



Foothill Transit



Foothill Transit

EXECUTIVE BOARD MEETING

West Covina, CA
Friday, October 29, 2021



Foothill Transit

Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING - TELECONFERENCE

9:15 AM, OCTOBER 29, 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 EXECUTIVE BOARD MEMBERS, FOOTHILL TRANSIT STAFF, AND THE PUBLIC, PARTICIPATION IN THE MEETING WILL BE DONE REMOTELY VIA TELECONFERENCE USING THE FOLLOWING ZOOM MEETING LINK: <https://foothilltransit.zoom.us/j/89854716476>. ALTERNATIVELY, TO PARTICIPATE VIA PHONE, DIAL (669) 900-6833 AND ENTER MEETING ID: 898-5471-6476.

1. CALL TO ORDER
2. ROLL CALL: MEMBERS BOYER, CALAYCAY, MOSS, SHEVLIN, STERNQUIST
3. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER
4. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF OCTOBER 1, 2021
5. 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) 931-7300 extension 7204 or at the agency's offices located at 100 S. Vincent Ave., Suite 200, West Covina, CA 91790. Documents, including PowerPoint handouts, distributed to Board Members by staff or Board Members at the meeting will simultaneously be made available to the public upon request.



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6. 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 OCTOBER 28, 2021

6.1. 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 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

ចាប់ ២៤ ម៉ោង មុនពេលដែល មានការប្រជុំ យើង គួរ ត្រូវ ទាក់ទង មុន យើង យ៉ាង តិច ៤៨ ម៉ោង មុន ពេល ដែល មាន ការ ប្រជុំ យើង តាម លេខ (626) 931-7300 លេខ ភ្ជាប់ ៧២០៤

ប្រសិនបើលោកអ្នកត្រូវការសេវាកម្មបកប្រែភាសា សូមទាក់ទងការិយាល័យនាយកក្នុងរូបភាពប្រតិបត្តិការមន្ទីរលេខ (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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CONSENT CALENDAR: Items 7 through 11 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.

7. AUGUST 2021 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through August 31, 2021. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of August 31, 2021, for the fiscal year ending June 30, 2022.

8. RESOLUTION ADOPTING EXECUTIVE BOARD AND GOVERNING BOARD MEETINGS SCHEDULE FOR 2022

Recommended Action: Adopt Resolution No. 2021-06, the Executive and Governing Board Meeting Schedule for 2022.

9. RESOLUTION AUTHORIZING TELECONFERENCE PUBLIC MEETINGS

Recommended Action: Adopt Resolution 2021-07 authorizing teleconferenced public meetings for 30 days.

10. CALIFORNIA TRANSIT ASSOCIATION REQUEST FOR ANNUAL FALL CONFERENCE HOSTS

Recommended Action: Authorize Foothill Transit to submit an application in response to the California Transit Association's request for 2023, 2024 and 2025 Annual Fall Conference hosts.

11. AUTHORIZATION TO ISSUE INVITATION FOR BIDS FOR DATA CENTER SERVER REPLACEMENT

Recommended Action: Authorize the Chief Executive Officer to issue invitation for bids (IFB) No. 22-026 for the purchase of a Nutanix Data Center Server hardware and software solution for the Foothill Transit Data Center located at the administrative offices.



REGULAR AGENDA:

12. INSURANCE PROGRAM UPDATE

Recommended Action: Receive and file this update to the Foothill Transit insurance program.

13. AUTHORIZATION FOR CONTRACT AMENDMENT FOR 13 FUEL CELL BUSES

Recommended Action: Authorize the Chief Executive Officer to amend Contract No. 21-077 in the amount of Fourteen Million Nine Hundred Nine Thousand Two Hundred Eighty Dollars and Ninety-Three Cents (\$14,909,280.93), sales tax included, for the purchase of 13 fuel cell buses as replacements for Foothill Transit's oldest battery electric buses.

14. AUTHORIZATION TO AWARD CONTRACT FOR POMONA OPERATIONS AND MAINTENANCE FACILITY UPGRADES FOR FUEL CELL ELECTRIC BUSES IMPLEMENTATION

Recommended Action: Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into Agreement No. 21-091 with Fuel Solutions, Inc. in the amount of \$186,455.65 for design, engineering, and construction support services of facility modifications and upgrades required for a hydrogen-safe facility at the Pomona Operations and Maintenance facility.

15. AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS FOR ARCADIA/IRWINDALE OPERATION AND MAINTENANCE FACILITY TRANSIT SERVICES

Recommended Action: 1. Authorize the Chief Executive Officer to exercise a one month extension through July 31, 2021 on Agreement No. 16-028 with Transdev; and 2. Authorize the Chief Executive Officer to issue a request for proposals (RFP) No. 22-001 for transit operations and maintenance services at Foothill Transit's Arcadia Irwindale facility.

16. PROPOSED SERVICE CHANGES AND CANCELLATIONS

Recommended Action: 1. Recommend that the Governing Board authorize the Chief Executive Officer to seek public input and conduct a public hearing regarding the cancellation of Line 690. 2. Recommend that the Executive Board authorize the Chief Executive Officer to seek public input and conduct a public hearing regarding the cancellation of the route variant for Line 292.



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17. CONTINUED GENERAL 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.

18. CHIEF EXECUTIVE OFFICER COMMENT

19. BOARD MEMBER COMMENT

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

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

21. CLOSED SESSION REPORT

22. ADJOURNMENT

**The next Regular Meeting of the Executive
Board is scheduled for
Friday, December 17, 2021 at 9:15 a.m.**



Foothill Transit

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

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

**Friday, October 1, 2021
9:15 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Sternquist at 9:33 a.m.

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

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

3. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER

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

4. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of June 25, 2021, Regular Meeting of July 23, 2021, and Special Meeting of August 17, 2021.

Motion by Member Moss, second by Vice Chair Calaycay, the minutes for the Regular Meeting of June 25, 2021, Regular Meeting of July 23, 2021, and Special Meeting of August 17, 2021 were approved. Motion carried 5-0.

5. INTRODUCTION OF FOOTHILL TRANSIT BUSINESS

Aline Frantzen, President and CEO, Keolis North American introduced Andrew Johnson, Vice President of Operation Transformation who provided an overview of the operational transformation project that will be implemented at the Pomona operations and maintenance facility.

6. GENERAL PUBLIC COMMENT

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

6.1. Chief Executive Officer Response to Public Comment

There was no response to Public Comment by the Chief Executive Officer.

CONSENT CALENDAR

There was no Public Comment on the Consent Calendar.

7. JUNE 2021 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through June 30, 2021. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of June 30, 2021, for the fiscal year ending June 30, 2021.

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

8. JULY 2021 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary for July 2021. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of July 31, 2021, for the fiscal year ending June 30, 2022.

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

9. RESOLUTION FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM

Recommendation: Adopt Resolution No. 2021-04: Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program (Attachment A).

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



10. **AUTHORIZING TELECONFERENCE PUBLIC MEETINGS**

Recommendation: Adopt Resolution 2021-05 authorizing teleconferenced public meetings.

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

11. **LA METRO EMPLOYER PASS PROGRAM**

Recommendation: Authorize the Chief Executive Officer to execute a Memorandum of Understanding (MOU) with LA Metro to allow Metro Employer Pass program (E-Pass) riders to ride Foothill Transit services, excluding Commuter Express.

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

12. **MANAGEMENT CLASSIFICATION PROGRAM**

Recommendation: Authorize the Chief Executive Officer to modify Foothill Transit's classification ranges to include Pay Range 9 for the single position of Deputy Chief Executive Officer.

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

13. **AUTHORIZATION TO ISSUE INVITATION FOR BIDS (IFB) NO. 22-013 FOR ARCADIA IRWINDALE OPERATIONS AND MAINTENANCE FACILITY ELECTRIC BUS METER**

Recommendation: Authorize the Chief Executive Officer to issue IFB No. 22-013 for construction and installation of a new electric meter to serve additional bus charging equipment at Foothill Transit's Arcadia Irwindale Operations & Maintenance Facility.

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



14. **AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS (RFP) NO. 22-023 FOR SECURITY SERVICES FOR DOWNTOWN LOS ANGELES LAYOVER, ADMINISTRATIVE OFFICE, AND EL MONTE TRANSIT STORE**

Recommendation: Authorize the Chief Executive Officer to: 1. Cancel Request for Proposals (RFP) No. 21-111 seeking to provide ongoing security services at both the Downtown Los Angeles (DTLA) layover and administrative office building. 2. Issue RFP No. 22-023 seeking to provide ongoing security services at the Downtown Los Angeles (DTLA) layover, administrative office building, and the El Monte Transit Store.

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

15. **AUTHORIZATION TO AWARD CONTRACT (IFB NO. 21-110) FOR POMONA OPERATIONS AND MAINTENANCE FACILITY LANDSCAPE REPLACEMENT AND IRRIGATION UPGRADES**

Recommendation: Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into Agreement No. 21-110 with Mariposa Landscapes, Inc. in the amount of \$146,153 for landscape replacement and irrigation upgrades at the Pomona Operations & Maintenance facility.

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

REGULAR AGENDA

16. **DUARTEBUS SERVICE AGREEMENT NO. 18-007 - OPTION EXERCISE**

Recommendation: Authorize the Chief Executive Officer to exercise the first of two three-year options on our Agreement No. 18-007 with the City of Duarte to operate the duartEbus service.

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

Mr. McDonald presented an overview of the partnership with the City of Duarte, when Foothill Transit began operation of two fixed route transit lines in the City in April 2019. Line 860 and 861 are primarily operated using three 35-foot Proterra E2 electric buses. The lines were previously operated directly by the City.

The duartEbus service is provided through a Memorandum of Understanding



between Duarte and Foothill Transit. The three-year base term of the agreement is set to expire on October 31, 2021. There are two three-year options that can be exercised by mutual agreement. Mr. McDonald went over some of the challenges in running the services and gave an overview of service performance. Mr. McDonald introduced Kristen Petersen, Duarte Assistant City Manager, she thanked Foothill Transit for the partnership and stated that the City was pleased to have such a great partner through the challenges and the lessons learned. Ms. Petersen stated that she will be going to the next council meeting reporting that hopefully Foothill Transit wishes to continue the partnership and ask the council to continue the partnership.

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

17. **LA METRO FARELESS SYSTEM INITIATIVE**

Recommendation: Authorize the Chief Executive Officer to implement Foothill Transit's participation in the Metro Fareless System Initiative (FSI) pilot program Phase 1 for K-12 students.

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

Ms. Caldwell reported that the Metro Board approved Phase 1 of the program on September 23, 2021. Phase 1 includes K-12 and community colleges. The program will run from October 1, 2021 through June 23, 2023. Federal ARPA funds will be used to fund Phase 1.

She reported that staff is seeking the Board's authorization to participate in the FSI Phase 1 for K-12 students. This would allow for students at participating schools to ride for free. She reported the 41 out of 87 school districts in the region are interested in participating.

There was no Public Comment on this presentation. Member Shevlin asked of the schools interested in participating, how many of them are within Foothill Transit's jurisdiction. Ms. Caldwell indicated that she did not have the answer, but would research it and get back to her. Member Boyer suggested that Governing Board Members attend meetings with school districts that are potential participants in the program.

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



18. **FOOTHILL TRANSIT FARE SIMPLIFICATION**

Recommendation: Recommend that the Governing Board authorize the Chief Executive Officer to seek public comment and conduct a public hearing regarding proposed changes to Foothill Transit's fare structure.

John Xie, Revenue Manager, presented this item.

Mr. Xie reported on the Fare Structure Simplification proposal. He stated that the goals of the simplification consist of consolidation, repricing, rethinking of existing policy, and new fare products that better suit customers.

Proposals include Silver Streak fare consolidation under the local fare structure, streamline fares to regional pricing, free internal transfers for two hours for base fares paid with a TAP card, and introduction of a 10-ride pass for local and express service. Mr. Xie reviewed the implementation schedule, with an anticipated go live date of May 1, 2022.

There was no Public Comment on this presentation.

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

19. **ZERO EMISSION DOUBLE DECK BUS PROGRAM**

Recommendation: Reaffirm existing direction to seek funding for Zero Emission Double Deck Buses. The double deck buses offer higher passenger capacity.

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

Mr. Cordero provided an overview of the zero emission double deck bus program. The program was approved in February 2021. Staff is recommending to continue to advance the program. With Metro's upcoming HOV 5+ Pilot along the 10 Freeway it is expected that congestion in the HOV lane will be reduced and travel times will improve.

The was no Public Comment on this presentation.

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



20. **LIFE OF PROJECT BUDGET AMENDMENT - TEN FUEL CELL BUSES**

Recommendation: Recommend that the Governing Board approve a \$12 million amendment to the existing life of project budget, project #212, Hydrogen Fuel Cell Bus Replacement and Fueling infrastructure. This will increase the total bus procurement from 20 hydrogen fuel cell buses to 30 hydrogen fuel cell buses. This will facilitate the early retirement of the fast charge battery electric buses. This will increase the total life of project budget from \$33 million \$45 million.

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

Mr. Cordero reported that the 13 early model battery electric buses have experienced a number of build quality, reliability, and parts availability issues. The Executive Board directed staff to seek the early retirement of the initial fleet of electric buses after getting approval of the Federal Transit Administration (FTA).

As the buses are retired, they will need to be replaced by other zero emissions buses to ensure that the intent of the FTA grant that funded the battery electric buses on Line 291 can be satisfied. Foothill Transit currently has an order of 20 fuel cell buses in production with New Flyer as part of the Fuel Cell Bus Program, and adding ten more buses to that order would enable Foothill Transit to meet that requirement.

There was no Public Comment on this presentation.

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

21. **AUTHORIZATION TO AWARD CONTRACT FOR DESIGN-BUILD CONTRACTOR - POMONA HYDROGEN FUELING STATION**

Recommendation: Authorize the Chief Executive Officer to award a contract and enter into an Agreement with Clean Energy in the amount of \$13,590,124.20 for Design-Build services for the Pomona Hydrogen Fueling Station, Operations and Maintenance and Fuel Supply. The Operations and Maintenance and Fuel Supply components total five years including a three-year base agreement and two one-year options.

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

Mr. Cordero reported that in April 2021, the Executive Board authorized the issuance of a request for proposals for design-build services for the Pomona Operations and Maintenance Facility hydrogen fueling station. A total of five proposals were received.

Clean Energy's proposal was ranked the highest with an overall score of 83.10. Clean Energy has a long track record of executing public works transit projects, including the two CNG stations for Foothill Transit.

Alison Hawkins, Hydrogen Mobility Director of Business Development, Air Products stated that Air Products has 60 years of hydrogen experience and 30 years of hydrogen refueling experience. She said that Air Products appreciated staff's time and effort in the solicitation. She asked that the decision being made at today's meeting be deferred and that staff conduct a reassessment. Doran Barnes, CEO, stated that in evaluating approaches related to the equipment, Foothill Transit wanted ownership of equipment. Air Products did not propose a purchase option.

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

22. CONTINUED GENERAL PUBLIC COMMENT

Public comment was not reopened as the Public Comment period was concluded earlier in the agenda (Item 6).

23. CHIEF EXECUTIVE OFFICER COMMENT

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

Mr. Barnes reported the following:

- He thanked the Executive Board for advancing the many projects that the Foothill Transit team is working on.
- Announced the birth of Director of Procurement Chris Pieper's daughter Luisa May Pieper.

24. BOARD MEMBER COMMENT

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



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

The Executive Board recessed into Closed Session at 10:54 a.m.

The Executive Board reconvened at 11:49 p.m.

26. **POSSIBLE AMENDMENT TO CHIEF EXECUTIVE OFFICER'S EMPLOYMENT CONTRACT**

Recommendation: Consider a possible amendment to the Chief Executive Officer Employment Agreement with Doran J. Barnes.

Darold Pieper, General Counsel, presented this item.

Mr. Pieper reported that the Executive Board met in Closed Session for Public Employee Performance Evaluation. Mr. Pieper announced that he was directed to prepare an amendment to the Chief Executive Officer's contract, the amendment would consist of a 6 percent raise that would be effective July 1, 2021, and provide him with a onetime bonus of \$9,500 for exemplary service to the organization.

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

Member Shevlin requested that for future consideration that the board stipend policy be reviewed. Currently, the stipend is set to automatically increase at the beginning of every fiscal year.

27. **ADJOURNMENT**

Adjournment for the October 1, 2021 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 11:53 a.m.



October 29, 2021

To: Executive Board

Subject: **August 2021 Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through August 31, 2021.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of August 31, 2021, for the fiscal year ending June 30, 2022.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of August 31, 2021, shows total assets at \$364.61 million. This total consists primarily of \$234.70 million in fixed assets, \$108.19 million in cash and investments and \$21.15 million in receivable and prepaid assets. Foothill Transit's cash position of \$108.19 million is \$11.80 million less than the previous month, and is \$2.11 million more than last year in August.

Liabilities

The accounts payable balance is \$15.83 million. Accounts Payables include operation and maintenance expenses for \$11.12 million and \$1.29 million for fuel.

The deferred revenue of \$72.23 million represents funds that are reserved for planned capital expenditures, such as, upcoming bus procurements and transit center construction activities.

Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$24.20 million in liquid accounts held with Bank of the West; \$9.95 million in interest bearing money market accounts with Bank of the West; \$68,000 with Chase; and \$73.96 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)

August 2021 year-to-date fare revenues were \$1,073,974. This is an ongoing after-effect of the pandemic and lower than pre-pandemic passenger boarding. This loss in fare revenues was mitigated with application of the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) federal funds.

Operating costs through August 2021 were \$17.35 million, which is \$1.39 million less than the budget and \$0.60 million more than August 2020. Of this \$17.35 million, \$13.84 million reflects operating costs for the Arcadia Irwindale and Pomona operations contractors. Other operating expenses include fuel, which was \$1.29 million through August 2021.

Capital expenditures through August were \$1.18 million compared with \$0.41 million last year at this time. The annual budget for capital expenditures includes the procurement and construction of 20 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 August 2021; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Foothill Transit accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for August 2021 were \$7.05 million. Capital disbursements totaled \$0.16 million and other significant disbursements include \$2.24 million to Keolis and \$3.93 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 August 31, 2021**

Assets

Current Assets:

Cash	\$108,187,705
Investments	0
Due from government agencies	18,128,352
Other receivables	1,380,015
Other assets	1,638,147
Total Current Assets	\$129,334,220

Non current Assets:

Notes receivable	574,580
Property & Equipment (net of depreciation)	234,704,052
Total Non Current Assets	235,278,632

Total Assets	\$364,612,853
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Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	\$15,829,290
Deferred Revenue	72,230,218
Total Liabilities	\$88,059,508

Equity

Fund Balance:

Investment in Capital Assets	\$234,704,052
Current Year Change	(6,724,595)
Reserve	48,573,888
Total Equity	\$276,553,345

Total Liabilities and Equity	\$364,612,853
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**Summary of Cash and
Investment Account
For August 31, 2021**

	Interest Rate	Term	Principal/ Book & Market Value
Cash:			
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$8,102,640
Petty Cash	N/A	N/A	\$400
Revolving Fund - Transit Stores	N/A	N/A	\$1,200
Bank of the West-Excise Tax/LCFS #1106	N/A	Demand Deposit	\$16,099,481
BOW-Prop 1B-Cal Grants #1105	0.30%	Demand Deposit	\$464
Bank of the West-Money Market #1110	0.30%	Demand Deposit	\$4,990,233
Bank of the West-Money Market #1111	0.30%	Demand Deposit	\$4,950,329
Bank of the West-LCTOP #1108	0.02%	Demand Deposit	\$10,325
Chase Business Saving #1109	0.05%	Demand Deposit	\$68,057
LAIF Investment #1141	0.33%	Demand Deposit	\$73,964,577
Subtotal Cash on Hand			\$108,187,705
Investments:			
			0
Subtotal Investments			0
Total Cash and Investments			108,187,705

Foothill Transit
Statement of Revenue and Expense
For Month Ended August 31, 2021

	Actual YTD August 2021	Budget YTD August 2021	Variance	Actual YTD August 2020
Fare Revenue				
Farebox	\$708,270	\$236,034	200.07%	\$0
Pass Sales	\$129,377	126,599	2.19%	0
TAP Cash Purse	\$166,439	131,304	26.76%	0
MetroLink & Access Service	\$57,493	18,323	213.78%	0
EZ Transit Pass	\$12,395	21,791	(43.12%)	0
Total Operating Revenue	\$1,073,974	\$534,050	101.10%	\$0
Operating Subsidies and Other				
Transportation Development Act	\$2,213,584	\$4,310,366	(48.65%)	\$1,746,870
State Transit Assistance (STA)	0	0	0.00%	0
Senate Bill 1 - STA	0	0	0.00%	0
Senate Bill 1 - STA BSCP	0	0	0.00%	0
Prop A 40% Discretionary	0	0	0.00%	0
Prop A 40% BSCP	0	0	0.00%	0
Prop C BSIP	0	0	0.00%	162,934
Prop C Base Restructuring	0	0	0.00%	0
Prop C Transit Service Expansion	0	0	0.00%	58,319
Transit Security	0	0	0.00%	173,677
Measure R	0	0	0.00%	0
Measure M	0	0	0.00%	0
Federal CRRSAA Act 5307	13,839,591	13,839,591	0.00%	13,723,387
Miscellaneous Transit Revenues	160,375	0	0.00%	136,675
Total Subsidies and Other	\$16,213,549	\$18,149,956	(10.67%)	\$16,751,861
Total Operating Revenue	\$17,287,523	\$18,684,006	(7.47%)	\$16,751,861
Other Revenues				
Gain on Sale of Fixed Assets	\$17,128	\$0	0.00%	\$1,862
Auxiliary Revenue	78,715	130,750	0.00%	19,364
Total Other Revenues	95,843	130,750	(26.70%)	\$21,226
Total Operating and Other Revenues	\$17,383,366	\$18,814,756	(7.61%)	\$16,773,087
Operating Expenses				
Customer Service & Operations	\$15,488,425	\$16,051,628	(3.51%)	\$15,154,913
Maintenance & Vehicle Technology	\$132,319	\$143,614	(7.86%)	119,972
Marketing & Communications	\$160,294	\$365,610	(56.16%)	161,285
Information Technology	\$292,683	\$410,124	(28.64%)	222,477
Administration	\$320,691	\$390,964	(17.97%)	263,441
Procurement	\$82,276	\$133,218	(38.24%)	76,022
Government Relations	\$55,429	\$163,906	(66.18%)	100,834
Finance	\$300,624	\$307,302	(2.17%)	231,804
Planning	\$239,203	\$356,746	(32.95%)	119,289
Facilities	\$215,578	\$420,895	(48.78%)	301,823
Total Operating Expenses	\$17,287,523	\$18,744,007	(7.77%)	\$16,751,861
Other Expenses				
Property Management	\$77,416	\$77,416	0.00%	\$21,226
Special Services	711	53,333	0.00%	0
Total Other Expenses	\$78,127	\$130,749	(40.25%)	\$21,226
Total Operating and Other Expenses	\$17,365,650	\$18,874,756	(8.00%)	\$16,773,087
Capital Revenues				
Capital Grants	\$1,180,155	\$12,596,443	(90.63%)	\$406,746
Capital Expenditures				
Capital Expenditures	\$1,180,155	\$12,596,443	(90.63%)	\$406,746

Bank Account - Payment Details

Period: 08/01/21..08/31/21

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Foothill Transit

FOOTHILL TRANSIT/p00148764c9I_lhernandez@foothilltransit.org_21763

Check Date	Check Number	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
08/06/21	21	Verizon Wireless	Cell Phone and avail cellular 6/23/21-7/22/21	10,776.84	10,776.84	0.00	Paid
08/06/21	21	Verizon Wireless	Cell Phone and avail cellular 6/23/21-7/22/21	20,725.92	20,725.92	0.00	Paid
08/06/21	22	Universal Waste Systems	07/21 DTLA Sanitation Services	2,697.76	2,697.76	0.00	Paid
08/06/21	23	Dept. of Industrial Relations (Accounting)	Admin Bldg Elevator Permit - South (Penalty Fee)	350.00	350.00	0.00	Paid
08/06/21	24	Waste Management Collection & Recycling, Inc.	8/21 Arcadia WH Trash	440.16	440.16	0.00	Paid
08/06/21	25	T-Mobile USA Inc.	Vericiti Cellular 6/21/21-7/20/21	577.78	577.78	0.00	Paid
08/06/21	26	Green Thumb Indoor Plant	08/2021 Indoor Plant care	213.00	213.00	0.00	Paid
08/06/21	26	Green Thumb Indoor Plant	08/21 Admin Bldg Indoor Plant Care	449.75	449.75	0.00	Paid
08/06/21	27	Ultimate Maintenance Services, Inc	08/21 Admin Bldg Janitorial Services	3,000.00	3,000.00	0.00	Paid
08/06/21	28	SmartRise Elevator Service Inc	08/21 AITC Elevator Maintenance	210.00	210.00	0.00	Paid
08/06/21	29	Thomas J. Koontz	Advertisement Class Pass	90.41	90.41	0.00	Paid
08/06/21	30	Town Square Publication LLC	Ad in Directory	2,395.00	2,395.00	0.00	Paid
08/07/21	ACH	Foothill Transit	ACH Testing	1.00	0.00	0.00	Paid
08/13/21	31	Wright Express	Fuel invoice July 2021	362.05	362.05	0.00	Paid
08/13/21	32	ACE Pelizon Plumbing	Third Floor Water Heater Repair	1,499.00	1,499.00	0.00	Paid
08/13/21	33	Frontier	Fax line 08/21	58.92	58.92	0.00	Paid
08/13/21	34	California Choice	9/21 Medical Insurance Premium	61,267.48	61,267.48	0.00	Paid
08/13/21	35	Allied Administrators for Delta Dental	Allied Administrators -9/21 Delta Dental	6,879.38	6,879.38	0.00	Paid
08/13/21	36	Suburban Water Systems	08/21 Admin Bldg Fire Pump Water	150.08	150.08	0.00	Paid
08/13/21	36	Suburban Water Systems	08/21 Admin Bldg Landscape Water	502.49	502.49	0.00	Paid
08/13/21	36	Suburban Water Systems	08/21 Admin Bldg Water	552.53	552.53	0.00	Paid
08/13/21	37	Athens Services- 54957	08/21 Admin Bldg Sweeping	387.88	387.88	0.00	Paid
08/13/21	37	Athens Services- 54957	08/21 Admin Bldg Trash Service	1,174.54	1,174.54	0.00	Paid
08/13/21	37	Athens Services- 54957	08/21 CTC Trash Service	215.92	215.92	0.00	Paid
08/13/21	38	Home Depot Credit Services	07/21 Facilities Supplies	726.93	726.93	0.00	Paid
08/13/21	39	TransTrack Systems Inc.	Electric Bus Analysis programming	631.25	631.25	0.00	Paid
08/13/21	40	ITSavvy LLC	Board Room Camera Extension Tube	129.46	129.46	0.00	Paid
08/13/21	40	ITSavvy LLC	Board Room Camera Mount - Ceiling	138.76	138.76	0.00	Paid
08/13/21	40	ITSavvy LLC	camera mount	67.31	67.31	0.00	Paid
08/13/21	41	Day - Lite Maintenance Co. Inc.	Arcadia Solar Module Replacement - remaining 50%	1,156.46	1,156.46	0.00	Paid
08/13/21	42	Tri - Signal Integration, Inc.	08/21 Admin Bldg Monthly	35.00	35.00	0.00	Paid

Bank Account - Payment Details

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Foothill Transit

FOOTHILL TRANSIT/p00148764c9I_lhernandez@foothilltransit.org_21763

Check Date	Check Number	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
			Monitoring				
08/13/21	42	Tri - Signal Integration, Inc.	08/21 Industry P&R Monthly Monitoring	35.00	35.00	0.00	Paid
08/13/21	43	File Keepers LLC	7/21 Shredding services	44.00	44.00	0.00	Paid
08/13/21	44	Cosco Fire Protection, Inc.	CTC Retail Phone Line 2 SVC Call	735.00	735.00	0.00	Paid
08/13/21	45	Center for Transportation and the Environment, Inc	Hydrogen refueling station plan	48,672.67	48,672.67	0.00	Paid
08/13/21	46	Office Depot	Office Supplies	128.52	128.52	0.00	Paid
08/13/21	46	Office Depot	Office Supplies	132.88	132.88	0.00	Paid
08/13/21	47	AT and T - 5025	El Monte phone line router management7/23-8/22/21	509.15	509.15	0.00	Paid
08/13/21	48	Amazon Web Services, Inc	Web Hosting 7/21	780.18	780.18	0.00	Paid
08/13/21	49	Graingers	Two (2) Cogged V-Belts	43.32	43.32	0.00	Paid
08/13/21	50	Mitsubishi Electric US, Inc.	08/21 CTC Elevator Maintenance	230.00	230.00	0.00	Paid
08/13/21	51	Alandale Ins. Agency	8/15/21-7/1/22 Renewal Gen.Liab. Insurance Premium	177,486.50	177,486.50	0.00	Paid
08/13/21	51	Alandale Ins. Agency	Gen Liability Insurance Endorsement7/1/20-8/15/21	3,037.62	3,037.62	0.00	Paid
08/13/21	52	Zones Inc.	Tripp Light 20M USB Extension Cable	313.59	313.59	0.00	Paid
08/13/21	53	Ultimate Maintenance Services, Inc	08/21 CTC Janitorial Services	545.00	545.00	0.00	Paid
08/13/21	54	Zonar Systems Inc.	Renewal fee 08/21	2,601.00	2,601.00	0.00	Paid
08/13/21	54	Zonar Systems Inc.	Renewal fee 08/21	3,366.00	3,366.00	0.00	Paid
08/13/21	55	Azteca Landscape	07/21 CTC Landscape Maintenace	700.00	700.00	0.00	Paid
08/13/21	55	Azteca Landscape	07/31 Admin Bldg Landscape Maintenance	2,809.52	2,809.52	0.00	Paid
08/13/21	56	Psomas	Mt Sac Transit Center A&E	20,190.00	20,190.00	0.00	Paid
08/13/21	ACH	Darold D. Pieper Attorney at Law	Retainer Legal fee for July 2021	8,030.32	0.00	0.00	Paid
08/13/21	ACH	Powell Consulting DC, LLC	7/21 Public Affairs	4,800.00	0.00	0.00	Paid
08/13/21	ACH	Transdev Services, Inc.	Reimbursement 2116 EMP coolant pack	16,464.00	0.00	0.00	Paid
08/13/21	ACH	Translating Services, Inc.	07/2021 Translating services	87.00	0.00	0.00	Paid
08/13/21	W000001	International City Management Assoc. Retirement Co	Payroll ending 8/7/21 Retirement	63,796.57	63,796.57	0.00	Paid
08/20/21	57	State Compensation Insurance Fund	2022 Premium Deposit - State Fund	2,793.20	2,793.20	0.00	Paid
08/20/21	57	State Compensation Insurance Fund	July-Aug 2021 State Fund Workers Compensation Ins.	11,758.84	11,758.84	0.00	Paid
08/20/21	58	Dean Gazzo Roistacher LLP	7/21 Legal Fees	225.50	225.50	0.00	Paid
08/20/21	58	Dean Gazzo Roistacher LLP	7/21 Legal Fees	307.50	307.50	0.00	Paid
08/20/21	59	FEDEX Corp.	Express Mail	66.03	66.03	0.00	Paid
08/20/21	60	Sing Tao Daily	Advertising 765/21 & 7/22/21	1,110.00	1,110.00	0.00	Paid

Bank Account - Payment Details

Period: 08/01/21..08/31/21

Foothill Transit

FOOTHILL TRANSIT/p00148764c9I_lhernandez@foothilltransit.org_21763

Check Date	Check Number	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
08/20/21	61	Athens Services- 54957	08/21 DTLA Sweeping Services	525.00	525.00	0.00	Paid
08/20/21	62	CA Newspaper Service Bureau	IFB 21-110 IVDB Legal Advertisement	160.33	160.33	0.00	Paid
08/20/21	62	CA Newspaper Service Bureau	IFB 21-110 SGVT Legal Advertisement	129.93	129.93	0.00	Paid
08/20/21	62	CA Newspaper Service Bureau	IFB 22-004 SGVT Legal Advertisement	133.73	133.73	0.00	Paid
08/20/21	63	Zonar Systems Inc.	Renewal EVIR GSM FOO0546 GTC 7/21	2,686.00	2,686.00	0.00	Paid
08/20/21	64	Los Angeles Times Communications, LLC	Advertising 7/21	2,499.00	2,499.00	0.00	Paid
08/20/21	65	Frontier	Local Phone Calls 8/4/21-9/3/21	2,836.25	2,836.25	0.00	Paid
08/20/21	66	Alltech Industries, Inc.	07/21 DTLA Security Services	5,742.00	5,742.00	0.00	Paid
08/20/21	67	Universal Auto Group	Maintenance Service	85.00	85.00	0.00	Paid
08/20/21	67	Universal Auto Group	Maintenance Service Mitsu 2	85.00	85.00	0.00	Paid
08/20/21	68	Southern California Edison Co.	06/23-07/22/21 Pomona Facility charger usages SCE	1,164.39	1,164.39	0.00	Paid
08/20/21	68	Southern California Edison Co.	06/23-07/22/21 Pomona Transit center Electricity	7,025.48	7,025.48	0.00	Paid
08/20/21	68	Southern California Edison Co.	07/21 Admin Bldg Electricity	25,492.94	25,492.94	0.00	Paid
08/20/21	69	Skyline Pest Control	08/21 Monthly Pest Control	95.00	95.00	0.00	Paid
08/20/21	70	Bryan Ousdahl	3D Scanning Services	2,480.00	2,480.00	0.00	Paid
08/20/21	71	Rivet Campus Media	Advertising 8/21	8,405.00	8,405.00	0.00	Paid
08/20/21	72	Cintas Corporation #2	Break Room Medicine/First Aid Kit Supplies	110.84	110.84	0.00	Paid
08/20/21	73	Azusa Light & Water	07/01-07/31/21 Electricity and water	2,653.30	2,653.30	0.00	Paid
08/20/21	74	San Gabriel Valley Newspaper	Advertising 7/21	7,098.18	7,098.18	0.00	Paid
08/20/21	75	ACE Pelizon Plumbing	4th Floor Sink Flush/Replacement	810.00	810.00	0.00	Paid
08/20/21	76	Environmental Systems Research Inst	ESRI 2021 Renewal 12/18/21-12/18/22	10,000.00	10,000.00	0.00	Paid
08/20/21	77	State of California Department of Transportation	09/21 Airspace Lease - 17th & Grand	15,800.00	15,800.00	0.00	Paid
08/20/21	ACH	Clean Energy	05/2021 Arcadia Electricity Reimbursement	46,625.17	0.00	0.00	Paid
08/20/21	ACH	Clean Energy	06/2021 Arcadia Electricity Reimbursement	66,230.55	0.00	0.00	Paid
08/20/21	ACH	Keolis Transit America, Inc.	06/2021 Pomona PMI's	13,000.00	0.00	0.00	Paid
08/20/21	ACH	Keolis Transit America, Inc.	07/01-15 Pomona Contractor services	836,314.44	0.00	0.00	Paid
08/20/21	ACH	MCG & Associates	Mt. SAC Labor Compliance	840.00	0.00	0.00	Paid
08/20/21	ACH	MetroKinetics, Inc.	Hastus scheduling	1,131.75	0.00	0.00	Paid
08/20/21	ACH	Transdev Services, Inc.	07/01-15 Arcadia Contractor services	1,391,253.87	0.00	0.00	Paid

Bank Account - Payment Details

Period: 08/01/21..08/31/21

Foothill Transit

FOOTHILL TRANSIT/p00148764c9I_lhernandez@foothilltransit.org_21763

Check Date	Check Number	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
08/20/21	ACH	Transdev Services, Inc.	07/01-31 E-Bus Charging at Azusa-Transdev	10,895.97	0.00	0.00	Paid
08/20/21		Vision Service Plan - (CA)	08/21 Vision Insurance premium	1,458.72	0.00	1,458.72	Voided
08/27/21	78	CTG Construction, Inc.	Interior Paint at Pomona O&M 5/21	1,662.50	1,662.50	0.00	Paid
08/27/21	78	CTG Construction, Inc.	Interior Painting at Pomona O&M Facility	31,587.50	31,587.50	0.00	Paid
08/27/21	79	Weatherite Corporation	Admin Bldg CU-2 Repair (Roof)	522.00	522.00	0.00	Paid
08/27/21	79	Weatherite Corporation	CU-2 Compressor Replacement	3,987.00	3,987.00	0.00	Paid
08/27/21	80	Stantec Architecture	20-028 A1 Pomona Landscape 4/30/21	11,730.25	11,730.25	0.00	Paid
08/27/21	80	Stantec Architecture	20-028 A2 Thermal Investigation, period end4/30/21	1,609.59	1,609.59	0.00	Paid
08/27/21	81	Thomas J. Koontz	Advertising - Cal Poly coroplast signs	158.76	158.76	0.00	Paid
08/27/21	82	Standard Parking Corporation	07/21 Admin Bldg Security Services	3,042.78	3,042.78	0.00	Paid
08/27/21	83	Universal Waste Systems	08/06-09/02/21 Temple Restroom Rental -Universal Wa	661.98	661.98	0.00	Paid
08/27/21	84	Newage PHM, LLC	08/21 TS2 (Puente Hills) Electricity-Newage	226.26	226.26	0.00	Paid
08/27/21	84	Newage PHM, LLC	09/21 PHTS Rent	7,498.32	7,498.32	0.00	Paid
08/27/21	85	ACE Pelizon Plumbing	Suite 404 Horizontal Waste Line Replacement -ACE	2,927.50	2,927.50	0.00	Paid
08/27/21	86	Walnut Valley Water District	07/21 Industry P&R Landscape Water -Walnut Valley	271.49	271.49	0.00	Paid
08/27/21	86	Walnut Valley Water District	07/21 Industry P&R Fire Sprinkler Water-Walnut Vall	95.35	95.35	0.00	Paid
08/27/21	87	Green's Lock and Safe	Green's 2 Knob locks	829.37	829.37	0.00	Paid
08/27/21	88	Zonar Systems Inc.	Renewal EVIR GSM Service FOO0655 GTC 7/21	3,468.00	3,468.00	0.00	Paid
08/27/21	89	AFLAC	7/2021 AFLAC insurance premium	1,626.90	1,626.90	0.00	Paid
08/27/21	90	Ashlien Savage	08/21 Ashlien Savage Expense Report	1,925.60	1,925.60	0.00	Paid
08/27/21	91	RockWest Technology Group, Inc	PhotoID Project - RockWest	21,072.80	21,072.80	0.00	Paid
08/27/21	91	RockWest Technology Group, Inc	Professional Services for Pilot/West Covina Store	595.00	595.00	0.00	Paid
08/27/21	92	Southern California Edison Co.	07/12-08/09/21 Arcadia yard Electricity -Transdev	12,139.25	12,139.25	0.00	Paid
08/27/21	93	AT and T - 5025	EI Monte Phone line general 8/5/21-9/4/21	2,543.38	2,543.38	0.00	Paid
08/27/21	94	AT and T - 5019	Phone Service	514.49	514.49	0.00	Paid
08/27/21	95	Landmark Healthplan of California, Inc.	09/2021 Chiropractor Insurance Premium	960.13	960.13	0.00	Paid
08/27/21	96	CIGNA Group Insurance	CIGNA 08/2021 Life Insurance Premium	5,417.14	5,417.14	0.00	Paid

Tuesday, September 28, 2021

Bank Account - Payment Details

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Foothill Transit

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Check Date	Check Number	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
08/27/21	ACH	Keolis Transit America, Inc.	07/16-31 Pomona Contractor services	1,394,208.07	0.00	0.00	Paid
08/27/21	ACH	Keolis Transit America, Inc.	08/03/21 RFP 21-111 Site Visit	178.58	0.00	0.00	Paid
08/27/21	ACH	Transdev Services, Inc.	07/16-31 Arcadia Contractor services	2,534,600.23	0.00	0.00	Paid
08/27/21	ACH	Transdev Services, Inc.	07/2021 Arcadia Covid-19 Vaccine Encouragement	215.30	0.00	0.00	Paid
08/27/21	W000003	International City Management Assoc. Retirement Co	ICMA-Retirement Wire Transfer PD 08.21.21	49,544.96	49,544.96	0.00	Paid
General Checking				7,049,250.29	722,915.32	1,458.72	
				Total Paid: 7,047,791.57			



October 29, 2021

To: Executive Board

Subject: **Resolution Adopting Executive and Governing Board Meetings Schedule for 2022**

Recommendation

Adopt Resolution No. 2021-06, the Executive and Governing Board Meetings Schedule for 2022.

Analysis

The schedule of Executive and Governing Board meetings and the annual meeting of the Governing Board are shown on the attached meeting schedule (Attachment A). Foothill Transit’s Joint Powers Agreement (JPA) requires that meetings be fixed by resolution (Attachment B).

Upon adoption, the resolution and meeting schedule will be filed with the JPA member cities and Los Angeles County.

Due to the uncertainties related to the pandemic, and business issues that may arise, it may be necessary to modify the meeting schedule. Notification will be provided in a timely manner of any possible date or time changes and proper notifications will be posted.

Sincerely,

Christina Lopez
Board Secretary

Doran J. Barnes
Chief Executive Officer

Attachments



Foothill Transit

2022 Executive & Governing Board Meetings Schedule

January 2022	Friday, January 28 @ 7:45 a.m. - Governing Board Meeting Friday, January 28 @ 9:15 a.m. - Executive Board Meeting
February 2022	Friday, February 25 @ 8:00 a.m. - 3:00 p.m. - Strategic Planning Workshop, Location TBD
March 2022	Friday, March 25 @ 7:45 a.m. - Governing Board Meeting Friday, March 25 @ 9:15 a.m. - Executive Board Meeting
April 2022	Friday, April 29 @ 7:45 a.m. - Governing Board Meeting Friday, April 29 @ 9:15 a.m. - Executive Board Meeting
May 2022	Friday, May 27 @ 7:45 a.m. - Annual Governing Board Meeting Friday, May 27 @ 9:15 a.m. - Executive Board Meeting
June 2022	Friday, June 24 @ 7:45 a.m. - Governing Board Meeting Friday, June 24 @ 9:15 a.m. - Executive Board Meeting
July 2022	Friday, July 29 @ 7:45 a.m. - Governing Board Meeting Friday, July 29 @ 9:15 a.m. - Executive Board Meeting
August 2022	Friday, August 26 @ 7:45 a.m. - Governing Board Meeting Friday, August 26 @ 9:15 a.m. - Executive Board Meeting
September 2022	Friday, September 30 @ 7:45 a.m. - Governing Board Meeting Friday, September 30 @ 9:15 a.m. - Executive Board Meeting
October 2022	Friday, October 28 @ 7:45 a.m. - Governing Board Meeting Friday, October 28 @ 9:15 a.m. - Executive Board Meeting
November 2022	No meetings scheduled in November
December 2022	Friday, December 16 @ 7:45 a.m. - Governing Board Meeting Friday, December 16 @ 9:15 a.m. - Executive Board Meeting



RESOLUTION NO. 2021-06

**A RESOLUTION OF THE EXECUTIVE BOARD OF Foothill TRANSIT
ADOPTING THE 2022 MEETINGS SCHEDULE**

The Executive Board of Foothill Transit does resolve as follows:

1. Findings. The Executive Board hereby finds and declares the following:

A. The Joint Exercise of Powers Agreement governing Foothill Transit requires that the dates of the regular meetings of the Governing Board and Executive Board fixed by resolution.

B. It is most convenient and useful to the agency and its members to fix the dates of the regular meetings and of other significant meetings through the adoption of an annual schedule.

2. Action.

A. The Executive Board adopts the 2022 Executive and Governing Board Meetings Schedule attached as Attachment A.

3. Adoption. PASSED AND ADOPTED at a meeting of the Executive Board held on October 29, 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

CYNTHIA STERNQUIST, CHAIR

APPROVED AS TO FORM:
DAROLD PIEPER, GENERAL COUNSEL

ATTEST:
CHRISTINA LOPEZ, BOARD SECRETARY

By:_____

By:_____



October 29, 2021

To: Executive Board

Subject: **Resolution Authorizing Teleconferenced Public Meetings**

Recommendation

Adopt Resolution 2021-07 authorizing teleconferenced public meetings for 30 days.

Analysis

Government Code Section 54953 of the Ralph M. Brown Act was amended by AB 361 on an urgency basis to permit continued agency public meetings by teleconference on and after October 1, 2021, subject to making the following findings:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

On October 1, 2021, the Executive Board made these findings in Resolution 2021-05 which permitted public meetings by teleconference through October 31, 2021.

To continue to convene public meetings by teleconferencing for 30 days after October 29, 2021 (through November 28, 2021), the Executive Board must now make the findings embodied in Resolution 2021-07.

Sincerely,

Darold Pieper
General Counsel

Doran J. Barnes
Chief Executive Officer

RESOLUTION NO. 2021-07

**A RESOLUTION OF THE EXECUTIVE BOARD OF FOOTHILL TRANSIT
AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE
FOOTHILL TRANSIT EXECUTIVE BOARD AND GOVERNING BOARD
PURSUANT TO RALPH M. BROWN ACT**

The Executive Board of Foothill Transit does resolve as follows:

1. Findings. The Executive Board hereby finds and declares the following:

A. Government Code Section 54953 of the Ralph M. Brown Act was amended by AB 361 on an urgency basis to permit continued agency public meetings by teleconference on and after October 1, 2021, subject to the following findings:

(1) The Governor issued a Proclamation of State of Emergency on March 4, 2020, pursuant to section 8625 of the California Emergency Services Act, and that Proclamation has not been terminated as required by section 8629 of that Act.

(2) The California Department of Public Health continues to urge residents to “continue to practice physical distancing when possible”.

(3) The Los Angeles County Department of Public Health recommends that residents “Use two arms lengths as your guide (about 6 feet) for social distancing with people outside your household when you are not sure that they are fully vaccinated.”

(4) The public meeting spaces at Foothill Transit are not large enough to permit public meetings of the Governing Board and the Executive Board while providing a Covid 19-safe meeting place with appropriate social distancing as recommending by the state and county.

(5) The Executive Board has reconsidered the circumstances of the state of emergency.

(6) The state of emergency continues to directly impact the ability of the members to meet safely in person.

B. There is accordingly a need for the Foothill Transit Executive Board and Governing Board to meet by teleconferencing meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953.

2. Action.

A. The Executive Board directs that any Executive Board or Governing Board meetings held within the next 30 calendar days shall be held by teleconferencing in compliance with section 54953(e) of the Ralph M. Brown Act.

B. This Resolution shall be effective immediately and remain in effect through November 28, 2021, or until such time the Executive Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Foothill Transit may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

[Continued on page 2.]

Attachment A

3. Adoption. PASSED AND ADOPTED at a meeting of the Executive Board held on October 29, 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

CYNTHIA STERNQUIST, CHAIR

APPROVED AS TO FORM:
DAROLD PIEPER, GENERAL COUNSEL

ATTEST:
CHRISTINA LOPEZ, BOARD SECRETARY

By:_____

By:_____



October 29, 2021

To: Executive Board

Subject: **California Transit Association Request for Annual Fall Conference Hosts**

Recommendation

Authorize Foothill Transit to submit an application in response to the California Transit Association's request for 2023, 2024 and 2025 Annual Fall Conference hosts.

Analysis

For over 55 years, the California Transit Association (Association) has been representing transit agencies throughout the state. Its Annual Fall Conference & Expo brings together approximately 700 attendees, comprised of over 60 California public transit agencies and over 100 exhibitors. The Association is currently undergoing its conference site selection process, and soliciting applications for local conference hosts for 2023, 2024, and 2025 with the intention to book locations and hosts two to three years in advance.

In January 2020, the Foothill Transit Executive Board authorized Foothill Transit to submit an application in response to the Association's call at that time for 2022, 2023, and 2024 conference hosts. Upon Executive Board approval, a conference host application was successfully submitted in February 2020. However, due to the COVID-19 pandemic, the Association subsequently cancelled the in-person aspect of the event that year, shifting the conference location and host selected for 2021 to 2022, resulting in the Association's current solicitation for 2023, 2024, and 2025 hosts. The deadline to submit an application for consideration as a future 2023, 2024, and 2025 conference host is November 19, 2021.

The Association assumes all financial responsibility for conference planning and on-site execution. However, selected "host" agencies are requested to augment the Association's efforts to the extent possible within their organizations. This includes identifying optimal off-site reception venues, providing staff to act as presenters or moderators in conference sessions, and allocating volunteers to assist at the registration desk, serve as ambassadors, room monitors, and Tech/Agency tour guides.



One of the benefits of serving as a local conference host is the opportunity for transit agencies to display and feature their programs and initiatives. The selected host organization's name and logo will be prominently identified as "host" on printed materials for conference promotional purposes. The use of the host's local transit system would also be boosted as a result of one of the suggested host responsibilities to provide complimentary passes during the conference. Host agency staff will also be exposed to increased networking and professional development opportunities during the conference and throughout the conference planning process. Conference hosts are expected to:

- Lend the organization name and provide logos for printed materials as "host" for conference promotional purposes
- Designate one or two organization representatives for the Program & Conference Committee to serve as a liaison to the planning team
- Participate in regular Program & Conference Committee conference calls and in subcommittee(s) to plan the conference
- Provide a list of contacts for marketing to appropriate host area individuals, businesses, and agencies
- Provide a list of vendors for sponsor/exhibitor marketing, upon request from the California Transit Association
- Coordinate at least two "technical" tours and conference-related transportation (optional)
- Arrange for a local elected official or dignitary to present remarks at the general session (optional)
- Provide complimentary passes for us of the local transit system at an information table
- Provide volunteers to assemble attendee registration packets, assist at the registration desk, and serve in the roles of "ambassadors," room monitors, and Tech/Agency Tour guides
- Provide staff to act as presenters or moderators in education sessions
- Assist staff with identifying a location for an offsite reception for approximately 300 people

In 2015, Foothill Transit successfully hosted the Association's 50th Annual Fall Conference & Expo in partnership with Pasadena Transit. The conference was



held at the Pasadena Convention Center and attracted over 650 attendees.

Foothill Transit staff served on the conference planning committee to ensure that the conference was both a success and a great representation of Foothill Transit. As a co-host of this conference, Foothill Transit was able to display information about its service and projects at a centrally located booth on all three conference days. In addition, Foothill Transit buses were featured in a prominently publicized Tech Tour, where conference goers were briefed on the operation and charging of electric buses prior to riding a Foothill Transit electric bus.

Foothill Transit staff participated in many activities, ranging from hosting a trivia luncheon to giving breakout session presentations that highlighted Foothill Transit programs. Foothill Transit also facilitated an evening reception held at the Rose Bowl, where attendees toured the stadium and accessed the field. The conference was a huge success, and the culmination of over a year of preparation.

Access Services and Pasadena Transit have both agreed to commit as co-hosts with Foothill Transit for a future Annual Fall Conference & Expo, should the Association select our location and host application.

Budget Impact

The Association assumes complete financial responsibility for planning and executing the Annual Fall Conference & Expo. Professional staffing for conference planning and execution is included in the Association's responsibilities. However, Conference hosts may use their discretion in determining the extent of their staff's involvement in assisting the Association in ensuring a successful conference.

Sincerely,

Yoko J. Igawa
Director of Government Relations

Doran J. Barnes
Chief Executive Officer



October 29, 2021

To: Executive Board

Subject: **Authorization to Issue Invitation for Bids for Data Center Server Replacement**

Recommendation

Authorize the Chief Executive Officer to issue invitation for bids (IFB) No. 22-026 for the purchase of a Nutanix Data Center Server hardware and software solution for the Foothill Transit Data Center located at the administrative offices.

Analysis

The existing Cisco Unified Computing System (UCS) was installed approximately ten years ago. This system hosts our production servers such as our computer-aided dispatch and automatic vehicle location (CAD/AVL) system, phone system, and all major infrastructure servers hosted at the Foothill Transit Data Center in the West Covina administrative offices. The Cisco UCS system has reached its end of life and Cisco will end support in December 2021.

Foothill Transit staff reached out to multiple vendors to obtain demonstrations of their data center server solutions. Nutanix Hyperconverged Infrastructure (HCI) was found to best fit Foothill Transit's goal in security, business continuity, and scalability needs for the organization as a whole. IFB No. 22-026 is being issued for bids from authorized resellers of Nutanix HCI.

Budget Impact

The funding for this project is included in the FY2022 budget under Project No. 0188, Data Center Update and Replacement.

Sincerely,

Roy Eseyan
Information Technology Manager

Doran J. Barnes
Executive Director

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of Procurement



October 29, 2021

To: Executive Board

Subject: **Insurance Program Update**

Recommendation

Receive and file this update to the Foothill Transit insurance program.

Analysis

Foothill Transit purchases all the usual business-related insurance coverages such as general liability, property, earthquake, workers' compensation for all Foothill Transit employees, and automobile insurance for our non-revenue fleet, etc. In prior years, we spent approximately \$316,934 annually on a variety of insurance coverages. This year, however, we saw a substantial increase in premiums on our General Liability & Excess Liability policies and this year's annual cost for insurance is \$447,100. This increase is primarily a result of the fact that our official name includes the word "transit", typically a red flag for insurers that we've been able to work past in prior years, but that has gained their attention due to the existence of current litigation in which we are named.

Foothill Transit is somewhat unique as a transit operator with all transit services contracted out to private entities, and insurance agencies often have difficulty understanding the unusual nature of our insurance and liability exposure. The transit operating contracts include a "hold harmless" agreement, which means that the operating contractors carry insurance coverage on all aspects of transit operations claims. Additionally, bus stop locations served by our buses are for the most part owned and controlled by the underlying city or county.

Foothill Transit also carries Directors and Officers liability insurance for "all elected and appointed" directors. This insurance covers any exposure the Board may have for decisions made by them.

Foothill Transit utilizes the services of Alandale Insurance as our broker. Alandale Principal Bob Kuhn will be present at the board meeting to provide an overview of the various coverages that we have in place.

Sincerely,

John Curley
Chief of Safety and Security

Doran J. Barnes
Chief Executive Officer



October 29, 2021

To: Executive Board

Subject: **Authorization for Contract Amendment for 13 Fuel Cell Buses**

Recommendation

Authorize the Chief Executive Officer to amend Contract No. 21-077 in the amount of Fourteen Million Nine Hundred Nine Thousand Two Hundred Eighty Dollars and Ninety-Three Cents (\$14,909,280.93), sales tax included, for the purchase of 13 fuel cell buses as replacements for Foothill Transit's oldest battery electric buses.

Analysis

The 13 early model Proterra fast-charge battery electric buses assigned for service at our Pomona Operations and Maintenance facility have experienced a number of build quality, reliability, and parts availability issues. For the past five years the reliability and fit-and-finish quality of these early model buses have degraded over time to a point where they are no longer fit for reliable daily service provision. These buses are operated on Line 291, and service reliability and on-time performance on that line have been negatively impacted resulting in low customer satisfaction.

As these buses are retired, they will need to be replaced with other zero emissions buses to ensure that the intent of the FTA grant that funded the battery electric buses on Line 291 can be satisfied. We currently have an order of 20 fuel cell buses in production with New Flyer as part of our Fuel Cell Bus Program, and adding 13 more buses to that order would enable Foothill Transit to meet that requirement. The replacement buses will reinstate reliable zero emission bus service on Line 291 with an adequate spare ratio to accommodate necessary preventive maintenance.

Budget Impact

At their meeting immediately prior to the October 29, 2021 Executive Board meeting the Governing Board is considering approval of an increase in the Life of Project Budget for Project No. 212 to \$45.6 million. Pending that action, there will be sufficient funds for the purchase of 13 additional fuel cell buses. This will be accomplished by advancing funds that are allocated for bus replacements.



The funding for the additional buses will be a combination of federal, state and local funds and will be available in the FY2023 budget. Please note that a part of funding approach will be to use non-federal funds to replace the remaining federal interest in the buses that are to be retired earlier than the twelve years required in the original federal funding grant.

Sincerely,

Roland M. Cordero
Director of Maintenance & Vehicle Technology

Doran J. Barnes
Chief Executive Officer

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of
Procurement



October 29, 2021

To: Executive Board

Subject: **Authorization to Award Contract for Pomona Operations and Maintenance Facility Upgrades for Fuel Cell Electric Buses Implementation**

Recommendation

Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into Agreement No. 21-091 with Fuel Solutions, Inc. in the amount of \$186,455.65 for design, engineering, and construction support services of facility modifications and upgrades required for a hydrogen-safe facility at the Pomona Operations and Maintenance facility.

Analysis

On April 30, 2021 the Executive Board authorized the issuance of RFQ No. 21-091 for design and engineering consulting services for safety upgrades to include a new hydrogen detection and alarm system and modifications to existing ventilations in order to accommodate new hydrogen fuel cell electric buses (FCEB) at the Pomona Operations & Maintenance Facility.

The scope of services includes, design, engineering and evaluation of the existing facility, as well as improvements necessary for the safe maintenance and facility regulatory compliance of FCEBs. The Consultant shall be responsible for preparing plans and specifications, obtaining all required approvals from applicable Authorities Having Jurisdiction (AHJs), including the City of Pomona and Pomona Fire Department. Consultant shall prepare construction documents for the project which will include, but not limited to architectural, structural, mechanical, electrical, and control systems. Consultant shall also provide support during the bid and construction phase of the Project.

RFQ No. 21-091 was issued on July 29, 2021. Qualifications were received on August 31, 2021 from Advance Design Consultants, IMEG, and Fuel Solutions. Each firm's submittal was evaluated by an Evaluation Committee consisting of four members of Foothill Transit's team plus two members from our fuel cell consultants, CTE. The Evaluation Committee evaluated proposals based on Experience and Qualifications, Project Team, and Project Approach. Submittals were reviewed based on a Qualification Submittals, results of interviews, and Offeror clarifications. In accordance with federal and state procurement guidelines for design contract awards, price was not a factor in ranking or recommendation.



Each technical proposal was evaluated based on the following criteria and weighting.

1. Experience and Qualifications (45 points)
2. Project Team (30 points)
3. Project Approach (25 points)

The highest-rated proposer was Fuel Solutions Inc. Fuel Solutions' proposal was ranked highest with an overall score of 90.42 out of a possible 100 points. Fuel Solutions is an industry-leading consulting firm, providing design, consulting and engineering services for vehicle-fueling infrastructure for fleets throughout the U.S.

Summary of the evaluation scores and ranking of the three proposers shown below:

	Proposer			
	Maximum Points	Advance Design Consultants	Fuel Solutions	IMEG
1. Experience and Qualifications	45	26.25	41.63	22.88
2. Project Team	30	19.75	26.50	17.75
3. Project Approach	25	15.83	22.29	9.17
Average Technical Score	100	61.83	90.42	49.79
Rank		2	1	3

Over the last 20 years, Fuel Solutions has provided design engineering for gas-detection systems at more than 15 bus-maintenance facilities throughout the U.S. References were checked for projects Fuel Solutions has performed the last three years related to design of gas-detections system upgrades, replacements and/or additions for North County Transit District, Santa Monica Big Blue Bus, City of Mesa, and Regional Transportation Commission of Southern Nevada.



Budget Impact

Funding is included in the approved FY 2022 Business Plan under capital project No. 0212 Hydrogen Fuel Cell Bus Replacement and Fueling Infrastructure.

Sincerely,

Sharlane R. Bailey
Director of Facilities

Doran J. Barnes
Chief Executive Officer

Chris Pieper
Director of Procurement
Treasurer

Michelle Lopes Caldwell
Director of Finance and



October 29, 2021

To: Executive Board

Subject: **Authorization to Issue Request for Proposals for
Arcadia/Irwindale Operation and Maintenance Facility Transit
Services**

Recommendations

1. Authorize the Chief Executive Officer to exercise a one month extension through July 31, 2021 on Agreement No. 16-028 with Transdev; and
2. Authorize the Chief Executive Officer to issue a request for proposals (RFP) No. 22-001 for transit operations and maintenance services at Foothill Transit's Arcadia Irwindale facility.

Analysis

Transdev Services, Inc., has been providing contracted transit services to Foothill Transit at our Arcadia/Irwindale operations and maintenance facility since October 5, 2014. They operate 23 lines using 191 CNG buses and 19 extended range battery-electric buses. On March 18, 2020, the Board negotiated a two-year sole source agreement with Transdev, extending our current Agreement No. 16-021 with them through June 30, 2022.

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

- A number of clarifications to the RFP and supporting documents to ensure that proposers include correct assumptions in their technical and price proposals;
- The performance of a third-party analysis of price proposals to ensure that proposed pricing is reasonable and realistic;
- The inclusion in the Agreement of specific representations, certifications and warranties from the Contractor; and
- Other technical and conforming changes to the Agreement and updates to the Attachments and Exhibits.

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



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

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

Technical Qualifications

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

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

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

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

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

Overall pricing for each contractor will be determined primarily by their stated fixed monthly fee, their stated rate per revenue mile by route, their stated rate per revenue hour by route, using the number of revenue hours by route and the number of revenue miles by route as indicated in the RFP. In addition, each firm will propose their startup costs and separate costs per



hour for Extra Work such as equipment transfers from retired to new coaches, and for Special Services such as Rose Bowl and Marathon transportation service. Those costs will be factored into their overall pricing using the projected number of annual hours in each category.

Key dates in the proposed procurement timeline are as follows:

Event	Date
Issuance of RFP	November 29, 2021
Proposals due	March 1, 2022
Initial Evaluation and Interviews	March 8, 2022 - March 18, 2022
Best and Final Offers due from Proposers	April 5, 2022
Contract award by Foothill Transit Executive Board and authorization to execute contract	April 29, 2022
Commencement Date	August 1, 2022

This schedule will provide adequate time for execution of final contract documents and transition to the delivery of service under the new agreement on August 1, 2022.

Budget Impact

Foothill Transit will incur costs related to conducting comprehensive audits of the fleet and facility, third party analysis of the price proposals, and determination of financial viability of the proposers during the procurement process. Historically, these costs have been approximately \$120,000. Funding to cover these costs are included in the FY2022 Procurement, Facilities, Maintenance and Vehicle Technology, and Customer Service and Operations Department budgets. Funds will be programmed in the Fiscal Year 2023 and subsequent Business Plans for operation of transit service at Foothill Transit’s Arcadia Irwindale facility.

Sincerely,

LaShawn King Gillespie
Director of Customer Service and Operations

Doran J. Barnes
Executive Director

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of
Procurement



October 29, 2021

To: Executive Board

Subject: **Proposed Service Changes and Cancellations**

Recommendations

1. Recommend that the Governing Board authorize the Chief Executive Officer to seek public input and conduct a public hearing regarding the cancellation of Line 690.
2. Recommend that the Executive Board authorize the Chief Executive Officer to seek public input and conduct a public hearing regarding the cancellation of the route variant for Line 292.

Line 690 Analysis

Line 690 is a Foothill Transit local line that operates between the cities of Montclair and Glendora during peak hours on weekdays. Line 690 provides 14 westbound trips in the morning and 10 east bound trips in the afternoon/evening. This line services the cities of Montclair, Claremont, Pomona, La Verne, San Dimas, and Glendora. Key transfer hubs include the Montclair Transit Center, the Claremont Transit Center, and the Lone Hill Park & Ride.

Since the opening of the Foothill extension of the Metro Gold (now L) Line in March of 2016, ridership on Line 690 has been low (see Table 1). Over the years, Foothill Transit has made several attempts to modify Line 690 in hopes of increasing ridership, but the popularity of the L Line continues to impact the potential success of the line (see Table 2). Some of the changes made include reducing the fare to match the local fare structure, changing the terminus from Azusa Intermodal Transit Center to the Citrus L Line Station, as well as adjusting the number of daily trips to attract ridership. Due to impacts of the COVID-19 pandemic, Line 690 was paused in April and May of 2020, and again in January 2021. Since operation of the line was last paused in January 2021, we have received no customer comments nor requests to resume service on the line.



Table 1. Ridership Impacts on Line 690 due to the Gold Line Extension

Line	February 2016	March 5, 2016 Gold (L) Line <i>STARTS</i>	March 2016	April 2016	May 2016
690	6,102		4,905	3,105	2,944

Table 2. Line 690- Boardings and Boardings by Vehicle Service Hours

Month	Line 690 Boardings	Line 690 Boardings per VSH
Jul. 2019	3,188	7.60
Aug. 2019	3,719	8.86
Sept. 2019	3,306	8.67
Oct. 2019	4,974	11.03
Nov. 2019	4,412	11.25
Dec. 2019	3,393	8.24
Jan. 2020	4,142	9.60
Feb. 2020	3,848	10.33
Mar. 2020	4,086	13.89
Apr. 2020		
May 2020		
Jun. 2020	533	1.50
Jul. 2020	631	1.77
Aug. 2020	613	1.72
Sep. 2020	637	1.79
Oct. 2020	763	2.14
Nov. 2020	556	1.56
Dec. 2020	675	1.89

Line 690 Budget Impact

The projected annual cost savings associated with this recommendation would be \$438,700. The projected savings would be reinvested in other Foothill Transit lines.

Line 292 Analysis

Line 292 is a Foothill Transit local line that operates between the City of Pomona and Claremont during peak and non-peak hours on weekdays. Line 292 provides nine inbound trips in the morning and seven trips in the afternoon/evening. Line 292 contains a two-trip variant that travels on



Baseline Rd., offering one trip in the morning and one trip in the afternoon. In 2017, a route variant for Line 292 was implemented as a mitigation for the cancelation of Line 855.

We have monitored the route variant for Line 292 since the beginning of 2021, and ridership on that variant has been minimal (see Table 3). On average, there are 20 weekday boardings every month. The route variant is currently averaging significantly less than one boarding per weekday. This is true for both the northbound and southbound trips.

Table 3. Route Variant for Line 292 - Boardings by Trip

Month	Ridership 7:40 (SB)	Ridership 14:25 (NB)
Jan-21	2	5
Feb-21	4	2
Mar-21	6	2
Apr-21	6	4
May-21	4	5
Jun-21	8	3
Jul-21	2	5
Aug-21	14	2
Sep-21	15	8
Oct-21	3	1

Line 292 Budget Impact

The projected annual cost savings associated with this recommendation would be \$12,424. While the financial savings are minimal, cancellation of this variant makes an additional bus available for deployment and use on another line.

Next Steps

With Executive Board approval, the next steps for the proposed cancellation of both Line 690 and the route variant of Line 292 are as follows:



Next Steps	
Seek Governing Board approval to conduct public outreach	December 2021
Public Comment/Outreach Period	January 2022
Public Hearing	February 2022
Present Recommendation to the Executive Board	February 2022
Present Final Recommendation to the Governing Board for approval	March 2022

Sincerely,

Lourdes Álvarez
Transit Planner

Doran J. Barnes
Chief Executive Officer