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Foothill Transit

EXECUTIVE BOARD MEETING

West Covina, CA
Friday, January 28, 2022



Foothill Transit

Executive Board Meeting **AGENDA**

EXECUTIVE BOARD MEETING - TELECONFERENCE

9:15 AM, JANUARY 28, 2022

Foothill Transit Administrative Office

2nd Floor Board Room

100 South Vincent Avenue

West Covina, CA 91790

REVISED

FOOTHILL TRANSIT IS TAKING ALL PRECAUTIONS POSSIBLE TO PREVENT THE SPREAD OF COVID-19. FOR THE HEALTH AND SAFETY OF ALL EXECUTIVE BOARD MEMBERS, FOOTHILL TRANSIT STAFF, AND THE PUBLIC, PARTICIPATION IN THE MEETING WILL BE DONE REMOTELY VIA TELECONFERENCE USING THE FOLLOWING ZOOM MEETING LINK: <https://foothilltransit.zoom.us/j/89854716476>. ALTERNATIVELY, TO PARTICIPATE VIA PHONE, DIAL (669) 900-6833 AND ENTER MEETING ID: 898-5471-6476.

1. CALL TO ORDER
2. ROLL CALL: MEMBERS BOYER, CALAYCAY, MOSS, SHEVLIN, STERNQUIST
3. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER
4. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF DECEMBER 17, 2021
5. INTRODUCTION OF FOOTHILL TRANSIT BUSINESS PARTNERS

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

The public may view and obtain all written information supporting this agenda provided to the board both initially and supplementary prior to the meeting by calling (626) 931-7300 extension 7204 or at the agency's offices located at 100 S. Vincent Ave., Suite 200, West Covina, CA 91790. Documents, including PowerPoint handouts, distributed to Board Members by staff or Board Members at the meeting will simultaneously be made available to the public upon request.



CONSENT CALENDAR: Items 7 through 13 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

7. DECEMBER 2021 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through December 31, 2021. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of December 31, 2021, for the fiscal year ending June 30, 2022.

8. FISCAL YEAR 2022 SECOND QUARTER BUDGET UPDATE

Recommended Action: Receive and file the second quarter budget update for the fiscal year ending June 30, 2022.

9. JANUARY 2022 PROCUREMENT MONTHLY REPORT

Recommended Action: Receive and file the Procurement Monthly Report for January 2022.

10. AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS FOR GENERAL MARKETING SERVICES

Recommended Action: Authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for general marketing services.

11. RESOLUTION AUTHORIZING TELECONFERENCED PUBLIC MEETINGS

Recommended Action: Adopt Resolution 2022-02 authorizing teleconferenced public meetings for 30 days.

12. RESOLUTION ADOPTING CHANGES TO THE EXECUTIVE AND GOVERNING BOARD MEETING SCHEDULE FOR 2021

Recommended Action: Adopt Resolution 2022-03 (Attachment A) adopting a change to the Executive and Governing Board Meeting Schedule for 2022 (Attachment B), and adopting Friday, February 18, 2022 at 8:00 a.m. as the new date and time for the Strategic Planning Workshop.



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13. FISCAL YEAR 2022 BUSINESS PLAN INITIATIVES UPDATE

Recommended Action: Receive and file an update on Foothill Transit's FY2022 Business Plan Initiatives.

REGULAR AGENDA:

14. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN UPDATE

Recommended Action: Receive and file an update on Foothill Transit's Public Transportation Agency Safety Plan (PTASP).

15. AUTHORIZATION TO AWARD CONTRACT FOR SECURITY SERVICES

Recommended Action: Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into Agreement No. 22-023 with Absolute International Security, in the amount of \$1,582,010.92 for security services at the Downtown Los Angeles (DTLA) layover, administrative office building, and the El Monte Transit Store. The contract term will include three base years and two one-year options.

16. AUTHORIZATION FOR CONTRACT AMENDMENT FOR THE PURCHASE OF 33 FUEL CELL BUSES

Recommended Action: Authorize the Chief Executive Officer to execute Amendment No. 2 to Contract No. 21-077, increasing the contract value to \$38,514,151.36, including sales tax. This total cost will be partially offset by \$8.91 million in local funding from the State of California's Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) program and \$5 million in funding through the Transit and Intercity Rail Capital Program (TIRCP).

17. CONTINUED GENERAL PUBLIC COMMENT

This time is reserved for those members of the public who were unable to speak earlier in the agenda because of the 30-minute time restriction.

18. CHIEF EXECUTIVE OFFICER COMMENT

19. BOARD MEMBER COMMENT



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

Property Address/Location: 1118 N. Citrus Avenue, Covina, CA 91722
Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Jane Starke, Darold D. Pieper, Kevin Parks McDonald, Barry Foster
Negotiating Parties: Victor Linares
Under Negotiation: Price and Terms

21. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—EXISTING
LITIGATION Existing Litigation, Government Code § 54956.9(a)

Name of Case: *Julian Bryant, et al. v. City of Pomona, Foothill Transit, et al.*, Los Angeles Superior Court Case No. 19STCV46308

22. CLOSED SESSION REPORT

23. ADJOURNMENT



Foothill Transit

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

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

**Friday, December 17, 2021
9:15 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Sternquist at 9:36 a.m.

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Gary Boyer, Member Cory Moss, Member Becky Shevlin,
Vice Chair Corey Calaycay, Chair Cynthia Sternquist

3. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER

Item 8, Contract Award for Data Center Server Replacement was pulled from agenda. The Chair and Chief Executive Officer confirmed the agenda as revised.

4. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of October 29, 2021 and Special Meeting of November 19, 2021.

Motion by Member Shevlin, second by Member Moss, the minutes for the Regular Meeting of October 29, 2021 and Special Meeting of November 19, 2021 were approved. Motion carried 5-0.

5. INTRODUCTION OF FOOTHILL TRANSIT BUSINESS PARTNERS

There were no presentations by Foothill Transit Business Partners.

6. GENERAL PUBLIC COMMENT

Lupe Carranza, ATU 1756, expressed his condolences in regards to the

passing of Arcadia Councilmember and Foothill Transit Governing Board Member Roger Chandler. He also stated that he looked forward to continuing to work with Foothill Transit.

6.1. Chief Executive Officer Response to Public Comment

There was no response to Public Comment by the Chief Executive Officer.

CONSENT CALENDAR

7. **OCTOBER 2021 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through October 31, 2021. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of October 31, 2021, for the fiscal year ending June 30, 2022.

Motion by Member Shevlin, second by Member Moss, to receive and file. Motion carried 5-0.

8. **CONTRACT AWARD FOR DATA CENTER SERVER REPLACEMENT**

Recommendation: Receive and file a report on the award of Contract No. 22-026 to Questivity Inc. in the amount of \$99,958.89 for the purchase and installation of a Nutanix Data Center Server solution hardware and software for the Foothill Transit Data Center located at the administrative offices.

This item was pulled from the agenda and will be presented at a future meeting.

9. **CONTRACT AWARD FOR HVAC SYSTEM REPLACEMENT AT Foothill TRANSIT'S ARCADIA IRWINDALE OPERATIONS AND MAINTENANCE FACILITY**

Recommendation: Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into Agreement No. 21-069 with Metro Builders & Engineers Group, Ltd. in the amount \$1,397,583 for replacement of the HVAC equipment at Foothill Transit's Arcadia Irwindale Operations and Maintenance Facility.



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

10. **CONTRACT AWARD FOR CONSTRUCTION AND INSTALLATION OF ARCADIA IRWINDALE OPERATIONS & MAINTENANCE FACILITY ELECTRIC BUS METER**

Recommendation: Receive and file a report on the award of Contract No. 22-013 to Apollo Electric in the amount \$63,600 for construction and installation of a new electric meter to serve additional bus charging equipment at Foothill Transit's Arcadia Irwindale Operations & Maintenance Facility.

Motion by Member Shevlin, second by Member Moss, to receive and file. Motion carried 5-0.

11. **CONTRACT AMENDMENT FOR ARCHITECTURAL AND ENGINEERING DESIGN FOR THE MT. SAN ANTONIO COLLEGE TRANSIT CENTER**

Recommendation: Authorize the Chief Executive Officer to execute Amendment No. 4 to Contract No. 18-017 with Psomas in the amount of \$253,324 for construction administration services and additional design services for the construction of the Mt. San Antonio College Transit Center.

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

12. **RESOLUTION AUTHORIZING TELECONFERENCED PUBLIC MEETINGS**

Recommendation: Adopt Resolution 2021-09 authorizing teleconferenced public meetings for 30 days.

Motion by Member Shevlin, second by Member Moss, to adopt. Motion carried 5-0.

REGULAR AGENDA

13. **FOOTHILL TRANSIT FARE STRUCTURE SIMPLIFICATION**

Recommendation: Recommend that the Governing Board authorize the Chief Executive Officer to adopt proposed changes to fare structure.

John Xie, Revenue Manager, presented this item.

Mr. Xie reported that two Public Meetings were held on November 16 and November 18, and a Public Hearing was held on December 1. All meetings were held virtually. In addition, customers had various methods of comment submission. A total of ten comments were received, and most were in favor of the proposed changes to the fare structure.

He presented a summary of the proposed changes, such as, consolidation of the Silver Streak fare structure to local, matching single ride and single day pass to regional prices, free internal transfers for two hours for base fare paid with a TAP card, and the introduction of a 10-ride pass. If approved by the Governing Board in January 2022, the fare structure will go live on May 1, 2022.

There was no Public Comment on this item.

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

14. **COVINA TRANSIT CENTER - POTENTIAL PARKING SPACE LEASE**

Recommendation: Provide direction to staff on a potential parking space lease agreement for 30 to 60 spaces at the Covina Transit Center and Park & Ride facility.

Sharlane Bailey, Director of Facilities, presented this item.

Ms. Bailey presented an overview of the Covina Transit Center project history. The soft opening of the transit center took place in March 2020 and soon after the stay-at-home order was enforced due to COVID-19. Commuter service was placed on hold and local service continued to serve the transit center. Once the stay-at-home order was lifted, Line 490 commuter service resumed to Downtown Los Angeles.

She reported that in early 2021 the private developer Meritage Homes and the Citrus Promenade homeowners contacted Foothill Transit to inquire about their possible use of vacant parking spaces at the parking structure. Foothill Transit staff advised that their request would have to put their request on hold as the transit center would be used as a vaccination location for the community. In September 2021, a similar request was received from the City of Covina.



Member Shevlin stated that there are too many unknowns and that the leasing of parking spaces would set a bad precedent. Vice Chair Calaycay concurred with Member Shevlin and stated that parking intended for public transit should not be allowed to be used for private housing purposes. Member Boyer stated that it would be difficult to undo this type of agreement and that the transit center should be allowed to operate during normal times and the commercial development filled. Member Moss agreed with her fellow board members.

There was no Public Comment on this presentation.

15. **PROPOSED PROCUREMENT POLICIES AND PROCEDURES MANUAL REVISIONS**

Recommendation: Adopt the proposed Procurement Policies and Procedures Manual revisions

Chis Pieper, Director of Procurement, presented this item.

Mr. Pieper presented the proposed revisions which included an update to federal requirements, procurement method threshold, restrictions on lobbying and contacts, and update to reflect changes to titles.

The threshold requiring Executive Board approval would be raised from \$100,000 for purchases over \$250,000. The Chief Executive Officer would have signature authority of purchases under \$250,000.

There was no Public Comment on this presentation.

Member Boyer requested that a monthly report be prepared for the Executive Board to report on procurements that fall between \$100,000 and \$250,000 range. Vice Chair Calaycay incorporated the addition of an information report as part of his motion

Motion by Vice Chair Calaycay, second by Member Shevlin, to adopt. Motion carried 5-0.

16. **CONTINUED GENERAL PUBLIC COMMENT**

Public comment was not reopened as the Public Comment period was concluded earlier in the agenda (Item 6).



17. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- A Special Meeting will be held in early January so that the board can re-adopt the resolution that allows for virtual meetings.
- Staff is researching venues that would allow for the Executive Board to meet in person for the Strategic Planning Workshop.
- Wished everyone Happy Holidays.
- Requested that the meeting adjourn in the memory of Ryan Popple, Proterra Co-founder and Executive Director. Mr. Barnes introduced Lauren Cochran Scoville, Proterra Vice President of Sales, who shared a few thoughts and thanked the Executive Board for allowing her to honor Mr. Popple.

18. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Members of the Executive Board wished everyone a Merry Christmas and Happy Holidays.

19. **ADJOURNMENT**

Adjournment for the December 17, 2021 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned in the memory of Ryan Popple, Proterra Co-founder and Executive Director at 10:12 a.m.



January 28, 2022

To: Executive Board

Subject: **December 2021 Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through December 31, 2021.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of December 31, 2021, for the fiscal year ending June 30, 2022.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of December 31, 2021, shows total assets at \$378.80 million. This total consists primarily of \$227.50 million in fixed assets, \$120.86 million in cash and investments and \$29.89 million in receivable and prepaid assets. Foothill Transit's cash position of \$120.86 million is \$2.77 million more than the previous month, and is \$6.48 million less than last year in December.

Liabilities

The accounts payable balance is \$10.27 million. Accounts Payables include operation and maintenance expenses for \$7.07 million and \$1.33 million for fuel.

The deferred revenue of \$104.86 million represents funds that are reserved for planned capital expenditures, such as, upcoming bus procurements and transit center construction activities and sales tax based subsidies such as: Prop A and C set aside temporarily, but will be recognized as revenues in the 2nd half of FY2022.



Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$36.52 million in liquid accounts held with Bank of the West; \$10.25 million in interest bearing money market accounts with Bank of the West; \$68,000 with Chase; and \$74 million invested in the Local Agency Investment Fund (LAIF).

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)

December 2021 year-to-date fare revenues were \$3,519,676. Although less than pre-pandemic years, fare revenues are more than the planned budget. This is due to slowly increasing ridership and the fare sale during the first quarter of FY2022. Additionally, revenues reflect application of the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) federal funds.

Operating costs through December 2021 were \$52.71 million, which is \$3.24 million less than the budget and \$1.95 million more than December 2020. Of this \$52.71 million, \$40.18 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel, which was \$4.29 million through December 2021. Although overall expenses are currently under budget, fuel is currently trending higher than budget.

Capital expenditures through December were \$4.45 million compared with \$24.70 million last year at this time. The annual budget for capital expenditures includes the procurement and construction of twenty hydrogen fuel cell buses and a hydrogen fueling station, construction of the Mt. San Antonio College Transit Center, security enhancements at the Arcadia-Irwindale and Pomona operations and maintenance facilities, and CNG equipment replacement at the Pomona operations and maintenance facility.



Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of December 2021; 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 December 2021 were \$12.42 million. Capital disbursements totaled \$0.77 million and other significant disbursements include \$3.67 million to Keolis and \$6.52 million to Transdev for bus operating services.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Chief Executive Officer

Attachments

**Foothill Transit
Balance Sheet
As of December 31, 2021**

Assets

Current Assets:

Cash	\$120,856,928
Investments	0
Due from government agencies	20,638,051
Other receivables	7,737,157
Other assets	1,518,578
Total Current Assets	<u>\$150,750,714</u>

Non current Assets:

Notes receivable	551,972
Property & Equipment (net of depreciation)	227,497,241
Total Non Current Assets	<u>228,049,213</u>

Total Assets	<u><u>\$378,799,927</u></u>
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Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	\$10,270,570
Deferred Revenue	104,863,761
Total Liabilities	<u><u>\$115,134,331</u></u>

Equity

Fund Balance:

Investment in Capital Assets	\$227,497,241
Current Year Change	(19,612,345)
Reserve	55,780,699
Total Equity	<u>\$263,665,596</u>

Total Liabilities and Equity	<u><u>\$378,799,927</u></u>
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**Summary of Cash and
Investment Account
For December 31, 2021**

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$20,423,681
Petty Cash	N/A	N/A	\$400
Revolving Fund - Transit Stores	N/A	N/A	\$1,200
Bank of the West-Excise Tax/LCFS #1106	N/A	Demand Deposit	\$16,099,481
BOW-Prop 1B-Cal Grants #1105	0.31%	Demand Deposit	\$5,483
Bank of the West-Money Market #1110	0.30%	Demand Deposit	\$4,995,239
Bank of the West-Money Market #1111	0.30%	Demand Deposit	\$4,955,295
Bank of the West-LCTOP #1108	0.06%	Demand Deposit	\$298,465
Chase Business Saving #1109	0.05%	Demand Deposit	\$68,069
LAIF Investment #1141	0.33%	Demand Deposit	\$74,009,616
Subtotal Cash on Hand			\$120,856,928
Investments:			\$0
Subtotal Investments			\$0
Total Cash and Investments			\$120,856,928

Foothill Transit
Statement of Revenue and Expense
For Month Ended December 31, 2021

	Actual YTD December 2021	Budget YTD December 2021	Variance	Actual YTD December 2020
Fare Revenue				
Farebox	\$1,926,931.98	\$708,103	172.13%	\$230,314
Pass Sales	\$526,864.12	379,797	38.72%	142,913
TAP Cash Purse	\$876,761.62	393,911	122.58%	185,585
MetroLink & Access Service	\$138,276.90	54,968	151.56%	24,775
EZ Transit Pass	\$50,841.24	65,372	(22.23%)	12,946
Total Operating Revenue	\$3,519,675.86	\$1,602,150	119.68%	\$596,532
Operating Subsidies and Other				
Transportation Development Act	\$13,297,730	\$18,918,262	(29.71%)	\$16,224,528
State Transit Assistance (STA)	195,411	195,411	0.00%	0
Senate Bill 1 - STA	145,908	145,908	0.00%	0
Senate Bill 1 - STA BSCP	15,754	15,754	0.00%	0
CalTrans-LCTOP	0	0	0.00%	0
AQMD/MSRC – Clean Air Grant	0	0	0.00%	0
Prop A 40% Discretionary	1,452,961	1,452,961	0.00%	0
Prop A 40% BSCP	419,418	419,418	0.00%	0
Prop A Exchange	0	0	0.00%	750,000
Prop C BSIP	81,244	81,244	0.00%	0
Prop C Base Restructuring	174,503	174,503	0.00%	0
Prop C Transit Service Expansion	29,080	29,080	0.00%	0
Transit Security	86,442	86,442	0.00%	0
Measure R	1,021,289	1,021,289	0.00%	0
Measure M	1,017,810	1,017,810	0.00%	0
CRD Subsidy	0	0	0.00%	0
Federal CRRSAA 5307	30,787,059	30,787,059	0.00%	32,629,006
Miscellaneous Transit Revenues	465,381	0	0.00%	339,143
Total Subsidies and Other	\$49,189,989	\$54,345,140	(9.49%)	\$49,942,677
Total Operating Revenue	\$52,709,664.67	\$55,947,290.00	(5.79%)	\$50,539,209
Other Revenues				
Gain on Sale of Fixed Assets	\$43,803	\$0	0.00%	\$66,358
Fuel Tax Credit	0	0	0.00%	0
Auxiliary Revenue	388,849	392,250	0.00%	217,544
Total Other Revenues	432,653	392,250	10.30%	\$283,903
Total Operating and Other Revenues	\$53,142,317	\$56,339,540	(5.67%)	\$50,823,112
Operating Expenses				
Customer Service & Operations	\$46,297,365	\$47,873,075	(3.29%)	\$45,480,437
Maintenance & Vehicle Technology	407,244	449,325	(9.37%)	361,777
Marketing & Communications	803,552	1,096,830	(26.74%)	591,800
Information Technology	999,405	1,165,174	(14.23%)	699,349
Administration	1,080,337	1,172,892	(7.89%)	870,958
Procurement	306,802	404,004	(24.06%)	280,310
Government Relations	189,193	491,498	(61.51%)	279,150
Finance	887,184	928,020	(4.40%)	748,444
Planning	925,262	1,079,938	(14.32%)	438,581
Facilities	813,321	1,286,534	(36.78%)	1,008,628
Total Operating Expenses	\$52,709,664.67	\$55,947,290.00	(5.79%)	\$50,759,434
Other Expenses				
Property Management	\$232,250	\$232,250	0.00%	\$63,678
Special Services	145,293	\$160,000	0.00%	0
Total Other Expenses	\$377,543	\$392,250	(3.75%)	\$63,678
Total Operating and Other Expenses	\$53,087,208	\$56,339,540	(5.77%)	\$50,823,112
Capital Revenues				
Capital Grants	\$4,444,533	\$37,789,328	(88.24%)	\$24,705,973
Capital Expenditures				
Capital Expenditures	\$4,444,533	\$37,789,328	(88.24%)	\$24,705,973

Bank Account - Check Details

Period: 12/01/21..12/31/21

Foothill Transit

Friday, January 14, 2022

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This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 12/01/21..12/31/21

ATTACHMENT D

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001	General Checking						
	Phone No.		800-488-2265				
12/01/21	E100115	Transdev Services, Inc.		58,551.41	0.00	0.00	Posted
12/01/21	E100116	Transdev Services, Inc.		172,058.69	0.00	0.00	Posted
12/02/21	476	Cosco Fire Protection, Inc.		330.00	0.00	0.00	Posted
12/02/21	477	C.A.T. Specialties		419.29	0.00	0.00	Posted
12/02/21	478	Suburban Water Systems		1,121.23	0.00	0.00	Posted
12/02/21	479	Athens Services- 54957		1,390.46	0.00	0.00	Posted
12/02/21	480	Weatherite Corporation		198.00	0.00	0.00	Posted
12/02/21	481	West Covina Beautiful		250.00	0.00	0.00	Posted
12/02/21	482	Concur Technologies, Inc.		2,514.72	0.00	0.00	Posted
12/02/21	483	HD Supply Facilities Maintenance		84.98	0.00	0.00	Posted
12/02/21	484	SHI International Corp		139.35	0.00	0.00	Posted
12/02/21	485	Home Depot Credit Services		793.90	0.00	0.00	Posted
12/02/21	486	Greater Los Angeles Council, Boy Scouts of America		3,500.00	0.00	0.00	Posted
12/02/21	487	Southern California Edison Co.		25,080.88	0.00	0.00	Posted
12/02/21	488	Azusa Light & Water		5,146.03	0.00	0.00	Posted
12/02/21	489	Walnut Valley Water District		358.96	0.00	0.00	Posted
12/02/21	490	FEDEX Corp.		17.06	0.00	0.00	Posted
12/02/21	491	Tri - Signal Integration, Inc.		210.00	0.00	0.00	Posted
12/02/21	492	Newage PHM, LLC		7,639.78	0.00	0.00	Posted
12/02/21	493	Office Depot		358.71	0.00	0.00	Posted
12/02/21	494	Roberto Vidal Estrella		187.40	0.00	0.00	Posted
12/02/21	495	Alltech Industries, Inc.		6,300.00	0.00	0.00	Posted
12/02/21	496	Skyline Pest Control		190.00	0.00	0.00	Posted
12/02/21	497	Chamber of Commerce - Pomona		400.00	0.00	0.00	Posted
12/02/21	498	Industry Public Utility Commission		1,226.40	0.00	0.00	Posted
12/02/21	499	Adt Security Services, Inc.		448.68	0.00	0.00	Posted
12/03/21	500	Birdi Systems, Inc.		6,090.00	0.00	0.00	Posted
12/03/21	501	Pulsar Advertising		66,319.25	0.00	0.00	Posted
12/03/21	502	Lewis Engraving		1,676.08	0.00	0.00	Posted
12/03/21	503	N G A Investment Properties LLC		547.81	0.00	0.00	Posted
12/03/21	504	Standard Parking Corporation		3,738.04	0.00	0.00	Posted
12/03/21	505	Neighborhood Homework House		25,000.00	0.00	0.00	Posted
12/03/21	506	Climatec Building Technologies LLC		2,366.78	0.00	0.00	Posted
12/03/21	507	Charter Communications Inc.		181.03	0.00	0.00	Posted
12/03/21	508	Frontier		382.80	0.00	0.00	Posted
12/03/21	509	AT and T - 5019		471.19	0.00	0.00	Posted
12/03/21	510	AT and T - 5075		35.05	0.00	0.00	Posted
12/03/21	511	Pomona College		2,000.00	0.00	0.00	Posted
12/03/21	512	The Gas Co.		1,019.67	0.00	0.00	Posted
12/06/21	E100117	Keolis Transit America, Inc.		7,010.26	0.00	0.00	Posted

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Foothill Transit

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ATTACHMENT D

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
12/06/21	E100118	Keolis Transit America, Inc.		1,336,631.42	0.00	0.00	Posted
12/06/21	E100119	Transdev Services, Inc.		2,391,606.99	0.00	0.00	Posted
12/07/21	513	Thomas J. Koontz		12,535.79	0.00	0.00	Posted
12/07/21	514	Day - Lite Maintenance Co. Inc.		1,780.52	0.00	0.00	Posted
12/07/21	515	Transit Information Products		6,668.38	0.00	0.00	Posted
12/07/21	516	D and D Golf Cars Inc.		3,904.47	0.00	0.00	Posted
12/07/21	517	Athens Services - 60009		525.00	0.00	0.00	Posted
12/07/21	518	Thompson Coburn LLP		1,720.50	0.00	0.00	Posted
12/07/21	519	Frontier		2,394.54	0.00	0.00	Posted
12/07/21	520	Paulina Ruiz		108.41	0.00	0.00	Posted
12/07/21	521	ZEBRA		5,000.00	0.00	0.00	Posted
12/07/21	522	Verizon Wireless		24,827.82	0.00	0.00	Posted
12/07/21	E100120	Translating Services, Inc.		170.00	0.00	0.00	Posted
12/07/21	E100121	Translating Services, Inc.		85.00	0.00	0.00	Posted
12/07/21	E100122	MCG & Associates		900.00	0.00	0.00	Posted
12/07/21	E100123	Translating Services, Inc.		110.00	0.00	0.00	Posted
12/07/21	E100124	UC Regents		775.00	0.00	0.00	Posted
12/08/21	523	Metrolink		4,415.25	0.00	0.00	Posted
12/09/21	E100125	Translating Services, Inc.		170.00	0.00	0.00	Posted
12/10/21	524	County of L.A. - Sheriff's Dept.		13,112.78	0.00	0.00	Posted
12/10/21	525	ATKINSON ANDELSON LOYA RUUD AND ROMO		1,169.00	0.00	0.00	Posted
12/10/21	526	H&E Equipment Services, Inc.		787.43	0.00	0.00	Posted
12/10/21	527	Thomas J. Koontz		1,332.00	0.00	0.00	Posted
12/10/21	528	Socal Office Technologies		6.27	0.00	0.00	Posted
12/10/21	529	Cintas Corporation 49		130.58	0.00	0.00	Posted
12/10/21	530	Green Thumb Indoor Plant		449.75	0.00	0.00	Posted
12/10/21	531	Thompson Coburn LLP		976.50	0.00	0.00	Posted
12/10/21	532	Universal Waste Systems		4,780.00	0.00	0.00	Posted
12/10/21	533	Compu-Vision Consulting, Inc.		8,280.00	0.00	0.00	Posted
12/10/21	534	Digium Inc.		2,342.80	0.00	0.00	Posted
12/10/21	535	ACC Business		1,080.01	0.00	0.00	Posted
12/10/21	536	City of Duarte		1,000.00	0.00	0.00	Posted
12/10/21	537	SmartRise Elevator Service Inc		210.00	0.00	0.00	Posted
12/10/21	538	Waste Management Collection & Recycling, Inc.		449.97	0.00	0.00	Posted
12/10/21	539	FEDEX Corp.		254.79	0.00	0.00	Posted
12/10/21	540	Crown Castle USA Inc.		831.51	0.00	0.00	Posted
12/10/21	541	Schindler Elevator Corporation		3,003.09	0.00	0.00	Posted
12/10/21	542	T-Mobile USA Inc.		571.16	0.00	0.00	Posted
12/10/21	543	Cory C. Moss		397.04	0.00	0.00	Posted
12/10/21	544	Corey L. Calaycay		436.38	0.00	0.00	Posted
12/10/21	545	Gary L. Boyer		277.96	0.00	0.00	Posted
12/10/21	546	Linda Garrison		455.00	0.00	0.00	Posted
12/10/21	547	Magellan Behavioral Health, Inc.		2,999.23	0.00	0.00	Posted
12/10/21	548	California Choice		66,049.05	0.00	0.00	Posted
12/10/21	549	Allied Administrators for Delta Dental		6,828.27	0.00	0.00	Posted

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Foothill Transit

FOOTHILLTRANSITJQUINTANA

ATTACHMENT D

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
12/10/21	550	Vision Service Plan - (CA)		1,417.12	0.00	0.00	Posted
12/10/21	551	AFLAC		1,626.90	0.00	0.00	Posted
12/10/21	552	California Chamber of Commerce		139.59	0.00	0.00	Posted
12/10/21	553	Tri - Signal Integration, Inc.		105.00	0.00	0.00	Posted
12/13/21	554	Strickbine Publishing, Inc.		900.00	0.00	0.00	Posted
12/13/21	555	Stantec Architecture		832.00	0.00	0.00	Posted
12/13/21	556	Southern California Edison Co.		1,292.38	0.00	0.00	Posted
12/13/21	557	Center for Transportation and the Environment, Inc		39,291.10	0.00	0.00	Posted
12/13/21	558	Athens Services- 54957		387.88	0.00	0.00	Posted
12/13/21	559	AT and T - 5025		754.57	0.00	0.00	Posted
12/13/21	560	Mitsubishi Electric US, Inc.		230.00	0.00	0.00	Posted
12/13/21	561	Suburban Water Systems		1,146.47	0.00	0.00	Posted
12/13/21	562	County of L.A. - Dept. Public Health		37.00	0.00	0.00	Posted
12/13/21	E100126	Transdev Services, Inc.		10,895.97	0.00	0.00	Posted
12/14/21	563	TransTrack Systems Inc.		1,137.50	0.00	0.00	Posted
12/14/21	564	Psomas		9,980.14	0.00	0.00	Posted
12/14/21	565	Green Thumb Indoor Plant		213.00	0.00	0.00	Posted
12/14/21	566	ViriCiti LLC		3,055.00	0.00	0.00	Posted
12/14/21	E100127	Keolis Transit America, Inc.		7,266.78	0.00	0.00	Posted
12/14/21	E100128	Darold D. Pieper Attorney at Law		8,014.94	0.00	0.00	Posted
12/16/21	567	TransTrack Systems Inc.		1,231.25	0.00	0.00	Posted
12/16/21	568	Amazon Web Services, Inc		745.87	0.00	0.00	Posted
12/16/21	569	Dean Gazzo Roistacher LLP		369.00	0.00	0.00	Posted
12/16/21	570	Verizon Business - 15043		7,125.71	0.00	0.00	Posted
12/16/21	571	ReadyRefresh		73.34	0.00	0.00	Posted
12/16/21	572	AT and T - 5025		517.63	0.00	0.00	Posted
12/16/21	573	Quadiant Leasing USA, Inc.		466.82	0.00	0.00	Posted
12/16/21	574	Frontier		3,299.46	0.00	0.00	Posted
12/16/21	575	Wright Express		257.25	0.00	0.00	Posted
12/16/21	576	N G A Investment Properties LLC		776.73	0.00	0.00	Posted
12/16/21	E100129	Clean Energy		217,701.25	0.00	0.00	Posted
12/16/21	E100130	Clean Energy		51,199.33	0.00	0.00	Posted
12/16/21	E100131	Clean Energy		59,108.64	0.00	0.00	Posted
12/16/21	E100132	Clean Energy		333,950.31	0.00	0.00	Posted
12/16/21	E100133	Clean Energy		78,989.93	0.00	0.00	Posted
12/16/21	E100134	Transdev Services, Inc.		18,767.18	0.00	0.00	Posted
12/16/21	E100135	NelsonNygaard Consulting Associates, Inc.		38,908.17	0.00	0.00	Posted
12/16/21	E100136	Transdev Services, Inc.		35,000.00	0.00	0.00	Posted
12/17/21	577	Cosco Fire Protection, Inc.		130.00	0.00	0.00	Posted
12/17/21	578	Rivet Campus Media		6,960.00	0.00	0.00	Posted
12/17/21	579	Ultimate Maintenance Services, Inc		4,025.14	0.00	0.00	Posted
12/17/21	580	ITsavvy LLC		8,009.70	0.00	0.00	Posted
12/17/21	581	Weatherite Corporation		565.00	0.00	0.00	Posted
12/17/21	582	BroadLux Inc.		4,348.20	0.00	0.00	Posted
12/17/21	583	Southern California Edison Co.		213.30	0.00	0.00	Posted

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ATTACHMENT D

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
12/17/21	584	Council of University Transportation Centers		2,500.00	0.00	0.00	Posted
12/17/21	585	Azteca Landscape		5,810.61	0.00	0.00	Posted
12/17/21	586	ACE Pelizon Plumbing		210.50	0.00	0.00	Posted
12/17/21	587	Home Depot Credit Services		1,335.59	0.00	0.00	Posted
12/17/21	588	Platinum Security Inc.		7,230.08	0.00	0.00	Posted
12/17/21	589	State Compensation Insurance Fund		4,657.75	0.00	0.00	Posted
12/17/21	590	ConvergeOne, Inc		50,507.83	0.00	0.00	Posted
12/17/21	591	Landmark Healthplan of California, Inc.		113.86	0.00	0.00	Posted
12/17/21	592	Tanya Marie Pina		224.02	0.00	0.00	Posted
12/17/21	593	State of California Department of Transportation		15,800.00	0.00	0.00	Posted
12/17/21	594	CA Newspaper Service Bureau		259.86	0.00	0.00	Posted
12/17/21	595	Athens Services- 54957		1,949.77	0.00	0.00	Posted
12/17/21	596	Life Insurance Company of North America		5,454.88	0.00	0.00	Posted
12/17/21	597	Air & Lube Systems Inc.		50,373.34	0.00	0.00	Posted
12/20/21	57881	Ashlien Savage	Replenish of petty cash fund	276.85	276.85	0.00	Posted
12/20/21	598	Crowe LLP		7,290.00	0.00	0.00	Posted
12/20/21	599	John Xie		504.14	0.00	0.00	Posted
12/20/21	600	Zonar Systems Inc.		6,137.00	0.00	0.00	Posted
12/20/21	601	Cerberus LLC		2,050.00	0.00	0.00	Posted
12/20/21	602	AFLAC		1,626.90	0.00	0.00	Posted
12/20/21	603	MSP Capital Partners LLC		3,891.00	0.00	0.00	Posted
12/20/21	604	LegalShield		364.90	0.00	0.00	Posted
12/20/21	605	Sharlane Bailey		585.00	0.00	0.00	Posted
12/21/21	606	The Bus Coalition, Inc.		1,500.00	0.00	0.00	Posted
12/21/21	607	Michelle Sabastian		640.00	0.00	0.00	Posted
12/21/21	608	Dalila Ortiz		1,575.00	0.00	0.00	Posted
12/21/21	609	San Gabriel Valley PAN		1,500.00	0.00	0.00	Posted
12/21/21	610	Vector Resources, Inc.		3,407.49	0.00	0.00	Posted
12/21/21	611	Thompson Coburn LLP		4,975.50	0.00	0.00	Posted
12/21/21	612	Insight Public Sector, Inc.		1,858.00	0.00	0.00	Posted
12/21/21	613	Southern California Edison Co.		10,021.42	0.00	0.00	Posted
12/21/21	614	AT and T - 5025		2,770.05	0.00	0.00	Posted
12/21/21	615	Socal Office Technologies		25.37	0.00	0.00	Posted
12/21/21	616	Concur Technologies, Inc.		2,514.72	0.00	0.00	Posted
12/23/21	617	California Transit Association		28,000.00	0.00	0.00	Posted
12/23/21	618	ACE Pelizon Plumbing		1,567.00	0.00	0.00	Posted
12/23/21	619	Standard Parking Corporation		3,580.06	0.00	0.00	Posted
12/23/21	620	Newage PHM, LLC		7,732.59	0.00	0.00	Posted
12/23/21	621	Conference of Minority Transport. Officials - DC		5,100.00	0.00	0.00	Posted
12/23/21	622	Skyline Pest Control		95.00	0.00	0.00	Posted
12/23/21	623	Walnut Valley Water District		380.63	0.00	0.00	Posted
12/23/21	624	Southern California Edison Co.		14,826.61	0.00	0.00	Posted
12/23/21	625	Alltech Industries, Inc.		12,342.00	0.00	0.00	Posted
12/23/21	626	Charter Communications Holdings, LLC		1,565.00	0.00	0.00	Posted
12/23/21	627	Metrolink		4,905.25	0.00	0.00	Posted

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Friday, January 14, 2022

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ATTACHMENT D

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
12/23/21	E100137	Translating Services, Inc.		530.00	0.00	0.00	Posted
12/23/21	E100138	Transdev Services, Inc.		1,216,518.65	0.00	0.00	Posted
12/23/21	E100139	Transdev Services, Inc.		184,771.65	0.00	0.00	Posted
12/23/21	E100140	Keolis Transit America, Inc.		878,638.23	0.00	0.00	Posted
12/23/21	E100141	Keolis Transit America, Inc.		109,632.13	0.00	0.00	Posted
12/24/21	628	County of L.A. - Sheriff's Dept.		16,396.54	0.00	0.00	Posted
12/24/21	629	ECS Imaging, Inc.		15,520.00	0.00	0.00	Posted
12/24/21	630	IHeartMedia Entertainment Inc.		3,333.33	0.00	0.00	Posted
12/24/21	631	Thomas J. Koontz		4,100.75	0.00	0.00	Posted
12/24/21	632	File Keepers LLC		132.00	0.00	0.00	Posted
12/24/21	633	Azusa Light & Water		3,865.22	0.00	0.00	Posted
12/24/21	634	Chamber of Commerce - San Dimas		160.00	0.00	0.00	Posted
12/24/21	635	San Gabriel Valley Newspaper		3,636.80	0.00	0.00	Posted
12/24/21	636	Sing Tao Daily		600.00	0.00	0.00	Posted
12/24/21	637	Panera, LLC		471.04	0.00	0.00	Posted
12/24/21	638	Linda Apodaca		541.06	0.00	0.00	Posted
12/24/21	639	ReadyRefresh		93.34	0.00	0.00	Posted
12/24/21	640	Avail Technologies, Inc.		418,116.00	0.00	0.00	Posted
12/24/21	641	Frontier		205.14	0.00	0.00	Posted
12/24/21	642	Industry Public Utility Commission		1,094.95	0.00	0.00	Posted
12/24/21	643	AT and T - 5019		471.19	0.00	0.00	Posted
12/24/21	644	Southern California Edison Co.		429.75	0.00	0.00	Posted
12/24/21	645	Matthew Nakano		4,012.48	0.00	0.00	Posted
12/27/21	E100142	Transdev Services, Inc.		6,985.02	0.00	0.00	Posted
12/27/21	E100143	Keolis Transit America, Inc.		7,634.59	0.00	0.00	Posted
12/27/21	E100144	Keolis Transit America, Inc.		8,500.00	0.00	0.00	Posted
12/27/21	E100145	Access Pacific, Inc.		101,244.53	0.00	0.00	Posted
12/30/21	E100146	Translating Services, Inc.		136.30	0.00	0.00	Posted
12/30/21	E100147	Transdev Services, Inc.		92,252.98	0.00	0.00	Posted
12/30/21	E100148	Transdev Services, Inc.		2,331,785.63	0.00	0.00	Posted
12/30/21	E100149	Access Pacific, Inc.		134,812.73	0.00	0.00	Posted
12/30/21	E100150	Keolis Transit America, Inc.		1,313,977.15	0.00	0.00	Posted
General Checking				12,420,390.85	276.85	0.00	



January 28, 2021

To: Governing Board

Subject: **Fiscal Year 2022 Second Quarter Budget Update**

Recommendation

Receive and file the second quarter budget update for the fiscal year ending June 30, 2022.

Analysis

As of December 31, 2021, Foothill Transit is \$3.2 million under the approved year-to-date operating budget of \$55.9 million. Each department continues to work toward achievement of its individual goals and objectives for the year. The most significant operating underrun is related to purchased transportation, which is the line item where we account for the delivery of transit services. Cancellations of many community events and trainings or the shift to virtual meetings as the pandemic has continued to make a lasting impact throughout the region has also resulted in additional savings. In addition, there are some underruns that are related to timing and will likely fall closer to budget as we get closer to year end. We have forecasted that Foothill Transit will end the fiscal year within the approved operating budget. Current COVID-19 related operating expenses amount to approximately \$408k.

Operating Accomplishments

Foothill Transit continues to prioritize safety of customers and staff as its highest priority. Team members have continued to work diligently to deliver service to Foothill Transit customers throughout the San Gabriel and Pomona Valleys.

Operating accomplishments during the first two quarters included the following: continued operations of all Foothill Transit service throughout the coronavirus pandemic; operation of the Rose Bowl fan shuttle on game days; marketing and communication campaigns that promoted safety and kept customers informed of changing conditions brought forth by the pandemic; continued work on the Comprehensive Operational Analysis also known as Foothill Transit Forward; and, the development of a new fare structure. All team members continue to play a vital role in mitigating the impacts of the



coronavirus pandemic and ensuring business continuity amid the COVID-19 pandemic while also remaining within fiscal constraints.

Capital Program Accomplishments

Capital achievements during the first two quarters of FY2022 included continuation of the bus heavy maintenance program; procurement and contract award for 33 fuel cell electric buses and the supporting infrastructure; facility improvements at both operations and maintenance facilities; construction of the Mt. San Antonio College Transit Center; and, continued upgrades of essential information technology equipment necessary for business operations.

Budget Impact

Foothill Transit experienced budget savings across each department through the first two quarters of the fiscal year. We anticipate less savings in the second half of the year. One particular area of focus is the cost of CNG fuel, which has continued to surge. Additional safety and security enhancements will also cause some increased operating costs.

Foothill Transit collected \$3.5 million of fare revenue through the end of December. Fare revenues were more than double the budgeted fare revenues of \$1.6 million, and we are anticipating that we will surpass our budgeted fare revenue for the fiscal year. Any revenue savings will be reprogrammed to mitigate any future revenue shortages.

The budget will continue to be reviewed and analyzed on a quarterly basis to ensure budget adherence and identify any future improvements. The results through the second quarter of FY2022 will be used during the FY2023 budget development process that will commence in the third quarter.

Sincerely,

Jorge Quintana
Grants and Budget Analyst

Doran J. Barnes
Chief Executive Officer

Attachment

TOTAL BUDGET BY DEPARTMENT
FY2022 Quarterly Budget Variance Report QTR 2
07/01/2021 to 12/31/2021

DEPARTMENTS		Budget Y-T-D	Actual Y-T-D	Variance Fav(unf)
1	Customer Service & Operations	\$47,873,075	\$46,297,365	\$1,575,710
2	Maintenance & Vehicle Technology	449,325	407,244	42,081
3	Marketing and Communications	1,096,830	803,552	293,278
4	Information Technology	1,165,174	999,405	165,769
5	Administration	1,172,892	1,080,337	92,555
6	Procurement	404,004	306,802	97,202
7	Government Relations	491,498	189,193	302,305
8	Finance	928,020	887,184	40,836
9	Planning	1,079,938	925,262	154,676
10	Facilities	1,286,534	822,403	464,131
11	TOTAL	\$55,947,290	\$52,718,747	\$3,228,543



January 28, 2022

To: Executive Board

Subject: **January 2022 Procurement Monthly Report**

Recommendation

Receive and file the Procurement Monthly Report for January 2022.

Awarded Procurements:

Since the previous month's Executive Board meeting on December 17, 2021 there has been one award of an agreement over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00. Impex Technologies was awarded Contract No. 22-026 for Data Center Upgrades in the amount of \$111,388.59. Impex Technologies was the lowest responsive and responsible bid of the three bids received in response to the solicitation and was below the agency's Independent Cost Estimate.

Upcoming Procurements:

In the past month, the Procurement Department has initiated and conducted three procurements over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

- Request for Quotations No. 22-051 is for three years of janitorial services at the Administrative Office Building and Covina Transit Center. The solicitation was issued on December 23, 2021 and quotations are due on January 26, 2022. Services are expected to commence on March 1, 2022.
- Request for Qualifications No. 22-044 was issued on December 2, 2021 for the design, engineering, and construction support of facility modifications and upgrades required for a hydrogen-safe facility at the Pomona Operations and Maintenance Facility. Qualification submittals were due on January 5, 2022. Stantec Consulting, Inc. was ranked highest after evaluating technical qualifications of four firms. A contract is expected to be finalized for services to commence in February 2022.
- Request for Qualifications No. 21-072 was issued on September 22, 2021 for the development of a feasibility study report on a Mobility Hub on the campus of Cal Poly Pomona. The study will include stakeholder



coordination and outreach, preparation of an engineering basis of design, and development of conceptual site plan alternatives and desired site programming. Qualification submittals were due on November 2, 2021. Alta Planning + Design, Inc. was ranked highest after evaluating technical qualifications and conducting interviews with six firms determined to be in the competitive range. A contract is expected to be finalized for services to commence in February 2022.

Sincerely,

Christopher Pieper
Director of Procurement

Doran J. Barnes
Chief Executive Officer



January 28, 2022

To: Executive Board

Subject: **Authorization to Issue Request for Proposals (RFP) for General Marketing Services**

Recommendation

Authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for general marketing services.

Analysis

Foothill Transit currently contracts with Pulsar Advertising for general marketing services. On April 30, 2021, the Executive Board authorized the exercise of the remaining one-year option to extend the contract until June 30, 2022. There are no remaining available contract options to extend the contract term.

The procurement of a marketing firm to perform general marketing services will be conducted according to a schedule that will provide continuity of Foothill Transit's branding and marketing efforts. The successful firm will be asked to develop marketing programs for five basic areas, and all campaigns will be designed to collectively build on Foothill Transit's brand image, with the ultimate goal of increasing ridership. The areas of work include:

- General Marketing Programs
- Student Ridership Program Development
- Integrated Media Advertising Planning and Purchasing
- Customer and General Demographic Research
- Digital Outreach Strategy and Execution
- Short Format Video Production

The awarded contract will be for a term of three years with two one-year options.



Budget Impact

Funds for general marketing services are programmed annually in the marketing department's budget under operating account 5260, Professional/Technical Services.

Sincerely,

Felicia Friesema
Director of Marketing and Communications

Doran J. Barnes
Chief Executive Officer

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of Procurement



January 28, 2022

To: Executive Board

Subject: **Resolution Authorizing Teleconferenced Public Meetings**

Recommendation

Adopt Resolution 2022-02 authorizing teleconferenced public meetings for 30 days.

Analysis

Government Code Section 54953 of the Ralph M. Brown Act was amended by AB 361 on an urgency basis to permit continued agency public meetings by teleconference on and after October 1, 2021, subject to making the following findings:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

On January 13, 2022, the Executive Board made these findings in Resolution 2022-01 which permitted public meetings by teleconference through February 12, 2022.

To continue to convene public meetings by teleconferencing for 30 days after January 28, 2022, (through February 27, 2022), the Executive Board must now make the findings embodied in Resolution 2022-02.

Sincerely,

Darold Pieper
General Counsel

Doran J. Barnes
Chief Executive Officer

RESOLUTION NO. 2022-02

**A RESOLUTION OF THE EXECUTIVE BOARD OF FOOTHILL TRANSIT
AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE
FOOTHILL TRANSIT EXECUTIVE BOARD AND GOVERNING BOARD
PURSUANT TO RALPH M. BROWN ACT**

The Executive Board of Foothill Transit does resolve as follows:

1. Findings. The Executive Board hereby finds and declares the following:

A. Government Code Section 54953 of the Ralph M. Brown Act was amended by AB 361 on an urgency basis to permit continued agency public meetings by teleconference on and after October 1, 2021, subject to the following findings:

(1) The Governor issued a Proclamation of State of Emergency on March 4, 2020, pursuant to section 8625 of the California Emergency Services Act, and that Proclamation has not been terminated as required by section 8629 of that Act.

(2) The California Department of Public Health continues to urge residents to “continue to practice physical distancing when possible”.

(3) The Los Angeles County Department of Public Health recommends that residents “Use two arms lengths as your guide (about 6 feet) for social distancing with people outside your household when you are not sure that they are fully vaccinated.”

(4) The public meeting spaces at Foothill Transit are not large enough to permit public meetings of the Governing Board and the Executive Board while providing a Covid 19-safe meeting place with appropriate social distancing as recommending by the state and county.

(5) The Executive Board has reconsidered the circumstances of the state of emergency.

(6) The state of emergency continues to directly impact the ability of the members to meet safely in person.

B. There is accordingly a need for the Foothill Transit Executive Board and Governing Board to meet by teleconferencing meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953.

2. Action.

A. The Executive Board directs that any Executive Board or Governing Board meetings held within the next 30 calendar days shall be held by teleconferencing in compliance with section 54953(e) of the Ralph M. Brown Act.

B. This Resolution shall be effective immediately and remain in effect through February 27, 2022, or until such time the Executive Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Foothill Transit may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

[Continued on page 2.]

Attachment A

3. Adoption. PASSED AND ADOPTED at a meeting of the Executive Board held on January 28, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

CYNTHIA STERNQUIST, CHAIR

APPROVED AS TO FORM:
DAROLD PIEPER, GENERAL COUNSEL

ATTEST:
CHRISTINA LOPEZ, BOARD SECRETARY

By:_____

By:_____



January 28, 2022

To: Executive Board

Subject: **Resolution Adopting Changes to the Executive and Governing Board Meeting Schedule for 2022**

Recommendation

Adopt Resolution 2022-03 (Attachment A) adopting a change to the Executive and Governing Board Meeting Schedule for 2022 (Attachment B), and adopting Friday, February 18, 2022 at 8:00 a.m. as the new date and time for the Strategic Planning Workshop.

Analysis

The Executive Board adopted Resolution 2021-06 - The Executive and Governing Meeting Schedule for 2022 at their October 29, 2021 meeting. A change is being proposed to the meeting schedule for 2022 due to the strategic planning workshop facilitator not being available on the scheduled date of February 25, 2022.

Below is the proposed change to the February strategic planning workshop date.

Current Schedule	Proposed Change to Schedule
Friday, February 25, 2022 at 8:00 a.m. Strategic Planning Workshop	Friday, February 18, 2022 at 8:00 a.m. Strategic Planning Workshop

If adopted, the updated meeting schedule will be emailed to Governing Board members and member cities staff.

Sincerely,

Christina Lopez
Board Secretary

Doran J. Barnes
Chief Executive Officer

RESOLUTION NO. 2022-03
A RESOLUTION OF THE EXECUTIVE BOARD OF
FOOTHILL TRANSIT ADOPTING A CHANGE TO THE
FEBRUARY MEETING DATE

The Executive Board of Foothill Transit does resolve as follows:

1. **Findings.** The Executive Board hereby finds and declares the following:

A. The Joint Exercise of Powers Agreement governing Foothill Transit requires that the dates of the regular meetings of the Governing Board and Executive Board be fixed by resolution.

B. On October 29, 2021, the Executive Board adopted Resolution 2021-06 fixing the dates for the 2022 Executive Board and Governing Board Meetings.

C. Due to a scheduling conflict, it is necessary to change the Strategic Planning Workshop date for February 2022.

2. **Action.**

A. The Executive Board establishes February 18, 2022 at 8:00 a.m., as the date and time of the Strategic Planning Workshop.

3. **Adoption.** PASSED AND ADOPTED at a meeting of the Executive Board held on January 28, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

CYNTHIA STERNQUIST, CHAIR

APPROVED AS TO FORM:
DAROLD PIEPER, GENERAL COUNSEL

ATTEST:
CHRISTINA LOPEZ, BOARD SECRETARY

By: _____

By: _____



Foothill Transit

2022 Executive & Governing Board Meetings Schedule

January 2022	Friday, January 28 @ 7:45 a.m. - Governing Board Meeting Friday, January 28 @ 9:15 a.m. - Executive Board Meeting
February 2022	Friday, February 25 @ 8:00 a.m. - 3:00 p.m. - Strategic Planning Workshop, Location TBD Friday, February 18 @ 8:00 a.m. - 3:00 p.m. - Strategic Planning Workshop, Location TBD
March 2022	Friday, March 25 @ 7:45 a.m. - Governing Board Meeting Friday, March 25 @ 9:15 a.m. - Executive Board Meeting
April 2022	Friday, April 29 @ 7:45 a.m. - Governing Board Meeting Friday, April 29 @ 9:15 a.m. - Executive Board Meeting
May 2022	Friday, May 27 @ 7:45 a.m. - Annual Governing Board Meeting Friday, May 27 @ 9:15 a.m. - Executive Board Meeting
June 2022	Friday, June 24 @ 7:45 a.m. - Governing Board Meeting Friday, June 24 @ 9:15 a.m. - Executive Board Meeting
July 2022	Friday, July 29 @ 7:45 a.m. - Governing Board Meeting Friday, July 29 @ 9:15 a.m. - Executive Board Meeting
August 2022	Friday, August 26 @ 7:45 a.m. - Governing Board Meeting Friday, August 26 @ 9:15 a.m. - Executive Board Meeting
September 2022	Friday, September 30 @ 7:45 a.m. - Governing Board Meeting Friday, September 30 @ 9:15 a.m. - Executive Board Meeting
October 2022	Friday, October 28 @ 7:45 a.m. - Governing Board Meeting Friday, October 28 @ 9:15 a.m. - Executive Board Meeting
November 2022	No meetings scheduled in November
December 2022	Friday, December 16 @ 7:45 a.m. - Governing Board Meeting Friday, December 16 @ 9:15 a.m. - Executive Board Meeting



January 28, 2022

To: Governing Board

Subject: **Fiscal Year 2022 Business Plan Initiatives Update**

Recommendation

Receive and file an update on Foothill Transit's FY2022 Business Plan Initiatives.

Analysis

Each year a list of key agency-wide initiatives is approved by the Board with the adoption of the organization's annual Business Plan. Following is an update on the key projects included in Foothill Transit's current Business Plan:

- **Mt. SAC Transit Center**

Construction is well underway toward the completion of a transit center on the Mt. SAC campus. Mt. SAC is one of the largest trip generators in Foothill Transit's system and the campus is currently served by a limited number of on-street bus stops. Foothill Transit was awarded a federal grant for the construction of this transit center, which will include ten transit bays with covered bus shelters for customers. Mt. SAC is simultaneously constructing a pedestrian bridge over the Transit Center, connecting their new parking that is also under construction with the Miracle Mile pedestrian path through the campus, and with an elevator and stairway providing access to the transit center. Coordination activities to ensure successful completion of both projects is significant as the foundation of several of the pedestrian bridge's supporting structures are within the transit center footprint. Completion is slated for February 2023.

- **Foothill Transit Forward (Formerly Comprehensive Operational Analysis)**

Foothill Transit's current comprehensive operational analysis (COA) has been titled "Foothill Transit Forward". The effort is designed to examine and evaluate our system to determine where improvements can be implemented to make our overall transit operations more effective and efficient. The primary goal of Foothill Transit Forward is to focus on where improvements in productivity and efficiency of transit operations are most reasonable, based on a thorough analysis of our system's existing characteristics and the current and planned land use context in our service area. The current COVID-19 pandemic has caused many customers to alter



their work schedules and travel patterns. These factors together inform how best to meet the needs of the communities we serve. To date, the initial public outreach efforts and on-board surveys have been completed and the next tasks to be undertaken are analysis of the data, including cell phone data to determine current travel demands and present routing options to better meet the current and future transit needs of the residents in the service area. The study will also look at the major corridors in the service area and recommend treatments to enhance system speed and reliability. Our consultants are scheduled to complete our Foothill Transit Forward efforts by the end of summer 2022.

- **Operations Contract Procurement**

Our current agreement for transit operating services at the Arcadia Irwindale Operations and Maintenance Facility will terminate on June 30, 2022. A request for proposals was issued on November 30, 2021, and a site-visit and pre-proposal conference were held on December 14, 2021. Written proposals are due on March 1, 2022, and after interviews are conducted with proposers whose proposals are within the competitive range, a recommendation for contract award to the highest ranked proposer will be presented to the Executive Board at their April 29, 2022 meeting. Subsequently, contract transition activities will be undertaken to ensure a successful initiation of service under the new contract on Sunday July 31, 2022. Our current operating agreement will be extended until July 30, 2022, to facilitate contract transition activities.

- **ExpressLanes Operations**

Construction of the I-10 HOV lanes between I-605 and SR-57 are now complete, and the completion of those HOV lanes to high occupancy toll lanes, or ExpressLanes, is expected by 2028. In order to ensure effective traffic flow and transit service operation, we have been working with Metro, Caltrans, and our state delegation over the years to implement at minimum, a three-person peak occupancy requirement for this segment. This contributed to the LA Metro Board's adoption of the I-10 ExpressLanes Busway Pilot introduced in 2018 by the San Gabriel Valley representative on the Metro Board of Directors, followed by the approval of a phased HOV 5+ Pilot Implementation Plan in 2020. The pilot program is a phased vanpool pilot, under which only buses and carpools defined as registered vanpools would have toll-free access to ExpressLanes, while all other users would pay a fee. We held frequent update meetings every few months with Metro's HOV 5+ Pilot team to ensure the successful implementation of the pilot expected in mid-2022. Should the pilot prove



successful in ensuring consistently efficient travel times, the Pilot could become permanent.

- **Zero-Emissions Double-Deck Bus Project**

In 2021, Foothill Transit deployed two Alexander Dennis double-deck battery electric buses into revenue service, becoming the first transit agency in the nation to deploy such vehicles into regular fixed-route transit service. During the early months of 2021 the buses were used for operator and mechanical training. The buses have been operating on the Silver Streak route over the past several months and have performed well, providing an operating range of up to 250 miles. The buses will alternate operating in the morning and afternoon service for up to nine hours a day for each bus. One of the double deck buses was featured at last year's American Public Transportation Association (APTA) Expo in Orlando, Florida garnering attention from Expo attendees including Federal Transit Administration (FTA) Administrator Nuria Fernandez. As discretionary grant funding opportunities become available, we plan to submit grant applications to fund the purchase of additional zero-emissions double-deck buses to replace older CNG-fueled coaches on appropriate routes.

- **Fuel Cell Bus and Infrastructure Procurement**

Foothill Transit has been the leader in the deployment of zero-emission bus technology around the United States. In order to further advance our deployment of zero-emission technology, we engaged the services of a technical consultant to assist us in the procurement of 33 zero-emission hydrogen fuel cell buses and hydrogen fueling infrastructure.

The buses have been ordered and will be delivered in late 2022. They will be deployed on Foothill Transit Line 486 providing service between Pomona and El Monte, and on Line 292 to replace our oldest battery-electric buses currently providing service in the cities of Pomona and La Verne.

On November 15, 2021, Foothill Transit entered into an agreement with Clean Energy to construct and maintain the hydrogen fueling infrastructure needed to support the fuel-cell electric buses. Since the buses will be delivered before the completion of the permanent fueling infrastructure, we will utilize a temporary onsite hydrogen fueling station to provide fuel for the buses.



- **Facility Security Hardening**

The security surveillance and access control systems at Foothill Transit's administrative office building and both operations and maintenance facilities were installed when each facility was constructed and were last updated in 2012. That effort involved installation of certain access control and video surveillance equipment. The security cameras, software, and hardware have been updated as needed over time, however more robust and new technology on wireless secured security systems are now available to ensure effective facility security for all agency-owned and/or operated properties. A procurement solicitation is slated for issuance this summer.

New fencing, cameras, and a gated access control system will be installed in the Arcadia Irwindale overflow parking facility to better secure that area and this project is in the final phase of design development. We anticipate permit approval in June 2022.

- **Cal Poly Pomona Bronco Mobility Hub and Class Pass Project**

Foothill Transit and Cal Poly Pomona are partnering to improve mobility on campus with key transit projects including development of a transit center and Class Pass program. The Class Pass pilot program will be a two-year project, which launched in the fall 2021 semester, to allow campus and Foothill Transit staff to navigate through the impacts of the pandemic. The program is off to a good start with over 1,500 pass distributed and nearly 24,000 rides in the fall semester.

The goal of the Feasibility Study is to determine what improvements are needed to create the Mobility Hub and how the Mobility Hub will help improve accessibility for the University, Foothill Transit, community, and the region. The RFQ solicitation for the feasibility study was issued in September 2021 and is slated for contract award at the January 2022 Executive Board meeting. The two projects will help provide a convenient transportation option for students, faculty, and staff and represent an exciting opportunity to further strengthen our close partnership with the university.

- **Legislative Advocacy**

We continued to meet virtually and consistently throughout the year with our federal, state, and local delegation, while balancing them with in-person meetings when it was safe to do so. This included hosting tours of the double deck electric buses and the two operations and maintenance yards for Congresswoman Judy Chu and her staff, as well as for



Congresswoman Young Kim's staff. In the past year, Congresswoman Judy Chu, Congresswoman Grace Napolitano, LA County Supervisor Kathryn Barger, LA County Board of Supervisors Chair Hilda Solis, and the Office of Supervisor Janice Hahn were also able to virtually address the Foothill Transit Governing Board as guest speakers. Advocacy efforts also resulted in local government and business support letters and a bipartisan congressional letter of support for Foothill Transit's federal and state grant applications to fund future double deck zero emissions buses and infrastructure. We plan to continue strengthening the relationships we have built with our federal, state, and local representatives in the Pomona and San Gabriel Valleys. Following the finalization of the 2021 redistricting process, we will also expand our focus to include relationships with all policymakers who will begin to represent Foothill Transit in the newly-drawn congressional, state, and local districts.

In addition to the agency-wide initiatives listed above, work also continues to advance the individual department goals that are detailed in the respective department sections within the FY2022 Business Plan.

Sincerely,

Kevin Parks McDonald
Deputy Chief Executive Officer

Doran J. Barnes
Chief Executive Officer



January 28, 2022

To: Executive Board

Subject: **Public Transportation Agency Safety Plan Update**

Recommendation

Receive and file an update on Foothill Transit's Public Transportation Agency Safety Plan (PTASP).

Analysis

Foothill Transit's mission is to be the premier public transit provider committed to safety, courtesy, quality, responsiveness, efficiency, and innovation. In addition, listed first among our organizational values is Accountability which includes a strong focus on safety.

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

On July 19, 2019, the Federal Transportation Administration (FTA) mandated that all public transit agencies that receive federal funding create, approve, and implement their own Public Transportation Agency Safety Plan (PTASP) no later than July 20, 2020. The regulation stipulates that agencies who operate more than 100 buses during revenue hours have an approved PTASP.

Foothill Transit's PTASP was adopted by the Executive Board at their meeting on January 31, 2020, and submitted to the Southern California Association of Governments (SCAG) on March 19, 2020, to fulfill the requirement.

Although this will be the first formal revision, staff reviews the PTASP monthly and provides updates on the organization's safety performance to the board throughout the year. Staff anticipates the next plan update will occur at the beginning of FY23 in order to align the PTASP timeline with that of the Foothill Transit Business Plan.



The regulation calls for agencies to prioritize areas of primary safety; the basic requirement is that each agency track and manage the following:

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

The FTA’s definitions of each of these measures are as follows:

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

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

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

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

While the FTA does not require other performance areas or targets, it encourages agencies to develop key performance indicators to support a more robust PTASP. Foothill Transit utilizes best practices identified in Safety Management Systems commonly referred to as SMS. Although the FTA does not require changes in performance areas and targets, we do. Change starts with accountability at the top: agency-wide safety reporting, constant hazard investigation and comprehensive monitoring, and a process for balanced decision making. These are core tenets in SMS that ensure we have timely information on safety risks in order to proactively address them. As a result, the number and frequency of coach operator assaults was added to Foothill Transit’s PTASP. This topic is one that staff regularly communicates to the board along with mitigating efforts which will be documented within the updated PTASP.



The new definition added to the PTASP will be as follows:

Operator Assaults - An operator Assault is defined by FTA as any action taken by an individual that threatens the safety of the operator, and sometimes, the safety of other passengers, motorists, or pedestrians.

The table below shows historical performance in each of the areas required by the FTA along with the new category and performance metric on Bus Operator Assaults.

		FY 2020 Actual	FY 2021 Actual	FY 2022 (Jul-Dec)	FY 2022 Target
Fatalities	Number	0	0	0	0
	Rate per 100,000 Revenue Miles	0	0	0	0
Preventable Collisions	Number	133	110	52	130
	Rate per 100,000 Total Miles	0.82	0.68	0.68	< 0.80
Injuries	Number	12	11	6	< 6
	Rate per 100,000 passenger boardings	0.12	0.18	0.18	< 0.05
Safety Events	Number	15	13	3	< 15
	Rate per 100,000 Revenue Miles	0.12	0.11	0.05	< 0.15
System Reliability	Number	-	-	423	900
	Major Mechanical Failures per 100,000 Miles	-	-	18,095	> 25,000
Operator Assaults	Number	12	15	11	0
	Operator Assaults per 100,000 passenger boardings	0.12	0.25	0.32	0

Fatalities - There have been zero fatalities on Foothill Transit service during Jul-Dec of FY 2022. To ensure continued emphasis on achieving this performance target, our contractors focus heavily on the safety of our customers and the public. The training that is provided to all operators highlights the need and tactics to be safe while operating all Foothill Transit vehicles.



Preventable Collisions - During Jul-Dec of FY 2022 there were 52 preventable collisions resulting in a key performance indicator ratio of 0.68 per 100,000 miles. Our transit service contractors have taken steps to ensure that we continue to achieve low numbers of preventable collisions. They conduct individual training for operators who were involved in collisions in addition to regular safety meetings. In addition, contractor radio dispatchers issue safety messages of the day for all operators to remind them of defensive driving techniques and help prevent these collisions. These all have the goal of continuing to focus on safe operations.

Injuries - Last fiscal year 11 injuries that required medical transportation were reported for the entire year. During Q1 of the last fiscal year there were a total six injuries. During the months of Jul-Dec of FY2022, 6 injuries have occurred. There may have been other events that resulted in an injury, however, in each instance the affected customer refused assistance and refused to file an injury report. As such, the reported number of injuries is only 6 for the months of Jul-Dec FY 2022. Foothill Transit's contractors' safety teams have reviewed the incidents that could have resulted in an injury and have updated their training plans to include actions that the operator could have taken to reduce the likelihood of such injuries in the future.

Safety Events - Another important indicator is Safety Events. Year-to-date, we have experienced 3 Safety Events. These have occurred during the provision of 5,648,619 miles of Revenue Service, producing a rate of 0.05 Safety Events per 100,000 Revenue Miles, which is much lower than our FY2021 performance target of 0.15 Safety Events per 100,000 Revenue Miles. This decrease of Safety Events is a reflection of our contractors' focus on safety. Retraining efforts were put in place in order to mitigate the most common type of events and additional training continues to be provided to those operators who continue to have incidents.

System Reliability - The metric used to measure the safety aspect of system reliability is Major Mechanical Failures. During the months of Jul-Dec 2021 Foothill Transit had a total of 423 Major Mechanical Failures. Foothill Transit average 18,095 miles between Major Mechanical Failures, which is lower than our proposed target of 25,000 miles between every Major Mechanical Failure.

Bus Operator Assaults - As mentioned previously, the FTA does not dictate other performance areas or targets, it encourages each agency to look at other areas of improvement and develop key performance indicators to support the development of a more robust PTASP. Therefore, the number and rate of Operator Assaults is a new performance indicator being measured by



staff. During Jul-Dec of FY 2022 we had a total of 11 operator assaults on our system. Our KPI for this period of time is 0.32 per 100,000 boardings. To discourage this behavior we have implemented the following plans to address and follow up with all staff when these events take place. These were also outlined in detail at the December 2021 Governing Board meeting.

- Los Angeles County Sheriff – Bus Riding Teams
- 24-Hour Debriefing of Assaults
- Mask Mandate Communication/Marketing
- Video Surveillance Technology
- Training

2022 New Goals specific to Bus Operator Assaults

Additional efforts toward mitigating bus operator assaults are currently under review and expected to be presented to the board in 2022. Two specific areas are the proposed adoption of a Code of Conduct and Exclusion Policy. Mitigation efforts on bus operator assaults are taking place in the form of increased LASD bus riding teams, 24-hour de-briefing meetings when assaults occur, marketing efforts related to the mask mandate, video surveillance/monitoring, driver barriers, and de-escalation training. Moving forward, Foothill staff will explore a code of conduct and reasonable exclusion policy.

Other items moving forward and related to the PTASP are employee safety program, APTA Audit, VITAL Factors, and the FTA review process. The following is a summary of each:

Employee Safety Reporting Program

The Federal Transit Administration (FTA) requires transit agencies to implement an Employee Safety Reporting Program (ESRP) system, per FTA Public Transit Agency Safety Plan (PTASP) regulation 49 C.F.R. Part 673. Transit agencies must implement an ESRP that allows ALL employees and contractors to report safety conditions to senior management. As a result, Foothill Transit partnered with ELERTS ESRP communication platform that allows staff and contractors to quickly and discreetly report safety hazards. Foothill Transit also conducts outreach that is designed to encourage members of the community to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements). Staff developed and ESRP Policy designed to help the Safety and Security team engage directly with employees and



contractors, and through direct contact, make better decisions and respond faster. Through smartphone technology, transit riders will also be able to send reports with photos.

Various transit agencies such as MBTA in Boston, MARTA in Atlanta, CATS in Charlotte, and the VTA in Santa Clara are currently using this application. Some of the most common reports include but are not limited to:

- Suspicious Activity
- Pan Handling
- Homelessness
- Crime in Progress
- Disruptive Behavior

American Public Transportation Association (APTA) Audit

Over the last few months, staff accompanied our partners from APTA to key locations while they interviewed, examined, and inspected key personnel and policies. Implementing the Safety Management Systems (SMS) for continual overall improvement is the goal of the audit and the program is aligned with Safety Management Systems, and the requirements from the FTA State Safety Oversight (49 U.S.C. Part 674) and Public Transportation Agency Safety Plan (49 U.S.C. Part 673 Rules). The criteria for the audit contains the most cutting edge and advanced safety issues in the Public Transportation industry. The last APTA audit was conducted in August 2017.

On December 17, 2021, the APTA auditors provided a high-level overview of the audit to the Governing Board which staff will be using for future planning, all in the interest of maintaining a contemporary and practical PTASP.

Since March 2020, our day to day operations have been impacted by the COVID-19 pandemic and our Pandemic Response Plan continues to address, manage, and mitigate threats and hazards that affect Foothill Transit. Similarly, Foothill Transit's PTASP is a living document with targets that are monitored on an ongoing basis to ensure we keep a proactive focus on safety and achieve improved performance. It will be updated to ensure that it continues to prioritize and address the safety issues impacting the organization. Updates on the organization's safety performance will be provided to the board throughout the year.

John Curley
Chief of Safety and Security

Doran J. Barnes
Chief Executive Officer



January 28, 2022

To: Executive Board

Subject: **Authorization to Award Contract for Security Services**

Recommendation

Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into Agreement No. 22-023 with Absolute International Security, in the amount of \$1,582,010.92 for security services at the Downtown Los Angeles (DTLA) layover, administrative office building, and the El Monte Transit Store. The contract term will include three base years and two one-year options.

Analysis

On October 1, 2021, the Executive Board authorized the issuance of a request for proposals (RFP) for security services at the DTLA layover, administrative office building, and the El Monte Transit Store. The RFP was issued on October 7, 2021, using the agency's e-procurement platform PlanetBids.

On October 14, 2021, a site visit and pre-proposal conference were conducted with potential proposers in attendance. Ten proposals were received by the due date on November 3, 2021. Each proposal underwent a pre-qualification review on a pass/fail basis. This included examination of a firm's proposal letter, certifications, evidence of good standing, exceptions taken to the draft contract, and confirmation of compliant Technical and Price Proposal submittals. Seven proposers satisfied the pre-qualification criteria and were recommended for passage into the evaluation phase. Subsequently, an evaluation committee, consisting of four Foothill Transit team members and two contractor staff members from the Transit Stores, reviewed each proposer's Technical Proposal. After initial evaluation and scoring of both technical and price evaluation criteria, five of the seven proposers were determined to be within the competitive range. See Attachment A for evaluation criteria and score summary.

Interviews were held via videoconference with each of the five proposers within the competitive range to provide an opportunity for discussion and clarification. Following interviews, proposers were asked to submit their Best and Final Offers that included any changes to their technical or price proposals. A second round of evaluations were then conducted to determine



final scores and ranking. Absolute International Security(AIS) was ranked highest as shown on Attachment A.

AIS is based in El Monte, California and has been in service since 2008. AIS currently provides security services to Los Angeles Department of Water and Power, and the Cities of Rancho Cucamonga, Pomona, and Industry. Security services at the three Foothill Transit locations offer unique challenges; however, contracting with AIS will be an efficient and transparent approach to security services that meet Foothill Transit’s goals. AIS is a qualified vendor that provides highly trained and licensed personnel and technological solutions offering a greater return on investment. By appropriately leveraging technology, Foothill Transit’s security needs can be more effectively and efficiently met. As staff completes physical vulnerability assessments at all Foothill Transit sites, we will be able to leverage the services of AIS to provide for a cohesive and coordinated protection plan, rather than the prior “separate stand-alone” strategy. The contract term will be for three years with two one-year options.

Budget Impact

Funding for security services at the DTLA layover, administrative office building, and the El Monte Transit Store is included in Foothill Transit’s FY2022 Business Plan Department 90, Account Number 5991.

Sincerely,

John Curley
Chief of Safety and Security

Doran J. Barnes
Chief Executive Officer

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of Procurement

ATTACHMENT A

Evaluation Score Summary
RFP 22-023 Security Services for Admin Office, Bus Layover, and Transit Store

Evaluation Factors	Maximum Score	Absolute Intl Security	American Guard Services	Platinum Security	Inter-Con Security	Servexo
1. Qualifications, Experience, and Organizational Relationships	30	24.65	24.30	23.35	25.15	17.55
2. Staffing and Work Plan	30	23.80	24.60	21.55	25.00	15.55
<i>Technical Score</i>	<i>60</i>	<i>48.45</i>	<i>48.90</i>	<i>44.90</i>	<i>50.15</i>	<i>33.10</i>
Price		\$ 1,582,010.92	\$ 1,678,411.56	\$ 1,616,829.20	\$ 1,961,966.72	\$ 1,432,429.88
<i>Price Score</i>	<i>40</i>	<i>36.22</i>	<i>34.14</i>	<i>35.44</i>	<i>29.20</i>	<i>40.00</i>
<i>Overall Score</i>	<i>100</i>	<i>84.67</i>	<i>83.04</i>	<i>80.34</i>	<i>79.35</i>	<i>73.10</i>
<i>Rank</i>		<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>



January 28, 2021

To: Executive Board

Subject: **Authorization for Contract Amendment for the Purchase of 33 Fuel Cell Buses**

Recommendation

Authorize the Chief Executive Officer to execute Amendment No. 2 to Contract No. 21-077, increasing the contract value to \$38,514,151.36, including sales tax. This total cost will be partially offset by \$8.91 million in local funding from the State of California's Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) program and \$5 million in funding through the Transit and Intercity Rail Capital Program (TIRCP).

Analysis

On November 8, 2021, Foothill Transit and New Flyer executed Amendment No. 1 to Contract No. 21-077 for the purchase of 13 additional hydrogen electric buses to replace 13 early model Proterra battery electric buses whose early retirement has been approved by the Federal Transit Administration (FTA). The current contract amount for the 33 buses is \$37,766,009.28.

The original price quote from New Flyer did not include the cost of full installation of the Avail CAD/AVL system, bus livery cost adjustment to meet Foothill Transit's livery specifications, and replacing the ArowGuard driver barrier with the Vapor Vshield system. The combination of these changes results in a total contract price of \$38,514,151.36 for the 33 buses, including sales tax.

Budget Impact

At their October 29, 2021, meeting, the Governing Board approved an increase in the Life of Project Budget for Project No. 212 to \$45.6 million. There are sufficient funds for the purchase of 33 hydrogen electric buses.

The purchase price of \$38,514,151.36 will be partially offset by the application of 33 HVIP vouchers in the amount of \$270,000 per bus for a total HVIP cost offset of \$8.91 million, as well as \$5 million in TIRCP grant funding. The funding for the buses will be a combination of federal, state, and local funds and will be available in the FY2023 budget.



Since 13 of the 33 buses will replace 13 early model Proterra battery electric buses, the remaining federal interest of \$5,369,744 in those 13 buses must be transferred to new federally funded assets. As such, the funding approach for this procurement will include an investment of \$19,279,744 of local funds into these vehicles.

Sincerely,

Roland M. Cordero
Director of Maintenance & Vehicle Technology

Doran J. Barnes
Chief Executive Officer

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of
Procurement