



**Foothill Transit**  
Going Good Places

## EXECUTIVE BOARD MEETING

West Covina, CA  
Friday, September 25, 2015



Foothill Transit

# Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING  
8:00 AM, September 25, 2015  
Foothill Transit Administrative Office  
2<sup>nd</sup> Floor Board Room  
100 South Vincent Avenue  
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: MEMBERS CALAYCAY, DE LA TORRE, DELACH, HERRERA, SHEVLIN
4. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF AUGUST 28, 2015
5. PRESENTATIONS:
  - 5.1. Contractors' Employee Recognition
  - 5.2. New & Promoted Employee Introduction
6. PUBLIC COMMENT

CONSENT CALENDAR: Items 7 through 12 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

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Public Comment: Members of the public shall have the right to address the Board on any item of interest which is within the jurisdiction of the Board before or during the Board's consideration of the item. Presentation shall not exceed 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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7. FISCAL YEAR 2015-2016 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

*Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through August, 31, 2015. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of August 31, 2015 for the fiscal year ending June 30, 2016.*

8. AUGUST 2015 PERFORMANCE INDICATORS REPORT

*Recommended Action: Receive and file the August 2015 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 សូមទាក់ទងមកការិយាល័យនាយកប្រតិបត្តិ 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.

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



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9. SEPTEMBER 2015 LEGISLATIVE SUMMARY

*Recommended Action: Receive and file the September 2015 Legislative Summary. There are no recommended positions on bills this month.*

10. CONTRACT AWARD - NETWORK EQUIPMENT SUPPORT RENEWAL

*Recommended Action: Authorize the Executive Director to enter into a three-year contract renewal with Trace3 in the amount of one hundred sixteen thousand two hundred seventy five dollars and sixty one cents (\$116,275.61) for Network Equipment Support.*

11. AZUSA INTERMODAL TRANSPORTATION CENTER MEMORANDUM OF UNDERSTANDING (MOU) - AMENDMENT NO. 5

*Recommended Action: Authorize the Executive Director to execute Amendment No. 5 to the Memorandum of Understanding (MOU) with the City of Azusa related to the construction of the Azusa Intermodal Transportation Center.*

12. LOW CARBON FUEL STANDARDS PROGRAM

*Recommended Action: Receive and file an update on the Low Carbon Fuel Standards (LCFS) program.*

REGULAR AGENDA:

13. Foothill TRANSIT CLASS PASS UPDATE

*Recommended Action: Receive and file the Foothill Transit Class Pass Update.*

14. RECENT RIDERSHIP TRENDS

*Recommended Action: Receive and file a report on recent ridership trends.*

15. PROPOSED SERVICE ENHANCEMENTS

*Recommended Action: Recommend that the Governing Board approve the proposed service enhancements for implementation in January 2016.*



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16. CONTRACT AMENDMENT - SMARTBUS TECHNICAL ADVISORY SERVICES

*Recommended Action: Authorize the Executive Director to execute Amendment No. 2 to Agreement No. 14-030 with IBI Group in the amount of \$645,316 for SMARTBus Technical Advisory Services for additional technical assistance to accomplish the replacement of the analog radio with VoIP technology and assistance with the implementation of Foothill Transit's SMARTBus System Replacement Project.*

17. CONTRACT AWARD - ARCADIA FACILITY IMPROVEMENTS

*Recommended Action: Authorize the Executive Director to enter into Agreement No. 16-005 with Kanaan Construction Inc. in the amount of \$381,300 for construction activities related to the interior and exterior improvements at the Arcadia Operations & Maintenance Facility.*

18. REQUEST TO ISSUE RFP - TRANSIT SERVICES - ARCADIA FACILITY (RFP NO. 16-021)

*Recommended Action: 1. Amend Agreement No. 14-028 with Transdev Services, Inc., to change the expiration date for the base contract term from June 30, 2018 to July 2, 2016; and 2. Issue a request for proposals (RFP NO. 16-021) for transit operations and maintenance services at Foothill Transit's Arcadia Facility.*

19. TRANSIT STORE QUARTERLY REPORT

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

20. EXECUTIVE DIRECTOR COMMENT

21. BOARD MEMBER COMMENT

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

Property Address/Location: 1162 N. Citrus Avenue, Covina, CA 91722  
Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Darold D. Pieper, Kevin McDonald  
Negotiating Parties: Charles McKeag, MLC Holdings, Inc,  
Under Negotiation: Price and Terms



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23. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (Gov't Code § 54956.9(d)(2)):  
Claim Received from: Transdev
24. CLOSED SESSION REPORT
25. ADJOURNMENT

**A Meeting of the Foothill Transit  
Governing Board is scheduled for  
Friday, October 16, 2015 at 7:45 a.m.**

**A Special Meeting of the Foothill Transit  
Executive Board is scheduled for  
Friday, October 23, 2015 at 8:00 a.m.**

**The Executive Board Meeting  
Scheduled for October 30, 2015 is cancelled.**



**Foothill Transit**

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

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

**Friday, August 28, 2015  
8:00 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Herrera at 8:04 a.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Carol Herrera.

**3. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Peggy Delach, Member Michael De La Torre,  
Vice Chair Becky Shevlin and Chair Carol Herrera

Absent: Member Corey Calaycay

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

Approval of the minutes for the Regular Meeting of June 26, 2015

On motion of Vice Chair Shevlin, seconded by Member De La Torre, the minutes for the Regular Meeting of the Executive Board of June 26, 2015 were approved by the following vote:

Ayes: Vice Chair Shevlin, Member De La Torre, and Chair Herrera

Abstentions: Member Delach

Absent: Member Calaycay

**5. PRESENTATIONS**

5.1 Contractors' Employee Recognition

Jim Marshall, General Manager, First Transit, introduced and recognized the following Pomona location First Transit operator of the month:

Herbert Holguin, Operator of the Month (August 2015)

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

Robert Adamson, Operator of the Month (August 2015)

Andy Huerta, Employee of the Month (August 2015)

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

5.2 New & Promoted Employee Introduction

New Hire:

Andrew Papson, Electric Bus Program Manager

Promotion:

Ali Showkatian, Safety Compliance Coordinator

Ruben Cervantes, Finance Analyst

After discussion, by Common Consent, and there being no objection, the Board recognized new and promoted employees.

**6. PUBLIC COMMENT**

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

**CONSENT CALENDAR**

**7. FISCAL YEAR 2015-2016 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through July 31, 2015. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited



operations and financial condition as of July 31, 2015 for the fiscal year ending June 30, 2016.

Motion by Member De La Torre, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0, Member Calaycay absent.

8. **JULY 2015 PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the July 2015 Performance Indicators Report.

Motion by Member De La Torre, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0, Member Calaycay absent.

9. **ADA PARATRANSIT FARE STRUCTURE**

Recommendation: Support Access Services' request for modification of current ADA fare requirements (Attachment A).

Motion by Member De La Torre, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0, Member Calaycay absent.

10. **TRAVEL AND REIMBURSEMENT POLICY**

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

Motion by Member De La Torre, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0, Member Calaycay absent.

11. **CONTRACT AMENDMENT - DIGITAL RADIO EQUIPMENT**

Recommendation: Action: Authorize the Executive Director to execute an amendment to Agreement No. 15-051 with Mobile Relay Associates (MRA) in the amount of \$272,131 including tax for the provision of digital radio equipment and enhanced dispatch workstations.

Motion by Member De La Torre, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0, Member Calaycay absent.

12. **CONTRACT AMENDMENT - ARCHITECTURAL & ENGINEERING DESIGN FOR AZUSA INTERMODAL TRANSPORTATION CENTER**

Recommendation: Recommended Action: Authorize the Executive Director

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to execute Amendment No. 10 to Contract No. 11-036 with Choate Parking Consultants in the amount of \$5,260 for additional architectural and engineering services for the Azusa Intermodal Transportation Center Project.

Motion by Member De La Torre, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0, Member Calaycay absent.

13. **CONTRACT AMENDMENT - CONSTRUCTION OF THE AZUSA INTERMODAL TRANSPORTATION CENTER**

Recommended Action: Authorize the Executive Director to execute Amendment No. 4 to Contract No. 15-002 with Klorman Construction in the amount of \$345,244 for construction of the underground infrastructure of the electric bus charging stations at the Azusa Intermodal Transportation Center.

Motion by Member De La Torre, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0, Member Calaycay absent.

14. **CONTRACT AWARD - ROUTERS AND SWITCHES REPLACEMENT PROJECT**

Recommended Action: Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 16-003 with SigmaNet in the amount of one hundred ninety seven thousand thirty nine dollars and seventy two cents (\$190,039.72) for the Routers and Switches Replacement Project.

Motion by Member De La Torre, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0, Member Calaycay absent.

15. **CONTRACT AWARD - REPAINTING DECAL INSTALLATION AND HEAVY MAINTENANCE ON 30 60-FOOT ARTICULATED BUSES**

Recommended Action: Authorize the Executive Director to negotiate final terms and conditions for the repainting, livery upgrade, bus decal installation and heavy maintenance on 30 60-foot articulated buses with Complete Coachworks in the amount of Four Million Two Hundred Four Thousand Six-Hundred Fifty-Six Dollars (\$4,204,656).

Motion by Member De La Torre, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0, Member Calaycay absent.

## **REGULAR AGENDA**

Chair Herrera welcomed Governing Board Member Corey Warshaw, City of West Covina and Governing Board Member Gary Boyer, Glendora.

16. **CALIFORNIA TRANSIT ASSOCIATION'S 50<sup>TH</sup> ANNUAL FALL CONFERENCE & EXPO UPDATE, NOVEMBER 18-20, PASADENA**

Recommendation: Action: Receive and file the California Transit Association's 50<sup>th</sup> Annual Fall Conference & Expo update.

Katie Gagnon, Special Projects Manager, presented this item.

Motion by Vice Chair Shevlin, second by Member De La Torre, to receive and file. Motion carried 4-0, Member Calaycay absent.

17. **REGIONAL INTERAGENCY TRANSFER (IAT) POLICY**

Recommendation: 1. Adopt the proposed changes to the Policy on Use of Interagency Transfer as described in Attachment A; and 2. Adopt Title VI Equity Evaluation and findings on the proposed transfer policy change that was conducted by LA Metro on behalf of the LA County region (Attachment B).

John Xie, Fare Revenue Specialist, presented this item.

In response to a question posed by the Board, Mr. Barnes stated that implementation of the proposed changes to the Interagency Transfer Policy will reduce potential abuse and should speed up the boarding process.

Motion by Member Delach, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0, Member Calaycay absent.

18. **REQUEST TO ISSUE RFP - FARE RESTRUCTURING STUDY**

Recommendation: Authorize the Executive Director to issue a Request for Proposals (RFP) No. 16-016 for Foothill Transit to seek Proposals from qualified firms or individuals to conduct a fare restructuring study that will evaluate Foothill Transit's current fare structure, provide recommendations, and that will function as a predictive tool to be applied in the future, as needed.

Michelle Caldwell, Director of Finance & Treasurer, presented this item.

Motion by Member De La Torre, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0, Member Calaycay absent.

19. **REASONABLE MODIFICATION POLICY**

Recommendation: Receive and file a status report on Foothill Transit's Reasonable Modification Policy.

Tanya Pina, Operations Contract Manager, presented this item.

In response to questions posed by the Board, Ms. Pina provided various examples of the types of modification requests Foothill Transit may receive from customers. Mr. Barnes stated that staff will work diligently to administer the policy within the regulations and requirements, and that staff will work closely with our contractors and regional partners to ensure staff is being consistent.

Motion by Vice Chair Shevlin, second by Michael De La Torre, to receive and file. Motion carried 4-0, Member Calaycay absent.

20. **AUGUST 2015 LEGISLATIVE SUMMARY**

Recommendation: 1. Receive and file the August 2015 Legislative Summary; and 2. Adopt support positions on ABX1 7, SBX1 8, ABX1 8, SBX1 7, and SCAX1 1 and an oppose position on AB 1217.

Katie Gagnon, Special Projects Manager, presented this item.

Vice Chair Shevlin requested that staff take a look at SB 350, which would restrict the usage of gasoline within 15 years and how it would affect Foothill Transit. In response to Vice Chair Shevlin, Mr. Barnes indicated that Director of Government Relations David Reyno and Special Projects Manager Katie Gagnon would look into the bill's impact on Foothill Transit.

Motion by Member Delach, second by Member De La Torre, to receive and file, the Board acknowledged their position in supporting ABX1 7, SBX1 8, ABX1 8, SBX1 7, and SCAX1 1 and in opposing AB 1217. Motion carried 4-0, Member Calaycay absent.

21. **FY 2014-2015 YEAR-END FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary for the fiscal year ending June 30, 2015. The attached Financial



Statements and Investment Report Summarize Foothill Transit's unaudited operations and financial condition for the fiscal year ending June 30, 2015.

Michelle Caldwell, Director of Finance & Treasurer, presented this item.

Motion by Vice Chair Shevlin, second by Member De La Torre, to receive and file. Motion carried 4-0, Member Calaycay absent

22. **FISCAL YEAR 2014-2015 PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the Fiscal Year 2014-2015 Performance Indicators Report.

Stephanie Mak, Operations Analyst, presented this item.

In response to Vice Chair Shevlin's question in regards to declining ridership, Mr. Barnes stated that staff would bring back a report that includes additional details.

Motion by Member Delach, second by Vice Chair Shevlin, to receive and file. Motion carried 4-0, Member Calaycay absent

**EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Foothill Transit is the recipient of a Gold Level Award as part of APTA's sustainability commitment.
- The American Public Transportation Foundation held their annual meeting and made awards to scholars and 6 members of the Foothill Transit team received scholarships. Foothill Transit had more scholarship recipients than any other transit system in the country.
- Congratulations to Board Chair Herrera on her re-election to the position of Secretary of the APTA Transit Board Members Committee. Carol is also working with the Leadership APTA program as part of the oversight committee for Leadership APTA, which is APTA's premiere senior level training and development program.
- Roland Cordero, Director of Maintenance & Vehicle Technology will be graduating from Leadership APTA and has recently been accepted

into the prestigious ENO Senior Leadership Program.

- Felicia Friesema, Director of Marketing & Communications has been accepted as a member of the upcoming class for Leadership APTA.
- Mr. Barnes introduced Barrick Neill, Regional Vice President, Transdev and Alberto Gonzales, President, Pulsar Advertising. Mr. Gonzales stated that Foothill Transit has received 3 first place APTA AdWheel Awards.
- Mr. Barnes stated he is very honored and excited to have been nominated to serve as the Vice Chair of APTA. The vote takes place in October right as the Annual Meeting begins. In September of 2016 he will become Chair of the association when the conference takes place in Los Angeles. He thanked the Board for their support in allowing him to participate at the national level.
- David Reyno, Director of Government Relations, also serves as Chair of the San Gabriel Valley Economic Partnership (SGVEP) and this morning as Chair he is hosting a legislative breakfast where Ian Calderon is scheduled to speak. On September 12<sup>th</sup> the SGVEP will hold their annual gala and among the honorees will be Sharon Neely who was instrumental with the LACTC in the creation of Foothill Transit. David or Katie will provide additional details to those Board Members interested in attending.
- A Special Governing Board Meeting will be held September 18, 2015 and there is a Governing Board Meeting scheduled for October 16, 2015.
- The September Regular Executive Board is scheduled for September 25, 2015. The Foothill Transit Regular Executive Board Meeting scheduled for October 30, 2015 has been cancelled. A Special Executive Board Meeting has been scheduled for October 23, 2015.

### **BOARD MEMBER COMMENT**

24. Comments by Members of the Foothill Transit Executive Board.

There were none.

**CLOSED SESSION**

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

Property Address/Location: APN: 8448-019-045, 8448-019-044, 8448-019-042, 8448-019-041, 8448-019-040

Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Katie Kraft, Darold D. Pieper, Kevin McDonald

Negotiating Parties: Andy McIntyre of McIntyre Company, Kyle Weichert of Lewis Operating Corporation

Under Negotiation: Price and Terms

26. **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (Gov't Code § 54956.9(d)(2)):**

Claim Received from: Transdev

27. **CLOSED SESSION REPORT**

Darold Pieper, General Counsel, reported that no reportable actions were taken on Closed Session items 25 and 26.

**ADJOURNMENT**

28. Adjournment for the August 28, 2015 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:49 a.m.



September 25, 2015

To: Executive Board

Subject: **Fiscal Year 2015-2016 Financial Statements and Investment Summary**

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### **Recommendation**

Receive and file the Financial Statements and Investment Summary year-to-date report through August 31, 2015.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of August 31, 2015 for the fiscal year ending June 30, 2016.

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

#### Assets

The balance sheet, as of August 31, 2015 shows total assets at \$315.8 million. This total consists primarily of \$200.6 million in fixed assets, \$94.4 million in cash and investments and \$20.8 million in receivable and prepaid assets. Foothill Transit's cash position of \$77 million is \$14 million less than the previous month, and is \$3 million more than last year in August.

#### Liabilities

The accounts payable balance is \$8.7 million. Accounts Payables include operating and maintenance for \$4.56 million and \$841,000 for fuel.

The deferred revenue of \$77.2 million represents capital grants and funds that are reserved for planned capital expenditures.

### **Investments (Attachment B)**

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. Funds held with Bank of the West in non-interest earning accounts qualify for FDIC insurance, eliminating the risk of loss.

The cash and investments balance includes \$19.4 million in non-interest bearing accounts held with Bank of the West; \$31.5 million in interest bearing money market accounts with Bank of the West; \$11 million with Chase; \$14.0 million with Bank of the West Agency notes; \$3.0 million with Wells Fargo





certificates of deposit; \$500,000 with Bank of the West certificates of deposit; and \$15 million invested in the Local Agency Investment Fund (LAIF).

The current interest rates on all accounts are included on Attachment B. The LAIF investment, money market accounts, and the deposits with Chase earn interest but are immediately available as cash should they be required. The investments are held for six months to five years and are planned for future capital and operating funding requirements.

**Operating and Capital Revenues and Expense Analysis** (Attachment C)

August 2015 year-to-date fare revenues were \$2,937,400 which is \$209,287 (6.6%) less than the year-to-date budgeted amount and \$236,342 less than August 2014. August 2015 ridership is also lower than targeted.

Year-to-date operating costs through August 2015 were \$12,469,495 which is \$614,167 less than the budget and \$663,625 more than August 2014. Of this \$12,469,495, the year-to-date operating costs for the Arcadia and Pomona operating contractors total \$9,792,542. The other primary operating expense is fuel which was \$838,436 through August 2015.

Capital expenditures through August were \$1,501,603, compared with \$277,750 last year at this time. The annual budget for capital expenditures includes purchase of 30 CNG buses and completion of the Azusa Intermodal Transportation Center.

Farebox Recovery Ratio

The farebox recovery ratio through August was 23.5 percent; 0.6 percent less than the performance target of 24.1 percent. The farebox recovery ratio is derived by dividing the total fare revenue of \$2,937,400 by the total bus operating expense of \$12,469,495. This ratio is less than the August 2014 ratio of 26.8 percent.

**Total Disbursements** (Attachment D)

Total disbursements reflect invoices paid for the month of August 2015; they do not reflect the total expense incurred for the month. If an expense has been incurred but has not yet been invoiced or paid, Finance accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for August 2015 were \$5.2 million.



Capital disbursements totaled \$151,311.58, fuel was \$456,761.96 and other significant disbursements include \$1.8 million to First Transit and \$1.9 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



**Attachment A**

Foothill Transit  
Balance Sheet  
As of August 31, 2015

<b>Assets</b>	
Current Assets:	
Cash	76,950,666
Investments	17,488,000
Due from government agencies	15,889,653
Other receivables	4,307,074
Other assets	553,654
Total Current Assets	<u>115,189,047</u>
Property & Equipment (net of depreciation)	200,620,806
Total Assets	<u><u>315,809,853</u></u>
<b>Liabilities and Equity</b>	
Current Liabilities:	
Accounts payable and accrued liabilities	8,666,537
Deferred Revenue	<u>77,192,576.73</u>
Total Liabilities	<u>85,859,114</u>
<b>Equity</b>	
Fund Balance:	
Investment in Capital Assets	200,620,806
Current Year Change	(2,586,242)
Reserve	<u>31,916,175</u>
Total Equity	<u>229,950,739</u>
Total Liabilities and Equity	<u><u>\$ 315,809,853</u></u>



Attachment B

Summary of Cash and  
Investment Account  
For August 31, 2015

	Interest Rate	Term	Principal/ Book & Market Value
<b>Cash:</b>			
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$12,279,937
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,500
Bank of the West-Excise Tax	N/A	Demand Deposit	7,140,904
Bank of the West-Money Market	0.180%	Demand Deposit	7,047,136
Bank of the West-Money Market	0.180%	Demand Deposit	14,553,441
Bank of the West-Money Market	0.180%	Demand Deposit	9,601,226
Bank of the West-CA Transit Assistance	0.080%	Demand Deposit	252,551
Chase Business Saving	0.030%	Demand Deposit	11,053,809
LAIF Investment	0.240%	Demand Deposit	15,019,762
Subtotal Cash on Hand			<u>\$76,950,666</u>
<b>Investments:</b>			
Bank of the West	1.500%	Callable Note	\$3,000,000
Bank of the West	1.250%	Callable Note	1,000,000
Bank of the West	1.250%	Callable Note	10,000,000
Bank of the West	1.250%	Cert. of Deposit	500,000
Wells Fargo	0.350%	Cert. of Deposit	2,988,000
Subtotal Investments			<u>\$17,488,000</u>
Total Cash and Investments			<u><u>\$94,438,666</u></u>



Executive Board Meeting - 09/25/15  
 FY 2015/2016 Financial Statements and Investment Summary  
 Page 6

Attachment C

Foothill Transit  
 Statement of Revenue and Expense  
 For Month Ended August 31, 2015

	Actual YTD August-15	Budget YTD August -15	Variance	Actual YTD August - 14	
<b>Operating Revenue</b>					
1	Farebox	\$1,606,575	\$1,638,333	(11.56%)	\$1,720,457
2	Pass Sales	\$588,414	733,333	(19.76%)	\$668,291
3	TAP Cash Purse	\$501,369	500,000	0.27%	\$493,473
4	MetroLink & Access Service	\$101,074	108,333	(6.70%)	\$102,251
5	EZ Transit Pass	\$139,969	166,667	(16.02%)	\$189,271
6	<b>Total Operating Revenue</b>	<b>\$2,937,400</b>	<b>\$3,146,667</b>	<b>(6.65%)</b>	<b>\$3,173,742</b>
<b>Non-Operating Revenue</b>					
7	Transportation Development Act	\$3,479,173	3,952,598	(11.98%)	\$3,644,288
8	STA	\$562,934	562,934	0.00%	\$457,384
9	Prop A 40% Discretionary	\$2,380,794	2,380,794	0.00%	\$2,305,740
10	Prop A 40% BSCP	\$747,554	747,553	0.00%	\$727,892
11	Prop C BSIP	\$149,600	149,600	0.00%	\$148,710
12	Prop C Base Restructuring	\$321,326	321,326	0.00%	\$315,118
13	Prop C Transit Service Expansion	\$53,546	53,546	0.00%	\$52,512
14	Transit Security-Operating	\$139,364	139,364	0.00%	\$141,614
15	Measure R Operating	\$1,629,282	1,629,282	0.00%	\$1,512,684
16	Gain on Sale of Fixed Assets	\$3,644	0	0.00%	\$77,600
17	Auxiliary Revenue	\$271,588	270,833	0.28%	\$251,469
18	<b>Total Non-Operating Revenue</b>	<b>\$9,738,805</b>	<b>10,207,828</b>	<b>(4.59%)</b>	<b>9,633,011</b>
19	<b>Total Revenue</b>	<b>\$12,676,206</b>	<b>\$13,354,495</b>	<b>(5.08%)</b>	<b>\$12,806,753</b>
<b>Available Capital Funding</b>					
20	Capital Grants	\$1,501,603	\$9,500,427	(84.19%)	\$277,750
21	<b>Total Revenue and Capital Funding</b>	<b>\$14,177,809</b>	<b>\$22,854,922</b>	<b>(37.97%)</b>	<b>\$13,084,503</b>
<b>Operating Expenses</b>					
22	Operations	\$11,078,229	\$11,087,782	(0.09%)	\$10,250,401
23	Maintenance & Vehicle Technology	\$85,603	128,345	33.30%	\$87,018
24	Marketing and Communications	\$176,353	318,482	44.83%	\$201,186
25	Information Technology	\$226,477	378,077	40.10%	\$201,850
26	Administration	\$382,698	530,658	27.88%	\$417,801
27	Procurement	\$65,260	138,900	53.02%	\$138,846
28	Finance	\$152,664	186,683	18.22%	\$158,760
29	Planning	\$158,786	187,625	15.37%	\$161,280
30	Facilities	\$143,427	147,110	2.50%	\$188,728
31	<b>Total Operating Expenses</b>	<b>\$12,469,495</b>	<b>\$13,083,662</b>	<b>4.69%</b>	<b>\$11,805,870</b>
<b>Other Expenses</b>					
32	Property Management	\$66,722	\$91,667	27.21%	\$0
33	Dial-A-Ride	\$110,000	125,000	12.00%	112,574
34	Special Services	\$29,989	54,167	44.64%	25,045
35	<b>Total Other Expenses</b>	<b>\$206,711</b>	<b>\$270,833</b>	<b>56.64%</b>	<b>\$137,620</b>
36	<b>Total Operating and Other Expenses</b>	<b>\$12,676,206</b>	<b>\$13,354,495</b>	<b>5.08%</b>	<b>\$11,943,489</b>
<b>Capital Expenditures</b>					
37	Capital Expenditures	\$1,501,603	\$9,500,427	84.19%	\$277,750
38	<b>Total Expenses and Capital Expenditures</b>	<b>\$14,177,809</b>	<b>\$22,854,922</b>	<b>37.97%</b>	<b>\$12,221,239</b>



Executive Board Meeting - 09/25/15
FY 2015/2016 Financial Statements and Investment Summary
Page 7

Bank Account - Check Details

Period: 08/01/15..08/31/15
Foothill Transit

Wednesday, September 09, 2015 3:39 PM

Page 1
FOOTHILLTRANSIT\kkuo

This report also includes bank accounts that only have balances.
Bank Account: No.: B001, Date Filter: 08/01/15..08/31/15

Attachment D

Table with columns: Check Date, Check No., Vendor Name, Description, Amount, Printed Amount, Voided Amount, Entry Status. Rows include various vendors like Arrowhead Spring Water Co., AT and T, Bankcard Center-Bank of the West, etc.



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FY 2015/2016 Financial Statements and Investment Summary
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Bank Account - Check Details

Wednesday, September 09, 2015 3:39 PM

Period: 08/01/15..09/31/15

Page 2

Foothill Transit

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Attachment D

Table with columns: Check Date, Check No., Vendor Name, Description, Amount, Printed Amount, Voided Amount, Entry Status. Contains 47 rows of check details.



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Bank Account - Check Details

Wednesday, September 09, 2015 3:39 PM

Period: 08/01/15..09/31/15

Page 3

Foothill Transit

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Attachment D

Table with columns: Check Date, Check No., Vendor Name, Description, Amount, Printed Amount, Voided Amount, Entry Status. Contains 40 rows of check details.





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Bank Account - Check Details

Wednesday, September 09, 2015 3:39 PM

Period: 08/01/15..08/31/15

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Foothill Transit

FOOTHILLTRANSIT\Fkuo

Attachment D

Table with columns: Check Date, Check No., Vendor Name, Description, Amount, Printed Amount, Voided Amount, Entry Status. Contains multiple rows of financial data.



Executive Board Meeting - 09/25/15  
FY 2015/2016 Financial Statements and Investment Summary  
Page 11

Bank Account - Check Details

Period: 08/01/15..08/31/15

Foothill Transit

Wednesday, September 09, 2015 3:39 PM

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FOOTHILLTRANSIT\kuo

Attachment D

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
08/28/15	E00139	First Transit Inc.	Pomona Special Service July 2nd, 2015	192.47	0.00	0.00	Posted
08/28/15	E00140	First Transit Inc.	Pomona PMI's for July 2015	14,500.00	0.00	0.00	Posted
08/28/15	E00141	Transdev Services, Inc.	07/16-31 Arcadia Contractor Services	1,519,611.37	0.00	0.00	Posted
08/28/15	E00142	Transdev Services, Inc.	07/01-15 Arcadia Contractor Services	422,320.72	0.00	0.00	Posted
08/28/15	21728	Jarrett Stoltzfus	Reimburse for rideshare program / FTA lunch	125.59	125.59	0.00	Posted
08/28/15	21729	Tanya Marie Pina	Education R-Victim Rights	1,104.00	1,104.00	0.00	Posted
		General Checking		5,207,859.40	1,376,091.64	0.00	



September 25, 2015

To: Executive Board

Subject: **August 2015 Performance Indicators Report**

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### **Recommendation**

Receive and file the August 2015 Performance Indicators Report.

### **Summary**

This report provides an analysis of Foothill Transit's nine key performance indicators for August 2015. 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 contractors, and financial performance data.

In August 2015, Foothill Transit achieved seven out of nine key performance indicator goals. The performance indicators met for the month are: preventable accidents per 100,000 miles; schedule adherence; miles between service interruptions; complaints per 100,000 boardings; average hold time; farebox recovery ratio; and average cost per vehicle service hour.

System performance is summarized below. Further detail on each performance measure follows in the analysis section of this item.

- **Boardings** - Overall boardings recorded by the farebox for the month was 1.12 million boardings - a seven percent decrease from the same month last year.
- **Fare Revenue** - Total fare revenue for the month was \$1.55 million. The average fare was \$1.38 per boarding.
- **Operating Expenses** - Total monthly operating expenses were \$6.06 million, resulting in an average cost per service hour of \$91.39.
- **Accidents** - The system averaged 0.70 preventable accidents per 100,000 miles.



- **Customer Complaints** - Foothill Transit received 12.94 complaints per 100,000 boardings in August 2015. This is 18 percent lower than August 2014.
- **Schedule Adherence** - This month, Foothill Transit recorded 85.4 percent on-time performance. This is a four percent improvement from August of last year.

### Analysis

In order to accomplish its mission, Foothill Transit focuses on 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 our performance indicators to quantify and measure how well Foothill Transit is performing. *Attachments A-L* show the performance indicators used to determine Foothill Transit's progress toward achieving these goals for fiscal year 2015-2016.

### Overall System Performance

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

*Attachment A* summarizes system goals and performance indicators for August 2015. *Attachment L* provides additional operations-related performance measures for the month.

#### Total Boardings and Total Revenues

In August 2015, Foothill Transit buses had 1.12 million boardings which is a seven percent decline compared the same month the previous year. Compared to August 2014, there was an eight percent decline in boardings on local lines, an 11 percent decline in boardings on local express lines, and a 0.6 percent increase in boardings on express lines.

Total fare revenue recorded this month was \$1.55 million, a three percent decline from the same month last year.



Total operating expenditures in August 2015 were \$6.06 million for the month. This represents a one percent increase in operating expenditure compared to the same period of the previous year.

*Attachment B* shows total boardings and revenue for the past 13 months.

### **Goal 1: Operate a Safe Transit System**

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

#### Preventable Accidents per 100,000 Miles

Foothill Transit has adopted a standard of 0.70 or fewer preventable accidents per 100,000 miles for this fiscal year. In August 2015 Foothill Transit met the performance target with an average of 0.70 preventable accidents per 100,000 miles. This is a 78 percent decline compared to the same period the previous year.

Foothill Transit staff is working closely with the operations contractors to advance accident reporting to help reduce the number of preventable accidents. Improved communication of accident information has helped Foothill Transit provide better data analytics for safety training and safety campaigns held by the operations contractors' management staff and bus operators.

*Attachment C* provides a summary of preventable accidents per 100,000 miles.

### **Goal 2: Provide Outstanding Customer Service**

Foothill Transit measures attainment of this goal by monitoring schedule adherence, average miles between service interruptions, complaints per 100,000 boardings, and average hold time for customers calling the customer service line.

#### Schedule Adherence

Foothill Transit has adopted a goal of 85 percent or higher on-time performance for this fiscal year. In August 2015, the agency achieved 85.4 percent on-time performance for the entire system. This is a four percent improvement over last year.



Quality assurance staff monitor the SMARTBus system in real-time to ensure that the bus service runs in accordance to the schedule. Foothill Transit staff and both operations contractors are using information from quality assurance staff, dispatchers, and bus operators, along with SMARTBus data to update runcuts to accommodate heavier fall traffic patterns.

*Attachment D* charts historical on-time performance for the agency.

#### Average Miles Between Service Interruptions

In August 2015, Foothill Transit averaged 23,011 miles between service interruptions as reported by the operations contractors. This indicator not only measures the overall performance of both contractors' maintenance departments, but also reflects customer delays due to mechanical service interruptions. Foothill Transit met the goal of at least 20,000 miles between service interruptions.

*Attachment E* compares the average miles between service interruptions with the performance standard.

#### Complaints per 100,000 Boardings

In August 2015, Foothill Transit received 12.94 complaints per 100,000 boardings. This achieves the performance target of 15 or fewer complaints per 100,000 boardings and is an 18 percent improvement compared to August 2014. Fiscal year-to-date, Foothill Transit received 16.0 complaints per 100,000 boardings which is a three percent decline compared to the same period the previous year.

Forty-six percent of the complaints received this month were related to schedule adherence and 21 percent were related to courtesy. Foothill Transit is working to improve schedule adherence for routes with high passenger volumes to improve customer service. In addition, Foothill Transit continues to encourage the use of the NEXTRIP web application and 1-800-RIDE-INFO customer service line which provide estimated real-time bus arrival information for passengers. Staff continues to work closely with the operations contractors to improve courtesy through targeted bus operator training programs.

*Attachment F* provides a summary of complaints per 100,000 boardings.



#### Average Hold Time

Phone systems at Foothill Transit's five Transit Stores provide data on call volumes and times so that facilities can be staffed accordingly. The recorded average hold time of 29 seconds this month is well below the performance target of less than 40 seconds. There were 28,324 calls received in August 2015. Fiscal year-to-date, average hold time is 25 seconds which is a four percent improvement compared to the same period the previous year.

*Attachment G* provides a summary of average hold time.

### **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

Foothill Transit buses averaged 16.9 boardings per vehicle service hour in August 2015. This does not meet the performance target of 18.5 or more boardings per service hour and is 12 percent less than that of the same month last year. The operation of five percent more service hours along with a decline in ridership combine to result in this change in system performance.

*Attachment H* shows the trend of this performance indicator.

#### Average Weekday Boardings

The fiscal year 2015-2016 performance target for average weekday boardings is to achieve at least 49,490 average weekday boardings. In August 2015, there were 43,685 average weekday boardings which is an eight percent decline from August of the previous year. Foothill Transit did not meet the performance target.

*Attachment I* shows the history of this indicator for the entire bus system.

### **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

The farebox recovery ratio is calculated by dividing total fare revenue by total operating expense. The month's farebox recovery ratio was 25.60 percent and it achieves our performance target for the fiscal year of greater than



24.10 percent. Fiscal year-to-date, the farebox recovery ratio is 23.56 percent, which is 12 percent lower than the same period the previous year.

*Attachment J* shows the trend for this indicator over time.

Average Cost per Vehicle Service Hour

The agency's average cost per vehicle service hour for August 2015 was \$91.39, which meets the fiscal year target of \$97.36. Fiscal year-to-date, average cost per vehicle service hour is \$93.55, which is one percent higher than that of the same period last year.

*Attachment K* charts this indicator over time.

Sincerely,

A handwritten signature in blue ink that reads "Stephanie Mak".

Stephanie B. Mak  
Operations Analyst

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

Doran J. Barnes  
Executive Director

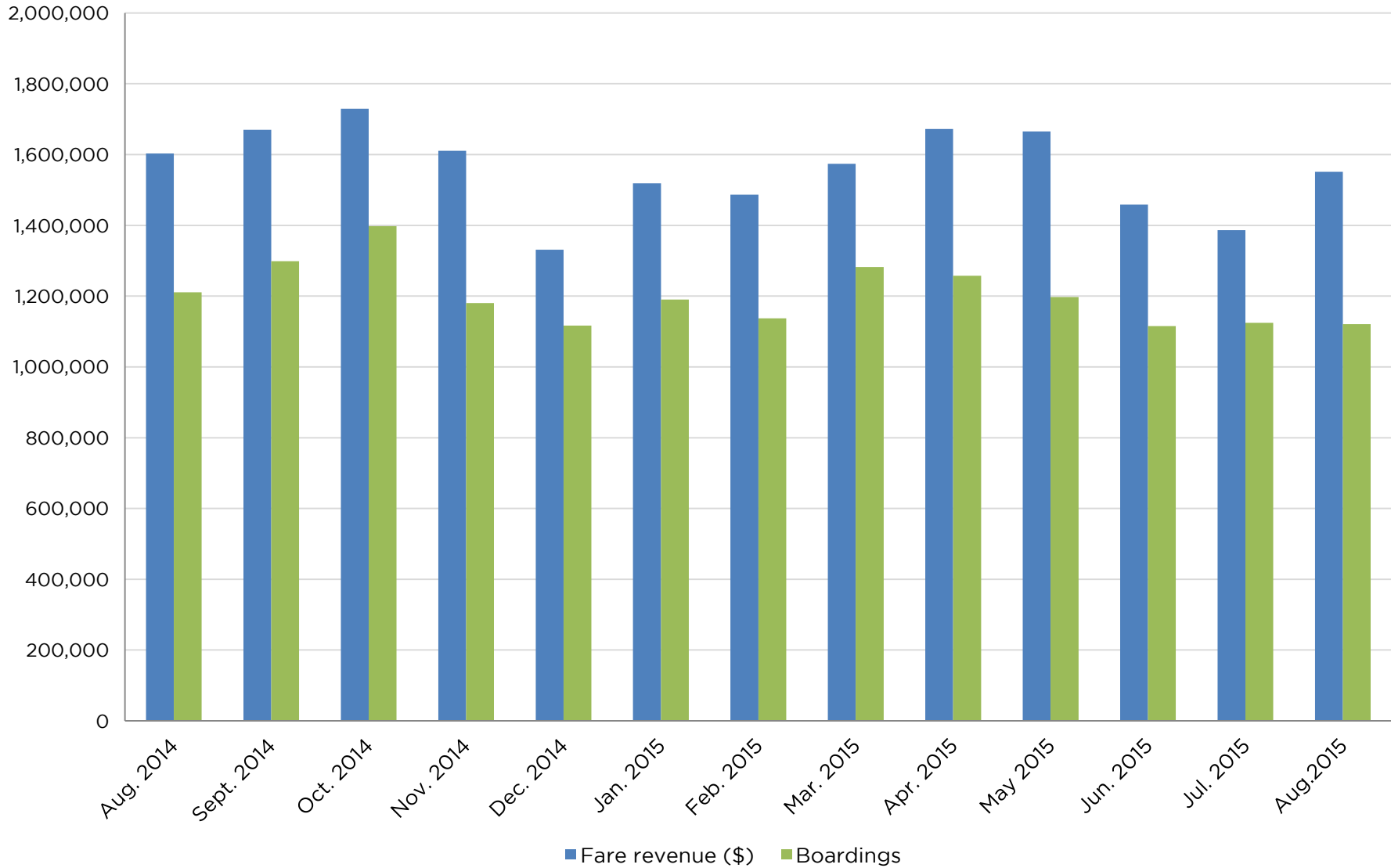


Attachment A  
**Foothill Transit**  
**Key Performance Indicators**  
**August 2015**

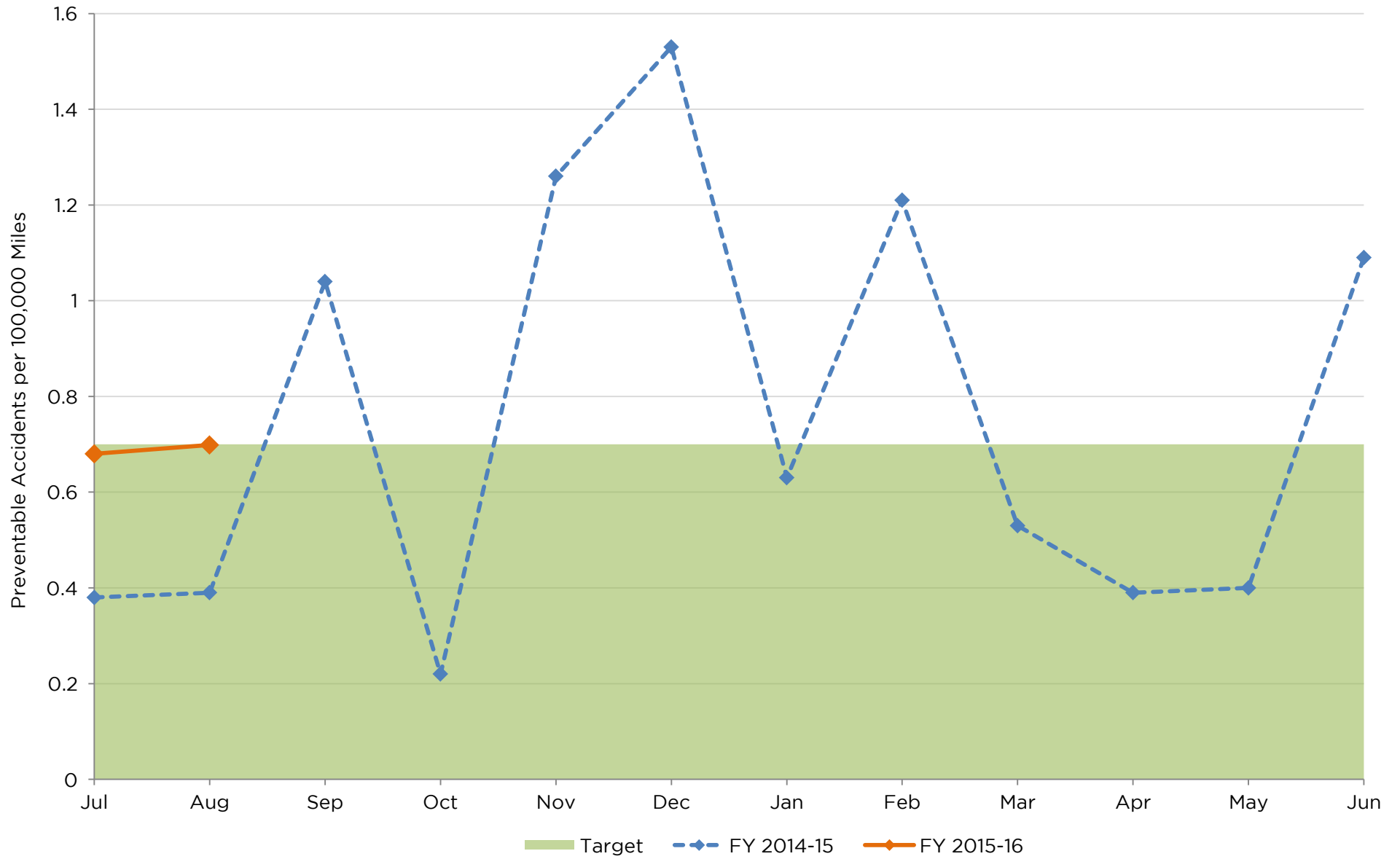
Goal	Performance Indicator	Attachment	August 2015	Met Target?	August 2014	% Improvement Over Same Month Last Year	FY 2015-2016 YTD	Met Target?	FY 2014-2015 YTD	% Improvement YTD	Performance Target
Overall System Performance	Total Boardings	B	1,120,942	-	1,211,077	(7%)	2,245,222	-	2,422,836	(7%)	
	Vehicle Service Hours		66,300	-	63,373	5%	133,291	-	127,838	4%	
	Total Fare Revenue	B	\$1,550,942	-	\$1,603,035	(3%)	\$2,937,400	-	\$3,173,742	(7%)	
	Total Operating Expense		\$6,059,010	-	\$6,129,893	1%	\$12,469,494	-	\$11,805,870	(6%)	
Safety	Preventable Accidents per 100,000 Miles	C	0.70	Yes	0.39	(78%)	0.69	Yes	0.39	(78%)	≤ 0.70
Customer Service	Schedule Adherence	D	85.4%	Yes	81.8%	4%	85.3%	Yes	82.9%	3%	≥ 85%
	Miles Between Mechanical Service Interruptions	E	23,011	Yes	30,335	(24%)	23,910	Yes	27,730	(14%)	≥ 20,000
	Complaints per 100,000 Boardings	F	12.94	Yes	15.69	18%	16.03	No	15.60	(3%)	≤ 15.00
	Average Hold Time (Seconds)	G	29	Yes	31	6%	25	Yes	26	4%	≤ 40
Effectiveness	Boardings per Vehicle Service Hour	H	16.9	No	19.1	(12%)	16.8	No	19.0	(11%)	≥ 18.5
	Average Weekday Boardings	I	43,685	No	47,320	(8%)	43,392	No	47,415	(8%)	≥ 49,490
Efficiency	Farebox Recovery Ratio	J	25.60%	Yes	26.15%	(2%)	23.56%	No	26.88%	(12%)	≥ 24.10%
	Average Cost per Vehicle Service Hour	K	\$91.39	Yes	\$96.73	6%	\$93.55	Yes	\$92.35	(1%)	≤ \$97.36

Red = did not meet target

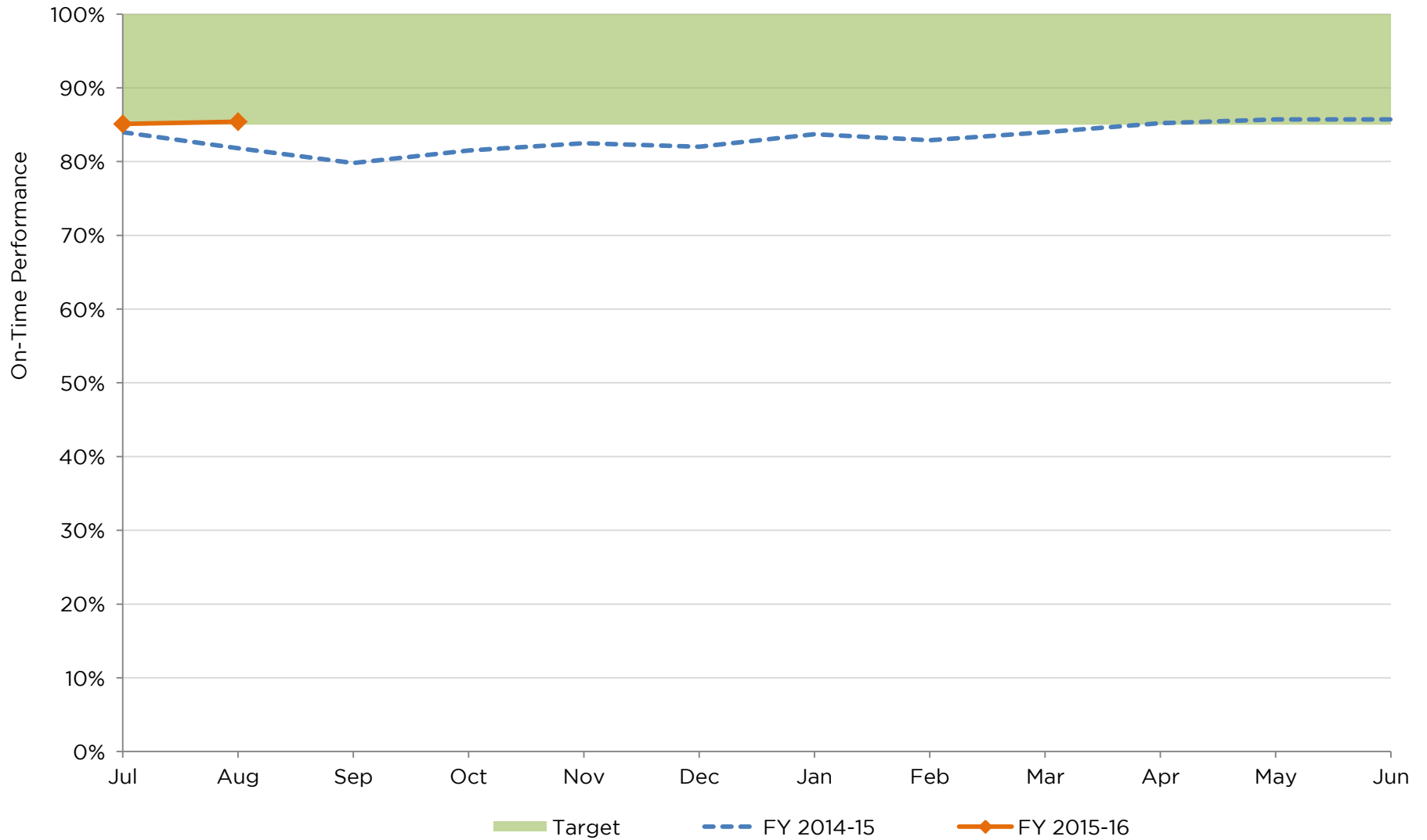
## Attachment B: Total Boardings and Fare Revenues



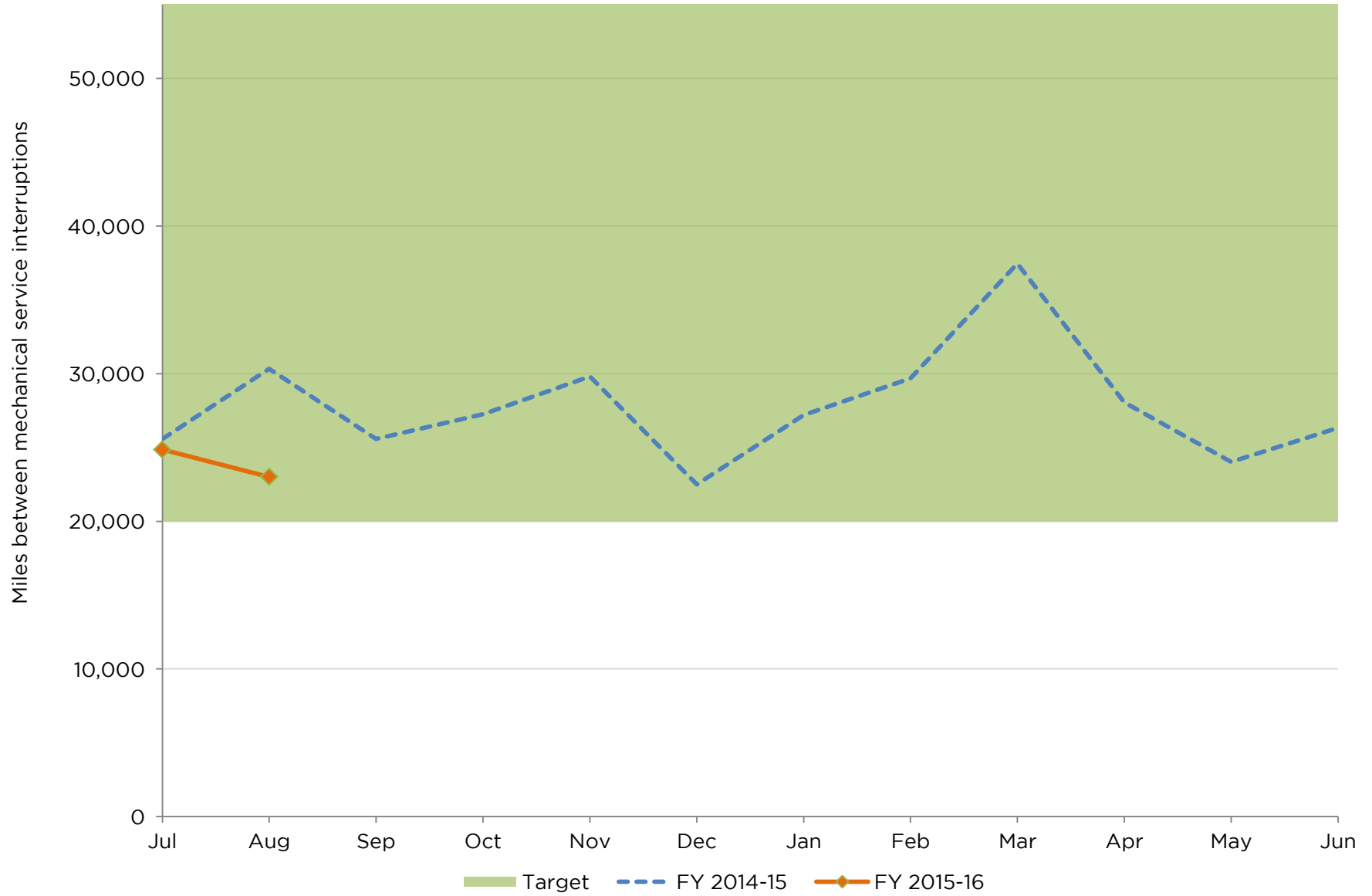
# Attachment C: Preventable Accidents per 100,000 Miles



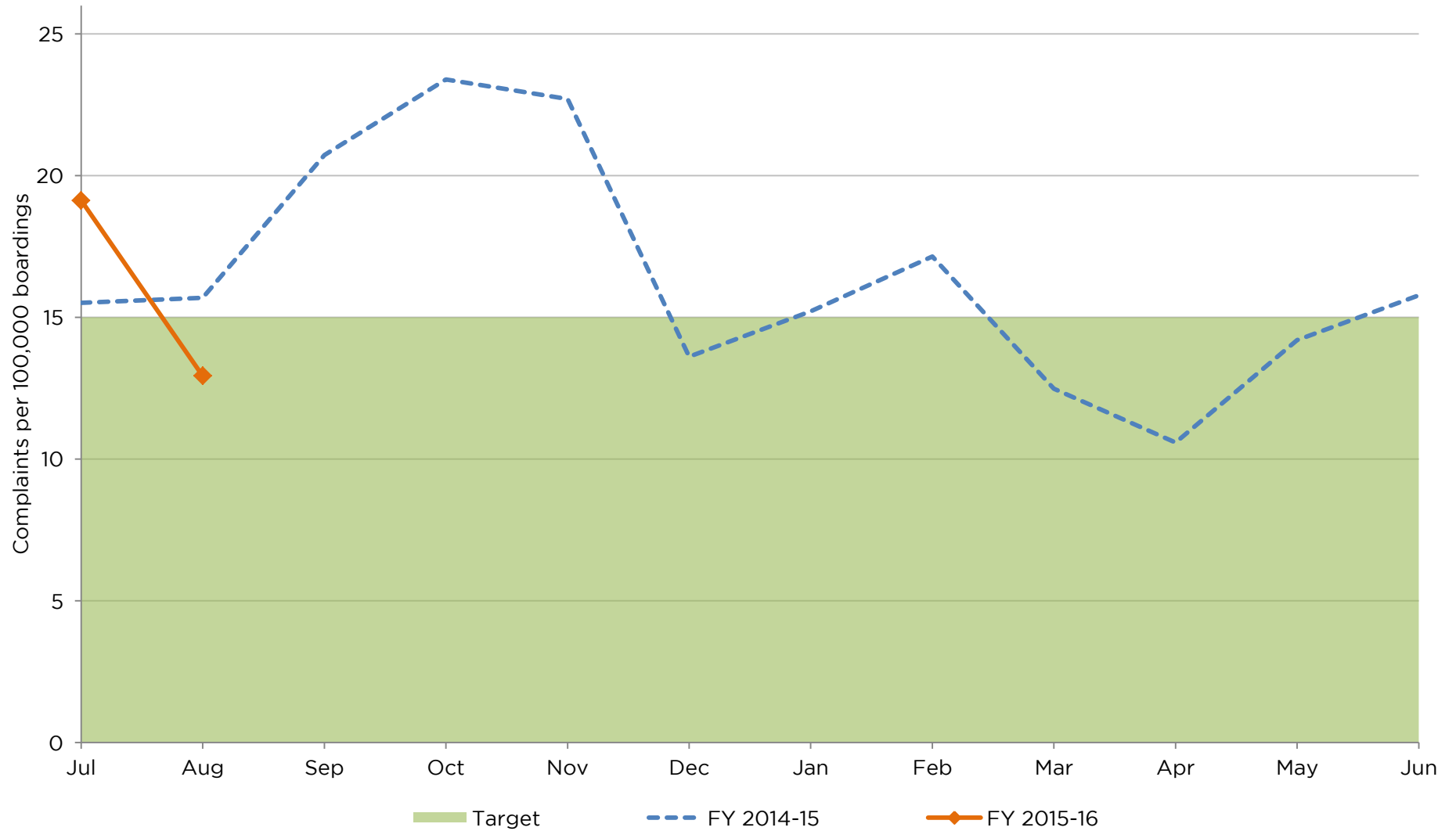
# Attachment D: Schedule Adherence



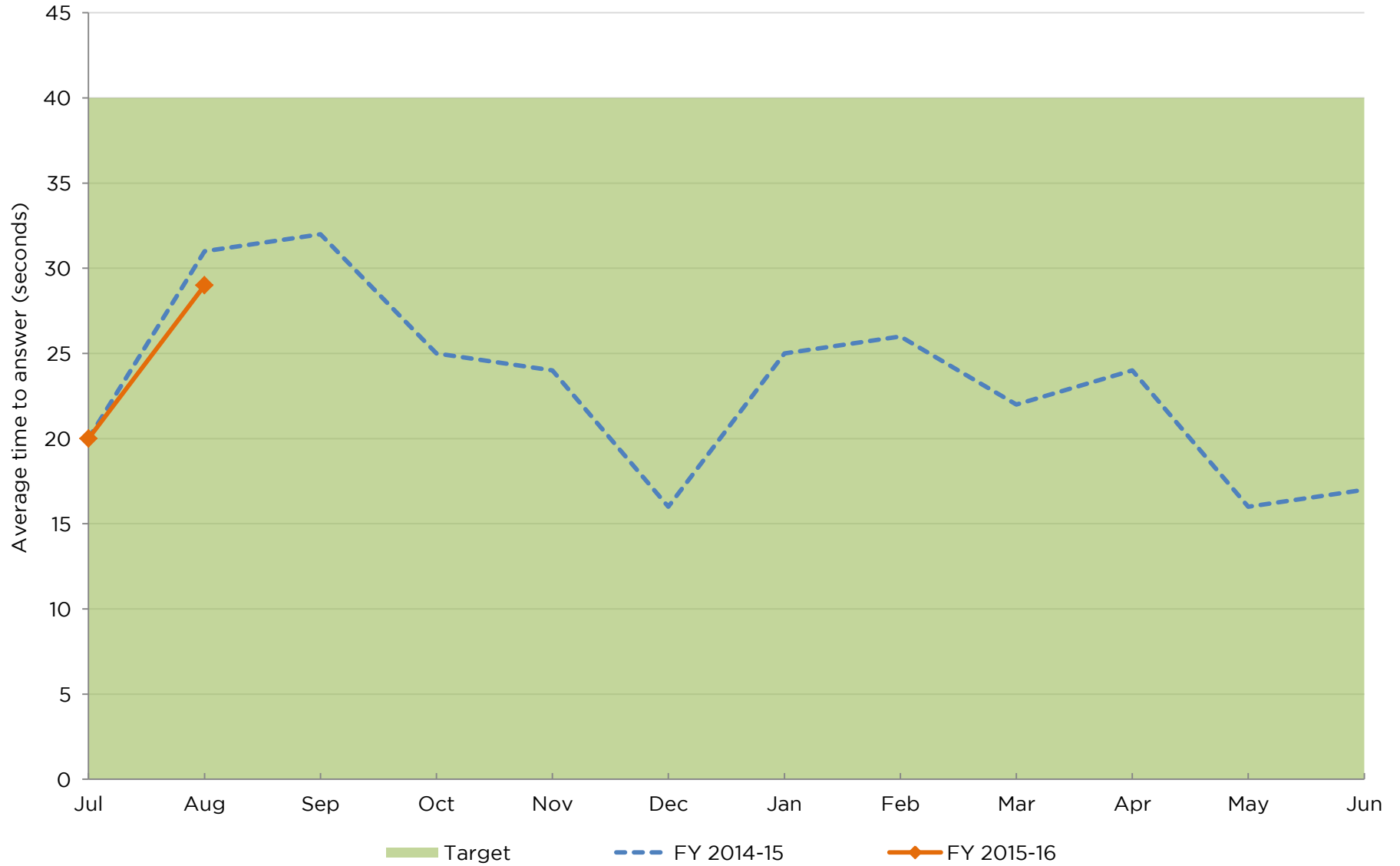
Attachment E: Average Miles Between Service Interruptions



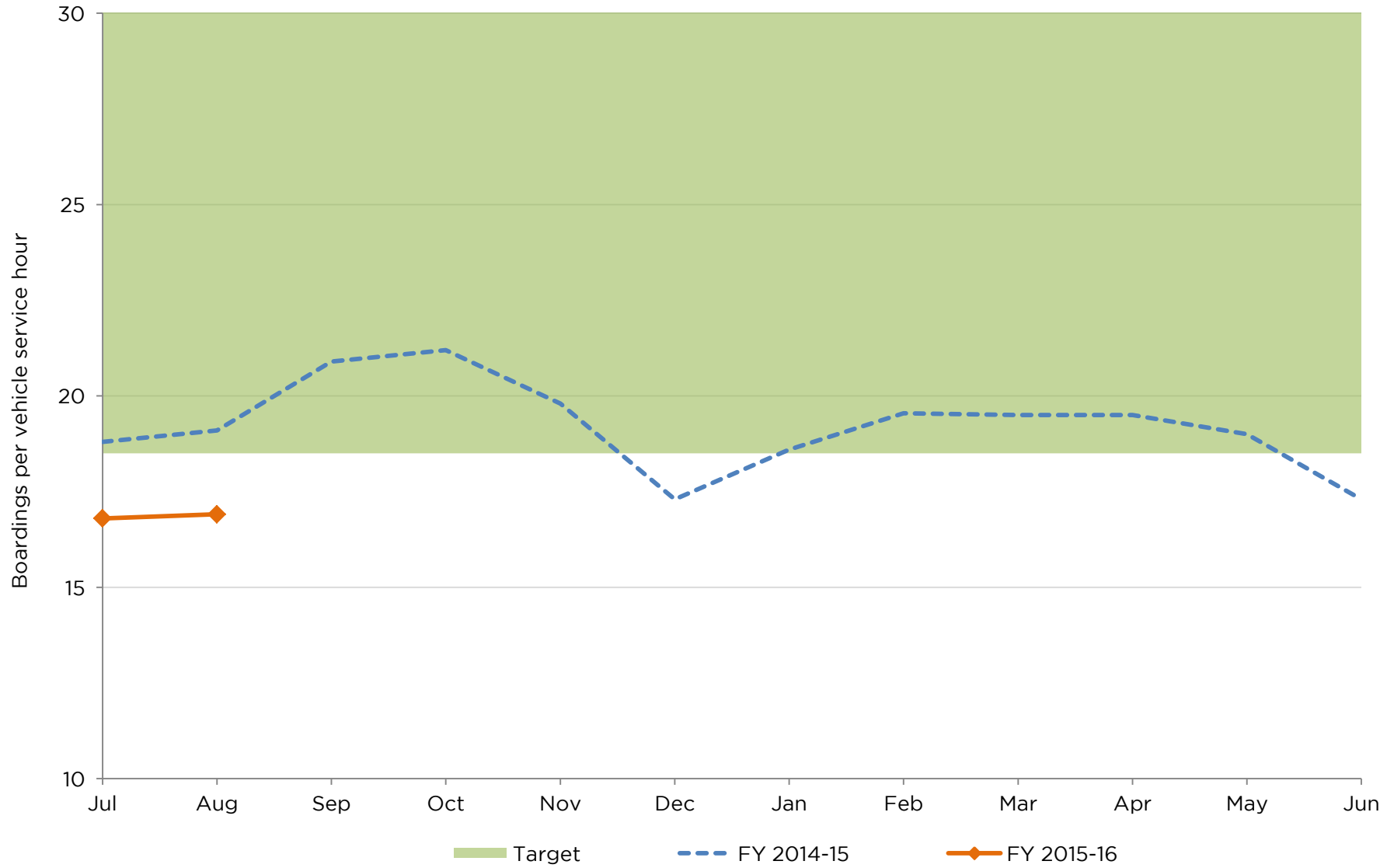
# Attachment F: Complaints per 100,000 Boardings



# Attachment G: Average Hold Time

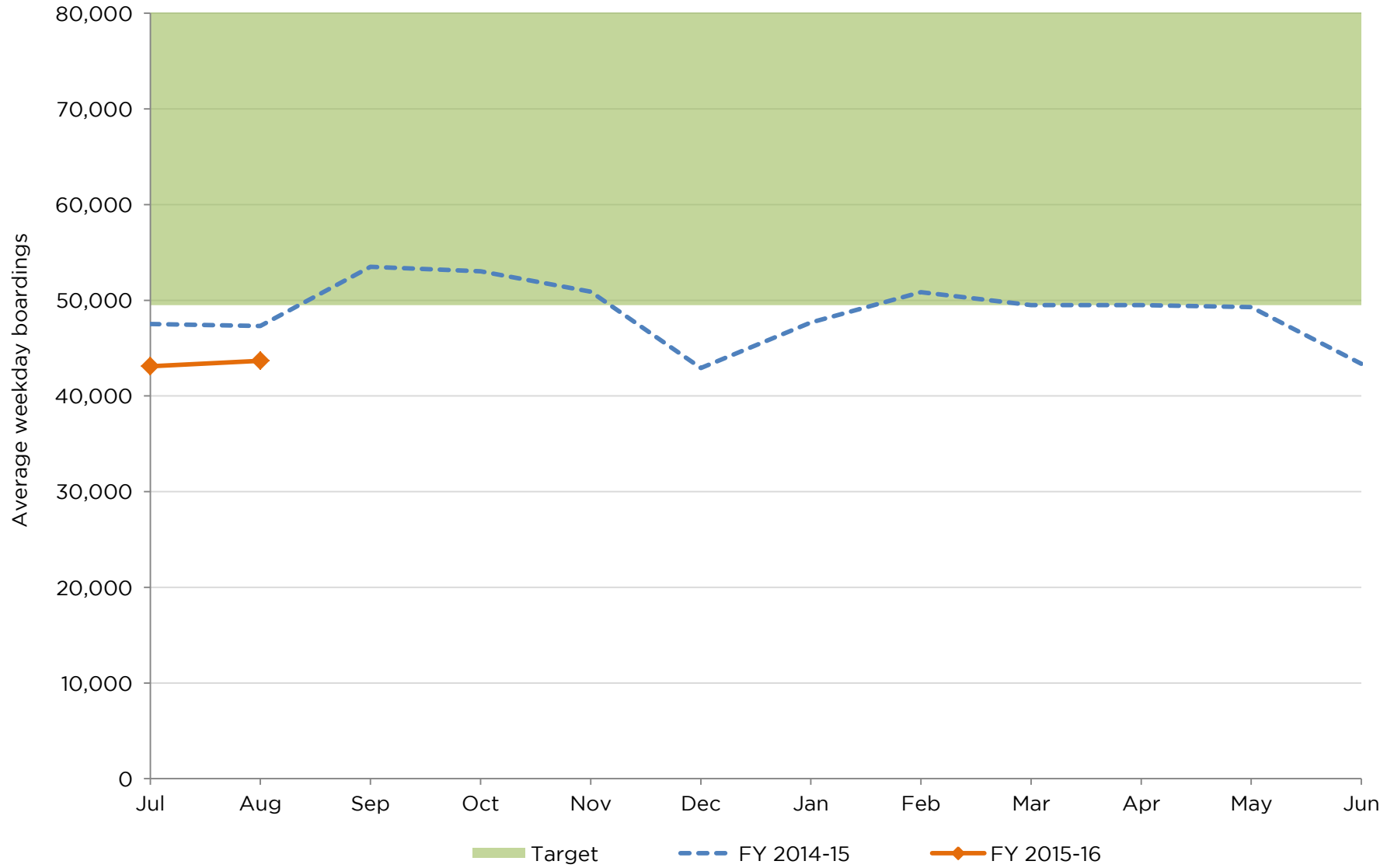


# Attachment H: Boardings per Vehicle Service Hour

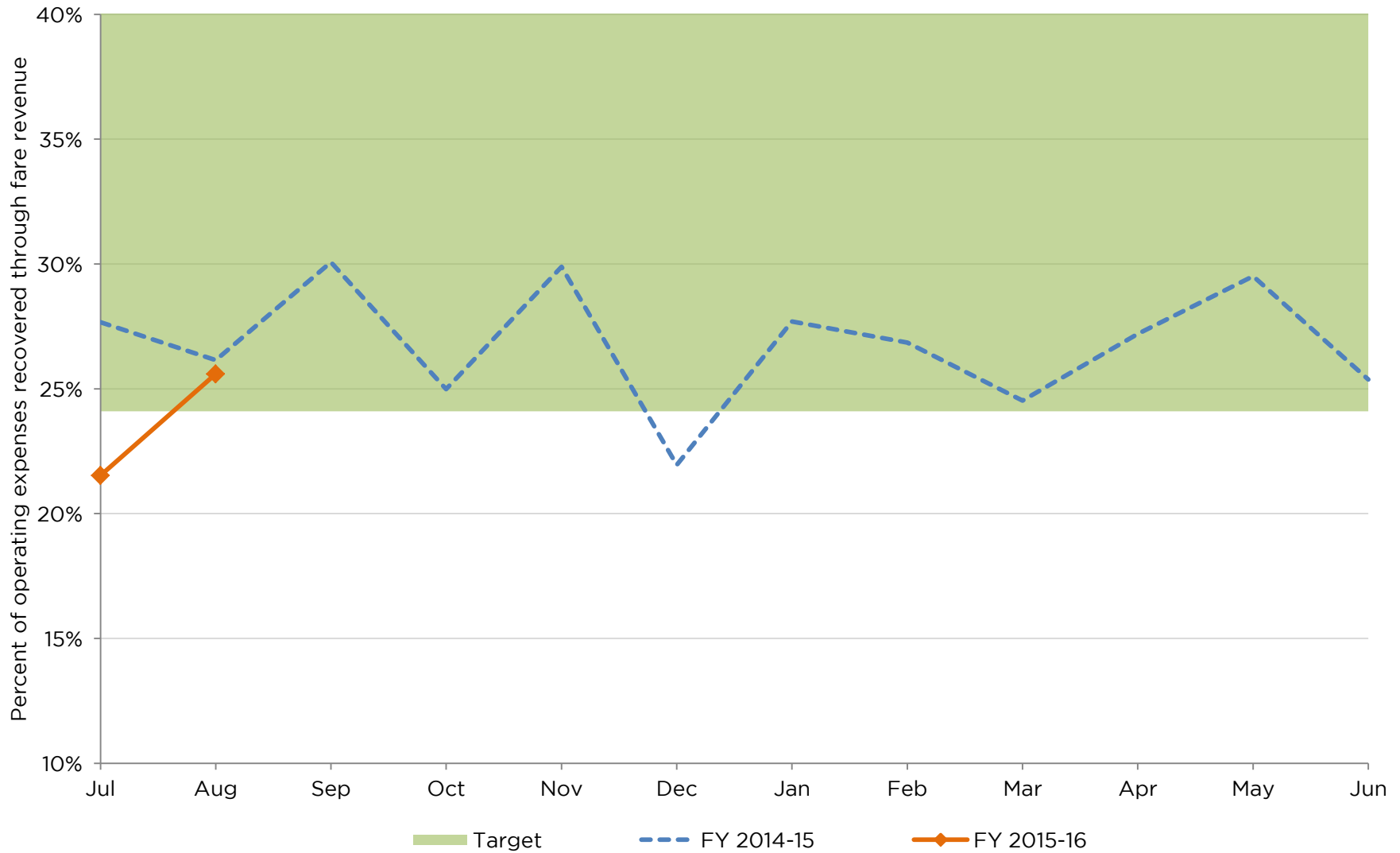




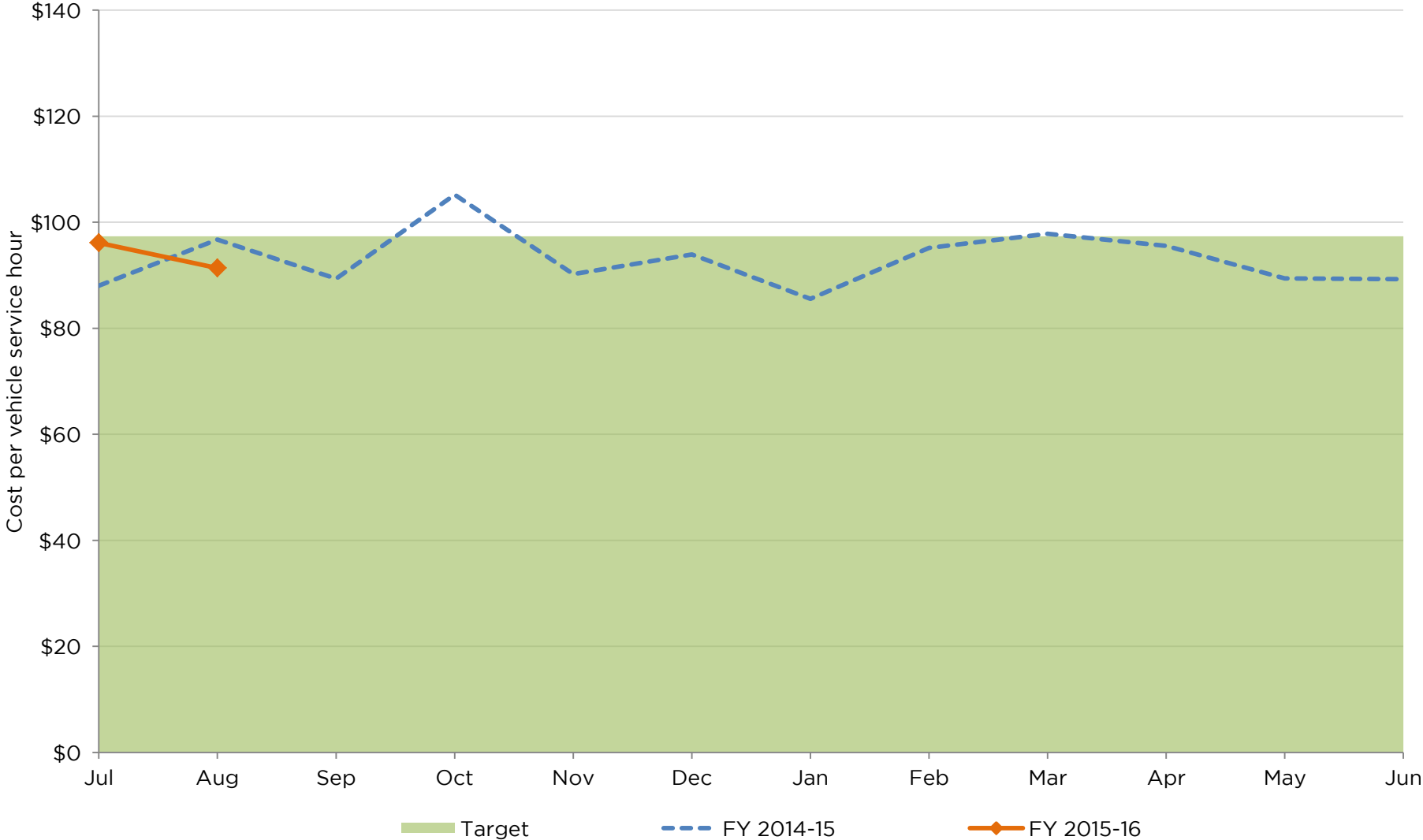
# Attachment I: Average Weekday Boardings



# Attachment J: Farebox Recovery Ratio



# Attachment K: Average Cost per Vehicle Hour



*Attachment L*  
**Foothill Transit**  
**Operations Report**  
**August 2015**

Goal	Performance Indicator	August 2015	August 2014	% Improvement Over Same Month Last Year	FY 2015-2016 YTD	FY 2014-2015 YTD	% Improvement YTD
<b>Operations</b>	Average fare per boarding	<b>\$1.38</b>	\$1.32	5%	\$1.31	\$1.31	(0%)
	Average cost per boarding	<b>\$5.41</b>	\$5.06	(7%)	\$5.55	\$4.87	(14%)
	Average subsidy per boarding	<b>\$4.02</b>	\$3.74	(8%)	\$4.25	\$3.56	(19%)
	Total vehicle miles	<b>1,288,621</b>	1,274,067	1%	2,606,199	2,578,874	1%
	Vehicle service miles	<b>962,281</b>	932,102	3%	1,936,863	1,882,609	3%
	Total vehicle hours	<b>86,971</b>	85,702	1%	175,211	173,197	1%
	In-service speed (mph)	<b>14.5</b>	14.7	(1%)	14.5	14.7	(1%)
	Boardings per vehicle service mile	<b>1.16</b>	1.30	(10%)	1.16	1.29	(10%)

Red = did not meet target



September 25, 2015

To: Executive Board

Subject: **September 2015 Legislative Summary**

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### **Recommendation**

Receive and file the September 2015 Legislative Summary. There are no recommended positions on bills this month.

### **Analysis**

A summary of state and federal legislation and its status is attached.

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

The State Legislature completed its business for this first year of the session on September 11. The Governor's office estimates he has about 640 bills to consider over the next month. The Governor has until October 11 to sign or veto these remaining bills.

One of the more controversial bills was Senate Pro Tem Kevin De Leon's SB 350. The bill would have mandated a 50 percent cut in gasoline consumption statewide by 2030. A number of moderate Assembly Democrats would not support the bill until this portion was removed and it ultimately was amended out of the final version. Governor Brown and Senator De Leon expressed disappointment, but vowed to keep fighting until this regulatory requirement becomes law.

Legislative leaders confirmed that Governor Brown's transportation funding package, which would provide \$3.6 billion to fund the capital needs of state highways, local streets & roads and public transit, would not be acted on before the September 11 conclusion of the 2015 regular legislative session. Instead, Legislative leaders will convene a conference committee, under the rules of the special transportation session, to continue debate on a long-term solution to our state's transportation funding crisis. This debate is expected to continue well into fall.

In the coming weeks, the California Transit Association will continue to engage with the Governor's Administration and Legislative leaders to ensure that the final transportation funding package provides new and ongoing funding to support the maintenance and expansion of our state's public transit systems.



***Federal Legislative Issues:***

As Congress returned from its August recess, the House of Representatives continue working toward their version of a long-term surface transportation authorization bill. House Transportation and Infrastructure Committee Chairman Bill Shuster (R-PA) and Ranking Member Peter DeFazio (D-OR) have been engaged in meetings to discuss the details of the Committee bill, however, indications are that another short-term extension is likely needed before the current October 29 deadline. Congressman Shuster noted that a markup would likely happen in late September or early October.

On July 30, the Senate passed a long-term surface transportation bill before leaving for the August recess. While the American Public Transportation Association (APTA) is encouraged by the progress made by the Senate towards a long-term transportation authorization bill, they continue to urge the House to pass a robust surface transportation bill and proceed to a conference committee to reconcile both chambers' legislation.

The Department of Transportation (DOT) updated their projected estimates for the cash balances of the Highway Trust Fund (HTF) and the Mass Transit Account (MTA). DOT now projects that both the HTF and MTA will stay solvent until sometime next summer. These new projections are based on the general fund transfer into the HTF at the end of July, coupled with the cyclical nature of the construction season and an increase in vehicle miles traveled due to the record low gas prices which has produced increased revenues.

Some have speculated that the updated projections could lessen the urgency to pass a long-term surface transportation bill before the election year. However, others have stressed the priority that Congressional leaders have placed on passage of a transportation authorization this year, and indicated that the news about the Trust Fund balances will have little impact on action by the House. It is important to also recognize, however, that the funding offsets used to pay for the first three years of the Senate-passed DRIVE Act could be used for other purposes if Congress fails to pass a long-term reauthorization bill in the near future.

Members of Congress are currently considering how to move forward on the Fiscal Year 2016 Appropriations process, and many in Congress are calling for negotiations to occur on a broader budget agreement. That debate could rely on funding offsets such as those used to pay for the DRIVE Act. The previous budget agreement, the Bipartisan Budget Act authored by Senator Patty Murray (D-WA) and Representative Paul Ryan (R-WI), adjusted the federal



budget caps to prevent the automatic sequestration process, set forward in the Budget Control Act, from being implemented. However that agreement only prevented sequestration for FY 2014 and FY 2015. In order to avoid sequestration for the coming FY 2016, and potentially beyond, a new budget agreement would need to be negotiated, and that deal might require additional funding offsets.

It is unlikely that any of the 12 regular appropriations bills, including the Transportation-HUD Appropriations bill, will be enacted into law soon, so Congress is likely to pass a continuing resolution (CR) this month to keep the government running beyond September 30th, when the current Fiscal Year and appropriations expire. Should Congress fail to pass a CR by September 30th, a federal government shutdown could occur. Political issues, such as funding for Planned Parenthood, approval of the Iran nuclear treaty, renewal of the Export-Import Bank, and other issues unrelated to the regular appropriations process could create significant challenges as Congressional Leaders discuss how to keep the government open. A government shutdown would have a direct impact on the Federal Transit Administration (FTA) and its ability to act on transit grants and administration of the program.

**Budget Impact**

The recommended action has no budget impact.

Sincerely,

A handwritten signature in blue ink, appearing to read "David Reyno for".

David Reyno  
Director of Government Relations

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

Doran J. Barnes  
Executive Director

Attachment

## 2015 Legislation Summary

Current as of 9/15/2015

(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 338	Hernandez	Would authorize the Los Angeles County Metropolitan Transportation Authority to impose, by ordinance, an additional local, countywide, one-half-cent sales tax for up to 30 years. Requires Metro to adopt the ordinance and submit the proposal to the voters; and specifies that the ordinance only becomes operative if approved by two-thirds of the voters voting on the measure. Requires Metro to allocate 20% of the revenues for bus operations and that these revenues must be allocated based on formulas in existing law.	This bill would provide a new operating funding source for Foothill Transit.	Senate Committee on Transportation & Housing		Support Position Adopted 6/26/2015
AB 857	Perea	Creates the Technology Program pursuant to SB 1204 (Lara), Chapter 524, Statutes of 2013, supported by Foothill Transit to fund the development of zero and near zero emission truck, bus, and off-road vehicle and equipment technologies to be administered by the Air Resources Board in conjunction with the California Energy Commission. The bill would provide that the funding for the program would come out of the Greenhouse Gas Reduction Fund (Cap & Trade Auction Funds), and would prioritize projects located in disadvantaged communities.	This bill may provide a new funding source for Foothill Transit electric and CNG buses.	<b>Senate Committee on Appropriations</b>		Support Position Adopted 4/24/2015
AB 1205	Bloom	In 2012 and 2014, the California Transit Association (CTA) sponsored legislation which provided transit agencies with temporary relief from California's decades-old bus axle weight limits. The temporary provisions of the most recent measure, AB 1720 (Bloom, Chapter 263, Statutes of 2014), are now set to expire at the end of 2015, reinstating an unworkable 20,500 lb./axle limit and impacting various stakeholders, including cities, counties, public transit agencies, and private sector bus suppliers. The CTA continues to work with impacted stakeholders to craft a long-term solution, acceptable to all parties,	This bill will continue to protect Foothill Transit from being subject to citations and costly permits until a reasonable solution can be determined.	<b>Passed by the Legislature and Awaiting Action by the Governor</b>	CTA - Support	Support Position Adopted 4/24/2015



# 2015 Legislation Summary

Current as of 9/15/2015

(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
		that recognizes the challenges of the current axle weight limit. AB 1205 will serve as the vehicle for such a solution, if and when one emerges. The majority of Foothill Transit's fleet, along with those of most, if not all, transit agencies throughout the state exceeds this over quarter century old statute due to mandated clean air, safety, disability laws and advances in bus technology.				
AB 1217	Daly	This bill restructures the composition of the Orange County Fire Authority (OCFA) Board by reducing the current, 25-member Board to 13 members, most of whom would be selected by an as-yet-to-be-created OCFA City Selection Committee. The existing OCFA Board comprised of two members from the County Board of Supervisors and one member from each of the cities that are a party to the Joint Powers Authority (JPA) that created the OCFA would be eliminated. Legislation currently moving through the Senate could endanger the ability of local governments to determine for themselves the governance structure of joint powers authorities.	This bill attempts to undermine existing law and unilaterally overrule a locally agreed upon governance structure that is part of the valid and voluntary formation agreement of a JPA, an entity that by definition has no relation to matters of statewide concern. The bill is an attempt to intervene in a local matter that is best resolved at the local government level. If this bill becomes law, the Foothill Transit JPA could be at risk of being altered by state legislation at any time with the local governing agencies having no control in the matter.	Senate Committee on Governance & Finance	ACC-OC - Opposes	Oppose
ABX1 7	Nazarian	This bill would double the Cap and Trade revenues continuously appropriated to public transit from 15 percent to 30 percent. More specifically, these bills would increase the percentage of Cap and Trade revenues continuously appropriated to the Transit and Intercity Rail Capital Program, a competitive grant program administered by the California State Transportation Agency, from 10 percent to 20 percent; and would increase the percentage of Cap and Trade revenues continuously appropriated to the	This bill could provide additional state funding for Foothill Transit.	Assembly	CTA - Supports	<b>Support Position Adopted 8/28/2015</b>

# 2015 Legislation Summary

Current as of 9/15/2015

(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
		Low Carbon Transit Operations Program, which directs funding to transit operators via the existing State Transit Assistance (STA) program formula, from 5 percent to 10 percent.				
ABX1 8	Chiu/Bloom	This bill would increase the sales and use tax on diesel fuel from 1.75 percent to 5.25 percent, beginning July 1, 2016. This tax increase is expected to generate approximately \$300 million, which would be directed to support public transit's capital maintenance and expansion needs as well as operations needs. The revenue generated by this tax increase would be allocated to local public transit agencies annually, via the existing STA program formula, subject to the same STA mechanisms and allocation procedures.	This bill could provide additional state funding for Foothill Transit.	Assembly	CTA - Supports	<b>Support Position Adopted 8/28/2015</b>
ACA 4	Frazier	Existing law under the California Constitution requires the approval of 2/3 of the voters of the city, county, or special district voting on any new or increase of an existing tax. ACA 4 would provide that the imposition, extension or increase of a special tax by a local government for the purpose of providing funding for local transportation projects requires the approval of 55% of its voters voting on the proposition.	The new voter approval threshold could lead to more transportation and transit money and mean additional funding for Foothill Transit.	<b>Assembly Committee on Appropriations</b>	CTA - Support	Support Position Adopted 6/26/2015
SB 16	Beall	This bill is a comprehensive funding package that would dedicate \$3 billion-\$3.5 billion to transportation annually for the next five years and generate this new revenue by increasing several taxes and fees including the excise tax on gasoline by 10 cents in year one; the excise tax on diesel fuel by 12 cents in year one; the vehicle license fee by 35 percent over five years; the vehicle registration fee by \$35; create a new vehicle registration fee of \$100 for zero-emission vehicles; and repay transportation loans. SB 16 is the first of what is likely to be multiple transportation funding proposals put	This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state highway system. We urge Senator Beall to include dedicated transit funding in this important bill.	Senate Appropriations	CTA - Support	Support Position Adopted 5/29/2015

# 2015 Legislation Summary

Current as of 9/15/2015

(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
		forward by the Legislature, designed to address California's projected \$59 billion backlog of deferred maintenance on the state highway system, and roughly \$78 billion funding shortfall for maintenance of local streets & roads.				
SB 391	Huff	Specific sections of the penal code have long provided for the criminal prosecution of individuals who commit assault or battery against transit employees. Due to flexibility in current law, which provides for probation in place of jail time, most assailants avoid serious consequences. SB 391 would increase penalties for assaults committed against transit employees and to remove a provision in state law that allows assailants to escape jail time.	This bill will assist Foothill Transit in keeping our employees safe and require harsh penalties for those who may cause them harm.	Senate Committee on Public Safety	CTA, Metro - Support	Support Position Adopted 4/24/2015
SB 413	Wiechowski	Would amend the Public Utilities Code and the Penal Code to allow transit agencies to use an administrative process to cite and process minors in violation of specified prohibited acts (e.g. fare evasion, smoking where prohibited, unauthorized sale of goods) occurring on transit properties. Additionally, this proposal would make it a violation for failing to yield seating reserved for elderly and disabled individuals, and clarify what constitutes a noise violation on a transit property.	This bill would allow Foothill Transit to impose and enforce certain administrative penalties for passenger misconduct on or in a Foothill Transit facility or vehicle.	<b>Passed by the Legislature and Awaiting Action by the Governor</b>	CTA - Support	Support Position Adopted 4/24/2015
SB 508	Beall	Transit operators across the state are required to meet specified farebox recovery and operating cost criteria in order to be eligible to receive funds from the Transportation Development Act (called Local Transportation Fund dollars) and/or the State Transit Assistance (STA) program, if those funds are to be used for operating purposes. SB 508 would address the challenges posed by this rigid funding mechanism by creating more flexible farebox recovery and operating cost criteria, and by rationalizing the penalties for	This bill would allow Foothill Transit to continue to receive a certain amount of state transit funding in case of an agency economic or low ridership challenge.	<b>Passed by the Legislature and Awaiting Action by the Governor</b>	CTA - Support	Support Position Adopted 4/24/2015

# 2015 Legislation Summary

Current as of 9/15/2015

(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
		non-compliance.				
SB 767	DeLeon	Allows the Los Angeles County Metropolitan Transportation Authority (Metro) to exceed the 2% statutory limitation on local transactions and use taxes by 1%. Authorizes Metro to impose, by ordinance, an additional local, countywide, one-half-cent sales tax for a period to be determined by Metro. Requires Metro to adopt the ordinance and submit the proposal to the voters. Specifies that the ordinance only becomes operative if approved by two-thirds of the voters voting on the measure. SB 767 will attempt to address the funding shortfall of Measure R. Instead of seeking to extend Measure R, the author of this bill is authorizing Metro to propose to voters another half-cent sales tax. This new authorization would not contain the required projects of past measures, or the restrictions of past legislation, but is somewhat a "clean slate" from which Metro can build a new expenditure plan and funding prioritization.	This bill would provide a new operating funding source for Foothill Transit.	<b>Passed by the Legislature and Awaiting Action by the Governor</b>	Metro - Support	Support Position adopted 5/29/2015
SBX1 7	Allen	This bill would increase the sales and use tax on diesel fuel from 1.75 percent to 5.25 percent, beginning July 1, 2016. This tax increase is expected to generate approximately \$300 million, which would be directed to support public transit's capital maintenance and expansion needs as well as operations needs. The revenue generated by this tax increase would be allocated to local public transit agencies annually, via the existing STA program formula, subject to the same STA mechanisms and allocation procedures.	This bill could provide additional state funding for Foothill Transit.	State Senate	CTA - Support	<b>Support Position Adopted 8/28/2015</b>

# 2015 Legislation Summary

Current as of 9/15/2015

(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
SBX1 8	Hill	This bill would double the Cap and Trade revenues continuously appropriated to public transit from 15 percent to 30 percent. More specifically, these bills would increase the percentage of Cap and Trade revenues continuously appropriated to the Transit and Intercity Rail Capital Program, a competitive grant program administered by the California State Transportation Agency, from 10 percent to 20 percent; and would increase the percentage of Cap and Trade revenues continuously appropriated to the Low Carbon Transit Operations Program, which directs funding to transit operators via the existing State Transit Assistance (STA) program formula, from 5 percent to 10 percent.	This bill could provide additional state funding for Foothill Transit.	State Senate	CTA - Support	<b>Support Position Adopted 8/28/2015</b>
SCA 7	Huff	Would increase funding for transportation infrastructure by \$2.9 billion per year with an additional \$2.4 billion in one-time funds. The funding would come from: 1) End the diversion of more \$1 billion in transportation taxes every year. Spend this money on roads, highways and bridges; 2) Repay all outstanding transportation loans to the General Fund and direct that money to transportation improvements; 3) Make significant efficiency improvements at the State Department of Transportation; 4) Direct money from Cap and Trade funds that are related to fuel to fixing roads.	This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state highway system.	Senate Committee on Transportation & Housing		Support Position Adopted 6/26/2015
SCAX1 1	Huff	SCA-7 was introduced during the 2015 regular legislative session. As a constitutional amendment, it is not subject to house of origin constraints or other hearing deadlines. SCAX1-1, an updated version of SCA 7, was introduced when the Governor called the first extraordinary session.  Both measures ask the voters to approve a constitutional amendment to protect	This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state highway system.	State Senate		<b>Support Position Adopted 8/28/2015</b>

# 2015 Legislation Summary

Current as of 9/15/2015

(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>transportation taxes by requiring them to be used for transportation purposes. Specifically, SCA 7 and SCAX1-1:</p> <p>Prohibit diverting any transportation taxes to the general fund. This will stop the diversion of \$1 billion in weight fees annually. Additionally, this provision would protect any future increase in Vehicle Registration Fees or any new fee on the use of a car in California, including fees on Zero Emissions Vehicles or a new Road User Charge, from being diverted to the state General Fund.</p> <p>Clarify that all Highway Users Tax Account HUTA funds must be used for transportation purposes. Currently, the state is getting \$100 million annually from HUTA funds that should be sent to the counties.</p> <p>Clarify that any proposed increase in Vehicle Licensing Fees above the current rate, must be used for the transportation purposes. The California Vehicle Licensing Fee is an ad valorem tax (property tax on cars) and is not protected under Article XIX. SCA 7 and SCAX1-1 would also protect any increase above the current Vehicle Licensing Fee from being diverted to the General Fund.</p> <p>SCA-7 was amended to include protections on boating and waterway fees and taxes from fuels. SCAX1-1 does not include this provision and is coauthored by 35 members of the Senate and Assembly.</p>				
H.R. 680	Blumenauer	Our transportation infrastructure is increasingly outdated and inadequate. In 2011, the Federal Highway Administration (FHA) estimated that over \$70.9 billion worth of repairs are needed merely to maintain safe bridges. Inflation and	A consistent, reliable and stable federal funding program would allow Foothill Transit and all U.S. transportation agencies and companies to budget for the long term.	House Committee on Ways and Means	APTA - Supports	Support Position Adopted 2/27/2015

# 2015 Legislation Summary

Current as of 9/15/2015

(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>increased fuel efficiency has led to declining gas tax receipts and the gas tax has lost nearly 40% of its purchasing power since it was last raised in 1993. The decline will continue as cars become more efficient and people drive less. Vehicle miles traveled per capita declined last year for the ninth year in a row. Because Congress has not addressed the Highway Trust Fund's (HTF) insolvency, the fund will be exhausted this summer and states will begin cutting back on projects. To maintain current funding levels, the HTF will need \$100 billion in addition to current tax receipts in the next five years. Failure to act will result in a 30% reduction in federal transportation spending over the next decade. The Update, Promote, and Develop America's Transportation Essentials (UPDATE) Act (Blumenauer (D-OR), would phase in a nickel a gallon tax increase over each of the next three years on gasoline and diesel that would be dedicated to public transportation and highway programs, index those taxes to inflation and examine ways to replace the taxes with a longer-term stable source of funding.</p>				



September 25, 2015

To: Executive Board

Subject: **Contract Award - Network Equipment Support Renewal**

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**Recommendation**

Authorize the Executive Director to enter into a three-year contract renewal with Trace 3 in the amount of one hundred sixteen thousand two hundred seventy five dollars and sixty one cents (\$116,275.61) for Network Equipment Support.

**Background**

Foothill Transit's current network equipment support agreement is slated to expire on October 1, 2015. Renewing the support agreement for a three-year term will allow the equipment manufacturer (Cisco) to continue to provide next-day hardware replacement, over-the-phone support, and software updates in the event of a system failure for the next three years.

In order to maintain the high level of connectivity that Foothill Transit requires to ensure business continuity, renewing the support agreement is recommended. Three Western States Contracting Alliance (WSCA) quotes were obtained on August 20<sup>th</sup>, 2015, and the lowest responsive and responsible bidder was Trace 3.

Trace 3 has offices in eight different states, and is a provider of IT solutions, services, and computer products. The company was founded in 2002 and has 13 years of experience in the computer industry.

**Budget Impact**

The cost of the network equipment support renewal is included in the current Fiscal Year 2015/2016 budget.

Sincerely,

A blue ink signature of Jake Chik, consisting of several overlapping loops and a long horizontal stroke.

Jake Chik  
Network Manager

A blue ink signature of Doran J. Barnes, featuring a large, stylized 'D' and 'B' followed by a horizontal line.

Doran J. Barnes  
Executive Director





September 25, 2015

To: Executive Board

Subject: **Azusa Intermodal Transportation Center Memorandum of Understanding (MOU) - Amendment No. 5**

---

### **Recommendation**

Authorize the Executive Director to execute Amendment No. 5 to the Memorandum of Understanding (MOU) with the City of Azusa related to the construction of the Azusa Intermodal Transportation Center.

### **Analysis**

On October 4, 2010 Foothill Transit and the City of Azusa entered into an MOU concerning a proposed Park & Ride facility in the City. The original MOU provides direction for the development of the Park & Ride facility, including joint financing, planning, design, construction and use of the Park & Ride facility. Under the terms of the MOU, Foothill Transit will serve as the Federal Transit Administration grantee for the Project.

Amendment No. 5 (Attachment A) will incorporate two electric bus charging stations into the Project scope; clarify the ownership and use of the facility; clarify the shared cost of utility, maintenance and insurance responsibilities; and clarify responsibilities for the security of the facilities.

The financial commitments as defined in Amendment No. 4 remain the same. However, Amendment No. 4 included an upfront fee by Foothill Transit to the City of Azusa for a one-time payment of \$750,000 for full payment of Foothill Transit's share of maintenance cost for the 50-year term of the parking structure. Amendment No. 5 removes this one-time payment because Foothill Transit will assume responsibility for maintaining the facility while the cost for maintenance will be shared by all Parties. Foothill Transit and the City will share the annual utility, maintenance and property insurance costs of the Parking Structure in proportion to the number of parking spaces allocated to each Party. Any maintenance, insurance or repairs for the electric bus charging stations will be Foothill Transit's responsibility.



**Foothill Transit**

## Executive Board Meeting

Executive Board Meeting – 09/25/15  
Azusa Intermodal Transportation Center Memorandum of  
Understanding (MOU) – Amendment 5  
Page 2

### **Budget Impact**

Foothill Transit's FY 2015-2016 Business Plan includes funding for the Azusa Park & Ride Project construction and maintenance.

Sincerely,

A handwritten signature in blue ink that reads "Sharlane R. Bailey".

Sharlane R. Bailey  
Director of Facilities

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

Doran J. Barnes  
Executive Director

**REVISED DRAFT ~~08/11/15~~ 09/09/15**

**CITY OF AZUSA**

**FIFTH AMENDMENT TO FOOTHILL TRANSIT  
MEMORANDUM OF UNDERSTANDING**

**1. PARTIES AND DATE.**

This Fifth Amendment to the Memorandum of Understanding (MOU) ("Fifth Amendment") is entered into on the \_\_\_\_ day of \_\_\_\_\_, 2015, by and between the **City of Azusa**, a municipal corporation organized under the laws of the State of California, with its principal place of business at 213 East Foothill Boulevard, Azusa, California 91702-1295 ("City") and Foothill Transit, a joint powers agency organized under the laws of the State of California with its principal place of business at 100 South Vincent Avenue, Suite 200, West Covina, California 91790 ("Foothill Transit"). City and Foothill Transit are sometimes individually referred to herein as "Party" and collectively as "Parties".

**2. RECITALS.**

2.1 Agreement. The Parties entered into that certain Memorandum of Understanding dated October 4, 2010 ("Original MOU"), whereby Foothill Transit agreed to partner with the City to cause a park and ride facility to be constructed within the City for use by multiple public agencies and the public.

2.2 First Amendment. The Parties amended the Original MOU to: (1) provide for a) the City's reimbursement of costs associated with the environmental review process and b) defense and indemnification of Foothill Transit in the event that the Project is approved, but later successfully challenged in court; and (2) clarify that Foothill Transit's minimum financial contribution to the construction of the Project is \$4 million dollars.

2.3 Second Amendment. The Parties amended the Original MOU and First Amendment to provide that the City will immediately begin to reimburse Foothill Transit for environmental review process costs that have already been incurred and will continue to be incurred.

2.4 Third Amendment. The Parties amended the Original MOU, First Amendment, and Second Amendment to provide additional funding of \$90,000 to prepare additional analyses necessary to expand the "alternatives" section of the DEIR and re-circulate the DEIR.

2.5 Fourth Amendment. The Parties amended the Original MOU, First Amendment, Second Amendment, and Third Amendment to: (1) up-date the financial commitments of the Parties; (2) up-date the responsibilities of the Parties, relative to on-going maintenance; and (3) make several administrative revisions to the original MOU.

2.6 Fifth Amendment. The Parties now desire to further amend the Original MOU, First Amendment, Second Amendment, Third Amendment, and Fourth Amendment to: (1) reincorporate two (2) Electric Bus Charging Stations into the Project scope; (2) clarify the ownership of facilities and the relationship of the Parties concerning ownership; (3) clarify the use of property; (4) clarify the utility, maintenance and insurance responsibilities and sharing of utility, maintenance and insurance costs by the Parties; (5) clarify the responsibilities of the Parties relative to the security of the Facilities; and (6) make administrative revisions to the MOU.

**3. TERMS.**

3.1. Article 2 of the MOU, as amended, shall be amended to read as follows:

**ARTICLE 2  
SCOPE OF PROJECT**

The Project generally consists of the construction of a park and ride facility that includes a 4-level parking structure containing 547 parking spaces to be used by the public as allocated under Article 8; and two (2) Electric Bus Charging Stations, bus bays and a bus layover area to be utilized by Foothill Transit. A more complete description of the scope of the Project is attached hereto as Exhibit "B," to the Fourth Amendment to this MOU.

3.2. Section B of Article 5 of the MOU, as amended, shall be amended to read as follows:

**ARTICLE 5  
PRECONSTRUCTION AND RELATED ENVIRONMENTAL ACTIVITIES**

B. Foothill Transit and City shall be jointly responsible for the funding and commissioning and preparation of final design plans, construction drawings and specifications for construction of the Project. Foothill Transit will be solely responsible for the commissioning and preparation of final design drawings, construction drawings and specifications related to the Electric Bus Charging Stations. However, the drawings and specifications for the Electric Bus Charging Stations will be submitted to the City for review, comment, and approval. In addition, Foothill Transit will be responsible for the funding, preparation and assuring completion of all environmental documents and clearances required under Federal and State law for the Project, however, City shall assist with the funding of the preparation of environmental documents up to a maximum amount of \$558,000.

3.3 Section B of Article 6 of the Original MOU, as amended, shall be amended to read as follows:

**ARTICLE 6  
CONSTRUCTION OF THE FACILITIES**

B. Construction Defined. Project construction shall include, but not be limited to, the erection of the physical structures comprising the parking structure, the installation of all systems necessary for the proper functioning of the parking structure, including but not limited to the relocation and modification of utilities; and installation of landscaping and irrigation around the structure. Construction shall also include the construction-installation of two Electric Bus

Charging Stations and construction of all ancillary bus stop facilities that Foothill Transit determines are necessary to serve the project.

3.4 Article 7 of the Original MOU, as amended, shall be amended to read as follows:

**ARTICLE 7  
OWNERSHIP OF FACILITIES**

The Parties agree that the parking structure and the bus bays, bus layover area and bus shelters will be owned by the City; and that the Electric Bus Charging Stations will be owned by Foothill Transit.

3.5 Article 8 of the Original MOU, as amended, shall be amended to read as follows:

**ARTICLE 8  
USE OF PROPERTY**

A. The City agrees to make 202 parking spaces within the parking structure available to Foothill Transit, at no cost to Foothill Transit, for a period of not less than fifty (50) years (the Foothill Transit parking spaces).

B. The Parties agree that Foothill Transit will have exclusive use of the Foothill Transit parking spaces 24 hours a day, seven days a week (including Saturdays and Sundays); provided, however, any such spaces that are vacant after 10 a.m. may be utilized on a non-exclusive basis by other transit users on that day. The term “exclusive use” as used in this Fifth Amendment means sole use by Foothill Transit to the exclusion of all others.

C. The City agrees that Foothill Transit will have exclusive use of the Electric Bus Charging Stations, bus bays, bus layover area and bus shelters constructed as part of the Project.

3.6 Article 9 of the Original MOU, as amended, shall be amended to read as follows:

**ARTICLE 9  
UTILITIES**

The City agrees to provide the following utility services for the Project and its structures: reasonable amounts of water, electricity, emergency power, telephone service, fire alarm monitoring, and storm and sanitary sewers. The costs to provide utility services for the Project and its structure shall be a shared cost between the City and Foothill Transit, which shall be apportioned between the Parties as set forth in Section D of Article 10 herein. Notwithstanding the above, Foothill Transit will be solely responsible for all electric utility charges related to operation of the Electric Bus Charging Stations, at those duly adopted rates charged by Azusa Light and Water to customers similarly situated.

3.7 Article 10 of the Original MOU, as amended, shall be amended by revising Sections B and D and adding a new Paragraph Section E to read as follows:

**ARTICLE 10  
MAINTENANCE AND REPAIRS/SHARED COSTS**

B. Foothill Transit will be responsible for the maintenance of the Project, including maintenance and repairs of elevators, surveillance cameras, the Electric Bus Charging Stations, and the bus shelter, with the exception of sweeping that is the responsibility of the City. Foothill Transit will perform maintenance, repair and cleaning of the Project in accordance with the standards set forth in Attachment C to this Amendment. Any other required maintenance work shall be done in accordance with the standards prescribed in manufacturers' operations and maintenance manuals. All repairs and replacements made by Foothill Transit will be made and performed in a good and workmanlike manner in accordance with all applicable codes and will be made and performed so that the repairs and replacements will be at least equal in quality, value, and utility to the original work or installation. Notwithstanding ~~by any~~ provision to the contrary, the costs for repair and maintenance of the Electric Bus Charging Stations shall be solely the responsibility of Foothill Transit.

D. The Parties agree that Foothill Transit and the City will share the annual utility, maintenance and property insurance costs of the Parking Structure in proportion to the number of parking spaces allocated to each Party under this Fifth Amendment, except for those costs for which one Party is solely responsible. Each year City and Foothill Transit will estimate the annual cost for utilities, maintenance and property insurance, on a fiscal year basis beginning July 1 through June 30, and will submit such estimate to the other Party by January 1 of the previous fiscal year. Payment shall be made by each Party to the other Party in accordance with such estimate on or before July 1. After maintenance has been completed, and shared utilities and property insurance premiums charged for a full fiscal year, the Parties shall reconcile the actual shared utility, maintenance and property insurance costs incurred in that fiscal year with the estimate and will either return any excess amounts paid by one Party to the other or require one Party to pay any additional amounts due for shared utilities, maintenance or property insurance in that fiscal year, as the case may be. The annual estimate of the maintenance costs for the first year will be based upon current estimate from an existing Foothill Transit parking structure located in the City of Industry. The annual estimate for shared utility and property insurance costs for the first year will be based upon those amounts calculated by the City and provided to Foothill Transit. Annual shared utility, maintenance and property insurance costs for the second and subsequent fiscal years will be based upon actual costs from the previous year and shall be escalated each year according to CPI.

3.8 Article 11 of the Original MOU shall be amended by revising Section D to read as follows:

**ARTICLE 11  
STRUCTURAL REPAIRS**

D. As they arise, the costs for structural repairs shall be a shared cost between the City and Foothill Transit, which shall be apportioned between the Parties as set forth in Section D of Article 10 herein, except that the cost for structural repairs to the Electric Bus Charging Stations shall be solely the responsibility of Foothill Transit.

3.9 Article 14 of the Original MOU, as amended, shall be amended by revising Section B and adding a new Section C to read as follows:

## ARTICLE 14 SECURITY

B. The Parties agree that Foothill Transit will have the sole responsibility for determining the most appropriate method for enforcing restrictions on parking in the dedicated Foothill Transit parking spaces.

C. The City agrees that Foothill Transit may install equipment to control access to the Foothill Transit parking spaces either during the construction of the parking structure, or at any time after the completion of the construction of the structure. Foothill Transit agrees that it will be solely responsible for the cost and maintenance of any equipment that is installed to control access to the Foothill Transit parking spaces.

3.10 Article 16 of the Original MOU, as amended, shall be amended by revising Sections B and C to read as follows:

## ARTICLE 16 INSURANCE AND INDEMNITY

B. The City will be responsible for obtaining and maintaining property insurance on an all risk form on the Park and Ride Facility. Premiums for the property insurance secured by the City shall be a shared cost between the City and Foothill Transit, which shall be apportioned between the Parties as set forth in Section D of Article 10-~~above~~. Foothill Transit will be responsible for obtaining and maintaining property insurance on an all risk form on the Electric Bus Charging Stations. Premiums for the property insurance secured by Foothill Transit shall be the sole responsibility of Foothill Transit.

C. The City will obtain and maintain property insurance on an all risk form for the Property on which the Project is built. Premiums for the property insurance secured by the City shall be a shared cost between the City and Foothill Transit, which shall be apportioned between the Parties as set forth in Section D of Article 10-~~above~~.

3.11 Continuing Effect of Agreement. Except as amended by this Fifth Amendment, all provisions of the Original MOU, as previously amended, shall remain unchanged and in full force and effect. From and after the date of this Fifth Amendment, whenever the term “MOU” appears in the MOU, it shall mean the MOU as amended by this Fifth Amendment.

3.12 Adequate Consideration. The Parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Fifth Amendment.

3.13 Counterparts. This Fifth Amendment may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute but one and the same instrument.

**CITY OF AZUSA**

By: \_\_\_\_\_  
Troy L. Butzlaff  
City Manager

**FOOTHILL TRANSIT**

By: \_\_\_\_\_  
Doran J. Barnes  
Executive Director

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Best Best & Krieger LLP  
City Attorney

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Jane Sutter Starke  
Thompson Coburn LLP  
Special Counsel to Foothill Transit

6174444.4





September 25, 2015

To: Executive Board

Subject: **Low Carbon Fuel Standards Program**

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### **Recommendation**

Receive and file an update on the Low Carbon Fuel Standards (LCFS) program.

### **Analysis**

A low-carbon fuel standard is a rule enacted to reduce carbon intensity in transportation fuels as compared to conventional petroleum fuels, such as gasoline and diesel. The most common low-carbon fuels are alternative fuels and cleaner fossil fuels, such as compressed natural gas (CNG). The main purpose of a low-carbon fuel standard is to decrease carbon dioxide emissions associated with fuel-powered vehicles to reduce the carbon footprint of transportation.

The first LCFS mandate in the world was enacted by California in 2007 with responsibility for the program assigned to the California Air Resources Board (CARB). The LCFS requires oil refineries and distributors to ensure that the mix of fuel that they sell in the California market meets the established declining targets for greenhouse gas emissions as measured in Carbon Dioxide CO<sub>2</sub>-equivalent grams per unit of fuel energy sold. The LCFS directive calls for a reduction of at least 10 percent in the carbon intensity of California's transportation fuels by 2020.

Foothill Transit has been generating and transferring clean fuel credits since spring 2014 through a program developed by CARB to provide incentives for clean-fuel users. Effective March 2015, Foothill Transit began fueling with Redeem, a 100 percent renewable, low-carbon fuel. Our contractor, Clean Energy, supplies Redeem CNG through the SoCal Gas utility pipeline. Redeem is the first commercially available, renewable natural gas vehicle fuel. It is derived entirely from organic waste sources and is available as compressed natural gas (CNG) or liquefied natural gas (LNG). When combined, the two programs generate approximately \$150,000 of revenue per quarter for Foothill Transit by transferring the clean fuel credits through the CARB program.



Redeem provides a significant reduction in carbon emissions when displacing diesel, gasoline, or fossil natural gas. According to CARB estimates, fueling with Redeem provides a 90 percent reduction in carbon emissions. Redeem fulfills the same fueling needs as conventional CNG and requires no additional infrastructure or technology to be implemented by Foothill Transit.

**Budget Impact**

As of June 30, 2015, Foothill Transit has earned \$407,000 trading clean fuel credits through the CARB clean fuels program. The revenue for FY2015/2016 is anticipated to exceed \$600,000. These funds are eligible for operating and capital expenses.

Sincerely,

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

Michelle Lopes Caldwell  
Director of Finance & Treasurer

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

Doran J. Barnes  
Executive Director



September 25, 2015

To: Executive Board

Subject: **Foothill Transit Class Pass Update**

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### **Recommendation**

Receive and file the Foothill Transit Class Pass Update.

### **Background**

Early last year Foothill Transit's Executive Board directed staff to pursue expanding the student rider program to colleges throughout the San Gabriel and Pomona Valleys. The Foothill Transit Class Pass Pilot Program launched in August 2013 and since then we have seen increased ridership, high student participation, and enthusiastic college students and staff.

Foothill Transit currently participates in student rider programs at Rio Hondo College (GoRIO) and Pasadena City College (I-Pass) along with L.A. Metro and a number of other municipal transit providers. In March 2014 the Executive Board approved a Class Pass subsidy rate of \$0.60 per boarding and the fee structures for both these colleges were modified to reflect the new subsidy rate. Both schools were amenable to the new rate and signed this year's MOUs. Ridership levels for both programs remain consistent.

The Class Pass Programs at Mt. SAC and the University of La Verne have proven to be very successful. With the expiration of the three-semester pilot program, both schools opted to continue with the fee based Class Pass program. Mt. SAC held a student vote to assess themselves a fee to fund the program and this item passed with 81 percent approval. The University of La Verne will fund the program without increasing fees to students. Both Mt. SAC and the University of La Verne began fall classes at the end of August. During the first two weeks of school over 46,000 students boarded our buses from all our Class Pass campuses.

During the first week of school at Mt. SAC Foothill Transit staff was present on campus to assist students with any questions they had about their pass or the program. Having direct contact with students gives us the opportunity to hear directly from students what is going well and what can be improved upon. We heard from some students about an issue with some cards not working and we were able to quickly diagnose the problem and fix it within a matter of



days. This level of interaction helps Foothill Transit to continue to be responsive to our customers' needs.

During the fall semester at the University of La Verne a large construction project – the building of a parking structure – will begin blocking a large section of the parking lot. Parking on campus will be extremely limited and there has been a push for students to pick up a Class Pass in order to avoid the parking headaches.

Expanding the Class Pass program to other San Gabriel Valley colleges and universities continues to be explored. The success of the pilot programs have increased the visibility of the programs and the desirability of the Class Pass. Foothill Transit has recently heard from Cal Poly Pomona that President Coley is supportive of the Class Pass program and has instructed her staff to put together a group on campus to work on launching this program. At this time we working on scheduling a meeting with the hopes of launching the Class Pass at Cal Poly.

**Budget Impact**

With the success of the pilot programs at Mt. SAC and the University of LaVerne, there is likely to be a need for added service to one or both academic institutions which would entail some added operating cost. The levels of service will be monitored regularly and service added to meet the ridership demands. In addition, there will be an annual \$40,000 expense to market the program at current schools and an additional \$20,000 to provide TAP cards. The anticipated annual revenue from the proposed Class Pass subsidy ranges from \$500,000 to \$600,000.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Katie Gagnon'.

Katie Gagnon  
Special Projects Manager

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

Doran J. Barnes  
Executive Director



September 25, 2015

To: Executive Board

Subject: **Recent Ridership Trends**

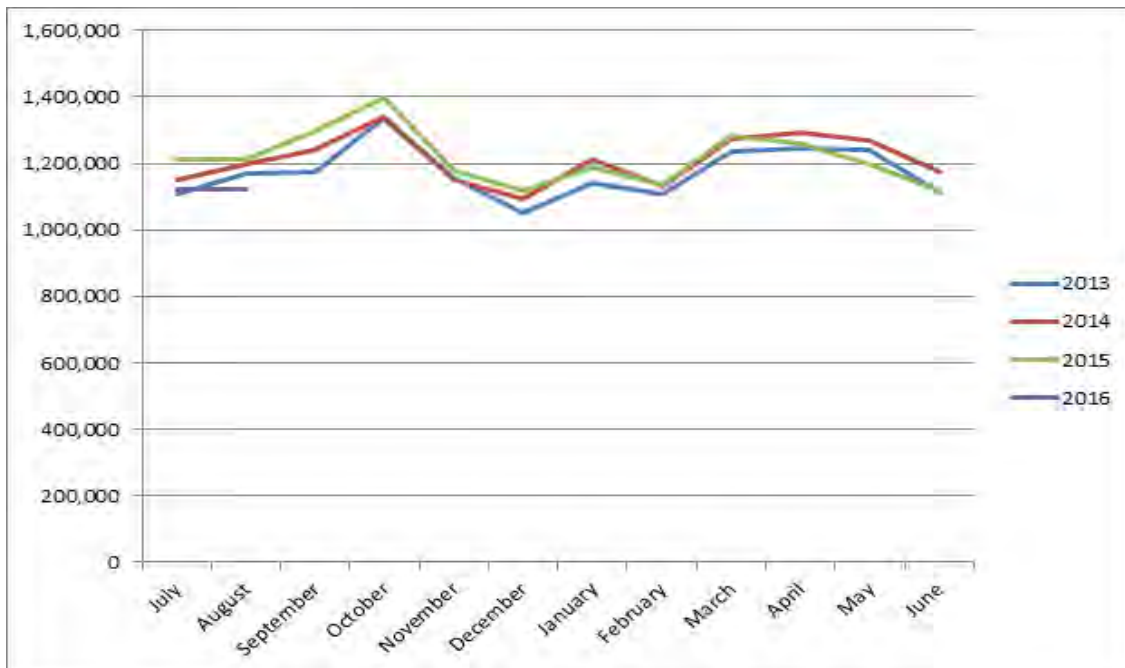
**Recommendation**

Receive and file a report on recent ridership trends.

**Analysis**

Over the past several months, Foothill Transit ridership has seen some softening. This decline in ridership followed a period during which Foothill Transit ridership actually grew while that of our neighboring agencies began seeing flat or reduced ridership. Staff research shows that not only has ridership in the greater Los Angeles area begun to see a decline, transit ridership across the country has been declining steadily.

The American Public Transportation Association (APTA) reported that bus ridership in 2014 is down one percent nationally compared to 2013. Some of our local operators are also seeing a decrease in ridership, L.A. Metro ridership has declined 5.2 percent; Long Beach Transit is experiencing a 1.2 percent decline, while OmniTrans saw a 12.3 percent decline in ridership. Starting this fiscal year, Foothill Transit has started to see a decline in ridership, overall boardings are down seven percent compared to the previous year's number (Graph 1).



**Graph 1. Foothill Transit Ridership by Month**

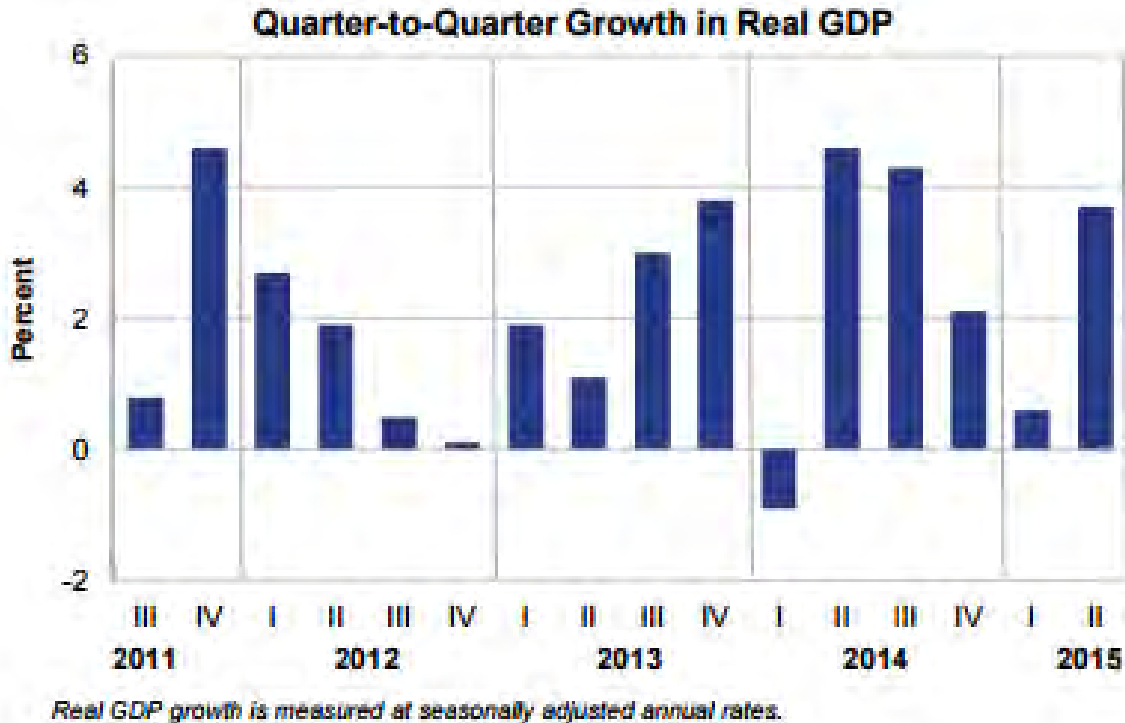


There are several potential factors that could be contributing to this region-wide ridership decline. The U.S. Department of Commerce reported “a second quarter increase in consumer spending. Spending on services, nondurable goods, and durable goods increased” (Graph 2).

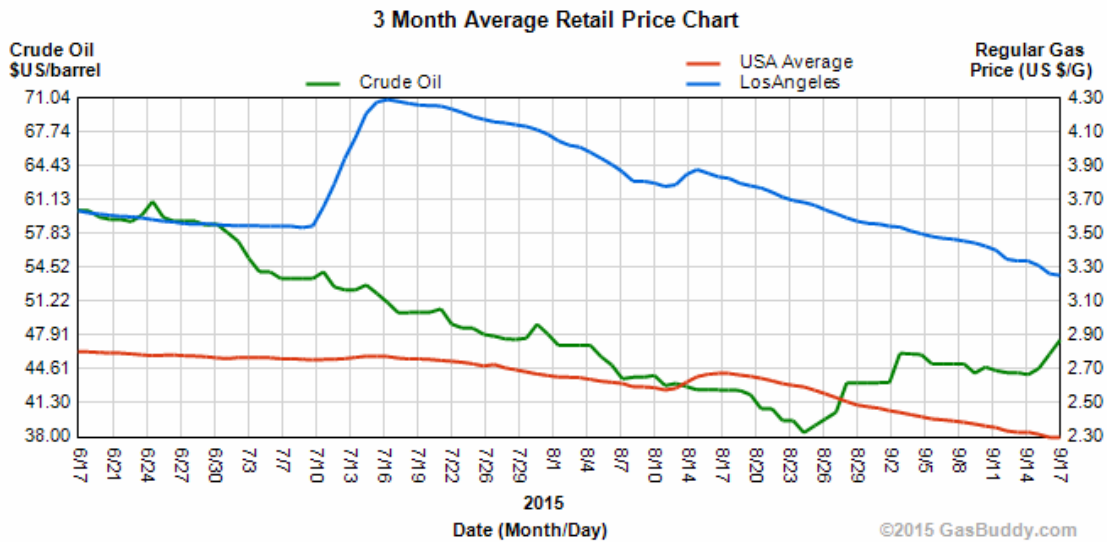
There has also been a steady drop in the unemployment rate since 2009. According to the Los Angeles Economic Development Corporation, the Los Angeles County the unemployment rate fell from nine percent a year earlier to 7.5 percent.

In Los Angeles County, new auto sales increased 9.2 percent while used auto sales increased 12.7 percent for the year through March 31<sup>st</sup>. The growth in car sales factored with a growth in new drivers may have also contributed to the decline in Foothill Transit ridership.

If regional economic growth is considered along with the lower cost of gas (Graph 3), and the ability to purchase new vehicles, then we can assume that some customers who took the bus because it was more affordable may now be opting to drive for the same reason.



**Graph 2. Showing GDP Growth Trends**



**Graph 3. Showing Average Gas Prices in Los Angeles County, US Average, and Crude Oil Prices**

Another factor that may be playing a role in the decreased ridership includes the passage of AB60, the law which requires the California Department of Motor Vehicles (DMV) to issue an original driver’s license to an applicant who is unable to submit satisfactory proof of legal presence in the United States. The DMV reported issuing 500,000 new driver’s licenses state-wide from January 2015 to August 2015. Los Angeles County is currently home to 41 percent of California’s estimated two million undocumented residents (Public Policy Institute of California), which roughly translates to 200,000 new driver’s licenses in our region. Customers that were once transit dependent now have the option to legally drive to their destinations.

The San Gabriel Valley Economic Partnership’s regional report states that the San Gabriel Valley’s population has changed very little the last 15 years. Since 2000, the population has grown by 2.2 percent compared to 5.5 percent in Los Angeles County and 13.2 percent in California.

While the population isn’t growing or shrinking, it is changing in demographics. Housing prices have climbed sharply since 2009 and have pushed lower income residents farther afield to housing developments outside of the more urban areas. These transit amenable residents are being replaced by more affluent residents who are more likely to operate a single occupancy vehicle for their daily commutes.



In an effort to maintain current ridership and reach new customers, Foothill Transit's Vital Factors teams are looking at ways to reach out to new riders, including a new-resident direct mail program, free passes for employee transportation coordinators in urban centers that we serve, and by partnering with local centers of commerce to promote public transit to their employees. Our Planning team continues to look at ways to ensure that Foothill Transit matches service levels with demand for future service changes.

**Budget Impact**

There is no budget impact associated with this update report.

Sincerely,

A blue ink signature of Joseph Raquel, consisting of a series of loops and a long horizontal stroke.

Joseph Raquel  
Planning Director

A blue ink signature of Doran J. Barnes, featuring a large, stylized 'D' and 'B'.

Doran J. Barnes  
Executive Director





September 25, 2015

To: Executive Board

Subject: **Proposed Service Enhancements**

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### **Recommendation**

Recommend that the Governing Board approve the proposed service enhancements for implementation in January 2016.

### **Analysis**

On October 26, 2012 the Executive Board authorized the Executive Director to enter into an agreement with Nelson\Nygaard Consulting Associates to complete a Comprehensive Operational Analysis (COA) for Foothill Transit. The goals of the project are to optimize current transit services, maximize underutilized resources, and expand the system in an efficient manner, where possible and necessary so that Foothill Transit can provide the most effective bus network for residents of the Pomona and San Gabriel Valleys.

The initial phase of service enhancements is aimed at integrating service with the Gold Line extension, maintaining a minimum one hour frequency during the weekdays and weekends, and streamlining existing routes so they run more efficiently. Ten lines were proposed for rerouting to either connect to the upcoming Gold Line stations, extend the route to increase coverage and/or streamline the routes by removing low ridership side trips that increase the line's travel time and operating costs. To make the service easier to ride, a minimum one hour headway on all lines is being proposed. Only one line does not meet the requirement, and the recommendation is to change the weekend headway of Line 289 from two hours to one hour on weekends.

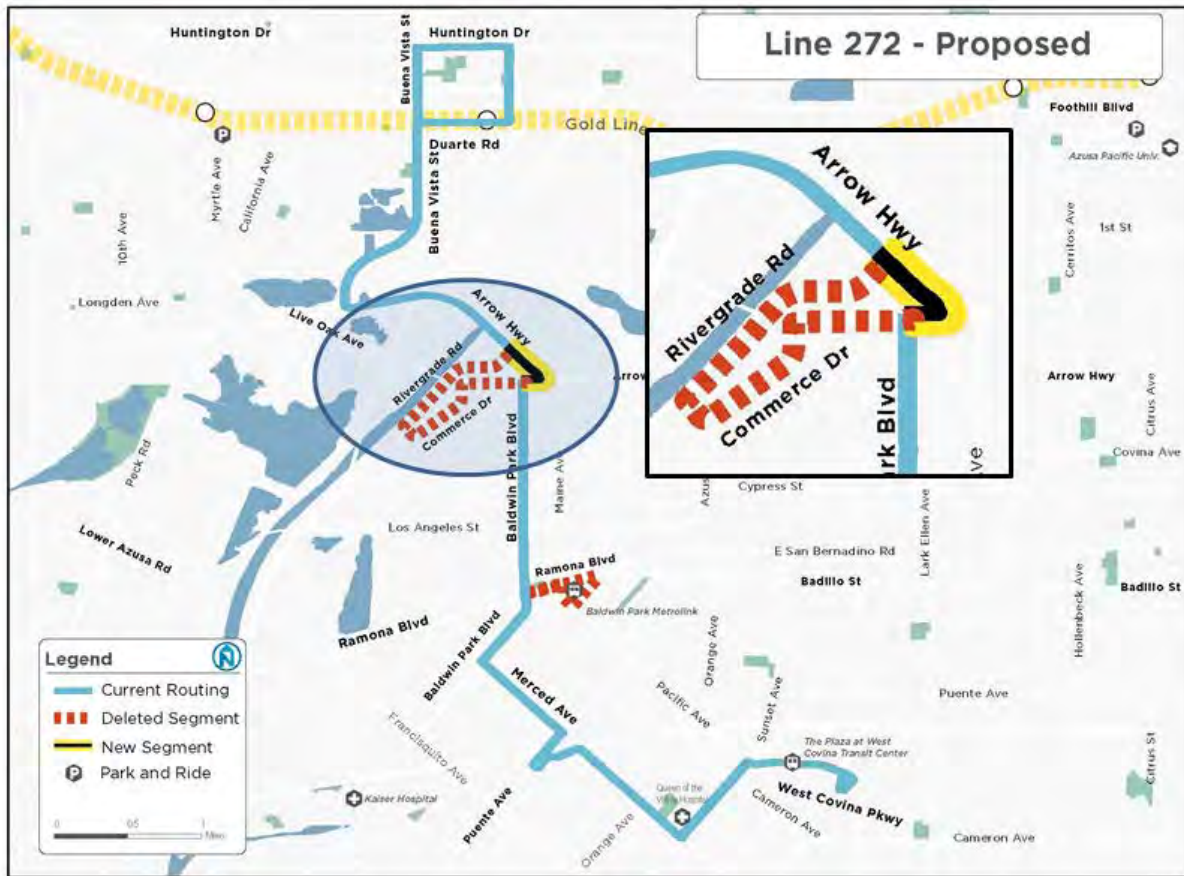
As part of the public outreach process, five public hearings were held. Customers unable to attend the hearings were invited to submit comments through email, postal mail, fax, phone, and in-person at one of our five Transit Stores. The public meetings were held in the cities of Pomona, El Monte, Baldwin Park, La Puente/City of Industry, and Azusa.

All the comments received during the public comment period were recorded and categorized as either in favor or against the proposed change, and included the aspect of the change with which the customer was in favor or against.



A line by line summary of the proposed changes follows, along with staff recommendations:

Line 272: Duarte- Baldwin Park- West Covina



The proposed changes:

1. Extend the line to the Duarte Gold Line Station
2. Eliminate the Rivergrade/Commerce loop and have the route travel along Live Oak to Arrow Highway
3. Eliminate the Baldwin Park Metrolink loop and have the route continue to travel up Baldwin Park Boulevard.

The recommendation is to implement the proposed changes which will streamline the route, improve travel time and schedule adherence. The



Baldwin Park Metrolink station will continue to be serviced by Lines 178 and 274. The proposed change will decrease the line's annual cost by \$120,163.  
Line 488: Glendora- West Covina- El Monte



The proposed changes:

1. Reroute the line to the Citrus Gold Line Station
2. Reroute the line to travel along Rowland Ave. instead of Cameron Ave.

The recommendation is to implement the proposed changes. The public comments received were favorable, especially since there is currently no service provided along Rowland Avenue. If approved, staff will conduct additional outreach to the residents along Rowland Street to inform them of the proposed change and enhance the line's ridership. The segment along Cameron Avenue will continue to be serviced by Line 281. The proposed change will increase the line's annual cost by \$406,225.



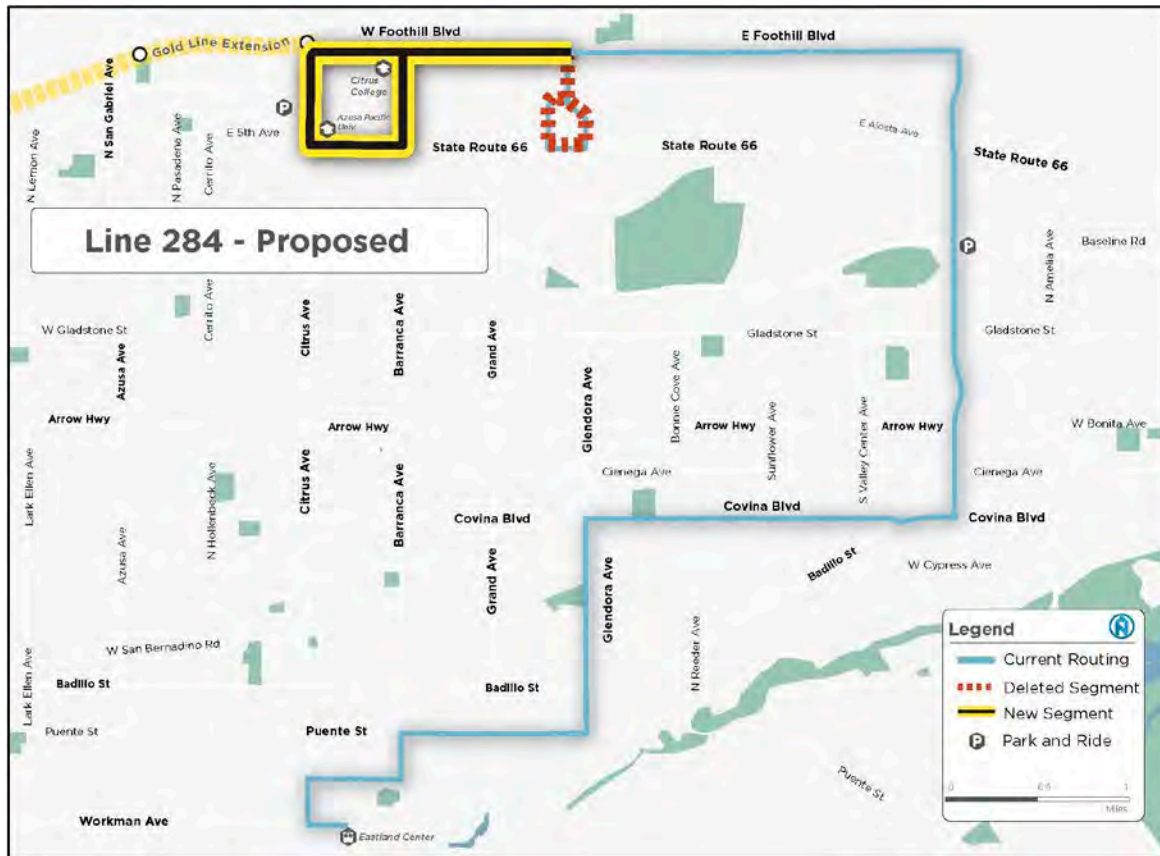
Line 280: Azusa- Puente Hills via Azusa Avenue



The recommended change will extend the route to the Azusa Intermodal Transportation Center. The route extension will increase the annual cost by \$38,218.



Line 284: West Covina- Covina- San Dimas- Glendora



The recommendation is to extend the route to service Citrus College and the Citrus Gold Line station. The proposed extension will increase the line's annual cost by \$59,737.



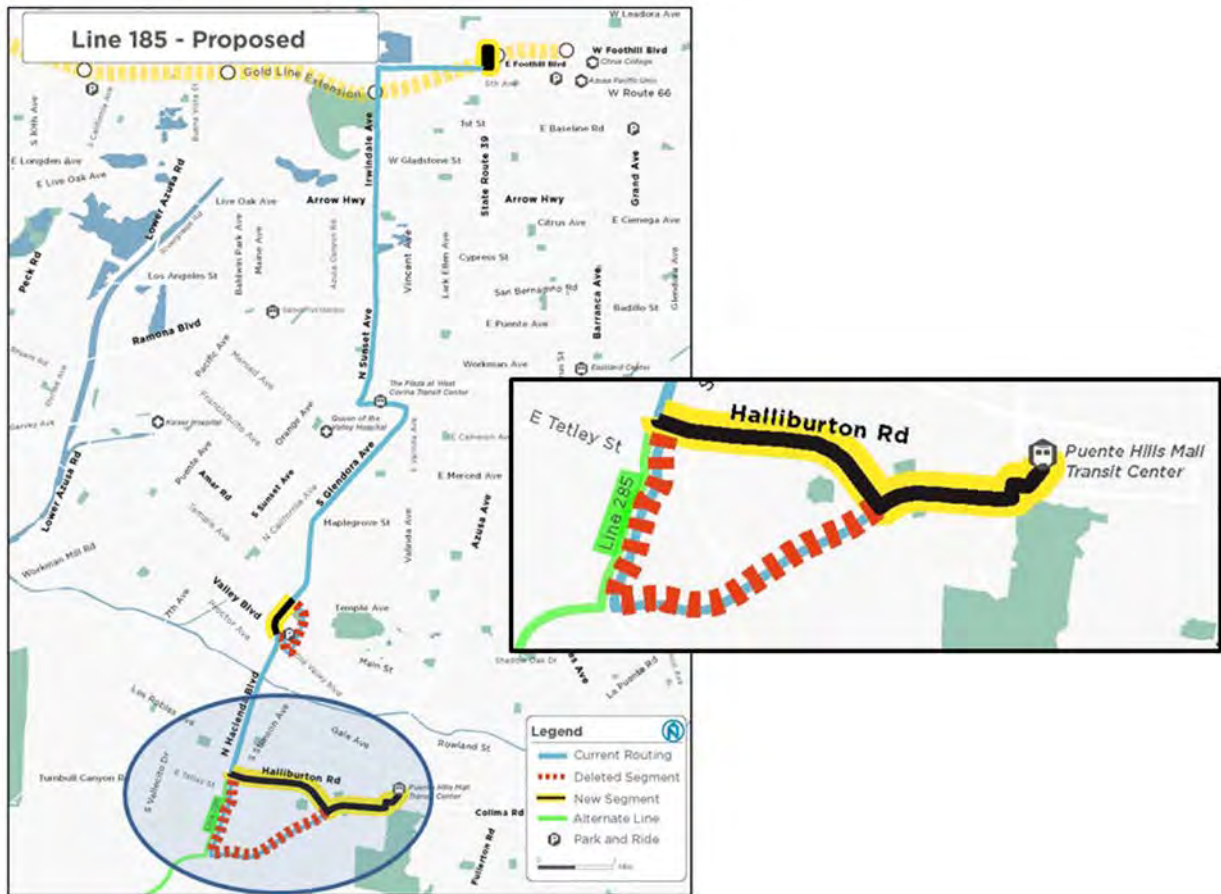
Line 486: Pomona- La Puente- El Monte via Amar Road



The recommendation is to extend the route to service the Pomona Transit Center. This extension will enhance the Class Pass program by offering those students who attend Mt. San Antonio College and who live in Pomona a direct connection to the campus. The extension will increase the cost of the line by \$987,275.



Line 185: Azusa- Wes Covina- Hacienda Heights via Irwindale



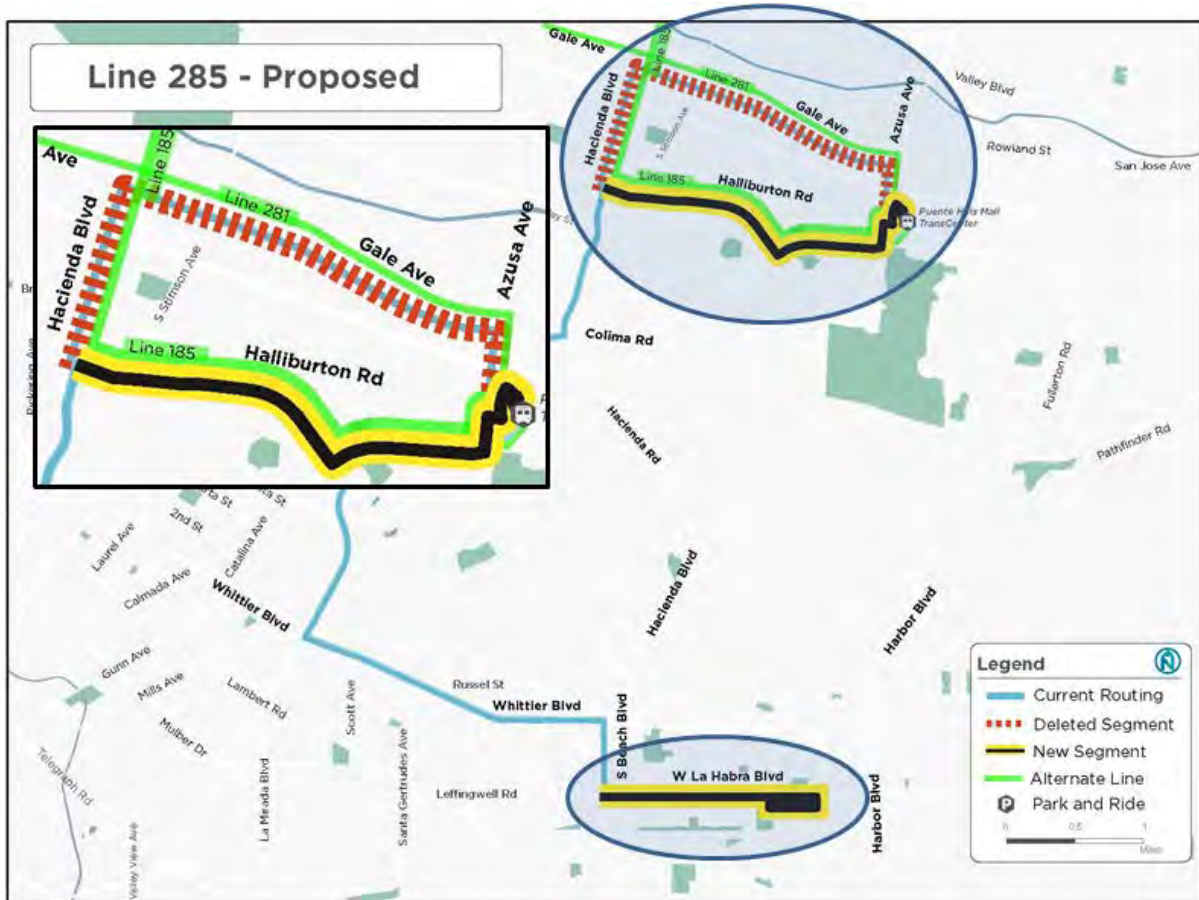
The proposed changes:

1. Extend the route to connect to the Azusa Intermodal Transportation Center.
2. Reroute the line to travel along Halliburton Road instead of Colima Road to allow faster travel time.

The recommendation is to implement the extension to the Azusa Intermodal Transportation Center but to keep the route traveling on Colima Road in response to customer feedback during the public outreach process. The recommendation will increase the annual cost of operation of this line by \$75,481.



Line 285: Puente Hills Mall- Whittier Hospital- La Habra



The proposed changes:

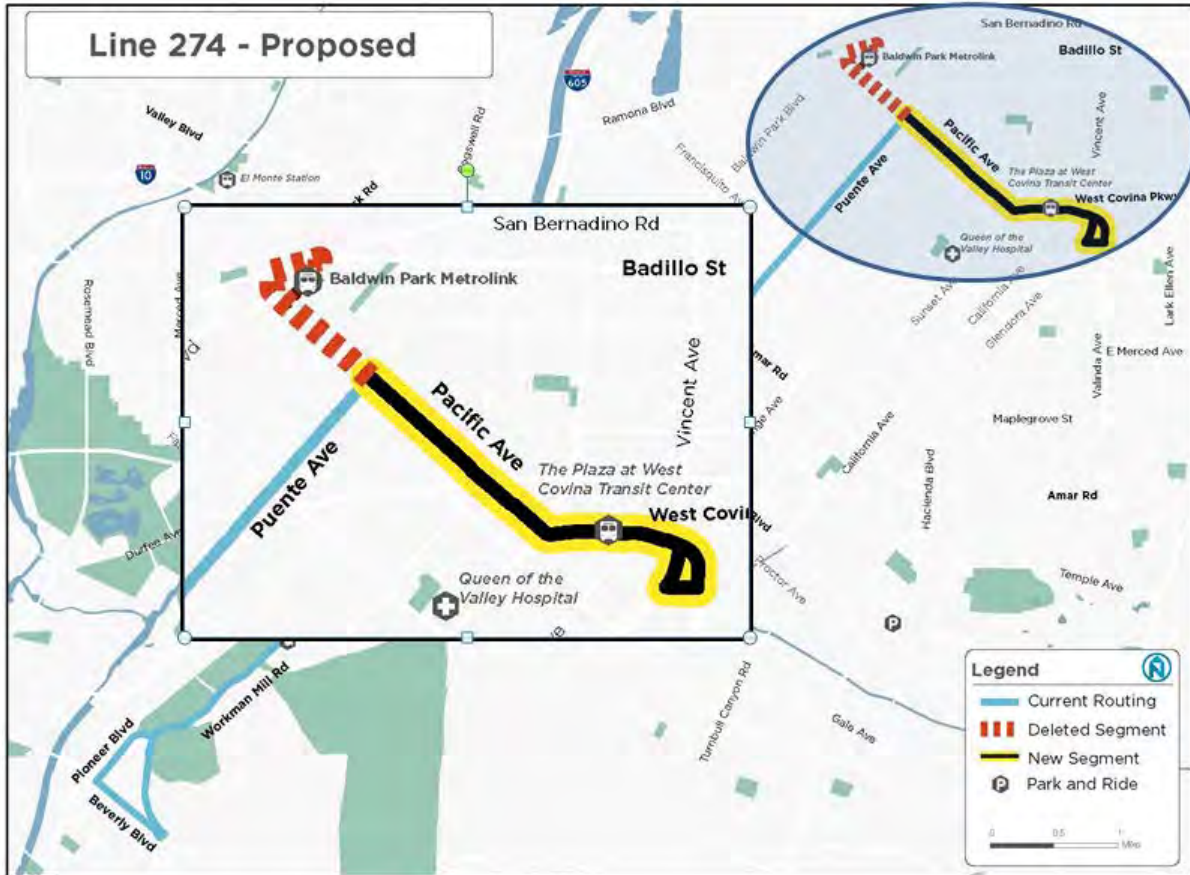
1. Extend the southern portion of the route along La Habra Boulevard to allow better transfers to OCTA lines.
2. Reroute the line to travel along Halliburton Road instead of Gale Avenue to allow faster travel time.

The recommendation is to implement the extension in La Habra but to keep the route traveling on Gale Avenue in response to customer feedback during the public outreach process. The extension will increase the cost of the line by \$111,743.





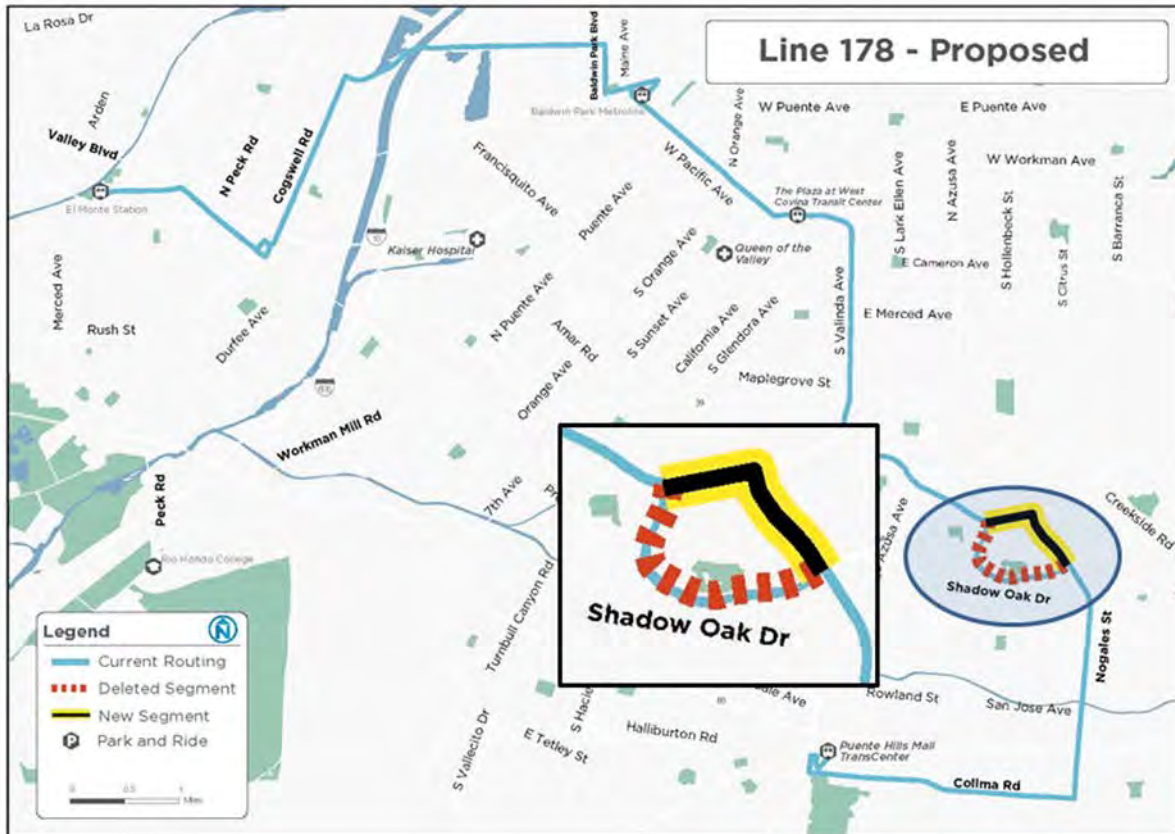
Line 274: Baldwin Park- Industry- Whittier



In response to customer feedback, the recommendation is to keep the line as is and monitor ridership at the Baldwin Park Metrolink over the next twelve months.



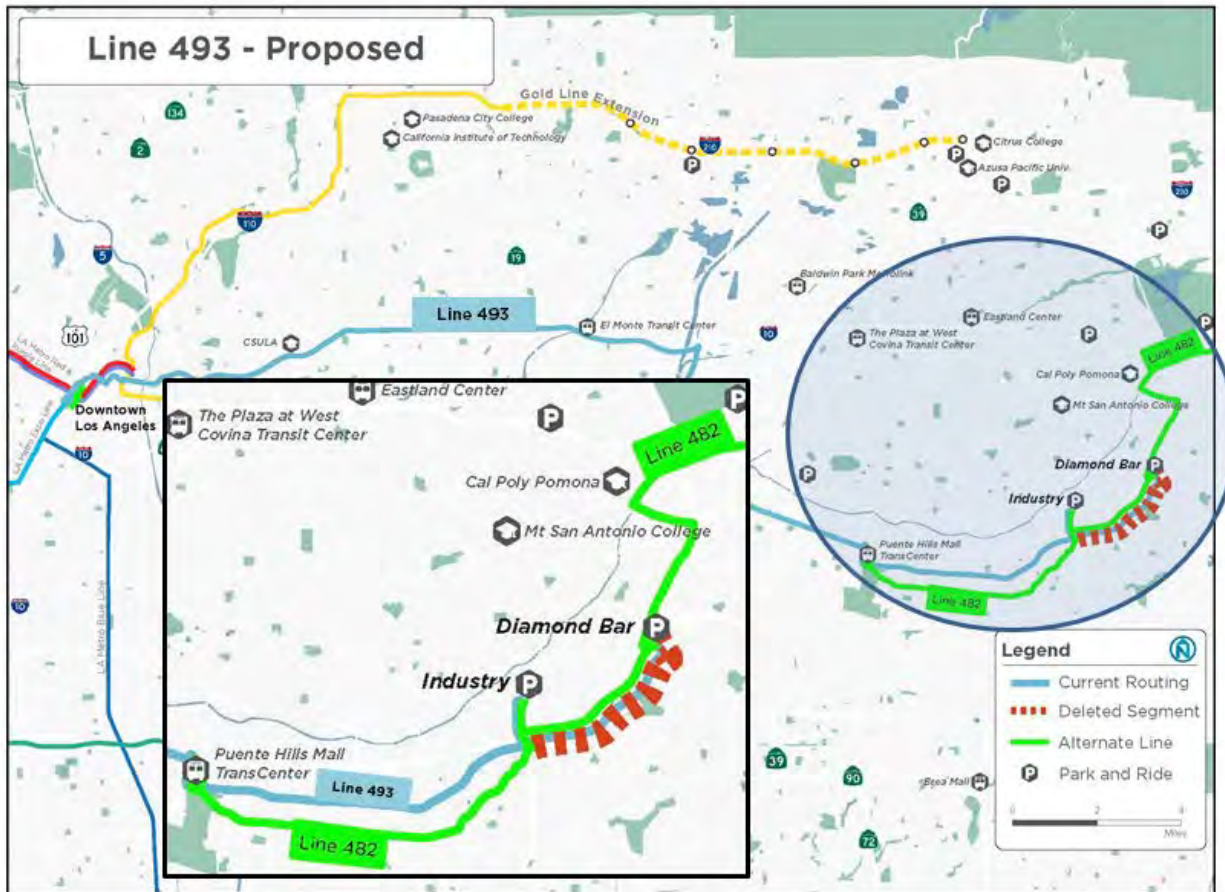
Line 178: Baldwin Park- Industry- Whittier



In response to customer input, the recommendation is to keep the line as is and continue to monitor ridership along Shadow Oak Drive.



Line 493: Diamond Bar- Industry Park and Ride- Puente Hills Mall-  
Downtown Los Angeles Express Service



The original proposal was to reroute the line to start at the Industry Park & Ride and eliminate the Diamond Bar Park & Ride segment due to low ridership and the fact that the Diamond Bar Park & Ride is used primarily by vanpool customers. The recommendation is to start half the trips at the Diamond Bar Park & Ride and the other half from the Industry Park & Ride. The recommendation will reduce the annual operating cost of the line by \$51,306.



Line 289: Puente Hills Mall- Walnut- Pomona

Current Schedule

Puente Hills Mall
7:05 AM
9:05 AM
11:05 AM
<b>1:05 PM</b>
<b>3:05 PM</b>
<b>5:05 PM</b>



Proposed Scheduled

Puente Hills Mall
7:05 AM
8:05 AM
9:05 AM
10:05 AM
11:05 AM
12:05 PM
<b>1:05 PM</b>
<b>2:05 PM</b>
<b>3:05 PM</b>
<b>4:05 PM</b>
<b>5:05 PM</b>

The proposed change is to increase the number of weekend trips so the line will go from a two hour frequency to one hour frequency to make travel for the customer easier. The increase in service will cost an additional \$79,270 annually.

Sixteen changes were proposed affecting 11 Foothill Transit lines. Following the public outreach process and analysis of the comments, staff recommends moving forward with 11 proposed changes. The changes that reroute lines to connect to the Gold Line stations would be implemented in January 2016, while the other changes will be implemented during the Summer 2016 service change.



Below is a summary by line for each proposal:

<b>Proposed Enhancements</b>	
<b>Line</b>	<b>Staff Recommendation</b>
178	Keep existing routing
185	Keep routing on Colima
272	Remove Rivergrade/Commerce Loop
274	Keep routing and monitor for 12 months
280	Extend line to Azusa Intermodal Station
284	Extend line to Citrus College Gold Line Station
285	Keep routing on Gale Ave.
289	Increase weekend service
486	Extend line to Pomona Transit Center
488	Conduct further outreach on Rowland St.
493	Reduce westbound service from the Diamond Bar Park & Ride to every 30 minutes

**Budget Impact**

The total cost of the proposed service enhancements is \$1,586,480. The proposed service enhancements recommended for implementation in January 2016 have been programmed in the FY 15-16 operating budget.

Sincerely,

Joseph Raquel  
Director of Planning

Doran J. Barnes  
Executive Director



September 25, 2016

To: Executive Board

Subject: **Contract Amendment - SMARTBus Technical Advisory Services**

---

### **Recommendation**

Authorize the Executive Director to execute Amendment No. 2 to Agreement No. 14-030 with IBI Group in the amount of \$645,316 for SMARTBus Technical Advisory Services for additional technical assistance to accomplish the replacement of the analog radio with VoIP technology and assistance with the implementation of Foothill Transit's SMARTBus System Replacement Project.

### **Analysis**

In June 2014, the Executive Board authorized the Executive Director to negotiate final contract terms and conditions and award a contract to IBI Group for technical advisory services to assist with developing performance specifications for a new computer aided dispatch and automatic vehicle location (CAD/AVL) system, for the replacement of the analog radio, replacement of the radio service with another carrier, and assistance with the implementation of the SMARTBus Replacement Project. Heavy emphasis was placed on IBI's qualifications, experience and organizational relationships during the procurement for these technical services. IBI continues to perform similar work for several agencies and brings that experience to the Foothill Transit project.

In developing the requirements for the replacement system, IBI worked with staff, contracted operations and maintenance staff as well as legal counsel to detail additional requirements necessary to enhance reporting capability as well as adding new services and features. IBI's original scope of work included a requirement to work with Foothill Transit on integrating 4G cellular services. During the procurement process, IBI conducted extensive research and analysis and determined that the most technologically advanced approach for a radio solution would be to incorporate a Voice over Internet Protocol (VoIP) into Foothill Transit's operation.

In June 2015, the Executive Board authorized the Executive Director to negotiate final contract terms and conditions and award a contract to Avail Technologies for the replacement of the CAD/AVL system, including equipment installation, testing, training, system implementation, product



support and warranty. The Avail system includes the use of digital radio communication and VoIP, using the digital voice communication provided by Mobile Relay Associates as a back-up communication system. This will be the first full deployment of such a system for Avail. While Avail has significant experience in developing, implementing and installing CAD/AVL systems, there will be some considerable customization necessary to meet the unique needs of Foothill Transit operations.

IBI has been heavily involved in the procurement, contract negotiations and initial meetings leading to the project launch and has been a technical lead on the back-up digital radio integration that was not originally contemplated in their scope of services. As the project progresses, there are several areas where additional needs for staffing have been identified. In the past, Foothill Transit has had in-house staff dedicated to accomplish the work required in the implementation of such a system. IBI has the breadth of knowledge and the capacity as well as extensive experience in these areas to work with Foothill Transit's current staff to accomplish these tasks. These include:

- additional project management tasks;
- new feature design and implementation;
- VoIP system design and integration;
- additional system testing;
- enhanced training support; and
- standard operating procedure development.

IBI Group has successfully performed similar work for other transit agencies, including Community Transit (Everett, WA), Regional Transportation District (Denver, CO), and C-Tran (Vancouver, WA).

This recommended amendment to Contract No. 14-030 brings the total contract value to \$1,191,612. Below is a summary of contract amendments to date.



Contract No. 14-030	Contract Amount	Comments
Base Contract	\$466,689	Developing performance specifications, replacement of analog radio system, assistance with project implementation
Amendment #1	\$79,607	Additional vendor demonstrations, procurement site visits; vendor proposal price analysis
Amendment #2	\$645,316	Project management during extended schedule, site surveys, system testing support, VoIP design and testing, Mobile Radio training, development of SOPs, supplemental support training
<b>Total</b>	<b>\$1,191,612</b>	

**Budget Impact**

Funds for these services are included in Foothill Transit's adopted Fiscal Year 2015/2016 Budget.

Sincerely,

LaShawn King Gillespie  
Director of Customer Service and Operations

Doran J. Barnes  
Executive Director





September 25, 2015

To: Executive Board

Subject: **Contract Award – Arcadia Facility Improvements**

---

### **Recommendation**

Authorize the Executive Director to enter into Agreement No. 16-005 with Kanaan Construction Inc. in the amount of \$381,300 for construction activities related to the interior and exterior improvements at the Arcadia Operations & Maintenance Facility.

### **Analysis**

On April 24, 2015 the Executive Board authorized the issuance of IFB No. 16-005, previously 15-042, for construction activities related to the interior and exterior improvements at the Arcadia Operations & Maintenance Facility.

On August 27, 2015 a Job Walk and Pre-Bid conference were conducted and 22 potential bidders attended. On September 17, 2015, bids were received. The lowest responsive and responsible bidder was Kanaan Construction Inc. Kanaan Construction Inc. has several year of experience in performing similar work. They have successfully completed construction projects for CalTrans and the Los Angeles Community College District. These projects consisted of interior renovations, remodel and new construction.

The Scope of Work for the Arcadia O&M Facility Improvements include:

- Replacement of original cabinetry and countertops in the break room and training room areas
- Remodeling of the original administration reception desk area and visitor area
- Replacement of the motorized roll up door at the administration reception desk
- Application of new paint at select interior and exterior locations
- Installation of a noise barrier window system at the dispatch area, including improvements to dispatch room
- Installation of new tile flooring in the break room and training room areas
- Installation of a new designated smoking area



- Improvements to the roll out shelter with the addition of a louver system to provide shade
- Improvements in the battery maintenance room
- General ADA improvements throughout facility to meet new standards

**Budget Impact**

Funding is included in Foothill Transit's approved Fiscal Year 2015/2016 budget for facility maintenance and rehabilitation.

Sincerely,

A handwritten signature in blue ink, appearing to read 'V. Saucedo'.

Vincent Saucedo  
Construction Project Manager

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

Doran J. Barnes  
Executive Director



September 25, 2015

To: Executive Board

Subject: **Request to Issue RFP - Transit Services - Arcadia Facility  
(RFP No. 16-021)**

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### **Recommendation**

Authorize the Executive Director to:

1. Amend Agreement No. 14-028 with Transdev Services, Inc., to change the expiration date for the base contract term from June 30, 2018 to July 2, 2016; and
2. Issue a request for proposals (RFP No. 16-021) for transit operations and maintenance services at Foothill Transit's Arcadia Facility.

### **Analysis**

Transdev Services, Inc. assumed operation of transit service at Foothill Transit's Arcadia facility on October 5, 2014 and currently provides operations and maintenance services under Agreement No. 14-028 for 145 CNG buses operating out of that facility. The base term of the current Agreement is scheduled to expire on June 30, 2018 and there are three available two-year options beyond that date.

In the year since assuming transit operations at Foothill Transit's Arcadia facility, Transdev has committed significant resources to providing the level of service stipulated in Agreement No. 14-028. Since the contract turnover in October 2014, Transdev's work toward providing appropriate staffing levels and proper vehicle maintenance to ensure adequate provision of on-street service has been observed and monitored by Foothill Transit management staff.

In discussions between Transdev and Foothill Transit staff, both parties have determined and mutually agreed that it is in the interest of both parties and Foothill Transit's customers to amend existing Agreement No. 14-028 to change the expiration date for the Agreement to July 2, 2016.

This amendment will allow for a complete and thorough new procurement for transit services to be conducted and for operations and maintenance services to be provided under a new contract with the successful proposer.



If authorized, several changes will be included in the new RFP and the Agreement for transit service. Key among these are:

- A number of clarifications to the RFP and supporting documents to ensure that proposers include correct assumptions in their technical and price proposals;
- The performance of a third-party analysis of price proposals to ensure that proposed pricing is reasonable and realistic;
- Possible changes to the compensation and payment methodology in the Agreement;
- The inclusion in the Agreement of specific representations, certifications and warranties from the Contractor; and
- Other technical and conforming changes to the Agreement and updates to the Attachments and Exhibits.

Key dates in the proposed procurement timeline are as follows:

<b>Event</b>	<b>Date</b>
Issuance of RFP	October 2, 2015
Proposals due	January 26, 2016
Initial Evaluation and Interviews	February 2 - 26, 2016
Best and Final Offers due from Proposers	March 4, 2016
Contract award by Foothill Transit Executive Board and authorization to execute contract	March 25, 2016
Commencement Date	July 3, 2016

This schedule will provide adequate time for execution of final contract documents and transition to the delivery of service under the new agreement.



**Budget Impact**

Some costs related to conducting comprehensive audits of the fleet and facility during the procurement process will be incurred. Staff anticipates that these costs can be covered by budget savings in the current year. Funds will be programmed in the Fiscal Year 2016-2017 and subsequent Business Plans and Budgets for operation of transit service at Foothill Transit's Arcadia facility.

Sincerely,

A blue ink signature of Kevin McDonald, consisting of several fluid, overlapping strokes.

Kevin McDonald  
Deputy Executive Director

A blue ink signature of Doran J. Barnes, featuring a large, stylized initial 'D' followed by several loops.

Doran J. Barnes  
Executive Director



September 25, 2015

To: Executive Board

Subject: **Transit Store Quarterly Report**

**Recommendation**

Receive and file the Transit Store Quarterly Report.

**Analysis**

**Pass Sales** (Attachments A & B): Sales for April - June totaled \$1,366,537. The Pass Sales figure represents a decrease of nine percent from the sales during the same period of FY 2013/14. The decrease is primarily attributable to decreases in sales of Student Local and Senior and Disabled Silver Streak passes.

Attachment A provides a graphic representation of the three-month sales figures by store. Attachment B provides a graphic representation of the three-month sales figures by product type. Sales by Transit Store are also summarized in the table below.

Location	April 2015	May 2015	June 2015	FY 2014/15
El Monte	\$121,036	\$115,333	\$117,291	\$1,404,600
Pomona	\$102,117	\$96,964	\$89,039	\$1,114,397
Puente Hills	\$99,523	\$96,988	\$93,056	\$1,199,570
West Covina	\$75,803	\$71,840	\$63,903	\$880,353
Claremont	\$48,686	\$43,980	\$48,514	\$561,878
Online Sales	\$28,362	26667	\$27,436	\$297,741
<b>Total</b>	<b>\$475,527</b>	<b>\$451,772</b>	<b>\$439,239</b>	<b>\$5,458,539</b>



**Phone Activity** (Attachments C & D): In April, May and June, a total of 75,429 phone calls were received through the toll-free customer service line. Customer Service Representatives (CSRs) answered 94.7 percent of incoming phone calls with an average time to answer of 19 seconds. The average handling time of a call was one minute and 38 seconds. Compared to last year, this was a three percent decrease in the total number of calls received and a three percent increase in the total number of calls answered. This improvement may be attributed to the continued focus that Transdev, the Transit Store contractor, has placed on call center management, as well as the capabilities of the reporting mechanism of the new phone system.

Customer call handling					
Month	% of calls answered	Calls received	Calls answered	Average time to answer	Average handling time
April 2015	93.3%	27,283	25,446	0:24	1:38
May 2015	94.8%	25,847	24,724	0:16	1:39
June 2015	92.0%	26,562	25,259	0:17	1:37
<b>Total</b>	<b>93.0%</b>	<b>79,692</b>	<b>75,429</b>	<b>0:19</b>	<b>1:38</b>

**Walk-in Traffic** (Attachment E): Walk-in traffic recorded for all stores during this time period totaled 78,927 entries, a significant decrease when compared to the same period in FY 2013/14. This decrease is because no walk-in traffic data was available from the Puente Hills Transit for the time period as well as issues with the counters in other stores. The people counters in each of the stores are currently in the process of being replaced with more sophisticated and reliable technology which is anticipated to provide greater detail on the patterns of the customers coming into the stores. This project is currently underway and projected to be complete in the coming weeks.

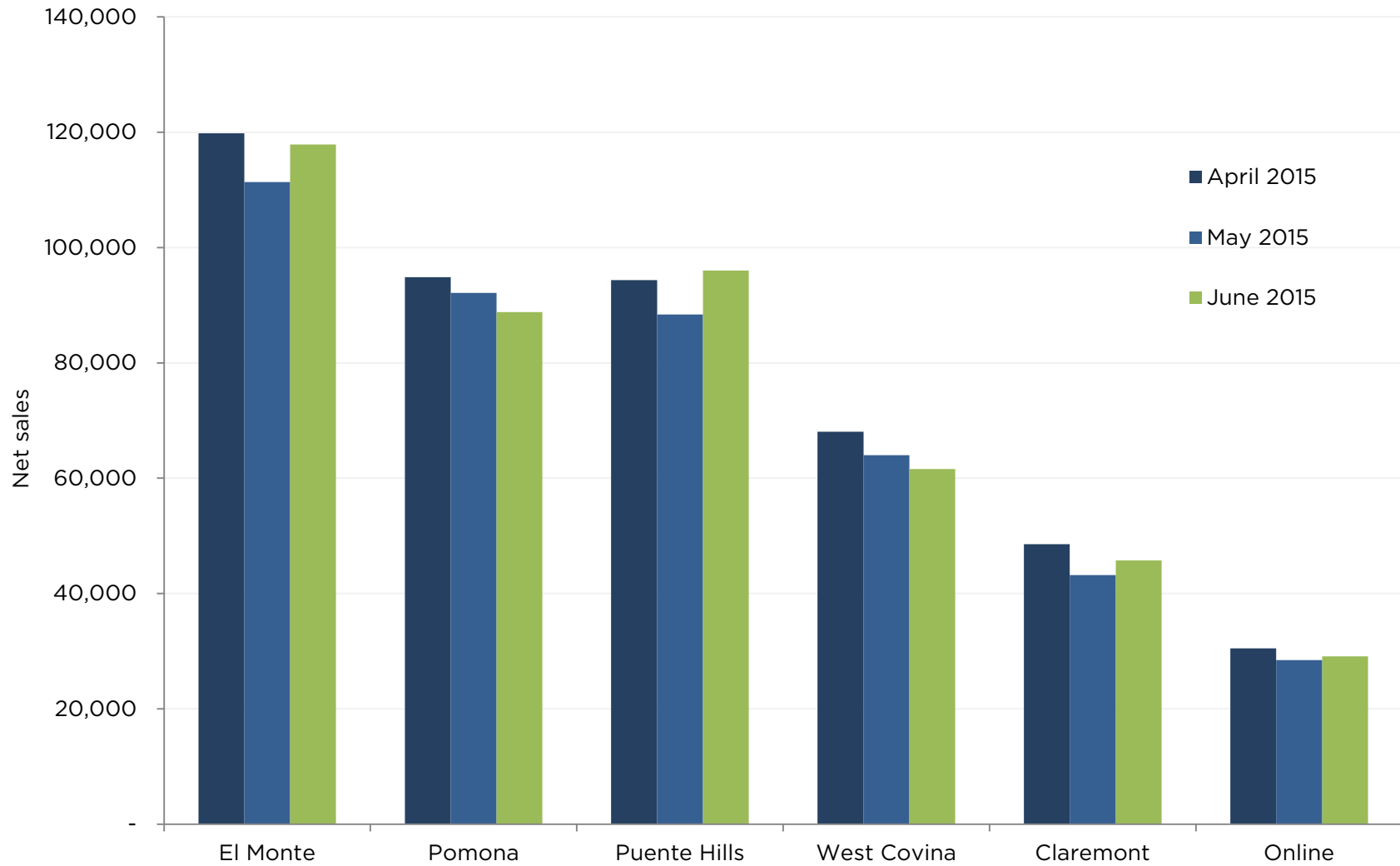
Sincerely,

LaShawn King Gillespie  
Director of Customer Service & Operations

Doran J. Barnes  
Executive Director

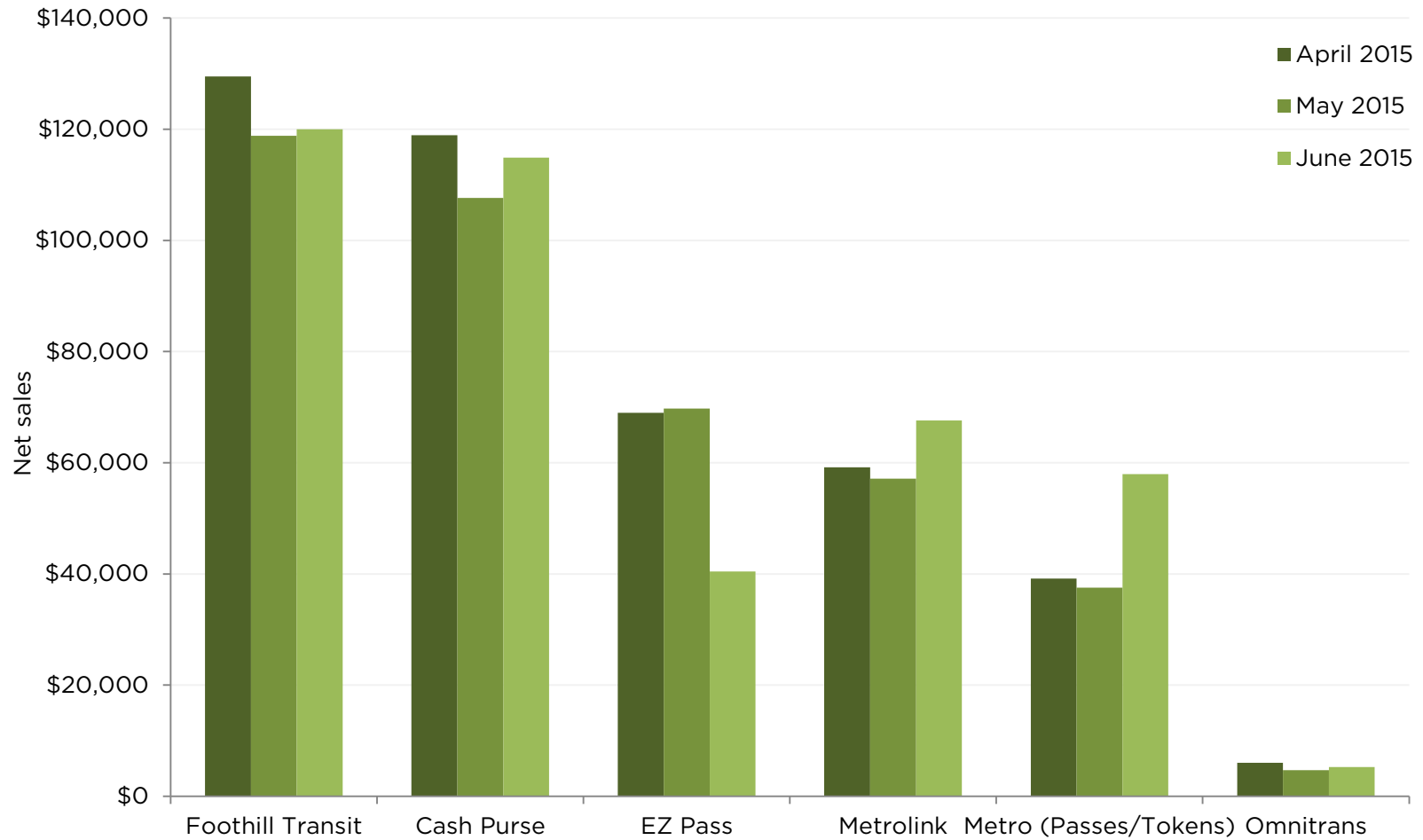
Attachments

## Transit Store Quarterly Report Sales Trend by Store (April – June 2015)

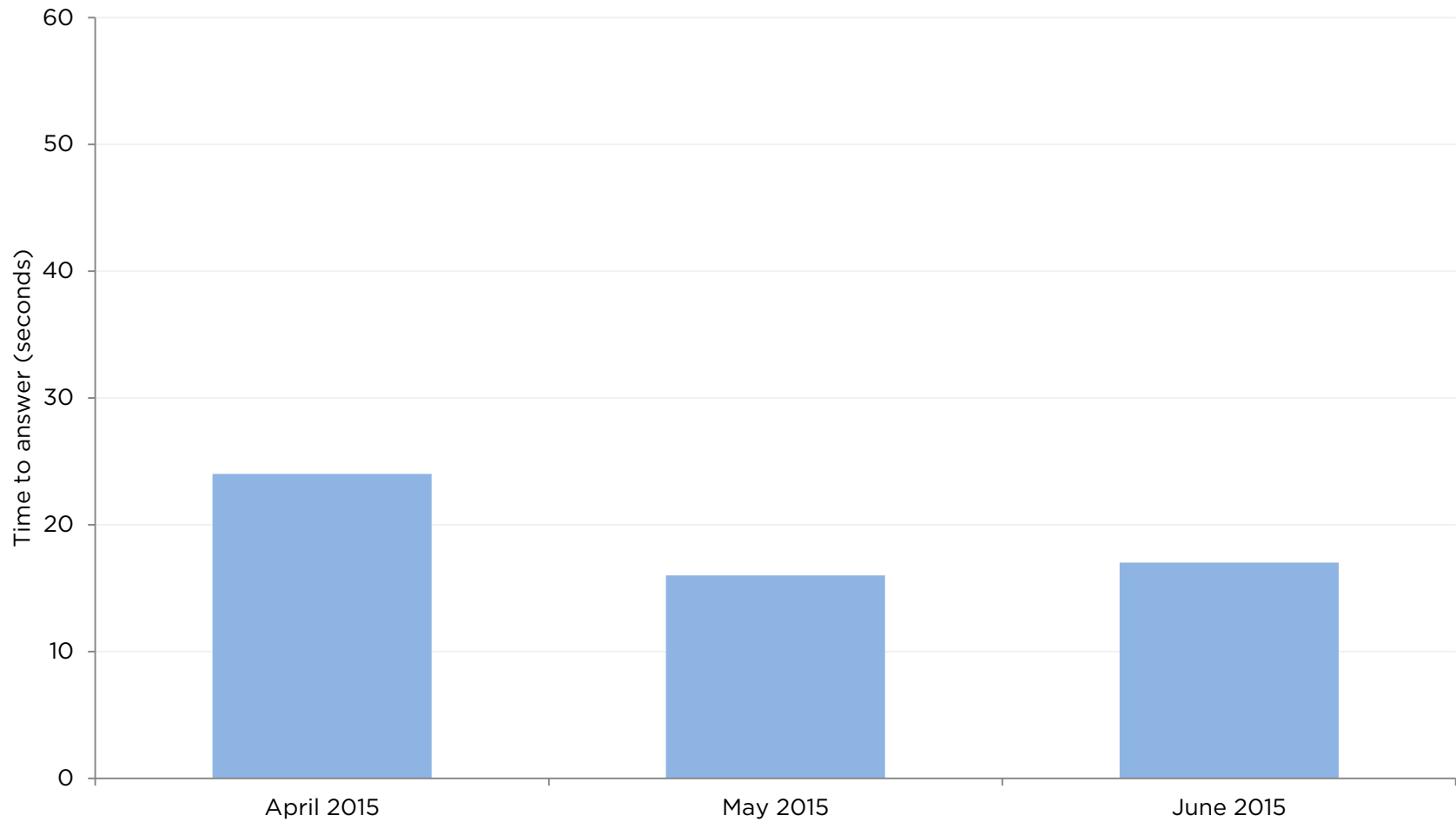




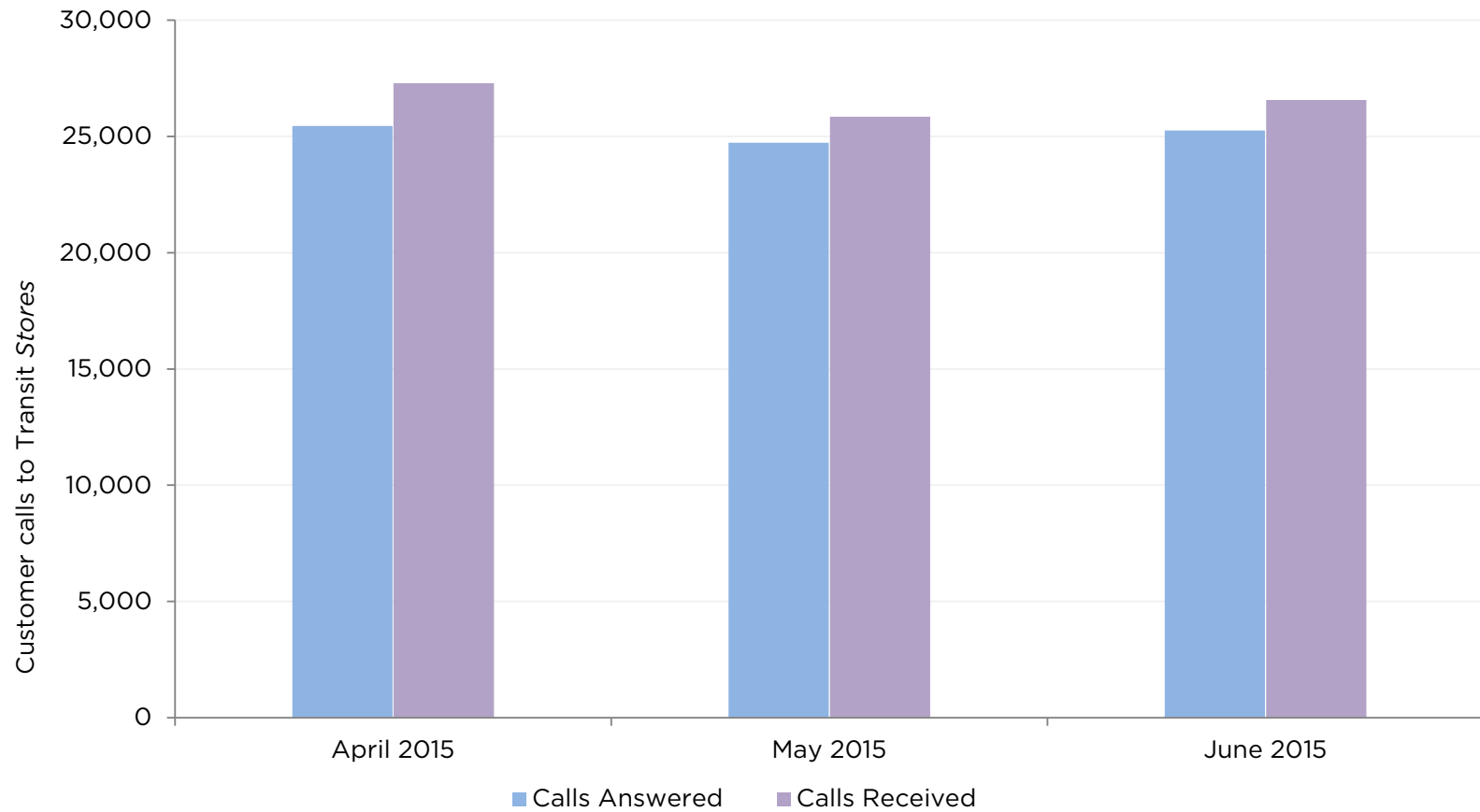
## Transit Store Report Sales Trends by Product (April 2015 – June 2015)



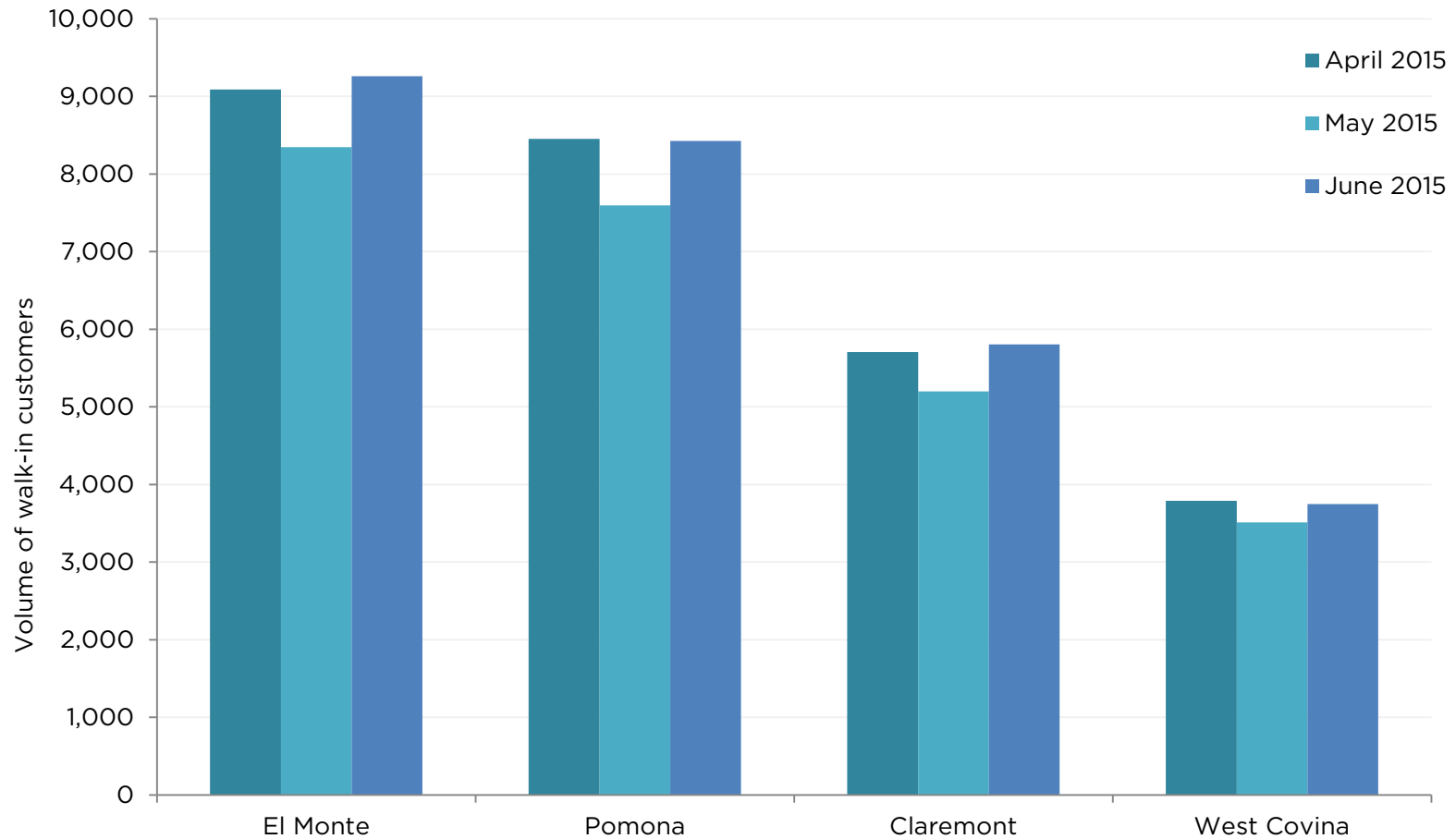
## Transit Store Report Average Time to Answer (April – June 2015)



## Transit Store Report Total Calls Answered (April – June 2015)



## Transit Store Report Total Walk-in Traffic (April – June 2015)<sup>1</sup>



<sup>1</sup> Data for Puente Hills location not available due to equipment maintenance.