



**Foothill Transit**

# **GOVERNING BOARD MEETING**

West Covina, CA  
Friday, April 30, 2021



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 - TELECONFERENCE

7:45 AM, APRIL 30, 2021

Foothill Transit Administrative Office

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

100 South Vincent Avenue

West Covina, CA 91790

FOOTHILL TRANSIT IS TAKING ALL PRECAUTIONS POSSIBLE TO PREVENT THE SPREAD OF COVID-19. FOR THE HEALTH AND SAFETY OF ALL GOVERNING BOARD MEMBERS, FOOTHILL TRANSIT STAFF, AND THE PUBLIC, PARTICIPATION IN THE MEETING WILL BE DONE REMOTELY VIA TELECONFERENCE USING THE FOLLOWING ZOOM MEETING LINK: <https://foothilltransit.zoom.us/j/81422227867>. ALTERNATIVELY, TO PARTICIPATE VIA PHONE, DIAL (669) 900-6833 AND ENTER MEETING ID: 814-2222-7867.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER
5. APPROVAL OF MINUTES FOR THE GOVERNING BOARD MEETING OF MARCH 26, 2021
6. INTRODUCTION OF FOOTHILL TRANSIT BUSINESS PARTNERS

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

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



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7. 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.

**IF PARTICIPATING VIA ZOOM, CLICK ON “RAISE HAND” TO INDICATE YOU WOULD LIKE TO SPEAK. IF PARTICIPATING VIA PHONE CALL, SUBMIT A REQUEST TO [BOARD.SECRETARY@FOOTHILLTRANSIT.ORG](mailto:BOARD.SECRETARY@FOOTHILLTRANSIT.ORG) BY CLOSE OF BUSINESS ON APRIL 29, 2021.**

7.1. 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, April 30, 2021

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8. COVID-19 VACCINATION UPDATE

*Recommended Action: Receive and file the COVID-19 Vaccination Update.*

9. RIDERSHIP UPDATE

*Recommended Action: Receive and file an update on Foothill Transit's ridership during the COVID-19 pandemic and Los Angeles County Safer-At-Home order.*

10. ANNUAL GOVERNING BOARD MEETING AND CLUSTER 1 AND 4 ELECTIONS NOTIFICATION

*Recommended Action: Receive and file an update on Foothill Transit's Annual Governing Board Meeting, and notification of Cluster 1 and 4 elections to be held on June 25, 2021.*

11. FISCAL YEAR 2021 THIRD QUARTER BUDGET UPDATE

*Recommended Action: Receive and file the third quarter budget update for the fiscal year ending on June 30, 2021.*

12. CONTINUED 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.*

13. CHIEF EXECUTIVE OFFICER COMMENT

14. GOVERNING BOARD MEMBER COMMENT

15. ADJOURNMENT

**The next meeting of the Governing Board  
is scheduled for  
Friday, May 28, 2021 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  
2<sup>ND</sup> FLOOR BOARD ROOM  
100 S. VINCENT AVENUE  
WEST COVINA, CALIFORNIA 91790**

**Friday, March 26, 2021  
7:45 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Sternquist at 7:50 a.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chair Sternquist.

**3. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Corey Calaycay, Member Rick Crosby, Member Robert Torres, Member Emmett Badar, Member Andrew Rodriguez, Member Edward Alvarez, Member Paul Hernandez, Member Jorge Marquez, Member Gary Boyer, Member Albert Ambriz, Member Roger Chandler, Member Richard Barakat (being temporarily absent), Member Tzeitel Paras-Caracci, Member Becky Shevlin, Member Felicia Williams, Member Fernando Vizcarra, Member Steve Tye, Member Jessica Ancona, Member Cory Moss, Member Sam Pedroza, Member Jimmy Lin, Member Cynthia Sternquist

Absent: Member Dario Castellanos, Member Valerie Munoz, Member Hector Delgado

**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. **CAL POLY POMONA PARTNERSHIP**

Doran Barnes, Chief Executive Officer, introduced Dr. Soraya M. Coley, President, Cal Poly Pomona, and Dr. John Lloyd, Professor of History and Chair of the Transportation Advisory Committee, Cal Poly Pomona. Dr. Coley thanked the Governing Board and staff for their partnership and willingness to collaborate with Cal Poly Pomona. Dr. Lloyd acknowledged Doran Barnes, CEO and staff for helping make the partnership a reality, and Dr. Coley's leadership in moving this strategic partnership forward. Dr. Lloyd stated that the implementation of the Class Pass Program and construction of the mobility hub will benefit Cal Poly Pomona students and the region.

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

Approval of the minutes for the Governing Board Meeting of January 29, 2021.

Motion by Member Marquez, second by Vice Chair Calaycay, the minutes for the Regular Meeting of January 29, 2021 were approved. Motion carried 22-0.

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

Chair Sternquist introduced Ibrahima Toure, Vice President Southwest Region, Transdev. Mr. Toure provided an update on COVID-19 protocols at the Arcadia-Irwindale facility. He also stated that safety training and the bid process has shifted to online to help protect employees. He thanked Foothill Transit partnership for ensuring Transdev employee safety and for the vaccination clinic at the Covina Transit Center that allowed many Transdev employees to get their vaccinations. He also addressed the parking situation at the facility.

8. **PUBLIC COMMENT** (Member Barakat joined the meeting)

Lupe Carranza, ATU 1756, thanked Foothill Transit for conducting the vaccine event at the Covina Transit Center.

Lorence Bradford, ATU 1756, thanked Foothill Transit for the vaccine clinic and stated that the ATU did advocate this event with its members. He reminded the Governing Board that ATU 1756 is still in contract negotiations with Transdev. He stated that ATU looks forward to working closer with Foothill Transit to help better the work environment at the facilities.

Carey Ellis, ATU 1756, stated that he applauds Foothill Transit for its community efforts, specifically with Cal Poly Pomona. He hopes Foothill Transit can foster the internal relations with the frontline workers because they are struggling. He also thanked Foothill Transit for its efforts in putting together the vaccine clinic at the Covina Transit Center.

#### 8.1. Chief Executive Officer Response to Public Comment

There was no response to public comment by the Chief Executive Officer.

### **REGULAR AGENDA**

#### **9. LA METRO FARELESS SYSTEM INITIATIVE**

Recommendation: Receive and file the update on the LA Metro Fareless System Initiative.

Michelle Lopes Caldwell, Director of Finance and Treasurer, introduced doreen Morrissey, Metro Taskforce Initiative Project Manager, Ms. Morrissey presented this item.

Ms. Morrissey reported that at the direction of Metro CEO Phil Washington, the taskforce was established in September 2020 to work on the Fareless System Initiative. She stated that the presentation she was making was presented the day before to the Metro Board. A draft report on the initiative will be released in April 2021. The report will address funding options and opportunities, relationship with other Metro initiatives, collaboration with municipal operators, the impact of a fareless system on Metro operations, effect of fareless on existing discount programs, the cost to participate, Formula Allocation Procedures (FAP) considerations, comments received through customer surveys, and potential cost savings relating to fare collection/TAP and pass administration .

Ms. Morrissey also provided an overview of the 18-month Fareless Pilot, federal assistance, and the essential partnerships with schools and community colleges.

There was no public comment related to this item. Ms. Morrissey responded to questions and comments from Member Lin, Member Pedroza, Member Preciado, and Chair Sternquist regarding subsidy options to replace revenue, homelessness, and support for the initiative. Doran Barnes, Foothill Transit CEO, stated that the Fareless Pilot will be focused on Metro services, and

there are important policy questions the Foothill Transit board will need to address.

The Governing Board received and filed this presentation.

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

Recommendation: Receive and file an update on Foothill Transit operations during the COVID-19 pandemic and Los Angeles County Safer-At-Home order.

LaShawn King Gillespie, Director of Operations and Customer Service, and Hendy Satya, Marketing and Communications Manager, presented this item.

Ms. Gillespie reported that service levels are 94 percent of pre-COVID-19 levels. Local ridership is at 43 percent and express service ridership is 18 percent pre-COVID-19 levels. Ms. Gillespie also reported on the CDC mask order, Foothill Transit practices pertaining to the mask order, and the designation of transit workers as emergency service workers, allowing them to obtain the vaccine.

Mr. Satya provided a communications overview. He reported that the new CDC mask mandate provided an opportunity to refresh signage. Updated signs were developed for the exterior of the buses to highlight the importance of face masks when riding the bus.

There was no public comment related this item. Ms. Gillespie and Foothill Transit CEO Doran Barnes responded to questions and comments from Member Tye, Member Williams, Member Lin, Member Moss, Member Barakat, and Vice Chair Calaycay regarding the mask mandate, agency responsible for enforcing the mask mandate, and the designation of transit workers as emergency service workers.

The Governing Board received and filed this presentation.

11. **COVID-19 VACCINATION UPDATE**

Recommendation: Receive and file the COVID-19 Vaccination Update.

John Curley, Chief of Safety and Security, and Hendy Satya, Marketing and Communications Manager, presented this item.

Mr. Curley presented an overview on the progress being made towards



vaccination efforts in the region. He reported that on Saturday, March 13, Foothill Transit partnered with Albertsons Pharmacy and the City of Covina to utilize Foothill Transit's Covina Transit Center facility as a vaccination site for the community. Approximately 1,300 Johnson & Johnson vaccines were administered. Mr. Curley also reported on partnerships with Cal Poly Pomona, Kaiser, and Western University.

Mr. Satya provided a communications overview. He reported that the marketing team has used its digital platforms to provide customers with up-to-date COVID-19 safety information. An interactive map was created that shows vaccination sites throughout LA County and the San Gabriel Valley. The map helps people get to these sites using Foothill Transit. Foothill Transit staff collaborated with staff from the City of Covina and Albertsons to help promote the Covina Transit Center vaccination site.

There was no public comment related to this item. Doran Barnes, Foothill Transit CEO, responded to comments from Member Crosby and Member Moss.

The Governing Board received and filed this presentation.

12. **ZERO EMISSIONS BUS PROGRAM UPDATE**

Recommendation: Receive and file the Zero Emissions Bus Program Update.

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

Mr. Cordero presented an overview of Foothill Transit's zero emissions bus program. Foothill Transit plans to deploy 20 fuel cell buses and fueling infrastructure on Line 486. The project budget is \$33 million. Staff is pursuing grants to fully fund the project.

With the arrival of two double deck battery electric buses, Foothill Transit's zero emission fleet has now grown to 32 battery electric single floor buses and 2 battery electric double deck buses. It is expected that the double deck buses will be deployed into service in early April 2021.

There was no public comment related to this item. Member Barakat expressed his concerns regarding the current electrical infrastructure being able to support electric vehicles. He stated Foothill Transit should not abandon CNG buses.

The Governing Board received and filed this presentation.

13. **CONTINUED 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:

- The Foothill Transit team is busy moving forward with program projects and dealing with COVID-19 on a daily basis.
- The Covina Transit Center will host a vaccination clinic on March 27, 2021. Foothill Transit's double deck bus will be on display.

15. **BOARD MEMBER COMMENT**

There were no comments by Members of the Foothill Transit Governing Board.

16. **ADJOURNMENT**

Adjournment for the March 26, 2021 Foothill Transit Governing Board Meeting.

There being no further business, the Foothill Transit Governing Board meeting adjourned at 9:33 a.m.



April 30, 2021

To: Governing Board

Subject: **COVID-19 Vaccination Update**

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### **Recommendation**

Receive and file the COVID-19 Vaccination Update.

### **Analysis**

Foothill Transit continues to play a vital role in the response to the pandemic by providing essential workers a safe and reliable source of transportation. Our partnership with member cities and key stakeholders continue to provide opportunities with the ongoing and challenging vaccination efforts, and we continue to monitor guidance provided by the Los Angeles County Department of Public Health. On March 10<sup>th</sup> vaccination eligibility opened to transit workers. Similarly, California's expanded COVID-19 vaccine eligibility evolved and now includes Californians 16 years and older. This report will provide an update on Foothill Transit's sustained efforts in the response to vaccine opportunities. The previous update to the Governing Board occurred at the March 26, 2021 meeting.

#### Covina Transit Vaccination Site

Foothill Transit's partnership with Albertsons Pharmacy and the City of Covina continues to benefit not only the region's transportation industry but also the community at large. Transforming the Covina Transit Center (CTC) to a vaccination site involves constant planning, numerous meetings, site visits, media and customer messaging, and coordination between several agencies. Albertsons Pharmacy vaccination coordinators continue to manage the appointment process and to date, the collaboration contributed to approximately 5,000 vaccinations, making this a purposeful endeavor for our community. On the dates of each vaccination event at the CTC, we increased the frequency of service on Line 281 to ensure ease of access to the site for our customers.

Additionally, Access Services, a local public entity, is the Los Angeles County Consolidated Transportation Services Agency (CTSA) and administers the Los Angeles County Coordinated Paratransit Plan on behalf of the County's 45 public fixed route operators which includes Foothill Transit. The Access Services team recently provided support for the COVID-19 vaccination efforts at the Covina Transit Center. The goal of Access involvement is to successfully provide safe and efficient ADA paratransit



services in support of our vaccination site and to empower Access riders to obtain the COVID-19 vaccine. The Access team monitors trips, greets riders, and communicates via Access radio to Usher Group and Staging Area volunteers. The addition of Access Services greatly benefited the overall outreach strategy to those who have difficulty reaching vaccination sites. The Access team will remain engaged through the remaining vaccination dates to supplement the hundreds of volunteers who make the clinics safe and successful.

The vaccination events continue on Saturdays and the following is a summary of both the completed and confirmed future dates:

- March 13<sup>th</sup> Johnson and Johnson
- March 27<sup>th</sup> First Dose Pfizer
- April 17<sup>th</sup> Second Dose Pfizer
- April 24<sup>th</sup> First Dose Pfizer
- May 15<sup>th</sup> Second Dose Pfizer
- May 22<sup>nd</sup> First Dose Pfizer
- June 12<sup>th</sup> Second Dose Pfizer

#### Cal Poly Pomona/Cal State LA/Western University

Foothill Transit staff continues to engage the leadership of both the Cal Poly Pomona and Cal State LA vaccination sites to ensure effective access for each location. Existing bus lines at both sites offer easy access to those wanting to utilize Foothill Transit as transportation to the vaccination, and our team continues to work with these sites and others, all in the interest of providing information and opportunities to vaccines in the region. A specific example of these efforts involved Western University of Health Sciences who partnered with the Los Angeles County Department of Public Health and offered two opportunities for the Foothill Transit team to obtain the COVID vaccine at their campus in Pomona. During the week of March 15<sup>th</sup> they set-up two separate days with up to 300 appointments (150 each day) at their Pomona campus. This information was shared with Foothill Transit team members, including our partners at Transdev and Keolis.

#### Chair Hilda L. Solis; Supervisor, First District

During the week of April 5<sup>th</sup>, we were contacted by the Transportation Deputy for Chair Hilda Solis' 1<sup>st</sup> District, requesting a partnership for mobile vaccination units at high ridership bus stops in the First District, targeting transit riders. They offered their mobile units and requested our help with vaccination messaging to the transit riders. More importantly, they requested



access to Foothill Transit owned/operated land for this mobile/pop-up concept, specifically at the high ridership bus stops in the following Foothill Transit specific service area(s):

- Pomona
- West Covina
- Industry/Puente Hills Mall

Earlier in the year, Foothill Transit staff confirmed through our local Federal Transit Administration (FTA) representatives that use of our buses and facilities to help combat the COVID-19 pandemic were considered allowable “incidental use” of the federally-funded assets. Moreover, the Los Angeles County Department of Public Health (LACDPH) continues to reinforce the need for mobile “pop-up” vaccination sites in order to make vaccinations accessible to both senior citizens as well as those underserved portions of the region. As in this proposed collaboration in the 1<sup>st</sup> District, LACDPH agreed to provide staffing and management even though the site(s) are not located on specific county government-owned land.

#### East Valley Community Health Center and Jet Propulsion Laboratory

Foothill Transit’s Covina Vaccination site has caught the attention of the East Valley Community Health Center (EVCHC) and Jet Propulsion Laboratory (JPL). Along with City of Covina staff, we met with these two entities and explained how we could “train” their respective team members on the vaccine clinic operational plan. During that meeting, a recommendation was made that they identify two leaders and multiple volunteers from their organizations. The concept would involve Foothill Transit providing the structure/site, EVCHC the vaccine, and JPL the volunteers. Key members visited the clinic on multiple occasions and discussions are ongoing as to “next-steps” for this proposed collaborative.

#### Social Media and Marketing

The Foothill Transit marketing team continues to play a pivotal role using digital platforms providing customers with information on vaccination sites throughout the Pomona and San Gabriel valleys. Information is continually shared across Foothill Transit’s social media platforms, with our community partners (senior centers, education partners, etc.), e-mail communication to Line 281 customers, and across City of Covina channels including their social media platforms and their community messaging platform.



On Friday, March 26<sup>th</sup> the FTA hosted a National Peer Exchange on vaccination access. This virtual event focused on how transit agencies are providing vaccine access to transit workers and their communities. Participants included the Federal Emergency Management Agency (FEMA), state and local partners including transit agency representatives as well as Foothill Transit's CEO; Doran Barnes. Similarly, our Vaccination Collaborative connected Manager of Government Relations, Yoko Igawa, with California Senator Josh Newman's office who in turn secured a vaccine site for employees of the Orange County Transportation Authority.

These examples highlight how the Foothill Transit vaccination collaborative has drawn attention and recognition at the local, state, and federal levels.

#### Summary

The COVID-19 vaccination efforts are challenging; nonetheless Foothill Transit's proactive approaches are recognized throughout Southern California's San Gabriel and Pomona Valleys. The efforts with our staff and contractors remain focused on education and encouragement of vaccinations. Moreover, uses of Foothill Transit owned/operated facilities coupled with the monumental volunteer efforts and collaborative approach have demonstrated the "leaning-in" leadership required during these challenging and unprecedented times. The road ahead and ongoing recovery efforts remain a priority for Foothill Transit.

#### **Budget Impact**

Costs related to implementation of this program are ongoing and unanticipated; however proper Incident Command System planning documents allow for reimbursement from state and/or federal funding sources. Other costs related to marketing, ambulance services, vests, masks, food services have been shared with our partnerships with the City of Covina and Albertsons. In addition, the Federal Transit Administrative has been very supportive of using federal relief funding on an incidental basis for these kinds of activities.

Sincerely,

John Curley  
Chief of Safety and Security

Doran J. Barnes  
Chief Executive Officer



April 30, 2021

To: Governing Board

Subject: **Ridership Update**

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### **Recommendation**

Receive and file an update on Foothill Transit's ridership during the COVID-19 pandemic and Los Angeles County Safer-At-Home order.

### **Analysis**

The Governing Board has been provided with updates on Foothill Transit's ridership levels and Operations in response to the COVID-19 pandemic at several meetings since Governor Gavin Newsom proclaimed a State of Emergency in March 2020. Each update provided an overview of the actions taken at Foothill Transit in response to the pandemic and the state and local orders to control the spread. This report will reemphasize the current service levels and provide an overall ridership update in relation to the pre-COVID-19 ridership levels.

### **Service Levels:**

As a result of the pandemic, the first major service suspension took place on March 23, 2020, Express Service, and service on Line 690 (linking the Azusa Gold Line station to cities to the east during peak hours only), and Lines 851, 853, and 854 that primarily serve middle and high schools were suspended in light of the health emergency and the "Safer-At-Home" Executive Order.

On June 8, 2020 Express Service was restored and as of January 11, 2021, Express Service was reduced by 35 percent with approximately 20-minute trip frequencies on each route during the morning and evening commutes. Commuter Express Lines (490, 493, 495, 498, 499, and 699) continue to operate at reduced service levels to provide a more reliable level of service to Foothill Transit customers.

In addition, Line 690 and Lines 851, 853, and 854 currently remain suspended. All other Local and Silver Streak service remain in operation in efforts to meet the travel demands of the community, while encouraging social distancing onboard the transit coaches when possible.

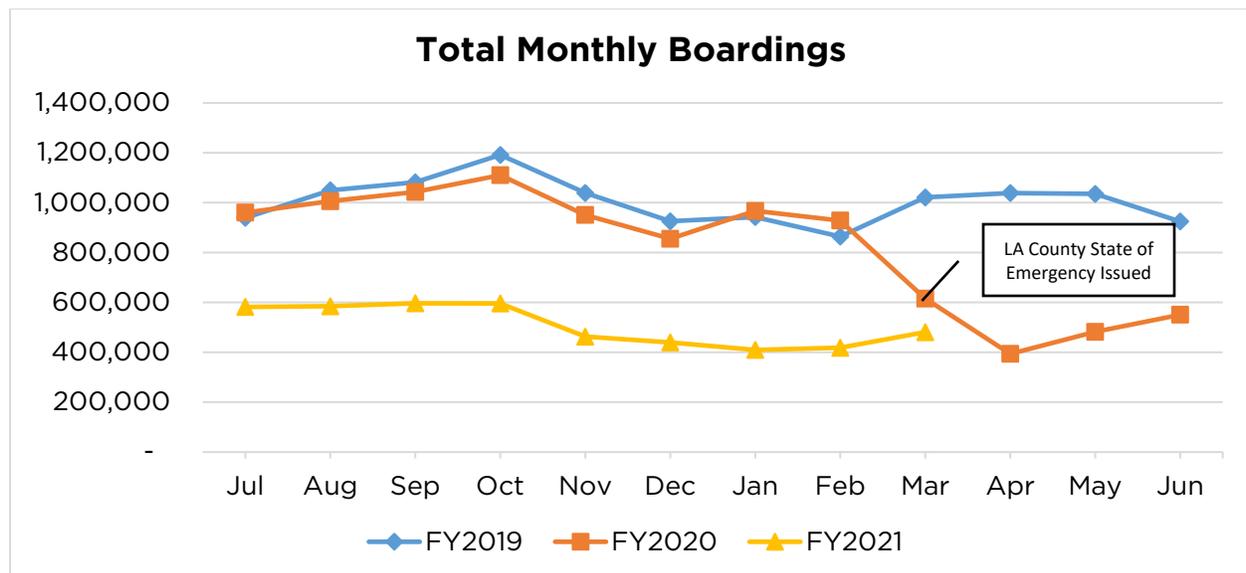


Ridership trends are monitored frequently to ensure proper service levels are provided to customers, especially considering the change of travel patterns as things start to return to normal.

**Ridership Levels:**

The pandemic clearly had an impact on ridership as total ridership in FY2020 declined by 18 percent from the previous fiscal year in FY2019. Currently in FY2021, total ridership from July 2020 to March 2021 equates to approximately 4,570,688 boardings, this represents a 46 percent decrease compared to the same period last fiscal year where total boardings equaled to 8,436,331.

Ridership trends for fiscal years 2019, 2020, and 2021 is shown in the chart below, includes total monthly boardings for all routes.



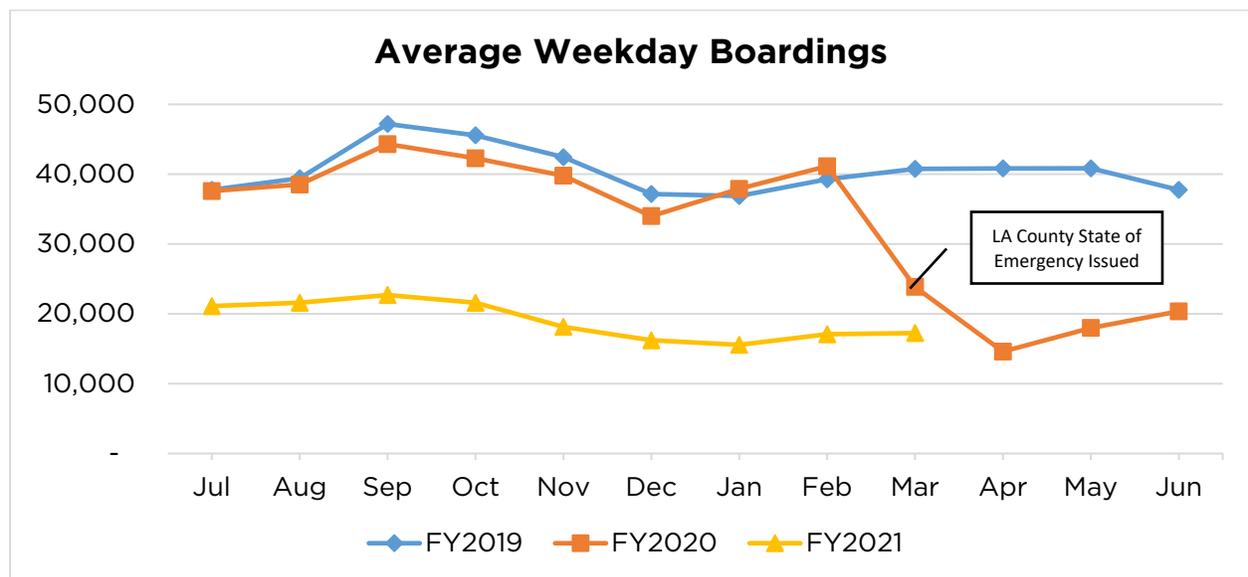
Overall, average weekday ridership remained nearly about the same during the month of March 2021 in compared to the previous month in February 2021.

Average weekday ridership for the month of March 2021 was 17,258 which is approximately 44 percent of the ridership levels in the months prior to the Safer-At-Home Executive Order issued March 2020. During March 2021,



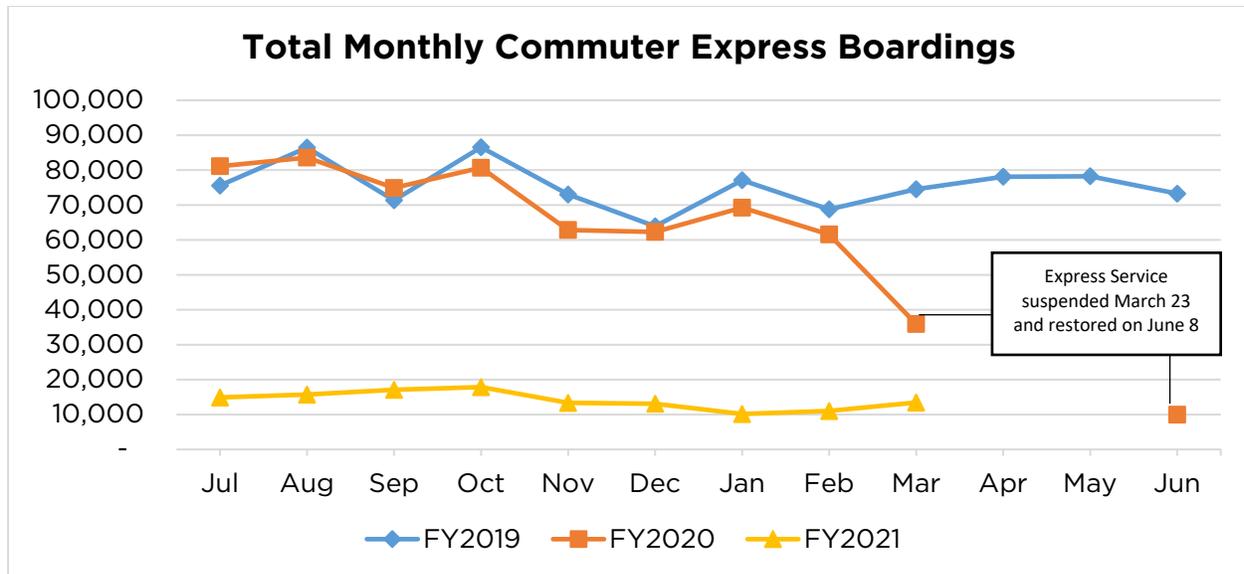
weekday ridership on Local Service was approximately 47 percent of those pre-COVID-19 levels.

The chart below displays the average weekday boardings (all routes) by month for fiscal years 2019, 2020, and 2021.



During March 2021, the Commuter Express Service ridership averaged approximately 584 passengers per weekday, which is approximately 83 percent below the ridership levels on these lines prior to the pandemic. These lines are evaluated weekly to monitor for appropriate service levels and opportunities for physical distancing.

Ridership trends for fiscal years 2019, 2020, and 2021 is displayed in the chart below, includes the total monthly boardings for the Commuter Express routes.



In addition, ridership during the beginning of April 2021 is already off to a strong start. We are currently averaging 18,906 passengers per weekday, a significant increase of 10 percent compared to the previous month in March. This can be partially attributed to the evolving travel demands and increase in vaccine distribution. As the month of April progresses, we will continue to monitor the ridership trends.

Sincerely,

LaShawn King Gillespie  
Director of Customer Service and Operations

Doran J. Barnes  
Chief Executive Officer

Paulina Ruiz  
Transportation Business Intelligence Analyst



April 30, 2021

To: Governing Board

Subject: **Annual Governing Board Meeting and Cluster 1 and 4 Elections Notification**

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### **Recommendation**

Receive and file an update on Foothill Transit's Annual Governing Board Meeting, and notification of Cluster 1 and 4 elections to be held on June 25, 2021.

### **Analysis**

#### Annual Governing Board Meeting

At their March 26, 2021 meeting, the Executive Board adopted a change to the date for the Annual Governing Board Meeting. The original date for the meeting was May 28, 2021, and the new adopted date for the Annual Meeting is June 25, 2021. The change was necessary to allow team members additional time to prepare the business plan and budget. With this change, the Cluster 1 and 4 elections will now be held on June 25, 2021.

#### Cluster Elections

Cluster elections are scheduled to take place at the Annual Governing Board Meeting scheduled on June 25, 2021. Cluster 1, consisting of the cities of Claremont, La Verne, Pomona, San Dimas and Walnut, will be holding their election. The current Executive Board Member is Corey Calaycay from the City of Claremont and the Executive Board Alternate is Emmett Badar from the City of San Dimas.

Cluster 4 will also be holding their election. Cluster 4 consists of the cities of Diamond Bar, El Monte, Industry, La Puente, and South El Monte. The current Executive Board Member is Cory Moss from the City of Industry and the Executive Board Alternate is Valerie Muñoz from the City of La Puente.

Notification of Interest forms will be emailed to Governing Board Members of Clusters 1 and 4 on May 24, 2021. The Notification of Interest form is strictly optional and is not required in order to be elected to the Foothill Transit



Governing Board Meeting - 04/30/2021  
Annual Governing Board Meeting and Cluster 1 and 4  
Elections Notification  
Page 2

Executive Board. Governing Board Members interested in utilizing the form must submit their completed form by June 4, 2021. On June 7, 2021, completed forms will be emailed to Cluster 1 and 4 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 2024.

Sincerely,

Christina Lopez  
Board Secretary

Doran J. Barnes  
Chief Executive Officer



April 30, 2021

To: Governing Board

Subject: **Fiscal Year 2021 Third Quarter Budget Update**

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### **Recommendation**

Receive and file the third quarter budget update for the fiscal year ending on June 30, 2021.

### **Analysis**

As of March 31, 2021, Foothill Transit's operating cost is approximately \$3.9 million under the approved year-to-date operating budget of \$80.3 million. Many underruns are due to timing delays, cancellations of events, or operating system improvements. Each department has continued to work toward its individual goals and objectives for the fiscal year and after review of the third quarter budget and expenditures Foothill Transit is projected to end the fiscal year within the approved operating budget. Current COVID related expenses that impact the operating budget amount to approximately \$595k.

### Operating Accomplishments

As the County has progressed through its phased reopening, Foothill Transit has continued providing essential services to the community. Every department has worked tirelessly to deliver service amid the COVID-19 pandemic. One of the most notable accomplishments during the third quarter was Foothill Transit's partnership with Albertson's to host a COVID-19 vaccination site at the Covina Transit Center. Foothill Transit will continue to provide service that allows customers to get to and from vaccination appointments at the Covina Transit Center as well as Cal Poly Pomona and Cal State Los Angeles. This is an ongoing service and will continue through the remainder of the fiscal year.

### Capital Program Accomplishments

Achievements during the third quarter of FY2021 in capital programs include a continuation of the bus heavy maintenance program; continued delivery of the 24 New Flyer articulated buses, delivery of the Alexander Dennis Double Deck Electric Buses, continuation of the Website Redesign, and the completion of the Security Information and Event Management (SIEM) system upgrade.



### **Fiscal Impact**

The third quarter budget analysis identified continued savings across each department. Much of the savings are largely related to cancellations of events such as trainings or the shift to virtual meetings. Because of this, many of the public affairs and training and development budgets have experienced significant savings. In addition, we have saved funds by not incurring lease payments for the Downtown L.A. 16<sup>th</sup> and Maple location; due to IT upgrades that no longer require additional service fees; salary savings from vacancies; and continued fuel savings as service has been adjusted to meet the needs of the communities we serve. Our ongoing monitoring of the budget will continue as we prepare the Budget and Business Plan for fiscal year 2022. That document will be brought to the Board for consideration at the Annual Meeting in June.

As fare collection resumed in October 2020, Foothill Transit revised its forecast for revenue through the end of the fiscal year. Foothill Transit has collected approximately \$2.2 million of fare revenue through the end of the third quarter. Foothill Transit is forecasting fare revenue to end the year approximately \$3 million less than the budgeted fare revenues of \$6.75 million, however due to operating budget savings we do not expect an overall revenue shortage.

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

Sincerely,

Jorge Quintana  
Finance Analyst

Doran J. Barnes  
Chief Executive Officer

Attachment

**TOTAL BUDGET BY DEPARTMENT**  
**FY2021 Quarterly Budget Variance Report QTR 3**  
**07/01/2020 to 03/31/2021**

<b>Departments</b>		<b>Budget Y-T-D</b>	<b>Actual Y-T-D</b>	<b>Variance Fav(unf)</b>
1	Customer Service & Operations	\$68,724,893	\$67,817,186	\$907,707
2	Maintenance & Vehicle Technology	620,707	577,028	43,679
3	Marketing & Communications	1,675,552	1,027,147	648,405
4	Information Technology	1,714,936	1,140,782	574,154
5	Administration	1,625,836	1,418,918	207,143
6	Procurement	648,092	503,388	144,704
7	Government Relations	717,290	492,051	225,239
8	Finance	1,421,128	1,147,088	274,040
9	Planning	1,272,872	658,748	614,124
10	Facilities	1,892,872	1,515,349	282,006
11	<b>TOTAL</b>	<b>\$80,314,178</b>	<b>\$76,297,686</b>	<b>\$3,921,201</b>