



**Foothill Transit**  
Going Good Places

## EXECUTIVE BOARD MEETING

West Covina, CA  
Friday, March 29, 2019





Foothill Transit

# Foothill Transit MISSION

To be the premier public transit provider committed to:

**SAFETY**

**COURTESY**

**QUALITY**

**RESPONSIVENESS**

**EFFICIENCY**

**INNOVATION**



## Foothill Transit VALUES

### **SAFETY**

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

### **RESULTS**

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

### **INTEGRITY**

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

### **GRATITUDE**

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

### **DIVERSITY**

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

### **TEAM MEMBERS**

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

### **COMMUNICATION**

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

### **SUSTAINABILITY**

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



Foothill Transit

# Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING  
9:00 AM, MARCH 29, 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 REGULAR MEETING OF JANUARY 25, 2019 AND STRATEGIC PLANNING WORKSHOP OF FEBRUARY 22, 2019
5. PUBLIC COMMENT
  - 5.1. Executive Director Response to Public Comment

CONSENT CALENDAR: Items 6 through 7 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. MARCH 2019 LEGISLATIVE SUMMARY

*Recommended Action: Receive and file the March 2019 Legislative Summary. Adopt a support position on H.R. 6016.*

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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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2nd Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790  
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7. RESOLUTION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM

*Recommended Action: Adopt the following resolution: Resolution No. 2019-01: Authorization for the Execution of the Low Carbon Transit Operations Program (LCTOP) Project "Foothill Transit Line 280 Expansion and Electrification" in the Amount of \$817,916 (Attachment A).*

REGULAR AGENDA:

8. CONTRACT AMENDMENT - CNG BUSES PROCUREMENT

*Recommended Action: Authorize the Executive Director to exercise an option to purchase CNG buses and amend Contract No. 18-043 with Creative Bus Sales in the amount of \$6,536,860, including California Sales Tax, for the purchase of ten 40-ft. low floor CNG transit buses.*

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

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

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

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

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

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

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

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

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

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

ប្រសិនបើលោកអ្នកស្នើសុំសេវាកម្មបកប្រែភាសា 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



9:00 AM, March 29, 2019

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

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9. CONTRACT AWARD - FINANCIAL AUDIT SERVICES

*Recommended Action: Authorize the Executive Director to enter into Contract No. 19-046 with Crowe LLP in an amount not to exceed \$236,560.00 for audit services. This price includes a base term of three years, plus two one-year options, which can be authorized at Foothill Transit's sole discretion.*

10. EXECUTIVE DIRECTOR COMMENT

11. BOARD MEMBER COMMENT

12. 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

13. CLOSED SESSION REPORT

14. ADJOURNMENT

**The next Regular Meeting of the Executive  
Board is scheduled for  
Friday, April 26, 2019 at 8:00 a.m.**



**Foothill Transit**

**STATEMENT OF PROCEEDINGS FOR THE  
REGULAR 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, January 25, 2019  
9:00 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Calaycay at 9:19 a.m.

**2. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Executive Board Alternate Gary Boyer, Executive Board Member Richard Barakat, Executive Board Member Sam Pedroza, Executive Board Vice Chair Carol Herrera, Executive Board 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 December 14, 2018 and Special Meeting - Study Session of December 18, 2018.

Motion by Member Pedroza, second by Vice Chair Herrera, the minutes for the Special Meeting of December 14, 2018 and Special Meeting - Study Session of December 18, 2018 were approved. Motion carried 5-0.

**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 Doran J. Barnes,  
Executive Director.

## **CONSENT CALENDAR**

### **6. DECEMBER 2018 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

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.

Motion by Member Barakat, second by Member Pedroza, to receive and file.  
Motion carried 5-0.

### **7. JANUARY 2019 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the January 2019 Legislative Summary.

Motion by Member Barakat, second by Member Pedroza, to receive and file.  
Motion carried 5-0.

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

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

Motion by Member Barakat, second by Member Pedroza, to adopt. Motion carried 5-0.

### **9. COACH OPERATOR AUDIT RESULTS**

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

Motion by Member Barakat, second by Member Pedroza, to receive and file.  
Motion carried 5-0.

### **10. 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.

Motion by Member Barakat, second by Member Pedroza, to approve. Motion carried 5-0.

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

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.

Motion by Member Barakat, second by Member Pedroza, to approve. Motion carried 5-0.

**REGULAR AGENDA**

12. **CONTRACT AWARD - Foothill Transit Website Redesign Services**

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.

Linda Apodaca, Manager of Community Engagement, presented this item.

Ms. Apodaca reported that in October 2018 the Executive Board authorized issuance of RFP No. 19-010 for Foothill Transit Website Redesign Services. Twelve proposals were received in response to the RFP, of which ten satisfied the pre-qualification criteria. Three firms were considered in the competitive range and interviews were held in December 2018.

Sensis Inc. was the highest ranked proposer. Sensis Inc. has a 20-year history as a digital marketing agency, focusing on web development. They have extensive experience with government agencies and with real-time data integration.

Motion by Member Barakat, second by Member Pedroza, to approve. Motion carried 5-0.





13. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Thanked Community Engagement Manager Linda Apodaca for filling-in for Director of Marketing & Communications Felicia Friesema.
- Foothill Transit's Strategic Planning Workshop is scheduled for February 22, 2019 at Kellogg House, Cal Poly Pomona.
- Thanked the Executive Board for adopting the legislative programs.
- APTA's Legislative Conference is scheduled for March 17-19, 2019.

14. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

There were no comments by the Executive Board.

The Executive Board recessed into Closed Session at 9:28 a.m., related to Items 15, 16, and 17.

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

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**

The Executive Board reconvened at 10:40 a.m. Chair Calaycay reported that there were no reportable actions related to Closed Session Items 15, 16, and 17.

19. **ADJOURNMENT**

Adjournment for the January 25, 2019 Foothill Transit Executive Board Meeting.

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



**Foothill Transit**

**STATEMENT OF PROCEEDINGS FOR THE  
STRATEGIC PLANNING WORKSHOP OF THE  
FOOTHILL TRANSIT EXECUTIVE BOARD**

**KELLOGG HOUSE - CAL POLY POMONA  
3801 WEST TEMPLE AVENUE  
POMONA, CALIFORNIA 91768**

**FRIDAY, FEBRUARY 22, 2019  
8:00 a.m.**

1. **CALL TO ORDER**

The meeting was called to order by Chair Calaycay at 8:01 a.m.

2. **ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Executive Board Alternate Becky Shevlin, Executive Board  
Alternate Gary Boyer, Executive Board Member Sam Pedroza,  
Executive Board Vice Chair Carol Herrera, Executive Board Chair  
Corey Calaycay

3. **PUBLIC COMMENT**

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

4. **NOTICES OF CONFLICT OF INTEREST**

Recommendation: Receive and file the Notices of Conflict of Interest  
(Attachments A and A-1).

Chris Pieper, Director of Procurement, presented this item.

Mr. Pieper reported that Foothill Transit's Procurement Policies require that  
in cases where there may be an interest direct or indirect, that there is a  
responsibility to report in writing such interest to the Executive Board.

Based on the requirements, two Notices of Conflict of Interest were  
presented to the Executive Board related to the open procurement No. 19-  
035, Transit Store Operations and Bus Stop Facility Maintenance Services.  
The employees with the conflicts are not eligible to participate in the  
selection, award, or administration of this contract.





Received and filed.

5. **STRATEGIC PLANNING WORKSHOP**

Peter Stark, Moderator

Mr. Stark, representing Peter Barron Stark & Associates, Inc., retreat moderator, greeted attendees, provided opening statements covering the overall emphasis of the workshop, and distributed the workshop workbook for discussion and completion by attendees.

Review of Past Year/Pre-Retreat Interviews and Self-Assessment

Staff provided verbal updates on the Fiscal Year 2018-2019 Initiatives. In addition, Mr. Stark gave an overview of Executive Board and staff member interviews conducted on January 31, 2019.

Discussion Topics

Staff provided verbal presentations on the past, current history, and status of the following topics:

- ABBG Data
- Ridership Trends
- RGAP Report and Actions
- Low Performing Routes
- BRT Study and Direction
- Electric Bus Program
- Automation Pilot Project
- Federal and State Advocacy Approach
- Ten-Year Financial Forecast
- Engagement with Cities
- ADA Bus Stop Issues

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

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

(Gov't Code § 54957)

Title: Executive Director

The Executive Board recessed into closed at 1:03 p.m., and reconvened at 1:48 p.m. Chair Calaycay reported that there were no reportable actions.



7. **ADJOURNMENT**

Adjournment for the February 22, 2019 Foothill Transit Executive Board Strategic Planning Workshop.

There being no further business, the Foothill Transit Executive Board Strategic Planning Workshop adjourned at 1:26 p.m.



March 29, 2019

To: Executive Board

Subject: **March 2019 Legislative Summary**

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### **Recommendation**

Receive and file the March 2019 Legislative Summary. Adopt a support position on H.R. 6016.

### **Analysis**

A summary of state and federal legislation and corresponding status is attached. Board members should note that staff recommends a support position on H.R. 6016 (Napolitano/Katko).

### ***State Issues:***

Governor Gavin Newsom announced a major legislative proposal to confront the housing cost crisis. The new proposal sets higher short-term housing production goals for cities and counties, and provides \$750 million in support and incentives to help these jurisdictions plan and zone for these higher, ambitious housing targets. The proposal would also update and modernize the state's long-term housing goals, known as Regional Housing Needs Allocations (RHNA), to better reflect regional housing and transportation needs. Under this proposal, the Department of Housing and Community Development, in collaboration with the Office of Planning and Research and stakeholders, must also propose an improved RHNA process and methodology that promotes and streamlines housing development.

Importantly, the proposal provides additional clarity to the comments made by Governor Newsom earlier this year regarding linking the provision of transportation funds, like those made available by Senate Bill (SB) 1, to housing production. The proposal requires the Department of Housing and Community Development, in coordination with the California State Transportation Agency and the Office of Planning and Research, to engage stakeholders to develop and propose policies for linking transportation and other non-housing funds, including, very specifically, local streets and road funds from SB 1, with housing goals by the end of 2022.

The proposal authorizes the state to withhold SB 1's local streets and roads funds from any jurisdiction that does not have a compliant housing element and has not zoned and entitled for its updated annual housing goals,





beginning July 1, 2023. As drafted, the proposal does not impact SB 1's transit funding.

***Federal Issues:***

On March 11, President Donald Trump submitted his Budget request for Fiscal Year (FY) 2020. In its Budget request, the Administration provides \$12.4 billion for public transportation programs, a cut of \$998 million from the FY 2019 enacted level of \$13.4 billion. The Budget request fully funds FAST Act programs authorized from the Highway Trust Fund. The overwhelming majority of the decrease in public transportation funding is attributable to cuts in the Capital Investment Grants (CIG) program. The Administration proposes \$1.5 billion for the CIG program. Although this funding level is \$1 billion less than current funding, it is greater than the Administration's FY 2019 Budget proposal and would allow \$500 million to be made available for new CIG projects.

In addition, the Administration requests \$1 billion for the Better Utilizing Investments to Leverage Development (BUILD) program, an increase of \$100 million. Regarding intercity passenger rail, the Administration proposes to restructure the Amtrak system, focusing trains on shorter-distance routes. Finally, it does not appear that the President's Budget addresses the FAST Act contract authority rescission that will occur on July 1, 2020. On July 1, the FAST Act permanently rescinds \$7.569 billion of Federal-aid Highway contract authority from states' unobligated balances of highway funds. This rescission could reset the budget baseline for the surface transportation programs beginning in FY 2021.

H.R. 6016, The Bus Operator and Pedestrian Protection Act, authored by Congress Members Grace Napolitano (D, CA) and John Katko (R, NY) will provide much needed safety improvements to bus operations in order to address the rising concern of assaults on bus drivers and avoidable accidents due to blind spots on buses. The bill requires transit agencies to develop Bus Operations Safety Risk Reduction Programs to improve safety by reducing the number of bus accidents due to blind spots, preventing assaults on bus drivers, and improving bus driver seating to reduce ergonomic injuries. It gives transit agencies two years to create these programs in partnership with their transit workforce, and with oversight from the U.S. Department of Transportation (DOT). The bill authorizes \$25 million/year for 5 years to pay for the implementation of these programs.



Transit agencies will be required to implement the following safety improvements as a part of their Bus Operations Safety Risk Reduction program:

- Assault mitigation infrastructure and technology, including barriers to prevent assault on bus drivers.
- De-escalation training for bus drivers.
- Modified bus specifications and retrofits to reduce visibility impairments.
- Driver assistance technology that reduces accidents.
- Installation of bus driver seating to reduce ergonomic injuries.

The bill will also require transit agencies to report all assaults on bus drivers to the U.S. DOT's National Transit Database (NTD).

Sincerely,

A handwritten signature in blue ink, appearing to read "David Reyno".

David Reyno  
Director of Government Relations

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

Doran J. Barnes  
Executive Director

Attachment

## 2019 Legislation Summary

Current as of 3/12/2019

(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
HR 6016	Napolitano/ Katko	<p>The Bus Operator and Pedestrian Protection Act, authored by Congress Members Grace Napolitano (D, CA) and John Katko (R, NY) will provide much needed safety improvements to bus operations in order to address the rising concern of assaults on bus drivers and avoidable accidents due to blind spots on buses. The bill requires transit agencies to develop Bus Operations Safety Risk Reduction Programs to improve safety by reducing the number of bus accidents due to blind spots, preventing assaults on bus drivers, and improving bus driver seating to reduce ergonomic injuries. It gives transit agencies two years to create these programs in partnership with their transit workforce, and with oversight from the U.S. Department of Transportation (DOT). The bill authorizes \$25 million/year for 5 years to pay for the implementation of these programs.</p> <p>Transit agencies will be required to implement the following safety improvements as a part of their Bus Operations Safety Risk Reduction program:</p> <ul style="list-style-type: none"> <li>• Assault mitigation infrastructure and technology, including barriers to prevent assault on bus drivers.</li> <li>• De-escalation training for bus drivers.</li> <li>• Modified bus specifications and retrofits to reduce visibility impairments.</li> <li>• Driver assistance technology that reduces accidents.</li> <li>• Installation of bus driver seating to reduce ergonomic injuries.</li> </ul> <p>The bill will also require transit agencies to report all assaults on bus drivers to the U.S. DOT's National Transit Database (NTD).</p>	<p>While this bill has some areas of concern including its driver barrier, ergonomic and retrofit provisions without adequate federal funding to assist transit agencies in order to comply as well as its one size fits all approach, its intent to improve overall safety for our operators and customers is what is most important. The authors understand the transit industry concerns and has expressed willingness to work with us to find appropriate solutions.</p>	Subcommittee on Highways and Transit		Support





March 29, 2019

To: Executive Board

Subject: **Resolution for the Low Carbon Transit Operations Program**

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**Recommendation**

Adopt the following resolution:

Resolution No. 2019-01: Authorization for the Execution of the Low Carbon Transit Operations Program (LCTOP) Project "*Foothill Transit Line 280 Expansion and Electrification*" in the Amount of \$817,916 (Attachment A).

**Analysis**

The Low Carbon Transit Operations Program (LCTOP) was established by the California Legislature in 2014 to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. This program is designed to fund capital or operating projects that a) reduce greenhouse gases; b) increase transit ridership; and, c) benefit disadvantaged communities. Of all the State programs designed to reduce greenhouse gases from transportation, the LCTOP is unique because of its focus on transit agencies, its formulaic funding structure, and the eligibility of projects to fund transit operations. Through this program, Foothill Transit is eligible for funding in the amount of \$817,916.

With the Board's authorization, Foothill Transit will request operating funds to support the expansion and electrification of Line 280 serving the Azusa Intermodal Transit Center and Azusa Gold Line Station. Foothill Transit will deploy 14 new Proterra electric buses along Line 280. Service frequency is being increased as well. The proposed project for LCTOP will fund the operation of these electric buses during fiscal year 2019-2020.

**Attachment A** is the proposed resolution for authorization for the execution of this LCTOP project.



**Foothill Transit**

## Executive Board Meeting

Executive Board Meeting - 03/29/19  
Resolution for the Low Carbon Transit Operations  
Program  
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### **Budget Impact**

This resolution will enable Foothill Transit to submit an allocation request in the amount of \$817,916, which would fund operating costs associated with the expansion and electrification of Line 280.

Sincerely,

A handwritten signature in blue ink that reads "Michelle Lopes Caldwell".

Michelle Lopes Caldwell  
Director of Finance & Treasurer

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

Doran J. Barnes  
Executive Director

Attachment

## Board Resolution

RESOLUTION #2019-01

AUTHORIZATION FOR THE EXECUTION OF THE  
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS  
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)  
FOR THE FOLLOWING PROJECT:

*“Foothill Transit Line 280 Expansion and Electrification”* in the Amount of  
\$817,916

**WHEREAS**, Foothill Transit is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, Foothill Transit wishes to delegate authorization to execute these documents and any amendments thereto to Michelle Caldwell, Director of Finance; Gil Victorio, Controller; Kevin Parks McDonald, Deputy Executive Director.

**WHEREAS**, Foothill Transit wishes to implement the following LCTOP project(s) listed above,

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

**NOW THEREFORE, BE IT FURTHER RESOLVED** that Michelle Caldwell, Director of Finance; Gil Victorio, Controller; Kevin Parks McDonald, Deputy Executive Director be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Foothill Transit that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2018-19 LCTOP funds: \$817,916

List project, including the following information:

Project Name: *Foothill Transit Line 280 Expansion and Electrification*

Amount of LCTOP funds requested: \$817,916

Short description of project:

The proposed project will support the expansion, maintenance and operation of Foothill Transit's zero-emission electric buses servicing Line 280, which will connect disadvantaged communities in the San Gabriel Valley to the new Azusa Intermodal Transportation Center and Azusa Gold Line Station.

**Adoption.** PASSED AND ADOPTED at a meeting of the Executive Board held on February 22, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

\_\_\_\_\_  
Corey Calaycay, Chair

ATTEST:  
Christina Lopez, Board Secretary

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

By: \_\_\_\_\_  
Darold Pieper, General Counsel

By: \_\_\_\_\_  
Board Secretary





March 29, 2019

To: Executive Board

Subject: **Contract Amendment - CNG Bus Procurement**

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### **Recommendation**

Authorize the Executive Director to exercise an option to purchase additional CNG buses and amend Contract No. 18-043 with Creative Bus Sales in the amount of \$6,536,860, including California Sales Tax, for the purchase of ten 40-ft. low-floor CNG transit buses.

### **Analysis**

Foothill Transit has ten 1500 series CNG buses with CNG tanks that will expire by the end of the calendar year. These buses have over 600,000 miles of transit service and are 12 years old, making them eligible for retirement under the FTA threshold for bus retirement. These buses need to be replaced this year in order to ensure that both Keolis and Transdev are assigned the 15 percent spare ratio of buses stipulated in both transit operations agreements.

Our consultants, Burns and McDonnell, continue to analyze and gather data for their project related to Foothill Transit's fleet electrification plan. When completed, a final report will be provided to Foothill Transit, which will include an installation schedule of in-depot chargers to coincide with future electric bus purchases. The final report is scheduled to be completed in June of this year. The pending expiration of the CNG tanks on the ten 1500 series buses does not allow us to wait to determine if these coaches could be replaced with electric buses.

At the April 2018 Executive Board meeting, the Board authorized the Executive Director to include in Contract No. 18-043 an option to purchase 57 additional buses should there be a delay in the construction of in-depot chargers at our operations and maintenance facilities.

Creative Bus Sales has offered to provide the ten additional buses at the same price of the original 34 bus purchase, even though the contract allows for a Production Price Index (PPI) increase.



**Budget Impact**

The adopted Foothill Transit Business Plan and Budget for Fiscal Year 2018-2019 includes funds in Capital Project 0123 Bus Replacements, for procuring replacement buses as older CNG buses in our fleet are retired.

Sincerely,

  
Roland M. Cordero  
Director of Maintenance and  
Vehicle Technology

  
Doran J. Barnes  
Executive Director

  
Michelle Lopes Caldwell  
Director of Finance and Treasurer



March 29, 2019

**REVISED**

To: Executive Board

Subject: **Contract Award – Financial Audit Services**

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### **Recommendation**

Authorize the Executive Director to enter into Contract No. 19-046 with Crowe LLP in an amount not to exceed \$236,560.00 for audit services. This price includes a base term of three years, plus two one-year options, which can be authorized at Foothill Transit's sole discretion.

### **Analysis**

On December 14, 2018, the Executive Board authorized the issuance of Request for Proposals (RFP) No. 19-046 for Audit Services. Services include audit of the financial statements for Foothill Transit for fiscal years ending June 30, 2019, 2020, and 2021. The Request for Proposals solicitation was issued to vendors using the agency's E-Procurement platform, PlanetBids. An additional 250 vendors were contacted using the Bid Broadcast feature, which notifies a set maximum amount of vendors registered with other local agencies based on the commodity codes selected. The solicitation notice was also published online at the Transit Talent website to target firms with transportation finance auditing experience.

Five proposals were received in response to the RFP that was issued on January 10, ~~2018~~ 2019. 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.

All proposers satisfied the pre-qualification criteria and were recommended for passage into the evaluation phase. Subsequently, an evaluation committee, consisting of five members of Foothill Transit's administrative team, reviewed each qualified firm's Technical Proposal. The following technical factors comprised 75 percent of the total score:

- Work Plan and Technical/Project Approach (30 percent)
- Experience, Past Performance, and Reviews (25 percent)
- Staff Qualifications and Organizational Relationships (20 points)



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

$$\text{Proposer's Price Score} = \frac{\text{Lowest Price}}{\text{Proposer's Price}} * 25 \text{ Points}$$

Each Proposer's price was determined by the sum of their proposed prices for each base and option year.

Overall scores resulting from initial evaluations of the qualified firms' Technical and Price Proposals ranged from 59.12 to 89.53 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 a competitive range - Crowe LLP, Vasquez & Co LLP, and Davis Farr LLP.

Interviews and discussions with these three firms were conducted on ~~December~~ February 20, 2019. Each firm was then asked to submit a Best and Final Offer (BAFO) that included changes to their final pricing and proposals. Each of the three firms' proposals underwent a final evaluation taking into consideration information gleaned from the interview process and each firm's BAFO reduction in pricing.

Crowe LLP was ranked highest with a final overall score of 89.69 points out of a possible 100 points. A summary of the final scores and ranking is also provided in **Attachment A**.

Crowe is a global accounting, consulting, and technology firm with office locations across the nation including Southern California. The firm has been providing auditing services for 75 years (including Foothill Transit for the past five years) and has more than 4,000 personnel. Highlights of Crowe's proposal include the following:

- Extensive public transportation experience with agencies such as Sacramento Regional Transit District, LA Metro, Metropolitan Atlanta Rapid Transit Authority (MARTA) and AC Transit in Contra Costa County.
- Experience with FTA/FHWA Guidelines and the Uniform System of Accounts for the National Transit Database, funding under MAP-21 and monitoring the Triennial Review Process and the Financial Management Oversight Process.





- Significant experience in performing tests for compliance with the State funded programs, such as TDA and STA, as well as the local Los Angeles county sales tax measures (Prop A and C and Measure R).
- Use of CIRT, a customized data gathering and analysis technology to support the audit ensuring security and effective project management.
- Understanding of Foothill Transit financial requirements and quality expectations.
- Experienced team with deep resources to provide guidance and counsel.

Pending Board authorization of contract award, Crowe's proposed schedule anticipates project kick-off in May of 2019 to proceed with the preliminary data gathering for the FY2018-2019 annual audit.

**Budget Impact**

Funding for this project will be included in Foothill Transit's proposed FY2019-FY2020 Business Plan and Budget.

Sincerely,

Handwritten signature of Michelle Lopes Caldwell in blue ink.

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Handwritten signature of Doran J. Barnes in blue ink.

Doran J. Barnes  
Executive Director

### Audit Services - Attachment A

First Round Scoring						
Proposer						
Evaluation Factors	Maximum Score	LSL	Crowe	Brown Armstrong	Vasquez	Davis Farr
Proposer's Price	25	\$ 207,624.00	\$ 242,665.00	\$ 199,500.00	\$ 212,365.00	\$ 181,900.00
Price Score	25	21.90	18.74	22.79	21.41	25.00
1. Work Plan and Technical/Project Approach	30	13.80	27.78	19.44	19.86	21.78
2. Experience, Past Performance, and Reviews	25	12.30	24.05	17.10	20.95	18.30
3. Staff Qualifications and Organizational Relationships	20	11.12	18.96	13.44	16.60	15.04
Technical Score	75	37.22	70.79	49.98	57.41	55.12
Proposer's Overall Score	100	59.12	89.53	72.77	78.82	80.12
Rank		5	1	4	3	2

BAFO Round Scoring				
Proposer				
Evaluation Factors	Maximum Score	Crowe	Vasquez	Davis Farr
Proposer's Price	25	\$ 236,560.00	\$ 199,740.00	\$ 169,360.00
Price Score	25	17.90	21.20	25.00
1. Work Plan and Technical/Project Approach	30	28.74	17.58	18.78
2. Experience, Past Performance, and Reviews	25	24.05	19.60	16.15
3. Staff Qualifications and Organizational Relationships	20	19.00	13.24	11.52
Technical Score	75	71.79	50.42	46.45
Proposer's Overall Score	100	89.69	71.62	71.45
Rank		1	3	2