



Foothill Transit

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Foothill Transit

## EXECUTIVE BOARD MEETING

Pomona, CA  
Tuesday, June 27, 2023



Foothill Transit

# Foothill Transit MISSION

To be the premier public transit provider committed to:

**SAFETY**

**COURTESY**

**QUALITY**

**RESPONSIVENESS**

**EFFICIENCY**

**INNOVATION**



## Foothill Transit VALUES

### **SAFETY**

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

### **RESULTS**

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

### **INTEGRITY**

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

### **GRATITUDE**

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

### **DIVERSITY**

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

### **TEAM MEMBERS**

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

### **COMMUNICATION**

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

### **SUSTAINABILITY**

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



Foothill Transit

# Executive Board Meeting AGENDA

## EXECUTIVE BOARD MEETING

8:30 AM, JUNE 27, 2023

Pomona Transit Center

100 West Commercial St.

Pomona, CA 91768

1. CALL TO ORDER
2. ROLL CALL: MEMBERS BOYER, CALAYCAY, MOSS, SHEVLIN, STERNQUIST
3. CONFIRMATIONS OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER
4. PRESENTATIONS
  - 4.1. Introduction of Foothill Transit Business Partners

CONSENT CALENDAR: Items 5 through 10 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.

5. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF MAY 23, 2023
6. MAY 2023 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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

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

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



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7. JUNE 2023 PROCUREMENT MONTHLY REPORT

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

8. JUNE 2023 LEGISLATIVE SUMMARY

*Recommended Action: Receive and file the June 2023 Legislative Summary.*

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

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

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

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

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

Kung kailangan mo ng serbisyong pagsasalín, 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

ប្រសិនបើ លោកអ្នក ត្រូវការ ការសេវា កម្មបកប្រែភាសា សូមទាក់ទងការិយាល័យនាយកក្នុងការប្រតិបត្តិការមន្ទីរស្តីពី (626) 931-7300 លេខក្តាប់បន្ត 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



8:30 AM, June 27, 2023

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9. TITLE VI MONITORING REPORT

*Recommended Action: Receive and file the Title VI Monitoring Report.*

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

*Recommended Action: Authorize the Chief Executive Officer to exercise an extension and extend the expiration of the contract from June 30, 2023, to December 31, 2023, for Customer Service and Facilities Maintenance Services.*

REGULAR AGENDA:

11. POMONA TRANSIT CENTER TOUR

12. GENERAL PUBLIC COMMENT

13. CHIEF EXECUTIVE OFFICER COMMENT

14. BOARD MEMBER COMMENT

15. ADJOURNMENT



**Foothill Transit**

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

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

**Tuesday, May 23, 2023  
9:15 a.m.**

**DRAFT**

**1. CALL TO ORDER**

The meeting was called to order by Chair Calaycay at 9:41 a.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

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

**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.

**CONSENT CALENDAR**

Mike Greenspan provided one minute of Public Comment on the Consent Calendar.

Armando Herman provided one minute of Public Comment on the Consent Calendar.

The Executive Board took action on a single motion on items 5-12.

5. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF APRIL 25, 2023**

Motion by Member Shevlin, second by Member Sternquist, to approve.

Motion carried 5-0.

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

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

Motion by Member Shevlin, second by Member Sternquist, to receive and file.

Motion carried 5-0.

7. **MAY 2023 PROCUREMENT MONTHLY REPORT**

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

Motion by Member Shevlin, second by Member Sternquist, to receive and file.

Motion carried 5-0.

8. **MAY 2023 LEGISLATIVE SUMMARY**

Recommendation: 1. Adopt a SUPPORT position on SB 617; 2. Adopt a SUPPORT position on AB 1377; and 3. Receive and file the May 2023 Legislative Report.

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

9. **TITLE VI EQUITY ANALYSIS FOR CLASS PASS PILOT PROGRAM  
CALIFORNIA STATE POLYTECHNIC UNIVERSITY**

Recommendation: Receive and file the Title VI equity analysis report for the Class Pass Pilot Program at California State Polytechnic University (Cal Poly Pomona).

Motion by Member Shevlin, second by Member Sternquist, to receive and file.

Motion carried 5-0.

10. **HOLIDAY SERVICE SCHEDULE FOR FISCAL YEAR 2024**

Recommendation: Approve the proposed FY 2024 Holiday Service Schedule.

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

11. **FISCAL YEAR 2023 THIRD QUARTER BUDGET UPDATE**

Recommendation: Receive and file the Fiscal Year 2023 Third Quarter Budget Update.

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

12. **TRANSPORTATION FUND EXCHANGE**

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

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

**REGULAR AGENDA**

13. **EXECUTIVE BOARD ELECTION FOR Foothill TRANSIT CHAIR AND VICE CHAIR**

Mike Greenspan provided one minute of Public Comment on item 13.

Armando Herman provided one minute of Public Comment on item 13.

Motion by Member Sternquist, second by Member Shevlin, to elect Member Moss, Chair. Motion carried 5-0.

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



14. **CHIEF EXECUTIVE OFFICER COMMENT**

Comments by Mr. Doran J. Barnes, Chief Executive Officer, Foothill Transit. Mr. Barnes reported the following:

- Thanked the Executive Board for their support and leadership.
- With the Director of Finance Michelle Caldwell, they provided an update on the debt ceiling and the potential effect on the \$50 million grant that was awarded to Foothill Transit.

15. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Chair Moss thanked Member Calaycay for his leadership.
- Member Calaycay stated it was a privilege to serve as Chair of the Foothill Transit Executive Board.
- Vice Chair Shevlin stated that she looked forward to working with the board and LaShawn King Gillespie in her new role as Deputy Chief Executive Officer.
- Member Sternquist thanked Member Calaycay for his leadership.
- Member Boyer congratulated Cory Moss on her election as Chair and thanked Corey Calaycay for his leadership this past year.

16. **GENERAL PUBLIC COMMENT**

Mike Greenspan provided one minute of General Public Comment.

Armando Herman provided one minute of General Public Comment.

17. **ADJOURNMENT**

Adjournment for the May 23, 2023, Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:59 a.m.



June 27, 2023

To: Executive Board

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

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### **Recommendation**

Receive and file the Financial Statements and Investment Summary year-to-date report through May 31, 2023.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of May 31, 2023, for the fiscal year ending June 30, 2023.

### **Balance Sheet Analysis** (Attachment A):

#### Assets

The balance sheet, as of May 31, 2023, shows total assets at \$419.73 million. This total consists primarily of \$224.84 million in fixed assets, \$149.44 million in cash and investments and \$45.45 million in receivable and prepaid assets. Foothill Transit's cash position of \$149.44 million is \$8.13 million more than the previous month, and is \$12.08 million more than last year in May.

#### Liabilities

The accounts payable balance is \$10.54 million. Accounts Payables include operation and maintenance expenses for \$8.19 million and \$0.69 million for fuel.

The deferred revenue of \$117.89 million represents funds that are reserved for planned capital expenditures, such as, upcoming bus procurements and transit center construction activities.

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$72.63 million in liquid accounts held with Bank of the West; \$11.47 million in interest bearing money market accounts with Bank of the West; \$68,116 with Chase; and \$65.27 million invested in the Local Agency Investment Fund (LAIF).

The current interest rates on all accounts are included on Attachment B. The LAIF investment, the CD investments, and the deposits with Chase earn interest and are held for future capital and operating funding requirements.



**Operating and Capital Revenues and Expense Analysis** (Attachment C)

May 2023 year-to-date fare revenues were \$7,054,609. Fare revenues are trending less than the planned budget. This is due to slowly increasing ridership and the fare sale during the first quarter of FY2023.

Revenues for FY23 reflect application of the American Rescue Plan Act (ARPA) federal funds.

Operating costs through May 2023 were \$105.11 million, which is \$7.69 million less than the budget and \$9.21 million more than May 2022. Of this \$105.11 million, \$76.04 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel, which was \$11.48 million through May 2023.

Capital expenditures through May were \$40.01 million compared with \$9.91 million last year at this time. The annual budget for capital expenditures includes the procurement and construction of 33 hydrogen fuel cell buses and a hydrogen fueling station, construction of the Mt. San Antonio College Transit Center, security enhancements at the Arcadia-Irwindale and Pomona operations and maintenance facilities, and CNG equipment replacement at the Pomona operations and maintenance facility.

**Total Disbursements** (Attachment D)

Total disbursements reflect invoices paid for the month of May 2023; they do not reflect the total expense incurred for the month. If an expense has incurred but not yet invoiced or paid, Foothill Transit accrues the expense to track the expenses properly during the month in which they actually occurred. Total disbursements for May 2023 were \$11.95 million. Capital disbursements totaled \$0.87 million and other significant disbursements include \$2.63 million to Keolis and \$2.88 million to Transdev for bus operating services.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Doran J. Barnes  
Chief Executive Officer

Attachments

**Foothill Transit  
Balance Sheet  
As of May 31, 2023**

**Assets**

## Current Assets:

Cash	\$149,438,256
Due from government agencies	17,402,465
Other receivables	27,124,848
Other assets	472,970
Total Current Assets	\$194,438,539

## Non current Assets:

Notes receivable	\$453,327
Property & Equipment (net of depreciation)	224,839,244
Total Non Current Assets	\$225,292,572

Total Assets	\$419,731,110
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**Liabilities and Equity**

## Current Liabilities:

Accounts payable and accrued liabilities	\$10,535,382
Deferred Revenue	117,891,582
Total Liabilities	\$128,426,964

**Equity**

## Fund Balance:

Investment in Capital Assets	\$224,839,244
Current Year Change	32,176,921
Excise Tax Credit	0
Reserve	34,287,982
Total Equity	\$291,304,146

Total Liabilities and Equity	\$419,731,110
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**Summary of Cash and  
Investment Account  
For May 31, 2023**

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$56,531,159
Petty Cash	N/A	N/A	1,200
Revolving Fund - Transit Stores	N/A	N/A	400
Bank of the West-Excise Tax/LCFS #1106	N/A	Demand Deposit	16,099,481
Bank of the West-Money Market #1110	1.97%	Demand Deposit	5,061,531
Bank of the West-Money Market #1111	1.97%	Demand Deposit	5,021,058
Bank of the West-LCTOP #1108	0.01%	Demand Deposit	1,385,389
Chase Business Saving #1109	0.05%	Demand Deposit	68,116
LAIF Investment #1141	2.74%	Demand Deposit	65,269,920
Total Cash and Investments			\$149,438,256

**Foothill Transit**  
**Statement of Revenue and Expense**  
**For Month Ended May 2023**

	Actual YTD May 2023	Budget YTD May 2023	Variance	Actual YTD May 2022
<b>Fare Revenue</b>				
Farebox	\$3,209,578	\$3,679,042	(12.76%)	\$3,410,022
Pass Sales	1,510,905	1,900,158	(20.49%)	1,085,632
TAP Cash Purse	1,944,792	2,070,108	(6.05%)	1,761,403
MetroLink & Access Service	233,203	283,342	(17.70%)	239,103
EZ Transit Pass	156,131	359,700	(56.59%)	151,295
<b>Total Operating Revenue</b>	<b>\$7,054,609</b>	<b>\$8,292,350</b>	<b>(14.93%)</b>	<b>\$6,647,454</b>
<b>Operating Subsidies and Other</b>				
Transportation Development Act	\$10,228,101	\$19,147,327	(46.58%)	\$10,616,982
State Transit Assistance (STA)	1,750,485	1,750,485	0.00%	1,954,108
Senate Bill 1 - STA	1,593,953	1,593,953	0.00%	1,661,873
Senate Bill 1 - STA BSCP	150,447	150,447	0.00%	157,539
Prop A 40% Discretionary	7,840,371	7,840,371	0.00%	14,529,611
Prop A 40% BSCP	2,694,857	2,694,857	0.00%	4,194,175
Prop A Exchange	7,000,000	7,000,000	0.00%	1,000,000
Prop C BSIP	365,738	365,738	0.00%	812,438
Prop C Base Restructuring	985,233	985,233	0.00%	1,745,031
Prop C Transit Service Expansion	230,268	230,268	0.00%	290,795
Transit Security	440,445	440,445	0.00%	864,419
Measure R	6,930,591	6,930,591	0.00%	10,212,894
Measure M	6,919,726	6,919,726	0.00%	10,178,102
Federal ARPA 5307	48,462,033	48,462,033	0.00%	30,154,105
Miscellaneous Transit Revenues	2,464,963	0	0.00%	879,066
<b>Total Subsidies and Other</b>	<b>\$98,057,211</b>	<b>\$104,511,474</b>	<b>(6.18%)</b>	<b>\$89,251,139</b>
<b>Total Operating Revenue</b>	<b>\$105,111,820</b>	<b>\$112,803,824</b>	<b>(6.82%)</b>	<b>\$95,898,593</b>
<b>Other Revenues</b>				
Gain on Sale of Fixed Assets	\$60,367	\$0	0.00%	\$412,708
Auxiliary Revenue	1,004,393	653,750	0.00%	704,092
<b>Total Other Revenues</b>	<b>\$1,064,760</b>	<b>\$653,750</b>	<b>62.87%</b>	<b>\$1,116,799</b>
<b>Total Operating and Other Revenues</b>	<b>\$106,176,580</b>	<b>\$113,457,574</b>	<b>(6.42%)</b>	<b>\$97,015,392</b>
<b>Operating Expenses</b>				
Customer Service & Operations	\$90,837,021	\$96,396,927	(5.77%)	\$84,035,473
Maintenance & Vehicle Technology	1,003,980	1,224,147	(17.99%)	730,403
Marketing & Communications	1,808,609	2,196,518	(17.66%)	1,640,752
Information Technology	1,882,140	2,348,796	(19.87%)	1,720,807
Administration	1,554,633	1,911,361	(18.66%)	2,137,802
Procurement	793,908	870,218	(8.77%)	638,875
Government Relations	444,975	729,373	(38.99%)	384,844
Finance	1,696,067	1,927,675	(12.01%)	1,663,648
Safety & Security	2,264,291	1,757,423	28.84%	0
Planning	1,207,598	1,510,181	(20.04%)	1,355,669
Facilities	1,618,599	1,931,205	(16.19%)	1,590,320
<b>Total Operating Expenses</b>	<b>\$105,111,820</b>	<b>\$112,803,824</b>	<b>(6.82%)</b>	<b>\$95,898,593</b>
<b>Other Expenses</b>				
Property Management	\$425,792	\$425,792	0.00%	\$425,791
Special Services	393,886	293,333	0.00%	238,035
<b>Total Other Expenses</b>	<b>\$819,678</b>	<b>\$719,125</b>	<b>13.98%</b>	<b>\$663,826</b>
<b>Total Operating and Other Expenses</b>	<b>\$105,931,498</b>	<b>\$113,522,949</b>	<b>(6.69%)</b>	<b>\$96,562,419</b>
<b>Capital Revenues</b>				
Capital Grants	\$40,014,756	\$82,294,098	(51.38%)	\$9,910,410
<b>Capital Expenditures</b>				
Capital Expenditures	\$40,014,756	\$82,294,098	(51.38%)	\$9,910,410

# Bank Acc. - Detail Trial Bal.

6/7/2023

Period: 05/01/23..05/31/23  
 Foothill Transit

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 FOOTHILLTRANSIT\SSUWANNARAT

## ATTACHMENT D

This report also includes bank accounts that only have balances.  
 Bank Account: No.: B001, Date Filter: 05/01/23..05/31/23

Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
05/01/23	Payment	W000741	Southern California Edison ZBA	7,877.40	850674
05/01/23	Payment	W000797	California Dept. of Tax and Fee Administration	50,904.00	850676
05/01/23	Payment	W000798	Quadient Finance USA, Inc.	560.00	850678
05/02/23	Payment	W000742	Southern California Edison ZBA	85.88	850680
05/02/23	Payment	99004	James Production, Inc.	7,428.31	850964
05/03/23	Payment	W000743	City of Pomona	3,150,000.00	850682
05/03/23	Payment	W000744	International City Management Assoc. Retirement Co	102,542.20	850684
05/03/23	Payment	W000745	Verizon Business ZBA	2,227.63	850686
05/04/23	Payment	2581	Thompson Coburn LLP	15,182.69	847843
05/04/23	Payment	2582	California Deposition Reporters	1,201.25	847845
05/04/23	Payment	2583	Commercial Building Management Services, Inc.	4,497.50	847847
05/04/23	Payment	E100716	Keolis Transit America, Inc.	802,528.59	847849
05/04/23	Payment	E100717	Metrokinetics, Inc.	268.50	847851
05/04/23	Payment	W000746	Walnut Valley Water District ZBA	107.17	850688
05/04/23	Payment	W000747	Walnut Valley Water District ZBA	117.68	850690
05/04/23	Payment	W000748	Azusa Light & Water ZBA	170.14	850692
05/04/23	Payment	W000749	Azusa Light & Water ZBA	170.14	850694
05/04/23	Payment	W000750	Azusa Light & Water ZBA	221.10	850696
05/04/23	Payment	W000751	Azusa Light & Water ZBA	276.85	850698
05/04/23	Payment	W000752	Azusa Light & Water ZBA	285.59	850700
05/04/23	Payment	W000753	Azusa Light & Water ZBA	883.69	850702
05/05/23	Payment	2584	Green Thumb Indoor Plant	662.75	847853
05/05/23	Payment	2585	County of L.A. - Sheriff's Dept.	76,839.10	847856
05/05/23	Payment	2586	SmartRise Elevator Service Inc	1,285.00	847858
05/05/23	Payment	2587	Newage PHM, LLC	7,719.29	847860
05/05/23	Payment	2588	Tri - Signal Integration, Inc.	140.00	847862
05/05/23	Payment	2589	Apollo Electric	17,341.00	847867
05/05/23	Payment	2590	ECAMSECURE	36,299.86	847870
05/05/23	Payment	2591	Climatec, LLC	548.24	847875
05/05/23	Payment	W000754	Verizon Business ZBA	1,439.42	850704
05/05/23	Payment	W000755	Verizon Business ZBA	4,746.10	850706
05/08/23	Payment	W000756	Charter Communications Inc. ZBA	185.97	850708
05/08/23	Payment	W000757	Jorge Eduardo Welsh Martinez	871.28	850710
05/08/23	Payment	W000758	Southern California Edison ZBA	200.64	850712
05/08/23	Payment	W000759	Southern California Edison ZBA	380.82	850714
05/08/23	Payment	W000760	At & T 5019 ZBA	516.58	850716
05/09/23	Payment	W000761	Frontier ZBA	229.18	850718
05/09/23	Payment	W000762	The Gas Co.ZBA	1,500.70	850720
05/09/23	Payment	W000763	Universal Waste Systems ZBA	8,396.72	850722
05/10/23	Payment	2592	Crown Castle USA Inc.	952.50	848098
05/10/23	Payment	2593	Thomas J. Koontz	1,661.47	848100
05/10/23	Payment	2594	Tri - Signal Integration, Inc.	35.00	848105
05/10/23	Payment	2595	CaliforniaChoice Benefit Administration	67,916.43	848107
05/10/23	Payment	2596	Allied Administrators for Delta Dental	7,051.78	848109
05/10/23	Payment	2597	Linda Garrison	600.00	848111
05/10/23	Payment	2598	Weatherite Corporation	1,110.50	848113
05/10/23	Payment	2599	Jon House	960.00	848118

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Foothill Transit

## ATTACHMENT D

Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
05/10/23	Payment	2600	Chamber of Commerce - Pasadena	265.00	848120
05/10/23	Payment	2601	United Site Services of California, Inc.	538.67	848122
05/10/23	Payment	2602	Gotcha Media Holdings, LLC	6,980.00	848124
05/10/23	Payment	2603	Pencilbox LLC	4,950.00	848126
05/10/23	Payment	2604	Fisher Wireless Services, Inc.	232.64	848128
05/10/23	Payment	2605	Linda Apodaca	389.46	848130
05/10/23	Payment	2606	Neighborhood Homework House	5,000.00	848132
05/10/23	Payment	2607	Zones Inc.	6,043.68	848134
05/10/23	Payment	E100718	Clean Energy	53,305.57	848396
05/10/23	Payment	E100719	Powell Consulting DC, LLC	5,500.00	848398
05/11/23	Payment	W000764	Frontier ZBA	406.43	850724
05/12/23	Payment	2608	Day - Lite Maintenance Co. Inc.	1,034.12	849167
05/12/23	Payment	2609	R2BUILD	87,913.00	849172
05/12/23	Payment	2610	Quadient Leasing USA, Inc.	466.82	849174
05/12/23	Payment	2611	FEDEX Corp.	11.10	849176
05/12/23	Payment	2612	International City Management Assoc. Retirement Co	15,895.96	849178
05/12/23	Payment	2613	Dean Gazzo Roistacher LLP	3,861.30	849181
05/12/23	Payment	2614	Gotcha Media Holdings, LLC	6,980.00	849184
05/12/23	Payment	2615	San Gabriel Valley Economic	10,500.00	849186
05/12/23	Payment	2616	BizFed Institute	5,000.00	849189
05/12/23	Payment	2617	Thompson Coburn LLP	49,021.06	849191
05/12/23	Payment	2618	City of Monrovia	500.00	849193
05/12/23	Payment	2619	Coalition for Clean Air	6,000.00	849195
05/12/23	Payment	2620	Thomas J. Koontz	2,703.99	849197
05/12/23	Payment	2621	Psomas	25,021.25	849199
05/12/23	Payment	E100720	Darold D. Pieper Attorney at Law	8,930.00	849201
05/12/23	Payment	W000765	New Flyer of America, Inc.	291,674.34	850726
05/12/23	Payment	W000766	Wright Express ZBA	202.68	850728
05/12/23	Payment	W000767	At & T ZBA	467.81	850730
05/12/23	Payment	W000768	Verizon Wireless ZBA	3,513.13	850732
05/12/23	Payment	W000769	Verizon Wireless ZBA	15,089.15	850734
05/15/23	Payment	2622	Chamber of Commerce - Pasadena	3,995.00	849203
05/15/23	Payment	2623	Pulsar Advertising	12,331.00	849205
05/15/23	Payment	2624	Disabled Resources Center, Inc.	750.00	849207
05/15/23	Payment	2625	Concur Technologies, Inc.	2,613.05	849209
05/15/23	Payment	2626	Uniform Headquarters	18.23	849211
05/15/23	Payment	2627	Qualified Mobile, Inc.	2,389.12	849213
05/15/23	Payment	2628	Sing Tao Daily	600.00	849217
05/15/23	Payment	2629	R2BUILD	179,502.50	849219
05/15/23	Payment	2630	Home Depot Credit Services	918.31	849221
05/15/23	Payment	W000770	Frontier ZBA	1,709.00	850736
05/16/23	Payment	W000771	Athens Trash Service ZBA	227.61	850738
05/16/23	Payment	W000772	Athens Trash Service ZBA	387.88	850740
05/16/23	Payment	W000773	Athens Trash Service ZBA	525.00	850742
05/16/23	Payment	W000774	Athens Trash Service ZBA	1,261.24	850744
05/17/23	Payment	2631	ACC Business	1,080.53	849223
05/17/23	Payment	2632	Digium Cloud Services, LLC	2,716.25	849225
05/17/23	Payment	2633	Paulina Ruiz	623.70	849228
05/17/23	Payment	E100721	Stantec Consulting Services Inc.	2,333.50	849230
05/17/23	Payment	E100722	Keolis Transit America, Inc.	17,500.00	849232
05/17/23	Payment	W000775	The Hartford	100.00	850746



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Foothill Transit

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Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
05/17/23	Payment	W000776	The Hartford	100.00	850748
05/17/23	Payment	W000777	International City Management Assoc. Retirement Co	54,618.73	850750
05/17/23	Payment	W000778	State Compensation Insurance Fund	3,928.91	850752
05/17/23	Payment	W000779	At and T ZBA	1,123.66	850754
05/18/23	Payment	2634	Petrolink Inc	979.70	849234
05/18/23	Payment	2635	Qualified Mobile, Inc.	3,966.17	849236
05/18/23	Payment	2636	WTS - Los Angeles Chapter	2,000.00	849242
05/18/23	Payment	2637	Pulsar Advertising	24,935.00	849244
05/18/23	Payment	2638	Pre-Paid Legal Services, Inc	163.50	849251
05/18/23	Payment	2639	AFLAC	2,146.66	849253
05/18/23	Payment	E100723	Clean Energy	323,401.08	849340
05/18/23	Payment	E100724	Clean Energy	84,931.93	849342
05/18/23	Payment	E100725	Translating Services, Inc.	69.60	849344
05/18/23	Payment	E100726	Clean Energy	339,242.79	849346
05/18/23	Payment	E100727	Clean Energy	82,097.05	849348
05/18/23	Payment	E100728	Clean Energy	50,032.02	849350
05/18/23	Payment	E100729	Clean Energy	209,596.91	849352
05/18/23	Payment	E100730	Clean Energy	50,409.90	849354
05/18/23	Payment	90000	California Party Rentals	4,700.45	850966
05/19/23	Payment	2640X	Zonar Systems Inc.	6,103.00	849870
05/19/23	Payment	2641X	Thomas J. Koontz	3,351.70	849875
05/19/23	Payment	2642X	Corodata Records Management, Inc.	88.00	849878
05/19/23	Payment	2643X	Azteca Landscape	4,614.96	849880
05/19/23	Payment	2644X	ODP Business Solutions, LLC	819.50	849882
05/19/23	Payment	2645X	Tanya Marie Pina	312.38	849884
05/19/23	Payment	2646X	Skyline Pest Control	115.00	849886
05/19/23	Payment	2647X	J.J. Keller and Associates, Inc.	573.33	849888
05/19/23	Payment	2648X	Bear Communications, Inc.	205.70	849890
05/19/23	Payment	2649X	Metrolink	6,049.75	849892
05/19/23	Payment	2650X	Omnitrans	2,842.00	849895
05/19/23	Payment	2651X	Delta Electric LLC	1,204.55	849897
05/19/23	Payment	W000780	Colley Auto Cars	11,844.99	850756
05/23/23	Payment	2652X	Tri - Signal Integration, Inc.	1,475.00	849899
05/23/23	Payment	2653X	Mitsubishi Electric US, Inc.	230.00	849904
05/23/23	Payment	2654X	Day - Lite Maintenance Co. Inc.	142.89	849906
05/23/23	Payment	2655X	Insight Public Sector, Inc.	1,296.36	849909
05/23/23	Payment	2656X	United Site Services of California, Inc.	538.67	849911
05/23/23	Payment	2657X	Delta Electric LLC	998.40	849913
05/23/23	Payment	2658X	Newage PHM, LLC	159.60	849915
05/23/23	Payment	2659X	Industry Public Utility Commission	1,285.14	849917
05/23/23	Payment	2660X	Superior Electrical Advertising, Inc.	2,164.50	849919
05/23/23	Payment	2661X	Matthew Nakano	109.15	849921
05/23/23	Payment	2662X	West Covina Toyota	311.20	849923
05/23/23	Payment	2663X	State of California Department of Transportation	51,192.00	849925
05/23/23	Payment	2664X	Alta Planning + Design, Inc.	4,144.00	849929
05/23/23	Payment	2665X	Smartsheet Inc.	6,732.00	849931
05/23/23	Payment	2666X	Landmark Healthplan of California, Inc.	1,130.16	849933
05/23/23	Payment	2667X	Vision Service Plan - (CA)	1,520.68	849935
05/23/23	Payment	E100731	Life Insurance Company of North America	6,753.36	849937
05/23/23	Payment	E100732	Translating Services, Inc.	170.00	849939
05/23/23	Payment	E100733	Metrokinetics, Inc.	6,368.50	849941

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Foothill Transit

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Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
05/23/23	Payment	E100734	Transdev Services, Inc.	5,068.64	849943
05/23/23	Payment	E100735	Transdev Services, Inc.	22,539.62	849945
05/23/23	Payment	E100736	Transdev Services, Inc.	23,272.65	849947
05/23/23	Payment	E100737	Transdev Services, Inc.	5,343.51	849949
05/23/23	Payment	E100738	Transdev Services, Inc.	5,343.51	849951
05/23/23	Payment	W000781	Waste Management ZBA	681.41	850758
05/23/23	Payment	W000782	Southern California Edison ZBA	17,425.96	850760
05/24/23	Payment	E100739	Transdev Services, Inc.	9,015.56	849953
05/24/23	Payment	E100740	Transdev Services, Inc.	28,500.00	849955
05/24/23	Payment	E100741	Transdev Services, Inc.	68,900.00	849957
05/24/23	Payment	W000783	Southern California Edison ZBA	8,568.47	850762
05/24/23	Payment	W000796	Bankcard Center-Bank of the West	50,014.96	850764
05/25/23	Payment	2668X	T-Mobile USA Inc.	575.86	849959
05/25/23	Payment	2669X	Fleet Maintenance Specialists Inc.	30,523.00	849961
05/25/23	Payment	2670X	APTA	48,500.00	849963
05/25/23	Payment	2671X	Basic Backflow	600.00	849965
05/25/23	Payment	2672X	Ca Council for Environmental and Economic Balance	12,500.00	849967
05/25/23	Payment	2673X	SmartRise Elevator Service Inc	222.60	849969
05/25/23	Payment	2674X	Weatherite Corporation	1,873.00	849971
05/25/23	Payment	2675X	Azteca Landscape	420.00	849973
05/25/23	Payment	2676X	Psomas	29,065.98	849975
05/25/23	Payment	2677X	Rodger's Food Service	2,563.30	849977
05/25/23	Payment	2678X	Duarte Woman's Club	500.00	849982
05/25/23	Payment	2679X	Emanate Health Foundation	1,000.00	849984
05/25/23	Payment	2680X	Pomona Public Library Foundation	500.00	849986
05/25/23	Payment	W000784	Ready Refresh ZBA	73.34	850766
05/25/23	Payment	W000785	Suburban Water ZBA	175.75	850768
05/25/23	Payment	W000786	Suburban Water ZBA	421.31	850770
05/25/23	Payment	W000787	Suburban Water ZBA	460.40	850772
05/25/23	Payment	W000788	Azuza Light And Water ZBA	951.11	850774
05/26/23	Payment	2681X	Richard Lee Crosby	138.52	849988
05/26/23	Payment	2682X	Hector Delgado	138.53	849990
05/26/23	Payment	E100742	Transdev Services, Inc.	178,398.11	849992
05/26/23	Payment	E100743	MCG & Associates	2,520.00	849994
05/26/23	Payment	E100744	Transdev Services, Inc.	1,692.03	849996
05/26/23	Payment	E100745	Transdev Services, Inc.	10,660.56	849998
05/26/23	Payment	E100746	Transdev Services, Inc.	10,725.00	850000
05/26/23	Payment	E100747	Transdev Services, Inc.	2,609,096.08	850002
05/26/23	Payment	E100748	Keolis Transit America, Inc.	1,746,423.16	850004
05/26/23	Payment	E100749	Keolis Transit America, Inc.	65,358.04	850006
05/26/23	Payment	W000789	New Flyer of America, Inc.	88,332.78	850776
05/26/23	Payment	W000790	Frontier ZBA	41.02	850778
05/29/23	Payment	2683X	Stantec Architecture	4,440.10	850008
05/29/23	Payment	2684X	Cintas Corporation 22	275.66	850012
05/29/23	Payment	2685X	Historical Society of Temple City	300.00	850014
05/29/23	Payment	2686X	Houalla Enterprises, Ltd.	2,244.99	850016
05/29/23	Payment	2687X	Adt Security Services, Inc.	512.52	850018
05/30/23	Payment	W000791	Charter Communications Holdings, LLC ZBA	1,315.00	850780
05/30/23	Payment	W000792	AT and T ZBA	2,864.58	850782
05/30/23	Payment	W000793	Frontier ZBA	3,166.72	850784
05/31/23	Payment	2688X	Zones Inc.	9,396.68	850785

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Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
05/31/23	Payment	2689X	County of LA. - Sheriff's Dept.	60,802.61	850787
05/31/23	Payment	2690X	FEDEX Corp.	120.84	850789
05/31/23	Payment	2691X	Staples Business Adv.-Dept. LA	103.82	850791
05/31/23	Payment	2692X	Uniform Headquarters	127.61	850793
05/31/23	Payment	2693X	Dell Marketing LP	2,366.89	850795
05/31/23	Payment	2694X	Sing Tao Daily	300.00	850797
05/31/23	Payment	2695X	MRC Smart Technology Solutions	1,462.11	850799
05/31/23	Payment	2696X	Fisher Wireless Services, Inc.	232.64	850801
05/31/23	Payment	2697X	GovConnection, Inc.	3,633.81	850803
05/31/23	Payment	2698X	Apollo Electric	14,425.00	850806
05/31/23	Payment	2699X	American Air Liquide Holdings, Inc.	73,813.87	850808
05/31/23	Payment	2700X	Newage PHM, LLC	7,719.29	850810
05/31/23	Payment	2701X	Fleet Maintenance Specialists Inc.	4,756.00	850812
05/31/23	Payment	2702X	HD Supply Facilities Maintenance	329.19	850814
05/31/23	Payment	2703X	Linda Garrison	675.00	850817
05/31/23	Payment	E100750	Keolis Transit America, Inc.	6,694.80	850819
05/31/23	Payment	W000794	Frontier ZBA	429.83	850822
05/31/23	Payment	W000795	International City Management Assoc. Retirement Co	54,619.38	850824
<b>General Checking</b>				<b>11,946,648.96</b>	



June 27, 2023

To: Executive Board

Subject: **June 2023 Procurement Monthly Report**

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**Recommendation**

Receive and file the Procurement Monthly Report for June 2023.

**Awarded Procurements:**

Since the previous month's Executive Board meeting on May 23, 2023, there has been one award of agreements over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

- Granite Telecommunications LLC was awarded Contract No. 23-051 for SD-WAN connectivity services to replace the current MPLS services. The Independent Cost Estimate for this solicitation was \$138,368. The contract is in the amount of \$118,399.95 for one year, and was the lowest responsive and responsible price of the three respondents to the solicitation.

**Upcoming Procurements:**

Since the previous month's Executive Board meeting, the Procurement Department has initiated one procurement over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

- Request for Quotes 23-095 for Palo Alto Firewall Renewal. The Independent Cost Estimate for this solicitation is approximately \$100,000.00. The solicitation was released on May 31<sup>st</sup>, with anticipated award occurring in late June.

Sincerely,

Christopher Pieper  
Director of Procurement

Doran J. Barnes  
Chief Executive Officer



June 27, 2023

To: Executive Board

Subject: **June 2023 Legislative Summary**

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**Recommendation**

Receive and file the June 2023 Legislative Summary.

***Federal Update:***

*Debt Ceiling Bill*

On June 3, President Biden signed the debt ceiling legislation, H.R. 3746 (Fiscal Responsibility Act of 2023), suspending the public debt limit through January 1, 2025. The bill also established new discretionary spending limits, rescinded certain unobligated balances of remaining COVID-19 relief funds, appropriated funds to the Toxic Exposures Fund for veterans' healthcare and associated expenses, expanded requirements for certain federal programs, modified the National Environmental Policy Act to streamline environmental review processes, terminates the suspension of Federal student loan payments, increases the debt limit on January 2, 2025 by the amount of obligations incurred up to that point to accommodate obligations issued during the suspension period.

The final provisions of the debt ceiling legislation negotiated between President Biden and House Speaker Kevin McCarthy did not include a rescission of remaining public transit COVID-19 funds. However, with the threat of some Members of Congress who were expected to seek rescission of these funds prior to the passage of the bill, Foothill Transit staff worked expeditiously with stakeholders and legislative offices to ensure that its \$50 million American Rescue Plan Act COVID-19 relief fund was successfully obligated prior to passage of the bill.

With the establishment of budgetary caps on FY 2024 and 2025 spending, the House and Senate Committees on Appropriations are expected to meet and divide total funding among the 12 Appropriations Subcommittees and provide each Subcommittee with a Section 302(b) allocation. The total cuts that will be made to the allocation for Transportation, Housing and Urban Development, and Related Agencies (THUD) Appropriations Subcommittees have not yet been determined, but will be critical in the ability to fund public transportation at the authorized levels of the Bipartisan Infrastructure Law.



Federal Delegation

Foothill Transit staff continue to apprise its congressional delegation on projects, programs, and regional mobility efforts. In mid-June, Foothill Transit staff held briefings with Senator Alex Padilla's Policy Advisor, Congresswoman Judy Chu's Legislative Assistant, Congresswoman Grace Napolitano's Chief of Staff and Legislative Assistant, Congresswoman Linda Sánchez's Legislative Director, and Congresswoman Norma Torres' Legislative Assistant at their Capitol offices. They were updated on the anticipated completion of the Mt. San Antonio College (SAC) Transit Center, which was federally funded by a FTA grant. They were also asked in advance to support Foothill Transit's next regional project, for a Bronco Mobility Hub to be constructed at Cal Poly Pomona, and to look favorably upon the inclusion of Senator Padilla's \$3.12 million congressionally directed funding request for Foothill Transit's zero-emissions bus and infrastructure program within appropriations process in the coming months.

On June 15, Foothill Transit participated within a listening capacity at the USDOT and FTA's Asian American, Native Hawaiian, and Pacific Islanders (AANHPI) Transit Listening Session held in Downtown Los Angeles. The session was led by purpose of the listening session is to assist the USDOT, FTA, and transit operators to better understand perceptions and challenges facing transit systems and communities with respect to AANHPI communities, and to identify potential solutions to meet their needs. This is also an effort to support the USDOT Agency Action Plan in line with Executive Order 14031 issued by President Biden on May 28, 2021 to advance equity, justice, and opportunity for AANHPI populations.

At the end of the month, Foothill Transit will celebrate the completion of the Mt. SAC Transit Center with a ribbon-cutting event. The design and construction of the transit center was funded by a \$7.24 million FTA Bus and Bus Facilities grant awarded to Foothill Transit in 2016. The FTA and several members of Foothill Transit's congressional delegation who assisted in supporting this project will be in attendance at the event.

***State and Local Update:***

State Budget

June 15 was the constitutional deadline for the State Legislature to pass the FY 2024 budget bill. Following the release of Governor Newsom May Revise and months of budget hearings, including those that Foothill Transit staff provided support for transit funding at, the Senate and Assembly released identical budget bills, SB 101 and AB 101, that reflect the Legislature's



agreement on the FY 2024 budget bills. Both bills were heard and passed on the Senate (32-8 vote) and Assembly (61-14 vote) floors on June 15. Notably, these bills propose transit capital and operations funding levels that are greater than those of the Governor's proposed FY 2024 budget. Specifically, these bills would restore \$2 billion for the Transit and Intercity Rail Capital Program and provides \$1.1 billion over three years for a Zero-Emission Transit Capital Program. With the passage of the budget by the Legislature, continued negotiations and discussions with the Newsom Administration on the final budget agreement are expected, and Governor Newsom has 12 days to act on the budget bill.

Tracked State Bills

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

Bills Supported by Foothill Transit

- **AB 463** would add public transit agencies to a list of prioritization of electric service in cases of energy emergency. This bill's last location was in the Assembly Appropriations Suspense file, and failed to advance.
- **AB 1377** would require tracking and documenting data of the State's Housing, Assistance, and Prevent program activities in providing services to people experiencing homelessness on transit facilities owned and operated by a transit agency. This bill is currently in the Senate Committee on Human Services.
- **SB 617** would authorize transit agencies to utilize the progressive design-build procurements for capital projects over \$5 million, for up to 15 projects through January 1, 2029. This bill was recently referred to the Assembly Local Government Committee and has been set for a hearing on Wednesday, June 21.

Bill Opposed by Foothill Transit

- **AB 819** would reduce misdemeanors to infractions for a third of subsequent transit fare evasion violation. This bill was recently passed out of the Senate Public Safety Committee and re-referred to the Senate Appropriations Committee.

Sincerely,

Yoko J. Igawa  
Director of Government Relations

Doran J. Barnes  
Chief Executive Officer



June 27, 2023

To: Executive Board

Subject: **Title VI Monitoring Report**

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### **Recommendation**

Receive and file the Title VI Monitoring Report.

### **Analysis**

A Title VI Monitoring Report is a required element of compliance with the Federal Transit Administration (FTA) Circulars 4702.1B and 4703.1. As a recipient of federal funds, Foothill Transit is committed to acting in accordance with Title VI of the Civil Rights Act of 1964 (Title VI) by ensuring that no customers are discriminated against based on race, color, or national origin, including customers with Limited English Proficiency (LEP). Foothill Transit is aware that Title VI and Executive Order 12898 addresses Environmental Justice for communities of Black, Indigenous, and people of color (BIPOC) and communities with low-incomes; therefore, all service delivery must be consistent for all communities.

The intent of the Monitoring Report is to ensure equitable service delivery. The results of the report are listed down below:

1. **Vehicle Load** – No route exceeds the maximum load factor standard by local and express service type.
2. **Vehicle Headway** – Most Foothill Transit service meets the minimum headway standards; however, Foothill Transit will review the feasibility of adding service for those lines that 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.
3. **On-Time Performance** – Eleven lines 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. The Foothill Transit Operations team will continue to work closely with the operations contractors to improve performance.
4. **Service Availability** – Service availability is distributed evenly with respect to the service area demographics. The BIPOC population within





¼ mile of a Foothill Transit bus stop is slightly lower than the service area population.

5. **Vehicle Assignment** – The average age of the revenue fleet is 4.13 years. The Pomona fleet’s average age is 6.8 years, and the Arcadia Irwindale fleet’s average age is 6.5 years. The eldest buses are the 42-foot Nabi buses operated by Arcadia Yard and Pomona Yard. The 60-foot articulated buses and double-deck buses are used for Foothill Transit Silver Streak. The battery electric buses are assigned to Lines 280, 860, and 861, which have the infrastructure to support the fast charging capabilities required of these lines, and the hydrogen fuel cell coaches are assigned to Lines 291 and 486.
6. **Distribution of Transit Amenities** – BSEP participating cities are located in high BIPOC areas of the service area. Cities are selected not solely on their proposed bus stop locations but also on multiple criteria such as safety, current service level, ridership, locational proximity to major activity points, cost-effectiveness, and other improvement plus amenities.
7. **Major Service Change** – Since submitting the 2020 Title VI Program, Foothill Transit has made three major service changes, expanded the Class Pass Program and added a new fare payment method. Equity analyses were prepared for all of these changes. No disparate impact or disproportionate burden was found.

The Monitoring Report is a part of Foothill Transit’s Title VI Program and must be updated at least every three years.

**Budget Impact**

No financial impact.

Sincerely,

Lourdes Álvarez  
Transit Planner

Doran J. Barnes  
Chief Executive Officer

# MONITORING REPORT



## Foothill Transit's Title VI Monitoring Program Review

Below are the triennial Title VI Monitoring Program review results that ensure service delivery is consistent between Black, Indigenous, People of Color (BIPOC) and non-BIPOC routes. The review was conducted in spring of 2023 in preparation to submit the final Title VI report to the FTA in October 2023. Issues identified in the review are described in the summary section, as well as corrective actions to take place.

### Vehicle Load

Vehicle loads were analyzed by route during peak and off-peak times. Ridership numbers were gathered from our buses' automatic passenger counter (APC). Peak travel times are defined in Table 1.

**Table 1. Peak Travel Times**

Type of Peak	Timeframe
A.M. Peak	6:00 A.M. - 8:59 A.M.
P.M. Peak	3:00 P.M. - 6:59 P.M.
Off Peak	7:00 P.M. - 5:59 A.M. / 9:00 A.M. - 2:59 P.M.

Maximum load factors represent the maximum achievable capacity and are calculated by dividing the average weekday boardings per trip by the vehicle's seated (40 passengers) and standing capacity (10 passengers). Foothill Transit's load factor standards are listed in Table 2. A capacity analysis with each line's load factor is provided in Table 3. All data was gathered from October 1, 2022, to October 31, 2022. This period was utilized because it reflects a typical ridership month without any ridership falls due to school schedule changes or major holidays.

**Table 2. Load Factor by Service Type**

Category	Peak load factor (not to exceed)
Local	1.25
Express	1.0

**Table 3. Capacity Analysis - October 1, 2022, to October 31, 2022**

Route	Direction	BIPOC Route?	Load Factor		Load Factor Standard	Exceeds Standard?	
			Peak Period	Off Peak		Peak Period	Off Peak
178	East	Yes	AM	0.43	1.25	No	No
	East		PM	0.62		No	
	West		AM	0.34	0.40	No	
	West		PM	0.71		No	

185	North	Yes	AM	0.34	0.35	1.25	No	No
	North		PM	0.36			No	
	South		AM	0.28	0.31		No	No
	South		PM	0.42			No	

187	East	No	AM	0.25	0.34	1.25	No	No
	East		PM	0.45			No	
	West		AM	0.34	0.33		No	No
	West		PM	0.40			No	

188	East	No	AM	0.19	0.22	1.25	No	No
	East		PM	0.26			No	
	West		AM	0.21	0.19		No	No
	West		PM	0.25			No	

190	East	Yes	AM	0.38	0.41	1.25	No	No
	East		PM	0.36			No	
	West		AM	0.29	0.31		No	No
	West		PM	0.48			No	

194	East	Yes	AM	0.46	0.33	1.25	No	No
	East		PM	0.38			No	
	West		AM	0.24	0.30		No	No
	West		PM	0.53			No	

195	East	Yes	AM	0.11	0.16	1.25	No	No
	East		PM	0.27			No	
	West		AM	0.27	0.15		No	No
	West		PM	0.15			No	

197	North	Yes	AM	0.13	0.09	1.25	No	No
	North		PM	0.11			No	
	South		AM	0.06	0.09		No	No
	South		PM	0.14			No	

269	North	Yes	AM	0.07	0.05	1.25	No	No
	North		PM	0.10			No	
	South		AM	0.09	0.08		No	No
	South		PM	0.08			No	

270	North	Yes	AM	0.21	0.18	1.25	No	No
	North		PM	0.19			No	
	South		AM	0.13	0.18		No	No
	South		PM	0.22			No	

272	North	Yes	AM	0.12	0.10	1.25	No	No
	North		PM	0.12			No	
	South		AM	0.12	0.12		No	No
	South		PM	0.14			No	

274	North	Yes	AM	0.15	0.12	1.25	No	No
	North		PM	0.22			No	
	South		AM	0.20	0.10		No	No
	South		PM	0.15			No	

280	North	Yes	AM	0.28	0.24	1.25	No	No
	North		PM	0.36			No	
	South		AM	0.36	0.26		No	No
	South		PM	0.37			No	

281	North	Yes	AM	0.32	0.30	1.25	No	No
	North		PM	0.39			No	
	South		AM	0.29	0.27		No	No
	South		PM	0.42			No	

282	East	Yes	AM	0.19	0.16	1.25	No	No
	East		PM	0.21			No	
	West		AM	0.19	0.17		No	No
	West		PM	0.26			No	

284	North	No	AM	0.08	0.17	1.25	No	No
	North		PM	0.12			No	
	South		AM	0.12	0.16		No	No
	South		PM	0.14			No	

285	North	Yes	AM	0.17	0.13	1.25	No	No
	North		PM	0.18			No	
	South		AM	0.14	0.11		No	No
	South		PM	0.17			No	

286	North	Yes	AM	0.15	0.13	1.25	No	No
	North		PM	0.24			No	
	South		AM	0.26	0.12		No	No
	South		PM	0.16			No	

289	East	Yes	AM	0.22	0.23	1.25	No	No
	East		PM	0.14			No	
	West		AM	0.10	0.16		No	No
	West		PM	0.35			No	

291	North	Yes	AM	0.17	0.22	1.25	No	No
	North		PM	0.25			No	
	South		AM	0.19	0.20		No	No
	South		PM	0.24			No	

292	North	No	AM	0.13	0.07	1.25	No	No
	North		PM	0.08			No	
	South		AM	0.06	0.12		No	No
	South		PM	0.31			No	

480	East	Yes	AM	0.31	0.36	1.25	No	No
	East		PM	0.51			No	
	West		AM	0.43	0.37		No	No
	West		PM	0.57			No	

482	East	Yes	AM	0.26	0.25	1.25	No	No
	East		PM	0.37			No	
	West		AM	0.26	0.20		No	No
	West		PM	0.40			No	

486	East	Yes	AM	0.31	0.25	1.25	No	No
	East		PM	0.30			No	
	West		AM	0.22	0.27		No	No
	West		PM	0.38			No	

488	East	Yes	AM	0.28	0.33	1.25	No	No
	East		PM	0.42			No	
	West		AM	0.40	0.32		No	No
	West		PM	0.45			No	

490	East	No	AM	N/A	N/A	1.0	<del>N/A</del>	N/A
	East		PM	0.10			No	
	West		AM	0.17	0.07		No	No
	West		PM	N/A			<del>N/A</del>	

492	East	Yes	AM	0.49	0.39	1.25	No	No
	East		PM	0.58			No	
	West		AM	0.37	0.34		No	No
	West		PM	0.54			No	

493	East	Yes	AM	N/A	0.10	1.0	<del>N/A</del>	No
	East		PM	0.20			No	
	West		AM	0.21	0.09		No	No
	West		PM	N/A			<del>N/A</del>	

495	East	Yes	AM	N/A	0.20	1.0	<del>N/A</del>	No
	East		PM	0.20			No	
	West		AM	0.14	0.20		No	No
	West		PM	N/A			<del>N/A</del>	

498	East	Yes	AM	N/A	0.11	1.0	N/A	No
	East		PM	0.21			No	
	West		AM	0.26	0.10		No	No
	West		PM	N/A			N/A	

499	East	Yes	AM	N/A	0.08	1.0	N/A	No
	East		PM	0.18			No	
	West		AM	0.18	0.16		No	No
	West		PM	N/A			N/A	

699	East	Yes	AM	N/A	0.38	1.0	N/A	No
	East		PM	0.23			No	
	West		AM	0.20	0.21		No	No
	West		PM	N/A			N/A	

707	East	Yes	AM	0.23	0.31	1.25	No	No
	East		PM	0.30			No	
	West		AM	0.29	0.31		No	No
	West		PM	0.36			No	

851	North	No	AM	0.05	N/A	1.25	No	N/A
	North		PM	0.05			No	
	South		AM	0.06	N/A		No	N/A
	South		PM	0.02			No	

853	North	No	AM	0.20	0.04	1.25	No	No
	North		PM	N/A			N/A	
	South		AM	N/A	N/A		N/A	N/A
	South		PM	0.14			No	

854	North	No	AM	0.14	N/A	1.25	No	N/A
	North		PM	N/A			N/A	
	South		AM	N/A	N/A		N/A	N/A
	South		PM	0.12			No	



860	West	No	AM	0.14	0.15	1.25	No	No
	West		PM	0.19			No	
	East		AM	N/A	N/A		N/A	N/A
	East		PM	N/A			N/A	

861	East	Yes	AM	N/A	0.13	1.25	N/A	No
	East		PM	0.18			No	
	West		AM	N/A	N/A		N/A	N/A
	West		PM	N/A			N/A	

Average BIPOC Route		0.27	0.22			
Average Non-BIPOC Route		0.17	0.17			

No route exceeds the maximum load factor standard. The Planning team will continue monitoring the APC ridership numbers and assess the feasibility of adding additional trips when necessary.

### Vehicle Headway

Vehicle headways were analyzed by route during peak and off-peak times according to the standards outlined in the previous section in Table 1. Data was collected from October 2022. This period was utilized because it reflects a typical ridership month without any ridership falls due to school schedule changes or major holidays. The results of the vehicle headway analysis are shown in Table 4.

**Table 4. Headway Analysis - October 2022 Schedule**

Route	BIPOC Route?	Actual Headway (in Minutes)		Minimum Headway Standard (in Minutes)		Meets Standard?	
		Peak	Off-Peak	Peak	Off-Peak	Peak	Off-Peak
178	Yes	30	30	30	60	Yes	Yes
185	Yes	30	30	30	60	Yes	Yes
187	No	15	20	30	60	Yes	Yes
188	No	15	20	30	60	Yes	Yes
190	Yes	15	30	30	60	Yes	Yes
194	Yes	15	30	30	60	Yes	Yes

195	Yes	60	60	30	60	No	Yes
197	Yes	30	30	30	60	Yes	Yes
269	Yes	30	30	30	60	Yes	Yes
270	Yes	60	60	30	60	No	Yes
272	Yes	30	60	30	60	Yes	Yes
274	Yes	60	60	30	60	No	Yes
280	Yes	15	15	30	60	Yes	Yes
281	Yes	30	30	30	60	Yes	Yes
282	Yes	30	30	30	60	Yes	Yes
284	No	60	60	30	60	No	Yes
285	Yes	60	60	30	60	No	Yes
286	Yes	60	60	30	60	No	Yes
289	Yes	60	60	30	60	No	Yes
291	Yes	16	20	30	60	Yes	Yes
292	No	30	30	30	60	Yes	N/A
480	Yes	20	30	30	60	Yes	Yes
482	Yes	20	30	30	60	Yes	Yes
486	Yes	15	30	30	60	Yes	Yes
488	Yes	30	60	30	60	Yes	Yes
490	No	20	N/A	20	N/A	Yes	N/A
492	Yes	20	30	30	60	Yes	Yes
493	Yes	20	N/A	20	N/A	Yes	N/A
495	Yes	20	N/A	20	N/A	Yes	N/A
498	Yes	20	N/A	20	N/A	Yes	N/A
499	Yes	20	N/A	20	N/A	Yes	N/A
699	Yes	15	N/A	20	N/A	Yes	N/A
707	Yes	15	15	20	60	Yes	Yes
851	No	30	N/A	30	60	Yes	N/A
853	No	30	N/A	30	60	Yes	N/A
854	No	10	N/A	30	60	Yes	N/A
860	No	60	60	60	60	Yes	Yes
861	Yes	60	60	60	60	Yes	Yes
Average BIPOC Route		31	40				
Average Non-BIPOC Route		30	38				

The majority of Foothill Transit service meets the minimum headway standards. Routes 195, 270, 274, 284, 285, 286, and 289 are community-specific lines and currently do not have the ridership to support additional service.

### On-Time Performance

On-time performance was analyzed by route during weekday service; overall on-time performance of BIPOC lines versus non-BIPOC lines was also compared. On-time performance is tracked electronically via the SmartBus AVL system. Data was collected from October 1, 2022, to October 31, 2022. This period was utilized because it reflects a typical ridership month without any ridership falls due to school schedule changes or major holidays. The on-time performance analysis results are shown in Table 5.

**Table 5. On-Time Performance Analysis - October 1, 2022, to October 31, 2022**

Route	BIPOC Route?	Actual On-Time Performance	Meets System-wide Standard?
178	Yes	73.2%	No
185	Yes	78.2%	Yes
187	No	70.8%	No
188	No	68.6%	No
190	Yes	80.1%	Yes
194	Yes	75.4%	Yes
195	Yes	78.8%	Yes
197	Yes	85.1%	Yes
269	Yes	72.3%	No
270	Yes	72.2%	No
272	Yes	79.8%	Yes
274	Yes	83.1%	Yes
280	Yes	83.3%	Yes
281	Yes	78.9%	Yes
282	Yes	80.2%	Yes
284	No	75.6%	Yes
285	Yes	86.8%	Yes
286	Yes	85.0%	Yes
289	Yes	79.5%	Yes
291	Yes	88.2%	Yes
292	No	89.5%	Yes
480	Yes	70.0%	No
482	Yes	83.3%	Yes
486	Yes	82.5%	Yes

488	Yes	72.7%	No
490	No	78.1%	Yes
492	Yes	81.5%	Yes
493	Yes	81.0%	Yes
495	Yes	80.1%	Yes
498	Yes	85.4%	Yes
499	Yes	89.2%	Yes
699	Yes	83.9%	Yes
707	Yes	70.9%	No
851	No	84.9%	Yes
853	No	76.2%	Yes
854	No	66.0%	No
860	No	72.1%	No
861	Yes	66.2%	No
System-wide Standard	75.0%		
Average BIPOC Route	79.5%		
Average Non-BIPOC Route	75.8%		

Twenty-seven routes exceeded the system-wide standard. Eleven routes did not exceed the system-wide standard. 75.86% percent of the BIPOC routes exceeded the system-wide standard. 55.55% percent of the non-BIPOC routes exceeded the system-wide standard.

Improving schedule adherence, especially for those lines that failed to meet the system-wide standard, will be a focal point of efforts during the next review period. The schedules continue to be works-in-progress, and external factors sometimes affect the schedule beyond a planner's control. In addition, schedule adherence depends heavily on operations and bus operators. Monitoring contractors, especially with on-time performance, will be prioritized and targeted within the next review period.

### **Vehicle Assignment**

Since vehicle assignments are made based on the available vehicles by dispatch personnel, it is impossible to formally evaluate vehicle assignments by route. Foothill Transit runs its service out of two yards; therefore, the average age of buses at each yard was compared, along with the number of BIPOC routes run out of each yard. Vehicle assignments are set in the following cases:

1. The 60-foot articulated buses and double-deck buses are used for Foothill Transit Silver Streak.
2. The battery electric coaches are assigned to Lines 280, 860, and 861, which have the infrastructure to support the fast charging capabilities required of these lines.
3. The hydrogen fuel cell coaches are assigned to Lines 291 and 486.

The vehicle assignment results are shown in Tables 6-8.

**Table 6. Age of Bus Fleet Analysis - Both Yards**

Yard	No. of BIPOC Routes Served	Average Age of Buses	Exceeds System-wide Average?
Arcadia Yard	15	6.5	Yes
Pomona Yard	14	6.8	Yes
60-Foot Articulated Buses*	1	3	No
Double Deck Buses	1	2	No
Electric Buses	2	5.5	Yes
Hydrogen Fuel Cell Buses	2	1	No
Average System-wide		4.13	

**Table 7. Bus Fleet Analysis - Arcadia Yard**

Arcadia					
Series	Year	Make	Model	Total Number of Buses	Years in Service
1700	2009	NABI	42 FT	29	14
1800	2010	NABI	42 FT	12	13
1900	2011	NABI	42FT	3	12
2100	2013	NABI	42FT	22	10
2400	2016	NEW FLYER	XCELSIOR	30	7

2500	2016	NEW FLYER	XCELSIOR	30	7
2600	2017	PROTERRA	Catalyst E2	14	6
2700	2018	EL DORADO	AXESS	31	5
2700	2020	EL DORADO	AXESS	12	3
2700	2021	EL DORADO	AXESS	2	2
2800	2018	PROTERRA	E2 CATALYST 35FT	3	5
2800	2021	EL DORADO	AXESS 35FT	2	2
2900	2020	NEW FLYER	XN60	24	3
3000	2021	ALEXANDER DENNIS	ENVIRO 500 EV	2	2
				Fleet Average Age	6.5

**Table 8. Bus Fleet Analysis - Pomona Yard**

Pomona					
Series	Year	Make	Model	Total Number of Buses	Years in Service
1900	2011	NABI	42 FT	11	12
2100	2013	NABI	42 FT	42	10
2200	2014	NABI	42 FT	29	9
2300	2014	NABI	42 FT	30	9
2700	2018	EL DORADO	AXESS	3	5
2700	2021	EL DORADO	AXESS	16	2
3100	2022	NEW FLYER	XHE-40	33	1
				Fleet Average Age	6.8

The new buses are distributed to the yards based on the age and mileage of the buses at each yard. The buses with the highest mileage that have reached 500,000 or more and are 12 years or older are selected first for retirement and replaced with a new bus. The buses are selected with these parameters, not based on their location.

Other service standards to be analyzed system-wide:

**Service Availability**

Service availability was analyzed by comparing the BIPOC population percentage ¼ mile of Foothill Transit bus stops to the percent of the non-BIPOC population within the same buffer. These percentages were then compared with BIPOC and non-BIPOC percentages of the overall service area. The census blocks groups 1 mile from Foothill Transit bus stops define Foothill Transit’s service area. BIPOC population percentages were obtained using the 2020 Decennial Census Race table. The results of the service availability analysis are provided in Table 9.

**Table 9. BIPOC Population Analysis: Quarter-mile Buffer**

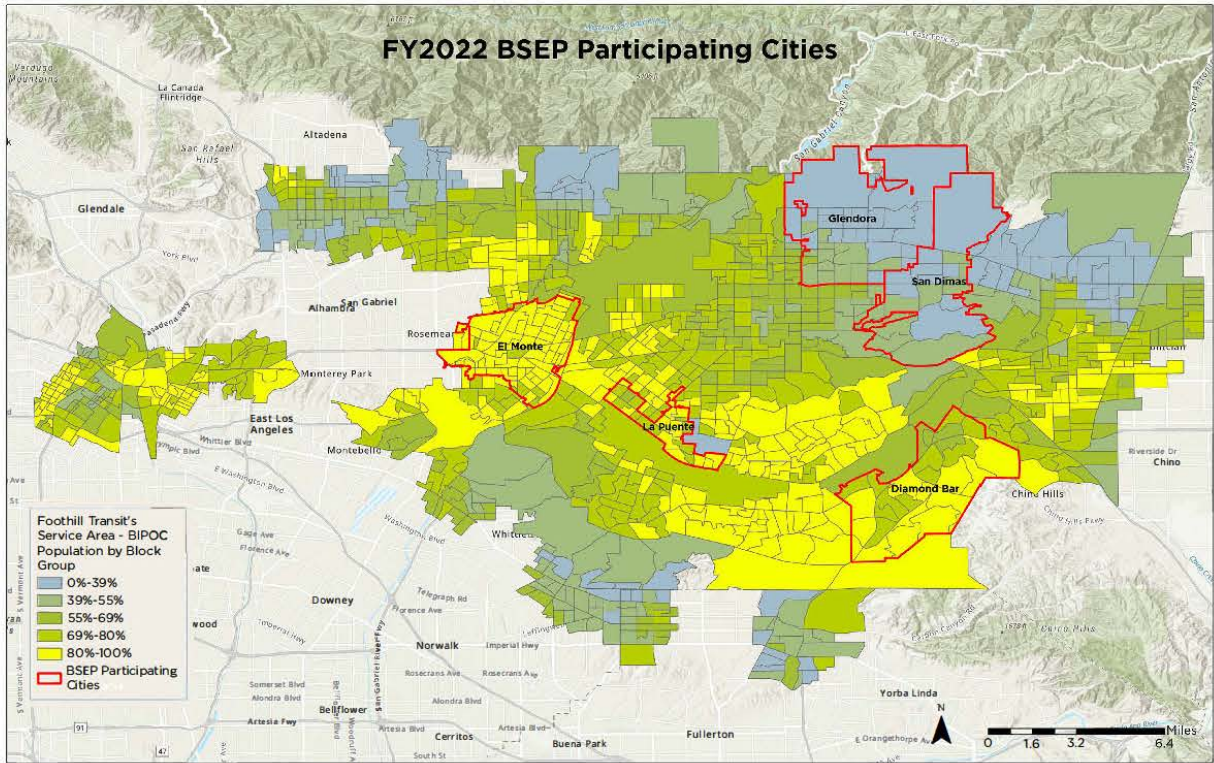
Population	Within 1/4 Mile	Service Area
BIPOC	57.02%	57.12%
Non-BIPOC	42.98%	42.88%

Foothill Transit’s service area has a high BIPOC population; the analysis shows that the BIPOC population within ¼ mile of Foothill Transit bus stops is slightly lower than the overall service area.

**Transit Amenities**

Foothill Transit does not provide bus stop shelters, benches, or trash cans; individual cities maintain bus stops in cooperation with Foothill Transit. Foothill Transit assists cities in identifying high-traffic bus stops by providing ridership and route information. In addition, Foothill Transit distributes grants annually to cities through the Bus Stop Enhancement Program (BSEP). Individual cities apply for these grants for particular stops, and the applications and plans are reviewed by Foothill Transit. Cities can receive funding for bus stop improvements up to \$40,000. All cities are encouraged to apply for the grants. A presentation on the program and the funds available was made to the Governing Board in August 2021, comprised of representatives from Foothill Transit’s JPA member cities, and individual letters were sent to each city.

To ensure that the grants are distributed equitably, an overlay map was produced depicting the cities that benefited from the BSEP grants relative to the BIPOC populations within the service. The map below shows that the cities with BSEP grants are generally located in high BIPOC areas.



### Conclusion – Summary of Results of Title VI Review and Actions to be Taken

The review of the current Foothill Transit service against the Title VI policies and standards shows that the service mostly meets 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 local and express service type.
- B. **Vehicle Headway** – Most Foothill Transit service meets the minimum headway standards; however, Foothill Transit will review the feasibility of adding service for those lines that 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** – Eleven lines 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. The 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 BIPOC population within ¼ mile of a Foothill Transit bus stop is slightly lower than the service area population.**



- E. **Vehicle assignment** – The average age of the revenue fleet is 4.13 years. The Pomona fleet’s average age is 6.8 years, and the Arcadia Irwindale fleet’s average age is 6.5 years. The eldest buses are the 42-foot Nabi buses operated by Arcadia Yard and Pomona Yard. The 60-foot articulated buses and double-deck buses are used for Foothill Transit Silver Streak. The battery electric buses are assigned to Lines 280, 860, and 861, which have the infrastructure to support the fast charging capabilities required of these lines, and the hydrogen fuel cell coaches are assigned to Lines 291 and 486.
- F. **Distribution of transit amenities** –BSEP participating cities are located in high BIPOC areas of the service area. Cities are selected not solely on their proposed bus stop locations but also on multiple criteria such as safety, current service level, ridership, locational proximity to major activity points, cost-effectiveness, and other improvement plus amenities.
- G. **Major Service Change** –Since submitting the 2020 Title VI Program, Foothill Transit has made three major service changes, expanded the Class Pass Program and added a new fare payment method. Equity Analyses were prepared for all of these changes. No disparate impact or disproportionate burden was found.



June 27, 2023

To: Executive Board

Subject: **Authorization to Amend Agreement 19-035 with Transdev Services, Inc.**

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**Recommendation**

Authorize the Chief Executive Officer to exercise an extension and extend the expiration of the contract from June 30, 2023, to December 31, 2023, for Customer Service and Facilities Maintenance Services.

**Background**

Foothill Transit's Transit Store and Facilities Maintenance functions are managed through Contract No. 19-035 with Transdev Services, Inc. At the September 30, 2022 meeting, the Executive Board provided authorization to issue RFP 23-003 for provision of these services.

RFP 23-003 was issued on April 13, 2023, and that process is currently underway. Since that time, additional developments related to the operations of the Transit Stores and Facility Maintenance Services have required consideration. Given these additional complexities of the Transit Store services and physical locations of the stores and functions, additional time to review and complete the procurement process is required.

There are two two-year options available to be exercised under Agreement 19-035. The proposed action for authorization is to extend the agreement for six-months under the stated Option Year One monthly pricing in the original contract resulting in an amendment to extend to services provided under agreement 19-035 to December 31, 2023.

**Budget Impact**

Funding for the services provided in response to this action and the new RFP have been programmed into the Fiscal Year 2024 and future Business Plans and Budgets.

Sincerely,

LaShawn King Gillespie  
Deputy Chief Executive Officer

Doran J. Barnes  
Chief Executive Officer

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Christopher Pieper  
Director of Procurement