



**Foothill Transit**

## **GOVERNING BOARD MEETING**

West Covina, CA  
Friday, May 29, 2020



Foothill Transit

# Foothill Transit MISSION

To be the premier public transit provider committed to:

**SAFETY**

**COURTESY**

**QUALITY**

**RESPONSIVENESS**

**EFFICIENCY**

**INNOVATION**



## Foothill Transit VALUES

### **SAFETY**

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

### **RESULTS**

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

### **INTEGRITY**

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

### **GRATITUDE**

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

### **DIVERSITY**

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

### **TEAM MEMBERS**

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

### **COMMUNICATION**

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

### **SUSTAINABILITY**

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



Foothill Transit

# Governing Board Meeting AGENDA

GOVERNING BOARD MEETING  
7:45 AM, MAY 29, 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/88649861223>. ALTERNATIVELY, TO PARTICIPATE VIA PHONE, DIAL (669) 900-6833 AND ENTER MEETING ID: 886-4986-1223.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES FOR THE GOVERNING BOARD MEETING OF JANUARY 31, 2020
5. APPROVAL OF AGENDA
6. PUBLIC COMMENT

IF PARTICIPATING VIA ZOOM, CLICK ON "RAISE 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 MAY 28, 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) 967-3147 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.



7:45 AM, May 29, 2020  
2<sup>nd</sup> Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790  
Page 2

6.1. Executive Director Response to Public Comment

CONSENT CALENDAR: Item 7 is a consent item 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.

7. MARCH 2020 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

*Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through March 31, 2020. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of March 31, 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 pagsasalin, pakisuyong makipag-ugnayan sa opisina ng Executive Director sa (626) 931-7300 extension 7204, ng hindi bababa sa 48 oras bago ang pulong.

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

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

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

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

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

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

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



7:45 AM, May 29, 2020

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

Page 3

REGULAR AGENDA:

8. COVID-19 TRANSIT 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.*

9. FUEL CELL ELECTRIC BUS PROGRAM

*Recommended Action: Receive and file the report on Foothill Transit's Fuel Cell Electric Bus Program.*

10. CLUSTER 2 AND 3 ELECTION NOTIFICATION

*Recommended Action: Receive notification of Cluster 2 and 3 elections to be held on June 26, 2020.*

11. EXECUTIVE DIRECTOR COMMENT

12. GOVERNING BOARD MEMBER COMMENT

13. ADJOURNMENT

**A Joint Meeting - Annual Governing Board  
and Executive Board is scheduled for  
Friday, June 26, 2020 at 7:45 a.m.**



**Foothill Transit**

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

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

**Friday, January 31, 2020  
7:45 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Vice Chair Sternquist at 7:54 a.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Member Calaycay.

**3. FOCUS ON SAFETY**

Roberto Estrella, Safety Compliance Coordinator, presented a safety message on driver safety.

**4. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Corey Calaycay, Member Robert Torres, Member Emmett Badar, Member Jorge Marquez, Member Gary Boyer, Member Albert Ambriz, Member Tony Wu, Member Roger Chandler, Member Richard Barakat, Member Tzeitel Paras-Caracci, Member Becky Shevlin, Member Margaret McAustin, Member Nanette Fish, Member Nancy Lyons, Member Cory Moss, Member Hector Delgado, Member Sam Pedroza, Member Jimmy Lin, Member Cynthia Sternquist

Absent: Member Charlie Rosales, Member Andrew Rodriguez, Member Uriel Macias, Member Ricardo Pacheco, Member Jessica Ancona, Member Valerie Munoz

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

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

Motion by Member Chandler, second by Member Fish, the minutes for the Regular Meeting of December 20, 2019 were approved. Motion carried 18-0. Abstention Member Lyons.

**6. APPROVAL OF AGENDA**

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

**7. PRESENTATIONS**

7.1 Contractors' Employee Recognition

Bill Jackson, General Manager, introduced the Arcadia location Transdev employees of the month.

Christopher Tran - Employee of the Month

Brian Otchis, General Manager, introduced the Pomona location Keolis employees of the month.

Joe Loera - Employee of the Month

Elizabeth Rudolph - Operator of the Month

Araceli Lopez, General Manager, introduced the Transit Stores, Transdev employee of the quarter.

Lisa Arellano - Employee of the Quarter.

**8. PUBLIC COMMENT**

Terry Mallet, Chairman and CEO, Transdev addressed the Governing Board. Mr. Mallet thanked the Governing Board for their longtime partnership and wished Foothill Transit much success.

8.1 Executive Director Response to Public Comment

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

**CONSENT CALENDAR:**

**9. NOVEMBER 2019 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**



Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through November 30, 2019. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of November 30, 2019, for the fiscal year ending June 30, 2020.

Motion by Member Calaycay, second by Member Marquez, to receive and file. Motion carried 19-0.

10. **DECEMBER 2019 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through December 31, 2019. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of December 31, 2019, for the fiscal year ending June 30, 2020.

Motion by Member Calaycay, second by Member Marquez, to receive and file. Motion carried 19-0.

**REGULAR AGENDA**

11. **RECESS MEETING FOR SPECIAL ELECTION FOR CLUSTER 4 (DIAMOND BAR, EL MONTE, INDUSTRY, LA PUENTE, SOUTH EL MONTE) TO ELECT EXECUTIVE BOARD MEMBER (SHOULD THE ELECTION OF AN EXECUTIVE BOARD ALTERNATE ALSO BE REQUIRED, THAT ELECTION WILL ALSO BE HELD)**

The meeting recessed at 8:05 a.m.

12. **RECONVENE MEETING AND ANNOUNCE THE SPECIAL ELECTION RESULTS FOR CLUSTER 4**

Member Lyons announced that Member Moss would serve as Executive Board Member and Member Munoz would remain the Executive Board Alternate.

13. **ROSE BOWL SERVICE UPDATE**

Recommendation: Receive and file the Rose Bowl Service Update.

Tanya Pina, Operations Contract and Customer Service Manager, presented this item.

Ms. Pina provided an update on shuttle service to the Rose Bowl. Service is provided for UCLA football games, the Rose Bowl football game, and other events. For the 2019 season, Foothill Transit transported nearly 81,000 customers.

Received and filed.

14. **2020 Foothill Transit Bus Roadeo Preview**

Recommendation: Receive and file the preview of the 2020 Foothill Transit Bus Roadeo.

Tanya Pina, Operations Contract and Customer Service Manager, presented this item.

Ms. Pina reported that on Saturday, March 7, 2020 Foothill Transit will host its annual Bus Roadeo. The Roadeo theme will be superheroes. The event will take place at the Arcadia/Irwindale Operations and Maintenance Facility. Operators and maintenance teams will compete to determine who will represent Foothill Transit in San Antonio, Texas for the American Public Transportation Association International Roadeo.

The Bus Roadeo is a platform to encourage safety, professionalism, and to recognize excellence amongst bus operators who are the face of Foothill Transit. An invitation was extended to Governing Board Members to attend.

Received and filed.

15. **Fiscal Year 2019-2020 Business Plan Initiatives Update**

Recommendation: Action: Receive and file an update on Foothill Transit's FY2019-2020 Business Plan Initiatives.

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

Mr. McDonald presented updates on Foothill Transit's agency-wide initiatives, which include the Covina Transit Center, Express Lanes Operation, Fare Restructuring Implementation Phase II, Fare Technology, Fleet Electrification, Mobility as a Service, Mt. SAC Transit Center and Website Redesign.

Received and filed.



16. **FISCAL YEAR 2019-2020 SECOND QUARTER PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the FY2019-2020 Second Quarter Performance Indicators Report.

Paulina Ruiz, Transportation Business Intelligence Analyst, presented this item.

Ms. Ruiz reported on the key performance indicators for the second quarter of Fiscal Year 2019-2020. In the second quarter, six of eight key performance indicators were met. The indicators met include Miles Between Technical Roadcalls, Complaints per 100,000 Boardings, Boardings per Vehicle Service Hour, Average Weekday Boardings, Farebox Recovery Ratio, Average Cost per Vehicle Service Hour. The indicators not met were Preventable Collisions per 100,000 Miles and Schedule Adherence.

Receive and filed.

17. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Mt. SAC is generating six to seven percent of Foothill Transit's ridership.
- Foothill Transit is working on a partnership with Cal Poly Pomona to enter into a Class Pass agreement. In addition, Foothill Transit is partnering up with professors at Cal Poly Pomona on having students work on design concepts for a transit center on campus.
- Invited Governing Board Members to attend Bus Rodeo on March 7, 2020.
- Covina Transit Center and Park & Ride Grand Opening is tentatively scheduled for April 17, 2020.
- Nine Governing Board Meetings are scheduled for 2020. A survey will be conducted mid-year to seek feedback on the frequency, timing, and content of meetings.
- Work has begun on the development of the FY2020-2021 budget.

18. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Governing Board.

- Member Chandler invited member cities to host events at the races. He asked that people call 574-RACE for additional information.
- Member Lin shared that he visited Asia and visited one of the largest transit systems in the world, the system carries a couple of million passengers per day. Ninety-five percent of the passengers use a TAP system. Passengers are required to tap when they board and tap when they exit the bus; the data is used for planning purposes. Member Lin asked how often did Foothill Transit conduct origin and destination surveys. Joe Raquel, Planning Director, responded to Member Lin's question, and stated that origin and destination surveys are conducted as part of the Comprehensive Operational Analysis.
- Member Wu stated that they are working on synchronized lighting on Azusa Avenue from the Gold Line Station to the 60 Freeway.
- Vice Chair Calaycay encouraged coordination between Foothill Transit and member cities on improvement projects. He stated that Claremont and Pomona just completed improvement projects on Foothill Boulevard and Garey Avenue.

19. **ADJOURNMENT**

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

There being no further business, the Foothill Transit Governing Board meeting adjourned at 9:07 a.m.



May 29, 2020

To: Governing Board

Subject: **March 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 March 31, 2020.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of March 31, 2020, for the fiscal year ending June 30, 2020.

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

#### Assets

The balance sheet, as of March 31, 2020, shows total assets at \$340.53 million. This total consists primarily of \$227.23 million in fixed assets, \$99.69 million in cash and investments, and \$12.94 million in receivable and prepaid assets. Foothill Transit's cash position of \$88.77 million is \$3.17 million less than the previous month, and is \$40.60 million more than last year in March.

#### Liabilities

The accounts payable balance is \$10.16 million. Accounts Payables include operation and maintenance expenses for \$5.2 million and \$1.45 million for fuel.

The deferred revenue of \$56.01 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 \$44.09 million in liquid accounts held with Bank of the West; \$13.38 million in interest bearing money market accounts with Bank of the West; \$67,900 with

Chase; \$10.92 million with US Treasury and \$31.22 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)

March 2020 year-to-date fare revenues were \$11.90 million which is \$793,657 less than the budgeted amount and \$205,081 less than March 2019. Effective March 19, 2020, Foothill Transit implemented rear door boarding on all buses to improve the safety of both the customers and the bus operators. Because there is no TAP equipment located at the rear door, fare collection was not possible. This public safety decision will impact total fare revenues and the farebox recovery ratio for the remainder of this fiscal year. The March fare revenues don't appear to be dramatically impacted by the decision to halt fare enforcement due to the high volume of monthly passes sold in the beginning of the month. Many of the passes were refunded after rear door boarding was implemented.

Operating costs through March 2020 were \$73.78 million, which is \$3.89 million less than the budget and \$2.1 million more than March 2019. Of this \$73.78 million, \$58.15 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel which was \$4.58 million through March 2020.

Capital expenditures through March were \$23.67 million compared with \$28.26 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 March year-to-date farebox recovery ratio was 16.13 percent, which is 0.27 percent lower than the performance target of 16.4 percent. The farebox recovery ratio is calculated by dividing the total year to date fare revenue of \$11,903,093 by the total bus operating expense of \$73,780,054. This ratio is less than the March 2019 ratio of 16.89 percent.

**Total Disbursements** (Attachment D)

Total disbursements reflect invoices paid for the month of March 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 March 2020 were \$19.46 million. Capital disbursements totaled \$7.38 million and other significant disbursements include \$3.71 million to Keolis and \$6.86 million to Transdev for bus operating services.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Doran J. Barnes  
Executive Director

Attachments

Foothill Transit  
Balance Sheet  
As of March 31, 2020

**Assets**

## Current Assets:

Cash	\$88,765,620
Investments	10,923,388
Due from government agencies	10,293,904
Other receivables	1,358,313
Other assets	1,288,916

Total Current Assets	\$112,630,142
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## Non current Assets:

Notes receivable	666,501
Property & Equipment (net of depreciation)	227,231,530

Total Non Current Assets	227,898,031
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Total Assets	\$340,528,173
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**Liabilities and Equity**

## Current Liabilities:

Accounts payable and accrued liabilities	\$10,155,743
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Deferred Revenue	56,015,953
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Total Liabilities	\$66,171,696
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**Equity**

## Fund Balance:

Investment in Capital Assets	\$227,231,530
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Current Year Change	12,605,180
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Reserve	34,519,768
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Total Equity	\$274,356,478
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Total Liabilities and Equity	\$340,528,173
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**Attachment B**Summary of Cash and  
Investment Account  
For March 31, 2020

	Interest Rate	Term	Principal/ Book & Market Value
Cash:			
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$25,398,922
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	1.01%	Demand Deposit	2,275,312
Bank of the West-Money Market #1110	1.01%	Demand Deposit	4,957,454
Bank of the West-Money Market #1111	1.01%	Demand Deposit	4,917,812
Bank of the West-LCTOP #1108	1.01%	Demand Deposit	1,229,068
Chase Business Saving #1109	0.28%	Demand Deposit	67,973
LAIF Investment #1141	2.29%	Demand Deposit	31,222,802
Subtotal Cash on Hand			<u>\$88,765,620</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>\$99,689,008</u></u>

**Foothill Transit**  
**Statement of Revenue and Expense**  
**For Month Ended March 31, 2020**

	Actual YTD March 2020	Budget YTD March 2020	Variance	Actual YTD March 2019
<b>Fare Revenue</b>				
Farebox	\$4,522,899	\$5,773,500	(21.66%)	\$5,407,284
Pass Sales	2,931,347	2,798,250	4.76%	2,847,276
TAP Cash Purse	3,486,317	3,112,500	12.01%	2,883,876
MetroLink & Access Service	419,197	452,250	(7.31%)	414,129
EZ Transit Pass	543,334	560,250	(3.02%)	555,610
<b>Total Operating Revenue</b>	<b>\$11,903,093</b>	<b>\$12,696,750</b>	<b>(6.25%)</b>	<b>\$12,108,174</b>
<b>Operating Subsidies and Other</b>				
Transportation Development Act	\$11,792,835	\$16,001,638	(26.30%)	\$15,029,974
State Transit Assistance (STA)	3,949,197	3,949,197	0.00%	3,063,472
Senate Bill 1 - STA	2,571,791	2,571,791	0.00%	1,803,656
Senate Bill 1 - STA BSCP	281,897	281,897	0.00%	197,311
CalTrans-LCTOP	521,301	521,301	0.00%	97,171
Prop A 40% Discretionary	12,420,013	12,420,013	0.00%	12,172,842
Prop A 40% BSCP	3,988,860	3,988,860	0.00%	3,726,063
Prop A Exchange	3,200,000	3,200,000	0.00%	2,200,000
Prop C BSIP	733,201	733,201	0.00%	716,857
Prop C Base Restructuring	1,574,839	1,574,839	0.00%	1,539,733
Prop C Transit Service Expansion	262,434	262,434	0.00%	256,584
Transit Security	781,545	781,545	0.00%	752,682
Measure R	9,183,918	9,183,918	0.00%	8,487,271
Measure M	9,499,180	9,499,180	0.00%	8,568,856
Miscellaneous Transit Revenues	1,115,950	0	0.00%	909,598
<b>Total Subsidies and Other</b>	<b>\$61,876,961</b>	<b>\$64,969,814</b>	<b>(4.76%)</b>	<b>\$59,571,475</b>
<b>Total Operating Revenue</b>	<b>\$73,780,054</b>	<b>\$77,666,564</b>	<b>(5.00%)</b>	<b>\$71,679,649</b>
<b>Other Revenues</b>				
Gain on Sale of Fixed Assets	\$312,363	\$0	0.00%	\$60,540
Auxiliary Revenue	364,724	716,250		951,758
<b>Total Other Revenues</b>	<b>677,087</b>	<b>716,250</b>	<b>(5.47%)</b>	<b>\$1,012,298</b>
<b>Total Operating and Other Revenues</b>	<b>74,457,141</b>	<b>78,382,814</b>	<b>(5.01%)</b>	<b>\$72,691,947</b>
<b>Operating Expenses</b>				
Customer Service & Operations	\$65,297,601	\$65,969,849	(1.02%)	\$63,917,626
Maintenance & Vehicle Technology	582,348	588,826	(1.10%)	547,750
Marketing & Communications	1,144,026	1,679,022	(31.86%)	1,225,227
Information Technology	1,296,403	1,823,075	(28.89%)	1,305,564
Administration	1,973,118	2,602,901	(24.20%)	1,678,486
Procurement	515,230	665,542	(22.58%)	364,941
Finance	1,116,754	1,326,881	(15.84%)	1,137,016
Planning	817,036	1,405,511	(41.87%)	598,464
Facilities	1,037,538	1,604,957	(35.35%)	904,575
<b>Total Operating Expenses</b>	<b>\$73,780,054</b>	<b>\$77,666,564</b>	<b>(5.00%)</b>	<b>\$71,679,649</b>
<b>Other Expenses</b>				
Property Management	\$349,043	\$266,250	31.10%	\$305,582
Dial-A-Ride	0	0	0.00%	385,777
Special Services	328,044	450,000	(27.10%)	320,938
<b>Total Other Expenses</b>	<b>\$677,087</b>	<b>\$716,250</b>	<b>(5.47%)</b>	<b>\$1,012,298</b>
<b>Total Operating and Other Expenses</b>	<b>\$74,457,141</b>	<b>\$78,382,814</b>	<b>(5.01%)</b>	<b>\$72,691,947</b>
<b>Capital Revenues</b>				
Capital Grants	\$23,669,532	\$57,559,396	(58.88%)	\$28,259,760
<b>Capital Expenditures</b>				
Capital Expenditures	\$23,669,532	\$57,559,396	(58.88%)	\$28,259,760

**Bank Account - Check Details**

Period: 03/01/20..03/31/20

Foothill Transit

Thursday, April 9, 2020

FOOTHILLTRANSITLHERNANDEZ

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 03/01/20..03/31/20

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				
03/04/20	E01451	Keolis Transit Services LLC	1/16-31 Pomona Contractor services	1,541,144.56	0.00	0.00	Posted
03/04/20	A000020	Powell Consulting DC, LLC	1/20 Public Affairs	4,800.00	0.00	0.00	Posted
03/04/20	A000021	Transdev Services, Inc.	1/16-31 Arcadia Contractor services	2,438,543.85	0.00	0.00	Posted
03/05/20	55574	Adt Security Services, Inc.	02/19-05/20 security services	403.11	403.11	0.00	Posted
03/05/20	55575	Alltech Industries, Inc.	January 2020 DTLA Layover Security Services	5,695.25	5,695.25	0.00	Posted
03/05/20	55576	APTA	2020 International Study Mission	4,000.00	4,000.00	0.00	Posted
03/05/20	55577	Azusa Light & Water	01/01-01/31 Electricity and water	9,939.69	9,939.69	0.00	Posted
03/05/20	55578	CA Newspaper Service Bureau	NP20-014 Legal Advertisement	114.73	114.73	0.00	Posted
03/05/20	55579	California Deposition Reporters	RFP 19-062 Transcription	350.00	350.00	0.00	Posted
03/05/20	55580	City of Covina	Covina Transit Center - Developmental Impact Fees	27,794.60	27,794.60	0.00	Posted
03/05/20	55581	Daley and Heft, LLP	1/20 Legal Fees	7,470.25	7,470.25	0.00	Posted
03/05/20	55582	Dalila Ortiz	February 2020 CAPPO Reimbursement	177.78	177.78	0.00	Posted
03/05/20	55583	Day - Lite Maintenance Co. Inc.	Light Replacements	1,698.80	1,698.80	0.00	Posted
03/05/20	55584	Erhart's Catering	2/20 SunLine Training	972.13	972.13	0.00	Posted
03/05/20	55585	FEDEX Corp.	Express Mail	394.07	394.07	0.00	Posted
03/05/20	55586	File Keepers LLC	1/20 Shredding Services	88.00	88.00	0.00	Posted
03/05/20	55587	Green Thumb Indoor Plant	03/20 Indoor Plant Care	662.75	662.75	0.00	Posted
03/05/20	55588	John Xie	Reimbursable expense 2/24/20-2/27/20	368.81	368.81	0.00	Posted
03/05/20	55589	Lillian Lin	February 2020 CAPPO Reimbursement	157.58	157.58	0.00	Posted
03/05/20	55590	Lourdes L. Alvarez	Reimbursement for Public Transit Monthly Pass 0320	100.00	100.00	0.00	Posted
03/05/20	55591	Newage PHM, LLC	03/20 Transit Store 2 Lease	7,575.68	7,575.68	0.00	Posted
03/05/20	55592	Office Depot	Office Supplies	1,413.38	1,413.38	0.00	Posted
03/05/20	55593	Sealevel Systems, Inc.		0.00	0.00	8,360.00	Financially Voided
03/05/20	55594	Southern California Edison Co.	02/20 Covina P&R Electricity	406.25	406.25	0.00	Posted
03/05/20	55595	Southern California Edison Co.	Pomona Facility charger usages	495.63	495.63	0.00	Posted
03/05/20	55596	Southern California Edison Co.	Pomona Facility charger usages	508.24	508.24	0.00	Posted
03/05/20	55597	Thomas J. Koontz	Business Cards	403.52	403.52	0.00	Posted
03/05/20	55598	Tri - Signal Integration, Inc.	01/20 Admin Bldg Fire Pump Inspection	7,657.50	7,657.50	0.00	Posted
03/05/20	55599	Ultimate Maintenance Services, Inc	02/20 Janitorial Supplies	415.04	415.04	0.00	Posted
03/05/20	55600	Waste Management Collection & Recycling, Inc.	03/20 Arcadia Warehouse Trash	373.59	373.59	0.00	Posted
03/05/20	55601	Weatherite Corporation	01/20 Maintenance	538.00	538.00	0.00	Posted
03/11/20	E01452	P Avail Technologies, Inc.	Removal contract for avail system	37,013.50	0.00	0.00	Posted
03/12/20	E01453	International City Management Assoc. Retirement Co	Payroll ending 3/7/20 retirement fund	44,919.43	0.00	0.00	Posted
03/13/20	55602	4imprint Inc.	3/7/2020 Rodeo jackets	8,319.11	8,319.11	0.00	Posted
03/13/20	55603	ACC Business	Arcadia Phone Internet	3,996.75	3,996.75	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
03/13/20	55604	AECOM Technical Services, Inc	11/22/19-1/24/10 Autonomous Bus Consurtium	4,950.00	4,950.00	0.00	Posted
03/13/20	55605	AT and T - 105068	El Monte Store back line	44.74	44.74	0.00	Posted
03/13/20	55606	AT and T - 5019	Phone Service	400.06	400.06	0.00	Posted
03/13/20	55607	AT and T - 5025	El Monte Phone Line	2,452.15	2,452.15	0.00	Posted
03/13/20	55608	Atlas Performance Industries, Inc.	03/20 DTLA Trailer Rental	760.00	760.00	0.00	Posted
03/13/20	55609	Azusa Light & Water	02/20 Covina P&R Main SVC Parking	8,774.61	8,774.61	0.00	Posted
03/13/20	55610	BroadLux Inc.	Phone line issues	1,258.52	1,258.52	0.00	Posted
03/13/20	55611	CA Newspaper Service Bureau	NP20-014 IVDB Legal Advertisement	108.49	108.49	0.00	Posted
03/13/20	55612	California Deposition Reporters	IFB 20-039 CTC Fire Alarm Maintenance/Monitoring	847.50	847.50	0.00	Posted
03/13/20	55613	CDW Government Inc.	Repair kit for Kevin's printer	304.26	304.26	0.00	Posted
03/13/20	55614	Chamber of Commerce - Pomona	2020 membership renewal	130.00	130.00	0.00	Posted
03/13/20	55615	Cintas Corporation #2	First Aid Kit Supplies	267.53	267.53	0.00	Posted
03/13/20	55616	City of West Covina	3/4/20 Fire Inspection, as needed	46.31	46.31	0.00	Posted
03/13/20	55617	Cristina Garcia	3/7/2020 reimbursement donuts for roadeo	120.00	120.00	0.00	Posted
03/13/20	55618	Digium Inc.	Pomona Yard Phone	2,136.29	2,136.29	0.00	Posted
03/13/20	55619	Donald Luey	Reimbursable expense 2/6-26/20	307.04	307.04	0.00	Posted
03/13/20	55620	Ed Butts Ford	Maintenance service EV2 Lic# 1504186	184.11	184.11	0.00	Posted
03/13/20	55621	Farid Mosri Duran	Educational Assistance and Reimbursement2/5-3/1/20	865.67	865.67	0.00	Posted
03/13/20	55622	Frontier	Arcadia Phone line	4,381.60	4,381.60	0.00	Posted
03/13/20	55623	GA Technical Services, Inc.	2nd floor data cable install	685.08	685.08	0.00	Posted
03/13/20	55624	Graingers	Cable testing kit	3,356.84	3,356.84	0.00	Posted
03/13/20	55625	Grand Car Wash	Vehicle washing February, 2020	675.40	675.40	0.00	Posted
03/13/20	55626	Lany Laura Hernandez Vazquez	Frank's retirement supplies	63.96	63.96	0.00	Posted
03/13/20	55627	Maneri Sign Co Inc	Bus Sign and Decals	10,263.74	10,263.74	0.00	Posted
03/13/20	55628	Meltwater News US, Inc.	Social Media 1/25/19 - 2/24/21	28,599.96	28,599.96	0.00	Posted
03/13/20	55629	Mobile Relay Associates Inc.	Mobile Radio / Portable Radio Analog Service	21,126.15	21,126.15	0.00	Posted
03/13/20	55630	PC Connection Sales Corp.	Adobe Creative Cloud renewal	1,852.65	1,852.65	0.00	Posted
03/13/20	55631	Peter Barron Stark and Associates	2/28/20 Strategic Planning Workshop	10,330.93	10,330.93	0.00	Posted
03/13/20	55632	Platinum Security Inc.	2/2020 El Monte security services	6,500.78	6,500.78	0.00	Posted
03/13/20	55633	Ramrodder Booster Club	2020 Annual Sponsorship	500.00	500.00	0.00	Posted
03/13/20	55634	Raycom	Radio maintenance	317.00	317.00	0.00	Posted
03/13/20	55635	ReadyRefresh	Drinking Water	92.25	92.25	0.00	Posted
03/13/20	55636	Regional Chamber of Commerce - SGV	2020 Board of Directors Meeting Dues	180.00	180.00	0.00	Posted
03/13/20	55637	Roy Eseyan	Laserfiche conference	196.80	196.80	0.00	Posted
03/13/20	55638	San Gabriel Valley Economic	3/4 Economic Forecast Summit	360.00	360.00	0.00	Posted
03/13/20	55639	Schindler Elevator Corporation	Elevator 2 Test/Service - Holiday	1,679.78	1,679.78	0.00	Posted
03/13/20	55640	Socal Office Technologies/MWB Business Systems	Monthly copier usage	250.93	250.93	0.00	Posted
03/13/20	55641	Southern California Edison Co.	Pomona Facility charger usages	560.08	560.08	0.00	Posted
03/13/20	55642	Suburban Water Systems	02/20 Admin Bldg Water	845.55	845.55	0.00	Posted
03/13/20	55643	SunLine Transit Agency	Joint Training - Fierce Conversations	2,843.75	2,843.75	0.00	Posted
03/13/20	55644	Tanya Marie Pina	3/7/2020 Rodeo water, ice & snacks reimbursement	181.48	181.48	0.00	Posted
03/13/20	55645	T-Mobile USA Inc.	Vericity cellular sim	569.41	569.41	0.00	Posted
03/13/20	55646	Transit Information Products	Bus book- artwork revisions for 3/1/20	5,715.35	5,715.35	0.00	Posted
03/13/20	55647	Translating Services, Inc.	2/20 Translating services	203.00	203.00	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
03/13/20	55648	Tri - Signal Integration, Inc.	Fire Alarm and Sprinkler Repair	681.20	681.20	0.00	Posted
03/13/20	55649	United Rentals (North America), Inc.	02/20 DTLA Portable Light Rentals	1,657.65	1,657.65	0.00	Posted
03/13/20	55650	Universal Waste Systems	02/20 DTLA Portable Toilet Service	2,774.00	2,774.00	0.00	Posted
03/13/20	55651	Weatherite Corporation	02/20 HVAC Maintenance	538.00	538.00	0.00	Posted
03/13/20	55652	Wright Express	Vehicle fueling February 2020	516.45	516.45	0.00	Posted
03/18/20	E01454	Creative Bus Sales Inc	F2734 Replacement Buses	655,656.99	0.00	0.00	Posted
03/18/20	E01455	Creative Bus Sales Inc	F2735 Replacement Buses	655,656.99	0.00	0.00	Posted
03/18/20	E01456	Creative Bus Sales Inc	F2736 Replacement Buses	655,656.99	0.00	0.00	Posted
03/18/20	E01457	Creative Bus Sales Inc	F2737 Replacement Buses	655,656.99	0.00	0.00	Posted
03/18/20	E01458	Creative Bus Sales Inc	F2738 Replacement Buses	655,656.99	0.00	0.00	Posted
03/18/20	E01459	Creative Bus Sales Inc	F2739 Replacement Buses	655,656.99	0.00	0.00	Posted
03/18/20	E01460	PCreative Bus Sales Inc	F2740 Replacement Buses	655,656.99	0.00	0.00	Posted
03/18/20	E01461	Creative Bus Sales Inc	F2741 Replacement Buses	655,656.99	0.00	0.00	Posted
03/18/20	E01462	Creative Bus Sales Inc	F2742 Replacement Buses	655,656.99	0.00	0.00	Posted
03/18/20	E01463	Creative Bus Sales Inc	F2743 Replacement Buses	655,656.99	0.00	0.00	Posted
03/18/20	E01464	Creative Bus Sales Inc	F2744 Replacement Buses	655,656.99	0.00	0.00	Posted
03/18/20	E01465	Keolis Transit Services LLC	1/2020 Pomona PMI's	17,500.00	0.00	0.00	Posted
03/18/20	E01466	Keolis Transit Services LLC	02/1-15 Pomona Contractor services	819,379.27	0.00	0.00	Posted
03/18/20	E01467	Keolis Transit Services LLC	2125 IN FRAME 3L EXECUTIVE SERVICES	16,964.31	0.00	0.00	Posted
03/19/20	E01469	Transdev Services, Inc.	10-12/2019 Arcadia PMI's	37,000.00	0.00	0.00	Posted
03/19/20	E01470	Transdev Services, Inc.	Porta-Potty Reimbursement	776.20	0.00	0.00	Posted
03/19/20	E01471	Transdev Services, Inc.	Reimbursement for 2121	5,496.90	0.00	0.00	Posted
03/19/20	E01472	Transdev Services, Inc.	02/1-29 Ebus Charging at Azusa	13,094.88	0.00	0.00	Posted
03/19/20	E01473	Transdev Services, Inc.	Reimbursement 2121	49,921.15	0.00	0.00	Posted
03/19/20	E01474	Transdev Services, Inc.	02/1-15 Arcadia Contractor services	1,114,839.39	0.00	0.00	Posted
03/19/20	E01475	Transdev Services, Inc.	Facility Pressure Washer Reimbursement	8,290.80	0.00	0.00	Posted
03/19/20	E01476	Transdev Services, Inc.	3/5-6/2020 BRF Steam Fair	2,667.15	0.00	0.00	Posted
03/19/20	55653-55672	VOID CHECK	VOID CHECK	0.00	0.00	0.00	Voided
03/19/20	55653	AFLAC	3/2020AFLAC insurance premium	1,766.28	1,766.28	0.00	Posted
03/19/20	55654	Allied Administrators for Delta Dental		0.00	0.00	6,833.72	Financially Voided
03/19/20	55655	Amtec Human Capital, Inc.	Kammy Chang 3/10/20-3/13/20	614.22	614.22	0.00	Posted
03/19/20	55656	Ashlien Savage	Reimbursable expense 2/11-14/20	199.97	199.97	0.00	Posted
03/19/20	55657	Athens Services- 54957	03/20 Admin Bldg Sweeping	775.76	775.76	0.00	Posted
03/19/20	55658	Athens Services- 54957	03/30 Covina P&R Trash Services	191.86	191.86	0.00	Posted
03/19/20	55659	Athens Services- 54957	03/30 Admin Bldg Trash Services	737.63	737.63	0.00	Posted
03/19/20	55660	California Choice	4/2020 Health Insurance Premium	59,593.99	59,593.99	0.00	Posted
03/19/20	55661	Deanna Forrest	Travel/Meeting Reimbursement	52.79	52.79	0.00	Posted
03/19/20	55662	Jorge Anthony Quintana Jr.		0.00	0.00	3,386.25	Financially Voided
03/19/20	55663	Kevin Mc Donald	Reimbursable expense 10/31/19	306.61	306.61	0.00	Posted
03/19/20	55664	Leticia Jimenez	Educational Assistance 1/6-3/15/20	2,580.00	2,580.00	0.00	Posted
03/19/20	55665	National CineMedia, LLC	Advertising 2/14 - 3/12/2020	3,900.00	3,900.00	0.00	Posted
03/19/20	55666	Neighborhood Homework House	2020 Annual Fundraiser	7,500.00	7,500.00	0.00	Posted
03/19/20	55667	Regional Chamber of Commerce - SGV	Annual Membership	750.00	750.00	0.00	Posted
03/19/20	55668	Stantec Architecture	OCS TO4 Lift removal arcadia and pomona	3,454.00	3,454.00	0.00	Posted
03/19/20	55669	State Compensation Insurance Fund	3/20 Worker's Comp premium	4,158.58	4,158.58	0.00	Posted
03/19/20	55670	The Poly Post	Advertising 2/18/2020	242.25	242.25	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
03/19/20	55671	Vision Service Plan - (CA)		0.00	0.00	1,360.81	Financially Voided
03/19/20	55672	West Covina Beautiful	2020 97th Birthday Bash	250.00	250.00	0.00	Posted
03/23/20	A000022	City of San Gabriel	Prop A exchange	750,000.00	0.00	0.00	Posted
03/25/20	E01477	Keolis Transit Services LLC	03/7/2020 LA Marathon	13,397.62	0.00	0.00	Posted
03/25/20	E01478	Keolis Transit Services LLC	02/16-29 Pomona Contractor services	1,315,599.59	0.00	0.00	Posted
03/25/20	E01479	Keolis Transit Services LLC	02/16-29 Arcadia Contractor services	2,130,120.34	0.00	0.00	Posted
03/25/20	E01486	Bankcard Center-Bank of the West	2/20 Agency credit card usages	42,956.77	0.00	0.00	Posted
03/26/20	E01468	Payment of Invoice PI028275	Payroll Ending 03/21/20	46,724.18	0.00	0.00	Posted
03/26/20	E01480	Payment of Invoice PI028362	3/1-15 Arcadia Contractor services	1,134,095.28	0.00	0.00	Posted
03/27/20	55673	Amazon Web Services, Inc	website hosting	610.02	610.02	0.00	Posted
03/27/20	55674	Amtec Human Capital, Inc.	Kammy Chang 2/18-21/20 & 2/25-28/20	2,126.17	2,126.17	0.00	Posted
03/27/20	55675	AT and T - 5025	EI Monte phone line (626)452-1579 & (626)452-1587	164.57	164.57	0.00	Posted
03/27/20	55676	AT and T - 5025	EI Monte router management phone line	318.75	318.75	0.00	Posted
03/27/20	55677	Athens Services- 54957	2/20 DTLA Layover Sweeping	224.38	224.38	0.00	Posted
03/27/20	55678	Athens Services- 54957	3/20 DTLA Layover Sweeping	525.00	525.00	0.00	Posted
03/27/20	55679	ATKINSON ANDELSON LOYA RUUD AND ROMO	2/20 Legal Fees	207.00	207.00	0.00	Posted
03/27/20	55680	Automated Power Technologies, Inc.	Server room UPS yearly renewal	2,199.00	2,199.00	0.00	Posted
03/27/20	55681	Azteca Landscape	02/20 Landscape Maintenance	2,864.60	2,864.60	0.00	Posted
03/27/20	55682	CDW Government Inc.	Replacement paging amplifier for Arcadia Yard	1,072.09	1,072.09	0.00	Posted
03/27/20	55683	Chamber of Commerce - Arcadia	Annual Membership	310.00	310.00	0.00	Posted
03/27/20	55684	Chamber of Commerce - Monrovia	Membership	307.00	307.00	0.00	Posted
03/27/20	55685	Christopher Pieper	Reimburseable Company Laptop Purchase	810.28	810.28	0.00	Posted
03/27/20	55686	CIGNA Group Insurance	3/20 Life insurance premium	4,878.92	4,878.92	0.00	Posted
03/27/20	55687	City of Culver City	2020 Southern California Regional bus Rodeo	1,200.00	1,200.00	0.00	Posted
03/27/20	55688	ConvergeOne, Inc	Mail server troubleshooting and repair	494.00	494.00	0.00	Posted
03/27/20	55689	Cosco Fire Protection, Inc.	Fire Pump Repair	5,685.00	5,685.00	0.00	Posted
03/27/20	55690	Crown Castle USA Inc.	Tower Rental	801.11	801.11	0.00	Posted
03/27/20	55691	Daley and Heft, LLP	2/20 Legal Fees	10,687.95	10,687.95	0.00	Posted
03/27/20	55692	Darold D. Pieper Attorney at Law	2/20 Legal Fees	7,875.00	7,875.00	0.00	Posted
03/27/20	55693	Day - Lite Maintenance Co. Inc.	3/20 Monthly Lighting Maintenance	96.00	96.00	0.00	Posted
03/27/20	55694	FEDEX Corp.	Express Mail	35.87	35.87	0.00	Posted
03/27/20	55695	Finley and Cook, PLLC	4/19/20-4/18/21 Annual Maintenance	17,128.10	17,128.10	0.00	Posted
03/27/20	55696	Fred Pryor Seminars	General training employment/labor law	199.00	199.00	0.00	Posted
03/27/20	55697	Frontier	Fax lines	3,041.22	3,041.22	0.00	Posted
03/27/20	55698	Graingers	Hand Soap Purchase	129.38	129.38	0.00	Posted
03/27/20	55699	Green Thumb Indoor Plant	2/20 Indoor Plant Care	449.75	449.75	0.00	Posted
03/27/20	55700	Green's Lock and Safe	Additional Duplicate Keys	51.54	51.54	0.00	Posted
03/27/20	55701	Industry Mfg. Council	Annual Membership	3,000.00	3,000.00	0.00	Posted
03/27/20	55702	Insight Public Sector, Inc.	RSA Security tokens	5,910.70	5,910.70	0.00	Posted
03/27/20	55703	Lewis Engraving	MAX Program Name Plates	601.97	601.97	0.00	Posted
03/27/20	55704	Maneri Sign Co Inc	Decal Purchase	727.65	727.65	0.00	Posted
03/27/20	55705	Newage PHM, LLC	4/20 Transit Store 2 Lease	7,692.21	7,692.21	0.00	Posted
03/27/20	55706	Next Level Elevator	Quarterly Elevator Maintenance 12/19-02/20	486.00	486.00	0.00	Posted
03/27/20	55707	Office Depot	Office Supplies	288.89	288.89	0.00	Posted
03/27/20	55708	Our Lady of Assumption Church	2020 OLA Fiesta	500.00	500.00	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
03/27/20	55709	Panera, LLC	3/7/2020 Rodeo coffee	350.82	350.82	0.00	Posted
03/27/20	55710	Pulsar Advertising	FY2019-2020 Marketing Planning	29,127.50	29,127.50	0.00	Posted
03/27/20	55711	Raycom	Redefine radio Parameters	25.00	25.00	0.00	Posted
03/27/20	55712	Rivet Campus Media	APU, Mt. SAC, Rio Hondo	6,756.00	6,756.00	0.00	Posted
03/27/20	55713	Schindler Elevator Corporation	3/1/20 - 5/31/20 Elevator Maintenance	2,907.72	2,907.72	0.00	Posted
03/27/20	55714	Southern California Edison Co.	2/20 Admin Bldg Electricity	10,784.00	10,784.00	0.00	Posted
03/27/20	55715	Southern California Edison Co.	Arcadia yard electricity	16,781.63	16,781.63	0.00	Posted
03/27/20	55716	Southern California Edison Co.	Pomona transit center electricity usage	7,718.57	7,718.57	0.00	Posted
03/27/20	55717	Southern California Streets Initiative	2020 Advertising	37,500.00	37,500.00	0.00	Posted
03/27/20	55718	Standard Parking Corporation	02/20 Parking Services	3,743.10	3,743.10	0.00	Posted
03/27/20	55719	Stantec Architecture	Promona Transit Store Remodel	4,709.60	4,709.60	0.00	Posted
03/27/20	55720	Staples Business Adv.-Dept. LA	Office Supplies	1,498.69	1,498.69	0.00	Posted
03/27/20	55721	The Gas Co.	02/20 Admin Bldg Gas	1,163.46	1,163.46	0.00	Posted
03/27/20	55722	Thomas J. Koontz	3/20 Footnotes Monthly Newsletter	3,700.12	3,700.12	0.00	Posted
03/27/20	55723	Thompson Coburn LLP	1/20 General Procurement	50,114.14	50,114.14	0.00	Posted
03/27/20	55724	Transit Information Products	Bus Book Printing for March 1. 2020	34,181.31	34,181.31	0.00	Posted
03/27/20	55725	Tri - Signal Integration, Inc.	03/20 Admin Bldg Fire Monitoring	1,437.50	1,437.50	0.00	Posted
03/27/20	55726	Ultimate Maintenance Services, Inc	3/20 Janitorial Services	6,236.00	6,236.00	0.00	Posted
03/27/20	55727	University of La Verne	2020 Scholarship Gala	1,500.00	1,500.00	0.00	Posted
03/27/20	55728	Verizon Business - 15043	MPLS POM, ARC, WC, Park & Ride, El Monte, Puente H	10,183.75	10,183.75	0.00	Posted
03/27/20	55729	Verizon Wireless	Cell Phone and avail cellular	24,458.59	24,458.59	0.00	Posted
03/27/20	55730	Walnut Valley Water District	2/20 Industry P&R Fire Sprinkler Waer	180.56	180.56	0.00	Posted
03/27/20	55731	Zonar Systems Inc.	Renewal EVIR GSM F00655 GTC February , 2020	8,341.00	8,341.00	0.00	Posted
03/30/20	E01487	Quadient Finance USA, Inc.	Postage #4600 0440 8029 6647	560.00	0.00	0.00	Posted
<b>General Checking</b>				19,674,401.69	659,119.41	217,250.22	



May 29, 2020

To: Governing Board

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

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### **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 two months, we have seen ridership levels fairly consistently between 60 and 70 percent below the 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 space themselves throughout the bus. In fact, over the past week, we have noticed an increase in ridership that is being closely monitored. 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, chart 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 supports efforts toward 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. For several weeks the administrative and operations teams have been evaluating methods to further encourage social distancing among customers. After careful consideration of seating configuration, conferring with other transit agencies, and endeavoring to balance the need for social distancing and delivering essential mobility services, the following targeted customer loads based on the size of each bus size have been established:



- o 35' buses - 10 customers, plus ADA
- o 40' buses - 15 customers, plus ADA
- o 60' buses - 20 customers, plus ADA

ADA seating will be reserved for customers utilizing a wheelchair and/or mobility device and for any Personal Care Assistants and/or immediate family members who are accompanying that customer.

In other areas of the bus, signs will be placed inside the bus suggesting seating configurations that will allow for some social distance, specifically when customers are riding unaccompanied.

Beginning Tuesday, May 26, operators will begin implementing the targeted customer loads. When the load for the bus type they are operating are reached, the operator is then directed to activate a "Sorry, Bus Full" or "Discharge Only" sign. If there are customers waiting at a stop to board after the targeted load has been achieved, the operator will make an announcement on the speaker outside of the bus to courteously inform customers that the bus is full.

### **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. 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.

**Operator Barriers:**

On those buses that have not yet been retrofitted with permanent operator safety and security barriers, temporary plastic barriers have been placed across the aisle toward the front of the buses to provide some protection for operators.

Enforcement of fare collection has been suspended until operator compartment barriers can be procured and installed, and options are currently being investigated to determine the feasibility and cost effectiveness of installing a temporary operator compartment barrier while procurement of the permanent barriers progresses. This would allow for an earlier return to enforcement of fare collection in a manner that provides protection for the coach operator.

**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.

Each week, an average of 195 Coach Operators receive an average of 1,558 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,

LaShawn King Gillespie  
Director of Customer Service and Operations

Felicia Friesema  
Director of Marketing and Communications

Doran J. Barnes  
Executive Director



May 29, 2020

To: Governing Board

Subject: **Fuel Cell Electric Bus Program**

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### **Recommendation**

Receive and file the report on Foothill Transit's Fuel Cell Electric Bus Program.

### **Analysis**

Foothill Transit has been leader in the deployment of zero emission buses for over a decade. There are two types of zero emission buses: grid powered battery electric buses and fuel cell buses. Up to this point, our focus has been on grid powered battery electric buses. We have learned a great deal about this technology including both its strengths and weaknesses. At the direction of the Executive Board, plans are beginning to introduce fuel cell buses into our fleet. This will expand our knowledge of the use of fuel cell buses to achieve the California Air Resources Board mandate of moving to zero emission technology. This report and presentation will provide an overview of our program to-date and an overview of the fuel cell technology.

Foothill Transit began operating Battery Electric Buses (BEBs) in 2010 with three 35-foot in-route fast-charge Proterra BEBs on Line 291, a 16.1-mile route serving the cities of La Verne and Pomona. Over the past ten years, our fleet of BEBs operating out of our Pomona facility has increased with the acquisition of 12 35-foot and two 40-foot in-route fast-charge Proterra buses. One of the original three buses was returned to Proterra in exchange for a brand new 40-foot extended range model.

In 2017, we purchased 14 40-foot extended range buses to be operated out of our Arcadia/Irwindale facility on Line 280, and in 2019 three 35-foot extended range buses were acquired for the Duarte service, again out of our Arcadia/Irwindale facility. Our experience in operating BEBs has shown that the propulsion and battery technology works in most transit service applications. However, there are several observations about the technology that have a significant impact on operations. These include limited bus range, which is further impacted by the use of air conditioning units and heaters; longer fueling time; added operating cost; and a necessary increase in fleet size to account for the limited bus range. In light of these observations and California Air Resources Board's (CARB) Innovative Clean Transit (ICT)



regulation, the transit industry has generated interest in fuel cell electric bus technology.

A fuel cell electric bus uses a hydrogen fuel cell as its power source to create electricity and charge the onboard batteries. Fuel cells are similar to batteries, in that both convert the energy produced by a chemical reaction into usable electric power. In a fuel cell electric bus, the fuel cells are stored in the rear of the bus along with a smaller battery pack similar to the battery pack on a battery electric bus. Hydrogen is stored in tanks on the roof to be used by the fuel cells that create onboard energy to recharge the batteries. The fuel cell provides an advantage as it will continue to produce electricity to charge the battery as long as fuel (hydrogen) is supplied. When a hydrogen fuel-cell electric bus operates, it emits only water. This means cleaner air and healthier, quieter neighborhoods.

The infrastructure for hydrogen fueling is similar to traditional diesel or compressed natural gas (CNG) fueling stations. Hydrogen fuel is stored at the station in specialized tanks, and pumps dispense the hydrogen into the buses in a manner almost identical to the way regular diesel or CNG buses are refueled. Fuel cell buses are refueled in 10 to 15 minutes.

Fuel cell electric buses typically perform better on longer routes compared to battery electric buses. There are many factors that can affect the range of a battery electric bus - elevation changes, average route speed, level of stop-and-go, weather conditions, and even the way an operator drives the vehicle. Fuel cell electric buses are less affected by these elements and perform similarly to CNG buses that can be fueled once and travel for longer distances.

Foothill Transit was awarded a \$5 million Transit and Intercity Rail Capital Program (TIRCP) grant to deploy 20 zero-emissions buses on Line 486. This grant can be used toward the purchase of fuel cell buses. There are also several grant opportunities that Foothill Transit will pursue to fund the balance of the cost of fuel cell infrastructure and buses. Funding is available in the approved FY2020 Business Plan and Budget for the bus replacement life of project cost.

Sincerely,

Roland M. Cordero  
Director of Maintenance and  
Vehicle Technology

Doran J. Barnes  
Executive Director



May 29, 2020

To: Governing Board

Subject: **Cluster 2 and 3 Elections Notification**

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### **Recommendation**

Receive notification of Cluster 2 and 3 elections to be held on June 26, 2020.

### **Analysis**

Cluster elections are scheduled to take place at the Annual Governing Board Meeting scheduled on June 26, 2020. Cluster 2, consisting of the cities of Azusa, Baldwin Park, Covina, Glendora, Irwindale, and West Covina, will be holding their election. The current Executive Board Member is Gary Boyer from the City of Glendora and the Executive Board Alternate is Albert Ambriz from the City of Irwindale.

Cluster 3 will also be holding their election. Cluster 3 consists of the cities of Arcadia, Bradbury, Duarte, Monrovia, Pasadena, and Temple City. The current Executive Board Member is Richard Barakat from the City of Bradbury and the Executive Board Alternate is Becky Shevlin from the City of Monrovia.

Notification of Interest forms will be emailed to Governing Board Members of Clusters 2 and 3 on May 29, 2020. The Notification of Interest form is strictly optional and is not required in order to be elected to the Foothill Transit Executive Board. Governing Board Members interested in utilizing the form must submit their completed form by June 8, 2020. On June 10, 2020, completed forms will be emailed to Cluster 2 and 3 Governing Board Members for their consideration.

Governing Board Members elected Executive Board Member and Executive Board Alternate will serve a three-year term, which runs through May 2023.

Sincerely,

Christina Lopez  
Board Secretary

Doran J. Barnes  
Executive Director