



Foothill Transit

EXECUTIVE BOARD MEETING

West Covina, CA
Tuesday, March 28, 2023



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
8:30 AM, MARCH 28, 2023
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: MEMBERS BOYER, CALAYCAY, MOSS, SHEVLIN, STERNQUIST
4. CONFIRMATIONS OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER
5. PRESENTATIONS
 - 5.1. Introduction of Foothill Transit Business Partners
 - 5.2. Contractors' Employee Recognition

CONSENT CALENDAR: Items 6 through 17 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. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF FEBRUARY 28, 2023

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 one minute in length. 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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7. JANUARY 2023 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through January 31, 2023. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of January 31, 2023, for the fiscal year ending June 30, 2023.

8. MARCH 2023 PROCUREMENT MONTHLY REPORT

Recommended Action: Receive and file the Procurement Monthly Report for March 2023.

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

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

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

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

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

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

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

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

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

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

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

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

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



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9. TRANSPORTATION FUND EXCHANGE

Recommended Action: Authorize the Chief Executive Officer to execute an assignment agreement with the City of Pomona to exchange Foothill Transit general use funds for Proposition A Transportation Local Return funds.

10. ELECTRIC BUSES AND FAST-CHARGE INFRASTRUCTURE RETIREMENT

Recommended Action: Receive and file a report on the retirement of the final two fast-charge battery-electric buses and the decommissioning and retirement of obsolete electric bus fast-charge infrastructures at the Pomona Transit Center and Pomona Operations and Maintenance Facility.

11. AUTHORIZATION TO AWARD CONTRACT FOR FUEL CELL BUSES

Recommended Action: Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into a Contract with Creative Bus Sales for \$24,911,269.90, sales tax included, for the purchase of 19 40-foot zero-emissions fuel cell buses.

12. AUTHORIZATION TO PROCEED WITH FORMAL APPLICATION PROCESS WITH THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY (CJPIA)

Recommended Action: Authorize the Chief Executive Officer to begin the application process with the California Joint Powers Insurance Authority (CJPIA).

13. AUTHORIZATION TO INCREASE LIFE OF PROJECT BUDGET FOR THE MT. SAN ANTONIO COLLEGE TRANSIT CENTER PROJECT

Recommended Action: Authorize the Chief Executive Officer to increase the Life of Project Budget for the Mt. San Antonio College (Mt. SAC) Transit Center project for an additional \$600,000 to the existing project #0115 and add to the proposed FY2024 Business Plan and Budget for the May governing board meeting.

14. LEASE AMENDMENT FOR SUITE 404 AT THE ADMINISTRATIVE OFFICE BUILDING

Recommended Action: Authorize the Chief Executive Officer to execute Lease Amendment No. 4 with tenant in Suite 404 for a 10-year term with two additional 5-year option lease.

15. PROPOSED FISCAL YEAR 2024 BUSINESS PLAN INITIATIVES

Recommended Action: Approve the proposed FY 2024 Business Plan Initiatives.



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16. 2023 Foothill Transit Bus Rodeo Results

Recommended Action: Receive and file the 2023 Foothill Transit Bus Rodeo Results.

17. SUMMER SALE

Recommended Action: Authorize the Chief Executive Officer to implement a half-price pass program for a period of three months starting in July 2023.

18. CHIEF EXECUTIVE OFFICER COMMENT

19. BOARD MEMBER COMMENT

20. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov't Code § 54957)

Title: Chief Executive Officer

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

22. CLOSED SESSION REPORT

23. CHIEF EXECUTIVE OFFICER'S EMPLOYMENT AGREEMENT

Recommended Action: Consider authorizing the Chair to execute a Seventh Amendment to the Chief Executive Officer's ("CEO") Employment Agreement extending the term of that agreement for an additional five years and adjusting the CEO's compensation.

24. GENERAL PUBLIC COMMENT

25. ADJOURNMENT



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, February 28, 2023
8:30 a.m.**

DRAFT

1. CALL TO ORDER

The meeting was called to order by Chair Calaycay at 8:33 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Calaycay.

3. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

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

Absent: Vice Chair Cory Moss

4. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER

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

5. PRESENTATIONS

5.1. Introduction of Foothill Transit Business Partners

W.C. Pihl, Senior Vice President of Business Development, Transdev addressed the executive board

5.2. Contractors' Employee Recognition

Claire Spielberg, Interim General Manager, Transdev, introduced and recognized the following Arcadia location Transdev operator and employee of the month:

Cristal Cisneros, Employee of the Month
Emad Morcos, Operator of the Month

Doug Brockwell, General Manager, Keolis, introduced and recognized the following Arcadia location Transdev operator and employee of the month and employee of the year:

Edward Gonzalez, Employee of the Month
Roberto Ramirez, Operator of the Month
Raquel Martinez, Employee of the year

After discussion, by Common Consent, and there being no objection, the Board recognized the operators and employees of the month.

6. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of December 16, 2022 and Strategic Planning Workshop meeting of January 24, 2023.

Motion by Member Shevlin, second by Member Boyer, the minutes for the Regular Meeting of December 16, 2022, and Strategic Planning Workshop of January 24, 2023, were approved. Motion carried 4-0.

Chair Calaycay introduced the new Foothill Transit Governing Board Member appointee for the City of Arcadia, Councilmember Michael Cao.

CONSENT CALENDAR

Member Boyer requested that Item 14 be pulled for presentation. The Executive Board took action on a single motion on the remaining Items 7-13 of the Consent Calendar.

Mike Greenspan provided Public Comment on Consent Calendar Item 14. Armando Herman provided one minute of Public Comment.

7. **DECEMBER 2022 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through December 31, 2022. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of December 31, 2022, for the fiscal year ending June 30, 2023.

Motion by Shevlin, second by Member Sternquist, to receive and file. Motion carried 4-0.

8. **FISCAL YEAR 2023 SECOND QUARTER BUDGET UPDATE**

Recommendation: Receive and file the Fiscal Year 2023 Second Quarter Budget Update.

Motion by Shevlin, second by Member Sternquist, to receive and file. Motion carried 4-0.

9. **FEBRUARY 2023 PROCUREMENT MONTHLY REPORT**

Recommendation: Receive and file the Procurement Monthly Report for February 2023.

Motion by Shevlin, second by Member Sternquist, to receive and file. Motion carried 4-0.

10. **AUTHORIZATION TO ISSUE REQUEST FOR QUALIFICATIONS FOR ON-CALL ARCHITECTURAL AND ENGINEERING SERVICES**

Recommendation: Authorize the Chief Executive Director to issue RFQ No. 23-048 for On-Call Architectural and Engineering Services.

Motion by Member Shevlin, second by Member Sternquist, to approve. Motion carried 4-0.

11. **AUTHORIZATION TO AMEND CONTRACT FOR POMONA HYDROGEN FUELING STATION DESIGN BUILD**

Recommendation: Authorize the Chief Executive Officer to approve a \$162,356.85 change order to Contract No. 21-091.

Motion by Member Shevlin, second by Member Sternquist, to approve.
Motion carried 4-0.

12. **AUTHORIZATION TO AMEND CONTRACT FOR GENERAL LEGAL SERVICES**

Recommendation: Authorize the Chief Executive Officer to extend the contract term for General Legal Services from June 30, 2023 to June 30, 2026.

Motion by Member Shevlin, second by Member Sternquist, to approve.
Motion carried 4-0.

13. **PUBLIC PARTICIPATION PLAN 2023 UPDATE**

Recommendation: Receive and file the Public Participation Plan 2023 update.

Motion by Shevlin, second by Member Sternquist, to receive and file. Motion carried 4-0.

14. **AUTHORIZATION TO AWARD CONTRACT FOR POMONA OPERATIONS AND MAINTENANCE FACILITY TRANSIT SERVICES**

Recommendation: Authorize the Executive Director to award a contract to Keolis Transit Services, LLC, Inc. for transit operations and maintenance services at Foothill Transit's Pomona facility. The contract term will be four years. The projected four-year life of the contract is \$200,356,439.

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

Ms. Gillespie reviewed the procurement and evaluation process, and pricing. She reported that Keolis' proposal ranked highest. The start-up date for services under the contract will be April 30, 2023. Ms. Gillespie introduced David Scorey, President and CEO, Keolis, who addressed the Executive Board.

Staff responded to questions and comments by the Executive Board.

Motion by Member Boyer, second by Member Sternquist, to approve. Motion carried 4-0.

15. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- Thanked the Executive Board for approving the Keolis contract and stated that he looks forward to continuing the partnership with Keolis.

16. **BOARD MEMBER COMMENT**

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

Mike Greenspan provided one minute Public Comment on Closed Session Items 17 and 18.

Armando Herman provided one minute Public Comment on Closed Session Items 17 and 18.

The Executive Board recessed into Closed Session at 9:04 a.m.

17. **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, Darold D. Pieper, Kevin Parks McDonald, Barry Foster
Negotiating Parties: Van Don dba Raising Claw Restaurant
Under Negotiation: Price and Terms

18. **CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov't Code § 54957)**

Title: Chief Executive Officer

The Executive Board reconvened at 10:13 a.m.

19. **CLOSED SESSION REPORT**

Chair Calaycay reported that there were no reportable actions on Items 17 and 18.



20. **GENERAL PUBLIC COMMENT**

Mike Greenspan provided one minute of General Public Comment.

Armando Herman provided one minute of General Public Comment.

21. **ADJOURNMENT**

Adjournment for the February 28, 2023, Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:17 a.m.



March 28, 2023

To: Executive Board

Subject: **January 2023 Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through January 31, 2023.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of January 31, 2023, for the fiscal year ending June 30, 2023.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of January 31, 2023, shows total assets at \$420.49 million. This total consists primarily of \$227.98 million in fixed assets, \$128.67 million in cash and investments, and \$63.8 million in receivable and prepaid assets. Foothill Transit's cash position of \$113.94 million is \$4.48 million less than the previous month, and is \$13.14 million less than last year in January.

Liabilities

The accounts payable balance is \$16.32 million. Accounts Payables include operation and maintenance expenses for \$9.78 million and \$3.01 million for fuel.

The deferred revenue of \$125.59 million represents funds that are reserved for planned capital expenditures, such as, upcoming bus procurements and transit center construction activities. There are also sales tax based subsidies such as Proposition A and C which have been set aside temporarily, but will be recognized as revenues in the second half of FY2023.

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$37.97 million in liquid accounts held with Bank of the West; \$11.40 million in interest bearing money market accounts with Bank of the West; \$68,000 with Chase; and \$64.50 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)

January 2023 year-to-date fare revenues were \$4,459,253. Fare revenues are trending less than the planned budget. This is due to slowly increasing ridership and the fare sale during the first quarter of FY2023. Additionally, revenues reflect application of the American Rescue Plan Act (ARPA) federal funds.

Operating costs through January 2023 were \$68.08 million, which is \$4.34 million less than the budget and \$6.65 million more than January 2022. Of this \$68.08 million, \$48.74 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel, which was \$7.98 million through January 2023.

Capital expenditures through January were \$32.69 million compared with \$5.16 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 operations and maintenance facilities, and CNG equipment replacement at the Pomona operations and maintenance facility.

Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of January 2023; they do not reflect the total expense incurred for the month. If an expense has incurred but not yet invoiced or paid, Foothill Transit accrues the expense to track the expenses properly during the month in which they actually occurred. Total disbursements for January 2023 were \$9.78 million. Capital disbursements totaled \$2.37 million and other significant disbursements include \$0.995 million to Keolis and \$4.31 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 January 31, 2023**

Assets

Current Assets:

Cash	\$113,942,382
Investments	14,722,700
Due from government agencies	37,623,451.90
Other receivables	24,909,979
Other assets	830,391
Total Current Assets	<u>\$192,028,904</u>

Non current Assets:

Notes receivable	476,916
Property & Equipment (net of depreciation)	227,982,396
Total Non Current Assets	<u>228,459,312</u>

Total Assets

\$420,488,216

Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	\$16,321,549
Deferred Revenue	125,592,023
Total Liabilities	<u><u>\$141,913,572</u></u>

Equity

Fund Balance:

Investment in Capital Assets	\$227,982,396
Current Year Change	19,447,419
Excise Tax Credit	-
Reserve	31,144,830
Total Equity	<u>\$278,574,645</u>

Total Liabilities and Equity

\$420,488,216

**Summary of Cash and
Investment Account
For January 31, 2023**

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	21,868,085.59
Petty Cash	N/A	N/A	1,200.00
Revolving Fund - Transit Stores	N/A	N/A	400.00
Bank of the West-Excise Tax/LCFS #1106	N/A	Demand Deposit	16,099,481.41
BOW-Prop 1B-Cal Grants #1105	1.97%	Demand Deposit	5,505.61
Bank of the West-Money Market #1110	1.97%	Demand Deposit	5,029,211.85
Bank of the West-Money Market #1111	1.97%	Demand Deposit	4,988,996.37
Bank of the West-LCTOP #1108	0.01%	Demand Deposit	1,385,343.58
Chase Business Saving #1109	0.05%	Demand Deposit	68,105.37
LAIF Investment #1141	2.07%	Demand Deposit	64,496,052.22
Subtotal Cash on Hand			<u>\$113,942,382</u>
 Investments:			
Bank of the West:			
Wells Fargo			
1 Maturity - 09/29/2022 - 6 months	3.76%	US Treasury Bill	14,722,700.00
			0
Subtotal Investments			<u>\$14,722,700</u>
Total Cash and Investments			<u>\$128,665,082</u>

Foothill Transit
Statement of Revenue and Expense
For Month Ended January 31, 2023

	Actual YTD January 2023	Budget YTD January 2023	Variance	Actual YTD January 2022
Fare Revenue				
Farebox	\$1,992,725	\$2,341,208	(14.88%)	\$2,203,613
Pass Sales	921,140	1,209,192	(23.82%)	\$644,431
TAP Cash Purse	1,214,766	1,317,342	(7.79%)	\$1,049,093
MetroLink & Access Service	152,233	180,308	(15.57%)	\$157,689
EZ Transit Pass	178,389	228,900	(22.07%)	\$58,860
Total Operating Revenue	\$4,459,253	\$5,276,950	(15.50%)	\$4,113,686
Operating Subsidies and Other				
Transportation Development Act	\$13,945,953	\$18,618,952	(25.10%)	\$18,792,120
State Transit Assistance (STA)	0	0	0.00%	\$390,822
Senate Bill 1 - STA	0	0	0.00%	\$291,815
Senate Bill 1 - STA BSCP	0	0	0.00%	\$31,508
CalTrans-LCTOP	0	0	0.00%	\$0
AQMD/MSRC – Clean Air Grant	0	0	0.00%	\$0
Prop A 40% Discretionary	0	0	0.00%	\$1,452,961
Prop A 40% BSCP	0	0	0.00%	\$838,835
Prop A Exchange	2,800,000	2,800,000	0.00%	\$0
Prop C BSIP	0	0	0.00%	\$162,488
Prop C Base Restructuring	0	0	0.00%	\$349,006
Prop C Transit Service Expansion	0	0	0.00%	\$58,159
Transit Security	0	0	0.00%	\$172,884
Measure R	0	0	0.00%	\$2,042,579
Measure M	0	0	0.00%	\$2,035,620
CRD Subsidy	0	0	0.00%	\$0
Federal ARPA 5307	45,726,893	45,726,893	0.00%	\$30,154,105
Miscellaneous Transit Revenues	1,149,083	0	0.00%	\$544,245
Total Subsidies and Other	\$63,621,929	\$67,145,845	(5.25%)	\$57,317,145
Total Operating Revenue	\$68,081,182	\$72,422,795	(5.99%)	\$61,430,831
Other Revenues				
Gain on Sale of Fixed Assets	\$22,019	\$0	0.00%	\$43,803
Auxiliary Revenue	817,511	457,625	0.00%	545,880
Total Other Revenues	\$839,530	\$457,625	83.45%	589,684
Total Operating and Other Revenues	\$68,920,712	\$72,880,420	(5.43%)	\$62,020,515
Operating Expenses				
Customer Service & Operations	59,331,535	\$61,583,983	(3.66%)	\$53,893,842
Maintenance & Vehicle Technology	547,175	809,039	(32.37%)	465,214
Marketing & Communications	1,072,525	1,397,784	(23.27%)	1,059,913
Information Technology	1,225,324	1,621,363	(24.43%)	1,133,657
Administration	1,117,080	1,216,319	(8.16%)	1,242,112
Procurement	511,803	517,393	(1.08%)	385,534
Government Relations	240,235	464,187	(48.25%)	239,620
Finance	1,075,298	1,226,496	(12.33%)	1,034,413
Safety & Security	1,135,484	1,118,358	1.53%	0
Planning	821,609.24	961,022	(14.51%)	996,100
Facilities	1,003,115	1,506,851	(33.43%)	980,426
Total Operating Expenses	68,081,182	\$72,422,795	(5.99%)	\$61,430,831
Other Expenses				
Property Management	\$270,958	\$270,958	(0.00%)	\$270,958
Special Services	310,893	186,667	0.00%	183,710
Total Other Expenses	\$581,851	\$457,625	27.15%	\$454,668
Total Operating and Other Expenses	\$68,663,033	\$72,880,420	(5.79%)	\$61,885,500
Capital Revenues				
Capital Grants	\$32,689,867	\$52,368,972	(37.58%)	\$5,161,116
Capital Expenditures				
Capital Expenditures	\$32,689,867	\$52,368,972	(37.58%)	\$5,161,116

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FOOTHILLTRANSIT\SSUWANNARAT

Foothill Transit

ATTACHMENT D

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 01/01/23..01/31/23

Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
01/03/23	Payment	W000559	Azusa Light & Water ZBA	51.10	834756
01/03/23	Payment	W000603	Southern California Edison Co. ZBA	84.94	834759
01/03/23	Payment	W000561	Azusa Light & Water ZBA	85.14	834761
01/03/23	Payment	W000562	Azusa Light & Water ZBA	87.35	834763
01/03/23	Payment	W000563	Azusa Light & Water ZBA	115.59	834765
01/03/23	Payment	W000564	Azusa Light & Water ZBA	292.40	834767
01/03/23	Payment	W000565	Southern California Edison Co. ZBA	336.34	834769
01/04/23	Payment	2061	Alltech Industries, Inc.	6,300.00	834030
01/04/23	Payment	2062	EV Connect, Inc.	2,205.00	834032
01/04/23	Payment	2063	Azteca Landscape	3,079.09	834034
01/04/23	Payment	2064	Denise Martinez	197.42	834036
01/04/23	Payment	2065	C.A.T. Specialties	9,788.32	834038
01/04/23	Payment	2066	Irwindale Police Officers Association	550.00	834042
01/04/23	Payment	2067	Thomas J. Koontz	886.41	834044
01/04/23	Payment	2068	Chamber of Commerce - Irwindale	7,500.00	834046
01/04/23	Payment	2069	CaliforniaChoice Benefit Administration	67,436.54	834048
01/04/23	Payment	2070	Pre-Paid Legal Services, Inc	163.50	834050
01/04/23	Payment	2071	Roland Cordero	113.25	834052
01/04/23	Payment	2072	Fisher Wireless Services, Inc.	554.56	834054
01/04/23	Payment	2073	Birdi Systems, Inc.	6,395.00	834056
01/04/23	Payment	2074	SPX GENFARE	75.96	834058
01/04/23	Payment	2075	AT and T - 5025	501.46	834060
01/04/23	Payment	2076	Crown Castle USA Inc.	896.47	834062
01/04/23	Payment	W000566	New Flyer of America, Inc.	804,435.59	834771
01/05/23	Payment	2077	Presidio Network Solutions Group, LLC	9,928.41	834105
01/05/23	Payment	2078	Commercial Building Management Services, Inc.	9,190.07	834107
01/05/23	Payment	2079	County of L.A. - Sheriff's Dept.	43,269.94	834110
01/05/23	Payment	2080	ODP Business Solutions, LLC	222.83	834112
01/05/23	Payment	2081	Newage PHM, LLC	7,719.29	834114
01/05/23	Payment	2082	So Cal Sanitation, LLC	327.99	834116
01/05/23	Payment	2083	SmartRise Elevator Service Inc	222.60	834118
01/05/23	Payment	2084	Mitsubishi Electric US, Inc.	230.00	834120
01/05/23	Payment	2085	Home Depot Credit Services	1,223.11	834122
01/05/23	Payment	2086	TK Elevator Corporation	547.31	834124
01/05/23	Payment	2087	FEDEX Corp.	10.80	834126
01/06/23	Payment	2088	Green Thumb Indoor Plant	662.75	834681
01/06/23	Payment	2089	Alltech Industries, Inc.	6,600.00	834684
01/06/23	Payment	2090	Adt Security Services, Inc.	414.90	834686
01/06/23	Payment	2091	Zonar Systems Inc.	5,933.00	834689
01/06/23	Payment	2092	Lourdes L. Alvarez	61.00	834692
01/06/23	Payment	2093	Fleet Maintenance Specialists Inc.	13,590.00	834694

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FOOTHILLTRANSIT\SSUWANNARAT

Foothill Transit

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Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
01/09/23	Payment	W000567	Charter Communications Inc. ZBA	186.10	834773
01/09/23	Payment	W000568	Verizon Business - 15043 ZBA	4,743.68	834775
01/09/23	Payment	W000597	Verizon Business - 15043 ZBA	1,469.29	837552
01/10/23	Payment	E100569	Keolis Transit America, Inc.	480.29	834696
01/10/23	Payment	E100570	Keolis Transit America, Inc.	20,145.40	834698
01/10/23	Payment	E100571	Keolis Transit America, Inc.	249.29	834700
01/10/23	Payment	E100572	Translating Services, Inc.	935.00	834702
01/10/23	Payment	E100573	Powell Consulting DC, LLC	5,500.00	834704
01/10/23	Payment	W000569	Southern California Edison Co. ZBA	505.51	834777
01/10/23	Payment	W000570	Southern California Edison Co. ZBA	650.68	834779
01/10/23	Payment	W000571	Universal Waste Systems ZBA	4,124.09	834781
01/11/23	Payment	E100574	Transdev Services, Inc.	20,397.44	834706
01/11/23	Payment	E100575	Darold D. Pieper Attorney at Law	8,310.00	834708
01/11/23	Payment	W000572	Azusa Light & Water ZBA	106.77	834783
01/12/23	Payment	2094	Pulsar Advertising	52,892.00	834710
01/12/23	Payment	2095	Zones Inc.	2,331.73	834719
01/12/23	Payment	2096	ACC Business	1,080.53	834721
01/12/23	Payment	2097	FEDEX Corp.	55.05	834723
01/12/23	Payment	2098	Pasadena Weekly	1,195.00	834725
01/12/23	Payment	2099	CA Newspaper Service Bureau	553.94	834727
01/12/23	Payment	2100	Thomas J. Koontz	5,647.10	834730
01/12/23	Payment	2101	Staples Business Adv.-Dept. LA	323.55	834733
01/12/23	Payment	2102	Omnitrans	6,777.60	834735
01/12/23	Payment	2103	City of Pomona - Passes	1,500.00	834737
01/12/23	Payment	2104	Dean Gazzo Roistacher LLP	1,681.00	834739
01/12/23	Payment	2105	Roy Jorgensen Associates, Inc.	9,176.00	834741
01/12/23	Payment	2106	Concur Technologies, Inc.	2,373.80	834743
01/12/23	Payment	2107	San Gabriel Valley Newspaper	7,700.00	834745
01/12/23	Payment	2108	Thompson Coburn LLP	11,292.18	834747
01/12/23	Payment	2109	Stantec Architecture	880.00	834749
01/12/23	Payment	E100576	Keolis Transit America, Inc.	892,881.85	834752
01/12/23	Payment	E100577	Transdev Services, Inc.	1,564,434.24	834754
01/13/23	Payment	W000573	International City Management Assoc. Retirement Co	58,451.44	834785
01/13/23	Payment	W000574	New Flyer of America, Inc.	799,715.29	834787
01/13/23	Payment	2110	Calstart, Inc.	1,950.00	835753
01/13/23	Payment	2111	Zonar Systems Inc.	294.00	835755
01/13/23	Payment	2112	Petrolink Inc	432.85	835757
01/13/23	Payment	W000598	Verizon Wireless ZBA	76.02	837554
01/13/23	Payment	W000599	The Gas Co. ZBA	2,772.23	837556
01/13/23	Payment	W000600	Verizon Wireless ZBA	4,782.16	837558
01/13/23	Payment	W000601	Verizon Wireless ZBA	14,748.83	837560
01/16/23	Payment	2113	Gold Arc, Inc.	1,739.60	835759
01/17/23	Payment	W000575	Athens Services- 54957 ZBA	227.61	834789
01/17/23	Payment	W000576	Athens Services- 54957 ZBA	387.88	834791

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Foothill Transit

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Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
01/17/23	Payment	W000577	Athens Services- 54957 ZBA	525.00	834793
01/17/23	Payment	W000578	Athens Services- 54957 ZBA	1,261.24	834795
01/17/23	Payment	2114	Digium Cloud Services, LLC	2,763.40	835072
01/17/23	Payment	2115	Skyline Pest Control	115.00	835075
01/17/23	Payment	2116	United Site Services of California, Inc.	538.67	835077
01/17/23	Payment	2117	Steven Leonard Gandara	142.66	835079
01/17/23	Payment	2118	County of L.A. - Sheriff's Dept.	63,620.67	835081
01/17/23	Payment	2119	Nan N Aho	656.25	835083
01/18/23	Payment	W000579	Wright Express ZBA	177.79	834797
01/18/23	Payment	2120	State of California Department of Transportation	17,064.00	835761
01/18/23	Payment	2121	Thompson Coburn LLP	48,798.11	835763
01/18/23	Payment	2122	Stantec Architecture	8,188.18	835766
01/18/23	Payment	2123	Tri - Signal Integration, Inc.	175.00	835769
01/18/23	Payment	2124	ODP Business Solutions, LLC	271.01	835775
01/18/23	Payment	2125	Day - Lite Maintenance Co. Inc.	108.00	835777
01/18/23	Payment	2126	SPX GENFARE	9,648.39	835779
01/18/23	Payment	2127	Rotary Club of Walnut Valley	147.70	835781
01/19/23	Payment	2128	Tri - Signal Integration, Inc.	10,659.25	835783
01/19/23	Payment	2129	Allied Administrators for Delta Dental	7,154.98	835787
01/19/23	Payment	2130	State Compensation Insurance Fund	3,928.91	835789
01/19/23	Payment	2131	CaliforniaChoice Benefit Administration	66,633.74	835791
01/19/23	Payment	2132	Pre-Paid Legal Services, Inc	163.50	835793
01/19/23	Payment	2133	AFLAC	2,071.36	835795
01/19/23	Payment	2134	Chamber of Commerce-Covina	3,475.00	835797
01/19/23	Payment	2135	Industry Public Utility Commission	1,608.29	835799
01/19/23	Payment	2136	Weatherite Corporation	1,735.25	835801
01/19/23	Payment	2137	H&E Equipment Services, Inc.	784.35	835803
01/19/23	Payment	2138	Thomas J. Koontz	2,006.55	835805
01/19/23	Payment	2139	Gotcha Media Holdings, LLC	6,980.00	835807
01/19/23	Payment	2140	Newage PHM, LLC	146.97	835809
01/19/23	Payment	2141	AT and T - 5025	3,366.32	835811
01/19/23	Payment	2142	Crowe LLP	8,350.00	835813
01/19/23	Payment	2143	Insight Public Sector, Inc.	2,039.76	835815
01/19/23	Payment	2144	Amazon Web Services, Inc	1,011.31	835817
01/19/23	Payment	2145	T-Mobile USA Inc.	1,141.31	835819
01/19/23	Payment	2146	Metrolink	4,505.00	835821
01/19/23	Payment	2147	Alliance Landcare Inc.	877.00	835824
01/19/23	Payment	2148	California Assoc. of Public Information Officials	45.00	835826
01/19/23	Payment	2149	Ashlien Savage	70.13	835828
01/19/23	Payment	2150	Henry Lopez	543.78	835830
01/19/23	Payment	E100578	Transdev Services, Inc.	2,536,587.52	835832
01/19/23	Payment	E100579	MCG & Associates	2,520.00	835834
01/19/23	Payment	E100580	Transdev Services, Inc.	11,831.07	835836
01/19/23	Payment	E100582	Metrokinetics, Inc.	268.50	835838

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Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
01/20/23	Payment	E100581	Clean Energy	4,747.57	835840
01/20/23	Payment	W000580	Suburban Water Systems ZBA	168.27	836693
01/23/23	Payment	2151	Kambrian Corporation	76,141.67	836454
01/23/23	Payment	2152	J.J. Keller and Associates, Inc.	573.33	836456
01/23/23	Payment	2153	Adt Security Services, Inc.	208.56	836458
01/23/23	Payment	2154	Thompson Coburn LLP	18,140.42	836460
01/23/23	Payment	2155	Coalition for Clean Air	5,000.00	836462
01/23/23	Payment	2156	Lillian Lin	291.29	836464
01/23/23	Payment	2157	Lauren Ashley Cucchissi	133.47	836466
01/23/23	Payment	2158	ATKINSON ANDELSON LOYA RUUD AND ROMO	1,441.50	836468
01/23/23	Payment	W000602	Southern California Edison Co. ZBA	13,668.25	837562
01/24/23	Payment	E100583	Nelson\Nygaard Consulting Associates, Inc.	69,220.07	836470
01/24/23	Payment	E100584	Access Pacific, Inc.	287,603.33	836472
01/24/23	Payment	W000581	Bankcard Center-Bank of the West	9,123.81	836695
01/24/23	Payment	W000582	Suburban Water Systems ZBA	380.89	836697
01/24/23	Payment	W000583	Waste Management Collection & Recycling, Inc. ZBA	597.83	836699
01/24/23	Payment	W000584	Verizon Business - 15043 ZBA	2,878.09	836701
01/24/23	Payment	W000585	Verizon Business - 15043 ZBA	10,323.36	836703
01/24/23	Payment	W000586	Suburban Water Systems ZBA	196.64	836705
01/24/23	Payment	W000587	Southern California Edison Co. ZBA	7,311.93	836707
01/24/23	Payment	W000588	Frontier ZBA	3,210.31	836709
01/24/23	Payment	W000589	International City Management Assoc. Retirement Co	55,433.14	836711
01/24/23	Payment	W000588V	Frontier ZBA -RV	-3,210.31	837563
01/25/23	Payment	2159	Proterra Operating Company, Inc.	1,583.13	836712
01/25/23	Payment	2160	Stantec Architecture	12,625.25	836714
01/25/23	Payment	2161	Uniform Headquarters	18.74	836717
01/25/23	Payment	2162	Psomas	10,600.02	836719
01/25/23	Payment	2163	Corodata Records Management, Inc.	44.00	836721
01/25/23	Payment	2164	Thomas J. Koontz	342.88	836723
01/25/23	Payment	2165	Pulsar Advertising	34,642.75	836725
01/25/23	Payment	2166	AT and T - 5025	1,100.20	836731
01/25/23	Payment	E100585	Stantec Consulting Services Inc.	2,195.50	836733
01/25/23	Payment	E100586	Transdev Services, Inc.	178,293.30	836735
01/25/23	Payment	E100587	Keolis Transit America, Inc.	21,574.48	836737
01/25/23	Payment	E100588	Translating Services, Inc.	229.10	836739
01/26/23	Payment	2167	Adt Security Services, Inc.	392.31	836741
01/26/23	Payment	2168	AT and T - 5075	40.41	836744
01/26/23	Payment	2169	AT and T - 5019	517.64	836746
01/26/23	Payment	2170	Rodger's Food Service	281.14	836748
01/26/23	Payment	2171	CSUSB Philanthropic Foundation	1,500.00	836750
01/26/23	Payment	2172	Newage PHM, LLC	15,089.22	836752
01/26/23	Payment	2173	Los Angeles County Busines Federation	5,000.00	836754
01/26/23	Payment	W000590	New Flyer of America, Inc.	358,051.41	836757
01/26/23	Payment	W000591	ReadyRefresh ZBA	73.34	836759

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Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
01/26/23	Payment	W000592	Frontier ZBA	452.94	836761
01/27/23	Payment	2174	Zones Inc.	8,196.66	836762
01/27/23	Payment	2175	Presidio Network Solutions Group, LLC	3,333.33	836764
01/27/23	Payment	E100589	Keolis Transit America, Inc.	31,500.00	836766
01/30/23	Payment	2176	Panera, LLC	185.70	837114
01/30/23	Payment	2177	Landmark Healthplan of California, Inc.	1,084.02	837116
01/30/23	Payment	2178	Climatec, LLC	2,297.00	837118
01/30/23	Payment	2179	Christopher Pieper	28.00	837120
01/30/23	Payment	2180	ITsavvy LLC	1,102.01	837122
01/30/23	Payment	2181	Axelliant LLC	18,067.10	837124
01/30/23	Payment	2182	Alta Planning + Design, Inc.	3,246.50	837126
01/30/23	Payment	2183	Weatherite Corporation	227.00	837128
01/30/23	Payment	W000593	Frontier ZBA	118.20	837499
01/30/23	Payment	W000594	Charter Communications Holdings, LLC ZBA	1,315.00	837501
01/30/23	Payment	W000595	Frontier ZBA	1,709.00	837503
01/30/23	Payment	W000596	Quadient Finance USA, Inc.	560.00	837505
01/31/23	Payment	E100590	Transdev Services, Inc.	13,379.00	837478
01/31/23	Payment	E100591	Clean Energy	78,443.11	837480
01/31/23	Payment	E100592	Clean Energy	537,857.05	837482
01/31/23	Payment	E100593	Clean Energy	360,235.45	837484
01/31/23	Payment	E100594	Clean Energy	52,322.65	837486
01/31/23	Payment	E100595	Clean Energy	49,001.82	837488
01/31/23	Payment	E100596	Transdev Services, Inc.	3,536.71	837490
01/31/23	Payment	E100597	Transdev Services, Inc.	5,343.51	837492
01/31/23	Payment	E100598	Keolis Transit America, Inc.	6,690.18	837494
01/31/23	Payment	E100599	Keolis Transit America, Inc.	22,198.64	837496
01/31/23	Payment	E100600	Life Insurance Company of North America	6,108.30	837565
General Checking				9,779,465.49	



March 28, 2023

To: Executive Board

Subject: **March 2023 Procurement Monthly Report**

Recommendation

Receive and file the Procurement Monthly Report for March 2023.

Awarded Procurements:

Since the previous month's Executive Board meeting on February 28, 2023, there have been no awards of agreements over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

Upcoming Procurements:

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

- Request for Quotes 23-051 for SD-WAN connectivity services. The Independent Cost Estimate for this solicitation is \$138,368. Quotes are due on March 31, 2023, with anticipated award occurring in early April.

Sincerely,

Christopher Pieper
Director of Procurement

Doran J. Barnes
Chief Executive Officer



March 28, 2023

To: Executive Board

Subject: **Transportation Fund Exchange**

Recommendation

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

Analysis

The City of Pomona has \$4,200,000 of uncommitted Proposition A Transportation Local Return funds which may be made available to Foothill Transit to assist in providing transit services. In exchange, Foothill Transit will provide Pomona with \$3,150,000 of available general use funds. The Proposition A Transportation Local Return funds may only be used for transportation-related expenditures.

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

Budget Impact

Foothill Transit will benefit from this exchange by receiving a net gain of \$1,050,000 more than our contribution. Pomona will benefit from this exchange by receiving funds that provide more flexibility to meet the city's expenditure needs. Foothill Transit will program the funds into eligible transit operating and capital expenses.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Chief Executive Officer



March 28, 2023

To: Executive Board

Subject: **Electric Buses and Fast-Charge Infrastructure Retirement**

Recommendations

Receive and file a report on the retirement of the final two fast-charge battery-electric buses and the decommissioning and retirement of obsolete electric bus fast-charge infrastructures at the Pomona Transit Center and Pomona Operations and Maintenance Facility.

Analysis

Foothill Transit began operating Proterra first-generation fast-charge battery electric buses (BEBs) in September 2010. The first three 35-foot BEBs and supporting overhead fast-charging equipment were purchased in 2009 with funding from the American Recovery and Reinvestment Act (ARRA). The three buses were deployed on Line 291 in La Verne and Pomona and were the first heavy-duty, fast-charge electric buses deployed in regular revenue service in the USA. The two overhead charging stations were constructed along the route at the Pomona Transit Center to provide the necessary in-route charging.

In 2014, 12 more fast-charge electric buses were procured and these were deployed on Line 291 and on a few other lines serving the Pomona Transit Center. This made Line 291 the first fully electric, fast-charge transit route in the country. In addition, an overhead charger was also installed at the Pomona Operations and Maintenance Facility to enable buses to be fully charged before leaving the operating facility to begin the service day.

All but two of the first generation Proterra fast-charge battery-electric buses have been retired and sold at public auction. The last two of these first generation fast-charge electric buses can no longer provide reliable revenue service and are recommended for retirement. This will make the overhead charging infrastructure at the Pomona Transit Center and the Pomona Operations and Maintenance Facility obsolete.

Budget Impact

The overhead charging equipment at the Pomona Transit Center and the Pomona Operations and Maintenance Facility are fully depreciated. The equipment will be decommissioned and dismantled. Some functional parts will be stored and used as spare parts for the two overhead chargers at Azusa



Intermodal Transit Center. There is no budget impact in decommissioning the three overhead fast-charge infrastructures.

The last two Proterra fast-charge battery-electric buses are recommended to be retired after nine years of useful life. This is three years less than the typical life of a bus. Because these vehicles were locally funded, there are no federal minimal use requirements. These vehicles will be sold at public auction. Revenues from the sale of the buses and equipment will be utilized to help fund future capital or operating expenses. The remaining book value will be written off.

Sincerely,

Roland M. Cordero
Director of Maintenance and Vehicle Technology

Doran J. Barnes
Chief Executive Officer

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of Procurement



March 28, 2023

To: Executive Board

Subject: **Authorization to Award Contract for Fuel Cell Buses**

Recommendation

Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into a Contract with Creative Bus Sales for \$24,911,269.90, sales tax included, for the purchase of 19 40-foot zero-emissions fuel cell buses.

Analysis

At the January 24, 2023 Strategic Planning Meeting the Executive Board discussed the makeup of Foothill Transit's future bus fleet. Based on those discussions, staff recommends moving forward with purchasing hydrogen fuel cell buses to replace 19 compressed natural gas (CNG) buses that have met the Federal Transit Administration's requirements for bus retirement. Those buses currently operate out of our Arcadia Irwindale transit operations and maintenance facility. To advance this purchase, Foothill Transit staff requested price quotes from the only two fuel cell bus manufacturers in North America.

New Flyer buses are available for purchase through the State of California Department of General Services Contract No. 1-19-23-17B, and EIDorado buses are available for purchase through the Commonwealth of Virginia, Department of General Services, Division of Purchases and Supply Contract No. CTR010075.

New Flyer provided a price quote of \$26,309,665.23 on February 28, 2023, for 19 fuel cell buses, sales tax included and exclusive of HVIP. On March 1, 2023, Creative Bus Sales, who serves as EIDorado's distributor, quoted a price of \$24,911,269.90, sales tax included and exclusive of HVIP. The EIDorado pricing is \$1,398,395.30 lower than New Flyer's pricing. Training costs for operators and mechanics are excluded from the bus price and treated as separate cost items. EIDorado offered free training while New Flyer quoted \$126,000 for training. Based on those two items the total price difference is \$1,524,395.30.

Other factors considered in recommending the purchase of EIDorado buses are EIDorado's longer range of up to 400 miles, a big advantage for Foothill Transit in meeting all of its service routes and allowing our contractors to interline routes, resulting in a more efficient use of fuel cell buses.



EIDorado collaborates with BAE Systems to provide the electrical power control system and with Plug Power for the fuel cell system. BAE provides some of the world's technology-led defense systems and aerospace and security solutions. Headquartered in Falls Church, Virginia, BAE employs 90,500 people in more than 40 countries.

Plug Power (Plug) considers their organization as a people-first green hydrogen company. Based in Latham, New York, Plug is an alternative energy company that designs and develops fuel cell structures. Plug Power has in production a mobile hydrogen fueler capable of providing 1,500 kilograms of hydrogen a day to support the deployment of arriving fuel cell buses during construction of a hydrogen-fueling infrastructure at the Arcadia Irwindale facility.

This procurement will result in Foothill Transit operating 33 New Flyer and 19 EIDorado fuel cell buses. A benefit of operating buses built by two different fuel cell bus manufacturers is that it allows Foothill Transit to analyze which manufacturer's bus is better suited to our operating profile, in terms of fuel efficiency, reliability, ride quality, vehicle range, customer service and parts availability, and total cost of ownership.

Attachment A to this agenda item is a letter dated March 8, 2023, from EIDorado ENC to Foothill Transit outlining the capabilities and commitment of their major partners for this bus procurement.

Budget Impact

Funding for the buses is included in a Board approved life of project budget under capital project #0229. Funding will be a combination of federal and state funds and will be programmed into the Proposed Fiscal Year 2024 budget.

Sincerely,

Roland M. Cordero
Director of Maintenance & Vehicle Technology

Doran J. Barnes
Chief Executive Officer

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of Procurement

Attachment



March 8, 2023

Mr. Roland Cordero
Director of Maintenance and Vehicle Technology

Foothill Transit
100 South Vincent Avenue
Suite 200
West Covina, CA 91790

Re: Supporting staff for Foothill Transit ElDorado National Fuel Cell Bus Purchase

Mr. Cordero,

Thank you so much for the opportunity to serve Foothill Transit's fuel cell bus needs. We are eager to begin this project with you and your staff and provide a new fleet of 19-fuel cell buses with the latest technology in the industry. These new buses will be built by ElDorado National in Riverside, California and supported by ElDorado National, Creative Bus Sales, BAE, and Plug Power.

We have outlined below the current staffing capabilities of each company involved in this project.

El Dorado National (ENC)

With over 45 years of experience, ENC has moved millions of people to their destinations with low floor and standard floor buses. ENC is now one of the top zero emissions bus builders with both a Fuel Cell Model and Battery Electric models.

ENC is based in Riverside, California and employees over 450 people dedicated to producing and supporting bus manufacturing and after delivery duties. ENC is local to the Foothill Transit divisions and only 32 miles away from the agency's headquarters.

The ENC aftermarket support staff, which includes personnel from the service, warranty claims and parts department totals 26 trained team members. The service department will be led by Frank Rytych, a Fuel Cell and Zero Emission bus expert.

Creative Bus Sales

Creative Bus Sales (CBS) the premier bus sales dealer in the United States has 409 employees throughout the country. Of those 409 employees, 198 are dedicated to servicing their clients after vehicles have been delivered.

CBS has a regional location in Chino, California with 63 employees and 31 of those are dedicated to its service department. Along with the service team members located in Chino, 9 are dedicated to sourcing and providing parts to their clients.

BAE Power Systems

BAE Power Systems has expertise in power management which enables improved efficiency, capability, and mobility for a variety of vehicles and vessels, including transit, truck, military, marine, and rail. Their systems deliver propulsion and power management performance with innovative electrification products and solutions.

BAE has over 500 engineers and support staff in Endicott, New York that provides the design, development, integration, and support of zero emissions powertrains.

In Southern California, BEA has a Service Manager that is based in Rancho Cucamonga, only 25 miles from the Foothill Transit Divisions. The service manager at BAE has a team of 6 service techs on the West Coast. This team will be directly involved with the support of this bus order through ENC.

Plug Power

Plug Power offers its ProGen fuel cell engine solutions that are ideal because they allow fleets to achieve greater range and payload for the lowest cost of ownership. Plus, fueling is completed in less than ten minutes. Plug Power also develops scalable hydrogen solutions that make it easy for professionals in transit markets to adopt clean fuel cell power.

Plug Power has 35 technicians in California with 20 of those specifically in Southern California. By this time next year those numbers will rise to 50 and 30 respectively. Plug Power can assign technicians quickly by forecasting bus build completions and working with bus builders and their partners. The Plug Power Fuel Cell manufacturing takes place in New York State and involves is supported by 800+ personnel.

We sincerely thank you for this award and look forward to the successful build and launch of these new hydrogen fuel cell buses.

Sincerely,

Dan Trujillo

Dan Trujillo
Director of Transit Sales, ENC



March 28, 2023

To: Executive Board

Subject: **Authorization to Proceed with Formal Application Process with the California Joint Powers Insurance Authority (CJPIA)**

Recommendation

Authorize the Chief Executive Officer to begin the application process with the California Joint Powers Insurance Authority (CJPIA).

Analysis

At the October 29, 2021 Executive Board Meeting, staff provided an update on how Foothill Transit purchases all the usual business-related insurance coverages such as general liability, property, earthquake, workers' compensation for all Foothill Transit employees, and automobile insurance for our non-revenue fleet, etc. Additionally, staff communicated a substantial increase in premiums on our General Liability & Excess Liability policies primarily because our official name includes the word "transit," typically a red flag for insurers that we have been able to work past in prior years, but which gained more attention due to then current litigation.

On July 8, 2022, at a Special Meeting, the Executive Board authorized the CEO to bind Foothill Transit's FY23 insurance coverages. At the same meeting, staff communicated to the Board that it would explore future coverage options, specifically with the California Transit Systems Indemnity Pool (CalTIP) and the California Joint Powers Insurance Authority (CJPIA). An internal Foothill Transit risk mitigation/insurance team was assembled and met with CalTIP in the Fall of 2022.

The California Transit Indemnity Pool (CalTIP) is a member-driven public sector organization dedicated to providing stable, cost-effective insurance, risk management, and safety services to public transit agencies. The organization offers its members an alternative to the commercial insurance market. Specifically, CalTIP pursues its mission by providing reasonably priced liability and vehicle physical damage insurance, stability of insurance premiums despite market fluctuations, guaranteed and adequate insurance coverage, and low administrative costs to its members. In contrast to commercial insurance companies that are in business to return a profit to investors, CalTIP, at the direction of its member board, also invests premiums, but returns profits to its members. However, CalTIP is focused on providing insurance coverages to public transit agencies that actually operate their own service and do not use Foothill Transit's contract operator model.



At the start of 2023, staff met with the team at CJPIA which offers both training and risk management services in addition to insurance.

CJPIA Training

CJPIA provides personalized training that will meet the needs of our staff, including:

- In-person training at our agency
- Online on-demand video training
- Zoom-based virtual classroom
- 3-day intensive off-site Academies.

CJPIA Risk Management Services

The Authority also provides members with access to regionally based Risk Managers that are local and readily available to offer consulting services and technical support. Here are some examples of the kind of assistance they offer:

- Analyze contracts indemnification language and insurance requirements
- Identify, evaluate, and discuss agency risk exposures
- Participate in safety committee meetings
- Attend City Council meetings as needed
- Review open claims
- Help develop loss mitigation strategies
- Help implement a customized Loss Control Action Plan (LossCAP)
- Recommend and provide customized training
- Serve as a liaison to help members access Authority resources and programs
- Proactively monitor new and emerging risks unique to each agency

Foothill Transit is somewhat unique as a transit operator with all transit services contracted out to private entities. This makes it more closely resemble a lower-risk public agency than a transit-operating agency. Our transit operating contracts include a “hold harmless” agreement, which means that the operating contractors carry insurance coverage on all aspects of transit operations claims. Additionally, bus stop locations served by our buses are for the most part owned and controlled by the underlying city or county. Foothill Transit also carries Directors and Officers liability insurance for “all elected and appointed” directors. This insurance covers any exposure the



Board may have for decisions made by them. For these reasons CJPIA is willing to consider allowing Foothill Transit to join.

After meetings with both CalTIP and CJPIA, staff recommends moving forward with the CJPIA application process. Due to the complexities in exploring governmental insurance pools like CalTIP and CJPIA coupled with the fact it would be a government to government arrangement, staff and its General Counsel mutually agreed an open procurement process would not be required. Finally, the application itself and the due diligence involved could take up to six months.

Analysis

There is no cost to apply for insurance with CJPIA.

Sincerely,

John Curley
Chief of Safety and Security

Doran J. Barnes
Chief Executive Officer



March 28, 2023

To: Executive Board

Subject: **Authorization to Increase Life of Project Budget for Mt. San Antonio College Transit Center Project**

Recommendation

Authorize the Chief Executive Officer to increase the Life of Project Budget for the Mt. San Antonio College (Mt. SAC) Transit Center project for an additional \$600,000 to the existing project #0115 and add to the proposed FY2024 Business Plan and Budget for the May governing board meeting.

Analysis

At the December 16, 2022 Executive Board Meeting, staff provided the Executive Board with a budget update and progress on the Mt. SAC Transit Center project. The Executive Board authorized an increase in the Chief Executive Officer's (CEO) approval limit for construction Contract No. 20-062. Per Foothill Transit's Procurement Policies and Procedures, Executive Board approval is required for change orders (or amendments) above five percent of the Board-approved contract value. The CEO approval limit increase was requested for a second time as a pre-emptive measure to avoid any construction disruptions arising from time-sensitive change orders subject to Executive Board approval.

The Mt. SAC Transit Center project continues to progress and is in its final months of construction with an anticipated completion of May 2023. As of present, the Mt. SAC construction contract (20-062) value is \$7,251,243.61, includes Amendment 1 (\$353,410) and Amendment 2 (\$392,945). We expect a forthcoming Amendment 3 for approximately \$500,000, which is within the CEO's approval limit granted by the Executive Board in December 2022.

Over the duration of the Mt. SAC Transit Center construction, the project has faced a number of challenges resulting in additional scope and schedule impacts. Staff has kept the Executive Board apprised of the cost impacts due to added scope resulting from challenging site conditions, unforeseen utility relocations and rain weather events. These cost impacts are captured in amendments 1 & 2 and forthcoming amendment 3 to the construction contract 20-062.



However, while we have kept the project moving forward through the various site challenges, these challenges have inevitably impacted the project’s schedule. The Mt. SAC Transit Center project broke ground in June 2021 with an anticipated completion in early October 2022. The anticipated completion date is now revised to May 2023, seven months later than originally anticipated. In October 2022, the construction contractor submitted a change order for “extended overhead for contract delay” for the month of September 2022 for \$63,055. A second change order was subsequently submitted for the month of November 2022 for \$78,054.

While no further change orders for extended overhead have since been received, we anticipate similar change orders for every month after September 2022 through project completion. The potential total change order amount for schedule delay could be on the order of \$546,000. Foothill Transit has yet to receive further documentation substantiating delay claims. Once all documentation is received, Foothill Transit staff will analyze, negotiate and work toward a reasonable and equitable solution.

As the project draws closer to completion, staff has updated the Estimate at Completion (EAC) budget. EAC refers to the expected cost of the project as it progresses, see table below. The EAC budget (May 2023) takes actual contract values for design and consulting services, construction costs (inclusive of change order amendments), permit/fees and contingencies for a total EAC subtotal of \$9,746,502. However, due to the potential delay claim, an additional line item for \$546,000 was added to account for delay claim.

Mt. SAC Transit Center	FY 16-17 Budget (May 2016)	To Present (March 2023)	Estimate at Completion (May 2023)
A/E and other consulting services	\$1,133,500	\$1,602,358	\$1,602,358
Construction	\$7,630,000	\$7,251,244	\$7,787,573
Permits/Fees	\$100,000	\$91,102	\$91,102
Subtotal	\$8,863,500	\$8,944,704	\$9,481,033
Contingency	\$886,500	\$268,341	\$265,469
Construction Schedule Delay Claim	\$0	\$156,000 ⁽¹⁾	\$546,000 ⁽²⁾
Total Life of Project Budget	\$9,750,000	\$9,369,045	\$10,292,502

Notes:

(1) To date received two months delay claim. Contractor preparing additional COR for five more months.

(2) Budgeting potential delay claim for 7 months (Oct 2022-May 2023).



The total EAC budget is \$10,292,502 exceeding Life of Project budget of \$9.75M by \$542,502. As such, Foothill Transit staff recommends a budget increase to LOP #0115 in the amount of \$600,000. The new proposed LOP budget would be \$10,350,000.

Mt. SAC Transit Center - Life of Project Budget #0115	
Original LOP Budget (May 2016)	\$9,750,000
Proposed LOP Budget Increase (May 2023)	\$600,000
New Proposed LOP Budget	\$10,350,000

In addition, many of the construction change orders were a result of underground-unforeseen conditions that were not identified in campus as-built drawings. The college has acknowledged the additional costs incurred by the agency for unforeseen utility relocation and has reimbursed Foothill Transit for some of the related underground additional work in the amount of \$395,058.77 in February 2023.

Budget Impact

The proposed action will increase the total life of project budget for project #0115 to \$10,350,000. This action will have no impact on the current year budget. If authorized, funding will be available in the FY2024 budget.

Sincerely,

Sharlane Bailey
Director of Facilities and Capital Projects

Doran J. Barnes
Chief Executive Officer

Michelle Lopes Caldwell
Director of Finance and Treasurer



March 28, 2023

To: Executive Board

Subject: **Lease Amendment for Suite 404 at the Administrative Office Building**

Recommendation

Authorize the Chief Executive Officer to execute Lease Amendment No. 4 with tenant in Suite 404 for a 10-year term with two additional 5-year option lease.

Analysis

In May 2007, the first amendment to the lease with Dr. Ricardo Suarez, DDS for Suite 404 commenced. Since then, Amendments No. 2 and 3 have been executed. Lease Amendment No. 3 expires on April 30, 2023, and the tenant requested a new amendment be executed. The proposed term for Lease Amendment No. 4 is for a 10-year term with two additional 5-year options. The first 5-year term will have annual increase of 2 percent and the next 5-year term is proposed for annual increase of 3 percent. The option rent will be based on prevailing market rate.

Based on the December 2022 Appraisal Report for the administrative office building, the rent for Suite 404 is comparable to the fair market rental rate for buildings similar in the City of West Covina. In Amendment No. 3 there is a provision for an option to terminate the lease provided the Tenant gives the Landlord twelve months' notice or upon giving Landlord six months' notice and paying to Landlord the sum of \$60,000 as consideration for early termination of the Lease. Tenant has requested the same provision be included in Amendment No. 4.

The base term of the Lease Amendment No. 4 begins on May 1, 2023, through April 30, 2033. The base rent will extend to a 10-year lease term resulting in revenue totaling \$935,059.36.



Budget Impact

No budget impact as the lease income resulting from this contract will be used to fund Foothill Transit's future year operating expenses for the administrative office building.

Sincerely,

Sharlane Bailey
Director of Facilities and Capital Projects

Doran J. Barnes
Chief Executive Officer

Christopher Pieper
Director of Procurement



March 28, 2023

To: Executive Board

Subject: **Proposed Fiscal Year 2024 Business Plan Initiatives**

Recommendation

Approve the proposed FY 2024 Business Plan Initiatives.

Analysis

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

- **Fuel Cell Bus and Infrastructure Expansion** – Foothill Transit's first 33 hydrogen fuel-cell electric buses (FCEBs) built by New Flyer Industries are now in service. Some have been deployed on Line 291 to replace the first-generation 35-foot Proterra fast-charge buses on that line, while others have replaced end-of-life compressed natural gas buses. These buses are operated out of our Pomona operations and maintenance facility.

In a separate staff report on the Executive Board's agenda, the Board is considering a second order of 19 hydrogen FCEBs to be built by EIDorado National, along with fueling infrastructure to be built at the Arcadia Irwindale Operations and Maintenance Facility. As the 33 New Flyer buses will be deployed at our Pomona facility while the next order of 19 buses will be operated out of our Arcadia Irwindale operations and maintenance facility, we will be able to perform a side-by-side comparison of the vehicles. This will inform future bus purchase decisions as older compressed natural gas buses are retired.

- **Zero-Emissions Double-Deck Fleet Expansion** – To further our organization's deployment of zero-emissions buses, an upcoming deployment of vehicles to replace aging CNG-powered vehicles will consist of an order of 24 double-deck coaches. The double-deck zero-emissions coaches offer far superior ride quality, are visually appealing, and will attract riders who may not otherwise consider taking public transit. This purchase will be supported by a \$7.9 million federal competitive grant we were awarded.



- **Facility Security Hardening** - The security surveillance and access control systems at Foothill Transit's administrative office building and at both operations and maintenance facilities were installed when each facility was constructed, and they were last updated in 2012. That effort involved the installation of certain access control and video surveillance equipment. The security cameras, software, and hardware were updated as needed over time; however, in light of newer and more robust technology on wireless secured security systems now available, a more robust and better integrated system is currently being implemented. In the upcoming year, approved capital improvement and sought after grant funds will allow for a safer, more secure system that will be congruent with the recently awarded security guard services contract. New fencing, cameras, and a gated access control system are being installed in the Arcadia Irwindale overflow parking facility to better secure that area.
- **Foothill Transit Forward Implementation** - Foothill Transit Forward, the title for our comprehensive operational analysis (COA) examined and evaluated the Foothill Transit system to determine where improvements could be implemented to make transit operations more effective and efficient. The final report recommended changes to 23 lines that would reduce duplicative service, improve regional connections, connections to the L (Gold) Line, retail locations, and college campuses, and improve frequency and span of service on certain lines. Prior to implementation, Foothill Transit will conduct public workshops and a public hearing to collect feedback and make adjustments based on the feedback regarding the changes.
- **Transit Store and Facilities Maintenance Contract Procurement and Implementation** - The existing agreement with Transdev for the operation of transit store and facility maintenance services expires on August 31, 2023. There are remaining contract options available; however, a new transit services agreement is currently under procurement to incorporate needed changes to the scope of services to be provided. A contract award recommendation is anticipated at the June 27, 2022 Executive Board meeting. Contract transition activities will commence immediately thereafter to facilitate an effective transition to a new operating agreement on September 1, 2023. Upon contract implementation, staff will work with the contractor to ensure service delivery complies with the terms of the new contract.



- **Cal Poly Pomona Bronco Mobility Hub and Class Pass Project** - Foothill Transit and Cal Poly Pomona are working in partnership to improve mobility on campus with key transit projects including the development of a Mobility Hub and an accompanying Class Pass program. A feasibility study is underway for development of the Mobility Hub, and the Class Pass program is concluding the final year of the pilot program and will soon become a permanent program at Cal Poly Pomona. The program has grown over the last two years and has become a vital resource for students on campus. The proposed Mobility Hub is currently in the feasibility study phase and is anticipated to be completed this fall. The two projects will help provide a convenient transportation option for students, faculty, and staff and represent an exciting opportunity to further strengthen our close partnership with the university.

These are proposed agency-wide initiatives for FY 2024. Individual department goals will be detailed in their respective sections within the proposed FY 2024 Business Plan.

Pending your approval, these proposed initiatives will serve as the foundation for agency planning prioritization in the coming year and will be included in the Proposed FY 2024 Budget and Business Plan.

Sincerely,

Kevin Parks McDonald
Deputy CEO

Doran J. Barnes
Chief Executive Officer



March 28, 2020

To: Executive Board

Subject: **2023 Foothill Transit Bus Roadeo Results**

Recommendation

Receive and file the 2023 Foothill Transit Bus Roadeo Results.

Analysis

The goal of the Bus Roadeo competition is to encourage safety and the highest level of professionalism. Additionally, the Bus Roadeo strives to recognize excellence amongst maintenance technicians and operators who are the face of our transit system, and to build camaraderie among all those who compete. The event is designed for Foothill Transit operators and maintenance technicians to display their finer skills in a tightly scored head-to-head competition.

On March 4, Foothill Transit held its 26th Annual Bus Roadeo at the Arcadia Irwindale Operations and Maintenance Facility. Five three-person maintenance teams and 20 operators representing both transit service contractors competed to demonstrate their safe driving, mechanical skills, and customer service skills. The event was well attended, with participants and their families as well as Keolis, Transdev, and Foothill Transit staff, members of our Executive and Governing Boards, several elected officials, and a number of staff from vendors, local police departments, and other transit agencies who served as judges for the competition.

This year's Roadeo Grand Champions were Transdev's coach operator Dara Yith who placed first in the operator competition, Elvira Garcia who placed first in the inaugural Customer Service Challenge, and Transdev's maintenance team members Benjamin Blanco, Alvaro Aguirre, and Jorge Escobar.

Through sportsmanship and pride of work, the Bus Roadeo stands as a symbol of the important role bus operators and maintenance technicians play in providing our customers with safe, reliable service.

Sincerely,

Tanya M. Pina
Operations Contract & Customer Service Manager

Doran J. Barnes
Chief Executive Officer



March 28, 2023

To: Executive Board

Subject: **Summer Sale**

Recommendation

Authorize the Chief Executive Officer to implement a half-price pass program for a period of three months starting in July 2023.

Analysis

In 2021 and 2022, Foothill Transit executed a new tool for cultivating positive customer sentiment and to augment ridership recruitment – the Summer Sale. The sales were launched in response to low ridership on all types of service due to the COVID-19 pandemic.

The Foothill Transit Summer Sales temporarily cut all pass prices in half for three months, providing temporary financial relief to customers who were adversely impacted financially by the pandemic.

All customers with a TAP card or TAP App are eligible to take advantage of the Summer Sale. Additionally, Foothill Transit also made 1,000 TAP cards available to customers at no charge so they can take advantage of the program.

The sales were successful in achieving some key goals – to improve community perception of public transit, improve pass sales, and increase ridership. Positive customer engagement increased across multiple language streams and pass sales increased three-fold. Ridership had been showing organic increases of two to three percent prior to the sales. During the sales, a boosted increase of eight to ten percent was recorded. The sales both concluded in September and ridership numbers have since remained on a steady increase.

Pass and fare sales are now a well-proven strategy for recovering lost ridership. Foothill Transit is proposing a third pass sale that would be an exact replica of last year's Summer Sale, offering a 50 percent discount on all Foothill Transit passes. The new Summer Sale would launch on July 3, 2023, and conclude on September 30, 2023.



Budget Impact

The impacts of the half-price pass sale will be experienced during the first three months of FY2024. Because of low ridership, fare revenue has decreased. Expected increases in ridership will offset much of the revenue that will be forgone during this temporary pass price reduction.

Sincerely,

Felicia Friesema
Director of Marketing and Communications

Doran J. Barnes
Chief Executive Officer



March 28, 2023

To: Executive Board

Subject: **Chief Executive Officer's Employment Agreement**

Recommendation

Consider authorizing the Chair to execute a Seventh Amendment to the Chief Executive Officer's ("CEO") Employment Agreement extending the term of that agreement for an additional five years and adjusting the CEO's compensation.

Analysis

The CEO's employment contract will terminate on December 31, 2024. Pursuant to the terms of that contract, the CEO is obligated to notify the Executive Board in advance of that termination date. This permits the Executive Board to timely consider an extension of the contract term, and avoid uncertainty for both the CEO and the Executive Board as to his future status. The contract remains "at will" and terminable by the Executive Board at any time without cause.

On April 2, 2017, the Executive Board adopted a Fifth Amendment extending the CEO's contract for an additional five years until December 31, 2024. Effective July 1, 2021, the Executive Board approved a Sixth Amendment increasing CEO compensation by six percent and a granting a one-time bonus of \$9,500.

Budget Impact

There is no fiscal impact to Foothill Transit resulting from the contract extension. Funds will be programmed in the Fiscal Year 2023-2024 budget for any compensation adjustment the Board approves.

Sincerely,

A handwritten signature in blue ink, appearing to read "Darold Pieper".

Darold Pieper
General Counsel