millions of pieces of data during the transition to ensure its accuracy and completeness. Quality Assurance staff continue to monitor the SMARTBus system in real-time to ensure that the bus service runs in accordance with the schedule. Staff continue to work closely with the contractors to identify areas for improvement.

Schedule Adherence



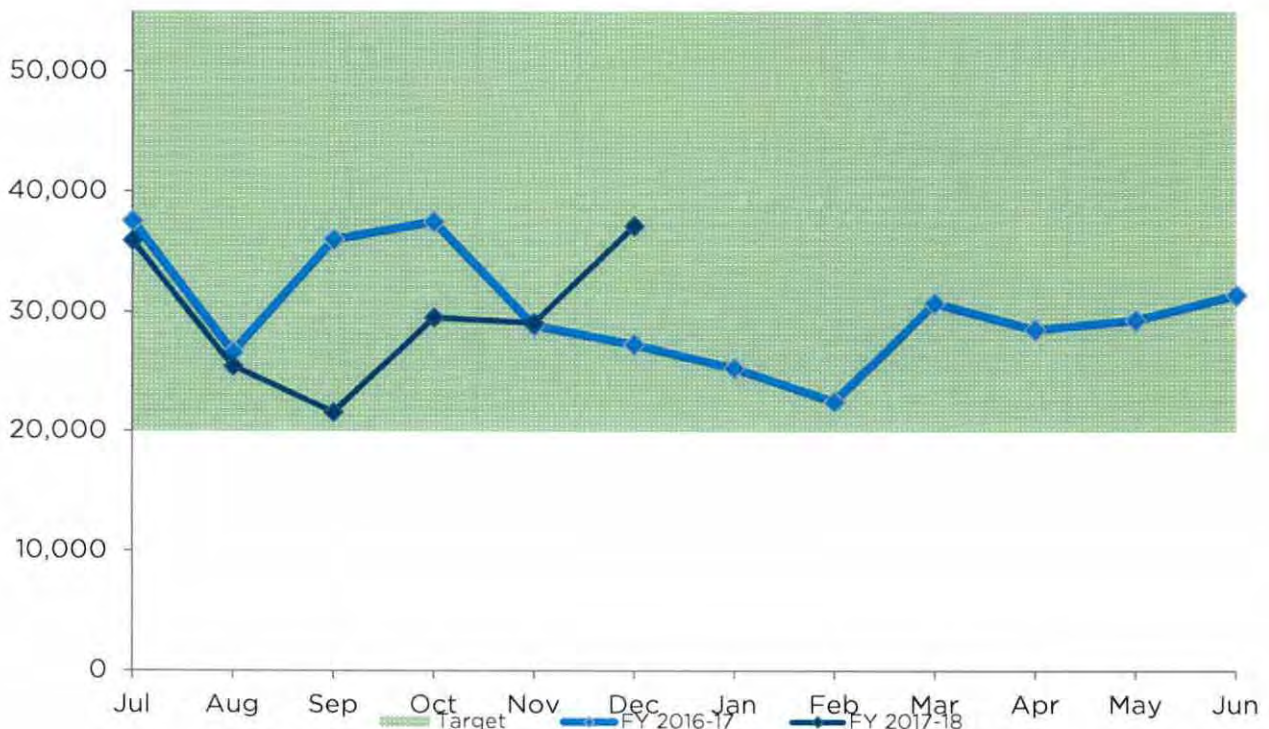


Average Miles between Service Interruptions

Average miles between service interruptions is a maintenance performance indicator that measures the miles between mechanical roadcalls of a vehicle used during revenue service resulting in a service delay of more than five minutes. In the Second Quarter, Foothill Transit averaged 31,943 miles between service interruptions as reported by the operations contractors. Foothill Transit exceeded the maintenance reliability goal of at least 20,000 miles between service interruptions and the metric is two percent lower compared to the same period last fiscal year.

As older bus models have been retired and replaced by newer buses, the average age of the fleet has decreased, resulting in an improvement in mechanical reliability. Furthermore, the 1600-series buses, which are used on the Silver Streak Service, are currently undergoing a heavy maintenance campaign that includes a refurbishing of the interior space, technology updates, a repainting with Foothill Transit’s new livery, and an engine rebuild, thus further increasing reliability and decreasing the frequency of mechanical breakdowns that would result in customer delays. Careful monitoring of roadcalls by Foothill Transit staff have helped to identify trends in types of mechanical failures and these are being used to advise targeted bus maintenance efforts.

Average Miles between Service Interruptions



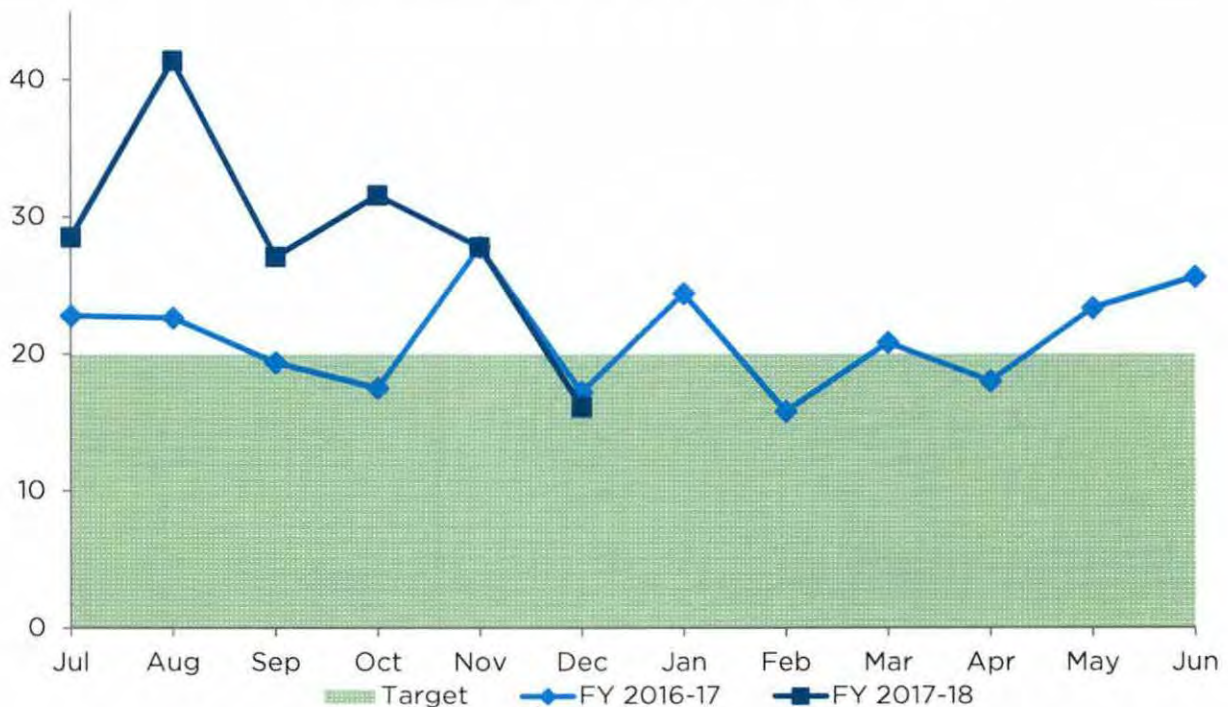


Complaints per 100,000 Boardings

Customer complaints are counts of incidents where a customer reports dissatisfaction with the service. All customer complaints received by Foothill Transit are subject to an investigative process which ensures all customers receive a response and allows Foothill Transit to determine if a complaint is valid. Investigations include contacting the customer and reviewing the SMARTBus system, dispatch logs, on-board videos, and/or verbal communication with the coach operator.

In the Second Quarter, Foothill Transit received 24.1 complaints per 100,000 boardings, which represents a 17 percent increase compared to the previous fiscal year.

Complaints per 100,000 Boardings





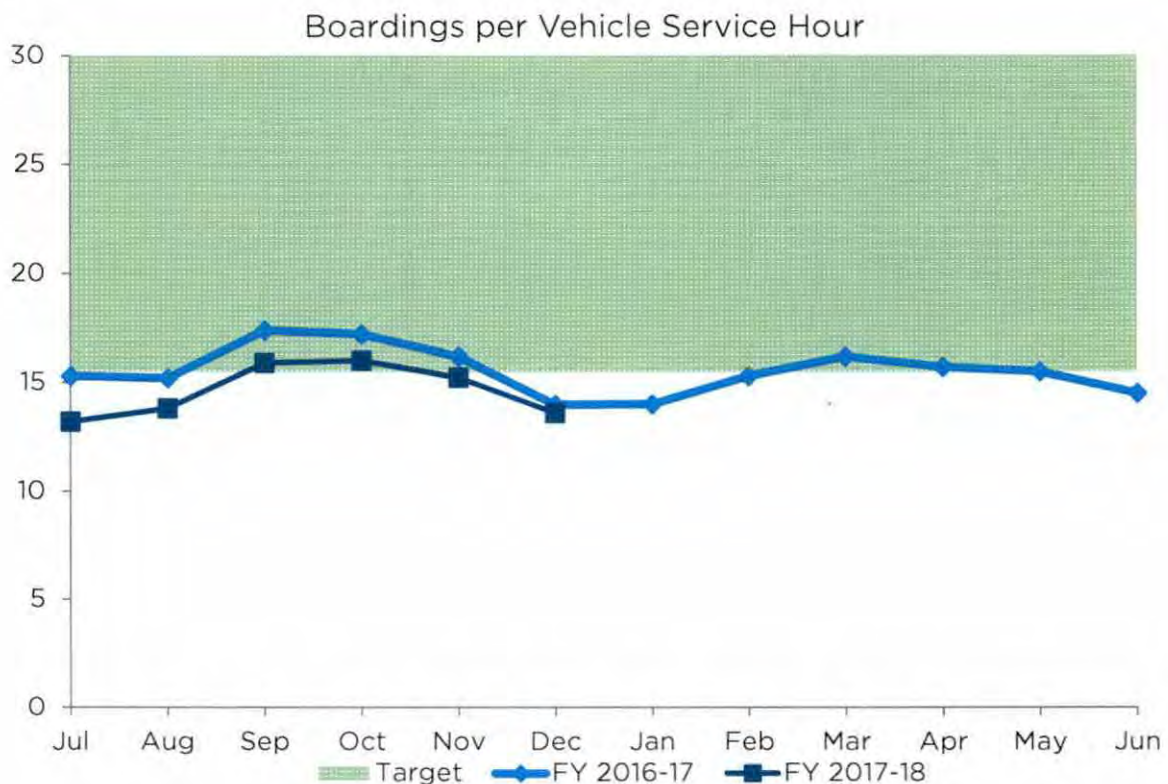
Goal 3: Operate an Effective Transit System

Foothill Transit measures service effectiveness by monitoring boardings per vehicle service hour and average weekday boardings.

Boardings per Vehicle Service Hour

Boardings per vehicle service hour is the total number of boardings divided by the total number of service hours in a given period. In Quarter Two, there were 14.9 boardings per vehicle service hour, which doesn't meet the performance target of 15.5 or more boardings per service hour. This is a six percent decline compared to the same period the previous year. This variance is due to the decrease in ridership discussed earlier.

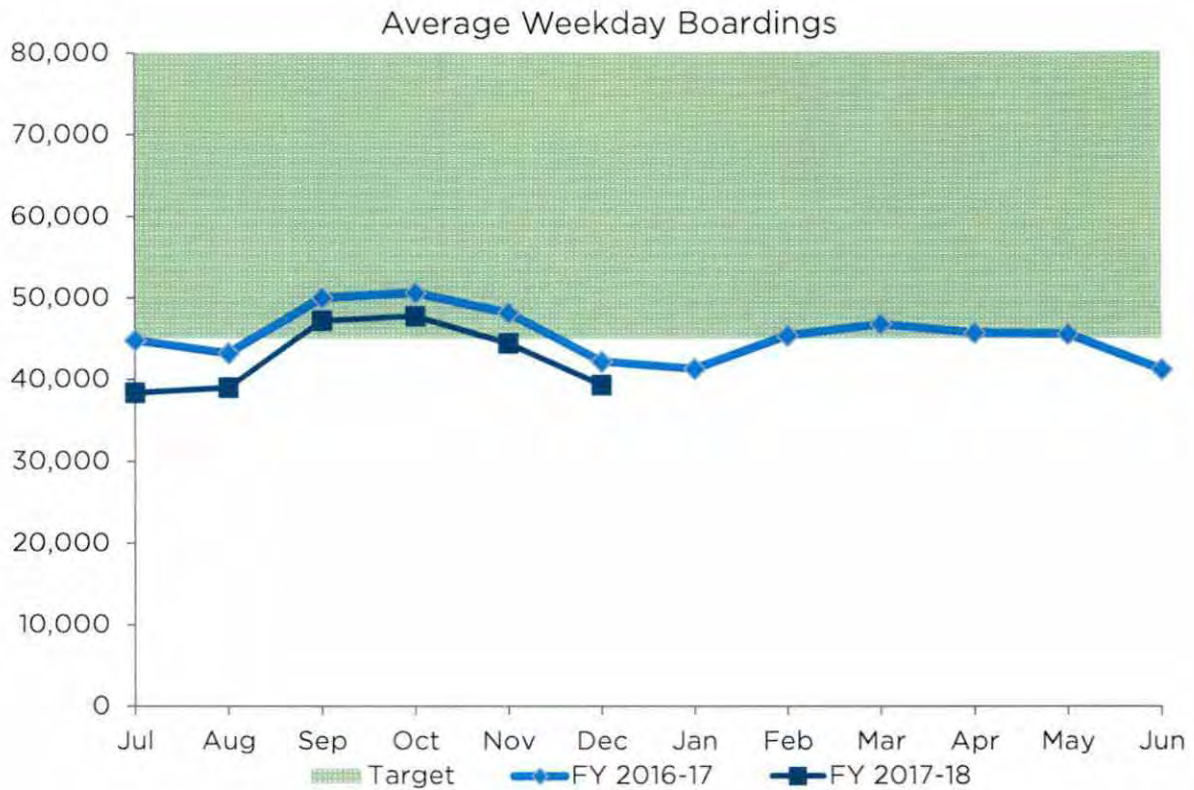
Foothill Transit continues to encourage increased ridership by targeting specific demographics of customers through the Class Pass program and marketing towards schools, religious groups, and senior citizens. Improved data analysis allows Foothill Transit staff to better understand travel demand throughout the service area, therefore assisting them in better planning routes and schedules.





Average Weekday Boardings

The number of average weekday boardings is calculated by dividing the total number of weekday boardings by the number of days with weekday service in a given period. The FY2017-2018 performance target for this metric is to achieve at least 45,034 average weekday boardings. There were 43,857 average weekday boardings during the Second Quarter, which is a seven percent decrease from the same period the previous year and doesn't meet the target. This decrease mirrors the overall drop in boardings for the Quarter.





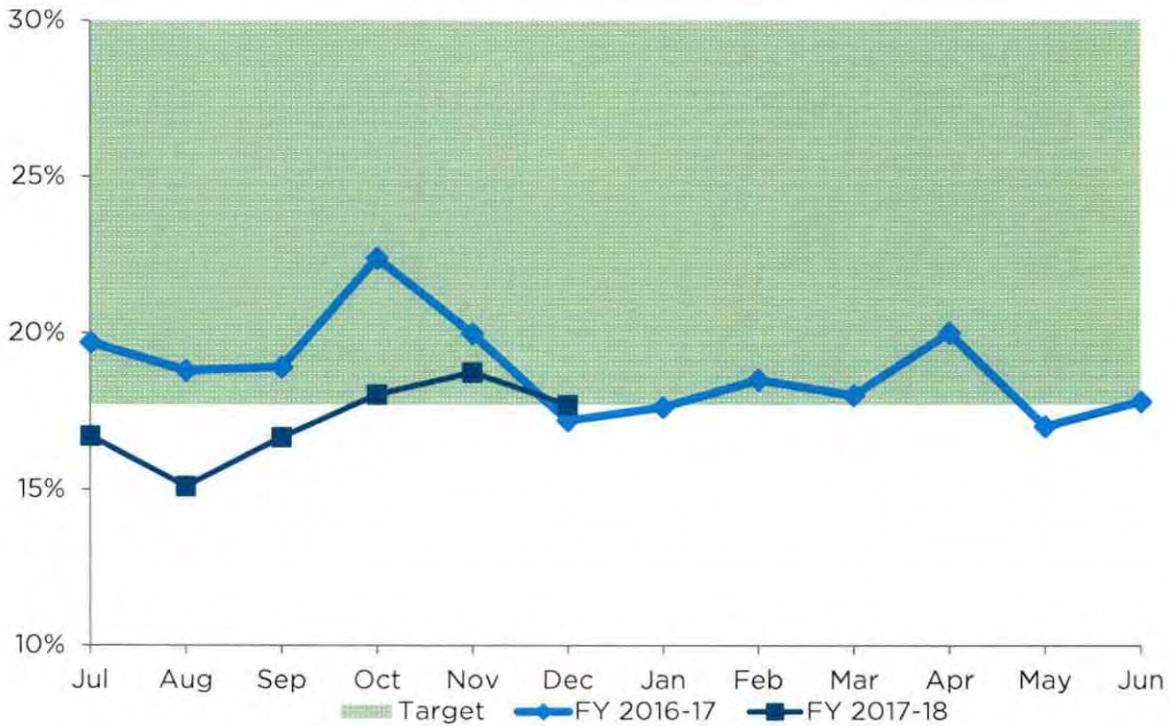
Goal 4: Operate an Efficient Transit System

Foothill Transit measures its overall efficient use of available resources by monitoring the average cost per vehicle service hour and farebox recovery ratio.

Farebox Recovery Ratio

Farebox recovery ratio is a measure of the proportion of operating costs recovered by passenger fares. The farebox recovery ratio is calculated by dividing total fare revenue by total operating expense. In the Second Quarter, the Farebox Recovery Ratio was 18.1 percent, which meets the target of 17.7 percent.

Farebox Recovery Ratio

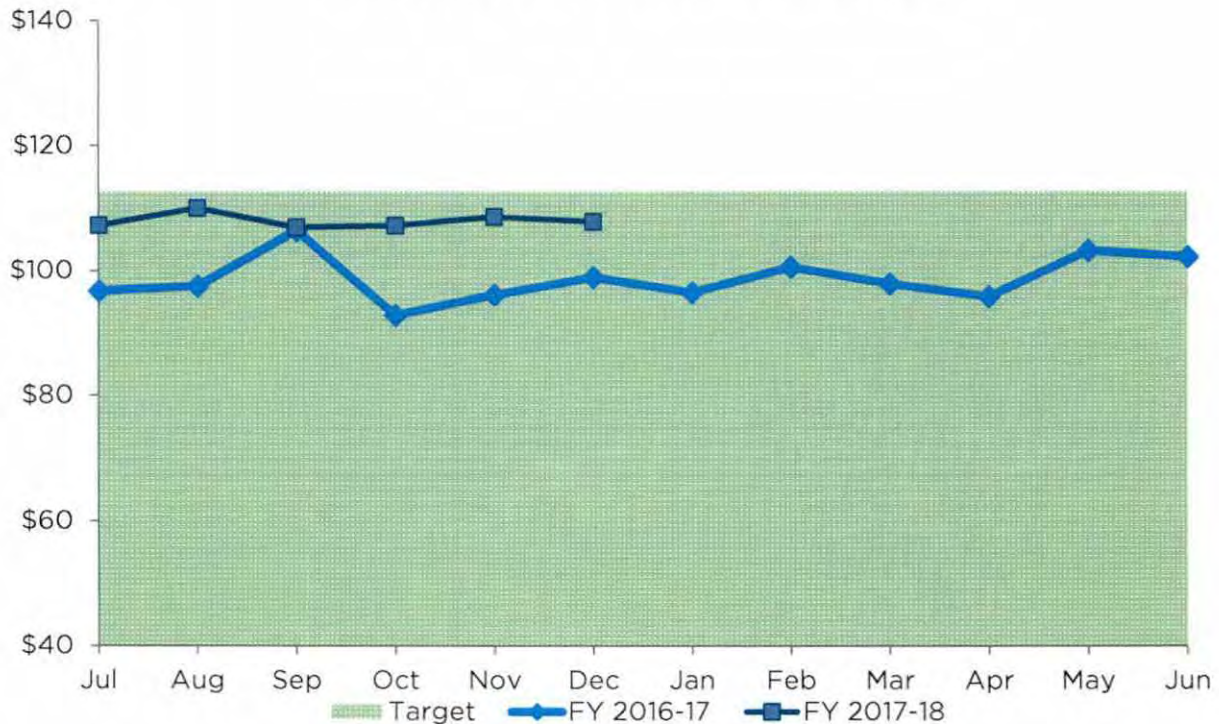




Average Cost per Vehicle Service Hour

Average cost per vehicle service hour is an industry standard utilized to measure the cost efficiency of transit service. It is derived by dividing operating expenses by vehicle service hours. Foothill Transit's average cost per vehicle service hour in the Second Quarter was \$107.87, which meets the fiscal year target of less than \$112.17, and is 11 percent higher than the previous fiscal year. This variance is due to the increase in operating expenses associated with higher costs of the newly procured Pomona operations and maintenance contract.

Average Cost per Vehicle Service Hour



Sincerely,

LaShawn King Gillespie
Director of Customer Service & Operations

Doran J. Barnes
Executive Director



February 23, 2018

To: Executive Board

Subject: **Fiscal Year 2017-2018 Second Quarter Budget Update**

Recommendation

Receive and file the second quarter budget update for the fiscal year ending on June 30, 2018.

Budget Update

As of December 31, 2017, Foothill Transit is \$2.8 million under the approved year-to-date operating budget of \$49.6 million. Each department director has reviewed the second quarter budget and expenditures; overall, they have forecasted that Foothill Transit will end the fiscal year under the approved budget.

Operating Accomplishments

A major second quarter accomplishment was the successful implementation of the fare restructuring and service change projects. Numerous "Meet the Planner" meetings were held throughout the service area to advise customers of the upcoming changes and answer any questions. Workshops were conducted at both operating yards to communicate all changes to bus operators to ensure smooth implementation. A variety of communication materials were produced for the public and the bus operators.

Capital Program Accomplishments

Major capital program achievements during the second quarter of FY2017-2018 included inspection and receipt of 13 Proterra Extended Range Electric Buses. All the buses in that order have now been received and are ready to be put into service. Additional Capital Program achievements included completion of non-revenue electric charging equipment installation at the headquarters building and continued installation and inspection of the new CAD/AVL equipment on the bus fleet.



FY2017/2018 Budgetary Variances

The second quarter budget analysis indicates that overall expenditures are \$2.8 million under the approved budget. Purchased Transportation is only slightly under the approved budget (½ of one percent). The budget savings is generally spread throughout the accounts such as fuel, legal fees, consulting fees and other contracted services. No departments have exceeded their approved annual budget.

Ridership continues to be less than budgeted resulting in fare revenues under the planned budget amount. This will negatively impact the farebox recovery ratio. The regional ridership study is being managed by LA Metro and performed by Fehr and Peers, consulting firm. The study has been underway since July 2017 and is expected to be completed in spring/summer 2018. The results of the study should provide suggestions to all the regional operators for ways to improve declining ridership trends.

Areas for Budgetary Improvement

The Finance Department will continue to review and analyze the budget on a quarterly basis to ensure budget adherence and identify future improvements.

Sincerely,

Handwritten signature of Michelle Lopes Caldwell in blue ink.

Michelle Lopes Caldwell
Director of Finance and Treasurer

Handwritten signature of Doran J. Barnes in blue ink.

Doran J. Barnes
Executive Director

Attachment

FY2017/2018 Budget Variance Report

From July 1 , 2017, to
December 31, 2017

TOTAL BUDGET BY DEPARTMENT

Department		Budget Y-T-D	Actual Y-T-D	Variance
1	Customer Service & Operations	\$ 42,433,497	\$ 41,337,910	\$ 1,095,587
2	Maintenance & Vehicle Technology	448,370	440,118	8,252
3	Marketing and Communications	1,132,522	809,212	323,310
4	Information Technology	1,246,078	981,866	264,212
5	Administration	1,445,286	1,139,063	306,223
6	Procurement	468,452	297,149	171,303
7	Finance	903,566	693,860	209,706
8	Planning	760,504	423,783	336,721
9	Facilities	845,568	687,867	157,701
TOTALS		\$ 49,683,843	\$ 46,810,827	\$ 2,873,016