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**Foothill Transit**  
Going Good Places

## GOVERNING BOARD MEETING

West Covina, CA  
Friday, August 23, 2019



Foothill Transit

# Foothill Transit MISSION

To be the premier public transit provider committed to:

**SAFETY**  
**COURTESY**  
**QUALITY**  
**RESPONSIVENESS**  
**EFFICIENCY**  
**INNOVATION**



## Foothill Transit VALUES

### **SAFETY**

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

### **RESULTS**

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

### **INTEGRITY**

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

### **GRATITUDE**

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

### **DIVERSITY**

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

### **TEAM MEMBERS**

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

### **COMMUNICATION**

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

### **SUSTAINABILITY**

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



Foothill Transit

# Governing Board Meeting AGENDA

GOVERNING BOARD MEETING  
7:45 AM, AUGUST 23, 2019  
Foothill Transit Administrative Office  
2<sup>nd</sup> Floor Board Room  
100 South Vincent Avenue  
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. FOCUS ON SAFETY
4. ROLL CALL
5. APPROVAL OF MINUTES FOR THE JOINT MEETING OF THE ANNUAL GOVERNING BOARD MEETING AND EXECUTIVE BOARD MEETING OF MAY 31, 2019
6. APPROVAL OF AGENDA
7. PRESENTATIONS
  - 7.1. Contractors' Employee Recognition
8. PUBLIC COMMENT
  - 8.1. Executive Director Response to Public Comment

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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.



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**CONSENT CALENDAR:** Items 9 through 14 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Governing Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

9. JUNE 2019 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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

10. JULY 2019 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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



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11. FISCAL YEAR 2018-2019 FOURTH QUARTER BUDGET UPDATE

*Recommended Action: Receive and file the Fourth Quarter Budget Update for the fiscal year ending on June 30, 2019.*

12. FISCAL YEAR 2018-2019 PERFORMANCE INDICATORS REPORT

*Recommended Action: Receive and file the FY2018-2019 Performance Indicators Report.*

13. AUGUST 2019 LEGISLATIVE SUMMARY

*Recommended Action: Receive and file the August 2019 Legislative Summary and adopt an oppose position on AB 315.*

14. COACH OPERATOR AUDIT RESULTS

*Recommended Action: Receive and file the results of the FY2018-2019 Fourth Quarter Coach Operator Audits.*

REGULAR AGENDA:

15. 2019 L.A. COUNTY FAIR SERVICE

*Recommended Action: Receive and file the 2019 L.A. County Fair Service Report.*

16. AUTONOMOUS BUS CONSORTIUM UPDATE

*Recommended Action: Receive and file the update on the Autonomous Bus Consortium project.*

17. EXPRESS ROUTING PROPOSED CHANGES AND CANCELLATION OF LINE 497

*Recommended Action:*

1. Line 490

*Establish Line 490, serving the new Covina Transit Center and including five trips in the morning and five trips in the afternoon that will serve Grand Avenue north of Covina Boulevard to serve the stops that are currently served by Line 498.*

2. Line 498

*Have the routing begin and end at the Industry City Hall Park & Ride before traveling to West Covina and then into Downtown L.A.*

3. Line 493

*Shift the eastern start and end point from the Industry Park & Ride to Colima and Fairway based on customer feedback obtained during the public comment process.*



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4. *Line 497*

*Cancel the line and reinvest the savings into other Foothill Transit bus lines to enhance service within our region.*

18. ELECTRIC BUS INFRASTRUCTURE STUDY

*Recommended Action: Receive and file the Electric Bus Infrastructure Study update.*

19. DOUBLE-DECK ELECTRIC BUS UPDATE

*Recommended Action: Receive and file the update on the double-deck electric bus project.*

20. FARE RESTRUCTURING PHASE II

*Recommended Action: Receive and file the update to implementation of the Phase II of the fare restructuring.*

21. EXECUTIVE DIRECTOR COMMENT

22. GOVERNING BOARD MEMBER COMMENT

23. ADJOURNMENT

**The next meeting of the Governing Board  
is scheduled for  
Friday, October 25, 2019 at 7:45 a.m.**



**Foothill Transit**

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

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

**Friday, May 31, 2019  
7:45 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Calaycay at 7:49 a.m.

**2. PLEDGE OF ALLEGIANCE**

Chair Calaycay welcomed the newly appointed Governing Board Member for the City of Covina, Councilmember Jorge Marquez.

The Pledge of Allegiance was led by Member Marquez.

**3. FOCUS ON SAFETY**

Roberto Estrella, Safety Compliance Coordinator, presented a message on hearing loss.

**4. ROLL CALL**

- A. EXECUTIVE BOARD: MEMBERS BARAKAT, BOYER, CALAYCAY, HERRERA, PEDROZA
- B. GOVERNING BOARD

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Corey Calaycay, Member Charlie Rosales, Member Robert Torres, Member Emmett Badar, Member Nancy Tragarz, Member Jorge Marquez, Member Gary Boyer, Member Albert Ambriz, Member Roger Chandler, Member Richard Barakat, Member Tzeitel Paras-Caracci, Member Becky Shevlin, Member Margaret McAustin, Member Nanette Fish, Member Carol Herrera, Member Jessica Ancona, Member Cory Moss, Member Violeta Lewis, Member Hector Delgado, Member Sam Pedroza, Member Cynthia Sternquist

Absent: Member Uriel Macias, Member Ricardo Pacheco, Member Tony Wu, Member Jimmy Lin

5. **APPROVAL OF AGENDA**

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

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

Approval of the minutes for the Governing Board Meeting of March 29, 2019.

Motion by Member McAustin, second by Member Rosales, the minutes for the Governing Board Meeting of March 29, 2019 were approved. Motion carried 21-0.

7. **PUBLIC COMMENT**

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

8. **PRESENTATIONS**

8.1 Contractors' Employee Recognition

Denise Murphy, Assistant General Manager, introduced the Arcadia location Transdev employees of the month.

Cesar Vazquez-Obregon - Employee of the Month  
Nyeshia Artavia - Operator of the Month

Marc Perla, General Manager, introduced the Pomona location Keolis employees of the month.

Diane Pree - Employee of the Month  
Nicole Outley - Operator of the Month

9. **FAIRPLEX STRATEGIC PLAN UPDATE**

Recommendation: Receive and file an update on the Fairplex Strategic Plan.

Josh Landis, Planning Manager, introduced Walter Marquez, Chief Financial Officer and Vice President of Finance for Fairplex. Mr. Marquez presented an overview of the Fairplex Strategic Plan. He also thanked Foothill Transit for





their partnership in the STEAM Fair, annual service to the LA County Fair, and the daily service that is provided by Line 197.

Received and filed.

10. **PROPOSED FISCAL YEAR 2019-2020 BUSINESS PLAN AND BUDGET**

Recommendation: In accordance with the Executive Board's recommendation, adopt Foothill Transit's proposed Business Plan and Budget for Fiscal Year 2019-2020.

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

Ms. Caldwell reported that the budget development process had been under way for the past several months. In FY2018-2019 ridership continued to decline. Foothill Transit will continue to participate in the Ridership Growth Action Plan (RGAP) activities with the goal of improving ridership throughout the Southern California region. Fare revenues remained constant due to the fare restructuring. The second phase of the fare restructuring is scheduled for this year and staff is optimistic that there will be fare revenue growth during the next fiscal year. Vehicle Service Hours are projected to increase for FY2019-2020 as express service is added with the opening of the Covina Park and Ride and the Duarte service will operate the entire year.

The proposed transit operating budget for FY2019-2020 is \$104.1 million. The transit operating budget only reflects those expenses related to operating transit services. The proposed capital budget is \$76.7 million. The total proposed operating and capital budget for FY2019-2020 is \$180.8 million.

Motion by Member Chandler, second by Member Badar, to adopt. Motion carried 21-0.

11. **REQUEST TO CONDUCT PUBLIC HEARING FOR EXPRESS ROUTING RE-ALIGNMENT**

Recommendation: Authorize the Executive Director to seek public input and conduct a public hearing regarding the proposed changes to Express Service Routing.

Josh Landis, Planning Manager, presented this item.



Mr. Landis reported on a request to seek public outreach regarding proposed changes to several express routes. The proposals came about as staff began planning the opening of the Covina Transit Center in early 2020. This will also allow for follow-up on Line 497, which has the lowest ridership and high operating cost.

An overview of the proposed changes to express routes 497, 498, 493 was presented. The proposal for Line 497 is to cancel the line due to low ridership. Line 490 will be a new express bus line operating from the Covina Park and Ride. The start date for Line 490 will coincide with the opening of the transit center in early 2020.

If approved, advertising in local newspapers, social media, bus stop, and Transit Stores will begin to inform customers of times and locations of meetings. A Public Hearing will be scheduled on a Saturday. Customers will also have the opportunity to submit their comment via phone, email, and in person at Transit Stores.

Motion by Member Marquez, second by Member Shevlin, to approve. Motion carried 21-0.

12. **LINE 291 ROUTE SEGMENT ELIMINATION**

Recommendation: Approve the elimination of a portion of Line 291 that serves select northbound trips along Base Line Road.

Josh Landis, Planning Manager, presented this item.

Mr. Landis presented Public Hearing results for the proposed elimination of a route segment for Line 291. Line 291 is Foothill Transit's first all-electric line and services La Verne, Claremont, and Pomona. In 2017, Foothill Transit implemented a route deviation for 6 trips a day to serve Baseline Road. Due to low ridership it is proposed to eliminate this route segment and keep the rest of the trips the way they are.

Public outreach began with the posting of notices at bus stops along the corridor where service is planned for elimination. Notices were also posted in local newspapers. Customer were also able to submit their comments through email, mail, phone, and in person at the Transit Stores. A public hearing was held on May 2, 2019. If approved today, the change would take effect with the fall service change at the end of September.

Doran Barnes, Executive Director, reported that only one comment was

received during the entire public outreach process. The customer was opposed to the change. Mr. Barnes also indicated that there are virtually no riders in the segment that is being considered for elimination.

Motion by Member Rosales, second by Member Sternquist, to approve.  
Motion carried 21-0.

13. **FREE RIDE COUPON PROGRAM CANCELLATION UPDATE**

Recommendation: Receive and file the Free Ride Coupon Program Cancellation Update.

Linda Apodaca, Community Engagement, presented this item.

Ms. Apodaca provided an update on the cancellation of the Free Ride Coupon Program. The Executive Board approved the termination of the program at their October 2018 meeting. The effective termination date of the program was June 30, 2019.

A communications campaign was launched in early 2019 to participating agencies to allow ample time for participants to plan for the next fiscal year. Foothill Transit received 23 calls and emails, many expressing gratitude for the length of the program. Most asked if there were any other programs available and only one organization was critical and expressed disapproval.

Received and filed.

14. **RECESS BOTH MEETINGS FOR CLUSTERS TO ELECT EXECUTIVE BOARD MEMBERS AND ALTERNATES FOR CLUSTER 5 (LOS ANGELES COUNTY)**

The meetings were recessed to allow members of Cluster 5 to conduct an election for Executive Board Member and Executive Board Alternate.

15. **RECONVENE BOTH MEETINGS AND ANNOUNCE THE EXECUTIVE BOARD MEMBER AND ALTERNATE FOR CLUSTER 5**

Member Pedroza announced that Cynthia Sternquist was elected Executive Board Member and Jimmy Lin was elected Executive Board Alternate.

Chair Calaycay recessed the Governing Board Meeting so that Executive Board could nominate a Chair and Vice Chair.



16. **EXECUTIVE BOARD NOMINATIONS FOR Foothill TRANSIT CHAIR AND VICE CHAIR**

On motion of Member Barakat, second by Member Boyer, unanimously carried, Member Herrera was elected Chair of the Foothill Transit Executive Board.

On motion of Member Barakat, second by Member Boyer, unanimously carried, Member Sternquist was elected Vice Chair of the Foothill Transit Executive Board.

17. **GOVERNING BOARD RATIFICATION OF THE EXECUTIVE BOARD NOMINATIONS FOR Foothill TRANSIT CHAIR AND VICE CHAIR**

The Executive Board recommended ratification of the Executive Board Officers to the Governing Board as follows: Member Herrera, Chair; Member Sternquist, Vice Chair.

Motion by Member Chandler, second by Member Badar, the Governing Board ratified the Executive Board nominations for Foothill Transit Chair and Vice Chair. Motion carried 21-0.

Member Calaycay thanked the Governing Board for the opportunity to serve as Chair for the last two years. He stated that Foothill Transit has a great staff and that it's been an honor to serve with the staff, Executive Board, and Governing Board.

18. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Congratulated Foothill Transit's new officers and thanked Member Calaycay for his leadership.
- Reported that a discussion was planned for California Senate Bill 50, but the bill has been delayed till the next legislative year.
- Recognized two of Foothill Transit's partners, Ibrahima Toure, Transdev Regional Vice President and John Luddon, Transdev Regional Maintenance Director.
- Reported on the transportation fund exchange with the City of West Covina.



- A review of bus stops is being conducted with a focus on ADA issues and challenges. Planning Director Joe Raquel handed out letters to each member addressing bus stops in their city. Mr. Barnes stated that Foothill Transit provides the bus service and member cities provide the bus stop and bus stop amenities. If there are ADA issues at the bus stops, it falls under the jurisdiction of the cities. Member Calaycay stated that Foothill Transit has a grant program available to member cities, which allows cities to apply for funds to be able to do bus stop improvements. Recently there have been some legal actions taken regarding bus stops, staff is attempting to partner with member cities to get the issues resolved.
- APTA International Bus Roadeo was held and this year Foothill Transit's Maintenance Team took first place in the Vapor Door Event and took 11<sup>th</sup> place overall. Foothill Transit also had a coach operator participate.
- APTA will be recognizing Carol Herrera as the Transit Board Member of the Year.

19. **GOVERNING BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Governing Board.

- Member Torres requested to receive information via email regarding the process for adding and removing bus stops.
- Member Sternquist thanked Sam Pedroza for his service on the Executive Board, representing Cluster 5.
- Member Herrera thanked Immediate Past Chair Corey Calaycay for serving as Foothill Transit Chair for the last two years.
- Member Barakat mentioned that Hyundai is making an all-electric double-deck bus. He recommended that staff look into it.
- Member Paras-Caracci extended a thank you to Foothill Transit for providing transportation for Congresswoman Napolitano's DC staff for a tour of her district.
- Member Calaycay recognized Executive Director Doran Barnes' 20-year anniversary with Foothill Transit.
- Member McAustin recognized Executive Director Doran Barnes for his leadership.

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

Adjournment for the May 31, 2019 Foothill Transit Annual Governing Board Meeting.

There being no further business, the Foothill Transit Annual Governing Board Meeting adjourned at 9:05 a.m.

The Executive Board reconvened at 9:15 a.m.

CONSENT CALENDAR: Items 21 through 26 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

21. **APRIL 2019 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

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

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

22. **APRIL 2019 PERFORMANCE INDICATORS REPORT**

Recommended Action: Receive and file the April 2019 Performance Indicators Report.

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

23. **REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) - BUS BOOK PRINTING AND RELATED PRINTED SCHEDULE ITEMS**

Authorize the Executive Director to issue Request for Proposals (RFP) No. 19-103 for the design, production, and printing of Bus Books and related printed schedule items.

Motion by Member Barakat, second by Member Boyer, to authorize. Motion carried 5-0.

24. **REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) - ON CALL SCHEDULING SUPPORT**

Recommended Action: Authorize the Executive Director to issue a Request



for Proposals (RFP) No. 19-098 for On Call Scheduling Support.

Motion by Member Barakat, second by Member Boyer, to authorize.  
Motion carried 5-0.

**25. TRANSPORTATION FUND EXCHANGE**

Recommended Action: Authorize the Executive Director to execute an assignment agreement with the City of West Covina to exchange Foothill Transit general use funds for Proposition A Transportation Local Return funds.

Motion by Member Barakat, second by Member Boyer, to authorize.  
Motion carried 5-0.

**26. RESOLUTION FOR THE TRANSIT AND INTERCITY RAIL CAPITAL PROGRAM**

Recommended Action: Adopt the following resolution: Resolution No. 2019-02: Authorization for the Execution of the Master Agreement for the California State Transportation Agency – Transit and Intercity Rail Capital Program (TIRCP) for the Project - “Transforming California: Bus Electrification, Service Expansion and Rail Integration” in the Amount of \$5,000,000.00 (Attachment A).

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

**EXECUTIVE BOARD REGULAR AGENDA:**

**27. LOW-INCOME FARE IS EASY (LIFE) PROGRAM MEMORANDUM OF UNDERSTANDING (MOU)**

Recommended Action: Authorize the Executive Director to enter into a Memorandum of Understanding (MOU) with L.A. Metro to allow Foothill Transit to accept LIFE TAP media at a reimbursement rate of \$1.14 per boarding.

Motion by Member Barakat, second by Chair Herrera, to authorize. Motion carried 5-0.

**28. ADJOURNMENT OF EXECUTIVE BOARD MEETING**



Adjournment for the May 31, 2019 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:17 a.m.





August 23, 2019

To: Executive Board

Subject: **June 2019 Financial Statements and Investment Summary**

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### **Recommendation**

Receive and file the Financial Statements and Investment Summary year-to-date report through June 30, 2019.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of June 30, 2019, for the fiscal year ending June 30, 2019.

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

#### Assets

The balance sheet, as of June 30, 2019, shows total assets at \$336 million. This total consists primarily of \$224 million in fixed assets, \$93.29 million in cash and investments and \$18.10 million in receivable and prepaid assets. Foothill Transit's cash position of \$68.35 million is \$0.28 million less than the previous month, and is \$8.25 million less than last year in June.

#### Liabilities

The accounts payable balance is \$11.97 million. Accounts Payables include operation and maintenance expenses for \$5.9 million and \$0.97 million for fuel.

The deferred revenue of \$60.79 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 \$24.67 million in liquid accounts held with Bank of the West; \$12.93 million in interest bearing money market accounts with Bank of the West; \$67,800 with Chase; \$0.94 million with US Treasury and \$30.68 million invested in the Local Agency Investment Fund (LAIF). Longer term investments include \$24 million with Bank of the West Agency notes.



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)**

June 2019 year-to-date fare revenues were \$16.08 million which is \$447,404 less than the budgeted amount and \$263,796 less than June 2018. Through June 2019, ridership is approximately 3.91 percent less than it was last year at this time. Operating costs through June 2019 were \$95.76 million, which is \$5.38 million less than the budget and \$3.54 million more than June 2018. Of this \$95.76 million, \$74.83 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel which was \$6.87 million through June 2019 compared to \$5.53 million last year through June 2018.

The report also reflects receipt of \$2.2 million of Prop A. Local Return funds from the City of West Covina. These funds were used for transit operating expenses during the first quarter of FY2019.

Capital expenditures through June were \$36.05 million compared with \$26.24 million last year at this time. The annual budget for capital expenditures includes the purchase of CNG buses, replacement of the CAD/AVL system and initiation of construction for the Covina Park & Ride and Transit Center project.

Farebox Recovery Ratio

The June year-to-date farebox recovery ratio was 16.79 percent, approximately 0.49 percent higher than the performance target of 16.3 percent. The farebox recovery ratio is calculated by dividing the total fare revenue of \$16,079,596 by the total bus operating expense of \$95,762,466. This ratio is less than the June 2018 ratio of 17.72 percent. Foothill Transit continues to analyze bus ridership and participate in the region-wide ridership bus system improvement program.

**Total Disbursements (Attachment D)**

Total disbursements reflect invoices paid for the month of June 2019; 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 June 2019 were \$10.42 million. Capital disbursements



Governing Board Meeting - 08/23/19  
June 2019 Financial Statements and Investment Summary  
Page 3

totaled \$3.11 million and other significant disbursements include \$2.30 million to Keolis and \$3.43 million to Transdev for bus operating services.

Sincerely,

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

Michelle Lopes Caldwell  
Director of Finance and Treasurer

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

Doran J. Barnes  
Executive Director

Attachments

Foothill Transit  
Balance Sheet  
As of June 30, 2019

**Assets**

## Current Assets:

Cash	\$68,346,184
Investments	24,943,389
Due from government agencies	11,589,631
Other receivables	1,752,940
Other assets	4,756,603

Total Current Assets	\$111,388,747
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## Non current Assets:

Notes receivable	716,195
Property & Equipment (net of depreciation)	224,058,977

Total Non Current Assets	224,775,172
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Total Assets	\$336,163,919
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**Liabilities and Equity**

## Current Liabilities:

Accounts payable and accrued liabilities	\$11,972,638
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Deferred Revenue	60,789,983
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Total Liabilities	\$72,762,621
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**Equity**

## Fund Balance:

Investment in Capital Assets	\$224,058,977
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Current Year Change	16,191,119
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Reserve	23,151,202
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Total Equity	\$263,401,298
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Total Liabilities and Equity	\$336,163,919
------------------------------	---------------

Summary of Cash and  
Investment Account  
For June 30, 2019

	Interest Rate	Term	Principal/ Book & Market Value
<b>Cash:</b>			
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$11,195,430
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,200
Bank of the West-Excise Tax/LCFS	N/A	Demand Deposit	13,473,067
BOW-Prop 1B-Cal Grants	2.02%	Demand Deposit	2,249,870
Bank of the West-Money Market	2.02%	Demand Deposit	4,902,021
Bank of the West-Money Market	2.02%	Demand Deposit	4,862,822
Bank of the West-LCTOP	2.02%	Demand Deposit	917,349
Chase Business Saving	0.28%	Demand Deposit	67,828
LAIF Investment	2.55%	Demand Deposit	30,676,197
Subtotal Cash on Hand			<u>\$68,346,184</u>
<b>Investments:</b>			
Bank of the West:			
1 Maturity - 10/29/20 - 5yrs.	1.125%	Callable Note	\$5,000,000
2 Maturity - 05/25/21 - 5yrs.	1.25%	Callable Note	5,000,000
3 Maturity - 01/27/21 - 5yrs.	1.00%	Callable Note	5,000,000
4 Maturity - 07/27/21 - 5yrs.	1.00%	Callable Note	8,000,000
5 Maturity - 02/26/21 - 5yrs.	1.25%	Callable Note	1,000,000
Wells Fargo Bank:			
6 Maturity - 11/01/18 - 6 months	1.95%	US Treasury Bill	943,389
Subtotal Investments			<u>\$24,943,389</u>
Total Cash and Investments			<u><u>\$93,289,573</u></u>

**Foothill Transit**  
**Statement of Revenue and Expense**  
**For Month Ended June 30, 2019**

	Actual YTD June 2019	Budget YTD June 2019	Variance	Actual YTD June 2018
<b>Fare Revenue</b>				
Farebox	\$7,112,560	\$8,579,000	(17.09%)	\$8,101,339
Pass Sales	3,810,594	3,703,000	2.91%	3,689,301
TAP Cash Purse	3,945,266	3,049,000	29.40%	3,291,450
MetroLink & Access Service	551,852	581,000	(5.02%)	573,813
EZ Transit Pass	659,324	615,000	7.21%	687,489
<b>Total Operating Revenue</b>	<b>\$16,079,596</b>	<b>\$16,527,000</b>	<b>(2.71%)</b>	<b>\$16,343,392</b>
<b>Operating Subsidies and Other</b>				
Transportation Development Act	\$20,508,772	\$27,335,881	(24.97%)	\$21,381,166
State Transit Assistance (STA)	\$4,084,632	4,084,632	0.00%	1,991,204
Senate Bill 1 - STA	\$2,404,874	2,404,874	0.00%	1,614,533
Senate Bill 1 - STA BSCP	\$263,081	263,081	0.00%	183,702
CalTrans-LCTOP	\$587,349	587,349	0.00%	
AQMD/MSRC – Clean Air Grant	\$49,407	49,407	0.00%	100,000
Prop A 40% Discretionary	\$16,230,456	16,230,456	0.00%	16,562,423
Prop A 40% BSCP	\$4,968,084	4,968,084	0.00%	4,592,402
Prop A Exchange	\$2,200,000	-	-	2,000,000
Prop C BSIP	\$955,809	955,809	0.00%	930,206
Prop C Base Restructuring	\$2,052,977	2,052,977	0.00%	1,997,984
Prop C Transit Service Expansion	\$342,112	342,112	0.00%	332,948
Transit Security	\$1,003,576	1,003,576	0.00%	900,983
Measure R	\$11,316,362	11,316,362	0.00%	10,442,879
Measure M	\$11,425,141	11,425,141	0.00%	9,945,816
Miscellaneous Transit Revenues	1,290,239	-	-	1,023,429
<b>Total Subsidies and Other</b>	<b>\$79,682,870</b>	<b>\$84,619,740</b>	<b>(5.83%)</b>	<b>\$75,699,675</b>
<b>Total Operating Revenue</b>	<b>\$95,762,466</b>	<b>\$101,146,740</b>	<b>(5.32%)</b>	<b>\$92,043,067</b>
<b>Other Revenues</b>				
Gain on Sale of Fixed Assets	\$71,329	-	-	\$74,164
Auxiliary Revenue	1,232,004	1,845,000	(33.22%)	1,456,144
<b>Total Other Revenues</b>	<b>1,303,333</b>	<b>1,845,000</b>	<b>(29.36%)</b>	<b>\$1,530,308</b>
<b>Total Operating and Other Revenues</b>	<b>\$97,065,799</b>	<b>\$102,991,740</b>	<b>(5.75%)</b>	<b>\$93,573,375</b>
<b>Operating Expenses</b>				
Customer Service & Operations	\$84,935,030	\$86,629,410	(1.96%)	\$81,484,441
Maintenance & Vehicle Technology	754,791	867,610	(13.00%)	803,716
Marketing & Communications	1,714,683	2,369,600	(27.64%)	1,669,982
Information Technology	1,691,202	2,079,270	(18.66%)	2,081,801
Administration	2,451,594	3,133,480	(21.76%)	2,251,264
Procurement	583,770	924,700	(36.87%)	582,179
Finance	1,467,871	1,773,290	(17.22%)	1,418,785
Planning	943,791	1,515,450	(37.72%)	874,284
Facilities	\$1,219,734	\$1,853,930	(34.21%)	1,056,771
<b>Total Operating Expenses</b>	<b>\$95,762,466</b>	<b>\$101,146,740</b>	<b>(5.32%)</b>	<b>\$92,223,224</b>
<b>Other Expenses</b>				
Property Management	\$411,358.95	\$445,000	(7.56%)	\$355,309
Dial-A-Ride	498,697	\$800,000	(37.66%)	737,582
Special Services	393,277	600,000	(34.45%)	257,260
<b>Total Other Expenses</b>	<b>\$1,303,333</b>	<b>\$1,845,000</b>	<b>(29.36%)</b>	<b>\$1,350,151</b>
<b>Total Operating and Other Expenses</b>	<b>\$97,065,799</b>	<b>\$102,991,740</b>	<b>(5.75%)</b>	<b>\$93,573,375</b>
<b>Capital Revenues</b>				
Capital Grants	\$36,046,102	\$71,423,829	(49.53%)	\$26,243,580
<b>Capital Expenditures</b>				
Capital Expenditures	\$36,046,102	\$71,423,829	(49.53%)	\$26,243,580

**Bank Account - Check Details**

Period: 06/01/19..06/30/19

Foothill Transit

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 06/01/19..06/30/19

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				
06/05/19	E01170	International City Management Assoc. Retirement Co	payroll ending 6/1/19 retirement funds	42,584.61	0.00	0.00	Posted
06/06/19	54125	ViriCiti LLC	Software hosting service and licenses fees	32,335.00	32,335.00	0.00	Posted
06/06/19	54126	ACC Business	Arcadia Yard Phone Internet	3,999.92	3,999.92	0.00	Posted
06/06/19	54127	Adt Security Services, Inc.	05/19-08/18/19 TS2 Electricity Services	406.96	406.96	0.00	Posted
06/06/19	54128	AlphaComm Inc	Arcadia Yard Fiber Cable repair & troubleshooting	2,218.48	2,218.48	0.00	Posted
06/06/19	54129	Amtec Human Capital ,Inc	5/19/19 Chang, Kammy	756.00	756.00	0.00	Posted
06/06/19	54130	Ashlien Savage	Reimbursed Expense 2/7/19-5/24/19	344.44	344.44	0.00	Posted
06/06/19	54131	AT and T - 105068	El Monte Back line	36.94	36.94	0.00	Posted
06/06/19	54132	AT and T - 5025	El Monte phone line (626)452-1579 & (626)452-1587	160.09	160.09	0.00	Posted
06/06/19	54133	C.O.M.T.O - Alexandria	1/19-12/19 Transportation Agency Membership	5,100.00	5,100.00	0.00	Posted
06/06/19	54134	California Transit Association	Legislative Conference Registration - D. Reyno	200.00	200.00	0.00	Posted
06/06/19	54135	CDW Government Inc.	Monitors, display cables, replacement keyboards	3,360.77	3,360.77	0.00	Posted
06/06/19	54136	Charter Communications Inc.	Admin building cable	166.37	166.37	0.00	Posted
06/06/19	54137	Cintas Corporation #2	First Aid Kit Supplies	237.18	237.18	0.00	Posted
06/06/19	54138	Cubic Transportation Systems, Inc	Service 8/1/18 to 7/31/19	110,719.00	110,719.00	0.00	Posted
06/06/19	54139	David Reyno	Reimbursable Expenses	3,466.20	3,466.20	0.00	Posted
06/06/19	54140	Day - Lite Maintenance Co. Inc.	5/19 Monthly Lighting Contract	96.00	96.00	0.00	Posted
06/06/19	54141	Digium Inc.	Arcadia yard phone	2,129.73	2,129.73	0.00	Posted
06/06/19	54142	FEDEX Corp.	Express Mail	141.58	141.58	0.00	Posted
06/06/19	54143	Home Depot Credit Services	5/19 Facility /Bus Stop Supplies	447.32	447.32	0.00	Posted
06/06/19	54144	Instant Signs Inc.	Bus Sign Decals	286.40	286.40	0.00	Posted
06/06/19	54145	Keystone Uniform Depot	New hire safety vest patches and sewn on	28.47	28.47	0.00	Posted
06/06/19	54146	Metrolink	04/19 Metrolink Passes	37,073.75	37,073.75	0.00	Posted
06/06/19	54147	Mobile Relay Associates Inc.	Mobile Radio / Portable Radio Analog Service	21,126.15	21,126.15	0.00	Posted
06/06/19	54148	Newage PHM, LLC	5/19 Transit Store #2 Lease	7,373.47	7,373.47	0.00	Posted
06/06/19	54149	Office Depot	Office Supplies	846.15	846.15	0.00	Posted
06/06/19	54150	Profile Display	EM/SEM Chamber of Commerce Ad	644.00	644.00	0.00	Posted
06/06/19	54151	Ritta Merza	Reimbursable Expenses	390.69	390.69	0.00	Posted
06/06/19	54152	Roland Cordero	Reimbursed Expense 3/9/19	28.24	28.24	0.00	Posted
06/06/19	54153	Sam Pedroza	Reimbursable Expenses	45.00	45.00	0.00	Posted
06/06/19	54154	San Gabriel Valley PAN	Public Affairs	55.00	55.00	0.00	Posted
06/06/19	54155	San Gabriel Valley Tribune	04/19-05/20 1 year subscription to SGVTribune	656.92	656.92	0.00	Posted
06/06/19	54156	Schindler Elevator Corporation	6/1/19 - 8/31/19 Elevator Maintenance	2,795.88	2,795.88	0.00	Posted
06/06/19	54157	Sensis Inc	Sitemap	22,215.00	22,215.00	0.00	Posted
06/06/19	54158	Sing Tao Daily	4/11/19 Advertising	300.00	300.00	0.00	Posted

**Bank Account - Check Details**

Period: 06/01/19..06/30/19

Foothill Transit

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 06/01/19..06/30/19

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
06/06/19	54159	Skyline Pest Control	5/19 Monthly Pest Control	95.00	95.00	0.00	Posted
06/06/19	54160	Staples Business Adv.-Dept. LA	Office Supplies	275.70	275.70	0.00	Posted
06/06/19	54161	The LED Inc	WATT RGB FIXTURE AND DMX 50% Balance	7,085.00	7,085.00	0.00	Posted
06/06/19	54162	The Reinalt-Thomas Corporation	Replace tires Camry 1388996	438.88	438.88	0.00	Posted
06/06/19	54163	Thomas J. Koontz	Printing of Brand Guidelines Booklet	3,783.93	3,783.93	0.00	Posted
06/06/19	54164	Tri - Signal Integration, Inc.	5/19 Admin Bldg Monthly Fire Pump Test	230.00	230.00	0.00	Posted
06/06/19	54165	W.M. Klorman Construction Corp.	5/1/19 Covina Park & Ride Design-Build Phase 2	1,864,963.05	1,864,963.05	0.00	Posted
06/06/19	54166	Waste Management	6/19 Arcadia Warehouse Trash	333.74	333.74	0.00	Posted
06/06/19	54167	Weatherite Corporation	HVAC Repair	1,055.16	1,055.16	0.00	Posted
06/06/19	54168	Willie J. Brooks	06/19 Indoor Plant Care	213.00	213.00	0.00	Posted
06/06/19	54169	Yoko Igawa	Reimbursable Expenses	124.12	124.12	0.00	Posted
06/06/19	54170	Zonar Systems Inc.	EVIR Inspection service	39,389.75	39,389.75	0.00	Posted
06/12/19	E01172	Keolis Transit Services LLC	05/1-15 Pomona Contractor services	833,348.01	0.00	0.00	Posted
06/12/19	E01173	Transdev Services, Inc.	5/11/19 Cortez Park Event	273.10	0.00	0.00	Posted
06/12/19	E01174	Transdev Services, Inc.	05/1-15 Arcadia Contractor Services	1,111,617.35	0.00	0.00	Posted
06/13/19	54171	A-1 Event & Party Rentals	Tablecloths for Governing Board Meeting 5/31/19	153.67	153.67	0.00	Posted
06/13/19	54172	AFLAC	06/19 Voluntary insurance premium	1,560.68	1,560.68	0.00	Posted
06/13/19	54173	Allied Administrators for Delta Dental	07/19 Dental insurance premium	7,004.70	7,004.70	0.00	Posted
06/13/19	54174	Amazon Web Services, Inc	Web hosting	634.68	634.68	0.00	Posted
06/13/19	54175	Amtec Human Capital ,Inc	4/14-4/21/19 Chang, Kammy	756.00	756.00	0.00	Posted
06/13/19	54176	Ashlien Savage	Educational Assistance and Reimbursement MGMT 596	2,295.00	2,295.00	0.00	Posted
06/13/19	54177	AT and T -5014	El Monte Internet	159.00	159.00	0.00	Posted
06/13/19	54178	Azteca Landscape	5/19 Landscape Maintenance	2,754.44	2,754.44	0.00	Posted
06/13/19	54179	C.A.T. Specialties	Employee Polos	45.99	45.99	0.00	Posted
06/13/19	54180	California Choice	7/19 Medical insurance premium	55,472.06	55,472.06	0.00	Posted
06/13/19	54181	California Deposition Reporters	RFP 19-065 Transcript	350.00	350.00	0.00	Posted
06/13/19	54182	CIGNA Group Insurance	06/19 Life Insurance premium	4,514.07	4,514.07	0.00	Posted
06/13/19	54183	City of Duarte	Summer Concerts - Single Event Sponsor	1,200.00	1,200.00	0.00	Posted
06/13/19	54184	Cristina Garcia	Educational assistance 5/23/19 History and Read	553.56	553.56	0.00	Posted
06/13/19	54185	Crowe LLP	5/31/19 Audit Services	20,000.00	20,000.00	0.00	Posted
06/13/19	54186	Division of the State Architect	Mt Sac Transit Center Plan Check Fees	52,660.00	52,660.00	0.00	Posted
06/13/19	54187	Grand Car Wash	Vehicle washing	614.63	614.63	0.00	Posted
06/13/19	54188	Hill International, Inc	Covina P&R - Labor Compliance	3,645.00	3,645.00	0.00	Posted
06/13/19	54189	Joshua Seth Landis	Reimbursed Rotary Club Pomona 2019-2020 Dues	1,705.00	1,705.00	0.00	Posted
06/13/19	54190	Landmark Healthplan of California, Inc.	06/19 Chiropractor insurance premium	870.59	870.59	0.00	Posted
06/13/19	54191	Leticia Jimenez	Educational Assistance 6/2/19 Quantitative Analy	2,117.50	2,117.50	0.00	Posted
06/13/19	54192	Lillian Lin	Reimbursed Expense FTA PSR Workshop Expenses	190.26	190.26	0.00	Posted
06/13/19	54193	Luis A Renderos	Reimbursed Expense Support Rodeo Team	123.96	123.96	0.00	Posted



**Bank Account - Check Details**

Period: 06/01/19..06/30/19

Foothill Transit

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 06/01/19..06/30/19

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
06/13/19	54194	National CineMedia, LLC	May Advertising in Theaters	12,920.00	12,920.00	0.00	Posted
06/13/19	54195	NHRA Motorsports Museum	Tour for West Coast MAX Program	250.00	250.00	0.00	Posted
06/13/19	54196	PingPing Lin	Educational Assistance and Reimbursement Economics	610.00	610.00	0.00	Posted
06/13/19	54197	Psomas	3/21-4/25 A&E for Mt. SAC Transit Center Project	8,155.38	8,155.38	0.00	Posted
06/13/19	54198	San Gabriel Valley Newspaper	04/2019 Advertising	1,121.48	1,121.48	0.00	Posted
06/13/19	54199	Stantec Architecture	OCS TO4	16,631.63	16,631.63	0.00	Posted
06/13/19	54200	State Compensation Insurance Fund	06/19 Workers Comp premium	4,612.58	4,612.58	0.00	Posted
06/13/19	54201	Suburban Water Systems	5/19 Admin Bldg Landscape Water	723.19	723.19	0.00	Posted
06/13/19	54202	The Reinalt-Thomas Corporation	Replace tires Camry 1388997	921.00	921.00	0.00	Posted
06/13/19	54203	Thomas J. Koontz	Printing of EOM/OOM Certificates	940.44	940.44	0.00	Posted
06/13/19	54204	Tri - Signal Integration, Inc.	6/19 Admin Bldg Alarm Monitoring	70.00	70.00	0.00	Posted
06/13/19	54205	Ultimate Maintenance Services, Inc	6/19 Janitorial Services	3,118.00	3,118.00	0.00	Posted
06/13/19	54206	Verizon Wireless	Cell phone and avail cellular	23,734.55	23,734.55	0.00	Posted
06/13/19	54207	Vision Service Plan - (CA)	06/19 Vision insurance premium	1,280.24	1,280.24	0.00	Posted
06/13/19	54208	Weatherite Corporation	5/19 HVAC Maintenance	538.00	538.00	0.00	Posted
06/13/19	54209	West Covina Police-Alarm Program	False Panic Alarm	300.00	300.00	0.00	Posted
06/13/19	54210	Wright Express	Fuel bill May 2019	261.51	261.51	0.00	Posted
06/19/19	E01175	International City Management Assoc. Retirement Co	Payroll ending 6/15/19 retirement funds	56,210.58	0.00	0.00	Posted
06/20/19	54211	ACE Pelizon Plumbing	2nd Floor Restroom Repair	522.74	522.74	0.00	Posted
06/20/19	54212	APTA	7/1/19-6/30/20 Membership Dues	43,000.00	43,000.00	0.00	Posted
06/20/19	54213	Athens Services- 54957	6/19 Admin Trash Service & Parking Lot Sweeping	1,386.21	1,386.21	0.00	Posted
06/20/19	54214	C.A.T. Specialties	Paulina's ops jacket and polos	120.43	120.43	0.00	Posted
06/20/19	54215	CALTEC Corporation	Admin Restroom Modernization -Permit Reimbursement	77,079.11	77,079.11	0.00	Posted
06/20/19	54216	CDW Government Inc.	Barracuda mail archiver software	13,863.58	13,863.58	0.00	Posted
06/20/19	54217	City of Pomona	BSEP 10/15/18-11/14/18	35,000.00	35,000.00	0.00	Posted
06/20/19	54218	Clean Energy	04/19 Pomona CNG Takeover Not Alt Fuel	509,220.30	509,220.30	0.00	Posted
06/20/19	54219	Day - Lite Maintenance Co. Inc.	Admin Bldg Lighting Repairs	419.02	419.02	0.00	Posted
06/20/19	54220	FEDEX Corp.	Express Mail	35.59	35.59	0.00	Posted
06/20/19	54221	Lazar and Associates	05/19 Translating services	166.75	166.75	0.00	Posted
06/20/19	54222	Newage PHM, LLC	6/19 Transit Store #2 Lease	7,971.07	7,971.07	0.00	Posted
06/20/19	54223	Office Depot	Office Supplies	76.95	76.95	0.00	Posted
06/20/19	54224	Pacific Products and Services, LLC.	Bus Stop Supplies	2,868.20	2,868.20	0.00	Posted
06/20/19	54225	Platinum Security Inc.	05/19 El Monte security services	6,500.78	6,500.78	0.00	Posted
06/20/19	54226	San Gabriel Valley Economic	7/1/19-6/30/20 Membership Renewal	5,250.00	5,250.00	0.00	Posted
06/20/19	54227	Skyline Pest Control	6/19 Monthly Pest & Rodent Control	95.00	95.00	0.00	Posted
06/20/19	54228	Standard Parking Corporation	5/19 Parking Services	3,837.12	3,837.12	0.00	Posted
06/20/19	54229	Thompson Coburn LLP	4/19 Cabrera Litigation	2,725.34	2,725.34	0.00	Posted

**Bank Account - Check Details**

Period: 06/01/19..06/30/19

Foothill Transit

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 06/01/19..06/30/19

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
06/20/19	54230	Transit Information Products	Bus Book Printing -Service Change 2.10.19	34,523.79	34,523.79	0.00	Posted
06/20/19	54231	W.M. Klorman Construction Corp.	5/31/19 Covina Park & Ride Design-Build Phase 2	914,944.05	914,944.05	0.00	Posted
06/20/19	54232	Zonar Systems Inc.	EVIR/CSA INSPECTIONS	24,795.35	24,795.35	0.00	Posted
06/26/19	E01176	Bankcard Center-Bank of the West	5/19 Agency credit card usages	40,333.84	0.00	0.00	Posted
06/26/19	E01177	Keolis Transit Services LLC	04/16/2019 Congresswoman Napolitano's retreat	833.15	0.00	0.00	Posted
06/26/19	E01178	Keolis Transit Services LLC	F 1909 Reimbursement engine repower	59,913.83	0.00	0.00	Posted
06/26/19	E01179	Keolis Transit Services LLC	Extended hours paid due to PTC charging	1,900.46	0.00	0.00	Posted
06/26/19	E01180	Keolis Transit Services LLC	05/16-31 Pomona Contractor services	1,460,332.89	0.00	0.00	Posted
06/26/19	E01181	Powell Consulting DC, LLC	5/19 Public Affairs	4,800.00	0.00	0.00	Posted
06/26/19	E01182	Transdev Services, Inc.	05/16-31 Arcadia Contractor services	2,313,265.46	0.00	0.00	Posted
06/27/19	54233	Alandale Ins. Agency	7/1/19-7/1/20 Prepay Insurance Premiums	154,484.14	154,484.14	0.00	Posted
06/27/19	54234	Amtec Human Capital ,Inc	6/9/19 Chang, Kammy	1,918.26	1,918.26	0.00	Posted
06/27/19	54235	AT and T - 5019	Phone Service	390.36	390.36	0.00	Posted
06/27/19	54236	AT and T - 5025	EI Monte Phone Line	1,157.38	1,157.38	0.00	Posted
06/27/19	54237	AT and T - 5025	EI Monte phone line router management	209.12	209.12	0.00	Posted
06/27/19	54238	Best Buy	KitchenAid Refrigerator	7,148.42	7,148.42	0.00	Posted
06/27/19	54239	California Deposition Reporters	RFP 19-032 Audio Transcription	250.00	250.00	0.00	Posted
06/27/19	54240	Christopher Pieper	Reimbursed Expense 8CAPPO Gateway Meeting	40.00	40.00	0.00	Posted
06/27/19	54241	Cintas Corporation #2	First Aid Kit Supplies	271.18	271.18	0.00	Posted
06/27/19	54242	City of Pomona - Passes	Get About Tickets	2,000.00	2,000.00	0.00	Posted
06/27/19	54243	Dalila Ortiz	Reimbursed Expense NIGP Contract Admin	327.49	327.49	0.00	Posted
06/27/19	54244	Erhart's Catering	6/18 West Coast MAX Program	484.38	484.38	0.00	Posted
06/27/19	54245	FEDEX Corp.	Express Mail	1,351.48	1,351.48	0.00	Posted
06/27/19	54246	Frontier	Local phone calls	2,640.57	2,640.57	0.00	Posted
06/27/19	54247	Gotcha Media Holdings, LLC	06/19 APU, Rio Hondo, Mt. SAC	6,756.00	6,756.00	0.00	Posted
06/27/19	54248	Graingers	Bus Stop Supplies	298.85	298.85	0.00	Posted
06/27/19	54249	Green's Lock and Safe	Arcadia gate repair	154.50	154.50	0.00	Posted
06/27/19	54250	Hendy Satya	Expense Reimbursement-Class Pass Meeting mileage	37.12	37.12	0.00	Posted
06/27/19	54251	Industry Public Utility Commission	5/19 Industry P&R Electricity	1,146.22	1,146.22	0.00	Posted
06/27/19	54252	Inland Valley Daily Bulletin	Annual Subscription	197.72	197.72	0.00	Posted
06/27/19	54253	Iron Mountain Inc.	5/19 Shredding Services	204.86	204.86	0.00	Posted
06/27/19	54254	Liberty Mutual Insurance Company	7/1/19-6/30/20Auto and Commercial Ins Premium	68,763.00	68,763.00	0.00	Posted
06/27/19	54255	Linda Apodaca	Expense Reimbursement	191.75	191.75	0.00	Posted
06/27/19	54256	Neofunds by Neopost	5/19 Postage	572.38	572.38	0.00	Posted
06/27/19	54257	Newage PHM, LLC	6/19 TS2 Electricity usage	180.22	180.22	0.00	Posted
06/27/19	54258	Office Depot	Office Supplies	626.72	626.72	0.00	Posted
06/27/19	54259	Omnitrans	Omnitrans Passes	11,319.25	11,319.25	0.00	Posted
06/27/19	54260	PlanetBids, Inc.	Bid Management Services	28,150.69	28,150.69	0.00	Posted
06/27/19	54261	ReadyRefresh	5/19 Drinking Water	72.25	72.25	0.00	Posted
06/27/19	54262	Roy Eseyan	Educational Assistance and Reimbursement Spring 19	1,665.00	1,665.00	0.00	Posted

**Bank Account - Check Details**

Period: 06/01/19..06/30/19

Foothill Transit

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 06/01/19..06/30/19

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
06/27/19	54263	San Gabriel Valley Newspaper	04/19-05/20 1 year subscription to SGVTribune	1,058.40	1,058.40	0.00	Posted
06/27/19	54264	Sing Tao Daily	5/1/19 Advertising	600.00	600.00	0.00	Posted
06/27/19	54265	Socal Office Technologies/MWB Business Systems	Monthly copier usage	435.46	435.46	0.00	Posted
06/27/19	54266	South Coast AQMD	Admin Bldg Generator Permits Fees	1,263.06	1,263.06	0.00	Posted
06/27/19	54267	Southern California Edison Co.	Electricity Fuel Pomona	19,018.17	19,018.17	0.00	Posted
06/27/19	54268	Southern California Edison Co.	Pomona Transit electricity usage	10,369.01	10,369.01	0.00	Posted
06/27/19	54269	Staples Business Adv.-Dept. LA	Office Supplies	507.29	507.29	0.00	Posted
06/27/19	54270	State of California Department of Transportation	06/19 Airspace lease and Security Deposit	32,600.00	32,600.00	0.00	Posted
06/27/19	54271	Thomas J. Koontz	06/19 Footnotes Periodical Newsletter	3,078.33	3,078.33	0.00	Posted
06/27/19	54272	T-Mobile USA Inc.	Vericity cellular sim	545.69	545.69	0.00	Posted
06/27/19	54273	Ultimate Maintenance Services, Inc	6/19 Janitorial Supplies	454.45	454.45	0.00	Posted
06/27/19	54274	Verizon Business - 15043	MPLS POM, ARC, WC, Park & Ride, El Monte, Puente H	29,116.76	29,116.76	0.00	Posted
06/27/19	54275	Walnut Valley Water District	5/19 Industry P&R Fire Sprinkler Water	166.25	166.25	0.00	Posted
06/27/19	54276	Weatherite Corporation	6/19 PTC HVAC Maintenance	277.00	277.00	0.00	Posted
06/27/19	54277	Darold D. Pieper Attorney at Law	5/19 Legal Fees	7,666.04	7,666.04	0.00	Posted
<b>General Checking</b>				<b>10,423,723.10</b>	<b>4,498,309.82</b>	<b>0.00</b>	



August 23, 2019

To: Executive Board

Subject: **July 2019 Financial Statements and Investment Summary**

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### **Recommendation**

Receive and file the Financial Statements and Investment Summary year-to-date report through July 31, 2019.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of July 31, 2019, for the fiscal year ending June 30, 2020.

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

#### Assets

The balance sheet, as of July 31, 2019, shows total assets at \$334 million. This total consists primarily of \$222 million in fixed assets, \$90.67 million in cash and investments, and \$20.37 million in receivable and prepaid assets. Foothill Transit's cash position of \$65.73 million is \$2.62 million less than the previous month, and is \$1.60 million less than last year in July.

#### Liabilities

The accounts payable balance is \$10.30 million. The majority of the accounts payables include operation and maintenance and fuel expenses.

The deferred revenue of \$60.79 million represents funds that are reserved for planned capital expenditures, such as upcoming bus procurements and transit center construction activities.

#### Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$22.67 million in liquid accounts held with Bank of the West; \$12.14 million in interest bearing money market accounts with Bank of the West; \$67,800 with Chase; \$0.94 million with US Treasury and \$30.85 million invested in the Local Agency Investment Fund (LAIF). Longer term investments include \$24 million with Bank of the West Agency notes.

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)**

July 2019 year-to-date fare revenues were \$1.31 million, which is \$96,552 less than the budgeted amount and \$8,940 more than July 2018. Operating costs through July 2019 were \$7.98 million, which is \$1.03 million less than the budget and \$0.3 million more than July 2018. Of this \$7.98 million, \$6.48 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel, which was \$0.49 million through July 2019.

Capital expenditures through July were \$91,767 compared with \$48,161 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 July year-to-date farebox recovery ratio was 16.47 percent, which is on target with the annual performance target of 16.4 percent. The farebox recovery ratio is calculated by dividing the total fare revenue of \$1,314,198 by the total bus operating expense of \$7,977,706. This ratio is less than the July 2018 ratio of 17.0 percent. Foothill Transit continues to analyze bus ridership and participate in the region-wide ridership bus system improvement program.

**Total Disbursements (Attachment D)**

Total disbursements reflect invoices paid for the month of July 2019; 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 expenses during the month in which they actually occurred. Total disbursements for July 2019 were \$10.99 million. Capital disbursements totaled \$2.20 million and other significant disbursements include \$2.27 million to Keolis and \$3.51 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 July 31, 2019

**Assets**

## Current Assets:

Cash	\$65,725,414
Investments	24,943,389
Due from government agencies	13,708,446
Other receivables	2,022,433
Other assets	4,635,221

Total Current Assets	\$111,034,903
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## Non current Assets:

Notes receivable	710,879
Property & Equipment (net of depreciation)	221,850,744

Total Non Current Assets	222,561,622
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Total Assets	\$333,596,526
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**Liabilities and Equity**

## Current Liabilities:

Accounts payable and accrued liabilities	\$10,296,807
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Deferred Revenue	60,789,938
------------------	------------

Total Liabilities	\$71,086,746
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**Equity**

## Fund Balance:

Investment in Capital Assets	\$221,850,744
------------------------------	---------------

Current Year Change	(891,518)
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Reserve	41,550,555
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Total Equity	\$262,509,780
--------------	---------------

Total Liabilities and Equity	\$333,596,526
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Summary of Cash and  
Investment Account  
For July 31, 2019

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$9,161,150
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	13,504,317
BOW-Prop 1B-Cal Grants #1105	2.02%	Demand Deposit	2,253,691
Bank of the West-Money Market #1110	2.02%	Demand Deposit	4,910,347
Bank of the West-Money Market #1111	2.02%	Demand Deposit	4,871,082
Bank of the West-LCTOP #1108	2.02%	Demand Deposit	100,991
Chase Business Saving #1109	0.28%	Demand Deposit	67,846
LAIF Investment #1141	2.55%	Demand Deposit	30,854,389
Subtotal Cash on Hand			\$65,725,414
 Investments:			
Bank of the West:			
1 Maturity - 10/29/20 - 5yrs.	1.125%	Callable Note	\$5,000,000
2 Maturity - 05/25/21 - 5yrs.	1.25%	Callable Note	5,000,000
3 Maturity - 01/27/21 - 5yrs.	1.00%	Callable Note	5,000,000
4 Maturity - 07/27/21 - 5yrs.	1.25%	Callable Note	8,000,000
5 Maturity - 02/26/21 - 5yrs.	1.25%	Callable Note	1,000,000
Wells Fargo Bank:			
6 Maturity - 11/01/18 - 6 months	1.95%	US Treasury Bill	943,389
Subtotal Investments			\$24,943,389
Total Cash and Investments			\$90,668,803

**Foothill Transit**  
**Statement of Revenue and Expense**  
**For Month Ended July 31, 2019**

	Actual YTD July 2019	Budget YTD July 2019	Variance	Actual YTD July 2018
<b>Fare Revenue</b>				
Farebox	\$534,844	\$641,500	(16.63%)	\$597,424
Pass Sales	301,538	310,917	(3.02%)	295,881
TAP Cash Purse	331,075	345,833	(4.27%)	305,489
MetroLink & Access Service	47,381	50,250	(5.71%)	47,788
EZ Transit Pass	99,360	62,250	59.61%	58,676
<b>Total Operating Revenue</b>	<b>\$1,314,198</b>	<b>\$1,410,750</b>	<b>(6.84%)</b>	<b>\$1,305,258</b>
<b>Operating Subsidies and Other</b>				
Transportation Development Act	\$1,471,070	\$2,566,441	(42.68%)	\$1,897,125
State Transit Assistance (STA)	438,800	438,800	0.00%	340,386
Senate Bill 1 - STA	285,755	285,755	0.00%	0
Senate Bill 1 - STA BSCP	31,322	31,322	0.00%	0
Prop A 40% Discretionary	1,380,001	1,380,001	0.00%	1,352,538
Prop A 40% BSCP	443,207	443,207	0.00%	414,007
Prop C BSIP	81,467	81,467	0.00%	79,651
Prop C Base Restructuring	174,982	174,982	0.00%	171,081
Prop C Transit Service Expansion	29,159	29,159	0.00%	28,509
Transit Security	86,838	86,838	0.00%	83,631
Measure R	1,020,435	1,020,435	0.00%	943,030
Measure M	1,055,465	1,055,465	0.00%	952,095
Miscellaneous Transit Revenues	163,831	0	-	110,949
<b>Total Subsidies and Other</b>	<b>\$6,662,332</b>	<b>\$7,593,872</b>	<b>(12.27%)</b>	<b>\$6,373,003</b>
<b>Total Operating Revenue</b>	<b>\$7,976,530</b>	<b>\$9,004,622</b>	<b>(11.42%)</b>	<b>\$7,678,261</b>
<b>Other Revenues</b>				
Gain on Sale of Fixed Assets	\$13,267	\$0	-	\$896
Auxiliary Revenue	32,794	79,583	(58.79%)	102,900
<b>Total Other Revenues</b>	<b>\$46,061</b>	<b>\$79,583</b>	<b>(42.12%)</b>	<b>\$103,796</b>
<b>Total Operating and Other Revenues</b>	<b>\$8,022,590</b>	<b>\$9,084,205</b>	<b>(11.69%)</b>	<b>\$7,782,057</b>
<b>Operating Expenses</b>				
Customer Service & Operations	\$7,101,651	\$7,595,871	(6.51%)	\$6,964,466
Maintenance & Vehicle Technology	85,905	67,054	28.11%	59,777
Marketing & Communications	101,305	186,558	(45.70%)	84,666
Information Technology	129,258	186,021	(30.51%)	99,398
Administration	199,898	303,865	(34.21%)	181,328
Procurement	44,249	74,338	(40.48%)	25,878
Finance	144,030	147,265	(2.20%)	111,097
Planning	74,161	205,279	(63.87%)	54,536
Facilities	97,247	238,371	(59.20%)	97,116
<b>Total Operating Expenses</b>	<b>\$7,977,706</b>	<b>\$9,004,622</b>	<b>(11.40%)</b>	<b>\$7,678,261</b>
<b>Other Expenses</b>				
Property Management	\$32,772	\$29,583	10.78%	\$32,996
Special Services	12,113	50,000	(75.77%)	15,799
<b>Total Other Expenses</b>	<b>\$44,885</b>	<b>\$79,583</b>	<b>(43.60%)</b>	<b>\$103,796</b>
<b>Total Operating and Other Expenses</b>	<b>\$8,022,590</b>	<b>\$9,084,205</b>	<b>(11.69%)</b>	<b>\$7,782,057</b>
<b>Capital Revenues</b>				
Capital Grants	\$91,767	\$6,395,488	(98.57%)	\$48,161
<b>Capital Expenditures</b>				
Capital Expenditures	\$91,767	\$6,395,488	(98.57%)	\$48,161



**Bank Account - Check Details**

Period: 07/01/19..07/31/19

Foothill Transit

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 07/01/19..07/31/19

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				
07/03/19	E01183	International City Management Assoc. Retirement Co	Payroll ending 6/29/19 retirement funds	43,133.20	0.00	0.00	Posted
07/05/19	54278	Rui Zhang	Final Payroll & PTO for payroll ending 7/8/19	876.81	876.81	0.00	Posted
07/10/19	E01184	City of West Covina	Prop A Local Funds Exchange	1,650,000.00	0.00	0.00	Posted
07/10/19	E01185	Keolis Transit Services LLC	06/15/19 Hollywood Bowl Opening Night	2,582.56	0.00	0.00	Posted
07/10/19	E01186	Keolis Transit Services LLC	06/15/19 Rose Bowl Gold Cup Soccer match	9,972.04	0.00	0.00	Posted
07/10/19	E01187	Keolis Transit Services LLC	06/16/19 Hollywood Bowl Chromeo, Toro y Moi	463.77	0.00	0.00	Posted
07/10/19	E01188	Keolis Transit Services LLC	Reimbursement - Water Heater Replacement	10,400.00	0.00	0.00	Posted
07/10/19	E01189	Transdev Services, Inc.	06/2019 Management Services	169,896.78	0.00	0.00	Posted
07/12/19	54279	4imprint Inc.	Provide PO number for sales order	13,700.66	13,700.66	0.00	Posted
07/12/19	54280	ACC Business	West Covina Admin Bldg. Internet	3,996.75	3,996.75	0.00	Posted
07/12/19	54281	Adt Security Services, Inc.	07/09-10/19 Arcadia security services	338.13	338.13	0.00	Posted
07/12/19	54282	Allied Administrators for Delta Dental	08/19 Dental insurance premium	6,503.42	6,503.42	0.00	Posted
07/12/19	54283	Alpine Innovations LLC	Order of 1800 Spudz	6,590.04	6,590.04	0.00	Posted
07/12/19	54284	Amtec Human Capital ,Inc	6/30/19 Chang, Kammy	1,530.87	1,530.87	0.00	Posted
07/12/19	54285	AT and T - 105068	EI Monte back line	35.10	35.10	0.00	Posted
07/12/19	54286	AT and T - 5025	EI Monte phone line (626)452-1579 & (626)452-1587	217.78	217.78	0.00	Posted
07/12/19	54287	Azusa Light & Water	04/24-0519 Electricity and water	8,053.63	8,053.63	0.00	Posted
07/12/19	54288	Best Contracting Services Inc.	5/19 Arcadia O&M Facility Utility Roof Replacement	25,568.30	25,568.30	0.00	Posted
07/12/19	54289	Brand Makers, LLC	Purchase of 5000 Lanyards	4,350.00	4,350.00	0.00	Posted
07/12/19	54290	Burns & McDonnell Engineering Company, Inc	4/30/19 In Depot Charging Services	72,656.00	72,656.00	0.00	Posted
07/12/19	54291	California Choice	8/19 Medical insurance premium	48,720.80	48,720.80	0.00	Posted
07/12/19	54292	California Deposition Reporters	RFP 19-098	250.00	250.00	0.00	Posted
07/12/19	54293	CALTEC Corporation	6/30/19 Admin Restroom Renovations	70,079.22	70,079.22	0.00	Posted
07/12/19	54294	Carol A. Herrera	Reimbursable Expenses	879.60	879.60	0.00	Posted
07/12/19	54295	Chamber of Commerce - Claremont	2109 Installation Dinner	50.00	50.00	0.00	Posted
07/12/19	54296	Chamber of Commerce - Pomona		550.00	0.00	550.00	Financially Voided
07/12/19	54297	Chico Bag Company	Order of 725 Hawaiiian Ocean Chico Bag	7,413.45	7,413.45	0.00	Posted
07/12/19	54298	CIGNA Group Insurance	07/19 Life Insurance premium	4,568.35	4,568.35	0.00	Posted
07/12/19	54299	Clean Energy	05/19 Pomona O & M	473,949.14	473,949.14	0.00	Posted
07/12/19	54300	Crown Castle USA Inc.	Tower Rental	801.11	801.11	0.00	Posted
07/12/19	54301	David Reyno	6/19 Reimbursable Expenses	2,540.78	2,540.78	0.00	Posted
07/12/19	54302	Digium Inc.	6/26/19-7/25/19 Arcadia Yard Phone	2,129.73	2,129.73	0.00	Posted
07/12/19	54303	Encore Awards and Marking	Name Badges	234.25	234.25	0.00	Posted
07/12/19	54304	Farid Mosri Duran	Educational assistance and reimbursement	865.67	865.67	0.00	Posted
07/12/19	54305	FEDEX Corp.	Express Mail	329.38	329.38	0.00	Posted
07/12/19	54306	Frontier	Arcadia computer phone line	1,108.36	1,108.36	0.00	Posted
07/12/19	54307	G4S Secure Integration LLC	05/19 Security Maintenance	20,467.10	20,467.10	0.00	Posted

**Bank Account - Check Details**

Period: 07/01/19..07/31/19

Foothill Transit

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 07/01/19..07/31/19

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
07/12/19	54308	GOAL Productions	On-Call Video Production Services	5,506.05	5,506.05	0.00	Posted
07/12/19	54309	Grand Car Wash	Vehicle washing	651.46	651.46	0.00	Posted
07/12/19	54310	Hacienda Heights Kiwanis 4th of Jul	2019 July 4th I Love America Parade	85.00	85.00	0.00	Posted
07/12/19	54311	Hill International, Inc	Covina P&R - Labor Compliance	1,440.00	1,440.00	0.00	Posted
07/12/19	54312	Home Depot Credit Services	6/19 Facility Supplies	915.95	915.95	0.00	Posted
07/12/19	54313	IBI Group	1/1-2/28/19 CAD/AVL Replacement Consulting	64,061.00	64,061.00	0.00	Posted
07/12/19	54314	Imperial College Projects Limited	3/1/19-4/31/20 Membership Fee	22,750.00	22,750.00	0.00	Posted
07/12/19	54315	Instant Signs Inc.	Bus Stop Closed / Alternate Route Signs	3,950.64	3,950.64	0.00	Posted
07/12/19	54316	John Xie	Reimbursed Expense Bus Inventory 2019	87.26	87.26	0.00	Posted
07/12/19	54317	Lazar and Associates	06/19 Translating services	276.95	276.95	0.00	Posted
07/12/19	54318	Lillian Lin	07/19 Reimbursed Expense Metro TAP	326.53	326.53	0.00	Posted
07/12/19	54319	Linda Apodaca	Reimbursement 6/14-6/27/19	176.06	176.06	0.00	Posted
07/12/19	54320	Linda Garrison	06/19 Yogo instruction	520.00	520.00	0.00	Posted
07/12/19	54321	MailFinance Inc.	7/27/19-10/26/19 Postage Machine Leasing Charges	507.17	507.17	0.00	Posted
07/12/19	54322	Metrolink	05/19 Metrolink Passes	32,445.50	32,445.50	0.00	Posted
07/12/19	54323	Mobile Relay Associates Inc.	07/19 Mobile Radio / Portable Radio Analog Service	21,126.15	21,126.15	0.00	Posted
07/12/19	54324	MTGL, Inc.	05/19 Professional services	54,936.00	54,936.00	0.00	Posted
07/12/19	54325	Neofunds by Neopost	6/19 Postage	581.17	581.17	0.00	Posted
07/12/19	54326	Office Depot	Office Supplies	623.02	623.02	0.00	Posted
07/12/19	54327	Paragon ID	Stkfttp Sticke	3,964.00	3,964.00	0.00	Posted
07/12/19	54328	PC Connection Sales Corp.	Lenovo computer memory modules	239.48	239.48	0.00	Posted
07/12/19	54329	Psomas	4/26-5/30/19 A&E Mt. SAC Transit Center Project	100,164.00	100,164.00	0.00	Posted
07/12/19	54330	Pulsar Advertising	05/19 TAP Card and Day Pass Campaign	7,039.00	7,039.00	0.00	Posted
07/12/19	54331	Raycom	Mobile Radio / Portable Radio Analog Service	317.00	317.00	0.00	Posted
07/12/19	54332	ReadyRefresh	6/19 Drinking Water	72.25	72.25	0.00	Posted
07/12/19	54333	Regional Chamber of Commerce - SGV	Annual Membership Meeting & Installation	1,000.00	1,000.00	0.00	Posted
07/12/19	54334	Richards Watson and Gershon	5/19 Legal Fees	161.50	161.50	0.00	Posted
07/12/19	54335	Rodger's Food Service	6/28 Executive Board Meeting	389.66	389.66	0.00	Posted
07/12/19	54336	Roy Eseyan	Reimbursed Expense 6/9/19 to 6/13/19	328.76	328.76	0.00	Posted
07/12/19	54337	Schindler Elevator Corporation	Admin Bdg Elevator Service Call	1,254.77	1,254.77	0.00	Posted
07/12/19	54338	Society for Human Resource Management	9/1/19-8/31/20 Membership Renewal - D. Barnes	209.00	209.00	0.00	Posted
07/12/19	54339	South Coast AQMD	FY19/20 Emission Fees	136.40	136.40	0.00	Posted
07/12/19	54340	Stantec Architecture	5/17/19 OCS TO3	15,892.91	15,892.91	0.00	Posted
07/12/19	54341	State Compensation Insurance Fund	FY20 Annual Premium deposit	2,735.20	2,735.20	0.00	Posted
07/12/19	54342	State of California Department of Transportation	07/19 Airspace lease	15,800.00	15,800.00	0.00	Posted
07/12/19	54343	Steven Leonard Gandara	Reimbursable Expenses - EcoWednesday	56.79	56.79	0.00	Posted
07/12/19	54344	Suburban Water Systems	6/19 Admin Bldg Landscape Water	714.40	714.40	0.00	Posted
07/12/19	54345	The Gas Co.	6/19 Admin Bldg Gas	748.19	748.19	0.00	Posted
07/12/19	54346	Thomas J. Koontz	Printing of Class Pass Brochures	7,899.37	7,899.37	0.00	Posted
07/12/19	54347	Thompson Coburn LLP		0.00	0.00	0.00	Voided

**Bank Account - Check Details**

Period: 07/01/19..07/31/19

Foothill Transit

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 07/01/19..07/31/19

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
07/12/19	54348	Thompson Coburn LLP	5/19 Covina and West Covina Park & Ride	125,355.48	125,355.48	0.00	Posted
07/12/19	54349	ThyssenKrupp Elevator Corporation	7/1-9/30/19 Industry P&R Elevator Maintenance	480.02	480.02	0.00	Posted
07/12/19	54350	T-Mobile USA Inc.	Vericiti Cellular SIM	545.69	545.69	0.00	Posted
07/12/19	54351	Tri - Signal Integration, Inc.	7/19 Admin Bldg Alarm Monitoring	892.50	892.50	0.00	Posted
07/12/19	54352	University of La Verne	Tuitions for Summer 2019	573.75	573.75	0.00	Posted
07/12/19	54353	Verizon Business - 15043	07/19 Cellular VPN	7,542.63	7,542.63	0.00	Posted
07/12/19	54354	Verizon Wireless	Cell Phone and avail cellular	24,305.53	24,305.53	0.00	Posted
07/12/19	54355	Vision Service Plan - (CA)	07/19 Vision insurance premium	1,258.40	1,258.40	0.00	Posted
07/12/19	54356	W.M. Klorman Construction Corp.	6/30/19 Covina Park & Ride Design-Build Phase 2	843,565.80	843,565.80	0.00	Posted
07/12/19	54357	Waste Management	7/19 Arcadia Warehouse Trash	331.35	331.35	0.00	Posted
07/12/19	54358	Weatherite Corporation	Admin HVAC Repair - Flow Switch	2,036.46	2,036.46	0.00	Posted
07/12/19	54359	Willie J. Brooks	7/19 Indoor Plant Care	662.75	662.75	0.00	Posted
07/12/19	54360	Wright Express	06/19 Fuel Charges	328.29	328.29	0.00	Posted
07/12/19	54361	Yoko Igawa	07/19 Reimbursed Expense Metro TAP	195.00	195.00	0.00	Posted
07/12/19	54362	Zonar Systems Inc.	07/19 EVIR FOO0655 GTC Service	6,273.00	6,273.00	0.00	Posted
07/12/19	54363	Zones Inc.	Fax machines for transit stores	1,977.44	1,977.44	0.00	Posted
07/17/19	E01190	Avail Technologies, Inc.	CAD/AVL Replacement -Final system design Doc, D2	239,247.90	0.00	0.00	Posted
07/17/19	E01191	International City Management Assoc. Retirement Co	Payroll ending 7/13/19 retirement funds	44,116.33	0.00	0.00	Posted
07/17/19	E01192	Keolis Transit Services LLC	06/18/2019 Max Program #2	229.69	0.00	0.00	Posted
07/17/19	E01193	Keolis Transit Services LLC	06/1-15 Pomona contractor services	799,040.82	0.00	0.00	Posted
07/17/19	E01194	Keolis Transit Services LLC	F1810 Reimbursment engine repower for coach	108,072.54	0.00	0.00	Posted
07/17/19	E01195	Transdev Services, Inc.	Transporting of bus Monrovia Days Parade	292.70	0.00	0.00	Posted
07/17/19	E01196	Transdev Services, Inc.	06/1-15 Arcadia contractor services	1,082,381.15	0.00	0.00	Posted
07/17/19	E01197	Transdev Services, Inc.	FY19 Incentive payment Transdev	35,000.00	0.00	0.00	Posted
07/17/19	E01198	Transdev Services, Inc.	Reimbrsemnet for 8 Fire Cabinet Replacements	5,869.20	0.00	0.00	Posted
07/18/19	54364	4imprint Inc.	3000 Uni-ball Vision Elite Pen	6,914.53	6,914.53	0.00	Posted
07/18/19	54365	Amazing Electric INC	Admin Building Electrical Wire Replacement	9,900.00	9,900.00	0.00	Posted
07/18/19	54366	Amazon Web Services, Inc	Website hosting	619.60	619.60	0.00	Posted
07/18/19	54367	Amtec Human Capital ,Inc	7/7/19 Chang, Kammy	359.08	359.08	0.00	Posted
07/18/19	54368	Ashlien Savage	05/01-06/30/19 Petty cash disbursement	274.71	274.71	0.00	Posted
07/18/19	54369	AT and T - 5025	EI Monte Phone Lines	2,189.74	2,189.74	0.00	Posted
07/18/19	54370	Azusa Light & Water	06/02-06/30-19 Electricity and water	8,821.56	8,821.56	0.00	Posted
07/18/19	54371	California Chamber of Commerce	7/20/19-7/20/20 Membership Renewal #690569	769.00	769.00	0.00	Posted
07/18/19	54372	CDW Government Inc.	Dell server rails to mount server	510.92	510.92	0.00	Posted
07/18/19	54373	City of Covina	Covina Park & Ride -Cable Barrier Permit Fees	1,965.62	1,965.62	0.00	Posted
07/18/19	54374	Darold D. Pieper Attorney at Law	6/19 Legal Fees	7,640.00	7,640.00	0.00	Posted
07/18/19	54375	Donald Luey	Reimbursed expense May 2019 travel and meeting	218.42	218.42	0.00	Posted
07/18/19	54376	Doran J. Barnes	Reimbursable Expenses	2,013.74	2,013.74	0.00	Posted
07/18/19	54377	Empire Transportation Inc	05/19 Dial A Ride	69,669.10	69,669.10	0.00	Posted
07/18/19	54378	ENO Transportation Foundation	Eno Transit Mid-Manager Seminar - A. Savage	7,800.00	7,800.00	0.00	Posted

**Bank Account - Check Details**

Period: 07/01/19..07/31/19

Foothill Transit

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Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
07/18/19	54379	Excel Paving Company	5/31/19 DTLA Layover Improvements Site 3	573,379.15	573,379.15	0.00	Posted
07/18/19	54380	FEDEX Corp.	Express Mail	42.02	42.02	0.00	Posted
07/18/19	54381	Frontier	Local phone calls	2,683.69	2,683.69	0.00	Posted
07/18/19	54382	G4S Secure Integration LLC	HID cards and badge printer ink	2,532.72	2,532.72	0.00	Posted
07/18/19	54383	GOAL Productions	06/19 On-Call Video Production Services	5,100.00	5,100.00	0.00	Posted
07/18/19	54384	Golden Gate Media Group	2019 Pomona Chamber Map	2,995.00	2,995.00	0.00	Posted
07/18/19	54385	Gotcha Media Holdings, LLC	07/19 Rio Hondo, APU, Mt. SAC	6,756.00	6,756.00	0.00	Posted
07/18/19	54386	International City Management Assoc. Retirement Co	108053 Asset Fee Allowance 4/30/19-6/30/19	7,603.21	7,603.21	0.00	Posted
07/18/19	54387	Iron Mountain Inc.	6/19 Shredding Services	73.42	73.42	0.00	Posted
07/18/19	54388	LegalShield	06/19 Pre-Paid Legal Services	394.80	394.80	0.00	Posted
07/18/19	54389	Office Depot	Office Supplies	77.94	77.94	0.00	Posted
07/18/19	54390	Psomas	5/31-6/20/19 A&E Mt. SAC Transit Center Project	19,616.52	19,616.52	0.00	Posted
07/18/19	54391	Richards Watson and Gershon	6/19 Legal Fees	484.50	484.50	0.00	Posted
07/18/19	54392	Stantec Architecture	6/30/19 Bus Stop	9,787.27	9,787.27	0.00	Posted
07/18/19	54393	Thomas J. Koontz	Printing of Citrus College Class Pass Brochures	449.82	449.82	0.00	Posted
07/18/19	54394	TVL Inc.	06/19-06/20 Wisetrack Inventory software renewal	1,488.00	1,488.00	0.00	Posted
07/18/19	54395	Vy Thuy Phan - Hoang	ESRI User Conference 2019	242.34	242.34	0.00	Posted
07/18/19	54396	Zones Inc.	2 replacement physical servers	7,501.69	7,501.69	0.00	Posted
07/24/19	E01199	Bankcard Center-Bank of the West	6/19 Agency credit card usages	40,062.98	0.00	0.00	Posted
07/24/19	E01200	Keolis Transit Services LLC	07/02/19 Hollywood Bowl July 4th spectacular	1,636.76	0.00	0.00	Posted
07/24/19	E01201	Keolis Transit Services LLC	07/03/19 Hollywood Bowl July 4th spectacular	2,082.43	0.00	0.00	Posted
07/24/19	E01202	Keolis Transit Services LLC	AMED No. 2 of Pomona compensation FY20 Y3	60,000.00	0.00	0.00	Posted
07/24/19	E01203	Keolis Transit Services LLC	06/30/19 Hollywood Bowl ABBA The Concert	1,946.79	0.00	0.00	Posted
07/24/19	E01204	Keolis Transit Services LLC	06/29/19 Hollywood Bowl Harry Potter and the Order	2,064.69	0.00	0.00	Posted
07/24/19	E01205	Keolis Transit Services LLC	06/16-30 Pomona contractor services	1,380,439.80	0.00	0.00	Posted
07/24/19	E01206	Powell Consulting DC, LLC	6/19 Public Affairs	4,800.00	0.00	0.00	Posted
07/24/19	E01207	Transdev Services, Inc.	F2107 Coach reimbursement	5,496.90	0.00	0.00	Posted
07/24/19	E01208	Transdev Services, Inc.	F1608 Coach Reimbursement	7,589.00	0.00	0.00	Posted
07/24/19	E01209	Transdev Services, Inc.	06/15/2019 Rose Bowl Soccer Gold Cup	8,394.16	0.00	0.00	Posted
07/24/19	E01210	Transdev Services, Inc.	06/16-30 Arcadia contractor services	2,211,347.34	0.00	0.00	Posted
07/25/19	54397	Adt Security Services, Inc.	8/1-10/31/19El Monte security services	381.69	381.69	0.00	Posted
07/25/19	54398	Amazing Electric INC	Admin Building Electrical Wire Replacement	1,481.50	1,481.50	0.00	Posted
07/25/19	54399	Amtec Human Capital ,Inc	07/14/19 Chang, Kammy	1,443.40	1,443.40	0.00	Posted
07/25/19	54400	Assistance League of Covina Valley	Joseph Lutz membership	75.00	75.00	0.00	Posted
07/25/19	54401	Azusa Light & Water	05/23-06/01-19 Electricity and water	5,844.24	5,844.24	0.00	Posted
07/25/19	54402	Chamber of Commerce - Azusa	2019-2020 Annual Membership	735.00	735.00	0.00	Posted
07/25/19	54403	Chamber of Commerce - Monrovia	Annual Membership	307.00	307.00	0.00	Posted
07/25/19	54404	City of Duarte	4/1-6/30/19Duarte Local Service Fare Line 860,861	9,431.73	9,431.73	0.00	Posted
07/25/19	54405	County of L.A. - Sheriff's Dept.	TSB Transit Service 10/1/18-10/31/18	14,113.45	14,113.45	0.00	Posted

**Bank Account - Check Details**

Period: 07/01/19..07/31/19

Foothill Transit

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Bank Account: Date Filter: 07/01/19..07/31/19

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
07/25/19	54406	Industry Hills Charity Pro Rodeo	34th Annual Industry Hills Charity Pro Rodeo	3,000.00	3,000.00	0.00	Posted
07/25/19	54407	Irwindale Police Officers Association	Child Safety/Crime Prevention Yearbook	550.00	550.00	0.00	Posted
07/25/19	54408	Monrovia Fire Fighters Assoc.	Disaster Preparedness/Fire Safety Publication	550.00	550.00	0.00	Posted
07/25/19	54409	Moore and Associates Inc.	Coach Operator Performance Audits Q16	9,558.62	9,558.62	0.00	Posted
07/25/19	54410	Platinum Security Inc.	06/19 El Monte security services	6,500.78	6,500.78	0.00	Posted
07/25/19	54411	Project Sister Sexual Assault	2019 Healing the Heart-Full Page Ad and 2 tickets	490.00	490.00	0.00	Posted
07/25/19	54412	San Gabriel Valley PAN	Public Affairs	55.00	55.00	0.00	Posted
07/25/19	54413	Shepherd's Pantry	Masquerade Party - Annual Gala	1,000.00	1,000.00	0.00	Posted
07/25/19	54414	Southern California Edison Co.	Pomona Transit electricity usage	14,153.51	14,153.51	0.00	Posted
07/25/19	54415	State Compensation Insurance Fund	07/19 Workers Comp premium	5,379.17	5,379.17	0.00	Posted
07/25/19	54416	The Gallery Collection	Birthday card	79.09	79.09	0.00	Posted
07/25/19	54417	Zonar Systems Inc.	Reader Download Station	176.51	176.51	0.00	Posted
07/31/19	E01211	California Dept. of Tax and Fee Administration -	2st Q 2019 Sales and Use Tax filing	693.00	0.00	0.00	Posted
07/31/19	E01212	International City Management Assoc. Retirement Co	Payroll ending 7/27/19 retirement funds	45,200.41	0.00	0.00	Posted
07/31/19	E01213	Keolis Transit Services LLC	April 2019 Pomona PMI's	14,000.00	0.00	0.00	Posted
07/31/19	E01214	Transdev Services, Inc.	07/3/19 861 Extra Service	159.82	0.00	0.00	Posted
07/31/19	E01215	Transdev Services, Inc.	06/18/19 Max Program	292.40	0.00	0.00	Posted
07/31/19	E01216	Transdev Services, Inc.	06/19/19 Max Program	248.54	0.00	0.00	Posted
07/31/19	E01217	Transdev Services, Inc.	6/26/19-7/3/19 861 extra service	101.43	0.00	0.00	Posted
<b>General Checking</b>				<b>10,989,202.04</b>	<b>3,001,396.91</b>	<b>550.00</b>	



August 23, 2019

To: Governing Board

Subject: **Fiscal Year 2018-2019 Fourth Quarter Budget Update**

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### **Recommendation**

Receive and file the Fourth Quarter Budget Update for the fiscal year ending on June 30, 2019.

### **Budget Update**

As of June 30, 2019, Foothill Transit had approximately \$5.9 million remaining in the approved year-to-date operating budget of \$102.9 million. This underrun is due primarily to the following:

- Duarte Service Implementation - Service started in April after the three new electric buses were received and tested.
- Enhanced Service Delivery - The Measure M funds allocated to the San Gabriel Valley for service delivery are not eligible for studies but are specifically eligible for capital improvements. The FY2018-2019 budget included a project to study Bus Rapid Transit service that did not proceed as planned due to the funding restriction.
- DTLA Layover - The budget included funding for lease payments for the fiscal year. The lease was not effective until May due to Caltrans and City of Los Angeles permitting approvals with the lot.
- Salary and benefit savings/Training and Development - a number of staff vacancies during the year created budget underruns in these accounts.
- Several departments had substantial savings in programs where they were able to achieve the budgeted objective at less cost or chose not proceed as originally planned.

### Operating Accomplishments

A major fourth quarter accomplishment was the launch of DuartEbus, fully electric service in the City of Duarte. In addition, several public outreach events were conducted for the proposed changes on Express Service.



Capital Program Accomplishments

Achievements during the fourth quarter of FY2018-2019 in capital programs includes continuing construction of the Covina Transit Center and the beginning of construction at the Downtown Los Angeles shared layover facility. Foothill Transit also exercised the option to purchase ten additional CNG buses that will be delivered in December 2019, and continued work on the farebox replacement project. In addition, the fleet electrification study was continued as Foothill Transit prepares to build the necessary infrastructure to electrify both operations and maintenance facilities.

Fiscal Year 2018-2019 Budgetary Variances

In the first quarter of the fiscal year, analysis identified an overrun in CNG fuel. The price variance was monitored throughout the year, and actual fuel costs at the end of the year were slightly over budget. This line item overage did not result in an overall agency budget overrun. Overall, every department stayed within their approved operating budget for FY2018-2019.

Ridership decreased by approximately four percent overall in FY2018-2019 from FY2017-2018. Fare revenue decreased 1.6 percent in FY2018-2019. The farebox recovery ratio for FY2018-2019 was 16.8 percent, which is slightly better than budgeted.

The FY2018-2019 budget was reviewed and analyzed throughout the year to ensure budget adherence and identify future improvements.

Sincerely,

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

Michelle Lopes Caldwell  
Director of Finance and Treasurer

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

Doran J. Barnes  
Executive Director

Attachment

**TOTAL BUDGET BY DEPARTMENT  
FY2018/2019 Budget Variance Report**

From July 1, 2018  
to June 30, 2019

DEPARTMENTS	Budget Y-T-D	Actual Y-T-D	Variance Fav(unf)
1 Customer Service & Operations	\$ 86,629,410	\$ 84,935,030	\$ 1,694,380
2 Maintenance & Vehicle Technology	867,610	754,791	112,819
3 Marketing and Communications	2,369,600	1,714,683	654,917
4 Information Technology	2,079,270	1,691,202	388,068
5 Administration	3,133,480	2,451,594	681,886
6 Procurement	924,700	583,770	340,930
7 Finance	1,773,290	1,467,871	305,419
8 Planning	1,515,450	943,791	571,659
9 Facilities	2,298,930	1,631,093	667,837
10 <b>TOTAL</b>	<b>\$ 101,591,740</b>	<b>\$ 96,173,825</b>	<b>\$ 5,417,915</b>

**Total Operating Expenses (Budget):**

Total Transit Operating Expense	101,146,740
Property Management	445,000
Dial a Ride	800,000
Special Services	600,000
Total Operating Expenses	<u><b>\$ 102,991,740</b></u>

**Total Operating Expenses (Actual):**

Total Transit Operating Expense	95,762,466
Property Management	411,359
Dial a Ride	498,697
Special Services	393,277
Total Operating Expenses	<u><b>\$ 97,065,799</b></u>





August 23, 2019

To: Governing Board

Subject: **Fiscal Year 2018-2019 Performance Indicators Report**

---

### **Recommendation**

Receive and file the FY2018-2019 Performance Indicators Report.

### **Analysis**

This report provides an analysis of Foothill Transit's performance indicators for Fiscal Year 2018-2019. Foothill Transit monitors a number of factors in evaluating the service provided to the public. These are key performance indicators that record the bus system safety, courtesy, and reliability standards, along with industry-standard measurements that are monitored to assess transit operations.

In FY2018-2019, Foothill Transit achieved three out of eight key performance indicator goals. The performance indicator targets met through the fiscal year are: Complaints per 100,000 Boardings, Farebox Recovery Ratio, and Average Cost per Vehicle Service Hour.

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

- **Boardings** – Total boardings recorded by the farebox in FY18-19 was 12,053,120 – which is four percent lower compared to the previous fiscal year.
- **Fare Revenue** – Total fare revenue in FY18-19 was \$16 million. The average fare was \$1.33 per boarding.
- **Operating Expenses** – Operating expenses incurred in FY18-19 totaled \$95.7 million, resulting in an average cost per service hour of \$111.41.
- **Accidents** – The system averaged 0.80 preventable vehicle collisions per 100,000 miles in FY18-19.
- **Customer Complaints** – Foothill Transit received an average of 17 complaints per 100,000 boardings during FY18-19. This is 29 percent lower than last fiscal year.



- **Schedule Adherence** – On-time performance in FY18-19 was 73.4 percent as reported by Foothill Transit’s CAD/AVL system by Avail. Prior year data is only available through November 2017 when activities began to transition from the prior CAD/AVL system to the Avail system. FY17-18 year-to-date on-time performance through November 2017 was 80.5 percent.

### Analysis

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

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

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

### Overall System Performance

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

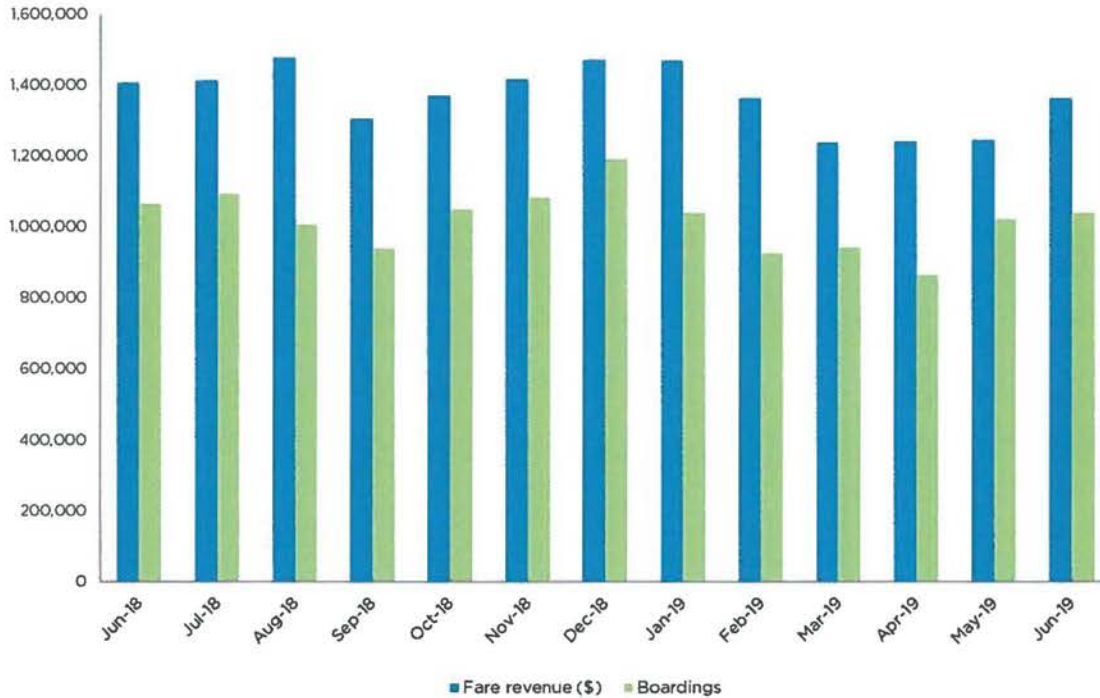
#### **Total Boardings and Total Fare Revenues**

In FY18-19, Foothill Transit buses had 12,053,120 boardings. When compared to the previous fiscal year, ridership decreased by four percent. Foothill Transit continues to participate in various efforts to identify causes and develop solutions to the local, regional, and national trends of declining ridership.

Total fare revenue recorded in FY18-19 was \$16 million. This is two percent lower than last fiscal year.



**Total Boardings and Fare Revenues**



**Vehicle Service Hours and Operating Expenditure**

In FY18-19, Foothill Transit operated 859,528 service hours, which represents essentially the same level of service provided during FY17-18.

During FY18-19, Foothill Transit incurred \$95.7 million in operating expenses, which is four percent higher than the previous fiscal year. Variance between years is due to increased costs associated with the Arcadia and Pomona operations and maintenance contracts.

**Goal 1: Operate a Safe Transit System**

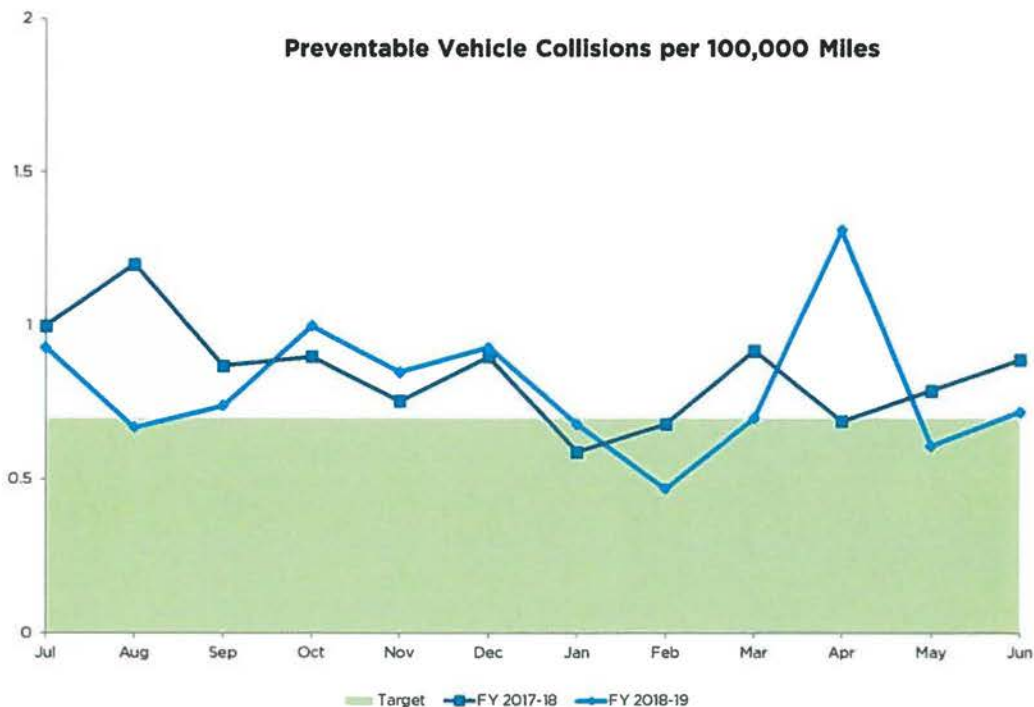
Foothill Transit’s primary goal is to operate a safe transit system. Foothill Transit monitors system safety by tracking the number of preventable vehicle collisions incurred for every 100,000 miles of vehicle operation.



**Preventable Vehicle Collisions per 100,000 Miles**

In FY18-19, Foothill Transit did not meet the adopted standard of 0.70 or fewer preventable vehicle collisions per 100,000 miles with 0.80 preventable collisions per 100,000 miles. This is five percent lower compared to last fiscal year. Preventable vehicle collisions in FY18-19 resulted primarily from sideswipes and coaches making contact with fixed objects, partially because of the reduced lane widths on arterial roadways and on freeways.

Keolis' and Transdev's safety committees, which are comprised of operators and administrative staff members, meet on a monthly basis to review trends, hazardous locations, facility improvements, and other safety related matters. The committee identifies areas that require additional improvement by analyzing preventable accidents by route and location. Analyzing the accident data is essential to identify trends, with the goal of reducing preventable collisions. The General Managers, Safety Managers, Trainers, and Operations staff are actively involved in the development of action plans and their implementation. These plans include operator training, coaching, and other activities as appropriate. Specifically, operators are retrained at the site at which the incident occurred. The goal of this hands-on training is to improve safety performance.



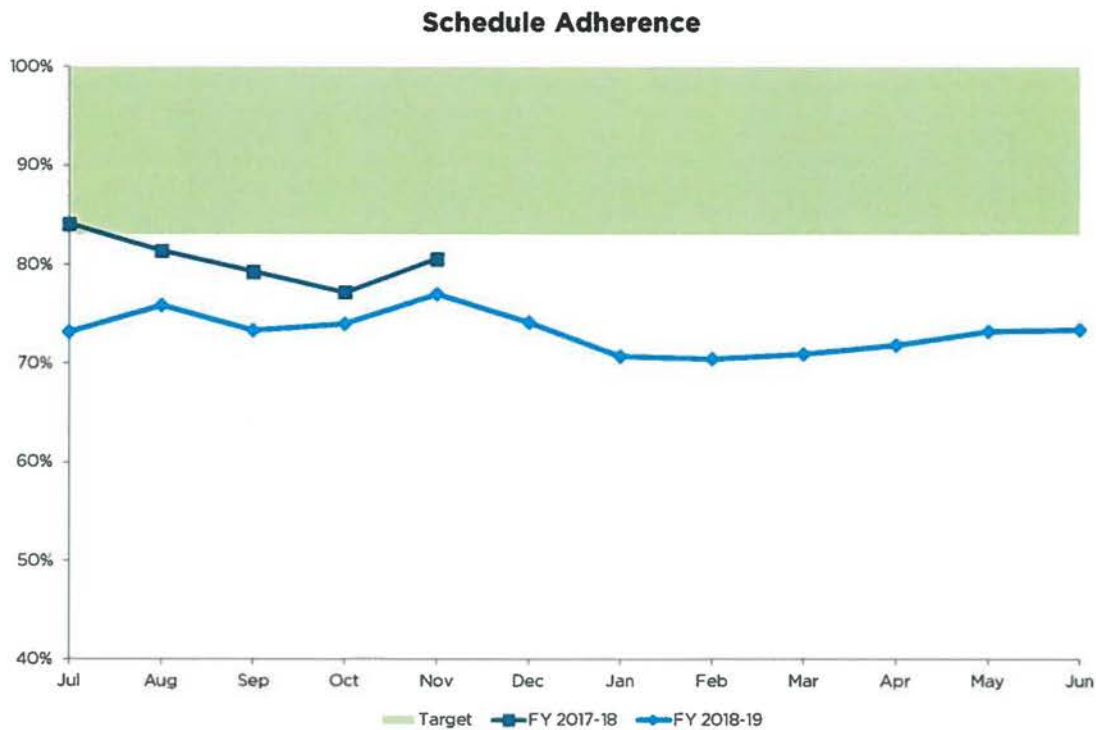


**Goal 2: Provide Outstanding Customer Service**

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

**Schedule Adherence**

Foothill Transit measures its schedule adherence using the industry standard metric of on-time performance (OTP). OTP is calculated by evaluating a vehicle’s adherence to time points in the planned schedule. A trip is considered on-time if it departed the time point no more than five minutes late and not early. Foothill Transit has adopted a goal of 83 percent or higher OTP for this fiscal year. For FY18-19, OTP is 73.4 percent. From December 2017 through June 2018 of last fiscal year, OTP data was unavailable while our old CAD/AVL system was replaced. Quality Assurance staff continue to monitor the SMARTBus system in real-time and work with both operations and maintenance contractors to ensure that the bus service runs in accordance with the schedule. Staff continue to work closely with the contractors to identify areas for improvement.

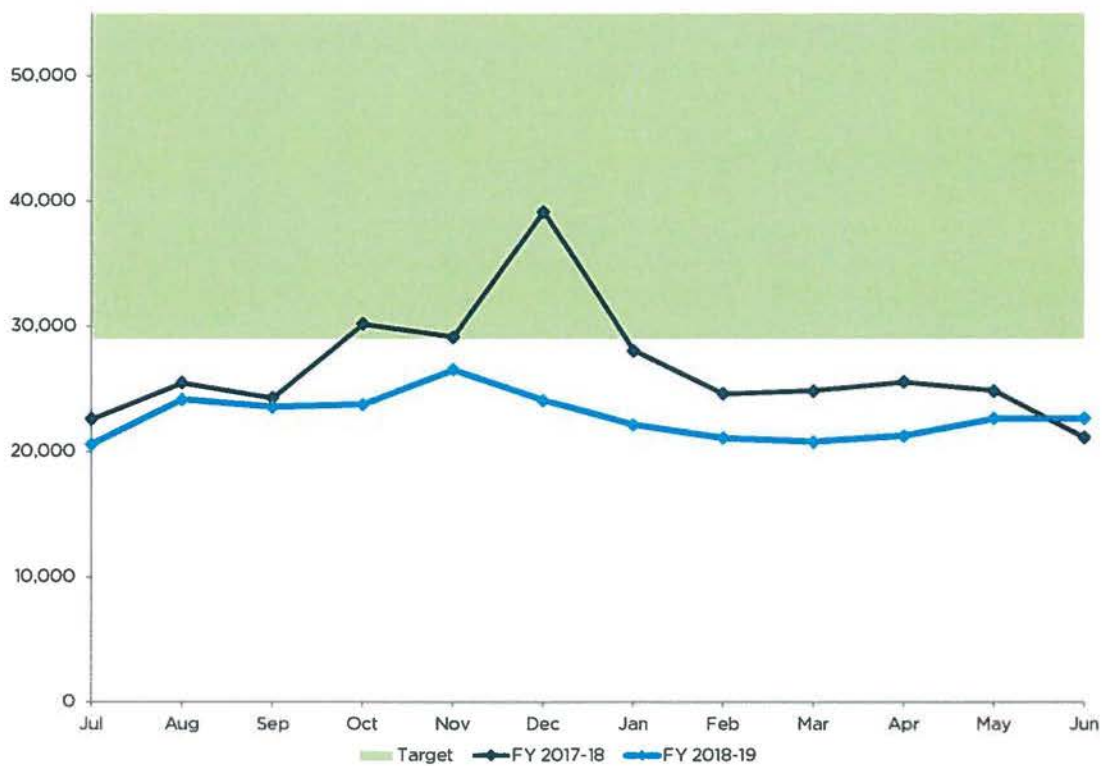




**Average Miles between Mechanical Service Interruptions**

Average miles between mechanical service interruptions is a maintenance performance indicator that measures the miles between mechanical roadcalls of a vehicle used during revenue service that result in a service delay of more than five minutes. In FY18-19, Foothill Transit averaged 22,671 miles between mechanical service interruptions as reported by the operations contractors. Foothill Transit did not meet the maintenance reliability goal of at least 29,000 miles between service interruptions and the metric is 13 percent lower compared to last fiscal year.

**Average Miles between Mechanical Service Interruptions**





**Complaints per 100,000 Boardings**

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

In FY18-19, Foothill Transit met the performance target of 20 or less complaints per 100,000 boardings with an average of 17 complaints per 100,000 boardings. This represents a 29 percent decrease compared to the previous fiscal year. In FY18-19, complaints related to courtesy and schedule adherence decreased significantly compared to the previous fiscal year.





**Goal 3: Operate an Effective Transit System**

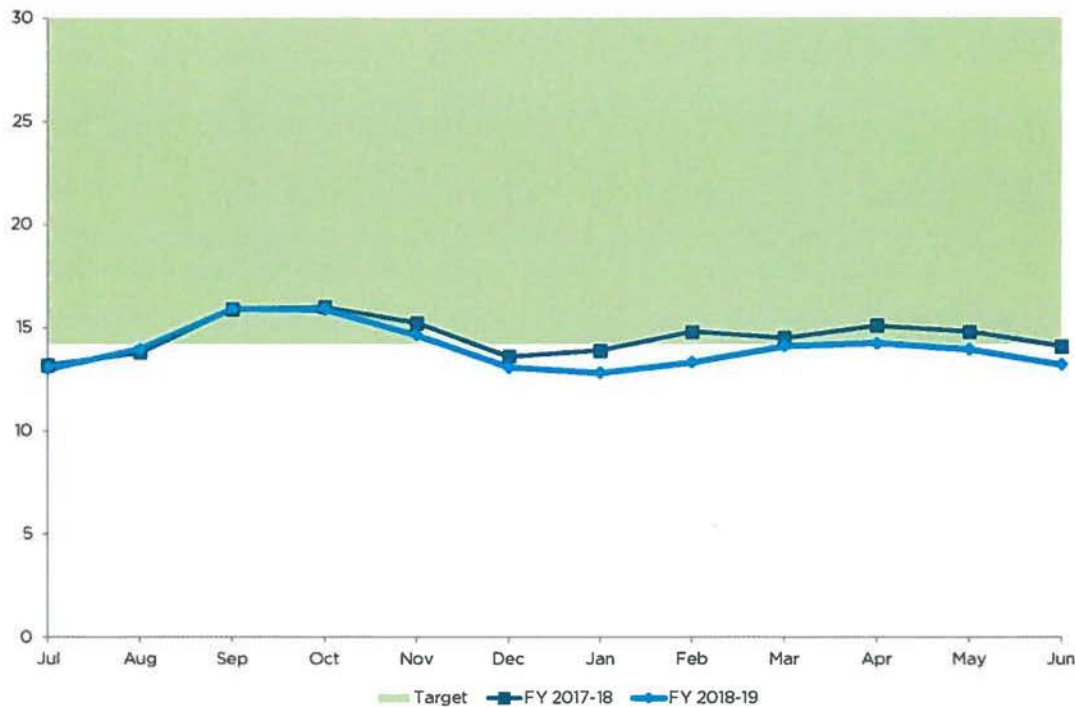
Foothill Transit measures service effectiveness by monitoring boardings per vehicle service hour and average weekday boardings.

**Boardings per Vehicle Service Hour**

Boardings per vehicle service hour is the total number of boardings divided by the total number of service hours in a given period. In FY18-19, there were 14.02 boardings per vehicle service hour, slightly below the performance target of 14.19 or more boardings per service hour. This is three percent lower compared to the previous fiscal year. This variance is due to the decrease in ridership discussed earlier.

Foothill Transit continues to encourage increased ridership by targeting specific demographics of customers through the Class Pass program and marketing towards schools, religious groups, and senior citizens. Improved data analysis allows Foothill Transit staff to better understand travel demand throughout the service area, therefore assisting them in better planning routes and schedules.

**Boardings per Vehicle Service Hour**



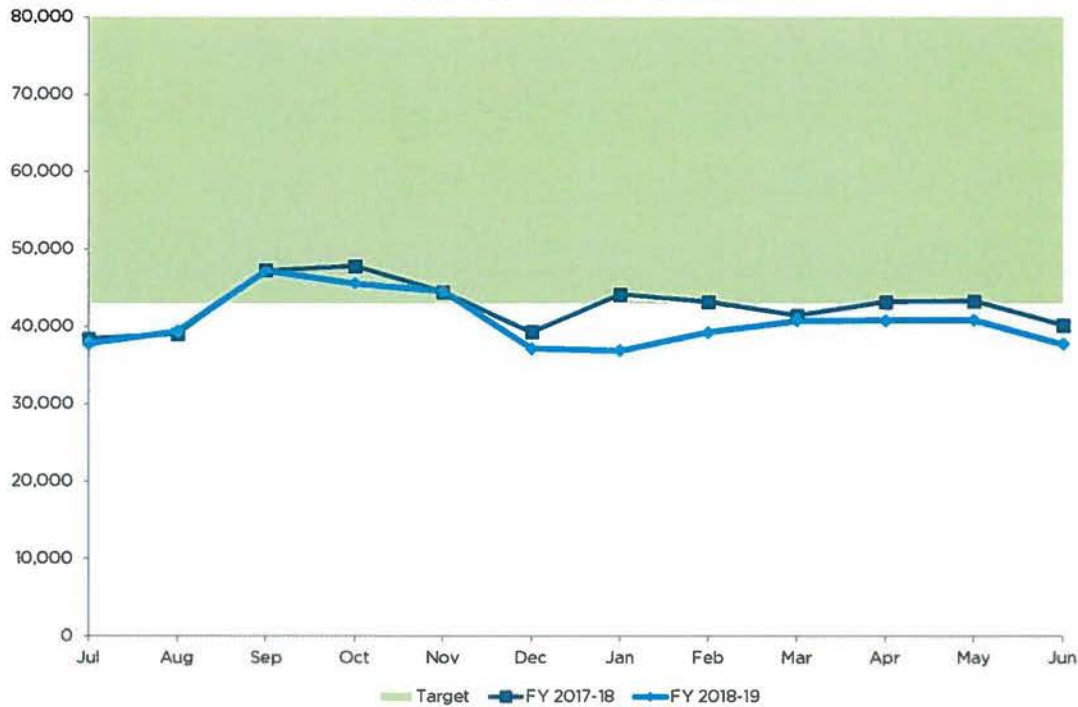




**Average Weekday Boardings**

The number of average weekday boardings is calculated by dividing the total number of weekday boardings by the number of days with weekday service in a given period. The FY18-19 performance target for this metric is to achieve at least 43,000 average weekday boardings. In FY18-19, there were 40,656 average weekday boardings, which is a four percent decrease compared to the previous fiscal year and does not meet the target. This decrease mirrors the overall drop in boardings for the fiscal year. During FY18-19, Foothill staff implemented various types of campaigns in efforts to attract ridership. This includes the Class Pass Program, Summer Destinations, Food and Dining Destinations, and Summer Concert Series.

**Average Weekday Boardings**





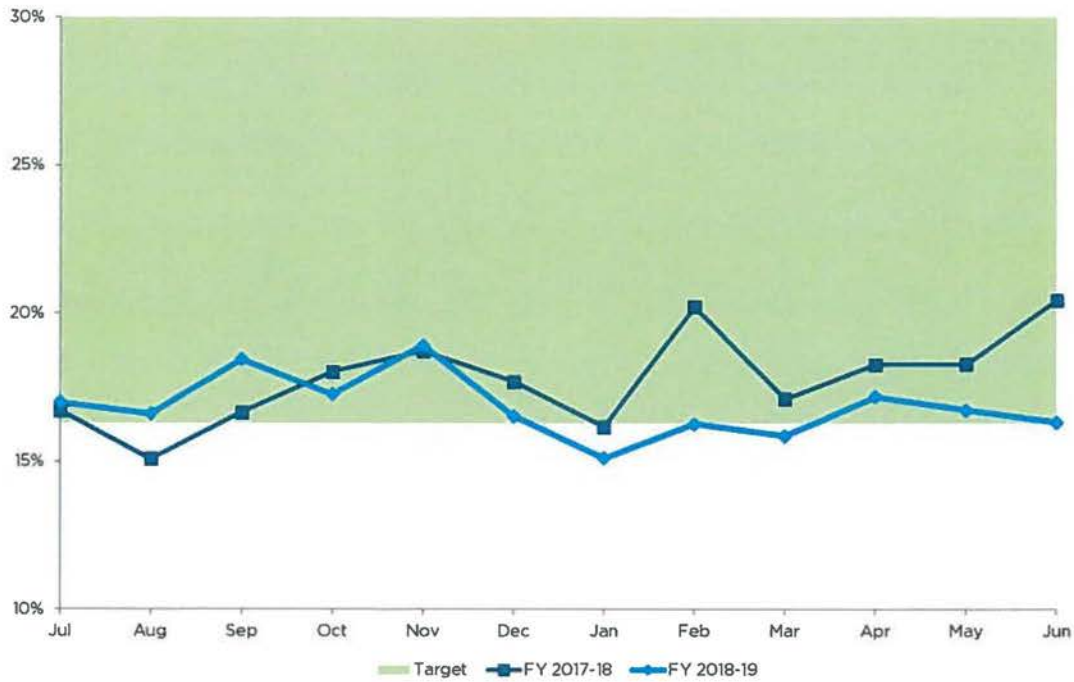
**Goal 4: Operate an Efficient Transit System**

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

***Farebox Recovery Ratio***

Farebox recovery ratio is a measure of the proportion of operating costs recovered by passenger fares. The farebox recovery ratio is calculated by dividing total fare revenue by total operating expense. In FY18-19, the Farebox Recovery Ratio was 16.79 percent, which meets the target of 16.30 percent.

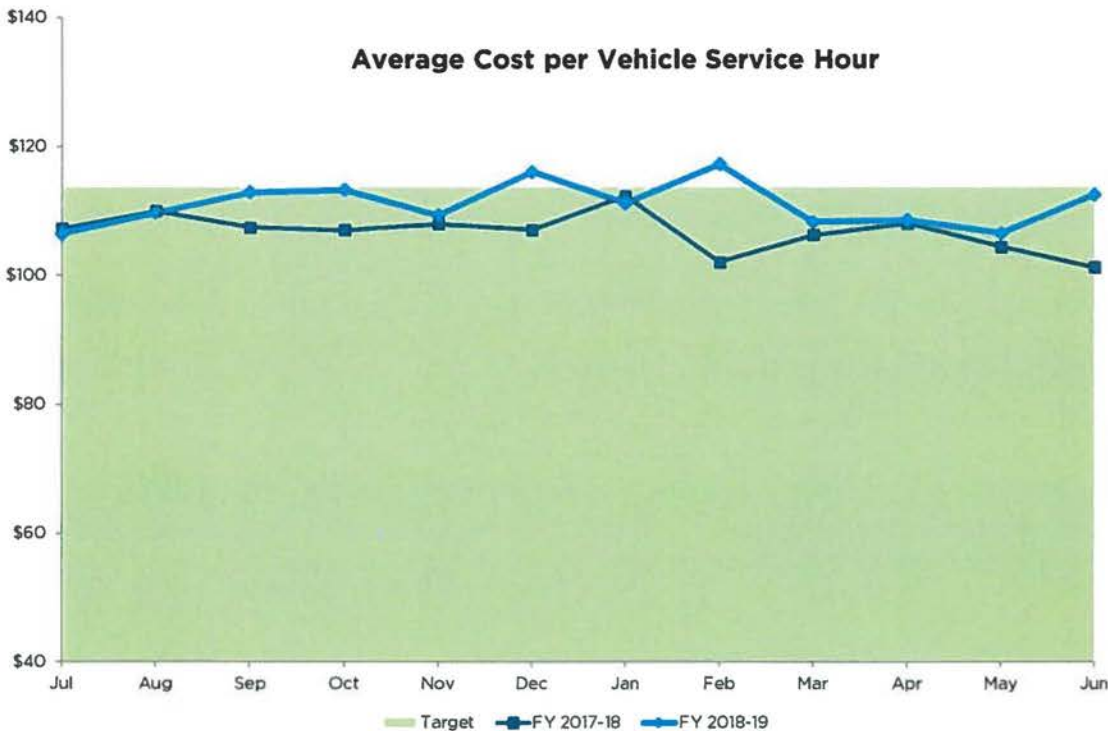
**Farebox Recovery Ratio**





**Average Cost per Vehicle Service Hour**

Average cost per vehicle service hour is an industry standard utilized to measure the cost efficiency of transit service. It is derived by dividing operating expenses by vehicle service hours. Foothill Transit's average cost per vehicle service hour for FY18-19 was \$111.41, which meets the fiscal year target of less than \$113.68, and is four percent higher than the previous fiscal year. This variance is due to the increase in operating expenses associated with annual cost increases on the Arcadia and Pomona operations and maintenance contracts.



Sincerely,

Paulina Perez  
Transportation Business Intelligence Analyst

Doran J. Barnes  
Executive Director

## Foothill Transit Monthly Key Performance Indicators

June FY 2019

Goal	Performance Indicator	June FY 2019	Met Target?	June FY 2018	% Improvement Over Same Month Last Year	FY 2018-2019 YTD	Met Target?	FY 2017-2018 YTD	% Improvement YTD	Performance Target
<b>Overall System Performance</b>	Total Boardings	<b>924,456</b>	-	1,008,263	(8%)	<b>12,053,120</b>	-	12,543,650	(4%)	
	Vehicle Service Hours	<b>69,906</b>	-	71,417	(2%)	<b>859,528</b>	-	863,388	(0%)	
	Total Fare Revenue	<b>\$1,285,883</b>	-	\$1,478,096	(13%)	<b>\$16,079,596</b>	-	\$16,343,392	(2%)	
	Total Operating Expense	<b>\$7,870,339</b>	-	\$7,229,008	(9%)	<b>\$95,762,466</b>	-	\$92,223,224	(4%)	
<b>Safety</b>	Preventable Vehicle Collisions per 100,000 Miles	<b>0.72</b>	<b>No</b>	0.89	19%	<b>0.80</b>	<b>No</b>	0.85	5%	≤ 0.70
<b>Customer Service</b>	Schedule Adherence	<b>73.5%</b>	<b>No</b>	0.0%		<b>73.4%</b>	<b>No</b>	33.6%	119%	≥ 83%
	Miles Between Mechanical Service Interruptions	<b>22,666</b>	<b>No</b>	21,110	7%	<b>22,671</b>	<b>No</b>	26,048	(13%)	≥ 29,000
	Complaints per 100,000 Boardings	<b>15.0</b>	<b>Yes</b>	17.6	14%	<b>17.0</b>	<b>Yes</b>	23.9	29%	≤ 20.00
<b>Effectiveness</b>	Boardings per Vehicle Service Hour	<b>13.22</b>	<b>No</b>	14.12	(6%)	<b>14.02</b>	<b>No</b>	14.53	(3%)	≥ 14.19
	Average Weekday Boardings	<b>37,758</b>	<b>No</b>	40,212	(6%)	<b>40,656</b>	<b>No</b>	42,182	(4%)	≥ 43,000
<b>Efficiency</b>	Farebox Recovery Ratio	<b>16.34%</b>	<b>Yes</b>	20.45%	(20%)	<b>16.79%</b>	<b>Yes</b>	17.72%	(5%)	≥ 16.30%
	Average Cost per Vehicle Service Hour	<b>\$112.59</b>	<b>Yes</b>	\$101.22	(11%)	<b>\$111.41</b>	<b>Yes</b>	\$106.82	(4%)	≤ \$113.68

# Foothill Transit Monthly Operations Report

June                  FY 2019

Goal	Performance Indicator	June FY 2019	June FY 2018	% Improvement Over Same Month Last Year	FY18-19 YTD	FY17-18 YTD	% Improvement YTD
<b>Operations</b>	Average fare per boarding	<b>\$1.39</b>	\$1.47	(5.1%)	\$1.33	\$1.30	2.4%
	Average cost per boarding	<b>\$8.51</b>	\$7.17	(19%)	\$7.95	\$7.35	8%
	Average subsidy per boarding	<b>\$7.12</b>	\$5.70	(25%)	\$6.61	\$6.05	9%
	Total vehicle miles	<b>1,382,600</b>	1,456,622	(5%)	17,025,611	17,426,090	(2%)
	Vehicle service miles	<b>1,004,414</b>	1,023,626	(2%)	12,339,565	12,400,685	(0%)
	Total vehicle hours	<b>88,131</b>	96,720	(9%)	1,083,544	1,137,153	(5%)
	In-service speed (mph)	<b>14.37</b>	14.33	0%	14.36	14.36	(0%)
	Boardings per vehicle service mile	<b>0.92</b>	0.98	(7%)	0.98	1.01	(3%)



August 23, 2019

To: Executive Board

Subject: **August 2019 Legislative Summary**

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### **Recommendations**

Receive and file the August 2019 Legislative Summary and adopt an oppose position on AB 315.

### **Analysis**

A summary of state and federal legislation and corresponding status is attached. Board members should note that staff recommends an oppose position on AB 315 (Garcia).

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

AB 315 would prohibit trade associations, comprised of public agency members and established for the expressed purpose of lobbying, from expending public dollars for purposes beyond lobbying the State Legislature or United States Congress or on strictly educational activities. This bill would further prohibit associations from incurring any travel-related expense except as may be necessary for the association to hold an annual conference or other gathering of its members. This bill's proposed limitations on the use of public dollars is a majority of the California Transit Association's (CTA) operating budget. The bill would undermine core functions the Association's members, which includes Foothill Transit, have come to expect. In particular, this bill would undermine their ability to: engage in litigation against the state/federal government; lobby the California Air Resources Board (CARB), California Public Utilities Commission (CPUC) and Governor's Office; form workgroups or task forces for external or internal policy development; conduct their iTransit campaign; and, manage their finances.

Governor Gavin Newsom signed the Fiscal Year 2019-2020 budget in late June. The \$214.8 billion budget makes new investments in health care, housing affordability, education and emergency preparedness, while continuing the state's track record of fiscal responsibility by increasing the budget reserve to \$19.2 billion. Included in the budget are several line items that will be critical to our industry's implementation of the California Air Resources Board's Innovative Clean Transit (ICT) regulation. These include: \$182 million for CARB for incentives that reduce the cost of zero-emission buses, trucks and off-road freight equipment; and, \$245 million for air quality management districts statewide for incentives to reduce mobile and



stationary sources of emissions, like buses. This funding is expected to be available to transit agencies later this year.

The California Legislature returned from its summer recess on August 12. Committee and floor hearings will keep things very busy in Sacramento, as the Legislature hits the home stretch, with session ending on September 13. The last two weeks of the session will be busy ones with only Conference and Rules Committee meetings and likely long floor sessions conducted in each house.

***Federal Issues:***

On July 29, the leaders of the Senate Committee on Environment and Public Works (EPW) introduced S. 2302, the "America's Transportation Infrastructure Act" (ATIA), a bipartisan bill to reauthorize the highway and highway research titles of the Fixing America's Surface Transportation Act (FAST Act), which expires on September 30, 2020. The bill authorizes \$287 billion of contract authority from the Highway Trust Fund over five years for highway and research programs, representing a 27 percent increase over the FAST Act funding level of \$225 billion. The bill distributes 90 percent of the funding to states by formula. President Trump expressed support for the Committee action.

The public transportation, rail, finance, and other titles of the surface transportation authorization bill are the jurisdiction of other Senate committees. To date, neither those Senate committees, nor the House Committee on Transportation and Infrastructure or Committee on Ways and Means have scheduled any action on surface transportation authorization legislation (although many of these committees are conducting hearings on these issues).

ATIA does not include new revenues for the Highway Trust Fund; that is the jurisdiction of the Senate Committee on Finance. The bill does, however, build on the FAST Act program to test the feasibility of an alternative user-based revenue mechanism, such as a vehicle mile travelled (VMT) fee. S. 2302 provides \$25 million per year, split evenly between state pilot projects and the national research program, to test alternative revenue mechanisms.

Sincerely,

David Reyno  
Director of Government Relations

Doran J. Barnes  
Executive Director

## 2019 Legislation Summary

Current as of 8/14/2019

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
AB 315	Garcia	This bill would prohibit trade associations, comprised of public agency members and established for the expressed purpose of lobbying, from expending public dollars for purposes beyond lobbying the State Legislature or United States Congress or on strictly educational activities. This bill would further prohibit associations from incurring any travel-related expense except as may be necessary for the association to hold an annual conference or other gathering of its members. This bill's proposed limitations on the use of public dollars is a majority of the California Transit Association's (CTA) operating budget.	The bill would undermine core functions the Association's members, which includes Foothill Transit, have come to expect. In particular, this bill would undermine their ability to: engage in litigation against the state/federal government; lobby the California Air Resources Board (CARB), California Public Utilities Commission (CPUC) and Governor's Office; form workgroups or task forces for external or internal policy development; conduct their iTransit campaign; and, manage their finances.	Assembly Committee on Natural Resources	CTA - Oppose	Oppose
AB 784	Mullin	Would exempt zero-emission transit buses from the state portion of the sales tax until January 1, 2024. The high upfront cost of zero-emission transit buses (ZEBs) and supporting infrastructure as well as budget constraints continues to be a challenge for transit agencies throughout the state as they begin compliance with the California Air Resources Board (CARB) December adoption of their Innovative Clean Transit regulation.	This bill will provide cost savings to agencies in California including Foothill Transit. Assuming average costs of \$775,000 for a battery-electric bus, this bill would save Foothill Transit approximately \$35,000 in state tax savings per bus for this technology.	Senate Committee on Appropriations	CTA - Support	Support Position Adopted 4/26/2019



## 2019 Legislation Summary

Current as of 8/14/2019

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
AB 1568	McCarty	<p>Would attempt to increase housing production by requiring local governments to meet specified housing production targets before receiving the funding for city streets and county roads enacted by SB 1 - The Road Repair and Accountability Act of 2017.</p>	<p>Foothill Transit is a member of the Fix Our Roads Coalition that united transportation, business, and labor organizations from across the state to advocate to enact SB 1. The Coalition was successful protecting the bill from being used for general fund purposes through passage of Proposition 69, and a referendum to overturn it by defeating Proposition 6.</p> <p>This bill would withhold transportation funding for streets, roads, or public transit. This goes against the will of the voters who have repeatedly and overwhelmingly dedicated transportation funds for local transportation improvements and transit needs.</p>	Assembly Committee on Appropriations	CTA - Oppose	Oppose Position Adopted 4/26/2019

## 2019 Legislation Summary

Current as of 8/14/2019

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

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

## 2019 Legislation Summary

Current as of 8/14/2019

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

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



August 23, 2019

To: Executive Board

Subject: **Coach Operator Audit Results**

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### **Recommendation**

Receive and file the results of the FY2018-2019 Fourth Quarter Coach Operator Audits.

Coach operator performance audits were conducted during the period of June 22-26, 2019 to monitor the performance of the on street service delivery provided by Foothill Transit's operations contractors. These performance checks evaluate fare collection, customer relations, and safety. The performance checks are conducted by Moore & Associates, Inc., a firm the agency contracted with to provide these services. Moore & Associates is a full-service professional public transit consulting firm.

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

The chart below summarizes the results of the June 2019 audits for each operating facility.

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

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



Governing Board Meeting - 08/23/19

Coach Operator Audit Results

Summary for Transdev - Arcadia

	DEC 2018	AVERAGE VIOLATIONS PER TRIP	FEB 2019	AVERAGE VIOLATIONS PER TRIP	JUNE 2019	AVERAGE VIOLATIONS PER TRIP
TOTAL AUDITS CONDUCTED	121	N/A	112	N/A	129	N/A
FARE VIOLATIONS	19	0.2	24	0.2	14	0.1
CUSTOMER RELATIONS VIOLATIONS	70	0.6	84	0.8	100	0.8
SAFETY VIOLATIONS	15	0.1	11	0.1	7	0.1
TOTAL VIOLATIONS	104	0.9	119	1.1	121	0.9
TOTAL PERFECT CHECKS	52	N/A	41	N/A	48	N/A

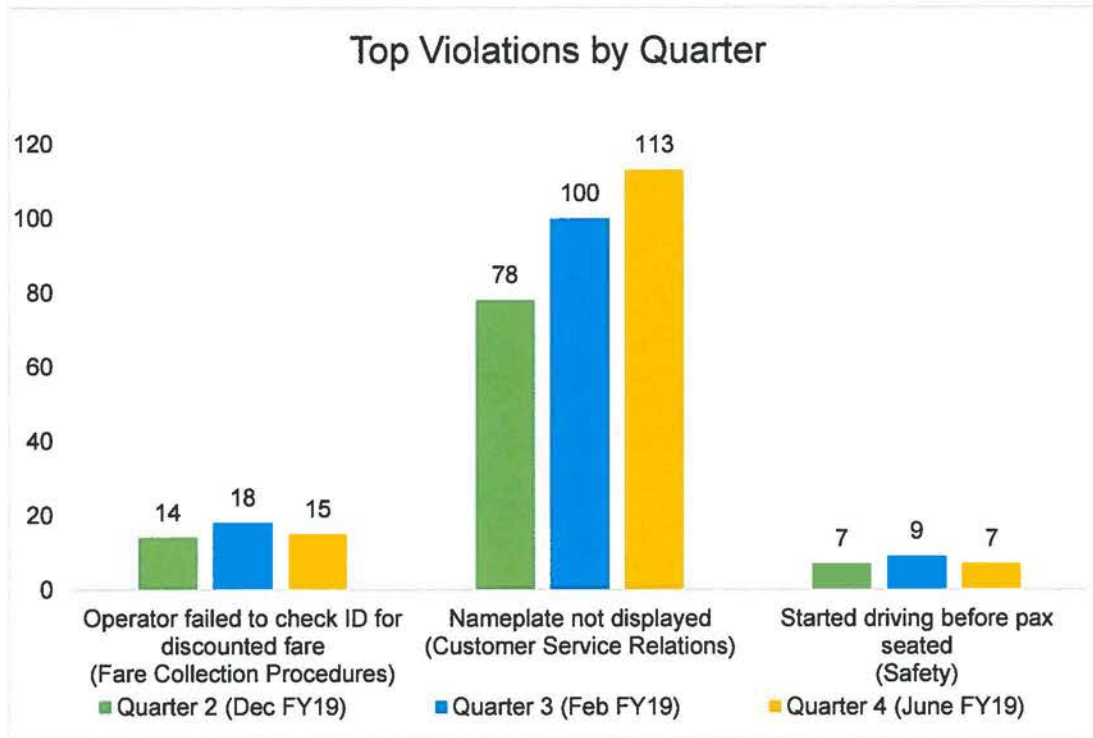
Summary for Keolis - Pomona

	DEC 2018	AVERAGE VIOLATIONS PER TRIP	FEB 2019	AVERAGE VIOLATIONS PER TRIP	JUNE 2019	AVERAGE VIOLATIONS PER TRIP
TOTAL AUDITS CONDUCTED	74	N/A	84	N/A	69	N/A
FARE VIOLATIONS	9	0.1	7	0.1	9	0.1
CUSTOMER RELATIONS VIOLATIONS	57	0.8	79	0.9	73	1.1
SAFETY VIOLATIONS	2	0.0	8	0.1	9	0.1
TOTAL VIOLATIONS	68	0.9	94	1.1	91	1.3
TOTAL PERFECT CHECKS	30	N/A	25	N/A	14	N/A

**Results**

Operators with no noted violations are awarded a certificate and "Perfect Check" pin, which can be worn as part of their uniform. In the Fourth Quarter audit, a total of 62 coach operators had perfect checks.

The audit results show a four percent decrease in total violations compared to the Third Quarter (February 2019) for both facilities, which can be attributed to a 26 percent decrease in Fare Violations. In the same period, Customer Service Violations increased by six percent due to a rise in nameplate violations, in comparison to the Third Quarter of the fiscal year there was a 16 percent decrease in overall in Safety Violations. The majority of the violations in the Fourth Quarter for the service characteristics observed fell within the following areas:



As the above chart demonstrates, there has been an increase in nameplate violations. Additionally, auditors observed on-time performance during each observed trip. For the trips observed this audit period, 72 percent were reported as being on-time, which is slightly lower from the previous quarter.

While the primary focus of the Coach Operator Audits is on Fare, Safety, and Customer Service violations, staff have modified the audit process to include an Americans with Disabilities (ADA) challenge. The challenge for this audit period required the mystery riders to make a request for the ramp to be lowered. Out of the 157 requests made, 100 percent of the operators complied.

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

The administrative team continues to work with both operations contractors to maintain and ensure Foothill Transit's high service standards for safety,



courtesy, and on-time performance. The coach operator performance audits will continue to be conducted on a quarterly basis in order to measure and document progress in maintaining and improving performance.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tanya M. Pina'.

Tanya M. Pina  
Operations Contract Manager

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

Doran J. Barnes  
Executive Director



August 23, 2019

To: Governing Board

Subject: **2019 L.A. County Fair Service**

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### **Recommendation**

Receive and file the 2019 L.A. County Fair Service Report.

### **Analysis**

In 2016, Foothill Transit launched Line 196, bus service from the Azusa Intermodal Transit Center to the L.A. County Fair. The line was created to provide a transportation option to the L.A. County fair for those who ride the Gold Line or opted to park at the Azusa Intermodal Transit Center. The line operated on fair weekends and on Labor Day. There were 14 trips leaving the Transit Center and 18 trips returning from the fair. The first trip going into the fair started an hour prior to the opening and the last trip left the fair an hour after closing. The trips were scheduled every forty minutes throughout the day.

A portion of this line was subsidized using the AQMD Special Events grant and a requirement of the grant was to conduct customer surveys asking where their trip originated and method of transportation used to get to the Transit Center. Based on the surveys, 41 percent of the customers using Line 197 took the Gold Line, 36 percent drove to the Transit Center, 12 percent connected using Foothill Transit, while 11 percent walked. The catchment area of the service had customers from as far as Torrance and Reseda. When first launched, ridership was slightly over 1,000 customers then ridership began to decrease over the following years as noted in the chart below.

This year staff from Fairplex and Foothill Transit met to discuss ways to improve the service and attract more riders. Through a customer survey, the Fairplex identified a majority of fair customers were coming from the Pomona Valley and Inland Empire. This finding also correlates with the increased ridership Foothill Transit experiences on Line 197 during the Fair. Line 197 operated from the Pomona Transit Center to the Montclair Transit Center and is the closest Foothill Transit route to the Fairplex. During the past two years, Foothill Transit operated additional evening trips during the Fair weekends and experienced a 21 percent increase in ridership.





	Year 1-2016	Year 2-2017	Year 3-2018
Line 196	1,003	964	831
Line 197	1,671	1,574	1,908
Total	2,674	2,538	2,739

This year Foothill Transit will operate Line 22 or “The 22” in honor of the L.A. County Fair’s first year of operation, 1922. Line 22 is a circulator that will run in the city of Pomona with stops at the Pomona Transit Center, along White Avenue, Foothill Boulevard, and Garey Avenue. The service will provide better connections to the Fair for a majority of Foothill Transit’s service, including the Silver Streak. The line will provide better connections to OmniTrans and the North Pomona Metrolink station. The total trip time is forty-five minutes and like Line 196, Line 22 will serve a stop right in front the Blue Admission Gate. This cost to ride the service will be the Foothill Transit local fare and all the fare products used on Foothill Transit will be accepted. This results of this line will be closely watched and reported to the Board at the end of the fair season.







# LA COUNTY FAIR LINE 22





WEEKENDS/HOLIDAYS ONLY

## LINE 22 Schedule

### SATURDAY SERVICE

### SUNDAY SERVICE

 BLUE Gate	 Bonita & Garey	 Pomona Transit Center	 BLUE Gate
	9:15	9:30	9:40
10:00	10:15	10:30	10:40
10:30	10:45	11:00	11:10
11:00	11:15	11:30	11:40
11:30	11:45	12:00	12:10
12:00	12:15	12:30	12:40
12:30	12:45	1:00	1:10
1:00	1:15	1:30	1:40
1:30	1:45	2:00	2:10
2:00	2:15	2:30	2:40
2:30	2:45	3:00	3:10
3:00	3:15	3:30	3:40
4:00	4:15	4:30	4:40
5:00	5:15	5:30	5:40
6:00	6:15	6:30	6:40
6:30	6:45	7:00	7:10
7:00	7:15	7:30	7:40
7:30	7:45	8:00	8:10
8:00	8:15	8:30	8:40
8:30	8:45	9:00	9:10
9:00	9:15	9:30	9:40
9:30	9:45	10:00	10:10
10:00	10:15	10:30	10:40
10:30	10:45	11:00	11:10
11:00	11:15	11:30	11:40
11:30	11:45	12:00	12:10
12:00	12:15	12:30	12:40
12:30	12:45	1:00	1:10

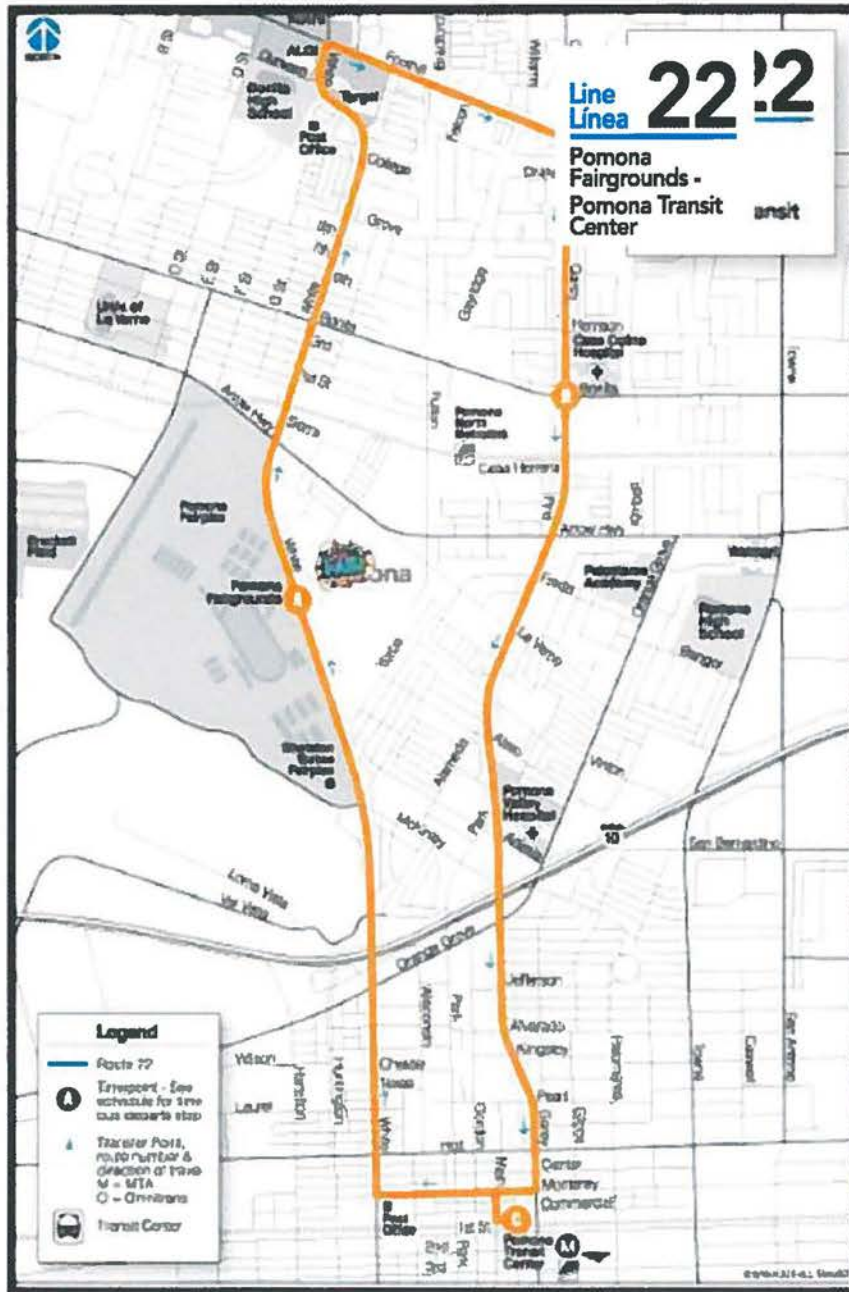
 BLUE Gate	 Bonita & Garey	 Pomona Transit Center	 BLUE Gate
	9:15	9:30	9:40
10:00	10:15	10:30	10:40
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8:30	8:45	9:00	9:10
9:00	9:15	9:30	9:40
9:30	9:45	10:00	10:10
10:00	10:15	10:30	10:40
10:30	10:45	11:00	11:10

NOTE: Line 22 schedules are for LA County Fair service on weekends and holidays only. Please refer to the Bus Book or visit [foothilltransit.org](http://foothilltransit.org) for complete service schedules.



Governing Board Meeting - 08/23/19  
2019 L.A. County Fair Service  
Page 4

# LINE 22





Governing Board Meeting - 08/23/19  
2019 L.A. County Fair Service  
Page 5

**Fiscal Impact**

The cost to operate the additional service during the LA County Fair is \$17,472 and has been programmed into the FY19-20 Operating Budget.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Joseph Raquel', written over a light blue horizontal line.

Joseph Raquel  
Planning Director

A handwritten signature in blue ink, appearing to read 'Doran J. Barnes', written over a light blue horizontal line.

Doran J. Barnes  
Executive Director



August 23, 2019

To: Governing Board

Subject: **Autonomous Bus Consortium Update**

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### **Recommendation**

Receive and file the update on the Autonomous Bus Consortium project.

### **Analysis**

Last April, Foothill Transit joined the Autonomous Bus Consortium to investigate the feasibility of a joint purchase of autonomous buses. The consortium is led by AECOM. Ranked number one in Transportation and General Building, AECOM is a global network of experts who deliver transformative outcomes. Worldwide, they design, build, finance, operate, and manage projects and programs to unlock opportunities, protect the environment, and improve people's lives.

The consortium is comprised of 13 transit agencies that were selected based on their service profiles, locations, weather conditions, and agency size. The intent is to enable testing of the autonomous bus in conditions representative of the North American transit industry. The other members of the consortium are Connecticut DOT, Dallas Area Rapid Transit (DART), Department of Rail and Public Transportation (DRPT)/Hampton Roads (HRT), Houston Metro, Long Beach Transit Authority, Los Angeles County Metropolitan Transit Authority (LA Metro), Metrolink (Moline), Metropolitan Atlanta Rapid Transit Authority, Michigan DOT, Minnesota DOT, Pinellas Suncoast Transit Authority (PSTA) and Washington Metropolitan Area Transit Agency (WMATA).

The goal of the Consortium is to deploy full-sized, full-speed automated buses in a variety of geographies and applications and use the technology to improve safety, reliability, operating efficiency, and customer service.

Autonomous vehicles come in various scales of automation from Level 0 to Level 5, with Level 5 being full automation wherein a vehicle is capable of performing all driving functions. The objective is to develop a Level 4 autonomous transit bus. Level 4 vehicles are capable of performing all driving functions under certain conditions. The driver has the ability to assume control of the vehicle.

Each member agency was asked to propose their route or service application for automation. Foothill Transit selected Line 699, a commuter express line



from Montclair Transit Center to Downtown Los Angeles with limited intermediate stops at Fairplex Park & Ride, Cal State L.A., and USC Medical Center. This line is a perfect candidate for automation because it travels in large part on the 10 freeway, where the bus would be able to operate in autonomous mode. While the bus is in service on local streets such as in Downtown L.A., the bus operator will assume control of the bus.

At the Planning and Operations Committee meeting held last month, the consortium selected to develop and test the autonomous technology on a battery electric bus.

One of the key challenges to be addressed in California is the necessary legislation to allow an autonomous full-size transit bus in revenue service on public roads. Foothill Transit's Policy and Programs Manager has been working with legislators in Sacramento to allow pilot testing in California.

On September 12 and 13 of this year, an industry forum is being held by the consortium for transit agency members to meet with bus manufacturers one on one to determine whether the manufacturers will be able to design and integrate the autonomous technology into their products.

Key next steps on the project timeline are to address regulatory environments, draft automated bus specification, and finalize a formal program schedule. The projected deployment date is mid to late 2021.

Sincerely,



Roland M. Cordero  
Director of Maintenance & Vehicle Technology



Doran J. Barnes  
Executive Director



August 23, 2019

To: Governing Board

Subject: **Express Routing Proposed Changes and Cancellation of Line 497**

---

### **Recommendations**

1. Line 490  
Establish line 490, serving the new Covina Transit Center and including five trips in the morning and five trips in the afternoon that will serve Grand Avenue north of Covina Boulevard to serve the stops that are currently served by Line 498.
2. Line 498  
Have the routing begin and end at the Industry City Hall Park & Ride before traveling to West Covina and then into Downtown L.A.
3. Line 493  
Shift the eastern start and end point from the Industry Park & Ride to Colima and Fairway based on customer feedback obtained during the public comment process.
4. Line 497  
Cancel the line and reinvest the savings into other Foothill Transit bus lines to enhance service within our region.

### **Analysis**

Foothill Transit currently operates six express lines that transport customers between locations throughout the San Gabriel Valley and Downtown Los Angeles during peak commute hours on weekdays. The typical express route has one or two stops at a park & ride or transit center where customers can be dropped off or park their car before taking public transportation to their destination in Downtown Los Angeles. Express lines utilize the freeways for a majority of their trip while being able to access the El Monte Busway along the interstate 10 Freeway.

The table below outlines the financial performance of the six express routes, with Line 497 standing out as the line with the highest subsidy per boarding of all the express lines.



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Express Routing Re-Alignment and Cancellation of Line 497  
Page 2

Line	Operating Expense	Total Fare Revenue	Recovery Ratio	Subsidy Per Boarding
493	\$1,345,558	\$686,593	41.4%	\$6.37
495	\$1,164,484	\$390,237	32.1%	\$9.70
497	\$1,606,388	\$443,454	22.2%	\$16.01
498	\$1,922,216	\$865,193	43.2%	\$6.14
499	\$1,475,746	\$599,142	32.6%	\$9.64
699	\$3,289,897	\$1,239,778	31.6%	\$9.89

The tables below show monthly ridership and boardings per vehicle service hour (BVSH) of the express routes over the last six months. In both tables, Line 497 continues to struggle with the lowest ridership and BVSH.

*Ridership*

Line	Jan-19	Feb-19	March-19	April-19	May-19	June-19
493	12,706	12,236	13,012	13,873	14,801	12,478
495	8,923	7,608	8,206	8,939	8,872	8,328
497	8,372	7,146	7,647	8,153	8,070	7,245
498	15,172	14,041	15,539	15,815	16,109	16,785
499	10,962	9,706	10,674	10,355	10,511	9,598
699	20,969	18,027	19,460	20,989	19,881	18,820

*Boardings per Vehicle Service Hour*

Line	Jan-19	Feb-19	March-19	April-19	May-19	June-19
493	10.69	11.91	11.46	12.22	12.45	11.55
495	12.74	12.58	12.28	13.37	12.58	12.99
497	8.40	8.30	8.04	8.57	8.11	8.01
498	9.82	10.52	10.53	10.72	10.44	11.96
499	12.53	12.83	12.77	12.39	12.07	12.12
699	9.13	9.09	8.87	9.57	8.68	9.03

The construction of the Covina Transit Center and Park & Ride located at the intersection of Citrus Avenue and Covina Boulevard will allow for the implementation of a new express route to transport customers between the City of Covina and Downtown Los Angeles. The projected completion of this project, along with the implementation of a new express route, is scheduled for early 2020. Given the location of the transit center and the proximity to





our existing Line 498, the re-alignment of several express lines becomes an opportunity to deploy resources more efficiently.

**Public Outreach**

After the Governing Board authorized the Executive Director to seek public input and conduct a public hearing following the May 31<sup>st</sup> Governing Board meeting, Foothill Transit staff began the outreach process to speak to customers. Rider alerts were sent out to customers, and bus stop notices were posted at potentially affected bus stops.

Members of the Foothill Transit team met with customers in person at the below times and locations to gather feedback regarding the proposed changes.

**Line 495 (Industry Park & Ride)**

- Monday June 24 in the PM

**Line 497 (Chino Park & Ride)**

- Wednesday June 26 from 4 p.m. to 8 p.m.
- Thursday June 27 from 4 p.m. to 8 p.m.

**Line 493 (Colima and Nogales)**

- Tuesday, July 9 from 5 a.m. to 8 a.m.

**Line 497 (Industry City Hall)**

- Wednesday, July 10 from 5:15 a.m. to 8 a.m.
- Thursday, July 18 from 4 p.m. to 8 p.m.

**Line 498 (Grand Ave Park & Ride)**

- Wednesday, July 24 from 5 a.m. to 8 a.m.
- Thursday, July 25 from 4 p.m. to 8 p.m.

Staff also held a public hearing on Saturday, August 10 in the Foothill Transit Board Room for other customers who may have been unable to meet in person at the bus stops or who did not have the ability to submit a comment through the other methods.

The multiple avenues to collect feedback resulted in over 170 comments being submitted.

The public hearing was well attended with 45 members of the public in the audience. Of those in attendance, seven members of the public spoke about the proposal for Line 498 and 15 spoke about the cancellation of Line 497.



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Express Routing Re-Alignment and Cancellation of Line 497

**Express Line 490**

The implementation of new express Line 490 will be an opportunity to strengthen service delivery to the region by providing non-stop service into Downtown Los Angeles for customers in Covina and the surrounding communities. The covered parking structure allows customers to safely park their vehicle as they prepare for their day. There are 12 trips planned in the morning and 13 trips in the afternoon, providing 20 to 30-minute frequency during peak commute times. The frequency of service will support the customer demand that is anticipated to transfer over from the current Line 498 that serves this corridor. The changes to Line 498 will be discussed later in this report. Below is a map of the proposed new express Line 490 with service to Downtown Los Angeles.





**Public Outreach for Line 490**

	<b>Number of Comments</b>
In Favor of Proposal	10
Against Proposal	2
<b>Total</b>	<b>12</b>

Overall customer feedback on Line 490 was positive with most customers expressing interest in riding the service from the new Covina Transit Center. Customers liked the idea of having only one stop before heading into Downtown LA with travel time being reduced. There are customers who are opposed to the Pilot Line 490 that currently ride on Grand Avenue, which will be addressed in the section for Line 498 public outreach.

**Staff Recommendation for Line 490**

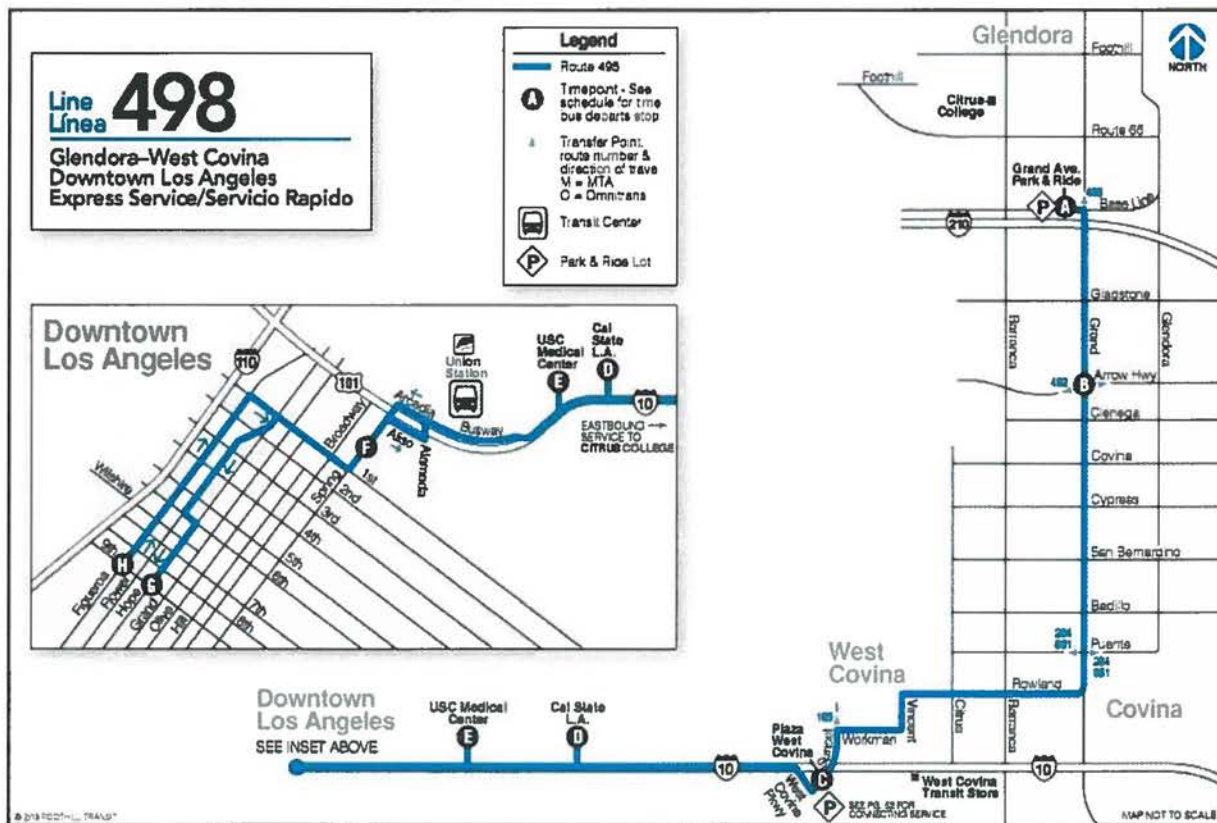
The recommendation for Pilot Line 490 is to extend five trips in the morning and five trips in the afternoon to serve the stops on Grand Avenue north of Covina Boulevard that are currently served by Line 498. The extension of this line will cost approximately \$132,612 per year.



**Express Line 498**

Line 498 currently serves the cities of Glendora, West Covina, and Covina through several bus stops along Grand Avenue and one major stop at West Covina City Hall. There are currently 13 trips that start on Grand Avenue and then travel to West Covina and 14 trips that start at West Covina before heading directly to Downtown Los Angeles. Due to the proximity of the new Covina Transit Center, those customers who currently board Line 498 along Grand Avenue will be able to safely park at the transit center and ride Line 490. The shifting of resources to Line 490 allows for Line 498 to assist as a mitigation to the removal of the stop at Industry City Hall for Line 497.

Below is a map of the current Line 498

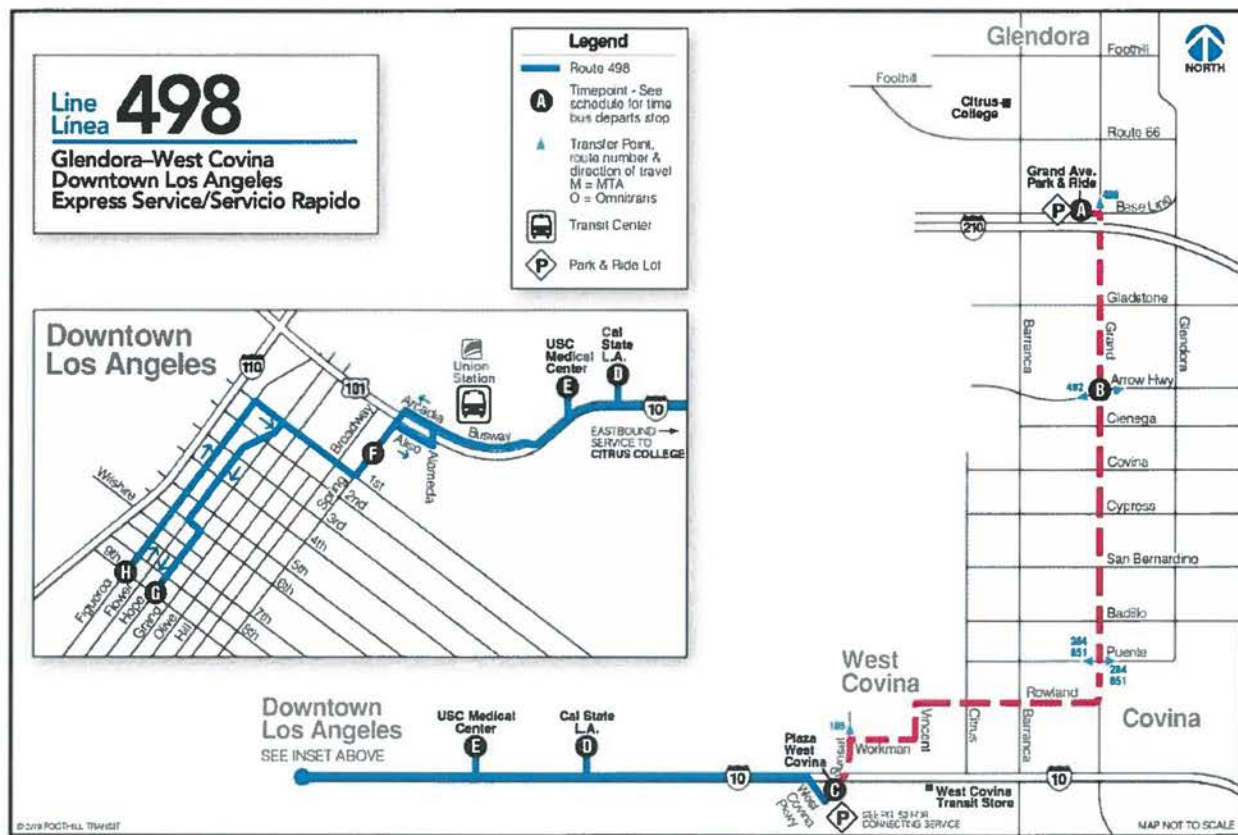




Governing Board Meeting - 08/23/19  
Express Routing Re-Alignment and Cancellation of Line 497

The proposal for Line 498 is to have select trips start at Industry City Hall, travel on North Hacienda Blvd to Glendora Avenue to serve the stop in West Covina. During the public outreach for Line 497 in summer of 2018, we spoke to many customers who rely on the express bus service to get to their jobs in Downtown Los Angeles and who would be negatively impacted if the Industry City Hall stop were to be removed.

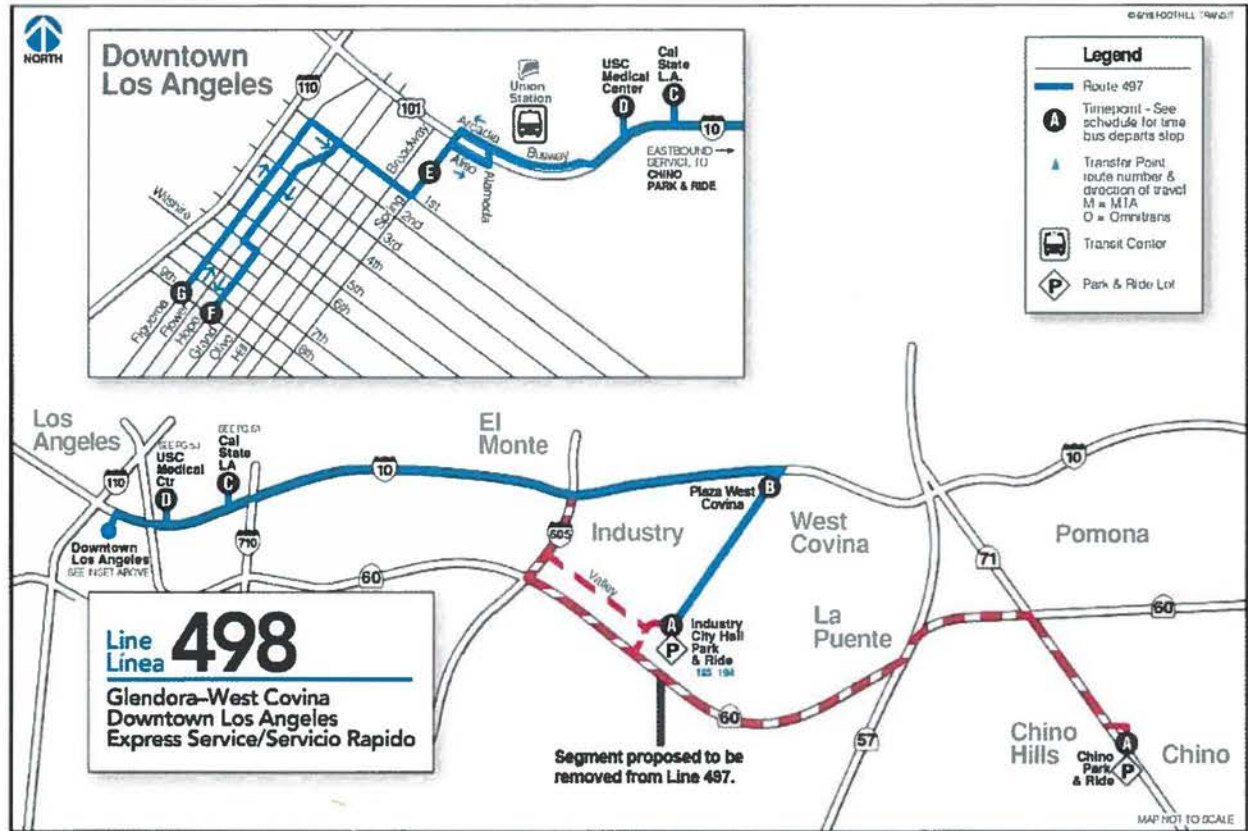
Below is a map of Line 498 that shows the proposed deleted segment along Grand Avenue that is proposed to be serviced by Line 490.





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Express Routing Re-Alignment and Cancellation of Line 497  
Page 8

Below is a map of the proposed Line 498 that would start at Industry City Hall and shows the deleted segment of Line 497 so customers can have continued access to service into Downtown LA.



Public Outreach for Line 498

	Number of Comments
In Favor of Proposal	5
Against Proposal	26
<b>Total</b>	<b>31</b>

Customer response to the proposal for Line 498 from the stop at Industry City Hall was mostly positive as these customers would be transitioning from the cancelled Line 497. They appreciated the effort to continue service to the community and liked how they would be the first stop in the morning.



Customers of current Line 498 who ride on Grand Avenue did express concern about the difficulty of getting to the new Covina Transit Center. During the public meetings, we spoke to many customers who walk to the bus stop from their home. Since the proposed change would result in these customers having to find alternate ways to get to the starting point of Line 490, they were in opposition to the proposal. In response to customers' requests, the recommendation is that five westbound trips each morning and five eastbound trips each evening on Line 490 be extended to serve the stops along Grand Avenue served by the current routing of Line 498.

**Staff Recommendation for Line 498**

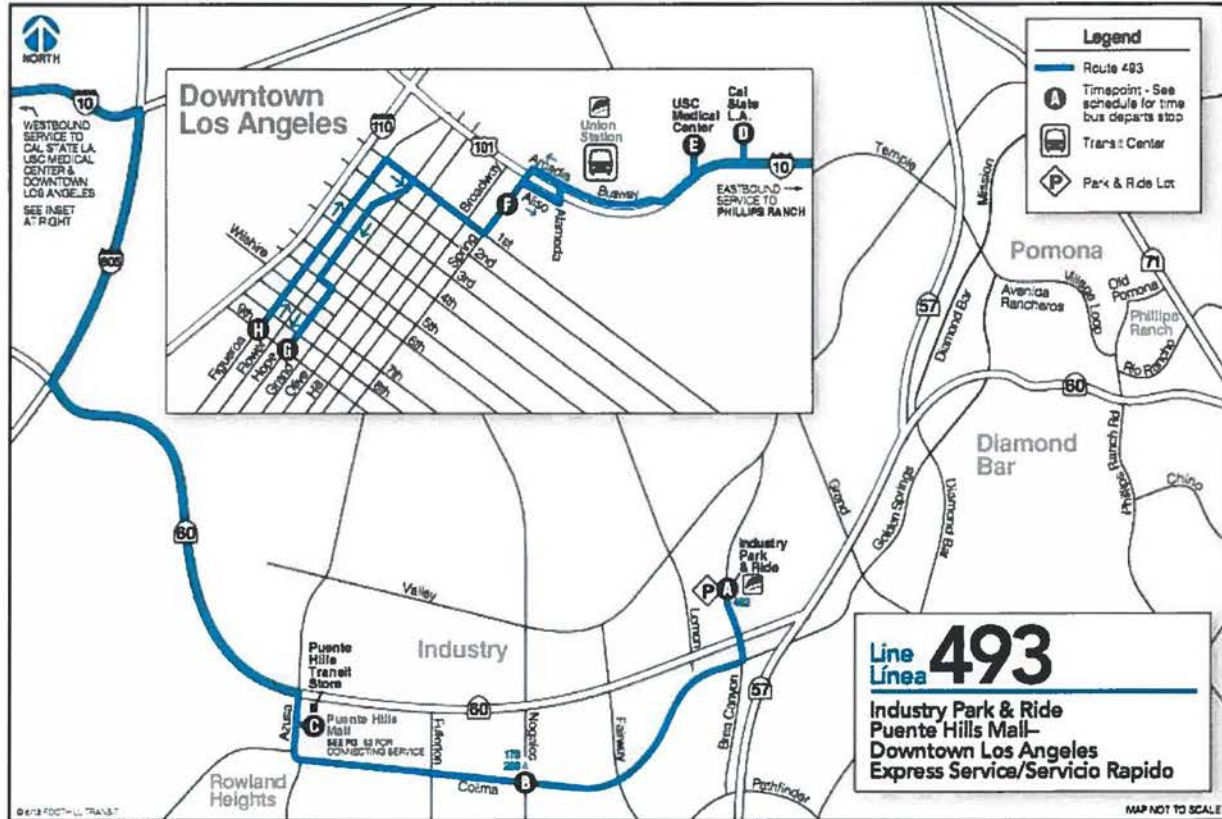
The recommendation for Line 498 is to move forward with the proposal to have the routing begin and end at the Industry City Hall Park & Ride before traveling to West Covina and then into Downtown L.A.

**Express Line 493**

Service for Line 493 starts at the Industry Park & Ride and from there the line travels to Puente Hills Mall via Colima Road. This line has some of the highest ridership compared to other express service, however the travel time from Industry to Puente Hills continues to be a frequent comment for customers. An opportunity to shorten the travel time along this route is proposed through the shifting of the eastern terminus from Industry Park & Ride to Colima and Nogales. Ridership observations show this stop as the typical last stop for eastbound customers and those customers who wish to travel to Industry Park & Ride will be able to ride Line 495.



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Express Routing Re-Alignment and Cancellation of Line 497  
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Public Outreach for Line 493

	Number of Comments
In Favor of Proposal	7
Against Proposal	8
<b>Total</b>	<b>15</b>

Customer response to the proposal for Line 493 surrounded the proposed starting point at Colima and Nogales. Since there are several customers who board at Colima and Fairway, they expressed a suggestion to have the routing begin and end there. Other comments came from riders who typically ride Line 495 and use Line 493 as an alternate way to get to the Industry Park & Ride.

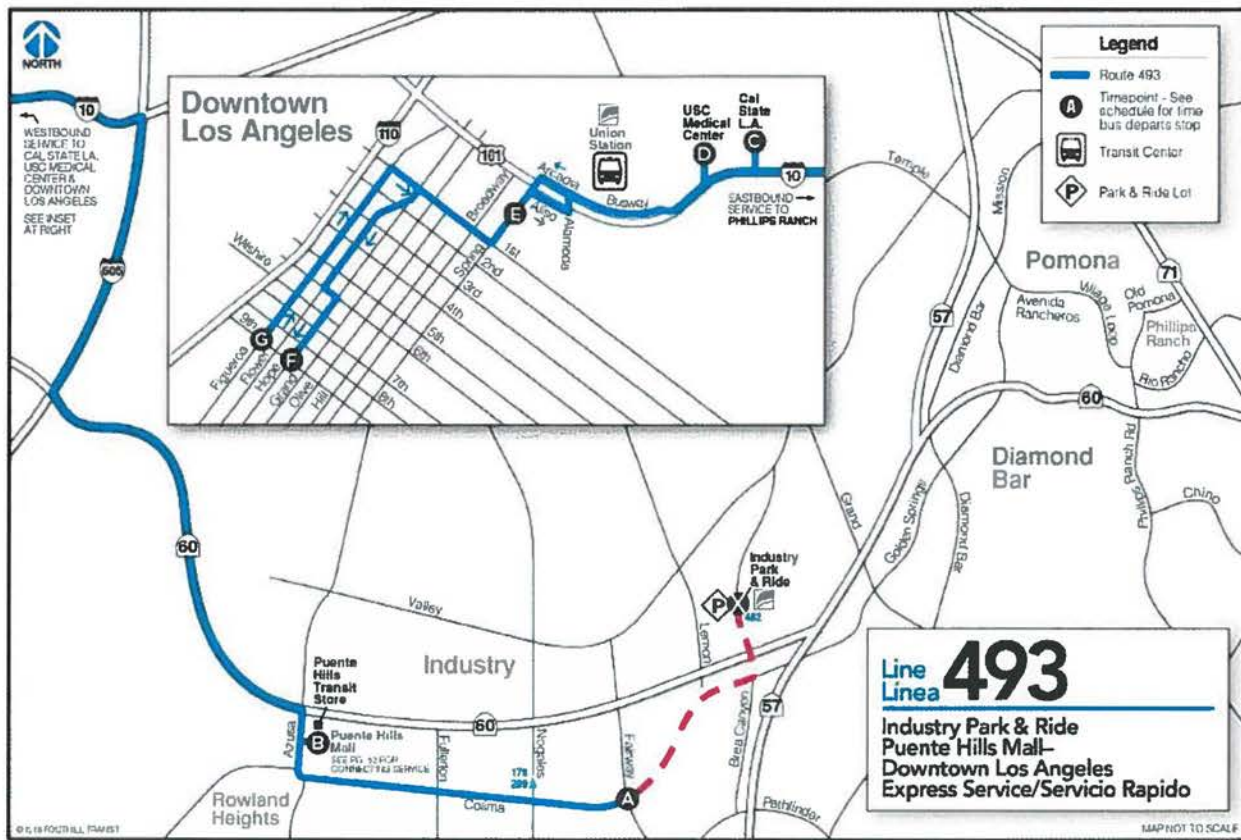




**Staff Recommendation for Line 493**

The recommendation for Line 493 is to shift the start and end point from the Industry Park & Ride to Colima and Fairway based on customer feedback from the public comment process.

Below is a map of the proposed Line 493 with an eastern terminus at Colima and Fairway.

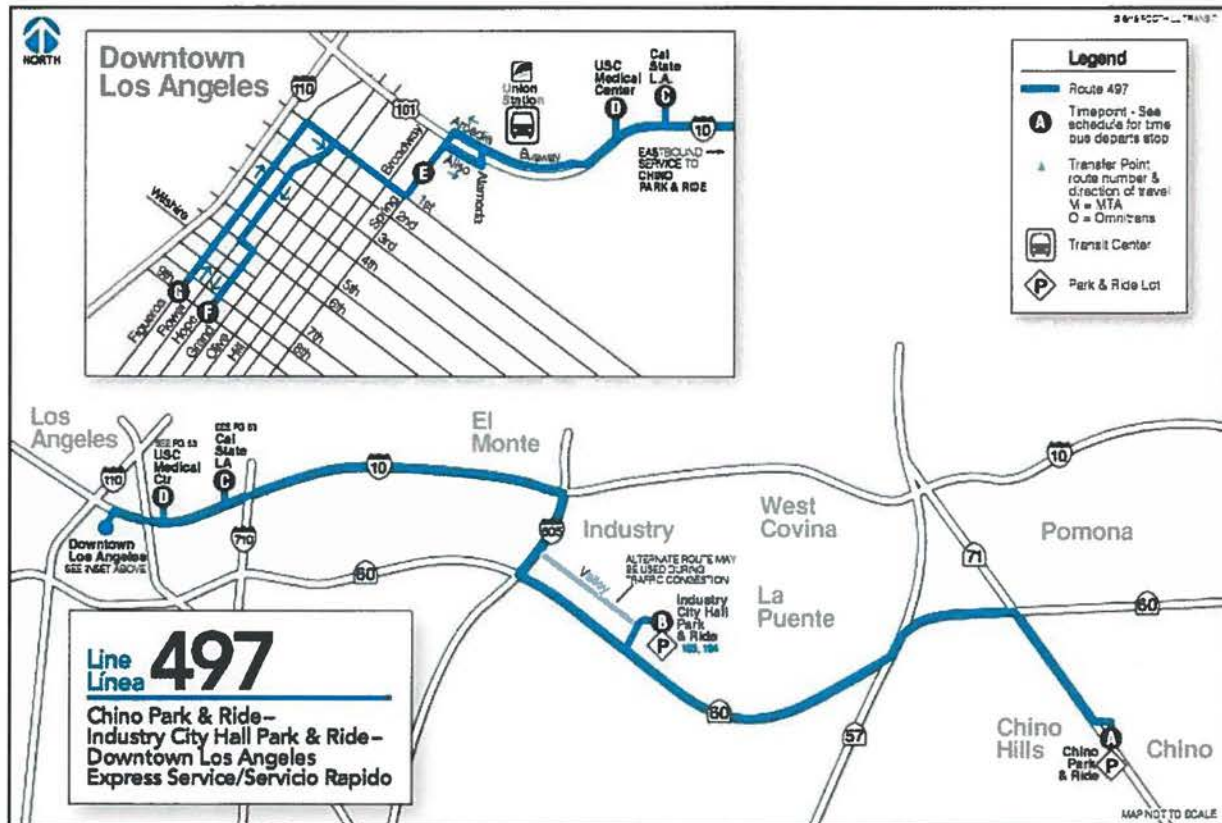




**Express Line 497**

In the summer of 2018, the Governing Board authorized public outreach regarding a proposed change to Line 497. This line currently serves the Chino Park & Ride as well as the Industry City Hall Park & Ride. Customers from both stops provided input regarding the proposed change, ultimately leading to the continuation of current service while the City of Chino investigated opportunities for funding from San Bernardino County. Foothill Transit staff has had discussions with the City of Chino regarding the safety and productivity concerns of serving the location, and to coordinate a discussion relative to a subsidy to provide this service outside of Foothill Transit's service area. While these discussions are ongoing, we continue to experience low productivity and negative customer comments regarding the drive time to service the stop at Industry City Hall on the way to Downtown Los Angeles.

Below is a map of the current Line 497.



The proposal for Line 497 is to cancel the line and reinvest the savings into other Foothill Transit lines. The projected annual savings of \$1,606,388 can be used to increase frequency on other express lines as well as increase the span



of service for express lines based on customer feedback. Specifically, there are requests for earlier trips on Line 499 as well as more frequency for Line 495. For customers who currently ride from Industry City Hall, the proposal for Line 498 aims to address their concerns to continue to receive service. For customers who currently ride from Chino Park & Ride, they will have options to drive to Industry Park & Ride to board Line 495 or drive to Fairplex Park & Ride to board Line 699.

**Public Outreach for Line 497**

	<b>Number of Comments</b>
In Favor of Proposal	9
Against Proposal	111
<b>Total</b>	<b>120</b>

Customer response to the proposal for Line 497 was predominately against the cancellation of the line from the customers who ride in Chino. In addition to the public comments received, one customer coordinated a list of suggestions that was signed by individual riders. A total of 109 of these forms were turned in at the public hearing on August 10.

We received letters from the City of Chino and Chino Hills in opposition of the proposal and a copy of these letters are included as Attachments A and B. Additionally, we spoke with representatives from the City of Chino as well as San Bernardino County Transit Authority (SBCTA) to explore alternatives for customers in the event the Line is cancelled.

**Staff Recommendation for Line 497**

The recommendation for Line 497 is to cancel the line and reinvest the savings into other Foothill Transit Lines to enhance service within our region.

**Financial Impact**

The introduction of Line 490 with the added trips to serve Grand Avenue has a projected budget of \$1,498,121. The proposed changes to the other three express lines, as outlined in this report, would result in a projected savings of \$1,739,237. The estimated savings from implementing all of the proposals outlined in this report is \$241,116. If approved, the plan is to utilize this savings



from these proposals and use the resources throughout other Foothill Transit lines to create a cost neutral service adjustment.

Annual Budget Impact			
Line	Current Cost	Projected Cost	Variance
490	\$ -	\$1,498,121	\$1,498,121
493	\$1,345,558	\$1,249,085	\$(96,473)
497	\$1,606,388	\$ -	\$(1,606,388)
498	\$1,922,216	\$1,885,840	\$(36,376)
Annual Total	\$4,874,162	\$4,633,046	\$(241,116)

Sincerely,

Joshua Landis  
Planning Manager

  
Doran J. Barnes  
Executive Director

EUNICE M. ULLOA  
Mayor

TOM HAUGHEY  
Mayor Pro Tem



**CITY of CHINO**

MARK HARGROVE  
MARC LUCIO  
PAUL A. RODRIGUEZ Ed.D.  
Council Members

MATTHEW C. BALLANTYNE  
City Manager

August 7, 2019

Carol Herrera  
Chair, Executive Board  
Foothill Transit  
100 South Vincent Avenue  
West Covina, CA 91790

RE: PROPOSED FOOTHILL TRANSIT LINE 497

Dear Ms. Herrera:

At the July 16 Chino City Council meeting, numerous individuals spoke during Public Comment requesting the City intervene to prevent the elimination of Line 497, which takes riders from the Chino Park & Ride to Downtown LA. Chino previously provided a letter opposing the line's elimination when it was proposed in mid-2018 by Foothill Transit, which later made the decision to not eliminate the line at that time. Given the line's ridership, fare recovery to cost ratio, and available alternate lines to take riders to Downtown LA, the line is once again recommended for elimination.

Of Line 497's approximately 150 riders, 22% live in Chino. The majority – 51% of the riders – are residents of Chino Hills, with the remainder from Ontario and Eastvale. The rider representatives at the Chino Council meeting requested the City urge Foothill Transit to consider options to reduce trips, extend other lines, or modify Line 497 start location and/or stops as alternatives to elimination of the line altogether.

On behalf of the City of Chino, I write to respectfully oppose the proposed elimination of Line 497, which starts at the Chino Park & Ride in our city, and ask the Board to consider alternatives instead. Over 150 riders take this line on a daily basis, thus reducing the number of single-rider vehicles on our crowded southland freeways as well as emissions. Line 497's elimination would make it increasingly difficult for residents of eastern Los Angeles County and western San Bernardino County to take public transportation to Downtown LA and beyond.



## Attachment A

The proposed alternative, which requires Line 497 riders to catch Line 699 at the Pomona Fairplex Park & Ride, adds an additional 15 minutes each way to a commute that is already at least 40 minutes to and from Downtown LA. The City of Chino requests that the Foothill Transit Governing Board consider the other alternatives proposed by the riders of Line 497, including:

1. Reduce the number of trips in the morning and afternoon so that the service can continue.
2. Extend Line 495 to pick up/drop off CP&R riders.
3. Providing a van for trips with highest ridership to use from the Chino Park & Ride to Pomona.

While we understand that there are fiscal and operational issues with Line 497, we urge you to request that Foothill Transit staff consider and pilot at least one of the rider-supported alternatives noted above. Thank you for your consideration.

Sincerely,



Eunice M. Ulloa

Mayor

cc: Foothill Transit Executive Board  
Foothill Transit Governing Board  
Chino City Council  
Matt Ballentyne, City Manager  
Amer Jaker, Public Works Director



# City of Chino Hills

July 18, 2019

14000 City Center Drive  
Chino Hills, CA 91709  
(909) 364-2600

[www.chinohills.org](http://www.chinohills.org)

Foothill Transit – Governing Board  
100 S. Vincent Avenue, Suite 200  
West Covina, CA 91790

Greetings:

On August 6, 2018, we transmitted the attached letter, which shares our concerns regarding the elimination of route-line #497. Although this location is within the City of Chino, it abuts the City of Chino Hills and provides our residents a valuable express transportation mode from the Chino Park and Ride (Chino Avenue/Route 71) to downtown Los Angeles. We did appreciate your agency's postponing of this action, but understand that the idea has resurfaced and your Board may be vetting the elimination of this line on August 10, 2019.

On behalf of the City of Chino Hills and our citizenry, we strongly oppose this routes elimination and appeal to Foothill Transit's governing board to consider other potential alternatives, which the ridership have been communicating to your staff. We understand that restudying the route configurations is not a simple task. However, by doing so, opportunities may be identified which could result in notable savings to Foothill Transit, improving efficiencies for the ridership and reducing pollution due to reliance on personal vehicle-use. We very much appreciate your consideration of our plea to not eliminate route-line #497.

Sincerely,

Cynthia Moran  
Mayor

Cc: Chino Hills City Council  
Benjamin Montgomery, City Manager  
Nadeem Majaj, Public Works Director

# City of Chino Hills



August 6, 2018

14000 City Center Drive  
Chino Hills, CA 91709  
(909) 364-2600  
[www.chinohills.org](http://www.chinohills.org)


Foothill Transit – Governing Board  
100 S. Vincent Avenue, Suite 200  
West Covina, CA 91790

Greetings:

It has come to our attention that Foothill Transit is considering the elimination of route-line #497 which provides express transportation from the Chino Park & Ride (Chino Avenue/Rt. 71) to downtown Los Angeles. This location is within the City of Chino; however, it abuts the City of Chino Hills. Residents of Chino Hills, along with residents of neighboring communities including Chino, Pomona, Diamond Bar, Corona and Eastvale, all rely primarily on this route for transportation to work and school locations in the downtown area of Los Angeles.

On behalf of the City of Chino Hills and our citizenry, we strongly oppose this route's elimination and appeal to Foothill Transit's governing board to reverse this decision. Elimination of route-line #497 not only will notably inconvenience a multitude of riders from the region, but it will further exacerbate traffic on the roadways and pollution in this valley.

Sincerely,



PETER J. ROGERS  
MAYOR

PJR:NM:dk

cc: Cynthia Moran, Vice Mayor  
Art Bennett, Council Member  
Brian Johnz, Council Member  
Ray Marquez, Council Member  
Konradt Bartlam, City Manager  
Nadeem Majaj, P.E., Public Works Director

*City Council:* Art Bennett ▪ Brian Johnz ▪ Ray Marquez ▪ Cynthia Moran ▪ Peter J. Rogers





August 23, 2019

To: Governing Board

Subject: **Electric Bus Infrastructure Study**

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### **Recommendation**

Receive and file the Electric Bus Infrastructure Study update.

### **Analysis**

Foothill Transit now has nine years of experience operating battery electric buses (BEBs) on two bus lines. As our electric bus fleet has grown to now 33 BEBs, it has become clear that buying BEBs is the least complex aspect of the electric bus program and expanding our in-depot charging infrastructure at the Pomona and Arcadia operating facilities is significantly more complicated.

The facility electric infrastructure expansion involves designing electrical connection to the utility grid and identifying required electrical components such as transformers and inverters. There are also complexities such as how to lay out the chargers in the yard, minimizing parking loss, minimizing construction disruptions, and minimizing electricity costs. Knowing that BEBs have limited range, we needed to identify how much of our service can be electrified, how to take advantage of off-peak utility rates when charging buses, what charging equipment and charging systems we should employ, what the cost to build out the electric bus charging infrastructure would be, etc. The buildout has to be phased so Foothill Transit can smartly grow the charging infrastructure as the electric fleet grows.

In order to better understand these challenges and develop solutions, in February 2018 the Executive Board authorized the Executive Director to enter into a contract with Burns and McDonnell for In-Depot Charging Station Design Services.

The scope of work encompassed the following elements:

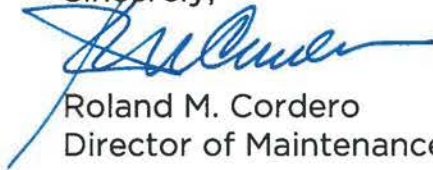
- 1) **Analysis of infrastructure needs through 2030:** Develop a schedule for phasing in charging equipment and power electronics for the coming years, based on the fleet replacement schedule.
- 2) **Market analysis of charging equipment:** Summarize the current state of the market for charging equipment and providers, and provide information on where the market is going in coming years.



- 3) **Evaluation of on-site transformer and conduit needs:** Forecast the amount of civil work and power electronics that will be required in coming years.
- 4) **Evaluation of utility grid infrastructure and sufficiency:** Identify current capacity restrictions in the local utility grid, and prepare a roadmap for expanding the capacity through utility planning process.
- 5) **Charger layout analysis and operational impact:** Plan for deploying charge endpoints while minimizing disruption, parking loss and impacts to operations.
- 6) **Renewable energy options analysis:** Present options for incorporating solar, stationary battery, and other technologies for renewable or resilient energy.
- 7) **Capital investment requirements:** Evaluate the funding that will be required in future years to grow the electric infrastructure to meet a full fleet need.

The project began in October 2018 with an estimated timeframe of nine to 12 months. Burns and McDonnell provided a final draft report to staff for review and comments, and the final report is slated for issuance mid-September 2019. Burns and McDonnell project staff will be present at the meeting to provide a status update to the board.

Sincerely,



Roland M. Cordero  
Director of Maintenance and Vehicle Technology



Doran J. Barnes  
Executive Director



August 23, 2019

To: Governing Board

Subject: **Double-Deck Electric Bus Update**

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### **Recommendation**

Receive and file the update on the double-deck electric bus project.

### **Analysis**

In October 2016, Foothill Transit demonstrated an Alexander Dennis double-deck bus to assess its performance in actual service and gather feedback from customers regarding bus comfort and accessibility. With an overwhelming positive response received from that demonstration, in 2018 Foothill Transit entered into a contract with Alexander Dennis for the manufacture and purchase of two long-range double-deck battery electric buses.

Deploying two Alexander Dennis electric double-decker buses along the I-10 corridor will be transformative for Los Angeles and for the United States. No other transit agency in the country utilizes this technology on fixed-route, commuter, or limited-stop service. The utilization of electric and high-capacity buses will allow Foothill Transit to increase ridership capacity while reducing greenhouse gas (GHG) emissions.

Engineering and design of the buses began in January 2018 in Alexander Dennis' UK plant where Executive Director Doran Barnes, Director of Maintenance and Vehicle Technology Roland Cordero, and Fleet Maintenance Coordinator Oscar Benavente participated in the initial specifications and design review.

Last March, Deputy Executive Director Kevin Parks McDonald, Director of Maintenance Roland Cordero, and Fleet Maintenance Coordinator Oscar Benavente engaged in a second round of design review. The team also previewed Alexander Dennis' prototype double deck battery electric bus at the Millbrook testing ground in the UK.

Millbrook has a wide range of test track profiles. The most prominent among them are:



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Double-Deck Electric Bus Update

Page 2

- Hill Route - Divided into three sections or loops that contain progressively steeper gradients as well as many tight corners.
- Outer and Inner Handling (or City Course) Circuits - Extremely technical twisty circuits used for extreme testing of vehicle dynamic characteristics.
- High Speed Bowl - A two-mile banked circuit used for higher speed testing.

The results of the prototype were very promising as it showed the bus's capabilities in hill climbing, maneuverability, comfort, balance, etc.

The two buses were initially slated for delivery at the end of this calendar year with route testing for two months prior to launch in express service February 2020. Due to recent consolidations in the bus supplier industry and specification changes from other suppliers, the delivery date has been rescheduled to May 2020. Route testing will occur in June with anticipated revenue service deployment in August.

Sincerely,

Roland M. Cordero  
Director of Maintenance & Vehicle Technology

Doran J. Barnes  
Executive Director



August 23, 2019

To: Governing Board

Subject: **Fare Restructuring Phase II**

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### **Recommendation**

Receive and file the update to implementation of the Phase II of the fare restructuring.

### **Analysis**

In 2017, the Board approved a two phase fare restructuring that included TAP incentives, a one-day pass, a more simplified fare structure, and realignment of fares with regional partners. Phase I of the fare restructuring was implemented in October 2017 shortly after the approval at the Annual Governing Board Meeting in May 2017. Phase II of the fare restructuring is scheduled for implementation on September 28, 2019. Phase II of the fare restructuring was designed to improve fare revenue to keep pace with operating expense. Phase II of the fare restructuring increases the price in most rider categories.

Phase II of the fare restructuring increases the base fare from \$1.50 to \$1.75 for cash paying adults and the fare will increase from \$1.25 to \$1.50 for TAP cardholders. Senior/disabled fares remains the same on Local service. Fares for the other level of service will increase as well. Multi-day pass prices across all rider class and service levels will increase by between \$3.00 and \$10.00, and the day pass will increase from \$5.00 to \$6.00 for regular fares and \$2.50 to \$3.00 for senior, disabled, and Medicare cardholder fares. Please see charts on the next page for more details.



Cash Fares Chart

<b>CASH FARES</b>				
FARE TYPE	Current Fares		September 2019	
	CASH	TAP	CASH	TAP
<b>LOCAL</b>				
Adult	\$1.50	\$1.25	\$1.75	\$1.50
Senior/Persons with Disabilities/Medicare	\$0.75	\$0.50	\$0.75	\$0.50
Student	\$1.50	\$1.25	\$1.75	\$1.50
<b>SILVER STREAK</b>				
Adult	\$2.75	\$2.50	\$3.00	\$2.75
Senior/Persons with Disabilities/Medicare	\$1.25	\$1.15	\$1.50	\$1.25
Student	\$2.75	\$2.50	\$3.00	\$2.75
<b>COMMUTER EXPRESS</b>				
Adult				
Senior/Persons with Disabilities/Medicare	\$5.00	\$5.00	\$5.50	\$5.50
Student				

Pass Price Chart

<b>PASSES</b>				
FARE TYPE	Current Fares		September 2019	
	1-DAY	31-DAY	1-DAY	31-DAY
<b>LOCAL</b>				
Adult	\$5.00	\$50.00	\$6.00	\$60.00
Senior/Persons with Disabilities/Medicare	\$2.50	\$25.00	\$3.00	\$30.00
Student	\$5.00	\$36.00	\$6.00	\$40.00
<b>SILVER STREAK</b>				
Adult	\$5.00	\$105.00	\$6.00	\$110.00
Senior/Persons with Disabilities/Medicare	\$2.50	\$52.00	\$3.00	\$55.00
Student	\$5.00	\$75.00	\$6.00	\$85.00
<b>COMMUTER EXPRESS</b>				
Adult				
Senior/Persons with Disabilities/Medicare	N/A	\$170.00	N/A	\$180.00
Student				



### **Customer Outreach**

The communications strategy for this system-wide change is comprehensive and crosses multiple platforms. The bulk of the strategy can be simplified to three core methodologies - publications, digital media, and direct service.

Outreach via publications includes both Foothill Transit owned media, such as Footnotes, the Bus Book, and other printed materials, and outside publications, such as local newspapers and city newsletters. On board Foothill Transit buses will be rider alerts, interior cards in three languages, the Footnotes newsletter, new farebox decals, take-one pamphlets, and the Fall 2019 Bus Book, all with comprehensive information about the fare change, its effective date, and how to contact us for more information. These printed media will also be distributed to local senior centers and libraries and all four of Foothill Transit's stores. In addition, select high traffic transfer points and stations throughout our service area will have posted fare information. Press releases will be distributed through local news wires for publication. In addition, our partner cities will receive press ready information for their citizen newsletters.

Digital media will involve distribution of fare change information across all owned web and social media platforms, utilizing short videos, blog posts, and links to news articles. Paid digital advertising will target Foothill Transit zip codes and use geofencing to hit key demographics in transit heavy zones.

Front line staff and bus operator training is key for direct service, or face to face outreach. Customer service representatives will be provided with FAQs and response suggestions. Bus operators will undergo extensive training on the new fares. In addition, direct community engagement will include in person fare workshops at senior centers and local schools.



**Budget Impact**

The current fiscal year budget for fare revenue is \$16.9 million. This is a six percent increase from the previous year budget due to implementation of Phase II of the fare restructuring.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Xie".

John Xie  
Revenue Manager

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

Doran J. Barnes  
Executive Director

A handwritten signature in blue ink, appearing to read "Michelle Lopes Caldwell".

Michelle Lopes Caldwell  
Director of Finance and Treasurer