



Foothill Transit
Going Good Places

EXECUTIVE BOARD MEETING

West Covina, CA
Friday, May 29, 2015



Foothill Transit

Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING
8:00 AM, May 29, 2015
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: MEMBERS CALAYCAY, DE LA TORRE, HERRERA, SHEVLIN, WARSHAW
4. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF APRIL 24, 2015
5. PRESENTATIONS:
 - 5.1. Contractors' Employee Recognition
6. PUBLIC COMMENT

CONSENT CALENDAR: Items 7 through 16 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.

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 three 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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7. FISCAL YEAR 2014-2015 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through April 30, 2015. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of April 30, 2015 for the fiscal year ending June 30, 2015.

8. APRIL 2015 PERFORMANCE INDICATORS REPORT

Recommended Action: Receive and file the April 2015 Performance Indicators Report.

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 թարգմանական 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.

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



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9. MAY 2015 LEGISLATIVE SUMMARY

Recommended Action: Receive and file the May 2015 Legislative Summary. Adopt support positions on SB 16 and SB 767.

10. FISCAL YEAR 2014-2015 THIRD QUARTER BUDGET UPDATE

Recommended Action: Receive and file the Third Quarter Budget Update for the fiscal year ending June 20, 2015. The attached Departmental Third Quarter Budget report summarizes Foothill Transit's expenditures through the third quarter and provides a forecast to complete the fiscal year.

11. AMENDMENT TO DEPUTY EXECUTIVE DIRECTOR'S EMPLOYMENT CONTRACT

Recommended Action: Authorize the Executive Director to execute the First Amendment to the Deputy Executive Director Employment Agreement.

12. APTA VICE CHAIR ENDORSEMENT

Recommended Action: Endorse Foothill Transit Executive Director Doran Barnes for the voluntary elected position of Vice Chair of the American Public Transportation Association (APTA).

13. HOLIDAY SERVICE SCHEDULE FOR FISCAL YEAR 2015-2016

Recommended Action: Approve the proposed FY 2015-2016 Holiday Service Schedule.

14. EXERCISE OF OPTION - GENERAL MARKETING SERVICES

Recommended Action: Authorize the Executive Director to exercise option year one of the Pulsar Advertising Contract (No. 12-038) in the amount of \$329,189 for general marketing services.

15. EXERCISE OF OPTION - INTERIOR CARD PRINTING

Recommended Action: Authorize the Executive Director to exercise option year one and two of the Interior Card Printing contract with Kandid Graphics (No. 14-046) in the amount of \$140,192.



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16. EXERCISE OF OPTION - SMARTBUS SYSTEM SUPPORT AND MAINTENANCE

Recommended Action: Authorize the Executive Director to exercise the first of two one-year options in the amount of \$343.453 for Xerox Software Support and Maintenance of Foothill Transit's SmartBus System.

REGULAR AGENDA:

17. MT. SAN ANTONIO COLLEGE TRANSIT CENTER MEMORANDUM OF UNDERSTANDING

Recommended Action: Authorize the Executive Director to begin negotiations on the development of a Memorandum of Understanding (MOU) with Mt. San Antonio College (Mt. SAC) related to the development of a Transit Center and Transit Store on the Mt. SAC campus.

18. REQUEST FOR PROPOSALS (RFP) - ENVIRONMENTAL CONSULTANT- MT. SAC TRANSIT CENTER PROJECT

Recommended Action: Authorize the Executive Director to Issue RFP No. 15-065 seeking proposals to provide environmental consulting services as necessary in connection with the development of a Transit Center to be located in the Mt. SAC campus.

19. CONTRACT AWARD - ENVIRONMENTAL CONSULTING AND PRELIMINARY ARCHITECTURAL AND ENGINEERING SERVICES FOR THE COVINA PARK & RIDE PROJECT

Recommended Action: Authorize the Executive Director to negotiate final terms and conditions and award Contract No. 15-049 in the amount of \$297,414 with Madole & Associates, Inc. to provide environmental services and necessary preliminary architectural and engineering services for the Covina Park & Ride project.

20. UPDATE ON TIGER GRANT APPLICATION

Recommended Action: Receive and file an update on Foothill Transit's "TIGER" grant application.

21. POTENTIAL RELOCATION FOR THE WEST COVINA TRANSIT STORE

Recommended Action: Authorize the Executive Director to seek an alternative location for the West Covina Transit Store.



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22. APPOINTMENT OF Foothill TRANSIT TREASURER

Recommended Action: Adopt Resolution No. 2015-05 (Attachment A) designating the Director of Finance as the Foothill Transit Treasurer.

23. OPERATION OF METRO LINE 270

Recommended Action: Authorize the Executive Director to negotiate with LA Metro to transition operation of Line 270 in December of 2015.

24. EXECUTIVE DIRECTOR COMMENT

25. BOARD MEMBER COMMENT

26. ADJOURNMENT

**The Next Regular Meeting of the Foothill Transit
Executive Board is scheduled for
Friday, June 26, 2015 at 8:00 a.m.**



**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE
FOOTHILL TRANSIT EXECUTIVE BOARD
FOOTHILL TRANSIT ADMINISTRATIVE OFFICE
2ND FLOOR BOARD ROOM
100 SOUTH VINCENT AVENUE
WEST COVINA, CALIFORNIA 91790**

Friday, April 24, 2015

8:00 AM

CALL TO ORDER

1. Call to order. (15-1805)

The meeting was called to order by Vice Chair Lantz at 8:05 a.m.

PLEDGE

2. Pledge of Allegiance. (15-1806)

The Pledge of Allegiance was led by Vice Chair Lantz.

ROLL CALL

3. Roll call. (15-1807)

Roll call was taken by Ivonne Umana, Staff, Board of Supervisors Executive Office, Commission Services Division.

Present: Michael De La Torre, Peggy A. Delach, Carol Herrera, Becky A. Shevlin and Paula Lantz

I. ADMINISTRATIVE MATTERS

4. Approval of the minutes for the Special Meeting of the Executive Board of March 20, 2015. (15-1808)

On motion of Treasurer Herrera, seconded by Member De La Torre, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

II. PRESENTATIONS

5. 5.1 Contractors' Employee Recognition (15-1809)

Diane Williams, Assistant General Manager, First Transit, introduced and recognized the following Pomona location First Transit Operator of the Month:

- **Noe Alaniz, Operator of the Month (April 2015)**

After discussion, by Common Consent, and there being no objection, the Board recognized the Employees of the month.

5.2 New and Promoted Staff (15-1810)

Doran Barnes, Executive Director, Foothill Transit, recognized the following Foothill Transit newly hired and promoted staff:

New Hire:

- **Stephanie Mak, Operations Analyst**
- **Josh Landis, Planning Manager**

After discussion, by Common Consent, and there being no objection, the Board recognized the newly hired staff.

III. PUBLIC COMMENT

6. Public Comment. (15-1811)

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

IV. CONSENT CALENDAR

7. FY 2014/2015 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through March 31, 2015. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of March 31, 2015 for the fiscal year ending June 30, 2015. (15-1812)

On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

8. APRIL 2015 LEGISLATIVE SUMMARY

Recommendation: Receive and file the April 215 Legislative Summary. Adopt support positions on AB 857, AB 1250, SB 391, SB 413, SB 508 and the federal GROW AMERICA ACT. (15-1813)

On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, the Board acknowledged their position in supporting AB 857, AB 1250, SB 391, SB 413, SB 508, the Federal GROW AMERICA ACT, and received and filed the April Legislative Summary.

Attachments: [SUPPORTING DOCUMENT](#)

9. CONTRACT AMENDMENT - ARCHITECTURAL AND ENGINEERING DESIGN FOR THE AZUSA INTERMODAL PARKING FACILITY

Recommendation: Authorize the Executive Director to execute Amendment No. 9 to Contract No. 11-036 with Choate Parking Consultants in the amount of \$52,735 for additional architectural and engineering services for the Azusa Intermodal Parking Facility Project. (15-1814)

On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

10. REQUEST TO ISSUE INVITATION FOR BIDS (IFB) 15-042 - ARCADIA FACILITY IMPROVEMENTS

Recommendation: Authorize the Executive Director to Issue IFB No. 15-042 for construction services to undertake renovations to the Arcadia Operations and Maintenance Facility. (15-1815)

On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

11. PROPOSED DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM GOAL

Recommendation: Authorize the Executive Director to conduct a public hearing to solicit input on the suitability of Foothill Transit's proposed DBE goal of 3.5 percent. (15-1816)

On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

12. EMPLOYEE HEALTH INSURANCE BENEFITS

Recommendation: Adopt proposed change to the employee health insurance benefits program to allow employees who have access to other health insurance to receive a monthly cash payment in lieu of participating in Foothill Transit's health insurance. (15-1817)

On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was adopted.

Attachments: [SUPPORTING DOCUMENT](#)

V. DISCUSSION ITEMS (REGULAR AGENDA)

13. STAND UP 4 TRANSPORTATION UPDATE

Recommendation: Receive and file the report on Foothill Transit's Stand Up 4 Transportation event at Cal Poly Pomona. (15-1819)

Linda Apodaca, Manager of Community Engagement, presented this item. Ms. Maidai Castillo, student from California State Polytechnic University, Pomona (Cal Poly Pomona), was introduced to the Board and presented a sample of the types of research various students are conducting at Cal Poly Pomona pertaining to transportation.

On motion of Member Shevlin, seconded by Member Delach, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

14. PROPOSED FISCAL YEAR 2015-2016 BUSINESS PLAN AND BUDGET

Recommendation: Recommend approval of Foothill Transit's proposed Business Plan, Budget and Performance Targets for Fiscal Year 2015-2016 to the Foothill Transit Governing Board. (15-1820)

Kevin McDonald, Executive Director, presented this item and reported that the mission of Foothill Transit is to be the premier public transit provider committed to safety, courtesy, quality, responsiveness, efficiency and innovation. Supporting this mission, the primary goals of Foothill Transit are the following:

- Operate a safe transit system;
- Provide outstanding customer service;

- Operate an effective transit system; and
- Operate an efficient transit system.

Ms. Michelle Caldwell, Director of Finance, presented the Budget for the organization and introduced a request for two additional positions: Electric Bus Program Manager, and Creative Content Designer. Ms. Caldwell informed the Board that this request was not included in the budget packet provided to the members.

In response to a question posed by the Board, Ms. Caldwell and Mr. Barnes, Executive Director, reported that the agency has sufficient funds for the Capital Projects and the two new additional positions. The agency will continue to seek supplemental funding including grants where available. The job description for the two new additional positions requested includes laser approach to marketing and grant aspects of the projects.

On motion of Member Delach, seconded by Member De La Torre, unanimously carried, this item was approved; and instructed staff to include the two additional positions in Foothill Transit's proposed Business Plan and Budget for Fiscal Year 2015-2016.

Attachments: [SUPPORTING DOCUMENT](#)

15. PROPOSED SERVICE ENHANCEMENTS

Recommendation: Recommend that the Governing Board authorize the Executive Director to seek public input regarding the first phase of proposed service enhancements below. (15-1821)

Joe Raquel, Director of Planning presented this item.

On motion of Member Delach, seconded by Treasurer Herrera, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

16. APPROVAL OF SOLE SOURCE PROCUREMENT: TWO ELECTRIC BUS CHARGING STATIONS

Recommendation: Approve a Sole Source Procurement in the amount of One Million Six Hundred Thousand Dollars (\$1,600,000) with Proterra LLC for the purchase and installation of two electric bus charging stations and authorize

the Executive Director to negotiate contract terms and conditions with Proterra LLC. (15-1822)

Roland Cordero, Director of Maintenance and Vehicle Technology, presented this item and reported that Foothill Transit's Procurement Policy allows for sole source procurement contract when an organization offers a product demonstrating a unique or innovative concept or capability not available from another source.

In response to questions posed by the Board, Mr. Cordero and Mr. Barnes informed that the cost of the two electric bus charging stations is approximately \$1,600,000. The organization has received \$680,000. Ms. Caldwell informed the Board Members that the organization intends to use MAP 21 Discretionary and Formula Programs (Federal Matching Program) 80% Federal and 20% local match to cover the additional cost. Ms. Caldwell further informed that the advantage of having two electric bus charging station is when one fails the second one can be used. The battery is charged 75 to 100 percent within 30 minutes. It is anticipated that when the fast charging battery becomes available in the market, it will be used for the slow charging unit without any upgrades needed.

On motion of Treasurer Herrera, seconded by Member De La Torre, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

17. PERFORMANCE INDICATORS REPORT - FY 2014-2015 THIRD QUARTER REPORT

Recommendation: Receive and file the FY 2014-2015 Third Quarter Performance Indicators Report. (15-1823)

Stephanie Mak, Operations Analyst presented this item.

On motion of Member Delach, seconded by Treasurer Herrera, with Member Shevlin excused this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

18. TRANSIT STORE REPORT

Recommendation: Receive and file the Transit Store Report. (15-1824)

Tanya Pina, Contract Operations Manager presented this item.

On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

VI. EXECUTIVE DIRECTOR COMMENT

- 19.** Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (15-1825)

Mr. Barnes reported on the following:

- **There are continuous meetings and dialogue with the President of Cal Poly Pomona on implementing a Class Pass Program, and exploring service enhancements for students.**
- **Meeting with the leadership of Mount San Antonio College (Mt. SAC), to invest in a transit center within the Mt. SAC campus.**
- **Reminded the Board that the Foothill Transit Annual Governing Board Meeting is scheduled for Wednesday, May 13, 2015, at 7:45 a.m.**

VII. BOARD MEMBER COMMENT

- 20.** Comments by Members of the Foothill Transit Executive Board. (15-1826)

- **Board Member Shevlin conveyed that she has been reelected to the City of Monrovia Council.**
- **Treasurer Herrera expressed her pleasure on Foothill Transit's proposed Business Plan, Budget and Performance Targets for Fiscal Year 2015 2016 and hopes that Foothill Transit will continue to be cautious with its expenditure, and continue to make the necessary and appropriate changes for the organization as it moves forward.**
- **The Board acknowledged and thanked the members of the public for their respectful behavior during the meeting.**

VIII. NOTICES OF CLOSED SESSION

- 21.** **CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code § 54956.8)**

Property Address/Location: APN: 8448-019-045, 8448-019-044, 8448-019-042, 8448-019-041, 8448-019-040

Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Katie Kraft, Darold D. Pieper, Kevin McDonald

Negotiating Parties: Andy McIntyre of McIntyre Company, Kyle Weichert of Lewis Operating Corporation
Under Negotiation: Price and Terms (15-1827)

The Foothill Transit Executive Board recessed into Closed Session at 9:28 a.m. following Agenda Item No. 20. The Foothill Transit Executive Board meeting reconvened and called to order by Vice Chair Paula Lantz, at 9:58 a.m.

The following members were present: Vice Chair Paula Lantz, Treasurer Carol Herrera, and Members Peggy Delach, Member Michael De La Torre and Becky Shevlin.

22. CLOSED SESSION REPORT (15-1828)

Darold Pieper, General Counsel, reported that the Executive Board authorized staff to issue a letter of interest to acquire the property APN: 8448 019 045, 8448 019 044, 8448 019 042, 8448 019 041, 8448 019 040.

The vote of the Board was unanimous with all Members present.

IX. ADJOURNMENT

23. Adjournment for the April 24, 2015 Foothill Transit Executive Board Meeting. (15-1829)

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



May 29, 2015

To: Executive Board

Subject: **FY 2014/2015 Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through April 30, 2015.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of April 30, 2015 for the fiscal year ending June 30, 2015.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of April 30, 2015, shows total assets at \$309.4 million. This total consists primarily of \$203.8 million in fixed assets, \$97.0 million in cash and investments and \$8.5 million in receivable and prepaid assets. Foothill Transit's cash position of \$90.1 million is \$9.6 million more than the previous month, and is \$16.9 million more than last year in April.

Liabilities

The accounts payable balance is \$7.6 million. Accounts Payables include operating and maintenance payments for \$5.8 million and \$821,000 for fuel.

The deferred revenue of \$69.8 million represents capital grants that are reserved for planned capital expenditures.

Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. Funds held with Bank of the West in non-interest earning accounts qualify for FDIC insurance, eliminating the risk of loss.

The cash and investments balance includes \$32.3 million in non-interest bearing accounts held with Bank of the West; \$23.3 million in interest bearing money market accounts with Bank of the West; \$19.4 million with Chase; \$4.0 million with Bank of the West Agency notes; \$3.0 million with Wells Fargo certificates of deposit, and \$15 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)

April 2015 year-to-date fare revenues were \$15,766,612 which is \$41,612 more than the budgeted amount and \$122,937 more than April 2014. Fare revenues improved slightly during April while other regional operators continued to report declining fare revenues.

Operating costs through April 2015 were \$59.3 million, which is \$5.0 million less than the budget and \$5.8 million more than April 2014. Of this \$59.3 million, \$44.45 million are operating costs for the Arcadia and Pomona operating contractors. The other large operating expense is fuel which was \$4.4 million through April 2015.

Capital expenditures through April were \$40.0 million compared with \$45.7 million last year at this time. The majority of capital expenditures this fiscal year have been for delivery of new CNG buses, design and pre-construction work on the Azusa Intermodal Transportation Center, and heavy maintenance activities. The annual budget for capital expenditures includes purchase of 60 CNG buses and two electric buses.

Farebox Recovery Ratio

The April year-to-date farebox recovery ratio was 26.5 percent; two percent greater than the performance target of 24.7 percent. The farebox recovery ratio is derived by dividing the total fare revenue of \$15,766,612 by the total transit operating expense of \$59,319,991. This ratio is less than the April 2014 ratio of 29 percent.

Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of April 2015; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, the expense is accrued to properly track



expenses during the month in which they actually occurred. Total disbursements for April 2015 were \$4.25 million. Capital disbursements totaled \$1 million, fuel was \$558,551 and other significant disbursements include \$171,431 million to First Transit and \$1.8 million to Transdev for bus operating services.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Michelle Caldwell'.

Michelle Caldwell
Director of Finance

A handwritten signature in blue ink, appearing to read 'Doran J. Barnes'.

Doran J. Barnes
Executive Director

Attachments



Attachment A

Foothill Transit
Balance Sheet
As of April 30, 2015

Assets	
Current Assets:	
Cash	90,111,615.12
Investments	6,988,000.00
Due from government agencies	5,098,255.38
Other receivables	2,414,840.51
Other assets	1,025,164.86
Total Current Assets	<u>105,637,875.87</u>
Property & Equipment (net of depreciation)	<u>203,763,248.36</u>
Total Assets	<u><u>309,401,124.23</u></u>
Liabilities and Equity	
Current Liabilities:	
Accounts payable and accrued liabilities	7,578,799.06
Deferred Revenue	<u>69,828,166.92</u>
Total Liabilities	<u>77,406,965.98</u>
Equity	
Fund Balance:	
Investment in Capital Assets	203,763,248.36
Current Year Change	4,956,480.22
Reserve	<u>23,274,429.67</u>
Total Equity	<u>231,994,158.25</u>
Total Liabilities and Equity	<u><u>309,401,124.23</u></u>



Attachment B

Summary of Cash and
Investment Account
For April 30, 2015

	Interest Rate	Term	Principal/ Book & Market Value
Cash:			
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$21,410,447
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,500
Bank of the West-Excise Tax	N/A	Demand Deposit	10,963,029
Bank of the West-Money Market	0.180%	Demand Deposit	7,042,863
Bank of the West-Money Market	0.180%	Demand Deposit	6,024,453
Bank of the West-Money Market	0.180%	Demand Deposit	9,595,405
Bank of the West-CA Transit Assistance	0.080%	Demand Deposit	656,219
Chase Business Saving	0.030%	Demand Deposit	19,408,147
LAIF Investment	0.240%	Demand Deposit	15,009,153
Subtotal Cash on Hand			<u>\$90,111,615</u>
Unrestricted Investments:			
Bank of the West	1.500%	Callable Note	\$3,000,000
Bank of the West	1.250%	Callable Note	1,000,000
Wells Fargo-CD's	0.350%	Cert. of Deposit	2,988,000
Subtotal Unrestricted Investments			<u>\$6,988,000</u>
Total Cash and Investments			<u><u>\$97,099,615</u></u>



Attachment C

Foothill Transit
 Statement of Revenue and Expense
 For Month Ended April 30, 2015

	Actual YTD April-15	Budget YTD April -15	Variance	Actual YTD April - 14	
Operating Revenue					
1	Farebox	\$8,302,445	\$9,308,333	-10.81%	\$8,472,731
2	Pass Sales	3,704,375	2,583,333	43.40%	3,380,945
3	TAP Cash Purse	2,385,504	1,833,333	30.12%	2,132,762
4	MetroLink & Access Service	496,875	416,667	19.25%	464,582
5	EZ Transit Pass	877,414	1,583,333	-44.58%	1,192,655
6	Total Operating Revenue	\$15,766,612	\$15,725,000	0.26%	\$15,643,675
Non-Operating Revenue					
7	Transportation Development Act	\$18,221,440	\$18,484,703	-1.42%	\$17,358,260
8	STA	2,286,920	2,286,916	0.00%	3,261,080
9	Prop A 40% Discretionary	11,528,703	11,528,704	0.00%	11,236,630
10	Prop A 40% BSCP	3,639,460	3,639,457	0.00%	3,582,730
11	Prop C BSIP	733,550	733,550	0.00%	717,060
12	Prop C Base Restructuring	1,575,590	1,575,588	0.00%	1,540,170
13	Prop C Transit Service Expansion	262,560	262,559	0.00%	256,660
14	Transit Security-Operating	708,071	708,071	0.00%	658,870
15	Measure R Operating	8,252,340	8,252,343	0.00%	6,981,731
16	CMAQ Operating	504,075	833,333	-39.51%	1,253,063
17	Gain on Sale of Fixed Assets	213,292	0	0.00%	155,520
18	Auxiliary Revenue	1,441,561	1,250,000	15.32%	1,300,487
19	Total Non-Operating Revenue	\$49,387,562	\$49,555,225	-0.38%	\$48,302,241
20	Total Revenue	\$65,134,174	\$65,280,225	-0.22%	\$63,945,917
Available Capital Funding					
21	Capital Grants	\$39,978,052	\$113,527,996	-64.79%	\$ 54,788,955
22	Total Revenue and Capital Funding	\$105,112,226	\$178,808,221	-41.22%	\$118,734,871
Operating Expenses					
23	Operations	\$51,166,499	\$54,378,371	5.91%	\$46,571,518
24	Maintenance & Vehicle Technology	476,681	568,850	16.20%	447,017
25	Marketing and Communications	1,152,705	1,379,040	16.41%	1,475,428
26	Information Technology	1,118,259	1,563,840	28.49%	1,022,892
27	Administration	2,203,206	2,362,860	6.76%	1,778,295
28	Procurement	585,017	683,590	14.42%	505,426
29	Finance	747,942	881,870	15.17%	612,543
30	Planning	873,529	1,467,250	40.46%	598,571
31	Facilities	996,154	1,098,920	9.35%	488,748
32	Total Operating Expenses	\$59,319,991	\$64,384,392	7.87%	\$53,500,438
Other Expenses					
33	Dial-A-Ride	\$584,017	625,000	9.76%	\$570,088
34	Special Services	222,305	270,833	17.92%	144,158
35	Total Other Expenses	\$796,322	\$895,833	27.68%	\$714,256
36	Total Operating and Other Expenses	\$60,106,313	\$65,280,225	7.93%	\$54,214,694
Capital Expenditures					
37	Capital Expenditures	\$39,978,052	\$113,527,996	64.79%	\$45,757,715
38	Total Expenses and Capital Expenditures	\$100,084,365	\$178,808,221	44.03%	\$99,972,408



Executive Board Meeting - 05/29/15
FY 2014-2015 Financial Statements and Investment Summary
Page 7

Attachment D

Friday, May 08, 2015 7:33 AM

Page 1

FOOTHILLTRANSITfkuo

Bank Account - Check Details

Period: 04/01/15..04/30/15

Foothill Transit

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 04/01/15..04/30/15

Table with columns: Check Date, Check No., Vendor Name, Description, Amount, Printed Amount, Voided Amount, Entry Status. Contains 40 rows of check details for account B001.



Executive Board Meeting - 05/29/15
FY 2014-2015 Financial Statements and Investment Summary
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Attachment D

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Page 2

Bank Account - Check Details

Period: 04/01/15..04/30/15

Foothill Transit

FOOTHILLTRANSITfkup

Table with columns: Check Date, Check No., Vendor Name, Description, Amount, Printed Amount, Voided Amount, Entry Status. Contains multiple rows of check details from 04/02/15 to 04/09/15.



Executive Board Meeting - 05/29/15
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Attachment D

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Page 3

Bank Account - Check Details

Period: 04/01/15..04/30/15

Foothill Transit

FOOTHILLTRANSIT@kuo

Table with columns: Check Date, Check No., Vendor Name, Description, Amount, Printed Amount, Voided Amount, Entry Status. Contains multiple rows of financial data.



Executive Board Meeting - 05/29/15
FY 2014-2015 Financial Statements and Investment Summary
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Attachment D
Friday, May 08, 2015 7:33 AM
Page 4
FOOTHILLTRANSITfkuo

Bank Account - Check Details
Period: 04/01/15..04/30/15
Foothill Transit

Table with columns: Check Date, Check No., Vendor Name, Description, Amount, Printed Amount, Voided Amount, Entry Status. Contains 48 rows of financial data.



Executive Board Meeting - 05/29/15
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Attachment D

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Page 5

Bank Account - Check Details

Period: 04/01/15..04/30/15

Foothill Transit

FOOTHILLTRANSITfkuo

Table with columns: Check Date, Check No., Vendor Name, Description, Amount, Printed Amount, Voided Amount, Entry Status. Contains 50 rows of financial data.



Executive Board Meeting - 05/29/15
FY 2014-2015 Financial Statements and Investment Summary
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Attachment D

Bank Account - Check Details

Period: 04/01/15..04/30/15

Foothill Transit

Friday, May 08, 2015 7:33 AM

Page 6

FOOTHILLTRANSITfkuo

Table with columns: Check Date, Check No., Vendor Name, Description, Amount, Printed Amount, Voided Amount, Entry Status. Contains multiple rows of transaction data and a General Checking summary row.



May 29, 2015

To: Executive Board

Subject: **April 2015 Performance Indicators Report**

Recommendation

Receive and file the April 2015 Performance Indicators Report.

Summary

This report provides an analysis of Foothill Transit's nine key performance indicators for April 2015. Performance indicators are derived from data collected from a variety of sources including the fareboxes on buses, reports from the contractors, and financial performance data.

In April 2015, Foothill Transit achieved nine out of nine key performance indicators goals. The performance indicators met for the month are: preventable accidents per 100,000 miles; schedule adherence; miles between service interruptions; complaints per 100,000 boardings; average hold time; average weekday boardings; farebox recovery ratio; and average cost per vehicle service hour.

System performance is summarized below. Further detail on each performance measure follows in the analysis section of this item.

- **Boardings** – Overall boardings recorded by the farebox for the month was 1.26 million boardings – a three percent decrease from the same month last year.
- **Fare Revenue** – Total fare revenue for the month was \$1.67 million. The average fare was \$1.33 per boarding.
- **Operating Expenses** – Total monthly operating expenses were \$6.15 million, resulting in an average cost per service hour of \$95.53.
- **Accidents** – The system averaged 0.39 preventable accidents per 100,000 miles. This is a 26 percent improvement from the previous month.
- **Customer Complaints** – Foothill Transit received 10.58 complaints per 100,000 boardings in April 2015.



- **Schedule Adherence** - This month, Foothill Transit recorded 85.2 percent on-time performance. This is a four percent improvement from April of last year.

Analysis

In order to accomplish its mission, Foothill Transit focuses on the following goals:

- Goal 1:** Operate a safe transit system.
- Goal 2:** Provide outstanding customer service.
- Goal 3:** Operate an effective transit system.
- Goal 4:** Operate an efficient transit system.

These goals provide a framework to quantify and measure how well Foothill Transit is performing. *Attachments A - L* show the performance indicators used to determine Foothill Transit's progress toward achieving these goals for fiscal year 2014-2015.

Overall System Performance

Foothill Transit's overall system performance is based on several key indicators. These include total monthly ridership, fare revenues, vehicle service hours, and total operating expenses incurred throughout the month.

Attachment A summarizes system goals and performance indicators for April 2015. *Attachment L* provides additional operations-related performance measures for the month.

Total Boardings and Total Revenues

In April 2015, Foothill Transit buses had 1.26 million boardings. Fiscal year-to-date, boardings have increased two percent over the previous year for a total of 12.3 million boardings. However, compared with the same month last year, boardings decreased 1.3 percent on local lines, 9.5 percent on local express lines, and 0.5 percent on express lines.

Total fare revenue recorded this month was \$1.67 million, a four percent increase from the same month last year. Fiscal year-to-date, the agency has collected \$15.8 million in fare revenue, a one percent increase compared to last year's year-to-date performance.



Total operating expenditures in April 2015 were \$6.1 million for the month. Year-to-date, operating expenses are 11 percent higher than last fiscal year as a result of increases in service hours and improvements to service quality.

Attachment B shows total boardings and revenue for the past 13 months.

Goal 1: Operate a Safe Transit System

Foothill Transit's primary goal is to operate a safe transit system. The agency measures system safety with the number of preventable accidents incurred for every 100,000 miles of vehicle operation.

Preventable Accidents per 100,000 Miles

Foothill Transit has adopted a standard of 0.60 preventable accidents per 100,000 miles for this fiscal year. In April 2015 Foothill Transit met the performance target with an average of 0.39 preventable accidents per 100,000 miles. This is a 26 percent improvement from the previous month and a 51 percent improvement compared to the fiscal year-to-date average.

Foothill Transit's operations team continues to work closely with the contractors at the yards to improve safety performance. Efforts made in the most recent months have resulted in a sharp reduction in the number of accidents involving fixed objects.

Attachment C provides a summary of preventable accidents per 100,000 miles.

Goal 2: Provide Outstanding Customer Service

Foothill Transit measures this goal by monitoring the following categories: schedule adherence, average miles between service interruptions, complaints per 100,000 boardings, and average hold time for customers calling the customer comment line.

Schedule Adherence

Foothill Transit has adopted a goal of 85 percent on-time performance for this fiscal year. In April 2015, the agency achieved 85.2 percent on-time performance on all lines. This is a four percent improvement over last year and meets the schedule adherence performance target for the first time.

Foothill Transit continues to use the SMARTBus system to monitor systemwide on-time performance. Quality Assurance staff have been closely



monitoring the SMARTBus system and working with the operations contractors to ensure that bus service runs on schedule.

Attachment D charts historical on-time performance for the agency.

Average Miles Between Service Interruptions

In April 2015, Foothill Transit averaged 28,049 miles between service interruptions. This is a 48 percent improvement over the same month last year. This indicator not only measures the overall performance of both contractors' maintenance departments, but also reflects customer delays from mechanical service interruptions. Year-to-date, Foothill Transit has averaged 27,854 miles between service interruptions, meeting the performance target of 15,000 miles between service interruptions.

Attachment E compares the average miles between service interruptions with the performance standard. Please note that the average miles between service interruptions in March was previously under-reported due to an error in classification and has been corrected in this report. In March, Foothill Transit met the performance target with an average of 37,451 miles between service interruptions.

Complaints per 100,000 Boardings

In April 2015, Foothill Transit received 10.58 complaints per 100,000 boardings. This achieves the performance target of 15 complaints per 100,000 boardings, and is a 24 percent improvement from the same period the previous year.

Forty-seven percent of the complaints received this month were related to schedule adherence, and 29 percent were related to courtesy. Foothill Transit's management team and service contractors continue to target both of these areas by closely monitoring bus operations in the field and through the SMARTBus system.

Attachment F provides a summary of complaints per 100,000 boardings.

Average Hold Time

Phone systems at Foothill Transit's five Transit Stores provide data on call volumes and times so that facilities can be staffed accordingly. The recorded average hold time of 24 seconds this month is well below the performance target of 45 seconds. There were 27,283 calls received in April 2015.



Attachment G provides a summary of average hold time.

Goal 3: Operate an Effective Transit System

Foothill Transit measures service effectiveness by monitoring boardings per vehicle service hour and average weekday boardings.

Boardings per Vehicle Service Hour

Foothill Transit buses averaged 19.5 boardings per vehicle service hour in April 2015. This meets the performance target of 19.5 boardings per service hour and is ten percent less than the same month last year (21.7 boardings per service hour). The operation of eight percent more service hours along with flat ridership this year explains this change in system performance.

Attachment H shows the trend of this performance indicator.

Average Weekday Boardings

The fiscal year 2014-2015 performance target for average weekday boardings is 48,900 boardings. Year-to-date, Foothill Transit buses are averaging 49,236 weekday boardings. This is a two percent increase over the same period the previous year. In April 2015, there were 49,489 average weekday boardings which is a three percent decline from April in the previous year.

Attachment I, Average Weekday Boardings, shows the history of this indicator for the entire bus system.

Goal 4: Operate an Efficient Transit System

Foothill Transit measures its overall efficient use of available resources by monitoring the average cost per vehicle service hour and farebox recovery ratio.

Farebox Recovery Ratio

The farebox recovery ratio is calculated by dividing total fare revenue by total operating expense. The month's farebox recovery ratio was 27.2 percent. This is a ten percent decline from last year. Fiscal year-to-date, farebox recovery is at 26.58 percent, a decrease from last year's figure of 29.24 percent for the same year-to-date period.

Attachment J, Farebox Recovery Ratio, shows the trend for this indicator over time.



Average Cost per Vehicle Service Hour

The agency's average cost per vehicle service hour this month was \$95.33, which meets the fiscal year target of \$101.48. This is four percent higher than last year's average cost per service hour of \$92.13. Similarly, the year-to-date cost per vehicle service hour figure of \$93.82 for fiscal year 2014-2015 is two percent higher than the average cost of \$91.58 in fiscal year 2013-2014.

Attachment K, Average Cost per Vehicle Service Hour, charts this indicator over time.

Sincerely,

A handwritten signature in blue ink, appearing to read "Stephanie B. Mak".

Stephanie B. Mak
Quality Assurance Analyst

A handwritten signature in blue ink, appearing to read "Dorinda Barnes".

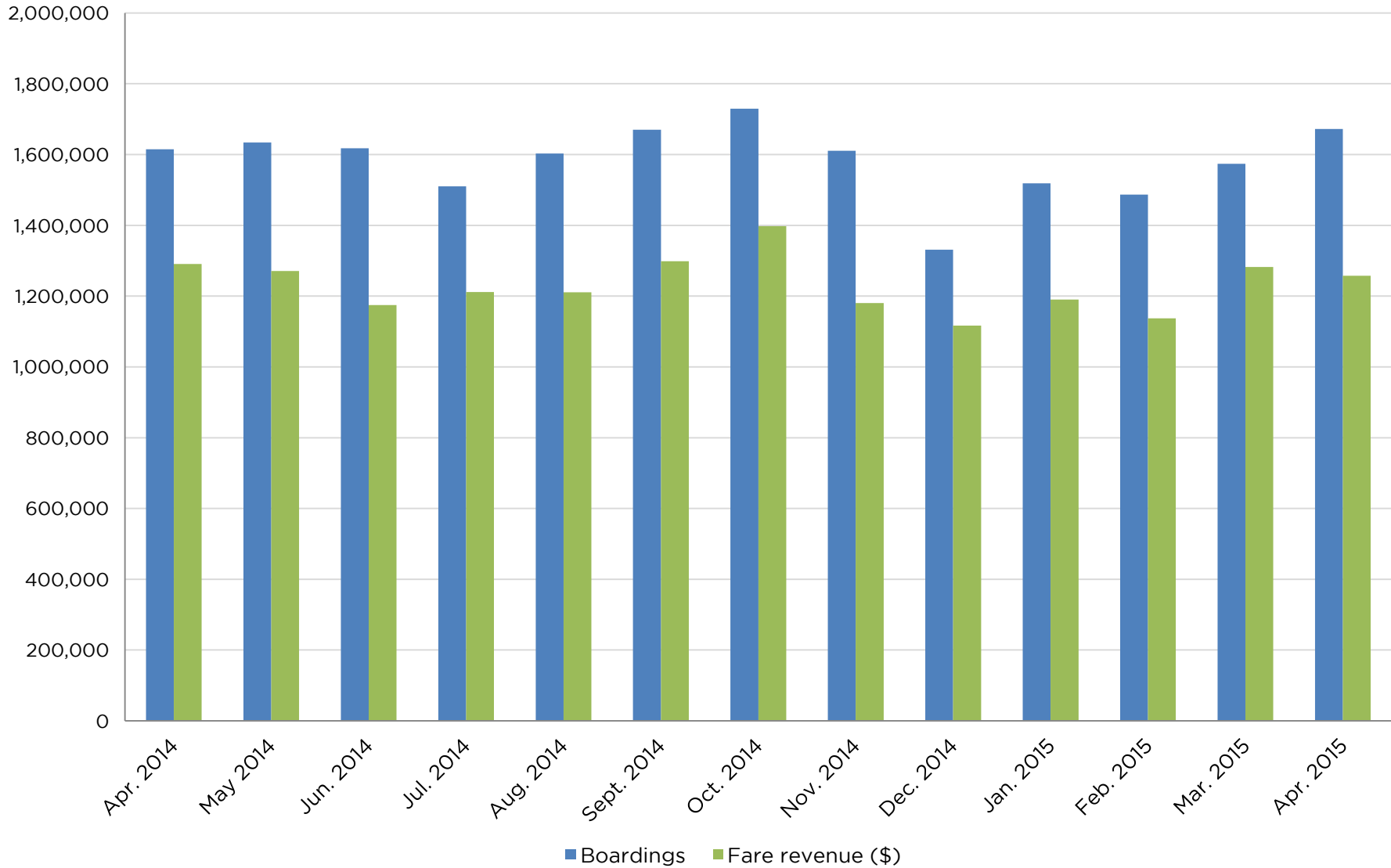
Dorinda Barnes
Executive Director

Attachment A
Foothill Transit
Key Performance Indicators
April 2015

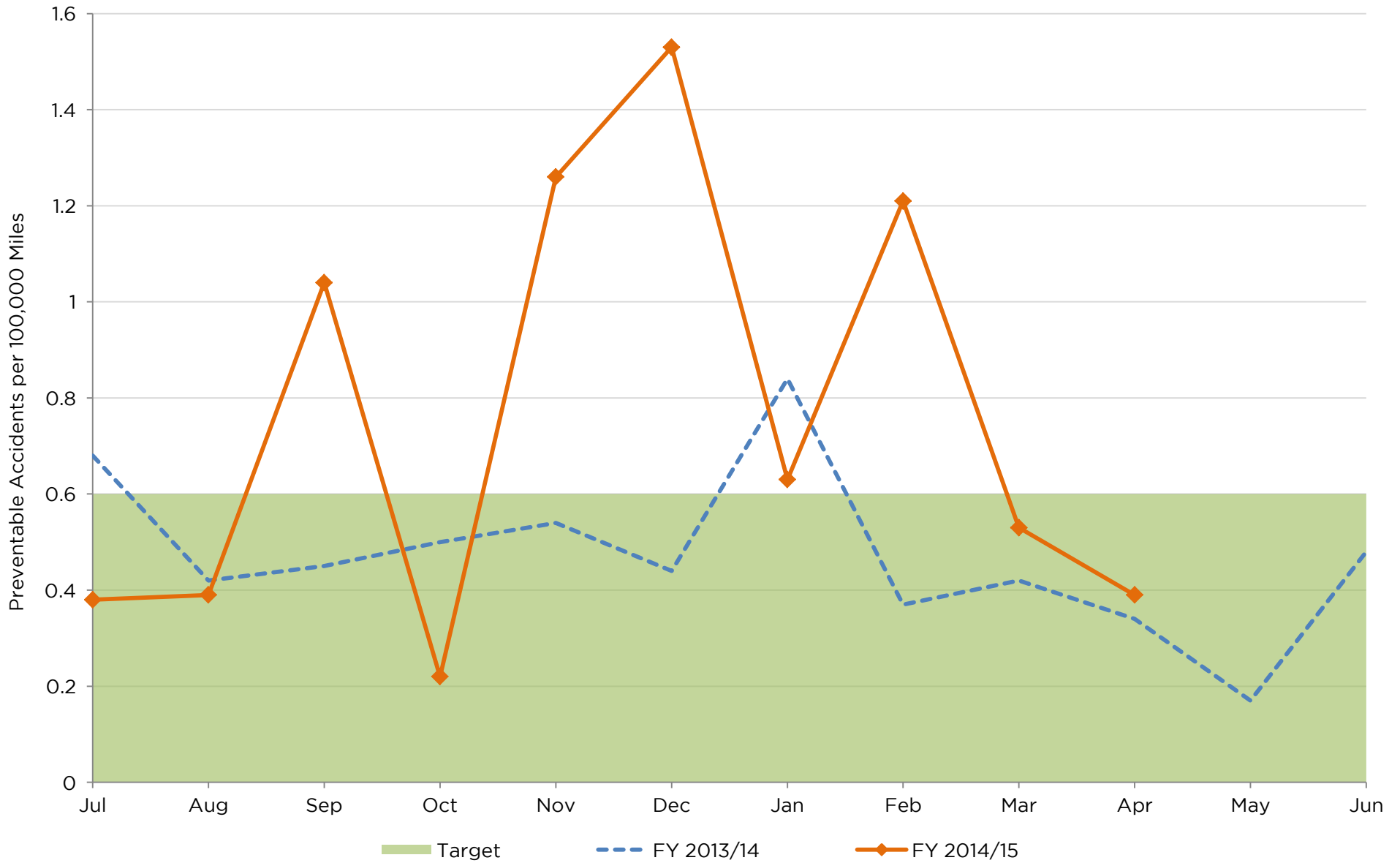
Goal	Performance Indicator	Attachment	April 2015	Met Target?	April 2014	% Improvement Over April 2014	FY 2015 YTD	Met Target?	FY 2014 YTD	% Improvement YTD	Performance Target
Overall System Performance	Total Boardings	B	1,257,628	-	1,290,521	(3%)	12,283,713	-	12,076,213	2%	
	Vehicle Service Hours		64,377	-	59,524	8%	632,307	-	584,166	8%	
	Total Fare Revenue	B	\$1,672,493	-	\$1,615,212	4%	\$15,766,612	-	\$15,643,676	1%	
	Total Operating Expense		\$6,149,707	-	\$5,483,851	(12%)	\$59,319,991	-	\$53,500,438	(11%)	
Safety	Preventable Accidents per 100,000 Miles	C	0.39	Yes	0.34	(15%)	0.75	No	0.50	(49%)	≤ 0.60
Customer Service	Schedule Adherence	D	85.2%	Yes	82.1%	4%	82.2%	No	77.7%	6%	≥ 85%
	Miles Between Mechanical Service Interruptions	E	28,049	Yes	18,893	48%	27,854	Yes	16,919	65%	≥ 15,000
	Complaints per 100,000 Boardings	F	10.58	Yes	13.87	24%	16.79	No	15.40	(9%)	≤ 15.00
	Average Hold Time (Seconds)	G	24	Yes	15	(64%)	25	Yes	35	29%	≤ 45
Effectiveness	Boardings per Vehicle Service Hour	H	19.5	Yes	21.7	(10%)	19.4	No	20.7	(6%)	≥ 19.5
	Average Weekday Boardings	I	49,489	Yes	50,829	(3%)	49,236	Yes	48,441	2%	≥ 48,900
Efficiency	Farebox Recovery Ratio	J	27.20%	Yes	29.45%	(8%)	26.58%	Yes	29.24%	(9%)	≥ 24.65%
	Average Cost per Vehicle Service Hour	K	\$95.53	Yes	\$92.13	(4%)	\$93.82	Yes	\$91.58	(2%)	≤ \$101.48

Red = did not meet target

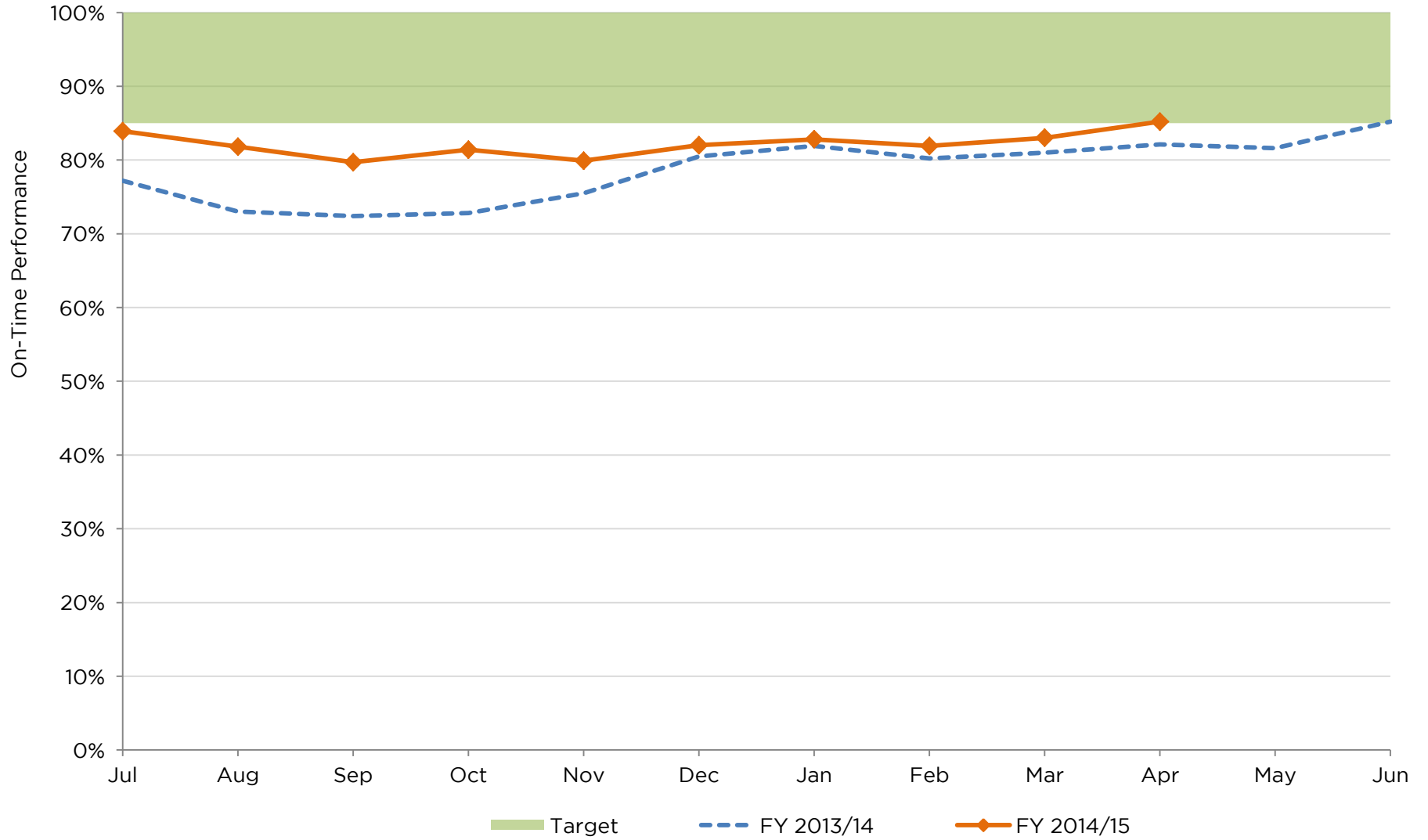
Attachment B: Total Boardings and Fare Revenues



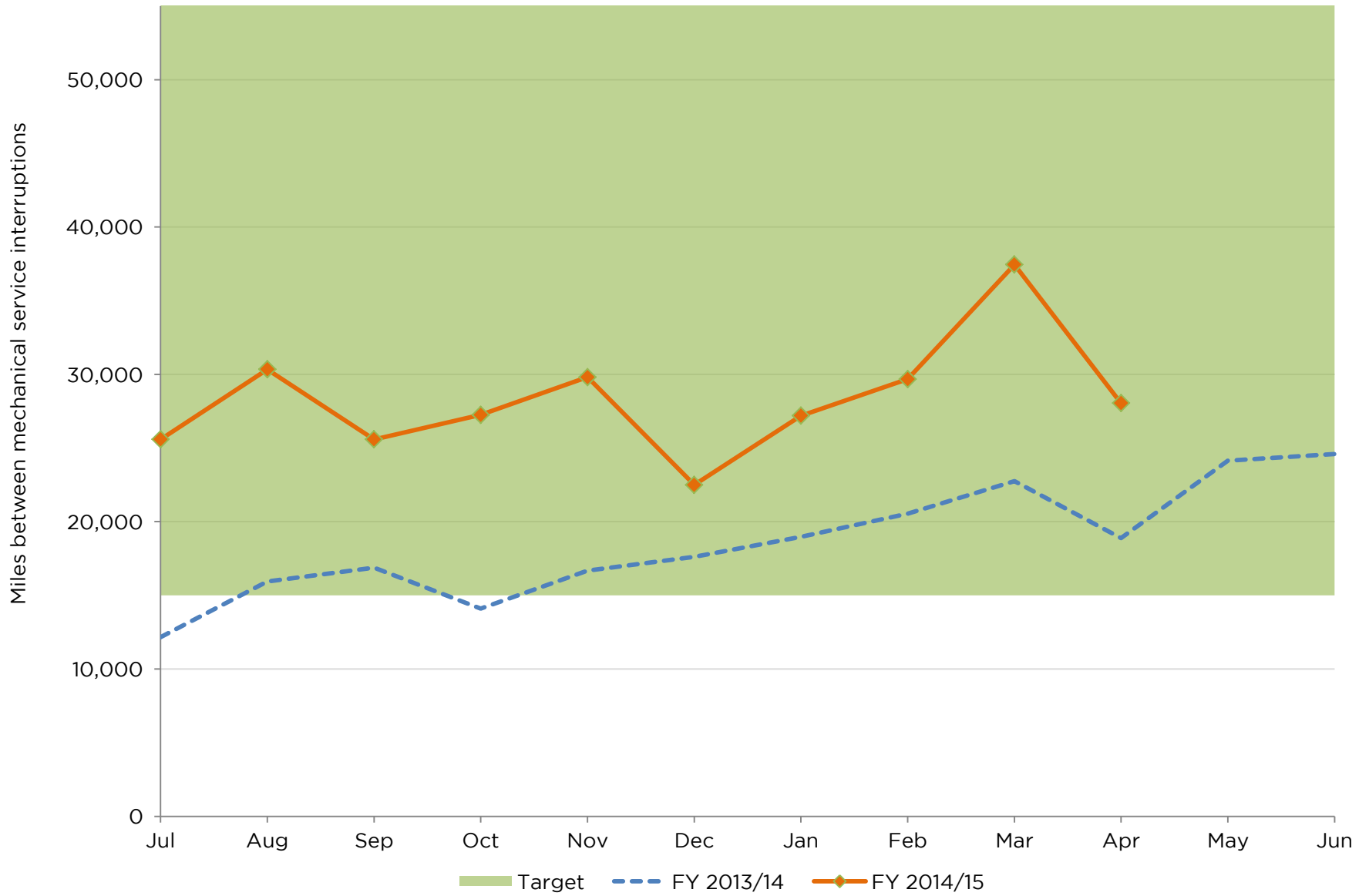
Attachment C: Preventable Accidents per 100,000 Miles



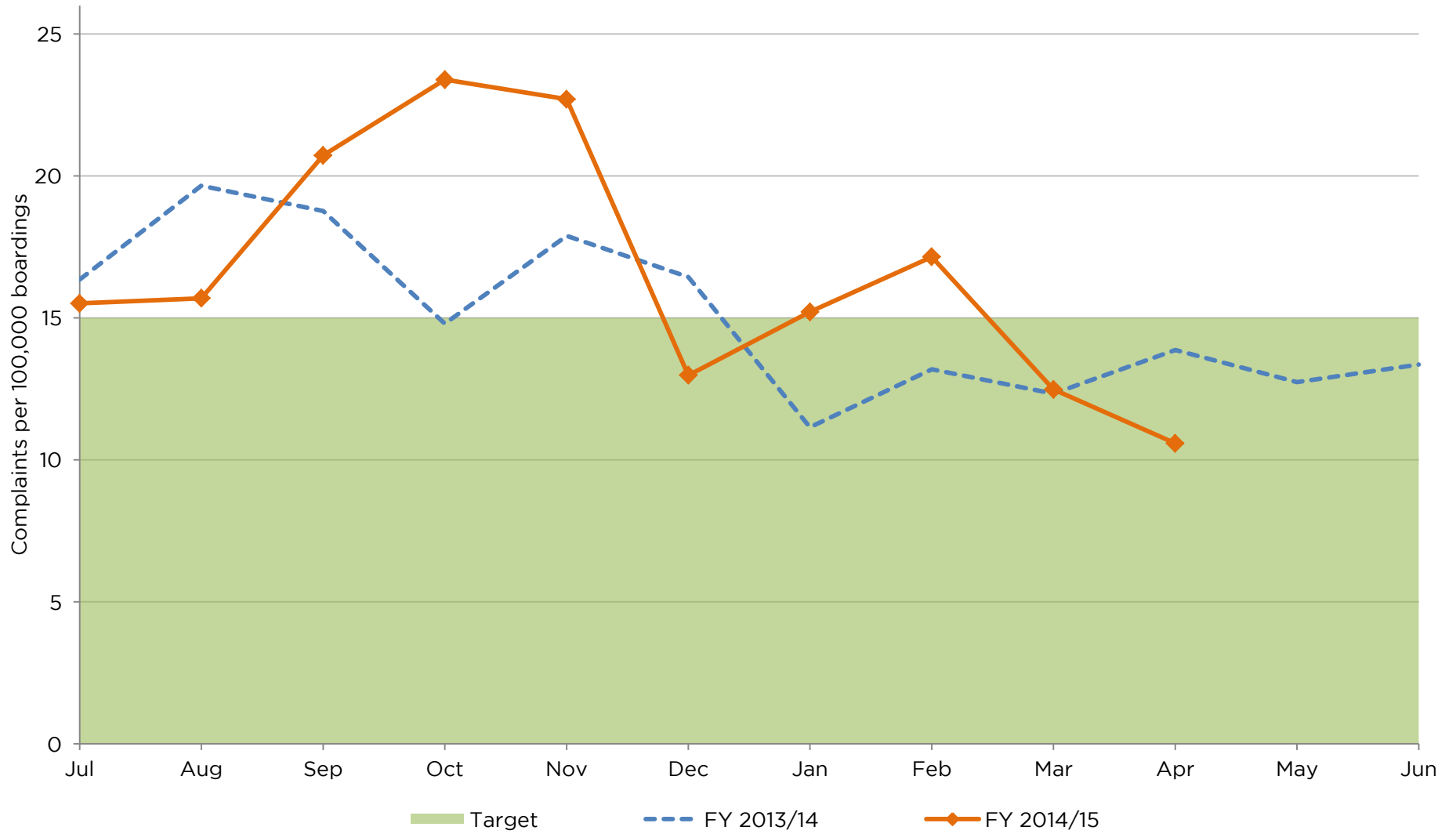
Attachment D: Schedule Adherence



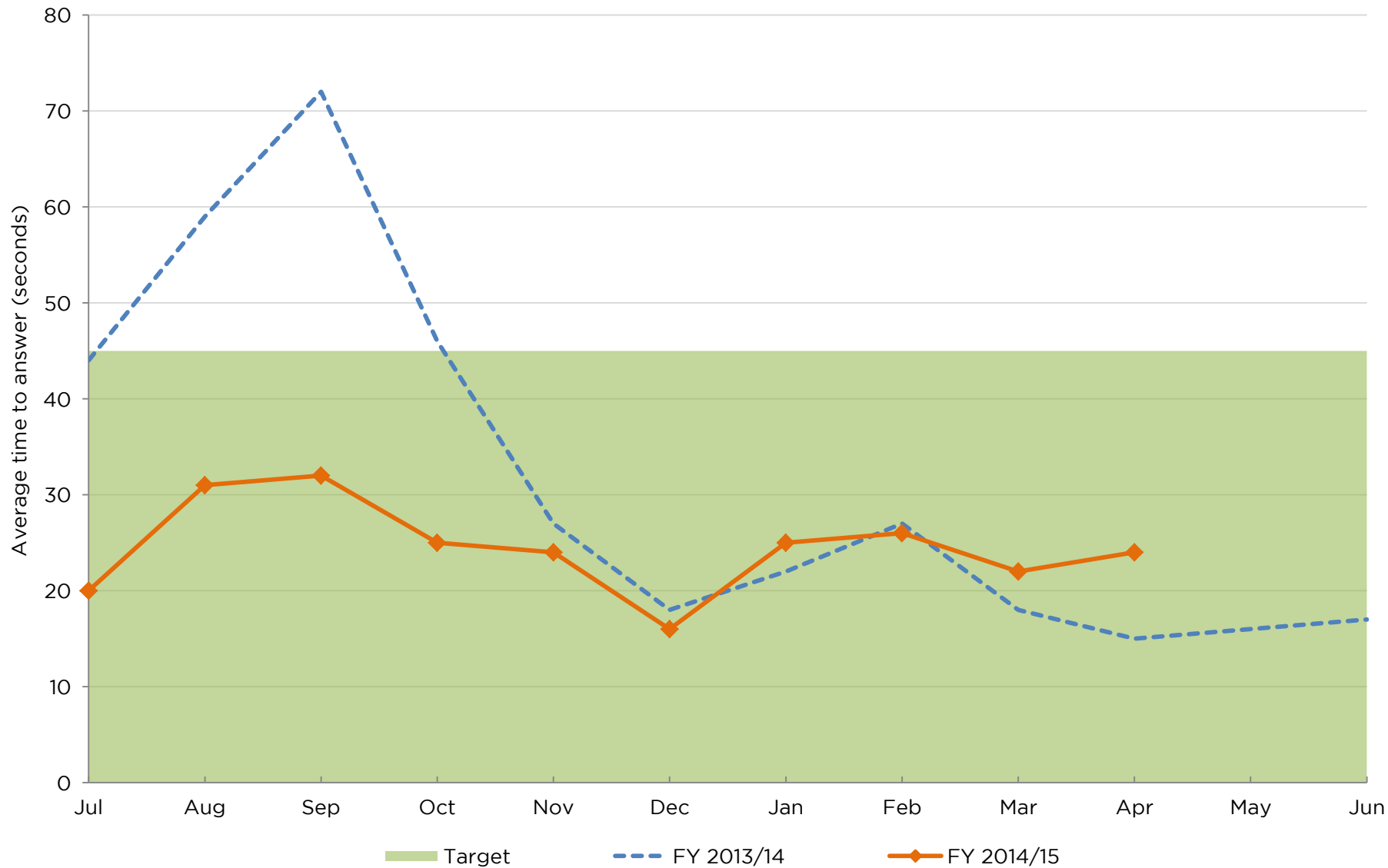
Attachment E: Average Miles Between Service Interruptions



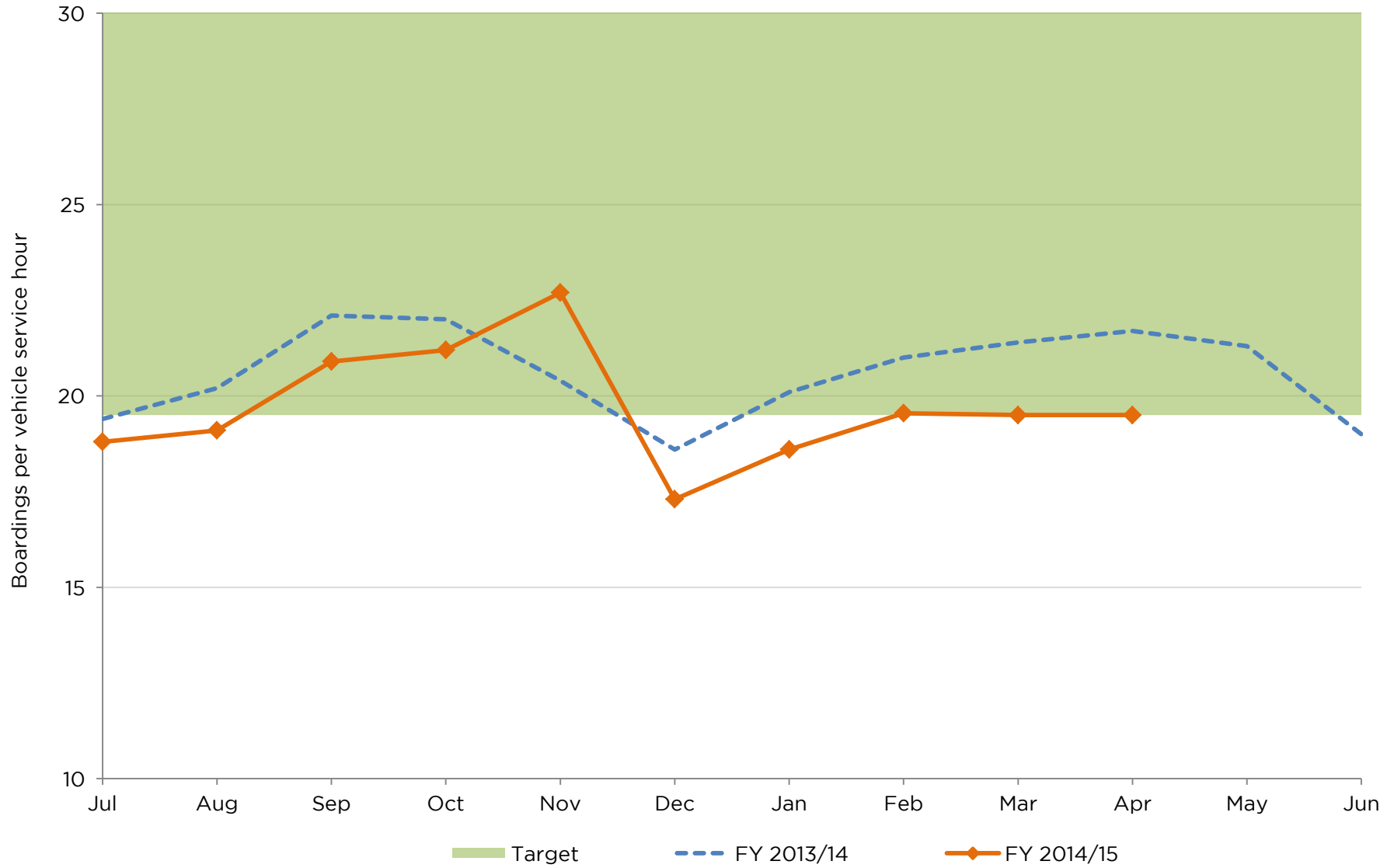
Attachment F: Complaints per 100,000 Boardings



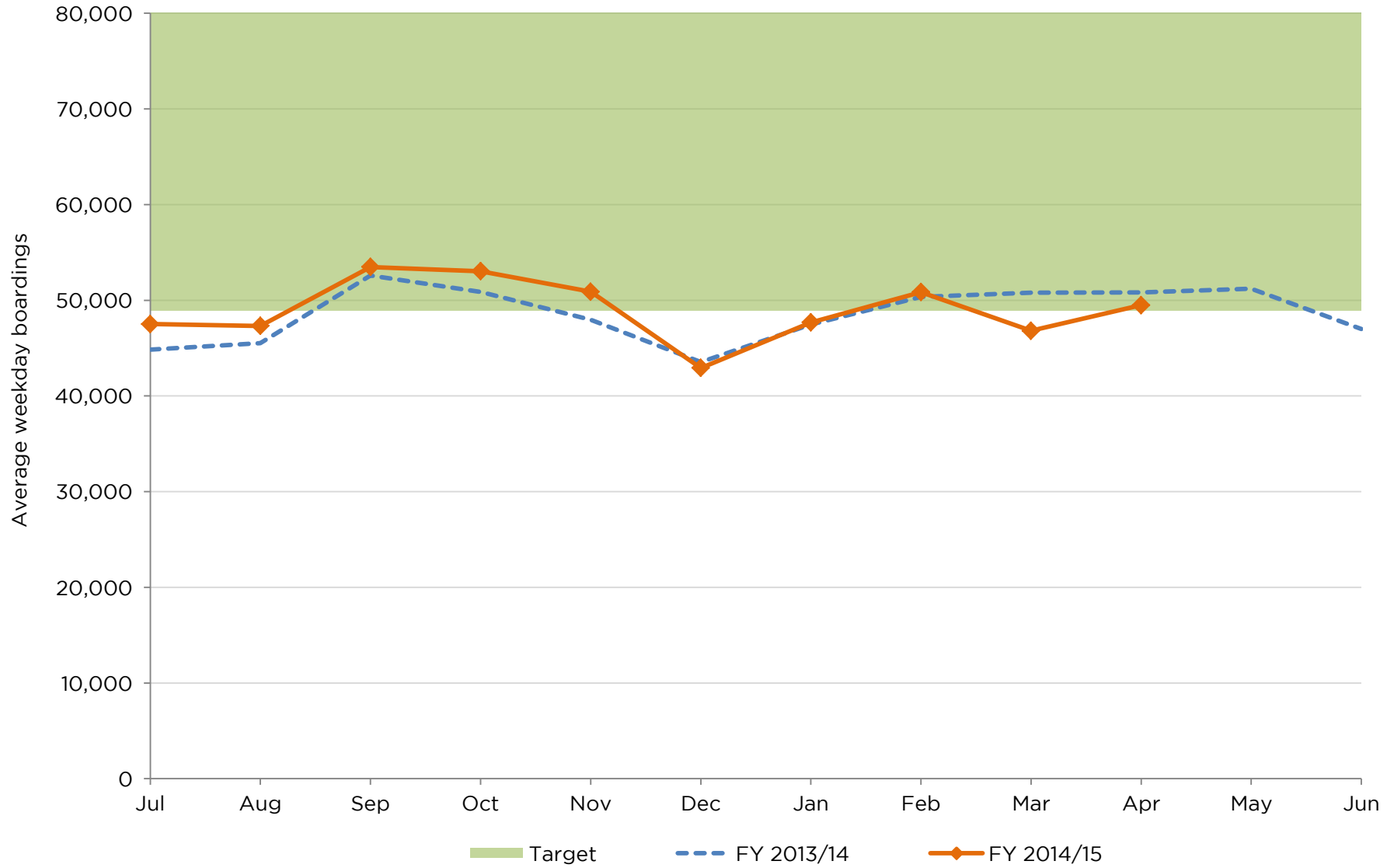
Attachment G: Average Hold Time



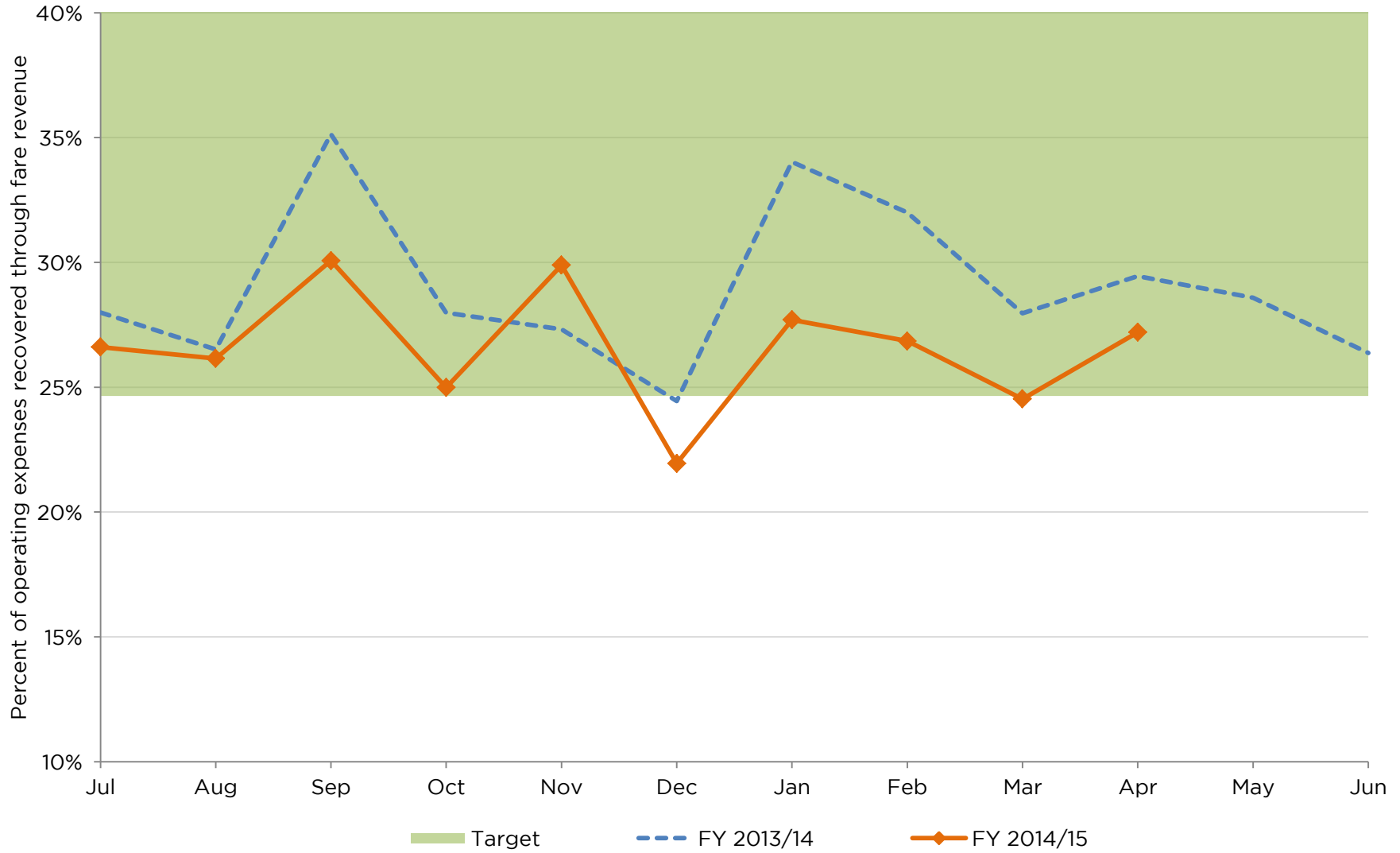
Attachment H: Boardings per Vehicle Service Hour



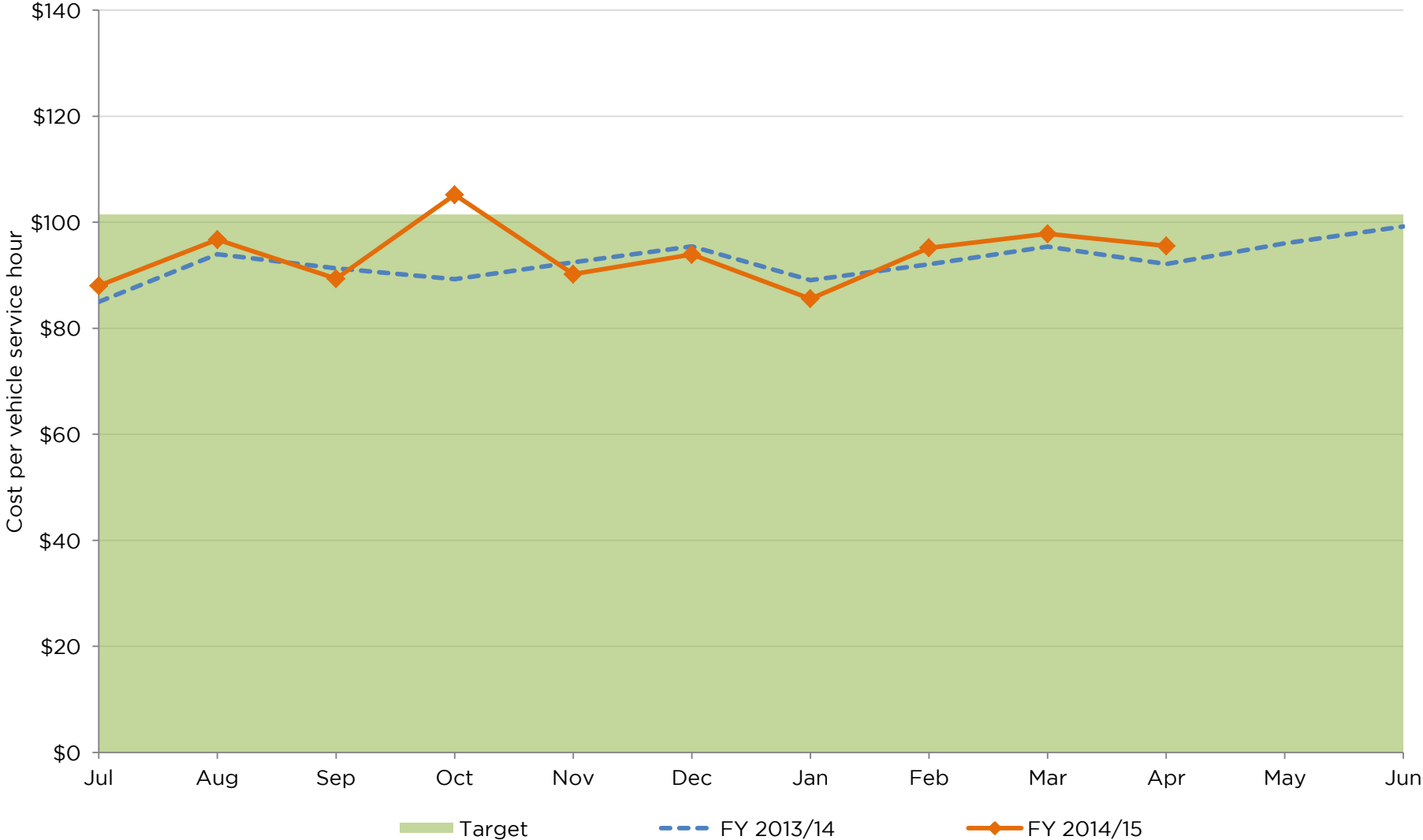
Attachment I: Average Weekday Boardings



Attachment J: Farebox Recovery Ratio



Attachment K: Average Cost per Vehicle Hour



Attachment L
Foothill Transit
Operations Report
April 2015

Goal	Performance Indicator	April 2015	Met target?	April 2014	% Improvement Over April 2014	FY 2015 YTD	Met target?	FY 2014 YTD	% Improvement YTD
Operations	Average Fare per Boarding	\$1.33	No	\$1.25	6%	\$1.28	No	\$1.30	(1%)
	Average Cost per Boarding	\$4.89	Yes	\$4.25	(15%)	\$4.83	Yes	\$4.43	(9%)
	Average Subsidy per Boarding	\$3.56	Yes	\$3.00	(19%)	\$3.55	Yes	\$3.13	(13%)
	Total Vehicle Miles	1,290,242	-	1,190,273	8%	12,701,644	-	11,589,327	10%
	Vehicle Service Miles	941,090	-	910,632	3%	9,281,260	-	8,844,621	5%
	Total Vehicle Hours	85,313	-	80,272	6%	849,021	-	778,346	9%
	In-Service Speed (mph)	14.6	-	15.3	(4%)	14.7	-	15.1	(3%)
	Boardings per Vehicle Service Mile	1.34	-	1.42	(6%)	1.32	-	1.37	(3%)



May 29, 2015

To: Executive Board

Subject: **May 2015 Legislative Summary**

Recommendation

Receive and file the May 2015 Legislative Summary. Adopt support positions on SB 16 and SB 767.

Analysis

A summary of state and federal legislation and its status is attached. Board members should note that staff recommends support positions on SB 16 (Beall) and SB 767 (DeLeon).

State Legislative Issues:

SB 16 is a comprehensive funding package that would dedicate \$3 billion-\$3.5 billion to transportation annually for the next five years and generate this new revenue by increasing several taxes and fees including the excise tax on gasoline and on diesel fuel by 10 cents and 12 cents, respectively, in year one; the vehicle license fee by 35 percent over five years; the vehicle registration fee by \$35; create a new vehicle registration fee of \$100 for zero-emission vehicles; and repay transportation loans. SB 16 is the first of what is likely to be multiple transportation funding proposals put forward by the Legislature, designed to address California's projected \$59 billion backlog of deferred maintenance on the state highway system, and roughly \$78 billion funding shortfall for maintenance of local streets & roads. This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state highway system. **We urge Senator Beall to include dedicated transit funding in this important bill.**

SB 767 allows the Los Angeles County Metropolitan Transportation Authority (Metro) to exceed the two percent statutory limitation on local transactions and use taxes by one percent; authorizes Metro to impose, by ordinance, an additional local, countywide, one-half-cent sales tax for a period to be determined by Metro; requires Metro to adopt the ordinance and submit the proposal to the voters; and specifies that the ordinance only becomes operative if approved by two-thirds of the voters voting on the measure. SB 767 will attempt to address the funding shortfall of Measure R. Instead of seeking to extend Measure R, the author of this bill is authorizing Metro to



propose to voters another half-cent sales tax. This new authorization would not contain the required projects of past measures, or the restrictions of past legislation, but is somewhat a "clean slate" from which Metro can build a new expenditure plan and funding prioritization. This bill would provide a new operating funding source for Foothill Transit.

On May 14, Governor Brown released the "May Revise," the Administration's update to the Governor's January Proposed Budget for FY 2015-16. Like the January Budget, the update contains minimal changes to the state's traditional transportation funding sources. The State Transit Assistance (STA) program, projected in January to accumulate \$387.8 million in revenues, is now expected to produce \$351.5, a decrease of \$36.3 million.

In the May Revise, the Governor doubled-down on his commitment to find additional funding for state highways, stating that, "In considering new funding sources, the state must focus on the priorities that are the state's core responsibility, maintaining and operating the state's network of highways and interstates, and improving the highest priority freight corridors. Funding should come from pay-as-you-go transportation user fees, and be sustainable as gasoline consumption falls."

Arguably, the most significant transportation-related update in the May Revision is the Administration's plan for spending additional Cap and Trade revenues. The May Revise states that, "Cap and Trade proceeds provided for a significant investment in clean transportation and mass transit beginning in 2014-15. The Cap and Trade funding plan also provides an ongoing share of annual revenues, setting aside a total of 60 percent for public transportation, active transportation, and housing."

The Administration proposes directing a significant amount of the additional revenue to mass transportation-eligible programs, totaling \$1.6 billion in FY 2015-16, including the Low-Carbon Transit Operations Program (LCTOP), the Transit and Intercity Rail Capital Program (TIRCP), and the Affordable Housing and Sustainable Communities Program (AHSCP).

Federal Legislative Issues:

Senate Majority Leader Mitch McConnell (R-KY) began a procedural motion to make it easier for the Senate to consider a clean two-month transportation policy extension. Republican leadership in both the Senate and House maintain that an extension to the end of the year is their preference. That end-of-year extension is estimated to cost between \$10 and \$11 billion.



McConnell's motion signals that an agreement on a year-end patch may not be achieved by the May 31 deadline, and that he is preserving the option of a clean policy extension to July 31 to prevent expiration of Highway Trust Fund (HTF) authority. Both the Senate and the House are scheduled to be in recess the final week of May, increasing the urgency of this issue. Senators Jim Inhofe (R-OK) and Barbara Boxer (D-CA) have said they are planning to mark up a long-term authorization bill in June.

House leaders also indicated that they will move a two-month extension of Transit and Highway spending authority through the House, as efforts to negotiate a package of offsets for an end-of-year extension are expected to continue, but did not appear close to resolution.

Language posted on the House Rules Committee website is similar to legislation introduced in the Senate by Senators Tom Carper (D-DE) and Barbara Boxer (D-CA). Legislation introduced by House Transportation and Infrastructure (T & I) Chairman Bill Shuster (R-PA) and House Ways and Means Committee Chairman Paul Ryan (R-WI) would extend transit and highway spending authority through the end of July.

According to the most recent estimates from the Department of Transportation (DOT), the Mass Transit Account of the Highway Trust Fund will still have \$1.6 billion and the Highway Account will still have about \$3.6 billion in cash on hand as of July 31. Absent additional action by Congress to address the Trust Fund balance (through transfers or additional revenues), the Mass Transit Account is projected to hit a zero balance sometime in late September or early October and the Highway Account reaching a zero balance sometime in late August.

Budget Impact

SB 767 would provide a new operating funding source for Foothill Transit.

Sincerely,

David Reyno
Director of Government Relations

Doran J. Barnes
Executive Director

2015 Legislation Summary

Current as of 5/18/2015

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
AB 857	Perea	Creates the Technology Program pursuant to SB 1204 (Lara), Chapter 524, Statutes of 2013, supported by Foothill Transit to fund the development of zero and near zero emission truck, bus, and off-road vehicle and equipment technologies to be administered by the Air Resources Board in conjunction with the California Energy Commission. The bill would provide that the funding for the program would come out of the Greenhouse Gas Reduction Fund (Cap & Trade Auction Funds), and would prioritize projects located in disadvantaged communities.	This bill may provide a new funding source for Foothill Transit electric and CNG buses.	Assembly Committee on Transportation		Support Position Adopted 4/24/2015
AB 1205	Bloom	In 2012 and 2014, the California Transit Association (CTA) sponsored legislation which provided transit agencies with temporary relief from California's decades-old bus axle weight limits. The temporary provisions of the most recent measure, AB 1720 (Bloom, Chapter 263, Statutes of 2014), are now set to expire at the end of 2015, reinstating an unworkable 20,500 lb./axle limit and impacting various stakeholders, including cities, counties, public transit agencies, and private sector bus suppliers. The CTA continues to work with impacted stakeholders to craft a long-term solution, acceptable to all parties, that recognizes the challenges of the current axle weight limit. AB 1205 will serve as the vehicle for such a solution, if and when one emerges. The majority of Foothill Transit's fleet, along with those of most, if not all, transit agencies throughout the state exceeds this over quarter century old statute due to mandated clean air, safety, disability laws and advances in bus technology.	This bill will continue to protect Foothill Transit from being subject to citations and costly permits until a reasonable solution can be determined.	Assembly Committee on Rules	CTA - Support	Support Position Adopted 4/24/2015

2015 Legislation Summary

Current as of 5/18/2015

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
SB 16	Beall	This bill is a comprehensive funding package that would dedicate \$3 billion-\$3.5 billion to transportation annually for the next five years and generate this new revenue by increasing several taxes and fees including the excise tax on gasoline by 10 cents in year one; the excise tax on diesel fuel by 12 cents in year one; the vehicle license fee by 35 percent over five years; the vehicle registration fee by \$35; create a new vehicle registration fee of \$100 for zero-emission vehicles; and repay transportation loans. SB 16 is the first of what is likely to be multiple transportation funding proposals put forward by the Legislature, designed to address California's projected \$59 billion backlog of deferred maintenance on the state highway system, and roughly \$78 billion funding shortfall for maintenance of local streets & roads.	This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state highway system. We urge Senator Beall to include dedicated transit funding in this important bill.	Senate Appropriations	CTA - Support	Support
SB 391	Huff	Specific sections of the penal code have long provided for the criminal prosecution of individuals who commit assault or battery against transit employees. Due to flexibility in current law, which provides for probation in place of jail time, most assailants avoid serious consequences. SB 391 would increase penalties for assaults committed against transit employees and to remove a provision in state law that allows assailants to escape jail time.	This bill will assist Foothill Transit in keeping our employees safe and require harsh penalties for those who may cause them harm.	Senate Committee on Public Safety	CTA, Metro - Support	Support Position Adopted 4/24/2015
SB 413	Wiechowski	Would amend the Public Utilities Code and the Penal Code to allow transit agencies to use an administrative process to cite and process minors in violation of specified prohibited acts (e.g. fare evasion, smoking where prohibited, unauthorized sale of goods) occurring on transit properties. Additionally, this proposal would make it a violation for failing to yield seating reserved	This bill would allow Foothill Transit to impose and enforce certain administrative penalties for passenger misconduct on or in a Foothill Transit facility or vehicle.	Senate Committee on Transportation & Housing	CTA - Support	Support Position Adopted 4/24/2015

2015 Legislation Summary

Current as of 5/18/2015

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		for elderly and disabled individuals, and clarify what constitutes a noise violation on a transit property.				
SB 508	Beall	Transit operators across the state are required to meet specified farebox recovery and operating cost criteria in order to be eligible to receive funds from the Transportation Development Act (called Local Transportation Fund dollars) and/or the State Transit Assistance (STA) program, if those funds are to be used for operating purposes. SB 508 would address the challenges posed by this rigid funding mechanism by creating more flexible farebox recovery and operating cost criteria, and by rationalizing the penalties for non-compliance.	This bill would allow Foothill Transit to continue to receive a certain amount of state transit funding in case of an agency economic or low ridership challenge.	Senate Committee on Transportation & Housing	CTA - Support	Support Position Adopted 4/24/2015
SB 767	DeLeon	Allows the Los Angeles County Metropolitan Transportation Authority (Metro) to exceed the 2% statutory limitation on local transactions and use taxes by 1%. Authorizes Metro to impose, by ordinance, an additional local, countywide, one-half-cent sales tax for a period to be determined by Metro. Requires Metro to adopt the ordinance and submit the proposal to the voters. Specifies that the ordinance only becomes operative if approved by two-thirds of the voters voting on the measure. SB 767 will attempt to address the funding shortfall of Measure R. Instead of seeking to extend Measure R, the author of this bill is authorizing Metro to propose to voters another half-cent sales tax. This new authorization would not contain the required projects of past measures, or the restrictions of past legislation, but is somewhat a "clean slate" from which Metro can build a new expenditure plan	This bill would provide a new operating funding source for Foothill Transit.	Senate Floor	Metro - Support	Support

2015 Legislation Summary

Current as of 5/18/2015

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		and funding prioritization.				
H.R. 680	Blumenauer	<p>Our transportation infrastructure is increasingly outdated and inadequate. In 2011, the Federal Highway Administration (FHA) estimated that over \$70.9 billion worth of repairs are needed merely to maintain safe bridges. Inflation and increased fuel efficiency has led to declining gas tax receipts and the gas tax has lost nearly 40% of its purchasing power since it was last raised in 1993. The decline will continue as cars become more efficient and people drive less. Vehicle miles traveled per capita declined last year for the ninth year in a row. Because Congress has not addressed the Highway Trust Fund's (HTF) insolvency, the fund will be exhausted this summer and states will begin cutting back on projects. To maintain current funding levels, the HTF will need \$100 billion in addition to current tax receipts in the next five years. Failure to act will result in a 30% reduction in federal transportation spending over the next decade. The Update, Promote, and Develop America's Transportation Essentials (UPDATE) Act (Blumenauer (D-OR), would phase in a nickel a gallon tax increase over each of the next three years on gasoline and diesel that would be dedicated to public transportation and highway programs, index those taxes to inflation and examine ways to replace the taxes with a longer-term stable source of funding.</p>	<p>A consistent, reliable and stable federal funding program would allow Foothill Transit and all U.S. transportation agencies and companies to budget for the long term.</p>	House Committee on Ways and Means	APTA - Supports	Support Position Adopted 2/27/2015



May 29, 2015

To: Executive Board

Subject: **Fiscal Year 2014-2015 Third Quarter Budget Update**

Recommendation

Receive and file the Third Quarter Budget Update for the fiscal year ending June 30, 2015.

The attached Departmental Third Quarter Budget report summarizes Foothill Transit's expenditures through the third quarter and provides a forecast to complete the fiscal year.

FY 2014-2015 Budget Update

Operating Budget Update

As of March 31, 2015, Foothill Transit is \$4.6 million under the approved operating budget of \$57.8 million. After reviewing the third quarter budget and expenditures, Foothill Transit forecasts to end the fiscal year approximately \$4.0 million under the approved operating budget of \$77.2 million.

When the budget was prepared in May 2014, overall expenses were budgeted to increase by 15 percent primarily due to uncertainty in choosing a new operating contractor for the Arcadia operation. The current level of expenditures indicates that the actual year-over-year increase will be closer to seven percent instead of the anticipated 15 percent. Budget increases in salary, wages, and benefits due to adoption of the retirement program for all employees, liability insurance due to addition of property insurance for the Industry Park & Ride structure, completion of the Comprehensive Operational Analysis, and procurement legal fees for both the Arcadia contract and the CAD/AVL system contributed to this budget increase.

Capital Budget Update

As of March 31, 2015, Foothill Transit has expended \$37.8 million on capital projects. The FY2014-2015 budget included \$136.2 million of approved capital projects; \$22.2 million spent prior to FY2014-2015, \$62.4 million for on-going projects and \$51.6 million for new projects. The expected cash flow for FY2014-2015 is \$48.8 million. Major projects include procurement of 60 CNG



buses, two electric buses, replacement of the CAD/AVL system for all 330 Foothill Transit buses, and construction of the Azusa Intermodal Transportation Facility.

Grants Management Activities

Foothill Transit was awarded a federal grant for \$680,000 for construction of an electric bus charging station at the Azusa Intermodal Transportation Facility. The charging station is part of a larger project to fully electrify Line 280 with two charging stations and 13 new electric buses. Two additional grants have been requested for this project from the State of California Low Carbon Transit Operations Program.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Michelle Caldwell'.

Michelle Caldwell
Director of Finance

A handwritten signature in blue ink, appearing to read 'Doran J. Barnes'.

Doran J. Barnes
Executive Director

Attachment

FY14/15 Quarterly Budget Variance Report
TOTAL BUDGET BY DEPARTMENT
Annual Forecast

	DEPARTMENTS	Actual Y-T-D	Budget Y-T-D	Variance Y-T-D	Annual Budget	Annual Forecast	Estimated Variance from Budget
1	Customer Service & Operations	\$45,867,809	\$48,773,066	\$2,905,257	\$65,268,600	\$61,811,890	\$3,456,710
2	Maintenance & Vehicle Technology	429,219	511,965	82,746	682,600	668,681	13,919
3	Marketing	999,947	1,241,136	241,189	1,654,800	1,605,008	49,792
4	IT	1,012,720	1,407,456	394,736	1,876,600	1,838,930	37,670
5	Administrative	1,924,801	2,126,574	201,773	2,835,400	2,796,273	39,127
6	Procurement	546,186	615,231	69,045	820,300	810,010	10,290
7	Finance	678,204	800,703	122,499	1,043,600	922,547	121,053
8	Planning	814,125	1,320,525	506,400	1,760,700	1,484,285	276,415
9	Facilities	882,881	989,028	106,147	1,318,670	1,307,812	10,858
10	TOTAL	\$53,155,892	\$57,785,684	\$4,629,792	\$77,261,270	\$73,245,435	\$4,015,835



May 29, 2015

To: Executive Board

Subject: **First Amendment - Deputy Executive Director Employment Agreement**

Recommendations

Authorize the Executive Director to execute the First Amendment to the Deputy Executive Director Employment Agreement.

Analysis

The Foothill Transit Employee Compensation Program currently provides that Foothill Transit shall contribute seven 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 two percent of annual compensation to this retirement plan. Beginning in Fiscal Year 2015-2016, the Board authorized that matching amount to be increased to four percent.

The Deputy Executive Director's contract with the agency currently provides that Foothill Transit will contribute seven percent of his base pay to a Section 401a retirement account. The Deputy Executive Director also receives the maximum contribution that can be made under a Section 457 plan, however that contribution is made into the Section 401a plan.

It is recommended that the Deputy Executive Director's Employment Agreement be amended to allow him to receive the same match that the other Foothill Transit employees receive and that there be flexibility in whether this contribution is made to the Section 457 plan or the Section 401a plan.

Budget Impact

The potential fiscal year 2015-2016 budget impact is equal to two percent of the Deputy Executive Director's annual compensation.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dor J. Barnes'.

Doran J. Barnes
Executive Director



May 29, 2015

To: Executive Board

Subject: APTA Vice Chair Endorsement

Recommendations

Endorse Foothill Transit Executive Director Doran Barnes for the voluntary elected position of Vice Chair of the American Public Transportation Association (APTA).

Analysis

Over the past several years, Doran has been active in APTA, most recently serving as Secretary-Treasurer of the Association. APTA is about to initiate its election process for officers who will begin serving in October 2015 Doran is seeking the position of Vice Chair of APTA. This is a voluntary position and is one of four officer positions for APTA. If elected to the position of Vice Chair, the normal course of progression would be that Doran would service as Chair of APTA beginning in October 2016 and Immediate Past Chair starting in October 2017.

Should Doran be elected to this position, he would be able to continue to advocate on behalf of the transit industry. As he lives and works in Los Angeles County, he is most familiar with our local challenges and issues. Should this item be approved by the Executive Board, the Chair would submit a letter of endorsement to the APTA nominating committee.

Budget Impact

Should Doran be selected for the Vice Chair position, most of his activities related to this role would be conducted at meetings and conference that he already attends or in conjunction with ongoing work for Foothill Transit in Washington, D.C. Some additional travel costs will be incurrd to attend Board meetings and committees. Funds are budgeted for these costs.

Sincerely,

A handwritten signature in purple ink, appearing to read 'Darold Pieper'.

Darold Pieper
General Counsel



May 29, 2015

To: Executive Board

Subject: **Holiday Service Schedule for Fiscal Year 2015-2016**

Recommendation

Approve the proposed FY 2015-2016 Holiday Service Schedule.

Analysis

Foothill Transit traditionally operates a weekend schedule on most federal holidays. On these holidays ridership on both our local and commuter lines is very low, indicating that Foothill Transit’s weekend schedule would better meet ridership demand. As such it is recommended that Foothill Transit operate a weekend schedule on the following holidays in accordance to the Federal Holiday schedule for FY 2015- 2016:

Holiday	Day of Week	Date
Independence Day	Friday	July 3**
Labor Day	Monday	September 7
Thanksgiving Day	Thursday	November 26
Christmas Day	Friday	December 25
New Year’s Day	Friday	January 1
President’s Day	Monday	February 15
Memorial Day	Monday	May 30

** July 4, 2015 (the legal public holiday for Independence Day), falls on a Saturday. For most Federal employees, Friday, July 3, will be treated as a holiday.

Budget Impact

Operating weekend schedules on the above listed holidays will result in approximately \$562,255 in reduced operating cost than if regular weekday service was provided on the dates listed above.

Sincerely,

Joseph Raquel
Director of Planning

Doran J. Barnes
Executive Director



May 29, 2015

To: Executive Board

Subject: **Exercise of Option – General Marketing Services**

Recommendation

Authorize the Executive Director to exercise option year one of the Pulsar Advertising Contract (No. 12-038) in the amount of \$329,189 for general marketing services.

Analysis

Currently, Foothill Transit is in the third year of a contract for general marketing services with Pulsar Advertising. The contract includes a variety of marketing services including branding development, website redesign, livery adaptation for the Ecoliner, and Class Pass strategic marketing.

The execution of option year one will provide the ability to continue general marketing services and support through June 2016, including the development of communication materials for possible new Class Pass campuses, new livery adaptation for the 40' Ecoliner vehicles, marketing of the proposed service enhancements, special events for new park and ride facilities, planning for a student transportation summit, and general market analysis and strategy.

Budget Impact

The approved FY 2015-2016 Business Plan includes funds for general marketing services.

Sincerely,

A blue ink signature of Felicia E. Friesema, consisting of a large, stylized 'F' followed by a long horizontal line and a small loop at the end.

Felicia E. Friesema
Director of Marketing and Communications

A blue ink signature of Doran J. Barnes, featuring a large, stylized 'D' and 'B' with a long horizontal line extending to the right.

Doran J. Barnes
Executive Director



May 29, 2015

To: Executive Board

Subject: **Exercise of Option – Interior Card Printing**

Recommendation

Authorize the Executive Director to exercise option year one and two of the Interior Card Printing contract with Kandid Graphics (No. 14-046) in the amount of \$140,192.

Analysis

Foothill Transit is approaching the end of its first year of a contract for interior card printing with Kandid Graphics. The contract covers the production of 53 on board interior cards created by the Marketing and Communications Department.

The execution of option year one and two, as stipulated by the contract, will provide the ability to continue interior card printing services through July 2017. These services include lamination, full color process printing on durable 24 pound cardstock, and delivery of finished materials to Foothill Transit for installation.

Budget Impact

The approved FY 2015-2016 Business Plan includes funds for general marketing services.

Sincerely,

A handwritten signature in blue ink, appearing to read 'F. Friesema', written over a horizontal line.

Felicia E. Friesema
Director of Marketing and Communications

A handwritten signature in blue ink, appearing to read 'D. Barnes', written over a horizontal line.

Doran J. Barnes
Executive Director



May 29, 2015

To: Executive Board

Subject: **Exercise of Option - SMARTBus System Support and Maintenance**

Recommendation

Authorize the Executive Director to exercise the first of two one-year options in the amount of \$343,453 for Xerox Software Support and Maintenance of Foothill Transit's SMARTBus System.

Analysis

Foothill Transit's SMARTBus system, procured from Orbital Sciences (now known as Xerox) in 2005 and implemented in 2007, is a computerized system of on-board equipment and other equipment housed at Foothill Transit's Arcadia and Pomona operating facilities as well as the agency's West Covina administrative offices. The system tracks, measures, and reports on bus information that is used to monitor and control on-street service and display bus arrival times to customers.

The SMARTBus system has become an integral part of the monitoring and management of Foothill Transit's day-to-day operations. It currently provides data to the TransTrack business intelligence system, the Regional Integration of Intelligent Transportation Systems (RIITS), and will provide the source data for the upcoming implementation of Foothill Transit's NextBus real time passenger information system.

On November 23, 2012 the latest update of the Xerox system, which is fully compatible with Foothill Transit's virtual computer server environment, was installed as scheduled and Xerox provided continued support and maintenance of the prior version of the software until the new version was installed. On December 14, 2012 the Executive Board authorized the Executive Director to enter into an agreement in the amount of \$828,995.36 with Xerox for Software Support and Maintenance of Foothill Transit's SMARTBus System through Xerox. The base term of that agreement expires on June 30, 2015. Pricing for the two available option years is \$343,453.00 for Option Year 1 (July 1, 2015 - June 30, 2016) and \$362,220.00 for Option Year 2 (July 1, 2016 - June 30, 2017).



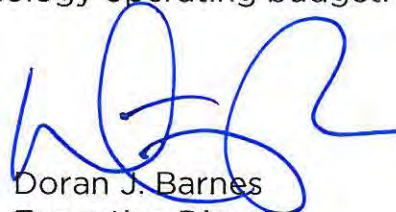
Xerox is the only provider of support and maintenance of its software system. As such, the contract award represented a sole-source procurement.

Budget Impact

The cost of the Xerox Software Support and Maintenance contract is included in the adopted FY 2015-2016 Information Technology operating budget.

Sincerely,

 - For
Donald Luey
Information Technology Director


Doran J. Barnes
Executive Director



May 29, 2015

To: Executive Board

Subject: **Mt. San Antonio College Transit Center Memorandum of Understanding**

Recommendation

Authorize the Executive Director to begin negotiations on the development of a Memorandum of Understanding (MOU) with Mt. San Antonio College (Mt. SAC) related to the development of a Transit Center and Transit Store on the Mt. SAC campus.

Analysis

One of the largest trip generators in the entire Foothill Transit system is Mt. SAC. The high ridership at Mt. SAC is due to the central location of the campus in our service area and the continued success of the Class Pass program. As a result, the development of an off-street transit center is being considered. This center is anticipated to have ten transit bays with covered waiting areas for riders and conduit provisions for two electric bus charging stations. Further, the inclusion of a Transit Store and bike storage area will be evaluated.

Several members of the Foothill Transit management team have been in discussions regarding the proposed Transit Center with Mt. SAC President William Scroggins and his staff. President Scroggins has indicated his support of the concept and agreed to partner with Foothill Transit in the development of the Transit Center to be located near the center of the college campus.

The MOU will provide direction for the development of the transit center, including financing, planning, design, construction and use of the transit center and store at the Mt. SAC campus. Under the Agreement, Foothill Transit will serve as the Federal Transit Administration (FTA) grantee for the Project.



Budget Impact

Foothill Transit’s fiscal year 2015-2016 Business Plan includes funding for the creation of a Transit Center on the Mt. SAC campus.

Sincerely,


Sharlane R. Bailey
Director of Facilities


Doran J. Barnes
Executive Director



May 29, 2015

To: Executive Board

Subject: **Request for Proposals (RFP) - Environmental Consultant - Mt. SAC Transit Center Project**

Recommendation

Authorize the Executive Director to Issue RFP No. 15-065 seeking proposals to provide environmental consulting services as necessary in connection with the development of a Transit Center to be located in the Mt. SAC campus.

Analysis

The Mt. SAC Transit Center will be partially funded by federal grants and as such Foothill Transit must adhere to the requirements of the National Environmental Policy Act (NEPA) and prepare appropriate documentation in order to obtain environmental clearance from the Federal Transit Administration (FTA). Similarly, environmental reviews and the preparation of appropriate documentation will be required to comply with California Environmental Quality Act (CEQA).

Foothill Transit intends to contract with an environmental consultant or consultants who will be responsible for preparing appropriate environmental documents, including the completion of a traffic analysis to comply with NEPA and CEQA. The consultant will examine potential environmental impacts of the proposed project and the potential level of the significance of the impacts before and after mitigation. The consultant will also identify the type of environmental clearance documentation required by the Federal and State statutes. The consultant, either directly or under a subcontract, will conduct a traffic analysis to determine what if any significant impacts will result from any new traffic generated by the project and, if appropriate, recommend physical and/or operational improvements necessary to accommodate those traffic impacts.

Budget Impact

The direct costs to initiate this RFP process are minimal and primarily require staff time. Foothill Transit's fiscal year 2015-2016 Business Plan includes funding for the Mt. SAC Transit Center.

Sincerely,

Sharlane R. Bailey
Director of Facilities

Doran J. Barnes
Executive Director



May 29, 2015

To: Executive Board

Subject: **Contract Award - Environmental Consulting and Preliminary Architectural and Engineering Services for the Covina Park & Ride Project**

Recommendation

Authorize the Executive Director to negotiate final terms and conditions and award Contract No. 15-049 in the amount of \$297,414 with Madole & Associates, Inc. to provide environmental services and necessary preliminary architectural and engineering services for the Covina Park & Ride project.

Analysis

On March 26, 2015, Foothill Transit issued Request for Qualifications (RFQ) No. 15-049 seeking proposals from qualified firms or individuals to provide necessary engineering and environmental services for the Covina surface Park & Ride Project. Since the overall project will be funded by federal grants, Foothill Transit must adhere to the requirements of the National Environmental Policy Act (NEPA) and prepare appropriate documentation in order to obtain environmental clearance from the Federal Transit Administration (FTA). Similarly, environmental reviews and the preparation of appropriate documents will be required to comply with the California Environmental Quality Act (CEQA).

The consultant will identify any potential adverse environmental impacts of the proposed project and the potential level of the significance of the impacts before and after mitigation. A subcontracted consultant will conduct a traffic analysis to determine what, if any, significant impacts will result from new traffic generated by the project, and if appropriate, recommend improvements necessary to accommodate traffic impacts.

In addition to environmental consulting services, this RFQ seeks to procure preliminary architectural and engineering services for Phase 1 of the Project. The project delivery method for Phase 2 of the Project will be design-build. As such, preliminary architectural and engineering (a/e) services shall include development of plans and schematic design up to 20 percent of a/e design services on the Project. The design-build contract will be procured in a different Request for Proposal (RFP) issuance once the environmental reviews for Phase 1 have been completed.



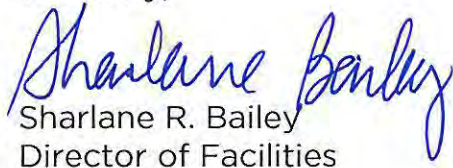
Three proposals were received on April 30, 2015. Two of the three proposers were interviewed on May 15, 2015. The proposers were evaluated on Project Approach, Experience and Qualifications and the Project Team. The highest-rated proposer was selected after the interview process.

The highest-rated proposer was Madole & Associates, Inc. and they are recommended for the Covina Park & Ride project. Madole has experience in designing transportation projects, including surface parking lots throughout Southern California. The Madole team has brought on subconsultants to provide the various specialties required for the Park & Ride facility. The subconsultants included to prepare the environmental documents and traffic engineering are Rincon Consultants and Fehr & Peers, respectively.

Budget Impact

Foothill Transit’s current Business Plan includes funding for a West Covina Park & Ride project. These funds were re-programmed as part of the approved fiscal year 2015-2016 business plan and budget under the Covina Park & Ride project.

Sincerely,


Sharlane R. Bailey
Director of Facilities


Doran J. Barnes
Executive Director



May 29, 2015

To: Executive Board

Subject: **Update on TIGER Grant Application**

Recommendation

Receive and file an update on Foothill Transit's "TIGER" grant application.

Analysis

U.S. Transportation Secretary Anthony Foxx announced that \$500 million will be made available for transportation projects across the country under a seventh round of the highly successful U.S. Department of Transportation's (DOT) Transportation Investment Generating Economic Recovery (TIGER) competitive grant program. TIGER 2015 discretionary grants will fund capital investments in surface transportation infrastructure and will be awarded on a competitive basis to projects that will have a significant impact on the nation, a region, or metropolitan area.

On May 1, 2015, Foothill Transit submitted a pre-application to request \$15 Million from this year's 2015 TIGER Grant Program to fund the expansion and electrification of Line 486. Foothill Transit's project, "Zero Emissions Transit Bus Route on the El Monte-Pomona Education Corridor," will expand our zero emission electric bus program by buying 17 new extended range Proterra electric buses and four charging stations. The total budget for this project is \$20 million and local funds will be used as match to the TIGER funds requested.

These new electric vehicles will operate on Line 486 between the El Monte Station and the Pomona Transit Center. Strategically placed charging stations will create a zero emissions transit corridor, providing critical access to the state's largest single-campus community college (Mt. San Antonio College) and a public university (Cal Poly Pomona). This project will provide reliable and timely access to employment centers, education and training opportunities using zero emission vehicles.

The final application is currently being drafted, and will be submitted before the deadline which is June 5. Letters of support from cities and other agencies have been received, and will be attached to our application to display our strong partnerships and vision in revitalizing communities, while increasing



educational and economic opportunities. Announcements for the selected recipients of the 2015 TIGER Grant Program Funds will be made in the fall.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ruben Cervantes".

Ruben Cervantes
Project Accountant

A handwritten signature in blue ink, appearing to read "Doran J. Barnes".

Doran J. Barnes
Executive Director



May 29, 2015

To: Executive Board

Subject: **Potential Relocation for the West Covina Transit Store**

Recommendation

Authorize the Executive Director to seek an alternative location for the West Covina Transit Store.

Analysis

Foothill Transit's West Covina Transit Store relocated to its current location on the second floor of the Foothill Transit administrative building on Vincent Avenue when the administrative offices moved in 2007. In its former location the Transit Store was very conveniently located immediately adjacent to stops served by several of Foothill Transit's highest ridership lines including the Silver Streak and Line 480 and it was also very close to the Eastland Center where a number of other Foothill Transit lines connect. At that time sales volume at the West Covina Transit Store was among the highest of all Transit Stores - second only to the El Monte Transit Store.

Since the move of the Store in 2007, there has been a very noticeable decline in both sales volume and walk-in traffic at the West Covina Transit Store, and that decline has continued through the current fiscal year. Fiscal year to date, the West Covina Transit Store has experienced a 10.6 percent decline in sales compared to an increase of one percent in sales experienced at all other Transit Stores. Additionally, initial estimates indicate an 11.2 percent reduction in walk-in traffic numbers for the fiscal year to date. This number has been normalized to account for some inconsistencies of the people counters in recent months.

To increase store visibility and provide more convenient access for Foothill Transit customers, the current West Covina Transit Store located on the second floor of the administrative building is proposed to be moved to a more convenient location.

The area chosen for the new West Covina Transit Store should be convenient and easily accessible by customers, possibly in a retail area that has high foot traffic for increased visibility, with favorable lease terms and rent. Some preliminary locations that have been identified for the new West Covina Transit Store are the West Covina Parkway Plaza or the mall at Plaza West Covina. These two potential areas are located in close vicinity to the



intersection of West Covina Parkway and California Avenue, which is one of our busiest transfer points.

Should the West Covina Transit Store be relocated, the space that currently houses the Store at our administrative offices will be remodeled and repurposed. This will likely include relocating the reception area to achieve maximum utilization for the space on the second floor.

Pending approval of this recommendation, staff will research the two potential locations and return to the Executive Board with a recommended location and detailed cost information. In addition, staff will evaluate the layout of the second floor of the administration building and options for repurposing the current space.

In 2014, Foothill Transit expanded and remodeled the Transit Store at the Puente Hills Mall. Based on the actual dollars spent for the remodel, the preliminary estimate for remodel for West Covina at the West Covina Parkway Plaza is:

West Covina Transit Store at the West Covina Parkway Plaza - ESTIMATE	1,600 SF	2,300 SF
Architectural and Engineering	\$113,968	\$163,829
Permitting	1,000	1,500
Construction	670,160	963,355
Capital Cost subtotal	\$785,128	\$1,128,684
Monthly Rent	4,560	6,785
CAM, Taxes, Marketing	1,040	1,495
Operating Cost subtotal	\$5,600	\$8,280

2nd Floor Admin Remodel - ESTIMATE	
Architectural and Engineering	\$88,125
Furnishings	50,000
Permitting	2,000
Construction	655,500
Capital Cost	\$795,625



The preliminary cost for a Transit Store to be located in the Mall is under development but will be evaluated with the project team, but as a point of reference, the current monthly rent (including CAM) at Puente Hills Transit Store is \$5.33 per SF.

Budget Impact

Foothill Transit's Fiscal Year 2015-2016 Business Plan includes funding for a West Covina Transit Store and second floor administrative building remodel.

Sincerely,


Sharlane R. Bailey
Director of Facilities


Doran J. Barnes
Executive Director



May 29, 2015

To: Executive Board

Subject: **Appointment of Foothill Transit Treasurer**

Recommendation

Adopt Resolution No. 2015-05 (Attachment A) designating the Director of Finance as the Foothill Transit Treasurer.

Analysis

Entering our 27th year as a public agency, Foothill Transit has developed a mature internal management structure that is nationally recognized for excellence and performance. Oversight and management of the agency has shifted to in-house management responsibility with Board continuing its key role in governance and policy-making. This approach has resulted in a strong management team with a forward looking but fiscally responsible culture that is an essential element of the agency's success.

Attachment B is a legal option from General Legal Counsel Darold Pieper regarding the Executive Board's options for the appointment of a Treasurer for the organization. In the past this position has been held by a member of the Executive Board. However, the daily duties of the Treasurer are largely conducted by the Director of Finance.

The role of the Treasurer at Foothill Transit is to ensure that all financial affairs are managed prudently and in accordance with approved policies and procedures. The Director of Finance is hired by the Executive Director. Supervision of this position will not change should this recommendation be approved inasmuch as the Executive Director's employment contract requires the Executive Director to *"...be responsible for the accuracy of bills and vouchers upon which money is paid; have charge of the books and accounts of Foothill under the advice of the Treasurer and provide regular reports to the Executive Board..."*

Prior to making this recommendation, Foothill Transit staff researched how this role is filled at other transit agencies and discussed the position with our Independent Financial Auditors, Crowe-Horwath.



In all transit organizations surveyed, the Treasurer role is fulfilled by a staff person who is generally responsible for the following duties:

- Implement the Board approved investment and debt strategies
- Manage portfolio of investments and debt transactions
- Ensure compliance of investment/banking and debt functions with established Board policy and local, state and federal statutory and legislative restrictions
- Approve and oversee contracts with banks, underwriters, other financial service providers, and governmental agencies

Examples of additional duties observed at other transit agencies also include the following:

- Oversee administration of the defined contribution and deferred compensation plans (401A and 457 plans)
- Oversee revenue collection and cash management
- Direct development of funding and cash management plans
- Oversee implementation and enforcement of electronic payment and check distribution and approval policies

Nearly all agencies surveyed confirmed that they have a staff member identified as the “Treasurer” (Long Beach Transit does not use the Treasurer as a job title). In many instances, the individual also has other financial duties. The size of the agency, amount of debt and investments, and complexity of financial transactions create different staffing requirements.

Budget Impact

This action will not result in a change to the budget as all of the aforementioned duties and responsibilities are already being functionally performed by Foothill Transit staff.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Doran J. Barnes', written over a circular stamp or seal.

Doran J. Barnes
Executive Director

Attachments



RESOLUTION NO. 2015-05

A RESOLUTION OF THE EXECUTIVE BOARD OF Foothill TRANSIT APPOINTING THE DIRECTOR OF FINANCE AS THE TREASURER

The Executive Board of Foothill Transit does resolve as follows:

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

A. California Government Code Section 6505.5 requires Foothill Transit to designate an individual to fill the office of Treasurer and Auditor, while Section 6505.6 provides that an employee of Foothill Transit may fill either office.

B. Section 3.E of the Foothill Transit Joint Exercise of Powers Agreement provides that the Executive Board may designate the Treasurer and Auditor.

C. The Executive Board desires to appoint the Director of Finance, an employee of Foothill Transit, as its Treasurer.

D. The Executive Board desires to continue to appoint an outside certified public accounting firm as its Auditor.

2. Action.

A. The Director of Finance is hereby appointed as the Treasurer of Foothill Transit, and this appointment shall remain in full force and effect until such time, if any, as the Executive Board may amend or rescind this Resolution.

B. The Executive Director shall remain responsible for the accuracy of bills and vouchers upon which money is paid; have charge of the books and accounts of Foothill under the advice of the Treasurer.

3. Adoption. PASSED AND ADOPTED at a meeting of the Executive Board held on May 29, 2015, by the following vote:

AYES:

NOES:

ABSTAIN:

APPROVED AS TO FORM: Darold D. Pieper, Attorney at Law

By: Darold Pieper, General Counsel

CAROL HERRERA, Chair

ATTEST: Garen Khachian, Commission Services Los Angeles County Board of Supervisors

By: Secretary

Telephone
(760) 814-1401

DAROLD D. PIEPER
ATTORNEY AT LAW
7049 Heron Circle
Carlsbad, California 92011-3975
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Facsimile
(760) 683-3193

MEMORANDUM

To: Honorable Chair and Executive Board Members

From: Darold Pieper, General Counsel



Date: May 11, 2015

Subject: Appointment of Foothill Transit Treasurer

Questions have been raised about the role of an Executive Board member who serves as the Foothill Transit Treasurer since that individual has no significant role in the agency's financial process. This has given rise to concerns about possible legal and political liabilities should an error occur. Accordingly, I have evaluated the various procedures by which the Foothill Transit Treasurer may be appointed.

SUMMARY

It is my opinion that (i) no member of the Executive Board is required to serve as Treasurer; (ii) a Foothill Transit employee can be designated to serve as the Treasurer; and (iii) the Executive Board, not the Governing Board, may make the appointment.

ANALYSIS

I have reviewed the applicable authorities that governing the positions of Treasurer for Foothill Transit. These include, in order of priority:

Government Code

Government Code Section 6505.5:

If a separate agency or entity is created by the agreement, the agreement shall designate the treasurer of one of the contracting parties, or in lieu thereof, the county treasurer of a county in which one of the contracting parties is situated, or a certified public accountant to be the depository and have custody of all the money of the agency or entity, from whatever source.

Foothill Transit was created as a separate agency by its joint powers agreement. Although nominally bound to follow this procedure, it does not because Section 6505.6 provides an alternate procedure.

Government Code Section 6505.6:

In lieu of the designation of a treasurer and auditor as set forth in Section 6505.5, the agency or entity may appoint one of its officers or employees to either or both

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ATTORNEY AT LAW

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of such positions. Such offices may be held by separate officers or employees or combined and held by one officer or employee. Such person or persons shall comply with the duties and responsibilities of the office or offices as set forth in subdivisions (a) to (d), inclusive, of Section 6505.5.

In the event the agency or entity designates its officers or employees to fill the functions of treasurer or auditor, or both, pursuant to this section, such officers or employees shall cause an independent audit to be made by a certified public accountant, or public accountant, in compliance with Section 6505.

As authorized by Section 6505.6, Foothill Transit has historically appointed one of its officers to hold the position of treasurer. It has also caused an annual audit to be conducted by a certified public accountant as required by that same section. Note that until recently, it could not appoint an employee to serve in that position because the agency had no employees.

Joint Power Agreement

The Joint Powers Agreement provides in relevant part as follows:

Section 3.E—Secretary, Treasurer, Auditor and Counsel:

The Executive Board may appoint a Secretary of the Board. Subject to the restrictions contained in Sections 6505.5 and 6505.6 of the California Government Code, the Board may designate the treasurer and auditor of Foothill Transit or may appoint one of its officers to either or both of such positions. Unless and until the Executive Board makes a contrary designation or appointment, the Executive Officer-Clerk of the Board of Supervisors shall be and act as the Secretary of the Executive Board, the County Treasurer shall be and act as the Treasurer of Foothill Transit, and the County Auditor-Controller shall be and act as the Controller (Auditor) of Foothill Transit. . . .

The default treasurer is the County Treasurer, “[u]nless and until the Executive Board makes a contrary designation or appointment. . . .” In accordance with Section 3.E, the Executive Board has designated one of its members to be the treasurer. However, this section is permissive—it does not require that one of its members be treasurer. Neither does it provide that the treasurer can *only* be an officer *or* the County Treasurer. Rather, by referencing Section 6505.6, it leaves open the possibility that an employee could be designated the treasurer, and it vests this powers of appointment in the Executive Board.

Section 4(2)—Rulemaking Powers of Foothill Transit:

Foothill Transit shall have the power to adopt and implement such rules and regulations as may be necessary to effect the purposes of this Agreement and which do not conflict with any terms of this Agreement, including but not limited to the power to determine qualification and compensation, if any, of Board members, to determine the procedure for selection of Board members representing cities, their terms, their alternates, if any, and related requirements,

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ATTORNEY AT LAW

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to select officers of Foothill Transit not provided for in this Agreement, and to adopt rules relating to fares, routes, and service modifications including the delegation of specified powers relating to Board.

This section gives the Governing Board the power to adopt rule and regulations, including the power to select officers “not provided for in this Agreement....” However, the position of treasurer is provided for in the joint powers agreement, so this section does not illuminate the issue.

Section. 4.B—Powers of Board:

The Executive Board shall have the power to adopt and implement such rules and regulations as may be necessary to effect the purposes of this Agreement and which do not conflict with any terms of this Agreement or rules of Foothill Transit, including but not limited to the power to select officers and their terms and related requirements, to establish committees advisory to the Executive Board and the power to adopt parliamentary rules.

The section expands upon the power of the Executive Board to select its officers, their terms and related requirements given in Section 3.E above.

Based upon the Government Code and the Joint Powers Agreement, it appears that the Executive Board has the power to appoint either one of its own members or an employee of Foothill Transit as the Foothill Transit Treasurer.

Foothill Transit Rules

The Rules provide as follows:

Section 6—OFFICERS:

Officers of the Governing Board shall be members of the Executive Board.

This language dealing with officers does not provide further guidance on the selection of a treasurer.

Section 6.A—Transition Year:

Transition Year. For organizational purposes, the Board at its first meeting shall select officers of the Governing Board and Executive Board. At the next Governing Board meeting, and at the first regular annual Governing Board meeting in each succeeding calendar year, the Board shall nominate officers for ratification by the Governing Board as officers of the Governing Board and Executive Board.

Although referencing the first, transition year, of the agency, this section does reference an annual selection of officers by the Executive Board with subsequent ratification by the

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ATTORNEY AT LAW

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Governing Board. Although the agency has followed this practice since its inception, it appears to be inconsistent with Section 3.E which vests the power to appoint officers solely in the Executive Board, without the qualification of ratification by the Governing Board.

Section 6.B–Selection:

The Executive Board shall select from its members a chair and vice chair at its first meeting, and thereafter in each succeeding calendar year the Board shall nominate or re-nominate its chair and vice chair and may appoint a treasurer or auditor/controller or both. The positions of treasurer and auditor/controller may be combined and held by one officer or combined with the position of chair or vice-chair. In the event that the chair, vice chair, or treasurer/auditor-controller ceases to be a member of the Executive Board, the resulting vacancy shall be filled at the next meeting of the Executive Board held after each vacancy occurs. In the absence or inability of the chair, the vice chair shall act as chair. The chair, or in his/her absence the vice chair, shall preside at and conduct all meetings of the Executive Board and Governing Board.

This section made mandatory the selection of a chair and vice chair, but it makes optional the appointment of a treasurer among the Executive Board members. It does not expressly consider the appointment of an employee as treasurer, nor does it prohibit it.

Conclusion

Accordingly, it is my opinion that the Executive Board may appoint an agency employee to be the Treasurer of Foothill Transit. This is authorized by the Government Code, and nothing in the Joint Powers Agreement or the Rules prohibit it. The Governing Board would not be required to ratify the appointment because this individual, although serving as an officer of Foothill Transit, would not be an officer of the Executive Board or the Governing Board.



May 29, 2015

To: Executive Board

Subject: **Operation of Metro Line 270**

Recommendation

Authorize the Executive Director to negotiate with LA Metro to transition operation of Line 270 in December of 2015.

Analysis

Line 270 travels along Peck Road through the Foothill Transit member cities of Monrovia, Arcadia, Irwindale, El Monte and South El Monte before traveling through Whittier and Santa Fe Springs to the Norwalk Green Line Station. The cancellation of this line would impact a number of residents in the Foothill Transit service area.

In addition to Lines 190 and 194 about which we have been in discussions with Metro, Metro has indicated that they may also be interested in transitioning Line 270. This potential transfer was discussed at the Governing Board meeting. Staff is seeking specific direction to negotiate the transition of line 270 in addition to line 190 and 194.

Line 270 currently operates 295,800 revenue miles and transports 780,000 passengers annually. Line 270 will enhance Foothill Transit's service portfolio and also provides the ability to improve Foothill Transit's coverage and customer mobility in the southern portion of the San Gabriel Valley.

Operation of Line 270 will require seven coaches during peak service. To facilitate this fleet need, Foothill Transit could delay the retirement of seven of the 30 coaches that were planned to be replaced with the 30 new coaches in our upcoming bus procurement. A procurement is currently underway for additional replacement coaches.

At the annual Governing Board meeting, the Governing Board approved including line 270 as part of our public hearings for service changes. This will occur over the summer months with a recommendation being made to the Executive Board once the public hearing process is complete.



Budget Impact

The preliminary analysis shows that assuming service for Line 270 will cost Foothill Transit approximately \$1.78 million per year to operate, which would be funded by fare revenues and an increase in Foothill Transit’s local subsidy funding.

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Landis'.

Joshua Landis
Planning Manager

A handwritten signature in blue ink, appearing to read 'D. Barnes'.

Doran J. Barnes
Executive Director