



**Foothill Transit**  
Going GoodPlaces

## **EXECUTIVE BOARD MEETING**

West Covina, CA  
Friday, December 15, 2017



Foothill Transit

# Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING  
8:00 AM, DECEMBER 15, 2017  
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: MEMBERS CALAYCAY, HERRERA, PEDROZA, STERNQUIST, WARSHAW
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF OCTOBER 27, 2017
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 three minutes in length. Action may be taken on any item identified on the agenda. Persons wishing to comment should submit a "Request to Speak" form to the Secretary. Note: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA.

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



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**CONSENT CALENDAR:** Items 9 through 12 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

9. OCTOBER 2017 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

*Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through October 31, 2017. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of October 31, 2017, for the fiscal year ending June 30, 2018.*

10. OCTOBER 2017 PERFORMANCE INDICATORS REPORT

*Recommended Action: Receive and file the October 2017 Performance Indicators Report.*

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

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

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

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

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

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

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

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

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

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

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

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

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



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11. ON-CALL ARCHITECTURAL & ENGINEERING SERVICES – TASK ORDER 1 (CONTRACT 17-069) EMPLOYEE PARKING LOT EXPANSION AT ARCADIA OPERATIONS AND MAINTENANCE FACILITY

*Recommended Action: Authorize the Executive Director to execute Task Order 1 in the amount of \$124,552.68 under Contract No. 17-069 with Stantec Architecture Inc. for the provision of On-Call Architectural & Engineering Services related to the employee parking lot expansion at the Arcadia Operations & Maintenance (O&M) facility.*

12. CONTRACT AWARD – NETWORK INFRASTRUCTURE SWITCHES REPLACEMENT PROJECT

*Recommended Action: Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 17-111 in the amount of \$107,261.87 with Converge One for the Network Infrastructure Switches Replacement Project.*

REGULAR AGENDA:

13. INNOVATIVE SERVICE DELIVERY CONCEPTS

*Recommended Action: Receive and file the Innovative Service Delivery Concepts report.*

14. COVINA TRANSIT CENTER AND PARK AND RIDE PROJECT UPDATE

*Recommended Action: Receive and file the update on the development of the Covina Transit Center and Park & Ride Project.*

15. CONTRACT AWARD – ARCHITECTURAL AND ENGINEERING SERVICES FOR THE MT. SAN ANTONIO COLLEGE TRANSIT CENTER

*Recommended Action: Authorize the Executive Director to negotiate final terms and conditions for Contract No. 18-017 with Psomas in the amount of \$898,677 for the provision of architectural and engineering services related to the development of a Transit Center on the Mt. San Antonio College campus.*

16. SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS MEASURE M FUNDED BUS SYSTEM IMPROVEMENT PROGRAM STUDY

*Recommended Action: Receive and file the San Gabriel Valley Council of Governments Measure M funded Bus System Improvement Program Study.*



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17. IMPACT OF TAX REFORM ON THE FEDERAL ALTERNATIVE FUELS NATURAL GAS TAX CREDIT

*Recommended Action: Receive and file the Impact of Tax Reform on the Federal Alternative Fuels Natural Gas Tax Credit report.*

18. FISCAL YEAR 2017-2018 FIRST QUARTER BUDGET UPDATE

*Recommended Action: Receive and file the First Quarter Budget Update for the fiscal year ending on June 30, 2018.*

19. TRANSIT STORE QUARTERLY REPORT

*Recommended Action: Receive and file the Transit Store Quarterly Report for the First Quarter of Fiscal Year 2017-2018.*

20. EXECUTIVE DIRECTOR COMMENT

21. BOARD MEMBER COMMENT

22. ADJOURNMENT

**The next Regular Meeting of the Executive  
Board is scheduled for  
Friday, January 26, 2018 at 8:00 a.m.**

**The Strategic Planning Workshop is scheduled for  
Friday, February 2, 2018 from 8:00 a.m. – 3:00 p.m.  
Kellogg House, Cal Poly Pomona**



**Foothill Transit**

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

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

**Friday, October 27, 2017  
8:00 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Calaycay at 8:00 a.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Vice Chair Warshaw.

**3. FOCUS ON SAFETY**

Ali Showkatian, Safety Compliance Manager, presented a safety message on Halloween Safety.

**4. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

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

**5. APPROVAL OF AGENDA**

Staff requested that Item 11 Resolution Adopting Executive and Governing Board Meeting Schedule for 2018 be pulled from the consent calendar for discussion, and Item 16 Contract Award - CNG Bus Procurement be pulled from the agenda, and be deferred to a future executive board meeting.

The agenda was approved as revised.

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

Approval of the minutes for the Regular Meeting of September 29, 2017.

Motion by Vice Chair Warshaw, second by Member Herrera, the minutes for the Regular Meeting of September 29, 2017 were approved. Motion carried 5-0.

**7. PRESENTATIONS**

**7.1 Contractors' Employee Recognition**

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

Richard Kain, Operator of the Month (October 2017)  
Cynthia Lopez, Employee of the Month (October 2017)

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

Art Ramirez, Operator of the Month (October 2017)  
Angel Naranjo, Employee of the Month (October 2017)

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

**8. PUBLIC COMMENT**

Steve Shaw, President and CEO, Keolis Transit America addressed the Executive Board.

Bill Jackson, General Manager, Transdev addressed the Executive Board.

**CONSENT CALENDAR**

Item 11 Resolution Adopting Executive and Governing Board Meeting Schedule for 2018 was pulled from the consent calendar for discussion and action.

**9. SEPTEMBER 2017 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through September 30, 2017. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of September 30, 2017, for the fiscal year ending June 30, 2018.

Motion by Member Sternquist, second by Member Herrera, to receive and file. Motion carried 5-0.

10. **OCTOBER 2017 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the October 2017 Legislative Summary. There are no recommended positions on bills this month.

Motion by Member Sternquist, second by Member Herrera, to receive and file. Motion carried 5-0.

11. **RESOLUTION ADOPTING EXECUTIVE AND GOVERNING BOARD MEETING SCHEDULE FOR 2018**

Recommendation: Adopt Resolution No. 2017-07, the Executive and Governing Board Meeting Schedule for 2018.

This item was pulled from the Consent Calendar for discussion. Executive Director Doran Barnes indicated that changes be considered to the May 2018 meetings and October 2018 Governing Board Meeting due to schedule conflicts. The Joint Meeting – Annual Governing Board and Executive Board was changed to Friday, June 8, 2018 at 9:00 a.m. A Regular Executive Board Meeting on May 25, 2018 will remain on the schedule. October 12, 2018 at 9:00 a.m. was identified as the new date for the October 2018 Governing Board Meeting.

Motion by Member Pedroza, second by Vice Chair Warshaw, to adopt the schedule with the amended dates. Motion carried 5-0.

**REGULAR AGENDA**

12. **FISCAL YEAR 2016-2017 COMPREHENSIVE ANNUAL FINANCIAL AUDIT REPORT RESULTS**

Recommendation: Receive and file the Fiscal Year 2016-2017 financial and compliance audit results. The Comprehensive Annual Financial Report (CAFR) including the auditor's opinions has been provided for you as a separate attachment.

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

Ms. Caldwell reported that the Comprehensive Annual Financial Report (CAFR) is to provide reasonable assurance that all financial statements are free of material misstatements. Ms. Caldwell reported that for the 15<sup>th</sup>



consecutive year, Foothill Transit received a clean audit.

Ms. Caldwell introduced Scott Nickerson, Partner, and Rachel Adoba, Audit Manager, with the firm Crowe Horwath LLP who conducted the audit. Mr. Nickerson reported that the purpose of the audit is to provide feedback on the accuracy and timeliness of financial reporting and on the quality of internal controls. Ms. Adoba provided an explanation of some of the reports included in the CAFR. Mr. Nickerson reported that there were no items or management recommendations based on internal controls or compliance.

Received and filed.

13. **FOOTHILL TRANSIT CLASS PASS UPDATE**

Recommendation: Receive and file the Foothill Transit Class Pass Update.

Katie Gagnon, Budget and Grants Manager, presented this item.

Ms. Gagnon reported that the University of La Verne and Mt. SAC began their pilot programs in 2013. Both schools continued the program past the pilot and currently reimburse Foothill Transit \$0.60 per boarding. At Citrus College the pilot program concluded in spring 2017. The students voted on a student transit fee and it was passed with 81 percent of the students approving. The fee structure for the Class Pass at Mt. SAC is \$8.00 for part-time students, and \$9.00 for full-time students. At Citrus College it's \$6.00 for part-time students, and \$7.00 for full-time students. The University of La Verne is structured differently because it's a private university. They pay the fee directly from the school's general fund.

Ms. Gagnon presented a summary of the student population and ridership numbers. La Verne has the fewest boardings at 63 average weekday boardings. The student population for La Verne is 6,000. Average weekday boarding for Citrus College is 765, and the student population is 13,000. Mt. SAC's average weekday boardings are 2,668, and the school population is 30,000.

As part of the fare restructuring that recently went into effect, Foothill Transit increased the boarding rate to \$0.75. The previous rate was \$0.60 per boarding. The \$0.75 rate is equal to other regional programs. Citrus College has already begun paying \$0.75 per boarding. Mt. SAC and University of La Verne will begin the new rate when their MOUs renew.

The Claremont Colleges will launch the Class Pass Program on January 8, 2018, and it will be a two semester pilot program. Cal Poly Pomona continues to be a prospective Class Pass Program campus. Staff will be attending the

university's Transportation Committee Meeting next month. One of the challenges at Cal Poly Pomona is the lack of access to transit from the campus. Currently, students have to take a shuttle or walk a mile to access the closest Foothill Transit bus stop.

Received and filed.

14. **DOUBLE DECKER ELECTRIC BUS PURCHASE**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into a contract with Alexander Dennis in the amount of \$3,360,000 plus applicable sales tax for the purchase of two 40-foot Alexander Dennis electric double-decker buses.

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

Mr. Cordero reported that last year Foothill Transit conducted a demonstration of an Alexander Dennis double-decker bus for a week to determine its service on the Silver Streak. The demonstration was a success and over 93 percent of customers said that they would like to see Foothill Transit use double-decker buses in the future.

The operation of two Alexander Dennis electric double-decker buses along the 10 Freeway will be a turning point locally and nationally, as no other transit agency in the country uses this type of technology on fixed route, commuter, or limited stop service. Funding will be provided by Metro Express Lanes Grant and local funds.

Motion by Member Pedroza, second by Member Sternquist, to approve. Motion carried 5-0.

15. **FOOTHILL TRANSIT EXIS TABLE TOP EXERCISE OVERVIEW**

Recommendation: Receive and file the Foothill Transit EXIS Table Top Exercise Overview.

Ali Showkatian, Safety Compliance Manager, presented this item.

Mr. Showkatian provided an update on the Foothill Transit Table Top Exercise that was conducted in September 2017. The exercise was facilitated by the Transportation Security Administration, also known as TSA. TSA recently created a training tool called EXIS, also known as Exercise Information System. The purpose of the exercise was to evaluate Foothill Transit's security plans and response to an incident, with focus on



prevention, protection, and response.

Participants included Foothill Transit key administrative staff, Keolis and Transdev management staff and road supervisors, West Covina Police and Fire Department. TSA staff indicated that Foothill Transit staff, contractors, and local first responders demonstrated effective coordination and communication. TSA will be providing a follow-up report on the exercise. Their observations and recommendations will be used to enhance Foothill Transit's ongoing safety and security efforts.

Received and filed.

16. **CONTRACT AWARD - CNG BUS PROCUREMENT**

This item was pulled from the agenda and deferred to a future meeting.

17. **CONTRACT AWARD - POMONA OPERATIONS & MAINTENANCE FACILITY RENOVATIONS**

Recommendation: Authorize the Executive Director to enter into Agreement No. 16-054 with IPI Construction in the amount of \$255,047 for construction activities related to the facility renovations at the Pomona Operations & Maintenance Facility.

Vincent Saucedo, Construction Project Manager, presented this item.

Mr. Saucedo reported that at the February 2017 Executive Board Meeting, the Executive Board authorized the issuance of IFB No. 16-054 for renovations at the Pomona Operations and Maintenance Facility. The renovations consist of improvements focused on updating finishes original to the facility built in 1997. When completed, the maintenance interior building walls and offices will be repainted, and another area to be repainted is the fuel island canopy. In the administration and operation areas, select offices with original carpeting and wallpaper will be updated with new carpet, tile, and paint. The dispatch office will be reconfigured to accommodate the new CAD/AVL equipment, and the existing cabinets and countertops will be replaced with new workstations. The facility's exterior façade will be updated to reflect Foothill Transit's new branding featuring the new signature wave.

Bids were received on October 17, 2017 and the lowest successful bidder was IPI Construction. IPI is a general contractor specializing in commercial renovations work. Past clients include City of Los Angeles, County of San Bernardino, and various federal agencies.

Motion by Member Herrera, second by Member Pedroza, to approve. Motion

carried 5-0.

18. **FISCAL YEAR 2017-2018 FIRST QUARTER PERFORMANCE INDICATORS REPORT**

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

Mike Tobin, Quality Assurance Analyst, presented this item.

Mr. Tobin reported on Foothill Transit's key performance indicators for the first quarter of Fiscal Year 2017-2018. This included the months of July, August, and September. Two of the 8 targets were met during the first quarter. The 2 targets met were Average Miles Between Service Interruptions and Average Cost Per Vehicle Service Hour.

In the first quarter there were 3.09 million boardings, this is a 12 percent decrease from the same quarter last fiscal year. Fare revenue for the first quarter was \$3.77 million, this is a 9 percent decrease from the same quarter last fiscal year. There were 216,423 service hours in the first quarter, this is a 2 percent decrease from the same quarter last year. Operating expenses increased by 6 percent to \$23.4 million, this is primarily due to the cost associated with the Pomona contract that went into effect in July 2017.

Received and filed.

19. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- The October fare and service change will be reflected in the agency's operating statistics going forward. Early results indicate favorable feedback regarding 31 day pass. Comments are being received regarding schedule adherence, elimination of transfers, and introduction of day pass.
- Thanked Finance Department for their great work and announced that Director of Finance and Treasurer Michelle Lopes Caldwell has been asked to return to USC and teach a graduate level course in transit and public finance.
- Thanked Executive Board for participating in the APTA Annual Meeting and EXPO.
- Thanked the Executive Board for their support as he served as Chair of the APTA Board of Directors.

- He will serve as Immediate Past Chair and will Chair various committees.
- The November 3, 2017 Governing Board Meeting will be held at Proterra.

20. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Chair Calaycay thanked Doran Barnes for his service as Chair of the APTA Board of Directors.
- Member Herrera extended her congratulations to Foothill Transit Executive Board Member and San Gabriel Valley Council of Governments President Cynthia Sternquist for the General Assembly that took place.
- Member Sternquist thanked Doran Barnes for the board meeting movie and she also thanked him for his participation in the General Assembly.
- Member Warshaw announced that he appointed West Covina resident and Operations Contract Manager Tanya Pina as Community Services Commissioner.
- Member Pedroza commented on the General Assembly and the theme of looking into the future and Foothill Transit being part of that. In addition, Metro is issuing a RFP for Micro Transit services for public transit. He requested that staff watch that closely and be ready to implement something that could work for Foothill Transit.

21. **ADJOURNMENT**

Adjournment for the October 27, 2017 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:22 a.m.



December 15, 2017

To: Executive Board

Subject: **October 2017 Financial Statements and Investment Summary**

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### **Recommendation**

Receive and file the Financial Statements and Investment Summary year-to-date report through October 31, 2017.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of October 31, 2017, for the fiscal year ending June 30, 2018.

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

#### Assets

The balance sheet, as of October 31, 2017, shows total assets at \$316 million. This total consists primarily of \$207 million in fixed assets, \$91 million in cash and investments and \$18 million in receivable and prepaid assets. Foothill Transit's cash position of \$64.5 million is \$4.4 million less than the previous month, and is \$16.3 million less than last year in October.

#### Liabilities

The accounts payable balance is \$10.08 million. Accounts Payables include operations and maintenance expenses for \$6.28 million and \$1.45 million for fuel.

The deferred revenue of \$64 million represents capital grants 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 \$18.1 million in non-interest bearing accounts held with Bank of the West; \$32 million in interest bearing money market accounts with Bank of the West; \$67,500 with Chase; and \$15.2 million invested in the Local Agency



Investment Fund (LAIF). Longer term investments include \$24 million with Bank of the West Agency notes; a \$250,000 Bank of the West certificate of deposit; and \$2.74 million with Wells Fargo certificates of deposit.

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

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

October 2017 year-to-date fare revenues were \$5.2 million, which is \$607,600 less than the budgeted amount and \$459,340 less than October 2016. Through October 2017, ridership is approximately 10.63 percent less than it was last year at this time. Operating costs through October 2017 were \$31.3 million, which is \$2,124,606 less than the budget and \$2,424,245 more than October 2016. Of this \$31.3 million, \$24.88 million reflects operating costs for the Arcadia and Pomona operations contractors. The other large operating expense is fuel, which was \$1.91 million through October 2017.

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

Capital expenditures through October were \$4.45 million compared with \$1.66 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 October year-to-date farebox recovery ratio was 16.61 percent, approximately 1.09 percent lower than the performance target of 17.7 percent. The farebox recovery ratio is derived by dividing the total fare revenue of \$5,199,675 by the total bus operating expense of \$31,310,028. This ratio is less than the October 2016 ratio of 18.9 percent. The decline is due to increasing operating expenses combined with declining fare revenues. Declining bus ridership is a nationwide trend. Foothill Transit is participating in a region-wide study to analyze LA County ridership and provide recommendations for attracting riders.



**Total Disbursements (Attachment D)**

Total disbursements reflect invoices paid for the month of October 2017; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Finance accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for October 2017 were \$14.69 million. Capital disbursements totaled \$2,092,789, and other significant disbursements include \$6.21 million to Keolis and \$5.57 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 October 31, 2017

**Assets**

## Current Assets:

|                              |              |
|------------------------------|--------------|
| Cash                         | \$64,527,411 |
| Investments                  | 26,989,000   |
| Due from government agencies | 13,640,363   |
| Other receivables            | 3,121,215    |
| Other assets                 | 1,036,201    |

|                      |               |
|----------------------|---------------|
| Total Current Assets | \$109,314,190 |
|----------------------|---------------|

|  |             |
|--|-------------|
| Property & Equipment (net of depreciation) | 206,652,494 |
|--|-------------|

|              |               |
|--------------|---------------|
| Total Assets | \$315,966,684 |
|--------------|---------------|

**Liabilities and Equity**

## Current Liabilities:

|  |              |
|--|--------------|
| Accounts payable and accrued liabilities | \$10,084,206 |
|--|--------------|

|                  |            |
|------------------|------------|
| Deferred Revenue | 63,513,460 |
|------------------|------------|

|                   |              |
|-------------------|--------------|
| Total Liabilities | \$73,597,665 |
|-------------------|--------------|

**Equity**

## Fund Balance:

|                              |               |
|------------------------------|---------------|
| Investment in Capital Assets | \$206,652,494 |
| Current Year Change          | (4,621,725)   |
| Reserve                      | 40,338,250    |

|              |               |
|--------------|---------------|
| Total Equity | \$242,369,018 |
|--------------|---------------|

|                              |               |
|------------------------------|---------------|
| Total Liabilities and Equity | \$315,966,684 |
|------------------------------|---------------|

Summary of Cash and  
Investment Account  
For October 31, 2017

| Cash:                           | Interest<br>Rate | Term             | Principal/<br>Book & Market<br>Value |
|---------------------------------|------------------|------------------|--------------------------------------|
| Bank of the West-Reg. Checking  | N/A              | Demand Deposit   | \$10,082,077                         |
| Petty Cash                      | N/A              | N/A              | 400                                  |
| Revolving Fund - Transit Stores | N/A              | N/A              | 1,200                                |
| Bank of the West-Excise Tax     | N/A              | Demand Deposit   | 8,081,579                            |
| BOW-Prop 1B-Cal Grants          | 0.85%            | Demand Deposit   | 5,976,008                            |
| Bank of the West-Money Market   | 0.85%            | Demand Deposit   | 14,655,636                           |
| Bank of the West-Money Market   | 0.85%            | Demand Deposit   | 9,668,649                            |
| Bank of the West-LCTOP          | 0.07%            | Demand Deposit   | 757,040                              |
| Chase Business Saving           | 0.18%            | Demand Deposit   | 67,548                               |
| LAIF Investment                 | 1.07%            | Demand Deposit   | 15,237,273                           |
| Subtotal Cash on Hand           |                  |                  | <u>\$64,527,411</u>                  |
| <br>                            |                  |                  |                                      |
| Investments:                    |                  |                  |                                      |
| Bank of the West:               |                  |                  |                                      |
| 1 Maturity - 10/29/20 - 5yrs.   | 1.13%            | Callable Note    | \$5,000,000                          |
| 2 Maturity - 05/25/21 - 5yrs.   | 1.25%            | Callable Note    | 5,000,000                            |
| 3 Maturity - 01/27/21 - 5yrs.   | 1.00%            | Callable Note    | 5,000,000                            |
| 4 Maturity - 07/27/21 - 5yrs.   | 1.00%            | Callable Note    | 8,000,000                            |
| 5 Maturity - 02/26/21 - 5yrs.   | 1.25%            | Callable Note    | 1,000,000                            |
|                                 | 1.25-1.50%       | Cert. of Deposit | 250,000 (1)                          |
|                                 | 0.45-1.60%       | Cert. of Deposit | 2,739,000 (2)                        |
| Subtotal Investments            |                  |                  | <u>\$26,989,000</u>                  |
| Total Cash and Investments      |                  |                  | <u><u>\$91,516,411</u></u>           |

(1) Consist of 1 Cds at \$250,000 each

(2) Consist 11 Cds at \$249,000 each

**Foothill Transit**  
**Statement of Revenue and Expense**  
**For Month Ended October 31, 2017**

|   | Actual YTD<br>October-17 | Budget YTD<br>October -17 | Variance        | Actual YTD<br>October - 16 |
|---|--------------------------|---------------------------|-----------------|----------------------------|
| <b>Fare Revenue</b>                       |                          |                           |                 |                            |
| Farebox                                   | \$2,647,587              | \$2,914,201               | (9.15%)         | \$2,970,409                |
| Pass Sales                                | 1,152,039                | 1,228,800                 | (6.25%)         | 1,188,033                  |
| TAP Cash Purse                            | 987,496                  | 1,208,472                 | (18.29%)        | 1,046,896                  |
| MetroLink & Access Service                | 192,428                  | 234,681                   | (18.00%)        | 215,975                    |
| EZ Transit Pass                           | 220,125                  | 221,121                   | (0.45%)         | 237,702                    |
| <b>Total Operating Revenue</b>            | <b>\$5,199,675</b>       | <b>\$5,807,275</b>        | <b>(10.46%)</b> | <b>\$5,659,015</b>         |
| <b>Operating Subsidies and Other</b>      |                          |                           |                 |                            |
| Transportation Development Act            | \$7,705,392              | \$7,705,391               | 0.00%           | \$7,646,937                |
| TDA-Reserve from prior years              | 470,188                  | 3,917,620                 | (88.00%)        | 2,939,382                  |
| STA                                       | 290,380                  | 290,379                   | 0.00%           | 613,936                    |
| Prop A 40% Discretionary                  | 5,508,712                | 5,508,710                 | 0.00%           | 5,360,414                  |
| Prop A 40% BSCP                           | 1,488,320                | 1,488,320                 | 0.00%           | 1,519,625                  |
| Prop A Exchange                           | 2,000,000                | 0                         |                 |                            |
| Prop C BSIP                               | 310,068                  | 310,069                   | 0.00%           | 304,736                    |
| Prop C Base Restructuring                 | 665,996                  | 665,995                   | 0.00%           | 654,540                    |
| Prop C Transit Service Expansion          | 110,984                  | 110,983                   | 0.00%           | 109,074                    |
| Transit Security-Operating                | 300,328                  | 300,328                   | 0.00%           | 306,008                    |
| Measure R Operating                       | 3,480,960                | 3,480,960                 | 0.00%           | 3,470,575                  |
| Measure M Operating                       | 3,315,276                | 3,315,272                 | 0.00%           |                            |
| CRD Subsidy                               | 100,000                  | 0                         |                 |                            |
| Miscellaneous Transit Revenues            | 363,748                  | 533,333                   | (31.80%)        | 101,542                    |
| <b>Total Subsidies and Other</b>          | <b>\$26,110,353</b>      | <b>\$27,627,359</b>       | <b>(5.49%)</b>  | <b>\$23,026,768</b>        |
| <b>Total Operating Revenue</b>            | <b>\$31,310,028</b>      | <b>\$33,434,634</b>       | <b>(6.35%)</b>  | <b>\$28,685,783</b>        |
| <b>Other Revenues</b>                     |                          |                           |                 |                            |
| Gain on Sale of Fixed Assets              | \$1,021                  | \$0                       | 0.00%           | \$43,384                   |
| Fuel Tax Credit                           | \$163,411                | 0                         |                 |                            |
| Auxiliary Revenue                         | 333,830                  | 540,000                   | (38.18%)        | 652,105                    |
| <b>Total Other Revenues</b>               | <b>\$498,262</b>         | <b>\$540,000</b>          | <b>(7.73%)</b>  | <b>\$695,489</b>           |
| <b>Total Operating and Other Revenues</b> | <b>\$31,808,290</b>      | <b>\$33,974,634</b>       | <b>6.38%</b>    | <b>\$29,381,273</b>        |
| <b>Operating Expenses</b>                 |                          |                           |                 |                            |
| Operations                                | \$27,820,043             | \$28,407,297              | 2.07%           | \$25,416,476               |
| Maintenance & Vehicle Technology          | 307,039                  | 323,910                   | 5.21%           | 252,340                    |
| Marketing and Communications              | 521,411                  | 754,346                   | 30.88%          | 483,998                    |
| Information Technology                    | 694,115                  | 840,461                   | 17.41%          | 660,795                    |
| Administration                            | 703,500                  | 969,804                   | 27.46%          | 783,171                    |
| Policy & Strategic Sourcing               | 193,516                  | 314,604                   | 38.49%          | 117,267                    |
| Finance                                   | 467,218                  | 602,608                   | 22.47%          | 390,048                    |
| Planning                                  | 257,909                  | 644,172                   | 59.96%          | 242,417                    |
| Facilities                                | 345,278                  | 577,432                   | 40.20%          | 339,271                    |
| <b>Total Operating Expenses</b>           | <b>\$31,310,028</b>      | <b>\$33,434,634</b>       | <b>6.35%</b>    | <b>\$28,685,783</b>        |
| <b>Other Expenses</b>                     |                          |                           |                 |                            |
| Property Management                       | \$117,313                | \$148,333                 | 20.91%          | \$157,830                  |
| Dial-A-Ride                               | \$265,275                | 266,667                   | 0.52%           | 281,808                    |
| Special Services                          | \$115,674                | 125,000                   | 7.46%           | 88,223                     |
| <b>Total Other Expenses</b>               | <b>\$498,262</b>         | <b>\$540,000</b>          | <b>7.98%</b>    | <b>\$527,860</b>           |
| <b>Total Operating and Other Expenses</b> | <b>\$31,808,290</b>      | <b>\$33,974,634</b>       | <b>6.38%</b>    | <b>\$29,213,644</b>        |
| <b>Capital Revenues</b>                   |                          |                           |                 |                            |
| Capital Grants                            | \$4,454,737              | \$18,709,037              | (76.19%)        | \$1,657,558                |
| <b>Capital Expenditures</b>               |                          |                           |                 |                            |
| Capital Expenditures                      | \$4,454,737              | \$18,709,037              | 76.19%          | \$1,657,558                |

**Bank Account - Check Details**

Period: 10/01/17..10/31/17

Tuesday, November 07, 2017

Foothill Transit

FOOTHILLTRANSITFKUO

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 10/01/17..10/31/17

| Check<br>Date | Check No.               | Vendor Name  | Description  | Amount       | Printed Amount | Voided Amount | Entry<br>Amount Status |
|---------------|-------------------------|--|--|--------------|----------------|---------------|------------------------|
| <b>B001</b>   | <b>General Checking</b> |  |  |              |                |               |                        |
|               | Phone No.               |  | 800-488-2265                                       |              |                |               |                        |
| 10/04/17      | E00668                  | Avail Technologies, Inc.                           | CAD/AVL Replacement - Schedule 11                  | 398,185.20   | 0.00           | 0.00          | Posted                 |
| 10/04/17      | E00669                  | CIGNA Group Insurance                              | 8/17 Life Insurance premium                        | 4,183.27     | 0.00           | 0.00          | Posted                 |
| 10/04/17      | E00670                  | CIGNA Group Insurance                              | 9/17 Life Insurance premium                        | 4,222.83     | 0.00           | 0.00          | Posted                 |
| 10/04/17      | E00671                  | CIGNA Group Insurance                              | 10/17 Life Insurance premium                       | 4,222.83     | 0.00           | 0.00          | Posted                 |
| 10/04/17      | E00672                  | International City Management Assoc. Retirement Co | Payroll ending 9/23/17 retirement funds            | 40,442.98    | 0.00           | 0.00          | Posted                 |
| 10/04/17      | E00673                  | Keolis Transit Services LLC                        | 09/09/17 Pomona Special Service UCLA vs Hawaii     | 12,586.85    | 0.00           | 0.00          | Posted                 |
| 10/04/17      | E00674                  | Keolis Transit Services LLC                        | 09/01/17 Pomona Special service MT. Sac            | 179.06       | 0.00           | 0.00          | Posted                 |
| 10/04/17      | E00675                  | Keolis Transit Services LLC                        | Pomona Special Service 09/16/2017 Green Day        | 9,564.28     | 0.00           | 0.00          | Posted                 |
| 10/04/17      | E00676                  | Keolis Transit Services LLC                        | Pomona Special Service 09/15/2017 Metrolink        | 391.48       | 0.00           | 0.00          | Posted                 |
| 10/04/17      | E00677                  | Keolis Transit Services LLC                        | 08/16-31 Pomona Contractor Services                | 1,459,157.94 | 0.00           | 0.00          | Posted                 |
| 10/04/17      | E00678                  | Transdev Services, Inc.                            | 09/09/2017 Arcadia Special Service UCLA vs. Hawaii | 5,670.51     | 0.00           | 0.00          | Posted                 |
| 10/04/17      | E00679                  | Transdev Services, Inc.                            | Bus Wash Air Compressor                            | 10,505.60    | 0.00           | 0.00          | Posted                 |
| 10/04/17      | E00680                  | Transdev Services, Inc.                            | Arcadia Special Service Rose Bowl Green Day        | 6,329.63     | 0.00           | 0.00          | Posted                 |
| 10/04/17      | E00681                  | Transdev Services, Inc.                            | 08/17 Management services fee                      | 165,356.96   | 0.00           | 0.00          | Posted                 |
| 10/04/17      | E00682                  | Transdev Services, Inc.                            | 08/16-31 Arcadia Contractor Services               | 2,297,653.96 | 0.00           | 0.00          | Posted                 |
| 10/05/17      | 50896                   | ACC Business                                       | Arcadia Internet                                   | 4,207.76     | 4,207.76       | 0.00          | Posted                 |
| 10/05/17      | 50897                   | AT and T - 5025                                    | EI Monte Phone line general                        | 2,351.88     | 2,351.88       | 0.00          | Posted                 |
| 10/05/17      | 50898                   | Baker Donelson Bearman and Cal.                    | 8/17 Public Affairs                                | 9,000.00     | 9,000.00       | 0.00          | Posted                 |
| 10/05/17      | 50899                   | Bankcard Center-Bank of the West                   | 9/17 Agency credit card usages                     | 22,387.81    | 22,387.81      | 0.00          | Posted                 |
| 10/05/17      | 50900                   | City of West Covina                                | 5th Annual Pumkin Run - Silver Community Sponsor   | 500.00       | 500.00         | 0.00          | Posted                 |
| 10/05/17      | 50901                   | Clean Energy                                       | 07/17 Pomona CNG Facility Maintenance              | 48,879.37    | 48,879.37      | 0.00          | Posted                 |
| 10/05/17      | 50902                   | County of L.A. - Sheriff's Dept.                   | 08/14-29 Private Entity Security                   | 7,487.20     | 7,487.20       | 0.00          | Posted                 |
| 10/05/17      | 50903                   | David Reyno  | Reimbursable Expenses                              | 2,017.40     | 2,017.40       | 0.00          | Posted                 |
| 10/05/17      | 50904                   | Day - Lite Maintenance Co. Inc.                    | 9/17 Monthly Lighting Contract                     | 96.00        | 96.00          | 0.00          | Posted                 |
| 10/05/17      | 50905                   | Diamond Bar Community Foundation                   | 13th Annual Holiday Gala, Holiday Cheer            | 1,500.00     | 1,500.00       | 0.00          | Posted                 |
| 10/05/17      | 50906                   | Doran J. Barnes                                    | Reimbursable Expenses                              | 427.83       | 427.83         | 0.00          | Posted                 |
| 10/05/17      | 50907                   | FEDEX Corp.  | Express Mail                                       | 261.18       | 261.18         | 0.00          | Posted                 |
| 10/05/17      | 50908                   | Frank Kuo  | Reimbursed Ezpense NTD Training-LA Metro           | 133.99       | 133.99         | 0.00          | Posted                 |
| 10/05/17      | 50909                   | Frank Kuo - Petty Cash                             | Replenish petty cash fund                          | 248.38       | 248.38         | 0.00          | Posted                 |
| 10/05/17      | 50910                   | Gotcha Media Holdings, LLC                         | Mt. SAC  | 1,260.00     | 1,260.00       | 0.00          | Posted                 |
| 10/05/17      | 50911                   | IBI Group  | CAD/AVL Replacement Consulting                     | 26,035.00    | 26,035.00      | 0.00          | Posted                 |
| 10/05/17      | 50912                   | Industry Public Utility Commission                 | 8/17 Industry P&R Electricity                      | 1,440.48     | 1,440.48       | 0.00          | Posted                 |
| 10/05/17      | 50913                   | International Nameplate U.S., Inc                  | Bus Stop Sign Decals                               | 3,408.75     | 3,408.75       | 0.00          | Posted                 |
| 10/05/17      | 50914                   | Iron Mountain Inc.                                 | 8/17 Shredding Services                            | 172.76       | 172.76         | 0.00          | Posted                 |
| 10/05/17      | 50915                   | Jarrett Stoltzfus                                  | Reimbursable expenses                              | 55.23        | 55.23          | 0.00          | Posted                 |
| 10/05/17      | 50916                   | Jose Antonio Aguirre                               | Azusa Intermodal Transit Center Muralist-materials | 28,000.00    | 28,000.00      | 0.00          | Posted                 |
| 10/05/17      | 50917                   | Landmark Healthplan of California, Inc.            | 10/17 Chiropractor insurance premium               | 346.98       | 346.98         | 0.00          | Posted                 |
| 10/05/17      | 50918                   | Lazar and Associates                               | 08/17 Translation services                         | 298.70       | 298.70         | 0.00          | Posted                 |
| 10/05/17      | 50919                   | London Lee   | APTA Annual Meeting Travel Advance                 | 500.00       | 500.00         | 0.00          | Posted                 |
| 10/05/17      | 50920                   | Luis A Renderos                                    | Educational Assistan                               | 962.00       | 962.00         | 0.00          | Posted                 |

**Bank Account - Check Details**

Period: 10/01/17..10/31/17

Tuesday, November 07, 2017

Foothill Transit

FOOTHILLTRANSITFKUO

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 10/01/17..10/31/17

| Check<br>Date | Check No. | Vendor Name  | Description  | Amount     | Printed Amount | Voided Amount | Entry<br>Amount Status |
|---------------|-----------|--|--|------------|----------------|---------------|------------------------|
| 10/05/17      | 50921     | MAN Engines and Components, Inc.                   | Arcadia Brake Lathe                                | 15,499.00  | 15,499.00      | 0.00          | Posted                 |
| 10/05/17      | 50922     | Naylor, LLC  | Full Color Ad in CTA Membership Directory          | 219.50     | 219.50         | 0.00          | Posted                 |
| 10/05/17      | 50923     | Newage PHM, LLC                                    | TS2 Electricity Usage                              | 7,344.52   | 7,344.52       | 0.00          | Posted                 |
| 10/05/17      | 50924     | Pacific Lift and Equipment Company, INC.           | Hydraulic Lift Inspection Services                 | 720.00     | 720.00         | 0.00          | Posted                 |
| 10/05/17      | 50925     | PCAM, LLC  | 07/17 Dial A Ride Shuttle Service                  | 65,049.40  | 65,049.40      | 0.00          | Posted                 |
| 10/05/17      | 50926     | Platinum Security Inc.                             | 08/17 El Monte Security Services                   | 5,955.04   | 5,955.04       | 0.00          | Posted                 |
| 10/05/17      | 50927     | Skyline Pest Control                               | 9/17 Pest & Rodent Control                         | 95.00      | 95.00          | 0.00          | Posted                 |
| 10/05/17      | 50928     | Southern California Edison Co.                     | 08/17 Pomona Transit Electricity Usage             | 17,318.73  | 17,318.73      | 0.00          | Posted                 |
| 10/05/17      | 50929     | The Gas Co.  | 9/17 Admin Bldg Gas                                | 400.10     | 400.10         | 0.00          | Posted                 |
| 10/05/17      | 50930     | Thomas J. Koontz                                   | Interior Cards                                     | 6,188.07   | 6,188.07       | 0.00          | Posted                 |
| 10/05/17      | 50931     | Thompson Coburn LLP                                | 7/17 Covina and West Covina Park & Ride            | 37,938.08  | 37,938.08      | 0.00          | Posted                 |
| 10/05/17      | 50932     | Thurman Business Interiors                         | Pomona Furniture - 50% Deposit                     | 5,578.65   | 5,578.65       | 0.00          | Posted                 |
| 10/05/17      | 50933     | Toyo Landscaping Company                           | 9/17 Industry P&R Landscape Maintenance            | 1,754.29   | 1,754.29       | 0.00          | Posted                 |
| 10/05/17      | 50934     | Upper San Gabriel Valley Municipal Water District  | Waterfest 2017                                     | 500.00     | 500.00         | 0.00          | Posted                 |
| 10/05/17      | 50935     | Verizon Business - 15043                           | PRI  | 5,480.61   | 5,480.61       | 0.00          | Posted                 |
| 10/05/17      | 50936     | Vision Service Plan - (CA)                         | 8/17 Vision insurance premium                      | 3,843.86   | 3,843.86       | 0.00          | Posted                 |
| 10/05/17      | 50937     | Yoko Igawa   | Reimbursed Expense Metro TAP                       | 100.00     | 100.00         | 0.00          | Posted                 |
| 10/05/17      | 50938     | Zonar Systems Inc.                                 | Inspection service September 2017                  | 2,527.00   | 2,527.00       | 0.00          | Posted                 |
| 10/11/17      | E00686    | International City Management Assoc. Retirement Co | Payroll ending 10/7/17 retirement funds            | 40,215.81  | 0.00           | 0.00          | Posted                 |
| 10/12/17      | 50939     | 2010 Office Furniture                              | Pomona Facility Furniture                          | 1,507.35   | 1,507.35       | 0.00          | Posted                 |
| 10/12/17      | 50940     | ACC Business                                       | Arcadia Internet                                   | 4,270.88   | 4,270.88       | 0.00          | Posted                 |
| 10/12/17      | 50941     | Access Services                                    | Registration fee for Harassment prevention on 11/2 | 1,050.00   | 1,050.00       | 0.00          | Posted                 |
| 10/12/17      | 50942     | ACE Pelizon Plumbing                               | Admin Bldg 3rd Floor Plumbing Repair               | 195.00     | 195.00         | 0.00          | Posted                 |
| 10/12/17      | 50943     | AT and T - 105068                                  | El Monte Back line                                 | 34.58      | 34.58          | 0.00          | Posted                 |
| 10/12/17      | 50944     | AT and T - 5025                                    | Phone Service                                      | 141.91     | 141.91         | 0.00          | Posted                 |
| 10/12/17      | 50945     | Capture Technologies, Inc.                         | Verint   | 189.56     | 189.56         | 0.00          | Posted                 |
| 10/12/17      | 50946     | Chamber of Commerce - EM / SEM                     | Annual Dues  | 395.00     | 395.00         | 0.00          | Posted                 |
| 10/12/17      | 50947     | Cintas Corporation #2                              | First Aid Kit Supplies                             | 125.28     | 125.28         | 0.00          | Posted                 |
| 10/12/17      | 50948     | Cisco WebEx LLC                                    | Webex  | 708.00     | 708.00         | 0.00          | Posted                 |
| 10/12/17      | 50949     | Complete Coach Works                               | F-1624 Repowering & Repainting Articulated         | 196,571.31 | 196,571.31     | 0.00          | Posted                 |
| 10/12/17      | 50950     | Crown Castle USA Inc.                              | Tower Rental                                       | 770.35     | 770.35         | 0.00          | Posted                 |
| 10/12/17      | 50951     | Darold D. Pieper Attorney at Law                   | 9/17 Legal Fees                                    | 7,661.40   | 7,661.40       | 0.00          | Posted                 |
| 10/12/17      | 50952     | Digium Inc.  |  | 8,531.24   | 0.00           | 8,531.24      | Financially<br>Voided  |
| 10/12/17      | 50953     | FEDEX Corp.  | Express Mail                                       | 177.91     | 177.91         | 0.00          | Posted                 |
| 10/12/17      | 50954     | Frontier   | Industry Park and Ride Phone Line                  | 522.17     | 522.17         | 0.00          | Posted                 |
| 10/12/17      | 50955     | G4S Secure Integration LLC                         | 09/17 Security Maintenance                         | 10,448.74  | 10,448.74      | 0.00          | Posted                 |
| 10/12/17      | 50956     | Golden Gate Media Group                            | 2018 Claremont Chamber Membership Directory        | 1,595.00   | 1,595.00       | 0.00          | Posted                 |
| 10/12/17      | 50957     | Gotcha Media Holdings, LLC                         | Rio Hondo, Mt. SAC                                 | 5,496.00   | 5,496.00       | 0.00          | Posted                 |
| 10/12/17      | 50958     | Home Depot Credit Services                         | 9/17 Facility Supplies                             | 889.02     | 889.02         | 0.00          | Posted                 |
| 10/12/17      | 50959     | International City Management Assoc. Retirement Co | 7-9/17 Asset fee allowance - 307178 Plan           | 4,736.18   | 4,736.18       | 0.00          | Posted                 |
| 10/12/17      | 50960     | Jarrett Stoltzfus                                  | Reimbursed Expense ECS Imaging Conference          | 37.45      | 37.45          | 0.00          | Posted                 |
| 10/12/17      | 50961     | Lazar and Associates                               | Translation for Interior Card                      | 85.00      | 85.00          | 0.00          | Posted                 |
| 10/12/17      | 50962     | Lillian Lin  | Reimbursed Expense ECS Imaging Conference          | 37.45      | 37.45          | 0.00          | Posted                 |
| 10/12/17      | 50963     | MailFinance Inc.                                   | Postage Machine Leasing Charges                    | 506.28     | 506.28         | 0.00          | Posted                 |

**Bank Account - Check Details**

Period: 10/01/17..10/31/17

Tuesday, November 07, 2017

Foothill Transit

FOOTHILLTRANSITFKUO

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 10/01/17..10/31/17

| Check<br>Date | Check No. | Vendor Name                              | Description                                       | Amount    | Printed Amount | Voided Amount | Entry<br>Status |
|---------------|-----------|--|---|-----------|----------------|---------------|-----------------|
| 10/12/17      | 50964     | Metrolink                                | 08/17 Metrolink passes                            | 48,322.75 | 48,322.75      | 0.00          | Posted          |
| 10/12/17      | 50965     | Mobile Relay Associates Inc.             | Digital airtime                                   | 26,495.53 | 26,495.53      | 0.00          | Posted          |
| 10/12/17      | 50966     | Modernmart Inc.                          | 396 I Love Foothill Transit Mugs                  | 4,663.21  | 4,663.21       | 0.00          | Posted          |
| 10/12/17      | 50967     | Moore and Associates Inc.                | Coach Operator Performance Audits Q9              | 9,351.07  | 9,351.07       | 0.00          | Posted          |
| 10/12/17      | 50968     | Pacific Lift and Equipment Company, INC. | Hydraulic Lift Inspection Services                | 2,280.00  | 2,280.00       | 0.00          | Posted          |
| 10/12/17      | 50969     | Panera, LLC                              | Meal for Homework House Board Meeting             | 190.99    | 190.99         | 0.00          | Posted          |
| 10/12/17      | 50970     | Pinnacle Promotions, Inc.                | Orange Slap Bands 5,000                           | 4,602.65  | 4,602.65       | 0.00          | Posted          |
| 10/12/17      | 50971     | Pulsar Advertising                       | 8/17 General Marketing Services                   | 42,426.00 | 42,426.00      | 0.00          | Posted          |
| 10/12/17      | 50972     | ReadyRefresh                             | Drinking Water                                    | 72.08     | 72.08          | 0.00          | Posted          |
| 10/12/17      | 50973     | Regional Chamber of Commerce - SGV       | Public Affairs                                    | 50.00     | 50.00          | 0.00          | Posted          |
| 10/12/17      | 50974     | Richards Watson and Gershon              | 8/17 Legal Fees                                   | 1,569.68  | 1,569.68       | 0.00          | Posted          |
| 10/12/17      | 50975     | Roy Eseyan                               | Reimbursed Ezpense-Education                      | 1,629.00  | 1,629.00       | 0.00          | Posted          |
| 10/12/17      | 50976     | Staples Business Adv.-Dept. LA           | Office Supplies                                   | 72.41     | 72.41          | 0.00          | Posted          |
| 10/12/17      | 50977     | State Compensation Insurance Fund        | 10/1-11/1/17 worker compensation insurance        | 4,493.50  | 4,493.50       | 0.00          | Posted          |
| 10/12/17      | 50978     | The Poly Post                            | Advertising                                       | 484.50    | 484.50         | 0.00          | Posted          |
| 10/12/17      | 50979     | Thomas J. Koontz                         | 1,265 Bus Stop Signs                              | 2,775.93  | 2,775.93       | 0.00          | Posted          |
| 10/12/17      | 50980     | T-Mobile USA Inc.                        | Vericity sim card                                 | 450.67    | 450.67         | 0.00          | Posted          |
| 10/12/17      | 50981     | Tri - Signal Integration, Inc.           | 10/17 Admin Bldg Alarm Monitoring                 | 490.00    | 490.00         | 0.00          | Posted          |
| 10/12/17      | 50982     | Verizon Business - 15043                 | Verizon PWG                                       | 4,709.57  | 4,709.57       | 0.00          | Posted          |
| 10/12/17      | 50983     | Willie J. Brooks                         | 10/17 Indoor Plant Care                           | 449.75    | 449.75         | 0.00          | Posted          |
| 10/12/17      | 50984     | Wright Express                           | Vehicle Fueling Sept. 6 to Oct. 6 2017            | 713.10    | 713.10         | 0.00          | Posted          |
| 10/12/17      | 50985     | YWCA Pasadena - Foothill Valley          | Racial Justice Breakfast - 4 seats & full page ad | 670.00    | 670.00         | 0.00          | Posted          |
| 10/19/17      | 50986     | ACCO Engineered Systems Inc.             | 9/1/17 -11/30/17 Industry HVAC Maintenance        | 2,240.97  | 2,240.97       | 0.00          | Posted          |
| 10/19/17      | 50987     | Adt Security Services, Inc.              | 10/09-01/08/2018 Arcadia yard                     | 320.91    | 320.91         | 0.00          | Posted          |
| 10/19/17      | 50988     | Allied Administrators for Delta Dental   | 11/17 Dental insurance premium                    | 7,488.17  | 7,488.17       | 0.00          | Posted          |
| 10/19/17      | 50989     | Ashlien Savage                           | Reimbursed Expense NTI Training                   | 323.73    | 323.73         | 0.00          | Posted          |
| 10/19/17      | 50990     | Assistance League of E.S.G.V             | 50th Annual Christmas Tree Brunch                 | 2,500.00  | 2,500.00       | 0.00          | Posted          |
| 10/19/17      | 50991     | Athens Services                          | 10/17 Admin Trash Service & Parking Lot Sweeping  | 1,225.83  | 1,225.83       | 0.00          | Posted          |
| 10/19/17      | 50992     | California Choice                        | 11/17 Medical insurance premium                   | 48,242.49 | 48,242.49      | 0.00          | Posted          |
| 10/19/17      | 50993     | Chi Cheong Chik                          | Reimbursed Expense-West Convia Max                | 38.52     | 38.52          | 0.00          | Posted          |
| 10/19/17      | 50994     | Citrus Valley Health Foundation          | 28th Annual Black Tie Gala - Autumn Nocturne 2017 | 600.00    | 600.00         | 0.00          | Posted          |
| 10/19/17      | 50995     | Day - Lite Maintenance Co. Inc.          | Admin Bldg Lighting Repairs                       | 531.24    | 531.24         | 0.00          | Posted          |
| 10/19/17      | 50996     | Digium Inc.                              | Pomona Yard                                       | 2,133.11  | 2,133.11       | 0.00          | Posted          |
| 10/19/17      | 50997     | Green's Lock and Safe                    | Facility Keys                                     | 29.99     | 29.99          | 0.00          | Posted          |
| 10/19/17      | 50998     | Hendy Satya                              | Mileage Reimbursement                             | 29.44     | 29.44          | 0.00          | Posted          |
| 10/19/17      | 50999     | Inland Valley Daily Bulletin             | Annual Subscription                               | 195.72    | 195.72         | 0.00          | Posted          |
| 10/19/17      | 51000     | Instant Signs Inc.                       | Printing of Signage                               | 745.20    | 745.20         | 0.00          | Posted          |
| 10/19/17      | 51001     | International Nameplate U.S.,Inc         | Oct 2017 Service Change Decals                    | 3,088.80  | 3,088.80       | 0.00          | Posted          |
| 10/19/17      | 51002     | Jarrett Stoltzfus                        | APTA 2017   | 881.67    | 881.67         | 0.00          | Posted          |
| 10/19/17      | 51003     | Lazar and Associates                     | 09/17 Translation Services                        | 169.65    | 169.65         | 0.00          | Posted          |
| 10/19/17      | 51004     | Leticia Jimenez                          | Reimburse for Garnishments                        | 635.30    | 635.30         | 0.00          | Posted          |
| 10/19/17      | 51005     | Michael Tobin                            | Educational Assistance and Reimbursement          | 137.50    | 137.50         | 0.00          | Posted          |
| 10/19/17      | 51006     | Neofunds by Neopost                      | 9/17 Postage                                      | 608.45    | 608.45         | 0.00          | Posted          |

**Bank Account - Check Details**

Period: 10/01/17..10/31/17

Tuesday, November 07, 2017

Foothill Transit

FOOTHILLTRANSITFKUO

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 10/01/17..10/31/17

| CHECK    |             |  |   |              | Entry          |               |        |
|----------|-------------|--|---|--------------|----------------|---------------|--------|
| Date     | Check No.   | Vendor Name  | Description                                       | Amount       | Printed Amount | Voided Amount | Status |
| 10/19/17 | 51007       | NextBus, Inc.                                      | Integration of AVL Data                           | 10,800.00    | 10,800.00      | 0.00          | Posted |
| 10/19/17 | 51008       | Omnitrans  | 09/17 Omnitrans passes                            | 8,061.60     | 8,061.60       | 0.00          | Posted |
| 10/19/17 | 51009       | Pacific Lift and Equipment Company, INC.           | Hydraulic Lift Inspection Services                | 2,178.00     | 2,178.00       | 0.00          | Posted |
| 10/19/17 | 51010       | Pulsar Advertising                                 | 9/17 General Marketing Services                   | 22,166.25    | 22,166.25      | 0.00          | Posted |
| 10/19/17 | 51011       | Sheraton Fairplex Hotel                            | Deposit for 09/17 Foothill Transit Company Picnic | 3,211.47     | 3,211.47       | 0.00          | Posted |
| 10/19/17 | 51012       | Suburban Water Systems                             | 9/17 Admin Bldg Water                             | 986.73       | 986.73         | 0.00          | Posted |
| 10/19/17 | 51013       | Thomas J. Koontz                                   | Interior Cards                                    | 4,671.31     | 4,671.31       | 0.00          | Posted |
| 10/19/17 | 51014       | ThyssenKrupp Elevator Corporation                  | 10/1-12/31/17 Industry P&R Elevator Maintenance   | 450.01       | 450.01         | 0.00          | Posted |
| 10/19/17 | 51015       | Tri - Signal Integration, Inc.                     | 8/17 Industry P&R Quarterly Sprinkler Test        | 195.00       | 195.00         | 0.00          | Posted |
| 10/19/17 | 51016       | Vincent Saucedo                                    | Reimbursable Expenses - NTI Training              | 51.18        | 51.18          | 0.00          | Posted |
| 10/19/17 | 51017       | Waste Management                                   | 10/17 Arcadia Warehouse Trash                     | 252.99       | 252.99         | 0.00          | Posted |
| 10/19/17 | 51018       | Willie J. Brooks                                   | 10/17 Plant Care for Transit Stores               | 213.00       | 213.00         | 0.00          | Posted |
| 10/25/17 | E00687      | Avail Technologies, Inc.                           | CAD/AVL Replacement - Schedule 11                 | 358,365.60   | 0.00           | 0.00          | Posted |
| 10/25/17 | E00688      | Avail Technologies, Inc.                           | CAD/AVL Replacement - Schedule 11                 | 39,818.70    | 0.00           | 0.00          | Posted |
| 10/25/17 | E00689      | International City Management Assoc. Retirement Co | Payroll ending 10/21/17 retirement funds          | 40,933.33    | 0.00           | 0.00          | Posted |
| 10/25/17 | E00690      | Keolis Transit Services LLC                        | 09/30/2017 Pomona Special Service Rose Bowl       | 12,105.89    | 0.00           | 0.00          | Posted |
| 10/25/17 | E00691      | Keolis Transit Services LLC                        | 10/02/2017 Pomona Special Service                 | 261.36       | 0.00           | 0.00          | Posted |
| 10/25/17 | E00692      | Keolis Transit Services LLC                        | 09/16/30 Pomona Contractor Services               | 1,338,933.03 | 0.00           | 0.00          | Posted |
| 10/25/17 | E00693      | Keolis Transit Services LLC                        | 09/1-15 Pomona Contractor Services                | 759,145.08   | 0.00           | 0.00          | Posted |
| 10/25/17 | E00694      | Transdev Services, Inc.                            | 09/30/2017 Arcadia Special Service Rose Bowl      | 6,501.47     | 0.00           | 0.00          | Posted |
| 10/25/17 | E00695      | Transdev Services, Inc.                            | 09/1-15 Arcadia Contractor Services               | 964,929.11   | 0.00           | 0.00          | Posted |
| 10/25/17 | E00696      | Transdev Services, Inc.                            | 09/16-31 Arcadia Contractor Services              | 2,114,894.93 | 0.00           | 0.00          | Posted |
| 10/26/17 | 51019-51059 | VARIOUS  | VOID  | 0.00         | 0.00           | 149.97        | Voided |
| 10/26/17 | 51060       | Adt Security Services, Inc.                        | 10/29-01/28/2018 Pomona station security services | 149.97       | 149.97         | 0.00          | Posted |
| 10/26/17 | 51061       | AT and T - 5025                                    | EI Monte Phone line general                       | 2,353.37     | 2,353.37       | 0.00          | Posted |
| 10/26/17 | 51062       | AT and T - 5025                                    | EI Monte phone line (626)452-1579 & (626)452-1587 | 178.15       | 178.15         | 0.00          | Posted |
| 10/26/17 | 51063       | AT and T - 5025                                    | EI Monte phone line router management             | 141.91       | 141.91         | 0.00          | Posted |
| 10/26/17 | 51064       | Axper Inc.   | Annual renewal                                    | 4,050.00     | 4,050.00       | 0.00          | Posted |
| 10/26/17 | 51065       | Baker Donelson Bearman and Cal.                    | 9/17 Public Affairs                               | 9,000.00     | 9,000.00       | 0.00          | Posted |
| 10/26/17 | 51066       | Charter Communications Inc.                        | Order PO016153                                    | 284.37       | 284.37         | 0.00          | Posted |
| 10/26/17 | 51067       | Come Land Maintenance Service Company Inc.         | 10/17 Janitorial Service                          | 2,980.00     | 2,980.00       | 0.00          | Posted |
| 10/26/17 | 51068       | Community Partners                                 | Noche de las Luminarias                           | 2,500.00     | 2,500.00       | 0.00          | Posted |
| 10/26/17 | 51069       | Digium Inc.  | Pomona Yard Phone 9/26/17-10/25/17                | 987.03       | 987.03         | 0.00          | Posted |
| 10/26/17 | 51070       | Digium Inc.  | Arcadia Phone 9/26/17-10/25/17                    | 1,145.48     | 1,145.48       | 0.00          | Posted |
| 10/26/17 | 51071       | FEDEX Corp.  | Express Mail                                      | 183.91       | 183.91         | 0.00          | Posted |
| 10/26/17 | 51072       | FEDEX Corp.  | Express Mail                                      | 44.17        | 44.17          | 0.00          | Posted |
| 10/26/17 | 51073       | Frontier   | Fax line  | 51.61        | 51.61          | 0.00          | Posted |
| 10/26/17 | 51074       | Frontier   | Order PO016156                                    | 2,481.81     | 2,481.81       | 0.00          | Posted |
| 10/26/17 | 51075       | Gannon Consult                                     | Facilitation Consulting Services                  | 14,390.00    | 14,390.00      | 0.00          | Posted |
| 10/26/17 | 51076       | Golden Gate Media Group                            | Glendora Chamber of Commerce Map                  | 2,345.00     | 2,345.00       | 0.00          | Posted |
| 10/26/17 | 51077       | Gotcha Media Holdings, LLC                         | Mt. SAC   | 1,260.00     | 1,260.00       | 0.00          | Posted |
| 10/26/17 | 51078       | Grand Car Wash                                     | Vehicle washing                                   | 570.01       | 570.01         | 0.00          | Posted |
| 10/26/17 | 51079       | IBI Group  | CAD/AVL Replacement Consulting                    | 8,280.00     | 8,280.00       | 0.00          | Posted |
| 10/26/17 | 51080       | Iron Mountain Inc.                                 | 9/17 Shredding Services                           | 62.93        | 62.93          | 0.00          | Posted |
| 10/26/17 | 51081       | Jarrett Stoltzfus                                  | Reimbursed Expense-CAPPO                          | 45.00        | 45.00          | 0.00          | Posted |
| 10/26/17 | 51082       | John Xie   | Reimbursed Expense APTA                           | 730.85       | 730.85         | 0.00          | Posted |

**Bank Account - Check Details**

Period: 10/01/17..10/31/17

Tuesday, November 07, 2017

Foothill Transit

FOOTHILLTRANSITFKUO

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 10/01/17..10/31/17

| CHECK                   |           |                                |  |                      |                     | Entry               |        |
|-------------------------|-----------|--------------------------------|--|----------------------|---------------------|---------------------|--------|
| Date                    | Check No. | Vendor Name                    | Description  | Amount               | Printed Amount      | Voided Amount       | Status |
| 10/26/17                | 51083     | Keystone Uniform Depot         | Safety vest for Dalila                               | 12.93                | 12.93               | 0.00                | Posted |
| 10/26/17                | 51084     | Lewis Engraving                | Blue Vase and Etching of                             | 231.56               | 231.56              | 0.00                | Posted |
| 10/26/17                | 51085     | Linda Garrison                 | Yogo instruction 10/2017                             | 585.00               | 585.00              | 0.00                | Posted |
| 10/26/17                | 51086     | Newage PHM, LLC                | TS2 Electricity Usage                                | 91.78                | 91.78               | 0.00                | Posted |
| 10/26/17                | 51087     | Newage PHM, LLC                | Transit Store #2 Lease for 11/17                     | 7,276.75             | 7,276.75            | 0.00                | Posted |
| 10/26/17                | 51088     | Office Depot                   | Office Supplies                                      | 1,164.37             | 1,164.37            | 0.00                | Posted |
| 10/26/17                | 51089     | Proterra LLC                   | F-2600 Electric Buses                                | 778,854.45           | 778,854.45          | 0.00                | Posted |
| 10/26/17                | 51090     | Rotary Club of Walnut Valley   | Oct-Dec 2017 Rotary Quarterly Membership Dues        | 147.10               | 147.10              | 0.00                | Posted |
| 10/26/17                | 51091     | Rotary Club of West Covina     | Membership Dues                                      | 1,100.00             | 1,100.00            | 0.00                | Posted |
| 10/26/17                | 51092     | Sample Tile and Stone          | Mosaic Intsallation                                  | 60,361.10            | 60,361.10           | 0.00                | Posted |
| 10/26/17                | 51093     | Socal Office Technologies      | Xerox Copier   | 402.23               | 402.23              | 0.00                | Posted |
| 10/26/17                | 51094     | Solarwinds, Inc.               | Kiwi Syslog Renew 12/14/17-12/14/18                  | 106.00               | 106.00              | 0.00                | Posted |
| 10/26/17                | 51095     | Southern California Edison Co. | 09/17 Pomona Transit Electricity usage               | 15,436.29            | 15,436.29           | 0.00                | Posted |
| 10/26/17                | 51096     | Standard Parking Corporation   | 9/17 Parking Services                                | 4,914.08             | 4,914.08            | 0.00                | Posted |
| 10/26/17                | 51097     | Tanya Marie Pina               | Reimbursed Expense - APTA                            | 89.04                | 89.04               | 0.00                | Posted |
| 10/26/17                | 51098     | Thomas J. Koontz               | 10/17 Footnotes Monthly Newsletter                   | 2,992.00             | 2,992.00            | 0.00                | Posted |
| 10/26/17                | 51099     | Thomas J. Koontz               | Perfect Check List - Arcadia & Pomona                | 52.56                | 52.56               | 0.00                | Posted |
| 10/26/17                | 51100     | Thomas J. Koontz               | Order PO016141                                       | 973.46               | 973.46              | 0.00                | Posted |
| 10/26/17                | 51101     | Thomas J. Koontz               | Re-printing of Skill Masks                           | 1,464.67             | 1,464.67            | 0.00                | Posted |
| 10/26/17                | 51102     | Thompson Coburn LLP            | 8/17 General Legal                                   | 2,659.00             | 2,659.00            | 0.00                | Posted |
| 10/26/17                | 51103     | Thompson Coburn LLP            | 8/17 Covina and West Covina P&R                      | 5,424.00             | 5,424.00            | 0.00                | Posted |
| 10/26/17                | 51104     | Thompson Coburn LLP            | 8/17 Electric Bus Procurement                        | 111.00               | 111.00              | 0.00                | Posted |
| 10/26/17                | 51105     | Thompson Coburn LLP            | 8/17 Operations RFPs and Contracts                   | 1,465.85             | 1,465.85            | 0.00                | Posted |
| 10/26/17                | 51106     | Thompson Coburn LLP            | 8/17 General Procurement                             | 27,806.30            | 27,806.30           | 0.00                | Posted |
| 10/26/17                | 51107     | Transit Solutions LLC          | Installation of 213 TSI Nexus equipment              | 117,789.00           | 117,789.00          | 0.00                | Posted |
| 10/26/17                | 51108     | Verizon Business - 15043       | Transit Store MPLS                                   | 7,145.05             | 7,145.05            | 0.00                | Posted |
| 10/26/17                | 51109     | Verizon Business - 15043       | 800 Line   | 2,663.11             | 2,663.11            | 0.00                | Posted |
| 10/26/17                | 51110     | Verizon Business - 15043       | ARC/POM MPLS   | 4,661.99             | 4,661.99            | 0.00                | Posted |
| 10/26/17                | 51111     | Verizon Business - 15043       | Arcadia and Pomona Yard MPLS                         | 3,226.50             | 3,226.50            | 0.00                | Posted |
| 10/26/17                | 51112     | Verizon Business - 15043       | PRI  | 2,820.50             | 2,820.50            | 0.00                | Posted |
| 10/26/17                | 51113     | Verizon Business - 15043       | PWG  | 2,940.92             | 2,940.92            | 0.00                | Posted |
| 10/26/17                | 51114     | Vy Thuy Phan - Hoang           | Reimbursement for TransportationCamp 2018<br>Regist. | 50.00                | 50.00               | 0.00                | Posted |
| 10/26/17                | 51115     | Walnut Valley Water District   | 9/17 Industry P&R Landscape Water                    | 89.54                | 89.54               | 0.00                | Posted |
| 10/26/17                | 51116     | Walnut Valley Water District   | 9/17 Industry P&R Fire Sprinkler Water               | 29.34                | 29.34               | 0.00                | Posted |
| 10/26/17                | 51117     | Zonar Systems Inc.             | EVIR CSA Inpsection 183 RENEWEL                      | 1,281.00             | 1,281.00            | 0.00                | Posted |
| 10/26/17                | 51118     | Zonar Systems Inc.             | EVIR CSA INSPECTIONS 231 RENEWEL                     | 1,617.00             | 1,617.00            | 0.00                | Posted |
| 10/27/17                | E00697    | First Transit Inc.             | 05/16-31 Pomona Contractor Services                  | 1,180,730.32         | 0.00                | 0.00                | Posted |
| 10/27/17                | E00698    | First Transit Inc.             | 06/1-15 Pomona contractor services                   | 713,547.56           | 0.00                | 0.00                | Posted |
| 10/27/17                | E00699    | First Transit Inc.             | 06/16-30 Pomona Contractor Services                  | 723,849.93           | 0.00                | 0.00                | Posted |
| 10/27/17                | E00705    | First Transit Inc.             | Offset PC715 for 9/16 Farebox shortages              | 2,340.33             | 0.00                | 0.00                | Posted |
| 10/31/17                | E00710    | Payment of Invoice PI021610    | 3rd Qtr Sales and use Tax Return                     | 2,715.00             | 0.00                | 0.00                | Posted |
| <b>General Checking</b> |           |                                |  | <b>15,809,983.14</b> | <b>1,971,260.03</b> | <b>1,120,782.28</b> |        |





December 15, 2017

To: Executive Board

Subject: **October 2017 Performance Indicators Report**

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### **Recommendation**

Receive and file the October 2017 Performance Indicators Report.

### **Analysis**

This report provides an analysis of Foothill Transit's performance indicators for October 2017. Foothill Transit monitors a number of factors in evaluating the service provided to the public. There are key performance indicators that record the bus system safety, courtesy, and reliability standards, along with industry-standard measurements, which are monitored to assess transit operations.

In October, Foothill Transit achieved five out of eight key performance indicator goals. The performance indicator targets met for the month are: average miles between service interruptions, boardings per vehicle service hour, average weekday 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 number of boardings recorded by the farebox in October was 1,182,625 - which is six percent lower compared to the same month last fiscal year.
- **Fare Revenue** - Total fare revenue in October was \$1.43 million. The average fare was \$1.21 per boarding.
- **Operating Expenses** - Operating expenses incurred in October totaled \$7.9 million, resulting in an average cost per service hour of \$107.20.
- **Accidents** - The system averaged 0.76 preventable accidents per 100,000 miles in October.
- **Customer Complaints** - Foothill Transit received 31.5 complaints per 100,000 boardings in October. This is 80 percent higher than last fiscal year.



- **Schedule Adherence** - In October, Foothill Transit recorded 77.2 percent on-time performance. This is a two percent decrease from last fiscal year.

### **Analysis**

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

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

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

### **Overall System Performance**

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

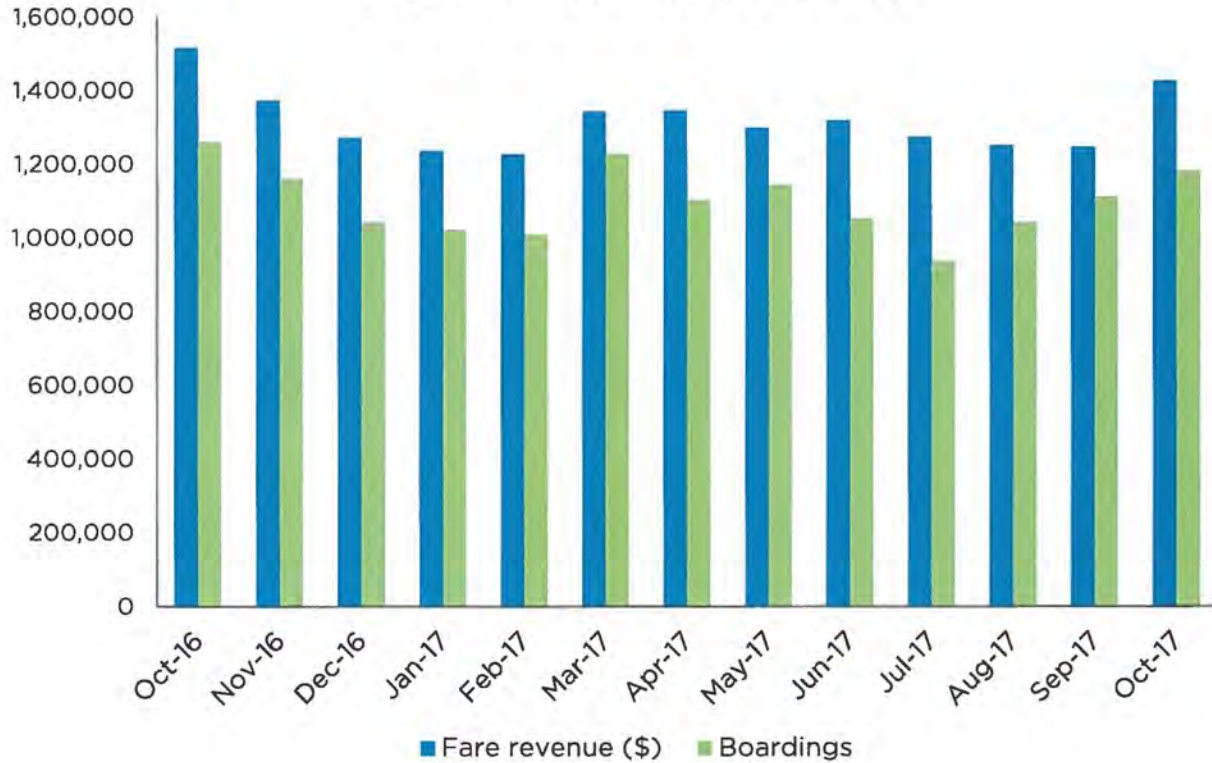
### **Total Boardings and Total Fare Revenues**

In October of FY17-18, there were 1,182,625 boardings on Foothill Transit buses. When compared with the previous fiscal year, ridership decreased by six percent. This year to year variance is due to a confluence of factors, not the least of which may be rising housing prices in the San Gabriel and Pomona Valleys, which is pricing out many transit riders, thus leading to demographic changes within Foothill Transit's service area. Staff will continue to monitor ridership in the coming months for any impacts as a result of the fare restructuring and service enhancements that went into effect at the end of October.

Total fare revenue recorded in October was \$1.42 million, a six percent decline from the same period last year, primarily as a result of the drop in ridership.



**Total Boardings and Fare Revenues**



**Vehicle Service Hours and Operating Expenditure**

In October, Foothill Transit operated 73,769 service hours, which represents a one percent increase compared to the same period last fiscal year.

In October, Foothill Transit incurred \$7.9 million in operating expenses, which is 16 percent higher compared to the previous fiscal year. Variance between October 2016 and October 2017 expenses is related to higher costs associated with the newly procured Pomona operations and maintenance contract.

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

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

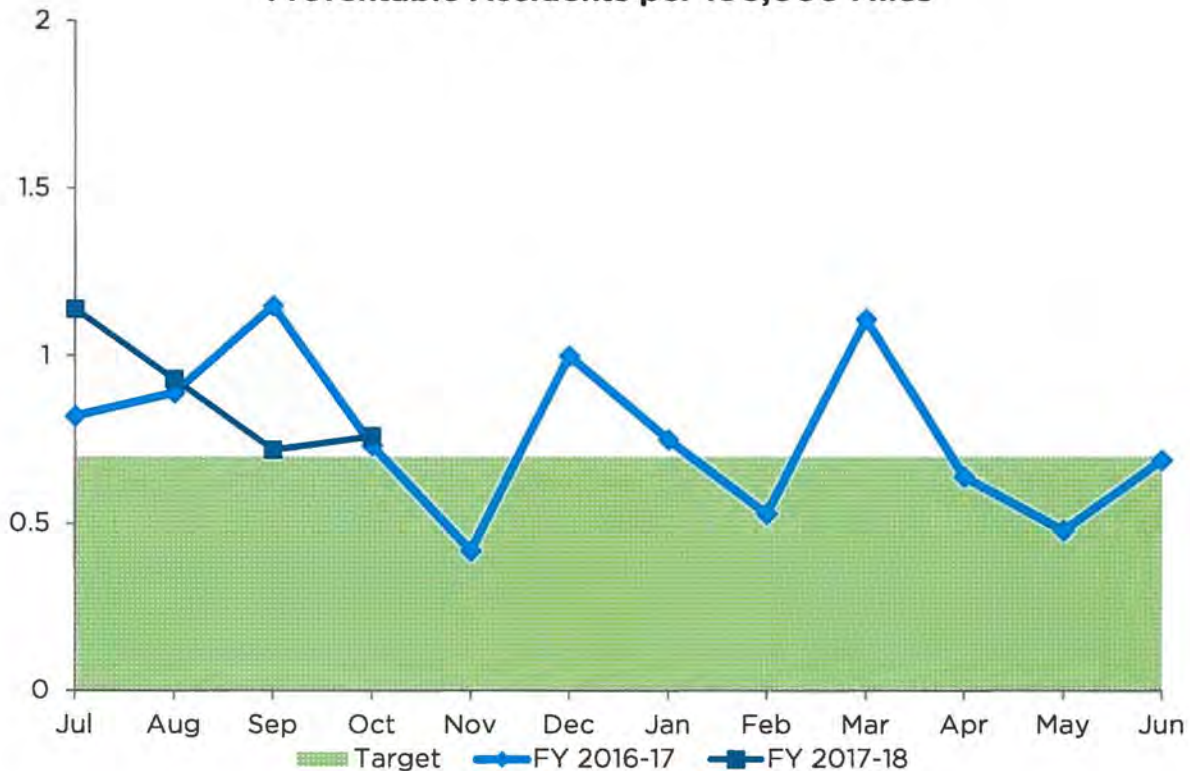


**Preventable Accidents per 100,000 Miles**

In FY17-18, Foothill Transit has adopted the standard of 0.70 or fewer preventable accidents per 100,000 mile. There were 0.76 preventable accidents per 100,000 miles in October, which is a five percent increase compared to the same period last year. Preventable accidents this month resulted primarily from coaches making contact with fixed objects (45%).

Keolis has recently installed SmartDrive safety system on all buses throughout its fleet, which provides analytics and transportation intelligence that helps to improve safety and mitigate risks. In October, Keolis provided refresher training for coach operators on assisting visually impaired passengers. As part of the training, operators rode the bus as passengers while wearing a blind-fold to put them in the shoes of a visually impaired or blind passenger. Furthermore, Transdev has recently trained new Behind-The-Wheel Instructors, while also re-certifying their current Instructors to ensure that they are up to date on all safety standards.

**Preventable Accidents per 100,000 Miles**





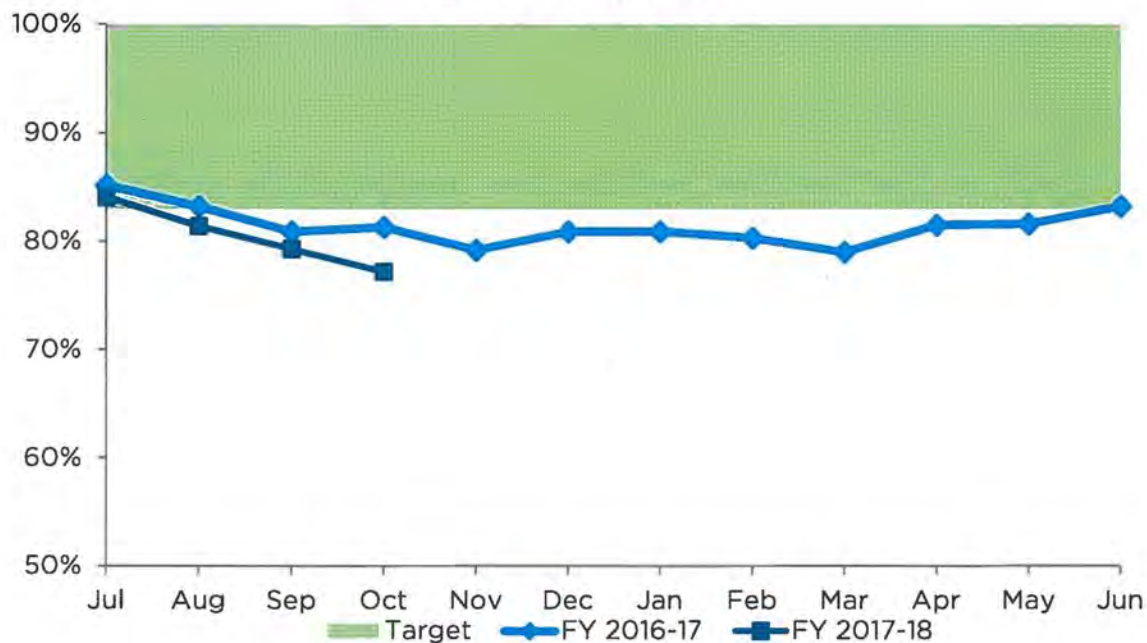
**Goal 2: Provide Outstanding Customer Service**

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

**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. In October, Foothill Transit achieved 77.2 percent OTP for the entire system, which doesn't meet the target and is five percent lower than the previous fiscal year. This variance can be attributed to worsening traffic due to construction, as well as the schedule change at the end of October. Schedule adherence generally decreases subsequent to a service change as operators adjust to their new assignments and unfamiliar schedules or route deviations. Impacts of the service change will continue to be monitored by Quality Assurance staff and should curtail in the upcoming weeks,

**Schedule Adherence**



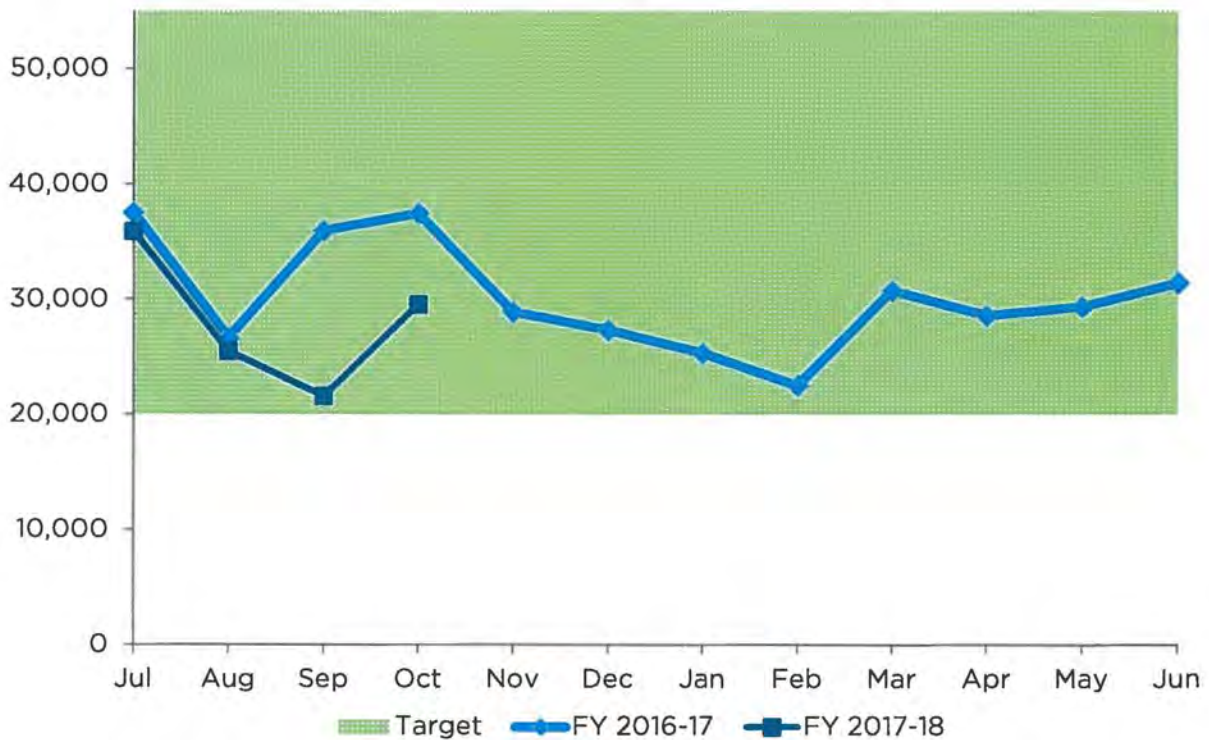


**Average Miles between Service Interruptions**

Average miles between service interruptions is a maintenance performance indicator that measures the miles between mechanical roadcalls of a vehicle used during revenue service resulting in a service delay of more than five minutes. In October, Foothill Transit averaged 29,565 miles between service interruptions as reported by the operations contractors. Foothill Transit exceeded the maintenance reliability goal of at least 20,000 miles between service interruptions and the metric is 21 percent lower compared to the same period last fiscal year, but represents a vast improvement in the month to month trend.

As older bus models have been retired and replaced by newer buses, the average age of the fleet has decreased, resulting in an improvement in mechanical reliability. Careful monitoring of roadcalls by Foothill Transit staff have helped to identify trends in types of mechanical failures and these are being used to advise targeted bus maintenance efforts.

**Miles between Service Interruptions**



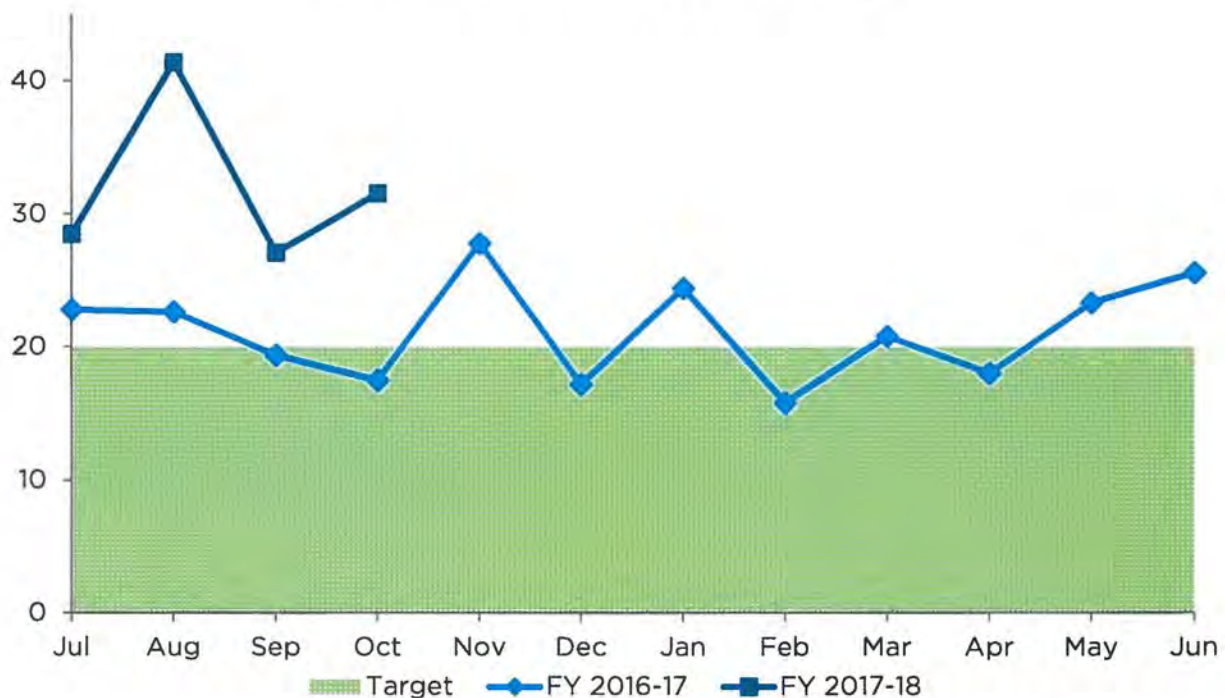


**Complaints per 100,000 Boardings**

Customer complaints are counts of incidents where a customer reports dissatisfaction with the service. All customer complaints received by Foothill Transit are subject to an 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 October, Foothill Transit received 31.5 complaints per 100,000 boardings, which represents an 80 percent increase compared to the previous fiscal year. This increase is primarily due to a 100 percent increase in schedule adherence related complaints. This increase variance is due to myriad factors, including the unanticipated closure of Figueroa and 9<sup>th</sup>, which has significantly impacted the delivery of express service in Downtown Los Angeles. These delays have been compounded by an increase in traffic as a result of the street closure, as well as an upsurge in construction projects along the downtown corridor. In addition, the service change on October 22<sup>nd</sup> resulted in unanticipated issues on a number of routes. Staff are working diligently with the contractors to address these issues and to implement the necessary adjustments to enhance service delivery.

**Complaints per 100,000 Boardings**





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

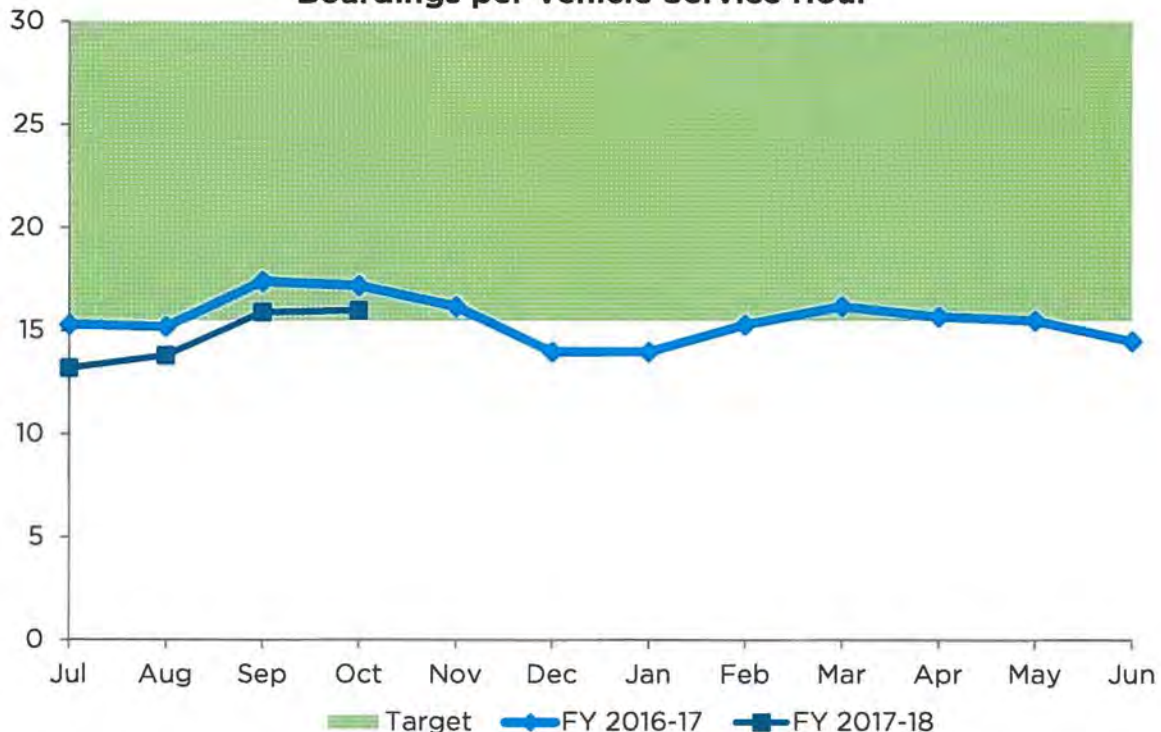
Foothill Transit measures service effectiveness by monitoring boardings per vehicle service hour and average weekday boardings.

**Boardings per Vehicle Service Hour**

Boardings per vehicle service hour is the total number of boardings divided by the total number of service hours in a given period. In October, there were 16.0 boardings per vehicle service hour, which meets the performance target of 15.5 or more boardings per service hour. This is a seven percent decline compared to the same period the previous year. This variance is due to the decrease in boardings for the month of October, as well as the slight increase in service year to year.

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**

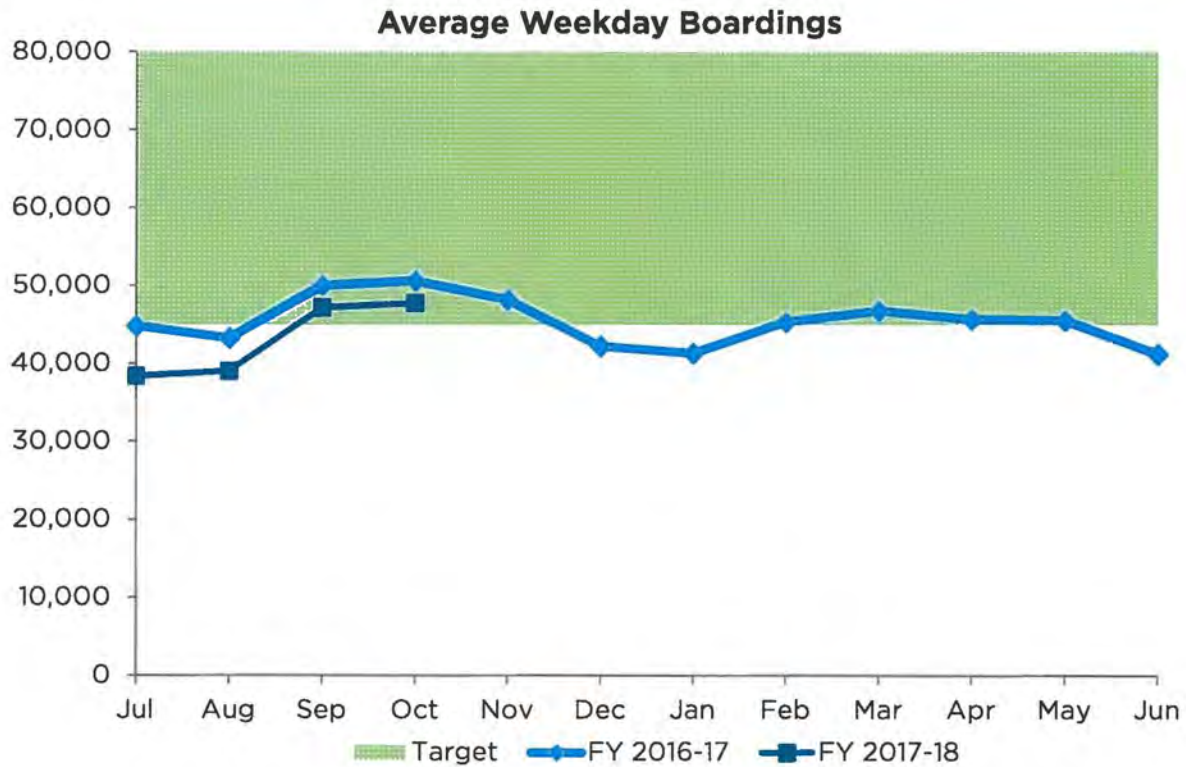






**Average Weekday Boardings**

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 FY2017-2018 performance target for average weekday boardings is to achieve at least 45,034 average weekday boardings. In October, there were 47,772 average weekday boardings, which is a six percent decrease from the same period the previous year and meets the target. This decrease mirrors the overall drop in boardings for the month of October.





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

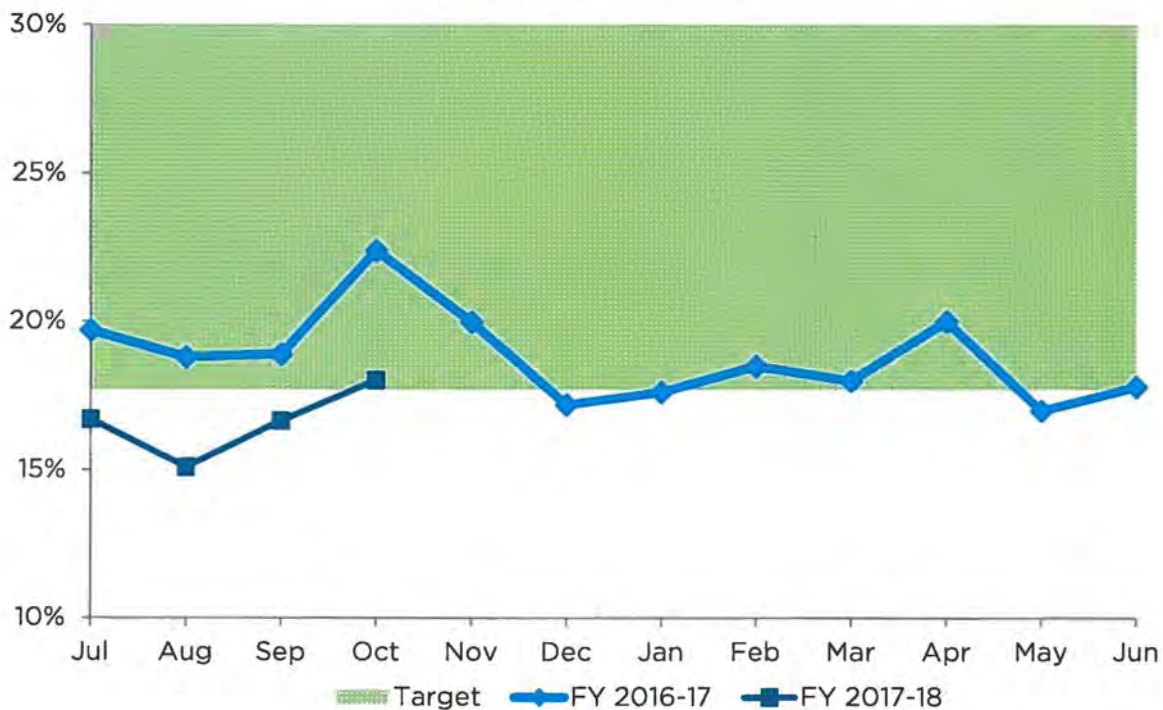
Foothill Transit measures its overall efficient use of available resources by monitoring the average cost per vehicle service hour and farebox recovery ratio.

**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 October, the Farebox Recovery Ratio was 18.0 percent, which exceeds the target of 17.7 percent, but is 20 percent lower than October of last fiscal year. This variance is due to the aforementioned drop in ridership, as well as the increase in operating expenses due to higher costs associated with the newly procured Pomona operations and maintenance contract and slight increase in service hours.

The Transportation Development Act (TDA) stipulates that a minimum ratio of 20 percent of a transit agency’s cost of providing service must be met using local funds in order for the transit agency to receive the state sales tax available for public transit purposes. To date, Foothill Transit has met that threshold by applying its farebox revenues.

**Farebox Recovery Ratio**

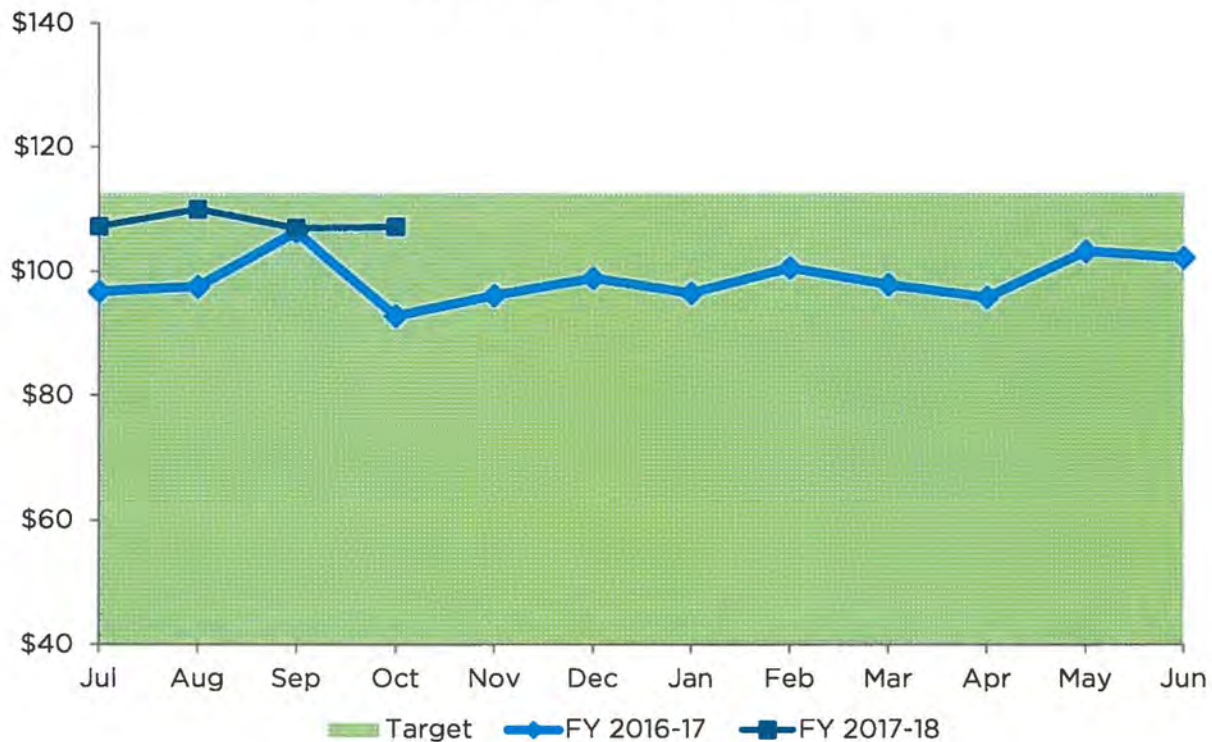




**Average Cost per Vehicle Service Hour**

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 in October was \$107.20, which meets the fiscal year target of less than \$112.63, and is 15 percent higher than the previous fiscal year. This variance is due to the increase in operating expenses associated with higher costs of the newly procured Pomona operations and maintenance contract.

**Average Cost per Vehicle Service Hour**



Sincerely,

Mike Tobin  
Quality Assurance Analyst

Doran J. Barnes  
Executive Director

**Foothill Transit  
Key Performance Indicators  
October 2017**

| Goal                       | Performance Indicator                          | October 2017 | Met Target? | October 2016 | % Improvement Over Same Month Last Year | FY 2017-2018 YTD | Met Target? | FY 2016-2017 YTD | % Improvement YTD | Performance Target |
|----------------------------|--|--------------|-------------|--------------|---|------------------|-------------|------------------|-------------------|--------------------|
| Overall System Performance | Total Boardings                                | 1,182,625    | -           | 1,261,850    | (6%)                                    | 4,275,701        | -           | 4,784,002        | (11%)             |                    |
|                            | Vehicle Service Hours                          | 73,769       | -           | 73,311       | 1%                                      | 290,193          | -           | 293,256          | (1%)              |                    |
|                            | Total Fare Revenue                             | \$1,425,842  | -           | \$1,516,300  | (6%)                                    | \$5,199,675      | -           | \$5,659,015      | (8%)              |                    |
|                            | Total Operating Expense                        | \$7,908,281  | -           | \$6,805,940  | 16%                                     | \$31,310,028     | -           | \$28,843,612     | 9%                |                    |
| Safety                     | Preventable Accidents per 100,000 Miles        | 0.76         | No          | 0.73         | 4%                                      | 0.89             | No          | 0.90             | (1%)              | ≤ 0.70             |
| Customer Service           | Schedule Adherence                             | 77.2%        | No          | 81.3%        | (5%)                                    | 80.5%            | No          | 82.7%            | (3%)              | ≥ 83%              |
|                            | Miles Between Mechanical Service Interruptions | 29,565       | Yes         | 37,497       | (21%)                                   | 28,139           | Yes         | 34,437           | (18%)             | ≥ 20,000           |
|                            | Complaints per 100,000 Boardings               | 31.54        | No          | 17.5         | 80%                                     | 32.1             | No          | 20.5             | 56%               | ≤ 20.00            |
| Effectiveness              | Boardings per Vehicle Service Hour             | 16.0         | Yes         | 17.2         | (7%)                                    | 14.7             | No          | 16.32            | (10%)             | ≥ 15.5             |
|                            | Average Weekday Boardings                      | 47,772       | Yes         | 50,645       | (6%)                                    | 43,106           | No          | 47,731           | (10%)             | ≥ 45,034           |
| Efficiency                 | Farebox Recovery Ratio                         | 18.03%       | Yes         | 22.4%        | (20%)                                   | 16.61%           | No          | 19.77%           | (16%)             | ≥ 17.7%            |
|                            | Average Cost per Vehicle Service Hour          | \$107.20     | Yes         | \$92.84      | 15%                                     | \$107.89         | Yes         | \$98.28          | 10%               | ≤ \$112.63         |

Red = did not meet target

**Foothill Transit  
Operations Report  
October 2017**

| Goal       | Performance Indicator              | October 2017 | October 2016 | % Improvement<br>Over Same Month<br>Last Year | FY 2017-2018 YTD | FY 2016-2017 YTD | % Improvement<br>YTD |
|------------|------------------------------------|--------------|--------------|---|------------------|------------------|----------------------|
| Operations | Average fare per boarding          | \$1.21       | \$1.20       | 0%  | \$1.22           | \$1.22           | (0%)                 |
|            | Average cost per boarding          | \$6.69       | \$5.39       | 24%   | \$7.37           | \$6.00           | 23%                  |
|            | Average subsidy per boarding       | \$5.48       | \$4.19       | 31%   | \$6.15           | \$4.48           | 37%                  |
|            | Total vehicle miles                | 1,448,691    | 1,476,692    | (2%)  | 5,735,184        | 4,515,385        | 27%                  |
|            | Vehicle service miles              | 1,062,321    | 1,041,580    | 2%  | 4,172,130        | 3,185,249        | 31%                  |
|            | Total vehicle hours                | 94,166       | 95,156       | (1%)  | 361,097          | 291,072          | 24%                  |
|            | In-service speed (mph)             | 14.4         | 14.2         | 1%  | 14.38            | 14.4             | (0%)                 |
|            | Boardings per vehicle service mile | 1.11         | 1.21         | (8%)  | 1.03             | 1.11             | (8%)                 |



December 15, 2017

To: Executive Board

Subject: **On-Call Architectural & Engineering Services - Task Order 1  
(Contract 17-069) Employee Parking Lot Expansion at Arcadia  
Operations & Maintenance Facility**

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**Recommendation**

Authorize the Executive Director to execute Task Order 1 in the amount of \$124,552.68 under Contract No. 17-069 with Stantec Architecture Inc. for the provision of On-Call Architectural & Engineering Services related to the employee parking lot expansion at the Arcadia Operations & Maintenance (O&M) facility.

**Analysis**

The number of employees working out of the Arcadia O&M facility has increased over the years due to increased bus service and operation of new bus routes. As such, the Arcadia Operations and Maintenance employee parking lot is proposed for expansion to increase employee parking capacity.

In June 2017, Foothill Transit entered into Contract 17-069 with RNL, now Stantec, for On-Call Architectural & Engineering Services. In July 2017, Foothill Transit issued Task Order 1 for design services related to a proposed employee parking lot expansion at the Arcadia Operations and Maintenance facility. In September 2017, RNL submitted an initial proposal for design services including surveying and geotechnical investigation as required for Task Order 1 for a not-to-exceed amount of \$192,847.20. After further discussions regarding scope and local jurisdictional design requirements, RNL submitted a revised proposal for Task Order 1 for a not-to-exceed amount of \$124,552.68. This revised amount, however, exceeds the Executive Director's authority to approve and execute task order amendments at \$75,000 or less.

Foothill Transit's Procurement Policy is such that Foothill Transit is able to issue task orders equivalent to a separate contract whereby the Executive Director is authorized to approve and execute separate task order amendments. Task orders under the on-call A&E Services contract are specifically limited to projects where the value of the services provided is less than \$75,000.



Executive Board Meeting - 12/15/17  
On-Call Architectural & Engineering Services - Task Order  
1 (Contract 17-069) Employee Parking Lot Expansion at Arcadia  
Operations & Maintenance Facility  
Page 2

Foothill Transit recommends authorizing design services for the employee parking lot expansion under on-call architectural & engineering services for expediency and cost savings.

**Budget Impact**

Funding for on-call Architectural & Engineering services is included in Foothill Transit's adopted Fiscal Year 2017-2018 Business Plan.

Sincerely,

Vincent Saucedo  
Construction Project Manager

Doran J. Barnes  
Executive Director



December 15, 2017

To: Executive Board

Subject: **Contract Award – Network Infrastructure Switches Replacement Project**

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### **Recommendation**

Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 17-111 in the amount of \$107,261.87 with Converge One for the Network Infrastructure Switches Replacement Project.

### **Background**

Foothill Transit's network switches for the West Covina office building have reached the end of their useful life. The network switches were installed in 2011. The network devices are no longer supported by the manufacturer and should be replaced due to the age of the equipment.

In order to maintain the consistent connectivity that Foothill Transit requires to ensure business continuity, replacement of these devices is required. A Request for Quotes was issued on September 18, 2017, to which two vendors responded. Converge One submitted the lowest priced quote.

Converge One is located in Ontario, CA and is a provider of Information Technology (IT) solutions, services, and computer products. The company was established in 2005 with 12 years of experience in the computer industry. Converge One is a Cisco gold partner and has won a number of awards, including the Cisco Outstanding Customer Satisfaction Partner of the Year (2017), Cisco Security Partner of the Year (2016, 2015), and Cisco Meraki Partner of the Year (2015) award.

### **Budget Impact**

The approved Fiscal Year 2017-2018 Business Plan includes available funding for this project.

Sincerely,

Jake Chik  
Network Manager

Doran J. Barnes  
Executive Director





December 15, 2017

To: Executive Board

Subject: **Innovative Service Delivery Concepts**

---

### **Recommendation**

Receive and file the Innovative Service Delivery Concepts report.

### **Analysis**

In 2016, the Federal Transit Administration published a funding opportunity for demonstration projects to test Mobility on Demand (MoD) concepts. LA Metro's Office of Extraordinary Innovation (OEI) submitted an application to this program, with Foothill Transit as a named partner.

The goal of the project was to undertake a test of first/last mile transit partnerships, by partnering with a transportation network company (TNC) to provide on-demand dynamically routed service. This demonstration project will test accessibility methods, payment integration, and address equity dynamics, and will ultimately demonstrate if and when a TNC can be used as an effective feeder into high frequency transit routes and stations.

Metro has partnered with Via, a TNC that provides shared ride service in New York City, Chicago, and Washington DC, to be the partner for the Los Angeles demonstration. In addition to Foothill Transit, Los Angeles region partners include LADOT and Access Services. The demonstration project also includes a secondary site in the Seattle region.

This project will include three pilot locations at major transit stations/routes in the Los Angeles region, including one in Foothill Transit's service area. The pilot will focus on areas where transit ridership may be strong, but where utilization of TNC service may be less common, especially in areas of low to moderate income. This pilot will include deployment of wheelchair accessible vehicles, payment integration, and use of tools and methods to ensure access by Limited English Proficiency populations and those without access to smartphones. Several institutions, including UCLA, the University of Washington, and the Eno Center for Transportation will be providing data analysis and other technical assistance.



Contract negotiations are currently occurring with Metro, and site selection is occurring over the next few months, with the first site deployment occurring in summer 2018. Metro is funding the capital and operating costs for the project, with a mix of local and federal grant funds.

A representative from Metro's Office of Extraordinary Innovation will be available at the Executive Board Meeting to discuss implementation plans and answer any questions.

**Budget Impact**

There is no budget impact to Foothill Transit for this demonstration project.

Sincerely,

Jarrett Stoltzfus  
Director of Policy and Strategic Sourcing

Doran J. Barnes  
Executive Director



December 15, 2017

To: Executive Board

Subject: **Covina Transit Center and Park & Ride Project Update**

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### **Recommendation**

Receive and file the update on the development of the Covina Transit Center and Park & Ride Project.

### **Analysis**

In January 2016, the City of Covina, private developer MLC Holdings, and Foothill Transit began the process of developing a transit-oriented mixed-use development project. The project, also referred to as the Covina Forward Project, is comprised of a residential community, transit center, and city event and/or business innovation center. The Transit Center component will consist of a parking structure, bus bays, retail space, and provisions for an electric bus charging station.

In April 2017, the NEPA Categorical Exclusion approval was received by the Federal Transit Administration (FTA). On May 10, 2017, after conducting an Administrative Appraisal Review for the site acquisition of the transit parcel, FTA concurred with the appraisal and review appraisal for a partial acquisition of the subject property. The transit parcel is approximately 3.07 acres of the overall 10.66 acres of the larger Covina Forward project.

At the June 2017 Executive Board Meeting, the Board authorized the Executive Director to finalize the Purchase and Sale Agreement of the transit parcel component including other reimbursements for preliminary geotechnical evaluation, demolition of existing structures, grading and offsite improvements.

After verification of the existing 4,500 square foot ingress/easement on the transit parcel followed by receiving preliminary approval for the relocation of the proposed transit center driveway, the Executive Board authorized the Executive Director to negotiate final terms and conditions and execute the Purchase and Sale Agreement with MLC Holdings/Meritage Homes regarding the real estate acquisition for the Covina Transit Center and Park & Ride facility in September 2017. The property acquisition was completed on December 8, 2017 with closing of escrow on that date.

In November 2017, staff began the procurement solicitation to seek proposals from firms for leasing brokerage services associated with the future retail



building on the transit parcel. Some of the services will include commercial space planning consultation, marketing, identifying potentials tenants and preparing leasing documents for the prospective tenants. Staff anticipates award for the real estate services in January 2018.

As the project continues to move forward, the following milestones and sequence of events will be required in order to begin construction:

|   | <b>Task</b>   | <b>Projected completion date</b> |
|---|---|----------------------------------|
| 1 | Complete 50% detail design for transit center and parking structure | December 2017                    |
| 2 | Award materials testing and special inspection contract             | January 2018                     |
| 3 | Award labor compliance contract                                     | January 2018                     |
| 4 | Award real estate leasing broker                                    | January 2018                     |
| 5 | Obtain final approval for Plan Check                                | February 2018                    |
| 6 | Award camera surveillance system contract                           | February 2018                    |
| 7 | Begin construction  | March 2018                       |
| 8 | Tentative construction complete                                     | May 2019                         |

**Budget Impact**

Foothill Transit's approved Fiscal Year 2017-2018 Business Plan and Budget includes funding for the Covina Park & Ride and Transit Center Project.

Sincerely,

  
 Sharlane R. Bailey  
 Director of Facilities

  
 Doran J. Barnes  
 Executive Director



December 15, 2017

To: Executive Board

Subject: **Contract Award - Architectural and Engineering Services for the Mt. San Antonio College Transit Center**

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**Recommendation**

Authorize the Executive Director to negotiate final terms and conditions for Contract No. 18-017 with Psomas in the amount of \$898,677 for the provision of architectural and engineering services related to the development of a Transit Center on the Mt. San Antonio College campus.

**Analysis**

On August 23, 2017, Foothill Transit issued Request for Qualifications (RFQ) No. 18-017 seeking proposals from architectural and engineering (A&E) firms with specific expertise in transit center design to provide consulting services to Foothill Transit for the design of a transit center on the Mt. San Antonio College (Mt. SAC) campus.

The services will include provision of A&E design services in all customary disciplines including, but not limited to preparation of conceptual designs to support the development of the appropriate environmental clearance documents for a proposed 10-bay transit center; preparation of detail design, construction documents, and technical specifications; and provision of construction administration services during construction of the project.

The Request for Qualifications (RFQ) was issued on August 23, 2017, followed by a mandatory site visit and pre-proposal conference on September 1, 2017. Proposals were received on October 4, 2017 from Baumgartner + Uriu, HPI Architecture, Kimley Horn, and Psomas. Interviews of the entities were performed on November 2, 2017 allowing each firm to clarify and expand on their written qualifications and respond to questions from the evaluation team.

Each firm's technical proposal was evaluated by the technical Evaluation Committee, consisting of four members of Foothill Transit's team and one representative from Mt. SAC. The Evaluation Committee evaluated proposals based on three factors: project approach; experience and qualifications; and project team. As this is an A&E procurement, submittals are reviewed on a



Qualification Based Selection (QBS) only. Price was not a factor in ranking or recommendation.

Each technical proposal were evaluated based on the following criteria and weighting.

- |    |                               |           |
|----|-------------------------------|-----------|
| 1. | Project Approach              | 25 points |
| 2. | Experience and Qualifications | 45 points |
| 3. | Project Team                  | 30 points |

The highest-rated proposer was Psomas. Psomas' technical qualifications score was ranked highest with an overall score of 81.83 out of a possible 100 points. A summary of the final scores is provided as **Attachment A**.

With over 25 years of experience, Psomas is a top design firm in the United States serving the public and private sector clients in transportation and site development markets. Psomas has designed over 15 transit centers in Southern California.

Federal and State environmental studies and findings must be completed before the design of the project can move forward, and as such the consultant's work will include assisting Mt. SAC's environmental consultant, as necessary, in preparing the appropriate Federal and State environmental studies.

**Budget Impact**

The approved FY 2017-2018 Business Plan and Budget includes funding for the Mt. San Antonio Transit Center project.

Sincerely,

  
Sharlane Bailey  
Director of Facilities

  
Doran J. Barnes  
Executive Director

## Attachment A

|                                  |                | Offeror      |              |                  |                    |
|----------------------------------|----------------|--------------|--------------|------------------|--------------------|
| Evaluation Factors               | Maximum Points | Kimley Horn  | Psomas       | HPI Architecture | Baumgartner + Uriu |
| 1. Project Approach              | 25             | 20.50        | 19.85        | 21.00            | 8.25               |
| 2. Experience and Qualifications | 45             | 35.73        | 36.90        | 31.95            | 14.40              |
| 3. Project Team                  | 30             | 24.24        | 25.08        | 20.52            | 12.06              |
| <b>Overall Score</b>             | <b>100</b>     | <b>80.47</b> | <b>81.83</b> | <b>73.47</b>     | <b>34.71</b>       |
| <b>Rank</b>                      |                | 2            | 1            | 3                | 4                  |



December 15, 2017

To: Executive Board

Subject: **San Gabriel Valley Council of Governments Measure M Funded Bus System Improvement Program Study**

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### **Recommendation**

Receive and file the San Gabriel Valley Council of Governments Measure M funded Bus System Improvement Program Study.

### **Analysis**

Measure M is a half-cent sales tax approved by Los Angeles County voters. The measure will fund many transportation capital projects such as the Gold Line extension to Claremont, improving the SR-57/SR-60 interchange, and fund the operating expenses of agencies like Foothill Transit. Measure M funds will be allocated to Los Angeles County cities, municipal operators, and subregional entities like the San Gabriel Valley Council of Governments (SGVCOG).

In June, the Metro Board of Directors adopted the Measure M guidelines, establishing a process by which subregional funds under Measure M will be programmed by the subregional entities, including the SGVCOG, through the development of five-year subregional fund programming plans. In accordance with these guidelines, five-year project specific programming plans will have to be submitted to the Metro Board of Directors for adoption, which will subsequently guide the flow of funding to various specific projects that fall within each program. Last month staff received from Metro the projected initial five-year cash flow for each subregional fund in the San Gabriel Valley subregion.

One capital project programmed by the SGVCOG of interest to Foothill Transit is the Bus System Improvement Program (BSIP). The program asked for \$55 million to fund bus system improvements throughout the San Gabriel Valley. Some of these improvements can be the implementation of bus rapid transit along various corridors of the region, and the construction of bus only lanes giving the buses priority along busy streets. Once a memorandum of understanding regarding funding is executed between Foothill Transit and LA Metro, a study to find corridors or possible route realignments that will improve mobility in the region will begin. This study differs from the Ramona-





Badillo Electric BRT study presented earlier this year. The BSIP study will look at the entire San Gabriel Valley region, not just a specific corridor. Foothill Transit has been asked to take the lead on this study.

The funds for the study will be programmed into the upcoming FY18-19 budget. Staff will develop an RFP that will look at ways to improve bus mobility in the region. Once the study is complete, the recommendations will be assessed and prioritized. The recommendations will be presented to the Foothill Transit board and SGVCOG for approval. If approved, the Measure M funds allocated for the BSIP will be used for the construction and implementation of the recommendations. Currently there is no timeline, but staff will provide update reports throughout the process.

**Budget Impact**

The \$500,000 needed for the study will be programmed into the FY18-19 operating budget.

Sincerely,

Joseph Raquel  
Director of Planning

Doran J. Barnes  
Executive Director



December 15, 2017

To: Executive Board

Subject: **Impact of Tax Reform on the Federal Alternative Fuels Natural Gas Tax Credit**

---

### **Recommendation**

Receive and file the Impact of Tax Reform on the Federal Alternative Fuels Natural Gas Tax Credit report.

### **Analysis**

In October of 2000, the Foothill Transit Executive Board directed staff to proceed with the purchase of compressed natural gas (CNG) as the agency's new fueling sources for our bus fleet. In August of 2002, Foothill Transit introduced the first of its CNG buses to the public at a ceremony at the Pomona Operations and Maintenance Facility. Foothill Transit retired the last of its diesel buses in 2013.

On August 10, 2005, Congress passed its latest federal surface transportation reauthorization act called The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users referred to as SAFETEA-LU. The law included a provision that gave an incentive for CNG and liquefied natural gas (LNG) when used as a "motor vehicle" fuel. The credit for CNG and LNG took effect on October 1, 2006. Unfortunately, this tax credit was never made permanent and has required continued and regular advocacy on Capitol Hill to extend it.

The credit originally expired on September 30, 2009. The Tax Relief, Unemployment Insurance Reauthorization and Job Creation Act of 2010 extended the credit for 2011 and also made it retroactive for 2010. The American Taxpayer Relief Act of 2012 extended it through the end of 2013 and made it retroactive for 2012. The Tax Increase Prevention Act of 2014 retroactively extended the credit through 2014. Most recently, the Consolidated Appropriations Act, 2016 extended the incentive through 2016 and made it retroactive for 2015. It expired on Dec. 31, 2016.

The value of the credit is \$0.50 per gasoline gallon equivalent (GGE) and the form of the return is a direct payment from the IRS for tax-exempt organizations or a tax credit for taxable organizations. Foothill Transit has received approximately \$2 million to \$3 million back from the IRS as a



refundable tax credit annually that has been used to support our operating budget. For the calendar year 2016, we received a refund of \$2,852,756.

President Trump has made tax reform and tax cuts a key part of his legislative agenda. The United States Senate and House of Representatives recently passed their own tax cut bills. Unfortunately, neither bill included the CNG/LNG tax credit. These two bills will now go to a conference committee made up of members of both bodies to work out the differences in order to come up with one agreed upon bill that can be sent to the President for his signature.

The issue is not over. There has been discussion amongst members of Congress about doing a separate bill of energy-related tax extenders that could possibly include the CNG credit. We will continue to meet with our delegation and key committee staff on Capitol Hill to advocate for the continuation of this very important credit to the industry and Foothill Transit. We will also advocate for making it permanent and that it include the use of electricity as a fueling source that would qualify for the federal tax credit.

**Budget Impact**

Foothill Transit would experience a loss of \$2 million to \$3 million in operating revenue if the alternative fuels natural gas federal tax credit ends.

Sincerely,

David Reyno  
Director of Government Relations

Doran J. Barnes  
Executive Director



December 15, 2017

To: Executive Board

Subject: **Fiscal Year 2017-2018 First Quarter Budget Update**

---

### **Recommendation**

Receive and file the First Quarter Budget Update for the fiscal year ending on June 30, 2018.

### **Budget Update**

As of September 30, 2017, Foothill Transit is \$1.5 million under the approved year-to-date operating budget of \$24.9 million. Each department head has reviewed the first quarter budget and expenditures; overall, they have forecasted that Foothill Transit will end the fiscal year under the approved budget.

### Operating Accomplishments

A major first quarter accomplishment was the transition of the Operation and Maintenance contract to Keolis Transit Services, LLC, to operate transit services out of the Foothill Transit Pomona facility. Other accomplishments include continued design of the CAD/AVL equipment, and implementation of the fare restructuring and service change projects.

### Capital Program Accomplishments

Major achievements during the first quarter of FY17-18 in capital programs included inspection and receipt of our first Proterra Extended Range Electric Bus with thirteen additional buses to be received in the second quarter. Additional Capital Program achievements included completion of CNG compressor at Arcadia fueling station, administrative building electric vehicle infrastructure installation completed in preparation for charging equipment installation in the second quarter, and overhead charger installed and in service at Azusa Intermodal Transit Center.

A large capital expenditure will be incurred during the second quarter as we continue receipt of the order of fourteen electric extended range buses.



Fiscal Year 2017-2018 Budgetary Variances

The first quarter budget analysis identified underruns in Purchased Transportation for Arcadia Local Service, CNG fuel, and electricity. These budget variances are expected to continue for the next three quarters resulting in an overall budget savings.

Ridership continues to be lower than budgeted resulting in fare revenues under the planned budget amount. This will negatively impact the farebox recovery ratio. A regional ridership study is being managed by LA Metro and performed by Fehr and Peers, a consulting firm. The study has been underway since July 2017 and is expected to be completed in spring/summer 2018. The results of the study should provide suggestions to all the regional transit operators for ways to improve declining ridership trends.

Areas for Budgetary Improvement

The budget will continue to be reviewed and analyzed on a quarterly basis to ensure budget adherence and identify future improvements.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Doran J. Barnes  
Executive Director

Attachment

# FY2017-2018 Budget Variance Report

From July 1 , 2017, to  
September 30, 2017

## TOTAL BUDGET BY DEPARTMENT

| Department    |                                  | Budget YTD           | Actual YTD           | Variance            |
|---------------|----------------------------------|----------------------|----------------------|---------------------|
| 1             | Customer Service & Operations    | \$ 21,238,074        | \$ 20,609,068        | \$ 629,006          |
| 2             | Maintenance & Vehicle Technology | 261,560              | 246,460              | 15,100              |
| 3             | Marketing and Communications     | 566,758              | 320,491              | 246,267             |
| 4             | Information Technology           | 654,252              | 429,935              | 224,317             |
| 5             | Administration                   | 760,188              | 504,471              | 255,717             |
| 6             | Procurement                      | 233,330              | 138,879              | 94,451              |
| 7             | Finance                          | 462,579              | 373,122              | 89,457              |
| 8             | Planning                         | 331,881              | 199,698              | 132,183             |
| 9             | Facilities                       | 430,436              | 323,963              | 105,878             |
| <b>TOTALS</b> |                                  | <b>\$ 24,939,058</b> | <b>\$ 23,146,087</b> | <b>\$ 1,792,971</b> |



December 15, 2017

To: Executive Board

Subject: **Transit Store Quarterly Report**

**Recommendation**

Receive and file the Transit Store Quarterly Report for the First Quarter of Fiscal Year 2017-2018.

**Analysis**

**Overall Pass Sales** (Attachments A & B): Sales for the first quarter of Fiscal Year 2017-2018 totaled \$1,000,710. Overall sales decreased by eight percent from the same period in Fiscal Year 2016-2017. Foothill Transit product sales decreased by 14 percent, primarily due to a decrease in the sale of Adult and Student Silver Streak passes. The reduction in pass sales coincides with the reduction in ridership experienced in the First Quarter of this year compared with the same period last fiscal year.

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

| Location     | July 2017        | August 2017      | September 2017   | Total              |
|--------------|------------------|------------------|------------------|--------------------|
| El Monte     | \$86,350         | \$90,808         | \$86,406         | \$263,564          |
| Pomona       | \$80,233         | \$93,796         | \$95,438         | \$269,467          |
| Puente Hills | \$78,894         | \$84,099         | \$82,979         | \$245,972          |
| West Covina  | \$39,999         | \$47,867         | \$44,382         | \$132,248          |
| On-line      | \$30,145         | \$29,229         | \$30,086         | \$89,460           |
| <b>Total</b> | <b>\$315,620</b> | <b>\$345,798</b> | <b>\$339,291</b> | <b>\$1,000,710</b> |



**Foothill Transit Pass Sales** (Attachment C): In the First Quarter, Foothill Transit pass sales totaled \$277,413. Of this total, 49 percent consisted of Commuter Express pass sales, while Student local passes comprised 16 percent, Adult Local passes 12 percent, and Senior/Disabled 10 percent. The largest year to year decreases were for the Adult Silver Streak passes and Student Silver Streak Passes, with decreases of 23 and 25 percent, respectively.

**Phone Activity** (Attachments D & E): In July, August and September, a total of 70,264 phone calls were received through the toll-free customer service line. Customer Service Representatives (CSRs) answered 92.0 percent, or 64,652 incoming phone calls with an average time to answer of 30 seconds. The average handling time of a call in the First Quarter was Two Minutes and Two Seconds. Compared to the First Quarter of the previous fiscal year, this represents a one percent decrease in the total number of calls received by the Transit Stores. Transdev, the Transit Store contractor, continues to monitor and seek improvements in call center management and the overall service provided to Foothill Transit customers.

| Customer Call Handling |                     |                |                |                        |                       |
|------------------------|---------------------|----------------|----------------|------------------------|-----------------------|
| Month                  | % of calls answered | Calls received | Calls answered | Average time to answer | Average handling time |
| July 2017              | 94.0%               | 20,611         | 19,379         | 00:22                  | 02:01                 |
| August 2017            | 89.9%               | 26,636         | 23,954         | 00:40                  | 01:59                 |
| September 2017         | 92.6%               | 23,017         | 21,319         | 00:29                  | 02:04                 |
| <b>Total</b>           | <b>92.0%</b>        | <b>70,264</b>  | <b>64,652</b>  | <b>00:30</b>           | <b>2:02</b>           |

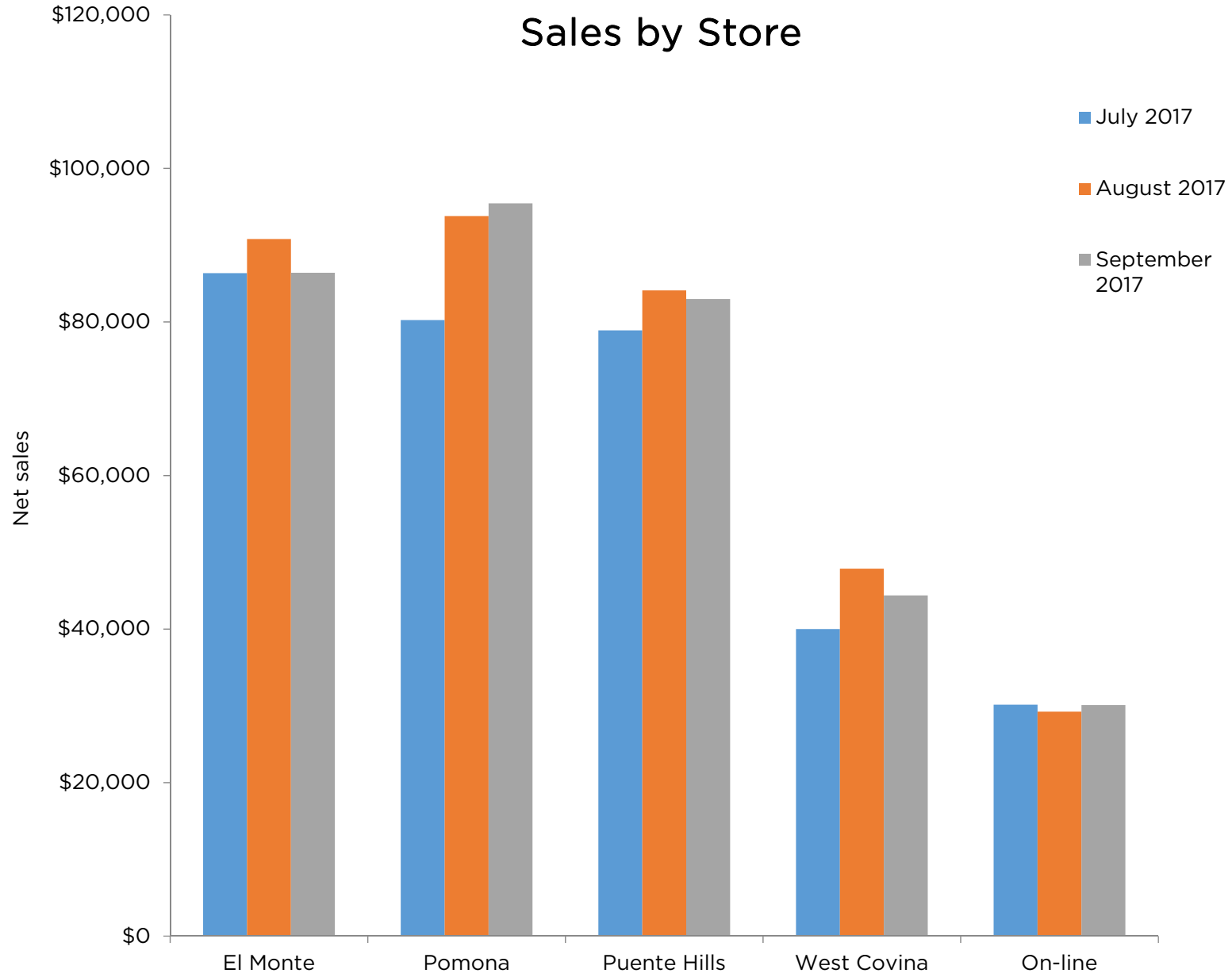
**Walk-in Traffic** (Attachment F): Walk-in traffic recorded for all stores during this time period totaled 44,327 entries, which amounts to a decrease of 12 percent from the same period last fiscal year.

Sincerely,

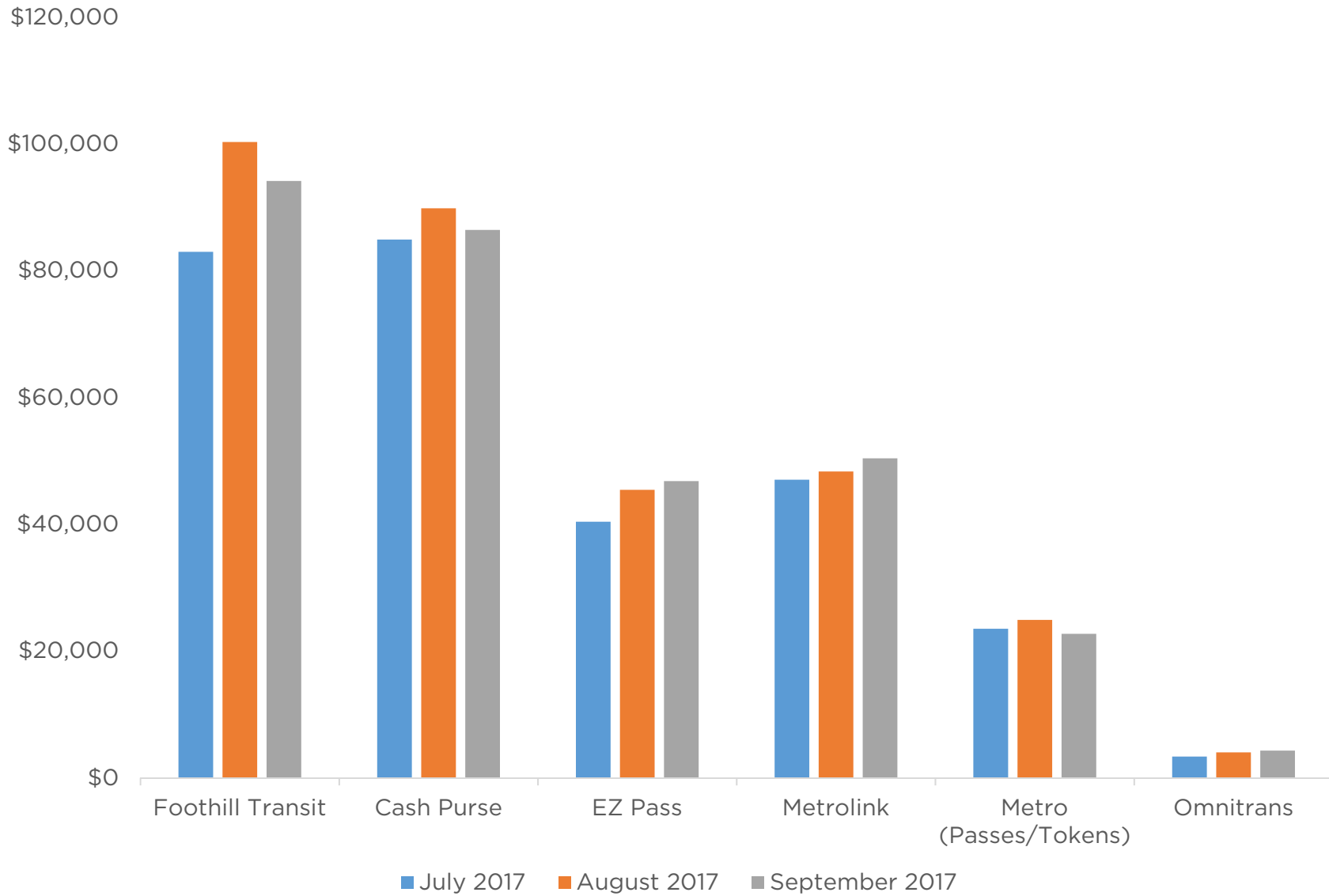
Mike Tobin  
Quality Assurance Analyst

Doran J. Barnes  
Executive Director

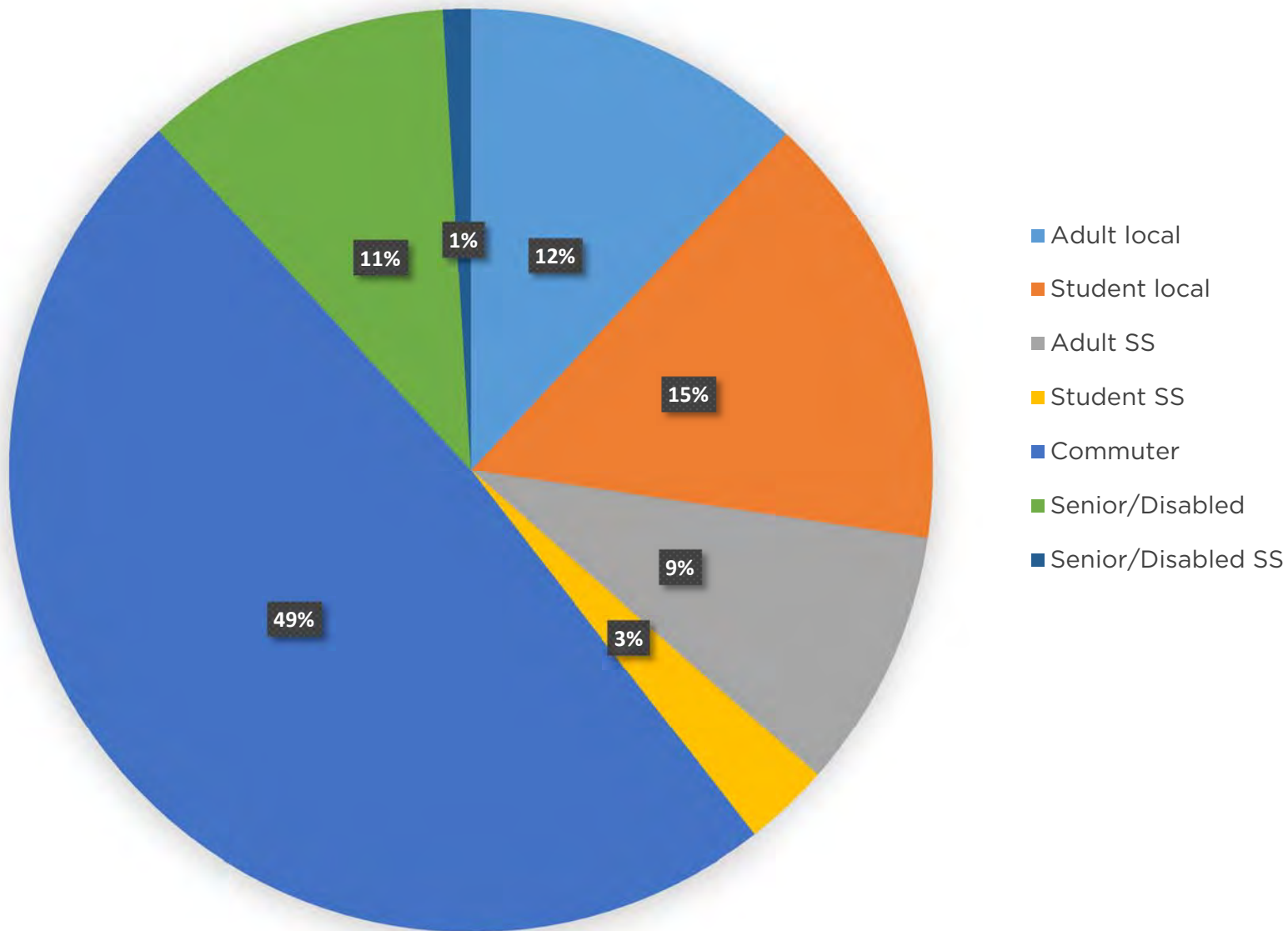




### Sales by Product Type



### Foothill Transit Product Sales



### Average Time to Answer

