



Foothill Transit
Going Good Places

GOVERNING BOARD MEETING

West Covina, CA
Friday, December 20, 2019



Foothill Transit

Foothill Transit MISSION

To be the premier public transit provider committed to:

SAFETY

COURTESY

QUALITY

RESPONSIVENESS

EFFICIENCY

INNOVATION



Foothill Transit VALUES

SAFETY

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

RESULTS

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

INTEGRITY

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

GRATITUDE

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

DIVERSITY

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

TEAM MEMBERS

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

COMMUNICATION

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

SUSTAINABILITY

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



Foothill Transit

Governing Board Meeting AGENDA

GOVERNING BOARD MEETING
7:45 AM, DECEMBER 20, 2019
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. FOCUS ON SAFETY
4. ROLL CALL
5. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF OCTOBER 25, 2019
6. APPROVAL OF AGENDA
7. PRESENTATIONS
 - 7.1. Contractors' Employee Recognition
8. PUBLIC COMMENT
 - 8.1. Executive Director Response to Public Comment

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

The public may view and obtain all written information supporting this agenda provided to the board both initially and supplementary prior to the meeting by calling (626) 967-3147 extension 7204 or at the agency's offices located at 100 S. Vincent Ave., Suite 200, West Covina, CA 91790. Documents, including PowerPoint handouts, distributed to Board Members by staff or Board Members at the meeting will simultaneously be made available to the public upon request.



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CONSENT CALENDAR: Items 9 through 11 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 2019 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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

10. OCTOBER 2019 PERFORMANCE INDICATORS

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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11. GOVERNING BOARD STIPEND POLICY

Recommended Action: Adopt the attached revised Foothill Transit Executive Board and Governing Board Members Stipend Policy (Attachment A), which amends the current policy so that Foothill Transit Governing and Executive Board Members are limited to one stipend reimbursement per day.

REGULAR AGENDA:

12. LINE 497 UPDATE

Recommended Action: Receive and file an update on the cancellation of Line 497.

13. CLUSTER 4 SPECIAL ELECTION NOTIFICATION

Recommended Action: Receive notification of Cluster 4 Special Election to be held on January 31, 2020.

14. FISCAL YEAR 2019-2020 FIRST QUARTER BUDGET UPDATE

Recommended Action: Receive and file the first quarter budget update for the fiscal year ending on June 30, 2020.

15. TRANSIT STORE QUARTERLY REPORT

Recommended Action: Receive and file the Transit Store Quarterly Report.

16. EXECUTIVE DIRECTOR COMMENT

17. GOVERNING BOARD MEMBER COMMENT

18. ADJOURNMENT

**The next meeting of the Governing Board
is scheduled for
Friday, January 31, 2020 at 7:45 a.m.**



Foothill Transit

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

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

**Friday, October 25, 2019
7:45 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Herrera at 7:48 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Herrera.

3. FOCUS ON SAFETY

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

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Corey Calaycay, Member Charlie Rosales, Member Robert Torres, Member Emmett Badar, Member Andrew Rodriguez, Member Gary Boyer, Member Albert Ambriz, Member Tony Wu, Member Roger Chandler, Member Richard Barakat, Member Becky Shevlin, Member Margaret McAustin, Member Nanette Fish, Member Carol Herrera, Member Jessica Ancona, Member Cory Moss, Member Hector Delgado, Member Sam Pedroza, Member Jimmy Lin, Member Cynthia Sternquist

Absent: Councilmember Uriel Macias, Councilmember Ricardo Pacheco, Councilmember Jorge Marquez, Mayor Tzeitel Paras-Caracci, Mayor Valerie Munoz



5. **REVIEW & APPROVAL OF THE MINUTES FOR THE GOVERNING BOARD MEETING OF AUGUST 23, 2019**

Approval of the minutes for the Governing Board Meeting of August 23, 2019.

Motion by Member Chandler, second by Member Calaycay, the minutes for the Governing Board Meeting of August 23, 2019 were approved. Motion carried 20-0.

6. **APPROVAL OF AGENDA**

Doran Barnes, Executive Director, requested that Item 18, Zero Emissions Bus Update be pulled from today's agenda. The item will be presented at a future meeting. Mr. Barnes also request that Executive Director Comments be presented prior to the Consent Calendar.

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

7. **PRESENTATIONS**

7.1 Contractors' Employee Recognition

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

Jamie Ogilvie - Employee of the Month
Ricci Strange - Operator of the Month

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

Roman Wilkinson - Employee of the Month
Scott Jacobson - Operator of the Month

8. **PUBLIC COMMENT**

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

Doran Barnes, Executive Director, introduced Clément Michel, President and CEO, Keolis, and Aline Frantzen, Chief Executive Office, Keolis U.S. Mr. Michel addressed the Executive Board and thanked the Executive Board for their

partnership and he stated that Keolis continuously works to improve its operation in Pomona. He also provided an update on international projects.

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

Mr. Barnes reported the following:

- Foothill Transit hosted the San Gabriel Valley Council of Governments (SGVCOG) meeting last night. Foothill Transit will continue to make the space available if needed.
- The American Public Transportation Association held their annual TRANSform Conference. At the conference several members of the Foothill Transit team were recognized, Ashlien Savage, Human Resources Manager, received a scholarship through the American Public Transportation Foundation. Donald Luey, Director of IT, graduated from the Leadership APTA program. Chair Herrera was recognized as the APTA Outstanding Public Transportation Board Member for all of North America. A short video was played that acknowledged her accomplishments in transportation. Chair Herrera stated she was humbled to be recognized and thanked Doran Barnes.

CONSENT CALENDAR

9. AUGUST 2019 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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

Motion by Board Member McAustin, second by Member Badar, to receive and file. Motion carried 20-0.

10. SEPTEMBER 2019 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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

Motion by Board Member McAustin, second by Member Badar, to receive

and file. Motion carried 20-0.

11. **OCTOBER 2019 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the October 2019 Legislative Summary.

Motion by Board Member McAustin, second by Member Badar, to receive and file. Motion carried 20-0.

12. **LINE 497 UPDATE**

Recommendation: Receive and file an update on Line 497.

Motion by Board Member McAustin, second by Member Badar, to receive and file. Motion carried 20-0.

REGULAR CALENDAR

13. **2019 L.A. COUNTY FAIR SERVICE**

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

Josh Landis, Planning Manager, presented this item.

Mr. Landis reported that Line 22 was created to service the fair and traveled in a circular loop around the City of Pomona. The service only operated on the weekends. This was the fourth season that Foothill Transit has provided service to the fair. This years' service saw a 30 percent increase when combined with Line 197. Ridership on Line 22 was 1,015 and ridership on Line 197 was 2,942.

Received and filed.

14. **FISCAL YEAR 2018-2019 COMPREHENSIVE ANNUAL FINANCIAL AUDIT REPORT RESULTS**

Recommendation: Receive and file the Fiscal Year 2018-2019 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 this year's audit was conducted by the firm of Crowe LLP. She introduced Rachel Adoba, Audit Manager, who provided the results of the audit. Ms. Adoba reported that a clean opinion was issued on the financial statements and there were no findings.

Received and filed.

15. **GOVERNING BOARD STIPEND POLICY**

Recommendation: Adopt the attached revised Foothill Transit Executive Board and Governing Board Members Stipend Policy (Attachment A), which amends the current policy so that Foothill Transit Governing Board Members are not limited to the number of eligible meetings per year.

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

Ms. Caldwell reported that current policy limits the number board Meetings eligible for Governing Board Member stipends to six meetings per year. She stated that staff is proposing that the language be removed that states that Governing Board Members shall receive a stipend not to exceed six meetings per year. There are many issues facing public transit and it may be necessary to engage the full Governing Board in upcoming decisions.

Motion by Member Chandler, second by Member Rosales, to approve. Motion carried 17-1.

Ayes: Member Calaycay, Member Rosales, Member Torres, Member Badar, Member Rodriguez, Member Boyer, Member Ambriz, Member Chandler, Member Barakat, Member Shevlin, Member McAustin, Member Fish, Chair Herrera, Member Moss, Member Delgado, Member Sternquist, Member Pedroza

Noes: Member Lin

16. **CLASS PASS PROGRAM - CAL POLY POMONA**

Recommendation: Receive and file the Class Pass Program Report.

Hendy Satya, Marketing and Communications Manager, presented this item.



Mr. Satya presented an overview of the program and reported that staff is actively seeking a new partnership with Cal Poly Pomona. Meetings have been held with Cal Poly Pomona staff and discussion topics have included the university's campus plan, improving Foothill Transit service onto the campus, improving Cal Poly infrastructure, and launching the Class Pass Program on their campus. Meetings have included Cal Poly Pomona President Soraya Coley. Currently, committees are being set up consisting of Foothill Transit and Cal Poly Pomona staff members to help advance some of the projects forward.

Received and filed.

17. **INSURANCE PROGRAM UPDATE**

Recommendation: Receive and file this update to the Foothill Transit insurance program.

Michelle Lopes Caldwell, Director of Finance and Treasurer, made an introduction.

Ms. Caldwell introduced Bob Kuhn, Allandale Insurance, who provided an overview of Foothill Transit's insurance coverage. Mr. Kuhn reviewed property, inland marine, business auto, general liability, workers' compensation, and excess liability coverage. He also reviewed the directors and officers liability and employment practice coverage.

Member McAustin stated that the auto coverage seemed low. She asked that Mr. Kuhn and the Executive Board look closely at the policy limits and look at other organizations coverage to compare. Member Lin requested that the property coverage also be closely reviewed to ensure that there is sufficient coverage.

Received and filed.

18. **ZERO EMISSIONS BUS UPDATE**

Recommendation: Receive and file the Zero Emissions Bus update.

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



19. **PERFORMANCE INDICATORS QUARTER REPORT- FY2019-2020 FIRST QUARTER**

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

There was no presentation by staff.

Received and filed.

20. **EXECUTIVE DIRECTOR COMMENT**

Comments by Mr. Doran J. Barnes, Executive Director, were reported prior to the Consent Calendar.

Comments by the Executive Director took place prior to Item 9, Consent Calendar.

21. **GOVERNING BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Governing Board.

There were no comments by members of the Governing Board.

22. **ADJOURNMENT**

Adjournment for the October 25, 2019 Foothill Transit Governing Board Meeting.

There being no further business, the Foothill Transit Governing Board meeting adjourned at 9:10 a.m.

Prepared by:

Christina Lopez, Board Secretary

Approved on:



December 20, 2019

To: Executive Board

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

Recommendation

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

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

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of October 31, 2019, shows total assets at \$335.28 million. This total consists primarily of \$224.92 million in fixed assets, \$95.35 million in cash and investments and \$14.31 million in receivable and prepaid assets. Foothill Transit's cash position of \$75.41 million is \$1.39 million more than the previous month, and is \$5.21 million more than last year in October.

Liabilities

The accounts payable balance is \$10.86 million. Accounts Payables include operation and maintenance expenses for \$6.9 million and \$1.1 million for fuel.

The deferred revenue of \$58.60 million represents funds that are reserved for planned capital expenditures, such as upcoming bus procurements and transit center construction activities.

Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$31.18 million in liquid accounts held with Bank of the West; \$13.31 million in interest bearing money market accounts with Bank of the West; \$67,900 with Chase; \$0.94 million with US Treasury and \$30.85 million invested in the Local Agency Investment Fund (LAIF). Longer term investments include \$19 million with Bank of the West Agency notes.



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

Operating and Capital Revenues and Expense Analysis (Attachment C)

October 2019 year-to-date fare revenues were \$5.49 million which is \$153,398 less than the budgeted amount and \$72,197 less than October 2018. Operating costs through October 2019 were \$32.93 million, which is \$2.04 million less than the budget and \$0.83 million more than October 2018. Of this \$32.93 million, \$26.06 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel which was \$2.23 million through October 2019.

Capital expenditures through October were \$9.76 million compared with \$1.19 million last year at this time. The annual budget for capital expenditures includes the purchase of CNG buses and two Double Deck electric buses, construction for the Covina Park & Ride and Transit Center project and completion of the farebox refurbishment project.

Farebox Recovery Ratio

The October year-to-date farebox recovery ratio was 16.67 percent, which is 0.27 percent higher than the performance target of 16.4 percent. The farebox recovery ratio is calculated by dividing the total fare revenue of \$5,489,602 by the total bus operating expense of \$32,932,200. This ratio is less than the October 2018 ratio of 17.33 percent. Foothill Transit continues to analyze bus ridership and participate in the region-wide ridership bus system improvement program.



Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of October 2019; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Foothill Transit accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for October 2019 were \$15.49 million. Capital disbursements totaled \$3.35 million and other significant disbursements include \$3.73 million to Keolis and \$5.92 million to Transdev for bus operating services.

Sincerely,

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

Michelle Lopes Caldwell
Director of Finance and Treasurer

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

Doran J. Barnes
Executive Director

Attachments

Foothill Transit
Balance Sheet
As of October 31, 2019

Assets

Current Assets:

Cash	\$75,411,222
Investments	19,943,389
Due from government agencies	10,323,799
Other receivables	2,528,414
Other assets	1,458,065
Total Current Assets	<u>\$109,664,889</u>

Non current Assets:

Notes receivable	694,969
Property & Equipment (net of depreciation)	224,918,749
Total Non Current Assets	<u>225,613,718</u>

Total Assets	<u><u>\$335,278,607</u></u>
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Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	\$10,858,362
Deferred Revenue	58,598,753
Total Liabilities	<u><u>\$69,457,115</u></u>

Equity

Fund Balance:	
Investment in Capital Assets	\$224,918,749
Current Year Change	4,070,193
Reserve	36,832,549
Total Equity	<u>\$265,821,491</u>

Total Liabilities and Equity	<u><u>\$335,278,607</u></u>
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Attachment B

Summary of Cash and
Investment Account
For October 31, 2019

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$12,622,607
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,200
Bank of the West-Excise Tax/LCFS #1106	N/A	Demand Deposit	18,554,317
BOW-Prop 1B-Cal Grants #1105	1.56%	Demand Deposit	2,263,538
Bank of the West-Money Market #1110	1.56%	Demand Deposit	4,931,802
Bank of the West-Money Market #1111	1.56%	Demand Deposit	4,892,366
Bank of the West-LCTOP #1108	1.56%	Demand Deposit	1,222,709
Chase Business Saving #1109	0.28%	Demand Deposit	67,893
LAIF Investment #1141	2.45%	Demand Deposit	30,854,389
Subtotal Cash on Hand			\$75,411,222
 Investments:			
Bank of the West:			
1 Maturity - 05/25/21 - 5yrs.	1.50%	Callable Note	5,000,000
2 Maturity - 01/27/21 - 5yrs.	1.25%	Callable Note	5,000,000
3 Maturity - 07/27/21 - 5yrs.	1.25%	Callable Note	8,000,000
4 Maturity - 02/26/21 - 5yrs.	1.50%	Callable Note	1,000,000
Wells Fargo Bank:			
5 Maturity - 11/01/18 - 6 months	1.95%	US Treasury Bill	943,389
Subtotal Investments			\$19,943,389
Total Cash and Investments			\$95,354,611

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

	Actual YTD October 2019	Budget YTD October 2019	Variance	Actual YTD October 2018
Fare Revenue				
Farebox	\$2,235,489	\$2,566,000	(12.88%)	\$2,600,919
Pass Sales	1,328,015	1,243,667	6.78%	1,262,650
TAP Cash Purse	1,438,773	1,383,333	4.01%	1,255,332
MetroLink & Access Service	189,388	201,000	(5.78%)	189,674
EZ Transit Pass	297,937	249,000	19.65%	253,224
Total Operating Revenue	\$5,489,602	\$5,643,000	(2.72%)	\$5,561,799
Operating Subsidies and Other				
Transportation Development Act	\$4,082,263	\$6,499,879	(37.19%)	\$7,797,215
State Transit Assistance (STA)	1,755,199	1,755,199	0.00%	1,361,544
Senate Bill 1 - STA	1,143,018	1,143,018	0.00%	801,625
Senate Bill 1 - STA BSCP	125,288	125,288	0.00%	87,694
CalTrans-LCTOP	521,301	521,301	0.00%	
Prop A 40% Discretionary	5,520,006	5,520,006	0.00%	5,410,152
Prop A 40% BSCP	1,772,827	1,772,827	0.00%	1,656,028
Prop A Exchange	2,200,000	2,200,000	0.00%	0
Prop C BSIP	325,867	325,867	0.00%	318,603
Prop C Base Restructuring	699,928	699,928	0.00%	684,326
Prop C Transit Service Expansion	116,637	116,637	0.00%	114,037
Transit Security	347,353	347,353	0.00%	334,525
Measure R	4,081,741	4,081,741	0.00%	3,772,121
Measure M	4,221,858	4,221,858	0.00%	3,808,380
Miscellaneous Transit Revenues	529,312	0	0.00%	392,077
Total Subsidies and Other	\$27,442,598	\$29,330,902	(6.44%)	\$26,538,326
Total Operating Revenue	\$32,932,200	\$34,973,902	(5.84%)	\$32,100,125
Other Revenues				
Gain on Sale of Fixed Assets	\$37,592	\$0	0.00%	\$2,295
Auxiliary Revenue	321,804	318,333	1.09%	574,880
Total Other Revenues	359,396	318,333	12.90%	\$577,174
Total Operating and Other Revenues	33,291,596	35,292,235	(5.67%)	\$32,677,300
Operating Expenses				
Customer Service & Operations	\$29,321,989	\$29,652,959	(1.12%)	\$28,811,338
Maintenance & Vehicle Technology	263,888	268,126	(1.58%)	247,289
Marketing & Communications	474,053	746,232	(36.47%)	515,014
Information Technology	501,835	790,651	(36.53%)	537,725
Administration	801,676	1,174,966	(31.77%)	689,966
Procurement	190,579	298,852	(36.23%)	135,343
Finance	503,042	589,558	(14.67%)	491,594
Planning	400,748	655,366	(38.85%)	235,905
Facilities	474,391	797,192	(40.49%)	435,949
Total Operating Expenses	\$32,932,200	\$34,973,902	(5.84%)	\$32,100,125
Other Expenses				
Property Management	\$159,847	\$118,333	35.08%	\$147,762
Dial-A-Ride	0	0	0.00%	204,865
Special Services	199,550	200,000	(0.23%)	224,547
Total Other Expenses	\$359,396	\$318,333	12.90%	\$577,174
Total Operating and Other Expenses	\$33,291,596	\$35,292,235	(5.67%)	\$32,677,300
Capital Revenues				
Capital Grants	\$9,756,745	\$25,581,954	(61.86%)	\$1,192,628
Capital Expenditures				
Capital Expenditures	\$9,756,745	\$25,581,954	(61.86%)	\$1,192,628

Bank Account - Check Details

Period: 10/01/19..10/31/19

Foothill Transit

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 10/01/19..10/31/19

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001	General Checking						
	Phone No.		800-488-2265				
10/02/19	E01319	Keolis Transit Services LLC	08/16-31 Pomona Contractor services	1,491,504.96	0.00	0.00	Posted
10/02/19	E01320	Keolis Transit Services LLC	engine repower for 1904	59,793.53	0.00	0.00	Posted
10/02/19	E01321	Keolis Transit Services LLC	engine repower for 1906	55,839.35	0.00	0.00	Posted
10/02/19	E01322	Keolis Transit Services LLC	09/10/19 Hollywood Bowl Ravel with Thibaudet	359.72	0.00	0.00	Posted
10/02/19	E01323	Keolis Transit Services LLC	09/11/19 Hollywood Bowl Ben Harper	411.35	0.00	0.00	Posted
10/02/19	E01324	Keolis Transit Services LLC	09/12/19 Hollywood Bowl An American in Paris	838.09	0.00	0.00	Posted
10/02/19	E01325	Keolis Transit Services LLC	09/13/19 Hollywood Bowl Earth, Wind & Fire	2,084.89	0.00	0.00	Posted
10/02/19	E01326	Keolis Transit Services LLC	09/14/19 Hollywood Bowl Earth, Wind & Fire	2,116.94	0.00	0.00	Posted
10/02/19	E01327	Keolis Transit Services LLC	09/15/19 Hollywood Bowl Cafe Tecvba	859.64	0.00	0.00	Posted
10/02/19	E01328	Powell Consulting DC, LLC	8/19 Public Affairs	4,800.00	0.00	0.00	Posted
10/02/19	E01329	Transdev Services, Inc.	08/16-31 Arcadia Contractor services	2,375,719.91	0.00	0.00	Posted
10/02/19	E01330	Transdev Services, Inc.	09/14/19 Rose Bowl UCLA vs. Oklahoma	15,472.78	0.00	0.00	Posted
10/02/19	E01331	Transdev Services, Inc.	Reimbursement for 2106	59,056.15	0.00	0.00	Posted
10/02/19	E01332	Transdev Services, Inc.	09/7/19 Rose Bowl UCLA vs. SAN DIEGO ST	11,069.31	0.00	0.00	Posted
10/02/19	E01333	Transdev Services, Inc.	09/19/19 Pre-Bid SiteVisit & Job Walk lift removal	187.89	0.00	0.00	Posted
10/03/19	54801	AECOM Technical Services, Inc	7/27-8/23/9Autonomous Bus Consurtium	5,940.00	5,940.00	0.00	Posted
10/03/19	54802	AFLAC	10/19 Voluntary insurance premium	1,560.68	1,560.68	0.00	Posted
10/03/19	54803	Allied Administrators for Delta Dental	11/19 Dental insurance premium	6,879.38	6,879.38	0.00	Posted
10/03/19	54804	Amtec Human Capital ,Inc	9/22 Chang, Kammy	694.57	694.57	0.00	Posted
10/03/19	54805	Amtec Human Capital ,Inc	8/4/19 Chang, Kammy	718.16	718.16	0.00	Posted
10/03/19	54806	Ashlien Savage	Educational Assistance and Reimbursement 8/18	660.00	660.00	0.00	Posted
10/03/19	54807	AT and T - 105068	El Monte store back line	41.44	41.44	0.00	Posted
10/03/19	54808	AT and T - 5019	phone service	410.58	410.58	0.00	Posted
10/03/19	54809	California Deposition Reporters	IFB 19-062 Transcription Invoice	800.00	800.00	0.00	Posted
10/03/19	54810	Charter Communications Inc.	Cable TV for admin building	172.61	172.61	0.00	Posted
10/03/19	54811	City of Los Angeles	DTLA Layover LAFD - UST Plan Check	2,286.00	2,286.00	0.00	Posted
10/03/19	54812	Clean Energy	07/19 Arcadia O & M	148,232.86	148,232.86	0.00	Posted
10/03/19	54813	Clean Energy	07/19 Arcadia CNG Takeover Not Alt Fuel	226,599.81	226,599.81	0.00	Posted
10/03/19	54814	Clean Energy	07/19 Pomona CNG Takeover Not Alt Fuel	144,035.17	144,035.17	0.00	Posted
10/03/19	54815	Clean Energy	07/19 Pomona O & M	57,356.17	57,356.17	0.00	Posted
10/03/19	54816	Farid Mosri Duran	Educational Assistance and Reimbursement 9/3	865.67	865.67	0.00	Posted
10/03/19	54817	Frontier	Admin Building Analog Phone Lines	409.42	409.42	0.00	Posted
10/03/19	54818	Frontier	Industry Park and Ride Phone Line	378.03	378.03	0.00	Posted
10/03/19	54819	Frontier	Arcadia computer phone line	195.40	195.40	0.00	Posted
10/03/19	54820	John Xie	Final payroll & PTO for payroll ending 10/4/19	14,673.02	14,673.02	0.00	Posted
10/03/19	54821	Kevin Mc Donald	Reimbursable Expenses 07/19	489.85	489.85	0.00	Posted
10/03/19	54822	Landmark Healthplan of California, Inc.	10/19 Chiropractor insurance premium	844.21	844.21	0.00	Posted

Bank Account - Check Details

Period: 10/01/19..10/31/19

Foothill Transit

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Bank Account: Date Filter: 10/01/19..10/31/19

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
10/03/19	54823	Mobile Relay Associates Inc.	10/19 Mobile Radio/ Portable Radio Analog Service	21,126.15	21,126.15	0.00	Posted
10/03/19	54824	Raycom	10/19 Radio Maintenance	317.00	317.00	0.00	Posted
10/03/19	54825	Richards Watson and Gershon	8/19 Legal Fees	121.12	121.12	0.00	Posted
10/03/19	54826	Ron Turley Associates Inc.	10/1/19-9/30/20 Saas Annual Renewal charge	10,500.00	10,500.00	0.00	Posted
10/03/19	54827	Socal Office Technologies/MWB Business Systems	Monthly copier usage	484.91	484.91	0.00	Posted
10/03/19	54828	TVL Inc.	06/19-06/20 Wisetrack Inventory software renewal	1,488.00	1,488.00	0.00	Posted
10/03/19	54829	Verizon Business - 15043	MPLS POM, ARC, WC, Park & Ride, El Monte, Puente H	10,356.28	10,356.28	0.00	Posted
10/03/19	54830	Viriciti LLC	2ND Year Software licenses fees	4,680.72	4,680.72	0.00	Posted
10/03/19	54831	Vision Service Plan - (CA)	10/19 Vision insurance premium	1,236.56	1,236.56	0.00	Posted
10/03/19	54832	Willie J. Brooks	10/19 Indoor Plant Care	213.00	213.00	0.00	Posted
10/09/19	E01334	International City Management Assoc. Retirement Co	Payroll ending 10/5/19 retirement funds	45,553.36	0.00	0.00	Posted
10/10/19	54833	ACC Business	West Covina Internet	3,996.75	3,996.75	0.00	Posted
10/10/19	54834	Adt Security Services, Inc.	10/09-01/20 Arcadia security services	192.87	192.87	0.00	Posted
10/10/19	54835	AECOM Technical Services, Inc	8/24-9/20/19Autonomous Bus Consurtium	9,900.00	9,900.00	0.00	Posted
10/10/19	54836	Andrew John Papson	Refund of Anthem Blue Cross Insurance 2018	5.92	5.92	0.00	Posted
10/10/19	54837	AT and T - 5025	El Monte phone line (626)452-1579 & (626)452-1587	218.96	218.96	0.00	Posted
10/10/19	54838	AT and T - 5025	El Monte phone line for router management	240.10	240.10	0.00	Posted
10/10/19	54839	Azteca Landscape	09/19 Landscape Maintenance	2,754.44	2,754.44	0.00	Posted
10/10/19	54840	California Choice	11/19 Medical insurance premium	53,272.56	53,272.56	0.00	Posted
10/10/19	54841	Crowe LLP	9/15/19 Aduit Services	10,000.00	10,000.00	0.00	Posted
10/10/19	54842	Crown Castle USA Inc.	Tower rental	801.11	801.11	0.00	Posted
10/10/19	54843	Day - Lite Maintenance Co. Inc.	Admin Bldg Lighting Repairs	816.65	816.65	0.00	Posted
10/10/19	54844	Dept. of Industrial Relations (Accounting)	Industry P&R Elevator Permit	225.00	225.00	0.00	Posted
10/10/19	54845	Digium Inc.	Arcadia Yard Phone Service	2,154.68	2,154.68	0.00	Posted
10/10/19	54846	Ed Butts Ford	Service for Gateway module Diagnoses	110.00	110.00	0.00	Posted
10/10/19	54847	Frank Kuo	Refund of Anthem Blue Cross Insurance 2018	48.18	48.18	0.00	Posted
10/10/19	54848	G4S Secure Integration LLC	09/19 Security Maintenance	10,233.55	10,233.55	0.00	Posted
10/10/19	54849	Green's Lock and Safe	Lock Box and Duplicate Keys	116.31	116.31	0.00	Posted
10/10/19	54850	Home Depot Credit Services	09/19 P&R/Warehouse Supplies	426.56	426.56	0.00	Posted
10/10/19	54851	Industry Public Utility Commission	Industry P&R Electricity	1,275.52	1,275.52	0.00	Posted
10/10/19	54852	Jarrett Stoltzfus	Refund of Anthem Blue Cross Insurance 2018	1.48	1.48	0.00	Posted
10/10/19	54853	Lazar and Associates	09/19 Translating services	334.95	334.95	0.00	Posted
10/10/19	54854	Linda Garrison	09/19 Yogo instruction	520.00	520.00	0.00	Posted
10/10/19	54855	MetroKinetics, Inc.	Scheduling Software Consultant	891.25	891.25	0.00	Posted
10/10/19	54856	Paulina Perez	Paulina's expense ABBG	74.87	74.87	0.00	Posted
10/10/19	54857	Schindler Elevator Corporation	9/7 Weekend Service Call	931.28	931.28	0.00	Posted
10/10/19	54858	Sheraton Fairplex Hotel	2019 Company picnic and entrance	3,575.00	3,575.00	0.00	Posted
10/10/19	54859	State Compensation Insurance Fund	10/19 Workers Comp premium	4,158.58	4,158.58	0.00	Posted

Bank Account - Check Details

Period: 10/01/19..10/31/19

Foothill Transit

Monday, November 11, 2019

FOOTHILLTRANSIT\FKURO

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 10/01/19..10/31/19

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
10/10/19	54860	State of California Department of Transportation	Airspace lease and Security Deposit 16TH ST	20,300.00	20,300.00	0.00	Posted
10/10/19	54861	The Gas Co.	09/19 Admin Bldg Gas	375.01	375.01	0.00	Posted
10/10/19	54862	ThyssenKrupp Elevator Corporation	10/1/19-12/31/19 Industry P&R Elevator Maintenance	480.02	480.02	0.00	Posted
10/10/19	54863	T-Mobile USA Inc.	Vericity cellular sim	545.69	545.69	0.00	Posted
10/10/19	54864	Tracy Barnes	Refund of Anthem Blue Cross Insurance 2018	4.59	4.59	0.00	Posted
10/10/19	54865	Tri - Signal Integration, Inc.	10/19 Admin Fire Alarm Monitoring	405.00	405.00	0.00	Posted
10/10/19	54866	Ultimate Maintenance Services, Inc	10/19 Janitorial Services	3,118.00	3,118.00	0.00	Posted
10/10/19	54867	University of La Verne	Tuitions for Fall 2019	5,875.00	5,875.00	0.00	Posted
10/10/19	54868	Vincent Saucedo	Reimburseable Expenses - Office Desk Riser	327.60	327.60	0.00	Posted
10/10/19	54869	Waste Management	10/19 Arcadia Warehouse Trash	332.15	332.15	0.00	Posted
10/10/19	54870	Weatherite Corporation	09/19 Pomona TC HVAC Maintenance	1,367.00	1,367.00	0.00	Posted
10/10/19	54871	Willie J. Brooks	10/19 Indoor Plant Care	449.75	449.75	0.00	Posted
10/10/19	54872	Wright Express	Vehicle fuelong September 2019	491.04	491.04	0.00	Posted
10/16/19	E01335	Keolis Transit Services LLC	07/01/19-08/01/19 Pomona Rate Adjustment	106.58	0.00	0.00	Posted
10/16/19	E01336	Keolis Transit Services LLC	09/25/19 Hollywood Bowl Black Movie Soundtrack III	881.27	0.00	0.00	Posted
10/16/19	E01337	Keolis Transit Services LLC	09/21/19 Hollywood Bowl Sing-A-Long Sound of Music	2,717.80	0.00	0.00	Posted
10/16/19	E01338	Keolis Transit Services LLC	09/1-15 Pomona Contractor services	771,325.29	0.00	0.00	Posted
10/16/19	E01339	Powell Consulting DC, LLC	9/19 Public Affairs	4,800.00	0.00	0.00	Posted
10/16/19	E01340	Transdev Services, Inc.	10/19 Management Services	156,395.98	0.00	0.00	Posted
10/16/19	E01341	Transdev Services, Inc.	09/1-15 Arcadia Contractor services	1,043,842.82	0.00	0.00	Posted
10/17/19	54873	Adt Security Services, Inc.	10/19-01/20 Pomona yard security services	160.26	160.26	0.00	Posted
10/17/19	54874	Amazon Web Services, Inc	Monthly web hosting	624.67	624.67	0.00	Posted
10/17/19	54875	Athens Services- 54957	10/10 Admin Trash Services	1,513.39	1,513.39	0.00	Posted
10/17/19	54876	Azusa Light & Water	AITC Main SVC Parking	476.39	476.39	0.00	Posted
10/17/19	54877	Burns & McDonnell Engineering Company, Inc	6/30/Engineering service in depot charging design	65,945.70	65,945.70	0.00	Posted
10/17/19	54878	CA Newspaper Service Bureau	IFB 20-007 Notice SGVT	327.53	327.53	0.00	Posted
10/17/19	54879	California Deposition Reporters	RFP 20-010 Court Reporter/Transcription	878.75	878.75	0.00	Posted
10/17/19	54880	CALTEC Corporation	9/23/19 Admin Restroom Renovations	107,579.90	107,579.90	0.00	Posted
10/17/19	54881	Chamber of Commerce - EM / SEM	Order PO020474	425.00	425.00	0.00	Posted
10/17/19	54882	Chamber of Commerce - La Verne	Membership Renewal	540.00	540.00	0.00	Posted
10/17/19	54883	Chamber of Commerce - Pasadena	Map in Chamber Directory 2020	3,995.00	3,995.00	0.00	Posted
10/17/19	54884	CIGNA Group Insurance	10/19 Life Insurance premium	4,784.31	4,784.31	0.00	Posted
10/17/19	54885	Clean Energy	08/19 Pomona O & M	557,342.41	557,342.41	0.00	Posted
10/17/19	54886	Community Partners	2019 Noche de las Luminarias	2,500.00	2,500.00	0.00	Posted
10/17/19	54887	Covina Downtown Merchants Association	35 Streetlight Banners	1,500.00	1,500.00	0.00	Posted
10/17/19	54888	David Reyno	Reimbursable Expenses	2,426.54	2,426.54	0.00	Posted
10/17/19	54889	E & M Consulting , Inc	2020 San dimas Chamber of Commerce area map	1,799.00	1,799.00	0.00	Posted
10/17/19	54890	Emanate Health Foundation	30th Annual Autumn Nocturne 2019	1,000.00	1,000.00	0.00	Posted
10/17/19	54891	ENO Transportation Foundation	Transit Mid-Manager Level 2 - T. Pina	5,300.00	5,300.00	0.00	Posted

Bank Account - Check Details

Period: 10/01/19..10/31/19

Foothill Transit

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Bank Account: Date Filter: 10/01/19..10/31/19

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
10/17/19	54892	Envision WC Toy Auto LLC	Maintenace service sienna van	55.00	55.00	0.00	Posted
10/17/19	54893	Frontier	Fax line	65.81	65.81	0.00	Posted
10/17/19	54894	Gotcha Spot, LLC	9/23-10/20/19 APU, Mt. SAC, Rio Hondo	6,756.00	6,756.00	0.00	Posted
10/17/19	54895	Grand Car Wash	Vehicle car wash	611.16	611.16	0.00	Posted
10/17/19	54896	Hinderliter, de Llamas & Associates	Senators Office Negotiations	1,645.00	1,645.00	0.00	Posted
10/17/19	54897	International City Management Assoc. Retirement Co	108053 Asset fee allowance 7/31-9/30/19	8,127.76	8,127.76	0.00	Posted
10/17/19	54898	MetroKinetics, Inc.	Scheduling Software Consulting	2,605.50	2,605.50	0.00	Posted
10/17/19	54899	Mt. San Antonio College - The Mountaineer	6/30/19-6/30/20 Digital Advertising	1,500.00	1,500.00	0.00	Posted
10/17/19	54900	PingPing Lin	Final Payroll & PTO for payroll ending 10/18/19	8,794.81	8,794.81	0.00	Posted
10/17/19	54901	Platinum Security Inc.	09/19 El Monte security services	6,500.78	6,500.78	0.00	Posted
10/17/19	54902	Regional Chamber of Commerce - SGV	3rd Annual Public Safety Appreciation BBQ 2019	1,000.00	1,000.00	0.00	Posted
10/17/19	54903	San Gabriel Valley NAACP	Freedom Fund Banquet 2019	2,000.00	2,000.00	0.00	Posted
10/17/19	54904	Schindler Elevator Corporation	9/14 Weekend Service Call	499.96	499.96	0.00	Posted
10/17/19	54905	Standard Parking Corporation	09/19 Parking Services	3,639.51	3,639.51	0.00	Posted
10/17/19	54906	Stantec Architecture	8/16/19 Covina PNR Task 7 E Service	13,629.92	13,629.92	0.00	Posted
10/17/19	54907	Steven Leonard Gandara	Reimbursable Expenses - Printing Cost	27.50	27.50	0.00	Posted
10/17/19	54908	Suburban Water Systems	09/19 Admin Landscape Water	956.57	956.57	0.00	Posted
10/17/19	54909	The Sunrise Rotary Club of Claremont Foundation	2019 Turkey Trot	500.00	500.00	0.00	Posted
10/17/19	54910	Thomas J. Koontz	Printing of AITC Shelter Signs	162.07	162.07	0.00	Posted
10/17/19	54911	Transit - Finance Learning Exchange	TFLEX Fall 2019 Workshop Reg. - Michelle Caldwell	200.00	200.00	0.00	Posted
10/17/19	54912	Universal Auto Group	Maintenace service	80.00	80.00	0.00	Posted
10/17/19	54913	Verizon Business - 15043	800 Ride info line	9,451.75	9,451.75	0.00	Posted
10/17/19	54914	Vincent Saucedo	11/19 Reimbursed Expense Metro TAP	100.00	100.00	0.00	Posted
10/17/19	54915	W.M. Klorman Construction Corp.	8/31/19 Covina Park & Ride Design-Build Phase 2	2,231,295.40	2,231,295.40	0.00	Posted
10/17/19	54916	West Covina Beautiful	2019 Fashion Show Fundraiser	250.00	250.00	0.00	Posted
10/17/19	54917	Yoko Igawa	Reimbursable Expenses - ICMA	35.00	35.00	0.00	Posted
10/23/19	E01342	Payment of Invoice PI027064	CAD/AVL Replacement -NTP2 Milestones 7, 8 and 9	637,992.90	0.00	0.00	Posted
10/23/19	E01343	Payment of Invoice PI027066	Payroll ending 10/19/19 retirement funds	44,005.47	0.00	0.00	Posted
10/24/19	54918	Adt Security Services, Inc.	10/29-01/28/20 Pomona station security services	166.47	166.47	0.00	Posted
10/24/19	54919	AT and T - 5025	El Monte Phone line general	2,211.26	2,211.26	0.00	Posted
10/24/19	54920	Christopher Pieper	Reimbursement for10/19 CAPPO MTG	40.00	40.00	0.00	Posted
10/24/19	54921	City of Pomona - Passes	Get About tickets	4,000.00	4,000.00	0.00	Posted
10/24/19	54922	Corey L. Calaycay	Reimbursable Expenses - APTA TRANSForm Conference	306.60	306.60	0.00	Posted
10/24/19	54923	Darold D. Pieper Attorney at Law	9/19 Legal Fees	7,677.10	7,677.10	0.00	Posted
10/24/19	54924	Digium Inc.	6/26/19-7/25/19 Arcadia Yard Phone	2,129.73	2,129.73	0.00	Posted
10/24/19	54925	Encore Awards and Marking	Name Badge for Linda Apodaca	21.11	21.11	0.00	Posted
10/24/19	54926	FEDEX Corp.	Express Mail	112.98	112.98	0.00	Posted
10/24/19	54927	File Keepers LLC	9/19 Shredding Services	88.00	88.00	0.00	Posted

Bank Account - Check Details

Period: 10/01/19..10/31/19

Foothill Transit

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Bank Account: Date Filter: 10/01/19..10/31/19

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
10/24/19	54928	Frontier	Local calls	2,706.75	2,706.75	0.00	Posted
10/24/19	54929	Industry Public Utility Commission	09/19 Industry P&R Electricity	1,221.42	1,221.42	0.00	Posted
10/24/19	54930	Liberty Mutual Insurance Company	Downtown layover lot trailer liability insurance	18.00	18.00	0.00	Posted
10/24/19	54931	Lillian Lin	Reimbursement for transit pass	100.00	100.00	0.00	Posted
10/24/19	54932	MailFinance Inc.	10/27/19-1/26/20 Postage Machine Leasing Charges	604.31	604.31	0.00	Posted
10/24/19	54933	Metrolink	9/19 Metrolink passes	34,489.00	34,489.00	0.00	Posted
10/24/19	54934	MTGL, Inc.	08/19 Professional services	12,488.60	12,488.60	0.00	Posted
10/24/19	54935	Newage PHM, LLC	10/19 Transit Store 2 Lease	7,473.07	7,473.07	0.00	Posted
10/24/19	54936	Office Depot	Office Supplies	1,035.75	1,035.75	0.00	Posted
10/24/19	54937	Proforma	Print SS Fares 8/19	2,870.37	2,870.37	0.00	Posted
10/24/19	54938	Pulsar Advertising	09/19 General marketing	10,474.50	10,474.50	0.00	Posted
10/24/19	54939	ReadyRefresh	9/19 Drinking Water	72.25	72.25	0.00	Posted
10/24/19	54940	Regional Chamber of Commerce - SGV	2019 Legislative Power Luncheon	1,000.00	1,000.00	0.00	Posted
10/24/19	54941	Skyline Pest Control	10/19 Monthly Pest & Rodent Control	95.00	95.00	0.00	Posted
10/24/19	54942	Southern California Edison Co.	09/19 Admin Bldg Electricity	18,476.78	18,476.78	0.00	Posted
10/24/19	54943	Staples Business Adv.-Dept. LA	Office Supplies	190.51	190.51	0.00	Posted
10/24/19	54944	State of California Department of Transportation	11/19 Airspace Lease - Grand /17th	15,800.00	15,800.00	0.00	Posted
10/24/19	54945	The Poly Post	Advertising October 1, 2019	242.25	242.25	0.00	Posted
10/24/19	54946	Thomas J. Koontz	2 Boardroom Posters	1,949.22	1,949.22	0.00	Posted
10/24/19	54947	Thompson Coburn LLP	8/19 Cabrera Litigation	1,860.00	1,860.00	0.00	Posted
10/24/19	54948	Walnut Valley Water District	09/19 Industry P&R Landscape Water	123.01	123.01	0.00	Posted
10/24/19	54949	Weatherite Corporation	09/19 HVAC Maintenance	1,014.00	1,014.00	0.00	Posted
10/24/19	54950	Zonar Systems Inc.	Renewal EVIR GSM service FOO0546 GTC	2,703.00	2,703.00	0.00	Posted
10/28/19	54951	Law Office of Edward D. Magallanes	Settlement of Gabriela Cabrera case	1,000.00	1,000.00	0.00	Posted
10/30/19	E01344	Bankcard Center-Bank of the West	9/19 Agency credit card usages	27,828.66	0.00	0.00	Posted
10/30/19	E01345	California Dept. of Tax and Fee Administration -	3rd QTR 2019 Sales and Use Tax Return	18,995.00	0.00	0.00	Posted
10/30/19	E01346	Keolis Transit Services LLC	09/16-28 Pomona Contractor services	1,334,426.48	0.00	0.00	Posted
10/30/19	E01347	Keolis Transit Services LLC	09/29-30 Pomona Contractor services	122,832.12	0.00	0.00	Posted
10/30/19	E01348	Keolis Transit Services LLC	09/29/19 Hollywood Bowl Gary Clark Jr.	861.31	0.00	0.00	Posted
10/30/19	E01349	Transdev Services, Inc.	09/16-28 Arcadia Contractor services	2,133,969.51	0.00	0.00	Posted
10/30/19	E01350	Transdev Services, Inc.	09/29-30 Arcadia Contractor services	182,226.59	0.00	0.00	Posted
10/30/19	E01351	Transdev Services, Inc.	Transporting Mini Bus to LA Fair, Route 66 Parade	854.52	0.00	0.00	Posted
10/30/19	E01352	Transdev Services, Inc.	861 Extra Service 7/17/19	103.52	0.00	0.00	Posted
10/30/19	E01353	Transdev Services, Inc.	09/11/19 Metrolink Bus Bridge	237.08	0.00	0.00	Posted
10/30/19	E01354	Transdev Services, Inc.	08/14/19 Bus Consortium Project (AECOM Filming)	207.45	0.00	0.00	Posted
10/31/19	54952	Adt Security Services, Inc.	11/01-01/31/20 West Covina security services	389.10	389.10	0.00	Posted
10/31/19	54953	Alexander Dennis Inc	(2) Double Decker Buses schedule payment # 1	704,657.75	704,657.75	0.00	Posted
10/31/19	54954	Amtec Human Capital ,Inc	10/13 Chang, Kammy	1,474.16	1,474.16	0.00	Posted
10/31/19	54955	Ardent Technologies, Inc	9/1-9/30/19 Website Maintenance	297.50	297.50	0.00	Posted
10/31/19	54956	Ashlien Savage	Replenish of petty cash funds	335.36	335.36	0.00	Posted

Bank Account - Check Details

Period: 10/01/19..10/31/19

Foothill Transit

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 10/01/19..10/31/19

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
10/31/19	54957	AT and T - 105068	EI Monte store back line	38.11	38.11	0.00	Posted
10/31/19	54958	AT and T - 5019	Phone Service	412.60	412.60	0.00	Posted
10/31/19	54959	ATKINSON ANDELSON LOYA RUUD AND ROMO	9/19 General labor and employment advice services	379.50	379.50	0.00	Posted
10/31/19	54960	Azusa Light & Water	09/1-30 Electricity and Water	15,253.92	15,253.92	0.00	Posted
10/31/19	54961	Burns & McDonnell Engineering Company, Inc	10/14/19 In Depot Charging Services	36,000.00	36,000.00	0.00	Posted
10/31/19	54962	Calstart, Inc.	Annul membership-Roland Cordero 12/1/19 - 11/30/20	1,950.00	1,950.00	0.00	Posted
10/31/19	54963	Charter Communications Inc.	Admin building cable	172.61	172.61	0.00	Posted
10/31/19	54964	Covina Downtown Merchants Association	Additional Streetlight Banners	1,000.00	1,000.00	0.00	Posted
10/31/19	54965	Daley and Heft, LLP	8/19 Legal Fees	2,225.00	2,225.00	0.00	Posted
10/31/19	54966	Deanna Forrest	October Reimbursement	159.32	159.32	0.00	Posted
10/31/19	54967	Dept. of Industrial Relations (Accounting)	Admin Bldg Elevator Permit - NORTH	700.00	700.00	0.00	Posted
10/31/19	54968	E.S.G.Valley Japanese Community Ctr	2019 Family Health Fair	1,000.00	1,000.00	0.00	Posted
10/31/19	54969	FEDEX Corp.	Express Mail	148.69	148.69	0.00	Posted
10/31/19	54970	Frontier	Arcadia computer phone line	198.28	198.28	0.00	Posted
10/31/19	54971	GA Technical Services, Inc.	Admin building fiber cable installation	8,858.75	8,858.75	0.00	Posted
10/31/19	54972	Graingers	Facility Supplies	122.23	122.23	0.00	Posted
10/31/19	54973	Instant Signs Inc.	FT Store Hours Signs	4,293.54	4,293.54	0.00	Posted
10/31/19	54974	Intervision Systems LLC	Minerva malware protection yearly renewal	7,700.00	7,700.00	0.00	Posted
10/31/19	54975	Kapsch TrafficCom Transportation NA, Inc.	Traffic Signal Priority Project	56,648.00	56,648.00	0.00	Posted
10/31/19	54976	Linda Garrison	10/19 Yoga instructions	520.00	520.00	0.00	Posted
10/31/19	54977	New Millennium Construction Services	Fourth Floor Tennant Improvements	2,257.20	2,257.20	0.00	Posted
10/31/19	54978	Office Depot	Office Supplies	250.84	250.84	0.00	Posted
10/31/19	54979	Ritta Merza	Reimbursable Expenses	116.91	116.91	0.00	Posted
10/31/19	54980	San Gabriel Valley Newspaper	Advertising	4,385.28	4,385.28	0.00	Posted
10/31/19	54981	Socal Office Technologies/MWB Business Systems	Monthly copier usage	426.58	426.58	0.00	Posted
10/31/19	54982	Southern California Edison Co.	9/19 Pomona Transit Center electricity usages	10,243.10	10,243.10	0.00	Posted
10/31/19	54983	Southern California Edison Co.	7-8/19 Pomona Facility Charger Usage	1,355.53	1,355.53	0.00	Posted
10/31/19	54984	Southern California Edison Co.	9/19 Pomona facility charger usages	495.63	495.63	0.00	Posted
10/31/19	54985	Southern California Edison Co.	6/19 Pomona facility charger usages	687.06	687.06	0.00	Posted
10/31/19	54986	Team One Management	09/19 Window Washing	8,500.00	8,500.00	0.00	Posted
10/31/19	54987	Thomas J. Koontz	Interior Cards - Labor Day	2,952.00	2,952.00	0.00	Posted
10/31/19	54988	Willie J. Brooks	11/19 Indoor Plant Care	213.00	213.00	0.00	Posted
General Checking				15,487,579.35	4,877,301.13	0.00	



December 20, 2019

To: Governing Board

Subject: **October 2019 Performance Indicators Report**

Recommendation

Receive and file the October 2019 Performance Indicators Report.

Analysis

This report provides an analysis of Foothill Transit's performance indicators for October of FY2019-2020. Foothill Transit monitors a number of factors in evaluating the service provided to the public. These are key performance indicators that record the bus system safety, courtesy, and reliability standards, along with industry-standard measurements that are monitored to assess transit operations.

In October, Foothill Transit achieved six out of eight key performance indicator targets. The performance indicator targets met through the quarter are: Miles Between Technical Roadcalls, Complaints per 100,000 Boardings, 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 boardings recorded by the farebox in October was 1,110,281 – which is seven percent lower than the same month last fiscal year.
- **Fare Revenue** – Total fare revenue for October was \$1.4 million. The average fare was \$1.34 per boarding.
- **Operating Expenses** – Operating expenses incurred in October totaled \$8.3 million, resulting in an average cost per service hour of \$110.52.
- **Accidents** – The system averaged 1.21 preventable accidents per 100,000 miles in October.



- **Customer Complaints** – Foothill Transit received an average of 17.4 complaints per 100,000 boardings in October. This is a five percent increase compared to the same month last fiscal year.
- **Schedule Adherence** – On-time performance in October was 68.8 percent, which is seven percent lower compared to the same month last fiscal year.

Analysis

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

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

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

Overall System Performance

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

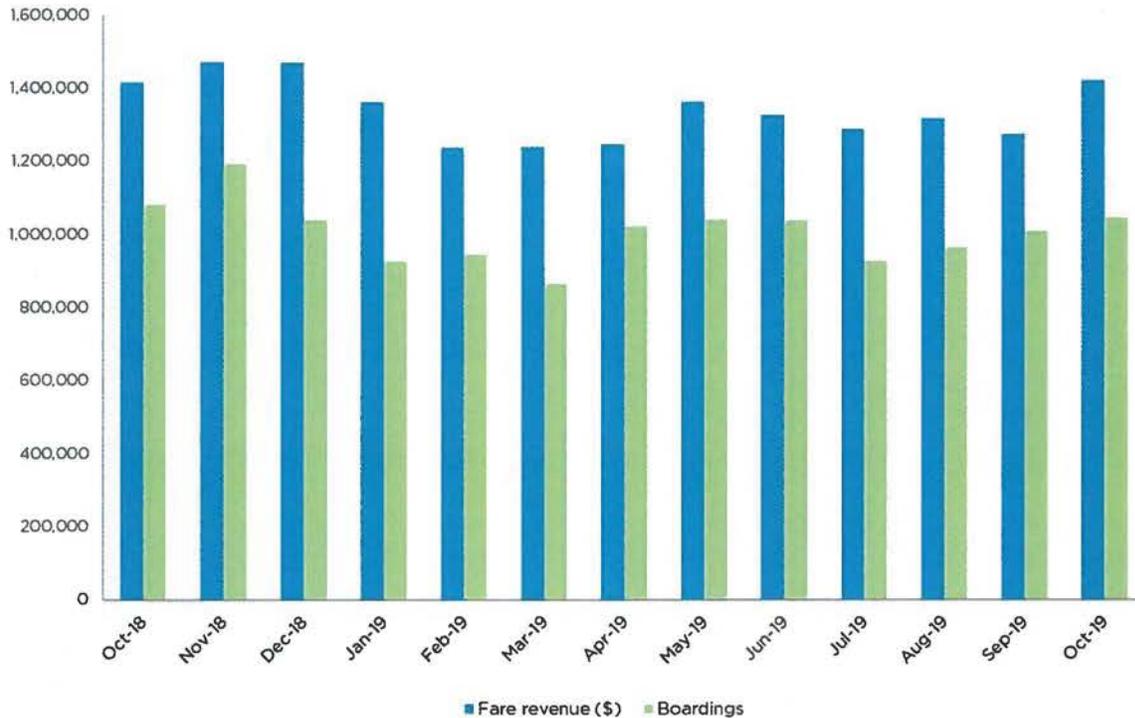
Total Boardings and Total Fare Revenues

In October 2019, Foothill Transit buses had 1,110,281 boardings. When compared to the same month during the previous fiscal year, ridership decreased by seven percent. Foothill Transit continues to participate in various efforts to identify causes and develop solutions to the local, regional, and national trends of declining ridership.

Total fare revenue recorded in October was \$1.4 million. This is one percent higher than the same month during the previous fiscal year.



Total Boardings and Fare Revenues



Vehicle Service Hours and Operating Expenditure

In October, Foothill Transit operated 75,758 service hours, which is one percent higher compared to the same month last fiscal year.

During October, Foothill Transit incurred \$8.3 million in operating expenses, which is two percent lower compared to the same month last fiscal year. During the first half of the fiscal year last year, the price of CNG fuel was significantly higher than it had been in prior months. CNG prices have since returned to customary levels and that reduction in pricing is reflected in the variance between operating costs in October 2019 and in October 2018.

Goal 1: Operate a Safe Transit System

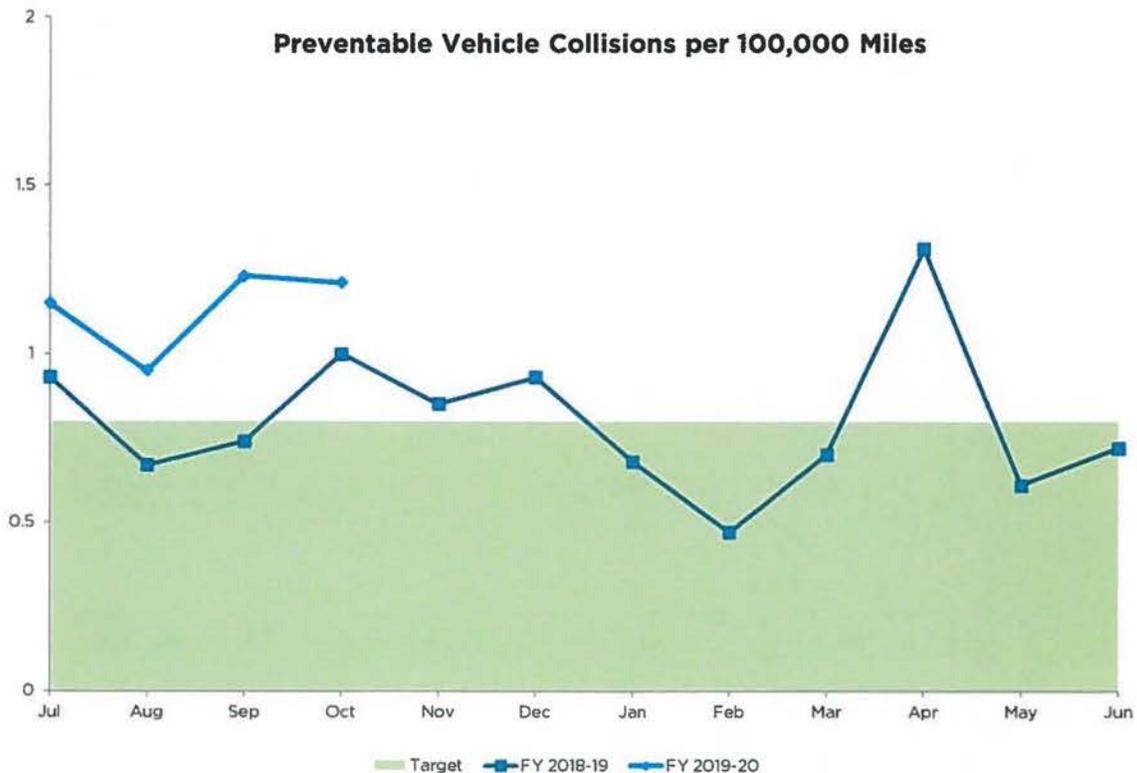
Foothill Transit’s primary goal is to operate a safe transit system. Foothill Transit monitors system safety by tracking the number of preventable accidents incurred for every 100,000 miles of vehicle operation.



Preventable Accidents per 100,000 Miles

In October, Foothill Transit did not meet the adopted standard of 0.80 or fewer preventable vehicle collisions per 100,000 miles with 1.21 preventable collisions per 100,000 miles. This is 20 percent higher compared to the same month last year. Preventable vehicle collisions in October resulted primarily from sideswipes and coaches making contact with fixed objects.

Keolis' and Transdev's safety committees, which are comprised of operators and administrative staff members, meet on a monthly basis to review trends, hazardous locations, facility improvements, and other safety related matters. The General Managers, Safety Managers, Trainers, and Operations staff are actively involved in the development of action plans and implementation. These plans include operator training, coaching, and other activities as appropriate.





Goal 2: Provide Outstanding Customer Service

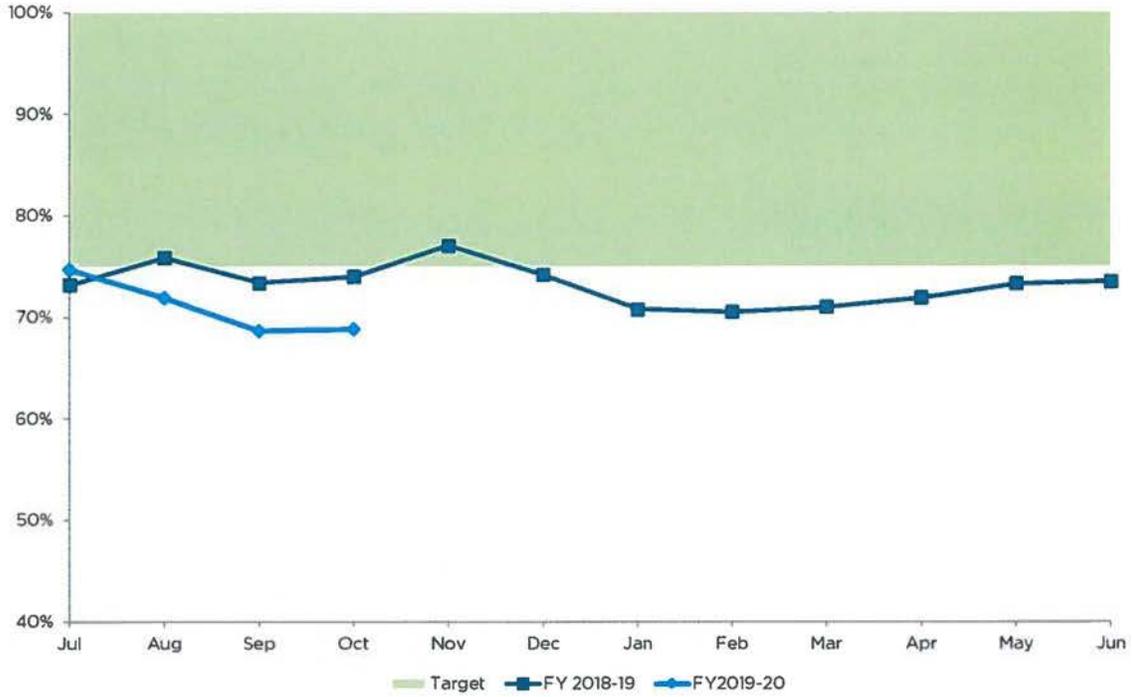
Foothill Transit measures this goal by monitoring the following categories: schedule adherence, average miles between service interruptions, and complaints per 100,000 boardings for customers calling the customer service line.

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 did not depart early and if it departed the time point no more than five minutes late. Foothill Transit has adopted a goal of 75 percent or higher OTP for this fiscal year. In October, OTP was 68.8 percent. This represents a seven percent decrease compared to the same month last fiscal year of which the data was reported using other methods. Quality Assurance staff continue to monitor the SMARTBus system in real-time and work with both operations and maintenance contractors to ensure that the bus service runs in accordance with the schedule. Routes 488, 497, and 860 had the lowest OTP in October FY20. With the OTP data available from the Avail system, we can now monitor the worst performing routes and work with both contractors to identify areas of improvement. Verifying the OTP data has been a priority for Foothill Transit and the Avail team. This includes evaluating GPS positioning of each time point to accurately reflect the bus arrivals. During the week of December 9, 2019, the Avail team completed a software upgrade that will also support the efforts to improve the OTP.



Schedule Adherence

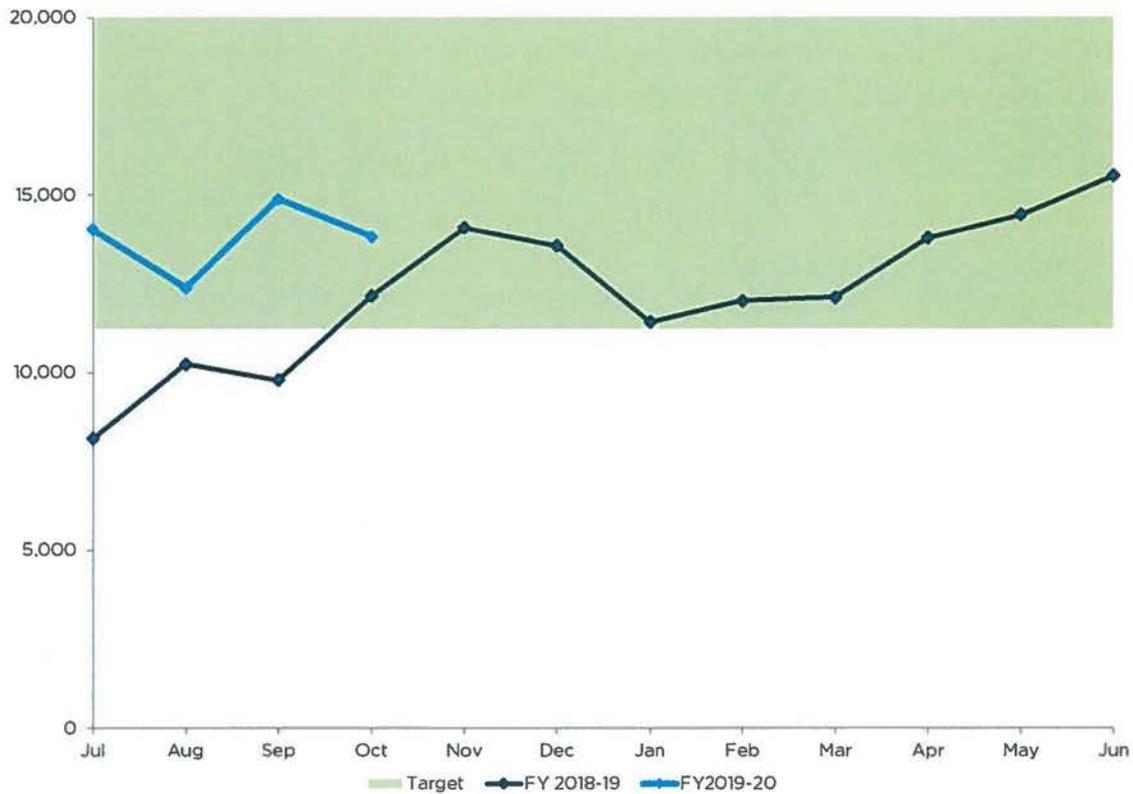




Average Miles between Technical Roadcalls

Average miles between technical roadcalls is a maintenance performance indicator. This new adopted measure will track any mechanical breakdown that occurs, whether a bus is in revenue service or not. In October, Foothill Transit averaged 13,822 miles between technical roadcalls as reported by the operations contractors. Foothill Transit exceeded the maintenance reliability goal of at least 11,250 miles between technical roadcalls.

Average Miles between Technical Roadcalls

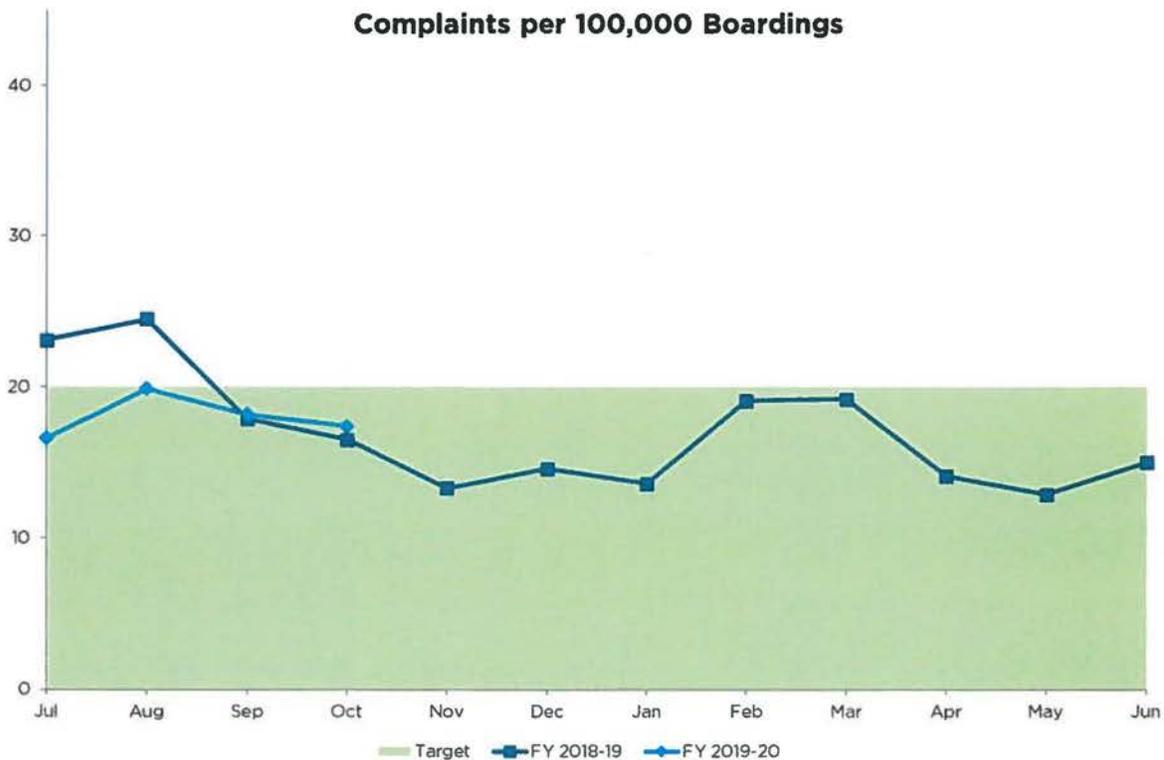




Complaints per 100,000 Boardings

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 met the performance target of 20 or less complaints per 100,000 boardings with an average of 17.4 complaints per 100,000 boardings. This represents a five percent increase compared to the same month last fiscal year.





Goal 3: Operate an Effective Transit System

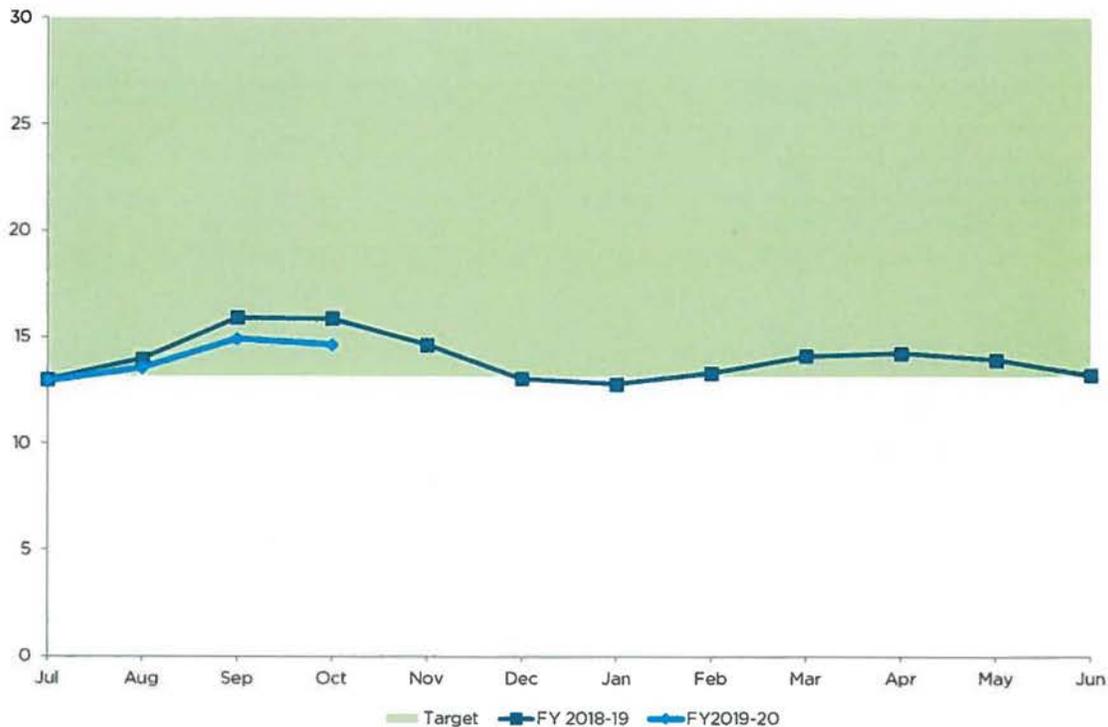
Foothill Transit measures service effectiveness by monitoring boardings per vehicle service hour and average weekday boardings.

Boardings per Vehicle Service Hour

Boardings per vehicle service hour is the total number of boardings divided by the total number of service hours in a given period. In October, there were 14.66 boardings per vehicle service hour, meeting the performance target of 13.15 or more boardings per service hour. This figure is eight percent lower compared to the same month last fiscal year. This variance is due to the decrease in ridership discussed earlier.

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

Boardings per Vehicle Service Hour

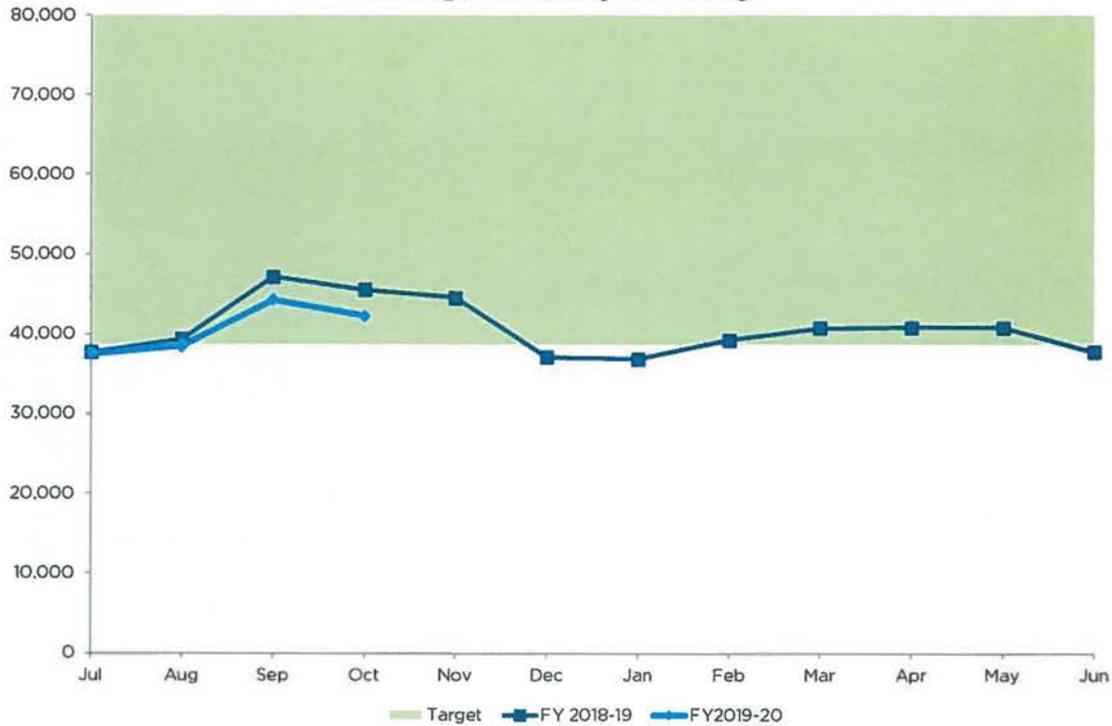




Average Weekday Boardings

The number of average weekday boardings is calculated by dividing the total number of weekday boardings by the number of days with weekday service in a given period. The FY19-20 performance target for this metric is to achieve at least 38,700 average weekday boardings. Exceeding the target goal, there were 42,278 average weekday boardings in October. This represents a seven percent decrease compared to the same month last fiscal year. This decrease mirrors the overall drop in boardings for the month.

Average Weekday Boardings





Goal 4: Operate an Efficient Transit System

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

Farebox Recovery Ratio

Farebox recovery ratio is a measure of the proportion of operating costs recovered by passenger fares. The farebox recovery ratio is calculated by dividing total fare revenue by total operating expense. In October, the Farebox Recovery Ratio was 17.72 percent, which does meet the target of 16.4 percent.

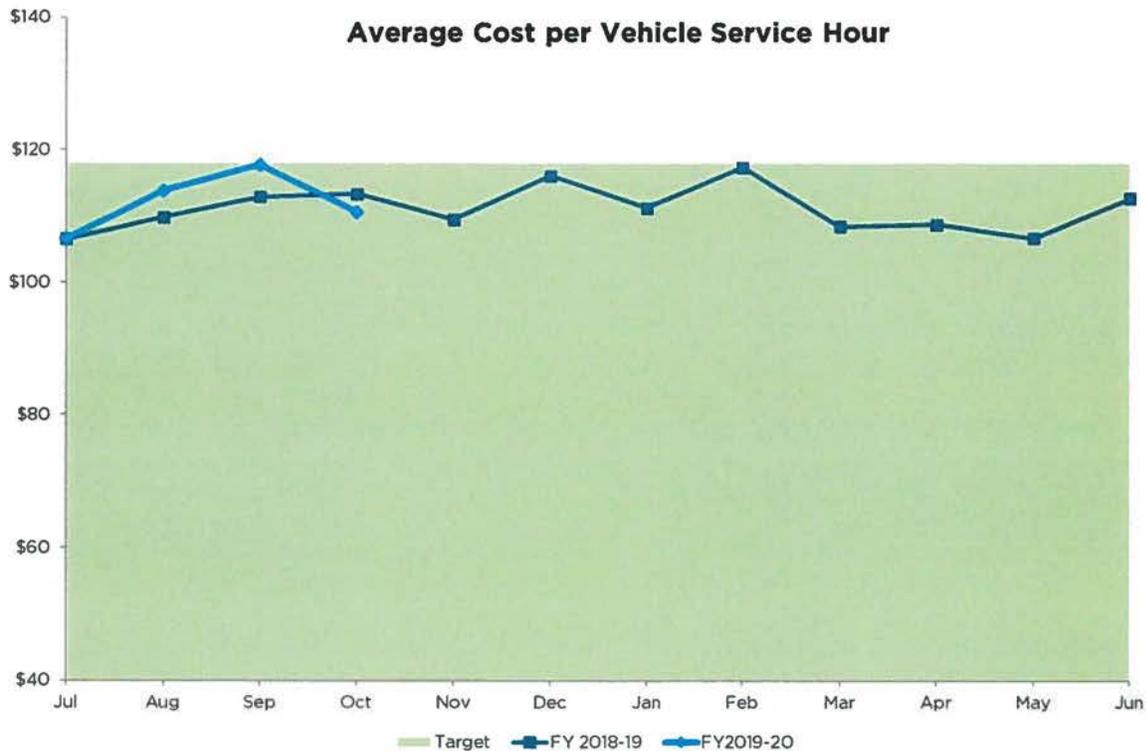
Farebox Recovery Ratio





Average Cost per Vehicle Service Hour

Average cost per vehicle service hour is an industry standard utilized to measure the cost efficiency of transit service. It is derived by dividing operating expenses by vehicle service hours. Foothill Transit's average cost per vehicle service hour for October was \$110.52, which meets the fiscal year target of less than \$117.82, and is two percent lower than the same month last fiscal year.



Sincerely,

Paulina Perez
Transportation Business Intelligence Analyst

Doran J. Barnes
Executive Director

Foothill Transit Monthly Key Performance Indicators

October FY 2020

Goal	Performance Indicator	October FY 2020	Met Target?	October FY 2019	% Improvement Over Same Month Last Year	FY 2019-2020 YTD	Met Target?	FY 2018-2019 YTD	% Improvement YTD	Performance Target
Overall System Performance	Total Boardings	1,110,281	-	1,191,624	(7%)	4,119,495	-	4,262,441	(3%)	
	Vehicle Service Hours	75,758	-	75,059	1%	293,953	-	290,268	1%	
	Total Fare Revenue	\$1,484,034	-	\$1,470,239	1%	\$5,489,602	-	\$5,561,799	(1%)	
	Total Operating Expense	\$8,372,613	-	\$8,501,682	2%	\$32,932,200	-	\$32,100,125	(3%)	
Safety	Preventable Vehicle Collisions per 100,000 Miles	1.21	No	1.00	(20%)	1.13	No	0.84	(35%)	≤ 0.80
Customer Service	Schedule Adherence	68.8%	No	74.0%	(7%)	71.0%	No	74.1%	(4%)	≥ 75%
	Miles Between Technical Roadcalls	13,822	Yes	12,169	14%	13,707	Yes	9,926	38%	≥ 11,250
	Complaints per 100,000 Boardings	17.4	Yes	16.5	(5%)	18.0	Yes	20.3	11%	≤ 20.00
Effectiveness	Boardings per Vehicle Service Hour	14.66	Yes	15.88	(8%)	14.01	Yes	14.68	(5%)	≥ 13.15
	Average Weekday Boardings	42,278	Yes	45,570	(7%)	40,611	Yes	42,380	(4%)	≥ 38,700
Efficiency	Farebox Recovery Ratio	17.72%	Yes	17.29%	2%	16.67%	Yes	17.33%	(4%)	≥ 16.40%
	Average Cost per Vehicle Service Hour	\$110.52	Yes	\$113.27	2%	\$112.03	Yes	\$110.59	(1%)	≤ \$117.82

Foothill Transit Monthly Operations Report

October FY 2020

Goal	Performance Indicator	October FY 2020	October FY 2019	% Improvement Over Same Month Last Year	FY19-20 YTD	FY18-19 YTD	% Improvement YTD
Operations	Average fare per boarding	\$1.34	\$1.23	8.3%	\$1.33	\$1.30	2.1%
	Average cost per boarding	\$7.54	\$7.13	(6%)	\$7.99	\$7.53	6%
	Average subsidy per boarding	\$6.20	\$5.90	(5%)	\$6.66	\$6.23	7%
	Total vehicle miles	1,492,735	1,496,742	(0%)	5,825,499	5,737,095	2%
	Vehicle service miles	1,086,276	1,077,602	1%	4,221,046	4,168,914	1%
	Total vehicle hours	103,896	94,889	9%	383,286	365,240	5%
	In-service speed (mph)	14.34	14.36	(0%)	14.36	14.36	(0%)
	Boardings per vehicle service mile	1.02	1.11	(8%)	0.98	1.02	(5%)



December 20, 2019

To: Governing Board

Subject: **Governing Board Stipend Policy**

Recommendation

Adopt the attached revised Foothill Transit Executive Board and Governing Board Members Stipend Policy (Attachment A), which amends the current policy so that Foothill Transit Governing and Executive Board Members are limited to one stipend reimbursement per day.

Analysis

The current policy adopted by the Board in September 2016 and amended in October 2019 is silent on the number of stipend reimbursements a Board member may receive in one day. The ad-hoc Board committee has recommended that the policy clarify that a Board member may only receive one stipend per day, regardless of the number of meetings the member attends.

Budget Impact

This change will have a minimal impact on the Foothill Transit budget.

Sincerely,

A blue ink signature of Michelle Lopes Caldwell.

Michelle Lopes Caldwell
Director of Finance and Treasurer

A blue ink signature of Doran J. Barnes.

Doran J. Barnes
Executive Director

Attachment



Foothill Transit

Executive Board and Governing Board Members Stipend Policy	Policy No: ADM2014-001R3
	Revised: 12/20/19
	Page: 1 of 2

Purpose and Background

The Governing Board is given the power to define stipend amounts for both the Executive Board and itself. Any Governing Board Members and Executive Board Members who receive a stipend must be considered “employees” of Foothill Transit for IRS reporting purposes. Any Board members wishing to decline the stipend, may do so and will not be reported to the IRS as Foothill Transit employees.

Executive Board Stipend Policy

Executive Board Members shall receive a stipend of \$150 plus United States Department of Labor Bureau of Labor Statistics Los Angeles Area Consumer Price Index (CPI) per meeting when representing the business interests of Foothill Transit, not to exceed one meeting per day or six meetings per month and excluding ceremonial appearances effective July 1, 2015 and increased annually thereafter to the nearest dollar based on the CPI for the month of June. Business interests of Foothill Transit shall include:

- Attendance at Executive Board meetings
- Attendance at Executive Board briefings
- Participation at relevant transit conferences
- Participation in transit “fact finding” trips
- Participation in legislative/public affairs activities

Further, **Executive Board Alternates** who attend meetings in place of an Executive Board Member are eligible for a stipend equal to that of the Executive Board Member based on the above stated formula per meeting not to exceed one meeting per day or six meetings per month.

Governing Board Stipend Policy

Governing Board Members shall receive a stipend of \$150 plus United States Department of Labor Bureau of Labor Statistics Consumer Price Index (CPI) for the Los Angeles Area per meeting, not to exceed one meeting per day, when representing the business interests of Foothill Transit, and excluding ceremonial appearances effective July 1, 2015 and increased annually thereafter to the nearest dollar based on the CPI for the month of June.



Foothill Transit

Executive Board and Governing Board Members Stipend Policy	Policy No: ADM2014-001R3
	Revised: 12/20/19
	Page: 2 of 2

Governing Board Members will not receive stipends for attendance at Executive Board meetings where they are not serving as an Executive Board Alternate. In addition, a member of the Governing Board may not receive a stipend as both a Governing Board and Executive Board Member for the same meeting.

The business interests of Foothill Transit for Governing Board Members shall include: Attendance at Governing Board meetings.

Governing Board Alternates who attend meetings in place of a Governing Board Member are eligible for a stipend equal to that of the Executive Board Member based on the above stated formula per meeting not to exceed one meeting per day.

All Executive and Governing Board Members who receive stipends are required to complete Foothill Transit employee documentation as follows: 1) Employment Development Department Withholding Allowance Certificate and Form W4; 2) Employment Eligibility Verification (Form I-9); 3) Voluntary Affirmative Action Record; 4) Direct Deposit Request Form; and 5) Emergency Contact Information Sheet. The stipend payments will be processed with the regular employee payroll and W2 Forms will be distributed after the end of the year.

Any Executive or Governing Board Members who wish to “opt out” of the stipend allowance may do so by contacting the Board Secretary in writing. No stipend will be paid to those Board Members who opt out and no Foothill Transit employee paperwork will be required.

Revision History:

Adopted October 9, 2014

Effective July 1, 2015

Revised June 2016

Revised October 2019



December 20, 2019

To: Executive Board

Subject: **Line 497 Update**

Recommendation

Receive and file an update on the cancellation of Line 497.

Line 497 Overview

Line 497 is a Foothill Transit express line that operates on weekdays during peak service hours between the Chino Park & Ride and Downtown Los Angeles. Line 497 provides 13 inbound trips in the morning and 13 outbound trips in the afternoon/evening. In addition to the starting location in Chino, the line has one service stop at the Industry City Hall Park & Ride before continuing into Downtown L.A. A common concern for customers who park in Chino is a lack of available parking inside the Park & Ride facility that results in them having to park across the street without access to a designated crosswalk.

Overall ridership on the line is lower than on other Foothill Transit Express lines and the subsidy per boarding is the highest in the system. These metrics led to a search for alternatives to improve the performance of Line 497.

Analysis

At the August 23rd Governing Board meeting, the Governing Board authorized the cancellation of Line 497 and directed staff to schedule a meeting with the Mayor and staff from the City of Chino. The Governing Board recommended a two month period to coordinate an in person meeting with the City of Chino to look into funding options to continue the line and to proceed with the elimination of the line if no funding options were identified.

Executive Board Member Corey Calaycay was joined by several Foothill Transit staff members to meet in person with the Mayors of Chino and Chino Hills on November 5, 2019. During this meeting, Foothill Transit provided background about the bus stop in Chino as well as a proposed cost to continue to provide some level of service to the area.

Those customers who currently ride Line 497 at Industry City Hall will be served by a routing adjustment to Line 498 in March 2020, and as such, the



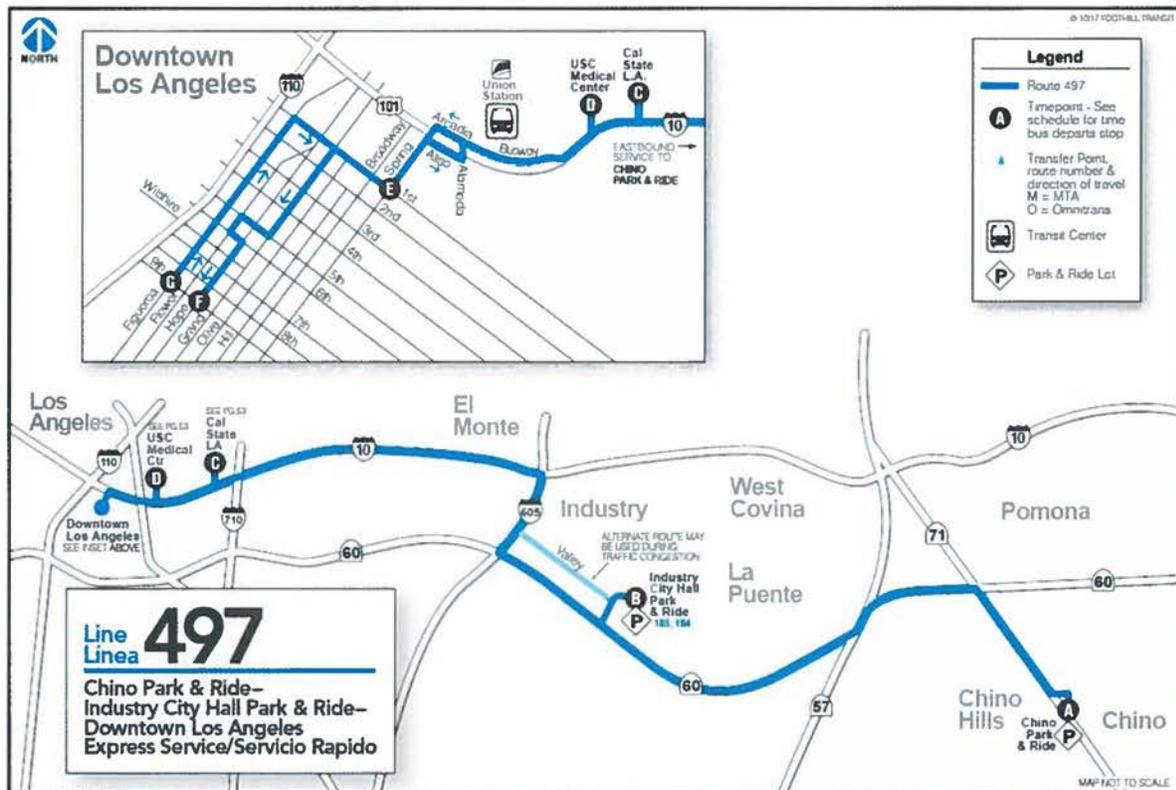
continuation of Line 497 to only serve Chino is not feasible. Line 497 will be cancelled during the March 2020 service change.

Attachment A is a copy of the letter that was sent to the City of Chino and Chino Hills explaining the potential for a cost sharing of the possible extension of select Line 495 trips to Chino. No trip additions to Line 495 are included in the March 2020 service change as there was no formal response to the letter. We will continue to update the Governing Board in the future if there is renewed interest by these cities to search for alternative solutions to serve the residents with express bus service.

Financial Impact

The cancellation of Line 497 will result in an annual savings of \$1,993,547. This annual savings will be reinvested into other Foothill Transit bus lines that would be impacted by ridership shifting as a result of the cancellation of Line 497. Additionally, these resources will also be used for the creation of Line 490 which is scheduled to open in winter of 2020, serving the Covina Transit Center and surrounding communities.

Map of Line 497





As seen in the table below, the higher operating expenses for Line 497 with lower fare revenue result in a higher subsidy per customer.

Line	Operating Expense	Total Fare Revenue	Recovery Ratio	Subsidy Per Boarding
493	\$1,657,541	\$686,593	41.4%	\$6.37
495	\$1,216,741	\$390,237	32.1%	\$9.70
497	\$1,993,547	\$443,454	22.2%	\$16.01
498	\$2,002,405	\$865,193	43.2%	\$6.14
499	\$1,834,516	\$599,142	32.6%	\$9.64
699	\$3,915,860	\$1,239,778	31.6%	\$9.89

Sincerely,



Joshua Landis
Planning Manager



Doran J. Barnes
Executive Director



Foothill Transit
Going Good Places

November 6, 2019

Via email

Eunice M. Ulloa
Mayor
City of Chino
13220 Central Avenue
Chino, CA 91710

Cynthia Moran
Mayor
City of Chino Hills
1400 City Center Drive
Chino Hills, CA 91709

RE: Foothill Transit Bus Service at the Chino Park & Ride

Dear Mayors Ulloa and Moran:

Thank you both for taking the time yesterday to meet with Board member Corey Calaycay and our administrative team. We appreciated the opportunity to discuss options with you to assist those transit customers who currently board Line 497 at the Chino Park & Ride to travel to downtown Los Angeles.

As we discussed, at their August 23, 2019 meeting the Foothill Transit Board authorized cancellation of Line 497 effective with our Spring 2020 service change, currently scheduled for March 1, 2020. In light of this, we discussed two options that might be feasible for current Line 497 customers.

1. Customers can travel to the Fairplex Park & Ride to board Line 699 to travel into downtown Los Angeles; or
2. If funding is identified to subsidize the operating cost of extending a select number of Line 495 trips between the Industry Park & Ride and the Chino Park & Ride, we would recommend to the Governing Board that those extended trips be added. To implement this solution, it would be essential that roadway improvements be made adjacent to the Chino Park & Ride to safely accommodate those customers who park or get dropped off outside the Chino Park & Ride.

The table below details Foothill Transit's Fiscal Year 2019-2020 projected operating cost for that portion of Line 495 that could be extended between the Industry Park & Ride and the Chino Park & Ride. The annual cost per trip assumes 255 service days

100 S. Vincent Ave., Suite 200 • West Covina, CA 91790 **W** foothilltransit.org **P** 626.931.7300 **F** 626.915.1143

MEMBER CITIES Arcadia, Azusa, Baldwin Park, Bradbury, Claremont, Covina, Diamond Bar, Duarte, El Monte, Glendora, Industry, Irwindale, La Puente, La Verne, Monrovia, Pasadena, Pomona, San Dimas, South El Monte, Temple City, Walnut, West Covina and Los Angeles County **A PUBLIC AGENCY**

(weekdays) per year. The total annual cost would be dependent on the number of trips provided each weekday.

One-Way Travel Time between Chino Park & Ride and Industry Park & Ride	FY 2019-2020 Operating Cost per Hour	Cost per One-Way Trip	Annual Cost per One-Way Trip
0.67 Hour	\$117.82	\$78.94	\$20,129.70

Should Option 2 above be determined by your jurisdictions to be feasible, we will work quickly to implement extended service on Line 495 into the Chino Park & Ride, and work with staff in your cities to ensure that the availability of the service is effectively communicated to customers.

We look forward to hearing from you. Should you have any questions, please contact me at kmcdonald@foothilltransit.org or at 626.931.7201.

Sincerely,



Kevin Parks McDonald
Deputy Executive Director

- C: Carol Herrera, Chair
- Corey Calaycay, Board member
- Doran J. Barnes, Executive Director
- Joseph Raquel, Planning Director
- Joshua Landis, Planning Manager





December 20, 2019

To: Governing Board

Subject: **Cluster 4 Special Election Notification**

Recommendation

Receive notification of Cluster 4 Special Election to be held on January 31, 2020.

Analysis

The Executive Board Member position for Cluster 4 will be vacated at the end of December 2019. Accordingly, Cluster 4 will hold a special election to fill this position at the January 31, 2020 Governing Board Meeting.

This vacancy will be created as Governing Board Member Carol Herrera will conclude her service on the Governing Board in the month of December 2019. Ms. Herrera represents the City of Diamond Bar on the Governing Board. Ms. Herrera will be stepping down from the Diamond Bar City Council during the month of December 2019. Per the Foothill Transit Joint Powers Agreement, Ms. Herrera will conclude her service on the Foothill Transit Governing Board concurrent with the conclusion of her term on the Diamond Bar Council.

In light of these changes, there will be a vacancy in the Cluster 4 Executive Board Member seat and an election must be held by the members of Cluster 4 to select an individual to serve the remainder of the term for this position. Please note that the election of an Executive Board Member may also require the election of an Executive Board Alternate.

Cluster 4 consists of the cities of Diamond Bar, El Monte, Industry, La Puente, and South El Monte. The Cluster 4 Governing Board Member elected to fill the seat will fill the remaining term, which runs through May 2021.

Notification of Interest forms will be emailed to Governing Board Members of Cluster 4 on December 20, 2019. The Notification of Interest form is strictly optional and is not required in order to be elected to the Foothill Transit Executive Board. Governing Board Members interested in utilizing the form must submit their completed form by January 6, 2020. On January 8, 2020, completed forms will be emailed to the Cluster 4 Governing Board Members and Alternates for their consideration. The special election will take place at



Governing Board Meeting - 12/20/19
Cluster 4 Special Election Notification
Page 2

the January 31, 2020 Governing Board Meeting. The vote will be conducted during a caucus of Cluster 4 members and via voice vote.

Sincerely,

A handwritten signature in blue ink that reads "Christina Lopez".

Christina Lopez
Board Secretary

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

Doran J. Barnes
Executive Director



December 20, 2019

To: Governing Board

Subject: **Fiscal Year 2019-2020 First Quarter Budget Update**

Recommendation

Receive and file the first quarter budget update for the fiscal year ending on June 30, 2020.

Analysis

As of September 30, 2019, Foothill Transit is approximately \$1.5 million under the approved year-to-date operating budget of \$26.2 million. Each department has reviewed the first quarter budget and expenditures; overall, they have forecasted that Foothill Transit will end the fiscal year within the approved budget with the exception of CNG fuel which is discussed below.

Operating Accomplishments

Major first quarter accomplishments were the operation of service to the Los Angeles County Fair using the newly created Line 22 and the opening of the downtown mid-day layover facility. Ridership increased by 30 percent for the LA County fair service compared to previous years. Other accomplishments include continued Hollywood Bowl service from Rowland Heights and Rose Bowl service for UCLA Football games.

Capital Program Accomplishments

Achievements during the first quarter of FY2019-2020 in capital programs include continued progress on the Downtown Los Angeles Layover and construction of the Covina Park & Ride. A large capital expenditure will be incurred during the second quarter as we expect delivery of ten 40-foot CNG buses.

Fiscal Impact

The first quarter budget analysis identified an overrun in CNG fuel costs. Upon investigation, it has been determined that the price per mile that was used to budget the fuel at the Pomona facility was too low. Using the correct rate per mile, an overall underrun of the CNG budget would be observed. Based on our overall CNG expenditures, we expect to end the year approximately \$588,400 over budget. The price variance will continue to be monitored in the



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Fiscal Year 2019-2020 First Quarter Budget Update
Page 2

upcoming months and any necessary adjustments will be presented to the Board.

Ridership increased by 0.4 percent this quarter from the fourth quarter of FY2018-2019. Fare revenue has decreased 2.1 percent from the first quarter of last fiscal year. Foothill Transit expects fare revenues to stay consistent as we continue with Phase Two of the fare restructuring that was implemented on September 30, 2019.

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

Sincerely,

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

Michelle Lopes Caldwell
Director of Finance and Treasurer

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

Doran J. Barnes
Executive Director

Attachment

TOTAL BUDGET BY DEPARTMENT
FY19/20 Quarterly Budget Variance Report QTR 1
07/01/2019 to 09/30/2019

07/01/2019 to 09/30/2019

DEPARTMENTS		Budget Y-T-D	Actual Y-T-D	Variance Fav(unf)
1	Customer Service & Operations	\$ 22,108,753	\$ 21,850,512	\$ 258,241
2	Maintenance & Vehicle Technology	204,912	202,733*	2,179*
3	Marketing and Communications	559,674	343,690	215,984
4	Information Technology	616,197	380,132	236,065
5	Administration	898,599	578,625	319,974
6	Procurement	223,514	153,180	70,334
7	Finance	442,294	364,977	77,316
8	Planning	505,337	328,865**	176,472**
9	Facilities	609,825	477,221	132,605
10	TOTAL	\$26,169,105	\$24,679,937	\$1,489,168

Notes:

* \$54,450 was reclassified from Maintenance and Vehicle Technology in October

** \$54,450 was reclassified to Planning in October



December 20, 2019

To: Governing Board

Subject: **Transit Store Quarterly Report**

Recommendation

Receive and file the Transit Store Quarterly Report.

Analysis

Total Pass Sales (Attachments A & B): Sales for the First Quarter of FY2019-2020 totaled \$1,011,619. Overall sales decreased by seven percent compared to the same period of FY2018-2019. Foothill Transit product sales decreased by three percent from the same period last fiscal year.

Attachment A provides a graphic representation of the three-month sales figures by store location. As the chart indicates, September had the highest sales, while July had the lowest sales. For the First Quarter, online sales increased by six percent compared to the same period last year. Attachment B provides a graphic representation of the three-month sales figures categorized by product type. Sales of Omnitrans fare media increased by 23 percent and there was a 17 percent decline in Metro sales compared to the same period last fiscal year.

Sales by Transit Store are also summarized in the table below.

Location	July 2019	August 2019	September 2019	Total
El Monte	\$71,444	\$79,362	\$77,203	\$228,009
Pomona	\$73,869	\$82,299	\$88,416	\$244,584
Puente Hills	\$87,280	\$92,063	\$98,640	\$277,983
West Covina	\$44,652	\$46,396	\$49,662	\$140,710
Online	\$37,999	\$38,043	\$44,291	\$120,333
Total	\$315,244	\$338,163	\$358,212	\$1,011,619



Foothill Transit Product Sales (Attachment C): In the First Quarter, Foothill Transit product sales totaled \$346,997. Of this total, the top three areas consisted of Commuter Pass (37%), Adult Local (29%), and Student Local (13%).

Phone Activity (Attachment D): In July, August, and September, a total of 54,099 phone calls were received through the toll-free customer service line. Customer Service Representatives (CSRs) answered 92 percent, or 49,561 incoming phone calls. The average handling time of a call was two minutes and three seconds. Compared to the First Quarter last year, total number of calls received by the Transit Stores decreased by two percent. 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 handling time
July 2019	92%	17,204	15,880	1:57
August 2019	91%	18,605	16,934	2:08
September 2019	92%	18,290	16,747	2:04
Total	92%	54,099	49,561	2:03

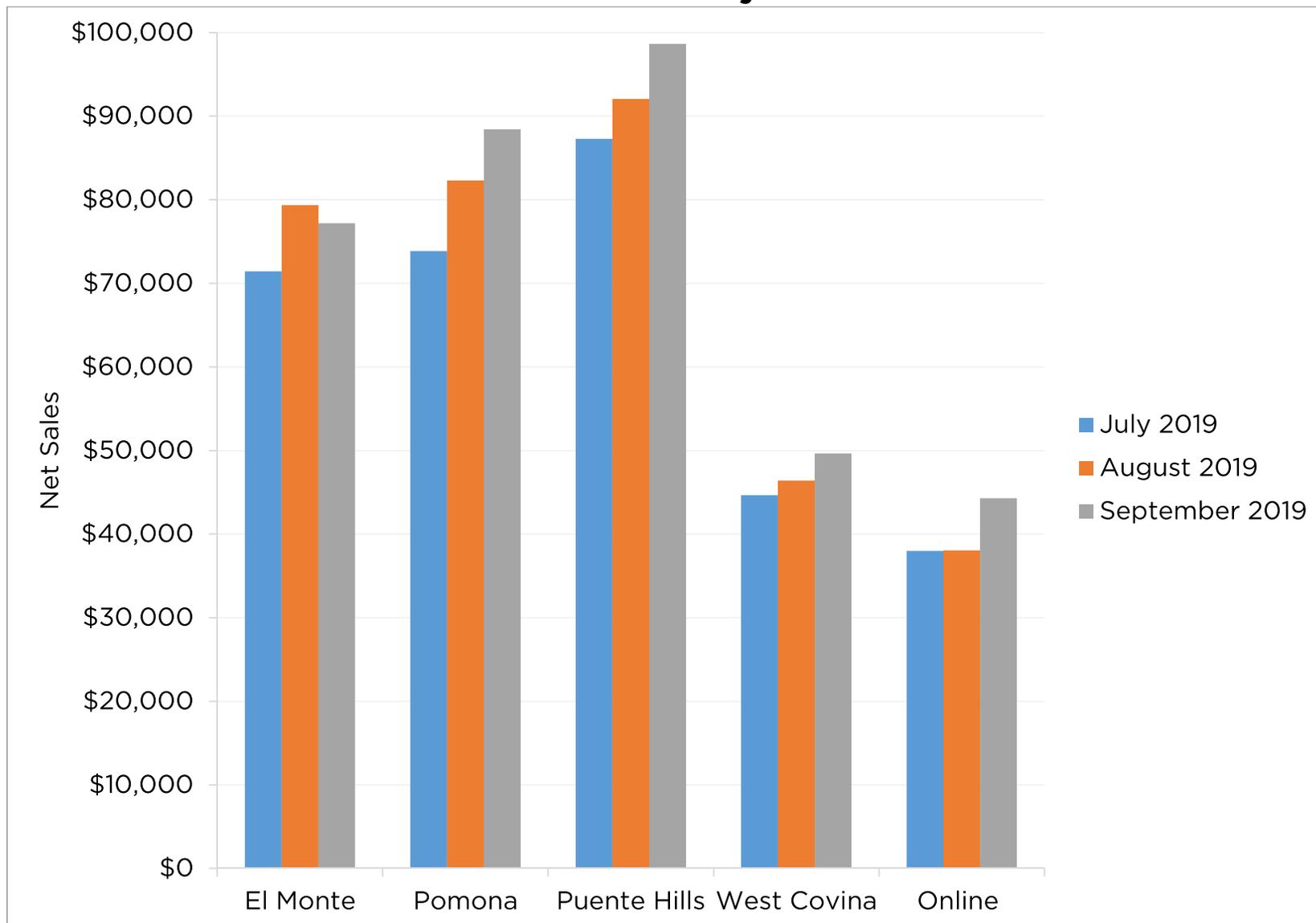
Walk-in Traffic (Attachment E): Walk-in traffic recorded for all stores during this time period totaled 45,033 entries, which amounts to a decrease of two percent from the First Quarter of last year.

Sincerely,

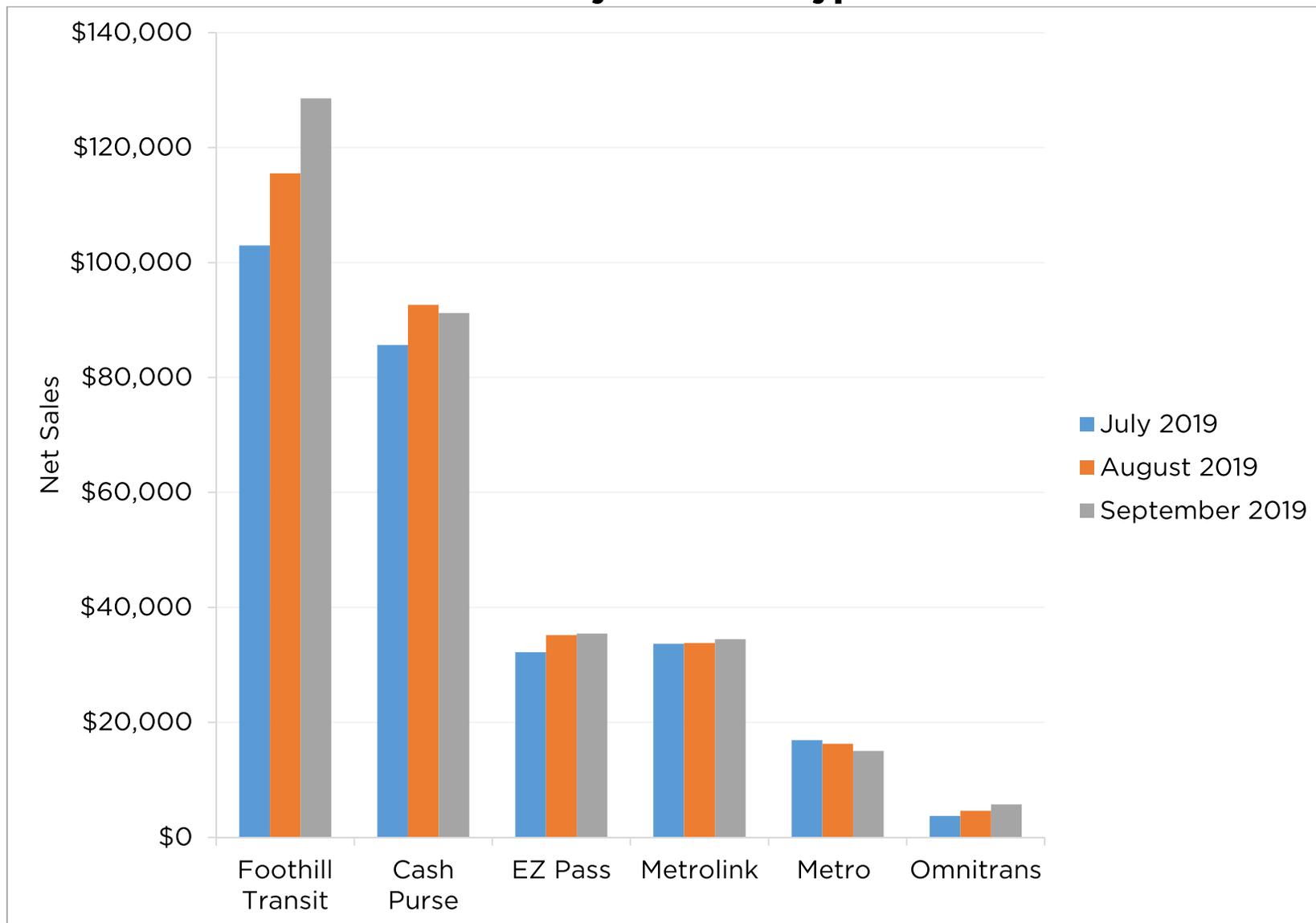
Paulina Perez
Transportation Business Intelligence Analyst

Doran J. Barnes
Executive Director

Sales Trends by Store

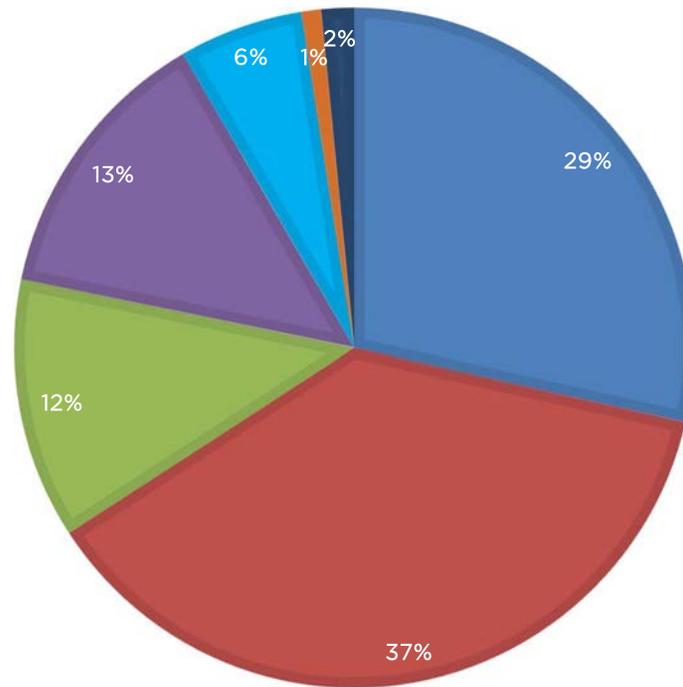


Sales by Product Type

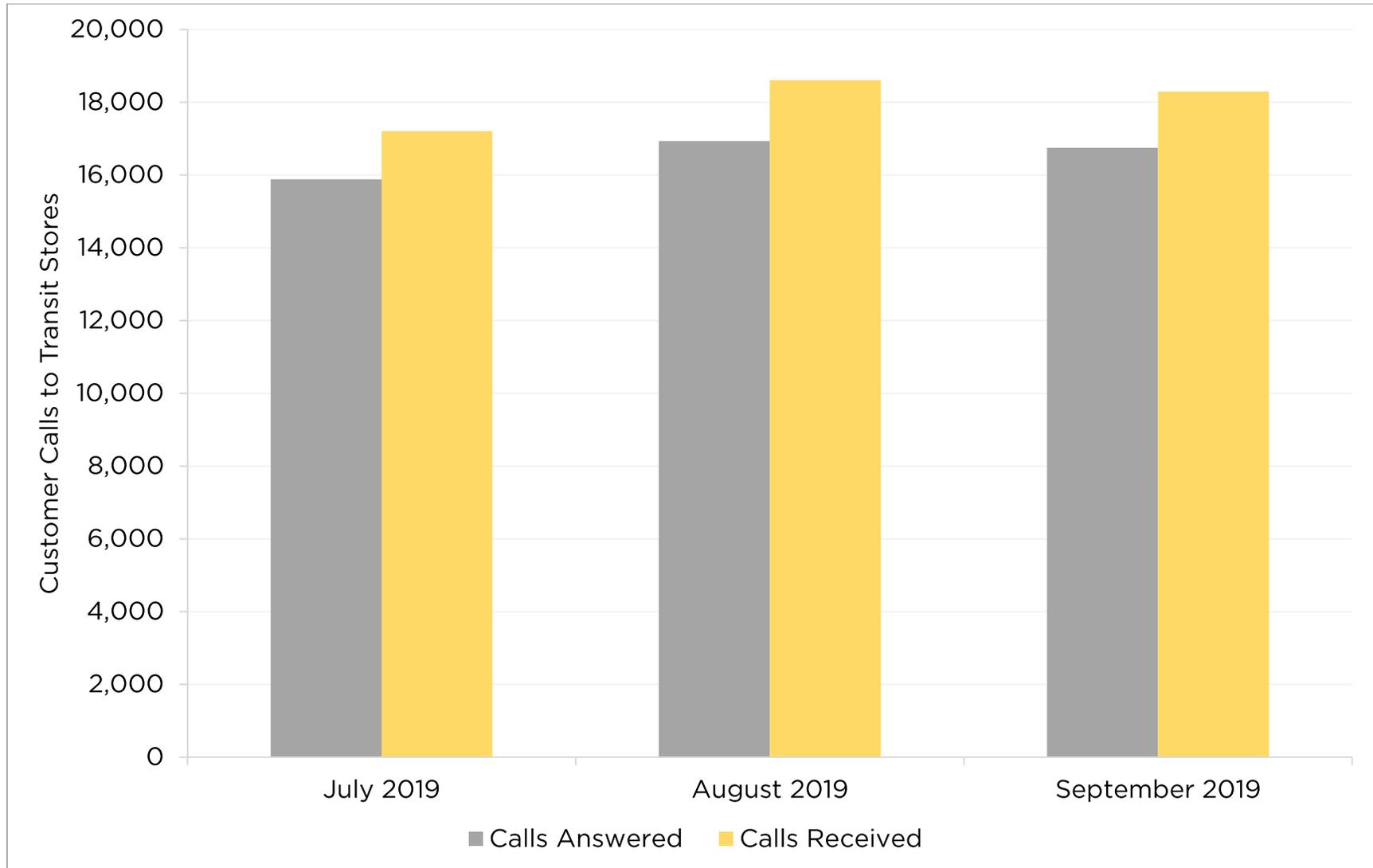


Foothill Transit Product

■ Adult Local ■ Commuter ■ Senior/Disabled ■ Student Local ■ Adult SS ■ Senior/Disabled SS ■ Student SS



Calls Answered



Total Walk-in Traffic

