



Foothill Transit

EXECUTIVE BOARD MEETING

West Covina, CA
Friday, June 28, 2024



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
8:00 AM, JUNE 28, 2024
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
6. PUBLIC COMMENT

Public Comment: Any individual may request to address the Executive Board at this time. Public comments are allowed only during the Public Comment portion of the agenda. Speakers may speak only once for up to 3 minutes total time during which they may address both on- and off- agenda items. If there are any public hearings scheduled, individuals will be given an additional opportunity to comment under said items. Speakers are not permitted to yield their time to another speaker. 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, emailing board.secretary@foothilltransit.org, 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 7 through 14 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.

7. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF MAY 31, 2024

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

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

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

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

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

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

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

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

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

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

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

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

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



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8. MAY 2024 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through May 31, 2024. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of May 31, 2024, for the fiscal year (FY) ending June 30, 2024.

9. JUNE 2024 PROCUREMENT MONTHLY REPORT

Recommended Action: Receive and file the Procurement Monthly Report for June 2024.

10. AUTHORIZATION TO AMEND BILLING RATES FOR GENERAL LEGAL SERVICES CONTRACT

Recommended Action: Authorize the Chief Executive Officer to amend the billing rates for General Legal Services to include annual adjustments as noted below.

11. AUTHORIZATION TO AMEND CONTRACT FOR COMPUTER AIDED DISPATCH/AUTOMATIC VEHICLE LOCATION SYSTEM MAINTENANCE AGREEMENT

Recommended Action: Authorize the Chief Executive Officer to execute Amendment No. 1 to Contract No 24-047 with Avail Technologies in a not to exceed amount of \$1,032,878.83 over the life of the agreement ending in 2029, with the option to terminate for convenience at any point in the term.

12. 2024 SERVICE STANDARDS AND POLICIES

Recommended Action: Adopt the updated 2024 System Standards and Policies (Attachment A).

13. ASSET DISPOSITION POLICY

Recommended Action: Adopt the updated Asset Disposition Policy (Attachment A) for the disposition of Foothill Transit assets, which have reached the end of useful life.

14. JUNE 2024 LEGISLATIVE UPDATE

Recommended Action: 1. Adopt a SUPPORT position on SB 1420, and 2. Receive and file the June 2024 Legislative Update.



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REGULAR AGENDA:

15. CAL POLY POMONA CLASS PASS PROGRAM MEMORANDUM OF UNDERSTANDING

Recommended Action: Authorize the Chief Executive Officer to enter into a memorandum of understanding (MOU) with Cal Poly Pomona to renew the Class Pass program for three years.

16. RESOLUTIONS FOR THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY AND APPOINTMENT OF PRIMARY AND ALTERNATE VOTING DELEGATES TO THE CJPIA BOARD OF DIRECTORS

Recommended Action: Select a primary voting delegate and one or more alternates to the CJPIA Board of Directors (Attachment F) and adopt the following Resolutions: 1. Resolution No. 2024-04: Authorization to join the California Joint Powers Insurance Authority and execute its Joint Powers Agreement. (Attachment A) 2. Resolution No. 2024-05: Authorization for pooling of self-insurance through the liability protection program of the California Joint Powers Insurance Authority. (Attachment B) 3. Resolution No. 2024-06: Authorization for pooling of self-insurance through the workers' compensation protection program of the California Joint Powers Insurance Authority. (Attachment C) 4. Resolution No. 2024-07: Authorization to provide workers' compensation coverage for certain volunteers pursuant to the provisions of Section 3363.5 of the Labor Code. (Attachment D) 5. Resolution No. 2024-08: Authorization establishing a policy that delegates tort liability claims handling responsibilities to the California Joint Powers Insurance Authority as authorized by Government Code Sections 910, et seq. (Attachment E)

17. COACH OPERATOR AUDIT RESULTS

Recommended Action: Receive and file the results of the Coach Operator Audits.

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 REPORT

22. ADJOURNMENT



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The next Regular Meeting of the Executive Board
is scheduled for
August 30, 2024, at 8:00 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, May 31, 2024
8:00 a.m.**

DRAFT

1. CALL TO ORDER

The meeting was called to order by Chair Moss at 8:10 a.m.

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

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

Chair Moss recessed the meeting at 8:10 a.m.

Chair Moss reconvened the meeting at 9:32 a.m.

3. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER

Doran Barnes, CEO, requested the removal of agenda item 12, Cal Poly Pomona Bus Shelters. The item will be reconsidered at a future meeting.

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

4. PRESENTATIONS

4.1. Introduction of Foothill Transit Business Partners

There were no presentations by Foothill Transit Business Partners.

5. PUBLIC COMMENT

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

CONSENT CALENDAR

6. **APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF APRIL 26, 2024, REGULAR MEETING OF APRIL 26, 2024, AND SPECIAL MEETING OF MAY 13, 2024**

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

7. **MAY 2024 PROCUREMENT MONTHLY REPORT**

Recommendation: Receive and file the Procurement Monthly Report for May 2024.

The Executive Board received and filed the May 2024 Procurement Monthly Report.

8. **TRANSPORTATION FUND EXCHANGE - CITY OF WEST COVINA**

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

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

9. **AUTHORIZATION TO AWARD SOLE SOURCE CONTRACT FOR BUSINESS INTELLIGENCE SOFTWARE**

Recommendation: Authorize the Chief Executive Officer to enter into a sole source agreement with TransTrack for the provision of software and service in a not to exceed amount of \$274,147 over the five-year potential life of the agreement. The contract will have a three-year base term with two one-year options.

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

10. **AUTHORIZATION TO AWARD CONTRACT FOR FUEL MANAGEMENT SYSTEM**

Recommendation: Authorize the Chief Executive Officer to award a contract in the amount of \$910,912.00 to S & A Systems, Inc. dba Fleetwatch for implementing and maintaining a fuel monitoring system at the Foothill Transit Operation and Maintenance Facilities. The contract term will include three years of software licensing, maintenance and support.

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

REGULAR AGENDA

11. **EXECUTIVE BOARD ELECTION FOR FOOTHILL TRANSIT CHAIR AND VICE CHAIR**

Motion by Vice Shevlin, second by Member Calaycay, to re-elect Chair Moss, Chair. Motion carried 5-0.

Motion by Chair Moss, second by Member Calaycay, to re-elect Vice Chair Shevlin, Vice Chair. Motion carried 5-0.

12. **CAL POLY POMONA BUS SHELTERS**

Recommendation: The recommendation is to authorize the Foothill Transit Chief Executive Officer to enter into an agreement with Cal Poly Pomona in the amount of \$350,000 for the installation of bus shelters at the on-campus Silver Streak stop.

The item was removed from the agenda and will be reconsidered at a future meeting.

13. **FOOTHILL TRANSIT'S MEMBERSHIP WITH THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY (CJPIA)**

Recommendation: Authorize the Chief Executive Officer to execute an Agreement making Foothill Transit a member of the California Joint Powers Authority.

LaShawn King Gillespie, Deputy CEO, presented this item.

Ms. Gillespie reported on the growth of insurance costs and on Foothill Transit's application to join the California Joint Powers Insurance Authority and their five-step application process. Foothill Transit's annual contribution

to the CJPIA would be \$456,600 for Primary Liability and Workers' Compensation coverage. Foothill Transit is not eligible for commercial property and business auto coverage through CJPIA for Fiscal Year 2025. Foothill Transit is currently in discussions with Acrisure, the agency's current insurance provider for commercial property and business auto coverage.

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

14. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- Announced that he has contributed a chapter to the new published book, "The New Future of Public Transportation."

15. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Chair Moss thanked members of the Executive Board for their support in her re-election as Executive Board Chair.

16. **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, LaShawn King Gillespie, Phillip Bonina
Negotiating Parties: Jaime Alvarez
Under Negotiation: Price and Terms

The Executive Board recessed into Closed Session at 9:43 a.m.

17. **CLOSED SESSION REPORT**

The Executive Board reconvened at 9:55 a.m.

General Counsel Darold Pieper reported that the Executive Board voted unanimously to authorize the CEO to enter into a lease, based on an agreed upon term sheet.



18. **ADJOURNMENT**

Adjournment for the May 31, 2024 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:55 a.m.



June 28, 2024

To: Executive Board

Subject: **May 2024 Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through May 31, 2024.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of May 31, 2024, for the fiscal year (FY) ending June 30, 2024.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of May 31, 2024, shows total assets at \$425.11 million. This total consists primarily of \$210.88 million in fixed assets, \$190.92 million in cash and investments and \$22.93 million in receivable and prepaid assets. Foothill Transit's cash position of \$190.92 million is \$4.46 million less than the previous month, and is \$41.48 million more than last year in May.

Liabilities

The accounts payable and accrued liabilities balance is \$10.42 million. Accounts payables and accrued liabilities include operation and maintenance expenses for \$8.38 million and \$1.10 million for fuel.

The deferred revenue of \$117.89 million represents funds that are reserved for planned capital expenditures, such as, upcoming bus procurements and security enhancements, and construction activities at Arcadia-Irwindale and Pomona yards.

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash balance includes \$88.29 million in liquid accounts held with Bank of Montreal and \$10.86 million in interest bearing money market accounts with Bank of Montreal.

The current interest rates on all accounts are included on Attachment B. The Local Agency Investment Fund (LAIF), investment and the CD investments



earn interest and are held for future capital and operating funding requirements.

Foothill Transit invested \$67.76 million in the LAIF and invested funds in multiple certificates of deposit (CDs) with staggered maturity dates to minimize any potential cash flow concerns. The total return of investment for these CDs is projected to be \$1.04 million and potentially more when funds are re-invested after maturity. One of the CD will be maturing on June 12, 2024 and the funds will be re-invested to another 12-month CD. The breakdown of the investments are listed on Attachment B.

With the higher yielding money market accounts, Foothill Transit plans to allocate more money from the general checking account to money market accounts to maximize investment opportunities while conservatively planning to meet cash flow needs.

Operating and Capital Revenues and Expense Analysis (Attachment C)

Fare revenues fiscal year to date were up 16.71% compared to budget due to gradual ridership increases in the Los Angeles Region. TAP stored value usage have been gradually increasing throughout the FY as ridership experienced a similar increase.

Revenues for FY24 reflects allocation of the American Rescue Plan Additional Assistance (ARPA) federal funds. To date, Foothill Transit has spent \$25 million of the emergency federal funds on operating expenses.

Operating costs through May 2024 were \$122.91 million, which is \$23.91 million less than the budget and \$17.80 million more than May 2023. The variance in operating cost as the new contract for the Arcadia Operations and Maintenance facility started in late March 2024. Of the \$122.91 million expenditures, \$94.23 million reflects operating costs for the Arcadia-Irwindale and Pomona operations contractors. Other operating expenses include fuel, which was \$10.19 million through May 2024.

Capital expenditures through May were \$13.72 million compared with \$40.01 million last year at this time. The annual budget for capital expenditures includes the procurement and construction of 19 zero-emission buses and a hydrogen fueling station, security enhancements at the Arcadia-Irwindale and Pomona operations and maintenance facilities, and CNG equipment replacement at the Pomona operations and maintenance facility. Due to the need to re-procure the 19 buses originally awarded to El Dorado, Foothill



Transit has awarded a contract to New Flyer and anticipates the cost of these buses will be incurred in FY 2025.

Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of May 2024; 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 track the expenses properly during the month in which they actually occurred. Total disbursements for May 2024 were \$11.30 million. Capital disbursements totaled \$1.30 million and other significant disbursements include \$2.22 million to Keolis and \$5.91 million to Transdev for bus operating services.

Sincerely,

Joyce Rooney
Director of Finance

Doran J. Barnes
Chief Executive Officer

Attachments

Foothill Transit Balance Sheet as of May 31, 2024

Assets

Current Assets:

Cash and Investments	\$190,917,262
Due from government agencies	19,013,705
Other receivables	3,178,851
Other assets	741,508
Total Current Assets	\$213,851,327

Non current Assets:

Notes receivable	381,132
Property & Equipment (net of depreciation)	210,878,615
Total Non Current Assets	211,259,747

Total Assets

\$425,111,074

Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	\$10,416,437
Deferred Revenue	138,136,963
Total Liabilities	\$148,553,399

Equity

Fund Balance:

Investment in Capital Assets	\$210,878,615
Current Year Change	12,549,510
Reserve	53,129,550
Total Equity	\$276,557,674

Total Liabilities and Equity

\$425,111,074

**Summary of Cash and
Investment Account
For May 31, 2024**

	Interest Rate	Term	Principal/ Book & Market Value
Cash:			
Bank of Montreal-Reg. Checking	N/A	Demand Deposit	\$72,193,600
Petty Cash	N/A	N/A	600
Revolving Fund - Transit Stores	N/A	N/A	400
Bank of Montreal-Excise Tax/LCFS #1106	N/A	Demand Deposit	16,099,481
Bank of Montreal-Money Market #1110	4.25%	Demand Deposit	5,232,861
Bank of Montreal-Money Market #1111	4.25%	Demand Deposit	5,191,017
Bank of Montreal-LCTOP #1108	2.50%	Demand Deposit	440,572
Total Cash			<u>\$99,158,532</u>
Investments:			
LAIF Investment #1141	4.30%	Demand Deposit	\$67,758,731
Bank of Montreal - Certificate Deposit (CD)			
1 Maturity - 06/12/2024 - 6 months	5.45%	Certificate Deposit	6,000,000
2 Maturity - 09/12/2024 - 9 months	5.50%	Certificate Deposit	8,000,000
3 Maturity - 12/12/2024 - 12 months	5.50%	Certificate Deposit	10,000,000
Subtotal Investments			<u>\$91,758,731</u>
Total Cash and Investments			<u>\$190,917,262</u>

Foothill Transit
Statement of Revenue and Expense
For Month Ended May 31, 2024

	Actual YTD May 2024	Budget YTD May 2024	Variance	Actual YTD May 2023
Fare Revenue				
Farebox	\$3,541,012	\$2,751,178	28.71%	\$3,209,578
Pass Sales	1,726,111	1,629,572	5.92%	1,510,905
TAP Cash Purse	2,150,459	1,890,320	13.76%	1,944,792
MetroLink & Access Service	297,976	238,016	25.19%	233,203
EZ Transit Pass	201,619	274,776	(26.62%)	156,131
Total Operating Revenue	\$7,917,177	\$6,783,862	16.71%	\$7,054,609
Operating Subsidies and Other				
Transportation Development Act	\$19,277,827	\$19,006,426	1.43%	\$10,228,101
State Transit Assistance (STA)	4,860,083	8,594,450	(43.45%)	1,750,485
Senate Bill 1 - STA	3,722,746	3,722,746	0.00%	1,593,953
Senate Bill 1 - STA BSCP	420,676	420,676	0.00%	150,447
CalTrans-LCTOP	736,555	1,017,151	(27.59%)	-
Prop A 40% Discretionary	16,991,053	16,991,053	0.00%	7,840,371
Prop A 40% BSCP	6,710,098	6,710,098	0.00%	2,694,857
Prop A Exchange	465,183	6,222,222	(92.52%)	7,000,000
Prop C BSIP	957,423	957,423	0.00%	365,738
Prop C Base Restructuring	2,056,443	2,056,443	0.00%	985,233
Prop C Transit Service Expansion	342,689	342,689	0.00%	230,268
Transit Security	1,263,642	1,263,642	0.00%	440,445
Measure R	17,387,850	30,460,518	(42.92%)	6,930,591
Measure M	14,802,209	16,926,398	(12.55%)	6,919,726
Federal ARP Act 5307	25,000,000	25,000,000	0.00%	48,462,033
Miscellaneous Transit Revenues	-	346,536	(100.00%)	2,464,963
Total Subsidies and Other	\$114,994,476	\$140,038,471	(17.88%)	\$98,057,211
Total Operating Revenue	\$122,911,653	\$146,822,333	(16.29%)	\$105,111,820
Other Revenues				
Gain on Sale of Fixed Assets	\$13,885	\$0	0.00%	\$60,367
Auxiliary Revenue	705,240	719,125	0.00%	1,004,393
Total Other Revenues	\$719,125.00	\$719,125.00	0.00%	\$1,064,760
Total Operating and Other Revenues	\$123,630,778	\$147,541,458	(16.21%)	\$106,176,580
Operating Expenses				
Customer Service & Operations	\$107,226,307	\$127,985,502	(16.22%)	\$90,837,021
Maintenance & Vehicle Technology	1,076,487	1,111,330	(3.14%)	1,003,980
Marketing & Communications	1,959,584	2,276,651	(13.93%)	1,808,609
Information Technology	2,016,163	2,561,562	(21.29%)	1,882,140
Administration	1,680,061	2,089,780	(19.61%)	1,554,633
Procurement	932,107	986,483	(5.51%)	793,908
Government Relations	547,360	722,023	(24.19%)	444,975
Finance	1,808,237	2,118,745	(14.66%)	1,696,067
Safety and Security	2,927,055	3,374,887	(13.27%)	2,264,291
Planning	951,209	1,446,923	(34.26%)	1,207,598
Facilities	1,787,084	2,148,447	(16.82%)	1,618,599
Total Operating Expenses	\$122,911,653	\$146,822,333	(16.29%)	\$105,111,820
Other Expenses				
Property Management	\$425,792	\$425,792	0.00%	\$425,792
Special Services	293,333	293,333	0.00%	393,886
Total Other Expenses	\$719,125	\$719,125	0.00%	\$819,678
Total Operating and Other Expenses	\$123,630,778	\$147,541,458	(16.21%)	\$105,931,498
Capital Revenues				
Capital Grants	\$13,716,850	\$56,232,409	(75.61%)	\$40,014,756
Capital Expenditures				
Capital Expenditures	\$13,716,850	\$56,232,409	(75.61%)	\$40,014,756

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Foothill Transit

Attachment D

Posting Date	Document Type	Document No.	Vendor	Amount	Entry No.
05/01/24	Payment	W001357	International City Management Assoc. Retirement Co	58,365.05	889767
05/01/24	Payment	W001358	Southern California Edison Co. ZBA	2.92	889769
05/01/24	Payment	W001359	Walnut Valley Water District ZBA	28.30	889771
05/01/24	Payment	W001360	Walnut Valley Water District ZBA	184.66	889773
05/01/24	Payment	W001361	Charter Communications Inc. ZBA	212.54	889775
05/01/24	Payment	W001362	Frontier ZBA	508.67	889777
05/03/24	Payment	W001363	Verizon Business - 15043 ZBA	2,252.09	889779
05/06/24	Payment	E101324	J.J. Keller and Associates, Inc.	688.00	889876
05/06/24	Payment	E101325	J.J. Keller and Associates, Inc.	3,229.00	889878
05/06/24	Payment	E101326	Keolis Transit America, Inc.	600.36	889880
05/06/24	Payment	E101327	Keolis Transit America, Inc.	582.94	889882
05/06/24	Payment	E101328	Platinum Advisors, LLC	1,464.02	889884
05/07/24	Payment	W001364	Verizon Business - 15043 ZBA	41.57	889781
05/07/24	Payment	W001365	The Gas Co. ZBA	1,503.85	889783
05/07/24	Payment	W001366	Verizon Business - 15043 ZBA	3,610.54	889785
05/07/24	Payment	W001367	City of Temple City ZBA	750,000.00	889787
05/07/24	Payment	E101329	Darold D. Pieper Attorney at Law	8,930.00	889886
05/07/24	Payment	E101330	Apollo Electric	8,850.00	889888
05/07/24	Payment	E101331	Apollo Electric	380.00	889890
05/08/24	Payment	W001368	Frontier ZBA	294.48	889789
05/09/24	Payment	95192	Adt Security Services, Inc.	309.54	888044
05/09/24	Payment	95193	AFLAC	1,792.40	888046
05/09/24	Payment	95194	Alexander Dennis Inc	179,032.17	888048
05/09/24	Payment	95195	Allied Administrators for Delta Dental	15,560.10	888051
05/09/24	Payment	95196	AT and T - 5075-0192938598001/0424	42.60	888052
05/09/24	Payment	95197	Automated Power Technologies, Inc.	2,499.00	888055
05/09/24	Payment	95198	CaliforniaChoice Benefit Administration	71,547.38	888057
05/09/24	Payment	95199	Cintas Corporation #2	282.63	888059
05/09/24	Payment	95200	Commercial Building Management Services, Inc.	4,721.16	888061
05/09/24	Payment	95201	Concentra Medical Centers - CA	71.00	888063
05/09/24	Payment	95202	County of L.A. - Sheriff's Dept.	84,718.51	888065
05/09/24	Payment	95203	Day - Lite Maintenance Co. Inc.	9,551.52	888068
05/09/24	Payment	95204	ECAMSECURE	40,504.89	888072
05/09/24	Payment	95205	FEDEX Corp.	684.30	888074
05/09/24	Payment	95206	Gotcha Media Holdings, LLC	6,980.00	888076
05/09/24	Payment	95207	Green Thumb Indoor Plant	738.75	888079
05/09/24	Payment	95208	HealthiestYou	605.00	888081
05/09/24	Payment	95209	Kolob Industries LLC	46.73	888083
05/09/24	Payment	95210	Krystal Bai	296.96	888086
05/09/24	Payment	95211	Landmark Healthplan of California, Inc.	1,290.06	888088
05/09/24	Payment	95212	MRC Smart Technology Solutions	787.00	888090
05/09/24	Payment	95213	Nan N Aho	656.25	888092
05/09/24	Payment	95214	Neighborhood Homework House	5,000.00	888094
05/09/24	Payment	95215	Pre-Paid Legal Services, Inc	144.55	888096
05/09/24	Payment	95216	Quadient Leasing USA, Inc.	466.82	888098

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Foothill Transit

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Posting Date	Document Type	Document No.	Vendor	Amount	Entry No.
05/09/24	Payment	95217	Qualified Mobile, Inc.	660.24	888101
05/09/24	Payment	95218	Rotary Club of Walnut Valley	148.00	888103
05/09/24	Payment	95219	Saitech Inc	95,814.61	888105
05/09/24	Payment	95220	San Gabriel Valley Newspaper	2,175.00	888107
05/09/24	Payment	95221	SmartRise Elevator Service Inc	4,213.00	888110
05/09/24	Payment	95222	Thomas J. Koontz	2,231.47	888114
05/09/24	Payment	95223	Tri - Signal Integration, Inc.	175.00	888120
05/09/24	Payment	95224	United Site Services of California, Inc.	563.18	888122
05/09/24	Payment	95225	Vision Service Plan - (CA)	1,476.99	888124
05/09/24	Payment	95226	Zones Inc.	6,091.68	888126
05/09/24	Payment	E101268	Transdev Services, Inc.	9,453.05	888268
05/09/24	Payment	E101269	Keolis Transit America, Inc.	168,261.65	888270
05/09/24	Payment	E101270	Keolis Transit America, Inc.	162,462.40	888272
05/09/24	Payment	E101271	Canto, Inc.	858.34	888274
05/09/24	Payment	E101272	Translating Services, Inc.	85.00	888276
05/09/24	Payment	E101273	Transdev Services, Inc.	13,370.62	888278
05/09/24	Payment	E101274	Transdev Services, Inc.	21,000.00	888280
05/09/24	Payment	E101275	Kevin Oliver Parks McDonald	12,425.00	888282
05/09/24	Payment	E101276	Kevin Oliver Parks McDonald	11,375.00	888284
05/09/24	Payment	E101277	Powell Consulting DC, LLC	6,000.00	888286
05/09/24	Payment	E101278	Keolis Transit America, Inc.	2,020.73	888288
05/09/24	Payment	E101279	Translating Services, Inc.	357.00	888290
05/09/24	Payment	W001369	AT and T -5019 ZBA	747.39	889791
05/10/24	Payment	E101280	Keolis Transit America, Inc.	16,500.00	888292
05/10/24	Payment	E101281	BlinkTag Inc.	375.00	888294
05/10/24	Payment	E101282	Vincent Saucedo	150.00	888296
05/10/24	Payment	E101283	Life Insurance Company of North America	7,302.97	888298
05/10/24	Payment	E101284	Life Insurance Company of North America	6,673.82	888300
05/13/24	Payment	E101285	Transdev Services, Inc.	168,194.70	888302
05/13/24	Payment	E101286	Thompson Coburn LLP	43,121.44	888304
05/13/24	Payment	E101287	Keolis Transit America, Inc.	110,088.86	888306
05/13/24	Payment	E101288	R DEPENDABLE CONST INC	20,184.01	888308
05/13/24	Payment	E101289	Dean Gazzo Roistacher LLP	151.90	888310
05/13/24	Payment	E101290	Dean Gazzo Roistacher LLP	2,690.80	888312
05/13/24	Payment	E101291	Transdev Services, Inc.	28,625.00	888314
05/13/24	Payment	E101292	Transdev Services, Inc.	38,655.31	888316
05/13/24	Payment	E101293	Transdev Services, Inc.	797,661.55	888318
05/13/24	Payment	E101294	Transdev Services, Inc.	2,883,830.66	888320
05/13/24	Payment	W001370	Wright Express ZBA	393.27	889793
05/14/24	Payment	W001371	Frontier ZBA	450.72	889795
05/14/24	Payment	W001372	General Checking	764.40	889797
05/14/24	Payment	W001373	Frontier ZBA	954.95	889799
05/14/24	Payment	W001374	Frontier ZBA	1,793.95	889801
05/14/24	Payment	W001375	Verizon Business - 15043 ZBA	3,715.41	889803
05/14/24	Payment	W001376	Verizon Business - 15043 ZBA	18,201.28	889805

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05/15/24	Payment	90501	Dent-Express-Tim Oaks	450.00	889806
05/15/24	Payment	W001377	International City Management Assoc. Retirement Co	58,711.18	889809
05/15/24	Payment	W001378	Verizon Business - 15043 ZBA	985.40	889811
05/15/24	Payment	W001379	Verizon Business - 15043 ZBA	2,503.60	889813
05/16/24	Payment	95227	Adt Security Services, Inc.	142.59	888539
05/16/24	Payment	95228	CaliforniaChoice Benefit Administration	68,339.19	888541
05/16/24	Payment	95229	CBT Nuggets, LLC	2,296.00	888543
05/16/24	Payment	95230	Cintas Corporation #2	383.70	888545
05/16/24	Payment	95231	City of Monrovia	500.00	888547
05/16/24	Payment	95232	ECAMSECURE	13,517.34	888550
05/16/24	Payment	95233	FEDEX Corp.	325.36	888552
05/16/24	Payment	95234	Grainger	2,466.28	888554
05/16/24	Payment	95235	Home Depot Credit Services	4,848.69	888556
05/16/24	Payment	95236	James Productions, Inc.	7,926.50	888558
05/16/24	Payment	95237	Lourdes L. Alvarez	5,250.00	888561
05/16/24	Payment	95238	ODP Business Solutions, LLC	1,374.08	888563
05/16/24	Payment	95239	Oscar Benavente	276.68	888565
05/16/24	Payment	95240	Pasadena Tournament of Roses Association	6,000.00	888567
05/16/24	Payment	95241	Qualified Mobile, Inc.	343.32	888569
05/16/24	Payment	95242	State of California Department of Transportation	17,575.92	888571
05/16/24	Payment	95243	Uniform Headquarters	65.69	888574
05/16/24	Payment	95244	Zonar Systems Inc.	2,499.00	888576
05/16/24	Payment	W001380	Athens Services ZBA	244.42	889815
05/16/24	Payment	W001381	Athens Services ZBA	1,325.59	889817
05/16/24	Payment	W001382	AT and T -5025 ZBA	1,718.71	889819
05/17/24	Payment	W001383	The Hartford ZBA	100.00	889821
05/17/24	Payment	W001384	Azusa Light & Water ZBA	321.73	889823
05/17/24	Payment	W001385	State Compensation Insurance Fund ZBA	3,654.08	889825
05/20/24	Payment	E101295	Keolis Transit America, Inc.	1,294,527.51	888386
05/20/24	Payment	E101296	Keolis Transit America, Inc.	909,684.67	888388
05/20/24	Payment	W001395	BMO Financial Group-Corporate Credit Card ZBA	30,795.61	889827
05/21/24	Payment	E101297	ECOS Systems, Inc.	1,320.00	888498
05/22/24	Payment	E101298	Platinum Advisors, LLC	6,500.00	888821
05/22/24	Payment	E101299	Yoko Igawa	826.20	888823
05/22/24	Payment	W001386	Suburban Water Systems ZBA	175.58	889829
05/22/24	Payment	W001387	Suburban Water Systems ZBA	304.73	889831
05/22/24	Payment	W001388	Suburban Water Systems ZBA	420.15	889833
05/22/24	Payment	W001389	Waste Management Collection & Recycling, Inc. ZBA	719.85	889835
05/22/24	Payment	W001390	Southern California Edison Co. ZBA	2,525.26	889837
05/22/24	Payment	W001389V	Waste Management Collection & Recycling, Inc. ZBA	-719.85	889948
05/22/24	Payment	W001411	Waste Management Collection & Recycling, Inc. ZBA	719.82	889950
05/23/24	Payment	95245	ACC Business	1,080.53	888868
05/23/24	Payment	95246	ACE Pelizon Plumbing	3,927.28	888871
05/23/24	Payment	95247	Amazon Web Services, Inc	953.56	888873
05/23/24	Payment	95248	Azteca Landscape	4,845.68	888875

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Posting Date	Document Type	Document No.	Vendor	Amount	Entry No.
05/23/24	Payment	95249	Bashful Butler Catering	1,131.83	888877
05/23/24	Payment	95250	Birdi Systems, Inc.	5,246.49	888880
05/23/24	Payment	95251	C.A.T. Specialties	385.76	888882
05/23/24	Payment	95252	California Joint Powers Insurance Authority	1,000.00	888884
05/23/24	Payment	95253	Chamber of Commerce - Duarte	331.00	888886
05/23/24	Payment	95254	Chamber of Commerce - Pasadena	3,995.00	888888
05/23/24	Payment	95255	CMAX Commercial Maintenance Inc	2,500.00	888890
05/23/24	Payment	95256	Concur Technologies, Inc.	2,845.47	888892
05/23/24	Payment	95257	Connecta Satellite Solutions LLC	128.74	888894
05/23/24	Payment	95258	Corodata Records Management, Inc.	93.50	888896
05/23/24	Payment	95259	Day - Lite Maintenance Co. Inc.	34.89	888898
05/23/24	Payment	95260	Dept. of Industrial Relations (Accounting)	1,350.00	888901
05/23/24	Payment	95261	Digium Cloud Services, LLC	2,817.72	888904
05/23/24	Payment	95262	EarthLink, LLC	1,015.00	888906
05/23/24	Payment	95263	FEDEX Corp.	192.21	888908
05/23/24	Payment	95264	Gotcha Media Holdings, LLC	6,980.00	888910
05/23/24	Payment	95265	Government Finance Officers Asoc.	300.00	888913
05/23/24	Payment	95266	Grainger	1,013.53	888916
05/23/24	Payment	95267	Granite Telecommunications, LLC	12,636.81	888918
05/23/24	Payment	95268	Hendy Satya	65.25	888920
05/23/24	Payment	95269	Industry Public Utility Commission	1,336.82	888922
05/23/24	Payment	95270	Instant Signs Inc.	214.12	888924
05/23/24	Payment	95271	Latinos in Transit	295.00	888926
05/23/24	Payment	95272	ODP Business Solutions, LLC	110.56	888928
05/23/24	Payment	95273	Pulsar Advertising	37,993.00	888934
05/23/24	Payment	95274	Qualified Mobile, Inc.	369.73	888936
05/23/24	Payment	95275	Sensis Inc	10,777.48	888939
05/23/24	Payment	95276	Skyline Pest Control	115.00	888941
05/23/24	Payment	95277	Smartsheet Inc.	6,732.00	888943
05/23/24	Payment	95278	Steven Leonard Gandara	755.32	888945
05/23/24	Payment	95279	T-Mobile USA Inc.	778.18	888947
05/23/24	Payment	95280	United Site Services of California, Inc.	1,112.86	888949
05/23/24	Payment	95281	Van Dermyden Makus Law Corporation	2,720.00	888951
05/23/24	Payment	95282	Zonar Systems Inc.	3,536.00	888953
05/23/24	Payment	E101300	Clean Energy	13,750.00	889151
05/23/24	Payment	W001391	Azusa Light & Water ZBA	59.36	889839
05/23/24	Payment	W001392	Azusa Light & Water ZBA	91.08	889841
05/23/24	Payment	W001393	Azusa Light & Water ZBA	98.58	889843
05/23/24	Payment	W001394	Azusa Light & Water ZBA	127.12	889845
05/23/24	Payment	W001400	Courval Scheduling Inc.	1,563.75	889847
05/28/24	Payment	E101301	Transdev Services, Inc.	17,388.54	889153
05/28/24	Payment	E101302	Transdev Services, Inc.	4,541.25	889155
05/28/24	Payment	E101303	Transdev Services, Inc.	7,825.57	889157
05/28/24	Payment	E101304	Transdev Services, Inc.	10,988.92	889159
05/28/24	Payment	E101305	Tanya Marie Pina	290.75	889161

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Posting Date	Document Type	Document No.	Vendor	Amount	Entry No.
05/28/24	Payment	W001396	Ready Refresh ZBA	79.91	889849
05/28/24	Payment	W001397	Southern California Edison Co. ZBA	216.65	889851
05/28/24	Payment	W001398	Southern California Edison Co. ZBA	304.08	889853
05/28/24	Payment	W001399	Southern California Edison Co. ZBA	10,412.05	889855
05/28/24	Payment	W001408	Quadient Finance USA, Inc.	560.00	889857
05/29/24	Payment	W001401	Frontier ZBA	63.01	889859
05/29/24	Payment	W001402	Frontier ZBA	2,059.54	889861
05/29/24	Payment	W001403	AT and T-5025 ZBA	4,550.76	889863
05/29/24	Payment	W001404	International City Management Assoc. Retirement Co	59,427.65	889865
05/30/24	Payment	E101306	Clean Energy	144,468.39	889222
05/30/24	Payment	E101307	Transdev Services, Inc.	62,299.63	889224
05/30/24	Payment	E101308	Transdev Services, Inc.	62,299.63	889226
05/30/24	Payment	E101309	Transdev Services, Inc.	62,299.63	889228
05/30/24	Payment	E101310	Jorge Anthony Quintana Jr.	512.56	889230
05/30/24	Payment	95283	APTA-411692	48,500.00	889232
05/30/24	Payment	95284	ATKINSON ANDELSON LOYA RUUD AND ROMO	4,381.50	889235
05/30/24	Payment	95285	Bashful Butler Catering	1,697.74	889237
05/30/24	Payment	95286	Chamber of Commerce - Arcadia	352.00	889239
05/30/24	Payment	95287	Chamber of Commerce - Pasadena	330.00	889241
05/30/24	Payment	95288	City of Claremont	150.00	889243
05/30/24	Payment	95289	Coalition for Clean Air	8,500.00	889245
05/30/24	Payment	95290	County of L.A. - Sheriff's Dept.	90,998.53	889247
05/30/24	Payment	95291	Dale Carnegie Training of Southern Los Angeles	3,590.00	889250
05/30/24	Payment	95292	Disabled Resources Center, Inc.	750.00	889252
05/30/24	Payment	95293	FEDEX Corp.	150.08	889254
05/30/24	Payment	95294	Glendora Public Library Friends Foundation	500.00	889256
05/30/24	Payment	95295	Government Finance Officers Assoc.	2,340.00	889261
05/30/24	Payment	95296	Green's Lock and Safe	478.45	889263
05/30/24	Payment	95297	Historical Society of West Covina	600.00	889265
05/30/24	Payment	95298	Industry Business Council	3,000.00	889267
05/30/24	Payment	95299	Industry Hills Charity Pro Rodeo	3,000.00	889269
05/30/24	Payment	95300	Latinos in Transit	5,000.00	889271
05/30/24	Payment	95301	Leverage Information Systems, Inc.	827.74	889273
05/30/24	Payment	95302	Little Sunshine Foundation	500.00	889275
05/30/24	Payment	95303	MRC Smart Technology Solutions	221.27	889277
05/30/24	Payment	95304	ODP Business Solutions, LLC	141.75	889279
05/30/24	Payment	95305	Pulsar Advertising	4,779.00	889281
05/30/24	Payment	95306	Qualified Mobile, Inc.	316.92	889283
05/30/24	Payment	95307	San Gabriel Valley Economic	7,000.00	889285
05/30/24	Payment	95308	SmartRise Elevator Service Inc	3,303.00	889287
05/30/24	Payment	95309	The Gallery Collection	146.82	889289
05/30/24	Payment	95310	The Reinalt-Thomas Corporation	1,379.12	889292
05/30/24	Payment	95311	Thomas J. Koontz	7,268.62	889297
05/30/24	Payment	95312	Verizon Business - 15043	90.04	889299
05/30/24	Payment	95313	WB Covina-KI, LLC	116.76	889302

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ATTACHMENT D

Posting Date	Document Type	Document No.	Vendor	Amount	Entry No.
05/30/24	Payment	95314	Western Office Interiors	26,464.98	889304
05/30/24	Payment	W001405	Walnut Valley Water District ZBA	57.20	889867
05/30/24	Payment	W001406	Azusa Light & Water ZBA	157.44	889869
05/30/24	Payment	W001407	Walnut Valley Water District ZBA	193.90	889871
05/30/24	Payment	E101321	Thompson Coburn LLP	4,438.58	889892
05/30/24	Payment	E101322	Clean Energy	51,774.33	889894
05/30/24	Payment	E101323	Transdev Services, Inc.	2,004,534.33	889896
05/31/24	Payment	E101311	Translating Services, Inc.	191.40	889355
05/31/24	Payment	E101312	Transdev Services, Inc.	4,541.25	889357
05/31/24	Payment	E101313	Transdev Services, Inc.	5,388.51	889359
05/31/24	Payment	E101314	Transdev Services, Inc.	6,323.76	889361
05/31/24	Payment	E101315	Transdev Services, Inc.	6,527.96	889363
05/31/24	Payment	E101316	Transdev Services, Inc.	4,244.63	889365
05/31/24	Payment	E101317	Matthew Nakano	232.51	889367
05/31/24	Payment	W001409	Charter Communications Inc. ZBA	212.54	889873
05/31/24	Payment	W001410	Frontier ZBA	508.67	889875
General Checking				11,298,644.30	



June 28, 2024

To: Executive Board

Subject: **June 2024 Procurement Monthly Report**

Recommendation

Receive and file the Procurement Monthly Report for June 2024.

Awarded Procurements:

Since the previous month's Executive Board meeting on May 31, 2024, 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 not initiated any procurements over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

Sincerely,

Christopher Pieper
Director of Procurement

Doran J. Barnes
Chief Executive Officer



June 28, 2024

To: Executive Board

Subject: **Authorization to Amend Billing Rates for General Legal Services Contract**

Recommendation

Authorize the Chief Executive Officer to amend the billing rates for General Legal Services to include annual adjustments as noted below.

Analysis

In February of 2023, the Executive Board authorized the Chief Executive Officer to extend the contract term for General Legal Services from June 30, 2023 to June 30, 2026.

Darold Pieper has served as Foothill Transit General Counsel for over 15 years. He has been deeply involved in all Foothill Transit projects, including developing the strategy and providing the legal guidance necessary to transition Foothill Transit from contract management to in-house management. Mr. Pieper provides an important source of continuity and background in moving Foothill Transit projects forward. During his career, Mr. Pieper has dealt with almost all types of matters involving California public agencies including general legal counsel, transit, construction contracts, professional services contracts, consulting contracts, prevailing wages, municipal ordinances, leases, licenses and permits, and conflicts of interest.

The monthly retainer for these services was set at \$8,930 and hourly rates for general and special counsel services that surpass 25 hours per month. The board action also stated that future rate increases would be at the sole discretion of the Executive Board.

It is unusual to have the board consider annual adjustments to contracts similar to the contract for general legal services. In the past, this contract has adjusted annually based on CPI. For a period of time, annual CPI adjustments were quite significant, which could make this approach less favorable. Alternately, staff is recommending that the rates be increased by 5 percent effective February 2024. In February of 2025 and 2026, the rates will be increased by 3 percent.



Budget Impact

Required funding has been included in Foothill Transit's 2024 Budget and Business Plan and will be included in future year budgets.

Sincerely,

Lillian Lin
Procurement Manager

Doran J. Barnes
Chief Executive Officer



June 28, 2024

To: Executive Board

Subject: **Authorization to Amend Contract for Computer Aided Dispatch and Automatic Vehicle Location System Maintenance Agreement**

Recommendation

Authorize the Chief Executive Officer to execute Amendment No. 1 to Contract No 24-047 with Avail Technologies in a not to exceed amount of \$1,032,878.83 over the life of the agreement ending in 2029, with the option to terminate for convenience at any point in the term.

Analysis

In 2015, Foothill Transit entered into contract with Avail Technologies to replace its aging SMARTBus Computer Aided Dispatch and Automatic Vehicle Location (CAD/AVL) System.

The Avail system utilizes global positioning satellite (GPS) to monitor the performance of our services and is used to dynamically correct operational issues in real time as well as store historical data for future service improvements. The system offers a business intelligence suite that staff and contractors use to make data-driven decisions. Further, the system provides voice and data communication utilizing Voice over Internet Protocol (VoIP) to streamline and strengthen communication between bus operators and dispatchers.

The Avail system currently runs on a local, physical storage platform, which has reached end of life. The physical storage is currently maintained locally by Foothill Transit staff. Costs to operate and maintain physical server storage have increased significantly over the past several years.

There are various benefits to a cloud-based, hosted solution. Some of the benefits include Avail taking on responsibility of ensuring system availability, ensuring response time, and ensuring the security of data and the system in general. The system architecture that Avail's solution runs on meets a broad set of international and industry-specific compliance standards that ensure the environment is secure and reliable. Furthermore, multiple layers of redundancy designed throughout the system include redundant networking,



internet access, storage, and a universally available computing infrastructure. In addition to the hosted server environment, Avail also provides redundancy of the operating environment and backups by replicating three times within a regional data center to ensure a reliable infrastructure for the hosted solution. The Avail cloud-based solution is scalable allowing Foothill Transit to scale up when needed without requiring a system redesign and additional physical hardware. Support for the system is provided by a joint effort of Avail personnel and Microsoft support staff.

In addition to system improvement and efficiencies, the transition to the cloud would save Foothill Transit approximately three million dollars over a five-year period. During this time, Avail has transitioned the majority of its clients from local server storage to a cloud-based solution, hosted and maintained by Avail.

Avail was selected through a competitive RFP process during the original procurement. The CAD/AVL system is a long-term investment which requires ongoing maintenance of hardware and software upgrades. This proprietary system could only be maintained by the selected CAD/AVL vendor, Avail. Foothill Transit's Procurement Policy permits a sole-source contract award in the case of a follow-on contract for the continued development or production of highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in unacceptable delays in fulfilling Foothill Transit's needs and substantial duplication of costs that are not expected to be recovered through competition. The base year contract is \$370,025. The annual costs start at \$153,825 and include a three percent increase each year.

Budget Impact

The first year of service and associated programming and training costs in the amount of \$370,025 has been programmed in the Foothill Transit capital and operating budgets.

Sincerely,

Ali Showkatian
Director of Customer Service & Operations

Doran J. Barnes
Chief Executive Officer

Christopher Pieper
Director of Procurement

Joyce Rooney
Director of Finance



June 28, 2024

To: Executive Board

Subject: **2024 System Standards and Policies**

Recommendation

Adopt the updated 2024 System Standards and Policies (Attachment A).

Analysis

In April of 2016, Foothill Transit Executive Board approved the System Standards and Policies that established criteria and guidelines to ensure that Foothill Transit followed a strategic approach to implementing service changes. The System Standards and Policies outlined processes for evaluating services, service design guidelines, and a process for implementing service changes.

Service standards have been developed for vehicle load, vehicle headway, on-time performance, distribution of transit amenities and service availability. Furthermore, policies have been developed to address vehicle assignments and transit security.

Summary of Changes

As part of the routine monitoring of Foothill Transit service, several updates are recommended to reflect areas of change. Over the last few years, some routes have been adjusted or cancelled, new service has been added, and peak hours of service has shifted. Additionally, a review of the Title VI program has allowed for the introduction of a new layer of review when analyzing underperforming routes.

Several of the updated changes in the System Standards and Policies came from the recent completion of the Foothill Transit Forward comprehensive operational analysis that has shown overall system improvement to modified lines.



Category	Summary of Change
Vehicles	Updated the total number of active fleet and the various fuel types with the introduction of the all-electric Double Deck Bus and implementation of Hydrogen Fuel Cell
Equity Focused Lines and Minority Lines	New layer when monitoring service to understand the community impact of a line through a designated disadvantaged community
Service Changes	Updated the time of when Foothill Transit routinely has service changes to be spring and fall
Bus Stop Placement	Updated policy to include the approval from the jurisdiction where the stop is located
Foothill Transit Lines	Total number of Foothill Transit lines has been updated to reflect the 35 Lines in operation
Service Types	Updated to remove what was previously referred to as Local Express. Foothill Transit operates two types of service, Local and Express. Both are defined in the Systems Standards and Policies attachment

Sincerely,
Josh Landis
Planning Manager

Doran J. Barnes
Chief Executive Officer

Attachment



System Standards & Policies



Foothill Transit

June 2024



Foothill Transit

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Introduction

Foothill Transit has developed a set of system wide service standards and policies. It is Foothill Transit's mission to be the premier public transit provider committed to safety, courtesy, quality, responsiveness, efficiency and innovation. These goals have informed the development of the following standards and policies. This document will serve to guide the development of future service, as well as any changes made to existing service. Foothill Transit usually undertakes two service changes a year, during which changes are made with the intent to make improvements where needed. Additionally, these service standards and policies will serve as a benchmark to guide the agency's triennial Title VI review. Once adopted by the Foothill Transit Executive Board, these standards will be in place in 2024 until modified in the future.

Service standards have been developed for: **vehicle load, vehicle headway, on-time performance, distribution of transit amenities** and **service availability**. Policies have been developed to address: vehicle assignments and transit security. This document also contains guidelines for bus stop spacing and placement.

Service Priorities: Service should be focused first in high-density areas and be scaled to fit the overall density and passenger demand in the service area.

Service Design: Then network should be coordinated and designed to be simple and user-friendly to increase trip-making by existing riders and attract new riders

Service Attributes: The system should provide high quality service to better serve existing riders and attract new riders. Service quality priorities include:

- Reliability- "I can count on it"
- Fast Travel Options
- Real-time, readily-available information
- Clean and safe transit vehicles, stops, and all transit facilities

Purpose

Foothill's System Standards and Policies (SSP) establishes the following: (1) a formal process for evaluating existing services; (2) a methodology and process for developing and implementing service adjustments; and (3) service design guidelines to ensure that the transit system is developed consistent with policy guidance approved by Foothill Board of Directors.

Minimize duplication

From a customer and operator point of view, operating overlapping services may be costly, confusing and unproductive. Through better service coordination,



duplication between Foothill transit services can be reduced. In addition, this concept will result in an easier and simpler to use transit network.

Keep the service simple and easy to use

An easy to use and understand transit system relies on simple network and route design. Consolidating services on the same or parallel corridors within a quarter-mile to a half-mile distance apart provides an opportunity to simplify the network for ease of use and reduce unused capacity. This concept requires better coordination of schedules and transfer points, and will result in an easier to use and more convenient system, while reducing wait time and overall travel time. These enhancements to service quality are expected to help increase ridership and revenue at no additional cost.

Furthermore, consistent headways that are predictable for customers also help reduce uncertainty about next bus arrival times. Consistent headways should be a priority for lines that operate headways of less than 15 minutes.

Achieve higher-network speeds

Increasing the speed of transit service improves the competitiveness of transit with other modes, such as automobiles. This also increases services reliability, which improves the overall customer experience. The faster service requires fewer resources to operate and thus reduces operating cost. Several factors cause a reduction of speed along a route, including turns, particularly left turns, an increased number of stops, traffic congested corridors, and long dwell times at stops or stations.

Foothill Transit Service Profile

Foothill Transit is a public agency governed by a Joint Powers Authority comprised of 22 cities in the San Gabriel Valley. Foothill Transit contracts for bus operations and maintenance service which is performed by contractors working out of the Arcadia and Pomona facilities. The Foothill Transit fleet consists of approximately 357 total coaches including compressed natural gas (CNG), Battery Electric Buses (BEB), and Hydrogen Fuel Cell Electric Buss (HFCEB). Foothill Transit receives the second largest share of Transportation Development Act and State Transit Assistance funds in Los Angeles County primarily serving a 327 square mile area in the San Gabriel Valley region, but also providing connections to Orange and San Bernardino Counties.

For the purpose of developing system wide standards and policies, it's helpful to breakdown the service that Foothill Transit provides into the following categories:



1. **Local:** Moves passengers between major transfer points, employment centers, shopping areas and other points of interest.
2. **Express:** Serves customers during peak hours in and out of downtown Los Angeles

Foothill Transit's specific routes can be labeled as follows:

Category	Line number
Local	178, 185, 187, 188, 190, 194, 195, 197, 269, 270 272, 274, 280, 281, 282, 284, 285, 286, 289, 291, 292, 480, 482, 486, 488, 492, 690, 853, 861, 707
Express	490, 493, 495, 498, 499, 699

Throughout this policy you will see the terms peak and off-peak as defined by:

- Peak travel times are defined between 7 a.m. and 9:59 a.m. and 3 p.m. and 5:59 p.m.
- Off-peak times are early morning, midday and late evening, as well as Saturday, Sunday and holidays.


Standards

1. Vehicle Load

Passenger capacity, the amount of seats and standing room onboard a vehicle, is an important consideration when designing transit service. The utilization of vehicle capacity should be maximized to make the most of resources. However, capacity should not exceed a threshold that deters ridership due to uncomfortably crowded conditions or excessive stop and station dwell times from blocked passageways on board. Capacity thresholds are expressed as a load factor indicating a ratio of available capacity to seats. This indicator is used to determine how many trips must be scheduled for each direction of travel during specified time periods.

$$\text{Load Factor} = \frac{\text{Total Seated + Standing Capacity}}{\text{Seating Capacity of the vehicle}}$$

Foothill Transit monitors its peak loads when studying the system on a line-by-line basis. Staff will also study peak load periodically when operators, quality assurance inspectors or supervisors report high passenger loads or when there is a trend in customer complaints received. Furthermore, vehicle loads are reviewed and adjusted when making schedule adjustments to improve on-time performance.



Category	Peak load factor (not to exceed)
Local	1.25
Express	1.0

If, after performing a routine analysis of a line based on load factor and it is determined to be exceeding the recommended threshold by type of service, staff will recommend the following be considered:

- Add trips during busiest times
- Increase headways
- Provide alternate Lines to travel on to spread the passenger load

2. Vehicle Headway

Service demand, scheduling constraints, fiscal constraints and capital resources are considerations to setting Foothill Transit headways. Foothill Transit is committed to providing reliable transportation on a daily basis and has established a maximum headway of 60 minutes for all service types. This maximum headway will allow passengers to travel throughout the service area without having to wait for long periods of time between transit services. As route load factors exceed 1.25, the frequency will be evaluated to determine if adjustments to headway are appropriate. The table below exhibits Foothill Transit's goals for minimum peak frequency depending on the type of service. Headway in these instances can be less than the minimum where demand is needed.

Category	Line number	Peak headway	Off peak headway
Local	178, 185, 187, 188, 190, 194, 195, 197, 269, 270, 272, 274, 280, 281, 282, 284, 285, 286, 289, 291, 292, 480, 482, 486, 488, 492, 690, 853, 707, 861	30 minutes	60 minutes
Express	490, 493, 495, 498, 499, 699	20 minutes	n/a

3. On-Time Performance

Foothill Transit has a system-wide on-time performance goal of 78percent. On-time is defined as a vehicle that departs no more than five minutes later than the established schedule. Beginning July 2012, Foothill Transit began using the CAD/AVL system to measure on-time performance. In any given month, approximately 300,000-time point records are collected and analyzed to calculate schedule adherence.

4. Service Availability

In accordance with local Proposition A guidelines, it is Foothill Transit's policy to provide transit service within one mile of 95 percent of its residents. The agency continues to face the challenge of providing responsive service within a service area that is experiencing population fluctuations due to the changes in the economy.

Service Policies

1. Distribution of Transit Amenities

Transit amenities within Foothill Transit's service area are the responsibility of the jurisdiction of the cities or county in which those amenities reside. The exception is for Foothill Transit owned Transit Centers.

2. Vehicle Assignments

As of June 2024, the Foothill Transit fleet consists of 19 Battery Electric Buses (BEB), which includes the two Double Deck BEBs, 205 Compressed Natural Gas (CNG) buses, and 33 Hydrogen Fuel Cell Buses totaling 357 buses. All coaches are wheelchair accessible, air-conditioned, include bike racks and have a kneeling feature for the ADA ramp. In addition, all coaches have on board Computer Aided Dispatch/Automatic Vehicle Locator system which includes on board cameras, passenger counters, and automatic voice annunciators. Electronic head signs and fareboxes are on the buses fleet-wide.

Vehicle assignments are made based on the available vehicles by dispatch personnel with the exceptions of the 30-foot electric buses that have specific livery for the City of Duarte which are assigned only to Line 861.

Monitoring Service Standards and Procedures

Background

In compliance with FTA Circular 4702.1B, Foothill Transit must monitor the performance of its system relative to its system-wide service standards and service policies at least every three years. Minority transit routes will be compared to non-



minority transit routes to ensure that equal service is being provided system wide. A minority route is defined as a route in which at least one-third of the revenue miles (with stops) are located in a Census block where the percentage minority population exceeds the percentage minority population in the overall service area.

Ongoing monitoring

Many of the service standards are monitored on a regular basis. The Foothill Transit Executive Board sets targets for nine key performance indicators (KPIs) each fiscal year.

These KPIs include

- Schedule adherence
- Boardings per service hour
- Farebox recovery ratio

Foothill Transit staff report progress on the KPIs to the Executive Board monthly. Department directors also lead several “Vital Factor” meetings every month with staff and contractors to ensure that each KPI is consistently improving.

Special Consideration- Minority and Equity Focused Lines

Foothill Transit completed its most recent Comprehensive Operational Analysis (COA) titled Foothill Transit Forward in 2023. Foothill Transit Forward identified “Minority” and “Equity” Lines based on the percentage of the minority population, income, and “zero car” households within a quarter mile radius of the line. The lines identified can use the classification as another data point for consideration during the monitoring process.

Minority Lines

Minority individuals (i.e., the non-White population) are a protected group under Title VI of the Civil Rights Act of 1964. Foothill Transit, like other transit agencies in the United States is required to conduct monitoring to ensure that service changes do not disproportionately affect minority individuals.

Foothill Transit defines a minority line as a line that has at least one-third of its revenue miles with stops running through areas where the percent minority population exceeds the percent minority population of the Foothill Transit service area. The minority population is defined as the non-White population, including people who identify ethnically as Latino/Hispanic. While Foothill Transit has traditionally used Census tracts for its analysis, Census block groups were used to be consistent with the rest of the maps in this report.



Based on this evaluation, the following lines have been identified as a minority line: Line 178, 185, 190, 194, 195, 197, 269, 270, 272, 274, 280, 281, 282, 285, 286, 289, 291, 480, 482, 486, 488, 492, 493, 495, 498, 499, 699, 861, and Silver Streak.

Considerations for Equity

In recent years, the topic of transportation equity has been discussed more frequently and with increasing levels of importance. At its core, transportation equity seeks to prioritize resources to those that need it most. This project worked to define what equity meant to Foothill Transit.

Using Census data, three metrics with strong correlations to increased transit use in the San Gabriel Valley were examined.

These metrics were:

- Households with annual income of \$25,000 and below (Low-Income)
- Non-white households (Black, Indigenous, People of Color 'BIPOC' Population)
- Zero-vehicle households

Equity Areas and Equity Lines

The examination of those three metrics resulted in the identification of three Equity

Areas. These Equity Areas encompass the cities of El Monte, Baldwin Park, and Pomona. These are the areas with the highest concentrations of higher need, and thus are important to consider in any discussion of potential changes to the Foothill Transit network. Using the defined Equity Areas, three Foothill Transit lines were identified as Equity Lines, as they had the highest percentage of stops serving the defined Equity Areas:

Lines 195, 269, and 270.



Service Change Process

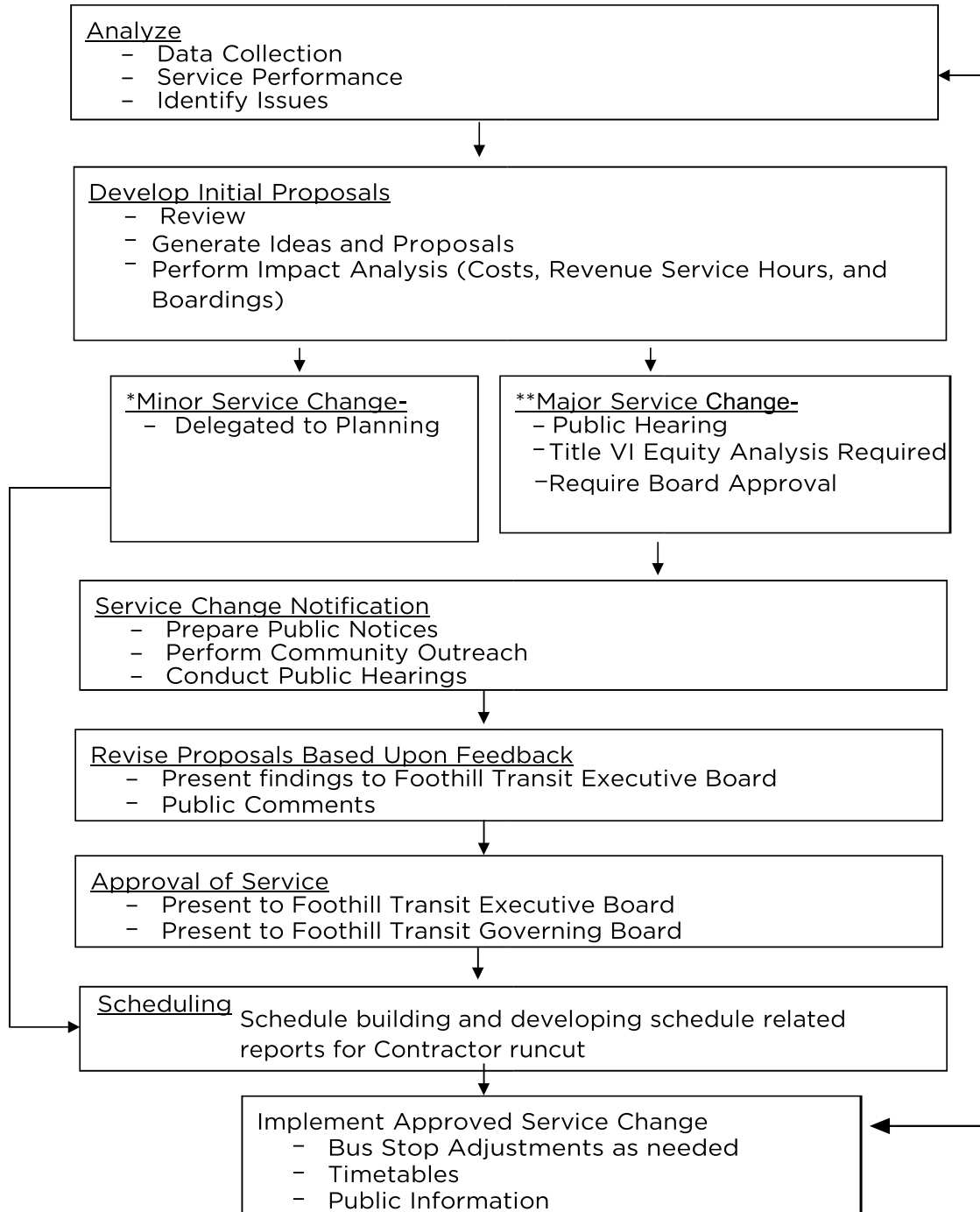
Scheduled Service Changes

Schedule changes are implemented with a goal of twice a year and provide the opportunity to adjust bus routes and schedules to improve system performance. The Planning Department conducts regular analyses to improve performance, including monitoring:

1. Customer comments
 - Staff monitors comments reporting heavy loads, schedule adherence issues, and potential Title VI violations. Trends are analyzed and comments are compared against data gathered through Foothill Transit's automated passenger counters, CAD/AVL systems, and on-board cameras.
2. Boardings
 - Staff analyzes data from the automated passenger counters, CAD/AVL systems, and electronic fareboxes to track boarding levels. Efforts are made to add service on routes with high load factors.

In an effort to adapt to the ever-changing environment that exists throughout transportation, Foothill Transit has bi-annual service changes implemented in or around spring and fall each year. However, this can be subject to change. Service changes are conducted to modify service based on customer and/or budget fluctuations. Following an established timeline, a service change process work flow is described below:





* Minor Service- proposed changes affect less than 25% of a lines revenue hours and/or revenue miles


** Major Service- proposed changes affect 25% or more of a lines revenue hours and/or revenue miles

Outreach Policies for Service Changes

Foothill Transit undertakes bi-annual schedule changes in spring and fall. Changes can be minor including removal of bus stops, adjustments to runtimes or start times to facilitate better on-time performance and transfers or addition of trips. Major changes could include dramatic increases in the number of trips added, addition or elimination of service or routes or dramatic re-routing. A major service change has been defined by the Foothill Transit Executive Board as “any change that affects more than 25 percent of revenue service miles and revenue service hours travelled, or more than 25 percent of the riders on a route,” or the introduction of a new line. This definition does not apply to any change that lasts less than 12 months.

Outreach for Minor Service Changes

Although Foothill Transit service has regular bi-yearly schedule changes, the planning process is ongoing and fluid. Between schedule changes, the Planning Department reviews a number of sources to determine what changes to implement including:

1. **Regular review of customer comments.** The Planning Department responds directly to customers requesting routing changes, adjustments to the schedules for transfers or other planning related changes. Each request is analyzed for feasibility and impact on the service as a whole.
 2. **Review of on-time performance.** Individual route on-time performance is analyzed on a monthly basis. Foothill Transit maintains a goal of 85% on-time performance for all routes; routes that are performing below average are analyzed and adjustments are made to the runtimes.
 3. **Review of ridership.** Comments regarding heavy loads on certain routes are validated against ridership data gathered through Foothill Transit’s Automatic People Counter (APC). Routes that exceed Foothill Transit’s load factor of 1.25 are analyzed for the feasibility of adding service or other measures to improve service.
 4. **Regular outreach at Transit Stores.** Approximately one month after the implementation of a schedule change, members of the Planning Department will be available at each of the Foothill Transit Stores to speak to customers about their experience with Foothill Transit and to determine how their commute has been affected by the service change. Dates and times that representatives will be at the Transit Stores will be posted on the Foothill Transit website, sent out via email to customers signed up for E-Notices, posted on Foothill Transit’s social media sites and posted at the Transit Stores two weeks in advance.
- 

Outreach for Major Service Changes


If a proposed service change exceeds the major service change threshold, a formal outreach campaign is undertaken. The proposed change is first presented to the Governing Board to receive input on the proposal and approval to pursue a formal public comment process. Once approval is granted, the process is undertaken. Public hearings are scheduled in the area affected by the change at a date and time that is conducive for customers to attend. If multiple meetings are held, the times should be staggered to allow customers multiple opportunities to attend.

Advertisements informing of the scheduled meeting(s) date and time are published in local and ethnic newspapers two weeks prior to the scheduled meeting. Dates and times are also posted on the Foothill Transit website, sent out via email to customers signed up for E-Notices, posted on Foothill Transit's social media sites and posted at the Transit Stores two weeks in advance. A dedicated e-mail address is also set up to collect any comments related to the schedule change. All communications regarding the comment period will state the dates the email address is active. All comments, whether received via phone, email or at the public hearing, are considered equally and are documented and reported to the board.

Major Service changes and fare changes are subject to Equity Analysis as well, as stipulated by the Federal Transit Administration's enforcement of Title VI of the Civil Rights Act of 1964. Impacts of the proposed changes are analyzed to specifically ensure that they do not disproportionately impact the minority or low-income population utilizing the service. The analysis accomplishes the following goals:

1. Defines and evaluates the impact on riders
2. Identifies adverse impacts to low-income and minority riders as defined by the FTA's enforcement of Title VI
3. Considers alternatives or mitigating solutions to proposed service changes if there are adverse impacts

Once all comments have been gathered, they are grouped according to the content and whether or not they are in support of the project. The volume of comments is considered, as well as the content of the comments. Foothill Transit will identify mitigating measures to address impacts of the major service change to the best of its ability. Once the comments have been considered, the necessity of the change will be re-evaluated. Once the proposal has been reviewed in light of public comments received, a follow-up report will be submitted to the Executive Board including a summary of the comments received and the final service change



proposal. In most cases, once the proposal has been approved by the Executive Board, it will be submitted to the full Governing Board for approval, as stipulated in the rules that govern Foothill Transit. Below is an approximate schedule of major milestones in the service change timeline:

Bus Stop/Line Guidelines

The placement of bus stops is dependent on several factors which include the density of the neighborhood as well as the particular location of the bus stop around the intersection. This guide is a working document of best practices that Foothill Transit seeks to implement when relocating or determining new bus stops and installing related facilities.

Ideal Bus Route Length

Should be as short as possible to reduce a vehicle's exposure to events that may delay service (e.g. accidents, road construction, or poor weather conditions) and maintain scheduled travel times to maximize on time performance:

The below table outlines Foothill's threshold for ideal length of trip (one direction) from the start of the line to finish:

Category	Ideal Max Route Length
Local	60 Minutes
Express	90 Minutes

Bus Stop Spacing

The spacing of bus stops is crucial to ensuring a free-flowing level of service. When stops are located very close to one another the distance to any stop that a passenger has to walk is reduced however the operating speed of the bus significantly increases. With more frequent stops the bus has to pull over more often to pick up passengers along the street and is never able to reach an optimum speed. The end result of closely-spaced bus stops is that the passengers walk a shorter distance to and from their origin/destination but the overall bus trip time is extremely long.



LAND USE AREA	LAND USE DESCRIPTION	BUS STOP SPACING
High Density	5,000+ persons/square mile 19+ DU/acre Commercial/Industrial: 0.7 - >1.0 FAR Major commercial building or industrial park	1000feet - 1200 feet
Medium Density	3,500 - 5,000 persons/square mile 8 - 18 DU/acre Commercial/Industrial: 0.4 - 0.69 FAR Light retail or commercial	1200feet - 1900 feet
Low Density	Less than 3,500 persons/square mile Commercial/Industrial: < 0.4 FAR 7 or less DU/acre	1500feet- 2200 feet

Bus Stop Spacing Guideline

The goal of Foothill Transit is to ensure passengers have easily accessible bus stops, while at the same time maintain optimal system speeds. It is for this reason that the below table will be used when reviewing bus stop placement on any given line. Where possible, bus stops will be placed at the minimum spacing to allow for reduced travel times throughout the system. When a line travels on the freeway, or through a low density land use area, the minimum spacing might be increased due to lack of a safe location to stop.

Avg. Stop/ Station Spacing

Category	Minimum Spacing (Mile)	Maximum Spacing (Mile)
Local	.25	.50
Express	1.0	—*

*The nature of express service has minimal pickup locations and therefore is dependent upon the location of the line.

Bus Stop Placement

All Foothill Transit bus stops require approval from the jurisdiction to which the stop is located.

Foothill Transit staff will coordinate directly with local municipality staff for their analysis and approval prior to the implementation of a bus stop.

The Below table outlines the bus turning radius by vehicle type within the Foothill Transit fleet.

Bus Series	Bus Length	Bus Turning Radius
NABI 1800s	42FT.	47FT.
NABI 1900s	42FT.	47FT
NABI 2100s	42FT.	47FT
NABI 2200s	42FT.	45.5FT.
NABI 2300s	42FT.	45.5FT
NEW FLYER 2400s	40FT.	44FT.
NEW FLYER 2500s	40FT.	44FT.
Proterra 2600s	40FT.	41FT.
ENC 2700s	40FT.	40FT.
Proterra 2800s	35FT.	35FT.
ENC 2800s	35FT.	40FT.
NEW FLYER 2900s	60FT.	44FT.
ALEXANDER DENNIS DD 3000s	44FT.	36FT.
NEW FLER 3100s	40FT.	43FT.



June 26, 2024

To: Executive Board

Subject: **Asset Disposition Policy**

Recommendation

Adopt the updated Asset Disposition Policy (Attachment A) for the disposition of Foothill Transit assets, which have reached the end of useful life.

Analysis

Foothill Transit's current asset disposition policy was adopted by the Executive Board in 2018. Changes in organizational structure and staffing titles have occurred since the policy was last approved, necessitating an update to the existing policy. The recommended update clarifies the structure, titles and makes general clarifications to existing language. The recommended policy update ensures continued compliance with Federal Transit Administration (FTA) requirements and California Civil Code.

Budget Impact

There is no budgetary impact associated with adopting the updated Asset Disposition Policy.

Sincerely,

Christopher Pieper
Director of Procurement

Doran J. Barnes
Chief Executive Officer

Attachment

ASSET ~~DISPOSAL~~ DISPOSITION POLICY

February 2018 June 2024

OVERVIEW

Foothill Transit has capital assets, exclusive of real property, which ~~will~~ become obsolete over time. Obsolescence may be due to normal use, wear and tear, outdated technology, reaching the end of useful life per industry guidelines, and/or straight line depreciation schedules. These assets may require disposal, including resale.

Foothill Transit Department ~~Directors~~Heads, in consultation with the Procurement and Finance Departments and Project Manager, will identify items as surplus or obsolete and recommend to the Executive Board and/or the ~~Executive Director~~Chief Executive Officer, based on the level of approval, that these assets be disposed of. Upon approval of disposal, the Department ~~Director-Head~~ shall coordinate the disposal process with the Procurement Department.

The Asset Disposal process will vary depending on the reason for disposition, the depreciation status of the item, and appropriate approval levels.

DISPOSITION STEPS

A. ELIGIBILITY FOR DISPOSAL:

Assets may only be disposed if they meet one or more of three criteria.

1. Age - ~~Has the~~The asset has met the end of its useful life (either determined by federal guidance or Foothill Transit internal accounting standards)?
2. Condition - ~~Is the~~The asset is broken, damaged, or in a state otherwise unacceptable so that it does not meet Foothill Transit's needs?
3. Technological Obsolescence - ~~Is the~~The item is technologically obsolete and no longer meets Foothill Transit's needs?

Assets may not be disposed of if if an asset does they do not meet any of these criteria, ~~that asset may not be disposed of.~~

B. DEPRECIATION STATUS:

The method of disposition is dependent on whether the assets were fully

depreciated at the time of decision for disposal, and assets are subject to different approval levels based on factors such as the initial acquisition value of the item, and the type of asset.

1. ASSET IS FULLY DEPRECIATED:

If the asset has been fully depreciated, then the item may be disposed of, subject to approval levels listed below.

The following approval levels apply:

<i>If the Fully Depreciated Asset(s) is:</i>	<i>Then the asset can only disposed of with the approval of the:</i>
An asset with initial cost greater than \$7,500; or An asset that was federally funded, or An asset that is any type of rolling stock.	Executive <u>Director</u> Chief <u>Executive Officer</u>
An asset that does not meet any of the above criteria.	Department Directors <u>Heads</u>

2. ASSET IS NOT FULLY DEPRECIATED:

If the asset has been not been fully depreciated, then the item may be disposed of, subject to approval levels listed below and additional requirements. Assets that are not fully depreciated that are federally funded may not be disposed of without seeking approval from the Federal Transit Administration and complying with all appropriate regulations and guidance.

The Following approval levels apply:

<i>If the Non-fully Depreciated Asset(s) is:</i>	<i>Then the asset can only disposed of by the approval of the:</i>
An asset with a depreciated value greater than \$100,000	Executive Board*
An asset with a depreciated value of \$100,000 or less	Executive Director <u>Chief</u> <u>Executive Officer</u> *

**if the item is federally funded, additional approval from the Federal Transit Administration must be obtained.*

C. ASSET INVENTORY:

For assets tracked in an agency-wide equipment inventory or a departmental equipment inventory, the Department ~~Director-Head~~ must coordinate with the Procurement and Finance Departments to confirm the value of the asset and ensure that the item has been removed from any database.

D. CONDITION JUSTIFICATION:

If the asset is not fully depreciated, a condition justification must be submitted and approved before final disposition.

E. FINAL DISPOSITION:

For fully depreciated assets and consumable inventory with an original purchase price less than \$7,500, that are not rolling stock, ~~and~~ were not purchased with federal funds, and that are not required to have been asset tagged and inventoried by the agency, Department ~~Directors-Heads~~ shall dispose of the assets using the most appropriate method

For any other assets, Department ~~Directors-Heads~~ should coordinate with the Procurement Department. When disposing of property purchased with public funds, the Department ~~Director-Head~~ shall use such methods and procedures in his/her judgment that will return the greatest value to the agency and align with the values of Foothill Transit.

Department ~~Directors-Heads~~ may coordinate with the Procurement Department to dispose of surplus items through the agency's current contracted auction vendor. Department ~~Directors-Heads~~ may also elect to destroy fully depreciated surplus items based on security needs of the agency, or to make a direct sale or donate fully depreciated surplus items to other governmental entities or non-profit organizations when appropriate. The Procurement Department shall deposit with the Finance Department all funds received from the auction sale of surplus property and provide the Director of Finance with a complete accounting of all transactions.

Special Circumstances: Federal Grant Funded Assets

Capital assets which have been purchased with federal capital grant funds must be disposed of in a manner consistent with the Federal Transit Administration (FTA) regulations as outlined in FTA Circular 5010.1E and subsequent revisions. Any federally funded asset must be disposed of in coordination with the Procurement Department, regardless of its initial cost or depreciated value.

Lost and Found Items:

Pursuant to California Civil Code 2080.6 all found or saved personal property recovered on property subject to Foothill Transit's jurisdiction will be held for at least three months. If such property goes unclaimed by its rightful owner during that period, the property will be sent to public auction after notice is posted in a local newspaper.

Ineligible Participants:

Foothill Transit's staff and members of their immediate families, and Executive or Governing Board members and members of their immediate families, may not participate in an auction, competitive sale, or negotiated sale of Foothill Transit capital assets. Foothill Transit staff are eligible to keep surplus marketing and promotional items of nominal value that would otherwise be ~~dispossessed~~disposed of.



June 21, 2024

To: Executive Board

Subject: **June 2024 Legislative Update**

Recommendation

1. Adopt a SUPPORT position on SB 1420, and
2. Receive and file the June 2024 Legislative Update.

Analysis

Federal Update:

Earlier this month, members of Senate published their list of the congressionally directing spending, or earmark requests they are formally advancing to the Senate Committee on Appropriations for consideration. Senator Alex Padilla has advanced a \$3 million request for Foothill Transit to purchase 24 zero-emissions buses, and Senator Laphonza Butler has advanced the full \$6.318 million that we requested for this project. The House Appropriations Committee has also received Congresswomen Judy Chu and Linda Sánchez's requests to fund the full \$6.318 million amount as well. In the coming months, the Appropriations committees in the Senate and House are expected to release their markups that will reflect whether our earmark requests are getting advanced for consideration in the final Appropriations bill.

State Update:

Recommended SUPPORT Position on SB 1420

A **SUPPORT position on SB 1420 (Hydrogen)** is recommended. This bill would define "qualified clean hydrogen" and "qualified clean hydrogen projects;" set content targets of 33.33 percent by 2025 and 60 percent by 2045 for qualified clean hydrogen used in the transportation sector; and allow streamlining of regulatory review for infrastructure projects for qualified clean hydrogen projects.

The bill was passed in the Assembly Committee on Utilities and Energy on June 19 with a 13-0 vote, and was re-referred to the Committee on Natural Resources. A hearing date has not yet been scheduled. Proponents of the bill published by the most recent hearing date include Omnitrans, Ontario International Airport, Southern California Gas Company, California Hydrogen Business Council, California Hydrogen Coalition, Center for Transportation and



The Environment, Glendora Chamber of Commerce, La Verne Chamber of Commerce, Los Angeles County Sanitation Districts, and BizFed.

This legislation supports the advancement of Foothill Transit’s zero-emissions bus program by reducing regulatory barriers within the hydrogen industry. California transit agencies, including Foothill Transit, are leaning in toward transitioning to completely zero-emissions fleet in accordance with the Innovative Clean Transition regulation mandated by the State of California. The advancement and sustainability of the industry for hydrogen fuel cell vehicles in addition to the long-term affordability of hydrogen fuel, fueling infrastructure, and buses are critical to the success of Foothill Transit’s transition to a zero-emissions fleet. For these reasons, a SUPPORT position on SB 1420 is recommended.

State Budget

The Legislature passed the budget bill, AB 107 on June 13, which maintains the State’s commitment of \$5.1 billion for public transit, and reflects the previously announced Joint Legislative Budget Agreement released by the Senate and Assembly on May 29. With the passage of this main budget bill, the Legislature met its constitutional requirement to pass a balanced budget by June 15. Negotiations between Governor Newsom and the Legislature for a final state budget will continue, and a “Budget Bill Jr.” is expected to be released once adjustments to the main budget bill are finalized in a three-party agreement between the Governor, Senate, and Assembly.

A supplemental state legislative update prepared by our state advocate, Steve Wallauch is also attached to this report.

Sincerely,

Yoko J. Igawa
Director of Government Relations

Doran J. Barnes
Chief Executive Officer

Attachment

PLATINUM | ADVISORS

June 14, 2024

TO: Foothill Transit Executive Board
Doran Barns, Chief Executive Officer

FR: Steve Wallauch
Platinum Advisors

RE: April 2024 State Legislative Update

Session Status: May 24th was the House of Origin deadline. While the deficit did result in a slightly higher retention rate on Suspense File items, there are still a lot of bills moving forward. The Senate and Assembly moved a combined 1,410 bills to the second house. The Assembly approved 931 bills, or 61% of all Assembly bills introduced this year, to the Senate, and the Senate approved 479 bills, or 75% of all Senate bills introduced this year. However, the second house is the bigger hurdle for most measures.

The next big legislative deadline is July 3rd. This is the deadline for policy committees to act on bills. With over 1,400 bills to be heard, and a budget to be finalized, June will be busy. Summer recess starts on July 4th and extends to August 5th for the final month of the 2023-24 Session.

Budget Status: The May Revision to the January Budget was succinct at only 44 pages. The Governor announced that the deficit problem has grown by \$7 billion since January, with the new funding gap totaling \$27.6 billion.

While the Senate and Assembly Budget Subcommittees reviewed the May Revise proposals, no action was taken in either house. Since then, the Senate and Assembly announced a budget agreement between the houses, and approved the spending plan on June 13th, with the passage of AB 107. AB 107 is currently in “enrollment” where is reviewed for typos and other errors before it is sent to the Governor for consideration. Once the bill is sent to the Governor’s desk, the Governor will have 12 business days to sign or veto the bill.

Note that there is still no deal between the Legislature and Governor, meaning what is contained in AB 107 is starting point for negotiations with the Governor. There remain major disagreements between Governor Newsom and the Legislature related to cuts to public health, childcare, and housing programs.

While there are differences, the Legislative proposal resembles the actions proposed by the Governor with cuts, deferrals, and changing fund sources; however, it restores some cuts proposed by the Governor and utilizes more Rainy-Day reserves in the 2024-25 fiscal year. The legislature's budget plan addresses the Department of Finances total budget year projected shortfall of about \$45 billion.

The negotiations now focus on reaching an agreement between the Legislature and the Governor. While the legislature met the June 15th deadline with the passage of AB 107, the final agreement between the Legislature and the Governor will take until the end of June, with budget trailer bills being strung out until the end of session.

A ray of sunshine. For the month of May revenue exceeded projections. Preliminary data shows that personal income tax for the month exceeded projection by \$1.4 billion, and corporation taxes were \$752 million above projections. June 17th is a major deadline for tax payments. There could be another bump in revenues in June; however, as the LAO cautions the increased revenue in May might just be early June payments.

Transportation Funding:

The Governor May Revise and the AB 107 proposal maintain the \$5 billion commitment made to public transit in SB 125 from last year. While the flow of funds will be spread out over additional years, this is a major success for public transit and the advocacy efforts led by public transit operators.

To maintain this funding commitment both the Governor's and Legislative spending plans swap dollars from the general fund for dollars from the greenhouse gas auction fund. These shifts total \$1.7 billion in the 2024-25 fiscal year. Over the next five years, the May Revision includes shifting \$3.6 billion from the General Fund to the Greenhouse Gas Reduction Fund, including transit programs, clean energy programs, zero-emission vehicle programs, and nature-based solutions programs. Transit funding provided through the Transit & Intercity Rail Capital Program is the largest beneficiary of this fund shift, with both spending plans swapping approximately \$1.3 billion.

The following compares the spending proposals in the May Revise and the Legislative plan. These differences are subject to negotiations between the Governor, the Speaker, and Senate President Pro Tempore.

- The May Revision decimates funding for the Active Transportation Program by cutting funding by \$200 million in 2024-25, \$300 million in 2025-26, and \$99 million in 2026-27.

The Legislature's plan restores these cuts by shifting the fund source to the State Highway Account.

- The May Revision cuts all funding awarded to grade separation projects. This totals a \$350 million reduction.

The Legislature's plan maintains this cut, but budget trailer bill language will be adopted that directs Caltrans and CalSTA to prioritize the awarded projects for existing funding programs.

- Cuts \$150 million from Highways to Boulevards program but redirects \$75 million in cap & trade revenue for the program. The Legislature agreed with this cut and shift.
- Delays \$100 million for the Port and Freight Infrastructure Program from 2024-2025 to 2026-2027. This change was already enacted as part of the early action measure.
- Delays \$1 billion of the Formula based Transit and Intercity Rail Capital Program funding from 2024-2025 to 2025-2026. This was already enacted as part of the early action measure.
- The May Revision would cut \$148 million in TIRCP competitive funds from Cycle 6. These funds were not awarded or used for projects in that cycle.

The Legislature's plan would restore this cut. The plan would also spread the allocation of \$2 billion in Cycle 6 funds over 4 years, which should match the cash flow needs for those projects, and supplant general fund dollars with \$507 million in greenhouse gas auction revenue over the same time period.

- The early action bill implemented the Governor's proposal to spread the second allocation of TIRCP formula funds over two years -- \$1 billion allocated in 2024-25 and \$1 billion allocated in 2025-26. The legislative proposal would amend this plan to further spread out this allocation. Under the legislative plan funds allocated in 2025-26 would be reduced to \$500 million, with the balance (\$500 million) being allocated in 2026-27.

In addition, the May Revision would supplant \$555.1 million in general fund dollars with revenue from the Greenhouse Gas Reduction Fund. The legislature's plan would supplant general fund dollars with \$839 in greenhouse gas auction revenue that would be spread over the 2023-24 through 2025-26 fiscal years.

- Funding for Zero Emission Transit Capital Program (ZETCP), however, will be delayed. The May Revision proposes to delay the allocation of \$220 million from the current fiscal year to 2024-25, push the allocation of \$230 million from 2024-25 to 2027-28, and push \$230 million from fiscal year 2025-26 to 2027-28. The Legislature’s plan conforms to this change.

LEGISLATION

	Subject	Status
<u>AB 1904</u> (<u>Ward D</u>) Transit buses: yield right-of- way sign.	<p>AB 1904 was approved by the Senate Transportation Committee and is now pending on the Senate Floor.</p> <p>Existing law allows Santa Clara VTA and Santa Cruz Metropolitan Transit District to equip buses with a “yield right-of-way” sign to inform motorists when the bus re-entering a traffic lane.</p> <p>The Assembly unanimously approved AB 1904. This bill would expand the above authorization to allow any transit operators to equip its bus with yield right-of-way signs. Under AB 1904 these signs could be an illuminated sign or a static decal.</p>	Senate Floor
<u>AB 2043</u> (<u>Boerner D</u>) Medi-Cal: nonmedical and nonemergenc y medical transportation	<p>AB 2043 was unanimously approved by the Senate Committee on Health, and now moves the Senate Appropriations Committee</p> <p>AB 2043 direct the State Department of Health Care Service to do the following:</p> <ul style="list-style-type: none"> • Ensure the fiscal burden of providing nonemergency Medi-Cal trips is not unfairly placed on public paratransit providers. • Direct Medi-Cal managed care plans to reimburse public paratransit providers at the state’s fee for service rates. • Engage with public paratransit providers to understand the unique challenges the paratransit providers face, and by June 1, 2026, provide updated guidance that ensures the fiscal burden is not placed on public paratransit providers. 	Senate Appr.
<u>AB 2719</u> (<u>Wilson D</u>)	AB 2719 would create an alternative safety inspection process for public transit vehicles to	Assembly Appropriations

	Subject	Status
Vehicles: commercial vehicle inspections.	<p>ensure their safety and maintains the transit agency's ability to provide reliable, on-time transit service.</p> <p>AB 2719 is sponsored by NVTa and SolTrans. The purpose of this bill is to create an alternative inspection process that will exempt public transit buses from being required to stop at any roadside inspection station.</p>	<p>Held on Suspense File</p> <p>Dead</p>
<u>AB 2824</u> (<u>McCarty</u> D) Battery; Public Transportation Provider	<p>AB 2824 would expand the application of existing provisions for battery of a bus operator to also include an agent, employee, or contractor to a public transit operator. The existing penalty for battery includes a fine of up to \$10,000, or up to one year in county jail, or both. The bill would also include imprisonment in state prison for up to 16 months, or 2 years, or 3 years.</p> <p>AB 2824 will not move forward this year. The author and the sponsors could not reach an agreement on adding provisions to the bill that would allow transit operators to issue prohibition orders.</p>	<p>Assembly Public Safety</p> <p>Dead</p>
<u>AB 3214</u> (<u>Fong</u> , <u>Mike</u> D) Public transit: advertising.	<p>AB 3214 would require the state to prioritize purchasing advertising space offered by public transit operators for public awareness campaigns.</p>	<p>Assembly Transportation</p> <p>Dead</p>
<u>SB 960</u> (<u>Wiener</u> D) Transportation : planning: transit priority projects: multimodal.	<p>SB 960 directs Caltrans to develop a transit priority policy to help guide the implementation of transit priority facilities on the state highway system.</p> <p>This bill also requires inclusion of bicycle, pedestrian, and transit priority facilities in the Transportation Asset Management Plan, the State Highway System Management Plan, and the plain language performance report of the State Highway Operation and Protection Program (SHOPP). This bill requires any project in the SHOPP to include bicycle, pedestrian, and transit priority projects unless a specified exception applies.</p>	<p>Assembly Transportation</p> <p>Hearing Date: July 1</p>

	Subject	Status
<u>SB 1420</u> (<u>Caballero D</u>) Hydrogen.	SB 1420 defines “qualified clean hydrogen” for the purposes of retail hydrogen for fueling stations and sets content targets for 2025 and 2045 of 33.3% and 60%, respectively. It also allows “qualified clean hydrogen projects,” as defined, to access two existing streamlining pathways. The bill also states that it is the policy of the state that hydrogen produced for use in fuel cell electric vehicles (FCEVs) has a carbon intensity (CI) less than or equal to that of the annual average CI for grid electricity.	Assembly Utilities & Energy Hearing Date: June 19



June 28, 2024

To: Executive Board

Subject: **Cal Poly Pomona Class Pass Program Memorandum of Understanding**

Recommendation

Authorize the Chief Executive Officer to enter into a memorandum of understanding (MOU) with Cal Poly Pomona to renew the Class Pass program for three years.

Analysis

Foothill Transit's Class Pass program at Cal Poly Pomona is a student ridership initiative that has helped the agency grow our ridership and provide important mobility options for students at Cal Poly Pomona. The program also has the opportunity to develop future riders, as students are able to experience the benefits of riding public transportation not only for school, but also for work and leisure activities.

This past school year, over 4,500 students have a Class Pass. Eight Foothill Transit lines serve the campus – Lines 190, 194, 195, 289, 480, 482, 486, and Silver Streak, which stops at the heart of campus next to the Student Services Building.

The program has been off to a successful start with ridership increasing each of the previous three years. Ridership through June 12, of this year totals 170,494 and we project ridership will reach 176,318 by the end of the fiscal year. We also anticipate that ridership will continue to increase in future years. These are all positive trends that shows the importance of the program to students on campus.

School Year	Ridership
FY 21/22 Pilot	70,810
FY 22/23 Pilot	130,892
FY 23/24* (estimated)	176,318
FY 24/25 (estimated)	207,500
FY 25/26 (estimated)	265,400
FY 26/27 (estimated)	323,300

* 170,494 rides through June 12, 2024



The current proposal is to maintain the cap, which is the maximum amount that Cal Poly Pomona will pay Foothill Transit, at \$180,000 in year one of the agreement and are proposing increases to \$250,000 in year two and again to \$300,000 in year three to accommodate and manage the growth of the program. Note: rides will continue to be half of the base fare in this agreement.

Budget Impact

The proposed first year cap of \$180,000 for Cal Poly Class Pass program is near our fare revenue expectations. The second year (FY 26) and third year (FY 27) caps are within our anticipated revenue.

Sincerely,

Hendy Satya
Marketing and Communications Manager

Doran J. Barnes
Chief Executive Officer

John Xie
Controller



June 28, 2024

To: Executive Board

Subject: **Resolutions for the California Joint Powers Insurance Authority (CJPIA) and Appointment of Primary and Alternate Voting Delegates to the CJPIA Board of Directors**

Recommendation

Select a primary voting delegate and one or more alternates to the CJPIA Board of Directors (Attachment F) and adopt the following Resolutions:

1. Resolution No. 2024-04: Authorization to join the California Joint Powers Insurance Authority and execute its Joint Powers Agreement. (Attachment A)
2. Resolution No. 2024-05: Authorization for pooling of self-insurance through the liability protection program of the California Joint Powers Insurance Authority. (Attachment B)
3. Resolution No. 2024-06: Authorization for pooling of self-insurance through the workers' compensation protection program of the California Joint Powers Insurance Authority. (Attachment C)
4. Resolution No. 2024-07: Authorization to provide workers' compensation coverage for certain volunteers pursuant to the provisions of Section 3363.5 of the Labor Code. (Attachment D)
5. Resolution No. 2024-08: Authorization establishing a policy that delegates tort liability claims handling responsibilities to the California Joint Powers Insurance Authority as authorized by Government Code Sections 910, et seq. (Attachment E)

Analysis

On Wednesday, June 5, 2024, the CJPIA Executive Board met and approved Foothill Transit's membership effective July 1, 2024. This was a two-year process involving multiple levels of the organization and stakeholder support. Moving forward, the five listed Resolutions require formal approval from the Executive Board.

The Executive Board will need to choose a primary voting delegate and one or more alternates to the CJPIA Board of Directors. The next meeting is scheduled for Wednesday, July 24, 2024, at 7:00 pm. This process is typically done electronically beginning February 1st annually. However, for this year, as



soon as the Executive Board makes its appointments, staff will complete Attachment F and submit it immediately to the CJPIA. The primary delegate must be a member of the governing body, and the alternates can be board or staff members. Only one person, either the delegate or an alternate, is allowed to vote at the annual meeting.

With the Board’s authorization, Foothill Transit will enter the CJPIA effective July 1, 2024.

Budget Impact

These Resolution(s) will enable Foothill Transit to fund ongoing insurance premiums approved in the adopted FY25 budget. The estimated savings for General Liability coverage with the CJPIA compared to FY24 coverage is approximately \$550,000.

Sincerely,

John Curley
Chief of Safety and Security

Doran J. Barnes
Chief Executive Officer

RESOLUTION NO. 2024-04

A RESOLUTION OF THE EXECUTIVE BOARD OF FOOTHILL TRANSIT TO JOIN THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY AND EXECUTE THE JOINT POWERS AGREEMENT CREATING THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY

THE EXECUTIVE BOARD OF THE FOOTHILL TRANSIT AUTHORITY DOES HEREBY FIND AND RESOLVE AS FOLLOWS:

WHEREAS, pursuant to the provisions of Sections 990, 990.4, 990.8 and 6500 of the California Government Code, the California Joint Powers Insurance Authority ("California JPIA") has been created by a Joint Powers Agreement; and

WHEREAS, Joint Protection Programs have been developed by the California JPIA pursuant to the provisions of said Agreement; and

WHEREAS, Article 22 of said Agreement provides for additional members to become parties to the Joint Powers Agreement creating the California JPIA and enter one or more Joint Protection Programs providing self-insurance and loss pooling; and

WHEREAS, the self-insurance and loss pooling programs of the California JPIA, as well as its group insurance coverage programs, offer significant advantages to Foothill Transit in terms of cost, protection, risk management and loss control advice and assistance, and entering such programs would be in the best interest of Foothill Transit.

NOW, THEREFORE, THE EXECUTIVE BOARD OF FOOTHILL TRANSIT DOES HEREBY RESOLVE, ORDER AND DETERMINE THE FOLLOWING:

Section 1. That Chair Moss of Foothill Transit is hereby authorized and directed to execute the Joint Powers Agreement on behalf of the Foothill Transit binding the Member to the terms and conditions of said Agreement. That Foothill Transit understands and agrees that, by executing the Agreement, it will be bound by the terms of the Joint Powers Agreement, specifically Article 21, "Responsibilities of Members," including the obligation to make deposits and deposit adjustments for joint protection programs it joins.

Section 2. That Foothill Transit hereby joins the California JPIA, for a period of not less than three (3) years.

Section 3. That Foothill Transit acknowledges and agrees to the provisions of Article 24 of the Agreement, which provides:

(a) A Member that enters into this Agreement may not withdraw as a party to this Agreement and as a Member of the Authority for a three-year period commencing on the effective date of its membership.

Attachment A

(b) A Member that enters into a joint protection program may not withdraw as a participant in that program for a three-year period commencing on the effective date of its participation in the joint protection program.

(c) After the initial three-year non-cancellable commitment to membership in the Authority or participation in a joint protection program, a Member may withdraw only at the end of any protection period, provided it has given the Authority a twelve-month written notice of its intent to withdraw from this Agreement and/or any joint protection programs in which it participates.

PASSED AND APPROVED by the Executive Board of Foothill Transit June 28, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CORY MOSS, CHAIR

APPROVED AS TO FORM:
DAROLD PIEPER, GENERAL COUNSEL

ATTEST:
CHRISTINA LOPEZ, BOARD SECRETARY

By:_____

By:_____

I hereby certify, under the penalty of perjury, that the above and foregoing is a true and correct copy of Resolution No. 2024-04 as adopted by the Executive Board of Foothill Transit, on the 28th day of June 2024.

RESOLUTION NO. 2024-05

**A RESOLUTION OF THE EXECUTIVE BOARD OF FOOTHILL TRANSIT TO
AUTHORIZE AND APPROVE POOLING OF SELF-INSURANCE THROUGH THE
LIABILITY PROTECTION PROGRAM OF THE CALIFORNIA JOINT POWERS
INSURANCE AUTHORITY.**

THE EXECUTIVE BOARD OF FOOTHILL TRANSIT DOES HEREBY FIND AND
RESOLVE AS FOLLOWS:

WHEREAS, pursuant to the provisions of Section 6500 et seq. and also
Sections 990.4 and 990.8 of the California Government Code, the California Joint
Powers Insurance Authority ("California JPIA") was created in 1977; and

WHEREAS, FOOTHILL TRANSIT has executed the Joint Powers Agreement to
become a member of the California JPIA; and

WHEREAS, the California JPIA has established and administered a successful
Liability Self-Insurance and Loss Pooling Program since April 1, 1978; and

WHEREAS, there are significant financial and administrative advantages for
FOOTHILL TRANSIT to participate in the Primary Liability Program.

NOW, THEREFORE, THE EXECUTIVE BOARD OF FOOTHILL TRANSIT DOES
HEREBY RESOLVE, ORDER AND DETERMINE THE FOLLOWING:

Section 1. That liability coverage for Foothill Transit through the Liability
Program of the California JPIA is hereby authorized and directed effective July 1,
2024, pursuant to the terms of the Memorandum of Coverage in effect at the time of
any occurrence covered by the Memorandum of Coverage.

Section 2. That an initial annual contribution of \$345,000, or such pro-rata
part thereof as the California JPIA might determine for coverage of less than a fiscal
period, for the Liability Program is approved and the appropriate officers of Foothill
Transit are authorized to pay the same to the California JPIA.

Section 3. That Foothill Transit will subsequently be required to make
deposits and deposit adjustments as provided in the California JPIA Joint Powers
Agreement.

Section 4. That the coverage provided is from the first dollar incurred per
occurrence and there is no self-insured retention level. The cost allocation formula,
including the self-insured retention level, is periodically reviewed by the California
JPIA and may be changed or amended in subsequent Program years.

Section 5. That the Executive Board shall sign, and Foothill Transit Board
Secretary shall certify to the passage and adoption of this Resolution, and thereupon
the same shall take effect and be in force.

Section 6. That Foothill Transit Board Secretary is directed to forward a certified copy of this Resolution to the California JPIA, 8081 Moody Street, La Palma, CA 90623.

PASSED AND APPROVED by the Executive Board of Foothill Transit June 28, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CORY MOSS, CHAIR

APPROVED AS TO FORM:
DAROLD PIEPER, GENERAL COUNSEL

ATTEST:
CHRISTINA LOPEZ, BOARD SECRETARY

By:_____

By:_____

I hereby certify, under the penalty of perjury, that the above and foregoing is a true and correct copy of Resolution No. 2024-05 as adopted by the Executive Board of Foothill Transit, on the 28th day of June 2024.

RESOLUTION NO. 2024-06

**A RESOLUTION OF THE EXECUTIVE BOARD OF FOOTHILL TRANSIT TO
AUTHORIZE AND APPROVE POOLING OF SELF-INSURANCE THROUGH THE
WORKERS' COMPENSATION PROGRAM OF THE CALIFORNIA JOINT POWERS
INSURANCE AUTHORITY.**

THE EXECUTIVE BOARD OF FOOTHILL TRANSIT DOES HEREBY FIND AND
RESOLVE AS FOLLOWS:

WHEREAS, pursuant to the provisions of Section 6500 et seq. and also
Sections 3700, et seq., of the California Labor Code, the California Joint Powers
Insurance Authority ("California JPIA") was created in 1977; and

WHEREAS, FOOTHILL TRANSIT has executed the Joint Powers Agreement to
become a member of the California JPIA; and

WHEREAS, the California JPIA has established and administered a successful
Workers' Compensation Self-Insurance and Loss Pooling Program since January 1,
1980; and

WHEREAS, there are significant financial and administrative advantages for
FOOTHILL TRANSIT to provide workers' compensation coverage for its employees
through the Workers' Compensation Protection Program of the California JPIA.

NOW, THEREFORE, THE EXECUTIVE BOARD OF FOOTHILL TRANSIT DOES
HEREBY RESOLVE, ORDER AND DETERMINE THE FOLLOWING:

Section 1. Workers' compensation coverage for employees of Foothill
Transit through the Workers' Compensation Protection Program of the California
JPIA is hereby authorized and directed, effective July 1, 2024, pursuant to the terms
of the Memorandum of Coverage in effect at the time of any occurrence covered by
the Memorandum of Coverage.

Section 2. That an initial annual Workers' Compensation Annual
Contribution of \$111,600 is approved, and the appropriate officers of Foothill Transit
are authorized to pay the same to the California JPIA.

Section 3. That Foothill Transit will subsequently be required to make
annual contributions and annual contribution adjustments as provided in Article 17
and 21 of the Joint Powers Agreement.

Section 4. That the coverage is provided on a first dollar incurred per claim
basis and there is no self-insured retention level. The cost allocation formula,
including the self-insured retention level, is periodically reviewed by the California
JPIA, and may be changed or amended in subsequent Program years.

Section 5. That the Executive Board shall sign, and Foothill Transit's Board

Secretary shall certify to the passage and adoption of this Resolution, and thereupon the same shall take effect and be in force.

Section 6. That Foothill Transit's Board Secretary is directed to forward a certified copy of this Resolution to the California JPIA, 8081 Moody Street, La Palma, CA 90623.

PASSED AND APPROVED by the Executive Board of Foothill Transit June 28, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Cory Moss, Chair

APPROVED AS TO FORM:
DAROLD PIEPER, GENERAL COUNSEL
SECRETARY

ATTEST:
CHRISTINA LOPEZ, BOARD

By:_____

By:_____

I hereby certify, under the penalty of perjury, that the above and foregoing is a true and correct copy of Resolution No. 2024-26 as adopted by the Executive Board of Foothill Transit, on the 28th day of June 2024.

RESOLUTION NO. 2024-07

A RESOLUTION OF THE EXECUTIVE BOARD OF FOOTHILL TRANSIT TO PROVIDE WORKERS' COMPENSATION COVERAGE FOR CERTAIN FOOTHILL TRANSIT VOLUNTEERS PURSUANT TO THE PROVISIONS OF SECTION 3363.5 OF THE LABOR CODE

THE EXECUTIVE BOARD OF FOOTHILL TRANSIT DOES HEREBY FIND AND RESOLVE AS FOLLOWS:

WHEREAS, Foothill Transit finds its best interest will be served by utilizing volunteers in the provision of certain government services; and

WHEREAS, said volunteers should be eligible for workers' compensation coverage while on duty.

NOW, THEREFORE, THE EXECUTIVE BOARD OF FOOTHILL TRANSIT DOES HEREBY RESOLVE, ORDER AND DETERMINE THE FOLLOWING:

1. Find and determine that the public interest is best served by providing workers' compensation coverage for Foothill Transit volunteer workers as specified by the Chief Executive Officer; and
2. Provide eligibility for said volunteers for workers' compensation benefits which will be applicable during the time the person actually performs volunteer services, provided, however, that the rights of volunteers shall be limited as set forth in the Labor Code.

PASSED AND APPROVED by the Executive Board of Foothill Transit June 28, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CORY MOSS, CHAIR

APPROVED AS TO FORM:
DAROLD PIEPER, GENERAL COUNSEL

ATTEST:
CHRISTINA LOPEZ, BOARD SECRETARY

By:_____

By:_____

I hereby certify, under the penalty of perjury, that the above and foregoing is a true and correct copy of Resolution No. 2024-07 as adopted by the Executive Board of Foothill Transit, on the 28th day of June 2024.

RESOLUTION NO. 2024-08

**A RESOLUTION OF THE EXECUTIVE BOARD OF FOOTHILL TRANSIT
ESTABLISHING A POLICY THAT DELEGATES TORT LIABILITY CLAIMS HANDLING
RESPONSIBILITIES TO THE CALIFORNIA JOINT POWERS INSURANCE AS
AUTHORIZED BY GOVERNMENT CODE SECTIONS 910, ET SEQ.**

THE EXECUTIVE BOARD OF FOOTHILL TRANSIT DOES HEREBY FIND AND
RESOLVE AS FOLLOWS:

WHEREAS, Foothill Transit is a member of the California Joint Powers Insurance (California JPIA), and pursuant to Government Code sections 990.4, et seq. and 6500 et seq. pools its self-insured liability claims and losses with other California JPIA members under a Memorandum of Coverage; and

WHEREAS, the Joint Powers Agreement creating the California JPIA authorizes it to exercise powers common to members and appropriate to defend and indemnify members from liability claims under the Memorandum of Coverage,

NOW, THEREFORE, THE EXECUTIVE BOARD OF FOOTHILL TRANSIT DOES HEREBY RESOLVE, ORDER AND DETERMINE THE FOLLOWING:

Section 1. Foothill Transit delegates to California JPIA to act on its behalf pursuant to Government Code sections 910, et seq. to accept, reject, return as insufficient, or return as untimely any claims against it, and to provide any notices authorized under those statutes on behalf of Foothill Transit.

Section 2. This Resolution shall become effective immediately upon its adoption.

Section 3. The Board Secretary shall certify to the adoption of this Resolution.

PASSED AND APPROVED by the Executive Board of Foothill Transit June 28, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CORY MOSS, CHAIR

APPROVED AS TO FORM:
DAROLD PIEPER, GENERAL COUNSEL

ATTEST:
CHRISTINA LOPEZ, BOARD SECRETARY

By:_____

By:_____

I hereby certify, under the penalty of perjury, that the above and foregoing is a true and correct copy of Resolution No. 2024-08 as adopted by the Executive Board of the Foothill Transit, on the 28th day of June 2024.



AGENCY: _____

**2024 ANNUAL BOARD OF DIRECTORS MEETING
VOTING DELEGATE/ALTERNATE FORM**

On an annual basis, the California JPIA asks members to update their information in order that we may better serve you. If you have had a reorganization, please forward us your Notice of Reorganization with your current governing body and your list of Appointments for the California JPIA Director and Alternate(s), along with this form. In accordance with the Authority's Bylaws, your governing body must designate **one voting delegate and at least one alternate**. You may designate additional alternates. The voting delegate **must** be a member of the governing body. Alternate(s) may be from the governing body or from staff.

Please note: In order to vote at the Annual Board of Directors Meeting, voting delegates and alternates must be designated by your governing body. Please attach either your appointment list or minute action as proof of designation. As an alternative, your agency may sign this form, affirming that the designation reflects the action taken by the governing body.

1. VOTING DELEGATE - PRIMARY

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

If you have more than two alternates, please attach a separate sheet.

PLEASE ATTACH APPOINTMENT LIST DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the governing body to designate the voting delegate and alternate(s).

Name: _____

Title: _____

Email: _____

Phone: _____

Signature: _____

Date: _____

Please complete and return to:

By Mail:

California JPIA

ATTN: Veronica Ruiz

8081 Moody Street

La Palma, CA 90623

By Email:

E-mail: vruiz@cjpia.org

If you have questions or need assistance with the Board of Directors Certification or updating your governing body information, please contact Agency Clerk Veronica Ruiz at (562) 467-8736 or vruiz@cjpia.org.



May 31, 2024

To: Executive Board

Subject: **Coach Operator Audit Results**

Recommendation

Receive and file the results of the Coach Operator Audits.

Analysis

Coach operator performance audits were conducted onboard Foothill Transit buses between February 19 and February 29, 2024, to monitor the performance of the on-street service delivery provided by Foothill Transit's operations contractors. These performance checks evaluate fare collection, customer relations, and safety. Moore & Associates, Inc., is a full-service professional public transit-consulting firm and conducts these audits for the agency.

The audits were conducted randomly at various times throughout the day to ensure maximum coverage of Foothill Transit's service area. Auditors from Moore & Associates utilized Foothill Transit service as anonymous riders and presents operators with the opportunity to exhibit compliance with the policies and training they are provided. The auditor also monitors the coach operator's performance in terms of customer relations and safety.

The chart below summarizes the systemwide results of the February 2024 audits. Please note that there could be numerous violations on any given trip.

	Systemwide	Summary
	Audit 1	Average Violations Per Trip
Total Audits Conducted	181	N/A
Fare Violations	60	0.3
Customer Relations Violations	75	0.4
Safety Violations	20	0.1
Vehicle Violations	19	0.1
Total Violations	174	0.96
Total Perfect Checks	51	N/A
% Perfect Checks/Total Audits	28%	N/A

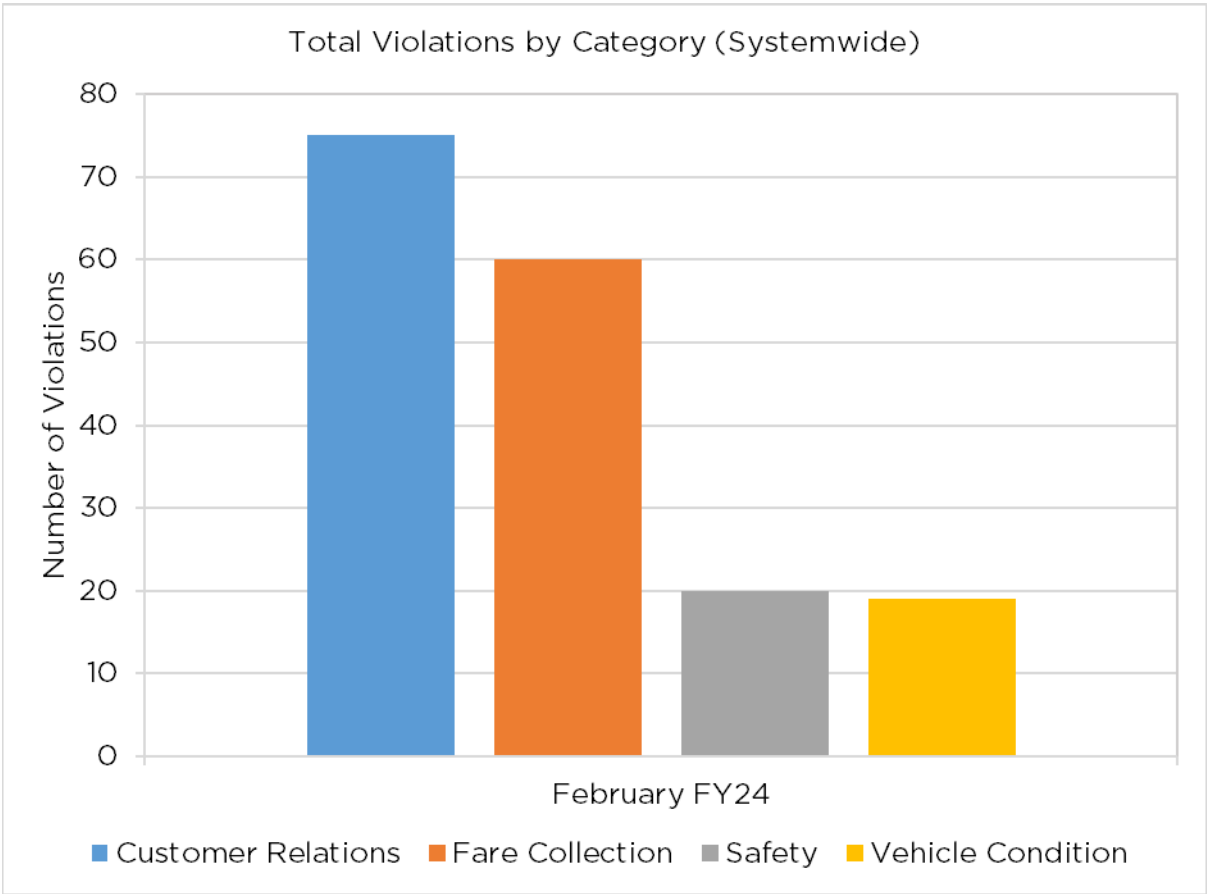


Results

Operators with no noted violations are awarded a certificate and “Perfect Check” pin, which can be worn as part of their uniform. For this audit, 51 coach operators had perfect checks.

The majority of the violations in this audit period for the service characteristics observed fell within the following areas:

- Free/Courtesy Rides - 44 incidents
- Scrolling sign turned off - 20 incidents
- Driving before passengers seated/over yellow line - 11 incidents
- Interior bus cleanliness - 14 incidents





The above chart displays the total violations by category system wide. Additionally, auditors observed on-time performance during each observed trip. For the trips observed during this audit period, 79 percent were reported as being on-time.

While the primary focus of the Coach Operator Audits is on Fare, Safety, and Customer Service violations, staff have modified the audit process to include an Americans with Disabilities (ADA) challenge. The challenge for this audit period required the mystery riders to request for the ramp to be lowered. Out of the 18 requests made, 100 percent of the operators complied.

The Coach Operator Audits provide Foothill Transit with the ability to monitor and evaluate the performance of operators delivering service. To maintain quality, Foothill Transit's management team reviews the results regularly with the managers of both operating facilities to receive insight as well as to formulate action plans to address the areas that require attention.

The administrative team continues to work with both operations contractors to maintain and ensure Foothill Transit's high service standards for safety, courtesy, and on-time performance. The coach operator performance audits will continue to be conducted in order to measure and document progress in maintaining and improving performance.

Sincerely,

Tanya M. Pina
Operations Contract Manager

Doran J. Barnes
Chief Executive Officer