



**Foothill Transit**  
Going Good Places

# EXECUTIVE BOARD MEETING

West Covina, CA  
Friday, January 31, 2020





Foothill Transit

# Foothill Transit MISSION

To be the premier public transit provider committed to:

**SAFETY**

**COURTESY**

**QUALITY**

**RESPONSIVENESS**

**EFFICIENCY**

**INNOVATION**



## Foothill Transit VALUES

### **SAFETY**

We educate, encourage, and endorse a strong culture of safety at all levels of the organization, valuing the responsibility entrusted in us by the communities that we serve.

### **RESULTS**

We value the achievement of organizational goals and initiatives as defined in our business plan and involving all levels of the organization.

### **INTEGRITY**

We are committed to high ethical standards based on accountability, honesty, respect, transparency, and a high level of fiscal responsibility.

### **GRATITUDE**

We are a team united in thankfulness for each other; we express gratitude for our many opportunities by investing our time and energy in our community and industry, and through the open expression of appreciation.

### **DIVERSITY**

We create an environment rich with talented people and differing viewpoints, valuing the unique perspectives that everyone brings.

### **TEAM MEMBERS**

Our team members are the key to Foothill Transit's success and we are committed to supporting them through education, development, and recognition.

### **COMMUNICATION**

We value and are committed to open honest respectful discussion which is responsive, informative, and constructive.

### **SUSTAINABILITY**

We embrace sustainability because it benefits all aspects of our business while helping our communities by protecting the environment through measured and responsible stewardship of resources.



Foothill Transit

# Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING  
9:15 AM, JANUARY 31, 2020  
Foothill Transit Administrative Office  
2<sup>nd</sup> Floor Board Room  
100 South Vincent Avenue  
West Covina, CA 91790

1. CALL TO ORDER
2. ROLL CALL: MEMBERS BARAKAT, BOYER, CALAYCAY, STERNQUIST
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF DECEMBER 20, 2019
5. PUBLIC COMMENT
  - 5.1. Executive Director Response to Public Comment

CONSENT CALENDAR: Items 6 through 8 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

## 6. JANUARY 2020 LEGISLATIVE SUMMARY

*Recommended Action: Receive and file the January 2020 Legislative Summary.*

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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 two 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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7. PROPOSED 2020 FEDERAL, STATE, AND LOCAL LEGISLATIVE PROGRAMS

*Recommended Action: Adopt the proposed 2020 Federal, State, and Local Legislative Programs as outlined in Attachments A, B, and C.*

8. COACH OPERATOR AUDIT RESULTS

*Recommended Action: Receive and file the results of the FY2019-2020 Second Quarter Coach Operator Audits.*

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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 សូមទាក់ទងមកការិយាល័យនាយកប្រតិបត្តិ 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.

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





9:00 AM, January 31, 2020

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REGULAR AGENDA:

9. ELECTION OF Foothill TRANSIT BOARD CHAIR AND POSSIBLY VICE CHAIR

10. CALIFORNIA TRANSIT ASSOCIATION REQUEST FOR ANNUAL FALL CONFERENCE HOSTS

*Recommended Action: Authorize Foothill Transit to submit an application in response to the California Transit Association's request for Annual Fall Conference hosts.*

11. UPDATE FOR RFP - OPERATIONS OF TRANSIT SERVICES - ARCADIA/IRWINDALE FACILITY (RFP NO. 20-010)

*Recommended Action: Receive and file the update on Request for Proposals No. 20-010, Operations of Transit Services.*

12. Foothill TRANSIT PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

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

13. FINANCIAL STABILITY POLICY FY2020-2021 FINANCIAL STRATEGIES

*Recommended Action: Approve the annual Financial Stability Policy update to include the FY2020-FY2021 financial strategies for budget planning.*

14. EQUAL EMPLOYMENT OPPORTUNITY POLICY

*Recommended Action: Adopt the attached Foothill Transit Equal Employment Opportunity (EEO) Policy (Attachment A).*

15. EXECUTIVE DIRECTOR COMMENT

16. BOARD MEMBER COMMENT

17. ADJOURNMENT



**Foothill Transit**

**Executive Board Meeting  
AGENDA**

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The Strategic Planning Workshop  
is scheduled for  
Friday, February 28, 2020 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 20, 2019  
9:00 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Herrera at 9:13 a.m.

**2. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Richard Barakat, Member Gary Boyer, Member Corey Calaycay, Vice Chair Cynthia Sternquist, Chair Carol Herrera

**3. APPROVAL OF AGENDA**

After discussion, by Common Consent, and there being no objection, the Board approved the agenda as presented.

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

Approval of the minutes for the Special Meeting of September 17, 2019, Special Meeting of October 9, 2019, and Regular Meeting of October 25, 2019.

Motion by Member Calaycay, second by Member Barakat, the minutes for the Special Meeting of September 17, 2019, Special Meeting of October 9, 2019, and Regular Meeting of October 25, 2019 were approved. Motion carried 5-0.

**5. PUBLIC COMMENT**

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

**CONSENT CALENDAR**

**6. CONTRACT AWARD - SECURITY SYSTEM MAINTENANCE**

Recommendation: Authorize the Executive Director to enter into Contract No. 20-014 with Birdi and Associates Inc. for the provision of security maintenance services of Foothill Transit's Electronic Security Systems (ESS) in the amount of \$384,588, which includes a base contract term of three years in the amount of \$219,420 and two one-year options in the amounts of \$80,568 and \$84,600.

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

**7. REQUEST TO ISSUE REQUEST FOR QUALIFICATIONS (RFQ) - 16<sup>TH</sup> AND MAPLE ARCHITECTURAL AND ENGINEERING SERVICE**

Recommendation: Authorize the Executive Director to issue RFQ No. 19-063 seeking qualifications from proposers to provide architectural and engineering services related to future construction at the downtown Los Angeles 16<sup>th</sup> and Maple layover site.

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

**8. REQUEST TO ISSUE REQUEST FOR QUALIFICATIONS (RFQ) - ON-CALL ARCHITECTURAL AND ENGINEERING SERVICES**

Recommendation: Authorize the Executive Director to issue RFQ No. 20-038 for On-Call Architectural & Engineering Services.

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

**REGULAR AGENDA**

**9. ZERO EMISSIONS BUS UPDATE**

Recommendation: Receive and file the Zero Emissions Bus Update.

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





Mr. Cordero presented an overview of Foothill Transit's nine years of experience in operating grid-powered battery electric buses. Foothill Transit's fleet consists of 33 battery electric buses. Sixteen battery electric buses operate out of the Pomona facility, and the Arcadia/Irwindale facility operates 17 battery electric buses.

Mr. Cordero stated that staff has found that in-depot charging infrastructure is complicated. In addition, there are operational challenges, range limitations, and the complexity of utility rates. The Duarte service has also faced challenges; the 35-foot electric buses were expected to have a range of 220 miles per day, but with further testing, the battery electric buses only have a range of 150 miles per day due to traffic conditions. Proterra has provided two 35-foot backup buses. In October 2019, the Executive Board made the decision to purchase compressed natural gas buses in order to ensure continued bus service.

Mr. Cordero introduced Ryan Popple, Proterra President and CEO, who was present to provide an update on Proterra and address any questions the Executive Board may have. Mr. Popple reported that currently out of Foothill Transit's fleet of 33 battery electric buses, that four battery electric buses are down. One bus was returned to service in the last 24 hours that had been down for 40 days, which he stated is unacceptable. He reported that Proterra staff is working with Foothill Transit staff and contractors to put into place an operating model around spare part replacements. Mr. Popple went on to report on Proterra's and Foothill Transit's partnership history, and answered the Executive Board Members questions.

Received and filed.

10. **REPORT FROM THE AD HOC COMMITTEE ON BOARD MEETINGS**

Recommendation: Receive an oral report from the ad hoc committee on board meetings. Provide direction to staff if needed.

Gary Boyer, Executive Board Member, presented this item.

Member Boyer reported that the ad hoc committee met on November 20, 2019. He stated that the committee and staff discussed the effects of going from three to ten Governing Board meetings per year. He stated that staff assured the committee that having the Governing Board meetings on the same day as the Executive Board meetings was not an issue, as staff is already preparing for the Executive Board meetings. Another issue discussed was the optics of Executive Board Members getting multiple stipends for



back to back meetings, that matter was addressed at the Governing Board Meeting when the Board adopted a change to the stipend policy that limits the stipend to one stipend per day.

Doran Barnes, Executive Director, added that Governing Board Members will be sent surveys at the end of summer 2020 to provide feedback on meeting structure and the feedback will be used to assist in preparing the meeting calendar for 2021.

Received and filed.

11. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- A meeting has been scheduled with colleagues at SunLine Transit on January 10, 2020 to discuss their fuel cell program.
- Foothill Transit will be hosting the MAX Program on March 3-4, 2020. Currently, Foothill Transit, Santa Monica Big Blue Bus and Long Beach Transit staff participate in this leadership program.
- The grand opening for the Covina Transit Center is tentatively scheduled for April 17, 2020.
- Congress approved the compressed natural gas tax credit retroactive to last year and this year. This is approximately a \$3 million revenue gain for Foothill Transit.
- Paulina Ruiz, Transportation Business Intelligence Analyst, will be speaking at the national Transit Research Board Conference in January 2020.
- At the January 31<sup>st</sup> Governing Board Meeting, there will be a special election for Cluster 4 to elect an Executive Board Member, and at the Executive Board Meeting an election for Chair will take place.

12. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

There were no comments by members of the Executive Board.

13. **ADJOURNMENT**

Adjournment for the December 20, 2019 Foothill Transit Executive Board





Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:14 a.m.



January 31, 2020

To: Executive Board

Subject: **January 2020 Legislative Summary**

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### **Recommendations**

Receive and file the January 2020 Legislative Summary.

### **Analysis**

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

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

State legislators returned to Sacramento on January 6 to begin the second year of the 2019-20 legislative session. Lawmakers face a January 31 deadline to act on any two-year bills held over from the first year of the session.

On January 10, Governor Newsom released his proposed Fiscal Year 2020-21 Budget. The Governor's Budget redoubles the Administration's efforts to address homelessness, combat the effects of climate change and expand access to health care services to undocumented people.

As in 2019-20, the Budget is light in specific discussion of public transit; however, it does reference his recent Executive Order on Climate Change, stating that the budget reflects his priorities to address both short- and long-term climate risks, including "decarbonization in the state's largest sector of emissions by providing clean vehicles, clean fuels, low-carbon transportation options, and transit-oriented development, with enhanced prioritization on short-term environmental and public health benefits in disadvantaged and vulnerable communities."

To support public transit, the Budget estimates the State Transit Assistance (STA) Program would receive approximately \$804 million in 2020-21, an increase of \$37 million over the current year. Intercity and Commuter Rail would receive an estimated \$269 million in the coming fiscal year. The California Transit Association (CTA) estimates that Cap and Trade funding will provide an additional \$125 million to the Low-Carbon Transit Operations Program (LCTOP), which is distributed using the STA formula. Lastly, the





Transit and Intercity Rail Capital Program will receive SB 1 funds and Cap and Trade revenues (approximately \$511 million in FY 2020-21).

***Federal Issues:***

On December 20, The President signed into law H.R. 1865, the "Further Consolidated Appropriations Act 2020", a "minibus" appropriations bill that provides funding for the U.S. Department of Transportation (DOT) and other departments and government agencies for fiscal year (FY) 2020. H.R. 1865 represents a bipartisan House-Senate agreement on the appropriations bills.

The Second Session of the One Hundred Sixteenth Congress began on January 3, but the agenda for the House and Senate, at least in the short term, is not clear. Instead of opening the session with a rollout of surface transportation reauthorization legislation, the House Transportation and Infrastructure (T & I) Committee started with a hearing on a water resources development bill. Traditionally, not much gets done in Congress each year prior to the State of the Union (SOTU) address, and President Trump has been invited to give his SOTU address on the evening of Tuesday, February 4. This interferes with the schedule for releasing the fiscal 2021 federal budget request. While the Budget Act calls for the budget to be submitted on the first Monday in February of each year, one of the modern uses of the SOTU is to preview some of the substantive proposals that will be released in the budget, so it looks like the White House is aiming to release the 2021 Budget the following Monday, February 10.

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

## 2019 Legislation Summary

Current as of 1/16/2020

(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 315	Garcia	This bill would prohibit trade associations, comprised of public agency members and established for the expressed purpose of lobbying, from expending public dollars for purposes beyond lobbying the State Legislature or United States Congress or on strictly educational activities. This bill would further prohibit associations from incurring any travel-related expense except as may be necessary for the association to hold an annual conference or other gathering of its members. This bill's proposed limitations on the use of public dollars is a majority of the California Transit Association's (CTA) operating budget.	The bill would undermine core functions the Association's members, which includes Foothill Transit, have come to expect. In particular, this bill would undermine their ability to: engage in litigation against the state/federal government; lobby the California Air Resources Board (CARB), California Public Utilities Commission (CPUC) and Governor's Office; form workgroups or task forces for external or internal policy development; conduct their iTransit campaign; and, manage their finances.	<b>Assembly Committee on Local Government</b>	CTA - Oppose	Oppose Position Adopted 8/23/2019
AB 784	Mullin	Would exempt zero-emission transit buses from the state portion of the sales tax until January 1, 2024. The high upfront cost of zero-emission transit buses (ZEBs) and supporting infrastructure as well as budget constraints continues to be a challenge for transit agencies throughout the state as they begin compliance with the California Air Resources Board (CARB) December adoption of their Innovative Clean Transit regulation.	This bill will provide cost savings to agencies in California including Foothill Transit. Assuming average costs of \$775,000 for a battery-electric bus, this bill would save Foothill Transit approximately \$35,000 in state tax savings per bus for this technology.	<b>Signed by the Governor and Chaptered and Effective 10/9/2019</b>	CTA - Support	Support Position Adopted 4/26/2019

## 2019 Legislation Summary

Current as of 1/16/2020

(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 1568	McCarty	<p>Would attempt to increase housing production by requiring local governments to meet specified housing production targets before receiving the funding for city streets and county roads enacted by SB 1 - The Road Repair and Accountability Act of 2017.</p>	<p>Foothill Transit is a member of the Fix Our Roads Coalition that united transportation, business, and labor organizations from across the state to advocate to enact SB 1. The Coalition was successful protecting the bill from being used for general fund purposes through passage of Proposition 69, and a referendum to overturn it by defeating Proposition 6.</p> <p>This bill would withhold transportation funding for streets, roads, or public transit. This goes against the will of the voters who have repeatedly and overwhelmingly dedicated transportation funds for local transportation improvements and transit needs.</p>	Assembly Committee on Appropriations	CTA - Oppose	Oppose Position Adopted 4/26/2019

# 2019 Legislation Summary

Current as of 1/16/2020

(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
HR 1139	Napolitano/ Katko	<p>The Bus Operator and Pedestrian Protection Act, authored by Congress Members Grace Napolitano (D, CA) and John Katko (R, NY) will provide much needed safety improvements to bus operations in order to address the rising concern of assaults on bus drivers and avoidable accidents due to blind spots on buses. The bill requires transit agencies to develop Bus Operations Safety Risk Reduction Programs to improve safety by reducing the number of bus accidents due to blind spots, preventing assaults on bus drivers, and improving bus driver seating to reduce ergonomic injuries. It gives transit agencies two years to create these programs in partnership with their transit workforce, and with oversight from the U.S. Department of Transportation (DOT). The bill authorizes \$25 million/year for 5 years to pay for the implementation of these programs.</p> <p>Transit agencies will be required to implement the following safety improvements as a part of their Bus Operations Safety Risk Reduction program:</p> <ul style="list-style-type: none"> <li>• Assault mitigation infrastructure and technology, including barriers to prevent assault on bus drivers.</li> <li>• De-escalation training for bus drivers.</li> <li>• Modified bus specifications and retrofits to reduce visibility impairments.</li> <li>• Driver assistance technology that reduces accidents.</li> <li>• Installation of bus driver seating to reduce ergonomic injuries.</li> </ul> <p>The bill will also require transit agencies to report all assaults on bus drivers to the U.S. DOT's National Transit Database (NTD).</p>	While this bill has some areas of concern including its driver barrier, ergonomic and retrofit provisions without adequate federal funding to assist transit agencies in order to comply as well as its one size fits all approach, its intent to improve overall safety for our operators and customers is what is most important. The authors understand the transit industry concerns and has expressed willingness to work with us to find appropriate solutions.	Subcommittee on Highways and Transit		Support Position Adopted 3/29/2019



## 2019 Legislation Summary

Current as of 1/16/2020

(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
HR 2164	Brownley	<p>The Green Bus Act would take the state policy to the federal level by increasing funding to improve green bus technology and help deploy it nationwide, increasing funding to ensure that transit agencies have the resources necessary to purchase and deploy zero-emission bus fleets and requiring all buses purchased with federal funds be zero-emission, starting Oct. 1, 2029. Specifically, the law will increase funds for the Federal Transit Administration's Low or No Emission Vehicle Component Assessment Program from \$3 million to \$5 million, annually. It will also increase funds for the FTA's Transit Cooperative Research Program (TCRP) from \$5 million to \$20 million, annually, which will prompt more federal research on ways to reduce emissions and develop and deploy zero-emission technology nationwide.</p>	<p>This bill will support Foothill Transit's Electric Bus Program by providing more opportunities for funding our buses and charging infrastructure. The increased research funding at the national level could lead to future cost savings for all transit agencies.</p>	<p>Subcommittee on Highways and Transit</p>		<p>Support Positon Adopted 6/28/2019</p>



January 31, 2020

To: Executive Board

Subject: **Proposed 2020 Federal, State, and Local Legislative Programs**

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### **Recommendation**

Adopt the proposed 2020 Federal, State, and Local Legislative Programs as outlined in Attachments A, B, and C.

### **Analysis**

The 2020 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.

Our federal efforts will continue to be supported by Jan Powell, currently of the firm Powell Consulting DC. Jan acts as our advocate in Washington, D.C. when Board members or staff cannot be there to directly represent Foothill Transit. She worked for the firm of Baker, Donelson, Bearman, Caldwell & Berkowitz for many years before starting her own firm effective February 1, 2019.

The 2020 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.

**Budget Impact**

The federal advocate contract is 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,

David Reyno  
Director of Government Relations

Doran J. Barnes  
Executive Director

Attachments

## ***Proposed 2020 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.
  - Advocate for a new long term Surface Transportation Authorization Bill considering the FAST Act will sunset on September 30, 2020; an increase in funding for federal transportation programs and the Highway Trust Fund (HTF) so that the Fund remains solvent and will fully support transit programs; a robust infrastructure funding plan that ensures that this initiative provides new federal funding to public transit projects in addition to new financing options; designating a specific funding percentage of Low-No Grants available for applicants seeking larger grants for 10 or more electric buses and with a proven track record of deploying the technology in real world operations; a reinstatement of Federal Section 5309 discretionary Congressionally-Directed spending or earmarks for transportation projects; a permanent extension of the Alternative Fuels Excise Tax Credit and extending the credit to include electricity as an eligible alternative transportation fuel; retain equal federal income tax treatment for employer-provided transit passes, vanpool benefits and parking spaces; increased funding of the overall federal transit research and demonstration programs including the Transit Cooperative Research Program (TCRP) managed by the Transportation Research Board (TRB) and the Southern California Regional Transit Training Consortium (SCRTTC) on its FY2021 legislative efforts to obtain federal funds to streamline bus maintenance training for alternative fuel buses.
  - Oppose efforts to dismantle or reduce the role of the Federal Transit Administration (FTA) and proposals to transfer authority over federal highways and transit programs to the states, commonly known as "devolution".
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.



***Proposed 2020 Federal Legislative Program***

3. **Support Legislation and Regulations:** In general, Foothill Transit will support federal legislation or rules that:
  - Enhance Foothill Transit's ability to deliver effective and efficient transportation service;
  - Increase transit funding;
  - Encourage transit-oriented development throughout the United States.
  
4. **Oppose Legislation and Regulations:** 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.

***Goal #2:***

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

***Proposed Action Items:***

1. Board Members, Executive Director, and Director of Government Relations 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 relationships 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 TRANSform Conference and Legislative Conferences and participate in APTA Legislative Committee and subcommittee meetings to ensure Foothill Transit's interests are represented at the federal level.

## ***Proposed 2020 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:** Provide monthly updates to the Executive Board on significant legislation and initiatives.
2. **State Advocacy:** Make certain existing transit funds are protected, made as flexible as possible and advocate for the maximum amount of funding under the California State Budget, Public Transportation Account (PTA), Transit Development Act (TDA), State Transit Assistance (STA), SB 1, the Greenhouse Gas Reduction Fund (GGRF) and Cap and Trade revenue allocated to transit through the Low-Carbon Transit Operations Program (LCTOP); work with the California Air Resources Board (CARB) to implement their Innovative Clean Transit (ICT) regulation that maintains a reasonable transit agency financial and service framework for state Zero Emission Bus (ZEB) requirements; seek legislative and/or regulatory solutions to reducing the cost of electricity procured by transit agencies; seek legislation and/or regulatory action that would make the 10 Freeway carpool lanes three-person minimum between the 605 Freeway and the San Bernardino County Line during peak congestion periods.
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 and Regulations:** 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 and Regulations:** 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 2020 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, Southern California Association of Governments (SCAG) Annual Conference, and other key organization events and conferences 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, Regional Chamber of Commerce of SGV events, San Gabriel Valley Economic Partnership Legislative Reception, and similar events.

## ***Proposed 2020 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. Ensure Foothill Transit receives maximum funding from local sales tax measures Proposition A, Proposition C, Measure R, and Measure M. 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, Local Chambers of Commerce, 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 31, 2020

To: Executive Board

Subject: **Coach Operator Audit Results**

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### **Recommendation**

Receive and file the results of the FY2019-2020 Second Quarter Coach Operator Audits.

Coach operator performance audits were conducted during the period of December 4-7, 2019 to monitor the on-street service delivery provided by Foothill Transit's operations contractors. These performance checks evaluate fare collection, customer relations, and safety. The performance checks are conducted by Moore & Associates, Inc., a firm the agency has contracted with to provide these services. Moore & Associates is a full-service professional public transit consulting firm.

In order to ensure maximum coverage of Foothill Transit's operational area, the audits are conducted randomly at various times throughout the day. Auditors from Moore & Associates utilize Foothill Transit service as anonymous riders. When the auditor first boards, they will challenge the driver by depositing the incorrect fare or by attempting to use an invalid transfer or pass. If the driver quotes the fare the auditor will then deposit the correct fare. If not, the occurrence is reported as a fare violation. Once onboard the bus, the auditor will then monitor the coach operator's performance in terms of customer relations and safety.



The chart below summarizes the results of the December 2019 audits for each operating facility.

**Table 1** shows the trend of the Coach Operator Audits for Foothill Transit's Arcadia facility.

**Table 2** shows the trend of the Coach Operator Audits for Foothill Transit's Pomona facility.

Summary for Transdev - Arcadia

	June 2019	Average Violations Per Trip	September 2019	Average Violations Per Trip	December 2019	Average Violations Per Trip
Total Audits Conducted	129	N/A	121	N/A	124	N/A
Fare Violations	14	0.1	16	0.1	26	0.2
Customer Relations Violations	100	0.8	115	1.0	115	0.9
Safety Violations	7	0.1	15	0.1	7	0.1
Total Violations	121	0.9	146	1.2	148	1.2
Total Perfect Checks	48	N/A	69	N/A	60	N/A

Summary for Keolis - Pomona

	June 2019	Average Violations Per Trip	September 2019	Average Violations Per Trip	December 2019	Average Violations Per Trip
Total Audits Conducted	69	N/A	76	N/A	70	N/A
Fare Violations	9	0.1	6	0.1	7	0.1
Customer Relations Violations	73	1.1	69	0.9	72	1.0
Safety Violations	9	0.1	6	0.1	11	0.2
Total Violations	91	1.3	81	1.1	90	1.3
Total Perfect Checks	14	N/A	21	N/A	26	N/A

**Results**

Operators with no noted violations are awarded a certificate and "Perfect Check" pin, which can be worn as part of their uniform. During the December 2019 audit, a total of 86 coach operators had perfect checks.

The audit results show a 14 percent decrease in overall Safety Violations when compared to the First Quarter (September 2019) results. During the same period, Fare Collection Violations increased by 28 percent due to an increase in the number of occurrences of operators charging the incorrect fare. The majority of the violations in December 2019 for the various service characteristics observed fell within the following areas:



As the above chart demonstrates, there has been a slight increase in operators failing to check IDs for discounted fares and for driving before passengers are seated. Additionally, auditors observed on-time performance during each observed trip. For the trips observed this audit period, 78 percent were reported as being on-time, which is higher than the previous audit.

While the primary focus of the Coach Operator Audits is on Fare, Safety, and Customer Service violations, staff have modified the audit process to include an Americans with Disabilities (ADA) challenge. The challenge for this audit period required the mystery riders to make a request for the ramp to be deployed. Of the 158 requests made, all operators complied.

The Coach Operator Audits provide Foothill Transit with the ability to monitor and evaluate the performance of operators delivering service. In an effort to maintain quality, Foothill Transit’s management team reviews the results regularly with the Assistant General Managers and Operations Managers of both operating facilities to receive insight as well as to formulate action plans to address the areas that require attention.





The administrative team continues to work with both operations contractors to maintain and ensure Foothill Transit's high service standards for safety, courtesy, and on-time performance. The coach operator performance audits will continue to be conducted on a quarterly basis in order to measure and document progress in maintaining and improving performance.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tanya M. Pina" followed by a large flourish and the word "for".

Tanya M. Pina  
Operations Contract Manager

A handwritten signature in blue ink, appearing to read "Doran J. Barnes" followed by a large flourish and the word "for".

Doran J. Barnes  
Executive Director





January 31, 2020

To: Executive Board

Subject: **California Transit Association Request for Annual Fall Conference Hosts**

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### **Recommendation**

Authorize Foothill Transit to submit an application in response to the California Transit Association's request for Annual Fall Conference hosts.

### **Analysis**

For 55 years, the California Transit Association (Association) has been representing transit agencies throughout the state. Its Annual Fall Conference & Expo brings together approximately 700 attendees, comprised of over 60 California public transit agencies and over 100 exhibitors. The Association is currently soliciting applications for local conference hosts for 2022, 2023, and 2024 with the intention to book locations and hosts two to three years in advance.

The Association assumes all financial responsibility for conference planning and on-site execution. However, selected "host" agencies are requested to augment the Association's efforts to the extent possible within their organizations. This includes identifying optimal off-site reception venues, providing staff to act as presenters or moderators in conference sessions, and allocating volunteers to assist at the registration desk, serve as ambassadors, room monitors, and Tech/Agency tour guides.

One of the benefits of serving as a local conference host is the opportunity for transit agencies to display and feature their programs and initiatives. The selected host organization's name and logo will be prominently identified as "host" on printed materials for conference promotional purposes. The use of the host's local transit system would also be boosted as a result of one of the suggested host responsibilities to provide complimentary passes during the conference. Host agency staff will also be exposed to increased networking and professional development opportunities during the conference and throughout the conference planning process. Conference hosts are expected to:

- Designate one or two organization representatives for the Program & Conference Committee to serve as a liaison to the planning team



- Participate in regular Program & Conference Committee conference calls and in subcommittee(s) to plan the conference
- Provide a list of contacts for marketing to appropriate host area individuals, businesses, and agencies
- Provide a list of vendors for sponsor/exhibitor marketing, upon request from the California Transit Association
- Coordinate at least two “technical” tours and conference-related transportation (optional)
- Arrange for a local elected official or dignitary to present remarks at the general session (optional)

In 2015, Foothill Transit successfully hosted the Association’s 50<sup>th</sup> Annual Fall Conference & Expo in partnership with Pasadena Transit. The conference was held at the Pasadena Convention Center and attracted over 650 attendees.

Foothill Transit staff served on the conference planning committee to ensure that the conference was both a success and a great representation of Foothill Transit. As a co-host of this conference, Foothill Transit was able to display information about its service and projects at a centrally located booth on all three conference days. In addition, Foothill Transit buses were featured in a prominently publicized Tech Tour, where conference goers were briefed on the operation and charging of electric buses prior to riding a Foothill Transit electric bus.

Foothill Transit staff participated in many activities, ranging from hosting a trivia luncheon to giving breakout session presentations that highlighted Foothill Transit programs. Foothill Transit also facilitated an evening reception held at the Rose Bowl, where attendees toured the stadium and accessed the field. The conference was a huge success, and the culmination of over a year of preparation.

Access Services and Pasadena Transit have both agreed to commit as co-hosts with Foothill Transit for a future Annual Fall Conference & Expo, should the Association select our location and host application.



**Budget Impact**

The Association assumes complete financial responsibility for planning and executing the Annual Fall Conference & Expo. Professional staffing for conference planning and execution is included in the Association's responsibilities. However, Conference hosts may use their discretion in determining the extent of their staff's involvement in assisting the Association in ensuring a successful conference.

Sincerely,



Yoko J. Igawa  
Manager of Public Affairs



Doran J. Barnes  
Executive Director





January 31, 2020

To: Executive Board

Subject: **Update for RFP – Operations of Transit Services –  
Arcadia/Irwindale Facility (RFP No. 20-010)**

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### **Recommendations**

Receive and file the update on Request for Proposals No. 20-010, Operations of Transit Services.

### **Analysis**

At the August 2019 Executive Board meeting the issuance of RFP No. 20-010 Operations of Transit Services was authorized by the Executive Board. Foothill Transit issued RFP No. 20-010 on September 30, 2019 via its E-Procurement platform hosted by PlanetBids. The solicitation was viewed and downloaded by 41 prime contractors and subcontractors registered within the agency's system. A pre-proposal conference and site visit was held on October 10, 2019. This meeting was attended by multiple representatives from five different firms that provide transit operation services.

During the procurement process, Foothill Transit issued seven addenda. These addendas included sign in sheets and the transcript of the pre-proposal conference; file transfer protocol links for background documentation downloads; revisions to RFP documents; as well as responses to over 175 questions asked by potential proposers during the Question and Answer phases.

A total of four proposals were received on January 7, 2020. Evaluation of the proposals began with a prequalification phase, which all proposers passed. The prequalification factors were evaluated on a Pass/Fail basis and included the following:

- Submittal Letter
- Evidence of Good Standing and Authorized Execution
- Summary of Qualifications
- Information Regarding Debarments, Findings of Non-Responsibility, Default, Claims, Disputes, and Related Events
- Financial Information
- Certifications
- Plans and Policies
- Proposal Bond



- Performance Bond and Insurance
- Exceptions

Subsequent to the prequalification evaluation, each technical proposal has been evaluated based on the following criteria and weighting by an evaluation team consisting of six members from Foothill Transit and one outside representative. Each firm's Technical Qualifications are scored using an adjectival rating system, comprising 75 percent of the total score. The Technical Qualifications evaluation is based on the following factors:

- Local Project Team Management and Technical Competence
- Capability and Experience
- Quality of Vehicle Maintenance Program and Plans
- Quality of Staffing and Training Program
- Quality of Other Plans and Submittals
- Financial Viability\*

\*Financial Viability has been evaluated by an independent third party, Davis Farr LLP, an accounting firm with experience in this area.

Price is weighted at 25 percent of the total score and will be scored as follows:

$$\text{Proposer's Price Score} = \frac{\text{Lowest Price}}{\text{Proposer's Price}} * 100 \text{ Points}$$

Overall pricing for each contractor is determined primarily by their stated fixed monthly fee, their stated rate per revenue mile by route, their stated rate per revenue hour by route, the number of revenue hours by route, and the number of revenue miles by route as indicated in the RFP. In addition, each firm has proposed their startup costs and separate costs per hour for Extra Work, such as equipment transfers from retired coaches to new coaches, and for Special Services such as Rose Bowl service. Those costs are factored into their overall pricing using the projected number of annual hours in each category. Matsumoto Consulting LLC is conducting a third-party analysis of price proposals for both the initial and Best and Final Offer (BAFO) phases to ensure that the proposed pricing is reasonable and realistic.

Interviews are set to be held on February 13, 2020, after which the BAFO phase will commence. Additionally, at this stage of the evaluation, evaluators



will consider the results of reference checks that will be performed on each proposer.

Key dates in the final stages of the procurement timeline are as follows:

<u>Event</u>	<u>Date</u>
Interviews	February 13, 2020
Best and Final Offers due from Proposers	February 26, 2020
Completion of evaluation of BAFO submissions	March 6, 2020
Contract award by Foothill Transit Executive Board and authorization to execute contract	March 27, 2020
Commencement Date	June 28, 2020

This schedule will provide adequate time for execution of final contract documents and transition to the delivery of service under the new agreement.

Sincerely,

Christopher Pieper  
Director of Procurement

Doran J. Barnes  
Executive Director





January 31, 2020

To: Executive Board

Subject: **Foothill Transit Public Transportation Agency Safety Plan**

---

### **Recommendation**

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

### **Analysis**

Foothill Transit's mission is to be the premier public transit provider committed to safety, courtesy, quality, responsiveness, efficiency, and innovation. In addition, listed first among our organizational values is Safety: We educate, encourage, and endorse a strong culture of safety at all levels of the organization, valuing the responsibility entrusted in us by the communities that we serve.

In keeping with Foothill Transit's organizational focus on safety, we have developed a robust safety and security program that is implemented in partnership with our two transit operations contractors and our customer service and facilities maintenance contractor.

On July 19, 2019, the Federal Transportation Administration (FTA) implemented a requirement that all public transit agencies that receive federal funding create, approve, and implement their own Public Transportation Agency Safety Plan no later than July 20, 2020. The regulation requires that agencies who currently operate more than 100 buses during revenue hours have an approved Public Transportation Agency Safety Plan. The plan must be based on Safety Management System (SMS) principles and must name an Accountable Executive who is responsible for carrying out the Safety Management Policy of the agency and ensuring that the plan is effective. The Accountable Executive is also able to take action, as necessary, to address substandard performance in the agency's SMS policy. The Deputy Executive Director has been designated as Foothill Transit's Accountable Executive.

SMS is a comprehensive, collaborative approach to managing safety. It brings management and labor together to control risk better, detect and correct safety problems earlier, share and analyze safety data more effectively, and measure safety performance more precisely.



The regulation also requires that a Chief Safety Officer (CSO) be named on the document. This individual should be adequately trained and have the authority and responsibility for day-to-day implementation and operation of SMS. The CSO must report directly to the Accountable Executive and must be a full-time employee of the transit system. The Director of Customer Service and Operations has been designated as Foothill Transit's Chief Safety Officer.

The regulation requires that the agency prioritize areas of primary safety focus in order to ensure improvement in these areas using the principles of SMS. The basic requirement is that each agency track and manage:

- Total number and rate of Injuries per total vehicle revenue mile;
- Total number and rate of Fatalities per total vehicle revenue mile;
- Total number and rate of Safety Events per total vehicle revenue mile; and
- Mean Distance between Major Mechanical Failures

The FTA's definitions of each of these measures is as follows:

*Injury:* Any damage or harm to persons as a result of an event that requires immediate medical attention away from the scene.

*Fatality:* A death or suicide confirmed within 30 days of a reported event. This does not include deaths in or on a transit property that are a result of illness or other natural causes.

*Safety Event:* A collision, derailment, fire, hazardous material spill, act of nature (Act of God), evacuation, or Other Safety Occurrence not Otherwise Classified (OSONOC) occurring on transit right-of-way, in a transit revenue facility, in a transit maintenance facility, or involving a transit revenue vehicle and meeting established NTD thresholds.

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

While the FTA does not dictate other performance areas or targets, each agency is required to specify those within its PTASP, identify trends that are occurring within the system, and look for opportunities for improvement.

Foothill Transit works with our contractors on the development and implementation of its PTASP. The plan includes all aspects of our current Safety Management System programs which include our Safety Policies,





Safety Risk Management, Safety Assurance, and Safety Promotion. We will continue to track and manage Preventable Collisions per 100,000 Vehicle Miles and will work with our contractors each year to identify any other areas of safety concern so that a plan can be developed to address those areas.

The goal of SMS is that agencies focus on how risks are identified in their system, how these risks are managed, how the risks are addressed, and how safety is promoted throughout the system.

Foothill Transit has developed plans in order to ensure system safety as well as ensure compliance with FTA requirements. Staff work with our contractors to maintain a safety board that highlights all Foothill Transit safety policies. The safety board is updated on a monthly basis providing employees with a safety message of the month and any safety news that may impact the operation. We provide access to mobile technology that allows customers and other stakeholders to report safety hazards within the transit system. The technology also allows us to monitor trends and prioritize resources. We work with contractors' supervisory personnel, as well as our facilities team to have them assist in identifying and reporting hazards. The reports include a preliminary assessment of the level of risk associated with the hazard. To ensure that we are addressing the risks that are reported, timelines are established based on the risk level.

In addition, Foothill Transit utilizes a Safety Risk Register to document Safety Risk Management and Safety Assurance activities. The risk register records the hazards identified and the potential consequences associated with these hazards, documents initial safety risk ratings, records mitigations implemented to eliminate or minimize the risk associated with the hazard, documents revised safety risk ratings, and tracks mitigation monitoring measures and activities to ensure the implementation and effectiveness of mitigations.

Foothill Transit's PTASP (Attachment A) will be updated regularly, at a minimum annually, to ensure that it continues to prioritize and address the safety issues impacting the organization.

Sincerely,

LaShawn King Gillespie  
Director of Customer Service and Operations

Doran J. Barnes  
Executive Director



# **Foothill Transit**

## **Public Transportation Agency Safety Plan**

**January 31, 2020**

# Foothill Transit Public Transportation Agency Safety Plan

## **1. Transit Agency Information**

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

Accountable Executive: Kevin Parks McDonald, Deputy Executive Director

Chief Safety Officer: LaShawn King Gillespie, Director of Customer Service & Operations

Mode of Service Covered by This Plan: Bus

List All FTA Funding Types:

- Federal Urban Area Formula Program (Section 5307)

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

- Federal State of Good Repair Program (Section 5337)

- Federal Congestion Mitigation and Air Quality (CMAQ)

Foothill Transit Contracts operation of its services to Transdev Services Incorporated and Keolis Transit Services LLC. Additionally, customer service and facility maintenance services are contracted to Transdev Services Incorporated

# Foothill Transit Public Transportation Agency Safety Plan

## 2. Plan Development, Approval, and Updates

This plan has been drafted by Foothill Transit.

Signature

\_\_\_\_\_

\_\_\_\_\_

Approved by the Foothill Transit Executive Board on \_\_\_\_\_

DATE

<b>Version Number and Updates</b>			
<i>Record the complete history of successive versions of this plan.</i>			
<b>Version Number</b>	<b>Section/Pages Affected</b>	<b>Reason for Change</b>	<b>Date Issued</b>

The Public Transportation Agency Safety Plan will be updated annually. It is Foothill Transit’s goal to have a signed and approved plan three months prior to the required submission date. This will give Foothill Transit adequate time to make corrections to the plan should there be a need to make changes. The plan will be reviewed regularly during the course of each year. During this review Foothill Transit staff will analyze safety performance to:

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



**3. Safety Performance Targets**

<b>Preventable Collisions per Vehicle Mile</b>	0.80
<b>Fatalities</b>	0
<b>Fatalities per Revenue Mile</b>	0
<b>Injuries</b>	6
<b>Injuries per Revenue Mile</b>	0.05
<b>Safety Events</b>	25
<b>Safety Events per Revenue Mile</b>	0.20
<b>Mean Distance between Major Mechanical Failures</b>	11,250

# Foothill Transit Public Transportation Agency Safety Plan

## **4. Safety Management Policy**

Safety is Foothill Transit's number one priority. We educate, encourage, and endorse a strong culture of safety at all levels of the organization, valuing the responsibility entrusted in us by the communities that we serve. Foothill Transit is committed to developing, implementing, maintaining, and constantly improving processes to ensure that all of our transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting and exceeding established standards.

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

Foothill Transit's commitment is to:

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

## Foothill Transit Public Transportation Agency Safety Plan

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

### **Safety Management Policy Communication**

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

### **Authorities, Accountabilities, and Responsibilities**

**The Accountable Executive** has the ultimate responsibility for carrying out the Agency Safety Plan. The Accountable Executive is also responsible for the development and implementation of the agency's Safety Management System (SMS). This makes the accountable executive responsible for ensuring that the agency's SMS is effectively implemented, and actions are taken, as necessary, to address substandard performance.

**The Chief Safety Officer** is responsible for the day-to-day implementation of the Safety Management System. They are responsible for reporting any substandard performance of the SMS directly to the accountable executive.

**Agency Leadership** contributes to the implementation of the SMS by enforcing and reporting substandard performance that occur in each individual operating facility. Each Foothill Transit operations and maintenance facility has its own safety team that is responsible for implementing and monitoring the progress of their SMS responsibilities. Functional areas across the administrative team are share in safety responsibilities.

- Customer Service and Operations
  - Provide contractor oversight particularly in the areas of operations and safety
  - Manage emergency preparedness

# Foothill Transit Public Transportation Agency Safety Plan

- Planning
  - Evaluate safety implications of all proposed system modifications prior to implementation, including but not limited to implementing new routes and modifying current routes
  - Conduct bus stop safety checks and work with local jurisdictions to address any safety concerns
- Maintenance and Vehicle Technology
  - Manage and ensure state of good repair of all revenue vehicles
  - Provide vehicle mechanical quality oversight
  - Regularly update bus specifications to ensure the Foothill Transit fleet meets and exceeds safety requirement for bus safety design
  - Ensure electric bus safety (infrastructure, training)
  - Conduct monthly maintenance and appearance inspections of revenue and non-revenue vehicles
- Facilities
  - Manage and ensure state of good repair of all buildings and equipment
  - Provide oversight of all Foothill Transit physical assets
  - Conduct monthly audits of Operations and Maintenance yards
- Finance and HR
  - Ensure Foothill Transit's new hire onboarding includes appropriate orientation to Foothill Transit's SMS and PTASP
- Information Technology
  - Provide security for all network and electronic communications assets
- Marketing and Communications
  - Manage effective internal and external safety communication
- Procurement
  - Ensure scopes of work and technical specifications include appropriate safety considerations
- Operations and Maintenance Contractors
  - Contractor responsibilities outlined in current Operations and Maintenance contracts

# Foothill Transit Public Transportation Agency Safety Plan

- Transit Stores and Facilities Maintenance Contractor
  - Contractor responsibilities for operation of the retail outlets and call centers and facility maintenance outlined in current contract

## **Objectives**

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

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

## **Employee Safety Reporting Program**

Foothill Transit has a robust employee reporting program which uses technology, in person meetings, incident feedback, and comment boxes. Foothill Transit has placed several employee comment boxes throughout its facilities to allow employees and contractor personnel to identify any concern that they may have at the work place. All employees and contractor personnel are encouraged to use the comment boxes and are rewarded if the comment is valid and it produces positive results. Operators also have the opportunity to submit a report at the end of their shift. Other direct and contractor staff may submit reports at any time. This allows management to address any risks that are occurring outside of the facility. At no time will an employee be disciplined or punished for submitting a comment.

Technology also plays a big part in the way we do business. We encourage supervisors and Foothill Transit facility teams to use our ELERTS application to report any risk that they observe in the field. This allows Foothill Transit to get real-time information of risks that are present within our system and gives

## Foothill Transit Public Transportation Agency Safety Plan

us the opportunity to prioritize the risk depending on the level of damage that it could cause.



# Foothill Transit Public Transportation Agency Safety Plan

## **5. Safety Risk Management**

Hazards are an inevitable part of transit operations. Only after identifying those hazards can they be addressed. Sources of hazard information include safety reporting, formal and informal observations of operations, scheduled and unannounced inspections, internal safety investigations, accident reports, and committee reviews.

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

If a hazard/incident is reported by a contractor employee, the safety manager at the contractor facility will document the hazard/incident on the designated Risk and Hazard Matrix and analyze, then communicate to the Safety and Planning staff at Foothill Transit. Foothill Transit does not own bus stops, bus stop shelters, or bus amenities located along city or county right of way. Foothill Transit does own the bus stop poles and bus stop signs, however, and staff at Foothill Transit will coordinate with facility technicians or appropriate city or county staff to mitigate hazards, and document this action through the Risk and Hazard Matrix. At those transit centers or park & ride facilities owned by Foothill Transit, safety hazards or incidents will be documented on the Risk and Hazard Matrix and addressed by Foothill Transit.

Each department at Foothill Transit will identify and manage their safety risks using the Risk and Hazard Matrix.

## 6. Safety Assurance

### Safety Performance Monitoring and Measurement

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

A **Preventable Collision** is defined as a vehicle collision that is recorded involving a bus that has been judged to have been preventable as determined by the agency and that occurred on the road (i.e. outside of agency garages/depots or parking areas). Per the National Safety Council definition, a collision is considered preventable when “the driver in question failed to exercise every reasonable precaution to prevent the accident.” This should include any preventable vehicle collision, whether the bus is in or out of revenue service, and even if there is no need for special maintenance or repair afterwards. Preventable collisions that occur off-street at transit centers or bus stations are included here.

#### Calculation:

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

**Proposed FY 2020-2021 Target:** 0.80 Preventable Collisions/100,000 Miles

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

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

#### Calculation:

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

**Proposed FY 2020-2021 Target:** 6 Total Injuries, and 0.05 Injuries/100,000 Revenue Miles

## Foothill Transit Public Transportation Agency Safety Plan

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

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

### Calculation:

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

**Proposed FY 2020-2021 Target:** 0 Fatalities, and 0 Fatalities/100,000 Revenue Miles

- d. Foothill Transit will track and manage an additional key performance indicator, Reportable Safety Events and Reportable Safety Events/100k Revenue Miles. This performance measure compares the number of Reportable Safety Events that occur in a given time period to the total number of bus revenue miles operated during the same time period.

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

### Calculation:

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

**Proposed FY 2020-2021 Target:** 25 Reportable Safety Events, and 0.20 Reportable Safety Events/100,000 Revenue Miles

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

The FTA definition of a **Major Mechanical Failure** is a failure of some mechanical element of the revenue vehicle that prevents the vehicle from

## Foothill Transit Public Transportation Agency Safety Plan

completing a scheduled revenue trip or from starting the next scheduled revenue trip because actual movement is limited or because of safety concerns.

### **Calculation:**

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

***Proposed FY 2020-2021 Target: 11,250 Miles between Major Mechanical Failures***

Analyzing factors that relate to each of these indicators is a significant step in developing actions to prevent them. Measuring the number and rate of each indicator provides a high level measure from which future performance can be assessed.

### **Bus Yard Safety**

Operations, Maintenance, and Contractor administration services are conducted at the bus yard. To create a safe workplace and protect employees and visitors from risk of injury, Foothill Transit requires its contractors to comply with local, state, and federal requirements including, but not limited to Job Hazard Analysis, Personal Protective Equipment, Hazard Communication, Emergency Action Plans, Blood borne Pathogens, Lockout/Tag out, and record keeping. Foothill Transit has provided the contractors with a Facility Maintenance Manual, and contractors are required to maintain the facility to Foothill Transit's standards as outlined in the Operations and Maintenance Contract. Foothill Transit staff conduct monthly audits to assess the safety of the bus yard.

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

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

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

### **Accident Investigation and Communication**

Operations Contractors are required to conduct accident investigations on all accidents, injuries, illnesses, and near misses. Supervisors who conduct accident investigations are to be provided adequate accident investigation

## Foothill Transit Public Transportation Agency Safety Plan

training. Accident investigation kits and materials are to be provided by the contractor. Preventability of accidents is investigated, determined, and communicated to staff by contractor. Additional information is included in the referenced contractor policies.

### **General Reporting/Investigation Practices**

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

### **Management of Change**

#### **Route Implementation**

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

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

## **7. Safety Promotion**

### **Competencies and Training**

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

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

1. What are our most serious safety concerns?
2. How do we know this?
3. What are we doing about it?
4. Is what we are doing working?
5. How do we know what we are doing is working?

### **Operator Training**

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

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

### **Instructor Qualifications**

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

### **Safety Communication**

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





January 31, 2020

To: Executive Board

Subject: **Financial Stability Policy FY2020-2021 Financial Strategies**

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### **Recommendation**

Approve the annual Financial Stability Policy update to include the FY2020-2021 financial strategies for budget planning.

### **Analysis**

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

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

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

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

### **FY2020-FY2021 Financial Strategies**

- S1. Adjust bus operating expenses as needed resulting from procurement of a new operating and maintenance contract in Arcadia and agreed upon contractual increases in existing operating contracts.



- S2. Implement service changes to improve service efficiency, maintain and increase ridership, and maintain revenues.
- S3. Adopt an annual budget which includes allocation to capital programs adequate to meet annual baseline funding for projects and programs which are essential to ensure system performance and safety and meet the requirements of the approved Transit Asset Management Plan.
- S4. Pursue grant funding for capital projects pursuant to the priorities adopted by the Governing Board in the annual Business Plan.
- S5. Pursue favorable investment strategies for reserved funds to ensure Board adopted priorities of 1) safety, 2) liquidity, and 3) financial gain.

**Financial Impact**

This FY2020-2021 policy update will set the framework for the annual budget development. Specific service and fare changes, operating cost increases, and new capital projects will be presented to the Board as part of the proposed Business Plan in April 2020.

Sincerely,

Handwritten signature of Michelle Lopes Caldwell in blue ink.

Michelle Lopes Caldwell  
Director of Finance & Treasurer

Handwritten signature of Doran J. Barnes in blue ink.

Doran J. Barnes  
Executive Director

Attachment (Adopted Financial Stability Policy)



## Foothill Transit

<b>Financial Stability Policy</b>	Policy No: FIN2016-001R3
	Revised: 01/31/2020
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### **Policy Statement**

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

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

### **Financial Goals**

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



## Foothill Transit

<b>Financial Stability Policy</b>	Policy No:	FIN2016-001R3
	Revised:	01/31/2020
	Page:	2 of 6

### **FY2020-FY2021 Financial Strategies**

- S1. Adjust bus operating expenses as needed resulting from procurement of a new operating and maintenance contract in Arcadia and agreed upon contractual increases in existing operating contracts.
- S2. Implement service changes to improve service efficiency, maintain and increase ridership, and maintain revenues.
- S3. Adopt an annual budget which includes allocation to capital programs adequate to meet annual baseline funding for projects and programs which are essential to ensure system performance and safety and meet the requirements of the approved Transit Asset Management Plan.
- S4. Pursue grant funding for capital projects pursuant to the priorities adopted by the Governing Board in the annual Business Plan.
- S5. Pursue favorable investment strategies for reserved funds to ensure Board adopted priorities of 1) safety, 2) liquidity, and 3) financial gain.

### **General Fiscal Policies**

- F1. Complete and accurate accounting records shall be maintained in accordance with Generally Accepted Accounting Principles as promulgated by the Government Accounting Standards Board. The fiscal year-end for financial reporting purposes shall be June 30.
- F2. An independent certified public accounting firm shall perform an examination of Foothill Transit's consolidated financial statements on an annual basis. The goal is to receive an unqualified opinion on the financial statements and an opinion that Foothill Transit is in compliance with Federal Single Audit, State and Local reporting requirements in all material respects and to receive the Government Finance Officers Association (GFOA) award for excellence in financial reporting.
- F3. Funds shall be invested within the guidelines of the Executive Board's approved investment policy and in compliance with applicable state law.
- F4. Revenues received during a fiscal year that are in excess of the revenue budget for that year shall be reported as unrestricted, designated fund balances which may only be expended pursuant to Governing Board authorization. Such funds are generally available for appropriation in a subsequent budget cycle.



## Foothill Transit

<b>Financial Stability Policy</b>	Policy No:	FIN2016-001R3
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F5. The annual budget establishes the legal level of appropriation. The budget shall include operating and capital components and full-time equivalent personnel necessary to implement the policy direction contained in the Annual Business Plan.

### **Budget Basis**

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

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

### **Budget Process, Policies and Procedures**

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

Foothill Transit operates with an Enterprise Fund which includes all business-type activities such as bus operations and capital projects. The operating budget provides a summary of planned revenues and expenses for the fiscal year for Foothill Transit services and programs including the following:

- All revenue and expenditure/expense assumptions and projections
- Revenue service hours and miles of bus service





## Foothill Transit

<b>Financial Stability Policy</b>	Policy No:	FIN2016-001R3
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- Operation and maintenance of transit stores
- Total number of Board approved FTEs

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

### Operating Budget

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

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

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

Foothill Transit's source of authority to make changes is rooted in disclosure on financial policy as stated in Foothill Transit's Comprehensive Annual Financial Report (CAFR) where reference to the legal level of authority is at





## Foothill Transit

<b>Financial Stability Policy</b>	Policy No:	FIN2016-001R3
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the fund level so that staff has the ability to make changes within that legal authority.

### Capital Program Budget

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

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

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

The CP budget process includes the following:

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

The CP budget is developed based on criteria established in the Transit Asset Management (TAM) Plan. The TAM plan is designed to ensure that all assets



## Foothill Transit

<b>Financial Stability Policy</b>	Policy No:	FIN2016-001R3
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meet the State of Good Repair requirements. Projects are included based on project rankings, project readiness, available agency resources, and funding. Project managers gather project information (current and new projects) and submit the information to Finance in the second quarter of the current fiscal year. Finance assembles the proposed projects and submits to Executive Management. Executive Management reviews the list of recommended capital projects and further prioritizes the projects to match available revenues.

*Revision History:*

*Adopted February 27, 2016*

*Effective February 27, 2016*

*Revised February 23, 2018*

*Revised March 29, 2019*

*Revised*



January 31, 2020

To: Executive Board

Subject: **Equal Employment Opportunity Policy**

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### **Recommendation**

Adopt the attached Foothill Transit Equal Employment Opportunity (EEO) Policy (Attachment A).

### **Analysis**

Foothill Transit hired its first employees in 2013 when management responsibilities for the organization were brought in house. Prior to this, Foothill Transit's management responsibilities were carried out under a contract with a private transit service contractor. Since our organization's inception in 1988, Foothill Transit has placed a high value on diversity and equity in hiring, training, and promotional opportunities, and we have been and continue to be in compliance with all EEO requirements. To date, the various elements of Foothill Transit's EEO policy and commitment have been included in the Employee Handbook and on our externally facing documents, such as job opportunities.

The Federal Transit Administration (FTA) requires that transit agencies with 50 or more full-time equivalent employees (104,000 or more paid hours) implement a formal EEO Program. We anticipate that in calendar year 2020, Foothill Transit will meet that threshold and have prepared the attached Foothill Transit EEO Policy to ensure continued program compliance.

The attached policy combines all of the required elements of Foothill Transit's EEO policy into one document. Additionally, the attached policy assigns the EEO Officer responsible for day-to-day management of the policy, including program preparation, monitoring and complaint investigation. Attachment B is the revised Foothill Transit organization chart which identifies the EEO Officer with a direct reporting relationship to the Executive Director to ensure transparency and the prioritization of our organizational commitment to inclusion, diversity, and equity.



**Budget Impact**

Costs related to implementation of this policy are included in the Foothill Transit FY19-20 budget.

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

Attachment



## Foothill Transit

<b>Equal Employment Opportunity (EEO)</b>	Policy No: HR2020-001
	Adopted:
	Page: 1 of 2

### **Purpose and Background**

Foothill Transit is committed to maintaining an environment that values diversity and inclusion in which all employees and applicants are free from discrimination and harassment in accordance with Title VII of the Civil Rights Act of 1964, as amended. As an equal opportunity employer, Foothill Transit strives to have a workforce that reflects the community it serves. No person is excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity and expression, sexual orientation, pregnancy, childbirth, breastfeeding, or related medical conditions), age (40 years of age and older), marital status, genetic information, medical condition, disability (mental and physical), military and veteran status, or any other protected class.

### **Equal Employment Opportunity Policy**

Foothill Transit Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay, or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity, is strictly prohibited and will not be tolerated. Foothill Transit is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

The Executive Director maintains overall responsibility and accountability for Foothill Transit's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, the Executive Director has appointed the Director of Finance & Treasurer as Foothill Transit's EEO Officer. The Director of Finance will report directly to the Executive Director on EEO matters and acts with the Executive Director's authority with all levels of management, contractors, and



## Foothill Transit

<b>Equal Employment Opportunity (EEO)</b>	Policy No: HR2020-001
	Adopted:
	Page: 2 of 2

employees as it relates to the implementation of this policy. If the actions of the Human Resources Department are in question, the Deputy Executive Director will serve as the EEO Officer. Their contact information follows:

- Michelle Caldwell, Director of Finance & Treasurer, (626) 931-7254
- Kevin Parks McDonald, Deputy Executive Director (626) 931-7201

All Foothill Transit executives, management, and supervisory personnel share in the responsibility for implementing and monitoring Foothill Transit's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. Foothill Transit will evaluate its managers' and supervisors' performance on their successful implementation of Foothill Transit's policies and procedures, in the same way Foothill Transit assesses their performance regarding its other goals.

Foothill Transit is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices, and procedures with goals and timetables, to which the agency is committed and to make the EEO Program available for inspection by any employee or applicant for employment, upon request. Foothill Transit is committed to creating a workplace that treats all applicants and employees with dignity and respect, as well as equitably, under the guidelines of our EEO Policy and Program.

Revision History: