



**Foothill Transit**

## **EXECUTIVE BOARD MEETING**

West Covina, CA

Friday, September 27, 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.



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 48 시간 전에 (626) 931-7300 내선 7204 번으로 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 សូមទាក់ទងការិយាល័យនាយកភ្នាក់ងារប្រតិបត្តិការទូរស័ព្ទលេខ (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

သင်သည် ဘာသာပြန် ဝန်ဆောင်မှုများကို လိုအပ်ပါက အစည်းအဝေးမစတင်မီ အနည်းဆုံး 48 နာရီအလို၌ အလုပ်အမှုဆောင်အရာရှိချုပ်ရုံး၊ ဖုန်းနံပါတ် (626) 931-7300 လိုင်းခွဲ 7204 သို့ ဆက်သွယ်ပေးပါ။

如果您需要翻譯服務，請至少在會議開始前 48 小時撥打(626) 931-7300 轉 7204，聯繫首席執行官辦公室。

اگر ضرورت به خدمات ترجمانی دارید، لطفاً حداقل 48 ساعت قبل از برگزاری جلسه، با دفتر مدیر عامل ذریعة نمبر (626) 931-7300 و نمبر داخلی 7204 به تماس شوید.

Agar siz tarjima xizmatlariga ehtiyoj sezsangiz, uchrashuvdan kamida 48 soat oldin (626) 931-7300 raqamining 7204 kengaytmasi orqali Markaziy Boshqaruv Ofisiga murojaat qiling.





**Foothill Transit**

# Executive Board Meeting **AGENDA**

EXECUTIVE BOARD MEETING  
8:00 AM, SEPTEMBER 27, 2024  
Foothill Transit Administrative Office  
2<sup>nd</sup> 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

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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](mailto: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, September 27, 2024

2<sup>nd</sup> Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790

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CONSENT CALENDAR: Items 7 through 13 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 AUGUST 30, 2024

8. AUGUST 2024 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

*Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through August 31, 2024. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of August 31, 2024, for the fiscal year (FY) ending June 30, 2025.*

9. SEPTEMBER 2024 PROCUREMENT MONTHLY REPORT

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

10. MT. SAN ANTONIO COLLEGE BALLOT MEASURE V

*Recommended Action: Adopt a SUPPORT position on November 2024 Ballot Measure V.*

11. TRANSPORTATION FUND EXCHANGE – CITY OF SAN DIMAS

*Recommended Action: Authorize the Chief Executive Officer to enter into an agreement with the City of San Dimas to exchange Foothill Transit general use funds for Proposition A Transportation Local Return funds and to negotiate final terms and conditions.*

12. RESOLUTION FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM

*Recommended Action: Adopt the following resolution: Resolution No. 2024-09: Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program (Attachment A).*

13. TITLE VI ANALYSIS UPDATE FOR POMONA TRANSIT STORE

*Recommended Action: Receive and file the Title VI analysis update report for the closure of Pomona Transit Store (PTS).*





8:00 AM, September 27, 2024

2<sup>nd</sup> Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790

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REGULAR AGENDA:

14. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN UPDATE - THIRD REVISION

*Recommended Action: Adopt Foothill Transit's Public Transportation Agency Safety Plan (PTASP).*

15. AUTHORIZATION TO PURCHASE 12 ADDITIONAL BATTERY ELECTRIC DOUBLE-DECK BUSES

*Recommended Action: In lieu of the previous purchase of 12 Battery Electric Double Deck buses, authorize the Chief Executive Officer to purchase a total of 24 Electric Double-Deck buses under Contract No. 24-055 with Alexander Dennis for the total amount of Forty-Five Million Four Hundred Twenty-One Thousand Five Hundred Fifty-Four (\$45,421,554), exclusive of California sales and use tax.*

16. DUARTEBUS SERVICE AGREEMENT NO. 18-007 - OPTION EXERCISE

*Recommended Action: Authorize the Chief Executive Officer to enter into the second of two three-year options on our Agreement No. 18-007 with the City of Duarte to operate the duartEbus service.*

17. AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS FOR TEMPORARY MOBILE REFUELER

*Recommended Action: Authorize the Chief Executive Officer to issue Request for Proposals (RFP) No. 25-022 for a temporary mobile refueler at the Arcadia/Irwindale Operations and Maintenance Facility.*

18. AUTHORIZATION TO AWARD SOLE SOURCE CONTRACT FOR BUS ROUTER REPLACEMENT

*Recommended Action: Authorize the Chief Executive Officer to enter into a sole source agreement with Avail Technologies, Inc. in the amount of \$2,327,180 for the replacement and support of the Cradle Point Routers on the Foothill Transit fleet.*

19. PUENTE HILLS MALL TRANSIT CENTER UPDATE

*Recommended Action: Receive and file the Puente Hills Mall Transit Center Update.*



**Foothill Transit**

**Executive Board Meeting**  
**AGENDA**

8:00 AM, September 27, 2024

2<sup>nd</sup> Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790

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- 20. CHIEF EXECUTIVE OFFICER COMMENT
- 21. BOARD MEMBER COMMENT
- 22. ADJOURNMENT

The next Regular Meeting of the Executive Board  
is scheduled for  
October 25, 2024, at 8:00 a.m.





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

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

**Friday, August 30, 2024  
8:00 a.m.**

**DRAFT**

**1. CALL TO ORDER**

The meeting was called to order by Chair Moss at 8:04 a.m.

**2. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Gary Boyer, Member Emmett Badar, Member Cynthia Sternquist, Vice Chair Becky Shevlin, Chair Cory Moss

Chair Moss recessed the meeting at 8:04 a.m.

Chair Moss reconvened the meeting at 9:30 a.m.

**3. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER**

Doran Barnes, CEO, requested the removal of agenda item 14, Authorization to purchase 12 Additional Battery Electric Double-Deck Buses. 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**

Marc Perla, Keolis Western Division Vice President U.S. Bus Operations addressed the Executive Board.

5. **PUBLIC COMMENT**

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

**CONSENT CALENDAR**

The Executive Board took action on a single motion on items 6-13.

6. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF JUNE 28, 2024**

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

7. **AUGUST 2024 PROCUREMENT MONTHLY REPORT**

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

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

8. **AUGUST 2024 LEGISLATIVE UPDATE**

Recommendation: 1. Adopt a SUPPORT position on SB 1418, and 2. Receive and file the August 2024 Legislative Update.

Motion by Vice Chair Shevlin, second by Member Sternquist, to adopt a support position on SB 1418, motion carried 5-0. The Executive Board also received and filed the August 2024 Legislative Update.

9. **AUTHORIZATION TO ISSUE REQUEST FOR ARCADIA IRWINDALE OPERATIONS AND MAINTENANCE FACILITY HYDROGEN FUELING STATION**

Recommendation: Authorize the Chief Executive Officer to issue Request for Proposals (RFP) No. 25-001 for a Hydrogen Fueling Solution at the Arcadia/Irwindale Operations and Maintenance Facility.

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



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10. **AUTHORIZATION TO AWARD A SOLE SOURCE CONTRACT FOR DVR HARD DRIVE REPLACEMENT**

Recommendation: : Authorize the Chief Executive Officer to execute Contract No. 25-003 to Transit Solutions, Inc. in the amount of Five Hundred Ninety-Three Thousand Seven Hundred Twenty-Six Dollars (\$593,726.00) for upgrading the Digital Video Recorder (DVR) hard drives in Foothill Transit's fleet of buses.

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

11. **TRANSIT ASSET MANAGEMENT PLAN**

Recommendation: Receive and file the Transit Asset Management (TAM) Plan Version 2.0 (Attachment A).

The Executive Board received and filed the Transit Asset Management Plan Plan Version 2.0.

12. **AMENDMENT TO CHIEF EXECUTIVE OFFICER'S EMPLOYMENT AGREEMENT**

Recommendation: Authorize the Executive Board Chair to execute the First Amendment to the First Amended and Restated Chief Executive Officer Employment Agreement dated July 1, 2023.

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

13. **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM UPDATE**

Recommendation: Adopt Foothill Transit's revised FFY 2022 - FFY 2024 DBE Program (Attachment A).

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

**REGULAR AGENDA**

14. **AUTHORIZATION TO PURCHASE 12 ADDITIONAL BATTERY ELECTRIC DOUBLE-DECK BUSES**

Recommendation: Authorize the Chief Executive Officer to purchase 12 additional Battery Electric Double-Deck buses under Contract No. 24-055 with Alexander Dennis in the amount of \$21,096,000.00.

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

15. **AUTHORIZATION TO AWARD SOLE SOURCE CONTRACT FOR HEADSIGN REPLACEMENT**

Recommendation: Authorize the Chief Executive Officer to execute Contract No. 25-002 with I/O Controls in the amount of Three Hundred Ninety Eight Thousand and Ten Dollars (\$398,010.00) for headsign replacement on 60 Foothill Transit buses.

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

Mr. Cordero reported that the headsigns on Foothill Transit's 2200 and 2300 series buses need to be replaced due to age, unavailability of parts, and outdated technology. He highlighted the benefits of upgrading the headsigns, including the ability to remotely update signs, access to local field technicians, and improved availability of parts. Staff addressed comments and questions from members of the Executive Board.

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

16. **PUBLIC OUTREACH FOR LINE 492 PILOT**

Recommendation: Recommend that the Governing Board authorize the Chief Executive Officer to seek public input and conduct public outreach regarding the Line 492 Pilot.

Henry Lopez, Transit Planner, presented this item.

Mr. Lopez presented an overview of Line 492 and reported that it is being proposed that a one-year pilot for Line 492 be conducted. The proposed pilot would increase Line 492 weekday frequency from 30 minutes to 20 minutes to match the frequent network. He reviewed the public outreach timeline and stated that final recommendations would be presented to the

Governing Board in January 2025.

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

17. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- Met with Cal Poly President Dr. Coley to discuss the Bronco Mobility Hub project.
- Provided update on ARCHES partnership and funding. An item will be going before the board at the next meeting.

18. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Chair Moss provided an update on the sale of the Puente Hills Mall.

19. **ADJOURNMENT**

Adjournment for the August 30, 2024 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:54 a.m.





September 27, 2024

To: Executive Board

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

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### **Recommendation**

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

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of August 31, 2024, for the fiscal year (FY) ending June 30, 2025.

### **Balance Sheet Analysis** (Attachment A):

#### Assets

The balance sheet, as of August 31, 2024, shows total assets at \$415.55 million. This total consists primarily of \$205.14 million in fixed assets, \$182.57 million in cash and investments and \$27.48 million in receivable and prepaid assets. Foothill Transit's cash position of \$182.57 million is \$2.65 million less than the previous month, and is \$29.56 million more than last year in August.

#### Liabilities

The accounts payable and accrued liabilities balance is \$12.21 million. Accounts payables and accrued liabilities include operation and maintenance expenses for \$9.95 million and \$0.83 million for fuel.

The deferred revenue of \$161.48 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 \$81.75 million in liquid accounts held with Bank of Montreal (BMO) and \$10.94 million in interest bearing money market accounts with BMO.



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 \$68.52 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 10.51% 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 increased due to the expansion of the Regional GoPass program which has attributed to fare revenue.

Revenues for FY25 reflect application of the American Rescue Plan Additional Assistance (ARPA) federal funds. To date, Foothill Transit plan to spend \$25 million of the emergency federal funds on operating expenses.

Operating costs through August 2024 were \$24.96 million, which is \$2.64 million less than the budget and \$3.92 million more than August 2023. The variance in operating cost as the new contract for the Arcadia Operations and Maintenance facility started in late March 2024. Of the \$24.96 million expenditures, \$20.08 million reflects operating costs for the Arcadia-Irwindale and Pomona operations contractors. Other operating expenses include fuel, which was \$1.87 million through August 2024.

Capital expenditures through August were \$1.31 million compared with \$1.93 million last year at this time. The annual budget for capital expenditures include the procurement and construction of 19 zero-emission buses and a



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 August 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 August 2024 were \$13.51 million. Capital disbursements totaled \$1.28 million and other significant disbursements include \$3.84 million to Keolis and \$6.02 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 August 31, 2024

**Assets**

## Current Assets:

Cash and Investments	\$182,566,258
Due from government agencies	22,634,305
Other receivables	3,516,024
Other assets	1,331,346

Total Current Assets	\$210,047,932
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## Non current Assets:

Notes receivable	362,742
Property & Equipment (net of depreciation)	205,141,235

Total Non Current Assets	205,503,978
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Total Assets	\$415,551,910
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**Liabilities and Equity**

## Current Liabilities:

Accounts payable and accrued liabilities	\$12,205,081
Deferred Revenue	162,555,244

Total Liabilities	\$174,760,325
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**Equity**

## Fund Balance:

Investment in Capital Assets	\$205,141,235
Current Year Change	(7,734,202)
Reserve	43,384,552

Total Equity	\$240,791,585
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Total Liabilities and Equity	\$415,551,910
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**Summary of Cash and  
Investment Account  
For August 31, 2024**

	Interest Rate	Term	Principal/ Book & Market Value
Cash:			
Bank of Montreal-Reg. Checking	N/A	Demand Deposit	\$63,389,724
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	5,288,964
Bank of Montreal-Money Market #1111	4.25%	Demand Deposit	5,246,671
Bank of Montreal-LCTOP #1108	2.50%	Demand Deposit	17,168
Total Cash			<u>\$90,043,008</u>
Investments:			
LAIF Investment #1141	4.55%	Demand Deposit	\$68,523,250
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>\$92,523,250</u>
Total Cash and Investments			<u>\$182,566,258</u>

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

	Actual YTD August 2024	Budget YTD August 2024	Variance	Actual YTD August 2023
<b>Fare Revenue</b>				
Farebox	\$652,514	\$657,354	(0.74%)	\$644,464
Pass Sales	519,419	399,724	29.94%	333,104
TAP Cash Purse	437,464	385,015	13.62%	377,334
MetroLink & Access Service	59,327	72,449	(18.11%)	48,187
EZ Transit Pass	29,140	21,882	33.17%	31,259
Total Operating Revenue	\$1,697,864	\$1,536,423	10.51%	\$1,434,349
<b>Operating Subsidies and Other</b>				
State Transit Assistance (STA)	\$1,205,758	\$1,205,758	0.00%	-
Senate Bill 1 - STA	914,543	914,543	0.00%	-
Senate Bill 1 - STA BSCP	105,806	105,806	0.00%	-
CalTrans-LCTOP	328,690	328,690	0.00%	-
Prop A 40% Discretionary	-	-	-	-
Prop A 40% BSCP	-	-	-	-
Prop A Exchange	1,761,606	1,761,606	0.00%	-
Prop C BSIP	179,299	179,299	0.00%	174,077
Prop C Base Restructuring	385,116	385,116	0.00%	373,899
Prop C Transit Service Expansion	64,177	64,177	0.00%	62,307
Transit Security	214,494	214,494	0.00%	229,753
Measure R	3,408	3,408	0.00%	-
Measure M	-	-	-	-
Federal ARP Act 5307	18,099,513	20,898,202	0.00%	15,757,373
Transportation Development Act	-	-	-	3,006,498
Miscellaneous Transit Revenues	-	-	-	-
Total Subsidies and Other	\$23,262,409	\$26,061,098	(10.74%)	\$19,603,907
Total Operating Revenue	\$24,960,273	\$27,597,521	(9.56%)	\$21,038,256
<b>Other Revenues</b>				
Gain on Sale of Fixed Assets	\$44,362	\$0	0.00%	\$0
Auxiliary Revenue	99,722	144,083	0.00%	119,365
Total Other Revenues	144,083	144,083	0.00%	\$119,365
Total Operating and Other Revenues	\$25,104,356	\$27,741,605	(9.51%)	\$21,157,621
<b>Operating Expenses</b>				
Customer Service & Operations	\$22,416,279	\$23,510,837	(4.66%)	\$18,749,075
Maintenance & Vehicle Technology	215,597	236,424	(8.81%)	181,767
Marketing & Communications	313,188	434,030	(27.84%)	324,990
Information Technology	379,571	753,378	(49.62%)	271,258
Administration	273,363	432,654	(36.82%)	271,108
Procurement	124,147	180,410	(31.19%)	128,795
Government Relations	103,575	143,718	(27.93%)	66,539
Finance	328,974	398,496	(17.45%)	319,130
Safety and Security	351,915	829,744	(57.59%)	297,276
Planning	155,807	269,382	(42.16%)	161,765
Facilities	297,856	408,448	(27.08%)	266,553
Total Operating Expenses	\$24,960,273	\$27,597,521	(9.56%)	\$21,038,256
<b>Other Expenses</b>				
Property Management	\$77,417	\$77,417	0.00%	\$77,416
Special Services	66,667	66,667	0.00%	41,949
Total Other Expenses	\$144,083	\$144,083	0.00%	\$119,365
Total Operating and Other Expenses	\$25,104,356	\$27,741,605	(9.51%)	\$21,157,621
<b>Capital Revenues</b>				
Capital Grants	\$1,309,823	\$17,924,010	(92.69%)	\$1,932,384
<b>Capital Expenditures</b>				
Capital Expenditures	\$1,309,823	\$17,924,010	(92.69%)	\$1,932,384

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Foothill Transit

**ATTACHMENT D**

Posting Date	Document Type	Document No.	Vendor	Amount	Entry No.
08/05/24	Payment	E101436	Apollo Electric	8,850.00	898399
08/05/24	Payment	W001510	Southern California Edison Co. ZBA	114.00	901423
08/05/24	Payment	W001511	Verizon Business-15043 ZBA	2,264.60	901425
08/06/24	Payment	E101437	Darold D. Pieper Attorney at Law	9,377.00	898401
08/06/24	Payment	W001512	Verizon Business-15043 ZBA	42.06	901427
08/06/24	Payment	W001513	The Gas Co. ZBA	382.33	901429
08/06/24	Payment	W001514	Verizon Business-15043 ZBA	3,757.73	901431
08/07/24	Payment	W001515	Frontier ZBA	254.35	901433
08/07/24	Payment	W001516	International City Management Assoc. Retirement Co	59,958.77	901435
08/08/24	Payment	E101438	California Hydrogen Business Council	3,300.00	898411
08/08/24	Payment	E101439	Keolis Transit America, Inc.	825.33	898413
08/08/24	Payment	E101440	Transdev Services, Inc.	1,070.90	898415
08/08/24	Payment	E101441	Transdev Services, Inc.	6,504.67	898417
08/08/24	Payment	E101442	Transdev Services, Inc.	17,410.25	898419
08/08/24	Payment	E101443	Transdev Services, Inc.	6,526.37	898421
08/08/24	Payment	95543	American Advertising Distributors of No. VA	3,844.27	898728
08/08/24	Payment	95544	CA Newspaper Service Bureau	941.32	898731
08/08/24	Payment	95545	Cal Poly Pomona Foundation	2,000.00	898733
08/08/24	Payment	95546	Chamber of Commerce - Irwindale	60.00	898735
08/08/24	Payment	95547	Climatec, LLC	2,448.00	898738
08/08/24	Payment	95548	CMAX Commercial Maintenance Inc	2,500.00	898740
08/08/24	Payment	95549	Commercial Building Management Services, Inc.	4,800.15	898742
08/08/24	Payment	95550	Faronics Technologies USA Inc.	411.25	898744
08/08/24	Payment	95551	Grainger	69.34	898746
08/08/24	Payment	95552	Green Thumb Indoor Plant	599.75	898748
08/08/24	Payment	95553	HD Supply Facilities Maintenance	187.02	898750
08/08/24	Payment	95554	Home Depot Credit Services	720.56	898752
08/08/24	Payment	95555	Lewis Engraving	13.23	898754
08/08/24	Payment	95556	ODP Business Solutions, LLC	116.96	898756
08/08/24	Payment	95557	Pride Industries One Inc.	1,757.31	898758
08/08/24	Payment	95558	Quadient Leasing USA, Inc.	466.82	898760
08/08/24	Payment	95559	Qualified Mobile, Inc.	313.00	898762
08/08/24	Payment	95560	Ron Turley Associates Inc.	18,361.20	898764
08/08/24	Payment	95561	Roy Jorgensen Associates, Inc.	4,520.00	898766
08/08/24	Payment	95562	Skyline Pest Control	115.00	898768
08/08/24	Payment	95563	SmartRise Elevator Service Inc	383.00	898770
08/08/24	Payment	95564	Southern California Public Radio	3,625.00	898772
08/08/24	Payment	95565	Southern California Streets Initiative	2,000.00	898774
08/08/24	Payment	95566	Steven Leonard Gandara	129.26	898776
08/08/24	Payment	95567	Team One Management	8,000.00	898778
08/08/24	Payment	95568	Thomas J. Koontz	7,892.83	898784
08/08/24	Payment	95569	T-Mobile USA Inc.	778.24	898786
08/08/24	Payment	95570	Town Square Publication LLC	1,495.00	898788
08/08/24	Payment	95571	Tri - Signal Integration, Inc.	175.00	898794
08/08/24	Payment	95572	United Site Services of California, Inc.	563.18	898796
08/08/24	Payment	95573	Paragon Partners Consultants, Inc.	1,477.50	898798

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**ATTACHMENT D**

Posting Date	Document Type	Document No.	Vendor	Amount	Entry No.
08/08/24	Payment	95574	American Advertising Distributors of No. VA	496.28	898800
08/08/24	Payment	95575	Thomas J. Koontz	319.73	898802
08/08/24	Payment	95525V	Paragon Partners Consultants, Inc.-Void	-1,477.50	899167
08/08/24	Payment	W001517	AT and T- 5019 ZBA	943.55	901437
08/12/24	Payment	E101444	Thompson Coburn LLP	48,496.76	898885
08/12/24	Payment	E101445	Stantec Consulting Services Inc.	461.75	898887
08/12/24	Payment	E101446	Keolis Transit America, Inc.	164,590.39	898889
08/12/24	Payment	E101447	Keolis Transit America, Inc.	169,716.86	898891
08/12/24	Payment	E101448	Keolis Transit America, Inc.	113,715.43	898893
08/12/24	Payment	E101449	Keolis Transit America, Inc.	167,105.56	898895
08/12/24	Payment	E101450	Keolis Transit America, Inc.	169,505.52	898897
08/12/24	Payment	E101451	Transdev Services, Inc.	62,299.63	898899
08/12/24	Payment	E101452	Transdev Services, Inc.	62,299.63	898901
08/12/24	Payment	E101453	Transdev Services, Inc.	42,969.95	898903
08/12/24	Payment	E101454	Powell Consulting DC, LLC	6,000.00	898905
08/12/24	Payment	E101455	Platinum Advisors, LLC	6,500.00	898907
08/12/24	Payment	W001518	Azusa Light & Water ZBA	60.53	901439
08/12/24	Payment	W001519	Azusa Light & Water ZBA	137.27	901441
08/12/24	Payment	W001520	Frontier ZBA	452.64	901443
08/12/24	Payment	W001521	Courval Scheduling Inc. ZBA	1,732.50	901445
08/13/24	Payment	60706V	Michelle Sabastian-Void	-58.52	899169
08/13/24	Payment	W001522	AT and T - 5025	766.58	901447
08/13/24	Payment	W001523	Frontier ZBA	960.14	901449
08/13/24	Payment	W001524	Frontier ZBA	1,793.95	901451
08/13/24	Payment	W001525	Verizon Business-15043 ZBA	4,732.73	901453
08/13/24	Payment	W001526	Verizon Business-15043 ZBA	18,628.59	901455
08/14/24	Payment	E101456	Linda Apodaca	255.78	899171
08/14/24	Payment	95576	Azteca Landscape	4,845.68	899184
08/14/24	Payment	95577	Birdi Systems, Inc.	4,377.00	899186
08/14/24	Payment	95578	Cal Poly Pomona Foundation	1,000.00	899188
08/14/24	Payment	95579	Chamber of Commerce - Glendora	300.00	899190
08/14/24	Payment	95580	Chamber of Commerce-La Verne	550.00	899191
08/14/24	Payment	95581	Community Partners	5,000.00	899194
08/14/24	Payment	95582	Concur Technologies, Inc.	2,703.25	899196
08/14/24	Payment	95583	Corodata Records Management, Inc.	140.25	899198
08/14/24	Payment	95584	ECAMSECURE	31,055.33	899203
08/14/24	Payment	95585	Green Thumb Indoor Plant	139.00	899205
08/14/24	Payment	95586	HD Supply Facilities Maintenance	57.21	899207
08/14/24	Payment	95587	Instant Signs Inc.	8,052.38	899209
08/14/24	Payment	95588	ODP Business Solutions, LLC	270.56	899211
08/14/24	Payment	95589	Pulsar Advertising	11,471.75	899217
08/14/24	Payment	95590	Qualified Mobile, Inc.	339.08	899219
08/14/24	Payment	95591	Remix Technologies LLC	40,000.00	899221
08/14/24	Payment	95592	State of California Department of Transportation	18,103.20	899223
08/14/24	Payment	95593	Thomas J. Koontz	11,510.10	899226
08/14/24	Payment	95594	United Site Services of California, Inc.	1,112.86	899228
08/14/24	Payment	95595	Zonar Systems Inc.	6,035.00	899231



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08/14/24	Payment	95596	Michelle Sabastian	58.52	899233
08/14/24	Payment	W001527	Wright Express ZBA	249.22	901457
08/14/24	Payment	10001	Foothill Transit	1.25	901934
08/15/24	Payment	E101457	Dean Gazzo Roistacher LLP	193.90	899528
08/15/24	Payment	E101458	Dean Gazzo Roistacher LLP	4,730.60	899530
08/15/24	Payment	E101459	AvidXchange	2,500.00	899532
08/15/24	Payment	W001528	Verizon Business- 15043 ZBA	993.34	901459
08/15/24	Payment	W001529	AT and T - 5025 ZBA	1,719.96	901461
08/15/24	Payment	W001530	Verizon Business-15043 ZBA	2,591.52	901463
08/16/24	Payment	E101460	Clean Energy	53,240.04	900909
08/16/24	Payment	E101461	Clean Energy	121,489.86	900911
08/16/24	Payment	E101462	Clean Energy	65,333.14	900913
08/16/24	Payment	E101463	Clean Energy	96,482.71	900915
08/16/24	Payment	E101464	Clean Energy	217,138.64	900917
08/16/24	Payment	E101465	Keolis Transit America, Inc.	22,500.00	900919
08/16/24	Payment	E101466	Keolis Transit America, Inc.	423.23	900921
08/16/24	Payment	E101467	Keolis Transit America, Inc.	22,500.00	900923
08/16/24	Payment	E101468	Clean Energy	13,750.00	900925
08/16/24	Payment	E101469	Translating Services, Inc.	59.45	900927
08/16/24	Payment	W001531	Athens Services- 54957 ZBA	271.38	901465
08/16/24	Payment	W001532	Athens Services- 54957 ZBA	1,370.09	901467
08/19/24	Payment	E101470	Matthew Nakano	280.02	900929
08/19/24	Payment	W001533	Azusa Light & Water ZBA	100.59	901469
08/19/24	Payment	W001534	Azusa Light & Water ZBA	100.59	901471
08/19/24	Payment	W001535	Azusa Light & Water ZBA	264.81	901473
08/19/24	Payment	W001536	BMO Financial Group-Corporate Credit Card ZBA	27,394.23	901475
08/20/24	Payment	W001537	Southern California Edison Co. ZBA	3,529.91	901477
08/20/24	Payment	W001538	Southern California Edison Co. ZBA	38,401.87	901479
08/21/24	Payment	W001539	International City Management Assoc. Retirement Co	62,255.64	901481
08/21/24	Payment	W001540	Tanya Marie Pina	8,108.82	901483
08/22/24	Payment	95597	ACC Business	1,080.53	900325
08/22/24	Payment	95598	Amazon Web Services, Inc	970.86	900327
08/22/24	Payment	95599	C.A.T. Specialties	165.64	900329
08/22/24	Payment	95600	Chinese American Association of West Covina	2,500.00	900331
08/22/24	Payment	95601	Cintas Corporation #2	396.99	900333
08/22/24	Payment	95602	Climatec, LLC	14,936.50	900335
08/22/24	Payment	95603	Connecta Satellite Solutions LLC	128.74	900337
08/22/24	Payment	95604	Digital Scepter Corporation	128,613.32	900339
08/22/24	Payment	95605	Digium Cloud Services, LLC	2,828.42	900342
08/22/24	Payment	95606	EarthLink, LLC	2,550.00	900346
08/22/24	Payment	95607	ECAMSECURE	23,447.35	900348
08/22/24	Payment	95608	FEDEX Corp.	91.33	900350
08/22/24	Payment	95609	Fifth Asset Inc.	10,000.00	900352
08/22/24	Payment	95610	Granite Telecommunications, LLC	12,996.49	900354
08/22/24	Payment	95611	Insight Public Sector, Inc.	8,682.92	900356
08/22/24	Payment	95612	Instant Signs Inc.	87.88	900358
08/22/24	Payment	95613	Lourdes L. Alvarez	40.00	900360

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Posting Date	Document Type	Document No.	Vendor	Amount	Entry No.
08/22/24	Payment	95614	ODP Business Solutions, LLC	726.04	900362
08/22/24	Payment	95615	Pride Industries One Inc.	1,757.31	900364
08/22/24	Payment	95616	Pulsar Advertising	2,649.75	900366
08/22/24	Payment	95617	Qualified Mobile, Inc.	339.08	900368
08/22/24	Payment	95618	Roberto Vidal Estrella	392.82	900370
08/22/24	Payment	95619	Samir Aklil	450.42	900372
08/22/24	Payment	95620	San Gabriel Valley Tribune	223.23	900374
08/22/24	Payment	95621	Van Dermeyden Makus Law Corporation	13,815.50	900376
08/22/24	Payment	95622	WB Covina-KI, LLC	605.27	900378
08/22/24	Payment	W001541	Azusa Light & Water ZBA	187.95	901485
08/22/24	Payment	W001542	Waste Management Collection & Recycling, Inc. ZBA	713.55	901487
08/23/24	Payment	W001543	Suburban Water Systems ZBA	175.58	901489
08/23/24	Payment	W001544	Suburban Water Systems ZBA	450.27	901491
08/23/24	Payment	W001545	Suburban Water Systems ZBA	825.20	901493
08/26/24	Payment	W001546	ReadyRefresh ZBA	79.91	901495
08/26/24	Payment	E101477	Transdev Services, Inc.	4,937.50	901512
08/26/24	Payment	E101478	Keolis Transit America, Inc.	2,492,212.29	901514
08/26/24	Payment	E101489	R DEPENDABLE CONST INC	17,360.17	901837
08/26/24	Payment	E101490	Translating Services, Inc.	3,336.80	901839
08/26/24	Payment	E101491	Transdev Services, Inc.	17,445.13	901841
08/26/24	Payment	E101492	Transdev Services, Inc.	6,557.82	901843
08/26/24	Payment	E101493	Transdev Services, Inc.	17,448.90	901845
08/26/24	Payment	E101494	Transdev Services, Inc.	18,437.79	901847
08/26/24	Payment	E101495	Transdev Services, Inc.	5,068.64	901849
08/26/24	Payment	E101496	Transdev Services, Inc.	923.18	901851
08/26/24	Payment	E101497	Transdev Services, Inc.	6,795.16	901853
08/26/24	Payment	10002	Skyline Pest Control	115.00	901936
08/27/24	Payment	E101471	Transdev Services, Inc.	33,446.00	900931
08/27/24	Payment	E101472	Transdev Services, Inc.	58,727.53	900933
08/27/24	Payment	E101473	Transdev Services, Inc.	58,727.53	900935
08/27/24	Payment	E101474	Transdev Services, Inc.	1,965,297.93	900937
08/27/24	Payment	E101475	Keolis Transit America, Inc.	1,300,315.06	900939
08/27/24	Payment	E101476	Transdev Services, Inc.	3,876,394.93	900941
08/27/24	Payment	W001547	Frontier ZBA	63.16	901497
08/27/24	Payment	W001548	Southern California Edison Co. ZBA	318.81	901499
08/27/24	Payment	W001549	Southern California Edison Co. ZBA	17,983.40	901501
08/27/24	Payment	W001550	Quadient Finance USA, Inc.	560.00	901503
08/28/24	Payment	W001551	Walnut Valley Water District ZBA	193.90	901505
08/28/24	Payment	W001552	Walnut Valley Water District ZBA	288.49	901507
08/28/24	Payment	W001553	AT and T ZBA	4,575.63	901509
08/28/24	Payment	E101479	Keolis Transit America, Inc.	597.23	901516
08/28/24	Payment	E101480	Keolis Transit America, Inc.	870.40	901518
08/29/24	Payment	95623	Covina Downtown Merchants Association	500.00	901068
08/29/24	Payment	95624	American Advertising Distributors of No. VA	14,708.55	901070
08/29/24	Payment	95625	ATKINSON ANDELSON LOYA RUUD AND ROMO	11,633.00	901073
08/29/24	Payment	95626	Birdi Systems, Inc.	8,065.68	901075
08/29/24	Payment	95627	CEAG Electric Co. Inc.	2,766.48	901078

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Posting Date	Document Type	Document No.	Vendor	Amount	Entry No.
08/29/24	Payment	95628	County of L.A. - Sheriff's Dept.	79,170.75	901080
08/29/24	Payment	95629	Industry Public Utility Commission	1,582.26	901082
08/29/24	Payment	95630	Insight Public Sector, Inc.	1,553.98	901085
08/29/24	Payment	95631	MRC Smart Technology Solutions	546.36	901087
08/29/24	Payment	95632	ODP Business Solutions, LLC	833.17	901090
08/29/24	Payment	95633	Paragon Partners Consultants, Inc.	1,387.50	901092
08/29/24	Payment	95634	Pulsar Advertising	6,637.50	901094
08/29/24	Payment	95635	Qualified Mobile, Inc.	339.08	901096
08/29/24	Payment	95636	San Gabriel Valley PAN	750.00	901098
08/29/24	Payment	95637	Stantec Architecture	3,839.00	901100
08/29/24	Payment	95638	Thomas J. Koontz	5,890.70	901106
08/29/24	Payment	95639	Verizon Wireless	90.04	901108
08/29/24	Payment	95640	Donald Luey	4,384.87	901110
08/29/24	Payment	95641	Thomas J. Koontz	1,399.56	901113
08/29/24	Payment	W001554	Frontier ZBA	2,069.57	901511
08/29/24	Payment	E101481	Clean Energy	190,647.86	901520
08/29/24	Payment	E101482	Transdev Services, Inc.	173,483.16	901522
08/29/24	Payment	E101483	Clean Energy	90,302.53	901524
08/29/24	Payment	E101484	Clean Energy	107,844.43	901526
08/29/24	Payment	E101485	Clean Energy	282,971.14	901528
08/29/24	Payment	E101486	Clean Energy	60,342.66	901530
08/29/24	Payment	E101487	Clean Energy	160,172.76	901532
General Checking				13,505,724.08	



September 27, 2024

To: Executive Board

Subject: **September 2024 Procurement Monthly Report**

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### **Recommendation**

Receive and file the Procurement Monthly Report for September 2024.

### **Awarded Procurements:**

Since the previous month's Executive Board meeting on August 30, 2024, there have been three awards of agreements over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

- Granite Telecommunications LLC was awarded Contract No. 24-096 for renewal of software-defined wide area network (SD-WAN) data and voice over IP services. The Independent Cost Estimate for these services was \$135,000. The contract is a sole source award in the amount of \$141,129.91.
- TransTrack Systems Inc. was awarded Contract No. 24-093 for the renewal of licenses, maintenance, and professional programming services for a business intelligence system. The Independent Cost Estimate for a three-year term was \$154,088. The contract is a sole source award in the amount of \$156,407.
- Thomas J. Koontz DBA Kandid Graphics was awarded Contract No. 24-071 for printing of interior bus cards. The Independent Cost Estimate for this solicitation was \$90,000. The contract amount is \$102,352 and was awarded to one of three respondents to the solicitation.

### **Upcoming Procurements:**

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

- Request for Quotation 25-032 for a scheduling software consultant, who specializes in Giro Hastus. The Independent Cost Estimate for three years of services is \$111,272. The solicitation was issued in late August with award planned for October.





- Request for Quotation 25-018 for coach operator performance and Transit Store customer service audits. The Independent Cost Estimate for three years of services is \$140,000. The solicitation will be issued this September with anticipated award end of October.

Sincerely,

Christopher Pieper  
Director of Procurement

Doran J. Barnes  
Chief Executive Officer



September 27, 2024

To: Executive Board

Subject: **Mt. San Antonio College Ballot Measure V**

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### **Recommendation**

Adopt a SUPPORT position on November 2024 Ballot Measure V.

### **Analysis**

A SUPPORT position on November 2024 Ballot Measure V (Mt. San Antonio Community College District Safety, Repair, Career Training, Affordable Education Measure) is recommended. If passed, this general obligation bond measure on the November 5, 2024 ballot would authorize Mt. San Antonio College (SAC) to issue and sell bonds of up to \$750 million in aggregate principal amount, at interest rates not to exceed legal limits, and to provide financing for school facilities, subject to accountability requirements.

Bond proceeds will specifically be expended on the modernization, renovation, expansion, acquisition, construction/reconstruction, rehabilitation, and/or replacement of school facilities, including the furnishing and equipping of current and future school facility sites and properties. Accountability requirements of this measure includes the establishment of an independent citizens' oversight committee, performance and finance audits, and the adherence to government code accountability requirements. This measure will only appear on the ballots of voters registered to vote within the Mt. SAC District, which includes the Cities of Baldwin Park, Covina, Diamond Bar, Industry, Irwindale, La Puente, La Verne, San Dimas, Pomona, Walnut, and West Covina; and the unincorporated communities of Avocado Heights, Bassett, Charter Oak, Hacienda Heights, and Rowland Heights.

Foothill Transit plays a critical role in the region's accessibility to higher education, with Lines 190, 194, 289, 480, and 486 serving the Mt. SAC Transit Center. Currently, all registered Mt. SAC students with a GoPass have access to unlimited free rides on Foothill Transit and other participating transit agencies, which further promotes ridership across Foothill Transit's service area. Collectively, Mt. SAC students comprise approximately 5 percent of



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Mt. SAC Ballot Measure V  
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Foothill Transit's entire ridership. Supporting Measure V would therefore increase and enhance the learning and workforce development opportunities, encouraging more students to enroll at the college, thereby boosting Foothill Transit ridership further. For the reasons stated above, a SUPPORT position on Measure V is recommended.

Sincerely,

Yoko J. Igawa  
Director of Government Relations

Doran J. Barnes  
Chief Executive Officer



September 27, 2024

To: Executive Board

Subject: **Transportation Fund Exchange – City of San Dimas**

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### **Recommendation**

Authorize the Chief Executive Officer to enter into an agreement with the City of San Dimas to exchange Foothill Transit general use funds for Proposition A Transportation Local Return funds and to negotiate final terms and conditions.

### **Analysis**

The City of San Dimas has \$4,000,000 of uncommitted Proposition A Transportation Local Return funds, which may be made available to Foothill Transit to assist in providing transit services. In exchange, Foothill Transit will provide the City of San Dimas with \$3,400,000 of available general use funds. Proposition A Transportation Local Return funds may only be used for transportation-related expenditures.

The final details of the exchange will be negotiated with the City of San Dimas and approved by their City Council. Once approved, the exchange will take place a) within 30 days of execution of the assignment agreement, and b) approval of the exchange by the Los Angeles County Metropolitan Transportation Authority (LACMTA).

The San Dimas City Manager has indicated that the fund exchange will support initiatives that improve connections to both bus and rail transit services, potentially including future multimodal pathways for pedestrians and cyclists. In addition, the more flexible funding provided via the exchange provides flexibility to the City for future development opportunities. Attached is a letter (Attachment A) from City Manager Chris Constantin with additional details regarding the City's plans.

Please note that for most exchanges, Foothill Transit provides \$0.75 for each \$1.00 received. This exchange would be at a higher rate of \$0.85 for each \$1.00. The higher rate is recommended as the City is planning to invest these funds in making transit and transportation improvements.



**Budget Impact**

Foothill Transit will benefit from this exchange by receiving a net gain of \$600,000 more than our contribution. The City of San Dimas will benefit from this exchange by receiving funds that provide more flexibility to meet the city's expenditure needs. Foothill Transit will program the funds into eligible transit operating and capital expenses.

Sincerely,

Joyce Rooney  
Director of Finance

Doran J. Barnes  
Chief Executive Officer

**City Council**

Emmett Badar, Mayor  
 Eric Nakano, Mayor Pro Tem – District 2  
 Rachel Bratakos - District 3  
 Ryan A. Vienna, - District 4  
 Eric Weber - District 1

**City Manager**

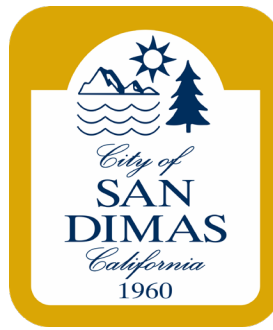
Chris Constantin

**Assistant City Manager**

Brad McKinney

**City Attorney**

Jeff Malawy

**Director of Administrative Services**

Michael O'Brien

**Director of Community Development**

Luis Torrico

**Director of Parks and Recreation**

Scott Wasserman

**Director of Public Works**

Shari Garwick

September 19, 2024

Foothill Transit

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

Dear Doran Barnes,

I am writing to request that Foothill Transit consider authorizing the acceptance of \$4 million in San Dimas Proposition A Local Return funds in exchange for \$3.4 million in unrestricted funding. This exchange is crucial for the City to support initiatives that enhance public land and improve connections to both bus and rail transit services, potentially including future multimodal pathways for pedestrians and cyclists. Given the three-year expiration of Proposition A funds, timely consideration of this request is imperative. If approved, we will be bringing a formal action to our City Council authorizing the transfer of funds.

The City of San Dimas previously sold a downtown parking lot to the Foothill Gold Line Extension Construction Authority for use as a transit parking facility supporting the A Line station. This transaction provided a cost-effective solution, avoiding significantly higher costs for alternative parking locations. As part of this agreement, the Gold Line will transfer a right-of-way adjacent to this parking lot and three parcels currently held by the San Dimas Successor Agency. These parcels present an opportunity for public projects that could benefit the downtown area and enhance access to nearby transit services.

Our intent is to purchase these three parcels from the Successor Agency and integrate them with the Gold Line right-of-way. This integration could facilitate various public uses that align with transit objectives while also providing flexibility for the City to consider different project options. The properties have environmental constraints, and public ownership appears to be the most viable path forward to address these issues.

Securing the necessary funding for the acquisition of these parcels is critical at this stage. The unrestricted funding would provide the City with the flexibility to undertake improvements, potentially including environmental remediation, that support both community needs and transit accessibility. This could encompass increased public parking, enhanced connectivity between bus and rail services, and the development of community spaces that leverage existing transit assets.

The City is finalizing its Downtown Specific Plan, which designates these key properties for public use. While we continue to explore the best approaches to maximize the benefits of this area, unrestricted funding is essential to keep our options open and to consider projects that would be mutually beneficial to San Dimas residents and Foothill Transit.

We appreciate your consideration of this request. Please feel free to contact me if you require additional information or have any questions.

With sincere appreciation,



Chris Constantin  
City Manager





September 27, 2024

To: Executive Board

Subject: **Resolution for the California State of Good Repair Program**

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### **Recommendation**

Adopt the following resolution:

Resolution No. 2024-09: Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program (Attachment A).

### **Analysis**

The Road Repair and Accountability Act of 2017, Senate Bill (SB) 1 (Chapter 5, Statutes of 2017), signed by the Governor on April 28, 2017, includes a program that will provide additional revenues for transit infrastructure repair and service improvements. This investment in public transit will be referred to as the State of Good Repair program. These funds are to be made available for eligible transit maintenance, rehabilitation, and capital projects.

SB 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. Therefore, in order to be eligible for State of Good Repair funding, potential agencies must comply with various reporting requirements. The State of Good Repair Guidelines will describe the general policies and procedures in carrying out the reporting requirements and other statutory objectives of the Road Repair and Accountability Act of 2017.

With the Board's authorization, Foothill Transit will request funds to support the state of good repair of Foothill Transit's fleet and facilities. The proposed project for SB1 State of Good Repair funds will fund the repair and rehabilitation of Foothill Transit's fleet.

Attachment A is the proposed resolution for authorization for the execution of the State of Good Repair Certifications and Assurances required to receive the grant funding.



**Budget Impact**

This resolution will enable Foothill Transit to submit an allocation request of \$1,536,463 to fund the repair and rehabilitation of Foothill Transit's fleet under project #0167.

Sincerely,

Jorge Quintana  
Budget and Grants Manager

Doran J. Barnes  
Chief Executive Officer

Joyce Rooney  
Director of Finance

**RESOLUTION #2024-09**

**APPROVING THE PROJECT LIST FOR FY 2024-2025  
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

**WHEREAS**, Senate Bill 1 (SB1), the Road Repair and Accountability Act 2017, establishing the State of Good Repair (SGR) program to fund eligible transit maintenance, rehabilitation and capital project activities that maintain the public transit system in a state of good repair; and

**WHEREAS**, the Los Angeles County Metropolitan Transportation Authority is an eligible project sponsor and may receive and distribute State Transit Assistance – State of Good Repair funds to Foothill Transit for eligible transit capital projects;

**WHEREAS**, the Los Angeles County Metropolitan Transportation Authority distributing SGR funds to Foothill Transit under its regional jurisdiction; and

**WHEREAS**, the Los Angeles County Metropolitan Transportation Authority concurs with and approves the attached project list for the State of Good Repair Program funds; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Executive Board of Foothill Transit hereby approves the SB1 State of Good Repair Project List for FY 2024-2025; and

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Director of Finance is hereby authorized to submit a request for Scheduled Allocation of the SB1 State of Good Repair funds and to execute the related grant applications, forms and agreements.

[Continued on page 2.]

**Adoption.** PASSED AND ADOPTED at a Regular Meeting of the Executive Board held on September 27, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

\_\_\_\_\_  
CORY MOSS, CHAIR

APPROVED AS TO FORM:  
DAROLD PIEPER, GENERAL COUNSEL

ATTEST:  
CHRISTINA LOPEZ, BOARD SECRETARY

By:\_\_\_\_\_

By:\_\_\_\_\_



September 27, 2024

To: Executive Board

Subject: **Title VI Analysis Update for Pomona Transit Store**

---

### **Recommendation**

Receive and file the Title VI analysis update report for the closure of Pomona Transit Store (PTS).

### **Introduction**

This Title VI analysis update report for the closure of PTS provides additional data and information regarding the ongoing mitigation measures that Foothill Transit is currently working on to further support Foothill Transit customers who previously used the Pomona Transit Store and the overall Pomona community. This update report will re-state the justifications for the closure of PTS, the current resources available for PTS customers, and the agency's upcoming projects and efforts towards improving multilingual phone communications and expanding fare media access in Pomona.

### **Analysis**

A Title VI analysis report is a Federal Transit Administration (FTA) Title VI Circular 4702.1B requirement. FTA requires agencies to evaluate major service and fare changes to determine whether these changes have a disparate impact or disproportionate burden on populations who identify as Black, Indigenous, People of Color (BIPOC) and/or on populations with low-incomes.

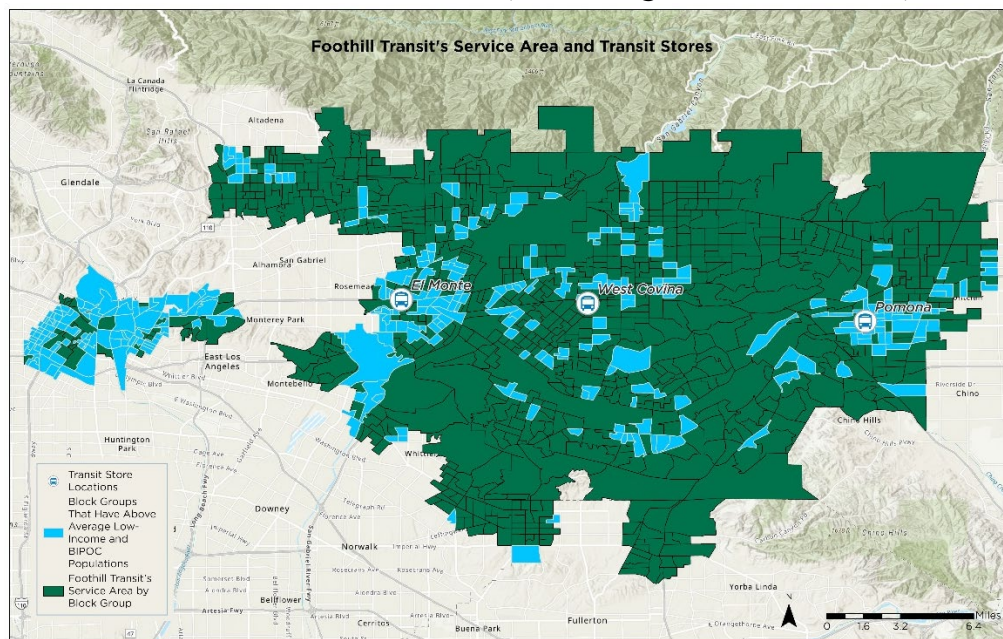
#### *Foothill Transit's Transit Stores and the 1-800 Hotline Number*

With the closure of PTS, Foothill Transit now operates two Transit Stores within its service area (see Figure 1). Foothill Transit customers can visit any of the two Transit Stores to buy monthly passes, ask questions about Foothill Transit, plan a trip, get schedule information, or file complaints and compliments. Printed signage inside the Transit Stores provide customers information on upcoming public meetings, customer rights, and other essential Foothill Transit information.



**Figure 1**

*Foothill Transit's Transit Stores (Including the closed PTS)*



Foothill Transit also maintains a 1-800 hotline number, which customers can utilize to speak with a Transit Store Customer Service Representative (CSR) to ask questions, plan a trip, get schedule information, or file complaints and compliments. CSRs have access to a third-party interpretation service that allows them to communicate to Foothill Transit's customers in almost every language.

### *Pomona Transit Store*

PTS was located in the eastern portion of the agency's service area (see Figure 1), within the city of Pomona. Customers who traveled to PTS utilized the following Foothill Transit Lines: 195, 286, 291, 292, 480, 482, 486, and Silver Streak.

### *PTS Presented its Challenges*

PTS was a unique Transit Store. Unlike the West Covina Transit Store, which is owned, operated, and provided security by Foothill Transit, PTS's store space was owned, maintained, and administered by the city of Pomona. Foothill Transit began operations in the PTS store space in March 1999 and since October 2008; Foothill Transit had operated within the store space without a lease. Foothill Transit did not have any authority to change or alter the store space without the city's consent. This proved to be a challenge for the agency and PTS's CSRs as safety and security concerns within the PTS store space had become more of a concern.



*Transition to Mobile App Sales*

While PTS and the rest of Foothill Transit’s Transit Stores were originally created to be spaces where customers could purchase fare and seek any Foothill Transit information, the rise of the internet, web-based services, and online activity changed Foothill Transit’s practices and its customers’ behaviors.

Over the years, Foothill Transit has been able to digitize their customer information to their website and communicate agency information on other digital platforms. In addition, Foothill Transit has made significant improvements to its fare technology. Foothill Transit customers currently have access to real time information online, online trip planning, onboard TAP stored value and Foothill Transit Day Pass payment options, and TAP TO GO applications to purchase fare product online and onboard the buses. The rise of digital technologies and new fare payment methods increased Foothill Transit’s online sales and decreased foot traffic at the Transit Stores, including at PTS.

In January 2023, Foothill Transit hosted its annual Strategic Planning Workshop in which the Foothill Transit Executive Board discussed the agency’s financial forecast and capital projects. The Board was presented a detailed report on all of Foothill Transit’s Transit Stores, summarizing each stores’ product sales, walk-in traffic, and call volume (please see Table 1 and Table 2). The report detailed a 160 percent increase in mobile app sales from FY2021 to FY2023 and a 47 percent decrease in walk-in traffic from FY2019 to FY2023 at PTS.

**Table 1**  
*FY2019-FY2023 Sales*

Sales by Store	FY2019	FY2020	FY2021	FY2022	FY2023
El Monte	\$972,100	\$662,356	\$103,911	\$255,172	\$367,003
Pomona	\$1,032,924	\$740,280	\$25,848	\$261,425	\$263,858
West Covina	\$561,009	\$423,083	\$111,915	\$254,584	\$221,715
Online	\$443,922	\$337,208	\$76,878	\$137,271	\$226,835
Mobile App			\$22,511	\$118,315	\$307,541





**Table 2**  
*FY2019-FY2023 Walk-In by Store*

Walk-in by Store	FY2019	FY2020	FY2021	FY2022	FY2023	
El Monte	50,468	36,674	10,230	20,415	26,524	-47%
Pomona	41,860	29,824	828	15,982	21,979	-47%
West Covina	17,866	13,447	5,398	8,269	9,161	-49%

*Justifications for Closure*

Foothill Transit closed PTS due to the agency’s continued challenges with restructuring the store and providing the security measures necessary to ensure a safe and secure workplace for PTS CSRs who work for extended periods of time (typically 8-hour shifts) at the location. The store’s space lacked physical barriers between CSRs and the visiting public, which did not make a significant difference for transitioning customers nor customers who were using it as a transfer location to other Foothill Transit routes or as a connection to other agencies, but lessened security for PTS CSRs who stayed at PTS for long periods. In addition, the drastic increase in mobile app sales within the past three fiscal years and PTS’s decreasing walk-in traffic strongly indicated that customers were no longer utilizing the store to buy fare media or obtain transit information as often as they were in the past. For these reasons, Foothill Transit closed PTS; however, the agency continues to support its customers through its two other Transit Stores and through its other customer service improvements.

The following Title VI Analysis will reexamine the disparate impacts caused by the closure of PTS and summarize the mitigation measures used to offset the negative harms to PTS customers and the Pomona community.

**Title VI Analysis**

*Methodology*

This Title VI analysis report is in accordance with the FTA’s Title VI Circular 4702.1B, which states that agencies shall evaluate major service and fare changes at the planning stages to determine whether these changes have a discriminatory impact or disproportionate burden on BIPOC and/or low-income populations. This report provides a demographic analysis, comparing PTS’ BIPOC and low-income populations before and after the closure of the



store to the BIPOC and low-income populations of Foothill Transit’s service area.

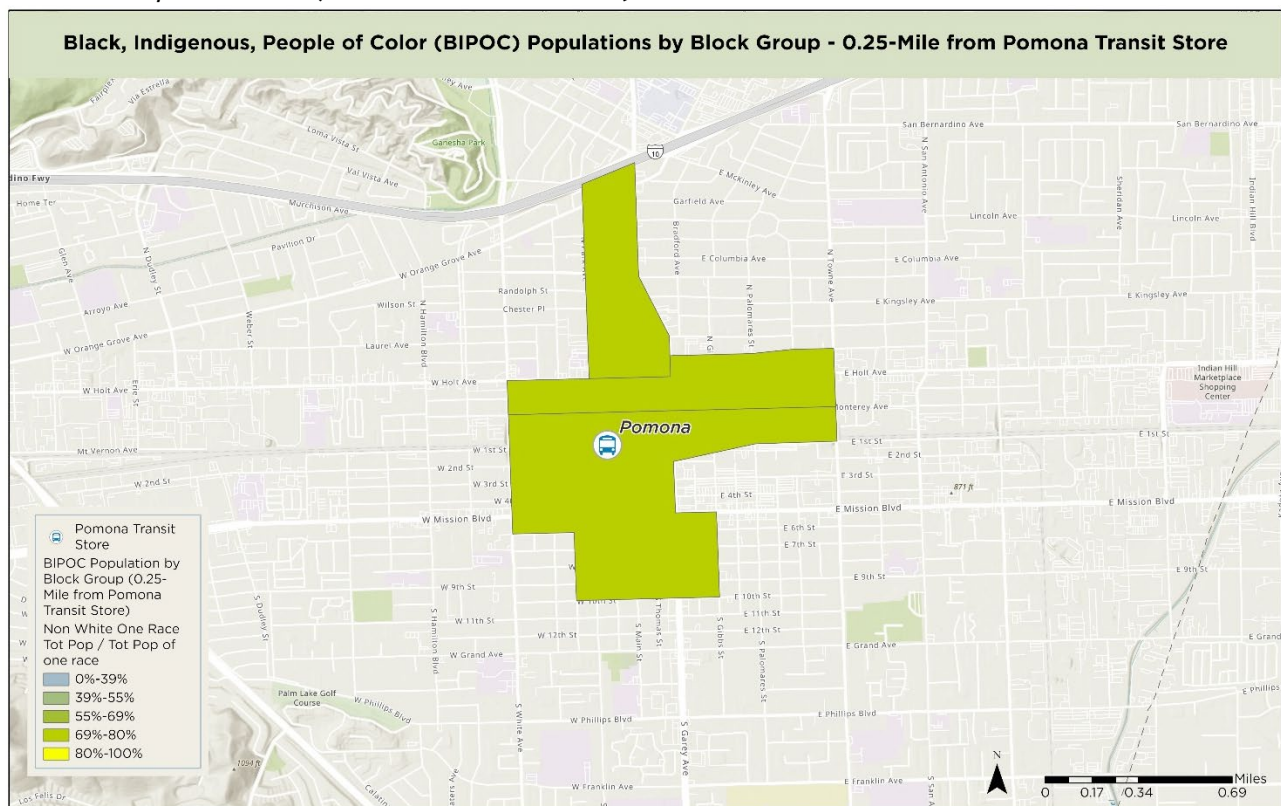
Foothill Transit staff utilized the 2020 Decennial Census Redistricting Data and the 2016-2020 American Community Survey 5-Year Estimates at the block group level to determine the impacts that the closure of PTS might have on populations who identify as BIPOC and/or on populations with low-incomes within the ¼-mile and 1-mile radius of the store.

It is important to note that Foothill Transit defines low-income to be a household that earns 30 percent or less of the median household income in its service area. The average median household income in Foothill Transit’s service area is \$81,154; therefore, the low-income threshold is \$24,346.20. Because the census reports household income in increments, Foothill Transit considers any household with an income less than \$25,000 as “low-income.”

### PTS Closure Results

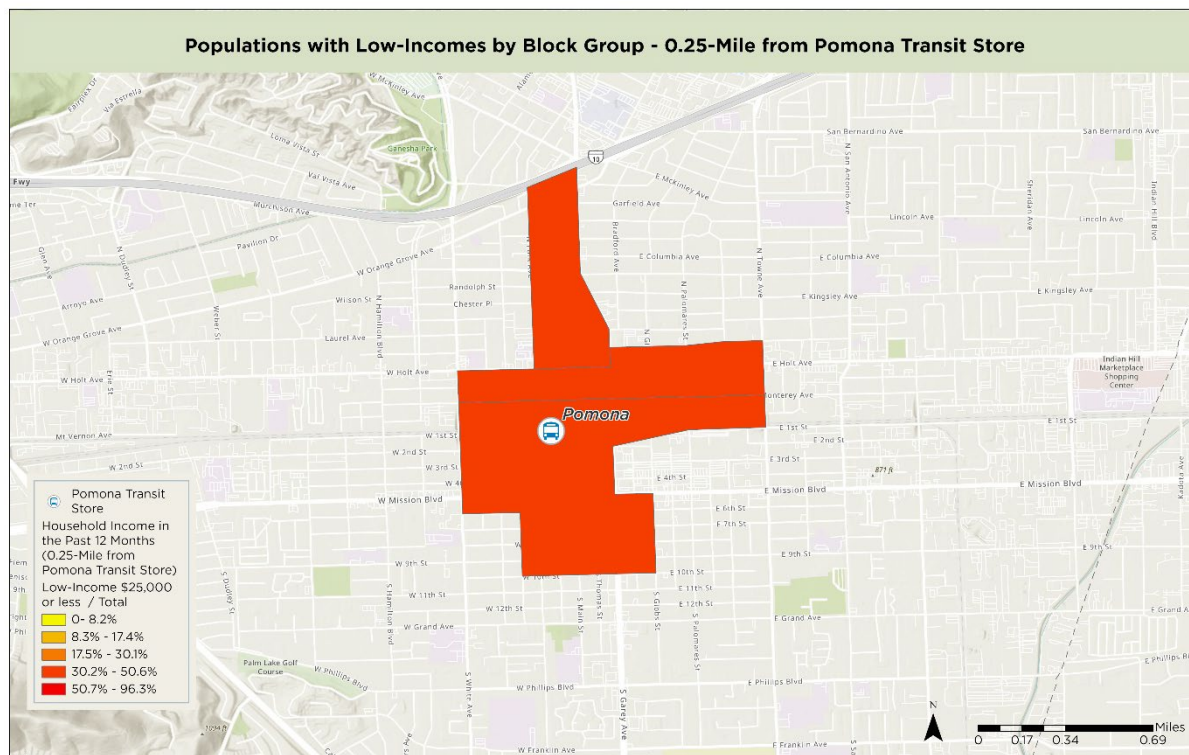
#### Quarter-mile radius analysis

**Figure 2**  
*BIPOC Populations (0.25 Mile from PTS)*





**Figure 3**  
*Low-Income Populations (0.25 Mile from PTS)*



**Table 1**  
*Closure of PTS vs Overall Service Area: Quarter-mile-radius Buffer Analysis*

	Population	BIPOC proportion of population	Difference from overall service area	Low-income proportion of population	Difference from overall service area
<b>¼-mile radius of PTS</b>	3,967	74.97%	17.85%	36.86%	19.43%
<b>Overall Service Area</b>	1,862,086	57.12%		17.43%	

When comparing the BIPOC and low-income proportion of populations between the 1/4-mile radius around PTS and the overall service area, the quarter-mile radius analysis results demonstrate impacts greater than 15 percent for both BIPOC populations and for low-income populations. The

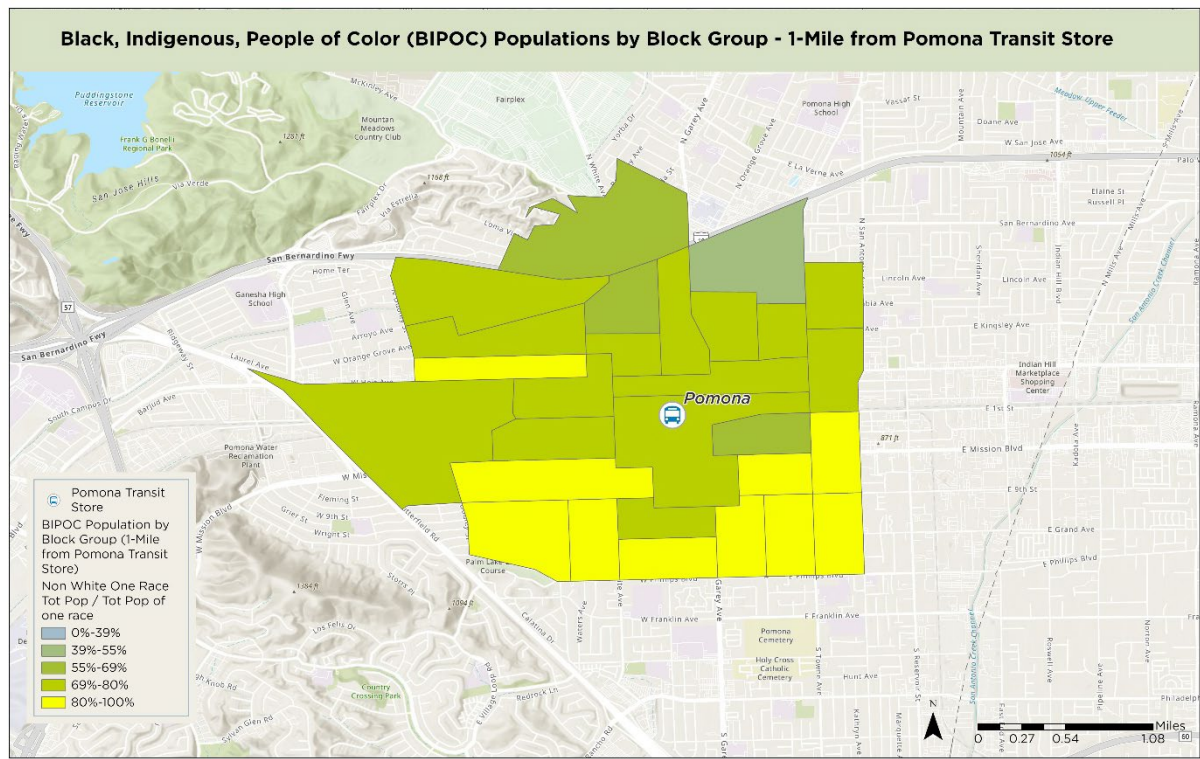




closure of PTS had a disparate impact on BIPOC populations and disproportionate burden on low-income populations.

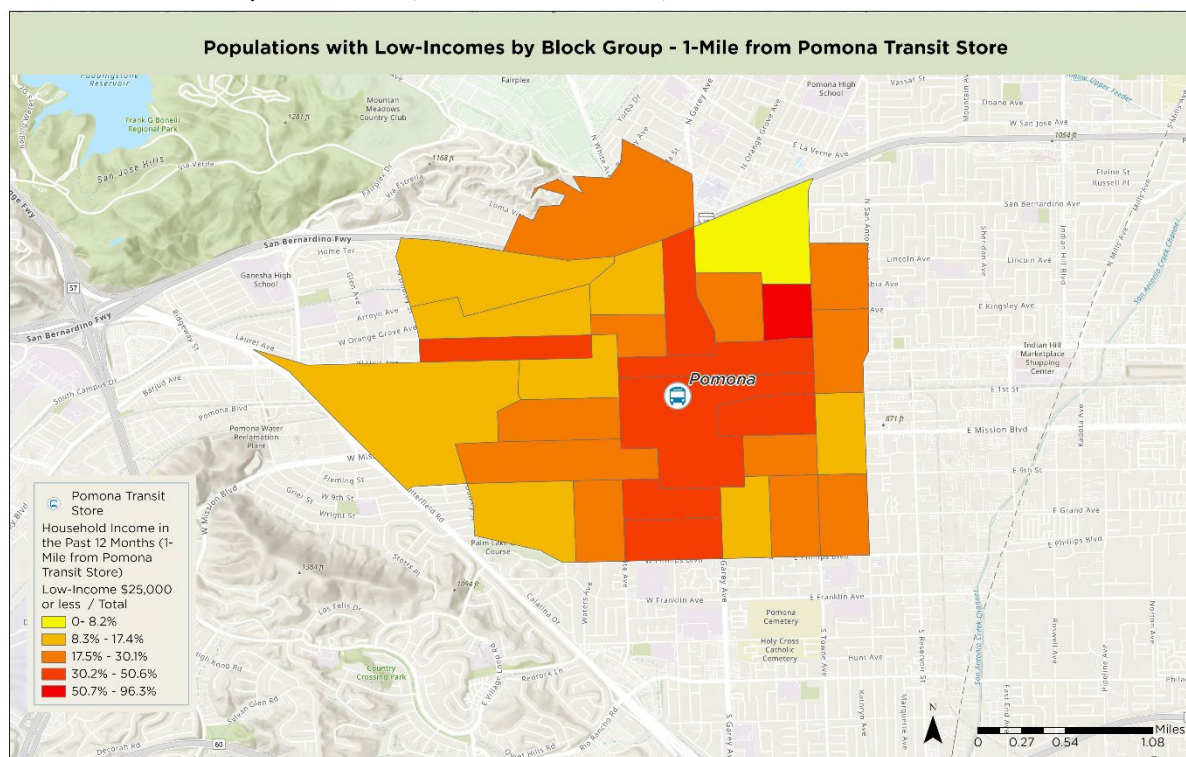
One-mile-radius analysis

**Figure 4**  
*BIPOC Populations (1-Mile from PTS)*





**Figure 5**  
*Low-Income Populations (1-Mile from PTS)*



**Table 2**  
*Closure of PTS vs Overall Service Area: One-mile-radius Buffer Analysis*

	Population	BIPOC proportion of population	Difference from overall service area	Low-income proportion of population	Difference from overall service area
<b>1-mile radius of PTS</b>	39,166	76.25%	19.13%	23.19%	5.76%
<b>Overall Service Area</b>	1,862,086	57.12%		17.43%	

When comparing the BIPOC and low-income proportion of populations between the 1-mile radius around PTS and the overall service area, the one-mile radius analysis results demonstrate impacts greater than 15 percent for BIPOC populations but less than 15 percent for low-income populations. The closure of the PTS had a disparate impact on BIPOC populations only.



*Mitigating, Minimizing and/or Offsetting Disparate Impact and Disproportionate Burden of PTS Closure*

A Title VI analysis report is a FTA Title VI Circular 4702.1B requirement. FTA requires agencies to evaluate major service and fare changes to determine whether these changes had a disparate impact or disproportionate burden on BIPOC and/or low-income populations.

The closure of PTS had a “disparate impact” as defined by FTA on BIPOC populations based on the quarter-mile and one-mile analysis results. The closure of PTS also had a “disparate impact” as defined by FTA on low-income populations based on the quarter-mile analysis results.

In order to minimize and offset the disparate impacts caused by the closure of PTS, Foothill Transit implemented the following mitigation measure:

*1. Added Additional Weekend Hours of Operation to West Covina Transit Store*

Foothill Transit acknowledges that not all customers are familiar with online technologies. Therefore, customers can receive in-person customer service at the West Covina and El Monte Transit Stores. Since the West Covina Transit Store is in the center of Foothill Transit’s service area and is closest to PTS, additional weekend hours of operation were added to the store to accommodate possible PTS serving customers. Table 3 summarizes the additional operational hours for the West Covina Transit Store.

**Table 3**  
*West Covina Transit Store Hours*

	Before PTS Closure	After PTS Closure
Weekday Hours	8:30 a.m.- 7:00 p.m.	8:30 a.m.- 7:00 p.m.
Weekend Hours	10:00 a.m.-2:00 p.m. First and Last Saturday of the Month Closed on Sundays	10:00 a.m.-4:00 p.m. Every Saturday Closed on Sundays

To mitigate the closure of PTS, Foothill Transit’s West Covina Transit Store began operating every Saturday, adding two more days of service operations each month for the store. The Store’s Saturday hours were extended by two hours, allowing for more in-person customer interactions.



In addition, Foothill Transit is currently working on the following three projects to further support PTS customers:

*1. Add Additional TAP Vendors around PTS*

As mentioned, Foothill Transit understands that not all of its customers feel comfortable with online technologies. Foothill Transit is committed to ensuring that PTS customers have the option to obtain their fare media in-person in addition to online. Currently, in the City of Pomona and its neighboring city, the City of Claremont, there are 18 TAP vendor locations where PTS customers can load TAP stored value, Class Pass, or Foothill Transit passes. Table 4 provides a summary of all the TAP vendor locations in the Cities of Pomona and Claremont.

**Table 4**

*TAP Vendors in the Cities of Pomona and Claremont*

Vendor	Address	Fare Media Available
Ria-Inside Superior	3180 N. Garey Ave. Pomona, CA 91767	Foothill Transit Passes, TAP Stored Value
Ria-Inside Superior	1575 East Holt Ave., Pomona, CA 91767	Foothill Transit Passes, TAP Stored Value
Cal Poly Pomona	3801 W Temple Ave, Pomona, CA 91768	Class Pass, TAP Stored Value
7-Eleven	1546 West Mission Boulevard, Pomona, CA, 91766	TAP Stored Value
7-Eleven	803 East Mission Boulevard, Pomona, CA, 91766	TAP Stored Value
7-Eleven	1707 Indian Hill Boulevard, Pomona, CA, 91767	TAP Stored Value
7-Eleven	2055 North Towne Avenue, Pomona, CA, 91767	TAP Stored Value
7-Eleven	808 Indian Hill Boulevard, Pomona, CA, 91767	TAP Stored Value
7-Eleven	730 East Foothill Boulevard, Pomona, CA, 91767	TAP Stored Value
7-Eleven	738 East Holt Avenue, Pomona, CA, 91767	TAP Stored Value
7-Eleven	1550 Murchison Avenue, Pomona, CA, 91768	TAP Stored Value
7-Eleven	1212 North White Avenue, Pomona, CA, 91768	TAP Stored Value
CVS Pharmacy	1485 South Garey Avenue, Pomona, CA, 91766	TAP Stored Value

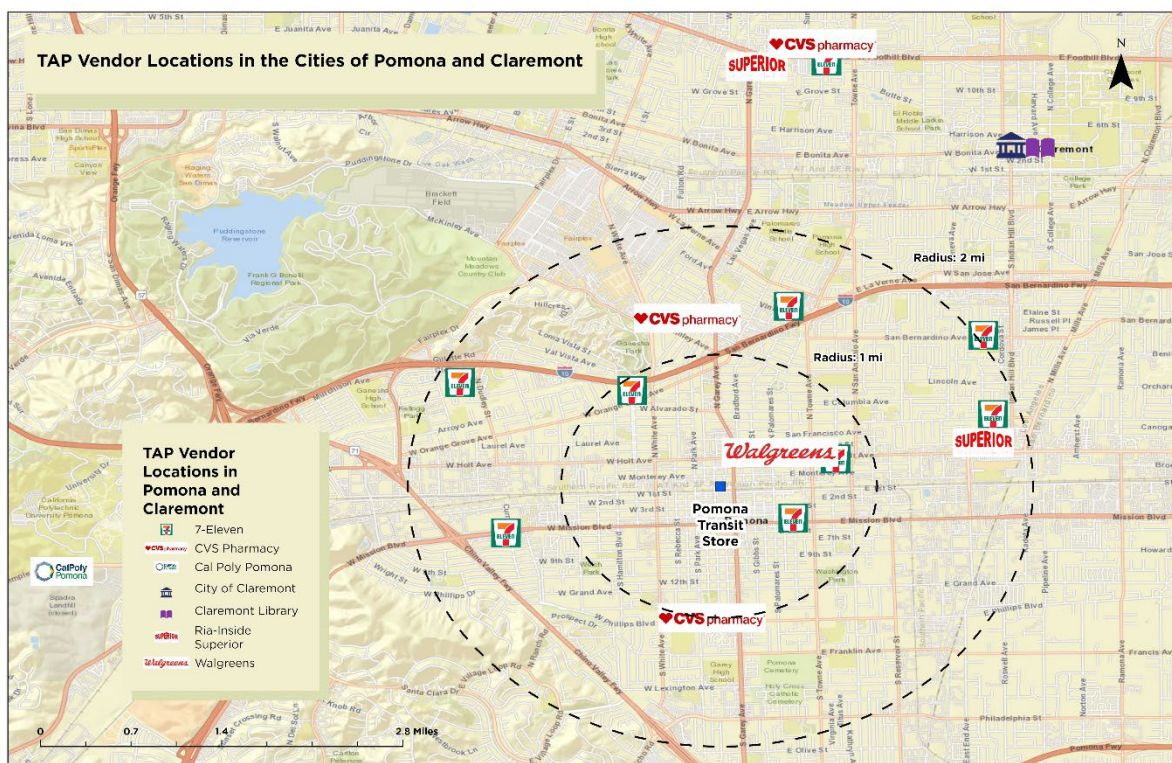




CVS Pharmacy	775 East Foothill Boulevard, Pomona, CA, 91767	TAP Stored Value
CVS Pharmacy	150 West Willow Street, Pomona, CA, 91768	TAP Stored Value
Walgreens	495 East Holt Ave., Pomona, CA 91767	TAP Stored Value
Claremont Library	208 N. Harvard Ave. Claremont, CA 91711	Foothill Transit Passes, TAP Stored Value
City of Claremont	207 Harvard Avenue N. Claremont, CA 91711	Foothill Transit Passes, TAP Stored Value

Currently, four out of the 18 TAP vendors in the cities of Pomona and Claremont sell Foothill Transit Passes in addition to stored value. These four locations: two Superior Grocery Markets, Claremont Library, and the City of Claremont City Hall are located more a mile away from PTS (please see Figure 6).

**Figure 6**  
*TAP Vendor Locations in the Cities of Pomona and Claremont*



Foothill Transit is currently working on collaborating with local vendors and city institutions to expand the TAP vendor network near PTS. Currently, Foothill Transit is networking with the Pomona City Hall, Cardenas Markets,



UPS, and Mi Mercadito. As of now, the Pomona Library has expressed interests in becoming a TAP vendor. If the collaboration is successful, the Pomona Library could become the 19<sup>th</sup> TAP Vendor in the area, located approximately less than half a mile from PTS.

*2. Improve Foothill Transit's Customer Service Phone Line*

The closure of PTS did not decrease the number of CSRs available via telephone. Staffing levels remained consistent after the closure of the PTS and are monitored to maintain the level of service established by the agency. All PTS CSRs were relocated to one of the two remaining Transit Stores that were enhanced to support the additional call center function. PTS customers are still able to call Foothill Transit's 1-800 customer service phone line to receive any Foothill Transit-related information they may need. CSRs still have access to a third-party interpreting service to be able to communicate with customers in almost any language.

Since Foothill Transit acknowledges that the closure of PTS might increase the number of customer service calls per month, the agency is currently working on improving its existing customer service phone line. The Foothill Transit Team is working collaboratively between departments to make the customer service phone line greeter multilingual. The existing greeter provides information in English and provides a selection for Spanish. This project aims to add three more languages to the greeter: Mandarin, Cantonese, and Vietnamese to better attend to Limited English Proficiency customers within the service area.

*3. Create a Printed Materials Request Form*

In the following months, Foothill Transit also plans to improve its customer service by developing a printed materials request form to allow customers to request printed materials such as schedules and forms so that they can receive these printed materials by mail. The agency acknowledges that the closure of PTS will cause customers to lose access to printed information that they could typically obtain at the Transit Store. Foothill Transit will continue to provide its customers printed information whenever needed; therefore, this service improvement will help all PTS customers as well as customers throughout the service area.

With the implementation of these four mitigation measures, Foothill Transit plans to not only offset any disparate impacts caused by the PTS closure but also further improve its customer service and relations with Foothill Transit customers.



**Budget Impact**

The projected annual cost savings associated with the closure of PTS is scheduled to be approximately be \$40,000.

Sincerely,

Lourdes Álvarez  
Transit Planner

Doran J. Barnes  
Chief Executive Officer



September 27, 2024

To: Executive Board

Subject: **Public Transportation Agency Safety Plan Update - Third Revision**

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### **Recommendation**

Adopt Foothill Transit's Public Transportation Agency Safety Plan (PTASP).

### **Analysis**

Foothill Transit's mission is to be the premier public transit provider committed to safety, courtesy, quality, responsiveness, efficiency, and innovation. Listed first among Foothill Transit's organizational values is Accountability that drives a strong focus on safety.

In keeping with Foothill Transit's organizational focus on safety, we have developed a robust safety and security program in partnership with our two transit Contractors. As the Security and Emergency Preparedness Plan drives "security" posture the Public Transportation Safety Plan drives "safety". Our business model demands the Contractors be responsible for the safety and security of the passengers and Facilities and Equipment provided by Foothill Transit for the Contractor's use. Furthermore, the Contractors must work cooperatively with Foothill Transit staff, other Contractors, and local, state, and federal representatives in developing and implementing security procedures (Sec. 20 (a) Contractor language). Therefore, the "necessity for compatibility with equipment and services already in use" is firmly based on the contractual agreement of "working cooperatively" in the interest of employee, Contractor, and passenger safety.

On July 19, 2019, the Federal Transportation Administration (FTA) mandated all public transit agencies that receive federal funding create, approve, and implement their own Public Transportation Agency Safety Plan (PTASP) no later than July 20, 2020. As a result, the Executive Board adopted Foothill Transit's PTASP on January 31, 2020.

In the summer of 2021, staff accompanied our partners from APTA for a robust internal audit where they interviewed, examined, and inspected key personnel and policies. Implementing the Safety Management Systems (SMS) for continual overall improvement was the goal of the audit and the program





was aligned with Safety Management Systems as well as the requirements from the FTA State Safety Oversight (49 U.S.C. Part 674) and Public Transportation Agency Safety Plan (49 U.S.C. Part 673 Rules). The criteria for the audit contained the most cutting edge and advanced safety issues in the Public Transportation industry. The last APTA audit prior to this one was in August 2017.

On December 17, 2021, the APTA auditors provided a high-level overview of the audit to the Governing Board and staff used the findings for future planning and maintaining a contemporary and practical PTASP.

On June 24, 2022, the Executive Board adopted the second revision to Foothill Transit's PTASP with the significant change of Foothill Transits' formal tracking of bus operator assaults.

Although this PTASP (Attachment A) will be the third formal revision, staff reviews the PTASP monthly and provides updates on the organization's safety performance to the Board throughout the year. Staff anticipates the next plan update will occur at the beginning of FY26 in order to align the PTASP timeline with that of the Foothill Transit Business Plan.

The purpose of the National Public Transportation Plan is to guide the national effort to manage safety risk. The April 2024 National Plan addresses new requirements from the Bipartisan Infrastructure Law enacted as the Infrastructure Investment and Jobs Act to further safety in transit.

The FTA encourages agencies to develop key performance indicators to support a more robust PTASP and Foothill Transit utilizes best practices identified in Safety Management Systems commonly referred to as SMS. Additionally, Foothill Transit's involvement with the American Bus Benchmarking Group (ABBG) highlights the value it places on data and key performance indicator tracking and accountability.

Although the FTA does not always require changes in performance areas and targets, we do. Change starts with accountability at the top: agency-wide safety reporting, constant hazard investigation, comprehensive monitoring, and a process for balanced decision-making, all core tenets in SMS to ensure we have timely information on safety risks. As previously mentioned, the number and frequency of coach operator assaults was added to Foothill Transit's PTASP in 2022 and in this 3<sup>rd</sup> Revision, the FTA requires it, however the definition has changed.



The new definition amended to the PTASP will be consistent with 49 U.S.C. 5302 – Assault on Transit Worker:

A circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of an individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.

The table below shows historical performance in each of the areas required by the FTA along with the category and performance metric on Bus Operator Assaults now called Transit Worker Assaults for alignment with the FTA.

		FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Target
Fatalities	Number	0	0	0	0
	Rate per 100,000 Revenue Miles	0	0	0	0
Preventable Collisions	Rate per 100,000 Total Miles	0.57	0.94	1.06	< 0.90
Injuries	Number	7	5	8	< 6
	Rate per 100,000 passenger boardings	0.04	0.03	0.05	< 0.05
Safety Events	Number	1	6	4	< 15
	Rate per 100,000 Revenue Miles	0	0.03	0.02	< 0.09
System Reliability					
	Major Mechanical Failures per 100,000 Miles	6.86	5.1	2.73	> 30,000
Transit Worker Assaults	Number	16	21	28	0
	Assaults per 100,000 passenger boardings	0.1	0.13	0.17	0

**Fatalities** – There have been zero fatalities on Foothill Transit service during FY 2024. To ensure continued emphasis on achieving this performance target, our Contractors focus heavily on the safety of our customers and the public. The training provided to all operators highlights the need and tactics to be safe while operating all Foothill Transit vehicles.



**Preventable Collisions** – In FY 2024, there were 170 preventable collisions resulting in a key performance indicator ratio of 1.06 per 100,000 miles. Our Contractors have taken steps to ensure we continue to achieve low numbers of preventable collisions. Individual training for operators who were involved in collisions in addition to regular safety meetings occur frequently. In addition, Contractor radio dispatchers issue safety messages of the day for all operators to remind them of defensive driving techniques and help prevent these collisions.

**Injuries** – In FY 2024, eight injuries required medical transportation. Foothill Transit's Contractors review the incidents that could have resulted in an injury and have updated their training plans to include actions that the operator could have taken to reduce the likelihood of such injuries in the future.

**Safety Events** – Another important indicator is Safety Events. In FY 2024, we experienced five Safety Events. These have occurred during the provision of 15,967,564 miles of Revenue Service, producing a rate of 0.03 Safety Events per 100,000 Revenue Miles, which is similar to FY2023. Safety Events is a reflection of our Contractors' focus on safety. Retraining efforts are in place to mitigate the most common type of events and additional training continues for those operators who continue to have incidents.

**System Reliability** – The metric used to measure the safety aspect of system reliability is Major Mechanical Failures. In FY 2024, Foothill Transit had 437 Major Mechanical Failures. Foothill Transit's average of approximately 32,500 miles between Major Mechanical Failures was higher than our proposed target of 25,000 miles, a significant improvement attributed to improved maintenance and delivery of a newer fleet.

**Assaults on Transit Workers** – As mentioned previously, the FTA now requires each agency to look at this key performance indicator as the national internal safety risk measures have identified assaults on transit workers as a key safety concern. Furthermore, the FTA now requires de-escalation training by agencies to frontline transit workers. Fortunately, Foothill Transit recognized this early in 2023 and proactively implemented a robust de-escalation program by collaborating with LASD and the Contractors. The goal is to provide this training to ALL front-line workers by July 2025. In FY 2024, we had 28 Transit Worker assaults on our system and (2) repeat offenders contributed to at least (5) of the (28). To discourage assaults we have implemented the following plans with our Contractors and law enforcement partners:





- Los Angeles County Sheriff – Bus Riding Teams
- 24-Hour Debriefing of Assaults
- Video Surveillance Technology
- Training
- Be on the Look-Out (BOLO) bulletins
- Code of Conduct
- Foothill Transit Watch
- Driver Barriers
- GARDA Security Guards – Layered approach with LASD
- Debrief ALL crimes onboard buses
- LASD formalized de-escalation training
- 5-D Approach to Assaults – Document, Debrief, Desire Prosecution, Deputies onboard Bus, De-mystification of Los Angeles County criminal justice system
- Table-Top exercise and Security Emergency Preparedness Planning & Meetings
- Repeat Offender – Workplace Violence Superior Court Order Banning Passengers
- Use of automatic voice announcement system to communicate security and law enforcement presence
- Auditing/inspecting to ensure contractors follow established protocols of quoting fare ONE TIME
- Improving on Foothill Transit Watch and SEE SOMETHING - SAY SOMETHING
- Exploring various technologies for potential future options

### **Budget Impact**

Staff identified the fiscal impact adopted in the FY2025 Business Plan and Budget; therefore is no budget impact.

Sincerely,

John Curley  
Chief of Safety and Security

Doran J. Barnes  
Chief Executive Officer

Attachment A – 3<sup>rd</sup> Revision PTASP



# **Foothill Transit**

Public Transportation Agency Safety Plan

September 27, 2024

# Foothill Transit Public Transportation Agency Safety Plan

FY2025 Revision (September 2024)

## 1. Transit Agency Information

Foothill Transit, 100 S Vincent Ave, Suite 200 West Covina, Ca 91790

Accountable Executive: LaShawn King Gillespie, Deputy Executive Director

Chief Safety Officer: John Curley, Chief of Safety and Security

Mode of Service Covered by This Plan: Bus

List All FTA Funding Types:

- Federal Urban Area Formula Program (Section 5307)

- Federal Buses and Bus Facilities and Low-or No-Emission Program (Section 5339)

- Federal State of Good Repair Program (Section 5337)

- Federal Congestion Mitigation and Air Quality (CMAQ)

- Federal Covid Relief Funds (CARES, CRRSA, ARP)

- Federal Excise Tax Refunds (Non-FTA but federal)

Foothill Transit contracts its Operations, Maintenance, and Customer Service to Transdev Services Incorporated and Keolis Transit Services LLC.

Foothill Transit does NOT provide transit services for another transit agency.

This 3<sup>rd</sup> revision Foothill Transit PTASP will be submitted to Southern California Council of Governments (SCAG).

# Foothill Transit Public Transportation Agency Safety Plan

FY2025 Revision (September 2024)

## 2. Plan Development, Approval, and Updates

This plan has been drafted by Foothill Transit and addresses all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan (673.11 (a)(4)).

Signature

\_\_\_\_\_  
Accountable Executive

\_\_\_\_\_  
DATE

Approved by the Foothill Transit Executive Board on Regular Agenda:  
**September 27, 2024.**

Version Number and Updates			
<i>Record the complete history of successive versions of this plan.</i>			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
1	Original Plan	Original Plan	Jan 2020
2	1 <sup>st</sup> Revision	Updated Goals/Plan	Jan 2022
3	2 <sup>nd</sup> Revision	Align with FY 22 END/POST FTA Review	June 24, 2022
4	3 <sup>rd</sup> Revision	Updated Goals/Plan	September 2024

This third revision to Foothill Transit's PTASP was prepared for the Executive Board on September 27, 2024. Although this will be the third formal revision, staff routinely reviews the PTASP and updates the board throughout the year.

Foothill Transit staff routinely analyzes safety performance to:

1. Determine if new Safety Performance targets should be established;
2. Determine whether increased Safety Promotion related to safety events is necessary; and
3. Ensure that the agency's Safety Assurance mechanisms are mitigating the current and most frequent safety events.

# Foothill Transit Public Transportation Agency Safety Plan

FY2025 Revision (September 2024)

## 3. Safety Performance Targets

Preventable Collisions per 100,000 Vehicle Miles	<0.90
Fatalities	0
Fatalities per 100,000 Revenue Miles	0
Injuries	<6
Injuries per 100,000 Revenue Miles	<0.05
Safety Events	<15
Safety Events per 100,000 Revenue Miles	<0.09
Mean Distance between Major Mechanical Failures	>30,000
Operator Assaults	0

New Performance Target; All other(s) remained unchanged

These performance targets are available to both the state and county during the planning and coordinating process.

Targets for submittal to State of California	October 2024
Targets for submittal to Los Angeles County Planning	October 2024

# Foothill Transit Public Transportation Agency Safety Plan

FY2025 Revision (September 2024)

## 4. Safety Management Policy

### Policy Statement

Safety is Foothill Transit's number one priority. 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. Foothill Transit is committed to developing, implementing, maintaining, and constantly improving processes to ensure that all of our transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting and exceeding established standards. We maintain an active Safety Management System (SMS) that encourages the open sharing of information on all safety issues throughout our organization.

All levels of management and all employees are accountable for the delivery of this highest level of safety performance, starting with our Chief Executive Officer.

Foothill Transit's commitment is to:

- Support the management of safety through the provision of appropriate resources, that will result in an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to results as the attention to the results of the other management systems of the organization;
- Integrate the management of safety among the primary responsibilities of all managers and employees;
- Clearly define for all staff, contractors, managers, and employees alike, their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of our safety management system;
- Establish and operate hazard identification and analysis, and safety risk evaluation activities, including an employee safety reporting program as a fundamental source for safety concerns and hazard identification, in order to eliminate or mitigate the safety risks of the consequences of hazards resulting from our operations or activities to a point which is consistent with our acceptable level of safety performance;
- Ensure that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;

# Foothill Transit Public Transportation Agency Safety Plan

## FY2025 Revision (September 2024)

- Comply with, and wherever possible exceed, legislative and regulatory requirements and standards;
- Ensure that sufficient skilled and trained human resources are available to implement safety management processes;
- Ensure that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;
- Establish and measure our safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- Continually improve our safety performance through management processes that ensure that appropriate, effective safety management action is taken; and
- Ensure that externally supplied systems and services to support our operations meet our safety performance standards.

### Safety Management Policy Communication

Foothill Transit communicates safety policy through various channels to direct staff, contract management, and contracted staff. The agency uses safety boards that are located in the operator lounges, throughout the maintenance facility, at Transit Stores, and throughout the administrative offices. Safety related information is available for all staff and contractor personnel to see. Foothill Transit also works together with all contractors to ensure that Foothill Transit's targets, goals, and expectations, like the Code of Conduct, are achievable in the performance of its service.

### Authorities, Accountabilities, and Responsibilities

The Accountable Executive has the ultimate responsibility for carrying out the Agency Safety Plan (49 U.S.C. 5329(d)). The Accountable Executive is also responsible for the development and implementation of the agency's Safety Management System (SMS). This makes the accountable executive responsible for ensuring that the agency's SMS is effective and actionable to address substandard performance. The Accountable Executive meets the requirements in 673.5 and is ultimately responsible for carrying out the Transit Asset Management (TAM) Plan and controlling or directing the human and capital resources needed to develop both the ASP and TAM Plan(s).

The Chief Safety Officer is responsible for the day-to-day implementation of the Safety Management System. They are responsible for reporting any substandard performance of the SMS directly to the accountable executive. The CSO is an adequately trained individual who has the responsibility for safety and who also meets the requirements in 673.5. The CSO holds a direct



# Foothill Transit Public Transportation Agency Safety Plan

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line of reporting to the Accountable Executive and has the following authorities, accountabilities, and responsibilities under this plan:

- Leads the development and update of FT's ASP
- Develops FT's SMS policies and procedures
- Monitors day-to-day implementation and operation of FT's SMS
- Establishes and maintains FT's safety data information management and reporting systems
- Co-chairs the SMS Committee and Management of Change Committee (known as VITAL FACTORS and SAFETY MEETING (changed to SMS Meeting in April 2022)
- Coordinates the activities of VITAL FACTORS with other members
- Develops agendas and sets topics for discussion
- Maintains documentation and decisions made by committees
- Manages monthly and quarterly report on FT's progress in meeting the safety objectives specified in the SMP statement
- Develops and distributes reports that monitor and analyze trends in hazards and safety events
- Develops and issues Safety Reporting Bulletins and manages FT's mandatory and voluntary safety reporting programs
- Provides information and analysis on reports made through the mandatory reporting program and voluntary employee safety reporting program (ESRP)
- Ensures personnel who have submitted voluntary reports are notified of the receipt of the report and are informed about the disposition of the report
- Develops and issues FT's annual safety performance targets (in coordination with the Accountable Executive)
- Identifies deficiencies and substandard performance in FT's SMS, notifies the Accountable Executive, and works with the Accountable Executive to develop action plans to address the identified deficiencies
- Advises the Accountable Executive on SMS progress and status
- Supports FT departments in managing safety risk by providing Safety Risk Management (SRM) expertise and Safety Assurance activities.

Agency Leadership contributes to the implementation of the SMS by enforcing and reporting substandard performance that occur in each individual operating facility. Each Foothill Transit operations and maintenance facility has its own safety team that is responsible for implementing and

# Foothill Transit Public Transportation Agency Safety Plan

## FY2025 Revision (September 2024)

monitoring the progress of their SMS responsibilities. Functional areas across the administrative team are shared in safety responsibilities.

- Customer Service and Operations
  - Provide contractor oversight particularly in the areas of operations and safety
  - Manage emergency preparedness
- Planning
  - Evaluate safety implications of all proposed system modifications prior to implementation, including but not limited to implementing new routes and modifying current routes
  - Conduct bus stop safety checks and work with local jurisdictions to address any safety concerns
- Maintenance and Vehicle Technology
  - Manage and ensure state of good repair of all revenue vehicles
  - Provide vehicle mechanical quality oversight
  - Regularly update bus specifications to ensure the Foothill Transit fleet meets and exceeds safety requirement for bus safety design
  - Ensure ALL (electric, CNG, and hydrogen fuel cell) bus safety (infrastructure, training)
  - Conduct monthly maintenance and appearance inspections of revenue and non-revenue vehicles
- Facilities
  - Manage and ensure state of good repair of all buildings and equipment
  - Provide oversight of all Foothill Transit physical assets
  - Conduct monthly audits of Operations and Maintenance yards
- Finance and HR
  - Ensure Foothill Transit's new hire onboarding includes appropriate orientation to Foothill Transit's SMS and PTASP
- Information Technology
  - Provide security for all network and electronic communications assets
- Marketing and Communications

# Foothill Transit Public Transportation Agency Safety Plan

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- Manage effective internal and external safety communication
- Procurement
  - Ensure scopes of work and technical specifications include appropriate safety considerations
- Operations and Maintenance Contractors
  - Contractor responsibilities outlined in current Operations and Maintenance contracts
- Transit Stores and Facilities Maintenance Contractor
  - Contractor responsibilities for operation of the retail outlets and call centers and facility maintenance outlined in current contract

### Objectives

To achieve the safety mission, Foothill Transit has established the following objectives for itself and its operations and maintenance contractors:

- Perform annual audits of operations and maintenance contractors to ensure compliance with SMS
- Identify and resolve hazards through an established employee reporting system
- Conduct emergency drills at administration building, Transit Stores, and operations and maintenance facilities
- Establish and monitor Preventable Collision benchmark
- Establish and monitor Injury benchmarks
- Establish and monitor Fatality benchmarks
- Establish and monitor Safety Event benchmarks
- Establish and monitor System Reliability benchmark
- Meet and exceed safety requirements in design specifications, engineering, facility construction, equipment and systems installation and testing, and in operations and maintenance
- Evaluate safety implications of all proposed transit system modifications (routes, bus stops, facilities, etc.) prior to implementation

### Safety Committees

Foothill Transit established four Safety committees as a tool for developing and promoting a safe, healthy, and secure environment for Foothill Transit employees, customers, and stakeholders. The safety committees include staff members from each respective division and are involved in the annual review, update, and approval process of the PTASP. Members of our contractors

# Foothill Transit Public Transportation Agency Safety Plan

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safety committees hold a one-year term, with any vacancies filled prior to the next scheduled meeting. The Safety committees are as follows:

- Vital Factors Meeting
- Foothill Transit Monthly Safety Meeting (SMS)
- Arcadia Safety Committee Meeting
- Pomona Safety Committee Meeting

The Vital Factors Meeting consist of the executive management team and evaluate and support the activities of the Foothill Transit Safety Meeting (SMS). The Arcadia and Pomona Safety Committee Meetings are made up of members from the following divisions and are fully supported by employee labor unions:

### **a. Vital Factors Meeting**

- Chief Executive Officer (Chair)
- Deputy Chief Executive Officer
- Chief of Safety and Security
- 
- Director of Marketing & Communications
- Director of Maintenance & Vehicle Technology
- Director of Customer Service & Operations
- Director of Capital Projects & Facilities
- Director of Finance
- Director of Planning & IT
- Human Resources Manager
- Safety Compliance Coordinator

### **b. Foothill Transit Monthly Safety Meeting (SMS)**

- One (1) Safety Compliance Coordinator
- One (1) Chief of Safety & Security
- One (1) Director of Customer Service & Operations
- One (1) Director of Maintenance & Vehicle Technology
- One (1) General Manager (Arcadia)
- One (1) Director of Safety (Arcadia)
- One (1) Safety Manager (Arcadia)
- One (1) Maintenance Manager (Arcadia)
- One (1) General Manager (Pomona)
- One (1) Safety Manager (Pomona)

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- One (1) Maintenance Manager (Pomona)

## **c. Arcadia Safety Committee**

- One (1) Safety and Training Coordinator (Chair)
- One (1) Transit Operator Manager
- Two (2) Bus Operators
- One (1) Transit Operations Supervisor
- One (1) Fleet Services Employee

## **d. Pomona Safety Committee**

- One (1) Safety and Training Coordinator (Chair)
- One (1) Transit Operator Manager
- Two (2) Bus Operators
- One (1) Transit Operations Supervisor
- One (1) Fleet Services Employee

## **Drug and Alcohol Abuse Program**

Foothill Transit maintains a drug abuse and alcohol misuse program in compliance with federal and state regulations. The Drug and Alcohol Policy is designed to achieve and maintain a safe and productive workplace that is drug and alcohol free. This policy applies to those employees that fulfill safety sensitive positions within Foothill Transit. The Drug and Alcohol Policy has established guidelines to provide an alcohol and drug-free work environment. Activities that the department conducts to ensure an alcohol and drug-free work environment include:

- Education and training of all safety sensitive employees upon hiring. Additional materials and periodic retraining and training on federal regulation training on the dangerous effects of alcohol or controlled substances and the consequences for violating the policy.
- Safety sensitive employees and those in the hiring process for these positions are subject to pre-employment testing.

Both Foothill Transit contractors are required to maintain an internal Drug and Alcohol policy that follows all federal and state requirements. Each contractor is responsible for maintaining records and ensuring that all required testing is done in accordance with federal guidelines.

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Foothill Transit is responsible for conducting audits of all records to ensure proper documentation of each test performed. The Safety Compliance Coordinator conducts quarterly audits of records, yearly audits of the collection facilities and one full audit at least once a year. All audits are documented, and kept in a secure file on the Foothill Transit server.

### **Employee Safety Reporting Program**

Foothill Transit has employee safety reporting program that uses technology, in person meetings, incident feedback, and comment boxes. All employees and contractor personnel are encouraged to use the comment boxes and rewarded if the comment is valid and it produces positive results. Operators also have the opportunity to submit a report at the end of their shift. Other direct and contractor staff may submit reports at any time. This allows management to address any risks that are occurring outside of the facility. Employees will be free from retaliation and discipline for submitting comments or feedback related to safety/security.

The Federal Transit Administration (FTA) requires transit agencies to implement an Employee Safety Reporting Program (ESRP) system, per FTA Public Transit Agency Safety Plan (PTASP) regulation 49 C.F.R. Part 673. Transit agencies must implement an ESRP that allows ALL employees and contractors to report safety conditions to senior management. As a result, Foothill Transit contracts with ELERTS ESRP communication platform that allows staff and contractors to report safety hazards. Foothill Transit also conducts outreach designed to encourage members of the community to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements). Staff developed and ESRP Policy designed to help the Safety and Security team engage directly with employees and contractors, and through direct contact, make better decisions and respond faster. Through smartphone technology, transit riders will also be able to send reports with photos. Use of this technology plays a vital role in the way we do business. We encourage supervisors and Foothill Transit facility teams to use our ELERTS application to report any risk that they observe in the field or in the building/facilities. This allows Foothill Transit to get real-time information of risks that are present within our system and gives us the opportunity to prioritize the risk depending on the level of damage that it could cause.

### **Public Health**

The Public Health Emergency brought forward by the Covid-19 pandemic required Foothill Transit make significant changes to our operating environment. The safety of our employees, customers, and stakeholders is our

# Foothill Transit Public Transportation Agency Safety Plan

## FY2025 Revision (September 2024)

top priority. Foothill Transit continues to follow the recommended guidelines established by Federal, State, & Local Health Departments. Our employee's safety remains our top priority, thus the Occupational Safety and Health Administration (OSHA) regulations also continue to be followed. The Foothill Transit executive team implemented a Covid-19 Prevention Program. Foothill Transit created Standard Operating Procedures to lead and guide employees to work and interact with the public safely. Foothill Transit applied the following safety precautions:

- Foothill Transit has installed permeant Bus Operator barriers in all service vehicles.
- Procedures that require all employees, visitors, and vendors to undergo a health and safety checks continue to be in place.
- Sanitation stations at designated entry and exit points remain in place around the Facility.
- A Covid Response Team (CRT) has been implemented by the Foothill Transit. Procedures to effectively deal with exposed/positive employees and Covid-19 testing are supported by the CRT. This included procedures to handle workplace exposures and provide guidance for employees to return to work. Foothill Transit also collaborated with the City of Covina and Albertsons in 2021 where over 4,000 vaccinations were administered at a Foothill Transit owned property.
- Personal Protective Equipment (PPE) for all employees and customers continue to be provided.
- In Support of the local public health guidelines, Foothill Transit requires all employees and customers to wear a mask while riding transit vehicles. All employees are required to wear a mask on transit property.
- Hand sanitizer dispensers on all our buses and around the transit facility have become permanent.
- Procedures and programs to enhanced facility and transit vehicle cleaning remain active.
- Our social distance training room to carryout small group training remains active. Large group training sessions continue to be held outdoors.
- Foothill Transit continues to meet with other regional transportation providers to discuss safety best practices on a quarterly basis.



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## 5. Safety Risk Management

Hazards are an inevitable part of transit operations and sources of hazard information include safety reporting, formal and informal observations of operations, scheduled and unannounced inspections, internal safety investigations, accident reports, and committee reviews.

Employees at the administration building and operations and maintenance facilities are trained on how to report hazards or risks they identify or incidents and close calls. This reporting is highly encouraged across the organization. All personnel, whether directly employed or employed by a contractor, are provided with various channels of reporting hazards and close calls. Reporting is encouraged using any channel an individual is most comfortable using. This includes verbally to supervisor or management staff, written by way of an incident report, or electronically using email or company portal.

If a contractor employee reports a hazard/incident, the safety manager at the contractor facility will document the hazard/incident on the designated Risk and Hazard Matrix and analyze, then communicate to the Safety and Planning staff at Foothill Transit. Foothill Transit does not own bus stops, bus stop shelters, or bus amenities located along city or county right of way. Foothill Transit does own the bus stop poles and bus stop signs; staff at Foothill Transit coordinate with the facility technicians to provide service to bus stops on a rotating basis.

### **Risk Reduction Program**

Foothill Transit has introduced a risk reduction program that expands the methods on how we identify and mitigate potential hazards in our operating environment. The overall program is part of our Safety Risk Management efforts, which aims to improve system wide safety through a combination of the following actions:

- Identifying potential hazards: Foothill Transit recognizes that the first step in a risk reduction program is to identify the potential hazards that our employees may face while carrying out their job duties. Foothill Transit has an active Employee Safety Reporting Program, and we will be expanding our hazard reporting methods to include the use of technology. The Foothill Transit Watch Application will help streamline the reporting process by simplifying the data collection/input process and lead to improving system wide communication. The Foothill Transit Watch Application is also available for public use. This will allow

# Foothill Transit Public Transportation Agency Safety Plan

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customers to send Foothill Transit messages regarding safety issues or hazards that may currently be present in the system.

- **Developing policies and procedures:** Once potential hazards and their consequences are identified, Foothill Transit will develop policies and procedures to mitigate these risks. For example, Foothill Transit may establish rules for safe driving practices; establish protocols for responding to accidents or other incidents, and implement emerging practices for regular maintenance and inspections of vehicles.
- **Employee Training:** Training is an essential part of any risk reduction program. Foothill Transit will continue to monitor the training that is provided to all new hires. It is the responsibility of both of our contractors to remain compliant with all training requirements per FTA guidelines.
- **Monitor and evaluate:** The effectiveness of a risk reduction program is regularly monitored and evaluated. Foothill Transit will continue to monitor safety performance data, which include accident/ incident rates, conducting regular safety audits, and soliciting feedback from both contractors. Any areas for improvement will be addressed during the monthly SMS meeting and both contractors will implement any changes.

The following are Risk Reduction Action Items completed by Foothill Transit:

- **Installation of Protective Barriers-** This significant safety enhancement restricts unwanted entry of individuals and objects into a Bus Operators workstation. The protective barriers reduce the likelihood of assaults, injuries, and illness. Extensive training was delivered agency wide to help reduce the probability of pedestrian involved accidents.
- **Performance Data Sharing-** Accident and Incident data is shared during safety meetings to help reduce our safety event preventability rates. Foothill Transit employees review detail data of our top trending events, by locations, and by route(s). The information is shared with our contractors on a monthly basis and it is discussed during our monthly SMS meetings.
- **There are several measures that Foothill Transit is working on to reduce the risk of vehicular and pedestrian accidents involving buses, particularly those related to visibility impairments for the Bus Operators. Some of these measures include:**

# Foothill Transit Public Transportation Agency Safety Plan

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- Specifying visibility requirements in future bus procurements, such as requiring a certain field of vision. The CSO is currently working with the Director of Maintenance & Vehicle Technology to ensure future procurements limit driver visibility and with retrofitting existing equipment.
- Both contractors will continue to implement training programs for bus operators on the importance of visibility and how to effectively use available visibility aids, such as mirrors.

The Safety Compliance Coordinator at Foothill Transit will identify and manage safety risks using the Risk and Hazard Matrix. Foothill Transit uses the Department of Defense, Standard Practice, and System Safety MIL-STD-882E as a reference (see Appendix A).

## 6. Safety Assurance

The Foothill Transit Safety Assurance (SA) program monitors our operations and maintenance procedures to ensure they are sufficient and that employees are complying with the procedure. Foothill Transit strives to meet its safety objectives and safety performance targets through active system monitoring of, Standard Operating Procedures (SOP), safety reporting, routine workplace observations, inspections, audits, and other activities designed to support safety oversight and performance monitoring, measurements, and coordination. To comply with the federal rulemaking (673.27(b)(1), the CSO works with frontline management to carry out regular audits and inspections to ensure safety goals and objectives are achieved through the Contractors. The audits/inspections focus on the following areas:

Rule's compliance checks, which may identify:

- Non-compliance with safety policies and procedures
- Challenges in complying with policies and procedures
- Emerging practices

### Safety Performance Monitoring and Measurement

- a. Foothill Transit currently tracks safety performance through the measure of Preventable Collisions per 100,000 Miles. This performance measure compares the number of preventable collisions that occur in a given time period (e.g., a month) to the total number of bus miles operated during the same time-period.

A Preventable Collision is defined as a vehicle collision that is recorded involving a bus that has been judged to have been preventable as determined by the agency and that occurred on the road (i.e. outside of agency

# Foothill Transit Public Transportation Agency Safety Plan

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garages/depots or parking areas). Per the National Safety Council definition, a collision is preventable when “the driver in question failed to exercise every reasonable precaution to prevent the accident.” This should include any preventable vehicle collision, whether the bus is in or out of revenue service, and even if there is no need for special maintenance or repair afterwards. Preventable collisions that occur off-street at transit centers or bus stations are included here.

Calculation:

$$\text{Preventable Collisions per 100,000 Miles} = 100,000 \times \frac{\text{Number of Preventable Vehicle Collisions}}{\text{Total miles operated}}$$

*FY 2025 Target: 0.90 Preventable Collisions per 100,000 Miles*

- b. Foothill Transit will track and manage Total Injuries and Injuries/100,000 Revenue Miles. This performance measure compares the number of preventable injuries that occur in a given time period to the total number of bus revenue miles operated during the same time-period.

The FTA definition of an Injury is one that requires immediate medical attention away from the scene for one or more persons, except in the case of Other Safety Occurrences Not Otherwise Classified (OSONOC).

Calculation:

$$\text{Injuries per 100,000 Revenue Miles} = 100,000 \times \frac{\text{Number of Passenger Injuries}}{\text{Total Revenue Miles operated}}$$

*FY 2025 Target: <6 Total Injuries, and <0.05 Injuries per 100,000 Revenue Miles*

Foothill Transit will track and manage the number of Fatalities and the number of Fatalities per 100,000 Revenue Miles. This performance measure compares the number of fatalities that occur in a given time period to the total number of bus revenue miles operated during the same time period.

The FTA definition of a Fatality is a fatality that occurs within 30 days of a Reportable Safety Event.

Calculation:

$$\text{Fatalities per 100,000 Revenue Miles} = 100,000 \times \frac{\text{Number of Fatalities}}{\text{Total Revenue Miles operated}}$$

*FY 2025 Target: 0 Fatalities, and 0 Fatalities per 100,000 Revenue Miles*

- c. Foothill Transit will track and manage an additional key performance indicator, Reportable Safety Events and Reportable Safety Events/100k Revenue Miles. This performance measure compares the number of

# Foothill Transit Public Transportation Agency Safety Plan

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Reportable Safety Events that occur in a given time period to the total number of bus revenue miles operated during the same time period.

The FTA definition of a Reportable Safety Event is a Safety Event occurring on transit right-of-way or infrastructure, at a transit revenue facility, at a maintenance facility (or rail yard), during a transit related maintenance activity, or involving a transit revenue vehicle. Excluded from this reporting requirement are: events that occur off transit property where affected persons, vehicles, or objects come to rest on transit property after the event, OSHA events in administrative buildings, deaths that are as a result of illness or other natural causes, other events (assault, robbery, non-transit vehicle collisions, etc.) occurring at bus stops or shelters that are not on transit-controlled property, collisions that occur while traveling to or from a transit-related maintenance facility, collisions involving a supervisor car, or other transit service vehicle operating on public roads.

Calculation:

$$\text{Reportable Safety Events per 100,000 Revenue Miles} = 100,000 \times \frac{\text{Number of Reportable Events}}{\text{Total Revenue Miles operated}}$$

*FY 2025 Target: <15 Reportable Safety Events and <0.09 Safety Events per 100,000 miles.*

Foothill Transit also tracks and manages the Average Fleet Miles between Major Mechanical Failures. This performance measure compares the number of Major Mechanical Failures that occur in a given time period to the total number of bus revenue miles operated during the same time period.

The FTA definition of a Major Mechanical Failure is a failure of some mechanical element of the revenue vehicle that prevents the vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip because actual movement is limited or because of safety concerns.

Calculation:

$$\text{Mean Distance between Major Mechanical Failures} = \frac{\text{Revenue Miles operated}}{\text{Number of Major Mechanical Failures}}$$

*FY 2025 Target: >30,000 miles between Major Mechanical Failures.*

- d. Foothill Transit tracks bus operator assaults through the measure of Bus Operator Assaults per 100,000 passenger boardings (PB). This performance measure compares the number of assaults that occur in a given time period (e.g., a month) to the total number of boardings during the same time period.

# Foothill Transit Public Transportation Agency Safety Plan

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The definition added to the PTASP on its first revision:

*Operator Assaults* - An operator Assault is defined by FTA as any action taken by an individual that threatens the safety of the operator, and sometimes, the safety of other passengers, motorists, or pedestrians.

Under California Penal Code Section 240: “An assault is an unlawful attempt, coupled with a present ability, to commit a violent injury on the person of another.” An assault is a misdemeanor under this section.

As staff continues with the practical application of the third revision of the PTASP, we will use a balanced approach in the interpretation of both the FTA and California Penal Code related to Operator Assaults while focusing on the new definition of Transit Worker Assaults.

The following are specific areas toward the mitigation of bus operator assaults:

Mitigation efforts on bus operator assaults are taking place in the form of increased LASD bus riding teams, 24-hour de-briefing meetings when assaults occur, marketing efforts related to the mask mandate, video surveillance/monitoring, driver barriers, and de-escalation training. Foothill Transit has been successful in obtaining Workplace Violence Restraining Order(s) against repeat offenders, enforcing an approved Code of Conduct, and using the Los Angeles County Sheriff’s Department Transit Bureau to teach a 4-hour de-escalation training to Contractors and staff.

Calculation:

$$\text{Operator A per 100,000 PB} = 100,000 \times \frac{\text{Number of Preventable Operator Assaults}}{\text{Total passenger boardings}}$$

*Proposed FY 2025 Target: 0 Assaults/100,000 Boardings*

### Bus Yard Safety

Operations, Maintenance, and Contractor administration services at the bus yard are designed to protect employees and visitors from risk of injury, Foothill Transit requires its contractors to comply with local, state, and federal requirements including, but not limited to Job Hazard Analysis, Personal Protective Equipment, Hazard Communication, Emergency Action Plans, Blood borne Pathogens, Lockout/Tag out, and record keeping. Foothill Transit has provided the contractors with a Facility Maintenance Manual, and contractors are required to maintain the facility to Foothill Transit’s standards



# Foothill Transit Public Transportation Agency Safety Plan

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as outlined in the Operations and Maintenance Contract. Foothill Transit staff conduct monthly audits to assess the safety of the bus yard.

Foothill Transit requires its contractors to provide a Bus Yard Safety Standard Operating Procedure for all vendors that conduct work on-site the Operations and Maintenance facility. At a minimum, it must address:

- Job Hazard Analysis
- Personal Protective Equipment Program
- Lockout/Tag out

The Facility Maintenance Manual describes activities to monitor operations and to identify any safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended.

### Accident Investigation and Communication

Operations Contractors are required to conduct accident investigations on all accidents, injuries, illnesses, and near misses. Supervisors who conduct accident investigations must have adequate accident investigation training. Accident investigation kits and materials provided by the contractors are for preventability of accidents investigated and communicated to staff by contractor. Additional information is included in the referenced contractor policies.

### General Reporting/Investigation Practices

All person(s) operating a bus are required to report any injury or accident, regardless of severity, immediately after its occurrence. Enforcement and discipline is determined by the contractor, and post-accident training is also conducted by the contractor.

### Management of Change

Change may introduce new hazards and safety risk into operations. Therefore, the department will establish criteria to define when a change must be evaluated through the safety risk management process. If a proposed or identified change meets or triggers those criteria, the department will use Safety Risk Management to review existing mitigations to determine if they are sufficient or if new mitigations are necessary. These changes include, but are not limited to:

- Service changes.
- Bus stop placement.
- New equipment; and
- Changes in operational procedures.

# Foothill Transit Public Transportation Agency Safety Plan

## FY2025 Revision (September 2024)

No operations should take place in the changed environment until:

- The change is evaluated to determine if it will impact safety
- If it might then safety risk evaluation must be completed.

### Route Implementation

Route creation and modification are conducted by the planning staff in conjunction with staff in the Operations Department. Once a route is identified, a dry run is conducted to assess the safety and operability of the route. To ensure the safety and operability of the route, various stakeholders participate in the dry run including representatives of the Planning Department, Safety and Operations staff members at the contractor level, and the Safety Compliance Coordinator at the administration level.

Foothill Transit uses several methods to develop and carry out plans that will address current safety issues. On a monthly basis, all safety personnel meet to discuss current safety performance, risks that have been identified by the contractors, and ways that these risks can be mitigated. Since Foothill Transit uses two operations, customer service and maintenance contractors, and a facility maintenance contractor, it is important that team members across the organization are all on the same page when it comes to the safety of the system.

## 7. Safety Promotion

### Competencies and Training

In order to implement an effective two-way feedback loop, front line staff and management are provided regular training. SMS training is provided to coach operators specifically for safety reporting competencies. They are provided training during their onboarding on what to report and how to report it. Management staff are provided training on how to analyze the safety data, turning it into safety intelligence for senior management decision-making for the allocation of safety management resources.

Foothill Transit's Safety Management System is designed to be a living document, which will continually identify, evaluate, and mitigate safety risks consistent with Foothill Transit's safety objectives and performance targets. From the Accountable Executive to the frontline operators, five questions will be asked on a continual basis to ensure continuous assessment of the SMS:

1. What are our most serious safety concerns?
2. How do we know this?
3. What are we doing about it?

# Foothill Transit Public Transportation Agency Safety Plan

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4. Is what we are doing working?
5. How do we know what we are doing is working?

## Operator Training

Training and education of coach operators is provided by contractor staff. Training includes Diagnostic Evaluation, Classroom Training, Closed Course Training, Full ODP Training Program, Satisfactory Evaluation, and Classroom Hours. A minimum of 40 hours of Classroom Training and 80 hours of Behind the Wheel Training must be completed. Additional information is included in the referenced contractor policies.

Keolis and Transdev requires coach operators and other key staff to attend monthly safety meetings.

## Instructor Qualifications

Training instructors must meet all federal, state, and local employment requirements and be approved by the respective contractor's management team. Qualifications are outlined in the referenced contractor policies.

## Safety Communication

As outlined in the Hazard Identification and Analysis section, frontline staff are encouraged to communicate safety issues and are provided with various channels to communicate to management. Safety communication is designed to be a two-way feedback loop in order to establish a positive safety culture.

The CSO will be responsible for implementing the three categories of communication activity as established in 49 CFR Part 673 (Part 673):

- **Communicating safety and safety performance information throughout the agency:** Foothill Transit will share and communicate information related to safety and safety performance in its monthly safety meetings, contractor safety meetings, and executive leadership meetings. The CSO will work with both contractors to develop meeting agendas that include the most recent SMS information, safety performance data, to share acquired knowledge on recent preventable accidents/incidents, employee hazard reporting program resolutions, and upcoming events that will impact our service area. The departments safety meetings give employees a platform to voice their concerns and provides the CSO with the opportunity to record potential hazards on the safety risk register. The CSO uses the smart bus system to send safety related messages, posts safety bulletins, and flyers throughout the department campus. The interactive screen in the

# Foothill Transit Public Transportation Agency Safety Plan

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Drivers' room will be used to post safety related content and emails will be sent to all employees to promote and create awareness of safety concerns.

- **Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency:** The CSO will coordinate with both contractors to ensure that all employees receive training on the safety policies and procedures that apply to their job classification. Employees will be given all relevant handouts, and handbooks during new-employee training. All department employees are required to be knowledgeable of all policies and procedures that pertain to their job duties. Training and discussions will be held during employee safety meetings as needed if any emerging issues arise from existing practices. Any revisions to Foothill Transit safety policies or procedures will be reviewed by the CSO and Safety Committees before moving forward for final approval by the Accountable Executive. Any changes or concerns will also be an agenda item in the quarterly safety meetings, and tailgate meetings. Every reasonable effort will be made to gain subject matter expert input before any revisions are made. The CSO will work with both contractors to issue email, smart bus messaging, bulletins, and operator room interactive screen messages to communicate any changes.

### Definitions of Terms Used in Safety Plan

Foothill Transit incorporates all of FTA's definitions that are in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

- **Accident** means an Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.
- **Accountable Executive** means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.
- **Assault on Transit Worker** is a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to

# Foothill Transit Public Transportation Agency Safety Plan

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endanger the safety of an individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker (49 U.S.C. 5302).

- **Chief Safety Officer - The CSO/SMS Executive** has the authority and responsibility for day-to-day implementation and operation of the agency's SMS.
- **Event** means any Accident, Incident, or Occurrence.
- **Hazard** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
- **Incident** means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.
- **Investigation** means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.
- **National Public Transportation Safety Plan** means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.
- **Occurrence** means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.
- **Operator** of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302.
- **Performance measure** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
- **Performance target** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.
- **Public Transportation Agency Safety Plan (or Agency Safety Plan)** means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.
- **Risk** means the composite of predicted severity and likelihood of the potential effect of a hazard.

# Foothill Transit Public Transportation Agency Safety Plan

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- **Risk mitigation** means a method or methods to eliminate or reduce the effects of hazards.
- **Safety Assurance** means processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
- **Safety Management Policy** means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.
- **Safety Management System** means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.
- **Safety performance target** means a performance target related to safety management activities.
- **Safety Promotion** means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
- **Safety risk assessment** means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.
- **Safety Risk Management** means a process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.
- **Serious injury** means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.
- **Transit agency** means an operator of a public transportation system.
- **Transit Asset Management Plan** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost



# Foothill Transit Public Transportation Agency Safety Plan

FY2025 Revision (September 2024)

effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.

## APPENDIX A – RISK MATRIX

# Foothill Transit Public Transportation Agency Safety Plan

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Sample Safety Risk Matrix and Likelihood and Severity Tables				
Likelihood of Occurrence of the Consequence			Risk Assessment Matrix	
Qualitative Definition	Meaning	Value	Likelihood	Severity
<b>Frequent</b>	Likely to Occur Frequently ( $>10^{-1}$ )	A	1 (Catastrophic)	2 (Critical)
<b>Probable</b>	Likely to Occur Several Times ( $<10^{-1}$ but $>10^{-3}$ )	B	3 (Marginal)	4 (Negligible)
<b>Occasional</b>	Likely to Occur Sometime ( $<10^{-3}$ but $>10^{-6}$ )	C	A (Frequent)	1A
<b>Remote</b>	Very Unlikely to Occur ( $<10^{-6}$ but $>10^{-8}$ )	D	B (Probable)	1B
<b>Improbable</b>	Almost inconceivable that the event will occur ( $<10^{-8}$ )	E	C (Occasional)	1C
Severity of the Consequence			D (Remote)	1D
Definition Category	Meaning	Value	E (Improbable)	1E
<b>Catastrophic</b>	Could result in one or more of the following: death, permanent total disability, irreversible significant environmental impact or monetary loss equal to or exceeding \$10M.	1	2A	2B
<b>Critical</b>	Could result in one or more of the following: permanent partial disability, injuries or occupational illness that may result in hospitalization of at least three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding \$1M but less than \$10M.	2	3A	3B
<b>Marginal</b>	Could result in one or more of the following: injury or occupational illness resulting in one or more lost work day(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$100K but less than \$1M.	3	4A	4B
<b>Negligible</b>	Could result in one or more of the following: injury or occupational illness not resulting in a lost work day, minimal environmental impact, or monetary loss less than \$100K.	4	4C	4D
			4E	

Risk Assessment Matrix Color Code	
Unacceptable under the existing circumstances.	
Acceptable based upon mitigations.	
Acceptable with senior management approval.	

\*\*\*END\*\*\*



September 27, 2024

To: Executive Board

Subject: **Authorization to Purchase 12 Additional Battery Electric Double-Deck Buses**

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### **Recommendation**

In lieu of the previous purchase of 12 Battery Electric Double Deck buses, authorize the Chief Executive Officer to purchase a total of 24 Electric Double-Deck buses under Contract No. 24-055 with Alexander Dennis for the total amount of Forty-Five Million Four Hundred Twenty-One Thousand Five Hundred Fifty-Four (\$45,421,554), exclusive of California sales and use tax.

### **Analysis**

At the January 26, 2024 Executive Board Meeting, the Board authorized the Chief Executive Officer to purchase 12 battery electric double deck buses. Since that time, Foothill Transit's Fiscal Year 2025 Business Plan and Budget under the life of project #0243 has increased to \$48M, allowing the agency to purchase 12 additional buses.

During the pre-production meeting with Alexander Dennis, changes were made to the bus design to incorporate a second stairwell, new body design, installation of CAD/AVL system and Zonar pre and post trip inspection system to name a few. With these changes, the total price for 24 battery electric double deck is \$45,421,554.

### **Budget Impact**

Funding for the buses is included in a Board approved life of project budget under capital project #0243. Funding will be a combination of federal and state funds, and programmed in the approved Fiscal Year 2025 budget.

Sincerely,

Roland M. Cordero  
Director of Maintenance and Vehicle Technology

Doran J. Barnes  
Chief Executive Director

Joyce Rooney  
Director of Finance and Treasurer

Christopher Pieper  
Director of Procurement



September 27, 2024

To: Executive Board

Subject: **duartEbus Service Agreement No. 18-007 – Option Exercise**

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### **Recommendation**

Authorize the Chief Executive Officer to enter into the second of two three-year options on our Agreement No. 18-007 with the City of Duarte to operate the duartEbus service.

### **Analysis**

In a special partnership with the city of Duarte, Foothill Transit began operation of two fixed route transit lines in the City on April 1, 2019. The lines, numbered Lines 860 and 861, are primarily operated using three 35-foot Proterra E2 extended-range, battery-electric buses (BEBs). These two lines had previously been operated directly by the city for a number of years using diesel fueled buses that by then had reached the end of their useful life.

The duartEbus service is provided through a Memorandum of Understanding (MOU) between Duarte and Foothill Transit. Foothill Transit's transit services provider, Transdev operates and maintains the buses and invoices Foothill Transit for the service that is provided according to the terms of our Agreement No. 23-001-024 with them. Foothill Transit invoices the City of Duarte each month for the amount invoiced by Transdev, with the City retaining the fares collected on the duartE Line 860.

Since the implementation of the service, changes to the service have been identified to meet the needs of the community. In November 2023, the two routes, originally operated were consolidated into a single route 861. This was supplemented with an extension to Foothill Transit's Line 272 service to Mountain Vista Plaza, a transfer point and destination within the City. This adjustment also contributed to the removal of stops where ridership was low and improving the speed to the destinations for riders. As of June 31, 2024, Line 861 had 26,341 customer boardings for FY 2024.

The first three-year option of the MOU with the City expires on October 31, 2024. The second of the three-year options that can be exercised by mutual agreement of the City and Foothill Transit. The City of Duarte wishes to exercise the second three-year option to have Foothill Transit continue to operate service on Line 861 through October 31, 2027, and it is the Foothill



Transit staff recommendation that the Executive Board authorize the CEO to exercise the second three-year option to extend, continuing our innovative partnership with the City of Duarte.

**Budget Impact**

The City of Duarte reimburses Foothill Transit for the cost of service operation as invoiced by Transdev, our transit service provider.

Sincerely,

LaShawn King Gillespie  
Deputy Chief Executive Officer

Doran J. Barnes  
Chief Executive Officer



September 27, 2024

To: Executive Board

Subject: **Authorization to Issue Request for Proposals for Temporary Mobile Refueler**

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### **Recommendation**

Authorize the Chief Executive Officer to issue Request for Proposals (RFP) No. 25-022 for a temporary mobile refueler at the Arcadia/Irwindale Operations and Maintenance Facility.

### **Analysis**

On September 3, 2024, with the Board's approval, Foothill Transit issued RFP 25-001 for design build services for the Arcadia/Irwindale hydrogen fueling infrastructure. The procurement for design build services is a two-step process requiring a Request for Qualifications (RFQ) to establish a pool of vendors qualified to submit responses to the Request for Proposal (RFP). The RFP process involves several procedures and takes several months in determining the successful proposer. The contract award to the successful proposer will occur toward the end of April 2025. With the estimated 14 to 18 months of construction, completion of the hydrogen infrastructure and fueling station is slated during third quarter of 2026.

The 19 New Flyer fuel cell buses will be delivered starting in November 2025 through January 2026, during construction of the hydrogen infrastructure. Upon delivery of each bus, Foothill Transit will perform several acceptance test procedures, which will require the buses to have fuel. Once the buses pass the acceptance testing, they will be available for service. In order to fuel the delivered buses, Foothill Transit will need a temporary mobile refueler.

The temporary mobile refueler will stay for approximately six months, once the hydrogen infrastructure is complete and fully commissioned. If the refueler is operational without any system failures within the six-month period, the temporary mobile refueler will be returned to the supplier.



**Budget Impact**

Funding for the temporary mobile refueler is included in Foothill Transit's FY 2025 Business Plan under capital project No. 0242 Hydrogen Fuel Cell Fueling Infrastructure.

Sincerely,

Roland M. Cordero  
Director of Maintenance & Vehicle Technology

Doran J. Barnes  
Chief Executive Officer

Chris Pieper  
Director of Procurement

Joyce Rooney  
Director of Finance and  
Treasurer





September 27, 2024

To: Executive Board

Subject: **Authorization to Award Sole Source Contract for Bus Router Replacement**

---

### **Recommendation**

Authorize the Chief Executive Officer to enter into a sole source agreement with Avail Technologies, Inc. in the amount of \$2,327,180 for the replacement and support of the Cradle Point Routers on the Foothill Transit fleet.

### **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 project implementation was complex, consisting of design and installation of a complete turn-key CAD/AVL system. This included hardware and software installation of on-board vehicle equipment, back-office dispatch equipment and user interfacing software, which was integrated with other Foothill Transit products. The project life cycle has included installation, testing, training, system, implementation, product support and warranty.

The mobile routers are one of the key components of the system. They transmit data between the buses and the Avail system. They also provide GPS information to other components of the bus such as the cameras and farebox. The routers, Cradle Point IBR 1100, have reached end of life and will no longer be supported by the manufacturer. Therefore, the routers need to be replaced.

Foothill Transit is recommending the purchase of Cradle Point 1900 mobile



routers. They are the latest model available from the manufacturer. In addition to continuity of support from the manufacturer, the latest routers support the 5G cellular network, which will transmit data faster than our current models.

Staff is recommending a sole-source award for the purchase, configuration, and installation of the new routers to Avail Technologies. If approved, this router replacement project will be done as part of another project, which is moving the servers from on-site to cloud hosting. Since the routers are a major component of the Avail CAD/AVL system, awarding to another vendor may result in increased need for engineering, unacceptable delays or substantial duplication costs to both projects. This will also ensure continuity of operations since buses will only need to be pulled out of service once and configured once. Avail Technologies will be responsible for the warranty and support of the new routers.

### **Budget Impact**

The \$2,327,180 cost of the project has been programmed in the Fiscal Year 2025 Capital Budget.

Sincerely,

Joseph Raquel  
Director of Planning and I.T.

Doran J. Barnes  
Chief Executive Officer



September 27, 2024

To: Executive Board

Subject: **Puente Hills Mall Transit Center Update**

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### **Recommendation**

Receive and file the Puente Hills Mall Transit Center Update.

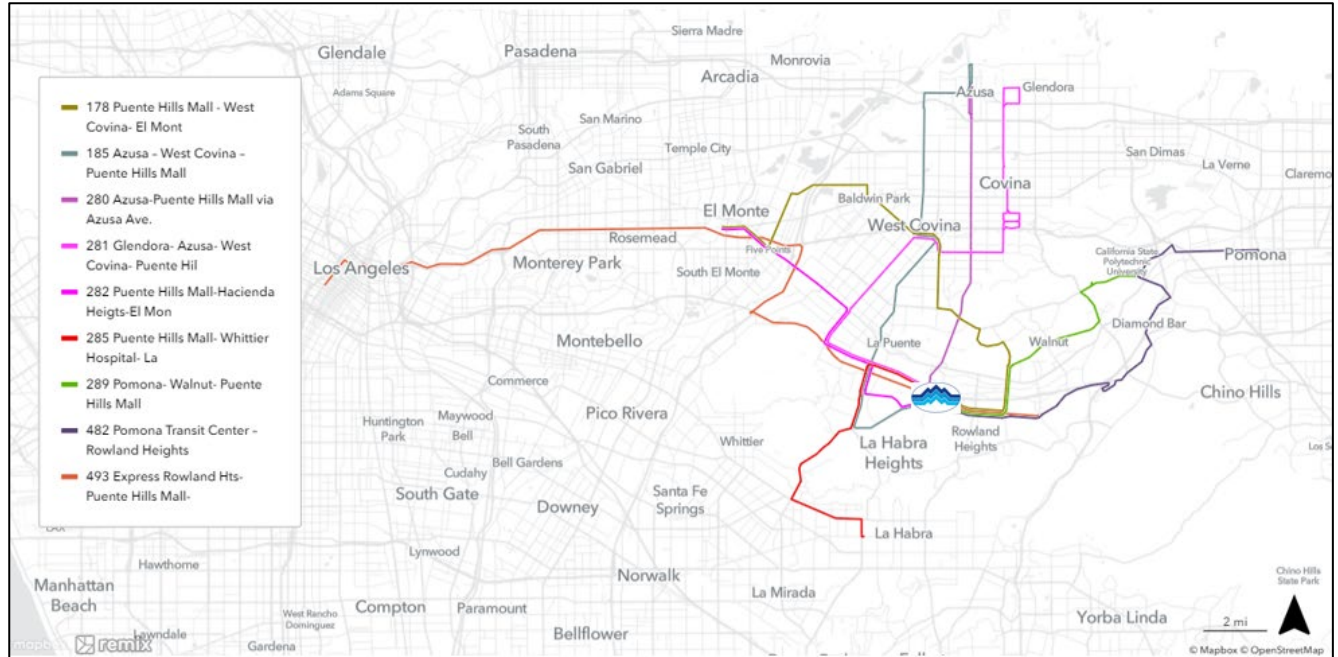
### **Analysis**

The Puente Hills Mall Transit Center (PHMTC) is located at the Puente Hills Mall in the City of Industry. Nine lines, eight local routes and one commuter express line, serve it. PHMTC is one of Foothill Transit's main transfer hubs and the third busiest stop in the system.





Here is a map showing routes serving the Puente Hills Mall Transit Center



Ridership by Stop for FY 2023-2024

Ridership By Stop FY 2023- 2024	
Stop	Ridership
El Monte Station	554,202
Pomona Transit Center	386,915
<b>Puente Hills Mall</b>	<b>207,116</b>
Montclair Transit Center	179,208
West Covina/ California	176,516
Azusa Intermodal	153,727
Union Station	94,956
Mt. SAC Transit Center	86,981
Temple/ South Campus	72,782
Eastland Center	71,319

Foothill Transit leases the location from the mall, paying \$5,000 a month, which includes the stop and space for the buses to layover. The lease ended on August 31, 2024.





Foothill Transit received notification that the mall was sold to RCB Equities in August. The new owners reached out to Foothill Transit indicating their desire to extend the lease for another year at the same rate of \$5,000 a month. The new owners also indicated the desire to keep Foothill Transit at the location including the possibility of a new transit center.

**Budget Impact**

The lease for the Puente Hills Mall Transit Center is programmed in the Fiscal Year 2025 Operations Budget.

Sincerely,

Joseph Raquel  
Director of Planning and I.T.

Doran J. Barnes  
Chief Executive Officer