



Foothill Transit
Going Good Places

EXECUTIVE BOARD MEETING

West Covina, CA
Friday, June 30, 2017



Foothill Transit

Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING
8:00 AM, JUNE 30, 2017
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. FOCUS ON SAFETY
4. ROLL CALL: MEMBERS CALAYCAY, HERRERA, PEDROZA, STERNQUIST, WARSHAW
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES FOR THE JOINT MEETING - ANNUAL GOVERNING BOARD MEETING AND EXECUTIVE BOARD MEETING, AND SPECIAL EXECUTIVE BOARD MEETING OF MAY 26, 2017
7. PRESENTATIONS:
 - 7.1. Contractors' Employee Recognition
 - 7.2. New & Promoted Staff
8. 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.



8:00 AM, June 30, 2017
2nd Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790
Page 2

8.1. Executive Director Response to Public Comment

CONSENT CALENDAR: Items 9 through 18 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. MAY 2017 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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

10. MAY 2017 PERFORMANCE INDICATORS REPORT

Recommended Action: Receive and file the May 2017 Performance Indicators Report.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Executive Director's office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

If you require translation services, please contact the Executive Director's office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

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

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

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

Kung nangangailangan ka ng mga serbisyo sa 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 សូមទាក់ទងមកកាវិយាល័យនាយកប្រតិបត្តិ 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.



8:00 AM, June 30, 2017

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

Page 3

11. JUNE 2017 LEGISLATIVE SUMMARY

Recommended Action: Receive and file the June 2017 Legislative Summary. Adopt an oppose position on SB 268.

12. TITLE VI ANALYSIS FOR OCTOBER 2017 SERVICE CHANGES

Recommended Action: Receive and file the Title VI analysis report for service changes that will be implemented in October 2017. The full report is available for viewing upon request.

13. TITLE VI ANALYSIS FOR OCTOBER 2017 FARE RESTRUCTURING

Recommended Action: Receive and file the Title VI analysis report for fare restructuring that will be implemented in October 2017. The full report is available for viewing upon request.

14. FOOTHILL TRANSIT ADMINISTRATIVE OFFICES ELECTRIC VEHICLE CHARGING UPDATE

Recommended Action: Receive and file the Foothill Transit Administrative Offices Electric Vehicle Charging Update.

15. CONTRACT AMENDMENT - 13 ELECTRIC BUS PROCUREMENT

Recommended Action: Authorize the Executive Director to execute Amendment No. 1 to Contract No. 15-055 with Proterra in the amount of Eight Hundred Ninety-Eight Thousand Eight Hundred Fifty-Four Dollars (\$898,854) sales tax included, for design changes as requested by Foothill Transit.

16. CONTRACT AWARD - ON-CALL ARCHITECTURAL AND ENGINEERING SERVICES

Recommended Action: Authorize the Executive Director to negotiate final terms and conditions and execute Contract No. 17-069 with RNL Interplan, Inc. (RNL) for the provision of On-Call Architectural & Engineering Services.

17. CONTRACT AWARD - ARCADIA ELECTRIC BUS PLUG-IN CHARGING STATIONS

Recommended Action: Authorize the Executive Director to negotiate final terms and conditions and enter into an agreement with Proterra in an amount not to exceed \$1,800,000 to design, construct and install 14 plug-in chargers and one shop charger at the Arcadia Operations and Maintenance Facility (Arcadia Facility).



8:00 AM, June 30, 2017

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

Page 4

18. FEDERAL FISCAL YEAR 2016-2017 TRIENNIAL REVIEW DRAFT REPORT

Recommended Action: Receive and file the Federal Transit Administration draft Triennial Review report (Attachment A).

REGULAR AGENDA:

19. LOS ANGELES – SAN BERNARDINO INTER-COUNTY STUDY UPDATE

Recommended Action: Receive and file the Los Angeles-San Bernardino Inter-County Study Update.

20. PROPERTY LEASE – DOWNTOWN LOS ANGELES MIDDAY LAYOVER

Recommended Action: Authorize the Executive Director to enter into a lease agreement with Caltrans in the amount of \$28,600 per month through December 2018 for approximately 3.28 acres of land owned by Caltrans and located at the intersection of Maple Avenue and 16th Street in downtown Los Angeles for use as a midday commuter bus layover.

21. CONTRACT AWARD – CNG BUS PROCUREMENT

Recommended Action: 1. Authorize the Executive Director to negotiate and execute an assignment for the purchase of 45 Gillig CNG low-floor 40-foot transit buses from San Diego Metropolitan Transit System (MTS) and 2. Authorize the Executive Director to negotiate and execute a contract in the amount of Twenty-Eight Million Four Hundred Eleven Thousand and Thirteen Dollars (\$28,411,013), California Sales Tax included with Gillig for the purchase of 45 CNG low-floor 40-foot transit buses for delivery in FY 2017-2018 pursuant to the assignment from MTS.

22. DUARTE CITY TRANSIT SERVICE

Recommended Action: Authorize the Executive Director to negotiate and execute an Agreement with the City of Duarte under which Foothill Transit would assume operation of the City's fixed-route bus service.

23. REAL ESTATE ACQUISITION – COVINA TRANSIT CENTER AND PARK & RIDE PROJECT

Recommended Action: Authorize the purchase of approximately 3.07 acres of land located at 1162 N. Citrus Avenue in the City of Covina at a purchase price of \$3,830,000, including reimbursement for demolition/grading and preliminary geotechnical evaluation for a not-to-exceed amount \$300,000 for the development of the Covina Transit Center and Park & Ride Project.



8:00 AM, June 30, 2017

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

Page 5

24. CONTRACT AWARD – GENERAL MARKETING SERVICES

Recommended Action: Authorize the Executive Director to award a three-year contract to Pulsar Advertising, Inc. for general marketing services with a not-to-exceed amount of \$1,195,279. This contract will include two one-year options to be exercised at Foothill Transit's sole discretion.

25. TRANSIT STORE QUARTERLY REPORT

Recommended Action: Receive and file the Transit Store Quarterly Report.

26. EXECUTIVE DIRECTOR COMMENT

27. BOARD MEMBER COMMENT

28. ADJOURNMENT

**The Executive Board Meeting
scheduled for Friday, July 28, 2017 is CANCELLED**

**The next Regular Meeting of the Executive
Board is scheduled for
Friday, August 25, 2017 at 8:00 a.m.**



Foothill Transit

**STATEMENT OF PROCEEDINGS FOR THE
JOINT MEETING OF THE
FOOTHILL TRANSIT ANNUAL GOVERNING BOARD
MEETING AND EXECUTIVE BOARD MEETING**

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

**Friday, May 26, 2017
7:45 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Herrera at 7:50 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Herrera.

3. FOCUS ON SAFETY

Ali Showkatian, Safety Compliance Manager, presented a safety message on combating prescription drug abuse.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Corey Calaycay, Member John C. King, Member Gary Boyer, Member Manuel R. Garcia, Member Corey Warshaw, Member Roger Chandler, Member Richard Barakat, Member Tzeitel Paras-Caracci, Member Becky Shevlin, Member Margaret McAustin, Member Cynthia Sternquist, Member Carol Herrera, Member Juventino Gomez, Member Cory Moss, Member Valerie Munoz, Member Hector Delgado, Member Sam Pedroza

Absent: Member Charlie Rosales, Member Robert Torres, Member Emmett Badar, Member Bob Pacheco, Member Uriel Macias, Member Ricardo Pacheco, Member Michael De La Torre, Member David Rodriguez

5. APPROVAL OF AGENDA

The agenda was approved as presented.



6. **REVIEW & APPROVAL OF THE MINUTES**

Approval of the minutes for the Governing Board Meeting of March 24, 2017.

Motion by Member Shevlin, second by Vice Chair Calaycay, the minutes for the Regular Meeting of March 24, 2017 were approved. Motion carried 17-0.

7. **PUBLIC COMMENT**

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

8. **PRESENTATIONS**

8.1 SCAG Clean Cities Coalition 2017 Clean Cities Recognition Award

Executive Director Doran Barnes announced that at the Southern California Association of Governments (SCAG) General Assembly, that Foothill Transit was the recipient of the Clean Cities Coalition 2017 Clean Cities Recognition Award for its Electric Bus Program. This is the first time that SCAG has presented this award. Mr. Barnes thanked the Board Members who were in attendance to receive the award.

REGULAR AGENDA

9. **PROPOSED FARE RESTRUCTURING (GB)**

Recommendation: In accordance with the Executive Board's recommendation, approve the fare restructuring as proposed.

John Xie, Fare Revenue Manager, presented this item.

Mr. Xie reported on the public outreach process in response to the proposed fare restructuring. During the period of March 24th through April 23rd, six public workshops were held throughout the service area prior to the official public hearing held at the Foothill Transit administrative offices on April 22, 2017. During the comment period, Foothill Transit received 51 comments related to the fare changes. Twenty-eight of the comments agreeing with the proposal, as most customers understood the need for the fare change since Foothill Transit has not had a fare change since 2010. Customers were pleased with the proposed introduction of a day pass and inclusion of the Silver Streak in the day pass. Some customers expressed concern over the elimination of transfers, but when customers were explained the benefit of the day pass, most were satisfied.



An equity analysis was also conducted in order to comply with the federal Civil Rights Act. The results of the fare equity analysis show that there are no disparate adverse impacts on minorities and no disproportionate burdens on low income customers.

Staff is not recommending any changes to the original proposal for the cash and TAP fares. Most of the comments received were positive in regards to using the TAP card in order to pay a lower fare. Public comment received expressed concern over the proposed price for a student local 31-day pass of \$40. They felt it was a significant increase based on the current price of a student local 31-day pass of \$33. Based on the comments, staff proposed that the Student Local 30-Day price change from \$33 to \$36 in Phase 1 and to \$40 during Phase 2. Another addition to the proposed fare restructuring is to increase the Class Pass reimbursement rate from 60 cents to 75 cents per ride.

If the Proposed Fare Restructuring is approved, implementation will take place in October 2017, which is in conjunction with the proposed service changes. From adoption to implementation, preparation activities will begin such as programming the fareboxes with the new fare structure, training the coach operators and customer service representatives, and a massive marketing and communications campaign will begin.

Motion by Member Chandler, second by Member Paras-Caracci, to approve. Motion carried 17-0.

10. **PROPOSED FISCAL YEAR 2017/2018 SERVICE CHANGES (GB)**

Recommendation: In accordance with the Executive Board's recommendation, approve the proposed service changes for Fiscal Year 2017/2018.

Josh Landis, Planning Manager, presented this item.

Mr. Landis reported that several proposals have been modified in response to the feedback received from the public. Approximately 200 comments were received from email, phone calls, mail, and in person at Foothill Transit Stores and public workshops. Additionally, informal Meet the Planner discussions were held at Citrus College, Pomona Transit Center, Azusa, Walnut, and a presentation was made to Employee Transit Coordinators in Pasadena. The Marketing and Communications Department coordinated efforts to reach out to customers on social media.

The proposal for Line 187 is to split the line in half at the Azusa Gold Line Station. The western portion of the line will be called Line 187 and the



eastern portion proposed to be called 188. The feedback received regarding the proposed change to Line 187 was positive and there are no changes to this recommendation. The proposal for Line 291 is to have select northbound trips continue up Garey to Town and serve Baseline. There are no changes to the recommendation for Line 291. The proposal is to modify Line 292 and cancel Line 855, two low performing lines that only operate during peak times. After feedback from the public, staff is proposing to modify Line 292. The first option for the route variant is the recommendation from the May 2nd executive board meeting and subsequent to the Executive Board action, additional comments were received from customers. Staff presented an alternative Option B for consideration. Option B has no fiscal impact and would alleviate some of the traffic along Indian Hill while being able to service customers that travel along Claremont Boulevard. Vice Chair Calaycay stated that the alternative Option B is based on feedback received from a constituent who stated that the original option would eliminate service on the eastside of Claremont and there would be a lot of overlapping service on Indian Hill. The other benefit is that in August a Class Pass Pilot Program with the Claremont Colleges and Option B would provide more efficient services for the students. The proposal for Line 480 was to move the western terminus from West Covina to Eastland Center. Public comment was received in opposition to this change. The recommendation is to continue with the proposal to serve Mt. SAC and leave the starting and ending terminus in West Covina. The proposal for Line 493 is to move the eastern terminus from Diamond Bar to the Industry Park and Ride. There are no changes to the recommendation for Line 493. The proposal for Line 690 is to change the routing to travel up Lone Hill to Foothill and terminate at the Citrus Gold Line Station. There are no changes to the recommendation for Line 690. The proposal to Line 494 is to cancel the line, some comments in opposition were received. After the proposal for Line 690 was explained, customers retracted their opposition, as Line 690 would become the preferred alternative. There are no changes to the recommendation for Line 494. The proposal for Line 481 was to cancel the line due to most of the routing being outside of the Foothill Transit service area and duplication of L.A. Metro rail and bus lines. The proposal to Line 481 did receive comments in opposition, however the recommendation to cancel this line still gives customers an ample amount of duplicate service to meet their needs and the savings from this cancellation can be used to enhance other Foothill Transit lines within the core service area. The proposal for Line 851 was to cancel the line. Public comment was received in opposition to the cancellation. Staff is now proposing to reduce the frequency on Line 851.

David Torres, Claremont resident, addressed the Governing Board.

The recommendation was amended to include Option B for Line 292. Motion by Vice Chair Calaycay, second by Member Warshaw, to approve. Motion

carried 17-0.

11. **PROPOSED FISCAL YEAR 2017/2018 BUSINESS PLAN AND BUDGET (GB)**

Recommendation: In accordance with the Executive Board's recommendation, adopt Foothill Transit's proposed Business Plan, Budget and Performance Targets for Fiscal Year 2017/2018.

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

Ms. Caldwell reported that the business plan and budget development process has been under way for the past several months. She reported that they are not anticipating growth in ridership during 2017/2018 and have budgeted ridership to remain constant. The proposed budget includes \$17.4 million for fare revenues representing an approximate 8 percent increase in revenues over the current year estimate. The increase is in anticipation of the fare restructuring. Vehicle service hours will remain at the current level with 872,171 service hours proposed. The transit operating budget is estimated at \$98.2 million. The increase in FY2017/2018 is a result of the award of the new Pomona contract, which includes negotiated wage increases, and agreed upon increases with our existing contracts.

The target for Preventable Accidents per 100,000 Miles is set at 0.70 accidents per 100,000 miles for FY2017/2018. The target for Complaints per 100,000 Boardings has been set for 20 complaints per 100,000 for FY2017/2018. The Boardings per Vehicle Service Hour is projected at 15.5 boardings per hour for FY2017/2018. The target for Cost per Vehicle Service Hour is \$112.63 per hour reflects the increased costs of the new Pomona contract award and other increases. The FY2017/2018 target for Farebox Recovery Ratio is 17.7 percent. The proposed fare restructuring is anticipated to improve the farebox recovery ratio in future years. The business plan includes agency wide initiatives. These initiatives were approved by the Executive Board in February 2017.

The total FY2016/2017 budget was \$150 million, while the proposed budget for FY2017/2018 is \$161 million. This is a 7 percent increase in expenditures. The capital budget is nearly the same between the two fiscal years. The budget increase is primarily in the transit operating expense. Customer Service and Operations is responsible for ensuring the safe and efficient daily operations of Foothill Transit service. At \$84.5 million this department budget consists of 85 percent of the total transit operating expenses of \$98.2 million. The current five year capital program consists of 88 different capital projects with a total life-of-project budget of \$286 million. The total proposed budget for FY2017/2018 is \$160.9 million. The proposed operating



budget is \$99.8 and the capital budget is \$61.0 million, with 827,171 vehicle service hours and 13.5 million customer boardings.

Motion by Board Member Chandler, second by Member Barakat, to adopt. Motion carried 17-0.

12. **RECESS BOTH MEETINGS FOR CLUSTERS TO ELECT EXECUTIVE BOARD MEMBERS AND ALTERNATES FOR CLUSTER 2 (AZUSA, BALDWIN PARK, COVINA, GLENDORA, IRWINDALE AND WEST COVINA) AND CLUSTER 3 (ARCADIA, BRADBURY, DUARTE, MONROVIA, PASADENA AND TEMPLE CITY) (GB & EB)**

The Foothill Transit Governing Board and Executive Board recessed to allow Cluster 2 and Cluster 3 to elect their representatives.

13. **RECONVENE BOTH MEETINGS AND ANNOUNCE THE EXECUTIVE BOARD MEMBER AND ALTERNATE FOR CLUSTER 2 AND CLUSTER 3 (GB & EB)**

The Foothill Transit Governing and Executive Board reconvened to announce the election results for Cluster 2 and Cluster 3.

Member Corey Warshaw (West Covina) announced that he was re-elected to serve as Executive Board Member and the Alternate is Member Gary Boyer (Glendora).

Member Chandler announced that the representative for Cluster 3 on the Executive Board is Member Cynthia Sternquist (Temple City) and the Alternate is Member Richard Barakat (Bradbury).

14. **EXECUTIVE BOARD NOMINATIONS FOR Foothill TRANSIT CHAIR AND VICE CHAIR (EB)**

On motion of Member Sternquist, second by Member Pedroza, unanimously carried, Vice Chair Calaycay was elected Chair of the Foothill Transit Executive Board.

On motion of Chair Herrera, second by Member Sternquist, unanimously carried, Member Warshaw was elected Vice Chair of the Foothill Transit Executive Board.

15. **GOVERNING BOARD RATIFICATION OF THE EXECUTIVE BOARD NOMINATIONS FOR Foothill TRANSIT CHAIR AND VICE CHAIR (GB)**

The Executive Board recommended ratification of the Executive Board Officers to the Governing Board as follows: Corey Calaycay, Chair; Corey

Warshaw, Vice Chair.

Motion by Member Chandler, second by Member Shevlin, the Governing Board ratified the Executive Board nominations for Foothill Transit Chair and Vice Chair. Motion carried 17-0.

16. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Citrus College students voted on the Class Pass this week, and it was approved by 83.4 percent.
- The Federal Transit Administration Triennial Review was conducted two weeks ago. In a typical triennial review there are eight findings, Foothill Transit had two findings. One finding is more of a regional finding as it's related to the paratransit program. The reviewer commented that Foothill Transit was the best organized of all the reviews that she had conducted this year.
- At the national level, Mr. Barnes reported that in his role as Chair of the American Public Transportation Association, he led the delegation that were the first transit professionals that met with Transportation Secretary Elaine Chao. Mr. Barnes thanked the Governing Board for allowing him to serve in that capacity.
- The next Governing Board Meeting is scheduled for November 2017. He wished the Governing Board an enjoyable summer.

17. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Governing Board.

- Vice Chair Warshaw announced that Foothill Transit was a sponsor of Temple City's first Mayoral Color Run. Vice Chair Warshaw participated and thanked Mayor and Executive Board Member Cynthia Sternquist. Vice Chair Warshaw earned a trophy for Foothill Transit.
- Member Sternquist thanked Foothill Transit for its support of the Mayoral Color Run.
- Member Pedroza congratulated staff and Katie Gagnon for the passing of the Class Pass Program at Citrus College. He hopes that Cal Poly Pomona will be next.
- Member Paras-Carracci congratulated Chair Calaycay and Vice Chair Warshaw. She thanked Member Shevlin and Member Sternquist for their service on the San Gabriel Valley Council of Governments and



thanked Member Sternquist and Member Barakat for representing Cluster 3 on the Foothill Transit Executive Board. She also thanked Customer of Service and Operations Director LaShawn King Gillespie for the volunteering for the Duarte-Pasadena NAACP ACT-SO competition and awards, and Public Affairs Manager Yoko Igawa for inviting her to a California Girls State event she'll be participating in.

- Chair Calaycay thanked Member Herrera for a great two years of leadership as Chair. Chair Calaycay stated he is honored to assume the chairmanship of Foothill Transit.

18. **ADJOURNMENT**

Adjournment for the May 26, 2017 Foothill Transit Joint Meeting of the Annual Governing Board Meeting and Executive Board Meeting.

There being no further business, the Foothill Transit Joint Meeting of the Annual Governing Board Meeting and Executive Board Meeting adjourned at 9:12 a.m.



Foothill Transit

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

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

**Friday, May 26, 2017
9:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Calaycay at 9:20 a.m.

2. 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

3. APPROVAL OF AGENDA

The agenda was approved as presented.

4. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Special Meeting of May 2, 2017.

Board Secretary Christina Lopez stated that there was correction to Page 4 under Item 14 Extension of Executive Director's Employment Agreement. In the motion it incorrectly indicated that the item was seconded by Vice Chair Warshaw. The correction is that it was seconded by Vice Chair Calaycay.

Motion by Vice Chair Warshaw, second by Member Herrera, the minutes for the Special Meeting of May 2, 2017 were approved as amended. Motion carried 5-0.

5. PUBLIC COMMENT

5.1 Executive Director Response to Public Comment

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

CONSENT CALENDAR

6. APRIL 2017 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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

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

7. FISCAL YEAR 2016/2017 THIRD QUARTER BUDGET UPDATE

Recommendation: Receive and file the Third Quarter Budget Update for the fiscal year ending on June 30, 2017. The attached Departmental Third Quarter Budget summarizes Foothill Transit's expenditures through the third quarter and provides a forecast to complete the fiscal year.

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

8. APRIL 2017 PERFORMANCE INDICATORS REPORT

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

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

9. MAY 2017 LEGISLATIVE SUMMARY

Recommendation: Receive and file the May 2017 Legislative Summary. Adopt a support position on AB 301.

Motion by Member Pedroza, second by Member Sternquist, to receive and file and adopt a support position on AB 301. Motion carried 5-0.

10. **HOLIDAY SERVICE SCHEDULE FOR FISCAL YEAR 2017/2018**

Recommendation: Approve the proposed FY 2017-2018 Holiday Service Schedule.

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

11. **RESOLUTION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM**

Recommendation: Adopt the following resolution: Resolution No. 2017-04: Authorization for the Execution of the Low Carbon Transit Operations Program (LCTOP) Project "Foothill Transit Line 280 Expansion and Electrification" in the Amount of \$243,693 (Attachment A).

Motion by Member Pedroza, second by Member Sternquist, to adopt. Motion carried 5-0.

12. **RESOLUTIONS FOR THE CALIFORNIA TRANSIT SECURITY GRANT PROGRAM**

Recommendation: Adopt the following resolutions: Resolutions No. 2017-05 and 2017-06: Authorization for the Execution of the California Transit Security Grant Program (CTSGP-CTAF) Project "Facility Security Upgrades" in the Amount of \$588,948 (\$327,193 for FY2015-16 and \$261,755 for FY2016-17) (Attachments A and B).

Motion by Member Pedroza, second by Member Sternquist, to adopt. Motion carried 5-0.

13. **CITY OF WEST COVINA FUND EXCHANGE**

Recommendation: Authorize the Executive Director to execute an assignment agreement with the City of West Covina to exchange general use funds for Proposition A Local Return funds.

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

14. **EXERCISE OF OPTION - INTERIOR PLACEMENT CARDS**

Recommendation: Authorize the Executive Director to exercise the second two-year option (Option Years 3 and 4) in the amount of \$146,648 for the printing of Interior Placement Cards with Kandid Graphics (14-046).



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

15. **REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) - TRANSIT STORE SECURITY SERVICES**

Recommendation: Authorize the Executive Director to issue Request for Proposal (RFP) No. 17-098 to provide security services at Foothill Transit's El Monte Transit Store.

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

16. **CONTRACT AMENDMENT - SMARTBUS SYSTEM SUPPORT AND MAINTENANCE**

Recommendation: Authorize the Executive Director to execute an amendment to Agreement No. 05-011 with Xerox for Software Support and Maintenance of Foothill Transit's SMARTBus System. The amendment will extend services on a month to month basis until the replacement solution (Avail) is fully operational.

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

REGULAR AGENDA

17. **SAN GABRIEL VALLEY MID-VALLEY ELECTRIC BUS RAPID TRANSIT (EBRT) PROJECT**

Recommendation: Action: Authorize Foothill Transit to serve as the lead agency on a technical study focusing on the Ramona Boulevard segment between El Monte Bus Station and the Baldwin Park Transit Center as a demonstration phase of the San Gabriel Valley Mid-Valley eBRT Project.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel reported that the project is a partnership between Foothill Transit and L.A. County, led by Supervisor Hilda Solis, cities of Baldwin Park and El Monte, the San Gabriel Valley Council of Governments, and L.A. Metro. The goal of the project is to build a bus rapid transit (BRT) corridor from El Monte Station to the 57 Freeway along Ramona and Badillo. This would include electric charging infrastructure at El Monte Station. A preliminary

study was conducted in 2010, but there is still need for a more in-depth study with current data to determine feasibility of the project. Funding for the new study is expected to come from the countywide BRT project from L.A. Metro.

If the study shows that a BRT corridor is feasible, the first phase will be a five mile demonstration from El Monte Station to the Baldwin Park Metrolink Station. The demonstration project is expected to be funded with the San Gabriel Valley Measure M funds.

The next steps will be to procure a technical study on the corridor, which will look at the corridor, project feasibility, and the project's impact on traffic and parking, and the potential for transit oriented developments. The study will take approximately one year to complete. If feasible and if funding is in place, construction can begin on the first phase.

Mr. Javier Hernandez from Supervisor Hilda Solis' office addressed the Executive Board. Mr. Hernandez stated that this is an incredibly exciting project. The project would reduce greenhouse gas emissions and get people out of single occupancy trips.

Doran Barnes, Executive Director, clarified that the recommendation is to authorize Foothill Transit as the lead agency. The budget that was adopted by the Governing Board does not have funding for this project specifically identified. Staff will be working with the various funding partners to identify funding and advance the project. This may require action by the Governing Board to amend the budget.

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

18. **ART COMPONENT AND COST SHARING FOR THE AZUSA INTERMODAL TRANSIT CENTER PROJECT**

Recommendation: Provide direction to staff regarding the cost sharing between Foothill Transit and the City of Azusa that should be used to complete the art component of the Azusa Intermodal Transit Center Project.

Doran Barnes, Executive Director, presented this item.

Mr. Barnes reported that Foothill Transit had partnered with the City of Azusa and Gold Line Construction Authority on the construction of the Azusa Intermodal Transportation Center, which includes parking for the Gold



Line and Foothill Transit customers, along with a transit center. The total funding for the project was \$13.2 million with a funding split with Foothill Transit providing 44 percent of the funding and 56 percent of funding provided by other funding partners. Actual funding utilized was approximately \$12.4 million. There is a remaining balance on both the City of Azusa and Foothill Transit commitment that was not expended.

Approximately two years ago, staff brought forward a component of the project from the City of Azusa where the City had requested an art enhancement. The initial cost of the art enhancement was \$170,000 and due to some contracting issues, the actual cost for that enhancement is \$191,000, and the City of Azusa incurred an initial design cost of \$10,000 that they paid directly. There was a misunderstanding on how the art component would be paid for and Foothill Transit was under the impression that the funding split that was in place during the entire project would be utilized for the art component and that funding would come from the \$775,000 that the project was under budget. The City of Azusa's understanding was that Foothill Transit would pay for 100 percent of the art component and that they would have no obligation. The City of Azusa was informed by L.A. Metro that the amount of funding that they had in savings could not be used for the art component.

The City Manager for Azusa has proposed to resolve this matter and has proposed that the costs be split 50/50, and that Foothill Transit allow the City to repay Foothill Transit over a five year timeframe. That will allow the City to use funding that goes into their city art fund, which is based on developer fees.

Motion by Vice Chair Warshaw, second by Member Pedroza, to amend the recommendation and authorize a Memorandum of Understanding with the City of Azusa to pay for 50 percent of the cost and repay Foothill Transit over a five year period. Motion carried 5-0.

19. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- The July Executive Board Meeting will be cancelled.
- Through the efforts of Vice Chair Warshaw, a meeting was held with Starwood, the owners of the West Covina Plaza, about the possible development of a transit center. Another meeting with Starwood

representatives is tentatively scheduled for July 2017.

20. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Vice Chair Warshaw thanked the Executive Board for approval of the preliminary design of the West Covina Transit Center. The preliminary design made a great impression with the Starwood representatives.

21. **ADJOURNMENT**

Adjournment for the May 26, 2017 Foothill Transit Special Executive Board Meeting.

There being no further business, the Foothill Transit Special Executive Board meeting adjourned at 9:45 a.m.



June 30, 2017

To: Executive Board

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

Recommendation

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

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

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of May 31, 2017, shows total assets at \$315 million. This total consists primarily of \$208 million in fixed assets, \$99 million in cash and investments and \$8 million in receivable and prepaid assets. Foothill Transit's cash position of \$71.8 million is \$1 million more than the previous month, and is \$2 million more than last year in May.

Liabilities

The accounts payable balance is \$10.8 million. Accounts Payables include operating and maintenance for \$7.58 million and \$1.01 million for fuel.

The deferred revenue of \$69.5 million represents capital grants that are reserved for planned capital expenditures such as upcoming bus procurements and park & ride 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 \$18.2 million in non-interest bearing accounts held with Bank of the West; \$31.58 million in interest bearing money market accounts with Bank of the West; \$6.84 million with Chase; and \$15.16 million invested in the Local Agency Investment Fund (LAIF). Longer term investments include \$24 million with Bank of the West Agency notes; \$500,000 Bank of the West certificates 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)

May 2017 year-to-date fare revenues were \$14.76 million which is \$3.11 million less than the budgeted amount and \$1.04 million less than May 2016. Through May 2017, ridership is nearly equal to what it was last year at this time. The ridership numbers include approximately 1.58 million new riders for Lines 190, 194 and 270 combined with an approximate six percent ridership loss resulting from the Gold Line start-up. This creates a ridership gain and a ridership loss that are approximately equal.

Operating costs through May 2017 were \$78.45 million, which is \$7.03 million less than the budget and \$10.6 million more than May 2016. Of this \$78.45 million, \$60.61 million reflects operating costs for the Arcadia and Pomona operating contractors. The other large operating expense is fuel which was \$5.64 million through May 2017.

Capital expenditures through May were \$27.92 million compared with \$19.49 million last year at this time. The annual budget for capital expenditures includes the purchase of 30 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 May year-to-date farebox recovery ratio was 18.82 percent; 2.18 percent lower than the performance target of 21 percent. The farebox recovery ratio is derived by dividing the total fare revenue of \$14,762,815 by the total bus operating expense of \$78,446,823. This ratio is less than the May 2016 ratio of 23.3 percent. The decline is due to increasing operating expenses combined with declining fare revenues. This was due primarily to the agreement with L.A. Metro that Foothill Transit would honor L.A. Metro fares for the first year of operation for Lines 190, 194, and 270. The agreement will end on July 1, 2017 which should improve Foothill Transit fare revenues.

Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of May 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 May 2017 were \$10.3 million. Capital disbursements totaled \$5,871,375, and other significant disbursements include \$0.97 million to First Transit and \$1.8 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 May 31, 2017

Assets

Current Assets:

Cash	71,780,885
Investments	\$27,239,000
Due from government agencies	4,798,118
Other receivables	2,163,158
Other assets	1,042,551
Total Current Assets	<u>107,023,712</u>
Property & Equipment (net of depreciation)	208,004,410
Total Assets	<u><u>315,028,122</u></u>

Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	10,806,314
Deferred Revenue	69,462,447
Total Liabilities	<u>80,268,761</u>

Equity

Fund Balance:	
Investment in Capital Assets	208,004,410
Current Year Change	(3,378,476)
Excise Tax Credit	
Reserve	30,133,427
Total Equity	<u>234,759,361</u>
Total Liabilities and Equity	<u><u>\$ 315,028,122</u></u>

Summary of Cash and
Investment Account
For May 31, 2017

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$13,182,462
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	5,012,287
Bank of the West-Money Market	0.450%	Demand Deposit	7,075,496
Bank of the West-Money Market	0.450%	Demand Deposit	14,612,009
Bank of the West-Money Market	0.450%	Demand Deposit	9,639,868
Bank of the West-CA Transit Assistance	0.070%	Demand Deposit	252,886
Chase Business Saving	0.130%	Demand Deposit	6,843,047
LAIF Investment	0.780%	Demand Deposit	15,161,229
Subtotal Cash on Hand			<u>\$71,780,885</u>
Investments:			
Bank of the West:			
Maturity - 10/29/20 - 5yrs.	1.125%	Callable Note	5,000,000
Maturity - 05/25/21 - 5yrs.	1.250%	Callable Note	5,000,000
Maturity - 01/27/21 - 5yrs.	1.000%	Callable Note	5,000,000
Maturity - 07/27/21 - 5yrs.	1.000%	Callable Note	8,000,000
Maturity - 02/26/21 - 5yrs.	1.250%	Callable Note	1,000,000
	1.25-1.50%	Cert. of Deposit	500,000 (1)
	0.45-1.60%	Cert. of Deposit	2,739,000 (2)
Subtotal Investments			<u>\$27,239,000</u>
Total Cash and Investments			<u><u>\$99,019,885</u></u>

(1) Consist of 2 Cds at \$250,000 each

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

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

	Actual YTD May- 17	Budget YTD May -17	Variance	Actual YTD May - 16
Fare Revenue				
Farebox	\$7,577,164	\$9,075,000	(16.51%)	\$8,280,764
Pass Sales	\$3,167,733	\$4,180,000	(24.22%)	3,462,737
TAP Cash Purse	\$2,813,737	\$3,135,000	(10.25%)	2,822,712
MetroLink & Access Service	\$576,887	\$660,000	(12.59%)	551,976
EZ Transit Pass	\$627,293	\$825,000	(23.96%)	692,163
Total Operating Revenue	\$14,762,815	\$17,875,000	(17.41%)	\$15,810,351
Operating Subsidies and Other				
Transportation Development Act	\$21,029,077	\$21,029,077	0.00%	\$18,579,746
TDA-Reserve from prior years	\$8,522,104	\$12,443,950	(31.52%)	0
STA	\$1,688,324	\$1,688,319	0.00%	3,096,137
Prop A 40% Discretionary	\$14,741,138	\$14,741,138	(0.00%)	13,094,365
Prop A 40% BSCP	\$4,178,969	\$4,178,969	0.00%	4,111,542
Prop C BSIP	\$838,023	\$838,023	(0.00%)	822,802
Prop C Base Restructuring	\$1,799,985	\$1,799,985	0.00%	1,767,290
Prop C Transit Service Expansion	\$299,954	\$299,954	0.00%	294,505
Transit Security-Operating	\$841,523	\$841,523	0.00%	766,501
Measure R Operating	\$9,544,080	\$9,544,080	(0.00%)	8,961,049
Miscellaneous Transit Revenues	\$200,833	\$200,833	0.00%	539,876
Total Subsidies and Other	\$63,684,008	\$67,605,850	(5.80%)	\$52,033,814
Total Operating Revenue	\$78,446,823	\$85,480,850	(8.23%)	\$67,844,165
Other Revenues				
Gain on Sale of Fixed Assets	\$90,081	\$0	0.00%	\$18,514
Auxiliary Revenue	\$1,871,763	\$1,352,083	38.44%	\$1,322,349
Total Other Revenues	\$1,961,843	\$1,352,083	45.10%	\$1,340,863
Operating Expenses				
Operations	\$69,062,638	\$73,317,688	5.80%	\$58,097,198
Maintenance & Vehicle Technology	\$736,153	\$816,422	9.83%	753,207
Marketing and Communications	\$1,379,071	\$1,963,341	29.76%	1,366,327
Information Technology	\$1,856,979	\$2,121,245	12.46%	1,955,998
Administration	\$2,319,997	\$2,997,347	22.60%	2,418,671
Procurement	\$480,763	\$788,450	39.02%	660,983
Finance	\$1,001,634	\$1,139,555	12.10%	992,456
Planning	\$646,331	\$901,668	28.32%	775,668
Facilities	\$963,258	\$1,435,134	32.88%	823,657
Total Operating Expenses	\$78,446,823	\$85,480,850	8.23%	\$67,844,165
Other Expenses				
Property Management	\$327,281	\$366,667	10.74%	\$383,166
Dial-A-Ride	\$784,682	\$687,500	(14.14%)	619,112
Special Services	\$239,005	\$297,917	19.77%	262,204
Total Other Expenses	\$1,350,967	\$1,352,083	5.64%	\$1,264,483
Total Operating and Other Expenses	\$79,797,790	\$86,832,933	8.10%	\$69,108,648
Capital Revenues				
Capital Grants	\$27,920,338	\$51,449,852	(45.73%)	\$19,492,070
Capital Expenditures				
Capital Expenditures	\$27,920,338	\$51,449,852	45.73%	\$19,492,070

Bank Account - Check Details

Period: 05/01/17..05/31/17

Foothill Transit

Thursday, June 01, 2017
FOOTHILLTRANSITFKUO

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 05/01/17..05/31/17

Check									Entry
Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Amount	Status	
B001	General Checking								
	Phone No.		800-488-2265						
05/03/17	E00574	New Flyer of America Inc.	F-2518 Replacement Bus	656,599.34	0.00	0.00		Posted	
05/03/17	E00575	New Flyer of America Inc.	F-2522 Replacement Bus	656,599.34	0.00	0.00		Posted	
05/03/17	E00576	New Flyer of America Inc.	F-2523 Replacement Bus	656,599.34	0.00	0.00		Posted	
05/03/17	E00577	New Flyer of America Inc.	F-2525 Replacement Bus	656,599.34	0.00	0.00		Posted	
05/03/17	E00578	New Flyer of America Inc.	F-2526 Replacement Bus	656,599.34	0.00	0.00		Posted	
05/03/17	E00579	New Flyer of America Inc.	F-2527 Replacement Bus	656,599.34	0.00	0.00		Posted	
05/04/17	50021	A.G. Engineering, Inc.	Pomona Generator Replacement	1,997.85	1,997.85			Posted	
05/04/17	50022	ACC Business	Voided	0.00	0.00	4,095.88		Financially Voided	
05/04/17	50023	AT and T - 105068	El Monte Back line	33.67	33.67			Posted	
05/04/17	50024	AT and T - 5019	Phone Service	305.95	305.95			Posted	
05/04/17	50025	AT and T - 5025	Phone Service	121.96	121.96			Posted	
05/04/17	50026	AT and T - 5025	El Monte Phone line general	2,166.47	2,166.47			Posted	
05/04/17	50027	Bankcard Center-Bank of the West	4/17 Agency credit cards usage	30,617.66	30,617.66			Posted	
05/04/17	50028	C.A.T. Specialties	Roadeo Shirts for the Regional Roadeo	1,646.65	1,646.65			Posted	
05/04/17	50029	Carol A. Herrera	Reimbursable Expenses - APTA Legislative Conf.	197.25	197.25			Posted	
05/04/17	50030	Charter Communications Inc.	Cable TV	168.46	168.46			Posted	
05/04/17	50031	Civic Resource Group International Inc.	Website Maintenance - 04/17	2,850.00	2,850.00			Posted	
05/04/17	50032	Clean Energy	02/17 Arcadia CNG Facility Maintenance	897,791.04	897,791.04			Posted	
05/04/17	50033	Come Land Maintenance Service Company Inc.	3/17 Janitorial Supplies	912.19	912.19			Posted	
05/04/17	50034	Commercial Door Metal Systems, Inc.	Admin Bld Door Service	187.50	187.50			Posted	
05/04/17	50035	Corey S. Warshaw	Reimbursable Expenses - APTA Legislative Conf.	65.12	65.12			Posted	
05/04/17	50036	Crown Castle USA Inc.	Tower Rental	770.35	770.35			Posted	
05/04/17	50037	David Reyno	Reimbursable expense - April 2017	1,702.74	1,702.74			Posted	
05/04/17	50038	Day - Lite Maintenance Co. Inc.	4/17 Monthly Lighting Contract	215.98	215.98			Posted	
05/04/17	50039	Diversified Transportation, LLC	03/17 Monrovia Dial a Ride	73,303.14	73,303.14			Posted	
05/04/17	50040	Downtown News	Advertising	895.00	895.00			Posted	
05/04/17	50041	E.C. Construction Inc.	Arcadia Fare Collection Canopy Installation	1,518.10	1,518.10			Posted	
05/04/17	50042	FEDEX Corp.	Express Mail	90.88	90.88			Posted	
05/04/17	50043	Finley and Cook, PLLC	Annual support 7/1/17 to 7/1/18	6,816.00	6,816.00			Posted	
05/04/17	50044	Frontier California Inc.	90959537360911135	518.44	518.44			Posted	
05/04/17	50045	HD Supply Facilities Maintenance	Admin Bldg Supplies	104.27	104.27			Posted	
05/04/17	50046	International City Management Assoc. Retirement Co	1/31 -3/31/17 Asset Fee Allowance 307178	3,788.25	3,788.25			Posted	
05/04/17	50047	Linda Garrison	Fitness Equipment reimbursement - Yoga blocks	164.85	164.85			Posted	
05/04/17	50048	Luis A Renderos	Reimburse for Educational Assistance	455.00	455.00			Posted	
05/04/17	50049	Panera, LLC	Executive Board Meeting	197.71	197.71			Posted	
05/04/17	50050	Penske Toyota Scion of West Covina	Vehicle maintenance Q.A 43796	291.31	291.31			Posted	
05/04/17	50051	Proterra LLC	PMI march charging stations	1,125.00	1,125.00			Posted	
05/04/17	50052	ReadyRefresh	Drinking Water	71.75	71.75			Posted	
05/04/17	50053	Regional Chamber of Commerce - SGV	New Faces of the SGV Luncheon	100.00	100.00			Posted	
05/04/17	50054	Richards Watson and Gershon	Legal Fees	157.60	157.60			Posted	

Bank Account - Check Details

Period: 05/01/17..05/31/17

Page 2
Attachment D

Foothill Transit

Thursday, June 01, 2017

FOOTHILLTRANSITFKUO

Check Date	Check Number	Payee	Description	Debit	Credit	Balance
05/04/17	50055	RNL/Interplan	Arcadia Improvement- Generator Replacement	7,856.38	7,856.38	0.00 Posted
05/04/17	50056	San Gabriel Valley Economic	Economic Forecast Summit	600.00	600.00	0.00 Posted
05/04/17	50057	Skyline Pest Control	4/17 Monthly Pest & Rodent Control	95.00	95.00	0.00 Posted
05/04/17	50058	Standard Parking Corporation	3/17 Parking Services	4,955.41	4,955.41	0.00 Posted
05/04/17	50059	The Gas Co.	4/17 Admin Building Gas	1,089.81	1,089.81	0.00 Posted
05/04/17	50060	Thomas J. Koontz	Interior Cards	1,139.19	1,139.19	0.00 Posted
05/04/17	50061	Waste Management	5/17 Arcadia Warehouse Trash	250.07	250.07	0.00 Posted
05/04/17	50062	Willie J. Brooks	05/17 Transit Store Plant care	662.75	662.75	0.00 Posted
05/04/17	50063	Yoko Igawa	Reimbursable expense	46.38	46.38	0.00 Posted
05/04/17	50064	Zonar Systems Inc.	EVIR Units FOO0655 GTC- inspection service	1,201.93	1,201.93	0.00 Posted
05/11/17	50065	Allied Administrators for Delta Dental	06/17 Dental insurance premium	7,113.29	7,113.29	0.00 Posted
05/11/17	50066	Automated Power Technologies, Inc.	APC support renewal	2,499.00	2,499.00	0.00 Posted
05/11/17	50067	BurrellesLuce	Video Media Clip - 04/17	260.00	260.00	0.00 Posted
05/11/17	50068	California Choice	6/17 Medical insurance premium	47,558.67	47,558.67	0.00 Posted
05/11/17	50069	Chamber of Commerce - EM / SEM	Gold Sponsorship Advertising	645.00	645.00	0.00 Posted
05/11/17	50070	Christopher Pieper	Reimbursable Expenses - CAPPO SD Prev Wage	142.32	142.32	0.00 Posted
05/11/17	50071	CIGNA Group Insurance	04/17 Cigna Life Insurance Premium	3,993.35	3,993.35	0.00 Posted
05/11/17	50072	City of Claremont	Claremont's Fourth of July Celebration 2017	150.00	150.00	0.00 Posted
05/11/17	50073	City of Monrovia	Summer Reading Program	250.00	250.00	0.00 Posted
05/11/17	50074	City of Temple City	Mayors 5K Color Fun Run	1,000.00	1,000.00	0.00 Posted
05/11/17	50075	City of West Covina - Business License	Business License renewal balance due	13.00	13.00	0.00 Posted
05/11/17	50076	Civic Publications	Earth Day Ad	4,987.00	4,987.00	0.00 Posted
05/11/17	50077	Complete Coach Works	Repowering & Repainting Articulated Bus #1606	180,711.63	180,711.63	0.00 Posted
05/11/17	50078	Dale Carnegie Training of Southern Los Angeles	Course for Lillian Lin and Yamel Castro	1,595.00	1,595.00	0.00 Posted
05/11/17	50079	Darold D. Pieper Attorney at Law	4/17 Legal fees	7,160.00	7,160.00	0.00 Posted
05/11/17	50080	Digium Inc.	Telephone Vendor ID 41583	1,213.58	1,213.58	0.00 Posted
05/11/17	50081	Fleet Refinishing So Cal Wraps	Full Bus Wrap	14,597.38	14,597.38	0.00 Posted
05/11/17	50082	Freedom 424	Run 4 Their Lives 2017	500.00	500.00	0.00 Posted
05/11/17	50083	G4S Secure Integration LLC	03/17 Security Maintenance	10,400.92	10,400.92	0.00 Posted
05/11/17	50084	Glendora Public Library Friends Foundation	Night on the Plaza 2017	500.00	500.00	0.00 Posted
05/11/17	50085	Gotcha Media Holdings, LLC	Rio Hondo	2,655.00	2,655.00	0.00 Posted
05/11/17	50086	Green's Lock and Safe	Lock Re-Key	231.45	231.45	0.00 Posted
05/11/17	50087	Hacienda Heights Kiwanis 4th of Jul	4th of July Parade 2017	60.00	60.00	0.00 Posted
05/11/17	50088	Industry Mfg. Council	Taste of the Town 2017	2,500.00	2,500.00	0.00 Posted
05/11/17	50089	Industry Public Utility Commission	3/17 Industry P&R Electricy	1,253.54	1,253.54	0.00 Posted
05/11/17	50090	Jarrett Stoltzfus	Reimbursable Expenses - TCRP	391.34	391.34	0.00 Posted
05/11/17	50091	Jon House	Educational Assistance and Reimbursement	1,920.00	1,920.00	0.00 Posted
05/11/17	50092	Keolis Transit Services LLC	Start Up Costs	192,415.00	192,415.00	0.00 Posted
05/11/17	50093	Keystone Uniform Depot	Safety vest patch for Yamel	16.08	16.08	0.00 Posted
05/11/17	50094	Landmark Healthplan of California, Inc.	05/17 Chiropractor insurance premium	332.71	332.71	0.00 Posted
05/11/17	50095	Luis A Renderos	Educational Assistance and Reimbursement	1,602.50	1,602.50	0.00 Posted
05/11/17	50096	Neighborhood Homework House	Year End Celebration Sponsorship	500.00	500.00	0.00 Posted
05/11/17	50097	Neofunds by Neopost	Postage	1,232.60	1,232.60	0.00 Posted
05/11/17	50098	Office Depot	Office Supplies	1,164.94	1,164.94	0.00 Posted
05/11/17	50099	Our Lady of Assumption Church	Sponsorship	500.00	500.00	0.00 Posted
05/11/17	50100	Panera, LLC	All-day Interview lunch	160.86	160.86	0.00 Posted

Bank Account - Check Details

Period: 05/01/17..05/31/17

Foothill Transit

Thursday, June 01, 2017
FOOTHILLTRANSIT\FKUU

Check Date	Check Number	Payee	Description	Debit	Credit	Balance
05/11/17	50101	Pink Transfer Inc.	Furniture Moving	465.00	465.00	0.00 Posted
05/11/17	50102	State Compensation Insurance Fund	5/17 Workers Comp Insurance Premium	5,704.00	5,704.00	0.00 Posted
05/11/17	50103	Steve Hirano	17-053 Legal Notice	95.00	95.00	0.00 Posted
05/11/17	50104	U.S. Healthworks Medical Group. P.C.	PE DOT - Josh Landis	154.00	154.00	0.00 Posted
05/11/17	50105	Walnut Unified School District	Walnut High School Baseball 2016/2017 Season	600.00	600.00	0.00 Posted
05/11/17	50106	West Covina Lions Club	Night on the Town - sponsorship	1,500.00	1,500.00	0.00 Posted
05/11/17	50107	Wright Express	Vehicle Fueling May 2017	575.29	575.29	0.00 Posted
05/11/17	50108	Zonar Systems Inc.	V3 -3G- UPGRADES	10,215.73	10,215.73	0.00 Posted
05/12/17	E00580	First Transit Inc.	04/1-15 699 Extra Route Miles	1,824.00	0.00	0.00 Posted
05/12/17	E00581	First Transit Inc.	04/08/2017 Towing bus for Earth Day event	600.00	0.00	0.00 Posted
05/12/17	E00582	First Transit Inc.	04/1-15 Pomona Contractor Services	664,217.82	0.00	0.00 Posted
05/12/17	E00583	International City Management Assoc. Retirement Co	Payroll ending 5/6/17 retirement funds	37,583.27	0.00	0.00 Posted
05/12/17	E00584	New Flyer of America Inc.	F-2528 Replacement Bus	656,599.34	0.00	0.00 Posted
05/12/17	E00585	New Flyer of America Inc.	F-2529 Replacement Bus	656,599.34	0.00	0.00 Posted
05/12/17	E00586	Transdev Services, Inc.	04/1-15 Arcadia Contractor Services	808,354.22	0.00	0.00 Posted
05/16/17	E00587	First Transit Inc.	Pomona February 2017 PMI's	16,500.00	0.00	0.00 Posted
05/17/17	50109	ACC Business	Internet	4,095.88	4,095.88	0.00 Posted
05/17/17	50110	ACCO Engineered Systems Inc.	4/17 Admin Bldg HVAC Maintenance	360.50	360.50	0.00 Posted
05/17/17	50111	Ashlien Savage	Reimbursable expense - Cal-SHRM Leg Conf	162.08	162.08	0.00 Posted
05/17/17	50112	AT and T - 5025	EI Monte phone line (626)452-1579 & (626)452-1587	110.80	110.80	0.00 Posted
05/17/17	50113	AT and T Mobility II LLC	Avail Cellular	540.00	540.00	0.00 Posted
05/17/17	50114	Athens Services	5/17 Admin Trash Service & Parking Lot Sweeping	1,179.48	1,179.48	0.00 Posted
05/17/17	50115	Chico Bag Company	Re-Order of Hawaiian Ocean Chico Bag	4,997.52	4,997.52	0.00 Posted
05/17/17	50116	Cintas Corporation #2	First Aid Kit Supplies	115.87	115.87	0.00 Posted
05/17/17	50117	Climatex Building Technologies LLC	4/1/17 - 6/30/17 HVAC Software Maintenance	1,849.75	1,849.75	0.00 Posted
05/17/17	50118	Come Land Maintenance Service Company Inc.	5/17 Janitorial Services	2,980.00	2,980.00	0.00 Posted
05/17/17	50119	Day - Lite Maintenance Co. Inc.	5/17 Monthly Lighting Contract	96.00	96.00	0.00 Posted
05/17/17	50120	FEDEX Corp.	Express Mail	75.52	75.52	0.00 Posted
05/17/17	50121	Four Nines Technologies	Fare Restructuring Study - Task 3-6	35,888.00	35,888.00	0.00 Posted
05/17/17	50122	Frank Kuo	Reimbursable expense - FTA Financial Management	117.13	117.13	0.00 Posted
05/17/17	50123	Frontier California Inc.	Fax Line	2,502.31	2,502.31	0.00 Posted
05/17/17	50124	GetGo, Inc.	Open voice	94.18	94.18	0.00 Posted
05/17/17	50125	Grand Car Wash	Vehicle washing	469.53	469.53	0.00 Posted
05/17/17	50126	Home Depot Credit Services	4/17 Facility Supplies	814.11	814.11	0.00 Posted
05/17/17	50127	IBI Group	3/1-3/31/17 CAD/AVL Replacement Consulting	33,147.00	33,147.00	0.00 Posted
05/17/17	50128	Iron Mountain Inc.	4/17 Shredding Services	113.92	113.92	0.00 Posted
05/17/17	50129	Metrolink	04/17 Metrolink passes	50,790.25	50,790.25	0.00 Posted
05/17/17	50130	Mobile Relay Associates Inc.	Mobile Radio Digital Airtime	20,154.65	20,154.65	0.00 Posted
05/17/17	50131	RNL/Interplan	Arcadia Improvement- Generator Replacement	177.50	177.50	0.00 Posted
05/17/17	50132	Socal Office Technologies	Copy machine	666.44	666.44	0.00 Posted
05/17/17	50133	Suburban Water Systems	4/17 Admin Bldg Water	971.27	971.27	0.00 Posted
05/17/17	50134	Tanya Marie Pina	Reimbursable expense - Bus Roadeo & Para Transit	206.41	206.41	0.00 Posted
05/17/17	50135	The Hartford	Surety Bond renewal for Luis Renderos	100.00	100.00	0.00 Posted
05/17/17	50136	Thomas J. Koontz	Business Cards	78.30	78.30	0.00 Posted
05/17/17	50137	Thompson Coburn LLP	3/17 Legal Services - Covina & West Covina P&R	82,157.13	82,157.13	0.00 Posted
05/17/17	50138	Tri - Signal Integration, Inc.	5/17 Industry P&R Quarterly Sprinkler System Test	982.50	982.50	0.00 Posted
05/17/17	50139	Verizon Business - 15043	SBS Tower MPLS	1,351.12	1,351.12	0.00 Posted

Bank Account - Check Details

Period: 05/01/17..05/31/17

Foothill Transit

Thursday, June 01, 2017
FOOTHILLTRANSIT\FKUU

05/17/17	50140	Verizon Wireless	Cell Phone	4,553.67	4,553.67	0.00	Posted
05/25/17	50141-50183	Various	Voided	0.00	0.00		Voided
05/25/17	50184	4imprint Inc.	Reorder of Lunch Koozies	7,731.26	7,731.26	0.00	Posted
05/25/17	50185	Andrew John Papson	Reimbursable expense - CPUC May Meeting	105.47	105.47	0.00	Posted
05/25/17	50186	AT and T - 5019	Phone services	305.95	305.95	0.00	Posted
05/25/17	50187	AT and T - 5025	El Monte Phone Line	2,163.59	2,163.59	0.00	Posted
05/25/17	50188	California Chamber of Commerce	7/17-7/18 Membership Renewal #690569	769.00	769.00	0.00	Posted
05/25/17	50189	CHARTER Communications Inc.	Cable TV Service	170.98	170.98	0.00	Posted
05/25/17	50190	CORT Business Services Corporation	Office Furniture	2,255.76	2,255.76	0.00	Posted
05/25/17	50191	Day - Lite Maintenance Co. Inc.	Lighting repair	281.28	281.28	0.00	Posted
05/25/17	50192	Donald Luey	Reimbursable Expense -IT Interop Conference	863.65	863.65	0.00	Posted
05/25/17	50193	ENO Transportation Foundation	Transit Mid-Manager Seminar - Yoko Igawa/John Xie	7,500.00	7,500.00	0.00	Posted
05/25/17	50194	Finley and Cook, PLLC	Navigator 2016 Upgrade - Consulting services	399.95	399.95	0.00	Posted
05/25/17	50195	Frontier California Inc.	Arcadia phone line	179.39	179.39	0.00	Posted
05/25/17	50196	Industry Public Utility Commission	4/17 Industry P&R Electricity	1,112.62	1,112.62	0.00	Posted
05/25/17	50197	John Xie	Reimbursable expense - Pomona Turnover/RFID Conf	695.47	695.47	0.00	Posted
05/25/17	50198	Joseph Raquel	Reimbursable expense - NTI Training	127.47	127.47	0.00	Posted
05/25/17	50199	Lazar and Associates	04/17 Interpreting services	870.45	870.45	0.00	Posted
05/25/17	50200	Lillian Lin	Reimbursable Expenses - NTI Procurement I	265.82	265.82	0.00	Posted
05/25/17	50201	Newage PHM, LLC	06/17 TS 2 Office lease	7,276.75	7,276.75	0.00	Posted
05/25/17	50202	Promocentric, Inc.	Reorder of Butterfly Bus USB Drive	4,991.67	4,991.67	0.00	Posted
05/25/17	50203	Pulsar Advertising	04/17 Consulting services	10,702.00	10,702.00	0.00	Posted
05/25/17	50204	RNL/Interplan	A&E Services - West Covina P&R	76,414.18	76,414.18	0.00	Posted
05/25/17	50205	Rodger's Food Service	Annual Governing Board Meeting	418.69	418.69	0.00	Posted
05/25/17	50206	Rotary Club of Walnut Valley	Joe's Rotary dues	135.20	135.20	0.00	Posted
05/25/17	50207	Roy Jorgensen Associates, Inc.	Property Condition Assessment - Pomona O&M	5,000.00	5,000.00	0.00	Posted
05/25/17	50208	San Gabriel Valley Newspaper	Advertising	2,893.00	2,893.00	0.00	Posted
05/25/17	50209	Sharlane Bailey	Educational assistance and reimbursement	2,786.00	2,786.00	0.00	Posted
05/25/17	50210	Sing Tao Daily	Advertising	594.00	594.00	0.00	Posted
05/25/17	50211	Skyline Pest Control	5/17 Pest & Rodent Control	95.00	95.00	0.00	Posted
05/25/17	50212	Standard Parking Corporation	4/17 Parking Services	3,397.35	3,397.35	0.00	Posted
05/25/17	50213	Thomas J. Koontz	Hand Held Signs for May Day	190.31	190.31	0.00	Posted
05/25/17	50214	Toyo Landscaping Company	Annual Tree Trimming	11,398.00	11,398.00	0.00	Posted
05/25/17	50215	Verizon Business - 15043	800 Lines	19,828.83	19,828.83	0.00	Posted
05/25/17	50216	Virgilio Victorio	Reimbursable expense - FTA FMO Workshop	459.65	459.65	0.00	Posted
05/25/17	50217	Walnut Valley Water District	4/17 Industry P&R Fire Sprinkler Water	125.72	125.72	0.00	Posted
05/26/17	E00588	First Transit Inc.	Pomona 01/17 PMI's	14,500.00	0.00	0.00	Posted
05/26/17	E00589	First Transit Inc.	04/16-30 Pomona Contractor Services	1,096,951.45	0.00	0.00	Posted
05/26/17	E00590	First Transit Inc.	04/16-30 Pomona 699 Extra Miles	1,824.00	0.00	0.00	Posted
05/26/17	E00591	International City Management Assoc. Retirement Co	Payroll ending 5/16/17 retirement funds	38,079.85	0.00	0.00	Posted
05/26/17	E00592	Transdev Services, Inc.	Special Services Regional Rodeo	878.10	0.00	0.00	Posted
05/26/17	E00593	Transdev Services, Inc.	Repowering for 1708	79,022.00	0.00	0.00	Posted
05/26/17	E00594	Transdev Services, Inc.	Repowering for 1711	77,608.73	0.00	0.00	Posted
05/26/17	E00595	Transdev Services, Inc.	Repowering for Artic bellows	20,887.38	0.00	0.00	Posted
05/26/17	E00596	Transdev Services, Inc.	05/17 Management Services fee	160,455.72	0.00	0.00	Posted
05/30/17	50218	Elerts Corporation	3 Small Transit Multi-Year Subscription	42,485.00	42,485.00	0.00	Posted
05/30/17	50219	Linda Garrison	Yoga instruction	325.00	325.00	0.00	Posted
General Checking				10,476,675.12	2,027,993.52	176,600.34	



June 30, 2017

To: Executive Board

Subject: **May 2017 Performance Indicators Report**

Recommendation

Receive and file the May 2017 Performance Indicators Report.

Analysis

This report provides an analysis of Foothill Transit's performance indicators for May of FY 2016-2017. Foothill Transit monitors a number of factors in evaluating the services 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 May, Foothill Transit achieved five out of nine key performance indicator goals. The performance indicator targets met for the quarter are: preventable accidents per 100,000 miles, average miles between service interruptions, complaints per 100,000 boardings, average hold time, 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 number of boardings recorded by the farebox in May was 1.15 million - which is four percent higher when compared to last fiscal year.
- **Fare Revenue** - Total fare revenue for May was \$1.29 million. The average fare was \$1.13 per boarding.
- **Operating Expenses** - Operating expenses incurred in May totaled \$7.63 million, resulting in an average cost per service hour of \$103.22.
- **Accidents** - The system averaged 0.48 preventable accidents per 100,000 miles in May.
- **Customer Complaints** - Foothill Transit received 23.3 complaints per 100,000 boardings in May. This is 71 percent higher than the same month last fiscal year.



- **Schedule Adherence** - In May, Foothill Transit recorded 81.6 percent on-time performance. This is a four percent decrease from the same month last fiscal year.

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

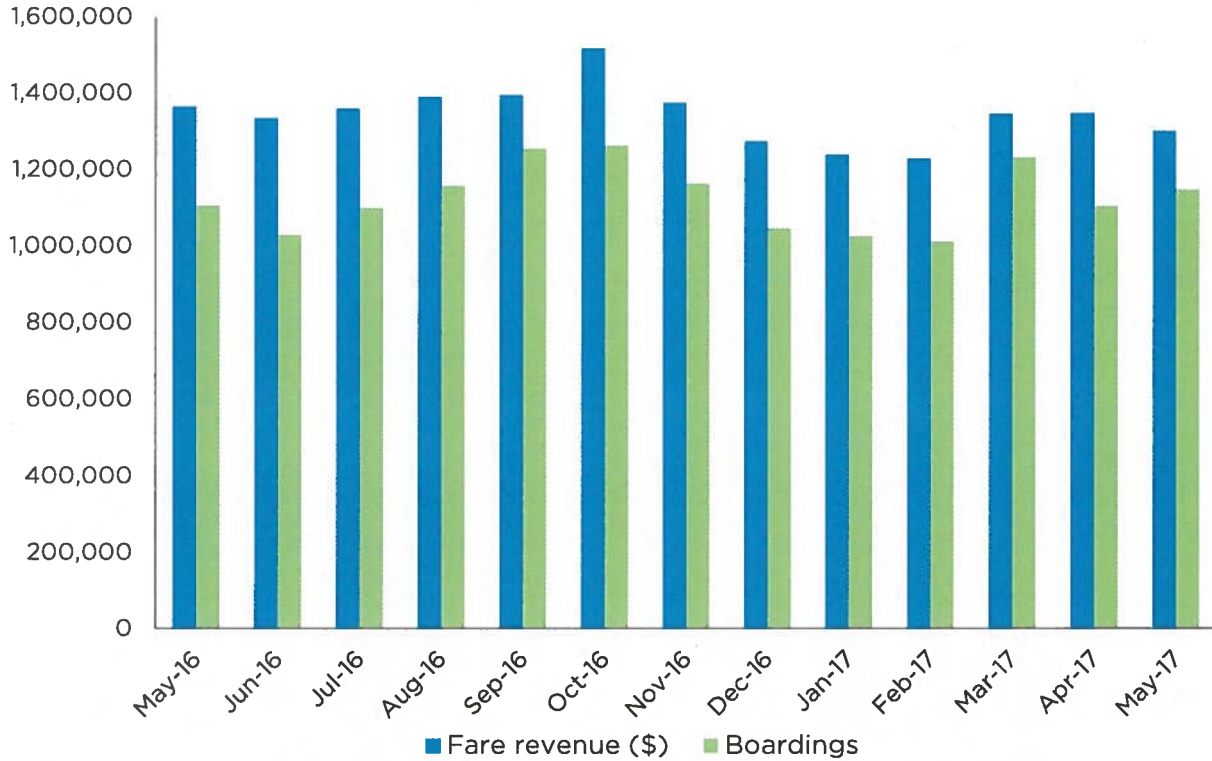
In May 2017, Foothill Transit buses had 1.15 million boardings. This represents a four percent increase in the number of boardings when compared to the same period last fiscal year. The increase is primarily the result of ridership on Lines 190, 194, and 270 which were added to the Foothill Transit portfolio of lines on June 26, 2016.

Foothill Transit staff continues to closely monitor transit ridership trends on the system and in the Southern California region, as well as researching and implementing strategies to attract customers.

Total fare revenue recorded in May was \$1.3 million, a five percent decline from the same period last year. This decline in fare revenue can be attributed to an increase in the proportion of ADA free fare boardings, as well as the acceptance of Metro fare media on Lines 190, 194 and 270 through June 30, 2017 - during the first year of operation of those three lines.



Total Boardings and Fare Revenues



Vehicle Service Hours and Operating Expenditure

In May, Foothill Transit operated 73,905 service hours, which represents a nine percent increase compared to the same period last fiscal year. This is primarily the result of the addition of Lines 190, 194, 270, as well as longer running times on Interstate 10 and increased service on lines connecting to the Gold Line Foothill Extension.

During the month of May, Foothill Transit incurred \$7.63 million in operating expenses, which is 21 percent higher compared to the same period the previous fiscal year. Variance between years is related to increased service provided due to the aforementioned routes, startup costs related to the new Pomona operations and maintenance agreement, as well as increased costs associated with the new Arcadia contract which went into effect in June of 2016.

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

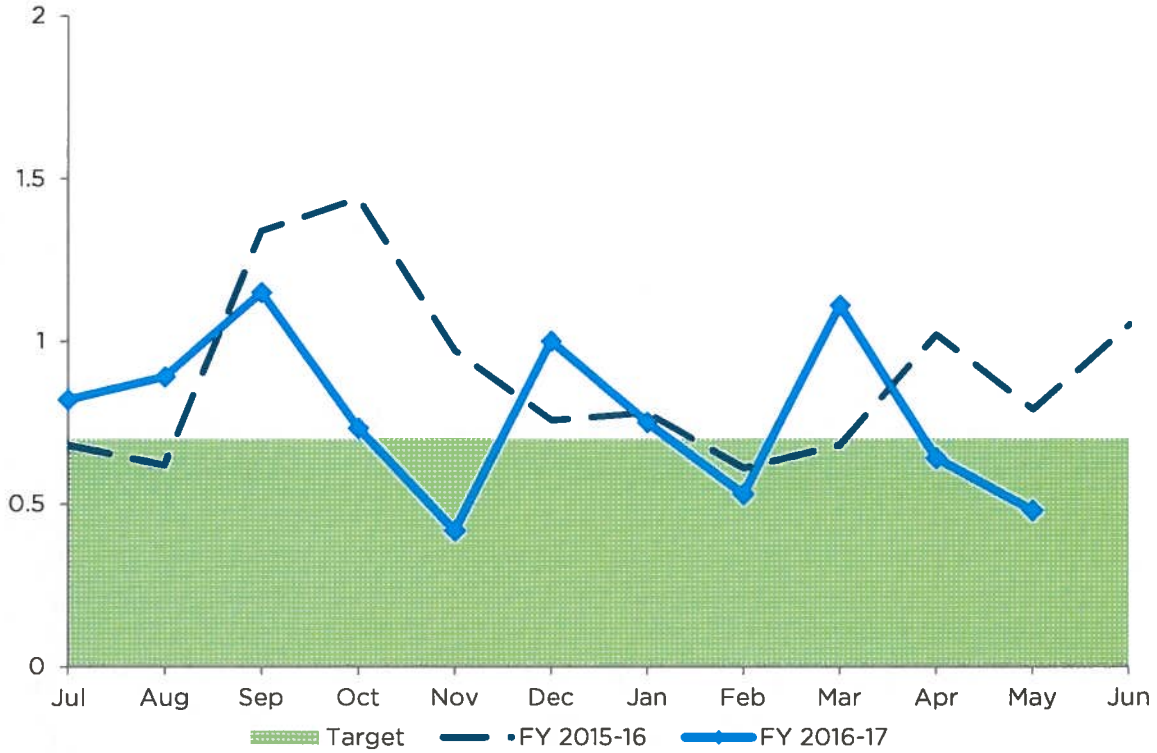
In May 2017, Foothill Transit met the adopted standard of 0.70 or fewer preventable accidents per 100,000 miles with 0.48, which is a 40 percent improvement compared to the same period last year. Year to date, the agency has averaged 0.76 preventable accidents per 100,000 miles, which represents a 14 percent improvement. May is the second month in a row that Foothill Transit has achieved its safety performance target. The majority of the preventable accidents in the month of May were vehicles making contact with fixed-objects. May marks the second month in a row that there has been a year to year improvement, showing the efficacy of sustained safety training conducted by contractor staff.

Foothill Transit staff continue to work closely with the contractors at the yards to improve safety performance. Particular emphasis has been placed on reducing fixed object collisions, increasing pedestrian awareness, and identifying blind spots. Furthermore, staff have been utilizing additional analytic tools in helping to identify trends and trouble areas with the goal of further reducing preventable accidents. Specifically, staff have conducted an analysis of preventable accidents by route, in order to better help identify specific routes that require improvement.

Foothill Transit's operations and maintenance contractors have implemented various measures to improve safety, including the strategic placement of road supervisors at specific locations to ensure safe driving practices, as well as targeted training with the goal of instilling better driving habits among operators.



Preventable Accidents per 100,000 Miles



Goal 2: Provide Outstanding Customer Service

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

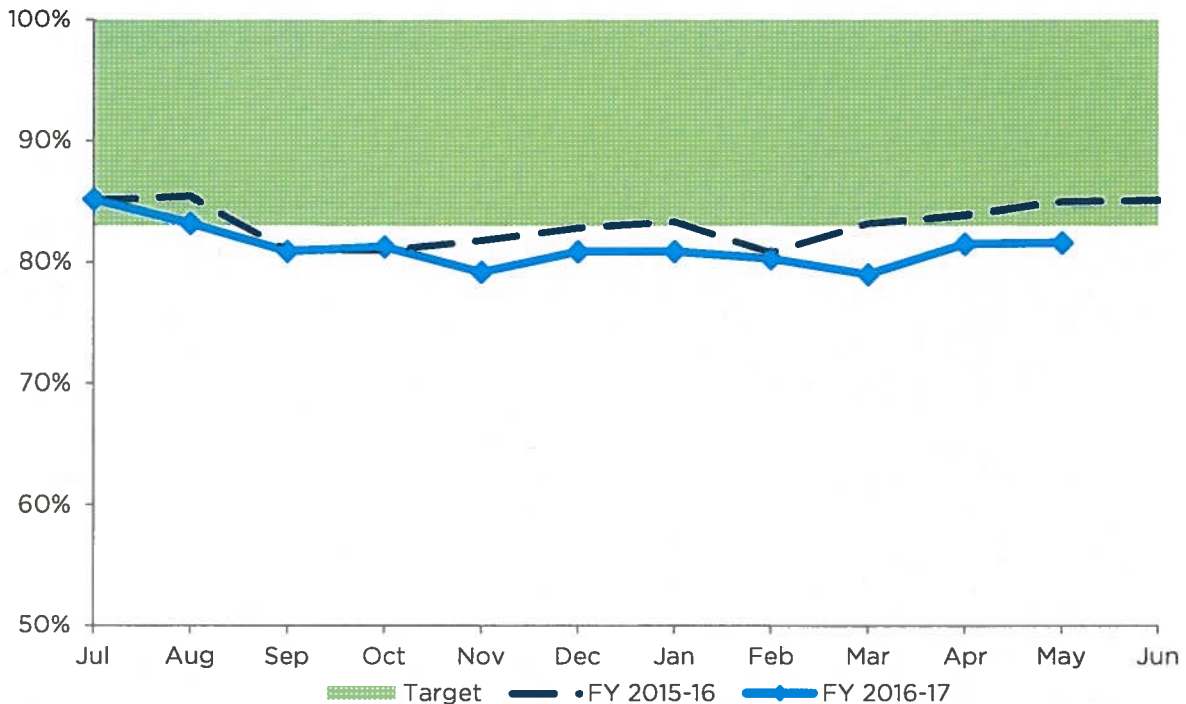


Schedule Adherence

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 May, Foothill Transit achieved 81.6 percent OTP for the entire system, which doesn’t meet the target and is a four percent decrease from last year. This variance is due to myriad construction projects throughout the service area, primarily along the 10 freeway, that have impacted the delivery of service.

Local routes achieved 82.4 percent OTP, while Limited Stop routes achieved 77 percent and Commuter Express routes achieved 77.5 percent. 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 have worked closely with the contractors to identify areas for improvement.

Schedule Adherence



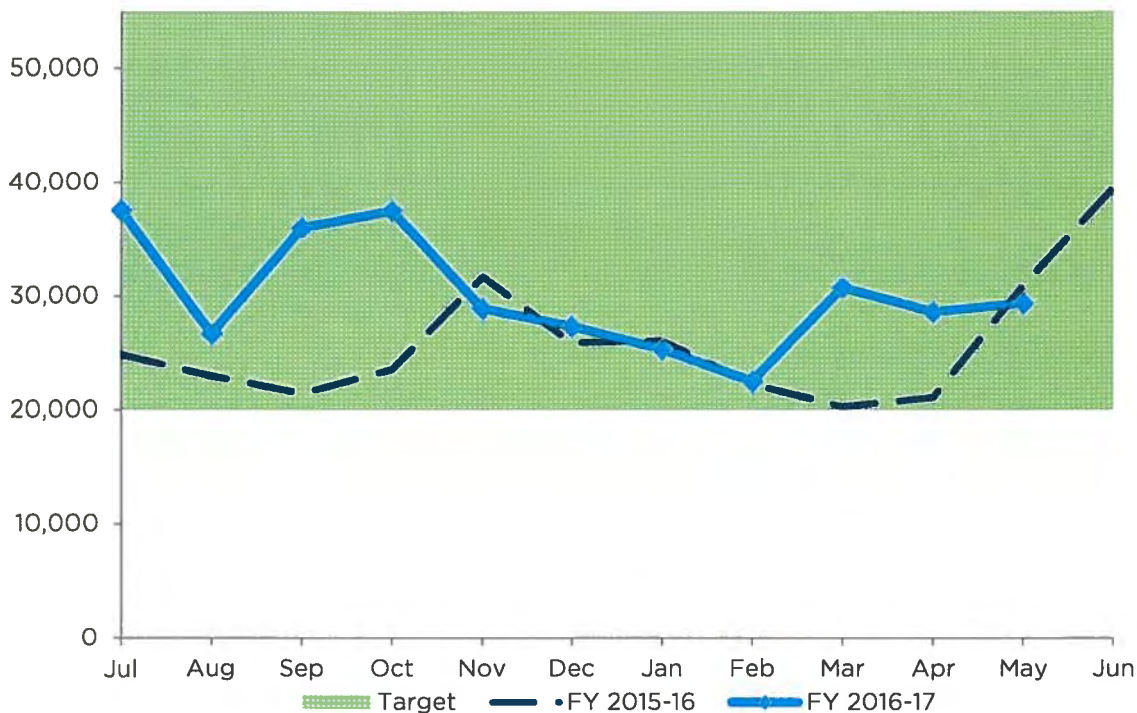


Average Miles between Service Interruptions

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 May, Foothill Transit averaged 29,377 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 five percent lower compared to last year.

As older bus models have been phased out and newer buses added, the overall age of the fleet has decreased, resulting in an increase in mechanical reliability. Furthermore, there has been a campaign to repower the 1600, 1700 and 1800-series coaches that were procured in FY 2007 through 2010. These coaches have undergone a heavy maintenance campaign that has included 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





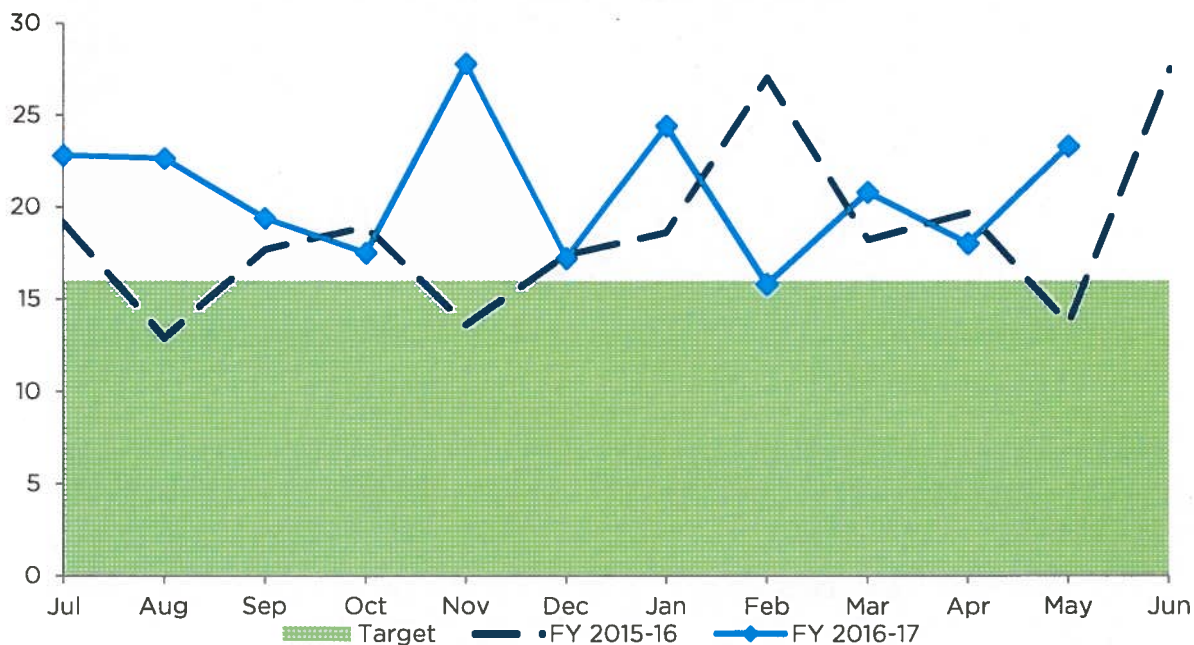
Complaints per 100,000 Boardings

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 investigation 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 may include reviewing the SMARTBus system, dispatch logs, on-board videos, or verbal communication with the coach operator.

In May, Foothill Transit received 23.3 complaints per 100,000 boardings, which represented a 73 percent increase from the previous fiscal year. This increase can be primarily attributed to the service change which was implemented in the end of April, and the continued ramp closures and detours impacting service. Complaints generally rise the month after a service change due to the unfamiliarity that operators have with the new routes and schedules, which leads to operational issues for a brief period of time immediately following a service change.

This quarter, of all complaints received, 40 percent were related to schedule adherence, 23 percent were related to mechanical issues, and 16 percent were related to courtesy. In May, the Arcadia yard received 18 compliments, and the Pomona yard received 8 compliments.

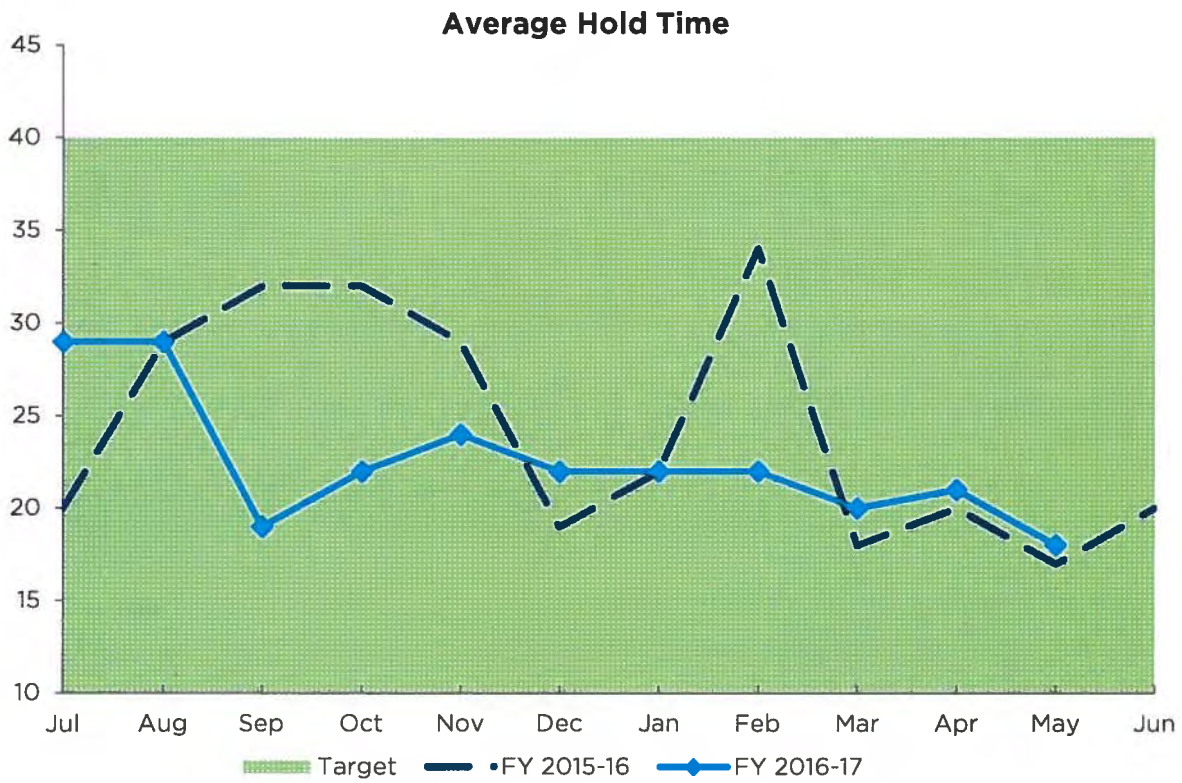
Complaints per 100,000 Boardings





Average Hold Time

Phone systems at Foothill Transit’s four Transit Stores provide data on call volumes and times so that facilities can be staffed accordingly. The recorded average hold time of 18 seconds during May is well below the performance target of less than 40 seconds.





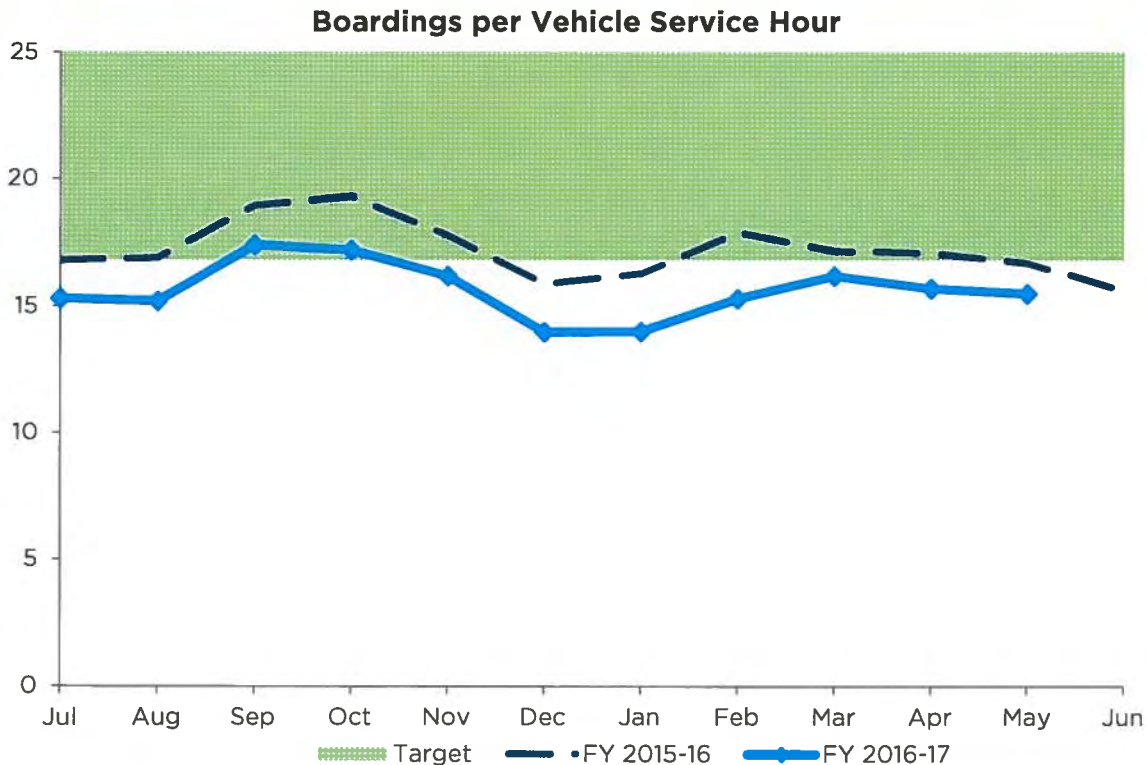
Goal 3: Operate an Effective Transit System

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 May, there were 15.5 boardings per vehicle service hour, which doesn't meet the performance target of 16.8 or more boardings per service hour. This is a five percent decline compared to the same period the previous year. Year to date, the agency is achieving 15.6 boardings per vehicle service hour, which doesn't meet the target of at least 16.8.

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.

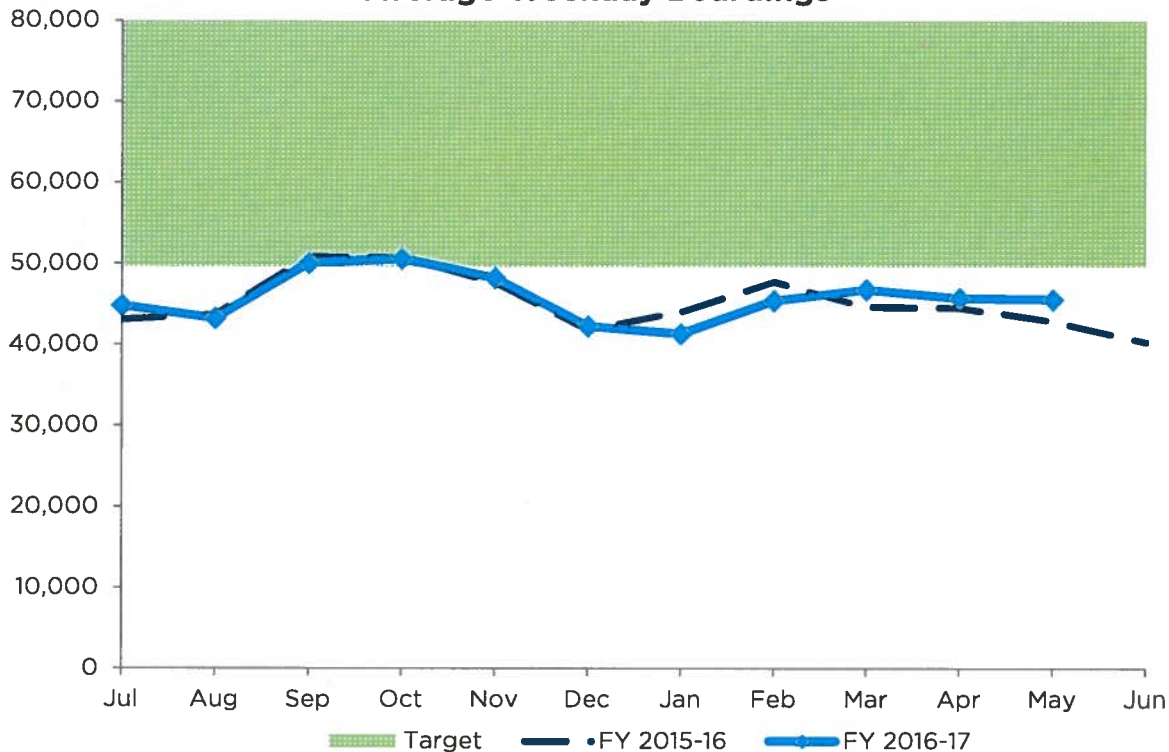




Average Weekday Boardings

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 Fiscal Year 2016-2017 performance target for average weekday boardings is to achieve at least 49,638 average weekday boardings. In May, there were 45,573 average weekday boardings, which is a two percent increase from the same period the previous year and doesn't meet the target. Year to date the agency has averaged 46,020 average weekday boardings, which doesn't meet the performance target.

Average Weekday Boardings



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.

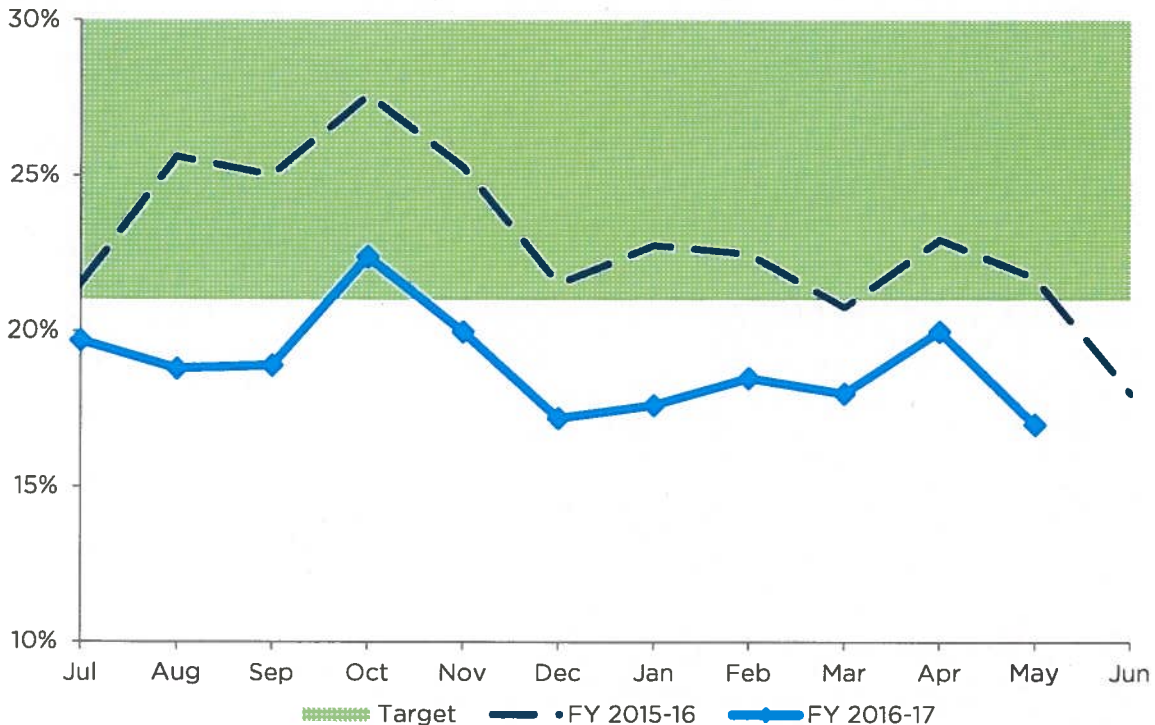


Farebox Recovery Ratio

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 month of May, the Farebox Recovery Ratio was 17 percent, which doesn't meet the target of 21 percent. The Transportation Development Act (TDA) stipulates that a minimum ratio of 20 percent of a transit agency's cost of providing service must be met using local funds in order for the transit agency to receive the state sales tax available for public transit purposes. To date, Foothill Transit has met that threshold by applying its farebox revenues. Foothill Transit's farebox recovery ratio for May was 20 percent, which is 13 percent lower than the previous fiscal year.

The lower farebox recovery ratio as compared to the budget is a result of lower fare revenues than projected due to the acceptance of Metro fare media on Lines 190, 194 and 270, as well as an increase in ADA free fare boardings and an increase in operating expenses. Year-to-date, the farebox recovery ratio is 18.8 percent.

Farebox Recovery Ratio

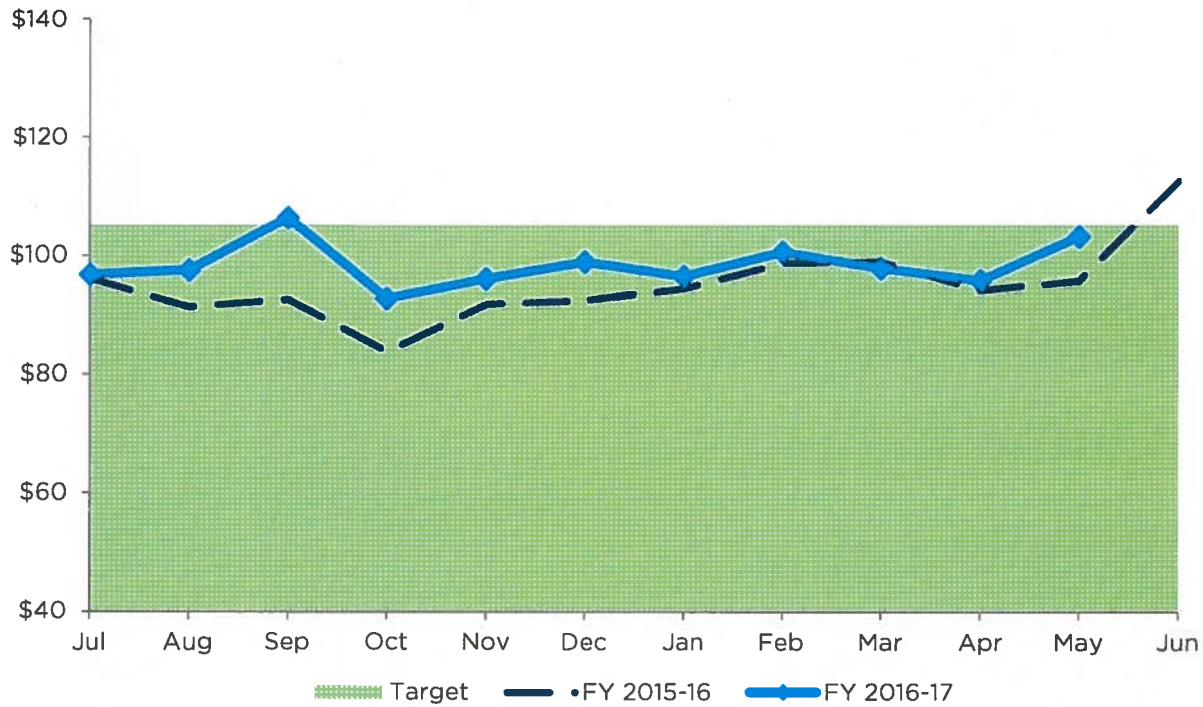




Average Cost per Vehicle Service Hour

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 for May was \$103.22, which meets the fiscal year target of less than \$105.17, and is ten 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 operation and maintenance contract in Arcadia.

Average Cost per Vehicle Service Hour



Sincerely,

Mike Tobin
Quality Assurance Analyst

Doran J. Barnes
Executive Director

**Foothill Transit
Key Performance Indicators
May 2017**

Goal	Performance Indicator	May 2017	Met Target?	May 2016	% Improvement Over Same Month Last Year	FY 2016-2017 YTD	Met Target?	FY 2015-2016 YTD	% Improvement YTD	Performance Target
Overall System Performance	Total Boardings	1,145,967	-	1,104,659	4%	12,506,915	-	12,555,837	(0%)	
	Vehicle Service Hours	73,905	-	67,541	9%	799,368	-	730,552	9%	
	Total Fare Revenue	\$1,299,506	-	\$1,364,712	(5%)	\$14,762,815	-	\$15,810,351	(7%)	
	Total Operating Expense	\$7,628,511	-	\$6,325,259	21%	\$78,446,653	-	\$68,021,085	15%	
Safety	Preventable Accidents per 100,000 Miles	0.48	Yes	0.79	(40%)	0.76	No	0.88	(14%)	≤ 0.70
Customer Service	Schedule Adherence	81.6%	No	85.0%	(4%)	81.3%	No	83.1%	(2%)	≥ 83%
	Miles Between Mechanical Service Interruptions	29,377	Yes	30,933	(5%)	30,055	Yes	24,435	23%	≥ 20,000
	Complaints per 100,000 Boardings	23.3	No	13.7	71%	20.9	No	17.9	16%	≤ 16.00
	Average Hold Time (Seconds)	18	Yes	17	6%	23	Yes	25.58	(12%)	≤ 40
Effectiveness	Boardings per Vehicle Service Hour	15.5	No	16.4	(5%)	15.6	No	17.30	(10%)	≥ 16.8
	Average Weekday Boardings	45,573	No	44,817	2%	46,020	No	45,768	1%	≥ 49,638
Efficiency	Farebox Recovery Ratio	17.0%	No	21.7%	(21%)	18.8%	No	23.34%	(19%)	≥ 21.0%
	Average Cost per Vehicle Service Hour	\$103.22	Yes	\$93.65	10%	\$98.14	Yes	\$93.74	5%	≤ \$105.17

Red = did not meet target

**Foothill Transit
Operations Report
May 2017**

Goal	Performance Indicator	May 2017	May 2016	% Improvement Over Same Month Last Year	FY 2016-2017 YTD	FY 2015-2016 YTD	% Improvement YTD
Operations	Average fare per boarding	\$1.13	\$1.24	(8.2%)	\$1.18	\$1.26	(6%)
	Average cost per boarding	\$6.66	\$5.73	16.3%	\$6.27	\$5.42	16%
	Average subsidy per boarding	\$5.52	\$4.57	21.0%	\$5.09	\$4.18	22%
	Total vehicle miles	1,468,866	1,391,999	5.5%	16,171,794	14,567,407	11%
	Vehicle service miles	1,062,301	975,028	9.0%	11,482,181	10,586,316	8%
	Total vehicle hours	94,437	87,403	8.0%	1,055,869	955,022	11%
	In-service speed (mph)	14.4	14.4	(0.4%)	14.37	14.6	(2%)
	Boardings per vehicle service mile	1.08	1.13	(4.8%)	1.09	1.19	(8%)



June 30, 2017

To: Executive Board

Subject: **June 2017 Legislative Summary**

Recommendation

Receive and file the June 2017 Legislative Summary. Adopt an oppose position on SB 268.

Analysis

A summary of state and federal legislation and corresponding status is attached. Board members should note that staff recommends an oppose position on SB 268 (Mendoza).

State Legislative Issues:

SB 268 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.

The State Legislature passed the 2017-2018 Budget, advancing the legislation to the Governor's desk for approval. Last month, the Governor presented his May Revise, prompting the month-long negotiation over this final budget. The budget has changed based on the continued return of higher than expected tax revenues, concerns over California's Board of Equalization (BOE), and laws needing to be implemented related to recreational cannabis, and Medi-Cal spending.

This budget was particularly beholden to a flurry of State Propositions passed into law this past November. Additionally, this was the first budget that was subject to Proposition 54, which requires bills to remain in print for 72-hours before a vote expediting last minute negotiations. Prop 54 has also resulted in the introduction of several 'budget trailer bills', separate pieces of legislation



directly tied to budget implementation. In total, this budget reflects a \$183.2 billion State spending plan.

Federal Legislative Issues:

President Donald J. Trump released his FY 2018 budget and is consistent with the earlier "skinny budget" blueprint. However, the budget did include the full \$9.733 billion for FTA formula programs funded by the Mass Transit Account of the Highway Trust Fund (HTF). Some of the recommended cuts for FY18 are similar to those rejected by Congress earlier this month in the FY17 Omnibus Appropriations bill and all are funded from general revenues, rather than from the Mass Transit Account. The administration recommendations include:

- Phasing out the Capital Investment Grant (CIG) program;
- Eliminating federal support for the TIGER grant program and Amtrak operations on long-distance routes;
- Reducing funds for other intercity passenger rail programs authorized by the FAST Act;
- Freezing growth for all domestic discretionary programs, including public transit, in the coming years, and presuming that HTF programs are capped at current revenue levels after 2020. This would result in a \$95 billion cut to transit and highway programs over the next 10 years.

The American Public Transportation Association (APTA) was disappointed to see that DOT's Annual Report on the CIG program recommends no further funding for projects in FY18. If the CIG cuts alone are fully implemented, 800,000 jobs would be at risk and there could be a possible loss of \$90 billion in economic output. The FY18 budget proposal does not appear to have much support on Capitol Hill and Congress will write its own budget and appropriations bills.

Budget Impact

SB 268 has no budget impact.

Sincerely,

David Reyno
Director of Government Relations

Doran J. Barnes
Executive Director

Attachment

2017 Legislation Summary

Current as of 6/22/2017

(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.	Senate Committee on Transportation		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 6/26/2017

2017 Legislation Summary

Current as of 6/22/2017

(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.	Assembly Committee on Rules	CTA - Support	Support Position Adopted 3/24/2017
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 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	This bill would protect Foothill Transit's dedicated state transportation funds from being diverted for other purposes.	Passed by the Legislature and awaiting action by the Governor.	CTA - Support	Support Position Adopted 5/2/2017

2017 Legislation Summary

Current as of 6/22/2017

(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
		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



To: Executive Board

Subject: **Title VI Analysis for October 2017 Service Changes**

Recommendation

Receive and file the Title VI analysis report for service changes that will be implemented in October 2017. The full report is available for viewing upon request.

Executive Summary

1. Background of the Service Changes

On October 26, 2012 the Executive Board authorized the Executive Director to enter into an agreement with Nelson\Nygaard Consulting Associates to complete a Comprehensive Operational Analysis (COA) for Foothill Transit. The goals of the project are to optimize current transit services, maximize underutilized resources, and expand the system in an efficient manner, where possible and necessary so that Foothill Transit can provide the most effective bus network for residents of the Pomona and San Gabriel Valleys.

The COA recommendations have been divided into phases, with each phase being dependent on the success of the previous phase. This approach allows us to minimize service impact while still being prepared for future challenges that may arise.

The initial phase of service enhancements aimed at integrating service with the Gold Line extension and streamlining existing routes so they run more efficiently. Some of the highlights were:

- **Gold Line** – The adjustments made for Lines 272, 280, 284, and 488 allowed passengers to easily connect to Gold Line stations in the Foothill Transit service area. Several lines that connect to a Gold Line station have seen ridership increases since the extension of the Gold Line.
- **Improved Route Efficiency** – The customer surveys conducted through the COA indicated customers want faster and more efficient trips. The COA made recommendations to make minor route changes to local lines that improved productivity.



- **Lines 190, 194, and 270** – The transition of these lines from LA Metro has proven to meet the needs of the customers in the region as ridership on these lines has been strong. Our agreement with Metro stipulated that the lines be operated with only minor changes for the first year of Foothill Transit operation. Based on customer feedback, Sunday service is needed on Line 270. This line currently operated Monday – Saturday and provides a good north-south connection between the Monrovia Gold Line Station and the El Monte Bus Station. Additionally, Lines 190 and 194 schedules need to be modified to better meet the needs of the riding public.

The next phase of service enhancements is focused on providing an efficient transit service.

2. An Overview of the Title VI / Equity Analysis

On May 26, 2017, Foothill Transit Governing Board approved a proposed service changes to a series of ten Foothill Transit lines for the October 2017 service. As part of the service change, an Equity Analysis of the service modifications is required to evaluate, if any, the disparate impact or disproportionate burden that the service changes may cause. If an impact and/or burden is identified, appropriate measures will be implemented to mitigate the impact/burden.

The analysis report is in accordance with the Federal Department of Transportation’s Circular 4702.1B, which states that agencies “shall evaluate significant system-wide service and fare changes and proposed improvements at the planning and programming stages to determine whether these changes have a discriminatory impact,”

This report provides information on the approved service changes to Lines 187/188, 291, 292/855, 480, 481, 493, 690, 494, and 855 – a total of ten lines. It also contains the Title VI analysis of the service changes and their impacts on Line 690’s minority and low-income passengers.

Following the major service threshold, set by the board approved Major Service Change, Fare Change, Disproportionate Burden and Disparate Impact Policies, staff identified seven lines that exceed the 25-percent threshold to be considered as a major service. This triggered the equity analysis needed to evaluate whether equitable service provision would still be available to residents living along and customers using these bus lines.



Understanding the importance of providing equitable service to all, Foothill Transit staff have also prepared alternatives to mitigate the impacts as much as possible

Summary of the Title VI / Equity Analysis

1. Methodology

Foothill Transit staff utilized the 2009-2013 American Survey 5-year Estimate Block Group Data to determine the impacts that the changes might have on the minority and low-income populations residing along the lines that are proposed to be changed and the agency’s overall service area. Demographic data from census tracts within the ¼- and 1-mile radius of the route were applied for the analysis.

2. Results

The major service change analysis indicated that seven (7) of the lines that will be modified in October 2017 triggered the Title VI / Equity Analysis procedure.

Table 1: Foothill Transit Lines That Required Title VI / Equity Analysis

	Lines	Types of Service Change
1	187 / 188	Split into two separate lines, retain original alignment
2	291	Add additional alignment for the northern portion
3	481	Cancelation
4	494	Cancelation
5	690	Reduce alignment to serve Citrus Gold Line Station
6	851	Adjust number of trips to match ridership demand
7	855	Cancelation

Out of these seven lines, two lines will not experience any disparate impact or disproportionate burden as a result of the route modifications. The minority population and low-income households along the remaining five lines will experience disparate impact and disproportionate burden, respectively; however staff does not anticipate these impacts to be significant. These changes will allow the agency to reinvest limited resources into the overall system, improving efficiency. Mitigations are also developed to help affected customers access their destinations interrupted.



Table 2: List of Impacted and Not Impacted Lines

	Lines	Types of Service Change	Impacted / Not Impacted
1	187 / 188	Split into two separate lines, retain original alignment	Impacted
2	291	Add additional alignment for the northern portion	Not Impacted
3	481	Cancelation	Impacted
4	494	Cancelation	Impacted
5	690	Reduce alignment to serve Citrus Gold Line Station	Not Impacted
6	851	Adjust number of trips to match ridership demand	Impacted
7	855	Cancelation	Impacted

3. Mitigations for Disparate and Disproportionate Impact Measures

Line 187 / 188:

The original Line 187 will continue to serve the western portion, as well as new destination such as the Los Angeles County Arboretum and the Santa Anita Westfield Mall. Customers can also utilize the LA Metro Gold Line to access major destinations in between City of Azusa and City of Pasadena. Line 188 will continue to serve the eastern portion. Customers, who wish to travel from Montclair to Pasadena on Foothill Transit bus, will have to transfer at Azusa Intermodal Transit Center. To mitigate the impact on customers, Line 188 will have increased frequency compared to the original Line 187. The new Day Pass (part of the Fare Restructuring) will help to offset the fare burden for customers.

Line 291 / 855:

The savings from the termination of Line 855 will be reinvested into the proposed Line 292, providing service throughout the day instead of the current schedule peak-times only schedule. Additionally, a route variant to the north of Line 291 is proposed that will provide service during mornings and afternoons along Mountain Avenue, Base Line Road, and Mills Avenue. This variant will mimic Line 851’s service along Base Line, north of the Interstate 210. Due to minimal demand, this variant will only occur for two (2) trips in the A.M. and P.M. peak hours.



Line 481:

Customers of Line 481 are not stranded without service as they can utilize LA Metro services. The segment between El Monte Station and Wilshire Boulevard / Western Avenue is heavily serviced by LA Metro bus and rail. There are multiple alternatives customers can utilize to access their destinations, such as the Metro Red / Purple Lines, Metro 20, and Metro 720. Additionally, LA Metro provides various fare media that Foothill Transit currently does not offer, such as the 7-day pass. The savings from Line 481's operation will be reallocated to enhance services going to Downtown Los Angeles, such as the SilverStreak.

Line 494 / 690:

The service of Line 690 is intended to bring commuters, who travel from Montclair, to any of the Metro Gold Line stations along its alignment. The reason to terminate the line at the LA Metro Gold Line Citrus College station is to provide more transfer convenience to Foothill Transit customers to the Gold Line. The route modification will also allow the line to avoid heavy traffic on the Interstate 210, which will provide more reliable service to Foothill Transit customers, and to serve cancelled Line 494's customers simultaneously.

Line 851:

The resource savings from the trip reduction will be reallocated to enhance service quality and frequency of the surrounding local routes that are currently servicing the Glendora and San Dimas areas, such as Lines 284 and 488.

4. Conclusions

The service change analysis of the ten identified lines indicates that percentage difference of minority populations and low-income households of six lines did exceed 15-percent significant impact threshold set forth by the Foothill Transit Major Service Change, Fare Change, Disproportionate Burden and Disparate Impact Policies. Staff anticipates some disparate impact and disproportionate burden on the minority and low-income populations, respectively, and therefore have proceeded to develop mitigations to continue providing service with little to minimal disruptions to Foothill Transit customers. If another Foothill Transit line is unavailable to substitute the



anceled service, staff have provided non-Foothill Transit alternatives that available through neighboring transit providers, which customers can utilize to reach their desired destinations.

The savings from these service changes will be reallocated to other Foothill Transit lines to enhance quality of service, increase frequency, and improve on-time performance. Foothill Transit staff will closely monitor the performance of all lines to identify and address any service ineffectiveness or inefficiency that may arise from the service changes.

Sincerely,

A handwritten signature in blue ink, appearing to read "Vy Phan-Hoang".

Vy Phan-Hoang
Transit Planner

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

Doran J. Barnes
Executive Director



To: Executive Board

Subject: **Title VI Analysis for October 2017 Fare Restructuring**

Recommendation

Receive and file the Title VI analysis report for fare restructuring that will be implemented in October 2017. The full report is available for viewing upon request.

Executive Summary

1. An Overview of the Title VI / Equity Analysis

In 2016, Foothill Transit began a comprehensive examination of its fare structure, with the primary objective of reviewing its current fare structure, assessing fare restructuring options, and making a fare policy recommendation that achieves its fare policy goals. The Fare Restructuring Study is being conducted in three phases, which includes a background review of strengths and weaknesses of the existing fare structure, development of fare structure options, and evaluation of fare policy alternatives and pricing levels

In order to comply with guidance associated with the federal Civil Rights Act of 1964, Foothill Transit must conduct a Fare Equity Analysis when contemplating fare changes to ensure that there will be no disproportionate impacts to minority and low-income riders.

Based on a Fare Equity Analysis performed using the ridership data from the Four Nines Fare Model along with demographic data supplied by the 2016 Foothill Transit On-Board Survey, the analysis uncovered no Title VI equity concerns per the Foothill Transit adopted policies. While certain fare categories may experience a higher percentage change for some rider populations, the system-wide change resulted in a less than significant difference between the overall ridership and the low-income and minority ridership, which was within the 15 percent policy threshold. As such, no mitigations are required in order to proceed with implementation.



1. Public Outreach

The formal comment period for the proposed fare changes began on March 24, 2017 and concluded on April 23, 2017. To encourage public comments, Foothill Transit staff conducted six public workshops throughout the San Gabriel Valley and a formal public hearing on Saturday, April 22, 2017, in West Covina. Foothill Transit received seven speaker comments, two walk-in comments, one telephone comment, and 41 written/email comments addressing the proposed fare restructuring.

Comments received by type:

Agreed with fare changes	28
Opposed to fare changes	21
Neutral to fare changes	2
<hr/> Total comments received	<hr/> 51

Summary of the Title VI / Equity Analysis

1. Methodology

A. Fare Equity Analysis

Based on Foothill Transit’s adopted Title VI policies, the threshold for establishing a disparate impact or disproportionate burden is based on whether there is a difference between the minority or low income population that is affected by the fare change and the minority or low income population within the service area. Because the fare restructuring changes almost every fare category and price, it’s likely that every minority rider will be somewhat affected by the fare change. Consequently, the consultants from Four Nines Technologies and NWC Partners have recommended a methodology to complete the Fare Equity Analysis in compliance with the federal requirements and still reflect the threshold established in the Foothill Transit Title VI policies.

For purposes of this analysis, the fare restructuring consultants have assumed that the difference in the adverse effects absorbed by minority and low-income persons as a result of any fare change shall not be greater than 15% of impacts absorbed by the overall ridership. For fare changes, adverse effects could include an increase in cost or a reduction in accessibility of fare media. The analysis contained within this report uses these thresholds for determining Disproportionate Burden and Disparate Impacts.



B. Average Fare Analysis Methodology

The Average Fare Analysis uses the Four Nines Fare Model baseline data in order to forecast specific ridership and fare payment changes along with the impacts associated with changes in each fare category. Combined with the data contained in the 2016 Onboard Survey, the information generated by the Four Nines Fare Model is further disaggregated by income and ethnicity within each fare category. This produces an "Average Fare" on a system-wide level as well as for each fare and service type — both existing and proposed.

This includes fare products and fare structures that are currently in use as well as those being proposed to change with the Fare Restructuring Study recommendations. The Average Fare Analysis also provides the percentage change between the existing and proposed fare structures by fare type, and by income and ethnicity, to assess whether the proposed fare structure change will fall within the thresholds established by Foothill Transit for a Disproportionate Burden and Disparate Impact.

2. Results

A. Disparate Impact and Disproportionate Burden Analysis

The Average Fare Analysis provides a system-wide view of the analysis comparing the average fare for Minority Riders to All Riders. For Minority Riders, the average fare would be \$1.51, which is a 23.4 percent increase from the current average fare. For All Riders, the average fare would be \$1.50, which is a 22.4 percent increase from the current average fare. Using the Foothill Transit Disparate Impact threshold, the fare change would not represent a Disparate Impact on Minority Riders.

For Low Income Riders, the average Fare would be \$1.24, which would be a 26.6 percent increase from the current average fare. For All Riders, the average fare would be \$1.50, which is a 22.4 percent increase from the current average fare. However, the new low-income average fare is 17 percent lower than the new system wide average fare $((\$1.24 - \$1.50) / \$1.50 * 100\% = -17\%)$. Using the Foothill Transit Disparate Impact threshold, the fare change would not represent a disproportionate burden on low-income riders.



B. TAP Vendor Analysis

Because the fare restructuring study has recommended the introduction of a day pass, riders may be able to access the fare media with a TAP card. However, for riders who don't have a current TAP card, we have reviewed TAP access locations to determine how this may impact minority and low-income riders. While riders would be able to buy day passes onboard the bus and load them onto TAP, they would still be required to have a TAP card to obtain a day pass.

Based on the analysis, it appears that minority populations have greater access to TAP locations than non-minority riders, and slightly greater access than the total minority population in the service area. Of the population within a ¼ mile radius of TAP vendors 85.5 percent are minorities; whereas, 76.1 percent of the total population within the service area are minorities.

The share of low-income households within the same ¼ mile radius of a TAP vendor is lower than higher income households. There are half as many low-income households as higher income households within the ¼ - mile radius (34.8 percent of the households are classified as low income while 65.2 percent of the households are not classified as low income). While additional vendors would improve access to low income populations, the percent of low-income household with access to TAP vendors is still greater than the percent of low-income households in the service area. 34.8 percent of the households within the ¼ mile radius are classified as low income; whereas, 25.5 percent of the households in the service area are low income.

3. Conclusion

Based on the equity analysis results, no disparate impact or disproportionate burden was found for the fare restructuring. Therefore, no mitigations are needed.

Sincerely,

A handwritten signature in blue ink, appearing to read "Vy Phan-Hoang".

Vy Phan-Hoang
Transit Planner

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

Doran J. Barnes
Executive Director



June 30, 2017

To: Executive Board

Subject: **Foothill Transit Administrative Offices Electric Vehicle Charging Update**

Recommendation

Receive and file the Foothill Transit Administrative Offices Electric Vehicle Charging Update.

Analysis

In May 2016, Southern California Edison (SCE) introduced a pilot program to support installation of as many as 1,500 electric vehicle (EV) charging stations throughout its service territory. The Charge Ready program intends to help California reach its goal of putting 1.5 million zero-emission vehicles on the road by 2025. Doing so will support the state's goal to reduce greenhouse gases and meet the federal clean air standards.

The Charge Ready Program provides participants with turn-key EV charging stations to reduce cost and complexity. To do so, SCE installs and maintains the complete electric infrastructure necessary to serve the charging stations at no cost to the participant. The participant is responsible for procuring the EV charging equipment and installation through one of SCE's approved vendors. Participation in the program is required for ten years and charging stations must be maintained in working order during that period. SCE also provides a rebate to offset some or all of the cost for the charging equipment and installation. Operating costs, including equipment repairs and maintenance, network subscriptions and electricity costs are the responsibility of the participant.

Under the Charge Ready Program, Foothill Transit is approved for nine EV charging ports and is eligible to receive an incentive to cover 100 percent of the EV charging station design and construction of required electrical infrastructure. While Foothill Transit is responsible for the purchase and installation of the EV charging equipment, SCE will provide Foothill Transit with a rebate covering 100 percent of the purchase.



In March 2017, a procurement was issued for the provision and installation of electric vehicle chargers. Foothill Transit has entered into a contract with EV Connect for the supply and installation of nine EV charging ports.

Over the last several months, Foothill Transit and SCE's team of planners and engineers have worked together to move the project from design, permitting and soon to the construction phase. SCE began preliminary design for the EV charging stations in February. Foothill Transit's review and comments were incorporated before final design was submitted to the City of West Covina for plan check in May. SCE anticipates final plan check approval in the coming weeks. As a final step before construction can begin, Foothill Transit is finalizing an easement agreement as required by the Charge Ready Program.

Foothill Transit is honored to participate in SCE's Charge Ready Program and to support the broader goal of reducing greenhouse gas emissions through workplace EV charging. The EV charging stations will be used for the agency fleet vehicles and Foothill Transit plans to extend the availability of EV charging to building tenants and employees for a fee. A workplace charging policy is currently being drafted.

Budget Impact

Funding for the electric vehicle charging stations and operations is included as part of Foothill Transit's FY2016-2017 Business Plan.

Sincerely,

Vincent Saucedo
Construction Project Manager

Doran J. Barnes
Executive Director



June 30, 2017

To: Executive Board

Subject: **Contract Amendment - 13 Electric Bus Procurement**

Recommendation

Authorize the Executive Director to execute Amendment No. 1 to Contract No. 15-055 with Proterra in the amount of Eight Hundred Ninety-Eight Thousand Eight Hundred Fifty-Four Dollars (\$898,854) sales tax included, for design changes as requested by Foothill Transit.

Analysis

Proterra's March 11, 2015 price quote for 13 extended range buses of Seven Hundred Eighty Nine Thousand Dollars (\$789,000) per bus is based on Proterra's standard bus configuration which does not include bus painting and intelligent transportation systems (ITS) such as surveillance equipment, pre-trip inspection system, and radio equipment.

During the design review and pre-production meeting with Proterra, several design items and equipment that provide enhanced safety features were identified.

For the upcoming Proterra bus order, internet protocol (IP) Surveillance Cameras are recommended for installation. An IP camera is a type of digital video camera commonly employed for surveillance and unlike analog closed circuit television (**CCTV**) cameras, IP cameras have the capability to send and receive data via a computer network over the internet. In addition to the IP cameras, it is also recommended that Proterra install the Zonar pre-trip inspection system. This will electronically record the driver's walk-through safety inspection prior to operating the bus to ensure that all equipment is in good working order. The pre-trip safety inspection is a legal requirement. A provision for hand-held radios for driver communication and a public announcement system used to announce stops will also be installed.

Attachment A is a breakdown of the added costs.



Foothill Transit

Executive Board Meeting

Executive Board Meeting - 06/30/17
Contract Amendment - 13 Electric Bus Procurement
Page 2

Budget Impact

Funds are included in the FY 16-17 bus procurement capital budget.

Sincerely,

A handwritten signature in blue ink, appearing to read "Roland M. Cordero".

Roland M. Cordero
Director of Maintenance and Vehicle Technology

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

Doran J. Barnes
Executive Director

Attachment A

List and Pricing of Additional Equipment and Exterior Painting and Related Work

Foothill Transit Bus Quantity: 13

	Price / Bus	Extended Price
XR Catalyst Bus Unit Price	\$ 789,000.00	\$ 10,257,000.00
Components Added:		
1. Exterior Paint	\$ 20,686.00	
2. TSI - 9 IP Cameras	\$ 10,242.00	
4. Zonar - procure/ install	\$ 715.00	
5. REI -PA System	\$ 488.00	
6. Safety Vision Monitor	\$ 1,374.00	
7. Kenwood Radio	\$ 1,134.00	
Subtotal of added components:	\$ 34,639.00	\$ 450,307.00
Subtotal Bus Price:	\$ 823,639.00	\$ 10,707,307.00
Less Cost of ADA Equipment: (per bus for tax)	\$ 10,499.00	
Bus Price for Tax Purposes	\$ 813,140.00	\$ 10,570,820.00
LA County Sales & Use Tax (9.25%):	\$ 75,215.45	\$ 977,800.85
Total Contract Value with Tax:	\$ 898,854.45	\$ 11,685,107.85



June 30, 2017

To: Executive Board

Subject: **Contract Award - On-Call Architectural & Engineering Services**

Recommendation

Authorize the Executive Director to negotiate final terms and conditions and execute Contract No. 17-069 with RNL Interplan, Inc. (RNL) for the provision of On-Call Architectural & Engineering Services.

Analysis

On April 27, 2017 Foothill Transit issued Request for Qualification (RFQ) No. 17-017 seeking proposals from architectural and engineering (A&E) firms to provide necessary A&E services on an on-call basis for possible multiple construction projects.

Four submittals were received on May 18, 2017. Interviews were held on June 6, 2017. The highest-rated proposer was RNL. RNL is a leading design firm providing on-call architectural design services for various cities, transit agencies and counties in the State of California for over 25 years.

The On-Call A&E contract awarded will be for two years with one one-year option. As specific services are required, Foothill Transit will issue a task order. Each task order is equivalent to a separate contract whereby the Executive Director is authorized to approve and execute separate task order amendments. Task orders under the on-call A&E Services contract will be issued on an as-needed basis and are specifically limited to projects where the value of the services provided is less than \$75,000.

Budget Impact

Funding for on-call Architectural & Engineering services is included in Foothill Transit's adopted FY2017-2018 Business Plan.

Sincerely,

A handwritten signature in blue ink, appearing to read 'V. Saucedo'.

Vincent Saucedo
Construction Project Manager

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

Doran J. Barnes
Executive Director



June 30, 2017

To: Executive Board

Subject: **Contract Award - Arcadia Electric Bus Plug-In Charging Stations**

Recommendation

Authorize the Executive Director to negotiate final terms and conditions and enter into an agreement with Proterra in an amount not to exceed \$1,800,000 to design, construct and install 14 plug-in chargers and one shop charger at the Arcadia Operations and Maintenance Facility (Arcadia Facility).

Analysis

In 2015, Foothill Transit was awarded a grant from the Federal Transit Administration (FTA) under its Section 5339 Low or No Emissions (LoNo) Grant program for the design, purchase, and installation of electric bus charging infrastructure for the Arcadia operations and maintenance facility. The approved grant application named Proterra as the equipment supplier. The initial plan was to deploy Proterra XR coaches with a nominal range of 150 miles, and install and utilize overhead charging infrastructure at the Arcadia facility. With added in-route opportunity charging at the Azusa Intermodal Transit Center, some buses would have needed to be exchanged before the end of the service day, and brought back to the operating facility for a longer period of charging. However, further technological advancements in battery energy density have resulted in the availability of a more advanced vehicle with a nominal range of 254 miles.

Beginning in August, Foothill Transit will receive the first of 14 of these more advanced, extended range 40-foot Catalyst E2 buses from Proterra with complete delivery of all 14 coaches scheduled by November. The 14 buses will be deployed on Line 280, serving customers along the Azusa Avenue corridor between the Azusa Intermodal Transit Center (AITC) and Puente Hills Mall.

This approach requires the implementation of overnight depot charging for the fleet of electric buses to be used on Line 280. The move to overnight plug-in chargers places Foothill Transit once again at the forefront of the transit industry as we continue to advance the organization toward full fleet electrification. Deployment of a full fleet of extended range electric vehicles with overnight depot charging has not been done before, and Foothill Transit



staff have been working with Proterra to design and put in place the infrastructure required for this crucial step toward full fleet electrification.

The approach deemed most feasible involves a series of plug-in chargers each capable of charging a bus to a 100 percent state of charge (SOC) in approximately seven hours. This will be done utilizing 14 plug-in chargers when the buses return to the Arcadia Facility, prior to their next deployment into revenue service. Each charger will provide 62 kW of power. For faster charging times, two plug-in chargers can be connected to each bus cutting the charge time to less than four hours, while those route blocks on Line 280 that are in service for shorter durations will be charged for longer than four hours if needed. The shop charger will allow buses to be charged in the maintenance bay while being serviced. The design, purchase, and installation of the chargers will be funded through the LoNo grant.

During the service day, two overhead charging stations at AITC will provide opportunity charging for the buses as they operate the 22-mile roundtrip route on Line 280.

Budget Impact

Funding is included in the approved Fiscal Year 2016-2017 Business Plan and Budget for the design, construction and installation of plug-in charging stations at the Arcadia Facility. These funds were awarded to Foothill Transit through a competitive grant from the FTA.

Sincerely,

Roland M. Cordero
Director of Maintenance and Vehicle Technology

Doran J. Barnes
Executive Director



June 30, 2017

To: Executive Board

Subject: **Federal Fiscal Year 2016-2017 Triennial Review Draft Report**

Recommendation

Receive and file the Federal Transit Administration draft Triennial Review report (**Attachment A**).

Summary of Findings

The Federal Transit Administration (FTA) conducted a triennial review of Foothill Transit in May 2017. The review is required by Chapter 53 of Title 49, United States Code, Section 5307. Although not an audit, the Triennial Review is the FTA's assessment of Foothill Transit's compliance with Federal requirements, determined by examining a sample of grant management and program implementation practices.

The Triennial Review focused on Foothill Transit's compliance in 17 areas. No deficiencies were found with the FTA requirements in 15 areas. Deficiencies were found in two areas: Americans with Disabilities Act (ADA), and Procurement. Each of these findings is discussed below.

Discussion of Findings and Corrective Actions

Americans with Disabilities Act

Triennial Review Finding: ADA complementary service

Foothill Transit relies on Access Services to provide ADA complementary paratransit services for fixed route operations. Foothill Transit has an appointee on Access Service's Board, as well as attends meeting and other forums in which the paratransit provider present data on ridership and regional complementary paratransit performance. These meetings are also supplemented by the receipt of key service performance indicators provided in a monthly report. However, Foothill Transit does not have the means to obtain performance data specific to its service area that would ensure that ADA complementary paratransit is being operated free of capacity constraints within Foothill Transit's service area.



Foothill Transit Corrective Action: By October 13, 2017, Foothill Transit must:

- Demonstrate to the FTA Region IX Regional Civil Rights Officer (RCRO) that it obtains from the paratransit provider performance data specific to its service area.
- Submit to the FTA Region IX RCRO a procedure for reviewing paratransit performance data for its service area to ensure that the complementary paratransit service provided on its behalf is not impacted by capacity constraints.

Foothill Transit Response:

Foothill Transit relies on a county-wide paratransit provider, Access Services, to provide the required complementary paratransit services related to the fixed-route transit service. Access Services is a partner public agency and is not a contractor to Foothill Transit. This unique delivery of paratransit service in Los Angeles County reflects the unique nature of our region. Access Services provides coordinated services to persons with disabilities county-wide, which is more customer-friendly and responsive than having the forty-four independent transit systems each independently provide ADA paratransit service.

The data that is being requested to correct this deficiency simply does not exist in the format requested nor is it explicitly mandated by the ADA and its regulations. A tremendous amount of data is collected related to the ADA complementary paratransit service delivered in Los Angeles County and it is entirely possible that the data could be analyzed and presented in a manner which would resolve this finding. However, it is unclear to Foothill Transit what that presentation is, at this time. As such, we are requesting technical assistance from the Federal Transit Administration to resolve this issue.

Additionally, Access Services will have its own ADA Compliance Review in August. It is our hope and goal that this review will include a review of how data should be provided to all FTA funded transit operators to resolve this finding.

We look forward to working with the Federal Transit Administration, Access Services and the other transit operators in the Los Angeles region to determine the best way to respond to this finding. To coordinate effectively with the numerous parties involved, we have requested an extension of the due date from October 13, 2017 to January 30, 2018.



Procurement

Triennial Review Finding: Two procurement files were reviewed. The following deficiencies were noted on one of the files:

- No System for Award Management (SAM) search prior to award to ensure that the vendor is not currently included in the excluded parties list
- No cost/price analysis

Foothill Transit Corrective Action: By October 13, 2017, Foothill Transit must submit the following to the FTA Region IX Los Angeles Metropolitan Office:

- Procedures for making excluded party determinations before entering into applicable transactions
- Documentation that it has updated its procurement process to include performing cost and price analysis for every procurement action including contract modifications.

Foothill Transit's Response:

The corrective actions have been completed. The Procurement Checklist that must be completed for every procurement has been submitted to FTA. The checklist includes the requirement to print the SAM search and prepare the cost/price analysis for all contract actions, including contract modifications such as an option exercise. The draft updated procurement procedure clarifying that responsibility checks (including debarment checks) must be carried out when exercising an option. The procedure is scheduled to be approved by the Foothill Transit Board on August 25, 2017. Based on these actions, these procurement findings have been closed by the FTA.

Summary

The FTA is scheduled to provide Foothill Transit with its Final Report by July 6, 2017. Foothill Transit will continue to work with the FTA to resolve all open issues.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Executive Director

Attachments



U.S. Department
of Transportation
**Federal Transit
Administration**


REGION IX
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Hawaii, Nevada, Guam,
American Samoa,
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Mr. Doran Barnes
Executive Director
Foothill Transit
100 S. Olive Street, Suite 20
West Covina, CA 91790

JUN 7 2017

RE: Federal Transit Administration (FTA)
Fiscal Year 2017 Triennial Review –
Draft Report

Dear Mr. Barnes: 

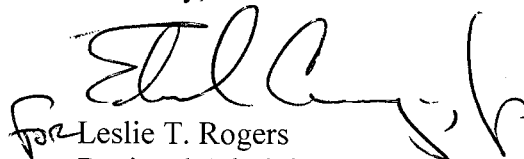
The enclosed draft report documents the FTA's Triennial Review of Foothill Transit in West Covina, California. This review is required by Chapter 53 of Title 49. Although not an audit, the Triennial Review is the FTA's assessment of Foothill Transit's compliance with federal requirements, determined by examining a sample of grant management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with grant requirements.

The Triennial Review focused on Foothill Transit's compliance in 17 areas. No deficiencies were found with the FTA requirements in 15 areas. Deficiencies were found in two areas: Americans with Disabilities Act (ADA) and Procurement. Foothill Transit had no repeat deficiencies from the 2014 Triennial Review.

Please review this draft report for accuracy and provide your comments to both the reviewer and your FTA Program Manager **within ten business days from the date of this letter**. A final report that incorporates your comments to the draft report will be provided to you within 14 business days of your response.

Thank you for your cooperation and assistance during this Triennial Review. If you need any technical assistance or have any questions, please do not hesitate to contact Ms. Charlene Lee Lorenzo, Transportation Program Specialist, at (213) 202-3952 or by email at charlene.leelorenzo@dot.gov, or Ms. Grace Stegall, your reviewer, at (347) 528-6912 or by email at grace.stegall@adstm.com.

Sincerely,


for Leslie T. Rogers
Regional Administrator

Enclosure

DRAFT REPORT

**FISCAL YEAR 2017
TRIENNIAL REVIEW**

of

**Foothill Transit
West Covina, CA
Recipient ID: 5551**

Performed for:

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
REGION IX**

Prepared By:

**Advanced Systems Technology & Management, Inc.
under subcontract to Qi Tech, LLC**

Scoping Meeting Date: January 27, 2017

Site Visit Date: May 10-11, 2017

Draft Report Date: June 7, 2017

Table of Contents

I. Executive Summary	1
II. Review Background and Process	2
1. Background.....	2
2. Process	2
3. Metrics.....	3
III. Grantee Description.....	4
1. Organization	4
2. Services	4
3. Grant and Project Activity	5
IV. Results of the Review	6
1. Financial Management and Capacity	6
2. Technical Capacity.....	6
3. Maintenance	6
4. Americans with Disabilities Act	6
5. Title VI.....	7
6. Procurement.....	7
7. Disadvantaged Business Enterprise	8
8. Legal	8
9. Satisfactory Continuing Control	9
10. Planning/Program of Projects.....	9
11. Public Comment on Fare Increases and Major Service Reductions	9
12. Half Fare	9
13. Charter Bus	9
14. School Bus.....	10
15. Security	10
16. Drug Free Workplace and Drug and Alcohol Program.....	10
17. Equal Employment Opportunity	10
V. Summary of Findings.....	11
VI. Attendees.....	12
VII. Appendices	13

I. Executive Summary

This report documents the Federal Transit Administration’s (FTA) Triennial Review of Foothill Transit in West Covina, California. The review was performed by Grace Stegall of AdSTM, Inc., under subcontract to Qi Tech, LLC. During the site visit, administrative and statutory requirements were discussed and documents were reviewed. Foothill Transit’s transit facilities were toured to provide an overview of activities related to FTA-funded projects.

The Triennial Review focused on Foothill Transit’s compliance in 17 areas. Deficiencies were found in the areas listed below.

Review Area	Deficiencies	
	Code	Description
Americans with Disabilities Act (ADA)	D-165	Insufficient oversight of ADA complementary paratransit service requirements
Procurement	D-183	No verification that excluded parties are not participating
	D-271	Lacking required cost/price analysis

II. Review Background and Process

1. Background

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f) (2)) requires that “At least once every three years, the Secretary shall review and evaluate completely the performance of a grantee in carrying out its program, specifically referring to compliance with statutory and administrative requirements.” This Triennial Review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993).

The Triennial Review includes a review of the grantee’s compliance in 17 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of Foothill Transit. The review concentrated on procedures and practices employed during the past three years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of grants. The specific documents reviewed and referenced in this report are available at FTA’s regional office or the grantee’s office.

2. Process

The Triennial Review process includes a pre-review assessment, a review scoping meeting with the FTA, and an on-site visit to the grantee’s location. The review scoping meeting was conducted with the FTA Los Angeles Metropolitan Office on January 27, 2017. Necessary files retained by the regional office were sent to the reviewer electronically. A grantee information request and review package was sent to Foothill Transit advising it of the site visit and indicating information that would be needed and issues that would be discussed. The site visit to Foothill Transit occurred on May 10-11, 2017.

The onsite portion of the review began with an entrance conference, at which the purpose of the Triennial Review and the review process were discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents. The reviewer visited Foothill Transit’s transit center and maintenance facility to provide an overview of activities related to FTA-funded projects.

The reviewer examined a sample of maintenance records for FTA-funded vehicles and equipment. Upon completion of the review, FTA and the reviewer provided a summary of preliminary findings to Foothill Transit at an exit conference. Section VI of this report lists the individuals participating in the review.

3. Metrics

The metrics used to evaluate whether a grantee is meeting the requirements for each of the areas reviewed are:

- *Not Deficient*: An area is considered not deficient if, during the review, no findings were noted with the grantee's implementation of the requirements.
- *Deficient*: An area is considered deficient if any of the requirements within the area reviewed were not met.
- *Not Applicable*: An area can be deemed not applicable if, after an initial assessment, the grantee does not conduct activities for which the requirements of the respective area would be applicable.

III. Grantee Description

1. Organization

Foothill Transit provides transit service in the San Gabriel and Pomona Valleys of Los Angeles County, serving 22 cities and some unincorporated areas of the county. Foothill Transit’s governing organization consists of one elected official from each of the 22 cities (general membership) and three members appointed by Los Angeles County. The general membership meets periodically. An Executive Board that meets monthly consists of four members elected by the general membership and one appointed by Los Angeles County. The service area population is approximately 1,684,088 persons.

Foothill Transit has two contracts for fixed-route service. The service contractors are Transdev and First Transit. Complementary paratransit service is provided throughout Los Angeles County by Access Services, Inc.

2. Services

Foothill Transit operates 39 local and express fixed routes and carries 14 million customers each year. The express service includes Lines 481 and 690, and the Silver Streak, a bus rapid transit (BRT) system. Foothill Transit serves an area of 327 square miles. Service is provided 24 hours a day, seven days a week. The complementary paratransit service operates during the same days and hours of service as the fixed routes.

The basic adult fare for bus service is \$1.25. A reduced fare of \$0.50 for local service is offered to senior citizens, persons with disabilities, and persons with a Medicare card during all hours. The Silver Streak has a fare of \$2.45 with a discounted fare of \$1.15. The fare for Lines 481 and 690 is \$2.75, and for other peak-period commuter bus service, the fare is \$4.90. Foothill Transit has pass programs that can reduce the costs of service.

Foothill Transit operates a fleet of 370 buses for fixed-route service. Its bus fleet consists of compressed natural gas (CNG)-powered buses and electric buses. The current peak requirement is for 318 vehicles. Foothill Transit operates from two operations and maintenance facilities. The facility located in Arcadia is managed by First Transit, and Transdev manages the Pomona facility. The central administrative headquarters is located at 100 South Vincent Avenue in West Covina. All facilities are FTA-funded.

Foothill Transit’s National Transit Database Report for fiscal year 2016 provided the following financial and operating statistics for its fixed-route and ADA complementary paratransit service:

Operating Statistic	Fixed-Route Service
Unlinked Passengers	13,584,135
Revenue Hours	799,144
Operating Expenses	\$76,296,638

3. Grant and Project Activity

Below is a list of Foothill Transit’s open grants at the time of the review.

Grant Number	Grant Amount	Year Executed	Description
CA-04-0093	\$9,526,393	2010	San Gabriel Valley Park and Ride
CA-2016-054	\$27,356,060	2016	Acquisition of Revenue Vehicles

Projects Completed

During the review period, Foothill Transit completed the following noteworthy projects:

- Constructed the Azusa Intermodal Transit Center and opened it for operation on January 4, 2016
- Remodeled the Puente Hills Transit store including installation of automatic people counters in all five transit stores to measure customer activity
- Completed exterior and interior improvements at the Arcadia Operations and Maintenance facility to maintain a state of good repair
- Purchased 30 new coaches in 2015 and 30 new coaches in 2016.

Ongoing Projects

Foothill Transit is currently in the process of implementing the following noteworthy projects:

- Procurement of CAD/AVL system for the entire fleet to upgrade customer service, on-board communications and bus tracking
- Procurement of 30 CNG buses
- Procurement of an operations and maintenance contract for transit service at the Pomona Facility
- Preliminary design for a transit center and park and ride facility in the City of Covina.

Future Projects

Foothill Transit is planning the following noteworthy projects in the next three to five years:

- Procurement of 185 buses to replace retirement-eligible buses to begin electrification of the entire fleet by 2030
- Design and construction of a transit center at Mt. San Antonio College (Mt. SAC) in Walnut, the largest community college in California
- Design and construction of a transit center and transit store in West Covina
- Installation of bus charging stations at the Arcadia yard and the Azusa Intermodal Transit Center
- Procurement of 30 CNG Replacement Buses

IV. Results of the Review

1. Financial Management and Capacity

Basic Requirement: The grantee must demonstrate the ability to match and manage FTA grant funds, cover cost increases and operating deficits, cover maintenance and operational costs for FTA-funded facilities and equipment, and conduct and respond to applicable audits.

Finding: During this Triennial Review of Foothill Transit, no deficiencies were found with the FTA requirements for Financial Management and Capacity.

2. Technical Capacity

Basic Requirement: The grantee must be able to implement FTA-funded projects in accordance with the grant application, FTA Master Agreement, and all applicable laws and regulations, using sound management practices.

Finding: During this Triennial Review of Foothill Transit, no deficiencies were found with the FTA requirements for Technical Capacity.

3. Maintenance

Basic Requirement: Grantees and subrecipients must keep federally funded vehicles, equipment, and facilities in good operating condition. Grantees and subrecipients must keep Americans with Disabilities Act (ADA) accessibility features on all vehicles, equipment, and facilities in good operating order.

Finding: During this Triennial Review of Foothill Transit, no deficiencies were found with the FTA requirements for Maintenance.

4. Americans with Disabilities Act

Basic Requirement: Titles II and III of the ADA of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of Foothill Transit, deficiencies were found with the U.S. Department of Transportation (US DOT) requirements for ADA.

Foothill Transit relies on a county-wide paratransit provider, Access Services, to provide the required complementary paratransit services related to the fixed-route transit service. Foothill Transit has an appointee on Access Service's Board, as well as attends meetings and other forums in which the paratransit provider presents data on ridership and regional complementary paratransit

performance. These meetings are also supplemented by the receipt of key service performance indicators provided in a monthly report. However, Foothill Transit does not have the means to obtain performance data specific to its service area that would ensure that ADA complementary paratransit is being operated free of capacity constraints within Foothill Transit's service area.

Corrective Actions and Schedule: By October 13, 2017, Foothill Transit must:

- Demonstrate to the FTA Region IX Regional Civil Rights Officer (RCRO) that it obtains from the paratransit provider performance data specific to its service area
- Submit to the FTA Region IX RCRO a procedure for reviewing paratransit performance data for its service area to ensure that the complementary paratransit service provided on its behalf is not impacted by capacity constraints.

5. Title VI

Basic Requirement: The grantee must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance without regard to whether specific projects or services are federally funded. The grantee must ensure that federally supported transit services and related benefits are distributed in an equitable manner.

Finding: During this Triennial Review of Foothill Transit, no deficiencies were found with the FTA requirements for Title VI.

6. Procurement

Basic Requirement: Grantees use their own procurement procedures that reflect applicable state and local laws and regulations, provided that the process ensures competitive procurement and the procedures conform to applicable Federal law, including 49 CFR Part 18, (repealed effective December 26, 2014), 2 CFR Part 1201, incorporating 2 CFR Part 200 (specifically Sections 200.317-200.326), and FTA Circular 4220.1F, "Third Party Contracting Guidance."

Finding: During this Triennial Review of Foothill Transit, deficiencies were found with the FTA requirements for Procurement.

During the site visit, two procurement files were reviewed. The following deficiencies were noted:

Goods/ Services Procured	Date	Method	Type	Amount	Comments
13, 40-foot low-floor CNG fueled high occupancy buses	8/19/2016	Option Exercise for Sole Source (separate contract)	Rolling Stock	\$11,292,414	<ul style="list-style-type: none"> • No SAM search prior to award • No cost/price analysis
Construction of Azusa Park and Ride	9/26/2016	IFB	Construction	\$9,221,000	No issues noted

Corrective Actions and Schedule: By October 13, 2017, Foothill Transit must submit the following to the FTA Region IX Los Angeles Metropolitan Office:

- Procedures for making excluded party determinations before entering into applicable transactions
- Documentation that it has updated its procurement process to include performing cost and price analysis for every procurement action including contract modifications.

7. Disadvantaged Business Enterprise

Basic Requirement: The grantee must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. Grantees also must create a level playing field on which DBEs can compete fairly for US DOT-assisted contracts.

Finding: During this Triennial Review of Foothill Transit, no deficiencies were found with the US DOT requirements for DBE.

8. Legal

Basic Requirement: The grantee must be eligible and authorized under state and local law to request, receive, and dispense FTA funds and to execute and administer FTA-funded projects. Grantees must comply with Restrictions on Lobbying requirements.

Finding: During this Triennial Review of Foothill Transit, no deficiencies were found with the FTA requirements for Legal.

9. Satisfactory Continuing Control

Basic Requirement: The grantee must ensure that FTA-funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition.

Finding: During this Triennial Review of Foothill Transit, no deficiencies were found with the FTA requirements for Satisfactory Continuing Control.

10. Planning/Program of Projects

Basic Requirement: The grantee must participate in the transportation planning process in accordance with FTA requirements, Fixing America's Surface Transportation (FAST) Act, and the metropolitan and statewide planning regulations. Each recipient of a Section 5307 grant shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

Finding: During this Triennial Review of Foothill Transit, no deficiencies were found with the FTA requirements for Planning/POP.

11. Public Comment on Fare Increases and Major Service Reductions

Basic Requirement: Section 5307 grantees are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

Finding: During this Triennial Review of Foothill Transit, no deficiencies were found with the FTA requirements for Public Comment on Fare Increases and Major Service Reductions.

12. Half Fare

Basic Requirement: For fixed-route service supported with Section 5307 assistance, fares charged seniors, persons with disabilities, or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

Finding: During this Triennial Review of Foothill Transit, no deficiencies were found with the FTA requirements for Half Fare.

13. Charter Bus

Basic Requirement: Grantees are prohibited from using federally funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Grantees are allowed to operate community based charter services excepted under the regulations.

Finding: During this Triennial Review of Foothill Transit, no deficiencies were found with the FTA requirements for Charter Bus.

14. School Bus

Basic Requirement: Grantees are prohibited from providing exclusive school bus service unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service. School tripper service that operates and looks like all other regular service is allowed.

Finding: During this Triennial Review of Foothill Transit, no deficiencies were found with the FTA requirements for School Bus.

15. Security

Basic Requirement: As recipients of Section 5307 funds, grantees must annually certify that they are spending at least one percent of such funds for transit security projects or that such expenditures for security systems are not necessary.

Finding: During this Triennial Review of Foothill Transit, no deficiencies were found with the FTA requirements for Security.

16. Drug Free Workplace and Drug and Alcohol Program

Basic Requirement: Grantees are required to maintain a drug-free workplace for all grant-related employees and to have an ongoing drug-free awareness program. Grantees receiving Section 5307, 5309, 5311 or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of Foothill Transit, no deficiencies were found with the FTA requirements for Drug-Free Workplace and Drug and Alcohol Program.

17. Equal Employment Opportunity

Basic Requirement: The grantee must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving Federal financial assistance under the Federal transit laws. (Note: Equal Employment Opportunity Commission's regulation only identifies/recognizes religion and not creed as one of the protected groups.)

Finding: During this Triennial Review of Foothill Transit, no deficiencies were found with the FTA requirements for EEO.

V. Summary of Findings

Review Area	Finding	Deficiency	Corrective Action	Response Due Date	Date Closed
1. Financial Management and Capacity	ND				
2. Technical Capacity	ND				
3. Maintenance	ND				
4. ADA	D-165	Insufficient oversight of ADA complementary paratransit service requirements	<p>Foothill Transit must:</p> <ul style="list-style-type: none"> • Demonstrate to the FTA Region IX Regional Civil Rights Officer (RCRO) that it obtains from the paratransit provider performance data specific to its service area. • Submit to the FTA Region IX RCRO a procedure for reviewing paratransit performance data for its service area to ensure that the complementary paratransit service provided on its behalf is not impacted by capacity constraints. 	10/13/2017	
5. Title VI	ND				
6. Procurement	D-183	No verification that excluded parties are not participating	Foothill Transit must submit to the FTA Region IX Los Angeles Metropolitan Office procedures for making excluded party determinations before entering into applicable transactions.	10/13/2017	
	D-271	Lacking required cost/price analysis	Foothill Transit must submit to the FTA Region IX Los Angeles Metropolitan Office documentation that it has updated its procurement process to include performing cost and price analysis for every procurement action including contract modifications.	10/13/2017	
7. DBE	ND				
8. Legal	ND				
9. Satisfactory Continuing Control	ND				
10. Planning/POP	ND				
11. Public Comment on Fare Increases and Major Service Reductions	ND				
12. Half Fare	ND				
13. Charter Bus	ND				
14. School Bus	ND				
15. Security	ND				
16. Drug-Free Workplace/ Drug and Alcohol Program	ND				
17. EEO	ND				

VI. Attendees

Name	Title	Phone Number	E-mail Address
<i>Foothill Transit</i>			
Sharlane Bailey	Director of Facilities	626-931-7353	sbailey@foothilltransit.org
Doran Barnes	Executive Director	626-931-7319	dbarnes@foothilltransit.org
Michelle Caldwell	Director of Finance	626-931-7354	mcaldwell@foothilltransit.org
Felicia Friesema	Director of Marketing and Communications	626-931-7222	ffriesema@foothilltransit.org
Katie Gagnon	Budget and Grants Manager	626-931-7250	kgagnon@foothilltransit.org
LaShawn Gillespie	Director of Operations and Customer Service	626-931-7306	lgillespie@foothilltransit.org
Lillian Lin	Procurement Specialist	626-931-7266	llin@foothilltransit.org
Kevin McDonald	Deputy Executive Director	626-931-7301	kmcdonald@foothilltransit.org
Chris Pieper	Procurement Manager	626-931-7203	cpieper@foothilltransit.org
Joseph Raquel	Director of Planning	626-931-7326	jraquel@foothilltransit.org
Jarrett Stoltzfus	Director of Policy and Strategic Sourcing	626-931-7336	jstoltzfus@foothilltransit.org
Gil Victorio	Controller	626-931-7327	gvictorio@foothilltransit.org
Anthony Anderson	General Counsel	202-585-6928	aanderson@thompsoncoburn.com
<i>Transdev</i>			
Fermin Mora	Maintenance Manager	626-357-7912 Ext. 266	fermin.mora@transdev.com
<i>FTA</i>			
Ray Tellis	Director	213-202-3956	ray.tellis@dot.gov
Marisa Appleton	Regional Civil Rights Officer for Oversight	312-705-1270	marisa.appleton@dot.gov
Lynette Little	Regional Civil Rights Officer	415-734-9464	lynette.little@dot.gov
Charlene Lee Lorenzo	Transportation Program Specialist	213-202-3952	charlene.leelorenzo@dot.gov
Stacy Alameida	Transportation Program Specialist	213-202-3953	stacy.alameida@dot.gov
<i>AdSTM, Inc.</i>			
Grace Stegall	Reviewer	347-528-6912	grace.stegall@adstm.com

VII. Appendices

No appendices included in this report.



June 30, 2017

To: Executive Board

Subject: **Los Angeles-San Bernardino Inter-County Study Update**

Recommendation

Receive and file the Los Angeles-San Bernardino Inter-County Study Update.

Analysis

The Los Angeles and San Bernardino Inter-County Transit and Rail Connectivity Study (Inter-County Study) is being conducted by the Southern California Association of Governments (SCAG) in coordination with the Los Angeles County Metropolitan Transportation Authority (Metro) and the San Bernardino County Transportation Authority (SBCTA).

The Inter-County Study focuses on the transportation corridor that connects the eastern San Gabriel Valley in Los Angeles County with the western San Bernardino Valley in San Bernardino County, and includes the Metro Gold Line Foothill Extension Phases 2B (Azusa to Montclair) and 2C (Montclair to Ontario International Airport), the Metrolink San Bernardino and Riverside Lines, and current and future HOV/Express Lanes on the I-10 San Bernardino Freeway. The Inter-County Study area includes portions of the cities of Claremont, La Verne, Montclair, Ontario, Pomona, Rancho Cucamonga, and Upland.

A number of significant transportation improvements are under construction or are being planned on this corridor, including the Metro Gold Line extensions to Montclair and Ontario International Airport (ONT), improvements in speed and service to the Metrolink San Bernardino Line, and new HOV/Express Lanes on the I-10 San Bernardino Freeway that will result in continuous HOV/Express Lanes from downtown Los Angeles to Redlands, allowing for additional express bus services. Therefore, the main goal of the Inter-County Study is to determine the optimum mix and service levels of light rail, commuter rail, hybrid rail, express bus and bus rapid transit (BRT) on the corridor. Hybrid rail is the technology to be used on the planned Redlands Passenger Rail Project (or Arrow service) in San Bernardino County.

The Inter-County Study's main tasks include:

- Determining the current and future transit and rail travel markets in the corridor, including intra- and inter-county travel and travel to and from ONT;



- Estimating potential ridership and the current and future transportation and economic benefits and costs associated with different transit and rail improvement options for the corridor; and
- Recommending the optimum mix and service levels of the different transportation modes for cost-effective transit and rail improvements, with a focus on coordination and connectivity that best serve the transportation needs of the residents, workers, and businesses in the Inter-County Study corridor.

There has been significant community outreach for the Inter-County Study, including public open houses, an online survey, and meetings with stakeholder groups to solicit feedback. In addition, there are two formal committees convened for the Inter-County Study: 1) a Technical Working Group (TWG) comprised of representatives from transit operators and councils of governments in the Inter-County Study corridor, and 2) a Stakeholder Review Committee (SRC) comprised of representatives from each city located along the corridor, transportation agencies, as well as the TWG members. The purpose of the TWG is to review and provide input on technical assumptions and methodology, and the purpose of the SRC is to represent the various perspectives of the communities and stakeholders on the corridor, advise the project team, and serve as a sounding board throughout the Inter-County Study process. Foothill Transit is represented on both committees.

Progress to Date

The project team, along with the TWG and SRC, have conducted the high-level initial screening of alternatives and refined these into six alternatives to advance to the second stage of analysis that includes ridership forecasting, a facility and capacity analysis, and a cost/benefit analysis. The six alternatives are:

1. No-Build Alternative
The No Build Alternative includes the Gold Line extension to Montclair, the West Valley Connector operating with existing infrastructure and planned 3.5-mile bus lane alignments within the city of Ontario, and all projects in SCAG's 2016 RTP/SCS Financially Constrained Plan, except major transit projects in the study area, which will be tested in the build alternatives.
2. Transportation Systems Management (TSM) Alternative
The TSM Alternative improves existing bus and rail service in the Inter-County Study area by improving the frequency on many existing bus routes and on the Metrolink Riverside and San Bernardino Lines. It also



includes extending some existing routes to better connect with transit and major activity centers.

3. Local/Regional Light Rail Alternative

- The Local/Regional Light Rail Alternative includes the Gold Line, BRT service and Mobility Hubs. This alternative would:
- Extend the Gold Line from Montclair to ONT (connection to ONT would be either along Cucamonga Creek or through an arterial light rail (LRT) connection down to the Holt Corridor);
- Implement rail service to Cal Poly Pomona as an optional alternative;
- Convert the West Valley Connector from BRT to light rail along Holt Ave. between downtown Pomona and ONT; and
- Implement mobility hubs that provide bike share, car share, shuttle services, and on-demand services at key activity centers that include ONT, Ontario Mills, Pomona Transit Center, Rancho Cucamonga Metrolink Station, Rancho Cucamonga Civic Center, Montclair TransCenter, and Chaffey College.

4. Commuter Rail Alternative

The Commuter Rail Alternative includes Metrolink, Hybrid Rail, BRT and Mobility Hubs. This alternative would:

- Implement rail service between the Rancho Cucamonga Metrolink station and ONT with timed transfers and then continue on to connect with the Metrolink Riverside Line;
- Reroute the Metrolink Riverside Line to connect to a new multi-modal transit center at the north side of ONT;
- Provide the ability for Metrolink trains to cross between the San Bernardino and Riverside Lines;
- Implement hybrid rail service along the Metrolink San Bernardino Line in order to improve and enhance rail service along this corridor; and
- Implement mobility hubs that provide bike share, car share, shuttle services and on-demand services at key activity centers that include ONT, Ontario Mills, Pomona Transit Center, Rancho Cucamonga Metrolink Station, Rancho Cucamonga Civic Center, Montclair TransCenter, and Chaffey College.

5. Local/Regional Hybrid Rail Alternative

The Local/Regional Hybrid Rail Alternative includes Hybrid Rail, BRT and Mobility Hubs. This alternative would:



- Implement hybrid rail along the San Bernardino Line in order to improve and enhance rail service along this corridor, and connect to ONT from either Deer Creek or Cucamonga Creek;
- Implement hybrid rail to Cal Poly Pomona as an optional alternative via existing Union Pacific Alhambra Subdivision tracks; and
- Implement mobility hubs that provide bike share, car share, shuttle services and on-demand services at key activity centers that include ONT, Ontario Mills, Pomona Transit Center, Rancho Cucamonga Metrolink Station, Rancho Cucamonga Civic Center, Montclair TransCenter, and Chaffey College.

6. BRT/Express Bus Alternative

The BRT/Express Bus Alternative includes Express Bus, BRT and Mobility Hubs. This alternative would:

- Provide access to ONT via West Valley Connector service;
- Implement shuttle service between Montclair Station and ONT;
- Implement a new service pattern for Omnitrans Express Line 290 to connect with ONT;
- Implement a Haven Ave. BRT between Chaffey College and Edison Ave. in the city of Chino; and
- Implement mobility hubs that provide bike share, car share, shuttle services and on-demand services at key activity centers that include ONT, Ontario Mills, Pomona Transit Center, Rancho Cucamonga Metrolink Station, Rancho Cucamonga Civic Center, Montclair TransCenter, and Chaffey College.

Next Steps of the study will be to conduct a second on-line survey. The project team will then incorporate public input and analyze the alternative and present draft study recommendations to stakeholders for further review.

Mr. Steve Fox, Senior Regional Planner with SCAG will attend the June 30, 2017 Executive Board meeting to provide the Board with an update on the Los Angeles-San Bernardino Inter-County Study.

Budget Impact

There is no budget impact.

Sincerely,

Joseph Raquel
Director of Planning

Doran J. Barnes
Executive Director



June 30, 2017

To: Executive Board

Subject: **Property Lease – Downtown Los Angeles Midday Layover**

Recommendation

Authorize the Executive Director to enter into a lease agreement with Caltrans in the amount of \$28,600 per month through December 2018 for approximately 3.28 acres of land owned by Caltrans and located at the intersection of Maple Avenue and 16th Street in downtown Los Angeles for use as a midday commuter bus layover.

Analysis

Foothill Transit operates six commuter routes that transport customers from various locations in the San Gabriel Valley to downtown Los Angeles each weekday morning and then back to the San Gabriel Valley in the evenings. At the end of each westbound morning peak period, 61 buses return out of service (deadhead) to the Pomona Operations and Maintenance facility before 44 buses deadhead back to downtown Los Angeles to transport customers eastbound on their return trip home.

Each deadhead trip is approximately 35 miles long and consumes 8.7 gallons of fuel at an average cost of \$0.93 per gallon. A convenient and affordable location near the last westbound drop-off location and the first eastbound pickup location would reduce the annual mileage accumulation on the fleet by approximately 600,000 miles. By utilizing such a location, Foothill Transit would experience an annual fuel cost savings of \$140,000.

Caltrans owns several parcels of land in downtown Los Angeles, and one such location at the corner of 16th Street and Maple Avenue approximately three miles from the downtown terminus for our commuter routes has recently become available. We have been in discussions for several months with representatives of Caltrans, the L.A. Mayor’s office, and the L.A. Department of Transportation (LADOT) regarding the feasibility of a shared location in downtown L.A. that could serve as LADOT’s downtown operations and maintenance facility and as a midday layover location for Foothill Transit’s commuter fleet.

LADOT is pursuing electrification of its fleet and plans to enter into a long-term lease with Caltrans effective January 2019 to use the 16th/Maple location



as their downtown electric bus facility. Their bus fleet will be in revenue service during the day, making the lot available for midday parking of our commuter fleet. As our fleet of electric buses grows and as electric buses are introduced into the commuter fleet, the opportunity to park and charge those buses downtown during the day will ensure that the buses parked there have sufficient range to perform Foothill Transit's daily commuter service.

Caltrans has had the 16th/Maple property appraised and has determined the lease cost to be \$0.20 per square foot, or \$28,600 per month for the 3.28 acres. They are unable to keep the location vacant until LADOT enters into their long-term lease in January 2019, and it may be economically and operationally advisable for Foothill Transit to enter into a lease of that property in the interim period through December 2018 for our use as a midday bus layover location until LADOT is able to execute a long-term lease of the property.

Security services at an estimated monthly cost of \$3,200 will be required during the short term lease to ensure that the buses parked downtown are not vandalized, and a portable restroom and facility custodial services at estimated monthly costs of \$1,000 and \$500, respectively will be needed. Costs of capital improvements such as reconfiguration of the driveways, paving and striping of the lot, demolition of the existing concrete pads where structures formerly stood, etc. will be shared with LADOT. The total estimated cost of these capital improvements is approximately \$500,000. Foothill Transit's share of these costs is estimated to be \$125,000.

Beginning in January 2019, through a Memorandum of Understanding to be negotiated with LADOT, Foothill Transit will have midday access to the 16th/Maple location for layover of our CNG commuter fleet. The MOU will include provisions to facilitate future midday charging of the Foothill Transit electric commuter buses that will be parked there between the morning and afternoon commuter service periods.

Reduced rates per revenue hour and revenue mile are being negotiated with Keolis and with Transdev, our operations and maintenance contractors, in recognition of the fact that the buses used for commuter service will accumulate fewer miles per year, thereby reducing maintenance costs. The revised rates are projected to result in operating cost savings of approximately \$690,000 annually.



Budget Impact

The net operating cost impact of the proposed lease and revised commuter service operation is estimated at a savings of approximately \$430,400 per year. In addition to the operating cost savings, capital cost savings will also be realized as a result of the extended life of the bus fleet due to the reduction in annual miles accumulated on the fleet. Further operating cost savings will also be achieved beginning in January 2019 when LADOT enters into a long-term lease with Caltrans. At that time Foothill Transit will be granted access to the facility for significantly less than the \$28,600 monthly lease cost.

Sincerely,

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

Kevin Parks McDonald
Deputy Executive Director

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Doran J. Barnes
Executive Director

Attachment



Attachment A

	Capital Cost (Shared)	Operating	
		Annual Cost	Annual Savings
Fuel			\$ 140,000
Operating Contracts			\$ 690,000
Property Lease		\$ 343,200	
Security		\$ 38,400	
Temporary Restroom		\$ 12,000	
Cleaning		\$ 6,000	
Striping	\$ 10,000		
Slab/Foundation Demolition	\$ 119,000		
Concrete Slab Replacement	\$ 153,000		
Pavement Repairs	\$ 25,000		
ROW Improvements	\$ 30,000		
Clean Up	\$ 5,000		
A&E	\$ 70,000		
Contingency	\$ 82,000		
Total	\$ 494,000	\$ 399,600	\$ 830,000
			\$ 430,400



June 30, 2017

To: Executive Board

Subject: **Contract Award – CNG Bus Procurement**

Recommendations

1. Authorize the Executive Director to negotiate and execute an assignment for the purchase of 45 Gillig CNG low-floor 40-foot transit buses from San Diego Metropolitan Transit System (MTS) and
2. Authorize the Executive Director to negotiate and execute a contract in the amount of Twenty-Eight Million Four Hundred Eleven Thousand and Thirteen Dollars (\$28,411,013), California Sales Tax included with Gillig for the purchase of 45 CNG low-floor 40-foot transit buses for delivery in FY 2017-2018 pursuant to the assignment from MTS.

Analysis

The adopted Foothill Transit business plan and budget for Fiscal Year 2017-2018 includes plans for retiring CNG buses. An opportunity to purchase 45 CNG buses using an option was made available to Foothill Transit. Assignment of that option to Foothill Transit is a Federal Transit Administration (FTA) approved and economical way to purchase rolling stock. The bus specification, cost and delivery schedule also fit Foothill Transit plans. The availability of additional buses allows Foothill Transit to efficiently move forward with replacing and retiring buses that are over 12 years old and have over 500,000 accumulated miles.

Foothill Transit has been committed to providing outstanding customer service by providing the cleanest, safest, and most economical transportation possible to our customers. The effort to replace the older buses in our fleet is a reflection of that goal.

Pursuant to FTA guidelines, buses purchased using federal funds may be replaced at the end of 12 years or 500,000 miles. Staff recommends that Foothill Transit purchase these buses by way of an assumable option made available to Foothill Transit. Foothill Transit staff and counsel have reviewed the MTS procurement documentation to verify compliance with all federal, state and local regulations as well as FTA guidelines. As with Foothill Transit's previous order, the specification for the Gillig bus and the Foothill Transit standard bus are very similar. Only Foothill Transit-specific accessories, customer amenities and interior and exterior appointments are required to be



changed. Staff has worked with Gillig to identify those changes and have created a bill of materials for the production run.

The projected timeline has delivery of the first 25 buses from Gillig taking place in April of 2018, with the remaining 20 coaches delivered no later than October 2018. This procurement is expected to be Foothill Transit's last purchase of CNG buses as we continue to advance our organizational initiative of having an all-electric bus fleet by 2030.

Budget Impact

Funding is available in the approved Fiscal Year 2016-2017 Business Plan and Budget for the bus replacement.

Sincerely,



Roland M. Cordero
Director of Maintenance and Vehicle Technology



Doran J. Barnes
Executive Director



June 30, 2017

To: Executive Board

Subject: **Duarte City Transit Service**

Recommendation

Authorize the Executive Director to negotiate and execute an Agreement with the City of Duarte under which Foothill Transit would assume operation of the City's fixed-route bus service.

Analysis

Last year Duarte City staff reached out to Foothill Transit's administrative team in an effort to better understand the electric bus industry, the related technological challenges, and the infrastructure requirements necessary to introduce electric buses into their operation. During our meetings, the concept of a Community Connector, which would be a joint partnership between Foothill Transit and a member city arose. Under this concept, Foothill Transit would provide, operate, and maintain the transit vehicles on the same routes that are currently operated by the member city. Duarte city staff briefed their City Council on the concept and were directed to develop the details of such a proposal with Foothill Transit and provide and update for Council consideration. After several meetings, Duarte staff and Foothill Transit staff have developed a proposed program.

Duarte Transit is a fixed-route bus system that began more than 28 years ago, operating from 5:30 a.m. to 7:00 p.m., Monday through Saturday. During the week, two buses operate continuously, while a single bus provides service on Saturday.

Foothill Transit's operating costs for the Duarte fixed-route service are estimated to be \$746K in the first year, which is less than Duarte Transit's current budget of \$778k. The service would require three buses - two to be used in service with a third bus used as a spare - at a cost of \$800,000 each. The City would have the option to purchase or amortize the cost of the buses through Foothill Transit. With a total startup cost of \$2.4 million for the buses, the City currently has approximately \$1.6 million in reserved Proposition A Funds that could be designated for this purpose. For fiscal year 2016/2017,



Duarte's fixed route operating budget utilizes all the City's annual Proposition A and Proposition C funds.

The pilot program with the City of Duarte is envisioned to utilize long-range electric 35-foot buses. Buses longer than 35 feet would be unable to navigate many of the streets along the City's current routes, and long range buses eliminate the need for investing in an onsite charging station within the City. In-route bus charging infrastructure would have added another \$700,000 to the program costs.

Duarte would retain its local transit identity through unique signage on the bus stating the name of the City and recognizing the partnership with Foothill Transit. A full marketing promotion would be undertaken to reach out to the community and bus riders prior to the roll out of the new buses.

By unanimous decision at their meeting on April 25, 2017 the Duarte City Council authorized City staff to pursue the development of an agreement with Foothill Transit to undertake this pilot project. Foothill Transit, through our current operations and maintenance agreement with the contractor at our Arcadia location, will operate the service. There are several bus stop improvements recommended that qualify for Bus Stop Enhancement Program (BSEP) grant funds. Once a decision to proceed is made and an agreement executed, the process to procure the 35-foot, extended range electric buses would begin. Foothill Transit does not currently own any 35-foot, extended range electric buses, and the procurement and manufacturing process could take up to 12 months. Alternatives to expedite the procurement actions are being investigated, however.

As the two Duarte routes would become part of the Foothill Transit system, they would operate on the same TAP Card system that is in place throughout L.A. County. The Duarte routes would be classified as Local routes and the fare for rides taken on these routes would be the Foothill Transit Local fare.

The City will determine whether to partially or fully offset the cost of fares for certain categories of its residents. To facilitate this, Duarte TAP cards would be specially programmed so that the fareboxes on the buses would recognize when a Duarte TAP card is used to board a bus. These TAP cards would be distributed by the City to whatever category or categories of residents the City identifies. While the general public would have access to the Duarte



routes, those rides taken on the two Duarte routes by holders of the Duarte TAP cards could be reported to the City.

Foothill Transit's operation of the service would allow for more subsidy funding to flow into the San Gabriel Valley via the Formula Allocation Procedure. Should this pilot program prove successful, the program has the potential to be expanded beyond Duarte to other member cities that operate fixed-route service.

Budget Impact

The Duarte City Council has allocated \$1.6 million toward the purchase of the first two electric buses and has authorized City staff to enter into a contract with Foothill Transit that meets the general scope and budget required for the project. A third bus that would be used as a spare to facilitate regular preventive maintenance would also need to be purchased, and the City would reimburse Foothill Transit for the cost of this third bus over an agreed-upon period of time.

Sincerely,

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

Kevin Parks McDonald
Deputy Executive Director

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

Doran J. Barnes
Executive Director



June 30, 2017

To: Executive Board

Subject: **Real Estate Acquisition - Covina Transit Center and Park & Ride Project**

Recommendation

Authorize the purchase of approximately 3.07 acres of land located at 1162 N. Citrus Avenue in the City of Covina at a purchase price of \$3,830,000, including reimbursement for demolition/grading and preliminary geotechnical evaluation for a not-to-exceed amount \$300,000 for the development of the Covina Transit Center and Park & Ride Project.

Analysis

In the past year Foothill Transit has been working toward the development of a Transit Center and Park & Ride as part of the Transit Oriented Mixed-Use Development (TOD) project. The TOD project consist of three components: residential, transit/civic, and a public/civic use. The location that has been under consideration for this development is approximately 3.07 acre parcel generally located at 1162 N. Citrus Ave and 117 E. Covina Blvd. in the City of Covina. The property owner is Meritage Homes who plans to construct 117 townhomes on approximately 6.12 acre parcel to the north of and immediately adjacent to the 3.07 acre transit parcel.

At the March 24, 2017 Executive Board meeting, the Board authorized award of a design-build contract to Klorman Construction, pending environmental clearance for the development of the project by the Federal Transit Administration (FTA). That clearance was received on April 20, 2017.

After receiving environmental clearance, and in order for Foothill Transit to make an offer to purchase the land, an Appraisal and a Review Appraisal had to be conducted, followed by an Administrative Appraisal Review by the FTA. This concurrence by the FTA was received on May 10, 2017. The 3.07 acre property transit parcel was appraised at \$3,830,000 (As-Is). After negotiations with MLC Holdings and Meritage Homes, the Demolition and Grading Agreement, as included in the Purchase and Sale Agreement with Foothill Transit and Meritage Homes includes a Not-to-Exceed amount of \$300,000. Staff will review the actual cost incurred by the developer prior to reimbursement.



Foothill Transit

Executive Board Meeting

Executive Board Meeting - 06/30/17
Real Estate Acquisition - Covina Transit Center and Park & Ride
Project
Page 2

Budget Impact

The approved Fiscal Year 2016/2017 Business Plan and Budget includes funding for the Covina Transit Center and Park & Ride Project.

Sincerely,

A handwritten signature in blue ink, appearing to read 'S. Bailey'.

Sharlane R. Bailey
Director of Facilities

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

Doran J. Barnes
Executive Direct



June 30, 2017

To: Executive Board

Subject: **Contract Award - General Marketing Services**

Recommendation

Authorize the Executive Director to award a three-year contract to Pulsar Advertising, Inc. for general marketing services with a not-to-exceed amount of \$1,195,279. This contract will include two one-year options to be exercised at Foothill Transit's sole discretion.

Analysis

On February 24, 2017, the Executive Board authorized the Executive Director to issue a Request for Proposals (RFP) No. 17-053 for General Marketing Services.

The RFP was issued on April 12, 2017. On May 12, 2017, six proposals were received. Each firm's pre-qualification submittals were evaluated by a pre-qualification evaluation team comprised of members of Foothill Transit's management team and Foothill Transit's Special Legal Counsel. The pre-qualification factors evaluation included:

- Proposal Letter;
- Evidence of Good Standing;
- Certifications;
- Summary of Qualifications; and
- Exceptions

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

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

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



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

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

Overall pricing for each Proposer was determined by the grand total of their proposed hourly staff rates for each base year and option year in consideration of Foothill Transit's estimated service hours.

The evaluation committee determined that all six technical proposals were within the competitive range. Interviews were conducted with each of the six firms on May 31 and June 1, 2017, allowing each firm to elaborate on their proposals and respond to questions from the evaluation committee. An official invitation to submit a Best and Final Offer (BAFO) was then sent to the proposers. After the evaluation committee received each proposer's BAFO, the proposals underwent a final evaluation by the team, taking into account information gleaned during the interview process, and each firm's BAFO submittal.

Pulsar Advertising, Inc., was ranked the highest with an overall score of 83.12 out of a possible 100 points. A summary of the final scores is provided in **Attachment A**.

In addition to the evaluation above, each proposer's price proposal underwent a cost reasonableness and cost realism analysis by an independent third-party firm with significant experience in this area. Pulsar's price proposal was determined to be reasonable.

Among the key strengths of Pulsar were extensive experience with public transportation needs, multifaceted approach to creating marketing content, a highly experienced and diverse team, and direct marketing expertise. Under this contract, Pulsar Advertising will develop marketing programs for six basic areas and all campaigns will be designed to collectively build on Foothill Transit's brand image, with the ultimate goal of increasing ridership. The areas of service include:

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



Foothill Transit

Executive Board Meeting

Executive Board Meeting - 06/30/17
Contract Award - General Marketing Services
Page 3

The Scope of Services for the General Marketing Services Contract is provided as **Attachment B**.

Budget Impact

Foothill Transit's proposed FY2017-2018 Business Plan includes funding for general marketing.

Sincerely,

A handwritten signature in blue ink, appearing to read 'F. Friesema', with a long horizontal flourish extending to the right.

Felicia Friesema
Director of Marketing & Communications

A handwritten signature in blue ink, appearing to read 'D. Barnes', with a stylized, cursive script.

Doran J. Barnes
Executive Director

Attachment A

Evaluation Factors	Maximum Score	Proposer					
		Celtis	Pulsar	Sensis	Geographics	ETA Agency	Nostrum
1. Experience	30	21.84	25.92	24.54	20.64	20.34	21.24
2. Work Plan and Project Approach	25	20.55	19.10	20.90	18.00	17.85	17.25
3. Key Personnel and Management Structure	25	19.95	18.10	18.55	17.20	17.00	14.25
Technical Score	80	62.34	63.12	63.99	55.84	55.19	52.74
Price Score	20	15.37	20.00	14.09	18.42	11.48	14.31
Overall Score	100	77.71	83.12	78.08	74.26	66.67	67.05
Rank		3	1	2	4	6	5

Attachment B

Scope of Services

Background

The mission of Foothill Transit is to be the premier public transit provider committed to safety, courtesy, quality, responsiveness, efficiency and innovation. With 361 buses (344 Compressed Natural Gas or CNG and 17 fast-charge electric) in service, Foothill Transit is the largest municipal operator in Los Angeles County, second in fleet size only to regional provider Metro. Foothill Transit serves more than 14 million riders a year in the San Gabriel and Pomona Valley.

Foothill Transit is seeking a full-service marketing/advertising agency (“Agency”) to serve as advisor and partner to the Foothill Transit Marketing and Communications team. The selected Agency will be asked to develop a strategic marketing plan that will complement Foothill Transit’s business plan initiatives. Though different products and services will be outlined, they should always be designed to meet the following objectives:

- Build on Foothill Transit’s brand image
- Increase ridership
- Increase awareness and support of Foothill Transit’s services and/or initiatives

General Marketing Program

The general marketing program is designed to increase overall awareness of Foothill Transit’s brand identity throughout its service area. The Agency will develop an overall strategic marketing plan each year to complement Foothill Transit’s business plan. The marketing plan will expand the current creative concepts and design artwork to target markets identified through research and data analysis. The Agency shall make recommendations and define methods for communicating and advertising to those target markets. Advertising media may include, but is not limited to signage, newspapers, direct mail, streaming and digital media, banners and billboard, and cable television. Specific marketing campaigns will be developed to keep the program fresh and responsive. As part of the general marketing program, Agency tasks may include but are not limited to the following:

- Provide quarterly updates, attend regular meetings, and/or establish milestone dates for projects
- Develop methods and means of customer education (fare changes, demonstrations, etc.)
- Develop methods for evaluating and measuring marketing effectiveness and performance

- Provide advice and assistance on matters pertaining to marketing and public relations
- Utilize past materials, designs, brand standards, research and data analysis, and other planning tools/resources to gain understanding of market and produce effective strategies
- Adhere to the Foothill Transit brand standards guide
- Source photography (custom or stock) and ensure proper usage terms
- Provide art and creative direction for custom photography and video production
- Become familiar with or have knowledge of the service area

Fleet Livery Adaptations

As Foothill Transit continues to advance its pledge to go all-electric by 2030, the agency will be acquiring new vehicles with new body types that will need new livery applications that use both the standard fleet graphics and promotional graphics to grab attention. During the three year term of this contract, it is estimated that Foothill Transit may require as many as three new livery applications for new vehicles. It will be the Agency's responsibility to work with Foothill Transit's selected livery application contractor to design graphics that best conform to Foothill Transit's fleet branding.

Strategic Media Purchasing

Media buying in accordance with a strategic marketing plan will be required, including consideration of the target market. The Agency will research, plan, execute and implement advertising in finished form, in accordance with Foothill Transit's prior written approval, and forward same to production and media with proper instructions. The Agency should traffic and disperse all necessary materials to media suppliers, printers, and all other third parties needed to accomplish Foothill Transit's approved marketing communications, and advertising ideas, programs, and campaigns. Media buying may include but are not limited to the following tasks:

- Provide media information and plans that are standard to the transit industry
- Provide media plans with buy detail, including placement dates, demographic analysis, circulation/readership figures, proposed added value, etc.
- Seek out and identify media opportunities such as promotions and other editorial opportunities
- Proof-read and monitor ads for run verification

- Process and verify purchase orders and invoices in a timely manner
- Obtain prior approval for all and any subcontractors
- Provide media production services (graphic design, photography, copywriting, printing, etc.)
- Manage media production process from concept to delivery in timely and efficient manner
- Manage talent, photography, and music contracts and licenses
- Advise on content and design of media material and assist in selecting appropriate media types for advertising
- Establish advertising schedule and develop media buying plan based on defined target market and demographic/customer research

Class Pass Program and Special Services Campaigns

The Class Pass Program is Foothill Transit's highly successful college student ridership program, which is currently in place at three colleges in the San Gabriel Valley – Mt. San Antonio College, Citrus College, and University of La Verne. Expansion to other schools during the term of this contract is highly likely, and will require careful consideration of each campus' demographics, transit access, and communication tools. Each year will require a review and overhaul of the Class Pass campaigns, with special attention paid to Class Pass and campus branding. All on campus placement of media materials, school scheduling and communications, student paper media buys, and any other direct campus activities will be handled by the Foothill Transit Team.

In addition to the Class Pass, Foothill Transit operates special seasonal services for the Rose Bowl and the LA County Fair. Strategic campaigns to enhance visibility and ridership of these and any new special services will need to be established and then refreshed each year.

Customer and General Demographic Research

Foothill Transit will conduct periodic customer satisfaction and demographic surveys to use as an indication of where customer service improvements are necessary, to define the Foothill Transit customer, and identify new potential markets for ridership growth. The Agency will work with Foothill Transit's chosen research consultants and Foothill Transit staff to incorporate questions that will provide the data needed (but will not be required to conduct any surveys). It will require detailed oversight and input from the Agency to get the most out of the data collected by the research consultants.

Digital Communication Strategy

During the course of the contract there are specific web-based and social media activities that will be conducted on behalf of Foothill Transit. In addition the selected Agency is to work with the specialized web-based and smartphone compatible social media tools that Foothill Transit currently uses to execute its digital communications programs (i.e. Instagram, Facebook, Twitter, Snapchat, Pinterest, Google +, and Youtube). These tasks may include but are not limited to the following:

- Provide recommendations for Foothill Transit's websites and current social media pages to build recognition, traffic, and reach, and to increase understanding of the agency's services and programs in conjunction with Foothill Transit's marketing and customer communications objectives
 - Advise and implement improved integration between various technologies
 - Identify and implement new social media technologies
 - Review and revise all new media endeavors to work concurrently into one unified online communications package (New media is generically defined as, but is not limited to Foothill Transit's website, Facebook pages, Twitter feeds, website, YouTube channel, and Flickr page. It also includes social media technologies not currently employed by Foothill Transit.)
- Research, recommend and implement appropriate social media and interactive technology applications that will effectively advance Foothill Transit's marketing and communications objectives.
 - Special focus should be given to any emerging social media tool (i.e. Snapchat and Instagram) that expands Foothill Transit's reach within the service area
 - The investigation and strategic implementation of seeding Foothill Transit information on news aggregators.
- Provide recommendations and strategies for content development that improves the effectiveness of agency communications in a social media environment and educates appropriate staff on how to develop and evolve this content
 - Research and strategize targeting content towards key audiences such as but not limited to veterans, tourists, the elderly, and students – both K-12 and college.
 - Research, define, and strategize social media outreach to minority communities as defined by Title VI regulations governed by the Federal Transit Administration and work with agency staff to ensure compliance
- Develop and/or edit creative and technical content for all Foothill Transit social media pages and website



June 30, 2017

To: Executive Board

Subject: **Transit Store Quarterly Report**

Recommendation

Receive and file the Transit Store Quarterly Report.

Analysis

Pass Sales (Attachments A & B): Sales for the third quarter of FY 2016/17 totaled \$1,022,427. Overall sales decreased by 19 percent decrease from the same period of FY 2015/16. Foothill Transit product sales decreased by 16 percent, primarily due to a decrease in the sale of Student Local and Adult Silver Streak passes.

Attachment A provides a graphic representation of the three-month sales figures by store location. Attachment B provides a graphic representation of the three-month sales figures categorized by product type. Sales by Transit Store are also summarized in the table below.

Location	January 2017	February 2017	March 2017	Total
El Monte	\$93,774	\$97,969	\$95,341	\$287,083
Pomona	\$87,715	\$93,465	\$97,017	\$278,197
Puente Hills	\$84,757	\$86,621	\$83,887	\$255,264
West Covina	\$53,361	\$49,993	\$47,198	\$150,551
On-line	\$26,506	\$24,826	\$0	\$51,332
Total	\$346,111	\$352,874	\$323,442	\$1,022,427



Phone Activity (Attachments C & D): In January, February, and March, a total of 71,096 phone calls were received through the toll-free customer service line. Customer Service Representatives (CSRs) answered 94 percent, or 67,144 incoming phone calls with an average time to answer of 21 seconds. The average handling time of a call was one minute and fifty-eight seconds. Compared to Quarter Three of last fiscal year, this represents a three percent decrease in the total number of calls received by the Transit Stores. Transdev, the Transit Store contractor, continues to monitor and seek improvements in call center management and the overall service provided to Foothill Transit customers.

Customer call handling					
Month	% of calls answered	Calls received	Calls answered	Average time to answer	Average handling time
January 2017	94.1%	23,753	22,355	:22	01:57
February 2017	94.2%	21,975	20,698	:22	01:56
March 2017	95.0%	25,368	24,091	:20	02:02
Total	94%	71,096	67,144	:21	1:58

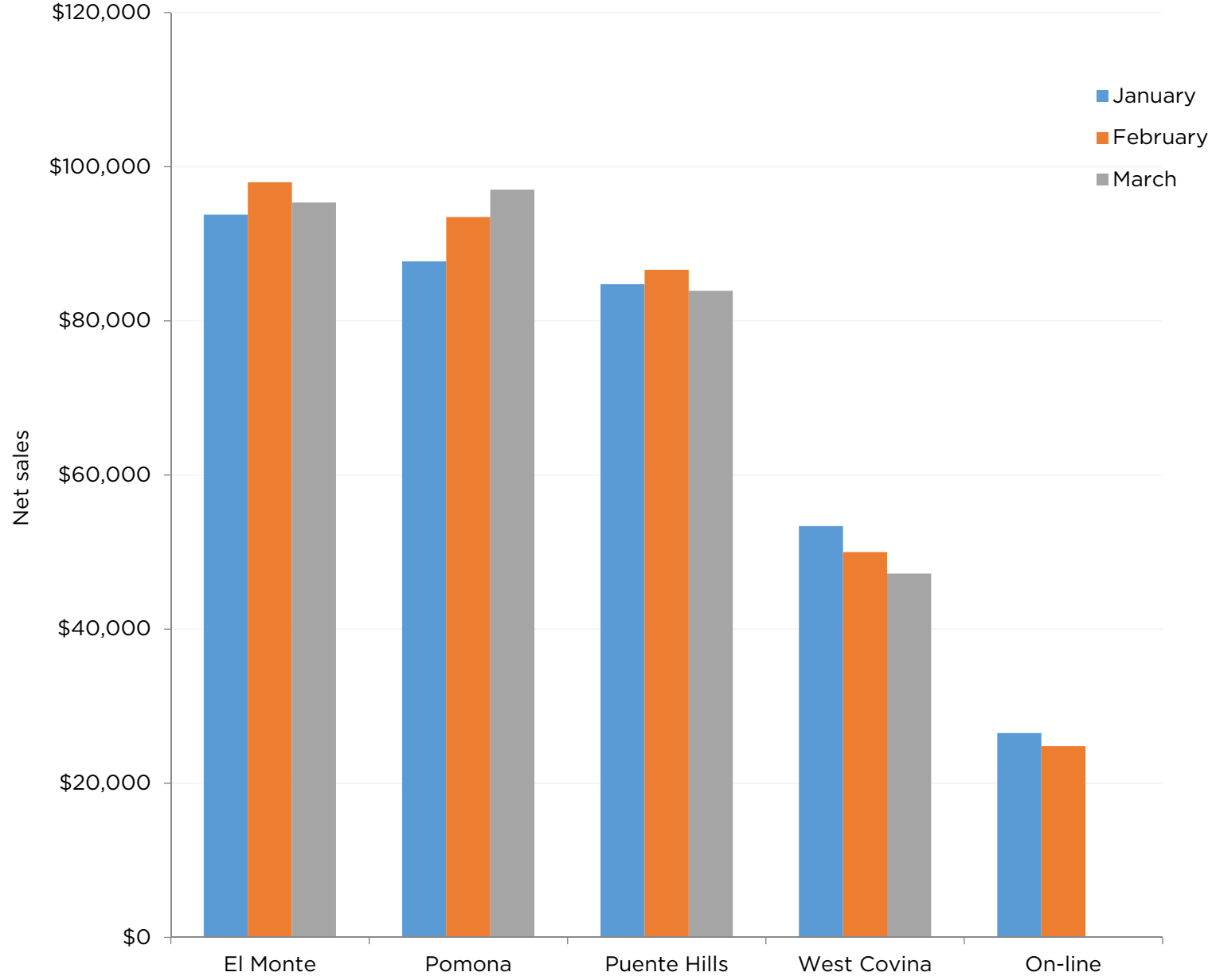
Walk-in Traffic (Attachment E): Walk-in traffic recorded for all stores during this time period totaled 41,914 entries, which amounts to a decrease of 19 percent from the same period last fiscal year.

Sincerely,

Mike Tobin
Quality Assurance Analyst

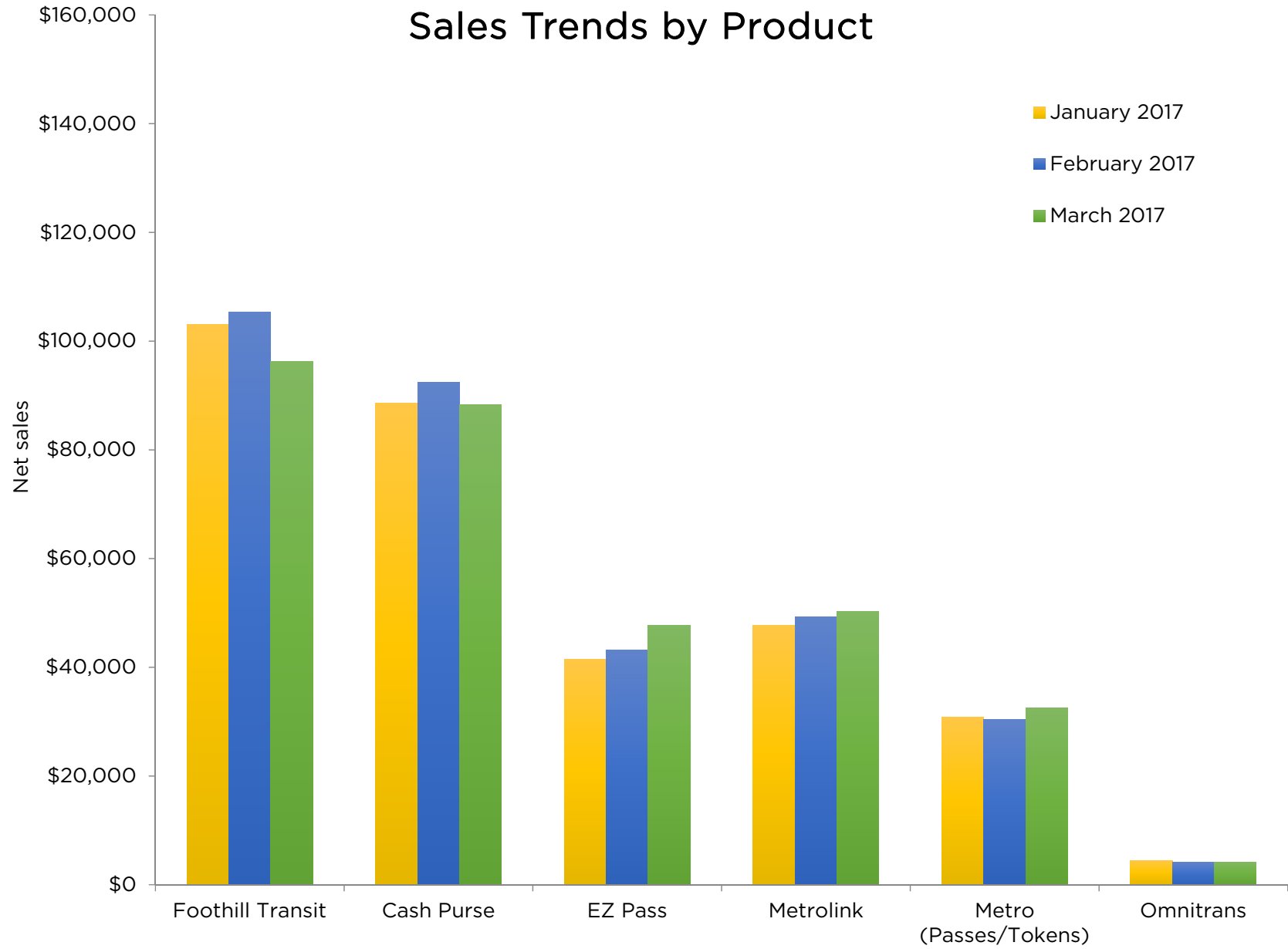
Doran J. Barnes
Executive Director

Attachment A

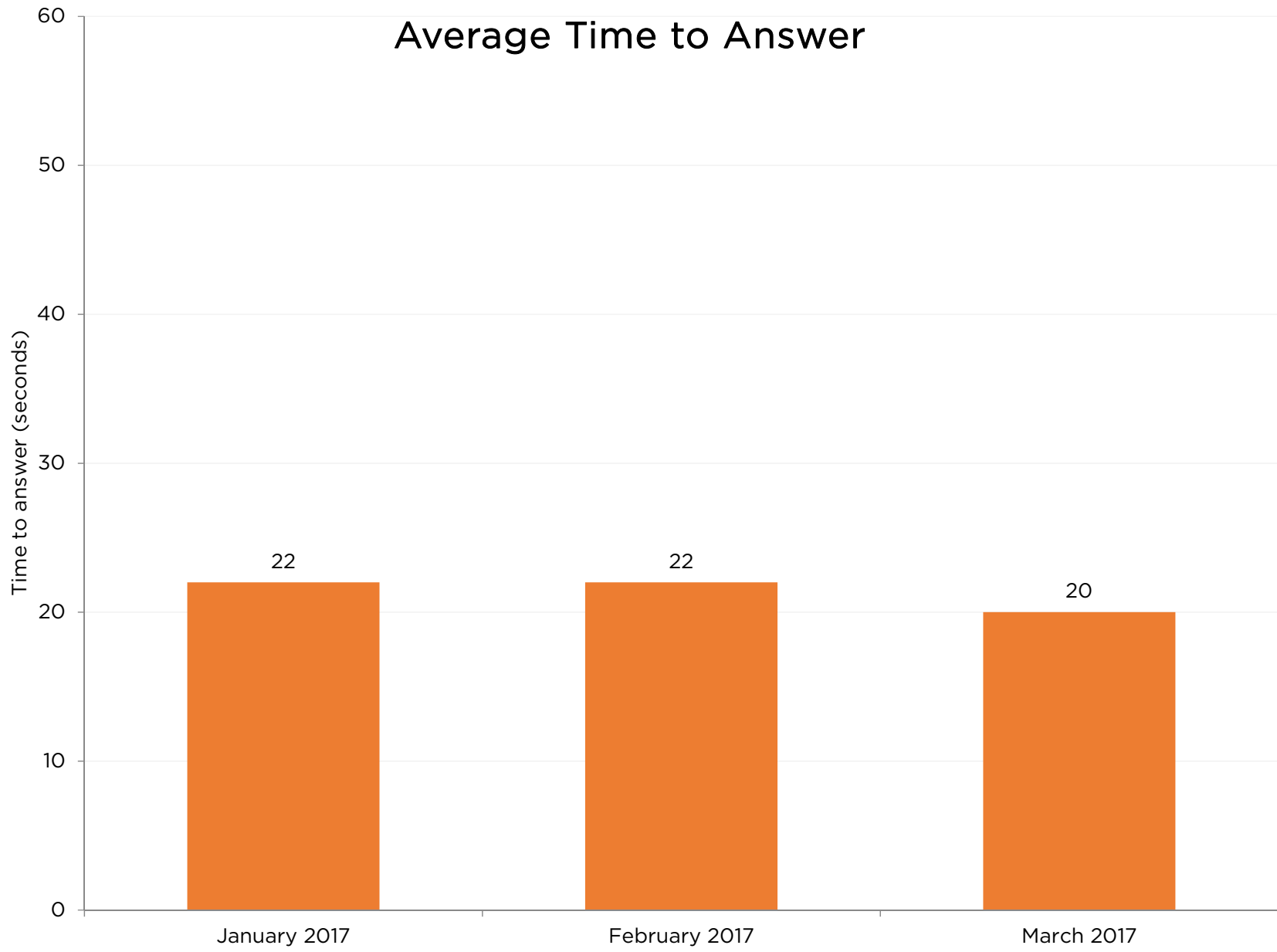


Attachment B

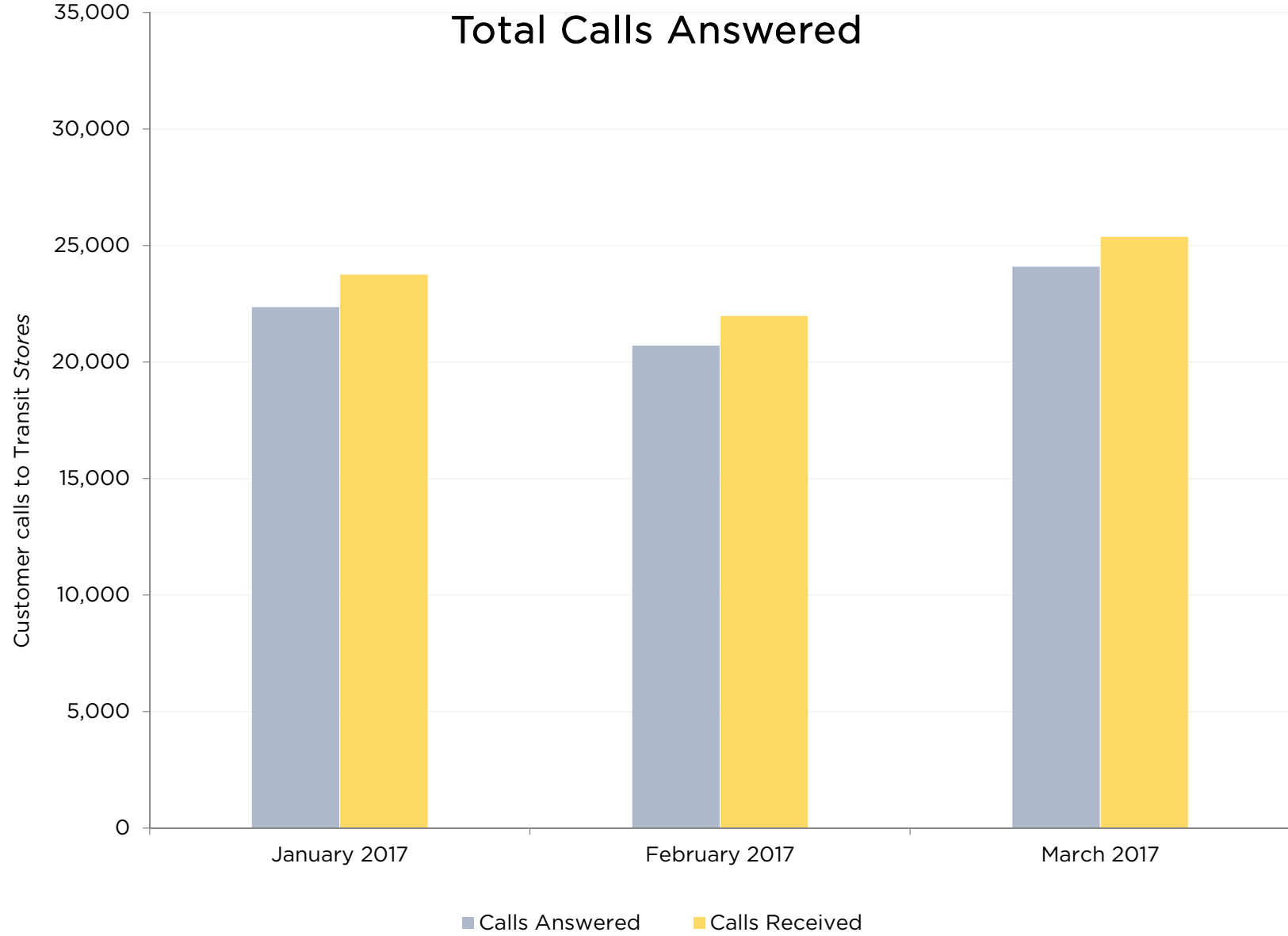
Sales Trends by Product



Attachment C



Attachment D



Attachment E

Total Walk-in Traffic

