

COVER YOUR
FACE OR
DON'T RIDE.



You must wear a
face covering to
board and ride.

DEBE USAR UN
CUBRE BOCA
PARA SUBIR
ABORDO



您必須戴面罩或
口罩才能上車

BE KIND
SEA AMABLE
善待他人



KEEP DISTANCE
AND STAGGER
SEATING

MANTENGA SU
DISTANCIA Y SE
DEJE AL LADO UN
ASIENTO

保持距離並分開就座



Foothill Transit

EXECUTIVE BOARD MEETING

West Covina, CA
Friday, September 25, 2020



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 - TELECONFERENCE

9:15 AM, SEPTEMBER 25, 2020

Foothill Transit Administrative Office

2nd Floor Board Room

100 South Vincent Avenue

West Covina, CA 91790

FOOTHILL TRANSIT IS TAKING ALL PRECAUTIONS POSSIBLE TO PREVENT THE SPREAD OF COVID-19. FOR THE HEALTH AND SAFETY OF ALL EXECUTIVE BOARD MEMBERS, FOOTHILL TRANSIT STAFF, AND THE PUBLIC, PARTICIPATION IN THE MEETING WILL BE DONE REMOTELY VIA TELECONFERENCE USING THE FOLLOWING ZOOM MEETING LINK: <https://foothilltransit.zoom.us/j/87063538980>. ALTERNATIVELY, TO PARTICIPATE VIA PHONE, DIAL (669) 900-6833 AND ENTER MEETING ID: 870-6353-8980.

1. CALL TO ORDER
2. ROLL CALL: MEMBERS BOYER, CALAYCAY, MOSS, SHEVLIN, STERNQUIST
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF JUNE 5, 2020, SPECIAL MEETING OF JULY 17, 2020, AND REGULAR MEETING OF JULY 24, 2020
5. PUBLIC COMMENT

IF PARTICIPATING VIA ZOOM, CLICK ON "RAISE HAND" TO INDICATE YOU WOULD LIKE TO SPEAK. IF PARTICIPATING VIA PHONE CALL, SUBMIT A REQUEST TO BOARD.SECRETARY@FOOTHILLTRANSIT.ORG BY CLOSE OF BUSINESS ON SEPTEMBER 24, 2020.

5.1. Executive Director Response to Public Comment

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

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



9:15 AM, September 25, 2020
2nd Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790
Page 2

CONSENT CALENDAR: Items 6 through 12 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

6. EXECUTIVE BOARD COMPUTER POLICY

Recommended Action: Adopt the attached Foothill Transit Executive Board Computer Policy (Attachment A).

7. Foothill Transit 2020 Title VI Program

Recommended Action: Approve Foothill Transit's 2020 Title VI Program update and analysis (the full Title VI Program and its associated attachments are available for viewing upon request).

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

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

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

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

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

Kung nangangailangan ka ng mga serbisyo sa pagsasalín, pakisuyong makipag-ugnayan sa opisina ng Executive Director sa (626) 931-7300 extension 7204, ng hindi bababa sa 48 oras bago ang pulong.

번역 서비스가 필요하시면 미팅 최소 48시간 이전에 임원 사무실로 (626-931-7300, 내선 번호 7204) 전화주시기 바랍니다.

翻訳サービスが必要な方は、会議の48時間前までに(626) 931-7300 内線 7204のエグゼクティブディレクター事務所にご連絡ください。

إن كنت بحاجة إلى خدمات ترجمة، برجاء الاتصال بالمدير التنفيذي للمكتب على رقم (626) 931-7300 (الرقم الداخلي 7204) قبل الاجتماع بـ 48 ساعة على الأقل.

Եթե Ձեզ թարգմանչական ծառայությունների են հարկավոր, հանդիպումից առնվազն 48 ժամ առաջ խնդրում ենք զանգահարել Գործադիր տնօրենի գրասենյակ (626) 931-7300 լրացուցիչ՝ 7204 հեռախոսահամարով:

ប្រសិនបើលោកអ្នកស្នើសុំសេវាកម្មបកប្រែភាសា សូមទាក់ទងមកការិយាល័យនាយកប្រតិបត្តិ តាមលេខទូរស័ព្ទ៖ (626) 931-7300 លេខបញ្ជូនបន្ត 7204 ដែលមានរយៈពេលយ៉ាងតិច 48 ម៉ោង មុនពេលកិច្ចប្រជុំ។

در صورت نیاز به خدمات ترجمه، لطفاً حداقل 48 ساعت قبل از جلسه ملاقات با مدیر اجرایی دفتر به شماره (626) 931-7300 داخلی 7204 تماس حاصل فرمایید.

หากคุณต้องการบริการการแปลภาษากรุณาติดต่อสำนักงานผู้อำนวยการบริหารที่ (626) 931-7300 ต่อ 7204, อย่างน้อย 48 ชั่วโมงก่อนที่จะมีการประชุม



9:15 AM, September 25, 2020
2nd Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790
Page 3

8. TITLE VI EQUITY ANALYSIS - LINE 291 ROUTE MODIFICATION

Recommended Action: Receive and file the equity analysis of Line 291 Route Modification.

9. TITLE VI EQUITY ANALYSIS - LINE 497 CANCELLATION

Recommended Action: Receive and file the equity analysis of the cancellation of Line 497

10. REQUEST TO ISSUE INVITATION FOR BIDS - SECURITY INFORMATION AND EVENT MANAGEMENT SOFTWARE

Recommended Action: Authorize the Executive Director to issue an invitation for bids (IFB No. 21-020) for the purchase of a Security Information and Event Management (SIEM) Software for the Foothill Transit Data Center located at the administrative offices.

11. EXERCISE OF OPTION - PRINTING OF INTERIOR BUS CARDS

Recommended Action: Authorize the Executive Director to exercise the first two-year option (Option Years 1 and 2) in the amount of \$168,100 for the printing of Interior Bus Cards with Kandid Graphics (19-065).

12. REQUEST TO ISSUE REQUEST FOR QUALIFICATIONS - MATERIALS TESTING AND SPECIAL INSPECTIONS SERVICES FOR MT. SAN ANTONIO COLLEGE TRANSIT CENTER

Recommended Action: Authorize the Executive Director to issue Request for Qualifications (RFQ) 21-021 Materials Testing and Special Inspections Services for Mt San Antonio College Transit Center.

REGULAR AGENDA:

13. EXECUTIVE AND GOVERNING BOARD 2021 MEETING SCHEDULE

Recommended Action: Provide direction regarding the preparation of the 2021 meeting schedule.

14. CONTRACT AMENDMENT - AGREEMENT NO. 08-073 AMERICANEAGLE.COM

Recommended Action: Authorize the Executive Director to modify the scope of work for Contract No. 18-073 with AmericanEagle.com to exclude the Foothill Transit mobile fare payment application and to complete work on the point-of-sale (POS) system including ongoing maintenance and support and to negotiate an appropriate reduction project cost.



9:15 AM, September 25, 2020

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

Page 4

15. EXECUTIVE DIRECTOR COMMENT
16. BOARD MEMBER COMMENT
17. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov't Code § 54957)
Title: Executive Director

18. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION Existing Litigation, Government Code § 54956.9(a)

Name of Cases: *Julian Bryant, et al. v. City of Pomona, Foothill Transit, et al.*, Los Angeles Superior Court Case No. 19STCV46308

Rochelle Bryant v. Foothill Transit, Los Angeles Superior Court Case No. 19STCPO5019

19. CLOSED SESSION REPORT
20. ADJOURNMENT

The next Regular Meeting of the Executive
Board is scheduled for
October 30, 2020 at 9:15 a.m.



Foothill Transit

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

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

**Friday, June 5, 2020
8:00 a.m.**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Sternquist.

3. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Richard Barakat, Member Gary Boyer, Member Cory Moss, Vice Chair Corey Calaycay, Chair Cynthia Sternquist

4. APPROVAL OF AGENDA

After discussion, by Common Consent, and there being no objection, the Board approved the agenda as presented.

5. PUBLIC COMMENT

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

5.1. Executive Director Response to Public Comment

There was no response to Public Comment by the Executive Director.

6. VIRTUAL ELECTION PROCESS FOR CLUSTER REPRESENTATIVES AND BOARD OFFICERS

Recommendation: Provide direction to staff regarding the virtual meeting

election process for cluster representatives and board officers.

Doran Barnes, Executive Director, presented this item.

Mr. Barnes asked for feedback on the upcoming cluster elections scheduled for June 2020. Staff hoped to use the Zoom Webinar function and use the Breakout Rooms function. Unfortunately, the Breakout Rooms function is not available in Zoom Webinar.

The Executive Board by common consent agreed to hold cluster elections prior to the start of the June 26, 2020 Joint Meeting of the Annual Governing Board and Executive Board Meeting. The cluster elections will be held at 7:30 a.m. Board Secretary Christina Lopez and Board Support Services Coordinator Sabrina Muhne would staff the elections for support purposes. Each cluster will announce election results at the Governing Board Meeting.

The Executive Board by common consent agreed to also hold the election of officers after the Annual Governing Board business at the June 26, 2020 joint meeting. Doran Barnes, Executive Director, clarified that Foothill Transit's rules and Joint Powers Agreement (JPA) do not state that the Governing Board must ratify the elected officers. Darold Pieper, General Counsel, stated that the vote by the Governing Board has no legal standing under the terms of Foothill Transit's rules and JPA documents.

7. **COVID-19 TRANSIT OPERATIONS**

Recommendation: If needed, provide direction to staff regarding service and operational policy during the COVID-19 pandemic and Los Angeles County Safer-At-Home order

Doran Barnes, Executive Director, presented this item.

Mr. Barnes reported that staff is moving forward with the implementation of express service and Line 690 on Monday, June 8, 2020. The only lines not operating are Lines 851, 853, and 854. The maximum load on each bus will be 15 riders.

He also reported that information on detours is received minute by minute. The best source of information has been the public. Foothill Transit is learning of protests as they are unfolding. LaShawn King Gillespie, Director of Operations and Customer Service reported that information is also provided by the contractors road supervisors.

EXECUTIVE DIRECTOR COMMENT

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

Mr. Barnes reported the following:

- Thanked the Executive Board for their guidance and heightened level of involvement.

8. BOARD MEMBER COMMENT

Comments by Members of the Foothill Transit Executive Board.

There were no comments by members of the Executive Board.

9. ADJOURNMENT

Adjournment for the June 5, 2020 Foothill Transit Special Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 8:49 a.m.



Foothill Transit

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

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

**Friday, July 17, 2020
8:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Sternquist at 8:03 a.m.

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

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

3. APPROVAL OF AGENDA

After discussion, by Common Consent, and there being no objection, the agenda was approved as presented.

4. PUBLIC COMMENT

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

4.1. Executive Director Response to Public Comment

There was no response by the Executive Director to Public Comment.

5. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Gov't. Code § 54957)

Title: Executive Director

The Executive Board recessed into Closed Session at 8:05 a.m.

6. CLOSED SESSION REPORT

The Executive Board reconvened at 9:41 a.m.

Darold Pieper, General Counsel, reported that there were no reportable actions.



7. **EXECUTIVE DIRECTOR COMMENT**

There were no comments by Doran J. Barnes, Executive Director.

8. **BOARD MEMBER COMMENT**

There were no comments by members of the Executive Board..

9. **ADJOURNMENT**

Adjournment for the July 17, 2020 Foothill Transit Special Executive Board Meeting.

There being no further business, the Foothill Transit Special Executive Board meeting adjourned at 9:42 a.m.



Foothill Transit

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

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

**Friday, July 24, 2020
9:15 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Sternquist at 9:16 a.m.

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

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

3. APPROVAL OF AGENDA

Doran Barnes, Executive Director, requested that Item 14, Replacement of Foothill Transit Coach 2004, be pulled from the agenda. The item will be presented at a future meeting.

By common consent the Executive Board approved the agenda as revised.

4. PUBLIC COMMENT

Ibrahima Toure, Transdev Vice President Southwest Region, addressed the Executive Board. Mr. Toure reported that Transdev is a global organization and has a presence on five continents and in 17 countries. Transdev currently operates the Foothill Transit Arcadia/Irwindale Operations and Maintenance Facility and the Transit Stores. He stated that together with the Foothill Transit team they have ensured employee safety and health. He thanked the Foothill Transit team for their collaboration.

4.1. Executive Director Response to Public Comment

He thanked Mr. Toure for being a tremendous partner and

sharing their international experience.

CONSENT CALENDAR

5. JULY 2020 LEGISLATIVE SUMMARY

Recommendation: Receive and file the July 2020 Legislative Summary and adopt a support position on H.R. 2, the Moving Forward Act.

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

6. REQUEST TO ISSUE REQUEST FOR PROPOSALS - HEADSIGN REPLACEMENT

Recommendation: Authorize the Executive Director to issue Request for Proposals (RFP) No. 20-059 for headsign replacement on 131 Foothill Transit buses.

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

7. TRANSPORTATION FUND EXCHANGE

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

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

8. GENERAL COUNSEL CONTRACT EXTENSION

Recommendation: Authorize the Executive Director to extend the contract term for General Legal Services from June 30, 2020 to June 30, 2023.

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

REGULAR AGENDA

9. **PROPOSED FISCAL YEAR 2021 BUSINESS PLAN AND BUDGET**

Recommendation: Recommend approval of Foothill Transit's proposed Business Plan, Budget, and Performance Targets for Fiscal Year 2021 to the Foothill Transit Governing Board.

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

Ms. Caldwell reported that at a special meeting of the Executive Board on May 8, 2020, the Executive Board approved preparing a three-month (July, August, September) budget for Fiscal Year 2021. This would allow more time to assess the impacts of COVID-19.

Foothill Transit has developed a budget with adequate revenues to fund all expenses. The operating expenses for FY2021 are budgeted at \$107.4 million. This represents a 3 percent increase over the FY2020 operating budget. The capital budget is projected at \$89.4 million. The capital program includes 53 previously approved capital projects and two new projects approved by the Governing Board in June 2020.

Foothill Transit is proposing a \$196.8 million total budget of which \$107.4 million are operating expenses and \$89.4 million in capital investments. Foothill Transit expects to operate approximately 865,000 vehicle service hours and have 7.5 million passenger boarding in FY2021.

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

10. **COST COMPARISON AND FUEL TECHNOLOGY DIRECTION - BATTERY ELECTRIC BUS VS. FUEL CELL**

Recommendation: Provide direction regarding the fuel technology to be used in Foothill Transit's next order of 20 buses.

Roland Cordero, Director of Maintenance and Vehicle Technology, presented this item.

Mr. Cordero presented a summary of the battery electric bus program. He highlighted lessons learned and provided comparative data related to battery electric buses and fuel cell electric buses.

Based on the lessons learned, electrifying Line 486 with battery electric buses is not feasible. Fuel cell electric buses could be a viable option given they operate like a CNG bus and have a range of up to 350 miles. Currently, Foothill Transit has a TIRCP grant of \$5 million for 20 zero emissions buses on Line 486.

The Executive Board agreed to move forward with the TIRCP grant and move forward with 20 fuel cell electric buses on Line 486.

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

11. **REQUEST TO ISSUE INVITATION FOR BIDS - REPLACEMENT OF THE BACKUP RADIO COMMUNICATIONS SYSTEM**

Recommendation: Authorize the Executive Director to issue an invitation for bids (IFB No. 21-003) for the purchase and installation of a replacement backup radio communications system for the Foothill Transit revenue and support fleet.

Donald Luey, Director of IT, presented this item.

Mr. Luey reported that since the implementation of the upgraded computer aided dispatch and automated vehicle locator (CAD/AVL) system, each bus has been installed with cellular voice over internet protocol. The new hardware replaces the older analog mobile radios that were used as the primary means of communications between operators and dispatch.

The IT team has been researching communication services that could back-up the voice over internet protocol. Once a communication solution is chosen, radios will be purchased and installed to serve as back-up system.

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

12. **CYBERSECURITY CONTROLS - PROTECTING REMOTE USERS**

Recommendation: Receive and file an update on Foothill Transit's Cybersecurity Controls.

Kenny Lu, IT Security Analyst, presented this item.

Mr. Lu shared an overview on cybersecurity controls put in place to protect



Foothill Transit employees working from home. The measures include the use of a firewall and installation of security software on remote laptops. User awareness training is also provided to employees. This helps employees understand what is risky or acceptable behavior, what clues to look for that indicate threats, and how to respond when they see these threats.

Received and filed.

13. **CLASS PASS PROGRAM UPDATE**

Recommendation: Receive and file update on the Class Pass program.

Hendy Satya, Marketing and Communications Manager, presented this item.

Mr. Satya presented an update on the Class Pass program. Class Pass is currently available at Mt. SAC, University of La Verne, Citrus College, and The Claremont Colleges. Recently, the pilot program was completed at Azusa Pacific University, and currently discussions are being held with Cal Poly Pomona to launch the program at their campus.

He reviewed the ridership for fall 2019 through March 2020. Mt. SAC is the most popular school with over 373,000 boardings, which accounts for 4.42 percent of the total ridership. Due to the pandemic, ridership of the Class Pass program will be impacted by distanced based learning options and hybrid education. Class Pass programs established at Mt. SAC, Citrus College, University of La Verne, and The Claremont Colleges will continue into the next year, but no fares will be collected until it is safe to do so. Programs still in development at Azusa Pacific University and Cal Poly Pomona will be paused until the spring semester.

Received and filed.

14. **REPLACEMENT OF Foothill TRANSIT COACH 2004**

Recommendation: Provide direction regarding the replacement of Foothill Transit Coach 2004.

This item was pulled from the agenda and will be presented at a future meeting.

15. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Thanked the Executive Board for their engagement and support through the current challenging times.

16. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

There were no comments by members of the Foothill Transit Executive Board.

17. **CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION** Existing Litigation, Government Code § 54956.9(a)

Name of Cases: *Julian Bryant, et al. v. City of Pomona, Foothill Transit, et al.*, Los Angeles Superior Court Case No. 19STCV46308
Rochelle Bryant v. Foothill Transit, Los Angeles Superior Court Case No.19STCPO5019

The Executive Board recessed into closed session at 10:40 a.m.

18. **CLOSED SESSION REPORT**

The Executive Board reconvened at 11:07 a.m.

Darold Pieper, General Counsel, reported that there were no reportable actions.

19. **ADJOURNMENT**

Adjournment for the July 24, 2020 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 11:08 a.m.



September 25, 2020

To: Executive Board

Subject: **Executive Board Computer Policy**

Recommendation

Adopt the attached Foothill Transit Executive Board Computer Policy (Attachment A).

Analysis

The Foothill Transit Executive Board Computer Policy was adopted to ensure that board members are equipped with the technology necessary to enhance performance of their duties as they govern the organization. The policy stipulates that Foothill Transit will provide computer equipment and data access by way of a cellular communications network during the member's term of service on the Executive Board.

The current policy requires board members to either return the equipment or purchase it for its remaining residual value. From an accounting standpoint, Foothill Transit's computer equipment is depreciated on a three-year schedule and Executive Board terms are three years in duration. As such, in the majority of instances, any equipment issued is fully depreciated at the end of the board member's term in office. From a practical standpoint, the equipment is technologically obsolete in less than three years.

The proposed revision to the policy stipulates that at the conclusion of the board member's service on the Executive Board, the data communication plan is deactivated, all Foothill Transit-related information on the computer is to be deleted, and ownership of the equipment transfers to the user.

Budget Impact

Costs related to implementation of this policy are included in the Foothill Transit FY2021 budget.

Sincerely,

Kevin Parks McDonald
Deputy Executive Director

Doran J. Barnes
Executive Director

Attachment



Foothill Transit

Executive Board Computer Policy Effective ~~August 29, 2014~~ September 25, 2020

General Policy:

Members of the Executive Board do much of their Foothill Transit-related work at home, and as such this policy has been enacted to provide them with a tool to enhance the performance of their Foothill Transit-related duties.

Provisions:

- 1. Computer Equipment** - Foothill will provide Executive Board Members with either an iPad or laptop computer. Laptop computers shall have the same capabilities as those issued to Department Directors. The specifications will also include equipment to ensure printing and faxing capabilities. System specifications will be established by the Foothill Transit Director of Information Technology and approved by the Executive Director. All supplied equipment is the property to be used solely for conducting of Foothill Transit business and shall be accounted for in accordance with Foothill Transit's Accounting Policies and Procedures.
- 2. Communications Access** – Foothill Transit shall cover the monthly cost for data access via cellular communication network during the term of the Board Member's service on the Foothill Transit Executive Board. Board members are encouraged to use WiFi networks when available.
- ~~3. **Return or Reimbursement Agreement**~~**Equipment Ownership** – At the conclusion of the Each Board Member's service on the Foothill Transit Executive Board, ownership of the equipment is transferred to the user.
- ~~3. provided with equipment in accordance with this policy shall enter into a "Return or Reimbursement Agreement" with Foothill Transit (Attachment A-1).~~
- ~~4. **Depreciation Schedule** – Computer equipment provided in accordance with this policy shall be depreciated in equal amounts each year over a period of three years from its date of purchase (Attachment A-2).~~
- 5.4. Upgrades to Foothill Transit-owned Equipment** - No personal upgrades or modifications are to be made to Foothill Transit-owned equipment provided pursuant to this policy. The Director of Information Technology will install equipment upgrades as necessary.



Foothill Transit

Executive Board Computer Policy

Effective ~~August 29, 2014~~ September 25, 2020

6.5. Personal Use and Software - Pursuant to California Government Code Section 85300 (Political Reform Act), political and campaign-related activities are strictly prohibited. Personal software may be installed provided such software is legally licensed to the user.

Board Members may request that Foothill Transit provide additional software applications to enhance the performance of their Foothill Transit-related activities. Such requests will be reviewed by the Director of Information Technology for system compatibility.

6. **System Maintenance and Repair** - Foothill Transit will provide full system hardware and software maintenance and repair, including all hardware and software configurations installed by Foothill Transit. Maintenance and/or repair costs related to personal hardware and/or software installations will be the responsibility of the user.
7. **Electronic Mail** - Upon request, Executive Board members will be provided with a Foothill Transit email account.
 - A. **Acceptable Use** - Acceptable use of email is to carry forward Foothill Transit business. All management staff and Board Members have access to email.
 - B. **Staff/Board Member Communications** - Email communication with Board Members shall be conducted through department directors, the Deputy Executive Director and the Executive Director only. Other Foothill Transit staff members with a need to communicate with a Board Member through email are to do so through their department director. Department directors are to copy all email correspondence addressed to Board Members to the Deputy Executive Director and the Executive Director. Board Members will direct all email requests or responses to the Executive Director and copy the appropriate department directors.
 - C. **Brown Act** - Email use must comply with the provisions of the Brown Act (e.g. no more than two Board Members can communicate regarding any public business outside of a legally posted open public meeting; seriatim communications to arrive at a consensus are not permitted). Examples of acceptable use of email include, but are not limited to, the distribution of information, meeting scheduling,



Foothill Transit

Executive Board Computer Policy

Effective ~~August 29, 2014~~ September 25, 2020

and any individual communication with Foothill Transit staff providing it does not result in a polling of positions that are relayed to other Board Members.

- D. **Access to Messages** - All email users are to be aware that the network and/or email administrators have access to all email messages for system maintenance purposes. Foothill Transit's email system is not to be expected to offer privacy. Users should treat all email as potentially public within Foothill Transit's Local Area Network.

If disclosure is required under the California Public Records Act or otherwise by law (despite the designation of any message as "private"), Foothill Transit shall not in any way be liable or responsible for the disclosure of any email or any part thereof.

- ~~E.~~ **Storage and Retention of Electronic Messages** - All email messages are stored and archived on Foothill Transit servers as to Foothill Transit's retention policy. It is the responsibility of each computer user to clean out their own email messages at least once a week. Email messages will be deleted automatically by the email server.

~~E.~~

~~F.~~

- ~~G.~~ **Internet Email** - Foothill Transit will additionally assist Board Members with Internet email access. Messages to and from an external email service are not accessible by any Foothill Transit staff member and are not stored on Foothill Transit servers.



Foothill Transit

Executive Board Computer Policy
Effective ~~August 29, 2014~~ September 25, 2020

Foothill Transit
~~Foothill-Owned~~ Computer Equipment Provided by Foothill Transit

~~Return or Reimbursement Agreement~~

I, _____, ~~herein acknowledge taking possession of the equipment listed on the attached "Inventory and Depreciation Form."~~ I understand that this equipment is the property of Foothill Transit while I serve on the Foothill Transit Executive Board and is provided for my use pursuant to the Foothill Transit Executive Board Member Computer Policy. I further agree that upon termination of my Executive Board service with Foothill Transit, I will ~~either:~~

~~Return the equipment to Foothill Transit in its entirety having removed any personal software installed and in the configuration established for Foothill Transit-related use; or~~

~~At the option of Foothill Transit, make payment to Foothill Transit in an amount equal to the total value of the equipment at the time of said termination according to the attached "Inventory and Depreciation Form." The amounts shown apply on a calendar year basis, Year One representing the year of purchase. delete all content related to Foothill Transit business.~~

Signature

Date



Foothill Transit

Executive Board Computer Policy
Effective ~~August 29, 2014~~ September 25, 2020

Foothill Transit Computer Equipment Inventory ~~and Depreciation~~ Form

Board Member Name: _____

Equipment Inventory Issued	Original Purchase Price <u>Serial Number</u>
Laptop Computer:	
iPad:	
Fax:	
Printer:	
Other:	
Other:	
Total Value:	

Signature

Date



September 25, 2020

To: Executive Board

Subject: **Foothill Transit 2020 Title VI Program**

Recommendation

Approve Foothill Transit's 2020 Title VI Program update and analysis (the full Title VI Program and its associated attachments are available for viewing upon request).

Analysis

Since 1972, the Federal Transit Administration (FTA) has required recipients of federal assistance to provide assessments of compliance with Title VI of the Civil Rights Act of 1964 as part of the grant approval process. An updated plan must be submitted by grantees every three years; Foothill Transit will submit its next report by October 1, 2020. Title VI regulations mandate that no person in the United States shall, on the ground of race, color and national origin, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the FTA.

In October 2012, updated Title VI guidelines were released by the FTA which clarified the reporting responsibilities of transit agencies, and added additional responsibilities. In accordance with FTA Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients," Foothill Transit's Title VI report covers all aspects of the agency's program and monitoring efforts, and contains the following elements:

1. Information about how Foothill Transit communicates the rights granted by Title VI to its customers, including information about how it collects and addresses Title VI related complaints.
2. Information regarding Foothill Transit's public outreach program and strategy including its plan to integrate Limited English Proficient people.
3. Foothill Transit's System Standards and Policies including vehicle load, vehicle headway, on-time performance, service availability, distribution of transit amenities and vehicle assignment.



4. Demographic analysis of the population within Foothill Transit's service area.
5. Policies regarding major service changes and measuring service change impacts on minority and low-income neighborhoods, including a summary of service changes undertaken since Foothill Transit's last Title VI program review in 2017.
6. The results of the monitoring program to assess Foothill Transit's compliance with its own policies and procedures.

The review of current Foothill Transit service against the Title VI policies and standards shows that service is mostly meeting the minimum standards. Summaries of each of the individual analysis points are listed below:

- A. **Vehicle load** – No route exceeds the maximum load factor standard by service type (local, local express, and express). Four routes have standees (load factor is greater than 1.00). They are Routes 178, 187, 190, and 488. The Planning team will continue to monitor these routes and accordingly adjust the number of trips or frequency to accommodate changes in ridership load. Please note that the load analysis focused on performance prior to the arrival of COVID-19.
- B. **Vehicle headway** – The majority of Foothill Transit service meets the minimum headway standards; however, Foothill Transit will review the feasibility of adding service for those lines which do not meet the minimum standard. Routes 195, 270, 274, 284, 285, 286, and 289 are community specific lines and currently do not have the ridership to support additional service.
- C. **On-time performance** – Twenty-eight routes did not meet the system-wide standard of 75 percent. Where possible, further adjustments will be made to the schedules that do not meet the overall system average. Foothill Transit Operations team will continue to work closely with the operations contractors to improve performance.
- D. **Service availability** – Service availability is distributed evenly with respect to the service area demographics. The minority population within ¼ mile distance of a Foothill Transit bus stop is slightly higher than the service area average.



- E. **Vehicle assignment** – The average age of the revenue fleet is 6.85 years. The Pomona fleet average age is 7.3 years and the Arcadia Irwindale fleet average age is 6.4 years. The eldest buses are the 40-foot Nabi buses and the 60-foot articulated buses, both operated by the Arcadia Yard. Electric vehicles are assigned to specific lines such as Line 291 and Duarte Lines 860 and 861. The Pomona Yard’s average age of buses exceeds the system-wide average.
- F. **Distribution of transit amenities** – Analysis of the completed bus stop improvements from the Bus Stop Enhancement program showed that a majority of the bus stop improvements are located in minority and low-income areas. The completed bus stop improvements are located in Pomona, Baldwin Park, Covina, Duarte, Glendora, South El Monte, Pasadena. Bus stop locations are evaluated and selected not solely based on the location’s minority and low-income populations, but also on multiple criteria such as safety, current service level and ridership, locational proximity to major activity points, cost effectiveness, and other improvement plus amenities.
- G. **Major Service Change** – Since the submission of the 2017 Title VI Program, Foothill Transit has carried out two major service changes, expanded the Class Pass Program, adopted two routes from the City of Duarte, and added a new fare payment method. Equity Analysis were prepared for all of these changes. No disparate impact or disproportionate burden was found.

Budget Impact

There is no financial impact associated with adopting Foothill Transit’s 2020 Title VI Program.

Sincerely,

Lourdes Álvarez
Transit Planner

Doran J. Barnes
Executive Director



September 25, 2020

To: Governing Board

Subject: **Title VI Equity Analysis - Line 291 Route Modification**

Recommendation

Receive and file the equity analysis of Line 291 Route Modification.

Analysis

I. Summary

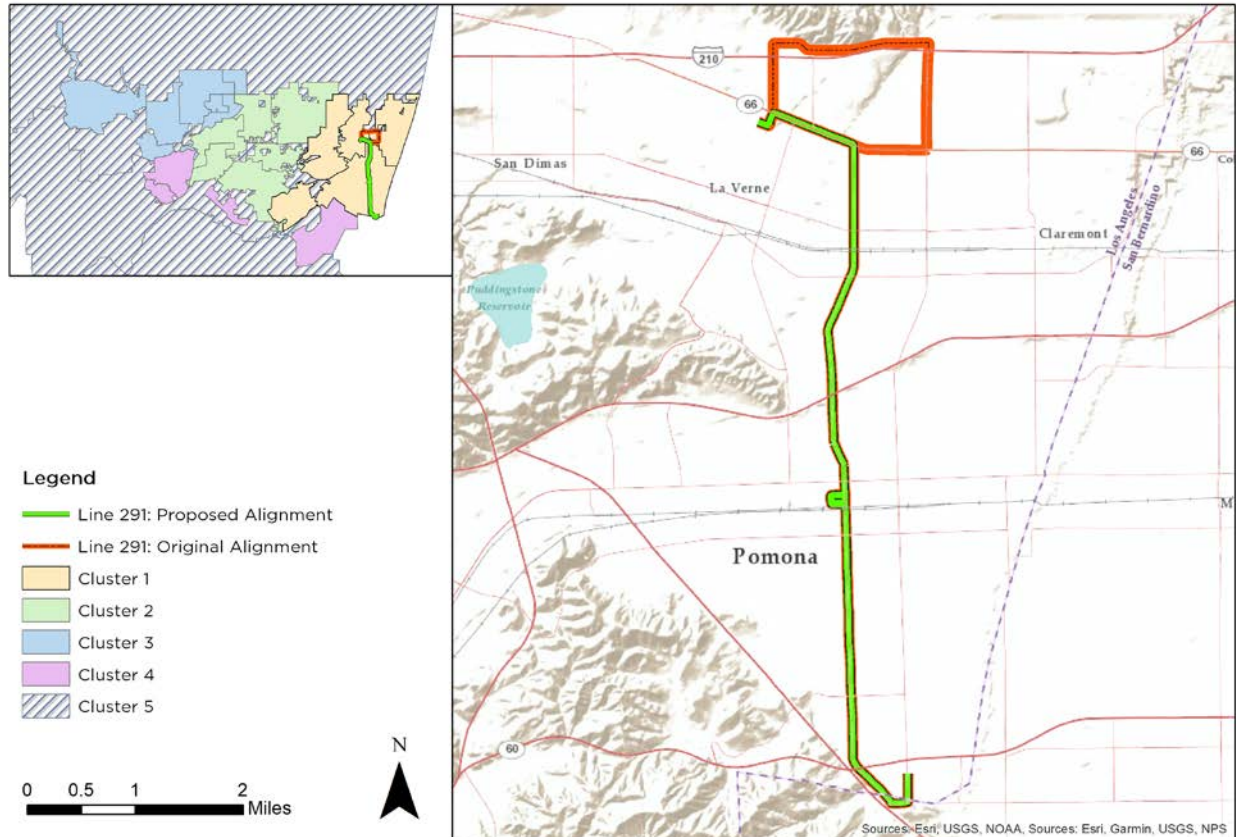
In February of 2017, Foothill Transit proposed a route variation on Line 291 to have a select number of trips serve an area that previously did not have any Foothill Transit bus service.

During the public outreach for the proposed change, general sentiment was positive with customers expressing their desire to have service to the area. In May of 2017, the Governing Board approved the route modification to begin having select northbound trips on Line 291 continue north on Garey Avenue to Towne Avenue as a way to serve Base Line Road. Three additional stops were added along the routing for customers to access various destinations in the area.

Below is a map of the current and proposed alignments for Line 291. The dotted orange line represents the current routing that serves Base Line Road while the green line represents the proposed routing for the upcoming service change in September 2019. Using census data, an equity analysis was conducted by staff to determine whether the operation of these two transit routes would have any disparate impact or disproportionate burden. No significant impact was found.



Foothill Transit Line 291 Proposed Route Modification



II. Methodology

Foothill Transit’s Disparate Impact and Disproportionate Burden Policy established a statistical threshold to determine whether minority and low-income passengers would be disproportionately impacted by the adverse effects of a service or fare change. This means that if the percentage difference between the minority population affected by the service or fare change is above 15 percent of the minority population of the overall service area, a disparate impact exists. If the affected low-income population (households) is above 15 percent of the low-income of the overall service area, a disproportionate burden exists. This threshold is based on the cumulative impact of the proposed service or fare change.

Using the 2017 American Community Survey 5-Year Estimate Block Group data, it is estimated that there are approximately 1.7 million people living within Foothill Transit’s service area, and 1.4 million are minority (82.49



Governing Board Meeting - 09/25/2020
Title VI Equity Analysis - Line 291 Route Modification
Page 3

percent). A “low income” categorization is considered for those whose median household income is at or below 30 percent of the median income for the service area or \$20,228.48 (using 2017 ACS 5-Year Estimate). This translates to those who make below \$24,999. This is due to the nearest income category available in the ACS data is “\$20,000 to \$24,999.” This method estimated 21.25 percent of the 531,719 households within the service area are low-income households.

Route-level analysis was performed using buffer analysis too. Buffers of quarter-mile radius and one-mile radius were placed around Line 291. Section III below contains the detailed results.

III. Analysis

1. Quarter-Mile Buffer Analysis

The minority population within the quarter-mile area surrounding proposed Line 291 is 4.63 percent more than that of Foothill Transit’s service area. The number of low-income households within the routes’ quarter-mile buffer zone is 0.53 percent fewer than that of the service area. Tables 1 and 2 show the results of the quarter-mile buffer analysis. None of the changes in minority population and low-income household exceed the 15-percent impact threshold.

Table 1 Quarter-Mile Buffer Analysis: Minority Population

<i>Quarter-Mile Buffer Analysis</i>	Area Population	Minority Population	Minority Proportion	Percent Difference from Service Area	Is the percent change more than 15%?
Modified Line 291	29,634	25,817	87.12%	4.63%	NO
Current Line 291	35,866	29,830	83.17%	0.69%	NO
Service Area	1,731,279	1,428,056	82.49%		



Governing Board Meeting - 09/25/2020
Title VI Equity Analysis - Line 291 Route Modification
Page 4

Table 2 Quarter-Mile Buffer Analysis: Low-Income Households

<i>Quarter-Mile Buffer Analysis</i>	Area Households	Low-Income Households	Low-Income proportion	Percent Difference from Service Area	Is the percent change more than 15%?
Modified Line 291	8,032	1,664	20.72%	-0.53%	NO
Current Line 291	10,301	2,349	22.80%	1.56%	NO
Service Area	531,719	112,976	21.25%		

2. One-Mile Buffer Analysis

In comparison to the overall Foothill Transit service area, the one-mile area has lower less minority population and low-income households - 0.21 percent and 0.02 percent, respectively. Tables 3 and 4 show the results of the one-mile buffer analysis. None of the changes in minority population and low-income household exceed the 15-percent impact threshold.

Table 3 One-Mile Buffer Analysis: Minority Population

<i>One-Mile Buffer Analysis</i>	Area Population	Minority Population	Minority proportion	Difference from overall service area	Is the percent change more than 15%?
Modified Line 291	125,476	103,238	82.28%	-0.21%	NO
Current Line 291	169,171	127,268	75.23%	-7.26%	NO
Overall Service Area	1,731,279	1,428,056	82.49%		

Table 4 One-Mile Buffer Analysis: Low-Income Households

<i>One-Mile Buffer Analysis</i>	Area Households	Low-Income Households	Low-Income proportion	Difference from overall service area	Is the percent change more than 15%?
Modified Line 291	34,991	7,426	21.22%	-0.02%	NO
Current Line 291	50,514	10,213	20.22%	-1.03%	NO
Overall Service Area	531,719	112,976	21.25%		



IV. Public Outreach Results

After the Governing Board authorized the Executive Director to seek public input and conduct a public hearing following the March 29, 2019 Governing Board Meeting, Foothill Transit staff began the outreach process to speak to customers. Rider alerts were sent out to customers, and bus stop notices were posted along the route to inform customers of the proposed change.

Customers were able to email, call, fax, visit a Transit Store, or give their opinion at the public hearing on May 3, 2019. The table below outlines the number of comments received and whether their comment was in favor of or opposed to the proposed change to Line 291.

Comment Category	Number of Comments
In Favor of Proposal	-
Against Proposal	1
Total	1

V. Financial Impact

This report has no financial impact.

Sincerely,

Lourdes Alvarez
Transit Planner

Doran J. Barnes
Executive Director



September 25, 2020

To: Governing Board

Subject: **Title VI Equity Analysis - Line 497 Cancellation**

Recommendation

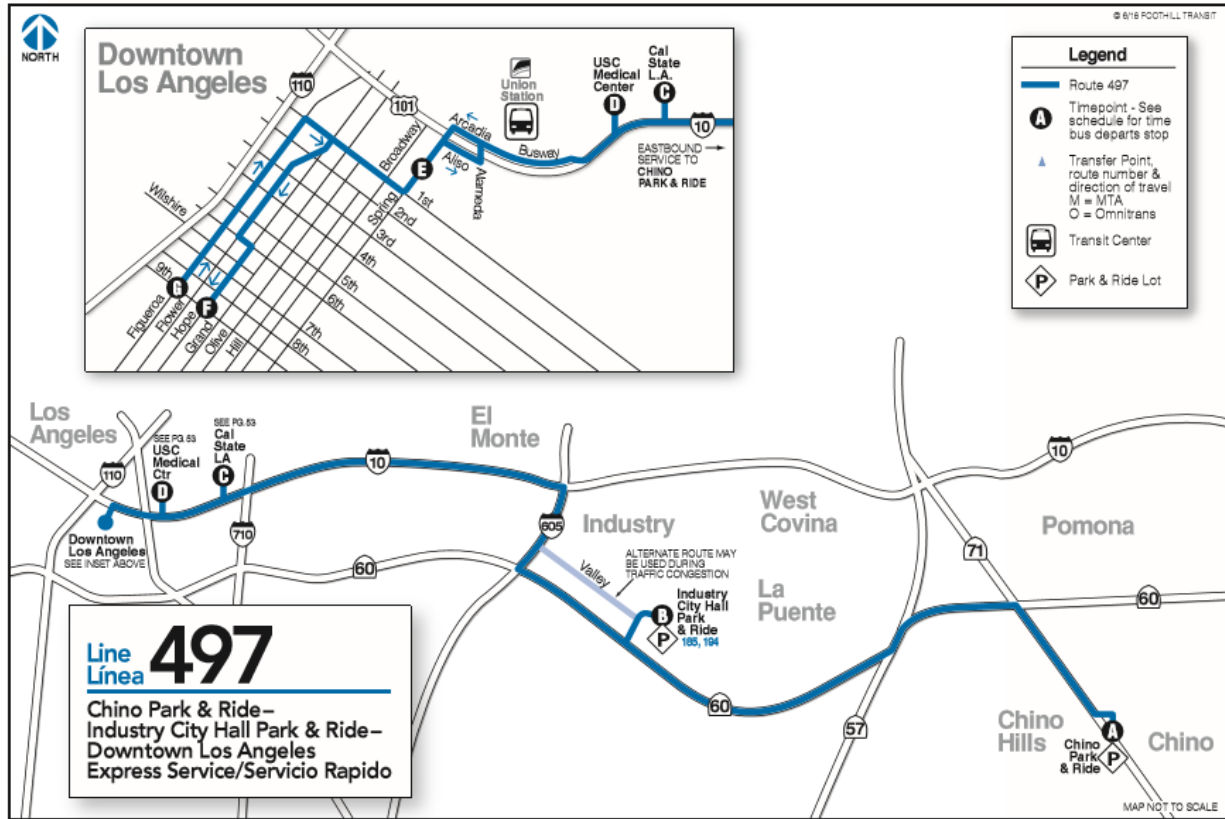
Receive and file the equity analysis of the cancellation of Line 497.

Analysis

I. Summary

In the summer of 2018, the Governing Board authorized public outreach regarding a proposed change to Line 497. This line currently serves the Chino Park & Ride as well as the Industry City Hall Park & Ride. Customers from both stops provided input regarding the proposed change, ultimately leading to the continuation of current service while the City of Chino investigated opportunities for funding from San Bernardino County. Foothill Transit staff has had discussions with the City of Chino regarding the safety and productivity concerns of serving the location, and to coordinate a discussion relative to a subsidy to provide this service outside of Foothill Transit's service area. While these discussions are ongoing, we continue to experience low productivity and negative customer comments regarding the drive time to service the stop at Industry City Hall on the way to Downtown Los Angeles.

Below is a map of the current Line 497.



The board approved cancellation of Line 497 allows for the savings to be reinvested into other Foothill Transit lines. The projected annual savings of \$1,606,388 will be used to increase frequency on other express lines as well as increase the span of service for express lines based on customer feedback. Specifically, there are requests for earlier trips on Line 499 as well as more frequency for Line 495. For customers who currently ride from Industry City Hall, the approved route modification of Line 498 addresses their concerns to continue to receive service. For customers from Chino Park & Ride, they have options to drive to Industry Park & Ride to board Line 495 or drive to Fairplex Park & Ride to board Line 699.

II. Methodology

Foothill Transit’s Disparate Impact and Disproportionate Burden Policy established a statistical threshold to determine whether minority and low-income passengers would be disproportionately impacted by the adverse effects of a service or fare change. This means that if the percentage difference between the minority population affected by the service or fare change is above 15 percent of the minority population of the overall service



area, a disparate impact exists. If the affected low-income population (households) is above 15 percent of the low-income of the overall service area, a disproportionate burden exists. This threshold is based on the cumulative impact of the proposed service or fare change.

Using the 2017 American Community Survey 5-Year Estimate Block Group data, it is estimated that there are approximately 1.7 million people living within Foothill Transit's service area, and 1.4 million are minority (82.49 percent). A "low income" categorization is considered for those whose median household income is at or below 30 percent of the median income for the service area or \$20,228.48 (using 2017 ACS 5-Year Estimate). This translates to those who make below \$24,999. This is due to the nearest income category available in the ACS data is "\$20,000 to \$24,999." This method estimated 21.25 percent of the 531,719 households within the service area are low-income households.

Route-level analysis was performed using buffer analysis too. Buffers of quarter-mile radius were placed around Line 497. Section III below contains the detailed results.

III. Analysis

1. Quarter-Mile Buffer Analysis

The minority population within the quarter-mile area surrounding Line 497 is 3.09 percent lower than that of Foothill Transit's service area. The low-income population within the routes' quarter-mile buffer zone is 8.08 percent higher than that of the service area. Tables 1 and 2 show the results of the quarter-mile buffer analysis. None of the changes in minority population and low-income household exceed the 15-percent impact threshold. Customers of Line 497 that ride from Industry City Hall are not stranded without service as the modification to Line 498 allows them to continue to ride Foothill Transit.



Table 1 Quarter-Mile Buffer Analysis: Minority Population

<i>Quarter-Mile Buffer Analysis</i>	Area Population	Minority Population	Minority Proportion	Percent Difference from Service Area	Is the percent change more than 15%?
Line 497	21,707	18,609	79.4%	-3.09%	NO
Service Area	1,731,279	1,428,056	82.49%		

Table 2 Quarter-Mile Buffer Analysis: Low-Income Population

<i>Quarter-Mile Buffer Analysis</i>	Area Population	Low-Income Population	Low-Income proportion	Percent Difference from Service Area	Is the percent change more than 15%?
Line 497	21,707	6,451	32.28%	8.08%	NO
Service Area	1,731,279	418,969	24.2%		

IV. Public Outreach Results

After the Governing Board authorized the Executive Director to seek public input and conduct a public hearing following the May 31st Governing Board meeting, Foothill Transit staff began the outreach process to speak to customers. Rider alerts were sent out to customers, and bus stop notices were posted at potentially affected bus stops.

Customers were able to email, call, fax, visit a Transit Store, or give their opinion at the public hearing on August 10, 2019. The table below outlines the number of comments received and whether their comment was in favor of or opposed to the cancellation of Line 497.

Comment Category	Number of Comments
In Favor of Proposal	9
Against Proposal	111
Total	120



V. Financial Impact

The cancellation of Line 497 results in a savings of \$1,606,388; however, these funds will be used throughout Foothill Transit service area to result in a cost neutral impact.

Sincerely,

Lourdes Alvarez
Transit Planner

Doran J. Barnes
Executive Director



September 25, 2020

To: Executive Board

Subject: **Request to Issue Invitation for Bids – Security Information and Event Management Software**

Recommendation

Authorize the Executive Director to issue an invitation for bids (IFB No. 21-020) for the purchase of a Security Information and Event Management (SIEM) Software for the Foothill Transit Data Center located at the administrative offices.

Analysis

Managing security events in an enterprise environment is critical for cyber-defense. A SIEM system works in conjunction with the firewall and antivirus to gather security-related events from the network, servers, and endpoint devices. The collected event logs are then filtered and analyzed by the SIEM for any anomalies. These anomalies that are detected are then presented to the IT team to perform detailed forensic analysis in the event of a major security breach.

A SIEM system will help Foothill Transit as an organization meet compliance requirements by generating reports which can then be used for audits. This SIEM system will also enhance incident management by enabling the IT team to uncover low-profile attacks and provide detailed information for incident response.

Foothill Transit staff reached out to multiple vendors to get demonstrations on their SIEM solutions. LogRhythm was found to best fit Foothill Transit’s goal in securing the organization as a whole. IFB No. 21-020 is being issued for bids from authorized vendors of LogRhythm SIEM.

Budget Impact

The funding for this project is included in the FY2021 budget under Project No. 0221, System Information Event Monitoring Replacement.

Sincerely,

Roy Eseyan
Information Technology Manager

Doran J. Barnes
Executive Director

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of Procurement



September 25, 2020

To: Executive Board

Subject: **Exercise of Option - Printing of Interior Bus Cards**

Recommendation

Authorize the Executive Director to exercise the first two-year option (Option Years 1 and 2) in the amount of \$168,100 for the printing of Interior Bus Cards with Kandid Graphics (19-065).

Analysis

Foothill Transit is approaching the end of its contract option for interior bus card printing with Kandid Graphics. This contract covers the printing and delivery of a total 21,200 cards (53 designs in sets of 400 cards) created by Foothill Transit staff. Kandid Graphics provides services that include lamination, full color process printing on durable 24 pound cardstock, and delivery of finished materials to Foothill Transit for installation.

The execution of the second two-year option will cover printing services through August 2022.

Budget Impact

The approved FY2020-2021 Business Plan and Budget includes funds for Interior Card Printing.

Sincerely,

Roy Eseyan
Information Technology Manager

Doran J. Barnes
Executive Director

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of Procurement



September 25, 2020

To: Executive Board

Subject: **Request to Issue Request for Qualifications - Materials Testing and Special Inspections Services for Mt. San Antonio College Transit Center**

Recommendation

Authorize the Executive Director to issue Request for Qualifications (RFQ) 21-021 Materials Testing and Special Inspections Services for Mt San Antonio College Transit Center.

Analysis

Section 17 of the California Building Code requires that all new building materials, equipment, systems or methods, or any materials of questioned suitability proposed for use in the construction of a building or structure be subjected to tests to determine character, quality, and limitations for use. While the construction contractor is responsible for inspecting and testing its work and is solely responsible for the overall quality of materials and construction methods, materials testing and special inspections services performed by an independent third-party consultant provides additional oversight of material quality and inspection of construction processes. As an example, the scope of services includes, but is not limited to, concrete and masonry testing and inspection of structural steel, welding methods, and concrete placement.

RFQ No. 21-021 is being issued to seek proposals from qualified firms or individuals to provide the required materials testing and inspection services during the construction of the Mt. SAC Transit Center.

Budget Impact

The approved FY21 Business Plan includes funding for Materials Testing and Special Inspections Services related to the Mt. SAC Transit Center project, under project #0115, Mt. Sac Transit Center.

Sincerely,

Vincent Saucedo
Construction Project Manager

Doran J. Barnes
Executive Director

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of Procurement



September 25, 2020

To: Executive Board

Subject: **Executive and Governing Board 2021 Meeting Schedule**

Recommendation

Provide direction regarding the preparation of the 2021 meeting schedule.

Analysis

The Executive Board adopted Resolution 2019-03 - The Executive and Governing Board Meeting Schedule for 2020 at their October 25, 2019 meeting. In 2020, nine Governing Board meetings were scheduled in an effort to better engage the Governing Board on Foothill Transit activities. In previous years the Governing Board met on a quarterly basis. In addition, the board support team was also tasked to conduct a survey of the Governing Board in mid-2020 to get feedback on the frequency of meetings and meeting format.

In January and February 2020, the Executive and Governing Board met as scheduled. By March 2020, health recommendations for social distancing were issued due to the COVID-19 pandemic. The Governing Board did not meet again until May 2020. At the April 24, 2020 Executive Board meeting, the board adopted Resolution 2020-02 adopting changes to the 2020 meeting schedule to allow additional time to prepare the Fiscal Year 2021 budget. Executive and Governing Board meetings have been held virtually since April 2020. Since resuming Governing Board meetings virtually in May 2020, these meetings have been well attended by Governing Board Members.

We are in the processing of drafting the meeting schedule for 2021 and we are seeking feedback from the Executive Board on any changes the Board would like to implement schedule wise or format related. Some of the specific questions include:

- Would you still like to survey the Governing Board members given how unusual the past six months have been with the issues related to COVID-19?
- Would you like to retain the current schedule of having Governing Board meetings in conjunction with each Executive Board meeting?



- How would you like to handle the Executive Board retreat given that it may need to be conducted virtually?
- Would you like to schedule a meeting in July or go dark in July?

We look forward to receiving your direction.

Sincerely,

Christina Lopez
Board Secretary

Doran J. Barnes
Executive Director



September 25, 2020

To: Executive Board

Subject: **Contract Amendment - Agreement No. 18-073
AmericanEagle.com**

Recommendation

Authorize the Executive Director to modify the scope of work for Contract No. 18-073 with AmericanEagle.com to exclude the Foothill Transit mobile fare payment application and to complete work on the point-of-sale (POS) system including ongoing maintenance and support and to negotiate an appropriate reduction project cost.

Analysis

On April 27, 2018, the Foothill Transit Executive Board approved implementation of a pilot program to pursue a mobile application for Foothill Transit customers. For the past two years, the consultants have been developing the application for use on all mobile phones, which will allow customers to purchase their fare media and then validate it onboard the bus. The pilot program also included a new POS system including maintenance and support for all transit stores. We are in receipt of the POS equipment and intend to finalize the software development and begin rolling out the devices to production in the upcoming months.

The original project timeline had delivery of the Foothill Transit app slated for June 2019. Progress has been delayed due to several factors including extensive design changes required to meet Foothill Transit's design standards. Other factors included lengthy contract negotiations and technical challenges with integrating with existing merchant services.

On September 3, 2020, the Los Angeles County Metropolitan Transportation Authority (Metro) announced the launch of a mobile TAP app and the ability for transit customers in L.A. County to pay fares by way of the Apple Wallet. Customers are also able to add their TAP cards to their Apple Wallet and access all features of the TAP card by simply "tapping" their phone or Apple Watch near the farebox onboard TAP-enabled buses or rail cars.

This agreement with Apple is an important step forward in fare collection for the nation. During development of this product, Metro was prohibited from discussing the relationship with Apple due to a non-disclosure agreement. As



a result, the L.A. County regional transit operators, including Foothill Transit, were not aware that this product was imminent.

The TAP mobile app allows iPhone users to buy a fare for any LA County regional operator and to TAP their phone on any TAP enabled farebox. Metro says that the application for Android phone users is not far behind.

With the development of the new TAP mobile app, Foothill Transit no longer needs to pursue the mobile app pilot program. Therefore, we will direct AmericanEagle.com to suspend all work related to the mobile application but retain the contractual obligations for the support and maintenance of the POS system.

Budget Impact

The total amount of the contract for the mobile app pilot program is \$307,935. This amount includes \$100,000 for AmericanEagle.com to share in a percentage of future fare sales generated by the mobile app. Since the mobile will no longer be required, we will negotiate a contract amendment with the contractor to exclude these expenses.

The amount paid to the contractor to date is \$110,950. This includes the new POS system, non-recurring engineering costs for the development, and the Foothill Transit specific design of the internet application. Given that the mobile app will not be complete, we will negotiate a reduction in cost related to the cancellation of this element. This project is funded under Capital Project #0124.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Executive Director

Christopher Pieper
Director of Procurement