



Foothill Transit

GOVERNING BOARD MEETING

West Covina, CA
Friday, August 30, 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

Governing Board Meeting **AGENDA**

GOVERNING BOARD MEETING
8:00 AM, AUGUST 30, 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
4. CONFIRMATION 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

CONSENT CALENDAR: Items 7 through 9 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.

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.



8:00 AM, August 30, 2024

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7. APPROVAL OF MINUTES FOR THE ANNUAL GOVERNING BOARD MEETING OF MAY 31, 2024
8. JUNE 2024 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through June 30, 2024. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of June 30, 2024, for the fiscal year (FY) ending June 30, 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 សូមទាក់ទងការិយាល័យនាយកភ្នាក់ងារប្រតិបត្តិកាមន្ទរស័ព្ទលេខ (626) 931-7300 លេខភ្ជាប់បន្ត 7204, ដែលមានរយៈពេលយ៉ាងតិច 48 ម៉ោងមុនកិច្ចប្រជុំ

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

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



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9. FISCAL YEAR 2024 FOURTH QUARTER BUDGET UPDATE

Recommended Action: Receive and file the Fiscal Year 2024 Fourth Quarter Budget Update.

REGULAR AGENDA:

10. CLUSTER 2 SPECIAL ELECTION NOTIFICATION

Recommended Action: Receive notification of Cluster 2 Special Election to be held on October 25, 2024.

11. FEDERAL TRANSIT ADMINISTRATION TRIENNIAL REVIEW FOR FEDERAL FISCAL YEARS (FFY 2022 – 2024)

Recommended Action: Receive and file the results of the Federal Transit Administration's (FTA) Triennial Review of Foothill Transit.

12. FISCAL YEAR 2024 KEY PERFORMANCE INDICATORS REPORT

Recommended Action: Receive and file the Fiscal Year 2024 Key Performance Indicators Report.

13. CHIEF EXECUTIVE OFFICER COMMENT

14. GOVERNING BOARD MEMBER COMMENT

15. ADJOURNMENT

**The next meeting of the Governing Board
is scheduled for
Friday, October 25, 2024, at 8:00 a.m.**



**STATEMENT OF PROCEEDINGS FOR THE
ANNUAL MEETING OF THE
FOOTHILL TRANSIT GOVERNING 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 8:11 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Moss.

3. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Corey Calaycay, Member Rick Crosby, Member Victor Preciado, Member Emmett Badar, Member Linda Freedman, Member Edward Alvarez, Member Emmanuel Estrada, Member Walt Allen, Member Gary Boyer, Member Eileen Wang, Member Richard Barakat, Member Cesar Garcia, Member Becky Shevlin, Member Felicia Williams, Member Edward Chen, Member Jessica Ancona, Member Cory Moss, Member Valerie Munoz, Member Hector Delgado, Member John Lloyd, Member Cynthia Sternquist, Member Sam Pedroza

Absent: Member Larry Burrola, Member Rosario Diaz, Member Steve Tye

4. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER

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

5. **PRESENTATIONS**

5.1. Introduction of Foothill Transit Business Partners

There were no presentations by Foothill Transit Business Partners.

5.2. Contractors' Employee Recognition

Doug Brockwell, General Manager, introduced the Pomona location Keolis employees of the month.

Enrique Nevarez – Employee of the Month
Raul Linares – Operator of the Month

Mr. Brockwell also introduced newly hired Driver Managers Kevin Goins and Darien Rainey.

Shawn Chavira, General Manager, introduced the Arcadia location Transdev employees of the month.

Veronica Artavia – Employee of the Month
Danny Kwok – Operator of the Month

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

6. **PUBLIC COMMENT**

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

CONSENT CALENDAR

The Executive Board took action on a single motion on items 7 and 8.

7. **APPROVAL OF MINUTES FOR THE REGULAR GOVERNING BOARD MEETING OF MARCH 29, 2024**

Motion by Vice Chair Shevlin, second by Member Calaycay, to approve.
Motion carried 22-0.

8. **APRIL 2024 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through April 30, 2024. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of April 30, 2024, for the fiscal year

(FY) ending June 30, 2024.

The Governing Board received and filed the April 2024 Financial Statements and Investment Summary.

REGULAR AGENDA

9. ANNOUNCEMENT OF CLUSTER 1, AND CLUSTER 4 ELECTION RESULTS

Cluster 1

Member Corey Calaycay was reelected Executive Board Member and Member Emmett Badar was reelected Executive Board Alternate.

Cluster 4

Member Cory Moss was reelected Executive Board Member and Member Jessica Ancona was elected Executive Board Alternate.

10. PROPOSED FY2025 BUSINESS PLAN AND BUDGET

Recommendation: Approve Foothill Transit's proposed Business Plan, Budget, and Performance Targets for Fiscal Year 2025.

Joyce Rooney, Director of Finance, presented this item.

Ms. Rooney reported that a \$162.1 million budget is proposed for Fiscal Year 2025 for operating expenses and \$52.3 million budget is proposed for capital investments. The agency expects to operate approximately 876,000 vehicle service hours and anticipates 10.2 million passenger boardings. She also presented the goals and performance targets, and proposed initiatives for Fiscal Year 2025. Staff responded to comments and questions from Governing Board Members related to the fiscal cliff, insurance costs, and operating hours versus budgeted operating hours.

Motion by Vice Chair Shevlin, second by Member Calaycay, to approve.
Motion carried 22-0.

11. MAY 2024 LEGISLATIVE UPDATE

Recommendation: Receive and file the May 2024 Legislative Update.

Yoko Igawa, Director of Government Relations, presented this item.

Ms. Igawa presented a federal legislative update and provided an update on Foothill Transit's earmark requests for the purchase of zero emissions buses. At the state level, she reported that staff accompanied Chair Moss to the California Transit Association's Spring Legislative Conference and reported

that they also had the opportunity to meet with Foothill Transit's Senate and Assembly delegation members and their staff. She introduced Foothill Transit's state advocate Steve Wallauch who provided a state budget update.

The Governing Board received and filed the May 2024 Legislative Update.

12. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- Thanked Governing Board Members who attended the Annual Foothill Transit Picnic at the LA County Fair.
- LaShawn Gillespie congratulated Doran Barnes on 25 years of service with Foothill Transit.
- Announced that the next meeting of the Governing Board is scheduled for August 30, 2024.
- Requested that the Governing Board Meeting be adjourned in the memory of former Mayor Pro Tem and Foothill Transit Governing Board Alternate Catherine Marcucci.

13. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Governing Board.

- Member Crosby thanked staff for addressing a parking issue in La Verne and being a team player.
- Member Lloyd recommended that you bookmark the Foothill Transit website for real-time bus information.
- Member Pedroza stated that he was happy to be back on the Governing Board.
- Chair Moss welcomed Governing Board Alternate Emmanuel Estrada (Baldwin Park) to his first meeting.
- Member Sternquist welcomed Governing Board Member Ed Chen (Temple City) to his first meeting.

14. **ADJOURNMENT**

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

There being no further business, the Foothill Transit Governing Board meeting adjourned at 9:15 a.m.



August 30, 2024

To: Governing Board

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

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through June 30, 2024.

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

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of June 30, 2024, shows total assets at \$424.69 million. This total consists primarily of \$209.13 million in fixed assets, \$196.37 million in cash and investments and \$21.52 million in receivable and prepaid assets. Foothill Transit's cash position of \$196.37 million is \$5.45 million more than the previous month, and is \$50.07 million more than last year in June.

Liabilities

The accounts payable and accrued liabilities balance is \$12.29 million. Accounts payables and accrued liabilities include operation and maintenance expenses for \$11.06 million and \$0.64 million for fuel.

The deferred revenue of \$162.79 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 \$93.71 million in liquid accounts held with Bank of Montreal and \$10.90 million in interest bearing money market accounts with Bank of Montreal.



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June 2024 Financial Statements and Investment Summary
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The current interest rates on all accounts are included on Attachment B. The 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 Local Agency Investment Fund (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. 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 markets accounts to maximize investment opportunities while conservatively planning to meet cash flow needs.

Operating and Capital Revenues and Expense Analysis (Attachment C)

Fare revenues FY to date were up 17.29% 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. Student ridership has also increased due to the expansion of the Regional GoPass program, which has also attributed to increase in fare revenue.

Revenues for FY24 reflect application 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 June 2024 were \$134.65 million, which is \$26.64 million less than the budget and \$18.90 million more than June 2023. The variance in operating cost as the new contract for the Arcadia Operations and Maintenance facility started in late March 2024. Of the \$134.56 million expenditures, \$103.34 million reflects operating costs for the Arcadia-Irwindale and Pomona operations contractors. Other operating expenses include fuel, which was \$10.37 million through June 2024.

Capital expenditures through June were \$15.14 million compared with \$44.16 million last year at this time. The annual budget for capital expenditures includes the procurement and construction of 19 zero-emission buses and a



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June 2024 Financial Statements and Investment Summary
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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 June 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 June 2024 were \$13.03 million. Capital disbursements totaled \$0.69 million and other significant disbursements include \$3.56 million to Keolis and \$4.11 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 June 30, 2024**

Assets

Current Assets:

Cash and Investments	\$196,369,551
Due from government agencies	14,731,688
Other receivables	3,605,029
Other assets	479,338
Total Current Assets	<u>\$215,185,606</u>

Non current Assets:

Notes receivable	375,017
Property & Equipment (net of depreciation)	209,130,499
Total Non Current Assets	<u>209,505,516</u>

Total Assets

\$424,691,121
Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	\$12,294,905
Deferred Revenue	163,870,429
Total Liabilities	<u>\$176,165,334</u>

Equity

Fund Balance:

Investment in Capital Assets	\$209,130,499
Current Year Change	(15,482,377)
Reserve	54,877,666
Total Equity	<u>\$248,525,787</u>

Total Liabilities and Equity

\$424,691,121

**Summary of Cash and
Investment Account
For June 30, 2024**

	Interest Rate	Term	Principal/ Book & Market Value
Cash:			
Bank of Montreal-Reg. Checking	N/A	Demand Deposit	\$77,608,673
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	5,251,091
Bank of Montreal-Money Market #1111	4.25%	Demand Deposit	5,209,101
Bank of Montreal-LCTOP #1108	2.50%	Demand Deposit	441,475
Total Cash			<u>\$104,610,820</u>
Investments:			
LAIF Investment #1141	4.55%	Demand Deposit	\$67,758,731
Bank of Montreal - Certificate Deposit (CD)			
1 Maturity - 09/12/2024 - 9 months	5.50%	Certificate Deposit	8,000,000
2 Maturity - 12/12/2024 - 12 months	5.50%	Certificate Deposit	10,000,000
3 Maturity - 06/26/2025 - 12 months	5.00%	Certificate Deposit	6,000,000
Subtotal Investments			<u>\$91,758,731</u>
Total Cash and Investments			<u>\$196,369,551</u>

Foothill Transit
Statement of Revenue and Expense
For Month Ended June 30, 2024

	Actual YTD June 2024	Budget YTD June 2024	Variance	Actual YTD June 2023
Fare Revenue				
Farebox	\$3,842,692	\$3,060,644	25.55%	\$3,609,491
Pass Sales	2,189,325	1,782,875	22.80%	1,691,564
TAP Cash Purse	2,385,498	2,264,300	5.35%	2,189,704
MetroLink & Access Service	357,198	252,470	41.48%	259,466
EZ Transit Pass	217,736	306,776	(29.02%)	164,812
Total Operating Revenue	\$8,992,449	\$7,667,065	17.29%	\$7,915,036
Operating Subsidies and Other				
Transportation Development Act	\$28,365,174	\$20,526,273	38.19%	\$2,283,253
State Transit Assistance (STA)	9,503,072	9,503,072	0.00%	4,201,163
Senate Bill 1 - STA	4,061,177	4,061,177	0.00%	3,267,887
Senate Bill 1 - STA BSCP	458,919	458,919	0.00%	361,073
CalTrans-LCTOP	1,162,413	1,144,295	0.00%	-
Prop A 40% Discretionary	18,535,694	18,535,694	0.00%	6,467,657
Prop A 40% BSCP	7,320,107	7,320,107	0.00%	-
Prop A Exchange	465,183	7,000,000	0.00%	1,750,000
Prop C BSIP	1,044,461	1,044,461	0.00%	1,007,098
Prop C Base Restructuring	2,243,392	2,243,392	0.00%	2,163,140
Prop C Transit Service Expansion	373,843	373,843	0.00%	360,470
Transit Security	1,378,518	1,378,518	0.00%	1,321,336
Measure R	6,310,001	35,601,982	0.00%	16,633,418
Measure M	19,042,198	19,042,198	0.00%	16,607,341
Federal ARP Act 5307	25,000,000	25,000,000	0.00%	48,462,033
Miscellaneous Transit Revenues	389,854	389,854	0.00%	2,940,626
Total Subsidies and Other	\$125,654,006	\$153,623,785	(18.21%)	\$107,826,495
Total Operating Revenue	\$134,646,456	\$161,290,850	(16.52%)	\$115,741,532
Other Revenues				
Gain on Sale of Fixed Assets	\$33,716	\$0	0.00%	\$62,098
Auxiliary Revenue	750,784	784,500	0.00%	1,095,224
Total Other Revenues	\$784,500	\$784,500	0.00%	\$1,157,322
Total Operating and Other Revenues	\$135,430,956	\$162,075,350	(16.44%)	\$116,898,854
Operating Expenses				
Customer Service & Operations	\$117,113,523	\$140,707,520	(16.77%)	\$99,574,303
Maintenance & Vehicle Technology	1,198,053	1,214,970	(1.39%)	1,124,962
Marketing & Communications	2,357,764	2,483,620	(5.07%)	2,092,894
Information Technology	2,240,347	2,831,490	(20.88%)	2,052,697
Administration	1,853,959	2,279,410	(18.66%)	1,718,099
Procurement	1,025,804	1,070,000	(4.13%)	891,027
Government Relations	608,691	787,680	(22.72%)	507,471
Finance	2,016,424	2,322,230	(13.17%)	1,881,977
Safety and Security	3,327,568	3,681,700	(9.62%)	2,678,591
Planning	872,539	1,578,470	(44.72%)	1,357,776
Facilities	2,031,785	2,333,760	(12.94%)	1,861,735
Total Operating Expenses	\$134,646,456	\$161,290,850	(16.52%)	\$115,741,532
Other Expenses				
Property Management	\$464,500	\$464,500	0.00%	\$464,500
Special Services	320,000	320,000	0.00%	398,731
Total Other Expenses	\$784,500	\$784,500	0.00%	\$863,231
Total Operating and Other Expenses	\$135,430,956	\$162,075,350	(16.44%)	\$116,604,763
Capital Revenues				
Capital Grants	\$15,137,547	\$67,478,891	(77.57%)	\$44,157,830
Capital Expenditures				
Capital Expenditures	\$15,137,547	\$67,478,891	(77.57%)	\$44,157,830

Bank Acc. - Detail Trial Bal.

Period: 06/01/24..06/30/24

Foothill Transit

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FOOTHILLTRANSIT\SSUWANNARAT

ATTACHMENT D

Posting Date	Document Type	Document No.	Vendor	Amount	Entry No.
06/03/24	Payment	E101318	Thompson Coburn LLP	4,438.58	889369
06/03/24	Payment	E101319	Clean Energy	51,774.33	889371
06/03/24	Payment	E101320	Transdev Services, Inc.	2,004,534.33	889373
06/03/24	Payment	E101318V	Thompson Coburn LLP-Void	-4,438.58	889898
06/03/24	Payment	E101319V	Clean Energy-Void	-51,774.33	889900
06/03/24	Payment	E101320V	Transdev Services, Inc.-Void	-2,004,534.33	889902
06/03/24	Payment	W001412	Southern California Edison Co. ZBA	93.73	892757
06/04/24	Payment	95315	Cal Poly Pomona Foundation	1,500.00	889722
06/04/24	Payment	W001413	Verizon business - 15043 ZBA	2,252.09	892759
06/05/24	Payment	E101332	Keolis Transit America, Inc.	7,534.08	889951
06/06/24	Payment	95316	A1 Event & Party Rentals	211.20	890470
06/06/24	Payment	95317	AT and T - 5075-0192938598001/0524	42.22	890471
06/06/24	Payment	95318	Basic Backflow	600.00	890474
06/06/24	Payment	95319	Chamber of Commerce-Covina	375.00	890476
06/06/24	Payment	95320	City of San Dimas	5,000.00	890478
06/06/24	Payment	95321	Crossroads Inc.	750.00	890480
06/06/24	Payment	95322	Ferbak Inc.	5,344.99	890482
06/06/24	Payment	95323	Grainger	691.67	890486
06/06/24	Payment	95324	Green Thumb Indoor Plant	738.75	890489
06/06/24	Payment	95325	John Xie	154.30	890491
06/06/24	Payment	95326	ODP Business Solutions, LLC	554.22	890493
06/06/24	Payment	95327	Ophelia's Jump Productions, A California Public Benefit Corp	2,500.00	890495
06/06/24	Payment	95328	Pacific Products and Services, LLC.	3,333.96	890497
06/06/24	Payment	95329	Paragon Partners Consultants, Inc.	1,372.50	890499
06/06/24	Payment	95330	Qualified Mobile, Inc.	344.60	890501
06/06/24	Payment	95331	Roland Cordero	98.47	890503
06/06/24	Payment	95332	San Gabriel Valley Newspaper	325.00	890505
06/06/24	Payment	95333	Sensis Inc	2,044.99	890507
06/06/24	Payment	95334	SmartRise Elevator Service Inc	383.00	890509
06/06/24	Payment	95335	Temple City Unified School District	3,000.00	890511
06/06/24	Payment	95336	The Poly Post	1,000.00	890513
06/06/24	Payment	95337	United Site Services of California, Inc.	563.18	890515
06/06/24	Payment	W001414	Verizon business - 15043 ZBA	41.57	892761
06/06/24	Payment	W001415	AT and T -5019 ZBA	901.25	892763
06/06/24	Payment	W001416	Verizon business - 15043 ZBA	3,610.54	892765
06/07/24	Payment	E101333	Canto, Inc.	858.26	890542
06/07/24	Payment	W001417	Frontier ZBA	255.29	892767
06/07/24	Payment	W001418	The Gas Co. ZBA	1,277.01	892769
06/10/24	Payment	E101334	vCloud Tech Inc.	61,739.05	890544
06/10/24	Payment	E101335	Clean Energy	117,150.52	890546
06/10/24	Payment	E101336	Clean Energy	121,188.60	890548
06/10/24	Payment	E101337	Keolis Transit America, Inc.	18,500.00	890550
06/11/24	Payment	E101338	Powell Consulting DC, LLC	6,000.00	890655
06/11/24	Payment	E101339	Platinum Advisors, LLC	6,500.00	890657
06/11/24	Payment	W001419	Frontier ZBA	450.72	892771
06/12/24	Payment	E101340	Transdev Services, Inc.	17,471.01	890659
06/12/24	Payment	E101341	Transdev Services, Inc.	4,558.84	890661
06/12/24	Payment	E101342	Transdev Services, Inc.	4,541.25	890663
06/12/24	Payment	E101343	Transdev Services, Inc.	17,392.64	890665

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Posting Date	Document Type	Document No.	Vendor	Amount	Entry No.
06/12/24	Payment	E101344	Transdev Services, Inc.	4,092.68	890667
06/12/24	Payment	E101345	Apollo Electric	8,850.00	890669
06/12/24	Payment	W001420	Frontier ZBA	1,793.95	892773
06/12/24	Payment	W001421	Verizon Business - 15043 ZBA	3,627.86	892775
06/12/24	Payment	W001422	Verizon Business - 15043 ZBA	15,230.77	892777
06/12/24	Payment	W001423	International City Management Assoc. Retirement Co	58,162.68	892779
06/13/24	Payment	E101346	Thompson Coburn LLP	6,337.50	890671
06/13/24	Payment	E101347	Presidio Network Solutions Group, LLC	27,071.60	890673
06/13/24	Payment	E101348	Clean Energy	97,315.62	890675
06/13/24	Payment	E101349	Clean Energy	224,730.20	890677
06/13/24	Payment	E101350	Keolis Transit America, Inc.	174,873.79	890679
06/13/24	Payment	E101351	Darold D. Pieper Attorney at Law	8,930.00	890681
06/13/24	Payment	E101352	Transdev Services, Inc.	41,685.39	890683
06/13/24	Payment	E101353	Dean Gazzo Roistacher LLP	2,191.70	890685
06/13/24	Payment	95338	ACE Pelizon Plumbing	1,129.00	890878
06/13/24	Payment	95339	AFLAC	2,688.60	890880
06/13/24	Payment	95340	Allied Administrators for Delta Dental	7,850.04	890882
06/13/24	Payment	95341	Basic Backflow	225.00	890884
06/13/24	Payment	95342	Birdi Systems, Inc.	5,507.08	890887
06/13/24	Payment	95343	CaliforniaChoice Benefit Administration	73,214.90	890889
06/13/24	Payment	95344	CMAX Commercial Maintenance Inc	2,500.00	890891
06/13/24	Payment	95345	Commercial Building Management Services, Inc.	5,313.43	890893
06/13/24	Payment	95346	Day - Lite Maintenance Co. Inc.	143.40	890895
06/13/24	Payment	95347	Encore Awards and Marking	74.32	890897
06/13/24	Payment	95348	Grainger	171.69	890900
06/13/24	Payment	95349	Home Depot Credit Services	832.50	890902
06/13/24	Payment	95350	Landmark Healthplan of California, Inc.	1,181.57	890904
06/13/24	Payment	95351	ODP Business Solutions, LLC	575.88	890906
06/13/24	Payment	95352	Progent Corporation	4,237.50	890908
06/13/24	Payment	95353	Qualified Mobile, Inc.	344.60	890910
06/13/24	Payment	95354	Skyline Pest Control	115.00	890912
06/13/24	Payment	95355	Southern California Streets Initiative	40,000.00	890914
06/13/24	Payment	95356	Stantec Architecture	9,391.09	890917
06/13/24	Payment	95357	The Gallery Collection	260.61	890919
06/13/24	Payment	95358	The Pacific Labor Group, Inc.	2,310.00	890921
06/13/24	Payment	95359	Thomas J. Koontz	4,376.28	890926
06/13/24	Payment	95360	Tony Garcia Photography	8,992.75	890928
06/13/24	Payment	95361	Tri - Signal Integration, Inc.	175.00	890934
06/13/24	Payment	95362	United Site Services of California, Inc.	1,112.86	890936
06/13/24	Payment	95363	Zonar Systems Inc.	6,035.00	890939
06/13/24	Payment	W001424	Wright Express ZBA	248.83	892781
06/13/24	Payment	W001425	AT and T -5025 ZBA	748.20	892783
06/13/24	Payment	W001426	Frontier ZBA	954.95	892785
06/17/24	Payment	E101354	Donald Luey	242.14	891072
06/17/24	Payment	E101355	Keolis Transit America, Inc.	1,246,008.19	891074
06/17/24	Payment	W001427	Athens Services ZBA	244.42	892787
06/17/24	Payment	W001428	Verizon business - 15043 ZBA	985.40	892789
06/17/24	Payment	W001429	Athens Services ZBA	1,325.59	892791
06/17/24	Payment	W001430	Verizon business - 15043 ZBA	2,503.60	892793

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Posting Date	Document Type	Document No.	Vendor	Amount	Entry No.
06/18/24	Payment	E101356	Stantec Consulting Services Inc.	1,349.75	891245
06/18/24	Payment	W001431	AT and T -5025 ZBA	1,718.89	892795
06/18/24	Payment	W001441	BMO Financial Group-Corporate Credit Card ZBA	71,442.75	892797
06/20/24	Payment	E101357	Sharlane Bailey	21.00	891552
06/20/24	Payment	95364	ACC Business	1,080.53	891682
06/20/24	Payment	95365	Active San Gabriel Valley	2,500.00	891684
06/20/24	Payment	95366	Azteca Landscape	4,845.68	891686
06/20/24	Payment	95367	BroadLux Inc.	4,868.20	891688
06/20/24	Payment	95368	C.A.T. Specialties	94.40	891690
06/20/24	Payment	95369	CEAG Electric Co. Inc.	5,115.93	891693
06/20/24	Payment	95370	Chamber of Commerce - Duarte	3,000.00	891695
06/20/24	Payment	95371	Cintas Corporation #2	374.11	891697
06/20/24	Payment	95372	City of Culver City	1,200.00	891699
06/20/24	Payment	95373	Concur Technologies, Inc.	2,660.25	891701
06/20/24	Payment	95374	Corodata Records Management, Inc.	93.50	891703
06/20/24	Payment	95375	County of L.A. - Sheriff's Dept.	87,956.39	891705
06/20/24	Payment	95376	Dell Marketing LP	1,484.94	891707
06/20/24	Payment	95377	Digium Cloud Services, LLC	2,817.72	891710
06/20/24	Payment	95378	EarthLink, LLC	1,000.00	891712
06/20/24	Payment	95379	ECAMSECURE	55,170.49	891718
06/20/24	Payment	95380	Flock Group Inc.	15,000.00	891720
06/20/24	Payment	95381	Granite Telecommunications, LLC	13,076.52	891722
06/20/24	Payment	95382	Kiwanis Club Of Duarte	2,000.00	891724
06/20/24	Payment	95383	Leverage Information Systems, Inc.	13,691.41	891726
06/20/24	Payment	95384	Matrix Audio Visual Designs, Inc.	643.67	891728
06/20/24	Payment	95385	Thomas J. Koontz	67.25	891730
06/20/24	Payment	95386	T-Mobile USA Inc.	778.88	891732
06/20/24	Payment	95387	Van Dermyden Makus Law Corporation	1,428.00	891734
06/20/24	Payment	W001432	Azusa Light & Water ZBA	167.83	892799
06/21/24	Payment	E101358	Clean Energy	13,750.00	891554
06/21/24	Payment	E101359	Linda Apodaca	680.16	891556
06/21/24	Payment	W001433	Suburban Water Systems ZBA	175.58	892801
06/21/24	Payment	W001434	Suburban Water Systems ZBA	383.57	892803
06/21/24	Payment	W001435	Suburban Water Systems ZBA	419.05	892805
06/24/24	Payment	E101360	Thompson Coburn LLP	44,771.88	891748
06/24/24	Payment	E101361	Transdev Services, Inc.	54,850.00	891750
06/24/24	Payment	E101362	Clean Energy	162,887.35	891752
06/24/24	Payment	E101363	Transdev Services, Inc.	62,299.63	891754
06/24/24	Payment	E101364	Transdev Services, Inc.	62,299.63	891756
06/24/24	Payment	E101365	Transdev Services, Inc.	62,299.63	891758
06/24/24	Payment	E101366	Transdev Services, Inc.	62,299.63	891760
06/24/24	Payment	W001436	Waste Management Collection & Recycling, Inc. ZBA	713.69	892807
06/24/24	Payment	W001437	Southern California Edison Co. ZBA	2,519.90	892809
06/24/24	Payment	W001438	Southern California Edison Co. ZBA	40,103.15	892811
06/24/24	Payment	W001439	Southern California Edison Co. ZBA	312.28	892813
06/24/24	Payment	W001440	Southern California Edison Co. ZBA	9,905.64	892815
06/25/24	Payment	E101367	Transdev Services, Inc.	171,989.32	892026
06/25/24	Payment	E101368	Transdev Services, Inc.	174,177.00	892028
06/25/24	Payment	W001446	City of West Covina ZBA	2,250,000.00	892817

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Posting Date	Document Type	Document No.	Vendor	Amount	Entry No.
06/26/24	Payment	E101369	Translating Services, Inc.	59.45	892030
06/26/24	Payment	E101370	Transdev Services, Inc.	17,376.62	892032
06/26/24	Payment	E101371	Transdev Services, Inc.	17,377.15	892034
06/26/24	Payment	E101372	Transdev Services, Inc.	9,497.60	892036
06/26/24	Payment	E101373	Transdev Services, Inc.	8,997.96	892038
06/26/24	Payment	W001442	Ready Refresh ZBA	79.91	892819
06/26/24	Payment	W001443	Frontier ZBA	63.01	892821
06/26/24	Payment	W001445	International City Management Assoc. Retirement Co	58,443.77	892823
06/27/24	Payment	95388	4imprint Inc.	17,968.48	892300
06/27/24	Payment	95389	ACE Pelizon Plumbing	278.00	892302
06/27/24	Payment	95390	AFLAC	1,792.40	892304
06/27/24	Payment	95391	Amazon Web Services, Inc	981.68	892306
06/27/24	Payment	95392	AT and T - 5075-0192938598001/0624	40.56	892307
06/27/24	Payment	95393	ATKINSON ANDELSON LOYA RUUD AND ROMO	4,253.50	892310
06/27/24	Payment	95394	Avail Technologies, Inc.	154,937.00	892312
06/27/24	Payment	95395	Bashful Butler Catering	1,131.83	892314
06/27/24	Payment	95396	Brand Makers, LLC	7,090.13	892316
06/27/24	Payment	95397	C.A.T. Specialties	2,854.75	892318
06/27/24	Payment	95398	Chamber of Commerce - Claremont	5,000.00	892320
06/27/24	Payment	95399	Chamber of Commerce - Pomona	1,000.00	892322
06/27/24	Payment	95400	Charter Oak Education Foundation	1,000.00	892324
06/27/24	Payment	95401	City of West Covina	1,545.00	892326
06/27/24	Payment	95402	Connecta Satellite Solutions LLC	128.74	892328
06/27/24	Payment	95403	Day - Lite Maintenance Co. Inc.	10,058.30	892332
06/27/24	Payment	95404	EarthLink, LLC	1,851.67	892335
06/27/24	Payment	95405	GovConnection, Inc.	5,875.12	892337
06/27/24	Payment	95406	Grainger	479.52	892339
06/27/24	Payment	95407	Green's Lock and Safe	218.67	892341
06/27/24	Payment	95408	Hope Through Housing Foundation	500.00	892343
06/27/24	Payment	95409	Industry Public Utility Commission	1,322.58	892345
06/27/24	Payment	95410	Lourdes L. Alvarez	30.00	892347
06/27/24	Payment	95411	Magellan Behavioral Health, Inc.	2,999.23	892349
06/27/24	Payment	95412	MRC Smart Technology Solutions	963.16	892351
06/27/24	Payment	95413	ODP Business Solutions, LLC	665.18	892354
06/27/24	Payment	95414	Ophelia's Jump Productions, A California Public Benefit Corp	2,100.00	892356
06/27/24	Payment	95415	Paragon Partners Consultants, Inc.	2,490.00	892358
06/27/24	Payment	95416	Pre-Paid Legal Services, Inc	289.10	892361
06/27/24	Payment	95417	Pulsar Advertising	51,031.75	892368
06/27/24	Payment	95418	Qualified Mobile, Inc.	662.70	892371
06/27/24	Payment	95419	Roy Eseyan	71.31	892373
06/27/24	Payment	95420	Sensis Inc	2,044.99	892375
06/27/24	Payment	95421	Shepherd's Pantry	2,500.00	892377
06/27/24	Payment	95422	South Coast AQMD	1,789.08	892380
06/27/24	Payment	95423	Stantec Architecture	1,787.00	892382
06/27/24	Payment	95424	Thomas J. Koontz	1,149.92	892386
06/27/24	Payment	95425	Tri - Signal Integration, Inc.	1,170.00	892391
06/27/24	Payment	95426	Verizon Wireless	90.04	892393
06/27/24	Payment	95427	Vision Service Plan - (CA)	1,504.54	892395
06/27/24	Payment	95428	Insight Public Sector, Inc.	688.56	892397

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Posting Date	Document Type	Document No.	Vendor	Amount	Entry No.
06/27/24	Payment	95429	Zones Inc.	361.24	892399
06/27/24	Payment	W001444	State Compensation Insurance Fund ZBA	3,654.12	892825
06/27/24	Payment	E101374	The Thurman Group, Inc.	4,681.13	892986
06/27/24	Payment	E101375	The Thurman Group, Inc.	3,031.27	892988
06/27/24	Payment	E101376	Clean Energy	57,636.07	892990
06/27/24	Payment	E101377	Clean Energy	97,804.75	892992
06/27/24	Payment	E101378	Clean Energy	227,850.44	892994
06/27/24	Payment	E101379	Clean Energy	126,057.78	892996
06/27/24	Payment	E101380	Clean Energy	53,391.83	892998
06/27/24	Payment	E101381	Life Insurance Company of North America	6,736.88	893000
06/27/24	Payment	E101382	Life Insurance Company of North America	6,736.88	893002
06/27/24	Payment	E101383	Keolis Transit America, Inc.	2,282,993.85	893004
06/27/24	Payment	E101384	Transdev Services, Inc.	3,746,327.94	893006
06/28/24	Payment	95430	Pulsar Advertising	3,325.25	892404
06/28/24	Payment	W001447	AT and T -5025 ZBA	4,550.76	892827
General Checking				13,034,012.99	



August 30, 2024

To: Governing Board

Subject: **Fiscal Year 2024 Fourth Quarter Budget Update**

Recommendation

Receive and file the Fiscal Year 2024 Fourth Quarter Budget Update.

Analysis

As of June 30, 2024, Foothill Transit is \$26.7 million under the approved year-to-date operating budget of \$161.3 million. Please note that these are unaudited results and could change slightly once the Annual Comprehensive Financial Report (ACFR) is finalized.

Operating Accomplishments

Foothill Transit has continued to prioritize the safety of customers and staff throughout its daily operations. Several operating accomplishments during the fourth quarter included the following: continued daily operations of all Foothill Transit service; implementation of a new operating and maintenance contract at the Arcadia-Irwindale facility; enhanced security presence across the Foothill Transit service area to promote a safe system; begun work to transition on-premises software to cloud-based; and implementation of the spring service change that adjusted service to improve the frequent transit network and improve overall service efficiency. All team members continue to play a vital role in delivering Foothill Transit's mission while also remaining within fiscal constraints.

Capital Program Accomplishments

Due to factors outside of our control, many of the capital projects will be carried over into the next fiscal year. Despite delays, capital achievements during the fourth quarter of FY 2024 included continuation of the bus heavy maintenance program; work to finalize contracts for the purchase of 19 hydrogen fuel cell electric buses and 24 battery-electric double deck buses; safety improvements at all Foothill Transit facilities; continued construction of the Arcadia-Irwindale HVAC system; continued work on the Cal Poly Pomona Bronco Mobility Hub feasibility study; and the purchase and installation of information technology equipment to support business continuity.

Budget Impact

As was the case for most of the fiscal year, the most significant operating underruns were in Purchased Transportation and fuel. These two categories



account for 84 percent of the approved operating budget and subsequently reflect 89 percent of the overall underrun. Foothill Transit assumed a cost increase to the Purchased Transportation contract at the Arcadia-Irwindale facility in February, however, those costs were not realized until April. Due to the contract delay and some missed service throughout the year, the savings related to Purchased Transportation amounted to \$13.7 million. In addition, staff accounted for CNG fuel spikes in the prior fiscal year and increased the budget accordingly. We did not experience similar surges in FY 2024, thus resulting in a savings of about \$6.9 million. Foothill Transit also budgeted more for hydrogen fuel than was incurred due to the lack of operational data and the storage tank undergoing repairs for several weeks. This resulted in a savings of about \$2.9 million. Foothill Transit also increased the budget for the transit stores and facility technician services, however, the new contract was awarded later into the fiscal year than initially anticipated. We have also experienced savings from not using all anticipated Professional and Technical services. Looking to the next fiscal year, we expect less of a budget variance due to contractual certainty for the purchased transportation agreements and the stabilization of fuel costs.

Foothill Transit collected \$8.9 million of fare revenues through the fourth quarter of FY2024. This is 17.3% higher than the targeted fare revenue of \$7.7 million for the year. We can attribute this positive performance to the success of the summer fare sale, increased ridership resulting from service improvements recommended by Foothill Transit Forward, and increased revenue from the Cal Poly Pomona Class Pass program which was previously under the pilot phase.

Staff have reviewed the figures reported, however these figures are unaudited. Foothill Transit's audited financial performance will be included in the Annual Comprehensive Financial Report (ACFR) for 2024. Foothill Transit has completed the year within the approved operating budget for FY 2024 and all budget savings will allow for the reallocation of revenues to be reprogrammed to Fiscal Year 2025 expenses.
Sincerely,

Jorge Quintana
Budget and Grants Manager

Doran J. Barnes
Chief Executive Officer

Joyce Rooney
Director of Finance

Attachment

TOTAL BUDGET BY DEPARTMENT
FY 2024 Quarterly Budget Variance Report QTR 4
07/01/2023 to 06/30/2024

DEPARTMENTS	Annual Budget	Budget Y-T-D	Actual Y-T-D	Variance Fav(unf)
Customer Service & Operations	\$ 140,707,520	\$ 140,707,520	\$ 117,113,523	\$ 23,593,997
Maintenance & Vehicle Technology	1,214,970	1,214,970	1,198,053	16,917
Marketing and Communications	2,483,620	2,483,620	2,357,764	125,856
Information Technology	2,831,490	2,831,490	2,240,347	591,143
Administration	2,279,410	2,279,410	1,853,959	425,451
Procurement	1,070,000	1,070,000	1,025,804	44,196
Government Relations	787,680	787,680	608,691	178,989
Finance	2,322,230	2,322,230	2,016,424	305,806
Safety and Security	3,681,700	3,681,700	3,327,568	354,132
Planning	1,578,470	1,578,470	872,539	705,931
Facilities	2,333,760	2,333,760	1,951,550	382,210
TOTAL	\$ 161,290,850	\$ 161,290,850	\$ 134,566,220	\$ 26,724,630



August 30, 2024

To: Governing Board

Subject: **Cluster 2 Special Election Notification**

Recommendation

Receive notification of Cluster 2 Special Election to be held on October 25, 2024.

Analysis

The Executive Board Member position for Cluster 2 will be vacated on October 24, 2024. Accordingly, Cluster 2 will hold a special election to fill this position on October 25, 2024.

This vacancy will be created as Governing Board Member Gary Boyer notified Foothill Transit of his resignation from his position on the Executive Board effective October 24, 2024. Member Boyer is not seeking reelection to the Glendora City Council.

In light of these changes, there will be a vacancy in the Cluster 2 Executive Board Member seat and an election must be held by the members of Cluster 2 to select an individual to serve the remainder of the term for this position. Please note that the election of an Executive Board Member may also require the election of an Executive Board Alternate.

Cluster 2 consists of the cities of Azusa, Baldwin Park, Covina, Glendora, Irwindale, and West Covina. The Cluster 2 Governing Board Member elected to fill the seat will fill the remaining term, which runs through May 2026.

Notification of Interest forms will be emailed to Governing Board Members of Cluster 2 on September 23, 2024. The Notification of Interest form is strictly optional and is not required in order to be elected to the Foothill Transit Executive Board. Governing Board Members interested in utilizing the form must submit their completed form by October 4, 2024. On October 7, 2024, completed forms will be emailed to the Cluster 2 Governing Board Members and Alternates for their consideration.



Governing Board Meeting – 08/30/2024
Cluster 2 Special Election Notification
Page 2

The special election will take place prior to the start of the October 25, 2024, Governing Board Meeting. The vote will be conducted during a caucus of Cluster 2 members and via voice vote. The election results will be announced at the Governing Board Meeting.

Sincerely,

Christina Lopez
Board Secretary

Doran J. Barnes
Chief Executive Officer



August 30, 2024

To: Governing Board

Subject: **Federal Transit Administration Triennial Review for Federal Fiscal Years (FFY) 2022 - 2024**

Recommendations

Receive and file the results of the Federal Transit Administration's (FTA) Triennial Review of Foothill Transit.

Analysis

Chapter 53 of Title 49, Section 5307 of the United States Code, requires that all federal grant recipients be reviewed triennially for adherence to federal policy. The review concentrates on procedures and practices employed since the date of our last review in July 2021 to accurately review policies and practices in place for management of federal grants.

The firm of TFC Consulting, Inc., represented by Mr. Benjamin Sumpter and Mr. Erick Wilkes, under contract with the FTA, conducted Foothill Transit's review.

The process began with the consultants conducting a pre-review assessment, a desk review and a scoping meeting with the FTA regional office. Foothill Transit staff submitted an initial set of requested documents in February 2024. The desk review of these documents was followed by the reviewers sending an agenda package indicating the issues for discussion, records to be reviewed, and interviews to be conducted during their site visit. On June 20, 2024, additional files and records in response to the initial submission were provided to the reviewers prior to their onsite visit.

A two-day site visit was conducted by FTA's contracted reviewer along with FTA staff on June 26-27. During this time, the reviewers conducted additional interviews and reviewed documentation to confirm the agency's compliance with FTA requirements. The site visit included a visit to the Pomona Operations and Maintenance Facility to confirm compliance and appropriate oversight by Foothill Transit of the management contractors.

This year's triennial review covers Foothill Transit's compliance with FTA requirements in the 23 areas listed below, 19 of which apply to Foothill Transit:



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- Legal
- Financial Management and Capacity
- Technical Capacity - Award Management ~~Technical Capacity - Program Management and Subrecipient Oversight~~
- Technical Capacity - Project Management
- Transit Asset Management
- Satisfactory Continuing Control
- Maintenance
- Procurement
- Disadvantaged Business Enterprise (DBE)
- Title VI
- Americans with Disabilities Act (ADA) - Complementary Paratransit
- Americans with Disabilities Act (ADA) - General
- Equal Employment Opportunity
- School Bus
- Charter Bus
- Drug-Free Workplace Act
- Drug and Alcohol Program
- Section 5307 Program Requirements
- ~~Section 5310 Program Requirements~~
- ~~Section 5311 Program Requirements~~
- Public Transportation Agency Safety Plan (PTASP)
- ~~Cybersecurity~~

This year's review scope was expanded to review the agency's compliance with several funding sources that resulted due to the Coronavirus 2019 Public Health Emergency.

In light of the COVID-19 pandemic, the FTA requested additional information and documentation related to the management of our transit program during the pandemic. In all, more than 300 documents were submitted for review and more than 100 pages of written responses were provided to the questions posed by the reviewer.

At the conclusion of the review process on June 5, 2024, a remote exit conference was held with the FTA Region IX Administrator Ray Tellis and members of his team, FTA's contracted review team, and several members of Foothill Transit's staff. We were extremely pleased to be advised during the Exit Conference that the review team found no deficiencies in the management of Foothill Transit's transit program. In fact, the reviewer requested permission to use several of Foothill Transit's project tracking procedures and reporting documents as examples of good practices for other agencies to adopt.



Budget Impact

A successful Triennial Review by the FTA is required for a transit agency's continued receipt of federal funding.

Sincerely,

LaShawn King Gillespie
Deputy Chief Executive Officer

Doran J. Barnes
Chief Executive Officer



August 30, 2024

To: Governing Board

Subject: **Fiscal Year 2024 Key Performance Indicators Report**

Recommendation

Receive and file the Fiscal Year 2024 Key Performance Indicators Report.

Analysis

This report provides an analysis of Foothill Transit's performance indicators for Fiscal Year 2024 (FY2024). Foothill Transit monitors a number of factors in evaluating the service provided to the public. These are key performance indicators that record the bus system safety, courtesy, and reliability standards, along with industry-standard measurements that are monitored to assess transit operations.

In FY2024, Foothill Transit achieved five out of eight key performance indicator goals. The performance indicator targets met include, Schedule Adherence, Boardings per Vehicle Service Hour, Average Weekday Boardings, Farebox Recovery Ratio, and Average Cost per Vehicle Service Hour.

Further detail on each performance measure including a description and analysis to account for the variances between reporting periods follows in this section of the item. Foothill Transit's performance indicators are summarized below:

- **Boardings** – Total boardings recorded in FY2024 was 9,164,170 – which is 17 percent higher than last fiscal year.
- **Fare Revenue** – Total fare revenue in FY2024 was \$8,992,449. The average fare was \$0.98 per boarding.
- **Operating Expenses** – Operating expenses incurred totaled \$134.6 million, resulting in an average cost per service hour of \$162.49.
- **Accidents** – In FY2024, the system averaged 1.06 preventable vehicle collisions on road per 100,000 miles.
- **Customer Complaints** – In FY2024, Foothill Transit received an average of 38.2 complaints per 100,000 boardings. This is a 23 percent improvement compared to last fiscal year.
- **Schedule Adherence** – On-time performance averaged 78 percent in FY2024, which is a slight decrease compared to last fiscal year.



Analysis

In order to accomplish its mission, Foothill Transit focuses on the following goals:

Goal 1: Operate a safe transit system.

Goal 2: Provide outstanding customer service.

Goal 3: Operate an effective transit system.

Goal 4: Operate an efficient transit system.

These goals provide a framework for performance indicators to quantify and measure how well Foothill Transit is performing. Performance indicators are derived from data collected from a variety of sources including the farebox, automatic passenger counters (APCs) on buses, the SMARTBus system, reports from the operations contractors, and financial performance data.

Overall System Performance

Foothill Transit's overall system performance is based on several key indicators. These include total ridership, fare revenues, vehicle service hours, and total operating expenses.

Total Boardings and Total Fare Revenues

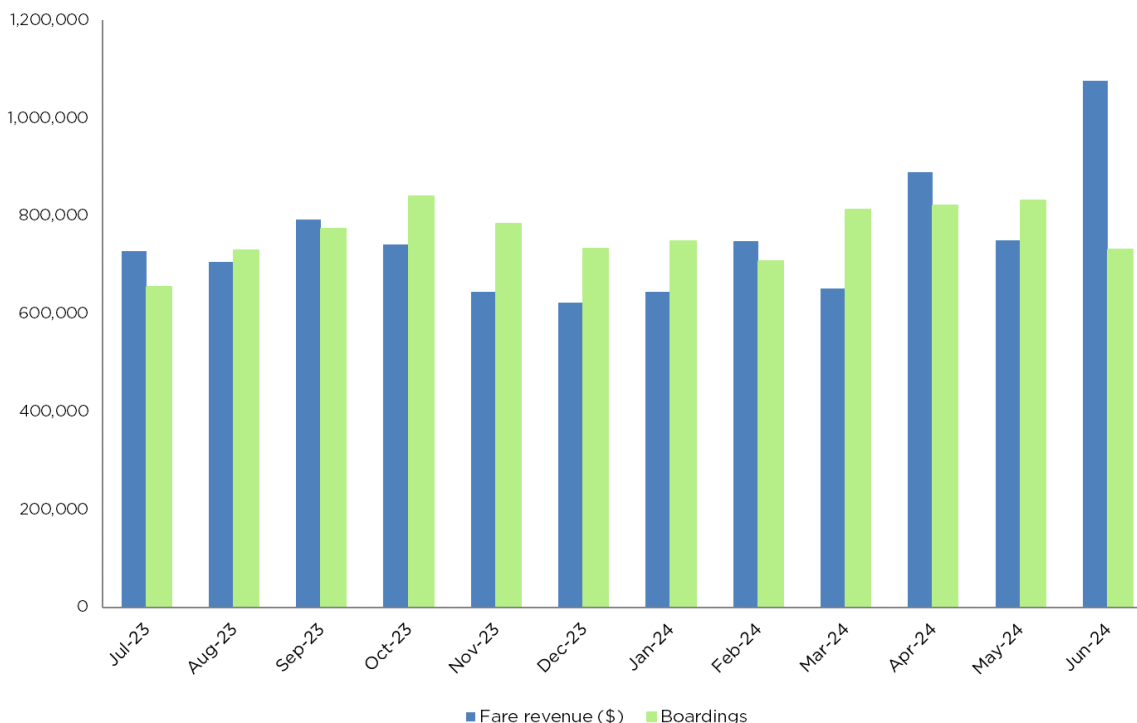
In FY2024, Foothill Transit buses had 9,164,170 total boardings. When compared to the previous fiscal year, ridership increased by 17 percent. Foothill Transit continues to explore opportunities to restore ridership and implement new initiatives that relate to ridership.

Total fare revenue recorded in FY2024 was \$8,992,449. This is 12 percent higher than the previous fiscal year.



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Total Boardings and Fare Revenues



Vehicle Service Hours and Operating Expenditure

In FY2024, Foothill Transit operated 828,638 service hours. This represents a five percent increase compared to last fiscal year.

Foothill Transit incurred \$134.6 million in operating expenses, which is 16 percent higher than last fiscal year.

Goal 1: Operate a Safe Transit System

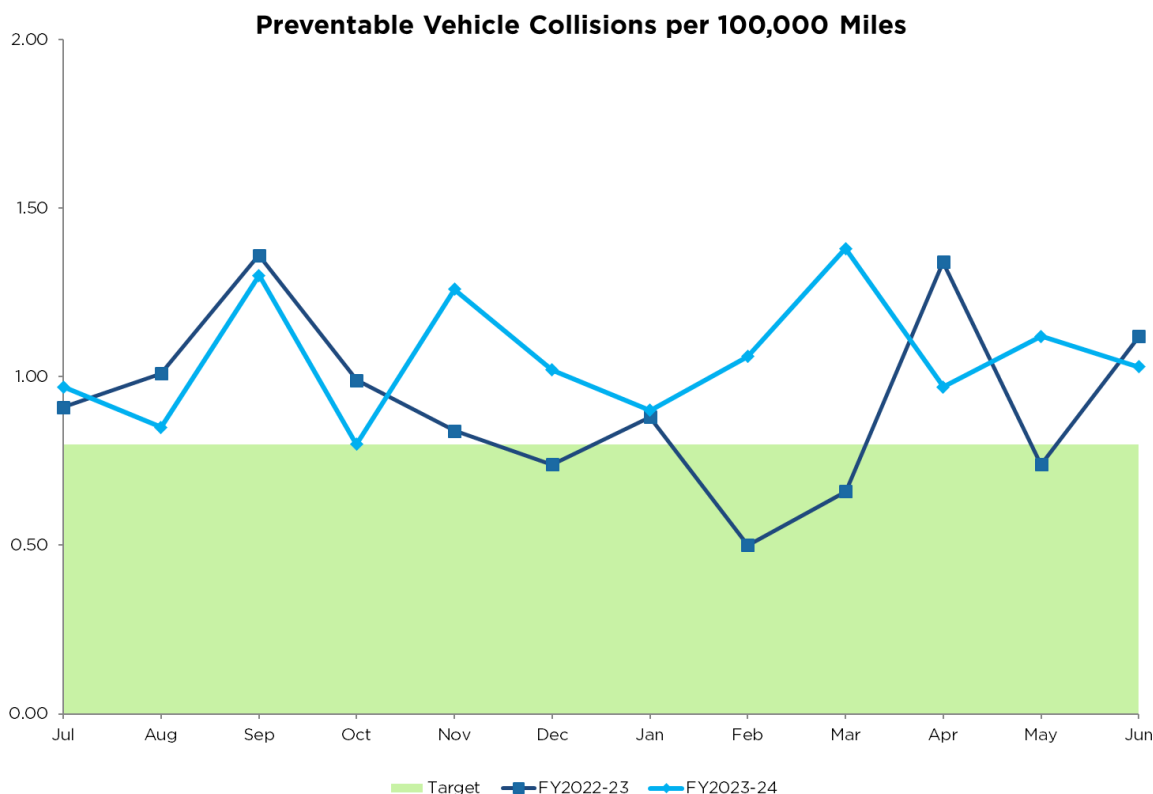
Foothill Transit's primary goal is to operate a safe transit system. Foothill Transit monitors system safety by tracking the number of preventable vehicle collisions incurred for every 100,000 miles of vehicle operation.



Preventable Vehicle Collisions per 100,000 Miles

In FY2024, Foothill Transit did not meet the adopted performance standard of 0.80 or fewer preventable vehicle collisions on road per 100,000 miles with 1.06 preventable collisions per 100,000 miles. The preventable vehicle collisions on road resulted primarily from coaches making contact with fixed objects, partially because of the reduced lane widths on arterial roadways and on freeways.

Keolis' and Transdev's safety committees, which are comprised of operators and administrative staff members, meet on a monthly basis to review collision trends, hazardous locations, facility improvements, and other safety related matters. The General Managers, Safety Managers, Trainers, and Operations staff are actively involved in the development of safety action plans and implementation. These plans include operator safe driver training, which focuses on topics such as following distance and driver awareness. In addition, monthly safety blitzes are conducted which address high-risk driving patterns in real-time.





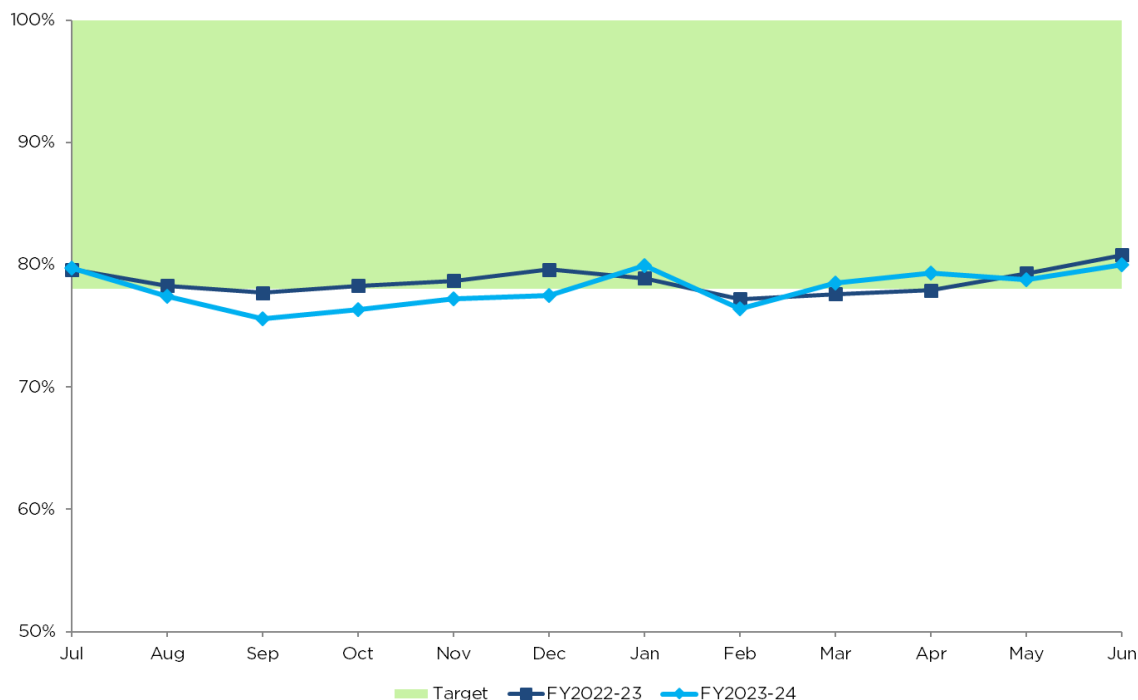
Goal 2: Provide Outstanding Customer Service

Foothill Transit measures this goal by monitoring the following categories: schedule adherence, average miles between technical roadcalls, and complaints per 100,000 boardings.

Schedule Adherence

Foothill Transit measures its schedule adherence using the industry standard metric of on-time performance (OTP). OTP is calculated by evaluating a vehicle's adherence to time points in the planned schedule. A trip is considered on time if it did not depart early and if it departed the time point before the five-minute late threshold. Foothill Transit adopted a goal of 78 percent or higher OTP for this fiscal year. The FY2024 OTP goal was met at exactly 78 percent; this represents a one percent decrease compared to last fiscal year. Quality Assurance staff continue to monitor the SMARTBus system in real-time and work with both operations and maintenance contractors to ensure that the bus service runs in accordance with the schedule. With the OTP data readily available from the Avail system, we can effectively monitor low performing routes and work with both contractors to identify areas of improvement. This includes evaluating GPS positioning of each time point to reflect the bus arrivals and departures accurately.

Schedule Adherence

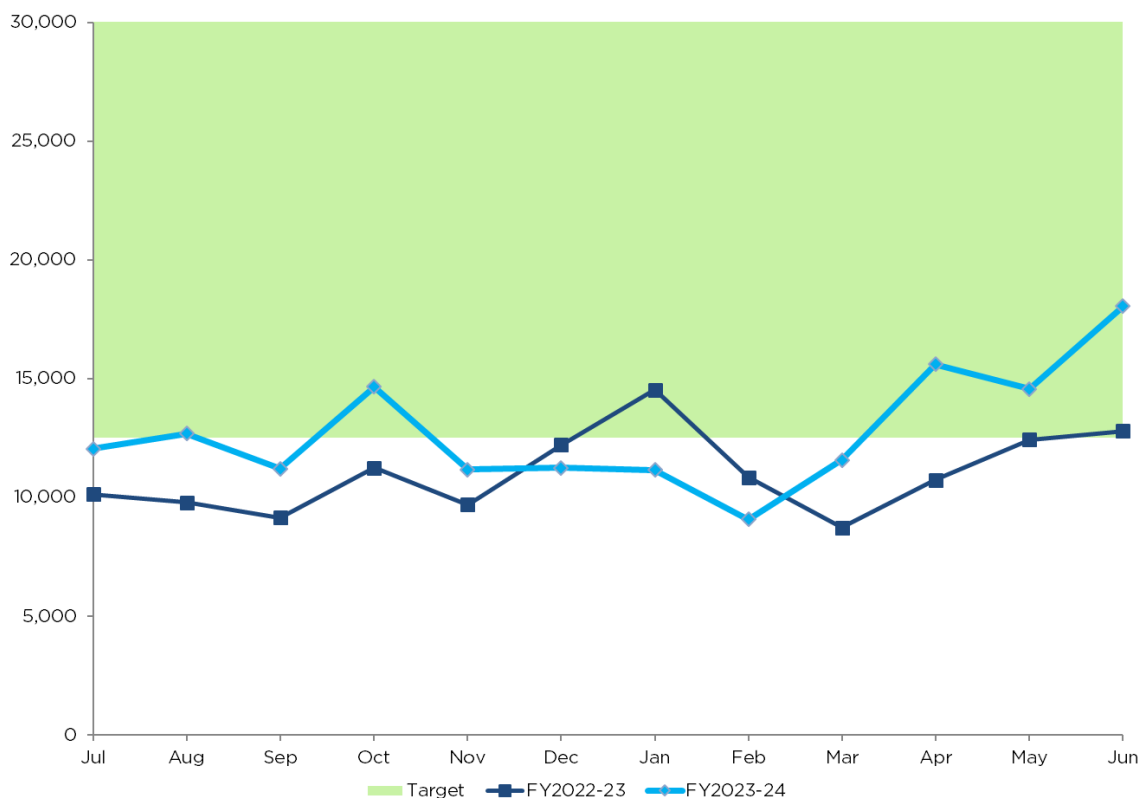




Average Miles between Technical Roadcalls

Average miles between technical roadcalls is a maintenance performance indicator. This adopted measure tracks any mechanical breakdown that occurs, whether a bus is in revenue service or not. Foothill Transit averaged 12,407 miles between technical roadcalls in FY2024, nearly missing the maintenance reliability goal of at least 12,500 miles between technical roadcalls. This represents a 15 percent improvement compared to last fiscal year. Maintenance data is analyzed frequently to identify trends related to roadcall types and specific bus series, in efforts to establish appropriate action plans to minimize mechanical issues. The top technical roadcalls experienced this fiscal year were coolant leaks and engine related issues. Transdev and Keolis teams have implemented various strategies to mitigate roadcalls, issuing campaigns and proactively inspecting buses more frequently such as investigating for leaks during the fueling process. In addition, contractors have been able to reduce the turnaround time for an engine repower service from 3 to 4 months to 3 to 4 weeks by switching to a new vendor, allowing buses to be back in service more timely.

Average Miles between Technical Roadcalls

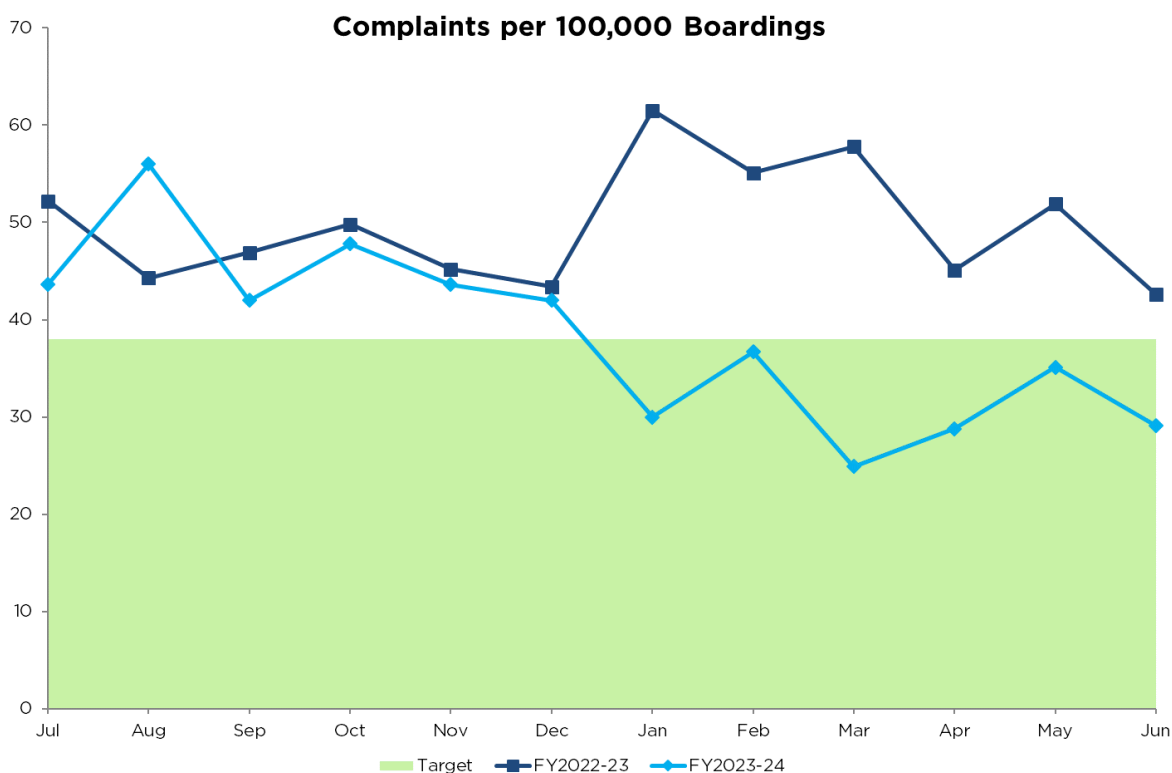




Complaints per 100,000 Boardings

Customer complaints are counts of incidents where a customer reports dissatisfaction with the service. All customer complaints received by Foothill Transit are subject to a thorough investigative process and allows Foothill Transit to determine if a complaint is valid. Investigations include contacting the customer and reviewing the SMARTBus system, dispatch logs, on-board videos, and/or verbal communication with the coach operator.

In FY2024, Foothill Transit nearly missed the performance target of 38 or less complaints per 100,000 boardings with an average of 38.2 complaints per 100,000 boardings. This represents a 23 percent improvement compared to last fiscal year. The majority of complaints received this fiscal year were related to schedule adherence, however, schedule adherence complaints did decrease by 39 percent compared to the previous fiscal year. Keolis' and Transdev's customer service committees recently implemented several new strategies to mitigate customer complaints which include de-escalation training, on-board evaluations, and operator incentive programs. Our transit service contractors continue to monitor the complaint trends and explore new initiatives to enhance the customer experience.





Goal 3: Operate an Effective Transit System

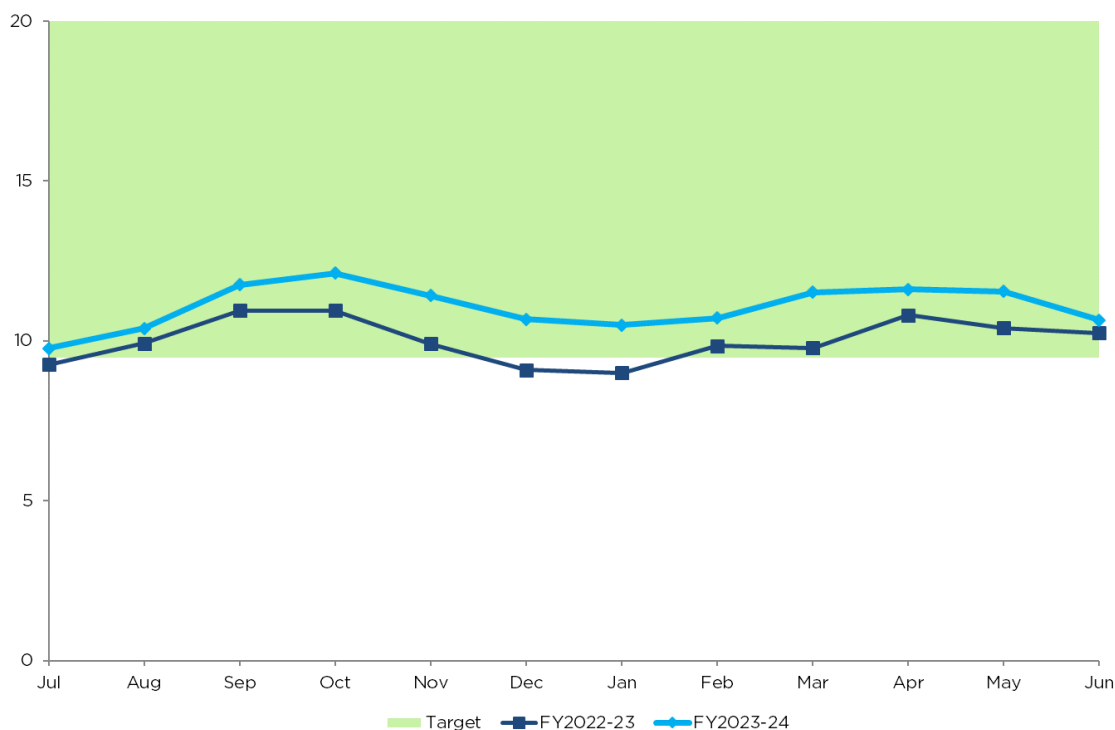
Foothill Transit measures service effectiveness by monitoring boardings per vehicle service hour and average weekday boardings.

Boardings per Vehicle Service Hour

Boardings per vehicle service hour is the total number of boardings divided by the total number of service hours in a given period. In FY2024, there were 11.06 boardings per vehicle service hour, meeting the performance target of 9.48 or more boardings per service hour. This is 10 percent higher compared to last fiscal year.

Foothill Transit continues to encourage increased ridership by targeting specific demographics of customers through the Class Pass program and marketing at various schools and community events. Improved data analysis allows Foothill Transit staff to better understand travel demand throughout the service area, therefore assisting them with planning routes and schedules. In addition, the recent Foothill Transit Forward study focused on creating a more effective, efficient, equitable, and sustainable transit system that will get people where they need to go in the shortest time possible.

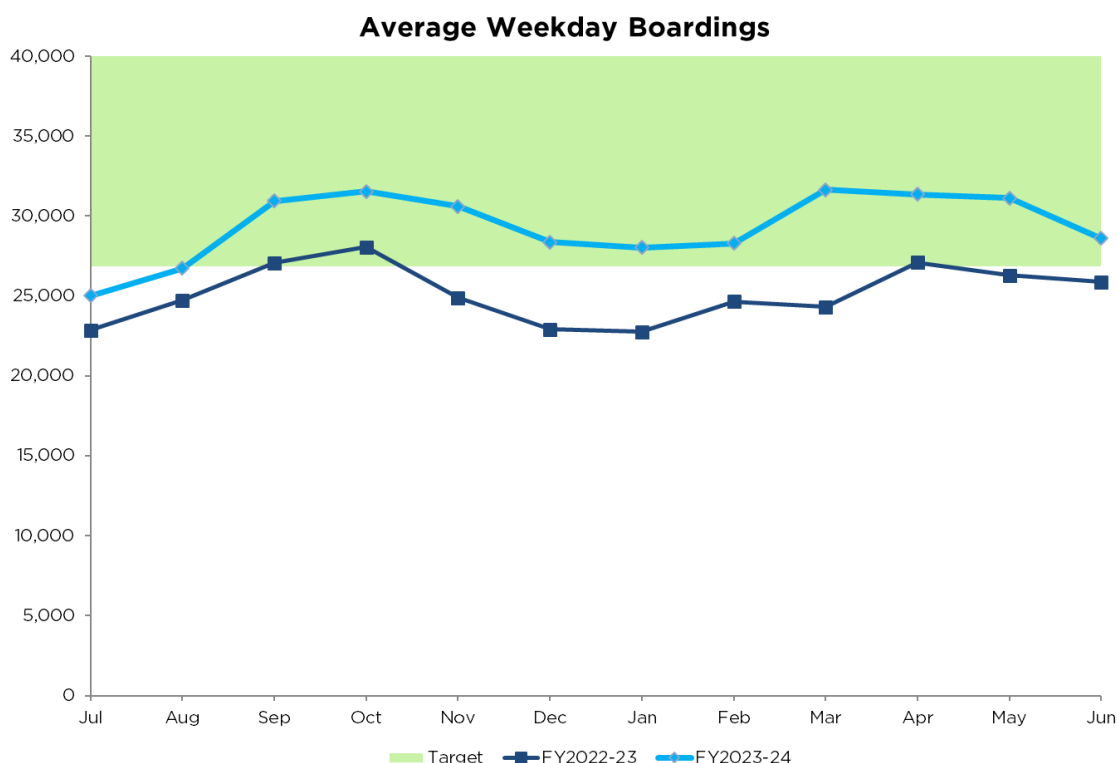
Boardings per Vehicle Service Hour





Average Weekday Boardings

The number of average weekday boardings is calculated by dividing the total number of weekday boardings by the number of days with weekday service in a given period. In FY2024, Foothill Transit did meet the performance target of at least 26,875 average weekday boardings with an average of 29,379 weekday boardings. This represents a 17 percent increase compared to last fiscal year and approximately 75 percent of the ridership experienced prior to the COVID-19 pandemic.





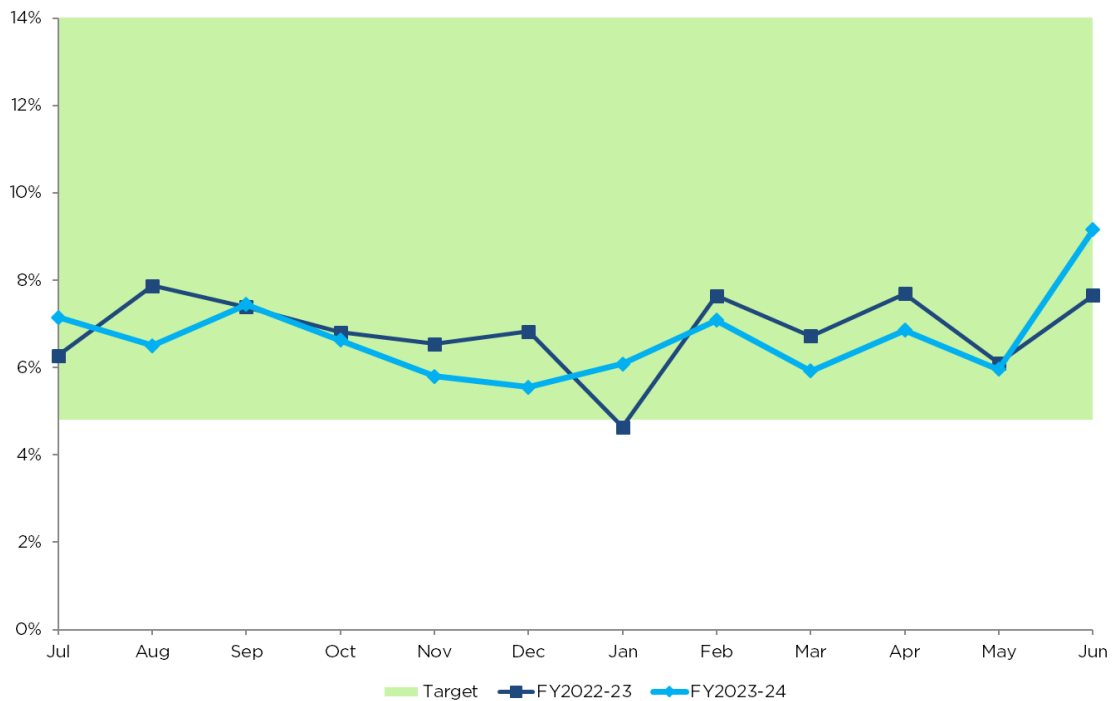
Goal 4: Operate an Efficient Transit System

Foothill Transit measures its overall efficient use of available resources by monitoring the average cost per vehicle service hour and farebox recovery ratio.

Farebox Recovery Ratio

Farebox recovery ratio is a measure of the proportion of operating costs recovered by passenger fares. The farebox recovery ratio is calculated by dividing total fare revenue by total operating expense. In FY2024, the Farebox Recovery Ratio was 6.68 percent, which meets the target of 4.8 percent. This represents a four percent decrease compared to last fiscal year.

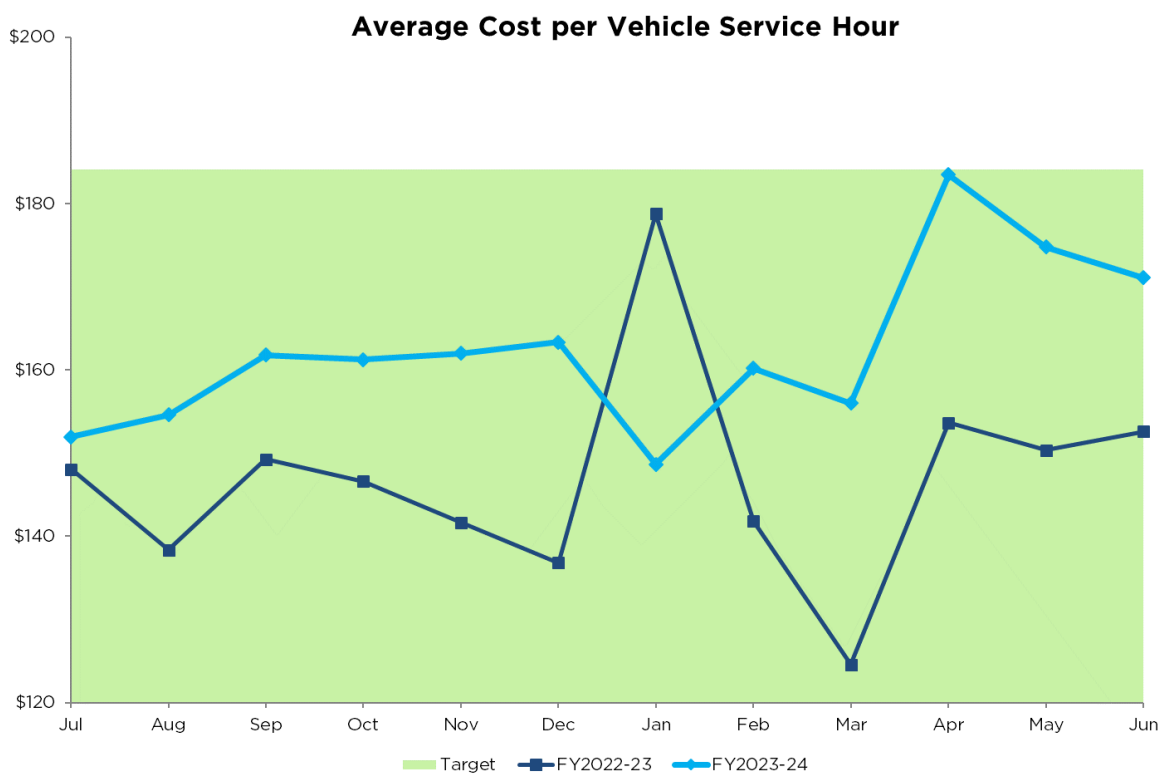
Farebox Recovery Ratio





Average Cost per Vehicle Service Hour

Average cost per vehicle service hour is an industry standard utilized to measure the cost efficiency of transit service. It is derived by dividing operating expenses by vehicle service hours. In FY2024, Foothill Transit did meet the average cost per vehicle service hour target of less than \$184.11, with \$162.49. This represents a 10 percent increase compared to the same period last fiscal year.



Sincerely,

Paulina Ruiz
System Performance
and Improvement Manager

Doran J. Barnes
Chief Executive Officer

Foothill Transit Monthly Key Performance Indicators

June FY 2024

Goal	Performance Indicator	June FY 2024	Met Target?	June FY 2023	% Improvement Over Same Month Last Year	FY 2023-2024 YTD	Met Target?	FY 2022-2023 YTD	% Improvement YTD	Performance Target
Overall System Performance	Total Boardings	730,791	-	687,451	6%	9,164,170	-	7,864,856	17%	
	Vehicle Service Hours	68,588	-	67,067	2%	828,638	-	785,522	5%	
	Total Fare Revenue	\$1,075,272	-	\$966,089	11%	\$8,992,449	-	\$8,020,698	12%	
	Total Operating Expense	\$11,734,733	-	\$10,542,722	(11%)	\$134,646,456	-	\$115,654,542	(16%)	
Safety	Preventable Vehicle Collisions per 100,000 Miles	1.18	No	1.12	(6%)	1.06	No	0.94	(13%)	≤ 0.80
Customer Service	Schedule Adherence	80.0%	Yes	80.8%	(1%)	78.0%	Yes	78.7%	(1%)	≥ 78%
	Miles Between Technical Roadcalls	18,059	Yes	12,793	41%	12,407	No	10,810	15%	≥ 12,500
	Complaints per 100,000 Boardings	29.1	Yes	42.6	32%	38.2	No	49.5	23%	≤ 38.00
Effectiveness	Boardings per Vehicle Service Hour	10.65	Yes	10.25	4%	11.06	Yes	10.01	10%	≥ 9.48
	Average Weekday Boardings	28,602	Yes	25,887	10%	29,379	Yes	25,135	17%	≥ 26,875
Efficiency	Farebox Recovery Ratio	9.16%	Yes	9.16%	(0%)	6.68%	Yes	6.94%	(4%)	≥ 4.80%
	Average Cost per Vehicle Service Hour	\$171.09	Yes	\$157.20	(9%)	\$162.49	Yes	\$147.23	(10%)	≤ \$184.11