



Foothill Transit

EXECUTIVE BOARD MEETING

West Covina, CA
Friday, March 27, 2026





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 សូមទាក់ទងការិយាល័យនាយកគ្នាក្នុងការប្រតិបត្តិការមន្ទីរស័ព្ទលេខ (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 အစည်းအဝေးမတင်မီ 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 تیاژ به خدمات ترجمه، لطفا حداقل 48 ساعت قبل از جلسه از طریق شماره 931-7300 (626) داخلی 7204 یا 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

နမူလိန်ဘဉ် တၢ်တိၣ်စၢၤမၤတဖၣ်လၢ တၢ်ကတိၤကျိၣ်ထံအဂီၢ်န့ၣ်, ဝံသးစူၤဆဲးကျၢၤဘဉ် ပၤဆုၤအံးကွၢ် မူဒါခိၣ် အဝဲၤဒၢး ဝဲ (626) 931-7300 လီၤတဲစိနီၣ်ဂံၢ်ဒု 7204, အစ့ၤကတၢၢ် 48 န့ၣ်ရံၣ် တၢ်ချးတၢ်ထံၣ်လိာ်အိၣ်ဖျိၣ်သကိးန့ၣ်တက့ၢ်.

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, MARCH 27, 2026
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

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

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 2 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.



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

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CONSENT CALENDAR: Items 6 through 16 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 JANUARY 30, 2026 AND STRATEGIC PLANNING SESSION OF FEBRUARY 27, 2026

7. MARCH 2026 PROCUREMENT MONTHLY REPORT

Recommended Action: Receive and file the Procurement Monthly Report for March 2026.

8. FINANCIAL STABILITY POLICY FISCAL YEAR 2027 FINANCIAL STRATEGIES

Recommended Action: Adopt the annual Financial Stability Policy update to include the FY2027 financial strategies for budget planning.

9. TRANSPORTATION FUND EXCHANGE - CITY OF SAN GABRIEL

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

10. AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS FOR CNG FUELING STATION UPGRADES, MANAGEMENT AND MAINTENANCE SERVICES, LEASE OF PUBLIC ACCESS STATIONS, AND SUPPLY OF CNG

Recommended Action: Authorize the Chief Executive Officer to issue a Request for Proposals for equipment upgrades, management and maintenance services, lease of public access stations and supply of CNG at the Pomona and Arcadia Irwindale CNG fueling stations.

11. AUTHORIZATION TO AMEND CONTRACT FOR GENERAL LEGAL SERVICES

Recommended Action: Authorize the Chief Executive Officer to extend the contract term for General Legal Services from June 30, 2026 to June 30, 2029.

12. AUTHORIZATION TO AMEND LEASE FOR COMMERCIAL SPACE AT THE COVINA TRANSIT CENTER

Recommended Action: Authorize the Chief Executive Officer to amend the Lease Agreement with Tenant for the Covina Transit Center commercial space and to commence construction on or before June 1, 2026 and rent to commence by November 1, 2026.



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13. AUTHORIZATION TO AMEND DUARTEBUS SERVICE AGREEMENT WITH THE CITY OF DUARTE

Recommended Action: Authorize the Chief Executive Officer to amend duartEbus service Agreement with the City of Duarte.

14. TITLE VI MONITORING REPORT

Recommended Action: Receive and file the Title VI Monitoring Report.

15. 2026 SYSTEM STANDARDS AND POLICIES

Recommended Action: Adopt the updated 2026 System Standards and Policies (Attachment A).

16. REQUEST TO CONDUCT PUBLIC HEARING FOR PUBLIC PARTICIPATION PLAN

Recommended Action: Authorize the Executive Director to seek public outreach and conduct a public hearing regarding updates to Foothill Transit's Public Participation Plan.

REGULAR AGENDA:

17. PROPOSED REVISION OF MISSION AND VISION STATEMENTS

Recommended Action: To approve the establishment of the new concise mission statement and transition the current mission statement into the vision statement of Foothill Transit.

18. FARE REVENUE TRENDS

Recommended Action: Receive and file this update on fare revenue trends.

19. AUTHORIZATION TO RETIRE PROTERRA BUSES

Recommended Action: Authorize the Chief Executive Officer to retire fourteen (14) Proterra Battery Electric Buses.

20. AUTHORIZATION TO AMEND CONTRACT FOR HYDROGEN FUELING

Recommended Action: Authorize the Chief Executive Officer to renew the Hydrogen Supply Agreement with Clean Energy for one year at \$9.63 per kilogram plus \$215.00 cost for delivery.



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

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21. CHIEF EXECUTIVE OFFICER COMMENT
22. BOARD MEMBER COMMENT
23. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov't Code § 54957)

Title: Chief Executive Officer

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

Property Address/Location: APN: 8265-004-041

Agency Negotiator(s): Doran J. Barnes, Darold D. Pieper, LaShawn King Gillespie, Sharlane Bailey

Negotiating Parties: Puente Hills Land Venture

Under Negotiation: Price and Terms

25. CLOSED SESSION REPORT
26. ADJOURNMENT

**The next Regular Meeting of the Executive Board
is scheduled for
Friday, May 1, 2026, at 8:00 a.m.**



Foothill Transit

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

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

**Friday, January 30, 2026
8:00 a.m.**

DRAFT

1. CALL TO ORDER

The meeting was called to order by Chair Shevlin at 8:07 a.m.

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

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

Chair Shevlin recessed the meeting at 8:07 a.m.

Chair Shevlin reconvened the meeting at 9:28 a.m.

3. 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.

4. PUBLIC COMMENT

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

5. PRESENTATIONS

5.1. Introduction of Foothill Transit Business Partners

There were no presentations by Foothill Transit Business Partners.

CONSENT CALENDAR

The Executive Board took action on a single motion on items 6 -7.

6. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF DECEMBER 12, 2026**

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

7. **JANUARY 2026 PROCUREMENT MONTHLY REPORT**

Recommendation: Receive and file the Procurement Monthly Report for January 2026.

The Executive Board received and filed the Procurement Monthly Report for January 2026.

REGULAR AGENDA

8. **CITY OF WEST COVINA BUS STOP ENHANCEMENT PROGRAM AWARD**

Recommendation: Authorize the Chief Executive Officer to award the city of West Covina a Bus Stop Enhancement Award in the amount of \$350,000.

Joe Raquel, Director of Service Development, presented this item.

Mr. Raquel reported that the Bus Stop Enhancement Program (BSEP) provides funding to member cities, LA County, and partner schools to support Foothill Transit bus stop improvement projects.

The City of West Covina has submitted a BSEP application in the amount of \$350,000 to enhance two bus stops adjacent to Foothill Transit's administrative office. Because of the proximity to the administrative office and West Covina's downtown district, the enhanced bus stops will serve as an extension of the administrative office and welcoming to the downtown district.

West Covina Councilmember Rosario Diaz thanked the Executive Board for considering approving this project. Staff responded to comments from the Executive Board.

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

9. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- Stated that the cost difference between a fuel cell bus and a compressed natural gas bus is \$710,000.
- Reported that the Transit Intercity Rail Capital Program (TIRCP) funding is not eligible for compressed natural gas buses. Director of Government Relations Yoko Igawa is working on potentially getting the TIRCP funds transitioned to the Cal Poly Pomona Bronco Mobility Hub project.

10. **BOARD MEMBER COMMENT**

There were no comments by Members of the Foothill Transit Executive Board.

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

Property Address/Location: 1118 N. Citrus Avenue, Covina, CA 91722
Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Darold D. Pieper, LaShawn King Gillespie, Phillip Bonina
Negotiating Parties: Jaime Alvarez
Under Negotiation: Price and Terms

The Executive Board recessed into closed session at 9:39 a.m.

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

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

Property Address/Location: APN: 8265-004-041
Agency Negotiator(s): Doran J. Barnes, Darold D. Pieper, LaShawn King Gillespie, Sharlane Bailey
Negotiating Parties: Puente Hills Land Venture
Under Negotiation: Price and Terms



The Executive Board recessed into closed session at 9:39 a.m.

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

13. **CLOSED SESSION REPORT**

Darold Pieper, General Counsel, reported that there were no reportable actions on Closed Session items 11 and 12.

14. **ADJOURNMENT**

Adjournment for the January 30, 2026 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:10 a.m.



Foothill Transit

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

**MT. SAN ANTONIO COLLEGE - FOUNDERS HALL
1100 NORTH GRAND AVENUE, BLDG. 10
WALNUT, CALIFORNIA 91789**

**Friday, February 27, 2026
8:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Shevlin at 8:19 a.m.

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

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

Guests: Member Dr. John Lloyd (Los Angeles County)

3. PUBLIC COMMENT

Ulyses Gontes addressed the Foothill Transit Executive Board.

4. STRATEGIC PLANNING SESSION

Board and staff participated in an accomplishments exercise, reviewing and discussing achievements for calendar year 2025 and FY2026.

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

- Mission and Vision Statements
- Financial Forecast
- Zero-Emission Vehicle Strategy
- First Public Hydrogen (FPH2)
- Commuter Express Service Alignment
- duartEbus Service Agreement
- Foothill Transit Rules
- Executive Board & Governing Board Stipend
- Claims Update
- FY2027 Agency Initiatives



The Board and staff visited the Mt. SAC Transit Center, where staff presented an overview of the transit center's construction and shared current ridership information.

5. **ADJOURNMENT**

Adjournment for the February 27, 2026, Foothill Transit Strategic Planning Workshop.

There being no further business, the Foothill Transit Strategic Planning Workshop adjourned at 2:43 p.m.



March 27, 2026

To: Executive Board

Subject: **March 2026 Procurement Monthly Report**

Recommendation

Receive and file the Procurement Monthly Report for March 2026.

Awarded Procurements:

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

- PlanetBids, LLC was awarded Contract No. 25-090 for the continued use and support of the agency's electronic procurement portal. The Independent Cost Estimate for this project was \$165,339. The contract was awarded in the amount of \$146,154.37, which was below the Independent Cost Estimate. The awarded amount covers all applicable licenses and services required to ensure uninterrupted procurement operations.
- Gardaworld Federal Services, LLC was awarded Contract No. 26-027 to provide roving canine explosive detection and screening security services at various Foothill Transit properties and special services events. The Independent Estimate cost for this requirement was \$171,600. The contract was awarded in a not-to-exceed amount of \$187,000 to cover all services, equipment, and fulfill all contractual obligations.

Upcoming Procurements:

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

- Invitation for Bids No. 26-048 was issued for the installation of new CAT6 cabling and necessary fiber back-bone infrastructure at both the Arcadia/Irwindale and Pomona Operations & Maintenance Facilities. The Independent Cost Estimate for this project \$170,000. The solicitation is currently open for bid.



- Invitation for Bids 26-026 is being prepared for the configuration and installation of transit signal priority controllers at 17 intersections for service along the Amar route corridor. The Independent Cost Estimate for this project is not expected to exceed \$250,000 and is currently in the drafting phase for solicitation.

Sincerely,

Christopher Pieper
Director of Procurement

Doran J. Barnes
Chief Executive Officer



March 27, 2026

To: Executive Board

Subject: **Financial Stability Policy Fiscal Year 2027 Financial Strategies**

Recommendation

Adopt the annual Financial Stability Policy update to include the FY2027 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 FY2027 (local and state sales taxes) is forecasted to decrease when compared to the FY2026 adopted funding marks for the region. Fare revenues are also predicted to decrease slightly due to the ridership trends.

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.



FY2026/FY2027 Financial Strategies

- S1. Adjust bus operating expenses as needed in accordance with agreed-upon contractual increases in existing Arcadia/Irwindale and Pomona operating and maintenance contracts and to include changes in pricing resulting from contract awards.
- S2. Adjust fuel expenses to reflect FY2026 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 FY2027 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

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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.



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FY2026-FY2027 Financial Strategies

- S1. Adjust bus operating expenses as needed in accordance with agreed-upon contractual increases in existing Arcadia/Irwindale and Pomona operating contracts and to include changes in pricing resulting from contracts.
- S2. Adjust fuel expenses to reflect FY2026 economic changes and 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 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.

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



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- 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.
- 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.



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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 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



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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 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.



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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:

- 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.



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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.

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.



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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

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

Revised March 27, 2026



March 27, 2026

To: Executive Board

Subject: **Transportation Fund Exchange - City of San Gabriel**

Recommendation

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

Analysis

The City of San Gabriel has \$500,000 of uncommitted Proposition A Transportation Local Return funds which may be made available to Foothill Transit to assist in providing transit services. In exchange, Foothill Transit will provide the City of San Gabriel with \$375,000 of available general use funds. Proposition A Transportation Local Return funds may only be used for transportation-related expenditures.

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 \$125,000 more than our contribution. The City of San Gabriel 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 27, 2026

To: Executive Board

Subject: **Authorization to Issue Request for Proposals for CNG Fueling Station Upgrades, Management and Maintenance Services, Lease of Public Access Stations, and Supply of CNG**

Recommendation

Authorize the Chief Executive Officer to issue a Request for Proposals for equipment upgrades, management and maintenance services, lease of public access stations and supply of CNG at the Pomona and Arcadia Irwindale CNG fueling stations.

Analysis

On May 30, 2025, the Executive Board authorized a sole source contract with Clean Energy to extend their services operating, maintaining, and supplying Compressed Natural Gas (CNG) at the Pomona and Arcadia Irwindale fueling stations for one-year after their initial contract expired on June 30, 2025. This allowed for continuation of service while Foothill Transit researched the possibility of issuing a competitive bid for the services Clean Energy has provided for the past 25 years.

After research into other regional transit agencies, it was determined that other providers are able to manage and maintain Foothill Transit's private and public CNG fueling stations. On August 29, 2025, the Executive Board authorized the issuance of a Request for Proposals (RFP) to obtain competitive proposals for these services. During the RFP process, it was determined that substantial upgrades to the CNG compressors and associated equipment are needed for Foothill Transit's private CNG fueling stations, in addition to continuing management, maintenance, and supply services. To ensure a fair and competitive process, and allow time to develop the initial drawings and bridging documents necessary for a design-build of CNG equipment upgrades, RFP No. 26-002 was cancelled on March 13, 2026 and planned for re-issuance.

Issuing a revised RFP that includes both essential equipment upgrades, as well as management, maintenance, and supply of CNG for Foothill Transit's private and public CNG fueling stations enables firms to propose on the full scope of services, and streamline services in the most cost-efficient manner.



Procurement of design-build services is a two-phase process that starts with a Request for Qualifications (RFQ) to establish a pool of qualified candidates that can then participate in the Request for Proposals (RFP). Award of a design-build contract, management and maintenance contract, and lease of the public access CNG stations is planned for early 2027.

Budget Impact

Costs for capital improvements for the Pomona Operations and Maintenance Facility, operations, maintenance, and provision of CNG are included in the FY2026 adopted business plan and budget. Costs for capital improvements for the Arcadia Operations and Maintenance Facility shall be included in the FY2027 Business Plan and Budget for approval consideration in May 2026.

Sincerely,

Sharlane Bailey
Director of Capital Projects & Facilities

Doran J. Barnes
Chief Executive Officer

Joyce Rooney
Director of Finance



March 27, 2026

To: Executive Board

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

Recommendation

Authorize the Chief Executive Officer to extend the contract term for General Legal Services from June 30, 2026 to June 30, 2029.

Analysis

Darold Pieper has served as Foothill Transit General Counsel for nearly 20 years. He has been deeply involved in all Foothill Transit projects, including developing the strategy and providing the legal guidance necessary to transition Foothill Transit from contract management to in-house management. Mr. Pieper provides an important source of continuity and background in moving Foothill Transit projects forward. During his career, Mr. Pieper has dealt with almost all types of matters involving California public agencies including general legal counsel, transit, construction contracts, professional services contracts, consulting contracts, prevailing wages, municipal ordinances, leases, licenses and permits, and conflicts of interest.

Examples of legal services provided to Foothill Transit by Mr. Pieper by category are:

General Counsel Services

- Serve as counsel to the Executive Board
- Supply legal opinions regarding operations and advice to resolve major issues
- Negotiate and draft ordinary contracts and agreements

Special Counsel Services

- Represent Foothill Transit at public meetings
- Fare and service changes
- ADA requirements
- Service contracts
- Land use, planning, and zoning
- Public finance and tax issues



In October 2005, the Executive Board authorized an agreement with Mr. Pieper to provide general legal counsel and to handle California-specific legal matters for Foothill Transit.

The Executive Board subsequently authorized amendments to the agreement in January 2010, October 2013, April 2014, July 2020, February 2023, and June 28, 2024 to extend the term of the agreement and adjust the fee schedule. The current term of the agreement ends June 30, 2026.

Extending the agreement for an additional three years will provide for a monthly retainer of \$10,246 and hourly rates for general and special counsel services that surpass 25 hours per month. Rate increases of 3 percent would occur in July 2027 and July 2028.

Budget Impact

Required funding will be included in Foothill Transit's 2026 Budget and Business Plan and future year budgets.

Sincerely,

Lillian Lin
Procurement Manager

Doran J. Barnes
Chief Executive Officer



March 27, 2026

To: Executive Board

Subject: **Authorization to Amend Lease for Commercial Space at the Covina Transit Center**

Recommendation

Authorize the Chief Executive Officer to amend the Lease Agreement with Tenant for the Covina Transit Center commercial space and to commence construction on or before June 1, 2026 and rent to commence by November 1, 2026.

Analysis

In March 2020, the Covina Transit Center, parking structure and exterior shell of the commercial building was substantially complete. The commercial space that is available for lease consists of approximately 3,970 SF building co-located with the Covina Transit Center (CTC) located at 1118 N. Citrus Avenue.

In November 2024, the Lease was executed between Sunflower Investment Group-Covina DBA Girasol Cocina Mexicana (Tenant) and Foothill Transit (Landlord). In February 2025, the Certificate of Commencement (Exhibit E of Lease) was signed and keys to the commercial building were delivered to the Tenant. From March 2025 to the present, Tenant developed design plans for Tenant Improvements, submitted Plans to the City of Covina for permitting and is currently looking for a construction contractor to perform work.

After several meetings with the Tenant to understand Tenant's anticipated build-out schedule, Foothill Transit staff recommendation is to amend the Lease to the following:

- 1) Tenant shall commence construction of the Tenant Improvements no later than June 1, 2026
- 2) Rent Commencement Date shall be November 1, 2026, or earlier if Tenant commences business prior to that date. Operating Expenses are payable upon Tenant's Opening for Business.



Budget Impact

The lease income resulting from this contract will be used to fund Foothill Transit's future year operating expenses for the Covina Transit Center.

Sincerely,

Sharlane Bailey
Director of Capital Projects and Facilities

Doran J. Barnes
Chief Executive Officer



March 27, 2026

To: Executive Board

Subject: **Authorization to Amend duartEbus Service Agreement with the City of Duarte**

Recommendation

Authorize the Chief Executive Officer to amend duartEbus service Agreement with the City of Duarte.

Analysis

In June 2017, the Executive Board authorized an agreement with City of Duarte (City), Attachment A, to assume operation of their fixed-route bus service, and procure three 35-foot battery electric buses (BEB) on behalf of the City. The duartEbus service began operation on April 1, 2019. The first three-year option of the agreement with the City was approved by the Executive Board on October 1, 2021. The second of the three-year options was approved on September 27, 2024, and expires on October 31, 2027.

The Executive Board approved a Sole Source procurement with Proterra for three BEBs to operate the City's duartEbus transit service. The City reimbursed Foothill Transit for the first two buses, and a monthly payment schedule was established for the reimbursement of the third bus, with the final payment due in March 2029. During the term of the agreement, the reliability and availability of the BEBs have not met Foothill Transit's standards. The Federal Transit Administration is aware of operational challenges with buses built by Proterra, who filed for Chapter 11 bankruptcy in August of 2023. Subsequent to the bankruptcy filing, Phoenix Motors acquired Proterra Transit Division in 2024. Phoenix Motors is unable to provide parts, software upgrades, warranty and service support.

At the Strategic Planning Session held on February 27, 2026, the Executive Board discussed the impact of the City's future possible transition of their fixed route service to a microtransit service model or other service model. There was also recognition of the reliability issues relating to the Proterra BEBs.

Article 4, Financing For Acquisition of Electric Buses, Section C of the service agreement addresses payment options in the case of an early termination.



This section lists three (3) financing options in the event the City terminates the service before the end of the ten (10) year financing period. Based on the direction of the Executive Board, and discussions with the City, Foothill Transit determines that the best interests of both parties will be served by sharing the remaining payment liability 50:50.

An amendment to Article 4.C. is recommended to add a fourth option that allows the parties to settle the outstanding balance based on 50 percent of the amount due as of February 2026, and transfer ownership of the bus to the City, upon termination of the service.

Budget Impact

The balance due for the third bus as of February 2026 is \$255,892.71. Amending Article 4.C to allow 50 percent of that amount, \$127,936.36, to be settled rather than be reimbursed, would result in Foothill Transit writing off the debt balance.

Sincerely,

Joyce Rooney
Director of Finance

Doran J. Barnes
Chief Executive Officer



March 27, 2026

To: Executive Board

Subject: **Title VI Monitoring Report**

Recommendation

Receive and file the Title VI Monitoring Report.

Analysis

A Title VI Monitoring Report is a required element of compliance with the Federal Transit Administration Circular 4702.1B. As a recipient of federal funds, Foothill Transit is committed to acting in accordance with Title VI of the Civil Rights Act of 1964 (Title VI) by ensuring that no customers are discriminated against based on race, color, or national origin, including customers with Limited English Proficiency. Foothill Transit is aware that Title VI and Executive Order 12898 addresses Environmental Justice for communities of Black, Indigenous, and people of color (BIPOC) and communities with low-incomes; therefore, all service delivery must be consistent for all communities.

The intent of the Monitoring Report is to ensure equitable service delivery. The results of the report are listed down below:

1. Vehicle Load – No routes exceed the maximum load factor standard for either local or express service.
2. Vehicle Headway – Most Foothill Transit services meet the minimum headway standards. However, Foothill Transit will review the feasibility of adding service on lines that do not meet the minimum standard. Lines 195, 274, 284, 285, 286, and community-specific lines currently do not have sufficient ridership to support additional service.
3. On-Time Performance – Fourteen lines did not meet the system-wide on-time performance standard of 79 percent. Where feasible, schedule adjustments will be made to improve performance on routes that fall below the system average. Foothill Transit's Operations team will continue working closely with its operations contractors to improve reliability.



4. Service Availability - Service availability is distributed evenly across the service area relative to demographic characteristics. The BIPOC population within one-quarter mile of a Foothill Transit bus stop is higher than the overall BIPOC population within the service area.
5. Vehicle Assignment - The average age of the revenue fleet is 9.96 years. The Pomona fleet has an average age of 10.71 years, while the Arcadia-Irwindale fleet averages 9.44 years. The oldest vehicles in the fleet are the 42-foot NABI buses operated from the Arcadia and Pomona yards. Sixty-foot articulated buses and double-deck buses are primarily used on the Silver Streak service. Battery-electric buses are assigned to Lines 280, 860, and 861, which have the infrastructure required to support fast-charging operations, while hydrogen fuel cell buses operate on Lines 291 and 486.
6. Distribution of Transit Amenities - Cities participating in the Bus Stop Enhancement Program (BSEP) are located in both high and moderate BIPOC population areas within the service area. Grant awards are not based solely on proposed bus stop locations; applications are evaluated using multiple criteria, including safety, existing service levels, ridership, proximity to major activity centers, cost-effectiveness, and the overall scope of proposed improvements and amenities.
7. Major Service Changes - Since submitting the 2023 Title VI Program, Foothill Transit has implemented several major service changes. Equity analyses were conducted for each of these changes.

The Monitoring Report is a part of Foothill Transit's Title VI Program and must be updated at least every three years.

Sincerely,

Lourdes Álvarez
Transit Planner

Doran J. Barnes
Chief Executive Officer

Attachment

MONITORING REPORT



EFFECTIVE February 2026

Foothill Transit's Title VI Monitoring Program Review

Below are the triennial Title VI Monitoring Program review results that ensure service delivery is consistent between Black, Indigenous, People of Color (BIPOC) and non-BIPOC lines. The review was conducted in spring of 2026 in preparation to submit the final Title VI report to the FTA in October 2026. Issues identified in the review are described in the summary section, as well as corrective actions to take place.

Vehicle Load

Vehicle loads were analyzed by line during peak and off-peak times. Ridership numbers were gathered from our buses' automatic passenger counter (APC). Peak travel times are defined in Table 1.

Table 1. Peak Travel Times

Type of Peak	Timeframe
A.M. Peak	7:00 A.M. - 9:59 A.M.
P.M. Peak	3:00 P.M. - 5:59 P.M.
Off-Peak	6:00 P.M. - 5:59 A.M. / 10:00 A.M. - 2:59 P.M.

Maximum load factors represent the maximum achievable capacity and are calculated by dividing the average weekday boardings per trip by the vehicle's seated (35 passengers) and standing capacity (10 passengers). Foothill Transit's load factor standards are listed in Table 2. A capacity analysis with each line's load factor is provided in Table 3. All data was gathered from October 1, 2025, to October 31, 2025. This period was utilized because it reflects a typical ridership month without any ridership falls due to school schedule changes or major holidays.

Table 2. Load Factor by Service Type

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

Table 3. Capacity Analysis - October 1, 2025, to October 31, 2025

Line	BIPOC Line?	Weekday Load Factor		Load Factor Standard Local: 1.25 Express: 1.0	Exceeds Standard?	
		Peak Period	Off-Peak		Peak Period	Off-Peak
178	Yes	AM	0.94	1.25	No	No
		PM	1.17		No	
185	Yes	AM	0.82	1.25	No	No
		PM	0.83		No	
187	No	AM	1.03	1.25	No	No
		PM	1.06		No	
188	No	AM	0.57	1.25	No	No

Attachment A

		PM	0.49			No	
190	Yes	AM	0.84	0.49	1.25	No	No
		PM	0.77			No	
194	Yes	AM	0.76	0.44	1.25	No	No
		PM	0.67			No	
195	Yes	AM	0.36	0.25	1.25	No	No
		PM	0.29			No	
197	Yes	AM	0.26	0.25	1.25	No	No
		PM	0.15			No	
269	Yes	AM	0.17	0.08	1.25	No	No
		PM	0.16			No	
270	Yes	AM	0.85	0.24	1.25	No	No
		PM	0.58			No	
272	Yes	AM	0.40	0.18	1.25	No	No
		PM	0.25			No	
274	Yes	AM	0.41	0.22	1.25	No	No
		PM	0.36			No	
280	Yes	AM	0.84	0.35	1.25	No	No
		PM	0.78			No	
281	Yes	AM	0.82	0.45	1.25	No	No
		PM	0.74			No	
282	Yes	AM	0.38	0.27	1.25	No	No
		PM	0.33			No	
284	No	AM	0.36	0.16	1.25	No	No
		PM	0.32			No	
285	Yes	AM	0.33	0.26	1.25	No	No
		PM	0.29			No	
286	Yes	AM	0.45	0.29	1.25	No	No
		PM	0.34			No	
289	Yes	AM	0.39	0.37	1.25	No	No
		PM	0.27			No	
291	Yes	AM	0.46	0.46	1.25	No	No
		PM	0.35			No	
292	Yes	AM	0.20	0.17	1.25	No	No
		PM	0.09			No	
295	No	AM	0.09	0.06	1.25	No	No
		PM	0.06			No	
480	Yes	AM	1.00	0.54	1.25	No	No
		PM	1.13			No	
482	Yes	AM	0.50	0.37	1.25	No	No
		PM	0.44			No	
486	Yes	AM	0.79	0.68	1.25	No	No
		PM	0.57			No	

Attachment A

178	Yes	30	30	30	60	Yes	Yes
185	Yes	30	60	30	60	Yes	Yes
187	No	15	30	30	60	Yes	Yes
188	No	20	30	30	60	Yes	Yes
190	Yes	20	30	30	60	Yes	Yes
194	Yes	15	30	30	60	Yes	Yes
195	Yes	60	60	30	60	No	Yes
197	Yes	30	60	30	60	Yes	Yes
269	Yes	30	60	30	60	Yes	Yes
270	Yes	30	60	30	60	Yes	Yes
272	Yes	30	60	30	60	Yes	Yes
274	Yes	60	60	30	60	No	Yes
280	Yes	15	20	30	60	Yes	Yes
281	Yes	30	30	30	60	Yes	Yes
282	Yes	30	60	30	60	Yes	Yes
284	No	60	60	30	60	No	Yes
285	Yes	60	60	30	60	No	Yes
286	Yes	60	60	30	60	No	Yes
289	Yes	60	60	30	60	No	Yes
291	Yes	15	20	30	60	Yes	Yes
292	Yes	30	30	30	60	Yes	N/A
295	No	20	20	30	60	Yes	Yes
480	Yes	20	30	30	60	Yes	Yes
482	Yes	30	30	30	60	Yes	Yes
486	Yes	15	30	30	60	Yes	Yes
488	Yes	30	60	30	60	Yes	Yes
490	No	20	N/A	20	N/A	Yes	N/A
492	Yes	20	30	30	60	Yes	Yes
493	Yes	20	N/A	20	N/A	Yes	N/A
495	Yes	20	N/A	20	N/A	Yes	N/A
498	Yes	20	N/A	20	N/A	Yes	N/A
499	Yes	20	N/A	20	N/A	Yes	N/A
699	Yes	20	N/A	20	N/A	Yes	N/A
707	Yes	15	30	20	60	Yes	Yes
853	No	30	N/A	30	60	Yes	N/A
861	Yes	60	60	60	60	Yes	Yes
Average BIPOC Line		30.8	44.8				
Average Non-BIPOC Line		27.5	35.0				

The majority of Foothill Transit service meets the minimum headway standards during peak and off-peak service periods. Lines 195, 274, 284, 285, 286, and 289 do not meet the peak minimum headway standard; however, they currently do not have the ridership to support additional service.

On-Time Performance

On-time performance was analyzed by line during weekday service; overall on-time performance of BIPOC lines versus non-BIPOC lines was also compared. On-time performance is tracked electronically via the SmartBus AVL system. Data was collected from October 1, 2025, to October 31, 2025. This period was utilized because it reflects a typical ridership month without any ridership falls due to school schedule changes or major holidays. The on-time performance analysis results are shown in Table 5.

Table 5. On-Time Performance Analysis – October 1, 2025, to October 31, 2025

Line	BIPOC Line?	Actual On-Time Performance	Meets System-wide Standard?
178	Yes	85.1%	Yes
185	Yes	77.3%	No
187	No	77.0%	No
188	No	84.8%	Yes
190	Yes	84.8%	Yes
194	Yes	88.1%	Yes
195	Yes	80.8%	Yes
197	Yes	87.6%	Yes
269	Yes	85.3%	Yes
270	Yes	91.3%	Yes
272	Yes	86.9%	Yes
274	Yes	82.0%	Yes
280	Yes	87.5%	Yes
281	Yes	83.1%	Yes
282	Yes	78.3%	No
284	No	78.6%	No
285	Yes	81.6%	Yes
286	Yes	84.9%	Yes
289	Yes	78.4%	No
291	Yes	78.1%	No
292	Yes	91.2%	Yes
295	No	94.0%	Yes
480	Yes	76.6%	No
482	Yes	83.2%	Yes
486	Yes	78.3%	No
488	Yes	74.5%	No

490	No	76.9%	No
492	Yes	83.7%	Yes
493	Yes	88.1%	Yes
495	Yes	74.3%	No
498	Yes	88.3%	Yes
499	Yes	71.8%	No
699	Yes	67.2%	No
707	Yes	70.9%	No
853	No	83.9%	Yes
861	Yes	85.7%	Yes
System-wide Standard	79.0%		
Average BIPOC Line	81.8%		
Average Non-BIPOC Line	82.5%		

Twenty-two lines exceeded the system-wide standard. Fourteen lines did not exceed the system-wide standard. Sixty-three percent of the BIPOC lines exceeded the system-wide standard. Fifty percent of the non-BIPOC lines exceeded the system-wide standard.

Improving schedule adherence, especially for those lines that failed to meet the system-wide standard, will be a focal point of efforts during the next review period. The schedules continue to be works-in-progress, and external factors sometimes affect the schedule beyond a planner’s control. In addition, schedule adherence depends heavily on operations and bus operators. Monitoring contractors, especially with on-time performance, will be prioritized and targeted within the next review period.

Vehicle Assignment

Since vehicle assignments are made based on the available vehicles by dispatch personnel, it is impossible to formally evaluate vehicle assignments by line. Foothill Transit runs its service out of two yards; therefore, the average age of buses at each yard was compared, along with the number of BIPOC lines run out of each yard. Vehicle assignments are set in the following cases:

1. The 60-foot articulated buses and double-deck buses are used for Foothill Transit Silver Streak.
2. The battery electric coaches are assigned to Lines 280, 860, and 861, which have the infrastructure to support the fast-charging capabilities required of these lines.
3. The hydrogen fuel cell coaches are assigned to Lines 291 and 486.

The vehicle assignment results are shown in Tables 6-8.

Table 6. Age of Bus Fleet Analysis – Both Yards

Yard	No. of BIPOC Lines Served	Average Age of Buses	Exceeds System-wide Average?
Arcadia Yard	15	9.44	No
Pomona Yard	16	10.71	Yes
60-Foot Articulated Buses*	1	6.00	No
Double Deck Buses	1	6.00	No
Electric Buses	2	9.00	No
Hydrogen Fuel Cell Buses	2	4.00	No
Average System-wide		9.96	

Table 7. Bus Fleet Analysis – Arcadia Yard

Arcadia					
Series	Year	Make	Model	Total Number of Buses	Years in Service
1700	2009	NABI	42 FT	5	17
1800	2010	NABI	42 FT	12	16
1900	2011	NABI	42FT	3	15
2100	2013	NABI	42FT	22	13
2400	2016	NEW FLYER	XCELSIOR	30	11

2500	2016	NEW FLYER	XCELSIOR	30	10
2600	2017	PROTERRA	Catalyst E2	14	9
2700	2018	EL DORADO	AXESS	34	8
2700	2020	EL DORADO	AXESS	11	6
2700	2021	EL DORADO	AXESS	18	5
2800	2018	PROTERRA	E2 CATALYST 35FT	3	8
2800	2021	EL DORADO	AXESS 35FT	2	5
2900	2020	NEW FLYER	XN60	24	6
3000	2021	ALEXANDER DENNIS	ENVIRO 500 EV	2	6
				Fleet Average Age	9.44

Table 8. Bus Fleet Analysis - Pomona Yard

Pomona					
Series	Year	Make	Model	Total Number of Buses	Years in Service
1700	2009	NABI	42 FT	2	17
1900	2011	NABI	42 FT	11	14
2100	2013	NABI	42 FT	42	13
2200	2014	NABI	42 FT	29	12
2300	2014	NABI	42 FT	30	12
3100	2022	NEW FLYER	XHE-40	33	4
				Fleet Average Age	10.71

The new buses are distributed to the yards based on the age and mileage of the buses at each yard. The buses with the highest mileage that have reached 500,000 or more and are 12 years or older are selected first for retirement and replaced with a new bus. The buses are selected with these parameters, not based on their location.

Other service standards to be analyzed system-wide:

Service Availability

Service availability was analyzed by comparing the BIPOC population percentage ¼ mile of Foothill Transit bus stops to the percent of the non-BIPOC population within the same buffer. These percentages were then compared with

BIPOC and non-BIPOC percentages of the overall service area. The census blocks groups 1 mile from Foothill Transit bus stops define Foothill Transit’s service area. BIPOC population percentages were obtained using the 2019-2023 American Community Survey 5-Year Estimates B03002 Hispanic or Latino Origin by Race table. The results of the service availability analysis are provided in Table 9.

Table 9. BIPOC Population Analysis: Quarter-mile Buffer

Population	Within 1/4 Mile	Service Area
BIPOC	84%	83%
Non-BIPOC	16%	17%

Foothill Transit’s service area has a high BIPOC population; the analysis shows that the BIPOC population within ¼ mile of Foothill Transit bus stops is slightly higher than the overall service area.

Transit Amenities

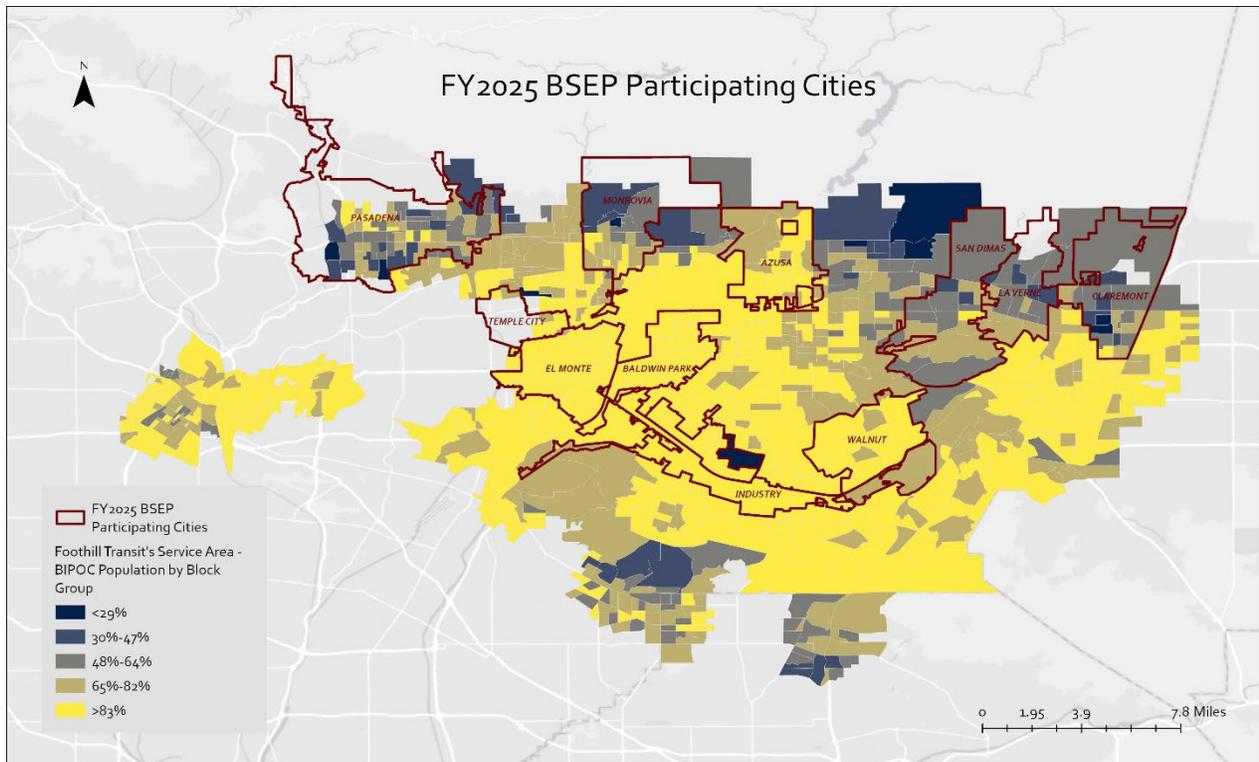
Foothill Transit does not install or maintain bus stop amenities such as shelters, benches, or trash receptacles. Instead, these facilities are the responsibility of local jurisdictions—including individual cities, the county, or the state—which manage bus stops in coordination with Foothill Transit.

Foothill Transit supports these entities by providing ridership and route data to help identify high-traffic bus stops that may benefit from improvements. In addition, Foothill Transit administers the Bus Stop Enhancement Program (BSEP), which provides grant funding, when available, to support bus stop improvement projects.

Through BSEP, eligible entities may apply for funding for specific bus stop enhancements. Applications and project plans are reviewed by Foothill Transit. Local jurisdictions may receive up to \$40,000 in funding for bus stop improvement projects, and all cities within the service area are encouraged to apply.

Information about the program and available funding was presented to the Executive Board in March 2025. The Board includes representatives from Foothill Transit’s JPA member cities. Following the presentation, individual letters were also emailed to each city manager, encouraging participation in the program.

To help ensure the equitable distribution of grant funding, an overlay map was developed showing the locations of cities that received BSEP grants relative to BIPOC populations within the service area. As illustrated in the map below, BSEP grant recipients are distributed throughout Foothill Transit’s service area. The distribution of grants includes cities in both higher and lower BIPOC population areas, indicating that funding has been allocated across a range of communities.



Conclusion – Summary of Results of Title VI Review and Actions to be Taken

The review of the current Foothill Transit service against the Title VI policies and standards shows that the service mostly meets the minimum standards. Summaries of each of the individual analysis points are listed below:

- A. **Vehicle Load** – No line exceeds the maximum load factor standard by local and express service type.
- B. **Vehicle Headway** – Most of Foothill Transit service meets the minimum headway standards; however, Foothill Transit will review the feasibility of adding service for those lines that do not meet the minimum standard. Lines 195, 274, 284, 285, 286, and community-specific lines and currently do not have the ridership to support additional service.
- C. **On-Time Performance** – Fourteen lines did not meet the system-wide standard of 79 percent. Where possible, further adjustments will be made to the line schedules that do not meet the overall system average. The Foothill Transit Operations team will continue to work closely with the operations contractors to improve performance.
- D. **Service Availability** – Service availability is distributed evenly with respect to the service area demographics. The BIPOC population within $\frac{1}{4}$ mile of a Foothill Transit bus stop is higher than the service area population.
- E. **Vehicle Assignment** – The average age of the revenue fleet is 9.96 years. The Pomona fleet's average age is 10.71 years, and the Arcadia Irwindale fleet's average age is 9.44 years. The eldest buses are the 42-foot Nabi buses operated by Arcadia Yard and Pomona Yard. The 60-foot articulated buses

and double-deck buses are used for Foothill Transit Silver Streak. The battery electric buses are assigned to Lines 280, 860, and 861, which have the infrastructure to support the fast-charging capabilities required of these lines, and the hydrogen fuel cell coaches are assigned to Lines 291 and 486.

- F. **Distribution of transit amenities** –BSEP participating cities are located in both high and moderate BIPOC areas of the service area. Cities are selected not solely on their proposed bus stop locations but also on multiple criteria such as safety, current service level, ridership, locational proximity to major activity points, cost-effectiveness, and other improvement plus amenities.
- G. **Major Service Changes** –Since submitting the 2023 Title VI Program, Foothill Transit has made several major service changes. Equity Analyses were prepared for all of these changes.



March 27, 2026

To: Executive Board

Subject: **2026 System Standards and Policies**

Recommendation

Adopt the updated 2026 System Standards and Policies (Attachment A).

Analysis

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

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

Summary of Changes

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

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



Category	Summary of Change
Standards	Updated on time performance to 79%
Equity Focused Lines and Minority Lines	Expand on definition of minority focused lines
Foothill Transit Lines	Total number of Foothill Transit lines has been updated to reflect the 36 Lines in operation

Sincerely,

Lourdes Álvarez
Transit Planner

Doran J. Barnes
Chief Executive Officer

Attachment



System Standards & Policies

March 2026



Foothill Transit





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Introduction

Foothill Transit has developed a set of system wide service standards and policies. It is Foothill Transit's mission to be the premier public transit provider committed to safety, courtesy, quality, responsiveness, efficiency and innovation. These goals have informed the development of the following standards and policies. This document will serve to guide the development of future service, as well as any changes made to existing service. Foothill Transit usually undertakes two service changes a year, during which changes are made with the intent to make improvements where needed. Additionally, these service standards and policies will serve as a benchmark to guide the agency's triennial Title VI review. Once adopted by the Foothill Transit Executive Board, these standards will be in place in 2026 until modified in the future.

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

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

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

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

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

Purpose

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

Minimize duplication

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



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

Keep the service simple and easy to use

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

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

Achieve higher-network speeds

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

Foothill Transit Service Profile

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

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



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

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

Category	Line number
Local	178, 185, 187, 188, 190, 194, 195, 197, 269, 270 272, 274, 280, 281, 282, 284, 285, 286, 289, 291, 292, 295, 480, 482, 486, 488, 492, 690, 853, 861, 707
Express	490, 493, 495, 498, 499, 699

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

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

Standards

1. Vehicle Load

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

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

Foothill Transit monitors its peak loads when studying the system on a line-by-line basis. Staff will also study peak load periodically when operators, quality assurance inspectors or supervisors report high passenger loads or when there is a trend in



customer complaints received. Furthermore, vehicle loads are reviewed and adjusted when making schedule adjustments to improve on-time performance.

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

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

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

2. Vehicle Headway

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

Category	Line number	Peak headway	Off peak headway
Local	178, 185, 187, 188, 190, 194, 195, 197, 269, 270, 272, 274, 280, 281, 282, 284, 285, 286, 289, 291, 292, 295, 480, 482, 486, 488, 492, 690, 853, 707, 861	30 minutes	60 minutes
Express	490, 493, 495, 498, 499, 699	20 minutes	n/a



3. On-Time Performance

Foothill Transit has a system-wide on-time performance goal of 79 percent. On-time is defined as a vehicle that departs no more than five minutes later than the established schedule. Beginning July 2012, Foothill Transit began using the CAD/AVL system to measure on-time performance. In any given month, approximately 300,000-time point records are collected and analyzed to calculate schedule adherence.

4. Service Availability

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

Service Policies

1. Distribution of Transit Amenities

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

2. Vehicle Assignments

As of March 2026, the Foothill Transit fleet consists of 19 Battery Electric Buses (BEB), which includes the two Double Deck BEBs, 205 Compressed Natural Gas (CNG) buses, and 33 Hydrogen Fuel Cell Buses totaling 357 buses. All coaches are wheelchair accessible, air-conditioned, include bike racks and have a kneeling feature for the ADA ramp. In addition, all coaches have on board Computer Aided Dispatch/Automatic Vehicle Locator system which includes on board cameras, passenger counters, and automatic voice annunciators. Electronic head signs and fareboxes are on the buses fleet-wide.

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

Monitoring Service Standards and Procedures

Background

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



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

Ongoing monitoring

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

These KPIs include

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

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

Special Consideration- Minority and Equity Focused Lines

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

Minority Lines

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

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



Based on this evaluation, the following lines have been identified as a minority line: Line 178, 185, 190, 194, 195, 197, 269, 270, 272, 274, 280, 281, 282, 285, 286, 289, 291, 292, 480, 482, 486, 488, 492, 493, 495, 498, 499, 699, 861, and Silver Streak.

Considerations for Equity

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

The term Black, Indigenous, and People of Color (BIPOC) is used to describe communities whose residents primarily identify as racial or ethnic minority groups, including but not limited to Black or African American, Indigenous or Native American, Hispanic or Latino, Asian, Pacific Islander, and other non-White populations. The term is commonly used in equity and public policy discussions to acknowledge communities that have historically experienced systemic barriers to economic opportunity, transportation access, and other public services.

For this analysis, Foothill Transit identifies a Line as serving BIPOC communities when 25 percent or more of the route's alignment operates within census tracts where the majority of residents identify as people of color or minority populations. This methodology helps ensure that service planning decisions consider how transit service supports communities that may rely more heavily on public transportation for access to jobs, education, healthcare, and other essential services.

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

These metrics were:

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

Equity Areas and Equity Lines

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



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

Lines 195, 269, and 270.

Service Change Process

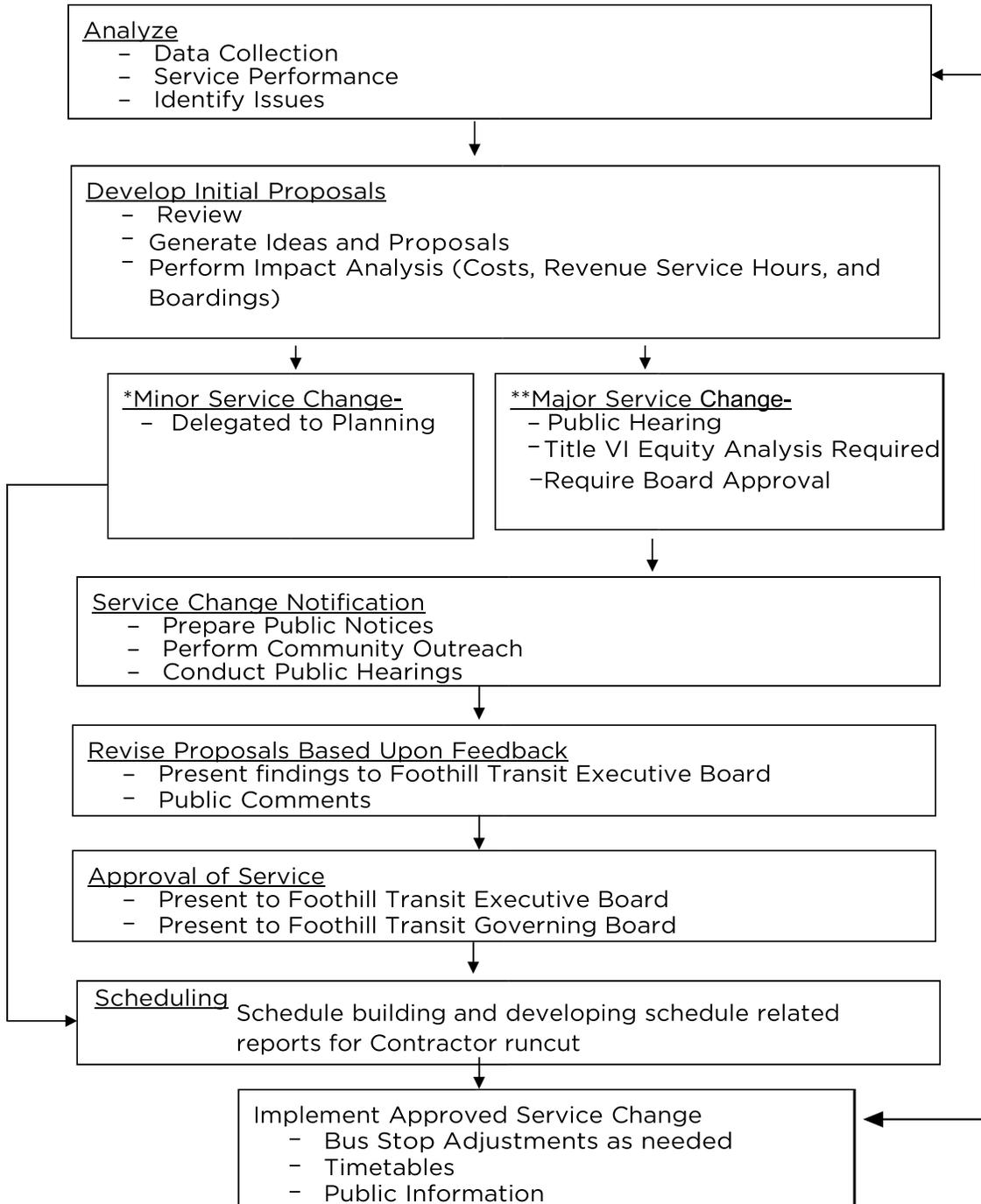
Scheduled Service Changes

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

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

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





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

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

Outreach Policies for Service Changes

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

Outreach for Minor Service Changes

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

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

Outreach for Major Service Changes

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

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

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

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

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



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

Bus Stop/Line Guidelines

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

Ideal Bus Route Length

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

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

Category	Ideal Max Route Length
Local	60 Minutes
Express	90 Minutes

Bus Stop Spacing

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



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

Bus Stop Spacing Guideline

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

Avg. Stop/ Station Spacing

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

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



Bus Stop Placement

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

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

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

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



March 27, 2026

To: Executive Board

Subject: **Request to Conduct Public Hearing for Public Participation Plan**

Recommendation

Authorize the Chief Executive Officer to seek public outreach and conduct a public hearing regarding updates to Foothill Transit's Public Participation Plan.

Analysis

A Public Participation Plan (PPP) is a required element of compliance with the Federal Transit Administration (FTA) Circular 4702.1B. As a recipient of federal funds, Foothill Transit is committed to acting in accordance with Title VI of the Civil Rights Act of 1964 (Title VI) by ensuring that no beneficiaries are discriminated against based on race, color, or national origin, including the denial of meaningful access for Limited English Proficient (LEP) persons. Foothill Transit is aware that Title VI and Executive Order 12898 addressing Environmental Justice for minority and low-income populations overlap; therefore, all outreach plans consider the needs of all underrepresented communities.

The intent of the PPP is to standardize Foothill Transit's communication methods. It provides guidance to Foothill Transit staff on how to develop a project-specific outreach plan and utilize the best outreach methods and techniques to distribute and collect information from customers related to a proposed project.

The document includes a discussion of the many tools and pieces of information useful in creating project-specific outreach plans, including:

- Service area demographics
- Ongoing outreach initiatives
- Public participation methods and techniques
- Inclusion methods for LEP persons and underrepresented communities

The plan is intended to be a "work in progress" document and the tools and techniques used to outreach to the public will be updated and evaluated regularly to ensure effectiveness. Many of the tools used need to be regularly



updated as new technology and tools become available for disseminating information to the public. The PPP is a part of Foothill Transit's Title VI Program and must be updated at least every three years.

Sincerely,

Lourdes Álvarez
Transit Planner

Doran J. Barnes
Chief Executive Officer

PUBLIC PARTICIPATION PLAN



EFFECTIVE
FEBRUARY 2026

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Executive Summary

The Public Participation Plan (PPP) was created to comply with the Federal Transit Administration (FTA) Circular 4702.1B. As a recipient of federal funds, Foothill Transit is committed to acting in accordance with the Title VI of the Civil Rights Act of 1964 (Title VI) by ensuring that no customers are discriminated against based on race, color, or national origin, including customers with Limited English Proficiency (LEP). Foothill Transit is aware that Title VI and Executive Order 12898 address Environmental Justice for communities of Black, Indigenous, and people of color (BIPOC) and low-income communities; therefore, all outreach plans consider the needs of all underrepresented communities.

The PPP intends to standardize Foothill Transit's communication methods. It seeks to guide Foothill Transit staff in developing a project-specific outreach plan and utilizing the best outreach methods and techniques to distribute and collect customer information.

This document includes a discussion of many tools and helpful information in creating project-specific outreach plans, including:

- Service area demographics
- Ongoing outreach initiatives
- Public participation methods and techniques
- Inclusion methods for customers with LEP and all other underrepresented communities

This plan is meant to provide best practices; however, outreach methods will be selected based on the type of project and the goals of the outreach being conducted. Additional statutory requirements may need to be met for specific projects under the National Environmental Protection Act and the California Environmental Quality Act.

Introduction

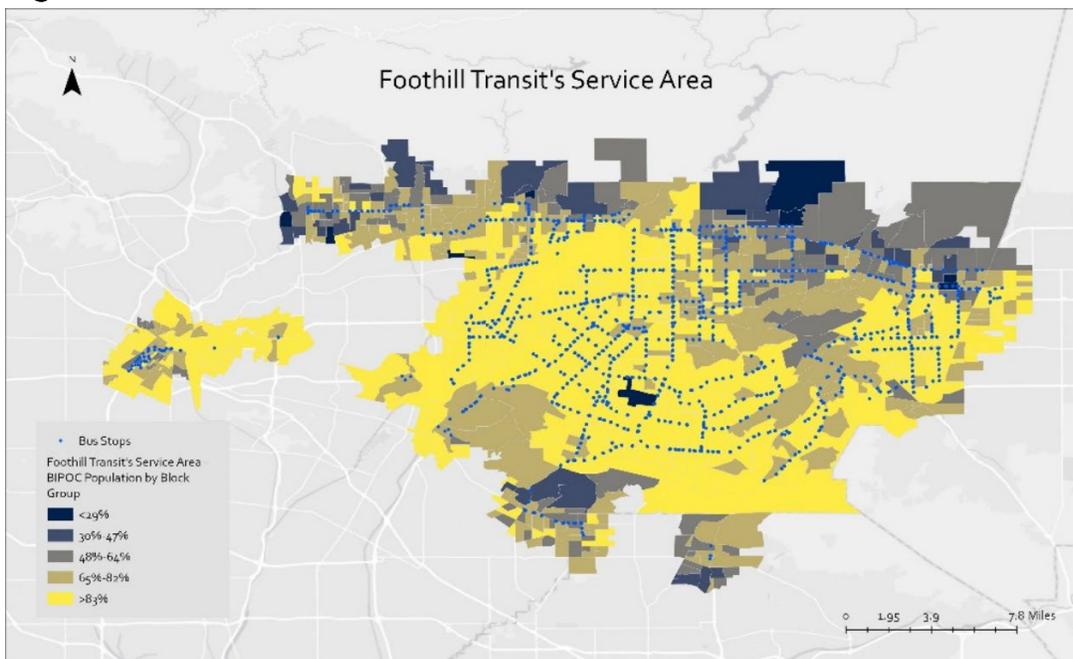
Created in 1987, Foothill Transit is a Joint Powers Authority (JPA) governed by 22 member cities in the San Gabriel and Pomona Valleys, covering over 320 square miles. The 22 member cities of the JPA are Arcadia, Azusa, Baldwin Park, Bradbury, Claremont, Covina, Diamond Bar, Duarte, El Monte, Glendora, Industry, Irwindale, La Puente, La Verne, Monrovia, Pasadena, Pomona, San Dimas, South El Monte, Temple City, Walnut, and West Covina. The JPA also includes the County of Los Angeles, which represents unincorporated areas. Foothill Transit services also extend into San Bernardino and Orange Counties and the City of Los Angeles.

The agency was formed to provide high-quality public transportation in the San Gabriel and Pomona Valleys. At its inception, Foothill Transit assumed 14 lines previously run by Los Angeles Rapid Transit District (now Los Angeles Metro); fixed-route bus service began in December 1988 with the operation of two lines. The remaining 12 lines were transferred to Foothill Transit over five years. Foothill Transit now operates 36 fixed-route local and express lines covering 327 square miles with 10 million yearly boardings. Foothill Transit's mission is to be the premier public transit provider committed to safety, courtesy, quality, responsiveness, efficiency, and innovation.

Service Area Demographics and Ongoing Outreach Initiatives

Foothill Transit's service area is diverse, covering all demographic scale spectrums (please see Figure 1).

Figure 1: Foothill Transit's Service Area



To meet the diverse needs of its service area, Foothill Transit continuously engages with its customers using a variety of ongoing outreach tools to distribute information and receive feedback:

1. Website and Social Media

Foothill Transit's website, <https://www.foothilltransit.org>, contains information regarding the agency, its history, job opportunities, procurement opportunities, and maps and schedules for each of Foothill Transit's bus lines. The website is available in twenty-one different languages, and customers can download PDF versions of the Bus Book in English, Spanish, and Chinese (traditional). A complementary blog, called Footnotes, is available on the website.

Foothill Transit maintains accounts on Facebook, Instagram, Threads, Bluesky, X, LinkedIn, YouTube, TikTok, and Pinterest. Customers can interact with Foothill Transit via these social media platforms, and if comments or complaints are left on these pages, they are addressed and investigated.

2. Bus Book

The Bus Book includes maps, frequency charts, and everything customers need to know to ride on Foothill Transit —where we go, how to pay the fare, who's eligible for discounts, tips for making trips safe and simple, and more. Each Bus Book contains this information in English, Spanish, and Chinese (traditional).

3. Footnotes

Footnotes is a monthly newsletter distributed to stakeholders within Foothill Transit's service area, including JPA member cities, community partners (such as libraries and recreation centers), local newspapers, and customers. Copies are printed and distributed on the buses and in the Transit Stores. This newsletter addresses many topics, including major detours, Foothill Transit news, updates regarding service changes, and news about upcoming meetings. The newsletter is printed in English and Spanish.

4. Interior Cards and Rider Alert Posters

Interior cards and Rider Alerts are messages that are displayed on the buses. These communicate customer messages regarding safety, fares, service updates, and courtesy. They are printed in English, Spanish, and sometimes Chinese (traditional).

In addition, Foothill Transit donates interior card space to community groups to advertise low to no cost community services and events.

5. Attendance at Local Events

Foothill Transit is represented at various community events throughout the service area, including rideshare and health fairs, to promote transit education and use. Most of Foothill Transit's staff are members of local community service organizations, and/or serve on local Chambers of Commerce boards to contribute to the discussion of transit.

6. School and Senior Center Outreach

Foothill Transit works with local area schools and senior centers to educate about the agency's services. Foothill Transit often works with these organizations to inform the community about bus basics, including how to ride the bus and pay fares. Training with older Americans helps them stay active and keeps them connected to the people and activities they enjoy. In addition, the agency works closely with educators serving students with developmentally delays to offer information, training, and experiential learning field trips. Students learn how to navigate public transportation to help them gain confidence and retain independence.

7. Community Newsletter/CEO's Newsletter

The Community Newsletter is a monthly electronic newsletter distributed to employers, schools, nonprofit organizations, and community members within the Foothill Transit service area. This newsletter addresses a wide range of topics, including Foothill Transit news, updates, tips, reminders, and service information to help our customers and potential customers. The CEO also publishes a monthly newsletter that updates stakeholders on agency projects and community involvement. This newsletter is distributed to over 150 stakeholders, board members, community leaders, businesses, and partner organizations located throughout our service area.

8. Meet the Planner

Meet the Planner is an in-person and/or virtual event that Foothill Transit hosts after every service change. This event helps the Planning Team answer customer questions, comments, or concerns regarding the recent service changes.

9. Toll-Free Helpline and Transit Stores

Foothill Transit has two transit stores where customers can buy monthly passes, ask questions about Foothill Transit, plan a trip, get schedule information, or file complaints and compliments. Foothill Transit also operates a helpline where customers can speak with a live agent to ask questions, plan a trip, get schedule information, or file complaints and compliments. Transit Store representatives can utilize translation services to meet the diverse language needs of Foothill Transit customers. If a representative needs to

refer a customer's comment to a different department, Foothill Transit's policy is to respond to all comments within seven days, if feasible. Signs are also displayed inside the Transit Store to provide information about upcoming public meetings and essential Foothill Transit information. Customers can also send comments or complaints via e-mail, online form, mail, and fax.

10. Rider Alerts by Email and SMS

Foothill Transit customers can register at <https://foothilltransit.rideralerts.com/myStop/AgencyAccount/Register> to receive emails or text messages for the bus lines that they choose as well as system-wide notifications. They can also opt to receive alerts when the next bus is predicted to arrive at a stop of their choice.

11. Print and Digital Advertising

Foothill Transit publishes advertising in local news publications to share information about upcoming public meetings and service or fare information with the community. Print and digital media offered by the publication are utilized based on the goals of our outreach campaign.

Developing a Project-Specific Public Participation Plan

Special projects or planning initiatives may require additional outreach methods. Such projects or plans consider factors such as the type of project, feedback or input desired, and the population affected. This section summarizes the necessary steps to create an appropriate plan based on a project's outreach goals.

1. Identify the project's stakeholders.

Stakeholders could fit several different categories depending on the project, including:

- a) Foothill Transit customers
- b) Foothill Transit potential customers
- c) Individuals or groups affected by a transportation project or action
- d) Individuals or groups that believe they are affected by a transportation project or action
- e) Traditionally underserved and underrepresented communities
- f) Residents of affected geographic areas
- g) Government agencies
- h) Community-based organizations (CBOs) or non-governmental organizations

2. Determine the stakeholders' interests, how the project may affect them, and statutory and regulatory requirements for the project.

3. Outline the project’s outreach goals and objectives.
4. Choose a public participation strategy and public participation technique (s) to achieve them.

There are many ways to engage the community, distribute information, and collect feedback. The appropriate outreach strategy for a particular project or initiative may include only one, many, or all of the following techniques:

Table 1: Strategy 1 -Public Information/Outreach

Method	Goal	Example(s)
Mailing Lists	Mailing lists are used to organize stakeholders. The list can be sorted to reach riders of particular lines, type of stakeholder, or by the city of residence.	Mailing lists can be used to send flyers, advertisements, and emails for focus groups, public meetings or hearings.
Public Information Materials	This technique broadly encompasses and can include anything from legal advertisements, buttons, brochures, magnets, posters, fact sheets, press releases, summaries of reports, or newsletters.	Information materials can be used to advertise meetings or to communicate project details. Examples include take-ones describing a specific project and fliers on the bus promoting a public meeting or service changes.
Video	This technique presents information to the public in a video format.	Examples include informational videos about how to ride the bus or a new project. Videos are also used for storytelling and promotion.
Mass Media	Information is presented through newspapers, radio, television, billboards, mass mailings of brochures, newsletters, and the distribution of fliers.	Collaboration with media outlets, including radio and newspapers, can help promote specific projects and educate Foothill Transit customers. Examples include press releases or videos

Table 2: Strategy 2-Public Input/Engagement

Method	Goal	Example(s)
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Social Media	Social media platforms, including Facebook and X, can be used to inform about upcoming meetings, projects, service changes, or other events. They can also be used as a way for members of the public to leave comments or other types of feedback.	This technique can be used in conjunction with other techniques. Videos, press releases, links to other sites, or pictures can be posted via these platforms to advertise and collect feedback.
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Table 3: Strategy 3-Community-based Public Information/Outreach

Method	Goal	Example(s)
Public Hearing	Before a decision point, a public hearing gathers community comments and representatives from all interested parties for public record. Public notices in newspapers advertise the meeting's time, date, and place.	This technique is used when making policy decisions and major service or fare changes that impact the public. This type of meeting is formal; public members can present their opinions to be formally recorded, but this does not offer a platform for engagement.

Table 4: Strategy 4 -Community-based Public Information/Engagement

Method	Goal	Example(s)

Open House	Informal setting in which people obtain information about a plan or project. Information is presented via displays and with no formal agenda.	This format is useful throughout the planning process and more helpful when considering several options. Community feedback and input can be used to refine alternatives or to determine which option serves the community best.
Open Forum	Expands on a public hearing to include elements of an open house; after reviewing exhibits and talking with the staff, participants can comment on a proposal for the formal public hearing transcript. Requires a formal notice.	This format is helpful throughout the planning process. This method of meeting is more formal than an open house. It can be beneficial for contentious projects or toward the end of a planning process when one alternative is selected.
Focus Groups	This tool is used to gauge public opinion. Focus groups are small format meetings of 8-12 specifically selected participants and are driven by an agenda consisting of 5-6 questions at most. This method is designed to understand public opinions.	This format is used to identify customer concerns, needs, wants, and expectations. It can be used to drive the development of policies, programs, services, or the allocation of resources.
Workshops	Task-oriented meetings are organized around a particular topic or activity. Typically involves around 20-40 people and addresses aspects of a defined topic.	This format can be used to highlight specific aspects of issues during the planning process or project development.

Charrettes	This small group meeting aims to clarify and resolve a problem or issue. Goals and a time limit are set before the start of the charrette.	This format can solve issues in a contentious project or clarify issues within a project or initiative. A benefit of this option is that it enlarges the degree of public involvement and involves the community in problem-solving.
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5. Public Outreach Logistical Considerations

In addition to identifying outreach techniques and methods, other logistics will need to be considered including:

- a) Identifying any accessibility limitations or requirements
- b) Interpretation and translation needs

The U.S. Department of Transportation (DOT) Safe Harbor Provision requires Foothill Transit to translate vital documents for limited English proficiency (LEP) populations that make up at least 5% of the service area or 1,000 people, whichever is less. Vital documents include consent and complaint forms, applications, notices of rights, service changes or denials, and information about free language assistance. Foothill Transit defines vital information as content that impacts customer safety or legal rights, including public hearing notices, service changes, materials for vulnerable populations (such as elderly and disabled riders), customer surveys, and Title VI rights information. In some cases, translations may be provided as summaries or supplemented with language assistance notices. Figure 2 summarizes Foothill Transit’s documents, indicating which contain vital information and the languages into which they are translated.

Table 5: Foothill Transit’s Documents

Document Type	Vital Document	Translated Into
Bus Book	Yes, published once a year, containing bus rider basics, fares, and a statement on Title VI	Chinese and Spanish
Footnotes	No; issued once a month.	English and Spanish

Bus Interior Cards	No; issued once a month	Chinese and Spanish
Transit Store Postings	No; contains information about upcoming public meetings and essential Foothill Transit information	English, Spanish, and Chinese. A poster regarding phone translation services is translated into all languages that meet the Safe Harbor threshold
Detour Notices	Yes; signs are posted at bus stops to indicate closure or re-routing	Chinese and Spanish
Website	Yes; contains information regarding the agency, its history, job opportunities, procurement opportunities, and maps and schedules for each of Foothill Transit's bus lines	All languages that meet the Safe Harbor threshold
Social Media/ Rider alerts	No; E-alerts contain service alerts such as delays, construction, and detour information.	English, Spanish and Chinese in occasion
Transit Stores/ Helpline (Oral)	No; Customers can buy monthly passes, ask questions about Foothill Transit, plan a trip, get schedule information, or file complaints and compliments	Some bilingual CSRs (Spanish/English) on-site; Telephone translation services allow CSRs to communicate in more than 200 languages.
Community Meetings	Yes; meetings allow customers to provide input on Foothill Transit's service.	Chinese and Spanish; additional languages as needed

Board Meetings	Yes; meetings cover all Executive Board actions and decisions.	A translator can be requested; Notification of how to request translation is posted on each board agenda.
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Foothill Transit identifies 12 languages that meet Safe Harbor requirements: English, Spanish, Chinese (Mandarin), Vietnamese, Tagalog, Korean, Japanese, Arabic, Armenian, Cambodian, Persian, and Thai. Because Spanish and Chinese are the most commonly spoken languages among riders, they are prioritized for translation. However, all vital documents or their summaries are translated into all 12 languages, with additional translations provided as needed. To further support accessibility, telephone interpretation services are available to assist customers in a wide range of languages for both in-person and phone inquiries.

- c) Cost and resource limitations
- d) Cultural considerations aside from language

Assessment of Public Participation Plan

This document is necessarily a "work in progress" and cannot, by definition, be considered finished. The tools and techniques used to reach the public are updated and evaluated regularly for effectiveness. Many of the tools listed continually change as new technology and tools become available for disseminating information to the public.



March 27, 2026

To: Executive Board

Subject: **Proposed Revision of Mission and Vision Statements**

Recommendation

To approve the establishment of the new concise mission statement and transition the current mission statement into the vision statement of Foothill Transit.

Analysis

Foothill Transit’s mission statement was first established in 1987 to serve as the verbal guidepost for how Foothill Transit would measure its success at meeting its obligations to the communities it serves. The core directives – safety, courtesy, quality, responsiveness, efficiency, and innovation – form the basis for key performance indicators that quantitatively measure the agency’s progress towards reaching its stated goals. The current mission statement is:

“The mission of Foothill Transit is to be the premier public transit provider committed to safety, courtesy, quality, responsiveness, efficiency, and innovation.”

Upon review, it was determined that the mission statement was a powerful and forward-thinking statement that defined Foothill Transit’s future aspirations and set the tone for always seeking new ways to improve. However, this goal focused statement was not a mission, but something else entirely.

A mission statement is a concise explanation of the organization’s purpose, intention, and primary objectives. It acts as a compass for daily operations and decision-making and sits firmly in the now of the present. It answers the questions who are we and what do we do?

A vision statement is an aspirational declaration that defines a future state or longer-term goals of the agency. It motivates stakeholders and acts as a quantitative guide, defining benchmarks and providing structure for goal



setting. It answers the questions where do we want to be and what do we want to achieve?

A values statement contains the beliefs, ethics and moral principles that define agency culture and provides the ethical guardrails that help to maintain public trust.

The proposal is that the current mission statement becomes the vision statement for the agency. The values will stay the same. A new succinct mission statement is therefore needed to focus the day-to-day purpose of Foothill Transit.

The new proposed mission for Foothill Transit is **to help people get to the places that make their lives better.**

It provides a broad understanding of who a Foothill Transit customer is and that the work of the agency, at every level, has a profound impact on the quality of life of our region by providing equitable access to business, education, healthcare, recreation, and community.

Sincerely,

Felicia Friesema
Director of Marketing and Communications

Doran J. Barnes
Chief Executive Officer



March 27, 2026

To: Executive Board

Subject: **Fare Revenue Trends**

Recommendation

Receive and file this update on fare revenue trends.

Analysis

Fare revenue remains an important, but volatile, component of Foothill Transit's operating budget. Since the pandemic, transit agencies across the nation and in California have experienced an uneven recovery in ridership and fare revenue. Recent national and state data shows that ridership is improving, but fare revenues generally remain under pressure compared with historic norms. Nationally, fixed-route has been the strongest-recovering transit mode, reaching about 86 percent of 2019 ridership levels, while the total transit ridership reached about 85 percent of pre-pandemic levels in early 2025. At the same time, California transit agencies continue to face operating shortfalls because fare revenues have not fully recovered, increased labor costs, higher operations expenses related to the implementation of new fuel technologies, increasing inflation costs, and decreasing publicly funded subsidies from sales and gas tax revenues.

Summary of Foothill Transit's Fare Revenue Trends

Based on the fare revenue trend dataset compiled from FY2023 through FY2025, Foothill Transit's fare revenue has continued to recover:

- FY2023: \$8.02 million
- FY2024: \$8.99 million
- FY2025: \$9.53 million

This represents:

- +12.1% from FY2023 to FY2024
- +5.9% from FY2024 to FY2025
- +18.8% cumulative growth from FY2023 to FY2025



The data shows that Foothill Transit is moving in a positive direction, but the pace of recovery has moderated from the stronger rebound seen in FY2024, and in the first six months into FY2026, fare revenues have experienced a declining trend, missing expectations. For the first six-months in FY 2026, Foothill Transit recorded \$4.43 million in fare revenue missing our target of \$5.11 million (-13.32%). Most of the payment methods and programs experienced a decrease with the exception of the Low-Income Fare is Easy (LIFE) program. The LIFE program saw a 31.88 percent (\$57,364) increase in fare revenue compared to the same period last year.

Peer Comparison

The peer data in the attached analysis indicates that Foothill Transit is not alone in experiencing a gradual, uneven fare revenue recovery. Most comparable bus operators in the dataset also showed improvement, although the pace varied meaningfully by agency.

From the peer set:

- Antelope Valley Transit Authority: \$3.94 million in FY2023 to \$4.94 million in FY2025 (+25.4%)
- Omnitrans: \$7.08 million in FY2023 to \$8.24 million in FY2025 (+16.4%)
- Long Beach Transit: \$8.77 million in FY2023 to \$9.72 million in FY2025 (+10.8%)
- Foothill Transit: \$8.02 million in FY2023 to \$9.53 million in FY2025 (+18.8%)

For agencies where FY2025 data was not yet publicly available, FY2024 trends were also mixed but generally positive:

- LA Metro Bus: +11.3% FY2023 to FY2024
- Santa Monica: +11.1% FY2023 to FY2024
- Montebello: +21.2% FY2023 to FY2024
- Culver City: +1.3% FY2023 to FY2024
- Santa Clarita: -12.7% FY2023 to FY2024

Overall, the peer review indicates that fare revenue recovery is occurring across the transit industry and is not unique to Foothill Transit. However, the pace of recovery varies among agencies depending on ridership trends, service levels, and local market conditions. Foothill Transit's trend compares favorably with several peer agencies, particularly as growth continued into



FY2025 while some agencies appear to be experiencing a leveling of fare revenue recovery.

In summary, Foothill Transit fare revenue trends are improving, but the recovery remains gradual and uneven across the industry. Foothill Transit's results are positive and generally consistent with broader market conditions; however, current FY2026 data indicates that fare revenue performance is trending below budget expectations. The peer review supports the conclusion that Foothill Transit is not unique as agencies throughout the region are working through the same post-pandemic fare revenue recovery cycle, with varying outcomes.

Staff will continue to monitor fare revenue trends, peer performance, and broader transit funding conditions and will update the Board as information becomes available. Staff will continue to analyze fare revenue data, fare product offerings, and fare technologies to provide a budgeted fare revenue that is aligned with recent trends.

Sincerely,

John Xie
Controller

Doran J. Barnes
Chief Executive Officer



March 27, 2026

To: Executive Board

Subject: **Authorization to Retire Proterra Buses**

Recommendation

Authorize the Chief Executive Officer to retire fourteen (14) Proterra Battery Electric Buses.

Analysis

Foothill Transit acquired 14 40ft. Proterra E2 Catalyst Battery Electric Buses (BEBs) in 2018 and 2019. Under Federal Transportation Administration (FTA) Guidelines, Transit Agencies must operate and maintain Federally funded buses for at least 12 years of operation or accumulation of 500,000 miles.

In the eight years of Foothill Transit owning and operating the 14 BEBS, reliability and availability of the BEBs have not met Foothill Transit’s standards. The FTA is aware of operational challenges with buses built by Proterra, who filed for Chapter 11 bankruptcy in August of 2023. Subsequent to the bankruptcy filing, Phoenix Motors acquired Proterra Transit Division in 2024. Phoenix Motors is unable to provide parts, software upgrades, warranty and service support.

On December 16, 2025, the FTA issued a Dear Colleague letter to provide instructions for any FTA recipient considering retiring their Proterra buses early and requesting waiver of the remaining useful life and remaining Federal interest in the vehicles.

Each request must provide documentation that 1) the BEBs cannot be safely or effectively operated, 2) a “like-kind” exchange is not a viable option, 3) the transit agency has exhausted all feasible options with Phoenix EV. All three of these conditions have been met for our fleet of Proterra buses.

The attached spreadsheet reflects the remaining Federal interest on the 14 BEBs of \$3,094,419.54.

Foothill Transit has notified FTA’s Los Angeles office of Foothill Transit’s plan of retiring the 14 BEBs.



Budget Impact

No budget impact if FTA waives the remaining federal interest of \$3,094,419.54.

Sincerely,

Roland M. Cordero
Director of Maintenance
and Vehicle Technology

Doran J. Barnes
Chief Executive Officer

Foothill Transit
2600 Series Proterra Electric Buses

#	Bus#	Acquisition		Vin Number	Make	Model	Title Holder	FTA Funding		FTA Share	Original Cost	Useful Life	Original Cost of		Accumulated		Federal Share		Mileage as of 3/31/2026
		Date	Year					Source	Grant Number				Federal Equity	Depn Federal Share 03/31/2026	Remaining				
<u>1</u>	F-2600	07/03/18	2017	1M9TH16J6HL816155	Proterra	E2 Catalyst	Foothill Transit	Sec. 5307	CA-90-2016-054	85.00%	\$ 898,854.45	12 yrs	\$ 764,026.28	\$ 541,185.26	\$ 222,841.02	162,584			
<u>2</u>	F-2601	03/27/19	2017	1M9TH16J7HL816156	Proterra	E2 Catalyst	Foothill Transit	Sec. 5307	CA-90-2016-054	85.00%	\$ 900,887.30	12 yrs	\$ 765,754.21	\$ 526,456.00	\$ 239,298.21	168,505			
<u>3</u>	F-2602	03/07/19	2017	1M9TH16J9HL816157	Proterra	E2 Catalyst	Foothill Transit	Sec. 5307	CA-90-2016-054	85.00%	\$ 900,887.30	12 yrs	\$ 765,754.21	\$ 526,456.00	\$ 239,298.21	144,149			
<u>4</u>	F-2603	02/23/19	2017	1M9TH16JOHL816158	Proterra	E2 Catalyst	Foothill Transit	Sec. 5307	CA-90-2016-054	85.00%	\$ 900,887.30	12 yrs	\$ 765,754.21	\$ 526,456.00	\$ 239,298.21	130,196			
<u>5</u>	F-2604	02/21/19	2017	1M9TH16J2HL816159	Proterra	E2 Catalyst	Foothill Transit	Sec. 5307	CA-90-2016-054	85.00%	\$ 900,887.30	12 yrs	\$ 765,754.21	\$ 526,456.00	\$ 239,298.21	122,580			
<u>6</u>	F-2605	02/21/19	2017	1M9TH16J9HL816160	Proterra	E2 Catalyst	Foothill Transit	Sec. 5307	CA-90-2016-054	85.00%	\$ 900,887.30	12 yrs	\$ 765,754.21	\$ 526,456.00	\$ 239,298.21	138,711			
<u>7</u>	F-2606	02/21/19	2017	1M9TH16JOHL816161	Proterra	E2 Catalyst	Foothill Transit	Sec. 5307	CA-90-2016-054	85.00%	\$ 900,887.30	12 yrs	\$ 765,754.21	\$ 526,456.00	\$ 239,298.21	122,103			
<u>8</u>	F-2607	02/23/19	2017	1M9TH16JZHL816162	Proterra	E2 Catalyst	Foothill Transit	Sec. 5307	CA-90-2016-054	85.00%	\$ 900,887.30	12 yrs	\$ 765,754.21	\$ 526,456.00	\$ 239,298.21	177,777			
<u>9</u>	F-2608	02/27/19	2017	1M9TH16J4HL816163	Proterra	E2 Catalyst	Foothill Transit	Sec. 5307	CA-90-2016-054	85.00%	\$ 900,887.30	12 yrs	\$ 765,754.21	\$ 526,456.00	\$ 239,298.21	131,013			
<u>10</u>	F-2609	02/21/19	2017	1M9TH16J6HL816164	Proterra	E2 Catalyst	Foothill Transit	Sec. 5307	CA-90-2016-054	85.00%	\$ 900,887.30	12 yrs	\$ 765,754.21	\$ 526,456.00	\$ 239,298.21	161,550			
<u>11</u>	F-2610	04/09/19	2017	1M9TH16J8HL816165	Proterra	E2 Catalyst	Foothill Transit	Sec. 5307	CA-90-2016-054	85.00%	\$ 900,887.30	12 yrs	\$ 765,754.21	\$ 526,456.00	\$ 239,298.21	108,995			
<u>12</u>	F-2611	02/23/19	2017	1M9TH16JXHL816166	Proterra	E2 Catalyst	Foothill Transit	Sec. 5307	CA-90-2016-054	85.00%	\$ 900,887.30	12 yrs	\$ 765,754.21	\$ 526,456.00	\$ 239,298.21	83,145			
<u>13</u>	F-2612	02/21/19	2017	1M9TH16J1HL816167	Proterra	E2 Catalyst	Foothill Transit	Sec. 5307	CA-90-2016-054	85.00%	\$ 900,887.30	12 yrs	\$ 765,754.21	\$ 526,456.00	\$ 239,298.21	156,355			
<u>14</u>	F-2613	03/07/18	2017	1M9TH16J3HL816168	Proterra	E2 Catalyst	Foothill Transit			0.00%	\$ 15,278.54	12 yrs	\$ -	\$ -	\$ -	133,277			
<u>14-1</u>	F-2613	11/30/10		(Cost from Bus F-2002)	Proterra		Foothill Transit	Sec. 5307-ARRA	CA-96-X010	0.00%	\$ 1,338,611.22	12 yrs	\$ 1,338,611.22	\$ 1,338,611.22	\$ -				
Total											\$ 13,063,391.81		\$ 11,291,688.02	\$ 8,197,268.48	\$ 3,094,419.54				



March 27, 2026

To: Executive Board

Subject: **Authorization to Amend Contract for Hydrogen Fueling**

Recommendation

Authorize the Chief Executive Officer to renew the Hydrogen Supply Agreement with Clean Energy for one year at \$9.63 per kilogram plus \$215.00 cost for delivery.

Analysis

On May 26, 2022, Foothill Transit entered into an agreement with Clean Energy to furnish liquid hydrogen and delivered to the Pomona Operations and Maintenance facilities hydrogen fueling infrastructure.

The commencement date of the contract is April 26, 2023, the date Clean Energy first delivered hydrogen at the Pomona fueling station and serves as the start date of a three-year base contract term.

As the contract is set to expire on April 26, 2026, exercising the first option year will provide hydrogen fuel to the 52 fuel cell buses operated from the Pomona Operations and Maintenance facility.

The new contract price of \$9.63 reflects a 5 percent increase per kilogram to the prior contract price per kilogram.

Budget Impact

The cost of hydrogen fuel is included in the FY 2026 and FY2027 Operations and Maintenance Department Budget.

Sincerely,

Roland M. Cordero
Director of Maintenance
and Vehicle Technology

Doran J. Barnes
Chief Executive Officer