



Foothill Transit
Going Good Places

EXECUTIVE BOARD MEETING

West Covina, CA
Friday, June 29, 2018



Foothill Transit

Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING
8:00 AM, JUNE 29, 2018
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. FOCUS ON SAFETY
4. ROLL CALL: MEMBERS BARAKAT, CALAYCAY, HERRERA, PEDROZA, WARSHAW
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF APRIL 27, 2018 AND REGULAR MEETING OF MAY 25, 2018
7. PRESENTATIONS:
 - 7.1. Contractors' Employee Recognition
8. PUBLIC COMMENT
 - 8.1. Executive Director Response to Public Comment

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

The public may view and obtain all written information supporting this agenda provided to the board both initially and supplementary prior to the meeting by calling (626) 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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CONSENT CALENDAR: Items 9 through 13 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

9. MAY 2018 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through May 31, 2018.

10. MAY 2018 PERFORMANCE INDICATORS REPORT

Recommended Action: Receive and file the May 2018 Performance Indicators Report.

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

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

Si necesita servicios de traducción, por favor póngase en contacto con la oficina del Director Ejecutivo en el (626) 931-7300, extensión 7204, al menos 48 horas antes de la reunión.

如果需要翻译服务，请至少于会议前48小时致电高级主任办公室：(626) 931-7300 分机 7204。

Nếu Quý vị có yêu cầu dịch vụ dịch thuật, xin vui lòng liên hệ với văn phòng Giám đốc Điều hành tại (626) 931-7300 số lẻ 7204, ít nhất 48 giờ trước khi cuộc họp.

Kung nangangailangan ka ng mga serbisyo sa pagsasalín, pakisuyong makipag-ugnayan sa opisina ng Executive Director sa (626) 931-7300 extension 7204, ng hindi bababa sa 48 oras bago ang pulong.

번역 서비스가 필요하시면 미팅 최소 48시간 이전에 임원 사무실로 (626-931-7300, 내선 번호 7204) 전화주시기 바랍니다.

翻訳サービスが必要な方は、会議の48時間前までに(626) 931-7300 内線 7204のエグゼクティブディレクター事務所にご連絡ください。

إن كنت بحاجة إلى خدمات ترجمة، برجاء الاتصال بالمدير التنفيذي للمكتب على رقم (626) 931-7300 (الرقم الداخلي 7204) قبل الاجتماع بـ 48 ساعة على الأقل.

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

ប្រសិនបើលោកអ្នកស្នើសុំសេវាកម្មបកប្រែភាសា សូមទាក់ទងមកកាវិយាល័យនាយកប្រតិបត្តិ តាមលេខទូរស័ព្ទ៖ (626) 931-7300 លេខបញ្ជូនបន្ត 7204 ដែលមានរយៈពេលយ៉ាងតិច 48 ម៉ោង មុនពេលកិច្ចប្រជុំ។

در صورت نیاز به خدمات ترجمه، لطفاً حداقل 48 ساعت قبل از جلسه ملاقات با مدیر اجرایی دفتر به شماره (626) 931-7300 داخلی 7204 تماس حاصل فرمایید.

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



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11. COACH OPERATOR AUDIT RESULTS

Recommended Action: Receive and file the results of the FY2017-2018 Fourth Quarter Coach Operator Audits.

12. HOLIDAY SERVICE SCHEDULE FOR FISCAL YEAR 2018-2019

Recommended Action: Approve the proposed FY 2018-2019 Holiday Service Schedule.

13. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM GOAL

Recommended Action: Adopt a DBE program goal of two percent for Foothill Transit's federally funded projects undertaken during federal fiscal years (FFY) 2019 through 2021 (October 1, 2018 through September 30, 2021).

REGULAR AGENDA:

14. JUNE 2018 LEGISLATIVE SUMMARY

Recommended Action: Receive and file the June 2018 Legislative Summary. Adopt an oppose position on AB 327.

15. OVER-THE-ROAD COACH DEMONSTRATION

Recommended Action: Receive and file a report on Foothill Transit's plan to demonstrate an over-the-road coach in service.

16. ELECTRIC BUS PROGRAM UPDATE

Recommended Action: Receive and file this update on new regulations, programs, and funding sources for Foothill Transit's electric bus program.

17. CONTRACT AWARD - IN-DEPOT CHARGING DESIGN SERVICES

Recommended Action: Authorize the Executive Director to negotiate final terms and conditions and enter into a contract with Burns & McDonnell in the amount of \$440,800 for In-Depot Charging Station Design Services.



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18. CONTRACT AMENDMENT - BUS HEAVY MAINTENANCE AGREEMENT NO. 15-062

Recommended Action: Authorize the Executive Director to amend Contract No. 15-062 in the amount of \$1,800,000 to complete the repainting, livery upgrade, bus decal installation, and heavy maintenance on 30 60-foot articulated buses with Complete Coachworks and extend the contract term to September 30, 2018.

19. EXECUTIVE DIRECTOR COMMENT

20. BOARD MEMBER COMMENT

21. ADJOURNMENT

The Regular Meeting of the Executive
Board scheduled for
Friday, July 27, 2018 is canceled



Foothill Transit

**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING - STUDY SESSION OF THE
FOOTHILL TRANSIT EXECUTIVE BOARD**

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

**Friday, April 27, 2018
8:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Calaycay at 8:01 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Calaycay.

3. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Sam Pedroza, Member Cynthia Sternquist, Member Carol Herrera, Vice Chair Corey Warshaw, Chair Corey Calaycay

4. APPROVAL OF AGENDA

The agenda was approved as presented.

5. PUBLIC COMMENT

5.1. Executive Director Response to Public Comment

No members of the public addressed the Executive Board.

6. ELECTRIC BUS PROGRAM UPDATE

Recommendation: Receive and file the update on Foothill Transit's Electric Bus (EB) program.

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



Mr. Cordero presented an in-depth review of Foothill Transit's Electric Bus Program. The program began with a demonstration of three Proterra Battery Electric Buses (BEBs) in October 2010. The demonstration included the construction of two bus charging stations at the Pomona Transit Center. The BEBs operate on Line 291. In 2014, Foothill Transit moved forward with an order of 12 next-generation BEBs from Proterra. In 2016, the fleet expanded with the purchase of two 40-foot Catalyst Fast Charge buses. Foothill Transit also reached a milestone of one million electric bus miles in 2016. In 2017, Foothill Transit purchased 14 40-foot Extended Range Buses to operate on Line 280.

Foothill Transit operates one charging station at the Pomona Transit Center with two high-power charging heads. Since the station opened in 2010, 138,000 charge cycles have been completed. A charging station is also located at the Azusa Intermodal Transit Center (AITC) with two charging heads that will provide opportunity charging to 14 40-foot Extended Range Buses to fully electrify Line 280. Line 280 will be fully electrified using the 14 Extended Range Buses that are scheduled to be delivered in December 2018. The plan is to charge the buses at the Arcadia Operations and Maintenance Facility with plug-in chargers and utilize the AITC chargers for longer blocks of the route. Foothill Transit has been working with Proterra on the design and implementation of a depot charging station at the Arcadia facility. The current plan is to install 14 overhead chargers.

Mr. Cordero shared results of range tests conducted on Line 280 (AITC to Puente Hills Mall), Line 187 (AITC to Pasadena), and Lines 493 and 498 (Industry to Downtown L.A.). The data shows ranges from 149 miles to 250 miles. Longer ranges were achieved on the express routes due to limited bus stops and less traffic stops found on local routes. The range tests show that local routes achieved a range of between 149 to 167 miles. Express routes achieved a range up to 194 miles. Opportunity charging provides an additional range of up to 49 percent. However, opportunity charging adds operational cost to the route.

Mr. Cordero reviewed lessons learned from Foothill Transit's Electric Bus Program. Electric buses still do not offer a one-to-one replacement of a CNG bus. CNG buses have a range of 350-400 miles on a full tank of gas. Maintenance costs tend to be lower with electric buses due to the elimination of consumable items, but the cost of electricity is much higher. The cost to operate an electric bus is 48 cents per mile, while the cost for a CNG bus is 36 cents per mile. Installation of in-depot charger infrastructure is challenging. An analysis of each yard's electricity needs is crucial as it needs to be determined if the current facility infrastructure has the capacity to



provide the energy needed to charge the fleet. Construction scheduling is crucial to ensure that bus operations is not interrupted and one of the biggest issues is finding funding to pay for the infrastructure. In addition, limitations of electric buses require planners and operations management to make more consideration of how to incorporate technology into daily fleet operation.

Mr. Cordero introduced Ryan Popple, President and CEO, Proterra. Mr. Popple provided an update on vehicle technology and infrastructure. By 2021, Proterra expects to reach 250 miles with a basic four-battery vehicle. It is expected that electric buses will be price competitive on a purchase cost basis with CNG by 2023 and price competitive with a diesel bus by 2025. Doran Barnes, Executive Director, Foothill Transit stated that Foothill Transit has positioned itself to be at the forefront and to be the operating environment where some of the breakthroughs occur. Mr. Barnes stated that Foothill Transit needs to continue to pursue grant funding, in order to lead the way through breakthroughs. Mr. Popple shared infrastructure images of implemented charging stations at various agencies. Board members expressed their support of the Electric Bus Program.

Received and filed.

The meeting recessed at 9:43 a.m.

The meeting reconvened at 9:50 a.m.

7. **CONTRACT AWARD - MOBILE FARE PAYMENT SYSTEM**

Recommendation: Authorize the Executive Director to negotiate final contract terms and conditions and enter into a sole source agreement in the amount of \$515,000, including all merchant processing fees with AmericanEagle.com for a Mobile Ticketing and Retail Point-of-Sale system. The agreement has a three-year term.

John Xie, Revenue Manager, presented this item.

Mr. Xie reported on an unsolicited proposal received from AmericanEagle.com for mobile ticketing and a point-of-sale system. Mobile ticketing is not currently available on Foothill Transit. Mobile ticketing has proven to improve customer convenience and experience. Transit agencies that have implemented mobile ticketing saw a reduction in cash fares and farebox repairs. Various transit agencies have introduced mobile ticketing. Foothill Transit has not implemented mobile ticketing technology because it

does not fit Foothill Transit's operations and fare structure.

In January 2018, Foothill Transit received an unsolicited proposal from American Eagle.com to do a mobile ticketing and retail point of sale project. The proposal included a unique way of validating mobile tickets that has not been deployed. The proposal also includes a point of sale system, flexible mobile app development, complete back office account management tools, and existing website integration with customer portal.

Foothill Transit released a Request for Information and Qualifications (RFIQ) to provide all vendors an opportunity to comment or submit competing fare collection technology solutions. A total of eight proposals were received. It was determined that the unsolicited proposal from AmericanEagal.com offered a unique combination of fare collection improvements not available from any other respondent.

Representatives for AmericanEagle.com provided a demonstration of the mobile ticketing system. Mr. Xie reported that implementation will begin with beta testing, followed by Phase 1, which will be a controlled group, Phase 2 will consist of commuter express passes, Phase 3 will consist of all Foothill Transit passes, and Phase 4 will be full deployment with stored value. The Executive Board will be provided with updates on each phase of the project.

Motion by Member Pedroza, second by Member Herrera, to approve. Motion carried 5-0.

8. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Thanked the Executive Board for attending today's extended meeting.
- Thanked Chair Calaycay and Vice Chair Warshaw for attending the Metro board meeting and supporting John Fasana's motion to make changes to the I-10 ExpressLanes corridor. The motion passed 10-1.
- Mr. Barnes asked that Michelle Caldwell, Director of Finance and Treasurer, update the Executive Board on a grant award. She reported that Foothill Transit was awarded \$3.2 million BOS Grant for the Downtown Los Angeles Layover Project.
- The draft business plan and budget will be presented at the May Executive Board Meeting.

9. BOARD MEMBER COMMENT

Comments by Members of the Foothill Transit Executive Board.

- Member Herrera stated that the meeting was very informative.
- Vice Chair Warshaw thanked staff for their great presentations.

10. ADJOURNMENT

Adjournment for the April 27, 2018 Foothill Transit Executive Board Meeting
- Study Session.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:15 a.m.



Foothill Transit

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

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

**Friday, May 25, 2018
8:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Calaycay at 8:03 a.m.

Chair Calaycay acknowledged the presence of Executive Board Alternate Gary Boyer, who is filling in for Vice Chair Corey Warshaw and the presence of Monrovia Mayor Pro Tem and former Foothill Transit Executive Board Member and current Governing Board Member Becky Shevlin.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Member Herrera.

3. FOCUS ON SAFETY

Roberto Estrella, Safety Compliance Coordinator, presented a safety message on Memorial Day Safety.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Gary Boyer, Member Cynthia Sternquist, Member Sam Pedroza, Member Carol Herrera, Chair Corey Calaycay

5. APPROVAL OF AGENDA

Item 15, Contract Award - Administrative Office Restroom Compliance Modernization was pulled from Consent Calendar. Staff indicated the item would be presented at a future meeting for action.

The agenda was approved as revised.

6. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Special Meeting of April 13, 2018.

Motion by Member Herrera, second by Member Pedroza, the minutes for the Special Meeting of April 13, 2018 were approved. Motion carried 5-0.

7. PRESENTATIONS

7.1 Contractors' Employee Recognition

Bill Jackson, General Manager, Transdev introduced and recognized the following Arcadia location Transdev operator and employee of the month:

Manuel Dominguez, Operator of the Month (April 2018)
Stephen Leung, Employee of the Month (April 2018)

Marc Perla, introduced and recognized the following Arcadia location Keolis operators and employees of the month:

Carol Criss, Operator of the Month (March 2018)
Shronda Hill, Operator of the Month (April 2018)
Britany Goff, Employee of the Month (March 2018)
Valerie Campos, Employee of the Month (April 2018)

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

7.2 GoMonrovia Mobility Program

Oliver Chi, Monrovia City Manager, shared an overview of the City of Monrovia's new program in partnership with Lyft and LimeBike called GoMonrovia, which is a new model of suburban mobility.

8. PUBLIC COMMENT

Katrina Heiniken, Regional Vice President, Transdev addressed the Executive Board. Ms. Heiniken thanked the Executive Board for the partnership with Transdev.

Mary Griffieth, Transit Advocate, addressed the Executive Board. Ms. Griffieth commended coach operator Richard and operator #4741. She also

expressed her concerns over Access Services' strapping service, and concerns that potholes are affecting maintenance on the buses.

CONSENT CALENDAR

9. MARCH 2018 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary report year-to-date through March 31, 2018. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of March 31, 2018, for the fiscal year ending June 30, 2018.

Motion by Member Sternquist, second by Member Herrera, to receive and file. Motion carried 5-0.

10. APRIL 2018 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through April 30, 2018. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of April 30, 2018, for the fiscal year ending June 30, 2018.

Motion by Member Sternquist, second by Member Herrera, to receive and file. Motion carried 5-0.

11. MAY 2018 LEGISLATIVE SUMMARY

Recommendation: Receive and file the May 2018 Legislative Summary. There are no recommended positions on bills this month.

Motion by Member Sternquist, second by Member Herrera, to receive and file. Motion carried 5-0.

12. RESOLUTION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM

Recommendation: Adopt the following resolution: Resolution No. 2018-03: Authorization for the Execution of the Low Carbon Transit Operations Program (LCTOP) Project "Foothill Transit Line 280 Expansion and Electrification" in the Amount of \$725,957 (Attachment A).



Motion by Member Sternquist, second by Member Herrera, to adopt. Motion carried 5-0.

13. **CITY OF WEST COVINA FUND EXCHANGE**

Recommendation: Authorize the Executive Director to execute an assignment agreement with the City of West Covina to exchange general use funds for Proposition A Local Return funds.

Motion by Member Sternquist, second by Member Herrera, to approve. Motion carried 5-0.

14. **CONTRACT AWARD - SECURITY SERVICES AT Foothill TRANSIT'S EL MONTE TRANSIT STORE**

Recommendation: Authorize the Executive Director to enter into Contract No. 17-098 with Platinum Security, Inc. in the amount of \$161,029.44 for two years of security services at Foothill Transit's El Monte Transit Store. This contract will include three one-year options to be exercised at Foothill Transit's sole discretion.

Motion by Member Sternquist, second by Member Herrera, to approve. Motion carried 5-0.

15. **CONTRACT AWARD - ADMINISTRATIVE OFFICE RESTROOM COMPLIANCE MODERNIZATION**

This item was pulled from the agenda, and will presented at a future meeting for action.

16. **PROPOSED DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM GOAL**

Recommended Action: Authorize the Executive Director to conduct a public hearing to solicit input on the suitability of Foothill Transit's proposed DBE goal of two percent.

Motion by Member Sternquist, second by Member Herrera, to approve. Motion carried 5-0.

17. **TITLE VI ANALYSIS FOR MOBILE TICKETING PROGRAM**

Recommended Action: Adopt the Title VI analysis for the mobile ticketing

program. The full report is available for viewing upon request

Motion by Member Sternquist, second by Member Herrera, to adopt. Motion carried 5-0.

18. DUARTE TRANSIT SERVICE

Recommended Action: Authorize the Executive Director to seek approval from the Governing Board to conduct public outreach for the assumption of transit services within the City of Duarte per MOU NP18-007.

Motion by Member Sternquist, second by Member Herrera, to approve. Motion carried 5-0.

REGULAR AGENDA

19. FISCAL YEAR 2017-2018 THIRD QUARTER PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the FY2017-2018 Third Quarter Performance Indicators Report.

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

Ms. Gillespie provided an update on Foothill Transit's key performance indicators for the third quarter of FY2017-2018. Through the third quarter, Foothill Transit achieved two out of eight key performance indicators. The targets met were Average Miles between Service Interruptions and Average Cost per Vehicle Service Hour.

Boardings for the third quarter was 9.37 million boardings, which is nine percent lower than during the same period last fiscal year. Total fare revenue through the third quarter was \$12 million, which is a slight increase compared to the same period last fiscal year. This increase can also be attributed to the fare restructuring. Operating expenses incurred through the third quarter totaled \$69.6 million. The system averaged 0.86 preventable accidents per 100,000 miles through the third quarter. Customer complaints averaged 26 complaints per 100,000 boardings. Work continued on the data collection and analysis of on-time performance data through the new computer aided dispatch, automatic vehicle location (CAD/AVL) system. Foothill Transit confirmed that buses arrived at their time points on schedule 78.9 percent of the time, for the month of October and November. Staff will continue to work with the CAD/AVL vendor to complete the reporting function of the

new system.

Received and filed.

20. PROPOSED FISCAL YEAR 2018-2019 BUSINESS PLAN AND BUDGET

Recommendation: Recommend approval of Foothill Transit's proposed Business Plan, Budget, and Performance Targets for Fiscal Year 2018-2019 to the Foothill Transit Governing Board.

Katie Gagnon, Budget and Grants Manager, presented this item.

Ms. Gagnon presented the draft business plan and budget to the Executive Board for their review and recommendation to the Governing Board. Ms. Gagnon reviewed the listing of the proposed FY2018-2019 agency-wide major initiatives. The proposed budget for FY2018-2019 is \$174 million. This is an eight percent increase in expenditures. The Customer Service and Operations Department budget of \$86.6 million consists of 86 percent of the total transit operating expenses at \$101 million. The current five-year capital program consists of 88 capital projects, with a total life-of-project budget of \$258 million.

In summary, a \$174 million budget is being proposed, of which \$102 million are operating expenses. Foothill Transit expects to operate 890,000 service hours and have 12.6 million passenger boardings. Doran Barnes, Executive Director, reported that Member Herrera will be running for seat on the APTA Executive Committee and requested that the travel and meetings budget in the Administration Department be adjusted to include possible travel for Member Herrera. Ms. Gagnon added that a dues and subscription budget for the Information and Technology Department be added, and a budget be added for the Hollywood Bowl service, which just came about in the last couple of weeks, and a budget for the Transit Stores leases, which was accidentally left off the facilities line items. Total proposed increases are \$427,400 with some offsetting revenue expenses.

The recommendation was revised to include additions to the budgets of the Administrative and Information Technology Departments, Hollywood Bowl Service, and the addition of the Transit Store Leases to the Facilities Department budget. Motion by Member Pedroza, second by Member Sternquist, to approve. Motion carried 5-0.

21. SERVICE CONTRACT - HOLLYWOOD BOWL 2018 AND 2019 SEASONS



Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into an agreement with the County of Los Angeles for the provision of Park & Ride charter service to the Hollywood Bowl.

Kevin Parks McDonald, Deputy Executive Director, presented this item.

Mr. McDonald reported that the Los Angeles County Department of Public Works reached out to Foothill Transit to provide Hollywood Bowl shuttle service between the Rowland Heights Park & Ride and the Hollywood Bowl. The County had exhausted the supply of registered charter providers in the area. As stipulated in the FTA's Charter Regulations, Foothill Transit issued a 72-hour notice to all charter providers and no charter providers responded indicating interest. Thus, Foothill Transit may enter into an agreement with the County of Los Angeles to provide the charter service. Providing services such as the Hollywood Bowl, Rose Bowl, and L.A. Marathon provides Foothill Transit the opportunity to serve the community and highlight our services to people who might not use Foothill Transit services on a day-to-day basis.

The Hollywood Bowl service is estimated to generate \$300,000 in gross revenue in summer 2018/2019. The combination of fare revenue and subsidies from the County will fully cover the cost of operating the service.

Motion by Member Herrera, second by Member Pedroza, to approve. Motion carried 5-0.

22. **STATIONARY FUEL CELLS**

Recommendation: Provide direction to staff regarding the possible installation and use of Stationary Fuel Cells.

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

Mr. Cordero reported that in 2014, Foothill Transit was the first agency to electrify a bus route. As the agency continues to move forward to operating and charging a full fleet of electric buses, there are two issues that need to be addressed. The first is higher utility rates versus what is paid for Compressed Natural Gas (CNG), and second is having a back-up system to charge the bus fleet at both operations and maintenance facilities in case of a power outage.

A possible solution is the stationary fuel cell approach. A fuel cell device generates electrical power by way of a chemical reaction that converts fuel

such as hydrogen or methane in natural gas to electricity. Fuel cells generate power continuously as long as there is a source of fuel and oxygen. Fuel cells are used in both stationary and mobile applications. Many companies in the country are adopting fuels cells for primary backup power.

Motion by Member Pedroza, second by Member Sternquist, to direct staff to pursue grant funding for the purpose of installation and use of stationary fuel cells. Motion carried 5-0.

23. LINE 497 REQUEST TO CONDUCT PUBLIC HEARINGS

Recommendation: Recommend that the Governing Board authorize the Executive Director to seek public input regarding the proposed modification to Line 497.

Josh Landis, Planning Manager, presented this item.

Mr. Landis reported that Line 497 is an express route that operates during peak service to take customers from the Chino Park and Ride and Industry City Hall stop to Downtown Los Angeles. The constant traffic congestion along this route makes this route one of the longest express routes with travel time typically two hours one direction. Line 497 is one of the lowest performing express lines. Current challenges include limited parking at the Chino Park and Ride due to shared use with carpools and vanpools, and the travel time between the 60 Freeway and the Industry City Hall stop.

The proposed change aims to shift the eastern terminus from the Chino Park and Ride to the Fairplex Park and Ride, which is located adjacent to the 10 Freeway and the City of Pomona. The Fairplex location has parking capacity to accommodate additional vehicles. The Industry City Hall stop would be eliminated under this proposed change. The Fairplex stop will be the only stop, the bus will go directly into Downtown Los Angeles after the stop at Fairplex. The proposed change is projected to have an annual cost savings of \$340,000. The cost savings would be reinvested into other bus lines.

Motion by Member Herrera, second by Member Pedroza, to approve. Motion carried 5-0.

24. EXECUTIVE DIRECTOR COMMENT

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

Mr. Barnes reported the following:

- Thanked Members Herrera and Sternquist for representing Foothill Transit at the California Transit Association's (CTA) Spring Legislative Conference. One of the important topics discussed at the conference was the potential repeal of SB 1.
- California Air Resources Board proposal that would mandate all transit fleets in California move to electric vehicles by the year 2040.
- Mr. Barnes was contacted by the World Bank to potentially support them in an effort in the Ukraine related to electric buses.
- The APTA Leadership Summit is scheduled for the week after Thanksgiving.
- Foothill Transit will be hosting a Regional Providers Meeting on June 6 with the transportation coordinators from all Foothill Transit's member cities.
- Foothill Transit earned first place at the APTA International Bus Rodeo maintenance competition.
- Mr. Barnes asked Bill Jackson, Transdev General Manager to share a few words on the recent passing of an important member of the Foothill Transit family and employee of Transdev. Mr. Jackson shared that Niti Shroff, Manager of Customer Service and Customer Experience passed away on May 18 after a long battle with cancer. Mr. Barnes requested that the meeting be adjourned in Ms. Shroff's memory.

25. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Herrera shared that the specific start date for the APTA Leadership Summit is Tuesday, November 27, 2018 in Washington, DC.
- Member Sternquist reported that one of the things that was beneficial about attending the CTA's Legislative Conference was that CTA's representatives shared they are willing to provide tools to every city, specific to their needs to educate people on SB 1. Member Sternquist requested that information be shared at the upcoming Governing Board Meeting.
- Member Sternquist reported that while in Sacramento she saw a sign stating the availability of K-8 bus passes. She asked that staff look into the possibility of Foothill Transit issuing K-8 bus passes. Doran Barnes, Executive Director indicated that Foothill Transit has a school outreach program and a discounted pass for K-12 student. The challenge with K-12 is that the funding mechanism is different compared to colleges.

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

Property Address/Location: 1118 N. Citrus Avenue, Covina, CA 91722
Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Katie Kraft, Darold D. Pieper, Kevin Parks McDonald
Negotiating Parties: Robert Larsen
Under Negotiation: Price and Terms

The Executive Board recessed into Closed Session at 9:59 a.m.

The Executive Board reconvened at 10:22 a.m.

Darold Pieper, General Counsel, reported that on the motion of Member Herrera and second by Member Pedroza, the Executive Board unanimously authorized the Executive Director to enter into an exclusive negotiating agreement with Robert Larsen for rental of a proposed building at 1118 N. Citrus Avenue.

27. **ADJOURNMENT**

Adjournment for the May 25, 2018 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned in the memory of Niti Shroff at 10:22 a.m.



June 29, 2018

To: Executive Board

Subject: **May 2018 Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through May 31, 2018.

Analysis

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of May 31, 2018, for the fiscal year ending June 30, 2018.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of May 31, 2018, shows total assets at \$321 million. This total consists primarily of \$212 million in fixed assets, \$98 million in cash and investments and \$11 million in receivable and prepaid assets. Foothill Transit's cash position of \$71.5 million is \$4 million more than the previous month, and is \$0.3 million less than last year in May.

Liabilities

The accounts payable balance is \$13.6 million. Accounts Payables include operations and maintenance expenses for \$10.1 million and \$1.33 million for fuel.

The deferred revenue of \$61.86 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 \$25 million in liquid accounts held with Bank of the West; \$30.8 million in interest bearing money market accounts with Bank of the West; \$67,600 with Chase;



\$1.23 million with US Treasury and \$15.3 million invested in the Local Agency Investment Fund (LAIF). Longer term investments include \$24 million with Bank of the West Agency notes; and \$1.25 million with Wells Fargo certificates of deposit.

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)

May 2018 year-to-date fare revenues were \$14.87 million which is \$1,104,710 less than the budgeted amount and \$102,481 more than May 2017. Through May 2018, ridership is approximately 7.76 percent less than it was last year at this time. Operating costs through May 2018 were \$84.97 million, which is \$5,425,711 less than the budget and \$6,518,632 more than May 2017. Of this \$84.97 million, \$67.24 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel which was \$5.24 million through May 2018.

The report also reflects receipt of \$2 million of Prop A. Local Return funds from the City of West Covina. These funds were used for transit operating expenses during the first quarter of FY2018.

Capital expenditures through May were \$25.57 million compared with \$27.92 million last year at this time. The annual budget for capital expenditures includes the purchase of CNG buses, replacement of the CAD/AVL system and initiation of construction for the Covina Park & Ride and Transit Center project.

Farebox Recovery Ratio

The May year-to-date farebox recovery ratio was 17.50 percent, approximately 0.20 percent lower than the performance target of 17.70 percent. The farebox recovery ratio is calculated by dividing the total fare revenue of \$14,865,296 by the total bus operating expense of \$84,965,455. This ratio is less than the May 2017 ratio of 18.82 percent. The decline is due to increasing operating expenses combined with declining fare revenues. Declining bus ridership is a nationwide trend. Foothill Transit is participating



in a region-wide study to analyze LA County ridership and provide recommendations for attracting riders.

Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of May 2018; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Finance accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for May 2018 were \$3.09 million. Capital disbursements totaled \$429,383 and other significant disbursements include \$0.8 million to Keolis and \$1.02 million to Transdev for bus operating services.

Sincerely,

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

Michelle Lopes Caldwell
Director of Finance and Treasurer

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

Doran J. Barnes
Executive Director

Attachments

Foothill Transit
Balance Sheet
As of May 31, 2018

Assets

Current Assets:

Cash	\$71,526,777
Investments	26,477,898
Due from government agencies	6,164,706
Other receivables	3,830,710
Other assets	825,682

Total Current Assets	\$108,825,773
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Property & Equipment (net of depreciation)	212,489,838
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Total Assets	\$321,315,611
--------------	---------------

Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	\$13,607,290
--	--------------

Deferred Revenue	61,863,448
------------------	------------

Total Liabilities	\$75,470,738
-------------------	--------------

Equity

Fund Balance:

Investment in Capital Assets	\$212,489,838
------------------------------	---------------

Current Year Change	(1,145,871)
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Reserve	34,500,905
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Total Equity	\$245,844,873
--------------	---------------

Total Liabilities and Equity	\$321,315,611
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Summary of Cash and
Investment Account
For May 31, 2018

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$16,496,587
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,200
Bank of the West-Excise Tax	N/A	Demand Deposit	8,840,987
BOW-Prop 1B-Cal Grants	0.85%	Demand Deposit	5,599,095
Bank of the West-Money Market	0.85%	Demand Deposit	14,718,569
Bank of the West-Money Market	0.85%	Demand Deposit	9,716,484
Bank of the West-LCTOP	0.07%	Demand Deposit	757,348
Chase Business Saving	0.18%	Demand Deposit	67,624
LAIF Investment	1.51%	Demand Deposit	15,328,483
Subtotal Cash on Hand			<u>\$71,526,777</u>
Investments:			
Bank of the West:			
1 Maturity - 10/29/20 - 5yrs.	1.13%	Callable Note	\$5,000,000
2 Maturity - 05/25/21 - 5yrs.	1.25%	Callable Note	5,000,000
3 Maturity - 01/27/21 - 5yrs.	1.00%	Callable Note	5,000,000
4 Maturity - 07/27/21 - 5yrs.	1.00%	Callable Note	8,000,000
5 Maturity - 02/26/21 - 5yrs.	1.25%	Callable Note	1,000,000
6 Maturity - 11/01/2018 - 6 months	1.95%	US Treasury Bill	1,232,898
	0.45-1.60%	Cert. of Deposit	1,245,000
Subtotal Investments			<u>\$26,477,898</u>
Total Cash and Investments			<u><u>\$98,004,676</u></u>

Foothill Transit
Statement of Revenue and Expense
For Month Ended May 31, 2018

	Actual YTD May-18	Budget YTD May -18	Variance	Actual YTD May - 17
Fare Revenue				
Farebox	\$7,402,371	\$8,014,054	(7.63%)	\$7,577,164
Pass Sales	\$3,367,431	3,379,200	(0.35%)	3,167,733
TAP Cash Purse	\$2,943,381	3,323,299	(11.43%)	2,813,737
MetroLink & Access Service	\$529,096	645,372	(18.02%)	576,887
EZ Transit Pass	\$623,018	608,082	2.46%	627,293
Total Operating Revenue	\$14,865,296	\$15,970,006	(6.92%)	\$14,762,815
Operating Subsidies and Other				
Transportation Development Act	\$21,189,830	\$21,189,825	0.00%	\$21,029,077
TDA-Reserve from prior years	\$3,417,310	9,219,378	(62.93%)	8,522,104
STA	\$798,547	798,541	0.00%	1,688,324
Prop A 40% Discretionary	\$15,148,953	15,148,953	(0.00%)	14,741,138
Prop A 40% BSCP	\$4,092,881	4,092,881	0.00%	4,178,969
Prop A Exchange	\$2,000,000	0	0.00%	
Prop C BSIP	\$852,689	852,689	0.00%	838,023
Prop C Base Restructuring	\$1,831,485	1,831,485	0.00%	1,799,985
Prop C Transit Service Expansion	\$305,202	305,202	0.00%	299,954
Transit Security-Operating	\$825,901	825,901	0.00%	841,523
Measure R Operating	\$9,572,639	9,572,639	0.00%	9,544,080
Measure M Operating	\$9,117,000	9,116,998	0.00%	
CRD Subsidy	\$100,000	0	0.00%	
Miscellaneous Transit Revenues	\$847,720	1,466,667	(42.20%)	200,833
Total Subsidies and Other	\$70,100,159	\$74,421,160	(5.81%)	\$63,684,008
Total Operating Revenue	\$84,965,455	\$90,391,166	(6.00%)	\$78,446,823
Other Revenues				
Gain on Sale of Fixed Assets	\$73,894	\$0	0.00%	\$90,081
Auxiliary Revenue	\$1,182,737	1,485,000	(20.35%)	1,871,763
Total Other Revenues	\$1,256,631	\$1,485,000	(15.38%)	\$1,961,843
Total Operating and Other Revenues	\$86,222,086	\$91,876,166	6.15%	\$80,408,667
Operating Expenses				
Operations	\$75,301,337	\$77,600,054	2.96%	\$69,062,638
Maintenance & Vehicle Technology	\$733,419	802,770	8.64%	736,153
Marketing and Communications	\$1,430,636	2,070,462	30.90%	1,379,071
Information Technology	\$1,930,936	2,208,822	12.58%	1,856,979
Administration	\$2,062,364	2,656,700	22.37%	2,319,997
Policy & Strategic Sourcing	\$511,971	857,022	40.26%	480,763
Finance	\$1,268,423	1,645,211	22.90%	1,001,634
Planning	\$768,592	1,174,209	34.54%	646,331
Facilities	\$957,777	1,375,916	30.39%	963,258
Total Operating Expenses	\$84,965,455	\$90,391,166	6.00%	\$78,446,823
Other Expenses				
Property Management	\$321,997	\$407,917	21.06%	\$327,281
Dial-A-Ride	\$693,333	733,333	5.45%	784,682
Special Services	\$241,301	343,750	29.80%	239,005
Total Other Expenses	\$1,256,631	\$1,485,000	35.26%	\$1,350,967
Total Operating and Other Expenses	\$86,222,086	\$91,876,166	6.15%	\$79,797,790
Capital Revenues				
Capital Grants	\$25,565,834	\$51,449,852	(50.31%)	\$27,920,338
Capital Expenditures				
Capital Expenditures	\$25,565,834	\$51,449,852	50.31%	\$27,920,338

Bank Account - Check Details

Period: 05/01/18..05/31/18

Foothill Transit

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 05/01/18..05/31/18

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001	General Checking						
	Phone No.		800-488-2265				
05/02/18	E00832	Keolis Transit Services LLC	02/18 Pomona PMI's	14,500.00	0.00	0.00	Posted
05/02/18	E00833	Keolis Transit Services LLC	01/18 Pomona PMI's	14,500.00	0.00	0.00	Posted
05/02/18	E00834	Keolis Transit Services LLC	12/17 Pomona PMI's	14,500.00	0.00	0.00	Posted
05/03/18	52107	4imprint Inc.	3,000 Uniball Vision Elite Pens	6,807.01	6,807.01	0.00	Posted
05/03/18	52108	ACC Business	Arcadia Phone Internet	4,207.76	4,207.76	0.00	Posted
05/03/18	52109	Ace Construction Authority	Public Affairs	40.60	40.60	0.00	Posted
05/03/18	52110	Adt Security Services, Inc.	El Monte security services	371.76	371.76	0.00	Posted
05/03/18	52111	AT and T - 105068	El Monte back line	43.18	43.18	0.00	Posted
05/03/18	52112	AT and T - 5019	Phone Service	311.77	311.77	0.00	Posted
05/03/18	52113	AT and T - 5025	El Monte general phone line	734.97	734.97	0.00	Posted
05/03/18	52114	Bankcard Center-Bank of the West	4/18 Agency credit card usages	21,208.97	21,208.97	0.00	Posted
05/03/18	52115	CA Newspaper Service Bureau	IFB 18-055 Bid Notice	99.12	99.12	0.00	Posted
05/03/18	52116	Carol A. Herrera	Reimbursable Expenses APTA	200.61	200.61	0.00	Posted
05/03/18	52117	CDW Government Inc.	Secure USB drives	996.12	996.12	0.00	Posted
05/03/18	52118	Charter Communications Inc.	Cable TV for Admin Building	175.10	175.10	0.00	Posted
05/03/18	52119	Civic Resource Group International Inc.	02/18 Website Maintenance	1,730.00	1,730.00	0.00	Posted
05/03/18	52120	County of L.A. - Dept. of Public Works	Bus Stop Enhancement Program X3003167A 12 shelters	120,000.00	120,000.00	0.00	Posted
05/03/18	52121	County of L.A. - Sheriff's Dept.	03/02/2018 Private Entity Security	1,172.20	1,172.20	0.00	Posted
05/03/18	52122	Crown Castle USA Inc.	Tower Rental	787.17	787.17	0.00	Posted
05/03/18	52123	Dalila Ortiz	Reimbursed Expense NTI Expenses	300.93	300.93	0.00	Posted
05/03/18	52124	FEDEX Corp.	Express Mail	57.05	57.05	0.00	Posted
05/03/18	52125	Ford of West Covina	Vehicle part windshield wipers	30.62	30.62	0.00	Posted
05/03/18	52126	Frontier	Arcadia phone line	535.16	535.16	0.00	Posted
05/03/18	52127	Gotcha Media Holdings, LLC	Mt. SAC, APU	2,556.00	2,556.00	0.00	Posted
05/03/18	52128	HD Supply Facilities Maintenance	Facility Supplies	110.49	110.49	0.00	Posted
05/03/18	52129	Henry Lopez	Reimbursed Expense for May Day in Downtown LA	37.99	37.99	0.00	Posted
05/03/18	52130	Instant Signs Inc.	2018 Roadeo Banner	123.12	123.12	0.00	Posted
05/03/18	52131	Linda Apodaca	Travel and Meeting Reimbursement	298.60	298.60	0.00	Posted
05/03/18	52132	Metrolink	03/18 Metrolink Passes	49,416.50	49,416.50	0.00	Posted
05/03/18	52133	Newage PHM, LLC	TS2 electricity usage	124.80	124.80	0.00	Posted
05/03/18	52134	Profile Display	El Monte/S. El Monte Chamber of Commerce Ad	645.00	645.00	0.00	Posted
05/03/18	52135	Proterra Inc	Fast charge Canopy Cover Assembly-Reimburse by Par	14,736.80	14,736.80	0.00	Posted
05/03/18	52136	Pulsar Advertising	03/218 TAP Card and Day Pass Campaign	27,779.00	27,779.00	0.00	Posted
05/03/18	52137	Stantec Architecure	On-Call A&E Services	32,946.54	32,946.54	0.00	Posted
05/03/18	52138	The Gas Co.	4/18 Admin Bldg Gas	583.98	583.98	0.00	Posted
05/03/18	52139	The Hartford	Surety bond yearly payment 2018	100.00	100.00	0.00	Posted
05/03/18	52140	Thomas J. Koontz	Interior Cards	1,114.55	1,114.55	0.00	Posted
05/03/18	52141	Verizon Business - 15043	MPLS POM, ARC, WC, Park & Ride, El Monte, Puente H	15,971.82	15,971.82	0.00	Posted
05/03/18	52142	Verizon Wireless	Cell Phone and Avail Cellular	21,050.96	21,050.96	0.00	Posted

Bank Account - Check Details

Period: 05/01/18..05/31/18

Foothill Transit

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 05/01/18..05/31/18

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
05/03/18	E00835	International City Management Assoc. Retirement Co	Payroll ending 5/5/18 retirement funds	38,226.21	0.00	0.00	Posted
05/10/18	52143	AFLAC	05/18 Voluntary insurance premium	1,523.10	1,523.10	0.00	Posted
05/10/18	52144	Allied Administrators for Delta Dental	06/18 Dental insurance premium	5,724.19	5,724.19	0.00	Posted
05/10/18	52145	Apollo Electric	Fast Charger Shroud replacement	3,303.00	3,303.00	0.00	Posted
05/10/18	52146	Assistance League of E.S.G.V	Annual dues for Deanna Forrest	75.00	75.00	0.00	Posted
05/10/18	52147	AT and T - 5025	El Monte phone line (626)452-1579 & (626)452-1587	265.71	265.71	0.00	Posted
05/10/18	52148	AT and T - 5025	El Monte phone line router management	162.12	162.12	0.00	Posted
05/10/18	52149	California Choice	06/18 Medical insurance premium	44,956.78	44,956.78	0.00	Posted
05/10/18	52150	CIGNA Group Insurance	05/18 Life Insurance premium	3,983.47	3,983.47	0.00	Posted
05/10/18	52151	Cintas Corporation #2	First Aid Kit Supplies	173.52	173.52	0.00	Posted
05/10/18	52152	City of Los Angeles, Department of Water and Power	DTLA Layover - Engineering Deposit	7,500.00	7,500.00	0.00	Posted
05/10/18	52153	City of Pomona - Passes	1/8-2/27/18 Get About Ticket Books	4,000.00	4,000.00	0.00	Posted
05/10/18	52154	Civic Resource Group International Inc.	04/18 Website Maintenance	1,762.50	1,762.50	0.00	Posted
05/10/18	52155	Dalila Ortiz	Travel Advance NTI 2 Training	850.00	850.00	0.00	Posted
05/10/18	52156	Darold D. Pieper Attorney at Law	4/18 Legal Fees	7,360.00	7,360.00	0.00	Posted
05/10/18	52157	FEDEX Corp.	Express Mail	146.21	146.21	0.00	Posted
05/10/18	52158	Government Finance Officers Assoc.	2018 Membership dues - Michelle Caldwell	150.00	150.00	0.00	Posted
05/10/18	52159	Graingers	Supplies for Pomona Officer Funeral - black tape	63.52	63.52	0.00	Posted
05/10/18	52160	Home Depot Credit Services	4/18 Facility Supplies	336.15	336.15	0.00	Posted
05/10/18	52161	IBI Group	CAD/AVL Replacement Consulting	43,524.00	43,524.00	0.00	Posted
05/10/18	52162	Jon House	Educational reimbursement - 1Science 2 History	1,920.00	1,920.00	0.00	Posted
05/10/18	52163	Landmark Healthplan of California, Inc.	05/18 Chiropractor insurance premium	319.12	319.12	0.00	Posted
05/10/18	52164	Lawrence Ragan Communications	Subscription Renewal - Bits & Pieces	26.95	26.95	0.00	Posted
05/10/18	52165	Lazar and Associates	Translating Services	170.00	170.00	0.00	Posted
05/10/18	52166	Mobile Relay Associates Inc.	Mobile Radio / Portable Radio Analog Service	21,236.03	21,236.03	0.00	Posted
05/10/18	52167	PCM Sales Inc.	Windows 10 Computers for Planning Hastus Upgrade	4,060.26	4,060.26	0.00	Posted
05/10/18	52168	ReadyRefresh	4/18 Drinking Water	72.25	72.25	0.00	Posted
05/10/18	52169	Richards Watson and Gershon	3/18 Legal Fees	1,387.47	1,387.47	0.00	Posted
05/10/18	52170	Socal Office Technologies	Xerox Copier monthly charge	450.57	450.57	0.00	Posted
05/10/18	52171	State Compensation Insurance Fund	5/1/18-6/1/18Works Comp insurance premium	4,493.50	4,493.50	0.00	Posted
05/10/18	52172	SybaTek, Inc	Board Room Video Wall replacement	4,595.00	4,595.00	0.00	Posted
05/10/18	52173	Thompson Coburn LLP	3/18 General Procurement	51,520.14	51,520.14	0.00	Posted
05/10/18	52174	T-Mobile USA Inc.	Vericity cellular sim	545.69	545.69	0.00	Posted
05/10/18	52175	Vision Service Plan - (CA)	04-05/18 Vision insurance premium	1,109.54	1,109.54	0.00	Posted
05/10/18	52176	Waste Management	5/18 Arcadia Warehouse Trash	295.34	295.34	0.00	Posted
05/10/18	52177	Wright Express	Vehicle fueling May 2018	438.53	438.53	0.00	Posted
05/10/18	52178	Zones Inc.	Infocus Liteshow for Joe Raquel	419.42	419.42	0.00	Posted
05/16/18	E00836	Keolis Transit Services LLC	04/22/2018 Pomona Special service	1,911.81	0.00	0.00	Posted
05/16/18	E00837	Keolis Transit Services LLC	04/1-15 Pomona Contractor Services	742,859.69	0.00	0.00	Posted
05/16/18	E00838	Keolis Transit Services LLC	Transporting bus to Vehicle Career Day - Palm Elem	365.93	0.00	0.00	Posted
05/16/18	E00839	Keolis Transit Services LLC	Transporting bus to Sanitation District Earth Day	250.24	0.00	0.00	Posted

Bank Account - Check Details

Period: 05/01/18..05/31/18

Foothill Transit

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 05/01/18..05/31/18

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
05/16/18	E00840	Keolis Transit Services LLC	Transporting bus to Glendora Earth Day Festival	215.76	0.00	0.00	Posted
05/16/18	E00841	Keolis Transit Services LLC	Transporting bus to Claremont Earthday & CicLAVia	145.69	0.00	0.00	Posted
05/16/18	E00842	Transdev Services, Inc.	04/1-15 Arcadia Contractor Services	1,002,557.28	0.00	0.00	Posted
05/16/18	E00843	Transdev Services, Inc.	11-12/2017 FY 2017 Incentives	16,000.00	0.00	0.00	Posted
05/17/18	52179	4imprint Inc.	Ordered 3,000 uniball vision elite pens	6,807.01	6,807.01	0.00	Posted
05/17/18	52180	ACCO Engineered Systems Inc.	4/18 Admin Bldg HVAC Maintenance	1,321.33	1,321.33	0.00	Posted
05/17/18	52181	Apollo Electric	Covina P&R - Advance Engineering Design Payment	1,000.00	1,000.00	0.00	Posted
05/17/18	52182	Athens Services- 54957	5/18 Admin Trash Service & Parking Lot Sweeping	1,225.83	1,225.83	0.00	Posted
05/17/18	52183	Basic Backflow	Backflow Repair	297.00	297.00	0.00	Posted
05/17/18	52184	Capture Technologies, Inc.	Verint	254.17	254.17	0.00	Posted
05/17/18	52185	Christopher Pieper	Expense Reimbursment 05/09/18	205.21	205.21	0.00	Posted
05/17/18	52186	Day - Lite Maintenance Co. Inc.	4/18 Monthly Lighting Contract	96.00	96.00	0.00	Posted
05/17/18	52187	Frank Kuo	Reimbursed Expense-GFOA 2018	403.86	403.86	0.00	Posted
05/17/18	52188	Frontier	Fax Line	51.81	51.81	0.00	Posted
05/17/18	52189	G4S Secure Integration LLC	04/18 Security Maintenance	20,467.10	20,467.10	0.00	Posted
05/17/18	52190	Grand Car Wash	04/2018 Vehicle washing	853.21	853.21	0.00	Posted
05/17/18	52191	Green's Lock and Safe	Facility Keys	136.05	136.05	0.00	Posted
05/17/18	52192	Habit Restaurants, LLC	2018 Rodeo Appreciation lunch TRUCK 7	6,501.98	6,501.98	0.00	Posted
05/17/18	52193	Industry Mfg. Council	2nd Annual Taste of the Town 2018	2,500.00	2,500.00	0.00	Posted
05/17/18	52194	Instant Signs Inc.	Elec Bus Charger "Clearance" Decal	48.60	48.60	0.00	Posted
05/17/18	52195	Katherine E. Gagnon	Reimbursed Expense-GFOA 2018	214.19	214.19	0.00	Posted
05/17/18	52196	Kiwanis Club of Hacienda Heights	4th of July Parade 2018	85.00	85.00	0.00	Posted
05/17/18	52197	LACMTA	Terminal 25 Rent 4/23/17-4/30/18, contract 18024	8,000.00	8,000.00	0.00	Posted
05/17/18	52198	Mobile Relay Associates Inc.	Mobile Radio Portable Radio Analog Service	20,767.03	20,767.03	0.00	Posted
05/17/18	52199	Ninyo and Moore	01/2018 TO#2 On-call Material Testing	392.00	392.00	0.00	Posted
05/17/18	52200	One Time Vendor	Refund for Overpayment on line 185 Bus#2401 5/4/18	20.00	20.00	0.00	Posted
05/17/18	52201	Pacific Products and Services, LLC.	Bus Stop Supplies	4,601.34	4,601.34	0.00	Posted
05/17/18	52202	PCM Sales Inc.	CAT6 Patch cables	484.55	484.55	0.00	Posted
05/17/18	52203	Raycom	Installation	1,715.08	1,715.08	0.00	Posted
05/17/18	52204	Schindler Elevator Corporation	5/1/18 - 4/30/19 Azusa P&R Elevator Maintenance	1,982.16	1,982.16	0.00	Posted
05/17/18	52205	Shih Hsiau Wang	Reimbursed Expense-GFOA 2018	205.80	205.80	0.00	Posted
05/17/18	52206	Socal Office Technologies	Monthly Xerox copier bill	493.19	493.19	0.00	Posted
05/17/18	52207	Southern California Edison Co.	4/18 Admin Bldg Electricity	10,619.44	10,619.44	0.00	Posted
05/17/18	52208	Standard Parking Corporation	3/18 Parking Services	5,397.08	5,397.08	0.00	Posted
05/17/18	52209	Suburban Water Systems	4/18 Admin Bldg Water	878.18	878.18	0.00	Posted
05/17/18	52210	Tanya Marie Pina	Reimbursed Expense Bus and Paratransit Conference	239.28	239.28	0.00	Posted
05/17/18	52211	The Reinalt-Thomas Corporation	Tire replacement EV2	230.99	230.99	0.00	Posted
05/17/18	52212	Thomas J. Koontz	Interior Cards	9,923.65	9,923.65	0.00	Posted
05/17/18	52213	Verizon Business - 15043	Cellular VPN	2,937.57	2,937.57	0.00	Posted
05/17/18	52214	Vy Thuy Phan - Hoang	Reimburse-Integrated Travel UC Davis Conf. 2018	286.08	286.08	0.00	Posted
05/17/18	52215	Walnut Valley Water District	4/18 Industry P&R Fire Sprinkler Water	275.75	275.75	0.00	Posted
05/17/18	52216	Willie J. Brooks	5/18 Indoor Plant Care	449.75	449.75	0.00	Posted

Bank Account - Check Details

Period: 05/01/18..05/31/18

Foothill Transit

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 05/01/18..05/31/18

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
05/17/18	52217	Zones Inc.	Windows 10 licenses for Hastus Project	764.40	764.40	0.00	Posted
05/23/18	E00844	Avail Technologies, Inc.	CAD/AVL Replacement -Final system design Doc, D2	159,498.00	0.00	0.00	Posted
05/23/18	E00845	International City Management Assoc. Retirement Co	Payroll ending 5/19/18 retirement funds	39,016.93	0.00	0.00	Posted
05/24/18	52218	Andrew John Papson	Reimbursed Expense Bus Conf	187.74	187.74	0.00	Posted
05/24/18	52219	Ashlien Savage	HR Unleash Conference 2018	633.85	633.85	0.00	Posted
05/24/18	52220	AT and T - 5025	El Monte Phone line general	881.23	881.23	0.00	Posted
05/24/18	52221	Azteca Landscape	4/18 Landscape Maintenance	2,754.44	2,754.44	0.00	Posted
05/24/18	52222	Azusa Light & Water	03/27-04/30 Electricity and Water	3,464.47	3,464.47	0.00	Posted
05/24/18	52223	Baker Donelson Bearman and Cal.	4/18 Public Affairs	9,500.00	9,500.00	0.00	Posted
05/24/18	52224	Best Buy	Dishwasher	919.78	919.78	0.00	Posted
05/24/18	52225	BroadLux Inc.	Fuel support service May- August 2018	4,348.20	4,348.20	0.00	Posted
05/24/18	52226	CA Newspaper Service Bureau	IFB 18-055	234.26	234.26	0.00	Posted
05/24/18	52227	Charter Communications Inc.	Admin Bldg. Cable TV	175.10	175.10	0.00	Posted
05/24/18	52228	Christopher Pieper	2018 AEP Application	400.00	400.00	0.00	Posted
05/24/18	52229	Dalila Ortiz	NTI Houston Expenses	356.59	356.59	0.00	Posted
05/24/18	52230	Day - Lite Maintenance Co. Inc.	Lighting Repairs	248.92	248.92	0.00	Posted
05/24/18	52231	Digium Inc.	Arcadia Phone	2,138.03	2,138.03	0.00	Posted
05/24/18	52232	Frontier	Local phone	2,496.89	2,496.89	0.00	Posted
05/24/18	52233	Instant Signs Inc.	Signage	48.60	48.60	0.00	Posted
05/24/18	52234	Iron Mountain Inc.	4/18 Shredding Services	119.84	119.84	0.00	Posted
05/24/18	52235	Lazar and Associates	04/18 Translating Services	385.70	385.70	0.00	Posted
05/24/18	52236	Leticia Jimenez	Refund Garnishment	324.00	324.00	0.00	Posted
05/24/18	52237	Los Angeles County Busines Federation	6/1/18-5/31/19 Membership	5,000.00	5,000.00	0.00	Posted
05/24/18	52238	Metrolink	04/18 Metrolink Passes	47,264.00	47,264.00	0.00	Posted
05/24/18	52239	Mobile Relay Associates Inc.	04/18 Mobile Radio / Portable Radio Analog Service	210.38	210.38	0.00	Posted
05/24/18	52240	Moore and Associates Inc.	Coach Operator Performance Audits Q12	6,532.57	6,532.57	0.00	Posted
05/24/18	52241	Mt. San Antonio College Found	Golf 2018 Sponsorship-Bronze	3,000.00	3,000.00	0.00	Posted
05/24/18	52242	Newage PHM, LLC	06/18 Transit Store #2 Lease	7,373.47	7,373.47	0.00	Posted
05/24/18	52243	PCAM, LLC	03/18 Dial A Ride Shuttle Service	118,941.43	118,941.43	0.00	Posted
05/24/18	52244	Southern California Edison Co.	04/18 Pomona Transit center electricity usage	10,458.90	10,458.90	0.00	Posted
05/24/18	52245	Southern California Streets Initiative	Advertising	20,000.00	20,000.00	0.00	Posted
05/24/18	52246	Standard Parking Corporation	4/18 Parking Services	3,562.24	3,562.24	0.00	Posted
05/24/18	52247	Stantec Architecure	On-Call A&E	16,652.18	16,652.18	0.00	Posted
05/24/18	52248	Staples Business Adv.-Dept. LA	Office Supplies	147.45	147.45	0.00	Posted
05/24/18	52249	Town Square Publication LLC	El Monte/S. El Monte Business Resource Guide	1,920.00	1,920.00	0.00	Posted
05/24/18	52250	TransitTalent.com LLC	RFI 18-060 Public Notice	115.00	115.00	0.00	Posted
05/24/18	52251	Ultimate Maintenance Services, Inc	5/18 Janitorial Services	3,118.00	3,118.00	0.00	Posted
05/24/18	52252	Verizon Business - 15043	Transit Store MPLS	6,147.06	6,147.06	0.00	Posted
05/24/18	52253	Willie J. Brooks	05/18 Indoor Plant Care	213.00	213.00	0.00	Posted
05/31/18	52254	3p Connect LLC	Wheel polishers Pomona - Arcadia yards	12,001.20	12,001.20	0.00	Posted
05/31/18	52255	ACE Pelizon Plumbing	PHTS Plumbing Service	848.50	848.50	0.00	Posted
05/31/18	52256	Adt Security Services, Inc.	05/19-08/18 TS2 Electricity Services	375.15	375.15	0.00	Posted

Bank Account - Check Details

Period: 05/01/18..05/31/18

Foothill Transit

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 05/01/18..05/31/18

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
05/31/18	52257	Anixter Inc.	Security Cameras for Transit Stores	4,807.14	4,807.14	0.00	Posted
05/31/18	52258	APTA	Mission Study - Carol Herrera	2,400.00	2,400.00	0.00	Posted
05/31/18	52259	Ardent Technologies, Inc	1/2018-2/2018 Website Maintenance	1,190.00	1,190.00	0.00	Posted
05/31/18	52260	AT and T - 105068	El Monte Store back line	35.12	35.12	0.00	Posted
05/31/18	52261	AT and T - 5019	Phone Service	311.77	311.77	0.00	Posted
05/31/18	52262	Bankcard Center-Bank of the West	5/18 Agency credit card usages	37,810.68	37,810.68	0.00	Posted
05/31/18	52263	California Deposition Reporters	IFB 18-055 Pre-Bid Meeting	534.40	534.40	0.00	Posted
05/31/18	52264	Carol A. Herrera	Reimbursable Expenses - APTA Study Mission	2,980.78	2,980.78	0.00	Posted
05/31/18	52265	City of Azusa	Azusa Park & Ride Expenses - FY17	7,399.40	7,399.40	0.00	Posted
05/31/18	52266	Crown Castle USA Inc.	Tower Rental	787.17	787.17	0.00	Posted
05/31/18	52267	David Reyno	Reimbursable Expenses	3,246.63	3,246.63	0.00	Posted
05/31/18	52268	FEDEX Corp.	Express Mail	461.05	461.05	0.00	Posted
05/31/18	52269	Frontier	Industry Park and Ride Phone Line	354.02	354.02	0.00	Posted
05/31/18	52270	Gotcha Media Holdings, LLC	Mt. SAC, Rio Hondo	4,200.00	4,200.00	0.00	Posted
05/31/18	52271	HD Supply Facilities Maintenance	Facility Supplies	58.00	58.00	0.00	Posted
05/31/18	52272	Industry Public Utility Commission	04/18 Industry P&R Electricity	1,100.10	1,100.10	0.00	Posted
05/31/18	52273	Instant Signs Inc.	AITC Wayfinding Signs	275.40	275.40	0.00	Posted
05/31/18	52274	Lazar and Associates	Translations 5.11.18	170.00	170.00	0.00	Posted
05/31/18	52275	Linda Garrison	05/18 Yogo instruction	585.00	585.00	0.00	Posted
05/31/18	52276	Mobile Relay Associates Inc.	04/18 Mobile Radio / Portable Radio Analog Service	21,025.65	21,025.65	0.00	Posted
05/31/18	52277	Neofunds by Neopost	4/18 Postage	560.00	560.00	0.00	Posted
05/31/18	52278	Newage PHM, LLC	TS2 electricity usage	135.50	135.50	0.00	Posted
05/31/18	52279	Office Depot	Office Supplies	542.61	542.61	0.00	Posted
05/31/18	52280	Skyline Pest Control	5/18 Pest & Rodent Control	95.00	95.00	0.00	Posted
05/31/18	52281	The Hartford	Surety Bond Renewl annual payment	100.00	100.00	0.00	Posted
05/31/18	52282	Thomas J. Koontz	Interior Cards	1,922.23	1,922.23	0.00	Posted
05/31/18	52283	Transit Solutions LLC	TSI Nexus HVR hybrid video recorder equipment	1,659.00	1,659.00	0.00	Posted
05/31/18	52284	Tri - Signal Integration, Inc.	5/18 Industry P&R Fire Alarm Monitoring	70.00	70.00	0.00	Posted
05/31/18	52285	Ultimate Maintenance Services, Inc	Janitorial Supplies	346.80	346.80	0.00	Posted
05/31/18	52286	Yoko Igawa	Reimbursed Expense Metro TAP	100.00	100.00	0.00	Posted
General Checking				3,092,766.16	1,048,218.62	0.00	



June 29, 2018

To: Executive Board

Subject: **May 2018 Performance Indicators Report**

Recommendation

Receive and file the May 2018 Performance Indicators Report.

Analysis

This report provides an analysis of Foothill Transit's performance indicators for May of FY2017-2018. Foothill Transit monitors a number of factors in evaluating the services provided to the public. There are key performance indicators that record the bus system safety, courtesy, and reliability standards, along with industry-standard measurements, which are monitored to assess transit operations.

In May, Foothill Transit achieved four out of eight key performance indicator goals. The performance indicator targets met for the quarter are: average miles between service interruptions, complaints per 100,000 boardings, farebox recovery ratio, and average cost per vehicle service hour.

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

- **Boardings** - Total number of boardings recorded by the farebox in May was 1.09 million - which is five percent lower than the May 2017 ridership figure.
- **Fare Revenue** - Total fare revenue for May was \$1.41 million. The average fare was \$1.29 per boarding.
- **Operating Expenses** - Operating expenses incurred in May totaled \$7.73 million, resulting in an average cost per service hour of \$105.00.
- **Accidents** - The system averaged 0.79 preventable accidents per 100,000 miles in May.
- **Customer Complaints** - Foothill Transit received 18.9 complaints per 100,000 boardings in May. This is 19 percent lower than the same month last fiscal year.



Analysis

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

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

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

Overall System Performance

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

Total Boardings and Total Fare Revenues

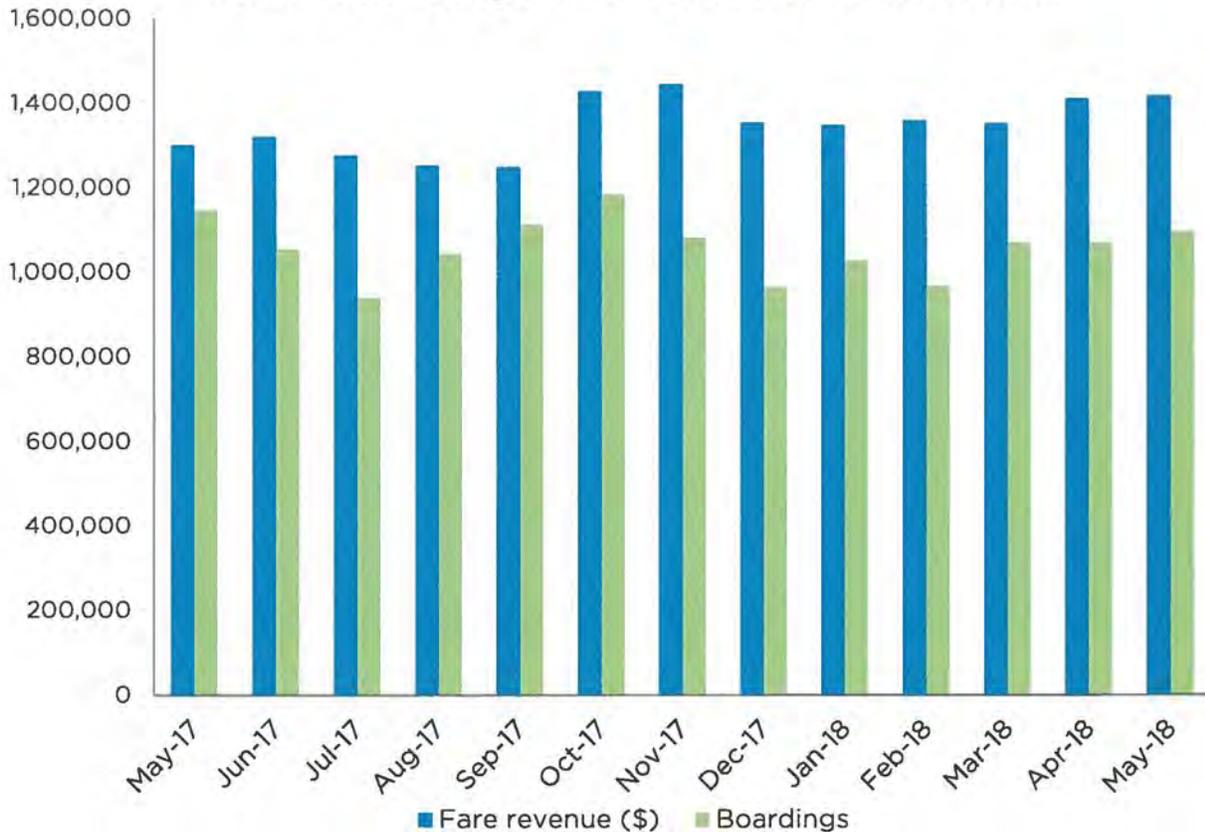
In May 2018, Foothill Transit buses had 1.09 million boardings. This represents a five percent decrease in the number of boardings when compared to the same period last fiscal year.

Foothill Transit staff continues to closely monitor transit ridership trends on the system and in the Southern California region, and is participating in efforts to identify causes and develop solutions to the local, regional, and national trends of declining ridership.

Total fare revenue recorded in May was \$1.4 million, a nine percent improvement over the same period last year. This increase in fare revenue is attributable to the fare restructuring implemented in October 2017.



Total Boardings and Total Fare Revenues



Vehicle Service Hours and Operating Expenditure

In May, Foothill Transit operated 73,649 service hours, essentially equal to hours of service operated during May 2017.

During the month of May, Foothill Transit incurred \$7.73 million in operating expenses, which is one percent higher compared to the same period the previous fiscal year. Variance between years is related to increased costs associated with the Pomona and Arcadia transit operating contracts.

Goal 1: Operate a Safe Transit System

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



Preventable Accidents per 100,000 Miles

In May 2018, Foothill Transit exceeded the adopted standard of 0.70 or fewer preventable accidents per 100,000 miles with 0.79 preventable accidents per 100,000 miles. This is a 91 percent increase compared to the same period last year. The majority of the preventable accidents in the month of May were vehicles making contact with fixed-objects. Staff continues to focus on efforts to reduce fixed object collisions, increase pedestrian awareness, and identify blind spots. Additional analytic tools are being implemented to help to identify trends and trouble areas with the goal of further reducing preventable accidents. Specifically, staff have conducted an analysis of preventable accidents by route, in order to better help identify specific routes that require improvement.



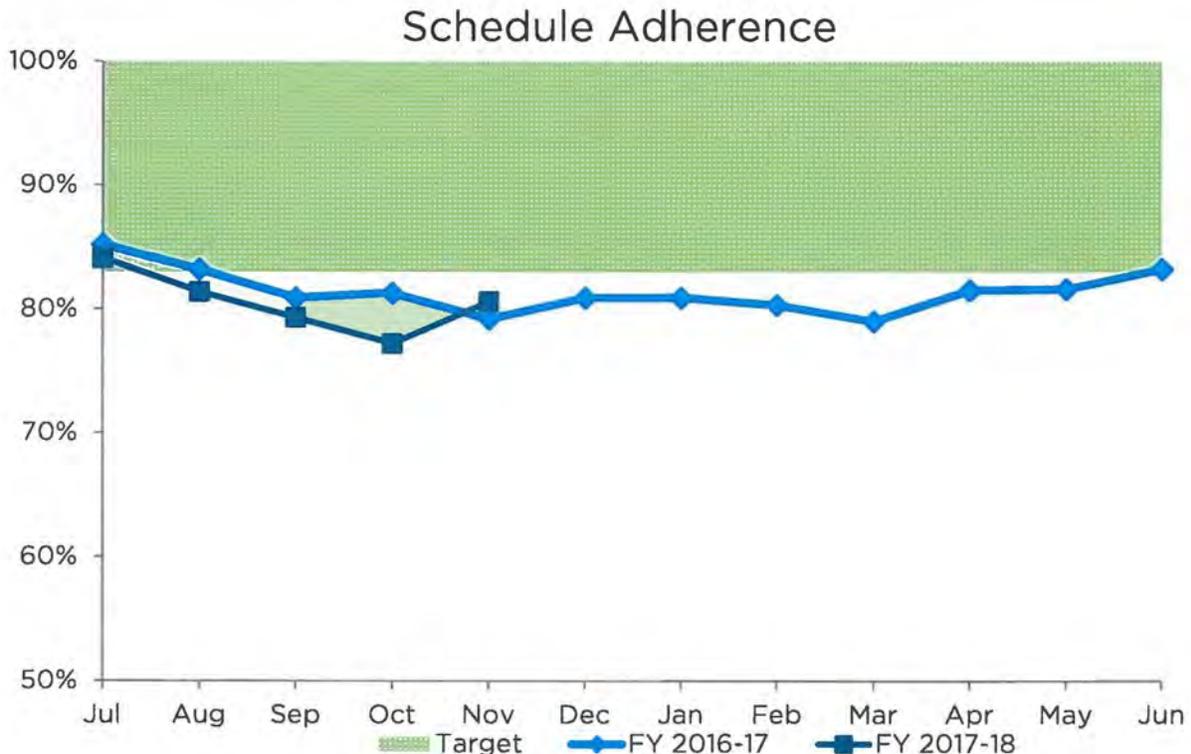


Goal 2: Provide Outstanding Customer Service

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

Schedule Adherence

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

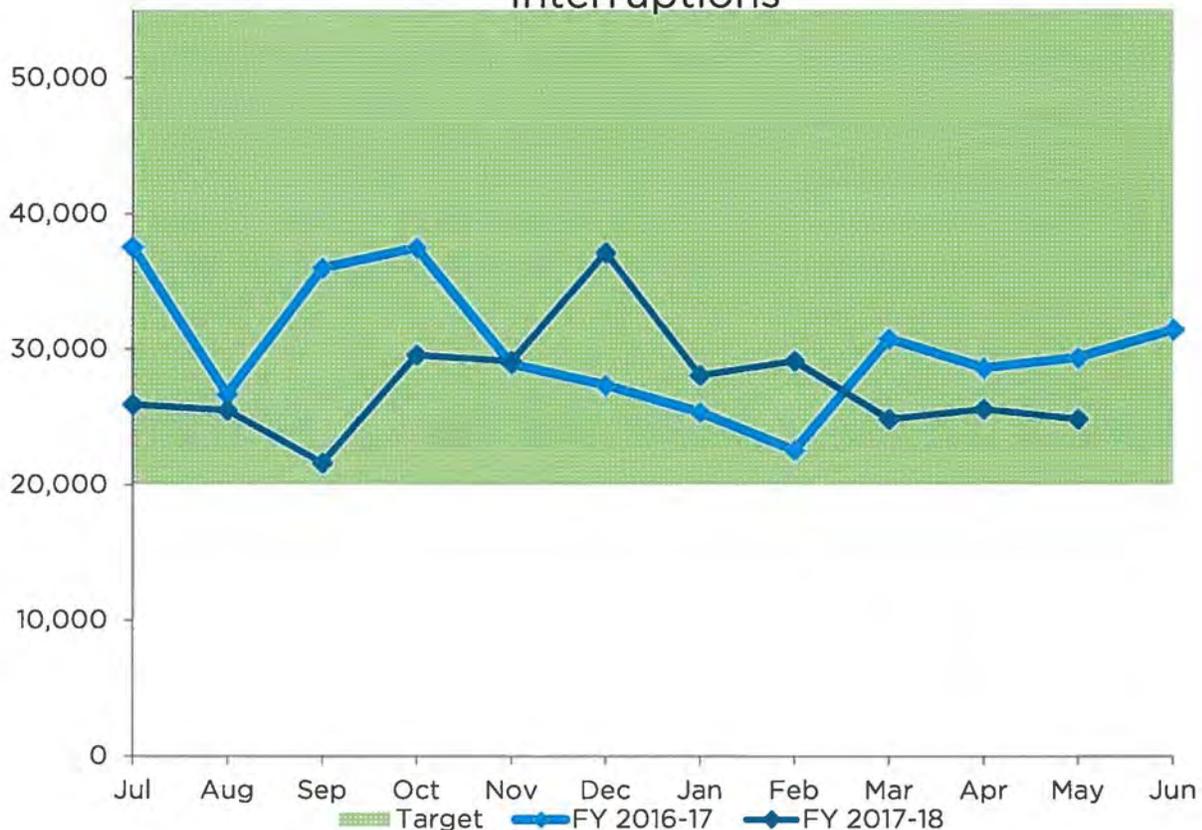




Average Miles between Mechanical Service Interruptions

Average miles between service interruptions is a maintenance performance indicator that measures the miles between mechanical roadcalls of a vehicle used during revenue service resulting in a service delay of more than five minutes. In May, Foothill Transit averaged 24,832 miles between service interruptions as reported by the operations contractors. Foothill Transit exceeded the maintenance reliability goal of at least 20,000 miles between service interruptions and the metric is 15 percent lower compared to last year.

Average Miles between Mechanical Service Interruptions



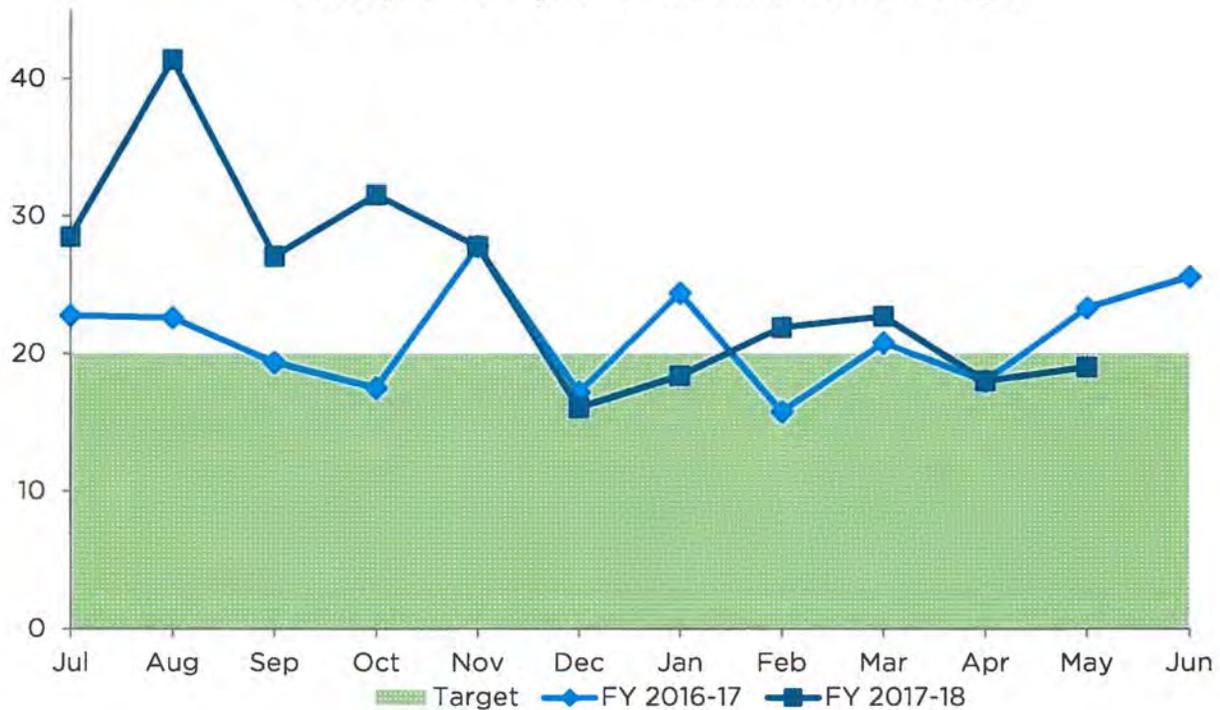


Complaints per 100,000 Boardings

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

In May, Foothill Transit received 18.9 complaints per 100,000 boardings, which meets the target and represents a 19 percent decrease from the previous fiscal year. Of the complaints received, 34 percent were related to schedule adherence, 32 percent were related to courtesy, and 12 percent were related to fares. In May, the Arcadia contractor received 24 compliments, and the Pomona contractor received 15 compliments.

Complaints per 100,000 Boardings





Goal 3: Operate an Effective Transit System

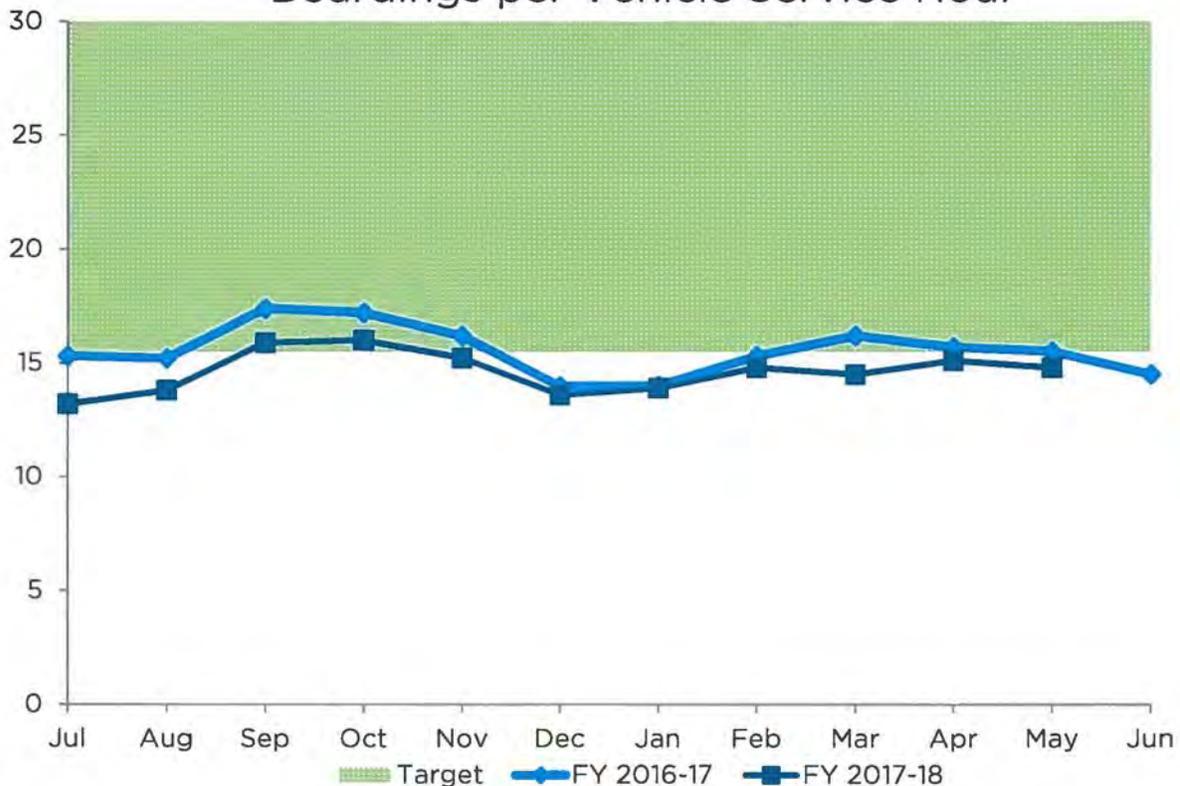
Foothill Transit measures service effectiveness by monitoring boardings per vehicle service hour and average weekday boardings.

Boardings per Vehicle Service Hour

Boardings per vehicle service hour is the total number of boardings divided by the total number of service hours in a given period. In May, there were 14.8 boardings per vehicle service hour, which does not meet the performance target of 15.5 or more boardings per service hour. This is a four percent decline compared to the same period the previous year. Year to date, Foothill Transit has seen 14.6 boardings per vehicle service hour.

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

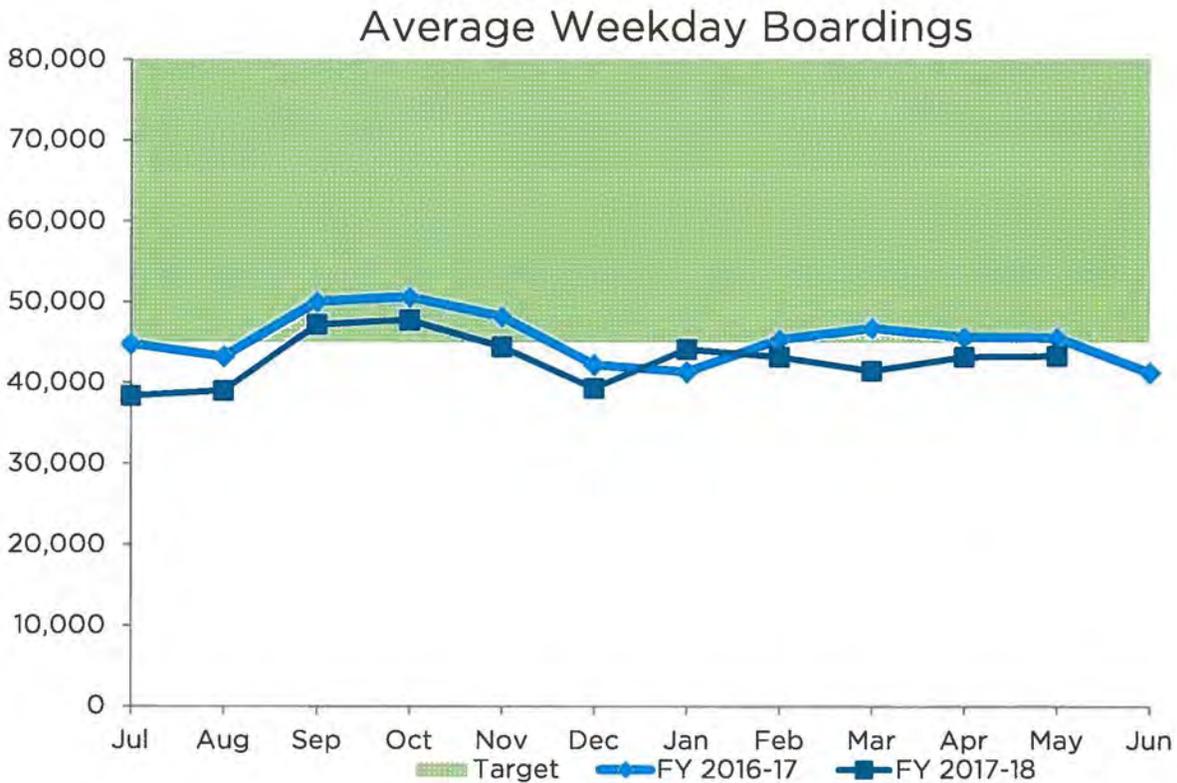
Boardings per Vehicle Service Hour





Average Weekday Boardings

The number of average weekday boardings is calculated by dividing the total number of weekday boardings by the number of days with weekday service in a given period. The Fiscal Year 2017-2018 performance target for average weekday boardings is to achieve at least 45,034 average weekday boardings. In May, there were 43,333 average weekday boardings, which does not meet the target and is a five percent decrease from the same period the previous year. Year to date the agency has averaged 42,873 average weekday boardings, which does not meet the performance target.





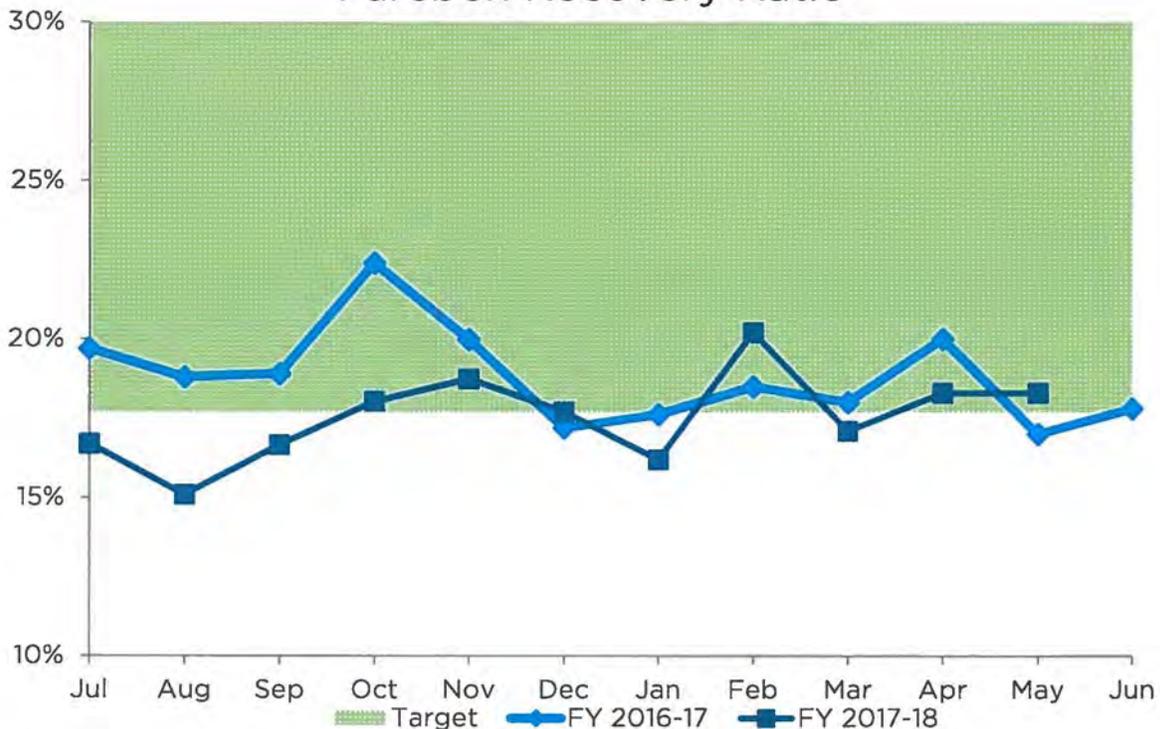
Goal 4: Operate an Efficient Transit System

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

Farebox Recovery Ratio

Farebox recovery ratio is a measure of the proportion of operating costs recovered by passenger fares. The farebox recovery ratio is calculated by dividing total fare revenue by total operating expense. In the month of May, the Farebox Recovery Ratio was 18.3 percent, which exceeds the target of 17.7 percent. To date, Foothill Transit's farebox recovery ratio is 17.49 percent, slightly below the Fiscal Year 2017-2018 performance target.

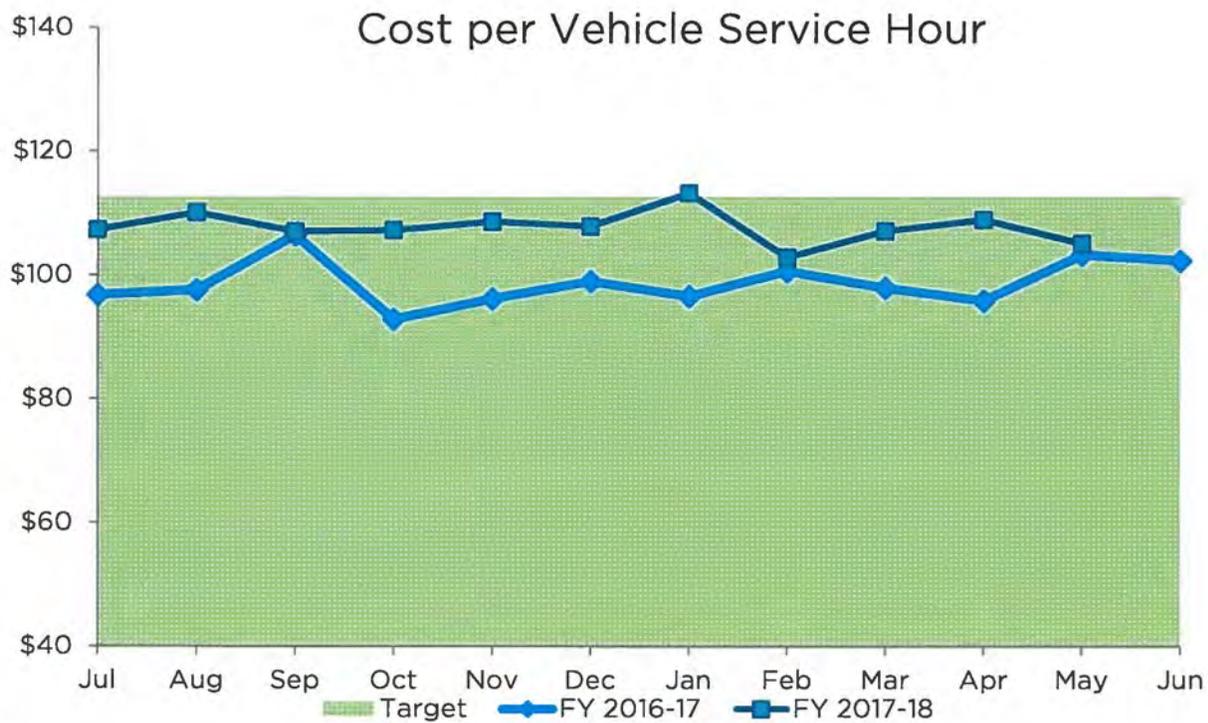
Farebox Recovery Ratio





Average Cost per Vehicle Service Hour

Average cost per vehicle service hour is an industry standard utilized to measure the cost efficiency of transit service. It is derived by dividing operating expenses by vehicle service hours. Foothill Transit's average cost per vehicle service hour for May was \$105.00, which meets the fiscal year target of less than \$112.63, and is two percent higher than the previous fiscal year. This variance is due to the contract cost escalators on both operations and maintenance contracts.



Sincerely,

LaShawn King Gillespie
Director of Customer Service and Operations

Doran J. Barnes
Executive Director

Attachments

Foothill Transit
Monthly Key Performance Indicators
May 2018

Goal	Performance Indicator	May FY 2018	Met Target?	May FY 2017	% Improvement Over Same Month Last Year	FY 2017-2018 YTD	Met Target?	FY 2016-2017 YTD	% Improvement YTD	Performance Target
Overall System Performance	Total Boardings	1,093,612	-	1,145,967	(5%)	11,535,387	-	12,506,915	(8%)	
	Vehicle Service Hours	73,649	-	73,908	(0%)	788,800	-	799,389	(1%)	
	Total Fare Revenue	\$1,413,952	-	\$1,299,506	9%	\$14,865,296	-	\$14,762,815	1%	
	Total Operating Expense	\$7,733,407	-	\$7,628,511	(1%)	\$84,994,216	-	\$78,637,894	(8%)	
Safety	Preventable Accidents per 100,000 Miles	0.79	No	0.41	(93%)	0.85	No	0.75	(13%)	≤ 0.70
Customer Service	Schedule Adherence	-	-	81.6%	-	-		81.3%	-	≥ 83%
	Miles Between Mechanical Service Interruptions	24,832	Yes	29,327	(15%)	27,382	Yes	30,055	(9%)	≥ 20,000
	Complaints per 100,000 Boardings	18.9	Yes	23.3	19%	25	No	21	(19%)	≤ 20.00
Effectiveness	Boardings per Vehicle Service Hour	14.8	No	15.5	(4%)	14.6	No	16	(7%)	≥ 15.5
	Average Weekday Boardings	43,333	No	45,573	(5%)	42,873	No	46,020	(7%)	≥ 45,034
Efficiency	Farebox Recovery Ratio	18.3%	Yes	17.0%	7%	17.49%	No	18.77%	(7%)	≥ 17.70%
	Average Cost per Vehicle Service Hour	\$105.00	Yes	\$103.22	(2%)	\$107.75	Yes	\$98.37	(10%)	≤ \$112.63

Foothill Transit Monthly Operations Report May 2018

Goal	Performance Indicator	May FY 2018	May FY 2017	% Improvement Over Same Month Last Year	FY 2017-2018 YTD	FY 2016-2017 YTD	% Improvement YTD
Operations	Average fare per boarding	\$1.29	\$1.13	14.0%	\$1.29	\$1.18	9.2%
	Average cost per boarding	\$7.07	\$6.66	6%	\$7.37	\$6.29	17%
	Average subsidy per boarding	\$5.78	\$5.52	5%	\$6.08	\$5.11	19%
	Total vehicle miles	1,515,127	1,468,866	3%	15,969,469	16,171,795	(1%)
	Vehicle service miles	1,063,797	1,062,301	0%	11,374,932	11,482,181	(1%)
	Total vehicle hours	100,532	94,437	6%	1,049,203	1,055,869	(1%)
	In-service speed (mph)	14.44	14.37	0%	14.42	14.36	0%
	Boardings per vehicle service mile	1.03	1.08	(5%)	1.01	1.09	(7%)



June 29, 2018

To: Executive Board

Subject: **Coach Operator Audit Results**

Recommendation

Receive and file the results of the FY2017-2018 Fourth Quarter Coach Operator Audits.

Background

Coach operator performance audits were conducted during the period from April 10, 2018 through April 14, 2018 to monitor the performance of the on street service delivery provided by Foothill Transit's operations contractors. These performance checks evaluate fare collection, customer relations, and safety. The performance checks are conducted by Moore & Associates, Inc., a firm the agency contracted with to provide these services. Moore & Associates is a full-service professional public transit consulting firm.

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

The chart below summarizes the results of the April 2018 audits for each operating facility.

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

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



Summary for Transdev - Arcadia

	NOV 2017	AVERAGE VIOLATIONS PER TRIP	FEB 2018	AVERAGE VIOLATIONS PER TRIP	APR 2018	AVERAGE VIOLATIONS PER TRIP
TOTAL AUDITS CONDUCTED	119	N/A	119	N/A	119	N/A
FARE VIOLATIONS	19	0.2	42	0.4	19	0.2
CUSTOMER RELATIONS VIOLATIONS	105	0.9	128	1.1	108	0.9
SAFETY VIOLATIONS	25	0.2	26	0.2	16	0.1
TOTAL VIOLATIONS	149	1.3	196	1.6	143	1.2
TOTAL PERFECT CHECKS	27	N/A	37	N/A	44	N/A

Summary for First Transit - Pomona

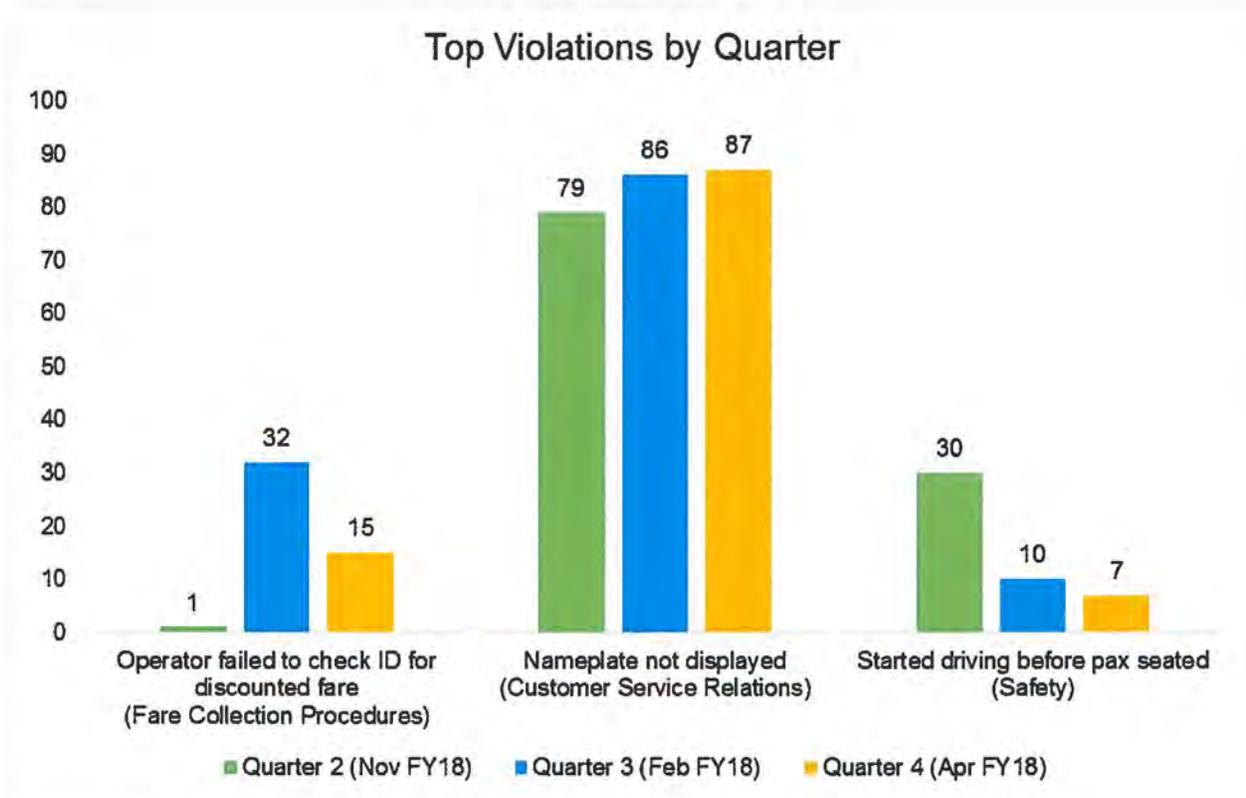
	NOV 2017	AVERAGE VIOLATIONS PER TRIP	FEB 2018	AVERAGE VIOLATIONS PER TRIP	APR 2018	AVERAGE VIOLATIONS PER TRIP
TOTAL AUDITS CONDUCTED	68	N/A	66	N/A	89	N/A
FARE VIOLATIONS	14	0.2	21	0.3	6	0.1
CUSTOMER RELATIONS VIOLATIONS	89	1.3	63	1.0	74	0.8
SAFETY VIOLATIONS	12	0.2	11	0.2	6	0.1
TOTAL VIOLATIONS	115	1.7	95	1.4	86	1.0
TOTAL PERFECT CHECKS	12	N/A	22	N/A	37	N/A



Results

Operators with no noted violations are awarded a certificate and "Perfect Check" pin, which can be worn as part of their uniform. In the Fourth Quarter audit, a total of 81 coach operators had perfect checks.

The audit results show a nine percent decrease in total violations from the Third Quarter (February 2018) for the Pomona facility, which can be attributed to a decrease in Fare Violations and Safety Violations. The Arcadia facility had a 27 percent decrease in total violations in the Fourth Quarter, which can be attributed to a decrease in Safety Violations, Fare Violations, and Customer Service Violations. In comparison to the Third Quarter, there was a 41 percent overall decrease in Safety Violations. The majority of the violations in the Fourth Quarter for the service characteristics observed fell within the following areas:





As the chart above demonstrates, there has been a significant decrease in the “Failure to check identification” violations. However, we continue to see an increase in nameplate violations.

Auditors also observed and reported on-time performance during each observed trip. For the trips observed this audit period, 71 percent were reported as being on time, which is a slight increase from the previous quarter.

While the primary focus of the Coach Operator Audits is on Fare, Safety, and Customer Service violations, staff have modified the audit process to include an Americans with Disabilities (ADA) challenge. The challenge for this audit period required the mystery riders to make a request for the ramp to be deployed. Of the 127 requests made, 99 percent of the operators complied.

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

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

Sincerely,

Tanya M. Pina
Operations Contract Manager

Doran J. Barnes
Executive Director



June 29, 2018

To: Executive Board

Subject: **Holiday Service Schedule for Fiscal Year 2018-2019**

Recommendation

Approve the proposed FY 2018-2019 Holiday Service Schedule.

Analysis

Foothill Transit traditionally operates a weekend schedule on most federal holidays. On these holidays ridership on both our local and commuter lines is very low, indicating that Foothill Transit’s weekend schedule would better meet ridership demand. As such it is recommended that Foothill Transit operate a Sunday schedule on the following federal holidays:

Holiday	Day of Week	Date
Independence Day	Wednesday	July 4
Labor Day	Monday	September 3
Thanksgiving Day	Thursday	November 22
Christmas Day	Tuesday	December 25
New Year’s Day	Tuesday	January 1
President’s Day	Monday	February 18
Memorial Day	Monday	May 27

Budget Impact

Operating Sunday schedules on the above listed holidays will result in approximately \$750,838 in reduced operating cost than if regular weekday service was provided on the dates listed above.

Sincerely,

Joseph Raquel
Director of Planning

Doran J. Barnes
Executive Director



June 29, 2018

To: Executive Board

Subject: **Disadvantaged Business Enterprise (DBE) Program Goal**

Recommendations

Adopt a DBE program goal of two percent for Foothill Transit's federally funded projects undertaken during federal fiscal years (FFY) 2019 through 2021 (October 1, 2018 through September 30, 2021).

Analysis

United States Department of Transportation (DOT) regulations require that each public entity receiving DOT funding establish an overall DBE goal every three years, and in May of this year the Board authorized staff to conduct public outreach to obtain feedback from the vendor community relative to Foothill Transit's proposed DBE goal of two percent. This goal was calculated based in part on the number of DBE firms listed in the California Unified Certification Program (UCP) directory and identified as ready, willing and able to perform work on Foothill Transit's planned federally-funded projects during the current three-year period. The calculation also took into account the planned investments of federal funds on projects undertaken in the upcoming three-year period, and the rate of participation by DBE firms during the most recent three-year period.

Foothill Transit is under the jurisdiction of the U.S. Court of Appeals for the Ninth Circuit which, in May of 2006 ordered a change in the administration of DBE programs by California recipients of U.S. Department of Transportation transit and highway funds. The court's decision resulted in Foothill Transit's implementation of a DBE race-neutral program. A race-neutral program allows Foothill Transit to establish a percentage goal for DBE participation for all federally funded projects to be undertaken by the agency, but does not permit Foothill Transit to require that proposers achieve a specific percentage goal for DBE participation on any one contract.

In the upcoming three federal fiscal years - October 1, 2018 to September 30, 2021 - the current plan is that Foothill Transit will invest its federal funds to complete the following projects:



- Expansion of the in-depot electric bus charging station at the Arcadia operations and maintenance facility;
- Construction of an in-depot electric bus charging station at the Pomona operations and maintenance facility;
- Construction of the downtown mid-day layover facility at the intersection of 16th Street and Maple Avenue;
- Construction of a transit center on the campus of Mt. San Antonio College;
- Expansion of the employee parking lot at the Arcadia operations and maintenance facility;
- Procurement of buses to replace or expand the current Foothill Transit revenue vehicle fleet.

Revenue vehicle procurements are not subject to Foothill Transit's DBE program goal because the DOT directly manages the DBE requirements placed on bus manufacturers. As such, Foothill Transit's DBE goal for the upcoming triennial period is based on the number of ready, willing and able DBE vendors for activities likely to be engaged for any construction related projects.

The methodology used in the determination of an appropriate DBE goal includes utilizing data of firms available to provide the services that would be needed for construction related activities utilizing the most recent Census Data on County Business Patterns for Los Angeles County and the UCP. The UCP provides access to all registered DBEs from throughout the state. These sources support analyzing data utilizing the North American Industry Classification System (NAICS) to match the types of industries that would be used for the possible federally funded projects.

The Federal Transit administration stipulates a two-step process for calculation of the weighted base figure. That process was utilized as delineated below:

STEP ONE:

- Projects on which federal funds are expected to be invested during FFY 2019 through FFY 2021 were identified
 - Downtown Mid-day Bus Layover Facility
 - Mt. SAC Transit Center
 - Arcadia Facility Employee Parking Lot Expansion
 - Arcadia Facility Electric Bus Charging Station
 - Pomona Facility Electric Bus Charging Station



- The various disciplines to be utilized on each project were listed
- The federal investment on each discipline within each project was estimated and listed
- The NAICS codes associated with each discipline was identified and listed
- For each project and NAICS code, a weighting factor was calculated based on the federal financial investment as a percentage of the overall federal financial investment for all of the listed projects
- The relative availability of DBEs by NAICS codes was then calculated by:
 - Identifying the number of DBEs available in Los Angeles County under each of the relevant NAICS codes in the most current list of DBE Certified firms on the Caltrans website
 - NAICS Code 238290 (Elevator manufacture and installation) data was drawn from statewide figures and not restricted to Los Angeles County as the selected prime contractor would likely need to conduct a wider search than Los Angeles County for that resource
 - Identifying the number of firms (DBE and non-DBE) in the Los Angeles County catchment area available to perform work in each discipline
 - NAICS Code 238290 (Elevator manufacture and installation) data was drawn from statewide figures and not restricted to Los Angeles County as the selected prime contractor would likely need to conduct a wider search than Los Angeles County for that resource
 - Calculating relative availability as the ratio of the number of DBE firms available in each NAICS code to the number of all firms available in each NAICS code
- The weighted base figure of three (3) percent was calculated by multiplying the weighting factors by the relative availability for each Project and NAICS code and then summing the weighted base figures



STEP TWO:

- A comparison was made between the projects undertaken in the previous three-year period and those to be undertaken in the upcoming three-year period. The upcoming projects are similar to past projects and utilize many of the same disciplines as in prior years.
 - FFY 2015 – FFY 2018 Projects: Transit Center and Park & Ride Construction; Park & Ride surface lot development; Electric Bus charging station construction
 - FFY 2019 – FFY 2021 Projects: Transit Center Construction; Bus parking lot development; Electric Bus charging infrastructure construction; Employee Parking Lot expansion
- Because the upcoming projects are similar to those undertaken recently, the median DBE past participation (1.12%) on contracts completed during the last three years was considered and averaged in with the weighted base figure calculated in Step One to determine the DBE Program Goal for FFY 2019 – FFY 2021
- The Step 2 adjustment appears reasonable in light of the significant construction activity in and around downtown Los Angeles that is currently occurring and projected to continue through the next several years

The two percent proposed figure is being recommended as staff has concluded its consultative process that invited input from the local business community. Public notification of the June 12, 2018 public hearing that was held at 2:00 PM at the West Covina administrative offices regarding Foothill Transit's proposed DBE goal began shortly after the May Executive Board meeting by way of classified ads placed in the San Gabriel Valley Tribune, the Inland Valley Daily Bulletin, La Opinion, and the Los Angeles Times.

During the course of the public outreach process, no vendors or other members of the public responded to Foothill Transit's Proposed DBE goal of two percent, and no vendors participated in the June 12 Public Hearing. Pending Board action on June 29, 2018 Foothill Transit's FFY 2019 through FFY 2021 DBE goal will be published using a variety of means, including but not limited to Foothill Transit's website and through classified ads placed in the San Gabriel Valley Tribune, the Inland Valley Daily Bulletin, La Opinion, and the Los Angeles Times.

As provided for in the federal regulations and as mentioned earlier, Foothill Transit's DBE program would only apply to its DOT-assisted projects with the



exception of bus purchases. Applicable state and local requirements and regulations related to affirmative action, as modified by the California Civil Rights Initiative (Proposition 209), apply to an organization's state and local contract projects, but not to its DOT-assisted projects. Proposition 209 prohibits the granting of preferential treatment in public contracting based on an individual's or firm's race, sex, color, ethnicity or national origin.

To ensure maximum DBE participation, staff will continue to conduct outreach to small businesses, as well as to certified and prospective DBE vendors in order to meet its triennial goal by using race-neutral means of facilitating DBE participation. Race-neutral DBE participation includes occasions where a DBE is awarded a prime contract through customary competitive procurement procedures and when a DBE firm is awarded a subcontract on a prime contract that does not have a DBE goal.

Budget Impact

There are some minor costs related to advertising the DBE program goal and contracting opportunities. These expenses were included in the adopted Fiscal Year 2018-2019 budget.

Sincerely,

Kevin Parks McDonald
Deputy Executive Director

Doran J. Barnes
Executive Director



June 29, 2018

To: Executive Board

Subject: **June 2018 Legislative Summary**

Recommendation

Receive and file the June 2018 Legislative Summary. Adopt an oppose position on AB 327.

Analysis

A summary of state and federal legislation and corresponding status is attached. Board members should note that staff recommends an oppose position on AB 327.

State Issues:

For more than three years, the California Transit Industry has been engaged with the California Air Resources Board (CARB) on the development of the Innovative Clean Transit regulation. The ICT regulation, which is currently available as a draft summary, is expected to be adopted in September 2018 and will require transit agencies across the state, including in the jurisdiction of the SCAQMD, to begin to purchase zero-emission buses in the early 2020s. While there is still work to be done to finalize the framework of this statewide regulation, the potential for transit agencies to reach agreement with CARB could be jeopardized by the possibility of local regulatory action.

AB 327 would authorize the South Coast Air Quality Management District (SCAQMD) to adopt rules and regulations that require operators of public and commercial fleet vehicles, including public transit agencies, to purchase the cleanest commercially available vehicles that will meet the operator's operational needs.

We are concerned that additional regulatory action by the SCAQMD, because it is unspecified in AB 327, could be incompatible with the requirements ultimately established by CARB. Foothill Transit has been actively involved in providing input to help craft the ICT regulation. Further information on this is provided in a separate Board Agenda item.

Democratic legislative leaders and the Governor came to agreement on the broad strokes of a 2018-19 State spending plan. According to Senate President pro Tempore Toni Atkins (D-San Diego), "The proposed budget balances fiscal responsibility with social responsibility by significantly expanding the Rainy Day Fund and also making record levels of investment in



education funding, both K-12 and higher education, child care access, and funding to fight homelessness and to protect children from living in deep poverty.”

One component upon which the leaders did not agree is how to spend the upcoming year’s auction proceeds from the Cap and Trade system. The Legislature will likely turn to that issue after they deliver a budget bill to the Governor. The California Transit Association has requested that the Legislature include \$250 million for the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project, which supports the purchase of zero and near-zero emission buses and infrastructure, in the Cap and Trade Expenditure Plan.

The California Public Utilities Commission (CPUC) unanimously approved \$768 million in investments in charging infrastructure to support the deployment of electric buses, trucks, and cars. This investment is the result of the Transportation Electrification (TE) proceeding initiated by the CPUC pursuant to SB 350 (de Leon) to support the deployment of electric buses, trucks, and cars.

Of this total, transit agencies in the service jurisdictions of Southern California Edison (SCE) and Pacific Gas & Electric (PG&E) will be eligible to benefit from up to \$227.7 million of investment in electric bus charging infrastructure, and are guaranteed a minimum investment of \$52.5 million.

The Association and several transit agency members including Foothill Transit were key participants in this TE proceeding, having submitted comments and testimony to the CPUC over the last year that outlined the enormous infrastructure investment needs of our industry. Our collective input was routinely cited as justification for the size and importance of investment in public transit.

Federal Issues:

H.R. 6016, The Bus Operator and Pedestrian Safety Act was introduced in Congress on June 6, 2018. Congresswoman Grace Napolitano is an author of the bill and did reach out to us for input prior to introducing the bill which we provided. There are details of the bill that need further evaluation before we are able to take an official position at this time.

On June 7, the full Senate Committee on Appropriations marked up S. 3023, the FY 2019 Transportation, Housing and Urban Development, and Related Agencies (THUD) Appropriations Bill. The Senate THUD Appropriations bill



provides additional funding for public transportation, above the levels authorized by the Fixing America's Surface Transportation Act (FAST Act). The bill provides approximately \$16.1 billion for public transportation and intercity passenger rail, including \$13.6 billion for public transportation and \$2.5 billion for intercity passenger rail grants. The House Committee on Appropriations approved its version of the THUD Appropriations bill on May 24. Similar to the 2018 THUD Appropriations Act, the bill provides additional funding above the FAST Act's FY 2019 authorized levels for several priorities, including:

- Bus and Bus Facilities Grants (\$400 million) (including \$209.1 million for formula grants, \$161.4 million for competitive grants, and \$29.5 for No and Low emissions competitive grants);
- State of Good Repair Grants (\$362 million); and
- Capital Investment Grants (CIG) (\$251 million).

The Senate THUD Appropriations bill provides \$2.55 billion for CIG projects, \$1.55 billion more than the Administration's request (which proposed no funding for new CIG projects).

Budget Impact

AB 327 has no budget impact at this time.

Sincerely,

David Reyno
Director of Government Relations

Doran J. Baknes
Executive Director

Attachment

2018 Legislation Summary

Current as of 6/15/2018

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
AB 1	Frazier	<p>AB 1 and SB 1 are \$6 billion/year proposals, like the proposals that preceded them in the 2015-2016 Special Session on Transportation Infrastructure, include a combination of new revenues, additional investments of Cap and Trade auction proceeds, accelerated loan repayments, Caltrans efficiencies & streamlined project delivery, accountability measures, and constitutional protections.</p> <p>These proposals would continue to fund public transit by doubling the Cap and Trade allocation to the Transit and Intercity Rail Capital Program and Low Carbon Transit Operations Program; and, each triples the incremental diesel sales tax going to the State Transit Assistance program, from 1.75% to 5.25% (an effective increase of 3.5%).</p>	This bill could lead to increased state funding for Foothill Transit.	See SB 1	CTA - Support	Support Position Adopted 2/24/2017
AB 17	Holden	This bill would create a Transit Pass Program to provide free or reduced-fare transit passes to public school, community college, California State University and University of California students. This program would join the Transit and Intercity Rail Capitol Program and Low Carbon Transit Operations Program as a transit related Cap and Trade expenditure once appropriated from the Greenhouse Gas Reduction Fund. Recent amendments (May 31, 2016) have removed a dedicated funding amount for this program.	This bill could help support Foothill Transit's Class Pass Program.	Passed by the Legislature. Vetoed by the Governor on 10/15/2017		Support Position Adopted 2/24/2017
AB 301	Rodriguez	Existing law prohibits a person from operating a commercial motor vehicle unless the person has passed a written and driving test for the operation of a commercial motor vehicle that complies with specified federal standards and any other requirements imposed by the Vehicle Code. AB 301 would require the Department of Motor Vehicles, by June 1, 2019, to ensure that the maximum	This bill would assist Foothill Transit's Operating Contractors from lengthy delays in hiring coach operators due to difficulty obtaining the appropriate license.	Assembly Committee on Appropriations	CTA - Support	Support Position Adopted 5/26/2017

2018 Legislation Summary

Current as of 6/15/2018

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		<p>wait time to obtain an appointment to take the driving skills test to operate a commercial motor vehicle does not exceed 7 days. The bill would require the department, by June 1, 2018, to submit a report to the budget and transportation committees of the Legislature detailing how the department intends to achieve the 7-day maximum wait time. The bill would require the report to include, among other components, the methodology the department intends to use to collect and monitor wait times, and an implementation timeline for the department's recommendations.</p>				
<p>AB 327</p>	<p>Gipson</p>	<p>For more than three years, the California Transit Industry has been engaged with the California Air Resources Board (CARB) on the development of the Innovative Clean Transit regulation. The ICT regulation, which is currently available as a draft summary, is expected to be adopted in September 2018 and will require transit agencies across the state, including in the jurisdiction of the SCAQMD, to begin to purchase zero-emission buses in the early 2020s. While there is still work to be done to finalize the framework of this statewide regulation, the potential for transit agencies to reach agreement with CARB could be jeopardized by the possibility of local regulatory action.</p> <p>AB 327 would authorize the South Coast Air Quality Management District (SCAQMD) to adopt rules and regulations that require operators of public and commercial fleet vehicles, including public transit agencies, to purchase the cleanest commercially available vehicles that will meet the operator's operational needs.</p>	<p>Foothill Transit has been actively involved in providing input to help craft the ICT regulation. The ICT will put clarity on what is required of us going forward with the purchase of our clean bus fleet. A separate local rule will complicate the process and make appropriate fleet purchase planning very difficult.</p>	<p>Committees on Environmental Quality and Transportation & Housing</p>	<p>CTA - Oppose</p>	<p>Oppose</p>

2018 Legislation Summary

Current as of 6/15/2018

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		We are concerned that additional regulatory action by the SCAQMD, because it is unspecified in AB 327, could be incompatible with the requirements ultimately established by CARB.				
AB 1113	Bloom	This bill would amend the statutes governing the State Transit Assistance (STA) program to clarify several ambiguities that led to the State Controller's Office's (SCO) 2016 administrative changes. These changes implemented new calculation and allocation methodologies for the STA program, suddenly changing the way these vital funds are distributed. These STA grant funds are vital to the ongoing operations and capital projects of about 145 public transit systems statewide.	This bill would help bring consistency and clarity to Foothill Transit's budgeting process related to the STA Program.	Signed by the Governor & Chaptered by the Secretary of State - 7/21/2017	CTA - Support	Support Position Adopted 3/24/2017
AB 1756	Brough	This bill would repeal SB 1 which is now known as the Road Repair and Accountability Act of 2017	This bill will mean a loss of additional state transit funding Foothill Transit would receive under the new law.	Assembly Committee on Transportation		Oppose Position Adopted 2/23/2018
AB 2304	Holden	This bill would require the Department of Transportation to submit a report to specified committees of the Legislature on or before January 1, 2022, on the status of transit pass programs statewide.	This bill would provide an assessment on statewide transit pass programs and highlight Foothill Transit's successful Class Pass which could lead to state funding for these programs.	Senate Committee on Rules		Support Position Adopted 4/13/2018
AB 3201	Daly	This bill would require the California Air Resources Board (ARB) to create a five-year plan for developing, deploying, and investing in, cleaner heavy-duty truck and bus technologies, and incentive funding to be used to meet current and future regulatory compliance obligations, like the Innovative Clean Transit regulation.	This bill will assist Foothill Transit's electric bus program by clarifying the Legislature's support for a well-funded and stable transition to a zero-emission transit bus fleet by ensuring transit agencies retain access to vital incentive funding.	Assembly Committee on Appropriations	CTA - Support	Support Positions Adopted 4/13/2018

2018 Legislation Summary

Current as of 6/15/2018

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
ACA 5	Frazier	This measure would add Article XIXD to the California Constitution to require revenues derived from vehicle fees imposed under a specified chapter of the Vehicle License Fee Law to be used solely for transportation purposes. The measure would prohibit these revenues from being used for the payment of principal and interest on state transportation general obligation bonds that were authorized by the voters on or before November 8, 2016. The measure would prohibit the revenues from being used for the payment of principal and interest on state transportation general obligation bonds issued after that date unless the bond act submitted to the voters expressly authorizes that use. The measure would also prohibit the Legislature from borrowing these revenues, except as specified, or using them for purposes other than transportation purposes.	This bill would protect Foothill Transit's dedicated state transportation funds from being diverted for other purposes.	Signed by the Governor & Chaptered by the Secretary of State - 4/17/2017	CTA - Support	Support Position Adopted 5/2/2017
SB 1	Beall	See AB 1. SB 1 adds another 0.50% sales tax on diesel fuel increment, for intercity and commuter rail purposes.	This bill could lead to increased state funding for Foothill Transit.	Signed by the Governor & Chaptered by the Secretary of State - 4/28/2017	CTA - Support	Support Position Adopted 2/24/2017
SB 268	Mendoza	This bill would change the Los Angeles County Metropolitan Transportation Authority (Metro) Board of Directors current governance structure, including an increase in members from 16 to 21. The original composition of the Metro Board was the result of a lengthy, local process in which all local stakeholders were brought together to develop a consensus. This bill attempts to undermine existing law and unilaterally overrule a locally agreed upon governance structure. The restructuring of a local board should be done at the local level and not at the state level and sets a troubling precedent for local entities.	If this bill becomes law, it would be a step towards putting the Foothill Transit JPA at risk of being altered by state legislation at any time with the local governing agencies having no control in the matter.	Assembly Committee on Local Government	Metro - Oppose	Oppose Position Adopted 6/30/2017

2018 Legislation Summary

Current as of 6/15/2018

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
SB 1434	Leyva	This bill would support and accelerate the deployment of battery-electric transit buses by requiring the California Public Utilities Commission (PUC) to initiate a ratemaking proceeding that addresses the high cost of electricity as a fuel with the goal of securing an electricity rate structure that supports widespread transit electrification.	This bill would be very important to Foothill Transit as we add more electric buses to our fleet by providing certainty to the electricity rate structure we are subject to, thus allowing us to plan and budget accordingly and lead to reduced operating costs.	Assembly Committee on Utilities & Energy	CTA - Support	Support Positions Adopted 4/13/2018
Prop 69		ACA 5, last year's measure enabling voters to ensure revenues from SB 1 will be dedicated to transportation purposes, has been assigned its proposition number by the Secretary of State. The measure will appear as Proposition 69 on the June statewide ballot. Last year the Legislature acted to place the measure on the ballot this year, as part of the process of passing SB 1.	Intended to nullify concerns that SB 1 funds will be diverted away from their intended purposes. Prop 69 requires a simple majority approval by voters to be codified in the state constitution.	June 2018 State Ballot	CTA - Support	Support Position Adopted 2/23/2018



June 29, 2018

To: Executive Board

Subject: **Over-the-Road Coach Demonstration**

Recommendation

Receive and file a report on Foothill Transit's plan to demonstrate an over-the-road coach in service.

Analysis

At the recent Bus and Paratransit Conference in Tampa, over-the-road coach manufacturer MCI showcased their new Commuter Coach model - MCI D45 CRT LE, a 45-foot over-the-road coach with capacity to seat 54 passengers. In developing this model, MCI focused heavily on improved access for passengers using mobility devices. The new bus also provides a more efficient and comfortable means of boarding and alighting from the bus.

In June 2010, Foothill Transit tested a 45-foot, 58-passenger over-the-road coach in service at no cost to the agency. The plan was to test it on all five commuter lines (Lines 493, 497, 498, 499, and 699). The test results showed customers were concerned with the steep stairway and narrow aisles and seats. With no second door, passenger boarding and alighting became an operational issue as passengers could not board and disembark at the same time. This led to long boarding and alighting times at bus stops. Using an ADA lift to raise passengers with mobility devices from ground level to the seating level of the coach was cumbersome and inefficient.

The new MCI D45 CRT LE is designed with a low-floor curb level ADA ramp, a second door and an ergonomically designed spiral staircase for ease of entry.

The demonstration bus will be diesel-powered. However, MCI is developing a battery-electric model with extended range capabilities.

The vehicle will be on loan from the manufacturer and the demonstration is tentatively scheduled to begin in early August and last approximately four weeks.



As currently envisioned, the demonstration will consist of the following components:

Route Selection

The bus will be tested on express routes as well as on local routes with high ridership, such as Line 486.

Customer Feedback

One goal of the demonstration is to see how customers react to the bus. Staff will collect feedback through surveys and customer comments, and will then compile and summarize the results, which will then be presented to the Board.

Feedback from Contractors

Feedback will be collected from coach operators and staff at the operations and maintenance facilities to gauge how well the bus performed, whether it maneuvered well in service, and to determine if it is compatible with the bus wash and maintenance bays, and other relevant feedback.

Ridership Data

Ridership data will be collected throughout the demonstration, including the peak number of riders on the bus.

Marketing and Customer Communication

The coach will be a new experience for most of our customers. Among other areas, we will provide information on ADA vestibule.

In addition, we will explore marketing opportunities as these buses will be visibly different from anything currently in service in the San Gabriel and Pomona Valleys. As such, this demonstration would be a high profile event, which could provide a significant marketing opportunity.

We will explore installing a bus decal or wrap that adds the Foothill Transit logo to the bus to help customers recognize the vehicle as their Foothill Transit bus when it is in service during the demonstration period.



By the end of the demonstration, we expect to gain insight into how well the bus performs and whether it is compatible with Foothill Transit's operation.

Sincerely,

Roland M. Cordero
Director of Maintenance & Vehicle Technology

Doran J. Barnes
Executive Director



June 29, 2018

To: Executive Board

Subject: **Electric Bus Program Update**

Recommendation

Receive and file this update on new regulations, programs, and funding sources for Foothill Transit's electric bus program.

Analysis

Foothill Transit's electric bus program has been very successful, with over 1.5 million electric miles driven to date. In the past six months, there have been many changes in the regulatory and funding landscape for zero emissions projects. This report provides a summary of recent changes and opportunities, organized by agency or source.

California Public Utilities Commission

For the past 18 months, the California Public Utilities Commission (CPUC) has been developing a rulemaking that would enable the State's investor-owned utilities to invest in electric vehicle charging infrastructure. Each utility put forward a proposed plan, which CPUC reviewed and modified. The final plans were approved at the CPUC board meeting on May 31 of this year.

As adopted, our utility Southern California Edison (SCE) will be deploying programs to invest over \$350 million in EV charging infrastructure, with the majority directed to heavy-duty bus and truck fleets. Edison will pay the cost for "make-ready" projects, which consist of all the transformers, paneling, trenching, and civil work required to bring electricity to each stub for an EV charger. In addition, they will be providing a 50 percent rebate to transit agencies and schools to cover a portion of the charger unit costs.

The cost of these projects will be considered an infrastructure investment for SCE, which means they will be "rate based," and be recouped over time through the electricity bills of all SCE customers. In its original application for over \$700 million, SCE estimated that the average monthly bill would increase by 50 cents to cover the cost of the program. Since the program was effectively reduced by more than half, this monthly increment will be much smaller.



This program, which SCE has named Charge Ready Transport, will launch in 2020 and run for five years. This program is described more fully later in this report.

In addition, CPUC approved three new rate tariffs that SCE proposed to apply to heavy-duty electric vehicles. These tariffs are beneficial for Foothill Transit, both to simplify our bills and lower the cost of electricity. In the first five years after the tariffs are made available, Edison will waive any demand charges that a property may incur from high-power charging. Over the subsequent five years, demand charges would be phased back in. After ten years, the tariff would stabilize with a mix of demand and energy charges, but will be lower than what we are paying currently.

Last, the utility approved a one-year pilot program, intended to launch quickly while other programs are being developed, which would direct \$4 million to pay for charging infrastructure for transit agencies within the SCE territory. This program is described more fully below.

The passage of these programs by CPUC represents a major victory for Foothill Transit as we seek to grow our charging infrastructure for electric bus deployments. It is the result of more than 18 months of engagement with the SCE and CPUC, which we engaged directly and in partnership with the California Transit Association (CTA) and our leading sister agencies.

Southern California Edison

In response to the CPUC approval of its application, SCE is launching several new programs that Foothill Transit can tap into as we grow our fleets.

Charge Ready Transit Bus

The first program, Charge Ready Transit Bus, launched on June 4, 2018 and is expected to run for approximately 12 months. SCE has dedicated \$4 million in funding for transit make-readies. The funding is open first-come first-serve, with each application vetted to make sure it meets the programmatic and technical requirements to qualify.

Foothill Transit's application for this program was submitted earlier this month. As of June 11, SCE had received applications from four different transit properties. We expect to learn more in the coming months about this installation.



Charge Ready Transport

The new Charge Ready Transport program approved by California Air Resources Board (CARB), which is valued at \$356 million, will install EV charging infrastructure at a minimum of 870 SCE customer sites by 2024. These sites will support the electrification of at least 8,490 medium- and heavy-duty electric vehicles, such as electric buses and forklifts.

At least 25 percent of the budget will be dedicated to vehicles operating at ports and warehouses in SCE's territory. Participants in communities that are the most severely impacted by pollution and economic hardship will benefit greatly, receiving a rebate for as much as half of the cost of their charging stations.

Foothill Transit will be coordinating with SCE on this program as it moves into the implementation phase and launches in 2020.

California Air Resources Board

In the past several months, we have seen progress in the California Air Resources Board's (CARB) electric bus rulemaking. For several years, CARB has been in development of a regulation that requires transit agencies to adopt zero emission buses (ZEBs), including both electric and fuel cell. Many parties have been engaged on the topic, and Foothill Transit has been partnering with CTA to find a solution that works for our industry.

In December of last year, CARB released a "regulation draft concept" that laid out a proposed rule structure. The key points of the concept included:

- For all agencies in the State, starting in 2030, 100 percent of an agency's bus purchases must be zero-emission.
- All agencies must meet a glide path of increasing ZEB purchases, with limited flexibility to an agency to meet targets.
- Once the requirements phased in, transit agencies would lose access to State funding such as the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP), which by statute can only be used to incentivize bus purchases that exceed the State mandate.
- The regulation applied not just to standard 40-foot transit buses, but to other vehicles as well including cutaway paratransit buses and over-the-road commuter road coaches.

In response to this draft concept, CTA worked with a subcommittee of transit agency leaders, including Foothill Transit, to develop a response and



counterproposal that would achieve the overall goals of the State while providing transit agencies the flexibility they would need to implement such a large change.

As a result of the advocacy of CTA and its member agencies, in June CARB released an updated detailed regulation draft that modified its original position to include many of the counterpoints put forward. On June 13, CARB hosted a workshop for all parties in Sacramento where the proposed elements of this draft were discussed. In attendance were Executive Director Doran Barnes, and Electric Bus Program Manager Andrew Papson. The updated draft incorporated many of our counterpoints, and opened up group discussion on others. These updated key elements included:

- As proposed by CTA, each agency will develop an individualized ZEB adoption plan that provides flexibility and local control over implementation.
- As proposed by CTA, the requirements will be waived if the industry is not meeting benchmark targets of price and performance.
- The phase in requirements will be different for large agencies vs. small agencies, giving smaller operators more time to incorporate the new technology.
- Leading agencies such as Foothill Transit will receive “bonus credits” for our early adoption, which can be used to defer later purchases.
- Cutaways and motor coaches are excluded from the regulation until at least 2026, and after such vehicles have been approved by Altoona.

It is clear from this updated draft regulation that CARB is listening to the concerns of CTA and transit agencies, and is willing to modify the regulation to be compatible with our needs. The comment period for this new proposal is open until July 23. CARB staff expects the final regulation to go to the CARB board in September.

Progress on Chargers at Arcadia Operation Facility

Staff is currently working with Proterra in the design and installation of an overhead in-depot charging system at the Arcadia Operations and Maintenance facility for the 14 40-foot Proterra Catalyst extended-range buses. Incorporated into the project is Foothill Transit’s application to the SCE Transit Charge Ready program that was mentioned above. If Foothill Transit’s application is selected, SCE will design, permit, and install all the necessary infrastructure from the transformers to the meter and to the stubups inside the bus parking lot. Proterra’s engagement will be to provide the chargers,



dispensers, signal bridge and other related materials and labor. The project schedule is currently in development but slated for completion by year end.

One pedestal mounted charger was installed recently to enable charging of three of the 14 Proterra buses which are being deployed on Line 280.

A contract award for In-Depot Charging Design Services will be presented to the Executive Board for approval for the design and implementation of a full-scale in-depot charging system at both Pomona and Arcadia Operations and Maintenance facilities.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Roland M. Cordero'.

Roland M. Cordero
Director of Maintenance & Vehicle Technology

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

Doran J. Barnes
Executive Director



June 29, 2018

To: Executive Board

Subject: **Contract Award - In-Depot Charging Design Services**

Recommendation

Authorize the Executive Director to negotiate final terms and conditions and enter into a contract with Burns & McDonnell in the amount of \$440,800 for In-Depot Charging Station Design Services.

Analysis

In February of this year, the Executive Board authorized the issuance of Request for Proposals (RFP) No. 18-038 for consulting services to help Foothill Transit better understand the infrastructure and design challenges related to the advancement of the agency's initiative of operating an all-electric fleet by 2030.

The project scope of work encompassed the following elements:

- **Analysis of infrastructure needs through 2030:** Develop a schedule for phasing in charging equipment and power electronics for the coming years, based on the fleet replacement schedule.
- **Market analysis of charging equipment:** Summarize the current state of the market for charging equipment and providers, and provide information on where the market is going in coming years.
- **Evaluation of on-site transformer and conduit needs:** Forecast the amount of civil work and power electronics that will be required in coming years.
- **Evaluation of utility grid infrastructure and sufficiency:** Identify current capacity restrictions in the local utility grid, and prepare a roadmap for expanding the capacity through utility planning process.
- **Charger layout analysis and operational impact:** Plan for deploying charge endpoints while minimizing disruption, parking loss, and impacts to operations.



- **Renewable energy options analysis:** Present options for incorporating solar, stationary battery, and other technologies for renewable or resilient energy.
- **Capital investment requirements:** Evaluate the funding that will be required in future years to grow the electric infrastructure to meet a full fleet need.

A pre-proposal site visit was conducted on April 12 to allow interested firms to gain some perspective on our bus depot size and configuration as it relates to our fleet electrification initiative. The firms were allowed to submit questions they had and Foothill Transit provided responses on April 25.

Four proposals were received from Alisto Engineering Group, Black & Veatch, Stantec, and Burns McDonnell. Those four proposals were reviewed and evaluated by an evaluation team consisting of five members of Foothill Transit's administrative team.

The four firms were invited to an interview that included questions from the panel of evaluators. Interviews took place on May 24 and May 25. After the interview, each firm was asked to submit a Best and Final Offer, which included any changes to their proposal and final price. The BAFOs also addressed issues, concerns, and questions posed during the interviews.

Their written proposals and BAFO responses were evaluated based on the following evaluation criteria:

The Technical Proposals were evaluated on the basis of the following factors, each having the weighted value set forth below:

1. Project Understanding	20 points
2. Statement of Qualifications, Experience, and Organizational Relationships	30 points
3. Work Plan and Technical Approach	30 points
TOTAL	80 points

Price was weighted at 20 percent of the total score and was scored as follows:

$$\text{Proposer's Price Score} = \frac{\text{Lowest Price}}{\text{Proposer's Price}} * 20 \text{ Points}$$



As indicated in **Attachment A**, Burns & McDonnell is the highest ranked proposer earning 88.63 points out of a total 100 points.

Burns & McDonnell is a global consulting, engineering, and construction firm with more than 200 professionals located in California. Their written proposal, interview responses, and BAFO submittal demonstrated full understanding of the requirements and scope of work. They are the primary design firm for New Flyer and have completed active projects at LA Metro, Utah Transit, University of Utah, Columbia University, and New Flyer Vehicle Innovation Center. They also provided consulting services on Solar, Microgrid, and EV Energy with the Port of San Diego. Burns & McDonnell is a founding member of the Alliance for Transportation Electrification, a broad and diverse coalition of organizations advocating for an acceleration of transportation electrification across the US. In addition, they are an active member of Electric Power Research Group that is working on establishing standards for electric bus charging systems. Engineering News Record recognized Burns & McDonnell as the number one engineering design firm serving the electrical power industry.

Burns & McDonnell included three sub-contractors on their team with specialized expertise in route planning, planning software, and energy management. AMMA Transit Planning will use its transit planning and operations expertise to assess operational impacts at each Foothill Transit depot because of incremental electrical infrastructure build-out. Ebusplan will utilize its Electrification Planner software tool to analyze Foothill Transit's operational data and model Foothill Transit's bus routes. This will allow the team to optimize the types and quantity of charging equipment needed at each operations and maintenance facility and how the infrastructure should be incrementally deployed. Greenlots is a leading provider of open standards-based EV charging stations and software. They will help develop a solution to optimize overnight charging and provide midday load smoothing while integrating other generation sources such as battery storage.

With anticipated project start this coming July, Burns McDonnell's project timeline calls for completion of the project by March 2019.



Budget Impact

Funding is included in the approved Fiscal Year 2018-2019 Business Plan and Budget for the design of in-depot charging systems.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Roland M. Cordero'.

Roland M. Cordero
Director of Maintenance & Vehicle Technology

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

Doran J. Barnes
Executive Director

Attachment A

		Proposer			
Evaluation Factors	Maximum Score	Black & Veatch	Alisto	Burns & McDonnell	Stantec
Project Understanding	20	14.64	14.80	19.08	14.12
Statement of Qualifications, Experience, and Organizational Relationships	30	24.66	14.10	27.72	22.32
Work Plan and Technical Approach	30	22.32	15.30	27.18	18.24
<i>Technical Score</i>	<i>80</i>	<i>61.62</i>	<i>44.20</i>	<i>73.98</i>	<i>54.68</i>
Contract Price		\$361,410.00	\$322,880.00	\$440,800.00	\$327,580.68
<i>Price Score</i>	<i>20</i>	<i>17.87</i>	<i>20.00</i>	<i>14.65</i>	<i>19.71</i>
Overall Score	100	79.49	64.20	88.63	74.39
Rank		2	4	1	3



June 29, 2018

To: Executive Board

Subject: **Contract Amendment - Bus Heavy Maintenance Agreement No. 15-062**

Recommendation

Authorize the Executive Director to amend Contract No. 15-062 in the amount of \$1,800,000 to complete the repainting, livery upgrade, bus decal installation, and heavy maintenance on 30 60-foot articulated buses with Complete Coachworks and extend the contract term to September 30, 2018.

Analysis

Foothill Transit's 30 articulated coaches were procured and placed into revenue service in March 2007. These coaches operate 24 hours a day in Silver Streak service, traveling between Montclair and downtown Los Angeles. As the accumulated mileage on each of these buses approached six hundred thousand miles, it was necessary that they undergo a heavy maintenance program to repower and refresh them. Foothill Transit entered into a contract with Complete Coachworks in September 2015 in the amount of \$4,062,156 for the repainting, livery upgrade, and heavy maintenance on the agency's fleet of 30 60 ft. articulated buses to enhance reliability, reduce road-calls, and lower maintenance costs. To replace them with new articulated coaches would cost approximately \$1 Million per bus. The heavy maintenance will add at least five years of service to each bus at a fraction of the cost for a new bus.

The contract Scope of Work (SOW) consisted of:

- Engine power package assembly;
- Front, center, and rear suspension upgrade;
- Higher grade paint and finish; and
- Exterior bus decals and numbering.

The heavy maintenance program includes replacing all engine and transmission harnesses, miscellaneous electrical harnesses, cables, and wiring in the engine compartment, including the Catalytic Converter-Muffler area. The buses are repowered with a new model factory Cummins 8.9 ISL G 320 engine power plant and the front, center, and rear suspension components are restored to original equipment manufacturer specifications.



See attached **Exhibit A** for further details on the SOW.

In addition to the SOW, the contract allows for "Unanticipated Work" to be performed. Unanticipated Work is defined as repairs that neither the Contractor nor Foothill Transit anticipated would be required or that were not visible during the joint inspection process on each bus.

Out of the 30 articulated coaches, 21 have gone through repowering and repainting for a total cost to-date of \$4,038,656, including Unanticipated Work and sales tax. The approved contract price was \$4,062,156, sales tax included and excluding any costs for Unanticipated Work.

Some examples of Unanticipated Work encountered to date include: rotted flooring, worn and damaged articulated bellows, "A" Pillar stress cracks, wheelchair ramp damage, body stress cracks, worn exit door assemblies, worn fuel doors, battery, and battery disconnect doors, damaged and worn driver's side dash panel, undercoating, etc. The most expensive unanticipated work has been related to flooring repairs and articulated bellows replacements.

The average cost for items included in the scope of work for the 21 buses completed is \$127,600.37, while the average cost for Unanticipated Work is \$54,192, and the average sales tax per bus is \$10,524.19. The overall average cost per bus is \$192,316.56. Based on these costs and with nine buses remaining, a contract amendment is necessary in order to facilitate and complete the work on the remaining nine buses. It is projected that an additional \$1,730,850 will need to be added to the contract.

Budget Impact

The adopted Fiscal Year 2018-2019 budget includes funds for fleet heavy maintenance.

Sincerely,



Roland M. Cordero
Director of Maintenance & Vehicle Technology



Doran J. Barnes
Executive Director



Foothill Transit
Going Good Places

EXHIBIT A

SCOPE OF WORK



Foothill Transit

Going Good Places

EXHIBIT A

SCOPE OF WORK

These specifications detail the technical requirements for the repowering and repainting of and application of decals and other specified work on thirty (30) sixty (60)-foot articulated North American Bus Industries (NABI) Buses (the "Project"). The Contractor shall be responsible for all transportation costs, materials, and labor unless specifically noted.

This Project is designed to enhance fleet reliability, reduce road-calls, and lower maintenance costs in the following areas:

- A. Engine Power Package Assembly
- B. Front, Center, and Rear Suspension
- C. Paint, Finish and Color
- D. Decals / Numbering

As used in this Scope of Work, "Bus(es)" means each of the articulated buses contemplated by the RFP.

If an item in this Scope of Work is identified as "brand name or equal," the purchase description reflects the characteristics and level of quality that will satisfy Foothill Transit's needs. The salient physical, functional, or performance characteristics that "approved equal" products must meet are specified in the Scope of Work. Unless Foothill Transit has clearly indicated in writing that an "equal" product has been approved, and is identified by brand name, if any, and make or model number, the Contractor shall provide the brand name product referenced in the Scope of Work.

SEC. 1 PRE-DEPARTURE AND DELIVERY INSPECTIONS

Foothill Transit and the inspection team for Foothill Transit's service contractor, TransDev, will perform a pre-departure inspection of all Buses prior to the Contractor taking possession of Buses for rehabilitation. It shall be the responsibility of the Contractor to confirm/verify the condition of each Bus against the pre-departure inspection report. Any damages incurred during transportation shall be the responsibility of the Contractor and shall be repaired at the Contractor's expense.

During the repowering, painting, and other work of the Contractor, if the Contractor damages any features on the Buses, the Contractor shall notify Foothill Transit within one (1) day of the

discovery of the damage, and the Contractor shall be responsible for replacing the features prior to continuing performance of the Scope of Work. The Contractor shall not be entitled to any adjustment in the Contract Price for any work resulting from Contractor-caused damage.

Prior to delivery of the Buses back to Foothill Transit, the Contractor shall ensure that the engine oil, transmission oil, hydraulic fluid, and engine coolant are topped-off to the correct amount. The Contractor shall use the same grade/rating of fluids as recommended by the original equipment manufacturers.

SEC. 2 REPOWERING

A. Detailed specifications for repowering each Bus are as follows:

Power Package Assembly

Contractor shall provide the following work on the power package assembly:

1. Steam clean engine compartment.
2. Paint engine compartment framework with rust inhibitor paint factory color.
3. Replace all engine and transmission harnesses, miscellaneous electrical harnesses, cables, and wiring in engine compartment and Cat-Muffler area.
4. Install new engine compartment lighting.
5. Install new heat insulation or barriers in engine compartment and catalytic converter/muffler compartment to protect harnesses, wiring, hoses, exterior body panels and paint.
6. Cover and insulate all harnesses and wiring for heat protection.
7. Repowered with a new model factory Cummins 8.9 ISL G 320 engine power plant.
8. Dyno-Test Allison B500 Gen IV transmission.
Note: If transmission fails Dyno-Test have transmission rebuilt to factory specs. Contractor shall provide a copy of the Dyno-Test Report to Foothill Transit representative.
9. Install new catalytic converter-muffler unit.
10. Reuse air-conditioner compressor unit and pulley clutch assembly.
11. Install new throttle pedal and sensor assembly
12. Reuse drive line assembly/drive shaft assembly.
13. Install new engine oil filters.
14. Install new engine fuel filters.
15. Install rebuilt air compressor.
16. Install rebuilt alternator.
17. Reuse starter.
18. Install rebuilt hydraulic pump.
19. Install new transmission oil filters.
20. Install new engine Air Cleaner Filter.
21. Install engine with all new Belts.
22. Install new motor and transmission mounts.
23. Install all new blue silicone coolant hoses in engine compartment area. Remove any Parker EZ Form black hoses and replace with Blue Silicone Hoses.
24. Add all new fluids.
25. Recharge Freon to proper level.
26. Replace radiator to meet the cooling demands and specifications of an 8.9.ISL G 320 HP engine.

27. Recondition and install transmission heat exchanger unit.
28. Install new top and bottom radiator hoses.
29. Reseal all hydraulic cooling system hoses.

Contractor shall fully test all the gauges and switches in the engine compartment rear run box. All gauges and switches must be fully functional at the time of Bus delivery. "Gauges" include: transmission oil, engine oil, air, and coolant. "Switches" include rear-run, engine comp lights, engine start, stop engine run, wake, rpm control, 12v receptacle.

B. Front, Center, Rear Suspension

Contractor shall thoroughly steam clean front, center, and rear suspension area and axles. Adjust ride height to NABI specifications. Contractor shall bring the front, center, and rear suspension components to original equipment manufacturer specifications in the manner recommended below.

Contractor shall take the following actions on Front Suspension:

1. Steam clean Front of undercarriage axle and suspension area.
2. Install all new shocks with adjustable "KONI" shocks and set at firm setting.
3. Install all new air bags with "Goodyear" bags.
3. Install new leveling valve and linkage.

Contractor shall take the following actions on Center Suspension:

1. Steam clean Center of undercarriage axle and suspension area;
2. Install all new shocks with adjustable "KONI" shocks and set at softest setting;
3. Install all new air bags with "Goodyear" bags.
4. Install new leveling valves and linkage.

Contractor shall take the following actions on Rear Suspension:

1. Steam clean Rear of undercarriage axle and suspension area.
2. Install all new shocks with adjustable "KONI" shocks and set at firm setting.
3. Install all new air bags with "Goodyear" bags.
4. Install new leveling valves and linkage.
5. Install and torque to factory specifications new NABI Locknuts P/N 2-340-001-039 & Flat-Washers P/N 700-8602-051 on rear lower radius rods to C-Frame mount

C. Exterior Body

Contractor shall thoroughly clean, inspect, and prepare the exterior of the Bus for bus painting.

Contractor shall take the following inspection actions:

1. Inspect the entire body and all exterior panels and caps for cracks, corrosion, and accident damage; and
2. Steam clean exterior of Bus.

After inspection of the body and exterior panels, the Contractor shall provide Foothill Transit with: (a) photo documentation of exterior body damage; (b) proposed exterior body work to repair the

damage; (c) labor hours necessary to complete the exterior body work; and (d) the Contractor's quote to complete the exterior body work in accordance with Section 8 of the Contract.

Any exterior body work beyond what is required for painting prep, will be considered additional work and beyond the scope of work under this RFP. Any additional work will require approval from Foothill Transit's representative prior to commencement of repairs. Any repairs performed without proper approval will be the responsibility of the Contractor. After Foothill Transit has approved the exterior body work, the Contractor shall proceed to complete such work. "Exterior body work" includes:

1. Repair rusted-through holes by removing the rusted materials and replacing lost metal by welding steel patches—made of materials that match the parent materials of the part being repaired; and
2. Repair or replace all functionally damaged, cracked, or corroded panels with new parts.

All exterior surfaces shall be smooth and free of visible fasteners, wrinkles, and dents. Body filler materials may be used for surface dressing but must not exceed the thickness recommended by the supplier and may not be used for repair of damaged or improperly fitted panels.

Special care shall be taken with the outside sheathing; roof, roof bonnets, and interior finish so that all kinks and buckles are removed before assembly to present a true and smooth finish. This shall be accomplished without excessive grinding, which may weaken the structure material.

D. Final Inspection

Contractor shall inspect the following items to meet California Highway Patrol's public service operation standards, all manufacture specifications or ratings and correct any defects found as a result of such inspection:

1. Engine oil level.
2. Engine coolant level.
3. Transmission oil level.
4. Hydraulic fluid level.
5. Charging system operation.
6. Air system operation.
7. Proper heat insulation of all harnesses, wiring, tubing and exterior body panels on or near power package assembly area.
8. Proper clamping or securement of all harnesses, cabling, wiring, hoses, lines, tubing in power package assembly area.

Additionally, the buses must pass the following inspections and/or tests:

1. Each bus shall be free of air, oil, coolant, exhaust and CNG leaks.
2. Each bus shall pass road test(s) for performance, operation, and handling.
3. Each bus shall be free of defects and flaws in the body and exterior paint scheme in accordance with the paint acceptance criteria set forth below.

SEC. 3 PAINTING, FINISH, AND COLOR

A. Painting Process

The Contractor shall properly prepare the Bus for painting, and shall protect all materials which include, but are not limited to, glass, plastic, rubber, and other underlying metal surfaces. The Contractor will take appropriate steps to prevent overspray (i.e., the unintentional painting of items, such as, roof top, roof top decals, windows, glass, lamps, lights, etc.). Prior to commencing any painting, the Contractor shall remove all exterior lamps and rubber seals, and will prep all hinged panels and engine doors. The Contractor shall also prepare the Bus for painting by removing exterior trim and sanding the body of the Bus.

Contractor shall paint the Bus exterior/body using a three-stage paint process: (i) apply a primer coating; (ii) apply a base coating (color); and (iii) apply a clear coating.

To ensure proper decal adhesion, the Contractor shall provide adequate paint drying or curing time prior to any decal installations to prevent defects. The Contractor shall allow pre-scheduled and consistent intervals for paint to fully cure prior to decal installation.

After painting, the Contractor shall re-install and apply exterior trim and decals.

B. Paint/Coating Standards

Contractor shall paint the Bus body using new Foothill Transit color standards. The exterior shall be in Foothill Transit Imron Elite White 822641. Exhibit C shows the livery design with the pantone color codes.

The base coating shall be finished with lead-free PPG Delta DUHS 3.5 VOC, DuPont's IMRON Elite 8840S Voc Clearcoat, or approved equal.

The primer coating and clear coating shall be in accordance with the paint supplier guidelines.

The clear coating shall be graffiti-resistant.

All paint and coating used shall be lead-free.

C. Application Standards

Exterior surfaces shall be properly prepared as required by the paint system supplier prior to application of paint to assure a proper bond between the basic surface and successive coats of original paint for the service life of the Bus. Paint thickness measurements and pull tests will be performed according to the paint suppliers' procedures with equipment provided by the Contractor.

D. Finishing

All painted surfaces shall have a true and smooth surface that will not show sanding, orange peel or grinding marks after painting. Where wood is placed against wood, both surfaces shall be coated with an approved sealing compound. All steel and aluminum body parts that are to be

painted shall be thoroughly cleaned and treated before priming with a primer compatible with the paint system.

Note: If a difference of finish appearance is conflicted by Contractor and Foothill Transit Representatives, Contractor is required to provide readings and documents using a BYK Wave-Scan Dual (Orange Peel/DOI) Meter to meet the following Paint Finish Appearance Specifications:

DOI of 90.0 or higher (Gloss).....DOI reads gloss shine
R of 7.0 or higher (Orange-Peel).....R reads amount of Orange-Peel

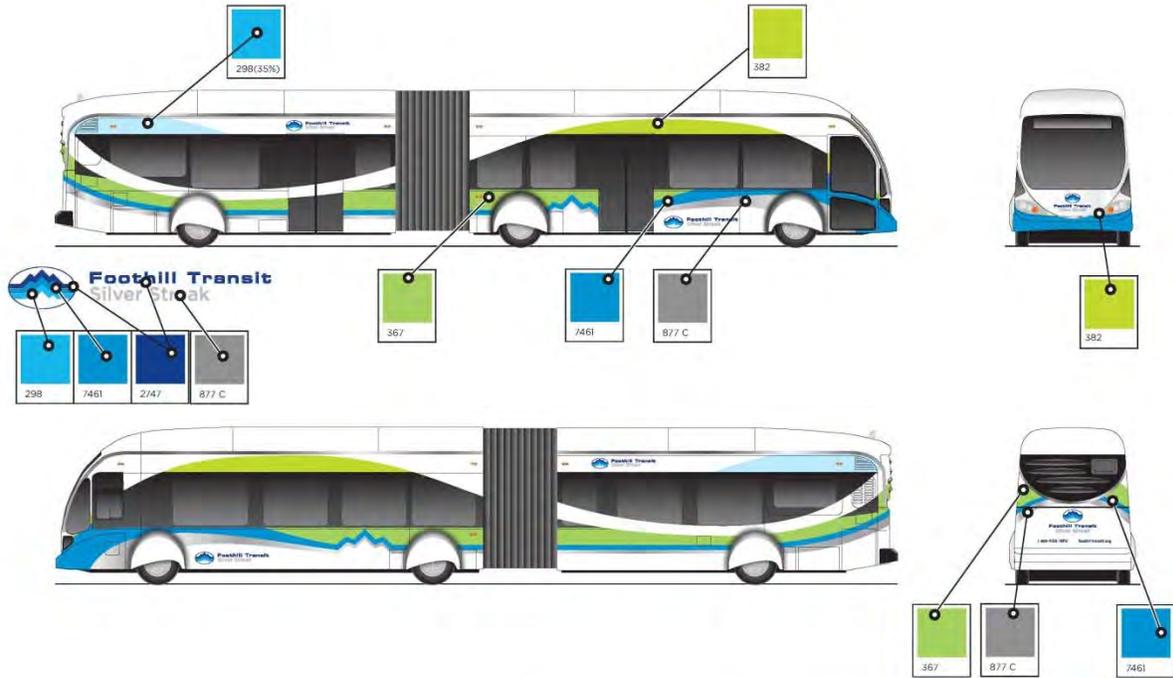
SEC. 4 DECALS AND COACH NUMBERING

The Contractor shall supply and apply decals onto the Bus without altering the original Bus numbering scheme.

All signage locations shall be in compliance with Americans with Disabilities Act (ADA) requirements. Any change to prior signage locations must be approved in advance by Foothill Transit.

All decals shall be 3M or approved equal. The materials shall be graffiti-protective-coated with a minimum of 2 millimeters of thickness. A schematic of the interior and exterior decals is provided in Exhibit D. Exhibit D must only be used as a point of reference for interior and exterior decals (not livery design). Foothill Transit strongly recommends that the Contractor compare and validate the type and application of decals to ensure consistency with Foothill Transit's existing fleet.

EXHIBIT C



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EXHIBIT D (cont.)

