



Foothill Transit

EXECUTIVE BOARD MEETING

WEST COVINA, CA
Tuesday, August 22, 2023



Foothill Transit

Foothill Transit MISSION

To be the premier public transit provider committed to:

SAFETY

COURTESY

QUALITY

RESPONSIVENESS

EFFICIENCY

INNOVATION



Foothill Transit VALUES

SAFETY

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

RESULTS

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

INTEGRITY

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

GRATITUDE

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

DIVERSITY

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

TEAM MEMBERS

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

COMMUNICATION

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

SUSTAINABILITY

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



Foothill Transit

Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING
8:30 AM, AUGUST 22, 2023
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: MEMBERS BOYER, CALAYCAY, MOSS, SHEVLIN, STERNQUIST
4. CONFIRMATIONS OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER
5. PRESENTATIONS
 - 5.1. Introduction of Foothill Transit Business Partners
 - 5.2. Contractors' Employee Recognition
 - 5.3. Introduction of Director of Customer Service and Operations Ali Showkatian

CONSENT CALENDAR: Items 6 through 17 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.

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

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



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- 6. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF JUNE 27, 2023
- 7. JUNE 2023 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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

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

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

Si necesita servicios de traducción, comuníquese con la oficina del Director Ejecutivo llamando al (626) 931-7300, extensión 7204, al menos 48 horas antes de la reunión.

若需要翻譯服務，請在會議前至少48小時聯絡執行長辦公室 (626) 931-7300分機7204

Nếu quý vị yêu cầu dịch vụ dịch thuật, vui lòng liên hệ với văn phòng Giám Đốc Điều Hành theo số (626) 931-7300, số máy lẻ 7204, ít nhất 48 giờ trước cuộc họp

Kung kailangan mo ng serbisyong pagsasalin, mangyaring makipag-ugnayan sa tanggapan ng Punong Ehekutibong Opisyal sa numerong (626) 931-7300 ekstensyon 7204, hindi bababa ng 48 oras bago ang pagpupulong

번역 서비스가 필요한 경우, 회의가 시작되기 최소 48시간 전에 (626) 931-7300 내선 7204번으로 최고경영자실에 연락하십시오.

通訳／翻訳サービスが必要な際は、ミーティング48時間前までに、CEO/最高経営責任者事務所までに連絡してください。CEO事務所連絡先：(626) 931-7300内線7204

اگر به خدمات ترجمه نیاز دارید، لطفاً دست کم 48 ساعت قبل از شروع جلسه با دفتر مدیر عامل به شماره تلفن (626) 931-7300 داخلی (626) 931-7300 تماس بگیرید

Եթե Ձեզ թարգմանչական ծառայություններ են հարկավոր, հանդիպումից առնվազն 48 ժամ առաջ զանգահարեք Գլխավոր գործադիր տնօրենի գրասենյակ՝ (626) 931-7300 լրացուցիչ 7204 հեռախոսահամարով:

ប្រសិនបើលោកអ្នកត្រូវការសេវាកម្មបកប្រែភាសា សូមទាក់ទងការិយាល័យនាយកក្នុងការប្រតិបត្តិកាមន្ទរស័ព្ទលេខ (626) 931-7300 លេខភ្ជាប់បន្ត 7204, ដែលមានរយៈពេលយ៉ាងតិច 48 ម៉ោងមុនកិច្ចប្រជុំ

في حالة الحاجة لخدمات الترجمة، يرجى الاتصال بمكتب الرئيس التنفيذي على رقم الهاتف (626) 931-7300 (الرقم الداخلي 7204) وذلك قبل 48 ساعة على الأقل من الاجتماع

หากคุณต้องการบริการล่าม โปรดติดต่อสำนักงานประธานเจ้าหน้าที่บริหารที่ (626) 931-7300 ต่อ 7204 อย่างน้อย 48 ชั่วโมงก่อนการประชุม



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8. FISCAL YEAR 2023 FOURTH QUARTER BUDGET UPDATE

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

9. AUGUST 2023 PROCUREMENT MONTHLY REPORT

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

10. AUGUST 2023 LEGISLATIVE SUMMARY

Recommended Action: Adopt a SUPPORT position on SB 410; and receive and file the August 2023 Legislative Report.

11. RESOLUTION FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM

Recommended Action: Adopt the following resolution: Resolution No. 2023-01: Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program (Attachment A).

12. AUTHORIZATION TO ISSUE INVITATION FOR BIDS FOR POMONA OPERATIONS AND MAINTENANCE FACILITY STEAM BAY LIFT REPLACEMENT

Recommended Action: Authorize the Chief Executive Officer to issue IFB No. 24-013 for construction services related to the replacement of the steam bay lift at the Pomona Operations & Maintenance Facility.

13. AUTHORIZATION TO ISSUE INVITATION FOR BIDS FOR ADMINISTRATIVE OFFICE SECOND FLOOR RECEPTION AREA AND THIRD FLOOR CONFERENCE ROOM RENOVATIONS

Recommended Action: Authorize the Chief Executive Officer to issue IFB No. 23-097 for construction services related to renovation of the Administrative Office 2nd floor reception area and 3rd floor conference room.

14. AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS FOR FUEL CELL CONSULTING SERVICES

Recommended Action: Authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for Fuel Cell Consulting Services.



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15. AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS FOR TRANSIT SERVICES - ARCADIA FACILITY

Recommended Action: 1. Authorize the Chief Executive Officer to amend Agreement No 22-001 with Transdev Services Inc. to change the expiration date of the contract from June 30, 2026 to March 30, 2024. 2. Authorize the Chief Executive Officer to issue a request for proposals (RFP) No. 24-001 for transit operations and maintenance services at Foothill Transit's Arcadia facility.

16. AUTHORIZATION TO AWARD CONTRACT FOR ON-CALL ARCHITECTURAL & ENGINEERING SERVICES

Recommended Action: Authorize the Chief Executive Officer to negotiate final terms and conditions and execute Contract No. 23-048 with Stantec Architecture Inc. for the provision of on-call services in the disciplines of architecture, civil engineering, structural engineering, electrical engineering, mechanical engineering, and surveying.

17. Foothill Transit CODE OF CONDUCT POLICY

Recommended Action: Adopt the proposed Code of Conduct Policy.

REGULAR AGENDA:

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

19. CLOSED SESSION REPORT

20. CHIEF EXECUTIVE OFFICER COMMENT

21. BOARD MEMBER COMMENT

22. GENERAL PUBLIC COMMENT

23. ADJOURNMENT



Foothill Transit

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

**POMONA TRANSIT CENTER
100 WEST COMMERCIAL STREET
POMONA, CA 91768**

**Tuesday, June 27, 2023
8:30 a.m.**

DRAFT

1. CALL TO ORDER

The meeting was called to order by Chair Moss at 8:42 a.m.

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

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

3. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER

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

4. PRESENTATIONS

4.1 Introduction of Foothill Transit Business Partners

The following business partners addressed the Executive board; Laura Hendricks, CEO, Transdev; Jan Powell, Foothill Transit Advocate, Powell Consulting; Sandy Hill, Vice President Business Development, Keolis.

CONSENT CALENDAR ITEMS 5-10

There was no Public Comment on the Consent Calendar.

The Executive Board took action on a single motion on items 5-10.

5. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF MAY 23, 2023**

Motion by Member Calaycay, second by Vice Chair Shevlin, to approve.

Motion carried 5-0.

6. **MAY 2023 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

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

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

7. **JUNE 2023 PROCUREMENT MONTHLY REPORT**

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

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

8. **JUNE 2023 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the June 2023 Legislative Summary.

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

9. **TITLE VI MONITORING REPORT**

Recommendation: Receive and file the Title VI Monitoring Report.

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

10. **AUTHORIZATION TO AMEND AGREEMENT 19-035 WITH TRANSDEV SERVICES, INC.**

Recommendation: Authorize the Chief Executive Officer to exercise an extension and extend the expiration of the contract from June 30, 2023, to

December 31, 2023, for Customer Service and Facilities Maintenance Services.

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

REGULAR AGENDA

11. POMONA TRANSIT CENTER TOUR

The Executive Board, Pomona Mayor Tim Sandoval, and members of the Pomona Police Department, LA County Sheriff's Department, and Foothill Transit staff discussed the challenges being experienced at the transit center and potential solutions. At the conclusion of the discussion, Mayor Sandoval led a tour of the transit center.

Elena Garza provided one minute of Public Comment on the Pomona Transit Center.

12. GENERAL PUBLIC COMMENT

Lorena Parker, Executive Director, Downtown Pomona Owners Association provided one minute of Public Comment.

13. CHIEF EXECUTIVE OFFICER COMMENT

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

Mr. Barnes reported the following:

- Thanked the Executive Board for taking the time to come out to the Pomona Transit Center for the meeting.
- Reminded members of the Executive Board of the Mt. San Antonio College Transit Center ribbon cutting scheduled for June 28, 2023.

14. BOARD MEMBER COMMENT

Comments by Members of the Foothill Transit Executive Board.

- Member Sternquist stated that it was good to have members of the Pomona Police Department and LA County Sheriff's Department participation in the meeting.



15. **ADJOURNMENT**

Adjournment for the June 27, 2023 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:00 a.m.



August 22, 2023

To: Executive Board

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

Recommendation

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

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

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of June 30, 2023, shows total assets at \$420.67 million. This total consists primarily of \$225.56 million in fixed assets, \$146.30 million in cash and investments and \$48.36 million in receivable and prepaid assets. Foothill Transit's cash position of \$146.30 million is \$3.14 million less than the previous month, and is \$27.85 million more than last year in June.

Liabilities

The accounts payable balance is \$12.43 million. Accounts Payables include operation and maintenance expenses for \$10.87 million and \$0.56 million for fuel.

The deferred revenue of \$81.14 million represents funds that are reserved for planned capital expenditures, such as, upcoming bus procurements and construction activities.

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$54.97 million in liquid accounts held with Bank of the West; \$11.38 million in interest bearing money market accounts with Bank of the West; \$68,117 with Chase; and \$65.27 million invested in the Local Agency Investment Fund (LAIF). On



June 1, 2023, Foothill Transit invested \$14.61 million in a 6-month US Treasury Bill with par value of \$15 million. The bill will mature on November 30, 2023.

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)

June 2023, fare revenues ended the year less than the planned budget at \$7,915,036 vs a budget of \$9,046,200. This is due to several unplanned factors during the year. First, while the fare sale during the first quarter of FY2023 was successful in increasing ridership, the lower prices impacted the overall fare revenues. Second, the popular GoPass program, allowing students to ride for free, resulted in minimal reimbursement and impacted fare revenues more than was originally anticipated.

Revenues for FY23 reflect application of the American Rescue Plan Act (ARPA) federal funds. The budget anticipated spending approximately \$16 million of the emergency federal funds on operating expenses. As the year progressed, the Federal Transit Administration encouraged transit operators to draw those funds down as quickly as possible. Therefore, Foothill Transit spent all \$48 million from the 3rd allocation of funds during FY23.

Operating costs through June 2023 were \$115.74 million, which is \$7.41 million less than the budget and \$12.33 million more than June 2022. The actual expenditures were less than the budget due to lower than planned service delivery resulting from bus operator shortages. This employment challenge is being experienced by Transit Operators nationwide. Of the \$115.74 million operating expenses, \$83.83 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel, which was \$12.48 million through June 2023.

Capital expenditures through June were \$44.16 million compared with \$10.93 million last year at this time. The annual budget for capital expenditures included the procurement and construction of 33 hydrogen fuel cell buses and a hydrogen fueling station, construction of the Mt. San Antonio College Transit Center, security enhancements at the Arcadia-Irwindale and Pomona



operations and maintenance facilities, and CNG equipment replacement at the Pomona operations and maintenance facility.

Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of June 2023; they do not reflect the total expense incurred for the month. If an expense has incurred but not yet invoiced or paid, Foothill Transit accrues the expense to track the expenses properly during the month in which they actually occurred. Total disbursements for June 2023 were \$13.43 million. Capital disbursements totaled \$4.03 million and other significant disbursements include \$3.33 million to Keolis and \$4.47 million to Transdev for bus operating services.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Chief Executive Officer

Attachments

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

Assets

Current Assets:

Cash	\$146,297,718
Due from government agencies	43,125,736
Other receivables	3,026,626
Other assets	2,212,395
Total Current Assets	\$194,662,475

Non current Assets:

Notes receivable	\$447,393
Property & Equipment (net of depreciation)	225,555,865
Total Non Current Assets	\$226,003,259

Total Assets	\$420,665,734
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Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	\$12,431,196
Deferred Revenue	81,142,307
Total Liabilities	\$93,573,503

Equity

Fund Balance:

Investment in Capital Assets	\$225,555,865
Current Year Change	67,965,005
Excise Tax Credit	0
Reserve	33,571,360
Total Equity	\$327,092,230

Total Liabilities and Equity	\$420,665,734
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**Summary of Cash and
Investment Account
For June 30, 2023**

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$38,871,827
Petty Cash	N/A	N/A	1,200
Revolving Fund - Transit Stores	N/A	N/A	400
Bank of the West-Excise Tax/LCFS #1106	N/A	Demand Deposit	16,099,481
Bank of the West-Money Market #1110	2.38%	Demand Deposit	5,071,322
Bank of the West-Money Market #1111	2.38%	Demand Deposit	5,030,770
Bank of the West-LCTOP #1108	1.85%	Demand Deposit	1,273,831
Chase Business Saving #1109	0.01%	Demand Deposit	68,117
LAIF Investment #1141	3.36%	Demand Deposit	65,269,920
Total Cash and Investments			<u>\$131,686,868</u>
 Investments:			
Bank of the West-US Treasury Bill			
1 Maturity - 11/30/2023 - 6 months	5.371%	US Treasury Bill	14,610,850.00
			-
Subtotal Investments			<u>14,610,850.00</u>
Total Cash and Investments			<u>146,297,717.94</u>

Foothill Transit
Statement of Revenue and Expense
For Month Ended June 2023

	Actual YTD June 2023	Budget YTD June 2023	Variance
Fare Revenue			
Farebox	\$3,609,491	\$4,013,500	(10.07%)
Pass Sales	1,691,564	2,072,900	(18.40%)
TAP Cash Purse	2,189,704	2,258,300	(3.04%)
MetroLink & Access Service	259,466	309,100	(16.06%)
EZ Transit Pass	164,812	392,400	(58.00%)
Total Operating Revenue	\$7,915,036	\$9,046,200	(12.50%)
Operating Subsidies and Other			
Federal ARPA 5307	\$48,462,033	\$16,154,011	200.00%
Transportation Development Act	0	\$26,745,865	(100.00%)
State Transit Assistance (STA)	4,201,163	4,201,163	0.00%
Senate Bill 1 - STA	3,267,887	3,267,887	0.00%
Senate Bill 1 - STA BSCP	361,073	361,073	0.00%
Prop A 40% Discretionary	5,223,879	18,816,891	(72.24%)
Prop A 40% BSCP	6,467,657	6,467,657	0.00%
Prop A Exchange	1,750,000	0	0.00%
Prop C BSIP	1,007,098	1,007,098	0.00%
Prop C Base Restructuring	2,163,140	2,163,140	0.00%
Prop C Transit Service Expansion	360,470	360,470	0.00%
Transit Security	1,321,336	1,321,336	0.00%
Measure R	16,633,418	16,633,418	0.00%
Measure M	16,607,341	16,607,341	0.00%
Total Subsidies and Other	\$107,826,495	\$114,107,350	(5.50%)
Total Operating Revenue	\$115,741,532	\$123,153,550	(6.02%)
Other Revenues			
Gain on Sale of Fixed Assets	\$62,098	\$0	0.00%
Miscellaneous Transit Revenues	2,940,626	0	0.00%
Auxiliary Revenue	\$1,095,224	784,500	39.61%
Total Other Revenues	\$4,097,948	\$784,500	422.36%
Total Operating and Other Revenues	\$119,839,480	\$123,938,050	(3.31%)
Operating Expenses			
Customer Service & Operations	\$99,574,303	\$105,343,720	(5.48%)
Maintenance & Vehicle Technology	1,124,962	1,324,030	(15.03%)
Marketing & Communications	2,092,894	2,396,200	(12.66%)
Information Technology	2,052,697	2,509,030	(18.19%)
Administration	1,718,099	2,085,120	(17.60%)
Procurement	891,027	942,270	(5.44%)
Government Relations	507,471	795,670	(36.22%)
Finance	1,881,977	2,094,780	(10.16%)
Safety & Security	2,678,591	1,917,190	39.71%
Planning	1,357,776	1,647,470	(17.58%)
Facilities	1,861,735	2,098,070	(11.26%)
Total Operating Expenses	\$115,741,532	\$123,153,550	(6.02%)
Other Expenses			
Property Management	\$464,500	\$464,500	0.00%
Special Services	398,731	320,000	0.00%
Total Other Expenses	\$863,231	\$784,500	10.04%
Total Operating and Other Expenses	\$116,604,763	\$123,938,050	(5.92%)
Capital Revenues			
Capital Grants	\$44,157,830	\$82,294,098	(46.34%)
Capital Expenditures			
Capital Expenditures	\$44,157,830	\$82,294,098	(46.34%)

Bank Acc. - Detail Trial Bal.

8/9/2023

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Period: 06/01/23..06/30/23

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Foothill Transit

ATTACHMENT D

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 06/01/23..06/30/23

Posting Date	Document Type	Document No.	Description	Amount	Entry No.
06/01/23	Payment	W000799	Walnut Valley Water District ZBA	78.44	854464
06/01/23	Payment	W000800	Southern California Edison Co. ZBA	85.07	854466
06/01/23	Payment	W000801	Walnut Valley Water District ZBA	107.17	854468
06/02/23	Payment	60000	J.J. Keller and Associates, Inc.	573.33	850883
06/02/23	Payment	60001	Thompson Coburn LLP	445.62	850885
06/02/23	Payment	60002	Dean Gazzo Roistacher LLP	9,954.00	850887
06/02/23	Payment	60003	AT and T - 5075	39.30	850889
06/05/23	Payment	2616V	Bizfed Institute	5,000.00	850968
06/05/23	Payment	E100751	Keolis Transit America, Inc.	6,879.95	851354
06/05/23	Payment	E100752	Transdev Services, Inc.	7,825.70	851356
06/05/23	Payment	E100753	Transdev Services, Inc.	8,400.03	851358
06/05/23	Payment	E100754	Access Pacific, Inc.	731,676.72	851360
06/05/23	Payment	60004	Cynthia A. Sternquist	237.32	851617
06/05/23	Payment	60005	FEDEX Corp.	32.65	851619
06/05/23	Payment	60006	Lewis Engraving	2,390.99	851621
06/05/23	Payment	2616V	Bizfed -Reverse void check	-5,000.00	853610
06/05/23	Payment	2617V	Bizfed- correct void check	-5,000.00	853612
06/05/23	Payment	W000802	Azusa light & Water ZBA	51.10	854470
06/05/23	Payment	W000803	Azusa light & Water ZBA	85.14	854472
06/05/23	Payment	W000804	Azusa light & Water ZBA	85.14	854474
06/05/23	Payment	W000805	Azusa light & Water ZBA	115.59	854476
06/05/23	Payment	W000806	Azusa light & Water ZBA	230.30	854478
06/06/23	Payment	60007	Tri - Signal Integration, Inc.	752.77	851545
06/06/23	Payment	60008	Green Thumb Indoor Plant	449.75	851552
06/06/23	Payment	60009	Gotcha Media Holdings, LLC	6,980.00	851554
06/06/23	Payment	60010	Commercial Building Management Services, Inc.	4,522.00	851556
06/06/23	Payment	W000807	Southern California Edison Co. ZBA	200.64	854480
06/06/23	Payment	W000808	Southern California Edison Co. ZBA	452.72	854482
06/06/23	Payment	W000809	Verizon Business ZBA	1,513.60	854484
06/06/23	Payment	W000810	Verizon Business ZBA	2,227.63	854486
06/06/23	Payment	W000811	Verizon Business ZBA	4,746.10	854488
06/07/23	Payment	E100755	Keolis Transit America, Inc.	49,228.85	851558
06/07/23	Payment	E100756	Powell Consulting DC, LLC	5,500.00	851560
06/07/23	Payment	W000812	Frontier ZBA	230.02	854490
06/08/23	Payment	60011	American Air Liquide Holdings, Inc.	40,957.70	851623
06/08/23	Payment	60012	Center for Transportation and the Environment, Inc	9,170.50	851625
06/08/23	Payment	60013	ECAMSECURE	13,517.34	851627
06/08/23	Payment	60014	BizFed Institute	5,000.00	851629
06/08/23	Payment	60015	Questivity Inc	30,578.01	851631
06/08/23	Payment	60016	Thompson Coburn LLP	5,320.38	851633
06/08/23	Payment	60017	Green Thumb Indoor Plant	213.00	851635

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Foothill Transit

ATTACHMENT D

Posting Date	Document Type	Document No.	Description	Amount	Entry No.
06/08/23	Payment	60018	County of L.A. - Sheriff's Dept.	69,570.44	851637
06/08/23	Payment	W000813	Charter Communications Inc. ZBA	185.97	854492
06/08/23	Payment	W000814	AT and T -5019 ZBA	516.58	854494
06/08/23	Payment	W000815	Universal Waste Systems ZBA	4,267.18	854496
06/09/23	Payment	60019	CDW Government Inc.	3,631.05	851639
06/09/23	Payment	60020	Day - Lite Maintenance Co. Inc.	108.00	851641
06/09/23	Payment	60021	HD Supply Facilities Maintenance	488.33	851643
06/09/23	Payment	E100757	Keolis Transit America, Inc.	1,154,934.33	851646
06/09/23	Payment	E100758	Transdev Services, Inc.	1,512,172.14	851648
06/09/23	Payment	W000816	Southern California Edison Co. ZBA	247.27	854498
06/09/23	Payment	W000817	Southern California Edison Co. ZBA	644.80	854500
06/09/23	Payment	W000818	The Gas Co. ZBA	996.89	854502
06/09/23	Payment	W000819	Southern California Edison Co. ZBA	1,395.73	854504
06/09/23	Payment	W000820	Frontier ZBA	3,222.69	854506
06/09/23	Payment	W000821	Southern California Edison Co. ZBA	11,047.10	854508
06/12/23	Payment	W000822	Frontier ZBA	407.21	854510
06/13/23	Payment	60022	R2BUILD	80,721.50	851962
06/13/23	Payment	60023	Weatherite Corporation	565.00	851964
06/13/23	Payment	60024	Christopher Pieper	61.34	851966
06/13/23	Payment	60025	Crown Castle USA Inc.	952.50	851968
06/13/23	Payment	60026	Finley and Cook, PLLC	6,816.00	851970
06/13/23	Payment	60027	Amazon Web Services, Inc	736.95	851972
06/13/23	Payment	E100759	Transdev Services, Inc.	9,636.10	851974
06/13/23	Payment	E100760	Keolis Transit America, Inc.	14,500.00	851976
06/13/23	Payment	E100761	Darold D. Pieper Attorney at Law	8,930.00	851978
06/13/23	Payment	E100762	Stantec Consulting Services Inc.	3,869.25	851980
06/13/23	Payment	E100763	Keolis Transit America, Inc.	462.91	851982
06/13/23	Payment	E100764	Keolis Transit America, Inc.	109,792.39	851984
06/13/23	Payment	E100765	Keolis Transit America, Inc.	106,038.47	851986
06/13/23	Payment	W000823	At and T-5025 ZBA	635.93	854512
06/13/23	Payment	W000824	Frontier ZBA	784.09	854514
06/13/23	Payment	W000825	Frontier ZBA	1,709.00	854516
06/13/23	Payment	W000826	Verizon Wireless ZBA	3,524.02	854518
06/13/23	Payment	W000827	Verizon Wireless ZBA	15,071.72	854520
06/14/23	Payment	60028	Apollo Electric	2,973.00	851988
06/14/23	Payment	60029	Home Depot Credit Services	846.16	851990
06/14/23	Payment	60030	Weatherite Corporation	668.00	851992
06/14/23	Payment	60031	Zonar Systems Inc.	42.00	851994
06/14/23	Payment	60032	Jorge Anthony Quintana Jr.	372.87	851997
06/14/23	Payment	W000828	International City Management Assoc. Retirement Co	72,332.20	854522
06/15/23	Payment	60033	Skyline Pest Control	185.00	851999
06/15/23	Payment	60034	Schindler Elevator Corporation	2,980.79	852001
06/15/23	Payment	60035	United Site Services of California, Inc.	538.67	852003
06/15/23	Payment	60036	Azteca Landscape	4,614.96	852005
06/15/23	Payment	60037	Lourdes L. Alvarez	61.00	852007
06/15/23	Payment	60038	Petrolink Inc	912.72	852009

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Posting Date	Document Type	Document No.	Description	Amount	Entry No.
06/15/23	Payment	60039	Dean Gazzo Roistacher LLP	3,819.10	852011
06/15/23	Payment	60040	Staples Business Adv.-Dept. LA	192.29	852013
06/15/23	Payment	60041	FEDEX Corp.	42.62	852015
06/15/23	Payment	60042	Corodata Records Management, Inc.	88.00	852018
06/15/23	Payment	60043	Concur Technologies, Inc.	2,505.05	852020
06/15/23	Payment	E100766	Translating Services, Inc.	114.55	852022
06/15/23	Payment	W000829	Wright Express ZBA	182.39	854524
06/15/23	Payment	W000830	Verizon Business - 15043 ZBA	1,425.29	854526
06/15/23	Payment	W000831	Verizon Business - 15043 ZBA	5,091.33	854528
06/16/23	Payment	60044	Thomas J. Koontz	3,280.00	852024
06/16/23	Payment	60045	Covina Downtown Merchants Association	2,500.00	852026
06/16/23	Payment	W000832	Athens Services ZBA	227.61	854530
06/16/23	Payment	W000833	AT and T - 5025 ZBA	1,123.97	854532
06/16/23	Payment	W000834	Athens Services ZBA	1,261.24	854534
06/19/23	Payment	60046	Pulsar Advertising	24,647.00	852028
06/19/23	Payment	60047	San Gabriel Valley Newspaper	137.93	852034
06/19/23	Payment	60048	Deanna Forrest	250.39	852036
06/19/23	Payment	60049	Town Square Publication LLC	2,595.00	852038
06/19/23	Payment	60050	Ashlien Savage	3,529.55	852040
06/19/23	Payment	60051	Skyline Pest Control	115.00	852042
06/19/23	Payment	60052	Instant Signs Inc.	5,368.25	852044
06/19/23	Payment	E100767	Clean Energy	51,828.36	852170
06/19/23	Payment	E100768	Clean Energy	271,075.64	852172
06/19/23	Payment	E100769	Clean Energy	168,406.48	852174
06/19/23	Payment	E100770	Clean Energy	86,391.31	852176
06/19/23	Payment	E100771	Clean Energy	53,237.67	852178
06/19/23	Payment	E100772	Metrokinetics, Inc.	1,969.00	852180
06/19/23	Payment	E100773	Transdev Services, Inc.	23,412.42	852182
06/19/23	Payment	E100774	Transdev Services, Inc.	5,354.21	852184
06/19/23	Payment	E100775	Transdev Services, Inc.	5,354.21	852186
06/19/23	Payment	E100776	Transdev Services, Inc.	3,319.65	852188
06/19/23	Payment	E100777	Transdev Services, Inc.	5,098.73	852190
06/19/23	Payment	E100778	Transdev Services, Inc.	9,636.10	852192
06/19/23	Payment	E100779	Keolis Transit America, Inc.	2,155,903.37	852194
06/19/23	Payment	E100780	Transdev Services, Inc.	2,742,731.16	852196
06/20/23	Payment	60053	Matthew Nakano	235.74	852046
06/20/23	Payment	W000835	Southern California Edison Co. ZBA	18,481.98	854536
06/21/23	Payment	60054	San Gabriel Valley Economic	6,000.00	852198
06/21/23	Payment	60055	C.O.M.T.O - Alexandria	15,000.00	852200
06/21/23	Payment	60056	Matthew Nakano	41.82	852202
06/21/23	Payment	60057	Newage PHM, LLC	244.97	852204
06/21/23	Payment	E100781	Keolis Transit America, Inc.	341.39	852465
06/21/23	Payment	E100782	Transdev Services, Inc.	178,468.55	852467
06/21/23	Payment	E100783	Keolis Transit America, Inc.	31,561.99	852469
06/21/23	Payment	W000836	Southern California Edison Co. ZBA	1,846.57	854538
06/22/23	Payment	60058	Thompson Coburn LLP	397.76	852471
06/22/23	Payment	60059	Zonar Systems Inc.	6,103.00	852473
06/22/23	Payment	60060	Sabrina Ashley Muhne	2,294.71	852476

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Posting Date	Document Type	Document No.	Description	Amount	Entry No.
06/22/23	Payment	60061	San Gabriel Valley Newspaper	7,817.27	852478
06/22/23	Payment	60062	Rodger's Food Service	972.40	852481
06/22/23	Payment	60063	A1 Event & Party Rentals	211.20	852484
06/22/23	Payment	60064	Thomas J. Koontz	402.41	852486
06/22/23	Payment	60065	The Rays the Mark Foundation Inc.	5,000.00	852488
06/22/23	Payment	60066	Birdi Systems, Inc.	4,055.00	852490
06/22/23	Payment	60067	Steven Leonard Gandara	96.41	852492
06/22/23	Payment	60068	Pre-Paid Legal Services, Inc	163.50	852494
06/22/23	Payment	60069	City of West Covina	1,016.00	852496
06/22/23	Payment	60070	Southern California Public Radio	13,800.00	852498
06/22/23	Payment	60071	Industry Public Utility Commission	1,193.10	852500
06/22/23	Payment	60072	CA Newspaper Service Bureau	118.57	852502
06/22/23	Payment	60073	Linda Garrison	675.00	852504
06/22/23	Payment	W000837	Waste Management Collection & Recycling ZBA	675.39	854540
06/22/23	Payment	W000854	State Compensation Insurance Fund	3,928.99	854542
06/23/23	Payment	60074	ECAMSECURE	25,349.77	852564
06/23/23	Payment	60075	AFLAC	2,003.76	852568
06/23/23	Payment	60076	Thompson Coburn LLP	50,020.25	852570
06/23/23	Payment	60077	Alta Planning + Design, Inc.	6,835.00	852572
06/23/23	Payment	60078	Stantec Architecture	11,376.75	852574
06/23/23	Payment	60079	J.J. Keller and Associates, Inc.	573.33	852577
06/23/23	Payment	60080	Cintas Corporation 25	288.63	852579
06/23/23	Payment	W000838	Suburban Water Systems ZBA	175.75	854544
06/23/23	Payment	W000839	Suburban Water Systems ZBA	407.11	854546
06/23/23	Payment	W000840	Suburban Water Systems ZBA	658.99	854548
06/23/23	Payment	W000855	Bankcard Center-Bank of the West	24,029.49	854550
06/24/23	Payment	W000841	New Flyer of America	88,332.78	854552
06/26/23	Payment	60081	ACC Business	1,080.53	852581
06/26/23	Payment	60082	Digium Cloud Services, LLC	2,793.66	852583
06/26/23	Payment	60083	City of Azusa	33,750.68	852586
06/26/23	Payment	60084	Colley Auto Cars Inc.	7,075.00	852590
06/26/23	Payment	60085	Allied Administrators for Delta Dental	7,018.09	852592
06/26/23	Payment	60086	Vision Service Plan - (CA)	1,548.23	852594
06/26/23	Payment	60087	Landmark Healthplan of California, Inc.	1,130.16	852596
06/26/23	Payment	60088	CA Newspaper Service Bureau	114.61	852598
06/26/23	Payment	60089	BroadLux Inc.	4,348.20	852600
06/26/23	Payment	E100784	Access Pacific, Inc.	807,149.19	852602
06/26/23	Payment	W000842	Southern California Edison Co. ZBA	859.62	854554
06/26/23	Payment	W000843	Southern California Edison Co. ZBA	9,932.10	854556
06/27/23	Payment	E100785	Transdev Services, Inc.	5,343.51	852604
06/27/23	Payment	E100786	Transdev Services, Inc.	5,343.51	852606
06/27/23	Payment	W000844	Frontier ZBA	62.09	854558
06/27/23	Payment	W000845	Ready Refresh ZBA	73.34	854560
06/27/23	Payment	W000846	Quadient Finance USA, Inc.	260.06	854562
06/28/23	Payment	2200V	Pulsar Advertising	-6,401.50	852608
06/28/23	Payment	60090	Pulsar Advertising	6,401.50	852610
06/28/23	Payment	60091	Birdi Systems, Inc.	6,395.00	852612

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Foothill Transit

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Posting Date	Document Type	Document No.	Description	Amount	Entry No.
06/28/23	Payment	60092	Thomas J. Koontz	5,160.00	852614
06/28/23	Payment	60093	Del Rey Chemical	571.90	852616
06/28/23	Payment	60094	Adt Security Services, Inc.	216.69	852618
06/28/23	Payment	60095	Metrolink	6,630.75	852620
06/28/23	Payment	60096	Stantec Architecture	536.25	852623
06/28/23	Payment	60097	County of L.A. - Sheriff's Dept.	71,615.57	852625
06/28/23	Payment	60098	Houalla Enterprises, Ltd.	309,290.65	852627
06/28/23	Payment	60099	Southern California Public Radio	26,200.00	852629
06/28/23	Payment	60100	ODP Business Solutions, LLC	140.44	852631
06/28/23	Payment	60101	South Coast AQMD	1,675.08	852633
06/28/23	Payment	60102	FEDEX Corp.	27.34	852636
06/28/23	Payment	60103	Newage PHM, LLC	7,719.29	852638
06/28/23	Payment	60104	Gotcha Media Holdings, LLC	425.00	852640
06/28/23	Payment	E100787	MCG & Associates	1,860.00	853614
06/28/23	Payment	W000847	Walnut Valley Water District ZBA	107.17	854564
06/28/23	Payment	W000848	Charter Communications Inc. ZBA	1,315.00	854566
06/28/23	Payment	W000849	AT and T - 5025 ZBA	3,773.86	854568
06/28/23	Payment	W000850	International City Management Assoc. Retirement Co	54,957.29	854570
06/29/23	Payment	60105	CaliforniaChoice Benefit Administration	71,119.62	853616
06/29/23	Payment	60106	Leverage Information Systems, Inc.	8,696.71	853618
06/29/23	Payment	60107	Apollo Electric	14,425.00	853620
06/29/23	Payment	60108	Psomas	31,480.75	853622
06/29/23	Payment	60109	City of Pomona - Passes	1,500.00	853624
06/29/23	Payment	60110	Omnitrans	7,104.00	853626
06/29/23	Payment	W000851	Walnut Valley Water District ZBA	163.46	854572
06/29/23	Payment	W000852	Frontier ZBA	3,334.00	854574
06/30/23	Payment	60111	MRC Smart Technology Solutions	22.81	853628
06/30/23	Payment	60112	AT and T - 5075	39.30	853630
06/30/23	Payment	60113	Insight Public Sector, Inc.	1,968.25	853632
06/30/23	Payment	60114	Amazon Web Services, Inc	743.23	853634
06/30/23	Payment	60115	Dell Marketing LP	4,345.49	853636
06/30/23	Payment	E100788	Life Insurance Company of North America	1,366.88	854575
06/30/23	Payment	W000853	New Flyer of America	1,578,740.63	854578
General Checking				13,425,985.01	



August 22, 2023

To: Executive Board

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

Recommendation

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

Analysis

As of June 30, 2023, Foothill Transit is \$7.4 million under the approved year-to-date operating budget of \$123.2 million. Please note that these are unaudited results and could change slightly once the Annual Comprehensive Financial Report (ACFR) is finalized.

Operating Accomplishments

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

Operating accomplishments during the fourth quarter included the following: continued daily operations of all Foothill Transit service; implementation of a new operating and maintenance contract at the Pomona facility; and continued deployment of hydrogen fuel cell buses into service. All team members continue to play a vital role in delivering Foothill Transit's mission while also remaining within fiscal constraints.

Capital Program Accomplishments

Capital achievements during the fourth quarter of FY2023 included continuation of the bus heavy maintenance program; final delivery of Foothill Transit's hydrogen fuel cell buses; commissioning of the hydrogen fueling station at the Pomona operations and maintenance facility; safety improvements at all Foothill Transit facilities; the grand opening of the Mt. San Antonio College Transit Center; and the purchase and installation of information technology equipment essential for business continuity.



Budget Impact

The most significant operating underruns are Purchased Transportation costs resulting from missed trips due to a staffing shortage. In addition, Foothill Transit has experienced cost savings related to capital project enhancements that will lead to more efficient Information Technology operations, less use of professional consulting services, and less than planned hydrogen fuel use as construction of the hydrogen fueling station was delayed.

Foothill Transit collected \$7.9 million of fare revenues through the fourth quarter of FY2023. This is under the targeted fare revenue of \$9.0 million. We can attribute this to lower fare prices during the fare sale and increased enrollment in the GoPass program which allows students to ride for free and results in minimal reimbursement to Foothill Transit.

Staff have reviewed the figures reported, however these figures are unaudited. Foothill Transit's audited financial performance will be included in the Annual Comprehensive Financial Report (ACFR) for 2023. Foothill Transit has completed the year within the approved operating budget for FY2023 and all budget savings will allow for the reallocation of revenues to be applied to Fiscal Year 2024 expenses.

Sincerely,

Jorge Quintana
Budget and Grants Manager

Doran J. Barnes
Chief Executive Officer

Michelle Lopes Caldwell
Director of Finance & Treasurer

Attachment

TOTAL BUDGET BY DEPARTMENT
FY2023 Quarterly Budget Variance Report QTR 4
07/01/2022 to 06/30/2023

DEPARTMENTS	Budget Y-T-D	Actual Y-T-D	Variance Fav(unf)
Customer Service & Operations	\$ 105,343,720	\$ 99,574,303	\$ 5,769,417
Maintenance & Vehicle Technology	1,324,030	1,124,962	199,068
Marketing and Communications	2,396,200	2,092,894	303,306
Information Technology	2,509,030	2,052,697	456,333
Administration	2,085,120	1,718,099	367,021
Procurement	942,270	891,027	51,243
Government Relations	795,670	507,471	288,199
Finance	2,094,780	1,881,977	212,803
Safety and Security	1,917,190	2,678,591	(761,401)
Planning	1,647,470	1,357,776	289,694
Facilities	2,098,070	1,861,735	236,335
TOTAL	\$ 123,153,550	\$ 115,741,532	\$ 7,412,018



August 22, 2023

To: Executive Board

Subject: **August 2023 Procurement Monthly Report**

Recommendation

Receive and file the Procurement Monthly Report for August 2023.

Awarded Procurements:

Since the last Executive Board meeting on June 27, 2023, there have been five awards of agreements over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

- Birdi Systems, Inc. was awarded Contract No. 23-046 for video security and access control maintenance services. The Independent Cost Estimate for this solicitation was \$180,982.00. The contract is in the amount of \$115,644.00 for two years, and was the lowest responsive and responsible bid of the two respondents to the solicitation.
- Impex Technologies was awarded Contract No. 23-082 for the renewal and support of Nutanix licenses. The Independent Cost Estimate for this solicitation was \$196,859.19. The contract is in the amount of \$115,035.41, and was the lowest responsive and responsible price of the eight respondents to the solicitation.
- Fisher Wireless Services, Inc. was awarded Contract No. 23-084 for bus mobile radio back-up services. The Independent Cost Estimate for this solicitation was \$180,282.00. The contract is in the amount of \$96,186.00 for one year, and the vendor is sole authorized regional vendor for the mobile carrier's services.
- Remix Technologies, LLC was awarded Contract No. 23-093 for the renewal of licenses and support for planning and route management software. The Independent Cost Estimate for this solicitation was \$417,000.00. The contract is in the amount of \$121,000.00 for three years. Remix Technologies, LLC is the sole creator and distributor of the proprietary software.
- Digital Scepter Corporation was awarded Contract No. 23-095 for the renewal of licenses and support for the firewall. The Independent Cost Estimate for this solicitation was \$99,120.90. The contract is in the amount of \$121,680.40 for one year, and was the lowest responsive and responsible price of the five respondents to the solicitation.



Upcoming Procurements:

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

Sincerely,

Christopher Pieper
Director of Procurement

Doran J. Barnes
Chief Executive Officer



August 22, 2023

To: Executive Board

Subject: **August 2023 Legislative Report**

Recommendation

1. Adopt a SUPPORT position on SB 410; and
2. Receive and file the August 2023 Legislative Report.

Federal Update:

Last month, the House and Senate Committees on Appropriations advanced their respective markups of the FY 2024 Transportation, Housing and Urban Development, and Related Agencies (THUD) Appropriations Bill. The House THUD Appropriations bill passed on July 18 along a 34-27 party-line vote, and the Senate advanced their bill unanimously on July 20 with a 29-0 vote.

The Senate THUD Appropriations Bill appropriates a majority of the public transit and passenger rail funding that was authorized for FY 2024 by the Bipartisan Infrastructure Law (P.L. 117-58), also known as the Infrastructure Investment and Jobs Act (IIJA). The House THUD Appropriations bill contrastingly proposes significantly less transportation funding across the board. Specifically, the Senate THUD Appropriations bill and the IIJA's advance appropriations account for \$21.1 billion toward public transit in FY 2024, reflecting \$2.2 billion more than the House THUD Appropriations bill. The Senate THUD Appropriations bill and the IIJA's advance appropriations provide \$4.05 billion for FY 2024 Capital Investment Grants (CIG), which is \$2.1 billion more than the House THUD Appropriations bill. For FY 2024 passenger and freight rail, the Senate THUD Appropriations bill and IIJA provide a \$16.7 billion investment, \$2 billion more than the House THUD Appropriations bill. The Senate THUD Appropriations also proposes to expand public transit agencies' authority to acquire land prior to completing National Environmental Policy Act review, which is consistent with President Biden's FY 2024 Budget request.

July 31 marked the beginning of the August recess for members of Congress. The Senate will reconvene on September 5, and the House on September 12. The next step of the Senate and House THUD Appropriations bills is to move from the Appropriations Committees to their respective full Senate and House floors for a vote. If Congress cannot agree on an appropriations bill to send to the President by the beginning of FY 2024 on October 1, a continuing



resolution can be expected in order for federal government operations to continue.

Federal Funding and Engagement

Unfortunately, Foothill Transit was unable to secure FY 2023 FTA grant funding or FY 2024 congressional earmarks. At the end of June, the FTA announced 130 awards for its FY 2023 FTA Bus and Bus Facilities and Low- and No-Emission grant programs. Unfortunately, Foothill Transit's application to fund the replacement of 10 retirement-eligible CNG buses and the installation of supporting infrastructure was not among the transit projects selected for award. We thank Congresswomen Grace Napolitano, Judy Chu, Linda Sánchez, and Norma Torres for having supported our FTA grant application and for sending a congressional delegation support letter to FTA Administrator Nuria Fernandez in favor of project funding. Previously, Senator Alex Padilla advanced a \$3.12 million congressionally directed spending request (earmark request) to fund Foothill Transit's replacement of 10 retirement-eligible CNG buses with zero-emissions buses, and for the installation of supporting fueling infrastructure. This project was not selected for inclusion to be advanced within the Senate THUD Appropriations bill that was released on July 20. Nonetheless, we thank Senator Padilla for his advocacy on our behalf for this funding.

On July 27, Foothill Transit had the privilege of hosting a hydrogen fuel cell bus fleet and hydrogen fueling infrastructure site visit at the Pomona Operations and Maintenance Facility for members of the FTA Headquarters, FTA Region 9 Los Angeles Office, and the Office of Management and Budget (OMB). They were given an overview of Foothill Transit's zero-emissions bus deployment history and progress on the implementation of hydrogen fuel cell technology. This served as a great opportunity to share Foothill Transit's perspective at the federal level, and to have our FTA and OMB guests inspect the hydrogen fuel cell bus fleet, hydrogen fuel tank, and hydrogen fueling technology, especially as we rely on federal funding to further expand and implement the program to meet our Innovative Clean Transit regulation in California.

Foothill Transit continues to stay engaged with members of the congressional delegation to ensure frequent communication about its projects and initiatives, including its fuel cell bus and infrastructure expansion initiative and Cal Poly Pomona Bronco Mobility Hub project. In addition to staying engaged with the FTA with their most recent site visit, we have been engaged with both members and staff of our congressional delegation. At the beginning of



this month, we hosted staff visiting from Congresswoman Grace Napolitano's Capitol office, and gave a tour of the zero-emissions fueling infrastructure at both the Arcadia Irwindale Operations and Maintenance Facility and the Azusa Intermodal Transit Center.

State and Local Update:

In Sacramento, Assemblymember Robert Rivas was sworn in on June 30 as Assembly Speaker, taking over from Assemblymember Anthony Rendon. Speaker Rivas was elected to the Assembly in 2018 and represents the 29th Assembly District, which includes the Counties of Monterey, San Benito, Santa Clara, and Santa Cruz.

July 14 marked the last day for bills to be heard in policy committees and the beginning of the Legislature's summer recess. The Legislature reconvened from summer recess on August 14, and has until September 14 for each house to pass bills. Governor Newsom will then have until October 14 to act on bills passed by the Legislature.

Recommend Support Position on SB 410

A **SUPPORT** position on **SB 410 (Powering Up Californians Act)** is recommended. This bill would require the California Public Utilities Commission to establish, by September 30, 2024, reasonable average and maximum target energization time periods to facilitate connecting new customers and upgrading the service of existing customers to the electrical grid. As Foothill Transit continues to advance its zero emissions bus fleet and infrastructure, this bill would be a step forward in addressing growing energization concerns for the transit and transportation industry. For these reasons, a **SUPPORT** position on SB 410 is recommended. The California Transit Association, of which Foothill Transit is a member of, has also taken a support position on this bill. The bill passed the Assembly Committee on Utilities and Energy on July 13, and was re-referred to the Assembly Committee on Appropriations.

State Budget

On July 10, Governor Newsom signed the FY 2024 Budget and related budget-implementing legislation that accounts for a total of over \$5.1 billion over four years. These include AB 102, the Budget Act of 2023, and SB 125, the transportation budget trailer bill.

AB 102 restores \$2 billion to the General Fund to support the Transit and



Intercity Rail and Capital Program (TIRCP), and returns the General Fund amount in the TIRCP program to a total of \$4 billion for FY 2024 and FY 2025. This funding would first flow to regional transportation planning agencies (RTPAs) on a population-based formula for distribution across transit and rail capital projects, with the flexibility to direct up to 100 percent of this funding to operating expenses for agencies in their jurisdiction. AB 102 also establishes \$1.1 billion in new transit funding for a newly created Zero-Emission Transit Capital Program, which would also flow to RTPAs on a population and revenue-based formula. Similar to the flexibility given to TIRCP funding, this Zero-Emissions Transit Capital Program, while proposed for zero-emission vehicles and refueling infrastructure, will receive flexibility for up to 100 percent of this funding to meet operational needs. The details of the Zero-Emission Transit Capital Program are as follows:

- FY 2024 - \$410 million
 - \$220 million - Greenhouse Reduction Fund
 - \$190 million - Public Transportation Account
- FY 2025 - \$230 million
 - \$230 million - Greenhouse Reduction Fund
- FY 2026 - \$230 million
 - \$230 million - Greenhouse Reduction Fund
- FY 2027 - \$230 million
 - \$230 million - Greenhouse Reduction Fund

SB 125, the transportation trailer bill, establishes new accountability and reporting requirements in order to access AB 102, extends statutory relief measures first enacted in 2020 and 2021 for transit agencies through FY 2026, and creates a new statewide Transit Transformation Task Force within the California State Transportation Agency (CalSTA).

The extension of statutory relief measures through FY 2026 included in SB 125 would:

- Extend the hold harmless provision for the calculation and allocation of the State Transit Assistance (STA) Program, Low Carbon Transit Operations Program and STA State of Good Repair allocations;
- Extend the suspension of the Transportation Development Act (TDA) financial penalties for meeting fixed percentages of operating budgets from farebox recovery;



- Extend the suspension of financial penalties associated with the State Transit Assistance (STA) Program requirement that operating cost per revenue vehicle hour may not exceed operating cost per revenue vehicle hour; and
- Extend the flexibility for the use of STA State of Good Repair funds.

This Transit Transformation Task Force established by SB 125 is to have representation from transit operators, local government, and regional planning agencies that seek to create policy recommendations to grow transit ridership and improve the transit ride experience. Under SB 125, LA Metro, as the RTPA for Los Angeles County, would be required to submit, and CalSTA approve by December 31, 2023, a regional short-term financial plan on immediate service retention that must include:

1. A demonstration of how the region will address any operational deficit, using all available funds through FY 2026, based on a 2022 service baseline;
2. Justification for how the region's funding is proposed to be allocated to capital and operational expenses;
3. A detailed breakdown and justification for how the funding is proposed to be distributed between transit operators and among projects;
4. A demonstration of how the plan will mitigate service cuts, fare increases, or layoffs relative to a 2022 service baseline to achieve short-term financial sustainability; and
5. A summary of how the plan will support ridership improvement strategies and focus on riders, such as coordinating schedules and ease of payment and improving cleanliness and safety, to improve the ridership experience.

RTPAs would be further required to compile and submit regionally representative transit operator data to CalSTA by December 31, 2023, including:

1. Existing fleet and asset management plans by transit operator;
2. Revenue collection methods and annual costs involved in collecting revenue for each transit operator and regional transportation planning agency involved;
3. A statement of existing service plan and planned service changes;
4. Expenditures on security and safety measures;
5. Opportunities for service restructuring, eliminating service redundancies, and improving coordination amongst transit operators,



- including, but not limited to, consolidation of agencies or reevaluation of network management and governance structure; and
6. Schedule data in General Fund Feed Specification (GTFS) format to enable full visibility of service and service changes where feasible.

In order to receive allocation of FY 2025 funding, AB 102 and SB 125 require that RTPAs further submit an updated regional short-term financial plan and regionally representative transit operator data to CalSTA by December 2025. CalSTA, in consultation with the Transit Transformation Task Force, will also be required to prepare and submit a report of findings and policy recommendations to the Legislature on or before October 31, 2025.

In addition to these short-term financial plans, in order to receive continued access to TIRCP funding beyond FY 2026, the bills required that RTPAs submit, and CalSTA approve, a long-term financial plan that can demonstrate sustainable transit operations without non-formula state funding or additional discretionary state funding. These long-term financial plans are required to include:

1. Demonstration of the implementation of ridership retention and recovery strategies, including, but not limited to, policies that prioritize safety and cleanliness and streamlined coordination between transit operators, such as schedule coordination, operational management, and site sharing, to improve rider experience; and
2. A five-year forecast of operating funding requirements with detail on all sources of funding proposed for operations, including any new local and regional funding sources being pursued and the progress and improvements implemented since the last submitted regional short-term financial plan.

In order to receive funding in AB 102, RTPAs would be required to post a summary of monthly ridership data consistent with the data submitted to the National Transit Database from all its transit operators on its website during entirety of the period for which it would receive these funds.

Furthermore, the accountability and reform requirements also require RTPAs receiving Zero-Emission Transit Capital Program funds established by AB 102 to submit a detailed report on the use of those funds from the previous fiscal year to CalSTA by October 31 of each year, including:

1. How much funding was used for operating costs;



2. The number type, date, and location of zero-emission buses, trains, or other vehicles purchased;
3. The number, type, data, and location of electric charging stations or hydrogen fueling stations installed;
4. The nameplate capacity of installed equipment in kilowatts for electric charging stations and kilograms per day for hydrogen fueling stations; and
5. The total costs and the source of funding for vehicles and equipment purchased using these funds.

Tracked State Bills

The following is an update on bills that Foothill Transit has taken positions on.

Bills Supported by Foothill Transit

- **AB 1377** would require tracking and documenting data of the State's Housing, Assistance, and Prevent program activities in providing services to people experiencing homelessness on transit facilities owned and operated by a transit agency. The Senate Housing Committee passed this bill and is currently in the Senate Appropriations committee.
- **SB 617** would authorize transit agencies to utilize the progressive design-build procurements for capital projects over \$5 million, for up to 15 projects through January 1, 2029. The Assembly Local Government Committee passed this bill and is currently in the Assembly Appropriations committee.

Bills Opposed by Foothill Transit

- **AB 819** would reduce misdemeanors to infractions for a third of subsequent transit fare evasion violation. The bill is still in the Senate Appropriations Committee and ordered to third reading in early July.

State and Local Engagement

Foothill Transit continues to engage with its state and local delegation to advocate for and support its initiative and funding needs. We are currently working collaboratively with local municipal operators to address the funding implications that are expected to arise as a result of SB 102 and SB 125.

Sincerely,

Yoko J. Igawa
Director of Government Relations

Doran J. Barnes
Chief Executive Officer



August 22, 2023

To: Executive Board

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

Recommendation

Adopt the following resolution:

Resolution No. 2023-01: Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program (Attachment A).

Analysis

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

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

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

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



Budget Impact

This resolution will enable Foothill Transit to submit an allocation request of \$917,347 to fund the repair and rehabilitation of Foothill Transit's fleet and facilities as approved under Project 0167 - Fleet Heavy Maintenance - 2.

Sincerely,

Michelle Lopes Caldwell
Director of Finance & Treasurer

Doran J. Barnes
Chief Executive Officer

RESOLUTION #2023-01

**APPROVING THE PROJECT LIST FOR FY 2023-2024
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

WHEREAS, Senate Bill 1 (SB1), the Road Repair and Accountability Act 2017, establishing the State of Good Repair (SGR) program to fund eligible transit maintenance, rehabilitation and capital project activities that maintain the public transit system in a state of good repair; and

WHEREAS, the Los Angeles County Metropolitan Transportation Authority is an eligible project sponsor and may receive and distribute State Transit Assistance - State of Good Repair funds to Foothill Transit for eligible transit capital projects;

WHEREAS, the Los Angeles County Metropolitan Transportation Authority distributing SGR funds to Foothill Transit under its regional jurisdiction; and

WHEREAS, the Los Angeles County Metropolitan Transportation Authority concurs with and approves the attached project list for the State of Good Repair Program funds; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Board of Foothill Transit hereby approves the SB1 State of Good Repair Project, 0167 - Fleet Heavy Maintenance - 2, for FY 2023-2024; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Director of Finance is hereby authorized to submit a request for Scheduled Allocation of the SB1 State of Good Repair funds and to execute the related grant applications, forms and agreements.

[Continued on page 2.]

Attachment A

Adoption. PASSED AND ADOPTED at a Regular Meeting of the Executive Board held on August 22, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

CORY MOSS, CHAIR

APPROVED AS TO FORM:
DAROLD PIEPER, GENERAL COUNSEL

ATTEST:
CHRISTINA LOPEZ, BOARD SECRETARY

By:_____

By:_____



August 22, 2023

To: Executive Board

Subject: **Authorization to Issue Invitation for Bids for Pomona Operations and Maintenance Facility Steam Bay Lift Replacement**

Recommendation

Authorize the Chief Executive Officer to issue IFB No. 24-013 for construction services related to the replacement of the steam bay lift at the Pomona Operations & Maintenance Facility.

Analysis

Foothill Transit maintains a high standard of maintenance and state of good repair for all capital assets. The Pomona O&M Facility has been in operation since 1997 and as maintenance equipment continues to be used daily and maintained according to the manufacturer’s recommendation, some of these various equipment will reach its useful life. As such, equipment will need to be replaced if it can no longer be maintained properly.

It is Foothill Transit’s standard practice to ensure every bus that leaves the operation and maintenance facility for service is clean inside and out for customers to ride. Part of the bus washing process includes buses going through a steam bay where washing of the undercarriage takes place. Typically, this is done by raising the bus to access the undercarriage for power washing using a lift. The Pomona O&M Facility is equipped with a steam bay lift, however; the lift was decommissioned due to bus weight exceeding the original lift capacity.

Foothill Transit is working with our design consultants to complete plans to remove the existing lift and replace it with new lift equipment. Plans are being finalized and will be submitted for City of Pomona plan check review in the coming weeks.

IFB No. 24-013 is being issued for bids from qualified construction contractors to replace the existing steam bay lift and modify existing structural supports to support the new lift at the Pomona O&M Facility.



Budget Impact

The approved FY23-24 Business Plan includes funding for construction activities related to the Pomona O&M Facility steam bay lift replacement in Project #0182 for a life-of-project budget of \$730,000.

Sincerely,

Vincent Saucedo
Capital Projects Manager

Doran J. Barnes
Chief Executive Officer

Michelle Lopes Caldwell
Director of Finance & Treasurer

Chris Pieper
Director of Procurement



August 22, 2023

To: Executive Board

Subject: **Authorization to Issue Invitation for Bids for Administrative Office Second Floor Reception Area and Third Floor Conference Room Renovations**

Recommendation

Authorize the Chief Executive Officer to issue IFB No. 23-097 for construction services related to renovation of the Administrative Office 2nd floor reception area and 3rd floor conference room.

Analysis

In 2007, Foothill Transit moved into its current Administrative Office Building in West Covina. Since that time, the agency's office space needs have changed. To address the additional space, Foothill Transit has engaged our on-call architecture and engineering consultants for select redesign of second and third floor spaces. The second floor reception area is underutilized and would be converted into a conference room for additional meeting space. In addition, we plan to reconfigure the mailroom area to accommodate additional workstations and expand the call-center area in West Covina. On the third floor, an existing conference room would be converted into two separate offices. Plans are currently under plan check review with the City of West Covina and anticipated to be approved in late August.

IFB No. 23-097 is being issued for bids from qualified construction contractors to remodel select second and third floor reception and conference spaces at Foothill Transit's Administrative Office Building.

Budget Impact

The FY2023-2024 Business Plan and Budget includes funding for construction activities related to the remodeling of the administrative office second and third floor reception and conference spaces in capital projects #0116 and #232 for total life-of-project budgets of \$996,000.

Sincerely,

Vincent Saucedo
Capital Projects Manager

Doran J. Barnes
Chief Executive Director



August 22, 2023

To: Executive Board

Subject: **Authorization to Issue Request for Proposals for Fuel Cell Consulting Services**

Recommendation

Authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for Fuel Cell Consulting Services.

Analysis

As we have expanded our battery electric fleet, battery electric buses have demonstrated range limitations and demanding charging requirements. Data suggests that Fuel Cell buses have ranges that are comparable to conventional CNG buses allowing a one-to-one bus replacement with no adverse impacts on current operational activities.

On April 24, 2020, the Board authorized the Executive Director to issue an RFP for Fuel Cell Consulting Services for the hydrogen fueling infrastructure and fueling station at the Pomona Operations and Maintenance Facility for the 33 New Flyer fuel cell buses (FCEBs). So far, the 33 FCEBS are proving to be very reliable and can travel up to 300 miles in a single fill.

There are 19 CNG buses operated at the Arcadia/Irwindale Operations and Maintenance facility that will be ready for retirement by 2024 and will be replaced by 19 fuel cell buses that are on order with EIDorado. Foothill Transit will need to build a fueling station, similar to the one at Pomona, to fuel those 19 FCEBs. As with the Pomona project, we will need the services of a fuel cell consultant to assist with the following:

1) Develop Hydrogen Refueling Station Plan:

- a. Design refueling facility and identify, review, and evaluate industry suppliers and the equipment needed for the refueling facility.
- b. Review existing refueling stations across the country and advise on challenges and solutions that those operations have encountered.
- c. Act as liaison for the in-house planning group and any outside industrial/safety advisory group.
- d. Act as liaison with the selected liquid hydrogen generation company in coordinating the transportation and delivery of hydrogen fuel to Foothill Transit facilities.



2) Determine Feasibility of Joint Use Fueling Facility:

- a. Analyze the potential for partnering with other public agencies and/or private companies to build and/or use the fueling facility. The Consultant shall also determine the feasibility of developing a fueling station that could be accessed by the general public. The analysis shall include a review of capital cost sharing, a discussion of operational issues, and a projection of revenues that Foothill Transit might receive if such an arrangement was established.

3) Grant Funding:

- a. Investigate sources to assist Foothill Transit in obtaining grant funding and assist Foothill Transit in any/all areas of the grant funding applications.

4) Develop Specifications for the Fueling Facility

- a. Assist Foothill Transit with the development and creation of an RFP/IFB document for a public/private partnership between Foothill Transit and a contractor for the design, construction, maintenance, and operation of a hydrogen fueling facility. This task shall include:
 - i. Assisting Foothill Transit with the development and creation of an RFP/IFB, including a price submittal form and review process.
 - ii. Participating in a pre-proposal conference and site visit.
 - iii. Clarifying technical areas of concerns, responding to questions, and assisting in the development of addenda to the RFP/IFB requested by potential proposers.
 - iv. Participating in proposal evaluations, including;
 - a. Evaluation of:
 - Technical capability of proposer to successfully build and operate facility according to RFP.
 - Experience as a developer of transit-type hydrogen fueling facilities to other transit and non-transit fleet operators.
 - Reasonableness and competitiveness of per-kg pricing.
 - Ability for proposer to meet or exceed technical specification of RFP/IFB, including feasibility of schedule and risk of down time.
 - Advantages of each proposal, including quality of equipment package, experience and cost competitiveness.



- b. Assisting Foothill Transit in the ranking of proposals based on RFP/IFB criteria, and making a recommendation for contract award, if appropriate.
- c. Assisting with contract negotiations with the successful proposer, to include implementation strategies, if appropriate. Contract terms to include:
 - Implementation and startup schedule.
 - Final actual cost structure.
 - Cost and expense-monitoring formats and strategies.

5) Project Management:

- a. Assist Foothill Transit during construction phase of the project and act as liaison between Foothill Transit and contractors.
- b. Upon substantial completion of the construction of the fueling station, the Consultant will provide to Foothill Transit a detailed project file beginning with an executive summary. The file should have a table of contents that includes: all project related information; written and electronic correspondence; project milestones and schedules; justifications; meeting minutes; etc.

6) Training

- a. Coordinate and/or provide technical expertise to Foothill Transit to facilitate the training that will be provided by the successful suppliers of the onboard fuel system, the refueling station, and the fuel supplier. Included in this task will be performance/safety seminars and the proper maintenance training for their products.

Budget Impact

Funding for this project is included in the approved FY2024 Budget under Zero Emissions Infrastructure Capital Project 0242 with a life-of-project budget of \$8,000,000.

Sincerely,

Roland M. Cordero
Director of Maintenance
and Vehicle Technology

Doran J. Barnes
Chief Executive Officer

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of Procurement



August 22, 2023

To: Executive Board

Subject: **Authorization to issue Request for Proposals for Transit Services
- Arcadia Irwindale Facility**

Recommendations

1. Authorize the Chief Executive Officer to amend Agreement No 22-001 with Transdev Services Inc. to change the expiration date of the contract from June 30, 2026 to March 30, 2024.
2. Authorize the Chief Executive Officer to issue a request for proposals (RFP) No. 24-001 for transit operations and maintenance services at Foothill Transit's Arcadia facility.

Analysis

Transdev Services, Inc. has been operating transit services at Foothill Transit's Arcadia Operations and Maintenance facility since October 2014. Transdev currently provides operations and maintenance services under Agreement No. 22-001 for 19 lines using 210 CNG buses and 19 all electric fast-charge buses. The base term of the current Agreement expires on June 30, 2026.

In the years since assuming transit operations at Foothill Transit's Arcadia facility, Transdev has continued to respond to the dynamics of providing service to Foothill Transit customers, responding to service demands post the COVID-19 pandemic and supporting several major agency initiatives.

In discussions between Transdev and Foothill Transit staff, both parties have determined that it is in the interest of both parties and Foothill Transit's customers to amend existing Agreement 22-001 to change the expiration date for the Agreement to March 30, 2024.

This amendment will allow for a complete and thorough new procurement for transit services to be conducted and for operations and maintenance services to be provided under a new contract.

If authorized by the Board, an RFP will be issued and among other elements, the new RFP for transit service will include:

- A number of clarifications to the RFP and supporting documents to ensure that proposers include correct assumptions in their technical and price proposals;



- Inclusion of the fuel cell electric bus program at the Arcadia facility;
- The performance of a third-party analysis of price proposals to ensure that proposed pricing is reasonable and realistic;
- The inclusion in the Agreement of specific representations, certifications and warranties from the Contractor; and
- Other technical and conforming changes to the Agreement and updates to the Attachments and Exhibits.

In order to help assure pricing stability, the RFP will be based on a fifty-one month contract term and no options to extend. Evaluation of the proposals will involve a prequalification phase and a technical qualification phase. The prequalification factors will be evaluated on a Pass/Fail basis and will include the following:

- Submittal Letter
- Evidence of Good Standing and Authorized Execution
- Summary of Qualifications
- Information Regarding Debarments, Findings of Non-Responsibility, Default, Claims, Disputes, and Related Events
- Financial Information
- Certifications
- Plans and Policies
- Proposal Bond
- Performance Bond and Insurance
- Exceptions
- Table of Confidential Materials

Subsequent to the prequalification evaluation, each technical proposal will be evaluated based on the following criteria and weighting:

Technical Qualifications

- Local Project Team Management and Technical Competence
- Capability and Experience
- Approach to Key Cost Drivers
- Quality of Staffing and Training Plan
- Quality of Vehicle Maintenance Program and Plans
- Quality of Other Plans and Submittals
- Financial Viability*



*Financial Viability will be evaluated by an independent, third party firm with experience in this area.

Additionally, at this stage of the evaluation, evaluators will consider the results of reference checks that will be performed on each proposer.

Price will be weighted at 25 percent of the total score and will be scored as follows:

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

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

Key dates in the proposed procurement timeline are as follows:

Event	Date
Issuance of RFP	September 7, 2023
Proposals due	November 7, 2023
Initial Evaluation and Interviews	December 7-8, 2023
Best and Final Offers due from Proposers	December 22, 2023
Contract award by Foothill Transit Executive Board and authorization to execute contract	January 26, 2024
Commencement Date	March 31, 2024

This schedule will provide adequate time for execution of final contract documents and transition to the delivery of service under the new agreement on March 31, 2024.



Budget Impact

Foothill Transit will incur costs related to conducting comprehensive audits of the fleet and facility, third party analysis of the price proposals, and determination of financial viability of the proposers during the procurement process; these funds have been programmed into the Fiscal Year 2024 budget. Future year operating funds will be programmed in the Fiscal Year 2025 and subsequent Business Plans for operation of transit service at Foothill Transit's Arcadia facility.

Sincerely,

LaShawn King Gillespie
Deputy Chief Executive Officer

Doran J. Barnes
Chief Executive Officer

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of Procurement



August 22, 2023

To: Executive Board

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

Recommendation

Authorize the Chief Executive Officer to negotiate final terms and conditions and execute Contract No. 23-048 with Stantec Architecture Inc. for the provision of on-call services in the disciplines of architecture, civil engineering, structural engineering, electrical engineering, mechanical engineering, and surveying.

Analysis

On March 21, 2023, Foothill Transit issued Request for Qualification No. 23-048 seeking proposals to provide necessary architectural and engineering (A&E) services on an on-call basis for multiple possible construction projects. Firms were required to submit proposals for one or more A&E disciplines that included architecture, civil engineering, structural engineering, electrical engineering, mechanical engineering, and surveying.

Six submittals were received by the deadline on May 18, 2023. Each submittal underwent a pre-qualification review that included examining a firm's submittal letter, certifications, evidence of good standing, ability to obtain insurance, and any exceptions taken to the draft contract. Of the six firms, five firms satisfied the pre-qualification criteria and continued on to the evaluation phase. A committee consisting of five Foothill Transit team members evaluated and scored each firm's Qualification Submittal for the corresponding discipline(s) the firm proposed in. After the initial evaluation, two firms were determined to be within the competitive range established for each discipline. Virtual interviews were conducted with the two firms on June 16, 2023. After final evaluations and scoring, the firm that ranked highest in all disciplines was Stantec Architecture, Inc. (Stantec).

Stantec is a leading design firm providing multi-disciplinary A&E services for various cities, counties, and transit agencies in the State of California and nationwide for many years. They have provided on-call A&E services for Foothill Transit since 2018.



The on-call A&E contract will be awarded for two years with one one-year option. Foothill Transit will issue a task order as specific services are required. Each task order is equivalent to a separate contract whereby, the Chief Executive Officer is authorized to approve and execute separate task order amendments. Task orders under the on-call A&E 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 \$250,000.

Budget Impact

Funding for on-call architectural and engineering services are included in Foothill Transit's adopted FY24 Business Plan and Budget in the specific capital projects which require the task order.

Sincerely,

Vincent Saucedo
Capital Projects Manager

Christopher Pieper
Director of Procurement

Doran J. Barnes
Chief Executive Officer

Michelle Lopes Caldwell
Director of Finance and
Treasurer



August 22, 2023

To: Executive Board

Subject: **Foothill Transit Code of Conduct Policy**

Recommendation

Adopt the proposed Code of Conduct Policy.

Analysis

Proper passenger behavior on Foothill Transit property and on board Foothill Transit vehicles is essential for delivering quality service to our community and ensuring the safety of transit customers as well as Foothill Transit and contractor staff. The Code of Conduct establishes:

- Guidelines for conduct of transit passengers to ensure their safety and the safety of contractor staff.
- A process to suspend an individual who violates the provisions of the Code of Conduct Policy.
- A consistent methodology to ensure safe and reliable transportation within the communities we service.

Foothill Transit met with representatives from the Transportation Security Administration (TSA), the Los Angeles County Sheriff's Department (LASD), and numerous other law enforcement agencies within the San Gabriel Valley who assisted in developing this policy. Foothill Transit will continue to collaborate with all local law enforcement in order to ensure maximum efficiency in enforcing the Code of Conduct Policy.

This item was reviewed by the Security and Emergency Preparedness Planning Team comprised of Foothill Transit staff, contractors, local, state, and federal law enforcement as well as General Counsel for Foothill Transit. Additionally, contractor teams communicated this proposed Code of Conduct policy with its respective labor and bargaining groups. Because of this review process, as well as best practices within the surface transportation sector, Foothill Transit proposes adopting the Code of Conduct Policy (Attachment A).

If the Executive Board approves the adoption of the Code of Conduct Policy, Foothill Transit will implement a series of procedures to operationalize the



Code, including a robust 4-hour de-escalation training, which will be taught by sworn peace officers from the Los Angeles County Sheriff’s Department (LASD). This training will be delivered to both contractors and will be evaluated for potential delivery to all contractor(s) after the first two sessions.

Schedule for Implementation

If approved, the proposed changes will be implemented after the first round of De-escalation training.

Activities	Dates
Executive Board Meeting	August 22, 2023
4-hour LASD De-escalation Training - KEOLIS	August 26, 2023
4-hour LASD De-escalation Training - TRANSDEV	September 16, 2023
Implementation & Marketing Campaign	October 1, 2023 - FY24

Budget Impact

This policy can be implemented within the approved FY24 budget.

Sincerely,

John Curley
Chief of Safety and Security

Doran J. Barnes
Chief Executive Officer



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Purpose and Background

Behavior on transit property is primarily governed by California Penal Code (CPC) section 640 PC. There are other related statutes in the CPC and local governments. Policies of local law enforcement, including our current law provider, the Los Angeles County Sheriff’s Department, also affect enforcement.

The purpose of this policy is to define a customer code of conduct allowing Foothill Transit to maintain and operate a safe, efficient, and effective public transit system for the safety and comfort of all persons who interact with its public transit services. This policy also governs passenger conduct on Foothill Transit property that may affect Foothill Transit services. Passengers and the public may be denied services or access to facilities because of unacceptable conduct as described herein.

DEFINITIONS:

1. **Agency:**

The public transportation agency known as Foothill Transit.

2. **Agency Representative:**

All duly authorized agency staff members, including contracted Coach Operators, Supervisors, Managers, and contracted Security employees.

3. **Agency Property:**

Buses and other public transportation system facilities owned, leased or operated by Foothill Transit. “Public transportation system” is defined by Section 99211 of the Public Utilities Code.



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4. **Agency Facilities:**

All property and equipment of Foothill Transit, including, without limitation, inside and outside areas of Agency property, transit centers, transit stores, bus stops or shelters, transfer points, signage, and buses or other vehicles used to provide agency services.

5. **Public Area:**

Those portions of Foothill Transit facilities that are open for public use for transit or transit related purposes.

6. **Transit Services:**

Fixed route bus service and special event services.

7. **Inappropriate, Threatening, or Harassing Conduct:**

Any individual or group activity which is harassing, disruptive or injurious to Agency employees, customers or other individuals lawfully using Agency Facilities or services; or which is damaging or destructive to transit facilities or services. A violation of local, state, or federal law may also constitute inappropriate conduct. The fact that an individual is or is not criminally or civilly charged or convicted of an incident of inappropriate conduct does not bar investigation and/or suspension under this policy.

8. **Fare Media:**

The methods issued by or on behalf of Agency for payment of fare, including passes, cards, transfers, vouchers, and mobile ticketing.



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REGULATION OF CONDUCT:

The following activities and/or behaviors are prohibited on Agency property, shall not be engaged in by persons utilizing or desiring to utilize Agency services, and may be cause for removal or suspension from Agency property or service:

Fares:

- Refusing to pay a proper fare with cash or accepted fare media (including mobile ticketing).
- Boarding an Agency vehicle or entering other fare-required zones, without proof of valid fare media or without having adequate fare ready and paying fare upon boarding an Agency vehicle.
- Falsely representing oneself as eligible for a waiver or a special or reduced fare, obtaining fare media by making false or misleading representation.
- Boarding an Agency bus through a rear door to avoid payment.
- Entering an Agency vehicle or facility in such a way as to bypass or avoid any fare- required zone and fare collection. (i.e., boarding through the rear door)

Safety:

- Refusing to remain stationary while the bus is in motion when a seat is available or standing in front of the standee line near the driver's seat.
- Using cellular phones and audible devices (i.e. portable radio, musical instruments, tape, CD player, TV, laptop, tablet, etc.), unless such equipment is used with head/earphones so that sound is limited to that person only, or with the volume



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muted. Cellular phones may not be used on external speaker mode.

- Causing sounds that are unreasonable and highly disruptive to other individuals using Agency Facilities or services, including but not limited to: prolonged loud, abusive, indecent, profane, or drunken conduct.
- Drinking alcoholic beverages or possessing open containers of alcoholic beverages.
- Bringing on-board any non-collapsible strollers, baby buggies, walkers, or carts which block the aisle and restrict the free movement of passengers.
- Bringing on-board buses any packages, bags, or articles that cannot be held in the lap of the passenger, other than bags of groceries or limited amounts of luggage that do not block the aisle and restrict the free movement of passengers.
- Hanging excessive items on, or attached to, a mobility device, i.e. wheelchair, scooter, or walker. This creates potential unsafe securement. Oxygen bottles or tanks required for medical purposes must be properly secured and sized for the mobility device and placed in a location that does not restrict proper and safe securement of the device.
- Improper placement of bicycles. The agency provides bicycle racks on fixed route buses. Bicycles placed on the bike racks cannot have improperly secured bags hanging from them. Bicycles left unattended will be removed and stored for 10 business days prior to disposal.
- Unnecessary conversations with Coach Operators. Due to safety concerns with distracted driving, the agency prohibits Coach Operators from having non-business conversations with customers.



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- Hanging or swinging from stanchions or other bus equipment with feet off the floor, or hanging out, reaching out, or putting anything out of bus windows.

Civility and Compliance:

- Eating or drinking on board agency buses.
- Refusing to vacate designated seats and wheelchair areas on buses for senior citizens and people with disabilities when requested by those persons or by the driver/conductor on their behalf.
- Vandalism, graffiti or damage of any kind to Agency facilities properties/buses/shelters etc. Such acts shall also be subject to criminal charges.
- Bringing on board any bags of open or empty aluminum cans, plastic or glass bottles or any material that has an offensive odor or is leaking any liquids.

Animals:

- Improper containment and conduct of animals. Designated service animals must always be on leash and under control of the passenger. Passengers may be asked to provide information about the service animal's tasks. All other animals must be kept in a secure pet carrier that fits on the passenger's lap.
- Denying seats to other passengers or blocking aisles due to animals or carriers.
- Not promptly cleaning up animal waste from Agency vehicles and Facilities.

In addition to the above, the following conduct is prohibited in all



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Agency facilities, including but not limited to, buses, transfer points, and bus stops.

- Smoking, including vaping or use of any electronic or other smoking device, on agency buses, inside agency facilities, or outside designated smoking areas at Agency Facilities.
- Fighting, pushing, crowding, shoving, or initiating physical contact toward another passenger. Such conduct may result in the immediate removal of the violator from Agency facilities, potential permanent suspension of the violator’s use of Agency Facilities, and may be cause for law enforcement intervention.
- Gambling or solicitation.
- Behavior that is disruptive, harassing, or threatening in nature to agency customers or employees is prohibited. This includes following and/or stalking customers or employees.
- Roller-skating, rollerblading, using scooters, or skateboarding.
- Otherwise disorderly or inappropriate conduct which is inconsistent with the safe and orderly use of transit buses or facilities for their intended purpose.

In addition to a violation of this policy, the following conduct on any Agency buses, or Facilities, including bus stops or platforms are cause for law enforcement intervention.

- Use of counterfeit or stolen fare media (pass, transfer, ride card, or Foothill Transit ID).
- Stealing or willfully damaging, defacing, or destroying Agency property. The Agency will prosecute anyone who steals or willfully damages, defaces, or destroys Agency property.



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- Lighting an incendiary device: e.g., match, lighter, torch or flare, except use of a match or lighter in designated smoking areas at all Agency Facilities.
- Assault or threat of assault. Assault of a transit employee is subject to violation under Penal Code sections 241.3(a) and 243.3(a) and is punishable by fine or imprisonment. Such conduct will also result in the immediate removal of the violator from Agency Facilities and may lead to potential permanent suspension of the violator’s use of Agency Facilities.
- Bringing any items of a dangerous nature on-board a bus or inside any agency facility, including but not limited to weapons (firearms, taser, knives or swords), flammable liquids; dangerous, toxic or poisonous substances, vessels containing caustic materials, chemicals, acids or alkalis.
- Obstructing or interfering with the Coach Operator’s safe operation of the bus.
- Indecent exposure, unwelcome touching, or lewd acts of any kind (passengers or employees).
- Entering or remaining on Agency buses and inside Agency facilities or Agency property after having been notified by an authorized individual not to do so, or boarding or remaining on Agency buses, or property during the period when an individual has been suspended from all Agency property.

FOOTHILL TRANSIT CENTERS AND OTHER AGENCY FACILITIES

- Agency facilities including, but not limited to, Agency transit centers exist for the convenience of passengers.
- No person shall occupy or use any Agency facilities except for the purpose of boarding, disembarking, waiting for an



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agency bus, or conducting agency related/authorized business. Persons occupying Agency Facilities may be required to identify the intended agency route and destination upon the request of an agency employee or representative. Persons who fail to identify the intended Agency route or destination will be asked to leave the property. Persons loitering at Agency facilities longer than twenty minutes or until their bus arrives will be asked to leave the property.

- No person occupying Agency facilities for the purpose of waiting to greet passengers on any arriving Agency bus shall fail or refuse to leave the facility promptly after the arrival of the Agency bus for which the person is waiting.
- Presence of bodily fluids. Due to health and safety concerns, passengers who have bodily fluids, urine, feces, or blood on themselves or their clothing are prohibited from entering Agency facilities.
- No person shall affix or post signs, stickers, buttons, advertisements, circulars, or other printed materials on an Agency Facilities. Written permission must be obtained from Agency prior to placing, posting, or displaying a posters, notices, advertisements, signs, or other written material on an Agency Facility.
- Persons shall obey any sign intended to provide for the safety and security of transit passengers or transit systems.
- Persons shall obey all other notices and signs posted by Agency-on-Agency Facilities.



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REMOVAL FROM TRANSIT FACILITIES

The refusal to comply with the provisions above may lead to the removal of the violator from Agency property, Agency facilities, Agency Services, or other Transit Facilities. If a violator refuses to vacate the premises, Agency may contact law enforcement and the individual may be subject to arrest for trespassing.

SUSPENSION PROCEDURE

The following steps may be taken following agency representative's determination that there have been documented incidents of conduct in violation of this policy for which a warning was issued, or one or more serious incidents of unacceptable conduct by an individual. Length of suspension, including whether such conduct would result in a permanent suspension, will be determined by the severity of the incident at Agency's sole discretion.

Prior to suspending any person from use of Agency property or services or imposing any restrictions on such person's use of Agency property or services, an Agency representative will issue, or cause to be issued, to the person involved, a written suspension letter. The letter shall indicate the reasons for the suspension, the time period of the suspension, and the facilities and/or services made subject to safety conditions or restrictions.

APPEAL PROCEDURE

The person may appeal in writing within ten (10) days after the commencement of the suspension. An appeal shall contain a copy of the suspension notice, and a statement setting forth the reason that the suspension should be rescinded, altered, or reduced. The appeal must be mailed or delivered to the Deputy CEO c/o Foothill Transit, 100 South Vincent Avenue Suite 200 West Covina, CA 91790. The Deputy CEO or designee shall render a decision no later than ten (10) days after receipt of an appeal.



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NON-COMPLIANCE WITH SUSPENSION ORDER: TRESPASSING

If an individual subject to a suspension order enters the specified facilities or services before the return date listed in the suspension letter, law enforcement will be called and the individual will be subject to arrest for trespassing.

ELECTRONIC SURVEILLANCE

All Agency buses and Facilities are equipped with electronic surveillance devices/cameras used to view accidents, incidents and complaints received from the customers.

Policy History:

Adopted

Effective

Revised