



Foothill Transit

EXECUTIVE BOARD MEETING

West Covina, CA
Friday, April 29, 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, APRIL 29, 2022
Foothill Transit Administrative Office
2nd 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 THE SPECIAL MEETING OF MARCH 17, 2022, REGULAR MEETING OF MARCH 25, 2022 AND SPECIAL MEETING OF APRIL 6, 2022
5. 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.

5.1. Chief Executive Director Response to Public Comment

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

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



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CONSENT CALENDAR: Items 6 through 10 are consent items, which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

6. MARCH FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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

7. RESOLUTION AUTHORIZING TELECONFERENCED PUBLIC MEETINGS

Recommended Action: Adopt Resolution 2022-08 (Attachment A) authorizing teleconferenced public meetings for the Executive Board and Governing Board if needed for the next 30 days.

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

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

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

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

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

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

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

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

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

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

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

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

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



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8. APRIL 2022 PROCUREMENT MONTHLY REPORT

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

9. HOLIDAY SERVICE SCHEDULE FOR FISCAL YEAR 2023

Recommended Action: Approve the proposed FY 2023 Holiday Service Schedule.

10. RESOLUTION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM

Recommended Action: Adopt the following resolution: Resolution No. 2022-09: Authorization for the Execution of the Low Carbon Transit Operations Program (LCTOP) Project "Foothill Transit Hydrogen Fuel Cell Bus Deployment" in the Amount of \$1,144,295 (Attachment A).

REGULAR AGENDA:

11. MT. SAN ANTONIO COLLEGE TRANSIT CENTER PROJECT UPDATE

Recommended Action: Receive and File the Mt. San Antonio College (Mt. SAC) Transit Center Project Update

12. FLEET REPLACEMENT

Recommended Action: Provide direction to the Chief Executive Officer regarding the type of replacement buses to be procured in fiscal years 2024 and 2025.

13. APRIL 2022 LEGISLATIVE REPORT

Recommended Action: 1. Receive and file the April 2022 Legislative Report; Adopt SUPPORT positions on H.R. 69 (Buchanan; 2. Sunshine Protection Act of 2021), SB 922 (Wiener), and AB 2622 (Mullin); and 3. Adopt a WORK WITH AUTHOR position on AB 1919 (Holden).

14. LINE 270 - EXTENSION TO ARCADIA L LINE STATION

Recommended Action: Recommend to the Governing Board that it authorize the Chief Executive Officer to implement the existing routing changes to Line 270 on an ongoing basis.

15. LINE 188 PROPOSED ROUTE MODIFICATION

Recommended Action: Provide direction to staff regarding the implementation of the proposed Line 188 route modification.



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16. Foothill Transit Forward Update

Recommended Action: Receive and file the Foothill Transit Forward Update.

17. 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.

18. Executive Director Comment

19. Board Member Comment

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 Report

23. Adjournment

**The next Regular Meeting of the Executive
Board is scheduled for
Friday, May 27, 2022 at 9:15 a.m.**



Foothill Transit

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

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

**Friday, March 17, 2022
8:00 a.m.**

CALL TO ORDER

The meeting was called to order by Chair Sternquist at 8:02 a.m.

1. 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

2. 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.

3. FOOTHILL TRANSIT EXECUTIVE BOARD AND GOVERNING BOARD MEETINGS

Recommendation: In response to the recently updated Los Angeles County Health Order, staff recommends that the March 25, 2022, Governing Board and Executive Board meetings be held in-person. If the Executive Board desires to continue to meet via teleconference, the board must adopt Resolution No. 2022-05 authorizing teleconferenced public meetings for 30 days.

Doran Barnes, CEO, reported that staff was seeking direction on whether the March 25, 2022 board meetings should be held in-person. Members of the Executive Board agreed that the March 25 meetings should be held in-person. Vice Chair Calaycay requested that staff track legislation related to the Brown Act. Member Shevlin and Chair Sternquist reported that their cities have gone back to in-person meetings, but their councils have also continued to adopt the resolution allowing for virtual meetings just in case a need should arise to meet virtually.

There was no Public Comment on this item.

The recommendation was revised to indicate that the March 25, 2022 Executive Board and Governing Board meetings would be held in-person and to adopt Resolution No. 2022-05 allowing for virtual meetings if a need should arise. Motion by Vice Chair Calaycay, second by Member Moss, to approve. Motion carried 5-0.

After item five was presented, Darold Pieper, General Counsel requested that item four be reconsidered and with concurrence from the Executive Board that changes be made to the resolution to note that board meetings may be held by teleconference and that the determination of whether a meeting will be held by teleconference or in-person will be made by the Chair of the Executive Board in consultation with the Chief Executive Officer and General Counsel.

Motion by Vice Chair Calaycay, second by Member Moss, to reconsider item four. Motion carried 5-0.

Motion by Vice Chair Calaycay, second by Member Moss, to amend the language to Resolution No. 2022-05. Motion carried 5-0

4. **CONSIDERATION OF TEMPORARY FARE ADJUSTMENT**

Recommendation: Provide direction to staff regarding the acceptance of local fares on all routes for a period of 90 days.

Doran J. Barnes, Chief Executive Officer, presented this item.

Mr. Barnes reported that to assist the community with high fuel prices and in the hopes that commuter bus riders return and ride regularly, staff is recommending that for the next 90 days that the local fare be charged on all Foothill Transit services. This would include the Silver Streak and commuter bus services. The commuter fare would drop from \$5 to \$1.75. The benefit to local riders would be using their local pass on commuter services. This would delay the recently approved fare changes that were scheduled to be implemented in May 2022, the fare changes would be implemented in July 2022 if the board approves the temporary fare adjustment.

Members of the Executive Board commented on their approval of the sale and on the image that would be used to communicate the sale to Foothill Transit customers. There was no Public Comment on this item.

The final recommendation was to charge the local fare on all Foothill Transit services for the next 90 days. Motion by Vice Chair Calaycay, second by Member Shevlin, to approve. Motion carried 5-0.

5. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- Staff is looking forward to the in-person meetings on March 25, 2022 and look forward to seeing everyone.

6. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Congratulated Foothill Transit on the \$50 million grant. Doran Barnes, Chief Executive Officer, stated that the funds are to maintain essential services and maintain employment with Foothill Transit and contractor staff.

7. **ADJOURNMENT**

Adjournment for the March 17, 2022 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 8:29 a.m.



Foothill Transit

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

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

**Friday, March 25, 2022
9:15 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Sternquist at 9:30 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

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

4. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Special Meeting of January 13, 2022, Regular Meeting of January 28, 2022, and Strategic Planning Workshop of February 18, 2022.

Motion by Vice Chair Calaycay, second by Member Moss, the minutes for the Special Meeting of January 13, 2022, Regular Meeting of January 28, 2022, and Strategic Planning Workshop of February 18, 2022 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 Chief Executive Officer.

CONSENT CALENDAR

7. FEBRUARY 2022 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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.

Motion by Member Shevlin, second by Member Moss, to receive and file.
Motion carried 5-0.

8. MARCH 2022 PROCUREMENT MONTHLY REPORT

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

Motion by Member Shevlin, second by Member Moss, to receive and file.
Motion carried 5-0.

9. RESOLUTION AUTHORIZING TELECONFERENCE 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.

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

10. 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.

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

11. **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.

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

12. **PROPOSED FISCAL YEAR 2023 BUSINESS PLAN INITIATIVES**

Recommendation: Approve the proposed FY2023 Business Plan Initiatives.

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

REGULAR AGENDA

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

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.

Lourdes Álvarez, Transit Planner, presented this item.

Ms. Álvarez reported that staff is proposing the Line 690 be cancelled due to its low ridership. Ridership on Line 690 has been decreasing since 2016. Line 690 experienced a drop in ridership when the Foothill Extension of the Metro Gold Line opened. She reviewed ridership data from July 2019 to December 2020. Due to the impacts of the pandemic, Line 690 was paused in April and May of 2020 and again in January 2021. Line 690 is currently not operational. The projected annual cost savings associated with this cancellation would be \$438,700.

Staff is also proposing the cancellation of Line 292 variant. The Line 292 contains a two-trip variant that travels on Baseline Road, offering a trip in the morning and one in the afternoon. Ridership on the variant has been minimal. Each trip is averaging less than one boarding per weekday. The

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

She reported on the public outreach process. A total of nine comments were received throughout the public outreach process.

There were no comments and questions from the Executive Board and there was no Public Comment on this item.

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

14. **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.

Christina Lopez, Board Secretary, presented this item.

Ms. Lopez provided an overview of increases to the Executive Board and Governing Board Members stipend amount. Currently, the stipend is adjusted by Consumer Price Index and rounded to the nearest dollar on an annual basis in July. The current amount of the stipend is \$176 per meeting. She reviewed the stipend amount for other regional agencies and presented potential options the Executive Board may want to consider if they want to move forward a change to the stipend amount.

Members of the Executive Board expressed concern that the stipend is set on an automatic increase. They feel that Foothill Transit's stipend should be more in line with other regional agencies like Metro, Foothill Gold Line, and Metrolink, those agencies stipend amount is \$150.

Member Boyer made the motion to recommend to the Governing Board that the stipend be adjusted to \$150 per meeting for Executive Board and Governing Board Members and limit the amount for Executive Board Members to \$600 per month (4 meetings per month) and that the stipend policy be reviewed on an annual basis.

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



15. **ADMINISTRATIVE OFFICE BUILDING FUTURE REQUIREMENTS**

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

Sharlane Bailey, Director of Facilities presented this item.

Ms. Bailey reported on an unsolicited proposal received to purchase the Foothill Transit Administrative Office. With the COVID related changes to the work structure and the unsolicited offer to purchase the administrative office building prompted a review of the current and future needs. She reviewed the goals and office requirements of the current building and future needs. She reviewed the pros and cons of moving into a new office building. She reported that in summary that the current office space is 29,428 square feet. A preliminary needs checklist was created and the future need for office space is 20,000 square feet, which is a reduction of 30 percent. A preliminary estimate for a 2-level office building is \$12 million.

Member Shevlin suggested that staff follow-up with Upper Water District, which is currently moving into a new office building. The Executive Board directed staff to move forward with selecting a broker and follow-up with the FTA for guidance.

16. **CONTINUED GENERAL PUBLIC COMMENT**

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

17. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- Congresswoman Norma Torres visited the Pomona Operations and Maintenance Facility.
- The Pomona Unified School District is participating in the Student Go Pass program and there have positive results.
- Nineteen Governing Board Members attended the in-person Governing Board Meeting held earlier in the morning.



18. **BOARD MEMBER COMMENT**

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

There was no Public Comment on the Closed Session items. The Executive recessed into Closed Session related to items 19, 20, 21, and 22 at 10:24 a.m.

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: *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

23. **CLOSED SESSION REPORT**

The Executive Board reconvened at 10:52 a.m. Darold Pieper, General Counsel, reported that there were no reportable actions.

24. **ADJOURNMENT**

Adjournment for the March 25, 2022 Foothill Transit Executive Board Meeting.



There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:52 a.m.



Foothill Transit

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

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

**Wednesday, April 6, 2022
8:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Sternquist at 8:03 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

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

4. RESOLUTION AUTHORIZING TELECONFERENCE PUBLIC MEETINGS

Recommendation: Adopt Resolution 2022-07 (Attachment A) authorizing teleconferenced public meetings for the Executive Board and Governing Board if needed for the next 30 days.

Darold Pieper, General Pieper, presented this item.

Mr. Pieper reported that the current state law affecting the ability of boards to meet via teleconference requires that the Executive Board adopt a resolution within 30 days to continue to meet via teleconference. The resolution being considered would allow the Executive Board and Governing Board to meet via teleconference through May 6, 2022, if needed.

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



5. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- The draft business plan and budget and the contract award for transit services out of the Arcadia facility will be presented to the Executive Board at the April 2022, Executive Board Meeting.
- CTA Legislative Spring Conference will take place on May 18, 2022.

6. **BOARD MEMBER COMMENT**

There were no comments by members of the Executive Board.

7. **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

There was no Public Comment on Closed Session. The Executive Board recessed into Closed Session at 8:11 a.m.

8. **CLOSED SESSION REPORT**

The Executive Board reconvened at 9:27 a.m. Darold Pieper, General Counsel, reported that there were no reportable actions.

9. **ADJOURNMENT**

Adjournment for the April 6, 2022, Foothill Transit Special Executive Board Meeting.

There being no further business, the Foothill Transit Special Executive Board meeting adjourned at 9:27 a.m.



April 29, 2022

To: Executive Board

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

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through March 31, 2022.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of March 31, 2022, for the fiscal year ending June 30, 2022.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of March 31, 2022, shows total assets at \$370.61 million. This total consists primarily of \$223.67 million in fixed assets, \$137.91 million in cash and investments, and \$8.49 million in receivable and prepaid assets. Foothill Transit's cash position of \$137.91 million is \$0.75 million more than the previous month and is \$14.36 million more than last year in March.

Liabilities

The accounts payable balance is \$11.54 million. Accounts Payables include operation and maintenance expenses of \$7.80 million and \$1.42 million for fuel.

The deferred revenue of \$88.62 million represents funds that are reserved for planned capital expenditures, such as upcoming bus procurements and transit center construction activities.



Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$38.60 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; \$14.94 million with Bank of the West Treasury bill; 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)

March 2022 year-to-date fare revenues were \$5,351,524. Although less than in 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 March 2022 were \$78.54 million, which is \$4.99 million less than the budget and \$2.25 million more than March 2021. Of this \$78.54 million, \$59.50 million reflects operating costs for the Arcadia Irwindale and Pomona transit operations contractors. Other operating expenses include fuel, which was \$6.45 million through March 2022. Although overall expenses are currently under budget, fuel is currently trending higher than budget.

Capital expenditures through March were \$8.26 million compared with \$31.79 million last year at this time. The annual budget for capital expenditures includes the procurement and construction of 33 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 transit operations and maintenance facilities, and CNG equipment replacement at the Pomona transit operations and maintenance facility.



Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of March 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 March 2022 were \$9.15 million. Capital disbursements totaled \$1.86 million and other significant disbursements include \$2.21 million to Keolis and \$3.86 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 March 31, 2022**

Assets

Current Assets:

| | |
|------------------------------|---------------|
| Cash | \$122,978,787 |
| Investments | 14,935,542 |
| Due from government agencies | 6,337,263 |
| Other receivables | 808,874 |
| Other assets | 1,347,045 |

| | |
|----------------------|---------------|
| Total Current Assets | \$146,407,510 |
|----------------------|---------------|

Non current Assets:

| | |
|--|-------------|
| Notes receivable | 534,867 |
| Property & Equipment (net of depreciation) | 223,670,669 |

| | |
|--------------------------|-------------|
| Total Non Current Assets | 224,205,535 |
|--------------------------|-------------|

| | |
|--------------|---------------|
| Total Assets | \$370,613,045 |
|--------------|---------------|

Liabilities and Equity

Current Liabilities:

| | |
|--|--------------|
| Accounts payable and accrued liabilities | \$11,540,673 |
| Deferred Revenue | 88,619,198 |

| | |
|-------------------|---------------|
| Total Liabilities | \$100,159,871 |
|-------------------|---------------|

Equity

Fund Balance:

| | |
|------------------------------|---------------|
| Investment in Capital Assets | \$223,670,669 |
| Current Year Change | (12,824,766) |
| Reserve | 59,607,272 |

| | |
|--------------|---------------|
| Total Equity | \$270,453,175 |
|--------------|---------------|

| | |
|------------------------------|---------------|
| Total Liabilities and Equity | \$370,613,045 |
|------------------------------|---------------|

**Summary of Cash and
Investment Account
For March 31, 2022**

| Cash: | Interest Rate | Term | Principal/ Book & Market Value |
|--|------------------|------------------|--------------------------------------|
| Bank of the West-Reg. Checking | N/A | Demand Deposit | \$22,495,514 |
| 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 | \$5,487 |
| Bank of the West-Money Market #1110 | 0.30% | Demand Deposit | \$4,998,935 |
| Bank of the West-Money Market #1111 | 0.30% | Demand Deposit | \$4,958,961 |
| Bank of the West-LCTOP #1108 | 0.06% | Demand Deposit | \$298,509 |
| Chase Business Saving #1109 | 0.05% | Demand Deposit | \$68,077 |
| LAIF Investment #1141 | 0.32% | Demand Deposit | \$74,052,223 |
| Subtotal Cash on Hand | | | <u>\$122,978,787</u> |
| Investments: | | | |
| Bank of the West: | | | |
| 1 Maturity - 09/29/2022 - 6 months | 0.87% | US Treasury Bill | \$14,935,542 |
| | | | \$0 |
| Subtotal Investments | | | <u>\$14,935,542</u> |
| Total Cash and Investments | | | <u><u>\$137,914,328</u></u> |

Foothill Transit
Statement of Revenue and Expense
For Month Ended March 31, 2022

| | Actual YTD March 2022 | Budget YTD March 2022 | Variance | Actual YTD March 2021 |
|---|--------------------------|--------------------------|----------------|--------------------------|
| Fare Revenue | | | | |
| Farebox | \$2,828,304 | \$1,062,155 | 166.28% | \$1,284,020 |
| Pass Sales | \$869,125 | 569,696 | 52.56% | 280,338 |
| TAP Cash Purse | \$1,396,201 | 590,867 | 136.30% | 523,945 |
| MetroLink & Access Service | \$195,323 | 82,451 | 136.90% | 63,882 |
| EZ Transit Pass | \$62,571 | 98,057 | (36.19%) | 40,522 |
| Total Operating Revenue | \$5,351,524 | \$2,403,225 | 122.68% | \$2,192,707 |
| Operating Subsidies and Other | | | | |
| Transportation Development Act | \$15,766,564 | \$24,385,670 | (35.34%) | \$10,765,599 |
| State Transit Assistance (STA) | \$1,172,465 | 1,172,465 | 0.00% | 1,938,813 |
| Senate Bill 1 - STA | \$1,075,139 | 1,075,139 | 0.00% | 1,414,541 |
| Senate Bill 1 - STA BSCP | \$94,524 | 94,524 | 0.00% | 154,701 |
| Prop A 40% Discretionary | \$7,264,805 | 7,264,805 | 0.00% | 8,405,565 |
| Prop A 40% BSCP | \$2,516,505 | 2,516,505 | 0.00% | 2,379,079 |
| Prop A Exchange | \$0 | 0 | 0.00% | 1,550,000 |
| Prop C BSIP | \$487,463 | 487,463 | 0.00% | 237,138 |
| Prop C Base Restructuring | \$1,047,018 | 1,047,018 | 0.00% | 1,034,290 |
| Prop C Transit Service Expansion | \$174,477 | 174,477 | 0.00% | 84,878 |
| Transit Security | \$518,651 | 518,651 | 0.00% | 175,704 |
| Measure R | \$6,127,736 | 6,127,736 | 0.00% | 5,122,381 |
| Measure M | \$6,106,861 | 6,106,861 | 0.00% | 5,149,133 |
| CRD Subsidy | \$0 | 0 | 0.00% | 1,840,000 |
| Federal CRRSAA 5307 | \$30,154,105 | 30,154,105 | 0.00% | 33,017,520 |
| Miscellaneous Transit Revenues | \$685,607 | 0 | 0.00% | 835,636 |
| Total Subsidies and Other | \$73,191,921 | \$81,125,420 | (9.78%) | \$74,104,979 |
| Total Operating Revenue | \$78,543,445 | \$83,528,645 | (5.97%) | \$76,297,685 |
| Other Revenues | | | | |
| Gain on Sale of Fixed Assets | \$406,951 | \$0 | 0.00% | \$109,272 |
| Auxiliary Revenue | 624,848 | \$588,375 | 0.00% | 326,607 |
| Total Other Revenues | 1,031,798 | \$588,375 | 75.36% | \$435,879 |
| Total Operating and Other Revenues | 79,575,244 | \$84,117,020 | (5.40%) | \$76,733,564 |
| Operating Expenses | | | | |
| Customer Service & Operations | \$68,866,801 | \$71,290,684 | (3.40%) | \$67,817,186 |
| Maintenance & Vehicle Technology | \$596,763 | \$713,754 | (16.39%) | 577,028 |
| Marketing & Communications | \$1,357,965 | \$1,645,245 | (17.46%) | 1,027,147 |
| Information Technology | \$1,460,394 | \$1,770,213 | (17.50%) | 1,140,782 |
| Administration | \$1,663,723 | \$1,759,338 | (5.43%) | 1,418,918 |
| Procurement | \$487,535 | \$672,081 | (27.46%) | 503,388 |
| Government Relations | \$310,019 | \$737,192 | (57.95%) | 492,051 |
| Finance | \$1,360,613 | \$1,387,362 | (1.93%) | 1,147,088 |
| Planning | \$1,187,110 | \$1,617,457 | (26.61%) | 658,748 |
| Facilities | \$1,252,522 | \$1,935,319 | (35.28%) | 1,515,349 |
| Total Operating Expenses | \$78,543,445 | \$83,528,645 | (5.97%) | \$76,297,685 |
| Other Expenses | | | | |
| Property Management | \$348,375 | \$348,375.00 | 0.00% | \$95,517 |
| Special Services | 231,943 | \$240,000 | 0.00% | 0 |
| Total Other Expenses | \$580,318 | \$588,375 | (1.37%) | \$95,517 |
| Total Operating and Other Expenses | \$79,123,764 | \$84,117,020 | (5.94%) | \$76,393,202 |
| Capital Revenues | | | | |
| Capital Grants | \$8,259,485 | \$56,683,992 | (85.43%) | \$31,793,082 |
| Capital Expenditures | | | | |
| Capital Expenditures | \$8,259,485 | \$56,683,992 | (85.43%) | \$31,793,082 |

Bank Account - Check Details

Period: 03/01/22..03/31/22

Foothill Transit

Thursday, April 14, 2022

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This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 03/01/22..03/31/22

ATTACHMENT D

| Check Date | Check No. | Vendor Name | Description | Amount | Printed Amount | Voided Amount | Entry Status |
|-------------|-------------------------|--|--------------|------------|----------------|---------------|--------------|
| B001 | General Checking | | | | | | |
| | Phone No. | | 800-488-2265 | | | | |
| 03/02/22 | 871 | Mariposa Landscapes, Inc. | | 33,964.15 | 0.00 | 0.00 | Posted |
| 03/02/22 | 872 | Adt Security Services, Inc. | | 448.68 | 0.00 | 0.00 | Posted |
| 03/02/22 | 873 | GA Technical Services, Inc. | | 3,203.04 | 0.00 | 0.00 | Posted |
| 03/02/22 | 874 | Pacific Products and Services, LLC. | | 6,460.50 | 0.00 | 0.00 | Posted |
| 03/03/22 | 875 | Assistance League of Covina Valley | | 75.00 | 0.00 | 0.00 | Posted |
| 03/03/22 | 876 | Thurman Business Interiors | | 2,207.57 | 0.00 | 0.00 | Posted |
| 03/03/22 | 877 | Stantec Architecture | | 14,906.00 | 0.00 | 0.00 | Posted |
| 03/03/22 | 878 | Thomas J. Koontz | | 138.92 | 0.00 | 0.00 | Posted |
| 03/04/22 | 879 | Socal Office Technologies | | 1,099.17 | 0.00 | 0.00 | Posted |
| 03/04/22 | 880 | Fisher Wireless Services, Inc. | | 850.63 | 0.00 | 0.00 | Posted |
| 03/04/22 | 881 | Dalila Ortiz | | 30.00 | 0.00 | 0.00 | Posted |
| 03/07/22 | E100219 | Transdev Services, Inc. | | 173,166.52 | 0.00 | 0.00 | Posted |
| 03/07/22 | E100220 | Transdev Services, Inc. | | 2,583.60 | 0.00 | 0.00 | Posted |
| 03/07/22 | E100221 | Clean Energy | | 23,998.16 | 0.00 | 0.00 | Posted |
| 03/08/22 | E100222 | Clean Energy | | 46,895.15 | 0.00 | 0.00 | Posted |
| 03/08/22 | E100223 | Clean Energy | | 254,258.48 | 0.00 | 0.00 | Posted |
| 03/08/22 | E100224 | Clean Energy | | 379,610.17 | 0.00 | 0.00 | Posted |
| 03/08/22 | E100225 | Clean Energy | | 70,411.89 | 0.00 | 0.00 | Posted |
| 03/08/22 | E100226 | Transdev Services, Inc. | | 15,088.44 | 0.00 | 0.00 | Posted |
| 03/09/22 | 882 | FEDEX Corp. | | 35.20 | 0.00 | 0.00 | Posted |
| 03/09/22 | 883 | Weatherite Corporation | | 612.00 | 0.00 | 0.00 | Posted |
| 03/09/22 | 884 | IMPEX Technologies, Inc. | | 111,388.59 | 0.00 | 0.00 | Posted |
| 03/09/22 | 885 | Alltech Industries, Inc. | | 6,300.00 | 0.00 | 0.00 | Posted |
| 03/09/22 | 886 | AT and T - 5019 | | 488.78 | 0.00 | 0.00 | Posted |
| 03/09/22 | 887 | Newage PHM, LLC | | 7,607.17 | 0.00 | 0.00 | Posted |
| 03/09/22 | 888 | Green Thumb Indoor Plant | | 662.75 | 0.00 | 0.00 | Posted |
| 03/09/22 | 889 | International City Management Assoc. Retirement Co | | 15,815.29 | 0.00 | 0.00 | Posted |
| 03/09/22 | 890 | Thomas J. Koontz | | 253.58 | 0.00 | 0.00 | Posted |
| 03/09/22 | 891 | SmartRise Elevator Service Inc | | 210.00 | 0.00 | 0.00 | Posted |
| 03/09/22 | 892 | Tri - Signal Integration, Inc. | | 175.00 | 0.00 | 0.00 | Posted |
| 03/09/22 | 893 | Office Depot | | 806.48 | 0.00 | 0.00 | Posted |
| 03/09/22 | 894 | Lillian Lin | | 66.90 | 0.00 | 0.00 | Posted |
| 03/09/22 | 895 | Skyline Pest Control | | 115.00 | 0.00 | 0.00 | Posted |
| 03/09/22 | 896 | Azteca Landscape | | 3,079.09 | 0.00 | 0.00 | Posted |
| 03/10/22 | 897 | Axelliant LLC | | 17,734.22 | 0.00 | 0.00 | Posted |
| 03/10/22 | 898 | Fisher Wireless Services, Inc. | | 4,206.48 | 0.00 | 0.00 | Posted |
| 03/10/22 | 899 | Tri - Signal Integration, Inc. | | 230.00 | 0.00 | 0.00 | Posted |
| 03/10/22 | 900 | Climatec Building Technologies LLC | | 475.00 | 0.00 | 0.00 | Posted |
| 03/10/22 | 901 | Linda Garrison | | 455.00 | 0.00 | 0.00 | Posted |
| 03/10/22 | 902 | Iteris, Inc. | | 35,989.36 | 0.00 | 0.00 | Posted |
| 03/11/22 | 903 | AT and T - 5025 | | 1,552.36 | 0.00 | 0.00 | Posted |
| 03/11/22 | 904 | Concur Technologies, Inc. | | 7,014.72 | 0.00 | 0.00 | Posted |

Bank Account - Check Details

Period: 03/01/22..03/31/22

Foothill Transit

Thursday, April 14, 2022

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ATTACHMENT D

| Check Date | Check No. | Vendor Name | Description | Amount | Printed Amount | Voided Amount | Entry Status |
|------------|-----------|--|-------------|--------------|----------------|---------------|--------------|
| 03/11/22 | 905 | FEDEX Corp. | | 199.01 | 0.00 | 0.00 | Posted |
| 03/11/22 | 906 | I/O Controls Corporation | | 8,940.00 | 0.00 | 0.00 | Posted |
| 03/11/22 | 907 | Crown Castle USA Inc. | | 831.51 | 0.00 | 0.00 | Posted |
| 03/11/22 | 908 | California Choice | | 62,279.59 | 0.00 | 0.00 | Posted |
| 03/11/22 | 909 | Alliance Landcare Inc. | | 877.00 | 0.00 | 0.00 | Posted |
| 03/11/22 | 910 | Vision Service Plan - (CA) | | 1,431.94 | 0.00 | 0.00 | Posted |
| 03/11/22 | 911 | Finley and Cook, PLLC | | 2,909.93 | 0.00 | 0.00 | Posted |
| 03/11/22 | 912 | Mitsubishi Electric US, Inc. | | 230.00 | 0.00 | 0.00 | Posted |
| 03/11/22 | 913 | Staples Business Adv.-Dept. LA | | 1,271.28 | 0.00 | 0.00 | Posted |
| 03/14/22 | 914 | Vector Resources, Inc. | | 467.50 | 0.00 | 0.00 | Posted |
| 03/14/22 | 915 | Thompson Coburn LLP | | 22,783.12 | 0.00 | 0.00 | Posted |
| 03/14/22 | 916 | Thomas J. Koontz | | 81.59 | 0.00 | 0.00 | Posted |
| 03/14/22 | 917 | Southern California Edison Co. | | 2,864.76 | 0.00 | 0.00 | Posted |
| 03/14/22 | 918 | Zonar Systems Inc. | | 3,451.00 | 0.00 | 0.00 | Posted |
| 03/14/22 | 919 | Metrolink | | 4,765.25 | 0.00 | 0.00 | Posted |
| 03/14/22 | 920 | San Gabriel Valley Newspaper | | 1,818.40 | 0.00 | 0.00 | Posted |
| 03/14/22 | 921 | Sing Tao Daily | | 600.00 | 0.00 | 0.00 | Posted |
| 03/14/22 | 922 | Center for Transportation and the Environment, Inc | | 10,698.92 | 0.00 | 0.00 | Posted |
| 03/14/22 | 923 | Home Depot Credit Services | | 1,234.11 | 0.00 | 0.00 | Posted |
| 03/14/22 | 924 | Roy Jorgensen Associates, Inc. | | 8,858.00 | 0.00 | 0.00 | Posted |
| 03/14/22 | 925 | Ultimate Maintenance Services, Inc | | 3,545.00 | 0.00 | 0.00 | Posted |
| 03/14/22 | E100227 | Transdev Services, Inc. | | 11,500.00 | 0.00 | 0.00 | Posted |
| 03/14/22 | E100228 | Transdev Services, Inc. | | 1,457,592.19 | 0.00 | 0.00 | Posted |
| 03/14/22 | E100229 | Keolis Transit America, Inc. | | 1,033,339.65 | 0.00 | 0.00 | Posted |
| 03/14/22 | E100230 | Darold D. Pieper Attorney at Law | | 8,310.00 | 0.00 | 0.00 | Posted |
| 03/14/22 | E100231 | Powell Consulting DC, LLC | | 5,500.00 | 0.00 | 0.00 | Posted |
| 03/15/22 | E100238 | Keolis Transit America, Inc. | | 13,000.00 | 0.00 | 0.00 | Posted |
| 03/15/22 | E100239 | Transdev Services, Inc. | | 8,829.59 | 0.00 | 0.00 | Posted |
| 03/17/22 | 926 | Dean Gazzo Roistacher LLP | | 9,679.50 | 0.00 | 0.00 | Posted |
| 03/17/22 | 927 | Graingers | | 693.55 | 0.00 | 0.00 | Posted |
| 03/17/22 | 928 | Chamber of Commerce - Claremont | | 1,500.00 | 0.00 | 0.00 | Posted |
| 03/17/22 | 929 | Platinum Security Inc. | | 7,438.86 | 0.00 | 0.00 | Posted |
| 03/17/22 | 930 | LegalShield | | 163.50 | 0.00 | 0.00 | Posted |
| 03/17/22 | 931 | Allied Administrators for Delta Dental | | 6,768.38 | 0.00 | 0.00 | Posted |
| 03/17/22 | 932 | Thompson Coburn LLP | | 14,292.20 | 0.00 | 0.00 | Posted |
| 03/17/22 | 933 | State of California Department of Transportation | | 15,800.00 | 0.00 | 0.00 | Posted |
| 03/17/22 | 934 | N G A Investment Properties LLC | | 660.77 | 0.00 | 0.00 | Posted |
| 03/17/22 | 935 | AFLAC | | 1,733.64 | 0.00 | 0.00 | Posted |
| 03/17/22 | 936 | Life Insurance Company of North America | | 5,600.27 | 0.00 | 0.00 | Posted |
| 03/17/22 | 937 | Thomas J. Koontz | | 1,700.00 | 0.00 | 0.00 | Posted |
| 03/17/22 | 938 | Strickbine Publishing, Inc. | | 900.00 | 0.00 | 0.00 | Posted |
| 03/17/22 | 939 | Industry Public Utility Commission | | 1,064.91 | 0.00 | 0.00 | Posted |

Bank Account - Check Details

Period: 03/01/22..03/31/22

Foothill Transit

Thursday, April 14, 2022

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ATTACHMENT D

| Check Date | Check No. | Vendor Name | Description | Amount | Printed Amount | Voided Amount | Entry Status |
|------------|-----------|---|-------------|------------|----------------|---------------|--------------|
| 03/17/22 | 940 | State Compensation Insurance Fund | | 4,657.75 | 0.00 | 0.00 | Posted |
| 03/17/22 | 941 | Chamber of Commerce - Pomona | | 1,000.00 | 0.00 | 0.00 | Posted |
| 03/17/22 | 942 | H&E Equipment Services, Inc. | | 694.35 | 0.00 | 0.00 | Posted |
| 03/17/22 | 943 | Western Office Interiors | | 1,108.69 | 0.00 | 0.00 | Posted |
| 03/17/22 | E100232 | Translating Services, Inc. | | 136.30 | 0.00 | 0.00 | Posted |
| 03/17/22 | E100233 | Transdev Services, Inc. | | 9,819.68 | 0.00 | 0.00 | Posted |
| 03/18/22 | 944 | Sky Rider Equipment Co. Inc. | | 1,000.00 | 0.00 | 0.00 | Posted |
| 03/21/22 | 945 | Tri - Signal Integration, Inc. | | 13,208.36 | 0.00 | 0.00 | Posted |
| 03/21/22 | 946 | Day - Lite Maintenance Co. Inc. | | 291.70 | 0.00 | 0.00 | Posted |
| 03/21/22 | 947 | Thomas J. Koontz | | 2,254.59 | 0.00 | 0.00 | Posted |
| 03/21/22 | 948 | Landmark Healthplan of California, Inc. | | 837.52 | 0.00 | 0.00 | Posted |
| 03/21/22 | 949 | Standard Parking Corporation | | 3,678.15 | 0.00 | 0.00 | Posted |
| 03/21/22 | 950 | AFLAC | | 1,733.64 | 0.00 | 0.00 | Posted |
| 03/21/22 | E100234 | Translating Services, Inc. | | 170.00 | 0.00 | 0.00 | Posted |
| 03/21/22 | E100235 | Keolis Transit America, Inc. | | 19,772.62 | 0.00 | 0.00 | Posted |
| 03/22/22 | 951 | Chamber of Commerce - Glendora | | 300.00 | 0.00 | 0.00 | Posted |
| 03/22/22 | 952 | Pulsar Advertising | | 25,740.75 | 0.00 | 0.00 | Posted |
| 03/22/22 | 953 | FEDEX Corp. | | 25.46 | 0.00 | 0.00 | Posted |
| 03/22/22 | 954 | Office Depot | | 402.52 | 0.00 | 0.00 | Posted |
| 03/22/22 | 955 | Cummins - Allison Corporation | | 3,373.24 | 0.00 | 0.00 | Posted |
| 03/22/22 | 956 | Staples Business Adv.-Dept. LA | | 100.15 | 0.00 | 0.00 | Posted |
| 03/22/22 | 957 | Peter Barron Stark and Associates | | 10,142.43 | 0.00 | 0.00 | Posted |
| 03/22/22 | 958 | Pomona Pride Center, Inc. | | 2,000.00 | 0.00 | 0.00 | Posted |
| 03/22/22 | E100236 | Transdev Services, Inc. | | 113,174.96 | 0.00 | 0.00 | Posted |
| 03/22/22 | E100237 | Keolis Transit America, Inc. | | 22,390.71 | 0.00 | 0.00 | Posted |
| 03/23/22 | 959 | Rodger's Food Service | | 716.63 | 0.00 | 0.00 | Posted |
| 03/23/22 | 960 | AT and T - 5025 | | 2,808.41 | 0.00 | 0.00 | Posted |
| 03/23/22 | 961 | AT and T - 5075 | | 37.18 | 0.00 | 0.00 | Posted |
| 03/23/22 | 962 | The Hartford | | 100.00 | 0.00 | 0.00 | Posted |
| 03/23/22 | E100240 | MCG & Associates | | 2,040.00 | 0.00 | 0.00 | Posted |
| 03/24/22 | 963 | Digium Inc. | | 2,495.74 | 0.00 | 0.00 | Posted |
| 03/24/22 | 964 | ACC Business | | 1,066.54 | 0.00 | 0.00 | Posted |
| 03/24/22 | 965 | T-Mobile USA Inc. | | 570.55 | 0.00 | 0.00 | Posted |
| 03/24/22 | 966 | Amazon Web Services, Inc | | 792.56 | 0.00 | 0.00 | Posted |
| 03/25/22 | 967 | Gotcha Media Holdings, LLC | | 6,960.00 | 0.00 | 0.00 | Posted |
| 03/25/22 | 968 | Climatec Building Technologies LLC | | 2,297.00 | 0.00 | 0.00 | Posted |
| 03/25/22 | 969 | ATKINSON ANDELSON LOYA RUUD AND ROMO | | 2,703.50 | 0.00 | 0.00 | Posted |
| 03/25/22 | 970 | New Millennium Construction Services | | 350.00 | 0.00 | 0.00 | Posted |
| 03/25/22 | 971 | Newage PHM, LLC | | 135.45 | 0.00 | 0.00 | Posted |
| 03/25/22 | 972 | Walnut Valley Water District | | 101.08 | 0.00 | 0.00 | Posted |
| 03/28/22 | 973 | Schindler Elevator Corporation | | 473.68 | 0.00 | 0.00 | Posted |
| 03/28/22 | 974 | HD Supply Facilities Maintenance | | 251.87 | 0.00 | 0.00 | Posted |

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Foothill Transit

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FOOTHILLTRANSITJQUINTANA

ATTACHMENT D

| Check Date | Check No. | Vendor Name | Description | Amount | Printed Amount | Voided Amount | Entry Status |
|-------------------------|-----------|--|-------------|---------------------|----------------|---------------|--------------|
| 03/28/22 | 975 | ALSO Energy Inc. | | 1,000.00 | 0.00 | 0.00 | Posted |
| 03/29/22 | 976 | AT and T - 5019 | | 488.78 | 0.00 | 0.00 | Posted |
| 03/30/22 | 977 | Avail Technologies, Inc. | | 246,578.42 | 0.00 | 0.00 | Posted |
| 03/30/22 | 978 | Open Text Inc. | | 4,214.61 | 0.00 | 0.00 | Posted |
| 03/30/22 | 979 | HD Supply Facilities Maintenance | | 101.38 | 0.00 | 0.00 | Posted |
| 03/30/22 | 980 | FEDEX Corp. | | 50.53 | 0.00 | 0.00 | Posted |
| 03/30/22 | 981 | Office Depot | | 552.78 | 0.00 | 0.00 | Posted |
| 03/30/22 | 982 | File Keepers LLC | | 88.00 | 0.00 | 0.00 | Posted |
| 03/30/22 | 983 | County of L.A. - Sheriff's Dept. | | 21,441.60 | 0.00 | 0.00 | Posted |
| 03/30/22 | 984 | Weatherite Corporation | | 1,072.50 | 0.00 | 0.00 | Posted |
| 03/30/22 | 985 | Alltech Industries, Inc. | | 6,000.00 | 0.00 | 0.00 | Posted |
| 03/30/22 | 986 | Vision Service Plan - (CA) | | 1,431.94 | 0.00 | 0.00 | Posted |
| 03/30/22 | 987 | Life Insurance Company of North America | | 5,600.27 | 0.00 | 0.00 | Posted |
| 03/30/22 | 988 | Linda Garrison | | 650.00 | 0.00 | 0.00 | Posted |
| 03/30/22 | 989 | Landmark Healthplan of California, Inc. | | 985.92 | 0.00 | 0.00 | Posted |
| 03/30/22 | 990 | Ashlien Savage | | 763.36 | 0.00 | 0.00 | Posted |
| 03/30/22 | E100241 | Transdev Services, Inc. | | 2,089,342.22 | 0.00 | 0.00 | Posted |
| 03/30/22 | E100242 | Keolis Transit America, Inc. | | 1,161,688.72 | 0.00 | 0.00 | Posted |
| 03/31/22 | E100243 | Clean Energy | | 1,324,617.44 | 0.00 | 0.00 | Posted |
| 03/31/22 | E100244 | N/S Corporation | | 21,964.63 | 0.00 | 0.00 | Posted |
| 03/31/22 | E100245 | Nelson\Nygaard Consulting Associates, Inc. | | 12,485.09 | 0.00 | 0.00 | Posted |
| General Checking | | | | 9,153,905.91 | 0.00 | 0.00 | |



April 29, 2022

To: Executive Board

Subject: **Resolution Authorizing Teleconferenced Public Meetings**

Recommendation

Adopt Resolution 2022-08 (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 April 6, 2022, the Executive Board made these findings in Resolution 2022-07, which permitted public meetings by teleconference through May 6, 2022.

To continue to convene public meetings by teleconferencing for 30 days after April 29, 2022, (through May 29, 2022), the Executive Board must now make the findings embodied in Resolution 2022-08.

Sincerely,

Darold Pieper
General Counsel

Doran J. Barnes
Chief Executive Officer

RESOLUTION NO. 2022-08
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 May 29, 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 Regular Meeting of the Executive Board held on April 29, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

CYNTHIA STERNQUIST, CHAIR

APPROVED AS TO FORM:
DAROLD PIEPER, GENERAL COUNSEL

ATTEST:
CHRISTINA LOPEZ, BOARD SECRETARY

By: _____

By: _____



April 29, 2022

To: Executive Board

Subject: **April 2022 Procurement Monthly Report**

Recommendation

Receive and file the Procurement Monthly Report for April 2022.

Awarded Procurements:

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

- Fisher Wireless was awarded Contract No. 22-062 for bus radio airtime in the amount of \$107,052.00. This sole-source agreement is for one year and will continue backup services for radio equipment currently installed on revenue vehicles. This award came in below the Independent Cost Estimate.
- Crowe LLP was awarded Amendment No. 2 to Contract No. 19-046 for Audit Services in the amount of \$97,790.00, bringing the total contract price to \$242,060.00. Amendment No. 2 exercised the two existing option years in the contract, which extends services through the fiscal year ending in 2023.

Upcoming Procurements:

Since the previous month's Executive Board meeting, the Procurement Department has initiated two procurements over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

- Request for Quotes 22-072 is for the replacement of three non-revenue fleet vehicles. The Independent Cost Estimate for this solicitation is \$199,200.00, which is inclusive of tax title, license, and dealer mark-up fees standard to current market conditions. Quotes were sought from multiple dealerships in the region for fully electric utility vehicles. Colley Ford was the lowest priced at \$168,490.00 and the contract is currently being finalized.



- Contract No. 22-077 is currently being drafted for a sole source award to Iteris for bus signal priority along the Pasadena, Monrovia, Duarte, Azusa corridor. Iteris has previously installed and currently manages the technology in this corridor for LA Metro. The Independent Cost Estimate for this project is \$207,000.00.

Sincerely,

Christopher Pieper
Director of Procurement

Doran J. Barnes
Chief Executive Officer



April 29, 2022

To: Executive Board

Subject: **Holiday Service Schedule for Fiscal Year 2023**

Recommendation

Approve the proposed FY 2023 Holiday Service Schedule.

Analysis

Foothill Transit traditionally operates a weekend schedule on most federal holidays. On these holidays ridership on both our local and commuter lines is very low, indicating that Foothill Transit’s weekend schedule would better meet ridership demand. As such, it is recommended that Foothill Transit operate a Sunday schedule on the following federal holidays:

| Holiday | Day of Week | Date |
|------------------|-------------|-------------|
| Independence Day | Monday | July 4 |
| Labor Day | Monday | September 5 |
| Thanksgiving Day | Thursday | November 24 |
| Christmas Day | Monday | December 26 |
| New Year’s Day | Monday | January 2 |
| President’s Day | Monday | February 20 |
| Memorial Day | Monday | May 29 |

Budget Impact

Operating Sunday schedules on the above listed holidays will result in approximately \$731,544.86, in reduced operating costs than if regular weekday service was provided on these dates.

Sincerely,

Joseph Raquel
Director of Planning

Doran J. Barnes
Chief Executive Officer



April 29, 2022

To: Executive Board

Subject: **Resolution for the Low Carbon Transit Operations Program**

Recommendation

Adopt the following resolution:

Resolution No. 2022-09: Authorization for the Execution of the Low Carbon Transit Operations Program (LCTOP) Project “*Foothill Transit Hydrogen Fuel Cell Bus Deployment*” in the Amount of \$1,144,295 (Attachment A).

Analysis

The Low Carbon Transit Operations Program (LCTOP) was established by the California Legislature in 2014 to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. This program is designed to fund capital or operating projects that a) reduce greenhouse gases; b) increase transit ridership; and, c) benefit disadvantaged communities. Of all the State programs designed to reduce greenhouse gases from transportation, the LCTOP is unique because of its focus on transit agencies, its formulaic funding structure, and the eligibility of projects to fund transit operations. Through this program, Foothill Transit is eligible to submit an allocation request.

With the Board’s authorization, Foothill Transit will request operating funds to support the deployment of 33 hydrogen fuel cell buses operating on Lines 291 and 486. The proposed project for LCTOP will fund almost the full year of fueling for 33 buses in FY2023.

Attachment A is the proposed resolution for authorization for the execution of this LCTOP project.

Budget Impact

This resolution will enable Foothill Transit to submit an allocation request in the amount of \$1,144,295, which will fund operating costs associated with fueling the hydrogen fuel cell buses.

Sincerely,

Michelle Lopes Caldwell
Director of Finance & Treasurer

Doran J. Barnes
Chief Executive Officer

Board Resolution

RESOLUTION #2022-09

AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
FOR THE FOLLOWING PROJECT:

“Foothill Transit Hydrogen Fuel Cell Bus Deployment” in the Amount of
\$1,144,295

WHEREAS, Foothill Transit is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, Foothill Transit wishes to delegate authorization to execute these documents and any amendments thereto to Michelle Caldwell, Director of Finance; Gil Victorio, Controller; Kevin Parks McDonald, Deputy Chief Executive Officer.

WHEREAS, Foothill Transit wishes to implement the following LCTOP project(s) listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Foothill Transit that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that Michelle Caldwell, Director of Finance; Gil Victorio, Controller; Kevin Parks McDonald, Deputy Chief Executive Officer be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Foothill Transit that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2021-2022 LCTOP funds for \$1,144,295.

List project, including the following information:

Project Name: *Foothill Transit Hydrogen Fuel Cell Bus Deployment*

Amount of LCTOP funds requested: \$1,144,295

Short description of project:

Foothill Transit will expand Line 486 to connect the Pomona Transit Center and El Monte Transit Station and increase frequency to 15 minutes. Foothill Transit will deploy zero-emission hydrogen fuel cell buses onto the line to provide zero-emission transit service. Foothill Transit will also deploy hydrogen fuel cell buses to operate Line 291.

Adoption. PASSED AND ADOPTED at a meeting of the Executive Board held on April 29, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

Cynthia Sternquist, Chair

APPROVED AS TO FORM:
Darold D. Pieper, Attorney at Law

ATTEST:
Christina Lopez, Board Secretary

By: _____
Darold Pieper, General Counsel

By: _____
Board Secretary



April 29, 2022

To: Executive Board

Subject: **Mt. San Antonio College Transit Center Project Update**

Recommendation

Receive and File the Mt. San Antonio College (Mt. SAC) Transit Center Project Update.

Analysis

In March 2017, Foothill Transit and Mt. San Antonio College executed a Memorandum of Understanding (MOU) for the development of the Mt. SAC Transit Center. Since then, staff has worked closely with the District in the joint financing, planning, design, and construction of the transit center.

In May 2021, the Executive Board gave authorization to award Contract 20-062 for construction related to the Transit Center at a contract price of \$6,504,887. The awarded contract includes a Provisional Sum for unforeseen underground utilities in the amount of \$230,000.

Construction of the project began in July 2021. Since that time, the construction contractor has completed off-site underground utilities such as water, storm drain, and electrical ducts related to the transit center and adjacent campus facilities. During construction of the underground utilities, our contractor has encountered a number of unforeseen utilities requiring relocation or modifications and resulting in cumulative costs exceeding the Provisional Sum. In working through these challenges, we have discovered that these conditions are typical throughout the Mt. SAC campus grounds.

The number of conflicting underground utilities has been more than is typically observed on a project, and the District is working closely with us on a cost-sharing agreement to help absorb the escalating costs related to unforeseen underground utility relocations. To date, Foothill Transit has approved \$220,000 in change orders related to off-site utility relocations. Currently under review by the District is the MOU addendum seeking to recapture expenditures made under the Provisional Sum. Final terms of the MOU addendum are still under review.



In addition to the aforementioned change orders approved under the Provisional Sum, the contractor has submitted a number of change orders totaling approximately \$362,000. The scope of these change orders includes additional unforeseen underground utility relocations and the addition of traffic signalization equipment at the new transit center driveway intersection. These change orders are currently under review and negotiation with the contractor. A final sum and contract amendment recommendation will be forthcoming for board authorization.

Summary:

| | |
|--|-------------|
| 20-062 Contract for Construction (includes \$230,000 Provisional Sum) | \$6,504,887 |
| Change Orders in Excess of Provisional Sum | \$362,000 |
| Total change order requests as of April 2022 | \$582,000 |

The transit center project is currently at 30 percent complete. The anticipated completion date is February 2023. Work on additional underground utilities is still being performed and is anticipated to be completed in September 2022. Weekly construction meetings are being held with the District, the District’s Construction Management team, and Foothill Transit’s construction contractor and design team. Despite the challenges presented by the number of unforeseen underground conditions, we anticipate completing this project within the approved budget with the assistance of the joint financing arrangement with the District.

Budget Impact

Funding for these activities is included as part of Foothill Transit’s FY2022 Business Plan in the approved capital project #115, Mt. SAC Transit Center.

Sincerely,

Sharlane Bailey
Director of Capital Projects and Facilities

Doran J. Barnes
Chief Executive Officer



April 29, 2022

To: Executive Board

Subject: **Fleet Replacement**

Recommendation

Provide direction to the Chief Executive Officer regarding the type of replacement buses to be procured in fiscal years 2024 and 2025.

Analysis

President Biden signed the Infrastructure Investment and Jobs Act (IIJA), also known as Bipartisan Infrastructure Law (BIL), into law on November 15, 2021. The law authorizes \$1.2 trillion for transportation and infrastructure spending with \$550 billion of that amount going toward “new” investments and programs.

The IIJA invests \$91.2 billion to repair and modernize transit. The legislation supports expanded public transportation choices nationwide, replacing thousands of deficient transit vehicles, including buses, with clean, zero-emission vehicles, and improving accessibility for the elderly and people with disabilities.

On March 7, 2022, FTA [announced](#) approximately \$1.1 billion in funds available for Fiscal Year 2022 grants to help modernize bus fleets and bus facilities across the country, as well as to help transit agencies purchase or lease low- or no-emission vehicles that use advanced technologies to help improve air quality and combat climate change.

The Low or No Emission competitive program provides funding to state and local governmental authorities for the purchase or lease of zero-emission and low-emission transit buses as well as for the acquisition, construction, and leasing of required supporting facilities.

We currently have an order of 33 fuel cell buses in production with New Flyer as part of our Zero Emission Bus Program. Twenty of the 33 buses will operate on Line 486 serving Cal Poly Pomona to El Monte Station. The other 13 buses will replace early retiring first generation Proterra buses and will reinstate reliable zero-emission bus service on Line 291 with an adequate spare ratio to accommodate necessary preventive maintenance. Delivery of these buses will begin in June of this year and continue through January 2023.



For the ensuing two years, Foothill Transit will need to retire 30 buses each year that will have reached the end of their useful life and will need to procure replacement buses. Staff will apply for funding through the federal government’s Low or No Emission competitive grant program to purchase zero-emissions buses to replace retiring buses. Should our grant application prove successful, the agency will be able to purchase either Hydrogen Fuel Cell or Battery Electric buses, based on each technology’s ability to meet Foothill Transit’s operational needs.

Fuel cell buses have the equivalent range and operating capability of a CNG bus. Battery electric buses can also be an option if the technology as it develops can offer an operating range similar to that of CNG buses and can meet the service requirements.

Each of the two choices has advantages and disadvantages as shown in the chart below.

| Category | Hydrogen Fuel Cell | Battery Electric Bus |
|------------------------|----------------------------------|---|
| Price | \$1,101,498 | \$890,000 |
| HVIP Incentive | \$270,000 | \$120,000 |
| Range | 320 miles | 150 - 200 miles |
| Fuel Cost per mile | \$1.00 per mile | \$0.45 mile |
| Fueling time | 10 minutes to fill | Hours, depends on battery State of Charge |
| % of Routes Deployable | 100% | 60% based on Burns & McDonnell Study |
| Fuel Economy | 9 miles per kilogram of Hydrogen | 2.5 kilowatts per mile |

If we are unsuccessful in acquiring grant funding to replace these vehicles with zero-emission buses, the board would have the option to purchase CNG-powered buses.

Both grid powered battery-electric buses and hydrogen fuel cell buses achieve our goal of moving toward a zero-emission fleet. Both technologies



have their benefits and challenges. The board could elect to continue to expand our hydrogen fuel cell fleet or to diversify our fleet by adding more grid-powered vehicles to our fleet.

Budget Impact

This action will have no direct impact on the current year budget. If we are awarded any grants for the purchase of zero-emission buses, these funds will be applied to this fleet replacement purchase.

Sincerely,

Roland M. Cordero
Director of Maintenance & Vehicle Technology

Doran J. Barnes
Chief Executive Officer

Michelle Lopes Caldwell
Director of Finance and Treasurer



April 29, 2022

To: Executive Board

Subject: **April 2022 Legislative Report**

Recommendation

1. Receive and file the April 2022 Legislative Report;
2. Adopt SUPPORT positions on H.R. 69 (Buchanan; Sunshine Protection Act of 2021), SB 922 (Wiener), and AB 2622 (Mullin); and
3. Adopt a WORK WITH AUTHOR position on AB 1919 (Holden).

Analysis

A **SUPPORT position on H.R. 69 (Buchanan), the Sunshine Protection Act of 2021** is recommended. This bill would make daylight saving time the new, permanent standard time, effective November 5, 2023. States with areas exempt from daylight saving time would be able to choose the standard time for those jurisdictions. Its identical bill, S. 623 (Rubio) passed the Senate and moved to the House on March 16, 2022. Time changes in March and November each year have required considerable planning and resources to ensure seamless Foothill Transit service during the time transitions. In order to ensure uninterrupted connectivity for our riders on those days, Foothill Transit has always made an effort to augment its bus service with additional trips and bus operators so that the last trip of those days would not be missed, especially for those who may be commuting home or to work during late-night shifts when the time changes occur. We find it necessary to introduce additional service to reduce the disruption and any negative impact the time changes have on our riders. These accommodations also require additional administrative and operational costs for Foothill Transit. By maintaining a standard time, as this bill would establish, our bus operators will be able to maintain their normal sleep and operating schedules. For these reasons, a SUPPORT position on this bill is recommended so that the additional costs and interruptions to our administration and operation of our services associated with time changes can be eliminated.

A **SUPPORT position is recommended on Senate Bill 922 (Wiener)**, which would modify and extend the statutory exemptions to the California Environmental Quality Act (CEQA) for clean transportation projects previously established by SB 288 (Wiener) that is set to expire on January 1, 2023. Both the California Transit Association and LA Metro are co-sponsors of



this bill. SB 922 would expedite bus rapid transit projects; projects to construct or maintain infrastructure to charge or refuel zero-emission buses; transit prioritization projects; and other transportation projects that expand alternative modes of mobility and enhances the delivery of clean transportation options. With the federal enactment of IIJA, such project streamlining will help California transit agencies leverage new funding opportunities to support the State's economic recovery and curb greenhouse gas emissions. This bill would specifically help Foothill Transit's zero-emissions fleet expansion by exempting CEQA requirements for work related to installing and implementing zero-emissions charging infrastructure.

A SUPPORT position is recommended on Assembly Bill 2622 (Mullin), which would extend the sunset date established by AB 784 (Mullin) in 2019 to exempt state sales and use taxes for zero-emission buses purchased by California public transit agencies through January 1, 2034. This bill was intended to further encourage and support California transit agencies to purchase zero-emission buses and aid them in complying with the California Air Resource Board's Innovative Clean Transit regulation that requires California public transit agencies to completely transition their bus fleets to zero-emission technologies by 2040. The money saved on sales and use taxes on each zero-emission bus would allow transit agencies to purchase additional zero-emission buses or fund other aspects of zero-emission conversion, such as charging infrastructure. The extension of this exemption for zero-emission buses would continue to help Foothill Transit's efforts in transitioning to a completely zero-emission fleet.

A WORK WITH AUTHOR position is recommended on Assembly Bill 1919 (Holden), which would require transit agencies in California to offer free transit passes to all person 25 years of age or under regardless of their immigration status in order to be eligible for state funding provided under the Transportation Development Act (TDA), State Transit Assistance (STA) program, and the Low Carbon Transit Operations Program (LCTOP). Historically since 2013, various members of the State Legislature have attempted to establish new reduced or free transit pass programs aimed at increasing transit ridership among vulnerable populations such as students, low-income youth, seniors, veterans, and persons with disabilities. However, these measures failed at various stages of the legislative process due to concerns about the programs' redundancies with existing local programs, the ability for transit agencies to apply for funding for reduced or free transit passes under LCTOP, and the cost impacts to transit agencies and the state to offer such programs. TDA, STA, and LCTOP funds are curicial in helping us



cover our operating and capital expenses, and represent the funding source of 20 to 25 percent of Foothill Transit's total operating costs. Furthermore, these funds are often what unlocks our eligibility to apply for federal funding, which require a local match. At a time where we are in need of aggressively pursuing federal and state funding in order to have the capital funds to comply with the ICT mandate on transit agencies to transition completely to zero-emission fleets and to recover operationally as we recover from the effect pandemic, being punished for not providing fare free transit to youth by making transit agencies ineligible for this state funding resource would place a significant disadvantage for Foothill Transit. This would ultimately inhibit our access to crucial federal funding due to local match requirements in addition to being locked out of TDA, STA, and LCTOP funds.

In an informal briefing held with Assemblymember Holden's staff last month about Foothill Transit's Class Pass program in the Assemblymember's district and participation in LA Metro's K-14 (GoPass) and University Pass programs, we shared our fiscal and operational concerns resulting from the potential introduction of a mandated fare free youth pass beyond our existing agreements that were carefully crafted in partnership with our surrounding community colleges and universities. Like Foothill Transit, many transit agencies across the state already offer free or reduced fare transit for students. Citing concerns about the bill's language that would precondition access to state transit funding on transit agencies implementing fare free programs, or that could lead to a reduction in service and workforce, the California Transit Association and California Association for Coordinated Transportation have formally opposed AB 1919.

While Foothill Transit shares Assemblymember Holden's values and intent behind this bill to promote transit ridership as a regional mobility solution and in connecting students and youth via transit to academic and vocational opportunities, the adoption of a WORK WITH AUTHOR position on this bill will allow staff to continue to work with the author and his staff to pursue language on this bill that addresses concerns surrounding potential unintended consequences that may arise as a result of this bill. Should a WORK WITH AUTHOR position be adopted, staff will continue to keep the Board informed as these concerns are addressed with respect to this bill throughout the legislative session.

Yoko J. Igawa
Director of Government Relations

Doran J. Barnes
Chief Executive Officer



April 29, 2022

To: Executive Board

Subject: **Line 270 - Extension to Arcadia L Line Station**

Recommendation

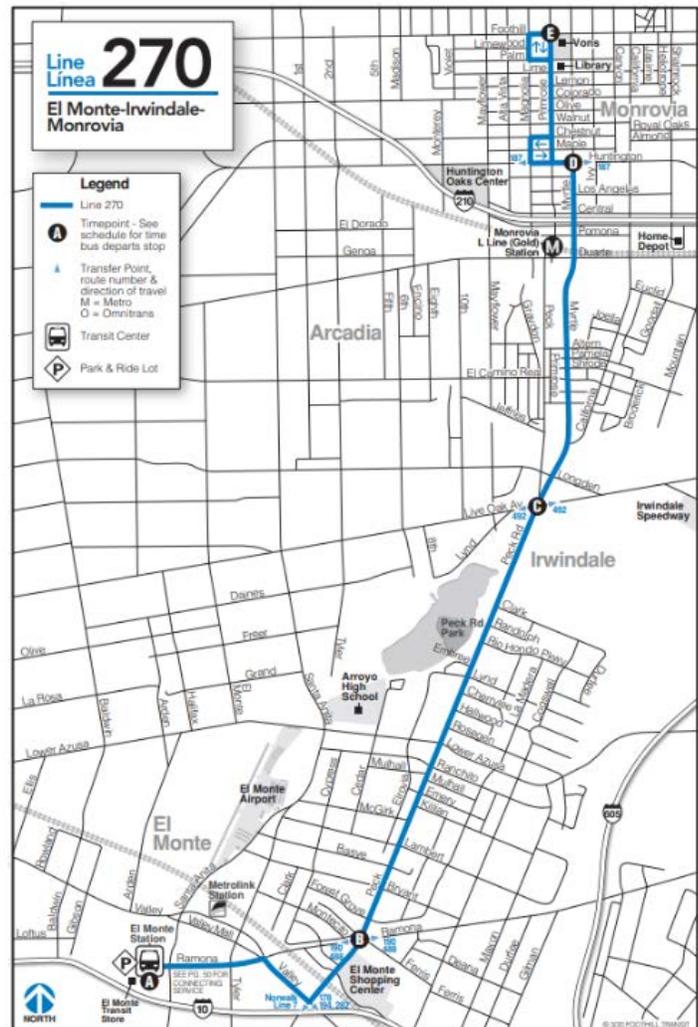
Recommend to the Governing Board that it authorize the Chief Executive Officer to implement the existing routing changes to Line 270 on an ongoing basis.

Analysis

Foothill Transit began operation of Line 270 in June 2016, along with the transition of Lines 190 and 194 from LA Metro. Currently, Line 270 connects the El Monte Station to Monrovia with hourly service that operates seven days per week. Since transitioning the line from LA Metro, Foothill Transit has made minor adjustments over the years to a few bus stops and added service on Sunday based on customer feedback at the time.

To the right is a map of the current routing for Line 270.

In November 2021, as part of an effort to address the concerns from the local community, Foothill Transit began operating a pilot extension for Line 270 that extended the routing from Monrovia to the Arcadia L Line Station. In addition to the extension, six additional stops were added on Foothill Boulevard to increase opportunities for customers to access the extended routing.

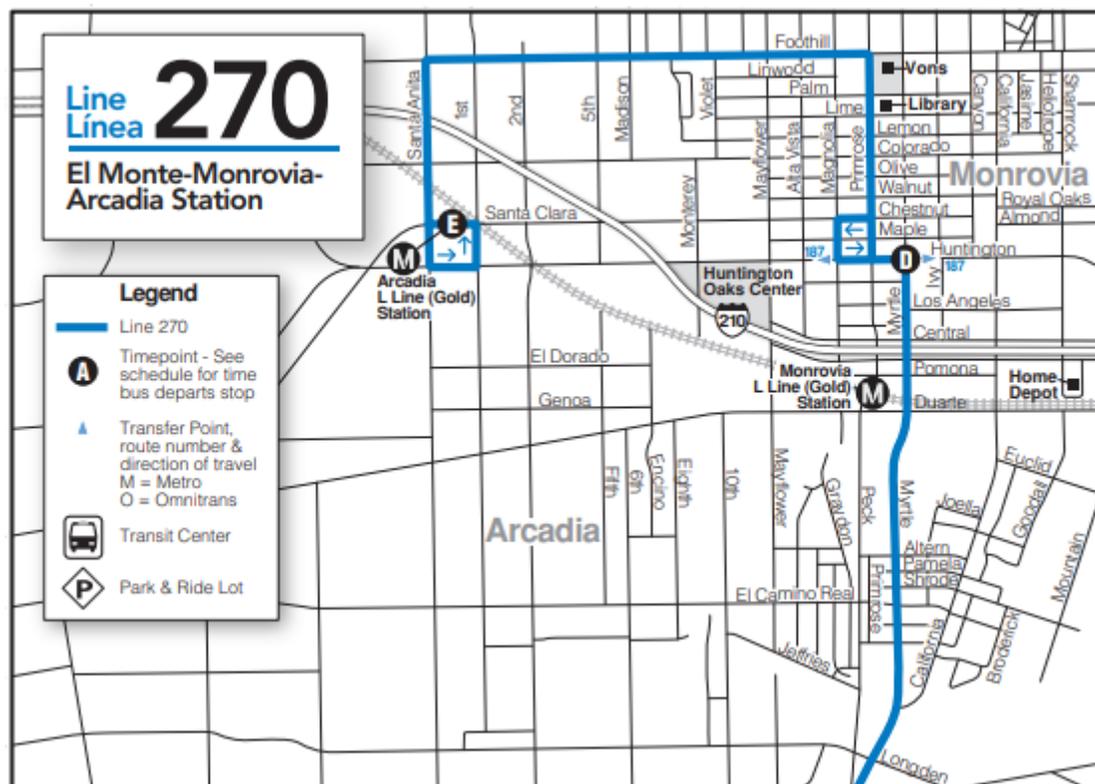




Members of the Foothill Transit planning team have had several meetings with City of Monrovia staff as well as members from the Transdev team that operate Line 270 out of the Arcadia/Irwindale operating facility.

Below is a map of the Northern portion of the proposed routing that starts at the Arcadia L Line station, travels north to Foothill Boulevard and then follows the same routing as it currently does by making a right onto Primrose Avenue. This permanent extension will improve regional connectivity by connecting to the L Line Station and should not impact current customers of Line 270.

Proposed Line 270 Extension





The table below shows ridership along the extended routing from January to March of this year. The almost 1,000 customers per month helps to show the continued need for this service in the area.

| January 2022 - March 2022 | | |
|--------------------------------|--------------|---------------|
| Bus Stop | Ridership | Daily Average |
| Arcadia Station | 1,045 | 12 |
| Foothill Blvd and Fifth Ave | 283 | 4 |
| Foothill Blvd and Magnolia Ave | 254 | 3 |
| Foothill Blvd and Mayflower | 479 | 6 |
| Foothill Blvd and Second Ave | 86 | 1 |
| Primrose Ave and Linwood Ave | 757 | 9 |
| Total | 2,904 | 35 |

Public Meetings and Results of Public Comments

The formal public comment period began March 21, 2022 and concluded on April 15, 2022. Foothill Transit staff conducted a public hearing on April 7, 2022 at 4:00 PM to maximize public participation. Throughout the public comment period, we received twenty comments through social media, postal mail and email. All of the comments received are in favor of the proposal to permanently extend Line 270 to the Arcadia Station.

| | |
|------------------------|-----------|
| In Favor | 20 |
| Not in Favor | 0 |
| Total Comments: | 20 |

Schedule for Implementation

| Activities | Dates |
|-------------------------------------|---------------|
| Executive Board Meeting - COMPLETED | August 2021 |
| Governing Board Meeting - COMPLETED | August 2021 |
| Pilot Extension Began | November 2021 |
| Public Hearing - COMPLETED | April 7, 2022 |
| Executive Board Recommendation | April 2022 |
| Governing Board Final Action | May 2022 |



Budget Impact

The projected budget impact from the pilot extension will result in an increase to the operating budget of Line 270 by \$291,118 per year. The current savings from operating reduced express service allows for the operation of the extension within the current fiscal year budget.

Sincerely,

Joshua Landis
Planning Manager

Doran J. Barnes
Chief Executive Officer



April 29, 2022

To: Executive Board

Subject: **Line 188 - Proposed Route Modification**

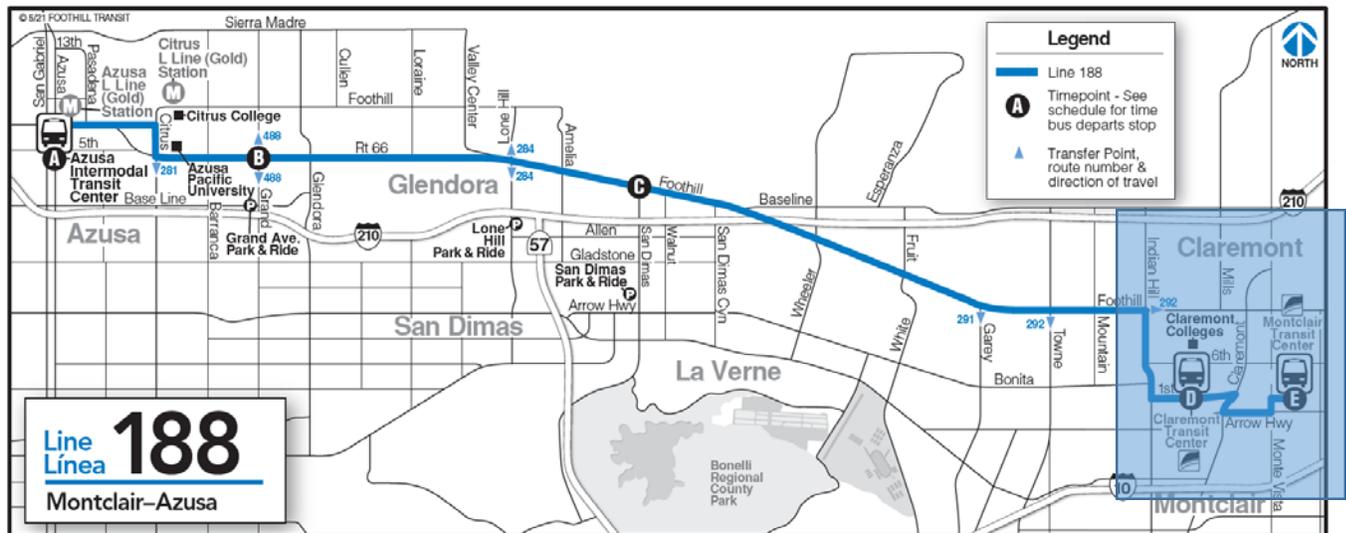
Recommendation

Provide direction to staff regarding the implementation of the proposed Line 188 route modification.

Analysis

Line 188 currently travels between the Azusa Intermodal Transit Center and the Montclair Transit Center along Foothill Boulevard going through the cities of Glendora, La Verne, and Claremont. The line travels slightly under 15 miles in each direction with an average trip length of about an hour.

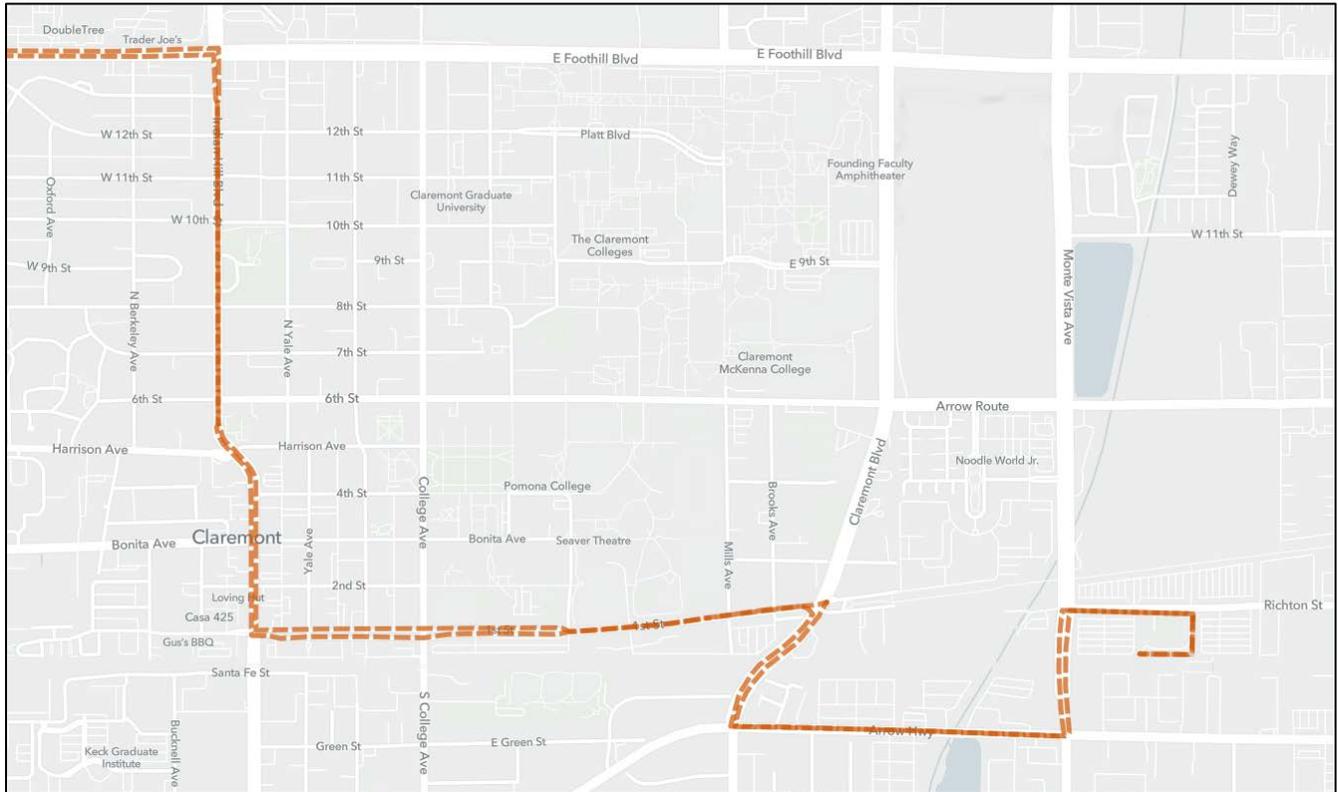
Route Map of Line 188



The segment proposed for modification is in the city of Claremont. Current eastbound trips travel east along Foothill Boulevard, south on Indian Hill Boulevard, and east on First Street to arrive at the Claremont Transit Center. From there, the route continues along Claremont Boulevard, Arrow Highway, and Monte Vista Avenue to arrive at its eastern terminus at the Montclair Transit Center.



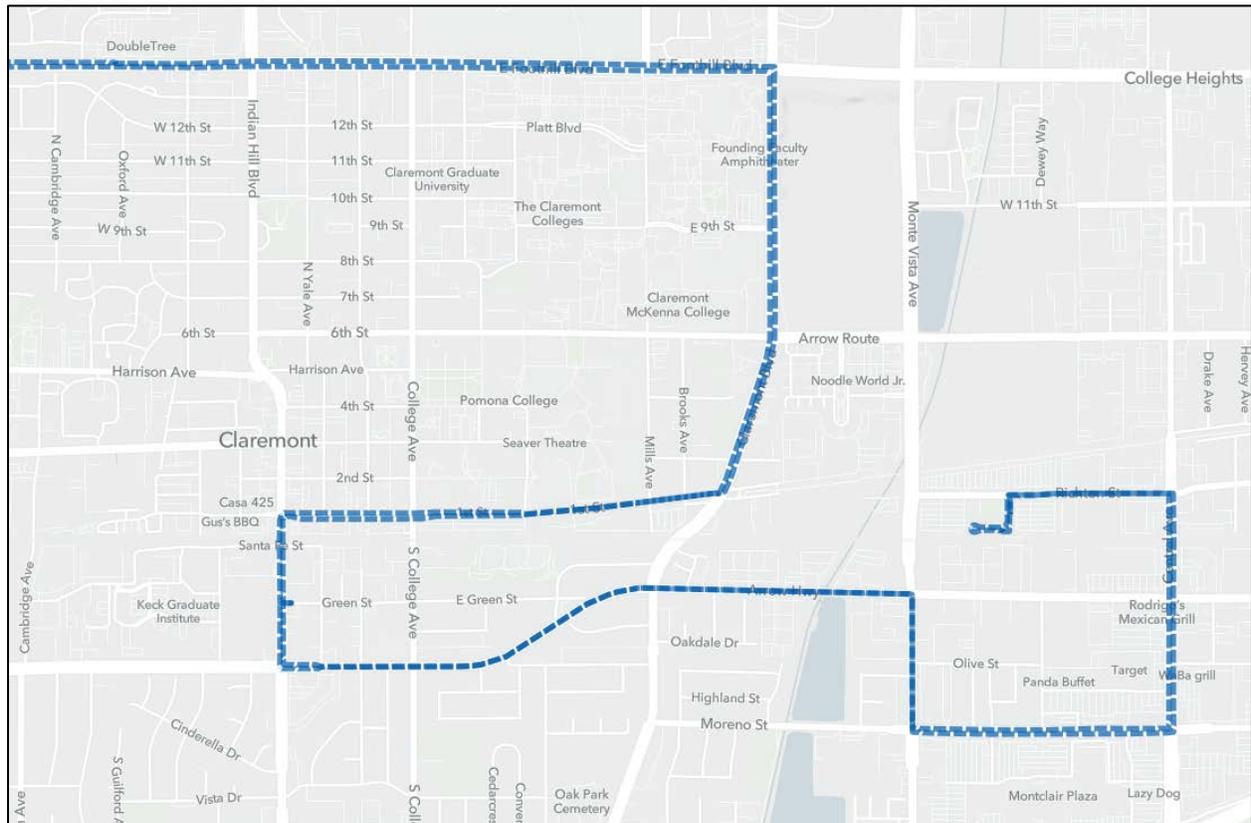
Current Route Alignment in Claremont



The proposed new alignment will have eastbound trips continue along Foothill Boulevard, head south on Claremont Boulevard, then travel west on First Street to serve the Claremont Transit Center. From there, buses will travel south on Indian Hill, east along Arrow Highway, south on Monte Vista, east on Moreno Avenue to serve the Montclair Plaza, then travel north on Central to get to the Montclair Transit Center. The alignment will provide frequent transit service to the eastern portion of Claremont and better serve the Claremont Colleges, one of our Class Pass schools, and the LC Vocational Training Center. The LC Vocational Training Center prepares developmentally disabled individuals for the process of seeking employment.



Proposed Line 188 Route Modification in Claremont



The proposed alignment adds approximately three miles and an additional 10 minutes of travel to the trip in each direction. Since the proposed modification affects less than 25 percent of the current route, this modification does not constitute a major service change and is therefore not subject to a Title VI analysis.

The Board may choose either of two options to advance this proposed route modification. One option is to operate the new alignment as a pilot for (a period of time, perhaps a year) one year. During this time, staff would collect customer feedback to gauge customer satisfaction with the modification and determine whether the modification should be made permanent. Using this approach, the route modification can be implemented within six months.

A second option is to conduct formal public outreach prior to the decision on implementation of the route modification. To do so, the Executive Board would direct staff to seek authorization from the Governing Board to conduct



public outreach. The Board could then consider the customer feedback collected before determining whether to implement the route modification. Should this process result in positive customer feedback regarding implementation of the route modification, the newly configured route would be implemented. The total time to implement the change under this second option is twelve months.

Regardless of the selected method, staff will notify customers about the upcoming proposed route modification. Customers will be notified online via the website, social media, and customer alerts. Signage will also be posted at affected stops and on-board the buses.

Budget Impact

The cost of this modification is approximately \$1.25 million annually, approximately 20 percent more than the current route alignment. The proposed cancellation of Line 690 and the Line 292 route variant cost increase will partially offset the cost of this modification. The proposed route modification for Line 188 has been programmed into the FY 2023 operating budget.

Sincerely,

Joseph Raquel
Director of Planning

Doran J. Barnes
Chief Executive Officer



April 29, 2022

To: Executive Board

Subject: **Foothill Transit Forward Update**

Recommendation

Receive and file the Foothill Transit Forward Update.

Analysis

Foothill Transit Forward, Foothill Transit's latest comprehensive operational analysis (COA) officially kicked off in April 2021 and completion is targeted in late August 2022.

What is Foothill Transit Forward?

- Foothill Transit Forward is an evaluation of Foothill Transit service to determine how to better meet the needs of existing and potential customers.
- The Foothill Transit Forward study will include a detailed review of existing service and robust community outreach.
- The study aims to create a more effective, efficient, equitable, and sustainable transit system that will get people where they need to go in the least amount of time possible.
- The outcome of Foothill Transit Forward will be an updated service plan, which will guide Foothill Transit service improvements over the next five years.

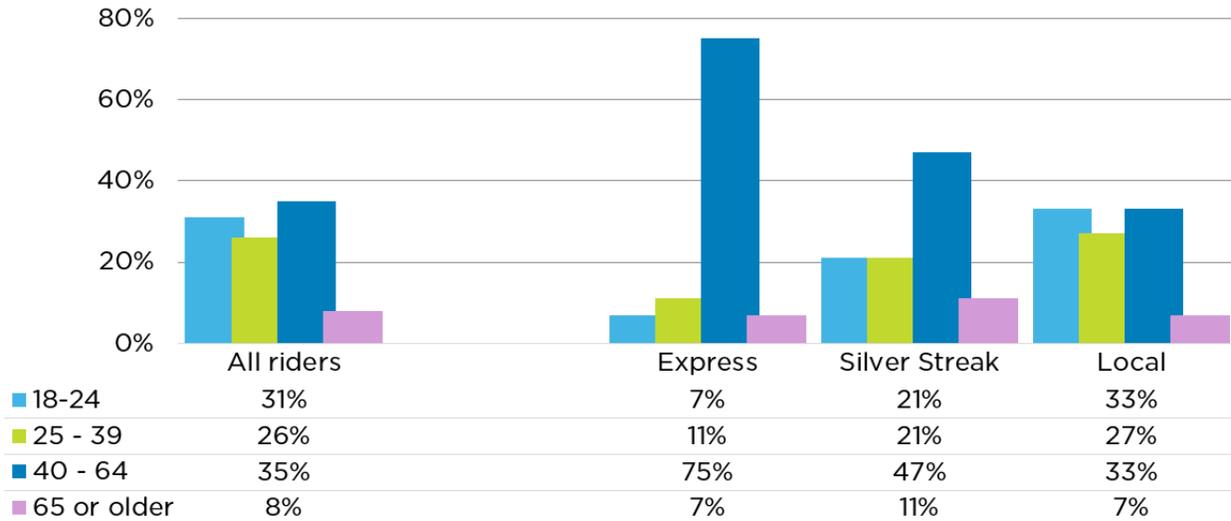
The consultant team has completed the first round of public outreach where the focus was customer and stakeholder needs and overall satisfaction with the service. Customers were engaged using pop-up events, virtual workshops, project website, stakeholder focus group meetings, and on-board surveys. The team also met with drivers and management teams from both operating facilities to gather feedback about the current routes.

Based on the results, customers are generally happy with the overall service but seek improvements in on-time performance, bus frequency, and fare pricing. It is important to note the outreach was conducted prior to any fare promotions. The survey also showed Foothill Transit accomplished its mission during the pandemic by providing essential trips to customers. The results indicated those riding during the pandemic, used the service to go to work and a majority rode the service five days a week.

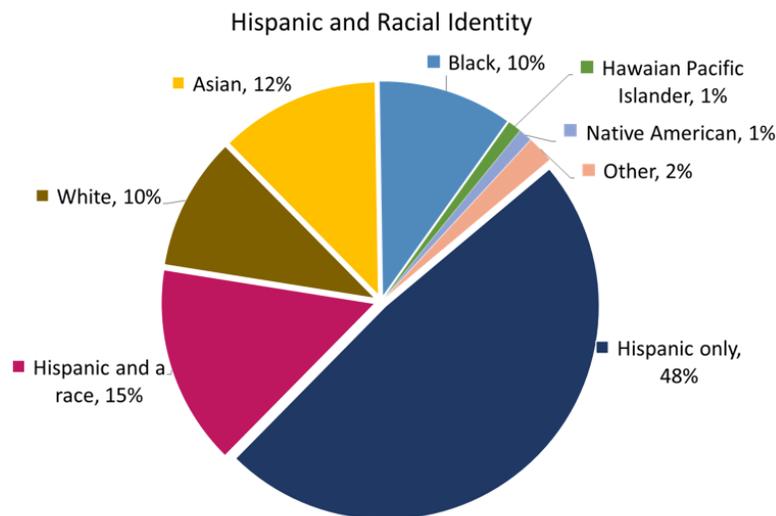


Demographic Charts

Age and Transit Service Type

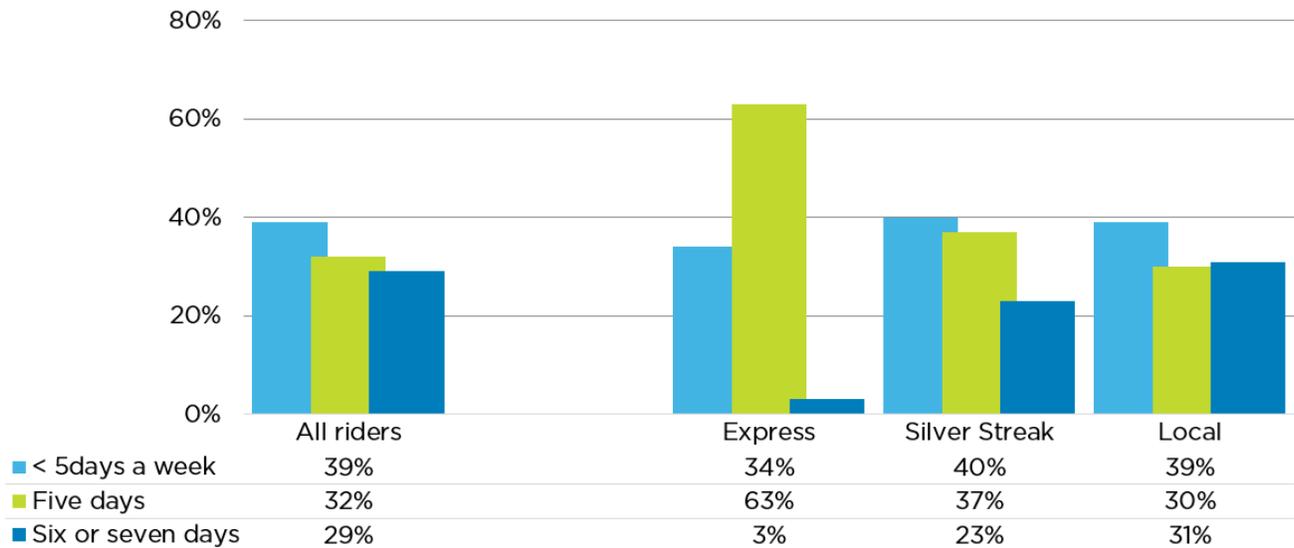


Hispanic & Racial Identity

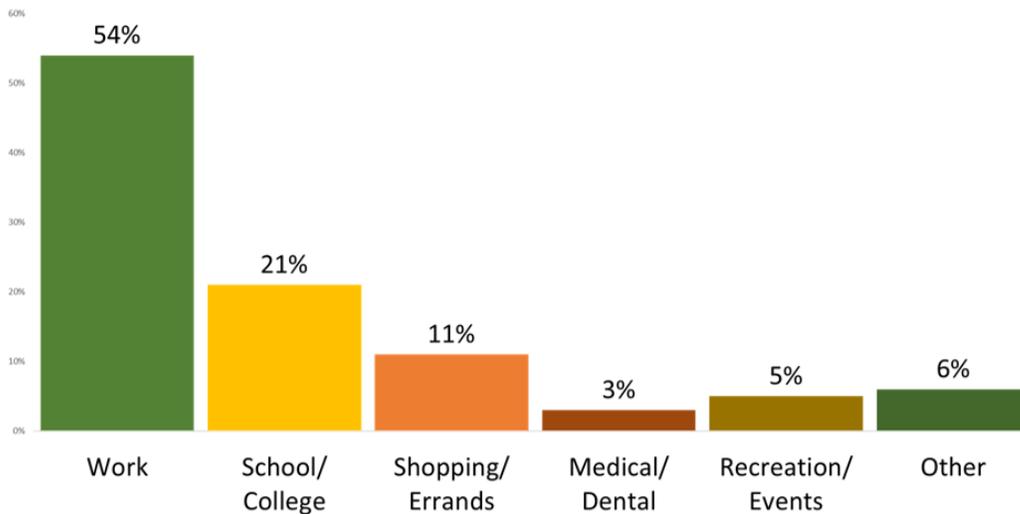




Frequency of Use



Trip Purpose

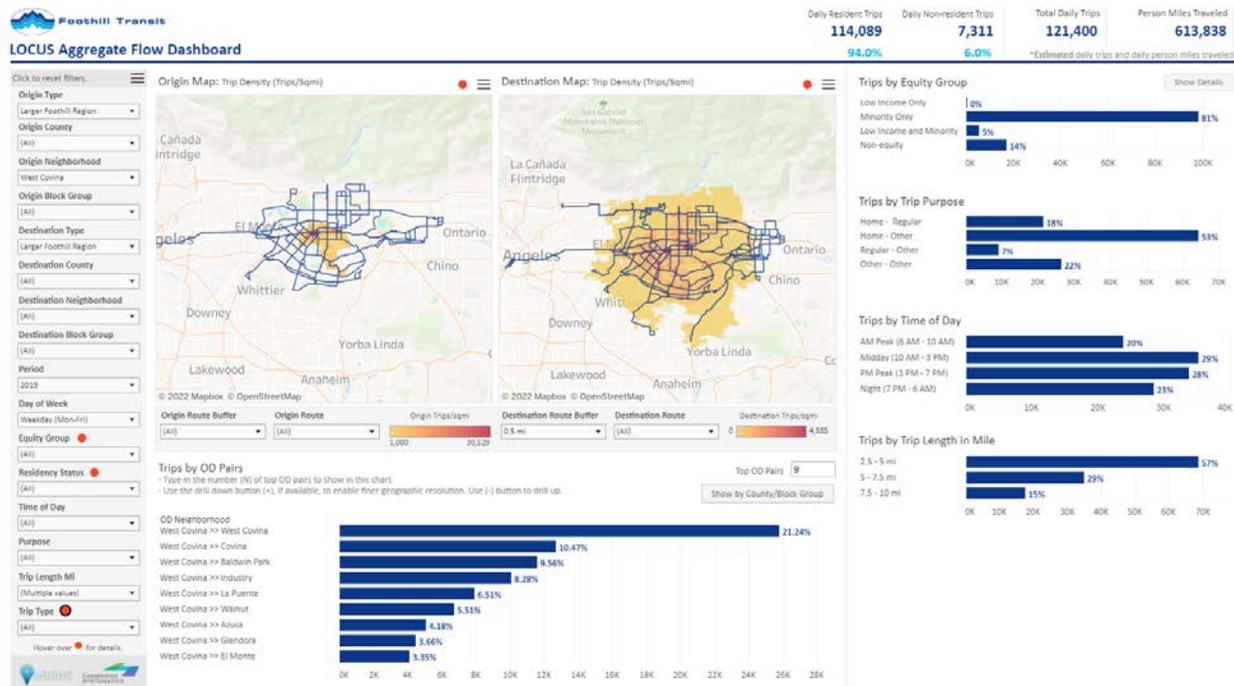


The consultants also used a tool called LOCUS that uses cell phone data to analyze travel patterns or origin destinations. From this data, along with feedback gathered from customers, stakeholders and of course current



ridership, the team will make route change suggestions. These suggestions will be the basis of the second phase of robust public outreach to determine which changes will be implemented.

Screenshot of LOCUS Tool



Next Steps

The next big milestones of Foothill Transit Forward are to finalize the list of suggested route changes to take out for public comment, which will kick-off Phase Two of public outreach. Just like in the first phase, a series of public workshops and meetings, both physical and virtual, will be held to collect feedback.

Once the public outreach is complete, changes will be made to the route suggestions based on the comments received. These changes will be included in the final report as recommendations to implement into service.

The Foothill Transit Forward study is anticipated to be completed by late summer/early fall 2022.

Sincerely,

Joseph Raquel
Director of Planning

Doran J. Barnes
Chief Executive Officer