



Foothill Transit

GOVERNING 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

Governing Board Meeting **AGENDA**

GOVERNING BOARD MEETING
7:45 AM, MARCH 25, 2022
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. ROLL CALL
4. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER
5. REMARKS BY CONGRESSWOMAN LINDA SÁNCHEZ
6. APPROVAL OF MINUTES FOR THE GOVERNING BOARD MEETING OF JANUARY 28, 2022
7. INTRODUCTION OF FOOTHILL TRANSIT BUSINESS PARTNERS

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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8. 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.

8.1. Chief Executive Officer Response to Public Comment

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 Chief Executive Officer’s office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

Si necesita servicios de traducción, comuníquese con la oficina del Director Ejecutivo llamando al (626) 931-7300, extensión 7204, al menos 48 horas antes de la reunión.

若需要翻譯服務，請在會議前至少48小時聯絡執行長辦公室 (626) 931-7300分機7204

Nếu quý vị yêu cầu dịch vụ dịch thuật, vui lòng liên hệ với văn phòng Giám Đốc Điều Hành theo số (626) 931-7300, số máy lẻ 7204, ít nhất 48 giờ trước cuộc họp

Kung kailangan mo ng serbisyong pagsasalin, mangyaring makipag-ugnayan sa tanggapan ng Punong Ehekutibong Opisyal sa numerong (626) 931-7300 ekstensyon 7204, hindi bababa ng 48 oras bago ang pagpupulong

번역 서비스가 필요한 경우, 회의가 시작되기 최소 48시간 전에 (626) 931-7300 내선 7204번으로 최고경영자실에 연락하십시오.

通訳／翻訳サービスが必要な際は、ミーティング48時間前までに、CEO/最高経営責任者事務所までに連絡してください。CEO事務所連絡先：
(626) 931-7300内線7204

اگر به خدمات ترجمه نیاز دارید، لطفاً دست کم 48 ساعت قبل از شروع جلسه با دفتر مدیر عامل به شماره تلفن (626) 931-7300 داخلی (626) 931-7300 تماس بگیرید

Եթե Ձեզ թարգմանչական ծառայություններ են հարկավոր, հանդիպումից առնվազն 48 ժամ առաջ զանգահարեք Գլխավոր գործադիր տնօրենի գրասենյակ (626) 931-7300 լրացուցիչ 7204 հեռախոսահամարով:

ប្រសិនបើលោកអ្នកត្រូវការសេវាកម្មបកប្រែភាសា សូមទាក់ទងការិយាល័យនាយកភ្នាក់ងារប្រតិបត្តិកាមន្ទរស័ព្ទលេខ (626) 931-7300 លេខភ្ជាប់បន្ត 7204, ដែលមានរយៈពេលយ៉ាងតិច 48 ម៉ោងមុនកិច្ចប្រជុំ

في حالة الحاجة لخدمات الترجمة، يرجى الاتصال بمكتب الرئيس التنفيذي على رقم الهاتف (626) 931-7300 (الرقم الداخلي 7204) وذلك قبل 48 ساعة على الأقل من الاجتماع

หากคุณต้องการบริการล่าม โปรดติดต่อสำนักงานประธานเจ้าหน้าที่บริหารที่ (626) 931-7300 ต่อ 7204 อย่างน้อย 48 ชั่วโมงก่อนการประชุม



7:45 AM, March 25, 2022

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9. Foothill Transit Security Update

Recommended Action: Receive and file an update on Foothill Transit's Security efforts.

10. COVID-19 Operations Update

Recommended Action: Receive and file an update on the continuing impacts of COVID-19 on Foothill Transit's operations.

11. Cluster 5 Elections Notification

Recommended Action: Receive notification of Cluster 5 elections to be held on May 27, 2022.

12. Fiscal Year 2022 Business Plan Initiatives Update

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

13. Fiscal Year 2022 Budget Update

Recommended Action: Receive and file the February year-to-date budget update for the fiscal year ending June 30, 2022.

14. 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.

15. Chief Executive Officer Comment

16. Governing Board Member Comment

17. Adjournment

**The next meeting of the Governing Board
is scheduled for
Friday, April 29, 2022 at 7:45 a.m.**



Foothill Transit

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

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

**Friday, January 28, 2022
7:45 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Sternquist at 7:45 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Chair Calaycay.

3. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Corey Calaycay, Member Rick Crosby, Member Victor Preciado, Member Emmett Badar, Member Linda Freedman, Member Edward Alvarez, Member Daniel Damian, Member John King, Member Gary Boyer, Member H. Manuel Ortiz, Member Paul Cheng, Member Tzeitel Paras-Caracci, Member Becky Shevlin, Member Felicia Williams, Member Fernando Vizcarra, Member Steve Tye, Member Jessica Ancona, Member Cory Moss, Member Valerie Munoz, Member Hector Delgado, Member Sam Pedroza, Member Cynthia Sternquist

Absent: Member Dario Castellanos, Member Richard Barakat,

4. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER

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

5. REMARKS BY CONGRESSWOMAN NORMA TORRES

Vice Chair Calaycay introduced Congresswoman Torres and thanked her for attending. Congresswoman Torres reported on how the infrastructure bill

will help improve public transportation options in the region and create good construction jobs. She thanked Foothill Transit for its hard work in the region and the invitation to allow her to present to the Governing Board.

6. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Governing Board Meeting of December 17, 2021.

Motion by Member Shevlin, second by Vice Chair Calaycay, the minutes for the Regular Meeting of December 17, 2021 were approved. Motion carried 21-0. Member Pedroza temporarily absent.

7. INTRODUCTION OF Foothill TRANSIT BUSINESS PARTNERS

There were no presentations by Foothill Transit business partners.

8. GENERAL PUBLIC COMMENT

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

8.1. Chief Executive Officer Response to Public Comment

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

REGULAR AGENDA

9. Foothill TRANSIT FARE STRUCTURE SIMPLIFICATION

Recommendation: Adopt the proposed changes to Foothill Transit's fare structure.

John Xie, Revenue Manager, presented this item.

Mr. Xie reported that two Public Meetings were held on November 16 and 19, 2021, and a Public Hearing was held on December 1, 2021. Ten public comments were received. Most of the comments received were in favor of the proposed changes. A recap of the proposal was presented and the potential impacts to fare revenue were presented. Implementation of the proposed fare structure is scheduled for May 1, 2022.

There was no Public Comment on this presentation. Staff responded to

questions from Governing Board Member regarding the Metro GoPass program, goals of the fare simplification, and ridership.

Motion by Member Shevlin, second by Member Williams, to adopt. Motion carried 22-0.

10. **AMERICAN BUS BENCHMARKING GROUP CUSTOMER SATISFACTION SURVEY**

Recommendation: Receive and file an overview of Foothill Transit's results from the American Bus Benchmarking Group (ABBG) Fixed Route Customer Satisfaction Survey (CSS).

Hendy Satya, Marketing & Communications Manager and Paulina Ruiz, Transportation Business Intelligence Analyst, presented this item.

Mr. Satya reported on the results of the American Bus Benchmarking Group (ABBG) Customer Satisfaction Survey (CSS). The CSS took place in April 2021 and included 17 other transit agencies. Various communications platforms were utilized to disseminate the survey. Foothill Transit received 831 total responses, of which 86 were in Spanish or Chinese.

Ms. Ruiz reported that the CSS included questions on eight service quality areas, which are availability, information, accessibility, customer care, time, security, comfort and environment. The CSS concluded that Foothill Transit's top service quality areas from highest priority to lowest priority are availability, time, security, information, comfort, ease of use, customer care, and environment. The detailed information retrieved from the surveys will allow Foothill Transit to identify and develop plans to target underperforming areas.

There was no Public Comment or questions by the Governing Board on this presentation.

The Governing Board received and filed this presentation.

11. **COVID-19 TRANSIT OPERATIONS UPDATE**

Recommendation: Receive and file an update on the continuing impacts of COVID-19 on Foothill Transit's operations.

LaShawn King Gillespie, Director of Customer Service and Operations, presented this item.

Ms. Gillespie reported on the operational challenges due to the labor shortage and COVID-19. Staff that represent Foothill Transit are 75 percent fully vaccinated. She also reported that of the 12,504 trips scheduled that two to three percent of trips are being missed due to no operators being available.

Andres De Los Rios, Keolis General Manager of the Foothill Transit Pomona Operations and Maintenance Facility, Brian Otchis, Transdev General Manager of the Foothill Transit Arcadia Operations and Maintenance Facility, and Araceli Lopez, Transdev Transit *Store* General Manager, presented an overview of how each location is responding to the pandemic. They reported on COVID related absences, mitigation efforts, missed service reduction plans, COVID-19 vaccination campaigns, COVID-19 testing, and safety practices.

Marc Perla, Keolis Western Division Vice President U.S. Bus Operations and Laura Hendricks, Chief Executive Officer Transdev U.S. provided a global perspective on the response to the pandemic.

There was no Public Comment and staff responded to questions from Governing Board Members related to COVID-19 cases.

The Governing Board received and filed this presentation.

12. **JANUARY 2022 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the January 2022 Legislative Update.

Yoko Igawa, Director of Government Relations and Mathew Nakano, Government Relations Coordinator, presented this item.

Ms. Igawa reported on the results of redistricting that will affect Foothill Transit. Due to redistricting, Foothill Transit will go from being served by six U.S. House Representatives to five. Mr. Nakano reported that in November 2021, State Senator Connie Leyva would no longer represent any Foothill Transit member cities, resulting in Foothill Transit's representation shifting from four state senators to three. Ms. Igawa reported on state assembly redistricting changes, which include the cities of Diamond Bar, Walnut and parts of Industry that Phil Chen previously represented, being redistricted into Assemblymember Calderon's district. The new redrawing of the L.A. County Supervisorial Districts was adopted on December 15, 2021, and went into effect immediately. Because of the redrawn districts, Foothill Transit

member cities will no longer be represented by the Fourth District held by Supervisor Janice Hahn. With the change, Jimmy Lin has concluded his service on the Governing Board. Foothill Transit is currently awaiting further direction from the county regarding their appointment of a third representative.

There was no Public Comment or Governing Board Members questions regarding this presentation.

The Governing Board received and filed this presentation.

13. **CONTINUED GENERAL PUBLIC COMMENT**

Public comment was not reopened as the Public Comment period was concluded earlier in the agenda (Item 8).

14. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- Thanked Governing Board for guidance and support during the pandemic.
- There will be no Governing Board Meeting in February 2022.
- A Strategic Planning Workshop will be held on February 18, 2022.
- Joined Member Preciado at the Pomona operations and maintenance facility in connecting the Keolis staff with job development opportunities.
- The Pomona operations and maintenance facility will be celebrating its 25th anniversary on January 31.

15. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Governing Board.

- Member Ancona expressed concerns in regards to a potential contract award for security services that was scheduled for the Executive Board Meeting.

16. **ADJOURNMENT**

Doran Barnes, Chief Executive Officer, recommended that the meeting be



adjourned in the memory of Esteban Torres, who served in the U.S. House of Representatives from 1983 to 1999. Mr. Torres secured funding on a number of Foothill Transit's early capital projects.

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

There being no further business, the Foothill Transit Governing Board meeting adjourned the meeting in the memory of Esteban Torres at 9:12 a.m.



March 25, 2022

To: Governing Board

Subject: **Foothill Transit Security Update**

Recommendation

Receive and file an update on Foothill Transit's Security efforts.

Analysis

Foothill Transit's organizational focus on both safety and security programs involves partnerships with numerous stakeholders including transit operations contractors, customer service and facilities maintenance contractors, and local, state, and federal law enforcement agencies. In October 2021, the Governing Board was provided an update on a variety of security and safety items including, but not limited to, the security hardening project at the Irwindale Arcadia operating facility, multiple vulnerability assessments, the Public Transportation Agency Safety Plan (PTASP), and emergency preparedness.

This report provides an update focused on the following:

- Security and Emergency Preparedness Plan (SEPP)
- 2022 Security Goals
- The Los Angeles County Sheriff's Department Supplemental Law contract

The Security and Emergency Preparedness Plan (SEPP)

The SEPP emphasizes Foothill Transit's commitment to protecting the safety of its customers and employees and the security of its vehicles, equipment, facilities, and other properties. Much like our system safety program establishes mechanisms for identifying and addressing hazards in operations, this security plan establishes mechanisms through which security-related threats and vulnerabilities can be identified and addressed. Through the implementation, enforcement, and continued development of the security plan, we will incorporate security measures into all aspects of our operations and services, including business administration and maintenance activities. The SEPP will be reviewed at least annually and updated as necessary to ensure it remains up to date and consistent with federal, state, and local



regulations and guidelines, as well as Foothill Transit’s management goals and objectives. Additionally, the SEPP will be updated whenever a significant change occurs within the organization. To ensure continuous enhancement of the SEPP, the management team will solicit feedback from employees, contractors, and customers on a constant and ongoing basis.

Foothill Transit’s 2022 Security Goals

Foothill Transit staff identified six security/safety goals for 2022, each one having specific objectives with accompanying action items. This report will focus on items that do not compromise Security Sensitive Information (SSI). The following are the six identified goals:

1. Utilize Transportation Security Administration (TSA), Cyber Infrastructure Security Agency (CISA), American Public Transportation Association (APTA), and Federal Emergency Management Association (FEMA) audits/assessments to set the foundation for Foothill Transit’s security posture.
2. Complete the current security services procurement while “testing and evaluating” technology best practices with an emphasis on human resources, technology, flexibility, and remote monitoring.
3. Launch ELERTS and EVERBRIDGE platforms, which will assist in both receiving and sending critical information.
4. Initiate active assailant, threat assessment, and workplace violence and intervention preparedness training.
5. Ensure TSA federal training requirement(s) for Foothill Transit and contractors are completed by October 2022.
6. Revise the Public Transportation Agency Safety Plan (PTASP) and Safety Management Systems that drive safety standards and culture at Foothill Transit.

Los Angeles County Sheriff’s Department Supplemental Law Contract

At the May 28, 2021 Governing Board meeting, authorization was given to enter into a five-year agreement with the Los Angeles County Sheriff’s Department (LASD) for Supplemental Law Enforcement Services to be performed on an as-needed basis at a cost of up to \$200,000 per year. We continue to proactively address issues through smart and collaborative efforts with not only the supplemental law enforcement services of LASD, but also with a broader law enforcement reach throughout the entire region. This is



particularly important considering Foothill Transit's footprint in the unincorporated areas as well as the 22 incorporated cities we serve.

In the ongoing effort to safeguard all customers, bus operators, and all associated members of the community who utilize the Foothill Transit bus system, staff continues to increase the presence/visibility of uniformed law enforcement on our system. The deployment strategy for the Bus Riding Teams are to assign geographic responsibility based on feedback and intelligence from staff, contractors, and law enforcement. The teams remain flexible, capable of reassignment to newly identified crime trends or spontaneous events affecting our bus service. Strategies and adjustments to deployments are made based on identifiable crime trends and/or patterns.

Unruly passengers, specifically those unwilling to abide by the federal mask mandate, and persons experiencing homelessness, have been top concerns. In March 2022, for example, the LASD Bus Riding Teams will be on our system for 17 total days. We also are trying something different in assigning the teams to the Pomona Transit Center (PTC) for entire shifts on selected dates/times, primarily focused on working collaboratively with Pomona PD to address ongoing concerns. Additionally, we requested TSA's Visible Intermodal Prevention and Response (VIPR) team to work at the PTC alongside the LASD Bus Riding Team. The VIPR team is an essential part of protecting highway transportation and other critical infrastructure, most notably during the Rose Parade and Super Bowl type events. Collaborative law enforcement resources deployed for crime prevention throughout our bus system continue to give Foothill Transit a balanced approach to public safety in transit environments.

Utilizing these levels of engagement with the LASD Transit Bureau and all law enforcement, Foothill Transit remains dedicated to providing our riders, contractors, and the cities we serve with the highest level of law enforcement services. The safety of all people is of great importance and will remain at the forefront of our daily mission. We will continue to strive toward making Foothill Transit the safest bus transit system in the country.



Summary

The COVID-19 global pandemic has fundamentally reshaped the safety and security mindset of Foothill Transit. Maintaining a higher level of attention to public health while maintaining safe access to our communities' work centers, hospitals, and other vital services is essential. The Foothill Transit team remains focused on the Security and Emergency Preparedness Plan, our collective and laser-focused goals and action items, and finally, our strong management/relationship with our main law enforcement provider, the Los Angeles County Sheriff's Department. We understand the nuances involved in working with multiple layers of local, state, and federal agencies and remain committed to building relationships, especially within the region's law enforcement community.

Sincerely,

John Curley
Chief of Safety and Security

Doran J. Barnes
Chief Executive Officer



March 25, 2022

To: Governing Board

Subject: **COVID-19 Operations Update**

Recommendation

Receive and file an update on the continuing impacts of COVID-19 on Foothill Transit's operations.

Analysis

The COVID-19 pandemic continues to have significant impacts on Foothill Transit's daily operations. When the national state of emergency was initially declared and the California Stay-at-Home Order was issued in early 2020, Foothill Transit developed and implemented service level options that took into consideration the anticipated impacts on workforce availability. We also implemented a number of strategies to best protect Foothill Transit's contracted staff and direct employees, our customers, and the community at large. Over the past several months, staff has provided the Board with regular COVID-19 Operations Updates.

In late 2021, as we began to anticipate some nominal return to normalcy with the rollout of the vaccines and lowered case rates in the community and among our contractors' workforce, the Omicron variant began to make its way through the community. Along with the emergence of the new variant came updated regulations from the Los Angeles County Department of Public Health (LACDPH) and California's Division of Occupational Safety and Health, better known as Cal/OSHA.

Mask Mandate:

On March 10, 2022, the Centers for Disease Control extended the Transportation Security Administration's mask mandate, requiring that travelers on airplanes, trains, and buses wear masks through April 18, 2022. This was the fourth extension to the original January 2021 order. Foothill Transit has required masks onboard our buses since April 2020. This requirement has been communicated to customers using onboard signage, vehicle announcements, a social media campaign, and website postings since that time. Given the most recent extension, these communication efforts will continue, and operator training and support will continue to be provided.



Operational Challenges

In January, our transit operations and customer service contractors experienced a significantly increased rate of COVID case infections and related workplace absences, the highest the agency has experienced since the pandemic began. These absences affected all functions including operations, maintenance, dispatch, road supervision, customer service, and administration. This further strained our ability to deliver service. The increased infection rates and workforce impacts were experienced across the country and in virtually every industry.

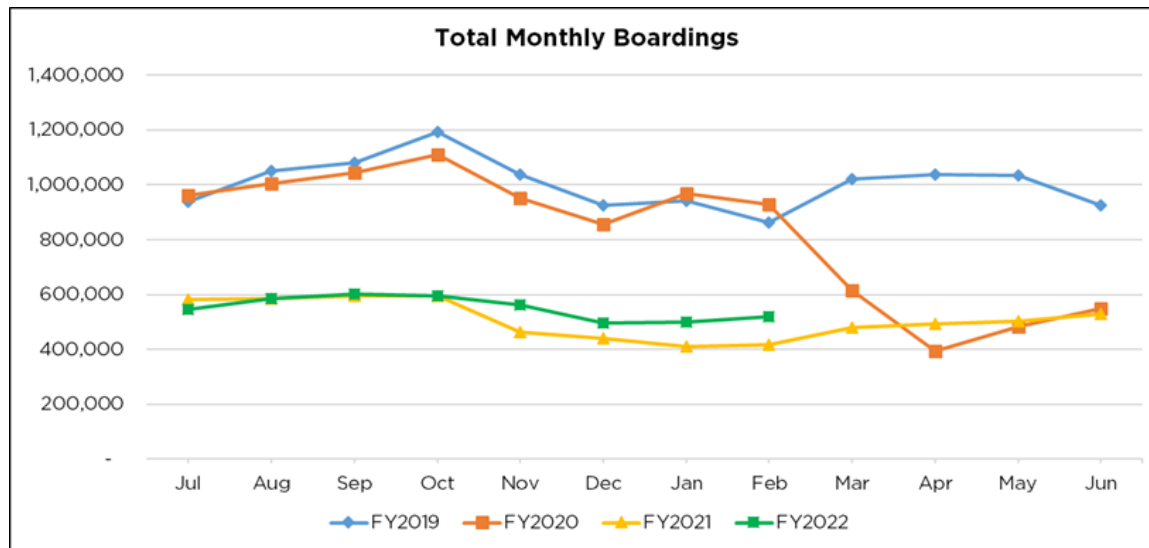
Since the last update to the Governing Board on January 28, our transit service contractors have seen the number of staff COVID-related absences decline significantly, and as a result, service delivery has shown marked improvement. The operations and maintenance teams at Keolis and Transdev have worked to consistently deliver the scheduled trips and, when possible, to exceed that level of service by placing additional trips into service when operators and equipment are available. The supplemental service is based on a listing of trips established in November 2021.

The operations and customer service contractors continue robust campaigns for staff recruitment and retention as ridership continues to increase.

Ridership and Service Levels:

Average weekday boardings for the month of January were 18,858, representing approximately 48 percent of the ridership levels in the months prior to the Safer-At-Home Executive Order issued in March 2020. During the same month, average weekday boardings on the local lines were approximately 52 percent, and ridership on the Commuter Express lines was 20 percent of the ridership experienced prior to COVID-19.

We continue to evaluate ridership levels regularly. In February, average weekday boardings increased to 21,506, which is 55 percent of the average number of boardings prior to COVID-19. In February, average weekday boardings on our local lines were approximately 59 percent of pre-COVID levels, and ridership on our Commuter Express lines was 24 percent of the ridership experienced prior to COVID-19. This most recent increase is likely attributable to various factors, such as the decrease in COVID-19 cases in the region, customers returning to public transit as a means of transportation, and customers resuming more pre-COVID activities.



COVID 19 Vaccine and Testing

Our contractors continue to improve vaccination rates among their staff, understanding the positive impact that the vaccines are exhibiting on reducing the severity of illness for those who have been vaccinated. More than 75 percent of the Foothill Transit team is fully vaccinated, and each month these rates increase.

The executive and management teams at Keolis and Transdev continue to evaluate and monitor COVID-19 vaccine trends locally as well as in the U.S. and throughout their worldwide markets. This has informed their vaccine and testing policies for their employees to support the health and safety of their workforce and the Foothill Transit customers. Testing is available at each of the operating facilities.

Sincerely,

LaShawn King Gillespie
Director of Customer Service and Operations

Doran J. Barnes
Chief Executive Officer



March 25, 2022

To: Governing Board

Subject: **Cluster 5 Elections Notification**

Recommendation

Receive notification of Cluster 5 elections to be held on May 27, 2022.

Analysis

Elections for Cluster 5 are scheduled to take place at the Annual Governing Board Meeting scheduled on May 27, 2022. Cluster 5 is the L.A. County Cluster. Los Angeles County Supervisors Barger and Solis appointed the Governing Board Members for this cluster. The current Executive Board Member is Cynthia Sternquist and the Executive Board Alternate is Sam Pedroza.

Notification of Interest forms will be emailed to Governing Board Members of Clusters 5 on April 25, 2022. 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 May 6, 2022. On June 9, 2022, completed forms will be emailed to Cluster 5 Governing Board Members for their consideration.

Governing Board Members elected Executive Board Member and Executive Board Alternate will serve a three-year term, which runs through May 2025.

Sincerely,

Christina Lopez
Board Secretary

Doran J. Barnes
Chief Executive Officer



March 25, 2022

To: Governing Board

Subject: **Fiscal Year 2022 Business Plan Initiatives Update**

Recommendation

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

Analysis

Each year the Board approves a list of key agency-wide initiatives with the adoption of the organization's annual Business Plan. Following is an update on the key projects included in Foothill Transit's current Business Plan:

- **Mt. SAC Transit Center**

Construction is well underway toward the completion of a transit center on the Mt. SAC campus. Mt. SAC is one of the largest trip generators in Foothill Transit's system and a limited number of on-street bus stops currently serve the campus. Foothill Transit applied for and received a federal grant for the construction of this transit center, which will include ten transit bays with covered bus shelters for customers. Mt. SAC is simultaneously constructing a pedestrian bridge over the Transit Center, connecting their new parking that is also under construction with the Miracle Mile pedestrian path through the campus, and with an elevator and stairway providing access to the transit center. Coordination activities to ensure successful completion of both projects is significant as the foundation of several of the supporting structures for the pedestrian bridge are within the transit center footprint. Completion is slated for February 2023.

- **Foothill Transit Forward (Formerly Comprehensive Operational Analysis)**

"Foothill Transit Forward" is Foothill Transit's current comprehensive operational analysis (COA). The effort is an examination and evaluation of our system to determine where we can implement improvements to make our overall transit operations more effective and efficient. The primary goal of Foothill Transit Forward is to focus on where improvements in productivity and efficiency of transit operations are most reasonable, based on a thorough analysis of our system's existing characteristics and the current and planned land use context in our service area. The current



COVID-19 pandemic has caused many customers to alter their work schedules and travel patterns. These factors together inform how best to meet the needs of the communities we serve. To date, our consultants have completed the initial public outreach efforts and on-board surveys and the next tasks to be undertaken are analysis of the data, including cell phone data to determine current travel demands and present routing options to better meet the current and future transit needs of the residents in the service area. The study will also look at the major corridors in the service area and recommend treatments to enhance system speed and reliability. Our consultants are scheduled to complete our Foothill Transit Forward efforts by the end of summer 2022.

- **Operations Contract Procurement**

Our current agreement for transit operating services at the Arcadia Irwindale Operations and Maintenance Facility will terminate on June 30, 2022. A request for proposals was issued on November 30, 2021, and a site-visit and pre-proposal conference were held mid-December 2021. Written proposals were received on March 1, 2022, and interviews are scheduled with proposers during the week of March 21, 2022. A recommendation for contract award to the highest ranked proposer will be presented to the Executive Board at their April 29, 2022 meeting. Subsequently, contract transition activities will be undertaken to ensure a successful initiation of service under the new contract on Sunday, July 31, 2022. Our current operating agreement will be extended until July 30, 2022, to facilitate contract transition activities.

- **ExpressLanes Operations**

Construction of the I-10 HOV lanes between I-605 and SR-57 is now complete. In order to ensure effective traffic flow and transit service operation, we have been working with Metro, Caltrans, and our state delegation to implement at minimum, a three-person peak occupancy requirement for this segment. This contributed to the LA Metro Board's adoption of the I-10 ExpressLanes Busway Pilot introduced in 2018 by the San Gabriel Valley representative on the Metro Board of Directors, followed by the approval of a phased HOV 5+ Pilot Implementation Plan in 2020. The pilot program is a phased vanpool pilot, under which only buses and registered vanpools would have toll-free access to ExpressLanes, while all other users would pay a fee. We held frequent update meetings with Metro's HOV 5+ Pilot team to ensure the successful implementation of the pilot, initially expected in October 2020. That start date is currently



delayed in light of various factors caused by the pandemic. Should the pilot prove successful in ensuring consistently efficient travel times, the pilot project could become permanent.

- **Zero-Emissions Double-Deck Bus Project**

In 2021, Foothill Transit deployed two Alexander Dennis double-deck battery-electric buses into revenue service, becoming the first transit agency in the nation to deploy such vehicles into regular fixed-route transit service. During the early months of 2021, the buses were used for coach operator and mechanical training. The buses have been operating on the Silver Streak route over the past several months and have performed well, providing an operating range of up to 250 miles. The buses will alternate operating in the morning and afternoon service for up to nine hours a day for each bus. One of the double-deck buses was featured at last year's American Public Transportation Association (APTA) Expo in Orlando, Florida garnering attention from Expo attendees including Federal Transit Administration (FTA) Administrator Nuria Fernandez. Last week, we were notified that we have been awarded a grant from the Federal Transit Administration's Bus and Bus Facility program in the amount of \$7.9 million. These funds will be used to purchase 24 additional zero-emission double-deck buses. As additional discretionary grant funding opportunities become available, we plan to submit grant applications to fund the purchase of additional zero-emissions double-deck buses to replace older CNG-fueled coaches and on appropriate routes.

- **Fuel Cell Bus and Infrastructure Procurement**

Foothill Transit has been the leader in the deployment of zero-emission bus technology around the United States. In order to further advance our deployment of zero-emission technology, we engaged the services of a technical consultant to assist us in the procurement of 33 zero-emission hydrogen fuel cell buses and hydrogen fueling infrastructure.

The buses have been ordered and will be delivered later this calendar year. They will be deployed on Foothill Transit Line 486 providing service between Pomona and El Monte, and on Line 291 to replace our oldest battery-electric buses currently providing service in the cities of Pomona and La Verne.

On November 15, 2021, Foothill Transit entered into an agreement with Clean Energy to construct and maintain the hydrogen fueling infrastructure needed to support the fuel-cell electric buses. Since the buses will be



delivered before the completion of the permanent fueling infrastructure, we will utilize a temporary onsite hydrogen fueling station to provide fuel for the buses.

- **Facility Security Hardening**

The security surveillance and access control systems at Foothill Transit's administrative office building and both operations and maintenance facilities were installed when each facility was constructed and were last updated in 2012. That effort involved installation of certain access control and video surveillance equipment. The security cameras, software, and hardware have been updated as needed over time, however more robust and new technology on wireless secured security systems are now available to ensure effective facility security for all agency-owned and/or operated properties. A procurement solicitation is slated for issuance this summer.

New fencing, cameras, and a gated access control system will be installed in the Arcadia Irwindale overflow parking facility to better secure that area and this project is in the final phase of design development. We anticipate permit approval in June 2022.

- **Cal Poly Pomona Bronco Mobility Hub and Class Pass Project**

Foothill Transit and Cal Poly Pomona are collaborating to improve mobility on campus with key transit projects including development of a transit center and Class Pass program. The Class Pass pilot program will be a two-year project, which launched in the fall 2021 semester, to allow campus and Foothill Transit staff to navigate through the impacts of the pandemic. The program is off to a good start with over 1,500 passes distributed and nearly 24,000 rides in the fall semester.

The goal of the Feasibility Study is to determine what improvements are needed to create the Mobility Hub and how the Mobility Hub will help improve accessibility for the University, Foothill Transit, community, and the region. The RFQ solicitation for the feasibility study was issued in September 2021, and a contract was awarded to Alta Planning + Design, Inc. at the January 2022 Executive Board meeting. The Class Pass and Mobility Hub 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**

We continued to meet virtually and consistently throughout the year with our federal, state, and local delegation, while balancing them with in-person meetings when it was safe to do so. This included hosting tours of the double deck electric buses and the two operations and maintenance yards for Congresswoman Judy Chu and her staff, as well as for Congresswoman Young Kim's staff. In the past year, Congresswoman Judy Chu, Congresswoman Grace Napolitano, LA County Supervisor Kathryn Barger, LA County Board of Supervisors Chair Hilda Solis, and the Office of Supervisor Janice Hahn were also able to virtually address the Foothill Transit Governing Board as guest speakers. Advocacy efforts also resulted in local government and business support letters and a bipartisan congressional letter of support for Foothill Transit's federal and state grant applications to fund future double-deck zero-emissions buses and infrastructure. We will continue to strengthen the relationships we have built with our federal, state, and local representatives in the Pomona and San Gabriel Valleys. Following the finalization of the 2021 redistricting process, we will continue to expand our focus to include relationships with all policymakers who recently began representing Foothill Transit in the newly drawn congressional, state, and local districts.

In addition to the agency-wide initiatives listed above, work also continues to advance the individual department goals that are detailed in the respective department sections within the FY2022 Business Plan.

Sincerely,

Kevin Parks McDonald
Deputy Chief Executive Officer

Doran J. Barnes
Chief Executive Officer



March 25, 2022

To: Governing Board

Subject: **Fiscal Year 2022 Budget Update**

Recommendation

Receive and file the February year-to-date budget update for the fiscal year ending June 30, 2022.

Analysis

As of February 28, 2022, Foothill Transit is \$4.4 million under the approved year-to-date operating budget of \$73.9 million. Each department continues to work toward achieving its individual goals and objectives for the year. Most operating underruns are directly related to savings related to Purchased Transportation and the limitation of travel for training and development. CNG fuel continues to trend higher than budget. We have forecasted that Foothill Transit will end the fiscal year within the approved operating budget. Current COVID-related operating expenses amount to approximately \$473,000.

Operating Accomplishments

Foothill Transit continues to prioritize the safety of customers and staff as its highest priority. Team members have continued to work diligently to deliver service to Foothill Transit customers throughout the San Gabriel and Pomona Valleys.

Operating accomplishments through February included the following: continued operations of all Foothill Transit service throughout the coronavirus pandemic; continued work on the Comprehensive Operational Analysis also known as Foothill Transit Forward; outreach to customers discussing a new fare structure and potential service changes. All team members continue to play a vital role in mitigating the impacts of the coronavirus pandemic and ensuring business continuity amid the COVID-19 pandemic while also remaining within fiscal constraints.

Capital Program Accomplishments

Several capital achievements have been made through February 2022. They include, continuation of the bus heavy maintenance program; procurement and contract award for 33 zero-emission fuel cell buses and the supporting



infrastructure; and facility improvements at both operations and maintenance facilities. In addition, construction of the Mt. San Antonio College Transit Center; security improvements at all Foothill Transit properties; and continued upgrades of essential information technology equipment and software necessary for business operation all continue to progress.

Budget Impact

Foothill Transit experienced budget savings across each department through February 2022. These savings were largely related to the adjustment of service levels to best meet the needs of the communities we serve, resulting in significant purchased transportation savings. The cancellation of many community and training events or the shift to virtual meetings as the pandemic has continued to make a lasting impact throughout the region has also resulted in additional savings. In addition, we have also incurred lower legal costs than initially budgeted. As we approach the last few months of the fiscal year, we are monitoring surging CNG fuel costs that are trending amid current affairs. It is possible that we will end the year more than \$1m over budget in CNG fuel.

Foothill Transit collected \$4.7 million of fare revenue through the end of February. We have already surpassed our budgeted fare revenue for the fiscal year of \$3.2 million. Revenue savings will be reprogrammed to mitigate any future revenue shortages.

The budget will continue to be reviewed and analyzed to ensure budget adherence and identify any future improvements. The results through February are being used during the FY2023 budget development process that kicked off in January.

Sincerely,

Michelle Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Chief Executive Officer

Attachment

TOTAL BUDGET BY DEPARTMENT
FY2022 Quarterly Budget Variance Report QTR 3
07/01/2021 to 02/28/2022

DEPARTMENTS		Budget Y-T-D	Actual Y-T-D	Variance Fav(unf)
1	Customer Service & Operations	\$ 63,064,206	\$ 60,886,251	\$ 2,177,955
2	Maintenance & Vehicle Technology	597,547	528,607	68,940
3	Marketing and Communications	1,462,440	1,233,536	228,904
4	Information Technology	1,562,900	1,276,424	286,476
5	Administration	1,563,856	1,441,173	122,683
6	Procurement	600,222	429,036	171,186
7	Government Relations	655,294	275,510	379,784
8	Finance	1,231,998	1,168,545	63,453
9	Planning	1,435,784	1,116,885	318,899
10	Facilities	1,720,684	1,131,258	589,426
11	TOTAL	\$ 73,894,931	\$ 69,487,223	\$ 4,407,708