



**Foothill Transit**

## **EXECUTIVE BOARD MEETING**

West Covina, CA  
Friday, March 26, 2020



Foothill Transit

# Foothill Transit MISSION

To be the premier public transit provider committed to:

**SAFETY**

**COURTESY**

**QUALITY**

**RESPONSIVENESS**

**EFFICIENCY**

**INNOVATION**



## Foothill Transit VALUES

### **SAFETY**

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

### **RESULTS**

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

### **INTEGRITY**

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

### **GRATITUDE**

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

### **DIVERSITY**

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

### **TEAM MEMBERS**

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

### **COMMUNICATION**

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

### **SUSTAINABILITY**

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



**Foothill Transit**

# Executive Board Meeting AGENDA

## EXECUTIVE BOARD MEETING - TELECONFERENCE

9:15 AM, MARCH 26, 2021

Foothill Transit Administrative Office

2<sup>nd</sup> Floor Board Room

100 South Vincent Avenue

West Covina, CA 91790

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/86779267061>. ALTERNATIVELY, TO PARTICIPATE VIA PHONE, DIAL (669) 900-6833 AND ENTER MEETING ID: 867-7926-7061.

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 SPECIAL MEETING OF FEBRUARY 26, 2021
5. INTRODUCTION OF FOOTHILL TRANSIT BUSINESS PARTNERS

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

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



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6. PUBLIC COMMENT

Public Comment: Members of the public shall have the right to address the Board on any item of interest which is within the jurisdiction of the Board before or during the Board’s consideration of the item. Presentations shall not exceed two minutes in length. The Board will take public comment under this agenda item for a maximum of 30 minutes. Public Comment will resume later in the meeting if there are members of the public who did not get an opportunity to speak because of the 30-minute limit.

Action may be taken on any item identified on the agenda.

**IF PARTICIPATING VIA ZOOM, CLICK ON “RAISE HAND” TO INDICATE YOU WOULD LIKE TO SPEAK. IF PARTICIPATING VIA PHONE CALL, SUBMIT A REQUEST TO [BOARD.SECRETARY@FOOTHILLTRANSIT.ORG](mailto:BOARD.SECRETARY@FOOTHILLTRANSIT.ORG) BY CLOSE OF BUSINESS ON MARCH 25, 2021.**

6.1. Chief Executive Officer Response to Public Comment

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Executive Director’s office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

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

Si necesita servicios de traducción, comuníquese con la oficina del Director Ejecutivo llamando al (626) 931-7300, extensión 7204, al menos 48 horas antes de la reunión.

若需要翻譯服務，請在會議前至少48小時聯絡執行長辦公室 (626) 931-7300分機7204

Nếu quý vị yêu cầu dịch vụ dịch thuật, vui lòng liên hệ với văn phòng Giám Đốc Điều Hành theo số (626) 931-7300, số máy lẻ 7204, ít nhất 48 giờ trước cuộc họp

Kung kailangan mo ng serbisyong pagsasalin, mangyaring makipag-ugnayan sa tanggapan ng Punong Ehekutibong Opisyal sa numerong (626) 931-7300 ekstensyon 7204, hindi bababa ng 48 oras bago ang pagpupulong

번역 서비스가 필요한 경우, 회의가 시작되기 최소 48시간 전에 (626) 931-7300 내선 7204번으로 최고경영자실에 연락하십시오.

通訳／翻訳サービスが必要な際は、ミーティング48時間前までに、CEO/最高経営責任者事務所までに連絡してください。CEO事務所連絡先：(626) 931-7300内線7204

اگر به خدمات ترجمه نیاز دارید، لطفاً دست کم 48 ساعت قبل از شروع جلسه با دفتر مدیر عامل به شماره تلفن (626) 931-7300 داخلی (626) 931-7300 تماس بگیرید

ចាប់ពី ២៤ ម៉ោង មុនពេលដែលមានការប្រជុំ យើងស្នើសុំឱ្យអ្នកទាក់ទងទៅទាក់ទងយើងយ៉ាងតិច ៤៨ ម៉ោង មុនពេលដែលមានការប្រជុំ ទាក់ទងយើងយ៉ាងតិច ៤៨ ម៉ោង មុនពេលដែលមានការប្រជុំ (626) 931-7300 ទូរស័ព្ទខាងក្នុង 7204 អ៊ីម៉ែល [board.secretary@foothilltransit.org](mailto:board.secretary@foothilltransit.org)

ប្រសិនបើលោកអ្នកត្រូវការសេវាកម្មបកប្រែភាសា សូមទាក់ទងការិយាល័យនាយកក្នុងការប្រតិបត្តិការទូរស័ព្ទលេខ (626) 931-7300 លេខក្រុមបន្ត 7204, ដែលមានរយៈពេលយ៉ាងតិច 48 ម៉ោងមុនកិច្ចប្រជុំ

في حالة الحاجة لخدمات الترجمة، يرجى الاتصال بمكتب الرئيس التنفيذي على رقم الهاتف (626) 931-7300 (الرقم الداخلي 7204) وذلك قبل 48 ساعة على الأقل من الاجتماع

หากคุณต้องการบริการล่าม โปรดติดต่อสำนักงานประธานเจ้าหน้าที่บริหารที่ (626) 931-7300 ต่อ 7204 อย่างน้อย 48 ชั่วโมงก่อนการประชุม



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2<sup>nd</sup> Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790

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**CONSENT CALENDAR:** Items 7 through 12 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. FEBRUARY 2021 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

*Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through February 28, 2021. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of February 28, 2021, for the fiscal year ending June 30, 2021.*

**8. CONTRACT AMENDMENT - SPECIAL LEGAL SERVICES**

*Recommended Action: Authorize the CEO to execute Amendment No. 4 to Contract No. 19-037.2 with Thompson Coburn LLC in an amount not to exceed \$100,000 for additional special legal services in Fiscal Year 2021.*

**9. CONTRACT AWARD - DRIVER BARRIER GLASS PANELS**

*Recommended Action: 1. Authorize the CEO to enter into Sole Source Contract No. 21-082 with New Flyer Parts in the amount of \$104,744.00 to install the curved top-half glass panel on 60 40-foot CNG buses and 24 60-foot CNG articulated Buses. 2. Authorize the CEO to enter into Amendment No. 5 to our Contract No. 18-043 with Creative Bus Sales in the amount of \$21,681.00 to install the curved top-half glass panel on 18 40-foot CNG buses.*

**10. FACILITY SECURITY HARDENING IMPROVEMENT PROJECT**

*Recommended Action: Endorse the proposed Facility Security Hardening Improvements and authorize the Chief Executive Officer to seek funding for the project.*

**11. EMPLOYEE COMPENSATION PROGRAM**

*Recommended Action: Adopt changes to the Employee Compensation Program including adding the Veteran's Day holiday to the Foothill Transit approved list of holidays.*

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

*Recommended Action: Adopt Resolution 2021-01 (Attachment A) adopting changes to the Executive and Governing Board Meeting Schedule for 2021 (Attachment B), and adopting Friday, June 25, 2021 at 7:45 a.m. as the new date and time for the Annual Meeting.*



9:15 AM, March 26, 2021

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REGULAR AGENDA:

13. MARCH 2021 LEGISLATIVE SUMMARY

*Recommended Action: Receive and file the March 2021 Legislative Summary.*

14. CAL POLY POMONA MOBILITY HUB FEASIBILITY STUDY AND CLASS PASS PROGRAM

*Recommended Action: 1. Authorize the Chief Executive Officer to Issue a Request for Proposals (RFP) for a qualified consulting firm to complete a study on the feasibility of constructing a mobility hub on the Cal Poly Pomona campus. 2. Authorize the Chief Executive Officer to enter into a memorandum of understanding (MOU) with Cal Poly Pomona to conduct a two-year Class Pass program pilot.*

15. FINANCIAL STABILITY POLICY FY2022 FINANCIAL STRATEGIES

*Recommended Action: Approve the annual Financial Stability Policy update to include the FY2022 financial strategies for budget planning.*

16. PROPOSED FISCAL YEAR 2022 BUSINESS PLAN INITIATIVES

*Recommended Action: Approve the proposed FY 2022 Business Plan Initiatives.*

17. CONTINUED 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

20. ADJOURNMENT

**The next Regular Meeting of the Executive  
Board is scheduled for  
Friday, April 30, 2021 at 9:15 a.m.**



**Foothill Transit**

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

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

**Friday, February 26, 2021  
8:30 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Sternquist at 8:31 a.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Member Shevlin.

**3. 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

**4. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER**

Chief Executive Officer Doran Barnes, requested that item 13, Zero Emissions Double Deck Bus Program be presented after item 10, Potential Cal Poly Pomona Transit Center and Class Pass Program. The agenda was confirmed by the Chair Sternquist and Chief Executive Officer Doran Barnes as revised.

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

Approval of the minutes for the Regular Meeting of January 29, 2021.

Motion by Member Shevlin, second by Member Moss, the minutes for the Regular Meeting of January 29, 2021 were approved. Motion carried 5-0.

**CONSENT CALENDAR**

**6. REQUEST TO ISSUE INVITATION FOR BIDS (IFB) NO. 21-069 -  
REPLACEMENT OF HEATING, VENTILATION AND AIR CONDITIONING**

**(HVAC) EQUIPMENT REPLACEMENT AT Foothill TRANSIT'S ARCADIA-IRWINDALE OPERATIONS AND MAINTENANCE FACILITY**

Recommendation: Authorize the Chief Executive Officer to issue IFB No. 21-069 for replacement of the HVAC equipment at Foothill Transit's Arcadia-Irwindale Operations and Maintenance Facility.

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

7. **CONTRACT AMENDMENT - ON-CALL ARCHITECTURAL, DESIGN AND ENGINEERING SERVICES FOR THE SECURITY ENHANCEMENT PROJECT AT THE ARCADIA-IRWINDALE OPERATIONS AND MAINTENANCE FACILITY**

Recommendation: Authorize the Executive Director to execute a contract amendment in the amount of \$145,347.45 under Contract No. 20-038 with Stantec Architecture Inc. for the provision of On-Call Architectural & Engineering Services related to the security enhancement project at the Arcadia-Irwindale Operations & Maintenance (O&M) facility.

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

Under Public Comment, Noemi Navarro, ATU 1756 expressed concern over the employee parking situation at the Arcadia/Irwindale Operations and maintenance facility. She stated that employees are having to park illegally, and there are concerns over safety. Perry Ellis, ATU 1756 expressed concerns in regards to the employee parking at the Arcadia/Irwindale Operations and Maintenance facility. Lupe Carranza, ATU 1756 stated that there is need for security at the facility and that employees personal vehicles have been broken into.

Chief Executive Director Doran Barnes stated that Item 7 will help start addressing the related issues and parking at the facility.

8. **TRAVEL AND EXPENSE REIMBURSEMENT POLICY**

Recommendation: Approve changes to the Travel and Expense Reimbursement Policy as identified in Attachment A.

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



9. **FISCAL YEAR 2021 SECOND QUARTER BUDGET UPDATE**

Recommendation: Receive and file the second quarter budget update for the fiscal year ending on June 30, 2020.

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

**REGULAR AGENDA**

10. **POTENTIAL CAL POLY POMONA TRANSIT CENTER AND CLASS PASS PROGRAM**

Recommendation: Provide direction to staff as appropriate regarding a Transit Center project and Class Pass program at Cal Poly Pomona.

Sharlane Bailey, Director of Facilities and Hendy Satya, Marketing and Communications Manager, presented this item.

Ms. Bailey reported that Cal Poly Pomona's master plan includes a transit center on campus. Currently, the campus is serviced by seven Foothill Transit bus lines. The proposed location for the transit center is at the Northwest corner of Temple Avenue and Campus Drive. Next steps include meeting with Cal Poly Pomona staff to finalize work on the feasibility study and returning to the March executive board meeting with the results of the meeting.

Mr. Satya reported on bringing the Class Pass program to Cal Poly Pomona. Multiple meetings have been held to work toward improving connectivity for its students. A two-year pilot Class Pass program is being proposed in light of the uncertainty with the upcoming school year and the effects of the pandemic.

Mr. Satya introduced the Co-Chairs of the Transportation Advisory Committee at Cal Poly Pomona; Danny Wu, Executive Director Transportation and Planning, and Dr. John Lloyd, Professor. Mr. Wu thanked the Foothill Transit team for their collaboration. Dr. Lloyd stated he was a longtime Foothill Transit rider and that the Class Pass program is a very important benefit for Cal Poly students, and he looks forward to partnering on the mobility hub.

The Executive Board expressed their appreciation that this missing link in



Foothill Transit's service is being reconnected. There was no comment by members of the public on this presentation. This presentation was received and filed.

11. **COVID-19 VACCINE CLINIC LOCATIONS**

Recommendation: Provide direction to staff as appropriate related to supporting the community with COVID-19 vaccination access.

John Curley, Chief of Safety and Security, presented this item.

Mr. Curley reported that in January 2021 the City of Covina and Foothill Transit started discussions on a partnership to provide COVID-19 vaccine access to those in L.A. County and specific to those in the Foothill Transit service area. The discussions eventually included representatives from Albertson's Pharmacy division and centered on the use of the Foothill Transit Center in Covina.

Allotment of vaccinations is not a simple process, but Albertson's Pharmacy is committed to obtaining vaccinations for the Covina site. Saturdays were identified as the best days to conduct the vaccines. Service on Line 281 would be adjusted to every 30 minutes to accommodate those wanting to take the bus to the Covina site. Volunteers have been identified and a plan is in place targeting Saturday, March 13 as the kick-off for the vaccination clinic.

In addition to the Covina site, discussions continue with Albertson's Pharmacy on the possible use of one of more of Foothill Transit coaches as a possible mobile vaccination concept.

Mr. Curley responded a various comments and questions from the Executive Board. There was no comment by members of the public on this presentation.

Motion by Member Moss, second by Member Shevlin, directing staff to continue supporting the community with COVID-19 vaccination access. Motion carried 5-0.

12. **CDC MASK ORDER AND TSA SECURITY DIRECTIVE**

Recommendation: Receive and file a report on the January 29, 2021 Mask Order issued by the Centers for Disease Control and Prevention (CDC) and the January 31, 2021 Security Directive issued by the Transportation Security



Administration (TSA).

Kevin Parks McDonald, Deputy Chief Executive Officer, presented this item.

Mr. McDonald gave an overview of President Biden's Executive Order requiring the use of masks. In response to the Executive Order, the CDC issued an order directing that appropriate face coverings be worn by all persons on all forms of public transportation. The CDC order directs transit agencies to use best efforts to ensure compliance. The TSA directive directs agencies to establish procedures to manage cases of non-compliance.

Foothill Transit has required that masks be worn since April 2020. The requirement has been communicated to customers using onboard signage. Masks are provided to staff, and masks are available to customers. Coach operators inform customers of mask requirement, and if necessary contact dispatch to report non-compliance.

Staff continues to stay abreast of information and compliance, and guidance from the FTA and APTA, and lessons learned from other transit agencies on ensuring compliance with the Security Directive.

Under Public Comment, Lupe Carranza, ATU 1756, commented that it's very difficult to implement the requirement. He stated that the drivers are not receiving training from the contractors. The Executive Board commented on the prioritization of Coach Operators for vaccinations. Chair Sternquist requested that Yoko Igawa, Manager of Public Affairs, schedule an appointment with state Senator Susan Rubio to discuss the prioritization of Coach Operators. Mr. McDonald stated that the contractors have been working to revamp the safety training related to the pandemic. The Executive Board received and filed this presentation.

13. **ZERO EMISSIONS DOUBLE DECK BUS PROGRAM**

Recommendation: Endorse the proposed Zero Emissions Double Deck Program and authorize the Chief Executive Officer to seek funding for the project.

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

Mr. Cordero provided an overview of Foothill Transit's zero emissions program. Currently, Foothill Transit has 32 Proterra battery electric buses and two Alexander Dennis double deck electric buses. He reported that the



Center for Transportation and the Environment (CTE) was hired to help guide Foothill Transit on developing a plan to deploy 20 fuel cell buses and fueling infrastructure on Line 486, which provides service between El Monte and Pomona.

To advance Foothill Transit's zero emissions program, the agency has an opportunity to replace CNG buses with double deck zero emissions buses. Double deck buses have the potential of transporting more customers in a physically distanced environment and provide much higher capacity in a post COVID-19 operating environment. Mr. Cordero reported that Alexander Dennis has shown a willingness to partner with Foothill Transit in this project. Alexander Dennis will build the double deck buses at their Nappanee, Indiana plant, to meet Buy America requirements and create job opportunities in the United States. Foothill Transit has a life of project funding for bus replacements, and staff will seek innovative grant funding for this project. Mr. Cordero introduced John Walsh, Vice President and General Manager, Alexander Dennis who addressed the Executive Board. He thanked the Executive Board for the partnership and reported that Foothill Transit's two double deck buses is sparking much interest from other transit operators.

There were no comments or questions by members of the Executive Board. There were no comments by members of the public on this presentation.

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

14. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- Thanked the board for the conversation and direction on today's agenda items.
- Work continues with Mayor Tim Sandoval in his new role as the San Gabriel Valley's representative on the Metro Board. Metro is proposing a fareless program for K-12 students and persons with low income. The pilot would be for Metro services only.
- Work has begun on Foothill Transit's fiscal year 2022 business plan and budget. The business plan and budget is expected to go before the Governing Board for adoption in May 2021.

15. **BOARD MEMBER COMMENT**



Comments by Members of the Foothill Transit Executive Board.

- Member Shevlin stated she shared an article with Mr. Barnes and Mr. McDonald regarding comments made by Toyota's CEO and Elon Musk regarding the lack of ability to deliver electricity for the many electric vehicles being proposed.
- Chair Sternquist requested that Mr. Barnes forward to the Executive Board the question and answer document regarding the study on fareless transit she shared with him.

16. **ADJOURNMENT**

Adjournment for the February 26, 2021 Foothill Transit Executive Board Meeting.

There being no further business, Chair Sternquist adjourned the meeting in the memory of the 500,000 plus victims of COVID-19, the Foothill Transit Executive Board meeting adjourned at 10:04 a.m.



March 26, 2021

To: Executive Board

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

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### **Recommendation**

Receive and file the Financial Statements and Investment Summary year-to-date report through February 28, 2021.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of February 28, 2021, for the fiscal year ending June 30, 2021.

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

#### Assets

The balance sheet, as of February 28, 2021, shows total assets at \$377.74 million. This total consists primarily of \$236.34 million in fixed assets, \$120.66 million in cash and investments and \$20.13 million in receivable and prepaid assets. Foothill Transit's cash position of \$119.67 million is \$4.26 million less than the previous month, and is \$27.73 million more than last year in February.

#### Liabilities

The accounts payable balance is \$41.28 million. Accounts Payables include operation and maintenance expenses for \$10.60 million and \$1.13 million for fuel.

The deferred revenue of \$61.60 million represents funds that are reserved for planned capital expenditures, such as, upcoming bus procurements and transit center construction activities.

#### Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$34.03 million in liquid accounts held with Bank of the West; \$11.75 million in interest bearing money market accounts with Bank of the West; \$68,000 with Chase; \$1 million with US Treasury and \$73.82 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)

February 2021 year-to-date fare revenues were \$1,730,099. This is because during the first quarter of this fiscal year, we continued rear door boarding to ensure minimal interactions at the farebox to assist with both Operator and customer safety. With the installation of the plexiglass driver protection barriers, we re-started front door boarding on October 15, 2020. Last year in February, the fare revenues were \$10,851,709. This loss in fare revenues was mitigated with application of the CARES Act federal funds.

Operating costs through February 2021 were \$67.14 million, which is \$4.07 million less than the budget and \$1.75 million more than February 2020. Of this \$67.14 million, \$53.08 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel which was \$4.5 million through February 2021.

Capital expenditures through February were \$29.97 million compared with \$16.01 million last year at this time. The annual budget for capital expenditures includes the purchase of CNG buses and two Double Deck electric buses, construction for the Covina Park & Ride and Transit Center project and completion of the farebox refurbishment project.

**Total Disbursements** (Attachment D)

Total disbursements reflect invoices paid for the month of February 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 February 2021 were \$12.55 million. Capital disbursements totaled \$1.71 million and other significant disbursements include \$2.40 million to Keolis and \$6.50 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 February 28, 2021**

**Assets**

## Current Assets:

Cash	\$119,666,324
Investments	995,682
Due from government agencies	18,183,116
Other receivables	627,310
Other assets	1,317,072
Total Current Assets	<u>\$140,789,503</u>

## Non current Assets:

Notes receivable	608,072
Property & Equipment (net of depreciation)	236,343,374
Total Non Current Assets	<u>236,951,446</u>

Total Assets	<u><u>\$377,740,950</u></u>
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**Liabilities and Equity**

## Current Liabilities:

Accounts payable and accrued liabilities	\$41,278,076
Deferred Revenue	61,604,797
Total Liabilities	<u><u>\$102,882,873</u></u>

**Equity**

## Fund Balance:

Investment in Capital Assets	\$236,343,374
Current Year Change	9,719,812
Reserve	28,794,890
Total Equity	<u>\$274,858,077</u>

Total Liabilities and Equity	<u><u>\$377,740,950</u></u>
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**Summary of Cash and  
Investment Account  
For February 28, 2021**

	Interest Rate	Term	Principal/ Book & Market Value
Cash:			
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$17,925,120
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	0.30%	Demand Deposit	\$1,812,633
Bank of the West-Money Market #1110	0.30%	Demand Deposit	\$4,982,693
Bank of the West-Money Market #1111	0.30%	Demand Deposit	\$4,942,849
Bank of the West-LCTOP #1108	0.02%	Demand Deposit	\$10,323.65
Chase Business Saving #1109	0.05%	Demand Deposit	\$68,040
LAIF Investment #1141	0.63%	Demand Deposit	\$73,823,584
Subtotal Cash on Hand			<u>\$119,666,324</u>
Investments:			
Bank of the West:			0
Wells Fargo			
1 Maturity - 06/03/2021 - 6 months	0.066%	US Treasury Bill	995,682
			<u>0</u>
Subtotal Investments			<u>995,682</u>
Total Cash and Investments			<u><u>120,662,005</u></u>

**Foothill Transit**  
**Statement of Revenue and Expense**  
**For Month Ended February 28, 2021**

	Actual YTD February 2021	Budget YTD February 2021	Variance	Actual YTD February 2020
<b>Fare Revenue</b>				
Farebox	\$1,002,498	\$1,557,607	(35.64%)	\$4,231,703
Pass Sales	\$231,920	876,588	(73.54%)	2,657,764
TAP Cash Purse	\$409,857	890,358	(53.97%)	3,089,136
MetroLink & Access Service	\$51,121	125,593	(59.30%)	376,889
EZ Transit Pass	\$34,704	143,854	(75.88%)	496,217
<b>Total Operating Revenue</b>	<b>\$1,730,099</b>	<b>\$3,594,000</b>	<b>(51.86%)</b>	<b>\$10,851,709</b>
<b>Operating Subsidies and Other</b>				
Transportation Development Act	\$13,183,900	\$17,334,463	(23.94%)	\$10,570,559
State Transit Assistance (STA)	\$1,200,011	\$1,200,011	0.00%	3,510,397
Senate Bill 1 - STA	\$903,029	\$903,029	0.00%	2,286,037
Senate Bill 1 - STA BSCP	\$98,703	\$98,703	0.00%	250,575
CalTrans-LCTOP	\$0	\$0	0.00%	521,301
Prop A 40% Discretionary	\$5,603,710	\$5,603,710	0.00%	11,040,011
Prop A 40% BSCP	\$1,586,052	\$1,586,052	0.00%	3,545,653
Prop A Exchange	\$1,550,000	\$0	0.00%	2,200,000
Prop C BSIP	\$158,092	\$158,092	0.00%	651,735
Prop C Base Restructuring	\$689,526	\$689,526	0.00%	1,399,857
Prop C Transit Service Expansion	\$56,585	\$56,585	0.00%	233,275
Transit Security	\$117,136	\$117,136	0.00%	694,707
Measure R	\$3,414,921	3,414,921	0.00%	8,163,483
Measure M	\$3,432,756	3,432,756	0.00%	8,443,716
Federal Cares Act 5307	\$33,017,520	33,017,520	0.00%	0
Miscellaneous Transit Revenues	\$398,375	0	0.00%	1,028,792
<b>Total Subsidies and Other</b>	<b>\$65,410,316</b>	<b>\$67,612,505</b>	<b>(3.26%)</b>	<b>\$54,540,097</b>
<b>Total Operating Revenue</b>	<b>\$67,140,415</b>	<b>\$71,206,505</b>	<b>(5.71%)</b>	<b>\$65,391,806</b>
<b>Other Revenues</b>				
Gain on Sale of Fixed Assets	\$71,934	\$0	0.00%	\$311,841
Auxiliary Revenue	290,203	710,000	0.00%	307,482
<b>Total Other Revenues</b>	<b>362,138</b>	<b>710,000</b>	<b>(48.99%)</b>	<b>\$619,324</b>
<b>Total Operating and Other Revenues</b>	<b>67,502,553</b>	<b>71,916,505</b>	<b>(6.14%)</b>	<b>\$66,011,130</b>
<b>Operating Expenses</b>				
Customer Service & Operations	\$59,793,302	\$60,805,395	(1.66%)	\$57,969,914
Maintenance & Vehicle Technology	\$515,552	\$548,538	(6.01%)	517,628
Marketing & Communications	\$810,103	\$1,479,889	(45.26%)	972,461
Information Technology	\$1,001,201	\$1,547,806	(35.31%)	1,151,007
Administration	\$1,193,885	\$1,444,547	(17.35%)	1,729,733
Procurement	\$408,856	\$577,323	(29.18%)	441,219
Government Relations	\$468,705	\$638,980	(26.65%)	0
Finance	\$1,018,926	\$1,266,502	(19.55%)	981,848
Planning	\$585,806	\$1,203,975	(51.34%)	711,640
Facilities	\$1,344,078	\$1,693,550	(20.64%)	916,357
<b>Total Operating Expenses</b>	<b>\$67,140,415</b>	<b>\$71,206,505</b>	<b>(5.71%)</b>	<b>\$65,391,806</b>
<b>Other Expenses</b>				
Property Management	\$84,904	\$84,904	0.00%	\$308,507
Special Services	0	0	0.00%	310,816
<b>Total Other Expenses</b>	<b>\$84,904</b>	<b>\$84,904</b>	<b>0.00%</b>	<b>\$619,324</b>
<b>Total Operating and Other Expenses</b>	<b>\$67,225,319</b>	<b>\$71,291,409</b>	<b>(5.70%)</b>	<b>\$66,011,130</b>
<b>Capital Revenues</b>				
Capital Grants	\$29,974,354	\$59,336,701	(49.48%)	\$16,001,379
<b>Capital Expenditures</b>				
Capital Expenditures	\$29,974,354	\$59,336,701	(49.48%)	\$16,001,379

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This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 02/01/21..02/28/28

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
<b>B001</b>	<b>General Checking</b>						
	Phone No.		800-488-2265				
02/01/21	E01716	California Dept. of Tax and Fee Administration	Q4 2020 Sales and Use Tax Return	123.00	0.00	0.00	Posted
02/02/21	57004	David Reyno	Final Payroll: Dates 1/24/21 to 2/5/21	3,136.87	3,136.87	0.00	Posted
02/02/21	57005	David Reyno	Final PTO Payout: 2/5/21	9,284.10	9,284.10	0.00	Posted
02/03/21	E01717	Keolis Transit Services LLC	12/16-31 Pomona Contractor services	1,485,852.82	0.00	0.00	Posted
02/03/21	E01718	Transdev Services, Inc.	Reimbursement 2110 EMP coolant Package	16,464.00	0.00	0.00	Posted
02/03/21	E01719	Transdev Services, Inc.	Reimbursement 2104 EMP Coolant Package	16,464.00	0.00	0.00	Posted
02/03/21	E01720	Transdev Services, Inc.	12/16-31 Arcadia Contractor services	2,493,364.89	0.00	0.00	Posted
02/04/21	57006	Aaron Lim	Refund ICMA loan #006 overpay	16.36	16.36	0.00	Posted
02/04/21	57007	AT and T - 105068	El Monte Back line	45.40	45.40	0.00	Posted
02/04/21	57008	AT and T - 5019	phone service	419.54	419.54	0.00	Posted
02/04/21	57009	AT and T - 5025	El Monte phone line (626)452-1579 & (626)452-1587	379.13	379.13	0.00	Posted
02/04/21	57010	AT and T - 5025	El Monte phone line router management1/20-2/19/21	346.03	346.03	0.00	Posted
02/04/21	57011	Azusa Light & Water	12/01-12/31/2020 Electricity and Water	7,002.15	7,002.15	0.00	Posted
02/04/21	57012	BroadLux Inc.	O/M phone line service	5,230.75	5,230.75	0.00	Posted
02/04/21	57013	Climatec Building Technologies LLC	01/21-03/21 QTRLY HVAC Maintenance	2,165.00	2,165.00	0.00	Posted
02/04/21	57014	Daley and Heft, LLP	12/20 Legal Fees	738.00	738.00	0.00	Posted
02/04/21	57015	Day - Lite Maintenance Co. Inc.	01/21 Parking Lot Light Replacements	327.51	327.51	0.00	Posted
02/04/21	57016	Digium Inc.	Pomona Yard phone service	2,218.97	2,218.97	0.00	Posted
02/04/21	57017	N/S Corporation	RETAIN FROM KPO 21-010	7,213.50	7,213.50	0.00	Posted
02/04/21	57018	Psomas	9/25/20-12/31/20 A&E Mt. SACTransit Center Project	7,492.54	7,492.54	0.00	Posted
02/04/21	57019	Socal Office Technologies/MWB Business Systems	12/20 monthly Copier usage	782.95	782.95	0.00	Posted
02/04/21	57020	Southern California Edison Co.	01/21 CTC Parking Electricity12/21/20-1/22/21	269.52	269.52	0.00	Posted
02/04/21	57021	Standard Parking Corporation	12/2020 Parking Security Services	4,507.52	4,507.52	0.00	Posted
02/04/21	57022	The Gas Co.	01/21 Admin Bldg Gas 12/21/20-1/21/21	1,849.36	1,849.36	0.00	Posted
02/04/21	57023	Thomas J. Koontz	100 Indoor,Outdoor Keep Your Distance Floor Decals	2,440.94	2,440.94	0.00	Posted
02/04/21	57024	T-Mobile USA Inc.	Vericity cellular sim 12/21/20-1/20/21	570.34	570.34	0.00	Posted
02/04/21	57025	Universal Waste Systems	01/21 Emergency Portable Restrooms	5,446.54	5,446.54	0.00	Posted
02/04/21	57026	Waste Management Collection & Recycling, Inc.	02/21 Arcadia Yard Trash Service	423.67	423.67	0.00	Posted
02/04/21	57027	Westgate Ctr for Leadership Management Development	Transit and Paratransit Management Certificate Pro	1,245.00	1,245.00	0.00	Posted
02/04/21	57028	Zones Inc.	Autocad renewal for Facilities	1,125.00	1,125.00	0.00	Posted
02/10/21	E01721	Creative Bus Sales Inc	F2803 (2) Replacement Buses	663,742.15	0.00	0.00	Posted
02/10/21	E01722	Creative Bus Sales Inc	F2804 (2) Replacement Buses	663,742.15	0.00	0.00	Posted
02/10/21	E01723	Management Assoc. Retirement Co	Payroll ending 2/6/21 Retirement	99,891.53	0.00	0.00	Posted
02/10/21	E01724	Transdev Services, Inc.	1/21 Management Services	166,982.62	0.00	0.00	Posted
02/10/21	E01725	Transdev Services, Inc.	Reimbursement 2110 Transmission	5,733.00	0.00	0.00	Posted
02/11/21	57029	Athens Services- 54957	02/21 Admin Bldg Trash Service	1,163.29	1,163.29	0.00	Posted
02/11/21	57030	Athens Services- 54957	02/21 Admin Bldg Sweeping	387.88	387.88	0.00	Posted
02/11/21	57031	Athens Services- 54957	02/21 DTLA Sweeping	525.00	525.00	0.00	Posted

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02/11/21	57032	Athens Services- 54957	02/21 CTC Trash Service	212.02	212.02	0.00	Posted
02/11/21	57033	ATKINSON ANDELSON LOYA RUUD AND ROMO	11/20 Legal Fees	1,069.50	1,069.50	0.00	Posted
02/11/21	57034	Azusa Light & Water	01/01-01/31/2021 Electricity and water	5,846.33	5,846.33	0.00	Posted
02/11/21	57035	Birdi Systems, Inc.	Security Maintenance Service Dec 7 20-Jan 6 21	5,800.00	5,800.00	0.00	Posted
02/11/21	57036	CALTEC Corporation		0.00	0.00	0.00	Voided
02/11/21	57037	CALTEC Corporation	RETAIN FROM KPO 19-074	56,775.06	56,775.06	0.00	Posted
02/11/21	57038	Chamber of Commerce - Glendora	2021 Mayor's Breakfast	500.00	500.00	0.00	Posted
02/11/21	57039	Chamber of Commerce - Irwindale	Membership Dues Bronze Level	6,000.00	6,000.00	0.00	Posted
02/11/21	57040	ConvergeOne, Inc	Cisco professional services	7,402.50	7,402.50	0.00	Posted
02/11/21	57041	Crown Castle USA Inc.	Tower rental	819.63	819.63	0.00	Posted
02/11/21	57042	E.S.G.Valley Japanese Community Ctr	Business Directory Ad	200.00	200.00	0.00	Posted
02/11/21	57043	EV Connect, Inc.	2021 EV Chargers Network Plan/ Customer services	2,205.00	2,205.00	0.00	Posted
02/11/21	57044	FEDEX Corp.	Express Mail	140.00	140.00	0.00	Posted
02/11/21	57045	Frontier	Fax line 2/21	58.52	58.52	0.00	Posted
02/11/21	57046	Green Thumb Indoor Plant	02/21 Indoor Plant Care	449.75	449.75	0.00	Posted
02/11/21	57047	Hypertec USA, Inc.	Dell Monitors	19,539.18	19,539.18	0.00	Posted
02/11/21	57048	Office Depot	Office Supplies	87.89	87.89	0.00	Posted
02/11/21	57049	Rivet Campus Media	Advertising	8,122.83	8,122.83	0.00	Posted
02/11/21	57050	San Gabriel Valley Newspaper	Subscription (paid hrough date: 10/03/20)	255.51	255.51	0.00	Posted
02/11/21	57051	Skyline Pest Control	01/21 Monthly Pest Control	95.00	95.00	0.00	Posted
02/11/21	57052	Stantec Architecture	TO2 Administrative Restroom - period ending 1/1/21	19,511.91	19,511.91	0.00	Posted
02/11/21	57053	Staples Business Adv.-Dept. LA	Office Supplies	88.83	88.83	0.00	Posted
02/11/21	57054	Suburban Water Systems	01/21 Admin Bldg Water	1,012.00	1,012.00	0.00	Posted
02/11/21	57055	Thompson Coburn LLP	12/20 Operations RFPs and Contracts	77,236.50	77,236.50	0.00	Posted
02/11/21	57056	Universal Waste Systems	1/22-2/18/21 Emergency Waste Services	2,396.64	2,396.64	0.00	Posted
02/11/21	57057	Wright Express	Feul invoice January 2021	198.14	198.14	0.00	Posted
02/12/21	A000076	Darold D. Pieper Attorney at Law	01/21 Legal Fees	8,000.00	0.00	0.00	Posted
02/12/21	A000077	MetroKinetics, Inc.	Scheduling Timetabling & Blocking December 31, 20	2,022.75	0.00	0.00	Posted
02/12/21	A000078	vCloud Tech Inc.	Solarwinds monitoring renewal	7,185.44	0.00	0.00	Posted
02/17/21	E01726	Keolis Transit Services LLC	01/1-10 Pomona Contractor services	475,218.57	0.00	0.00	Posted
02/17/21	E01727	Transdev Services, Inc.	01/1-10 Arcadia Contractor services	799,498.15	0.00	0.00	Posted
02/17/21	E01728	Transdev Services, Inc.	01/11-15 Arcadia Contractor services	643,579.53	0.00	0.00	Posted
02/17/21	E01729	Transdev Services, Inc.	Reimbursement 2104 Transmission Repower	5,733.00	0.00	0.00	Posted
02/17/21	E01730	Transdev Services, Inc.	11/01-30 E-Bus Charging at Azusa	10,036.90	0.00	0.00	Posted
02/17/21	E01731	Transdev Services, Inc.	12/01-31 E-Bus Charging at Azusa	10,553.85	0.00	0.00	Posted
02/18/21	57058	ACC Business	Admin building Internet Late fee	43.75	43.75	0.00	Posted
02/18/21	57059	AFLAC	2/2021 AFLAC insurance premium	3,153.16	3,153.16	0.00	Posted
02/18/21	57060	Allied Administrators for Delta Dental	03/2021 Dental insurance premium	6,668.30	6,668.30	0.00	Posted
02/18/21	57061	Alltech Industries, Inc.	01/21 DTLA Security	5,481.00	5,481.00	0.00	Posted
02/18/21	57062	Azteca Landscape	01/21 Admin Landscape Maintenace	3,509.52	3,509.52	0.00	Posted
02/18/21	57063	Azusa Light & Water	02/21 CTC Fire SVC Retail Water	795.33	795.33	0.00	Posted
02/18/21	57064	California Chamber of Commerce	CID 690569 Harrassment Prevention Training	153.55	153.55	0.00	Posted
02/18/21	57065	California Choice	3/21 Health Insurance Premium	58,326.87	58,326.87	0.00	Posted
02/18/21	57066	CIGNA Group Insurance	2/21 Life insurance premium	4,985.61	4,985.61	0.00	Posted
02/18/21	57067	Clean Energy	12/2020 Arcadia CNG Takeover Not Alt Fuel	582,616.39	582,616.39	0.00	Posted
02/18/21	57068	Cosco Fire Protection, Inc.	02/21 CTC Retail Monthly Monitoring	130.00	130.00	0.00	Posted

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02/18/21	57069	David Reyno	Severance pay 2/17/21	80,927.31	80,927.31	0.00	Posted
02/18/21	57070	File Keepers LLC	1/21 Shredding Services	44.00	44.00	0.00	Posted
02/18/21	57071	Frontier	Local phone calls	2,841.63	2,841.63	0.00	Posted
02/18/21	57072	Graingers	01/21 Water Filter Cartridge Replacement(s)	302.67	302.67	0.00	Posted
02/18/21	57073	HD Supply Facilities Maintenance	02/21 Gloves/Disinfectant	444.45	444.45	0.00	Posted
02/18/21	57074	Home Depot Credit Services	01/21 Facility Supplies	888.35	888.35	0.00	Posted
02/18/21	57075	Information System Audit and Control Association,	membership renewal	170.00	170.00	0.00	Posted
02/18/21	57076	International City Management Assoc. Retirement Co	108053 Asset Fee Allowance 10/31/20-12/30/20	11,464.22	11,464.22	0.00	Posted
02/18/21	57077	Landmark Healthplan of California, Inc.	2/21 Chiropractor insurance premium	936.15	936.15	0.00	Posted
02/18/21	57078	LegalShield	2/21 Pre-Paid Legal Services	182.45	182.45	0.00	Posted
02/18/21	57079	Newage PHM, LLC	02/21 TS#2 Electricity	109.87	109.87	0.00	Posted
02/18/21	57080	Orr Protection Systems, Inc.	01/21 Fire Alarm Permit	1,049.96	1,049.96	0.00	Posted
02/18/21	57081	Platinum Security Inc.	01/2021 El Monte security services	7,230.08	7,230.08	0.00	Posted
02/18/21	57082	Presidio Network Solutions Group, LLC	Core switch replacement admin building	81,186.92	81,186.92	0.00	Posted
02/18/21	57083	Questivity Inc	SIEM appliance	137,301.47	137,301.47	0.00	Posted
02/18/21	57084	RockWest Technology Group, Inc	Photo ID software modifications	1,246.53	1,246.53	0.00	Posted
02/18/21	57085	Roy Jorgensen Associates, Inc.	01/22 LicRenew Computerized Maintenance Management	7,656.00	7,656.00	0.00	Posted
02/18/21	57086	Southern California Edison Co.	01/12/21-02/10/21 Arcadia yard Electricity	9,070.28	9,070.28	0.00	Posted
02/18/21	57087	Southern California Edison Co.	Pomona Facility charger usages 01/12/21-02/10/21	695.27	695.27	0.00	Posted
02/18/21	57088	Southern California Edison Co.	01/21 Adin Bldg Electricity	9,900.58	9,900.58	0.00	Posted
02/18/21	57089	Standard Parking Corporation	0/21 Admin Bldg Parking Security	3,268.02	3,268.02	0.00	Posted
02/18/21	57090	State Compensation Insurance Fund	2/21 Worker's Comp premium	4,813.00	4,813.00	0.00	Posted
02/18/21	57091	TransTrack Systems Inc.	Electric Bus Anaslytics	1,287.50	1,287.50	0.00	Posted
02/18/21	57092	Tri - Signal Integration, Inc.	02/21 Admin Bldg Monthly Monitoring	300.00	300.00	0.00	Posted
02/18/21	57093	Ultimate Maintenance Services, Inc	02/21 Janitorial Services	5,819.62	5,819.62	0.00	Posted
02/18/21	57094	Universal Waste Systems	01/21 DTLA Portable Restroom Rental	3,049.90	3,049.90	0.00	Posted
02/18/21	57095	Verizon Business - 15043	Cellular VPN	18,699.49	18,699.49	0.00	Posted
02/18/21	57096	Vision Service Plan - (CA)	2/21 Vision insurance premium	1,384.49	1,384.49	0.00	Posted
02/18/21	57097	Walnut Valley Water District	01/21 Industry P&R Fire Sprinkler Water	266.37	266.37	0.00	Posted
02/18/21	57098	Weatherite Corporation	12/2020 Admin Bldg Maintenance	1,725.25	1,725.25	0.00	Posted
02/18/21	57099	Zones Inc.	RSA support and maintenance renewal	3,566.72	3,566.72	0.00	Posted
02/23/21	E01736	Bankcard Center-Bank of the West	1/21 Agency credit card usages	11,710.09	0.00	0.00	Posted
02/24/21	E01732	International City Management Assoc. Retirement Co	Asset Fee Allowance	45,929.57	0.00	0.00	Posted
02/24/21	E01733	Keolis Transit Services LLC	10-12/20 Proterra Fleet issue-Operator OT	33,785.42	0.00	0.00	Posted
02/24/21	E01734	Keolis Transit Services LLC	01/11-15 Pomona Contractor services	389,059.29	0.00	0.00	Posted
02/24/21	E01735	Keolis Transit Services LLC	12/2020 Pomona PMI's	17,500.00	0.00	0.00	Posted
02/25/21	57100	Adt Security Services, Inc.	02/18-05/18/21 TS2 Security services	425.28	425.28	0.00	Posted
02/25/21	57101	Birdi Systems, Inc.	Security Maintenance Service Jan 7 20-Feb 6 21	6,090.00	6,090.00	0.00	Posted
02/25/21	57102	City of Irwindale	Planning Dept Fee - Arcadia HVAC Replacement	100.00	100.00	0.00	Posted
02/25/21	57103	City of Irwindale	Plancheck Fee - Arcadia HVAC Replacement	7,881.00	7,881.00	0.00	Posted
02/25/21	57104	Frontier	Industry Park and Ride Phone Line 2/16/21-3/15/21	387.05	387.05	0.00	Posted
02/25/21	57105	Green Thumb Indoor Plant	02/2021 Indoor Plant Care	426.00	426.00	0.00	Posted
02/25/21	57106	Green's Lock and Safe	New & Duplicate Keys	842.37	842.37	0.00	Posted

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Check Date	Check Number	Payee	Description	Debit	Credit	Balance
02/25/21	57107	Herc Rentals Inc.	01/2021 DTLA Portable Light(s) Rental	956.18	956.18	0.00 Posted
02/25/21	57108	Industry Public Utility Commission	01/21 Industry P&R Electricity	1,216.97	1,216.97	0.00 Posted
02/25/21	57109	Krystal Bai	Educational Assistance and Reimbursement0108-32220	1,084.11	1,084.11	0.00 Posted
02/25/21	57110	Newage PHM, LLC	03/21 Transit Store 2 Lease	7,498.32	7,498.32	0.00 Posted
02/25/21	57111	Pacific Office Automation	all in one printers for staff	2,299.27	2,299.27	0.00 Posted
02/25/21	57112	PC Connection Sales Corp.	Finance check printer maintenance kit	203.51	203.51	0.00 Posted
02/25/21	57113	R&S Overhead Dorr's of So. Cal., Inc.	AITC Door Repair	2,261.25	2,261.25	0.00 Posted
02/25/21	57114	Southern California Edison Co.	Pomona transit center Electricity 01/12-02/10/21	3,826.75	3,826.75	0.00 Posted
02/25/21	57115	State of California Department of Transportation	03/21 Airspace Lease - 17th & Grand	15,800.00	15,800.00	0.00 Posted
02/25/21	57116	Temple City Camellia Festival	Bronze Sponsorship	1,000.00	1,000.00	0.00 Posted
02/25/21	57117	Weatherite Corporation	12/2020 Pomona TC Maintenance	338.75	338.75	0.00 Posted
02/26/21	A000079	City of Diamond Bar	Prop A exchange	600,000.00	0.00	0.00 Posted
03/03/21	E01737	Transdev Services, Inc.	01/1-31 E-Bus Charging at Azusa	10,319.85	0.00	0.00 Posted
03/03/21	E01738	Transdev Services, Inc.	01/16-31 Arcadia Contractor services	2,392,950.38	0.00	0.00 Posted
03/04/21	57118	ACC Business	Arcadia/Irwindale yard phone internet	1,080.01	1,080.01	0.00 Posted
03/04/21	57119	Amazon Web Services, Inc	Web hosting 1/21	1,280.14	1,280.14	0.00 Posted
03/04/21	57120	AT and T - 5025	EI Monte phone line (626)452-1579 & (626)452-1587	454.74	454.74	0.00 Posted
03/04/21	57121	AT and T - 5025	EI Monte Phone line general	1,586.92	1,586.92	0.00 Posted
03/04/21	57122	ATKINSON ANDELSON LOYA RUUD AND ROMO	1/21 Legal Fees	966.00	966.00	0.00 Posted
03/04/21	57123	Birdi Systems, Inc.	09/2020 200 HID ISO Prox Cards	983.55	983.55	0.00 Posted
03/04/21	57124	California Chamber of Commerce	CA Labor Law poster and pamphlets	137.25	137.25	0.00 Posted
03/04/21	57125	CDW Government Inc.	Lenovo laptop docking stations	713.63	713.63	0.00 Posted
03/04/21	57126	Charter Communications Inc.	admin building cable 1/19/21-2/18/21	363.74	363.74	0.00 Posted
03/04/21	57127	Cosco Fire Protection, Inc.	03/21 CTC Retail Monthly Monitoring	350.50	350.50	0.00 Posted
03/04/21	57128	CoStar Realty Information, Inc.	01/21-02/21 Covina Retail Advertising	1,398.00	1,398.00	0.00 Posted
03/04/21	57129	Crown Castle USA Inc.	Tower rental	819.63	819.63	0.00 Posted
03/04/21	57130	CSMFO	2021 Membership Renewal - Gil Victorio	110.00	110.00	0.00 Posted
03/04/21	57131	Daley and Heft, LLP	1/21 Legal Fees	1,865.50	1,865.50	0.00 Posted
03/04/21	57132	Digium Inc.	Pomona Yard phone service	2,218.97	2,218.97	0.00 Posted
03/04/21	57133	ECS Imaging, Inc.	Professional services hours for expense report	9,750.00	9,750.00	0.00 Posted
03/04/21	57134	FEDEX Corp.	Express Mail	89.94	89.94	0.00 Posted
03/04/21	57135	Green Thumb Indoor Plant	03/21 Admin Bldg Indoor Plant Care	449.75	449.75	0.00 Posted
03/04/21	57136	Linda Garrison	Yoga Instruction 2/21	520.00	520.00	0.00 Posted
03/04/21	57137	Office Depot	Office Supplies	138.00	138.00	0.00 Posted
03/04/21	57138	ReadyRefresh	2/21 Drinking Water	72.25	72.25	0.00 Posted
03/04/21	57139	Schindler Elevator Corporation	03/21-05/21 Admin Bldg QRTLTY Maintenance	3,003.09	3,003.09	0.00 Posted
03/04/21	57140	Southern California Edison Co.	02/21 CTC Parking Electricity	289.67	289.67	0.00 Posted
03/04/21	57141	Southern California Edison Co.	02/21 CTC Retail Electricity	220.44	220.44	0.00 Posted
03/04/21	57142	Southern California Edison Co.	Pomona Facility charger usages 02/10-24/21	362.20	362.20	0.00 Posted
03/04/21	57143	The Gas Co.	02/21 Admin Bldg Gas	1,754.05	1,754.05	0.00 Posted
03/04/21	57144	T-Mobile USA Inc.	Vericity cellular sim 1/21/21-2/20/21	570.79	570.79	0.00 Posted
03/04/21	57145	Tri - Signal Integration, Inc.	02/21 Admin Fire Panel Tamper Switch	350.00	350.00	0.00 Posted
03/04/21	57146	Verizon Business - 15043	Troubleshoot MPLS POM, ARC, WC, Park & Ride, El Monte, Puente H	10,740.35	10,740.35	0.00 Posted
03/04/21	57147	Verizon Wireless	Cell Phone and avail cellular 1/23/21-2/22/21	25,186.38	25,186.38	0.00 Posted

**Bank Account - Check Details**

Period: 02/01/21..02/28/28

Foothill Transit

ATTACHMENT D

PAGE 5 OF 5

Tuesday, March 9, 2021

FOOTHILLTRANSITLHERNANDEZ

03/04/21	57148	Waste Management Collection & Recycling, Inc.	03/21 Arcadia Yard Trash Service	428.31	428.31	0.00 Posted
03/04/21	57149	Westgate Ctr for Leadership Management Development	Finance Analyst-Jorge Quintana	1,245.00	1,245.00	0.00 Posted
03/04/21	57150	Zonar Systems Inc.	Renewal EVIR GSM Diagnostics Service	9,435.00	9,435.00	0.00 Posted
<b>General Checking</b>				12,553,481.19	1,478,038.24	0.00



March 26, 2021

To: Executive Board

Subject: **Contract Amendment - Special Legal Services**

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**Recommendation**

Authorize the CEO to execute Amendment No. 4 to Contract No. 19-037.2 with Thompson Coburn LLC in an amount not to exceed \$100,000 for additional special legal services in Fiscal Year 2021.

**Analysis**

At the June 2019 Executive Board Meeting, the Executive Board authorized the CEO to enter into a contract with Thompson Coburn LLC to provide special legal services to Foothill Transit. The scope of these services include, but are not limited to, research, review, advisement, representation, drafting of legal documents and policies, and analysis across ten distinct areas of legal expertise. Thompson Coburn LLC was awarded the contract 7 of 10 disciplines included the open solicitation. Those disciplines are Civil Rights, including ADA and DBE, Finance, Intellectual Property, Federal Compliance, Public Transportation Operations, Real Estate, and Procurement. Three other firms were awarded contracts in the remaining disciplines, which included Insurance & Liability, Environmental, Law and Labor & Employment. The cumulative awarded cost for these contracts was not to exceed \$600,000 per year.

Due to unforeseen costs associated with COVID-19 pandemic, including additional work on operating agreements, increased Federal Transit Administration (FTA) triennial review work and other costs related to the pandemic, the agreement with Thompson Coburn is on pace to surpass the not-to-exceed threshold of \$525,000. The increased costs will not affect the budgeted operating amount as some legal services costs are eligible to be capitalized for specific capital projects.

**Budget Impact**

Funding for these services are included in the Fiscal Year 2021 Budget.

Sincerely,

Christopher Pieper  
Director of Procurement

Doran J. Barnes  
Chief Executive Officer

Michelle Lopes Caldwell  
Director of Finance and Treasurer





March 26, 2021

To: Executive Board

Subject: **Contract Award – Driver Barrier Glass Panels**

---

### **Recommendations**

1. Authorize the CEO to enter into Sole Source Contract No. 21-082 with New Flyer Parts in the amount of \$104,744.00 to install the curved top-half glass panel on 60 40-foot CNG buses and 24 60-foot CNG articulated Buses.
2. Authorize the CEO to enter into Amendment No. 5 to our Contract No. 18-043 with Creative Bus Sales in the amount of \$21,681.00 to install the curved top-half glass panel on 18 40-foot CNG buses.

### **Analysis**

Beginning in 2016, the ArowGuard Slide System driver protection has been in all new bus purchases to provide an added level of safety to our contracted drivers. The Slide System is a fixed door with a sliding two-piece glass panel and the front sliding glass has an angled top-half. Recently, ArowGuard now offers the front sliding panel with a curved top-half that provides additional coverage.

At the January 29, 2021 Governing Board Meeting, a driver barrier update was provided and it was then decided to replace the angled top-half sliding glass with the curved top-half in our existing fleet.

There are currently 60 New Flyer 40-foot CNG and 24 60-foot CNG articulated buses that were equipped with the angled top-half panel. New Flyer has provided a quote to retrofit the New Flyer fleet and it includes the cost of installation and sales tax.

This procurement represents a sole-source. As this is an addition the ArowGuard Slide System, ArowGuard parts are required. The only other option would be to completely replace the doors which would be cost prohibitive and time consuming. As this is a health and safety enhancement, time is of the essence.

The 18 40-foot CNG bus order with Creative Bus Sales that are currently in production at EIDorado's plant in Riverside CA, was specified with the angled top-half. This contract amendment will change that previous specification to the curved top-half sliding piece.



**Budget Impact**

There is sufficient funding available for this project under Project No. 0123 in the approved Fiscal Year 2021 Budget.

Sincerely,

Roland M. Cordero  
Director of Maintenance and  
Vehicle Technology

Doran J. Barnes  
Chief Executive Officer

Christopher Pieper  
Director of Procurement

Michelle Lopes Caldwell  
Director of Finance and Treasurer



March 26, 2021

To: Executive Board

Subject: **Facility Security Hardening Improvement Project**

---

### **Recommendation**

Endorse the proposed Facility Security Hardening Improvements and authorize the Chief Executive Officer to seek funding for the project.

### **Analysis**

In 2012, Foothill Transit undertook a project to improve the safety and security systems for the facilities at the Pomona and Arcadia-Irwindale Operations and Maintenance facilities and the administrative office building. Although these security systems have been maintained and rehabilitated as specified in Foothill Transit's State of Good Repair (SGR) policy, several of the security system assets have reached the end of their useful life.

The safety and security project discussed above was carried out in 2012 and 2013 and included installation of certain access control and video surveillance equipment. The security cameras and software have been updated as needed over time, however more robust and up to date technology on wireless secured security systems are now available to ensure effective facility security for all agency-owned and/or operated properties. In the upcoming year, grant funds will be sought to plan and implement an updated security system. New fencing, cameras, and a gated access control system will also be installed in the Arcadia-Irwindale overflow parking facility to better secure that area.

A complete Life of Project (LOP) Budget for facility security hardening improvements will be included in the draft Business Plan and Budget for the Board's review in May 2021. Currently there is a budget for Operations Facilities Security Project 204 to meet an immediate need for a few cameras to be replaced and architectural design for new fencing at the Arcadia-Irwindale overflow parking area, however, a more complete review and upgrade to the security systems will be needed.

Staff will seek grants through multiple sources, including the Federal Emergency Management Agency (FEMA), the Department of Homeland Security and the Nonprofit Security Grant Program (NSGP) through the



California Office of Emergency Services (Cal OES) Grants Management Program.

**Budget Impact**

The Facility Security Hardening program will be included in the FY2022 Capital program budget. In the meantime, Foothill Transit will seek grant funding to help fund the project

Sincerely,

Sharlane R. Bailey  
Director of Facilities

Doran J. Barnes  
Chief Executive Officer

John Curley  
Chief of Safety and Security



March 26, 2021

To: Executive Board

Subject: **Employee Compensation Program**

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### **Recommendation**

Adopt changes to the Employee Compensation Program including adding the Veteran's Day holiday to the Foothill Transit approved list of holidays.

### **Analysis**

#### Veterans Day Holiday

Currently, Foothill Transit offers employees seven paid holidays. Those holidays are the following:

Martin Luther King Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day after Thanksgiving

Veterans Day is a federally recognized holiday first created in 1919 and named a national holiday in 1938. The purpose of the day is "to honor America's veterans for their patriotism, love of country, and willingness to serve and sacrifice for the common good."

Foothill Transit also observes a holiday period beginning on December 24<sup>th</sup> of each year and ending on January 1<sup>st</sup>. The administrative offices are closed during this time. The specific number of days and total hours of holiday time will vary from year to year.

Please also note that language has been added to clarify that Foothill Transit's Chief Executive Officer is responsible for the organization of the staff subject the limits of the budget and the total number of authorized full-time equivalent employees authorized in the budget.



**Budget Impact**

The proposed change to the Employee Compensation Policy has been included in long-range financial forecasting and will be included in the FY2022 Budget and Business Plan.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance & Treasurer

Doran J. Barnes  
Chief Executive Officer

Attachment



# Foothill Transit

Going Good Places

## Foothill Transit Employee Compensation Program

Adopted February 23, 2018 (updated March 2021)

Foothill Transit’s employee compensation program is described below. The Foothill Transit Board reserves the right to modify or change this plan at its sole discretion at any time. The Chief Executive Officer is charged with administering this program.

### Pay Grades

Foothill Transit shall utilize the following pay grades and ranges. Employees may be hired at any point within these pay ranges at the discretion of the Chief Executive Officer and subject to overall budget limitations:

	Annual Minimum	Annual Maximum	Position Type
Foothill Transit Grade 8	\$113,437	\$195,676	Department Director
Foothill Transit Grade 7	\$87,418	\$147,961	Department Manager
Foothill Transit Grade 6	\$67,560	\$108,772	Technical Staff
Foothill Transit Grade 5	\$53,544	\$87,397	Technical Support
Foothill Transit Grade 4	\$44,802	\$74,305	Administrative Support
Foothill Transit Grade 3	\$41,043	\$66,259	Clerical Support

Compensation for the Chief Executive Officer shall be set at the sole discretion of the Board. Compensation for the Deputy Chief Executive Officer shall not be less than 65 percent of the compensation of the Chief Executive Officer and not more than 80 percent of the compensation of the Chief Executive Officer.



Positions by Pay Grade

Foothill Transit's Chief Executive Officer is responsible for the organization of the staff subject the limits of the budget and the total number of authorized full-time equivalent employees authorized in the budget. For reference, Foothill Transit positions are currently assigned to the following pay grades. This list is subject to change during the year based on the needs of the organization at the direction of the Chief Executive Officer.

Table with 3 columns: Position, Department, Pay Grade. Lists various roles such as Marketing Assistant, Board Support Services Coordinator, and Transit Planning Manager with their respective departments and pay grades.





Procurement Manager	Procurement	Grade 7
<a href="#">Chief of Safety and Security</a>	<a href="#">Administration</a>	<a href="#">Grade 8</a>
<a href="#">Director of Facilities</a>	<a href="#">Facilities</a>	<a href="#">Grade 8</a>
<a href="#">Director of Finance and Treasurer</a>	<a href="#">Finance</a>	<a href="#">Grade 8</a>
<a href="#">Director of Government Relations</a>	<a href="#">Gov't Relations</a>	<a href="#">Grade 8</a>
<a href="#">Director of Information Technology</a>	<a href="#">I.T.</a>	<a href="#">Grade 8</a>
<a href="#">Director of Maintenance and Vehicle Technology</a>	<a href="#">Maintenance</a>	<a href="#">Grade 8</a>
<a href="#">Director of Marketing and Communications</a>	<a href="#">Marketing</a>	<a href="#">Grade 8</a>
<a href="#">Director of Customer Service and Operations</a>	<a href="#">Operations</a>	<a href="#">Grade 8</a>
<a href="#">Director of Planning</a>	<a href="#">Planning</a>	<a href="#">Grade 8</a>
<a href="#">Director of Procurement</a>	<a href="#">Procurement</a>	<a href="#">Grade 8</a>



### Internship Program

As part of Foothill Transit’s commitment to workforce development, Foothill Transit has created an internship program. The internships allow students to gain valuable skills and knowledge. In addition, the interns support Foothill Transit in achieving its mission. Interns work schedule will be agreed to in advance with the hiring supervisor, however, the intern’s work hours will not exceed the hours per week and days per year as required by state and federal laws for students and for part-time employment.

### Paid Time Off

Paid time off (PTO) combines vacation and sick time into a single bank of days for employees to use to take paid time off from work. PTO allows employees to take time off work at their discretion (with approval from their supervisor) which supports work-life balance and flexibility. The PTO accruals are based on years of service as shown in the table below:

#### Accrual Rates

Years of Service	Bi-Weekly Accrual (expressed in decimals)	Annual Accrual	Maximum Allowable Accrual (three times annual rate)
0-5 Years of Service	6.77 hours	176 hours	528 hours
5-10 Years of Service	8.30 hours	216 hours	648 hours
10-15 Years of Service	9.84 hours	256 hours	768 hours
15+ Years of Service	11.38 hours	296 hours	888 hours

Years of service shall include time worked as a Foothill Transit employee and time worked for a Foothill Transit operating and/or management contract for the period in which the employee was assigned full-time to serving Foothill Transit. Service does not need to be consecutive.

Employees may request to cash out their PTO hours once every calendar year, provided they 1) have used at least 80 hours of **scheduled** PTO hours during the 12-month period prior to requesting the cash out, and 2) they retain at least 160 hours in



their PTO bank. Any deviation from this policy must be approved by the Executive Director.

This policy was temporarily modified in FY2021 to reflect the change allowing employees to cash out their PTO provided they have used at least 40 hours of scheduled PTO during the 12-month period prior to requesting the cash out.

Employees who separate from Foothill Transit after the age of 55 years will receive their final PTO check as a lump sum payment into the 401a retirement plan.

## Holidays

### Holiday Hours

Foothill Transit shall observe the following eight paid holidays:

- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Day after Thanksgiving

If an employee works on one of those eight holidays or if a holiday falls on a regularly scheduled flex day, the holiday hours are automatically added to the employee's PTO account.

Foothill Transit also observes a holiday period beginning on December 24<sup>th</sup> of each year and ending on January 1<sup>st</sup>. The administrative offices are closed during this time. The specific number of days and total hours of holiday time will vary from year to year. These holiday hours are not added to the PTO accrual bank.

Foothill Transit will grant paid holiday time off to all eligible employees immediately upon assignment to full-time status. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Part-time employees are not eligible for holiday pay.

### Paid Family Leave (PFL)



Occasionally an employee may be required to take a prolonged leave of absence due to a serious illness or injury for either themselves or a family member or to bond with a new child (approved Family Medical Leave). Foothill Transit will pay PFL payments to eligible employees according to the regulations set forth in the California Employment Development Department. PFL will be coordinated with the employee's PTO bank to provide full pay until the PTO bank is depleted. PFL may be taken intermittently.

### **Work Hours and Schedules**

Management and administrative employees will work a 9/80 flex schedule with every other Monday off.

Employees will coordinate their work schedules with their Supervisor or Department Director. Departments which operate 7 days a week, 24 hours a day, may assign employees specific work hours and days. A detailed discussion of the work hours and schedules is included the Employee Handbook.

### **Health Benefits**

Foothill Transit shall pay 90% of the cost of medical, dental, vision and chiropractic insurance for the employee and their eligible dependents. Employees who can demonstrate verification of health coverage may opt out of the Foothill Transit health benefits program. Employees who opt out will receive \$250 per month for medical insurance and \$60 per month for dental, vision, and chiropractic insurance.

In the event of a serious illness or injury, an employee may submit their Explanation of Benefits from their health care provider, or other appropriate documentation, identifying the out-of-pocket expenses or declined payments in excess of \$5,000. Foothill Transit will reimburse the employee for those expenses, not to exceed \$20,000.

In order to encourage good health, the cost of flu shots for employees and their dependents covered by the Foothill Transit group medical health plans are eligible to receive reimbursement annually for the administration of the flu shot.

### **Life Insurance**

Foothill Transit shall provide life insurance at one time the employee's annual salary. Per United States Internal Revenue requirements, the premium for insurance in excess of \$50,000 per year is considered taxable income. Employees will be responsible for this tax liability. A payroll deduction will be made each pay period related to this tax liability.



**Retirement Benefits**

Foothill Transit shall contribute an amount equal to eight percent of the employee’s bi-weekly compensation to a defined contribution retirement plan. In addition, Foothill Transit will match 100 percent of employee contributions up to four percent of bi-weekly compensation to this retirement plan.

**Tuition Reimbursement**

Employees shall be eligible for tuition reimbursement for classes related to professional positions at Foothill Transit. A grade of “C” or better must be achieved to obtain reimbursement. The maximum annual reimbursement shall be \$5,250.

**Transit Bus Passes for Employees and Dependents**

Foothill Transit bus passes shall be provided to employees for their professional and personal use. Foothill Transit bus passes also shall be provided to all employees’ dependents.

Employees commuting via other transit providers at least eight times per month shall be provided transit passes for any public transit provider.

**Length of Service Recognition**

Employees shall receive a one-time length of service payment as follows:

5 years of service	\$500
10 years of service	\$750
15 years of service	\$1,000
Each subsequent five years of service	\$1,000

Length of service shall include time worked as a Foothill Transit employee and time worked for a Foothill Transit operating and/or management contract for the period in which the employee was assigned full-time to serving Foothill Transit.

Amounts noted are gross pay and shall be treated as ordinary income, which is subject to appropriate taxes.

**Compensation Adjustments**

Under the adopted management compensation plan, annual performance conversations will take place in June of each year with any compensation adjustments effective July 1 of that year. Compensation adjustments consisting of raises or promotions will then be



applied to employees by the first full payroll in July. The salary ranges will be adjusted by 3% each year.

- **Individual Performance Goals** – Achievement of individual performance goals are under the direct control of employees and superior performance should be recognized. In this category, an increase of up to three percent of salary will be granted based on the achievement of individual annual goals. These performance goals are determined between the employee and their supervisor prior to the beginning of the fiscal year and approved by the Chief Executive Officer every June.
- **Developmental Program** – It is anticipated that some employees will be hired at the lower end of their pay range. As they perform their jobs and enhance their skill set, they will become more valuable to the organization and their compensation should reflect this added value. Accordingly, developmental compensation increases will be granted as follows: An employee in the lowest quarter of the salary range will receive a three percent increase; an employee in the second lowest quarter of the salary range will receive a two percent increase; an employee in the second highest quarter of the salary range will receive a one percent increase; and an employee in the highest quarter of the salary range will receive no increase. To qualify for a developmental increase an employee must receive a satisfactory rating overall on their annual evaluation.
- *The compensation adjustments dependent upon the individual performance goals and the developmental program have been suspended during FY2021 due to the uncertain financial future resulting from the Covid-19 Pandemic.*
- **Educational Advancement** – Foothill Transit places great emphasis on the achievement of advanced education. This commitment is reflected in the education reimbursement program. Employees who earn advanced degrees bring additional skills to the organization. In recognition of these additional skills, a one-time increase in base compensation of five percent shall be granted upon achievement of a bachelor's degree, master's degree or doctoral degree in a field of study that is relevant to the mission of Foothill Transit.



March 26, 2021

To: Executive Board

Subject: **Resolution Adopting Changes to the Executive and Governing Board Meeting Schedule for 2021**

**Recommendation**

Adopt Resolution 2021-01 (Attachment A) adopting changes to the Executive and Governing Board Meeting Schedule for 2021 (Attachment B), and adopting Friday, June 25, 2021 at 7:45 a.m. as the new date and time for the Annual Meeting.

**Analysis**

The Executive Board adopted Resolution 2020-06 - The Executive and Governing Meeting Schedule for 2021 at their October 30, 2020 meeting. Changes are being proposed to the meeting schedule for 2021 to allow team members additional time to prepare the business plan and budget. FY22 revenue forecasts have been delayed while LA Metro determines the projected sales tax revenues and the authorization from SCAG for distribution of the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act of 2021. If the Board adopts the revised schedule, the Cluster 1 and Cluster 4 elections will be held on the new proposed date for the Annual Governing Board Meeting.

Below are the proposed changes to the May and June meeting dates.

<b>Current Schedule</b>	<b>Proposed Changes to Schedule</b>
Friday, May 28, 2021 at 7:45 a.m. Annual Governing Board Meeting 9:15 a.m. Executive Board Meeting	Friday, May 28, 2021 7:45 a.m. Governing Board Meeting 9:15 a.m. Executive Board Meeting
Friday, June 25, 2021 7:45 a.m. Governing Board Meeting 9:15 a.m. Executive Board Meeting	Friday, June 25, 2021 at 7:45 a.m. Annual Governing Board Meeting 9:15 a.m. Executive Board Meeting

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. 2021-01

A RESOLUTION OF THE EXECUTIVE BOARD OF Foothill Transit ADOPTING CHANGES TO THE MAY AND JUNE MEETING DATES

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 30, 2020, the Executive Board adopted Resolution 2020-06 fixing the dates for the 2021 Executive Board and Governing Board Meetings.

C. Additional time is needed to prepare the business plan and budget. FY22 revenue forecasts have been delayed while LA Metro determines the projected sales tax revenues and the authorization from SCAG for distribution of the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act of 2021, thus it is necessary to change the meeting dates for May and June 2021.

2. Action.

A. The Executive Board establishes May 28, 2021, as the date for a 7:45 a.m. Governing Board Meeting and a 9:15 a.m. Executive Board Meeting, and Friday, June 25, 2021 at 7:45 a.m. as the date for the Annual Governing Board and a 9:15 a.m. Executive Board Meeting.

3. Adoption. PASSED AND ADOPTED at a meeting of the Executive Board held on March 26, 2021, 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

### 2021 Executive & Governing Board Meetings Schedule

<b>January 2021</b>	Friday, January 29 @ 7:45 a.m. - Governing Board Meeting Friday, January 29 @ 9:15 a.m. - Executive Board Meeting
<b>February 2021</b>	<del>Friday, February 26 @ 8:00 a.m. - 3:00 p.m. - Strategic Planning Workshop, Location TBD</del> <b>Canceled</b> Friday, February 25 @ 8:30 a.m. - Special Executive Board Meeting
<b>March 2021</b>	Friday, March 26 @ 7:45 a.m. - Governing Board Meeting Friday, March 26 @ 9:15 a.m. - Executive Board Meeting
<b>April 2021</b>	Friday, April 30 @ 7:45 a.m. - Governing Board Meeting Friday, April 30 @ 9:15 a.m. - Executive Board Meeting
<b>May 2021</b>	Friday, May 28 @ 7:45 a.m. - <del>Annual Governing Board Meeting</del> <b>Governing Board Meeting</b> Friday, May 28 @ 9:15 a.m. - Executive Board Meeting
<b>June 2021</b>	Friday, June 25 @ 7:45 a.m. - <del>Governing Board Meeting</del> <b>Annual Governing Board Meeting</b> Friday, June 25 @ 9:15 a.m. - Executive Board Meeting
<b>July 2021</b>	Friday, July 23 @ 8:00 a.m. - Executive Board Meeting
<b>August 2021</b>	Friday, August 27 @ 7:45 a.m. - Governing Board Meeting Friday, August 27 @ 9:15 a.m. - Executive Board Meeting
<b>September 2021</b>	Friday, September 24 @ 7:45 a.m. - Governing Board Meeting Friday, September 24 @ 9:15 a.m. - Executive Board Meeting
<b>October 2021</b>	Friday, October 29 @ 7:45 a.m. - Governing Board Meeting Friday, October 29 @ 9:15 a.m. - Executive Board Meeting
<b>November 2021</b>	No meetings scheduled in November
<b>December 2021</b>	Friday, December 17 @ 7:45 a.m. - Governing Board Meeting Friday, December 17 @ 9:15 a.m. - Executive Board Meeting



March 26, 2021

To: Executive Board

Subject: **March 2021 Legislative Summary**

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### **Recommendation**

Receive and file the March 2021 Legislative Summary.

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

On March 11, President Biden signed H.R. 1319, the American Rescue Plan Act of 2021, a \$1.9 trillion relief bill that includes \$30.5 billion for public transit agencies, of which California transit agencies are expected to receive approximately \$4 billion. This funding will support public transit agencies in continuing to meet operating needs, keep systems running, providing a lifeline to essential workers, and support the pandemic recovery efforts across the nation. The nationwide transit funding included in the bill accounts for \$26.09 billion for grants to urbanized areas, \$50 million for grants for seniors and persons with disabilities, \$317.2 million for grants to rural areas, \$2.21 billion for additional assistance to maintain operations, and \$1.675 billion for additional Capital Investment Grant support.

In late February, after a ten-year ban on earmarks, or congressionally-directed funding, the House Appropriations Committee Chair announced that Community Project Funding requests will be accepted in appropriations bills for the upcoming fiscal year. Early guidelines indicate a prioritization on accountability, transparency, and strong community support. Preliminary guidelines and requirements for the FY 2022 Community Project Funding request process for the House limits each member of Congress to 10 requests, demonstration of community engagement and support, financial disclosure statements, a requirement to post all requests online, a ban on for-profit recipients, a local matching requirement, exclusion of multiyear funding with a limit for one-year funding within FY 2022, and encouragement to consider state or local governmental entities as primary grantees. Further clarity and information regarding requests for Community Project Funding are forthcoming as Foothill Transit continues to communicate with members of the Federal delegation.

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

February 19 was the last day for members of the California Legislature to introduce new legislation in calendar year 2021. In total, legislators introduced



more than 2,500 bills, primarily focused on COVID-19 relief and response. Similar to the last calendar year, legislators were encouraged by legislative leadership to prioritize their bills in light of the logistical and funding challenges posed by the ongoing pandemic.

On behalf of statewide transit agencies, the California Transit Association, which Foothill Transit is a member, is engaging in the State's budget process to pursue pandemic-related statutory relief for transit agencies, additional funding from Cap and Trade for transit agencies to deploy zero-emission buses, and new resources to address the impacts of homeless on transit operations.

Sincerely,

Yoko J. Igawa  
Manager of Government Relations

Doran J. Barnes  
Chief Executive Officer



March 26, 2021

To: Executive Board

Subject: **Cal Poly Pomona Mobility Hub Feasibility Study and Class Pass Program**

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### **Recommendations**

1. Authorize the Chief Executive Officer to Issue a Request for Proposals (RFP) for a qualified consulting firm to complete a study on the feasibility of constructing a mobility hub on the Cal Poly Pomona campus.
2. Authorize the Chief Executive Officer to enter into a memorandum of understanding (MOU) with Cal Poly Pomona to conduct a two-year Class Pass program pilot.

### **Analysis**

- **Feasibility Study**

Campus leadership at Cal Poly Pomona have demonstrated keen interest in the development of a state-of-the-art mobility hub on the campus and have included such a facility in the campus master plan. Over the past several months, there have been preliminary discussions between Foothill Transit staff and Cal Poly Pomona staff regarding a possible mobility hub on the campus of the university.

The campus provides education to 26,000 students and employs numerous faculty and staff. Currently served by seven Foothill Transit lines - Lines 190, 194, 195, 289, 480, 482 and 486 - a conveniently located mobility hub on the Cal Poly campus has the potential to generate significant ridership on Foothill Transit's service. Such ridership growth would remove cars and reduce traffic congestion on neighboring freeways and arterials.

The Feasibility Study will determine whether a mobility hub at the Cal Poly Pomona campus is viable and will ultimately improve safety and increase mobility for the College and Foothill Transit.

The Feasibility Study project objectives include:

- 1) Evaluating existing conditions, performing site analysis, reviewing the Cal Poly Pomona Campus Master Plan and providing a recommendation to the agency and College on the preferred mobility hub location;



- 2) Evaluating accessibility, mobility, and connectivity at the identified mobility hub location;
- 3) Identifying potential infrastructure/non-infrastructure improvements to encourage and support alternative transportation choices to the Mobility Hub location;
- 4) Identifying the possibility of the use of bus-only lanes and signal priority or queue jumps;
- 5) Identifying ways to support and promote First/Last mile connections;
- 6) Analyzing multi-modal transportation scenarios for more travel options;
- 7) Conducting community and shareholder workshops;
- 8) Reviewing proposed locations as identified in Cal Poly's Master Plan with consideration of future operational needs of transit operators for potential growth, adding layover space to assist with service reliability;
- 9) Providing a minimum of three Conceptual Plan configurations for the proposed Mobility Hub;
- 10) Providing a high-level cost estimate for the future Mobility Hub.

If the results from the Feasibility Study indicate that the proposed project is viable then the next steps will include environmental reviews and development of detail design and construction plans of a transit center at the Cal Poly Pomona campus. In addition, the feasibility study will allow us to pursue grant funding for construction.

The procurement process for this project is still being determined in partnership with Cal Poly Pomona leadership. Either Foothill Transit or the University will take the lead on the procurement. If the University takes the lead, we will reimburse the University for the cost of the study. If Foothill Transit takes the lead, staff will issue Request for Proposals (RFP) No. 21-072 for the services of a qualified consulting firm to conduct the feasibility study. In the event that Cal Poly Pomona will be procuring the consulting services, the objectives will be the similar as outlined above. The goal is for both entities to work together from scope development through final design.

Provided that there is a positive outcome of the study, funding for the design and construction of the mobility hub will be sought through various sources, including a possible grant from the federal government's Bus and Bus Facilities grant program, and such a project should be very competitive.



Please note that this project will be budgeted as part of the fiscal year 2022 Foothill Transit budget. Expenditure of funds will be subject to the approval of the budget by the Governing Board.

- **Class Pass**

Foothill Transit's Class Pass programs at Mt. San Antonio College, University of La Verne, Citrus College, and The Claremont Colleges have been successful efforts that have attracted new riders. These partnerships have allowed students at our local colleges to ride with discounted fares, increase mobility options at the universities, and increase ridership. In addition, the program could lead to future ridership as students are able to experience the benefits of riding public transportation not only for school, but also for work and leisure activities.

We continue to seek new opportunities and partnerships to grow the program and ridership. Cal Poly Pomona, with a total enrollment of over 26,000 students, has been high on the priority list. The campus is also currently served by seven Foothill Transit lines, as noted above. Over the past few months, Foothill Transit has engaged in multiple discussions with Cal Poly Pomona staff to work toward improving connectivity for its students.

Typically, we enter into a one-year pilot period to promote the partnership, identify and analyze ridership, and understand the funding needs. The COVID-19 pandemic has impacted on-campus activities and housing at Cal Poly Pomona over the past school year and the university is continuing to make plans to allow students back to campus safely. Because of the uncertainty, a normal one-year pilot period may not provide the full representation of ridership. A two-year pilot period proposed for the Cal Poly Class Pass program. This will allow more time to begin promoting the service in the upcoming school year (beginning in the fall) and monitor ridership over two school years to better understand ridership.

**Budget Impact**

While there is no additional service cost associated with the Cal Poly Class Pass pilot program, participants will not be paying fares during the pilot period. As a result, no fare revenue will be collected from those participants. There are some nominal costs associated with publicizing the program with the Cal Poly campus community. These can be accommodated within the existing Marketing and Communications Department budget.



Funds for the proposed feasibility study will be included in the FY2022 Capital program budget.

Sincerely,

Sharlane Bailey  
Director of Facilities

Doran J. Barnes  
Chief Executive Officer

Hendy Satya  
Marketing and Communications Manager

Chris Pieper  
Director of Procurement

Michelle Lopes Caldwell  
Director of Finance and Treasurer



March 26, 2021

To: Executive Board

Subject: **Financial Stability Policy FY2022 Financial Strategies**

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### **Recommendation**

Approve the annual Financial Stability Policy update to include the FY2022 financial strategies for budget planning.

### **Analysis**

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

The forecasted revenue for FY2022 continues to be uncertain due to delays by LA Metro to determine the projected sales tax revenues and the authorization from SCAG for distribution of the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act of 2021. Due to these uncertainties, we have revised the Business Plan and Budget Schedule to present the Business Plan for approval to the Executive Board in May and the Governing Board in June 2021.

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

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





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

**FY2022 Financial Strategies**

- S1. Adjust bus operating expenses as needed in accordance with agreed-upon contractual increases in existing operating contracts.
- S2. Closely monitor actual revenue receipts to ensure that deviations from current assumptions can be addressed promptly
- S3. Implement service changes to improve service efficiency, maintain and increase ridership, and maintain revenues and Governing Board adopted Business Plan.
- S4. Adopt an annual budget which includes allocation to capital programs adequate to meet annual baseline funding for projects and programs which are essential to ensure system performance and safety and meet the requirements of the approved Transit Asset Management Plan.
- S5. Pursue grant funding for capital projects pursuant to the priorities adopted by the Governing Board in the annual Business Plan.
- S6. Pursue favorable investment strategies for reserved funds to ensure Board adopted priorities of 1) safety, 2) liquidity, and 3) financial gain.

**Financial Impact**

This FY2022 policy update will set the framework for the annual budget development. Specific service and fare changes, operating cost increases, and new capital projects will be brought to the Board as part of the proposed Business Plan in May 2021.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance & Treasurer

Doran J. Barnes  
Chief Executive Officer

Attachment (Financial Stability Policy)



## Foothill Transit

<b>Financial Stability Policy</b>	Policy No: FIN2016-001R <del>63</del>
	Revised: <del>12/18/2020</del> 03/26/2021
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### Policy Statement

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

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

### Financial Goals

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



## Foothill Transit

<b>Financial Stability Policy</b>	Policy No: FIN2016-001R <del>63</del>
	Revised: <del>12/18/2020</del> 03/26/2021
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### **FY2022 Financial Strategies**

- S1. Adjust bus operating expenses as needed ~~in light of the two-year emergency sole-source agreement negotiated for transit services at our Arcadia/Irwindale operations and maintenance facility, and according to~~ agreed-upon contractual increases in existing operating contracts.
- S2. Closely monitor actual revenue receipts to ensure that deviations from current assumptions can be addressed promptly.
- S3. Implement service changes to improve service efficiency, maintain and increase ridership, and maintain revenues.
- S4. Adopt an annual budget which includes allocation to capital programs adequate to meet annual baseline funding for projects and programs which are essential to ensure system performance and safety and meet the requirements of the approved Transit Asset Management Plan.
- S5. Pursue grant funding for capital projects pursuant to the priorities adopted by the Governing Board in the annual Business Plan.
- S6. Pursue favorable investment strategies for reserved funds to ensure Board adopted priorities of 1) safety, 2) liquidity, and 3) financial gain.

### **General Fiscal Policies**

- F1. Complete and accurate accounting records shall be maintained in accordance with Generally Accepted Accounting Principles as promulgated by the Government Accounting Standards Board. The fiscal year-end for financial reporting purposes shall be June 30.
- F2. An independent certified public accounting firm shall perform an examination of Foothill Transit's consolidated financial statements on an annual basis. The goal is to receive an unqualified opinion on the financial statements and an opinion that Foothill Transit is in compliance with Federal Single Audit, State and Local reporting requirements in all material respects and to receive the Government Finance Officers Association (GFOA) award for excellence in financial reporting.
- F3. Funds shall be invested within the guidelines of the Executive Board's approved investment policy and in compliance with applicable state law.



## Foothill Transit

<b>Financial Stability Policy</b>	Policy No: FIN2016-001R <del>63</del>
	Revised: <del>12/18/2020</del> 03/26/2021
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- F4. Revenues received during a fiscal year that are in excess of the revenue budget for that year shall be reported as unrestricted, designated fund balances which may only be expended pursuant to Governing Board authorization. Such funds are generally available for appropriation in a subsequent budget cycle.
- F5. Financial control procedures are set up to track actual expenditures and revenue comparing these with the budget for federally funded projects in the General Ledger and Project Status Reports monthly and quarterly for the Federal Financial Report (FFR). Project expenditures and revenues are tracked by distinct project code and funding code references comparing the actual numbers to the grant budget by activity line item (ALI) on a monthly basis. Analysis is performed on variances between actual and budget explaining the reasons for differences; adjustments are made, if necessary. For timely closeout of the grant, expenditures and revenues reports are reconciled with FTA grant fund activities by ALI on a monthly basis to monitor the grant remaining balances. The federal funding ratio for federal and local matching funds are reviewed monthly to ensure compliance with the grant application requirements.
- F6. The annual budget establishes the legal level of appropriation. The budget shall include operating and capital components and full-time equivalent personnel necessary to implement the policy direction contained in the Annual Business Plan.

### **Budget Basis**

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



## Foothill Transit

<b>Financial Stability Policy</b>	Policy No: FIN2016-001R <del>63</del>
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Foothill Transit operates with a single fund known as an Enterprise Fund. The Enterprise Fund is considered a proprietary fund. The fund is accounted for using the accrual basis of accounting, meaning revenue is recognized when it is earned and expenses are recorded when incurred.

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

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

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

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

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

### **Operating Budget**

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



## Foothill Transit

<b>Financial Stability Policy</b>	Policy No: FIN2016-001R <del>63</del>
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Budget detail is a management plan for financial activity and is prepared at the fund, project, department, and account level. The Board approved legal level of control is at the fund level.

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

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

### Capital Program Budget

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

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



## Foothill Transit

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

The CP budget process includes the following:

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

The CP budget is developed based on criteria established in the Transit Asset Management (TAM) Plan. The TAM plan is designed to ensure that all assets meet the State of Good Repair requirements. Projects are included based on project rankings, project readiness, available agency resources, and funding. Project managers gather project information (current and new projects) and submit the information to Finance in the second quarter of the current fiscal year. Finance assembles the proposed projects and submits to Executive Management. Executive Management reviews the list of recommended capital projects and further prioritizes the projects to match available revenues.

Federal Funds:

Eligible expenditures and revenues are coded by distinct project codes and funding codes in the general ledger and project status reports and are reconciled with the corresponding activities in the FTA grant by Activity Line Item (ALI) on a monthly basis. All expenditures are reviewed and approved by 1) the Project Manager, 2) the Sr. Accountant who prepares the project status report, and 3) the Controller who approves the payment. The eligible



## Foothill Transit

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expenditures are paid as they become due for payment and on a monthly basis they are claimed for reimbursement in ECHO. These FTA grant activities are reported in the Federal Financial Report (FFR) as cash receipts and cash disbursements quarterly.

### Grant Administration:

Financial records, such as the General Ledger and Project Status Reports, are coded by project number. Federal and local matching funds are prepared by finance staff and reviewed by the Controller every month and the numbers are used to enter the data on the FFR on a quarterly basis. The data in the FFRs are prepared on a quarterly basis by the finance staff then compared and validated with the progress report prepared by the project manager which is the basis of the quarterly MPRs.

Purchase orders/contracts are input into the financial information system as the total amount of obligation. Each invoice is deducted as it is paid; the monthly encumbrance report shows unliquidated obligations. Retention is recorded as "retention payable". All information is tracked and visible in the financial information system.

The status and progress of the project are obtained from the project manager and are compared to the previous scheduled deliverables. Unexpected delays and reasons thereof are included in the MPRs. Finance staff reviews the FFRs and MPR quarterly and ensures that grants are closed-out promptly within 90 days after all activities in the FTA grant are complete.

Finance staff ensures all eligible FTA revenues and expenditures are properly recorded and drawn down in ECHO and comply with 2 CFR 200, Subpart E, and all deliverables in the Milestone Progress Reports (MPR) are fully completed. Within 90 days after all activities are completed, the FTA grant is closed out in TrAMS.

In the event that Foothill Transit provides FTA financial assistance to a subrecipient, Finance staff will ensure that all cash payments comply with 2 CFR 200.305.





## Foothill Transit

<b>Financial Stability Policy</b>	Policy No: FIN2016-001R <del>63</del>
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*Revision History:*

*Adopted February 27, 2016*

*Effective February 27, 2016*

*Revised February 23, 2018*

*Revised March 29, 2019*

*Revised January 31, 2020*

*Revised April 24, 2020*

*Revised December 18, 2020*

*Revised March 26, 2021*



March 26, 2021

To: Executive Board

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

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### **Recommendation**

Approve the proposed FY 2022 Business Plan Initiatives.

### **Analysis**

Each year, Foothill Transit identifies initiatives that will direct the agency's activities and focus for the coming fiscal year. The following eight key projects are recommended for inclusion in the Business Plan:

- **Fuel Cell Bus and Infrastructure Procurement** - Battery electric buses have demonstrated range limitations and demanding charging requirements. In addition, charging infrastructure for a fully electrified bus fleet would be costly, involve complicated charging logistics, and require a larger fleet size. Data suggests that Fuel Cell buses have ranges that are comparable to conventional CNG buses allowing a one-to-one bus replacement with no adverse impacts on current operational activities. Foothill Transit has a \$5 million Transit and Intercity Rail Capital Program (TIRCP) grant specifically to fund electrification of Line 486 with 20 zero-emission buses. Line 486 runs from Pomona to El Monte Station operating mainly on busy local streets, the perfect conditions under which to demonstrate the capabilities of a fuel cell bus. Specification development is currently underway and procurement activities for the design and construction of the hydrogen fueling infrastructure and for vehicle acquisition will be undertaken in the coming year.
- **Zero-Emissions Double Deck Bus Project** - To further our organization's deployment of zero-emissions buses, an upcoming deployment of vehicles in 2023 to replace aging CNG-powered vehicles could consist of an order of double deck coaches. The double deck zero-emissions coaches will seat significantly more passengers than a single floor coach and offer superior ride quality, be visually appealing, and include sustainability benefits that will attract riders who may not otherwise consider taking public transit.
- **Facility Security Hardening** - The security surveillance and access control systems at Foothill Transit's administrative office building,



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. In the upcoming year, grant funds will be sought to plan and implement a more secure and safer security system. New fencing, cameras, and a gated access control system will also be installed in the Arcadia-Irwindale overflow parking facility to better secure that area.

- **Comprehensive Operational Analysis** - A comprehensive operational analysis (COA) is designed to examine and evaluate a transit system to determine where improvements can be implemented to make transit operations more effective and efficient across the network. The study assists transit agencies in evaluating the changing environments in which they operate and is generally recommended to be completed every three to five years. Foothill Transit's last COA was completed in March 2016. The current COVID-19 pandemic has caused many customers to alter their work schedules and travel patterns. Some of the major components of the study include safely conducting public outreach and engagement to gather customer feedback and demographics and evaluating key corridors within the service area for recommendations to improve service reliability. The study is expected to take 18 months to complete.
- **Operations Contract Procurement** - The existing agreement with Transdev for operation of transit services at our Arcadia Irwindale operating facility expires on June 30, 2022. There are no remaining contract options, and a new transit services agreement will need to be procured. Procurement activities will be scheduled in the coming fiscal year to facilitate an effective transition to a new operating agreement on July 1, 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 Mobility Hub and an accompanying Class Pass program. 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** - This year will bring new challenges and opportunities at the federal and state government levels. Foothill Transit will focus on building relationships with the new Administration including key staff for the Department of Transportation and Federal Transit Administration, newly appointed U.S. Senator Alex Padilla and his staff, and new staff for key House and Senate committees. We will also strengthen the relationships we have built with the members of our House Delegation, U.S. Senator Dianne Feinstein, and staff for key House and Senate Committees. This relationship building and maintenance strategy will also continue to be the focus of our efforts with our state delegation in Sacramento and with our Los Angeles County and local city representatives within the Pomona and San Gabriel Valleys.
- **ExpressLanes Operations** - Construction of the HOV lanes between I-605 and SR-57 have been underway for some time now, with completion scheduled for 2021. To ensure effective traffic flow and transit service operation when the lanes open, it is critical that the required ExpressLanes occupancy for free travel minimally mirror the three-person peak occupancy requirement of the busway portion of the lanes. Staff will work with Metro, Caltrans, and our state delegation to pursue the appropriate operating rules and/or legislation.

These are proposed agency-wide initiatives for FY 2022. Individual department goals will be detailed in their respective sections within the preliminary FY 2022 Business Plan.

Pending your approval, these proposed initiatives will serve as the foundation for agency planning prioritization in the coming year and will be included in the Proposed FY 2022 Budget and Business Plan.

The forecasted revenue for FY22 continues to be uncertain due to delays by LA Metro to determine the projected sales tax revenues and the authorization from SCAG for distribution of the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act of 2021. In light of these uncertainties, the Business Plan and Budget Schedule has been revised so that the Business Plan will be presented for approval by the Executive Board in May and the Governing Board in June 2021.

Sincerely,

Kevin Parks McDonald  
Deputy Chief Executive Officer

Doran J. Barnes  
Chief Executive Officer