



**Foothill Transit**

## **EXECUTIVE BOARD MEETING**

West Covina, CA  
Friday, August 29, 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.



در صورت نیاز به خدمات ترجمه، لطفا حداقل 48 ساعت  
قبل از جلسه از طریق شماره 931-7300 (626) داخلی  
7204 با دفتر مدیر عامل تماس بگیرید.

Inā pono e loa 'a iā 'oe kekahi kōkua 'unuhi 'ōlelo 'ē, 'olu'olu e ka 'a 'ike aku me ka Pouhana ma (626) 931-7300 ma ka laina 7204, e kelepona au ho 'i ma kahi o 48 mau hola ma mua o ka hui pū 'ana aku me lākou.

अगर आपको अनुवाद सेवाओं की आवश्यकता है, तो कृपया बैठक से कम से कम 48 घंटे पहले, मुख्य कार्यपालक अधिकारी के कार्यालय का संपर्क (626) 931-7300 एक्सटेंशन 7204 नंबर पर करें।

No kasapulam ti serbisio ti panagipatarus, maidawat nga kontakem ti opisina ti Chief Executive Officer iti (626) 931-7300 extension 7204, di kumurang a 48 nga oras sakbay ti miting

နမူနာလုပ်ငန်း တစ်စုံတစ်ရာတို့အတွက် တစ်ကတိကျစွာ အချိန်နှင့်, ဝမ်းစူးဆေးကျဘက် ပါဆွါအားကွပ်  
မူဒါလ် အဝဲဒါး ဖဲ (626) 931-7300 လီတဲစီနီဂံဒွဲ 7204, အစုကတိ 48 နံနံ  
တချိုးတိထံလိအိဉ်ဖိဉ်သကိးနံတကွါ.

ຖ້າທ່ານຕ້ອງການບໍລິການແປພາສາ, ຕິດຕໍ່ຫ້ອງການຫົວໜ້າຜູ້ບໍລິຫານທີ່ເປີ (626) 931-7300 ຕໍ່ຫາ 7204 ຢ່າງ  
ໜ້ອຍ 48 ຊົ່ວໂມງກ່ອນການປະຊຸມ.

如果您需要翻译服务，请至少在会议  
开始前 48 小时拨打(626) 931-7300 转  
7204，联系首席执行官办公室。

Afai ete manaomia ni auaunaga faaliliu, faamolemole faafesoota'i le ofisa o le Pule Sili i le (626) 931-7300 extension 7204, a itiiti mai i le 48 itula a'o le'i faia le fono.

Tercüme hizmetine ihtiyacınız varsa, lütfen toplantıdan en az 48 saat önce (626) 931-7300 dahili 7204 numaralı telefondan İcra Kurulu Başkanının ofisiyle irtibata geçin.

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, AUGUST 29, 2025  
Foothill Transit Administrative Office  
2<sup>nd</sup> Floor Board Room  
100 South Vincent Avenue  
West Covina, CA 91790

1. CALL TO ORDER
2. ROLL CALL
3. CONFIRMATIONS OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER
4. PRESENTATIONS
  - 4.1. Introduction of Foothill Transit Business Partners
5. 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.

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, August 29, 2025

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

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CONSENT CALENDAR: Items 6 through 10 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 SPECIAL MEETING OF AUGUST 1, 2025

7. AUGUST 2025 PROCUREMENT MONTHLY REPORT

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

8. AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS (RFP) FOR OPERATIONS AND MAINTENANCE OF CNG FUELING STATIONS

*Recommended Action: Authorize the Chief Executive Officer to issue a Request for Proposals for Operations and Maintenance of CNG Fueling Stations at Pomona and Arcadia Irwindale Operations and Maintenance Fueling Stations.*

9. RESOLUTION FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM

*Recommended Action: Adopt the following resolution: Resolution No. 2025-03: Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program (Attachment A).*

10. FOOTHILL TRANSIT INVESTMENT POLICY UPDATE

*Recommended Action: Adopt the update to the Foothill Transit Investment Policy.*

REGULAR AGENDA:

11. AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS FOR ELECTRIC BUS CHARGING STATION UPGRADES

*Recommended Action: Authorize the Chief Executive Officer to issue a Request for Proposal for Electric Bus Charging Station Upgrades.*

12. FISCAL YEAR 2025 FOURTH QUARTER BUDGET UPDATE

*Recommended Action: Receive and file the Fiscal Year 2025 Fourth Quarter Budget Update.*



8:00 AM, August 29, 2025

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

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13. FISCAL YEAR 2025 PERFORMANCE INDICATORS REPORT

*Recommended Action: Receive and file the Fiscal Year 2025 Performance Indicators Report.*

14. FISCAL YEAR 2025 AND 2026 BUSINESS PLAN INITIATIVES UPDATE

*Recommended Action: Receive and file an update on Foothill Transit's FY2025 and 2026 Business Plan Initiatives.*

15. CHIEF EXECUTIVE OFFICER COMMENT

16. BOARD MEMBER COMMENT

17. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov't  
Code § 54957)  
Title: Chief Executive Officer

18. CLOSED SESSION REPORT

19. ADJOURNMENT

**The next Regular Meeting of the Executive Board  
is scheduled for  
Friday, September 26, 2025, at 8:00 a.m.**



**STATEMENT OF PROCEEDINGS FOR THE  
SPECIAL 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 1, 2025  
8:00 a.m.**

**DRAFT**

**1. CALL TO ORDER**

The meeting was called to order by Chair Shevlin at 8:08 a.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Member Calaycay.

**3. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Eddie Alvarez, Member Corey Calaycay, Vice Chair  
Cynthia Sternquist, Chair Becky Shevlin

Absent: Member Cory Moss

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

Doran Barnes, Chief Executive Officer, requested that Item 13 – Commuter Express Service Realignment and Item 14 – Proposed Combination of Lines 269 and 270 be deferred. These items will be brought back to the Board at a future meeting for consideration and action.

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

**5. PRESENTATIONS**

**5.1. Introduction of Foothill Transit Business Partners**

Sandi Hill, Vice President Business Development, Keolis addressed the Executive Board.

Rich Rogers, Senior Vice President of Transit Operations for the Southwest Region, Transdev addressed the Executive Board.

**5.2. Contractors' Employee Recognition**

Doug Brockwell, General Manager, Keolis, introduced and recognized the following Pomona location Keolis operators and employees of the month:

Carlos Munguia - Employee of the Month (June)  
Donald Morrow - Operator of the Month (June)

Michael Costley - Employee of the Month (July)  
Jason Chidester - Operator of the Month (July)

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

Jose Frazier - Employee of the Month (June)  
Reina Diaz - Operator of the Month (June)

Angel Martinez - Employee of the Month (July)  
Michael Gavran - Operator of the Month (July)

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

**6. PUBLIC COMMENT**

Ulyses Gontes addressed the Foothill Transit Executive Board.

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## **CONSENT CALENDAR**

7. **APPROVAL OF MINUTES FOR THE REGULAR EXECUTIVE BOARD MEETING OF MAY 30, 2025**

Motion by Member Calaycay, seconded by Vice Chair Sternquist, to approve.  
Motion carried 4-0.

8. **AUTHORIZATION TO ISSUE INVITATION FOR BIDS FOR ARCADIA/IRWINDALE OPERATIONS AND MAINTENANCE FACILITY MODIFICATIONS**

Recommendation: Authorize the Chief Executive Officer to issue Invitation for Bids (IFB) 26-003 for construction services related to modifications of the gas detection system and ventilation systems for hydrogen fuel cell electric buses at Foothill Transit's Arcadia/Irwindale Operations and Maintenance Facility.

Motion by Member Calaycay, seconded by Vice Chair Sternquist, to approve.  
Motion carried 4-0.

9. **AUTHORIZATION TO AWARD CONTRACT FOR BUS HEADSIGN REPLACEMENT**

Recommendation: Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into Agreement No. 20-089 with I/O Controls in the amount of Seven Hundred Nine Thousand Dollars (\$709,000) for headsign replacement on 103 Foothill Transit buses.

Motion by Member Calaycay, seconded by Vice Chair Sternquist, to approve.  
Motion carried 4-0.

## **REGULAR AGENDA**

10. **AUTHORIZATION TO AWARD CONTRACT FOR CAL POLY POMONA MOBILITY HUB PRELIMINARY ENGINEERING AND DESIGN**

Recommendation: Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into an agreement with Psomas in the amount of \$799,282 for preliminary engineering and design services for the Cal Poly Pomona Mobility Hub.

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

Ms. Bailey reported on the progress of the Cal Poly Pomona Mobility Hub project and the procurement process for engineering and design services. She reported that final evaluations ranked Psomas with the highest score. Psomas is a full-service architecture and engineering consulting firm, which served as the prime consultant for design of the Mt. San Antonio College Transit Center.

Staff responded to comments and questions from board members.

Motion by Member Calaycay, seconded by Member Alvarez, to approve.  
Motion carried 4-0.

11. **AUTHORIZATION TO ISSUE REQUEST FOR QUALIFICATIONS FOR TRANSIT SIGNAL PRIORITY PROJECT ENGINEERING AND CORRIDOR READINESS ALONG LINE 187 AND LINE 188 CORRIDOR**

Recommendation: Authorize the Chief Executive Officer to issue Request for Qualifications for Transit Signal Priority (TSP) Project Engineering and Corridor Readiness along the Line 187 and Line 188 Corridor.

Joe Raquel, Director of Service Development and Information Technology, presented this item.

Mr. Raquel provided an overview of the Transit Signal Priority Project. He reported that staff is seeking authorization to issue a Request for Qualification for engineering services to prepare the corridors for the transit signal priority system.

Motion by Member Calaycay, seconded by Vice Chair Sternquist, to approve.  
Motion carried 4-0.

12. **FOOTHILL TRANSIT TO LA METRO'S A-LINE INTERFACE**

Recommendation: Receive and file the Foothill Transit to LA Metro's A-Line Interface Report.

Joe Raquel, Director of Service Development and Information Technology, presented this item.

Mr. Raquel reported on LA Metro's A-Line planned extension to four new stations in the San Gabriel Valley. The new stations are in Glendora, La Verne, San Dimas, and Pomona. The service start date is expected to begin late summer or early fall. Foothill Transit bus lines travel adjacent to most of the new stations. In addition, Foothill Transit will introduce Line 295,

which will provide service from the San Dimas Station to Cal Poly Pomona and Mt. San Antonio College.

Staff responded to comments and questions from the Executive Board regarding design of the stations and the ability of buses to access stations.

The Executive Board received and filed the Foothill Transit to LA Metro's A-Line Interface presentation.

13. **COMMUTER EXPRESS SERVICE REALIGNMENT**

Recommendation: Recommend that the Governing Board authorize the Chief Executive Officer to seek public input and conduct a public hearing regarding the proposed changes to express routing.

This item was deferred and will be brought back to the Executive Board at a future meeting for consideration and action.

14. **PROPOSED COMBINATION OF LINES 269 AND 270**

Recommendation: Recommend that the Governing Board authorize the Chief Executive Officer to seek public input and conduct a public hearing regarding the proposed combination of Lines 269 and 270.

This item was deferred and will be brought back to the Executive Board at a future meeting for consideration and action.

15. **TAP PLUS OVERVIEW**

Recommendation: Receive and file an update on the Regional TAP Plus initiative and its anticipated impacts to Foothill Transit's operations and customer experience.

John Xie, Controller, presented this item.

Mr. Xie presented on the regional TAP Plus initiative and reported on the series of upgrades that will modernize the fare payment system and improve riders experience in purchasing and pay fare. He also reviewed the project timeline and reported that launch of open payment is anticipated for the first quarter of 2026.

Staff responded the comments and question regarding the potential impact to the Class Pass Program.

The Executive Board received and filed the TAP Plus overview presentation.

16. **COACH, OPERATOR & CUSTOMER SERVICE REPRESENTATIVE AUDIT RESULTS**

Recommended Action: Receive and file the results of the February 2025 Foothill Transit Coach, Operator and Customer Service Representative Audits.

Tim Grensavitch, Customer Service and Operations Manager, presented this item.

Mr. Grensavitch reported on the results of the February 2025 Coach, Operator and Customer Service Audit. A total of 188 audits were conducted. One hundred thirty-three operators had no violations and were awarded a certificate and lapel pin. A total of 117 phone call audits and 10 in-person audits were conducted. Ninety-one percent of the audits received an excellent rating. Call audits had a wait time of less than one minute and 80 percent of in-person audits had a wait time of less than one minute.

The Executive Board received and filed the results of the Foothill Transit Coach, Operator and customer service representative audits presentation.

**CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- Noted that Dr. Soraya Coley concluded her service as Cal Poly Pomona President. He thanked her for her partnership and wished Dr. Coley the best. Dr. Iris S. Levine has been appointed Interim President.
- Reported that most schools will be back in session soon and Community Outreach Manager Linda Apodaca is busy with back-to-school activities aimed at promoting public transit ridership.
- Announced he was recognized by the California Council for Environmental and Economic Balance (CCEEB) with the Edmund G. "Pat" Brown Award. Fran Inman, Chair of CCEEB will be at the next meeting to present the award.
- Thanked Executive Board Members who were able to participate in the Conference for Minorities Transportation Officials (COMTO), National Meeting and Training Conference.
- Announced that at the October Governing Board Meeting, members of the Governing Board Members will be recognized for their years of service.

- Reported that the enhanced services contract has been launched with the Los Angeles Sheriff's Department and he thanked Chief of Safety and Security John Curley for his efforts.
- Congratulated Chair Shevlin on her first meeting serving as Chair.

17. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Calaycay thanked the Keolis' team members Doug Brockwell and Sandi Hill for hosting a tour of the Pomona facility for City of Claremont staff. He also thanked Manager of Community Engagement Linda Apodaca on her involvement with the Claremont Chamber of Commerce. He reported attending the Pomona Station arts dedication and extended congratulations to Foothill Transit's regular public commenter, Ulyses Gontes, whose mother was honored at the event.
- Vice Chair Sternquist requested an update on the Bus Stop Enhancement Program. Transit Planner Lourdes Alvarez provided an update and reported that eight applications were received.

18. **ADJOURNMENT**

Adjournment for the August 1, 2024, Foothill Transit Special Executive Board Meeting.

There being no further business, the Foothill Transit Special Executive Board meeting adjourned at 9:24 a.m. in the memory of Baldwin Park Police Officer Samuel Riveros, Los Angeles Sheriff's Department Detective Josh Kelley-Eklund, Los Angeles County Sheriff's Detective Victor Lemus, and Los Angeles Sheriff's Department Detective William Osborn.



August 29, 2025

To: Executive Board

Subject: **August 2025 Procurement Monthly Report**

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**Recommendation**

Receive and file the Procurement Monthly Report for August 2025.

**Awarded Procurements:**

Since the previous Procurement Monthly Report for May 2025, there has been five awards of an agreement over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

- Stantec Architecture Inc. was awarded Amendment No. 4 to on-call contract no. 23-048 for architectural and engineering services related to parking lot upgrades at the Administrative Office. The independent cost estimate for the work was \$250,000. The final negotiated price is a not-to-exceed amount of \$221,754.70.
- Stantec Architecture Inc. was awarded Amendment No. 5 to on-call contract no. 23-048 for architectural and engineering services related to landscape and irrigation system renovations at the Arcadia Irwindale Operations and Maintenance Facility. The independent cost estimate for the work was \$200,000. The final negotiated price is a not-to-exceed amount of \$171,677.12.
- Digital Scepter Corporation was awarded contract no. 25-126 for annual Palo Alto firewall maintenance and support. The independent cost estimate for the year was \$141,474.65. A contract was awarded in the amount of \$125,711.36 to the lowest price responsive and responsible respondent.
- Thomas J. Koontz dba Kandid Graphics was awarded Amendment No. 1 to contract no. 24-071 to exercise two one-year options to extend interior bus card printing services. The independent cost estimate for the two years was \$217,192. The amendment was finalized in the amount of \$217,192.



- Connixt Inc. was awarded sole source contract no. 25-106 for Connixt iMarq mobile application licenses and modules used for fleet maintenance at the Operation and Maintenance Facilities. The independent cost estimate for one year of services was \$248,800. The parties agreed to a final contract amount of \$194,000.

**Upcoming Procurements:**

Since the previous Procurement Monthly Report for May 2025, the Procurement Department has initiated five procurements over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

- Invitation for Bid No. 25-112 for on-going repairs, testing, inspection and software revision of Foothill Transit's Electronic Security Systems. The independent cost estimate for three years is \$122,452.91.
- Request for Quotations No. 25-052 for laptops and docking stations. The independent cost estimate for the equipment is \$110,000.
- Request for Quotations No. 26-011 to conduct and analyze on-board passenger surveys to collect demographics data for the 2026 Title VI Triennial Report. The independent cost estimate for this project is \$120,000.

Sincerely,

Lillian Lin  
Procurement Manager

Doran J. Barnes  
Chief Executive Officer



August 29, 2025

To: Executive Board

Subject: **Authorization to Issue Request for Proposals (RFP) for Operations and Maintenance of CNG Fueling Stations**

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### **Recommendation**

Authorize the Chief Executive Officer to issue a Request for Proposals for Operations and Maintenance of CNG Fueling Stations at Pomona and Arcadia Irwindale Operations and Maintenance Fueling Stations.

### **Analysis**

Foothill Transit has contracted the operations, maintenance, and Compressed Natural Gas commodity at its Pomona and Arcadia Irwindale fueling stations for the past 24 years with Clean Energy. On May 30, 2025, the Executive Board authorized a sole source contract with Clean Energy to extend their services for one-year after their initial contract expired on June 30, 2025. This allowed Clean Energy to continue service while Foothill Transit researched the possibility of issuing a competitive bid for the service Clean Energy is currently providing.

Foothill Transit's research and interviews with other regional transit agencies found there are other providers of CNG fueling station operations, maintenance, and supply services. With this knowledge Foothill Transit would like to issue a RFP to obtain competitive proposals to ensure the agency with the most cost efficient and reliable service.

### **Budget Impact**

The cost for operations, maintenance, and provision of CNG is included in the FY2026 adopted 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



August 29, 2025

To: Executive Board

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

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### **Recommendation**

Adopt the following resolution:

Resolution No. 2025-03: 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 \$2,291,366 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 #2025-03**

**APPROVING THE PROJECT LIST FOR FY 2025-2026  
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 2025-2026; 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.]

**Attachment A**

**Adoption.** PASSED AND ADOPTED at a Regular Meeting of the Executive Board held on August 29, 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

\_\_\_\_\_  
BECKY SHEVLIN, CHAIR

APPROVED AS TO FORM:  
DAROLD PIEPER, GENERAL COUNSEL

ATTEST:  
CHRISTINA LOPEZ, BOARD SECRETARY

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

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



August 29, 2025

To: Executive Board

Subject: **Foothill Transit Investment Policy Update**

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**Recommendation**

Adopt the update to the Foothill Transit Investment Policy.

**Analysis**

The Executive Board approved the investment policy on July 22, 2005. Changes to state laws require annual reviews, and if applicable, updates to an agency's Investment Policy.

Staff has revised the existing policy to remain compliant with regulation changes. Key changes to the policy include:

- 1) Identification of the agency officials who are authorized to perform investment transactions;
- 2) The addition to the list of prohibited investments (collateralized debt obligations, Non-U.S. sovereign debt, cryptocurrency or digital assets);
- 3) Increase the deposit amount that is eligible for FDIC insurance collateral waiver to \$250,000;
- 4) Clarify monitoring and reporting timeline as SB 1489 amended Government Code Section 53646(b)(1) from 30 days after to 45 days to report on quarterly investment activities;
- 5) Add Ethics and Conflicts of Interest statement; and
- 6) Add Environmental, Social and Governance Considerations statement.

These revisions have been included in the Investment Policy Update (Attachment A).

Sincerely,

John Xie  
Controller

Doran J. Barnes  
Chief Executive Officer

Joyce Rooney  
Director of Finance



# Foothill Transit

Investment Policy	Policy No: FIN2005-001R1
	Revised: 8/29/2025
	Page: 1 of 6

## Purpose

This ~~statement of investment policy is intended to~~ provides guidelines for the prudent investment of Foothill Transit's surplus ~~cash funds,~~ while meeting ~~the~~ daily cash ~~demands flow needs, achieving a return on investments and~~ conforming to all current statutes governing the investment of public funds in California, and achieving a reasonable rate of return-Foothill Transit funds.

## Scope

This investment policy applies to all financial assets of Foothill Transit with the exception of those financial assets governed by separate bond indentures or bond resolutions segregated into three categories, for investment purposes:

- Cash & Liquid Assets: ~~instruments with M~~maturities of 90 days or less
- ~~Short-Term Investments: -M~~instruments with ~~m~~maturities of two years ~~or less~~
- ~~Long-Term Investments: -M~~instruments with ~~m~~maturities of more than two years but less than five years

## General

Foothill Transit generally operates its investments under the Prudent ~~man~~ ruleInvestor Standard (~~Civil Code Section 2261, et. Seq.~~Government Code Section 53600.3), ~~except where more specifically restricted~~which requires investing with care, skill, prudence, and diligence. This affords Foothill Transit a broad spectrum of investments, so long as the investment is deemed prudent and is allowable under current legislation of the State of California (Government Code Section 53600, et. Seq.). If there were to be a change in the law affecting Foothill Transit's investments, these changes shall automatically be incorporated into Foothill Transit's investment policy. No investment shall be made which, at the time of investment, has a term remaining to maturity in excess of five years. The Executive Board may grant express authority to make an investment either specifically, or as part of an investment program that exceeds the five-year maximum, as long as that authority is granted no less than two months prior to the investment.

## **Overall Investment Objective**

As specified in California Government Code Section 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, the objective, in priority order, of the investment activities will be:

- **Safety.** Safety of principal is the foremost objective of the investment program. Investment of Foothill Transit shall be undertaken in a manner that seeks to ensure the preservation of principal.
- **Liquidity.** Foothill Transit's investments shall remain sufficiently liquid to enable Foothill Transit to meet all operating requirements which might be reasonably anticipated. This refers to the ability to "cash in" at any moment in time with a minimal chance of losing some portion of principal or interest.
- **Yield.** Yield is the potential dollar earnings an investment can provide, and sometimes is described as interest income and the rate of return. Investment should achieve a reasonable rate of return consistent with safety and liquidity.

## **Delegation of Authority**

The ultimate responsibility for investing, reinvesting and purchasing investments resides with the Foothill Transit Executive Board. Pursuant to California Government Code section 53607, the Executive Board may delegate this authority to the Treasurer of Foothill Transit for a one--year period, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires.

The authority to invest or reinvest funds of Foothill Transit or to sell or exchange securities so purchased is hereby delegated to the Treasurer of Foothill Transit. The daily investment activities under the supervision of the Treasurer are undertaken by the ~~Finance Director of Finance~~Director as provided by the provision of California Government Code section 53600.3, acting as a trustee and fiduciary subject to the prudent investor standard.

### Individuals Authorized to Undertake Investment Transactions

The following officials are authorized to implement the cash management and investment transactions decisions of the Treasurer by undertaking investment transactions on behalf of Foothill Transit:

- Chief Executive Officer (CEO)
- Director of Finance
- Controller

## **Monitoring and Reporting**

The Director of Finance, and Treasurer shall routinely monitor the contents of the portfolio for which they are responsible, the available markets and the relative values of competing instruments and shall adjust the portfolio accordingly.

~~—In accordance with Government Code Section 53646(b)(1), as amended by SB 1489 (effective January 1, 2023), Foothill Transit will prepare an investment report quarterly and submit to the Executive Board no later than 45 days after the end of the quarter covered by the report. the Director of Finance shall render a quarterly investment report to the Foothill Transit Executive Board, Executive Director and Treasurer.~~ The report shall encompass all investments and include the following:

- Type of investment
- Term
- Interest rate
- Maturity date
- Principal (par/face value at maturity)
- Dollar amount invested on all securities (book value)
- Current market value on all securities (including the source of this valuation)
- A statement that the portfolio is in compliance with the Investment Policy or the manner in which it is not in compliance
- A statement that Foothill Transit has the ability to meet its expenditure requirements for the next six months or an explanation as to why sufficient money may not be available

## **Safekeeping**

To protect against potential losses by the collapse of individual securities dealers, all securities owned by Foothill Transit shall be held in safekeeping by a third-party bank trust department acting as an agent for Foothill Transit under the terms of a custody agreement executed by the bank and Foothill Transit. All securities will be received and delivered using standard delivery versus payment (DVP) procedures.

## **Investment Policies:**

### **Prohibited Investments:**

Foothill Transit funds may **NOT** be invested in the following instruments unless prior Executive Board approval has been obtained:

- Inverse Floaters (Securities with interest rates that vary inversely to a prescribed index)
- Interest only strips ~~(mortgage-backed)~~from mortgage-backed securities
- Equity-Linked securities
- Options, futures, or swaps
- Reverse Repurchase Agreements
- Collateralized debt obligations (CDOs)
- Non-U.S. sovereign debt
- Any speculative or leverage instruments
- Cryptocurrencies or similar digital assets

~~There shall be no buying on margin, no buying futures, and no speculative buying.~~

#### **Permitted Investments – Cash/Liquid Assets:**

In order to secure optimal returns and simultaneously meet liquidity requirements, Foothill Transit may place funds needed to meet current or expected obligations in the following cash instruments:

- Checking Account Demand Deposits
- Passbook Savings Account Demand Deposits
- Money Market Mutual Funds
- Local Agency Investment Fund (LAIF) Demand Deposits

#### **Permitted Investments – Short-Term and Long-Term:**

Foothill Transit funds may be invested in the following instruments:

- Obligations of the U.S. Government, its agencies, and instrumentalities  
Federal Agency obligations
- Municipal Securities (California cities and local agencies) rated "A" or better by Moody's or S&P
- Certificates of deposit with banks and savings and loans doing business in the State of California.
- Negotiable Certificates of Deposit, federally insured with the issuer, rated "A" or better, issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a state-licensed branch of a foreign bank; provided that the senior debt obligations of the issuing institution are rated "AA" or better by Moody's or S&P. Purchase of Negotiable Certificates of Deposit may not exceed 30% of Foothill Transit's investment portfolio.

- Banker's Acceptances, issued by domestic or foreign banks, which are eligible for purchase by the Federal Reserve System, the short-term paper of which is rated in the highest category by Moody's or S&P. Purchases of Banker's Acceptances may not exceed 180 days maturity or 20% of Foothill Transit's investment portfolio. No more than 10 percent of the investment portfolio may be invested in the Banker's Acceptances of any one commercial bank.
- Repurchase Agreements (Repos) used solely as short-term investments not to exceed 30 days. Collateral restrictions will be observed for repurchase agreements as set forth in Government Code Section 53601. All securities underlying the Repurchase Agreements must be delivered to Foothill Transit's custodian bank versus payment or be handled by a tri-party repurchase agreement. Foothill Transit may enter into Repurchase Agreements with (1) primary dealers in U.S. Government securities who are eligible to transact business with, and who report to, the Federal Reserve Bank of New York, and (2) California and non-California banking institutions having assets in excess of \$1 billion and in the highest short-term rating category as provided by Moody's or S&P.
- Bonds issued by any city, county, or local agency in California or by the State of California, rated "A" or better by Moody's or S&P.

### **Collateralization**

- State law regarding collateralization of deposits of public funds requires that securities be held by an agent (i.e. a trust company) of the bank, which may include the bank's trust department only if acceptable to both the bank and the Treasurer, pursuant to California Government Code Section 53656 and 53658. Under the provisions of California Government Code Section 53652, banks are required to secure the deposits of public funds, including certificates of deposits, by:
  - a) pledging government securities with a value of 110 percent of the principal and accrued interest;
  - b) pledging first trust deed mortgage notes having a value 150 percent of the total agency deposit; or
  - (c) a letter of credit drawn on the Federal Home Loan Bank of 105 percent of the total agency deposit. Deposits must be secured at all times with eligible securities pursuant to section 53651.
- Collateralization of repurchase agreements must be at least 102 percent of the market value of principal and accrued interest. Collateral must consist of U.S. Treasury obligations or U.S. Agency obligations.

- Foothill Transit may waive collateral for that portion of a deposit which is insured pursuant to Federal law. Currently the first \$~~251~~0,000 is eligible for FDIC insurance and may have the collateral waived.

### **Ethics & Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the policy and shall comply with California Fair Political Practices Commission (FPPC) and Government Code Section 87100 et seq.

•

### **Environmental, Social, and Governance (ESG) Considerations**

Where consistent with safety, liquidity, and yield, Foothill Transit encourages consideration of responsible investment practices, including preference for issuers with strong ESG performance or Green Bonds when feasible. ▸

### **Investment Policy Adoption**

Foothill Transit's investment Policy shall be considered by the Executive Board at a public meeting as specified in Government Code Section 53646(a)-(2) when modifications or updates are made

### **Revision History:**

Adopted July 22, 2005

Revised August 30, 2025



August 29, 2025

To: Executive Board

Subject: **Authorization to Issue Request for Proposals for Electric Bus Charging Station Upgrades**

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### **Recommendation**

Authorize the Chief Executive Officer to issue a Request for Proposal for Electric Bus Charging Station Upgrades.

### **Analysis**

Foothill Transit's 13 in-depot battery electric bus charging station was completed in March 2019, to charge 17 Proterra battery electric buses and two Alexander Dennis double-deck battery-electric buses. The following year two additional chargers were installed at the overflow parking lot behind the maintenance building. An additional charger was installed in a service bay to charge buses after performing maintenance or repairs as needed.

The chargers and charging infrastructure were designed and installed by Proterra in partnership with Southern California Edison (SCE) under the SCEs Transport Charge Ready program. Foothill Transit was one of four transit agencies selected during the pilot phase of the program in which SCE provided the design, permitting, and installation of all electrical connections from the transformer to the charger locations free of charge to Foothill Transit.

The chargers were Proterra proprietary design specifically for charging those buses with 60 kilowatts of energy capacity. The chargers were built by Rhombus Energy Solutions, a San Diego based company that was acquired by Borg-Warner in August 2022. Currently, five chargers are functional, three are intermittent, seven are out of service due to software issues and one has been decommissioned. The previous manufacturer has declined to repair the chargers and parts are unavailable.

In order to provide a range of up to 300 miles on a single charge, the 24 Alexander Dennis double deck buses being purchased are designed with a 703kWh battery capacity. To efficiently charge these buses requires direct current (DC) chargers that offer very fast charging speeds with power levels of up to 350kW. The current 60W chargers will take up to 11 hours to charge a fully depleted 703kWh battery. A design-build contractor will be procured



to replace the current 15 chargers and provide associated design, construction, installation, commissioning, maintenance and support services.

A design-build procurement is a two-phase process that starts with a Request for Qualifications (RFQ) to determine a pool of qualified candidates that can then participate in the Request for Proposals (RFP). Award of a design-build contract is planned for early 2026.

**Budget Impact**

The cost for upgrading the electric bus charging station is included in the FY2026 adopted business plan and budget under project number 0286.

Sincerely,

Roland M. Cordero  
Director of Maintenance & Vehicle Technology

Doran J. Barnes  
Chief Executive Officer



August 29, 2025

To: Governing Board

Subject: **Fiscal Year 2025 Fourth Quarter Budget Update**

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### **Recommendation**

Receive and file the Fiscal Year 2025 Fourth Quarter Budget Update.

### **Analysis**

As of June 30, 2025, Foothill Transit is \$11.5 million under the approved year-to-date operating budget of \$160.8 million. Please note that these are unaudited results and could change slightly once the Annual Comprehensive Financial Report (ACFR) is finalized.

### **Operating Accomplishments**

Foothill Transit has continued to prioritize the safety of customers and staff throughout its daily operations. Several operating accomplishments during the fourth quarter included the following: continued daily operations of all Foothill Transit service including route accommodations for the downtown Los Angeles protests; operation of transportation services for the FIFA Club World Cup; enhanced security presence across the Foothill Transit service area to ensure a safer system; completed transition from on-premises software to cloud-based for the computer automated dispatch/automatic vehicle locator and Microsoft office suite; and implementation of the spring service change that adjusted service to improve the frequent transit network and improve overall service efficiency. All team members continue to play a vital role in delivering Foothill Transit's mission while also remaining within fiscal constraints.

### **Capital Program Accomplishments**

Due to factors outside of our control, many of the capital projects will be carried over into the next fiscal year. Despite delays, capital achievements during the fourth quarter of FY 2025 included continuation of the bus heavy maintenance program; authorization to award a contract for 30 hydrogen fuel cell buses; authorization to award a design-build contract for construction of the Arcadia Irwindale hydrogen station; safety improvements at Foothill Transit facilities; facility upgrades at the Arcadia Irwindale operations and maintenance location; completion of updates on several bus stops under the bus stop enhancement program; work on the transit signal priority system



along the Amar Road corridor; and the purchase and installation of information technology equipment to support business continuity.

### **Budget Impact**

As was the case for most of the fiscal year, the most significant operating underruns were in Purchased Transportation and fuel. These two categories account for 83.4 percent of the approved operating budget and subsequently reflect 83.4 percent of the overall underrun. Foothill Transit budgeted for an increase to the frequent transit network and for express service to increase in the fiscal year, however, much of those costs were not realized as express service continues to pose a challenge due to adjusted travel patterns in the region.

Staff accounted for CNG fuel spikes in the prior fiscal year and increased the budget accordingly. We did not experience similar surges in FY 2025, thus resulting in a significant savings. Foothill Transit also increased the budget for supplemental law enforcement and unarmed security services throughout the Foothill Transit system, however, the new contract with the Los Angeles County Sheriff's Department was not signed until later into the fiscal year than initially anticipated.

We have also experienced savings from not using all anticipated Professional and Technical services related to specialized departmental consulting, bus stop assessments, and facilitation for agency-wide training opportunities. Looking to the next fiscal year, we expect less of a budget variance due to a stabilization of operating expenses in the last quarter of the fiscal year and adjustments to service that went into effect in late June.

Foothill Transit collected \$9.5 million of fare revenues through the fourth quarter of FY2025. This is 8.0 percent higher than the targeted fare revenue of \$8.8 million for the year. We can attribute this positive performance to increased ridership resulting from strategic service improvements recommended by Foothill Transit Forward and increased revenue from the Cal Poly Pomona Class Pass program which was previously under the pilot phase.



We have reviewed the reported figures; however, they remain unaudited. Foothill Transit's audited financial performance will be included in the Annual Comprehensive Financial Report (ACFR) for 2025 which is tentatively scheduled to be presented to the Board in December 2025. Foothill Transit has completed the year within the approved operating budget for FY 2025 with a budget variance of about 7 percent and all budget savings will allow for the reallocation of revenues to be reprogrammed to Fiscal Year 2026 expenses.

Sincerely,

Jorge Quintana  
Budget and Grants Manager

Doran J. Barnes  
Chief Executive Officer

Joyce Rooney  
Director of Finance

Attachment

**TOTAL BUDGET BY DEPARTMENT**  
**FY 2025 QUARTERLY BUDGET VARIANCE REPORT QTR 4**  
**07/01/2024 to 06/30/2025**

Dept #	DEPARTMENTS	Annual Budget	Budget Y-T-D	Actual Y-T-D	Variance Fav(unf)
10	Customer Service & Operations	\$ 137,904,960	\$ 137,904,960	\$ 130,986,794	\$ 6,918,166
11	Maintenance & Vehicle Technology	1,575,530	1,575,530	1,479,888	95,642
20	Marketing and Communications	2,604,190	2,604,190	2,295,454	308,736
30	Information Technology	2,870,760	2,870,760	2,501,419	369,341
40	Administration	2,300,920	2,300,920	1,747,581	553,339
41	Procurement	1,097,460	1,097,460	919,408	178,052
42	Government Relations	862,290	862,290	764,154	98,136
60	Finance	2,408,990	2,408,990	2,110,773	298,217
70	Safety and Security	4,978,460	4,978,460	3,658,414	1,320,046
80	Planning	1,616,290	1,616,290	1,063,940	552,350
90	Facilities	2,581,590	2,581,590	1,801,307	780,283
	<b>TOTAL</b>	<b>\$ 160,801,440</b>	<b>\$ 160,801,440</b>	<b>\$ 149,329,131</b>	<b>\$ 11,472,309</b>



August 29, 2025

To: Executive Board

Subject: **Fiscal Year 2025 Performance Indicators Report**

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### **Recommendation**

Receive and file the Fiscal Year 2025 Performance Indicators Report.

### **Analysis**

This report provides an analysis of Foothill Transit's performance indicators for Fiscal Year 2025 (FY2025). Foothill Transit monitors a number of factors in evaluating the service provided to the public. These are key performance indicators that record the bus system safety, courtesy, and reliability standards, along with industry-standard measurements that are monitored to assess transit operations.

In FY2025, Foothill Transit achieved seven out of eight key performance indicator goals. The performance indicator targets met include, Schedule Adherence, Miles between Technical Roadcalls, Customer Complaints per 100,000 Boardings, Boardings per Vehicle Service Hour, Average Weekday Boardings, Farebox Recovery Ratio, and Average Cost per Vehicle Service Hour.

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

- **Boardings** – Total boardings recorded in FY2025 were 10,030,349 – which is nine percent higher than last fiscal year.
- **Fare Revenue** – Total fare revenue in FY2025 was \$9,344,473 – which is four percent higher than last fiscal year. The average fare was \$0.93 per boarding – which is five percent lower than FY2024.
- **Operating Expenses** – Operating expenses incurred totaled \$150.2 million, resulting in an average cost per service hour of \$177.18.
- **Collisions** – In FY2025, the system averaged 0.96 preventable vehicle collisions on road per 100,000 miles.
- **Customer Complaints** – In FY2025, Foothill Transit received an average of 23 complaints per 100,000 boardings. This is a 39 percent improvement compared to last fiscal year.
- **Schedule Adherence** – On-time performance averaged 82.2 percent in FY2025, which is a five percent improvement compared to last fiscal year.



## **Analysis**

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

- Goal 1:** Operate a safe transit system.
- Goal 2:** Provide outstanding customer service.
- Goal 3:** Operate an effective transit system.
- Goal 4:** Operate an efficient transit system.

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

Foothill Transit is a member of the American Bus Benchmarking Group also known as “ABBG”, which is comprised of 24 transit agencies located in various states. The purpose of ABBG is to collaborate with other transit agencies to identify best practices and to use fixed-route data to see how we measure amongst our peers. Several performance indicator graphs in this report include the latest ABBG average to demonstrate how we are performing compared to the group.

## **Overall System Performance**

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

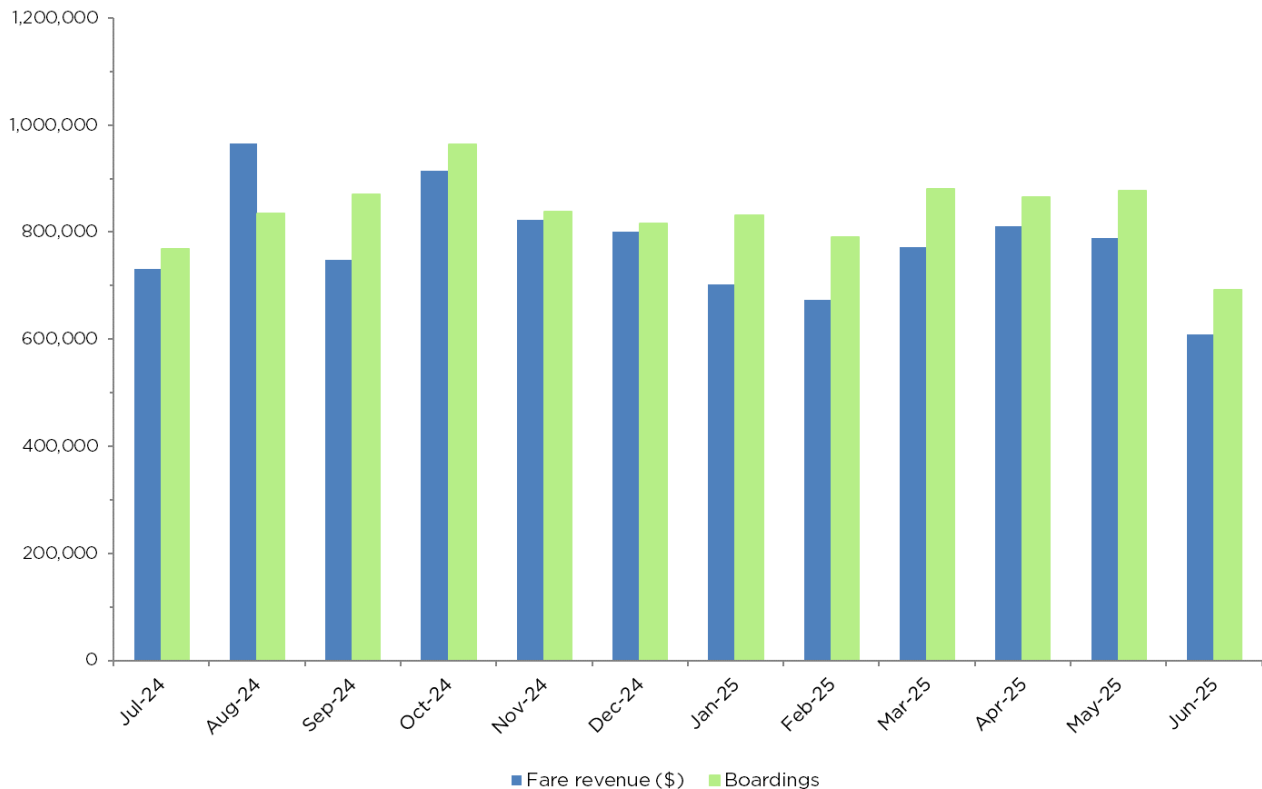
### ***Total Boardings and Total Fare Revenues***

In FY2025, Foothill Transit buses had 10,030,349 total boardings. When compared to the previous fiscal year, ridership increased by nine percent. Foothill Transit continues to explore opportunities to increase ridership and implement new initiatives that relate to ridership.

Total fare revenue recorded in FY2025 was \$9,344,473. This is four percent higher than last fiscal year.



### Total Boardings and Fare Revenues



### Vehicle Service Hours and Operating Expenditure

In FY2025, Foothill Transit operated 720,642 service hours. This represents a two percent increase compared to last fiscal year.

Foothill Transit incurred \$150.2 million in operating expenses, which is 12 percent higher than last fiscal year. This is primarily due to the increase in service hours operated, Operations and Maintenance contractual increases for both yard locations, as well as the cost increase associated with the extended security presence throughout the system.

### Goal 1: Operate a Safe Transit System

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

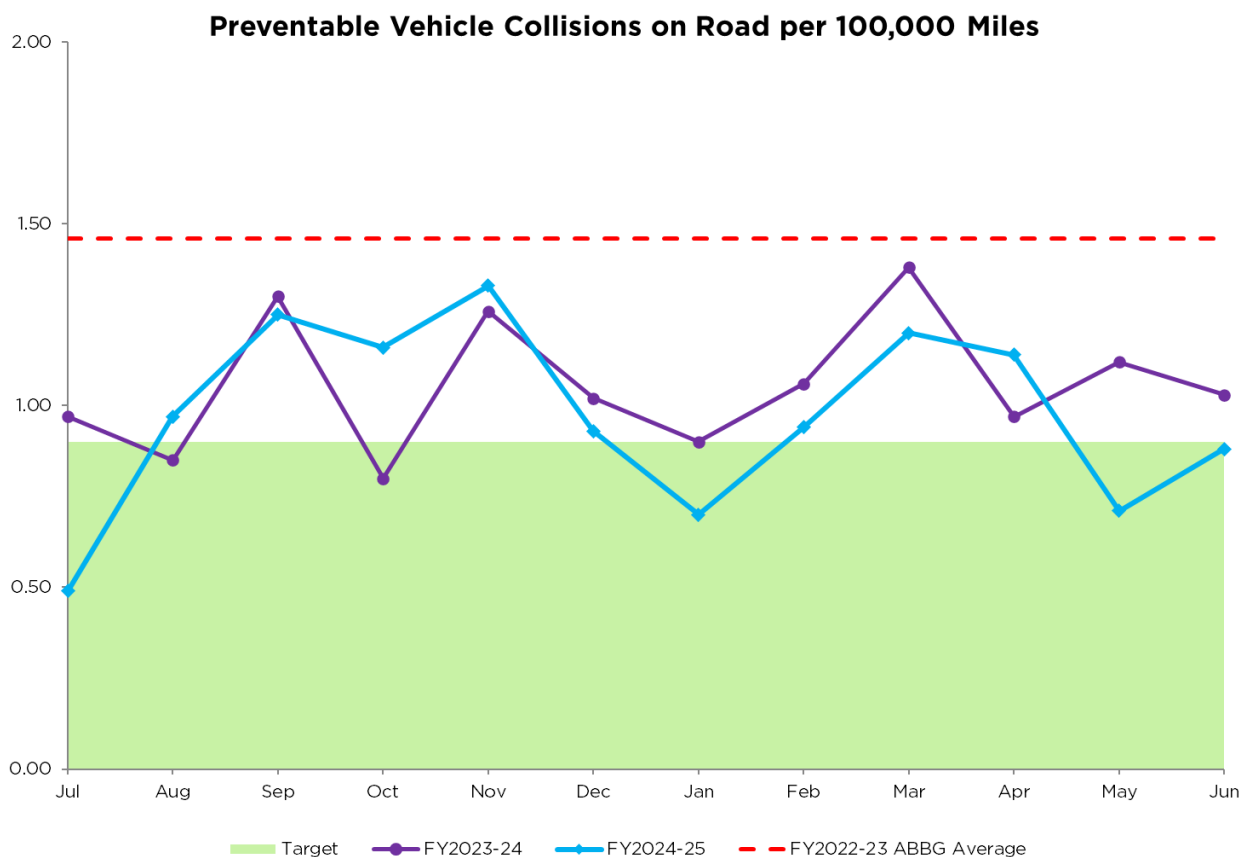
### Preventable Vehicle Collisions per 100,000 Miles

In FY2025, Foothill Transit did not meet the adopted performance standard of 0.90 or fewer preventable vehicle collisions on road per 100,000 miles with



0.96 preventable vehicle collisions on road per 100,000 miles. The preventable vehicle collisions on road resulted primarily from coaches making contact with fixed objects, partially because of the reduced lane widths on arterial roadways and on freeways.

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



## Goal 2: Provide Outstanding Customer Service

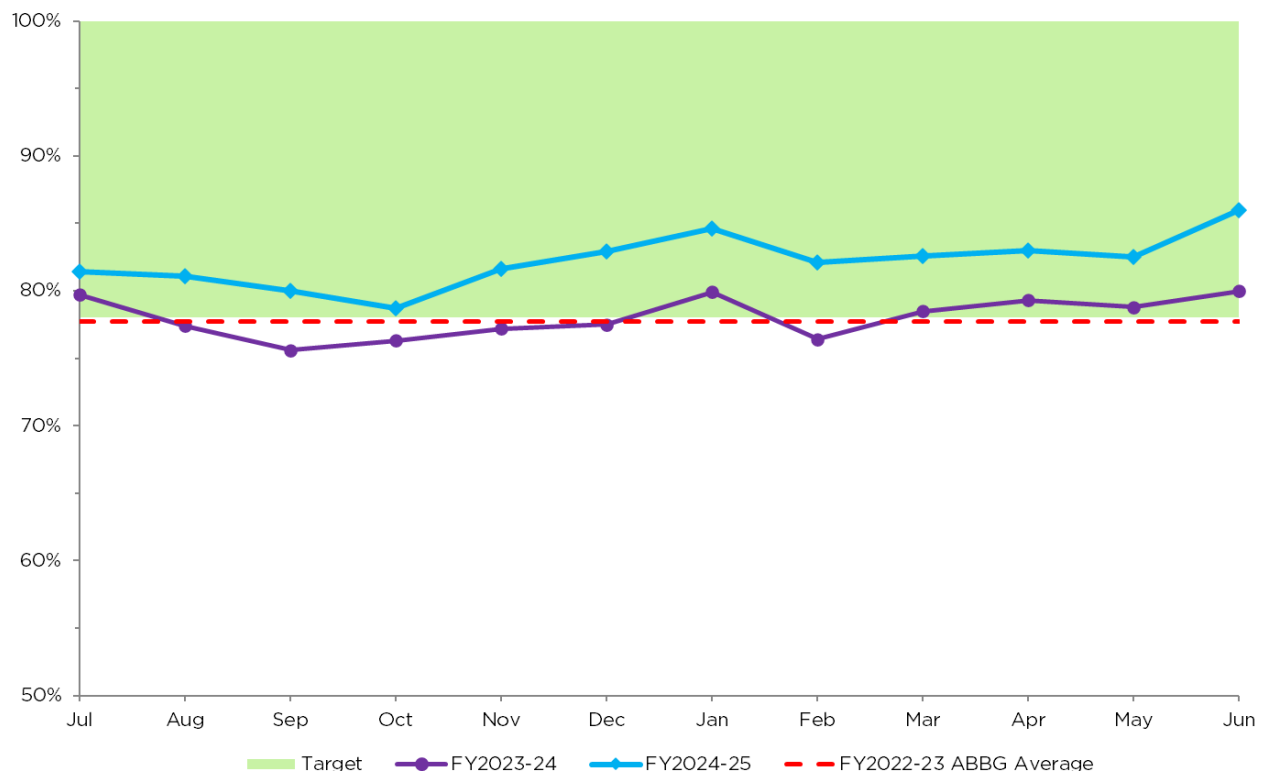
Foothill Transit measures this goal by monitoring the following categories: schedule adherence, average miles between technical roadcalls, and complaints per 100,000 boardings.



### Schedule Adherence

Foothill Transit measures its schedule adherence using the industry standard metric of on-time performance (OTP). OTP is calculated by evaluating a vehicle's adherence to time points in the planned schedule. A trip is considered on time if it did not depart early and if it departed the time point before the five-minute late threshold. Foothill Transit adopted a goal of 78 percent or higher OTP for this fiscal year. In FY2025 the OTP goal was met at 82.2 percent; this represents a five percent increase compared to last fiscal year. Foothill Transit staff continue to monitor the SMARTBus system in real-time and work with both operations and maintenance contractors to ensure that the bus service runs in accordance with the schedule. With the OTP data readily available from the SMARTBus system, staff monitors trends including low performing routes and work with both contractors to identify areas of improvement. This includes evaluating GPS positioning of each time point to reflect the bus arrivals and departures accurately. Staff recently implemented a dashboard visualization tool which helps monitor OTP more efficiently.

### Schedule Adherence





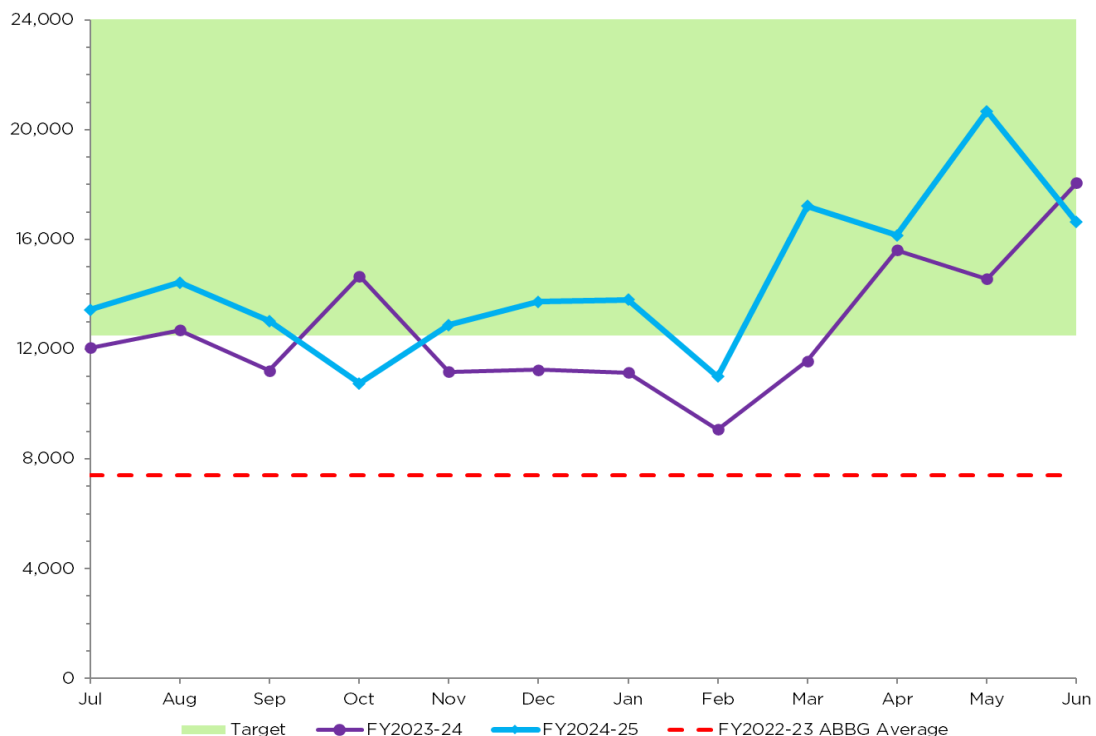
### Average Miles between Technical Roadcalls

Average miles between technical roadcalls is a maintenance performance indicator. This adopted measure tracks any mechanical breakdown that occurs, whether a bus is in revenue service or not.

Foothill Transit averaged 14,040 miles between technical roadcalls in FY2025, meeting the maintenance reliability goal of at least 12,500 miles between technical roadcalls. This represents a 13 percent improvement compared to last fiscal year. Maintenance data is analyzed frequently to identify trends related to roadcall types and specific bus series, in efforts to establish appropriate action plans to minimize mechanical issues. The top technical roadcalls experienced during the fiscal year were coolant leaks and engine related issues.

Transdev and Keolis teams have implemented various strategies to mitigate roadcalls, issuing campaigns and proactively inspecting buses more frequently such as investigating for leaks during the fueling process, and optimizing technician schedules to improve weekend turnaround. Further, Foothill Transit re-implemented quarterly bus inspections which proactively identify bus fleet related issues.

Average Miles between Technical Roadcalls



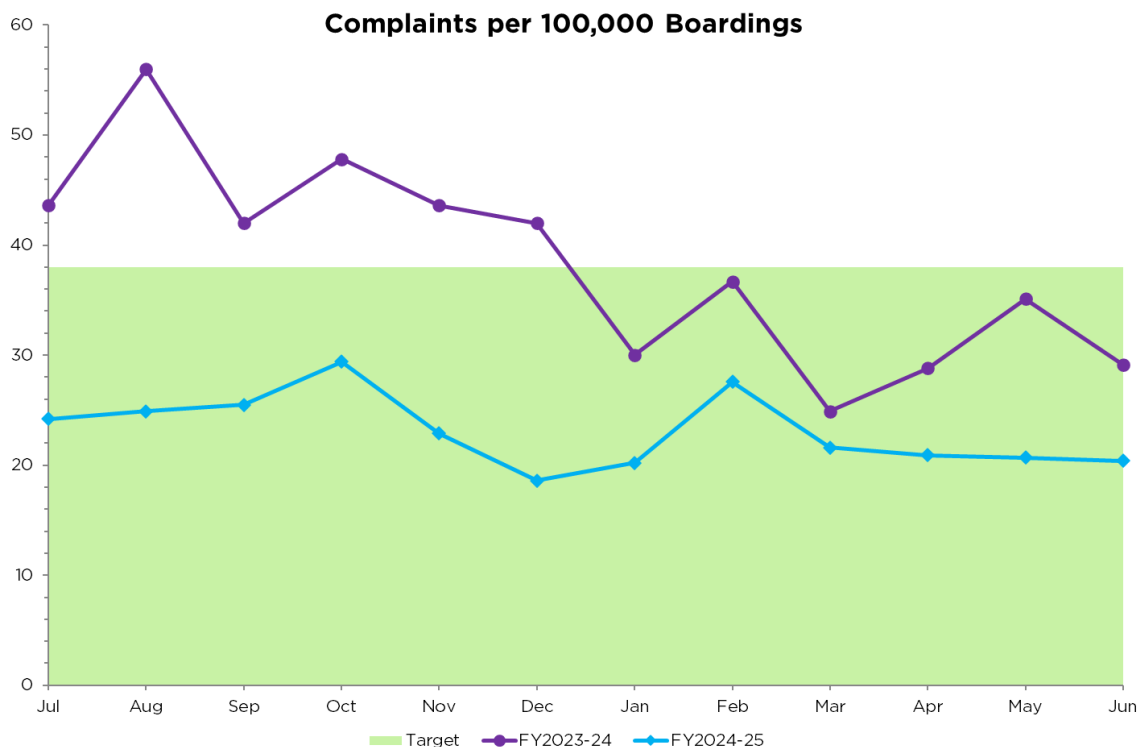


### Complaints per 100,000 Boardings

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

In FY2025, Foothill Transit met the performance target of 38 or less complaints per 100,000 boardings with 23.2 complaints per 100,000 boardings. This represents a 39 percent improvement compared to same period last fiscal year. The majority of complaints received this fiscal year were related to schedule adherence, however, schedule adherence complaints decreased by 47 percent compared to last fiscal year.

Keolis' and Transdev's customer service committees continue to implement various strategies to mitigate customer complaints which include de-escalation training, on-board evaluations, and operator incentive programs. Foothill Transit, in partnership with our transit service contractors, continue to monitor the complaint trends and explore new initiatives to enhance the customer experience.





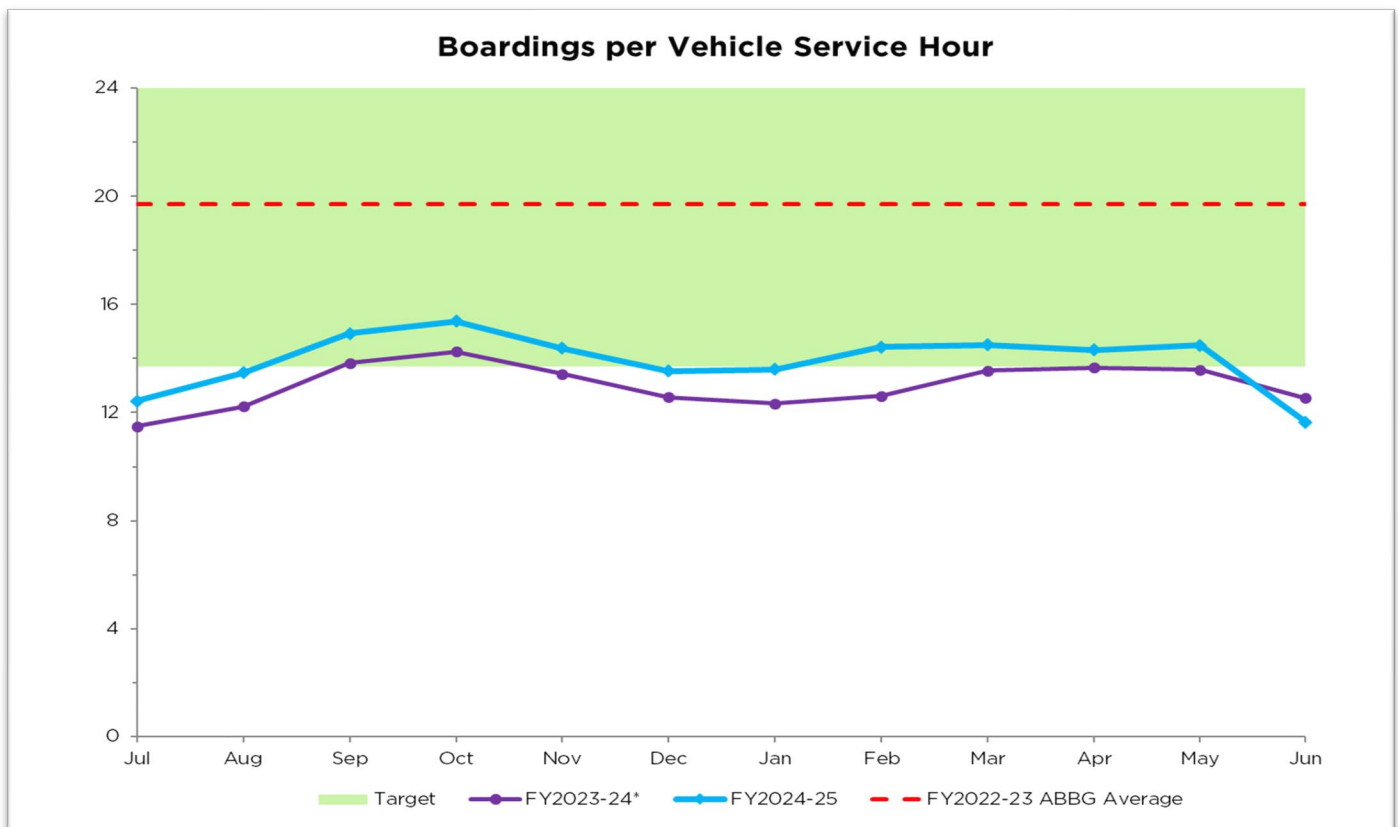
### Goal 3: Operate an Effective Transit System

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

#### ***Boardings per Vehicle Service Hour***

Boardings per vehicle service hour is the total number of boardings divided by the total number of service hours in a given period. In FY2025, the system experienced 13.92 boardings per vehicle service hour, meeting the performance target of 13.71 or more boardings per service hour. This is seven percent higher compared to last fiscal year.

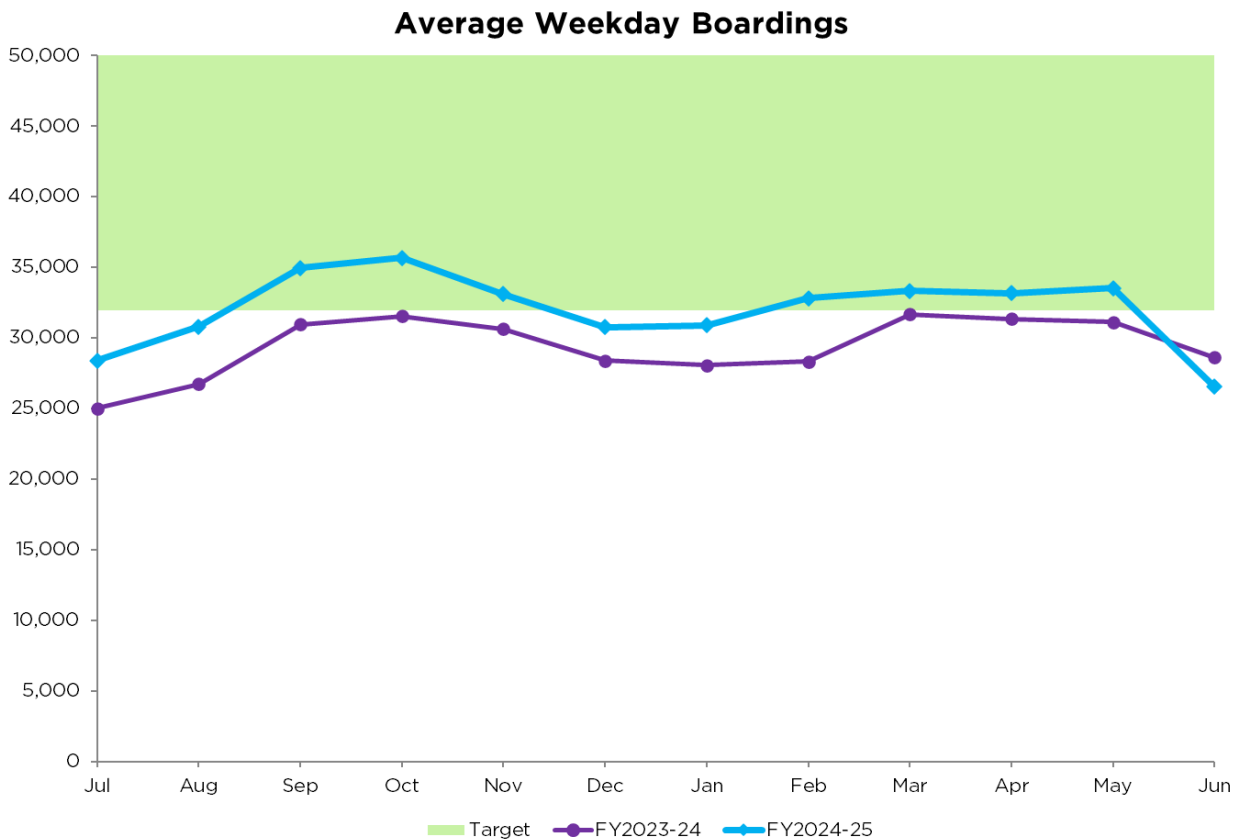
Foothill Transit continues to encourage increased ridership by targeting specific demographics of customers through the Class Pass program and marketing at various schools and community events. Improved data analysis allows Foothill Transit staff to better understand travel demand throughout the service area, therefore assisting them with planning routes and schedules. Furthermore, consistent service reliability has played a factor in increasing boardings.





### Average Weekday Boardings

The number of average weekday boardings is calculated by dividing the total number of weekday boardings by the number of days with weekday service in a given period. In FY2025, Foothill Transit met the performance target of at least 31,964 average weekday boardings with receiving an average of 31,976 weekday boardings. This represents a nine percent increase compared to the same period fiscal year and approximately 82 percent of the ridership experienced prior to the COVID-19 pandemic.





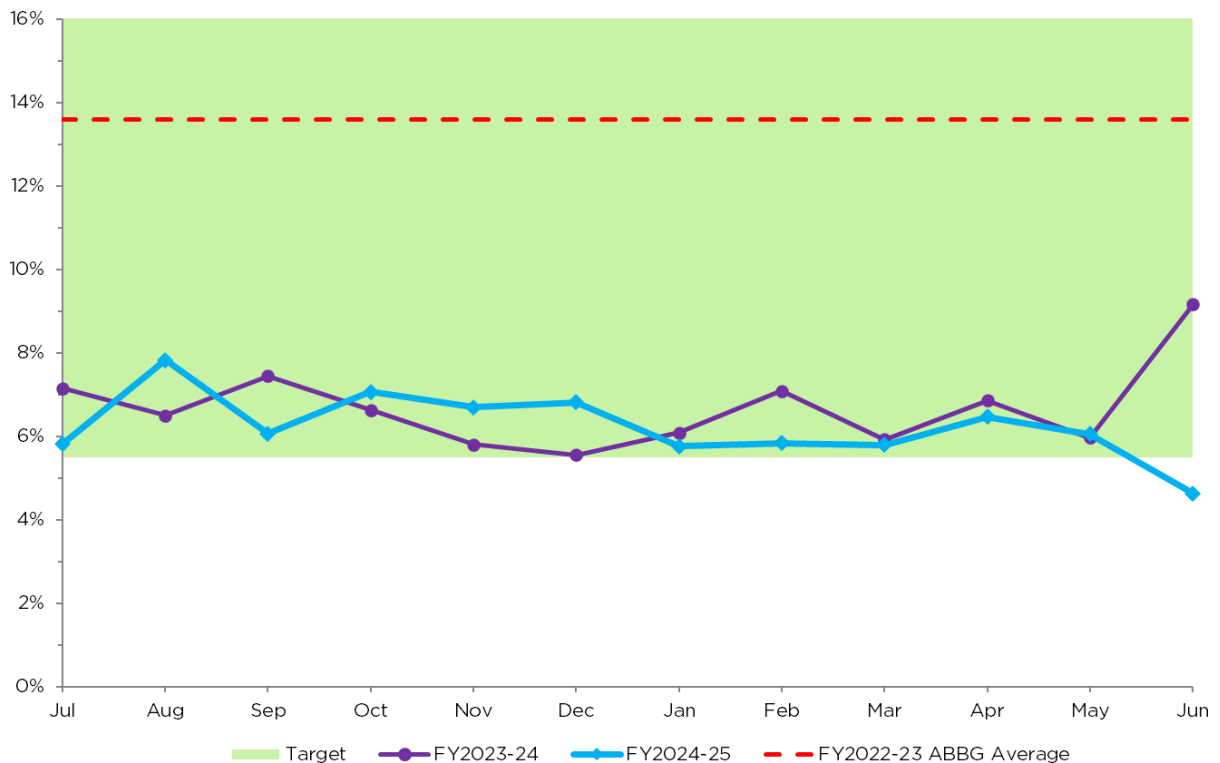
### Goal 4: Operate an Efficient Transit System

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

#### ***Farebox Recovery Ratio***

Farebox recovery ratio is a measure of the proportion of operating costs recovered by passenger fares. The farebox recovery ratio is calculated by dividing total fare revenue by total operating expense. In FY2025, the farebox recovery ratio was 6.2 percent, which meets the target of 5.5 percent. This represents a seven percent decrease compared to last fiscal year.

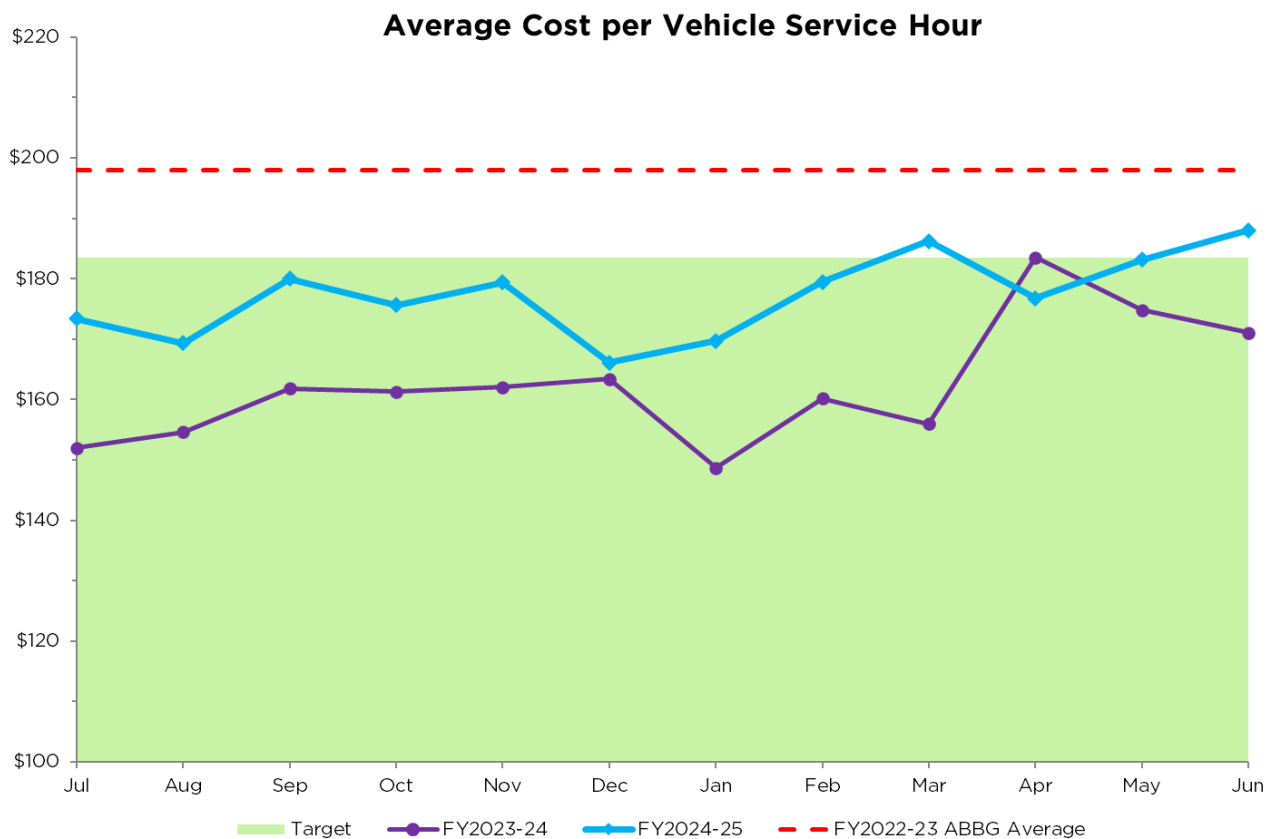
#### **Farebox Recovery Ratio**





### Average Cost per Vehicle Service Hour

Average cost per vehicle service hour is an industry standard utilized to measure the cost efficiency of transit service. It is derived by dividing operating expenses by vehicle service hours. In FY2025, Foothill Transit did meet the average cost per vehicle service hour target of less than \$183.55, with \$177.18. This represents a nine percent increase compared to last fiscal year.



Sincerely,

Ali Showkatian  
Director of Customer Service  
and Operations

Doran J. Barnes  
Chief Executive Officer



August 29, 2025

To: Governing Board

Subject: **Fiscal Year 2025 and 2026 Business Plan Initiatives Update**

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### **Recommendation**

Receive and file an update on Foothill Transit's FY2025 and 2026 Business Plan Initiatives.

### **Analysis**

Each year the Board approves a list of key agency-wide initiatives with the adoption of the organization's annual Business Plan. Some of these initiatives are currently underway and others are new initiatives added for FY 2026. Following is an update on the key projects included in Foothill Transit's current Business Plan:

- **Fuel Cell Bus and Infrastructure Expansion**

The first article bus of the additional 19 fuel cell busses that were ordered to replace some of Foothill Transit's oldest fleet is scheduled to go onto the production line in September. Members of the Foothill Transit Maintenance and Vehicle Technology Team will inspect that bus prior to the other 18 busses going into production. Delivery of the buses is scheduled to begin mid-December through early March of 2026. These buses will go into service at the Pomona Operations and Maintenance Facility which has the infrastructure in place to support fueling these additional buses.

The construction activities for the buildout to support future fuel cell buses to be deployed from the Arcadia/Irwindale Operations and Maintenance Facility are also underway. Foothill Transit entered into contract with Stantec, On-Call A&E consultant, in March 2025 for design of facility modifications consisting of new gas detection system and exhaust fans as required for new hydrogen fuel cell buses at the Arcadia/Irwindale Operations and Maintenance facility. As of July 2025, the design team has completed design of the required modifications and has submitted design plans to the City of Irwindale for plan check review and permitting. Staff is also initiating procurement for construction contracts and will issue Invitation for Bids in August 2025, with a contract award target date of late September 2025.



- **Zero Emissions Double-Deck Fleet Expansion and Charging Infrastructure**

The contract for the purchase of 24 Double Deck Battery Electric Buses has been executed. Alexander Dennis has begun production for other customers at its new Las Vegas plant. The 24 buses will be built at the Las Vegas plant and will meet Buy America requirements. The first 12 buses will go online January 2027 with deliveries slated for May 2027 through June 2027. The second 12 buses will go online August 2027 with deliveries from November 2027 through end of December 2027.

There are currently 13 in-depot battery electric bus chargers that were completed in 2019 at the Arcadia-Irwindale Operations and Maintenance Facility at various stages of operability. In order to provide the range and efficiently charge this new series of buses, an item authorizing the issuance of an RFP to upgrade these chargers will be presented to the Executive Board for their consideration at the August 2025 meeting. Completion of the infrastructure is scheduled months prior to the delivery of the first bus.

- **Enhanced State Advocacy Presence**

Foothill Transit regularly interfaced with state legislative officials and their staff locally and in Sacramento in FY 2025, with assistance from our state advocate. This included creating and maintaining positive working relationships with one new State Senator and two new State Assemblymembers.

The 2025 Foothill Transit Bus Rodeo also yielded the highest amount of participation among elected officials to date, serving as a hands-on experience for our delegation to understand Foothill Transit's operations and funding needs. As a result of our advocacy, the San Gabriel Valley Legislative Caucus included a \$10 million FY 2026 State Budget allocation request on behalf of the region to be set aside for the Bronco Mobility Hub at Cal Poly Pomona.

Additionally, participation in Sacramento advocacy days not only internally but with external professional organizations such as the San Gabriel Valley Economic Partnership, CALSTART, and BizFed led to increased visibility with key state legislators, including the Assembly Transportation Committee Chair. Finally, Foothill Transit was also invited to speak at both the State Legislature's Select Committee on Transportation Solutions locally in Southern California, and on the Assembly Select Committee on



Building a Zero-Carbon Hydrogen Economy at the State Capitol. Overall, these interactions and enhanced visibility with key state legislative bodies have benefited Foothill Transit's continued efforts to advocate for its priorities.

- **Pomona Operations and Maintenance Facility CNG Equipment Upgrade**

Foothill Transit's long-standing contract with its current provider of CNG and the maintenance and operations of the facility has expired. During the process of determining next steps and analyzing the four various contracts for the stations, it was determined that it would be best to delay the upgrade of the equipment at the Pomona Operations and Maintenance Facility until a new contract with a vendor has been executed. The procurement documents are currently being prepared to be issued for the Operations and Maintenance of CNG Fueling and Supply at CNG.

- **Administrative Office Solar Project**

In May 2025, Foothill Transit entered into a contract with Stantec, our On-Call architectural & engineering consultant, to perform a feasibility study and preliminary engineering for a potential carport-mounted solar array panels for renewal power generation at the administrative office building. In late July 2025, the design team conducted a design and programming meeting with Foothill Transit staff to review goals for the solar project. These goals included a review of the Electric Vehicle charging station needs as well as integration with the planned building safety and security projects.

- **Safety and Security Presence Coordination**

Work continues on several projects toward providing a safe and secure environment for operators, customers, staff, Foothill Transit Facilities and the community. On July 1, 2025, Foothill Transit and the Los Angeles County Sheriff's Department (LASD) Transportation Services Bureau (TSB) kicked-off the new phase of its supplemental law contract. An update on this scope of work provided through this contract will be provided at the August 2025 Governing Board Meeting

In January 2024, GARDA, a private security company began providing services by guards working overnight hours onboard buses and at key transit centers. This contract was expanded to add additional guards and increase the span of service hours. These services continue to be a key



layer in Foothill Transit's approach to safety and will be reviewed and deployed as the needs evolve.

Work has begun with the consultants selected to support the Foothill Transit team in evaluating needs and enhancements to the security camera projects at the administration building, both operating and maintenance facilities and some parking structures. Policies and procedures are being developed and reviewed to establish monitoring, retention and matters related to these systems.

- **Cal Poly Pomona Bronco Mobility Hub**

In March 2025, a feasibility study for a potential mobility hub on the Cal Poly Pomona campus was completed. That same month, a license agreement between the university and Foothill Transit was executed giving Foothill Transit ability to construct and operate the future mobility hub on the agreed upon site. The mobility hub will be designed and constructed via design-build delivery method. As a first step, in May 2025, Foothill Transit issued Request for Qualifications seeking Preliminary Engineering services for 30 percent design and utility/geotechnical investigations as well as construction administration support. The Executive Board awarded a contract to Psomas at their August 1, 2025 meeting. Preliminary Engineering designs will be the basis for procuring a design-build contract for full design and construction of the Cal Poly mobility hub.

In addition to design work, Foothill Transit staff has issued an RFQ for environmental services as required for NEPA and CEQA clearance. We anticipate awarding contract in October 2025.

- **Commuter Express Service Efficiency Project**

Foothill Transit currently operates six Express Service lines, which primarily serve commuters traveling during peak hours to and from downtown Los Angeles. Since the onset of the COVID-19 pandemic, travel patterns to downtown Los Angeles have shifted significantly. As a result, ridership on Express Service lines has not recovered to pre-pandemic levels. In contrast, Local Service has experienced a stronger return of passengers.

Comparing pre-pandemic, FY 18-19, ridership to last fiscal year, FY 25, shows that overall ridership shows is at 88 percent pre-pandemic levels. When breaking the numbers down by service type, Local Service versus Express Service, the data shows the Local Service ridership is at 93 percent pre-pandemic levels whereas the Express Service is at 38 percent



pre-pandemic ridership levels. Since coming out of the pandemic, the Express Service has hovered around the 38 percent ridership levels, while the Local Service continues to recover.

This project is currently underway to thoroughly evaluate Express Service through various metrics. Utilizing enhanced ridership data, a multi-disciplinary team of staff is exploring strategies to improve the efficiency of the Commuter Express Service. We plan for this to be a topic of discussion at the during the 2026 Strategic Planning Workshop.

In addition to the agency-wide initiatives listed above, work also continues to advance the individual department goals that are detailed in the respective department sections within the FY2026 Business Plan.

Sincerely,

LaShawn King Gillespie  
Deputy Chief Executive Officer

Doran J. Barnes  
Chief Executive Officer