



**Foothill Transit**

# **EXECUTIVE BOARD MEETING**

West Covina, CA  
Friday, August 28, 2020



Foothill Transit

# Foothill Transit MISSION

To be the premier public transit provider committed to:

**SAFETY**

**COURTESY**

**QUALITY**

**RESPONSIVENESS**

**EFFICIENCY**

**INNOVATION**



## Foothill Transit VALUES

### **SAFETY**

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

### **RESULTS**

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

### **INTEGRITY**

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

### **GRATITUDE**

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

### **DIVERSITY**

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

### **TEAM MEMBERS**

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

### **COMMUNICATION**

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

### **SUSTAINABILITY**

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



**Foothill Transit**

# Executive Board Meeting AGENDA

## EXECUTIVE BOARD MEETING - TELECONFERENCE

9:15 AM, AUGUST 28, 2020

Foothill Transit Administrative Office

2<sup>nd</sup> 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/82675066512>. ALTERNATIVELY, TO PARTICIPATE VIA PHONE, DIAL (669) 900-6833 AND ENTER MEETING ID: 826-7506-6512.

1. CALL TO ORDER
2. ROLL CALL: MEMBERS BOYER, CALAYCAY, MOSS, SHEVLIN, STERNQUIST
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF APRIL 24, 2020, SPECIAL MEETING OF MAY 8, 2020, AND EXECUTIVE BOARD MEETING OF MAY 29, 2020
5. PUBLIC COMMENT
  - 5.1. Executive Director Response to Public Comment

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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 two minutes in length. Action may be taken on any item identified on the agenda. Persons wishing to comment should submit a "Request to Speak" form to the Secretary. Note: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA.

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



9:15 AM, August 28, 2020  
2<sup>nd</sup> Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790  
Page 2

**CONSENT CALENDAR:** Items 6 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.

6. REPLACEMENT OF Foothill TRANSIT COACH 2004

*Recommended Action: Receive and file and update on the replacement of Foothill Transit Coach 2004.*

7. SOLE SOURCE CONTRACT AWARD - ARCADIA/IRWINDALE OPERATIONS AND MAINTENACE FACILITY BUS WASH SYSTEM EXPANSION

*Recommended Action: Authorize the Executive Director to enter into a sole source contract in the amount of \$142,438 with NS Corporation for the bus wash system expansion at the Arcadia/Irwindale Operations & Maintenance facility.*

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

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

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

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

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

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

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

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

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

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

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

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

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



9:15AM, August 28, 2020

2<sup>nd</sup> Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790

Page 3

8. RESOLUTION FOR THE CALIFORNIA DEPARTMENT OF TRANSPORTATION SUSTAINABLE TRANSPORTATION PLANNING GRANT PROGRAM

*Recommended Action: Adopt the following resolution: Resolution: No. 2020-04: Authorization for the Executive Director to Execute agreements with the California Department of Transportation for the Foothill Transit Comprehensive Operational Analysis.*

9. RESOLUTION FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM

*Recommended Action: Adopt the following resolution: Resolution No. 2020-05: Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program (Attachment A).*

10. EMPLOYEE COMPENSATION PROGRAM

*Recommended Action: Approve the following changes to the Foothill Transit employee compensation program: A. Defer the annual employee compensation adjustments due to the uncertain financial impacts of the COVID-19 pandemic; B. Allow temporary changes to the restrictions on eligibility for paid time off cash-outs.*

REGULAR AGENDA:

11. REQUEST TO ISSUE REQUEST FOR PROPOSALS - COMPREHENSIVE OPERATIONAL ANALYSIS (COA)

*Recommended Action: Authorize the Executive Director to issue a Request for Proposals (RFP) to procure services for a Comprehensive Operational Analysis (COA) of the agency's service.*

12. ELECTRIC BUS PROGRAM UPDATE

*Recommended Action: Receive and file the Electric Bus Program update.*

13. COVINA TRANSIT CENTER - COMMERCIAL SPACE UPDATE

*Recommended Action: Receive and file an update on the commercial space at the Covina Transit Center.*



9:15 AM, August 28, 2020

2<sup>nd</sup> Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790

Page 4

14. COMPREHENSIVE ANNUAL FINANCIAL REPORT

*Recommended Action: Receive and file this schedule update to the Comprehensive Annual Financial Report (CAFR).*

15. METRO FARE RELIEF PROGRAM

*Recommended Action: Receive and file an update on a Fare Relief Program under consideration by the L.A. Metro Board.*

16. EXECUTIVE DIRECTOR COMMENT

17. BOARD MEMBER COMMENT

18. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Government Code § 54956.8)

Property Address/Location: 100 S. Vincent Ave., Suite 100, West Covina, CA

Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Jane Starke, Darold D. Pieper, Kevin Parks McDonald

Negotiating Parties: JP Morgan Chase

Under Negotiation: Price and Terms

19. CLOSED SESSION REPORT

20. ADJOURNMENT

**The next Regular Meeting of the Executive  
Board is scheduled for  
September 25, 2020 at 9:15 a.m.**



**Foothill Transit**

**STATEMENT OF PROCEEDINGS FOR THE  
VIDEO CONFERENCE SPECIAL 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**

**Friday, April 24, 2020  
8:30 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Sternquist at 8:34 a.m.

**2. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

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

**3. APPROVAL OF AGENDA**

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

**4. REVIEW & APPROVAL OF THE MINUTES**

Approval of the minutes for the Special Meeting of January 10, 2020 and Regular Meeting of January 31, 2020.

Motion by Member Moss, second by Member Boyer, the minutes for the Special Meeting of January 10, 2020 and Regular Meeting of January 31, 2020 were approved. Motion carried 5-0.

**5. PUBLIC COMMENT**

Dennis Antonellis, Trustee, ATU Local 1756, addressed the Executive Board. Mr. Antonellis stated that the ATU is concerned on how Foothill Transit intends to use the millions of dollars it will receive from the CARES Act. The ATU lobbied to secure \$25 billion in the CARES Act for transit funding. He stated that the funds should be used to protect those at the front lines. This includes maintaining service, personal protective equipment, and continue to

provide funding to Foothill Transit's contractors Keolis and Transdev. A letter will be sent to the Executive Board stating that funds should be used to protect those at the front lines.

Michael Cornelias, International Representative, ATU addressed the Executive Board. Mr. Cornelias stated that he supported Mr. Antonellis comments and asked members of the Executive Board to follow-up with Mr. Antonellis regarding the letter that will be sent to their attention.

#### 5.1. Executive Director Response to Public Comment

Doran Barnes, Executive Director, stated that the Executive Board has endeavored to maintain service levels and employment continuity. The care of the frontline workers is top priority. The CARES Act will be addressed later in the meeting. At this point Foothill Transit does not know how much funding it will be receiving.

### **CONSENT CALENDAR**

#### **6. FEBRUARY 2020 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through February 29, 2020. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of February 29, 2020, for the fiscal year ending June 30, 2020.

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

#### **7. COACH OPERATOR AUDIT RESULTS**

Recommendation: Recommended Action: Receive and file the results of the FY2019-2020 Third Quarter Coach Operator Audits.

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

#### **8. EQUAL EMPLOYMENT OPPORTUNITY POLICY**

Recommendation: Adopt the attached Foothill Transit Equal Employment Opportunity (EEO) Policy (Attachment A).



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

9. **REQUEST TO ISSUE INVITATION FOR BIDS - FIREWALL REPLACEMENT**

Recommendation: Authorize the Executive Director to issue Invitation for Bids (IFB) No. 20-091 for the purchase and installation of a replacement firewall for the Foothill Transit Data Center located at the administrative offices.

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

10. **REQUEST TO ISSUE INVITATION FOR BIDS - MT. SAN ANTONIO COLLEGE TRANSIT CENTER CONSTRUCTION**

Recommendation: Authorize the Executive Director to issue IFB No. 20-062 for construction related to the Mt. San Antonio College (Mt. SAC) transit center.

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

11. **REQUEST TO ISSUE REQUEST FOR PROPOSALS - FUEL CELL CONSULTING SERVICES**

Recommendation: Authorize the Executive Director to issue a Request for Proposals (RFP) for Fuel Cell Consulting Services.

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

12. **EXERCISE OF CONTRACT OPTION - GENERAL MARKETING SERVICES**

Recommendation: Authorize the Executive Director to exercise the first of two one-year options to extend Contract No. 17-053 with Pulsar Advertising, Inc., for the provision of general marketing services.

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

13. **SOLE SOURCE CONTRACT AWARD - BUS SIGNAL PRIORITY PROJECT**

Recommendation: Authorize the Executive Director to enter into a sole source contract in the amount of \$149,036.77 with Iteris, Inc. for the Line 187 bus signal priority project.

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

14. **SOLE SOURCE CONTRACT AWARD - HEADSIGN REPLACEMENT**

Recommendation: Authorize the Executive Director to award a Sole Source Contract No. 20-059 to Luminator in the amount of \$799,100, plus sales tax and shipping cost, for headsign replacement on 131 Foothill Transit buses.

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

**REGULAR AGENDA**

15. **COVID-19 OPERATIONS UPDATE**

Recommendation: Receive and file an update on Foothill Transit operations during the COVID-19 pandemic and Los Angeles County Safer-At-Home order.

Kevin Parks McDonald, Deputy Executive Director, presented this item.

Mr. McDonald reported that on March 23, 2020 service was suspended on Commuter Express lines and school feeder lines. Daily conference calls are being held with both contractors to go over daily ridership, social distancing accommodations, and staffing levels. There has been a decline of 65-70 percent in daily ridership. Due to rear door boarding people experiencing homelessness have been boarding buses. Staff is working with social services agencies to assist.

An overview of on-board social distancing, facility cleaning and safety protocols, and fleet cleaning protocols was presented. Mr. McDonald also went over customer communications, on-board communication, and social media postings. The coach operators not providing service on the Commuter Express lines or school feeder lines are being provided enhanced training.

Received and filed.

16. **APRIL 2020 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the April 2020 Legislative Summary.

David Reyno, Director of Government Relations, presented this item.

Mr. Reyno reported on the federal and state response to COVID-19. At the federal level congress and the president signed three economic relief packages. The bills are H.R. 6074 Coronavirus Preparedness and Response Supplemental Appropriations Act, H.R. 6201 Families First Coronavirus Response Act, and H.R. 748 Coronavirus Aid, Relief and Economic Security (CARES) Act. The CARES Act provides overall funding of \$2.2 trillion. The bill provides \$25 billion in transit funding. Approximately \$1.2 billion will be provided to the Los Angeles region. In a letter from Metro CEO Phil Washington, he stated a plan to discuss allocations with municipal operators. The Metro Board would give final approval of all allocations at their May 28, 2020 meeting.

At the state level, both houses passed a \$1 billion relief plan. Only COVID-19 related bills would be considered when the legislature reconvenes on May 4, 2020. A budget committee hearing was held to discuss the potential impacts to the state budget. The California Transit Association has been working on obtaining relief and extensions state compliance regulations.

Received and filed.

17. **FINANCIAL STABILITY POLICY FY2020-2021 FINANCIAL STRATEGIES**

Recommendation: Approve the revised Financial Stability Policy update to include the FY2020-2021 financial strategies for budget planning.

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

Ms. Caldwell reported that the Executive Board initially adopted the FY2020-2021 Financial Stability Policy in January 2020. With the recent events related to COVID-19 it is necessary to review the financial strategies.

There are two changes to the annual strategies. The first, it was anticipated that a new contract was going to be awarded for services out of the Arcadia Operations and Maintenance Facility. After COVID-19, the Executive Board instead awarded a 2-year sole source contract to the current contractor. This change will now be incorporated into the budget planning parameters. The

second change is related to revenues. A majority of Foothill Transit revenues are sales tax subsidies. It is now anticipated that sales tax revenues will be reduced in FY2020-2021. Revenues will be monitored and if any significant changes take place they will be reported to the Executive Board.

The proposed budget will now be presented to the Executive Board in May 2020. The budget will then go to the Governing Board for final adoption in June 2020.

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

18. **RESOLUTION ADOPTING CHANGES TO THE EXECUTIVE AND GOVERNING BOARD MEETING SCHEDULE FOR 2020**

Recommendation: Adopt Resolution 2020-02 (Attachment A) adopting changes to the Executive and Governing Board Meeting Schedule for 2020 (Attachment B), and adopting Friday, June 26, 2020 at 7:45 a.m. as the new date and time for the Annual Meeting.

Doran Barnes, Executive Director, presented this item.

Mr. Barnes recommend changes to the 2020 meeting calendar due to the COVID-19 pandemic. The Annual Governing Board Meeting is proposed to be held on June 26, 2020 instead of May 29, 2020. In May 2020, an Executive Board meeting is proposed to be held on May 29, 2020.

Member Barakat recommended that a Governing Board Meeting be held on May 29, 2020. He stated that its important to keep the Governing Board informed on transit operations during the COVID-19 pandemic.

Member Barakat revised the recommendation to add a Governing Board Meeting at 7:45 a.m. on May 29, 2020 and Executive Board Meeting at 9:15 a.m. on May 29, 2020. The Annual Governing Board Meeting will be held on June 26, 2020. Motion by Member Barakat, second by Member Moss, to adopt. Motion carried 5-0.

19. **FOOTHILL TRANSIT VALUES STATEMENTS**

Recommendation: Authorize the Executive Director to adopt the revised Foothill Transit Values statements.

Felicia Friesema, Director of Marketing and Communications, presented this

item.

Ms. Friesema reported that at the annual Executive Board Strategic Planning Workshop in February 2020 the Foothill Transit Values were reviewed. It was determined that the Safety and the Diversity values should be altered.

The Safety value is proposed to change to Accountability. It was felt that the Safety value should reflect a value that informs safety at every level of the organization. The Diversity value is proposed to change to Inclusion. It was felt that diversity doesn't have a strong footing unless you also foster inclusion in a diverse workforce. The statement for the Team Members value is also proposed to be reworded to better capture how team members have repeatedly demonstrated a unified empathy and compassion for fellow team members and how that empathy has been reflected in how team members serve the communities during this time of unprecedented crisis.

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

20. **SOLE SOURCE CONTRACT AWARD - REAL-TIME PASSENGER INFORMATION SYSTEM**

Recommendation Authorize the Executive Director to enter into a sole source agreement in the amount of \$360,387 with Avail Technologies for the Avail MyStop Real Time Passenger Information System.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel reported on real time passenger systems and how it improves the customer experience. Foothill Transit recently upgraded to the Avail computer-aided dispatch system. The system includes an integrated real-time system called MyStop.

Foothill Transit is only required to pay a one-time cost of \$120,387 for custom development and set-up of the customer facing side, and the annual web hosting cost, which is \$48,000. Mr. Raquel requested approval of a sole source contract with Avail Technologies for the MyStop system in the amount of \$360,387, which includes the one-time development and set-up cost and five years of hosting services.

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



21. **DRIVER BARRIER PROCUREMENT**

Recommendation: Authorize the Executive Director to utilize the most expedient and cost efficient method possible to procure and have installed 197 driver barriers on the Foothill Transit coaches that currently do not have such barriers.

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

Mr. Cordero reported that the COVID-19 pandemic has magnified the urgency of outfitting the entire fleet with driver barriers. This would further protect bus operators from possible contamination. There are 197 buses that do not have driver barriers.

The cost per barrier is \$3,500, plus \$1,500 for installation. The projected cost to purchase and install 197 barriers is \$1 million, plus sales tax and shipping cost.

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

22. **SOLE SOURCE CONTRACT AWARD - ALL DOOR BOARDING EQUIPMENT PURCHASE AND INSTALLATION**

Recommendation: Authorize the Executive Director to award a sole source contract to Cubic Transportation, Inc., for installation of TAP Bus Mobile Validators (BMV) at the rear door(s) of Foothill Transit revenue vehicles, at a total cost of \$2,000,000.

John Xie, Revenue Manager, presented this item.

Mr. Xie reported on the implementation of all-door boarding. This would require Foothill Transit to procure TAP Bus Mobile Validators (BMV) and install the unit near each middle and/or rear door to allow customers to tap their TAP cards to pay for their fair. Due to COVID-19, Foothill Transit has required customers to board at the rear door. Foothill Transit's fare policy has also been suspended, which has resulted in significant revenue loss. Rear door boarding allows for physical distancing, faster boarding and is safer. L.A. Metro has piloted all door boarding with positive results.

All door boarding will require the procurement of TAP Bus Mobile Validators, installation of the validators on buses, and integration with the farebox. The

independent cost estimate for the project is \$2,000,000.

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

**23. EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Foothill Transit has received positive feedback from the community regarding service. The administrative and contractor team have expressed their appreciation in maintaining the workforce.
- The distribution of the weekly report has been expanded to include city managers and state representatives to provide updates on service.

**24. BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Moss thanked everyone for their efforts during this difficult time. She asked everyone to stay positive.
- Member Barakat stated he appreciated the effective way the meeting was handled.
- Chair Sternquist thanked everyone for their efforts during these challenging times.

**25. ADJOURNMENT**

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

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:11 a.m.



**Foothill Transit**

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

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

**Friday, May 8, 2020  
9:00 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Sternquist at 9:02 a.m.

**2. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

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

**3. APPROVAL OF AGENDA**

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

**4. PUBLIC COMMENT**

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

**4.1. Executive Director Response to Public Comment**

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

**5. OPTIONS FOR SERVICE DELIVERY POLICIES DURING PHASE 2 AND 3 OF THE COVID-19 HEALTH CRISIS**

Recommendation: Provide direction to staff regarding possible service delivery policies during the Phases 2 and 3 of the COVID-19 health crisis.

Kevin Parks McDonald, Deputy Executive Director, presented this item.

Doran Barnes, Executive Director, introduced this item and stated policy





issues related to service would be discussed as things move forward to Phase 2 and 3 of the COVID-19 pandemic. Mr. Barnes introduced Kevin Parks McDonald, Deputy Executive Director, who would be making the presentation.

Mr. McDonald gave an overview of the L.A. County Safer at Home Order and the California Stay at Home Order. He reviewed each phase for reopening the state. L.A. County is currently entering Phase 2.

Due to the COVID-19 pandemic there are some unknowns in regards to the FY2020-2021 budget. The unknowns are ridership levels, fare collection and fare revenues, sales tax revenues, and CARES Act funding levels. Due to the uncertainty, Mr. McDonald requested that the Governing Board adopt a three-month budget (July 2020 - September 2020). The Executive Board would consider the three-month budget at their May meeting and it will go before the Governing Board for final adoption at the June Governing Board Meeting. The full FY2020-2021 Business Plan and Budget would be considered by the Executive Board at the July meeting, and it would go before the Governing Board at the August Governing Board Meeting for adoption.

The Executive Board concurred with staff's recommendations on the development of the FY2020-2021 Business Plan and Budget.

Mr. McDonald reviewed current operations which includes rear door boarding, onboard social distancing, and suspension of fare enforcement. Expectations for Phase 2 are resumption of Express Service on May 18, higher ridership demand, lower passenger capacity, and continued need for social distancing onboard. He reviewed maximum loads for 40-foot and 60-foot coaches that other local transit agencies have implemented.

The Executive Board concurred that the maximum loads on a 60-foot coach would be 20 customers plus ADA seating, 40-foot coach 14 customers plus ADA seating, and on a 35-foot coach 10 customers plus ADA seating.

The next discussion topic was what should be the policy when a coach approaching a stop is already at the designated load. Possible options include a headsign display that reads "Sorry Bus Full," operator stops to inform waiting customers, or operator continues without stopping.

The Executive Board concurred that the coach headsign display will read "Sorry Bus Full" when a coach that is already at the designated load approaches a stop. In addition, the coach operator will stop and notify



customers. Staff will look into possible use of external speakers on the bus to make announcements.

The next policy question was if a coach is actively boarding customers and there are more customers to board than the designated passenger load. Options include, operator stops boarding customers or operator allows all waiting customers to board.

The Executive Board concurred that signage should be posted at stops that show the maximum loads for buses. Drivers should have some discretion on how to proceed.

The policy question is if a coach is approaching a stop on the last trip of the day on that route and there are more customers to board than the designated passenger load. Options include operator allows all customers to board or operator adheres to passenger load limit.

The Executive Board concurred that customer should not be left stranded, if it is the last trip of the day.

Fares have not been collected, the policy discussion is when should fare collection be reinstated. The Executive Board approved the purchase of validators for the rear of buses, Cubic informed Foothill Transit that only 290 units available, Foothill Transit has 373 buses. The validators would be deployed on buses that don't have barriers.

The Executive Board concurred that fare enforcement should be implemented when all buses are equipped with operator barriers. The validators for rear door boarding purposes procurement will be canceled. The cancellation of the procurement for the validators will be placed on the next Executive Board meeting agenda for consideration.

Mr. McDonald reported on the impact to special services such as the Rose Bowl, L.A. Marathon, Hollywood Bowl, and Metrolink bus bridge service. When this service is operated the buses are full with customers standing. Moving forward, the social distancing rules will be applied to this service moving forward. The Rose Bowl is making preparations for its upcoming season and L.A. County has issued an invitation for bids for contractors to provide services for the Hollywood Bowl. In responses to the requests, Mr. McDonald indicated they would be informed of Foothill Transit loading limitations on the buses.



**6. EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Thanked the Executive Board for providing direction on the policy issues presented today.

**7. BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Boyer asked when is it anticipated that express service into Downtown Los Angeles will begin. Doran Barnes, Executive Director, indicated that when L.A. County announces the reopening offices. Darold Pieper, General Counsel, indicated a big indicator is when the courts reopen.

**8. ADJOURNMENT**

Adjournment for the May 8 , 2020 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:44 a.m.



**Foothill Transit**

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

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

**Friday, May 29, 2020  
9:15 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Sternquist at 9:21 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 Cory Moss, Chair Cynthia Sternquist

**3. APPROVAL OF AGENDA**

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

**4. REVIEW & APPROVAL OF THE MINUTES**

Approval of the minutes for the Strategic Planning Workshop of February 28, 2020, Special Meeting of March 13, 2020, Special Meeting of March 18, 2020, and Special Meeting of March 27, 2020.

Motion by Member Barakat, second by Vice Chair Calaycay, the minutes for the Strategic Planning Workshop of February 28, 2020, Special Meeting of March 13, 2020, Special Meeting of March 18, 2020, and Special Meeting of March 27, 2020 were approved. Motion carried 5-0.

**5. PUBLIC COMMENT**

Erika Mazza, Keolis Vice President Western Operations, addressed the Executive Board. She reported that during the pandemic, Keolis Pomona and corporate staff are participating in conference calls with Foothill Transit staff to discuss operations and to share best practices. She thanked the Executive

Board for their strong working relationship.

Brian Otchis, Keolis General Manager Pomona addressed the Executive Board. He thanked Foothill Transit staff for working on the workforce continuity plan and for the strong support.

5.1. Executive Director Response to Public Comment

Mr. Barnes thanked Keolis and Transdev for their partnership and for sharing lessons from across the world.

**CONSENT CALENDAR**

6. **MAY 2020 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the May 2020 Legislative Summary.

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

7. **HOLIDAY SERVICE SCHEDULE FOR FISCAL YEAR 2021**

Recommendation: Approve the proposed FY 2021 Holiday Service Schedule.

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

8. **CONTRACT AMENDMENT - ARCHITECTURAL AND ENGINEERING DESIGN FOR MT. SAN ANTONIO COLLEGE TRANSIT CENTER**

Recommendation: Authorize the Executive Director to execute Amendment No. 2 to Contract No. 18-017 with Psomas in the amount of \$87,902 for additional design services for the Mt. San Antonio College Transit Center.

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

9. **CONTRACT AWARD - FIREWALL REPLACEMENT**

Recommendation: Authorize the Executive Director to finalize contract terms and conditions and enter into Agreement No. 20-091 with Digital Scepter Corporation in the amount of \$147,493.15 for the purchase and installation of a replacement firewall for the Foothill Transit Data Center

located at the West Covina administrative offices

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

10. **CONTRACT AWARD - ON-CALL ARCHITECTURAL AND ENGINEERING SERVICES**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and execute Contract No. 20-038 with Stantec for the provision of On-Call Architectural & Engineering Services.

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

**REGULAR AGENDA**

11. **PROPOSED FISCAL YEAR 2021 FINANCIAL BUDGET**

Recommendation: Recommend approval of Foothill Transit's proposed first quarter budget for Fiscal Year 2021 to the Foothill Transit Governing Board.

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

Ms. Caldwell reported that at the May 8<sup>th</sup> Special Executive Board Meeting the Executive Board directed staff to prepare a three month budget for FY-2021 (July 2020 - September 2020) to allow time to assess the impacts of COVID-19 on the FY-2021 budget. Staff would return in July and August to present the FY-2021 budget and business plan.

Budgeted revenue for first quarter of FY-2021 is proposed at \$48.8 million. Due to rear door boarding, it is anticipated that no fare revenues will be collected until 100 percent of the fleet is outfitted with driver barriers. The operating expenses are budgeted at \$27.1 million and the capital expenses are budgeted at \$21.7. Foothill Transit has the necessary revenue to fund all the planned expenditures.

The Executive Board requested that a side by side cost comparison be presented at a future meeting comparing a battery electric bus and a fuel cell bus. Executive Board Members indicated this would assist them in determining if Foothill Transit should move forward with grant funding for a fuel cell bus project.

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

12. **TRANSIT FUND EXCHANGE**

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

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

Ms. Caldwell reported that the city of Temple City would like to exchange \$750,000 of uncommitted Proposition A Transportation Local Return funds. In return, Foothill Transit will provide the city of Temple City with \$562,500 of available general use funds.

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

13. **ZERO-EMISSION BUS (ZEB) ROLLOUT PLAN**

Recommendation: Approve Foothill Transit's Innovative Clean Transit (ICT) Rollout Plan.

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

Mr. Cordero provided an overview of the California Air Resources Board Innovative Clean Transit (ICT) rollout plan. The regulation requires transit agencies to transition their fleets to zero-emission technology. The regulation requires each transit agency to submit a complete Zero-Emission Roll Out Plan. The plan will be a living document to help guide the implementation.

The recommendation was revised to include the adoption of Resolution 2020-03 adopting the ICT rollout plan. Motion by Vice Chair Calaycay, second by Member Boyer, to adopt. Motion carried 5-0.

14. **DISCONTINUATION OF TAP BUS MOBILE VALIDATOR PURCHASE**

Recommendation: Authorize the Executive Director to discontinue the

procurement of TAP enabled Bus Mobile Validators (BMVs) for Foothill Transit revenue vehicles.

John Xie, Revenue Manager, presented this item.

Mr. Xie reported that at the April 24, 2020 Executive Board Meeting the board authorized a sole source contract with Cubic Transportation for Bus Mobile Validators for installation on the rear door of Foothill Transit buses. This would enable TAP fare payments.

Foothill Transit was notified of a limited number of validators available. The number of validators allocated to Foothill Transit would be insufficient to outfit the entire fleet. In addition to the shortage of validators, Cubic advised Foothill Transit that another component of the system was experiencing supply chain issues.

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

15. **COVID-19 TRANSIT OPERATIONS**

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

Doran Barnes, Executive Director presented this item.

Mr. Barnes reported that it is anticipated that Express Service and Line 690 will resume service on June 8, 2020. Daily ridership was at 14,000 to 15,000 boardings per day. Recently, there has been an increase in daily ridership and it is currently at 18,000 boardings per day. These adjustments can be made at the staff level and he asked the Executive Board for feedback and guidance. The Executive Board agreed with the resumption of Express Service and Line 690 on June 8, 2020. Darold Pieper, General Counsel clarified that no motion was required because the Executive Board gave the Executive Director authority under the emergency declaration resolution.

Mr. Barnes added that staff is looking at doing a temporary operator barrier. This would allow for resumption of fare collection. He also reported that L.A. Metro is implementing a 50 percent discount when they resume fare collection. They plan on collecting fares on August 1, 2020.



Received and filed.

16. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Thanked the Executive Board for their leadership and engagement.

17. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Moss shared that she enjoyed serving on the Foothill Transit Executive Board.

18. **ADJOURNMENT**

Adjournment for the May 29, 2020 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:41 a.m.



August 28, 2020

To: Executive Board

Subject: **Replacement of Foothill Transit Coach 2004**

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### **Recommendation**

Receive and file and update on the replacement of Foothill Transit Coach 2004.

### **Analysis**

On January 9, 2020, Foothill Transit Coach 2004 was irreparably damaged in a thermal event which appears to have started on the lower curbside of the defroster/heat assembly. Proterra investigators are still analyzing the bus and a final determination of the source of the thermal event has not yet been identified.

Coach 2004 is a 35-foot Proterra fast-charge, grid-powered battery-electric bus (BEB) that was placed into service on February 13, 2014, and had accumulated 159,097 miles at the time of the thermal incident. The bus was one of 12 buses acquired with funding obtained through the federal Transit Investments for Greenhouse Gas and Energy Reduction (TIGGER) grant program.

Coach 2004 was 35 days short of the date marking the end of the first half of its planned 12-year life. Per the terms of our Agreement No. 17-001 with Keolis, they are responsible for the replacement cost of the bus, including on-board equipment. Foothill Transit's Agreement No. 17-001 with Keolis Transit stipulates that:

*"In the event any Revenue Vehicle or Non-Revenue Vehicle is rejected permanently by Foothill Transit as a result of Vehicle condition, the Contractor shall be responsible (A) during the first half of such Vehicle's useful life, for the replacement cost of such Vehicle (including on-board Equipment); and (B) thereafter, for the straight line depreciated value of such Vehicle or the amount of any insurance proceeds received, whichever is greater."*

At the July 24, 2020, Executive Board meeting, the Board provided direction to the Executive Director to move forward with a hydrogen fuel cell program. In light of the fact that Coach 2004 was destroyed before the end of its 12-year/500,000-mile useful life and was 90 percent funded through a TIGGER Grant, staff requested and received concurrence from the Federal Transit



Administration (FTA) regarding the early disposition of Coach 2004. The FTA also indicated that investing the remaining federal equity in the bus in the purchase of a Hydrogen Fuel Cell bus as part of Foothill Transit's Hydrogen Fuel Cell Bus project was consistent with the original purpose of the TIGGER program. In light of this, the proceeds of the replacement cost of Coach 2004 will be applied toward the purchase of one of the 20 hydrogen fuel-cell buses needed to implement that project.

**Budget Impact**

Keolis is responsible for the replacement cost of Coach 2004 per the terms of our Transit Services Agreement No. 17-001 and is currently processing payment. The replacement cost of a new Proterra bus outfitted similarly to Coach 2004 is \$868,798. Any bus replacement costs beyond that amount are Foothill Transit's responsibility. Funds for bus procurements are programmed into the Proposed Fiscal Year 2021 Business Plan and Budget.

Sincerely,

Roland Cordero  
Director of Maintenance and  
Vehicle Technology

Doran J. Barnes  
Executive Director

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Christopher Pieper  
Director of Procurement



August 28, 2020

To: Executive Board

Subject: **Sole Source Contract Award - Arcadia/Irwindale Operations and Maintenance Facility Bus Wash System Expansion**

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### **Recommendation**

Authorize the Executive Director to enter into a sole source contract in the amount of \$142,438 with NS Corporation for the bus wash system expansion at the Arcadia/Irwindale Operations & Maintenance facility.

### **Analysis**

Foothill Transit is slated to receive two Alexander Dennis double deck buses at the Arcadia/Irwindale Operations & Maintenance (O&M) facility in October. Per standard practice, all buses are washed every two days using our on-site bus wash system. Due to the additional height of double deck buses, the existing bus wash system designed for standard height buses is not adequate. Thus, a separate bus wash system fit for a double deck bus is recommended.

A bus wash system typically consists of brushes, rinsing devices and signal equipment all controlled by a main control system. In assessing the best path forward, the team identified a cost-saving approach which consists of using the existing bus wash support equipment to not only operate the existing bus wash system but also the new double deck bus wash system. To do so, the new double deck bus wash system must be compatible with the existing NS-supplied support equipment which consists of control and electrical panels, pumps and reverse-osmosis system.

Per Foothill Transit's Procurement Policy, a sole-source contract is permitted when a product or equipment is only available from one source. In this case, in order to tie into the existing support system, the new bus wash must be compatible with the existing control system manufactured and sold by NS exclusively. As such, Foothill Transit solicited a proposal from NS for the new bus wash system which would be housed at the existing steam bay adjacent to the existing bus wash. The proposal for supply and installation for the new bus wash system is \$137,638 plus a contingency of \$4,800 for plumbing/electrical installation.

Initially, consideration was given to manual washing of the double deck buses. The estimated cost of a manual wash, considering the use of specialized



Executive Board Meeting - 08/28/2020  
Sole Source Contract Award - Arcadia/Irwindale Operations and  
Maintenance Facility Bus Wash System Expansion  
Page 2

equipment to reach the taller bus, is \$59 per bus. The projected cost to manually wash two buses every two days is about \$21,642 per year. At this yearly cost, a capital cost of \$137,638 to expand the bus wash system would break even, or pay for itself, after 6.4 years.

**Budget Impact**

This project is included in the proposed FY2021 Budget and Business Plan. The project is included in Capital project number 199, Arcadia Bus Wash Retrofit.

Sincerely,

Vincent Saucedo  
Construction Project Manager

Doran J. Barnes  
Executive Director

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Christopher Pieper  
Director of Procurement



August 28, 2020

To: Executive Board

Subject: **Resolution for the California Department of Transportation Sustainable Transportation Planning Grant Program**

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### **Recommendation**

Adopt the following resolution:

Resolution: No. 2020-04: Authorization for the Executive Director to Execute agreements with the California Department of Transportation for the Foothill Transit Comprehensive Operational Analysis.

### **Analysis**

The Sustainable Transportation Planning Grant Program is one of several grant programs with the key objectives centralized around improving statewide public transportation to align with the California Transportation Plan (CTP) 2040, goals for complete streets and smart mobility framework, climate ready transportation, and addressing environmental justice and disadvantaged communities among others. Through this program, Foothill Transit will be eligible for funding up to the amount of \$489,106.

The Comprehensive Operational Analysis will examine and evaluate Foothill Transit's system and determine where improvements can be implemented to create a more effective and efficient transit network. This project is included in the proposed fiscal year 2021 budget.

Attachment A is the proposed resolution for authorization for the execution of the grant agreement between Foothill Transit and the California Department of Transportation.

### **Budget Impact**

This resolution will enable Foothill Transit to enter into an agreement with the California Department of Transportation for grant reimbursements up to \$489,106, which would assist in funding the costs associated with the completion of Foothill Transit's Comprehensive Operational Analysis.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Doran J. Barnes  
Executive Director



**RESOLUTION #2020-04**

**RESOLUTION OF THE EXECUTIVE BOARD OF Foothill TRANSIT AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AGREEMENTS WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR THE Foothill TRANSIT COMPREHENSIVE OPERATIONAL ANALYSIS**

**WHEREAS**, the Executive Board of Foothill Transit is eligible to receive Federal and/or State funding for certain transportation planning related plans, through the California Department of Transportation;

**WHEREAS**, a Restricted Grant Agreement is needed to be executed with the California Department of Transportation before such funds can be claimed through the Transportation Planning Grant Programs;

**WHEREAS**, Foothill Transit wishes to delegate authorization to execute these agreements and any amendments thereto;

**NOW, THEREFORE, BE IT RESOLVED** by the Executive Board of Foothill Transit, authorizes the Executive Director, or designee, to execute all Restricted Grant Agreements and any amendments thereto with the California Department of Transportation.

AGENCY BOARD DESIGNEE: Doran J. Barnes, Executive Director

**Adoption.** PASSED AND ADOPTED at a meeting of the Executive Board held on August 28, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

Cynthia Sternquist, Chair

ATTEST:  
Christina Lopez, Board Secretary

APPROVED AS TO FORM:

Darold D. Pieper, Attorney at Law



August 28, 2020

To: Executive Board

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

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### **Recommendation**

Adopt the following resolution:

Resolution No. 2020-05: Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program (Attachment A).

### **Analysis**

The Road Repair and Accountability Act of 2017, Senate Bill (SB) 1 (Chapter 5, Statutes of 2017), signed by the Governor on April 28, 2017, includes a program that will provide additional revenues for transit infrastructure repair and service improvements. This investment in public transit will be referred to as the State of Good Repair program. This program provides funding of approximately \$105 million annually to the State Transit Assistance (STA) Account. These funds are to be made available for eligible transit maintenance, rehabilitation, and capital projects.

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

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

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





**Budget Impact**

This resolution will enable Foothill Transit to submit an allocation request to fund repair and rehabilitation of Foothill Transit's fleet and facilities.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance & Treasurer

Doran J. Barnes  
Executive Director

**RESOLUTION #2020-05**

**APPROVING THE PROJECT LIST FOR FY 2021  
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

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

**WHEREAS**, the Los Angeles County Metropolitan Transportation Authority is an eligible project sponsor and may receive and distribute State Transit Assistance;

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Executive Board of Foothill Transit hereby approves the SB1 State of Good Repair Project List for FY 2021; and

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

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

AYES:

NOES:

ABSTAIN:

Cynthia Sternquist, Chair

ATTEST:

Christina Lopez, Board Secretary

APPROVED AS TO FORM:

Darold D. Pieper, Attorney at Law



August 28, 2020

To: Executive Board

Subject: **Employee Compensation Program**

---

### **Recommendation**

Approve the following changes to the Foothill Transit employee compensation program:

- A. Defer the annual employee compensation adjustments due to the uncertain financial impacts of the COVID-19 pandemic;
- B. Allow temporary changes to the restrictions on eligibility for paid time off cash-outs.

### **Analysis**

#### Annual Compensation Changes

The employee compensation policy provides for annual compensation adjustments for completion of individual employee goals and to recognize developmental progress of the employee as they gain years of experience performing the job.

The compensation adjustments dependent upon the individual performance goals and the developmental program have been suspended during FY2021 due to the uncertain financial future resulting from the COVID-19 Pandemic.

This policy will be reviewed prior to FY2022 to determine the best approach for the future.

#### Paid Time Off (PTO)

Employees may request to cash out their unused PTO hours once every calendar year provided they: 1) have used at least 80 hours of scheduled PTO hours during the 12-month period prior to requesting the cash out; and, 2) they retain at least 160 hours in their PTO bank. Any deviation from this policy must be approved by the Executive Director.

Due to the COVID-19 pandemic many Foothill Transit employees have been unable to take time off for a vacation. This policy has been modified for FY2021 to reflect the change allowing employees to cash out their unused PTO provided they have used at least 40 hours of scheduled PTO during the 12-month period prior to requesting the cash out.



**Budget Impact**

The proposed changes to the Employee Compensation Policy will result in approximately \$200,000 savings to the Foothill Transit FY2021 budget.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance & Treasurer

Doran J. Barnes  
Executive Director

Attachment



# Foothill Transit

Going Good Places

## Foothill Transit Employee Compensation Program

Adopted February 23, 2018 (updated August 2020)

Foothill Transit's employee compensation program is described below. The Foothill Transit Board reserves the right to modify or change this plan at its sole discretion at any time. The Executive Director is charged with administering this program.

### Pay Grades

Foothill Transit shall utilize the following pay grades and ranges. Employees may be hired at any point within these pay ranges at the discretion of the Executive Director and subject to overall budget limitations:

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	Annual Minimum	Annual Maximum	Position Type
Foothill Transit Grade 8	<u>\$106,925,110,133</u>	<u>\$184,444,189,977</u>	Department Director
Foothill Transit Grade 7	<u>\$82,400,84,872</u>	<u>\$139,467,143,651</u>	Department Manager
Foothill Transit Grade 6	<u>\$63,682,65,592</u>	<u>\$102,528,105,604</u>	Technical Staff
Foothill Transit Grade 5	<u>\$50,470,51,984</u>	<u>\$82,379,84,851</u>	Technical Support
Foothill Transit Grade 4	<u>\$42,230,43,497</u>	<u>\$70,040,72,141</u>	Administrative Support
Foothill Transit Grade 3	<u>\$38,867,39,848</u>	<u>\$62,455,64,329</u>	Clerical Support

Compensation for the Executive Director shall be set at the sole discretion of the Board. Compensation for the Deputy Executive Director shall not be less than 65 percent of the compensation of the Executive Director and not more than 80 percent of the compensation of the Executive Director.

## Positions by Pay Grade

Foothill Transit positions are assigned to the following pay grades:

	Department	Pay Grade
<del>Receptionist</del>	<del>Administration</del>	<del>Grade 3</del>
Marketing Assistant	Marketing	Grade 3
Operations and Customer Services Assistant	Operations	Grade 3
<del>Accounting Clerk</del>	<del>Finance</del>	<del>Grade 4</del>
Assistant Administrative Analyst	Procurement	Grade 4
Board Support Services Coordinator	Administration	Grade 4
Accountant (2)	Finance	Grade 5
<del>Administrative-Finance Analyst (2)</del>	<del>Finance</del>	<del>Grade 5</del>
Facilities Analyst	Facilities	Grade 5
Fleet Maintenance Coordinator	Maintenance	Grade 5
Mechanical Service Quality Inspector	Maintenance	Grade 5
Quality Assurance Inspector (4)	Operations	Grade 5
Procurement Specialist	Procurement	Grade 5
Facilities Manager	Facilities	Grade 6
Senior Accountant	Finance	Grade 6
<del>Accounting Supervisor</del>	<del>Finance</del>	<del>Grade 6</del>
Creative Content Designer	Marketing	Grade 6
Digital Media and Customer Relations Coordinator	Marketing	Grade 6
Fleet Technology Coordinator	Maintenance	Grade 6
<del>IT Help Desk Technician-Administrator</del>	<del>I.T.</del>	<del>Grade 6</del>
IT Application Specialist	I.T.	Grade 6
Quality Assurance Analyst	Operations	Grade 6
Safety Compliance Coordinator	Operations	Grade 6
Transit Planner (2)	Planning	Grade 6
Board Support Manager/Executive Assistant	Administration	Grade 7
Controller	Finance	Grade 7
Construction Project Manager	Facilities	Grade 7
<del>Budget and Grants Manager</del>	<del>Finance</del>	<del>Grade 7</del>
<del>Electric Bus Program Manager</del>	<del>Maintenance</del>	<del>Government</del>
Policy & Programs Manager	Relations	Grade 7
Human Resources Manager	Finance	Grade 7
Manager of Community Engagement	Marketing	Grade 7
Manager of Public Affairs	<del>Marketing</del>	<del>Government</del>
Marketing & Communications Manager	Relations	Grade 7
Information Technology Manager	Marketing	Grade 7
Procurement Manager	I.T.	Grade 7
Revenue Manager	Procurement	Grade 7
Operations Contract Manager	Finance	Grade 7
Transit Planning Manager	Operations	Grade 7
Director of Procurement	Planning	Grade 7
Director of Procurement	Procurement	Grade 8
Director of Government Relations	<del>Administration</del>	<del>Government</del>
Director of Facilities	Relations	Grade 8
Director of Maintenance and Vehicle Technology	Facilities	Grade 8
Director of Marketing and Communications	Maintenance	Grade 8
	Marketing	Grade 8

Director of Information Technology	I.T.	Grade 8
Director of Planning	Planning	Grade 8
Director of Finance and Treasurer	Finance	Grade 8
Director of Customer Service and Operations	Operations	Grade 8

## **Internship Program**

As part of Foothill Transit’s commitment to workforce development, Foothill Transit has created an internship program. The internships allow students to gain valuable skills and knowledge. In addition, the interns support Foothill Transit in achieving its mission. Interns work schedule will be agreed to in advance with the hiring supervisor, however, the intern’s work hours will not exceed the hours per week and days per year as required by state and federal laws for students and for part-time employment.

## **Paid Time Off**

Paid time off (PTO) combines vacation and sick time into a single bank of days for employees to use to take paid time off from work. PTO allows employees to take time off work at their discretion (with approval from their supervisor) which supports work-life balance and flexibility. The PTO accruals are based on years of service as shown in the table below:

### Accrual Rates

Years of Service	Bi-Weekly Accrual (expressed in decimals)	Annual Accrual	Maximum Allowable Accrual (three times annual rate)
0-5 Years of Service	6.77 hours	176 hours	528 hours
5-10 Years of Service	8.30 hours	216 hours	648 hours
10-15 Years of Service	9.84 hours	256 hours	768 hours
15+ Years of Service	11.38 hours	296 hours	888 hours

Years of service shall include time worked as a Foothill Transit employee and time worked for a Foothill Transit operating and/or management contract for the period in which the employee was assigned full-time to serving Foothill Transit. Service does not need to be consecutive.

Employees may request to cash out their PTO hours once every calendar year, provided they 1) have used at least 80 hours of **scheduled** PTO hours during the 12-month period prior to requesting the cash out, and 2) they retain at least 160 hours in their PTO bank. Any deviation from this policy must be approved by the Executive Director. This policy has been modified for FY2021 to reflect the change allowing employees to cash out their PTO provided they have used at least 40 hours of scheduled PTO during the 12-month period prior to requesting the cash out.

Employees who separate from Foothill Transit after the age of 55 years will receive their final PTO check as a lump sum payment into the 401a retirement plan.

### Holiday Hours

Foothill Transit shall observe the following seven paid holidays:

- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving



If an employee works on one of those seven holidays or if a holiday falls on a regularly scheduled flex day, the holiday hours are automatically added to the employee's PTO account.

Foothill Transit also observes a holiday period beginning on December 24<sup>th</sup> of each year and ending on January 1<sup>st</sup>. The administrative offices are closed during this time. The specific number of days and total hours of holiday time will vary from year to year. These holiday hours are not added to the PTO accrual bank.

Foothill Transit will grant paid holiday time off to all eligible employees immediately upon assignment to full-time status. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Part-time employees are not eligible for holiday pay.

### Paid Family Leave (PFL)

Occasionally an employee may be required to take a prolonged leave of absence due to a serious illness or injury for either themselves or a family member or to bond with a new child (approved Family Medical Leave). Foothill Transit will pay PFL payments to eligible employees ~~approximately 60 to 70% of weekly pay, up to \$1,216 per week for the equivalent of six weeks according to the regulations set forth in the California Employment Development Department.~~ PFL will be coordinated with the employee's PTO bank to provide full pay until the PTO bank is depleted. PFL may be taken intermittently.

### Work Hours and Schedules

Management and administrative employees will work a 9/80 flex schedule with every other Monday off.

Employees ~~will start each workday at the same time between the hours of 7:00 and 8:00 AM~~ will coordinate their work schedules with their Supervisor or Department Director. Departments which operate 7 days a week, 24 hours a day, may assign employees specific work hours and days. A detailed discussion of the work hours and schedules is included the Employee Handbook.

## **Health Benefits**

Foothill Transit shall pay 90% of the cost of medical, dental, vision and chiropractic insurance for the employee and their eligible dependents. Employees who can demonstrate verification of health coverage may opt out of the Foothill Transit health benefits program. Employees who opt out will receive \$250 per month for medical insurance and \$60 per month for dental, vision, and chiropractic insurance.

In the event of a serious illness or injury, an employee may submit their Explanation of Benefits from their health care provider, or other appropriate documentation, identifying the out-of-pocket expenses or declined payments in excess of \$5,000. Foothill Transit will reimburse the employee for those expenses, not to exceed \$20,000, net of taxes.

In order to encourage good health, the cost of flu shots for employees and their dependents covered by the Foothill Transit group medical health plans are eligible to receive reimbursement annually for the administration of the flu shot.

## **Life Insurance**

Foothill Transit shall provide life insurance at one time the employee's annual salary. Per United States Internal Revenue requirements, the premium for insurance in excess of \$50,000 per year is considered taxable income. Employees will be responsible for this tax liability. A payroll deduction will be made each pay period related to this tax liability.

## **Retirement Benefits**

Foothill Transit shall contribute an amount equal to eight percent of the employee's bi-weekly compensation to a defined contribution retirement plan. In addition, Foothill Transit will match 100 percent of employee contributions up to four percent of bi-weekly compensation to this retirement plan.

## **Tuition Reimbursement**

Employees shall be eligible for tuition reimbursement for classes related to professional positions at Foothill Transit. A grade of "C" or better must be achieved to obtain reimbursement. The maximum annual reimbursement shall be \$5,250.

## **Transit Bus Passes for Employees and Dependents**

Foothill Transit bus passes shall be provided to employees for their professional and personal use. Foothill Transit bus passes also shall be provided to all employees' dependents.

Employees commuting via other transit providers at least eight times per month shall be provided transit passes for any public transit provider.

## Length of Service Recognition

Employees shall receive a one-time length of service payment as follows:

5 years of service	\$500
10 years of service	\$750
15 years of service	\$1,000
Each subsequent five years of service	\$1,000

Length of service shall include time worked as a Foothill Transit employee and time worked for a Foothill Transit operating and/or management contract for the period in which the employee was assigned full-time to serving Foothill Transit.

Amounts noted are gross pay and shall be treated as ordinary income, which is subject to appropriate taxes.

## Compensation Adjustments

Under the adopted management compensation plan, annual ~~evaluations~~ performance conversations will take place in June of each year with any compensation adjustments effective July 1 of that year. Compensation adjustments consisting of raises or promotions will then be applied to employees by the first full payroll in July. The salary ranges will be adjusted by 3% each year.

- **Individual Performance Goals** – Achievement of individual performance goals are under the direct control of employees and superior performance should be recognized. In this category, an increase of up to three percent of salary will be granted based on the achievement of individual annual goals. These performance goals are determined between the employee and their supervisor prior to the beginning of the fiscal year and approved by the Executive Director every June.
- **Developmental Program** – It is anticipated that some employees will be hired at the lower end of their pay range. As they perform their jobs and enhance their skill set, they will become more valuable to the organization and their compensation should reflect this added value. Accordingly, developmental compensation increases will be granted as follows: An employee in the lowest quarter of the salary range will receive a three percent increase; an employee in the second lowest quarter of the salary range will receive a two percent increase; an employee in the second highest quarter of the salary range will receive a one percent increase; and an employee in the highest quarter of the salary range will receive no increase. To qualify for a developmental increase an employee must receive a satisfactory rating overall on their annual evaluation.
- The compensation adjustments dependent upon the individual performance goals and the developmental program have been suspended during FY2021 due to the uncertain financial future resulting from the COVID-19 Pandemic.

- ***Educational Advancement*** – Foothill Transit places great emphasis on the achievement of advanced education. This commitment is reflected in the education reimbursement program. Employees who earn advanced degrees bring additional skills to the organization. In recognition of these additional skills, a one-time increase in base compensation of five percent shall be granted upon achievement of a bachelor's degree, master's degree or doctoral degree in a field of study that is relevant to the mission of Foothill Transit.



August 28, 2020

To: Executive Board

Subject: **Request to Issue Requests for Proposals - Comprehensive Operational Analysis (COA)**

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### **Recommendation**

Authorize the Executive Director to issue a Request for Proposals (RFP) to procure services for a Comprehensive Operational Analysis (COA) of the agency's service.

### **Analysis**

Foothill Transit last completed a Comprehensive Operational Analysis (COA) in March 2016. One of the goals of the COA was to look at ways to increase ridership and make the system easier to ride. Recommendations included strengthening connections to schools and universities, revising the fare policy, streamlining the fare products, and creating a frequent transit network. Foothill Transit expanded the Class Pass to serve the local colleges and universities, updated the Fare Policy which was subsequently adopted in 2018, and updated frequencies to 20 minutes or better on routes that travel along key corridors.

COAs are designed to examine and evaluate a transit system to determine where improvements can be made to make transit operations more effective and efficient across the network. The major target areas of the project include improving ridership, providing improved mobility and access to transit for disadvantaged communities, and integrating future plans with regional and statewide goals for public transportation. These statewide goals include greenhouse gas (GHG) emissions reductions, providing transit in High-Quality Transit Areas, integrating with existing modes of transportation, such as the Metro L-Line (Gold Line), and planning for service integration with future housing and rail development in cities throughout the Foothill Transit service area.

Among the goals of this COA will be assisting us in evaluating the changing environment in which we operate. Considering the current COVID-19 pandemic, which has caused a shift in travel patterns and behaviors, along with nationwide ridership declines that were ongoing before the pandemic,



this study will be invaluable in determining how Foothill Transit best serves the needs of the community.

**Budget Impact**

Funding for the study has been programmed in the proposed FY2021 Operating budget and will be partially funded through the Caltrans Sustainable Transportation Planning Grant Program.

Sincerely,

Joseph Raquel  
Director of Planning

Doran J. Barnes  
Executive Director

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Christopher Pieper  
Director of Procurement



August 28, 2020

To: Executive Board

Subject: **Electric Bus Program Update**

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### **Recommendation**

Receive and file the Electric Bus Program update.

### **Analysis**

Operating our fleet of Proterra battery electric buses (BEBs) over the past ten years has provided many learning opportunities. Reliability and fit and finish issues with the buses have impacted service delivery and on-time performance. This has been particularly apparent with the sub-fleet that is operated on the Duarte Service. The Duarte service operates on a number of residential streets requiring 35-foot buses to maneuver through certain segments of the route. As we only have three 35-foot buses in the fleet and all three are needed for daily service, any situation that takes a bus out of service results in a disruption in service.

In 2019, the average out of service percentage of the Proterra battery electric sub-fleet was 40 percent, compared to ten percent for the CNG buses in the fleet. While the battery electric buses were placed out of service for several reasons, most buses were removed from service because of moisture in high-voltage connectors and power inverters. There has been noticeable improvement during the months of May through July in Proterra BEB fleet uptime. The average out-of-service percentage for the BEB fleet at our Arcadia Irwindale location is eight percent. The average out-of-service percentage at the Pomona location is 27 percent.

At the December 2019 Executive Board Meeting, Proterra's then CEO Ryan Popple, addressed the Board and presented a plan to address the reliability and workmanship issues on Foothill Transit's Proterra electric bus fleet. Below are seven action items presented by Mr. Popple and their current status.

1. City of Duarte (2800 series) buses have experienced issues. Proterra to recommission the three buses at their City of Industry factory and ensure they are driven 1,000 miles' fault-free. Proterra to provide two 35 ft. buses for backup.

Status: No action to date regarding recommissioning of the Duarte fleet. Proterra sent two 35 ft. BEBs to use as backup but the buses were not used due to farebox and Avail computer-aided dispatch and automatic



vehicle location (CAD/AVL) equipment availability. Buses were also registered to other transit agencies located out of state which presented difficulties registering the buses in California as exempt vehicles.

2. Reset the warranty term on the 2800 series buses for two more years.  
Status: Warranty has been reset.

3. Complete 45 upgrades on all existing buses to improve the performance of buses and chargers based on Proterra engineering review performed on July 2019.

Status: See attached list for outstanding items. Foothill Transit's Fleet Maintenance Coordinator Oscar Benavente sent an email to Proterra in September 2019 requesting a status update. After several follow-up requests, we are still awaiting Proterra's response.

4. Provide continued onsite support using two area field service representatives.

Status: Proterra assigned Michael Segvich, Regional Field Service Manager - Central U.S. to Foothill Transit. Mr. Segvich's work has resulted in significant improvements in service and repair delivery. Armando Jimenez and Mark Parriott (Proterra Regional Field Service Representatives) also continue to support to Foothill Transit.

5. Commitment to robust mechanic training for Foothill Transit contractors.

Status: A more detailed training program was requested by Foothill Transit to be provided to contractors. Proterra offered one-time free in-depth training, however, due to the COVID-19 pandemic, training was canceled.

6. Continue bi-weekly meetings.

Status: Ongoing

7. Improve spare parts stock at City of Industry plant to support service needs.

Status: We continue to experience parts availability issues, often with parts being back-ordered. Foothill Transit's Pomona contractor has had numerous incidences of wrong parts being delivered, and several parts superseded that did not fit the buses. Costly parts such as traction motors takes days for delivery.

On January 9, 2020, Proterra Bus 2004 experienced a fire while in service. There were no injuries or casualties and the cause of the fire is still under





investigation by a third-party inspector. On May 20, 2020 the north side overhead charger at the Pomona Transit Center caught on fire and was a total loss. Proterra is still in the process of replacing the entire charging system with completion slated for September 23, 2020.

At the beginning of July, 24 percent of battery electric buses were out of service (OOS). During the first two weeks of July we observed substantial improvement in bus availability as repairs were completed and the OOS percentage improved to 15 percent. As of August 19, 2020, 30 percent of Proterra buses are OOS for various reasons including stalling, water intrusion in the battery pack, buses not docking, buses not engaging in gear, and HVAC systems inoperable. The contractors' maintenance teams are working to get the buses repaired. Uptime in Arcadia/Irwindale is 78 percent as of August 19 as two buses are out of service due to traction motor issues and there is a long lead time on this part. The uptime in Pomona is currently 64 percent. In comparison, uptime for our CNG fleet is 90 percent. Uptime or Availability percentage is the percent availability of buses when they are scheduled for service.

There are three issues currently under review with Proterra on the extended range E2 buses at Arcadia/Irwindale facility:

- Body cracks by the rear exit door
- Cracks above the driver compartment where video monitors are secured
- Deformed dashboards due to excessive temperature at the windshield defrosters

Proterra will send their body expert to inspect the body cracks. Preliminary review shows the cracks may be superficial and not impact the bus' infrastructure. All video monitors above the operator compartment were removed from the bus since the cracks pose a safety issue. Proterra will design a new securement system to be reviewed by Foothill Transit prior to installation. Bus defrosters have been inspected to ensure proper temperature settings.

Sincerely,

Roland M. Cordero  
Director of Maintenance and Vehicle Technology

Doran J. Barnes  
Executive Director

Attachment

Bus	System	Can be solved?	Category	Comment	Comments
FH2017	Interior	Yes	4	Steering wheel - lamination starts to come off, leather starts to come off	Can either be replaced with a steering wheel identical to current, or Proterra is investigating alternative steering wheels that would be more durable - going through finance review
FH2017	Interior	Yes	1	Screws missing in overhead panels / bulkhead	
FH2017	Interior	No	0	Too many screws in panels, aesthetically	
FH2017	Interior	No	0	Multiple panels in areas that could have one panel for less gaps/joints	
FH2017	Interior	Yes	3	Thermoformed wheel well boxes have cracks / coming apart	
FH2017	Interior	Yes	2	Powder residue from ECAB panels rubbing against each other	
FH2017	Interior	Yes	3	Flimsy wheel well boxes	
FH2017	Interior	No	0	Not enough space in wheel well boxes for electrical / ITS equipment	
FH2017	Interior	Yes	4	Stanchion bars vibrate, should have vertical stanchion to wheel well boxes	Vertical supports can be retrofitted, going through finance review at Proterra due to cost
FH2017	Interior	No	0	Too many screws in ceiling panel	
FH2017	Interior	Yes	2	Wall panels were vibrating because they were attached with tape	
FH2017	Interior	Yes	4	Gap between exit door and wall panel on RH interior	Rework being developed / validated, can be done on Foothill buses
FH2017	Interior	Yes	1	Rear deck interior panel is warping	
FH2017	Interior	Yes	3	Wheel well box struts installed with rivets, pulling out	
FH2017	Interior	No	0	Front entry grab rail too low	
FH2017	Interior	Yes	2	Lower ecab panel vibrates	
FH2017	Interior	No	0	Future buses will require driver barrier - Foothill likes Vapor system	
FH2017	Interior	Yes	1	Driver front overhead panel flimsy and warping	
FH2017	Interior	Yes	1	Rear view mirror mounting not solid	
FH2017	Interior	No	0	Modesty panels look cheap	
FH2017	Interior	No	0	Would prefer pedestal mounted seats - helps make body more rigid	
FH2017	Interior	No	0	Propose serrated screws to not come undone	
FH2017	Interior	Yes	1	Driver overhead access panel can fall off / is loose	
FH2017	Interior	Yes	1	Front ceiling section sagging	
FH2017	Interior	Yes	3	Piano hinges can break on wheel well boxes	
FH2017	Interior	No	0	Hadley gaps are not consistent	
FH2017	Interior	No	0	Fiberglass showing through Hadley rails - can put expanded metal grills or paint black	
FH2017	Interior	Yes	2	Edge seal on wheel well box coming out	
FH2017	Interior	Yes	2	Interior mirrors vibrate	
FH2017	Interior	Yes	2	LH ADA seat chattering while up	
FH2017	Interior	Yes	2	RH Hadley rail vibrating against panel above destination sign	
FH2017	Interior	No	0	ADA ramp not flush with floor, door not sealing to full width of opening	
FH2017	Interior	Yes	1	Panel to the right of entrance door that has door release is loose	
FH2603	Interior	No	0	Hadley to ceiling panel trim comes out	
FH2603	Interior	Yes	4	Exit door to RH wall panel gap opening	Rework being developed / validated, can be done on Foothill buses
FH2603	Interior	Yes	1	ECAB access panel screws not attached	
FH2603	Interior	Yes	1	Curbside wheel well box struts pop out, piano hinge screws come out	
FH2603	Interior	Yes	2	Above entrance door, panel to ceiling seal coming out	
FH2603	Interior	Yes	2	ECAB panels rubbing with powder	
FH2603	Interior	No	0	Panel above stop request sign flimsy, not designed to have sign attached	
FH2603	Interior	Yes	1	Wheel well box latch issue - broken / unable to open	
FH2603	Interior	Yes	1	SS wheel well box issue with RH latch / striker not releasing	
FH2603	Interior	Yes	4	Wheel well box struts too weak so door over-travels and bends bracket	30lb struts with locking mechanism can be retrofitted, going through finance review at Proterra due to cost
FH2802	Interior	Yes	4	Bracket attaching modesty panel looks like Home Depot, mounted crooked on curb side	Should already be a service bulletin for completing this rework
FH2802	Interior	Yes	1	Screw attaching Hadley coming out at CS wheel well box area	

#### Categories

0	Not in scope			
1	Replace loose or missing fasteners and ensure panels are secured in place. Apply Loctite where applicable to prevent the fasteners from potentially backing out again			
2	Apply materials (foam / felt / etc.) to reduce BSR issues and eliminate panel degradation due to contact with surrounding components			
3	Replace obsolete thermoformed wheel well boxes with new composite style, painted gray to match interior color for 40ft FC buses			
4	Other			



August 28, 2020

To: Executive Board

Subject: **Covina Transit Center - Commercial Space Update**

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### **Recommendation**

Receive and file an update on the commercial space at the Covina Transit Center.

### **Analysis**

In July 2018, Foothill Transit executed a contract with Mr. Barry Foster, Managing Director of HDL, for commercial real estate services at the Covina Transit Center (CTC). The services include commercial space planning consultation and leasing. In October 2018, Mr. Foster provided current comparable lease rates for similar commercial spaces establishing market rent for the commercial space at CTC. In December 2018, a prospective tenant was identified but subsequently decided to not move forward with the lease due to draft terms, initial lease cost per square foot, and other considerations of keeping their business in their current location.

In 2019, construction of the transit center and parking structure was in full force. In March 2020, the transit center, parking structure and exterior shell of the commercial building was substantially complete. The commercial space consists of a 4,400 SF building co-located with the CTC located at 1118 N. Citrus Ave.

Prior to construction being completed, HDL performed market research to promote the future commercial space. HDL hired a broker to begin a search for potential tenants. HDL had several very early discussions for quick service food and restaurant users. A Void Analysis was performed to help identify other possible users. For Lease signage was placed at the transit center in addition to marketing the available space at loopnet.com.

Preliminary discussions with potential tenants were underway and then in mid-March 2020 the COVID-19 pandemic occurred. No new developments nor potential tenants have emerged since the pandemic. As of August 2020, HDL indicated three potential prospects, however, these businesses will not commit to a Letter of Intent because of all the uncertainty surrounding



COVID-19, especially in the Los Angeles County area where there can be another possible business shutdown.

The three restaurants and business that appear to have some interest are:

- Food retail grab-and-go
- Chinese restaurant
- Specialty surgery center

According to the commercial real estate consultant, restaurants are very hesitant to expand because of the restrictions on indoor dining staying in place possibly through the end of 2020.

Foothill Transit's Proposed Fiscal Year 2021 Business Plan and Budget includes funding for the Covina Park & Ride and Transit Center Project under capital project #138. Lease income resulting from this project will be used to fund Foothill Transit's future year operating and capital expenses.

Sincerely,

Sharlane R. Bailey  
Director of Facilities

Doran J. Barnes  
Executive Director



August 28, 2020

To: Executive Board

Subject: **Comprehensive Annual Financial Report**

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### **Recommendation**

Receive and file this schedule update to the Comprehensive Annual Financial Report (CAFR).

### **Analysis**

Each year Foothill Transit contracts with a professional audit firm to conduct the independent financial audit of the prior year's financial results. Our current contract is with Crowe, LLP. At the conclusion of the audit, Foothill Transit prepares a comprehensive financial report to provide the Board and the public with the results of the annual financials and comparison to the previous year.

The audit began in May with pre-audit activities, including meetings with the auditors to discuss changes to auditing standards, government accounting standard, federal requirements changes, and any unusual activities. This year all meetings were held virtually using Zoom due to the COVID-19 pandemic. The audit firm then sent Foothill Transit a list of questions and documents which they wish to investigate. The list currently exceeds 108 requests for information. Although the majority of requests require answers from members of the Finance team, members of other departments, such as Planning and Procurement, are also required to provide data and analysis. The questions usually require detailed analysis and creation of unique reports.

The COVID-19 pandemic has impacted the schedule for the year-end closing and completion of the audit by approximately two weeks. As a result of this delay, we plan to present the CAFR to the Board in December 2020 instead of October (there is no meeting scheduled in November.)

### **Budget Impact**

The schedule change for the annual financial audit and completion of the CAFR will have no impact on the FY2021 budget.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance & Treasurer

Doran J. Barnes  
Executive Director



August 28, 2020

To: Executive Board

Subject: **Metro Fare Relief Program**

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### **Recommendation**

Receive and file an update on a Fare Relief Program under consideration by the L.A. Metro Board.

### **Analysis**

At their meeting on May 21, 2020, L.A. Metro's Executive Management Committee discussed a motion (Attachment A) put forward by Metro Directors Garcetti, Solis, Hahn, Kuehl, and Butts regarding the introduction of L.A. Metro half-price promotional passes and half-price Regional EZ Passes. The program would be implemented on a promotional basis for a six-month period as allowed by the Federal Transit Administration (FTA) Circular 4702.1B and would provide emergency fare relief to transit-dependent riders in the county in light of the ongoing economic impact of the COVID-19 pandemic.

The fare relief program, as proposed, would apply to all Metro full-price passes and also to the L.A. County Regional EZ Pass that allows access to 26 public transit providers in the County, including Foothill Transit. Among the stated goals of the program is a realignment of the pass multiplier, the number of cash-fare rides that equate to the pass price. In considering this approach, Metro also discussed the impact of fare-capping, a process that would ensure that riders obtain the lowest pricing for their travel, whether those trips are taken on a daily, weekly, or monthly basis.

Metro currently directs customers to board through the rear doors of their buses unless the customer needs to make use of the ramp located at the front door of the bus. The promotional fare relief program is slated to begin when Metro resumes regular boarding procedures and will result in a 50 percent discount on Metro's passes and the EZ Pass. Customers eligible for the Low Income Fare is Easy (LIFE) program will be entitled to further discounts, however, fares for Seniors, Customers with Disabilities, and Medicare Cardholders will be unchanged.

Metro's CEO was directed to report to the Metro Board within 120 days of the launch of the promotional fare relief program with a program status update



and recommendations for permanent pass price reductions and an implementation plan for a fare-capping system. That report was provided in a Board Box item and is included as Attachment B. In summary:

- Metro staff will implement the sale of half-priced passes for at least six months when front-door boarding resumes.
- Because there is not much information available about cash-paying customers, Metro staff will conduct surveys and/or focus groups to discover the barriers to entry for customers who either cannot use electronic fare media or choose to use cash, with specific attention to access, financial ability, and convenience.
- Recognizing that a reduction in their base fare would have implications beyond Metro, impacting Access Services and other transit operators in the county, Metro is not recommending any changes to their base fare at this time. A comprehensive pricing study is currently underway and will look at the long-term pricing of Metro services. Information is not yet available on the impacts of the resulting reduction in fare revenues on Metro's budget. Similarly, no information is yet available on the impacts on the budgets of the other transit providers in the county who participate in the EZ Pass program as a result of the reduced pricing of the EZ Pass.

Once the promotional fare relief program is implemented, customers who currently purchase a Foothill Transit Day Pass or 31-Day Pass will have little incentive to continue to do so as the price of a Regional EZ Pass will be lower than that of a Foothill Transit pass, while allowing greater regional transit access. This is certain to have a significant negative impact on Foothill Transit's fare revenues. Metro has not yet indicated a date for the resumption of normal boarding procedures on their buses.

It should be noted that Metro's weekday service currently operates on a modified Saturday schedule and they have not indicated a projected date for the resumption of regular weekday service levels. With the restoration of service on our commuter express lines on June 8, 2020, Foothill Transit is currently operating approximately 99 percent of our regular weekday service. Also, according to a study conducted by the Southern California Association of Governments (SCAG) earlier this month, Foothill Transit's ridership reduction was the lowest among the transit providers in the region. This aligns with the higher levels of service we provide as a means of helping to ensure appropriate physical distancing for customers taking essential trips. The August 2020 SCAG study entitled "Snapshot of COVID-19 Transportation



Impacts in the SCAG Region” is included as Attachment C.

Sincerely,

Kevin Parks McDonald  
Deputy Executive Director

Doran J. Barnes  
Executive Director

Attachments





## Board Report

**File #:** 2020-0355, **File Type:** Motion / Motion Response

**Agenda Number:** 36.

### EXECUTIVE MANAGEMENT COMMITTEE MAY 21, 2020

#### Motion by:

#### DIRECTORS GARCETTI, SOLIS, HAHN, KUEHL, AND BUTTS

#### Emergency Relief: Full-Price Passes

The collapse of the pre-COVID economy has left many families in Los Angeles County on the precipice of financial calamity. As economic distress from the COVID-19 emergency grows, Metro should provide emergency relief for transit-dependent Angelenos.

The economic impact of the COVID-19 emergency upon the residents of L.A. County has been swift and severe. The Los Angeles Economic Development Company (LAEDC) forecasts that the L.A. area will lose 1.7 million jobs and reach an unprecedented unemployment rate of 31.7 percent by May 2020.

LAEDC's forecast includes a nearly 70 percent decline in food service jobs and 60 percent decline in retail/sales jobs. Many of these jobs are held by persons of color, who are being disproportionately impacted by the COVID-19 emergency. Altogether, according to a current UCLA study, there are nearly two-thirds of a million low-income residents in L.A. County at high risk of becoming homeless due to the COVID-19 emergency. The households with these residents are concentrated in the most transit-dependent neighborhoods in the County.

At the same time, Metro continues to carry up to 400,000 boardings each weekday. According to Investing in Place, this is the least decline of any major American city. By Federal Transit Administration data, this would make Metro the 11th-busiest pre-COVID transit agency in the U.S. These 400,000 boardings are predominantly essential workers and Angelenos making essential trips, and are mostly female, persons of color, and low-income Angelenos, many of whom are without other mobility options.

L.A. County jurisdictions are working aggressively to lessen the impact of this economic distress. L.A. County, the City of L.A., and many other jurisdictions are providing eviction moratoriums, tax relief, small business support, and many different types of financial assistance, including food, legal, utility, direct cash, and more. All of these strategies are designed to protect struggling families' economic security.

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While the Los Angeles region works to relieve this economic distress, Metro's current fare structure presents financial challenges for families who rely on transit or who can no longer afford to travel by automobile. A 30-day pass, for instance, requires \$100 upfront-a significant sacrifice out of reach for families in need.

Additionally, the high upfront cost of these passes means that Angelenos who rely on Metro do not save money if they ride frequently. With a base fare of \$1.75 and a two-hour free transfer window, a customer who takes two separate trips on Metro each day would have to ride 29 days each month to break even on a \$100 30-day pass.

This negligible incentive also extends to Metro's full-price one-day and seven-day passes, which are priced at \$7 and \$25, respectively. A customer would have to take four trips in one day and 15 trips in one week to break even on the cost of these passes. In effect, customers who ride frequently are unable to realize the financial benefits of these passes.

In fact, Metro's groundbreaking Understanding How Women Travel study included similar detail on how Metro's current fare structure penalizes low-income women:

The high up-front cost of a monthly pass is difficult for low-income women, and the potential cost-savings of the pass are uncertain since one would need to ride nearly every day, twice a day, in order to realize a cost savings over pay-per-ride...Payment for Metro services is a critical interaction that every rider must have with the system. By prioritizing a fare structure, payment options, and enforcement strategies that do not penalize women for their unique travel patterns and responsibilities, Metro can help to relieve some of the disproportionate burden.

Reducing the cost of full-price passes would have only a marginal impact on Metro's fare revenue. In February 2019, the last month before Stay-at-Home and Safer-at-Home orders went into effect, Metro sold only about \$2 million in full-price 30-day, seven-day, and one-day passes.

Furthermore, the ratio of Metro's base fare to 30-day pass cost is far out of step with other American transit agencies. Among 81 transit agencies representing the largest metropolitan areas and cities in the United States and California, 70 (86%) of those agencies price their full-price 30-day pass at no more than 40 times the cost of their base fare. Metro's 30-day pass-at 58 times the cost of the base fare-has the highest break-even point of all of these 81 American agencies.

Ultimately, customers should not have to worry about the decision to purchase a pass in the first place. Metro's TAP system has the capability to cap fares once a customer reaches a certain number of trips in any period. This fare capping system -or "Best Fare"- is already provided by several American transit agencies, including in Portland, Miami, Indianapolis, St. Louis, San Jose, and Houston. Under a Best Fare system, customers' fares are automatically capped once the amount they spend in pay-per-ride reaches the price of an equivalent pass. Implementing Best Fare at Metro will take time.

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**File #:** 2020-0355, **File Type:** Motion / Motion Response

**Agenda Number:** 36.

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However, given the serious financial challenges burdening many families in L.A. County because of the COVID-19 emergency, Metro should act with urgency to provide relief for customers who rely on transit and ride frequently. Metro's Recovery Task Force is considering a recommendation to eliminate fares during the off-peak period, which would provide direct financial relief for riders. However, more can be done.

Under Federal Transit Administration Circular 4702.1B, Metro may provide promotional fare products for up to six months without a public hearing.

Reducing the cost of full-price passes would provide economic relief for struggling families as Los Angeles County enters the recovery phase of the COVID-19 emergency.

**SUBJECT: EMERGENCY RELIEF: FULL-PRICE PASSES**

**RECOMMENDATION**

APPROVE Motion by Directors Garcetti, Solis, Hahn, Kuehl and Butts directing the CEO to:

- A. Provide relief for current frequent riders by initiating the sale of promotional passes at 50% the cost of full-price passes:
  1. Promotional Day Pass: \$3.50
  2. Promotional 7-Day Pass: \$12.50
  3. Promotional 30-Day Pass: \$50.00;
- B. Provide these promotional passes for not less than six months from the date regular boarding practices resume;
- C. In conjunction with the debut of these promotional passes, suspend the sale of full-price passes;
- D. Prepare a marketing plan to engage frequent riders on these fare changes, with particular focus on helping cash-paying frequent riders take advantage of these promotional fare products and transition to cashless, TAP-enabled payments;
- E. Develop recommendations for cost reductions of the Regional EZ Pass (Base and Zones 1 through 15) that meet the same affordability goals as the 50% pass reductions above;
- F. Report to the Executive Management Committee within 120 days after the initiation of the sale of promotional passes with a report on the status of pass sales and recommendations for permanent reductions to the cost of full-price passes that promote affordability by making break-even points more in line with industry standards; and
- G. Report to the Board in 120 days with an implementation plan for a fare capping/best fare system that allows riders to take advantage of pass products without having to put up money upfront.


**Metro**

 Los Angeles County  
 Metropolitan Transportation Authority

 One Gateway Plaza  
 Los Angeles, CA 90012-2952

 213.922.2000 Tel  
 metro.net

**AUGUST 17, 2020**

**TO: BOARD OF DIRECTORS**  
**THROUGH: PHILLIP A. WASHINGTON**  
**CHIEF EXECUTIVE OFFICER**  
**FROM: NALINI AHUJA**  
**CHIEF FINANCIAL OFFICER**  
**SUBJECT: RESPONSE TO MOTION 36.1 EMERGENCY RELIEF: FULL-PRICE PASSES**

### ISSUE

In Motion 36.1 “Emergency Relief: Full-Price Passes” (Attachment A) from the Executive Management Committee meeting on May 21, 2020, Director Solis requested staff to report back with recommendations to temporarily lower fares for all Metro-provided mobility services consistent with the reduced prices of all regular passes to support transit riders once regular boarding practices resume, as related to Directive A of Motion 36.

### BACKGROUND

In response to Motion 36, staff will implement the sale of half-priced regular 1-Day, 7-Day, and 30-Day passes for no less than six months when Metro resumes front-door boarding. Communications staff will implement a comprehensive marketing campaign to ensure riders are aware of and can benefit from the lower-price passes. Motion 36 also directs staff to develop recommendations for reducing the cost of Regional EZ Passes and prepare an implementation plan for a fare capping/best fare system that will allow riders to benefit from the same discounts without the up-front cash needed for a pass.

### DISCUSSION

Metro staff recognizes that the intent of this motion is to ensure that the most disadvantaged customers benefit from the same discounts offered to those who have the financial resources to purchase multi-ride passes. Chief among these challenges is that 38% of bus riders pay with cash.

Discounts are not readily available to those who do not have electronic fare media, such as a TAP card. Also, while Metro has some data on TAP card usage, there is little information available about our cash-paying customers, and it cannot be assumed that TAP will be the best option for those customers.

As a first step to exploring ways to offer discounts to cash-paying customers, staff will conduct surveys and/or focus groups to discover the barriers to entry for customers who either cannot use electronic fare media or choose to use cash, with specific attention to access, financial ability, and convenience. This research will advise both options for near term strategies as well as the Comprehensive Pricing Study, which is currently underway.

As an additional near-term strategy, Metro will boost the promotion of LIFE (Low Income Fare is Easy) discounts, as the discounts will also apply on top of the promotional pass prices directed by Motion 36. LIFE customers will continue to have the option to receive 20 free rides per month in lieu of the discounted pass.

Along with initiating the sale of promotional passes, the following are summaries and recommendations regarding temporarily lowering fares for Metro-provided mobility services, such as conventional bus and rail service, Mobility on Demand, and Metro Bike Share.

### **Bus and Rail Service**

Staff does not recommend changes to bus and rail base fares at this time. A reduction in base fare triggers a comprehensive evaluation of all fares, affecting Metro, Access Services, and potentially municipal operators. Pass prices should be based on multipliers of the base fare, and senior/disabled fares are governed by federal regulations. A change to the base fare would create a domino effect of changes across many entities and fare programs.

As mentioned above, the Comprehensive Pricing Study is currently underway and will look at the long-term pricing of services across Metro's entire portfolio. The Pricing study will provide recommendations to create a more equitable and sustainable pricing structure for all Metro transportation services.

### **Mobility on Demand**

Mobility on Demand in partnership with Via provides free rides to or from the Metro system. The program allows people without smartphones or bank accounts and people who use wheelchairs to experience the benefits of on-demand mobility and seamless access to Metro fixed route offerings. The program addresses inequity in new mobility options by providing access to people who would not otherwise be able to afford on-demand rideshare platforms like Uber and Lyft. When front door boarding resumes, Mobility on Demand will continue to serve customers who request rides using Via's mobile app or by calling Via's call center with a traditional phone. Because Mobility on Demand is currently a free service, discounts do not apply.

## Metro Bike Share

During COVID-19, Metro Bike Share (MBS) has continued to operate without any suspension and increased its cleaning protocol. Although MBS ridership declined due to LA County's Safer-At-Home Order, the decline in ridership is much less than compared to Metro bus and rail, approximately 36% decline for MBS systemwide, compared to an overall Metro decline of about 70%. Customers may view Metro Bike Share as a low-risk mode of transportation since they can maintain social distance while riding. Although MBS is part of Metro's transit system, its passes are priced significantly lower compared to Metro Bus and Rail passes. Table 1 below compares the two fare structures, along with the promotional reduced-price passes.

**Table 1: Comparison of Current Fares for Metro Bus/Rail, Promotional Passes and Metro Bike Share**

	<b>Metro Bus/Rail</b>	<b>Metro Bus/Rail Promotional Passes</b>	<b>Metro Bike Share (MBS)</b>
<b>1-Way/1-Ride</b>	\$1.75	Not applicable	\$1.75 for 30-minute ride <sup>1</sup> (Available for purchase on MBS kiosk or app)
<b>1-Day Pass</b>	\$7.00	\$3.50	\$5.00 for 24-hour pass (Available for purchase on MBS kiosk or app)
<b>7-Day Pass</b>	\$25.00	\$12.50	Not available for MBS
<b>30-Day Pass</b>	\$100.00	\$50.00	\$17.00 (Available for purchase on MBS kiosk or app)
<b>LIFE 30-Day Pass<sup>2</sup></b>	\$76.00 (Available on TAP only)	\$26.00 (Available on TAP only)	\$5.00 (Available on TAP only)
<b>Annual Pass</b>	Not available	Not available	\$150.00 (Available on TAP only)

<sup>1</sup> Additional fee for rides over 30 minutes

<sup>2</sup> For eligible participants only

In response to Motion 36.1, MBS has launched a series of promotional discounts for MBS riders. With this approach, discounts can be implemented with promotional themes and flexibility to both attract new users but retain repeat users. Promotions include, but are not limited to, free rides, 24-hour pass for \$1.00, monthly pass for \$10.00 (\$5.00 for eligible LIFE customers), and annual passes reduced to \$75.00. This is a significant savings for MBS riders. Another proposed promotion is to provide essential workers a free, one-month trial for first-time users.

**MBS Cash Payment Solutions**

Bike share systems typically operate under a fleet rental configuration that requires collateral to mitigate theft. Bike share systems around the nation require customers to have a credit card on file or minimum cash value loaded to a transit card in order to check out a bicycle. However, to accommodate the underbanked and unbanked population, Metro Bike Share customers can use a prepaid Visa card to check out a bicycle at any MBS kiosk, providing an indirect option for customers who prefer to pay by cash. Although the option is still available, this payment option has created potential bike theft issue, since prepaid Visa cards are not required to be registered and are not traceable. Based on the system record, over 600 MBS rides were purchased through prepaid cards and 5% of them did not return to the system. Staff has and will continue to identify other cash payment solutions without the risk of jeopardizing the bicycle fleet.

**Additional Efforts to Make Fare Purchasing Easier and More Convenient**

In addition to the solutions proposed in this report, various other improvements have been added to make fare payment easier and more convenient for customers. For example, customers can now find TAP cards hanging in kiosks at 7-Eleven and Walgreens. Up to 1,000 new locations will be added to the existing vendor network, which more than triples the number of stores where TAP is available. Customers can also choose to use TAP at over 450 standard TAP vendors, TAP Vending Machines, Metro Customer Centers, online at *taptogo.net*, or by phone at 866-TAPTOGO.

Another improvement that was made in response to COVID-19 was a TAP-enabled enhancement added for the LIFE (Low Income Fare is Easy) Program. Staff worked quickly to address social distancing concerns where countywide LIFE customers would have needed to queue up in LIFE enrollment centers to renew their subsidies. Staff enabled LIFE customers the benefit of automatic renewal, eliminating the need to appear in person at the LIFE enrollment centers.

Purchasing fares at the standard TAP fare vendors has also improved with the introduction of new TAP point-of-sale devices that are smaller and more functional. This cloud-based TAP solution enables LIFE reduced fare patrons to purchase their discounted fares without using paper coupons.

**NEXT STEPS**

Staff will proceed with the survey and focus group efforts to discover the best options for offering discounts to cash-paying customers. In addition, staff will report back to the Board in September on the recommendations of Motion 36, including those for Regional EZ pass and fare capping/best fares.

**ATTACHMENTS**

Attachment A – Item 36.1: “Emergency Relief: Full-Price Passes”



Metro

Board Report

Attachment B  
Los Angeles County  
Metropolitan Transportation  
Authority  
One Gateway Plaza  
3rd Floor Board Room  
Los Angeles, CA

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File #: 2020-0373, File Type: Motion / Motion Response

Agenda Number: 36.1.

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**EXECUTIVE MANAGEMENT COMMITTEE  
MAY 21, 2020**

**Amending Motion by:**

**DIRECTOR SOLIS**

Related to Item 36: Emergency Relief: Full-Price Passes

**SUBJECT: EMERGENCY RELIEF: FULL-PRICE PASSES**

**RECOMMENDATION**

APPROVE Amending Motion by Director Solis that the board direct the CEO to:

H. Report back to the Board in 30 days with recommendations to temporarily lower fares for all Metro-provided mobility services consistent with the reduced prices of passes in order to support riders once regular boarding practices resume. The report should consider recommendations to welcome back riders to Metro services as well as further adjustments as necessary to the price of promotional passes stated in Directive A in order to maintain high affordability.





# Snapshot of COVID-19 Transportation Impacts in the SCAG Region

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August 2020

# Snapshot of COVID-19 Transportation Impacts in the SCAG Region

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## STAFF CONTRIBUTORS:

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*For questions or inquiries, please contact **Hiroshi Ishikawa** at [ishikawa@scag.ca.gov](mailto:ishikawa@scag.ca.gov).*



## ABOUT SCAG

SCAG is the nation's largest metropolitan planning organization (MPO), representing six counties, 191 cities and more than 19 million residents. SCAG undertakes a variety of planning and policy initiatives to encourage a more sustainable Southern California now and in the future..

## MISSION STATEMENT

To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.

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# SNAPSHOT OF COVID-19 TRANSPORTATION IMPACTS IN THE SCAG REGION

## INTRODUCTION

The public response to the novel coronavirus (COVID-19) pandemic and the subsequent national, state, county, and local mandatory stay-at-home orders has significantly impacted transportation demand globally, nationally, regionally, and locally. As the largest metropolitan planning organization in the nation, the Southern California Association of Governments (SCAG) is at the forefront of transportation planning and analysis. In order to facilitate regional planning and public awareness, SCAG prepared this document to highlight impacts of the COVID-19 pandemic on transportation activities to date.

The analysis includes passenger, freight/cargo, and vehicle movement on the region's highways, roads, rail, and transit systems. The short-term impacts of COVID-19 on the SCAG region's transportation system include the following:

## HIGHLIGHTS

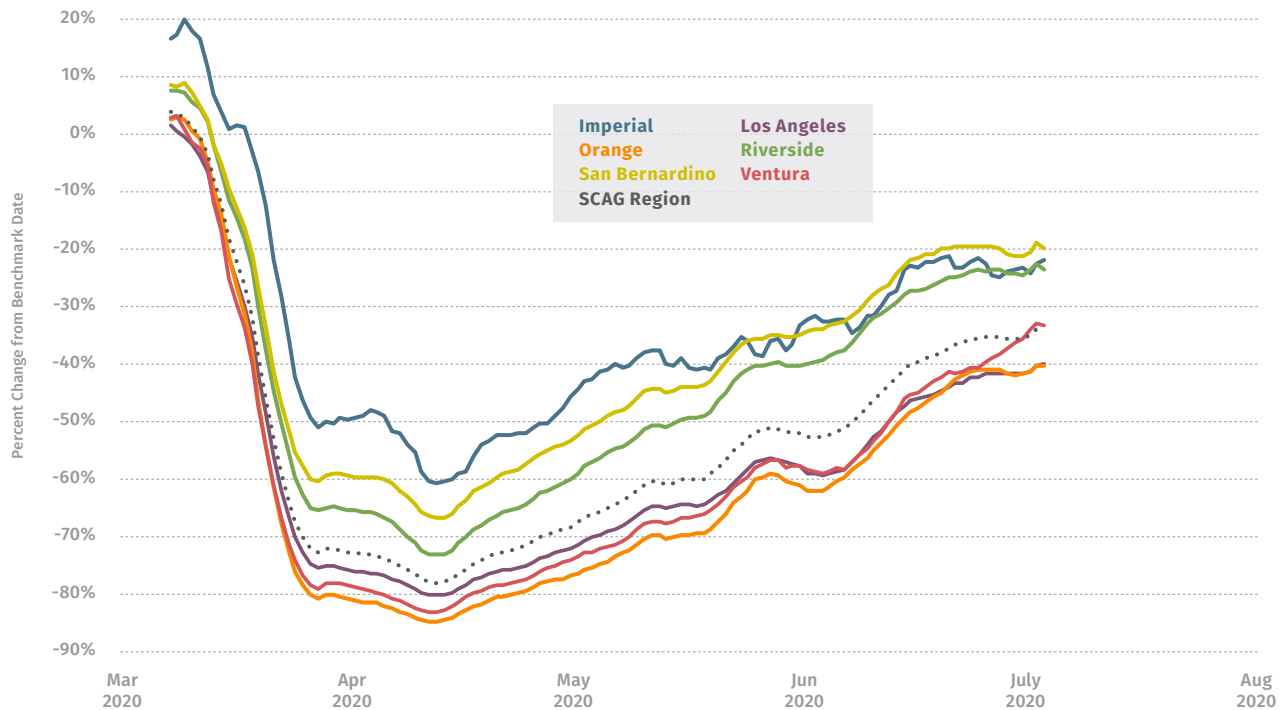
- Vehicle miles traveled (VMT) on the region's arterial and highway network declined by nearly 80 percent in early April (using January 2020 as benchmark). VMT on the freeway network alone dropped by nearly 50 percent in early April over prior year. VMT began increasing again by mid-April. Total VMT is now nearing pre-pandemic levels.
- Bus ridership is down, falling 71 percent overall in April 2020 compared to April 2019, as a result of the stay-at-home-orders and as operators reduced vehicle capacity and implemented rear-door boarding to facilitate social distancing. Ridership recovered somewhat in May, but was still down 67 percent when comparing 2020 to 2019. The effects of the stay-at-home orders and social distancing measures were similar on the Metro Rail and Metrolink systems.
- Data on bicycle and pedestrian movements are limited. Trips taken on Los Angeles Metro's bike share system, however, also began to drop in March, and by June were down by 39 percent over the prior year.
- Global and domestic air travel declined by over 60 percent from March to April 2020.
- Aviation passenger demand in the region has decreased by more than 90 percent overall from last year.
- Aircraft operations have declined at a lower rate (60 percent) than passenger demand (90 percent) from the previous year.
- Air cargo has been impacted, but not to the same magnitude as air passenger activity.
- Freight has been mixed with performance down as low as 90 percent for specific sectors, but signs of improvement have surfaced.

## I. VEHICLE MILES TRAVELED

### VMT Decreased Sharply in Early April, Now Nearing Pre-Pandemic Levels

Following the stay-at-home orders issued in March, vehicle miles traveled (VMT) decreased to its lowest point in early April by nearly 80 percent in the SCAG region with more significant declines in Los Angeles, Orange, and Ventura counties. The figure also shows that for each of the six counties in the SCAG region, VMT began increasing again by mid-April, reflecting the gradual re-opening of some public spaces and businesses.

**FIGURE 1** Percent Change in 7-Day Moving Average VMT by County (using January 2020 as benchmark)



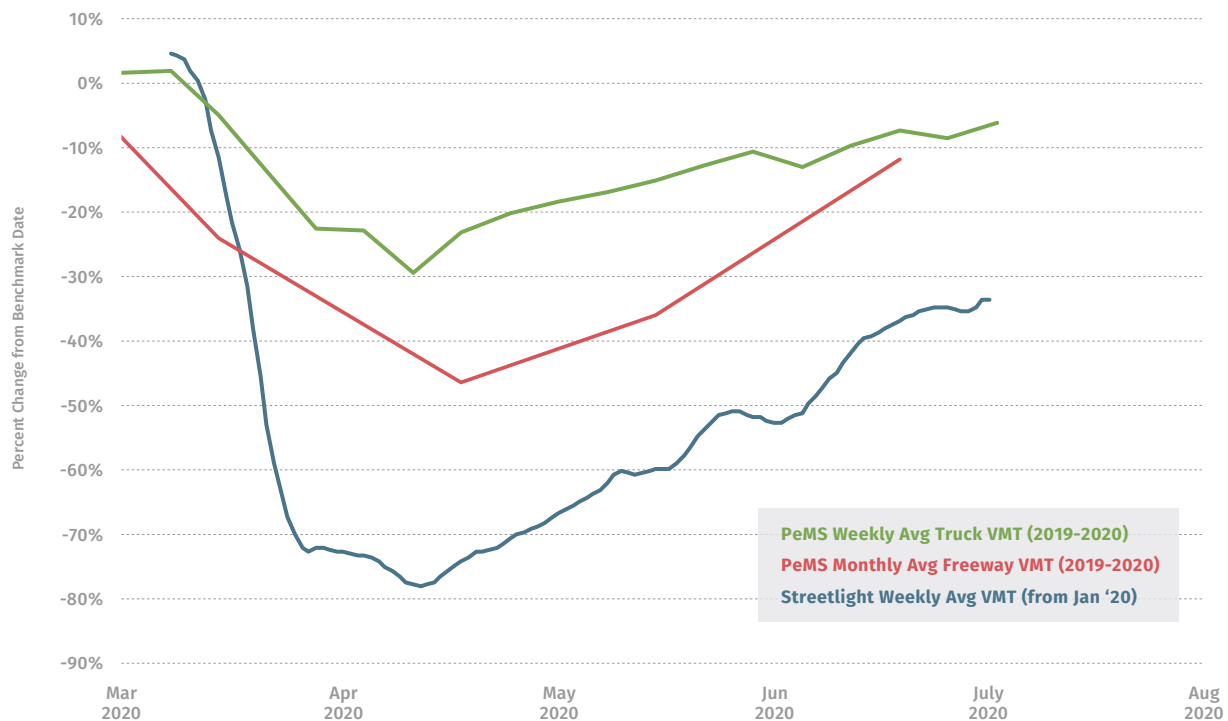
Source: Streetlight Data

Snapshot of COVID-19 Transportation Impacts in the SCAG Region

VMT declines are much more substantial using Streetlight data encompassing both the freeway and arterial network, suggesting greater reductions in VMT on the arterial network versus the freeway network covered by Caltrans Performance Measurement System (PeMS) data. Truck VMT using PeMS data follows similar patterns of reduction with the lowest drop nearing 30 percent in early April and a gradual rebound by mid-April.

PeMS May 2020 average total freeway VMT was 36 percent below last year. June 2020 VMT was just 12 percent below 2019. Since the low point seen in the week ending on April 11, 2020, VMT has been growing around 2.9 percent per week on average. Truck VMT through the first week of July was only 6 percent below last year. Through the first week of July, VMT using Streetlight data also reflects continued growth at 34 percent below the January 2020 benchmark.

**FIGURE 2** SCAG Region Percent Change in VMT from Benchmark by Week/Month (2019-2020)



Source: PeMS and Streetlight Data

## II. TRANSIT AND PASSENGER RAIL

### A. TRANSIT

#### Transit Ridership Has Declined Significantly in the SCAG region

Transit ridership has declined significantly with initial drops in March, more dramatic losses in April, and some recovery in May. Overall bus ridership fell by over 71 percent in April 2020 compared to April 2019, and by 66.5 percent in May 2020 compared to May 2019.

**TABLE 1** Year-Over-Year Monthly Bus Ridership Change (2019 vs. 2020)

	JAN	FEB	MAR	APR	MAY
<b>Anaheim Transportation Network</b>	-1.7%	8.8%	-52.5%	-79.4%	-81.9%
<b>Antelope Valley Transit Authority</b>	4.5%	9.4%	-39.5%	-77.3%	-72.2%
<b>Beach Cities Transit (City of Redondo Beach)</b>	9.9%	14.1%	-43.9%	-85.2%	-81.0%
<b>City of Commerce Municipal Buslines</b>	-0.2%	-24.2%	-55.4%	-89.7%	-84.1%
<b>City of Glendale</b>	0.2%	7.8%	-47.4%	-85.6%	-84.0%
<b>City of Los Angeles Department of Transportation</b>	-13.1%	-40.7%	-53.8%	-79.8%	-76.8%
<b>City of Pasadena</b>	15.0%	18.0%	-27.5%	-67.2%	-64.9%
<b>Culver City Municipal Bus Lines</b>	-7.6%	1.3%	-40.6%	-75.8%	-72.0%
<b>Foothill Transit</b>	2.6%	7.5%	-39.7%	-62.1%	-53.4%
<b>Gold Coast Transit</b>	10.8%	13.2%	-30.6%	-65.9%	-59.7%
<b>City of Gardena Transportation Department</b>	5.0%	11.8%	-45.3%	-70.7%	-69.0%
<b>Imperial County Transportation Commission</b>	-0.6%	-4.2%	-37.1%	-77.2%	-76.8%
<b>Long Beach Transit</b>	7.6%	10.3%	-33.7%	-86.6%	-82.7%
<b>Los Angeles County Metro</b>	3.4%	4.2%	-35.0%	-68.6%	-62.6%
<b>Montebello Bus Lines</b>	4.7%	6.4%	-36.9%	-77.1%	-76.5%
<b>Norwalk Transit System</b>	10.8%	13.2%	-33.7%	-77.7%	-71.0%
<b>Omnitrans</b>	3.7%	7.0%	-29.1%	-64.8%	-58.1%
<b>Orange County Transportation Authority</b>	5.1%	8.7%	-33.9%	-76.2%	-75.0%
<b>Riverside Transit Agency</b>	4.5%	9.3%	-33.5%	-72.6%	-66.4%

Table continues on next page

**TABLE 1** Year-Over-Year Monthly Bus Ridership Change (2019 vs. 2020) – Continued

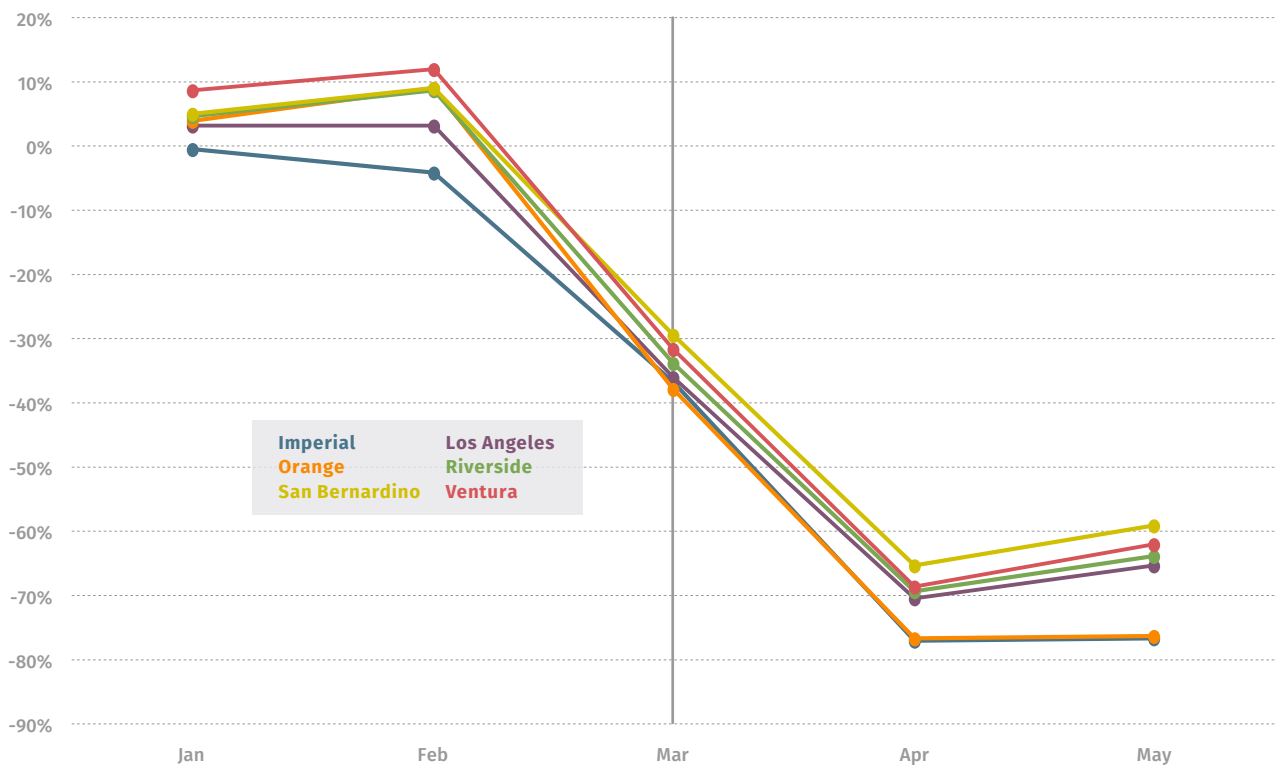
	JAN	FEB	MAR	APR	MAY
<b>Santa Clarita Transit</b>	1.6%	-4.4%	-45.9%	-81.4%	-81.5%
<b>Santa Monica's Big Blue Bus</b>	6.6%	9.4%	-29.5%	-73.1%	-73.6%
<b>SunLine Transit Agency</b>	4.5%	6.6%	-35.5%	-62.9%	-59.6%
<b>Torrance Transit System</b>	12.9%	11.9%	-25.6%	-69.0%	-62.2%
<b>Ventura Intercity Service Transit Authority</b>	-3.3%	5.7%	-37.6%	-82.5%	-75.8%
<b>Victor Valley Transit Authority</b>	11.9%	20.6%	-33.4%	-70.4%	-67.5%
<b>TOTAL</b>	3.1%	3.8%	-36.0%	-71.2%	-66.5%

Source: National Transit Database monthly module adjusted database  
 (https://www.transit.dot.gov/ntd/data-product/monthly-module-adjusted-data-release)

### Orange and Imperial Counties Experienced the Steepest Decline in Bus Ridership

Summarizing the data by county shows Imperial and Orange Counties with the steepest decline in bus ridership of 77 percent in April. This pattern held steady in May, while the other counties experienced some recovery.

**FIGURE 3** Year-Over-Year Bus Ridership Change, Summarized by County (2019 vs. 2020)



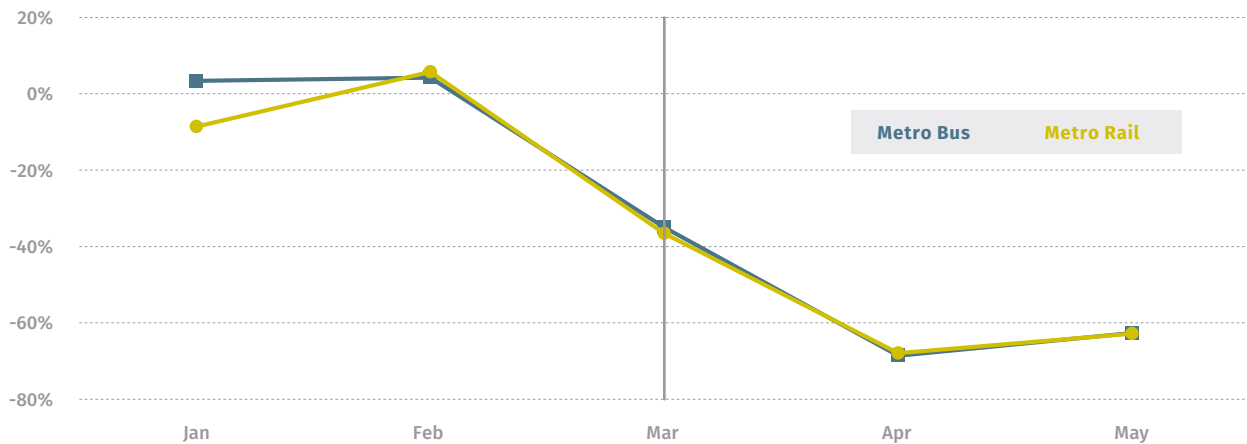
Source: SCAG Analysis of National Transit Database monthly module adjusted database

## B. LOS ANGELES METRO

### Ridership Declined in March and April, Recovered Slightly in May

Two out of every three transit riders in the SCAG region are carried by Los Angeles Metro Bus or Rail service. Los Angeles Metro reported its bus system ridership declined 68.6 percent and rail ridership declined 67.9 percent, year-over-year, April 2020 versus April 2019. Ridership fared a little better in May, dropping by about 63 percent for both bus and rail when comparing 2020 versus 2019 (Note: Comparisons with 2019 are impacted by the Los Angeles Metro Blue Line closures).

**FIGURE 4** LA Metro System Bus and Rail Ridership Year-Over-Year Percent Change (2019 vs. 2020)



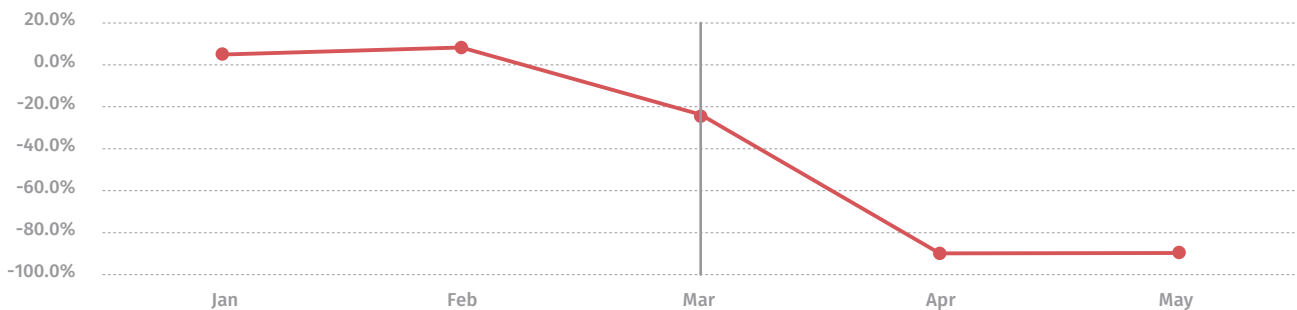
Source: LA Metro (<http://isotp.metro.net/MetroRidership/Index.aspx>)

## C. METROLINK COMMUTER RAIL

### Metrolink Experienced Nearly 90 percent Ridership Decline

Metrolink experienced record ridership levels in fiscal year 2018-2019, carrying close to 12 million riders. This was in contrast to nearly every other major transit provider in the SCAG region. Metrolink’s success was especially notable given that 85 percent of Metrolink riders own a car. Unfortunately, this trend was reversed due to the pandemic and the mandatory stay-at-home orders. Metrolink experienced a steep drop in ridership, losing about 90 percent of its ridership in April and May, when comparing 2020 to 2019.

**FIGURE 5** Metrolink Ridership Year-Over-Year Change (2019 vs. 2020)



Source: Metrolink



### III. AVIATION

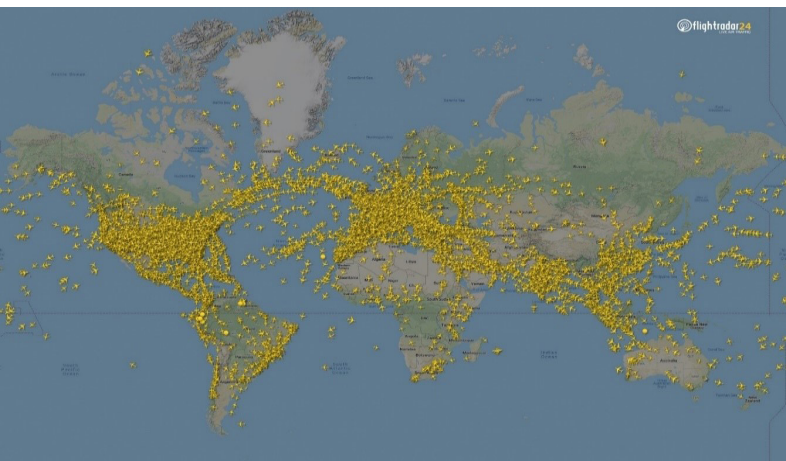
#### A. AIR PASSENGER TRAFFIC

##### Air Passenger Demand Down Globally, Nationally, and in the SCAG Region

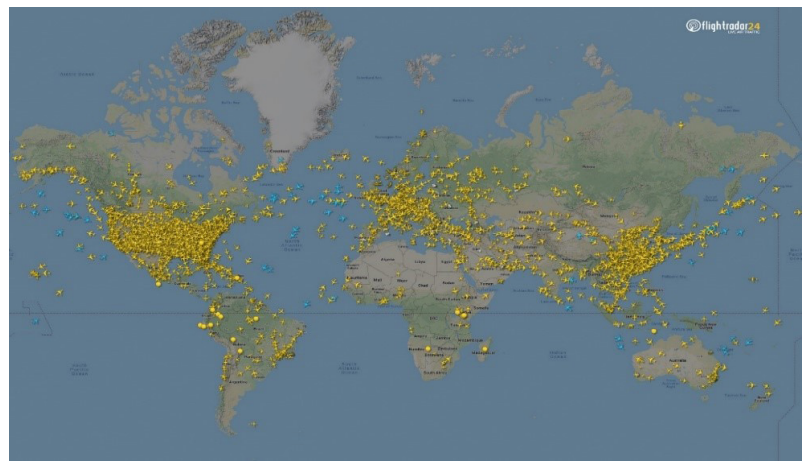
Air passenger activity throughout the World, United States, and within the SCAG region, has been significantly impacted by the COVID-19 pandemic. Global air traffic was down 65 percent from March 2020 (15,012 flights) to April 2020 (5,275 flights).

##### Global Air Traffic from March 7, 2020 to April 7, 2020

**MARCH 7, 2020**



**APRIL 7, 2020**

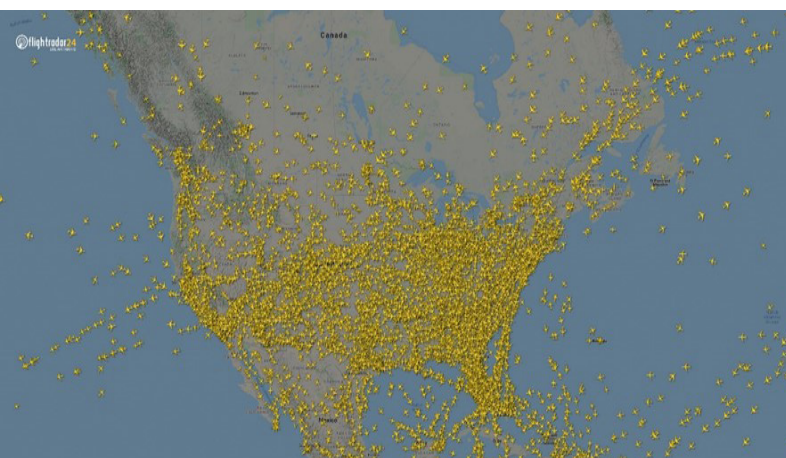


Source: [flightradar24.com](https://www.flightradar24.com)

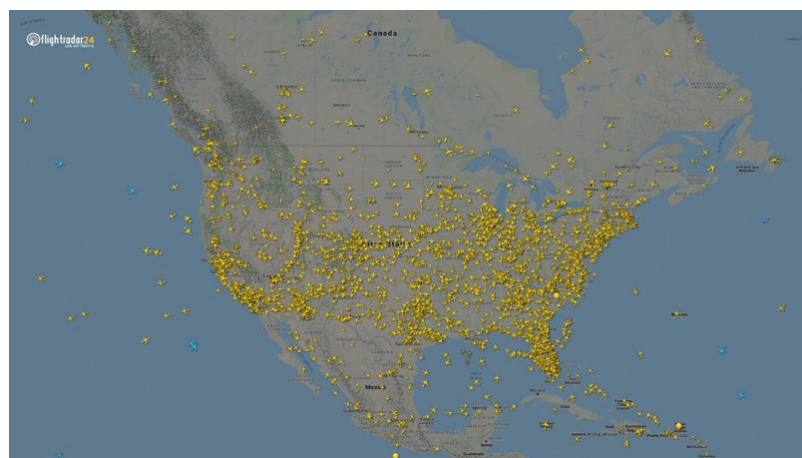
Similar to global air traffic, flights in North America have declined considerably. Air traffic in the United States was down 65 percent as well from March (8,400 flights) to April (2,950 flights)

##### North American Air Traffic from March 7, 2020 to April 7, 2020

**MARCH 7, 2020**



**APRIL 7, 2020**



Source: [flightradar24.com](https://www.flightradar24.com)

Snapshot of COVID-19 Transportation Impacts in the SCAG Region

Air passenger demand in the SCAG region was not immune to the impacts of the COVID-19 pandemic. The decline in regional air passenger demand mirrors global and national trends. Air passenger traffic has declined significantly in the months following the COVID-19 outbreak. In comparison to last year, air passenger traffic was down almost 60 percent in March and 96 percent in April.

**FIGURE 6** Total SCAG Region Airport Passengers (2019 vs 2020)



**TABLE 2** Total SCAG Region Airport Passengers (2019 vs 2020)

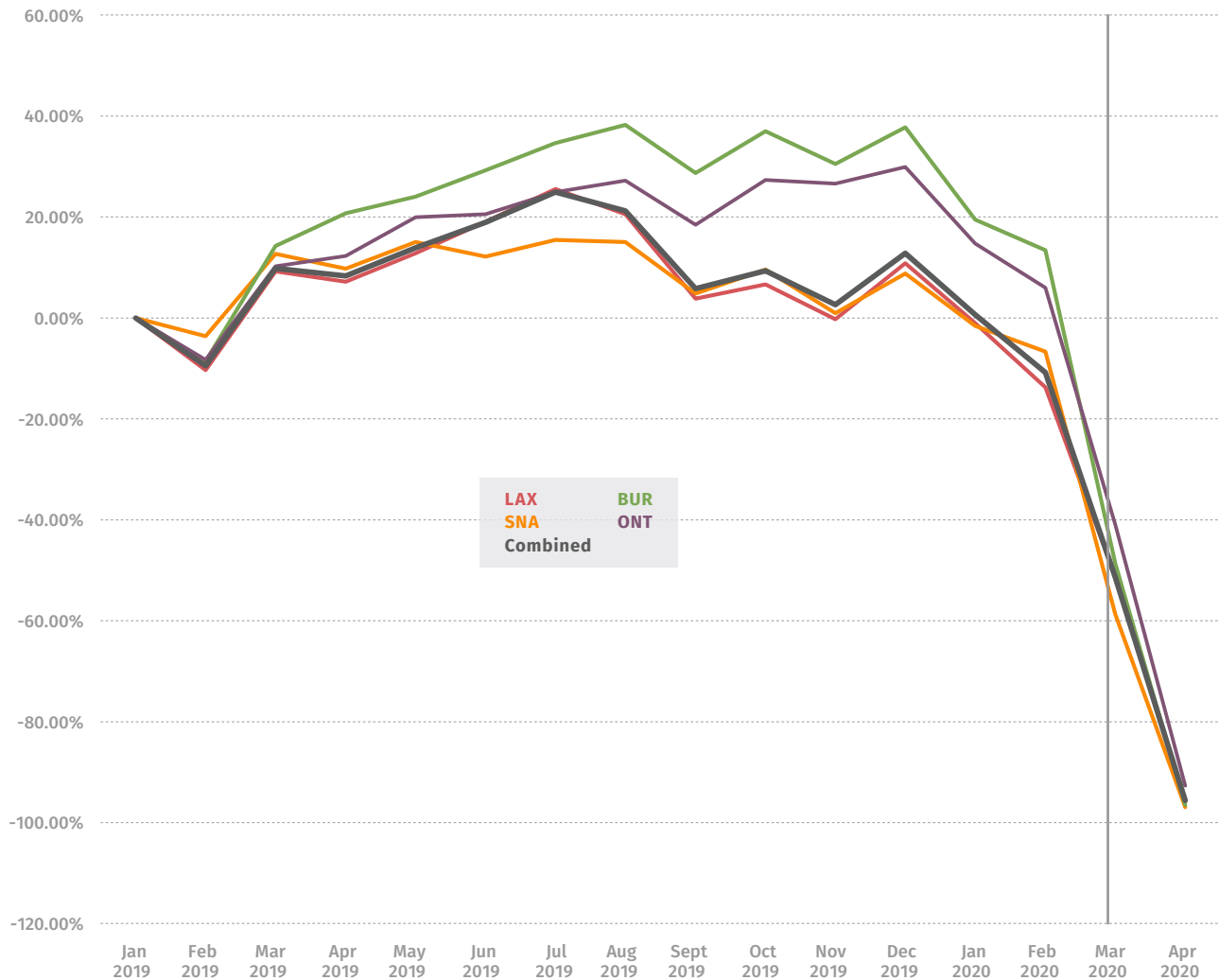
2019 vs 2020	JAN	FEB	MAR	APR
<b>Total Passengers</b>	0.81%	-4.90%	-57.49%	-96.08%
<b>Air Cargo (Tons)</b>	-3.07%	-3.34%	-3.67%	-0.37%
<b>Total Aircraft Operations</b>	1.40%	3.64%	-22.29%	-60.76%

Source: Airport monthly activity reports and Federal Aviation Administration (FAA) Air Traffic Activity Data System (ATADS)

Snapshot of COVID-19 Transportation Impacts in the SCAG Region

The impact of the COVID-19 pandemic has been consistent across the commercial airports throughout the SCAG Region. In comparison to January 2019, air passenger demand in the SCAG region was down over 80 percent following the March 2020 stay-at-home orders.

**FIGURE 7** SCAG Region Air Passenger Percent Change from January 2019 (Jan 2019 to April 2020)



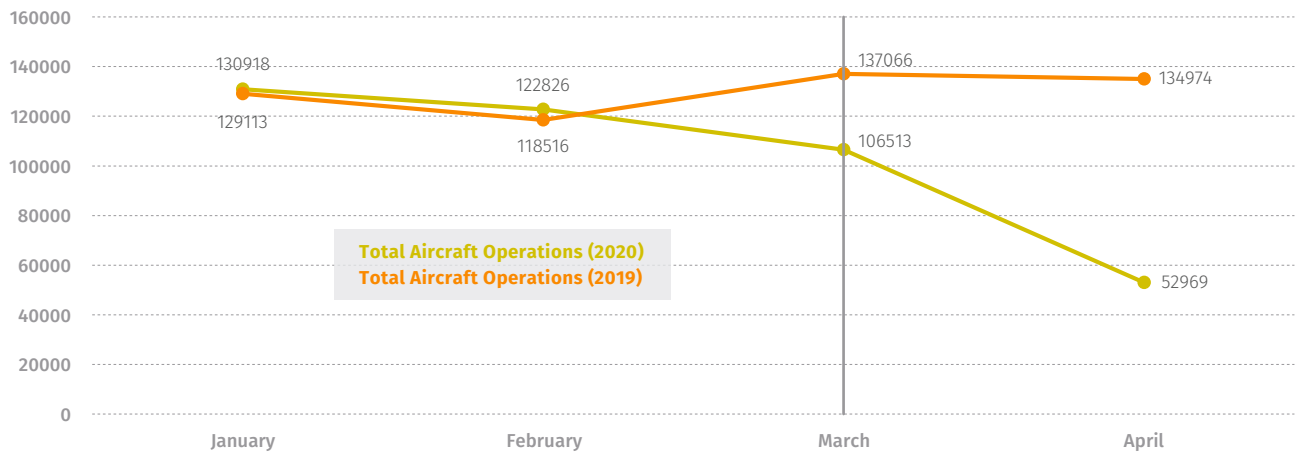
Source: Airport monthly activity reports

## B. AIRCRAFT OPERATIONS

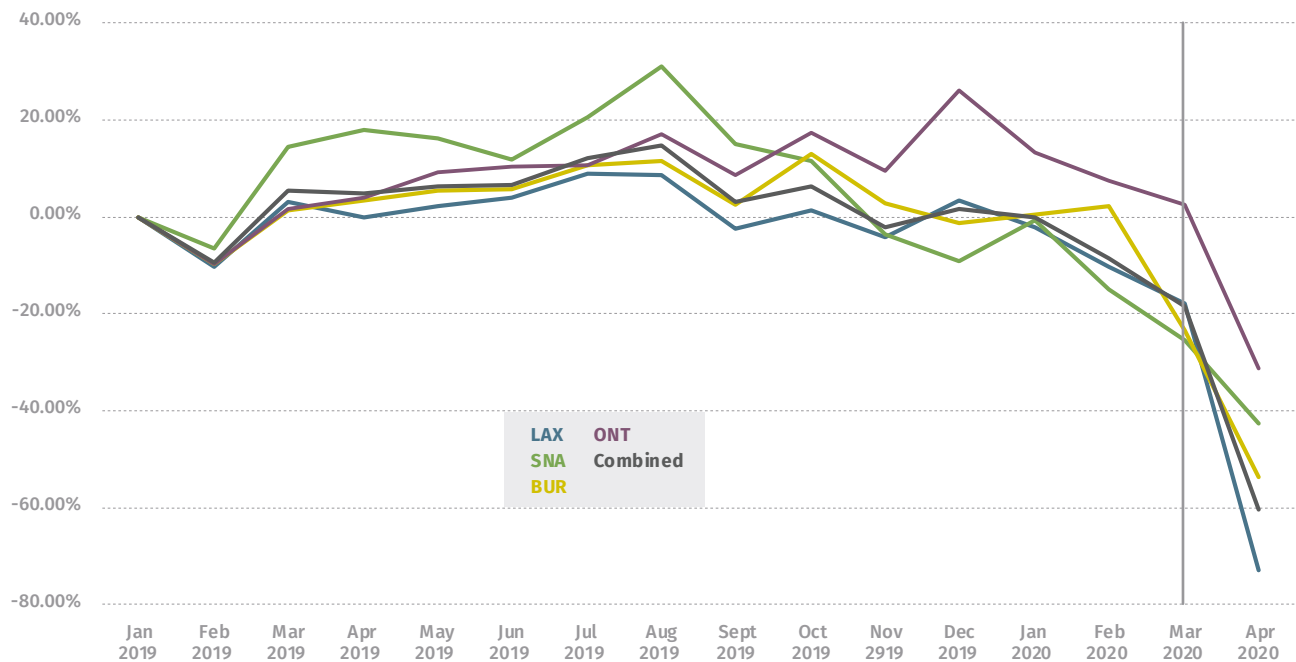
### Aircraft Operations Down, but Not at Same Level as Passenger Demand

While air passenger demand has seen the greatest decreases, aircraft operations have not been affected to the same extent, most likely due to airlines operating at lower load factors. Although aircraft operations have not decreased at the same rate as passenger demand, operations have experienced significant decreases. Overall, aircraft operations were down 61 percent in the SCAG region from April 2019 to April 2020. At SCAG region commercial airports, aircraft operations were down anywhere between 30-70 percent in comparison to January 2019.

**FIGURE 8** Total SCAG Region Aircraft Operations (2019 vs 2020)



**FIGURE 9** SCAG Region Aircraft Operations Percent Change from January 2019 (Jan 2019 to April 2020)



Source: Airport monthly activity reports and Federal Aviation Administration (FAA) Air Traffic Activity Data System (ATADS)

## IV. FREIGHT INDICATORS

### Freight Has Not Been Immune to COVID-19 Impacts

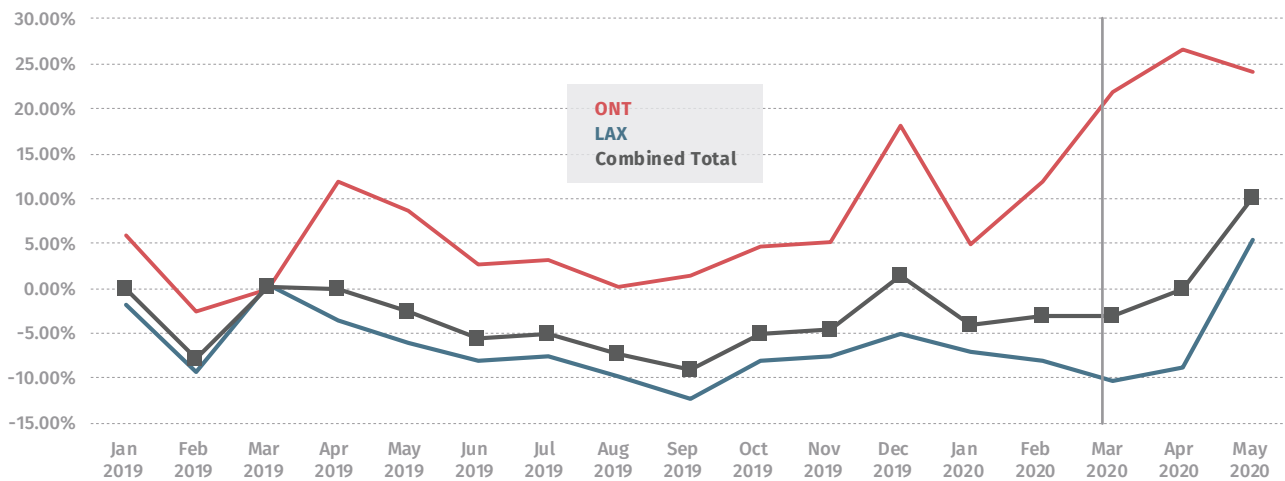
Freight industries have not been immune from volatility caused by the COVID-19 pandemic. Freight performance has witnessed substantial effects from other areas over the past three years leading up to the COVID-19 pandemic. This has included beneficial factors such as historically low unemployment through the early part of 2020 and increasing real gross domestic product (GDP) from 2016, reaching a peak in the second quarter of 2018. Concurrently, international trade has been highly volatile due to the Trump administration’s foreign trade policies, most notably tariff actions against China, Europe, and Mexico, as well as other trade agreement dynamics.

The pandemic has also had varying impacts on different freight modes and components of supply chains. Domestic air freight has actually benefited from the surge in e-commerce based deliveries. Trucking witnessed an initial spike in demand during the month of March driven by consumers rushing to purchase essential goods, and has since seen levels decline to a low-point in April, with a gradual recovery through early June. International trade modes have all witnessed varying impacts, most notably from China’s lockdown in the early part of the year leading to significant declines through March.

### A. AIR FREIGHT AND MAIL CARGO

Recent impacts on air freight has been mixed, primarily relating to domestic versus international performance. Domestic air freight has been much more correlated with household consumer deliveries of essential items and the exponential increase in e-commerce online orders and deliveries. Domestic freight has played an important role in the supply chain during the COVID-19 pandemic.

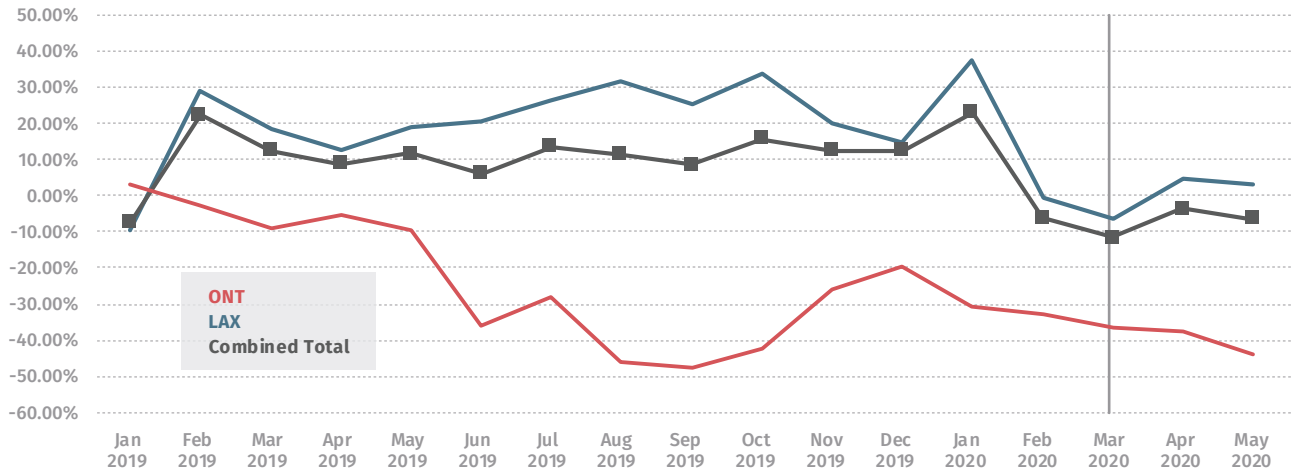
**FIGURE 10** Los Angeles & Ontario Airports Percent Change in Freight Tons by Month (2019-2020)



Source: SCAG Analysis

For mail tons, the impact of the pandemic during March and April was much less severe versus international maritime shipments and other freight modes.

**FIGURE 11** Los Angeles & Ontario Airports Percent Change in Mail Tons by Month (2019-2020)

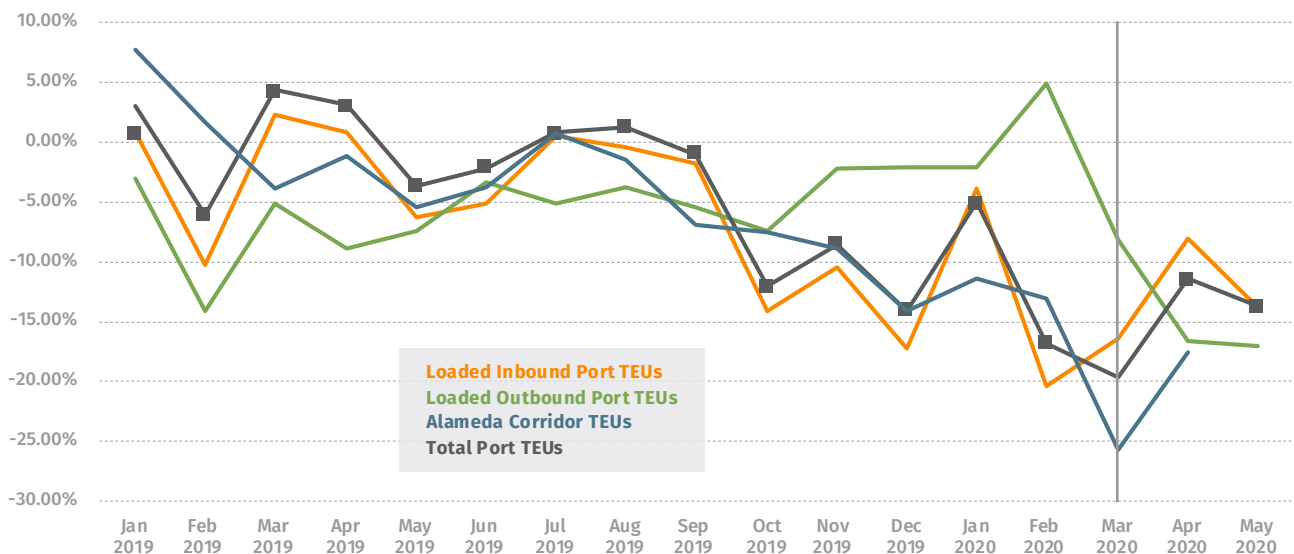


Source: SCAG Analysis

## B. SHIPPING TRENDS BY SAN PEDRO BAY PORTS AND ALAMEDA CORRIDOR

Trends for the shipping of twenty-foot equivalent units (TEU) through the San Pedro Bay Ports and Alameda Corridor have been in decline since Fall 2019, compared to performance highs in 2018. For 2020, declines have accelerated with March being the low point, primarily driven by China’s earlier lockdown of its economy beginning in late January through early April. May has displayed a modest decline, while loaded exports have dropped to a new low. Trade value has mirrored this performance.

**FIGURE 12** SPBPs & Alameda Corridor Percent Change in TEUs by Month (2019-2020)



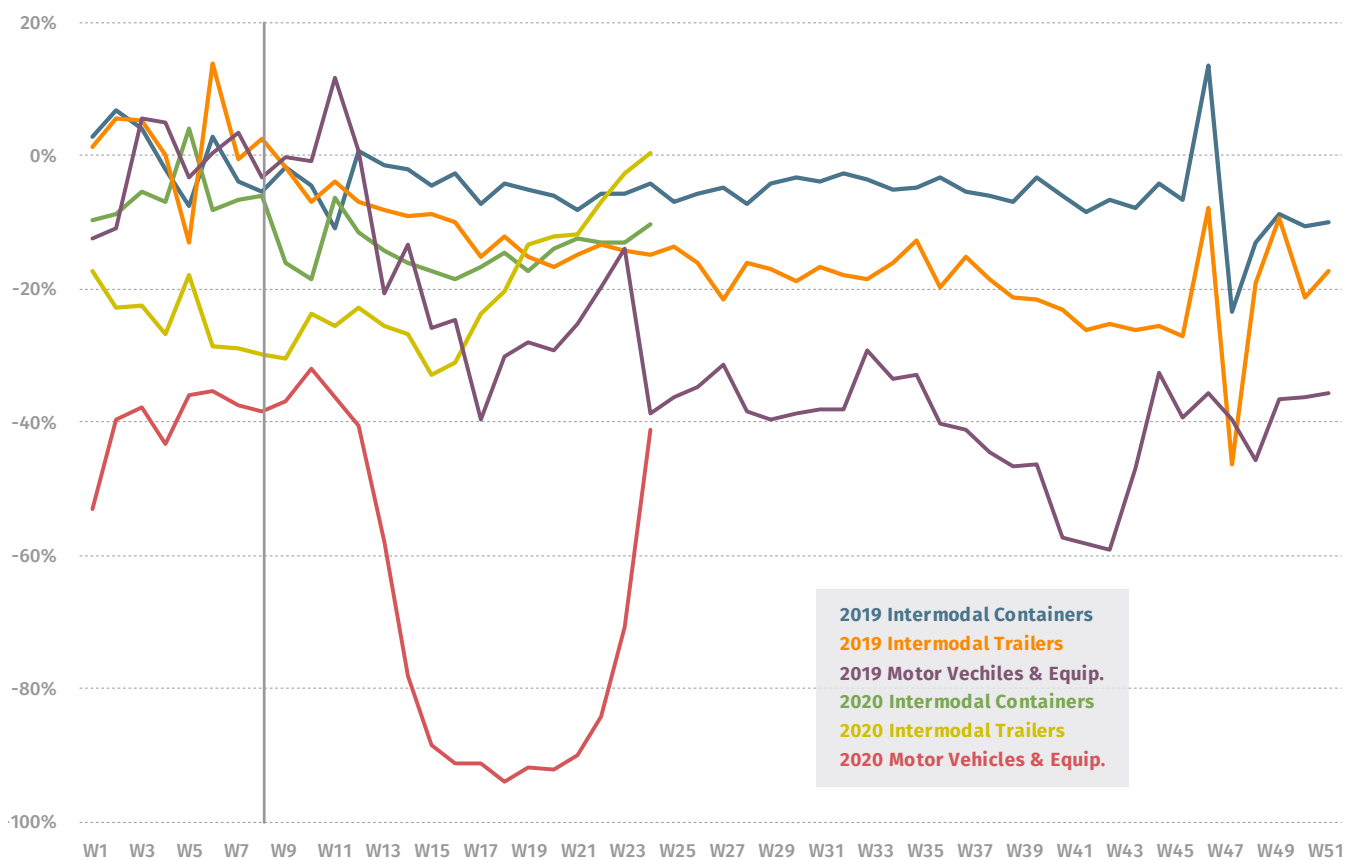
Source: SCAG Analysis

### C. CLASS I RAIL OPERATOR PERFORMANCE

Class I rail volumes for intermodal and automotive declined greatly through April, although upward trends have begun to surface.

- Railroads may be benefiting somewhat from e-commerce dynamics for trailers on flat cars.
- Intermodal containers, which include international marine and domestic containers, have improved since March.
- The annual rate of total vehicle sales has been on a steady decline. This has accelerated to a 90 percent drop from last year during April/May. A strong upward recovery has begun through mid-June.

**FIGURE 13** BNSF & Union Pacific Percent Change in Containers/Trailers/Motor Veh. & Equip. by Week (2019-2020)

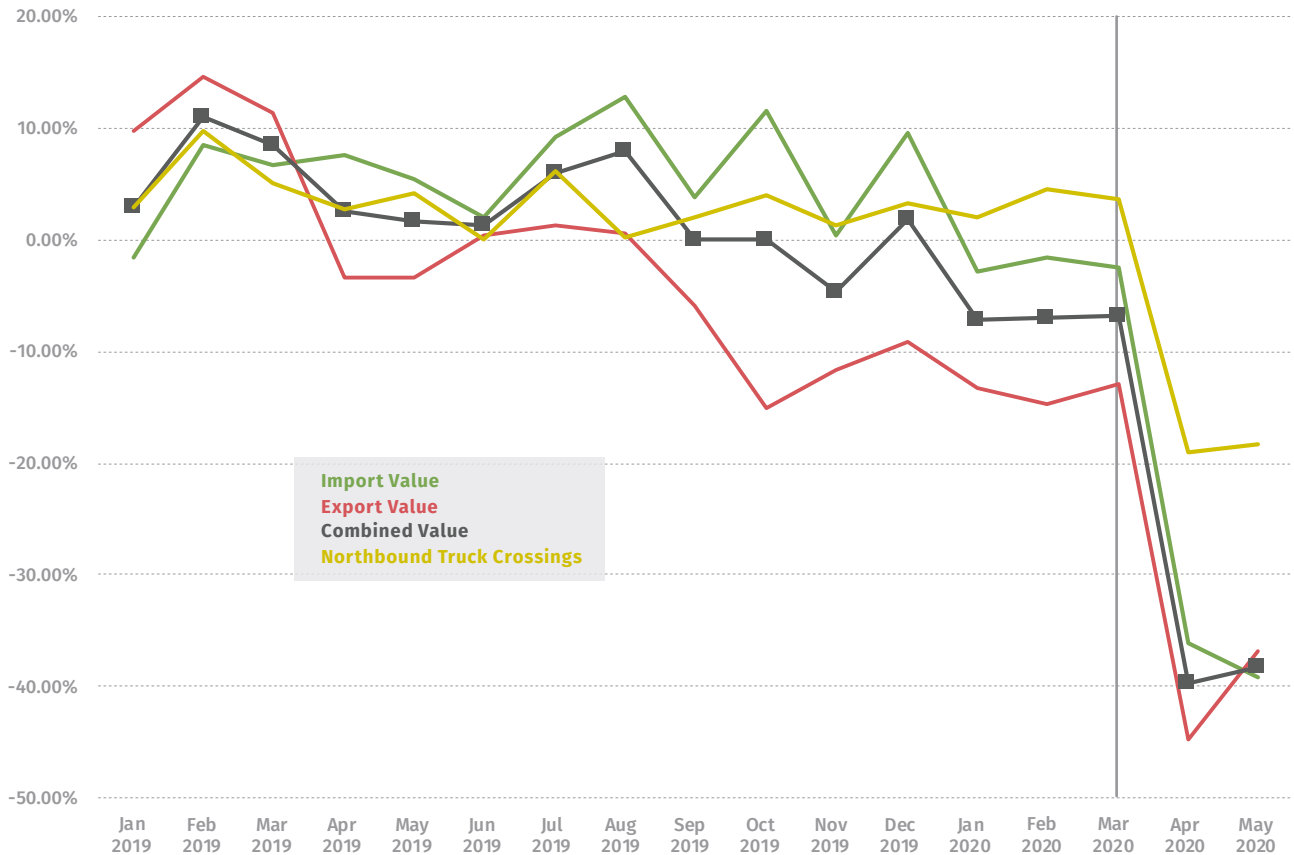


Source: SCAG Analysis

### D. BORDER TRUCK CROSSINGS AND TRADE VALUE

Cross-border trade value and truck activity has witnessed a substantial decline as a result of the COVID-19 pandemic. Compared to seaport trade, the greatest impact occurred in April. This is likely due to the closer proximity of the manufacturing supply chain and consumer-driven trends more in line with U.S. domestic patterns. The drop in northbound trucks was not as severe, however, suggesting higher value of goods transported.

**FIGURE 14** Imperial County Percent Change in Trade Value & Truck Crossings by Month (2019-2020)







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