



Foothill Transit

GOVERNING BOARD MEETING

West Covina, CA
Friday, July 24, 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 - TELECONFERENCE

7:45 AM, JULY 24, 2020

Foothill Transit Administrative Office

2nd 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 GOVERNING 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/84490894612>. ALTERNATIVELY, TO PARTICIPATE VIA PHONE, DIAL (669) 900-6833 AND ENTER MEETING ID: 844-9089-4612.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES FOR THE JOINT MEETING – ANNUAL GOVERNING BOARD AND EXECUTIVE BOARD OF JUNE 26, 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 BY CLOSE OF BUSINESS ON JULY 23, 2020.

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.



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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. MAY 2020 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through May 31, 2020.

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, July 24, 2020

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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. MT. SAN ANTONIO COLLEGE TRANSIT CENTER PROJECT UPDATE

Recommended Action: Receive and file the report on Mount San Antonio College (Mt. SAC) Transit Center Project Update.

10. WEBSITE REDESIGN UPDATE

Recommended Action: Receive and file the Website Redesign Update.

11. COMPREHENSIVE OPERATIONAL ANALYSIS OVERVIEW

Recommended Action: Receive and file this report on the Comprehensive Operational Analysis (COA) Overview.

12. EXECUTIVE DIRECTOR COMMENT

13. GOVERNING BOARD MEMBER COMMENT

14. ADJOURNMENT

**The next meeting of the Governing Board
is scheduled for
Friday, August 28, 2020 at 7:45 a.m.**



Foothill Transit

**STATEMENT OF PROCEEDINGS FOR THE
JOINT MEETING OF THE
FOOTHILL TRANSIT ANNUAL GOVERNING BOARD
AND EXECUTIVE BOARD - TELECONFERENCE**

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

**June 26, 2020
7:45 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Sternquist at 7:52 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Sternquist.

3. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Corey Calaycay, Member Rick Crosby, Member Emmett Badar, Member Andrew Rodriguez, Member Edward Alvarez, Member Jorge Marquez, Member Gary Boyer, Member Albert Ambriz, Member Dario Castellanos, Member Roger Chandler, Member Richard Barakat, Member Tzeitel Paras-Caracci, Member Becky Shevlin, Member Terry Tornek, Member Fernando Vizcarra, Member Steve Tye, Member Cory Moss, Member Hector Delgado, Member Sam Pedroza, Member Jimmy Lin, Member Cynthia Sternquist

Absent: Member Robert Torres, Member Paul Hernandez, Member Jessica Ancona, Member Valerie Munoz

4. APPROVAL OF AGENDA

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



5. **REVIEW & APPROVAL OF THE MINUTES FOR THE GOVERNING BOARD MEETING OF MAY 29, 2020**

Approval of the minutes for the Governing Board Meeting of May 29, 2020.

Motion by Member Paras-Caracci, second by Vice Chair Calaycay, the minutes for the Regular Meeting of May 29, 2020 were approved. Motion carried 20-0.

6. **PUBLIC COMMENT**

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

7. **ANNOUNCEMENT OF CLUSTERS 2 AND 3 ELECTION RESULTS**

Member Boyer (Glendora) announced that he was reelected to serve as Executive Board Member and Member Castellanos (West Covina) was elected to serve as Executive Board Alternate for Cluster 2.

Member Barakat (Bradbury) announced that Member Shevlin (Monrovia) was elected to service as Executive Board Member and Member Paras-Caracci was elected to serve as Executive Board Alternate for Cluster 3.

8. **PROPOSED FISCAL YEAR 2021 FIRST QUARTER BUDGET**

Recommendation: As recommended by the Executive Board, approve Foothill Transit's proposed first quarter budget for Fiscal Year 2021.

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

Ms. Caldwell report that at the May 8, 2020 Executive Board Meeting, the Executive Board voted to prepare a 3-month budget for Fiscal Year 2021. This would allow time to assess the impacts of COVID-19 on the FY21 budget. Staff would return to the July and August meetings with a complete FY21 budget and business plan.

The proposed operating budget for the first quarter is \$27.1 million and the proposed capital budget is \$21.7 million. The total proposed budget for the first quarter of FY21 is \$48.8 million

Motion by Member Chandler, second by Vice Chair Calaycay, to approve. Motion carried 20-0.



9. TRANSPORTATION FUND EXCHANGES

Recommendation: Receive and file this report discussing the ability of cities to exchange Proposition A Transportation Local Return funds for Foothill Transit general use funds.

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

Ms. Lopes provided an overview of the fund exchange process. Each city in Los Angeles County receives Transportation Local Return Funds. Funds are strictly for transit related uses, and on occasion cities may have a surplus. Foothill Transit is willing to exchange those Transportation Local Return Funds for General Use Funds. The exchange process is coordinated with LA Metro and the exchange takes place within 30 days of an agreement execution.

Received and filed.

10. 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.

LaShawn King Gillespie, Director of Customer Service and Operations, and Felicia Friesema, Director of Marketing and Communications, presented this item.

Ms. Gillespie reported that service levels are at 99 percent and daily ridership is 50 percent of pre COVID-19. Express service ridership is 87 percent below pre COVID-19. There has been a slight increase since June 8, 2020. Ms. Gillespie also provided updates on facility and fleet cleaning, operator barriers, and Transit Store operations.

Ms. Friesema provided an overview and update on onboard, digital, bus stop, and collaborative communications, and administrative office communications.

Received and filed.

11. GOVERNING BOARD MEMBER COMMENT

Comments by Members of the Foothill Transit Governing Board.

- Chair Sternquist welcomed newly appointed Governing Board Members Rick Crosby, Edward Alvarez, Dario Castellanos, and Fernando Vizcarra.
- Member Ambriz congratulated Member Boyer on being reelected and Member Castellanos election to represent Cluster 2 on the Executive Board.

12. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Foothill Transit was awarded a grant from CalTrans for \$490k. The funds will be used for a Comprehensive Operational Analysis.
- The APTA TransFORM Conference has been moved from October 2020 to March 2021. It is still scheduled to take place in Anaheim, California.
- Welcomed the newly elected Executive Board Members and thanked Member Barakat for his service on the Executive Board.
- Requested that the meeting be adjourned in the memory of Gordon Tavares, Transdev Coach Operator.

13. **ADJOURNMENT OF ANNUAL GOVERNING BOARD MEETING**

Adjournment for the June 26, 2020 Foothill Transit Annual Governing Meeting.

There being no further business, the Foothill Transit Governing board meeting adjourned in the memory of Gordon Tavares at 8:49 a.m.

14. **EXECUTIVE BOARD ELECTION FOR Foothill TRANSIT CHAIR AND VICE CHAIR**

On motion of Vice Chair Calaycay, second by Member Moss, Chair Sternquist was reelected Chair of the Foothill Transit Executive Board.
Motion carried 5-0.

On motion of Chair Sternquist, second by Member Boyer, Vice Chair Calaycay was reelected Vice Chair of the Foothill Transit Executive Board.
Motion carried 5-0.



15. **ADJOURNMENT OF EXECUTIVE BOARD MEETING**

Adjournment for the June 26, 2020 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 8:54 a.m.



July 24, 2020

To: Governing Board

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

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through May 31, 2020.

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

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of May 31, 2020, shows total assets at \$342.8 million. This total consists primarily of \$224.06 million in fixed assets, \$108.15 million in cash and investments and \$9.95 million in receivable and prepaid assets. Foothill Transit's cash position of \$97.23 million is \$4.38 million more than the previous month, and is \$28.6 million more than last year in May.

Liabilities

The accounts payable balance is \$15.26 million. Accounts Payables include operation and maintenance expenses for \$11.89 million and \$0.75 million for fuel.

The deferred revenue of \$55.12 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 \$33.24 million in liquid accounts held with Bank of the West; \$12.51 million in interest bearing money market accounts with Bank of the West; \$68,000 with Chase; \$10.92 million with US Treasury and \$51.41 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)

May 2020 year-to-date fare revenues were \$12.39 million which is \$3,129,644 less than the budgeted amount and \$2,405,107 less than May 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.

Operating costs through May 2020 were \$89.97 million, which is \$4.88 million less than the budget and \$2.08 million more than May 2019. Of this \$89.97 million, \$70.83 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel which was \$5.58 million through May 2020.

Capital expenditures through May were \$25.70 million compared with \$32.47 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 May year-to-date farebox recovery ratio was 13.76 percent, which is 2.64 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 \$12,388,606 by the total bus operating expense of \$90,016,533. This ratio is less than the May 2019 ratio of 16.83 percent.

Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of May 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 May 2020 were \$5.70 million. Capital disbursements totaled \$0.37 million and other significant disbursements include \$1.51 million to Keolis and \$2.43 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 May 31, 2020

Assets

Current Assets:

Cash	\$97,230,614
Investments	10,923,388
Due from government agencies	7,797,954
Other receivables	828,184
Other assets	1,323,236

Total Current Assets	\$118,103,375
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Non current Assets:

Notes receivable	655,694
Property & Equipment (net of depreciation)	224,066,408

Total Non Current Assets	224,722,102
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Total Assets	\$342,825,477
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Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	\$15,256,846
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Deferred Revenue	55,118,598
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Total Liabilities	\$70,375,444
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Equity

Fund Balance:

Investment in Capital Assets	\$224,066,408
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Current Year Change	10,698,735
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Reserve	37,684,890
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Total Equity	\$272,450,033
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Total Liabilities and Equity	\$342,825,477
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Attachment B

Summary of Cash and
Investment Account
For May 31, 2020

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$20,106,030.74
Petty Cash	N/A	N/A	\$400.00
Revolving Fund - Transit Stores	N/A	N/A	\$1,200.00
Bank of the West-Excise Tax/LCFS #1106	N/A	Demand Deposit	\$13,139,390.73
BOW-Prop 1B-Cal Grants #1105	0.65%	Demand Deposit	\$2,277,674.49
Bank of the West-Money Market #1110	0.65%	Demand Deposit	\$4,962,602.12
Bank of the West-Money Market #1111	0.65%	Demand Deposit	\$4,922,919.27
Bank of the West-LCTOP #1108	0.64%	Demand Deposit	\$344,220.72
Chase Business Saving #1109	0.28%	Demand Deposit	\$68,003.34
LAIF Investment #1141	2.03%	Demand Deposit	\$51,408,172.09
Subtotal Cash on Hand			\$97,230,614
 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			\$10,923,388
Total Cash and Investments			\$108,154,002

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

	Actual YTD May 2020	Budget YTD May 2020	Variance	Actual YTD May 2019
Fare Revenue				
Farebox	\$4,578,544	\$7,056,500	(35.12%)	\$6,566,688
Pass Sales	3,097,292	3,420,083	(9.44%)	3,491,741
TAP Cash Purse	3,702,215	3,804,167	(2.68%)	3,560,957
MetroLink & Access Service	441,726	552,750	(20.09%)	507,344
EZ Transit Pass	568,830	684,750	(16.93%)	666,983
Total Operating Revenue	\$12,388,606	\$15,518,250	(20.17%)	\$14,793,713
Operating Subsidies and Other				
Transportation Development Act	\$16,407,534	\$19,425,315	(15.54%)	\$18,567,243
State Transit Assistance (STA)	4,826,796	4,826,796	0.00%	3,744,244
Senate Bill 1 - STA	3,143,300	3,143,300	0.00%	2,204,468
Senate Bill 1 - STA BSCP	344,541	344,541	0.00%	241,158
CalTrans-LCTOP	1,407,374	1,407,374	0.00%	587,349
Prop A 40% Discretionary	15,180,016	15,180,016	0.00%	14,877,918
Prop A 40% BSCP	4,875,273	4,875,273	0.00%	4,554,077
Prop A Exchange	3,200,000	3,200,000	0.00%	2,200,000
Prop C BSIP	896,135	896,135	0.00%	876,158
Prop C Base Restructuring	1,924,803	1,924,803	0.00%	1,881,896
Prop C Transit Service Expansion	320,753	320,753	0.00%	313,603
Transit Security	955,222	955,222	0.00%	919,945
Measure R	11,224,789	11,224,789	0.00%	10,373,332
Measure M	11,610,109	11,610,109	0.00%	10,473,046
Miscellaneous Transit Revenues	1,264,409	0	0.00%	1,234,573
Total Subsidies and Other	\$77,581,054	\$79,334,426	(2.21%)	\$73,098,414
Total Operating Revenue	\$89,969,660	\$94,852,676	(5.15%)	\$87,892,127
Other Revenues				
Gain on Sale of Fixed Assets	\$313,855	\$0	0.00%	\$70,826
Auxiliary Revenue	455,325	875,417		1,122,036
Total Other Revenues	769,181	875,417	(12.14%)	\$1,192,861
Total Operating and Other Revenues	90,738,841	95,728,093	(5.21%)	\$89,084,988
Operating Expenses				
Customer Service & Operations	\$79,542,401	\$80,521,118	(1.22%)	\$78,311,119
Maintenance & Vehicle Technology	762,928	719,703	6.01%	659,146
Marketing & Communications	1,368,612	2,052,138	(33.31%)	1,561,966
Information Technology	1,654,359	2,180,785	(24.14%)	1,551,795
Administration	2,352,375	3,155,627	(25.45%)	2,168,268
Procurement	714,134	813,715	(12.24%)	491,783
Finance	1,346,645	1,621,414	(16.95%)	1,352,501
Planning	956,384	1,605,570	(40.43%)	718,414
Facilities	1,271,824	2,182,606	(41.73%)	1,077,136
Total Operating Expenses	\$89,969,660	\$94,852,676	(5.15%)	\$87,892,127
Other Expenses				
Property Management	\$425,879	\$325,417	30.87%	\$363,202
Dial-A-Ride	0	0	0.00%	459,028
Special Services	343,302	550,000	(37.58%)	370,632
Total Other Expenses	\$769,181	\$875,417	(12.14%)	\$1,192,861
Total Operating and Other Expenses	\$90,738,841	\$95,728,093	(5.21%)	\$89,084,988
Capital Revenues				
Capital Grants	\$25,704,500	\$70,350,373	(63.46%)	\$32,468,330
Capital Expenditures				
Capital Expenditures	\$25,704,500	\$70,350,373	(63.46%)	\$32,468,330

Bank Account - Check Details

Period: 05/01/20..05/31/20

Foothill Transit

Monday, June 8, 2020

FOOTHILLTRANSITLHERNANDEZ

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 05/01/20..05/31/20

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001	General Checking						
	Phone No.		800-488-2265				
05/01/20	A000027	Darold D. Pieper Attorney at Law	3/20 Legal Fees	7,875.00	0.00	0.00	Posted
05/01/20	A000028	vCloud Tech Inc.	Watchguard firewall maintenance renewal	45,067.52	0.00	0.00	Posted
05/01/20	55861	Adt Security Services, Inc.	05/01-07/31/20 West Covina security services	195.99	195.99	0.00	Posted
05/01/20	55862	Alandale Ins. Agency	General Liability Insurance - Covina P&R	138.00	138.00	0.00	Posted
05/01/20	55863	Azteca Landscape	3/20 Landscape Maintenance	2,809.52	2,809.52	0.00	Posted
05/01/20	55864	Azteca Landscape	2019 Admin Bldg Mulch	1,200.00	1,200.00	0.00	Posted
05/01/20	55865	Azteca Landscape	2018 Admin Bdg Mulching Service	1,200.00	1,200.00	0.00	Posted
05/01/20	55866	Azteca Landscape	2018 Annual Tree Maintenance Services	5,020.00	5,020.00	0.00	Posted
05/01/20	55867	Azteca Landscape	2019 Annual Tree Maintenance Services	5,020.00	5,020.00	0.00	Posted
05/01/20	55868	Birdi Systems, Inc.	Security Maintenance Services Jan 7 20-Feb 6 20	5,800.00	5,800.00	0.00	Posted
05/01/20	55869	Birdi Systems, Inc.	Security Maintenance Services Feb 7 20-March 6 20	5,800.00	5,800.00	0.00	Posted
05/01/20	55870	City of Monrovia	2020 Summer Reading Program	500.00	500.00	0.00	Posted
05/01/20	55871	County of L.A. - Sheriff's Dept.	02/3-27/20 Transit Service	4,817.74	4,817.74	0.00	Posted
05/01/20	55872	Esperanza Flores	2020 Fiesta Internacional	150.00	150.00	0.00	Posted
05/01/20	55873	Graingers	Valve Control Module	363.02	363.02	0.00	Posted
05/01/20	55874	Liberty Mutual Insurance Company	Downtown layover lot trailer liability insurance	451.00	451.00	0.00	Posted
05/01/20	55875	Newage PHM, LLC	4/20 03/20 Transit Store 2 Electricity	65.72	65.72	0.00	Posted
05/01/20	55876	Newage PHM, LLC	5/20 Transit Store 2 Lease	7,575.68	7,575.68	0.00	Posted
05/01/20	55877	Platinum Security Inc.	3/2020 El Monte security services	3,799.30	3,799.30	0.00	Posted
05/01/20	55878	Quadient Leasing USA, Inc.	04/27/20-07/26/20 Postage Machine Leasing Charges	507.17	507.17	0.00	Posted
05/01/20	55879	Skyline Pest Control	4/20 Pest and Rodent Control	95.00	95.00	0.00	Posted
05/01/20	55880	Southern California Edison Co.	Arcadia yard electricity	18,889.53	18,889.53	0.00	Posted
05/01/20	55881	Staples Business Adv.-Dept. LA	Office Supplies	316.38	316.38	0.00	Posted
05/01/20	55882	Suburban Water Systems	03/20 Admin Fire Pump Water	147.59	147.59	0.00	Posted
05/01/20	55883	Suburban Water Systems	03/20 Admin Landscape Water	199.04	199.04	0.00	Posted
05/01/20	55884	Suburban Water Systems	03/20 Admin Bldg Water	341.75	341.75	0.00	Posted
05/01/20	55885	The Poly Post	Advertising	300.00	300.00	0.00	Posted
05/01/20	55886	The Poly Post	Advertising	242.25	242.25	0.00	Posted
05/01/20	55887	Thomas J. Koontz	Stay Home Interior Cards English, Spanish, Chinese	3,876.03	3,876.03	0.00	Posted
05/01/20	55888	ThyssenKrupp Elevator Corporation	4/1/20 - 6/30/20 Industry P&R Elevator Maintenance	495.77	495.77	0.00	Posted
05/01/20	55889	Tri - Signal Integration, Inc.	4/20 Fire Alarm Monitoring	35.00	35.00	0.00	Posted
05/01/20	55890	Tri - Signal Integration, Inc.	4/20 Industry P&R Fire Alarm Monitoring	35.00	35.00	0.00	Posted
05/01/20	55891	Tri - Signal Integration, Inc.	4/1/20 - 6/30/20 AITC Fire Alarm Monitoring	105.00	105.00	0.00	Posted
05/01/20	55892	Tri - Signal Integration, Inc.	4/20 Monthly Fire Pump Test & System Inspection	230.00	230.00	0.00	Posted
05/01/20	55893	Tri - Signal Integration, Inc.	Admin Bldg Fire Alarm Repairs	656.25	656.25	0.00	Posted
05/01/20	55894	Ultimate Maintenance Services, Inc	Pay back PC000922deduct\$180-should be\$118	62.00	62.00	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
05/01/20	55895	Walnut Valley Water District	3/20 Industry P&R Fire Sprinkler Waer	92.57	92.57	0.00	Posted
05/01/20	55896	Walnut Valley Water District	3/20 Industry P&R Landscape Water	43.11	43.11	0.00	Posted
05/01/20	55897	Zoom Video Communications Inc.	Webinar addon	973.77	973.77	0.00	Posted
05/06/20	A000029	Matsumoto Consulting LLC	17-004.1 A4 TO3 Consulting Services for 20-010	51,735.00	0.00	0.00	Posted
05/06/20	E01512	International City Management Assoc. Retirement Co	Payroll period ending 5/2/20	45,786.42	0.00	0.00	Posted
05/06/20	E01513	Transdev Services, Inc.	3/20 Roadeo special services	1,984.68	0.00	0.00	Posted
05/06/20	E01514	Transdev Services, Inc.	4/20 Management fees	158,812.41	0.00	0.00	Posted
05/06/20	E01515	Transdev Services, Inc.	Reimbursement for 2103 Trans Repower	5,737.50	0.00	0.00	Posted
05/06/20	E01516	Transdev Services, Inc.	Reimbursement for 2120 Trans Repower	6,049.73	0.00	0.00	Posted
05/08/20	55898	Adt Security Services, Inc.	05/01-07/31/20 El Monte security services	193.11	193.11	0.00	Posted
05/08/20	55899	Ashlien Savage		0.00	0.00	500.00	Financially Voided
05/08/20	55900	Assistance League of Covina Valley	2020 Membership for Deanna Forrest	75.00	75.00	0.00	Posted
05/08/20	55901	ATKINSON ANDELSON LOYA RUUD AND ROMO	03/20 Legal Fees	1,414.50	1,414.50	0.00	Posted
05/08/20	55902	Azusa Light & Water	04/20 Covina P&R Domestic Water - Parking	246.88	246.88	0.00	Posted
05/08/20	55903	Climatec Building Technologies LLC	4/1/20 -6/30/20 HVAC Software Maintenance	2,165.00	2,165.00	0.00	Posted
05/08/20	55904	Cosco Fire Protection, Inc.	5/20 CTC Fire Alarm Monitoring - Parking	130.00	130.00	0.00	Posted
05/08/20	55905	Daley and Heft, LLP	3/20 Legal Fees	4,202.50	4,202.50	0.00	Posted
05/08/20	55906	Day - Lite Maintenance Co. Inc.	Puente Hills Bus Shelter Repair	1,453.77	1,453.77	0.00	Posted
05/08/20	55907	FEDEX Corp.	Express Mail	68.57	68.57	0.00	Posted
05/08/20	55908	File Keepers LLC	3/20 Shredding Services	44.00	44.00	0.00	Posted
05/08/20	55909	Green Thumb Indoor Plant	5/2020 Indoor Plant Care	213.00	213.00	0.00	Posted
05/08/20	55910	Industry Public Utility Commission	3/20 Industry P&R Electricity	1,104.76	1,104.76	0.00	Posted
05/08/20	55911	Instant Signs Inc.	Reflective Decals	187.92	187.92	0.00	Posted
05/08/20	55912	MetroKinetics, Inc.	Timetabling & Blocking - March 31, 2020	2,296.25	2,296.25	0.00	Posted
05/08/20	55913	Metrolink	1/20 Metrolink passes	31,645.25	31,645.25	0.00	Posted
05/08/20	55914	MTGL, Inc.	2/1/20-2/29/20 Professional services	240.00	240.00	0.00	Posted
05/08/20	55915	Office Depot	Office Supplies	651.70	651.70	0.00	Posted
05/08/20	55916	Pulsar Advertising	Ridership Campaign	9,005.25	9,005.25	0.00	Posted
05/08/20	55917	Rivet Campus Media	APU, Rio Hondo, Mt. SAC	6,756.00	6,756.00	0.00	Posted
05/08/20	55918	Southern California Edison Co.	CTC Electricity - 1126 N. Citrus	457.56	457.56	0.00	Posted
05/08/20	55919	Southern California Edison Co.	CTC Electricity - 1118 N Citrus	157.72	157.72	0.00	Posted
05/08/20	55920	Standard Parking Corporation	3/20 Admin Bldg Parking Services	4,437.86	4,437.86	0.00	Posted
05/08/20	55921	SunLine Transit Agency	SunLine Joint Leadership Training	437.50	437.50	0.00	Posted
05/08/20	55922	Temple City Chamber of Commerce	Annual Membership 5/2020 - 5/2021	200.00	200.00	0.00	Posted
05/08/20	55923	The Gas Co.	4/20 Admin Bldg Gas	993.60	993.60	0.00	Posted
05/08/20	55924	Thomas J. Koontz	Printing of 4,000 Rider Alerts Social Distancing	1,865.31	1,865.31	0.00	Posted
05/08/20	55925	Tri - Signal Integration, Inc.	Fire Alarm Repairs	1,137.50	1,137.50	0.00	Posted
05/08/20	55926	Weatherite Corporation	4/20 Admin Bldg HVAC Maintenance	538.00	538.00	0.00	Posted
05/08/20	55927	Wright Express	April 2020 fuel	141.45	141.45	0.00	Posted
05/08/20	E01517	California Dept. of Tax and Fee Administration	Annual Alternative Fuel Decal 5/1/20 to 4/30/21	54,432.00	0.00	0.00	Posted
05/13/20	E01518	Keolis Transit Services LLC	3/16-31 Pomona contractor services	1,514,135.34	0.00	0.00	Posted
05/13/20	E01519	Transdev Services, Inc.	Roadeo practice site Irwindale speedway	1,716.66	0.00	0.00	Posted
05/13/20	E01520	Transdev Services, Inc.	3/23-31 Transdev contractor services	887,214.59	0.00	0.00	Posted
05/13/20	E01521	Transdev Services, Inc.	3/23-31 Arcadia Covid 19 level gurantee billing	38,066.84	0.00	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
05/13/20	E01522	Transdev Services, Inc.	January-March 2020 Arcadia PMI's	41,000.00	0.00	0.00	Posted
05/13/20	E01523	Transdev Services, Inc.	Reimbursement for 2111 Transmission work	5,639.25	0.00	0.00	Posted
05/13/20	E01524	Transdev Services, Inc.	3/23-31/2020 40 hrs billing for 3 mechanics	7,523.04	0.00	0.00	Posted
05/13/20	A000030	Translating Services, Inc.	Translation Traditional Chinese	85.00	0.00	0.00	Posted
05/13/20	A000031	Translating Services, Inc.	Translating Services	85.00	0.00	0.00	Posted
05/13/20	A000032	Translating Services, Inc.	4/20 Translating services	8.70	0.00	0.00	Posted
05/15/20	55928	8 Cubed Technologies, LLC	Replacement Directors phones and spares	6,295.03	6,295.03	0.00	Posted
05/15/20	55929	ACC Business	Arcadia Phone Internet	3,996.75	3,996.75	0.00	Posted
05/15/20	55930	Alandale Ins. Agency	Prepay add Ins. Premium(Pol#Endorsement 7/1/20-21)	3,397.00	3,397.00	0.00	Posted
05/15/20	55931	Alltech Industries, Inc.	03/2020 DTLA Security Services	5,695.25	5,695.25	0.00	Posted
05/15/20	55932	Amazon Web Services, Inc	Website hosting	601.36	601.36	0.00	Posted
05/15/20	55933	AT and T - 105068	El Monte Back line	39.63	39.63	0.00	Posted
05/15/20	55934	AT and T - 5019	Phone service	394.78	394.78	0.00	Posted
05/15/20	55935	AT and T - 5025	El Monte Phone line general	1,074.19	1,074.19	0.00	Posted
05/15/20	55936	AT and T - 5025	El Monte phone line (626)452-1579 & (626)452-1587	296.57	296.57	0.00	Posted
05/15/20	55937	AT and T - 5025	El Monte phone line router management	296.26	296.26	0.00	Posted
05/15/20	55938	Athens Services- 54957	DTLA Parking Lot Cleaning	260.00	260.00	0.00	Posted
05/15/20	55939	Athens Services- 54957	05/2020 DTLA Parking Lot Sweeping	525.00	525.00	0.00	Posted
05/15/20	55940	Athens Services- 54957	05/2020 Covina P&R Trash	191.86	191.86	0.00	Posted
05/15/20	55941	Athens Services- 54957	05/2020 Admin Bldg Trash	1,125.51	1,125.51	0.00	Posted
05/15/20	55942	BroadLux Inc.	fuel service for Pomona May to August 2020	4,348.20	4,348.20	0.00	Posted
05/15/20	55943	California Deposition Reporters	IFB 20-075 Transcription	609.00	609.00	0.00	Posted
05/15/20	55944	CALTEC Corporation	Admin Restroom Renovations	122,239.35	122,239.35	0.00	Posted
05/15/20	55945	Charter Communications Inc.	Admin building cable TV	179.05	179.05	0.00	Posted
05/15/20	55946	CIGNA Group Insurance	5/20 Life insurance premium	4,844.06	4,844.06	0.00	Posted
05/15/20	55947	Cosco Fire Protection, Inc.	Fire Pump Repairs	1,248.00	1,248.00	0.00	Posted
05/15/20	55948	Crown Castle USA Inc.	Tower rental	819.63	819.63	0.00	Posted
05/15/20	55949	Day - Lite Maintenance Co. Inc.	Puente Hills Bus Shelter Repair	3,764.59	3,764.59	0.00	Posted
05/15/20	55950	Digium Inc.	Pomona yard phone service	2,129.14	2,129.14	0.00	Posted
05/15/20	55951	File Keepers LLC	4/20 Shredding Services	44.00	44.00	0.00	Posted
05/15/20	55952	Frontier	Arcadia computer phone line	1,032.78	1,032.78	0.00	Posted
05/15/20	55953	Grand Car Wash	Vehicle washing March & April 2020	79.72	79.72	0.00	Posted
05/15/20	55954	Green Thumb Indoor Plant	5/20 Indoor Plant Care	449.75	449.75	0.00	Posted
05/15/20	55955	Green's Lock and Safe	New Keypad Lock	1,637.88	1,637.88	0.00	Posted
05/15/20	55956	Hacienda Heights Kiwanis 4th of Jul	2020 Banners	85.00	85.00	0.00	Posted
05/15/20	55957	Landmark Healthplan of California, Inc.	5/20 Chiropractor insurance premium	976.00	976.00	0.00	Posted
05/15/20	55958	LegalShield	01/20 Pre-Paid Legal Services	987.00	987.00	0.00	Posted
05/15/20	55959	Lewis Engraving	MAX Program Name Plates	86.00	86.00	0.00	Posted
05/15/20	55960	Linda Garrison	Yogo instruction 4/20	520.00	520.00	0.00	Posted
05/15/20	55961	Mobile Relay Associates Inc.	Mobile Radio / Portable Radio Analog Service	21,126.15	21,126.15	0.00	Posted
05/15/20	55962	New Millennium Construction Services	Room 324 Farebox Office Renovation	7,564.85	7,564.85	0.00	Posted
05/15/20	55963	Office Depot	Office Supplies	96.24	96.24	0.00	Posted
05/15/20	55964	Pasadena Weekly	Advertising	738.00	738.00	0.00	Posted
05/15/20	55965	Peter Barron Stark and Associates	Consulting - ED, Board, Team Evaluation	5,297.12	5,297.12	0.00	Posted
05/15/20	55966	Raycom	Radio maintenance	317.00	317.00	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
05/15/20	55967	Southern California Edison Co.	Pomona Facility charger usages	482.59	482.59	0.00	Posted
05/15/20	55968	Southern California Edison Co.	Arcadia yard electricity	18,202.35	18,202.35	0.00	Posted
05/15/20	55969	SPX GENFARE	Fare Collection Equipment/parts - Key	151.61	151.61	0.00	Posted
05/15/20	55970	Staples Business Adv.-Dept. LA	Office Supplies	93.50	93.50	0.00	Posted
05/15/20	55971	Suburban Water Systems	04/2020 Admin Bldg Water	560.42	560.42	0.00	Posted
05/15/20	55972	Thompson Coburn LLP	2/20 Operations RFPs and Contracts	37,702.49	37,702.49	0.00	Posted
05/15/20	55973	T-Mobile USA Inc.	Vericity cellular sim	570.81	570.81	0.00	Posted
05/15/20	55974	Ultimate Maintenance Services, Inc	05/2020 CTC Janitorial Services	545.00	545.00	0.00	Posted
05/15/20	55975	University of La Verne	Tuitions for Winter 2020	5,516.25	5,516.25	0.00	Posted
05/15/20	55976	Verizon Business - 15043	MPLS POM, ARC, WC, Park & Ride, El Monte, Puente H	18,226.53	18,226.53	0.00	Posted
05/15/20	55977	Verizon Wireless	Cell Phone and avail cellular	24,614.72	24,614.72	0.00	Posted
05/15/20	55978	Vision Service Plan - (CA)	5/2020 Vision insurance premium	1,308.83	1,308.83	0.00	Posted
05/15/20	55979	Walnut Valley Water District	04/2020 Industry P&R Landscape Water	122.59	122.59	0.00	Posted
05/15/20	55980	Waste Management Collection & Recycling, Inc.	05/2020 Arcadia Warehouse Trash	364.37	364.37	0.00	Posted
05/15/20	55981	Weatherite Corporation	03/2020 Pomona TC Maintenance	144.00	144.00	0.00	Posted
05/15/20	55982	West Covina Fire Alarm Program		0.00	0.00	200.00	Financially Voided
05/15/20	55983	West Covina Lions Club	2020 Night on the Town 5/20/20	1,500.00	1,500.00	0.00	Posted
05/15/20	E01525	Transdev Services, Inc.	04/1-15/2020 707 Special trippers ser. COVID	4,100.25	0.00	0.00	Posted
05/15/20	E01526	Transdev Services, Inc.	4/1-15 Arcadia contractor service	1,290,186.64	0.00	0.00	Posted
05/21/20	A000033	Darold D. Pieper Attorney at Law	4/20 Legal Fees	7,920.08	0.00	0.00	Posted
05/21/20	A000034	Powell Consulting DC, LLC	04/20 Public Affairs	4,800.00	0.00	0.00	Posted
05/21/20	E01527	International City Management Assoc. Retirement Co	Payroll Period Ending 5/16/20	45,771.74	0.00	0.00	Posted
05/22/20	55984	AECOM Technical Services, Inc	2/22/20-3/31/20 Autonomous Bus Consurtium	4,950.00	4,950.00	0.00	Posted
05/22/20	55985	AFLAC	5/2020 AFLAC insurance premium	1,766.28	1,766.28	0.00	Posted
05/22/20	55986	Allied Administrators for Delta Dental	6/2020 Dental insurance premium	6,582.54	6,582.54	0.00	Posted
05/22/20	55987	AT and T - 5019	Phone Service	394.78	394.78	0.00	Posted
05/22/20	55988	Athens Services- 54957	05/2020 Admin Bldg Sweeping	387.88	387.88	0.00	Posted
05/22/20	55989	Azusa Light & Water	04/1-04/30/2020 Electricity and water	8,366.13	8,366.13	0.00	Posted
05/22/20	55990	Brand Makers, LLC	2500 Hand Sanitizers	9,750.00	9,750.00	0.00	Posted
05/22/20	55991	California Choice	6/2020 Health Insurance Premium	60,914.00	60,914.00	0.00	Posted
05/22/20	55992	California Deposition Reporters	RFP 20-029 Transcription	350.00	350.00	0.00	Posted
05/22/20	55993	Cintas Corporation #2	First Aid Kit Supplies	242.05	242.05	0.00	Posted
05/22/20	55994	Clean Energy	3/2020 Pomona O&M	420,239.79	420,239.79	0.00	Posted
05/22/20	55995	ConvergeOne, Inc	Phone system replacement hardware	39,317.45	39,317.45	0.00	Posted
05/22/20	55996	Frontier	Fax line	2,929.32	2,929.32	0.00	Posted
05/22/20	55997	Graingers	Server Room Fire Alarm Panel Batteries	562.70	562.70	0.00	Posted
05/22/20	55998	Home Depot Credit Services	02/2020 Facility Supplies	2,915.62	2,915.62	0.00	Posted
05/22/20	55999	IBI Group	3/1-4/10/20 CAD/AVL Replacement Consulting	4,389.00	4,389.00	0.00	Posted
05/22/20	56000	National CineMedia, LLC	Advertising 3/17/20-4/9/20	557.14	557.14	0.00	Posted
05/22/20	56001	Southern California Edison Co.	04/2020 Admin Bldg Electricity	11,752.37	11,752.37	0.00	Posted
05/22/20	56002	Stantec Architecture	DTLA Layover (TO3)	3,159.42	3,159.42	0.00	Posted
05/22/20	56003	Suburban Water Systems	04/2020 Admin Bldg Fire Pump Water	147.59	147.59	0.00	Posted
05/22/20	56004	Thompson Coburn LLP	General Procurement	47,176.63	47,176.63	0.00	Posted
05/22/20	56005	Tri - Signal Integration, Inc.	05/2020 Admin Bldg Fire Monitoring	70.00	70.00	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
05/22/20	56006	Universal Waste Systems	04/2020 DTLA Sanitation Services	2,774.00	2,774.00	0.00	Posted
05/26/20	E01533	Bankcard Center-Bank of the West	4/20 Agency credit card usages&annual rewards fee	13,560.38	0.00	0.00	Posted
05/26/20	E01534	California Dept. of Tax and Fee Administration	Sales & Use Taxes Q1 2020	30.00	0.00	0.00	Posted
05/27/20	E01528	Keolis Transit Services LLC	04/22/20 Metrolink Bus Bridge	544.28	0.00	0.00	Posted
05/27/20	E01529	Keolis Transit Services LLC	reimbursementb 2129 transmission	5,884.25	0.00	0.00	Posted
05/27/20	E01530	Transdev Services, Inc.	04/1-30 Ebus Charging at Azusa	6,893.24	0.00	0.00	Posted
05/27/20	E01531	Transdev Services, Inc.	Reimbursement 2108 engine repair	13,188.96	0.00	0.00	Posted
05/27/20	E01532	Transdev Services, Inc.	reimbursement 2111 engine repower	49,921.15	0.00	0.00	Posted
05/29/20	56007	AT and T - 105068	EI Monte Back line	35.52	35.52	0.00	Posted
05/29/20	56008	AT and T - 5025	EI Monte Phone line general	1,921.77	1,921.77	0.00	Posted
05/29/20	56009	CA Newspaper Service Bureau	20-043 SGVT Legal Advertisement	366.99	366.99	0.00	Posted
05/29/20	56010	City of Walnut	Mt. SAC Permit Fees	29,807.00	29,807.00	0.00	Posted
05/29/20	56011	Frontier	Covina P&R parking structure phone lines	243.17	243.17	0.00	Posted
05/29/20	56012	GIRO Inc.	HASTUS Maintenance & Support 2/27/20-2/26/21	108,850.00	108,850.00	0.00	Posted
05/29/20	56013	Industry Public Utility Commission	04/2020 Industry P&R Electricity	1,034.90	1,034.90	0.00	Posted
05/29/20	56014	Linda Garrison	Yogo instruction 5/20	520.00	520.00	0.00	Posted
05/29/20	56015	Newage PHM, LLC	5/20 04/20 Transit Store 2 Electricity	107.76	107.76	0.00	Posted
05/29/20	56016	Proterra Inc	Arcadia In-Depot Charger Installation	69,918.10	69,918.10	0.00	Posted
05/29/20	56017	Pulsar Advertising	General Marketing & administration FY2019-2020	19,232.00	19,232.00	0.00	Posted
05/29/20	56018	Rivet Campus Media	APU, Mt. SAC, Rio Hondo	6,756.00	6,756.00	0.00	Posted
05/29/20	56019	State Compensation Insurance Fund	4/20 Worker's Comp premium	8,317.16	8,317.16	0.00	Posted
05/29/20	56020	The Hartford	Renewal Surety bond for Luis Renderos 6/4/20-21	100.00	100.00	0.00	Posted
05/29/20	56021	The LED Inc	135 WATT RGB DMX LINEAR FIXTURE - 50% Deposit	7,035.37	7,035.37	0.00	Posted
05/29/20	56022	Thomas J. Koontz	2 Sidewalk Stencils	848.93	848.93	0.00	Posted
05/29/20	56023	Thompson Coburn LLP	Operations RFPs and Contracts	18,191.39	18,191.39	0.00	Posted
05/29/20	56024	Time Access Systems Inc.	Keybox Purchase	5,998.75	5,998.75	0.00	Posted
05/29/20	56025	Weatherite Corporation	05/2020 3rd Floor Repairs/Service	390.00	390.00	0.00	Posted
05/29/20	56026	Western Office Interiors	Office 321 Furniture - Remaining 50%	8,362.75	8,362.75	0.00	Posted
05/29/20	56027	Zonar Systems Inc.	Renewal service May 2020 FOO0546 GTC	2,703.00	2,703.00	0.00	Posted
General Checking				5,697,413.80	1,380,958.15	700.00	



July 24, 2020

To: Governing 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

The Governing Board was provided an update on Foothill Transit Operations in response to the COVID-19 pandemic at the May 29 and June 26, 2020 meetings. The updates have provided an overview of the actions taken at Foothill Transit in response to the pandemic and the state and local orders to control the spread of the pandemic from March 4, 2020, when Governor Gavin Newsom proclaimed a State of Emergency. This report will provide the most recent actions that have been taken.

On March 23, 2020, Express Services, and service on Line 690 (linking the Azusa Gold Line station to cities to the east during peak hours only), and Lines 851, 853, and 854 that primarily serve middle and high schools was suspended in light of the health emergency and the “Safer-At-Home” Executive Order, which resulted in school and non-essential workplace closures. This had reduced service levels by approximately 20 percent. We continued 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.

On June 8, 2020 Express Service was restored following the phased reopening guidelines provided by LA County, bringing on-street service to 99 percent of pre-COVID-19 pandemic levels. Service on Lines 851, 853, and 854 remained suspended. Additionally, the El Monte and Puente Hills Mall Transit Stores reopened to walk-in traffic.

Governor Newsom, Los Angeles Mayor Eric Garcetti, and L.A. County Supervisor Kathryn Barger all issued revised Health Orders on Monday, July 13 that require the closure of offices in non-critical sectors, as well as closure of places of worship, personal care services, and indoor malls in an effort to slow the increased spread of the virus since Phase 3 reopening.



Ridership and Service Levels:

Since the full restoration of the Express Service, ridership on those lines has averaged 612 passengers per day which is 82 percent below the ridership levels on these lines prior to the pandemic. That ridership had been slowly increasing in the days leading up to the most recent health order update on July 13.

Weekday ridership on Local lines has risen to just under 60 percent of the ridership levels in the weeks and months prior to the Safer-At-Home Executive Order. Overall weekday ridership on all lines has slowly risen to roughly 56 percent of pre-COVID-19 levels. These ridership levels and our current service levels are helping to ensure opportunities for proper social distancing for those needing to use the service for essential trips.

Staff representing all functional areas of the Foothill Transit administrative team continue to participate in regularly scheduled teleconferences with operations and maintenance contract staff and customer service contract staff. Much of the discussion over these past weeks has focused on ridership loads on the Express Service trips. Since the July 13 modified Stay-at-Home order, the teams have been strategizing on various scenarios for maintaining adequate and safe transportation options for customers who utilize Foothill Transit for their essential trips.

Onboard Social Distancing:

On Tuesday, May 26, operators began implementing the targeted customer loads based on the bus size in operation to provide for appropriate social and physical distancing. Our teams continue to monitor operator and customer feedback on this protocol and to determine if additional support or communication is needed. Since its implementation, the impact of this protocol on customers has been monitored for all customers, including those subject to the Americans with Disabilities Act (ADA).



Operator Barriers:

Progress continues on the procurement and installation of permanent operator safety and security barriers on those buses that do not currently have them. The first order of barriers is scheduled to be delivered and installed in mid-August. From that point, weekly shipments and installations will continue until project completion which is slated for October and enforcement of fare collection has been suspended until these operator barriers are installed.

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 focused on revised bus boarding practices, social distancing efforts, utilizing service for essential trips, face coverings, and overall health practices have been developed and are disseminated through a variety of communications methods.

Vibrant, multi-lingual signage has been developed and placed on-board the buses, in operating facilities, Transit Stores, and in common areas. We are also emphasizing these messages across our digital channels through regular social media updates. We have also used paid advertising across these channels to better target the messages and boost the reach of each message with our customers. We are working closely with the team to continuously update our customers as state- and county-wide orders change in response to COVID-19. Signage is being updated for the Transit Stores and messages are placed in a variety of locations at the administrative offices in West Covina, directing visitors, tenants, and Foothill Transit team members to wear masks and maintain physical distancing at all times.

The core digital repository of all Foothill Transit pandemic response information resides at foothilltransit.org/covid. From there, one can navigate to the agency's infection tracking database, sharable graphics for download, and pandemic related service alerts



Transit Store Operations:

The Puente Hills Mall Transit Store reopened to provide in-person customer service on June 8, 2020 followed by the El Monte Store reopening on July 6. Walk-in traffic at each store has been less than 30 customers per day. In response to the revised health orders issued on July 13, which again closed the Puente Hills Mall where the Transit Store is located, these stores closed to walk-in customer visits. The Customer Service Representatives will continue to respond to customer calls for service information, routing, and TAP payment information through the decentralized call center. We will continue to evaluate the most appropriate dates to reopen each of the four Transit Stores.

Sincerely,

LaShawn King Gillespie
Director of Customer Service and Operations

Felicia Friesema
Director of Marketing and Communications

Doran J. Barnes
Executive Director



July 24, 2020

To: Governing Board

Subject: **Mt. San Antonio College Transit Center Project Update**

Recommendation

Receive and file the report on Mount San Antonio College (Mt. SAC) Transit Center Project Update.

Analysis

At the May 2015 Executive Board Meeting, the Board authorized the Executive Director to begin negotiations on the development of a Memorandum of Understanding (MOU) with Mt. SAC related to the development of a transit center on the Mt. SAC campus. In March 2017, the MOU between Foothill Transit and Mt. San Antonio Community College District was executed. Since then, staff has been working with the College to begin the conceptual, detail, and final design of a transit center.

The Transit Center will consist of ten bus bays with the proposed five canopy shelters on the west side of pedestrian bridge, provisions for electric bus charging stations, vehicular and pedestrian circulation improvements adjacent to the transit center area, a new traffic signal, and a new stairwell and elevator towers to meet ADA requirements.

Below are some project milestones on the development of the future Mt. SAC Transit Center:

- September 2016: Foothill Transit was awarded a \$7.24 million grant through the Federal Transit Administration (FTA) Bus and Bus Facilities competitive grant process to help support the construction of the 10-bay bus transit center.
- March 2017: MOU executed between Foothill Transit and MT. SAC.
- December 2017: Contract award for architectural and engineering design services for the transit center.
- February 2018: Mt. SAC steering committee convenes and various staff from Mt. SAC, Foothill Transit, A/E consultants meet throughout the year to develop preliminary and conceptual designs while discussing



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the future parking structure and pedestrian bridge design to be constructed by the College.

- December 2018: Both the National Environmental Policy Act (NEPA) and California Environmental Quality (CEQA) environmental documents are approved and certified.
- July 2019: The Transit Center design plans were submitted to the Division of State Architects (DSA).
- January 2020: The Walnut Planning Commission reviewed the conceptual plans during their public hearing meeting in addition to the other separate projects to be constructed by Mt SAC. Transit Center plans were submitted to the City of Walnut in March 2020.
- April 2020: DSA approved the Transit Center design plans after several comments and updates were provided since the initial submittal.

Upcoming milestones:

- August 2020: Issue Invitation for Bids seeking qualified bidders for construction of the transit center. Contract award is anticipated December 2020.
- August 2020: Transit Center plans to be resubmitted for final DSA approval. Plans incorporate revised foundation design of the overhead pedestrian bridge to be constructed by Mt. SAC
- September 2020: Anticipated City of Walnut approval of Off-Site Improvement Plans.
- October 2020: Anticipate DSA approval of revised plans submitted in August 2020.
- February 2021: Commencement of construction of Transit Center.
- Fall 2022: Construction of the Transit Center completed.

Sincerely,

Sharlane R. Bailey
Director of Facilities

Doran J. Barnes
Executive Director



July 24, 2020

To: Governing Board

Subject: **Website Redesign Update**

Recommendation

Receive and file the Website Redesign Update.

Background

Foothill Transit's website at foothilltransit.org has undergone five major redesigns, with interstitial updates, since its inception in 1998. The current redesign project, which began in February 2019, will be the culmination of extensive data analysis and whole agency cooperation in order to craft a more customer intuitive and interactive information hub.

Originally scheduled to launch in June 2020, the new website has been postponed until later this Fall due to the global COVID-19 pandemic. After much discussion and analysis it was felt that to dramatically change how Foothill Transit communicates with the public in the middle of a public health crisis, which is putting frequent and heavy demand on the current website, would compromise the agency's ability to successfully reach its customers with vital and timely information.

Analysis

At present, the website is experiencing a dramatic increase in traffic, particularly to our rider alerts and COVID-19 information, as a direct result of what have been sometimes daily changes to service. This new traffic is telling us a great deal about how people in our region like to share and receive information and confirms the design direction suggested by our website contractor, Sensis.

The new website will follow a new intuitive design originally launched by both Google and Apple for their on-campus transit systems in northern California. As over 80% of our web traffic comes from mobile devices, the new website will also function much like a mobile app, tapping into the target device's GPS technology to geolocate the nearest bus stops and bus arrival times.

Centering this technology on a website makes it easier and less costly to maintain than a separate mobile app and also works to facilitate equitable



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Website Redesign Update

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access to local transit information, since all online information can still be easily accessed at local libraries and senior centers.

While traditional schedule tables will still be available, schedule data will be custom crafted into easy to understand timepoints and destinations based on geolocation and customer input about where they need to go and what time they need to be there. Real time bus information will be displayed via Foothill Transit's new CAD/AVL system, MyAvail, which will also become the source of new rider alert information and detour updates, which is anticipated to improve response time to developing field conditions.

As a result of the COVID-19 pandemic, a few key attributes of the old website will be retained, namely the front and center header 'hero' graphic space that immediately directs customers to foothilltransit.org/covid where all agency pandemic response information is updated daily. In addition, the agency's sustainability dashboard will be undergoing renovation to better incorporate telework and electric bus data.

The new launch date for the website is currently set for Fall 2020. The goal is to provide a seamless transition to the new format for the customer, while enhancing the usability of the most frequently visited parts of the websites, namely the schedules and trip planner, and rider alert information.

Sincerely,

Felicia Friesema
Director of Marketing and Communications

Doran J. Barnes
Executive Director



July 24, 2020

To: Governing Board

Subject: **Comprehensive Operational Analysis Overview**

Recommendation

Receive and file this report on the Comprehensive Operational Analysis (COA) Overview.

Analysis

Foothill Transit last completed a COA in March 2016. One of the goals of the COA was to look at ways to increase ridership and make the system easier to ride. Recommendations included strengthening connections to schools and universities, revising the fare policy, streamlining the fare products, and creating a frequent transit network. Foothill Transit expanded the Class Pass to serve the local colleges and universities, updated the Fare Policy which was adopted in 2018, and updated frequencies to 20 minutes or better on routes that travel along key corridors.

COAs are designed to examine and evaluate a transit system to determine where improvements can be made to make transit operations more effective and efficient across the network. The major target areas of the project include improving ridership, providing improved mobility and access to transit for disadvantaged communities, and integrating future plans with regional and statewide goals for public transportation. These statewide goals include greenhouse gas (GHG) emissions reductions, providing transit in High-Quality Transit Areas, integrating with existing modes of transportation, such as the Metro L-Line (Gold Line), and planning for service integration with future housing and rail development in cities throughout the Foothill Transit service area.



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Below are some of the results of the on-board customer survey and service area demographics that were identified in the 2016 COA:

Typical Local Rider	Typical Express Rider
<ul style="list-style-type: none"> Female Student or employed Annual Income <\$25,000 Transit dependent Regular to occasional rider 	<ul style="list-style-type: none"> Female Full-time employee Annual Income >\$50,000+ Car owner/P&R user Regular rider (4-5 times per week)

Demographic breakdown of the Foothill Transit service area using census data:

Population Group	% of Total Service Area population
Minority (non-white)	76.1%
Income below 150% of the federal poverty level	25.5%
Persons that identify as speaking English "less than very well"	16.3%
Seniors 65 or Older	11.8%
Persons with Disabilities	9.4%

The recommended routing and service changes were focused on connecting routes to the L-Line (Gold Line) extension 2A, Pasadena to Azusa, and Foothill Transit’s major transit centers, El Monte Station, the Plaza at West Covina, Puente Hills Mall, and the Pomona Transit Center. The study also recommended the cancelation of lines due to duplication, and extending the span of service for other lines. Some of the changes implemented include:

- Connecting Line 280, which travels along Azusa Boulevard from the Puente Hills Mall to the Azusa Intermodal Transit Center
- Splitting Line 187, which originally connected Pasadena to Montclair, to terminate at the Azusa Intermodal Transit Center, and creating Line 188 to cover the eastern portion of the original route from Azusa to Montclair



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- Providing all day service on Line 292 which connects the Pomona Transit Center to the Claremont Transit Center
- Cancellation of Line 494 which provided service from San Dimas to the El Monte Station due to route duplication with Line 492

COAs are generally recommended to be completed every three to five years, and as mentioned earlier, Foothill Transit's last COA was completed in 2016. Foothill Transit applied for and was recently awarded \$490,000 in matching funds from the Caltrans Sustainable Transportation Planning Grant Program for Fiscal Year 2021. These funds will be used for the completion of our organization's next COA, the scope of work for which is currently under development.

There can be numerous reasons for the effectiveness or ineffectiveness of any given route, just as there can be many different solutions to the issues that need to be addressed. The primary goal of a COA is to focus on where improvements in productivity and efficiency of transit operations are most reasonable, based on data analysis of the existing system's characteristics and the land use context, which often changes over time. These factors inform the decisions regarding where resources should be intensified, reallocated, or discontinued.

The primary tasks of a COA can be summarized in three parts:

- Task 1: Data Collection and Market Assessment
- Task 2: Line-by-Line (Route-by-Route) Analysis and Route Profiles
- Task 3: Service Plan Development

The data collection effort consists of several tasks, usually dependent on the type and quality of a transit agency's data, and include running time, stop and segment level ridership, and field observations. Gathering input from riders, operators, supervisors, staff, and Board members is also critical to understand the range of perspectives of the service as it exists and the way in which it should evolve.

The majority of the analysis is included in the market assessment and the line-by-line analysis, which examines the system as a whole, comparing routes and segments to each other based on productivity and performance as well as comparing time-of-day characteristics. Analysis results are then used to



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prepare a set of service recommendations, which can consist of eliminations, truncations, extensions, and/or realignments. The assessment of stop-by-stop passenger activity, time-of-day service efficiencies, and vehicle capacity, especially critical when considering the need to social distance, are all integrated into the COA. As such, the COA can provide valuable insight into the workings of a transit operation not possible through other planning efforts.

The service plan development process and the various tools available to provide services have evolved rapidly in the last several years. The insight and data that can now be used by transit agencies to restructure service and maximize the efficiency and effectiveness of their transit operations is much more abundant. Using these resources to meet the local and regional needs of the service area offer opportunities not prevalent even five years ago. In this rapidly changing technological environment, harnessing the potential for transit agencies to capitalize and improve their efficiencies and use of public resources is greater than ever. The ability to incorporate adaptable technologies that are more versatile in their response to evolving mobility options are now essential for inclusion in evaluating service options where fixed-route transit may not be as productive or cost-effective. These evolving technologies include real-time bus location and on-demand ride-hailing and may indicate the need for more frequent assessments of operational efficiencies based on consumer choice as more mobility options become available in the future.

Among the goals of this COA will be to assist us in evaluating the changing environment in which we operate. Considering the current COVID-19 pandemic which forced many to alter travel patterns and behaviors along with nationwide ridership decline that was ongoing before the pandemic, this is an opportune time to embark on the study.

Sincerely,

Joseph Raquel
Planning Director

Doran J. Barnes
Executive Director