



Foothill Transit

EXECUTIVE BOARD MEETING

West Covina, CA
Friday, October 30, 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, OCTOBER 30, 2020

Foothill Transit Administrative Office

2nd Floor Board Room

100 South Vincent Avenue

West Covina, CA 91790

FOOTHILL TRANSIT IS TAKING ALL PRECAUTIONS POSSIBLE TO PREVENT THE SPREAD OF COVID-19. FOR THE HEALTH AND SAFETY OF ALL EXECUTIVE BOARD MEMBERS, FOOTHILL TRANSIT STAFF, AND THE PUBLIC, PARTICIPATION IN THE MEETING WILL BE DONE REMOTELY VIA TELECONFERENCE USING THE FOLLOWING ZOOM MEETING LINK: <https://foothilltransit.zoom.us/j/88172901780>. ALTERNATIVELY, TO PARTICIPATE VIA PHONE, DIAL (669) 900-6833 AND ENTER MEETING ID: 881-7290-1780.

1. CALL TO ORDER
2. ROLL CALL: MEMBERS BOYER, CALAYCAY, MOSS, SHEVLIN, STERNQUIST
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF AUGUST 28, 2020, SPECIAL MEETING OF SEPTEMBER 18, 2020, AND REGULAR MEETING OF SEPTEMBER 25, 2020
5. PUBLIC COMMENT

IF PARTICIPATING VIA ZOOM, CLICK ON "RAISE HAND" TO INDICATE YOU WOULD LIKE TO SPEAK. IF PARTICIPATING VIA PHONE CALL, SUBMIT A REQUEST TO BOARD.SECRETARY@FOOTHILLTRANSIT.ORG BY CLOSE OF BUSINESS ON OCTOBER 29, 2020

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

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



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5.1. Chief Executive Officer Response to Public Comment

CONSENT CALENDAR: Items 6 through 8 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. AUGUST 2020 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through August 31, 2020. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of August 31, 2020, for the fiscal year ending June 30, 2021.

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

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

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

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

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

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

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

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

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

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

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

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

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



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7. SOLE SOURCE CONTRACT AWARD - ELECTRONIC VERIFIED INSPECTION REPORTING SYSTEM

Recommended Action: Authorize the Executive Director to award a sole source contract to Zonar Systems in the amount of one hundred nine thousand twenty dollars (\$109,020) for the purchase of 305 new Zonar V4 GPS units and annual fee for the Electronic Verified Inspection Reporting (EVIR) System.

8. CONTRACT AWARD - HEADSIGN REPLACEMENT

Recommended Action: Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 20-059 with I/O Controls in the amount of seven hundred ninety-one thousand eight hundred sixteen dollars (\$791,816) for headsign replacement on 131 Foothill Transit buses.

REGULAR AGENDA:

9. INCIDENT COMMUNICATIONS POLICY

Recommended Action: Adopt Foothill Transit's Incident Communications Policy.

10. RESOLUTION ADOPTING EXECUTIVE AND GOVERNING BOARD MEETING SCHEDULE FOR 2021

Recommended Action: Adopt Resolution No. 2020-06, the Executive and Governing Board Meeting Schedule for 2021.

11. PROJECT CLOSEOUT - CONSTRUCTION OF THE COVINA TRANSIT CENTER AND PARK & RIDE PROJECT

Recommended Action: Authorize the Executive Director to begin the final process of Project Closeout of the Covina Transit Center and Park & Ride Project to include the following approvals: 1. Approve the Change Order Request (COR-21) in the amount of \$816,820.57; 2. Prepare the final Contract Amendment Number 7 for said amount; 3. Begin procedures to formally closeout Contract No. 17-007B; 4. Authorize the Executive Director to complete the closeout; and 5. Authorize recording the Notice of Completion.

12. CONTRACT AWARD - FUEL CELL CONSULTING SERVICES

Recommended Action: Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 20-082 with Center for Technology and the Environment (CTE) in the amount of five hundred thirty-three thousand four hundred forty-eight dollars (\$533,448) for fuel cell consulting services.



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13. ELECTRIC BUS PROGRAM UPDATE

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

14. CHIEF EXECUTIVE OFFICER COMMENT

15. BOARD MEMBER COMMENT

16. 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

17. CLOSED SESSION REPORT

18. ADJOURNMENT

**The next Regular Meeting of the Executive
Board is scheduled for
Friday, December 18, 2020 at 9:15 a.m.**



Foothill Transit

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

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

**Friday, August 28, 2020
9:15 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Sternquist at 9:20 a.m.

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

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

3. APPROVAL OF AGENDA

Motion by Member Shevlin, second by Member Moss, the Board approved the agenda as presented.

4. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Special Meeting of April 24, 2020, and Regular Meeting of May 29, 2020.

Motion by Vice Chair Calaycay, second by Member Moss, the minutes for the Special Meeting of April 24, 2020, and Regular Meeting of May 29, 2020 were approved. Motion carried 5-0.

5. PUBLIC COMMENT

Brian Otchis, Keolis General Manager - Pomona, addressed the Executive Board. He thanked the Executive Board and Foothill Transit for their partnership during these unprecedented times. He provided an update on Bus #2004 which experienced a thermal event. He reported that he submitted his resignation to Keolis, he said it had been amazing working

with the Foothill Transit team and was grateful for the opportunity.

5.1. Executive Director Response to Public Comment

Mr. Barnes thanked Mr. Otchis for all his great work and wished him well on his future endeavors.

CONSENT CALENDAR

6. REPLACEMENT OF Foothill TRANSIT COACH 2004

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

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

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

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.

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

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

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.

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

9. RESOLUTION FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM

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).

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

10. **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.

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

REGULAR AGENDA

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

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.

Joseph Raquel, Director of Planning, presented this item.

Mr. Raquel reported that a COA is a study similar to a city's General Plan. The study usually takes 18 to 24 months to complete. The consultants do an analysis of all the bus routes, collect customer demographics, conduct onboard surveys, and make route recommendations to improve efficiencies, and connections with other agencies. The ultimate goal is to improve ridership. The last COA was completed in 2016 and took 24 months to complete.

The upcoming COA will be partially funded by a Sustainable Transportation Planning Grant. Foothill Transit was awarded \$489,106. Some of the study goals include understanding current ridership trends, sustainable service, and post COVID-19 planning. Contract award is scheduled for January 2021 and anticipated completion of the study is scheduled for June 2022.

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



12. **ELECTRIC BUS PROGRAM UPDATE**

Recommendation: Receive and file the Electric Bus Program update.

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

Mr. Cordero reported that in October 2019, staff and Executive Board Members met with then Proterra CEO Ryan Popple, to discuss the condition of the fleet of electric buses, in particular the problems being encountered with the three 35-foot electric buses serving the Duarte service. As a result of that meeting, seven action items were identified. Mr. Cordero provided the status for each of the seven action items.

Mr. Cordero introduced John Walsh, Sales Senior Vice President, Proterra, who addressed the Executive Board. Mr. Walsh introduced Senior Director of Sales Lauren Scoville. Mr. Walsh reported that Jack Allen is the new CEO of Proterra. He provided additional details on the seven actions items discussed earlier by Mr. Cordero. He reviewed the May-July performance for each operations and maintenance facility, and discussed the launch of Proterra's next generation buses. He also reported that Proterra's battery factory will be moved to Proterra's City of Industry location.

Received and filed.

13. **COVINA TRANSIT CENTER - COMMERCIAL SPACE UPDATE**

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

Sharlane Bailey, Director of Facilities, presented this item.

Ms. Bailey reported that by March 2020, the transit center, parking structure, and the exterior shell of the commercial building were substantially complete. The commercial space consists of a 4,400 square foot building. A consultant was hired to conduct market research to promote the commercial space. Preliminary discussions with potential tenants were underway and then in mid-March the pandemic occurred. The consultant indicated three potential prospects, however the businesses will not commit to a Letter of Intent because of the uncertainty surrounding the pandemic. The three businesses that have some interest are a food retail grab-and-go, a Chinese restaurant, and a specialty surgery center.

Received and filed.

14. COMPREHENSIVE ANNUAL FINANCIAL REPORT

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

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

Ms. Caldwell reported that Foothill Transit contracts with a firm to conduct the independent financial audit of the prior year's financial results. Foothill Transit currently contracts with Crowe, LLP. The audit began in May, and this included virtual meetings via Zoom. The firm then submitted a list of 120 questions and documents they wished to investigate. The COVID-19 pandemic has impacted the year-end closing and completion of the audit. The CAFR will be presented in December 2020 instead of October 2020.

Received and filed.

15. METRO FARE RELIEF PROGRAM

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

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

Mr. Parks McDonald reported that in May 2020, the Metro Board directed CEO Phil Washington to develop and implement a fare relief program. It would involve offering half price Metro fares and passes, and half price regional EZ passes that allows access to Metro and the other 25 operators that are EZ pass participants. They also requested the CEO look into overall pricing of passes and fare capping. They directed the CEO to return in 120 days with a plan.

The plan is attached to the board report and indicates that Metro staff will implement the sale of half price fares, passes, and EZ passes when Metro resumes front door boarding. A date to resume front door boarding has not been determined. There is no information about any obstacles for cash paying customers who are unable to transfer to electronic payment. Metro will be doing some survey and focus group work to address the issue. Metro is not recommending any changes to its base fare at this time. A comprehensive pricing study is being conducted, and at yesterday's Metro

board meeting the concept of a free fare program was introduced. The study of the free fare program will be launching on September 1st.

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 engagement.

17. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Moss stated that there have been some tremendous challenges, and she is proud of the work Foothill Transit has done and appreciates Mr. Cordero's clear message related to the electric buses.
- Chair Sternquist thanked staff for their work.

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

The Executive Board recessed into Closed Session at 10:20 a.m.

19. **CLOSED SESSION REPORT**

The Executive Board reconvened at 10:55 a.m.

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

20. **ADJOURNMENT**

Adjournment for the August 28, 2020 Foothill Transit Executive Board



Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:56 a.m.



Foothill Transit

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

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

**Friday, September 18, 2020
8:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Sternquist at 8:00 a.m.

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

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

3. APPROVAL OF AGENDA

Motion by Member Moss, second by Member Boyer, the agenda was approved as presented. Motion carried 5-0.

4. PUBLIC COMMENT ON CLOSED SESSION ITEM ONLY

No members of the public addressed the Foothill Transit Executive Board on Closed Session.

4.1. Executive Director Response to Public Comment

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

5. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

(Gov't Code § 54956.9(d)(2))

Statement made outside open and public meeting:

Date: 09/15/2020; Person making statement: Eric Tate

The Executive Board recessed into Closed Session at 8:07 a.m.



6. **CLOSED SESSION REPORT**

The Executive Board reconvened at 9:11 a.m.

Vice Chair Calaycay reported that there were no reportable actions.

7. **EXECUTIVE DIRECTOR COMMENT**

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

There were no comments by Mr. Barnes

8. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

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

9. **ADJOURNMENT**

Adjournment for the September 18, 2020 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:11 a.m.



Foothill Transit

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

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

**Friday, September 25, 2020
9:15 a.m.**

1. CALL TO ORDER

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

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

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

3. APPROVAL OF AGENDA

Motion by Member Shevlin, second by Vice Chair Calaycay, the agenda was approved as presented. Motion Carried 5-0.

4. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Special Meeting of June 5, 2020, Special Meeting of July 17, 2020, and Regular Meeting of July 24, 2020.

Motion by Member Shevlin, second by Member Moss, the minutes for the Special Meeting of June 5, 2020, Special Meeting of July 17, 2020, and Regular Meeting of July 24, 2020 were approved. Motion carried 5-0.

5. PUBLIC COMMENT

Ibrahima Toure, Transit Vice President Southwest Region, addressed the Executive Board. He thanked Foothill Transit for their partnership, and reported on how Transdev has gone to virtual safety meetings.

Jack Allen, Chief Executive Officer, Proterra addressed the Executive Board. He thanked the Executive Board for the ten-year partnership with Proterra and congratulated the Executive Board for their leadership on zero emission

buses. He stated he's been with Proterra for a few months, and provided the Executive Board with some background on his professional experience.

5.1. Executive Director Response to Public Comment

Mr. Barnes thanked Mr. Toure and Mr. Allen for their leadership.

CONSENT CALENDAR

6. **EXECUTIVE BOARD COMPUTER POLICY**

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

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

7. **FOOTHILL TRANSIT 2020 TITLE VI PROGRAM**

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

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

8. **TITLE VI EQUITY ANALYSIS - LINE 291 ROUTE MODIFICATION**

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

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

9. **TITLE VI EQUITY ANALYSIS - LINE 497 CANCELLATION**

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

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



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

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

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

11. **EXERCISE OF OPTION - PRINTING OF INTERIOR BUS CARDS**

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

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

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

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

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

REGULAR AGENDA

13. **EXECUTIVE AND GOVERNING BOARD 2021 MEETING SCHEDULE**

Recommendation: Provide direction regarding the preparation of the 2021 meeting schedule.

Christina Lopez, Board Secretary, presented this item.

Ms. Lopez reported that staff is seeking feedback from the Executive Board on the preparation of the 2021 Meeting Schedule. The 2021 Meeting Schedule will be brought before the Executive Board in the October 2020

meeting for adoption.

The Executive Board requested that staff move forward with a survey of the Governing Board on meeting format and timing, and retain the current schedule of a 7:45 a.m. Governing Board Meeting and 9:15 a.m. Executive Board Meeting. The Executive Board suggested staff explore having an in-person Executive Board Strategic Planning Workshop and asked staff to explore a large venue that would allow for social distancing and appropriate safety precautions. Ms. Lopez asked for feedback on not scheduling meetings in July 2021 due to the conflict with the American Public Transportation Association (APTA) Transit Board Members Seminar and conflicts with family vacations. The Executive Board suggested that the Governing Board not meet in July and that a meeting of the Executive Board be scheduled. Doran Barnes, Executive Director, suggested the meeting be held on July 23, 2020 to avoid the conflict with the APTA Transit Board Members Seminar, the Executive Board concurred with Mr. Barnes' suggestion.

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

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

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

Ms. Caldwell reported that the purpose of the contract was to develop a pilot program for a mobile application so that customers could pay fares using their cell phones, and the contract included a point-of-sales system for the Transit Stores. The designs for the mobile application were approved in June 2020. The point-of-sales system for the Transit Stores was delivered in April 2020.

On September 3, 2020 L.A. Metro announced the launch of the mobile TAP application, and this would allow transit customers in L.A. County to pay fares with their Apple Wallet and Apple Watch. Customers can use their phone onboard any L.A. County regional transit operator, including Foothill Transit. With the development of the TAP mobile application, Foothill Transit no longer needs to pursue the independent mobile application.

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

15. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- State order that mandates that passenger vehicles move toward zero emissions. He mentioned that September commemorates the launch of Foothill Transit's first zero emission vehicle. Member Shevlin expressed her concern on how all these passenger vehicles are going to charge and will public charging stations be available, and the inadequate electrical grid.

16. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

There were no comments by members of the Executive Board.

The Executive Board recessed into Closed Session related to Closed Session Items 17 and 18 at 9:56 a.m.

17. **CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

(Gov't Code § 54957)

Title: Executive Director

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

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

Rochelle Bryant v. Foothill Transit, Los Angeles Superior Court Case No. 19STCP05019

19. **CLOSED SESSION REPORT**

The Executive Board reconvened at 10:31 a.m.



Vice Chair reported that there were no reportable actions related to Closed Session Items 17 and 18.

20. **ADJOURNMENT**

Adjournment for the September 25, 2020 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:31 a.m.



October 30, 2020

To: Executive Board

Subject: **August 2020 Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through August 31, 2020.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of August 31, 2020, for the fiscal year ending June 30, 2021.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of August 31, 2020, shows total assets at \$353.85 million. This total consists primarily of \$220.88 million in fixed assets, \$107.08 million in cash and investments, and \$25.25 million in receivable and prepaid assets. Foothill Transit's cash position of \$106.08 million is \$1.27 million more than the previous month, and is \$35.43 million more than last year in August.

Liabilities

The Accounts Payable balance is \$28.69 million. Accounts Payable include operation and maintenance expenses for \$11.48 million and \$0.90 million for fuel.

The deferred revenue of \$64.17 million represents funds that are reserved for planned capital expenditures, such as, upcoming bus procurements and transit center construction activities.

Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$32.25 million in liquid accounts held with Bank of the West; \$12.18 million in interest bearing money market accounts with Bank of the West; \$68,000 with Chase; \$1 million with US Treasury; and \$61.58 million invested in the Local Agency Investment Fund (LAIF).



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

Operating and Capital Revenues and Expense Analysis (Attachment C)

August 2020 year-to-date fare revenues were \$0. This is because we continued rear door boarding to ensure minimal interactions at the farebox to assist with both Operator and customer safety. Last year in August, the fare revenues were \$2,586,127. This loss in fare revenues was mitigated with application of the CARES Act federal funds.

Operating costs through August 2020 were \$16.75 million, which is \$1.35 million less than the budget and \$0.42 million more than August 2019. Of this \$16.75 million, \$13.72 million reflects operating costs for the Arcadia/Irwindale and Pomona operations contractors. Other operating expenses include fuel which was \$0.96 million through August 2020.

Capital expenditures through August were \$406,746 compared with \$1,447,492 last year at this time. The annual budget for capital expenditures includes the purchase of CNG buses and two Double Deck electric buses, construction for the Covina Park & Ride and Transit Center project, and completion of the farebox refurbishment project.

Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of August 2020; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Foothill Transit accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for August 2020 were \$7.55 million. Capital disbursements totaled \$1.79 million and other significant disbursements include \$2.56 million to Keolis and \$4.16 million to Transdev for bus operating services.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Chief Executive Officer

Attachments

Foothill Transit
Balance Sheet
As of August 31, 2020

Assets

Current Assets:

Cash	\$106,083,849
Investments	995,396
Due from government agencies	9,725,215.05
Other receivables	13,902,695.81
Other assets	1,619,422.13
Total Current Assets	<u>\$132,326,578</u>

Non current Assets:

Notes receivable	641,066
Property & Equipment (net of depreciation)	220,881,174
Total Non Current Assets	<u>221,522,240</u>

Total Assets	<u><u>\$353,848,818</u></u>
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Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	\$28,688,970
Deferred Revenue	64,171,436
Total Liabilities	<u><u>\$92,860,406</u></u>

Equity

Fund Balance:	
Investment in Capital Assets	\$220,881,174
Current Year Change	(3,116,764)
Reserve	43,224,001
Total Equity	<u>\$260,988,412</u>

Total Liabilities and Equity	<u><u>\$353,848,818</u></u>
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Foothill Transit				
Statement of Revenue and Expense				
For Month Ended August 31, 2020				
	Actual YTD August 2020	Budget YTD August 2020	Variance	Actual YTD August 2019
Fare Revenue				
Farebox	\$0	\$0	0.00%	\$1,074,093
Pass Sales	0	0	0.00%	597,817
TAP Cash Purse	0	0	0.00%	674,325
MetroLink & Access Service	0	0	0.00%	93,239
EZ Transit Pass	0	0	0.00%	146,653
Total Operating Revenue	\$0	\$0	0.00%	\$2,586,127
Operating Subsidies and Other				
Transportation Development Act	\$1,746,870	\$3,980,548	(56.11%)	\$1,220,593
State Transit Assistance (STA)	\$0	\$0.00	0.00%	877,599
Senate Bill 1 - STA	\$0	\$0.00	0.00%	571,509
Senate Bill 1 - STA BSCP	\$0	\$0.00	0.00%	62,644
Prop A 40% Discretionary	\$0	\$0.00	0.00%	2,760,003
Prop A 40% BSCP	\$0	\$0.00	0.00%	886,413
Prop A Exchange	\$750,000	0	0.00%	2,200,000
Prop C BSIP	\$162,934	162,934	(0.00%)	162,934
Prop C Base Restructuring	\$0	0	0.00%	349,964
Prop C Transit Service Expansion	\$58,319	58,319	0.00%	58,319
Transit Security	\$173,677	173,677	0.00%	173,677
Measure R	\$0	0	0.00%	2,040,871
Measure M	\$0	0	0.00%	2,110,929
Federal Cares Act 5307	\$13,723,387	13,723,387	0.00%	0
Miscellaneous Transit Revenues	\$136,675	0	0.00%	271,951
Total Subsidies and Other	\$16,751,861	\$18,098,864	(7.44%)	\$13,747,405
Total Operating Revenue	\$16,751,861	\$18,098,864	(7.44%)	\$16,333,531
Other Revenues				
Gain on Sale of Fixed Assets	\$1,862	\$0	0.00%	\$17,147
Auxiliary Revenue	19,364	21,226	0.00%	113,668
Total Other Revenues	21,226	21,226	0.00%	\$130,815
Total Operating and Other Revenues	16,773,087	18,120,090	(7.43%)	\$16,464,346
Operating Expenses				
Customer Service & Operations	\$15,154,913	\$15,443,968	(1.87%)	\$14,642,207
Maintenance & Vehicle Technology	\$119,972	\$153,510	(21.85%)	146,320
Marketing & Communications	\$161,285	\$358,936	(55.07%)	229,093
Information Technology	\$222,477	\$338,266	(34.23%)	244,867
Administration	\$263,441	\$366,592	(28.14%)	386,684
Procurement	\$76,022	\$144,369	(47.34%)	77,411
Government Relations	\$100,834	\$156,618	(35.62%)	N/A
Finance	\$231,804	\$325,485	(28.78%)	244,785
Planning	\$119,289	\$386,594	(69.14%)	119,616
Facilities	\$301,823	\$424,526	(28.90%)	242,550
Total Operating Expenses	\$16,751,861	\$18,098,864	(7.44%)	\$16,333,531
Other Expenses				
Property Management	\$21,226	\$21,226	0.00%	\$81,906
Dial-A-Ride	0	0	0.00%	0
Special Services	0	0	0.00%	48,909
Total Other Expenses	\$21,226.00	\$21,226.00	0.00%	\$130,815
Total Operating and Other Expenses	\$16,773,087	\$18,120,090	(7.43%)	\$16,464,346
Capital Revenues				
Capital Grants	\$406,746	\$14,486,606	(97.19%)	\$1,447,492
Capital Expenditures				
Capital Expenditures	\$406,746	\$14,486,606	(97.19%)	\$1,447,492

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This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 08/01/20..08/31/20

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001	General Checking						
	Phone No.		800-488-2265				
08/04/20	56316	David Lam Lo	Final Payroll as of 8/14/2020	2,217.87	2,217.87	0.00	Posted
08/04/20	56317	David Lam Lo	Final PTO Payout as of 8/14/2020	6,228.72	6,228.72	0.00	Posted
08/05/20	E01568	Keolis Transit Services LLC	6/16-30 Pomona Contractor services	1,439,513.41	0.00	0.00	Posted
08/05/20	E01569	Keolis Transit Services LLC	AMED No. 2 of Pomona compensation FY20 Y4	60,000.00	0.00	0.00	Posted
08/05/20	E01570	Transdev Services, Inc	6/16-30 Arcadia contractor services	2,284,242.70	0.00	0.00	Posted
08/05/20	E01571	Transdev Services, Inc	7/20 Agreement for Management Services	169,079.42	0.00	0.00	Posted
08/06/20	56318	ACC Business	Admin building internet	3,997.65	3,997.65	0.00	Posted
08/06/20	56319	Adt Security Services, Inc.	07/09/20-10/08/20 Arcadia security services	903.63	903.63	0.00	Posted
08/06/20	56320	Air & Lube Systems Inc.	In-Ground Lift Decommission & Floor Coating6/30/20	53,450.22	53,450.22	0.00	Posted
08/06/20	56321	AT and T - 105068	El Monte back line	41.71	41.71	0.00	Posted
08/06/20	56322	Athens Services- 54957	07/2020 DTLA Sweeping	525.00	525.00	0.00	Posted
08/06/20	56323	Azteca Landscape	04/2020 Landscape Maintenance	2,809.52	2,809.52	0.00	Posted
08/06/20	56324	California Chamber of Commerce	Preferred membership 7/20/2020-7/20/2021	769.00	769.00	0.00	Posted
08/06/20	56325	Concentra Medical Centers - CA	Pre-Employment physical check - Matthew Nakano	71.50	71.50	0.00	Posted
08/06/20	56326	Cosco Fire Protection, Inc.	08/2020 CTC Fire Alarm Monitoring - Retail	260.00	260.00	0.00	Posted
08/06/20	56327	Crown Castle USA Inc.	8/20 Tower Rental	819.63	819.63	0.00	Posted
08/06/20	56328	David Lam Lo	Additional final pay for payroll ending 8/14/20	66.27	66.27	0.00	Posted
08/06/20	56329	Day - Lite Maintenance Co. Inc.	Arcadia Solar Module Replacement - 50% deposit	1,156.46	1,156.46	0.00	Posted
08/06/20	56330	Digium Inc.	Pomona phone service	2,250.77	2,250.77	0.00	Posted
08/06/20	56331	Frontier	Admin Building Analog Phone Lines	2,750.43	2,750.43	0.00	Posted
08/06/20	56332	Green Thumb Indoor Plant	07/2020 Indoor Plant Care	426.00	426.00	0.00	Posted
08/06/20	56333	Industry Public Utility Commission	06/2020 Industry P&R Electricity (6/10-7/10)	1,177.70	1,177.70	0.00	Posted
08/06/20	56334	Linda Garrison	Yoga Instruction 7/20	455.00	455.00	0.00	Posted
08/06/20	56335	Newage PHM, LLC	08/2020 TS #2 Lease	7,575.78	7,575.78	0.00	Posted
08/06/20	56336	Pape Material Handling, Inc.	7/20 Generator Repair at Arcadia/Irwindale	2,670.30	2,670.30	0.00	Posted
08/06/20	56337	Ritta Merza	Reimbursable Expenses	272.00	272.00	0.00	Posted
08/06/20	56338	Skyline Pest Control	07/2020 Monthly Pest and Rodent Control	95.00	95.00	0.00	Posted
08/06/20	56339	Southern California Edison Co.	07/2020 CTC Retail Electricity -1118 N Citrus	163.18	163.18	0.00	Posted
08/06/20	56340	Southern California Edison Co.	07/2020 CTC Parking Electricity - 1126 N Citrus	671.03	671.03	0.00	Posted
08/06/20	56341	State Compensation Insurance Fund	FY21 Annual Premium deposit	1,976.58	1,976.58	0.00	Posted
08/06/20	56342	Thomas J. Koontz	17 various Decals	1,208.34	1,208.34	0.00	Posted
08/06/20	56343	Thompson Coburn LLP	6/20 Bus Thermal Event	44,407.50	44,407.50	0.00	Posted
08/06/20	56344	T-Mobile USA Inc.	Vericity cellular sim	569.25	569.25	0.00	Posted
08/06/20	56345	Tri - Signal Integration, Inc.	07/2020 Admin Bldg Monitoring Agreement	35.00	35.00	0.00	Posted
08/06/20	56346	Universal Waste Systems	07/2020 Emergency Portable Restrooms	1,654.64	1,654.64	0.00	Posted
08/06/20	56347	W.M. Klorman Construction Corp.	6/30/20 Covina Park & Ride Design-Build Phase 2	59,520.35	59,520.35	0.00	Posted
08/06/20	56348	Waste Management Collection & Recycling, Inc.	08/2020 Arcadia Yard Trash	363.25	363.25	0.00	Posted
08/06/20	56349	Zonar Systems Inc.	Renewal EVIR GSM F000546 GTC July 2020	2,703.00	2,703.00	0.00	Posted

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Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
08/12/20	A000047	Darold D. Pieper Attorney at Law	7/20 Legal Fees	7,875.00	0.00	0.00	Posted
08/12/20	A000048	Powell Consulting DC, LLC	7/20 Public Affairs	4,800.00	0.00	0.00	Posted
08/12/20	E01572	Transdev Services, Inc.	Reimbursememnt for 2113 EMP coolant package	16,426.66	0.00	0.00	Posted
08/13/20	56350	ACE Pelizon Plumbing	07/2020 CTC Plumbing Call	1,191.00	1,191.00	0.00	Posted
08/13/20	56351	AFLAC	8/2020 AFLAC insurance premium	1,766.28	1,766.28	0.00	Posted
08/13/20	56352	AT and T - 5025	El Monte phone line router management	287.15	287.15	0.00	Posted
08/13/20	56353	AT and T - 5025	El Monte phone line (626)452-1579 & (626)452-1587	372.64	372.64	0.00	Posted
08/13/20	56354	Azusa Light & Water	07/2020 Covina P&R Domestic SVC Parking	14,243.81	14,243.81	0.00	Posted
08/13/20	56355	California Choice	09/2020 Health Insurance Premium	56,526.48	56,526.48	0.00	Posted
08/13/20	56356	Cintas Corporation #2	First Aid Kit Supplies	229.61	229.61	0.00	Posted
08/13/20	56357	Dalila Ortiz	Educational Assistance and Reimbursement0222-80520	4,505.00	4,505.00	0.00	Posted
08/13/20	56358	EV Connect, Inc.	Admin EV Chargers - Diagnose & Troubleshoot	750.00	750.00	0.00	Posted
08/13/20	56359	FEDEX Corp.	Express Mail	244.31	244.31	0.00	Posted
08/13/20	56360	Frontier	Fax line	57.31	57.31	0.00	Posted
08/13/20	56361	Graingers	Spray Chalk Paint	953.62	953.62	0.00	Posted
08/13/20	56362	Landmark Healthplan of California, Inc.	8/20 Chiropractor insurance premium	976.00	976.00	0.00	Posted
08/13/20	56363	Leverage Information Systems, Inc.	RETAIN FROM KPO 17-057	9,052.75	9,052.75	0.00	Posted
08/13/20	56364	Pape Material Handling, Inc.	07/2020 Arcadia Yard AC Work	2,510.78	2,510.78	0.00	Posted
08/13/20	56365	Pasadena Weekly	COVID-19 Advertising	3,375.00	3,375.00	0.00	Posted
08/13/20	56366	Quadiant Leasing USA, Inc.	07/27/20-10/26/20 Postage Machine Leasing Charges	531.35	531.35	0.00	Posted
08/13/20	56367	ReadyRefresh	7/20 Drinking Water	72.25	72.25	0.00	Posted
08/13/20	56368	San Gabriel Valley Tribune	Subscription Weeks to 8/5/20	256.48	256.48	0.00	Posted
08/13/20	56369	State Compensation Insurance Fund	7/20 Worker's Comp premium	9,626.00	9,626.00	0.00	Posted
08/13/20	56370	Tri - Signal Integration, Inc.	07/2020 FCI Panel Programming Assistance	3,984.12	3,984.12	0.00	Posted
08/13/20	56371	Verizon Wireless	Cell Phone and avail cellular	24,191.72	24,191.72	0.00	Posted
08/13/20	56372	West Covina Lions Club	Donald Dues from 7-1-20 to 6-30-21	160.00	160.00	0.00	Posted
08/13/20	56373	Wright Express	July 2020	184.97	184.97	0.00	Posted
08/13/20	E01573	International City Management Assoc. Retirement Co	Payroll Ending 8/8/20	54,226.48	0.00	0.00	Posted
08/13/20	A000049	Olea Kiosks Inc.		6,901.14	0.00	6,901.14	Financially Voided
08/13/20	A000050	Translating Services, Inc.		7.25	0.00	7.25	Financially Voided
08/19/20	E01574	Keolis Transit Services LLC	6/20 Pomona PMI's	17,500.00	0.00	0.00	Posted
08/19/20	E01575	Keolis Transit Services LLC	7/1-15 Pomona Contractor services	1,045,136.74	0.00	0.00	Posted
08/19/20	E01576	Payment of Invoice PI029285	7/1-15 Arcadia contractor services	1,702,580.38	0.00	0.00	Posted
08/20/20	56374	ACE Pelizon Plumbing	08/2020 Puente Hills TS Plumbing Issue	643.00	643.00	0.00	Posted
08/20/20	56375	Ardent Technologies, Inc	1/1/2020-2/29/2020 Website Maintenance	807.50	807.50	0.00	Posted
08/20/20	56376	AT and T - 5019	Phone service	417.52	417.52	0.00	Posted
08/20/20	56377	AT and T - 5025	El Monte Phone line general	1,526.89	1,526.89	0.00	Posted
08/20/20	56378	Athens Services- 54957	08/2020 Admin Bldg Trash	1,163.29	1,163.29	0.00	Posted
08/20/20	56379	Athens Services- 54957	08/2020 DTLA Sweeping	525.00	525.00	0.00	Posted
08/20/20	56380	Athens Services- 54957	08/2020 Admin Bldg Sweeping	387.88	387.88	0.00	Posted
08/20/20	56381	Athens Services- 54957	08/2020 Covina CTC Trash	212.02	212.02	0.00	Posted
08/20/20	56382	Azteca Landscape	2020 Annual Tree Maintenance Services	8,629.92	8,629.92	0.00	Posted

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Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
08/20/20	56383	CA Newspaper Service Bureau	NP21-001 SGVT Legal Advertisement	118.53	118.53	0.00	Posted
08/20/20	56384	Clean Energy	Arcadia O & M – electricity reimbursement	58,212.39	58,212.39	0.00	Posted
08/20/20	56385	Envision WC Toy Auto LLC	Replace battery on Sienna Van	203.56	203.56	0.00	Posted
08/20/20	56386	FEDEX Corp.	Express Mail	134.94	134.94	0.00	Posted
08/20/20	56387	File Keepers LLC	7/20 Shredding Services	44.00	44.00	0.00	Posted
08/20/20	56388	Frontier	Local phone calls	2,686.82	2,686.82	0.00	Posted
08/20/20	56389	HD Supply Facilities Maintenance	07/2020 Pest Control/Paint	87.78	87.78	0.00	Posted
08/20/20	56390	Home Depot Credit Services	07/2020 Facility/Maintenance Supplies	1,602.09	1,602.09	0.00	Posted
08/20/20	56391	International City Management Assoc. Retirement Co	307178 Asset Fee Allowance 4/30/20-6/30/20	8,776.38	8,776.38	0.00	Posted
08/20/20	56392	Mobile Relay Associates Inc.	Dash Mount Radio Relay for 1609	65.00	65.00	0.00	Posted
08/20/20	56393	Mt. San Antonio College Found	Golf 2020 donation - Bronze level	3,000.00	3,000.00	0.00	Posted
08/20/20	56394	Pasadena Weekly	Advertising	675.00	675.00	0.00	Posted
08/20/20	56395	San Gabriel Valley Newspaper	Preprint Advertising	1,300.00	1,300.00	0.00	Posted
08/20/20	56396	Schindler Elevator Corporation	07/2020 Service Call	661.58	661.58	0.00	Posted
08/20/20	56397	Thompson Coburn LLP	4/20 General Legal	12,880.90	12,880.90	0.00	Posted
08/20/20	56398	Tri - Signal Integration, Inc.	08/2020 Industry P&R Monthly Monitoring	3,107.01	3,107.01	0.00	Posted
08/20/20	56399	Ultimate Maintenance Services, Inc	08/2020 CTC Janitorial Services	3,746.69	3,746.69	0.00	Posted
08/20/20	56400	Universal Waste Systems	07/2020 DTLA Sanitation Services	2,937.95	2,937.95	0.00	Posted
08/20/20	56401	Verizon Business - 15043	Transit Store MPLS	5,615.21	5,615.21	0.00	Posted
08/25/20	E01578	Bankcard Center-Bank of the West	6/20 Agency credit card usages	1,203.26	0.00	0.00	Posted
08/26/20	E01577	International City Management Assoc. Retirement Co	Payroll ending 08/22/20 Retirement fund	44,336.89	0.00	0.00	Posted
08/27/20	56402	ACE Pelizon Plumbing	8/18/20 TS2 Plumbing Work	1,495.00	1,495.00	0.00	Posted
08/27/20	56403	Adt Security Services, Inc.	08/19-11/18/20 TS2 Security Services	425.28	425.28	0.00	Posted
08/27/20	56404	Amazon Web Services, Inc	website hosting	612.54	612.54	0.00	Posted
08/27/20	56405	Ardent Technologies, Inc	April 2020-August 2020 Website Maintenance	743.75	743.75	0.00	Posted
08/27/20	56406	AT and T - 105068	El Monte Back line	58.14	58.14	0.00	Posted
08/27/20	56407	Chamber of Commerce - Glendora	Annual Membership	300.00	300.00	0.00	Posted
08/27/20	56408	Chamber of Commerce - La Verne	Annual Membership	565.00	565.00	0.00	Posted
08/27/20	56409	Chamber of Commerce - Pomona	Board of Directors Annual Contribution	260.00	260.00	0.00	Posted
08/27/20	56410	Charter Communications Inc.	admin building cable TV	181.88	181.88	0.00	Posted
08/27/20	56411	Cintas Corporation #2	First Aid Kit Supplies	178.05	178.05	0.00	Posted
08/27/20	56412	City of Covina	CTC Parking - Certificate of Occupancy	3,770.75	3,770.75	0.00	Posted
08/27/20	56413	County of L.A. - Sheriff's Dept.	6/23-6/29/20 Transit service	2,304.32	2,304.32	0.00	Posted
08/27/20	56414	Cubic Transportation Systems, Inc	Real Time Passenger Information Software services	90,588.00	90,588.00	0.00	Posted
08/27/20	56415	Deanna Forrest	Refund Dental Deduction Overcharge-pay end 8/22/20	25.95	25.95	0.00	Posted
08/27/20	56416	Donald Luey	Refund Dental Deduction Overcharge-pay end 8/22/20	25.95	25.95	0.00	Posted
08/27/20	56417	FEDEX Corp.	Express Mail	10.06	10.06	0.00	Posted
08/27/20	56418	Frontier	Admin Building Analog Phone Lines 8/19/20-9/18/20	2,741.40	2,741.40	0.00	Posted
08/27/20	56419	Industry Public Utility Commission	07/2020 Indistry P&R Electricity 07/10/20-08/10/20	1,078.24	1,078.24	0.00	Posted

Bank Account - Check Details

Period: 08/01/20..08/31/20

Foothill Transit

Wednesday, September 30, 2020

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FOOTHILLTRANSIT\JQUINTANA
ATTACHMENT D

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
08/27/20	56420	Insight Public Sector, Inc.	additional memory for computers	3,638.73	3,638.73	0.00	Posted
08/27/20	56421	Intervision Systems LLC	Minerva Labs renewal(8/29/20-8/28/21)	7,700.00	7,700.00	0.00	Posted
08/27/20	56422	Newage PHM, LLC	08/2020 TS2 Electricity (7/14/20-8/13/20)	152.62	152.62	0.00	Posted
08/27/20	56423	Orr Protection Systems, Inc.	Fire System Programming	600.00	600.00	0.00	Posted
08/27/20	56424	Psomas	7/1/20-7/23/20 A&E Mt. SAC Transit Center Project	32,922.75	32,922.75	0.00	Posted
08/27/20	56425	ReadyRefresh	8/20 Drinking Water	92.25	92.25	0.00	Posted
08/27/20	56426	Rivet Campus Media	Advertising at College Campuses	6,756.00	6,756.00	0.00	Posted
08/27/20	56427	Southern California Edison Co.	07/2020 Admin Bldg Electricity	23,658.22	23,658.22	0.00	Posted
08/27/20	56428	Southern California Edison Co.	Pomona Facility Charger Usages 7/13/20-8/11/20	820.32	820.32	0.00	Posted
08/27/20	56429	Southern California Edison Co.	Pomona Transit Center Electricity Usage 7/13-8/11	5,020.77	5,020.77	0.00	Posted
08/27/20	56430	Standard Parking Corporation	07/2020 Parking Services	5,256.17	5,256.17	0.00	Posted
08/27/20	56431	State of California Department of Transportation	09/2020 Airspace Lease - 17th/Grand	15,800.00	15,800.00	0.00	Posted
08/27/20	56432	Suburban Water Systems	07/2020 Admin Bldg Water	1,100.82	1,100.82	0.00	Posted
08/27/20	56433	Tri - Signal Integration, Inc.	02/2019 Monthly Pump Test	1,820.00	1,820.00	0.00	Posted
08/27/20	56434	Ultimate Maintenance Services, Inc	08/2020 Day Porter Services	2,185.00	2,185.00	0.00	Posted
08/27/20	56435	Verizon Business - 15043	MPLS POM, ARC, WC, Park & Ride, El Monte, Puente H	10,478.15	10,478.15	0.00	Posted
08/27/20	56436	Walnut Valley Water District	07/2020 Industry P&R Fire Sprinkler Water	287.15	287.15	0.00	Posted
08/27/20	56437	Zonar Systems Inc.	Renewal Diagnostic service Auugust 2020 FOO0655	6,035.00	6,035.00	0.00	Posted
08/31/20	A000051	Olea Kiosks Inc.	Temp kiosks 50% balance	6,901.14	0.00	0.00	Posted
08/31/20	A000052	Translating Services, Inc.	07/20 Translating services	7.25	0.00	0.00	Posted
General Checking				7,550,905.74	690,168.02	6,908.39	



October 30, 2020

To: Executive Board

Subject: **Sole Source Contract Award - Electronic Verified Inspection Reporting System**

Recommendation

Authorize the Executive Director to award a sole source contract to Zonar Systems in the amount of one hundred nine thousand twenty dollars (\$109,020) for the purchase of 305 new Zonar V4 GPS units and annual fee for the Electronic Verified Inspection Reporting (EVIR) System.

Analysis

The U.S. Department of Transportation's Federal Motor Carrier Safety Administration, under 49 CFR 396.11, stipulates that drivers of passenger-carrying and non-passenger carrying motor vehicles must inspect vehicles and prepare a signed written report at the completion of each day's work on each vehicle operated. While under 49 CFR 396.13, before operating a vehicle, the driver must inspect the vehicle and be satisfied that it is in safe operation condition. The inspection report must cover at least the following parts and list any defects or deficiencies discovered by the driver which would affect the safety operations of the vehicle or cause a mechanical breakdown:

- Service brakes
- Parking brake
- Steering mechanism
- Lighting devices
- Tires
- Horns
- Windshield wipers
- Rear view mirrors
- Wheels and rims

The Zonar System is an electronic inspection verification system used to perform pre-trip, post-trip, and driver-relief inspections that Foothill Transit has been using for 12 years. It is the only computerized driver vehicle inspection reporting system available. This inspection service is used to note



defects on the bus which allows the maintenance team to address the critical issues immediately and prioritize non-critical issues.

The driver performs the inspection by walking around the bus and stopping at the designated inspection locations on the bus. The driver then points the Zonar wand at that location and presses a button to indicate an inspection was performed. The driver then will denote any deficiencies or defects noted into the wand. Upon completion of the inspection the driver replaces the wand into its cradle in the bus where the GPS unit will upload the inspection report to Zonar's server where it can currently be accessed by authorized personnel over the AT&T 3G cellular network.

AT&T and other cellular carriers will be deactivating the 3G cellular service by December 31, 2020. Since the newer bus orders were equipped with the new Zonar V4 units, Foothill Transit currently has approximately 90 percent of its fleet on AT&T's 3G cellular network which will need to be upgraded to the 4G cellular network. The 2700 series buses that were placed into service in 2019, were the first buses to be equipped with the new V4 units.

After December 31, 2020, inspections and GPS information will no longer be able to be uploaded to the server over the 3G network which will prevent inspection records from being posted. Approval of the sole source contract with Zonar will allow Foothill Transit to continue using the new Zonar V4 GPS units which uses the AT&T 4G cellular network.

Budget Impact

The cost for the new Zonar V4 GPS units is included in the Zonar GPS Upgrade Project No. 0227. The cost for the EVIR annual fee is included in the approved FY 2021 Maintenance and Vehicle Technology Operating Budget.

Sincerely,

Roland M. Cordero
Director of Maintenance
and Vehicle Technology

Doran J. Barnes
Chief Executive Officer

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of Procurement



October 30, 2020

To: Executive Board

Subject: **Contract Award - Headsign Replacement**

Recommendation

Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 20-059 with I/O Controls in the amount of seven hundred ninety-one thousand eight hundred sixteen dollars (\$791,816) for headsign replacement on 131 Foothill Transit buses.

Analysis

There are 131 buses in the Foothill Transit fleet that have older sign technology which requires manual updating using a specific USB card that is now obsolete. Updating the headsigns on these buses with new headsigns that utilize Wi-Fi technology will provide an easier and more efficient way of creating messages and updating route signs.

During the early stages of the COVID-19 pandemic, we attempted to display a special message on the block sign located on the buses' dashboard indicating "Essential Trips Only". As there are two different Luminator software versions in our fleet and no available customer support, it took a week of trial and error to configure and implement the messages. In addition, we continue to see destination signs with LED lights that are part dim and part bright. In light of these software and support challenges, we made the decision to competitively bid for these replacement signs.

On July 24, 2020, the Executive Board authorized the issuance of RFP 20-059 for headsign replacement. Proposals were received from two vendors, I/O Controls and Luminator. The proposals were evaluated by Foothill Transit team members. The evaluations focused on the following categories: Experience and Past Performance, Proposed System, Work Plan, Schedule, and Customer Service Plan.

After reviewing the initial proposals, further questions were presented by team members to I/O Controls and Luminator. Answers to those questions were provided with the submission of the proposers' Best and Final Offer.

After the final scores were tabulated, I/O Controls had an overall score of 89.71 and was determined to be the successful proposer.



Evaluation Factors	Maximum Score	I/O Control Corporation	Luminator Technology Group
1. Experience and Past Performance	15	12.51	13.20
2. Proposed System	35	31.15	26.11
3. Work Plan, Schedule, Customer Service Plan	25	21.05	19.60
<i>Technical Score</i>	<i>75</i>	<i>64.71</i>	<i>58.91</i>
Price Total		\$ 791,816.40	\$ 1,048,696.83
<i>Price Score</i>	<i>25</i>	<i>25.00</i>	<i>18.88</i>
Overall Score	100	89.71	77.79

I/O Controls manufactures multiplex systems, printed circuit boards, and bus destination signs. All of their products are manufactured, assembled, and tested at their facilities in Azusa, CA and Irwindale, CA.

I/O Controls introduced their Diamond DOT Destination Sign System in 2014. To date they have shipped 600+ bus sets to bus builders and Transit Agencies. I/O Controls has been a major supplier for the transit industry since 1992. They were the first company to offer a multiplex system that was specifically designed for use in heavy duty transit buses.

Through the years I/O Controls developed and provided cutting edge products such as LED interior lighting, LED headlights, and advanced destination sign systems. This includes the capability to automatically download updated destination sign information from the Cloud via an Ethernet connection.

Budget Impact

Funds for this headsign replacement project are included in the proposed FY 2021 Budget in Project #0196 Bus Headsign Replacement.

Sincerely,

Roland M. Cordero
Director of Maintenance
and Vehicle Technology

Doran J. Barnes
Chief Executive Officer

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of Procurement



October 30, 2020

To: Executive Board

Subject: **Incident Communications Policy**

Recommendation

Adopt Foothill Transit's Incident Communications Policy.

Analysis

In September 2013, the Executive Board approved the agency's Accident Communications Policy, number MKT2013-001R1. Accident communication protocols are designed to keep key staff and board members informed of accidents and incidents that happen aboard our buses. These accident and incident notifications are escalated in the communications tree to designated internal contacts depending on several key factors. The Accident Communication Policy defines these key factors, the accepted forms of accident notification, and the escalation of that notification based on severity and visibility of incident.

Following policy review, it was determined that the protocols established by the policy are thorough and maintain transparency. One suggested change is to the policy title to reflect a wider range of reportable events. The new suggested title is Incident Communications Policy.

Incident Communications Policy

Internal incident reporting at the staff level is a multi-departmental responsibility with each department providing information and expertise to best communicate the details of incidents to appropriate staff and board members.

Two departments hold primary responsibilities in incident reporting at Foothill Transit:

- Customer Service and Operations
- Marketing and Communications

Customer Service and Operations (CSO) is the primary point of first contact regarding all accidents and incidents. Operations contractors at both the Arcadia Irwindale and Pomona Yards are required to report accidents and incidents to CSO staff in a timely and thorough manner.



CSO maintains the flow of information between internal staff and the contractors at the yards. Incident reporting information is broken up into two categories in the Incident Checklist: Immediate vital information and complete incident information.

Immediate vital information is reported within the first 15 minutes from occurrence and includes the following pieces of information:

- Time of accident or incident
- Bus number and Route number
- Location and direction of bus
- Brief preliminary description of accident/incident
- Injuries and media presence
- Medical transport and hospital location, if applicable

In the 45 minutes following the initial report, more complete and accurate incident information is required:

- Bus operator's name
- Identification of responding authorities
- Number of bus passengers
- Vehicles (and number of occupants) involved
- Contractor staff on scene

This information is given more time for collection and reporting due to field communications limitations. This protocol is supplied to the contractor by CSO in the form of an Incident Checklist. The information submitted is then reviewed and categorized by severity.

Communications Criteria

It is Marketing and Communications' responsibility to collect incident specifics from CSO and summarize them into a concise and accurate report for distribution to primary Foothill Transit staff and/or the Executive Board.

Depending on the severity and visibility of the incident, the details recorded in the Incident Checklist are communicated to the Director of Marketing and Communications as the primary agency spokesperson.



Incident info is distributed internally to a subset of the agency's Senior Staff. Internal agency distribution includes:

- Executive Director (Doran Barnes)
- Deputy Executive Director (Kevin Parks McDonald)
- Director of Marketing and Communications (Felicia Friesema)
- Director of Customer Service and Operations (LaShawn King Gillespie)
- Safety Compliance Coordinator (Roberto Estrella)
- Operations Contract Manager (Tanya Pina)

Communication of accidents and incidents to Foothill Transit staff and board members is categorized into Stage 1 and Stage 2 alert levels. Each level has specific markers that identify the severity of the incident and the individual or individuals who need to receive immediate email or phone communication.

Stage 1 incidents are determined by the following criteria:

- No medical transport
- No media present
- Local visibility is limited to surface streets during non-peak times
- Minor vehicle damage
- Resolution, and potential coach transfers and clean up take less than 45 minutes

If ALL of the above criteria are met, then the incident is STAGE 1 and only requires CSO to directly contact the Director of Marketing and Communications, who then distributes the report to designated internal staff via email.

Stage 2 incidents are determined by the following criteria:

- Medical transport requested/required and provided
- Media on scene or above scene in aircraft
- Highly visible on major thoroughfares (i.e. 10 FWY) during peak times in either direction
- Major vehicle damage and/or visible fire or smoke
- Significant criminal activity on board or near bus stops
- Resolution and potential coach transfers and clean up taking a substantial period of time in a high visibility zone

If ANY of the above criteria are met, then the incident is STAGE 2 and requires immediate communication with key internal staff and notification to the Executive Board.



In the event of a fatality, immediate communication with both staff and board is required. Email notification of board members is acceptable in the event of a fatality or major Stage 2 accident.

It should be noted that since coach operators are employees of Foothill Transit's operations and maintenance contractors and not directly employed by Foothill Transit, incident investigation details that could be considered personnel matters are subject to employer/employee privacy constraints. Additionally, incident investigation is the responsibility of the operations contractor and the specific details of these investigations are made available to Foothill Transit's management to the extent possible as stipulated in our operating agreements. Some details of incident investigation done in coordination with responding authorities may remain confidential until a complete report can be provided to the operations and maintenance contractors. Only those incident details that are not subject to an employer/employee confidentiality arrangement may be released to Foothill Transit's management team.

When media are on the ground at an incident, the Director of Marketing and Communications is to be immediately contacted and informed if it is a photographer, helicopter above the scene, and/or reporter(s) on the ground.

Budget Impact

There is no fiscal impact related to this item.

Sincerely,

Felicia Friesema
Director of Marketing and Communications

Doran J. Barnes
Chief Executive Officer



October 30, 2020

To: Executive Board

Subject: **Resolution Adopting Executive and Governing Board Meeting Schedule for 2021**

Recommendation

Adopt Resolution No. 2020-06, the Executive and Governing Board Meeting Schedule for 2021.

Analysis

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

In preparing the 2021 schedule, the Executive Board directed staff to conduct a survey of the Governing Board to get feedback in regards to the number of Governing Board meetings held and the meetings start time. The survey was emailed to the 25 member Governing Board on October 7, 2020 and resent on October 14, 2020. We received a total of 13 responses. Below are the survey results.

Question 1: We currently hold nine governing board meetings per year, Is that...	
Answer Choice	Responses
Too many?	3
Too few?	3
Just the right amount.	7

Question 2: Governing Board meetings are currently held from 7:45 a.m. to 9:00 a.m., Is that...	
Answer Choice	Responses
Convenient?	12
Inconvenient?	1
Question 3: If inconvenient, what alternative time would be better?	
1 response	8:00 a.m.



Question 4: Please share your suggestions for improving the Governing Board meeting structure.

Responses

- I think I need an orientation, not sure of board members' role
- I think format is fine - still progressing - so no major change needed
- 9 meetings appear adequate however at any time required/desired, additional meetings should be scheduled
- Has been very challenging remotely and staff is doing a spectacular job handling it
- Five meetings per year would be plenty

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

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

Sincerely,

Christina Lopez
Board Secretary

Doran J. Barnes
Chief Executive Officer

Attachments



Foothill Transit

2021 Executive & Governing Board Meetings Schedule

January 2021	Friday, January 29 @ 7:45 a.m. - Governing Board Meeting Friday, January 29 @ 9:15 a.m. - Executive Board Meeting
February 2021	Friday, February 26 @ 8:00 a.m. - 3:00 p.m. - Strategic Planning Workshop, Location TBD
March 2021	Friday, March 26 @ 7:45 a.m. - Governing Board Meeting Friday, March 26 @ 9:15 a.m. - Executive Board Meeting
April 2021	Friday, April 30 @ 7:45 a.m. - Governing Board Meeting Friday, April 30 @ 9:15 a.m. - Executive Board Meeting
May 2021	Friday, May 28 @ 7:45 a.m. - Annual Governing Board Meeting Friday, May 28 @ 9:15 a.m. - Executive Board Meeting
June 2021	Friday, June 25 @ 7:45 a.m. - Governing Board Meeting Friday, June 25 @ 9:15 a.m. - Executive Board Meeting
July 2021	Friday, July 23 @ 8:00 a.m. - Executive Board Meeting
August 2021	Friday, August 27 @ 7:45 a.m. - Governing Board Meeting Friday, August 27 @ 9:15 a.m. - Executive Board Meeting
September 2021	Friday, September 24 @ 7:45 a.m. - Governing Board Meeting Friday, September 24 @ 9:15 a.m. - Executive Board Meeting
October 2021	Friday, October 29 @ 7:45 a.m. - Governing Board Meeting Friday, October 29 @ 9:15 a.m. - Executive Board Meeting
November 2021	No meetings scheduled in November
December 2021	Friday, December 17 @ 7:45 a.m. - Governing Board Meeting Friday, December 17 @ 9:15 a.m. - Executive Board Meeting

Adopted



RESOLUTION NO. 2020-06

**A RESOLUTION OF THE EXECUTIVE BOARD OF FOOTHILL TRANSIT
ADOPTING THE 2021 MEETING SCHEDULE**

The Executive Board of Foothill Transit does resolve as follows:

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

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

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

2. Action.

A. The Executive Board adopts the 2021 Executive and Governing Board Meeting Schedule attached as Attachment A.

3. Adoption. PASSED AND ADOPTED at a meeting of the Executive Board held on October 30, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

CYNTHIA STERNQUIST, CHAIR

APPROVED AS TO FORM:
DAROLD PIEPER, GENERAL COUNSEL

ATTEST:
CHRISTINA LOPEZ, BOARD SECRETARY

By:_____

By:_____



October 30, 2020

To: Executive Board

Subject: **Project Closeout - Construction of the Covina Transit Center and Park & Ride Project**

Recommendation

Authorize the Executive Director to begin the final process of Project Closeout of the Covina Transit Center and Park & Ride Project to include the following approvals:

1. Approve the Change Order Request (COR-21) in the amount of \$816,820.57;
2. Prepare the final Contract Amendment Number 7 for said amount;
3. Begin procedures to formally closeout Contract No. 17-007B;
4. Authorize the Executive Director to complete the closeout; and
5. Authorize recording the Notice of Completion.

Analysis

At the July 2016 Executive Board meeting a project update on the Covina Transit Center and Park & Ride Project was provided which included an update on the collaboration with the City of Covina, private developer MLC Holdings, and Foothill Transit in the development of a mixed-use project also named as the *Covina Forward* Project.

In March 2017, the Executive Board authorized the Executive Director to enter into a contract with Klorman Construction for Design-Build services for the Covina Transit Center and Park & Ride Project in the amount of \$13,484,132. The scope of work for the Project includes design-build services.

Below is the timeline of milestones after contract award and the Notice to Proceed issued on May 26, 2017 to Klorman Construction:

	Task	Baseline Preliminary Schedule	Actual date	Difference
1	Submit for plan check	07/11/2017	January 2018	5 months
2	Building permit received	08/17/2017	Nov. 14, 2018	15 months
3	Construction commences	09/01/2017	Dec. 7, 2018	15 months
4	Construction completes	March 2019	February 2020	11 months



In February 2020, the Covina Transit Center and Park & Ride Project was substantially completed within budget and within the revised baseline Project completion date. The Project baseline critical path schedule completion date was revised from the original schedule because of (1) a pre-existing easement on the Project site that could not be vacated and caused a delay in the acquisition of the property and necessitated the redesign of the busway entrance; and 2) an extended plan check and permitting process with the City of Covina. The contract was also affected by cost increases due to new federal tariffs on certain construction materials and state legislating affecting wages. These delays and events may be compensable claims under the contract.

Klorman Construction submitted a formal change order request COR-021 requesting compensation for these delays and events. Staff and Klorman have negotiated the change order request and have now agreed to recommend the following settlement of compensable delays and events through COR-021:

Change Order Request	Contractor's Claim (July 2020)	Agreed Settlement
Compensable Delay Claim	\$2,868,662.54	\$437,984.27
Compensable Event Claim	\$887,597.10	\$223,886.30
AB219	\$154,950.00	\$154,950.00
TOTAL	\$3,911,209.64	\$816,820.57

Below is a summary of the contract amendments and aggregate amounts:

Contract 17-007B - Design Build Contract for Covina Transit Center		
Prime contract amount	\$13,484,132	
Amendment 1 (executed 6/01/18)	\$68,628	Owner request: design modifications to driveway regarding easement, additional geotechnical site investigation due to a relocation of underground stormwater storage system



Amendment 2 (executed 4/26/2019)	\$99,714	Owner request: design of exterior and minor interior space of commercial building. Redesign of storm drain as required for LA County
Amendment 3 (executed 8/23/2019)	\$154,663	Owner request: design EB infrastructure for future equipment; Unforeseen condition: damages in excavated footings due to excessive rain in Jan and Feb 2019
Amendment 4 (executed 2/12/2020)	\$119,828	Unforeseen condition and Owner request: SCE pad and FT equipment redesign match existing SCE, new conduit for surveillance camera, anti-graffiti film in elevator glass, additional inverter room with AC, new dedicated security/fire monitoring equipment per City plan check; new monument sign in front of commercial building
Amendment 5 (executed 6/10/2020)	\$42,021	Unforeseen condition and Owner request: modified irrigation from drip to sprinkler, two new light boxes for monument sign, redesign of landscaping east of parking structure



Amendment 6 (executed 8/26/2020)	\$84,177.58	Owner request: new crosswalk design and construction, new gate to be installed 1 st floor PS 5% of contract amount in change orders are within Executive Director's approval limit.
Sub-total	\$14,053,163.58	
Amendment 7	\$816,820.57	COR-021: Compensable delays and compensable events
TOTAL CONSTRUCTION CONTRACT AMOUNT	\$14,869,984.15	
Construction Contract Budget (FY 2016/2017 Business Plan)	\$16,449,250.00	
Over/(Under) Budget	(\$1,579,265.85)	



The Life of Project Budget as approved in the FY 2016/2017 Business Plan and Budget:

Covina Transit Center and Park & Ride	FY16-17 Budget
Land (approx. 4 acres)	\$6,345,760
Environmental, Due Diligence, Traffic, Architectural & Engineering Design	\$2,810,000
Construction (parking structure, transit center, retail and transit plaza) street improvements, electric bus charger provisions, permitting	\$16,449,250
Labor Compliance & Material Testing	<u>\$ 300,000</u>
Subtotal	\$25,905,010
10% contingency	<u>\$2,590,501</u>
Total Life of Project Budget	\$28,495,511

Budget Impact

Funding for this amendment is included in the approved capital project #138, Covina Park & Ride and Transit Center.

Sincerely,

Sharlane R. Bailey
Director of Facilities

Doran J. Barnes
Chief Executive Officer

Christopher Pieper
Director of Procurement

Michelle Lopes Caldwell
Director of Finance and Treasurer



October 30, 2020

To: Executive Board

Subject: **Contract Award – Fuel Cell Consulting Services**

Recommendation

Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 20-082 with Center for Technology and the Environment (CTE) in the amount of five hundred thirty-three thousand four hundred forty-eight dollars (\$533,448) for fuel cell consulting services.

Analysis

As we have expanded our battery electric fleet, battery electric buses have demonstrated limited range and demanding charging requirements. A fully electrified bus fleet would be costly, involving complicated charging infrastructure and logistics and requiring additional buses. Fuel Cell buses have a range that is comparable to conventional CNG buses allowing a one-to-one bus replacement with no adverse impacts on current operational activities.

Foothill Transit has a \$5 million Transit and Intercity Rail Capital Program (TIRCP) to fund electrification of Line 486 with 20 zero-emission buses. Line 486 runs from Pomona to El Monte Station operating mainly on busy local streets, a perfect route to demonstrate the capabilities of a fuel cell bus.

On April 24, 2020 the Executive Board authorized the issuance of RFP 20-082 for Fuel Cell Consulting services. A summary of the scope of services outlined in the RFP is listed below:

1) Develop Hydrogen Refueling Station Plan:

- a. Design refueling facility and identify, review, and evaluate industry suppliers and the equipment needed for the refueling facility.
- b. Review current refueling stations across the country and advise on problems and solutions that existing operations have encountered.
- c. Act as liaison for the in-house planning group and any outside industrial/safety advisory group.



- d. Act as liaison with the liquid hydrogen generation company in coordinating the transportation and delivery of hydrogen fuel to Foothill Transit facilities.
- 2) Determine Feasibility of Joint Use Fueling Facility:**
 - a. Analyze the potential of partnering with other public agencies and/or private companies to build and/or use the fueling facility.
- 3) Grant Funding:**
 - a. Investigate sources to assist Foothill Transit in obtaining grant funding and assist Foothill Transit in any/all areas of the grant funding applications.
- 4) Develop Specifications for the Fueling Facility**
 - a. Assist Foothill Transit with the development and creation of an RFP/IFB document for a public/private partnership for the design, construction, maintenance and operation of hydrogen fueling facility.
- 5) Project Management:**
 - a. Assist Foothill Transit during construction phase of the project and act as liaison between Foothill Transit and contractors.
- 6) Training**
 - a. Coordinate and/or provide technical expertise to facilitate the training that will be provided by the successful suppliers of the fueling system.

Five proposals were received on July 23, 2020, from The Center for Transportation and the Environment (CTE), Green Grid, LeFlore Group, Mott MacDonald, and Stantec. The proposals were reviewed by five Foothill Transit team members. An interview panel and discussion was conducted with each proposer during the week of August 18, 2020, to provide the evaluators an opportunity to ask questions of the proposers. The proposers were given the opportunity to submit their Best and Final Offers and a second round evaluation was conducted based on the following criteria: Project Understanding, Proposed Team, Qualifications and Experience, Work Plan and Project Approach. After tabulating the final scores, CTE was the highest ranked proposer as shown on the attached evaluation score sheet.

CTE is a member-supported planning and engineering organization. CTE's mission is to improve the health of the climate and communities by bringing people together to develop and commercialize clean, efficient, and sustainable transportation technologies. CTE collaborates with federal, state, and local governments, fleets, and vehicle technology manufacturers to advance clean, sustainable, innovative transportation and energy technologies.



Since its founding in 1993, CTE has managed a portfolio of more than \$600 million in team research, development, and demonstration projects funded by a variety of federal and state organizations including the U.S. Departments of Transportation, Energy, Defense, and Interior, as well as the California Air Resources Board (CARB) and the California Energy Commission (CEC).

CTE is experienced in developing, implementing, and administering advanced transportation technology projects, with a focus on zero-emission transit buses. CTE has managed or consulted on a range of zero-emission bus projects over the last decade, from new bus development and demonstration projects to full fleet deployment projects.

CTE leads the industry in both ZEB deployment projects and development of zero-emission bus transition plans. CTE has managed or participated in more than 18 transition planning projects across the country and has assisted more than 70 transit agencies that have either deployed, or will soon deploy, more than 300 zero-emission buses.

Budget Impact

The cost for contracting with a fuel cell consultant is included in the approved Fuel Cell Life-of-Project Budget, Capital Project No. 0212.

Sincerely,

Roland M. Cordero
Director of Maintenance
and Vehicle Technology

Doran J. Barnes
Chief Executive Officer

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of Procurement

Attachment: Exhibit A

ATTACHMENT A

RFP No. 20-082 Fuel Cell Consulting Services

First Round Evaluation Summary

Evaluation Factors	Maximum Score	CTE	Green Grid	LeFlore Group	Mott MacDonald	Stantec
1. Project Understanding	10	8.86	7.74	8.20	8.40	7.54
2. Proposed Team	15	12.75	10.53	10.80	12.81	13.47
3. Qualifications and Experience	25	22.75	15.85	17.60	20.85	20.35
4. Work Plan and Project Approach	30	27.24	21.90	22.20	27.36	26.70
<i>Technical Score</i>	<i>80</i>	<i>71.60</i>	<i>56.02</i>	<i>58.80</i>	<i>69.42</i>	<i>68.06</i>
Price Total		\$ 533,448.00	\$ 512,000.00	\$ 375,200.00	\$ 500,255.96	\$ 472,811.00
<i>Price Score</i>	<i>20</i>	<i>14.07</i>	<i>14.66</i>	<i>20.00</i>	<i>15.00</i>	<i>15.87</i>
Overall Score	100	85.67	70.68	78.80	84.42	83.93
Rank		1	5	4	2	3

Second Round Evaluation Summary

Evaluation Factors	Maximum Score	CTE	Green Grid	LeFlore Group	Mott MacDonald	Stantec
1. Project Understanding	10	9.00	7.74	8.30	8.40	7.60
2. Proposed Team	15	12.84	10.53	11.40	12.81	13.65
3. Qualifications and Experience	25	22.75	14.60	18.75	20.85	21.35
4. Work Plan and Project Approach	30	27.30	21.60	22.20	27.36	26.70
<i>Technical Score</i>	<i>80</i>	<i>71.89</i>	<i>54.47</i>	<i>60.65</i>	<i>69.42</i>	<i>69.30</i>
Price Total		\$ 533,448.00	\$ 476,000.00	\$ 375,200.00	\$ 500,255.96	\$ 472,811.00
<i>Price Score</i>	<i>20</i>	<i>14.07</i>	<i>15.76</i>	<i>20.00</i>	<i>15.00</i>	<i>15.87</i>
Overall Score	100	85.96	70.23	80.65	84.42	85.17
Rank		1	5	4	3	2



October 30, 2020

To: Executive Board

Subject: **Electric Bus Program Update**

Recommendation

Receive and file the Electric Bus Program update.

Analysis

The average out-of-service percentage for the battery electric bus (BEB) fleet at Arcadia/Irwindale facility for the months of September and October is 2.5 percent while the average out-of-service percentage at the Pomona facility for the same period is 33 percent. The average for the entire BEB fleet is 17.5 percent.

At the August 2020 Executive Board meeting an update was provided on Proterra's seven action items to address the reliability and workmanship issues. Of the seven items there are still three items outstanding:

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 fault-free miles. Proterra to provide two 35-foot buses for backup.

Status: The recommissioning of the three City of Duarte buses will commence upon receipt of two 35-foot EIDorado backup CNG buses. The buses are slated for delivery at the end of November.

2. 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: In progress. Parts are on order.

3. 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.

On October 6, 2020 the south side overhead charger at the Pomona Transit Center (PTC) ignited after bus 2012 made three attempts to charge there. Upon arrival at the Pomona facility, Keolis Team members observed fire on the roof of the bus and attempted to put it out while LA County Fire Department was on route. This is our second charger thermal incident at PTC



and our first charger blade fire on a bus. The first one occurred on May 20, 2020 on the north side charger.

Proterra, Keolis, and Foothill Transit have each commissioned independent investigations into the causes of the incidents involving both coaches and the overhead charger. While these investigations are ongoing, the electric bus fleet at our Pomona facility has been placed out of service. We are awaiting the findings of those investigations and any recommended operational and/or maintenance enhancements before returning the fleet and chargers to service. Our goal is to ensure the buses and overhead chargers can be operated safely.

Sincerely,

Roland M. Cordero
Director of Maintenance and Vehicle Technology

Doran J. Barnes
Chief Executive Officer