



Foothill Transit
Going Good Places

GOVERNING BOARD MEETING

West Covina, CA
Friday, March 29, 2019



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

Governing Board Meeting AGENDA

GOVERNING BOARD MEETING
7:45 AM, MARCH 29, 2019
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. FOCUS ON SAFETY
4. ROLL CALL
5. APPROVAL OF MINUTES FOR THE GOVERNING BOARD MEETING OF JANUARY 25, 2019
6. APPROVAL OF AGENDA
7. PRESENTATIONS:
 - 7.1. Contractors' Employee Recognition
8. PUBLIC COMMENT
 - 8.1. Executive Director Response to Public Comment

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

The public may view and obtain all written information supporting this agenda provided to the board both initially and supplementary prior to the meeting by calling (626) 967-3147 extension 7204 or at the agency's offices located at 100 S. Vincent Ave., Suite 200, West Covina, CA 91790. Documents, including PowerPoint handouts, distributed to Board Members by staff or Board Members at the meeting will simultaneously be made available to the public upon request.



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CONSENT CALENDAR: Items 9 through 14 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Governing Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

9. JANUARY 2019 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through January 31, 2019. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of January 31, 2019, for the fiscal year ending June 30, 2019.

10. FEBRUARY 2019 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through February 28, 2019. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of February 28, 2019, for the fiscal year ending June 30, 2019.

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

ប្រសិនបើលោកអ្នកស្នើសុំសេវាកម្មបកប្រែភាសា សូមទាក់ទងមកករិយាល័យនាយកប្រតិបត្តិ 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.



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11. JANUARY 2019 PERFORMANCE INDICATORS REPORT

Recommended Action: Receive and file the January 2019 Performance Indicators Report.

12. REQUEST TO SEEK PUBLIC HEARING FOR LINE 291 ROUTE SEGMENT ELIMINATION

Recommended Action: Authorize the Executive Director to seek public input and conduct a public hearing regarding the proposed Line 291 route segment elimination.

13. TRANSIT STORE QUARTERLY REPORT

Recommended Action: Receive and file the Transit Store Quarterly Report.

14. FINANCIAL STABILITY POLICY FY2019-2020 FINANCIAL STRATEGIES

Recommended Action: Approve the annual Financial Stability Policy update to include the FY2019-2020 financial strategies for budget planning.

REGULAR AGENDA:

15. RECESS MEETING FOR SPECIAL ELECTION FOR CLUSTER 2 (AZUSA, BALDWIN PARK, COVINA, GLENDORA, IRWINDALE, WEST COVINA) TO ELECT EXECUTIVE BOARD MEMBER (SHOULD THE ELECTION OF AN EXECUTIVE BOARD ALTERNATE ALSO BE REQUIRED, THAT ELECTION WILL ALSO BE HELD)

16. ANNOUNCE THE SPECIAL ELECTION RESULTS FOR CLUSTER 2

17. 2019 FOOTHILL TRANSIT BUS ROADEO RESULTS

Recommended Action: Receive and file the 2019 Foothill Transit Bus Roadeo Results.

18. CLUSTER 5 ELECTION NOTIFICATION

Recommended Action: Receive notification of Cluster 5 Election to be held on May 31, 2019.



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19. **FOOTHILL TRANSIT PROGRAM UPDATES**

Items presented under the program updates section are verbal presentations only and do not have accompanying board reports.

19.1. Metrolink Services

19.2. Operations Contractor Update - Transdev

19.3. Double Decker Electric Bus

19.4. duarteEbus

19.5. Marketing & Communications

20. **EXECUTIVE DIRECTOR COMMENT**

21. **GOVERNING BOARD MEMBER COMMENT**

22. **ADJOURNMENT**

**A Joint Meeting of the Annual Governing Board and
Executive Board is scheduled for
Friday, May 31, 2019 at 7:45 a.m.**



Foothill Transit

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

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

**Friday, January 25, 2019
7:45 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Calaycay at 7:49 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Member Fish.

3. FOCUS ON SAFETY

Roberto Estrella, Safety Compliance Coordinator, presented a safety message.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Corey Calaycay, Member Emmett Badar, Member Nancy Tragarz, Member Gary Boyer, Member Albert Ambriz, Member Roger Chandler, Member Richard Barakat, Member Tzeitel Paras-Caracci, Member Becky Shevlin, Member Nanette Fish, Member Carol Herrera, Member Cory Moss, Member Valerie Munoz, Member Hector Delgado, Member Sam Pedroza, Member Jimmy Lin, Member Cynthia Sternquist

Absent: Member Charlie Rosales, Member Robert Torres, Member Uriel Macias, Member Ricardo Pacheco, Member Margaret McAustin

5. REVIEW AND APPROVAL OF MINUTES

Approval of the minutes for the Special Meeting of December 14, 2018.

Motion by Member Chandler, second by Member Fish, the minutes for the



Special Meeting of December 18, 2018 were approved. Motion carried 17-0.

6. **APPROVAL OF AGENDA**

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

7. **PRESENTATIONS**

7.1 Contractors' Employee Recognition

Bill Jackson, General Manager, introduced the Arcadia location Transdev employees of the month.

Desiree Enrique - Employee of the Month

John Garcia - Operator of the Month

Marc Perla, General Manager, introduced the Pomona location Keolis employees of the month.

Earnest Lee - Employee of the Month

Kenneth Sims - Operator of the Month

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

8. **PUBLIC COMMENT**

Mike Ake, Keolis Vice President, addressed the Governing Board and thanked the Governing Board for their partnership.

8.1 Executive Director Response to Public Comment

There was no response to Public Comment by Doran J. Barnes, Executive Director.

9. **RECESS MEETING FOR SPECIAL ELECTION FOR CLUSTER 2 (AZUSA, BALDWIN PARK, COVINA, GLENDORA, IRWINDALE, WEST COVINA) TO ELECT EXECUTIVE BOARD MEMBER (SHOULD THE ELECTION OF AN EXECUTIVE BOARD ALTERNATE ALSO BE REQUIRED, THAT ELECTION WILL ALSO BE HELD)**

Chair Calaycay announced that a quorum of Cluster 2 was not present, and Items 9 and 10 related to the Cluster 2 Special Election will be deferred to



the next Governing Board Meeting.

10. **RECONVENE MEETING AND ANNOUNCE THE SPECIAL ELECTION RESULTS FOR CLUSTER 2**

11. **ROSE BOWL SERVICE UPDATE**

Recommendation: Receive and file the Rose Bowl Service Update.

Tanya Pina, Operations Contract and Customer Service Manager, presented this item.

Ms. Pina reported that the season opened up on May 19, 2018 with Foothill Transit providing shuttle services for over 11,000 customers to the Taylor Swift concert. Shuttle services were also provided to a soccer match, Ed Sheeran concert, and UCLA home games. The season concluded with the Tournament of Roses game on January 1, 2019. Foothill Transit transported over 119,000 customers for the entire season.

Received and filed.

12. **2019 Foothill Transit Bus Roadeo Preview**

Recommendation: Receive and file the preview of the 2019 Foothill Transit Bus Roadeo.

Tanya Pina, Operations Contract and Customer Service Manager, presented this item.

Ms. Pina announced that Foothill Transit will host its 24th Annual Bus Roadeo competition on Saturday, March 2, 2019. The event will take place at the Arcadia Operations and Maintenance Facility. Operators and maintenance teams from both the Arcadia and Pomona facilities will compete to determine which operator and maintenance team will represent Foothill Transit in Louisville, Kentucky at the American Public Transportation Association's International Bus Roadeo competition. Last year, Foothill Transit's maintenance team took first place. Invitations were extended to Governing Board Members who were interested in joining the March 2 event.

Received and filed.



13. **FREE RIDE COUPON PROGRAM CANCELLATION**

Recommendation: Receive and file the Free Ride Coupon Program Cancellation.

Linda Apodaca, Manager of Community Engagement, presented this item.

Ms. Apodaca presented an overview of the Free Ride Coupon Program and recent changes to the program in the recent year that led to the program's cancellation. Communication about the program's cancellation will commence soon, which may result in some communication from constituency that may be affected by the cancellation of the program.

The program is a community engagement and support resource enabling local schools, hospitals, and social services organizations to obtain and distribute roundtrip Free Ride Coupons on Foothill Transit for students, clients, and clients who need transportation assistance to access local services.

Today, the Free Ride Coupon Program distributes 4,800 coupons per month to 90 organizations throughout the Foothill Transit service area. Coupons are distributed to homeless service organizations, schools, hospitals, religious organizations, and family and foster care services.

Early last year, there was a noticeable increase in participation requests from new organizations, which indicates that the program had reached a crossroads. Firm guidelines have limited coupon distribution overall, but a cap on how many organizations can participate has never been implemented.

The Executive Board reviewed and approved cancellation of the program at an October 2018 Executive Board Meeting - Study Session. The program will officially end in June 2019.

Chair Calaycay stated that the cancellation of the program was an action not taken lightly by the Executive Board. He indicated that an Ad Hoc committee was established to look into the details of the policy. He thanked Vice Chair Herrera and Governing Board Member Sternquist for their participation.

Received and filed.

14. **PROPOSED 2019 FEDERAL, STATE AND LOCAL LEGISLATIVE PROGRAMS**



Recommendation: Receive and file the proposed 2019 Federal, State, and Local Legislative Programs as outlined in Attachments A, B, and C.

David Reyno, Director of Government Relations, presented this item.

Mr. Reyno reported that each year Foothill Transit adopts federal, state, and local legislative programs, which serve as guides for pursuing Foothill Transit's legislative proposals and strategies. The two primary program goals are, (1) to ensure policies decisions are beneficial to Foothill Transit's operations and funding, and (2) to build and maintain strong relationships with Foothill Transit's elected representatives and their staff.

On the federal front, Foothill Transit will advocate for a new long-term surface transportation authorization bill, infrastructure, long-term stabilization of the Highway Trust Fund, earmarks, permanent extension of the Alternative Fuels Tax Credit, transit tax incentives, and transit research funding.

At the state level, Foothill Transit will advocate for maximum transit funding in the state budget, implementation of the Innovative Clean Transit Regulation, solutions to reduce cost of electricity, efforts to improve traffic flow on the 10 Freeway and HOV Lanes, and seek clarification and possible legislation exempting transit agencies from liability related to seatbelts on buses.

On the local level, Foothill Transit will continue to advocate for Foothill Transit's fair share of local funding sources, work with Metro and the county municipal operators on region funding and planning matters, maintain active participation on key regional and San Gabriel Valley organizations, and work closely with Foothill Transit's county and cities on their transportation needs.

Received and filed.

15. **FISCAL YEAR 2018-2019 SECOND QUARTER PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the FY2018-2019 Second Quarter Performance Indicators Report.

LaShawn King Gillespie, Director of Customer Service and Operations, presented this item.

Ms. King Gillespie reported on Foothill Transit's performance for the second



quarter of FY2018-2019. This includes the months of October, November, and December. In the second quarter, Foothill Transit achieved four out of eight key performance indicators.

Overall system performance resulted in 3.15 million boardings, \$4.29 million in fare revenue, services hours were flat compared to the same time last year at 216,721, and operating expenses have increased by five percent this fiscal year to \$24.5 million.

The performance indicator targets met for the quarter are complaints per 100,000 boardings, boardings per vehicle service hour, farebox recovery ratio, and average cost per vehicle service hour.

Received and filed

16. **COVINA TRANSIT CENTER AND PARK & RIDE UPDATE**

Recommendation: Receive and file an update on the development of the Covina Transit Center and Park & Ride Project.

Sharlane Bailey, Director of Facilities, presented this item.

Ms. Bailey provided an update on the Covina Transit Center and Park & Ride project. She presented a timeline of the project since its inception in 2016. The transit center will be located at the northeast corner of Citrus Avenue and Covina Boulevard. The entire project consists of 10.67 acres, of which Foothill Transit owns 3.08 acres. The remaining property is owned by Meritage Homes and the City of Covina.

The parking structure will have three levels with approximately 317 parking spaces. There will be four bus bays, a layover area, and provisions for an electric bus charging station. There is also a 4,400 square foot commercial space in the transit center. Foothill Transit is looking for a commercial partner that can provide high consumer traffic and good visibility for the transit center, while also generating revenue. Completion of the transit center and commercial building is expected in January 2020.

Received and filed.

17. **FARE RESTRUCTURING IMPLEMENTATION UPDATE**

Recommendation: Receive and file this update on the adopted fare restructuring scheduled for September 2019.

Michelle Lopes Caldwell, Director of Finance and Treasurer, presented this item.

Ms. Caldwell reported that the second phase of the fare changes are scheduled for implementation in September 2019. The changes to the single ride cash fares are a \$.25 increase for local service and Silver Streak, and a \$.50 increase for Commuter Express. Foothill Transit will continue to offer a \$.25 discount for Tap Card use on the Local and Silver Streak service.

Changes to passes include an increase of \$10 to the 31-Day Pass for local and commuter service. The Silver Streak 31 Day Pass will increase by \$5.00. The Day Pass will increase by \$1.00 to \$6.00.

Receive and file.

18. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Foothill Transit's Double Decker Electric Bus project is moving forward. Foothill Transit will be the first in North America to implement an electric double decker bus in revenue service.
- Twenty-eight of the 34 El Dorado CNG Buses have been delivered.
- Invited Governing Board Members to the March 2 Foothill Transit Rodeo.
- The Executive Board Strategic Planning Workshop is scheduled for February 22, 2019 and the next Governing Board Meeting is scheduled for March 29, 2019.
- Foothill Transit was the recipient of an AdWheel Award for the advertising program related to the service to Fairplex.

19. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Governing Board.

- Member Chandler requested an update on Foothill Transit's partnership with the City of Duarte to assume operations of Duarte's fixed route service. Executive Director Barnes reported that city has purchased electric buses. Currently, range tests and performance tests



are being conducted.

- Vice Chair Herrera requested that today's meeting be adjourned in the memory of Dr. Ligorio Calaycay, father of Chair Calaycay. Dr. Calaycay passed away in December 2018.

20. **ADJOURNMENT**

Adjournment for the January 25, 2019 Foothill Transit Governing Board Meeting.

There being no further business, the Foothill Transit Governing Board meeting adjourned the meeting in the memory of Dr. Ligorio Calaycay at 9:09 a.m.



March 29, 2019

To: Governing Board

Subject: **January 2019 Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through January 31, 2019.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of January 31, 2019, for the fiscal year ending June 30, 2019.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of January 31, 2019, shows total assets at \$324.3 million. This total consists primarily of \$212.6 million in fixed assets, \$86.3 million in cash and investments and \$25.4 million in receivable and prepaid assets. Foothill Transit's cash position of \$61.8 million is \$12.7 million less than the previous month, and is \$4.1 million more than last year in January.

Liabilities

The accounts payable balance is \$12.84 million. Accounts Payables include operation and maintenance expenses for \$10.4 million and \$0.5 million for fuel.

The deferred revenue of \$60.2 million represents funds that are reserved for planned capital expenditures, such as, upcoming bus procurements and transit center construction activities.

Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$14.7 million in liquid accounts held with Bank of the West; \$31.7 million in interest bearing money market accounts with Bank of the West; \$67,700 with Chase; \$0.43 million with US Treasury and \$15.4 million invested in the Local Agency Investment Fund (LAIF). Longer-term investments include \$24 million with Bank of the West Agency notes.



The current interest rates on all accounts are included on Attachment B. The LAIF investment, the CD investments, and the deposits with Chase earn interest and are held for future capital and operating funding requirements.

Operating and Capital Revenues and Expense Analysis (Attachment C)

January 2019 year-to-date fare revenues were \$9.63 million, which is \$14,360 less than the budgeted amount and \$287,469 more than January 2018. Through January 2019, ridership is approximately 2.37 percent less than it was last year at this time. Operating costs through January 2019 were \$56.25 million, which is \$2.76 million less than the budget and \$1.28 million more than January 2018. Of this \$56.25 million, \$44.27 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel, which was \$4.31 million through January 2019 compared to \$3.56 million last year through January 2018.

Capital expenditures through January were \$16.15 million compared with \$22.65 million last year at this time. The annual budget for capital expenditures includes the purchase of CNG buses, replacement of the CAD/AVL system and initiation of construction for the Covina Park & Ride and Transit Center project.

Farebox Recovery Ratio

The January year-to-date farebox recovery ratio was 17.11 percent, approximately 0.81 percent higher than the performance target of 16.3 percent. The farebox recovery ratio is calculated by dividing the total fare revenue of \$9,626,390 by the total bus operating expense of \$56,245,459. This ratio is less than the January 2018 ratio of 17.7 percent. Foothill Transit continues to analyze bus ridership and participate in the region-wide ridership bus system improvement program.



Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of January 2019; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Foothill Transit accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for January 2019 were \$17.56 million. Capital disbursements totaled \$13.6 million and other significant disbursements include \$0.81 million to Keolis and \$1.06 million to Transdev for bus operating services.

Sincerely,

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

Michelle Lopes Caldwell
Director of Finance and Treasurer

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

Doran J. Barnes
Executive Director

Attachments

Foothill Transit
Balance Sheet
As of January 31, 2019

Assets

Current Assets:

Cash	\$61,852,051
Investments	24,427,120
Due from government agencies	18,813,901
Other receivables	2,203,743
Other assets	4,382,042

Total Current Assets	\$111,678,858
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Property & Equipment (net of depreciation)	212,622,107
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Total Assets	\$324,300,965
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Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	\$12,837,370
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Deferred Revenue	60,161,241
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Total Liabilities	\$72,998,611
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Equity

Fund Balance:

Investment in Capital Assets	\$212,622,107
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Current Year Change	(5,195,825)
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Reserve	43,876,071
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Total Equity	\$251,302,354
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Total Liabilities and Equity	\$324,300,965
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Summary of Cash and
Investment Account
For January 31, 2019

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$4,997,868
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,200
Bank of the West-Excise Tax/LCFS	N/A	Demand Deposit	9,696,692
BOW-Prop 1B-Cal Grants	1.71%	Demand Deposit	5,614,048
Bank of the West-Money Market	1.71%	Demand Deposit	14,863,141
Bank of the West-Money Market	1.71%	Demand Deposit	9,811,924
Bank of the West-LCTOP	1.71%	Demand Deposit	1,397,804
Chase Business Saving	0.28%	Demand Deposit	67,751
LAIF Investment	2.40%	Demand Deposit	15,401,224
Subtotal Cash on Hand			<u>\$61,852,051</u>
 Investments:			
Bank of the West:			
1 Maturity - 10/29/20 - 5yrs.	1.125%	Callable Note	\$5,000,000
2 Maturity - 05/25/21 - 5yrs.	1.25%	Callable Note	5,000,000
3 Maturity - 01/27/21 - 5yrs.	1.00%	Callable Note	5,000,000
4 Maturity - 07/27/21 - 5yrs.	1.00%	Callable Note	8,000,000
5 Maturity - 02/26/21 - 5yrs.	1.25%	Callable Note	1,000,000
Wells Fargo Bank:			
6 Maturity - 11/01/18 - 6 months	1.95%	US Treasury Bill	427,120
Subtotal Investments			<u>\$24,427,120</u>
Total Cash and Investments			<u><u>\$86,279,171</u></u>

Foothill Transit
Statement of Revenue and Expense
For Month Ended January 31, 2019

	Actual YTD January-19	Budget YTD January -19	Variance	Actual YTD January - 17
Fare Revenue				
Farebox	\$4,356,788	\$5,004,417	(12.94%)	\$4,763,088
Pass Sales	2,236,330	2,160,083	3.53%	2,079,112
TAP Cash Purse	2,258,560	1,778,583	26.99%	1,765,470
MetroLink & Access Service	330,613	338,917	(2.45%)	340,181
EZ Transit Pass	444,100	358,750	23.79%	391,070
Total Operating Revenue	\$9,626,390	\$9,640,750	(0.15%)	\$9,338,921
Operating Subsidies and Other				
Transportation Development Act	\$13,659,870	\$16,402,315	(16.72%)	\$13,484,436
TDA-Reserve from prior years	0	0	0.00%	2,378,799
STA	2,382,701	2,382,701	0.00%	508,165
Senate Bill 1 - STA - Operating	1,402,843	1,402,843	0.00%	0
SB1-STA BSCP (OP)	153,464	153,464	0.00%	0
CalTrans-LCTOP OP	97,171	97,171	0.00%	0
AQMD/MSRC – Clean Air Grant - OP	0	0	0.00%	9,640,243
Prop A 40% Discretionary	9,467,766	9,467,766	0.00%	0
Prop A 40% BSCP	2,898,049	2,898,049	0.00%	2,604,561
Prop A Exchange	0	0	0.00%	2,000,000
Prop C BSIP	557,555	557,555	0.00%	542,620
Prop C Base Restructuring	1,197,570	1,197,570	0.00%	1,165,491
Prop C Transit Service Expansion	199,565	199,565	(0.00%)	194,220
Transit Security-Operating	585,419	585,419	(0.00%)	525,573
Measure R Operating	6,601,211	6,601,211	0.00%	6,091,679
Measure M Operating	6,664,666	6,664,666	(0.00%)	5,801,727
CRD Subsidy	0	0	0.00%	100,000
Miscellaneous Transit Revenues	751,220	751,220	0.00%	588,961
Total Subsidies and Other	\$46,619,069	\$49,361,515	(5.56%)	\$45,626,475
Total Operating Revenue	\$56,245,459	\$59,002,265	(4.67%)	\$54,965,396
Other Revenues				
Gain on Sale of Fixed Assets	\$2,501	\$0	0.00%	\$69,641
Fuel Tax Credit	0	0	0.00%	320,476
Auxiliary Revenue	886,158	1,076,250	(17.66%)	473,546
Total Other Revenues	\$888,660	\$1,076,250	(17.43%)	\$863,663
Total Operating and Other Revenues	\$57,134,119	\$60,078,515	(4.90%)	\$55,829,059
Operating Expenses				
Operations	\$50,342,340	\$50,533,823	(0.38%)	\$48,525,480
Maintenance & Vehicle Technology	409,525	506,106	(19.08%)	509,676
Marketing and Communications	937,490	1,382,267	(32.18%)	962,665
Information Technology	965,459	1,212,908	(20.40%)	1,341,957
Administration	1,326,521	1,827,863	(27.43%)	1,310,719
Procurement	265,246	539,408	(50.83%)	382,464
Finance	870,418	1,034,419	(15.85%)	816,297
Planning	404,647	884,013	(54.23%)	499,727
Facilities	723,812	1,081,459	(33.07%)	616,411
Total Operating Expenses	\$56,245,459	\$59,002,265	(4.67%)	\$54,965,396
Other Expenses				
Property Management	\$244,730	\$259,583	(5.72%)	\$209,435
Dial-A-Ride	323,384	466,667	(30.70%)	461,969
Special Services	320,546	350,000	(8.42%)	192,259
Total Other Expenses	\$888,660	\$1,076,250	(17.43%)	\$863,663
Total Operating and Other Expenses	\$57,134,119	\$60,078,515	(4.90%)	\$55,829,059
Capital Revenues				
Capital Grants	\$16,151,546	\$41,663,900	(61.23%)	\$22,654,213
Capital Expenditures				
Capital Expenditures	\$16,151,546	\$41,663,900	(61.23%)	\$22,654,213

Bank Account - Check Details

Period: 01/01/19..01/31/19

Foothill Transit

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 01/01/19..01/31/19

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001	General Checking						
	Phone No.		800-488-2265				
01/02/19	E01041	International City Management Assoc. Retirement Co	payroll ending 12/29/18 retirement funds	42,063.16	0.00	0.00	Posted
01/03/19	53306	Amtec Human Capital ,Inc	12/9/18 Tran-Nguyen Christine	600.05	600.05	0.00	Posted
01/03/19	53307	AT and T - 5025	El Monte Phone Line	1,782.36	1,782.36	0.00	Posted
01/03/19	53308	Corner Keystone Construction Corporation	Arcadia Column Repair	4,953.68	4,953.68	0.00	Posted
01/03/19	53309	Franklin Hill Group	FY18 PMT Sample Certification	7,200.00	7,200.00	0.00	Posted
01/03/19	53310	Frontier	Arcadia computer phone line	183.03	183.03	0.00	Posted
01/03/19	53311	Graingers	Facility Hardware	226.92	226.92	0.00	Posted
01/03/19	53312	Green's Lock and Safe	Duplicate Keys	21.68	21.68	0.00	Posted
01/03/19	53313	Insight Public Sector, Inc.	RSA Support renewal	1,596.00	1,596.00	0.00	Posted
01/03/19	53314	Instant Signs Inc.	"No Stopping Bus Only" Sign	48.60	48.60	0.00	Posted
01/03/19	53315	Instant Signs Inc.	Bus Stop Closed Sign / Alternate Stop Sign	3,085.52	3,085.52	0.00	Posted
01/03/19	53316	Linda Apodaca	Reimbursed Expense	141.53	141.53	0.00	Posted
01/03/19	53317	Raycom	12/18Mobile Radio / Portable Radio Analog Service	317.00	317.00	0.00	Posted
01/10/19	53318	ACC Business	Admin Building internet	4,005.55	4,005.55	0.00	Posted
01/10/19	53319	ACE Pelizon Plumbing	Admin Bldg Plumbing Repair	923.21	923.21	0.00	Posted
01/10/19	53320	Adt Security Services, Inc.	01/14-04/13/19 Pomona Yard security services	157.89	157.89	0.00	Posted
01/10/19	53321	Allied Administrators for Delta Dental	02/19 Dental insurance premium	7,072.65	7,072.65	0.00	Posted
01/10/19	53322	American Printing and Promotions	30th Anniversary Pens	1,460.19	1,460.19	0.00	Posted
01/10/19	53323	Amtec Human Capital ,Inc	12/10-12/16/18 Tran-Nguyen Christine	894.02	894.02	0.00	Posted
01/10/19	53324	AT and T - 105068	El Monte back line	46.70	46.70	0.00	Posted
01/10/19	53325	AT and T - 5019	Phone Service	322.49	322.49	0.00	Posted
01/10/19	53326	AT and T - 5025	El Monte phone line (626)452-1579 & (626)452-1587	605.59	605.59	0.00	Posted
01/10/19	53327	Baker Donelson Bearman and Cal.	12/18 & 1/19 Public Affairs	28,832.23	28,832.23	0.00	Posted
01/10/19	53328	CA Newspaper Service Bureau	Notice of Public Sale	101.20	101.20	0.00	Posted
01/10/19	53329	California Choice	02/193046854 Medical insurance premium	53,748.10	53,748.10	0.00	Posted
01/10/19	53330	CIGNA Group Insurance	01/19 Life Insurance premium	4,506.35	4,506.35	0.00	Posted
01/10/19	53331	Cintas Corporation #2	First Aid Kit Supplies	159.92	159.92	0.00	Posted
01/10/19	53332	Darold D. Pieper Attorney at Law	12/18 Legal Fees	7,360.00	7,360.00	0.00	Posted
01/10/19	53333	Day - Lite Maintenance Co. Inc.	Lighting Repairs	306.60	306.60	0.00	Posted
01/10/19	53334	Digium Inc.	Arcadia Yard Phone	2,144.16	2,144.16	0.00	Posted
01/10/19	53335	Elerts Corporation	Additional LED Light	125.00	125.00	0.00	Posted
01/10/19	53336	Facilitron Inc	Rose Queen Photo Shoot Stadium Rental	50.00	50.00	0.00	Posted
01/10/19	53337	FEDEX Corp.	Express Mail	293.67	293.67	0.00	Posted
01/10/19	53338	Frontier	Industry Park and Ride Phone Line	356.94	356.94	0.00	Posted
01/10/19	53339	G4S Secure Integration LLC	12/18 Security Maintenance	10,233.55	10,233.55	0.00	Posted
01/10/19	53340	Graingers	Valve Control Module	277.76	277.76	0.00	Posted
01/10/19	53341	HD Supply Facilities Maintenance	Mixed Lamps Recycling Kit	142.36	142.36	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
01/10/19	53342	Home Depot Credit Services	12/18 Facility Supplies	395.82	395.82	0.00	Posted
01/10/19	53343	Industry Public Utility Commission	11/18 Industry P&R Electricity	1,214.12	1,214.12	0.00	Posted
01/10/19	53344	Instant Signs Inc.	Plastic Stencil	73.44	73.44	0.00	Posted
01/10/19	53345	Keystone Uniform Depot	Foothill Transit logo on safety vests	35.04	35.04	0.00	Posted
01/10/19	53346	Landmark Healthplan of California, Inc.	01/19 Chiropractor insurance premium	826.21	826.21	0.00	Posted
01/10/19	53347	Lillian Lin	01/19 Reimbursed Expense Metro TAP f	100.00	100.00	0.00	Posted
01/10/19	53348	Linda Apodaca	Over deducted voluntary life during 2018	2,840.24	2,840.24	0.00	Posted
01/10/19	53349	MailFinance Inc.	Postage Machine Leasing Charges	507.17	507.17	0.00	Posted
01/10/19	53350	Mobile Relay Associates Inc.	Mobile Radio / Portable Radio Analog Service	210.38	210.38	0.00	Posted
01/10/19	53351	MTGL, Inc.	Professional services 11/1/18-11/30/18	647.00	647.00	0.00	Posted
01/10/19	53352	Neofunds by Neopost	12/18 Postage	560.00	560.00	0.00	Posted
01/10/19	53353	Panera, LLC	Interview Lunch	119.44	119.44	0.00	Posted
01/10/19	53354	PCAM, LLC	11/18 Dial A Ride	42,691.99	42,691.99	0.00	Posted
01/10/19	53355	Puente Hills Mitsubishi	SUV Hybrids Electric vehicles (2)	75,000.00	75,000.00	0.00	Posted
01/10/19	53356	ReadyRefresh	12/18 Drinking Water	72.25	72.25	0.00	Posted
01/10/19	53357	Richards Watson and Gershon	11/18 Legal Fees	655.18	655.18	0.00	Posted
01/10/19	53358	Sam Pedroza	Reimbursable Expenses	67.29	67.29	0.00	Posted
01/10/19	53359	San Gabriel Valley Council of Governments	General Assembly Sponsorship	5,000.00	5,000.00	0.00	Posted
01/10/19	53360	Smartsheet Inc.	Business plan -Licensed useers and pro support	1,011.00	1,011.00	0.00	Posted
01/10/19	53361	Socal Office Technologies	11/18 Copier overage	678.20	678.20	0.00	Posted
01/10/19	53362	Southern California Edison Co.	9/18-11/18 EV Charger Electricity	819.37	819.37	0.00	Posted
01/10/19	53363	Stantec Architecure	Covina PNR Task 7 E Service Period Ending 11/16/18	34,675.25	34,675.25	0.00	Posted
01/10/19	53364	Staples Business Adv.-Dept. LA	Office Supplies	77.72	77.72	0.00	Posted
01/10/19	53365	State Compensation Insurance Fund	01/19 Workers Comp premium	4,612.58	4,612.58	0.00	Posted
01/10/19	53366	The Gas Co.	12/18 Admin Bldg Gas	1,163.80	1,163.80	0.00	Posted
01/10/19	53367	Thomas J. Koontz	Tri-fold Class Pass Brochures	1,706.01	1,706.01	0.00	Posted
01/10/19	53368	Thompson Coburn LLP	11/18 General Procurement	56,610.91	56,610.91	0.00	Posted
01/10/19	53369	ThyssenKrupp Elevator Corporation	1/1/19 - 3/31/19 Industry P&R Elavator Maintenance	480.02	480.02	0.00	Posted
01/10/19	53370	T-Mobile USA Inc.	Vericiti Cellular sim	545.69	545.69	0.00	Posted
01/10/19	53371	Verizon Business - 15043	MPLS POM, ARC, WC, Park & Ride, El Monte, Puente H	20,235.44	20,235.44	0.00	Posted
01/10/19	53372	Vision Service Plan - (CA)	01/19 Vision insurance premium	1,222.50	1,222.50	0.00	Posted
01/10/19	53373	Vy Thuy Phan - Hoang	Edcational Assistance Reimbursement 12/9/18	4,516.18	4,516.18	0.00	Posted
01/10/19	53374	Waste Management	1/19 Arcadia Warehouse Trash	296.21	296.21	0.00	Posted
01/10/19	53375	Weatherite Corporation	12/18 PTC HVAC Maintenance	410.00	410.00	0.00	Posted
01/10/19	53376	Willie J. Brooks	01/19 Indoor Plant Care	662.75	662.75	0.00	Posted
01/10/19	53377	Wright Express	Fuel for December 2018	346.35	346.35	0.00	Posted
01/10/19	53378	Yoko Igawa	Over deducted voluntary life during 2018	497.38	497.38	0.00	Posted
01/16/19	E01042	International City Management Assoc. Retirement Co	Payroll ending 1/12/19 retirement funds	42,440.98	0.00	0.00	Posted
01/17/19	53379	A-1 Event & Party Rentals	Governing Board Meeting 12/14/18	59.13	59.13	0.00	Posted
01/17/19	53380	Adt Security Services, Inc.	01/29-04/28/2019 Pomona station security services	157.89	157.89	0.00	Posted
01/17/19	53381	Amazon Web Services, Inc	Web hosting	612.75	612.75	0.00	Posted
01/17/19	53382	Athens Services- 54957	1/19 Admin Trash Service & Parking Lot Sweeping	1,386.40	1,386.40	0.00	Posted
01/17/19	53383	Azteca Landscape	12/18 Landscape Maintenance	2,754.44	2,754.44	0.00	Posted
01/17/19	53384	BroadLux Inc.	Fuel service Jan -April 2019	4,348.20	4,348.20	0.00	Posted
01/17/19	53385	Burns & McDonnell Engineering Company, Inc	In Depot Charging Services 11/30/18	68,716.00	68,716.00	0.00	Posted
01/17/19	53386	C.A.T. Specialties	Rose Bowl Polos	1,107.48	1,107.48	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
01/17/19	53387	CDW Government Inc.	HP Printer to test at transit store	2,560.15	2,560.15	0.00	Posted
01/17/19	53388	Chamber of Commerce - Glendora	Mayor's Prayer Breakfast	500.00	500.00	0.00	Posted
01/17/19	53389	Chamber of Commerce - Pomona	Membership Dues	130.00	130.00	0.00	Posted
01/17/19	53390	Chamber of Commerce-Covina	Annual Membership	3,500.00	3,500.00	0.00	Posted
01/17/19	53391	Clean Energy	11/18 Arcadia O & M	519,588.96	519,588.96	0.00	Posted
01/17/19	53392	Complete Coach Works	F-1616 Unforeseeable Repowering	218,093.71	218,093.71	0.00	Posted
01/17/19	53393	Crowe LLP	Final billing for procedures ending 11/30/18	12,050.00	12,050.00	0.00	Posted
01/17/19	53394	Crown Castle USA Inc.	Tower Rental	787.17	787.17	0.00	Posted
01/17/19	53395	Donald Luey	Expense report 1/11/19	740.68	740.68	0.00	Posted
01/17/19	53396	E.S.G.Valley Japanese Community Ctr	Advertising in Directory	200.00	200.00	0.00	Posted
01/17/19	53397	Frontier	Fax Line	51.95	51.95	0.00	Posted
01/17/19	53398	Grand Car Wash	Vehicle washing	260.21	260.21	0.00	Posted
01/17/19	53399	HD Supply Facilities Maintenance	Curb Paint Supplies	95.51	95.51	0.00	Posted
01/17/19	53400	International City Management Assoc. Retirement Co	Asset Fee Allowance 10/31/18-12/31/18 for 307178	1,918.86	1,918.86	0.00	Posted
01/17/19	53401	Lazar and Associates	12/18 Translating Services	255.20	255.20	0.00	Posted
01/17/19	53402	MetroKinetics, Inc.	Scheduling Software Consultant YEAR 3	5,386.25	5,386.25	0.00	Posted
01/17/19	53403	Neighborhood Homework House	Annual Fundraiser 2/22/19	5,000.00	5,000.00	0.00	Posted
01/17/19	53404	Pasadena Weekly	Advertising 12/27/18	987.00	987.00	0.00	Posted
01/17/19	53405	Platinum Security Inc.	12/18 El Monte Security Services	13,001.56	13,001.56	0.00	Posted
01/17/19	53406	Pomona Inland Valley MLK Jr.	37th Annual MLK Celebration	500.00	500.00	0.00	Posted
01/17/19	53407	San Gabriel Valley NAACP	20th Annual MLK Celebration	750.00	750.00	0.00	Posted
01/17/19	53408	Southern California Edison Co.	12/18 Pomona Transit electricity usage	8,983.72	8,983.72	0.00	Posted
01/17/19	53409	Suburban Water Systems	12/18 Admin Bldg Landscape Water	803.58	803.58	0.00	Posted
01/17/19	53410	SybaTek, Inc	SMA agreement	9,677.13	9,677.13	0.00	Posted
01/17/19	53411	Thomas J. Koontz	12/2018 Footnotes Periodical Newsletter	4,074.61	4,074.61	0.00	Posted
01/17/19	53412	Ultimate Maintenance Services, Inc	1/19 Janitorial Services	3,118.00	3,118.00	0.00	Posted
01/17/19	53413	Verizon Business - 15043	Cellular VPN	9,076.34	9,076.34	0.00	Posted
01/17/19	53414	Verizon Wireless	Cell phone and avail cellular	23,867.43	23,867.43	0.00	Posted
01/17/19	53415	Weatherite Corporation	12/18 Admin Bldg HVAC Maintenance + Air Filters	1,014.00	1,014.00	0.00	Posted
01/17/19	53416	Yoko Igawa	Travel and Meeting Reimbursement	224.59	224.59	0.00	Posted
01/18/19	E01043	Creative Bus Sales Inc	F2700 Replacement Buses	653,685.99	0.00	0.00	Posted
01/18/19	E01044	Creative Bus Sales Inc	F2701 Replacement Buses	653,685.99	0.00	0.00	Posted
01/18/19	E01045	Creative Bus Sales Inc	F2702 Replacement Buses	653,685.99	0.00	0.00	Posted
01/18/19	E01046	Creative Bus Sales Inc	F2703 Replacement Buses	653,685.99	0.00	0.00	Posted
01/18/19	E01047	Creative Bus Sales Inc	F2704 Replacement Buses	653,685.99	0.00	0.00	Posted
01/18/19	E01048	Creative Bus Sales Inc	F2705 Replacement Buses	653,685.99	0.00	0.00	Posted
01/18/19	E01049	Creative Bus Sales Inc	F2706 Replacement Buses	653,685.99	0.00	0.00	Posted
01/18/19	E01050	Creative Bus Sales Inc	F2707 Replacement Buses	653,685.99	0.00	0.00	Posted
01/22/19	53417	Law Office of Todd M. Friedman, P.C.	Ruth Gerlach and Carol Gerlach Settlement Payment	15,000.00	15,000.00	0.00	Posted
01/24/19	53418	A-1 Event & Party Rentals	Governing Board Meeting 1/25/19	70.95	70.95	0.00	Posted
01/24/19	53419	Amtec Human Capital ,Inc	01/06/19 Tran-Nguyen Christine	538.62	538.62	0.00	Posted
01/24/19	53420	Ardent Technologies, Inc	11/1/18-12/31/18 Website Maintenance	170.00	170.00	0.00	Posted
01/24/19	53421	Azusa Light & Water	11/27-12/27 Electricity and water	3,610.35	3,610.35	0.00	Posted
01/24/19	53422	Cal Poly Pomona Foundation	2/19 Board Retreat	2,076.48	2,076.48	0.00	Posted
01/24/19	53423	Chamber of Commerce - Claremont	01/20Membership Renewal	225.00	225.00	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
01/24/19	53424	City of West Covina - Business License	2019 Business license renewal	4,215.80	4,215.80	0.00	Posted
01/24/19	53425	Deluxe Business Forms and Supplies	Blank stock check	1,458.55	1,458.55	0.00	Posted
01/24/19	53426	Denise Martinez	Expense Reimbursement	70.22	70.22	0.00	Posted
01/24/19	53427	Encore Awards and Marking	Name Badges	41.37	41.37	0.00	Posted
01/24/19	53428	FEDEX Corp.	Express Mail	26.18	26.18	0.00	Posted
01/24/19	53429	Gotcha Media Holdings, LLC	01/14/19-02/10/19 APU, Mt. SAC, Rio Hondo	6,756.00	6,756.00	0.00	Posted
01/24/19	53430	HD Supply Facilities Maintenance	Entrance Mats	230.94	230.94	0.00	Posted
01/24/19	53431	Hinderliter, de Llamas & Associates	Covin P&R - Commercial Real Estate Services	2,585.00	2,585.00	0.00	Posted
01/24/19	53432	Iron Mountain Inc.	12/18 Shredding Services	138.66	138.66	0.00	Posted
01/24/19	53433	Linda Apodaca	Expense Reimbursement 12/19/18	51.62	51.62	0.00	Posted
01/24/19	53434	Newage PHM, LLC	1/19 Transit Store #2 Lease	7,483.65	7,483.65	0.00	Posted
01/24/19	53435	Office Depot	Office Supplies	1,189.84	1,189.84	0.00	Posted
01/24/19	53436	Panera, LLC	NTI Training Lunch, Jan 2018	78.92	78.92	0.00	Posted
01/24/19	53437	Pasadena Weekly	Rose Queen Advertisement	369.00	369.00	0.00	Posted
01/24/19	53438	Rodger's Food Service	Governing Board Meeting 1/25/19	722.70	722.70	0.00	Posted
01/24/19	53439	Rotary Club of Walnut Valley	Membership Due Q3 18-18	147.10	147.10	0.00	Posted
01/24/19	53440	Roy Jorgensen Associates, Inc.	01/20 LicRenew Computerized Maintenance Management	7,146.00	7,146.00	0.00	Posted
01/24/19	53441	Skyline Pest Control	1/19 Pest & Rodent Control	95.00	95.00	0.00	Posted
01/24/19	53442	Southern California Edison Co.	12/18 Admin Bldg Electricity	9,941.11	9,941.11	0.00	Posted
01/24/19	53443	Standard Parking Corporation	12/18 Parking Services	3,574.37	3,574.37	0.00	Posted
01/24/19	53444	Thomas J. Koontz	01/19 Footnotes Periodical Newsletter	3,119.55	3,119.55	0.00	Posted
01/24/19	53445	Vy Thuy Phan - Hoang	TRB Annual Meeting 2019	595.37	595.37	0.00	Posted
01/24/19	53446	Walnut Valley Water District	1/19 Industry P&R Landscape Water	89.59	89.59	0.00	Posted
01/30/19	E01051	Bankcard Center-Bank of the West	12/18 Agency credit card usages	17,238.66	0.00	0.00	Posted
01/30/19	E01052	Creative Bus Sales Inc	F2708 Replacement Buses	653,685.99	0.00	0.00	Posted
01/30/19	E01053	Creative Bus Sales Inc	F2709 Replacement Buses	653,685.99	0.00	0.00	Posted
01/30/19	E01054	Creative Bus Sales Inc	F2710 Replacement Buses	653,685.99	0.00	0.00	Posted
01/30/19	E01055	Creative Bus Sales Inc	F2711 Replacement Buses	653,685.99	0.00	0.00	Posted
01/30/19	E01056	Creative Bus Sales Inc	F2712 Replacement Buses	653,685.99	0.00	0.00	Posted
01/30/19	E01057	Creative Bus Sales Inc	F2713 Replacement Buses	653,685.99	0.00	0.00	Posted
01/30/19	E01058	Creative Bus Sales Inc	F2714 Replacement Buses	653,685.99	0.00	0.00	Posted
01/30/19	E01059	Creative Bus Sales Inc	F2715 Replacement Buses	653,685.99	0.00	0.00	Posted
01/30/19	E01060	Creative Bus Sales Inc	F2716 Replacement Buses	653,685.99	0.00	0.00	Posted
01/30/19	E01061	Creative Bus Sales Inc	F2717 Replacement Buses	653,685.99	0.00	0.00	Posted
01/30/19	E01062	Creative Bus Sales Inc	F2718 Replacement Buses	653,685.99	0.00	0.00	Posted
01/30/19	E01063	Creative Bus Sales Inc	F2719 Replacement Buses	653,685.99	0.00	0.00	Posted
01/30/19	E01064	International City Management Assoc. Retirement Co	Payroll ending 1/26/19 retirement funds	42,408.08	0.00	0.00	Posted
01/30/19	E01065	Keolis Transit Services LLC	01/01/19 Rose Bowl Tournament of Roses Game	22,577.21	0.00	0.00	Posted
01/30/19	E01066	Keolis Transit Services LLC	12/1-15 Pomona Contractor Services	785,536.27	0.00	0.00	Posted
01/30/19	E01067	Transdev Services, Inc.	1/1/19 Rosebowl Game	19,520.33	0.00	0.00	Posted
01/30/19	E01068	Transdev Services, Inc.	12/1-15 Arcadia Contractor Services	1,062,679.34	0.00	0.00	Posted
01/31/19	53447	Adt Security Services, Inc.	10/18-01/19 Arcadia security services	180.24	180.24	0.00	Posted
01/31/19	53448	Amtec Human Capital ,Inc	01/20/19 Tran-Nguyen Christine	1,322.96	1,322.96	0.00	Posted
01/31/19	53449	AT and T - 5019	Phone Service	322.19	322.19	0.00	Posted
01/31/19	53450	AT and T - 5025	El Monte Phone Line	1,743.28	1,743.28	0.00	Posted
01/31/19	53451	California Deposition Reporters	RFP 19-035 Audio Transcription	700.00	700.00	0.00	Posted
01/31/19	53452	Charter Communications Inc.	Cable TV	329.97	329.97	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
01/31/19	53453	City of Culver City	2019 Southern California Regional bus Roadeo	1,200.00	1,200.00	0.00	Posted
01/31/19	53454	Clean Energy	12/18 Pomona O & M	857,957.92	857,957.92	0.00	Posted
01/31/19	53455	Fred Pryor Seminars	02/27 Cristina Excel Basics Seminar	79.00	79.00	0.00	Posted
01/31/19	53456	Frontier	Local phone line	2,509.05	2,509.05	0.00	Posted
01/31/19	53457	IBI Group	5/1-7/31/18CAD/AVL Replacement Consulting	34,883.00	34,883.00	0.00	Posted
01/31/19	53458	Instant Signs Inc.	Duarte Bus Sign Decals	2,101.68	2,101.68	0.00	Posted
01/31/19	53459	International City Management Assoc. Retirement Co	Asset Fee Allowance 10/31/18-12/31/18 108053	4,561.58	4,561.58	0.00	Posted
01/31/19	53460	John Xie	Reimbursed Expense CTA/TRB 2019	531.46	531.46	0.00	Posted
01/31/19	53461	Lillian Lin	Reimbursed expense-CAPPO Conference 2019	176.94	176.94	0.00	Posted
01/31/19	53462	Omnitrans	Omnitrans Passes	7,168.80	7,168.80	0.00	Posted
01/31/19	53463	Psomas	11/23-12/28 A&E for Mt. SAC Transit Center Projec	76,845.89	76,845.89	0.00	Posted
01/31/19	53464	Pulsar Advertising	11/18 TAP Card and Day Pass Campaign	48,795.00	48,795.00	0.00	Posted
01/31/19	53465	Rotary Club of Walnut Valley	Order PO018857	147.10	147.10	0.00	Posted
01/31/19	53466	San Gabriel Valley Newspaper	Rose Magazine Advertising	5,068.00	5,068.00	0.00	Posted
01/31/19	53467	United States Treasury		1,355.00	0.00	1,355.00	Financial lv Voided
01/31/19	53468	University of La Verne	Tuitions for winter 2019	2,973.75	2,973.75	0.00	Posted
01/31/19	E01069	California Dept. of Tax and Fee Administration -	4THQTR 2018 Sales and Use Tax filing	46.00	0.00	0.00	Posted
General Checking				17,563,204.91	2,453,620.08	1,355.00	



March 29, 2019

To: Governing Board

Subject: **February 2019 Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through February 28, 2019.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of February 28, 2019, for the fiscal year ending June 30, 2019.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of February 28, 2019, shows total assets at \$329 million. This total consists primarily of \$216.9 million in fixed assets, \$81.6 million in cash and investments and \$30.5 million in receivable and prepaid assets. Foothill Transit's cash position of \$57.1 million is \$4.7 million less than the previous month, and is \$6.8 million less than last year in February.

Liabilities

The accounts payable balance is \$13.73 million. Accounts Payables include operation and maintenance expenses for \$6.01 million and \$1.17 million for fuel.

The deferred revenue of \$60.2 million represents funds that are reserved for planned capital expenditures, such as, upcoming bus procurements and transit center construction activities.

Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$21.9 million in liquid accounts held with Bank of the West; \$19.8 million in interest bearing money market accounts with Bank of the West; \$67,700 with Chase; \$0.43 million with US Treasury and \$15.4 million invested in the Local Agency Investment Fund (LAIF). Longer-term investments include \$24 million with Bank of the West Agency notes.



The current interest rates on all accounts are included on Attachment B. The LAIF investment, the CD investments, and the deposits with Chase earn interest and are held for future capital and operating funding requirements.

Operating and Capital Revenues and Expense Analysis (Attachment C)

February 2019 year-to-date fare revenues were \$10.86 million, which is \$153,309 less than the budgeted amount and \$169,622 more than February 2018. Through February 2019, ridership is approximately 3.31 percent less than it was last year at this time. Operating costs through February 2019 were \$63.79 million, which is \$3.64 million less than the budget and \$2.18 million more than February 2018. Of this \$63.79 million, \$50.04 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel, which was \$4.98 million through February 2019 compared to \$4.02 million last year through February 2018.

Capital expenditures through February were \$22.62 million compared with \$24.09 million last year at this time. The annual budget for capital expenditures includes the purchase of CNG buses, replacement of the CAD/AVL system, and initiation of construction for the Covina Park & Ride and Transit Center project.

Farebox Recovery Ratio

The February year-to-date farebox recovery ratio was 17.03 percent, approximately 0.73 percent higher than the performance target of 16.3 percent. The farebox recovery ratio is calculated by dividing the total fare revenue of \$10,864,691 by the total bus operating expense of \$63,786,704. This ratio is less than the February 2018 ratio of 17.34 percent. Foothill Transit continues to analyze bus ridership and participate in the region-wide ridership bus system improvement program.



Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of February 2019; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Foothill Transit accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for February 2019 were \$12.36 million. Capital disbursements totaled \$1.91 million and other significant disbursements include \$3.77 million to Keolis and \$5.99 million to Transdev for bus operating services.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Executive Director

Attachments

Foothill Transit
Balance Sheet
As of February 28, 2019

Assets

Current Assets:

Cash	\$57,148,108
Investments	24,430,357
Due from government agencies	24,082,365
Other receivables	2,124,465
Other assets	4,341,839

Total Current Assets \$112,127,134

Property & Equipment (net of depreciation) 216,891,912

Total Assets \$329,019,046

Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	\$13,726,858
Deferred Revenue	58,952,021

Total Liabilities \$72,678,879

Equity

Fund Balance:

Investment in Capital Assets	\$216,891,912
Current Year Change	9,129,989
Reserve	30,318,267

Total Equity \$256,340,167

Total Liabilities and Equity \$329,019,046

Summary of Cash and
Investment Account
For February 28, 2019

	Interest Rate	Term	Principal/ Book & Market Value
Cash:			
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$12,227,993
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,200
Bank of the West-Excise Tax/LCFS	N/A	Demand Deposit	9,696,692
BOW-Prop 1B-Cal Grants	1.71%	Demand Deposit	3,657,141
Bank of the West-Money Market	1.71%	Demand Deposit	4,871,346
Bank of the West-Money Market	1.71%	Demand Deposit	9,824,720
Bank of the West-LCTOP	1.71%	Demand Deposit	1,399,626
Chase Business Saving	0.28%	Demand Deposit	67,766
LAIF Investment	2.40%	Demand Deposit	15,401,224
Subtotal Cash on Hand			<u>\$57,148,108</u>
Investments:			
Bank of the West:			
1 Maturity - 10/29/20 - 5yrs.	1.125%	Callable Note	\$5,000,000
2 Maturity - 05/25/21 - 5yrs.	1.25%	Callable Note	5,000,000
3 Maturity - 01/27/21 - 5yrs.	1.00%	Callable Note	5,000,000
4 Maturity - 07/27/21 - 5yrs.	1.00%	Callable Note	8,000,000
5 Maturity - 02/26/21 - 5yrs.	1.25%	Callable Note	1,000,000
Wells Fargo Bank:			
6 Maturity - 11/01/18 - 6 months	1.95%	US Treasury Bill	430,357
Subtotal Investments			<u>\$24,430,357</u>
Total Cash and Investments			<u><u>\$81,578,465</u></u>

Foothill Transit
Statement of Revenue and Expense
For Month Ended February 28, 2019

	Actual YTD February-19	Budget YTD February -19	Variance	Actual YTD February - 17
Fare Revenue				
Farebox	\$4,851,615	\$5,719,333	(15.17%)	\$5,395,955
Pass Sales	2,548,945	2,468,667	3.25%	2,392,598
TAP Cash Purse	2,584,942	2,032,667	27.17%	2,065,129
MetroLink & Access Service	374,903	387,333	(3.21%)	389,168
EZ Transit Pass	504,287	410,000	23.00%	452,219
Total Operating Revenue	\$10,864,691	\$11,018,000	(1.39%)	\$10,695,069
Operating Subsidies and Other				
Transportation Development Act	\$15,339,009	\$18,768,376	(18.27%)	\$17,323,026
STA	2,723,086	2,723,086	0.00%	580,760
Senate Bill 1 - STA - Operating	1,603,249	1,603,249	0.00%	N/A
SB1-STA BSCP (OP)	175,387	175,387	0.00%	N/A
CalTrans-LCTOP OP	97,171	97,171	0.00%	N/A
Prop A 40% Discretionary	10,820,304	10,820,304	0.00%	11,017,421
Prop A 40% BSCP	3,312,056	3,312,056	0.00%	2,976,641
Prop C BSIP	637,206	637,206	0.00%	620,137
Prop C Base Restructuring	1,368,651	1,368,651	0.00%	1,331,989
Prop C Transit Service Expansion	228,075	228,075	0.00%	221,965
Transit Security-Operating	669,051	669,051	0.00%	600,655
Measure R Operating	7,544,241	7,544,241	0.00%	6,961,919
Measure M Operating	7,616,761	7,616,761	0.00%	6,630,539
Miscellaneous Transit Revenues	849,546	849,546	0.00%	612,632
Total Subsidies and Other	\$52,983,794	\$56,413,160	(6.08%)	\$50,977,685
Total Operating Revenue	\$63,848,484	\$67,431,160	(5.31%)	\$61,672,754
Other Revenues				
Gain on Sale of Fixed Assets	\$3,609	\$0	0.00%	\$69,817
Auxiliary Revenue	963,566	1,230,000	(21.66%)	888,259
Total Other Revenues	\$967,175	\$1,230,000	(21.37%)	\$958,076
Total Operating and Other Revenues	\$64,815,659	\$68,661,160	(5.60%)	\$62,630,831
Operating Expenses				
Operations	\$57,045,082	\$57,752,940	(1.23%)	\$54,427,375
Maintenance & Vehicle Technology	477,028	578,407	(17.53%)	534,663
Marketing and Communications	1,082,819	1,579,733	(31.46%)	1,078,569
Information Technology	1,182,995	1,386,180	(14.66%)	1,499,893
Administration	1,480,437	2,088,987	(29.13%)	1,486,672
Procurement	301,922	616,467	(51.02%)	451,679
Finance	1,010,329	1,182,193	(14.54%)	922,426
Planning	451,509	1,010,300	(55.31%)	572,919
Facilities	816,362	1,235,953	(33.95%)	698,560
Total Operating Expenses	\$63,848,484	\$67,431,160	(5.31%)	\$61,672,754
Other Expenses				
Property Management	\$275,611	\$296,667	(7.10%)	\$237,346
Dial-A-Ride	370,626	533,333	(30.51%)	526,969
Special Services	320,938	400,000	(19.77%)	193,761
Total Other Expenses	\$967,175	\$1,230,000	(21.37%)	\$958,076
Total Operating and Other Expenses	\$64,815,659	\$68,661,160	(5.60%)	\$62,630,831
Capital Revenues				
Capital Grants	\$22,615,929	\$47,615,886	(52.50%)	\$24,088,045
Capital Expenditures				
Capital Expenditures	\$22,615,929	\$47,615,886	(52.50%)	\$24,088,045

Bank Account - Check Details

Period: 02/01/19..02/28/19
Foothill Transit

Wednesday, March 06, 2019
FOOTHILLTRANSIT\CLIN

This report also includes bank accounts that only have balances.
Bank Account: Date Filter: 02/01/19..02/28/19

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001	General Checking						
	Phone No.		800-488-2265				
02/06/19	E010070	Keolis Transit Services LLC	12/16-31 Pomona Contractor Services	1,410,554.04	0.00	0.00	Posted
02/06/19	E010071	Keolis Transit Services LLC	11/18 Pomona PMI's	14,500.00	0.00	0.00	Posted
02/06/19	E010072	Transdev Services, Inc.	01/19 Management fee	170,533.11	0.00	0.00	Posted
02/06/19	E010073	Transdev Services, Inc.	12/16-31 Arcadia Contractor Services	2,230,498.24	0.00	0.00	Posted
02/06/19	E010074	Transdev Services, Inc.	Covina Christmas Mini Bus for Parades	761.02	0.00	0.00	Posted
02/07/19	53469	A-1 Event & Party Rentals	1/25/19 Governing Board Meeting	22.99	22.99	0.00	Posted
02/07/19	53470	ACC Business	Admin building Internet	4,005.55	4,005.55	0.00	Posted
02/07/19	53471	AT and T - 105068	El Monte back line	35.47	35.47	0.00	Posted
02/07/19	53472	AT and T - 5025	El Monte phone line (626)452-1579 & (626)452-1587	386.87	386.87	0.00	Posted
02/07/19	53473	Burns & McDonnell Engineering Company, Inc	12/31/18 In Depot Charging Services	27,976.20	27,976.20	0.00	Posted
02/07/19	53474	C.A.T. Specialties	Jacket for David and Gary	223.32	223.32	0.00	Posted
02/07/19	53475	Cerberus LLC	FTP Server Software	2,949.00	2,949.00	0.00	Posted
02/07/19	53476	Chamber of Commerce - Pomona	One entry for city council welcome reception 1/24	40.00	40.00	0.00	Posted
02/07/19	53477	Cintas Corporation #2	First Aid Kit Supplies	247.12	247.12	0.00	Posted
02/07/19	53478	Complete Coach Works	Credit for part bill on invoice 66219	172,959.70	172,959.70	0.00	Posted
02/07/19	53479	ConvergeOne, Inc	Professional Services	1,292.50	1,292.50	0.00	Posted
02/07/19	53480	County of L.A. - Sheriff's Dept.	12-04-2018 Special Events-Non Contract cities	7,826.83	7,826.83	0.00	Posted
02/07/19	53481	Crown Castle USA Inc.	Tower Rental	787.17	787.17	0.00	Posted
02/07/19	53482	CSMFO	2019 Membership Renewal - Gil Victorio	110.00	110.00	0.00	Posted
02/07/19	53483	Digium Inc.	Arcadia Phone	1,149.14	1,149.14	0.00	Posted
02/07/19	53484	FEDEX Corp.	Express Mail	245.76	245.76	0.00	Posted
02/07/19	53485	Frank Kuo	Reimbursed Expense -Tax Form	118.20	118.20	0.00	Posted
02/07/19	53486	Frontier	Industry Park and Ride Phone Line	542.20	542.20	0.00	Posted
02/07/19	53487	G4S Secure Integration LLC	01/19 Security Maintenance	10,233.55	10,233.55	0.00	Posted
02/07/19	53488	Government Finance Officers Assoc.	Membership renewal 3/1/19-2/29/20-Terry Wang	1,612.00	1,612.00	0.00	Posted
02/07/19	53489	HD Supply Facilities Maintenance	Facility Supplies	199.12	199.12	0.00	Posted
02/07/19	53490	Home Depot Credit Services	01/19 Facility Supplies	522.43	522.43	0.00	Posted
02/07/19	53491	Industry Public Utility Commission	1/19 Industry P&R Electricity	1,270.62	1,270.62	0.00	Posted
02/07/19	53492	Instant Signs Inc.	03/02/2019 Roadeo Banner	99.36	99.36	0.00	Posted
02/07/19	53493	Linda Garrison	01/19 Yogo instruction	585.00	585.00	0.00	Posted
02/07/19	53494	Metrolink	12/18 Metrolink Passes	36,190.00	36,190.00	0.00	Posted
02/07/19	53495	Mobile Relay Associates Inc.	2/19 Mobile Radio / Portable Radio Analog Service	21,126.15	21,126.15	0.00	Posted
02/07/19	53496	National Transit Institute	Transit Maintenance Leadership Workshop	2,095.00	2,095.00	0.00	Posted
02/07/19	53497	PCAM, LLC	12/18 Dial A Ride	40,476.44	40,476.44	0.00	Posted
02/07/19	53498	Raycom	Recurring service February 2019	317.00	317.00	0.00	Posted
02/07/19	53499	Socal Office Technologies	Monthly Copier usage	370.34	370.34	0.00	Posted
02/07/19	53500	Solarwinds, Inc.	Network license maintenance	12,000.00	12,000.00	0.00	Posted
02/07/19	53501	The Gas Co.	1/19 Admin Bldg Gas	1,496.80	1,496.80	0.00	Posted
02/07/19	53502	The Poly Post	Advertising	484.50	484.50	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
02/07/19	53503	Thomas J. Koontz	Printing of Rose Queen Ad 8" x 10"	107.31	107.31	0.00	Posted
02/07/19	53504	Thompson Coburn LLP	12/18 Electric Bus Procurement	32,681.45	32,681.45	0.00	Posted
02/07/19	53505	United States Treasury		2,055.00	0.00	2,055.00	Voided
02/07/19	53506	Waste Management	2/19 Arcadia Warehouse Trash	329.99	329.99	0.00	Posted
02/07/19	53507	Weatherite Corporation	Admin Bldg Service Call	736.00	736.00	0.00	Posted
02/07/19	53508	Wright Express	February Fuel bill 2019	442.26	442.26	0.00	Posted
02/07/19	53509	Zones Inc.	APC battery backups for West Covina headquarters	8,519.67	8,519.67	0.00	Posted
02/07/19	E01075	Avail Technologies, Inc.	Transfer of Avail equipment 1400-2700s	37,013.50	0.00	0.00	Posted
02/07/19	E01076	Avail Technologies, Inc.	CAD/AVL Replacement -Final system design Doc, D2	637,993.89	0.00	0.00	Posted
02/13/19	E01077	International City Management Assoc. Retirement Co	Payroll ending 2/09/19 retirement funds	42,200.36	0.00	0.00	Posted
02/14/19	53510	AFLAC	01/19 Voluntary insurance premium	1,560.68	1,560.68	0.00	Posted
02/14/19	53511	Allied Administrators for Delta Dental	03/19 Dental insurance premium	6,902.21	6,902.21	0.00	Posted
02/14/19	53512	Amazon Web Services, Inc	Web hosting	613.65	613.65	0.00	Posted
02/14/19	53513	Amtec Human Capital ,Inc	12/17-12/23/18 Tran-Nguyen Christi	718.16	718.16	0.00	Posted
02/14/19	53514	AT and T - 5025	El Monte phone line router management	185.23	185.23	0.00	Posted
02/14/19	53515	AT and T - 5025	El Monte phone line router management	182.15	182.15	0.00	Posted
02/14/19	53516	California Choice	03/193046854 Medical insurance premium	53,801.17	53,801.17	0.00	Posted
02/14/19	53517	Carol A. Herrera	APTA Reimbursable Expenses	396.00	396.00	0.00	Posted
02/14/19	53518	CDW Government Inc.	Credit Return PPM1687 for TRIPP PDU 16A 5-15/20R	273.84	273.84	0.00	Posted
02/14/19	53519	Chamber of Commerce - Claremont	Membership Dues Chairman circle	1,500.00	1,500.00	0.00	Posted
02/14/19	53520	Chamber of Commerce - Duarte	Membership Dues, sponsor and advertising	2,068.00	2,068.00	0.00	Posted
02/14/19	53521	Charter Communications Inc.	Admin bldg. cable tv	161.11	161.11	0.00	Posted
02/14/19	53522	CIGNA Group Insurance	02/19 Life Insurance premium	4,506.35	4,506.35	0.00	Posted
02/14/19	53523	City of Claremont	Reimbursable Expenses for Sam Pedroza	549.46	549.46	0.00	Posted
02/14/19	53524	City of Pomona	Plan Retrieval Fee - Transit Store TI 1999	69.20	69.20	0.00	Posted
02/14/19	53525	ConvergeOne, Inc		15,447.55	0.00	15,447.55	Financially Voided
02/14/19	53526	Cristina Garcia	SoCal Regional Roadeo meeting expense lunch	166.00	166.00	0.00	Posted
02/14/19	53527	Darold D. Pieper Attorney at Law	1/19 Legal Fees	7,640.00	7,640.00	0.00	Posted
02/14/19	53528	Digium Inc.	Pomona Phone	994.57	994.57	0.00	Posted
02/14/19	53529	Felicia Friesema	Travel & Meetings	34.80	34.80	0.00	Posted
02/14/19	53530	Finley and Cook, PLLC	4/21/19-4/20/20 Jet Reports Maintenance	18,436.70	18,436.70	0.00	Posted
02/14/19	53531	Frontier	Local calls	2,598.80	2,598.80	0.00	Posted
02/14/19	53532	Government Finance Officers Assoc.	Annual Conference-Krystal Bai	353.00	353.00	0.00	Posted
02/14/19	53533	Grand Car Wash	Vehicle car was	260.04	260.04	0.00	Posted
02/14/19	53534	HD Supply Facilities Maintenance	Battery Recycling Kit	797.79	797.79	0.00	Posted
02/14/19	53535	Instant Signs Inc.	Temp Bus Stop Closed Signs	2,252.78	2,252.78	0.00	Posted
02/14/19	53536	Landmark Healthplan of California, Inc.	02/19 Chiropractor insurance premium	826.21	826.21	0.00	Posted
02/14/19	53537	Lewis Engraving	Acrylic Award	1,082.41	1,082.41	0.00	Posted
02/14/19	53538	Neofunds by Neopost	1/19 Postage	560.00	560.00	0.00	Posted
02/14/19	53539	Raycom	Transfer radio equipment	6,175.32	6,175.32	0.00	Posted
02/14/19	53540	ReadyRefresh	1/19 Drinking Water	72.25	72.25	0.00	Posted
02/14/19	53541	Richards Watson and Gershon	12/18 Legal Fees	1,843.44	1,843.44	0.00	Posted
02/14/19	53542	Roy Eseyan	Expense Report 2/12/19	211.38	211.38	0.00	Posted
02/14/19	53543	Schindler Elevator Corporation	Standby for State Fire Testing	272.64	272.64	0.00	Posted
02/14/19	53544	Socal Office Technologies	Monthly copier usage	514.58	514.58	0.00	Posted
02/14/19	53545	State Compensation Insurance Fund	02/19 Workers Comp premium	4,612.58	4,612.58	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
02/14/19	53546	The Bus Coalition, Inc.	2019 Membership 2/1/19-1/31/20	1,000.00	1,000.00	0.00	Posted
02/14/19	53547	Thomas J. Koontz	Printing of 4 24" x 30" SCE Signs	183.96	183.96	0.00	Posted
02/14/19	53548	T-Mobile USA Inc.	Vericity cellular sim	545.69	545.69	0.00	Posted
02/14/19	53549	Ultimate Maintenance Services, Inc	2/19 Janitorial Services	3,118.00	3,118.00	0.00	Posted
02/14/19	53550	Verizon Business - 15043	MPLS POM, ARC, WC, Park & Ride, El Monte, Puente H	19,040.11	19,040.11	0.00	Posted
02/14/19	53551	Verizon Wireless	Cell Phone and avail cellular	23,595.45	23,595.45	0.00	Posted
02/14/19	53552	Vision Service Plan - (CA)	02/19 Vision insurance premium	1,222.50	1,222.50	0.00	Posted
02/14/19	53553	Webby Awards	Fast Foodie submittal	395.00	395.00	0.00	Posted
02/14/19	53554	Willie J. Brooks	02/19 Indoor Plant Care	662.75	662.75	0.00	Posted
02/14/19	53555	Zonar Systems Inc.	EVIR CSA Inspection Service February 2019	1,281.00	1,281.00	0.00	Posted
02/14/19	53556	Zones Inc.	Con 19-049 Watchguard maintenance renewal	54,321.27	54,321.27	0.00	Posted
02/20/19	E01079	Keolis Transit Services LLC	Reimbursement for 1803	102,489.76	0.00	0.00	Posted
02/20/19	E01080	Keolis Transit Services LLC	01/1-15 Pomona Contractor Services	802,627.16	0.00	0.00	Posted
02/20/19	E01081	Keolis Transit Services LLC	12/18 Pomona PMI's	14,500.00	0.00	0.00	Posted
02/20/19	E01082	Keolis Transit Services LLC	01/30/2019 ESGV Documentary	235.58	0.00	0.00	Posted
02/20/19	E01083	Transdev Services, Inc.	Reimbursement for 1629	8,365.83	0.00	0.00	Posted
02/20/19	E01084	Transdev Services, Inc.	01/1-15 Arcadia contractor services	1,067,929.73	0.00	0.00	Posted
02/21/19	53557	Amtec Human Capital ,Inc	01/27/19 Tran-Nguyen, Christine	1,256.78	1,256.78	0.00	Posted
02/21/19	53558	Associated Students, Pomona College	Advertising Feb. 2019 thru Spring 2020	1,296.00	1,296.00	0.00	Posted
02/21/19	53559	Athens Services- 54957	2/19 Admin Trash Service & Parking Lot Sweeping	1,386.59	1,386.59	0.00	Posted
02/21/19	53560	Azteca Landscape	1/19 Landscape Maintenance	3,186.00	3,186.00	0.00	Posted
02/21/19	53561	Azusa Light & Water	12/27-0119 Electricity and water	3,458.31	3,458.31	0.00	Posted
02/21/19	53562	CDW Government Inc.	Adobe Creative Cloud Renewal	1,844.84	1,844.84	0.00	Posted
02/21/19	53563	ConvergeOne, Inc	Cisco add on modules for Purestorage project	1,336.99	1,336.99	0.00	Posted
02/21/19	53564	Daart Engineering Co, Inc.	Mt Sac Transit Center - Fire Hydrant Flow Test	750.00	750.00	0.00	Posted
02/21/19	53565	Day - Lite Maintenance Co. Inc.	2/19 Monthly Lighting Contract	96.00	96.00	0.00	Posted
02/21/19	53566	Doran J. Barnes	Reimbursable Expenses	182.50	182.50	0.00	Posted
02/21/19	53567	FEDEX Corp.	Express Mail	76.08	76.08	0.00	Posted
02/21/19	53568	Gotcha Media Holdings, LLC	2/11/19-3/10/19 APU, Mt. SAC, Rio Hondo	6,756.00	6,756.00	0.00	Posted
02/21/19	53569	HD Supply Facilities Maintenance	El Monte TS Microwave	316.45	316.45	0.00	Posted
02/21/19	53570	IBI Group	8/1-9/30/18CAD/AVL Replacement Consulting	68,096.00	68,096.00	0.00	Posted
02/21/19	53571	Instant Signs Inc.	Transit Store Die Cut Logo	154.44	154.44	0.00	Posted
02/21/19	53572	Iron Mountain Inc.	1/19 Shredding Services	138.18	138.18	0.00	Posted
02/21/19	53573	Lazar and Associates	01/19 Translating services	95.70	95.70	0.00	Posted
02/21/19	53574	LegalShield	02/19 Pre-Paid Legal Services	327.00	327.00	0.00	Posted
02/21/19	53575	Lillian Lin	02/19 Reimbursed Expense Metro TAP	100.00	100.00	0.00	Posted
02/21/19	53576	Linda Garrison	02/19 Yogo instruction	520.00	520.00	0.00	Posted
02/21/19	53577	Los Angeles County Fair Association	2019 Membership - President's Breakfast Group	225.00	225.00	0.00	Posted
02/21/19	53578	Metrolink	01/19 Metrolink Passes	38,795.75	38,795.75	0.00	Posted
02/21/19	53579	Newage PHM, LLC	2/19 TS2 Electricity usage	7,478.78	7,478.78	0.00	Posted
02/21/19	53580	Office Depot	Office Supplies	993.27	993.27	0.00	Posted
02/21/19	53581	Platinum Security Inc.	01/19 El Monte security services	6,500.78	6,500.78	0.00	Posted
02/21/19	53582	Sam Pedroza	APTA Reimbursable Expenses	380.00	380.00	0.00	Posted
02/21/19	53583	San Gabriel Valley Economic	2019 Annual Legislative Networking Reception	2,000.00	2,000.00	0.00	Posted
02/21/19	53584	Solarwinds, Inc.	Syslog renewal	213.00	213.00	0.00	Posted
02/21/19	53585	Southern California Edison Co.	01/19 Pomona Transit electricity usage	10,221.37	10,221.37	0.00	Posted
02/21/19	53586	Standard Parking Corporation	1/19 Parking Services	3,643.37	3,643.37	0.00	Posted
02/21/19	53587	Stantec Architecture	12/21/18 TO4	25,617.64	25,617.64	0.00	Posted
02/21/19	53588	Suburban Water Systems	1/19 Admin Bldg Fire Pump Water	633.51	633.51	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
02/21/19	53589	Thomas J. Koontz	Printing of AITC Shelter Signs	3,181.97	3,181.97	0.00	Posted
02/21/19	53590	Ultimate Maintenance Services, Inc	2/19 Janitorial Supplies	482.80	482.80	0.00	Posted
02/21/19	53591	Walnut Valley Water District	1/9 Industry P&R Fire Sprinkler Water	106.09	106.09	0.00	Posted
02/21/19	53592	Weatherite Corporation	2/19 Admin Bldg HVAC Maintenance	538.00	538.00	0.00	Posted
02/21/19	53593	Zones Inc.	Windows 10 licenses	41,107.50	41,107.50	0.00	Posted
02/27/19	E01085	Bankcard Center-Bank of the West	1/19 Agency credit cards usages	17,022.40	0.00	0.00	Posted
02/27/19	E01086	International City Management Assoc. Retirement Co	Payroll ending 2/23/19 retirement funds	51,620.50	0.00	0.00	Posted
02/27/19	E01087	Keolis Transit Services LLC	1/16-31 Pomona contractor services	1,514,237.19	0.00	0.00	Posted
02/27/19	E01088	Keolis Transit Services LLC	08-12/2018 Miles between Service Interruptions	15,000.00	0.00	0.00	Posted
02/27/19	E01089	Transdev Services, Inc.	02/19 Management fee	170,613.58	0.00	0.00	Posted
02/27/19	E01090	Transdev Services, Inc.	01/16-31 Arcadia contractor services	2,346,277.30	0.00	0.00	Posted
02/28/19	53594	ACC Business	Arcadia Phone Internet	3,948.17	3,948.17	0.00	Posted
02/28/19	53595	Ashlien Savage	Petty Cash	322.31	322.31	0.00	Posted
02/28/19	53596	AT and T - 105068	El Monte back line	38.07	38.07	0.00	Posted
02/28/19	53597	AT and T - 5019	Phone Service	322.19	322.19	0.00	Posted
02/28/19	53598	AT and T - 5025	El Monte Phone line general	1,744.60	1,744.60	0.00	Posted
02/28/19	53599	California Party Rentals	03/02/2019 Chairs, canopies and tables for Rodeo	2,941.15	2,941.15	0.00	Posted
02/28/19	53600	Cameron J. Saylor	03/02/2019 Lunch for Rodeo	6,667.89	6,667.89	0.00	Posted
02/28/19	53601	Christopher Pieper	CAPPO Meeting	40.00	40.00	0.00	Posted
02/28/19	53602	City of Pomona - Passes	12/13/18-2/8/19 Get About Tickets	2,000.00	2,000.00	0.00	Posted
02/28/19	53603	Crown Castle USA Inc.	Tower rental	787.17	787.17	0.00	Posted
02/28/19	53604	D and D Golf Cars Inc.	03/02/2019 Golf Carts for Rodeo	602.25	602.25	0.00	Posted
02/28/19	53605	FEDEX Corp.	Express Mail	146.84	146.84	0.00	Posted
02/28/19	53606	Frontier	Industry Park and Ride Phone Line	542.88	542.88	0.00	Posted
02/28/19	53607	Gotcha Media Holdings, LLC	12/17/18-1/13/19APU, Mt. SAC, Rio Hondo	6,756.00	6,756.00	0.00	Posted
02/28/19	53608	Industry Public Utility Commission	2/19 Industry P&R Electricity	1,252.99	1,252.99	0.00	Posted
02/28/19	53609	Lazar and Associates	Bus Stop Signs	85.00	85.00	0.00	Posted
02/28/19	53610	Leadership Pasadena	2019 Charitable Support	2,500.00	2,500.00	0.00	Posted
02/28/19	53611	My Flesta Supplies	03/02/2019 Ballons for Rodeo	1,108.58	1,108.58	0.00	Posted
02/28/19	53612	Office Depot	Office Supplies	297.61	297.61	0.00	Posted
02/28/19	53613	Our Lady of Assumption Church	2019 Fiesta	500.00	500.00	0.00	Posted
02/28/19	53614	Pasadena Police Activities League	17th Annual Golden Badge Awards	700.00	700.00	0.00	Posted
02/28/19	53615	PCAM, LLC	01/19 Dial A Ride	43,584.33	43,584.33	0.00	Posted
02/28/19	53616	PCM Sales Inc.	Purestorage SFP connectors	3,935.44	3,935.44	0.00	Posted
02/28/19	53617	Proterra Inc	Credit Sales tax: Pmi charger service March 2018	12,496.23	12,496.23	0.00	Posted
02/28/19	53618	Pulsar Advertising	01/19 TAP Card and Day Pass Campaign	47,972.50	47,972.50	0.00	Posted
02/28/19	53619	Regional Chamber of Commerce - SGV	Salute to Heroes Prayer Breakfast	150.00	150.00	0.00	Posted
02/28/19	53620	Rotary Club of Walnut Valley	2019 Community Fun Run	125.00	125.00	0.00	Posted
02/28/19	53621	Thomas J. Koontz	11/18 Footnotes Periodical Newsletter	3,323.22	3,323.22	0.00	Posted
02/28/19	53622	Tri - Signal Integration, Inc.	2/19 Admin Bldg Alarm Monitoring	1,525.00	1,525.00	0.00	Posted
02/28/19	53623	UPS	Pickup Request Fee	7.40	7.40	0.00	Posted
02/28/19	53624	W.M. Klorman Construction Corp.	Covina Park & Ride Design-Build Phase 2	653,697.85	653,697.85	0.00	Posted
02/28/19	53625	Waste Management	Arcadia Warehouse Trash	330.75	330.75	0.00	Posted
02/28/19	53626	Yoko Igawa	Reimbursed Expense Metro TAP	100.00	100.00	0.00	Posted
02/28/19	53627	Zones Inc.	Lenovo Computers to replace desktops	48,443.13	48,443.13	0.00	Posted
General Checking				12,376,334.22	1,703,858.48	17,502.55	



March 29, 2019

To: Governing Board

Subject: **January 2019 Performance Indicators Report**

Recommendation

Receive and file the January 2019 Performance Indicators Report.

Analysis

This report provides an analysis of Foothill Transit's performance indicators for January of FY2018-2019. Foothill Transit monitors a number of factors in evaluating the services provided to the public. There are key performance indicators that record the bus system safety, courtesy, and reliability standards, along with industry-standard measurements, which are monitored to assess transit operations.

In January, Foothill Transit achieved three out of eight key performance indicator goals. The performance indicator targets met for the month are: preventable vehicle collisions per 100,000 miles, complaints per 100,000 boardings, and average cost per vehicle service hour.

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

- **Boardings** – Total number of boardings recorded by the farebox in January was 942,506 – which is eight percent lower than the January 2018 ridership figure.
- **Fare Revenue** – Total fare revenue for January was \$1.24 million. The average fare was \$1.31 per boarding.
- **Operating Expenses** – Operating expenses incurred in January totaled \$8.18 million, resulting in an average cost per service hour of \$111.18.
- **Accidents** – The system averaged 0.68 preventable vehicle collisions per 100,000 miles in January.
- **Customer Complaints** – Foothill Transit received 13.6 complaints per 100,000 boardings in January. This is 25 percent lower than the same month last fiscal year.



Analysis

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

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

These goals provide a framework for performance indicators to quantify and measure how well Foothill Transit is performing. Performance indicators are derived from data collected from a variety of sources including the fareboxes on buses, the SMARTBus CAD/AVL system, reports from the operations contractors, and financial performance data.

Overall System Performance

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

Total Boardings and Total Fare Revenues

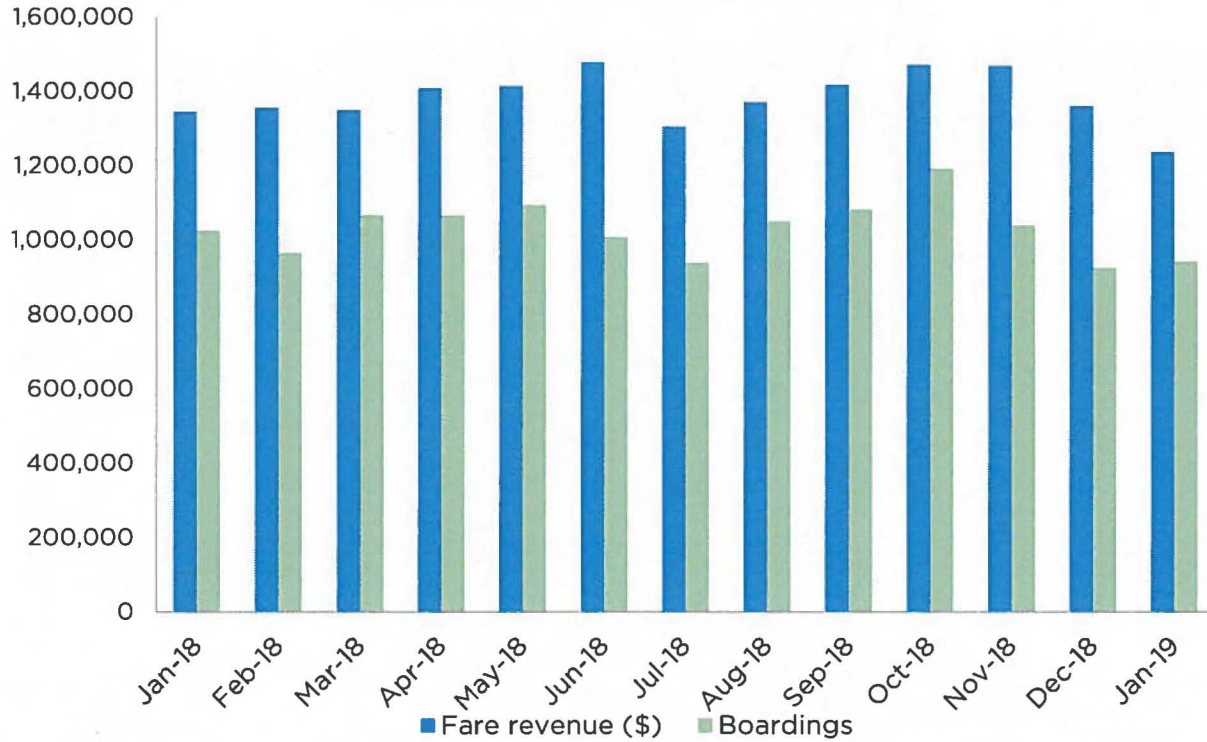
In January 2019, Foothill Transit buses had 942,506 boardings. This represents an eight percent decrease in the number of boardings when compared to the same period last fiscal year.

Foothill Transit staff continues to closely monitor transit ridership trends on the system and in the Southern California region, and we have reached out to our neighboring transit agencies to see if they experienced a similar decline month over month in January. Also, along with the other Los Angeles County transit operators, we are participating in efforts to identify causes and develop and implement solutions to the local, regional, and national trends of declining ridership.

Total fare revenue recorded in January was \$1.2 million, an eight percent decrease over the same period last year. This decrease in fare revenue is in line with the decrease in ridership.



Total Boardings and Fare Revenues



Vehicle Service Hours and Operating Expenditure

In January, Foothill Transit operated 73,536 service hours, one percent lower than the hours that were operated during January 2018.

During the month of January, Foothill Transit incurred \$8.18 million in operating expenses, which is two percent higher compared to the same period the previous fiscal year. Variance between years is related to increased costs associated with the Pomona and Arcadia transit operating contracts.

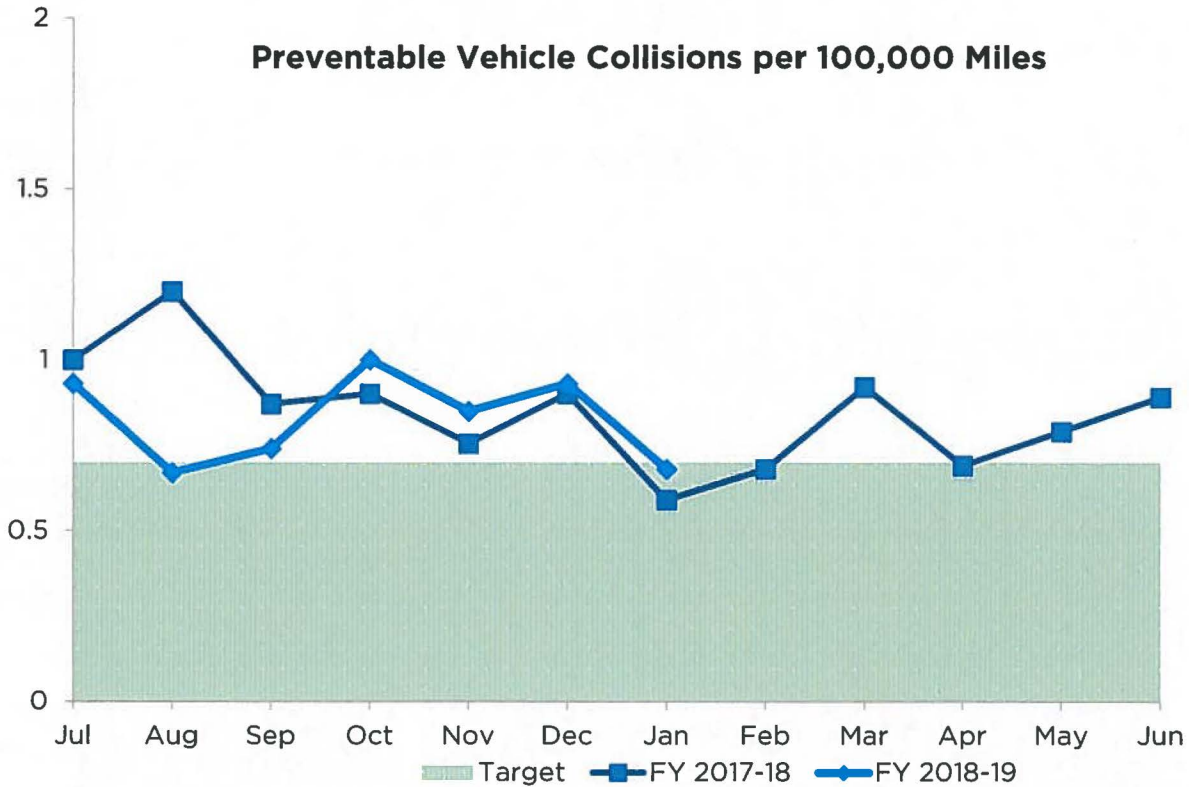
Goal 1: Operate a Safe Transit System

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



Preventable Vehicle Collisions per 100,000 Miles

In January 2019, Foothill Transit met the adopted standard of 0.70 or fewer preventable vehicle collisions per 100,000 miles with 0.68 preventable accidents per 100,000 miles. This is a 15 percent improvement compared to the same period last year. The majority of the preventable collisions in the month of January were vehicles making contact with fixed objects. Staff continues to focus on efforts to reduce fixed object collisions, increase pedestrian awareness, and identify blind spots. Additional analytic tools are being implemented to help to identify trends and trouble areas with the goal of further reducing preventable accidents.





Goal 2: Provide Outstanding Customer Service

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

Schedule Adherence

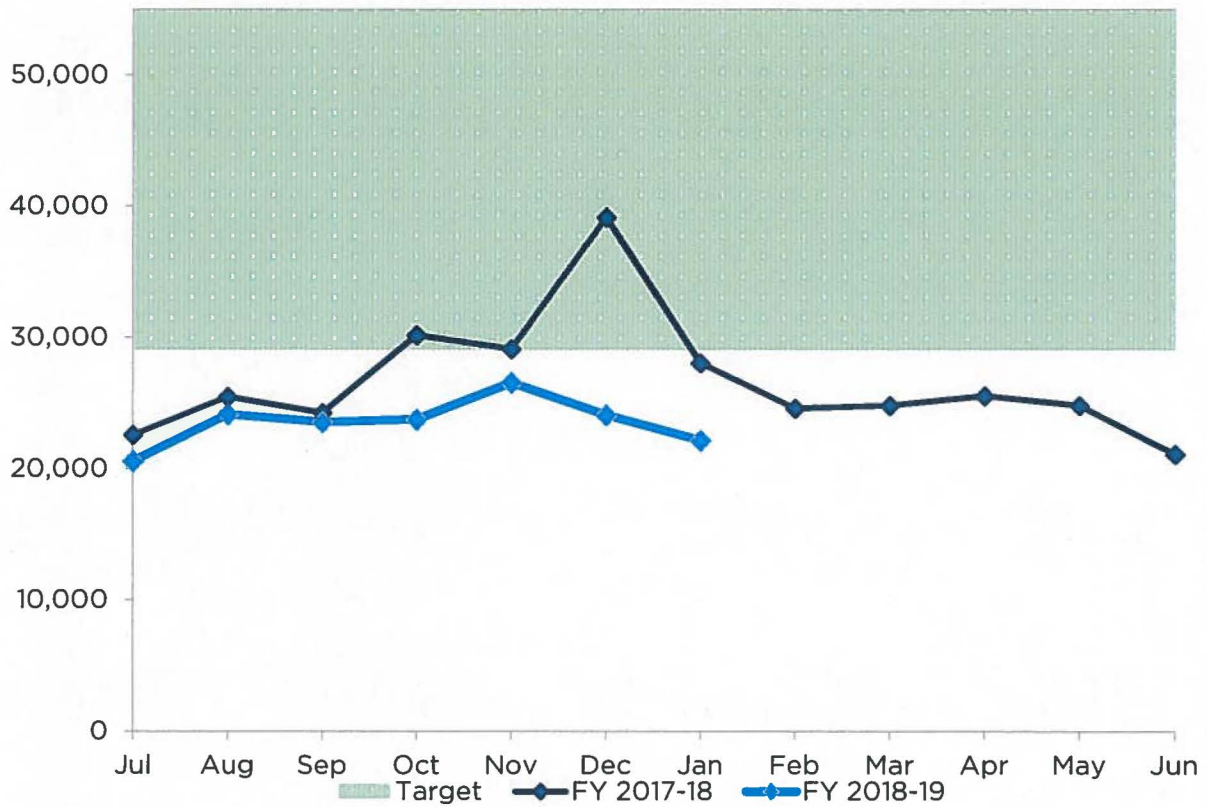
Foothill Transit measures its schedule adherence using the industry standard metric of on-time performance (OTP). OTP is calculated by evaluating a vehicle's adherence to time points in the planned schedule. A trip is considered on-time if it departed the time point no more than five minutes late and not early. Foothill Transit has adopted a goal of 83 percent or higher OTP for this fiscal year. Foothill Transit's new Computer Aided Dispatch and Automatic Vehicle Location (CAD/AVL) System is in final acceptance, and the CAD/AVL team are fine-tuning the way the system is calculating the data to accurately reflect the service provided to Foothill Transit customers. Initial reports from the CAD/AVL system shows OTP at 70.8 percent for January 2019. Quality Assurance staff continue to monitor the SMARTBus system in real-time to ensure that the bus service runs in accordance with the schedule. Staff continue to work closely with the contractors to identify areas for improvement.

Average Miles between Mechanical Service Interruptions

Average miles between service interruptions is a maintenance performance indicator that measures the miles between mechanical roadcalls of a vehicle used during revenue service resulting in a service delay of more than five minutes. In January, Foothill Transit averaged 22,155 miles between service interruptions as reported by the operations contractors. Foothill Transit missed the maintenance reliability goal of at least 29,000 miles between service interruptions and the metric is 21 percent lower compared to last year. This is due to the delayed retirement of older buses. In January, staff completed the acceptance of 34 new buses to replace these older coaches which is anticipated to improve the service to the customers by decreasing the number of mechanical issues



Average Miles between Mechanical Service Interruptions

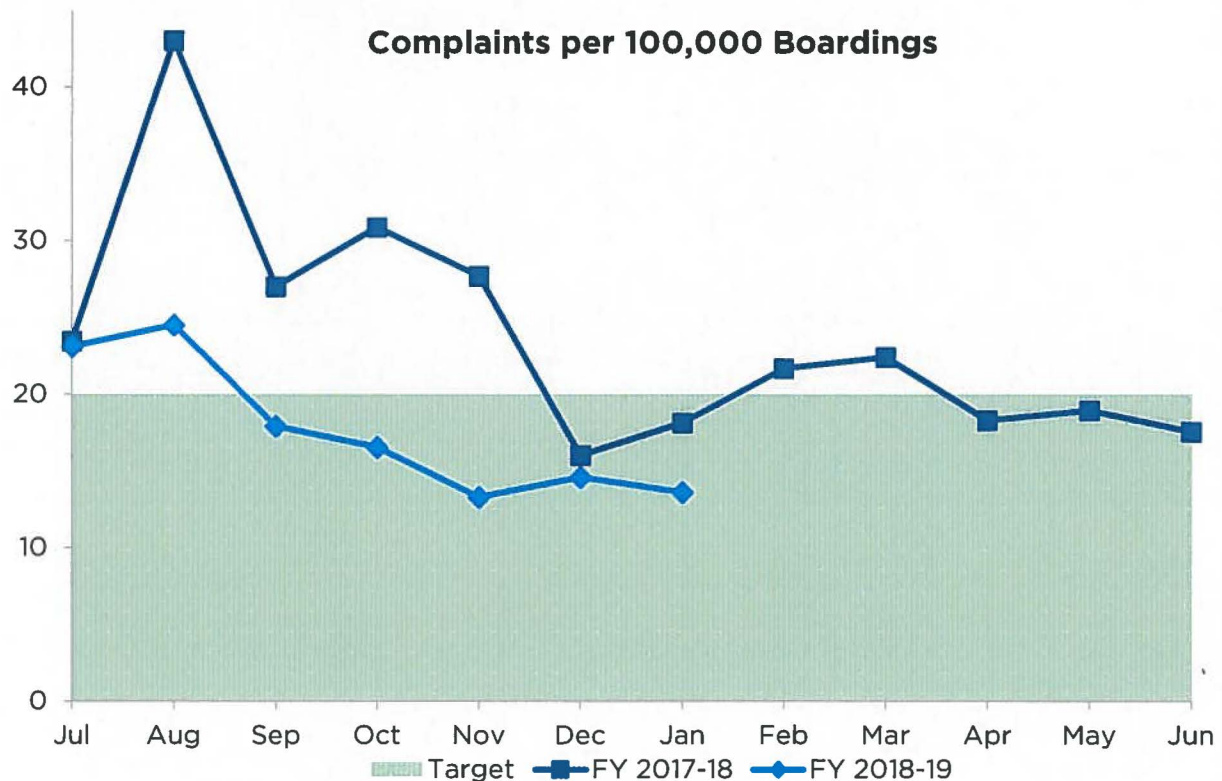




Complaints per 100,000 Boardings

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

In January, Foothill Transit received 13.6 complaints per 100,000 boardings, which meets the target and represents a 25 percent decrease from the previous fiscal year. Of the complaints received, 34 percent were related to schedule adherence, 32 percent were related to courtesy, and 12 percent were related to fares. In May, the Arcadia contractor received 24 compliments, and the Pomona contractor received 15 compliments.





Goal 3: Operate an Effective Transit System

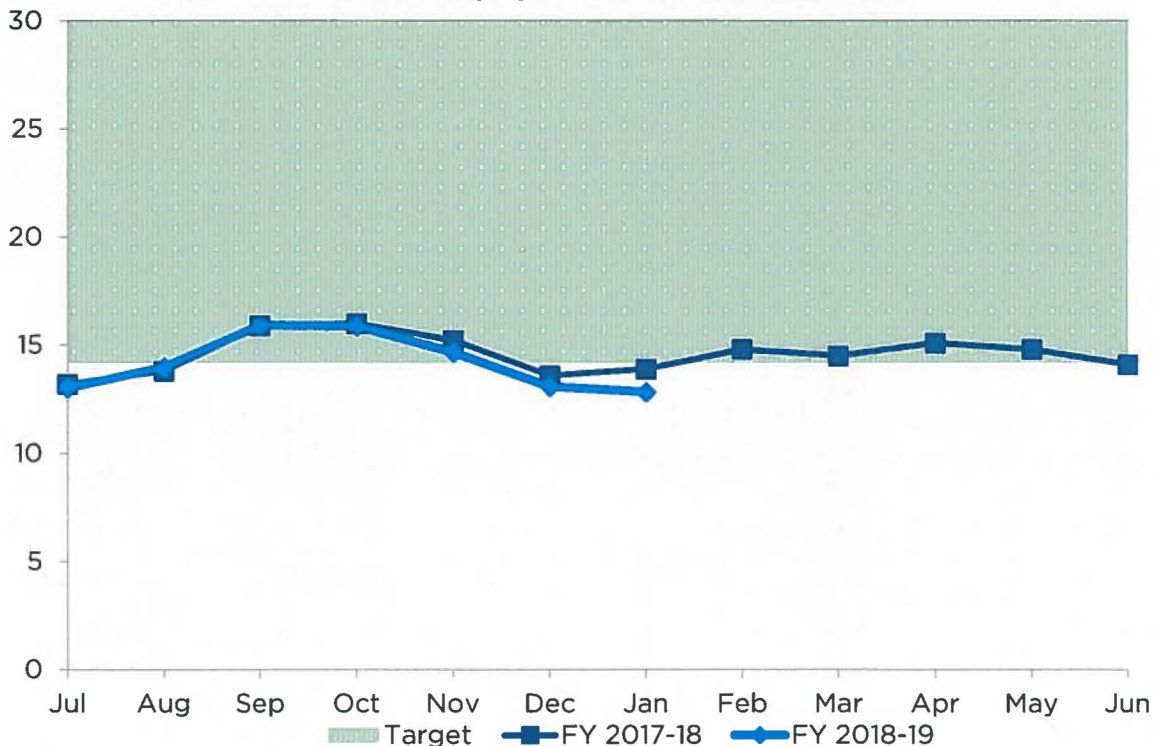
Foothill Transit measures service effectiveness by monitoring boardings per vehicle service hour and average weekday boardings.

Boardings per Vehicle Service Hour

Boardings per vehicle service hour is the total number of boardings divided by the total number of service hours in a given period. In January, there were 12.82 boardings per vehicle service hour, which does not meet the performance target of 14.19 or more boardings per service hour. This is a seven percent decline compared to the same period the previous year. Year to date, Foothill Transit has seen 14.18 boardings per vehicle service hour.

Foothill Transit continues to encourage increased ridership by targeting specific demographics of customers through the Class Pass program and marketing towards schools, religious groups, and senior citizens. Improved data analysis allows Foothill Transit staff to better understand travel demand throughout the service area, therefore assisting in better planning routes and schedules.

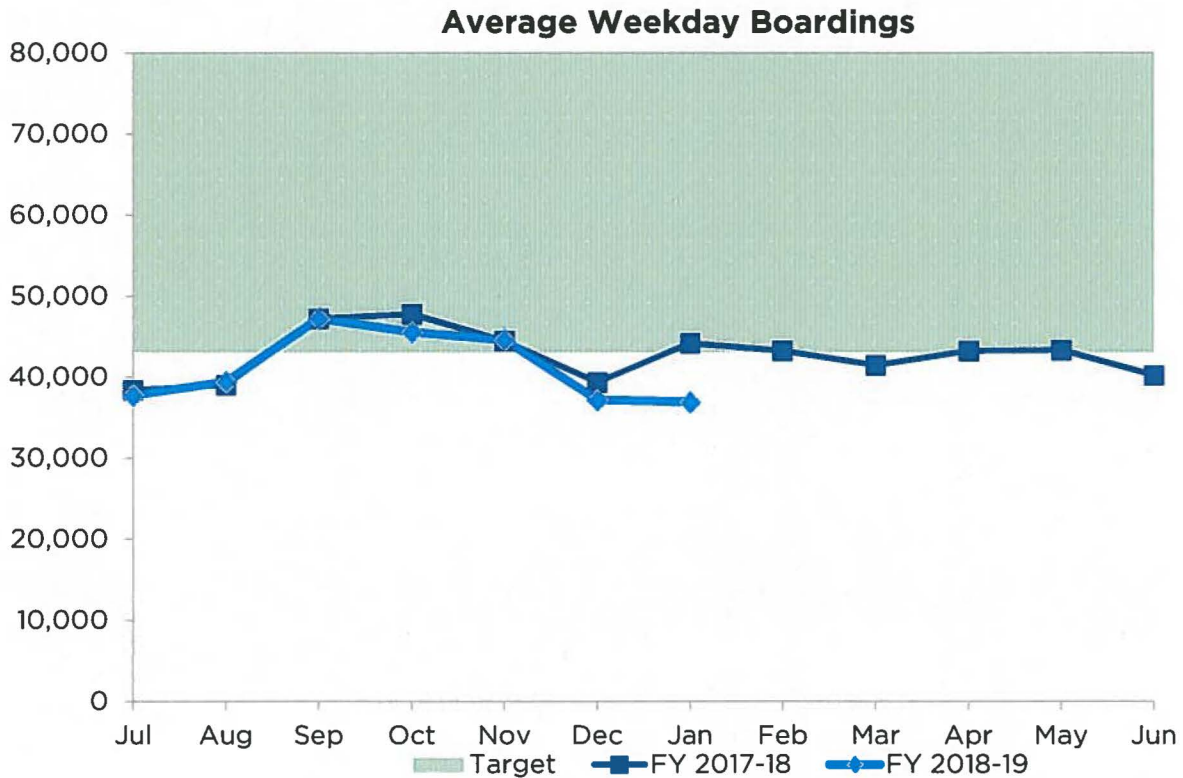
Boardings per Vehicle Service Hour





Average Weekday Boardings

The number of average weekday boardings is calculated by dividing the total number of weekday boardings by the number of days with weekday service in a given period. The Fiscal Year 2018-2019 performance target for average weekday boardings is to achieve at least 43,000 average weekday boardings. In January, there were 36,886 average weekday boardings, which does not meet the target and is an eight percent decrease from the same period the previous year. Year to date the agency has averaged 41,155 average weekday boardings, which does not meet the performance target.





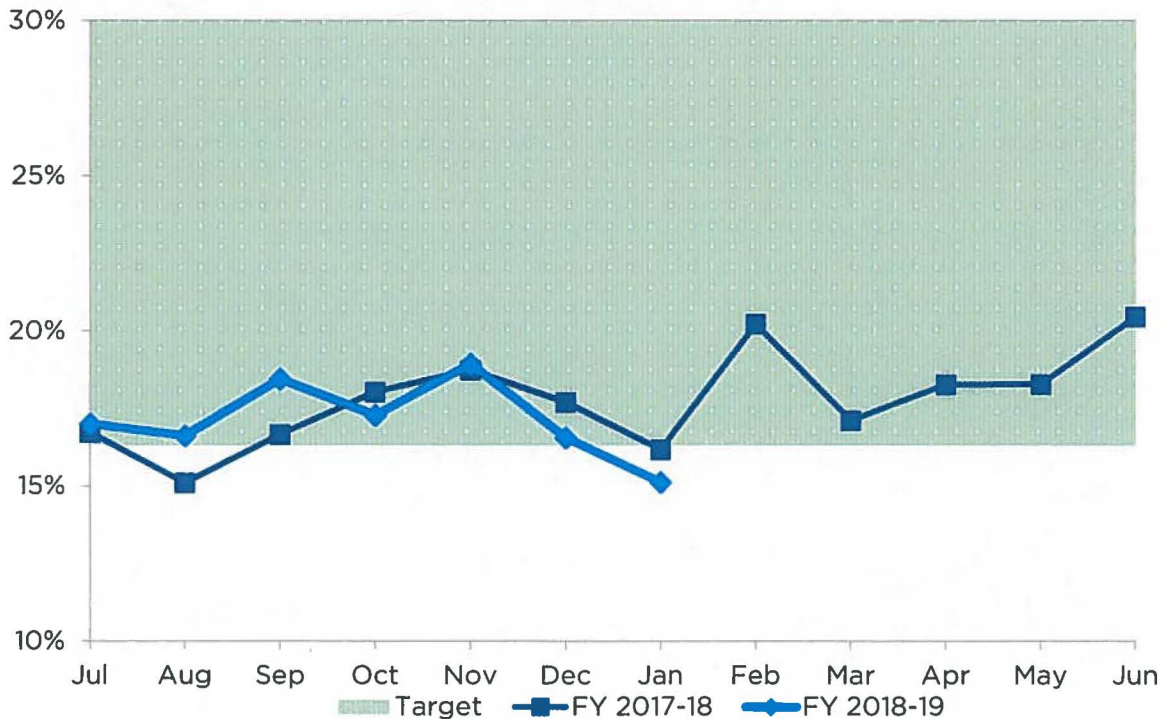
Goal 4: Operate an Efficient Transit System

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

Farebox Recovery Ratio

Farebox recovery ratio is a measure of the proportion of operating costs recovered by passenger fares. The farebox recovery ratio is calculated by dividing total fare revenue by total operating expense. In the month of January, the Farebox Recovery Ratio was 15.12 percent, which does not meet the target of 16.3 percent. To date, Foothill Transit's farebox recovery ratio is 17.11 percent, meeting the Fiscal Year 2018-2019 performance target.

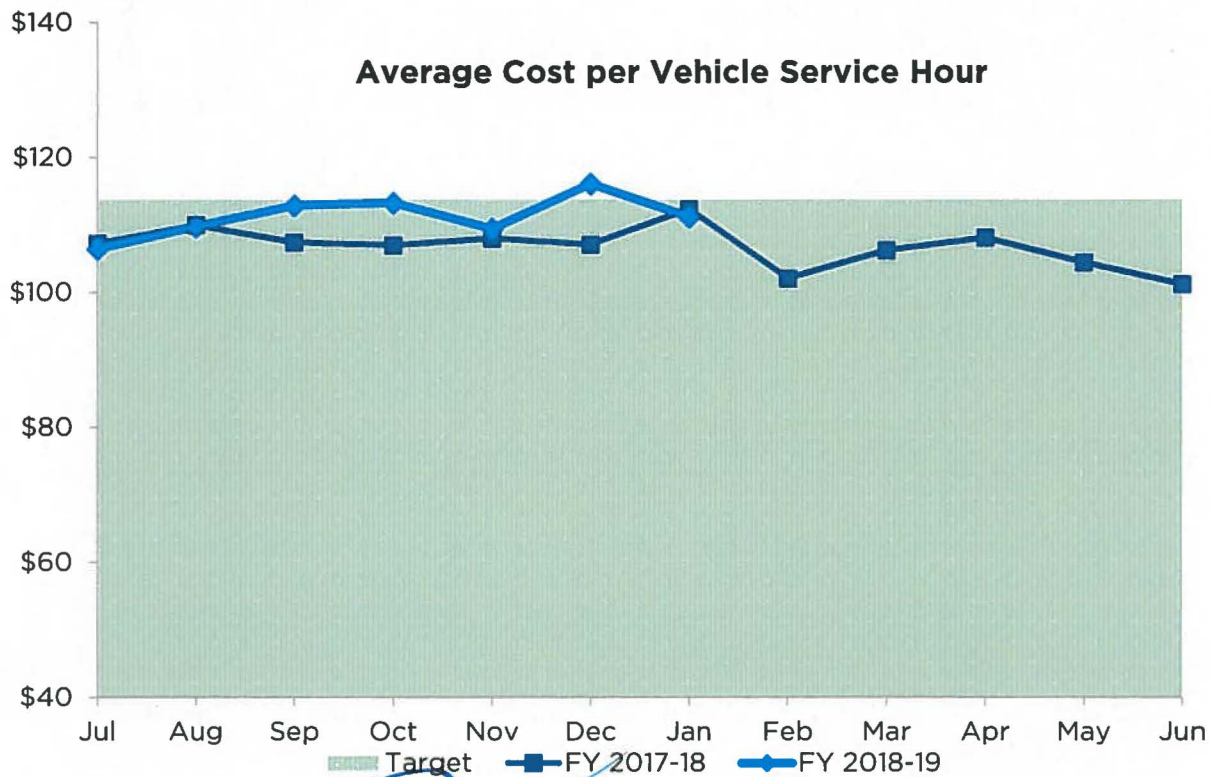
Farebox Recovery Ratio





Average Cost per Vehicle Service Hour

Average cost per vehicle service hour is an industry standard utilized to measure the cost efficiency of transit service. It is derived by dividing operating expenses by vehicle service hours. Foothill Transit's average cost per vehicle service hour for January was \$111.18, which meets the fiscal year target of less than \$113.68, and is one percent lower than the previous fiscal year.



Sincerely,


 LaShawn King Gillespie
 Director of Customer Service and Operations


 Doran J. Barnes
 Executive Director

Attachments

Foothill Transit Monthly Key Performance Indicators

January FY 2019

Goal	Performance Indicator	January FY 2019	Met Target?	January FY 2018	% Improvement Over Same Month Last Year	FY 2018-2019 YTD	Met Target?	FY 2017-2018 YTD	% Improvement YTD	Performance Target
Overall System Performance	Total Boardings	942,506	-	1,025,443	(8%)	7,169,574	-	7,343,505	(2%)	
	Vehicle Service Hours	73,536	-	74,062	(1%)	505,465	-	506,723	(0%)	
	Total Fare Revenue	\$1,235,818	-	\$1,345,003	(8%)	\$9,626,390	-	\$9,338,921	3%	
	Total Operating Expense	\$8,175,932	-	\$8,319,046	2%	\$56,245,459	-	\$54,965,396	(2%)	
Safety	Preventable Vehicle Collisions per 100,000 Miles	0.68	Yes	0.59	(15%)	0.83	No	0.89	6%	≤ 0.70
Customer Service	Schedule Adherence	70.8%	No			72.5%	No			≥ 83%
	Miles Between Mechanical Service Interruptions	22,155	No	28,052	(21%)	23,431	No	27,669	(15%)	≥ 29,000
	Complaints per 100,000 Boardings	13.6	Yes	18.1	25%	17.7	Yes	26.9	34%	≤ 20.00
Effectiveness	Boardings per Vehicle Service Hour	12.82	No	13.85	(7%)	14.18	No	14.49	(2%)	≥ 14.19
	Average Weekday Boardings	36,886	No	40,160	(8%)	41,155	No	42,121	(2%)	≥ 43,000
Efficiency	Farebox Recovery Ratio	15.12%	No	16.17%	(7%)	17.11%	Yes	16.99%	1%	≥ 16.30%
	Average Cost per Vehicle Service Hour	\$111.18	Yes	\$112.32	1%	\$111.27	Yes	\$108.47	(3%)	≤ \$113.68

Foothill Transit Monthly Operations Report

January FY 2019

Goal	Performance Indicator	January FY 2019	January FY 2018	% Improvement Over Same Month Last Year	FY18-19 YTD	FY17-18 YTD	% Improvement YTD
Operations	Average fare per boarding	\$1.31	\$1.31	(0.0%)	\$1.34	\$1.27	5.6%
	Average cost per boarding	\$8.67	\$8.11	(7%)	\$7.85	\$7.48	5%
	Average subsidy per boarding	\$7.36	\$6.80	(8%)	\$6.50	\$6.21	5%
	Total vehicle miles	1,462,225	1,514,782	(3%)	10,005,168	10,154,641	(1%)
	Vehicle service miles	1,055,815	1,063,373	(1%)	7,259,909	7,281,700	(0%)
	Total vehicle hours	92,887	100,488	(8%)	636,784	654,828	(3%)
	In-service speed (mph)	14.36	14.36	0%	14.36	14.37	(0%)
	Boardings per vehicle service mile	0.89	0.96	(7%)	0.99	0.99	(1%)



March 29, 2019

To: Governing Board

Subject: **Request to Seek Public Hearing for Line 291 Route Segment Elimination**

Recommendation

Authorize the Executive Director to seek public input and conduct a public hearing regarding the proposed Line 291 route segment elimination.

Analysis

In February of 2017, Foothill Transit proposed a route variation for Line 291 to have a select number of trips serve an area that previously did not have any Foothill Transit bus service.

During the public outreach for the proposed change, general sentiment was positive with customers expressing their desire to have service to the area. In May of 2017, the Governing Board approved the route modification to begin having select Northbound trips for Line 291 to continue to travel north on Garey Avenue to Towne Avenue as a way to serve Base Line Road. Three additional stops were added along the routing for customers to access various destinations in the area.

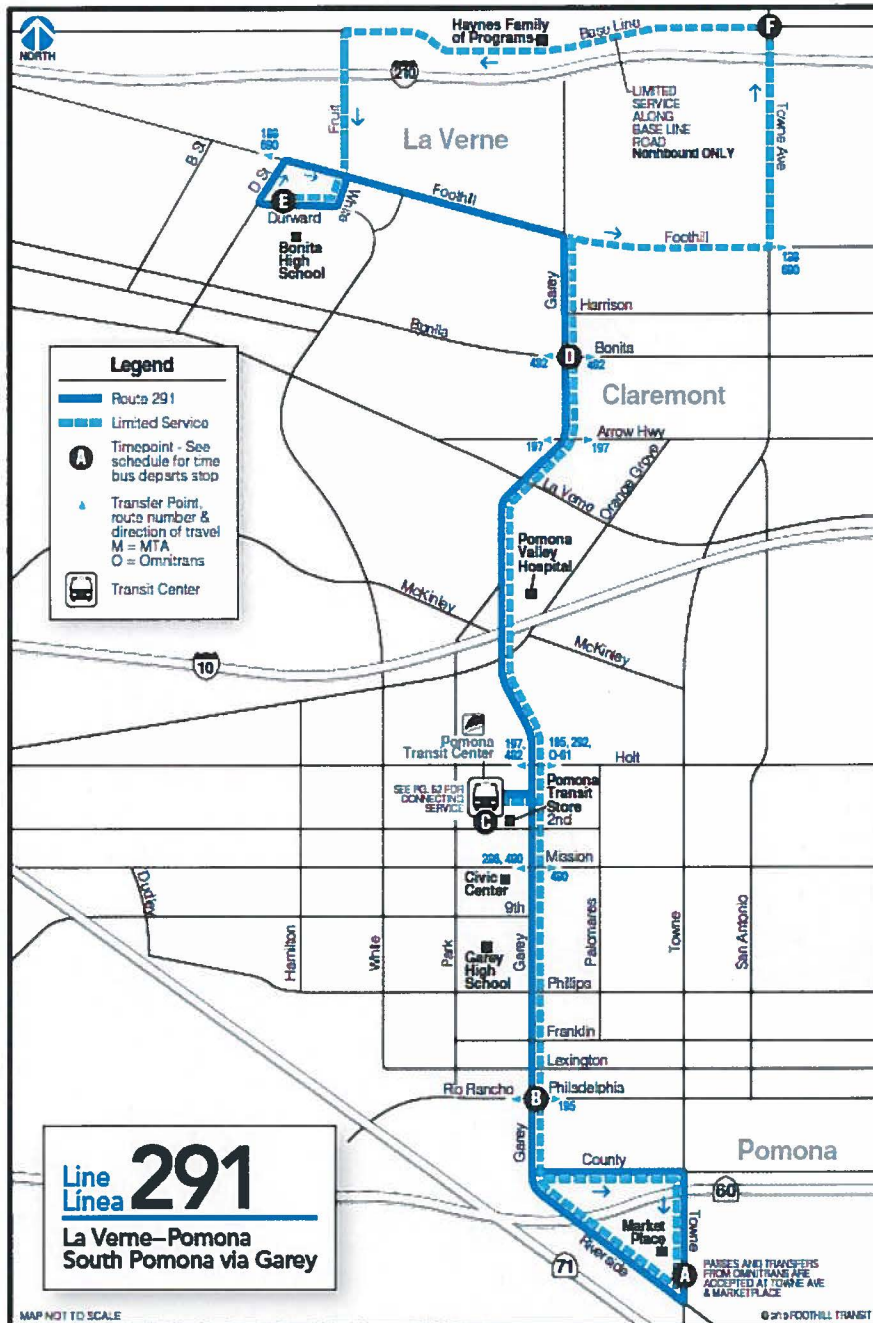
Below is a map of the current Line 291 with the dotted lines representing the route deviation to serve Base Line Road.



Governing Board Meeting - 03/29/19

Request to Seek Public Hearing for Line 291 Route Segment Elimination

Page 2





Governing Board Meeting - 03/29/19
 Request to Seek Public Hearing for Line 291 Route Segment Elimination
 Page 3

The route schedule for Line 291 has the six trips highlighted in grey to show customers that these select trips serve the stops on Base Line Road.

Line-Línea 291		NORTHBOUND/EN DIRECCIÓN NORTE POMONA TO LA VERNE POMONA HACIA LA VERNE					
WEEKDAY ENTRE SEMANA		A Towne Ave. & Marketplace	B Gary Ave. & Rio Rancho Rd.	C Pomona Transit Center	D Gary Ave. & Bonita Ave.	F Base Line Rd. & Towne Ave.	E Durward Way & D St
4:00	4:05	4:18	4:31	4:40			
4:30	4:35	4:48	5:01	5:10			
5:00	5:05	5:18	5:31	5:40			
5:20	5:25	5:38	5:51	6:00			
5:40	5:45	5:58	6:11	6:20			
6:00	6:05	6:18	6:31	6:40	6:45		
6:20	6:25	6:38	6:51	7:00	7:05		
6:40	6:45	6:58	7:14	7:23			
7:00	7:06	7:22	7:38	7:47	7:52		
7:20	7:26	7:42	7:58	8:07			
7:40	7:46	8:02	8:18	8:27			
8:00	8:06	8:23	8:39	8:48			
8:20	8:26	8:43	8:59	9:09			
8:40	8:46	9:03	9:20	9:30			
9:00	9:07	9:24	9:41	9:51			
9:20	9:27	9:44	10:01	10:11			
9:40	9:47	10:04	10:21	10:31			
10:00	10:07	10:24	10:41	10:51			
10:20	10:27	10:44	11:01	11:11			
10:40	10:47	11:04	11:22	11:32			
11:00	11:06	11:23	11:41	11:51			
11:15	11:21	11:38	11:56	12:06			
11:30	11:36	11:53	12:11	12:21			
11:45	11:51	12:08	12:26	12:36			
12:00	12:06	12:22	12:40	12:50			
12:15	12:21	12:37	12:55	1:05			
12:30	12:36	12:52	1:10	1:20			
12:45	12:51	1:07	1:25	1:35			
1:00	1:06	1:22	1:40	1:50			
1:15	1:21	1:37	1:55	2:05			
1:30	1:36	1:52	2:09	2:19			
1:45	1:51	2:07	2:24	2:34			
2:00	2:07	2:23	2:40	2:50			
2:15	2:22	2:38	2:55	3:05			
2:30	2:37	2:53	3:10	3:20	3:25		
2:45	2:52	3:08	3:25	3:35			
3:00	3:06	3:22	3:39	3:49	3:54		
3:15	3:21	3:37	3:54	4:04			
3:30	3:36	3:52	4:09	4:19	4:24		
3:45	3:51	4:07	4:24	4:34			
4:00	4:06	4:22	4:39	4:49			
4:15	4:21	4:37	4:54	5:04			
4:30	4:36	4:52	5:09	5:19			
4:45	4:51	5:07	5:24	5:34			
5:00	5:06	5:22	5:39	5:49			
5:15	5:21	5:37	5:54	6:04			
5:30	5:36	5:52	6:08	6:18			
5:45	5:51	6:07	6:23	6:33			
6:00	6:06	6:21	6:37	6:47			
6:15	6:21	6:36	6:52	7:02			
6:30	6:36	6:51	7:07	7:16			
6:45	6:51	7:06	7:22	7:31			
7:00	7:06	7:20	7:36	7:45			
7:20	7:26	7:40	7:56	8:05			
7:40	7:46	8:00	8:15	8:24			
8:00	8:05	8:19	8:34	8:43			
8:30	8:35	8:49	9:04	9:13			
9:00	9:05	9:19	9:33	9:42			
9:30	9:35	9:49	10:03	10:12			

NOTE: Line 291 is an all-electric route. Electric buses will re-charge for a few minutes at the Pomona Transit Center.

LIGHT TYPE = AM
 BOLD TYPE = PM

foothilltransit.org 800.RIDE.INFO (743.3463) EFFECTIVE DATE: 2/10/19

Foothill Transit selected three northbound trips in the morning and three northbound trips in the afternoon to follow the route deviation based on customer feedback during the public outreach process. Since implementing



this service in October of 2017, ridership has been low with minimal boardings per day.

Public Outreach and Next Steps

The Foothill Transit Planning Team will conduct a public hearing to gather public comment on the proposal in the month of May. Staff also plans to reach out to various community groups and organizations in the area who might be affected by the routing change.

Aside from the hearing, customers will be able to submit their comments through email, postal mail, telephone using our 800-RIDE-INFO line, fax, and in person at our Transit Stores. The public comment period will last 30 days, giving customers ample time to submit comments.

At the close of the public comment period, staff will analyze the data and present their final recommendations to the Executive and Governing Boards for final approval. Possible implementation of any recommended changes would be scheduled to occur during the fall 2019 schedule change.

Next Steps	
Seek Governing Board Approval to conduct public outreach	March 2019
Public Comment/Outreach Period	April to May 2019
Present Final Recommendations to the Governing Board for approval	May 2019
Implement any Approved Changes	Fall 2019

Title VI Analysis

In order to comply with the federal Civil Rights Act of 1964, Foothill Transit conducted an analysis on the proposed changes to ensure that there will be no disparate adverse impact on minorities and disproportionate burden on low-income customers.

Foothill Transit will conduct an analysis using ridership data from our demographic data supplied by the 2016 Foothill Transit On-Board Survey. Any findings will be reported to the board upon completion of the public outreach process.



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Page 5

Financial Impact

The projected savings from the elimination of these northbound trips is \$12,110. The savings from Line 291 is scheduled to be reinvested into other parts of Foothill Transit to improve frequency and coverage.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Joshua Landis'.

Joshua Landis
Planning Manager

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

Doran J. Barnes
Executive Director



March 29, 2019

To: Governing Board

Subject: **Transit Store Quarterly Report**

Recommendation

Receive and file the Transit Store Quarterly Report.

Analysis

Pass Sales (Attachments A & B): Sales for the second quarter of FY 2018-19 totaled \$1,030,080 Overall sales decreased by two percent from the same period of FY 2017-18. Foothill Transit product sales increased by eight percent, primarily as a result of an increase in sales of Adult Local passes.

Attachment A provides a graphic representation of the three-month sales figures by store location. As the chart indicates, all stores experienced declining sales over the three-month period, with the lowest sales observed in December. The December decline is customary, as customers tend to take time off during the holidays.

Attachment B provides a graphic representation of the three-month sales figures separated by product type. For the quarter, online sales increased by more than 20 percent. This is likely related to the fact that more customers are purchasing pass products due to the frequency of their travel making this option most economical. Metro sales decreased by 29 percent due to the elimination of tokens. Additionally, there was a decline in Metrolink sales which is being investigated.

Sales by Transit Store are also summarized in the table below.

Location	October 2018	November 2018	December 2018	Total
El Monte	\$90,118	\$83,128	\$75,761	\$249,007
Pomona	\$92,865	\$88,351	\$78,582	\$259,798
Puente Hills	\$101,571	\$90,664	\$84,696	\$276,931
West Covina	\$52,264	\$45,638	\$41,881	\$139,783
On-line	\$40,015	\$33,458	\$31,088	\$104,561
Total	\$376,833	\$341,239	\$312,008	\$1,030,080



Phone Activity (Attachment C): In October, November, and December, a total of 49,822 phone calls were received through the toll-free customer service line. Customer Service Representatives (CSRs) answered 94 percent, or 46,994 incoming phone calls. The average handling time of a call was one minute and fifty-seven seconds. Compared to last year, this was a 37 percent decrease in the total number of calls received by the Transit Stores. Transdev, the Transit Store contractor, continues to monitor and seek improvements in call center management and the overall service provided to Foothill Transit customers.

Customer Call Handling				
Month	% of calls answered	Calls received	Calls answered	Average handling time
October 2018	93.5%	18,188	17,001	01:59
November 2018	94.7%	16,193	15,333	01:59
December 2018	94.9%	15,411	14,660	01:59
Total	94.3%	49,822	46,994	1:59

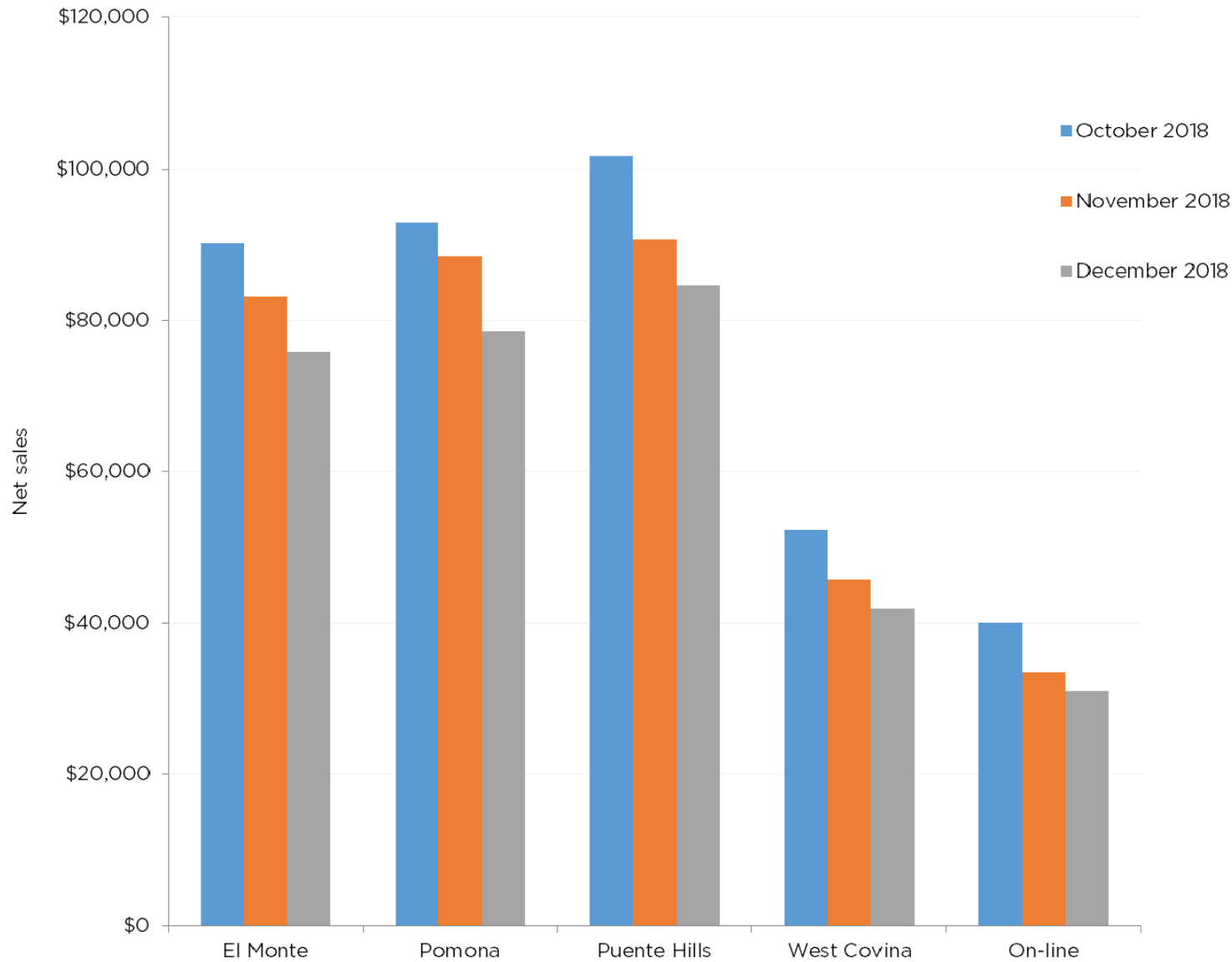
Walk-in Traffic (Attachment E): Walk-in traffic recorded for all stores during this time period totaled 41,592 entries, which amounts to a decrease of 11 percent from the 2nd Quarter of last year.

Sincerely,

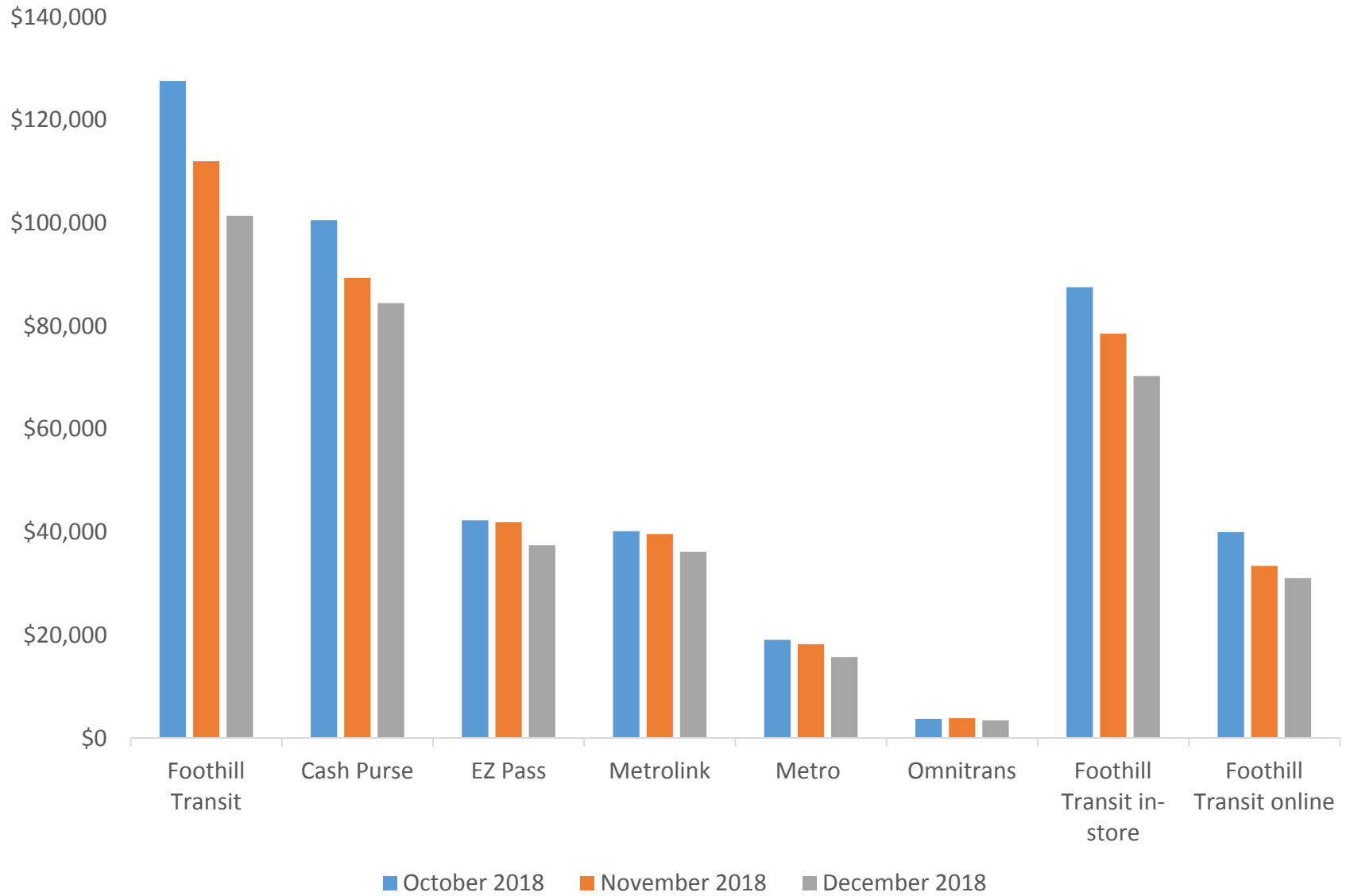
LaShawn King Gillespie
Director of Customer Service & Operations

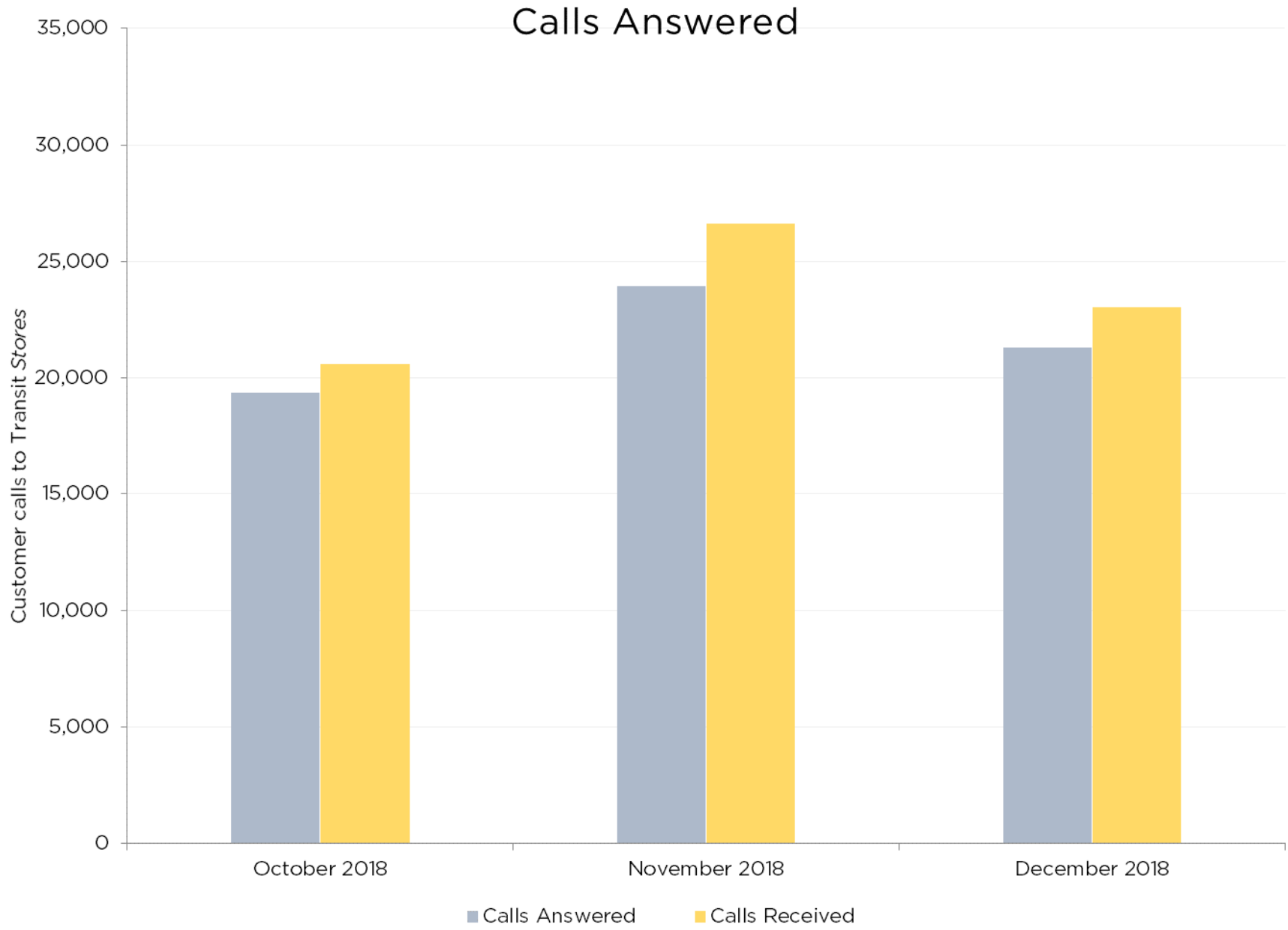
Doran J. Barnes
Executive Director

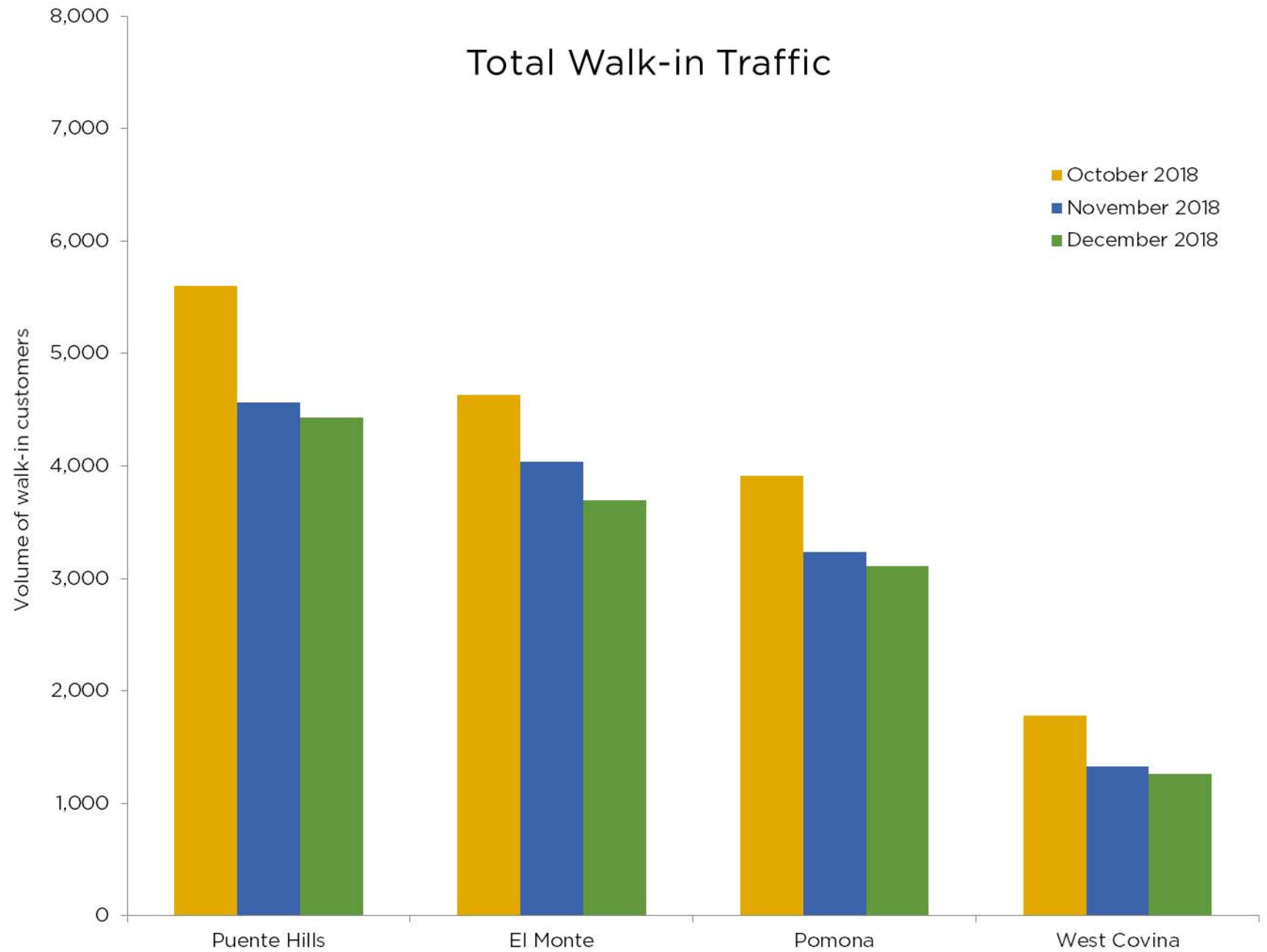
Sales Trends by Store



Sales by Product Type









March 29, 2019

To: Governing Board

Subject: **Financial Stability Policy FY2019-2020 Financial Strategies**

Recommendation

Approve the annual Financial Stability Policy update to include the FY2019-2020 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 (Attachment A) 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.

FY2019-FY2020 Financial Strategies

- S1. Adjust bus operating expenses as needed resulting from contracted requirements in existing operating contracts.



- S2. Implement service changes to improve service efficiency, maintain and increase ridership, and maintain revenues and Governing Board adopted Business Plan.
- 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 FY2019-2020 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 brought to the Executive Board as part of the proposed Business Plan in April 2019.

Sincerely,

Michelle Lopes Caldwell
Director of Finance & Treasurer

Doran J. Barnes
Executive Director

Attachment (Adopted Financial Stability Policy)

Financial Stability Policy

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.

FY2019-FY2020 Financial Strategies

- S1. Adjust bus operating expenses as needed resulting from contracted requirements in existing operating contracts.

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- S2. Implement service changes to improve service efficiency, maintain and increase ridership, and maintain revenues and Governing Board adopted Business Plan.
- 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.
- 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

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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. The annual budget is comprised of an operating budget and capital program and includes the total of full-time equivalent (FTEs) personnel required to deliver the budgeted activities.

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

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

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

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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 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

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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 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.

Policy Effective Date: February 27, 2016



March 29, 2019

To: Governing Board

Subject: **2019 Foothill Transit Bus Rodeo Results**

Recommendation

Receive and file the 2019 Foothill Transit Bus Rodeo Results.

Analysis

The Bus Rodeo competition is a platform to encourage safety and professionalism, and to recognize excellence amongst bus operators who are the face of our transit system. The event is designed for Foothill Transit operators and mechanics to showcase their finer skills in a tightly scored head-to-head competition. The competition takes place rain or shine.

Each year, many transit agencies across North America plan and host local Bus Rodeos to determine which operator and maintenance team will go on to represent their agency and compete at a regional or state level rodeo, as well as the American Public Transportation Association (APTA) International Bus Rodeo. In addition to the multiple training sessions, the International Bus Rodeo is a unique learning opportunity for operators and maintenance teams to engage with other transit agency professionals up close and personal.

On March 2, Foothill Transit held its 24th Annual Bus Rodeo at the Arcadia Operations and Maintenance Facility. Five three-person maintenance teams and 22 operators representing both transit service contractors competed to demonstrate their safe driving and mechanical skills. The event was well attended by participants and their families, as well as Keolis, Transdev, and Foothill Transit staff along with members of our Executive Board and a number of staff from vendors, local police departments, and other transit agencies who served as judges for the competition.

This year's winners were Transdev's coach operator Daniel Hernandez and Transdev's maintenance team members and 2018 International Bus Rodeo Maintenance champions, Fernando Murrieta, Stephen Leung, and Tracy Nicometo. The winners will proudly go on to compete at the Southern



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2019 Foothill Transit Bus Roadeo Results
Page 2

California Regional Bus Roadeo on April 13 hosted by LA Metro. Both the coach operator winner and winning maintenance team will represent Foothill Transit at the APTA International Bus Roadeo in Louisville, Kentucky on May 19, 2019. We look forward to another strong showing at this year's International Bus Roadeo.

Sincerely,

A handwritten signature in blue ink that reads "Tanya M. Pina".

Tanya M. Pina
Operations Contract & Customer Service Manager

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

Doran J. Barnes
Executive Director



March 29, 2019

To: Governing Board

Subject: **Cluster 5 Election Notification**

Recommendation

Receive notification of Cluster 5 Election to be held on May 31, 2019.

Analysis

Cluster elections are scheduled to take place at the Annual Governing Board Meeting scheduled for May 31, 2019. Cluster 5, the L.A. County Cluster, will be holding their election. Governing Board Members for this cluster were appointed by L.A. County Supervisors Barger, Hahn, and Solis. The current Executive Board Member is Sam Pedroza and the Executive Board Alternate is Cynthia Sternquist.

Notification of Interest forms will be emailed to Governing Board Members of Cluster 5 on April 29, 2019. The Notification of Interest form is strictly optional and is not required in order to be elected to the Foothill Transit Executive Board. Governing Board Members interested in utilizing the form must submit their completed form by May 13, 2019. On May 14, 2019, completed forms will be emailed to Cluster 5 Governing Board Members for their consideration.

Governing Board Members elected Executive Board Member and Executive Board Alternate will serve a 3-year term, which runs through May 2022.

Sincerely,

A handwritten signature in blue ink, appearing to read "Christina Lopez".

Christina Lopez
Board Secretary

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

Doran J. Barnes
Executive Director