



**Foothill Transit**

## **EXECUTIVE BOARD MEETING**

West Covina, CA  
Friday, March 25, 2022



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

# Executive Board Meeting AGENDA

## EXECUTIVE BOARD MEETING

9:15 AM, March 25, 2022

Foothill Transit Administrative Office

2<sup>nd</sup> Floor Board Room

100 South Vincent Avenue

West Covina, CA 91790

1. CALL TO ORDER
2. ROLL CALL: MEMBERS BOYER, CALAYCAY, MOSS, SHEVLIN, STERNQUIST
3. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER
4. APPROVAL OF MINUTES FOR SPECIAL MEETING OF JANUARY 13, 2022, REGULAR MEETING OF JANUARY 28, 2022 AND STRATEGIC PLANNING WORKSHOP OF FEBRUARY 18, 2022
5. INTRODUCTION OF FOOTHILL TRANSIT BUSINESS PARTNERS
6. GENERAL 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. Presentations shall not exceed two minutes in length. The Board will take public comment under this agenda item for a maximum of 30 minutes. Public Comment will resume later in the meeting if there are members of the public who did not get an opportunity to speak because of the 30-minute limit.

Action may be taken on any item identified on the agenda.

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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.





9:15 AM, March 25, 2022

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

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8. MARCH 2022 PROCUREMENT MONTHLY REPORT

*Recommended Action: Receive and file the Procurement Monthly Report for March 2022.*

9. RESOLUTION AUTHORIZING TELECONFERENCED PUBLIC MEETINGS

*Recommended Action: Adopt Resolution 2022-06 (Attachment A) authorizing teleconferenced public meetings for the Executive Board and Governing Board if needed for the next 30 days.*

10. TRANSPORTATION FUND EXCHANGE

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

11. FINANCIAL STABILITY POLICY FISCAL YEAR 2023 FINANCIAL STRATEGIES

*Recommended Action: Approve the annual Financial Stability Policy update to include the FY2023 financial strategies for budget planning.*

12. PROPOSED FISCAL YEAR 2023 BUSINESS PLAN INITIATIVES

*Recommended Action: Approve the proposed FY2023 Business Plan Initiatives.*

REGULAR AGENDA:

13. PROPOSED CANCELLATION OF LINE 690 AND ROUTE VARIANT OF LINE 292

*Recommended Action: Recommend that the Governing Board authorize the Chief Executive Officer to adopt the proposed cancellations of Line 690 and route variant of Line 292 to Foothill Transit's service.*

14. EXECUTIVE BOARD AND GOVERNING BOARD STIPEND POLICY

*Recommended Action: Provide direction to staff regarding a potential change to the Foothill Transit Executive Board and Governing Board Members stipend amount. Attachment A is the Board Stipend Policy that is currently in effect.*



9:15 AM, March 25, 2022

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

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15. ADMINISTRATIVE OFFICE BUILDING FUTURE REQUIREMENTS

*Recommended Action: Provide direction to staff regarding possibly relocating the Foothill Transit administrative offices.*

16. CONTINUED GENERAL PUBLIC COMMENT

*This time is reserved for those members of the public who were unable to speak earlier in the agenda because of the 30-minute time restriction.*

17. CHIEF EXECUTIVE OFFICER COMMENT

18. BOARD MEMBER COMMENT

19. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Government Code § 54956.8)

Property Address/Location: 1118 N. Citrus Avenue, Covina, CA 91722  
Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Jane Starke, Darold D. Pieper, Kevin Parks McDonald, Barry Foster  
Negotiating Parties: Shaun Cody, Elias Aguayo  
Under Negotiation: Price and Terms

20. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—EXISTING  
LITIGATION Existing Litigation, Government Code § 54956.9(a)

Name of Case: *Julian Bryant, et al. v. City of Pomona, Foothill Transit, et al.*, Los Angeles Superior Court Case No. 19STCV46308

21. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—EXISTING  
LITIGATION Existing Litigation, Government Code § 54956.9(a)

Name of Case: Name of Case: *Gabriela Cabrera v. City of West Covina, Foothill Transit, et al.*, Los Angeles Superior Court Case No. 21PSCV01003

22. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—POTENTIAL  
LITIGATION pursuant to Government Code Section 54956.9(d): One Case  
CLOSED SESSION REPORT



**Foothill Transit**

**Executive Board Meeting  
AGENDA**

9:15 AM, March 25, 2022

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

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23. ADJOURNMENT

The next Regular Meeting of the Executive  
Board is scheduled for  
Friday, April 29, 2022 at 9:15 a.m.



**Foothill Transit**

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

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

**Friday, January 28, 2022  
9:15 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Sternquist at 9:25 a.m.

**2. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Gary Boyer, Member Cory Moss, Member Becky Shevlin,  
Vice Chair Corey Calaycay, Chair Cynthia Sternquist

**3. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER**

Doran Barnes, Chief Executive Officer, requested that Item 15, Authorization to Award Contract for Security Services, be removed from the agenda.

After discussion, by Common Consent, the Chair and Chief Executive Officer confirmed the agenda as revised.

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

Approval of the minutes for the Regular Meeting of December 17, 2021.

Motion by Member Shevlin, second by Member Moss, the minutes for the Regular Meeting of December 17, 2021 were approved. Motion carried 5-0.

**5. INTRODUCTION OF FOOTHILL TRANSIT BUSINESS PARTNERS**

There were no presentations by Foothill Transit Business Partners.



**6. GENERAL PUBLIC COMMENT**

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

**6.1. Chief Executive Officer Response to Public Comment**

There was no response to Public Comment by the Chief Executive Officer.

**CONSENT CALENDAR**

**7. DECEMBER 2021 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through December 31, 2021. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of December 31, 2021, for the fiscal year ending June 30, 2022.

Motion by Member Shevlin, second by Vice Chair Calaycay, to receive and file. Motion carried 5-0.

**8. FISCAL YEAR 2022 SECOND QUARTER BUDGET UPDATE**

Recommendation: Receive and file the second quarter budget update for the fiscal year ending June 30, 2022.

Motion by Member Shevlin, second by Vice Chair Calaycay, to receive and file. Motion carried 5-0.

**9. JANUARY 2022 PROCUREMENT MONTHLY REPORT**

Recommendation: Receive and file the Procurement Monthly Report for January 2022.

Motion by Member Shevlin, second by Vice Chair Calaycay, to receive and file. Motion carried 5-0.

**10. AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS FOR GENERAL MARKETING SERVICES**

Recommendation: Authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for general marketing services.

Motion by Member Shevlin, second by Vice Chair Calaycay, to approve.  
Motion carried 5-0.

11. **RESOLUTION AUTHORIZING TELECONFERENCED PUBLIC MEETINGS**

Recommendation: Adopt Resolution 2022-02 authorizing teleconferenced public meetings for 30 days.

Motion by Member Shevlin, second by Vice Chair Calaycay, to adopt.  
Motion carried 5-0.

12. **RESOLUTION ADOPTING CHANGES TO THE EXECUTIVE AND GOVERNING BOARD MEETING SCHEDULE FOR 2021**

Recommendation: Adopt Resolution 2022-03 (Attachment A) adopting a change to the Executive and Governing Board Meeting Schedule for 2022 (Attachment B), and adopting Friday, February 18, 2022 at 8:00 a.m. as the new date and time for the Strategic Planning Workshop.

Motion by Member Shevlin, second by Vice Chair Calaycay, to adopt.  
Motion carried 5-0.

13. **FISCAL YEAR 2022 BUSINESS PLAN INITIATIVES UPDATE**

Recommendation: Receive and file an update on Foothill Transit's FY2022 Business Plan Initiatives.

Motion by Member Shevlin, second by Vice Chair Calaycay, to receive and file. Motion carried 5-0.

**REGULAR AGENDA**

14. **PUBLIC TRANSPORTATION AGENCY SAFETY PLAN UPDATE**

Recommendation: Receive and file an update on Foothill Transit's Public Transportation Agency Safety Plan (PTASP).

John Curley, Chief of Safety and Security, presented this item.

Mr. Curley report that a new category has been added to the PTASP, which is the category of bus operator assaults. He gave a historical overview of how Foothill Transit has met deadlines and continues to strive to make

PTASP the agency's guide to safety. He reported that the Fiscal Year 2022 performance target for operator assaults is zero. He stated that although unrealistic, Foothill Transit has a zero tolerance approach for crime occurring on buses or agency facilities. He highlighted some of the responses to the operator assaults.

The Foothill Transit WATCH application was launched. Riders can use the application to report public nuisances; it is not to be used for emergencies. He also reported on the safety promotion employee reporting program.

There was no Public Comment and staff responded to questions and comments from the Executive Board.

The recommendation was revised from receive and file to approve the first revision to Foothill Transit's Public Transportation Agency Safety Plan (PTASP). Motion by Member Moss, second by Member Shevlin, to approve. Motion carried 5-0.

15. **AUTHORIZATION TO AWARD CONTRACT FOR SECURITY SERVICES**

Recommendation: Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into Agreement No. 22-023 with Absolute International Security, in the amount of \$1,582,010.92 for security services at the Downtown Los Angeles (DTLA) layover, administrative office building, and the El Monte Transit Store. The contract term will include three base years and two one-year options.

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

16. **AUTHORIZATION FOR CONTRACT AMENDMENT FOR THE PURCHASE OF 33 FUEL CELL BUSES**

Recommendation: Authorize the Chief Executive Officer to execute Amendment No. 2 to Contract No. 21-077, increasing the contract value to \$38,514,151.36, including sales tax. This total cost will be partially offset by \$8.91 million in local funding from the State of California's Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) program and \$5 million in funding through the Transit and Intercity Rail Capital Program (TIRCP).

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

Mr. Cordero reported that a contract amendment is needed to Contract No. 21-077; this would increase the contract value to \$38,514,151.36. The amendment is needed to cover the costs for installation of the Avail CAD/AVL system, bus livery cost adjustment, and replacement of the ArowGuard driver barrier with the Vapor Vshield system on the current order of 33 fuel cell buses. The combination of these changes amount to \$32,800 cost per bus.

The cost will be offset by \$8.9 million in local funding from the State of California's Hybrid and Zero-Emission Truck and Bus voucher Incentive Project (HVIP) program and \$5 million in funding through the Transit and Intercity Rail Capital Program (TIRCP).

There was no Public Comment and staff responded to comments by members of the Executive Board.

Motion by Member Shevlin, second by Member Moss, to approve. Motion carried 5-0.

17. **CONTINUED GENERAL PUBLIC COMMENT**

Public comment was not reopened as the Public Comment period concluded earlier in the agenda (Item 6).

18. **CHIEF EXECUTIVE OFFICER COMMENT**

Comments by Mr. Doran J. Barnes, Chief Executive Officer, Foothill Transit.

Mr. Barnes reported the following:

- Thanked the Executive Board for their support and staff looks forward to working with the Executive Board on strategic issues at the Strategic Planning Workshop.

19. **BOARD MEMBER COMMENT**

There were no comments by members of the Foothill Transit Executive Board.

The Executive Board recessed into Closed Session on agenda items 20 and 21 at 10:13 a.m.



20. **CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS**  
(Government Code § 54956.8)

Property Address/Location: 1118 N. Citrus Avenue, Covina, CA 91722  
Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Jane Starke, Darold D. Pieper, Kevin Parks McDonald, Barry Foster  
Negotiating Parties: Victor Linares  
Under Negotiation: Price and Terms

21. **CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION** Existing Litigation, Government Code § 54956.9(a)

Name of Case: *Julian Bryant, et al. v. City of Pomona, Foothill Transit, et al.*,  
Los Angeles Superior Court Case No. 19STCV46308

22. **CLOSED SESSION REPORT**

The Executive Board reconvened at 11:32 a.m.

Darold Pieper, General Counsel, reported that there were no reportable actions on Closed Session items 20 and 21.

At the request of Doran Barnes, Chief Executive Officer, staff played a video of Congresswoman Judy Chu's recent visit to the Arcadia Operations and Maintenance Facility.

23. **ADJOURNMENT**

Adjournment for the January 28, 2022 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 11:34 a.m.



March 25, 2022

To: Executive Board

Subject: **February 2022 Financial Statements and Investment Summary**

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### **Recommendation**

Receive and file the Financial Statements and Investment Summary year-to-date report through February 28, 2022.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of February 28, 2022, for the fiscal year ending June 30, 2022.

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

#### Assets

The balance sheet, as of February 28, 2022, shows total assets at \$369.99 million. This total consists primarily of \$223.43 million in fixed assets, \$137.16 million in cash and investments and \$8.87 million in receivable and prepaid assets. Foothill Transit's cash position of \$137.16 million is \$10.07 million more than the previous month, and is \$17.49 million more than last year in February.

#### Liabilities

The accounts payable balance is \$9.87 million. Accounts Payables include operation and maintenance expenses for \$6.62 million and \$1.44 million for fuel.

The deferred revenue of \$97.08 million represents funds that are reserved for planned capital expenditures, such as, upcoming bus procurements and transit center construction activities and sales tax based subsidies such as: Prop A and C set aside temporarily, but will be recognized as revenues in the 2<sup>nd</sup> half of FY2022.



Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$52.78 million in liquid accounts held with Bank of the West; \$10.26 million in interest bearing money market accounts with Bank of the West; \$68,000 with Chase; and \$74 million invested in the Local Agency Investment Fund (LAIF).

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

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

February 2022 year-to-date fare revenues were \$4,712,403. Although less than pre-pandemic years, fare revenues are more than the planned budget. This is due to slowly increasing ridership and the fare sale during the first quarter of FY2022. Additionally, revenues reflect application of the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) federal funds.

Operating costs through February 2022 were \$69.48 million, which is \$4.41 million less than the budget and \$2.34 million more than February 2021. Of this \$69.48 million, \$52.59 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel, which was \$5.70 million through February 2022. Although overall expenses are currently under budget, fuel is currently trending higher than budget.

Capital expenditures through February were \$5.59 million compared with \$29.97 million last year at this time. The annual budget for capital expenditures includes the procurement and construction of twenty hydrogen fuel cell buses and a hydrogen fueling station, construction of the Mt. San Antonio College Transit Center, security enhancements at the Arcadia-Irwindale and Pomona operations and maintenance facilities, and CNG equipment replacement at the Pomona operations and maintenance facility.



**Total Disbursements** (Attachment D)

Total disbursements reflect invoices paid for the month of February 2022; 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 February 2022 were \$11.79 million. Capital disbursements totaled \$0.43 million and other significant disbursements include \$3.71 million to Keolis and \$6.50 million to Transdev for bus operating services.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Doran J. Barnes  
Chief Executive Officer

Attachments

**Foothill Transit  
Balance Sheet  
As of February 28, 2022**

**Assets**

## Current Assets:

Cash	\$137,156,982
Investments	0
Due from government agencies	6,070,484
Other receivables	1,406,996
Other assets	1,397,024
Total Current Assets	<u>\$146,031,486</u>

## Non current Assets:

Notes receivable	540,583
Property & Equipment (net of depreciation)	223,427,517
Total Non Current Assets	<u>223,968,100</u>

Total Assets	<u><u>\$369,999,586</u></u>
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**Liabilities and Equity**

## Current Liabilities:

Accounts payable and accrued liabilities	\$9,823,472
Deferred Revenue	97,081,818
Total Liabilities	<u><u>\$106,905,290</u></u>

**Equity**

## Fund Balance:

Investment in Capital Assets	\$223,427,517
Current Year Change	(24,529,942)
Reserve	64,196,721
Total Equity	<u>\$263,094,296</u>

Total Liabilities and Equity	<u><u>\$369,999,586</u></u>
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**Summary of Cash and  
Investment Account  
For February 28, 2022**

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$36,676,265
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	\$16,099,481
BOW-Prop 1B-Cal Grants #1105	0.31%	Demand Deposit	\$5,486
Bank of the West-Money Market #1110	0.30%	Demand Deposit	\$4,997,661
Bank of the West-Money Market #1111	0.30%	Demand Deposit	\$4,957,698
Bank of the West-LCTOP #1108	0.06%	Demand Deposit	\$298,494
Chase Business Saving #1109	0.05%	Demand Deposit	\$68,074
LAIF Investment #1141	0.23%	Demand Deposit	\$74,052,223
Subtotal Cash on Hand			\$137,156,982
Investments:			\$0
Subtotal Investments			\$0
Total Cash and Investments			\$137,156,982

**Foothill Transit**  
**Statement of Revenue and Expense**  
**For Month Ended February 28, 2022**

	Actual YTD February 2022	Budget YTD February 2022	Variance	Actual YTD February 2021
<b>Fare Revenue</b>				
Farebox	\$2,521,913	\$944,137	167.11%	\$1,002,498
Pass Sales	\$745,961	506,396	47.31%	231,920
TAP Cash Purse	\$1,216,849	525,215	131.69%	409,857
MetroLink & Access Service	\$176,777	73,290	141.20%	51,121
EZ Transit Pass	\$50,904	87,162	(41.60%)	34,704
<b>Total Operating Revenue</b>	<b>\$4,712,403</b>	<b>\$2,136,200</b>	<b>120.60%</b>	<b>\$1,730,099</b>
<b>Operating Subsidies and Other</b>				
Transportation Development Act	\$16,890,499	\$24,498,312	(31.05%)	\$13,183,900
State Transit Assistance (STA)	\$781,643	781,643	0.00%	1,200,011
Senate Bill 1 - STA	\$583,630	583,630	0.00%	903,029
Senate Bill 1 - STA BSCP	\$63,016	63,016	0.00%	98,703
Prop A 40% Discretionary	\$4,358,883	4,358,883	0.00%	5,603,710
Prop A 40% BSCP	\$1,677,670	1,677,670	0.00%	1,586,052
Prop C BSIP	\$324,975	324,975	0.00%	158,092
Prop C Base Restructuring	\$698,012	698,012	0.00%	689,526
Prop C Transit Service Expansion	\$116,318	116,318	0.00%	56,585
Transit Security	\$345,768	345,768	0.00%	117,136
Measure R	\$4,085,158	4,085,158	0.00%	3,414,921
Measure M	\$4,071,241	4,071,241	0.00%	3,432,756
Federal CRRSAA 5307	\$30,154,105	30,154,105	0.00%	33,017,520
Miscellaneous Transit Revenues	\$617,307	0	0.00%	398,375
<b>Total Subsidies and Other</b>	<b>\$64,768,225</b>	<b>\$71,758,731</b>	<b>(9.74%)</b>	<b>\$65,410,316</b>
<b>Total Operating Revenue</b>	<b>\$69,480,629</b>	<b>\$73,894,931</b>	<b>(5.97%)</b>	<b>\$67,140,415</b>
<b>Other Revenues</b>				
Gain on Sale of Fixed Assets	\$43,803	\$0	0.00%	\$71,934
Auxiliary Revenue	\$585,326	\$523,000	0.00%	290,203
<b>Total Other Revenues</b>	<b>\$629,129</b>	<b>\$523,000</b>	<b>20.29%</b>	<b>\$362,138</b>
<b>Total Operating and Other Revenues</b>	<b>70,109,758</b>	<b>\$74,417,931</b>	<b>(5.79%)</b>	<b>\$67,502,553</b>
<b>Operating Expenses</b>				
Customer Service & Operations	\$60,886,251	\$63,064,206	(3.45%)	\$59,793,302
Maintenance & Vehicle Technology	\$528,693	\$597,547	(11.52%)	515,552
Marketing & Communications	\$1,235,306	\$1,462,440	(15.53%)	810,103
Information Technology	\$1,276,626	\$1,562,900	(18.32%)	1,001,201
Administration	\$1,439,207	\$1,563,856	(7.97%)	1,193,885
Procurement	\$429,036	\$600,222	(28.52%)	408,856
Government Relations	\$275,510	\$655,294	(57.96%)	468,705
Finance	\$1,168,235	\$1,231,998	(5.18%)	1,018,926
Planning	\$1,116,885	\$1,435,784	(22.21%)	585,806
Facilities	\$1,124,881	\$1,720,684	(34.63%)	1,344,078
<b>Total Operating Expenses</b>	<b>\$69,480,629</b>	<b>\$73,894,931</b>	<b>(5.97%)</b>	<b>\$67,140,415</b>
<b>Other Expenses</b>				
Property Management	\$309,667	\$309,667	0.00%	\$84,904
Special Services	221,169	\$213,333	0.00%	0
<b>Total Other Expenses</b>	<b>\$530,836</b>	<b>\$523,000</b>	<b>1.50%</b>	<b>\$84,904</b>
<b>Total Operating and Other Expenses</b>	<b>\$70,011,465</b>	<b>\$74,417,931</b>	<b>(5.92%)</b>	<b>\$67,225,319</b>
<b>Capital Revenues</b>				
Capital Grants	\$5,586,050	\$50,385,771	(88.91%)	\$29,974,354
<b>Capital Expenditures</b>				
Capital Expenditures	\$5,586,050	\$50,385,771	(88.91%)	\$29,974,354

**Bank Account - Check Details**

Period: 02/01/22..02/28/22

Foothill Transit

Friday, March 11, 2022

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FOOTHILLTRANSITJQUINTANA

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 02/01/22..02/28/22

# ATTACHMENT D

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
<b>B001</b>	<b>General Checking</b>						
	Phone No.		800-488-2265				
02/03/22	771	Cosco Fire Protection, Inc.		130.00	0.00	0.00	Posted
02/03/22	772	Birdi Systems, Inc.		24,546.41	0.00	0.00	Posted
02/03/22	773	Thomas J. Koontz		11,278.31	0.00	0.00	Posted
02/03/22	774	Skyline Pest Control		115.00	0.00	0.00	Posted
02/03/22	775	Socal Office Technologies		22.71	0.00	0.00	Posted
02/03/22	776	Azteca Landscape		300.00	0.00	0.00	Posted
02/03/22	777	FEDEX Corp.		188.24	0.00	0.00	Posted
02/03/22	778	Crown Castle USA Inc.		831.51	0.00	0.00	Posted
02/03/22	779	Alltech Industries, Inc.		6,300.00	0.00	0.00	Posted
02/03/22	780	Office Depot		584.64	0.00	0.00	Posted
02/03/22	781	Thompson Coburn LLP		812.60	0.00	0.00	Posted
02/03/22	782	AT and T - 5025		763.51	0.00	0.00	Posted
02/03/22	783	AT and T - 5019		464.95	0.00	0.00	Posted
02/03/22	784	Center for Transportation and the Environment, Inc		10,698.25	0.00	0.00	Posted
02/03/22	785	County of L.A. - Sheriff's Dept.		23,174.61	0.00	0.00	Posted
02/03/22	786	Pulsar Advertising		44,829.75	0.00	0.00	Posted
02/03/22	787	Tegres Inc		1,256.06	0.00	0.00	Posted
02/03/22	788	Quadient Leasing USA, Inc.		466.82	0.00	0.00	Posted
02/03/22	789	Mitsubishi Electric US, Inc.		230.00	0.00	0.00	Posted
02/03/22	790	City of Pomona - Passes		1,000.00	0.00	0.00	Posted
02/03/22	791	Tri - Signal Integration, Inc.		140.00	0.00	0.00	Posted
02/03/22	792	SmartRise Elevator Service Inc		210.00	0.00	0.00	Posted
02/03/22	E100169	Transdev Services, Inc.		617.85	0.00	0.00	Posted
02/03/22	E100170	MetroKinetics, Inc.		612.50	0.00	0.00	Posted
02/03/22	E100171	Translating Services, Inc.		65.25	0.00	0.00	Posted
02/03/22	E100172	Transdev Services, Inc.		798.12	0.00	0.00	Posted
02/03/22	E100173	Transdev Services, Inc.		172,664.72	0.00	0.00	Posted
02/03/22	E100174	Transdev Services, Inc.		2,386,488.77	0.00	0.00	Posted
02/03/22	E100175	Transdev Services, Inc.		22,077.01	0.00	0.00	Posted
02/04/22	793	County of L.A. - Sheriff's Dept.		14,821.14	0.00	0.00	Posted
02/04/22	794	H&E Equipment Services, Inc.		694.35	0.00	0.00	Posted
02/04/22	795	Affordable Generator Services, Inc.		1,754.48	0.00	0.00	Posted
02/04/22	796	Leverage Information Systems, Inc.		12,274.41	0.00	0.00	Posted
02/04/22	797	Cintas Corporation 5		180.63	0.00	0.00	Posted
02/04/22	E100176	Transdev Services, Inc.		8,907.24	0.00	0.00	Posted
02/04/22	E100177	Keolis Transit America, Inc.		1,347,470.89	0.00	0.00	Posted
02/07/22	798	GA Technical Services, Inc.		852.97	0.00	0.00	Posted
02/07/22	799	Green Thumb Indoor Plant		662.75	0.00	0.00	Posted
02/07/22	800	Allied Administrators for Delta Dental		13,536.76	0.00	0.00	Posted
02/07/22	801	Tri - Signal Integration, Inc.		35.00	0.00	0.00	Posted

**Bank Account - Check Details**

Period: 02/01/22..02/28/22

Foothill Transit

Friday, March 11, 2022

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FOOTHILLTRANSITJQUINTANA

# ATTACHMENT D

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
02/07/22	802	Jon House		1,016.25	0.00	0.00	Posted
02/07/22	803	Landmark Healthplan of California, Inc.		1,049.34	0.00	0.00	Posted
02/07/22	804	Ed Butts Ford		172.46	0.00	0.00	Posted
02/08/22	E100178	Transdev Services, Inc.		51,000.00	0.00	0.00	Posted
02/08/22	E100179	Transdev Services, Inc.		55,511.69	0.00	0.00	Posted
02/08/22	E100180	Translating Services, Inc.		170.00	0.00	0.00	Posted
02/08/22	E100181	Keolis Transit America, Inc.		3,642.16	0.00	0.00	Posted
02/08/22	E100182	Transdev Services, Inc.		6,674.30	0.00	0.00	Posted
02/08/22	E100183	Transdev Services, Inc.		10,844.43	0.00	0.00	Posted
02/08/22	E100184	Transdev Services, Inc.		7,817.77	0.00	0.00	Posted
02/08/22	E100185	Transdev Services, Inc.		3,229.50	0.00	0.00	Posted
02/08/22	E100186	Powell Consulting DC, LLC		4,800.00	0.00	0.00	Posted
02/08/22	E100187	Transdev Services, Inc.		51,000.00	0.00	0.00	Posted
02/08/22	E100188	Transdev Services, Inc.		55,511.69	0.00	0.00	Posted
02/08/22	E100189	Translating Services, Inc.		170.00	0.00	0.00	Posted
02/08/22	E100190	Keolis Transit America, Inc.		3,642.16	0.00	0.00	Posted
02/08/22	E100191	Transdev Services, Inc.		6,674.30	0.00	0.00	Posted
02/08/22	E100192	Transdev Services, Inc.		10,844.43	0.00	0.00	Posted
02/08/22	E100193	Transdev Services, Inc.		7,817.77	0.00	0.00	Posted
02/08/22	E100194	Transdev Services, Inc.		3,229.50	0.00	0.00	Posted
02/08/22	E100195	Powell Consulting DC, LLC		4,800.00	0.00	0.00	Posted
02/10/22	805	Weatherite Corporation		987.00	0.00	0.00	Posted
02/10/22	806	Bear Communications, Inc.		252,063.31	0.00	0.00	Posted
02/10/22	807	Universal Waste Systems		761.29	0.00	0.00	Posted
02/10/22	808	Sky Rider Equipment Co. Inc.		1,000.00	0.00	0.00	Posted
02/10/22	809	Ultimate Maintenance Services, Inc		638.20	0.00	0.00	Posted
02/10/22	E100196	Clean Energy		198,431.48	0.00	0.00	Posted
02/10/22	E100197	Clean Energy		48,025.91	0.00	0.00	Posted
02/10/22	E100198	Clean Energy		304,285.24	0.00	0.00	Posted
02/10/22	E100199	Clean Energy		74,080.68	0.00	0.00	Posted
02/10/22	E100200	Keolis Transit America, Inc.		2,608.55	0.00	0.00	Posted
02/10/22	E100201	Keolis Transit America, Inc.		24,738.19	0.00	0.00	Posted
02/10/22	E100202	Transdev Services, Inc.		2,294.29	0.00	0.00	Posted
02/11/22	810	ACC Business		1,080.01	0.00	0.00	Posted
02/11/22	811	Digium Inc.		2,536.88	0.00	0.00	Posted
02/11/22	812	City of Pomona - Passes		2,000.00	0.00	0.00	Posted
02/11/22	813	Vision Service Plan - (CA)		1,431.94	0.00	0.00	Posted
02/11/22	814	Azteca Landscape		3,779.09	0.00	0.00	Posted
02/11/22	815	Uniform Headquarters		54.69	0.00	0.00	Posted
02/11/22	816	State Compensation Insurance Fund		4,657.75	0.00	0.00	Posted
02/11/22	817	Linda Garrison		520.00	0.00	0.00	Posted
02/15/22	818	Skyline Pest Control		115.00	0.00	0.00	Posted
02/15/22	819	Lauren Ashley Cucchissi		55.98	0.00	0.00	Posted
02/15/22	820	Lillian Lin		30.00	0.00	0.00	Posted
02/15/22	821	Suburban Water Systems		735.55	0.00	0.00	Posted
02/15/22	822	CA Newspaper Service Bureau		114.73	0.00	0.00	Posted
02/15/22	823	Zonar Systems Inc.		6,137.00	0.00	0.00	Posted
02/15/22	824	Life Insurance Company of North America		10,952.08	0.00	0.00	Posted

**Bank Account - Check Details**

Period: 02/01/22..02/28/22

Foothill Transit

Friday, March 11, 2022

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**ATTACHMENT D**

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
02/15/22	825	David Reyno		28.86	0.00	0.00	Posted
02/15/22	826	ECS Imaging, Inc.		2,520.00	0.00	0.00	Posted
02/15/22	827	Dean Gazzo Roistacher LLP		2,624.00	0.00	0.00	Posted
02/15/22	828	T-Mobile USA Inc.		570.51	0.00	0.00	Posted
02/15/22	829	N G A Investment Properties LLC		868.69	0.00	0.00	Posted
02/15/22	E100203	Nelson\Nygaard Consulting Associates, Inc.		24,901.23	0.00	0.00	Posted
02/16/22	830	FEDEX Corp.		96.03	0.00	0.00	Posted
02/16/22	831	Weatherite Corporation		1,778.25	0.00	0.00	Posted
02/16/22	832	Home Depot Credit Services		719.61	0.00	0.00	Posted
02/16/22	833	Graingers		344.11	0.00	0.00	Posted
02/16/22	834	Standard Parking Corporation		3,634.75	0.00	0.00	Posted
02/17/22	835	Platinum Security Inc.		7,438.86	0.00	0.00	Posted
02/17/22	836	AFLAC		1,733.64	0.00	0.00	Posted
02/17/22	837	California Choice		64,134.99	0.00	0.00	Posted
02/17/22	838	State of California Department of Transportation		15,800.00	0.00	0.00	Posted
02/17/22	839	Azusa Light & Water		1,497.11	0.00	0.00	Posted
02/18/22	E100204	Darold D. Pieper Attorney at Law		8,310.00	0.00	0.00	Posted
02/22/22	E100205	Transdev Services, Inc.		1,320,021.29	0.00	0.00	Posted
02/22/22	E100206	Keolis Transit America, Inc.		940,519.43	0.00	0.00	Posted
02/23/22	E100207	Axiomprint, Inc.		10,085.29	0.00	0.00	Posted
02/23/22	E100208	MCG & Associates		1,800.00	0.00	0.00	Posted
02/23/22	E100209	MCG & Associates		2,040.00	0.00	0.00	Posted
02/23/22	E100210	Transdev Services, Inc.		6,584.35	0.00	0.00	Posted
02/23/22	E100211	Clean Energy		42,483.20	0.00	0.00	Posted
02/23/22	E100212	Nelson\Nygaard Consulting Associates, Inc.		24,664.12	0.00	0.00	Posted
02/23/22	E100213	Transdev Services, Inc.		2,417,195.29	0.00	0.00	Posted
02/24/22	840	Birdi Systems, Inc.		6,090.00	0.00	0.00	Posted
02/24/22	841	Zoom Video Communications Inc.		12,194.50	0.00	0.00	Posted
02/24/22	842	Rodger's Food Service		463.05	0.00	0.00	Posted
02/24/22	843	Chamber of Commerce - Pomona		130.00	0.00	0.00	Posted
02/24/22	844	Chamber Marketing Partners, Inc.		2,085.25	0.00	0.00	Posted
02/24/22	845	Thomas J. Koontz		3,075.00	0.00	0.00	Posted
02/24/22	846	Weatherite Corporation		4,366.00	0.00	0.00	Posted
02/24/22	847	San Gabriel Valley Newspaper		3,268.40	0.00	0.00	Posted
02/24/22	848	H&E Equipment Services, Inc.		694.35	0.00	0.00	Posted
02/24/22	849	Walnut Valley Water District		116.65	0.00	0.00	Posted
02/24/22	850	Industry Public Utility Commission		1,317.56	0.00	0.00	Posted
02/24/22	851	Hydrogen Fuel Cell Bus Council		4,816.60	0.00	0.00	Posted
02/24/22	852	Newage PHM, LLC		160.05	0.00	0.00	Posted
02/24/22	853	IHeartMedia Entertainment Inc.		3,333.35	0.00	0.00	Posted
02/25/22	854	Amazon Web Services, Inc		795.08	0.00	0.00	Posted
02/25/22	855	Frontier		3,173.45	0.00	0.00	Posted
02/25/22	856	Tony Garcia Photography		4,171.63	0.00	0.00	Posted

**Bank Account - Check Details**

Period: 02/01/22..02/28/22

Foothill Transit

Friday, March 11, 2022

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FOOTHILLTRANSITJQUINTANA

# ATTACHMENT D

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
02/25/22	857	West Covina Beautiful		250.00	0.00	0.00	Posted
02/25/22	858	Thomas J. Koontz		1,406.79	0.00	0.00	Posted
02/25/22	859	AT and T - 5019		2,795.27	0.00	0.00	Posted
02/25/22	860	ATKINSON ANDELSON LOYA RUUD AND ROMO		34.50	0.00	0.00	Posted
02/25/22	861	Cintas Corporation 8		163.25	0.00	0.00	Posted
02/25/22	862	Elerts Corporation		38,000.00	0.00	0.00	Posted
02/25/22	863	Omnitrans		3,084.60	0.00	0.00	Posted
02/25/22	864	Pulsar Advertising		29,966.25	0.00	0.00	Posted
02/25/22	865	4imprint Inc.		381.81	0.00	0.00	Posted
02/25/22	866	Thompson Coburn LLP		3,346.00	0.00	0.00	Posted
02/25/22	867	CA Newspaper Service Bureau		114.73	0.00	0.00	Posted
02/25/22	868	AT and T - 5075		37.18	0.00	0.00	Posted
02/25/22	869	ReadyRefresh		93.34	0.00	0.00	Posted
02/28/22	870	Concur Technologies, Inc.		2,514.72	0.00	0.00	Posted
02/28/22	E100214	Keolis Transit America, Inc.		725.00	0.00	0.00	Posted
02/28/22	E100215	Keolis Transit America, Inc.		11,500.00	0.00	0.00	Posted
02/28/22	E100216	Translating Services, Inc.		263.90	0.00	0.00	Posted
02/28/22	E100217	Transdev Services, Inc.		10,895.97	0.00	0.00	Posted
02/28/22	E100218	Keolis Transit America, Inc.		1,383,101.46	0.00	0.00	Posted
<b>General Checking</b>				<b>11,787,910.10</b>	<b>0.00</b>	<b>0.00</b>	



March 25, 2022

To: Executive Board

Subject: **March 2022 Procurement Monthly Report**

---

### **Recommendation**

Receive and file the Procurement Monthly Report for March 2022.

### **Awarded Procurements:**

Since the Executive Board meeting on January 28, 2022, there have been four awards of agreements over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

- Powell Consulting DC, LLC was awarded Amendment No. 1 to Contract No. 19-053 for Federal Advocacy Services in the amount of \$132,000.00. Amendment No. 1 exercised the two existing option years in the contract, which extends services through January 31, 2024.
- Commercial Building Management was awarded Contract No. 22-051 for three years of janitorial services at the Administrative Office Building and Covina Transit Center. The contract amount is \$151,783.19, which was the second-lowest price of the nine respondents to the solicitation.
- Stantec Consulting, Inc. was awarded Contract No. 22-044 for the design, engineering, and construction support of facility modifications and upgrades required for a hydrogen-safe facility at the Pomona Operations and Maintenance Facility. They were the highest-rated of the four respondents to the Request for Qualifications solicitation. The contract amount is \$185,388.65, which is below the Independent Cost Estimate.
- Alta Planning and Design was awarded Contract No. 21-072 for the development of a feasibility study report on a Mobility Hub on the campus of Cal Poly Pomona. The study will include stakeholder coordination and outreach, preparation of an engineering basis of design, and development of conceptual site plan alternatives and desired site programming. Alta Planning + Design, Inc. was ranked highest after evaluating technical qualifications and conducting interviews with six firms determined to be in the competitive range. The contract amount is \$179,980.00.



**Upcoming Procurements:**

Since the prior Executive Board meeting, no procurements over \$100,000.00 and below the Executive Board's approval threshold of \$250,000.00 have been initiated or conducted.

Sincerely,

Christopher Pieper  
Director of Procurement

Doran J. Barnes  
Chief Executive Officer



March 25, 2022

To: Executive Board

Subject: **Resolution Authorizing Teleconferenced Public Meetings**

---

**Recommendation**

Adopt Resolution 2022-06 (Attachment A) authorizing teleconferenced public meetings for the Executive Board and Governing Board if needed for the next 30 days.

**Analysis**

Government Code Section 54953 of the Ralph M. Brown Act was amended by AB 361 on an urgency basis to permit continued agency public meetings by teleconference on and after October 1, 2021, subject to making the following findings:

- (A) The legislative body has reconsidered the circumstances of the state of emergency.
- (B) Any of the following circumstances exist:
  - (i) The state of emergency continues to directly impact the ability of the members to meet safely in person.
  - (ii) State or local officials continue to impose or recommend measures to promote social distancing.

On March 17, 2022, the Executive Board made these findings in Resolution 2022-05, which permitted public meetings by teleconference through April 16, 2022.

To continue to convene public meetings by teleconferencing for 30 days after April 16, 2022, (through April 24, 2022), the Executive Board must now make the findings embodied in Resolution 2022-06.

Sincerely,

Darold Pieper  
General Counsel

Doran J. Barnes  
Chief Executive Officer

**RESOLUTION NO. 2022-06**  
**A RESOLUTION OF THE EXECUTIVE BOARD OF**  
**FOOTHILL TRANSIT AUTHORIZING REMOTE**  
**TELECONFERENCE MEETINGS OF THE FOOTHILL**  
**TRANSIT EXECUTIVE BOARD AND GOVERNING BOARD**  
**PURSUANT TO RALPH M. BROWN ACT**

**The Executive Board of Foothill Transit does resolve as follows:**

1. **Findings.** The Executive Board hereby finds and declares the following:

A. Government Code Section 54953 of the Ralph M. Brown Act was amended by AB 361 on an urgency basis to permit continued agency public meetings by teleconference on and after October 1, 2021, subject to the following findings:

(1) The Governor issued a Proclamation of State of Emergency on March 4, 2020, pursuant to section 8625 of the California Emergency Services Act, and that Proclamation has not been terminated as required by section 8629 of that Act.

(2) The California Department of Public Health continues to urge residents to “continue to practice physical distancing when possible”.

(3) The Los Angeles County Department of Public Health continues to recommend that residents social distancing and the use of masks indoors with people outside ones’ household.

(4) The public meeting spaces at Foothill Transit are not large enough to permit public meetings of the Governing Board and the Executive Board while providing a Covid 19-safe meeting place with appropriate social distancing as recommending by the state and county.

(5) The Executive Board has reconsidered the circumstances of the state of emergency which can vary greatly by time and date depending upon multiple factors with the progression of the pandemic.

(6) The state of emergency may continue to directly impact the ability of the members to meet safely in person.

[Continued on page 2.]

B. Accordingly, there may be a need for the Foothill Transit Executive Board or Governing Board to meet by teleconferencing meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953.

**2. Action.**

A. The Executive Board directs that Executive Board or Governing Board meetings held within the next 30 calendar days may be held by teleconferencing in compliance with section 54953(e) of the Ralph M. Brown Act.

B. The determination of whether to meet by teleconferencing or in person shall be made by the Chair of the Executive Board in consultation with the Chief Executive Officer and General Counsel.

C. This Resolution shall be effective immediately and remain in effect through April 24, 2022, or until such time the Executive Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Foothill Transit may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

**3. Adoption.** PASSED AND ADOPTED at a meeting of the Executive Board held on March 25, 2022, by the following vote:

AYES: Boyer, Calaycay, Moss, Shevlin, Sternquist

NOES: None

ABSTAIN: None

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CYNTHIA STERNQUIST, CHAIR

APPROVED AS TO FORM:  
DAROLD PIEPER, GENERAL COUNSEL

ATTEST:  
CHRISTINA LOPEZ, BOARD SECRETARY

By: \_\_\_\_\_

By: \_\_\_\_\_



March 25, 2022

To: Executive Board

Subject: **Transportation Fund Exchange**

---

**Recommendation**

Authorize the Executive Director to execute an assignment agreement with the City of San Gabriel to exchange Foothill Transit general use funds for Proposition A Transportation Local Return funds.

**Analysis**

The City of San Gabriel has \$1,000,000 of uncommitted Proposition A Transportation Local Return funds which may be made available to Foothill Transit to assist in providing transit services. In exchange, Foothill Transit will provide the City of San Gabriel with \$750,000 of available general use funds. Proposition A Transportation Local Return funds may only be used for transportation-related expenditures.

The exchange will take place a) within 30 days of execution of the assignment agreement, and b) approval of the exchange by the Los Angeles County Metropolitan Transportation Authority (LACMTA).

**Budget Impact**

Foothill Transit will benefit from this exchange by receiving a net gain of \$250,000 more than our contribution. The City of San Gabriel will benefit from this exchange by receiving funds that provide more flexibility to meet the city's expenditure needs. Foothill Transit will program the funds into eligible transit operating and capital expenses.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Doran J. Barnes  
Chief Executive Officer



March 25, 2022

To: Executive Board

Subject: **Financial Stability Policy Fiscal Year 2023 Financial Strategies**

---

### **Recommendation**

Approve the annual Financial Stability Policy update to include the FY2023 financial strategies for budget planning.

### **Analysis**

Foothill Transit has an important responsibility to the taxpayers of Los Angeles County to prudently manage its long and short-term finances. In times of economic change and uncertainty, it is especially important for Foothill Transit to ensure its ability to deliver safe, quality, and reliable transportation services that are based upon a strong and stable financial foundation.

The subsidy revenue for FY2023 (local and state sales taxes) is forecasted to increase slightly from the FY2022 actuals. This increase is due to continuing low unemployment and slightly increasing sales tax revenues. However, fuel prices continue to negatively impact economic growth. Fare revenues are forecast to grow slightly as ridership grows but will not achieve pre-pandemic amounts. One-third of the federal American Rescue Plan Act funds will be budgeted during FY2023 with the remaining two-thirds budgeted in succeeding years.

The Financial Stability policy was adopted by the Foothill Transit Board in February 2016 to ensure that Foothill Transit financial policies are based upon Generally Accepted Accounting Principles and promulgated by the Government Accounting Standards Board. Every three years, the Federal Transit Administration and LA Metro, on behalf of the State of California Transportation Development Act (TDA) requirements, perform audits to determine among other things, if we are following our published, Board adopted policies.

The adopted policy is updated annually to provide management with a framework for developing the upcoming year's budget and other longer-range financial plans and establishing future business targets for management to achieve.

The policy includes goals, annual financial strategies, and general fiscal policies. Each year, prior to budget development, staff will bring the annual financial strategies to the Executive Board for review and approval.



**FY2022/FY2023 Financial Strategies**

- S1. Adjust bus operating expenses as needed in accordance with agreed-upon contractual increases in existing operating contracts and to include changes in pricing resulting from contract award for Arcadia operating and maintenance contract.
- S2. Closely monitor actual revenue receipts to ensure that deviations from current assumptions can be addressed promptly.
- S3. Implement service changes to improve service efficiency, maintain and increase ridership, and maintain revenues and Governing Board adopted Business Plan.
- S4. Adopt an annual budget that includes an allocation to capital programs adequate to meet annual baseline funding for projects and programs that are essential to ensure system performance and safety and meet the requirements of the approved Transit Asset Management Plan.
- S5. Pursue grant funding for capital projects pursuant to the priorities adopted by the Governing Board in the annual Business Plan.
- S6. Pursue favorable investment strategies for reserved funds to ensure Board adopted priorities of 1) safety, 2) liquidity, and 3) financial gain.

**Financial Impact**

This FY2023 policy update will set the framework for the annual budget development. Specific service and fare changes, operating cost increases, and new capital projects will be brought to the Board as part of the proposed Business Plan in April 2022.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance & Treasurer

Doran J. Barnes  
Chief Executive Officer

Attachment (Financial Stability Policy)



## Foothill Transit

<b>Financial Stability Policy</b>	Policy No: FIN2016-001R7
	Revised: 03/25/2022
	Page: 1 of 8

### **Policy Statement**

Foothill Transit has an important responsibility to the taxpayers of Los Angeles County to prudently manage its long and short-term finances. In times of economic change and uncertainty, it is especially important for Foothill Transit to ensure its ability to deliver safe, quality, and reliable transportation services that are based upon a strong and stable financial foundation.

The Financial Stability Policy is divided into three sections: Goals, Strategies, and General Fiscal Policies. The purpose of the policy is to ensure that Foothill Transit prudently manages its financial affairs, establishes appropriate cash reserves, if debt is necessary, ensures that the debt assumptions are based on financial parameters similar to or more conservative than those that would be placed on Foothill Transit by the financial marketplace and to provide management with a framework for developing the upcoming year's budget and other longer range financial plans and establishing future business targets for management to achieve.

### **Financial Goals**

- G1. Provide safe and secure transportation on Foothill Transit's bus system as the top priority.
- G2. Maintain an operating and capital financial base that is sufficient to deliver safe, quality transportation improvements and bus service efficiently and cost-effectively to meet the levels of demand.
- G3. Continuously strive to improve productivity.
- G4. Establish and maintain an operating fund balance sufficient to ensure that Foothill Transit can adjust to economic downturns, extraordinary cost increases, and other financial emergencies.
- G5. Maintain the highest possible credit rating and reputation for prudent financial management.



## Foothill Transit

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### **FY2022-FY2023 Financial Strategies**

- S1. Adjust bus operating expenses as needed in accordance with agreed-upon contractual increases in existing operating contracts and to include changes in pricing resulting from contract award for Irwindale/Arcadia operating and maintenance contract.
- S2. Closely monitor actual revenue receipts to ensure that deviations from current assumptions can be addressed promptly.
- S3. Implement service changes to improve service efficiency, maintain and increase ridership, and maintain revenues.
- S4. Adopt an annual budget that includes allocation to capital programs adequate to meet annual baseline funding for projects and programs that are essential to ensure system performance and safety and meet the requirements of the approved Transit Asset Management Plan.
- S5. Pursue grant funding for capital projects pursuant to the priorities adopted by the Governing Board in the annual Business Plan.
- S6. Pursue favorable investment strategies for reserved funds to ensure Board adopted priorities of 1) safety, 2) liquidity, and 3) financial gain.

### **General Fiscal Policies**

- F1. Complete and accurate accounting records shall be maintained in accordance with Generally Accepted Accounting Principles as promulgated by the Government Accounting Standards Board. The fiscal year-end for financial reporting purposes shall be June 30.
- F2. An independent certified public accounting firm shall perform an examination of Foothill Transit's consolidated financial statements on an annual basis. The goal is to receive an unqualified opinion on the financial statements and an opinion that Foothill Transit is in compliance with Federal Single Audit, State and Local reporting requirements in all material respects and to receive the Government Finance Officers Association (GFOA) award for excellence in financial reporting.
- F3. Funds shall be invested within the guidelines of the Executive Board's approved investment policy and in compliance with applicable state law.



## Foothill Transit

<b>Financial Stability Policy</b>	Policy No: FIN2016-001R7
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- F4. Revenues received during a fiscal year that are in excess of the revenue budget for that year shall be reported as unrestricted, designated fund balances which may only be expended pursuant to Governing Board authorization. Such funds are generally available for appropriation in a subsequent budget cycle.
- F5. Financial control procedures are set up to track actual expenditures and revenue comparing these with the budget for federally funded projects in the General Ledger and Project Status Reports monthly and quarterly for the Federal Financial Report (FFR). Project expenditures and revenues are tracked by distinct project code and funding code references comparing the actual numbers to the grant budget by activity line item (ALI) on a monthly basis. Analysis is performed on variances between actual and budget explaining the reasons for differences; adjustments are made, if necessary. For timely closeout of the grant, expenditures and revenues reports are reconciled with FTA grant fund activities by ALI on a monthly basis to monitor the grant remaining balances. The federal funding ratio for federal and local matching funds is reviewed monthly to ensure compliance with the grant application requirements.
- F6. The annual budget establishes the legal level of appropriation. The budget shall include operating and capital components and full-time equivalent personnel necessary to implement the policy direction contained in the Annual Business Plan.

### **Budget Basis**

Foothill Transit is a single entity for budgeting and accounting purposes. Annual budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP) for all governmental and proprietary funds except that depreciation and amortization are not budgeted. The Governmental Accounting Standards Board (GASB) defines a fund as a “fiscal and accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.”



## Foothill Transit

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Foothill Transit operates with a single fund known as an Enterprise Fund. The Enterprise Fund is considered a proprietary fund. The fund is accounted for using the accrual basis of accounting, meaning revenue is recognized when it is earned and expenses are recorded when incurred.

### **Budget Process, Policies and Procedures**

The annual budget, as adopted by the Governing Board, is the legal authority to obligate and spend funds and to hire employees. It includes all operating, capital and debt service (when applicable) requirements of Foothill Transit for the fiscal year, July 1 to June 30. The annual budget is comprised of an operating budget and capital program and includes the total of full-time equivalent (FTEs) personnel required to deliver the budgeted activities.

Foothill Transit operates with an Enterprise Fund which includes all business-type activities such as bus operations and capital projects. The operating budget provides a summary of planned revenues and expenses for the fiscal year for Foothill Transit services and programs including the following:

- All revenue and expenditure/expense assumptions and projections
- Revenue service hours and miles of bus service
- Operation and maintenance of transit stores
- Total number of Board-approved FTEs

The operating budget includes bus operations and special services, property management activities, and agency administration.

### **Operating Budget**

The annual operating budget is developed on the basis of the combination of two budget methodologies. Continuation level budgeting is used to develop the funding and resources necessary to sustain critical operating, special programs and previously approved capital projects. Foothill Transit uses zero-based budgeting methodology to determine resources of new programs and capital projects as well as general and administrative expenses. Foothill Transit's chart of accounts is reviewed and supplemented on an as-needed basis. The Finance Department monitors revenues and budget expenditures throughout the fiscal year.



## Foothill Transit

<b>Financial Stability Policy</b>	Policy No:	FIN2016-001R7
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Budget detail is a management plan for financial activity and is prepared at the fund, project, department, and account level. The Board approved legal level of control is at the fund level.

Total annual expenditures cannot exceed the final appropriation adopted by the Governing Board except for the capital budget, where appropriations are approved on a life-of-project basis. During the fiscal year, changes in law, economic conditions and emergencies can have an impact on budget authority. Spending authority may be increased or decreased throughout the fiscal year as unanticipated situations arise. Management may make revisions within operational and project budgets only when there is no net dollar impact to the total appropriations at the fund level. As such, the Chief Executive Officer can approve administrative revisions, including FTE changes, to the financial plan if changes are consistent with the fund appropriation.

Foothill Transit's source of authority to make changes is rooted in disclosure on financial policy as stated in Foothill Transit's Annual Comprehensive Financial Report (ACFR) where reference to the legal level of authority is at the fund level so that staff has the ability to make changes within that legal authority.

### Capital Program Budget

The capital budget process is integrated into the annual budget process. The capital budget includes all capital program activities associated with bus acquisition, bus capital improvements, facility construction, and other capital improvements such as information technology enhancements. The Governing Board approves a capital project as part of the annual budget adoption; it authorizes the schedule and total expenditures over the life of the project.

Appropriations for the capital budget are approved on a life-of-project basis and thus, do not lapse at the end of the fiscal year. Providing flexible funding over the life of a project authorizes staff to re-appropriate unexpended revenues and expenses from the prior year.



## Foothill Transit

<b>Financial Stability Policy</b>	Policy No:	FIN2016-001R7
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The capital program budget (CP) is adopted on a life-of-project basis. Thus, annual re-appropriations are not required. Changes to the life-of-project budget for any project whose life-of-project budget is over \$1 million must be approved by the Governing Board. The CP budget process is completed as part of the annual budget process. Project managers analyze the status of their funded projects (re-forecasting schedules, costs, etc.) They also submit new projects for consideration through the CP process in the second quarter of the current fiscal year.

The CP budget process includes the following:

- Determines which prior year projects will not be completed as scheduled in the current fiscal year;
- Identifies new requirements or projects since the adoption of the prior CP, including changes to the life-of-project budget;
- Authorizes capital projects and associated funding plans;
- Estimates the operating impact of the capital investment, including cost increases.

The CP budget is developed based on criteria established in the Transit Asset Management (TAM) Plan. The TAM plan is designed to ensure that all assets meet the State of Good Repair requirements. Projects are included based on project rankings, project readiness, available agency resources, and funding. Project managers gather project information (current and new projects) and submit the information to Finance in the second quarter of the current fiscal year. Finance assembles the proposed projects and submits to Executive Management. Executive Management reviews the list of recommended capital projects and further prioritizes the projects to match available revenues.

Federal Funds:

Eligible expenditures and revenues are coded by distinct project codes and funding codes in the general ledger and project status reports and are reconciled with the corresponding activities in the FTA grant by Activity Line Item (ALI) on a monthly basis. All expenditures are reviewed and approved by 1) the Project Manager, 2) the Sr. Accountant who prepares the project status report, and 3) the Controller who approves the payment. The eligible



## Foothill Transit

<b>Financial Stability Policy</b>	Policy No:	FIN2016-001R7
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expenditures are paid as they become due for payment and on a monthly basis they are claimed for reimbursement in ECHO. These FTA grant activities are reported in the Federal Financial Report (FFR) as cash receipts and cash disbursements quarterly.

### Grant Administration:

Financial records, such as the General Ledger and Project Status Reports, are coded by project number. Federal and local matching funds are prepared by finance staff and reviewed by the Controller every month and the numbers are used to enter the data on the FFR on a quarterly basis. The data in the FFRs are prepared on a quarterly basis by the finance staff then compared and validated with the progress report prepared by the project manager which is the basis of the quarterly MPRs.

Purchase orders/contracts are input into the financial information system as the total amount of obligation. Each invoice is deducted as it is paid; the monthly encumbrance report shows unliquidated obligations. Retention is recorded as "retention payable". All information is tracked and visible in the financial information system.

The status and progress of the project are obtained from the project manager and are compared to the previous scheduled deliverables. Unexpected delays and reasons thereof are included in the MPRs. Finance staff reviews the FFRs and MPR quarterly and ensures that grants are closed-out promptly within 90 days after all activities in the FTA grant are complete.

Finance staff ensures all eligible FTA revenues and expenditures are properly recorded and drawn down in ECHO and comply with 2 CFR 200, Subpart E, and all deliverables in the Milestone Progress Reports (MPR) are fully completed. Within 90 days after all activities are completed, the FTA grant is closed out in TrAMS.

In the event that Foothill Transit provides FTA financial assistance to a subrecipient, Finance staff will ensure that all cash payments comply with 2 CFR 200.305.



## Foothill Transit

<b>Financial Stability Policy</b>	Policy No:	FIN2016-001R7
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*Revision History:*

*Adopted February 27, 2016*

*Effective February 27, 2016*

*Revised February 23, 2018*

*Revised March 29, 2019*

*Revised January 31, 2020*

*Revised April 24, 2020*

*Revised December 18, 2020*

*Revised March 26, 2021*

*Revised March 25, 2022*



March 25, 2022

To: Executive Board

Subject: **Proposed Fiscal Year 2023 Business Plan Initiatives**

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### **Recommendation**

Approve the proposed FY2023 Business Plan Initiatives.

### **Analysis**

Each year, Foothill Transit identifies initiatives that will direct the agency's activities and focus for the coming fiscal year. The following eight key projects are recommended for inclusion in the Business Plan:

- **Fuel Cell Bus and Infrastructure Implementation** - Battery electric buses have demonstrated range limitations and demanding charging requirements. In addition, charging infrastructure for a fully electrified bus fleet would be costly, involve complicated charging logistics, and require a larger fleet size. Data suggests that Fuel Cell buses have ranges that are comparable to conventional CNG buses allowing a one-to-one bus replacement with no adverse impacts on current operational activities. Foothill Transit applied for and received a \$5 million Transit and Intercity Rail Capital Program (TIRCP) grant specifically to fund the electrification of Line 486 with 20 zero-emission buses. Line 486 operates between Pomona and El Monte Station traveling mainly on busy local streets, the perfect conditions under which to demonstrate the capabilities of a fuel cell bus.

In addition to the 20-bus order for Line 486, an additional 13 fuel cell buses are on order to replace Foothill Transit's oldest fleet of fast-charge battery-electric buses currently operating on Line 291 in the cities of Pomona and La Verne. These 33 fuel cell buses will go into production at the New Flyer Industries manufacturing facility in Anniston, Alabama the week of March 21, 2022, and construction activities for the buildout of the supporting infrastructure will begin in April 2022 with completion scheduled for late December 2022. While construction of the permanent fueling infrastructure is underway, an interim fueling solution will involve the placement of a mobile fueling station with hydrogen tanks, compressor equipment, and fuel dispensers mounted on a trailer onsite at our Pomona location. This



solution is currently in use at a neighboring transit agency while their facility undergoes some repairs.

- **Zero-Emissions Double Deck Fleet Expansion** – To further our organization’s deployment of zero-emissions buses, an upcoming deployment of vehicles in 2023 to replace aging CNG-powered vehicles could consist of an order of double-deck coaches. The double-deck zero-emissions coaches offer superior ride quality, are visually appealing, and include sustainability and physical distancing benefits that will attract riders who may not otherwise consider taking public transit.
- **Facility Security Hardening** – The security surveillance and access control systems at Foothill Transit’s administrative office building and at both operations and maintenance facilities were installed when each facility was constructed, and they were last updated in 2012. That effort involved the installation of certain access control and video surveillance equipment. The security cameras, software, and hardware have been updated as needed over time, however, newer and more robust technology on wireless secured security systems are now available to ensure effective facility security for all agency-owned and/or operated properties. In the upcoming year, grant funds will be sought to plan and implement a more secure and safer security system. New fencing, cameras, and a gated access control system will also be installed in the Arcadia Irwindale overflow parking facility to better secure that area.
- **Comprehensive Operational Analysis (Foothill Transit Forward)** – Foothill Transit Forward, the title for our comprehensive operational analysis (COA) is designed to examine and evaluate the Foothill Transit system to determine where improvements can be implemented to make transit operations more effective and efficient. The first phase of public outreach has been completed which consisted of on-board and online surveys, pop-up events throughout the community, and a virtual public workshop. The consultant team is in the process of analyzing current travel patterns and feedback obtained from the public outreach to formulate route enhancements to better meet the needs of the customers. A list of route enhancements will be presented to the public for feedback to determine the final list of recommendations for implementation. Along with route enhancements, the consultant team will also look at strategies to improve travel speeds along key corridors and connections to the upcoming Metro Gold Line extension to Pomona. Foothill Transit Forward is scheduled for completion in August 2022.



- **Operations Contract Implementation** – The existing agreement with Transdev for the operation of transit services at our Arcadia Irwindale operating facility expires on June 30, 2022. As there are no remaining contract options, a new transit services agreement is currently under procurement, with a contract award recommendation slated for the April 29, 2022 Executive Board meeting. Contract transition activities will commence immediately thereafter to facilitate an effective transition to a new operating agreement on July 31, 2022. In the months following, staff will work with the contractor to ensure service delivery complies with the terms of the new contract.
- **Cal Poly Pomona Bronco Mobility Hub and Class Pass Project** – Foothill Transit and Cal Poly Pomona are working in partnership to improve mobility on campus with key transit projects including the development of a Mobility Hub and an accompanying Class Pass program. The Class Pass program is currently underway in a Pilot phase to measure and project campus ridership over time and the financial subsidy for which the campus will need to budget. The two projects will help provide a convenient transportation option for students, faculty, and staff and represent an exciting opportunity to further strengthen our close partnership with the university.
- **Legislative Advocacy** – Recent changes resulting from redistricting in 2021 will bring new challenges and opportunities at the federal, state, and local government levels. We will focus on building relationships with lawmakers and key staff who are new to Foothill Transit’s representation. We will also strengthen and further cultivate the relationships we have built with the Department of Transportation, Federal Transit Administration, California State Transportation Agency, California Transportation Commission, California Air Resources Board, California Public Utilities Commission, and others. This relationship-building and maintenance strategy will also continue to be the focus of our efforts with our existing federal and state delegation, Los Angeles County Supervisors, and local city representatives in the Pomona and San Gabriel Valleys. We will also maximize our participation in public transportation associations and regional business associations to further advocate for legislation and policies that advance regional mobility and Foothill Transit’s operations, and zero-emissions fleet expansion.
- **ExpressLanes Operations** – Construction of the HOV lanes between I-605 and SR-57 are now complete, and the conversion of the I-10 HOV lanes to high occupancy toll lanes, or ExpressLanes, between the I-605 and SR-57 is expected by 2028. To ensure effective traffic flow and



transit service operation with at least a consistent speed of 45 miles per hour at all times, it is critical that the required ExpressLanes occupancy for free travel minimally mirror the three-person peak occupancy requirement of the busway portion of the lanes. The Metro Board approved an I-10 ExpressLanes Busway HOV 5+ Pilot program, but its implementation has been delayed due to the COVID-19 pandemic. Staff has been and will continue to work with Metro, Caltrans, and our state and county delegation to pursue the appropriate operating rules and/or legislation.

These are proposed agency-wide initiatives for FY2023. Individual department goals will be detailed in their respective sections within the proposed FY2023 Business Plan.

Pending your approval, these proposed initiatives will serve as the foundation for agency planning prioritization in the coming year and will be included in the Proposed FY2023 Budget and Business Plan.

Sincerely,

Kevin Parks McDonald  
Deputy Chief Executive Officer

Doran J. Barnes  
Chief Executive Officer



March 25, 2022

To: Executive Board

Subject: **Proposed Cancellations of Line 690 and Route Variant of Line 292**

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### **Recommendation**

Recommend that the Governing Board authorize the Chief Executive Officer to adopt the proposed cancellations of Line 690 and route variant of Line 292 to Foothill Transit's service.

### **Analysis**

At the December 17, 2021, Governing Board meeting, the Board authorized staff to seek public input and conduct a public hearing regarding the proposed cancellations of Line 690 and route variant of Line 292. The goal of the proposed cancellations is to eliminate bus service with poor ridership and reinvest those resources in other Foothill Transit lines with a demonstrated need. A summary of each proposed cancellation follows:

#### Line 690

Line 690 is a Foothill Transit local line that operates between the cities of Montclair and Glendora during peak hours on weekdays. Line 690 provides 14 westbound trips in the morning and 10 eastbound trips in the afternoon/evening. This line services the cities of Montclair, Claremont, Pomona, La Verne, San Dimas, and Glendora. Key transfer hubs include the Montclair Transit Center, the Claremont Transit Center, and the Lone Hill Park & Ride.

Since the opening of the Foothill Extension of the Metro Gold (now L) Line in March of 2016, ridership on Line 690 has been low, (see Table 1). Over the years, Foothill Transit has made several modifications to Line 690 in hopes of increasing ridership, but the popularity of the L Line continues to negatively affect the potential success of the line (see Table 2). Some of the changes made include reducing the fare to match the local fare structure, changing the terminus from Azusa Intermodal Transit Center to the Citrus L Line Station, as well as adjusting the number of daily trips to attract ridership. Due to the impacts of the COVID-19 pandemic, Line 690 was paused in April and May of 2020, and again beginning in January 2021. Currently, Line 690 is not operational.



Table 1. **Ridership Impacts on Line 690 due to the Gold Line Extension**

Line	February 2016	March 5, 2016 Gold (L) Line STARTS	March 2016	April 2016	May 2016
690	6,102		4,905	3,105	2,944

Table 2. **Line 690- Boardings, Boardings per Trip, and Boardings by Vehicle Service Hours**

Month	Line 690 Boardings	Line 690 Boardings per Trip	Line 690 Boardings per VSH
Jul. 2019	3,188	3.51	7.60
Aug. 2019	3,719	3.78	8.86
Sept. 2019	3,306	4.29	8.67
Oct. 2019	4,974	3.68	11.03
Nov. 2019	4,412	3.36	11.25
Dec. 2019	3,393	2.76	8.24
Jan. 2020	4,142	2.71	9.60
Feb. 2020	3,848	3.49	10.33
Mar. 2020	4,086	2.57	13.89
Apr. 2020			
May 2020			
Jun. 2020	533	1.01	1.50
Jul. 2020	631	1.14	1.77
Aug. 2020	613	1.22	1.72
Sep. 2020	637	1.21	1.79
Oct. 2020	763	1.45	2.14
Nov. 2020	556	1.10	1.56
Dec. 2020	675	1.22	1.89

Line 690 Budget Impact

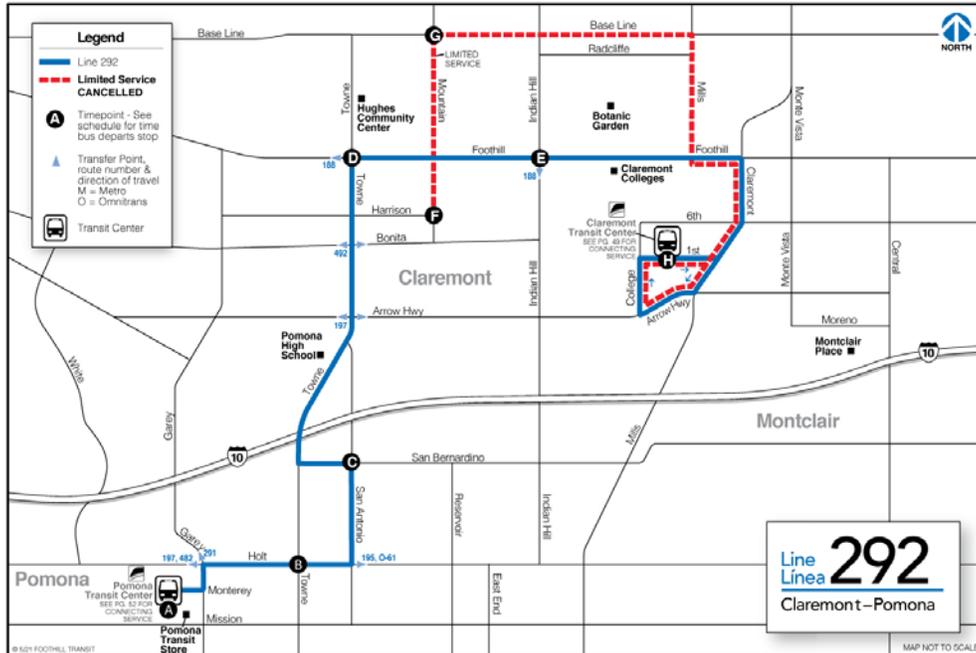
The projected annual cost savings associated with this cancellation would be \$438,700.

Line 292

Line 292 is a Foothill Transit local line that operates between the City of Pomona and Claremont during peak and non-peak hours on weekdays. Line 292 provides nine trips in the morning and seven trips in the



afternoon/evening. Line 292 contains a two-trip variant that travels on Baseline Road, offering one trip in the morning and one trip in the afternoon.



We have monitored the route variant for Line 292 since January 2021, and ridership on that variant has been minimal (see Table 3). On average, there are 20 weekdays every month. The route variant is currently averaging significantly less than one boarding per weekday. This is true for both the northbound and southbound trips.



Table 3. **Route Variant for Line 292 - Boardings by Trip**

7:40 AM Trip			2:25 PM Trip		
Month	Ridership	Avg Weekday	Month	Ridership	Avg Weekday
January	2	0.1	January	5	0.25
February	4	0.2	February	2	0.1
March	6	0.3	March	2	0.1
April	6	0.3	April	4	0.2
May	4	0.2	May	5	0.25
June	8	0.4	June	3	0.15
July	2	0.1	July	5	0.25
August	14	0.7	August	2	0.1
September	15	0.75	September	8	0.4
October	4	0.2	October	1	0.05
November	13	0.65	November	8	0.4
December	11	0.55	December	1	0.05
<b>Total</b>	<b>89</b>		<b>Total</b>	<b>46</b>	

Line 292 Budget Impact

The projected annual cost savings associated with this cancellation would be \$12,424.



Schedule for Implementation

Activities	Dates
Executive Board Meeting - <b>COMPLETED</b>	<b>October 29, 2021</b>
Governing Board Meeting - <b>COMPLETED</b>	<b>December 17, 2021</b>
Public Comment Period - <b>COMPLETED</b>	<b>January 1, 2022 - March 1, 2022</b>
Public Hearing - <b>COMPLETED</b>	<b>February 15, 2022</b>
Executive Board Recommendation	<b>March 25, 2022</b>
Governing Board Final Action	<b>April 29, 2022</b>

**Public Meetings and Results of Public Comments**

The formal public comment period began on January 1, 2022, and concluded on March 1, 2022. To encourage public comments, Foothill Transit staff conducted two virtual public workshops on two separate days in both the afternoon and in the evening. A public hearing was held virtually on February 15, 2022, at 5:30 PM to maximize public participation. Throughout the public comment period, we received nine comments through social media and email. Four of the nine comments received were not in favor of the proposed cancellations. Five of the nine comments provided alternatives to the proposed cancellations. Upon reviewing the submitted comments, staff is not proposing adjustments to the original proposal, since Line 690 has not been in operation for over a year and the base routing of Line 292 will remain unchanged.

<b>In Favor</b>	<b>0</b>
<b>Not in Favor</b>	<b>4</b>
<b>Recommendation</b>	<b>5</b>
<b>Total Comments:</b>	<b>9</b>



**Budget Impact**

The projected annual cost savings associated with the cancellation of Line 690 and the route variant of Line 292 would be \$451,124. These annual cost savings will be available to be reinvested into other service routes.

Sincerely,

Lourdes Álvarez  
Transit Planner

Doran J. Barnes  
Chief Executive Officer



March 25, 2022

To: Governing Board

Subject: **Executive Board and Governing Board Stipend Policy**

**Recommendation**

Provide direction to staff regarding a potential change to the Foothill Transit Executive Board and Governing Board Members stipend amount. Attachment A is the Board Stipend Policy that is currently in effect.

**Analysis**

In 1988, at its inaugural meeting, the Board approved stipends for Board Members at \$100 per meeting, limited to two meetings per month. The stipend was adjusted in 2014 when the Governing Board approved increasing the stipend to \$150 per meeting and approved increasing the stipend annually based on the United States Department of labor consumer Price Index (CPI) for the Los Angeles Area and rounded to the nearest dollar.

The current stipend amount is \$176 per meeting. Executive Board Members receive a stipend for up to six meetings per month, not to exceed \$1,056 per month. Governing Board Members are not limited to the number of eligible meetings per year. The stipend is scheduled to be adjusted based on CPI in July 2022.

Below is a chart that shows the stipend amount for other agencies in the region.

<b>Agency</b>	<b>Stipend</b>	<b>Limitations</b>
Foothill Gold Line	\$150	\$600 limit per month
Metro Service Council	\$100	Up to two meetings per month
Metro Board Member	\$150	\$600 limit per month
Metrolink	\$150	\$500 limit per month
Omnitrans	\$125	No limit on meetings per month



The Executive Board may want to consider the following options.

- Freeze the stipend amount at the current amount and consider adjustments on an annual basis.
- Set the stipend at \$150 and consider adjustments on an annual basis

**Budget Impact**

A change to the stipend amount will have a minimal impact on the Foothill Transit budget.

Sincerely,

Christina Lopez  
Board Secretary

Doran J. Barnes  
Chief Executive Officer

Attachment



## Foothill Transit

<b>Executive Board and Governing Board Members Stipend Policy</b>	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

<b>Executive Board and Governing Board Members Stipend Policy</b>	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*

*Revised December 2019*



March 25, 2022

To: Executive Board

Subject: **Administrative Office Building Future Requirements**

---

### **Recommendation**

Provide direction to staff regarding possibly relocating the Foothill Transit administrative offices.

### **Analysis**

During the past two years, the COVID pandemic has changed many of the ways that the Foothill Transit administrative team completes its work. Telework during a portion of the week is anticipated to continue into the future. Hybrid meetings and events where some attendees are in person and some are participating virtually will happen regularly. In addition, sustainability is a key value for our organization and should be reflected in workspace.

In February 2022, Foothill Transit received an unsolicited proposal for the sale of the administrative office building in West Covina. The COVID related changes noted above combined with this unsolicited offer to purchase our administrative office building prompted a review of our current and future needs.

In light of the unsolicited proposal, below are a few parameters to consider should Foothill Transit entertain the idea of a potential relocation of the agency's administrative offices:

Office requirements:

1. Reduce overall office space footprint by approximately 25 percent
2. Ensure an adequate number of conference rooms configured for effective hybrid meetings
3. Ensure adequate workspace for functions such as an IT server room, marketing workspace, farebox lab, etc.
4. Include a call center for Transit Store Customer Service Representatives
5. Include amenities such as a kitchenette, breakroom/lunchroom, communal spaces, single-occupancy restrooms, and lactation room
6. Include outdoor meeting space
7. Standardize office spaces and include space for future growth and/or visitors



Future location priorities:

1. Good accessibility by public transportation
2. Better integration of indoor and outdoor activities (e.g., office windows that can be opened and outdoor meeting areas.)
3. Walkable location for surrounding activities
4. Sufficient parking for staff and visitors, including bike storage
5. Joint use space that could be used for Board meetings

Cost Considerations:

1. Sale of current administrative building
2. Purchase of new property/building
3. Construction and furnishing costs
4. Operating costs, including utilities (design with solar carports to offset electricity)

**Budget Impact**

Funding is not included in the approved FY 2022 Business Plan but would be added in FY 2023 if the project were deemed a viable consideration.

Sincerely,

Sharlane R. Bailey  
Director of Capital Projects and Facilities

Doran J. Barnes  
Chief Executive Officer