



Governing Board Meeting AGENDA

Foothill Transit

SPECIAL GOVERNING BOARD MEETING

7:45 AM, October 30, 2013

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. ROLL CALL
4. APPROVAL OF MINUTES FOR THE JOINT MEETINGS OF THE FOOTHILL TRANSIT GOVERNING BOARD AND SPECIAL EXECUTIVE BOARD OF MAY 15, 2013
5. PUBLIC COMMENT
6. PROPOSED SILVER STREAK PERMANENT FARE REDUCTION
7. FOOTHILL TRANSIT MAJOR SERVICE CHANGE, FARE CHANGE, DISPROPORTIONATE BURDEN AND DISPARATE IMPACT POLICIES

Recommended Action: Authorize the Executive Director to conduct public hearings regarding the Proposed Silver Streak Permanent Fare Reduction.

Recommended Action: Adopt the recommended Major Service Change, Fare Change, Disproportionate Burden and Disparate Impact Policies.

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.

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) 967-3147 extension 7204, at least 48 hours prior to the meeting.

Limited English Proficiency (LEP) persons, if you require translation services, please contact the Executive Director's office at (626) 967-3147 extension 7204, at least 48 hours prior to the meeting.

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.



7:45 AM, October 30, 2013
2nd Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790
Page 2

8. Foothill Transit Program Updates
 - Class Pass Program Update
 - Park & Rides Update
9. Executive Director Comment
10. Governing Board Member Comment
11. Adjournment

**The Next Regular Meeting of the Foothill Transit
Executive Board is scheduled for
Friday, December 13, 2013 at 8:00 a.m.**

**A Special Meeting of the Foothill Transit
Governing Board is scheduled for
Wednesday, December 18, 2013 at 7:45 a.m.**



STATEMENT OF PROCEEDINGS FOR THE
JOINT MEETINGS OF THE
FOOTHILL TRANSIT GOVERNING BOARD
AND SPECIAL EXECUTIVE BOARD
FOOTHILL TRANSIT ADMINISTRATIVE OFFICE
2ND FLOOR BOARD ROOM
100 SOUTH VINCENT AVENUE
WEST COVINA, CALIFORNIA 91790

Wednesday, May 15, 2013

7:45 AM

CALL TO ORDER

1. Call to order (Governing Board and Executive Board). (13-2221)

The Foothill Transit Governing and Executive Board meetings were called to order by Chair Pat Wallach at 7:56 a.m.

PLEDGE OF ALLEGIANCE

2. Pledge of Allegiance (Governing Board and Executive Board). (13-2222)

Pledge of Allegiance was led by Vice Chair Doug Tessitor.

ROLL CALL

3. Roll call (Governing Board and Executive Board). (13-2223)

Roll call for Foothill Transit Governing and Executive Board meetings was taken by Ms. Martha Arana, Staff, Board of Supervisors Executive Office, Commission Services Division.

Present: 5 - Chair Pat Wallach, Vice Chair Doug Tessitor, Treasurer Paula Lantz, Member Becky A. Shevlin and Member Carol Herrera.

Present: 19 - Member Corey Calaycay, Member Paula Lantz, Member Emmett Bader, Member Antonio Cartagena, Member Marlen Garcia, Member Peggy A. Delach, Member Doug Tessitor, Member Robert Harbicht, Member Richard G. Barakat, Member Tzeitel Paras-Caracci, Member Becky A. Shevlin, Member Jeff Parriott, Member Cynthia Sternquist, Member Jack Tanaka, Member Hector Delgado, Member Michael De La Torre, Member Pat Wallach, Member David C. Rodriguez and Member Andrew McIntyre

Excused: 6 - Member Robert F. Rodriguez, Member Uriel Macias, Member Margaret McAustin, Member Julian A. Miranda, Member Violeta Lewis and Member Juventino "J" Gomez

I. PUBLIC COMMENT

4. Public comment (Governing Board and Executive Board). (13-2224)

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

II. ADMINISTRATIVE MATTERS

5. Approval of minutes for the Governing Board Meeting of March 1, 2013. (13-2225)

On motion of Member Corey Calaycay, seconded by Member David C. Rodriguez, unanimously carried, this item was approved. Members Marlen Garcia (Councilmember, City of Baldwin Park), Cynthia Sternquist (Mayor, Temple City), and Tzeitel Paras-Caracci (Councilmember, City of Duarte) were not present during vote taken for this item.

III. PRESENTATIONS

6. PROPOSED SERVICE ENHANCEMENTS - FALL 2013 (Governing Board)

Recommendation: Receive and file the Proposed Fall 2013 Service Enhancements. (13-2226)

Joe Raquel, Director of Planning, presented this item and reported the following:

- **Foothill Transit has \$2.3 million in funds derived from Measure R to enhance services. Several local lines have been identified that could benefit from service enhancements.**

The methods for improving service include the following:

- **Filling the gaps in local service**
- **Extending operating hours**
- **Increasing frequency of trips**
- **Limited Stop service**

In response to questions posed by the Governing Board Mr. Raquel responded with the following:

- **“Skip Stop Plan” means buses will not stop at all the designated stops eliminating stops with low ridership in order to reach their destination sooner.**
- **Once the decision is made to move forward with the “Skip Stop Plan,” information about the Plan and the regular time schedule for the buses will be disseminated and made available to the public.**

Member Cartagena stated the dissemination of information is very critical and important, and Member Harbicht added that members of the public should be able to distinguish between buses with regular schedules and buses participating in the “Skip Stop Plan.”

Mr. Barnes stated additional procured buses will cover the service enhancements. The employees of the malls benefiting from the service enhancements are being informed of enhancements and feedback is being collected from them. Three public outreach meetings were scheduled in May 2013 at the Pomona City Council, El Monte Station (San Gabriel Valley Office), and Foothill Transit Administrative Offices.

Ms. LaShawn Gillespie, Director of Customer Service and Operations, indicated that when there is a breakdown of a bus another bus is deployed immediately within an hour depending on the dynamics of the day; a contingency plan is always in place. Mr. Barnes reported proper prevention maintenance has reduced the down time of the buses.

Member Sam Pedroza, inquired when the information regarding the arrival of a bus to a station will be available via smart phone technology. Mr. Doran Barnes reported a pilot program is underway with implementation targeted for summer of 2013.

Member Marlin Garcia noted the construction work being done at the Baldwin Park off ramp by the Kaiser Permanente buildings and suggested Foothill Transit be in contact with Cal Trans on its progress. Mr. Raquel reported that Foothill is in contact with Cal Trans.

After discussion, on motion of Member Corey Calaycay, seconded by Member Antonio Cartagena, unanimously carried, this item was approved. Member Tzeitel Paras-Caracci was not present during vote taken on this item.

Attachments: [SUPPORTING DOCUMENT](#)

7. PROPOSED FISCAL YEAR 2014 BUSINESS PLAN AND BUDGET (Governing Board)

Recommendation: In accordance with the Executive Board's recommendation, approve Foothill Transit's Fiscal Year 2014 Business Plan and Budget. (13-2228)

Kevin McDonald, Deputy Executive Director, Foothill Transit, presented this item and reported the following:

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

Foothill Transit's primary goals are:

- **Operating a Safe Transit System**
- **Providing Outstanding Customer Service**
- **Operating an Effective Transit System**
- **Operating an Efficient Transit System**

The indicators for achieving these goals are:

- **Preventable Accidents per 100,000 Miles**
- **Complaints per 100,000 Boardings**
- **Schedule Adherence**
- **Average Hold time of callers**
- **Average Miles Between Service Interruptions**
- **Boardings per Service Hour**
- **Average Weekday Boardings**
- **Average Cost per Vehicle Service hour**
- **Farebox Recovery Ratio**

Fiscal Year 2013 Accomplishments include:

- Real time Customer Information
- International Organization for Standardization (ISO) 14001 Certification
- Website Update
- San Gabriel Valley Park & Rides
- Zero Emissions Bus Project
- 30/365 Bus Replacement

Fiscal Year 2014 Initiatives include:

- Bus Replacement Project
- System Performance
- Electric Bus Program
- Environmental Sustainability Management System (ESMS) at Pomona
- College Pass Program
- San Gabriel Valley Park & Rides
- Legislative Advocacy
- Website Redesign
- 25th Anniversary Campaign

In response questions posed by the Governing Board, Mr. Barnes responded with the following:

Current operating cost for the electrical buses is lower than Compressed Natural Gas (CNG) operated buses because the electric buses are more efficient.

The Federal Transit Funds include two components, 1) Operating Costs; funds used for running the buses; and 2) Capital Cost, funds are used for purchasing buses. The operating cost component includes; fuel, maintenance, coach operation, dispatch and supervision. Capital costs are those costs not factored into the operating cost.

Special Grant funds are used for purchasing electric buses, and the prices of electric buses are decreasing. Currently the price for a CNG bus is \$600,000 and an electric bus is approximately \$900,000.

After discussion, on motion of Vice Chair Doug Tessitor, seconded by Member Corey Calaycay, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

8. Recess both meetings and conduct regular cluster election for Executive Board Member and Alternates for Cluster 5 (Governing Board and Executive Board) (13-2229)

The Foothill Transit Governing business document requires that Executive Board Members as well as their Alternates are elected for a three-year term, and the representatives selected for Cluster 5 were due for elections this year. The Foothill Transit Governing and Executive Board meetings recessed at 8:44 a.m. to allow Cluster 5 to elect its representatives.

9. Reconvene both meetings and announce the election results for Executive Board Member and Alternate for Cluster 5 (Governing Board and Executive Board) (13-2230)

The Foothill Transit Governing and Executive Board meetings were reconvened at 8:54 a.m.

Chair Pat Wallach announced that the Executive Board Member selected to represent Cluster 5 is Member Michael De La Torre and the Alternate is Member Pat Wallach.

10. Executive Board Nominations for Foothill Transit Chair, Vice Chair and Treasurer/Auditor-Controller (13-2231)

On motion of Member Carol Herrera, seconded by Member Michael De La Torre, unanimously carried, Member Doug Tessitor was elected Chair of the Foothill Transit Executive Board.

On motion of Member Carol Herrera, seconded by Member Michael De La Torre, unanimously carried, Paula Lantz was elected Vice Chair of the Foothill Transit Executive Board.

On motion of Member Doug Tessitor, seconded by Member Michael De La Torre, unanimously carried, Carol Herrera, was elected Treasurer/Auditor-Controller of the Foothill Transit Executive Board.

11. Governing Board ratification of the Executive Board nominations for Foothill Transit Chair, Vice Chair and Treasurer/Auditor-Controller, and ratifying and directing staff to post all Executive Board position changes on the Foothill Transit web site using FPPC form 806 in compliance with FPPC regulation 18705.5 (Governing Board) (13-2232)

The Executive Board recommended ratification of the Executive Board

Officers to the Governing Board as follows: Doug Tessitor, Chair; Paula Lantz, Vice Chair and Carol Herrera, Treasurer/Auditor-Controller.

Mr. Barnes, reported the Executive Board Members are elected for a three year term. The Representatives selected for Cluster 1 and Cluster 4 are due for election in 2015. Cluster 1 is comprised of the Cities of Claremont, La Verne, Pomona, San Dimas, and Walnut. Cluster 4 is comprised of the Cities of Diamond Bar, El Monte, Industry, La Puente and S. El Monte. The Representatives selected for Clusters 2 and 3 are due for election in 2014. Cluster 2 is comprised of the cities of Azusa, Baldwin Park, Covina, Glendora, Irwindale and West Covina. Cluster 3 is comprised of the Cities of Arcadia, Bradbury, Duarte, Monrovia, Pasadena, and Temple City.

On motion of Member Corey Calaycay, seconded by Member Tzeitel Paras-Caracci, unanimously carried, the aforementioned recommendation was unanimously carried.

Ayes: 19 - Member Corey Calaycay, Member Paula Lantz, Member Emmett Bader, Member Antonio Cartagena, Member Marlen Garcia, Member Peggy A. Delach, Member Doug Tessitor, Member Robert Harbicht, Member Richard G. Barakat, Member Tzeitel Paras-Caracci, Member Becky A. Shevlin, Member Jeff Parriott, Member Cynthia Sternquist, Member Jack Tanaka, Member Hector Delgado, Member Michael De La Torre, Member Pat Wallach, Member David C. Rodriguez and Member Andrew McIntyre

Excused: 6 - Member Robert F. Rodriguez, Member Uriel Macias, Member Margaret McAustin, Member Julian A. Miranda, Member Violeta Lewis and Member Juventino "J" Gomez

IV. EXECUTIVE DIRECTOR COMMENT

- 12.** Comment by Mr. Doran Barnes Executive Director, Foothill Transit Governing Board and Executive Board. (13-2233)

Mr. Doran Barnes, Executive Director, Foothill Transit, reported the following:

- **The winners of Foothill Transit's Annual Bus Roadeo competed**

in the International Bus Rodeo Competition held in Indianapolis, Indiana. The Maintenance team from Foothill earned 14th place. Bus Operator Van Vaug earned the highest score in the pre-trip safety category. Mr. Barnes congratulated the team.

- The replacement of the existing exterior travertine cladding system with the "Louvers" design for the Foothill Transit Administrative Office is moving forward. The completed facade improvements can be viewed on the north side of the building. The electrical lighting system is completed and a lighting ceremony is scheduled for June 2013.
- The ribbon cutting ceremony for the Industry Park and Ride facility is scheduled for September 2013.
- The Bus Replacement Project, retiring the last remaining diesel fueled coaches of the Foothill Transit fleet is scheduled for late this year.
- Foothill Transit's 25th Anniversary is in December 2013.

Mr. Barnes reminded the Governing Board Members that pictures of the full Governing Board would be taken after the meeting in the 2nd floor lobby area of Foothill Transit.

After discussion, by common consent and there being no objection, this item was received and filed.

V. GOVERNING BOARD MEMBER COMMENT

13. Comments by Members of the Foothill Transit Governing Board and Executive Board. (13-2235)
- The Executive Board thanked Ms. Pat Wallach for her leadership provided to the Foothill Transit Board during her tenure as Chair.
 - Member Becky A. Shevlin stated she is filling in for Member Margaret McAustin at today's Governing and Executive Board meeting. She added if Member Margaret McAustin relinquishes her position, she is interested in assuming her position.
 - Member Marlen Garcia (Councilmember, City of Baldwin Park), invited Foothill Transit to join the ground breaking ceremony for the Baldwin Park Park and Ride facility scheduled to take place on June 22, 2013.

After discussion, by common consent and there being no objection, this item was received and filed.

VI. ADJOURNMENT

- 14.** Adjournment of the May 15, 2013 Foothill Transit Governing Board and Executive Board Meeting. (13-2236)

There being no further business, the Foothill Transit Governing and Executive Board meeting was adjourned at 9:18 a.m.

October 30, 2013

To: Governing Board

Subject: **Proposed Silver Streak Permanent Fare Reduction**

Recommendation

Authorize the Executive Director to conduct public hearings regarding the Proposed Silver Streak Permanent Fare Reduction.

Analysis

In October 2012, the new El Monte Bus Station opened, showcasing an updated Foothill Transit *Store* and a completely revamped two-level bus terminal. As part of the opening of the new El Monte Station and *Store*, Foothill Transit and Metro coordinated on the provision of seamless and truly regional "Silver Corridor" service, dubbed "Silver2Silver", whereby customers traveling between the El Monte Station and downtown Los Angeles were able to board either a Foothill Transit or a Metro bus for a common fare, using either Foothill Transit's or Metro's fare media.

The Executive Board approved the proposed Silver Streak Promotional Fare Reduction in June 2012. The promotional fare more closely aligned Foothill Transit's Silver Streak and Metro's Silver Line and ultimately added capacity, simplified the fare structure and encouraged transit use through this heavily travelled corridor.

The promotional fare reduction applies to customers using cash fares, Foothill Transit 31-Day passes, EZ-Transit Pass, and Metro Passes. The promotional fares were to be in effect for one year with scheduled review periods to determine the program's viability. Since its launch in October 2012, the Silver2Silver program has been deemed a significant success by both Metro and Foothill Transit and should be established as a permanent fare sharing program.

Program Statistics and Analysis

The initial launch period for Silver2Silver occurred during a period of decline in ridership. During the months of October, November and December Foothill Transit lines regularly experience on average a four percent decline in ridership compared to the months of January through September. This is a direct result of the holiday season and is a consistent phenomenon that can be tracked from year to year.

In addition, the Los Angeles region experienced a significant gas price hike during the months of October and November of 2012 -- \$4.75 per gallon vs. \$3.71 a gallon for the same period in 2011. Foothill Transit's overall ridership showed significant increases as a result and then slowly declined as gas prices receded.

The Silver Streak did show overall ridership growth that was consistent with past gas price hikes during the last quarter of 2012. In addition, this growth did taper off as the holiday season progressed and gas prices began to normalize -- October – 14%, November – 11%, December – 7%.

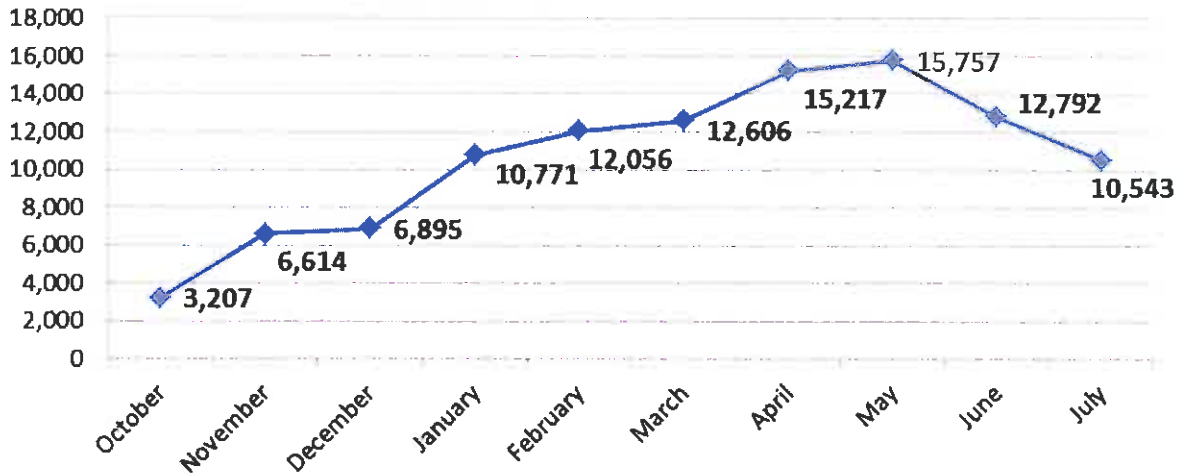
Since the implementation of the Silver2Silver program, the Silver Streak has seen an overall increase in ridership of approximately 16 percent or 175,944 customers.

Silver Streak Ridership			
	11-12	12-13	% Δ
October	109,143	124,570	14%
November	103,641	114,617	11%
December	100,025	106,670	7%
January	103,195	121,596	18%
February	103,814	118,349	14%
March	108,864	128,508	18%
April	105,440	134,315	27%
May	116,736	139,443	19%
June	110,855	128,365	16%
July	111,735	132,959	19%
Total	1,073,448	1,249,392	16%

Pass sharing between Metro and Foothill Transit is one of the key features of the Silver2Silver program, allowing Metro customers to board the Foothill Transit Silver Streak with a Metro pass and vice versa. Metro is reporting a low and steady crossover of Foothill Transit Pass holders to their Silver Line, starting with around 500 when the program was launched and reaching a little over 1,000 Foothill Transit pass boardings in March.

Conversely, Foothill Transit has experienced a steady and significant increase of Metro customers using the Silver Streak, with expected declines beginning in June due to reduced student pass ridership:

Metro Pass Usage on Foothill Transit Silver Streak



Currently Metro Pass ridership accounts for approximately 10 percent of the total ridership for the Foothill Transit Silver Streak.

Foothill Transit pass ridership on Metro’s Silver Line isn’t adding significant passenger loads to the already over capacity Silver Line. For every one Foothill Transit passenger Metro carries, Foothill Transit carries 12 Metro riders, thus improving capacity along the Silver Corridor through a more efficient distribution of riders between the two services. In addition, the pass sharing program allows customers to board the first bus departing El Monte Station or Downtown LA regardless of carrier and adds access to more destinations in Downtown LA as the Silver Line and Silver Streak have slightly different alignments in the city.

Fare Change and Analysis

The following chart depicts the estimated revenue impact that the Silver Streak fare reduction had on Foothill Transit projecting through December 2013.

Special Governing Board Meeting – 10/30/13
 Proposed Silver Streak Permanent Fare Reduction
 Page 4

Fare Type	Before Silver2Silver	Current Silver2Silver	Revenue Impact
Cash	\$2.75	Decrease fare to \$2.45	(\$220,245.37)
Foothill Transit Passes	Honored only on Foothill Transit buses	Honored on Foothill Transit buses and Metro Silver Line buses	n/a
Metro Transit Passes	Honored only on Metro buses	Honored on Metro buses and Foothill Transit Silver Streak buses	(\$661,766.06) ¹
31-Day Foothill Transit Passes	\$22.00 – \$170.00	Maintain pass prices Reduce upcharge costs	\$24,163.80
EZ Transit Pass	\$35.00 - \$194.00	Accept Zone 2 EZ Transit Pass at El Monte Station Westbound Accept Zone 2 or 3 EZ Transit Pass from Downtown Los Angeles Eastbound	(\$93,426.45)
EZ Transit Pass Upcharge	\$1.50	Match upcharges depending on passes used	
Senior/Disabled/Medicare	\$2.75	\$1.15 all day	\$65,119.44
TOTAL			(\$886,154.64)

¹ Total is based on Silver Streak Average Cash Fare of \$2.72 per adult and students, and \$1.48 discounted fare.

The original program modified the Silver Streak fare for a one year promotional period. Ridership and revenue were monitored monthly and Foothill Transit's administrative team members met with Metro staff.

While ridership has increased on Foothill Transit's Silver Streak, revenue losses have been incurred. This is due both the fare reduction and to Foothill Transit accepting Metro passes for boarding. The revenue losses incurred as a result of Metro pass ridership so far and projecting through the end of the current calendar year will be mitigated by the operating grant revenue received from Metro for the ExpressLanes project.

In order to ensure that the fare revenue losses as a result of Metro pass ridership on Foothill Transit's Silver Streak will not negatively impact Foothill Transit's fare revenues in the long term, there will have to be an agreement between Metro and Foothill Transit to that effect. Preliminary discussions with Metro have identified funding through the ExpressLanes project as a source of funds for the Silver2Silver program beyond the initial one-year promotional period. Should an agreement be reached with Metro to that effect, it is recommended that the pass-sharing program be continued.

Making the Foothill Transit Silver Streak promotional fare permanent would require a public outreach process to determine customer impact.

If authorized by the board, public meetings/hearings will be conducted in November 2013. Customers will also be able to comment on this proposal in writing and via email. All comments received will be evaluated prior to making a final recommendation regarding implementation of a permanent fare reduction.

Fiscal Impact

While ridership has increased on Foothill Transit's Silver Streak as a result of the Silver2Silver promotional program, revenue losses have been incurred. These losses are projected at \$886,154.64 through the end of the current calendar year. Of this amount, \$661,766.06 is related to acceptance of Metro passes on Foothill Transit's Silver Streak. The projected loss through December 2013 is offset by the operating grant revenue received from Metro for the ExpressLanes project.

Sincerely,



Felicia E. Friesema
Director of Marketing and Communications



Doran J. Barnes
Executive Director

October 30, 2013

To: Governing Board

Subject: **Foothill Transit Major Service Change, Fare Change, Disproportionate Burden and Disparate Impact Policies**

Recommendation

Adopt the recommended Major Service Change, Fare Change, Disproportionate Burden and Disparate Impact Policies.

Analysis

In order to comply with Federal Transit Administration (FTA) Circular C 4702.1B, Foothill Transit must develop major service change, disparate impact and disproportionate burden thresholds. These thresholds are intended to ensure that major service changes or fare changes do not unfairly burden Foothill Transit's minority and low-income populations. In the event that a major service change does create a disparate impact or disproportionate burden, the Circular stipulates that Foothill Transit should explore options that do not create these impacts. If the impacts cannot be avoided, Foothill Transit must explore any options for mitigating these impacts.

To meet the requirements of the Circular, Foothill Transit must evaluate each service change and determine if it exceeds the major service change threshold. When that threshold is exceeded, or when a fare change is proposed, a disparate impact and disproportionate burden analysis is triggered. Once the thresholds have been adopted by the Agency's Board of Directors and submitted in the Agency's triennial Title VI Report to the FTA, the threshold cannot be changed until the next submittal period.

The Circular specifies that the policies must be developed with community input. Draft policies were taken to the public for comment resulting in the following staff recommendations for policies to define major service change, fare change, disparate impact and disproportionate burden thresholds.

Major Service Change:

If a major service change is being planned by Foothill Transit, a disparate impact and disproportionate burden analysis is triggered. Foothill Transit's current Joint Powers Authority rules specify that service modifications which affect less than 25 percent of the miles in a route, and less than 25 percent of the riders on a route can be determined by the Executive Board without Governing Board approval. Therefore, **any change that affects more than 25 percent of revenue service miles travelled, or more than 25 percent of the riders on a route**, is considered to be a major service change. A major service change also includes the creation of a new line. This major service change definition does not apply to any temporary service change that lasts less than 12 months.

Fare Change:

Any fare change, whether it is an increase, decrease or the introduction of new fare category or media, is subject to a Fare Equity Analysis. Exceptions are defined by the FTA as:

1. "Spare the air days" or other instances when a local municipality or transit agency has declared that all passengers ride free;
2. Temporary fare reductions that are mitigating measures for other actions; or
3. Promotional fare reductions that last less than six months.

Disparate Impact Threshold:

Disparate impact refers to the adverse effects which may be borne by the minority population affected by the service or fare change. Minority persons as defined by the U.S. Census include American Indian and Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and those persons who identified themselves as some other race or two or more races. The FTA describes the purpose of the disparate impact threshold to "define statistically significant disparity" and specifies that the threshold should be presented as a statistical percentage of impacts borne by minority populations affected by the service or fare change compared to the total minority population of the service area.

Foothill Transit recommends **15 percent** as the threshold above which an impact is deemed "a statistically significant disparity." This means that is that if the percentage difference between the minority population affected by the service or fare change is above 15 percent than the minority population of the overall service area, a disparate impact exists. This threshold is based on the cumulative impact of the proposed service or fare change. For example, if one line in a particular area within Foothill Transit's service area is being removed to be replaced by another line in that same area with more frequent headways, the impacts of each change will be examined cumulatively.

Practical Application of the Disparate Impact Threshold:

Although it is difficult to compare policies across agencies because each agency's policy should be reflective of its own population, we can look to other agency policies for guidance. For example, Los Angeles Metro defines a disparate impact for major service changes "if the absolute difference between the percentage of minorities adversely affected and the overall percentage of minorities is at least 5 percent or if there is a 20 percent or greater difference between the percentages of these two groups." San Mateo County Transit defines its threshold as "20 percent based on the cumulative impact of the proposed service and/or fare changes. This threshold applies to the difference of the impacts borne by minority populations compared to the same impacts borne by non-minority populations."

Analysis of Foothill Transit's own service area gives insight into what an appropriate threshold may be. For example, if changes were made to the entire route of Line 187 spanning from

Montclair to Pasadena, the percentage difference between the affected minority population and overall minority population is 10.94 percent; this does not exceed the draft threshold. However, if changes were made to Line 486 only affecting the most highly minority tracts in Walnut, the percentage difference is 23.1 percent. If changes were made to Line 187 only between Pasadena and Monrovia, the percentage difference would be 19.7 percent.

Disproportionate Burden Threshold:

Disproportionate burden refers to the adverse effects which may be borne by the low-income population affected by the service or fare change. The FTA requires that an agency's definition of low-income be at least as inclusive as the U.S. Department of Health and Human Services poverty guidelines. Foothill Transit considers low-income to be a household that earns 30 percent or less of the median household income in its service area. Based on American Community Survey Selected Economic Characteristics 2010 1 Year Estimates, the average median household income in Foothill Transit's service area is \$68,310.54; therefore, the low income threshold is \$20,493.16. Because the census reports household income in \$10,000 increments (after \$15,000), Foothill Transit considers any household with an income less than \$25,000 as "low-income." The FTA describes the purpose of the disparate impact threshold to "define statistically significant disparity" and specifies that the threshold should be presented as a statistical percentage of impacts borne by low-income populations affected by the service or fare change compared to the total low-income population of the service area.

Foothill Transit recommends **15 percent** as the threshold above which an impact is deemed "a statistically significant disparity." This means that if the percentage difference between the low-income population affected by the service or fare change is above 15 percent than the low-income population of the overall service area, a disproportionate burden exists. This threshold is based on the cumulative impact of the proposed service or fare change. For example, if one line is being removed to be replaced by another line with more frequent headways, the impacts of each change will be examined cumulatively.

Practical Application of the Disproportionate Burden Threshold:

Again, it is difficult to compare policies across agencies because each agency's policy should be reflective of its own population, we can look to other agency policies for guidance. Both Los Angeles Metro and San Mateo County Transit set the same Disproportionate Burden Threshold as the Disparate Impact Threshold.

Analysis of Foothill Transit's own service area gives insight into what an appropriate threshold may be. For insight, we can look at the changes discussed above to see how they impact the low-income population. For example, if changes were made to the entire route of Line 187 spanning from Montclair to Pasadena, the percentage difference between the affected low income population and overall low income population is 5.2 percent; and this does not exceed the draft threshold. If changes were made to Line 486 only affecting the most highly minority tracts in Walnut, the difference between the affected low income population and overall low

Special Governing Board Meeting – 10/30/13
Foothill Transit Major Service change, Fare Change, Disproportionate
Burden and Disparate Impact Policies
Page 4

income population is -53.6 percent, which shows that the area is actually more affluent than the average population within the Foothill Transit service area. Finally, if changes were made to Line 187 only between Pasadena and Monrovia, the difference would be 3.2 percent. However, if changes were made to Line 195, the percentage difference is 19.1 percent. Again, if changes are made to Line 494, the difference is 19.6 percent.

Data and Methodology:

Foothill Transit services a very diverse population. The minority population of the entire service area is 73.2 percent, and the low-income population is 17.3 percent. Data for the minority population was derived from the 2010 Census Demographic Profile 1 organized at the tract level, and data for the low-income population was derived from the American Community Survey data (Table DP03 Selected Economic Characteristics ACS 2011 5-year estimates) organized at tract level. Tracts within ¼ of a mile of Foothill Transit bus stops were used to calculate the percentages presented.

Census data can be used for service equity analysis; however, survey data reflecting actual ridership must be used for the fare equity analysis. The FTA recommends that ridership data be used as in lieu of Census data, if ridership data is available.

Public Outreach Process:

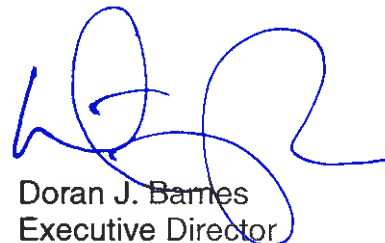
Foothill Transit conducted public outreach to collect comments on the proposed Title VI policies. One public meeting was held on October 3rd, 2013 in West Covina. The meeting was advertised via E-Notices sent to Foothill Transit customers, as well as through ads placed in the San Gabriel Valley Tribune, Daily Valley News, La Nueva Voz, Inland Valley Daily Bulletin, Sin Tao and Impacto. Notifications were also posted on Foothill Transit's social media sites. Customers were invited to comment on the policies by way of email, regular mail, FAX or through any of the Foothill Transit Stores.

No member of general public or riders attended the meeting in West Covina. Three comments were received via email, none of which was directly relevant to the draft policies.

Sincerely,



Britt Card
Transit Planner



Doran J. Barnes
Executive Director