



Foothill Transit
Going Good Places

SPECIAL EXECUTIVE BOARD MEETING

West Covina, CA
Friday, April 13, 2018



Foothill Transit

Executive Board Meeting **AGENDA**

SPECIAL EXECUTIVE BOARD MEETING

8:30 AM, APRIL 13, 2018

Foothill Transit Administrative Office

2nd Floor Board Room

100 South Vincent Avenue

West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. FOCUS ON SAFETY
4. ROLL CALL: MEMBERS CALAYCAY, HERRERA, PEDROZA, STERNQUIST, WARSHAW
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES FOR THE STRATEGIC PLANNING WORKSHOP OF FEBRUARY 2, 2018 AND THE REGULAR MEETING OF FEBRUARY 23, 2018
7. PRESENTATIONS:
 - 7.1. Contractors' Employee Recognition
8. PUBLIC COMMENT
 - 8.1. Executive Director Response to Public Comment

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.



8:30 AM, April 13, 2018
2nd Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790
Page 2

CONSENT CALENDAR: Items 9 through 12 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.

9. FEBRUARY 2018 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through February 28, 2018. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of February 28, 2018, for the fiscal year ending June 30, 2018.

10. FEBRUARY 2018 PERFORMANCE INDICATORS REPORT

Recommended Action: Receive and file the February 2018 Performance Indicators Report.

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

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

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

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

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

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

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

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

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

Եթե Ձեզ 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.

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



8:30 AM, April 13, 2018

2nd Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790

Page 3

11. APRIL 2018 LEGISLATIVE SUMMARY

Recommended Action: Receive and file the April 2018 Legislative Summary. Adopt support positions on AB 2304, AB 3201 and SB 1434.

12. CONTRACT AWARD – SECURITY SERVICES AT Foothill TRANSIT’S EL MONTE TRANSIT STORE

Recommended Action: Authorize the Executive Director to enter into Contract No. 17-098 with Platinum Security, Inc. in the amount of \$161,029.44 for two years of security services at Foothill Transit’s El Monte Transit Store. This contract will include three one-year options to be exercised at Foothill Transit’s sole discretion.

REGULAR AGENDA:

13. 2018 Foothill TRANSIT BUS ROADEO RESULTS

Recommended Action: Receive and file the 2018 Foothill Transit Bus Rodeo Results.

14. CONTRACT AWARD – CNG BUSES PROCUREMENT

Recommended Action: Authorize the Executive Director to negotiate final terms and conditions and enter into Contract No. 18-043 with Creative Bus Sales in the amount \$22,067,076, including California Sales Tax for the purchase of 34 40-ft. low-floor CNG transit buses. The contract will include an option to purchase 57 additional buses should there be an unforeseen delay in the construction of in-depot chargers at our operations and maintenance facilities.

15. REQUEST TO ISSUE INVITATION FOR BIDS (IFB) NO. 18-055 – ADMINISTRATIVE OFFICE RESTROOM REMODEL

Recommended Action: Authorize the Executive Director to issue IFB No. 18-055 for construction services related to remodeling of the administrative office restrooms, subject to adoption of the Proposed FY2018-2019 Business Plan and Budget.

16. TRAFFIC SIGNAL PRIORITY CONTINUATION PROJECT UPDATE & CONTRACT AMENDMENT

Recommended Action: Authorize the Executive Director to execute Amendment No. 9 in the amount of \$56,648 to Contract No. 08-005 with Kapsch to complete and close out Foothill Transit’s Traffic Signal Priority Continuation Project, subject to Governing Board approval of a life of project extension.



8:30 AM, April 13, 2018

2nd Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790

Page 4

17. SILVER STREAK - SILVER LINE PROGRAM UPDATE AND MOU

Recommended Action: Authorize the Executive Director to enter into a Memorandum of Understanding (MOU) with L.A. Metro that continues interagency pass sharing between Metro's Silver Line and Foothill Transit's Silver Streak along the Silver Corridor between El Monte and downtown Los Angeles.

18. PROPERTY LEASE - DOWNTOWN LOS ANGELES MID-DAY LAYOVER

Recommended Action: 1. Authorize the Executive Director to execute a property lease with Caltrans and undertake the development of Caltrans lot LAX010-0042-06 located at the intersection of Grand Avenue and 17th Street as a mid-day layover facility for the Foothill Transit commuter bus fleet in Downtown Los Angeles; and 2. If Foothill Transit is successful in receiving a grant award to fund 70 percent of cost of construction of the downtown layover project, authorize the Executive Director to execute a property lease with Caltrans and undertake the development of Caltrans lots 07-FLA-10-32 & 07-FLA-10-33 located at the intersection of Maple Avenue and 16th Street as a mid-day layover facility for the Foothill Transit commuter bus fleet in Downtown Los Angeles; and 3. Authorize the Executive Director to enter into a Memorandum of Understanding with the Los Angeles Department of Transportation (LADOT) and the Antelope Valley Transit Authority (AVTA) regarding shared use of the mid-day layover locations referenced above.

19. RIDERSHIP AND SERVICE CHANGE UPDATE

Recommended Action: Receive and file the Ridership and Service Change Update.

20. TRANSIT STORE QUARTERLY REPORT

Recommended Action: Receive and file the Transit Store Quarterly Report.

21. EXECUTIVE DIRECTOR COMMENT

22. BOARD MEMBER COMMENT

23. ADJOURNMENT

**The next Regular Meeting of the Executive
Board is scheduled for
Friday, April 27, 2018 at 8:00 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 2, 2018
8:00 a.m.**

1. **CALL TO ORDER**

The meeting was called to order by Chair Calaycay at 8:12 a.m.

2. **ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Sam Pedroza, Member Cynthia Sternquist, Member Carol Herrera, Vice Chair Corey Warshaw, Chair Corey Calaycay

3. **PUBLIC COMMENT**

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

4. **REQUEST FOR PROPOSALS (RFP) No. 18-043 FOR LOW FLOOR CNG
TRANSIT BUSES**

Recommendation: Authorize the Executive Director to issue Request for Proposals No. 18-043 to procure 34 low-floor CNG buses with options for future purchases of up to 57 additional buses.

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

Mr. Cordero reported that this procurement represents Foothill Transit's final planned CNG bus purchase as the organization moves forward with the goal of operating an all-electric fleet by 2030. Options for future purchases will only be exercised should there be an unforeseen delay in the completion of the construction of the necessary electric infrastructure. Contract award by the Foothill Transit Executive Board is expected to take place at the March 30, 2018 Executive Board Meeting.

Motion by Member Pedroza, second by Vice Chair Warshaw, to approve.
Motion carried 5-0.

5. **CONTRACT AWARD - BOARD ROOM VIDEO WALL**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into an agreement with SybaTek in the amount of \$211,342.70 to design, construct, and install a video wall in the board room.

Donald Luey, Director of IT, presented this item.

Mr. Luey reported that the current video wall system in place at the Foothill Transit board room was installed in 2007 and that it had reached the end of its useful life. The projector is no longer supported by the manufacturer. The new video wall will be a modular LED screen that will provide clear, vibrant images.

Motion by Vice Chair Warshaw, second by Member Sternquist, to approve. Motion carried 4-1. Chair Calaycay opposed.

6. **INVITATION FOR BIDS (IFB) NOS. 18-052 (SITE 1) AND 18-053 (SITE 2) - REPAIRS AND IMPROVEMENTS FOR DOWNTOWN LOS ANGELES MID-DAY LAYOVER SITES**

Recommendation: Authorize the Executive Director to issue IFB Nos. 18-052 (Site 1) and 18-053 (Site 2) for construction repairs and improvements for two Downtown Los Angeles mid-day layover sites at the intersection of Grand Avenue and 17th Street and at the intersection of Maple Avenue and 16th Street.

Sharlane Bailey, Director of Facilities, presented this items.

Ms. Bailey reported that capital improvements for Sites 1 and 2 include costs for reconfiguration of the driveways, repaving, column protection, striping of the lot, and demolition of the existing concrete pads where structures formerly stood. Site 1 located at Grand Avenue and 17th Street will have space for approximately 45 buses and will be shared with Antelope Valley Transit Authority. Site 2 located at Maple Avenue and 16th Street and will be shared with LADOT. Foothill Transit is negotiating terms and conditions with LADOT and AVTA for a shared cost proportionate with the amount of square footage used by each agency.

Motion by Vice Chair Warshaw, second by Member Pedroza, to approve. Motion carried 5-0.



7. **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

Board Members and staff highlighted the accomplishments by Foothill Transit for the past year. Staff provided verbal updates on the Fiscal Year 2017-2018 Initiatives. In addition, Mr. Stark gave an overview of Executive Board and staff member interviews conducted on January 11, 2018.

Discussion Topics

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

- Recent Ridership Trends
- Express Lanes Operations
- Bus Strategy Related to Future Bus Purchases
- Transit Store Contract
- Financial Forecast
- Foothill Transit Rules
- Proposed Initiatives for FY2018-2019

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

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

(Gov't Code § 54957)

Title: Executive Director

The Executive Board recessed into closed session at 12:52 p.m. The Executive Board reconvened at 1:21 p.m.

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

9. **ADJOURNMENT**

Adjournment for the February 2, 2018 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.



Foothill Transit

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

**ALEXANDER HUGHES COMMUNITY CENTER
PADUA ROOM
1700 DANBURY ROAD
CLAREMONT, CALIFORNIA 91711**

**Friday, February 23, 2018
8:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Calaycay at 8:02 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Calaycay.

3. FOCUS ON SAFETY

LaShawn King Gillespie, Director of Customer Service & Operations, presented a message on American Heart Month.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Sam Pedroza, Member Cynthia Sternquist, Vice Chair
Corey Warshaw, Chair Corey Calaycay

Absent: Member Carol Herrera

5. APPROVAL OF AGENDA

Staff requested that Item 23 Bus Signal Priority Project (BSP) Project & Contract Amendment and Item 24 Request to Issue Invitation for Bids (IFB) No. 18-055 - Administrative Office Restroom Remodel be pulled from the agenda. These items will be presented at a future meeting for action.

The Agenda was approved as revised.



6. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of December 15, 2017.

Motion by Vice Chair Warshaw, second by Member Sternquist, the minutes for the Regular Meeting of December 15, 2018 were approved. Motion carried 4-0.

7. PRESENTATIONS

7.1 Contractors' Employee Recognition

Bill Jackson, General Manager, Transdev, introduced and recognized the following Arcadia location Transdev operator and employee of the month:

Rodolfo Castaneda, Operator of the Month (February 2018)
Tinoah Bragg, Employee of the Month (February 2018)

Marc Perla, General Manager, Keolis, introduced and recognized the following Pomona location Keolis operator and employee of the month:

Mindette Thomann, Operator of the Month (January 2018)
Richard Coyle, Employee of the Month (February 2018)
Brenda Webb, Operator of the Month (February 2018)

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

8. PUBLIC COMMENT

Kevin Ooms, Vice President, Reporting and Accounting, Transdev addressed the Executive Board.

CONSENT CALENDAR

9. DECEMBER 2017 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through December 31, 2017. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of December 31, 2017, for the

fiscal year ending June 30, 2018.

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

10. **JANUARY 2018 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

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

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

11. **FEBRUARY 2018 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the February 2018 Legislative Summary. Adopt a support position on Proposition 69 and an oppose position on AB 1756.

Motion by Member Sternquist, second by Vice Chair Warshaw, to receive and file and adopt. Motion carried 3-0. Abstention Chair Calaycay.

12. **COACH OPERATOR AUDIT RESULTS**

Recommendation: Receive and file the results of the FY2017-2018 Second Quarter Coach Operator Audits.

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

13. **MANAGEMENT COMPENSATION PROGRAM**

Recommendation: Approve the following recommendations regarding the Foothill Transit management compensation program: A. Modify Foothill Transit's pay ranges in accordance with results of compensation study and market demand; and, B. Approve reclassifications for the following positions: a. Fare Revenue Manager to Revenue Manager - Range 6 to Range 7, b. Marketing and Communications Strategist to Marketing and Communications Manager - Range 6 to Range 7, c. Human Resources Manager - Range 6 to Range 7

Motion by Member Sternquist, second by Vice Chair Calaycay, to approve.
Motion carried 4-0.

14. **RESOLUTION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM**

Recommendation: Adopt the following resolution: Resolution No. 2018-01: Authorization for the Execution of the Low Carbon Transit Operations Program (LCTOP) Project “Foothill Transit Line 280 Expansion and Electrification” in the Amount of \$492,993 (Attachment A).

Motion by Member Sternquist, second by Vice Chair Calaycay, to adopt.
Motion carried 4-0.

15. **RESOLUTION FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

Recommendation: Adopt the following resolution: Resolution No. 2018-02: Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program (Attachment A).

Motion by Member Sternquist, second by Vice Chair Calaycay, to adopt.
Motion carried 4-0.

16. **FINANCIAL STABILITY POLICY FY2018-2019 FINANCIAL STRATEGIES**

Recommendation: Approve the annual Financial Stability Policy update to include the FY2018-2019 financial strategies for budget planning.

Motion by Member Sternquist, second by Vice Chair Calaycay, to approve.
Motion carried 4-0.

17. **UPDATE TO ASSET DISPOSAL POLICY**

Recommendation: Approve and adopt the updated Asset Disposal Policy for the disposition of Foothill Transit assets, which have reached the end of useful life.

Motion by Member Sternquist, second by Vice Chair Warshaw, to approve.
Motion carried 4-0.

18. **PROPOSED FISCAL YEAR 2018-2019 BUSINESS PLAN INITIATIVES**

Recommendation: Approve the proposed FY 2018-2019 Business Plan

Initiatives.

Motion by Member Sternquist, second by Vice Chair Warshaw, to approve.
Motion carried 4-0.

19. **CONTRACT AWARD - MATERIALS TESTING AND SPECIAL INSPECTIONS SERVICES FOR COVINA TRANSIT CENTER AND PARK & RIDE**

Recommendation: Authorize the Executive Director to enter into Agreement No. 17-067 with MTGL, Inc. in the amount of \$181,976 for Materials Testing and Special Inspections Services for the Covina Transit Center and Park & Ride.

Motion by Member Sternquist, second by Vice Chair Warshaw, to approve.
Motion carried 4-0.

REGULAR AGENDA

20. **2018 BUS ROADEO PREVIEW**

Recommendation: Receive and file the preview of the 2018 Bus Roadeo.

Tanya Pina, Operations Contract Manager, presented this item.

Ms. Pina provided a preview of Foothill Transit's Bus Roadeo. The 23rd Annual Foothill Transit Bus Roadeo will be held on Saturday, March 10. The event will take place at the Arcadia Operations and Maintenance Facility. Operators and maintenance teams will face off in a friendly competition to determine which operator and maintenance team will represent Foothill Transit in Tampa, Florida at the American Public Transportation Association International Bus Roadeo. To date a total of 40 operators and 5 maintenance teams are scheduled to compete. Ms. Pina invited the Executive Board Members to attend and drive the course.

Received and filed.

21. **ROSE BOWL SERVICE UPDATE**

Recommendation: Receive and file the Rose Bowl Service Update.

Tanya Pina, Operations Contract Manager, presented this item.

Ms. Pina provided an update on the 2017 Rose Bowl season. This season

Foothill Transit provided services to five UCLA home games, four concerts, and closed out the season with the Tournament of Roses game on January 1, 2018. The total number of customers transported for the season was 89,454.

The services provided to the Rose Bowl provides Foothill Transit the opportunity to come in contact with customers who may not use public transit regularly. The feedback received from customers has been very positive. To ensure that Foothill Transit does not incur a loss on the service, the rates charged to the Rose Bowl Committee are based on Foothill Transit's actual costs to provide the service. This season ended with a positive variance of \$26,594.

The 2018 season with kick-off on May 19, 2019 with the Taylor Swift concert.

Received and filed.

22. **PROPOSED 2018 FEDERAL, STATE, AND LOCAL LEGISLATIVE PROGRAMS**

Recommendation: Adopt the proposed 2018 Federal, State, and Local Legislative Programs as outlined in Attachments A, B, and C.

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

Mr. Reyno reported that each year Foothill Transit adopts federal, state, and local legislative programs, which serve as guides for pursuing Foothill Transit's legislative proposals and strategies. The two primary program goals are, (1) is to ensure policies decisions are beneficial to Foothill Transit's operations and funding, and (2) to build and maintain strong relationships with Foothill Transit's elected representatives and their staff.

On the federal front, this year Foothill Transit will advocate for a significant transportation funding and infrastructure bill, six-year transportation authorization bill, long-term financial stabilization of the Highway Trust Fund, capital investment grant program, reinstatement of congressional earmarks, transit tax incentives, Buy America, and a permanent extension of the Alternative Fuel Tax Credit.

At the state level, Foothill Transit will continue to thank our delegation for the passing of SB 1, keep them apprised of Foothill Transit's efforts to improve traffic flow on the 10 Freeway Express and HOV Lanes, advocate for an increase percentage in cap and trade funds transit receives, include transit in any CEQA legislative reform, and oppose any burdensome Zero

Emissions Bus (ZEB) purchase mandates.

Motion by Member Pedroza, second by Member Sternquist, to adopt. Motion carried 4-0.

23. **BUS SIGNAL PRIORITY PROJECT (BSP) PROJECT UPDATE & CONTRACT AMENDMENT**

Recommendation: Authorize the Executive Director to execute Amendment No. 9 in the amount of \$56,648 to Contract No. 08-005 with Kapsch to complete and close out Foothill Transit's Bus Signal Priority (BSP) Project.

This item was pulled from the agenda. It will be presented at a future meeting.

24. **REQUEST TO ISSUE INVITATION FOR BIDS (IFB) NO. 18-055 - ADMINISTRATIVE OFFICE RESTROOM REMODEL**

Recommendation: Authorize the Executive Director to issue IFB No. 18-055 for construction services related to remodeling of the administrative office restrooms.

This item was pulled from the agenda. It will be presented at a future meeting.

25. **REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) - MARKETING RESEARCH**

Recommendation: Authorize the Executive Director to issue a Request for Proposals (RFP) No. 18-046 for Foothill Transit to seek proposals from qualified firms or individuals to conduct a targeted marketing research study.

Felicia Friesema, Director of Marketing & Communications, presented this item.

Ms. Friesema reported that the data from Foothill Transit's 2014 Comprehensive Operational Analysis (COA) still informs much of Foothill Transit's marketing strategies, but there are new questions that need fresh answers. Since the COA, Foothill Transit's vehicles, services, and fares have undergone significant changes while the regional demographics have shifted dramatically. New research is needed to gauge customer sentiment, attitudes, and awareness of what Foothill Transit does. Barriers and access

points to taking transit need to be assessed.

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

26. **REQUEST TO ISSUE REQUEST FOR PROPOSALS - IN-DEPOT CHARGING DESIGN SERVICES**

Recommendation: Authorize the Executive Director to issue Request for Proposals (RFP) No. 18-038 for In-Depot Charging Design Services.

Andrew Papson, Electric Bus Program Manager, presented this item.

Mr. Papson reported that currently Foothill Transit has 30 electric buses. Since the launch of the program, Foothill Transit electric buses have driven over 1.3 million electric miles.

As Foothill Transit's electric bus fleet grows, new challenges are being encountered, and upcoming hurdles can be foreseen. Currently, staff is working on a depot charge solution for the 14 buses at the Arcadia facility. In the coming years the greatest challenge will be expanding Foothill Transit's in-depot charging capabilities.

In order to better understand these challenges and how to solve them, staff recommends issuing an RFP for a consultant to prepare a plan for building in-depot charging through 2030. The estimated timeline for this project is 9-12 months from project inception.

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

FISCAL YEAR 2017-2018 SECOND QUARTER PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the FY2017-2018 Second Quarter Performance Indicators Report.

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

Ms. King Gillespie reported on Foothill Transit's performance for the second quarter of FY2017-2018. This includes the months of October, November, and December. Three of eight key performance indicators were met in the

second quarter. The performance indicator targets met for the month are miles between service interruptions, farebox recovery ratio, and average cost per vehicle service hour.

Overall system performance resulted in 3.22 million boardings, \$4.22 million in fare revenue, service hours are slightly lower at 215,499, and operating expenses were \$23.24 million.

Received and filed.

27. FISCAL YEAR 2017-2018 SECOND QUARTER BUDGET UPDATE

Recommendation: Receive and file the FY2017-2018 Second Quarter Budget Update.

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

Ms. Lopes Caldwell provided an update on the second quarter of Fiscal Year 2017-2018 that ended December 31, 2017. The budget figure of \$49.6 million is based on the planned expenditures identified during budget preparation. The actuals of \$46.8 reflect the actual expenses incurred during the second quarter. After the second quarter of FY2017-2018, Foothill Transit is approximately \$2.8 million under the planned operating budget.

During the first two quarters, Foothill Transit has experienced savings in purchased transportation, primarily because of the service enhancements implemented in October 2017. One of the larger variances was fuel and electricity. These accounts are under budget due to the service restructuring, as well as lower than budgeted fuel prices.

Since the service change, when the first three months are compared to the same period last year, Foothill Transit revenues have increased even though ridership continues to decline. Staff will continue to focus to improve ridership and monitor expenses and revenues.

Received and filed.

28. EXECUTIVE DIRECTOR COMMENT

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

Mr. Barnes reported the following:

- The economics of buying electric buses.
- Thanked Director of Finance and Treasurer Michelle Lopes Caldwell for teaching future leaders in the area of finance at USC.
- Discussed Foothill Transit's involvement in the community. Staff is encouraged to be involved in community groups.
- City of Monrovia Station Square dedication on Sunday, February 25.
- Upcoming legislative activities, which include the APTA Legislative Conference and civic legislative visits.
- Thanked City of Claremont for hosting the Executive Board Meeting.

29. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Sternquist invited everyone to the Temple City Camellia Festival.
- Member Pedroza thanked Josh Smalley for the board meeting video presented at today's meeting.

30. **ADJOURNMENT**

Adjournment for the February 23, 2018 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:16 a.m.



April 13, 2018

To: Executive Board

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

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through February 28, 2018.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of February 28, 2018, for the fiscal year ending June 30, 2018.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of February 28, 2018, shows total assets at \$324 million. This total consists primarily of \$217.4 million in fixed assets, \$95 million in cash and investments and \$11 million in receivable and prepaid assets. Foothill Transit's cash position of \$68.6 million is \$10.9 million more than the previous month, and is \$5.3 million less than last year in February.

Liabilities

The accounts payable balance is \$9.11 million. Accounts Payables include operations and maintenance expenses for \$5.34 million and \$1.04 million for fuel.

The deferred revenue of \$62.54 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 \$22.1 million in liquid accounts held with Bank of the West; \$31.2 million in interest bearing money market accounts with Bank of the West; \$67,500 with Chase; and \$15.3 million invested in the Local Agency Investment Fund (LAIF).



Longer term investments include \$24 million with Bank of the West Agency notes; and \$2.74 million with Wells Fargo certificates of deposit.

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)

February 2018 year-to-date fare revenues were \$10.7 million which is \$919,481 less than the budgeted amount and \$77,562 less than February 2017. Through February 2018, ridership is approximately 7.96 percent less than it was last year at this time. Operating costs through February 2018 were \$61.67 million, which is \$4,173,793 less than the budget and \$5,007,608 more than February 2017. Of this \$61.67 million, \$48.33 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel which was \$4.02 million through February 2018.

The report also reflects receipt of \$2 million of Prop A. Local Return funds from the City of West Covina. These funds were used for transit operating expenses during the first quarter of FY2018.

Capital expenditures through February were \$23.84 million compared with \$5.49 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 February year-to-date farebox recovery ratio was 17.34 percent, approximately 0.36 percent lower than the performance target of 17.7 percent. The farebox recovery ratio is derived by dividing the total fare revenue of \$10,695,069 by the total bus operating expense of \$61,672,754. This ratio is less than the February 2017 ratio of 18.9 percent. The decline is due to increasing operating expenses combined with declining fare revenues. Declining bus ridership is a nationwide trend. Foothill Transit is participating in a region-wide study to analyze LA County ridership and provide recommendations for attracting riders.



Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of February 2018; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Finance accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for February 2018 were \$8.11 million. Capital disbursements totaled \$1.1 million; other significant disbursements include \$2.21 million to Keolis and \$3.43 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 February 28, 2018

Assets

Current Assets:

Cash	\$68,604,436
Investments	26,739,000
Due from government agencies	6,125,169
Other receivables	3,819,747
Other assets	956,126

Total Current Assets \$106,244,478

Property & Equipment (net of depreciation) 217,404,219

Total Assets \$323,648,697

Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities \$9,110,333

Deferred Revenue 62,543,866

Total Liabilities \$71,654,198

Equity

Fund Balance:

Investment in Capital Assets \$217,404,219

Current Year Change 5,003,755

Reserve 29,586,524

Total Equity \$251,994,499

Total Liabilities and Equity \$323,648,697

Summary of Cash and
Investment Account
For February 28, 2018

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$13,616,885
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,200
Bank of the West-Excise Tax	N/A	Demand Deposit	8,504,924
BOW-Prop 1B-Cal Grants	0.85%	Demand Deposit	5,992,722
Bank of the West-Money Market	0.85%	Demand Deposit	14,687,080
Bank of the West-Money Market	0.85%	Demand Deposit	9,695,697
Bank of the West-LCTOP	0.07%	Demand Deposit	757,214
Chase Business Saving	0.18%	Demand Deposit	67,588
LAIF Investment	1.07%	Demand Deposit	15,280,727
Subtotal Cash on Hand			<u>\$68,604,436</u>
Investments:			
Bank of the West:			
1 Maturity - 10/29/20 - 5yrs.	1.13%	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
	0.45-1.60%	Cert. of Deposit	2,739,000
Subtotal Investments			<u>\$26,739,000</u>
Total Cash and Investments			<u><u>\$95,343,436</u></u>

Foothill Transit
Statement of Revenue and Expense
For Month Ended February 28, 2018

	Actual YTD February-18	Budget YTD February -18	Variance	Actual YTD February - 17
Fare Revenue				
Farebox	\$5,395,955	\$5,828,403	(7.42%)	\$5,542,233
Pass Sales	2,392,598	2,457,600	(2.64%)	2,305,676
TAP Cash Purse	2,065,129	2,416,945	(14.56%)	2,043,160
MetroLink & Access Service	389,168	469,361	(17.09%)	423,909
EZ Transit Pass	452,219	442,241	2.26%	457,653
Total Operating Revenue	\$10,695,069	\$11,614,550	(7.92%)	\$10,772,631
Operating Subsidies and Other				
Transportation Development Act	\$15,410,784	\$15,410,782	0.00%	\$15,293,874
TDA-Reserve from prior years	1,761,664	6,812,519	(74.14%)	5,688,627
STA	580,760	580,757	0.00%	1,227,872
Prop A 40% Discretionary	11,017,421	11,017,421	0.00%	10,720,827
Prop A 40% BSCP	2,976,641	2,976,641	0.00%	3,039,250
Prop A Exchange	2,000,000	0	0.00%	0
Prop C BSIP	620,137	620,137	0.00%	609,471
Prop C Base Restructuring	1,331,989	1,331,989	0.00%	1,309,080
Prop C Transit Service Expansion	221,965	221,965	0.00%	218,148
Transit Security-Operating	600,655	600,655	(0.00%)	612,017
Measure R Operating	6,961,919	6,961,919	0.00%	6,941,149
Measure M Operating	6,630,539	6,630,544	(0.00%)	0
CRD Subsidy	100,000	0	0.00%	0
Miscellaneous Transit Revenues	612,632	1,066,667	(42.57%)	173,340
Total Subsidies and Other	\$50,827,107	\$54,231,997	(6.28%)	\$45,833,655
Total Operating Revenue	\$61,522,177	\$65,846,547	(6.57%)	\$56,606,286
Other Revenues				
Gain on Sale of Fixed Assets	\$69,817	\$0	0.00%	\$58,196
Fuel Tax Credit	0	0	0.00%	0
Auxiliary Revenue	1,038,836	1,080,000	(3.81%)	1,405,135
Total Other Revenues	\$1,108,654	\$1,080,000	2.65%	\$1,463,331
Total Operating and Other Revenues	\$62,630,831	\$66,926,547	6.42%	\$58,069,617
Operating Expenses				
Operations	\$54,427,375	\$56,150,746	3.07%	\$49,993,399
Maintenance & Vehicle Technology	534,663	589,370	9.28%	483,998
Marketing and Communications	1,078,569	1,509,698	28.56%	988,432
Information Technology	1,499,893	1,658,495	9.56%	1,261,009
Administration	1,486,672	2,027,852	26.69%	1,658,402
Policy & Strategic Sourcing	451,679	626,500	27.90%	372,977
Finance	922,426	1,206,924	23.57%	742,773
Planning	572,919	960,086	40.33%	476,630
Facilities	698,560	1,116,876	37.45%	687,527
Total Operating Expenses	\$61,672,754	\$65,846,547	6.34%	\$56,665,146
Other Expenses				
Property Management	\$237,346	\$296,667	20.00%	\$233,597
Dial-A-Ride	526,969	533,333	1.19%	568,530
Special Services	193,761	250,000	22.50%	205,339
Total Other Expenses	\$958,076	\$1,080,000	23.69%	\$1,007,466
Total Operating and Other Expenses	\$62,630,831	\$66,926,547	6.42%	\$57,672,612
Capital Revenues				
Capital Grants	\$23,834,914	\$37,418,074	(36.30%)	\$5,488,424
Capital Expenditures				
Capital Expenditures	\$23,834,914	\$37,418,074	36.30%	\$5,488,424

Bank Account - Check Details

Period: 02/01/18..02/28/18

Foothill Transit

Thursday, March 01, 2018
FOOTHILLTRANSIT\FKUUO

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 02/01/18..02/28/18

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001	General Checking						
	Phone No.		800-488-2265				
02/01/18	51578	Adt Security Services, Inc.	El Monte security services	362.46	362.46	0.00	Posted
02/01/18	51579	Alireza Showkatian	Final PTO payout	4,760.10	4,760.10	0.00	Posted
02/01/18	51580	AT and T - 105068	El Monte store back line	34.64	34.64	0.00	Posted
02/01/18	51581	AT and T - 5019	Phone Service	314.71	314.71	0.00	Posted
02/01/18	51582	AT and T - 5025	El Monte General Phone Line	2,347.95	2,347.95	0.00	Posted
02/01/18	51583	City of Covina	Covina P&R - Structure Plan Check Deposit Fees	2,897.98	2,897.98	0.00	Posted
02/01/18	51584	Clean Energy	12/17 Pomona CNG Fuel	590,925.58	590,925.58	0.00	Posted
02/01/18	51585	Come Land Maintenance Service Company Inc.	01/18 Janitorial Supplies	944.84	944.84	0.00	Posted
02/01/18	51586	Dalila Ortiz	CAPPO	218.70	218.70	0.00	Posted
02/01/18	51587	FEDEX Corp.	Express Mail	120.17	120.17	0.00	Posted
02/01/18	51588	Frontier	Arcadia	181.62	181.62	0.00	Posted
02/01/18	51589	Gotcha Media Holdings, LLC	Mt. SAC, APU	2,556.00	2,556.00	0.00	Posted
02/01/18	51590	Graingers	AITC E-Stops	334.85	334.85	0.00	Posted
02/01/18	51591	Green's Lock and Safe	Facility Keys	40.87	40.87	0.00	Posted
02/01/18	51592	Instant Signs Inc.	Bus Stop Closure Signs	3,564.00	3,564.00	0.00	Posted
02/01/18	51593	Jarrett Stoltzfus	Final PTO Payout	16,557.67	16,557.67	0.00	Posted
02/01/18	51594	New Flyer of America Inc.	Duplicated Refund	47,266.30	47,266.30	0.00	Posted
02/01/18	51595	Pacific Products and Services, LLC.	Red Curb Paint	214.62	214.62	0.00	Posted
02/01/18	51596	Richards Watson and Gershon	12/17 Legal Fees	391.00	391.00	0.00	Posted
02/01/18	51597	Sharlane Bailey	Reimbursable Exp - Training and Development	1,490.00	1,490.00	0.00	Posted
02/01/18	51598	The Gas Co.	01/18 Admin Bldg Gas	1,002.47	1,002.47	0.00	Posted
02/01/18	51599	Thomas J. Koontz	Printing of Pocket Cards	251.85	251.85	0.00	Posted
02/01/18	51600	Thompson Coburn LLP	12/17 Legal Services-Operations RFPs and Contracts	41,743.66	41,743.66	0.00	Posted
02/01/18	51601	Vincent Saucedo	Project Management Training	994.00	994.00	0.00	Posted
02/01/18	51602	Yoko Igawa	02/18 Reimbursed Expense Metro TAP	100.00	100.00	0.00	Posted
02/07/18	E00792	Keolis Transit Services LLC	01/22/2018 Pomona Special Service	266.92	0.00	0.00	Posted
02/07/18	E00793	Keolis Transit Services LLC	01/1-15 Pomona Contractor Services	750,046.20	0.00	0.00	Posted
02/07/18	E00794	Transdev Services, Inc.	1/20/2018 Special Event Womans March	1,045.13	0.00	0.00	Posted
02/07/18	E00795	Transdev Services, Inc.	Reimbursement for 1700	78,718.32	0.00	0.00	Posted
02/07/18	E00796	Transdev Services, Inc.	01/1-15 Arcadia Contractor Services	972,970.54	0.00	0.00	Posted
02/08/18	51603	ACC Business	Internet	3,051.72	3,051.72	0.00	Posted
02/08/18	51604	Allied Administrators for Delta Dental	03/18 Dental insurance premium	6,651.03	6,651.03	0.00	Posted
02/08/18	51605	AT and T - 5025	El Monte router management phone line	141.56	141.56	0.00	Posted
02/08/18	51606	Azusa Light & Water	Covina P&R - ALW Plan Check / Inspection Fee	2,926.00	2,926.00	0.00	Posted
02/08/18	51607	Bankcard Center-Bank of the West	1/18 Agency credit cards usage	28,326.36	28,326.36	0.00	Posted
02/08/18	51608	California Choice	03/18 Medical insurance premium	51,245.82	51,245.82	0.00	Posted
02/08/18	51609	California Deposition Reporters	Pre-Bid Conference	646.00	646.00	0.00	Posted
02/08/18	51610	Charter Communications Inc.	01/18 Cable TV	175.76	175.76	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
02/08/18	51611	City of Culver City	2018 Southern California Regional bus Roadeo	1,200.00	1,200.00	0.00	Posted
02/08/18	51612	Civic Resource Group International Inc.	12/17 Website Maintenance	4,870.00	4,870.00	0.00	Posted
02/08/18	51613	Come Land Maintenance Service Company Inc.	10/17 Jantorial Supplies	846.52	846.52	0.00	Posted
02/08/18	51614	Crown Castle USA Inc.	Tower Rental	770.35	770.35	0.00	Posted
02/08/18	51615	Digium Inc.	Arcadia Yard Phone 1/26/18 to 2/25/18	2,139.64	2,139.64	0.00	Posted
02/08/18	51616	Environmental Systems Research Inst	ArcGIS online -ANALYST PC	7,200.00	7,200.00	0.00	Posted
02/08/18	51617	FEDEX Corp.	Express Mail	138.11	138.11	0.00	Posted
02/08/18	51618	Frontier	Industry Park and Ride Phone Line	353.80	353.80	0.00	Posted
02/08/18	51619	Imperial College Projects Limited	Order PO016740	33,375.00	33,375.00	0.00	Posted
02/08/18	51620	Kapsch TrafficCom Transportation NA, Inc.	Traffic Bus Signal Priority	395,079.00	395,079.00	0.00	Posted
02/08/18	51621	Katherine E. Gagnon	Reimbursed Expense 1/11-1/26 mileage and USPS	131.94	131.94	0.00	Posted
02/08/18	51622	Landmark Healthplan of California, Inc.	02/18 Chiropractor insurance premium	342.53	342.53	0.00	Posted
02/08/18	51623	Lazar and Associates	English to Chinese	85.00	85.00	0.00	Posted
02/08/18	51624	Mobile Relay Associates Inc.	Mobile Radio / Portable Radio Analog Service	210.38	210.38	0.00	Posted
02/08/18	51625	Pacific Products and Services, LLC.	Bus Stop Supplies	3,530.01	3,530.01	0.00	Posted
02/08/18	51626	PCAM, LLC	11/17 Dial A Ride Shuttle Service	124,211.26	124,211.26	0.00	Posted
02/08/18	51627	Raycom	Radio Maintenance	317.00	317.00	0.00	Posted
02/08/18	51628	ReadyRefresh	1/18 Drinking Water	92.25	92.25	0.00	Posted
02/08/18	51629	Staples Business Adv.-Dept. LA	Office Supplies	102.09	102.09	0.00	Posted
02/08/18	51630	State Compensation Insurance Fund	2/1/18-3/1/18Works Comp insurance premium	4,493.50	4,493.50	0.00	Posted
02/08/18	51631	T-Mobile USA Inc.	Vericity Cellular Sim	545.69	545.69	0.00	Posted
02/08/18	51632	Tri - Signal Integration, Inc.	1/18 Admin Bldg Fire Pump Test	230.00	230.00	0.00	Posted
02/08/18	51633	Verizon Business - 15043	MPLS POM, ARC, WC, Park & Ride, El Monte, Puente H	8,447.39	8,447.39	0.00	Posted
02/08/18	51634	Vincent Saucedo	Reimbursable Expenses - PMP Exam Fees	544.00	544.00	0.00	Posted
02/08/18	51635	Vision Service Plan - (CA)	02/18 Vision insurance premium	1,262.16	1,262.16	0.00	Posted
02/08/18	51636	W.M. Klorman Construction Corp.	Covina P&R Plan Permit Reimbursement	24,937.30	24,937.30	0.00	Posted
02/08/18	51637	Waste Management	2/18 Arcadia Warehouse Trash	293.60	293.60	0.00	Posted
02/08/18	51638	Wright Express	Vehicle fueling	465.46	465.46	0.00	Posted
02/14/18	E00797	International City Management Assoc. Retirement Co	Payroll ending 2/10/18 retirement funds	39,059.33	0.00	0.00	Posted
02/14/18	E00798	State Board of Equalization -	4th Qtr Sales and Use Tax Return-Additional	31.00	0.00	0.00	Posted
02/15/18	51639	ACC Business	Arcadia Phone Dec. 2017	1,156.04	1,156.04	0.00	Posted
02/15/18	51640	Amazon Web Services, Inc	Amazon Web Hosting Services for Foothill Transit	2,625.00	2,625.00	0.00	Posted
02/15/18	51641	Associated Students of Harvey Mudd College	Advertising	272.00	272.00	0.00	Posted
02/15/18	51642	Assured AudioVisual, Inc	Governing Board Meeting at Arcadia	2,817.58	2,817.58	0.00	Posted
02/15/18	51643	AT and T - 5025	El Monte phone line (626)452-1579 & (626)452- 1587	341.00	341.00	0.00	Posted
02/15/18	51644	Athens Services	2/18 Admin Trash Service & Parking Lot Sweeping	1,225.83	1,225.83	0.00	Posted
02/15/18	51645	Azteca Landscape	1/18 Landscape Maintenance	2,754.44	2,754.44	0.00	Posted
02/15/18	51646	California Deposition Reporters	Pre-Bid Meeting 17-098	498.80	498.80	0.00	Posted
02/15/18	51647	Capture Technologies, Inc.	Arcadia Verint	189.56	189.56	0.00	Posted
02/15/18	51648	Christopher Pieper	CAPPO Membership	130.00	130.00	0.00	Posted
02/15/18	51649	Cintas Corporation #2	First Aid Kit Supplies	153.29	153.29	0.00	Posted
02/15/18	51650	City of Pomona - Passes	12/17 Get About Ticket Books	2,000.00	2,000.00	0.00	Posted
02/15/18	51651	Civic Resource Group International Inc.	08/17 Website Maintenance	3,387.50	3,387.50	0.00	Posted

Check		Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry
Date	Check No.						Status
02/15/18	51652	Civic Resource Group International Inc.	01/18 Website Maintenance	1,910.00	1,910.00	0.00	Posted
02/15/18	51653	Complete Coach Works	F-1624 Repowering & Repainting Articulated	210,170.07	210,170.07	0.00	Posted
02/15/18	51654	Cruz Modular, Inc.	Furniture Delivery & Installation	325.00	325.00	0.00	Posted
02/15/18	51655	Darold D. Pieper Attorney at Law	01/18 Legal Fees	7,395.65	7,395.65	0.00	Posted
02/15/18	51656	Ethicalhat Inc	Gardner PD-5 HDD Destroyer	6,551.97	6,551.97	0.00	Posted
02/15/18	51657	Frontier	Fax line	51.69	51.69	0.00	Posted
02/15/18	51658	GIRO Inc.	Hastus upgrade to ver. 2017	88,053.90	88,053.90	0.00	Posted
02/15/18	51659	Grand Car Wash	Vehicle washing January 2018	667.99	667.99	0.00	Posted
02/15/18	51660	Home Depot Credit Services	1/18 Facilities Supplies	778.86	778.86	0.00	Posted
02/15/18	51661	Iron Mountain Inc.	1/18 Shredding Services	119.84	119.84	0.00	Posted
02/15/18	51662	Mobile Relay Associates Inc.	Mobile Radio / Portable Radio Analog Service	20,556.65	20,556.65	0.00	Posted
02/15/18	51663	Neofunds by Neopost	1/18 Postage	560.00	560.00	0.00	Posted
02/15/18	51664	Ninyo and Moore	On-call Material Testing	4,985.25	4,985.25	0.00	Posted
02/15/18	51665	Office Depot	Order PO016798	1,456.12	1,456.12	0.00	Posted
02/15/18	51666	Omnitrans	Omnitrans Passes	7,886.40	7,886.40	0.00	Posted
02/15/18	51667	Socal Office Technologies	Monthly copier maintenance	420.48	420.48	0.00	Posted
02/15/18	51668	Suburban Water Systems	1/18 Admin Bldg Fire Pump Water	127.28	127.28	0.00	Posted
02/15/18	51669	Suburban Water Systems	1/18 Admin Bldg Landscape Water	202.40	202.40	0.00	Posted
02/15/18	51670	Suburban Water Systems	12/17 Admin Bldg Water	499.05	499.05	0.00	Posted
02/15/18	51671	Sunland Tire Co. of Covina	Facilities Truck Battery	146.39	146.39	0.00	Posted
02/15/18	51672	The Poly Post	1/30/18 Advertising	484.50	484.50	0.00	Posted
02/15/18	51673	Tri - Signal Integration, Inc.	2/18 Admin Bldg Quarterly Sprinkler Test	487.50	487.50	0.00	Posted
02/15/18	51674	Tri - Signal Integration, Inc.	2/18 Industry P&R Quarterly Sprinkler Test	195.00	195.00	0.00	Posted
02/15/18	51675	Tri - Signal Integration, Inc.	2/18 Industry P&R Fire Alarm Monitoring	35.00	35.00	0.00	Posted
02/15/18	51676	Tri - Signal Integration, Inc.	2/18 Admin Bldg Alarm Monitoring	35.00	35.00	0.00	Posted
02/15/18	51677	Verizon Business - 15043	PRI	2,564.74	2,564.74	0.00	Posted
02/15/18	51678	Verizon Business - 15043	800 Line	1,869.44	1,869.44	0.00	Posted
02/15/18	51679	Verizon Business - 15043	SBS Tower MPLS	507.03	507.03	0.00	Posted
02/15/18	51680	Verizon Business - 15043	Transit Store MPLS	2,693.30	2,693.30	0.00	Posted
02/15/18	51681	Verizon Business - 15043	cellular vpn	2,979.37	2,979.37	0.00	Posted
02/15/18	51682	Verizon Wireless	Cell Phone and avail cellular	3,789.01	3,789.01	0.00	Posted
02/15/18	51683	Willie J. Brooks	02/18 Transit Store Plant Care	213.00	213.00	0.00	Posted
02/15/18	51684	Willie J. Brooks	2/18 Indoor Plant Care	449.75	449.75	0.00	Posted
02/15/18	51685	Yamel Castro	Final payroll for payroll ending 2/16/18	831.58	831.58	0.00	Posted
02/15/18	51686	Yamel Castro	Final PTO Payout	629.47	629.47	0.00	Posted
02/15/18	51687	Yoko Igawa	Reimburse for Sacramento legislative Trip	179.00	179.00	0.00	Posted
02/15/18	51688	Zoom Video Communications Inc.	Zoom Conference -1/30/18 to 1/29/19	11,897.00	11,897.00	0.00	Posted
02/22/18	51689	2010 Office Furniture	Pomona O&M Cubicles	3,334.94	3,334.94	0.00	Posted
02/22/18	51690	A-1 Event & Party Rentals	Governing Board Meeting	22.50	22.50	0.00	Posted
02/22/18	51691	AFLAC	02/18 Voluntary insurance premium	1,636.22	1,636.22	0.00	Posted
02/22/18	51692	Alexander Schabert	Harware cost	22,008.95	22,008.95	0.00	Posted
02/22/18	51693	Alpine Innovations LLC	Re-order of 1,800 spudz in green, blue, and black	6,860.00	6,860.00	0.00	Posted
02/22/18	51694	Ashlien Savage	Petty Cash	319.86	319.86	0.00	Posted
02/22/18	51695	AT and T - 5025	El Monte Store general line	2,344.85	2,344.85	0.00	Posted
02/22/18	51696	Charter Communications Inc.	Cable TV for Admin Building	176.25	176.25	0.00	Posted
02/22/18	51697	Christopher Pieper	Reimbursed Expense CAPPO Chapter Meeting	40.00	40.00	0.00	Posted
02/22/18	51698	CIGNA Group Insurance	02/18 Life Insurance premium	4,372.91	4,372.91	0.00	Posted
02/22/18	51699	City of Glendora	BSEP Big Belly	35,000.00	35,000.00	0.00	Posted
02/22/18	51700	City of Walnut	Bus Stop Enhancement Program: project completion	23,760.15	23,760.15	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
02/22/18	51701	Conduent	Monthly Support Service	31,845.00	31,845.00	0.00	Posted
02/22/18	51702	Crowe Horwath LLP	FY17 Final PYMT Professional services end 123117	2,760.00	2,760.00	0.00	Posted
02/22/18	51703	Dale Carnegie Training of Southern Los Angeles	Course for Cherie Lin and Dalila Ortiz	1,595.00	1,595.00	0.00	Posted
02/22/18	51704	Donald Luey	Reimbursed Expense - 1/10-1/24/18 Mileage	228.90	228.90	0.00	Posted
02/22/18	51705	FEDEX Corp.	Express Mail	73.71	73.71	0.00	Posted
02/22/18	51706	Finley and Cook, PLLC	4/19/18-4/18/19 Annual Maintenance	18,436.70	18,436.70	0.00	Posted
02/22/18	51707	Frontier	Local	2,492.40	2,492.40	0.00	Posted
02/22/18	51708	Instant Signs Inc.	commemorative bus stop sign	216.00	216.00	0.00	Posted
02/22/18	51709	Lazar and Associates	01/18 Translating Services	543.75	543.75	0.00	Posted
02/22/18	51710	Metrolink	12/17 Metrolink Passes	45,631.25	45,631.25	0.00	Posted
02/22/18	51711	Newage PHM, LLC	TS2 Electricity Usage	7,479.35	7,479.35	0.00	Posted
02/22/18	51712	PCM Sales Inc.	Meraki access points license renewal	22,127.05	22,127.05	0.00	Posted
02/22/18	51713	Peter Barron Stark and Associates	Strategic Planning Workshop	8,949.83	8,949.83	0.00	Posted
02/22/18	51714	Platinum Security Inc.	01/18 El Monte security services	15,739.46	15,739.46	0.00	Posted
02/22/18	51715	Promocentric, Inc.	Re-order 500 of USB drives	5,824.12	5,824.12	0.00	Posted
02/22/18	51716	Pulsar Advertising	FY2017-2018 General Marketing Services	9,099.00	9,099.00	0.00	Posted
02/22/18	51717	Roy Eseyan	Reimbursed Expense Education	1,629.00	1,629.00	0.00	Posted
02/22/18	51718	San Gabriel Valley Economic	2018 Annual Legislative Networking Reception	2,000.00	2,000.00	0.00	Posted
02/22/18	51719	Standard Parking Corporation	1/18 Parking Services	3,345.12	3,345.12	0.00	Posted
02/22/18	51720	Stantec Architecture	Phase 1 A&E Services for Covina P&R	7,163.75	7,163.75	0.00	Posted
02/22/18	51721	SybaTek, Inc	Mobilization on custom mount	9,000.00	9,000.00	0.00	Posted
02/22/18	51722	The Gallery Collection	Birthday Assortment Box	131.52	131.52	0.00	Posted
02/22/18	51723	Tri - Signal Integration, Inc.	2/18 Admin Bldg Fire Pump Test	230.00	230.00	0.00	Posted
02/22/18	51724	Walnut Valley Water District	1/18 Industry P&R Landscape Water	82.43	82.43	0.00	Posted
02/28/18	E00799	International City Management Assoc. Retirement Co	Payroll ending 2/24/18 retirement funds	38,234.05	0.00	0.00	Posted
02/28/18	E00800	Keolis Transit Services LLC	1903 engine rebuild reimbursement	12,260.51	0.00	0.00	Posted
02/28/18	E00801	Keolis Transit Services LLC	Vericiti eqiptment install Proterra	7,200.00	0.00	0.00	Posted
02/28/18	E00802	Keolis Transit Services LLC	01/16-31 Pomona Contractor Services	1,468,987.45	0.00	0.00	Posted
02/28/18	E00803	Transdev Services, Inc.	02/18 Management Services Fee	165,527.06	0.00	0.00	Posted
02/28/18	E00804	Transdev Services, Inc.	Reimbursement for 1610	7,899.88	0.00	0.00	Posted
02/28/18	E00805	Transdev Services, Inc.	01/16-31 Arcadia Contractor Services	2,287,566.46	0.00	0.00	Posted
02/28/18	E00806	Transdev Services, Inc.	Reimbursement for bus 1727	77,054.46	0.00	0.00	Posted
02/28/18	E00807	Transdev Services, Inc.	Reimburse for bus 1710	78,270.01	0.00	0.00	Posted
General Checking				8,110,887.28	2,125,749.96	0.00	



April 13, 2018

To: Executive Board

Subject: **February 2018 Performance Indicators Report**

Recommendation

Receive and file the February 2018 Performance Indicators Report.

Analysis

This report provides an analysis of Foothill Transit's performance indicators for February of FY2017-2018. Foothill Transit monitors a number of factors in evaluating the services provided to the public. There are key performance indicators that record the bus system safety, courtesy, and reliability standards, along with industry-standard measurements, which are monitored to assess transit operations.

In February, Foothill Transit achieved three out of eight key performance indicator goals. The performance indicator targets met for the month are: miles between service interruptions, farebox recovery ratio, and average cost per vehicle service hour.

Further detail on each performance measure including a description and analysis to account for the variances between reporting periods follows in this section of the item. Foothill Transit's performance indicators are summarized below.

- **Boardings** - Total number of boardings recorded by the farebox in February was 964,827 - a five percent decrease from the same month last year.
- **Fare Revenue** - Total fare revenue for February was \$1.36 million. The average fare was \$1.40 per boarding.
- **Operating Expenses** - Operating expenses incurred in February totaled \$6.71 million, resulting in an average cost per service hour of \$102.80.
- **Accidents** - The system averaged 0.75 preventable accidents per 100,000 miles in February.
- **Customer Complaints** - Foothill Transit received 21.9 complaints per 100,000 boardings in February. This is 38 percent higher than the same month last fiscal year.



- **Schedule Adherence** - In February, Foothill Transit recorded 80.3 percent on-time performance. This is less than a one percent decrease from the same month last year.

Analysis

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

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

These goals provide a framework for performance indicators to quantify and measure how well Foothill Transit is performing. Performance indicators are derived from data collected from a variety of sources including the fareboxes on buses, the SMARTBus CAD/AVL system, reports from the operations contractors, and financial performance data.

Overall System Performance

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

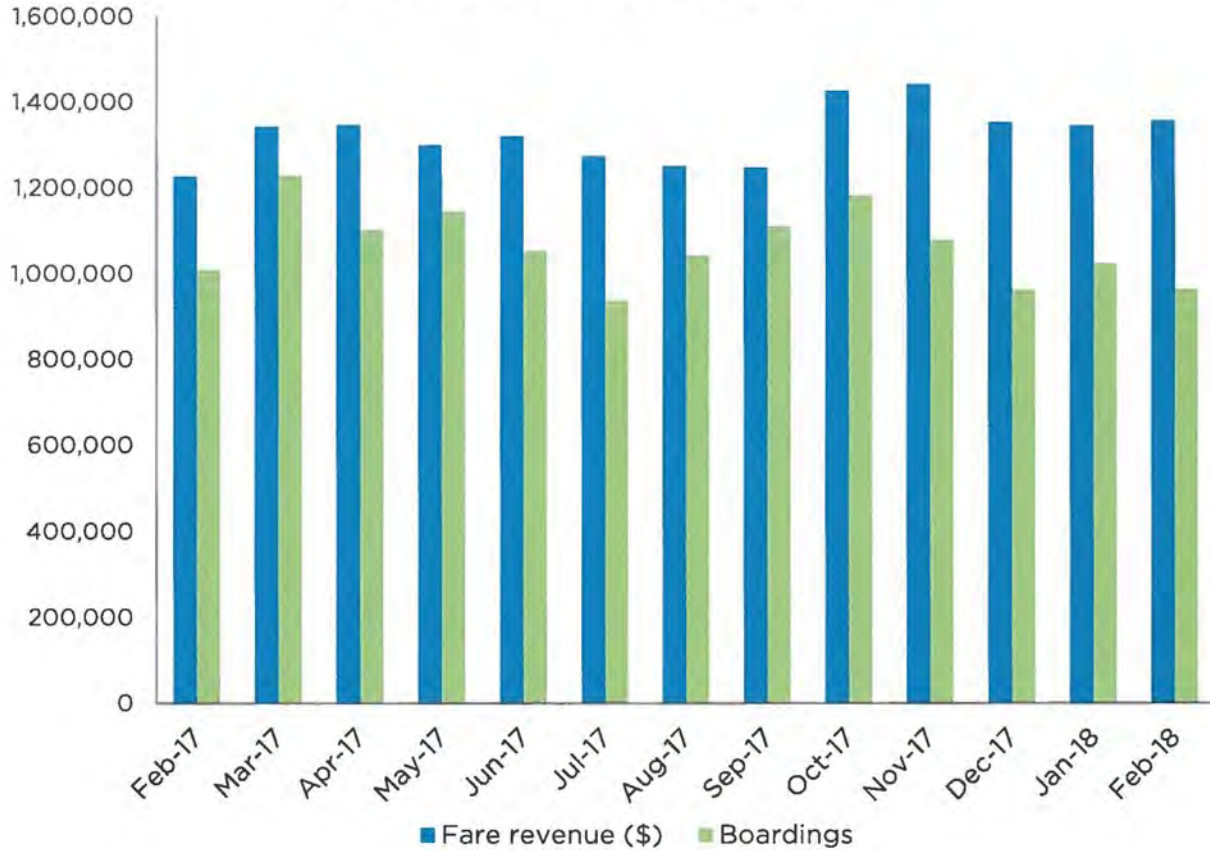
Total Boardings and Total Fare Revenues

In February 2017, Foothill Transit buses had 965,000 boardings. Compared to the one million boardings during the same period last year, this is a five percent decrease. Both nationally and regionally, bus transit ridership has been on the decline. Foothill Transit staff continues to closely monitor transit ridership trends on the system and in the Southern California region, as well as research and conduct strategies to attract customers.

Total fare revenue recorded in February was \$1.36 million, a 10 percent increase from the same period last year. This increase in fare revenue can be attributed to the fare change which went into effect in October of 2017.



Total Boardings and Fare Revenues



Vehicle Service Hours and Operating Expenditure

In February, Foothill Transit operated 65,242 service hours, which represents a one percent decrease compared to the same period last fiscal year.

During February, Foothill Transit incurred \$6.70 million in operating expenses. This is one percent higher than during the same period the previous fiscal year.



Goal 1: Operate a Safe Transit System

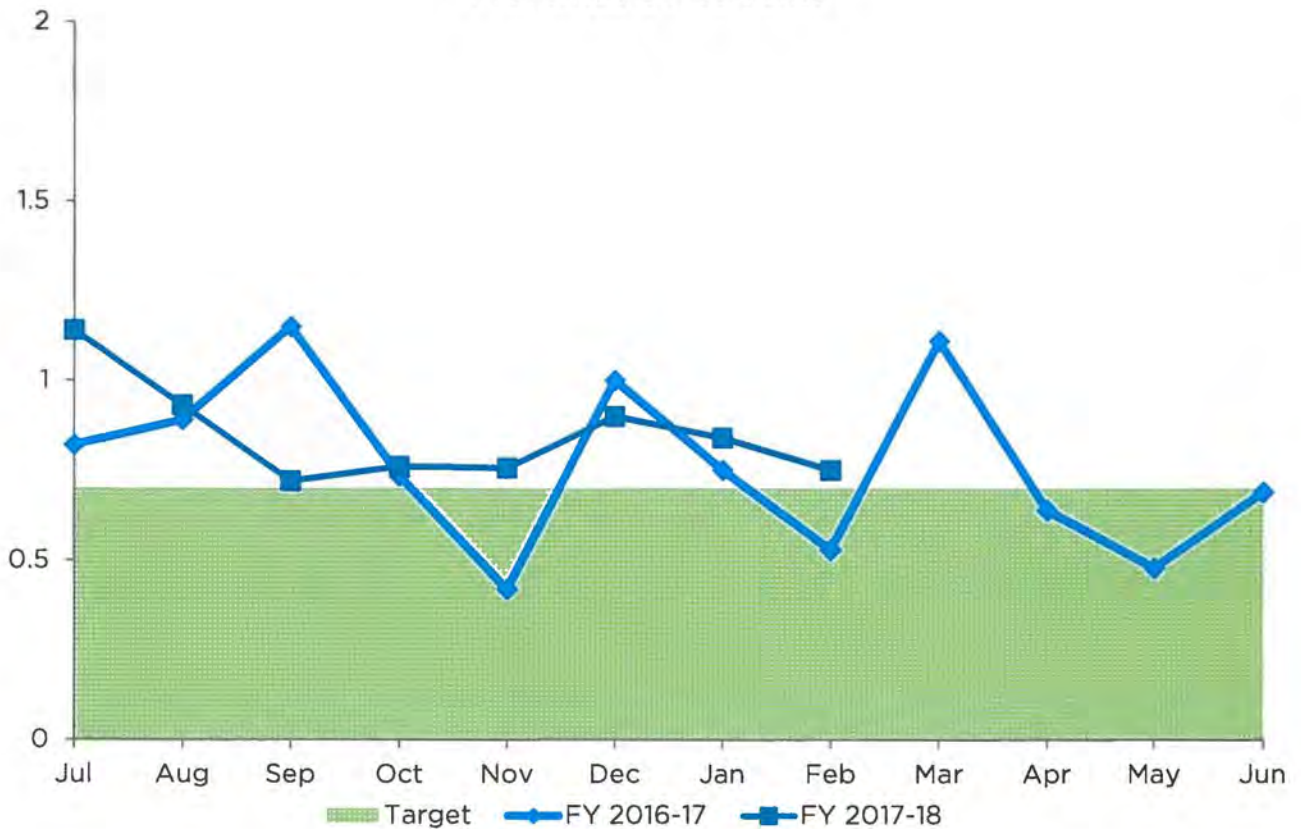
Foothill Transit's primary goal is to operate a safe transit system. Foothill Transit monitors system safety by tracking the number of preventable accidents incurred for every 100,000 miles of vehicle operation.

Preventable Accidents per 100,000 Miles

In February 2018, Foothill Transit did not meet the adopted standard of 0.70 or fewer preventable accidents per 100,000 miles with 0.75, which is a 42 percent decrease compared to the same period last year. Year to date, the agency has averaged 0.78 preventable accidents per 100,000 miles, a 13 percent improvement. The majority of the preventable accidents in the month of February were vehicles making contact with fixed-objects.

Foothill Transit staff continue to work closely with the contractors at the yards to improve safety performance.

Preventable Accidents





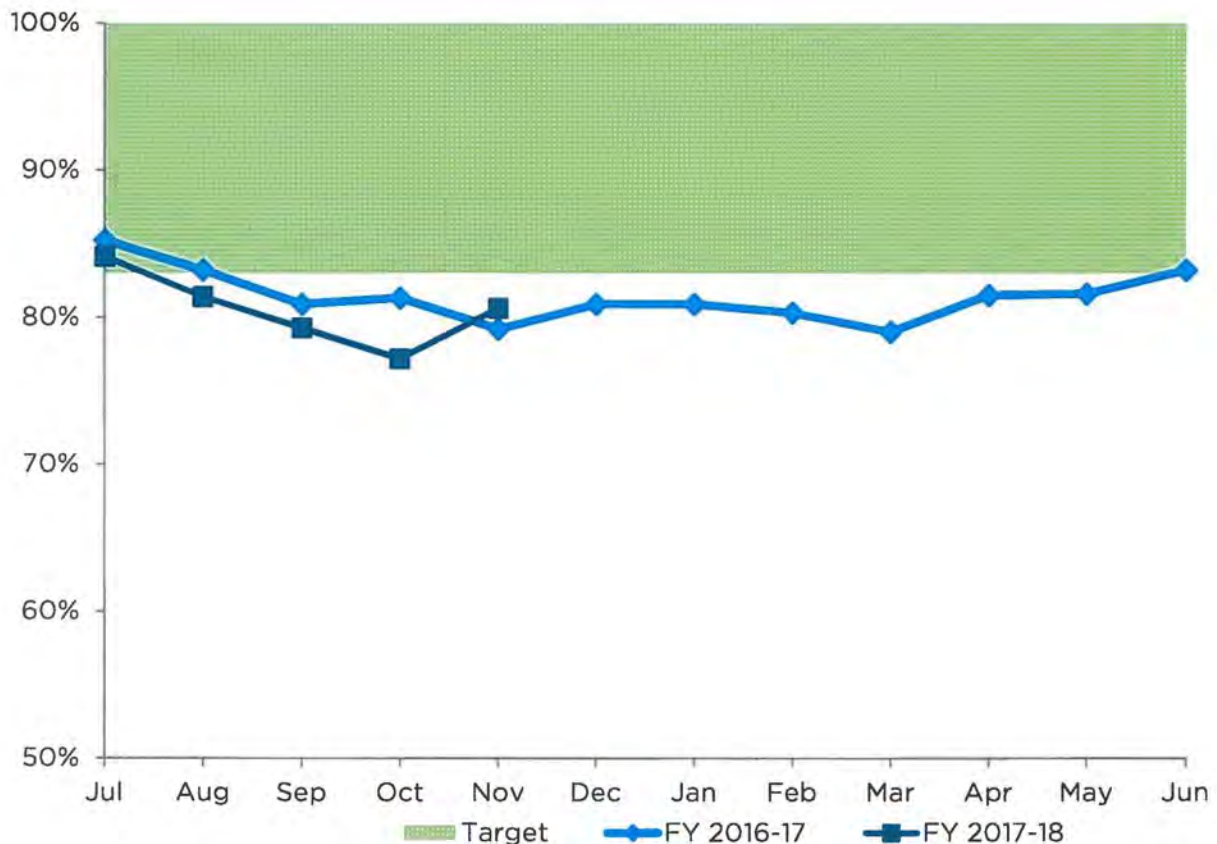
Goal 2: Provide Outstanding Customer Service

Foothill Transit measures this goal by monitoring the following categories: schedule adherence, average miles between service interruptions and complaints per 100,000 boardings.

Schedule Adherence

Foothill Transit measures its schedule adherence using the industry standard metric of on-time performance (OTP). OTP is calculated by evaluating a vehicle's adherence to time points in the planned schedule. A trip is considered on-time if it departed the time point no more than five minutes late and not early. Foothill Transit completed installation of the new CAD/AVL system in December of 2017. Since that time, staff has been working with the vendor, Avail Technologies, on the data gathering, reporting, and data analytics of the system. Preliminary results received from the system reveal that additional work needs to occur to accurately reflect the service that is being delivered to customers. These reports will be provided to the Executive Board in upcoming reports.

Schedule Adherence

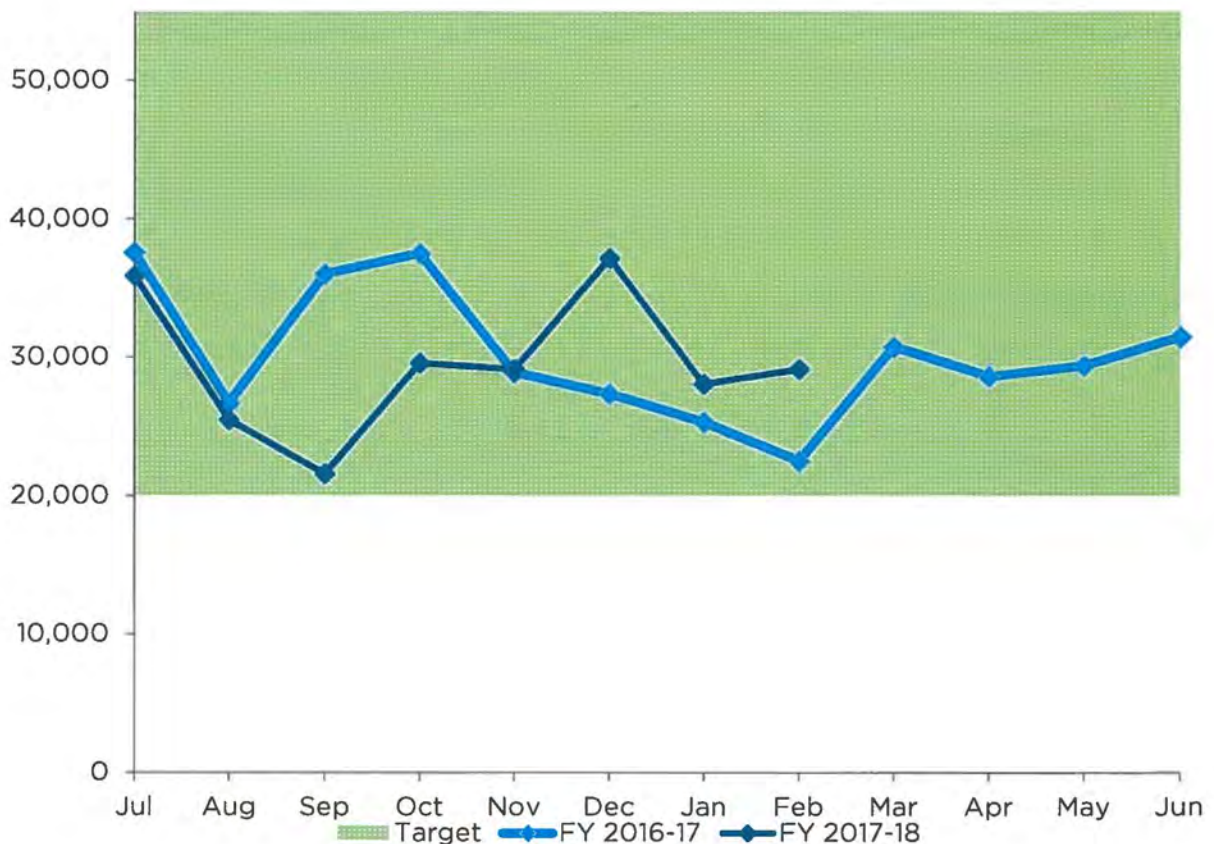




Average Miles between Service Interruptions

Average miles between service interruptions is a maintenance performance indicator that measures the miles between mechanical roadcalls of a vehicle used during revenue service resulting in a service delay of more than five minutes. In February, Foothill Transit averaged 29,115 miles between service interruptions as reported by the operations contractors. Foothill Transit exceeded the maintenance reliability goal of at least 20,000 miles between service interruptions and the metric is 29 percent higher compared to last year.

Average Miles between Service Interruptions



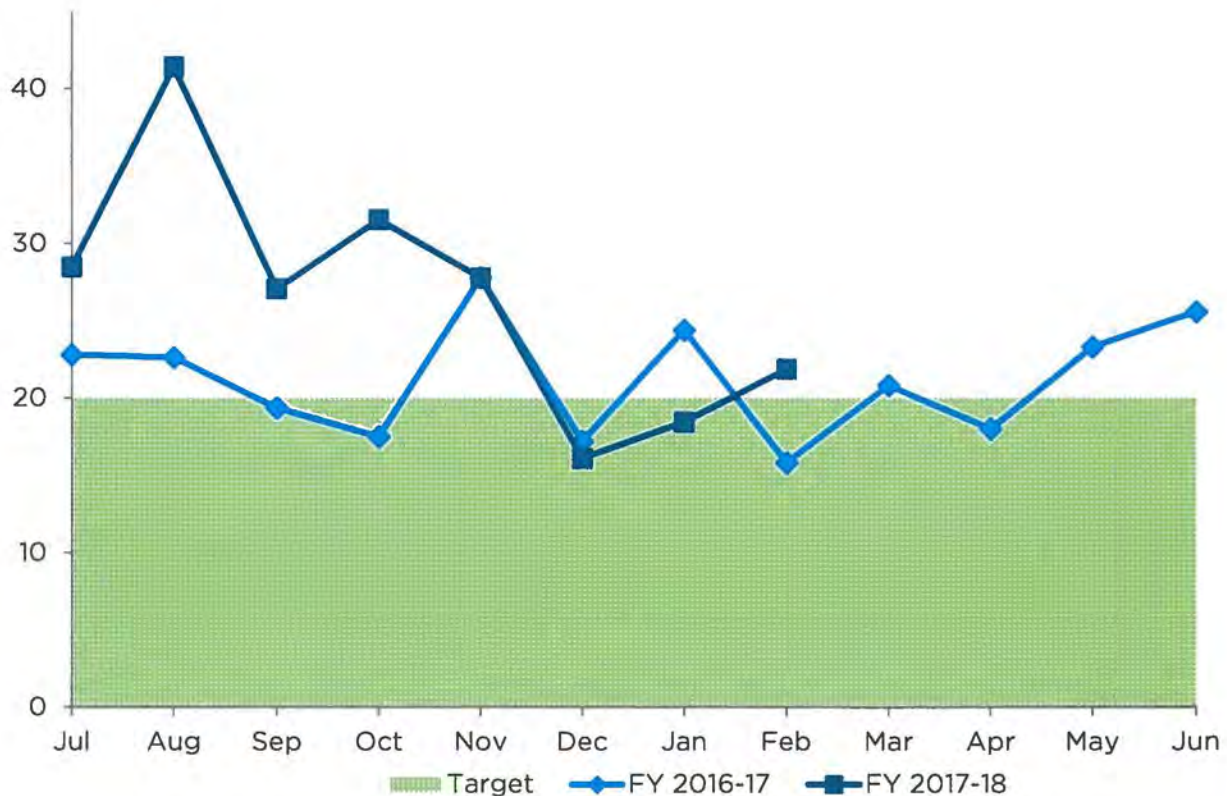


Complaints per 100,000 Boardings

Customer complaints are counts of incidents where a customer reports dissatisfaction with the service. All customer complaints received by Foothill Transit are subject to an investigation process which ensures all customers receive a response and allows Foothill Transit to determine if a complaint is valid. Investigations include contacting the customer and may include reviewing the SMARTBus system, dispatch logs, on-board videos, or verbal communication with the coach operator.

In February, Foothill Transit received 21.9 complaints per 100,000 boardings, which represented a 38 percent increase from the previous fiscal year, and doesn't achieve the performance target of 20 or fewer complaints per 100,000 boardings. Of the complaints received this month, the majority were related to schedule adherence, followed by Courtesy.

Complaints per 100,000 Boardings





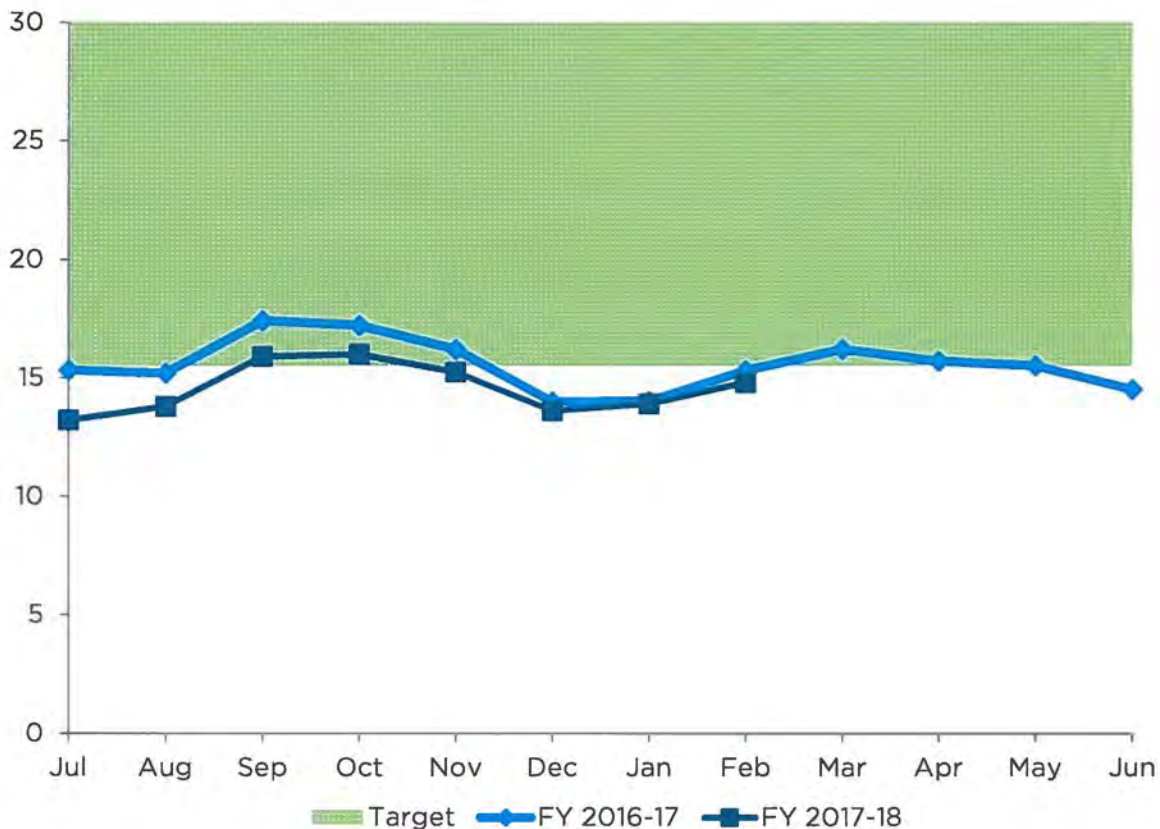
Goal 3: Operate an Effective Transit System

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

Boardings per Vehicle Service Hour

Boardings per vehicle service hour is the total number of boardings divided by the total number of service hours in a given period. In February, there were 14.8 boardings per vehicle service hour, which doesn't meet the performance target of 15.6 or more boardings per service hour. This is a three percent decline compared to the same period the previous year. Year to date, the agency is averaging 14.5 boardings per vehicle service hour, which doesn't meet the target.

Boardings per Vehicle Service Hour

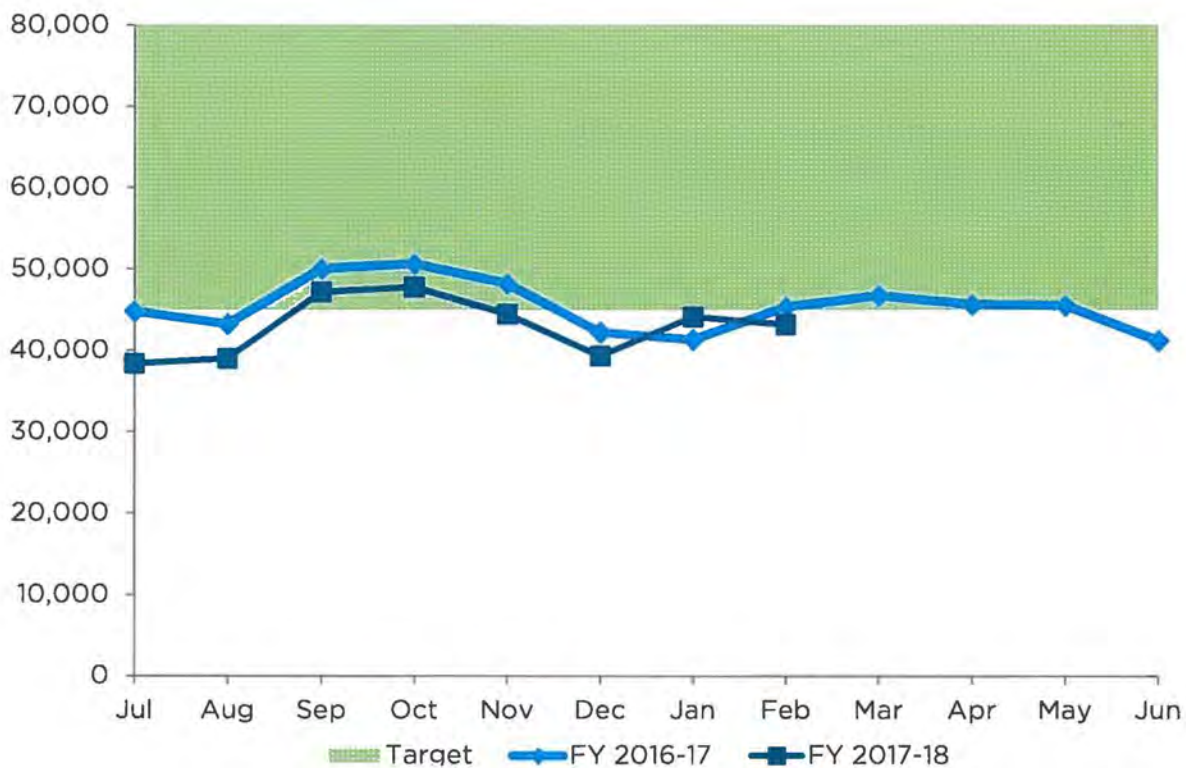




Average Weekday Boardings

The number of average weekday boardings is calculated by dividing the total number of weekday boardings by the number of days with weekday service in a given period. The Fiscal Year 2017-2018 performance target for average weekday boardings is to achieve at least 45,034 average weekday boardings. In February, there were 43,213 average weekday boardings, which is a five percent decrease from the same period the previous year and doesn't meet the target. This decrease is most likely attributable to the overall decline in ridership. Year to date the agency has averaged 43,326 average weekday boardings, which doesn't meet the performance target.

Average Weekday Boardings





Goal 4: Operate an Efficient Transit System

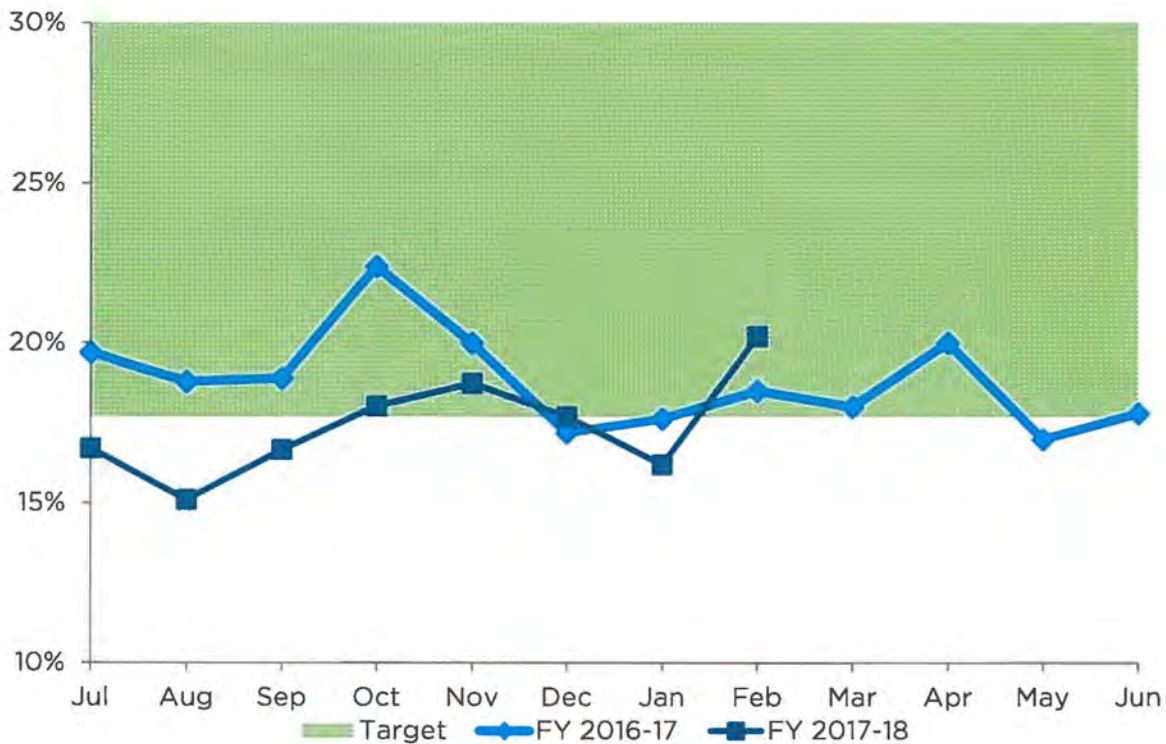
Foothill Transit measures its overall efficient use of available resources by monitoring the average cost per vehicle service hour and farebox recovery ratio.

Farebox Recovery Ratio

Farebox recovery ratio is a measure of the proportion of operating costs recovered by passenger fares. The farebox recovery ratio is calculated by dividing total fare revenue by total operating expense. As part of the budget development process, a goal of 17.7 percent has been established for the fiscal year. Foothill Transit's farebox recovery ratio for February was 20.2 percent, which is nine percent higher than the previous fiscal year.

The higher farebox recovery ratio as compared to the budget is a result of the additional fares received as a result of the October 2017 fare change. Year-to-date, the farebox recovery ratio is 17.34 percent.

Farebox Recovery Ratio

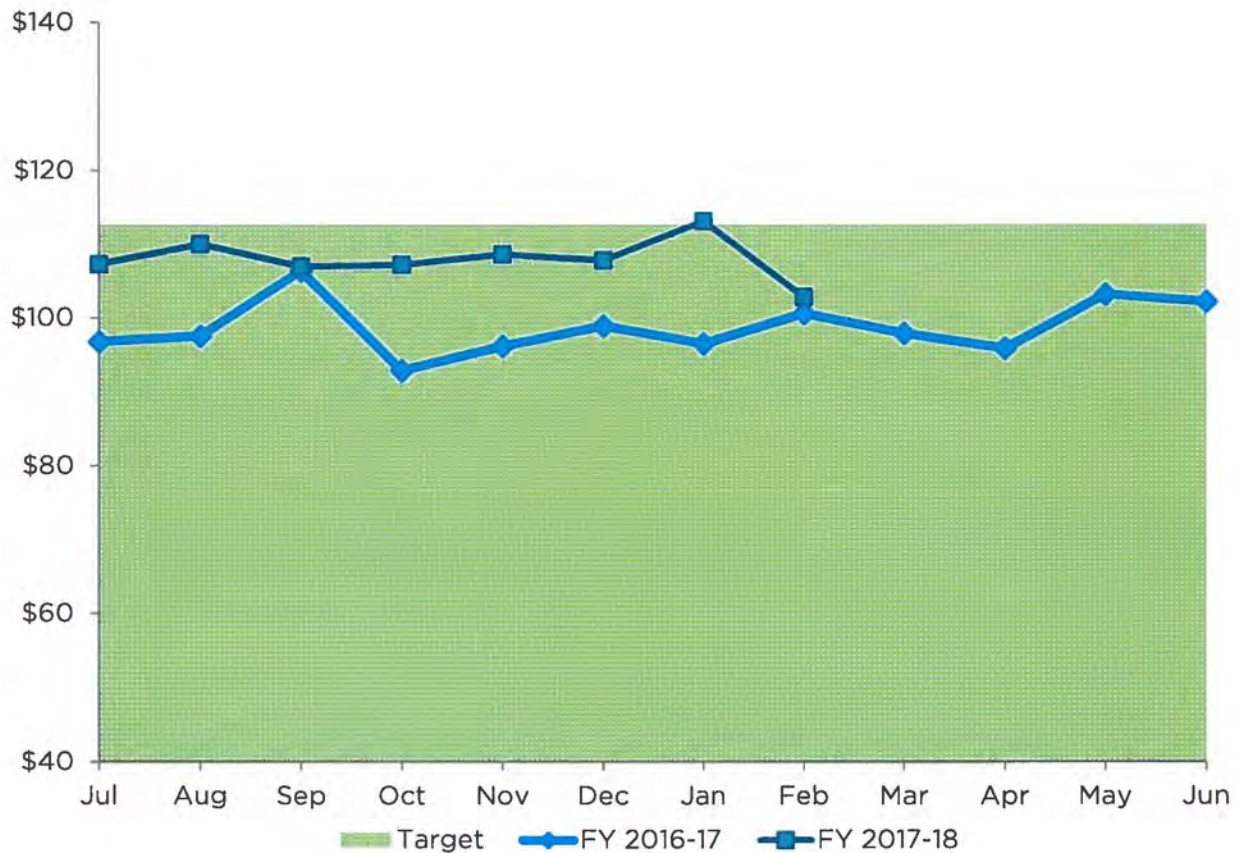




Average Cost per Vehicle Service Hour

Average cost per vehicle service hour is an industry standard utilized to measure the cost efficiency of transit service. It is derived by dividing operating expenses by vehicle service hours. Foothill Transit's average cost per vehicle service hour for February was \$102.80, which meets the fiscal year target of less than \$112.17, and is two percent higher than the previous fiscal year. This variance is due to the increase in operating expenses associated with higher costs of the operation and maintenance contract in Pomona.

Average Cost per Vehicle Service Hour



Sincerely,

LaShawn King Gillespie
Director of Customer Service & Operations

Doran J. Barnes
Executive Director

Foothill Transit
Monthly Key Performance Indicators
February 2018

Goal	Performance Indicator	February FY 2018	Met Target?	February FY 2017	% Improvement Over Same Month Last Year	FY 2017-2018 YTD	Met Target?	FY 2016-2017 YTD	% Improvement YTD	Performance Target
Overall System Performance	Total Boardings	964,827	-	1,010,311	(5%)	8,420,054	-	9,168,078	(8%)	
	Vehicle Service Hours	65,242	-	66,161	(1%)	548,252	-	524,914	4%	
	Total Fare Revenue	\$1,356,148	-	\$1,227,865	10%	\$10,695,069	-	\$11,621,780	(8%)	
	Total Operating Expense	\$6,707,358	-	\$6,654,965	1%	\$61,672,755	-	\$48,666,476	27%	
Safety	Preventable Accidents per 100,000 Miles	0.75	No	0.53	42%	0.78	No	0.90	(13%)	≤ 0.70
Customer Service	Schedule Adherence	-	-	80.3%	-	-	-	82.7%	-	≥ 83%
	Miles Between Mechanical Service Interruptions	29,115	Yes	22,519	29%	28,756	Yes	24,558	17%	≥ 20,000
	Complaints per 100,000 Boardings	21.9	No	15.8	38%	26	No	18	43%	≤ 20.00
Effectiveness	Boardings per Vehicle Service Hour	14.8	No	15.3	(3%)	15.4	No	17	(12%)	≥ 15.6
	Average Weekday Boardings	43,213	No	45,399	(5%)	41,814	No	46,177	(9%)	≥ 45,034
Efficiency	Farebox Recovery Ratio	20.2%	Yes	18.5%	9%	17.34%	No	23.92%	(27%)	≥ 17.70%
	Average Cost per Vehicle Service Hour	\$102.80	Yes	\$100.59	(2%)	\$107.48	Yes	\$92.77	(16%)	≤ \$112.17

Foothill Transit
Monthly Operations Report
February 2018

Goal	Performance Indicator	February FY 2018	February FY 2017	% Improvement Over Same Month Last Year	FY 2017-2018 YTD	FY 2016-2017 YTD	% Improvement YTD
Operations	Average fare per boarding	\$1.40	\$1.22	14.8%	\$1.32	\$1.19	10.6%
	Average cost per boarding	\$6.95	\$6.59	(5%)	\$7.42	\$6.27	18%
	Average subsidy per boarding	\$5.55	\$5.37	(3%)	\$6.10	\$5.08	20%
	Total vehicle miles	1,339,265	1,328,643	1%	11,493,906	11,763,147	(2%)
	Vehicle service miles	942,861	944,987	(0%)	8,224,561	8,328,205	(1%)
	Total vehicle hours	89,053	87,908	1%	743,881	767,932	(3%)
	In-service speed (mph)	14.22	14.30	(1%)	14.41	14.38	0%
	Boardings per vehicle service mile	0.97	1.07	(9%)	1.01	1.08	(7%)



April 13, 2018

To: Executive Board

Subject: **April 2018 Legislative Summary**

Recommendation

Receive and file the April 2018 Legislative Summary. Adopt support positions on AB 2304, AB 3201 and SB 1434.

Analysis

A summary of state and federal legislation and corresponding status is attached. Board members should note that staff recommends support positions on AB 2304 (Holden), AB 3201 (Daly) and SB 1434 (Leyva).

State Legislative Issues:

AB 2304 would require the Department of Transportation to submit a report to specified committees of the Legislature on or before January 1, 2022, on the status of transit pass programs statewide. This bill would provide an assessment of statewide transit pass programs and highlight Foothill Transit's successful Class Pass, which could lead to state funding for these programs.

AB 3201 would require the California Air Resources Board (ARB) to create a five-year plan for developing, deploying, and investing in, cleaner heavy-duty truck and bus technologies, and incentive funding to be used to meet current and future regulatory compliance obligations, like the Innovative Clean Transit regulation. This bill will assist Foothill Transit's electric bus program by clarifying the Legislature's support for a well-funded and stable transition to a zero-emission transit bus fleet by ensuring transit agencies retain access to vital incentive funding.

SB 1434 would support and accelerate the deployment of battery-electric transit buses by requiring the California Public Utilities Commission (PUC) to initiate a ratemaking proceeding that addresses the high cost of electricity as a fuel with the goal of securing an electricity rate structure that supports widespread transit electrification. This bill would be very important to Foothill Transit as we increase the size of our electric bus fleet, as it would provide certainty to the electricity rate structure to which we are subject, allowing us to plan and budget accordingly and resulting in reduced operating costs.



Senate Bill 1 would boost California's economy by almost \$183 billion over the next 10 years, with transit systems and users receiving almost \$15 billion in time savings and cost of auto ownership savings. Those are among the findings of a report by the American Road and Transportation Builders Association, which explores the economic benefits of the transportation infrastructure funding package.

The study was commissioned by the California Alliance for Jobs, Transportation California, and the California Transit Association (CTA), and attempts to quantify how the investments made under SB 1 (Beall and Frazier) will benefit users of the transportation system, as well as stimulate economic activity across all sectors of the state economy. SB 1 represents the state's single largest funding commitment to transit in more than 40 years, with over \$700 million dedicated to transit each year.

Federal Legislative Issues:

On March 23, the Senate passed H.R.1625, the Consolidated Appropriations Act, 2018 by a vote of 65 - 32. The measure was signed later that day by President Trump, averting a government shutdown. It had previously passed the House of Representatives by a vote of 256 - 167.

Overall, the bill provides about \$13.5 billion in budgetary resources for the Federal Transit Administration (FTA), which is an increase of more than \$1 billion as compared to FY 2017 enacted levels. Programs funded by the Mass Transit Account (MTA) of the Highway Trust Fund received \$9.733 billion, as authorized by the Fixing America's Surface Transportation (FAST) Act for FY 2018. A handful of programs traditionally funded by the MTA also received an additional \$834 million from the general fund, including \$400 million for Bus and Bus Facilities grant programs, \$400 million for State of Good Repair, and \$30 million for High Density States. Of the Bus and Bus Facilities funding, \$209.1 million is allocated to formula grants, \$161.45 million for competitive grants, and \$29.45 million for no or low emissions grants.

The Capital Investment Grants (CIG) program was appropriated \$2.645 billion, up from \$2.413 billion in FY 2017. This total includes more than \$1.5 billion for New Starts, almost \$716 million for Core Capacity projects, and almost \$401 million for Small Starts. The bill also contains strong, legislative language to ensure the future of the CIG program.

The Trump Administration has nominated Thelma Drake to be Administrator of the Federal Transit Administration (FTA). Ms. Drake is a former member of



the U.S. House of Representatives, the Virginia House of Delegates and a former director of the Virginia Department of Rail and Public Transportation (DRPT). She is currently an Assistant Director of Public Works - Transportation for the City of Norfolk, Virginia. While Director of DRPT, Ms. Drake helped implement new processes and performance metrics that streamlined DRPT's operations and enhanced accountability for its projects. Her work in Virginia included assignments with the Washington Metropolitan Transit Authority (WMATA) and the Virginia Railway Express. Ms. Drake is a former member of the Virginia Commonwealth Transportation Board. She served as a member of Congress from 2004 to 2008 and was on the House Transportation and Infrastructure (T & I) Committee and the Transportation Committee in the Virginia House of Delegates.

Ms. Drake will have to go through a confirmation process. The FTA has not had a confirmed administrator since January 2014. The administrator oversees 3,000 transit agencies nationwide, a \$12 billion budget and 550 employees.

Budget Impact

AB 2304 has no budget impact and AB 3201 and SB 1434 have no budget impact at this time.

Sincerely,

David Reyno
Director of Government Relations

Doran J. Barnes
Executive Director

Attachment

2018 Legislation Summary

Current as of 3/30/2018

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
AB 1	Frazier	<p>AB 1 and SB 1 are \$6 billion/year proposals, like the proposals that preceded them in the 2015-2016 Special Session on Transportation Infrastructure, include a combination of new revenues, additional investments of Cap and Trade auction proceeds, accelerated loan repayments, Caltrans efficiencies & streamlined project delivery, accountability measures, and constitutional protections.</p> <p>These proposals would continue to fund public transit by doubling the Cap and Trade allocation to the Transit and Intercity Rail Capital Program and Low Carbon Transit Operations Program; and, each triples the incremental diesel sales tax going to the State Transit Assistance program, from 1.75% to 5.25% (an effective increase of 3.5%).</p>	This bill could lead to increased state funding for Foothill Transit.	See SB 1.	CTA - Support	Support Position Adopted 2/24/2017
AB 17	Holden	This bill would create a Transit Pass Program to provide free or reduced-fare transit passes to public school, community college, California State University and University of California students. This program would join the Transit and Intercity Rail Capitol Program and Low Carbon Transit Operations Program as a transit related Cap and Trade expenditure once appropriated from the Greenhouse Gas Reduction Fund. Recent amendments (May 31, 2016) have removed a dedicated funding amount for this program.	This bill could help support Foothill Transit's Class Pass Program.	Passed by the Legislature. Vetoed by the Governor on 10/15/2017		Support Position Adopted 2/24/2017
AB 301	Rodriguez	Existing law prohibits a person from operating a commercial motor vehicle unless the person has passed a written and driving test for the operation of a commercial motor vehicle that complies with specified federal standards and any other requirements imposed by the Vehicle Code. AB 301 would require the Department of Motor Vehicles, by June 1, 2019, to ensure that the maximum	This bill would assist Foothill Transit's Operating Contractors from lengthy delays in hiring coach operators due to difficulty obtaining the appropriate license.	Assembly Committee on Appropriations	CTA - Support	Support Position Adopted 5/26/2017

2018 Legislation Summary

Current as of 3/30/2018

(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
		wait time to obtain an appointment to take the driving skills test to operate a commercial motor vehicle does not exceed 7 days. The bill would require the department, by June 1, 2018, to submit a report to the budget and transportation committees of the Legislature detailing how the department intends to achieve the 7-day maximum wait time. The bill would require the report to include, among other components, the methodology the department intends to use to collect and monitor wait times, and an implementation timeline for the department's recommendations.				
AB 1113	Bloom	This bill would amend the statutes governing the State Transit Assistance (STA) program to clarify several ambiguities that led to the State Controller's Office's (SCO) 2016 administrative changes. These changes implemented new calculation and allocation methodologies for the STA program, suddenly changing the way these vital funds are distributed. These STA grant funds are vital to the ongoing operations and capital projects of about 145 public transit systems statewide.	This bill would help bring consistency and clarity to Foothill Transit's budgeting process related to the STA Program.	Signed by the Governor & Chaptered by the Secretary of State - 7/21/2017	CTA - Support	Support Position Adopted 3/24/2017
AB 1756	Brough	This bill would repeal SB 1 which is now known as the Road Repair and Accountability Act of 2017	This bill will mean a loss of additional state transit funding Foothill Transit would receive under the new law.	Assembly Committee on Transportation		Oppose Position Adopted 2/23/2018
AB 2304	Holden	This bill would require the Department of Transportation to submit a report to specified committees of the Legislature on or before January 1, 2022, on the status of transit pass programs statewide.	This bill would provide an assessment on statewide transit pass programs and highlight Foothill Transit's successful Class Pass which could lead to state funding for these programs.	Assembly Committee on Transportation		Support

2018 Legislation Summary

Current as of 3/30/2018

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
AB 3201	Daly	This bill would require the California Air Resources Board (ARB) to create a five-year plan for developing, deploying, and investing in, cleaner heavy-duty truck and bus technologies, and incentive funding to be used to meet current and future regulatory compliance obligations, like the Innovative Clean Transit regulation.	This bill will assist Foothill Transit's electric bus program by clarifying the Legislature's support for a well-funded and stable transition to a zero-emission transit bus fleet by ensuring transit agencies retain access to vital incentive funding.	Assembly Committee on Transportation	CTA -Support	Support
ACA 5	Frazier	This measure would add Article XIXD to the California Constitution to require revenues derived from vehicle fees imposed under a specified chapter of the Vehicle License Fee Law to be used solely for transportation purposes. The measure would prohibit these revenues from being used for the payment of principal and interest on state transportation general obligation bonds that were authorized by the voters on or before November 8, 2016. The measure would prohibit the revenues from being used for the payment of principal and interest on state transportation general obligation bonds issued after that date unless the bond act submitted to the voters expressly authorizes that use. The measure would also prohibit the Legislature from borrowing these revenues, except as specified, or using them for purposes other than transportation purposes.	This bill would protect Foothill Transit's dedicated state transportation funds from being diverted for other purposes.	Signed by the Governor & Chaptered by the Secretary of State - 4/17/2017	CTA - Support	Support Position Adopted 5/2/2017
SB 1	Beall	See AB 1. SB 1 adds another 0.50% sales tax on diesel fuel increment, for intercity and commuter rail purposes.	This bill could lead to increased state funding for Foothill Transit.	Signed by the Governor & Chaptered by the Secretary of State - 4/28/2017	CTA - Support	Support Position Adopted 2/24/2017
SB 268	Mendoza	This bill would change the Los Angeles County Metropolitan Transportation Authority (Metro) Board of Directors current governance structure, including an increase in members from 16 to 21. The original composition of the Metro Board was the result of a lengthy, local process in which all	If this bill becomes law, it would be a step towards putting the Foothill Transit JPA at risk of being altered by state legislation at any time with the local governing agencies having no control in the matter.	Assembly Committee on Local Government	Metro - Oppose	Oppose Position Adopted 6/30/2017

2018 Legislation Summary

Current as of 3/30/2018

(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
		local stakeholders were brought together to develop a consensus. This bill attempts to undermine existing law and unilaterally overrule a locally agreed upon governance structure. The restructuring of a local board should be done at the local level and not at the state level and sets a troubling precedent for local entities.				
SB 1434	Leyva	This bill would support and accelerate the deployment of battery-electric transit buses by requiring the California Public Utilities Commission (PUC) to initiate a ratemaking proceeding that addresses the high cost of electricity as a fuel with the goal of securing an electricity rate structure that supports widespread transit electrification.	This bill would be very important to Foothill Transit as we add more electric buses to our fleet by providing certainty to the electricity rate structure we are subject to, thus allowing us to plan and budget accordingly and lead to reduced operating costs.	Senate Committee on Energy, Utilities and Communications	CTA - Support	Support
Prop 69		ACA 5, last year's measure enabling voters to ensure revenues from SB 1 will be dedicated to transportation purposes, has been assigned its proposition number by the Secretary of State. The measure will appear as Proposition 69 on the June statewide ballot. Last year the Legislature acted to place the measure on the ballot this year, as part of the process of passing SB 1.	Intended to nullify concerns that SB 1 funds will be diverted away from their intended purposes. Prop 69 requires a simple majority approval by voters to be codified in the state constitution.	June 2018 State Ballot	CTA - Support	Support Position Adopted 2/23/2018



April 13, 2018

To: Executive Board

Subject: **Contract Award - Security Services at Foothill Transit's El Monte Transit Store**

Recommendation

Authorize the Executive Director to enter into Contract No. 17-098 with Platinum Security, Inc. in the amount of \$161,029.44 for two years of security services at Foothill Transit's El Monte Transit Store. This contract will include three one-year options to be exercised at Foothill Transit's sole discretion.

Analysis

On May 26, 2017, the Executive Board authorized the issuance of Request for Proposals No. 17-098 (RFP) for security services at Foothill Transit's El Monte Transit Store. Security services include guarding, protecting, and saving all property from theft, injury, hazardous conditions, sabotage, vandalism, malicious mischief, and defacement.

The RFP was issued on January 25, 2018. Seven proposals were received by March 1, 2018. Each firm's Pre-Qualification Submittal was evaluated by a Pre-Qualifications Subcommittee comprised of members of Foothill Transit's Procurement staff and Special Legal Counsel. The pre-qualification evaluation factors included:

- Proposal Letter
- Evidence of Good Standing
- Certifications
- Summary of Qualifications
- Exceptions

Six proposers satisfied the pre-qualification criteria and were recommended for passage into the evaluation phase. Subsequently, the Evaluation Committee, consisting of two members of Foothill Transit's team and two members from the Transdev Customer Service team, reviewed each qualified firm's Technical Proposal. Technical factors were weighed at 70 percent of the total score and comprised of the following criteria and weights:

- References and Experience (35 percent)
- Staffing and Work Plan (35 percent)



Price was weighted at 30 percent of the total score and was scored as follows:

$$\text{Proposer's Price Score} = \frac{\text{Lowest Price}}{\text{Proposer's Price}} * 30 \text{ Points}$$

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

Platinum Security, Inc., was ranked the highest with an overall score of 73.45 out of a possible 100 points. A summary of the final scores is provided in **Attachment A**. In its more than 20 years of operation, Platinum Security Inc., has provided security guard services for retail and public entities similar to, and including, Foothill Transit's El Monte Transit Store. Additionally, Platinum Security Inc., offers an experienced management team and advanced training and staffing plan.

Budget Impact

Foothill Transit's FY17-18 Business Plan includes funding for Security Services at Foothill Transit's El Monte Transit Store.

Sincerely,

LaShawn King Gillespie
Director of Customer Service and Operations

Doran J. Barnes
Executive Director

Attachment A

		Proposer					
Evaluation Factors	Maximum Score	Power Security	Platinum	American Guard	US Metro	Absolute Intl	SSG20
1. References and Experience	35	24.85	28.00	26.25	14.88	25.38	10.33
2. Staffing and Work Plan	35	19.69	29.49	28.26	14.00	22.58	9.45
<i>Technical Score</i>	<i>70</i>	<i>44.54</i>	<i>57.49</i>	<i>54.51</i>	<i>28.88</i>	<i>47.95</i>	<i>19.78</i>
<i>Price Score</i>	<i>30</i>	<i>20.51</i>	<i>15.96</i>	<i>18.11</i>	<i>30.00</i>	<i>17.23</i>	<i>19.38</i>
Overall Score	100	65.05	73.45	72.62	58.88	65.18	39.15
Rank		4	1	2	5	3	6



April 13, 2018

To: Executive Board

Subject: **2018 Foothill Transit Bus Roadeo Results**

Recommendation

Receive and file the 2018 Foothill Transit Bus Roadeo Results.

Analysis

The Bus Roadeo competition is a platform to encourage safety and professionalism, and to recognize excellence amongst bus operators who are the face of our transit system. The event is designed for Foothill Transit operators and mechanics to showcase their finer skills in a tightly scored head-to-head competition. The competition takes place rain or shine.

Each year many transit agencies across North America plan and host local Bus Roadeos to determine which operator and maintenance team will go on to represent their agency and compete at a regional or state level roadeo, as well as the American Public Transportation Association (APTA) International Bus Roadeo.

On March 10, Foothill Transit held its 23rd Annual Bus Roadeo at the Arcadia Operations and Maintenance Facility. Five three-person maintenance teams and 36 operators representing both transit service contractors competed to demonstrate their safe driving and mechanical skills. The event was well attended by participants and their families as well as Keolis, Transdev, and Foothill Transit staff along with members of our Executive Board and a number of staff from vendors, local police departments, and other transit agencies who served as judges for the competition. In addition, Congresswoman Judy Chu joined us to cheer on the competitors and recognize the winners.

This year's winners were Keolis' coach operator Van Vong and Transdev's maintenance team members Fernando Murrieta, Stephen Leung, and Tracy Nicometo. The winners will proudly go on to compete at the Southern California Regional Bus Roadeo on April 7 hosted by Victor Valley Transit. Both the coach operator winner and winning maintenance team will represent Foothill Transit at the APTA International Bus Roadeo in Tampa, Florida on May 6, 2018.

Sincerely,



Tanya M. Pina
Operations Contract & Customer Service Manager



Doran J. Barnes
Executive Director



April 13, 2018

To: Executive Board

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

Recommendation

Authorize the Executive Director to negotiate final terms and conditions and enter into Contract No. 18-043 with Creative Bus Sales in the amount \$22,067,076, including California Sales Tax for the purchase of 34 40-ft. low-floor CNG transit buses. The contract will include an option to purchase 57 additional buses should there be an unforeseen delay in the construction of in-depot chargers at our operations and maintenance facilities.

Analysis

By the end of the current calendar year, 47 of our oldest compressed natural gas (CNG) buses will have reached the 12-year or 500,000 mile in-service threshold imposed by the FTA and will be eligible for retirement. In addition, the CNG tanks on 27 of the buses will expire on January 2019 with the remaining CNG tanks expiring no later than August 2019. Based on current and projected service levels, only 34 of 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.

At the October 2017 Executive Board Meeting, the Board authorized the Executive Director to issue Request for Proposals (RFP) 18-043 to procure 34 low-floor CNG buses with options for future purchases of up to 57 additional buses. Since the CNG tanks were expiring in 2019, delivery of the 34 buses by December 2018 is imperative.

This procurement represents Foothill Transit's final planned CNG bus purchase as the organization moves forward with the goal of operating an all-electric fleet by 2030. The options for future purchases will only be exercised should there be an unforeseen delay in the completion of the construction of the necessary electric infrastructure at the Pomona and Arcadia operations and maintenance facilities. This final CNG bus purchase will allow for the replacement of the coaches with the earliest expiring CNG tanks in the fleet.

On March 13, Foothill Transit received proposals from New Flyer and Creative Bus Sales in response to the RFP.



New Flyer is a Canadian bus builder that acquired North American Bus Industries (NABI) in June 2013. With manufacturing plants in Minnesota and Alabama, New Flyer meets Buy America requirements.

Creative Bus Sales, the nation’s largest bus dealer, represents El Dorado Bus of Riverside California.

Each firm’s Prequalification submittals were evaluated by a Prequalification Evaluation team comprised of one of Foothill Transit’s management contract staff and Foothill Transit’s Special Legal Counsel.

Subsequently, the technical evaluation committee, consisting of two of Foothill Transit’s Maintenance and Vehicle Technology staff and the maintenance managers of Transdev and Keolis reviewed the technical proposal.

The Technical Proposals were evaluated based on the following factors, each having the weighted value set forth below:

1. Proposal Letter; Forms and Certifications	Pass/Fail
2. Vehicle Design, Production, and Compliance with Technical Specifications	30 points
3. Project Understanding; Statement of Qualifications and Experience	15 points
4. Warranty and Delivery Schedule	30 points
TOTAL	75 points

Invitations to submit Best and Final Offers were then sent to the proposers. After the evaluation, committee reviewed and scored the Best and Final Offers, Creative Bus Sales proposal was ranked highest with an overall score of 89.85 out of a possible 100 points. A summary of the final scores is provided below.



Evaluation Factors	Maximum Score	Creative Bus Sales	New Flyer
1. Technical	75	69.18	63.21
2. Price Score	25	20.67	25.00
Proposer's Overall Score	100	89.85	88.21
Rank		1	2

El Dorado has nearly 45 years of bus building experience with low floor and standard floor buses. They build buses for public transit, paratransit, airport, parking and university transportation markets. All El Dorado buses have successfully completed FTA/Altoona durability testing and comply with applicable Federal Motor Vehicle Safety Standards.

Their buses are built at their state-of-the-art 227,000 square foot ISO 9001 certified production facility in Riverside, California. El Dorado is a subsidiary of REV Group, a world-leading manufacturer of specialty vehicles in the Emergency, Fire, Recreational, Bus and Industrial sectors.

Some examples of transit agencies that operate El Dorado buses are: LA Department of Transportation (LADOT), Victor Valley Transit Authority, Sonoma County Transit, Pace -Chicago, and Sunline.

These 34 buses will feature Foothill Transit's first fleet of buses with upgraded interior design as discussed at February's Strategic Planning Workshop.

Budget Impact

The adopted Foothill Transit Business Plan and Budget for Fiscal Year 2017-2018 includes funds 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



April 13, 2018

To: Executive Board

Subject: **Request to Issue Invitation for Bids (IFB) NO. 18-055 -
Administrative Office Restroom Remodel**

Recommendation

Authorize the Executive Director to issue IFB No. 18-055 for construction services related to remodeling of the administrative office restrooms, subject to adoption of the Proposed FY2018-2019 Business Plan and Budget.

Analysis

In 2007, Foothill Transit moved into its current Administrative Office Building in West Covina. During the 2006 remodel, minimal improvements were made to the existing restrooms in comparison to the major renovations performed at all the other offices and conference rooms. In addition, Foothill Transit's Administrative Office restrooms do not meet the agency's future needs. Two of Foothill Transit's core values include sustainability and diversity. The proposed Administrative Office restroom remodel at the 3rd, 4th, 5th, and 6th floors will advance the agency's commitment to sustainability and diversity.

Sustainability benefits all aspects of our business through responsible use and protection of the environment in the communities we serve. Remodeling of the existing restroom facilities at the administrative building through sustainable design will allow the agency to further its sustainability goals into the future. The project will include all water-efficient fixtures (toilets and faucets) for water conservation efforts. In addition, energy-efficient LED lighting will be integrated with the existing lighting control system to further reduce energy usage.

Additionally, Foothill Transit is committed to diversity and creating an inclusive environment for all employees. The proposed project will reconfigure the existing restroom facilities from multi-stall restrooms to four single-occupancy gender-neutral restrooms per floor. The new single-occupancy restrooms will provide additional privacy and comfort for all employees.

IFB No. 18-055 is being issued for bids from qualified construction contractors to remodel the existing restrooms at Foothill Transit's Administrative Office Building.



Foothill Transit

Executive Board Meeting

Special Executive Board Meeting - 04/13/18
Request to Issue Invitation for Bids (IFB) NO. 18-055 -
Administrative Office Restroom Remodel
Page 2

Budget Impact

The FY2018-2019 Business Plan and Budget currently under development includes funding for construction activities related to the remodeling of the administrative office restrooms.

Sincerely,

Sharlane R. Bailey
Director of Facilities

Doran J. Barnes
Executive Director



April 13, 2018

To: Executive Board

Subject: **Traffic Signal Priority Continuation Project Update & Contract Amendment**

Recommendation

Authorize the Executive Director to execute Amendment No. 9 in the amount of \$56,648 to Contract No. 08-005 with Kapsch to complete and close out Foothill Transit's Traffic Signal Priority Continuation Project, subject to Governing Board approval of a life of project extension.

Analysis

Traffic congestion and traffic signals cause significant delays and increase operating costs for on-street transit service. Traffic signal priority or bus signal priority (BSP) has been shown to improve transit operations and service quality by giving special treatment to transit vehicles at signalized intersections. Since transit vehicles can transport many people, giving priority to transit vehicles has the potential to significantly increase throughput of an intersection. Successful implementation of Foothill Transit's BSP system will help make bus travel an attractive alternative to car travel and can complement Metro's Gold Line service.

There are three primary elements to Foothill Transit's multi-jurisdictional corridor BSP project, all of which are required to work in harmony in order to implement a successful program. The first element is the on-bus technology – a specialized BSP software that will allow Foothill Transit buses to communicate wirelessly with intersection signals. The second element is the signal controller hardware that is installed in signal controller units at select intersections along the project corridor. The hardware receives electronic messages emitted from the bus as it approaches the corresponding intersection, processes the travel accommodation request, and executes the suitable signal timing decision for the request.

As the project corridor involves multiple municipalities, the final and most important element of the project is the liaison with the cities involved in order to properly implement this system. This involves developing detailed design plans of each intersection, working with traffic and lighting representatives from each of the five cities through which the project corridor traverses, and



finally developing a detailed before-and-after analysis to review the impact of BSP on the corridor.

The project resumed activity in February 2017 after a period of inactivity due to the inability of our former CAD/AVL system to successfully communicate with the traffic signal equipment. As part of Foothill Transit's transition from the Xerox CAD/AVL system to the current Avail Technology CAD/AVL system, successful integration and communication with BSP enabled intersections has been written into the scope of work as a requirement.

Many project components changed while the BSP project was inactive, and these necessitated a rework of the original project plan. Foothill Transit staff and the project manager from Kapsch have met to discuss and revise the work plan to reflect these changes. The first change was the re-design of the project corridor as it was designed to follow Line 187's alignment before the split (Pasadena to Montclair). The route modification significantly reduced the number of intersections for hardware installation. The final intersection list identifies 41 intersections (a reduction from the original 61 intersections); 26 in Pasadena, four in Arcadia, eight in Monrovia, and three in Duarte. This also prompted the project team to communicate with the appropriate city staff and personnel to update installation plans, apply for permits for access to the controller boxes and installation work, and resolve any discrepancies between the old and new work plans.

Project coordination meetings were held in-person and via teleconference multiple times from May 2017 to September 2017. Through these meetings, city staff also informed the project team of the changes that had happened in their cities regarding traffic signal infrastructure during the project's period of inactivity. The most common change was the upgrade of traffic signal control units - switching from Type 170 to Type 2070. Even though this upgrade improved operability at the intersection, it compromised the space available for the BSP hardware. Modifications (after discussion with city staff) were further added to the plan to accommodate such changes.

System installation began in November 2017 and is scheduled for completion at the end of April 2018. Several locations have had the hardware installed. The next step is system testing and configuration, which will take place in May 2018. Full completion is anticipated for July 2018. These tasks are funded under the original contract.

Additionally, we are working with Kapsch and their subcontractor, Iteris, to develop an operations and maintenance plan for the hardware. This piece is essential to ensure effective operation of the BSP system. Moreover,



city/traffic engineers had expressed interest in learning in detail about the operations and, particularly, maintenance process of Foothill Transit's BSP devices after the installation is completed. The plan will identify the appropriate entity that will be in charge of the administration and of maintenance (if separate) in the event that the device breaks down. The permitting process for device repair and removal (if needed) will also be outlined.

An additional \$56,648 is needed to complete installation of equipment, purchase auxiliary hardware to resolve system incompatibility due to traffic signal controller upgrades, and perform essential maintenance at the additionally BSP-identified locations.

Budget Impact

The Traffic Signal Priority Continuation project was approved in the FY2017-2018 capital budget for \$250,000. This contract amendment (Amendment No. 9) plus contingency will increase the total life of project cost to \$325,000. Funding for this project has been programmed into Foothill Transit Proposed FY2018-2019 Business Plan and Budget.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Vy Phan-Hoang'.

Vy Phan-Hoang
Transit Planner

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

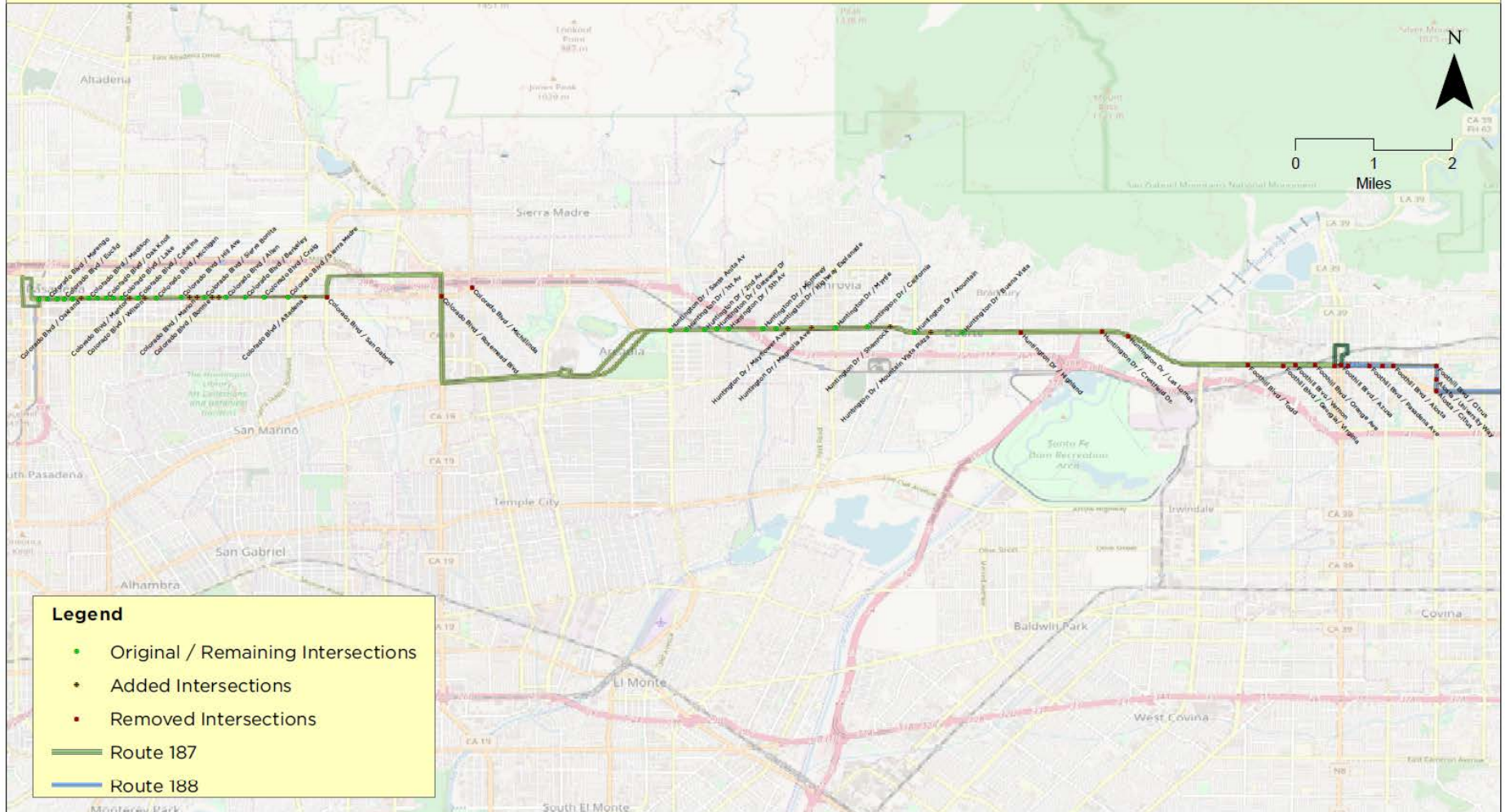
Doran J. Barnes
Executive Director

Attachments

Bus Signal Priority Project

Intersections with BSP Devices Installed

Foothill Transit
West Covina, CA



Attachment B

Intersection	Longitude	Latitude	INT#	Owning Agency	Controller	Original Controller Firmware	NEW/CORRECT Controller Hardware	NEW/CORRECT Controller Firmware	New Design	Type of Backbone Comm	TSP Type
Colorado Blvd / Arroyo Pkwy	-118.1476	34.1458	1	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Client
Colorado Blvd / Marengo	-118.146	34.1458	2	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Access Point
Colorado Blvd / Garfield	-118.1442	34.1458	3	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Client
Colorado Blvd / Euclid	-118.1429	34.1458	4	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Access Point
Colorado Blvd / Los Robles	-118.1414	34.1458	5	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Client
Colorado Blvd / Madison	-118.1384	34.1459	7	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Client
Colorado Blvd / El Molino	-118.1369	34.1459	8	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Access Point
Colorado Blvd / Oak Knoll	-118.1352	34.1459	9	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Client
Colorado Blvd / Hudson	-118.1339	34.1459	10	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Client
Colorado Blvd / Lake	-118.1324	34.1459	11	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Access Point
Colorado Blvd / Catalina	-118.1294	34.1459	13	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Client
Colorado Blvd / Michigan	-118.126	34.1459	15	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Client
Colorado Blvd / Hill Ave	-118.1214	34.146	16	Pasadena	Type 2070	BI Tran 2033 w/ LADOT TSP	Type 2070	BI Tran 2033 w/ LADOT TSP	No	Wireless	Network Drop
Colorado Blvd / Sierra Bonita	-118.1171	34.146	19	Pasadena	Type 170	LADOT	Need to be upgraded	Need to be upgraded	No	Wireless	Client
Colorado Blvd / Allen	-118.1132	34.146	22	Pasadena	Type 170	LADOT	Need to be upgraded	Need to be upgraded	No	Wireless	Access Point
Colorado Blvd / Berkeley	-118.1097	34.146	23	Pasadena	Type 170	LADOT	Need to be upgraded	Need to be upgraded	No	Wireless	Client
Colorado Blvd / Craig	-118.1062	34.1461	24	Pasadena	Type 170	LADOT	Need to be upgraded	Need to be upgraded	No	Wireless	Client
Colorado Blvd / Sierra Madre	-118.1018	34.1461	25	Pasadena	Type 170	LADOT	Need to be upgraded	Need to be upgraded	No	Wireless	Access Point
Huntington Dr / Santa Anita Av	-118.0314	34.14	30	Arcadia	2070 ATC	D4	2070 ATC	D4	No	Fiber	Access Point
Huntington Dr / 1st Av	-118.0283	34.1401	31	Arcadia	2070 ATC	D4	2070 ATC	D4	No	Fiber	Access Point
Huntington Dr / 2nd Av	-118.0249	34.1401	32	Arcadia	2070 ATC	D4	2070 ATC	D4	No	Fiber	Client
Huntington Dr / Gateway Dr	-118.0227	34.1402	33	Arcadia	2070 ATC	D4	2070 ATC	D4	No	Fiber	Network Drop
Huntington Dr / 5th Av	-118.0205	34.1402	34	Monrovia	TYPE 170	LACO	Type 170 ATC	LACO-4E	No	Wireless	Access Point
Huntington Dr / Monterey	-118.0142	34.1403	35	Monrovia	TYPE 170	LACO	Type 170 ATC	LACO-4E	No	Wireless	Client
Huntington Dr / Highway Esplanade	-118.0118	34.1403	36	Monrovia	TYPE 170	LACO	Type 170 ATC	LACO-4E	No	Wireless	Access Point
Huntington Dr / Myrtle	-118.0009	34.1405	39	Monrovia	TYPE 170	LACO	Type 170 ATC	LACO-4E	No	Wireless	Network Drop
Huntington Dr / California	-117.995	34.1406	40	Monrovia	TYPE 170	LACO	Type 170 ATC	LACO-4E	No	Wireless	Client
Huntington Dr / Mountain	-117.9863	34.1395	42	Duarte	TYPE 170	LACO	Type 170 ATC	LACO-4E	No	Wireless	Access Point
Huntington Dr / Buena Vista	-117.9776	34.1396	44	Duarte	Safetran Type 170	LACO-1R	Type 170 ATC/HC11	LACO-4E	No	Wireless	Network Drop



April 13, 2018

To: Executive Board

Subject: **Silver Streak – Silver Line Program Update and MOU**

Recommendation

Authorize the Executive Director to enter into a Memorandum of Understanding (MOU) with L.A. Metro that continues interagency pass sharing between Metro's Silver Line and Foothill Transit's Silver Streak along the Silver Corridor between El Monte and downtown Los Angeles.

Analysis

Foothill Transit's Silver Streak service was implemented in March 2007 as a restructuring of Line 480 into a regional community connector service between the downtown Los Angeles business district and communities in the eastern San Gabriel and Pomona Valleys.

In 2009, Metro introduced their Silver Line service between the El Monte Bus Station and the Artesia Transit Center through downtown Los Angeles. That service mirrors Foothill Transit's Silver Streak service along the busway and serves destinations in downtown Los Angeles two blocks to the west of the Silver Streak.

The new El Monte Bus Station opened in 2012 and included an updated Foothill Transit Store and a completely revamped two-level bus terminal. As part of the opening of the new El Monte Station and Store, Foothill Transit and Metro coordinated on the provision of seamless and truly regional "Silver Corridor" service whereby customers traveling between the El Monte Station and downtown Los Angeles were able to board either a Foothill Transit or a Metro bus for a common fare, using either Foothill Transit's or Metro's fare media.

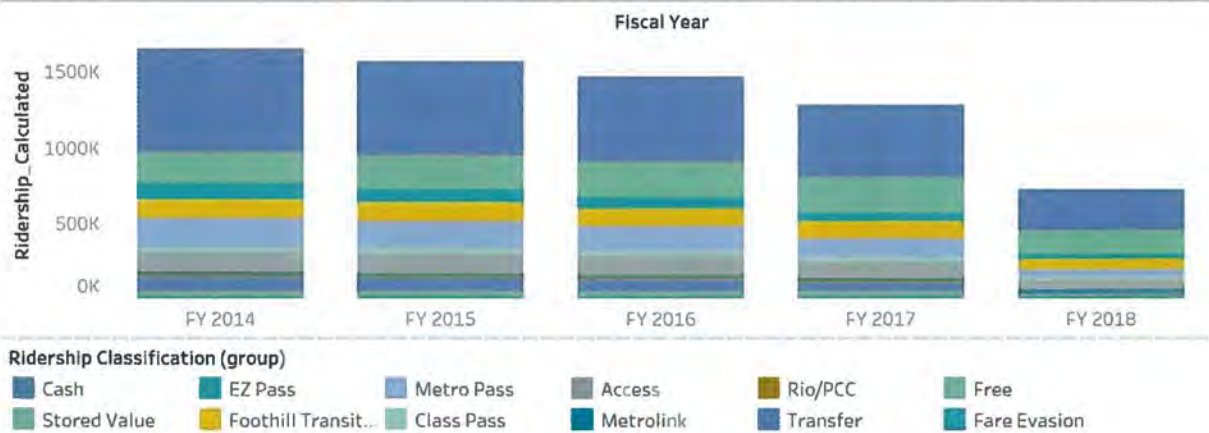
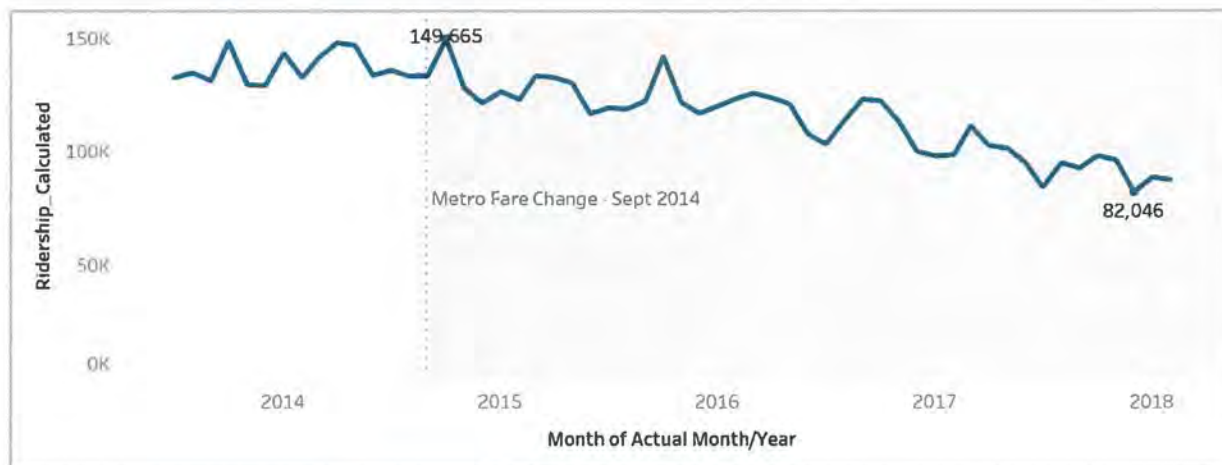
This new Silver Corridor service, called Silver 2 Silver, was launched on October 14, 2012. Some of its highlights included:

- One common Silver Corridor cash fare
- Shared passes between the Metro Silver Line and Foothill Transit Silver Streak between El Monte Station and Downtown L.A.
- Increased service on the Silver Streak
- Shared marketing program



- Funding via the Los Angeles County ExpressLanes project in the amount of \$3.2M
- One year demonstration period to determine viability

While the fares were aligned between the two agencies, the program was highly successful, creating the mobility equilibrium between the two lines that both agencies wanted - a decrease in crowded buses on the Silver Line and an increase in ridership on the Silver Streak. However, when Metro launched a new fareset in 2014, with a lower Silver Line fare, the equilibrium between the two lines faltered due to customers preferring to ride the Metro Silver Line for a less expensive cash fare or by using the less expensive zone sticker for the EZ transit pass. The chart/table below shows the trend of ridership and revenue on Foothill Transit's Silver Streak service since 2014.



With the launch of the new Foothill Transit fareset in 2017, the fares between the two lines are now more comparable. Several other changes - the adoption



of a new Day Pass and the Class Pass program among them - have prompted a review of the original Silver 2 Silver program agreement to see what adjustments needed to be made to the original memorandum of understanding.

Following a joint review of the program by both Foothill Transit and Metro staff, several changes to the originally envisioned MOU are being proposed for a new MOU. These include but are not limited to the aforementioned inclusion of Foothill Transit's Day Pass and Class Pass among the list of passes valid on Metro's Silver Line service; including Metro and Foothill Transit employee passes in the listing of passes accepted by both agencies; implementing \$150,000 of fare loss as the threshold at which reimbursement would be due from the other entity.

The goal of the program remains the same - to increase ridership on the Silver Streak and to reduce overcrowding on the Silver Line, streamlining mobility through the heavily traveled Silver Corridor, creating equilibrium between the two services and providing customers with more options for getting into and out of downtown Los Angeles.

Budget Impact

Based on the existing capacity on a number of Silver Streak trips between El Monte Station and Downtown Los Angeles, Silver Streak ridership is expected to increase. This will have a positive impact on Foothill Transit's fare revenues. Marketing costs will be borne by Metro.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Felicia Friesema'.

Felicia Friesema
Director of Marketing and Communications

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

Doran J. Barnes
Executive Director



April 13, 2018

To: Executive Board

Subject: **Property Lease - Downtown Los Angeles Mid-day Layover**

Recommendations

1. Authorize the Executive Director to execute a property lease with Caltrans and undertake the development of Caltrans lot LAX010-0042-06 located at the intersection of Grand Avenue and 17th Street as a mid-day layover facility for the Foothill Transit commuter bus fleet in Downtown Los Angeles; and
2. If Foothill Transit is successful in receiving a grant award to fund 70 percent of cost of construction of the downtown layover project, authorize the Executive Director to execute a property lease with Caltrans and undertake the development of Caltrans lots 07-FLA-10-32 & 07-FLA-10-33 located at the intersection of Maple Avenue and 16th Street as a mid-day layover facility for the Foothill Transit commuter bus fleet in Downtown Los Angeles; and
3. Authorize the Executive Director to enter into a Memorandum of Understanding with the Los Angeles Department of Transportation (LADOT) and the Antelope Valley Transit Authority (AVTA) regarding shared use of the mid-day layover locations referenced above.

Analysis

At the August 2017 Executive Board meeting, the Board authorized the Executive Director to enter into a lease agreement with Caltrans for two parcels of land located in downtown Los Angeles. One parcel is 3.28 acres and is located at the intersection of Maple Avenue and 16th Street. The second is 1.25 acres and is located at the intersection of Grand Avenue and 17th Street. This smaller lot is approximately one-half mile closer to the downtown terminus of our commuter service. It requires less of a capital investment in order to be used as a bus layover facility and its orientation allows for easy ingress and egress of buses.

The 17th/Grand property is too small to house all the buses used for our commuter service, however it could be used for mid-day layover of up to eight Antelope Valley Transit Authority (AVTA) buses and 38 Foothill Transit buses. Partnering with AVTA on use of the downtown mid-day layover location would help to defray the operating costs, as AVTA will be responsible for a proportionate share of the overall operating expense during the term of Foothill Transit's short-term property lease. AVTA plans to use the spaces allocated to them during mid-day hours to house their commuter coaches that deadhead into



and out of downtown each weekday. A memorandum of understanding (MOU) between Foothill Transit, LADOT, and AVTA is currently being developed. The MOU will stipulate that the capital and operating costs for the downtown layover location(s) will be shared proportionally according to the square footage of the area to be occupied by each agency, and according to the daily hours that each agency will utilize the space.

Beginning in early 2019, at the end of Foothill Transit's short-term lease, the L.A. Department of Transportation (LADOT) plans to enter into a 20-year lease agreement with Caltrans for both properties for use in their downtown transit operations. That lease agreement between LADOT and Caltrans would include two ten-year options. LADOT plans to operate their City Ride bus fleet out of these locations, and while their vehicles are in service during the day, the facility will be made available to Foothill Transit and AVTA for mid-day commuter bus parking.

Foothill Transit operates six commuter routes that transport customers from various locations in the San Gabriel Valley to downtown Los Angeles each weekday morning and then back to the San Gabriel Valley in the evenings. Currently at the end of each westbound morning peak period, 61 buses return out of service (deadhead) to the Pomona Operations and Maintenance facility before buses deadhead back to downtown Los Angeles to transport customers eastbound on their return trip home.

Each deadhead trip is approximately 35 miles long and consumes 8.7 gallons of fuel at an average cost of \$0.93 per gallon. A convenient and affordable location near the last westbound drop-off location and the first eastbound pickup location would reduce the annual mileage accumulation on the fleet by approximately 600,000 miles. By utilizing a convenient downtown layover location, Foothill Transit would experience an annual fuel cost savings of \$140,000.

Caltrans owns several parcels of land in downtown Los Angeles, and the two locations to be developed are within three miles of the downtown terminus for our commuter routes. We have been in discussions with representatives of Caltrans, the L.A. Mayor's office, AVTA, and LADOT regarding the feasibility of a shared location in downtown L.A. that could serve as LADOT's downtown operations and maintenance facility and as a mid-day layover location for Foothill Transit's, AVTA's, and LADOT's commuter fleet.

LADOT is pursuing electrification of its fleet and has future plans to install electric charging infrastructure at the downtown leased locations. Their bus fleet will be in revenue service during the day, making the lot available for mid-day parking of commuter buses. As our fleet of electric buses grows and as electric buses are introduced into the commuter fleet, the opportunity to park and charge those



buses downtown during the day will ensure that the buses parked there have sufficient range to perform Foothill Transit's daily commuter service.

The lease costs of the 3.28-acre property at 16th/Maple and of the 1.25-acre property at 17th/ Grand are \$28,500 per month and \$15,800 per month, respectively. A memorandum of understanding between Foothill Transit, LADOT, and AVTA is currently under development, and the draft document stipulates that the capital and operating costs will be shared proportionately between the three parties, based in part on the number of spaces that will be designated for each entity. Because LADOT plans to enter into a long-term lease of both lots as a base for their downtown City Ride program, and because they will at that time be using the lots for both mid-day commuter bus parking as well as for overnight parking of their City Ride vehicles, the cost-sharing arrangement in the MOU assigns a larger share of the capital improvement costs to LADOT.

Caltrans is unable to keep the locations vacant until LADOT can enter into their long-term lease in early 2019, so Foothill Transit plans to enter into a lease of the properties in the interim period for our use as a mid-day bus layover location until LADOT is able to execute a long-term lease of both properties.

Security services at an estimated monthly cost of \$6,400 will be required during the short term lease to ensure that the buses parked downtown are not vandalized, and temporary trailer, portable restrooms and facility custodial services at estimated monthly costs of \$2,000 and \$1,000, respectively will be needed.

As mentioned earlier, the costs of capital improvements such as reconfiguration of the driveways, paving and striping of the lot, demolition of the existing concrete pads where structures formerly stood, etc. will be shared with LADOT and AVTA. The engineer's estimate for the planned improvements to the 17th/Grand lot is \$894,000 and the rough order of magnitude cost of the planned improvements to the 16th/Maple site is \$3.1 million. These estimates are significantly higher than the original estimates for improvement of the sites. The increased estimated amounts are a result of more substantial demolition and construction necessary to configure the driveways leading in and out of the lots; demolition of existing foundations; resurfacing of existing pavement; the addition of storm water mitigation improvements as a site requirement; a potential requirement that guardrails be installed to protect the freeway support columns; the need to purchase and replace trees that have to be removed from the existing site; relocation of existing street signage; and the addition of fencing to secure the site.

In light of the increased scope and estimated cost of the construction project, a grant application has been submitted to the countywide Bus Operators



Subcommittee (BOS) to fund 70 percent of the cost of the capital improvements needed to complete the downtown mid-day layover facility construction. If awarded, Foothill Transit's capital expense obligation is estimated to be approximately \$280,000. If we are not successful in receiving a grant to assist with funding the capital improvements, the recommendation is that we move forward with development of only the Grand/17th location as a mid-day layover facility. Foothill Transit's share of the capital costs to improve the Grand/17th lot is estimated at \$208,000.

Beginning in early 2019, through the Memorandum of Understanding being drafted, Foothill Transit will have mid-day access to LADOT's downtown location for layover of our CNG commuter fleet. The MOU will include provisions to facilitate future mid-day charging of the Foothill Transit electric commuter buses that will be parked there between the morning and afternoon commuter service periods.

Reduced rates per revenue mile are being negotiated with Keolis and with Transdev, our operations and maintenance contractors, in recognition of the fact that the buses used for commuter service will accumulate fewer miles per year, thereby reducing maintenance costs. The revised rates are projected to result in operating cost savings of approximately \$520,000 annually.

Budget Impact

The estimated cost to complete the capital improvements at both sites is \$4.1 million. The cost to improve the downtown property will be shared between Foothill Transit, LADOT, and AVTA. Grant funds in the amount of \$3 million are currently being pursued that would reduce each transit agency's capital outlay. The net operating cost impact of the proposed lease and revised commuter service operation is estimated at a savings of approximately \$385,500 per year (**Attachment A**). In addition to the operating cost savings, capital cost savings will also be realized as a result of the extended life of the bus fleet as miles accumulated on the fleet will be significantly reduced.

Sincerely,

Kevin Parks McDonald
Deputy Executive Director

Doran J. Barnes
Executive Director

Attachment

Attachment A

(Estimates)

	Capital Cost			Operating		
	17 th /Grand	16 th /Maple	Total	Annual Cost	Annual Savings	
Fuel					\$ 140,000	
Operating Contracts					\$ 520,000	
Property Lease				\$ 531,600		
Security				\$ 76,800		
Trailer, Restroom				\$ 24,000		
Insurance				\$ 18,000		
Cleaning				\$ 12,000		
Existing Conditions	\$ 89,499					
Earthwork Excavation	\$ 70,634					
Site Improvements	\$ 451,504					
Utilities	\$ 14,068					
General Conditions	\$ 62,570					
Bonds and Insurance	\$ 13,766					
Contractor Fee	\$ 44,738					
A&E	\$ 75,000					
Contingency	\$ 82,178					
Total	\$ 903,957	\$ 3,136,800	\$ 4,040,757	\$ 662,400	\$ 660,000	
Foothill Transit Share	*A	\$ 62,373	\$ 216,439	\$ 278,812	\$ 274,508	\$ 660,000
	*B	\$ 207,910	\$ 721,464	\$ 929,374	\$ 274,508	\$ 660,000

*A - Assumes a grant award covering 70% of the capital costs

*B - Assumes no grant funding



April 13, 2018

To: Executive Board

Subject: **Ridership and Service Change Update**

Recommendation

Receive and file the Ridership and Service Change Update.

Analysis

On October 22, 2017, Foothill Transit implemented service changes throughout the system with goals of improving efficiencies and strengthening the core transit network. By strategically adjusting service levels and modifying a select few lines, improvement of the overall customer experience while adapting to shifting ridership trends was the aim. The analysis in this report highlights some of the routing changes and how ridership has responded to date.

The key performance indicator utilized to measure system effectiveness is Boardings per Vehicle Service Hour. This measurement aims to provide insight into how many customers are utilizing the bus service in an average hour. To determine this figure, the total boardings of a particular line are divided by the total revenue hours operated on that line.

$$BVSH = \frac{\text{Total Boardings}}{\text{Total Revenue Hours}}$$

Line Changes:

Line 187

Two new lines were created by the split of the former Line 187, with the revised Line 187 servicing the route segment from Pasadena to Azusa. The addition of a service stop at Santa Anita Mall provided an additional access point for customers along this route. Furthermore, the line now has a stop inside the Azusa Intermodal Transit Center to provide customers with easier connections to the Metro Gold Line.



Line 188

The creation of this new line from the eastern segment of the former Line 187 allowed for a reduced cycle time for this segment of the route, providing the opportunity to adjust frequency as needed to serve the cities between Azusa and Montclair. A popular line for students utilizing the Class Pass at Citrus College and Claremont Colleges, this line is also popular with commuters who travel to Pasadena from the Azusa Intermodal Transit Center. Early on, several customers voiced concern about transferring, however the introduction of a Day Pass along with updated schedules allow customers who wish to transfer to do so easily in Azusa.





RIDERSHIP

	11/16	11/17	Variance	% change
New Route 187		63,023		
Route 188		45,367		
Route 187	114,760	108,390	(6,370)	(6%)
	12/16	12/17		
New Route 187		58,776		
Route 188		41,192		
Route 187	103,393	99,968	(3,425)	(3%)
	01/17	01/18		
New Route 187		60,236		
Route 188		44,834		
Route 187	100,190	105,070	4,880	8%
	02/17	02/18		
New Route 187		54,832		
Route 188		41,694		
Route 187	97,441	96,526	(915)	(1%)
	11/16 - 02/17	11/17 - 02/18	Variance	% change
New Route 187		178,091		
Route 188		131,895		
Route 187	312,391	309,986	(2,405)	(1%)



BOARDINGS PER VEHICLE SERVICE HOUR

	11/16	11/17	% change
New Route 187		14.0	
Route 188		12.3	
Route 187	13.3		
	12/16	12/17	
New Route 187		13.1	
Route 188		11.1	
Route 187	11.5		
	01/17	01/18	
New Route 187		12.9	
Route 188		11.7	
Route 187	11.3		
	02/17	02/18	
New Route 187		13.2	
Route 188		12.2	
Route 187	12.3		



Line 270:

Line 270 is one of three lines that Foothill Transit began operating in June 2016 that was previously operated by LA Metro. This line used to operate Monday through Saturday and was the only Foothill Transit line that had a Saturday schedule, but no service on Sunday. During the October service change, we allocated the savings from the cancellation of Line 494 and implemented Sunday service for Line 270. Both overall ridership and boardings per vehicle service hour have increased and we will continue to search for new ways to enhance service along this corridor from this trend.





RIDERSHIP

11/16	11/17	Variance	% change
11,864	14,481	2,617	22%
12/16	12/17		
11,207	12,616	1,409	13%
01/17	01/18		
10,746	13,271	2,525	23%
02/17	02/18		
10,474	12,512	2,038	19%

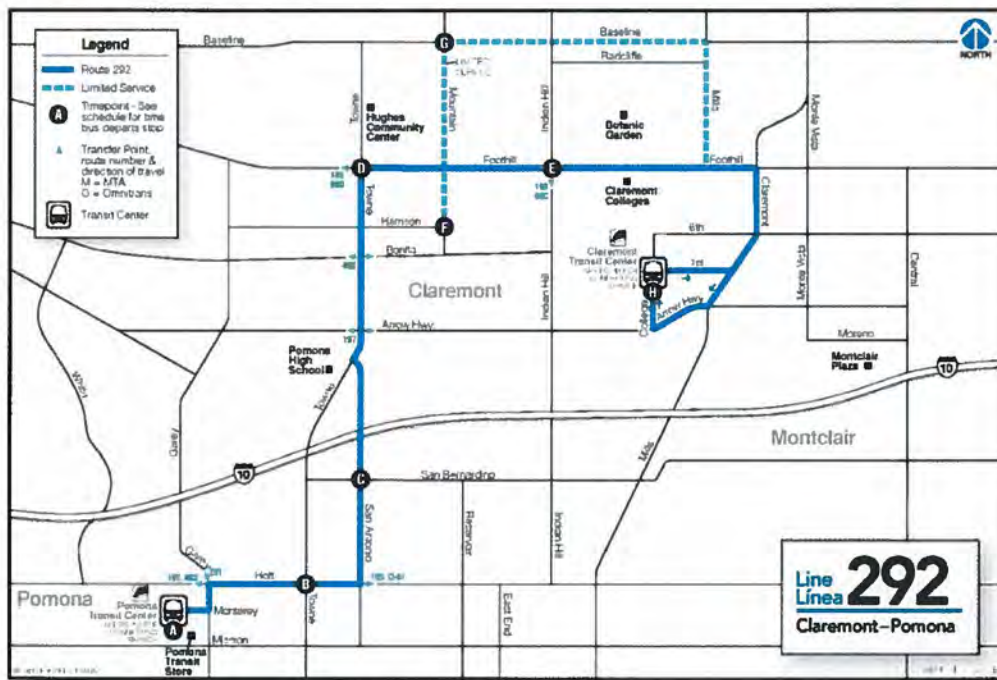
BOARDINGS PER VEHICLE SERVICE HOUR

11/16	11/17	% change
19	20.5	8%
12/16	12/17	
16.8	17.7	5%
01/17	01/18	
17.2	18.1	5%
02/17	02/18	
18.4	19.1	4%



Line 292:

Line 292 used to operate during morning and afternoon peak hours only and in October this line's schedule was modified to operate every 30 minutes throughout the day. Overall ridership has increased and an alignment change to serve Pomona High School is planned for the next service change. This line will continue to be monitored for efficiencies as the boardings per service hour have decreased with the recently implemented extended service. It appears that some growth in ridership along this line has occurred with the implementation of the Class Pass program at the Claremont Colleges that started in January of 2018.



RIDERSHIP

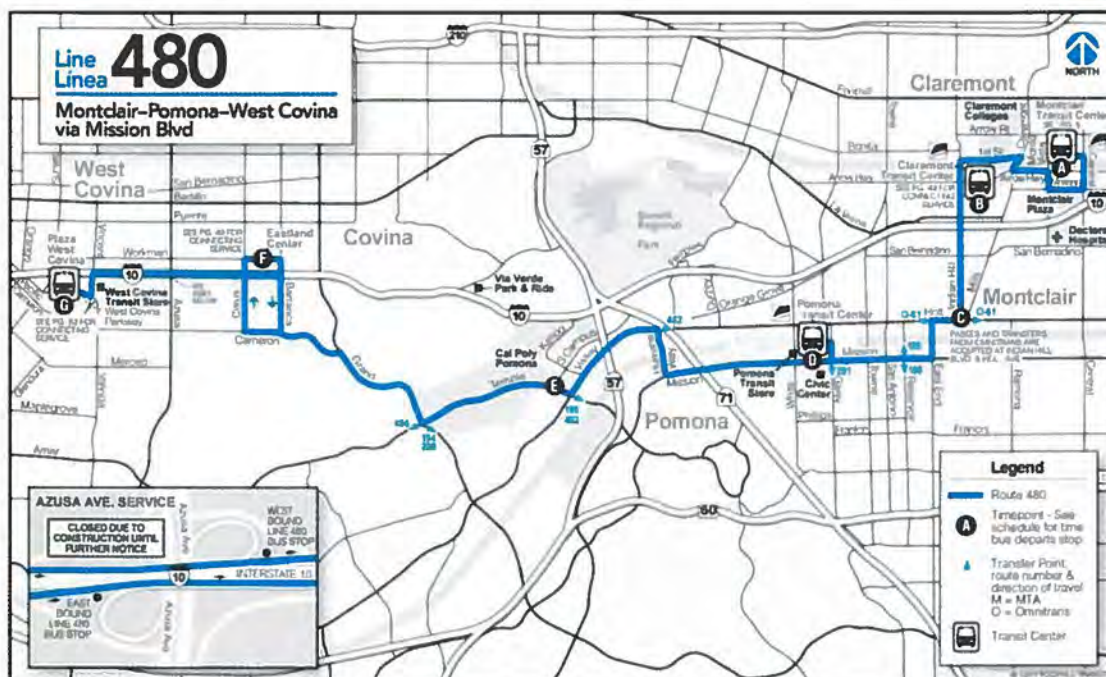
11/16	11/17	Variance	% change
3,256	3,996	740	23%
12/16	12/17		
2,557	3,123	566	22%
01/17	01/18		
2,810	3,756	946	34%
02/17	02/18		
2,878	3,437	559	19%



11/16	11/17	% change
10.2	7.1	(30%)
12/16	12/17	
7.6	5.9	(22%)
01/17	01/18	
8.7	6.5	(25%)
02/17	02/18	
9.9	6.8	(31%)

Line 480

The routing change to Line 480 focused on creating a new trip generator by traveling on Grand Avenue to serve Mount San Antonio College (Mt. SAC). Along with this routing change, service frequency was also adjusted to have a more frequent headway of 20 minutes up from the previous 30-minute headway. Customers now have a direct connection from the Pomona Transit Center to both Cal Poly Pomona and Mt. SAC and that service addition continues to see ridership demand.





RIDERSHIP

11/16	11/17	Variance	% change
44,616	52,538	7,922	18%
12/16	12/17		
39,775	45,464	5,689	14%
01/17	01/18		
39,443	49,288	9,845	25%
02/17	02/18		
38,329	45,798	7,469	19%

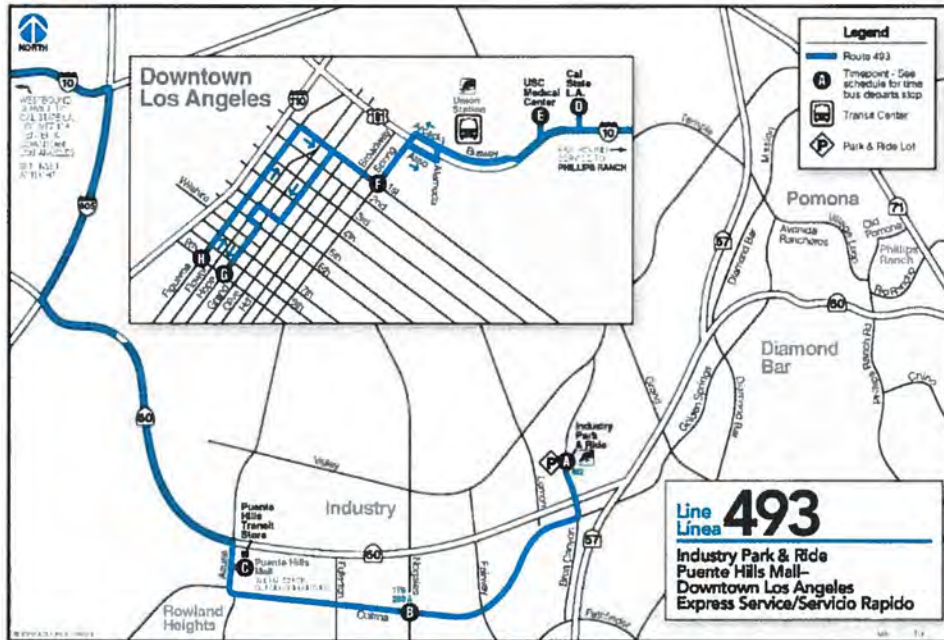
BOARDINGS PER VEHICLE SERVICE HOUR

11/16	11/17	% change
14.3	14.1	(1%)
12/16	12/17	
12.4	12.1	(2%)
01/17	01/18	
12.3	12.7	3%
02/17	02/18	
13.3	13.3	0%



Line 493:

The change to Line 493 consisted of the relocation of the eastern starting point from Diamond Bar Park & Ride to Industry Park & Ride. This reduction in overall hours helped improve efficiency. Had this segment not been removed, boardings per vehicle service hour would have experienced a further decline. Another shift made involved select westbound trips starting from Puente Hills Mall and customers have commented positively on the improved on time departure in the mornings.



RIDERSHIP

11/16	11/17	Variance	% change
13,152	12,658	(494)	(4%)
12/16	12/17		
12,640	11,899	(741)	(6%)
01/17	01/18		
13,425	13,582	157	1%
02/17	02/18		
13,067	11,457	(1,610)	(12%)

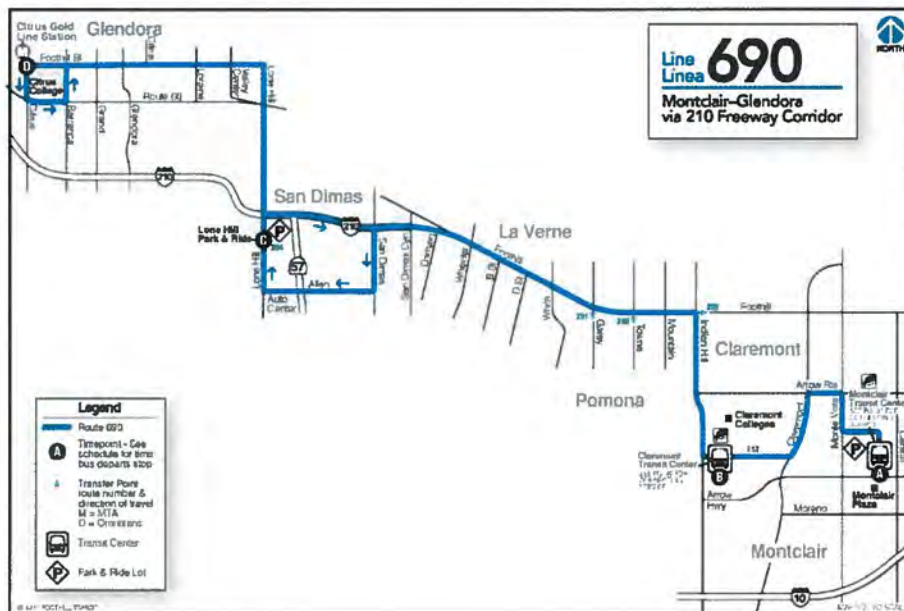


BOARDINGS PER VEHICLE SERVICE HOUR

11/16	11/17	% change
9.7	11.2	15%
12/16	12/17	
8.9	11.0	24%
01/17	01/18	
9.9	11.4	15%
02/17	02/18	
10.6	11.2	5%

Line 690:

The modification to line 690 shifted the western terminus from the Azusa Intermodal Transit Center to the Citrus Gold Line station. This change has resulted in some ridership decrease. The reduction in overall hours with this shift allowed efficiency to increase as seen in the boardings per vehicle service hour. These increases however are still below the KPI goal.





RIDERSHIP

11/16	11/17	Variance	% change
3,814	2,914	(900)	(24%)
12/16	12/17		
3,327	2,564	(763)	(23%)
01/17	01/18		
3,590	3,060	(530)	(15%)
02/17	02/18		
3,785	3,137	(648)	(17%)

BOARDINGS PER VEHICLE SERVICE HOUR

11/16	11/17	% change
5.7	7.5	32%
12/16	12/17	
4.7	6.9	47%
01/17	01/18	
5.3	7.5	42%
02/17	02/18	
6.2	8.9	44%



Line 851:

The modification for Line 851 was an overall reduction in service hours instead of the original proposal to cancel the line. This reduction in hours helped improve boardings per vehicle service hour even though ridership did slightly drop from prior years.





RIDERSHIP

11/16	11/17	Variance	% change
1,340	1,202	(138)	(10%)
12/16	12/17		
1,074	812	(262)	(24%)
01/17	01/18		
1,103	1,124	21	2%
02/17	02/18		
1,219	853	(366)	(30%)

BOARDINGS PER VEHICLE SERVICE HOUR

11/16	11/17	% change
4.7	6.9	47%
12/16	12/17	
3.6	4.9	36%
01/17	01/18	
3.8	6.2	63%
02/17	02/18	
4.7	5.4	15%

Overall, the preliminary results of the October 2017 Service Changes indicate that some lines have seen improved efficiency, but not the same level of increased ridership. Additionally, some lines have seen overall ridership increases with a decrease in efficiency of boardings per service hour. Customers appear to be adjusting well to the changes and we plan to continue to monitor ridership levels on these and other lines, and recommend future adjustments where necessary.

Sincerely,

Joshua Landis
Planning Manager

Doran J. Barnes
Executive Director



April 13, 2018

To: Executive Board

Subject: **Transit Store Quarterly Report**

Recommendation

Receive and file the Transit Store Quarterly Report.

Analysis

Overall Pass Sales (Attachments A & B): Sales for the second quarter of FY2017-2018 totaled \$982,009. Overall sales increased by two percent from the same period of FY2016-2017. Foothill Transit product sales increased by nine percent, primarily due to an increase in the sale of Adult and Senior Silver Streak passes. The increase in pass sales is in contrast to the reduction in ridership experienced this quarter compared to the same quarter last year. In addition, Foothill Transit's fare change took place in October, which may be a contributing factor in the increase in product sales.

Attachment A provides a graphic representation of the three-month sales figures by store location. Attachment B provides a graphic representation of the three-month sales figures categorized by product type. Sales by Transit Store are also summarized in the table below.

Location	October 2017	November 2017	December 2017	Total
El Monte	\$90,767	\$94,367	\$85,161	\$270,295
Pomona	\$95,946	\$98,069	\$92,256	\$286,271
Puente Hills	\$92,758	\$93,009	\$87,635	\$273,402
West Covina	\$48,792	\$46,678	\$41,852	\$137,322
On-line	\$32,348	\$26,552	\$24,927	\$83,827
Total	\$360,610	\$358,675	\$331,831	\$1,151,115



Foothill Transit Pass Sales (Attachment C): In the Second Quarter, Foothill Transit pass sales totaled \$314,590. Of this total, 37 percent consisted of Commuter Express pass sales, while Adult Local passes accounted for 22 percent, and Student local passes comprised 18 percent. The largest year-to-year increase was in Adult Local passes by 14 percent.

Phone Activity (Attachments D & E): In October, November, and December, 63,942 phone calls were received through the toll-free customer service line. Customer Service Representatives (CSRs) answered 94.0 percent, or 59,758 incoming phone calls with an average time to answer of 33 seconds. The average handling time of a call in Quarter One was two minutes and twenty-five Seconds. Compared to the Second Quarter of the previous fiscal year, this represents an eight percent decrease in the total number of calls received by the Transit Stores. Transdev, the Transit Store contractor, continues to monitor and seek improvements in call center management and the overall service provided to Foothill Transit customers.

Customer Call Handling					
Month	% of calls answered	Calls received	Calls answered	Average time to answer	Average handling time
October 2017	91.0%	24,723	22,570	00:34	02:27
November 2017	94.0%	20,258	19,037	00:23	02:33
December 2017	96.0%	18,961	18,151	00:16	02:15
Total	94.0%	63,942	59,758	00:33	2:02

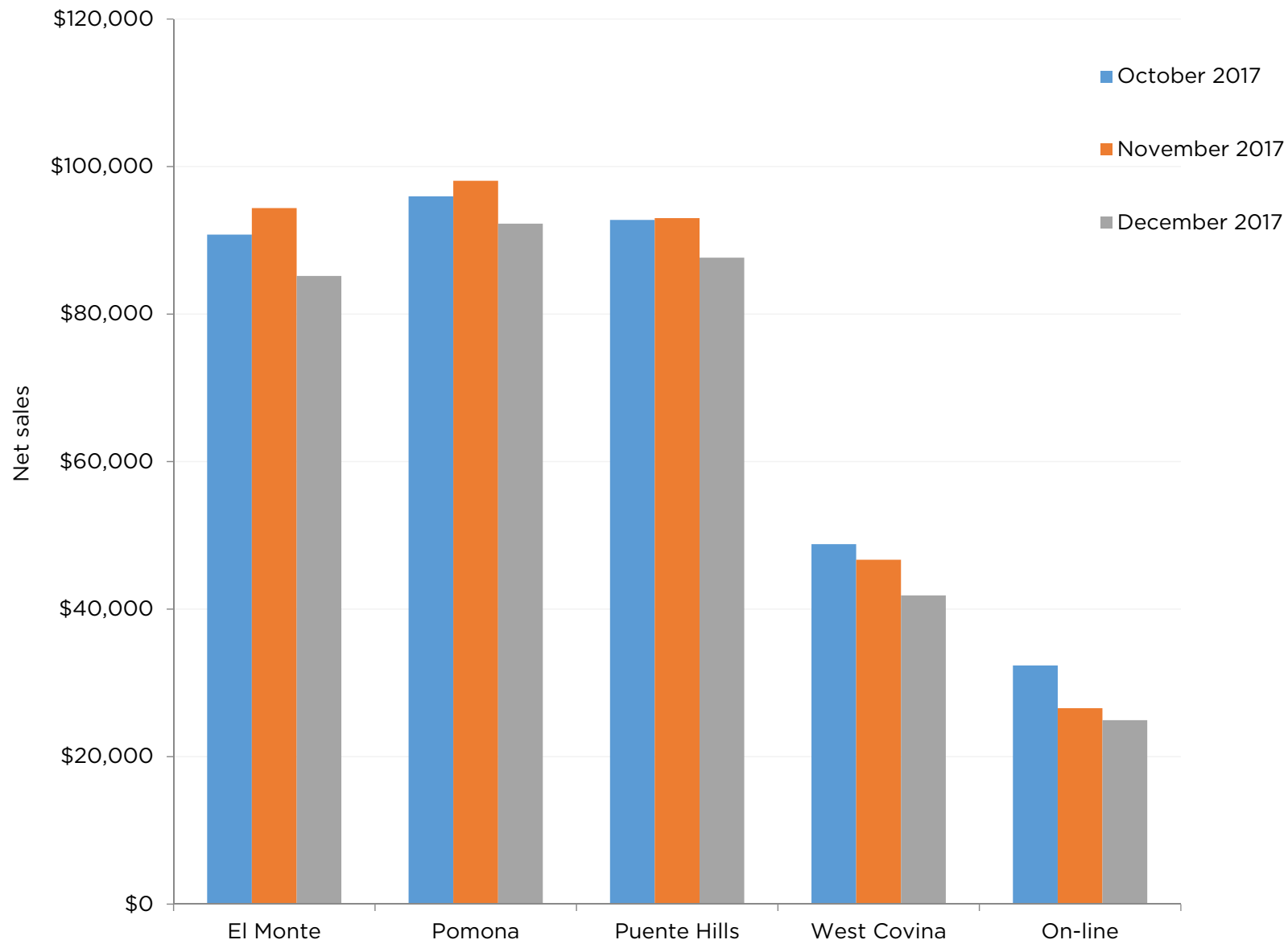
Walk-in Traffic (Attachment F): Walk-in traffic recorded for all stores during this time period totaled 46,059 entries, which amounts to an increase of six percent from the same period last fiscal year.

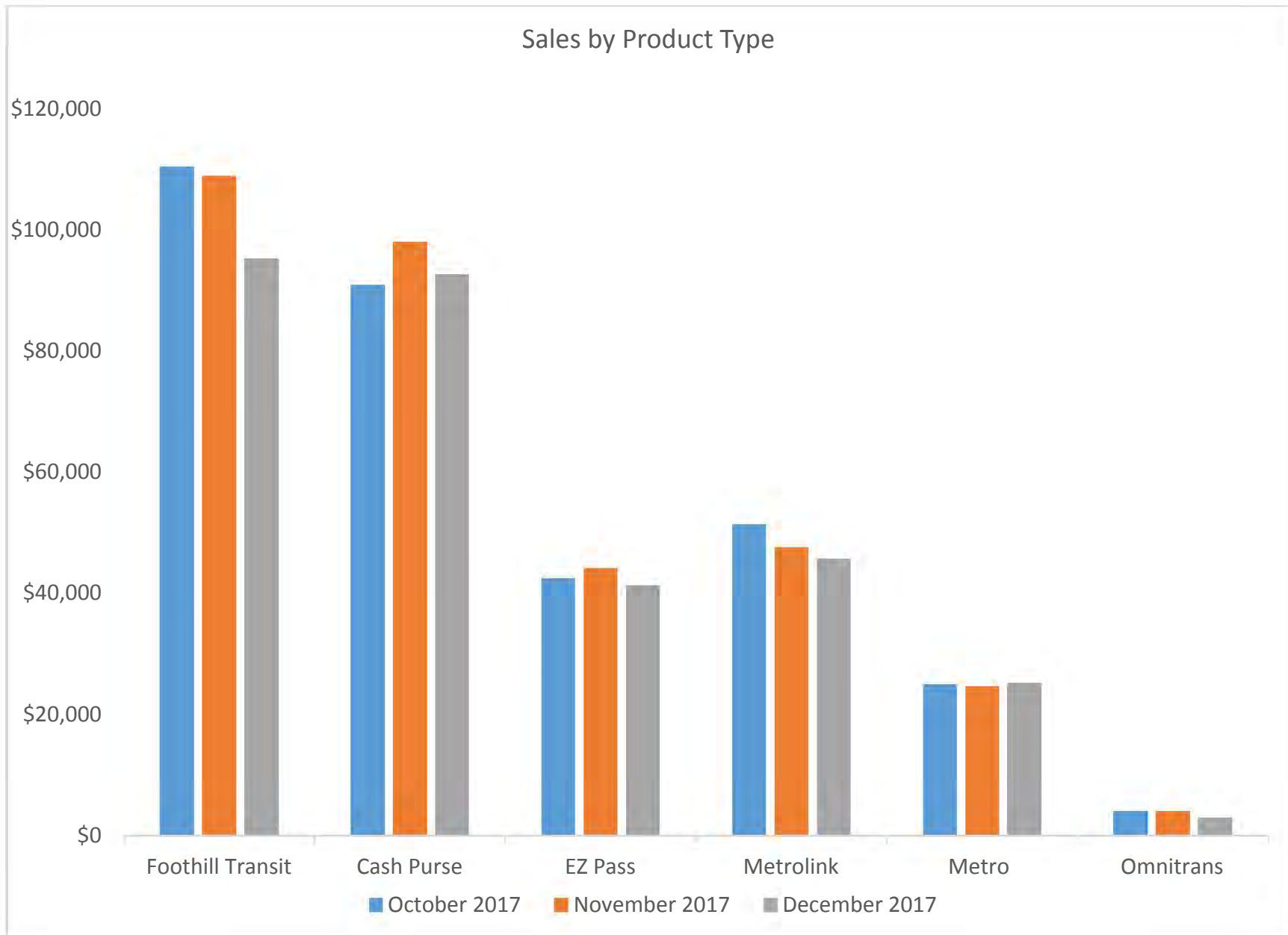
Sincerely,

LaShawn King Gillespie
Director of Customer Service and Operations

Doran J. Barnes
Executive Director

Sales by Store





Foothill Transit Product Sales

