



Foothill Transit

EXECUTIVE BOARD MEETING

West Covina, CA
Friday, March 28, 2025



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.

EMBRACIVE

We are committed to creating a culture that enthusiastically embraces and supports the active participation of all team members, valuing the unique perspectives and life experiences 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 សូមទាក់ទងការិយាល័យនាយកភ្នាក់ងារប្រតិបត្តិការមន្ទីរស្តីពី (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, MARCH 28, 2025
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

1. CALL TO ORDER
2. ROLL CALL: MEMBERS ALVAREZ, CALAYCAY, MOSS, SHEVLIN, STERNQUIST
3. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER
4. PRESENTATIONS
 - 4.1. Introduction of Foothill Transit Business Partners
5. PUBLIC COMMENT

Public Comment: Any individual may request to address the Executive Board at this time. Public comments are allowed only during the Public Comment portion of the agenda. Speakers may speak only once for up to 3 minutes total time during which they may address both on- and off- agenda items. If there are any public hearings scheduled, individuals will be given an additional opportunity to comment under said items. Speakers are not permitted to yield their time to another speaker. Note: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA.

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

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



8:00 AM, March 28, 2025

2nd Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790

Page 2

CONSENT CALENDAR: Items 6 through 14 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

6. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF DECEMBER 13, 2024 AND STRATEGIC PLANNING WORKSHOP OF FEBRUARY 28, 2025

7. MARCH 2025 PROCUREMENT MONTHLY REPORT

Recommended Action: Receive and file the Procurement Monthly Report for March 2025.

8. FOOTHILL TRANSIT TRAVEL AND EXPENSE REIMBURSEMENT POLICY AND TRANSIT CREDIT CARD POLICY UPDATES

Recommended Action: Approve changes to the Travel and Expense Reimbursement Policy as identified in Attachment A, and authorize the Chief Executive Officer to update the existing Foothill Transit credit card policy to increase the single transaction limit, and authorize new card holders, update credit limits, and revoke Purchase Card privilege for Foothill Transit employees.

9. FINANCIAL STABILITY POLICY FISCAL YEAR 2026 FINANCIAL STRATEGIES

Recommended Action: Approve the annual Financial Stability Policy update to include the FY2026 financial strategies for budget planning.

10. TRANSPORTATION FUND EXCHANGE - CITY OF BRADBURY

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

11. RESOLUTION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM

Recommended Action: Adopt the following resolution: Resolution No. 2025-01: Authorization for the Execution of the Low Carbon Transit Operations Program (LCTOP) Project "Foothill Transit Arcadia/Irwindale Hydrogen Fueling Station" in the amount of \$1,204,013 (Attachment A).

12. RESOLUTION FOR FILING OF FEDERAL TRANSIT ADMINISTRATION APPLICATIONS

Recommended Action: Adopt Resolution No. 2025-02: A resolution authorizing the filing of



8:00 AM, March 28, 2025

2nd Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790

Page 3

applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for federal transportation assistance authorized by Chapter 53 of Title 49 of the United States Code and any other federal statutes administered by the Federal Transit Administration.

13. AUTHORIZATION TO AWARD CONTRACT FOR FLEET AUDITS AND INSPECTIONS

Recommended Action: Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into Contract No. 25-053 with Fleet Maintenance Specialists Inc. in the amount of \$260,100 for three years of bus fleet audits, turnover assessments, and in-plant inspections.

14. AUTHORIZATION TO AWARD SOLE SOURCE CONTRACT FOR BUS AND OPERATIONS RADIO SERVICE

Recommended Action: Authorize the Chief Executive Officer to execute Sole Source Contract No. 25-096 to Fisher Wireless Services, Inc. in the amount of Five Hundred Six Thousand Seven Hundred Sixty Dollars (\$506,760.00) for five years for the back-up radio service on the Foothill Transit fleet of buses and radio communication services used by Foothill Transit Administrative staff.

REGULAR AGENDA:

15. PROPOSED FISCAL YEAR 2026 BUSINESS PLAN INITIATIVES

Recommended Action: Approve the proposed FY2026 Business Plan Initiatives.

16. AUTHORIZATION TO ISSUE REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE CAL POLY POMONA BRONCO MOBILITY HUB

Recommended Action: Authorize the Chief Executive Officer to issue Request for Qualifications for architectural and engineering services for the Cal Poly Pomona Bronco Mobility Hub.

17. ZERO-EMISSIONS PROJECT UPDATE

Recommended Action: Receive and file the update on Foothill Transit's Zero-Emissions Project.



Foothill Transit

Executive Board Meeting AGENDA

8:00 AM, March 28, 2025

2nd Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790

Page 4

18. CHIEF EXECUTIVE OFFICER COMMENT
19. BOARD MEMBER COMMENT
20. ADJOURNMENT



Foothill Transit

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

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

**Friday, December 13, 2024
8:30 a.m.**

DRAFT

1. CALL TO ORDER

The meeting was called to order by Chair Moss at 8:37 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Moss.

3. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Edward Alvarez, Member Corey Calaycay, Member
Cynthia Sternquist, Vice Chair Becky Shevlin, Chair Cory Moss

4. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER

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

5. PRESENTATIONS

5.1. Introduction of Foothill Transit Business Partners

John Curley, Chief of Safety and Security, introduced West Covina
Chief of Police Richard Bell, who addressed the Executive Board.

Doug Gies, Transdev Regional vice President, addressed the Executive
Board.

5.2. Contractors' Employee Recognition

Jeffrey Moore, Outgoing Assistant General Manager and Incoming Assistant General Manager Steve Peoples, Keolis, introduced and recognized the following Pomona location Keolis operator and employee of the month:

Lorenzo Luna - Employee of the Month
Nicole Outley - Operator of the Month

Shawn Chavira, General Manager, Transdev, introduced and recognized the following Arcadia location Transdev operator and employee of the month:

George Ramirez - Employee of the Month
Jorge Alcala - Operator of the Month

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

6. PUBLIC COMMENT

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

CONSENT CALENDAR

The Executive Board took action on a single motion on items 7-10.

7. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF OCTOBER 25, 2024**

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

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

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

The Executive Board received and filed the October 2024 Financial Statements and Investment Summary.

9. **DECEMBER 2024 PROCUREMENT MONTHLY REPORT**

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

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

10. **FISCAL YEAR 2024 ANNUAL COMPREHENSIVE FINANCIAL AUDIT REPORT RESULTS**

Recommendation: Receive and file the Fiscal Year 2024 financial and compliance audit results. The Annual Comprehensive Financial Report (ACFR) including the auditor's opinions and required communication letter has been provided for you as a separate attachment.

The Executive Board received and filed the Fiscal Year 2024 Annual Comprehensive Financial Audit Report Results.

REGULAR AGENDA

11. **FIRST PUBLIC HYDROGEN (FPH)**

Recommendation: Receive and file the report on First Public Hydrogen.

Roland Cordero, Director of Maintenance and Vehicle Technology, introduced Director Alexis Merino, Coordinator Paul Whang, Coordinator Ashley Wegner with First Public Hydrogen (FPH).

Ms. Merino presented an overview of FPH, which is a public-sector utility and joint powers authority (JPA) that bridges the gap between producers and consumers. FPH is a partnership between the City of Lancaster and City of Industry.

FPH and Foothill Transit staff responded to comments and questions regarding green hydrogen, JPA structure, and financial cost to join the JPA.

The Executive Board received and filed the First Public Hydrogen report.

12. **ALLIANCE FOR RENEWABLE CLEAN HYDROGEN ENERGY SYSTEMS (ARCHES) SUBRECIPIENT AGREEMENT**

Recommendation: Authorize the Chief Executive Officer to enter into Phase I Subrecipient Agreement with Alliance for Renewable Clean Hydrogen Energy Systems (ARCHES) Grant Report.

LaShawn King Gillespie, Deputy Chief Executive Officer, presented this item.

Ms. Gillespie presented an overview of ARCHES and Phase I of the Foothill Transit and ARCHES agreement. Foothill Transit was awarded a \$62 million grant for buses and facilities infrastructure.

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

13. **DECEMBER 2024 LEGISLATIVE UPDATE AND ELECTION RESULTS**

Recommendation: Receive and file the December 2024 Legislative Update and Elections Result.

Matthew Nakano, Government Relations Coordinator, presented this item.

Mr. Nakano reviewed the November General Elections results for the federal and state level. He reported that there were a few changes in Foothill Transit's representation.

At the local level he reported that 12 of Foothill Transit's 22 member cities held elections and he reviewed the results for each member city. He also reported that Mt. SAC's Measure V passed, the Foothill Transit Executive Board voted to support this measure in September 2024.

The Executive Board received and filed the December 2024 Legislative Update and Election Results presentation.

14. **LINE 492 PILOT PUBLIC OUTREACH RESULTS**

Recommendation: Recommend that the Governing Board authorize the Chief Executive Officer to adopt the increased frequency of Line 492.
Henry Lopez, Transit Planner, presented this item.

Mr. Lopez presented the results of the public outreach for the one-year pilot

for Line 492. Line 492 has been operating at a 20-minute frequency since April 2024. Ridership on Line 492 has increased 17 percent since implementing the 20-minute frequency in April 2024. He reported that 16 comments were received, all in favor of permanently increasing the frequency to 20-minutes.

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

15. **CAL POLY POMONA MOBILITY HUB PROJECT UPDATE**

Recommendation: Receive and File the Cal Poly Pomona Mobility Hub Project Update.

Sharlane Bailey, Director of Capital Projects and Facilities, presented this item.

Ms. Bailey provided an update on the project and a recap on some of the initiatives that Foothill Transit and Cal Poly have partnered on. She reported that in December 2023, three conceptual site design concepts were completed, and In August 2024, Cal Poly Pomona approved Lot B North Concept 3. Currently, staff is working with the university on a draft license agreement.

Staff responded to comments and questions from the Executive Board regarding the cost estimate for the project and the location of the mobility hub. Member Lloyd thanked the Foothill Transit staff for their work on this project.

The Executive Board received and filed the Cal Poly Pomona Mobility Hub Project Update presentation.

16. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- Girasol Cocina Mexicana has signed the lease for the space at the Covina Transit Center.
- Foothill Transit will be providing shuttle service for the New Year's Day game at the Rose Bowl.



- Foothill Transit has also partnered with the Rose Bowl for a digital ad that will feature the Rose Queen that will be appear in the stadium.
- The next Executive Board and Governing Board meetings are scheduled for January 31, 2025.

17. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Vice Chair Shevlin commended Deputy CEO LaShawn King Gillespie and Director of Maintenance and Vehicle Technology Roland Cordero on their presentation at the San Gabriel Valley Council of Governments ZEV meeting.
- Chair Moss congratulated Member Calaycay on his reelection and wished everyone happy holidays.

18. **ADJOURNMENT**

Adjournment for the December 13, 2024, Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:44 a.m.



Foothill Transit

**STATEMENT OF PROCEEDINGS FOR THE
STRATEGIC PLANNING WORKSHOP OF THE
FOOTHILL TRANSIT EXECUTIVE BOARD**

**CAL POLY POMONA - KELLOGG HOUSE
3801 W. TEMPLE AVE., BLDG. 112
POMONA, CALIFORNIA 91711**

**Friday, February 28, 2025
8:00 a.m.**

DRAFT

1. CALL TO ORDER

The meeting was called to order by Chair Moss at 8:22 a.m.

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Edward Alvarez, Member Corey Calaycay, Member Cynthia Sternquist, Vice Chair Becky Shevlin, Chair Cory Moss

Guests: Member Kaylee May Law (Walnut), Member Dr. John Lloyd (Los Angeles County), Sam Pedroza (Los Angeles County)

3. PUBLIC COMMENT

Ulyses Gontes addressed the Foothill Transit Executive Board.

4. STRATEGIC PLANNING WORKSHOP

Review of Pre-Retreat Executive Board & Staff Assessment

Martin Gombert, Consultant, gave an overview of Executive Board and staff member interviews conducted in February 2025.

Staff provided verbal presentations on the past, current history, and status of the following topics:

- Key Performance Indicators Achievement
- Financial Forecast
- Headwinds (Federal Funding, Sales Tax Revenue, Economy, Litigation)
- Commuter Service

5. **CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
(Government Code § 54956.8)

Property Address/Location: 3801 W. Temple Ave., Lot B North,
Pomona, CA 91768
Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Darold D.
Pieper, G. Kent Woodman, LaShawn King Gillespie
Negotiating Parties: Danny Wu, Executive Director, University Capital
Planning & Transportation
Under Negotiation: Price and Terms

The Executive Board recessed into Closed Session at 10:30 a.m.

The Executive Board reconvened at 10:49 a.m.

General Counsel Darold Pieper reported that there were no reportable actions

6. **CONSIDERATION OF AGREEMENT WITH CALIFORNIA POLYTECHNIC UNIVERSITY POMONA FOR THE BRONCO MOBILITY HUB DEVELOPMENT**

Sharlane Bailey, Director of Capital Projects and Facilities, presented this item.

Motion by Member Calaycay, second by Vice Chair Shevlin, to approve authorizing an agreement with California Polytechnic University Pomona for the Bronco Mobility Hub. Motion carried 5-0

7. **STRATEGIC PLANNING WORKSHOP - CONTINUED**

Staff continued to provide verbal presentations on the past, current history, and status of the following topics:

- 2028 Olympics Request for Buses
- Safety and Security Update
- Foothill Transit Administrative Office Improvements
- Newsletter
- First Public Hydrogen
- SGVCOG Affiliate
- Board Stipend Policy
- West Covina Transit Center
- Fiscal Year 2026 Initiatives



8. **CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

(Gov't Code § 54957)

Title: Chief Executive Officer

The Board recessed into Closed Session at 2:53 p.m.

The Executive Board reconvened at 3:41 p.m.

9. **CLOSED SESSION REPORT**

General Counsel Darold Pieper reported that there were no reportable actions.

10. **ADJOURNMENT**

Adjournment for the February 28, 2025, Foothill Transit Strategic Planning Workshop.

There being no further business, the Foothill Transit Strategic Planning Workshop adjourned at 3:42 p.m.



March 28, 2025

To: Executive Board

Subject: **March 2025 Procurement Monthly Report**

Recommendation

Receive and file the Procurement Monthly Report for March 2025.

Awarded Procurements:

Since the previous Executive Board meeting on December 13, 2025, there has been two awards of agreements over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

- Pulsar Advertising Inc. was awarded Amendment No. 1 to Contract No. 22-054 for advertising buys used in the Fiscal Year 2025 media campaigns. The Independent Cost Estimate for this project was \$130,000. The amendment was finalized as a not-to-exceed amount of \$130,000 for advertising buys without mark-up on direct costs. The amendment price was negotiated based on remaining budgeted media buys in Fiscal Year 2025.
- Stantec Architecture Inc. was awarded Amendment No. 3 to Contract No. 23-048 for architecture and engineering design of building upgrades and modification at the Arcadia-Irwindale Facility to support the use of hydrogen fuel-cell electric buses. The Independent Cost Estimate for this project was \$261,000. The final amendment cost was negotiated and finalized as a not-to-exceed amount of \$247,082.63 including reimbursable expenses.

Upcoming Procurements:

Since the previous Executive Board meeting on December 13, 2025, the Procurement Department has initiated three procurements over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

- Request for Quotations No. 25-024 for assessment, analysis, strategy, planning, and subject matter expertise services to guide the next phases of the Foothill Transit 21st Century Transit Security Project. The Independent Cost Estimate is \$142,753.00 for services related to the Administrative Building, the Arcadia-Irwindale and Pomona Operations and Maintenance Facilities, Azusa Intermodal Transit Center, and



Industry Park & Ride. The solicitation was issued February 24, 2025 with anticipated contract award in April 2025.

- Invitation for Bids No. 25-050 for maintenance and monitoring services of fire alarms at the Administrative Office, Industry Park & Ride, Azusa Intermodal Transit Center, Covina Transit Center parking structure and Covina Transit Center retail building. The Independent Cost Estimate for three years of services at all five locations is \$205,285.22. This solicitation was issued March 10, 2025, with anticipated contract award in June 2025.
- Request for Quotations No. 25-058 for janitorial services at the Foothill Transit's Administrative Office Building and the restroom at the Covina Transit Center. The Independent Cost Estimate for three years of services is \$236,564.07. The solicitation was issued January 16, 2025 with anticipated contract award in late March 2025.

Sincerely,

Lillian Lin
Procurement Manager

Doran J. Barnes
Chief Executive Officer



March 28, 2025

To: Executive Board

Subject: **Foothill Transit Travel and Expense Reimbursement Policy and Transit Credit Card Policy Updates**

Recommendation

Approve changes to the Travel and Expense Reimbursement Policy as identified in Attachment A, and authorize the Chief Executive Officer to update the existing Foothill Transit credit card policy to increase the single transaction limit, and authorize new card holders, update credit limits, and revoke Purchase Card privilege for Foothill Transit employees.

Analysis

Travel and Expense Reimbursement Policy Update

The Foothill Transit Travel and Expense Reimbursement policy was adopted by the Board in March 2011, and was updated in 2015 and 2021. The policy updates documentation procedures, adds business travel reimbursements for the use of public transit fares, taxis, and Transportation Network Companies (TNCs) including tips, surcharge and fees, and allows expense reimbursements for travel security identification programs (i.e., TSA PreCheck® and Clear).

Credit Card Policy Update

In March 2011, the Executive Board authorized the Chief Executive Officer (CEO) to secure Foothill Transit credit cards to be used for necessary travel expenditures for Department Directors and two administrative staff. In June 2014, the policy was revised to allow the purchase of non-travel-related expenses to obtain certain small dollar goods and services. The current policy defines the single limit for all non-travel Purchase Card (PCard) purchases as \$1,500 for a single transaction, unless previously approved by the CEO.

Staff recommends increasing the PCard single purchase limit to \$5,000, unless previously approved by the CEO, to be consistent with industry thresholds. Staff also recommends the CEO shall have the authority to authorize new card holders, update credit limits, and revoke PCard privilege for Foothill Transit employees.



Currently, each credit cardholder is required to sign a credit card acceptance agreement that documents their acknowledgement to comply with the credit card terms and conditions to use the card solely for travel-related and non-travel related expenses and to prepare a monthly expense report reconciliation. All Expense Report Reimbursement forms must be accompanied by receipts for all purchases, and a determination of price reasonableness. The PCard usage will be approved by the CEO or his designee, within 30 days of receipt of the card statement.

The use of the agency credit card as a PCard is an approved industry best practice. The purpose of a PCard is to procure small dollar, non-inventory, non-capital items. Use of the internet to procure goods and services has increased the need for a PCard as many vendors will only accept a credit card as payment. The PCard is not intended to provide a means for Department Directors to circumvent the procurement process. All cardholders are required to comply with Foothill Transit's Procurement Policies and Procedures including using a purchase order and check request when appropriate for the procurement. The FTA regulations 4220.1F identify a micropurchase as any item less than \$10,000.

Some examples of eligible PCard purchases are the following:

- Emergency signage for customer notification of detours, construction notices, etc.
- Safety or security purchases required to solve an immediate issue such as after an earthquake or other disaster or to avoid safety concerns
- Advertising for Requests for Proposals (RFP), Invitations for Bid, digital advertising such as Google, Facebook, Twitter
- Dues, permits, subscriptions and on-line training or webinars (i.e., APTA, WTS, CTA, etc.)
- Software subscription based services and licenses that grant the right to use various Software as a Service (SaaS) programs
- Equipment and supplies required to repair and maintain existing operating equipment (examples include extension cords to provide power for back-up servers or for keyboxes for farebox vaults, camera supplies, storage disks, etc.)



- Computer equipment such as specialized software provided by a single vendor or low dollar replacement equipment that doesn't lend itself to retaining in inventory
- Refreshments for meetings when staff and guests are required to meet for an extended period, such as, RFP interviews, or for special events.
- Special event supplies including Foothill Transit promotional items, appropriate decorations and rental of items when required to create a Foothill Transit exhibit booth
- Employee recognition gift cards or other incentives

The above list is not intended to be all-inclusive but represents the general parameters for acceptable PCard use.

Budget Impact

This recommendation will provide improved procedures for travel reimbursements, and expense procurements for each department budget. Department Directors will identify on the credit card statement the appropriate account to be charged for each item purchased. There is no budget increase anticipated as a result of this recommendation.

Sincerely,

Joyce Rooney
Director of Finance

Doran J. Barnes
Executive Director

Attachment



Foothill Transit

Attachment A

Formatted: Font: Gotham Bold, Not Bold

Travel and Expense Reimbursement Policy

Policy No:	FIN2011-001R 32
Revised:	2/26/21 3/28/25
Page:	1 of 7

Purpose and Background

The purpose of this policy is to promote accountability and timely accounting of financial activity while allowing Foothill Transit Board and Team Members (Team Members) the opportunity to attend meetings and conferences. Foothill Transit Team Members are expected to show good judgment and have proper regard for economy in the course of traveling or entertaining in connection with Foothill Transit business. Any expense for which a Team Member requests reimbursement should be necessary and clearly relate to the conduct of Foothill Transit business.

The following list of expense classification is for information and guidance in determining expenses which are appropriate to travel and entertainment for business-related purposes.

These guidelines are not intended to address every issue, exception, or contingency that may arise in the course of travel. Accordingly, the basic standard that should always prevail is to exercise good judgment in the use and stewardship of Foothill Transit's resources.

Travel and Expense Reimbursement Policy

ADVANCES:

Advances for travel shall be limited to, reasonable meal and miscellaneous expense. When applicable, advances will be paid directly to the Team Member. Team Members will be responsible for requesting an advance with sufficient lead time to be available prior to their departure.

TRANSPORTATION:

Air Travel

Air travel will be actual round-trip fare based on the most direct route. Coach or economy class accommodations shall be utilized when traveling by commercial airlines. All travel arrangements should be made as soon as approval for the trip has been obtained so that the lowest possible fares can be negotiated (preferably three weeks in advance).



Foothill Transit

Attachment A

Formatted: Font: Gotham Bold, Not Bold

Travel and Expense Reimbursement Policy

Policy No:	FIN2011-001R 32
Revised:	2/26/21 3/28/25
Page:	2 of 7

Private Automobile

Long Distance Travel

With specific permission from either the Team Member's Department Director or the Chief Executive Officer, a private automobile may be used for long distance travel and reimbursement approved in an amount not to exceed the appropriate coach or economy class airfare which would have been paid for such travel. Reimbursement will be based on the lower of the actual mileage driven at the current mileage rate in effect by the Internal Revenue Service (IRS) or the appropriate airfare. When driving time exceeds actual flying time, non-exempt staff will not be allowed the use of a private vehicle. The use of a private vehicle requires insurance coverage equal to or in excess of Foothill Transit's insurance requirements with proof on file in the HR Department.

Local Travel

Use of a private automobile for short trips of a business nature will be reimbursed at the current mileage rate in effect by the IRS. Reimbursable mileage incurred on workdays is the net of the total trip mileage less the normal commute mileage. Normal commute mileage is the mileage from the employee's primary residence to the regularly assigned work location and back. The traveler is responsible for providing the commuting "to" and "from" addresses or attaching a [Mapquest-Google Maps](#) reference to the travel expense report for mileage verification. Non-workday mileage is fully reimbursable.

Company Vehicles

The use of Company vehicles is encouraged whenever one is available for business-related travel. Any Eligible Team Member who does not have a company vehicle assigned to them can sign out a vehicle. If a company vehicle is not available, a private automobile may be used.

Vehicle Rentals

Expenses for such transportation may be authorized where such conveyance is reasonable and necessary to conduct Foothill Transit business. When possible, advance reservations are to be made to assure the lowest rate. Automobile rentals must be approved in advance by the employee's department director or Chief Executive Officer and receipts



Foothill Transit

Attachment A

Formatted: Font: Gotham Bold, Not Bold

Travel and Expense Reimbursement Policy

Policy No:	FIN2011-001R 32
Revised:	2/26/21 3/28/25
Page:	3 of 7

must be provided to obtain reimbursement. Only mid-size vehicles or vehicles with an equivalent rental rate will be authorized. The use of airport and hotel shuttles is strongly encouraged when traveling out of town, instead of vehicle rental when practicable and more cost efficient.

Garage and Parking Expenses

When on Foothill Transit business, charges for parking private and Foothill Transit vehicles will be reimbursed. Receipts for such expenses must be submitted with a request for reimbursement. When traveling, the expense of long-term airport parking should be weighed against the cost of airport shuttle service.

Transportation Network Company (TNC)/Rideshare/Taxi/Public Transit Fares

Formatted: Underline

Team Members incurring TNC, taxi, or public transit expenses for approved business travel will be reimbursed for the full fare amount including tips, surcharge, and fees. Travel must be directly related to business activities and supported by itemized receipts or electronic fare confirmations. When multiple transportation options are available, employees should select the most cost-effective and practical mode. Any deviation or alternative arrangement should be pre-approved by the Team Member's Department Director or the Chief Executive Officer.

LODGING:

Expenses will be allowed for adequate and appropriate lodging when traveling. Hotel accommodations should be appropriate to the purpose of the trip, and when possible should be secured at commercial rates. Receipts for lodging must be returned to Travel Coordinator when paid directly by Foothill Transit or provided with Expense Report Reconciliation for credit card reconciliation or to obtain reimbursement, if applicable. Personal expenses while traveling on Foothill Transit business will not be reimbursed unless unusual circumstances dictate, e.g. movies and entertainment are not allowable.

Although strongly discouraged, Foothill Transit may pay the cost of lodging within the Los Angeles region at the discretion of the Chief Executive Officer for one or more of the following reasons:



Foothill Transit

Travel and Expense Reimbursement Policy

Policy No:	FIN2011-001R 32
Revised:	2/26/21 3/28/25
Page:	4 of 7

- Special training, meeting, or professional development seminar begins at an unusually early hour or ends at an unusually late hour;
- Distance between the attendee's residence and the site is unusually great;
- Other compelling reason acceptable to the Chief Executive Officer.

The Los Angeles region is defined as Los Angeles County and the counties contiguous to its borders. Travel is defined as a destination farther than a fifty (50) mile radius of either the traveler's primary residence or regularly assigned worksite, whichever is closer, and/or overnight lodging is requested.

MEALS:

Reasonable expenses for meals may be authorized when traveling or entertaining as required by official duties. Team Members traveling on Foothill Transit business shall be entitled to reimbursement of expenses incurred for meals not to exceed breakfast, lunch and dinner in any one day (12:01 AM - 12:00 midnight). Receipts for meals must be provided to obtain reimbursement for actual expenditures. The receipt should be itemized and dated with the total shown, including tips.

Team Members on extended travel (five or more consecutive days) will have the option to receive per-diem expense reimbursements based on the Office of U.S. General Services Administration (GSA) established per-diem rates. The rate will be determined prior to the trip departure and is comprised of two factors, lodging and meals and incidental expenses. The Team Member along with the department director and Chief Executive Officer will establish the appropriate per-diem rate based on the GSA. The per diem rate will be for meals and incidental expense when the lodging has been pre-paid by Foothill Transit.

Team Members who, during the normal course of performing their duties, provide meals for representatives of governmental agencies or other persons doing business with the agency in order to most effectively execute their responsibilities, may be authorized reimbursement for the expense of such meals. A copy of the bill or credit card or other receipt



Foothill Transit

Attachment A

Formatted: Font: Gotham Bold, Not Bold

Travel and Expense Reimbursement Policy

Policy No:	FIN2011-001R 32
Revised:	2/26/21 3/28/25
Page:	5 of 7

for the meal(s) must include a description of the purpose of the meal and the participants when submitted for reimbursement.

OTHER COSTS:

Tips and Gratuities

Reasonable expenses for tips are allowable for meals, hotel and transportation purposes.

Registration Fees

Fees charged for registration at any convention or meeting will be reimbursed when attendance is authorized.

Travel Security Identification Program Fees

Foothill Transit Board and Team Members who travel for Foothill Transit business four (4) or more times per year are eligible to be reimbursed for Transportation Security Administration (TSA) PreCheck® and/or CLEAR fees.

Formatted: Underline

Formatted: Underline

Formatted: Font: Gotham Book

Reimbursement is available only for actual out-of-pocket expenses incurred by the employee. If TSA PreCheck® or CLEAR membership fees are covered by a personal credit card benefit or any other third-party program, reimbursement will not be provided. Proof of payment must be submitted with the reimbursement request.

Formatted: Font: Gotham Book, 12 pt

Formatted: Normal (Web), Indent: Left: 0.25", Space After: 0 pt, Line spacing: single

Telephone and Internet:

Telephone, internet and telefax expenses may be incurred for the conduct of business by Team Members traveling in conjunction with their official capacities. Additionally, reasonable calls to the place of residence when out of the area on travel will be reimbursed. Prepaid phone cards are strongly encouraged especially for extended periods of travel, which can greatly reduce phone costs. Personal phone calls will be limited to five dollars per night of lodging.

It is the policy of the Foothill Transit that no Team Member shall sustain personal monetary loss as a result of duties performed in the service of Foothill Transit. However, all expenditures and requests for reimbursement



Foothill Transit

Attachment A

Formatted: Font: Gotham Bold, Not Bold

Travel and Expense Reimbursement Policy	Policy No:	FIN2011-001R 32
	Revised:	2/26/21 3/28/25
	Page:	6 of 7

shall logically relate to the conduct of business and shall be necessary to accomplish the purposes of such business.

EXPENSE TRACKING & REPORTING:

All reasonable and necessary expenses required to complete your work will be reimbursed. The accounting/reconciliation of these expenses will be done using the Expense Report Reconciliation form.

The completed and approved Expense Report Reconciliation form is due with all receipts, documentation, and any amount due Foothill Transit from an advance to the Finance department ~~seven-thirty~~ (30) days after returning from a trip/conference or incurring an expense. It is understood that staff may elect to hold several small expenditures (items less than \$25) before requesting reimbursement. In the event an Expense Reports Reconciliation is outstanding where an advance was authorized future advances will not be processed/authorized.

Selected Team Members may receive Foothill Transit (company) credit cards to be used for travel-related expenditures that can be charged to the credit card. These individuals will not have an option to request an advance. Monthly credit card statements with detailed activity and a balance due will be sent to them which will require the preparation of an Expense Report Reconciliation form to adequately report the expenditures and process the payment due. Misuse of credit cards including late processing of payment due will be subject to discipline up to and including termination.

Changes to traveler's itinerary that increase cost after confirmation of airfare, lodging and or rental car, for purely personal reasons will be the responsibility of the traveler.

Revision History:

Adopted March 25, 2011

Effective March 25, 2011



Foothill Transit

Attachment A

Formatted: Font: Gotham Bold, Not Bold

Travel and Expense Reimbursement Policy	Policy No:	FIN2011-001R 32
	Revised:	2/26/21 3/28/25
	Page:	7 of 7

Revised August 28, 2015 – Revised to reflect allowable circumstances for overnight lodging within Los Angeles region

Revised February 26, 2021 – Revised to clarify personal automobile mileage reimbursement

Revised March 28, 2025 – Revised to include TNC/rideshare/taxi travel, Security Identification Program fees, and expense tracking and reporting procedures



March 28, 2025

To: Executive Board

Subject: **Financial Stability Policy Fiscal Year 2026 Financial Strategies**

Recommendation

Approve the annual Financial Stability Policy update to include the FY2026 financial strategies for budget planning.

Analysis

Foothill Transit has an important responsibility to the taxpayers of Los Angeles County to prudently manage its long and short-term finances. In time of economic change and uncertainty, it is especially important for Foothill Transit to ensure its ability to deliver safe, quality and reliable transportation services that are based upon a strong and stable financial foundation.

The subsidy revenue for FY2026 (local and state sales taxes) is forecasted to decrease when compared to the FY2025 adopted funding marks for the region. Fare revenues are predicted to increase slightly due to the ridership increases.

The Financial Stability policy was adopted by the Foothill Transit Board in February 2016 to ensure that Foothill Transit financial policies are based upon Generally Accepted Accounting Principles and promulgated by the Government Accounting Standards Board. Every three years, the Federal Transit Administration and the Los Angeles Metropolitan Transportation Authority, on behalf of the State of California Transportation Development Act (TDA) requirements, perform audits to determine among other things, if we are following our published, Board adopted policies.

The adopted policy is updated annually to provide management with a framework for developing the upcoming year's budget and other longer-range financial plans and establishing future business targets for management to achieve.

The policy includes goals, annual financial strategies, and general fiscal policies. Each year staff will bring the annual financial strategies to the Executive Board for review and approval.



FY2025/FY2026 Financial Strategies

- S1. Adjust bus operating expenses as needed in accordance with agreed-upon contractual increases in existing operating contracts and to include changes in pricing resulting from contract award for Arcadia/Irwindale operating and maintenance contract.
- S2. Adjust fuel expenses to reflect FY2025 economic changes and increasing CNG fuel prices; continue to transition bus operating expenses to reflect the operational change from traditional fueling methods to increased hydrogen fuel cell operations.
- S3. Closely monitor actual revenue receipts to ensure that deviations from current assumptions can be addressed promptly.
- S4. Implement service changes to improve service efficiency, maintain and increase ridership, and maintain revenues included in the Governing Board adopted Business Plan.
- S5. Adopt an annual budget which includes allocation to capital programs adequate to meet annual baseline funding for projects and programs which are essential to ensure system performance and safety and meet the requirements of the approved Transit Asset Management Plan.
- S6. Pursue grant funding for operating activities and capital projects pursuant to the priorities adopted by the Governing Board in the annual Business Plan.
- S7. Pursue favorable investment strategies for reserved funds to ensure Board adopted priorities of 1) safety, 2) liquidity, and 3) financial gain.

Financial Impact

This FY2026 policy update will set the framework for the annual budget development. Specific service and fare changes, operating cost adjustments, and new capital projects will be brought to the Board as part of the proposed Business Plan.

Sincerely,

Joyce Rooney
Director of Finance

Doran J. Barnes
Chief Executive Officer

Attachment (Financial Stability Policy)



Foothill Transit

Financial Stability Policy	Policy No:	FIN2016-001R109
	Revised:	03/289/20254
	Page:	1 of 9

Policy Statement

Foothill Transit has an important responsibility to the taxpayers of Los Angeles County to prudently manage its long and short-term finances. In times of economic change and uncertainty, it is especially important for Foothill Transit to ensure its ability to deliver safe, quality and reliable transportation services that are based upon a strong and stable financial foundation.

The Financial Stability Policy is divided into three sections: Goals, Strategies, and General Fiscal Policies. The purpose of the policy is to ensure that Foothill Transit prudently manages its financial affairs, establishes appropriate cash reserves, if debt is necessary, ensures that the debt assumptions are based on financial parameters similar to or more conservative than those that would be placed on Foothill Transit by the financial marketplace, and to provide management with a framework for developing the upcoming year's budget and other longer range financial plans and establishing future business targets for management to achieve.

Financial Goals

- G1. Provide safe and secure transportation services on Foothill Transit's bus system as the top priority.
- G2. Maintain an operating and capital financial base that is sufficient to deliver safe, quality, transportation improvements and bus service efficiently and cost-effectively, to meet the levels of demand.
- G3. Continuously strive to improve productivity.
- G4. Establish and maintain an operating fund balance sufficient to ensure that Foothill Transit can adjust to economic downturns, extraordinary cost increases and other financial emergencies.
- G5. Maintain the highest possible credit rating and reputation for prudent financial management.



Foothill Transit

Financial Stability Policy	Policy No:	FIN2016-001R 109
	Revised:	03/2 89 /202 54
	Page:	2 of 9

FY202~~45~~-FY202~~65~~ Financial Strategies

- S1. Adjust bus operating expenses as needed in accordance with agreed-upon contractual increases in existing operating contracts and to include changes in pricing resulting from contract award for the Arcadia/Irwindale operating and maintenance contract.
- S2. Adjust fuel ~~expenditures~~ expenses to reflect FY202~~54~~ economic changes and ~~stabilization of~~ increasing CNG fuel prices; transition bus operating expenses to reflect the operational change from traditional fueling methods to increased hydrogen fuel cell operations.
- S3. Closely monitor actual revenue receipts to ensure that deviations from current assumptions can be addressed promptly.
- S4. Implement service changes to improve service efficiency, maintain and increase ridership, and maintain revenues ~~and included in the~~ Governing Board adopted Business Plan.
- S5. Adopt an annual budget which includes allocation to capital programs adequate to meet annual baseline funding for projects and programs which are essential to ensure system performance and safety and meet the requirements of the approved Transit Asset Management Plan.
- S6. Pursue grant funding for operating activities and capital projects pursuant to the priorities adopted by the Governing Board in the annual Business Plan.
- S7. Pursue favorable investment strategies for reserved funds to ensure Board adopted priorities of 1) safety, 2) liquidity, and 3) financial gain.

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight



Foothill Transit

Financial Stability Policy	Policy No:	FIN2016-001R 109
	Revised:	03/2 89 /202 54
	Page:	3 of 9

General Fiscal Policies

- F1. Complete and accurate accounting records shall be maintained in accordance with Generally Accepted Accounting Principles as promulgated by the Government Accounting Standards Board. -The fiscal year-end for financial reporting purposes shall be June 30.
- F2. An independent certified public accounting firm shall perform an examination of Foothill Transit's consolidated financial statements on an annual basis. -The goal is to receive an unqualified opinion on the financial statements and an opinion that Foothill Transit is in compliance with Federal Single Audit, State and Local reporting requirements in all material respects and to receive the Government Finance Officers Association (GFOA) award for excellence in financial reporting.
- F3. Funds shall be invested within the guidelines of the Executive Board's approved investment policy and in compliance with applicable state law.
- F4. Revenues received during a fiscal year that are in excess of the revenue budget for that year shall be reported as unrestricted, designated fund balances which may only be expended pursuant to Governing Board authorization. -Such funds are generally available for appropriation in a subsequent budget cycle.
- F5. Financial control procedures are set up to track actual expenditures and revenue comparing these with the budget for federally funded projects in the General Ledger and Project Status Reports monthly and quarterly for the Federal Financial Report (FFR). Project expenditures and revenues are tracked by distinct project code and funding code references comparing the actual numbers to the grant budget by activity line item (ALI) on a monthly basis. Analysis is performed on variances between actual and budget explaining the reasons for differences; adjustments are made, if necessary. For timely closeout of the grant, expenditures and revenues reports are reconciled with FTA grant fund activities by ALI on a monthly basis to monitor the grant remaining balances. The federal funding ratio for federal and local matching funds are reviewed monthly to ensure compliance with the grant application requirements.



Foothill Transit

Financial Stability Policy	Policy No:	FIN2016-001R109
	Revised:	03/289/20254
	Page:	4 of 9

F6. The annual budget establishes the legal level of appropriation. -The budget shall include operating and capital components and full-time equivalent personnel necessary to implement the policy direction contained in the Annual Business Plan.

Budget Basis

Foothill Transit is a single entity for budgeting and accounting purposes. Annual budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP) for all governmental and proprietary funds except that depreciation and amortization are not budgeted. -The Governmental Accounting Standards Board (GASB) defines a fund as a “fiscal and accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.”

Foothill Transit operates with a single fund known as an Enterprise Fund. The Enterprise Fund is considered a proprietary fund. -The fund is accounted for using the accrual basis of accounting, meaning revenue is recognized when it is earned and expenses are recorded when incurred.

Budget Process, Policies and Procedures

The annual budget, as adopted by the Governing Board, is the legal authority to obligate and spend funds and to hire employees. -It includes all operating, capital and debt service (when applicable) requirements of Foothill Transit for the fiscal year, July 1st to June 30th. -The annual budget is comprised of an operating budget and capital program and includes the total of full-time equivalent (FTEs) personnel required to deliver the budgeted activities.

Foothill Transit operates with an Enterprise Fund which includes all business-type activities such as bus operations and capital projects. -The operating



Foothill Transit

Financial Stability Policy	Policy No:	FIN2016-001R109
	Revised:	03/289/20254
	Page:	5 of 9

budget provides a summary of planned revenues and expenses for the fiscal year for Foothill Transit services and programs including the following:

- All revenue and expenditure/expense assumptions and projections
- Revenue service hours and miles of bus service
- Operation and maintenance of transit stores
- Total number of Board approved FTEs

The operating budget includes bus operations and special services, property management activities and agency administration.

Operating Budget

The annual operating budget is developed on the basis of the combination of two budget methodologies. -Continuation level budgeting is used to develop the funding and resources necessary to sustain critical operating, special programs and previously approved capital projects. -Foothill Transit uses zero-based budgeting methodology to determine resources of new programs and capital projects as well as general and administrative expenses. Foothill Transit's chart of accounts is reviewed and supplemented on an as-needed basis. -The Finance Department monitors revenues and budget expenditures throughout the fiscal year.

Budget detail is a management plan for financial activity and is prepared at the fund, project, department, and account level. -The Board approved legal level of control is at the fund level.

Total annual expenditures cannot exceed the final appropriation adopted by the Governing Board except for the capital budget, where appropriations are approved on a life-of-project basis. -During the fiscal year, changes in law, economic conditions and emergencies can have an impact on budget authority. Spending authority may be increased or decreased throughout the fiscal year as unanticipated situations arise. -Management may make revisions within operational and project budgets only when there is no net dollar impact to the total appropriations at the fund level. -As such, the Chief Executive Officer can approve administrative revisions, including FTE



Foothill Transit

Financial Stability Policy	Policy No:	FIN2016-001R 109
	Revised:	03/2 89 /202 54
	Page:	6 of 9

changes, to the financial plan if changes are consistent with the fund appropriation.

Foothill Transit's source of authority to make changes is rooted in disclosure on financial policy as stated in Foothill Transit's Annual Comprehensive Financial Report (ACFR) where reference to the legal level of authority is at the fund level so that staff has the ability to make changes within that legal authority.

Capital Program Budget

The capital budget process is integrated into the annual budget process. The capital budget includes all capital program activities associated with bus acquisition, bus capital improvements, facility construction and other capital improvements such as information technology enhancements. -The Governing Board approves a capital project as part of the annual budget adoption; it authorizes the schedule and total expenditures over the life of the project.

Appropriations for the capital budget are approved on a life-of-project basis and thus, do not lapse at the end of the fiscal year. -Providing flexible funding over the life of a project authorizes staff to re-appropriate unexpended revenues and expenses from the prior year.

The capital program budget (CP) is adopted on a life-of-project basis. -Thus, annual re-appropriations are not required. -Changes to the life-of-project budget for any project whose life-of-project budget is over \$1 million must be approved by the Governing Board. -The CP budget process is completed as part of the annual budget process. -Project managers analyze the status of their funded projects (reforecasting schedules, costs, etc.) They also submit new projects for consideration through the CP process in the third quarter of the current fiscal year.

The CP budget process includes the following:



Foothill Transit

Financial Stability Policy	Policy No:	FIN2016-001R109
	Revised:	03/289/20254
	Page:	7 of 9

- Determines which prior year projects will not be completed as scheduled in the current fiscal year;
- Identifies new requirements or projects since the adoption of the prior CP, including changes to the life-of-project budget;
- Authorizes capital projects and associated funding plans;
- Estimates the operating impact of the capital investment, including cost increases.

The CP budget is developed based on criteria established in the Transit Asset Management (TAM) Plan. The TAM plan is designed to ensure that all assets meet the State of Good Repair requirements. Projects are included based on project rankings, project readiness, available agency resources, and funding. Project managers gather project information (current and new projects) and submit the information to Finance in the third quarter of the current fiscal year. Finance assembles the proposed projects and submits to Executive Management. Executive Management reviews the list of recommended capital projects and further prioritizes the projects to match available revenues.

Federal Funds:

Eligible expenditures and revenues are coded by distinct project codes and funding codes in the general ledger and project status reports and are reconciled with the corresponding activities in the FTA grant by Activity Line Item (ALI) on a monthly basis. All expenditures are reviewed and approved by 1) the Project Manager, 2) the Accountant who prepares the project status report, and 3) the Controller who approves the payment. The eligible expenditures are paid as they become due for payment and on a monthly basis they are claimed for reimbursement in ECHO. These FTA grant activities are reported in the Federal Financial Report (FFR) as cash receipts and cash disbursements quarterly.



Foothill Transit

Financial Stability Policy	Policy No:	FIN2016-001R109
	Revised:	03/289/20254
	Page:	8 of 9

Grant Administration:

Financial records, such as the General Ledger and Project Status Reports, are coded by project number. -Federal and local matching funds are prepared by finance staff and reviewed by the Controller every month and the numbers are used to enter the data on the FFR on a quarterly basis. The data in the FFRs are prepared on a quarterly basis by the finance staff then compared and validated with the progress report prepared by the project manager which is the basis of the quarterly MPRs.

Purchase orders/contracts are input into the financial information system as the total amount of obligation. -Each invoice is deducted as it is paid; the monthly encumbrance report shows unliquidated obligations. -Retention is recorded as "retention payable". -All information is tracked and visible in the financial information system.

The status and progress of the project are obtained from the project manager and are compared to the previously scheduled deliverables. -Unexpected delays and reasons for delays are included in the MPRs. -Finance staff reviews the FFRs and MPR quarterly and ensures that grants are closed-out promptly within 90 days after all activities in the FTA grant are complete.

Finance staff ensures all eligible FTA revenues and expenditures are properly recorded and drawn down in ECHO and comply with 2 CFR 200, Subpart E, and all deliverables in the Milestone Progress Reports (MPR) are fully completed. -Within 90 days after all activities are completed, the FTA grant is closed out in TrAMS.

In the event that Foothill Transit provides FTA financial assistance to a subrecipient, Finance staff will ensure that all cash payments comply with 2 CFR 200.305.

Revision History:

Adopted February 27, 2016

Effective February 27, 2016

Revised February 23, 2018



Foothill Transit

Financial Stability Policy	Policy No:	FIN2016-001R109
	Revised:	03/289/20254
	Page:	9 of 9

Revised March 29, 2019
Revised January 31, 2020
Revised April 24, 2020
Revised December 18, 2020
Revised March 26, 2021
Revised March 25, 2022
Revised April 25, 2023
Revised March 29, 2024
Revised March 28, 2025

Formatted: Left



March 28, 2025

To: Executive Board

Subject: **Transportation Fund Exchange – City of Bradbury**

Recommendation

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

Analysis

The City of Bradbury has \$82,250.39 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 Bradbury with \$61,687.79 of available general use funds. Proposition A Transportation Local Return funds may only be used for transportation-related expenditures. On February 18, 2025, the Bradbury City Council approved the Fund Trade agreement.

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).

Budget Impact

Foothill Transit will benefit from this exchange by receiving a net gain of \$20,563 more than our contribution. The City of Bradbury 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



March 28, 2025

To: Executive Board

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

Recommendation

Adopt the following resolution:

Resolution No. 2025-01: Authorization for the Execution of the Low Carbon Transit Operations Program (LCTOP) Project “*Foothill Transit Arcadia/Irwindale Hydrogen Fueling Station*” in the amount of \$1,204,013 (Attachment A).

Analysis

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

With the Board’s authorization, Foothill Transit will request capital funds to support the Arcadia/Irwindale facility hydrogen fuel station project. The proposed project for LCTOP will support the fueling of Foothill Transit hydrogen fuel cell buses.

Attachment A is the proposed resolution for authorization for the execution of the certifications and assurances and authorized agent forms for this LCTOP project.



Budget Impact

This resolution will enable Foothill Transit to submit an allocation request in the amount of \$1,204,013, which will partially fund the Arcadia/Irwinwale hydrogen fueling station.

Sincerely,

Joyce Rooney
Director of Finance

Doran J. Barnes
Chief Executive Officer

Jorge Quintana
Budget and Grants Manager

Board Resolution

RESOLUTION #2025-01

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

“Foothill Transit Arcadia/Irwindale Hydrogen Fuel Station Project” in the
Amount of \$1,204,013

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

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

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

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

WHEREAS, Foothill Transit wishes to delegate authorization to execute these documents and any amendments thereto to Joyce Rooney, Director of Finance; Jorge Quintana, Budget and Grants Manager; John Xie, Controller.

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

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

NOW THEREFORE, BE IT FURTHER RESOLVED that Joyce Rooney, Director of Finance; Jorge Quintana, Budget and Grants Manager; John Xie, Controller be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Foothill Transit that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY2024-2025 LCTOP funds for \$1,204,013:

Project Name: *Foothill Transit Arcadia/Irwindale Hydrogen Fueling Station*

Short description of project:
Foothill Transit will construct a hydrogen fueling station to fuel the hydrogen cell buses providing zero-emission transit service.

Amount of LCTOP funds requested: \$1,204,013

Benefit to a Priority Populations: Operating zero-emission hydrogen fuel cell buses benefit the disadvantaged communities within the Foothill Transit service area. Furthermore, operating zero-emission hydrogen fuel cell buses provides greater mobility and increased access to clean transportation for disadvantaged community residents.

Amount to benefit Priority Populations: \$1,204,013

Adoption: PASSED AND ADOPTED at a meeting of the Executive Board held on March 28, 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

Cory Moss, Chair

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

ATTEST:
Christina Lopez, Board Secretary

By:_____
Darold Pieper, General Counsel

By:_____
Board Secretary



March 28, 2025

To: Executive Board

Subject: **Resolution for Filing of Federal Transit Administration Applications**

Recommendation

Adopt Resolution No. 2025-02: A resolution authorizing the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for federal transportation assistance authorized by Chapter 53 of Title 49 of the United States Code and any other federal statutes administered by the Federal Transit Administration.

Analysis

In August 1992, Foothill Transit Zone adopted a one-time authorizing resolution for filing grant applications with the United States Department of Transportation. The 1992 resolution was updated in 2014 to reflect the name of the organization as Foothill Transit and to reaffirm that the authority granted by the 1992 resolution will continue to remain in full force. In 2016, the resolution was revised to reflect a modification to the process by which payment requests from grant awards.

The Authorizing Resolution has been revised to reflect the designated official's title and to reaffirm the authority granted by the 1992 resolution will continue to remain in full force. The proposed resolution for authorization for filing federal grant applications is included as Attachment A.

Sincerely,

Darold Pieper
General Counsel

Doran J. Barnes
Chief Executive Officer

RESOLUTION NO. 2025-02

**A RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS WITH
THE FEDERAL TRANSIT ADMINISTRATION, AN OPERATING
ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF
TRANSPORTATION, FOR FEDERAL TRANSPORTATION ASSISTANCE
AUTHORIZED BY CHAPTER 53 OF TITLE 49 OF THE UNITED STATES
CODE AND ANY OTHER FEDERAL STATUTES ADMINISTERED BY THE
FEDERAL TRANSIT ADMINISTRATION**

The Executive Board of Foothill Transit does resolve as follows:

1. Findings. The Executive Board hereby finds and declares the following:

A. The Federal Transit Administration has been authorized to award federal financial assistance to support public transportation projects under 49 U.S.C. Chapter 53.

B. Grants or cooperative agreements for federal financial assistance will impose certain obligations upon Foothill Transit and may require Foothill Transit to provide the non-Federal share of transportation-related expenses supported with federal financial assistance.

C. Foothill Transit is legally authorized under Federal, state, or local law to apply for and receive Federal assistance.

D. Foothill Transit has received authority from the Designated Recipient to apply for and receive Urbanized Area Formula Program assistance authorized by 49 U.S.C. 5307.

E. Foothill Transit is required to provide certain certifications and assurances to the Federal Transit Administration at least annually.

2. Action. The Executive Board of Foothill Transit hereby resolves that:

A. The Chief Executive Officer or designee is authorized to execute and file an application for Federal assistance on behalf of Foothill Transit with the Federal Transit Administration for federal assistance authorized by 49 U.S.C. Chapter 53, title 23, United States Code or any other Federal statutes authorizing activities administered by the Federal Transit Administration.

B. The Chief Executive Officer or designee is authorized to execute and file with the Federal Transit Administration the annual certifications and assurances and other documents the Federal Transit Administration requires before awarding a federal assistance grant or cooperative agreement.

C. The Chief Executive Officer is authorized to execute the grant and cooperative agreements with the Federal Transit Administration on behalf of Foothill Transit.

D. The Chief Executive Officer or designee is authorized to draw payments against available grant funding using the ECHO web system or other Federal Transit Administration automated application used to request payments from grant awards.

3. **Adoption.** PASSED AND ADOPTED at a meeting of the Executive Board held on March 28, 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

Cory Moss, Chair

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

ATTEST:
Doran J. Barnes, Chief Executive Officer

By:_____
Darold Pieper, General Counsel

By:_____
Doran J. Barnes, Chief Executive Officer

Certification

The undersigned duly qualified Secretary, acting on behalf of Foothill Transit, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Executive Board held on March 28, 2025.

Christina Lopez, Secretary

Date



March 28, 2025

To: Executive Board

Subject: **Authorization to Award Contract for Fleet Audits and Inspections**

Recommendation

Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into Contract No. 25-053 with Fleet Maintenance Specialists Inc. in the amount of \$260,100 for three years of bus fleet audits, turnover assessments, and in-plant inspections.

Analysis

On January 9, 2025, IFB 25-053 was issued to vendors using the agency's e-procurement platform PlanetBids. Potential bidders were given the opportunity to submit questions and requests for addenda. A total of four bids were received on February 12, 2025. The lowest price responsive and responsible bidder was determined to be Fleet Maintenance Specialists Inc. The other bids and their prices are as follows:

Vehicle Technical Consultants - \$363,200

Capitol Government Contract Specialists - \$502,648

Southeast Transit Services LLC - \$1,011,875

Fleet Maintenance Specialists Inc. personnel have over 45 years' experience in the transit fleet maintenance and consulting business. This includes operations contractor turnover audits, inspections of El Dorado, BYD, Proterra, and NABI buses, and audit services of Foothill Transit's fleet for more than five years. Fleet Maintenance Specialist, Inc. is located in Murrieta, CA and have staff who reside in Anniston, AL who can perform in-plant inspections at New Flyer's Anniston plant.



The audit services to be performed by Fleet Maintenance Specialists, Inc. are as follows:

Quarterly Fleet Audits

In ensuring the fleet is properly maintained, the contractor will conduct periodic partial fleet maintenance audits on 30 selected vehicles at each of Foothill Transit's facilities, two to four times per year.

Perform a physical inspection of each randomly selected vehicle to verify that its cosmetic appearance and mechanical conditions meets Foothill Transit's standards.

Turnover Fleet Audits

As part of an operations contract change or turnover, the contractor will perform an inspection of each vehicle assigned to the facility being audited to certify that the current cosmetic appearance, cleanliness, safety, and mechanical conditions of each vehicle meets or exceeds Foothill Transit standards.

In-Plant Inspections

The Federal Transit Administration requires that an In-Plant Inspection be performed on purchases of revenue service rolling stock with a contract amount that exceeds \$100,000 conduct a Buy America pre-award and post-award audit. Included in that requirement is to have an on-site resident inspector to monitor the production process to verify compliance with final assembly requirements identified in the Buy-America pre-award audit. The Fleet Audit Inspector would provide this service on behalf of Foothill Transit

Budget Impact

Funding for the quarterly fleet audits and turnover inspection are included in the Maintenance and Vehicle Technology department's operating budget while the resident inspector is funded under Capital Project No. 0229 in the approved Fiscal Year 2025 Business Plan and Budget.

Sincerely,

Roland M. Cordero
Director of Maintenance and Vehicle Technology

Doran J. Barnes
Chief Executive Officer

Joyce Rooney
Director of Finance



March 28, 2025

To: Executive Board

Subject: **Authorization to Award Sole Source Contract for Bus and Operations Radio Service**

Recommendation

Authorize the Chief Executive Officer to execute Sole Source Contract No. 25-096 to Fisher Wireless Services, Inc. in the amount of Five Hundred Six Thousand Seven Hundred Sixty Dollars (\$506,760.00) for five years for the back-up radio service on the Foothill Transit fleet of buses and radio communication services used by Foothill Transit Administrative staff.

Analysis

Foothill Transit provides back-up radio service for its fleet of buses in the event the primary voice-over-IP (VOIP) communications protocol fail. The back-up radios ensure Bus Operators and Dispatch are in constant communications which allow the Bus Operators to call Dispatch in the event of an incident or emergency occurring on the buses.

The back-up radio service is provided by Fisher Wireless Services, Inc. Fisher Wireless has been Foothill Transit's radio service vendor since 2021. The vendor provided the radios on the buses and the handheld radios and service the Foothill Transit administrative staff use during special events such as the Rose Bowl service. The radios will be used in the event of an emergency should the event teams need to communicate and cell phone service is not available.

Foothill Transit will enter into a three-year base contract with two one-year options. The cost of each year will be One Hundred One Thousand, Three Hundred Fifty-Two Dollars (\$101,352.00) with a total value of Five Hundred Six Thousand Seven Hundred Sixty Dollars (\$506,760.00) if all five years of the contract are exercised.

A sole source contract is recommended due to substantial duplication costs, selecting a new vendor may result in the need to replace the existing radios even though they are still supported and functioning well.



Budget Impact

The annual cost of \$101,352.00 has been programmed into the FY 2025 operating budget and the future service will be programmed in the appropriate fiscal year.

Sincerely,

Joseph Raquel	Doran J. Barnes
Director of Planning and Information Technology	Chief Executive Officer

Joyce Rooney
Director of Finance and Treasurer



March 28, 2025

To: Executive Board

Subject: **Proposed Fiscal Year 2026 Business Plan Initiatives**

Recommendation

Approve the proposed FY2026 Business Plan Initiatives.

Analysis

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

- **Fuel Cell Bus and Infrastructure Expansion** – Foothill Transit has been a leader in zero-emissions buses for 15 years. First beginning with battery electric in 2010 and in 2023, with the introduction of 33 fuel cell buses into the fleet and the construction of the permanent fueling infrastructure at the Pomona Operations and Maintenance Facility. An additional 19 fuel cell buses are on order to replace some of Foothill Transit's oldest fleet of buses. These 19 fuel cell buses will go into production at the New Flyer Industries manufacturing facility in Anniston, Alabama, in late-2025 with buses scheduled to be delivered in early 2026. Construction activities for the buildout of supporting infrastructure at the Arcadia-Irwindale Operations and Maintenance Facility are also anticipated to begin in mid-2025. By utilizing the lessons learned from the construction of the facility at the Pomona Operations and Maintenance Facility, it is anticipated that this project will be completed in preparation for the next delivery of fuel cell buses.
- **Zero-Emissions Double Deck Fleet and Infrastructure Expansion** – Work to further Foothill Transit's deployment of zero-emissions buses, an upcoming deployment of buses in 2028 to replace retiring CNG buses will consist of an order of 24 double-deck battery electric buses. These zero-emissions, battery electric buses offer superior ride quality, are visually appealing, and include sustainability and that have attracted riders and community members who may not otherwise consider taking public transit. These buses will go into production at the new Alexander Dennis manufacturing facility in Las Vegas. In preparation for delivery of those buses, electric bus chargers and related equipment upgrade construction projects will be required to increase the capacity of the



charging infrastructure. It is anticipated that these projects will be completed in mid-2027.

- **Cal Poly Pomona Bronco Mobility Hub and Class Pass Project** – Foothill Transit and Cal Poly Pomona continue its partnership to improve mobility on campus with key transit projects including the development of a Mobility Hub and the advancement of the Class Pass program. With a finalized agreement between the college and Foothill Transit in place, architectural, design and construction work will advance on the Mobility Hub as additional grant opportunities continue to be sought. The Class Pass program is underway and has contributed to increases in ridership over time especially with rerouting Foothill Transit’s Silver Streak Service to the campus in January 2023. Advancing these projects will help provide a convenient transportation option for students, faculty, and staff and represent an exciting opportunity to further strengthen our close partnership with the university.
- **Safety and Security Presence** – Foothill Transit’s Safety and Security continues to be at the forefront of Foothill Transit’s mission. Over the coming months, several initiatives will launch contributing to the security of customers, operators, and team members. The partnership with the Los Angeles County Sheriff Department continues with added enhancement to the Foothill Transit contract resulting in increased presence on board buses, in transit centers and at the various locations. Additionally, the agency and business partners have launched security efforts with private security firms to provide services as well as remote monitoring. In collaboration with local law enforcement partners, these activities will continue to provide a layered approach to safety and security.
- **Commuter Express Efficiency Project** - Foothill Transit’s Commuter Express Service includes six bus lines that travel to and from downtown Los Angeles during the traditional commuting morning and afternoon hours. Ridership along these lines continues to evolve as commuting patterns have changed since the COVID-19 Pandemic in 2020. A thorough review of service levels and schedules to determine opportunities for adjustments remains a focus over the next several months. The focus will be to increase productivity and meet the needs of Foothill Transit Customers who utilize the service to travel to and from work in downtown Los Angeles.



- **Administrative Office Solar Project** – Sustainability is one of Foothill Transit’s values and as a testament to the agency’s environmental commitment, the agency plans to build a carport-mounted solar array panels at the administrative office building for renewal power generation for the administrative office building continues. These plans include providing a canopy as shade for vehicles parked in the parking lot. The project will include replacement of parking lights with energy-efficient LED’s. The combined impact of solar power generation and parking lot light replacements is expected to greatly reduce the agency’s energy consumption for years to come. Additional and updated electric vehicle charging stations are also proposed in this project as the technology has continued to develop since the original chargers were installed in November 2017.

These are proposed agency-wide initiatives for FY2026. Individual department goals will be detailed in their respective sections within the proposed FY2026 Business Plan.

Pending your approval, these proposed initiatives will serve as the foundation for agency planning prioritization in the coming year and will be included in the Proposed FY2026 Budget and Business Plan.

Sincerely,

LaShawn King Gillespie
Deputy Chief Executive Officer

Doran J. Barnes
Chief Executive Officer



March 28, 2025

To: Executive Board

Subject: **Authorization to Issue Request for Qualifications for Architectural and Engineering Services for the Cal Poly Pomona Bronco Mobility Hub**

Recommendation

Authorize the Chief Executive Officer to issue Request for Qualifications for architectural and engineering services for the Cal Poly Pomona Bronco Mobility Hub.

Analysis

In April 2022, Foothill Transit and Cal Poly Pomona (CPP) began efforts to develop a feasibility study for a future on-campus mobility hub. Since then, the team has made progress on a basis of design, conceptual site plans, preliminary estimates and identifying an on-campus site location, all of which are part of the Feasibility Study. In August 2024, CPP approved the Lot B site location on South Campus Drive and the conceptual plan featuring 10 bus bays. CPP and Foothill Transit have jointly developed a License Agreement which defines details of the partnership as the project moves into the detailed design phase, construction and operations. The License Agreement is currently under final stages of execution.

As a next step in the development process for the mobility hub, Foothill Transit is requesting authorization to issue Request for Qualifications for architectural and engineering services for the project. The scope of work will require the successful proposer to advance preliminary conceptual plans to design development phase and through to final construction documents. In doing so, the design team will conduct their own analysis and site investigations for various aspects of the project including utility design, landscaping & irrigation, architectural, civil, structural, plumbing and electrical design.

Budget Impact

Funding for design of the Cal Poly Pomona Bronco Mobility Hub is included in the Foothill Transit proposed FY26 Business Plan.

Sincerely,

Vincent Saucedo
Capital Project Manager

Doran J. Barnes
Executive Director



March 28, 2025

To: Executive Board

Subject: **Zero-Emissions Project Update**

Recommendation

Receive and file the update on Foothill Transit's Zero-Emissions Project.

Analysis

Fuel Cell electric Buses

Foothill Transit's Maintenance and Vehicle Technology Team have met with New Flyer production and engineering team for a pre-production meeting on the 19-fuel cell bus (FCEB) procurement. The purpose of the pre-production meeting is to verify the vehicle configuration and specification, verify the terms of the production process, and identify pilot bus requirements. The 19 FCEBs will be delivered beginning mid-December through first week of March 2026. Delivery of buses will be in increments of 2 buses per week and delivered to the Pomona operations and maintenance facility.

An additional 30 FCEBs will be procured with funding provided by Transit and Intercity Rail Capital Program (TIRCP) Grant of \$13.6 Million dollars. The buses will be delivered to the Arcadia/Irwindale operations and maintenance facility starting from September 2026 through March 2027. Buses will be delivered in increments of 2 buses per week.

Arcadia/Irwindale Hydrogen Fueling Infrastructure RFP 25-001B and Interim Station RFP 25-022

Three proposals were received in response to RFP 25-001B. The estimated project completions from the three proposes ranged from December 2026 to February 2027. The evaluation team reviewed the proposals and conducted an interview with the three proposers. After the interview, Foothill Transit requested the proposers to present their Best and Final Offers (BAFOs) based on the performance specifications laid out in the RFP. Award of the contract to the successful proposer will be presented at the May Executive Board Meeting.



With the anticipated completion of the Arcadia-Irwindale Hydrogen Infrastructure end of 2026 and delivery of the 30 FCEBs to Arcadia-Irwindale facility within that time, it will not be necessary to install an interim fueler. RFP 25-022 for an Interim Fueler was cancelled notifying prospecting proposers.

Budget Impact

This update has no impact on the FY 2025 Budget. This update is informational purposes only.

Sincerely,

Roland M. Cordero
Director of Maintenance and Vehicle Technology

Doran J. Barnes
Chief Executive Officer