



**Foothill Transit**

# Executive Board Meeting **AGENDA**

## SPECIAL EXECUTIVE BOARD MEETING

**8:30 AM**, APRIL 24, 2020

Foothill Transit Administrative Office

2<sup>nd</sup> Floor Board Room

100 South Vincent Avenue

West Covina, CA 91790

FOOTHILL TRANSIT IS TAKING ALL PRECAUTIONS POSSIBLE TO PREVENT THE SPREAD OF COVID-19. FOR THE HEALTH AND SAFETY OF ALL EXECUTIVE BOARD MEMBERS, FOOTHILL TRANSIT STAFF, AND THE PUBLIC, PARTICIPATION IN THE MEETING WILL BE DONE REMOTELY VIA TELECONFERENCE USING THE FOLLOWING ZOOM MEETING LINK: <https://foothilltransit.zoom.us/j/97664721417>. ALTERNATIVELY, TO PARTICIPATE VIA PHONE, DIAL (669) 900-6833 AND ENTER MEETING ID 976-6472-1417.

1. CALL TO ORDER
2. ROLL CALL: MEMBERS BARAKAT, BOYER, CALAYCAY, MOSS, STERNQUIST
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF JANUARY 10, 2020 AND REGULAR MEETING OF JANUARY 31, 2020
5. PUBLIC COMMENT

IF PARTICIPATING VIA ZOOM, CLICK ON "RAISE YOUR HAND" TO INDICATE YOU WOULD LIKE TO SPEAK. IF PARTICIPATING VIA PHONE CALL, SUBMIT A REQUEST TO [BOARD.SECRETARY@FOOTHILLTRANSIT.ORG](mailto:BOARD.SECRETARY@FOOTHILLTRANSIT.ORG) BY CLOSE OF BUSINESS ON APRIL 23, 2020.

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

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



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5.1. Executive Director Response to Public Comment

**CONSENT CALENDAR:** Items 6 through 14 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

6. FEBRUARY 2020 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

*Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through February 29, 2020. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of February 29, 2020, for the fiscal year ending June 30, 2020.*

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

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

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

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

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

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

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

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

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

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

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

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

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



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7. COACH OPERATOR AUDIT RESULTS

*Recommended Action: Receive and file the results of the FY2019-2020 Third Quarter Coach Operator Audits.*

8. EQUAL EMPLOYMENT OPPORTUNITY POLICY

*Recommended Action: Adopt the attached Foothill Transit Equal Employment Opportunity (EEO) Policy (Attachment A).*

9. REQUEST TO ISSUE INVITATION FOR BIDS - FIREWALL REPLACEMENT

*Recommended Action: Authorize the Executive Director to issue Invitation for Bids (IFB) No. 20-091 for the purchase and installation of a replacement firewall for the Foothill Transit Data Center located at the administrative offices.*

10. REQUEST TO ISSUE INVITATION FOR BIDS - MT. SAN ANTONIO COLLEGE TRANSIT CENTER CONSTRUCTION

*Recommended Action: Authorize the Executive Director to issue IFB No. 20-062 for construction related to the Mt. San Antonio College (Mt. SAC) transit center.*

11. REQUEST TO ISSUE REQUEST FOR PROPOSALS - FUEL CELL CONSULTING SERVICES

*Recommended Action: Authorize the Executive Director to issue a Request for Proposals (RFP) for Fuel Cell Consulting Services.*

12. EXERCISE OF CONTRACT OPTION - GENERAL MARKETING SERVICES

*Recommended Action: Authorize the Executive Director to exercise the first of two one-year options to extend Contract No. 17-053 with Pulsar Advertising, Inc., for the provision of general marketing services.*

13. SOLE SOURCE CONTRACT AWARD - BUS SIGNAL PRIORITY PROJECT

*Recommended Action: Authorize the Executive Director to enter into a sole source contract in the amount of \$149,036.77 with Iteris, Inc. for the Line 187 bus signal priority project.*



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14. SOLE SOURCE CONTRACT AWARD - HEADSIGN REPLACEMENT

*Recommended Action: Authorize the Executive Director to award a Sole Source Contract No. 20-059 to Luminator in the amount of \$799,100, plus sales tax and shipping cost, for headsign replacement on 131 Foothill Transit buses.*

REGULAR AGENDA:

15. COVID-19 OPERATIONS UPDATE

*Recommended Action: Receive and file an update on Foothill Transit operations during the COVID-19 pandemic and Los Angeles County Safer-At-Home order.*

16. APRIL 2020 LEGISLATIVE SUMMARY

*Recommended Action: Receive and file the April 2020 Legislative Summary.*

17. FINANCIAL STABILITY POLICY FY2020-2021 FINANCIAL STRATEGIES

*Recommended Action: Approve the revised Financial Stability Policy update to include the FY2020-2021 financial strategies for budget planning.*

18. RESOLUTION ADOPTING CHANGES TO THE EXECUTIVE AND GOVERNING BOARD MEETING SCHEDULE FOR 2020

*Recommended Action: Adopt Resolution 2020-02 (Attachment A) adopting changes to the Executive and Governing Board Meeting Schedule for 2020 (Attachment B), and adopting Friday, June 26, 2020 at 7:45 a.m. as the new date and time for the Annual Meeting.*

19. FOOTHILL TRANSIT VALUES STATEMENTS

*Recommended Action: Authorize the Executive Director to adopt the revised Foothill Transit Values statements.*

20. SOLE SOURCE CONTRACT AWARD - REAL-TIME PASSENGER INFORMATION SYSTEM

*Recommended Action: Authorize the Executive Director to enter into a sole source agreement in the amount of \$360,387 with Avail Technologies for the Avail MyStop Real Time Passenger Information System.*



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21. DRIVER BARRIER PROCUREMENT

*Recommended Action: Authorize the Executive Director to utilize the most expedient and cost efficient method possible to procure and have installed 197 driver barriers on the Foothill Transit coaches that currently do not have such barriers.*

22. SOLE SOURCE CONTRACT AWARD - ALL DOOR BOARDING EQUIPMENT PURCHASE AND INSTALLATION

*Recommended Action: Authorize the Executive Director to award a sole source contract to Cubic Transportation, Inc., for installation of TAP Bus Mobile Validators (BMV) at the rear door(s) of Foothill Transit revenue vehicles, at a total cost of \$2,000,000.*

23. EXECUTIVE DIRECTOR COMMENT

24. BOARD MEMBER COMMENT

25. ADJOURNMENT



**Foothill Transit**

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

**SUNLINE TRANSIT AGENCY  
32-505 HARRY OLIVE TRAIL  
THOUSAND PALMS, CA 92276**

**Friday, January 10, 2020  
9:30 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Sternquist at 9:35 a.m.

**2. ROLL CALL**

Present: Member Richard Barakat, Member Gary Boyer, Vice Chair  
Cynthia Sternquist

Absent: Member Corey Calaycay

**3. FUEL CELL FACILITY TOUR**

Foothill Transit Executive Board Members participated in a site tour of the SunLine Transit hydrogen fuel cell facility.

**4. ADJOURNMENT**

Adjournment for the January 10, 2020 Foothill Transit Special Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 1:55 p.m.

Prepared by:

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Christina Lopez, Board Secretary

Approved on: XX/XX/2020



**Foothill Transit**

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

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

**Friday, January 31, 2020  
9:15 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Vice Chair Sternquist at 9:17 a.m.

**2. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Richard Barakat, Member Gary Boyer, Member Corey Calaycay, Member Cory Moss, Vice Chair Cynthia Sternquist,

**3. APPROVAL OF AGENDA**

At staff's request Item 14, Equal Employment Opportunity Policy, was pulled from the agenda. The item will be brought back to the March 2020 Executive Board Meeting for action.

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

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

Approval of the minutes for the Regular Meeting of December 20, 2019.

Motion by Member Calaycay, second by Member Boyer, the minutes for the Regular Meeting of December 20, 2019 were approved. Motion carried 4-0, Member Moss abstention.

**5. PUBLIC COMMENT**

Laura Hendricks, President, Transdev addressed the Executive Board. She stated that she just completed her first full month in the position. She looks forward to working with Foothill Transit and continuing the successful

relationship.

## **CONSENT CALENDAR**

### **6. JANUARY 2020 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the January 2020 Legislative Summary.

Motion by Member Calaycay, second by Member Boyer, to receive and file.  
Motion carried 5-0.

### **7. PROPOSED 2020 FEDERAL, STATE, AND LOCAL LEGISLATIVE PROGRAMS**

Recommendation: Adopt the proposed 2020 Federal, State, and Local Legislative Programs as outlined in Attachments A, B, and C.

Motion by Member Calaycay, second by Member Boyer, to adopt. Motion carried 5-0.

### **8. COACH OPERATOR AUDIT RESULTS**

Recommendation: Receive and file the results of the FY2019-2020 Second Quarter Coach Operator Audits.

Motion by Member Calaycay, second by Member Boyer, to receive and file.  
Motion carried 5-0.

## **REGULAR AGENDA**

### **9. ELECTION OF Foothill TRANSIT BOARD CHAIR AND POSSIBLY VICE CHAIR**

Motion by Member Barakat, second by Vice Chair Calaycay, to elect Vice Chair Sternquist to Executive Board Chair . Motion carried 5-0.

Motion by Member Boyer, second by Member Barakat, to elect Member Calaycay to Executive Board Vice Chair. Motion carried 5-0.

### **10. CALIFORNIA TRANSIT ASSOCIATION REQUEST FOR ANNUAL FALL CONFERENCE HOSTS**

Recommendation: Authorize Foothill Transit to submit an application in



response to the California Transit Association's request for Annual Fall Conference hosts.

Yoko Igawa, Manager of Public Affairs, presented this item.

Ms. Igawa reported that every year the California Transit Association holds its fall conference and EXPO. The association is seeking hosts for 2022, 2023, and 2024 in order to plan ahead two to three years in advance. Five years ago Foothill Transit served as conference host in Pasadena. The association assumes all financial responsibility for conference planning and onsite execution. The conference host agencies use their discretion to augment the association efforts to make the conference a success.

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

11. **UPDATE FOR RFP - OPERATIONS OF TRANSIT SERVICES - ARCADIA/IRWINDALE FACILITY (RFP NO. 20-010)**

Recommendation: Receive and file the update on Request for Proposals No. 20-010, Operations of Transit Services.

Chris Pieper, Director of Procurement, presented this item.

Mr. Pieper reported that a Request for Proposal was issued on September 30, 2019. A total of four proposals were received on January 7, 2020. All four proposals passed the prequalification review. All four firms will be interviewed on February 13, 2020. The Executive Board will authorize a contract award at the March 27, 2020, and the commencement date for transit services will be June 28, 2020.

Received and filed.

12. **FOOTHILL TRANSIT PUBLIC TRANSPORTATION AGENCY SAFETY PLAN**

Recommendation: Adopt Foothill Transit's Public Transportation Agency Safety Plan (PTASP).

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

Ms. Gillespie presented an overview of Foothill Transit's Public Transportation Agency Safety Plan (PTASP). Foothill Transit management



staff and contractor staff have been working to develop the fiscal year 2020-2021 plan. The PTASP is a plan required by the Federal Transit Administration and the compliance deadline is July 20, 2020. The plan consists of four components, the Safety Management System, Safety Performance Targets, Employee Reporting Program, and Comprehensive Training Program. The PTASP requires approval by an accountable executive, designation of a chief safety officer, and adoption by the board of directors.

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

13. **FINANCIAL STABILITY POLICY FY2020-2021 FINANCIAL STRATEGIES**

Recommendation: Approve the annual Financial Stability Policy update to include the FY2020-FY2021 financial strategies for budget planning.

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

Ms. Caldwell reported that annual strategies include to adjust expenses as needed to include new operating contract as the Arcadia/Irwindale Operations and Maintenance Facility, improve service efficiency, adopt an annual budget with allocations required to meet the Transit Asset Management Plan, aggressively pursue grants for capital projects, and continue to invest reserved funds according to the investment policy.

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

14. **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

Recommendation: Adopt the attached Foothill Transit Equal Employment Opportunity (EEO) Policy (Attachment A).

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

15. **EXECUTIVE DIRECTOR COMMENT**

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



Mr. Barnes reported the following:

- Congratulated new elected individuals to the Executive Board, Member Moss on her election to the Executive Board, and Vice Chair Calaycay and Chair Sternquist on their respective election as board officers.
- Foothill Transit's Strategic Planning Workshop is scheduled for February 28, 2020. Topics include ridership strategies, fuel technology, vehicle automation. Also to be discussed, evaluation tools to conduct the Executive Director's review.

16. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

There were no comments by members of the Executive Board.

17. **ADJOURNMENT**

Adjournment for the January 31, 2020 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:05 a.m.

Prepared by:

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Christina Lopez, Board Secretary

Approved on:



April 24, 2020

To: Executive Board

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

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### **Recommendation**

Receive and file the Financial Statements and Investment Summary year-to-date report through February 29, 2020.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of February 29, 2020, for the fiscal year ending June 30, 2020.

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

#### Assets

The balance sheet, as of February 29, 2020, shows total assets at \$336.43 million. This total consists primarily of \$221.83 million in fixed assets; \$102.86 million in cash and investments; and \$11.06 million in receivable and prepaid assets. Foothill Transit's cash position of \$91.94 million is \$2.08 million more than the previous month, and is \$34.79 million more than last year in February.

#### Liabilities

The accounts payable balance is \$13.73 million. Accounts Payable include operation and maintenance expenses for \$10.18 million and \$0.98 million for fuel.

The deferred revenue of \$58.95 million represents funds that are reserved for planned capital expenditures, such as upcoming bus procurements and transit center construction activities.

#### Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$32.28 million in liquid accounts held with Bank of the West; \$13.37 million in interest bearing money market accounts with Bank of the West; \$67,900 with Chase; \$10.92 million with US Treasury; and \$46.22 million invested in the Local Agency Investment Fund (LAIF).



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

**Operating and Capital Revenues and Expense Analysis** (Attachment C)

February 2020 year-to-date fare revenues were \$10.85 million which is \$434,291 less than the budgeted amount and \$12,982 less than February 2019. Operating costs through February 2020 were \$65.39 million, which is \$3.80 million less than the budget and \$1.54 million more than February 2019. Of this \$65.39 million, \$51.59 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel which was \$4.40 million through February 2020.

Capital expenditures through February were \$16.01 million compared with \$22.62 million last year at this time. The annual budget for capital expenditures includes the purchase of CNG buses and two Double Deck electric buses, construction for the Covina Park & Ride and Transit Center project, and completion of the farebox refurbishment project.

Farebox Recovery Ratio

The February year-to-date farebox recovery ratio was 16.59 percent, which is 0.19 percent higher than the performance target of 16.4 percent. The farebox recovery ratio is calculated by dividing the total fare revenue of \$10,851,709 by the total bus operating expense of \$65,391,806. This ratio is less than the February 2019 ratio of 17.11 percent. Foothill Transit continues to analyze bus ridership and participate in the region-wide ridership bus system improvement program.

**Total Disbursements** (Attachment D)

Total disbursements reflect invoices paid for the month of February 2020; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Foothill Transit accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for February 2020 were \$6.26 million. Capital disbursements totaled \$2.63 million and other significant disbursements include \$0.88 million to Keolis and \$1.31 million to Transdev for bus operating services.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Doran J. Barnes  
Executive Director

Foothill Transit  
Balance Sheet  
As of February 29, 2020

**Assets**

## Current Assets:

Cash	\$91,936,362
Investments	10,923,388
Due from government agencies	7,699,318
Other receivables	2,051,448
Other assets	1,307,688

Total Current Assets	\$113,918,204
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## Non current Assets:

Notes receivable	673,569
Property & Equipment (net of depreciation)	221,834,786

Total Non Current Assets	222,508,355
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Total Assets	\$336,426,559
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**Liabilities and Equity**

## Current Liabilities:

Accounts payable and accrued liabilities	\$14,180,876
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Deferred Revenue	56,273,694
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Total Liabilities	\$70,454,570
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**Equity**

## Fund Balance:

Investment in Capital Assets	\$221,834,786
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Current Year Change	3,296,410
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Reserve	40,840,793
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Total Equity	\$265,971,989
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Total Liabilities and Equity	\$336,426,559
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**Attachment B**

Summary of Cash and  
Investment Account  
For February 29, 2020

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$13,581,077
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,200
Bank of the West-Excise Tax/LCFS #1106	N/A	Demand Deposit	18,694,678
BOW-Prop 1B-Cal Grants #1105	1.30%	Demand Deposit	2,273,374
Bank of the West-Money Market #1110	1.30%	Demand Deposit	4,953,231
Bank of the West-Money Market #1111	1.30%	Demand Deposit	4,913,623
Bank of the West-LCTOP #1108	1.30%	Demand Deposit	1,228,021
Chase Business Saving #1109	0.28%	Demand Deposit	67,956
LAIF Investment #1141	2.29%	Demand Deposit	46,222,802
Subtotal Cash on Hand			<u>\$91,936,362</u>
 Investments:			
Bank of the West:			
1 Maturity - 06/11/2020 - 6 months	1.475%	US Treasury Bill	9,934,639
Wells Fargo			
1 Maturity - 06/04/2020 - 6 months	1.30%	US Treasury Bill	988,749
			0
Subtotal Investments			<u>\$10,923,388</u>
Total Cash and Investments			<u><u>\$102,859,750</u></u>

**Foothill Transit**  
**Statement of Revenue and Expense**  
**For Month Ended February 29, 2020**

	Actual YTD February 2020	Budget YTD February 2020	Variance	Actual YTD February 2019
<b>Fare Revenue</b>				
Farebox	\$4,231,703	\$5,132,000	(17.54%)	\$4,851,615
Pass Sales	2,657,764	2,487,333	6.85%	2,548,945
TAP Cash Purse	3,089,136	2,766,667	11.66%	2,584,942
MetroLink & Access Service	376,889	402,000	(6.25%)	374,903
EZ Transit Pass	496,217	498,000	(0.36%)	504,287
<b>Total Operating Revenue</b>	<b>\$10,851,709</b>	<b>\$11,286,000</b>	<b>(3.85%)</b>	<b>\$10,864,691</b>
<b>Operating Subsidies and Other</b>				
Transportation Development Act	\$10,570,559	\$14,964,082	(29.36%)	\$15,339,009
State Transit Assistance (STA)	3,510,397	3,510,397	0.00%	2,723,086
Senate Bill 1 - STA	2,286,037	2,286,037	0.00%	1,603,249
Senate Bill 1 - STA BSCP	250,575	250,575	0.00%	175,387
CalTrans-LCTOP	521,301	521,301	0.00%	97,171
Prop A 40% Discretionary	11,040,011	11,040,011	0.00%	10,820,304
Prop A 40% BSCP	3,545,653	3,545,653	0.00%	3,312,056
Prop A Exchange	2,200,000	2,200,000	0.00%	0
Prop C BSIP	651,735	651,735	0.00%	637,206
Prop C Base Restructuring	1,399,857	1,399,857	0.00%	1,368,651
Prop C Transit Service Expansion	233,275	233,275	0.00%	228,075
Transit Security	694,707	694,707	0.00%	669,051
Measure R	8,163,483	8,163,483	0.00%	7,544,241
Measure M	8,443,716	8,443,716	0.00%	7,616,761
Miscellaneous Transit Revenues	1,028,792	0	0.00%	849,546
<b>Total Subsidies and Other</b>	<b>\$54,540,097</b>	<b>\$57,904,828</b>	<b>(5.81%)</b>	<b>\$52,983,794</b>
<b>Total Operating Revenue</b>	<b>\$65,391,806</b>	<b>\$69,190,828</b>	<b>(5.49%)</b>	<b>\$63,848,484</b>
<b>Other Revenues</b>				
Gain on Sale of Fixed Assets	\$311,841	\$0	0.00%	\$3,609
Auxiliary Revenue	307,482	636,667		963,566
<b>Total Other Revenues</b>	<b>619,324</b>	<b>636,667</b>	<b>(2.72%)</b>	<b>\$967,175</b>
<b>Total Operating and Other Revenues</b>	<b>66,011,130</b>	<b>69,827,495</b>	<b>(5.47%)</b>	<b>\$64,815,659</b>
<b>Operating Expenses</b>				
Customer Service & Operations	\$57,969,914	\$58,546,538	(0.98%)	\$57,045,082
Maintenance & Vehicle Technology	517,628	525,312	(1.46%)	477,028
Marketing & Communications	972,461	1,492,464	(34.84%)	1,082,819
Information Technology	1,151,007	1,632,720	(29.50%)	1,182,995
Administration	1,729,733	2,312,034	(25.19%)	1,480,437
Procurement	441,219	592,204	(25.50%)	301,922
Finance	981,848	1,179,117	(16.73%)	1,010,329
Planning	711,640	1,305,482	(45.49%)	451,509
Facilities	916,357	1,604,957	(42.90%)	816,362
<b>Total Operating Expenses</b>	<b>\$65,391,806</b>	<b>\$69,190,828</b>	<b>(5.49%)</b>	<b>\$63,848,484</b>
<b>Other Expenses</b>				
Property Management	\$308,507	\$236,667	30.36%	\$275,611
Dial-A-Ride	0	0	0.00%	370,626
Special Services	310,816	400,000	(22.30%)	320,938
<b>Total Other Expenses</b>	<b>\$619,324</b>	<b>\$636,667</b>	<b>(2.72%)</b>	<b>\$967,175</b>
<b>Total Operating and Other Expenses</b>	<b>\$66,011,130</b>	<b>\$69,827,495</b>	<b>(5.47%)</b>	<b>\$64,815,659</b>
<b>Capital Revenues</b>				
Capital Grants	\$16,001,379	\$51,163,907	(68.73%)	\$22,615,929
<b>Capital Expenditures</b>				
Capital Expenditures	\$16,001,379	\$51,163,907	(68.73%)	\$22,615,929

**Bank Account - Check Details**

Period: 02/01/20..02/29/20

Foothill Transit

Tuesday, March 10, 2020

FOOTHILLTRANSITLHERNADEZ

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 02/01/20..02/29/20

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
<b>B001</b>	<b>General Checking</b>						
	Phone No.		800-488-2265				
02/07/20	55408	Air & Lube Systems Inc.	In-Ground Lift Decommission & Floor Coating	202,338.97	202,338.97	0.00	Posted
02/07/20	55409	Alltech Industries, Inc.	12/19 DTLA Layover Security Services	5,436.38	5,436.38	0.00	Posted
02/07/20	55410	Amtec Human Capital, Inc.	1/6/20-1/10/20 Kammy Chang	1,474.16	1,474.16	0.00	Posted
02/07/20	55411	AT and T - 105068	EI Monte back line	36.00	36.00	0.00	Posted
02/07/20	55412	AT and T - 5019	Phone service. Inv2886872504	400.06	400.06	0.00	Posted
02/07/20	55413	AT and T - 5025	EI Monte phone line (626)452-1579 & (626)452-1587	296.65	296.65	0.00	Posted
02/07/20	55414	AT and T - 5025	EI Monte phone line router management	229.14	229.14	0.00	Posted
02/07/20	55415	Atlas Performance Industries, Inc.	02/20 DTLA Trailer Rental	760.00	760.00	0.00	Posted
02/07/20	55416	Azusa Light & Water	01/20 Covina P&R Fire SVC Retail	224.38	224.38	0.00	Posted
02/07/20	55417	Best Contracting Services Inc.	RETAIN FROM KPO 19-024	13,635.65	13,635.65	0.00	Posted
02/07/20	55418	California Transit Association	Membership Dues 01/01/20-01/01/21	26,000.00	26,000.00	0.00	Posted
02/07/20	55419	Chamber of Commerce - Glendora	Glendora's Mayor Prayer Breakfast	500.00	500.00	0.00	Posted
02/07/20	55420	Charter Communications Inc.	Admin building cable TV	176.01	176.01	0.00	Posted
02/07/20	55421	City of Pomona - Passes	Get about tickets	2,000.00	2,000.00	0.00	Posted
02/07/20	55422	Cupertino Electric	Troubleshooting PV System at Arcadia Yard	1,666.58	1,666.58	0.00	Posted
02/07/20	55423	Dalila Ortiz	NTI DBE Training Reimbursement	345.11	345.11	0.00	Posted
02/07/20	55424	E.S.G.Valley Japanese Community Ctr	2020 Cherry Blossom Festival - Hanami Sponsor	1,000.00	1,000.00	0.00	Posted
02/07/20	55425	Farid Mosri Duran	Educational Assistance and Reimbursement 11/22/19	865.67	865.67	0.00	Posted
02/07/20	55426	FEDEX Corp.	Express Mail	10.45	10.45	0.00	Posted
02/07/20	55427	Frontier	Industry Park and Ride Phone Line	990.12	990.12	0.00	Posted
02/07/20	55428	Government Finance Officers Asoc.	Michelle Caldwell membership fee1/1/20-12/31/20	450.00	450.00	0.00	Posted
02/07/20	55429	Henry Lopez	Educational Assistance and Reimbursement 9/18/19	3,464.52	3,464.52	0.00	Posted
02/07/20	55430	Hinderliter, de Llamas & Associates	West Covina Office Bldg Lease	3,285.00	3,285.00	0.00	Posted
02/07/20	55431	Home Depot Credit Services	12/19 P&R/Facility Supplies	1,337.12	1,337.12	0.00	Posted
02/07/20	55432	Industry Public Utility Commission	12/19 Industry P&R Electricity	1,100.37	1,100.37	0.00	Posted
02/07/20	55433	Lourdes L. Alvarez	Reimbursable expense 1/15-17/20	248.77	248.77	0.00	Posted
02/07/20	55434	Mobile Relay Associates Inc.	Mobile Radio / Portable Radio Analog Service	21,126.15	21,126.15	0.00	Posted
02/07/20	55435	New Millennium Construction Services	Room 324 Farebox Office Renovation	407.55	407.55	0.00	Posted
02/07/20	55436	Newage PHM, LLC	01/20 Transit Store 2 Lease	15,260.36	15,260.36	0.00	Posted
02/07/20	55437	Office Depot	Office Supplies	122.59	122.59	0.00	Posted
02/07/20	55438	Paulina Ruiz	TRB Annual Meeting reimbursement	268.71	268.71	0.00	Posted
02/07/20	55439	Raycom	Radio maintenance	317.00	317.00	0.00	Posted
02/07/20	55440	Rivet Campus Media	APU, Mt. SAC, Rio Hondo Advertising	6,756.00	6,756.00	0.00	Posted
02/07/20	55441	San Gabriel Valley Economic	Legaslatve Luncheon	150.00	150.00	0.00	Posted
02/07/20	55442	San Gabriel Valley PAN	Public Affairs - SGV Update w/ Kathryn Barger	750.00	750.00	0.00	Posted
02/07/20	55443	Schindler Elevator Corporation	1/4/20 Weekend Service Call	607.79	607.79	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
02/07/20	55444	Skyline Pest Control	01/20 Monthly Pest Control	95.00	95.00	0.00	Posted
02/07/20	55445	Southern California Edison Co.	01/20 Covina P&R Electricity	282.89	282.89	0.00	Posted
02/07/20	55446	Southern California Edison Co.	Arcadia yard electricity	553.76	553.76	0.00	Posted
02/07/20	55447	Southern California Edison Co.	Arcadia yard electricity	431.67	431.67	0.00	Posted
02/07/20	55448	State Compensation Insurance Fund	01/20 Worker's Comp premium	4,158.58	4,158.58	0.00	Posted
02/07/20	55449	Suburban Water Systems	12/19 Admin Fire Pump Water	482.21	482.21	0.00	Posted
02/07/20	55450	The Gas Co.	01/20 Admin Bldg Gas	1,470.16	1,470.16	0.00	Posted
02/07/20	55451	Thomas J. Koontz	Business Cards	128.99	128.99	0.00	Posted
02/07/20	55452	Thompson Coburn LLP	11/19 General Legal	8,423.70	8,423.70	0.00	Posted
02/07/20	55453	Walnut Valley Water District	12/19 Industry P&R Fire Pump Water	31.03	31.03	0.00	Posted
02/07/20	55454	Weatherite Corporation	12/19 PHTS HVAC Maintenance	1,777.00	1,777.00	0.00	Posted
02/07/20	55455	Westgate Ctr for Leadership Management Development	Transit & Paratransit Mgmt. Program - L. Lee	2,490.00	2,490.00	0.00	Posted
02/07/20	55456	Zoom Video Communications Inc.	Zoom conference calling annual renewal13020-012921	7,794.80	7,794.80	0.00	Posted
02/07/20	55457	John Joseph Lutz	Final Payroll for PTO cashout ending 2/11/20	3,014.72	3,014.72	0.00	Posted
02/07/20	55458	John Joseph Lutz	Final payroll for 2/11/2020	1,294.44	1,294.44	0.00	Posted
02/12/20	E01439	Keolis Transit Services LLC	11/19 Pomona PMI's	14,500.00	0.00	0.00	Posted
02/12/20	E01440	Transdev Services, Inc.	01/19/2020 Rosebowl Half Pasadena Marathon	5,735.34	0.00	0.00	Posted
02/12/20	E01441	Transdev Services, Inc.	Reimbursement for bus 2106 NFI parts	1,927.49	0.00	0.00	Posted
02/12/20	E01442	Transdev Services, Inc.	Reimbursement for bus 2121 NFI parts	1,927.49	0.00	0.00	Posted
02/12/20	E01443	Transdev Services, Inc.	Reimbursement for bus 2111 NFI parts	1,927.49	0.00	0.00	Posted
02/12/20	E01444	Transdev Services, Inc.	Reimbursement for bus 2107 NFI parts	1,927.49	0.00	0.00	Posted
02/12/20	E01445	Transdev Services, Inc.	01-23-2020 BRF CTC Test Run	148.18	0.00	0.00	Posted
02/12/20	E01447	International City Management Assoc. Retirement Co	Payroll ending 2/8/20 retirement fund	45,555.64	0.00	0.00	Posted
02/13/20	A000005	Foothill Transit		1.00	0.00	1.00	Voided
02/13/20	A000006	Foothill Transit		1.00	0.00	0.00	Exported
02/14/20	55459	ACC Business	West Covina admin building Internet	3,996.75	3,996.75	0.00	Posted
02/14/20	55460	Air & Lube Systems Inc.	In-Ground Lift Decommission & Floor Coating	316,798.88	316,798.88	0.00	Posted
02/14/20	55461	Amtec Human Capital, Inc.	Kammy Chang 1/21/20-1/24/20	718.16	718.16	0.00	Posted
02/14/20	55462	C.A.T. Specialties	Order PO021203	229.95	229.95	0.00	Posted
02/14/20	55463	Cal Poly Pomona Foundation	02/20 Board Retreat	2,265.36	2,265.36	0.00	Posted
02/14/20	55464	CIGNA Group Insurance	1/20 Life insurance premium	4,796.57	4,796.57	0.00	Posted
02/14/20	55465	Cintas Corporation #2	First Aid Kit Supplies	139.46	139.46	0.00	Posted
02/14/20	55466	County of L.A. - Sheriff's Dept.	12/01-30/19 TSB Transit service	7,592.67	7,592.67	0.00	Posted
02/14/20	55467	Crowe LLP	11/30/19 Audit Services	5,230.00	5,230.00	0.00	Posted
02/14/20	55468	Crown Castle USA Inc.	Tower rental	801.11	801.11	0.00	Posted
02/14/20	55469	Daley and Heft, LLP	12/19 Legal Fees	1,583.50	1,583.50	0.00	Posted
02/14/20	55470	Darold D. Pieper Attorney at Law	1/20 Legal Fees	7,898.93	7,898.93	0.00	Posted
02/14/20	55471	Digium Inc.	Pomona Yard Phone service	2,136.29	2,136.29	0.00	Posted
02/14/20	55472	Encore Awards and Marking	Name Badges	61.97	61.97	0.00	Posted
02/14/20	55473	ENO Transportation Foundation	2020 Membership	7,000.00	7,000.00	0.00	Posted
02/14/20	55474	EV Connect, Inc.	2020 EV Chargers Network Plan/ Customer services	2,205.00	2,205.00	0.00	Posted
02/14/20	55475	Excel Paving Company	DTLA Layover Improvements Site	23,460.25	23,460.25	0.00	Posted
02/14/20	55476	Facilities Protection Systems	1/31/20 System in Alarm	752.00	752.00	0.00	Posted
02/14/20	55477	FEDEX Corp.	Express Mail	402.77	402.77	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
02/14/20	55478	Felicia Friesema	Travel & Meeting Reimbursement	57.05	57.05	0.00	Posted
02/14/20	55479	Green Thumb Indoor Plant	02/2020 Indoor Plant Care	213.00	213.00	0.00	Posted
02/14/20	55480	IBI Group	12/1-12/31/19 CAD/AVL Replacement Consulting	4,857.00	4,857.00	0.00	Posted
02/14/20	55481	Landmark Healthplan of California, Inc.	2/20 Chiropractor insurance premium	1,037.38	1,037.38	0.00	Posted
02/14/20	55482	Leverage Information Systems, Inc.	Security System - Covina Transit Center	137,838.35	137,838.35	0.00	Posted
02/14/20	55483	Linda Apodaca	Travel and Meeting Reimbursement 120619	137.10	137.10	0.00	Posted
02/14/20	55484	New Millennium Construction Services	Renovation of Office 606 at the Administrative Off	22,218.60	22,218.60	0.00	Posted
02/14/20	55485	Office Depot	Office Supplies	333.39	333.39	0.00	Posted
02/14/20	55486	Proterra Inc	Arcadia In-Depot Charger Installation	896,417.15	896,417.15	0.00	Posted
02/14/20	55487	Ritta Merza	Reimbursable Expenses 1/22-23/20	144.85	144.85	0.00	Posted
02/14/20	55488	Rivet Campus Media	APU, Mt. SAC, Rio Hondo	6,756.00	6,756.00	0.00	Posted
02/14/20	55489	Rodger's Food Service	Catering for 1/31/2020 Governing Board Meeting	722.70	722.70	0.00	Posted
02/14/20	55490	Staples Business Adv.-Dept. LA	Office Supplies	1,532.42	1,532.42	0.00	Posted
02/14/20	55491	The Poly Post	Advertising 1/21/2020	242.25	242.25	0.00	Posted
02/14/20	55492	Thomas J. Koontz	Printing of 500 TAP stickers	477.38	477.38	0.00	Posted
02/14/20	55493	Thompson Coburn LLP	12/19 General Legal	49,448.32	49,448.32	0.00	Posted
02/14/20	55494	Universal Waste Systems	9/19-11/19 DTLA Sanitation Services	7,972.00	7,972.00	0.00	Posted
02/14/20	55495	Weatherite Corporation	Boiler Pump Repair	2,250.00	2,250.00	0.00	Posted
02/14/20	55496	Wright Express	fuel bill for January 2020	357.02	357.02	0.00	Posted
02/14/20	55497	Yoko Igawa	Reimbursable Expenses 1/29/20	41.58	41.58	0.00	Posted
02/19/20	A000007	Foothill Transit	ACH Testing	1.00	0.00	0.00	Posted
02/20/20	55498	John Joseph Lutz	sEVERANCE pAY 2/20/2020	14,086.61	14,086.61	0.00	Posted
02/21/20	55499	Air & Lube Systems Inc.	Permit Fee Reimbursement	4,680.41	4,680.41	0.00	Posted
02/21/20	55500	Allied Administrators for Delta Dental	3/2020 Dental insurance premium	7,128.94	7,128.94	0.00	Posted
02/21/20	55501	Amazon Web Services, Inc	Web hosting	628.77	628.77	0.00	Posted
02/21/20	55502	Athens Services- 54957	2/20 Admin Bldg Trash	1,125.51	1,125.51	0.00	Posted
02/21/20	55503	Athens Services- 54957	2/20 Parking Lot Sweeping	387.88	387.88	0.00	Posted
02/21/20	55504	Azteca Landscape	01/20 Landscape Maintenance	2,754.44	2,754.44	0.00	Posted
02/21/20	55505	California Choice	3/2020 Health Insurance Premium	59,593.99	59,593.99	0.00	Posted
02/21/20	55506	CALTEC Corporation	Admin Restroom Renovations	179,628.85	179,628.85	0.00	Posted
02/21/20	55507	Chamber of Commerce - Claremont	Bronze Chairman Circle Annual Membership	1,500.00	1,500.00	0.00	Posted
02/21/20	55508	CIGNA Group Insurance	2/20 Life insurance premium	4,878.92	4,878.92	0.00	Posted
02/21/20	55509	City of Covina	Deposit Acct Outstanding Balance - Covina Forwad	18,933.11	18,933.11	0.00	Posted
02/21/20	55510	Civic Publications	Advertising Covina New Transit Center	4,987.00	4,987.00	0.00	Posted
02/21/20	55511	Clean Energy	12/19 Arcadia CNG Takeover Not Alt Fuel	297,180.94	297,180.94	0.00	Posted
02/21/20	55512	Donald Luey	Reimbursable expense 2/11,14/20	41.40	41.40	0.00	Posted
02/21/20	55513	Farid Mosri Duran	Educational Assistance and Reimbursement1/8-2/1/20	865.67	865.67	0.00	Posted
02/21/20	55514	Keystone Uniform Depot	New Hire safety vests	64.10	64.10	0.00	Posted
02/21/20	55515	Leverage Information Systems, Inc.	Security System - Covina Transit Center	16,102.50	16,102.50	0.00	Posted
02/21/20	55516	Lillian Lin	Reimburse for Metro Gold pass February 2020	100.00	100.00	0.00	Posted
02/21/20	55517	Metrolink	11/19 Metrolink passes	63,148.75	63,148.75	0.00	Posted
02/21/20	55518	MTGL, Inc.	12/19 Professional services	2,746.00	2,746.00	0.00	Posted
02/21/20	55519	Pacific Products and Services, LLC.	Bus Stop Materials	5,513.72	5,513.72	0.00	Posted
02/21/20	55520	Psomas	11/19 A&E Mt. SAC Transit Center Project	27,269.50	27,269.50	0.00	Posted
02/21/20	55521	Pulsar Advertising	General Marketing & Administration FY2019-2020	13,851.75	13,851.75	0.00	Posted
02/21/20	55522	Rivet Campus Media	APU, Mt. SAC, Rio Hondo	6,756.00	6,756.00	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
02/21/20	55523	Roy Jorgensen Associates, Inc.	01/21 LicRenew Computerized Maintenance Management	7,396.00	7,396.00	0.00	Posted
02/21/20	55524	Standard Parking Corporation	1/20 Parking Lot Security	5,323.49	5,323.49	0.00	Posted
02/21/20	55525	Suburban Water Systems	12/19 Admin Bldg Landscape Water	885.74	885.74	0.00	Posted
02/21/20	55526	Thomas J. Koontz	2/20 Footnotes Monthly Newsletter	3,075.00	3,075.00	0.00	Posted
02/21/20	55527	Universal Waste Systems	01/20 DTLA Sanitation Services	2,774.00	2,774.00	0.00	Posted
02/21/20	55528	University of La Verne	Tuitions for Winter 2020	5,516.25	5,516.25	0.00	Posted
02/21/20	55529	Verizon Business - 15043	Cellular VPN	28,134.00	28,134.00	0.00	Posted
02/21/20	55530	Verizon Wireless	Cell Phone and avail cellular	23,277.12	23,277.12	0.00	Posted
02/21/20	55531	W.M. Klorman Construction Corp.	11/30/19 Covina Park & Ride Design-Build Phase 2	697,425.40	697,425.40	0.00	Posted
02/21/20	55532	Walnut Valley Water District	1/20 Industry P&R Landscape Water	44.98	44.98	0.00	Posted
02/21/20	55533	Waste Management Collection & Recycling, Inc.	2/20 Arcadia Warehouse Trash	376.92	376.92	0.00	Posted
02/25/20	E01446	Bankcard Center-Bank of the West	1/20 Agency credit card usages	15,850.57	0.00	0.00	Posted
02/26/20	E01448	Keolis Transit Services LLC	01/1-15 Pomona Contractor services	848,902.44	0.00	0.00	Posted
02/26/20	E01449	Keolis Transit Services LLC	12/19 Pomona PMI's	14,500.00	0.00	0.00	Posted
02/26/20	A000008	Transdev Services, Inc.	01/29/2020 BRF CTC Fire Alarm Maintenance	148.18	0.00	0.00	Posted
02/27/20	E01450	International City Management Assoc. Retirement Co	Payroll ending 2/22/20 retirement fund	44,678.35	0.00	0.00	Posted
02/27/20	A000009	Transdev Services, Inc.	01-22-2020 BRF Planning BSP Testing	385.26	0.00	0.00	Posted
02/27/20	A000010	Transdev Services, Inc.	Transporting Mini Bus Pomona, Monrovia	606.43	0.00	0.00	Posted
02/27/20	A000011	Transdev Services, Inc.	01/01/2020 Rosebowl Oregon vs. Wisconsin	22,966.80	0.00	0.00	Posted
02/27/20	A000012	Transdev Services, Inc.	01/1-15 Arcadia Contractor services	1,108,318.39	0.00	0.00	Posted
02/27/20	A000013	Transdev Services, Inc.	Reimbursement for bus 2105	1,927.49	0.00	0.00	Posted
02/27/20	A000014	Transdev Services, Inc.	Reimbursement for bus 1600	12,941.86	0.00	0.00	Posted
02/27/20	A000015	Transdev Services, Inc.	01/1-31 Ebus Charging at Azusa	14,320.03	0.00	0.00	Posted
02/27/20	A000016	Transdev Services, Inc.	10/17/2019 BRF Procurement Ebus to Arcadia	237.08	0.00	0.00	Posted
02/27/20	A000017	Transdev Services, Inc.	2/2020 Op&Facility Maintenance Service Agreement	156,043.67	0.00	0.00	Posted
02/27/20	A000018	Transdev Services, Inc.	12/2019 Additional Electrical Charges	7,385.03	0.00	0.00	Posted
02/27/20	A000019	Transdev Services, Inc.	1/2019-11/30/2019 Additional Electrical charges	134,481.43	0.00	0.00	Posted
02/28/20	55534	A1 Event & Party Rentals	Navy Tablecloths for Frank Kuo Farewell Lunch	364.42	364.42	0.00	Posted
02/28/20	55535	Amtec Human Capital, Inc.	Kammy Chang 1/28/20-1/31/20	897.70	897.70	0.00	Posted
02/28/20	55536	California Party Rentals	3/7/2020 Rodeo chairs, canopies and tables	3,756.50	3,756.50	0.00	Posted
02/28/20	55537	Christopher Pieper	CAPPO 2020 plus Other February 2020 Reimbursables	450.73	450.73	0.00	Posted
02/28/20	55538	Clean Energy	12/19 Pomona CNG Takeover Not Alt Fuel	226,708.52	226,708.52	0.00	Posted
02/28/20	55539	D and D Golf Cars Inc.	03/7/2020 Rodeo golf carts	602.25	602.25	0.00	Posted
02/28/20	55540	Dale Carnegie Training of Southern Los Angeles	Course for Denise M, Kenny Lu, Lourdes A, Jorge Q	4,785.00	4,785.00	0.00	Posted
02/28/20	55541	Day - Lite Maintenance Co. Inc.	01/20 Monthly Maintenance	96.00	96.00	0.00	Posted
02/28/20	55542	Encore Awards and Marking	Namebadge for Paulina Ruiz	22.23	22.23	0.00	Posted
02/28/20	55543	Gary Mandel Promotional Concepts	Order PO021288	22,102.58	22,102.58	0.00	Posted
02/28/20	55544	Grand Car Wash	Vehicle washing January 2020	654.23	654.23	0.00	Posted
02/28/20	55545	Green's Lock and Safe	Master Key and Duplicate Keys	188.52	188.52	0.00	Posted
02/28/20	55546	IBI Group	9/1-9/30/19 CAD/AVL Replacement Consulting	37,699.00	37,699.00	0.00	Posted
02/28/20	55547	Industry Public Utility Commission	01/20 Industry P&R Electricity	1,375.04	1,375.04	0.00	Posted
02/28/20	55548	Landmark Healthplan of California, Inc.	2/20 Chiropractor insurance premium	1,006.69	1,006.69	0.00	Posted
02/28/20	55549	Lauren Ashley Cucchissi	CAPPO/LF Conferences Reimbursement February 2020	284.97	284.97	0.00	Posted
02/28/20	55550	Linda Garrison	Yoga Instruction 2/2020	455.00	455.00	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
02/28/20	55551	Metrolink	1/20 Metrolink passes	33,309.50	33,309.50	0.00	Posted
02/28/20	55552	Moore and Associates Inc.	Coach Operator Performance Audits Q19	10,131.57	10,131.57	0.00	Posted
02/28/20	55553	My Flesta Supplies	3/7/2020 Roadeo ballons	383.98	383.98	0.00	Posted
02/28/20	55554	Omnitrans	Omnitrans passes	8,016.00	8,016.00	0.00	Posted
02/28/20	55555	Panera, LLC	20-010 Interviews	146.32	146.32	0.00	Posted
02/28/20	55556	Platinum Security Inc.	1/20 El Monte security services	6,500.78	6,500.78	0.00	Posted
02/28/20	55557	Proterra Inc	Service Labor /training	300.00	300.00	0.00	Posted
02/28/20	55558	Rodger's Food Service	3/7/2020 Roadeo lunch	6,224.05	6,224.05	0.00	Posted
02/28/20	55559	Skyline Pest Control	02/20 Monthly Pest Control	95.00	95.00	0.00	Posted
02/28/20	55560	Southern California Edison Co.	Arcadia yard electricity	15,895.16	15,895.16	0.00	Posted
02/28/20	55561	Southern California Edison Co.	Arcadia yard electricity	6,592.15	6,592.15	0.00	Posted
02/28/20	55562	Southern California Edison Co.	Arcadia yard electricity	16,537.92	16,537.92	0.00	Posted
02/28/20	55563	Southern California Edison Co.	01/20 Admin Bldg Electricity	10,094.63	10,094.63	0.00	Posted
02/28/20	55564	State Compensation Insurance Fund	2/20 Worker's Comp premium	4,158.58	4,158.58	0.00	Posted
02/28/20	55565	The Gallery Collection	Birthday Assortment Box 2& Anniversary Card Assort	130.30	130.30	0.00	Posted
02/28/20	55566	The Poly Post	Advertising January 2020	225.00	225.00	0.00	Posted
02/28/20	55567	Thomas J. Koontz	Printing of Covina Transit Banners	635.05	635.05	0.00	Posted
02/28/20	55568	Town Square Publication LLC	La Verne Chamber of Commerce Ad.	1,995.00	1,995.00	0.00	Posted
02/28/20	55569	Translating Services, Inc.	1/20 Translating services	233.45	233.45	0.00	Posted
02/28/20	55570	Tri - Signal Integration, Inc.	02/20 Industry P&R Fire Alarm Monitoring	70.00	70.00	0.00	Posted
02/28/20	55571	Walnut Valley Water District	01/20 Industry P&R Fire Pump Water	31.03	31.03	0.00	Posted
02/28/20	55572	WCHS Choral Union Boosters Club	2019-2020 Fundraiser	250.00	250.00	0.00	Posted
02/28/20	55573	Zonar Systems Inc.	EVIR GSM service February 2020	2,703.00	2,703.00	0.00	Posted
<b>General Checking</b>				<b>6,259,226.01</b>	<b>3,801,880.88</b>	<b>1.00</b>	



April 24, 2020

To: Executive Board

Subject: **Coach Operator Audit Results**

---

### **Recommendation**

Receive and file the results of the FY2019-2020 Third Quarter Coach Operator Audits.

### **Analysis**

Coach operator performance audits were conducted during the period of February 2-5, 2020 to monitor the on-street service delivery provided by Foothill Transit's operations contractors. These performance checks evaluate fare collection, customer relations, and safety. The performance checks are conducted by Moore & Associates, Inc., a firm the agency has contracted with to provide these services. Moore & Associates is a full-service professional public transit consulting firm.

In order to ensure maximum coverage of Foothill Transit's operational area, the audits are conducted randomly at various times throughout the day. Auditors from Moore & Associates utilize Foothill Transit service as anonymous riders. When the auditor first boards, they will challenge the driver by depositing the incorrect fare or by attempting to use an invalid transfer or pass. If the driver quotes the fare the auditor will then deposit the correct fare. If not, the occurrence is reported as a fare violation. Once onboard the bus, the auditor will then monitor the coach operator's performance in terms of customer relations and safety. The chart below summarizes the results of the February 2020 audits for each operating facility.

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

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



**SUMMARY FOR TRANSDEV - ARCADIA**

	SEP 2019	AVERAGE VIOLATIONS PER TRIP	DEC 2019	AVERAGE VIOLATIONS PER TRIP	FEB 2020	AVERAGE VIOLATIONS PER TRIP
<b>TOTAL AUDITS CONDUCTED</b>	121	N/A	124	N/A	118	N/A
<b>FARE VIOLATIONS</b>	16	0.1	26	0.2	15	0.1
<b>CUSTOMER RELATIONS VIOLATIONS</b>	115	1.0	115	0.9	121	1.0
<b>SAFETY VIOLATIONS</b>	15	0.1	7	0.1	11	0.1
<b>TOTAL VIOLATIONS</b>	146	1.2	148	1.2	147	1.2
<b>TOTAL PERFECT CHECKS</b>	69	N/A	60	N/A	27	N/A

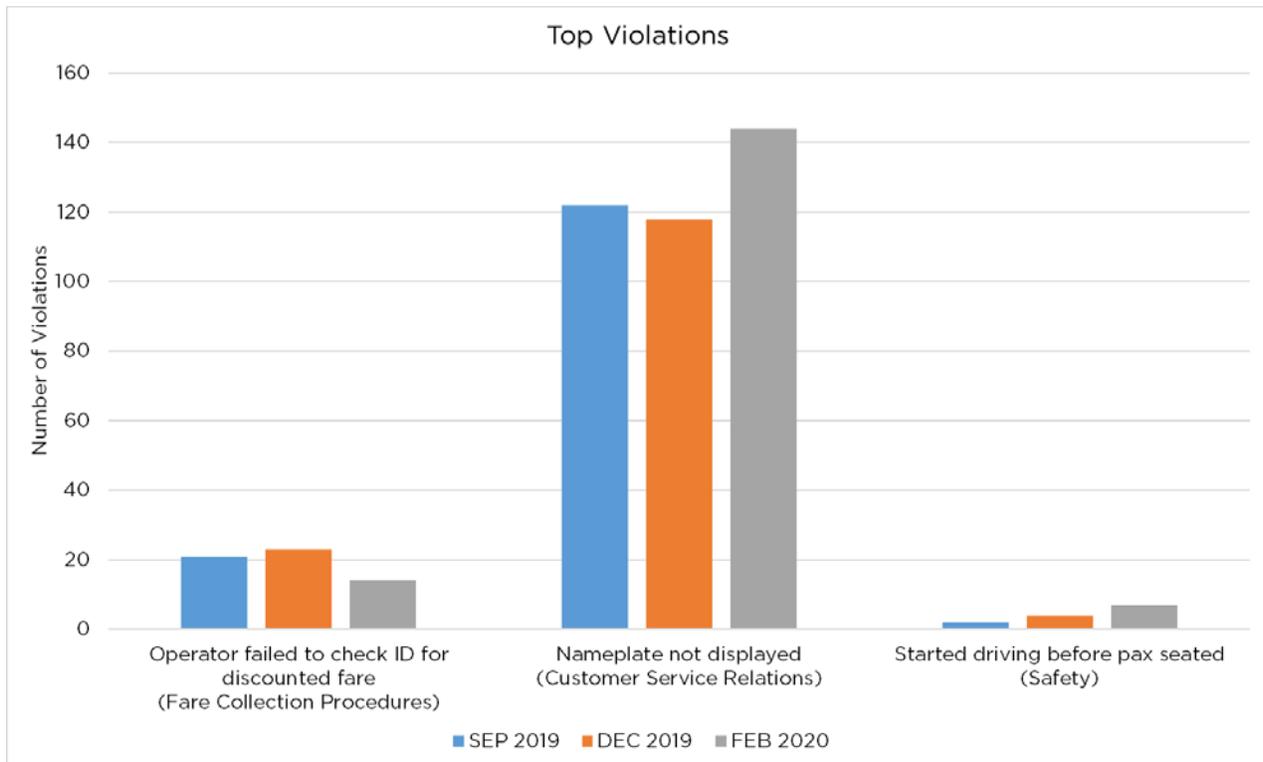
**SUMMARY FOR KEOLIS - POMONA**

	SEP 2019	AVERAGE VIOLATIONS PER TRIP	DEC 2019	AVERAGE VIOLATIONS PER TRIP	FEB 2020	AVERAGE VIOLATIONS PER TRIP
<b>TOTAL AUDITS CONDUCTED</b>	76	N/A	70	N/A	62	N/A
<b>FARE VIOLATIONS</b>	6	0.1	7	0.1	5	0.1
<b>CUSTOMER RELATIONS VIOLATIONS</b>	69	0.9	72	1.0	60	1.0
<b>SAFETY VIOLATIONS</b>	6	0.1	11	0.2	9	0.1
<b>TOTAL VIOLATIONS</b>	81	1.1	90	1.3	74	1.2
<b>TOTAL PERFECT CHECKS</b>	21	N/A	26	N/A	14	N/A

**Results**

Operators with no noted violations are awarded a certificate and “Perfect Check” pin, which can be worn as part of their uniform. During the February 2020 audit, a total of 41 coach operators had perfect checks.

The audit results show a 39 percent decrease in overall Fare Violations when compared to the Second Quarter (December 2019) results. This can be attributed to a reduction in operators failing to check ID for discounted fare. During the same period, Customer Violations increased by 21 percent due to an increase in the number of occurrences of operators failing to display their namplate. The majority of the violations in February 2020 for the various service characteristics observed fell within the following areas:



As the above chart demonstrates, there has been a slight increase in operators driving before passengers are seated. Additionally, auditors observed on-time performance during each observed trip. For the trips observed this audit period, 66 percent were reported as being on-time, which is lower than the previous audit.

While the primary focus of the Coach Operator Audits is on Fare, Safety, and Customer Service violations, staff have modified the audit process to include an Americans with Disabilities (ADA) challenge. The challenge for this audit period required the mystery riders to make a request for the ramp to be deployed. Of the 98 requests made, there were four reports of an operator refusing to provide assistance.

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



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

Sincerely,

Tanya M. Pina  
Operations Contract Manager

Doran J. Barnes  
Executive Director



April 24, 2020

To: Executive Board

Subject: **Equal Employment Opportunity Policy**

---

### **Recommendation**

Adopt the attached Foothill Transit Equal Employment Opportunity (EEO) Policy (Attachment A).

### **Analysis**

Foothill Transit hired its first employees in 2013 when management responsibilities for the organization were brought in house. Prior to this, Foothill Transit's management responsibilities were carried out under a contract with a private transit service contractor. Since our organization's inception in 1988, Foothill Transit has placed a high value on diversity and equity in hiring, training, and promotional opportunities, and we have been and continue to be in compliance with all EEO requirements. To date, the various elements of Foothill Transit's EEO policy and commitment have been included in the Employee Handbook and on our externally facing documents, such as job opportunities.

The Federal Transit Administration (FTA) requires that transit agencies with 50 or more full-time equivalent employees (104,000 or more paid hours) implement a formal EEO Program. We anticipate that in calendar year 2020, Foothill Transit will meet that threshold and have prepared the attached Foothill Transit EEO Policy to ensure continued program compliance.

The attached policy combines all of the required elements of Foothill Transit's EEO policy into one document. Additionally, the attached policy assigns the EEO Officer responsible for day-to-day management of the policy, including program preparation, monitoring and complaint investigation. Attachment B is the revised Foothill Transit organization chart which identifies the EEO Officer with a direct reporting relationship to the Executive Director to ensure transparency and the prioritization of our organizational commitment to inclusion, diversity, and equity.



**Budget Impact**

Costs related to implementation of this policy are included in the Foothill Transit FY19-20 budget.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Doran J. Barnes  
Executive Director

Attachment



## Foothill Transit

<b>Equal Employment Opportunity (EEO)</b>	Policy No: HR2020-001
	Adopted:
	Page: 1 of 2

### **Purpose and Background**

Foothill Transit nurtures team values that embody safety, results, integrity, gratitude, communication, and sustainability. Chief among these values is diversity and inclusion. We are committed to creating a culture that facilitates equal access to opportunity and promotes participation among our diverse and talented team members, valuing the unique perspectives that everyone brings.

All applicants and employees at Foothill Transit are free from discrimination and harassment in accordance with Title VII of the Civil Rights Act of 1964, as amended. And as an equal opportunity employer, Foothill Transit strives to have a workforce that reflects the diverse community it serves. No person is excluded from employment or resource opportunities based on race, color, religion, national origin, sex (including gender identity and expression, sexual orientation, pregnancy, childbirth, breastfeeding, or related medical conditions), age (40 years of age and older), marital status, genetic information, medical condition, disability (mental and physical), military and veteran status, or any other protected class.

### **Equal Employment Opportunity Policy**

Foothill Transit's Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay, or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity, is strictly prohibited and will not be tolerated. Foothill Transit is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.



## Foothill Transit

<b>Equal Employment Opportunity (EEO)</b>	Policy No: HR2020-001
	Adopted:
	Page: 2 of 2

The Executive Director maintains overall responsibility and accountability for Foothill Transit's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, the Executive Director has appointed the Director of Finance & Treasurer as Foothill Transit's EEO Officer. The Director of Finance will report directly to the Executive Director on EEO matters and acts with the Executive Director's authority with all levels of management, contractors, and employees. If the actions of the Human Resources Department are in question, the Deputy Executive Director will serve as the EEO Officer. Their contact information follows:

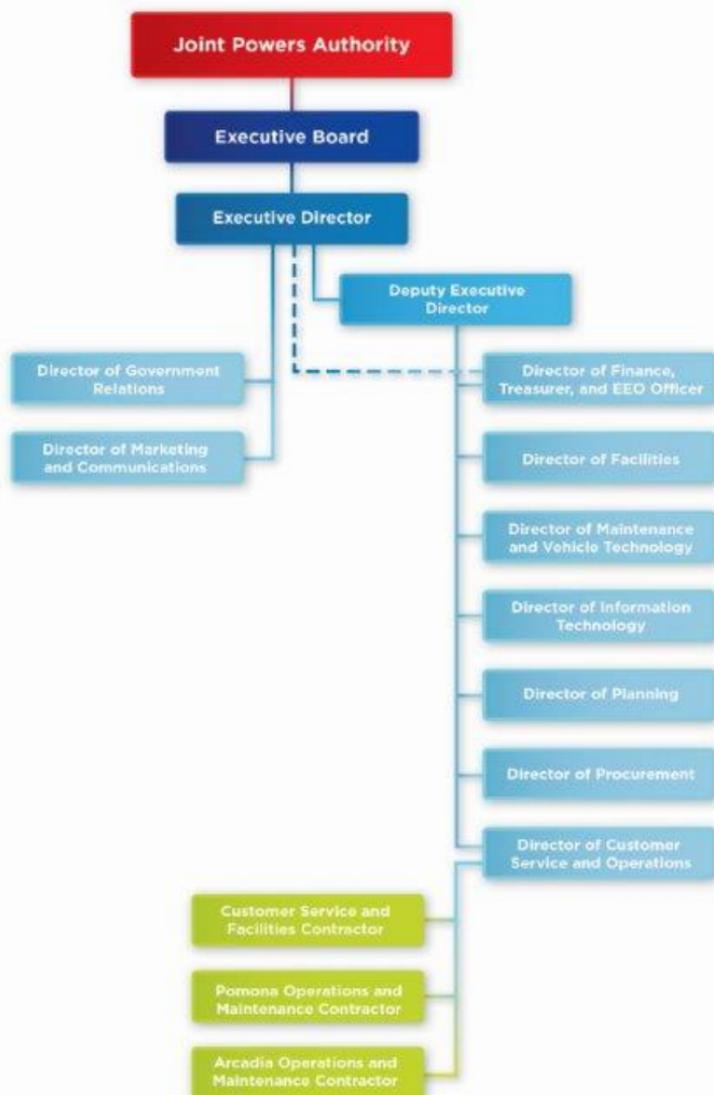
- Michelle Caldwell, Director of Finance & Treasurer, (626) 931-7254
- Kevin Parks McDonald, Deputy Executive Director (626) 931-7201

All Foothill Transit executives, management, and supervisory team members share in the responsibility for implementing and monitoring Foothill Transit's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. Foothill Transit will evaluate its managers' and supervisors' performance on their successful implementation of Foothill Transit's policies and procedures, in the same way Foothill Transit assesses their performance regarding its other goals.

Foothill Transit is committed to creating and maintaining a written nondiscrimination program that establishes the policies, practices, and procedures with goals and timetables, and to make the EEO Program available for review by any employee or applicant for employment, upon request.

The Executive Director is committed to fostering an agency that treats all applicants and employees equitably, and with utmost dignity and respect, under these guidelines of our EEO Policy and Program.

Revision History:





April 24, 2020

To: Executive Board

Subject: **Request to Issue Invitation for Bids - Firewall Replacement**

---

### **Recommendation**

Authorize the Executive Director to issue Invitation for Bids (IFB) No. 20-091 for the purchase and installation of a replacement firewall for the Foothill Transit Data Center located at the administrative offices.

### **Analysis**

Network security is a key part of defense against cyber-attacks. While there is no network that is immune to these attacks, a stable and efficient network security system is essential to protect enterprise data. Foothill Transit's network firewall is the first layer of defense against these threats. The cyber security landscape is always changing as attackers are constantly developing new tools and methods to compromise their victims. The existing firewall was installed over four years ago and has reached the end of its useful life.

In order to maintain a high level of security and protection against the latest threats, as well as to maintain business continuity, replacement of the firewall is recommended. Foothill Transit staff reached out to multiple vendors to get demonstrations of their firewall solutions. Palo Alto Networks Next Generation network firewall was found to best fit Foothill Transit's goal of securing the network environment. IFB No. 20-091 is being issued to solicit bids from authorized sellers of Palo Alto Networks Next Generation firewall.

### **Budget Impact**

Funding for this project is included in the FY2019-2020 budget under Project No. 0188, Data Center Update and Replacement.

Sincerely,

Roy Eseyan  
Information Technology Manager

Doran J. Barnes  
Executive Director

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Christopher Pieper  
Director of Procurement



April 24, 2020

To: Executive Board

Subject: **Request to Issue Invitation for Bids - Mount San Antonio Transit Center Construction**

---

### **Recommendation**

Authorize the Executive Director to issue IFB No. 20-062 for construction related to the Mt. San Antonio College (Mt. SAC) transit center.

### **Analysis**

Foothill Transit's architectural and engineering design team completed design plans for the Mt. SAC transit center in July of 2019. The design team worked closely with Foothill Transit and Mt. SAC's Steering Committee to develop and finalize design plans. Upon completion, plans were submitted to the California Division of State Architect (DSA) for plan check in July 2019. The DSA is the agency having jurisdiction over K-12 public schools and community colleges in the state of California and provides design review/approval and project inspection services for these construction projects. The design team continues to work through DSA's review and approval process and anticipates final plan check approval by DSA in May 2020. In addition, plans have been submitted to the City of Walnut for plan-check approval related to offsite improvements under City jurisdiction and anticipate plan-check approval in June 2020.

While plans are being reviewed by DSA and the City, Foothill Transit and Mt. SAC are working through coordination efforts related to the upcoming construction of the transit center project and a campus pedestrian bridge that traverses the transit center site. The pedestrian bridge is being built by Mt. SAC along with a new parking structure that will connect the parking structure and the future transit center with the campus' central pedestrian corridor.

Preliminary phasing plans for the project anticipate the transit center being built in phases. The phasing plan will carefully coordinate construction activities of the transit center and the pedestrian bridge to maintain efficiency and provide adequate site access to each respective construction contractor. As such, the IFB documents will include the proposed finalized phasing plan for the project.



**Budget Impact**

The approved FY19-20 Business Plan includes funding for construction related to the Mt. SAC transit center in Project #0115 which includes a \$7.24 million FTA grant.

Sincerely,

Vincent Saucedo  
Construction Project Manager

Doran J. Barnes  
Executive Director

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Christopher Pieper  
Director of Procurement



April 24, 2020

To: Executive Board

Subject: **Request to Issue Request for Proposals - Fuel Cell Consulting Services**

---

### **Recommendation**

Authorize the Executive Director to issue a Request for Proposals (RFP) for Fuel Cell Consulting Services.

### **Analysis**

As we have expanded our battery electric fleet, battery electric buses have demonstrated range limitations and demanding charging requirements. In addition, the Burns and McDonnell report commissioned by Foothill Transit indicates that charging infrastructure for a fully electrified bus fleet would be costly, involve complicated charging logistics, and require a larger fleet size. Data suggests that Fuel Cell buses have ranges that are comparable to conventional CNG buses allowing a one-to-one bus replacement with no adverse impacts on current operational activities. Foothill Transit has a \$5 million Transit and Intercity Rail Capital Program (TIRCP) grant specifically to fund electrification of Line 486 with 20 zero-emission buses. Line 486 runs from Pomona to El Monte Station operating mainly on busy local streets, the perfect conditions under which to demonstrate the capabilities of a fuel cell bus.

In order to better understand these challenges and develop solutions, we will need the services of a fuel cell consultant to assist with the following:

#### **1) Develop Hydrogen Refueling Station Plan:**

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



- d. Act as liaison with the selected liquid hydrogen generation company in coordinating the transportation and delivery of hydrogen fuel to Foothill Transit facilities.

**2) Determine Feasibility of Joint Use Fueling Facility:**

- a. Analyze the potential for partnering with other public agencies and/or private companies to build and/or use the fueling facility. The Consultant shall also determine the feasibility of developing a fueling station that could be accessed by the general public. The analysis shall include a review of capital cost sharing, a discussion of operational issues, and a projection of revenues that Foothill Transit might receive if such an arrangement was established.

**3) Grant Funding:**

- a. Investigate sources to assist Foothill Transit in obtaining grant funding and assist Foothill Transit in any/all areas of the grant funding applications.

**4) Develop Specifications for the Fueling Facility**

- a. Assist Foothill Transit with the development and creation of an RFP/IFB document for a public/private partnership between Foothill Transit and a contractor for the design, construction, maintenance, and operation of a hydrogen fueling facility. This task shall include:
  - i. Assisting Foothill with the development and creation of an RFP/IFB, including a price submittal form and review process.
  - ii. Participating in a pre-proposal conference and site visit.
  - iii. Clarifying technical areas of concerns, responding to questions, and assisting in the development of addenda to the RFP/IFB requested by potential proposers.
  - iv. Participating in proposal evaluations, including;
    - a. Evaluation of:
      - Technical capability of proposer to successfully build and operate facility according to RFP.
      - Experience as a developer of transit-type hydrogen fueling facilities to other transit and non-transit fleet operators.
      - Reasonableness and competitiveness of per-kg pricing.



- Ability for proposer to meet or exceed technical specification of RFP/IFB, including feasibility of schedule and risk of down time.
  - Advantages of each proposal, including quality of equipment package, experience and cost competitiveness.
- b. Assisting Foothill Transit in the ranking of proposals based on RFP/IFB criteria, and making a recommendation for contract award, if appropriate.
- c. Assisting with contract negotiations with the successful proposer, to include implementation strategies, if appropriate. Contract terms to include:
- Implementation and startup schedule.
  - Final actual cost structure.
  - Cost and expense-monitoring formats and strategies.

**5) Project Management:**

- a. Assist Foothill Transit during construction phase of the project and act as liaison between Foothill Transit and contractors.
- b. Upon substantial completion of the construction of the fueling station, the Consultant will provide to Foothill Transit a detailed project file beginning with an executive summary. The file should have a table of contents that includes: all project related information; written and electronic correspondence; project milestones and schedules; justifications; meeting minutes; etc.

**6) Training**

- a. Coordinate and/or provide technical expertise to Foothill Transit to facilitate the training that will be provided by the successful suppliers of the onboard fuel system, the refueling station, and the fuel supplier. Included in this task will be performance/safety seminars and the proper maintenance training for their products.



**Budget Impact**

This project is not included in the current year Business Plan and Budget. A recommendation regarding contract award will only be made if the life-of-project budget that will be included in Foothill Transit’s Proposed Business Plan and Budget of FY2020-2021 is approved by the Foothill Transit Governing Board.

Sincerely,

Roland M. Cordero  
Director of Maintenance  
and Vehicle Technology

Doran J. Barnes  
Executive Director

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Christopher Pieper  
Director of Procurement



April 24, 2020

To: Executive Board

Subject: **Exercise of Contract Option - General Marketing Services**

---

### **Recommendation**

Authorize the Executive Director to exercise the first of two one-year options to extend Contract No. 17-053 with Pulsar Advertising, Inc., for the provision of general marketing services.

### **Background**

Foothill Transit's current agreement with Pulsar Advertising, Inc., ("Pulsar") took effect on July 1, 2017, with a base term of three years. The base term will expire on June 30, 2020, and there are two one-year options available. Pulsar has provided general marketing services for Foothill Transit for over 20 years. Since that time, Pulsar has accomplished several projects including the following:

- Three website launches;
- Promotion of the new Silver Streak and electric bus program;
- Multi-campus Class Pass campaigns;
- The Fast Foodies and Art Wheelers destination campaigns.

The recommendation to exercise the first one-year option to extend the contract term to June 30, 2021, is based on Pulsar's performance to date and its continued improvement in service areas such as the general marketing program, strategic media purchasing, Class Pass program and other special services campaigns, digital communication strategy, and customer research. Pulsar continues to provide services that comply with the terms of our contract.



**Budget Impact**

In consideration of Foothill Transit’s Budget and Business Plan, annual not-to-exceed amounts were included in the current contract that was awarded in 2017. The not-to-exceed amount for the first option year of the contract is \$425,195. Funds for general marketing services are programmed annually into Foothill Transit’s Budget and Business Plan in the Marketing Department.

Sincerely,

Felicia Friesema  
Director of Marketing & Communications

Doran J. Barnes  
Executive Director

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Christopher Pieper  
Director of Procurement



April 24, 2020

To: Executive Board

Subject: **Sole Source Contract Award – Bus Signal Priority Project**

---

### **Recommendation**

Authorize the Executive Director to enter into a sole source contract in the amount of \$149,036.77 with Iteris, Inc. for the Line 187 bus signal priority project.

### **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.

There are three key elements of Foothill Transit's multi-jurisdictional corridor BSP project, all of which are required to work in harmony for 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. The most important element is coordination between the transit agency and the city or jurisdiction because of the detailed planning, installation of equipment, and the signal timing programming.

Foothill Transit's Line 187 which provides service from the Azusa Intermodal Transit Center to Pasadena is currently the only line with intersections equipped with bus signal priority equipment. A major portion of this project is the upgrade of equipment in the City of Pasadena along Colorado Boulevard. The city is allowing transit agencies to connect to the city's fiber optic data communication system which will provide faster and better communications between the signal controllers, intersections, and the central



office. Another important benefit of the upgrade is that Foothill Transit no longer needs to uninstall then reinstall equipment from traffic signal arms due to the annual Rose Parade, eliminating an annual expense of \$20,000.

LA Metro is currently implementing the same equipment installation project along the western portion of Colorado Boulevard in Pasadena for their upcoming service changes. LA Metro contracted with Santa Ana, California based Iteris Inc. to perform the work. Iteris was also the subcontractor who managed and designed the installation of Foothill Transit’s current bus signal priority street equipment at the intersections.

Iteris is already performing similar work for LA Metro, and this project is essentially a continuation of their project. Iteris also installed our current equipment, so they are familiar with Foothill Transit’s bus signal priority system. Staff is therefore recommending the award of a sole source contract in an amount of \$149,036.77 to Iteris. Selecting another vendor will result in substantial duplication costs and will delay the project while the new contractor becomes familiar with key aspects of the work, including the programming and set up of the network equipment and ensuring the affected intersections work seamlessly with the intersections already configured by Iteris.

Foothill Transit’s Procurement Policy permits a sole-source contract award in the case of a follow-on contract for the continued development or production of highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in unacceptable delays in fulfilling Foothill Transit’s needs and substantial duplication of costs that are not expected to be recovered through competition.

**Budget Impact**

This project is included in the FY19-20 Budget and Business Plan. The amount of \$149,036.77 is included in Capital project number 0209, Transit Corridor Improvements.

Sincerely,

Joseph Raquel  
Director of Planning

Doran J. Barnes  
Executive Director

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Christopher Pieper  
Director of Procurement



April 24, 2020

To: Executive Board

Subject: **Sole Source Contract Award – Headsign Replacement**

---

**Recommendation**

Authorize the Executive Director to award a Sole Source Contract No. 20-059 to Luminator in the amount of \$799,100, plus sales tax and shipping cost, for headsign replacement on 131 Foothill Transit buses.

**Analysis**

Foothill Transit’s fleet of 373 buses are equipped with front, rear, and side headsigns supplied by Luminator. There are 131 buses that have older sign technology which requires manual updating using a specific USB card that is now obsolete. Updating the headsigns on these buses with new headsigns that utilize Wi-Fi technology will provide uniform compatibility across the fleet and reduce headsign errors.

Luminator signs can be purchased under a sole source agreement, which is allowable in the case of a follow-on contract for the continued development or production of highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition. Using a different vendor would create substantial duplicative costs related to the programming, training, installation, and monitoring of new signs, computer programs and platforms. Additionally, purchasing different manufacturer signs would create additional undue administrative burden from the management of multiple platforms.

**Budget Impact**

Funds for this headsign replacement project is included in the approved FY 2019-20 Budget in Project #0196 Bus Headsign Replacement

Sincerely,

Roland M. Cordero  
Director of Maintenance  
and Vehicle Technology

Doran J. Barnes  
Executive Director

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Christopher Pieper  
Director of Procurement



April 24, 2020

To: Executive Board

Subject: **COVID-19 Transit Operations Update**

---

### **Recommendation**

Receive and file an update on Foothill Transit operations during the COVID-19 pandemic and Los Angeles County Safer-At-Home order.

### **Analysis**

On March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency as a result of the COVID-19 pandemic. Since then, a number of other actions have been taken at the local and national levels to control the spread of the pandemic. As a result of these actions Foothill Transit has experienced a significant decline in ridership.

In light of the health emergency and the “Safer at Home” executive order, which resulted in school and non-essential workplace closures, we suspended operation of all Express Services, Line 690 (linking the Azusa Gold Line station to cities to the east during peak hours only), and two lines that primarily serve middle and high schools. This has reduced service by approximately 20 percent. We continue to operate other Local and Silver Streak service in an effort to provide critical lifeline transit services while encouraging social distancing onboard the transit coaches.

### **Ridership and Service Levels:**

Over the past three weeks, we have seen ridership levels fairly consistently between 65 and 70 percent of ridership levels in the weeks and months prior to the Safer at Home executive order. The ridership decline and our current service levels are helping to ensure opportunities for proper social distancing for those needing to use the service for essential trips. However, on any given day, ridership on a particular trip on a route may exceed the level at which customers can properly space themselves throughout the bus. Our transit service contractors, Keolis in Pomona and Transdev in Arcadia/Irwindale have stationed standby coaches at strategic locations throughout the service area and work closely with our administrative team to respond quickly to any reported heavy loads by inserting a standby coach into service to mitigate customer loads that do not provide social distancing opportunities. Customers are also being advised to await the next bus on a route if the bus



they are attempting to board appears to be too full to allow proper social distancing.

Staff representing all functional areas of the Foothill Transit administrative team participate on a daily teleconference with operations and maintenance contract staff and customer service staff. These meetings allow the teams to share updates on staffing levels, discuss any operational challenges, strategize on safety initiatives, and determine strategies to adjust to new ridership patterns. The ongoing communication also ensures consistency across the organization as we respond to operational challenges. It also ensures we all have and are providing the most up-to-date information as we communicate with customers and other stakeholders.

In addition to monitoring daily ridership and passenger loads by trip, the administrative team is working with both operations & maintenance contractors to verify that staffing levels are adequate to meet the requirements of the revised service. Should the operations or maintenance staffing levels be impacted by the COVID-19 virus, the Planning team has developed service plans that are scalable to the staffing available. These service levels have been placed into the computer-aided dispatch system and can be implemented immediately should the need arise. This will enable us to provide customers and the customer service representatives with information on bus schedules and locations in real-time.

#### **Onboard Social Distancing:**

To help ensure adequate social distancing onboard the coaches, customers are directed to enter and exit through the rear doors unless they need to utilize the ramp at the front door or the wheelchair securement locations at the front of the bus. Once onboard, signage placed throughout the buses remind customers of proper hygiene practices and direct them to space themselves appropriately as they take a seat to provide physical distancing. A plastic chain barrier has also been placed across the aisle at the front of the bus to ensure passengers remain behind the bus operator compartment.

#### **Facility Cleaning and Safety Protocols:**

At our operations and maintenance facilities, Keolis and Transdev have put procedures in place to allow proper social distancing for the members of their staff. Signage is placed throughout the buildings to remind members of the team to adhere to proper procedures regarding social distancing, frequent handwashing, not touching one's face, staying home when sick, etc. They have also issued and continue to issue on an ongoing basis, face coverings, hand sanitizer, disinfectant wipes, gloves, and other personal protective



equipment (PPE). In addition, hand sanitizer units are placed throughout the buildings. Our administrative team has also ordered reusable cloth masks and will provide them to both operations and maintenance contractors, our Customer Service and Facilities contractor, and to members of our administrative team with instructions for daily cleaning and disinfecting.

Each operating facility is cleaned and disinfected throughout each day using disinfecting products from the EPA’s list of registered antimicrobial products for use against Novel Coronavirus SARS-CoV-2, the Cause of COVID-19. The janitorial crew contracted to clean the administrative offices also disinfect high-touch surfaces throughout the offices each day. The Transdev Facility team have reviewed and updated their cleaning protocols at the Foothill Transit owned Park & Rides and facilities to align with recommended guidelines for cleaning and safety.

**Fleet Cleaning Protocols:**

Both operations and maintenance contractors have also enhanced their daily cleaning protocols for the bus fleet. Prior to any bus being placed into service each day, it is first thoroughly cleaned and disinfected using disinfecting products from the EPA’s list before. The service attendants responsible for daily cleaning of the buses have all been issued and are directed to consistently use appropriate PPE to ensure their health and safety.

**Customer Communication Activities:**

The Marketing and Communications team has been at the forefront of keeping Foothill Transit customers and the community informed of service impacts, agency initiatives, and health advisories. In addition to daily service advisories, communications campaigns on revised bus boarding practices, social distancing efforts, utilizing service for essential trips, face covering, and overall health practices have been developed and are disseminated utilizing a variety of methods of communications. Signs have been developed and placed on-board the bus, in operating facilities and in common areas. Foothill Transit messages related to COVID-19 activities and prevention are issued on social media platforms daily.

While the Foothill Transit Stores have been closed to in-person visits, Customer Service Representatives continue to respond to customer calls for service information, routing, and TAP payment information through the decentralized call center.



**Enhanced Training Activities:**

Coach Operator hours not spent directly delivering service, either in scheduled service or on a standby coach deployed to be able to respond to heavy passenger loads, are being devoted to training and skill development. This includes enhanced behind-the-wheel training, classroom instruction, and online safety and customer service training. This ensures that they not only remain current on their operating and safety skills, but that they also enhance their knowledge and are able to practice their skills under the guidance of a supervisor. In the coming weeks, maintenance and customer service staff will also be included in Keolis' and Transdev's enhanced training initiatives.

To date, over 121 Coach Operators and nine Road Supervisors have received over 1,400 hours of enhanced training in the following areas:

- Pedestrian Awareness
- Active Looking
- Vehicle Positioning
- Pre-Trip and Post-Trip Inspection
- Air Brake Testing and Use
- DMV Handbook - Refresher
- Road Skills Evaluation
- DMV CDL Skills Test Equivalent Training
- Occupational Safety
- COVID-19 Safety Training
- Diversity Training
- Social Media - Responsible Communications
- Security Awareness - Human Firewall

Sincerely,

Kevin Parks McDonald  
Deputy Executive Director

Doran J. Barnes  
Executive Director



April 24, 2020

To: Executive Board

Subject: **April 2020 Legislative Summary**

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### **Recommendations**

Receive and file the April 2020 Legislative Summary.

### **Analysis**

A summary of state and federal legislation and corresponding status is attached.

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

Senate President pro Tem Toni G. Atkins and Assembly Speaker Anthony Rendon announced on April 3 that they will now call the Senate and Assembly back to the Capitol on May 4, 2020. The date changes the previous target return date, April 13, under the guidance of public health officials who seek to minimize opportunities for COVID-19 infection. “Our priority continues to be bending the curve of infection,” the leaders said in a joint statement. “We must continue to support the efforts of our first responders and health care personnel.” Atkins and Rendon will continue to work in tandem with Governor Newsom to ensure effective deployment of state resources.

On April 2, the Federal Transit Administration (FTA) released a series of new documents detailing transit funding apportionments for the federal Coronavirus Air, Relief, and Economic Security (CARES) Act. The documents, which presents the data for urbanized and non-urban areas, show that California will receive approximately \$3.4 billion in total out of the \$25 billion authorized for public transportation through the Act.

Governor Newsom’s Department of Finance recently issued a letter to all state agency department heads, and a similar letter to legislative leaders, officially signaling what has been expected: the economic impact of the COVID-19 crisis will dramatically depress state revenues. Therefore, all previous budget proposals for the 2020-21 state budget are now being re-evaluated within the context of a workload budget, based on the merits of each proposal, and will ultimately be subject to the availability of funding.



***Federal Issues:***

On March 27, Congress passed and the President signed a third legislative package to respond to the impacts of COVID-19. The Senate passed the CARES Act (H.R. 748) bill, unanimously, by a vote of 96-0. The House of Representatives was able to gather enough members at the Capitol to pass the bill on a voice vote and the President signed it into law later that afternoon. The American Public Transportation Association (APTA) aggressively worked to ensure that Congress include emergency aid to public transportation agencies and Amtrak to help offset their extraordinary costs and lost revenue related to COVID-19.

The CARES Act includes \$25 billion for public transit formula operating and capital grants to prevent, prepare for, and respond to COVID-19. The bill provides that the FTA distribute the transit funds proportionally based on the ratio of funding of four specific programs: urbanized area formula grants (5307); rural area formula grants (5311); state-of-good-repair (SOGR) formula grants (5337); and growing/high-density states formula grants (5340).

The CARES Act provides almost three times (280 percent) the FY 2019-20 appropriations for each of these programs; and distributes the funds proportionally based on the ratio of funding for these formula programs in the FY 2019-20 apportionments.

It is important to note that CARES Act funds are only eligible for grants to prevent, prepare for, and respond to COVID-19. Under the bill, the funds are eligible for COVID-19 impacts as if they were made available under urbanized area grants (5307) or rural area grants (5311).

The bill requires the FTA to apportion these funds (using FY 2019-20 apportionment formulas) within seven days of the date of enactment. The federal share of the costs for grants made available under the bill is 100 percent, but at the option of the recipient.

In general, transit law requirements apply to these operating and capital grants. However, notwithstanding transit law limitations, these funds are expressly available for operating expenses to prevent, prepare for, and respond to COVID-19 beginning on January 20, 2020. These funds are available to reimburse public transit agencies for operating costs to maintain service and replace lost revenue due to the coronavirus public health emergency, including the purchase of personal protective equipment (PPE) and paying administrative leave of operations personnel due to reduction in service. Although these specific operating expenses are outlined in the bill,



other operating costs may also be eligible. These operating expenses are not required to be part of state-wide or metropolitan transportation improvement programs or state-wide or long-range transportation plans.

Sincerely,

David Reyno  
Director of Government Relations

Doran J. Barnes  
Executive Director

## 2020 Legislation Summary

Current as of 4/10/2020

(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 315	Garcia	This bill would prohibit trade associations, comprised of public agency members and established for the expressed purpose of lobbying, from expending public dollars for purposes beyond lobbying the State Legislature or United States Congress or on strictly educational activities. This bill would further prohibit associations from incurring any travel-related expense except as may be necessary for the association to hold an annual conference or other gathering of its members. This bill's proposed limitations on the use of public dollars is a majority of the California Transit Association's (CTA) operating budget.	The bill would undermine core functions the Association's members, which includes Foothill Transit, have come to expect. In particular, this bill would undermine their ability to: engage in litigation against the state/federal government; lobby the California Air Resources Board (CARB), California Public Utilities Commission (CPUC) and Governor's Office; form workgroups or task forces for external or internal policy development; conduct their iTransit campaign; and, manage their finances.	<b>Died in Assembly Committee on Local Government</b>	CTA - Oppose	Oppose Position Adopted 8/23/2019
AB 784	Mullin	Would exempt zero-emission transit buses from the state portion of the sales tax until January 1, 2024. The high upfront cost of zero-emission transit buses (ZEBs) and supporting infrastructure as well as budget constraints continues to be a challenge for transit agencies throughout the state as they begin compliance with the California Air Resources Board (CARB) December adoption of their Innovative Clean Transit regulation.	This bill will provide cost savings to agencies in California including Foothill Transit. Assuming average costs of \$775,000 for a battery-electric bus, this bill would save Foothill Transit approximately \$35,000 in state tax savings per bus for this technology.	Signed by the Governor and Chaptered and Effective 10/9/2019	CTA - Support	Support Position Adopted 4/26/2019

## 2020 Legislation Summary

Current as of 4/10/2020

(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 1568	McCarty	<p>Would attempt to increase housing production by requiring local governments to meet specified housing production targets before receiving the funding for city streets and county roads enacted by SB 1 - The Road Repair and Accountability Act of 2017.</p>	<p>Foothill Transit is a member of the Fix Our Roads Coalition that united transportation, business, and labor organizations from across the state to advocate to enact SB 1. The Coalition was successful protecting the bill from being used for general fund purposes through passage of Proposition 69, and a referendum to overturn it by defeating Proposition 6.</p> <p>This bill would withhold transportation funding for streets, roads, or public transit. This goes against the will of the voters who have repeatedly and overwhelmingly dedicated transportation funds for local transportation improvements and transit needs.</p>	<p><b>Died in Assembly Committee on Appropriations</b></p>	<p>CTA - Oppose</p>	<p>Oppose Position Adopted 4/26/2019</p>

## 2020 Legislation Summary

Current as of 4/10/2020

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
HR 1139	Napolitano/ Katko	<p>The Bus Operator and Pedestrian Protection Act, authored by Congress Members Grace Napolitano (D, CA) and John Katko (R, NY) will provide much needed safety improvements to bus operations in order to address the rising concern of assaults on bus drivers and avoidable accidents due to blind spots on buses. The bill requires transit agencies to develop Bus Operations Safety Risk Reduction Programs to improve safety by reducing the number of bus accidents due to blind spots, preventing assaults on bus drivers, and improving bus driver seating to reduce ergonomic injuries. It gives transit agencies two years to create these programs in partnership with their transit workforce, and with oversight from the U.S. Department of Transportation (DOT). The bill authorizes \$25 million/year for 5 years to pay for the implementation of these programs.</p> <p>Transit agencies will be required to implement the following safety improvements as a part of their Bus Operations Safety Risk Reduction program:</p> <ul style="list-style-type: none"> <li>• Assault mitigation infrastructure and technology, including barriers to prevent assault on bus drivers.</li> <li>• De-escalation training for bus drivers.</li> <li>• Modified bus specifications and retrofits to reduce visibility impairments.</li> <li>• Driver assistance technology that reduces accidents.</li> <li>• Installation of bus driver seating to reduce ergonomic injuries.</li> </ul> <p>The bill will also require transit agencies to report all assaults on bus drivers to the U.S. DOT's National Transit Database (NTD).</p>	While this bill has some areas of concern including its driver barrier, ergonomic and retrofit provisions without adequate federal funding to assist transit agencies in order to comply as well as its one size fits all approach, its intent to improve overall safety for our operators and customers is what is most important. The authors understand the transit industry concerns and has expressed willingness to work with us to find appropriate solutions.	Subcommittee on Highways and Transit		Support Position Adopted 3/29/2019

## 2020 Legislation Summary

Current as of 4/10/2020

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
HR 2164	Brownley	<p>The Green Bus Act would take the state policy to the federal level by increasing funding to improve green bus technology and help deploy it nationwide, increasing funding to ensure that transit agencies have the resources necessary to purchase and deploy zero-emission bus fleets and requiring all buses purchased with federal funds be zero-emission, starting Oct. 1, 2029. Specifically, the law will increase funds for the Federal Transit Administration's Low or No Emission Vehicle Component Assessment Program from \$3 million to \$5 million, annually. It will also increase funds for the FTA's Transit Cooperative Research Program (TCRP) from \$5 million to \$20 million, annually, which will prompt more federal research on ways to reduce emissions and develop and deploy zero-emission technology nationwide.</p>	<p>This bill will support Foothill Transit's Electric Bus Program by providing more opportunities for funding our buses and charging infrastructure. The increased research funding at the national level could lead to future cost savings for all transit agencies.</p>	<p>Subcommittee on Highways and Transit</p>		<p>Support Positon Adopted 6/28/2019</p>



April 24, 2020

To: Executive Board

Subject: **Financial Stability Policy FY2020-2021 Financial Strategies**

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### **Recommendation**

Approve the revised Financial Stability Policy update to include the FY2020-2021 financial strategies for budget planning.

### **Analysis**

The annual Financial Stability Policy update for FY2020-2021 was approved by the Foothill Transit Executive Board in January 2020. Subsequently, the Covid19 Virus significantly impacted the U.S. economy, bus ridership and fare collection for public transportation, nationwide. These impacts could have significant impacts on the Foothill Transit revenues anticipated for next year's expenses. We do anticipate that we will receive a portion of the Federal CARES Act stimulus funds that are expected to be available for the Southern California region.

A major source of revenue for Foothill Transit are the four half-cent sales taxes collected in Los Angeles County for public transportation. The local sales tax that is programmed to Foothill Transit for the current year budget totals approximately \$59 million. Additionally, Foothill Transit is scheduled to receive approximately \$37 million from the State of California transportation sales tax funding. The fare revenue estimate in the FY2019-2020 adopted budget is approximately \$17 million.

These sources of funds will each be impacted slightly differently in the upcoming months. Although we don't know exactly what those future impacts may be, we are making a number of assumptions so that we may move forward with budget development. Those assumptions are the following:

- The distribution of sales taxes from the State Board of Equalization to LA Metro is usually delayed by approximately 3 months. Therefore, the sales tax distributions through June 2020 should be adequate to meet our budgeted revenues for FY2019-2020.
- We are anticipating that it will take some time for the economy to recover after this major economic shutdown. Therefore, we are



forecasting that the sales tax revenues for both the local County revenues and the State of California revenues will be impacted during FY2020-2021. We are assuming that we will receive approximately 50% of the revenues that were included in the current year budget during the twelve months beginning July 1, 2020.

- Fare revenues through March 15, 2020, total approximately \$12 million. We anticipate earning minimal additional fare revenues during this fiscal year. This will not impact our ability to meet our obligations during the current fiscal year. The estimate for the fiscal year beginning July 1, 2020, assumes that ridership will regain momentum slowly during the first quarter of FY2020-FY2021. As a result, the fare estimate for next fiscal year is \$15.6 million.
- We are anticipating that Los Angeles County will receive approximately \$700 million of the Federal CARES Act stimulus funding. Historically, Federal funds that come to the LA region are distributed by LA Metro through a Board approved formula process called the Capital Allocation Process (CAP). If these assumptions are correct, Foothill Transit will receive federal funds nearly equal to the reduced revenues we are anticipating in sales tax revenues and fares.

As with every fiscal year budget, these are assumptions that have been made on the best information available to us at this time. As the information changes, we will update our estimates to match revised circumstances. We will continue to keep the Board apprised of our monthly budget progress through our monthly financial reports.

The strategies adopted by the Board in January 2020 are updated as indicated below:



**FY2020-FY2021 Financial Strategies**

- S1. Adjust bus operating expenses as needed resulting from the emergency sole-source two-year agreement for of transit services in Arcadia and agreed upon contractual increases in existing operating contracts.
- S2. Closely monitor actual revenue receipts to ensure that deviation from current assumptions can be addressed promptly.
- S3. Implement service changes to improve service efficiency, maintain and increase ridership, and maintain revenues.
- S4. Adopt an annual budget which includes allocation to capital programs adequate to meet annual baseline funding for projects and programs which are essential to ensure system performance and safety and meet the requirements of the approved Transit Asset Management Plan.
- S5. Pursue grant funding for capital projects pursuant to the priorities adopted by the Governing Board in the annual Business Plan.
- S6. Pursue favorable investment strategies for reserved funds to ensure Board adopted priorities of 1) safety, 2) liquidity, and 3) financial gain.

**Financial Impact**

This FY2020-2021 policy update will set the framework for the annual budget development. Specific service and fare changes, operating cost increases, and new capital projects will be presented to the Board as part of the proposed Business Plan in May 2020.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance & Treasurer

Doran J. Barnes  
Executive Director

Attachment (Adopted Financial Stability Policy)



## Foothill Transit

<b>Financial Stability Policy</b>	Policy No:	FIN2016-001R3
	Revised:	04/24/2020
	Page:	1 of 6

### **Policy Statement**

Foothill Transit has an important responsibility to the taxpayers of Los Angeles County to prudently manage its long and short-term finances. In times of economic change and uncertainty, it is especially important for Foothill Transit to ensure its ability to deliver safe, quality and reliable transportation services that are based upon a strong and stable financial foundation.

The Financial Stability Policy is divided into three sections: Goals, Strategies, and General Fiscal Policies. The purpose of the policy is to ensure that Foothill Transit prudently manages its financial affairs, establishes appropriate cash reserves, if debt is necessary, ensures that the debt assumptions are based on financial parameters similar to or more conservative than those that would be placed on Foothill Transit by the financial marketplace and to provide management with a framework for developing the upcoming year's budget and other longer range financial plans and establishing future business targets for management to achieve.

### **Financial Goals**

- G1. Provide safe and secure transportation on Foothill Transit's bus system as the top priority.
- G2. Maintain an operating and capital financial base that is sufficient to deliver safe, quality transportation improvements and bus service efficiently and cost-effectively to meet the levels of demand.
- G3. Continuously strive to improve productivity.
- G4. Establish and maintain an operating fund balance sufficient to ensure that Foothill Transit can adjust to economic downturns, extraordinary cost increases and other financial emergencies.
- G5. Maintain the highest possible credit rating and reputation for prudent financial management.



## Foothill Transit

<b>Financial Stability Policy</b>	Policy No:	FIN2016-001R3
	Revised:	04/24/2020
	Page:	2 of 6

### **FY2020-FY2021 Financial Strategies**

- S1. Adjust bus operating expenses as needed in light of the two-year emergency sole-source agreement negotiated for transit services at our Arcadia/Irwindale operations and maintenance facility, and agreed-upon contractual increases in existing operating contracts.
- S2. Closely monitor actual revenue receipts to ensure that deviations from current assumptions can be addressed promptly.
- S3. Implement service changes to improve service efficiency, maintain and increase ridership, and maintain revenues.
- S4. Adopt an annual budget which includes allocation to capital programs adequate to meet annual baseline funding for projects and programs which are essential to ensure system performance and safety and meet the requirements of the approved Transit Asset Management Plan.
- S5. Pursue grant funding for capital projects pursuant to the priorities adopted by the Governing Board in the annual Business Plan.
- S6. Pursue favorable investment strategies for reserved funds to ensure Board adopted priorities of 1) safety, 2) liquidity, and 3) financial gain.

### **General Fiscal Policies**

- F1. Complete and accurate accounting records shall be maintained in accordance with Generally Accepted Accounting Principles as promulgated by the Government Accounting Standards Board. The fiscal year-end for financial reporting purposes shall be June 30.
- F2. An independent certified public accounting firm shall perform an examination of Foothill Transit's consolidated financial statements on an annual basis. The goal is to receive an unqualified opinion on the financial statements and an opinion that Foothill Transit is in compliance with Federal Single Audit, State and Local reporting requirements in all material respects and to receive the Government Finance Officers Association (GFOA) award for excellence in financial reporting.
- F3. Funds shall be invested within the guidelines of the Executive Board's approved investment policy and in compliance with applicable state law.



## Foothill Transit

<b>Financial Stability Policy</b>	Policy No:	FIN2016-001R3
	Revised:	04/24/2020
	Page:	3 of 6

- F4. Revenues received during a fiscal year that are in excess of the revenue budget for that year shall be reported as unrestricted, designated fund balances which may only be expended pursuant to Governing Board authorization. Such funds are generally available for appropriation in a subsequent budget cycle.
- F5. The annual budget establishes the legal level of appropriation. The budget shall include operating and capital components and full-time equivalent personnel necessary to implement the policy direction contained in the Annual Business Plan.

### **Budget Basis**

Foothill Transit is a single entity for budgeting and accounting purposes. Annual budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP) for all governmental and proprietary funds except that depreciation and amortization are not budgeted. The Governmental Accounting Standards Board (GASB) defines a fund as a “fiscal and accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.”

Foothill Transit operates with a single fund known as an Enterprise Fund. The Enterprise Fund is considered a proprietary fund. The fund is accounted for using the accrual basis of accounting, meaning revenue is recognized when it is earned and expenses are recorded when incurred.

### **Budget Process, Policies and Procedures**

The annual budget, as adopted by the Governing Board is the legal authority to obligate and spend funds and to hire employees. It includes all operating, capital and debt service (when applicable) requirements of Foothill Transit for the fiscal year, July 1 to June 30<sup>th</sup>. The annual budget is comprised of an operating budget and capital program and includes the total of full-time equivalent (FTEs) personnel required to deliver the budgeted activities.



## Foothill Transit

<b>Financial Stability Policy</b>	Policy No: FIN2016-001R3
	Revised: 04/24/2020
	Page: 4 of 6

Foothill Transit operates with an Enterprise Fund which includes all business-type activities such as bus operations and capital projects. The operating budget provides a summary of planned revenues and expenses for the fiscal year for Foothill Transit services and programs including the following:

- All revenue and expenditure/expense assumptions and projections
- Revenue service hours and miles of bus service
- Operation and maintenance of transit stores
- Total number of Board approved FTEs

The operating budget includes bus operations and special services, property management activities and agency administration.

### Operating Budget

The annual operating budget is developed on the basis of the combination of two budget methodologies. Continuation level budgeting is used to develop the funding and resources necessary to sustain critical operating, special programs and previously approved capital projects. Foothill Transit uses zero-based budgeting methodology to determine resources of new programs and capital projects as well as general and administrative expenses. Foothill Transit's chart of accounts is reviewed and supplemented on an as-needed basis. The Finance Department monitors revenues and budget expenditures throughout the fiscal year.

Budget detail is a management plan for financial activity and is prepared at the fund, project, department, and account level. The Board approved legal level of control is at the fund level.

Total annual expenditures cannot exceed the final appropriation adopted by the Governing Board except for the capital budget, where appropriations are approved on a life-of-project basis. During the fiscal year, changes in law, economic conditions and emergencies can have an impact on budget authority. Spending authority may be increased or decreased throughout the fiscal year as unanticipated situations arise. Management may make revisions within operational and project budgets only when there is no net dollar impact to the total appropriations at the fund level. As such, the Executive



## Foothill Transit

<b>Financial Stability Policy</b>	Policy No:	FIN2016-001R3
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	Page:	5 of 6

Director can approve administrative revisions, including FTE changes, to the financial plan if changes are consistent with the fund appropriation.

Foothill Transit's source of authority to make changes is rooted in disclosure on financial policy as stated in Foothill Transit's Comprehensive Annual Financial Report (CAFR) where reference to the legal level of authority is at the fund level so that staff has the ability to make changes within that legal authority.

### Capital Program Budget

The capital budget process is integrated into the annual budget process. The capital budget includes all capital program activities associated with bus acquisition, bus capital improvements, facility construction and other capital improvements such as information technology enhancements. The Governing Board approves a capital project as part of the annual budget adoption; it authorizes the schedule and total expenditures over the life of the project.

Appropriations for the capital budget are approved on a life-of-project basis and thus, do not lapse at the end of the fiscal year. Providing flexible funding over the life of a project authorizes staff to re-appropriate unexpended revenues and expenses from the prior year.

The capital program budget (CP) is adopted on a life-of-project basis. Thus, annual re-appropriations are not required. Changes to the life-of-project budget for any project whose life-of-project budget is over \$1 million must be approved by the Governing Board. The CP budget process is completed as part of the annual budget process. Project managers analyze the status of their funded projects (reforecasting schedules, costs, etc.) They also submit new projects for consideration through the CP process in the second quarter of the current fiscal year.

The CP budget process includes the following:

- Determines which prior year projects will not be completed as scheduled in the current fiscal year;
- Identifies new requirements or projects since the adoption of the prior CP, including changes to the life-of-project budget;



## Foothill Transit

<b>Financial Stability Policy</b>	Policy No:	FIN2016-001R3
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- Authorizes capital projects and associated funding plans;
- Estimates the operating impact of the capital investment, including cost increases.

The CP budget is developed based on criteria established in the Transit Asset Management (TAM) Plan. The TAM plan is designed to ensure that all assets meet the State of Good Repair requirements. Projects are included based on project rankings, project readiness, available agency resources, and funding. Project managers gather project information (current and new projects) and submit the information to Finance in the second quarter of the current fiscal year. Finance assembles the proposed projects and submits to Executive Management. Executive Management reviews the list of recommended capital projects and further prioritizes the projects to match available revenues.

*Revision History:*

*Adopted February 27, 2016*

*Effective February 27, 2016*

*Revised February 23, 2018*

*Revised March 29, 2019*

*Revised January 31, 2020*

*Revised*



April 24, 2020

To: Executive Board

Subject: **Resolution Adopting Changes to the Executive and Governing Board Meeting Schedule for 2020**

**Recommendation**

Adopt Resolution 2020-02 (Attachment A) adopting changes to the Executive and Governing Board Meeting Schedule for 2020 (Attachment B), and adopting Friday, June 26, 2020 at 7:45 a.m. as the new date and time for the Annual Meeting.

**Analysis**

The Executive Board adopted Resolution 2019-03 - The Executive and Governing Meeting Schedule for 2020 at their October 25, 2019 meeting. Due to the COVID-19 Novel Coronavirus and the health recommendations for social distancing, proposed changes are being proposed to the meeting schedule for 2020.

In addition, the COVID-19 crisis has made the preparation of the Fiscal Year 2020-2021 budget uncertain on the revenue side. The extra 30 days will allow team members to prepare a more likely budget.

Below are the proposed changes to the May and June meeting dates.

<b>Current Schedule</b>	<b>Proposed Changes to Schedule</b>
Friday, May 29, 2020 at 7:45 a.m. Joint Meeting - Annual Governing Board & Executive Board Meeting	Friday, May 29, 2020 at 8:30 a.m. Executive Board Meeting
Friday, June 19, 2020 7:45 a.m. Governing Board Meeting 9:15 a.m. Executive Board Meeting	Friday, June 26, 2020 at 7:45 a.m. Joint Meeting - Annual Governing Board & Executive Board Meeting

If adopted, the updated meeting schedule will be emailed to Governing Board members and member cities staff.

Sincerely,

Christina Lopez  
Board Secretary

Doran J. Barnes  
Executive Director



**RESOLUTION NO. 2020-02**

**A RESOLUTION OF THE EXECUTIVE BOARD OF Foothill TRANSIT  
ADOPTING CHANGES TO THE MAY AND JUNE MEETING DATES**

**The Executive Board of Foothill Transit does resolve as follows:**

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

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

B. On October 25, 2019, the Executive Board adopted Resolution 2019-03 fixing the dates for the 2020 Executive Board and Governing Board Meetings.

C. Due to the COVID-19 and health recommendations for social distancing, it is necessary to change the meeting dates for May and June 2020.

2. **Action.**

A. The Executive Board establishes May 29, 2020 at 8:30 a.m., as the date and time of an Executive Board Meeting and Friday, June 26, 2020 at 7:45 a.m. as the date for the Joint Meeting - Annual Governing Board and Executive Board Meeting.

3. **Adoption.** PASSED AND ADOPTED at a meeting of the Executive Board held on April 24, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

\_\_\_\_\_  
CYNTHIA STERNQUIST, CHAIR

APPROVED AS TO FORM:  
DAROLD PIEPER, GENERAL COUNSEL

ATTEST:  
CHRISTINA LOPEZ, BOARD SECRETARY

By:\_\_\_\_\_

By:\_\_\_\_\_



## Foothill Transit

### 2020 Executive & Governing Board Meetings Calendar

<b>January 2020</b>	<p>Friday, January 31 @ 7:45 a.m. - Governing Board Meeting</p> <p>Friday, January 31 @ 9:15 a.m. - Executive Board Meeting</p>
<b>February 2020</b>	<p>Friday, February 28 @ 8:00 a.m. - 3:00 p.m. - Strategic Planning Workshop, Kellogg House - Cal Poly Pomona</p>
<b>March 2020</b>	<p>Friday, March 27 @ 7:45 a.m. - Governing Board Meeting</p> <p>Friday, March 27 @ 9:15 a.m. - Executive Board Meeting</p>
<b>April 2020</b>	<p>Friday, April 24 @ 7:45 a.m. - Governing Board Meeting</p> <p>Friday, April 24 @ 9:15 a.m. - Executive Board Meeting</p>
<b>May 2020</b>	<p><del>Friday, May 29 @ 7:45 a.m. - Joint Meeting - Annual Governing Board &amp; Executive Board Meeting</del></p> <p>Friday, May 29 @ 8:30 a.m. - Executive Board Meeting</p>
<b>June 2020</b>	<p><del>Friday, June 19 @ 7:45 a.m. - Governing Board Meeting</del></p> <p><del>Friday, June 19 @ 9:15 a.m. - Executive Board Meeting</del></p> <p>Friday, June 26 @ 7:45 a.m. - Joint Meeting - Annual Governing Board &amp; Executive Board Meeting</p>
<b>July 2020</b>	<p>Friday, July, 24, 2019 @ 7:45 a.m. - Governing Board Meeting</p> <p>Friday, July 24, 2019 @ 9:15 a.m. - Executive Board Meeting</p>
<b>August 2020</b>	<p>Friday, August 28 @ 7:45 a.m. - Governing Board Meeting</p> <p>Friday, August 28 @ 9:15 a.m. - Executive Board Meeting</p>
<b>September 2020</b>	<p>Friday, September 25 @ 7:45 a.m. - Governing Board Meeting</p> <p>Friday, September 25 @ 9:15 a.m. - Executive Board Meeting</p>

# 2020 Executive & Governing Board Meetings Calendar

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<b>October 2020</b>	Friday, October 30 @ 7:45 a.m. - Governing Board Meeting Friday, October 30 @ 9:15 a.m. - Executive Board Meeting
<b>November 2020</b>	No meetings scheduled in November
<b>December 2020</b>	Friday, December 18 @ 7:45 a.m. - Governing Board Meeting Friday, December 18 @ 9:15 a.m. - Executive Board Meeting

Adopted 10/25/19

Revised



April 24, 2020

To: Executive Board

Subject: **Foothill Transit Values Statements**

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### **Recommendation**

Authorize the Executive Director to adopt the revised Foothill Transit Values statements.

### **Background**

During the annual Executive Board Strategy Session in February, the Foothill Transit Values were reviewed and adjusted to better fit the culture and ideals of the agency. The Safety value and the Diversity value were the primary focus as both serve as cornerstones for the entire team. They are currently worded as follows:

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

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

Safety is already a core, and even the first, goal of Foothill Transit's mission statement and a part of the agency's work culture. Upon review, it was felt that the safety value should be altered to reflect a value that informs safety at every level of the organization - *accountability*. The revised Accountability value is worded as follows:

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

Foothill Transit has an incredibly diverse workforce, and has in fact won awards for its support of diversity in the transit industry (WTS Employer of the Year, 2014). However, after review, it is clear that diversity doesn't have a strong footing unless you also foster *inclusion* of that diverse workforce. Thus, the revised Inclusion value reads as follows:

Inclusion -- We create a culture that facilitates equal access to opportunity and promotes participation among our diverse and talented team members, valuing the unique perspectives everyone brings.



Over the past several weeks as the Foothill Transit Administrative team has shifted from our shared office environment to a work-from-home model in the face of COVID-19 restrictions, it has become clear that the unity of our team members didn't rest entirely on the physical proximity and access that our offices provide. What has been repeatedly demonstrated is a unified empathy and compassion for our fellow team members and how that empathy has been reflected in how we serve our communities in this time of unprecedented crisis. The original Team Member value read as follows:

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

While all of the above is true, the value statement didn't quite capture the culture we've seen develop and wish to further maintain. The suggested rewording is as follows:

Team Members -- Our care for each other magnifies the care we provide to our communities, so we endeavor to practice compassion, embodying the best of our humanity to one another. We are also committed to supporting the team through education, development and recognition.

Crisis can reveal many things that were previously unseen. As we look ahead to whatever the new normal will be for our communities, it is important to anchor agency culture to the values that inform decisions going forward and promote a unified and collaborative environment that motivates and demonstrates thoughtful stewardship of the service Foothill Transit is trusted to provide.

Sincerely,

Felicia Friesema  
Director of Marketing & Communications

Doran J. Barnes  
Executive Director

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Christopher Pieper  
Director of Procurement



April 24, 2020

To: Executive Board

Subject: **Sole Source Contract Award - Real-Time Passenger Information System**

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### **Recommendation**

Authorize the Executive Director to enter into a sole source agreement in the amount of \$360,387 with Avail Technologies for the Avail MyStop Real Time Passenger Information System.

### **Analysis**

Accurate real-time passenger information (RTPI) is a key component in improving transit customers' experience. It allows customers to get bus arrival information via designated websites, smartphone applications, text message, and voice response by phone. RTPI systems also provide third-party developers with access to the information allowing for the development of additional applications and integration into websites. Foothill Transit's current RTPI system is Cubic's NextBus. The system has been in place since 2012.

Foothill Transit recently upgraded to the Avail computer-aided dispatch and automatic vehicle location (CAD/AVL) system. The system includes an integrated RTPI system called MyStop. The Avail MyStop system, like the current NextBus system, will tell passengers when the bus will be arriving at their desired stop via a smartphone app, website, text, or interactive voice response system. The MyStop system will also share the data feed with developers using the widely adopted Real-Time General Transit Feed Specifications (GTFS-RT). The MyStop system is currently being used internally by Foothill Transit's Customer Service Representatives to help answer customer questions.

One key advantage of MyStop over the NextBus system is the integration with the Avail CAD/AVL system so that the information observed by staff on the system internally is the same information that customers see. Other advantages are that the MyStop system will instantly display any changes made to routes and schedules whereas the NextBus can take up to 24 hours to display such changes. This feature is extremely valuable to customers in the event of unscheduled detours, and is particularly important in the event Foothill Transit needs to adjust levels of service as a result of resource challenges caused by events such as the COVID-19 pandemic.



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Contract Amendment – Real-Time Passenger Information  
System  
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The MyStop system is part of the Avail system, and as such Foothill Transit is only required to pay a one-time cost of \$120,387 for custom development and setup of the customer facing side and the annual web hosting cost which is \$48,000. There is no additional licensing fee. Foothill Transit currently pays \$90,588 per year for licensing and hosting of the Cubic NextBus system.

Staff requests approval of a sole source contract with Avail Technologies for the MyStop RTPI System in the amount of \$360,387, which includes the one-time development and setup programming cost and five years of hosting services.

Foothill Transit’s Procurement Policy allows sole source procurement in the event of “Unusual and Compelling Urgency” when the organization may limit the solicitation when the public exigency or emergency will not permit a delay resulting from competitive solicitation for the property or services, such as we are currently experiencing with the COVID-19 pandemic. In the event Foothill Transit needs to change schedules or service levels due to lack of resources, this will allow us to make the change and have customers still be able to track their desired bus arrival without any delay. Additionally, a sole source procurement is justifiable when the product of vendor offers “Unique Capability and or Availability”. Avail’s MyStop product is the only RTPI system that can be integrated with Foothill Transit’s CAD/AVL system, also Avail proprietary software, without the need for an interface to be developed and implemented to share data which would result in cost increases that would not be recouped through competition and unacceptable delays.

**Budget Impact**

Funding for this project is included in Foothill Transit’s approved Fiscal Year 2019-2020 budget. The amount of \$168,387 is included in Capital project number 0042, Bus Stop Customer Information. The remaining \$192,000, will be programmed in the Planning Department 80, operating budget each fiscal year for the next four years.

Sincerely,

Joseph Raquel  
Director of Planning

Doran J. Barnes  
Executive Director

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Christopher Pieper  
Director of Procurement



April 24, 2020

To: Executive Board

Subject: **Driver Barrier Procurement**

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### **Recommendation**

Authorize the Executive Director to utilize the most expedient and cost efficient method possible to procure and have installed 197 driver barriers on the Foothill Transit coaches that currently do not have such barriers.

### **Analysis**

The COVID-19 Pandemic has created a worldwide crisis impacting all facets of life. As a public transit agency, Foothill Transit provides essential service to our community. Many of our customers rely on our service to take them to their jobs that are deemed essential, to buy food and necessary supplies, and to receive medical care.

Foothill Transit's CNG bus procurements since 2016 have included driver barriers in the bus specification (there are currently no driver barriers that are compatible with the early-model Proterra electric buses), and older buses without driver barriers that have been retired have been replaced with buses with barriers. That replacement plan would have seen all non-electric buses outfitted with driver barriers by 2026.

The current COVID-19 pandemic has magnified the urgency of outfitting the entire fleet with driver barriers for the further protection of the contractors' bus operators from possible contamination while operating the buses. Currently, buses are thoroughly cleaned and disinfected on a daily basis, operators are provided with masks, hand sanitizers, gloves, and surface cleaning supplies. Rear door bus boarding has been implemented to provide as much physical distance between the coach operator and boarding passengers. Customers with disabilities or who request to use the ramp at the front of the bus are still allowed to do so.

Currently, aside from the 60-ft articulated coaches and 18 40-ft. CNG coaches which are slated for retirement in early 2021, there are 197 buses that do not have driver barriers. A temporary plastic shield will be installed on the 60-ft. articulated coaches and the 18 soon-to-be-retired 40-ft. CNG coaches.



**Budget Impact**

This project is not included in the current year Business Plan and Budget. The projected cost to purchase and install 197 coach operator barriers is \$1 million, plus sales tax and shipping cost. Funds are available in Capital Project #123 Bus Replacement to facilitate this procurement action.

Sincerely,

Roland M. Cordero  
Director of Maintenance  
and Vehicle Technology

Doran J. Barnes  
Executive Director

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Christopher Pieper  
Director of Procurement



April 24, 2020

To: Executive Board

Subject: **Sole Source Contract Award - All Door Boarding Equipment Purchase and Installation**

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### **Recommendation**

Authorize the Executive Director to award a sole source contract to Cubic Transportation, Inc., for installation of TAP Bus Mobile Validators (BMV) at the rear door(s) of Foothill Transit revenue vehicles, at a total cost of \$2,000,000.

### **Analysis**

As transit agencies across the nation explore ways to combat the spread of the Coronavirus (COVID-19), Foothill Transit and many transit operators quickly implemented rear door boarding for all non-ADA passengers. Allowing customers to board the bus from the rear door increases the distance between bus operators and riding customers. Foothill Transit also suspended enforcing fare policies with the change in customer boarding procedures, as there is no fare collection equipment at the rear door of the bus.

With the efforts made by the general public to abide by the 'Safer at Home' health order, public officials have seen significant improvements in the reduction of community spread of COVID-19. Recently the Governor of California unveiled the principles we must follow to safely lift the state's restrictions implemented during the COVID-19 outbreak.

With the anticipation of a gradual restoration of Foothill Transit service levels and fare collection, a cautious approach that still allows customers to board and pay for the fare with a TAP card from the rear door(s) is warranted. Allowing customers to board and pay their fare at all doors, a practice known as all-door boarding, has been piloted by many transit agencies, including LA Metro. In fact, LA Metro's pilot project of all-door boarding has proven to have positive impacts on service by reducing dwell time and improving on-time performance, and ultimately resulted in operational cost savings on their high ridership lines. Below is a table of Metro's pilot results for all-door boarding:



LA Metro’s All Door Boarding Pilot Results- Average Change in Dwell Time per Customer Boarding/Alighting

Avg. Boardings/Alightings per Customer	Seconds			
	Feb-16	Oct-16	Change (#)	Change (%)
Stops with 10 or less	12.0	11.0	(0.98)	-8%
Stops with 11-15	4.6	4.2	(0.44)	-9%
Stops with 16-20	6.6	3.6	(3.07)	-46%
Stops with greater than 20	5.1	2.8	(2.28)	-45%

Source: LA Metro Board Report File #2016-0767 - Finance, Budget & Audit Committee, February 15, 2017

Implementation of all-door boarding requires Foothill Transit to procure TAP Bus Mobile Validators (BMV) and install the unit near each middle and/or rear door to allow customers to tap their TAP card to pay for their fare with a valid pass or stored value. Once the TAP BMVs are installed, customers are able to board the bus from the front, middle (only on an articulated bus), or rear door. The access of boarding points at a bus stop disperses the boarding loads thus further promoting physical distancing. The BMV will need to be integrated with Foothill Transit’s upgraded farebox to allow the operator to control the fare structure settings from the farebox and monitor fare collection activities on the rear door validator(s). This integration work must be done to ensure customers are charged the correct fare and to reduce potential fare evasion.

To ensure seamless integration with the TAP system and Foothill Transit TAP-enabled farebox, a sole source contract award to Cubic Transportation Inc., is vital to the success of implementing all-door boarding. Cubic has been a partner of the LA Regional TAP program and Foothill Transit since 2009 when Foothill Transit first joined the TAP Program. Cubic has a unique knowledge of the intricacies of the TAP Program.



**Budget Impact**

The independent cost estimate for the project is \$2,000,000 and funding for this capital project is included in the approved Fiscal Year 2019-2020 Business Plan and Budget in Capital Project #0124 for fare revenue collection system improvements and enhancements.

Sincerely,

John Xie  
Revenue Manager

Doran J. Barnes  
Executive Director

Michelle Lopes Caldwell  
Director of Finance & Treasurer

Chris Pieper  
Director of Procurement