



Foothill Transit

# Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING  
9:00 AM, JANUARY 25, 2019  
Foothill Transit Administrative Office  
2<sup>nd</sup> Floor Board Room  
100 South Vincent Avenue  
West Covina, CA 91790

1. CALL TO ORDER
2. ROLL CALL: MEMBERS BARAKAT, BOYER, CALAYCAY, HERRERA, PEDROZA
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF DECEMBER 14, 2018 AND SPECIAL MEETING - STUDY SESSION OF DECEMBER 18, 2018
5. PUBLIC COMMENT
  - 5.1. Executive Director Response to Public Comment

CONSENT CALENDAR: Items 6 through 11 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

## 6. DECEMBER 2018 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

*Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through December 31, 2018. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of December*

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Public Comment: Members of the public shall have the right to address the Board on any item of interest which is within the jurisdiction of the Board before or during the Board's consideration of the item. Presentation shall not exceed 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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31, 2018, for the fiscal year ending June 30, 2019.

7. JANUARY 2019 LEGISLATIVE SUMMARY

Recommended Action: Receive and file the January 2019 Legislative Summary.

8. PROPOSED 2019 FEDERAL, STATE, AND LOCAL LEGISLATIVE PROGRAMS

Recommended Action: Adopt the proposed 2019 Federal, State, and Local Legislative Programs as outlined in Attachments A, B, and C.

9. COACH OPERATOR AUDIT RESULTS

Recommended Action: Receive and file the results of the FY2018-2019 Second Quarter Coach Operator Audits.

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

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

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

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

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

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

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

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

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

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

ប្រសិនបើលោកអ្នកស្នើសុំសេវាកម្មបកប្រែភាសា សូមទាក់ទងមកកាវិយាល័យនាយកប្រតិបត្តិ 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.

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



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10. CONTRACT AWARD - MICROSOFT OFFICE LICENSES

*Recommended Action: Authorize the Executive Director to finalize contract terms and conditions and enter into Agreement No. 19-039 with CDW-G in the amount of One Hundred Sixty Eight Thousand, Eight Hundred Twenty Dollars (\$168,820.00) for Microsoft Office 2019 Licenses.*

11. REQUEST IS ISSUE INVITATION FOR BIDS (IFB 19-062) - ARCADIA AND POMONA OPERATIONS & MAINTENANCE FACILITY IN-GROUND LIFT DECOMMISSION AND SHOP FLOOR RESURFACING

*Recommended Action: Authorize the Executive Director to Issue IFB No. 19-062 for Arcadia and Pomona Operations & Maintenance Facility In-Ground Lift Decommission and Shop Floor Resurfacing.*

REGULAR AGENDA:

12. CONTRACT AWARD - Foothill Transit Website Redesign Services

*Recommended Action: Authorize the Executive Director to enter into Contract No. 19-010 with Sensis Inc. in the amount of \$222,154 for website redesign services.*

13. EXECUTIVE DIRECTOR COMMENT

14. BOARD MEMBER COMMENT

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

Property Address/Location: 1118 N. Citrus Avenue, Covina, CA  
Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Jane Starke, Darold D. Pieper, Kevin Parks McDonald, Barry Foster  
Negotiating Parties: Robert Larsen  
Under Negotiation: Price and Terms

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

Property Address/Location: 100 S. Vincent Ave., Suite 401, West Covina, CA  
Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Jane Starke, Darold D. Pieper, Kevin Parks McDonald  
Negotiating Parties: Senate Rules Committee, California Legislature  
Under Negotiation: Price and Terms



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

Name of Case: Gabriela Cabrera v. Foothill Transit

Superior Court of California County of Los Angeles, Case Number BC723268

18. CLOSED SESSION REPORT

19. ADJOURNMENT

**The Executive Board Strategic Planning  
Workshop is scheduled for  
Friday, February 22, 2019 at 8:00 a.m.**



**Foothill Transit**

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

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

**Friday, December 14, 2018  
9:45 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Calaycay at 10:15 a.m.

**2. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Richard Barakat, Member Sam Pedroza, Vice Chair Carol Herrera, Chair Corey Calaycay

**3. APPROVAL OF AGENDA**

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

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

Approval of the minutes for the Special Meeting of October 30, 2018 and Special Meeting of November 12, 2018.

Motion by Member Barakat, second by Member Pedroza, the minutes for the Special Meeting of October 30, 2018 and Special Meeting of November 12, 2018 were approved. Motion carried 4-0.

**5. PUBLIC COMMENT**

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

**5.1 Executive Director Response to Public Comment**

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

**CONSENT CALENDAR**

6. **OCTOBER 2018 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through October 31, 2018. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of October 31, 2018 for the fiscal year ending June 30, 2019.

Motion by Member Pedroza, second by Vice Chair Herrera, to receive and file. Motion carried 4-0.

7. **TITLE VI EQUITY ANALYSIS - DUARTE TRANSIT SERVICE**

Recommendation: Receive and file the equity analysis of Duarte Community Connector service.

Motion by Member Pedroza, second by Vice Chair Herrera, to receive and file. Motion carried 4-0

8. **TITLE VI EQUITY ANALYSIS - FOOTHILL TRANSIT CLASS PASS PROGRAM REVIEW**

Recommendation: Receive and file the Title VI Equity Analysis review report for the Class Pass Program.

Motion by Member Pedroza, second by Vice Chair Herrera, to receive and file. Motion carried 4-0

9. **CONTRACT AWARD - ARCADIA FACILITY UTILITY ROOF**

Recommendation: Authorize the Executive Director to enter into Agreement No. 19-024 with Best Contracting Services, Inc., in the amount of \$230,680 for replacement of the asphalt utility roof at Foothill Transit's Arcadia Operations and Maintenance Facility.

Motion by Member Pedroza, second by Vice Chair Herrera, to approve. Motion carried 4-0.

**REGULAR AGENDA**

10. **REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) – TRANSIT STORE OPERATIONS AND BUS STOP MAINTENANCE SERVICES**

Recommendation: Authorize the Executive Director to Issue Request for Proposals (RFP) No. 19-035 for Transit Store Operations and Bus Stop Maintenance Services.

LaShawn King Gillespie, Director of Customer Service and Operations, presented this item.

Ms. Gillespie reported that the Transit Stores and bus stop maintenance functions are currently managed through an agreement with Transdev Services Incorporated. The agreement was originally executed in May 2008 and then restated in 2013. The agreement is now scheduled to terminate in June 2019.

The procurement of a new agreement for these services is requested. A Request for Proposals (RFP) would be issued in January 2019. RFPs would be due in February 2019, followed by other procurement activities. A recommendation for contract award would go before the Executive Board in April 2019. The commencement date for the new agreement would be July 1, 2019.

Motion by Member Barakat, second by Vice Chair Herrera, to approve. Motion carried 4-0.

11. **REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) – AUDIT SERVICES**

Recommendation: Authorize the Executive Director to issue a Request for Proposals (RFP No. 19-046) for a Certified Public Accountant or Certified Public Accounting firm to perform audit services for Foothill Transit.

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

Ms. Caldwell reported that every year Foothill Transit contracts an independent audit firm to prepare the Comprehensive Financial Audit. The audit is a requirement of Foothill Transit's funding partners. The current auditor is Crowe Horwath; they have reached the end of their contract. A Request for Proposals (RFP) will need to be issued to procure audit services beginning in May 2019.



Motion by Member Barakat, second by Vice Chair Herrera, to approve.  
Motion carried 4-0.

12. **REQUEST TO ISSUE REQUEST FOR PROPOSALS - LEGAL SERVICES**

Recommendation: Authorize the Executive Director to Issue Request for Proposals (RFP) No. 19-037 for provision of Legal Services.

Christopher Pieper, Director of Procurement, presented this item.

Mr. Pieper reported that the current agreement for special counsel services was originally awarded to Thompson Coburn LLP in 2007. The agreement has been amended and extended several times by the Executive Board and is set to expire in June 2019. Foothill Transit has additional special counsel services provided in a Letter of Engagement from 2013 with the firm of Richards, Watson and Gershon. Foothill Transit staff has been researching and preparing for an open and competitive solicitation encompassing all special counsel services to the agency.

Foothill Transit staff will design the RFP around 10 major areas of expertise. Foothill Transit will solicit proposals from a list of currently registered firms. Firms will be able to propose services on any number of specialty areas. The highest rated firm in each area of specialty will be recommended for award to the Executive Board.

Motion by Member Pedroza, second by Vice Chair Herrera, to approve.  
Motion carried 4-0.

13. **FEDERAL ADVOCACY SERVICES CONTRACT**

Recommendation: Authorize the Executive Director to terminate the Federal Advocacy Services Contract with Baker, Donelson, Bearman, Caldwell & Berkowitz and begin a sole source Federal Advocacy Services Contract with Powell Consulting DC effective January 31, 2019, to provide federal advocacy services through December 31, 2021, for a fee of \$4,800/month and two one year options for a fee of \$5,500/month from January 1, 2022, through December 31, 2023.

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

Mr. Reyno reported that in 1995 the Executive Board authorized staff to contract with Baker, Donelson, Bearman & Caldwell to provide technical



assistance in Foothill Transit's pursuit of federal capital funds. The firm assigned Jan Powell to work with Foothill Transit staff. Ms. Powell has been instrumental in assisting the agency in obtaining millions of dollars in federal discretionary grants and providing guidance on federal transportation legislation. In 2017, the Executive Board determined it best to approve a sole source contract with Baker, Donelson, Bearman, Caldwell, & Berkowitz and continue to have Ms. Powell as Foothill Transit's advisor because of her understanding of Foothill Transit's operations and to maintain the continuity of the agency's critical work.

Ms. Powell announced she is leaving Baker, Donelson, Bearman, Caldwell, & Berkowitz effective the end of January 2019. She will be going into private practice as Powell Consulting DC. Continuity of Foothill Transit's work in Washington, DC will be very important. Mr. Reyno requested that the Executive Board terminate the Federal Advocacy Services Contract with Baker, Donelson, Bearman, Caldwell & Berkowitz and begin a sole source Federal Advocacy Services Contract with Powell Consulting DC.

Mr. Reyno stated that there was an error in the written report. The report incorrectly stated that the contract would be effective January 31, 2019. The correct effective date is February 1, 2019.

Motion by Member Pedroza, second by Vice Chair Herrera, to approve.  
Motion carried 4-0.

14. **DOWNTOWN LOS ANGELES MID-DAY LAYOVER**

Recommendation: In accordance with the Downtown Mid-day Layover Subcommittee's recommendation, authorize the Executive Director to: 1. Enter into a 10-year lease agreement with Caltrans in the amount of \$44,300 per month for property located in downtown Los Angeles to be used as a mid-day commuter bus layover. The lease agreement will include three 10-year options. 2. Enter into a memorandum of understanding (MOU) with Antelope Valley Transportation Authority (AVTA) and Los Angeles Department of Transportation (LADOT) regarding the shared use of the downtown mid-day commuter bus layover locations.

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

Mr. McDonald reported that at the November Executive Board Meeting the Board considered authorizing the Executive Director to enter into a lease with CalTrans and entering into a shared-use agreement with Antelope Valley Transit Authority (AVTA) and the Los Angeles Department of

Transportation (LADOT) for joint use of those properties for a mid-day layover for the buses. At the meeting, the Board had questions related to both documents. An Ad Hoc Committee was established made-up of Member Barakat and former Member Warshaw to assist staff on terms to be included in the shared-use agreement and lease.

Based on the committee's direction related to the CalTrans lease, staff requested a 10-year base term with three 10-year options, and a three percent cap on annual CPI increases. The Ad Hoc committee also requested that staff pursue a 5-year initial period before increases would take effect. CalTrans has agreed to the 10-year base, options, and CPI increase. They are still discussing internally the possibility of no increase during the initial 5-year period.

On the shared-use agreement the Ad Hoc committee recommended that each agency commit to the number of spaces they would use and pay for, and that there be a mechanism in place in the event that one of the three agencies wanted to increase or decrease their utilization of the spaces. It was proposed that by December 1 of each year that each agency would commit to the number of spaces they would use the following fiscal year. AVTA and LADOT have agreed to the terms.

Motion by Member Barakat, second by Member Pedroza, to approve. Motion carried 4-0.

15. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Recognized newly elected Councilmember Dario Castellanos from the City of West Covina.
- Today the new meeting format was implemented; staff will continue to make tweaks to make both meetings run smoothly.
- A Special Executive Board Meeting - Study Session on Foothill Transit's Electric Bus Program will be held on December 18. Two closed session items will also be addressed at that meeting.

16. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.



- Member Pedroza wished everyone Happy Holidays and Happy 30<sup>th</sup> Anniversary to Foothill Transit. Mr. Pedroza stated he enjoyed the historic photos on the agenda packet covers.
- Chair Calaycay wished everyone a wonderful holiday season.

17. **ADJOURNMENT**

Adjournment for the December 14, 2018 Foothill Transit Special Executive Board Meeting.

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



**Foothill Transit**

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

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

**Tuesday, December 18, 2018  
8:00 a.m.**

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Member Pedroza.

**3. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Richard Barakat, Member Sam Pedroza, Vice Chair Carol Herrera, Chair Corey Calaycay

**4. APPROVAL OF AGENDA**

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

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

Approval of the minutes for the Regular Meeting of November 2, 2018.

Motion by Vice Chair Herrera, second by Member Pedroza, the minutes for the Regular Meeting of November 2, 2018 were approved. Motion carried 3-0

**6. PUBLIC COMMENT**

Alycia Gilde, Regional Director, CALSTART, addressed the Executive Board.

6.1. Executive Director Response to Public Comment



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

Executive Board Member Barakat joined the meeting at 9:18 a.m.

Executive Board Member Pedroza left the meeting at 11:20 a.m. Executive Board Alternate Cynthia Sternquist filled in for Member Pedroza.

7. **FOOTHILL TRANSIT ELECTRIC BUS PROGRAM**

Roland Cordero, Director of Maintenance and Vehicle Technology, led the discussion on Foothill Transit's Electric Bus Program.

Mr. Cordero reported that the firm Burns McDonnell was hired to conduct an analysis of Foothill Transit's Electric Bus Program. Burns McDonnell is an engineering and construction firm. They are leaders in electrical vehicle rollout and have supported EV related projects. Their sub-consultants include AMMA and Ebus Plan.

Discussion Topics

Staff from Burns McDonnell and their consultants provided presentations on the status of the following topics:

- Pre-electrification
- Charging equipment
- In-depot charging layout
- Electrical supply infrastructure
- Power supply

On consensus, the Executive Board Members, accepted the verbal presentations by the consultants.

8. **EXECUTIVE DIRECTOR COMMENT**

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

There was no comment by the Executive Director.

9. **BOARD MEMBER COMMENT**

The was no comment by members of the Executive Board.

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



Property Address/Location: 1118 N. Citrus Avenue, Covina, CA  
Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Jane Starke, Darold D. Pieper, Kevin Parks McDonald, Barry Foster  
Negotiating Parties: Robert Larsen  
Under Negotiation: Price and Terms

11. **CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**

Existing Litigation, Government Code § 54956.9(a)

Name of Case: Gabriela Cabrera v. Foothill Transit  
Superior Court of California County of Los Angeles, Case Number BC723268

The Executive Board recessed into closed session in regards to Agenda Items 10 and 11 at 12:01 p.m.

12. **CLOSED SESSION REPORT**

The Executive Board reconvened at 12:57 p.m.

Chair Calaycay reported that the Executive Board received an update on both closed session items and that there were no reportable actions.

13. **ADJOURNMENT**

Adjournment for the December 18, 2018 Foothill Transit Special Executive Board Meeting – Study Session.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 12:58 p.m.



January 25, 2019

To: Executive Board

Subject: **December 2018 Financial Statements and Investment Summary**

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**Recommendation**

Receive and file the Financial Statements and Investment Summary year-to-date report through December 31, 2018.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of December 31, 2018, for the fiscal year ending June 30, 2019.

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

Assets

The balance sheet, as of December 31, 2018, shows total assets at \$311.9 million. This total consists primarily of \$201.3 million in fixed assets, \$98.9 million in cash and investments and \$11.7 million in receivables and prepaid assets. Foothill Transit's cash position of \$74.5 million is \$3.1 million more than the previous month, and is \$16.6 million more than last year in December.

Liabilities

The accounts payable balance is \$9.7 million. Accounts Payables include operation and maintenance expenses for \$6.17 million and \$1.49 million for fuel.

The deferred revenue of \$62.1 million represents funds that are reserved for planned capital expenditures, such as upcoming bus procurements and transit center construction activities.

Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$27.4 million in liquid accounts held with Bank of the West; \$31.6 million in interest bearing money market accounts with Bank of the West; \$67,700 with Chase;





\$0.43 million with US Treasury and \$15.4 million invested in the Local Agency Investment Fund (LAIF). Longer-term investments include \$24 million with Bank of the West Agency notes.

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)**

December 2018 year-to-date fare revenues were \$8.39 million, which is \$127,072 more than the budgeted amount and \$396,654 more than December 2017. Through December 2018, ridership is approximately 1.44 percent less than it was last year at this time. Operating costs through December 2018 were \$48.1 million, which is \$2.6 million less than the budget and \$1.4 million more than December 2017. Of this \$48.1 million, \$37.68 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel, which was \$3.93 million through December 2018. The fuel expense for December 2017 was \$2.86 million; a year-over-year increase of about \$1.07 million. The increase is due to rising prices for natural gas.

Capital expenditures through December were \$2.55 million compared with \$20.68 million last year at this time. The annual budget for capital expenditures includes the purchase of CNG buses, replacement of the CAD/AVL system, and initiation of construction for the Covina Park & Ride and Transit Center project.

Farebox Recovery Ratio

The December year-to-date farebox recovery ratio was 17.46 percent, approximately 1.16 percent higher than the performance target of 16.3 percent. The farebox recovery ratio is calculated by dividing the total fare revenue of \$8,390,572 by the total bus operating expense of \$48,069,527. This ratio is less than the December 2017 ratio of 17.7 percent. Foothill Transit continues to analyze bus ridership and participate in the region-wide ridership bus system improvement program.



**Total Disbursements** (Attachment D)

Total disbursements reflect invoices paid for the month of December 2018; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Foothill Transit accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for December 2018 were \$7.47 million. Capital disbursements totaled \$0.46 million and other significant disbursements include \$2.23 million to Keolis and \$3.62 million to Transdev for bus operating services.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Doran J. Barnes  
Executive Director

Attachments

Foothill Transit  
Balance Sheet  
As of December 31, 2018

**Assets**

## Current Assets:

Cash	\$74,488,366
Investments	24,427,120
Due from government agencies	4,990,076
Other receivables	2,287,349
Other assets	4,423,236

Total Current Assets \$110,616,148

Property & Equipment (net of depreciation) 201,316,199

Total Assets \$311,932,347

**Liabilities and Equity**

## Current Liabilities:

Accounts payable and accrued liabilities \$9,714,613

Deferred Revenue 62,148,688

Total Liabilities \$71,863,301

**Equity**

## Fund Balance:

Investment in Capital Assets \$201,316,199

Current Year Change (5,195,825)

Reserve 43,948,672

Total Equity \$240,069,046

Total Liabilities and Equity \$311,932,347

Summary of Cash and  
Investment Account  
For December 31, 2018

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$17,711,133
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,200
Bank of the West-Excise Tax/LCFS	N/A	Demand Deposit	9,665,442
BOW-Prop 1B-Cal Grants	1.71%	Demand Deposit	5,605,953
Bank of the West-Money Market	1.71%	Demand Deposit	14,841,712
Bank of the West-Money Market	1.71%	Demand Deposit	9,797,777
Bank of the West-LCTOP	1.71%	Demand Deposit	1,395,788
Chase Business Saving	0.28%	Demand Deposit	67,735
LAIF Investment	2.16%	Demand Deposit	15,401,224
Subtotal Cash on Hand			<u>\$74,488,366</u>
 Investments:			
Bank of the West:			
1 Maturity - 10/29/20 - 5yrs.	1.125%	Callable Note	\$5,000,000
2 Maturity - 05/25/21 - 5yrs.	1.25%	Callable Note	5,000,000
3 Maturity - 01/27/21 - 5yrs.	1.00%	Callable Note	5,000,000
4 Maturity - 07/27/21 - 5yrs.	1.00%	Callable Note	8,000,000
5 Maturity - 02/26/21 - 5yrs.	1.25%	Callable Note	1,000,000
Wells Fargo Bank:			
6 Maturity - 11/01/18 - 6 months	1.95%	US Treasury Bill	427,120
Subtotal Investments			<u>\$24,427,120</u>
Total Cash and Investments			<u><u>\$98,915,486</u></u>

**Foothill Transit**  
**Statement of Revenue and Expense**  
**For Month Ended December 31, 2018**

	Actual YTD December-18	Budget YTD December -18	Variance	Actual YTD December - 17
<b>Fare Revenue</b>				
Farebox	\$3,800,351	\$4,289,500	(11.40%)	\$4,055,629
Pass Sales	1,953,622	1,851,500	5.52%	1,778,635
TAP Cash Purse	1,958,684	1,524,500	28.48%	1,530,230
MetroLink & Access Service	290,656	290,500	0.05%	292,520
EZ Transit Pass	387,259	307,500	25.94%	336,903
<b>Total Operating Revenue</b>	<b>\$8,390,572</b>	<b>\$8,263,500</b>	<b>1.54%</b>	<b>\$7,993,918</b>
<b>Operating Subsidies and Other</b>				
Transportation Development Act	\$11,480,795	\$14,111,710	(18.64%)	\$11,558,088
TDA-Reserve from prior years	0	0	0.00%	1,313,089
STA	2,042,315	2,042,315	0.00%	435,570
Senate Bill 1 - STA - Operating	1,202,437	1,202,437	0.00%	0
SB1-STA BSCP (OP)	131,541	131,541	0.00%	0
CalTrans-LCTOP OP	97,171	97,171	0.00%	0
Prop A 40% Discretionary	8,115,228	8,115,228	0.00%	8,263,065
Prop A 40% BSCP	2,484,042	2,484,042	0.00%	2,232,481
Prop C BSIP	477,905	477,905	0.00%	465,103
Prop C Base Restructuring	1,026,488	1,026,488	0.00%	998,992
Prop C Transit Service Expansion	171,056	171,056	0.00%	166,474
Transit Security-Operating	501,788	501,788	0.00%	450,491
Measure R Operating	5,658,181	5,658,181	0.00%	5,221,440
Measure M Operating	5,712,570	5,712,570	0.00%	4,972,914
CRD Subsidy	0	0	0.00%	100,000
Miscellaneous Transit Revenues	577,438	577,438	0.00%	474,726
<b>Total Subsidies and Other</b>	<b>\$39,678,955</b>	<b>\$42,309,870</b>	<b>(6.22%)</b>	<b>\$38,652,433</b>
<b>Total Operating Revenue</b>	<b>\$48,069,527</b>	<b>\$50,573,370</b>	<b>(4.95%)</b>	<b>\$46,646,351</b>
<b>Other Revenues</b>				
Gain on Sale of Fixed Assets	\$2,501	\$0	0.00%	\$69,479
Fuel Tax Credit	0	0	0.00%	320,476
Auxiliary Revenue	765,036	922,500	(17.07%)	255,711
<b>Total Other Revenues</b>	<b>\$767,537</b>	<b>\$922,500</b>	<b>(16.80%)</b>	<b>\$645,666</b>
<b>Total Operating and Other Revenues</b>	<b>\$48,837,064</b>	<b>\$51,495,870</b>	<b>(5.16%)</b>	<b>\$47,292,016</b>
<b>Operating Expenses</b>				
Operations	\$43,099,090	\$43,314,705	(0.50%)	\$41,337,910
Maintenance & Vehicle Technology	354,327	433,805	(18.32%)	440,118
Marketing and Communications	775,951	1,184,800	(34.51%)	809,212
Information Technology	832,561	1,039,635	(19.92%)	981,866
Administration	1,086,885	1,566,740	(30.63%)	1,139,063
Procurement	225,715	462,350	(51.18%)	297,149
Finance	724,331	886,645	(18.31%)	694,015
Planning	350,754	757,725	(53.71%)	424,008
Facilities	619,914	926,965	(33.12%)	523,010
<b>Total Operating Expenses</b>	<b>\$48,069,527</b>	<b>\$50,573,370</b>	<b>(4.95%)</b>	<b>\$46,646,351</b>
<b>Other Expenses</b>				
Property Management	\$209,698	\$222,500	(5.75%)	\$177,700
Dial-A-Ride	285,215	400,000	(28.70%)	332,991
Special Services	272,623	300,000	(9.13%)	134,975
<b>Total Other Expenses</b>	<b>\$767,537</b>	<b>\$922,500</b>	<b>(16.80%)</b>	<b>\$645,666</b>
<b>Total Operating and Other Expenses</b>	<b>\$48,837,064</b>	<b>\$51,495,870</b>	<b>(5.16%)</b>	<b>\$47,292,016</b>
<b>Capital Revenues</b>				
Capital Grants	\$2,545,638	\$35,711,915	(92.87%)	\$20,677,198
<b>Capital Expenditures</b>				
Capital Expenditures	\$2,545,638	\$35,711,915	(92.87%)	\$20,677,198



**Bank Account - Check Details**

Period: 12/01/18..12/31/18

Foothill Transit

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 12/01/18..12/31/18

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Amount Status
<b>B001</b>	<b>General Checking</b>						
	Phone No.		800-488-2265				
12/04/18	E01020	Bankcard Center-Bank of the West	10/18 Agency credit card usages	21,021.49	0.00	0.00	Posted
12/06/18	53178	CA Newspaper Service Bureau	Arcadia Disposition Notice	127.80	127.80	0.00	Posted
12/06/18	53179	California Deposition Reporters	Duarte Transit Public Hearing 9/15/18	888.21	888.21	0.00	Posted
12/06/18	53180	Instant Signs Inc.	Decals	167.74	167.74	0.00	Posted
12/06/18	53181	Keystone Uniform Depot	Q.A. London Lee boots	136.82	136.82	0.00	Posted
12/06/18	53182	Keystone Uniform Depot	Q.A. Letty Jimenez shoes	136.82	136.82	0.00	Posted
12/06/18	53183	Raycom	Redefine Radio Parameters Arcadia and Pomona	150.00	150.00	0.00	Posted
12/06/18	53184	Schindler Elevator Corporation	Elevator Service Call	739.30	739.30	0.00	Posted
12/06/18	53185	The Gas Co.	11/18 Admin Bldg Gas	507.08	507.08	0.00	Posted
12/06/18	53186	The Poly Post	Advertising	300.00	300.00	0.00	Posted
12/06/18	53187	Thomas J. Koontz	Business Cards	153.30	153.30	0.00	Posted
12/06/18	53188	Transit Information Products	(5) Rotating Transit Tubes	2,772.65	2,772.65	0.00	Posted
12/06/18	53189	TransiTalent.com LLC	Job Posting 11/12/18	220.00	220.00	0.00	Posted
12/06/18	53190	Tri - Signal Integration, Inc.	Faulty Duct Sensor Replacement	350.00	350.00	0.00	Posted
12/06/18	53191	Tri - Signal Integration, Inc.	AITC FACP Battery Replacement	458.53	458.53	0.00	Posted
12/06/18	53192	Willie J. Brooks	12/18 Indoor Plant Care	449.75	449.75	0.00	Posted
12/06/18	53193	Willie J. Brooks	12/18 Indoor Plant Care	213.00	213.00	0.00	Posted
12/06/18	53194	Zonar Systems Inc.	10/18 EVIR CSA Inspection Service FOO0655 GTC	1,649.00	1,649.00	0.00	Posted
12/06/18	E01021	International City Management Assoc. Retirement Co	Payroll ending 12/1/18 retirement funds	43,376.79	0.00	0.00	Posted
12/12/18	E01022	Transdev Services, Inc.	11/18 Management Services	170,271.26	0.00	0.00	Posted
12/13/18	53195	ACC Business	Arcadia Phone Internet	4,005.55	4,005.55	0.00	Posted
12/13/18	53196	ACE Pelizon Plumbing	Admin Bldg Plumbing	309.71	309.71	0.00	Posted
12/13/18	53197	Amazon Web Services, Inc	Web Hosting	603.33	603.33	0.00	Posted
12/13/18	53198	Ardent Technologies, Inc	10/2018 Website Maintenance	170.00	170.00	0.00	Posted
12/13/18	53199	AT and T - 105068	El Monte Back line	40.66	40.66	0.00	Posted
12/13/18	53200	AT and T - 5025	El Monte phone line router management	375.06	375.06	0.00	Posted
12/13/18	53201	Athens Services- 54957	12/18 Admin Trash Service & Parking Lot Sweeping	1,386.40	1,386.40	0.00	Posted
12/13/18	53202	Azteca Landscape	AITC Landscape Repair	300.00	300.00	0.00	Posted
12/13/18	53203	California Chamber of Commerce	2019 HR - employee pamphlets	277.17	277.17	0.00	Posted
12/13/18	53204	CDW Government Inc.	Wall Mount Rack for Pomona Transit Store	393.38	393.38	0.00	Posted
12/13/18	53205	County of L.A. - Dept. of Public Works	FY18/19 Backflow Assembly Administrative Fee	37.00	37.00	0.00	Posted
12/13/18	53206	Cristina Garcia	Educational Assistance and Reimbursement	314.67	314.67	0.00	Posted
12/13/18	53207	Darold D. Pieper Attorney at Law	11/18 Legal Fees	7,360.00	7,360.00	0.00	Posted
12/13/18	53208	Day - Lite Maintenance Co. Inc.	Admin Bldg Lighting Repairs	247.10	247.10	0.00	Posted
12/13/18	53209	Deanna Forrest	Reimbursed expense Travel & Mileage	50.14	50.14	0.00	Posted
12/13/18	53210	Dept. of Industrial Relations (Accounting)	AITC Elevator Permit	225.00	225.00	0.00	Posted
12/13/18	53211	Donald Luey	Reimbursed Expense-Mileage 10/9-10/25/18	74.12	74.12	0.00	Posted
12/13/18	53212	FEDEX Corp.	Express Mail	79.63	79.63	0.00	Posted

**Bank Account - Check Details**

Period: 12/01/18..12/31/18

Foothill Transit

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 12/01/18..12/31/18

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
12/13/18	53213	Frontier	Fax Line	2,905.28	2,905.28	0.00	Posted
12/13/18	53214	G4S Secure Integration LLC	11/18 Security Maintenance	10,233.55	10,233.55	0.00	Posted
12/13/18	53215	Government Finance Officers Assoc.	2/1/19-1/31/20 Membership for Frank Kuo	150.00	150.00	0.00	Posted
12/13/18	53216	Home Depot Credit Services	11/18 Facility Supplies	152.66	152.66	0.00	Posted
12/13/18	53217	Lillian Lin	12/18 Reimbursed Expense Metro TAP f	100.00	100.00	0.00	Posted
12/13/18	53218	Los Angeles Philharmonic Association	Refund for posted in error	19,747.00	19,747.00	0.00	Posted
12/13/18	53219	Magellan Behavioral Health, Inc.	12/18 to 11/19 Employee assistant program	1,000.00	1,000.00	0.00	Posted
12/13/18	53220	Mobile Relay Associates Inc.	Mobile Radio / Portable Radio Analog Service	21,126.15	21,126.15	0.00	Posted
12/13/18	53221	Neofunds by Neopost	11/18 Postage & Late Fee	614.50	614.50	0.00	Posted
12/13/18	53222	Omnitrans	Omnitrans Passes	7,332.00	7,332.00	0.00	Posted
12/13/18	53223	ReadyRefresh	11/18 Drinking Water	72.25	72.25	0.00	Posted
12/13/18	53224	Roy Eseyan	Reimbursed expense CTA Conference	101.94	101.94	0.00	Posted
12/13/18	53225	Schindler Elevator Corporation	12/1/18 - 2/28/19 Elevator Maintenance	2,688.36	2,688.36	0.00	Posted
12/13/18	53226	Socal Office Technologies	Xerox copier usage	870.51	870.51	0.00	Posted
12/13/18	53227	Southern California Edison Co.	10/18 Admin Bldg Electricity	12,524.28	12,524.28	0.00	Posted
12/13/18	53228	SPX GENFARE	Key, Bin paper	139.82	139.82	0.00	Posted
12/13/18	53229	State Compensation Insurance Fund	12/18 Workers Comp premium	4,612.58	4,612.58	0.00	Posted
12/13/18	53230	Suburban Water Systems	11/18 Admin Bldg Water	894.49	894.49	0.00	Posted
12/13/18	53231	Tanya Marie Pina	Educational Assistance and Reimbursement	810.00	810.00	0.00	Posted
12/13/18	53232	The Poly Post	Advertising	484.50	484.50	0.00	Posted
12/13/18	53233	T-Mobile USA Inc.	Vericiti cellular SIM	545.69	545.69	0.00	Posted
12/13/18	53234	Tri - Signal Integration, Inc.	11/18 Admin Bldg Quarterly Sprinkler Test	6,007.50	6,007.50	0.00	Posted
12/13/18	53235	Waste Management	12/18 Arcadia Warehouse Trash	299.01	299.01	0.00	Posted
12/13/18	53236	Wright Express	Vehicle fuel for November	480.72	480.72	0.00	Posted
12/13/18	53237	Yoko Igawa	11/18, 12/18 Reimbursed Expense Metro TAP	200.00	200.00	0.00	Posted
12/19/18	E01023	International City Management Assoc. Retirement Co	Payroll ending 12/15/18 retirement funds	44,719.24	0.00	0.00	Posted
12/19/18	E01024	Keolis Transit Services LLC	11/17/18 UCLA vs. USC	13,819.62	0.00	0.00	Posted
12/19/18	E01025	Keolis Transit Services LLC	11/24/18 UCLA vs. Stanford	7,375.89	0.00	0.00	Posted
12/19/18	E01026	Keolis Transit Services LLC	08/18 Pomona PMI's	11,500.00	0.00	0.00	Posted
12/19/18	E01027	Keolis Transit Services LLC	09/18 Pomona PMI's	14,500.00	0.00	0.00	Posted
12/19/18	E01028	Keolis Transit Services LLC	10/18 Pomona PMI's	11,500.00	0.00	0.00	Posted
12/19/18	E01029	Keolis Transit Services LLC	Engine repower 1800 reimbursement	102,586.15	0.00	0.00	Posted
12/19/18	E01030	Keolis Transit Services LLC	11/1-15 Pomona Contractor Services	793,770.05	0.00	0.00	Posted
12/19/18	E01031	Keolis Transit Services LLC	11/16-30 Pomona Contractor services	1,375,924.25	0.00	0.00	Posted
12/19/18	E01032	Transdev Services, Inc.	11/17/18 UCLA vs. USC	12,107.83	0.00	0.00	Posted
12/19/18	E01033	Transdev Services, Inc.	11/24/18 UCLA vs. Stanford	6,882.25	0.00	0.00	Posted
12/19/18	E01034	Transdev Services, Inc.	12/6-12/7 Arcadia Contractor services	3,532.19	0.00	0.00	Posted
12/19/18	E01035	Transdev Services, Inc.	11/1-15 Arcadia Contractor Services	1,051,534.80	0.00	0.00	Posted
12/19/18	E01036	Transdev Services, Inc.	July-October 2018 Incentive invoice	32,000.00	0.00	0.00	Posted
12/19/18	E01037	Transdev Services, Inc.	11/16-30 Arcadia Contractor services	2,175,128.32	0.00	0.00	Posted
12/19/18	E01038	Transdev Services, Inc.	reimbursement bus 2121	11,479.23	0.00	0.00	Posted
12/19/18	E01039	Transdev Services, Inc.	12/18 Management Fee	170,895.21	0.00	0.00	Posted
12/20/18	53238	A-1 Event & Party Rentals	Special Governing Board Meeting 10/5/18	42.35	42.35	0.00	Posted
12/20/18	53239	AFLAC	12/18 Voluntary insurance premium	1,544.68	1,544.68	0.00	Posted



**Bank Account - Check Details**

Period: 12/01/18..12/31/18

Foothill Transit

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Bank Account: Date Filter: 12/01/18..12/31/18

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
12/20/18	53240	Allied Administrators for Delta Dental	01/19 Dental insurance premium	6,816.99	6,816.99	0.00	Posted
12/20/18	53241	Americaneagle Computer Products, Inc	Mobile Ticketing and Retail Point of Sale System	40,000.00	40,000.00	0.00	Posted
12/20/18	53242	Ashlien Savage	Petty Cash Disbursements	1,009.27	1,009.27	0.00	Posted
12/20/18	53243	Assistance League of E.S.G.V	Christmas Tree Brunch	2,500.00	2,500.00	0.00	Posted
12/20/18	53244	Azteca Landscape	11/18 Landscape Maintenance	2,754.44	2,754.44	0.00	Posted
12/20/18	53245	Azusa Light & Water	Light service	3,318.49	3,318.49	0.00	Posted
12/20/18	53246	Basic Backflow	Backflow Valve Test and Certification	120.00	120.00	0.00	Posted
12/20/18	53247	Black And White Painting Inc	Painting of Admin Bldg Stairwell & Parking Lot	19,700.00	19,700.00	0.00	Posted
12/20/18	53248	Burns & McDonnell Engineering Company, Inc	In Depot Charging Services	30,478.00	30,478.00	0.00	Posted
12/20/18	53249	C.A.T. Specialties	Polos for staff	45.99	45.99	0.00	Posted
12/20/18	53250	California Choice	01/193046854 Medical insurance premium	53,854.24	53,854.24	0.00	Posted
12/20/18	53251	California Transit Association	Membership Dues 1/1/19 to 1/1/20	23,357.00	23,357.00	0.00	Posted
12/20/18	53252	Carol A. Herrera	Reimbursable Expenses	161.15	161.15	0.00	Posted
12/20/18	53253	CIGNA Group Insurance	11/18 Life Insurance premium	4,506.35	4,506.35	0.00	Posted
12/20/18	53254	Cintas Corporation # 053	First Aid Kit Supplies	228.57	228.57	0.00	Posted
12/20/18	53255	City of Pomona - Passes	10/18-12/18 Get About Ticket Books	2,000.00	2,000.00	0.00	Posted
12/20/18	53256	Clean Energy	10/18 Pomona O & M	501,059.49	501,059.49	0.00	Posted
12/20/18	53257	David Reyno	Reimbursable Expenses 10/2-12/3/18	5,814.40	5,814.40	0.00	Posted
12/20/18	53258	Digium Inc.	Pomona Phone Service	2,144.16	2,144.16	0.00	Posted
12/20/18	53259	Donald Luey	Reimbursed Expense Leadership APTA travel	445.71	445.71	0.00	Posted
12/20/18	53260	ECS Imaging, Inc.	Annual Laserfiche renewal	14,670.00	14,670.00	0.00	Posted
12/20/18	53261	Ed Butts Ford	Vehicle service oil change	51.32	51.32	0.00	Posted
12/20/18	53262	ENO Transportation Foundation	Membership	7,000.00	7,000.00	0.00	Posted
12/20/18	53263	FEDEX Corp.	Express Mail	73.95	73.95	0.00	Posted
12/20/18	53264	Government Finance Officers Asoc.	Excellent in Financial Reporting Program Fee	730.00	730.00	0.00	Posted
12/20/18	53265	Graingers	Plumbing Repair Supplies	277.76	277.76	0.00	Posted
12/20/18	53266	Grand Car Wash	vehivle washing	438.67	438.67	0.00	Posted
12/20/18	53267	Green's Lock and Safe	Suite 401 Re-Key	502.10	502.10	0.00	Posted
12/20/18	53268	HD Supply Facilities Maintenance	Facility Supplies	199.38	199.38	0.00	Posted
12/20/18	53269	Instant Signs Inc.	Engraved Signage & Vynyl Letters	135.00	135.00	0.00	Posted
12/20/18	53270	Iron Mountain Inc.	11/18 Shredding Services	204.89	204.89	0.00	Posted
12/20/18	53271	Katherine E. Gagnon	Reimbursed Expense-11/8/18-12/18/18	107.24	107.24	0.00	Posted
12/20/18	53272	LACMTA	Terminal 28 Rent	12,000.00	12,000.00	0.00	Posted
12/20/18	53273	Landmark Healthplan of California, Inc.	12/18 Chiropractor insurance premium	362.20	362.20	0.00	Posted
12/20/18	53274	Lazar and Associates	11/18 Translating services	337.85	337.85	0.00	Posted
12/20/18	53275	Leticia Jimenez	Educational Assistance Reimbursement	2,097.50	2,097.50	0.00	Posted
12/20/18	53276	Linda Garrison	12/18 Yogo instruction	325.00	325.00	0.00	Posted
12/20/18	53277	Metrolink	10/18 Metrolink Passes	79,677.50	79,677.50	0.00	Posted
12/20/18	53278	Moore and Associates Inc.	Transit store Customer Service Audits CY 2018 Qtr4	9,509.87	9,509.87	0.00	Posted
12/20/18	53279	Newage PHM, LLC	12/18 Transit Store #2 Lease	7,497.04	7,497.04	0.00	Posted
12/20/18	53280	Office Depot	Office Supplies	960.20	960.20	0.00	Posted
12/20/18	53281	PingPing Lin	Educational Assistance Reimbursement	4,102.50	4,102.50	0.00	Posted
12/20/18	53282	Psomas	8/24-9/27/ A&E for Mt. SAC Transit Center Project	146,643.63	146,643.63	0.00	Posted

**Bank Account - Check Details**

Period: 12/01/18..12/31/18

Foothill Transit

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Bank Account: Date Filter: 12/01/18..12/31/18

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
12/20/18	53283	Pulsar Advertising	11/18 TAP Card and Day Pass Campaign	44,971.50	44,971.50	0.00	Posted
12/20/18	53284	Regional Chamber of Commerce - SGV	Membership Renewal	350.00	350.00	0.00	Posted
12/20/18	53285	Rodger's Food Service	Special Governing Board Meeting 12/14/18	558.45	558.45	0.00	Posted
12/20/18	53286	Sabrina Ashley Muhne	Educational Assistance Reimbursement	1,788.40	1,788.40	0.00	Posted
12/20/18	53287	San Gabriel Valley Newspaper	Advertising	6,807.60	6,807.60	0.00	Posted
12/20/18	53288	Skyline Pest Control	12/18 Pest and Rodent Control	95.00	95.00	0.00	Posted
12/20/18	53289	Southern California Edison Co.	11/18 Admin Bldg Electricity	10,907.06	10,907.06	0.00	Posted
12/20/18	53290	Southern California Edison Co.	11/18 Pomona Transit electricity usage	11,234.99	11,234.99	0.00	Posted
12/20/18	53291	Standard Parking Corporation	11/18 Parking Services	3,389.46	3,389.46	0.00	Posted
12/20/18	53292	Staples Business Adv.-Dept. LA	Office Supplies	753.62	753.62	0.00	Posted
12/20/18	53293	The Poly Post	Davertising 12/4/18	969.00	969.00	0.00	Posted
12/20/18	53294	Thomas J. Koontz	What We Value Canvas Wraps	1,513.29	1,513.29	0.00	Posted
12/20/18	53295	Thompson Coburn LLP	10/18 General Procurement	27,733.85	27,733.85	0.00	Posted
12/20/18	53296	Tony Garcia Photography	Photo Shoot of Rose Queen 2018	3,400.00	3,400.00	0.00	Posted
12/20/18	53297	Tri - Signal Integration, Inc.	12/18 Industry P&R Fire Alarm Monitoring	1,170.00	1,170.00	0.00	Posted
12/20/18	53298	Twisted Sage Cafe and Catering	12/18 Special Exec. Board Lunch	1,026.90	1,026.90	0.00	Posted
12/20/18	53299	Ultimate Maintenance Services, Inc	12/18 Janitorial Services	3,118.00	3,118.00	0.00	Posted
12/20/18	53300	Verizon Business - 15043	800 Line	9,030.41	9,030.41	0.00	Posted
12/20/18	53301	Verizon Wireless	Cell Phone and Avail Cellular	24,165.03	24,165.03	0.00	Posted
12/20/18	53302	Vision Service Plan - (CA)	12/18 Vision insurance premium	1,222.50	1,222.50	0.00	Posted
12/20/18	53303	W.M. Klorman Construction Corp.	Covina Park & Ride Design-Build Phase 2	110,450.80	110,450.80	0.00	Posted
12/20/18	53304	Walnut Valley Water District	11/17 Industry P&R Fire Sprinkler Water	120.02	120.02	0.00	Posted
12/20/18	53305	Zonar Systems Inc.	EVIR CSA Inspection Service	1,281.00	1,281.00	0.00	Posted
12/21/18	E01040	Bankcard Center-Bank of the West	11/18 Agency credit card usages	22,102.53	0.00	0.00	Posted
<b>General Checking</b>				<b>7,471,650.57</b>	<b>1,375,623.47</b>	<b>0.00</b>	



January 25, 2019

To: Executive Board

Subject: **January 2019 Legislative Summary**

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**Recommendation**

Receive and file the January 2019 Legislative Summary.

**Analysis**

***State Issues:***

On January 7, Gavin Newsome was sworn in as California's 40<sup>th</sup> Governor, vowing to push a more progressive policy agenda. He comes into office in an enviable position. The state has a budget surplus, he has Democratic supermajorities in both houses of the Legislature and he can claim a strong mandate after his easy win over Republican businessman John Cox in November's election.

On January 10, the Governor released his proposed 2019-20 State Budget. The Governor's Budget highlights several of the Administration's top priorities, including proposals for early childhood education, health care, and housing.

Overall, the Budget is light in discussion of public transit, but it does include details about the revenue outlook of the most important state transit funding programs. The Budget estimates the State Transit Assistance (STA) Program would receive approximately \$876 million in 2019-20, an increase of almost \$100 million over the current year. Intercity and Commuter Rail would receive an estimated \$297 million in the coming fiscal year. Cap and Trade funding will provide an additional \$121 million to the Low-Carbon Transit Operations Program, which is distributed using the STA formula. Lastly, the Transit and Intercity Rail Capital Program will receive SB 1 funds and Cap and Trade revenues totaling \$486 million in 2019-20. This funding will be used to fund the existing multi-year program of projects announced in 2018.

In addition to these revenue projections, the Governor's Cap and Trade Expenditure Plan includes \$132 million for Clean Trucks, Buses, & Off-Road Freight Equipment. This line item has typically supported the California Air Resources Board's Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP).





In addition to these revenue projections, the Budget shows support for a key change to Enhanced Infrastructure Financing Districts (EIFD). An EIFD is a governmental entity established by a city or a county that carries out a plan within a defined area (boundaries of which do not need to be contiguous) to construct, improve and rehabilitate infrastructure, including transportation and housing. EIFDs can be created by cities or counties without voter approval and expend tax increment revenues without voter approval. However, an EIFD must receive 55 percent voter approval to issue debt. The Budget proposes removing the voter-threshold for issuing debt.

Finally, the Budget sets the stage for a discussion on tying transportation funds to housing production. The Budget states:

*“Going forward, the state will strongly encourage jurisdictions to contribute to their fair share of the state’s housing supply by linking housing production to certain transportation funds and other applicable sources, if any. The Administration will convene discussions with stakeholders, including local governments, to assess the most equitable path forward in linking transportation funding and other potential local government economic development tools to make progress toward required production goals.”*

In his press conference, the Governor stated that, “if you’re not hitting your housing goals, you’re not getting your SB 1 money.” He noted that the implementation of this policy was still a few years off.

***Federal Issues:***

The overwhelming majority of the U.S. Department of Transportation (DOT) continues to be shut down. During this lapse in appropriations, the Federal Transit Administration (FTA) is not able to execute grants, cooperative agreements, or contracts. Public transportation agencies who rely on grants to help fund operations and capital projects do not receive their reimbursements during the partial government shutdown. In terms of workforce, the FTA has furloughed 88 percent of its employees (493 FTA employees). Most operations of the FTA have ceased to function except for issues related to life and safety. Conversely, the Federal Highway Administration (FHWA) continues to operate because the agency’s administrative expenses are funded differently from FTA.

On January 10, the House of Representatives passed H.R. 267, the Transportation, Housing and Urban Development, and Related Agencies Appropriations Act (THUD), 2019, by a vote of 244 - 180. On January 9, the



Administration released a Statement of Administration Policy recommending that the President veto the bill. Senate Majority Leader Mitch McConnell (R-KY) has stated that the Senate will not consider the bill because President Trump opposes it.

H.R. 267 reflects the THUD bill as passed by the Senate on August 1, 2018. It provides \$16.1 billion for public transportation and intercity passenger rail, including \$13.6 billion for public transportation and \$2.5 billion for intercity passenger rail grants. These total funding levels are slightly less than the historic fiscal year (FY) 2018 funding levels but \$1.3 billion more than authorized by the FAST Act for FY 2019.

Sincerely,

A handwritten signature in blue ink that reads "David Reyno".

David Reyno  
Director of Government Relations

A handwritten signature in blue ink that reads "Doran J. Barnes".

Doran J. Barnes  
Executive Director





January 25, 2019

To: Executive Board

Subject: **Proposed 2019 Federal, State, and Local Legislative Programs**

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**Recommendation**

Adopt the proposed 2019 Federal, State, and Local Legislative Programs as outlined in **Attachments A, B, and C.**

**Analysis**

The 2019 Federal Legislative Program will help guide staff recommendations and actions on federal proposals during the upcoming year. Foothill Transit's proposed federal legislative program is provided in **Attachment A.** This program continues our efforts to strengthen our relationships with our representatives in Washington, D.C. as well as our relationships with their staff members and the staff of the various committees and regulatory agencies that could have an impact on Foothill Transit. Our goals are to build support for Foothill Transit and its programs and to secure funding for our capital program.

Below is a history of our efforts since 2003:

In 2003, the Foothill Transit Executive Board approved a TEA-21 Six-Year Reauthorization request for \$39 million and an FY 2004 Federal Appropriations request for \$6.5 million for our Transit Oriented Neighborhood Program (TONP). Foothill Transit received a FY 2004 Appropriations earmark of \$2.5 million.

In 2004, Foothill Transit again requested the \$6.5 million that was part of our TEA-21 Six-Year Reauthorization request of \$39 million and included the \$4 million from the FY 2004 request we did not receive. Foothill Transit received a FY 2005 Appropriations discretionary grant of \$200,000.

In 2005, Foothill Transit requested \$10 million, of which \$6.5 million was part of our TEA-21 Six-Year Reauthorization request of \$39 million and \$3.5 million not included in the FY 2005 and FY 2006 earmarks that were requested. Foothill Transit received a FY 2006 Appropriations earmark of \$3.3 million and a SAFETEA-LU discretionary grant of \$7.9 million for the six-year reauthorization period.

In 2006, Foothill Transit requested \$10 million. Unfortunately, the 109<sup>th</sup> Congress failed to complete work on the appropriations bill and the new 110<sup>th</sup>





Congress decided not to include earmarks in their budget and passed the responsibility for distribution to the Federal Transit Administration (FTA). We submitted an application to the FTA, but received no funding.

In 2007, Foothill Transit requested \$10 million and received a FY 2008 earmark of \$500,000. This amount is in addition to the approximately \$2.1 million received in SAFETEA-LU funding.

In 2008, Foothill Transit shifted its federal request proposal to the funding of compressed natural gas (CNG) replacement buses. We requested \$5 million and received a FY 2009 earmark of \$1.18 million. This amount is in addition to the approximately \$2.1 million in SAFETEA-LU funding.

In 2009, a decision was made to not pursue a FY 2010 Section 5309 discretionary funding appropriation because we had been awarded over \$20 million in American Recovery & Reinvestment Act (ARRA) funds that were targeted for a number of important capital projects over the ensuing years. Our congressional delegation staff expressed appreciation for our willingness to pass on a funding request in order for other agencies who may not have received ARRA funding to receive this annual appropriations funding as well as being good stewards of federal taxpayers' dollars.

In 2010, Foothill Transit requested \$5 million in FY 2011 Section 5309 discretionary funding for replacement buses that would be used to assist us in converting the remainder of our fleet to CNG as well as other alternative fuels including electric battery power. Unfortunately, the 111<sup>th</sup> Congress did not pass the FY 2011 Transportation, Housing and Urban Development (HUD) Bill and instead passed a Continuing Resolution (CR) to fund all federal government programs through March 4, 2011. With the new Republican majority in the House of Representatives, the final version of the FY 2011 Transportation and HUD Bill by the 112<sup>th</sup> Congress did not include federal discretionary funding.

In 2011, the Board recommended that Foothill Transit not pursue a FY 2012 Section 5309 discretionary funding appropriation due to our solid capital budget position which was a result of prior appropriations and authorizations funding awards, approximately \$20 million in ARRA funding and over \$10 million awarded to us under the Transit Investments for Greenhouse Gas and Energy Reduction (TIGGER) Grant Program for our Ecoliner all-electric bus program.

Since 2012, the Board has recommended that Foothill Transit not pursue a Fiscal Year Section 5309 funding appropriation due to the moratorium





Congress has put on federal discretionary funding and our continuing strong capital budget position.

This year, similar to the situation since 2012, pursuing a FY 2019 Section 5309 discretionary appropriation is not recommended due to the moratorium Congress has put on federal discretionary earmarks.

Our federal efforts will continue to be supported by Jan Powell, currently of the firm Powell Consulting DC. Jan acts as our advocate in Washington, D.C. when Board members or staff cannot be there to directly represent Foothill Transit. She will be leaving the firm of Baker, Donelson, Bearman, Caldwell & Berkowitz to start her new firm effective February 1, 2019.

The 2019 State and Local Legislative Programs will help guide staff recommendations and actions on state and local proposals during the upcoming year. Each year a legislative program is prepared for adoption by the Foothill Transit Executive Board. The program will serve as a guide for pursuing Foothill Transit's legislative proposals and strategies and is meant to be flexible in order to give the administrative team the leeway to pursue unanticipated legislative opportunities that may present themselves during the course of the year, such as advocating for legislation that is consistent with **Attachments B and C**.

On a monthly basis, staff will continue to prepare a state legislative update that will ask the Board to approve staff recommendations on individual bills and policies that affect Foothill Transit's interests. The same will be done for federal and local issues as the need arises.

**Budget Impact**

The federal advocate contract is funded under the Public Affairs line item of the Foothill Transit budget. Foothill Transit's budget provides funding for Board Members and staff to meet with elected officials and their staff in Washington, D.C. and in Sacramento. Adoption of this plan will require the continuation of these efforts along with their associated costs.

Sincerely,

David Reyno  
Director of Government Relations

Doran J. Barnes  
Executive Director

Attachments

## ***Proposed 2019 Federal Legislative Program***

### ***Goal #1:***

Ensure that federal policy decisions are beneficial to Foothill Transit's operations or funding.

#### ***Proposed Action Items:***

1. **Federal Advocacy:** Meet with Foothill Transit's House and Senate representatives and/or their staff throughout the year to advocate for ongoing federal funding for our nation's transportation projects, key transportation related legislation and thank them for their hard work for Foothill Transit in past appropriations bills, authorization bills, and legislation.
  - Advocate for a new Surface Transportation Authorization Bill considering the FAST Act will sunset in 2020; an increase in funding for federal transportation programs and the Highway Trust Fund (HTF) so that the Fund remains solvent and will fully support transit programs; a robust infrastructure funding plan that ensures that this initiative provides new federal funding to public transit projects in addition to new financing options; reinstatement of federal Section 5309 discretionary spending earmarks for transportation projects; a permanent extension of the alternate fuels excise tax credit and extending the credit to include electricity as an eligible alternative transportation fuel; retain equal federal income tax treatment for employer-provided transit passes, vanpool benefits and parking spaces; increased funding of the overall federal transit research and demonstration programs including the Transit Cooperative Research Program (TCRP) managed by the Transportation Research Board (TRB) and the Southern California Regional Transit Training Consortium (SCRTTC) on its FY2020 legislative efforts to obtain federal funds to streamline bus maintenance training for alternative fuel buses.
  - Oppose efforts to dismantle or reduce the role of the Federal Transit Administration (FTA) and proposals to transfer authority over federal highways and transit programs to the states commonly known as "devolution".
2. **American Public Transportation Association (APTA):** Maintain active participation of staff in APTA activities, including Strategic Planning, Human Resources, Legislative, Marketing, Finance, and Sustainability committees. Work to make sure APTA's positions reflect those of Foothill Transit.

## ***Proposed 2019 Federal Legislative Program***

3. **Support Legislation and Regulations:** In general, Foothill Transit will support federal legislation or rules that:
  - Enhance Foothill Transit's ability to deliver effective and efficient transportation service;
  - Increase transit funding;
  - Encourage transit-oriented development throughout the United States.
  
4. **Oppose Legislation and Regulations:** In general, Foothill Transit will oppose federal legislation or rules that:
  - Inhibit Foothill Transit's ability to deliver effective and efficient transportation services;
  - Divert current funding or ignore the need for increased transit funding.

### ***Goal #2:***

Maintain a strong presence with Foothill Transit's federal legislative delegation and their staff.

#### ***Proposed Action Items:***

1. Board Members, Executive Director, and Director of Government Relations will meet with federal representatives and/or key staff on a regular basis to maintain strong relations with long term delegation members and staff and develop relations with new delegation members and staff and discuss issues of concern to Foothill Transit both locally and in Washington D.C. Staff will continue to extend invitations to elected officials to familiarize them with Foothill Transit capital projects and tour our facilities.
  
2. Foothill Transit representatives will attend the APTA Annual Legislative Conference and participate in APTA Legislative Committee and subcommittee meetings to ensure Foothill Transit's interests are represented at the federal level.

## ***Proposed 2019 State Legislative Program***

### ***Goal #1:***

Ensure that state policy decisions are beneficial to Foothill Transit's operations or funding.

#### ***Proposed Action Items:***

1. **Monthly updates:** Provide monthly updates to the Executive Board on significant legislation and initiatives.
2. **State Advocacy:** Advocate for the maximum amount of funding under the California State Budget, Public Transportation Account (PTA), Transit Development Act (TDA), State Transit Assistance (STA), SB 1, and Cap and Trade revenue allocated to transit through the Low-Carbon Transit Operations Program (LCTOP); work with the California Air Resources Board (CARB) to implement their Advanced Clean Transit (ACT) regulation that maintains a reasonable transit agency financial and service framework for state Zero Emission Bus (ZEB) requirements; seek legislative and/or regulatory solutions to reducing the cost of electricity procured by transit agencies; seek legislation and/or regulatory action that would make the 10 Freeway carpool lanes 3 person minimum between the 605 Freeway and the San Bernardino County Line during peak congestion periods; and obtain clarification on prior state legislation exempting transit buses from requiring passengers to wear seat belts, and from any liability that may occur when not wearing seat belts.
3. **California Transit Association (CTA):** Maintain active participation of staff in CTA activities, including Executive and Legislative committees. Work to make sure CTA's positions reflect those of Foothill Transit's.
4. **Support Legislation and Regulations:** In general, Foothill Transit will support state legislation or rules that:
  - Enhance Foothill Transit's ability to deliver effective and efficient transportation services;
  - Increase transit funding;
  - Increase state funding for welfare-to-work transportation programs;
  - Encourage transit-oriented development in California;
  - Provide relief from excessive taxes.
5. **Oppose Legislation and Regulations:** In general, Foothill Transit will oppose state legislation or rules that:
  - Inhibit Foothill Transit's ability to deliver effective and efficient transportation services;
  - Divert current funding or ignore the need for increased transit funding.

***Proposed 2019 State Legislative Program***

***Goal #2:***

Establish a strong presence with Foothill Transit's state legislative delegation and their staff.

***Proposed Action Items:***

1. The Director of Government Relations will contact local representatives and/or key staff on a regular basis to continue positive relations and discuss issues of concern to Foothill Transit both locally and in Sacramento. Staff will continue to extend invitations to elected officials to familiarize them with Foothill Transit capital projects and tour our facilities.
2. Local representatives and their staff will continue to receive Foothill Transit publications as well as invitations to Foothill Transit events.
3. Foothill Transit representatives will participate in the CTA Legislative and Annual Conferences, Southern California Association of Governments (SCAG) Annual Conference, and other key organization events and conferences to promote relations with elected officials at the leadership and transportation committee levels.
4. Staff will continue to attend legislative functions in the Los Angeles area, such as the various Legislative Power Lunches, San Gabriel Valley Public Affairs Network luncheons, San Gabriel Valley Economic Partnership Legislative Reception, and similar events.

***Proposed 2019 Local Legislative Program***

***Goal #1:***

Ensure that policy decisions made by regional planning and programming entities are beneficial to Foothill Transit.

***Proposed Action Items:***

1. **Local Advocacy:** Formally support or oppose Metro, SGVCOG, and SCAG positions on issues that affect Foothill Transit and the other municipal operators. Ensure Foothill Transit receives maximum funding from local sales tax measures Proposition A, Proposition C, Measure R, and Measure M. Work through the Bus Operations Subcommittee and LACMOA to craft solutions to potential areas of concern.
2. **Local Legislative Committees:** Attend various local legislative committee meetings (i.e., San Gabriel Valley Economic Partnership, Chambers of Commerce, San Gabriel Valley Public Affairs Network, San Gabriel Valley Council of Governments, etc.).

***Goal #2:***

Maintain strong relationships with elected officials and staff in member cities as well as with staff and General Managers of other municipal operators.

***Proposed Action Items:***

1. Regularly participate in meetings of the SGVCOG, SGVEP, Metro, SCAG, Local Chambers of Commerce, Los Angeles County General Managers, and Los Angeles County Municipal Operators Association (LACMOA).
2. Monitor service area city council meetings and local newspapers to ensure that fixed route transportation needs are being met.
3. Treat local officials as “constituents” and respond in a timely manner to their concerns about Foothill Transit’s policies and service.
4. Ensure that Foothill Transit publications are distributed to the offices of all local officials and city managers in order to provide updates on current events at Foothill Transit.
5. Distribute Executive Director’s weekly report to all Governing Board members and other interested individuals via e-mail and/or fax.





January 25, 2019

To: Executive Board

Subject: **Coach Operator Audit Results**

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**Recommendation**

Receive and file the results of the FY2018-2019 Second Quarter Coach Operator Audits.

**Analysis**

Coach operator performance audits were conducted during the period of November 28, 2018 through December 2, 2018 to monitor the performance of the on street service delivery provided by Foothill Transit's operations contractors. These performance checks evaluate fare collection, customer relations, and safety. The performance checks are conducted by Moore & Associates, Inc., a firm with which the agency has contracted to provide these services. Moore & Associates is a full-service professional public transit consulting firm.

In order to ensure maximum coverage of Foothill Transit's operational area the audits are conducted randomly at various times throughout the day. Auditors from Moore & Associates utilize Foothill Transit service as anonymous riders. When the auditor first boards, they will deposit the incorrect fare or attempt to use an invalid transfer or pass. If the driver challenges the fare, the auditor will then deposit the correct fare. If not, the occurrence is reported as a fare violation. Once onboard the bus, the auditor will then monitor the coach operator's performance in terms of customer relations and safety.

The chart below summarizes the results of the December 2018 audits for each operating facility.

**Table 1** shows the trend of the Coach Operator Audits for Foothill Transit's Arcadia facility.

**Table 2** shows the trend of the Coach Operator Audits for Foothill Transit's Pomona facility.





Summary for Transdev - Arcadia

	APR 2018	AVERAGE VIOLATIONS PER TRIP	JUL 2018	AVERAGE VIOLATIONS PER TRIP	DEC 2018	AVERAGE VIOLATIONS PER TRIP
TOTAL AUDITS CONDUCTED	119	N/A	119	N/A	121	N/A
FARE VIOLATIONS	19	0.2	14	0.1	19	0.2
CUSTOMER RELATIONS VIOLATIONS	108	0.9	109	0.9	70	0.6
SAFETY VIOLATIONS	16	0.1	18	0.1	15	0.1
TOTAL VIOLATIONS	143	1.2	141	1.2	104	0.9
TOTAL PERFECT CHECKS	44	N/A	53	N/A	52	N/A

Summary for First Transit - Pomona

	APR 2018	AVERAGE VIOLATIONS PER TRIP	JUL 2018	AVERAGE VIOLATIONS PER TRIP	DEC 2018	AVERAGE VIOLATIONS PER TRIP
TOTAL AUDITS CONDUCTED	89	N/A	68	N/A	74	N/A
FARE VIOLATIONS	6	0.1	11	0.1	9	0.1
CUSTOMER RELATIONS VIOLATIONS	74	1.1	62	0.9	57	0.8
SAFETY VIOLATIONS	6	0.1	8	0.1	2	0.0
TOTAL VIOLATIONS	86	1.3	81	1.1	68	0.9
TOTAL PERFECT CHECKS	37	N/A	23	N/A	30	N/A

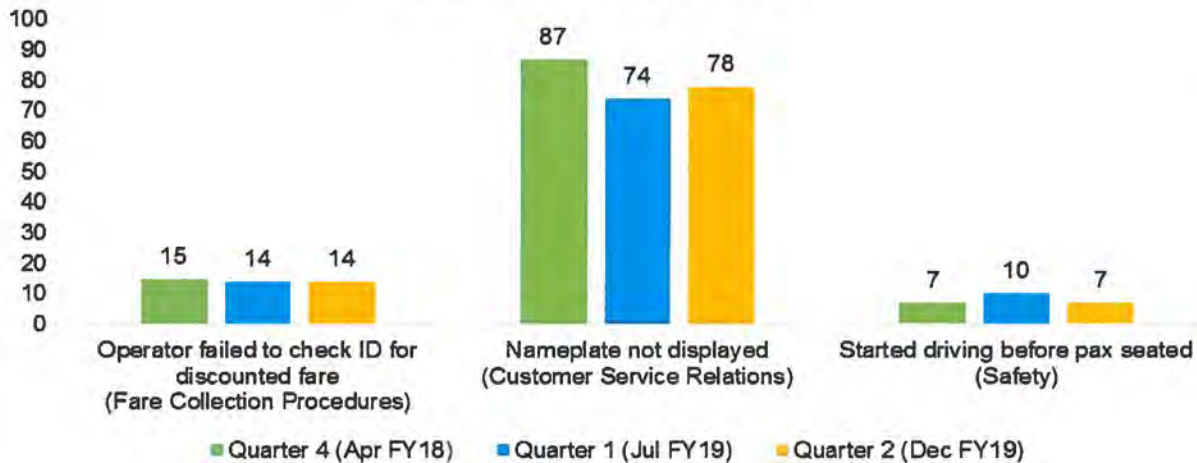


**Results**

Operators with no noted violations are awarded a certificate and "Perfect Check" pin, which can be worn as part of their uniform. In the Second Quarter audit, a total of 82 coach operators had perfect checks.

The audit results show a 23 percent decrease in total violations from Quarter One (July 2018) for both facilities, which can be attributed to a decrease in Customer Relations Violations. In the same period Fare Violations increased by 12 percent due to an increase in failure to check identification for discounted fares. In comparison to Quarter One of Fiscal Year 2019 there was a 34 percent overall decrease in Safety Violations. This can be attributed to fewer incidents of operators moving the vehicle before a passenger is seated. The majority of the violations in the Second Quarter for the service characteristics observed fell within the following areas:

Top Violations by Quarter







As the above chart demonstrates, there has been a slight increase in nameplate violations. Additionally, auditors observed on-time performance during each observed trip. For the trips observed this audit period, 82 percent were reported as being on time, which is the same as the previous quarter.

While the primary focus of the Coach Operator Audits is on Fare, Safety, and Customer Service violations, staff have modified the audit process to include an Americans with Disabilities (ADA) challenge. The challenge for this audit period required the mystery riders to make a request for the ramp to be lowered. Out of the 154 requests made, operators complied 97 percent of the time. The names and badge numbers of those operators who failed to comply with the request have been given to the General Managers at both operating facilities for follow up.

The Coach Operator Audits provide Foothill Transit with the ability to monitor and evaluate the performance of operators delivering service. In an effort to maintain quality, Foothill Transit's management team reviews the results regularly with the Assistant General Managers and Operations Managers of both operating facilities to receive insight as well as to formulate action plans to address the areas that require attention.

The administrative team continues to work with both operations contractors to maintain and ensure Foothill Transit's high service standards for safety, courtesy, and on-time performance. The coach operator performance audits will continue to be conducted on a quarterly basis in order to measure and document progress in maintaining and improving performance.

**Financial Impact**

Funding for the coach operator audits is included in Foothill Transit's FY 2018-2019 Business Plan.

Sincerely,

Tanya M. Pina  
Operations Contract Manager

Doran J. Barnes  
Executive Director



January 25, 2019

To: Executive Board

Subject: **Contract Award - Microsoft Office Licenses**

---

**Recommendation**

Authorize the Executive Director to finalize contract terms and conditions and enter into Agreement No. 19-039 with CDW-G in the amount of One Hundred Sixty Eight Thousand, Eight Hundred Twenty Dollars (\$168,820.00) for Microsoft Office 2019 Licenses.

**Analysis**

Foothill Transit's existing desktop computers currently utilize Microsoft Office 2013 and Microsoft has indicated that their Office 2013 has reached its end of life and will shortly no longer be supported.

Request for Quotes (RFQ) No. 19-039 was issued to authorized Microsoft resellers who participate in the California Software Licensing Program (SLP) through the state's Department of General Services purchasing agreements. Similar to the Government Services Association (GSA) program, California SLP is a competitively priced schedule of goods that use cooperative purchasing power with multiple governmental entities accessing the state's procurement program to drive down costs. A total of three quotes were received, with CDW-G being the lowest priced responsive vendor. CDW-G is a Microsoft authorized vendor.

**Financial Impact**

The cost of the Microsoft Office 2019 licenses is included in the FY 2018-2019 Information Technology capital budget under Project #190 Computer Hardware and Software Update.

Sincerely,

Roy Eseyan  
Information Technology Manager

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Doran J. Barnes  
Executive Director

Christopher Pieper  
Director of Procurement





January 25, 2019

To: Executive Board

Subject: **Request to Issue Invitation for Bids (IFB 19-062) -Arcadia and Pomona Operations & Maintenance Facility In-Ground Lift Decommission and Shop Floor Resurfacing**

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### **Recommendation**

Authorize the Executive Director to Issue IFB No. 19-062 for Arcadia and Pomona Operations & Maintenance Facility In-Ground Lift Decommission and Shop Floor Resurfacing.

### **Analysis**

The Pomona and Arcadia Operations and Maintenance facilities are both equipped with six in-ground hydraulic lifts that had been used for bus repairs and maintenance. The existing in-ground lift equipment was originally installed when Pomona and Arcadia facilities were built in 1997 and 2002, respectively. Presently, the in-ground lifts at both facilities are out of service due to performance issues identified in 2012. As a safety precaution, portable wheel lifts were purchased and are currently being utilized at both maintenance facilities in place of the in-ground lifts.

Foothill Transit has looked into several options to either rehabilitate, replace, or completely decommission and remove the existing in-ground lifts. In consultation with the operating contractors at each maintenance facility and our engineering consultants, the preferred option is to decommission and remove the existing in-ground lifts and continue use of the portable wheel lifts. The portable wheel lifts are safer to operate, and maintenance and replacement costs are substantially less when compared to in-ground lifts.

As such, the scope of work for this project will include complete removal of all six in-ground lifts at each maintenance facility, infill of the equipment pits and paving over with concrete. Once completed, the maintenance shop floors will be resurfaced with a new floor coating system for slip-resistance in maintenance areas with exposure to liquids and spills while protecting the subsurface concrete from stains and absorption. Both facility maintenance shop floors were originally treated with a floor coating system when built. Over the years, the floor coating system has deteriorated and needs to be replaced.





Executive Board Meeting - 01/25/2019  
Request to Issue Invitation for Bids (IFB 19-062) -  
Arcadia and Pomona Operations & Maintenance Facility In-Ground Lift  
Decommission and Shop Floor Resurfacing  
Page 2

Pending Board authorization, issuance of the IFB is anticipated in February 2019.

**Budget Impact**

Funding for this project is included in Foothill Transit's approved Fiscal Year 2018-2019 capital budget under Project #183 Hydraulic Lift Decommission.

Sincerely,

Vincent Saucedo  
Construction Project Manager

Doran J. Barnes  
Executive Director

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Christopher Pieper  
Director of Procurement



January 25, 2019

To: Executive Board

Subject: **Contract Award – Foothill Transit Website Redesign Services**

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**Recommendation**

Authorize the Executive Director to enter into Contract No. 19-010 with Sensis Inc. in the amount of \$222,154 for website redesign services.

**Analysis**

On October 5, 2018, the Executive Board authorized the issuance of Request for Proposals (RFP) No. 19-010 for Foothill Transit Website Redesign Services. Services include implementation of a Content Management System (CMS), discovery, design concepts, development, quality assurance, installation, content migration, website launch, and user training.

Twelve proposals were received in response to the RFP that was issued on October 9, 2018. Each firm’s Pre-qualification Submittal was evaluated by Foothill Transit’s Procurement staff and Special Legal Counsel. Pre-qualification Submittals consisted of a proposal letter, certifications, evidence of good standing, and exceptions taken to the draft contract. The pre-qualification review also examined the Proposer’s Technical and Price Proposal to determine compliance with the requirements of the RFP.

Ten proposers satisfied the pre-qualification criteria and were recommended for passage into the evaluation phase. Subsequently, an evaluation committee, consisting of six members of Foothill Transit’s administrative team, reviewed each qualified firm’s Technical Proposal. The following technical factors comprised 85 percent of the total score:

- Work Plan, Project Approach, and Schedule (45 percent)
- Experience and Past Performance (30 percent)
- Proposed Team and Organization Relationships (10 points)

Price was weighted at 15 percent of the total score and was scored as follows:

$$\text{Proposer's Price Score} = \frac{\text{Lowest Price}}{\text{Proposer's Price}} * 15 \text{ Points}$$





Each Proposer's price was determined by the sum of their proposed prices for each required deliverable.

Overall scores resulting from initial evaluations of the qualified firms' Technical and Price Proposals ranged from 32.33 to 76.00 points out of a possible 100 points. A summary of the initial scores and ranking is provided in **Attachment A**. The evaluation committee determined that three firms were within the competitive range - Pavlov Advertising, Planeteria Media, and Sensis Inc.

Interviews and discussions with these three firms were conducted on December 12, 2018. Each firm was then asked to submit a Best and Final Offer (BAFO) that included any changes to their proposals and final pricing. Each of the three firms' proposals underwent a final evaluation taking into consideration information gleaned from the interview process and the firm's BAFO submittals.

Sensis Inc. was ranked highest with a final overall score of 89.42 points out of a possible 100 points. A summary of the final scores and ranking is also provided in **Attachment A**.

Sensis Inc. has operated for 20 years as a digital marketing agency specializing in web development. Its offices are located in Los Angeles, Washington D.C., Atlanta, and Austin. Highlights of Sensis Inc.'s proposal include the following:

- Past web development work with Metrolink, San Diego Gas & Electric, and Sempra Energy
- Recipient of multiple industry awards for its website and digital work
- Experience with integrating real time data sources and other complex system integration
- User experience focused approach to web design
- Understanding of Foothill Transit market demographics and research
- Team with diverse knowledge base and expertise

Pending Board authorization of contract award, Sensis Inc.'s proposed schedule anticipates completion of the website redesign project in February 2020.



**Budget Impact**

Funding for this project is included in Foothill Transit's approved FY18-19 Business Plan and Budget in Capital Project No. 185, Website Redesign.

Sincerely,

Felicia Friesema  
Director of Marketing & Communications

Doran J. Barnes  
Executive Director

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Christopher Pieper  
Director of Procurement

## ATTACHMENT A

### Request for Proposals No. 19-010 Website Redesign Services

#### Initial Evaluation Score Summary

Evaluation Factors	Maximum Score	Proposer									
		360Civic	Agency ETA	Americaneagle	Ardent	Multimedia	Pavlov	Planeteria	Sensis	Status Not Quo	ZED Digital
1. Work Plan, Project Approach, and Schedule	45	24.68	30.45	23.10	24.83	10.67	37.65	31.05	36.98	29.85	27.15
2. Experience and Past Performance	30	15.90	19.50	21.90	12.30	4.85	27.45	21.30	24.55	15.45	21.50
3. Proposed Team and Organizational Relationships	10	4.85	6.98	6.73	4.58	1.82	8.73	7.78	8.78	6.60	7.33
<i>Technical Score</i>	<i>85</i>	<i>45.43</i>	<i>56.93</i>	<i>51.73</i>	<i>41.71</i>	<i>17.33</i>	<i>73.83</i>	<i>60.13</i>	<i>70.31</i>	<i>51.90</i>	<i>55.98</i>
Price		\$ 242,140.00	\$ 249,700.00	\$ 134,400.00	\$ 158,148.04	\$ 27,525.00	\$ 190,625.00	\$ 165,750.00	\$ 225,550.00	\$ 259,999.00	\$ 162,175.00
<i>Price Score</i>	<i>15</i>	<i>1.71</i>	<i>1.65</i>	<i>3.07</i>	<i>2.61</i>	<i>15.00</i>	<i>2.17</i>	<i>2.49</i>	<i>1.83</i>	<i>1.59</i>	<i>2.55</i>
<b>Overall Score</b>	<b>100</b>	<b>47.13</b>	<b>58.59</b>	<b>54.81</b>	<b>44.32</b>	<b>32.33</b>	<b>76.00</b>	<b>62.62</b>	<b>72.14</b>	<b>53.49</b>	<b>58.53</b>
Rank		8	4	6	9	10	1	3	2	7	5

#### Final Evaluation Score Summary

Evaluation Factors	Maximum Score	Proposer		
		Pavlov	Planeteria	Sensis
1. Work Plan, Project Approach, and Schedule	45	25.88	28.13	42.23
2. Experience and Past Performance	30	23.95	17.20	26.75
3. Proposed Team and Organizational Relationships	10	8.32	6.55	9.25
<i>Technical Score</i>	<i>85</i>	<i>58.14</i>	<i>51.88</i>	<i>78.23</i>
Price		\$ 184,906.25	\$ 165,750.00	\$ 222,154.00
<i>Price Score</i>	<i>15</i>	<i>13.45</i>	<i>15.00</i>	<i>11.19</i>
<b>Overall Score</b>	<b>100</b>	<b>71.59</b>	<b>66.88</b>	<b>89.42</b>
Rank		2	3	1