



**Foothill Transit**

# Executive Board Meeting **AGENDA**

EXECUTIVE BOARD MEETING  
8:00 AM, January 15, 2016  
Foothill Transit Administrative Office  
2<sup>nd</sup> Floor Board Room  
100 South Vincent Avenue  
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. FOCUS ON SAFETY
4. ROLL CALL: MEMBERS CALAYCAY, DE LA TORRE, HERRERA, SHEVLIN, WARSHAW
5. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF DECEMBER 11, 2015
6. PRESENTATIONS:
  - 6.1. Contractors' Employee Recognition
7. PUBLIC COMMENT

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Public Comment: Members of the public shall have the right to address the Board on any item of interest which is within the jurisdiction of the Board before or during the Board's consideration of the item. Presentation shall not exceed three minutes in length. Action may be taken on any item identified on the agenda. Persons wishing to comment should submit a "Request to Speak" form to the Secretary. 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 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.



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**CONSENT CALENDAR:** Items 8 through 18 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.

8. NOVEMBER 2015 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

*Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through November 30, 2015. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of November 30, 2015 for the fiscal year ending June 30, 2016.*

9. NOVEMBER 2015 PERFORMANCE INDICATORS REPORT

*Recommended Action: Receive and file the November 2015 Performance Indicators Report.*

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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 Executive Director's office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

If you require translation services, please contact the Executive Director's office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

Si necesita servicios de traducción, por favor póngase en contacto con la oficina del Director Ejecutivo en el (626) 931-7300, extensión 7204, al menos 48 horas antes de la reunión.

如果需要翻译服务, 请至少于会议前48小时致电高级主任办公室: (626) 931-7300 分机 7204。

Nếu Quý vị có yêu cầu dịch vụ dịch thuật, xin vui lòng liên hệ với văn phòng Giám đốc Điều hành tại (626) 931-7300 số lẻ 7204, ít nhất 48 giờ trước khi cuộc họp.

Kung nangangailangan ka ng mga serbisyo sa pagsasalín, pakisuyong makipag-ugnayan sa opisina ng Executive Director sa (626) 931-7300 extension 7204, ng hindi bababa sa 48 oras bago ang pulong.

번역 서비스가 필요하시면 미팅 최소 48시간 이전에 임원 사무실로 (626-931-7300, 내선 번호 7204) 전화주시기 바랍니다.

翻訳サービスが必要な方は、会議の48時間前までに(626) 931-7300 内線 7204のエグゼクティブディレクター事務所にご連絡ください。

إن كنت بحاجة إلى خدمات ترجمة، برجاء الاتصال بالمدير التنفيذي للمكتب على رقم (626)931-7300 (الرقم الداخلي 7204) قبل الاجتماع بـ 48 ساعة على الأقل.

Եթե Ձեզ թարգմանչական ծառայությունների են հարկավոր, հանդիպումից առնվազն 48 ժամ առաջ խնդրում ենք զանգահարել Գործադիր տնօրենի գրասենյակ (626) 931-7300 լրացուցիչ 7204 հեռախոսահամարով:

ប្រសិនបើលោកអ្នកស្នើសុំសេវាកម្មបកប្រែភាសា សូមទាក់ទងមកកាវិយាល័យនាយកប្រតិបត្តិ តាមលេខទូរស័ព្ទ៖ (626) 931-7300 លេខបញ្ជូនបន្ត 7204 ដែលមានរយៈពេលយ៉ាងតិច 48 ម៉ោង មុនពេលកិច្ចប្រជុំ។

در صورت نیاز به خدمات ترجمه، لطفاً حداقل 48 ساعت قبل از جلسه ملاقات با مدیر اجرایی دفتر به شماره (626)931-7300 داخلی 7204 تماس حاصل فرمایید.

หากคุณต้องการบริการการแปลภาษากรุณาติดต่อสำนักงานผู้อำนวยการที่ (626) 931-7300 ต่อ 7204, อย่างน้อย 48 ชั่วโมงก่อนที่จะมีการประชุม



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10. JANUARY 2016 LEGISLATIVE SUMMARY

*Recommended Action: Receive and file the January 2016 Legislative Summary. There are no recommended positions on bills this month.*

11. PROPOSED 2016 FEDERAL, STATE, AND LOCAL LEGISLATIVE PROGRAMS

*Recommended Action: Adopt the proposed 2016 Federal, State, and Local Legislative Programs as outlined in Attachments A, B, and C.*

12. INTERAGENCY TRANSFER POLICY UPDATE

*Recommended Action: Receive and file a status update on the implementation of changes to the Interagency Transfer Policy (IAT) that was adopted in August 2015.*

13. TITLE AND PAY GRADE ADJUSTMENT

*Recommended Action: Approve changing the job currently titled "Fare Technology Specialist" to "Fare Revenue Manager" and moving the position from Grade 5 to Grade 6.*

14. REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) NO. 16-004 FOR DATA CIRCUITS AND PHONE SERVICES

*Recommended Action: Authorize the Executive Director to issue Request for Proposals (RFP) No. 16-004 for procurement of Data Circuits and Phone Services.*

15. REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) NO. 16-040 FOR TRANSIT BUSES

*Recommended Action: Authorize the Executive Director to issue Request for Proposals No. 16-040 to procure seventy-five 40-42 ft. low-floor CNG buses with options to purchase additional buses in future years.*

16. CONTRACT AMENDMENT - 30 BUS PROCUREMENT

*Recommended Action: Authorize the Executive Director to execute Amendment No. 15 to Contract No. 12-040 with New Flyer in the amount of Three Hundred Sixty-One Thousand Eight Hundred dollars (\$361,800) sales tax included, for design changes as requested by Foothill Transit.*



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17. RESOLUTION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM

*Recommended Action: Adopt the following resolution: Resolution No. 2016-01: Authorization for the Execution of the Low Carbon Transit Operation Program (LCTOP) Project "Foothill Transit Line 280 Expansion and Electrification" in the amount of \$512,738 (Attachment A).*

18. TRANSIT CENTER AND PARK & RIDE DEPOSIT AGREEMENT WITH CITY OF COVINA

*Recommended Action: Authorize the Executive Director to execute a Deposit Agreement with the City of Covina in the amount of \$107,000 related to the development of a Transit Center and Park & Ride facility in the City of Covina.*

REGULAR AGENDA:

19. FAST ACT OVERVIEW

*Recommended Action: Receive and file the FAST Act Overview.*

20. LINE 496 UPDATE

*Recommended Action: Receive and file the Line 496 Update.*

21. LINES 190, 194 AND 270 UPDATE

*Recommended Action: Receive and file the Lines 190, 194, and 270 update.*

22. FISCAL YEAR 2015-2016 BUSINESS PLAN INITIATIVES UPDATE

*Recommended Action: Receive and file the status update on the FY 2015-2016 Business Plan Initiatives.*

23. EXECUTIVE DIRECTOR COMMENT

24. BOARD MEMBER COMMENT

25. ADJOURNMENT



**Foothill Transit**

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**The Strategic Planning Workshop is scheduled for  
Friday, February 5, 2016 at 8:00 a.m.  
Foothill Transit Administrative Offices**

**The Next Regular Meeting of the Foothill Transit  
Executive Board is scheduled for  
Friday, February 26, 2016 at 8:00 a.m.**



**Foothill Transit**

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

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

**Friday, December 11, 2015  
8:00 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Herrera at 8:03 a.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chair Herrera.

**3. SAFETY FIRST MESSAGE**

Ali Showkatian, Safety Compliance Coordinator, presented a safety message on general building safety.

**4. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Calaycay, Member Delach, Member De La Torre, Vice Chair Shevlin, Chair Herrera

**5. REVIEW & APPROVAL OF THE MINUTES**

Approval of the minutes for the Special Meeting of October 23, 2015.

Motion by Member Calaycay, second by Member Delach, the minutes for the Special Meeting of October 23, 2015 were approved. Motion carried 4-0. Vice Chair Shevlin abstention.

**6. PRESENTATIONS**

**6.1 Contractors' Employee Recognition**

Bill Jackson, General Manager, Transdev, introduced and recognized

the following Arcadia location Transdev operator and employee of the month:

Larry Horrice, Operator of the Month (December 2015)  
Cindy Lopez, Employee of the Month (December 2015)

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

## 6.2 New & Promoted Employee Introduction

Doran Barnes, Executive Director, recognized the following Foothill Transit newly hired staff:

New Hire:  
Leticia Jimenez, Quality Assurance Inspector  
Ashlien Savage, Accounting Clerk

After discussion, by common consent, and there being no objection, the Board recognized the newly hired staff.

## 7. **PUBLIC COMMENT**

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

## **CONSENT CALENDAR**

### 8. **OCTOBER 2015 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through October 31, 2015. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of October 31, 2015 for the fiscal year ending June 30, 2016.

Motion by Member Delach, second by Vice Chair Shevlin, to receive and file. Motion carried 5-0.

### 9. **OCTOBER 2015 PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the October 2015 Performance Indicators Report.

Motion by Member Delach, second by Vice Chair Shevlin, to receive and file.  
Motion carried 5-0.

10. **ENVIRONMENTAL SUSTAINABILITY MANAGEMENT SYSTEM (ESMS) UPDATE**

Recommendation: Receive and file an update on Foothill Transit's ESMS program at the Arcadia and Pomona operations and maintenance facilities.

Motion by Member Delach, second by Vice Chair Shevlin, to receive and file.  
Motion carried 5-0.

11. **CONTRACT AMENDMENT - HOSTED PAYMENT CARD SERVICES**

Recommendation: Authorize the Executive Director to enter into a sole source contract amendment with ACTIVE Network, LLC (ACTIVE) to provide a hosted payment card service to assist Foothill Transit to meet Payment Card Industry Data Security Standard (PCI-DSS) and Europay, MasterCard, and Visa (EMV) compliance requirements for 2015.

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

**REGULAR AGENDA**

12. **CALIFORNIA TRANSIT ASSOCIATION'S 50<sup>TH</sup> ANNUAL FALL CONFERENCE & EXPO RECAP**

Recommendation: Receive and file the California Transit Association's 50<sup>th</sup> Annual Fall Conference & Expo recap.

Katie Gagnon, Special Projects Manager, presented this item.

Ms. Gagnon reported that the conference took place November 18-20, 2015 at the Pasadena Convention Center. Foothill Transit co-hosted the conference with Pasadena Transit. Overall the conference was a success, the California Transit Association reported record attendance with over 750 transit professionals attending. During the conference four Foothill Transit staff members presented and moderated at different breakout sessions. Overall the conference and reception were excellent opportunities for Foothill Transit to showcase its service, the San Gabriel Valley region, and Pasadena sites.



Motion by Member Delach, second by Member De La Torre, to receive and file. Motion carried 5-0.

13. **FISCAL YEAR 2014-2015 COMPREHENSIVE ANNUAL FINANCIAL AUDIT REPORT RESULTS**

Recommendation: Receive and file the Fiscal Year 2014-2015 financial and compliance audit results. The Comprehensive Annual Financial Report (CAFR) including the auditor's opinions has been provided for you as a separate attachment.

Michelle Caldwell, Director of Finance & Treasurer, presented this item.

Ms. Caldwell reported that each year all state and local governments prepare a financial report on their assets, liabilities, revenues, and expenditures. The format must conform with the government accounting standards board and include a statement by an independent financial auditor regarding the financial documentation. Last year Foothill Transit hired a new financial auditor, Crowe Horwath LLP. This year Crowe Horwath LLP found no deficiencies for any of the audits. Ms. Caldwell introduced Brad Schelle who is the Senior Manager for Crowe Horwath LLP.

Mr. Schelle reported that an unmodified opinion was provided on the financial statements, which is the highest level of assurances Crowe Horwath LLP can provide. No compliance issues were found and no material weaknesses were identified.

Motion by Member Calaycay, second by Member De La Torre, to receive and file. Motion carried 5-0.

14. **CONTRACT AWARD - FARE RESTRUCTURING STUDY**

Recommendation: Authorize the Executive Director to enter in Agreement No. 16-016 with Four Nines Technologies in the amount of \$150,000 for a comprehensive analysis of the Foothill Transit fare structure with recommendations for alternatives, development of a model to forecast ridership and revenue changes, and preparation of a Title VI analysis.

Michelle Caldwell, Director of Finance & Treasurer, presented this item.

Ms. Caldwell reported that the purpose of this contract award is to conduct a comprehensive analysis of Foothill Transit's fare structure with recommendations for alternatives in fare types and fare amounts. This

includes the development of a model to forecast ridership and revenue changes and preparation of a Title VI analysis, which would be required if the Board decides to make any fare changes. Additionally, the consultant would lead the model with Foothill Transit so that future alternatives can be run in future years.

Motion by Member Delach, second by Member De La Torre, to approve.  
Motion carried 5-0.

15. **POLICY AND PROCEDURES RELATED TO UNRULY PASSENGERS**

Recommendation: Receive and file a report on Foothill Transit's Policy and Procedures Related to Unruly Passengers.

Ali Showkatian, Safety Compliance Coordinator, presented this item.

Mr. Showkatian reported that as part of a statewide transit agency effort, Foothill Transit is leading an initiative to create policy and procedures related to unruly passengers. The policy and procedures may serve as a template for the California Transit Association to publish for reference.

As part of the proposed policies and procedures, a passenger may be suspended from Foothill Transit service temporarily or permanently if the passenger engages in one of the following acts: physically or verbally threatens or abuses another passenger, employee, or agent of Foothill Transit; engages in any conduct or activity that is hazardous to him or herself or any other person on the bus; damages or destroys any property of Foothill Transit. The General Manager will ensure that the Director of Customer Service & Operations is informed of any incidents. The General Manager or designee can recommend banning the individual from using Foothill Transit services. The length of the exclusion will be determined by the General Manager upon recommendation by the safety committee on a case by case basis. A decision to exclude a passenger must be communicated to the passenger in a written notice of exclusion, which states the reasons for and duration of the exclusion. A passenger will be given the opportunity to appeal the decision. Appeals must be made by contacting the Chief Safety Officer of Foothill Transit in writing, email, or phone within 21 days of commencement of exclusion. Foothill Transit has designated the Deputy Executive Director as its Chief Safety Officer.

Language of the proposed policy will be posted in the bus basics section of the new bus book, [foothilltransit.org](http://foothilltransit.org), onboard the bus, and posted at the Transit Stores.

In response to Chair Herrera's concern about ensuring that passengers are aware of the policy, Executive Director Doran Barnes stated that staff will do their best to ensure that word gets out to the passengers and carefully craft the message that safety is Foothill Transit's top priority. The policy provides the framework for those rare occasions when there is an incident. The policy is a work in progress and it is fully expected that there will be some course corrections.

Motion by Member Delach, second by Member Calaycay, to receive and file. Motion carried 5-0.

16. **FISCAL YEAR 2015-2016 FIRST QUARTER BUDGET UPDATE**

Recommendation: Receive and file the First Quarter Budget Update for the fiscal year ending on June 30, 2016.

Michelle Caldwell, Director of Finance & Treasurer, presented this item.

Ms. Caldwell gave an update on the current year budget and budget progress through September 2015. After reviewing the anticipated projects and programs, the departments determined that Foothill Transit should end the fiscal year \$578,000 under the approved budget. Savings have been identified primarily in salary line items for positions which were not filled until after the first quarter ended, and for two approved positions which are not planned to be filled this fiscal year. Additionally, savings are expected in professional and technical services and a bus book printing which is being pushed into the next fiscal year.

Motion by Vice Chair Shevlin, second by Member Calaycay, to receive and file. Motion carried 5-0.

17. **TRANSIT STORE QUARTERLY REPORT**

Recommendation: Receive and file the Transit Store Quarterly Report.

Stephanie Mak, Operations Analyst, presented this item.

Ms. Mak gave an update on Transit Stores sales and activity for the first quarter of Fiscal Year 2015-2016, which include the months of July, August, and September 2015. Sales for these months totaled \$1.3 million, which is approximately fourteen percent lower compared to the same period the previous fiscal year. Average hold time was maintained with an average of



27 seconds. The average handling time was one minute forty-five seconds. Ninety-two percent of more than 85,000 calls received during the quarter were handled by a customer service representative. Compared to last year, this is less than a one percent decrease in total number of calls received and in total number of calls answered. Walk-in traffic recorded this quarter totaled 86,000, this is approximately a five percent decrease compared to the first quarter last fiscal year. The decrease is primarily due to a decrease in walk-in traffic at the El Monte Transit Store. The figure does not include walk-in traffic for the Puente Hills Transit Store. New people counter systems have been installed at all the Transit Store locations and initial reports indicate more accurate counting of walk-in traffic is now available for all locations.

Doran Barnes, Executive Director, stated that the Claremont city manager indicated that Foothill Transit would be receiving correspondence indicating that the city intends to repurpose the train depot and as such will be ending Foothill Transit's relationship in terms of having the Transit Store there. Transdev employees that work at the Claremont location will be redeployed to other Transit Stores. Additionally, Mr. Barnes indicated that the West Covina Transit Store has the second lowest sales and is not conveniently located for Foothill Transit customers. A location near West Covina Parkway and California Avenue would be a more appropriate location. Mr. Barnes has had discussions with Councilmember Corey Warshaw and stated the need to coordinate with the city, since the city is going through a general plan update. Relocating the West Covina Transit Store will serve our customers better.

Member Calaycay thanked Foothill Transit for the many years of having the Transit Store in Claremont and filling a purpose at the depot. Mr. Calaycay stated that efforts were made to find a business like a restaurant that would relocate to the depot, but there were significant costs associated with putting a restaurant at that location. The city has reached an agreement with the Claremont Museum of Art which will now relocate to the depot.

Motion by Member De La Torre, second by Member Delach, to receive and file. Motion carried 5-0.

18. **EXECUTIVE DIRECTOR COMMENT**

Comments by Mr. Doran J. Barnes, Executive Director, Foothill Transit.

Mr. Barnes reported the following:



- Staff is embarking on the replacement of the global positioning automatic vehicle locator system project. This is a massive effort and Kevin Parks McDonald and LaShawn King Gillespie are leading this effort. Every aspect of the organization is involved and the Board will be provided with periodic updates.
- Last week Mr. Barnes and Chair Herrera were in Washington, DC attending a series of APTA meetings and activities. Mr. Barnes participated in taskforce meetings, and Mr. Barnes and Chair Herrera attended the APTA Board Meeting in their roles as members of the APTA Board of Directors. Both had the opportunity to present to the incoming Leadership APTA class. Chair Herrera sits on the oversight committee for Leadership APTA as well as the Transit Board Members Committee.
- Congress approved a long term authorization of the FAST Act. There is additional discretionary funding for buses, bus facilities, and advanced technology vehicles.
- Andrew Papson, Electric Bus Program Manager, is in Montreal at the request of the Canadian government speaking and sharing information about Foothill Transit's electric bus program.
- Mr. Barnes will be leaving for New Delhi, India on behalf of the World Bank, sharing Foothill Transit's electric bus experience with the government of New Delhi. The World Bank will be covering all the expenses.
- Foothill Transit received \$13,000 during the last quarter for the sale of Low Carbon Fuel Credits for Foothill Transit's electric buses.
- Mr. Barnes thanked Kevin Parks McDonald, Deputy Executive Director, and participants who were engaged earlier in the week in the first rendition of the West Coast MAX (Multi-Agency Exchange) program. This is a learning and training program where Foothill Transit is partnering with Santa Monica Big Blue Bus and Long Beach Transit. Each organization had a group of leaders that came together and learned what was happening at their sister organization to be able to better perform their jobs.

19. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Chair Herrera stated she is very proud of the leadership Foothill Transit exemplifies to the nation and now the world in regards to the electric bus program. She wished Mr. Barnes safe travel to India.
- Chair Herrera stated it was impressive to hear people speak of Mr. Barnes in his role as Treasurer of APTA and how he turned the organization around. Now APTA is in a better financial position and they are very appreciative.
- Member Delach stated that is great for the organization to be recognized and that for as long as she has served on the Board, that Foothill Transit has been recognized continually. Ms. Delach wished everyone a wonderful and safe holiday.
- Vice Chair Shevlin congratulated Chair Herrera on her re-election to the City of Diamond Bar City Council.
- Vice Chair Shevlin reported that on the agenda for the next Tuesday meeting of the Monrovia City Council there is an item to authorize the rehabilitation of the historic depot in the city. There are some Gold Line funds available to the city and it will cost in excess of \$1.5 million just to create a warm shell. Ms. Shevlin wished everyone a Merry Christmas and happy holidays.

**CLOSED SESSION**

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

Property Address/Location: 1162 N. Citrus Avenue, Covina, CA 91722  
Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Darold D. Pieper, Kevin Parks McDonald  
Negotiating Parties: Charles McKeag, MLC Holdings, Inc.,  
Under Negotiation: Price and Terms

Darold Pieper, General Counsel, announced that Member Delach recused herself from Closed Session Item 20.

21. **CLOSED SESSION REPORT**

Darold Pieper, General Counsel, reported that the Board met in closed



session and voted to authorize the Executive Director to negotiate final terms and conditions, and execute a non-binding memorandum of understanding (MOU) with the City of Covina and MLC Holdings. The vote was 3-0. Member De La Torre absent and Member Delach having recused herself as representative of the City of Covina.

22. **ADJOURNMENT**

Adjournment for the December 11, 2015 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:29 a.m.



January 15, 2016

To: Executive Board

Subject: **November 2015 Financial Statements and Investment Summary**

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### **Recommendation**

Receive and file the Financial Statements and Investment Summary year-to-date report through November 30, 2015.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of November 30, 2015 for the fiscal year ending June 30, 2016.

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

#### Assets

As of November 30, 2015, the balance sheet shows total assets at \$313 million. This total consists primarily of \$195 million in fixed assets, \$103 million in cash and investments and \$15 million in receivable and prepaid assets. Foothill Transit's cash position of \$81 million is \$7.8 million more than the previous month, and is \$1 million less than last year in November.

#### Liabilities

The accounts payable balance is \$10.4 million. Accounts Payables include operating and maintenance expenses for \$7.08 million and \$1.94 million for fuel.

The deferred revenue of \$77 million represents capital grants and funds that are reserved for planned capital expenditures.

### **Investments** (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. Funds held with Bank of the West in non-interest earning accounts qualify for FDIC insurance, eliminating the risk of loss.

The cash and investments balance includes \$23.2 million in non-interest bearing accounts held with Bank of the West; \$31.5 million in interest bearing money market accounts with Bank of the West; \$11 million with Chase; \$19.0 million with Bank of the West Agency notes; \$3.0 million with Wells Fargo certificates of deposit; \$500,000 with Bank of the West certificates of deposit; and \$15 million invested in the Local Agency Investment Fund (LAIF).





The current interest rates on all accounts are included on Attachment B. The LAIF investment, money market accounts, and the deposits with Chase earn interest but are immediately available as cash, should they be required. The investments are held for six months to five years and are planned for future capital and operating funding requirements.

**Operating and Capital Revenues and Expense Analysis** (Attachment C)

November 2015 year-to-date fare revenues were \$7,489,500 which is \$377,167 (4.79%) less than the year-to-date budgeted amount and \$694,438 less than November 2014. Through November 2015, ridership is 6.20 percent lower than last year at this time.

Year-to-date operating costs through November 2015 were \$30,026,307 which is \$2,693,620 less than the budget. Of this \$30,026,307, the year-to-date operating costs for the Arcadia and Pomona operating contractors total \$23 million. The other primary operating expense is fuel which was \$2.1 million through November 2015.

Capital expenditures through November were \$2.35 million, compared with \$19.58 million last year at this time. The annual budget for capital expenditures includes the purchase of 30 CNG buses, and completion of the Azusa Intermodal Transportation Center.

Farebox Recovery Ratio

The farebox recovery ratio through November was 24.9 percent; slightly higher the performance target of 24.1 percent. The farebox recovery ratio is derived by dividing the total fare revenue of \$7,489,500 by the total bus operating expense of \$30,026,307. This ratio is less than the November 2014 ratio of 27.6 percent.

**Total Disbursements** (Attachment D)

Total disbursements reflect invoices paid for the month of November 2015; they do not reflect the total expense incurred for the month. If an expense has been incurred but has not yet been invoiced or paid, Finance accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for November 2015 were \$3,995,119.



Capital disbursements totaled \$771,702 and other significant disbursements include \$1.8 million to First Transit and \$656,000 to Transdev for bus operating services.

Sincerely,

A handwritten signature in blue ink that reads "Michelle Lopes Caldwell".

Michelle Lopes Caldwell  
Director of Finance and Treasurer

A handwritten signature in blue ink that reads "Doran J. Barnes".

Doran J. Barnes  
Executive Director

Attachments



**Attachment A**

Foothill Transit  
Balance Sheet  
As of November 30, 2015

<b>Assets</b>	
Current Assets:	
Cash	80,776,373
Investments	22,488,000
Due from government agencies	7,275,845
Other receivables	6,797,686
Other assets	870,490
Total Current Assets	<u>118,208,394</u>
Property & Equipment (net of depreciation)	195,171,667
Total Assets	<u><u>313,380,061</u></u>
<b>Liabilities and Equity</b>	
Current Liabilities:	
Accounts payable and accrued liabilities	10,397,694
Deferred Revenue	<u>76,926,111</u>
Total Liabilities	<u>87,323,805</u>
<b>Equity</b>	
Fund Balance:	
Investment in Capital Assets	195,171,667
Current Year Change	(5,230,949)
Reserve	<u>36,115,538</u>
Total Equity	<u>226,056,256</u>
Total Liabilities and Equity	<u><u>\$ 313,380,061</u></u>



Attachment B

Summary of Cash and  
Investment Account  
For November 30, 2015

	Interest Rate	Term	Principal/ Book & Market Value
<b>Cash:</b>			
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$21,078,671
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,500
Bank of the West-Excise Tax	N/A	Demand Deposit	2,140,904
Bank of the West-Money Market	0.180%	Demand Deposit	7,050,299
Bank of the West-Money Market	0.180%	Demand Deposit	14,559,973
Bank of the West-Money Market	0.180%	Demand Deposit	9,605,536
Bank of the West-CA Transit Assistance	0.080%	Demand Deposit	252,602
Chase Business Saving	0.030%	Demand Deposit	11,054,633
LAIF Investment	0.320%	Demand Deposit	15,031,856
Subtotal Cash on Hand			<u>\$80,776,373</u>
<b>Investments:</b>			
Bank of the West	1.250%	Callable Note	\$3,000,000
Bank of the West	1.250%	Callable Note	1,000,000
Bank of the West	1.250%	Callable Note	15,000,000
Bank of the West	Various	Cert. of Deposit	500,000
Wells Fargo	Various	Cert. of Deposit	2,988,000
Subtotal Investments			<u>\$22,488,000</u>
Total Cash and Investments			<u><u>\$103,264,373</u></u>



Executive Board Meeting – 01/15/16  
 November 2015 Financial Statements and Investment  
 Summary  
 Page 6

Attachment C

**Foothill Transit**  
**Statement of Revenue and Expense**  
**For Month Ended November 30, 2015**

	Actual YTD November-15	Budget YTD November -15	Variance	Actual YTD November - 14
<b>Fare Revenue</b>				
Farebox	\$3,988,259	\$4,095,833	(11.56%)	\$4,297,415
Pass Sales	1,629,246	1,833,333	(11.13%)	1,902,178
TAP Cash Purse	1,279,038	1,250,000	2.32%	1,229,634
MetroLink & Access Service	254,598	270,833	(5.99%)	253,228
EZ Transit Pass	338,358	416,667	(18.79%)	501,483
<b>Total Operating Revenue</b>	<b>\$7,489,500</b>	<b>\$7,866,667</b>	<b>(4.79%)</b>	<b>\$8,183,938</b>
<b>Operating Subsidies and Other</b>				
Transportation Development Act	\$7,417,446	\$8,642,487	(14.17%)	\$8,582,300
STA	1,407,335	1,407,336	0.00%	1,143,460
Prop A 40% Discretionary	5,951,984	5,951,984	0.00%	5,764,351
Prop A 40% BSCP	1,868,883	1,868,883	0.00%	1,819,730
Prop C BSIP	374,001	374,001	0.00%	366,775
Prop C Base Restructuring	803,314	803,314	0.00%	787,795
Prop C Transit Service Expansion	133,866	133,866	0.00%	131,280
Transit Security-Operating	348,410	348,410	0.00%	354,035
Measure R Operating	4,073,204	4,073,204	0.00%	4,126,170
CMAQ Operating	-	0	0.00%	491,991
Miscellaneous Transit Revenues	158,365	0	0.00%	0
<b>Total Subsidies and Other</b>	<b>\$22,536,807</b>	<b>\$23,603,484</b>	<b>(4.52%)</b>	<b>\$23,567,888</b>
<b>Total Operating Revenue</b>	<b>\$30,026,308</b>	<b>\$31,470,151</b>	<b>(4.59%)</b>	<b>\$31,751,826</b>
<b>Operating Expenses</b>				
Operations	\$26,093,630	\$27,669,460	5.70%	\$25,702,971
Maintenance & Vehicle Technology	253,010	320,870	21.15%	232,999
Marketing and Communications	611,155	796,210	23.24%	506,461
Information Technology	819,064	945,195	13.34%	559,820
Administration	969,929	1,326,645	26.89%	1,081,329
Procurement	241,032	347,250	30.59%	320,179
Finance	405,031	477,465	15.17%	378,304
Planning	260,594	469,065	44.44%	379,724
Facilities	372,861	367,768	(1.38%)	506,884
<b>Total Operating Expenses</b>	<b>\$30,026,307</b>	<b>\$32,719,927</b>	<b>8.23%</b>	<b>\$29,668,672</b>
<b>Other Expenses</b>				
Property Management	\$173,455	\$229,167	24.31%	\$0
Dial-A-Ride	282,145	312,500	9.71%	281,038
Special Services	138,401	135,417	(2.20%)	134,908
<b>Total Other Expenses</b>	<b>\$594,001</b>	<b>\$677,083</b>	<b>7.51%</b>	<b>\$415,946</b>
<b>Other Revenues</b>				
Gain on Sale of Fixed Assets	\$3,644	0	0.00%	\$90,319
Auxiliary Revenue	701,411	677,083	(3.59%)	758,043
<b>Total Other Revenues</b>	<b>\$705,055</b>	<b>\$677,083</b>	<b>(4.13%)</b>	<b>\$848,362</b>
<b>Total Operating and Other Expenses</b>	<b>\$30,620,309</b>	<b>\$33,397,010</b>	<b>(4.13%)</b>	<b>\$30,084,618</b>
<b>Total Operating and Other Revenues</b>	<b>\$30,731,363</b>	<b>\$32,147,234</b>	<b>4.40%</b>	<b>\$32,600,188</b>
<b>Capital Expenditures</b>				
Capital Expenditures	\$2,347,347	\$23,751,068	90.12%	\$19,575,575
<b>Capital Revenues</b>				
Capital Grants	\$2,347,347	\$23,751,068	(90.12%)	\$19,575,575
<b>Total Expenditures</b>	<b>\$32,373,654</b>	<b>\$55,221,218</b>	<b>(41.37%)</b>	<b>\$51,327,401</b>
<b>Total Revenues</b>	<b>\$32,967,656</b>	<b>\$57,148,078</b>	<b>42.31%</b>	<b>\$49,660,193</b>



Executive Board Meeting - 01/15/16
November 2015 Financial Statements and Investment Summary
Page 7

Bank Account - Check Details

Period: 11/01/15..11/30/15
Foothill Transit

Thursday, December 10, 2015 9:10 AM

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FOOTHILLTRANSITfkuo

This report also includes bank accounts that only have balances.
Bank Account: No.: B001, Date Filter: 11/01/15..11/30/15

Attachment D

Table with columns: Check Date, Check No., Vendor Name, Description, Amount, Printed Amount, Voided Amount, Entry Status. Rows include various vendors like ACC Business, Access Services, Adt Security Services, etc.



Executive Board Meeting - 01/15/16
November 2015 Financial Statements and Investment Summary
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Bank Account - Check Details

Period: 11/01/15..11/30/15
Foothill Transit

Thursday, December 10, 2015 9:10 AM

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FOOTHILLTRANSITfkuo

Attachment D

Table with columns: Check Date, Check No., Vendor Name, Description, Amount, Printed Amount, Voided Amount, Entry Status. Contains 40 rows of financial data.



Executive Board Meeting - 01/15/16
November 2015 Financial Statements and Investment Summary
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Bank Account - Check Details

Period: 11/01/15..11/30/15

Foothill Transit

Thursday, December 10, 2015 9:10 AM

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FOOTHILLTRANSITfkuo

Attachment D

Table with columns: Check Date, Check No., Vendor Name, Description, Amount, Printed Amount, Voided Amount, Entry Status. Contains 40 rows of check details.





Executive Board Meeting - 01/15/16
November 2015 Financial Statements and Investment Summary
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Bank Account - Check Details
Period: 11/01/15..11/30/15
Foothill Transit

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FOOTHILLTRANSIT\Fkuo
Attachment D

Table with columns: Check Date, Check No., Vendor Name, Description, Amount, Printed Amount, Voided Amount, Entry Status. Contains 50 rows of financial data.



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November 2015 Financial Statements and Investment Summary
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Bank Account - Check Details

Period: 11/01/15..11/30/15

Foothill Transit

Thursday, December 10, 2015 9:10 AM

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FOOTHILLTRANSIT\kwo
Attachment D

Table with columns: Check Date, Check No., Vendor Name, Description, Amount, Printed Amount, Voided Amount, Entry Status. Contains multiple rows of check details and a summary row for General Checking.



January 15, 2016

To: Executive Board

Subject: **November 2015 Performance Indicators Report**

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### **Recommendation**

Receive and file the November 2015 Performance Indicators Report.

### **Summary**

This report provides an analysis of Foothill Transit's performance indicators for November 2015. Foothill Transit monitors a number of measures in evaluating the services provided to the public. There are key performance indicators that record the bus system safety, courtesy, and reliability standards, along with industry-standard measurements which are monitored to assess transit operations.

In the November 2015, Foothill Transit achieved five out of nine key performance indicator goals. The performance indicator targets met for the month are: miles between service interruptions; complaints per 100,000 boardings; average hold time; farebox recovery ratio; and average cost per vehicle service hour.

Further detail on each performance measure including a description and analysis to account for the variances between reporting periods follows in the analysis section of this item. Due to the timing of this report, FY 2015-2016 data are unaudited, preliminary figures. Data in this report is likely to exclude final changes. Updates to these initial numbers will be incorporated into the next monthly report. Foothill Transit's performance indicators are summarized below.

- **Boardings** - Total number of boardings recorded by the farebox in the November 2015 was 1.13 million- a four percent decrease from the same month last year.
- **Fare Revenue** - Total fare revenue for the month was \$1.48 million. The average fare was \$1.31 per boarding.
- **Operating Expenses** - Operating expenses incurred in the month totaled to \$5.85 million, resulting in an average cost per service hour of \$91.84.



- **Accidents** – The system averaged 0.97 preventable accidents per 100,000 miles.
- **Customer Complaints** – Foothill Transit received 13.61 complaints per 100,000 boardings in the month.
- **Schedule Adherence** – In November 2015, Foothill Transit recorded 81.8 percent on-time performance. This is a one percent decline from November of last year.

### Analysis

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

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

These goals provide a framework for performance indicators to quantify and measure how well Foothill Transit is performing. *Attachment A* summarizes the performance indicators used to determine Foothill Transit’s progress toward achieving these goals for FY 2015-2016. Performance indicators are derived from data collected from a variety of sources including the fareboxes on buses, the SMARTBus CAD/AVL system, reports from the operations contractors, and financial performance data. **Attachment A** summarizes performance indicators and system goals for November 2015 and FY 2015-2016 year-to-date. **Attachment B** provides additional operations-related performance measures.

### Overall System Performance

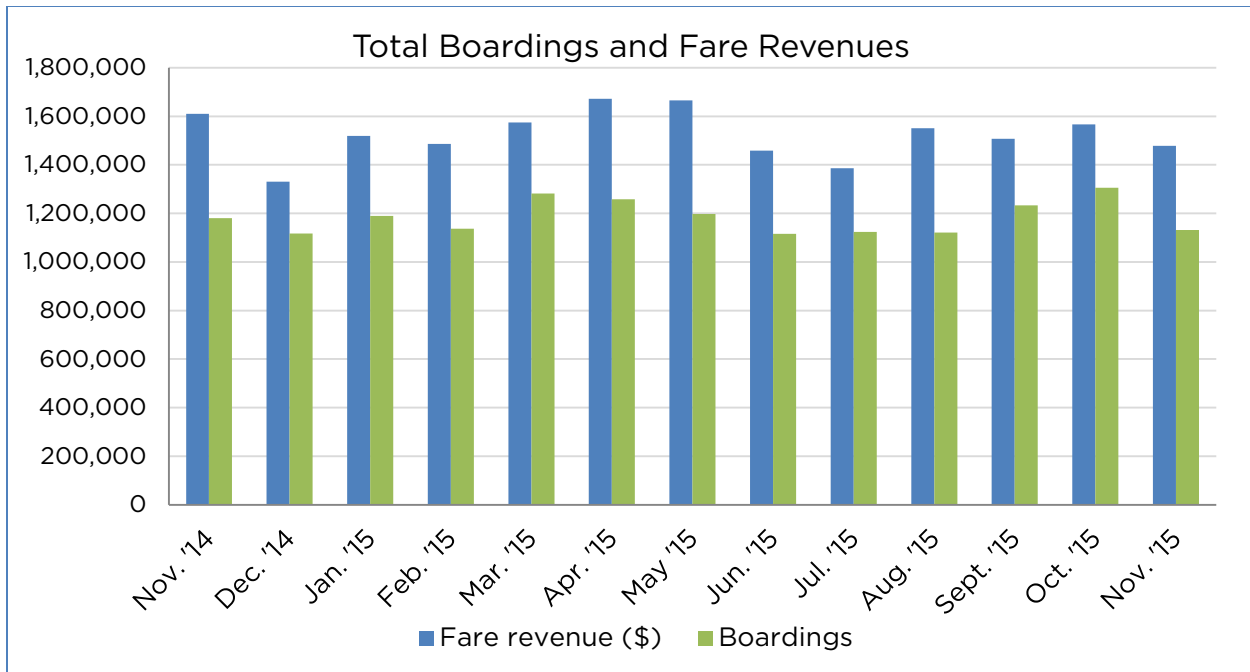
Foothill Transit’s overall system performance is based on several key indicators. These include total ridership, fare revenues, vehicle service hours, and total operating expenses.

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

In November 2015, Foothill Transit buses had 1.13 million boardings. This is a four percent decrease from 1.18 million boardings in November 2014. Fiscal year-to-date, there have been 5.92 million boardings compared with 6.30 million boardings in the same period the previous year.



Total fare revenue recorded in the month was \$1.57 million, an eight percent decline from November of last year. The decline in fare revenue can be attributed to the four percent decline in ridership as well as a lower average fare per boarding. Average fare per boarding for this month was \$1.31 compared to \$1.36 the same period the previous year. Analysis of the different fare types paid during the period suggests average fare per boarding has dropped due to the consistency of the Class Pass student program while ridership on other lines has softened. Fiscal year-to-date, Foothill Transit has recorded \$7.49 million in fare revenue.



**Vehicle Service Hours and Operating Expenditure**

In November 2015, Foothill Transit operated 63,729 service hours which represents a seven percent increase compared the same period the previous year. This is mainly the result of increased commuter express service and expanded Silver Streak service. Fiscal year-to-date, Foothill Transit has operated 329,732 service hours.

Foothill Transit incurred \$5.85 million in operating expenses in November 2015. Fiscal year-to-date, Foothill Transit has incurred \$30.03 million in operating expenses, which despite an increase in service hours, is one percent lower than the same period the previous year.

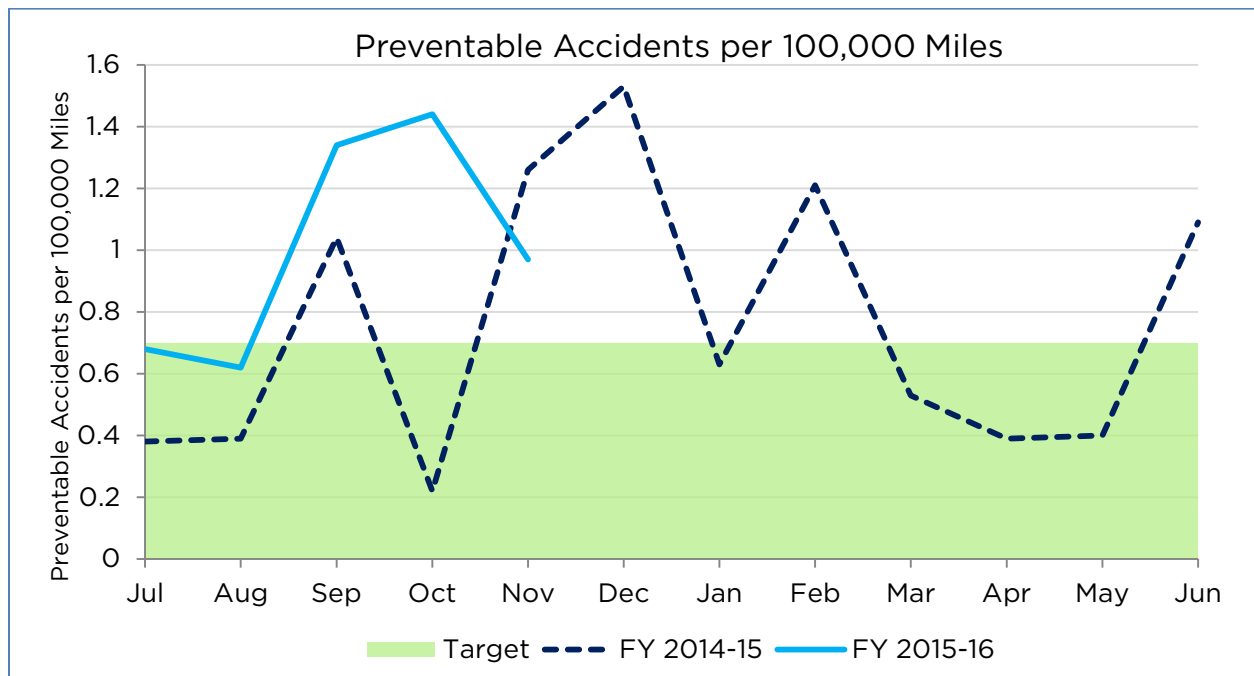


**Goal 1: Operate a Safe Transit System**

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

***Preventable Accidents per 100,000 Miles***

In November 2015, Foothill Transit did not meet the adopted standard of 0.70 or fewer preventable accidents per 100,000 miles with an average of 0.97. This is a 27 percent decrease compared to the same period the previous year. The majority of the preventable accidents in month were vehicles making contact with fixed-objects. Fiscal year-to-date, there have been 1.01 preventable accidents per 100,000 miles which is a 57 percent increase compared to the same period the previous year.



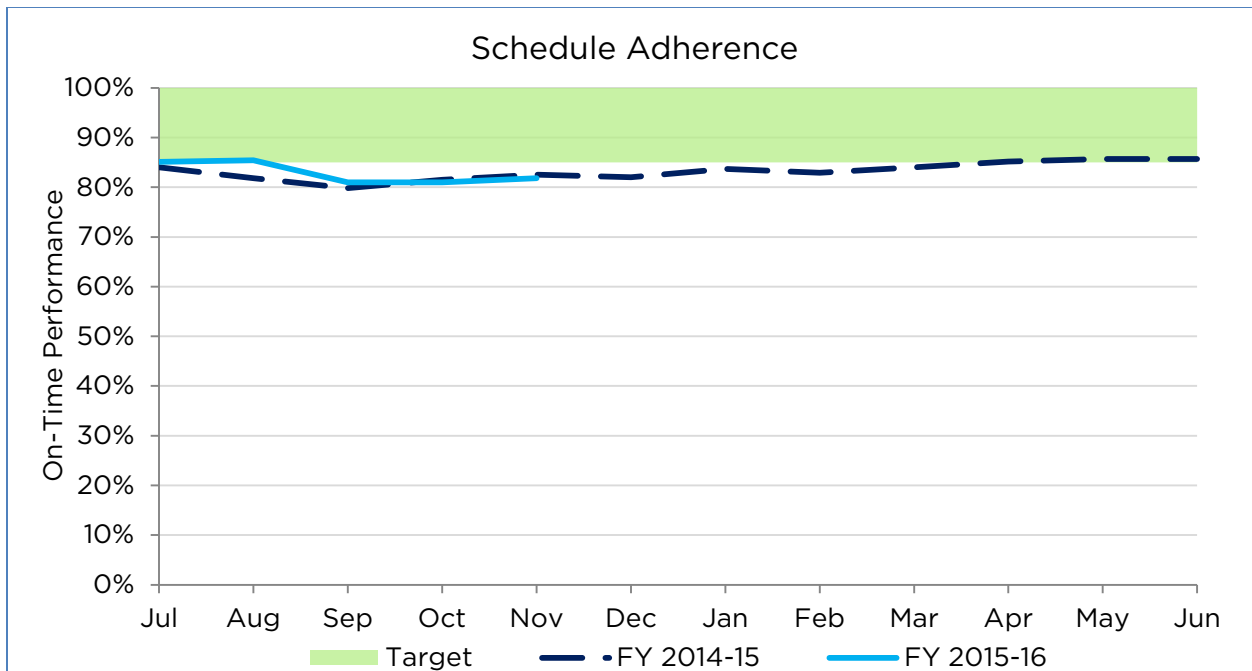


**Goal 2: Provide Outstanding Customer Service**

Foothill Transit measures this goal by monitoring the following categories: schedule adherence, average miles between service interruptions, complaints per 100,000 boardings, and average hold time for customers calling the customer service line.

**Schedule Adherence**

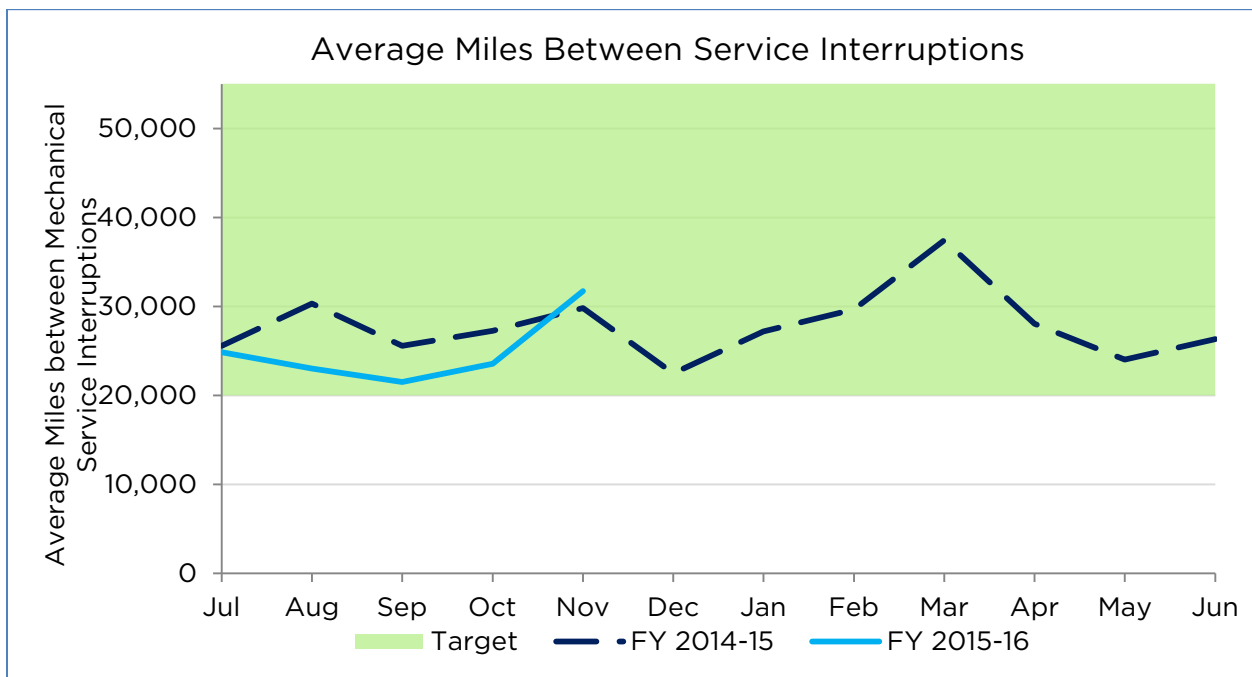
Foothill Transit measures its schedule adherence using the industry standard metric of on-time performance (OTP). OTP is calculated by evaluating a vehicle’s adherence to the published schedule. A trip is considered on-time if it did not depart the timepoint early and departed the timepoint no more than five minutes late. Foothill Transit has adopted a goal of 85 percent or higher OTP for this fiscal year. In November 2015, Foothill Transit achieved 81.8 percent OTP for the entire system. This is a one percent decline from the same period last year. OTP was 82.4 percent for local routes, 77.2 percent for local express routes (Lines 481, 690 and Silver Streak), and 82.1 percent for express routes. Fiscal year-to-date, Foothill Transit has achieved 82.9 percent OTP which is a one percent improvement compared to the same period the previous year.





**Average Miles Between Service Interruptions**

Average miles between service interruptions is a maintenance performance indicator that measures the miles between mechanical roadcalls of a vehicle used during revenue service resulting in a service delay of more than five minutes. In November 2015, Foothill Transit averaged 31,715 miles between service interruptions as reported by the operations contractors. Foothill Transit exceeded the maintenance reliability goal of at least 20,000 miles between service interruptions and the metric is six percent higher compared to last year. Fiscal year-to-date, Foothill Transit averaged 24,455 miles between service interruptions which is 11 percent lower than the same period the previous year.

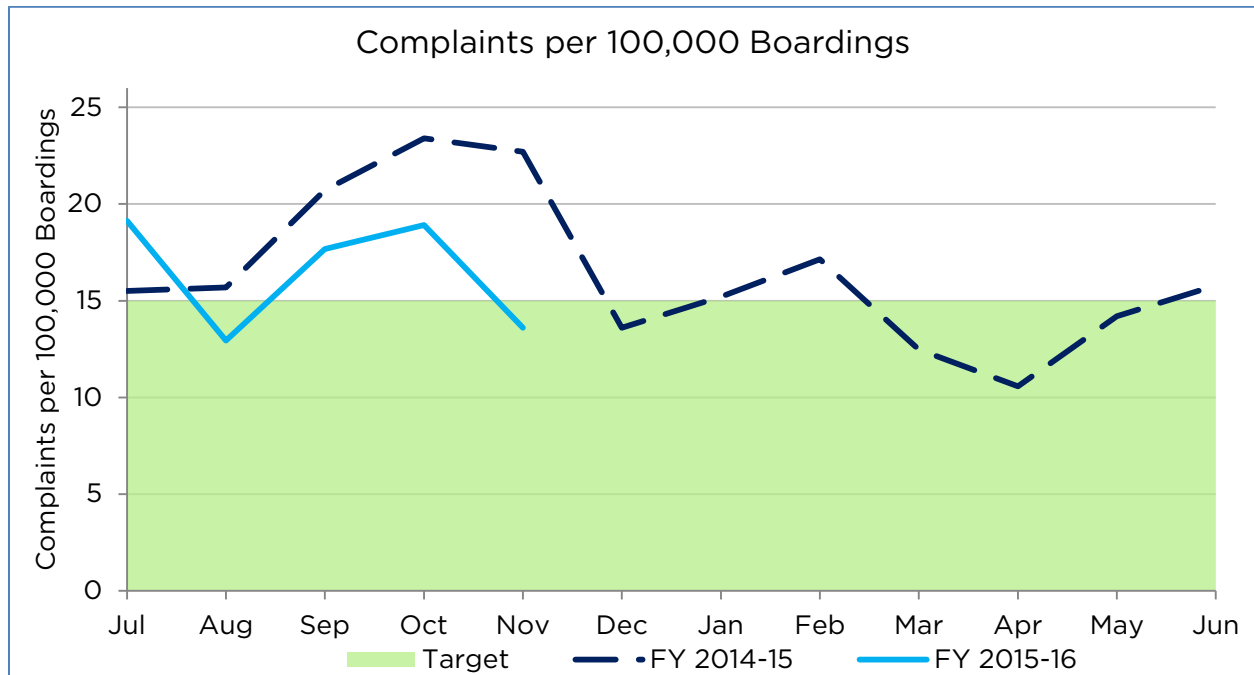






**Complaints per 100,000 Boardings**

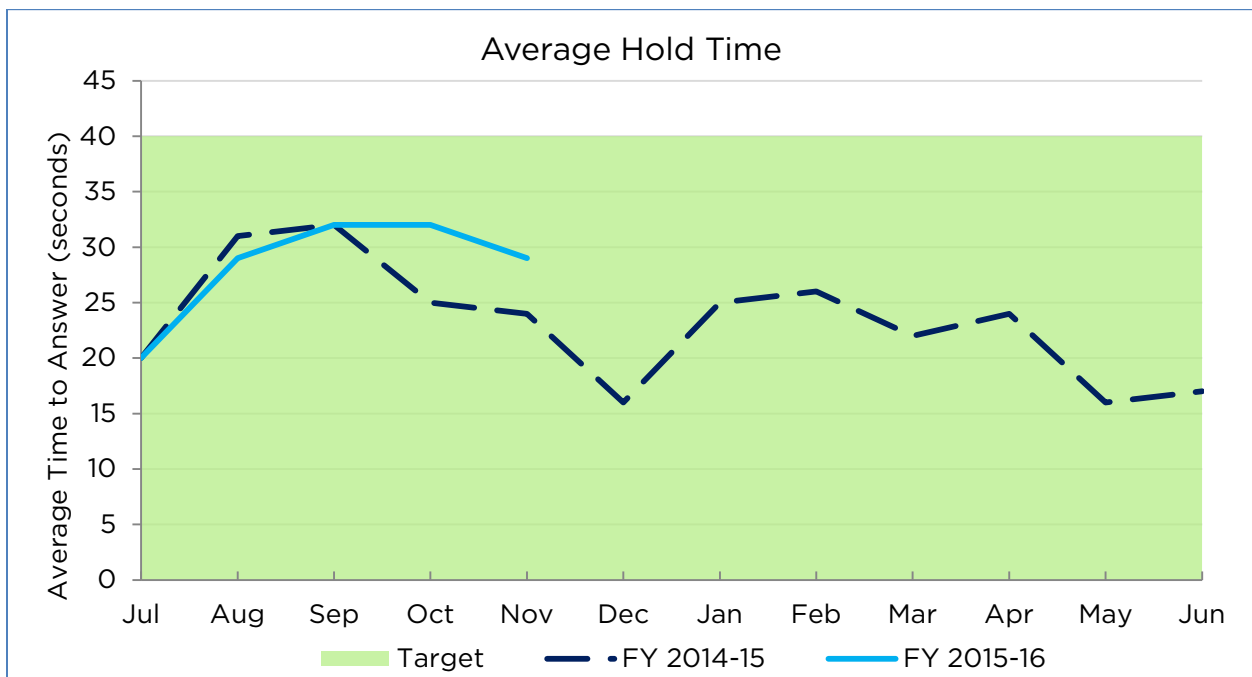
Customer complaints are counts of incidents where a customer reports dissatisfaction with some aspect of the service. All customer complaints received by Foothill Transit are subject to an investigation process which ensures all customers receive a response and allows Foothill Transit to determine if a complaint is valid. Investigations include contacting the customer and may include reviewing the SMARTBus system, dispatch logs, on-board videos, or verbal communication with the coach operator. In November 2015, Foothill Transit received 13.61 valid complaints per 100,000 boardings. This achieves the performance target of 15.00 or fewer complaints per 100,000 boardings and is a forty percent improvement compared to the same period the previous year. Forty percent of the complaints received this month were related to schedule adherence. Fiscal year-to-date, Foothill Transit has received 16.5 valid complaints per 100,000 boardings which is a sixteen percent improvement compared to the same period the previous year.





**Average Hold Time**

Phone systems at Foothill Transit’s five Transit Stores provide data on call volumes and times so that facilities can be staffed accordingly. The recorded average hold time of 29 seconds during November 2015 achieves the performance target of less than 40 seconds. Fiscal year-to-date, Foothill Transit has an average hold time of 28 seconds.



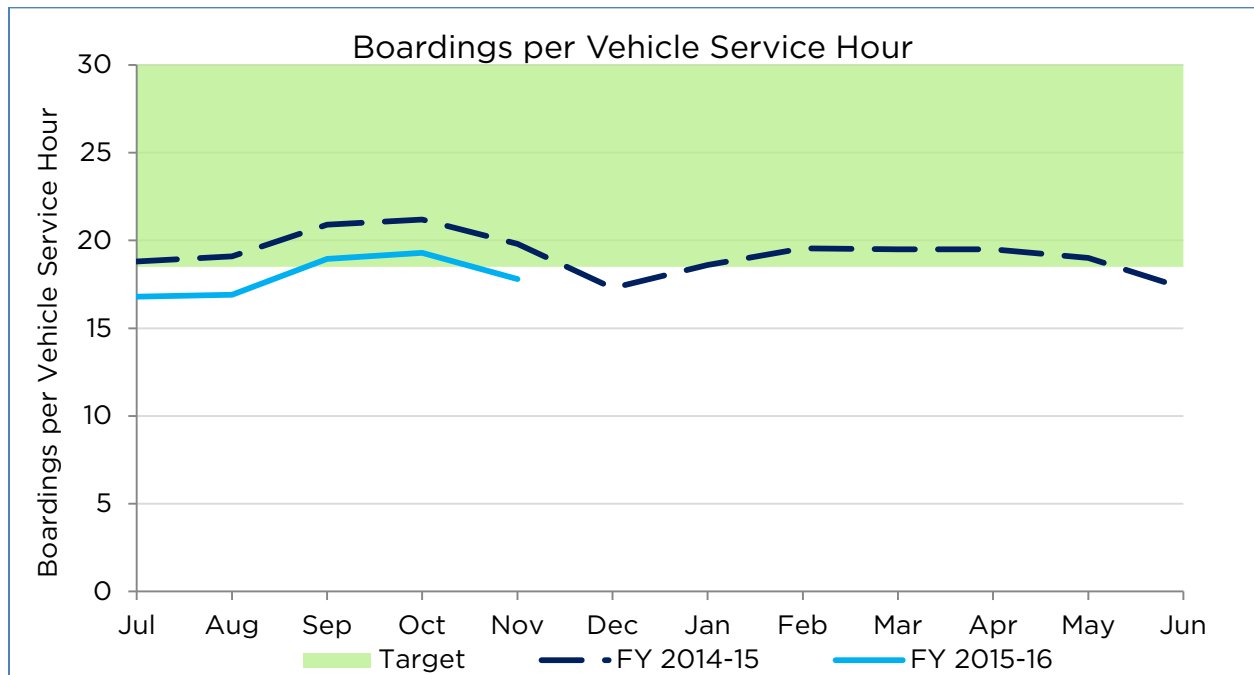


**Goal 3: Operate an Effective Transit System**

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

**Boardings per Vehicle Service Hour**

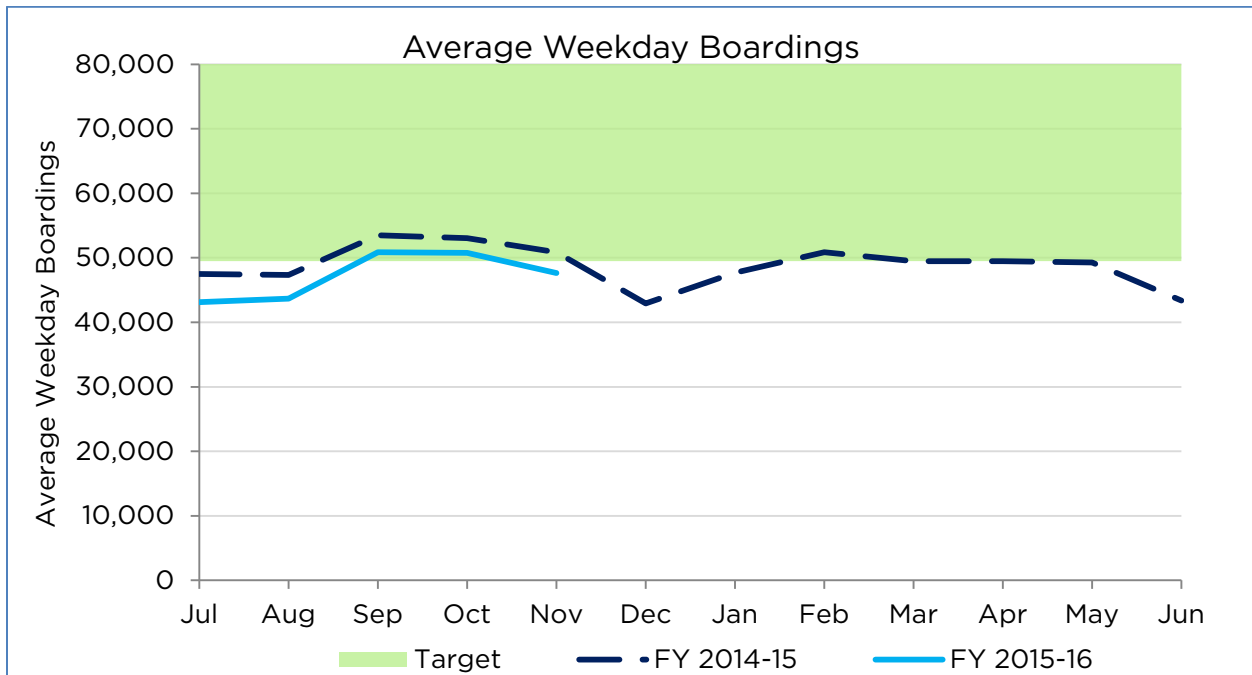
Boardings per vehicle service hour is the total number of boardings divided by the total number of service hours in a given period. Foothill Transit buses averaged 17.8 boardings per vehicle service hour in November 2015. This does not meet the performance target of 18.5 or more boardings per service hour and is a 10 percent decline compared to November 2014. The operation of seven percent more service hours along with a four percent decline ridership explains this year-to-year variance in system performance. Fiscal year-to-date, Foothill Transit saw 17.9 boardings per vehicle service hour, which is a ten percent decline compared to the same period the previous year.





**Average Weekday Boardings**

The number of average weekday boardings is calculated by dividing the total number of weekday boardings by the number of days with weekday service in a given period. The fiscal year 2015-2016 performance target for average weekday boardings is to achieve at least 49,490 average weekday boardings. In November 2015, there were 47,665 average weekday boardings which is a six percent decline from the same period the previous year. Foothill Transit did not meet the performance target. Analysis of the three service classes show that compared to the same period the previous year, there was a seven percent decline in average weekday boardings on local lines, a six percent decline in average weekday boardings on local express lines, and relatively flat average weekday boardings on commuter express lines compared to last year. Fiscal year-to-date, Foothill Transit has recorded 47,207 average weekday boardings which is a six percent decline compared to the same period the previous year.



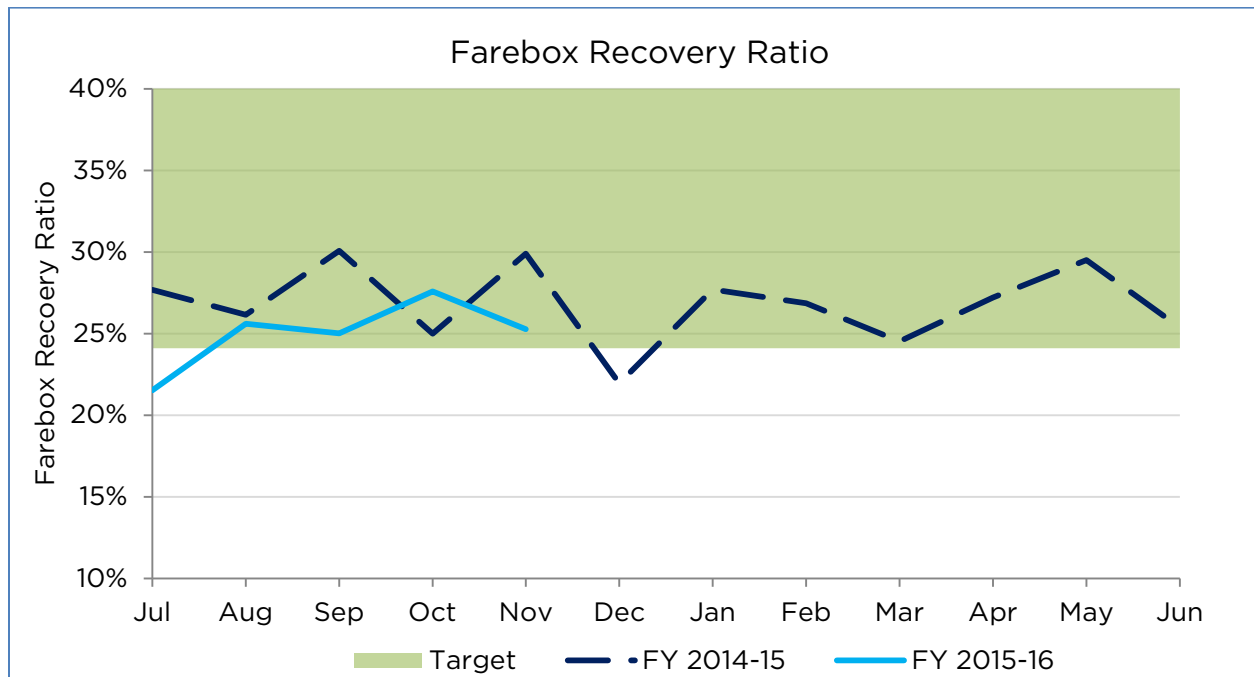


**Goal 4: Operate an Efficient Transit System**

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

**Farebox Recovery Ratio**

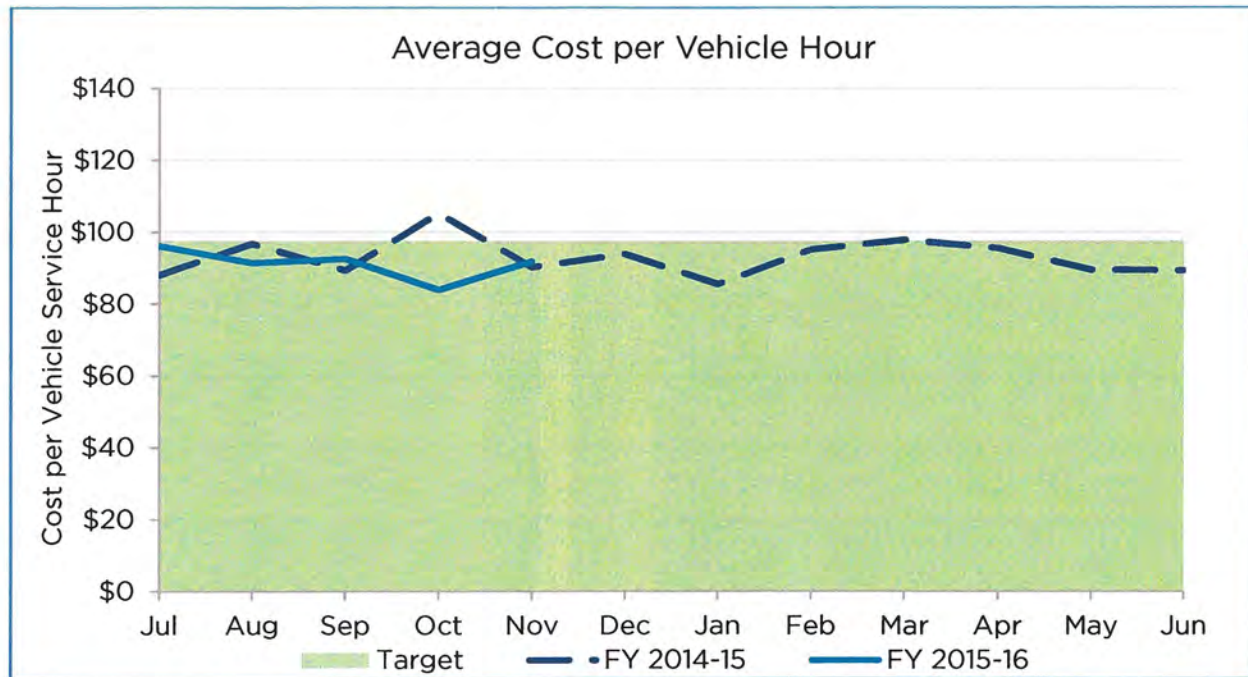
Farebox recovery ratio is a measure of the proportion of operating cost recovered by passenger fares. The farebox recovery ratio is calculated by dividing total fare revenue by total operating expense. As part of the budget development process, a goal of 24.10 percent has been established for the fiscal year. A minimum farebox recovery ratio of 20 percent for transit service is required by the Transportation Development Act (TDA) in order for transit agencies to receive the state sales tax available for public transit purposes. Foothill Transit's farebox recovery ratio for November 2015 was 25.26 percent. Fiscal year-to-date, the farebox recovery ratio is 24.94 percent which achieves the performance target of greater than 24.10 percent and exceeds the TDA requirement of 20 percent.





**Average Cost per Vehicle Service Hour**

Average cost per vehicle service hour is an industry standard utilized to measure the cost efficiency of transit service. It is derived by dividing operating expenses by vehicle service hours. Foothill Transit's average cost per vehicle service hour for November 2015 was \$91.84. Fiscal year-to-date, Foothill Transit's average cost per vehicle service hour is \$91.06 which meets the fiscal year target of less than \$97.36 and is a three percent improvement compared to the same period the previous year.



Sincerely,

Stephanie B. Mak  
Operations Analyst

Doran J. Barnes  
Executive Director

Attachment A  
**Foothill Transit**  
**Key Performance Indicators**  
**November 2015**

Goal	Performance Indicator	November 2015	Met Target?	November 2014	% Improvement Over Same Month Last Year	FY 2015-2016 YTD	Met Target?	FY 2014-2015 YTD	% Improvement YTD	Performance Target
<b>Overall System Performance</b>	Total Boardings	<b>1,131,772</b>	-	1,180,613	(4%)	5,915,806	-	6,299,658	(6%)	
	Vehicle Service Hours	<b>63,729</b>	-	59,730	7%	329,732	-	315,507	5%	
	Total Fare Revenue	<b>\$1,478,486</b>	-	\$1,610,498	(8%)	\$7,489,500	-	\$8,183,938	(8%)	
	Total Operating Expense	<b>\$5,852,612</b>	-	\$5,388,554	(9%)	\$30,026,307	-	\$29,668,672	(1%)	
<b>Safety</b>	Preventable Accidents per 100,000 Miles	<b>0.97</b>	<b>No</b>	1.26	23%	<b>1.01</b>	<b>No</b>	0.64	(57%)	≤ 0.70
<b>Customer Service</b>	Schedule Adherence	<b>81.8%</b>	<b>No</b>	<b>82.5%</b>	(1%)	<b>82.9%</b>	<b>No</b>	<b>81.9%</b>	1%	≥ 85%
	Miles Between Mechanical Service Interruptions	<b>31,715</b>	<b>Yes</b>	29,811	6%	24,455	<b>Yes</b>	27,534	(11%)	≥ 20,000
	Complaints per 100,000 Boardings	<b>13.61</b>	<b>Yes</b>	<b>22.70</b>	40%	<b>16.55</b>	<b>No</b>	<b>19.72</b>	16%	≤ 15.00
	Average Hold Time (Seconds)	<b>29</b>	<b>Yes</b>	24	(21%)	28	<b>Yes</b>	26	(8%)	≤ 40
<b>Effectiveness</b>	Boardings per Vehicle Service Hour	<b>17.8</b>	<b>No</b>	19.8	(10%)	<b>17.9</b>	<b>No</b>	20.0	(10%)	≥ 18.5
	Average Weekday Boardings	<b>47,665</b>	<b>No</b>	50,892	(6%)	<b>47,207</b>	<b>No</b>	50,461	(6%)	≥ 49,490
<b>Efficiency</b>	Farebox Recovery Ratio	<b>25.26%</b>	<b>Yes</b>	29.89%	(15%)	24.94%	<b>Yes</b>	27.58%	(10%)	≥ 24.10%
	Average Cost per Vehicle Service Hour	<b>\$91.84</b>	<b>Yes</b>	\$90.22	(2%)	\$91.06	<b>Yes</b>	\$94.03	3%	≤ \$97.36

Red = did not meet target

*Attachment B*  
**Foothill Transit**  
**Operations Report**  
**November 2015**

Goal	Performance Indicator	November 2015	November 2014	% Improvement Over Same Month Last Year	FY 2015-2016 YTD	FY 2014-2015 YTD	% Improvement YTD
<b>Operations</b>	Average fare per boarding	<b>\$1.31</b>	\$1.36	(4%)	\$1.27	\$1.30	(3%)
	Average cost per boarding	<b>\$5.17</b>	\$4.56	(13%)	\$5.08	\$4.71	(8%)
	Average subsidy per boarding	<b>\$3.86</b>	\$3.20	(21%)	\$3.81	\$3.41	(12%)
	Total vehicle miles	<b>1,236,881</b>	1,192,426	4%	6,431,646	6,360,410	1%
	Vehicle service miles	<b>924,836</b>	877,472	5%	4,788,517	4,643,940	3%
	Total vehicle hours	<b>83,565</b>	80,659	4%	434,578	427,106	2%
	In-service speed (mph)	<b>14.5</b>	14.7	(1%)	14.5	14.7	(1%)
	Boardings per vehicle service mile	<b>1.22</b>	1.35	(9%)	1.24	1.36	(9%)





January 15, 2016

To: Executive Board

Subject: **January 2016 Legislative Summary**

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### **Recommendation**

Receive and file the January 2016 Legislative Summary. There are no recommended positions on bills this month.

### **Analysis**

A summary of state and federal legislation and its status is attached.

#### ***State Legislative Issues:***

The California Legislature reconvened for the 2<sup>nd</sup> year of this legislative session on January 4. Most of January will deal with bills introduced in 2015 that are awaiting final action. January 31 is the last day for each house to pass bills introduced in their house in 2015. January 10 is the deadline for the Governor to submit the first draft of his 2015-16 Fiscal Year (FY) Budget. Considering the improving state of the economy, it will be interesting to see what the Governor and Legislature do with higher than expected revenue.

#### ***Federal Legislative Issues:***

The U.S. House of Representatives passed a \$1.1 trillion Omnibus Appropriations bill by a vote of 316-113. Under the Rule adopted for consideration of the bill, separate votes on each element were held, but the process sent both to the Senate as a combined package. The combined package was later passed in the Senate by a vote of 65 - 33.

In addition, a broad tax extenders package was also passed. The significance of this latest "tax extenders" agreement is that it includes a number of permanent provisions, including a provision that we have long advocated for: the permanent extension of parity for the transit commuter benefit. Section 105 of the proposed legislation, the Extension of Parity for Exclusion from Income for Employer-Provided Mass Transit Parking Benefits, effectively raises the amount an employer can offer to their employees either as a tax-free fringe benefit or as a pre-tax option in order to pay for their mass transit commute to and from work. The provision increases the transit commuter tax benefits from the current \$130 to \$250, rising to \$255 the following year.



The tax extenders agreement also extends for two years through FY 2016 (retroactive to 2015) the Alternative Fuels Tax Credit and the alternative fuels property (infrastructure) credit. These provisions were previously extended retroactively for 2014 in the tax extenders bill passed in December 2014. Small, medium, and large-sized transit agencies across the country benefit from these tax credits, especially the \$0.50 per gasoline gallon equivalent (GGE) tax credit offered to transit agencies fueling their vehicles with compressed (CNG) or liquefied (LNG) natural gas. These credits provide important offsets to transit agency fuel and operating costs, thereby supporting improved transportation services, as well as aiding in job retention. A two-year extension of these credits will assist those transit agencies that use CNG and LNG fueled vehicles to operate their systems safely and efficiently to carry millions to work, school, medical appointments and other activities.

**Budget Impact**

The Alternate Fuels Tax Credit will provide approximately \$2.5 million revenue to Foothill Transit.

Sincerely,

Handwritten signature of David Reyno in blue ink.

David Reyno  
Director of Government Relations

Handwritten signature of Doran J. Barnes in blue ink.

Doran J. Barnes  
Executive Director

Attachment

## 2016 Legislation Summary

Current as of 12/22/2015

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
AB 338	Hernandez	Would authorize the Los Angeles County Metropolitan Transportation Authority to impose, by ordinance, an additional local, countywide, one-half-cent sales tax for up to 30 years. Requires Metro to adopt the ordinance and submit the proposal to the voters; and specifies that the ordinance only becomes operative if approved by two-thirds of the voters voting on the measure. Requires Metro to allocate 20% of the revenues for bus operations and that these revenues must be allocated based on formulas in existing law.	This bill would provide a new operating funding source for Foothill Transit.	Senate Committee on Transportation & Housing		Support Position Adopted 6/26/2015
AB 857	Perea	Creates the Technology Program pursuant to SB 1204 (Lara), Chapter 524, Statutes of 2013, supported by Foothill Transit to fund the development of zero and near zero emission truck, bus, and off-road vehicle and equipment technologies to be administered by the Air Resources Board in conjunction with the California Energy Commission. The bill would provide that the funding for the program would come out of the Greenhouse Gas Reduction Fund (Cap & Trade Auction Funds), and would prioritize projects located in disadvantaged communities.	This bill may provide a new funding source for Foothill Transit electric and CNG buses.	Senate Committee on Appropriations		Support Position Adopted 4/24/2015
AB 1250	Bloom	In 2012 and 2014, the California Transit Association (CTA) sponsored legislation which provided transit agencies with temporary relief from California's decades-old bus axle weight limits. The temporary provisions of the most recent measure, AB 1720 (Bloom, Chapter 263, Statutes of 2014), are now set to expire at the end of 2015, reinstating an unworkable 20,500 lb./axle limit and impacting various stakeholders, including cities, counties, public transit agencies, and private sector bus suppliers. The CTA continues to work with impacted stakeholders to craft a long-term solution, acceptable to all parties,	This bill will continue to protect Foothill Transit from being subject to citations and costly permits until a reasonable solution can be determined.	Signed by the Governor & Chaptered by the Secretary of State - 10/4/2015	CTA - Support	Support Position Adopted 4/24/2015

## 2016 Legislation Summary

Current as of 12/22/2015

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		that recognizes the challenges of the current axle weight limit. AB 1205 will serve as the vehicle for such a solution, if and when one emerges. The majority of Foothill Transit's fleet, along with those of most, if not all, transit agencies throughout the state exceeds this over quarter century old statute due to mandated clean air, safety, disability laws and advances in bus technology.				
AB 1217	Daly	This bill restructures the composition of the Orange County Fire Authority (OCFA) Board by reducing the current, 25-member Board to 13 members, most of whom would be selected by an as-yet-to-be-created OCFA City Selection Committee. The existing OCFA Board comprised of two members from the County Board of Supervisors and one member from each of the cities that are a party to the Joint Powers Authority (JPA) that created the OCFA would be eliminated. Legislation currently moving through the Senate could endanger the ability of local governments to determine for themselves the governance structure of joint powers authorities.	This bill attempts to undermine existing law and unilaterally overrule a locally agreed upon governance structure that is part of the valid and voluntary formation agreement of a JPA, an entity that by definition has no relation to matters of statewide concern. The bill is an attempt to intervene in a local matter that is best resolved at the local government level. If this bill becomes law, the Foothill Transit JPA could be at risk of being altered by state legislation at any time with the local governing agencies having no control in the matter.	Senate Committee on Governance & Finance	ACC-OC - Opposes	Oppose
ABX1 7	Nazarian	This bill would double the Cap and Trade revenues continuously appropriated to public transit from 15 percent to 30 percent. More specifically, these bills would increase the percentage of Cap and Trade revenues continuously appropriated to the Transit and Intercity Rail Capital Program, a competitive grant program administered by the California State Transportation Agency, from 10 percent to 20 percent; and would increase the percentage of Cap and Trade revenues continuously appropriated to the Low Carbon Transit Operations Program,	This bill could provide additional state funding for Foothill Transit.	Assembly	CTA - Supports	Support Position Adopted 8/28/2015

## 2016 Legislation Summary

Current as of 12/22/2015

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		which directs funding to transit operators via the existing State Transit Assistance (STA) program formula, from 5 percent to 10 percent.				
ABX1 8	Chiu/Bloom	This bill would increase the sales and use tax on diesel fuel from 1.75 percent to 5.25 percent, beginning July 1, 2016. This tax increase is expected to generate approximately \$300 million, which would be directed to support public transit's capital maintenance and expansion needs as well as operations needs. The revenue generated by this tax increase would be allocated to local public transit agencies annually, via the existing STA program formula, subject to the same STA mechanisms and allocation procedures.	This bill could provide additional state funding for Foothill Transit.	Assembly	CTA - Supports	Support Position Adopted 8/28/2015
ACA 4	Frazier	Existing law under the California Constitution requires the approval of 2/3 of the voters of the city, county, or special district voting on any new or increase of an existing tax. ACA 4 would provide that the imposition, extension or increase of a special tax by a local government for the purpose of providing funding for local transportation projects requires the approval of 55% of its voters voting on the proposition.	The new voter approval threshold could lead to more transportation and transit money and mean additional funding for Foothill Transit.	Assembly Committee on Appropriations	CTA - Support	Support Position Adopted 6/26/2015
SB 16	Beall	This bill is a comprehensive funding package that would dedicate \$3 billion-\$3.5 billion to transportation annually for the next five years and generate this new revenue by increasing several taxes and fees including the excise tax on gasoline by 10 cents in year one; the excise tax on diesel fuel by 12 cents in year one; the vehicle license fee by 35 percent over five years; the vehicle registration fee by \$35; create a new vehicle registration fee of \$100 for zero-emission vehicles; and repay transportation loans. SB 16 is the first of what is likely to be multiple transportation funding proposals put forward by the Legislature, designed to	This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state highway system. We urge Senator Beall to include dedicated transit funding in this important bill.	Inactive File	CTA - Support	Support Position Adopted 5/29/2015

## 2016 Legislation Summary

Current as of 12/22/2015

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		address California's projected \$59 billion backlog of deferred maintenance on the state highway system, and roughly \$78 billion funding shortfall for maintenance of local streets & roads.				
SB 391	Huff	Specific sections of the penal code have long provided for the criminal prosecution of individuals who commit assault or battery against transit employees. Due to flexibility in current law, which provides for probation in place of jail time, most assailants avoid serious consequences. SB 391 would increase penalties for assaults committed against transit employees and to remove a provision in state law that allows assailants to escape jail time.	This bill will assist Foothill Transit in keeping our employees safe and require harsh penalties for those who may cause them harm.	Senate Committee on Public Safety	CTA, Metro - Support	Support Position Adopted 4/24/2015
SB 413	Wiechowski	Would amend the Public Utilities Code and the Penal Code to allow transit agencies to use an administrative process to cite and process minors in violation of specified prohibited acts (e.g. fare evasion, smoking where prohibited, unauthorized sale of goods) occurring on transit properties. Additionally, this proposal would make it a violation for failing to yield seating reserved for elderly and disabled individuals, and clarify what constitutes a noise violation on a transit property.	This bill would allow Foothill Transit to impose and enforce certain administrative penalties for passenger misconduct on or in a Foothill Transit facility or vehicle.	Signed by the Governor & Chaptered by the Secretary of State - 10/10/2015	CTA - Support	Support Position Adopted 4/24/2015
SB 508	Beall	Transit operators across the state are required to meet specified farebox recovery and operating cost criteria in order to be eligible to receive funds from the Transportation Development Act (called Local Transportation Fund dollars) and/or the State Transit Assistance (STA) program, if those funds are to be used for operating purposes. SB 508 would address the challenges posed by this rigid funding mechanism by creating more flexible farebox recovery and operating cost criteria, and by rationalizing the penalties for non-compliance.	This bill would allow Foothill Transit to continue to receive a certain amount of state transit funding in case of an agency economic or low ridership challenge.	Signed by the Governor & Chaptered by the Secretary of State - 10/9/2015	CTA - Support	Support Position Adopted 4/24/2015

## 2016 Legislation Summary

Current as of 12/22/2015

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
SB 767	DeLeon	Allows the Los Angeles County Metropolitan Transportation Authority (Metro) to exceed the 2% statutory limitation on local transactions and use taxes by 1%. Authorizes Metro to impose, by ordinance, an additional local, countywide, one-half-cent sales tax for a period to be determined by Metro. Requires Metro to adopt the ordinance and submit the proposal to the voters. Specifies that the ordinance only becomes operative if approved by two-thirds of the voters voting on the measure. SB 767 will attempt to address the funding shortfall of Measure R. Instead of seeking to extend Measure R, the author of this bill is authorizing Metro to propose to voters another half-cent sales tax. This new authorization would not contain the required projects of past measures, or the restrictions of past legislation, but is somewhat a "clean slate" from which Metro can build a new expenditure plan and funding prioritization.	This bill would provide a new operating funding source for Foothill Transit.	Signed by the Governor & Chaptered by the Secretary of State - 10/7/2015	Metro - Support	Support Position adopted 5/29/2015
SBX1 7	Allen	This bill would increase the sales and use tax on diesel fuel from 1.75 percent to 5.25 percent, beginning July 1, 2016. This tax increase is expected to generate approximately \$300 million, which would be directed to support public transit's capital maintenance and expansion needs as well as operations needs. The revenue generated by this tax increase would be allocated to local public transit agencies annually, via the existing STA program formula, subject to the same STA mechanisms and allocation procedures.	This bill could provide additional state funding for Foothill Transit.	State Senate	CTA - Support	Support Position Adopted 8/28/2015
SBX1 8	Hill	This bill would double the Cap and Trade revenues continuously appropriated to public transit from 15 percent to 30 percent. More specifically, these bills would increase the percentage of Cap and Trade revenues continuously appropriated to the Transit and Intercity Rail Capital Program, a competitive	This bill could provide additional state funding for Foothill Transit.	State Senate	CTA - Support	Support Position Adopted 8/28/2015

## 2016 Legislation Summary

Current as of 12/22/2015

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		grant program administered by the California State Transportation Agency, from 10 percent to 20 percent; and would increase the percentage of Cap and Trade revenues continuously appropriated to the Low Carbon Transit Operations Program, which directs funding to transit operators via the existing State Transit Assistance (STA) program formula, from 5 percent to 10 percent.				
SCA 7	Huff	Would increase funding for transportation infrastructure by \$2.9 billion per year with an additional \$2.4 billion in one-time funds. The funding would come from: 1) End the diversion of more \$1 billion in transportation taxes every year. Spend this money on roads, highways and bridges; 2) Repay all outstanding transportation loans to the General Fund and direct that money to transportation improvements; 3) Make significant efficiency improvements at the State Department of Transportation; 4) Direct money from Cap and Trade funds that are related to fuel to fixing roads.	This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state highway system.	Senate Committee on Transportation & Housing		Support Position Adopted 6/26/2015
SCAX11	Huff	<p>SCA-7 was introduced during the 2015 regular legislative session. As a constitutional amendment, it is not subject to house of origin constraints or other hearing deadlines. SCAX1-1, an updated version of SCA 7, was introduced when the Governor called the first extraordinary session.</p> <p>Both measures ask the voters to approve a constitutional amendment to protect transportation taxes by requiring them to be used for transportation purposes. Specifically, SCA 7 and SCAX1-1:</p> <p>Prohibit diverting any transportation taxes to the general fund. This will stop the diversion of \$1 billion in weight fees annually. Additionally, this provision would protect</p>	This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state highway system.	State Senate		Support Position Adopted 8/28/2015



# 2016 Legislation Summary

Current as of 12/22/2015

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		<p>any future increase in Vehicle Registration Fees or any new fee on the use of a car in California, including fees on Zero Emissions Vehicles or a new Road User Charge, from being diverted to the state General Fund.</p> <p>Clarify that all Highway Users Tax Account HUTA funds must be used for transportation purposes. Currently, the state is getting \$100 million annually from HUTA funds that should be sent to the counties.</p> <p>Clarify that any proposed increase in Vehicle Licensing Fees above the current rate, must be used for the transportation purposes. The California Vehicle Licensing Fee is an ad valorem tax (property tax on cars) and is not protected under Article XIX. SCA 7 and SCAX1-1 would also protect any increase above the current Vehicle Licensing Fee from being diverted to the General Fund.</p> <p>SCA-7 was amended to include protections on boating and waterway fees and taxes from fuels. SCAX1-1 does not include this provision and is coauthored by 35 members of the Senate and Assembly.</p>				
H.R. 680	Blumenauer	<p>Our transportation infrastructure is increasingly outdated and inadequate. In 2011, the Federal Highway Administration (FHA) estimated that over \$70.9 billion worth of repairs are needed merely to maintain safe bridges. Inflation and increased fuel efficiency has led to declining gas tax receipts and the gas tax has lost nearly 40% of its purchasing power since it was last raised in 1993. The decline will continue as cars become more efficient and people drive less. Vehicle miles traveled per capita declined last year for the ninth year in a row. Because Congress has not addressed the Highway Trust Fund's (HTF) insolvency,</p>	<p>A consistent, reliable and stable federal funding program would allow Foothill Transit and all U.S. transportation agencies and companies to budget for the long term.</p>	House Committee on Ways and Means	APTA - Supports	Support Position Adopted 2/27/2015

# 2016 Legislation Summary

Current as of 12/22/2015

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		the fund will be exhausted this summer and states will begin cutting back on projects. To maintain current funding levels, the HTF will need \$100 billion in addition to current tax receipts in the next five years. Failure to act will result in a 30% reduction in federal transportation spending over the next decade. The Update, Promote, and Develop America's Transportation Essentials (UPDATE) Act (Blumenauer (D-OR), would phase in a nickel a gallon tax increase over each of the next three years on gasoline and diesel that would be dedicated to public transportation and highway programs, index those taxes to inflation and examine ways to replace the taxes with a longer-term stable source of funding.				



January 15, 2016

To: Executive Board

Subject: **Proposed 2016 Federal, State, and Local Legislative Programs**

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### **Recommendation**

Adopt the proposed 2016 Federal, State, and Local Legislative Programs as outlined in **Attachments A, B, and C**.

### **Analysis**

The 2016 Federal Legislative Program will help guide staff recommendations and actions on federal proposals during the upcoming year. Foothill Transit's proposed federal legislative program is provided in **Attachment A**. This program continues our efforts to strengthen our relationships with our representatives in Washington, D.C. as well as our relationships with their staff members and the staff of the various committees and regulatory agencies that could have an impact on Foothill Transit. Our goals are to build support for Foothill Transit and its programs and to secure funding for our capital program.

Below is a history of our efforts since 2003:

In 2003, the Foothill Transit Executive Board approved a TEA-21 Six-Year Reauthorization request for \$39 million and an FY 2004 Federal Appropriations request for \$6.5 million for our Transit Oriented Neighborhood Program (TONP). Foothill Transit received a FY 2004 Appropriations earmark of \$2.5 million.

In 2004, Foothill Transit again requested the \$6.5 million that was part of our TEA-21 Six-Year Reauthorization request of \$39 million and included the \$4 million from the FY 2004 request we did not receive. Foothill Transit received a FY 2005 Appropriations discretionary grant of \$200,000.

In 2005, Foothill Transit requested \$10 million, of which \$6.5 million was part of our TEA-21 Six-Year Reauthorization request of \$39 million and \$3.5 million not included in the FY 2005 and FY 2006 earmarks that were requested. Foothill Transit received a FY 2006 Appropriations earmark of \$3.3 million and a SAFETEA-LU discretionary grant of \$7.9 million for the six-year reauthorization period.



In 2006, Foothill Transit requested \$10 million. Unfortunately, the 109<sup>th</sup> Congress failed to complete work on the appropriations bill and the new 110<sup>th</sup> Congress decided not to include earmarks in their budget and passed the responsibility for distribution to the Federal Transit Administration (FTA). We submitted an application to the FTA, but received no funding.

In 2007, Foothill Transit requested \$10 million and received a FY 2008 earmark of \$500,000. This amount is in addition to the approximately \$2.1 million received in SAFETEA-LU funding.

In 2008, Foothill Transit shifted its federal request proposal to the funding of compressed natural gas (CNG) replacement buses. We requested \$5 million and received a FY 2009 earmark of \$1.18 million. This amount is in addition to the approximately \$2.1 million in SAFETEA-LU funding.

In 2009, a decision was made to not pursue a FY 2010 Section 5309 discretionary funding appropriation because we had been awarded over \$20 million in American Recovery & Reinvestment Act (ARRA) funds that were targeted for a number of important capital projects over the ensuing years. Our congressional delegation staff expressed appreciation for our willingness to pass on a funding request in order for other agencies who may not have received ARRA funding to receive this annual appropriations funding as well as being good stewards of federal taxpayers' dollars.

In 2010, Foothill Transit requested \$5 million in FY 2011 Section 5309 discretionary funding for replacement buses that would be used to assist us in converting the remainder of our fleet to CNG as well as other alternative fuels including electric battery power. Unfortunately, the 111<sup>th</sup> Congress did not pass the FY 2011 Transportation, Housing and Urban Development (HUD) Bill and instead passed a Continuing Resolution (CR) to fund all federal government programs through March 4, 2011. With the new Republican majority in the House of Representatives, the final version of the FY 2011 Transportation and HUD Bill by the 112<sup>th</sup> Congress did not include federal discretionary funding.

In 2011, the Board recommended that Foothill Transit not pursue a FY 2012 Section 5309 discretionary funding appropriation due to our solid capital budget position which was a result of prior appropriations and authorizations funding awards, approximately \$20 million in ARRA funding and over \$10 million awarded to us under the Transit Investments for Greenhouse Gas and Energy Reduction (TIGGER) Grant Program for our Ecoliner all-electric bus program.



In 2012, 2013, 2014 and 2015 the Board recommended that Foothill Transit not pursue a FY 2013, FY 2014, FY 2015 or FY 2016 Section 5309 funding appropriation due to the moratorium Congress has put on federal discretionary funding and our continuing strong capital budget position.

This year, similar to the situation since 2012, pursuing a FY 2017 Section 5309 discretionary appropriation is not recommended due to the moratorium Congress has put on federal discretionary earmarks and the strength of our current capital budget position.

Our federal efforts will continue to be supported by Jan Powell of the firm Baker, Donelson, Bearman, Caldwell & Berkowitz. Jan acts as our advocate in Washington, D.C. when Board members or staff cannot be there to directly represent Foothill Transit.

The 2016 State and Local Legislative Programs will help guide staff recommendations and actions on state and local proposals during the upcoming year. Each year a legislative program is prepared for adoption by the Foothill Transit Executive Board. The program will serve as a guide for pursuing Foothill Transit's legislative proposals and strategies and is meant to be flexible in order to give the administrative team the leeway to pursue unanticipated legislative opportunities that may present themselves during the course of the year, such as advocating for legislation that is consistent with **Attachments B and C**.

On a monthly basis, staff will continue to prepare a state legislative update that will ask the Board to approve staff recommendations on individual bills and policies that affect Foothill Transit's interests. The same will be done for federal and local issues as the need arises.

Since 2008, our state efforts have been supported by Tim Egan of the firm Capital Representation Group. It was determined that because there has been no Foothill Transit specific legislation since 2012 and none anticipated in the foreseeable future and we have been able to build very strong relationships with our state delegation and their staff, that we would not exercise the final two option years of Capital Representation Group's contract. We want to thank Mr. Egan for his efforts and service on our behalf over the past seven years.



**Budget Impact**

The federal advocate contracts are funded under the Public Affairs line item of the Foothill Transit budget. Foothill Transit’s budget provides funding for Board Members and staff to meet with elected officials and their staff in Washington, D.C. and in Sacramento. Adoption of this plan will require the continuation of these efforts along with their associated costs.

Sincerely,

A handwritten signature in blue ink, appearing to read "David Reyno".

David Reyno  
Director of Government Relations

A handwritten signature in blue ink, appearing to read "Doran J. Barnes".

Doran J. Barnes  
Executive Director

Attachment

## ***Proposed 2016 Federal Legislative Program***

### ***Goal #1:***

Ensure that federal policy decisions are beneficial to Foothill Transit's operations or funding.

#### ***Proposed Action Items:***

1. **Federal Advocacy:** Meet with Foothill Transit's House and Senate representatives and/or their staff throughout the year to advocate for ongoing federal funding for our nation's transportation projects, key transportation related legislation and thank them for their hard work for Foothill Transit in past appropriations bills, authorization bills, and legislation.

H.R. 22, the Fixing America's Surface Transportation (FAST) Act became law on December 4, 2015. Thank our delegation, their staff and key committee staff for their hard work in putting together this long awaited successor to MAP-21. Advocate for an increase in funding to the Highway Trust Fund (HTF) so that the Fund remains solvent and will fully support transit programs, reinstatement of federal section 5309 discretionary spending earmarks for transportation projects, a long-term extension of the alternate fuels excise tax credit, developing a permanent federal solution for bus axle weight limits, equal federal income tax treatment for employer-provided transit passes, vanpool benefits and parking spaces, Southern California Regional Transit Training Consortium (SCRTTC) on its FY2017 legislative efforts to obtain federal funds to streamline bus maintenance training for alternative fuel buses and simplify the Buy America compliance process across all transportation modes to keep compliance from becoming a barrier to certain procurement situations where a lack of domestic production exists.

2. **American Public Transportation Association (APTA):** Maintain active participation of staff in APTA activities, including Strategic Planning, Human Resources, Legislative, Marketing, Finance, and Sustainability committees. Work to make sure APTA's positions reflect those of Foothill Transit.
3. **Support Legislation:** In general, Foothill Transit will support federal legislation or rules that:
  - Enhance Foothill Transit's ability to deliver effective and efficient transportation services.
  - Increase transit funding.
  - Encourage transit-oriented development throughout the United States.
4. **Oppose Legislation:** In general, Foothill Transit will oppose federal legislation or rules that:
  - Inhibit Foothill Transit's ability to deliver effective and efficient transportation services.
  - Divert current funding or ignore the need for increased transit funding.

***Proposed 2016 Federal Legislative Program***

***Goal #2:***

Maintain a strong presence with Foothill Transit's federal legislative delegation and their staff.

***Proposed Action Items:***

1. Board Members, Director of Government Relations and Executive Director will meet with federal representatives and/or key staff on a regular basis to maintain strong relations with long term delegation members and staff and develop relations with new delegation members and staff and discuss issues of concern to Foothill Transit both locally and in Washington D.C. Staff will continue to extend invitations to elected officials to familiarize them with Foothill Transit capital projects and tour our facilities.
2. Foothill Transit representatives will attend the APTA Annual Legislative Conference and participate in APTA Legislative Committee and subcommittee meetings to ensure Foothill Transit's interests are represented at the federal level.



## ***Proposed 2016 State Legislative Program***

### ***Goal #1:***

Ensure that state policy decisions are beneficial to Foothill Transit's operations or funding.

#### ***Proposed Action Items:***

1. **Monthly updates:** Continue to provide monthly updates to the Executive Board on significant legislation and initiatives.
2. **State Advocacy:** Advocate for the maximum amount of funding under the California State Budget, Measure R, full allocation of 2008's Proposition 1B and 1C, Transit Development Act (TDA), State Transit Assistance (STA), connection between transit operations funding, AB 32, SB 375 and a new funding stream from the Cap and Trade regulation adopted by the California Air Resources Board (CARB), full, guaranteed transit funding under 2010's Proposition 22 and 26, work with CARB on their Advanced Clean Transit (ACT) regulation that includes a reasonable transit agency financial and service framework and modifications to the California Environmental Quality Act (CEQA) to advantage public transit projects like park and ride facilities
3. **California Transit Association (CTA):** Maintain active participation of staff in CTA activities, including Executive and Legislative committees. Work to make sure CTA's positions reflect those of Foothill Transit's.
4. **Support Legislation:** In general, Foothill Transit will support state legislation or rules that:
  - Enhance Foothill Transit's ability to deliver effective and efficient transportation services,
  - Increase transit funding,
  - Increase state funding for welfare-to-work transportation programs,
  - Encourage transit-oriented development in California.
  - Provide relief from excessive taxes.
5. **Oppose Legislation:** In general, Foothill Transit will oppose state legislation or rules that:
  - Inhibit Foothill Transit's ability to deliver effective and efficient transportation services,
  - Divert current funding or ignore the need for increased transit funding.

***Proposed 2016 State Legislative Program***

***Goal #2:***

Establish a strong presence with Foothill Transit's state legislative delegation and their staff.

***Proposed Action Items:***

1. The Director of Government Relations will contact local representatives and/or key staff on a regular basis to continue positive relations and discuss issues of concern to Foothill Transit both locally and in Sacramento. Staff will continue to extend invitations to elected officials to familiarize them with Foothill Transit capital projects and tour our facilities.
2. Local representatives and their staff will continue to receive Foothill Transit publications as well as invitations to Foothill Transit events.
3. Foothill Transit representatives will participate in the CTA Legislative and Annual Conferences, League of Cities Legislative Action Days and California Chamber of Commerce Business Legislative Summit to promote relations with elected officials at the leadership and transportation committee levels.
4. Staff will continue to attend legislative functions in the Los Angeles area, such as the various Legislative Power Lunches, San Gabriel Valley Public Affairs Network luncheons, San Gabriel Valley Economic Partnership Legislative Reception and similar events.

***Proposed 2016 Local Legislative Program***

***Goal #1:***

Ensure that policy decisions made by regional planning and programming entities are beneficial to Foothill Transit.

***Proposed Action Items:***

1. **Local Advocacy:** Formally support or oppose Metro, SGVCOG and SCAG positions on issues that affect Foothill Transit and the other municipal operators. Work through the Bus Operations Subcommittee and LACMOA to craft solutions to potential areas of concern.
2. **Local Legislative Committees:** Attend various local legislative committee meetings (i.e., San Gabriel Valley Economic Partnership, Chambers of Commerce, San Gabriel Valley Public Affairs Network, San Gabriel Valley Council of Governments, etc.).

***Goal #2:***

Maintain strong relationships with elected officials and staff in member cities as well as with staff and General Managers of other municipal operators.

***Proposed Action Items:***

1. Regularly participate in meetings of the SGVCOG, SGVEP, Metro, SCAG, League of California Cities - LA County Division, Los Angeles County General Managers and Los Angeles County Municipal Operators Association (LACMOA).
2. Monitor service area city council meetings and local newspapers to ensure that fixed route transportation needs are being met.
3. Treat local officials as “constituents” and respond in a timely manner to their concerns about Foothill Transit’s policies and service.
4. Ensure that Foothill Transit publications are distributed to the offices of all local officials and city managers in order to provide updates on current events at Foothill Transit.
5. Distribute Executive Director’s weekly report to all Governing Board members and other interested individuals via e-mail and/or fax.



January 15, 2016

To: Executive Board

Subject: **Interagency Transfer Policy Update**

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**Recommendation**

Receive and file a status update on the implementation of changes to the Interagency Transfer Policy (IAT) that was adopted in August 2015.

**Analysis**

In August 2015, the Executive Board adopted changes to the IAT Policy that will eliminate paper transfers, require that transfers only be sold on a Transit Access Pass (TAP) card, and that transfer fares be automatically deducted upon the second boarding. The changes to the IAT Policy are a region-wide policy that is only effective when all TAP participating agencies are ready for the conversion. While the initially anticipated date for implementation was January 2016, other TAP participants have not yet adopted the changes to the IAT Policy.

In addition to TAP participants' readiness, the technical implementation of the new IAT Policy requires a major farebox software update. LA Metro, the administrator of the TAP Program, has issued a change notice to Cubic Transportation for the software revision needed to accommodate the changes to the IAT Policy.

Completion of software development by Cubic Transportation is slated for September 2016. Internal testing by TAP and Foothill Transit is scheduled to be completed by the end of December 2016. The projected implementation date of the changes to the IAT Policy is in the third quarter of FY 2016-2017.

**Budget Impact**

Although there should be no budget impacts for the IAT policy change, Foothill Transit will continue to incur budget expense for production of paper transfers for transfer to non-TAP service providers such as OMNITRANS and OCTA. The cost for the paper transfers will be less than the current year expense.

Sincerely,

John Xie  
Fare Revenue Specialist

Doran J. Barnes  
Executive Director



January 15, 2016

To: Executive Board

Subject: **Title and Pay Grade Adjustment**

---

### **Recommendation**

Approve changing the job currently titled “Fare Technology Specialist” to “Fare Revenue Manager” and moving the position from Grade 5 to Grade 6.

### **Analysis**

The original job description for a fare specialist responsible for fare revenue, ridership, and farebox controls was prepared three years ago when Foothill Transit transitioned to in-house transit administration. Since then, the scope of work for the position has grown both in depth of duties and breadth of responsibilities. Many of the duties that are performed today were not foreseen when the job was originally conceived (see revised job description –

**Attachment A**). Some examples are the following:

- This position independently manages the complete process for monitoring the Transit Operating Contractors’ cash collection process, maintenance of the farebox and vaulting equipment, and security protocols. The person frequently gives guidance and directions to the General Managers regarding revenue issues.
- This position is responsible for managing the contractor team who will be conducting the Fare Restructuring Analysis. The position will ensure that all required data is accurate and provided on a timely basis, will keep the contractor on schedule and will work with the contractor to develop the elasticity models.
- This position represents Foothill Transit as a regional member of the TAP operating group committee. This includes setting rules for all regional operators for use of the TAP system, participating as a member of the procurement committee for a mobile ticketing platform, and advising LA Metro on moving forward with a new generation of fare collection equipment.

In summary, the original job description was envisioned to be a more technical position focused on fare revenue analysis and accounting duties. The current job has expanded to be responsible for all fare revenue management for Foothill Transit.



**Budget Impact**

Approval of this reclassification will increase annual salary, wages, and benefits costs by approximately \$20,000 per year. The budget impact will be approximately \$10,000 for the remainder of this fiscal year and will be covered with savings in other accounts.

Sincerely,

A handwritten signature in blue ink that reads "Michelle Lopes Caldwell".

Michelle Lopes Caldwell  
Director of Finance & Treasurer

A handwritten signature in blue ink that reads "Doran J. Barnes".

Doran J. Barnes  
Executive Director

Attachment



Attachment A

**Fare ~~Technology Specialist~~ Revenue Manager**

Foothill Transit, the primary fixed-route transit provider in eastern Los Angeles County, California is seeking a highly qualified individual for the position of **Fare- Revenue Manager ~~Technology Specialist~~**. Foothill Transit's mission is to be the premier public transit provider committed to safety, courtesy, quality, responsiveness, efficiency, and innovation. We are an award-winning bus system with a fleet of over 300 vehicles and ridership exceeding 14 million annually.

This position reports to the ~~Finance Manager~~ Director of Finance & Treasurer and supports the objectives of the ~~Finance Department~~ organization. This position will manage the revenue collections, ridership and fare collection reporting, and system reports to maintain system performance. This individual will perform general accounting related functions and prepare accounting related work schedules. This position may be required to work irregular hours to adequately perform job functions. Responsibilities include, but are not limited to the following:

- Analyze the relationship between ridership and fares; create and implement elasticity modeling to make recommendations for fare changes
- Manage contractors/vendors as required for fare analysis, ~~tap~~TAP card and farebox procurement, and third-party hosting for credit card transactions at Transit Stores
- Manage the employee and contractor TAP card/ID card program
- Communicate with the Transit Operations Contractors as the main point of contact for all farebox and revenue collection requirements
- Represent Foothill Transit at the TAP Operator's Group; represent Foothill Transit in the regional procurement of new fareboxes and mobile ticketing solutions
- Maintain inventory of fareboxes and cash vaults
- Verify/audit activity for processing/depositing of farebox cash (review actual process and/or video tapes)
- Establish cash handling safeguards
- Monitor fare collection bank deposits and comparing activity to fare collection system reports
- Test for proper functioning of revenue equipment (fare collection system)
- Gather, compile and analyze ridership and fare collections using system generated data (riders by type, riders by line, pass usage, etc.)



**Attachment A**

- Reconcile fare revenue counted to detailed system revenue reports and prepare reports describing the reconciliation process and results/errors for appropriate personnel
- Establish and monitor security procedures for cash collections
- Establish and monitor security for pass protection (pass fraud)
- Audit fare collection practices to insure fare and ridership information are accurately reported by bus operators (field audit)
- Review statistical data received from operators (NTD report)
- Maintain security at all revenue processing centers, electronic CCTV, alarms, access control systems, and all physical security
- Update/maintain and audit the fare structure on farebox equipment
- Train personnel on the operations of the fareboxes, and other related fare revenue equipment
- Identify deficiencies in internal controls, operations and procedural practices and recommends and follows up on corrective action
- Investigate, troubleshoot, and diagnose persistent revenue collection and report problems
- Review fare collection system reports to determine system failures/problems (troubleshoot fare collection system performance)
- Prepare bank reconciliations
- Other duties as assigned

**Skills Required:**

- Have a working knowledge of all bus/transit revenue equipment
- Knowledge of general office equipment and Microsoft Office (Proficient in Excel is a must) software
- Knowledge of how to query databases consisting of various tables to harvest meaningful data for analysis (desirable)
- Knowledge of Excel pivot tables, how to install and set table parameters (desirable)
- Knowledge of general financial/accounting functions; i.e. journal entries, A/P, A/R, cash receipts
- Ability to communicate clearly verbally and with written material
- Ability to move freely about unassisted on buses, operations and maintenance facilities and other places required
- Ability to stand, stoop and work on irregular surfaces
- Ability to interpret and apply financial policies, procedures, and regulations
- Ability to perform detail work involving written or numeric data and make arithmetical calculations rapidly and accurately
- Ability to establish and maintain effective working relationship with staff and representatives from outside firms





- Ability to lift fifty pounds
- Ability to perform complex analysis using Excel, Access and pivot tables to present meaningful analysis

**Minimum Qualifications:**

- Experience collecting and monitoring revenue collections
- Bus revenue collection and monitoring experience desired
- California Driver's license
- May be required to wear appropriate apparel and safety equipment when applicable

~~Individual must qualify for a financial bond~~

The individual selected for this position must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

- Bachelor's Degree or equivalent work experience is required
- Master's Degree is desirable

**Salary Range: Grade 65 ~~\$43,787 - \$66,190~~ 49,897 - \$82,482\***

**\*Foothill Transit reserves the right to make a salary offer at any value within the range; however, most offers will be in the first 50% of the overall range.**



January 15, 2016

To: Executive Board

Subject: **Request to Issue Request For Proposals (RFP) No. 16-004 for Data Circuits and Phone Services**

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**Recommendation**

Authorize the Executive Director to issue a Request for Proposals (RFP) No. 16-004 for procurement of Data Circuits and Phone Services.

**Analysis**

Foothill Transit's existing contract for Data and Phone Services will expire on March 1, 2016. If no action is taken prior to that date, the contract will automatically renew on a month to month basis, effectively converting the contract to an evergreen status.

This Request for Proposals seeks qualified vendors to propose on supplying data circuit and telephone services for a three-year term. The RFP will include two one-year options that may be exercised at Foothill Transit's sole discretion.

**Budget Impact**

Funding for this project is included in the current budget and will be included in the FY 2016-2017 and future years' budgets.

Sincerely,

Handwritten signature of Jake Chik in blue ink.

Jake Chik  
Network Manager

Handwritten signature of Doran J. Barnes in blue ink.

Doran J. Barnes  
Executive Director



January 15, 2016

To: Executive Board

Subject: **Request to Issue Request for Proposals (RFP) No. 16-040 for Transit Buses**

---

**Recommendation**

Authorize the Executive Director to issue Request for Proposals No. 16-040 to procure seventy-five 40-42 ft. low-floor CNG buses with options to purchase additional buses in future years.

**Analysis**

The Federal Transit Administration (FTA) stipulates that buses purchased with federal funds must remain in service for at least 12 years or 500,000 miles, whichever comes first. Based on the current age and accumulated mileage on the revenue vehicle fleet, Foothill Transit will have 75 transit buses eligible for retirement over the next four fiscal years. Further, if Foothill Transit expands services and/or assumes operation of routes that are currently operated by other transit providers, additional transit coaches will be needed.

The bus specifications will include an advanced body style body design with similar passenger amenities as have been incorporated in Foothill Transit's latest bus procurement such as: reclining and padded forward-facing seats, overhead parcel racks, reading lights, and the new Foothill Transit livery design.

In order to comply with axle-weight limitations specified in Section 35554 of the California Vehicle Code, Foothill Transit's procurement documents will require that the new buses weigh no more than the buses being replaced.

**Budget Impact**

Funds for the procurement of these buses will be included in the capital budget in the fiscal years that the buses will be replaced and when fleet expansion buses are required.

Sincerely,

A blue ink signature of Roland M. Cordero.

Roland M. Cordero  
Director of Maintenance and Vehicle Technology

A blue ink signature of Doran J. Barnes.

Doran J. Barnes  
Executive Director



January 15, 2016

To: Executive Board

Subject: **Contract Amendment - 30 Bus Procurement**

---

### **Recommendation**

Authorize the Executive Director to execute Amendment No. 15 to Contract No. 12-040 with New Flyer in the amount of Three Hundred Sixty-One Thousand Eight Hundred dollars (\$361,800) sales tax included, for design changes as requested by Foothill Transit.

### **Analysis**

During the design review and pre-production meeting with New Flyer, Foothill Transit identified available design items that improve the efficiency of the buses and provide additional safety features.

For the upcoming bus order, New Flyer will install a larger sized security monitor at the driver's overhead area. The monitor brings awareness to customers boarding our buses that a surveillance system is installed in the bus and provides an added level of security for coach operators. In addition, driver barriers are proposed to be installed in coaches that Foothill Transit procures to provide further security for coach operators.

With the recent availability of a three-position bike rack that meets California State regulations; three-position bike racks are proposed to be installed instead of the two-position racks installed on the current fleet. Also, beginning with this procurement, all buses will have electric entrance and exit doors instead of the pneumatic models used in the past. Electric doors are more durable, more reliable and easier to maintain.

In addition, stainless steel modesty panels with leather grain pattern are proposed to be installed forward of the bus' upper deck instead of the melamine panels used on the current fleet. The stainless steel panels give the bus a more attractive look and are more durable than melamine.

**Attachment A** is a breakdown of the added costs.



**Budget Impact**

Funds for the procurement of these buses will be included in the capital budget in the fiscal years that the buses will be replaced and when expansion buses will be required.

Sincerely,

A blue ink signature of Roland M. Cordero, written in a cursive style.

Roland M. Cordero  
Director of Maintenance and Vehicle Technology

A blue ink signature of Doran J. Barnes, written in a cursive style.

Doran J. Barnes  
Executive Director

Attachment

## Attachment A

<i><b>SRCR No.</b></i>	<i><b>Description</b></i>	<i><b>Option Group</b></i>	<i><b>\$ Change to be Applied</b></i>
15-0902	Add security monitor at the driver's overhead area	600 - Customer Options	\$ 1,493
15-0898	Add two LED strip lights to the SDS Box (one in top back of box and one in top front of box)	422 - Interior Applied Parts	\$ 305
15-0899	Pricing to add 3 position bike rack	600 - Customer Options	\$ 1,613
15-0899 (A)	Pricing to delete 2 position bike rack	600 - Customer Options	\$ (910)
15-0905	Pricing for mirror arm design similar to Fairfax or WMATA	480 - Mirrors - Interior & Exterior	\$ 234
15-0915	Pricing for NF to supply and install farebox base (customer to provide details on farebox base)  Farebox Base Detail: Genfare – a division of SPX Corporation 847.593.8855 Material # - D22581-0005 Description - S/A, AL BASE ODYSSEY W/POWER CABLE	600- Customer Options	\$ 317
15-0904	Pricing to change cs and ss modesty panel forward of the upper deck from melamine to leather grain SS same as low sidewall panels	526 - Seating & Stanchions	\$ 738
15-0987	Customer requests to add a driver's barrier door same as Las Vegas Configuration	422 - Interior Applied Parts	\$ 4,202
15-0900	Pricing to change fabric to the same fabric pattern as Detroit 1936 362-197E-07-2678 in the heather gray color	526 - Seating & Stanchions	\$ -
15-0897	Pricing to change to electric entrance and exit doors (LA configuration)	490 - Entrance Door	\$ 4,021
15-1188	Pricing to delete the NABI as built (38) passenger seating and add the New Flyer (36) passenger quote	526 - Seating & Stanchions	\$ (948)
		<b>TOTAL APPROVED</b>	<b>\$ 11,064</b>
		TAXES TO BE APPLIED for SRCR's @ 9%	\$ 996
		<b>Updated Bus Price (including tax)</b>	<b>\$ 12,060</b>
		<b>30 Buses</b>	<b>x 30</b>
		<b>Total for 30 buses</b>	<b>\$ 361,800</b>



January 15, 2016

To: Executive Board

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

---

### **Recommendation**

Adopt the following resolution:

Resolution No. 2016-01: Authorization for the Execution of the Low Carbon Transit Operation Program (LCTOP) Project “*Foothill Transit Line 280 Expansion and Electrification*” in the amount of \$512,738 (**Attachment A**).

### **Analysis**

The Low Carbon Transit Operations Program (LCTOP) was established by the California Legislature in 2014 to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. This program is designed to fund capital or operating projects that a) reduce greenhouse gases, b) increase transit ridership, and c) benefit disadvantaged communities. Of all the State programs designed to reduce greenhouse gases from transportation, the LCTOP is unique because of its focus on transit agencies, its formulaic funding structure, and the eligibility of projects to fund transit operations. Through this program, Foothill Transit is eligible for funding in the amount of \$512,738.

With the Board’s authorization, Foothill Transit will request operating funds to support the expansion and electrification of Line 280 serving the new Azusa Intermodal Transit Center and Azusa Gold Line Station. Starting next year, we plan to deploy 13 new Proterra all-electric buses on Line 280. Service frequency will be increased as well. The proposed project for LCTOP will fund the operation of these electric buses during fiscal year 2016-2017.

**Attachment A** is the proposed resolution for authorization for the execution of this LCTOP project.



**Foothill Transit**

## **Executive Board Meeting**

Executive Board Meeting - 01/15/16  
Resolution for Low Carbon Transit Operations Program  
Page 2

### **Budget Impact**

If this resolution is passed, Foothill Transit will be able to submit an allocation request for the amount of \$512,738, which would fund operating costs associated with the expansion and electrification of Line 280.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Darold Pieper'.

Darold Pieper  
General Counsel

A handwritten signature in blue ink, appearing to read 'Doran J. Barnes'.

Doran J. Barnes  
Executive Director





Attachment A

RESOLUTION No. 2016-01

**Authorization for the Execution of the Low Carbon Transit Operation Program (LCTOP) Project “Foothill Transit Line 280 Expansion and Electrification” in the Amount of \$512,738**

---

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

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

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

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

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

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

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of Foothill Transit that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2015-16 LCTOP funds:

*Project Name:*

Foothill Transit Line 280 Expansion and Electrification

*LCTOP funds requested:*

\$512,738

*Description:*

The proposed project will support the expansion, maintenance and operation of Foothill Transit’s zero-emission electric buses servicing Line 280, which will connect disadvantaged communities in the San



Gabriel Valley to the new Azusa Intermodal Transportation Center and Azusa Gold Line Station.

**Adoption.** PASSED AND ADOPTED at a meeting of the Executive Board held on January 15, 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

\_\_\_\_\_  
Carol Herrera, Chair

ATTEST:  
Doran J. Barnes, Executive Director

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

By: \_\_\_\_\_  
Darold Pieper, General Counsel

By: \_\_\_\_\_  
Christina Lopez, Secretary



January 15, 2016

To: Executive Board

Subject: **Transit Center and Park & Ride Deposit Agreement with City of Covina**

---

**Recommendation**

Authorize the Executive Director to execute a Deposit Agreement with the City of Covina in the amount of \$107,000 related to the development of a Transit Center and Park & Ride facility in the City of Covina.

**Analysis**

In November 2015, the City of Covina met with Foothill Transit staff to discuss a proposed mixed-use development project for the City, Foothill Transit, and MLC. The project will likely consist of a residential community on the northern portion of the Property and a combination of civic and transit uses on the southern portion of the Property. The Transit Center component will consist of a parking structure, bus bays, transit oriented retail space, and possibly an electric bus charging station.

In order to begin the process of developing the proposed project, the City requires a cash deposit from Foothill Transit and MLC in order to pay for expenses that will be incurred by the City in conjunction with the City due diligence report.

The due diligence cost related to the project include: economic studies, parking assessment study, financial feasibility, conceptual design work, public right-of-way improvement studies/infrastructure studies, legal consultation, public outreach, and other related costs, such as production of design exhibits, mailing, preparation of computer simulations, etc. The estimated cost for the due diligence is \$320,000. Foothill Transit will bear one-third of the cost or \$107,000.

**Budget Impact**

The approved FY 2015-2016 Business Plan and Budget includes funding for the Covina Park & Ride Project.

Sincerely,

  
Sharlane Bailey  
Director of Facilities

  
Doran J. Barnes  
Executive Director



January 15, 2016

To: Executive Board

Subject: **FAST Act Overview**

---

### **Recommendations**

Receive and file the FAST Act Overview.

### **Analysis**

On December 4, President Obama signed the Fixing America's Surface Transportation (FAST) Act (H.R. 22) into law at a signing ceremony at the White House. This long-awaited successor to the Moving Ahead for Progress in the 21st Century (MAP-21) Act was the reconciliation bill formed by the conference committee charged with negotiating the differences between the House-passed Surface Transportation Reauthorization and Reform (STRR) Act and the Senate-passed Developing a Reliable and Innovative Vision for the Economy (DRIVE) Act. The committee report was filed in the House and passed by a vote of 359 - 65. Later that day, the bill was brought to the Senate, where it passed that night by a vote of 83 - 16.

The FAST Act is a five-year authorization for surface transportation programs, fully funded through September 2020. The total authorized funding for Federal Transit Administration (FTA) programs increases to \$11.789 billion in Fiscal Year (FY) 2015/2016 and rises to \$12.592 billion by FY 2019/2020, or \$61.113 billion over the life of the bill. This represents a 10.23 percent increase in year one, and 17.74 percent by FY 2019/2020. The General Fund portion of the authorization increases by 16.28 percent in FY 2015/2016 and remains flat for the remainder of the Authorization bill.

This is the first long-term surface transportation authorization since the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was passed in 2005. Of the two bills passed by the chambers, the authorization more closely reflects the higher levels contained in the Senate-passed DRIVE Act. However, all five years of the bill are fully funded, unlike the Senate-passed bill.

The FAST Act falls short of the \$400 billion that Transportation Secretary Anthony Foxx says is needed to keep traffic congestion from worsening, it fails to address the long term solvency of the Highway Trust Fund, and many of the pay-fors and offsets are controversial.



There were several proposals to increase the gas tax, including inflation indexing, but none of them made it to the floor for a vote. Receipts from the gas tax (18.4 cents per gallon), which hasn't been increased since 1993, flow into the Highway Trust Fund to underpin the federal match for highway, bridge, road safety and transit projects across the country. But spending from the fund has outpaced dwindling gas tax receipts for several years, resulting in an average annual shortfall. Therefore, other sources of revenue have been necessary in recent years, and this bill continues that approach, which means that in a few years, lawmakers will be back to square one on the funding shortfall. Many hope that the Highway Trust Fund solvency question will be permanently dealt with in future Congressional action on tax reform.

The FAST Act would boost highway funding by 15 percent, and transit funding by 18 percent over the life of the bill. It also authorizes an additional \$10 billion for Amtrak, \$12 billion for mass transit, and \$1 billion for vehicle safety programs. However, this additional funding is subject to annual spending decisions by Congress rather than being paid for from the Highway Trust Fund.

The following are highlights of the FAST Act:

- Increases spending on mass transportation from the current \$8.6 billion annually to almost \$10.6 billion in the year 2020.
- Creates a new program of competitive grants for bus and bus facilities, which would grow from \$268 million in 2016 to \$344 million by 2020. This program would include \$50 million annually for no/low emissions buses.
- Reduces the federal match for new starts projects from 80 percent to 60 percent, but preserves the 80 percent federal match for small starts and core capacity projects. Sponsors could continue to use funding from other DOT flexible programs toward the 80 percent federal match.
- Makes transit-oriented development (TOD) projects eligible to apply for TIFIA loans.
- Provides \$1.6 billion a year for transit programs in high-density Northeast states.
- Increases the domestic content requirement for rolling stock under FTA Buy America rules. Domestic content requirements would



increase from the current 60 percent to 65 percent in 2018 and to 70 percent in 2020. However, upon denial of a Buy America waiver, the Secretary would have to issue a written certification that the item is produced in the U.S. in sufficient quantity and quality, along with other information.

- Requires the Secretary of Transportation to issue a Notice of Proposed Rulemaking on transit operator safety to address the growing concern of violence against transit workers.
- Focuses transit workforce training programs on the front line workforce (bus drivers, rail operators, mechanics, etc.). Also focuses on career opportunities for under-represented populations, including minorities, women, veterans, low-income, and the disabled.
- Allows Access Services, the paratransit provider of Los Angeles County, to continue using a tiered, distance-based coordinated fare system.
- The bill creates a pilot program where 5 states can apply to the White House Council on Environmental Quality to have their state environmental review law (CEQA in CA) replace the need for NEPA if the Council on Environmental Quality determines that such state laws are substantially equivalent to NEPA.
- The bill creates a \$15-\$20 million/year grant program to allow states to experiment with alternative transportation user fees such as vehicle miles traveled taxes.

**Budget Impact**

The bill increases the percentage of federal funds that flow directly to local regions by one percent per year which may mean additional federal funding for Foothill Transit.

Sincerely,

David Reyno  
Director of Government Relations

Doran J. Barnes  
Executive Director



January 15, 2016

To: Executive Board

Subject: **Line 496 Update**

**Recommendation**

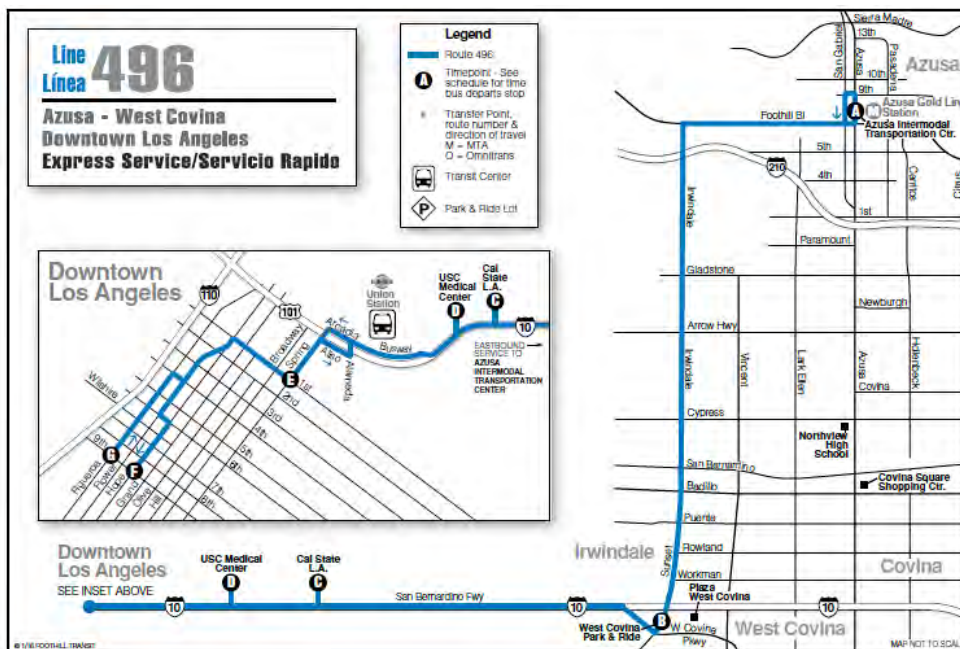
Receive and file the Line 496 update.

**Background**

On January 4, 2016 Foothill Transit began providing service to our customers at the newly constructed Azusa Intermodal Transit Center with the launch of pilot Line 496. The pilot line travels from the Azusa Intermodal Transit Center into downtown Los Angeles by way of West Covina City Hall. There are seven trips into downtown Los Angeles in the morning and seven trips from downtown Los Angeles returning to the San Gabriel Valley in the afternoon.

Overall customer comments regarding the service have been positive. Customers like the new transit center and find it a better alternative than parking on the street as they have been doing in the past, and they appreciate that parking in the transit center will be free of charge. During the year-long pilot phase, ridership will be closely monitored, especially when the Gold Line Foothill Extension begins service on March 5, 2016.

**Route map and current schedule of Line 496**





Weekday - Entre Semana						Line-Linea 496
Westbound to Los Angeles						
En Dirección Oeste Hacia Los Angeles						
<b>Leave Azusa</b>						<b>Arrive Los Angeles</b>
<b>A</b>	<b>B</b>		<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
Azusa Intermodal Transportation Center	West Covina Park & Ride		Cal State L.A.	USC Medical Center	1st St. & Spring St.	9th St. & Hope St.
5:00	5:21	Drop off Only	5:39	5:42	5:49	6:01
5:30	5:51		6:09	6:12	6:19	6:31
6:00	6:22		6:41	6:44	6:51	7:04
6:30	6:52		7:11	7:14	7:21	7:34
7:00	7:22		7:42	7:45	7:52	8:06
7:30	7:52		8:12	8:15	8:22	8:36
8:00	8:22		8:43	8:46	8:53	9:07
<small>Buses traveling westbound only stop to pick up passengers before Cal State L.A. From Cal State L.A. to Hope and 9th, buses only stop to drop off passengers. Los autobuses que viajan rumbo al oeste solo paran a recoger pasajeros antes de Cal State L.A. De Cal State L.A. hasta Hope y 9th los autobuses solo paran para dejar pasajeros.</small>						
<small>Drop off only at these stops. Times may vary depending on traffic.</small>						
						<b>Eastbound to Azusa</b>
						<b>En Dirección Este Hacia Azusa</b>
<b>Leave Los Angeles</b>						<b>Arrive Azusa</b>
<b>B</b>	<b>E</b>		<b>D</b>	<b>C</b>	<b>B</b>	<b>A</b>
Figueras St. & 9th St.	1st St. & Spring St.		USC Medical Center	Cal State L.A.	West Covina Park & Ride	Azusa Intermodal Transportation Center
3:06	3:19	Drop off Only	3:27	3:31	3:56	4:26
3:36	3:49		3:57	4:01	4:26	4:56
4:06	4:22		4:30	4:34	5:04	5:36
4:36	4:52		5:00	5:04	5:34	6:06
5:06	5:23		5:31	5:35	6:06	6:39
5:36	5:53		6:01	6:05	6:36	7:09
6:06	6:24		6:32	6:36	7:06	7:36
<small>Buses traveling eastbound from Downtown L.A. only stop to pick up passengers. Beyond Cal State L.A. buses only stop to drop off passengers at specifically marked bus stops. Los autobuses que viajan con rumbo al este desde el centro (Downtown) de Los Angeles solamente paran para recoger pasajeros. Más allá de Cal State L.A. los autobuses solamente paran para dejar pasajeros en paradas que han sido específicamente marcadas.</small>						
<small>Drop off only at these stops. Times may vary depending on traffic.</small>						

Budget Impact

The projected cost of \$292,000 to operate Line 496 for the remainder of Fiscal Year 2015-2016 has been programmed into the Fiscal Year 2015-2016 operating budget.

Sincerely,



Joseph Raquel  
Director of Planning



Doran J. Barnes  
Executive Director





January 15, 2016

To: Executive Board

Subject: **Lines 190, 194 and 270 Update**

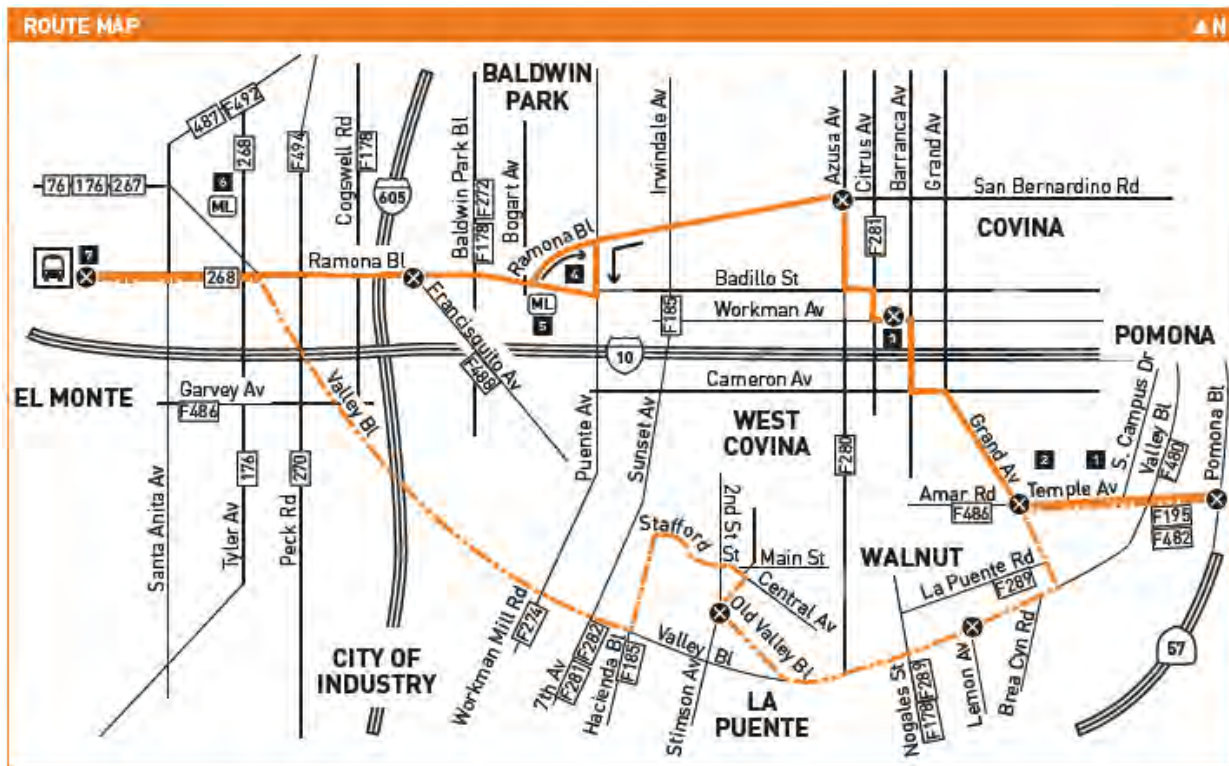
**Recommendation**

Receive and file the Lines 190, 194 and 270 update.

**Background**

Foothill Transit has been in discussions with LA Metro regarding the operation of Lines 190, 194, and 270 should the lines be cancelled by LA Metro. Lines 190 and 194 travel between El Monte and Pomona and serve nearly 2.3 million riders per year, originating at El Monte Station and terminating at Temple Avenue and Pomona Drive in the City of Pomona. The lines operate along different alignments with Line 190 traveling North and East along Ramona Blvd. through Covina to Temple Avenue and Line 194 traveling South and East along Valley Blvd. through Walnut and up to Temple Avenue.

**Route map of Lines 190 and 194**





LA Metro's Line 270 serves 780,000 riders per year and travels along Peck Road through the Foothill Transit member cities of Monrovia, Arcadia, Irwindale, El Monte and South El Monte before traveling through Whittier and Santa Fe Springs to the Norwalk Green Line Station.

Route map of Line 270





LA Metro has designated the three lines for cancellation and will hold three public hearings related to the cancellation of the lines at the dates and times listed below. Foothill Transit staff will attend and speak at all three public hearings:

**REGIONAL LOCATION (All Lines)**

Saturday, February 6, 2016

10:00AM

Metro Boardroom

1 Gateway Plaza, 3rd Floor

Los Angeles, CA 90012

**SAN GABRIEL VALLEY (190/194/270)**

Monday, February 8, 2016

6:00pm

Metro El Monte Division 9 Building

3449 Santa Anita Ave.

3rd Floor Service Council Conference Room El Monte, CA 91731

**GATEWAY CITIES (270)**

Thursday, February 11, 2016

6:00 p.m.

Norwalk Arts & Sport Complex

Sproul Reception Center

12239 Sproul St.

Norwalk, CA 90650

Following the hearings, the LA Metro San Gabriel and Gateway Cities Service Councils will decide whether or not to proceed with cancellation of the three lines.

Since Lines 190, 194 and 270 would be new lines to Foothill Transit, public hearings will need to be held to comply with Foothill Transit's major service change policy and Federal requirements. A public hearing will be scheduled at the Foothill Transit Boardroom on February 18<sup>th</sup>, 2016 @ 6:30PM. Besides the public hearing, customers will have the opportunity to submit comments through email, social media, the Foothill Transit website, in-person at the Transit Stores, phone, fax, and postal mail.



**Budget Impact**

Preliminary analysis shows that operation of Lines 190, 194 and 270 will cost Foothill Transit approximately \$7.1 million per year, which will be programmed into the Fiscal Year 2016-2017 operating budget.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Joseph Raquel'.

Joseph Raquel  
Director of Planning

A handwritten signature in blue ink, appearing to read 'Doran J. Barnes'.

Doran J. Barnes  
Executive Director



January 15, 2016

To: Executive Board

Subject: **Fiscal Year 2015-2016 Business Plan Initiatives Update**

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### **Recommendation**

Receive and file the status update on the FY 2015-2016 Business Plan Initiatives.

### **Analysis**

Foothill Transit's Fiscal Year 2015-2016 Business Plan & Budget includes seven major initiatives for the organization to pursue during the course of the year. In addition to these, staff is also moving forward with procurement activities related to the Transit Services at the Arcadia Operations and Maintenance Facility. Following is a brief status report on each initiative:

#### **Bus Replacement Project**

Foothill Transit received thirty 42-ft. low-floor CNG buses from North American Bus Industries (NABI) in the spring of 2015. These are the last buses built by NABI for Foothill Transit as NABI was acquired by New Flyer in December of 2014. At the June 2015 Executive Board Meeting, the Board authorized exercise of Option No. 3 on our agreement with New Flyer for 30 additional 40-ft. low-floor CNG buses. Delivery of the buses is slated for April 2016. These additional buses will either replace older CNG buses that have accumulated over 500,000 miles in service and are eligible for retirement, or they will be used to operate Lines 190, 194 and 270 if those lines are canceled by Metro.

#### **SMARTBus System (SBS) Replacement**

On June 26, 2015 the Executive Board authorized the Executive Director to negotiate final contract terms and enter into an agreement with Avail Technologies, Inc. to replace Foothill Transit's aging computer aided dispatch and automatic vehicle location (CAD/AVL) system. Since then the Avail team has completed several weeks of onsite discovery and a comprehensive review of our system requirements with our staff and our CAD/AVL technical consultants, the IBI Group. In the coming months, system design documents will be completed, onboard equipment will be delivered, and then factory acceptance testing will ensue. Full implementation of the project is expected in 2017.



### **College Pass Program**

The existing Class Pass programs at Mt. SAC and the University of La Verne continue to operate smoothly and can be credited with buoying systemwide ridership through most of the 2015 calendar year past the period when other systems in the region began seeing ridership declines. Class Pass related ridership has remained consistent this past year. Throughout the year we have had discussions with representatives about a Class Pass program at the Claremont Colleges and Cal Poly Pomona. While there has been no commitment to date from either campus, conversations will continue as we pursue Class Pass programs within our service area.

### **Fare Restructuring Analysis**

On December 11, 2015 the Executive Board authorized a contract award to Four Nines Technologies for a comprehensive analysis of the Foothill Transit fare structure with recommendations for alternatives, development of a model to forecast ridership and revenue changes, and preparation of a Title VI analysis. The project team has scheduled a meeting with the contractor later this month to finalize the project schedule and to begin the data collection process. On December 17, Foothill Transit participated in a regional meeting with other transit operators in the region to discuss ridership trends. In the coming months as the project progresses, the Executive and Governing Boards will be apprised of the consultant's findings and recommendations regarding Foothill Transit's fares.

### **San Gabriel and Pomona Valley Park & Rides**

#### Azusa Park & Ride

The four-level, 547-space parking structure will include spaces for Foothill Transit, City of Azusa and Metro Gold Line. Demolition and relocation of existing underground utilities commenced in January 2015. Final elevator inspection was completed on December 8 and substantial completion on December 31, 2015. The parking facility opened to Foothill Transit customers on Monday, January 4, 2016 with the launch of pilot service on Line 496. Final punch list items are scheduled to be completed by the end of January. Construction was completed on time and within budget. Foothill Transit will be responsible for maintenance of the facility and will be sharing the cost of maintenance with the City of Azusa and Metro Gold Line based on the number of parking spaces allocated to each entity. Foothill Transit will occupy the 2<sup>nd</sup> and 3<sup>rd</sup> levels where we have 202 of the 547 parking spaces available in the structure.



### Covina Park & Ride

The previous location of a proposed Transit Center, Transit Store and new Park & Ride structure at the West Covina Plaza mall is no longer a viable option. A new location just west of the mall has been identified, however this site is currently on hold pending discussions with the current property owner. In the meantime, a new location in the City of Covina has been identified for a future Park & Ride and mini Transit Center. Staff has been working with City of Covina staff and a private developer of the proposed location. In December 2015, a draft Non-Binding MOU was circulated for review by all three parties and is scheduled to be presented to the City and the Foothill Transit Executive Board by February 2016 for further development.

### **Service Enhancement**

On January 31, 2016 service enhancements to provide easier connections to the Gold Line Foothill Extension will be implemented as several lines were extended to allow customers to connect to the Gold Line. Other enhancements include streamlining of a number of routes by removing segments with low ridership to speed up travel time and reduce duplicated service. These allow us to provide service in areas currently without access to transit. Pilot Line 496 was launched on January 4, providing one-stop express service to downtown LA from the newly built Azusa Intermodal Transportation Center via West Covina City Hall.

### **Mt. SAC Transit Center**

Staff continues to work with Mt. SAC to move the Mt. SAC Transit Center project forward. The first draft MOU was submitted to Mt. SAC for review in September 2015. Mt. SAC is concerned about the number of parking spaces that would be lost at the desired proposed transit center location (Parking Lot D) but is working with Foothill Transit on preliminary conceptual design alternatives. Mt. SAC is currently reviewing their overall campus Master Plan and has asked Foothill Transit for consideration of additional funding to support replacement of onsite parking that would be lost if the transit center is constructed at the identified location. The current approved Foothill Transit budget is for design and construction of a Transit Center and Transit Store on the Mt. SAC campus. No additional funding has been identified for funding replacement of the number of lost spaces at the proposed center of campus location.



**Arcadia Operations Contract Procurement**

On September 25, 2015 the Executive Board authorized issuance of a Request for Proposals (RFP) for procurement of transit operations and maintenance services at Foothill Transit’s Arcadia facility. The RFP was issued on October 2 and a pre-proposal conference and site visit were held on October 12. To date, staff has responded to the two phases of project-related questions as laid out in the RFP and prospective proposers are now preparing to submit proposals by the January 26, 2016 due date. The RFP specifies a four-year base term beginning on July 3, 2016 with one four-year option that can be exercised at Foothill Transit’s sole discretion. Evaluation activities will take place subsequent to the January 26 date and a recommendation for contract award will be presented to the Board at the April 1, 2016 meeting.

Staff will continue to pursue attainment of each of these initiatives during FY 2015/16 and will report progress made on each in Foothill Transit’s FY 2016/17 Business Plan. In addition to these agency-wide initiatives, the team continues to pursue attainment of the many department-specific initiatives included in the current Business Plan.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kevin Parks McDonald'.

Kevin Parks McDonald  
Deputy Executive Director

A handwritten signature in blue ink, appearing to read 'Doran J. Barnes'.

Doran J. Barnes  
Executive Director