



Foothill Transit



GOVERNING BOARD MEETING

Friday, August 27, 2021



Foothill Transit

Governing Board Meeting AGENDA

GOVERNING BOARD MEETING - TELECONFERENCE

7:45 AM, AUGUST 27, 2021

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 GOVERNING 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/87193735813>. ALTERNATIVELY, TO PARTICIPATE VIA PHONE, DIAL (669) 900-6833 AND ENTER MEETING ID: 871-9373-5813.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER
5. REMARKS BY LUKE H. KLIPP, SENIOR TRANSPORTATION DEPUTY FOR LOS ANGELES COUNTY SUPERVISOR JANICE HAHN
6. APPROVAL OF MINUTES FOR THE ANNUAL GOVERNING BOARD MEETING OF JUNE 25, 2021
7. INTRODUCTION OF FOOTHILL TRANSIT BUSINESS PARTNERS

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) 967-3147 extension 7204 or at the agency's offices located at 100 S. Vincent Ave., Suite 200, West Covina, CA 91790. Documents, including PowerPoint handouts, distributed to Board Members by staff or Board Members at the meeting will simultaneously be made available to the public upon request.



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8. GENERAL 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. Presentations shall not exceed two minutes in length. The Board will take public comment under this agenda item for a maximum of 30 minutes. Public Comment will resume later in the meeting if there are members of the public who did not get an opportunity to speak because of the 30-minute limit.

Action may be taken on any item identified on the agenda.

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 AUGUST 26, 2021.

8.1. Chief Executive Officer Response to Public Comment

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 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 សូមទាក់ទងការិយាល័យនាយកភ្នាក់ងារប្រតិបត្តិកាមន្ទរស័ព្ទលេខ (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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9. LINE 270 PILOT EXTENSION

Recommended Action: Authorize the Chief Executive Officer to: 1) Operate a one-year pilot to extend Line 270 to the Arcadia Gold Line Station at the October 24, 2021 service change. 2) Seek public comment and conduct a public hearing during the one-year pilot of the Line 270 extension to the Arcadia Gold Line Station.

10. BUS STOP ENHANCEMENT PROGRAM

Recommended Action: Receive and file the Bus Stop Enhancement Program update.

11. RIDERSHIP AND SERVICE LEVELS UPDATE

Recommended Action: Receive and file an update on our ridership and service levels.

12. COMPREHENSIVE OPERATIONAL ANALYSIS (COA) UPDATE

Recommended Action: Receive and file the Comprehensive Operational Analysis (COA) Update.

13. EXPRESSLANES UPDATE - I-10 EXPRESSLANES BUSWAY HOV5+ PILOT PROGRAM

Recommended Action: Receive and file the ExpressLanes Update on the I-10 ExpressLanes Busway HOV5+ Pilot Program.

14. CONTINUED PUBLIC COMMENT

This time is reserved for those members of the public who were unable to speak earlier in the agenda because of the 30-minute time restriction.

15. CHIEF EXECUTIVE OFFICER COMMENT

16. GOVERNING BOARD MEMBER COMMENT

17. ADJOURNMENT

**The next meeting of the Governing Board
is scheduled for
Friday, October 1, 2021 at 7:45 a.m.**



Foothill Transit

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

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

**Friday, June 25, 2021
7:45 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Sternquist at 7:45 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Governing Board Member Valerie Muñoz.

3. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Corey Calaycay, Member Rick Crosby, Member Victor Preciado, Member Emmett Badar, Member Daniel Damian, Member Gary Boyer, Member Albert Ambriz, Member Roger Chandler, Member Richard Barakat, Member Tzeitel Paras-Caracci, Member Becky Shevlin, Member Felicia Williams, Member Fernando Vizcarra, Member Steve Tye, Member Jessica Ancona, Member Cory Moss, Member Valerie Muñoz, Member Hector Delgado, Member Sam Pedroza, Member Jimmy Lin, Member Cynthia Sternquist

Absent: Member Linda Freedman, Member Edward Alvarez, Member John King, Member Dario Castellanos

4. 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.

5. REMARKS BY LOS ANGELES COUNTY SUPERVISOR HILDA SOLIS

Governing Board Member Sam Pedroza introduced Hilda Solis, L.A. County Supervisor, First District. Supervisor Solis thanked Chair Sternquist and Chief Executive Officer Doran Barnes for the opportunity to address the Governing Board. She announced that effective July 2021, she will assume the role of Chair of the Metro board. She also reported on ridership during the pandemic, the fareless system initiative, and on her priorities during her chairmanship of the Metro board.

6. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Governing Board Meeting of May 28, 2021.

Motion by Vice Chair Calaycay, second by Member Moss, the minutes for the Regular Meeting of May 28, 2021 were approved. Motion carried 20-0. Member Chandler abstention.

7. INTRODUCTION OF Foothill TRANSIT BUSINESS PARTNERS

Ibrahima Toure, Vice President Southwest Region, Transdev, addressed the Governing Board. Mr. Toure provided an update on negotiations with the ATU and indicated that he hopes there will be a resolution soon. He also reported that Transdev is in compliance with Federal and State requirements regarding DOT hours of service.

8. GENERAL PUBLIC COMMENT

Lorrence Bradford, ATU 1756, stated that mandatory overtime at the Arcadia/Irwindale facility continues to be a concern, and that customers need to be transported safely.

8.1. Chief Executive Officer Response to Public Comment

There was no response to public comment by the Chief Executive Officer.

9. ANNOUNCEMENT OF CLUSTER 1 AND 4 ELECTION RESULTS

Vice Chair Calaycay reported that he was re-elected to serve as Executive Board Member, and Emmett Badar was re-elected to serve as Executive Board Alternate for Cluster 1.

Executive Board Member Moss reported that she was re-elected to serve as Executive Board Member, and Valerie Muñoz was re-elected to serve as Executive Board Alternate for Cluster 4

10. **PROPOSED FISCAL YEAR 2022 BUSINESS PLAN AND BUDGET**

Recommendation: In accordance with the Executive Board's recommendation, adopt Foothill Transit's proposed Business Plan and Budget for Fiscal Year 2022.

Jorge Quintana, Finance Budget and Grants Analyst, presented this item.

Mr. Quintana reported that the Fiscal Year 2022 budget was developed with adequate revenues to fund all expenses. This is attributed to revenues received from COVID relief packages passed by congress. The operating expenses for Fiscal Year 2022 are budgeted at \$111.7 million, which is a 4 percent increase over the Fiscal Year 2021 operating budget. The capital program includes 48 previously approved projects and staff requested approval of 13 new projects. The capital program is budgeted at \$75.2 million for Fiscal Year 2022.

Mr. Quintana presented an overview of Fiscal Year 2022 budgeted revenue, transit operating expense, vehicle service hours, passenger boarding, and fare revenues. On goals and performance standards, he reported that some performance targets have decreased or increased as the Coronavirus pandemic has caused continued adjustments to the approach to service. Mr. Quintana also reviewed the Fiscal Year 2022 agency-wide major initiatives.

In summary, a \$186.9 million budget is proposed, which \$117.7 million is in operating expenses and \$75.2 million is in capital investments. Foothill Transit expects to operate approximately 870,000 vehicle service hours and have 7.0 million passenger boardings in Fiscal Year 2022.

There were no comments by members of the public on this item. Mr. Quintana responded to questions from Governing Board Member Tye regarding the increasing cost of fuel, and Chief Executive Officer Doran Barnes responded to a question from Governing Board Member Williams regarding the 870,000 service hours. Vice Chair Calaycay stated that in recently held meetings with Cluster 1 cities, there was still interest expressed in the Bus Stop Enhancement Program (BSEP). He stated that he was aware that staff was considering not including the BSEP in the Fiscal Year 2022 budget. Chief Executive Officer Doran Barnes confirmed that the BSEP was not included in the Fiscal Year 2022 budget. Mr. Barnes stated that staff

identified \$400,000 in capital funding that can be added to a BSEP line item.

Vice Chair Calaycay made the motion recommending approval of the budget and business plan, and recommended approval of a budget line item for the reinstatement of the BSEP in the amount of \$400,000.

Motion by Vice Calaycay, second by Member Moss, to adopt. Motion carried 19-0. Members Chandler and Lin temporarily absent.

11. **FEDERAL TRANSIT ADMINISTRATION TRIENNIAL REVIEW RESULTS FOR FEDERAL FISCAL YEARS 2018 - 2020**

Recommendation: Receive and file the results of the Federal Transit Administration's (FTA) Triennial Review of Foothill Transit.

Kevin Parks McDonald, Deputy Chief Executive Officer, presented this item.

Mr. McDonald reported that the Federal Transit Administration (FTA) requires that all federal grant recipients be reviewed triennially for adherence to federal policy. Foothill Transit's completed its most recent review process on June 7, 2021. The process usually includes a two-day site visit, but due to COVID-19 the process was revised. A more comprehensive desk review was conducted by the consultant. In all, 370 documents were submitted for review and 170 pages of written responses were provided to questions posed by the reviewer. On June 7, 2021 an exit conference was held and the staff was advised that the review team found no deficiencies in the management of Foothill Transit's transit program.

There was no Public Comment or comments by the members of Governing Board on this item.

The Governing Board received and filed this presentation.

12. **CONTINUED GENERAL PUBLIC COMMENT**

Public comment was not reopened as the Public Comment period was concluded earlier in the agenda (Item 8).

13. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- Thanked Deputy CEO Kevin Parks McDonald for leading the triennial review efforts.
- Thanked the Governing Board for their support of the budget and business plan. He also thanked Director of Finance and Treasurer Michelle Lopes Caldwell and Finance Budget and Grants Analyst Jorge Quintana for their efforts in putting together the budget and business plan.
- He reported that various proposals in regards to the fareless system initiative are being reviewed.
- Foothill Transit is continuing to ensure that it is in compliance with CDC and TSA guidance's related to COVID-19.
- There will not be a Governing Board meeting in July 2021.
- Wished the Governing Board a Happy 4th of July.
- Announced that Foothill Transit was awarded a \$5 million grant by the California Transportation Commission under the Transit and Intercity program for Foothill Transit's fuel cell project.

14. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Governing Board.

- Member Tye complimented the Marketing and Communications team for their opening video.
- Member Paras-Caracci thanked the Foothill Transit team for the opportunity to ride the double-decker bus and she echoed Member Tye's comments regarding the opening video.
- Member Delgado thanked staff for their efforts in putting together the budget. He also announced that his daughter Mia competed in the U.S. Junior Olympics in judo and won a gold medal. She will now represent the United States as a member of the world team member. She will compete in Italy in October 2021.

15. **ADJOURNMENT**

Adjournment for the June 25, 2021, Foothill Transit Governing Board Meeting.

There being no further business, the Foothill Transit Governing Board meeting adjourned at 9:01 a.m.



August 27, 2021

To: Governing Board

Subject: **Line 270 Pilot Extension**

Recommendation

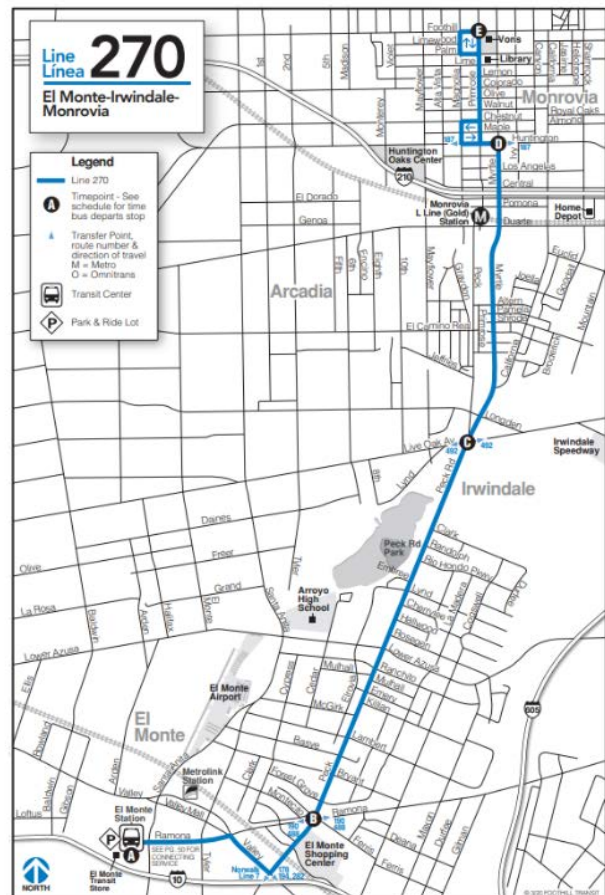
Authorize the Chief Executive Officer to:

- 1) Operate a one-year pilot to extend Line 270 to the Arcadia Gold Line Station at the October 24, 2021 service change.
- 2) Seek public comment and conduct a public hearing during the one-year pilot of the Line 270 extension to the Arcadia Gold Line Station.

Analysis

Foothill Transit began operation of Line 270 in June of 2016 with the transition of Lines 190 and 194 from LA Metro. Currently, Line 270 connects the El Monte Station to Monrovia with hourly service that operates seven days per week. Since transitioning the line from LA Metro, Foothill Transit has made minor adjustments over the years to a few bus stops and added service on Sunday based on customer feedback at the time.

Adjacent is a map of the current routing for Line 270. Recent comments from both residents and local businesses in the area have prompted a review of the routing in the northern portion of the line that serves Monrovia at the intersection of Foothill Blvd and Primrose Ave. In an effort to address the concerns from the local community, Foothill Transit is proposing an adjustment to the current routing for a one-year pilot program.





Additionally, staff will work closely with the City of Monrovia to conduct public outreach and hold one public hearing to gather public comment on the proposal.

Next Steps	
Executive Board recommendation to seek Governing Board authorization to conduct public outreach	August 2021
Seek Governing Board authorization to implement Pilot and conduct public outreach	August 2021
If approved, begin pilot extension	October 24, 2021
Conduct Public Outreach in accordance with Title VI	Winter/Spring 2022
Present final recommendations to the Executive Board	Summer 2022
Present final recommendations to the Governing Board for approval	Summer 2022
Implement final recommendations	Fall 2022

At their meeting on August 17, 2021, the Executive Board met to consider the proposed Pilot and long-term changes to Line 270, and recommends that the Governing Board authorize the CEO to take the recommended actions.

Budget Impact

The projected budget impact from the pilot extension will result in an increase to the operating budget of Line 270 by \$291,118 per year. The current savings from operating reduced express service allows for the operation of the pilot extension within the current fiscal year budget.

Sincerely,

Joshua Landis
Planning Manager

Doran J. Barnes
Chief Executive Officer



August 27, 2021

To: Governing Board

Subject: **Bus Stop Enhancement Program**

Recommendation

Receive and file the Bus Stop Enhancement Program (Attachment A) update.

Analysis

Foothill Transit developed the Bus Stop Enhancement Program (BSEP) in FY 1997 with Transit Development Act funds to provide financial assistance to entities (member cities, counties, and the state) who are interested in making improvements to their bus stops serviced by Foothill Transit. With the philosophy that a bus stop is the start of a customer's experience, Foothill Transit developed the BSEP to help entities improve or add to their existing amenities. Popular bus stop improvements include: solar lighting, shelters, benches, and trash receptacles.

Foothill Transit encourages entities to apply for BSEP funds to enhance all aspects of their existing bus stops serviced by Foothill Transit. All entities within Foothill Transit's service area are eligible to apply for BSEP funds. Pending project evaluation and approval, Foothill Transit will reimburse ten (10) successful applicants a lump sum of up to \$40,000.00 to be used for bus stop enhancements.

Funds may be used for physical improvements and for purchase of bus stop modules (including, but not limited to, shelters, benches, trashcans, and tree grates). All costs, including installation and labor, must be paid by the successful applicant and will be reimbursed by Foothill Transit at the completion of the project. Bus stops not serviced by Foothill Transit are ineligible for BSEP funding.

Application submissions for BSEP funding will be accepted starting September 1, 2021.

BSEP funds were included in the FY 2022 budget. Ten (10) cities will be awarded up to \$40,000, totaling \$400,000 for the entire program during FY 2022.

Sincerely,

Lourdes Álvarez
Transit Planner

Doran J. Barnes
Chief Executive Officer



190
194
195
482

LOCAL BUS ARRIVALS		
190	Industry to Airport via Northridge & Van Nuys	2 min.
194	Industry to Glendale via Northridge & Van Nuys	15 min.
195	Industry to La Habra via Northridge & Van Nuys	25 min.



Foothill Transit

Bus Stop Enhancement Program BSEP

History

Foothill Transit developed the Bus Stop Enhancement Program (BSEP) in FY 1997 with Transit Development Act funds to provide financial assistance to entities (member cities, counties, and the state) who are interested in making improvements to their bus stops serviced by Foothill Transit. With the philosophy that a bus stop is the start of a customer's experience, Foothill Transit developed the BSEP to help entities improve or add to their existing amenities.

Program Goals

In the beginning, BSEP was created to improve the customer's experience and satisfaction with Foothill Transit. Since its formation, the program has expanded its goals to incorporate Foothill Transit's mission and goals in an effort to maximize the value of the program and to further improve the customer's experience and satisfaction. The current goals for BSEP are:

- Provide safety-related amenities.
- Improve transit amenity equity.
- Strengthen community identity and ownership.
- Attract new customers.
- Improve bus stop technology.
- Complement adjacent trip generators and activities.
- Reinforce the positive image of Foothill Transit.

Program Overview

Foothill Transit encourages entities to apply for BSEP funds to enhance all aspects of their existing bus stops serviced by Foothill Transit. All entities within Foothill Transit's service area are eligible to apply for BSEP funds. Pending project evaluation and approval, Foothill Transit will reimburse successful applicants a lump sum of up to \$40,000.00 to be used for bus stop enhancements.

Funds may be used for physical improvements and for purchase of bus stop modules (including, but not limited to, shelters, benches, trashcans, and tree grates). Bus pads can be included in this program only if they are included with other bus stop amenity improvements. Projects submitted for bus pads only will not be approved. Benches and shelters containing advertisement are not eligible for BSEP funds.

All costs, including installation and labor, must be paid by the successful applicant and will be reimbursed by Foothill Transit at the completion of the project. Improvements and funding cannot be used on stops not serviced by Foothill Transit. Applications for bus stops not serviced by Foothill Transit will be rejected.

Application Requirements

Each applicant shall submit a written application which includes the required elements detailed below, both in content and in sequence. Each element of the application shall be segregated and identified by a tabbed insert so as to identify the element being addressed in the application. Each application must be signed by the appropriate authorized official (city staff, county official, etc.).

Element 1: Cover Letter

Each applicant shall submit a maximum two-page letter that includes the name and address of the entity and a brief summary of the proposed bus stop enhancements with the location(s) of the bus stop(s).

Element 2: Current Bus Stop Characteristics

Each application must include the following information for each proposed bus stop improvement:

- **Bus Stop Location(s):** Proposed bus stop enhancement(s) must be located within Foothill Transit's service area. If proposed enhancement(s) are located at a corner stop (nearside or farside), provide intersection cross street names and the bus stop's direction (North, South, East, and West). If proposed enhancements are located at a mid-block stop, provide the nearest cross street name and the bus stop's direction (North, South, East, and West). Applicants must include the longitude and latitude coordinates of the proposed bus stop enhancement(s).
- **Current Bus Stop Conditions:** Provide an evaluation of possible ADA accessibility issues, proximity to crosswalks, sidewalk width, surface wear, and other related issues for each of the proposed bus stop enhancement(s).
- **Current Services:** Provide a list of Foothill Transit bus lines that serve the proposed bus stop(s) as well as bus lines provided by other municipal operators and city shuttles. The proposed bus stop(s) must be serviced by Foothill Transit in order to be considered for funding. Applicants should coordinate with Foothill Transit to obtain the list of Foothill Transit bus lines so that it can be submitted as part of the application
- **Current Ridership:** Provide average monthly ridership of the proposed bus stop(s). Applicants should coordinate with Foothill Transit to obtain the requested ridership data so that it can be submitted as part of the application.
- **Neighborhood Characteristics:** Provide a list of major activity centers/trip-generating destinations in the one-mile vicinity of the proposed bus stop(s)

such as: community centers, educational institutions, regional malls, colleges, hospitals, Park & Ride lots, etc. If there is none, please state so.

- **Estimated Costs:** Provide an itemized estimate of proposed improvement and module costs.
- **Plans, Specifications, and Photos:** Provide plans, specifications, schematics, photos, and design documents for the proposed bus stop enhancement(s).
- **Description of Improvements:** Provide a detailed description of the proposed bus stop enhancement(s), including: curb cuts, crosswalk improvements, sidewalk improvements, safety improvements, landscaping, etc.
- **Bus Stop Modules:** Provide a list of the modules to be installed at each of the proposed bus stop locations (shelters, overhangs, benches, trashcans, etc.).
- **Project Timeline:** Provide the construction timeline for the proposed bus stop enhancement(s), including key milestones.

Application Evaluation Criteria

Applications will be evaluated based on the following criteria:

Safety Improvements (35 Points)

Applicants will be evaluated on safety improvements to current bus stop conditions. Some of the elements considered include, but are not limited to:

- **Lighting:** Provide improvements to the lighting at the proposed bus stop(s) for customer safety.
- **Accessibility:** Provide improvements to the pavement to ensure that no cracks or obstacles are present at or near the proposed bus stop(s).

Location (25 Points)

Applicants will be evaluated on the proposed bus stop location's proximity to major activity centers/trip-generating destinations such as: community centers, senior homes, educational institutions, regional malls, colleges, hospitals, Park & Ride lots, etc.

Applicants will also be evaluated on the proposed bus stop location's proximity to census tracts with a high percentage of low-income populations, census tracts with a high percentage of minority populations, and census tracts with a high percentage of zero-car households.

Other Improvements (15 Points)

Applicants will be evaluated on other types of improvements to current bus stop conditions. Some of the elements considered include, but are not limited to:

- **Technology:** Improvements that incorporate new technology (bus arrival signs, voice announcements, phone charger stations, etc.).
- **Shelters:** Improvements that provide shelter for intense sunlight and rain.
- **Resting amenities:** Improvements that provide resting amenities (benches, leaning bars, etc.).
- **Community:** Improvements that enhance community identity and character (murals, colors, themes, landmarks, etc.).

Estimated Costs (overall and per unit) (15 Points)

Applicants will be awarded points for the overall value of the proposed bus stop improvement(s) in addition to cost effectiveness. The evaluation team will consider the cost-effectiveness on a case-by-case basis, depending on the need of the neighborhood around the proposed bus stop(s).

Current Service Level and Ridership (10 Points)

Bus stops that service more than one Foothill Transit bus line and/or provides seven (7) days of service will be prioritized. Bus stops with high average monthly ridership will be prioritized.

Total Points (100 Points)

Construction, Maintenance, and Reporting Requirements

Approved applications must adhere to the following requirements during and after construction:

Quarterly Status Reports

Quarterly status reports must be submitted to Foothill Transit during the entirety of the project. These reports must outline the status of the project in terms of the signed Agreement.

Maintenance of Proposed Bus Stop(s) Enhancement(s)

All maintenance, including cleaning of the site (emptying of trashcans and sweeping of sidewalk) will be the applicant's responsibility during construction and after completion of the project.

Post-Award Reporting

Annual inspection reports and maintenance records performed to the enhanced bus stop(s) must be submitted to Foothill Transit for a period of three (3) fiscal years. Foothill Transit will conduct periodic audits to ensure the bus stop(s) enhancement(s) are properly maintained after completion of the project.

Application Submittal and Approval

Foothill Transit will begin to receive application submissions for BSEP funding starting September 1, 2021. The deadline for the application submissions is December 1, 2021.

Once the application is received, it will take Foothill Transit staff approximately 60 to 90 days to review the application. Upon approval, notice of award will be issued following the review.

Once applications are approved, an agreement will be executed between Foothill Transit and each successful applicant. BSEP funds will be released upon completion of the project and submittal of all required documents. Invoices itemizing actual improvement and module costs must be submitted to Foothill Transit after construction is complete, as set forth in the Agreement.

Incomplete or non-responsive applications will be noted. Applicants will be allowed to provide missing information within ten (10) business days after notification from Foothill Transit.

Applications, quarterly status reports, invoices, and post-award reports must be sent to the following address:

Foothill Transit- BSEP Submission
100 S. Vincent Ave. Suite 200
West Covina, CA 91790
Attn: Planning

Please contact Lourdes Álvarez at lavarez@foothilltransit.org or (626) 931-7256 if you have any questions, comments, or concerns.



August 27, 2021

To: Governing Board

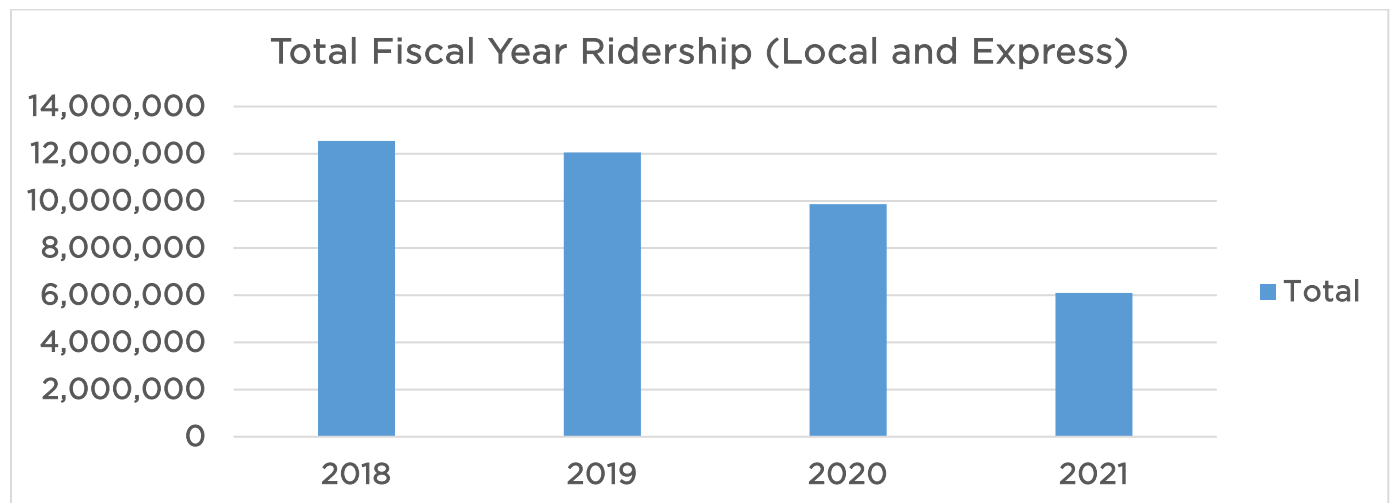
Subject: **Ridership and Service Levels Update**

Recommendation

Receive and file an update on our ridership and service levels.

Analysis

As expected, overall ridership decreased due to the COVID-19 pandemic. When comparing Fiscal Year 2021 to Fiscal Year 2019, ridership levels in Fiscal Year 2021 were 51 percent of pre-pandemic levels. Despite the lower ridership, Foothill Transit continued to operate local bus service at pre-pandemic levels to ensure continued travel options for essential trips and for customers to be able to maintain social distancing onboard the buses.



Fiscal Year	Total Ridership
2021	6,099,989
2020	9,862,939
2019	12,053,120
2018	12,543,650



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During the pandemic, Los Angeles County issued “Safer at Home” restrictions that pushed many employers to allow their employees to work from home instead of at the worksite. Because of Los Angeles County’s “Safer at Home” restrictions, our Express Service was briefly suspended in April and May 2020 then reactivated in June 2020, as it appeared that restrictions were being lifted. The ability to work from home eliminated or reduced the need for many to commute into Downtown Los Angeles, and this has had a direct impact on Foothill Transit’s Commuter Express service. Even at the end of the pandemic, many businesses are expected to allow employees to work from home full time or to offer a hybrid schedule where employees go to the office fewer than five days a week.

Currently, Foothill Transit operates six Commuter Express (Express) lines that travel into Downtown Los Angeles in the morning and return to the San Gabriel Valley in the afternoon. As a response to the lower Express ridership, Foothill Transit has reduced the service levels on the Express lines by thirty-five percent. Even with the service reduction, Foothill Transit is still able to maintain at least 20-minute frequency on all six Express lines and still have capacity to accommodate more riders.

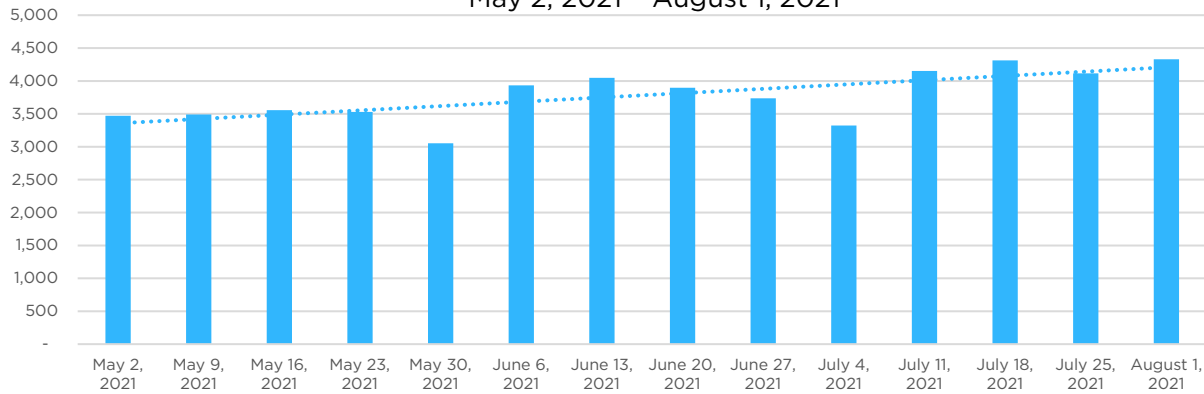
All local routes, including the Silver Streak, continue to run at pre-pandemic levels, with the exception of Line 690. Line 690 provides weekday only service from the Montclair Transit Center to the Citrus College Azusa Gold Line station during the morning rush hour then provides the opposite service during the afternoon rush hour. On January 4, 2021, Line 690 was suspended and is being evaluated for cancellation. Lines 851, 853, and 854 serving primarily areas around schools were suspended but reactivated on August 2, 2021 to coincide with the start of school year.

Comparing weekly Express ridership from May 3, 2021 to August 7, 2021, ridership is trending slightly in the positive direction. This period of time was selected to observe the ridership impact caused by the easing of COVID-19 restrictions by Governor Gavin Newsom on June 15, 2021. The overall Express ridership is still at 24 percent pre-pandemic levels when comparing Express ridership within the similar timeframe in 2019.



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Weekly Express Ridership
 May 2, 2021 - August 1, 2021

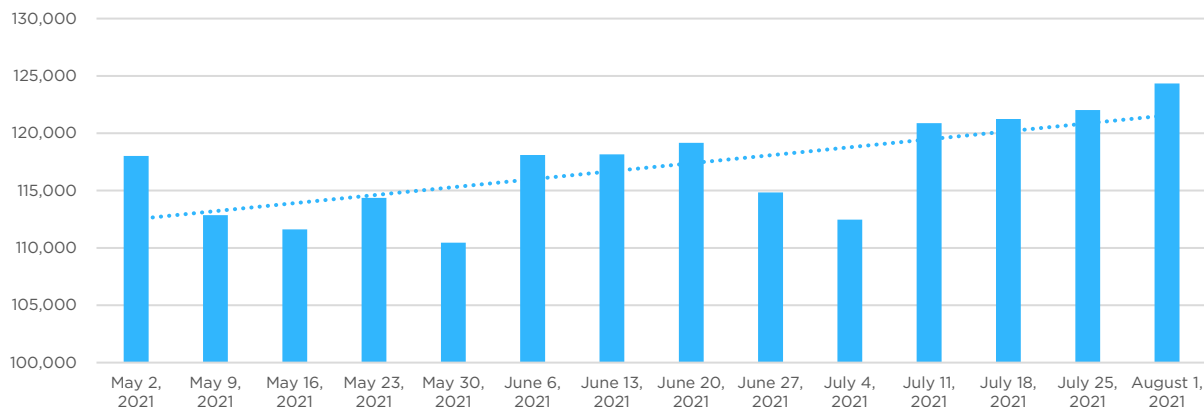


Year	Average Weekly Express Ridership	Total Express Ridership
2021	3,782	52,951
2019	17,225	241,144

The ridership numbers in this table are the sum of a fourteen-week period covering the months of May, June, July, and August.

While Express service is at 24 percent pre-pandemic ridership, Local service is at 57 percent of pre-pandemic levels when comparing the period of May 3, 2021 to August 7, 2021. Like the Express ridership, Local ridership is also trending in the positive direction.

Weekly Local Ridership
 May 2, 2021 - August 1, 2021





Year	Average Weekly Local Ridership	Total Local Ridership
2021	117,038	1,638,537
2019	204,437	2,862,120

The ridership numbers in this table are the sum of a fourteen-week period covering the months of May, June, July, and August.

Recent pass sales data indicate an increase in overall pass sales, which may be attributed to the current pass sale promotion offering passes at a 50 percent discount and the possibility of employees preparing to return to the workplace. Pass sales for the month of July 2021 for the 31-Day Commuter Express, Silver Streak, and Adult Local and the Adult 1-Day Pass have already surpassed the number of passes sold for the entire months of May 2021 and June 2021 combined. Hopefully, the increase in sales will attribute to an increase in ridership for both the Express and Local service.

Fare Product	May 2021	June 2021	July 1-12, 2021
31-Day Commuter Express	47	55	229
31-Day Adult Silver Streak	12	14	79
31-Day Adult Local	272	251	615
Adult 1-Day Pass	796	940	2,098

The next schedule change is scheduled for October 24, 2021 and plans are to continue to operate the Express routes at their current reduced service levels. Full Commuter Express service levels have been programmed in the FY 2022 Purchased Transportation budget. If there is an increase in demand and more capacity is needed, the Express service will be adjusted accordingly.

Sincerely,

Joseph Raquel
Director of Planning

Doran J. Barnes
Chief Executive Officer



August 27, 2021

To: Governing Board

Subject: **Comprehensive Operational Analysis (COA) Update**

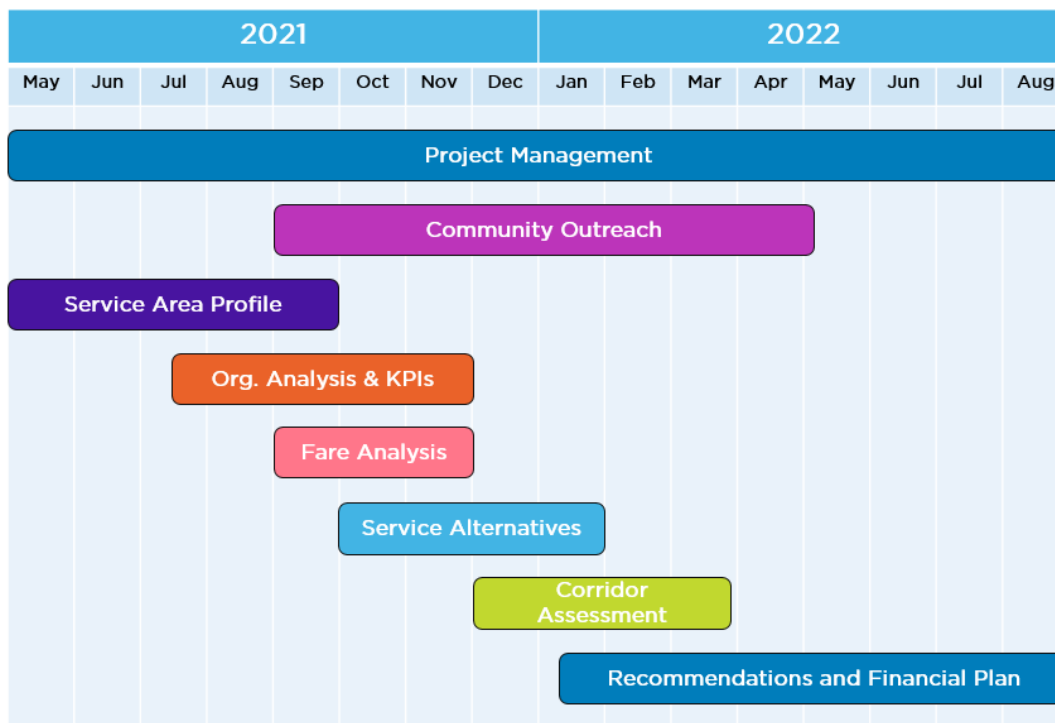
Recommendation

Receive and file the Comprehensive Operational Analysis (COA) Update.

Analysis

At the January 29, 2021 Executive Board Meeting, Nelson\Nygaard Consulting Associates, Inc., (Nelson Nygaard) a leading consulting firm with extensive knowledge and expertise in transit planning and operations was awarded the contract to conduct Foothill Transit’s latest comprehensive operational analysis (COA). The study officially kicked off in April 2021 and completion is targeted in August 2022.

Study Timeline





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The overall goal of a COA is to move a transit agency forward as it navigates the rapidly changing environment. Rather than calling the study “Foothill Transit’s 2021 Comprehensive Operational Analysis” the study will now be called “Foothill Transit Forward.”

Foothill Transit Forward Logo



What is Foothill Transit Forward?

- Foothill Transit Forward is an evaluation of Foothill Transit service to determine how to better meet the needs of existing and potential customers.
- The Foothill Transit Forward study will include a detailed review of existing service and robust community outreach.
- The study aims to create a more effective, efficient, equitable, and sustainable transit system that will get people where they need to go in the least amount of time possible.
- The outcome of Foothill Transit Forward will be an updated service plan, which will guide Foothill Transit service improvements over the next five years.

Public outreach and community engagement is a huge part of Foothill Transit Forward. The purpose of the engagement is to collect feedback and comments from our customers and those who do not currently ride the service. The team is getting ready to launch the first phase of engagement including the launch of the Foothill Transit Forward website, surveys, pop-up events, stakeholder discussions, and a virtual public workshop.



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Two Phases of Community Outreach



The first phase will collect suggestions and feedback that the team will use along with ridership data to develop service plans, including proposed changes to routes. Following the development of the service plans, the second phase of outreach will launch to collect feedback and comments. The final recommendations to the service plan and included in the final report.

Phase One Community Outreach Schedule

August		September			
16	23	30	6	13	20
Finalize and Translate Collateral and Notifications					
	Website and Story Map live				
		Public Notifications			
		Social Media Outreach			
		On-Board Survey			
			Pop-Up Outreach		
					Stakeholder Discussion 9/23
					Virtual Public Workshop 9/28

On-board surveys are planned for August 30, 2021 to September 18, 2021. Surveyors will conduct customer surveys on-board the bus and give riders the option to fill out a paper or electronic survey. The surveyors will be easily identifiable and practice appropriate COVID-19 safety protocols. Other alternatives have been planned in the event the Centers for Disease Control tighten restrictions that will affect the ability to conduct on-board surveys.

Other upcoming outreach activities:

- Pop-Up Events- Events to let the community know about “Foothill Transit Forward” including gather feedback and how to participate in the study. Locations were chosen to represent the different regions of



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the service area. Below are the sites chosen for the Pop-Up Events, the dates are still to be determined:

- El Monte Station
 - Pomona Art Walk
 - West Covina Farmers Market
 - Citrus College
 - Puente Hills Mall Transit Center
 - Cal Poly Pomona and Mt. Sac
- Stakeholder Discussion- Scheduled for September 23, 2021, the Consultants will reach out to key stakeholders in the community representing various groups to collect feedback and comments regarding the service.
 - Virtual Public Workshop- Scheduled for September 28, 2021, this will be a virtual meeting for the public to learn about the study, ask questions, and provide feedback.

Once the Consultant completes the analysis of the Phase One Community Engagement and the Existing Conditions Report, staff will return and provide the key findings to the Governing Board.

Sincerely,

Joseph Raquel
Director of Planning

Doran J. Barnes
Chief Executive Officer



August 27, 2021

To: Governing Board

Subject: **ExpressLanes Update - I-10 ExpressLanes Busway HOV5+ Pilot Program**

Recommendation

Receive and file the ExpressLanes Update on the I-10 ExpressLanes Busway HOV5+ Pilot Program.

Background

The I-10 freeway is an integral corridor of Foothill Transit's service, and the continued regional efforts to manage effective traffic flow and transit service operations along the I-10 busway has been a priority. The completion of the I-10 high occupancy vehicle (HOV) lanes between I-605 and SR-57 is anticipated in 2021, and the conversion of the I-10 HOV lanes to high occupancy toll lanes, or ExpressLanes, between I-605 and SR-57 is expected by 2028. The successful implementation of the Metro I-10 ExpressLanes Busway HOV5+ Pilot program, which is aimed at increasing the occupancy requirements for toll-free travel along the I-10 corridor, is critical in ensuring the improvement of transit travel time and reliability along this segment. In an effort to help ensure the success of the pilot, staff have continued to communicate with LA Metro, Caltrans and other coordinating agencies.

In April 2018, the LA Metro Board of Directors adopted a motion introduced by then-Director John Fasana that directed Metro staff to do a feasibility study and develop an I-10 ExpressLanes Busway Pilot that increases the required occupancy for toll-free travel on high occupancy toll lanes along the I-10 corridor. The Pilot's objectives are to keep transit moving in the ExpressLanes; move people more efficiently in the ExpressLanes; and reduce occupancy misrepresentation by ExpressLanes users. Specifically, under this pilot, passenger buses and carpools defined as registered vanpools would be able to travel toll-free travel on ExpressLanes, compared to the existing toll-free travel occupancy allowance for buses and three-person (HOV3+) and two-person (HOV2+) carpools during peak and off-peak hours, respectively.

In January 2019, the Metro Board authorized the development of a detailed implementation plan for the Pilot program, and in January 2020, the Metro Board approved a phased pilot implementation plan and authorized the



implementation of the I-10 ExpressLanes Busway HOV5+ Pilot. Phase 1 of the phased approach would provide toll-free passage along the I-10 ExpressLanes to public transit and registered vanpools at all times. Phase 2 of the pilot would only allow toll-free passage to public transit and five-person (HOV5+) vanpools at all times. Phase 1 was slated within the implementation plan to begin in October 2020 and continue for 23 months, inclusive of a two-month grace period for commuters to acclimate to the new occupancy requirement, 12 months of full pilot operations, a five-month evaluation period of Phase 1 results and a four-month outreach and preparation period prior to the beginning of Phase 2 operations. Furthermore, the decision to implement Phase 2 will be dependent on the performance evaluation data from Phase 1. One of the intentions behind this phased approach is to be able to evaluate and determine which of the two policies would be the most effective policy to implement upon the conclusion of the pilot.

The pilot evaluation and performance metrics identified were selected based on their alignment with the stated objectives from the original April 2018 Metro Board motion as follows:

- Travel time and travel time reliability in ExpressLanes and general-purpose lanes
- Maintenance of 45 mph speeds in the ExpressLanes
- Transit ridership
- Transit running time
- Person throughput in ExpressLanes and general-purpose lanes

In November 2020, in response to the COVID-19 pandemic, the Metro Board approved delaying the deployment of HOV5+ Pilot Phase 1 from October 2020 to early 2022, and authorized the amendment of occupancy requirements during Phase 1 to allow three-person carpool (HOV3+) vehicles to continue receiving toll-free passing along I-10 ExpressLanes during off-peak periods, including weekends.

Foothill Transit has held multiple meetings with Metro staff managing the I-10 ExpressLanes Busway HOV5+ Pilot program in order to ensure a collaborative approach to ensure the successful implementation of the pilot. This year, update meetings were held in March, May, June, and August, with future meetings anticipated to be held on an ongoing basis. With further increased I-10 traffic congestion anticipated as the region recovers from the pandemic, continued plans are in place to optimize Foothill Transit involvement and



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assistance with I-10 ExpressLanes Busway HOV5+ Pilot. We will continue to collaborate with those involved in the pilot program in an effort to improve transit reliability and ensure effective traffic flow along this integral segment of our bus service.

Representatives from Los Angeles Metro will provide an overview of the I-10 ExpressLanes Busway HOV5+ Pilot at the board meeting.

Sincerely,

Yoko J. Igawa
Director of Government Relations

Doran J. Barnes
Chief Executive Officer