



Foothill Transit

30

YEARS  
1988-2018



**Foothill Transit**  
Going Good Places

## SPECIAL EXECUTIVE BOARD MEETING

West Covina, CA  
Friday, December 14<sup>th</sup>, 2018



Foothill Transit

# Executive Board Meeting AGENDA

SPECIAL EXECUTIVE BOARD MEETING  
9:45 AM, DECEMBER 14, 2018  
Foothill Transit Administrative Office  
2<sup>nd</sup> Floor Board Room  
100 South Vincent Avenue  
West Covina, CA 91790

1. CALL TO ORDER
2. ROLL CALL: MEMBERS BARAKAT, CALAYCAY, HERRERA, PEDROZA,
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF OCTOBER 30, 2018  
AND SPECIAL MEETING OF NOVEMBER 12, 2018
5. PUBLIC COMMENT
  - 5.1. Executive Director Response to Public Comment

CONSENT CALENDAR: Items 6 through 9 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.

## 6. OCTOBER 2018 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

*Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through October 31, 2018. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of October 31, 2018 for the fiscal year ending June 30, 2019.*

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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. TITLE VI EQUITY ANALYSIS - DUARTE TRANSIT SERVICE

*Recommended Action: Receive and file the equity analysis of Duarte Community Connector service.*

8. TITLE VI EQUITY ANALYSIS - Foothill Transit CLASS PASS PROGRAM REVIEW

*Recommended Action: Receive and file the Title VI Equity Analysis review report for the Class Pass Program.*

9. CONTRACT AWARD - ARCADIA FACILITY UTILITY ROOF REPLACEMENT

*Recommended Action: Authorize the Executive Director to enter into Agreement No. 19-024 with Best Contracting Services, Inc., in the amount of \$230,680 for replacement of the asphalt utility roof at Foothill Transit's Arcadia Operations and Maintenance Facility.*

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 pagsasalin, pakisuyong makipag-ugnayan sa opisina ng Executive Director sa (626) 931-7300 extension 7204, ng hindi bababa sa 48 oras bago ang pulong.

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

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

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

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

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

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

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



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REGULAR AGENDA:

10. REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) - TRANSIT STORE OPERATIONS AND BUS STOP MAINTENANCE SERVICES

*Recommended Action: Authorize the Executive Director to Issue Request for Proposals (RFP) No. 19-035 for Transit Store Operations and Bus Stop Maintenance Services.*

11. REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) - AUDIT SERVICES

*Recommended Action: Authorize the Executive Director to issue a Request for Proposals (RFP No. 19-046) for a Certified Public Accountant or Certified Public Accounting firm to perform audit services for Foothill Transit.*

12. REQUEST TO ISSUE REQUEST FOR PROPOSALS - LEGAL SERVICES

*Recommended Action: Authorize the Executive Director to Issue Request for Proposals (RFP) No. 19-037 for provision of Legal Services.*

13. FEDERAL ADVOCACY SERVICES CONTRACT

*Recommended Action: Authorize the Executive Director to terminate the Federal Advocacy Services Contract with Baker, Donelson, Bearman, Caldwell & Berkowitz and begin a sole source Federal Advocacy Services Contract with Powell Consulting DC effective January 31, 2019, to provide federal advocacy services through December 31, 2021, for a fee of \$4,800/month and two one year options for a fee of \$5,500/month from January 1, 2022, through December 31, 2023.*

14. DOWNTOWN LOS ANGELES MID-DAY LAYOVER

*Recommended Action: In accordance with the Downtown Mid-day Layover Subcommittee's recommendation, authorize the Executive Director to: 1. Enter into a 10-year lease agreement with Caltrans in the amount of \$44,300 per month for property located in downtown Los Angeles to be used as a mid-day commuter bus layover. The lease agreement will include three 10-year options. 2. Enter into a memorandum of understanding (MOU) with Antelope Valley Transportation Authority (AVTA) and Los Angeles Department of Transportation (LADOT) regarding the shared use of the downtown mid-day commuter bus layover locations.*

15. EXECUTIVE DIRECTOR COMMENT

16. BOARD MEMBER COMMENT

17. ADJOURNMENT



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**A Meeting of the Governing Board  
is scheduled for  
Friday, January 25, 2019 at 7:45 a.m.**

**The next Regular Meeting of the Executive  
Board is scheduled for  
Friday, January 25, 2019 at 9:00 a.m.**



**Foothill Transit**

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

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

**Tuesday, October 30, 2018  
8:00 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Calaycay at 8:02 a.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chair Calaycay.

**3. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Richard Barakat, Member Sam Pedroza, Member Corey Warshaw, Vice Chair Carol Herrera, Chair Corey Calaycay

**4. APPROVAL OF AGENDA**

After discussion, by Common Consent, and there being no objection, the Board approved the agenda as presented.

**5. PUBLIC COMMENT**

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

**5.1. Executive Director Response to Public Comment**

There was no response to Public Comment by the Executive Director.

**6. FREE TRANSIT SERVICE ON ELECTION DAY**

Recommendation: Consider authorizing the Executive Director to suspend fares on November 6, 2018 in tandem with Los Angeles Metro to encourage voter turnout.

Felicia Friesema, Director of Marketing and Communications, presented this item.

Ms. Friesema reported that Metro's Executive Management Committee passed a motion to provide free transit service on Election Day, November 6, to encourage voter turnout. Los Angeles Metro is inviting TAP partner agencies to join them to make this a regional effort. Ms. Friesema reported that some local agencies have chosen to participate and others have chosen not to participate. There is a potential revenue loss to Foothill Transit of \$46,000 in cash and stored value in one day of revenue service.

Executive Board Members expressed concern that most polling locations are located in neighborhoods, where buses do not run service.

Motion by Vice Chair Herrera, second by Member Barakat, to not authorize free transit service on Election Day. Motion carried 5-0.

## 7. **FREE RIDE COUPON PROGRAM**

Recommendation: Adopt the direction of the Free Ride Coupon Program Ad-Hoc Committee and terminate the Free Ride Coupon Program at the end of the current fiscal year on June 30, 2019.

Felicia Friesema, Director of Marketing and Communications, presented this item.

Ms. Friesema presented the history of the Free Ride Coupon Program. The program is a community engagement and support resource enabling local schools, hospitals, and social services organizations to obtain and distribute round trip free ride coupons on Foothill Transit for students, clients, and clients who need transportation assistance to access local services.

Today the Free Ride Coupon Program distributes 4800 coupons per month to 90 organizations throughout the Foothill Transit service area. Coupons are distributed to homeless service organizations, schools, hospitals, religious organizations, and family and foster care services.

There has been a recent and noticeable increase in participation requests from new organizations, which indicates that the program has reached a crossroads. Firm guidelines have limited coupon distribution overall, but a cap on how many organizations can participate has never been implemented. This year marked the first time a member city police

department has requested coupons specifically for the stated purpose of transporting their homeless population to regional services.

At the August 2018 Executive Board Meeting, Chair Calaycay established an Ad Hoc Committee to work with staff on the details of a policy and asked the Ad Hoc Committee to return to the Executive Board with a report. The Ad Hoc Committee consisted of Vice Chair Herrera and Executive Board Alternate Sternquist.

The Ad Hoc Committee considered three policy options, allow the program to continue in the current format, introduce new limitations, or discontinue the program. The final recommendation of the Ad Hoc Committee is to adopt the termination of the Free Ride Coupon at the end of the current fiscal year, June 30, 2019.

Vice Chair Herrera reported that the Ad Hoc Committee discussed a lot of the pros and cons, and the fiscal implications of the program. After a spirited discussion, the Ad Hoc Committee determined to recommend the termination of the program.

Motion by Member Barakat, second by Member Warshaw, to adopt. Motion carried 5-0.

## **8. EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Former El Monte Mayor and Foothill Transit Board Member Pat Wallach passed away.
- The Board will consider the 2019 Meeting Calendar at Friday's meeting. In order to engage the Governing Board, six Governing Board Meetings have been scheduled. The format for most of those meetings will be that the Governing Board will meet first, at the conclusion of the Governing Board Meeting, an Executive Board Meeting will be held.

## **9. BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

There were no comments by members of the Executive Board.





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

Property Address/Location: 1118 N. Citrus Avenue, Covina, CA

Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Jane Starke, Darold D. Pieper, Kevin Parks McDonald, Barry Foster

Negotiating Parties: Robert Larsen

Under Negotiation: Price and Terms

The Executive Board recessed into Closed Session at 8:35 a.m.

11. **CLOSED SESSION REPORT**

The Executive Board reconvened at 9:20 a.m.

Chair Calaycay reported that there were no reportable actions.

12. **ADJOURNMENT**

Adjournment for the October 30, 2018 Foothill Transit Special Executive Board Meeting – Study Session.

There being no further business, the Foothill Transit Special Executive Board meeting – Study Session adjourned at 9:20 a.m.



**Foothill Transit**

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

**EL DORADO BUS PLANT  
9670 GALENA 100 STREET  
RIVERSIDE, CA 92509**

**Monday, November 12, 2018  
10:00 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Calaycay at 10:10 a.m.

**2. ROLL CALL**

Present: Member Richard Barakat, Member Sam Pedroza, Member Corey Warshaw, Chair Corey Calaycay

Absent: Vice Chair Carol Herrera

**3. BUS MANUFACTURING PLANT TOUR**

Foothill Transit Executive Board Members participated in a site tour of the El Dorado Bus Plant.

**4. ADJOURNMENT**

Adjournment for the November 12, 2018, Foothill Transit Special Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 1:15 p.m.



December 14, 2018

To: Executive Board

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

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**Recommendation**

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

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of October 31, 2018 for the fiscal year ending June 30, 2019.

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

Assets

The balance sheet, as of October 31, 2018, shows total assets at \$321 million. This total consists primarily of \$205 million in fixed assets, \$103.5 million in cash and investments and \$12.5 million in receivable and prepaid assets. Foothill Transit's cash position of \$77.9 million is \$7.7 million more than the previous month, and is \$13.4 million more than last year in October.

Liabilities

The accounts payable balance is \$15.4 million. Accounts Payables include operations and maintenance expenses for \$11.94 million and \$1.1 million for fuel.

The deferred revenue of \$62.5 million represents funds that are reserved for planned capital expenditures, such as upcoming bus procurements and transit center construction activities.

Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$30.8 million in liquid accounts held with Bank of the West; \$31.6 million in interest bearing money market accounts with Bank of the West; \$67,700 with Chase;



\$1.67 million with US Treasury and \$15.4 million invested in the Local Agency Investment Fund (LAIF). Longer-term investments include \$24 million with Bank of the West Agency notes.

The current interest rates on all accounts are included on Attachment B. The LAIF investment, the CD investments, and the deposits with Chase earn interest and are held for future capital and operating funding requirements.

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

October 2018 year-to-date fare revenues were \$5.56 million, which is \$52,799 more than the budgeted amount and \$414,923 more than October 2017. Through October 2018, ridership is approximately 0.31 percent less than it was last year at this time. Operating costs through October 2018 were \$32.1 million, which is \$1,615,455 less than the budget and \$790,097 more than October 2017. Of this \$32.1 million, \$25.31 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel, which was \$2.52 million through October 2018. The fuel expense for October 2017 was \$1.92 million, a year-over-year increase of about \$600,000. The increase is due to rising prices for natural gas.

Capital expenditures through October were \$1.19 million compared with \$4.54 million last year at this time. The annual budget for capital expenditures includes the purchase of CNG buses, replacement of the CAD/AVL system and initiation of construction for the Covina Park & Ride and Transit Center project.

Farebox Recovery Ratio

The October year-to-date farebox recovery ratio was 17.33 percent, approximately 1.03 percent higher than the performance target of 16.3 percent. The farebox recovery ratio is calculated by dividing the total fare revenue of \$5,561,799 by the total bus operating expense of \$32,100,125. This ratio is slightly less than the October 2017 ratio of 17.7 percent. Foothill Transit continues to analyze bus ridership and participate in the region-wide ridership bus system improvement program.



**Total Disbursements (Attachment D)**

Total disbursements reflect invoices paid for the month of October 2018; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Foothill Transit accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for October 2018 were \$6.01 million. Capital disbursements totaled \$0.46 million and other significant disbursements include \$1.58 million to Keolis and \$2.41 million to Transdev for bus operating services.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Doran J. Barnes  
Executive Director

Attachments

Foothill Transit  
Balance Sheet  
As of October 31, 2018

**Assets**

|  |                             |
|--|-----------------------------|
| Current Assets:                            |                             |
| Cash                                       | \$77,889,323                |
| Investments                                | 25,672,120                  |
| Due from government agencies               | 5,771,567                   |
| Other receivables                          | 2,336,075                   |
| Other assets                               | 4,422,353                   |
| Total Current Assets                       | <u>\$116,091,438</u>        |
| Property & Equipment (net of depreciation) | 204,558,992                 |
| Total Assets                               | <u><u>\$320,650,430</u></u> |

**Liabilities and Equity**

|  |                            |
|--|----------------------------|
| Current Liabilities:                     |                            |
| Accounts payable and accrued liabilities | \$15,385,928               |
| Deferred Revenue                         | 62,527,588                 |
| Total Liabilities                        | <u><u>\$77,913,516</u></u> |

**Equity**

|                              |                             |
|------------------------------|-----------------------------|
| Fund Balance:                |                             |
| Investment in Capital Assets | \$204,558,992               |
| Current Year Change          | (4,473,265)                 |
| Reserve                      | 42,651,187                  |
| Total Equity                 | <u>\$242,736,914</u>        |
| Total Liabilities and Equity | <u><u>\$320,650,430</u></u> |

Summary of Cash and  
Investment Account  
For October 31, 2018

| Cash:                            | Interest<br>Rate | Term             | Principal/<br>Book & Market<br>Value |
|----------------------------------|------------------|------------------|--------------------------------------|
| Bank of the West-Reg. Checking   | N/A              | Demand Deposit   | \$21,872,884                         |
| Petty Cash                       | N/A              | N/A              | 400                                  |
| Revolving Fund - Transit Stores  | N/A              | N/A              | 1,200                                |
| Bank of the West-Excise Tax/LCFS | N/A              | Demand Deposit   | 8,897,237                            |
| BOW-Prop 1B-Cal Grants           | 1.71%            | Demand Deposit   | 5,590,060                            |
| Bank of the West-Money Market    | 1.71%            | Demand Deposit   | 14,799,635                           |
| Bank of the West-Money Market    | 1.71%            | Demand Deposit   | 9,770,000                            |
| Bank of the West-LCTOP           | 1.71%            | Demand Deposit   | 1,488,980                            |
| Chase Business Saving            | 0.28%            | Demand Deposit   | 67,704                               |
| LAIF Investment                  | 2.16%            | Demand Deposit   | 15,401,224                           |
| Subtotal Cash on Hand            |                  |                  | <u>\$77,889,323</u>                  |
| <br>Investments:                 |                  |                  |                                      |
| Bank of the West:                |                  |                  |                                      |
| 1 Maturity - 10/29/20 - 5yrs.    | 1.125%           | Callable Note    | \$5,000,000                          |
| 2 Maturity - 05/25/21 - 5yrs.    | 1.25%            | Callable Note    | 5,000,000                            |
| 3 Maturity - 01/27/21 - 5yrs.    | 1.00%            | Callable Note    | 5,000,000                            |
| 4 Maturity - 07/27/21 - 5yrs.    | 1.00%            | Callable Note    | 8,000,000                            |
| 5 Maturity - 02/26/21 - 5yrs.    | 1.25%            | Callable Note    | 1,000,000                            |
| Wells Fargo Bank:                |                  |                  |                                      |
| 6 Maturity - 11/01/18 - 6 months | 1.95%            | US Treasury Bill | 1,672,120                            |
| Subtotal Investments             |                  |                  | <u>\$25,672,120</u>                  |
| Total Cash and Investments       |                  |                  | <u><u>\$103,561,444</u></u>          |

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

|   | Actual YTD<br>October-18 | Budget YTD<br>October -18 | Variance       | Actual YTD<br>October - 17 |
|---|--------------------------|---------------------------|----------------|----------------------------|
| <b>Fare Revenue</b>                       |                          |                           |                |                            |
| Farebox                                   | \$2,600,919              | \$2,859,667               | (9.05%)        | \$2,647,587                |
| Pass Sales                                | 1,262,650                | 1,234,333                 | 2.29%          | 1,152,039                  |
| TAP Cash Purse                            | 1,255,332                | 1,016,333                 | 23.52%         | 987,496                    |
| MetroLink & Access Service                | 189,674                  | 193,667                   | (2.06%)        | 192,428                    |
| EZ Transit Pass                           | 253,224                  | 205,000                   | 23.52%         | 220,125                    |
| <b>Total Operating Revenue</b>            | <b>\$5,561,799</b>       | <b>\$5,509,000</b>        | <b>0.96%</b>   | <b>\$5,199,675</b>         |
| <b>Operating Subsidies and Other</b>      |                          |                           |                |                            |
| Transportation Development Act            | \$7,797,215              | \$9,465,469               | (17.62%)       | \$7,705,392                |
| STA                                       | 1,361,544                | 1,361,544                 | 0.00%          | 290,380                    |
| Senate Bill 1 - STA - Operating           | 801,625                  | 801,625                   | 0.00%          | 0                          |
| SB1-STA BSCP (OP)                         | 87,694                   | 87,694                    | 0.00%          | 0                          |
| Prop A 40% Discretionary                  | 5,410,152                | 5,410,152                 | 0.00%          | 5,508,712                  |
| Prop A 40% BSCP                           | 1,656,028                | 1,656,028                 | 0.00%          | 1,488,320                  |
| Prop C BSIP                               | 318,603                  | 318,603                   | 0.00%          | 310,068                    |
| Prop C Base Restructuring                 | 684,326                  | 684,326                   | 0.00%          | 665,996                    |
| Prop C Transit Service Expansion          | 114,037                  | 114,037                   | 0.00%          | 110,984                    |
| Transit Security-Operating                | 334,525                  | 334,525                   | 0.00%          | 300,328                    |
| Measure R Operating                       | 3,772,121                | 3,772,121                 | 0.00%          | 3,480,960                  |
| Measure M Operating                       | 3,808,380                | 3,808,380                 | 0.00%          | 3,315,276                  |
| Miscellaneous Transit Revenues            | 392,077                  | 392,077                   | 0.00%          | 363,748                    |
| <b>Total Subsidies and Other</b>          | <b>\$26,538,326</b>      | <b>\$28,206,580</b>       | <b>(5.91%)</b> | <b>\$26,110,353</b>        |
| <b>Total Operating Revenue</b>            | <b>\$32,100,125</b>      | <b>\$33,715,580</b>       | <b>(4.79%)</b> | <b>\$31,310,028</b>        |
| <b>Other Revenues</b>                     |                          |                           |                |                            |
| Gain on Sale of Fixed Assets              | \$2,295                  | \$0                       | 0.00%          | \$1,021                    |
| Auxiliary Revenue                         | 574,880                  | 615,000                   | (6.52%)        | 333,830                    |
| <b>Total Other Revenues</b>               | <b>\$577,174</b>         | <b>\$615,000</b>          | <b>(6.15%)</b> | <b>\$498,262</b>           |
| <b>Total Operating and Other Revenues</b> | <b>\$32,677,300</b>      | <b>\$34,330,580</b>       | <b>4.82%</b>   | <b>\$31,808,290</b>        |
| <b>Operating Expenses</b>                 |                          |                           |                |                            |
| Operations                                | \$28,811,338             | \$28,876,470              | 0.23%          | \$27,820,043               |
| Maintenance & Vehicle Technology          | 247,289                  | \$289,203                 | 14.49%         | 307,039                    |
| Marketing and Communications              | 515,014                  | \$789,867                 | 34.80%         | 521,411                    |
| Information Technology                    | 537,725                  | \$693,090                 | 22.42%         | 694,115                    |
| Administration                            | 689,966                  | \$1,044,493               | 33.94%         | 703,500                    |
| Procurement                               | 135,343                  | \$308,233                 | 56.09%         | 193,516                    |
| Finance                                   | 491,594                  | \$591,097                 | 16.83%         | 467,218                    |
| Planning                                  | 235,905                  | \$505,150                 | 53.30%         | 257,909                    |
| Facilities                                | 435,949                  | \$617,977                 | 29.46%         | 345,278                    |
| <b>Total Operating Expenses</b>           | <b>\$32,100,125</b>      | <b>\$33,715,580</b>       | <b>4.79%</b>   | <b>\$31,310,028</b>        |
| <b>Other Expenses</b>                     |                          |                           |                |                            |
| Property Management                       | \$147,762                | \$148,333                 | 0.39%          | \$117,313                  |
| Dial-A-Ride                               | 204,865                  | 266,667                   | 23.18%         | 265,275                    |
| Special Services                          | 224,547                  | 200,000                   | (12.27%)       | 115,674                    |
| <b>Total Other Expenses</b>               | <b>\$577,174</b>         | <b>\$615,000</b>          | <b>10.90%</b>  | <b>\$498,262</b>           |
| <b>Total Operating and Other Expenses</b> | <b>\$32,677,300</b>      | <b>\$34,330,580</b>       | <b>4.82%</b>   | <b>\$31,808,290</b>        |
| <b>Capital Revenues</b>                   |                          |                           |                |                            |
| Capital Grants                            | \$1,192,628              | \$23,807,943              | (94.99%)       | \$4,536,320                |
| <b>Capital Expenditures</b>               |                          |                           |                |                            |
| Capital Expenditures                      | \$1,192,628              | \$23,807,943              | 94.99%         | \$4,536,320                |



**Bank Account - Check Details**

Period: 10/01/18..10/31/18

Foothill Transit

Thursday, November 08, 2018

FOOTHILLTRANSIT\CLIN

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 10/01/18..10/31/18

| Check<br>Date | Check No.               | Vendor Name  | Description  | Amount       | Printed Amount | Voided Amount | Entry<br>Status |
|---------------|-------------------------|--|--|--------------|----------------|---------------|-----------------|
| <b>B001</b>   | <b>General Checking</b> |  |  |              |                |               |                 |
|               | Phone No.               |  | 800-488-2265                                       |              |                |               |                 |
| 10/03/18      | E00961                  | Keolis Transit Services LLC                        | 08/31/18 Hollywood Bowl John Williams              | 1,657.16     | 0.00           | 0.00          | Posted          |
| 10/03/18      | E00962                  | Keolis Transit Services LLC                        | 08/30/2018 Hollywood Bowl Carmina Burana           | 408.95       | 0.00           | 0.00          | Posted          |
| 10/03/18      | E00963                  | Keolis Transit Services LLC                        | 09/01/18 Rose Bowl UCLA game                       | 7,443.56     | 0.00           | 0.00          | Posted          |
| 10/03/18      | E00964                  | Keolis Transit Services LLC                        | 09/04/18 Metrolink Bus Bridge                      | 637.79       | 0.00           | 0.00          | Posted          |
| 10/03/18      | E00965                  | Keolis Transit Services LLC                        | 08/16-31 Pomona Contractor Services                | 1,511,573.47 | 0.00           | 0.00          | Posted          |
| 10/03/18      | E00966                  | Transdev Services, Inc.                            | Reimbursement for Double Decker full detail        | 1,129.33     | 0.00           | 0.00          | Posted          |
| 10/03/18      | E00967                  | Transdev Services, Inc.                            | 09/01/18 Rose Bowl UCLA game                       | 10,427.18    | 0.00           | 0.00          | Posted          |
| 10/03/18      | E00968                  | Transdev Services, Inc.                            | 08/30-31 Avail Testing                             | 325.18       | 0.00           | 0.00          | Posted          |
| 10/03/18      | GPP00941                | Transdev Services, Inc.                            | 08/16-31 Arcadia Contractor Services               | 2,355,357.77 | 0.00           | 0.00          | Posted          |
| 10/04/18      | 52843                   | AT and T - 105068                                  | EI Monte back line                                 | 47.86        | 47.86          | 0.00          | Posted          |
| 10/04/18      | 52844                   | AT and T - 5019                                    | Phone Service                                      | 316.54       | 316.54         | 0.00          | Posted          |
| 10/04/18      | 52845                   | Azusa Light & Water                                | 07/30-08/28 Electricity and Water                  | 3,005.77     | 3,005.77       | 0.00          | Posted          |
| 10/04/18      | 52846                   | Bankcard Center-Bank of the West                   | 9/18 Agency credit cards usage                     | 26,048.12    | 26,048.12      | 0.00          | Posted          |
| 10/04/18      | 52847                   | CDW Government Inc.                                | Security Vulnerability Software                    | 5,492.49     | 5,492.49       | 0.00          | Posted          |
| 10/04/18      | 52848                   | Crown Castle USA Inc.                              | Tower rental                                       | 787.17       | 787.17         | 0.00          | Posted          |
| 10/04/18      | 52849                   | Denise Guerra                                      | Refund of Wageworks COBRA                          | 1,522.31     | 1,522.31       | 0.00          | Posted          |
| 10/04/18      | 52850                   | Digium Inc.  | Arcadia Phone Service                              | 2,136.21     | 2,136.21       | 0.00          | Posted          |
| 10/04/18      | 52851                   | Duarte Rotary Club                                 | 2018 Family Fun Fest                               | 125.00       | 125.00         | 0.00          | Posted          |
| 10/04/18      | 52852                   | Frontier   | Arcadia Computer                                   | 527.86       | 527.86         | 0.00          | Posted          |
| 10/04/18      | 52853                   | Gotcha Media Holdings, LLC                         | Rio Hondo, APU, Mt. SAC                            | 13,512.00    | 13,512.00      | 0.00          | Posted          |
| 10/04/18      | 52854                   | Industry Public Utility Commission                 | 08/18 Industry P&R Electricity                     | 1,343.41     | 1,343.41       | 0.00          | Posted          |
| 10/04/18      | 52855                   | Kiwanis Club Of Duarte                             | 2018 Family Fun Fest                               | 125.00       | 125.00         | 0.00          | Posted          |
| 10/04/18      | 52856                   | Lazar and Associates                               | Interior Card - Day Pass                           | 85.00        | 85.00          | 0.00          | Posted          |
| 10/04/18      | 52857                   | Lillian Lin  | Reimbursed Expense Metro TAP                       | 100.00       | 100.00         | 0.00          | Posted          |
| 10/04/18      | 52858                   | Mobile Relay Associates Inc.                       | 10/18 Mobile Radio/Portable Radio Analog Service   | 21,336.53    | 21,336.53      | 0.00          | Posted          |
| 10/04/18      | 52859                   | Raycom   | 10/18 Mobile Radio / Portable Radio Analog Service | 317.00       | 317.00         | 0.00          | Posted          |
| 10/04/18      | 52860                   | Rodger's Food Service                              | 10/5/18 Special Governing Board Meeting            | 770.88       | 770.88         | 0.00          | Posted          |
| 10/04/18      | 52861                   | Sheraton Fairplex Hotel                            | 2018 Company picnic and entrance                   | 1,000.96     | 1,000.96       | 0.00          | Posted          |
| 10/04/18      | 52862                   | Stantec Architecure                                | 2017 TO3 DTLA Layover                              | 54,544.59    | 54,544.59      | 0.00          | Posted          |
| 10/04/18      | 52863                   | Tanya Marie Pina                                   | Travel Advance Eno Transit Mid Manager Seminar     | 600.00       | 600.00         | 0.00          | Posted          |
| 10/04/18      | 52864                   | The Gas Co.  | 9/18 Admin Bldg Gas                                | 23.79        | 23.79          | 0.00          | Posted          |
| 10/04/18      | 52865                   | TransTrack Systems Inc.                            | FY 19 Business Intellegence Software Renewal       | 35,000.00    | 35,000.00      | 0.00          | Posted          |
| 10/04/18      | 52866                   | Ultimate Maintenance Services, Inc                 | 9/18 Janitorial Supplies                           | 572.61       | 572.61         | 0.00          | Posted          |
| 10/04/18      | 52867                   | University of La Verne                             | Tuitions for Fall 2018                             | 1,205.00     | 1,205.00       | 0.00          | Posted          |
| 10/10/18      | E00970                  | International City Management Assoc. Retirement Co | Payroll ending 10/6/18 retirement funds            | 41,185.25    | 0.00           | 0.00          | Posted          |
| 10/10/18      | E00971                  | Keolis Transit Services LLC                        | 06/18 Pomona PMI's                                 | 14,500.00    | 0.00           | 0.00          | Posted          |
| 10/10/18      | E00972                  | Keolis Transit Services LLC                        | 07/18 Pomona PMI's                                 | 13,500.00    | 0.00           | 0.00          | Posted          |
| 10/10/18      | E00973                  | Keolis Transit Services LLC                        | 09/02/18 Hollywood Bowl John Williams: Maestro     | 1,619.39     | 0.00           | 0.00          | Posted          |
| 10/10/18      | E00974                  | Keolis Transit Services LLC                        | 09/01/18 Hollywood Bowl John Williams: Maestro     | 1,575.66     | 0.00           | 0.00          | Posted          |
| 10/10/18      | E00975                  | Keolis Transit Services LLC                        | 09/06/18 Hollywood Bowl Haydn & Schubert           | 379.34       | 0.00           | 0.00          | Posted          |

| Check Date | Check No. | Vendor Name                            | Description  | Amount    | Printed Amount | Voided Amount | Entry Status |
|------------|-----------|--|--|-----------|----------------|---------------|--------------|
| 10/10/18   | E00976    | Keolis Transit Services LLC            | 09/05/18 Hollywood Bowl Juanes                     | 411.16    | 0.00           | 0.00          | Posted       |
| 10/10/18   | E00977    | Keolis Transit Services LLC            | 09/04/18 Hollywood Bowl Mozart Under the Stars     | 756.77    | 0.00           | 0.00          | Posted       |
| 10/10/18   | E00978    | Keolis Transit Services LLC            | 09/07/18 Hollywood Bowl Fireworks Finale: Harry    | 1,257.11  | 0.00           | 0.00          | Posted       |
| 10/10/18   | E00979    | Keolis Transit Services LLC            | 09/08/18 Hollywood Bowl Fireworks Finale: Harry    | 2,044.59  | 0.00           | 0.00          | Posted       |
| 10/10/18   | E00980    | Keolis Transit Services LLC            | 09/09/18 Hollywood Bowl Fireworks Finale: Harry    | 797.80    | 0.00           | 0.00          | Posted       |
| 10/12/18   | 52868     | ACC Business                           | Arcadia Phone Internet                             | 4,005.55  | 4,005.55       | 0.00          | Posted       |
| 10/12/18   | 52869     | ACCO Engineered Systems Inc.           | 9/18 PHTS Quarterly HVAC Maintenance               | 137.75    | 137.75         | 0.00          | Posted       |
| 10/12/18   | 52870     | Adt Security Services, Inc.            | 10/14/18-01/13/19 Pomona station security services | 338.13    | 338.13         | 0.00          | Posted       |
| 10/12/18   | 52871     | Ardent Technologies, Inc               | 08/2018 Website Maintenance                        | 612.00    | 612.00         | 0.00          | Posted       |
| 10/12/18   | 52872     | Assured AudioVisual, Inc               | 10/5/18 Special Governing Board Meeting            | 3,753.80  | 3,753.80       | 0.00          | Posted       |
| 10/12/18   | 52873     | AT and T - 5025                        | 10/18 EI Monte phone line                          | 228.97    | 228.97         | 0.00          | Posted       |
| 10/12/18   | 52874     | AT and T - 5025                        | EI Monte phone line router management              | 182.01    | 182.01         | 0.00          | Posted       |
| 10/12/18   | 52875     | Azteca Landscape                       | Industry P&R - Irrigation Repair                   | 3,800.00  | 3,800.00       | 0.00          | Posted       |
| 10/12/18   | 52876     | Chamber of Commerce - EM / SEM         | Annual Dues 10/1/18 - 10/1/19                      | 395.00    | 395.00         | 0.00          | Posted       |
| 10/12/18   | 52877     | Chamber of Commerce - Pasadena         | Pasadena Business Directory/Visitors Guide         | 3,995.00  | 3,995.00       | 0.00          | Posted       |
| 10/12/18   | 52878     | City of Covina                         | Parks & Recreation 2018 Christmas Parade           | 45.00     | 45.00          | 0.00          | Posted       |
| 10/12/18   | 52879     | Complete Coach Works                   | F-1612 Unforeseeable Repowering and Repainting     | 3,416.31  | 3,416.31       | 0.00          | Posted       |
| 10/12/18   | 52880     | Covina Valley Unified School Dist      | Covina P&R Permit Fees                             | 26,978.94 | 26,978.94      | 0.00          | Posted       |
| 10/12/18   | 52881     | Darold D. Pieper Attorney at Law       | 9/18 Legal Fees                                    | 7,379.49  | 7,379.49       | 0.00          | Posted       |
| 10/12/18   | 52882     | David Reyno                            | Reimbursable Expenses                              | 1,213.48  | 1,213.48       | 0.00          | Posted       |
| 10/12/18   | 52883     | Downtown El Monte Business Association | 2018 Day of the Dead                               | 750.00    | 750.00         | 0.00          | Posted       |
| 10/12/18   | 52884     | E.S.G.Valley Japanese Community Ctr    | 2018 Family Health Fair 11/3/18                    | 1,000.00  | 1,000.00       | 0.00          | Posted       |
| 10/12/18   | 52885     | Encore Awards and Marking              | Name Badges  | 125.66    | 125.66         | 0.00          | Posted       |
| 10/12/18   | 52886     | IPI Construction                       | RETAIN FROM KPO 16-054                             | 13,316.35 | 13,316.35      | 0.00          | Posted       |
| 10/12/18   | 52887     | John Xie                               | 8/23/18-9/26/18 Reimbursed Expense APTA            | 311.83    | 311.83         | 0.00          | Posted       |
| 10/12/18   | 52888     | Keystone Uniform Depot                 | Safety patches sewn on for new hires and extras    | 196.68    | 196.68         | 0.00          | Posted       |
| 10/12/18   | 52889     | Newage PHM, LLC                        | 9/18 TS2 Electricity usage                         | 184.80    | 184.80         | 0.00          | Posted       |
| 10/12/18   | 52890     | Psomas                                 | 7/27-8/23 A&E for Mt. SAC Transit Center Project   | 31,617.90 | 31,617.90      | 0.00          | Posted       |
| 10/12/18   | 52891     | State Compensation Insurance Fund      | 10/18 Workers Comp premium                         | 4,612.58  | 4,612.58       | 0.00          | Posted       |
| 10/12/18   | 52892     | SybaTek, Inc                           | Audio Zoning for board room                        | 7,192.36  | 7,192.36       | 0.00          | Posted       |
| 10/12/18   | 52893     | The LED Inc                            | WATT RGB FIXTURE AND DMX 50% Deposit               | 7,085.00  | 7,085.00       | 0.00          | Posted       |
| 10/12/18   | 52894     | Thomas J. Koontz                       | 09/2018 Footnotes Periodical Newsletter            | 4,271.49  | 4,271.49       | 0.00          | Posted       |
| 10/12/18   | 52895     | ThyssenKrupp Elevator Corporation      | 10/1/18-12/31/18 Industry P&R Elevator Maintenance | 464.77    | 464.77         | 0.00          | Posted       |
| 10/12/18   | 52896     | T-Mobile USA Inc.                      | Vericity cellular sim                              | 545.69    | 545.69         | 0.00          | Posted       |
| 10/12/18   | 52897     | University of La Verne                 | Tuitions for Fall 2018                             | 1,147.50  | 1,147.50       | 0.00          | Posted       |
| 10/12/18   | 52898     | Verizon Business - 15043               | MPLS POM, ARC, WC, Park & Ride, El Monte, Puente H | 12,719.96 | 12,719.96      | 0.00          | Posted       |
| 10/12/18   | 52899     | Verizon Wireless                       | Cell Phone and avail cellular                      | 23,341.81 | 23,341.81      | 0.00          | Posted       |
| 10/12/18   | 52900     | Waste Management                       | 10/18 Arcadia Warehouse Trash                      | 298.85    | 298.85         | 0.00          | Posted       |
| 10/12/18   | 52901     | Willie J. Brooks                       | 10/18 Indoor Plant Care                            | 662.75    | 662.75         | 0.00          | Posted       |
| 10/12/18   | 52902     | Wright Express                         | Vehicle Fueling                                    | 437.88    | 437.88         | 0.00          | Posted       |
| 10/12/18   | 52903     | Zonar Systems Inc.                     | EVIR CSA Inspections service FOO05646 GTC          | 1,281.00  | 1,281.00       | 0.00          | Posted       |
| 10/17/18   | E00981    | Keolis Transit Services LLC            | 09/15/18 Rose Bowl UCLA vs. Fresno State           | 7,116.56  | 0.00           | 0.00          | Posted       |
| 10/17/18   | E00982    | Keolis Transit Services LLC            | 09/16/18 Hollywood Bowl The War on Drugs-Always    | 426.83    | 0.00           | 0.00          | Posted       |
| 10/17/18   | E00983    | Keolis Transit Services LLC            | 09/15/18 Hollywood Bowl Norteno at the Bowl        | 923.26    | 0.00           | 0.00          | Posted       |
| 10/17/18   | E00984    | Keolis Transit Services LLC            | 09/13/18 Hollywood Bowl Placido Domingo Conducts   | 1,212.02  | 0.00           | 0.00          | Posted       |
| 10/17/18   | E00985    | Keolis Transit Services LLC            | 09/11/18 Hollywood Bowl Thibaudet Plays Bernstein  | 380.79    | 0.00           | 0.00          | Posted       |

| Check Date | Check No. | Vendor Name  | Description  | Amount     | Printed Amount | Voided Amount | Entry Status |
|------------|-----------|--|--|------------|----------------|---------------|--------------|
| 10/17/18   | E00986    | Transdev Services, Inc.                            | 09/15/18 Rose Bowl UCLA game                       | 9,007.98   | 0.00           | 0.00          | Posted       |
| 10/17/18   | E00987    | Transdev Services, Inc.                            | May-June 2018 Arcadia Incentive                    | 16,500.00  | 0.00           | 0.00          | Posted       |
| 10/18/18   | 52904     | 4imprint Inc.                                      | Graduation Award Folders - West Coast MAX Program  | 370.22     | 370.22         | 0.00          | Posted       |
| 10/18/18   | 52905     | ACCO Engineered Systems Inc.                       | 9/18 Admin Bldg HVAC Maintenance                   | 2,019.56   | 2,019.56       | 0.00          | Posted       |
| 10/18/18   | 52906     | Alandale Ins. Agency                               | FY 18 Liability Insurance Final Audit              | 8,597.59   | 8,597.59       | 0.00          | Posted       |
| 10/18/18   | 52907     | Andrew John Papson                                 | Refund share of Anthem Blue Cross 2017 MLR rebate  | 12.49      | 12.49          | 0.00          | Posted       |
| 10/18/18   | 52908     | Ashlien Savage                                     | Reimbursed Expense for Women in HR Tech Con,       | 567.99     | 567.99         | 0.00          | Posted       |
| 10/18/18   | 52909     | Baker Donelson Bearman and Cal.                    | 9/18 Public Affairs                                | 9,000.00   | 9,000.00       | 0.00          | Posted       |
| 10/18/18   | 52910     | Basic Backflow                                     | Backflow Device Testing & Certification            | 240.00     | 240.00         | 0.00          | Posted       |
| 10/18/18   | 52911     | C.A.T. Specialties                                 | Polos for Jorge and Denise                         | 732.01     | 732.01         | 0.00          | Posted       |
| 10/18/18   | 52912     | CA Newspaper Service Bureau                        | IFB Notice 19-015 IVDB                             | 323.38     | 323.38         | 0.00          | Posted       |
| 10/18/18   | 52913     | California Choice                                  | 11/18 Medical insurance premium                    | 55,382.83  | 55,382.83      | 0.00          | Posted       |
| 10/18/18   | 52914     | Cintas Corporation #2                              | First Aid Kit Supplies                             | 413.54     | 413.54         | 0.00          | Posted       |
| 10/18/18   | 52915     | Citrus Valley Florist                              | Welcome florals for Denise Martinez                | 65.55      | 65.55          | 0.00          | Posted       |
| 10/18/18   | 52916     | Citrus Valley Health Foundation                    | 2018 Twenty-Ninth Annual Black Tie Gala            | 1,000.00   | 1,000.00       | 0.00          | Posted       |
| 10/18/18   | 52917     | Civic Resource Group International Inc.            | 06/18 Website Maintenance                          | 3,200.00   | 3,200.00       | 0.00          | Posted       |
| 10/18/18   | 52918     | Clean Energy                                       | 08/18 Pomona CNG Takeover Not Alt Fuel             | 770,296.87 | 770,296.87     | 0.00          | Posted       |
| 10/18/18   | 52919     | County of L.A. - Sheriff's Dept.                   | 08-06-2018 Special Events-Non Contract Cities      | 6,683.57   | 6,683.57       | 0.00          | Posted       |
| 10/18/18   | 52920     | Dalila Ortiz                                       | NTI Contract Administration Expenses               | 370.59     | 370.59         | 0.00          | Posted       |
| 10/18/18   | 52921     | Day - Lite Maintenance Co. Inc.                    | Lighting Repairs                                   | 153.52     | 153.52         | 0.00          | Posted       |
| 10/18/18   | 52922     | Denise Guerra                                      | Refund share of Anthem Blue Cross 2017 MLR rebate  | 21.08      | 21.08          | 0.00          | Posted       |
| 10/18/18   | 52923     | Donald Luey  | Reimbursed Expense for 8/7-8/24/18 traveling       | 47.98      | 47.98          | 0.00          | Posted       |
| 10/18/18   | 52924     | F11 Fire Safety                                    | 08/16/2018 Fire Safety Training AND 9/7/18 FIRE DR | 1,200.00   | 1,200.00       | 0.00          | Posted       |
| 10/18/18   | 52925     | FEDEX Corp.  | Express Mail                                       | 557.83     | 557.83         | 0.00          | Posted       |
| 10/18/18   | 52926     | Frontier   | Fax Line   | 51.96      | 51.96          | 0.00          | Posted       |
| 10/18/18   | 52927     | Graingers  | A/C Unit   | 268.57     | 268.57         | 0.00          | Posted       |
| 10/18/18   | 52928     | HD Supply Facilities Maintenance                   | Facility Light Bulbs                               | 262.67     | 262.67         | 0.00          | Posted       |
| 10/18/18   | 52929     | International City Management Assoc. Retirement Co | Asset Fee Allowance 07/31/18-09/30/18 108053       | 6,532.71   | 6,532.71       | 0.00          | Posted       |
| 10/18/18   | 52930     | Iron Mountain Inc.                                 | 9/18 Shredding Services                            | 73.18      | 73.18          | 0.00          | Posted       |
| 10/18/18   | 52931     | Jarrett Stoltzfus                                  | Refund share of Anthem Blue Cross 2017 MLR rebate  | 7.99       | 7.99           | 0.00          | Posted       |
| 10/18/18   | 52932     | Joshua Seth Landis                                 | Reimbursed Expense Hastus Conference               | 228.07     | 228.07         | 0.00          | Posted       |
| 10/18/18   | 52933     | Lazar and Associates                               | 09/18 Translating services                         | 182.70     | 182.70         | 0.00          | Posted       |
| 10/18/18   | 52934     | MailFinance Inc.                                   | Mail Machine Property Tax Recovery                 | 100.26     | 100.26         | 0.00          | Posted       |
| 10/18/18   | 52935     | Michelle Lopes Caldwell                            | WTS International renewal                          | 95.00      | 95.00          | 0.00          | Posted       |
| 10/18/18   | 52936     | Office Depot                                       | Office Supplies                                    | 806.64     | 806.64         | 0.00          | Posted       |
| 10/18/18   | 52937     | Omnitrans  | Omnitrans Passes                                   | 9,168.00   | 9,168.00       | 0.00          | Posted       |
| 10/18/18   | 52938     | PCM Sales Inc.                                     | Trackit Helpdesk Renewal                           | 2,019.00   | 2,019.00       | 0.00          | Posted       |
| 10/18/18   | 52939     | Penske Toyota Scion of West Covina                 | Vehicle maintenance                                | 593.93     | 593.93         | 0.00          | Posted       |
| 10/18/18   | 52940     | Pulsar Advertising                                 | 09/18 TAP Card and Day Pass Campaign               | 37,718.96  | 37,718.96      | 0.00          | Posted       |
| 10/18/18   | 52941     | ReadyRefresh                                       | 9/18 Drinking Water                                | 72.25      | 72.25          | 0.00          | Posted       |
| 10/18/18   | 52942     | Richards Watson and Gershon                        | 8/18 Legal Fees                                    | 822.31     | 822.31         | 0.00          | Posted       |
| 10/18/18   | 52943     | Roy Eseyan   | Educational assistance reimbursement -Survey of Bi | 363.00     | 363.00         | 0.00          | Posted       |
| 10/18/18   | 52944     | San Gabriel Valley Newspaper                       | 08/18 Advertising                                  | 3,214.80   | 3,214.80       | 0.00          | Posted       |
| 10/18/18   | 52945     | Schindler Elevator Corporation                     | Elevator Service Call                              | 261.10     | 261.10         | 0.00          | Posted       |
| 10/18/18   | 52946     | Staples Business Adv.-Dept. LA                     | Office Supplies                                    | 65.63      | 65.63          | 0.00          | Posted       |

| Check Date              | Check No. | Vendor Name  | Description  | Amount              | Printed Amount      | Voided Amount | Entry Status |
|-------------------------|-----------|--|--|---------------------|---------------------|---------------|--------------|
| 10/18/18                | 52947     | Steven Leonard Gandara                             | Reimbursable Exp - Covina P&R Documents            | 103.75              | 103.75              |               | 0.00 Posted  |
| 10/18/18                | 52948     | Suburban Water Systems                             | 9/18 Admin Bldg Water                              | 1,132.02            | 1,132.02            |               | 0.00 Posted  |
| 10/18/18                | 52949     | Thomas J. Koontz                                   | Duarte EBus Concept posters                        | 337.26              | 337.26              |               | 0.00 Posted  |
| 10/18/18                | 52950     | Thompson Coburn LLP                                | 7/18 Operations RFPs and Contracts                 | 4,945.79            | 4,945.79            |               | 0.00 Posted  |
| 10/18/18                | 52951     | Tracy Barnes                                       | Refund share of Anthem Blue Cross 2017 MLR rebate  | 70.45               | 70.45               |               | 0.00 Posted  |
| 10/18/18                | 52952     | U.S. Healthworks Medical Group, P.C.               | Pre-Employment Physical Check - Duran Farid        | 55.00               | 55.00               |               | 0.00 Posted  |
| 10/24/18                | E00988    | California Depar. of Tax and Fee Administration-   | 3rd QTR 2018 Sales and Use Tax filing              | 103.00              | 0.00                |               | 0.00 Posted  |
| 10/24/18                | E00989    | International City Management Assoc. Retirement Co | Payroll ending 10/20/18 retirement funds           | 41,721.50           | 0.00                |               | 0.00 Posted  |
| 10/24/18                | E00990    | Keolis Transit Services LLC                        | 09/22/18 Hollywood Bowl Sing-A-Long Sound of Music | 3,250.30            | 0.00                |               | 0.00 Posted  |
| 10/24/18                | E00991    | Keolis Transit Services LLC                        | 09/20/18 Hollywood Bowl Jazz at Lincoln Center     | 417.71              | 0.00                |               | 0.00 Posted  |
| 10/24/18                | E00992    | Keolis Transit Services LLC                        | 09/23/18 Hollywood Bowl Grizzly Bear-TV            | 437.31              | 0.00                |               | 0.00 Posted  |
| 10/24/18                | E00993    | Keolis Transit Services LLC                        | 09/22/18 Rose Bowl Beyonce Concert                 | 9,756.24            | 0.00                |               | 0.00 Posted  |
| 10/24/18                | E00994    | Transdev Services, Inc.                            | 09/22/18 Rose Bowl Jay-Z and Beyonce               | 19,198.18           | 0.00                |               | 0.00 Posted  |
| 10/25/18                | 52953     | ACCO Engineered Systems Inc.                       | 9/1/18 - 11/30/18 Industry P&R HVAC Maintenance    | 413.75              | 413.75              |               | 0.00 Posted  |
| 10/25/18                | 52954     | AFLAC  | 10/18 Voluntary insurance premium                  | 1,544.68            | 1,544.68            |               | 0.00 Posted  |
| 10/25/18                | 52955     | Allied Administrators for Delta Dental             | 11/18 Dental insurance premium                     | 6,816.99            | 6,816.99            |               | 0.00 Posted  |
| 10/25/18                | 52956     | Apollo Electric                                    | Pomona charger Shroud replacement                  | 1,586.00            | 1,586.00            |               | 0.00 Posted  |
| 10/25/18                | 52957     | Ardent Technologies, Inc                           | 09/2018 Website Maintenance                        | 212.50              | 212.50              |               | 0.00 Posted  |
| 10/25/18                | 52958     | AT and T - 5019                                    | Phone Service                                      | 322.49              | 322.49              |               | 0.00 Posted  |
| 10/25/18                | 52959     | AT and T - 5025                                    | EI Monte Phone Line General                        | 1,747.34            | 1,747.34            |               | 0.00 Posted  |
| 10/25/18                | 52960     | Azteca Landscape                                   | 9/18 Landscape Maintenance                         | 2,754.44            | 2,754.44            |               | 0.00 Posted  |
| 10/25/18                | 52961     | California Deposition Reporters                    | IFB 19-015   | 608.80              | 608.80              |               | 0.00 Posted  |
| 10/25/18                | 52962     | Carol A. Herrera                                   | Reimbursable Expenses APTA                         | 692.16              | 692.16              |               | 0.00 Posted  |
| 10/25/18                | 52963     | Christopher Pieper                                 | CAPPO Gateway                                      | 60.00               | 60.00               |               | 0.00 Posted  |
| 10/25/18                | 52964     | CIGNA Group Insurance                              | 10/18 Life Insurance premium                       | 4,135.41            | 4,135.41            |               | 0.00 Posted  |
| 10/25/18                | 52965     | City of Baldwin Park                               | BSEP 2017  | 35,000.00           | 35,000.00           |               | 0.00 Posted  |
| 10/25/18                | 52966     | Clean Energy                                       | 06/18 Arcadia Electricity Reimbursement            | 145,678.66          | 145,678.66          |               | 0.00 Posted  |
| 10/25/18                | 52967     | Complete Coach Works                               | F-1623 pay shortage Unforeseeable Repowering       | 207,650.40          | 207,650.40          |               | 0.00 Posted  |
| 10/25/18                | 52968     | Digium Inc.  | Pomona Phone                                       | 2,134.36            | 2,134.36            |               | 0.00 Posted  |
| 10/25/18                | 52969     | Frontier   | Local Telephone                                    | 2,505.07            | 2,505.07            |               | 0.00 Posted  |
| 10/25/18                | 52970     | G4S Secure Integration LLC                         | 08/18 Security Maintenance                         | 10,233.55           | 10,233.55           |               | 0.00 Posted  |
| 10/25/18                | 52971     | Landmark Healthplan of California, Inc.            | 10/18 Chiropractor insurance premium               | 352.21              | 352.21              |               | 0.00 Posted  |
| 10/25/18                | 52972     | Linda Garrison                                     | 10/18 Yogo instruction                             | 520.00              | 520.00              |               | 0.00 Posted  |
| 10/25/18                | 52973     | MailFinance Inc.                                   | Postage Machine Leasing Charges                    | 507.17              | 507.17              |               | 0.00 Posted  |
| 10/25/18                | 52974     | Newage PHM, LLC                                    | 10/18 Transit Store #2 Lease                       | 7,513.72            | 7,513.72            |               | 0.00 Posted  |
| 10/25/18                | 52975     | PCAM, LLC  | 08/18 Dial A Ride Shuttle Service                  | 55,223.04           | 55,223.04           |               | 0.00 Posted  |
| 10/25/18                | 52976     | Proterra Inc                                       | Pomona charge station hold back                    | 35,000.00           | 35,000.00           |               | 0.00 Posted  |
| 10/25/18                | 52977     | Pulsar Advertising                                 | 08/18 TAP Card and Day Pass Campaign               | 64,210.75           | 64,210.75           |               | 0.00 Posted  |
| 10/25/18                | 52978     | Richards Watson and Gershon                        | 9/18 Legal Fees                                    | 616.67              | 616.67              |               | 0.00 Posted  |
| 10/25/18                | 52979     | Socal Office Technologies                          | Xerox Copier Service                               | 519.14              | 519.14              |               | 0.00 Posted  |
| 10/25/18                | 52980     | Southern California Edison Co.                     | 9/18 Admin Bldg Electricity                        | 15,374.48           | 15,374.48           |               | 0.00 Posted  |
| 10/25/18                | 52981     | Thompson Coburn LLP                                | 8/18 General Procurement                           | 48,078.84           | 48,078.84           |               | 0.00 Posted  |
| 10/25/18                | 52982     | Ultimate Maintenance Services, Inc                 | 10/18 Janitorial Services                          | 3,118.00            | 3,118.00            |               | 0.00 Posted  |
| 10/25/18                | 52983     | Vision Service Plan - (CA)                         | 10/18 Vision insurance premium                     | 1,200.66            | 1,200.66            |               | 0.00 Posted  |
| 10/25/18                | 52984     | Walnut Valley Water District                       | 9/18 Industry P&R Fire Sprinkler Water             | 370.62              | 370.62              |               | 0.00 Posted  |
| 10/25/18                | 52985     | Western Graphix                                    | Puente Hills Store Photo ID Repair                 | 598.03              | 598.03              |               | 0.00 Posted  |
| <b>General Checking</b> |           |  |  | <b>6,004,141.06</b> | <b>1,926,701.92</b> | <b>0.00</b>   |              |



December 14, 2018

To: Executive Board

Subject: **Title VI Equity Analysis - Duarte Transit Service**

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### **Recommendation**

Receive and file the equity analysis of Duarte Community Connector service.

### **Analysis**

#### I. Summary

In a special partnership with the city of Duarte, Foothill Transit will begin operation of two fixed route transit lines in the city starting in February 2019. The lines will be numbered Lines 860 and 861 and they will be operated using 35-foot, all-electric buses. The Federal Transit Administration (FTA) Circular 4702.1B requires transit agencies to conduct service and fare equity analysis for all service and fare changes to ensure equitable service for all. Using census data, an equity analysis was conducted by staff to determine whether the operation of these two transit routes would have any disparate impact or disproportionate burden. No significant impact was found.

#### II. Methodology

Foothill Transit's Disparate Impact and Disproportionate Burden Policy established a statistical threshold to determine whether minority and low-income passengers would be disproportionately impacted by the adverse effects of a service or fare change. This means that if the percentage difference between the minority population affected by the service or fare change is above 15 percent of the minority population of the overall service area, a disparate impact exists. If the affected low-income population (households) is above 15 percent of the low-income of the overall service area, a disproportionate burden exists. This threshold is based on the cumulative impact of the proposed service or fare change.

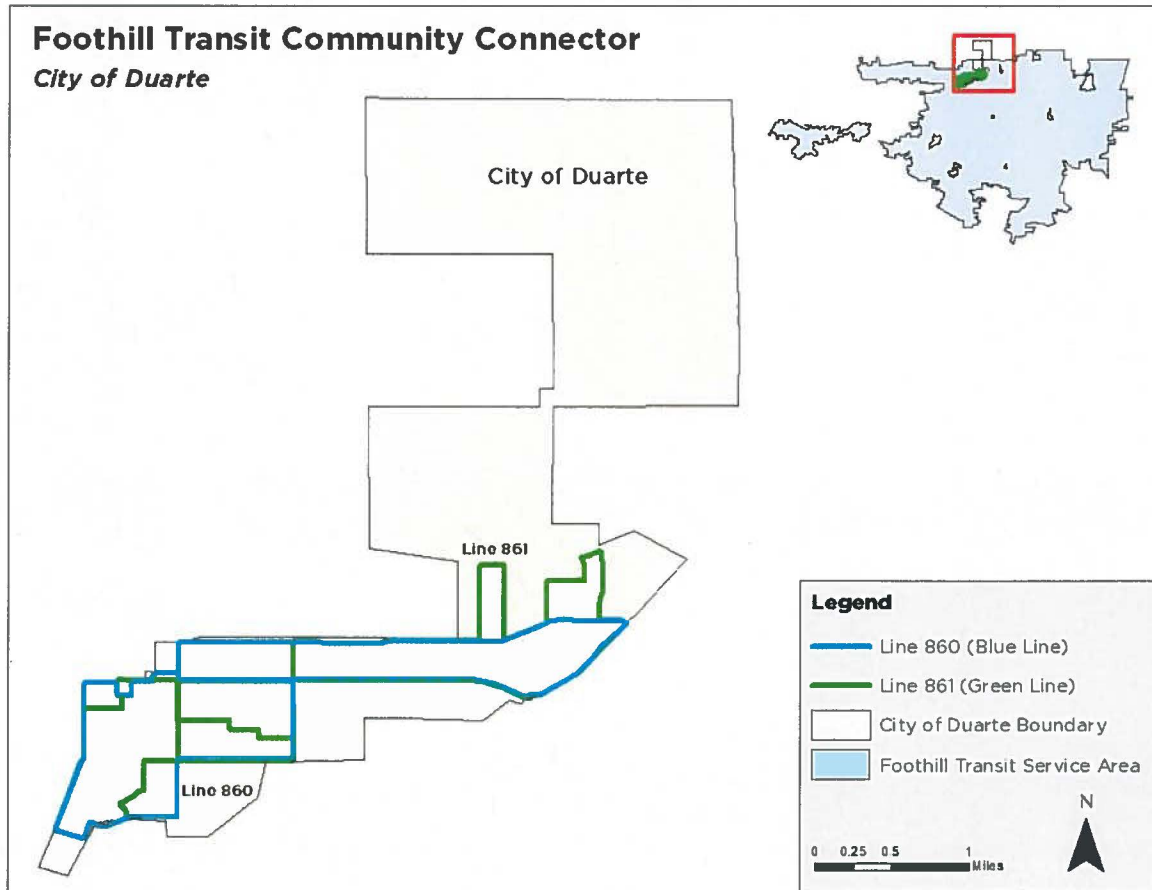
Using the 2016 American Community Survey 5-Year Estimate Block Group data, it is estimated that there are approximately 1.7 million people living within Foothill Transit's service area, and 1.4 million are minority (82.01 percent). A "low income" categorization is considered for those whose median household income is at or below 30 percent of the median income for the service area or \$18,901 (using 2016 ACS 5-Year Estimate). This translates to those who make below \$25,000 due to the \$15,000-increment income



categories. This method estimated 22.5 percent of 528,598 households within the service area are low-income households.

For the route-specific analysis, buffer zones of 0.25 mile and 1 mile were individually placed on each of the Duarte Transit lines. Using demographic analysis tools, clusters of census blocks within the buffer zones were isolated for detailed demographic analysis. Due to the large number of overlapping route segments, the analysis also looked at the two transit lines as a consolidated alignment to accurately determine demographic differences and any potential impacts. Figure 1 shows service area and route alignments.

**Figure 1 Map of Foothill Transit Community Connector in City of Duarte**





III. Analysis

1. Quarter-Mile Buffer Analysis

Minority population analysis found the quarter-mile area surrounding Lines 860 and 861 has 4.21 percent less minorities than that of Foothill Transit's service area. Low-income population within the routes' quarter-mile buffer zone has 0.41 percent more households with low income than that of the service area. Tables 1 and 2 show the results of the quarter-mile buffer analysis. None of the changes in minority population and low-income household exceed the 15-percent impact threshold.

**Table 1 Quarter-Mile Buffer Analysis: Minority Population**

| <i>Quarter-Mile Buffer Analysis</i> | Area Population | Minority Population | Minority Proportion | Difference from overall service area | Is the percent change more than 15%? |
|-------------------------------------|-----------------|---------------------|---------------------|--------------------------------------|--------------------------------------|
| Blue Line (Line 860)                | 22,323          | 17,368              | 77.80%              | -4.21%                               | No                                   |
| Green Line (Line 861)               | 22,323          | 17,368              | 77.80%              | -4.21%                               | No                                   |
| Consolidated Alignment              | 22,323          | 17,368              | 77.80%              | -4.21%                               | No                                   |
| Overall Service Area                | 1,718,406       | 1,409,328           | 82.01%              |                                      |                                      |

**Table 2 Quarter-Mile Buffer Analysis: Low-Income Households**

| <i>Quarter-Mile Buffer Analysis</i> | Area Households | Low-Income Households | Low-Income proportion | Difference from overall service area | Is the percent change more than 15%? |
|-------------------------------------|-----------------|-----------------------|-----------------------|--------------------------------------|--------------------------------------|
| Blue Line (Line 860)                | 6,997           | 1,603                 | 22.91%                | +0.41%                               | No                                   |
| Green Line (Line 861)               | 6,997           | 1,603                 | 22.91%                | +0.41%                               | No                                   |
| Consolidated Alignment              | 6,997           | 1,603                 | 22.91%                | +0.41%                               | No                                   |
| Overall Service Area                | 528,598         | 118,926               | 22.50%                |                                      |                                      |



2. One-Mile Buffer Analysis

Analysis found the one-mile area surrounding Lines 860 and 861 has 1.72 percent less minorities and 5.53 percent less low-income households than that of the quarter-mile buffer area. In comparison to the overall Foothill Transit service area, the one-mile area also contains less minorities and low-income households - 5.93 percent and 5.12 percent, respectively. Tables 3 and 4 show the results of the one-mile buffer analysis. None of the changes in minority population and low-income household exceed the 15-percent impact threshold.

**Table 3 One-Mile Buffer Analysis: Minority Population**

| <i>One-Mile Buffer Analysis</i> | Area Population | Minority Population | Minority proportion | Difference from overall service area | Is the percent change more than 15%? |
|---------------------------------|-----------------|---------------------|---------------------|--------------------------------------|--------------------------------------|
| Blue Line (Line 860)            | 45,656          | 34,735              | 76.08%              | -5.93%                               | No                                   |
| Green Line (Line 861)           | 45,656          | 34,735              | 76.08%              | -5.93%                               | No                                   |
| Consolidated Alignment          | 45,656          | 34,735              | 76.08%              | -5.93%                               | No                                   |
| Overall Service Area            | 1,718,406       | 1,409,328           | 82.01%              |                                      |                                      |

**Table 4 One-Mile Buffer Analysis: Low-Income Households**

| <i>One-Mile Buffer Analysis</i> | Area Households | Low-Income Households | Low-Income proportion | Difference from overall service area | Is the percent change more than 15%? |
|---------------------------------|-----------------|-----------------------|-----------------------|--------------------------------------|--------------------------------------|
| Blue Line (Line 860)            | 14,055          | 2,443                 | 17.38%                | -5.12%                               | No                                   |
| Green Line (Line 861)           | 14,055          | 2,443                 | 17.38%                | -5.12%                               | No                                   |
| Consolidated Alignment          | 14,055          | 2,443                 | 17.38%                | -5.12%                               | No                                   |
| Overall Service Area            | 118,926         | 1,409,328             | 22.50%                |                                      |                                      |





#### IV. Public Outreach Results

When Foothill Transit begins operation of the service, customers will pay Foothill Transit's fares for Local service. Foothill Transit and the City of Duarte held two workshops and one public hearing to answer questions and listen to concerns regarding the new service. The workshops were held on August 29, 2018 at 6:00PM in the Duarte Community Center and September 5, 2018 at 9:00AM in the Duarte Senior Center. The Public Hearing was held on Saturday September 15, 2018 at 10:00AM in the Duarte Senior Center.

Nine people attended the first workshop, ten attended the second, and 15 people attended the public hearing. Residents had questions about the actual routing of the service and the proposed span of service. There is no plan to operate routing that is different from the City of Duarte's current routing on their Blue and Green Lines, but the number of trips may need to be changed to better accommodate the range of the electric buses that will be used exclusively for this service.

As expected, the biggest concern of the Duarte system's current customers is going from a free service on the City's current transit system to paying a fare on Foothill Transit's service. Duarte Assistant City Manager, Kristen Peterson helped address those concerns by noting that even if Foothill Transit were not to operate Lines 860 and 861, the City would eventually have to begin charging fares to continue providing service. The Foothill Transit team present at the meetings shared the various fare options, including the Day Pass and Monthly Passes, informing attendees that the passes are good on all Foothill Transit lines, not just the two new lines. Many of the attendees at the events already had some form of a discounted TAP card, and overall, residents were looking forward to the new service, technologies, and the new electric buses.

The City of Duarte and Foothill Transit will hold more informational workshops targeting current and future customers to continue to inform them of the coming service before the official launch of service. The workshops will focus on fare payment procedures, fare options, NextTrip, and bus basics. Foothill Transit and the City of Duarte remain in regular communication to ensure the service launch is smooth and successful.

#### V. Conclusion

Based on the threshold set forth by the agency's disparate impact and disproportionate burden policy, the assumption of operations of Duarte Transit routes has 1) no impact on the minority population within both the



quarter-mile and one-mile buffer zones; 2) no impact on the low-income population within the one-mile buffer zone; and 3) a positive impact on the low-income population within the quarter-mile area.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Vy Phan-Hoang'.

Vy Phan-Hoang  
Transit Planner

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

Doran J. Barnes  
Executive Director



December 14, 2018

To: Executive Board

Subject: **Title VI Equity Analysis - Foothill Transit Class Pass Program Review**

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### **Recommendation**

Receive and file the Title VI Equity Analysis review report for the Class Pass Program.

### **Analysis**

#### I. Summary

This report provides a review of the Foothill Transit Class Pass Program in terms of equity. The analysis shows that the program makes public transportation more affordable for all students whether they are enrolled part-time or full-time at any of the four participating colleges within Foothill Transit's service area. No significant impacts were found.

#### II. Class Pass Program

In 2014, Foothill Transit's Executive Board directed staff to pursue expanding the student rider program to colleges throughout the San Gabriel and Pomona Valleys. Since then Foothill Transit Class has implemented programs on four local college campuses, which have contributed to increased student ridership systemwide.

Foothill Transit currently has established Class Pass programs at the University of La Verne, Mount San Antonio College (Mt. SAC), and Citrus College. All of these colleges began with a Foothill Transit funded pilot program, which led to adoption of the Class Pass through a student vote or school board approval. A pilot program is currently in process at the Claremont Colleges since January 2018. This program includes all seven Universities that make up the Claremont College Consortium, and access to the system is provided to faculty and staff in addition to the student population. The pilot runs for two semesters and is free of charge to the Claremont Colleges.

#### III. Methodology

Foothill Transit's Disparate Impact and Disproportionate Burden Policy has established a statistical threshold to determine whether minority and low-income customers would be disproportionately impacted by the adverse



effects of a service or fare change. This means that if the percentage difference between the minority population of Class Pass participants affected by the service or fare change is above 15 percent of the minority population of the overall service area, a disparate impact exists. If the affected low-income population (households) of Class Pass participants is above 15 percent of the low-income of the overall service area, a disproportionate burden exists. This threshold is based on the cumulative impact of the proposed service or fare change.

Using the 2016 American Community Survey (ACS) 5-Year Estimate Block Group data, it is estimated that there are approximately 1.7 million people living within Foothill Transit's service area, and 1.4 million are minority (82.01 percent). Foothill Transit's policy defines "low income" as households that have a median household income at or below 30 percent of the median income for the service area or \$18,901 (using 2016 ACS 5-Year Estimate). This translates to those who make below \$25,000 due to the \$15,000-increment income categories.

However, due to the geographical diversity of the student populations, it would be inaccurate to look at median incomes of communities surrounding these campuses. Thus, in order to properly assess the impact of the Class Pass Program, the 150-percent federal poverty level threshold was determined to be the appropriate measure of low-income population. This was then compared to the reported percentage of recipients at each school because financial-aid recipients were subjected to the federal poverty level threshold guidelines for eligibility. Approximately 28 percent of the population within Foothill Transit's service area is under the 150-percent poverty threshold.

- **Foothill Transit Class Pass Program**

- A. Fare Structure

- In March 2014, the Executive Board approved a Class Pass subsidy rate of \$0.60 per boarding for all Class Pass campuses. In the recent fare restructuring, this subsidy rate was increased to \$0.75 per boarding beginning with the fall 2018 academic session. Thus, all Class Pass campuses will reimburse Foothill Transit \$0.75 per boarding. Any college subsequently entering the program will also be subject to the same rate or any board-approved change of rate hereafter. A Not to Exceed (NTE) amount is individually calculated by each participating college using the part-time and



full-time student enrollment and is submitted to Foothill Transit every academic year for reimbursement purposes.

Table 1 Cash Fares

| <b>Cash Fare</b> | <b>Fare Category</b>     | <b>Regular Fare (per ride)</b> | <b>Class Pass Fare (per ride for the duration of enrollment)</b> |
|------------------|--------------------------|--------------------------------|--|
|                  | Student Local            | \$1.50 / \$1.25                | \$0.75   |
|                  | Student Silver Streak    | \$2.75 / \$2.50                | \$0.75   |
|                  | Student Commuter Express | \$5.00                         | \$5.00   |

Table 2 Pass Fares

| <b>Pass Fare</b> | <b>Fare Category</b>     | <b>Regular 1-Day Pass (per pass)</b> | <b>Regular 31-Day Pass (per pass)</b> | <b>Foothill Transit Class Pass Fare (per ride for the duration of enrollment)</b> |
|------------------|--------------------------|--------------------------------------|---------------------------------------|---|
|                  | Student Local            | \$5.00                               | \$36.00                               | \$0.75/ride unlimited   |
|                  | Student Silver Streak    | \$5.00                               | \$75.00                               | \$0.75/ride unlimited   |
|                  | Student Commuter Express | N/A                                  | N/A                                   | \$5.00/ride   |

**B. Ridership Analysis**

Ridership data of the past three fiscal years and the FY18-19 YTD shows that farebox-classified student ridership is approximately 10.511 percent of Foothill Transit's system-wide ridership. Table 3 below summarizes the information.

Table 3 Farebox-Classified Student Ridership

| <b>Fiscal Year</b>                     | <b>System-wide Ridership</b> | <b>Student Only Ridership</b> | <b>Student Proportion</b> |
|--|------------------------------|-------------------------------|---------------------------|
| FY15-16                                | 13,584,135                   | 1,411,304                     | 10.38%                    |
| FY16-17                                | 13,561,124                   | 1,456,746                     | 10.72%                    |
| FY17-18                                | 12,543,650                   | 1,302,852                     | 10.39%                    |
| FY18-19 YTD (October 2019)             | 4,262,441                    | 448,750                       | 10.53%                    |
| <b>Average Student Ridership Share</b> | <b>10.511%</b>               |                               |                           |

The Class Pass program alone constitutes on average 6.658 percent of Foothill Transit's system-wide ridership. Table 4 gives a breakdown of the Class Pass ridership percentage at each participating college from FY15-16 through the month of October in FY18-19.



Table 4 Farebox-Classified Class Pass Only Ridership

| Campus                                | FY15-16       | FY16-17      | FY17-18      | FY18-19 (YTD) |
|---------------------------------------|---------------|--------------|--------------|---------------|
| University of La Verne                | 0.17%         | 0.12%        | 0.10%        | 0.12%         |
| Mt. San Antonio College               | 6.05%         | 5.15%        | 5.14%        | 5.08%         |
| Citrus College                        | -             | 1.41%        | 1.55%        | 1.53%         |
| Claremont Colleges                    | -             | -            | 0.08%        | 0.14%         |
| <b>Total System Ridership Share</b>   | <b>6.22%</b>  | <b>6.68%</b> | <b>6.87%</b> | <b>6.86%</b>  |
| <b>Average System Ridership Share</b> | <b>6.658%</b> |              |              |               |

C. Demographic Analysis

Demographic analysis shows that the minority populations at three of the four participating college is less than the overall service area’s average - the Claremont Colleges have the highest discrepancy (-22.57 percent). Mt. San Antonio College, on the other hand, has a slightly higher minority percentage than that of the service area. All participating colleges have considerably larger low-income populations than that of Foothill Transit’s service area. Table 5 summarizes the results of the demographic analysis per college.

Table 5 Results of Demographic Analysis per Participating College

| Campus                  | Minority Population Proportion | Difference from overall service area | Financial-Aid Assistance Proportion | Percent difference from overall service area |
|-------------------------|--------------------------------|--------------------------------------|-------------------------------------|--|
| University of La Verne  | 68.80%                         | -13.21%                              | 68.00%                              | +39.66%                                      |
| Mt. San Antonio College | 83.14%                         | +1.13%                               | 75.00%                              | +46.66%                                      |
| Citrus College          | 80.00%                         | -2.01%                               | 84.62%                              | +56.28%                                      |
| Claremont Colleges      | 59.44%                         | -22.57%                              | 60.44%                              | +32.10%                                      |
| Overall Service Area    | 82.01%                         |                                      | 28.34%                              |  |

Based on the threshold set forth by the agency’s disparate impact and disproportionate burden policy, the Class Pass Program has a positive impact on the low-income student population. There is no significant disparate impact despite the 22.57 percent minority-proportion difference between Foothill Transit’s service area and Claremont Colleges.

There are two primary reasons for this determination. First, the geographical diversity of the student populations, where it would be misleading to strictly compare the overall service area minority population to the minority



population of the participating campuses. The second reason is the program's Intention of providing affordable public transportation to students studying within the San Gabriel Valley area. The financial-aid assistance proportion analysis finds that, on average, 72.01 percent of the students studying at the four participating campuses received some form of financial aid for the 2018 academic year. This is an average of 43.68 percent more than the agency's low-income population according to the below-150-percent poverty threshold. The analysis supports the program's intention of providing affordable transportation alternative to students of minority and/or low-income.

• **Partnership with LA Metro: U-Pass Program**

In addition to the Foothill Transit Class Pass Program, LA Metro also offers a similar discounted student pass to several colleges within the San Gabriel Valley area. Foothill Transit also participates, as partner, in this LA Metro-managed student pass program at two colleges: Pasadena City College and Rio Hondo College. These two colleges also have a high number of students utilizing the discounted pass to travel to and from school via Foothill Transit service - approximately 1.64 percent of the agency's system-wide ridership. Table 6 summarizes the ridership share of the two aforementioned colleges from FY15-16 through October of FY18-19.

Table 6 Ridership Share of LA Metro's U-Pass on Foothill Transit Service

| Campus                                | FY15-16       | FY16-17      | FY17-18      | FY18-19 (YTD) |
|---------------------------------------|---------------|--------------|--------------|---------------|
| Pasadena City College                 | 0.61%         | 0.36%        | 0.30%        | 0.31%         |
| Rio Hondo College                     | 0.23%         | 0.20%        | 0.22%        | 0.28%         |
| <b>Total System Ridership Share</b>   | <b>2.66%</b>  | <b>1.79%</b> | <b>1.53%</b> | <b>0.59%</b>  |
| <b>Average System Ridership Share</b> | <b>1.642%</b> |              |              |               |

• **Conclusion**

The Class Pass program does not cause any significant disparate impact or disproportionate burden to any communities within Foothill Transit's service area.

Sincerely,

Vy Phan-Hoang  
Transit Planner

Doran J. Barnes  
Executive Director



December 14, 2018

To: Executive Board

Subject: **Contract Award - Arcadia Facility Utility Roof Replacement**

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**Recommendation**

Authorize the Executive Director to enter into Agreement No. 19-024 with Best Contracting Services, Inc., in the amount of \$230,680 for replacement of the asphalt utility roof at Foothill Transit's Arcadia Operations and Maintenance Facility.

**Analysis**

The Arcadia Operations and Maintenance facility became operational in 2002. The facility has two roof areas where rooftop equipment such as exhaust fans and HVAC units are housed, one at the Administration building and one at the Maintenance building. The asphalt roof system at both areas are original to the facility and have exceeded their 15-year useful life and they are in need of replacement. During periods of heavy rain, the asphalt roof areas experience leaks and have required repeated repairs.

At the October 5, 2018, Special Executive Board meeting, the Board authorized the issuance of Invitation for Bids (IFB) No. 19-024 for replacement of the asphalt roof at Foothill Transit's Arcadia Operations and Maintenance Facility. The Invitation for Bids solicitation was issued to vendors using the agency's E-Procurement platform, PlanetBids. An additional 250 vendors were contacted using the Bid Broadcast feature, which notifies a set maximum amount of vendors registered with other local agencies based on the commodity codes selected. The solicitation notice was also published in the San Gabriel Valley Tribune and Inland Valley Daily Bulletin newspapers.

On November 16, 2018, two bids were received, listed below:

|                                 |              |
|---------------------------------|--------------|
| Best Contracting Services, Inc. | \$230,680.00 |
| Fisher Contractor, Inc.         | \$282,676.00 |





Best Contracting Services, Inc., was determined to be the lowest responsive and responsible bidder after a thorough review of their submission, references and checks on their registration with the Secretary of State's office, Department of Industrial Relations and debarment status.

Best Contracting Services, Inc., has provided construction services since 1982 and specializes in roofing and waterproofing work. Best Contracting has worked with private and public sector in areas of industrial, commercial and institutional construction. Past clients include various University of California campus locations, the City of Los Angeles, and the Riverside Community Hospital.

Pending Board authorization of award of the contract, the roof replacement project is scheduled for completion on May 2019.

**Budget Impact**

Funding for this project is included in Foothill Transit's approved Fiscal Year 2018-2019 budget in Capital Project No. 172.

Sincerely,

Vincent Saucedo  
Construction Project Manager

Doran J. Barnes  
Executive Director

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Christopher Pieper  
Director of Procurement



December 14, 2018

To: Executive Board

Subject: **Request to Issue Request for Proposals - Transit Store Operations and Bus Stop Maintenance Services**

**Recommendation**

Authorize the Executive Director to Issue Request for Proposals (RFP) No. 19-035 for Transit Store Operations and Bus Stop Maintenance Services.

**Background**

Foothill Transit’s Transit Store and Bus Stop Maintenance functions are managed and facilitated through Agreement No. 08-035 with Transdev Services, Inc. That agreement is scheduled to terminate on June 30, 2019.

Since July 2013, Transdev Services, Inc., has managed Foothill Transit’s Transit Store operations and bus stop maintenance functions under an amended agreement that was initially executed in May 2008. Prior to the 2013 amendment, the original agreement included management services that included the services currently provided by Foothill Transit’s directly employed staff.

In order to ensure operation of the customer service and bus stop maintenance without disruption, procurement of a new agreement for these services is being requested. The tentative procurement timeline below allows for execution of an agreement by April 30, 2019, and service provision under that new agreement beginning on July 1, 2019.

The recommended evaluation criteria are indicated in the table below.

| Work Plan, Management Approach, and Strategy | Corporate Experience and Past Performance | Key Personnel, Staffing Plan and Organizational Structure | Price      |
|--|---|---|------------|
| <b>25%</b>                                   | <b>20%</b>                                | <b>30%</b>  | <b>25%</b> |



The services that will be covered under the agreement include, but are not limited to, management and operation of Foothill Transit’s four Transit Stores; staffing of Foothill Transit’s decentralized call center; armor and merchant services for all four stores; installation and maintenance of bus stop signage; regular cleaning of transit centers served by Foothill Transit and of Foothill Transit’s park & ride facilities; and maintenance, fueling, and cleaning of the non-revenue bus stop maintenance vehicles assigned. The base term of the contract will be four years, and the contract will include two two-year options that can be exercised at Foothill Transit’s sole discretion.

The solicitation will be issued in January to vendors using the agency’s E-Procurement platform, PlanetBids. When registering, each vendor selects from a list of standardized commodity codes indicating what type of agency project they would like to receive solicitation notices for. An additional 250 vendors will be contacted using the Bid Broadcast feature, which notifies a maximum amount of vendors registered with other local agencies based on the commodity codes selected. The RFP solicitation notice will also be posted to the Transit Talent website, where appropriate firms with transit experience can be more effectively targeted.

Key dates in the proposed procurement timeline are as follows:

| <b><u>Event</u></b>                                | <b><u>Date</u></b> |
|--|--------------------|
| Issuance of RFP                                    | January 8, 2019    |
| Proposals due                                      | February 11, 2019  |
| Initial Evaluation and Interviews                  | March 4 - 8, 2019  |
| Best and Final Offers due from Proposers           | March 29, 2019     |
| Contract award by Foothill Transit Executive Board | April 26, 2019     |
| Commencement Date                                  | July 1, 2019       |

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**

Funding for the services to be procured through this RFP will be included in the proposed Fiscal Year 2019-2020 Business Plan and Budget. Planning for these expenses is included in the Foothill transit agency-wide ten-year forecast.

Sincerely,

LaShawn King Gillespie  
Director of Customer Service and Operations

Doran J. Barnes  
Executive Director

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Christopher Pieper  
Director of Procurement



December 14, 2018

To: Executive Board

Subject: **Request to Issue Request for Proposals (RFP) - Audit Services**

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### **Recommendation**

Authorize the Executive Director to issue a Request for Proposals (RFP No. 19-046) for a Certified Public Accountant or Certified Public Accounting firm to perform audit services for Foothill Transit.

### **Analysis**

At the April 25, 2014, Executive Board meeting, a three-year contract was awarded to Crowe Horwath LLP (AKA Crowe) for financial audit services for Foothill Transit. The contract included two one-year options, which were subsequently exercised by Foothill Transit. If authorized by the Executive Board, this Request for Proposals will be issued to retain audit services starting with Foothill Transit's FY 2019 audit, for a period of three years with two one-year options.

Foothill Transit seeks the services of a Certified Public Accounting firm with the experience and qualifications that meet the highest financial industry standards while still offering the most competitive price for services rendered. The selected firm will:

1. Perform an audit of all Foothill Transit funds. The audit will be conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller of the United States. Foothill Transit's Comprehensive Annual Financial Report (CAFR) will be prepared in its final form by the audit firm. The CAFR will be in full compliance with Governmental Accounting Standards Board (GASB) 34 and all other applicable statements as they become effective. The audit firm will render their auditors' report on the basic financial statements, which will include but not be limited to, the Balance Sheet, Statement of Revenues and Expenses, Statement of Changes in Equity, and Statement of Cash Flows. The audit firm will also apply limited audit procedures to Management's Discussion and Analysis (MD&A) and required supplementary information pertaining to the Enterprise Fund.



2. Perform agreed-upon auditing procedures specified by the Federal Transit Administration (FTA) in the Declarations section of the reporting manual pertaining to the FTA - National Transit Database (NTD) on data contained in Foothill Transit's Federal statistics form (FFA10) and financial data forms (F10, F20, F30, F40 and F60). A report shall be issued noting findings and compliance with the agreed-upon procedures.
3. Perform a single audit on the expenditures of federal grants. The audit will be in accordance with the Office of Management and Budget (OMB) Circular A-133 and the appropriate audit reports will be retendered on Internal Control over Financial Reporting based upon the audit of Foothill Transit's financial statements in accordance with *Government Auditing Standards* and the appropriate reports on compliance with Requirements Applicable to each Major Program, Internal Control over Compliance and on the Schedule of Expenditures of Federal Awards in Accordance with OMB Circular A-133. The single audit report will include appropriate schedule of expenditures of federal awards, footnotes, findings and questioned costs, and follow-up on prior audit findings where required.
4. Perform a compliance audit following the procedures required by California Government Codes and Regulations including Transportation Development Act (TDA), Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) and Low Carbon Transit Operations Program (LCTOP) Conformance Auditing Guides A report shall be issued regarding findings and compliance with these guidelines.
5. Perform a compliance audit following the procedures contained in the Proposition A and Proposition C Discretionary Conformance Audit Guide. A report shall be issued noting findings and compliance with these guidelines.
6. Perform a compliance audit following the procedures contained in the Measure R Conformance Audit Guide. A report shall be issued regarding the findings and compliance with these guidelines.
7. Issue a separate "management letter" that includes recommendations for improvements in internal control.

The audit will be conducted in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards, issued by the Comptroller of the United States. Liquidated



damages for the late delivery of audit reports will be included in the contract for this project.

The staff recommended evaluation criteria are indicated in the table below.

| Work Plan and Technical/Project Approach | Experience and Past Performance | Key Personnel, Organizational Relationships and Staff Qualifications | Price |
|--|---------------------------------|--|-------|
| 30%                                      | 25%                             | 20%  | 25%   |

The solicitation will be issued in January to vendors using the agency's E-Procurement platform, PlanetBids. When registering, each vendor selects from a list of standardized commodity codes indicating what type of agency project they would like to receive solicitation notices for. An additional 250 vendors will be contacted using the Bid Broadcast feature, which notifies a maximum amount of vendors registered with other local agencies based on the commodity codes selected. The RFP solicitation notice will also be posted to the Transit Talent website, where appropriate firms with transit experience can be more effectively targeted.

**Budget Impact**

Funds for financial and compliance audit services are programmed annually in Foothill Transit's operating budget.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance & Treasurer

Doran J. Barnes  
Executive Director

Christopher Pieper  
Director of Procurement



December 14, 2018

To: Executive Board

Subject: **Request to Issue Request for Proposals – Legal Services**

**Recommendation**

Authorize the Executive Director to Issue Request for Proposals (RFP) No. 19-037 for provision of Legal Services.

**Background**

Foothill Transit’s special counsel legal services have primarily been managed and facilitated through Agreement No. 07-017 with Thompson Coburn LLP. Thompson Coburn’s agreement was amended and extended by the Executive Board in 2013 and is scheduled to terminate on June 30, 2019.

Since July 2000, Thompson Coburn LLP, has provided special counsel legal services to the agency. These services have included advising agency staff on FTA compliance, procurement, real estate, and intellectual property considerations. Additional special counsel services including human resources, insurance, and claims have been retained through a 2013 letter of engagement with Richards, Watson, and Gershon. In order to ensure continuation of legal counsel without disruption, procurement of a new agreement for these services is being requested. The tentative procurement timeline has scheduled awarding of contract(s) by the Executive Board for May 31, 2019, with services under the new agreement(s) beginning on July 1, 2019.

Extensive review of solicitations issued recently by local and national peer agencies was conducted to both incorporate innovative elements of the scope of work and gauge appropriate evaluation criteria. The evaluation team will consist of key departmental stakeholders from Administration, Procurement, Customer Service and Operations, Maintenance and Vehicle Technology, Facilities, Finance, and General Counsel.

The recommended evaluation criteria are indicated in the table below.

| Work Plan, Resource Allocation and Responsiveness | Experience and Past Performance | Key Personnel, Staff Qualifications and Organizational Structure | Price      |
|---|---------------------------------|--|------------|
| <b>20%</b>  | <b>25%</b>                      | <b>35%</b>   | <b>20%</b> |





The services, outlined in the Scope of Services in **Attachment A**, which will be covered under the agreement include, but are not limited to, research, review, advisement, representation, drafting of legal documents and policies, and analysis across ten distinct areas of legal expertise. These areas are as follows: Civil Rights, including Americans with Disabilities Act (ADA) and Disadvantaged Business Enterprise (DBE), Environmental Law, Finance, Insurance and Liability, Intellectual Property, Labor and Employment, Federal Compliance, Public Transportation Operations, Real Estate, and Procurement.

In order to ensure the highest level of proficiency and expertise, the RFP will allow for contract awards to the highest rated proposer in each category of law. Proposers may be awarded contracts under multiple categories of law.

The base term of the contract(s) will be five years, and the contract(s) will include two five-year options, to be exercised at Foothill Transit's sole discretion.

The solicitation will be issued in January to vendors using the agency's E-Procurement platform, PlanetBids. When registering, each vendor selects from a list of standardized commodity codes indicating what type of agency project they would like to receive solicitation notices for. An additional 250 vendors will be contacted using the Bid Broadcast feature, which notifies a maximum amount of vendors registered with other local agencies based on the commodity codes selected. The RFP solicitation notice will also be posted to the Transit Talent website, where appropriate firms with transit experience can be more effectively targeted.

Interviews are scheduled for March 2018, and award of the contract(s) is scheduled for the May 2018, Executive Board meeting. This schedule will provide adequate time for execution of final contract documents and transition of the delivery of service under the new agreement(s).

This procurement action relates only to Foothill Transit's Special Legal Counsel Services. Foothill Transit's agreement for General Counsel's legal services to the Executive and Governing Boards expires in June 2020.



**Budget Impact**

Funding for the services to be procured through this RFP will be included in the proposed Fiscal Year 2019-2020 Business Plan and Budget. Planning for these expenses is included in the Foothill Transit agency-wide ten-year forecast.

Sincerely,

A handwritten signature in blue ink that reads "Chris Pieper".

Christopher Pieper  
Director of Procurement

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

Doran J. Barnes  
Executive Director

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

Michelle Lopes Caldwell  
Director of Finance and Treasurer

## SCOPE OF SERVICES

Foothill Transit is seeking qualified attorneys and/or law firms to provide the outside legal services and subject matter expertise described in this Scope of Services to agency staff. Proposers must provide services in one or more categories of law and may propose for multiple categories. For each special services category listed below, Foothill Transit will select one or more Proposers to provide the legal services requested. Foothill Transit may award a contract to a Proposer for the provision of services under more than one category. Each contract awarded from this RFP will be for a base term of five (5) years with two (2) five (5)-year options to extend the contract term at Foothill Transit's sole discretion.

### **General Services**

Attorneys are required to provide the following general legal services to agency staff in the category of law in which they propose to provide services:

- Provide research, review and analysis of relevant law to develop strategic and legal options for resolving issues.
- Assist Foothill Transit staff with review, negotiation, and drafting of legal documents, policies, and procedures including contracts and agreements. Approve contracts as to form and content.
- Represent Foothill Transit in court and at public hearings and meetings of federal, state, and local agencies or administrative and regulatory bodies where required.
- Provide advice on the requirements of relevant federal, state, and local regulatory agencies relating to public transportation systems.
- At Foothill Transit's sole discretion and request, engage directly with third party entities during contract negotiations.
- Participate in meetings and conferences on-site or by telephone as needed.
- Provide legal advice, counsel, opinions, and recommendations in a timely manner by email, phone, or in writing as requested and keep staff promptly, fully, and adequately informed concerning developments and the status of matters on which Contractor is working.

### **Special Services**

- (1) **Americans with Disabilities Act (ADA), Civil Rights and Disadvantaged Business Enterprise (DBE)**- Represent and advise agency on matters arising from constitutional law, ADA, civil rights, discrimination claims, and the DBE program.
- (2) **Environmental Law** – Advise and assist agency with preparation, drafting, and review of environmental documents under California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). Assist with securing of permits, negotiations with regulatory agencies, and air quality and storm water pollution and prevention matters. Represent and defend agency in litigation related to environmental matters.

## Attachment A

- (3) **Finance** – Advise and assist agency in the preparation of financial and business documents and with matters related to bankruptcy, collections, bond counsel services, alternative financing methods, and taxation issues.
- (4) **Insurance and Liability** – Represent and advise agency on tort liability and civil litigation including, but not limited to, motor vehicle accidents, property damage, bodily injury claims, and insurance coverage and recovery issues.
- (5) **Intellectual Property** – Advise and assist agency in matters related to patents, copyrights, trademarks, intellectual property, and technology law issues and related litigation.
- (6) **Labor and Employment** – Advise and represent agency on public agency labor law issues and related litigation, including public employee benefits, Cal/OSHA requirements, arbitration, employee grievances and claims, and workers' compensation claims.
- (7) **Public Transportation Operations** – Advise agency and assist on federal and state transportation law related to the operation of a bus transit system, 13(c) collective bargaining, and the procurement of bus operations and maintenance agreements.
- (8) **Federal Compliance** – Advise and assist agency on Federal Transit Administration (FTA) requirements and compliance measures, triennial reviews, and all federally funded projects and the procurement and contracting issues resulting from the use of those federal funds and grants.
- (9) **Real Estate** – Advise and assist agency with property acquisitions, easements, property sale and lease agreements, landlord-tenant law, unlawful detainer, eminent domain, condemnation proceedings, joint development projects, zoning and land use issues, environmental issues, other commercial real estate transactions, and related litigation and documentation.
- (10) **Procurement** – Advise and assist agency with the procurement process for all locally funded projects including solicitation document review, responsiveness determination, evaluation and selection, protest review and resolution, contract negotiations, contract review, and contract execution. This includes matters concerning construction or public work procurements and contracts including licensing issues, state Department of Industrial Relations (DIR) requirements, contractor and subcontractor performance, and claims or disputes arising from construction, design, and engineering projects.



December 14, 2018

To: Executive Board

Subject: **Federal Advocacy Services Contract**

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### **Recommendation**

Authorize the Executive Director to terminate the Federal Advocacy Services Contract with Baker, Donelson, Bearman, Caldwell & Berkowitz and begin a sole source Federal Advocacy Services Contract with Powell Consulting DC effective January 31, 2019, to provide federal advocacy services through December 31, 2021, for a fee of \$4,800/month and two one year options for a fee of \$5,500/month from January 1, 2022, through December 31, 2023.

### **Analysis**

In January 1995, the Executive Board authorized staff to contract with Baker, Donelson, Bearman and Caldwell to provide technical assistance to Foothill Transit in its pursuit of federal capital funds. This contract was extended annually through 1999, when a competitive procurement took place. After a lengthy procurement process, including interviews with various Washington D.C. firms, Baker Donelson was awarded a three-year contract. In October 2002, the Executive Board authorized a sole source contract award to Baker, Donelson, Bearman and Caldwell, to continue to provide federal advocacy services from October 31, 2002, through December 31, 2007, including two one-year options. In 2007, a second competitive procurement process took place that included interviews with a number of Washington, D.C., area advocacy firms. Baker, Donelson ranked highest and was awarded a three-year contract with two available option years that were fully exercised and expired on December 31, 2012.

In 2012, the Executive Board approved a sole source contract with Baker Donelson in order to continue the critical work towards passage of a new long term federal surface transportation authorizing law at a time when we were on the eighth extension of SAFETEA-LU that had expired two and one-half years earlier. Fortunately, the gridlock in Washington, D.C. gave way to bi-partisanship on this issue and Congress passed MAP-21 in July 2012, and the FAST Act in December 2015.

In 2017, continuity was again particularly important for the coming years with a new administration in office and discussion beginning on an infrastructure spending package that could impact how the FAST Act was implemented



going forward. The Executive Board determined it would not be in Foothill Transit's overall interest to have a new consultant that would be faced with a significant learning curve and the necessity of establishing contacts and strong working relationships with our delegation and the staff of our key committees on Capitol Hill during that critical transition period, so approved another sole source contract with Baker, Donelson, Bearman, Caldwell & Bekowitz.

Since 1995, we have been specifically represented by Jan Powell, who, prior to joining Baker Donelson worked for many years as a staff person focusing on transportation issues for a key member of Congress who was a member of the Appropriations Committee and Subcommittee on Transportation, Housing and Urban Development. Ms. Powell announced recently that after many years with Baker, Donelson, Bearman, Caldwell & Bekowitz, she will be retiring from the firm effective January 31, 2019, and starting her own firm called Powell Consulting DC.

Ms. Powell has provided 23 solid years of successful federal advocacy in Washington, D.C., on Foothill Transit's behalf. As was the case in 2017, continuity will be keenly important moving forward with two and possibly six more years under the Trump Administration, as well as the sunset of the FAST Act on September 30, 2020. Ms. Powell has a close personal relationship of ten years with Vice President, Mike Pence who, is expected to be closely involved in the development of any Infrastructure Investment Package proposed by President Trump.

Jan Powell as President of Powell Consulting DC is well qualified to continue serving Foothill Transit because of her understanding of our operation and the relationships she has developed with many members of Congress and most importantly with our specific congressional delegation. She has a clear understanding of federal funding requirements and important federally funded ongoing and potential future projects. Approving the new Federal Advocacy Services Contract with Powell Consulting DC, will allow Ms. Powell to continue to provide her services in a quality manner without any interruption. The proposal submitted by Powell Consulting DC for Foothill Transit Services is attached.



**Budget Impact**

The proposed fee of \$4,800/month through December 31, 2021, is a reduction from the \$9,000 in 2019 and \$9,500 in 2020 and 2021 that was scheduled to be paid to Baker, Donelson, Bearman, Caldwell & Bekowitz over the same time period. Funding for federal advocacy services is included in the FY 2018-2019 Business Plan. Planning for these expenses is included in the Foothill Transit agency-wide ten-year forecast.

Sincerely,

Handwritten signature of David Reyno in blue ink.

David Reyno  
Director of Government Relations

Handwritten signature of Doran J. Barnes in blue ink.

Doran J. Barnes  
Executive Director

Handwritten signature of Michelle Lopes Caldwell in blue ink.

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Handwritten signature of Christopher Pieper in blue ink.

Christopher Pieper  
Director of Procurement

Attachment



# Powell Consulting DC

## FEDERAL LEGISLATIVE SERVICES PROPOSAL

*December 4, 2018*

It has been an honor to partner with Foothill Transit over the past 23 years in maintaining a highly visible and successful legislative presence in the nation's capital. We are pleased to submit this proposal to continue serving as Foothill's representative in Washington, DC, and to continue to assist the agency in maintaining a critical footprint in federal policymaking and federal funding support.

With the new Democratic majority in the U.S. House, infrastructure is very definitely back on the legislative radar screen, with Democratic leaders listing it among their top priorities. In addition, the Trump Administration has listed infrastructure as one area for possible collaboration with the new split Congress. Having "boots on the ground" will be more essential than ever for local transit agencies hoping to garner federal support, and to ensure that transit funding is an essential component of any new infrastructure program.

In addition, the new Democratic majority in the House has prioritized reinstating the practice of Congressionally directed spending, otherwise known as earmarks. In order to counter opposition to doing so, many have mentioned revamping the practice so that it is more transparent, with the goal of avoiding past abuses. In addition, many have advocated limiting earmarks to public entities such as local units of government, local transportation agencies and universities. As Foothill continues its efforts to be at the forefront in the deployment of electric bus technology, this could be an area of opportunity, particularly since Members of our



delegation will be in the majority and will serve in leadership roles on key Committees in the next Congress.

Under this engagement, our services would include, *but not be limited to*, the following:

- Assist Foothill in developing and implementing a federal legislative strategy for the coming year and beyond, which would build on a long track record of national visibility and success
- Help pursue discretionary funding including grants and earmarks (appropriations), and rally support from our Congressional delegation
- Assist with special events, particularly a possible event in Washington, D.C., highlighting the roll out of the Foothill's first-in-the-nation double decker electric bus and inviting high visibility government officials such as the Secretary of Transportation and the Vice President
- Continue close liaison and relationships with Members and staff in our Congressional delegation
- Continue close communication and relationships with Members and staff of relevant Committees
- Lobby on Foothill's behalf in all areas of federal policymaking which have an impact on our local success. These policy areas could include, but not be limited to, transportation reauthorization, research programs, workforce development, charter regulations, the alternative fuel excise tax credit, commuter tax benefit parity with the parking benefit, dedicated funding for transit, and any new infrastructure program
- Develop any necessary advocacy materials, such as briefing papers, Dear Colleague letters, Agency letters, Congressional floor speeches, Committee hearing testimony, press releases and other documents.
- Continuously monitor legislative initiatives, the federal budget, Committee action, grant announcements, regulatory notices, trade publications and media sources to keep client apprised in real time of opportunities and needed actions

All legislative services would be carefully coordinated with the Client to capitalize on Client's federal goals.

A 3-year contract is proposed, with two additional one-year options. During the initial three-year period (2019, 2020 and 2021), a monthly retainer fee of \$4,800 would be billed to the Client. A monthly retainer fee of \$5,500 would be billed for the additional two one-year options (2022 and 2023). Retainer fees would include reasonable incidental expenses incurred in rendering services. Expenses incurred for Client dinners and special events, and for travel expenses, would be billed separately. No long-distance travel would be undertaken without the advance authorization of the Client.

The contract would be mutually terminable at will, subject to 30 days-notice and payment of all fees due through the time of termination.

Respectfully submitted,

Janet L. Powell  
Powell Consulting DC  
[jan@powellconsultingdc.com](mailto:jan@powellconsultingdc.com)  
703-980-7896

#### **About Powell Consulting DC**

Jan Powell has more than 30 years of experience in public policy at both the federal and state levels, with a focus on transportation. She joined the Baker Donelson Law Firm founded by the late Senator Howard Baker more than 23 years ago from the U.S. Congress, where she was a veteran staff member on the House Appropriations Committee. Prior to that, she was involved in public policy in both the private sector and in the State House of her native Indiana where she served on executive staff for Indiana's Governor. In addition to her public policy expertise, she has extensive experience in chairing and executing high visibility events in Washington, and recently chaired two events featuring the Vice President who is also a native Hoosier.



December 14, 2018

To: Executive Board

Subject: **Downtown Los Angeles Mid-day Layover**

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**Recommendation**

In accordance with the Downtown Mid-day Layover Ad Hoc Committee recommendation, authorize the Executive Director to:

1. Enter into a 10-year lease agreement with Caltrans in the amount of \$44,300 per month for property located in downtown Los Angeles to be used as a mid-day commuter bus layover. The lease agreement will include three 10-year options.
2. Enter into a memorandum of understanding (MOU) with Antelope Valley Transportation Authority (AVTA) and Los Angeles Department of Transportation (LADOT) regarding the shared use of the downtown mid-day commuter bus layover locations.

**Analysis**

At its meeting on April 13, 2018, the Executive Board authorized the Executive Director to enter into a short-term lease agreement through December 2018 with Caltrans for two parcels of land. One is a 3.28-acre parcel located at the intersection of 16th Street and Maple Avenue. The other is a 1.25-acre parcel located at the intersection of Grand Avenue and 17th Street. The intention was to enter into the lease and begin utilizing the downtown lots while LADOT negotiated a long-term lease with Caltrans for the same properties. LADOT's intent was to use the properties as a downtown operating facility for their City Ride service. They would agree to make the space available during the day for mid-day bus parking while the City Ride vehicles were in service.

LADOT no longer has a need for the property for overnight use for their City Ride vehicles and as such, it is proposed that Foothill Transit enter into long-term leases of the two properties and revise the terms of the existing memorandum of understanding (MOU) with AVTA and LADOT with regard to the capital cost sharing responsibilities of each agency.

Under the terms of the Shared Use MOU, Foothill Transit is responsible for 42 percent of the operating costs associated with the downtown mid-day layover locations. This is based on the number of buses that Foothill Transit



plans to park at the downtown lots as compared to the number of buses belonging to AVTA and LADOT that will be parked there.

The combined 4.53 acres will be used for mid-day layover of 46 Foothill Transit buses as well as 56 LADOT buses, and eight AVTA buses, with an additional 18 spaces available for other transit agencies that might need to use the mid-day layover location. Utilizing these lots for mid-day bus layover will reduce mileage accumulation on each agency's buses as well as reduce the agencies' ongoing operating costs. Foothill Transit, LADOT, and AVTA will benefit from this arrangement by being able to use the space during mid-day hours to house commuter service coaches that deadhead to and from the San Gabriel and Pomona Valleys, the San Fernando Valley, and the Antelope Valley each weekday.

Foothill Transit operates six commuter routes that transport customers from various locations in the San Gabriel and Pomona Valleys to downtown Los Angeles each weekday morning and then back to the San Gabriel and Pomona Valleys in the evenings. Currently, at the end of each westbound morning peak period, buses return out of service (deadhead) to the Pomona and Arcadia Operations and Maintenance facilities before 65 buses deadhead back to downtown Los Angeles to transport customers eastbound on their afternoon trip home.

Each deadhead trip is approximately 35 miles long and consumes an average of 8.7 gallons of CNG fuel. For a number of years, CNG pricing had been fairly stable at a cost of \$0.93 per gallon, however because of issues related to the intrastate pipeline and Aliso Canyon Field constraints. Utilizing a convenient and affordable location near the last westbound drop-off location and the first eastbound pickup location will reduce the annual mileage accumulation on the fleet by approximately 600,000 miles. Additionally, by utilizing the downtown location, Foothill Transit is projected to experience an annual fuel cost savings of \$140,000, or more if we continue to experience higher natural gas prices than we have in previous years. As Foothill Transit transitions to an all-electric bus fleet, the ability to park buses downtown between the morning westbound service and the afternoon eastbound service will also save on electric energy consumption.

AVTA, LADOT, and Foothill Transit are all currently pursuing electrification of their respective fleets, and grant funds are being jointly sought by all three organizations to add electric charging infrastructure to the downtown locations. The eventual electrification of the downtown mid-day layover lots will allow the agencies' commuter buses to be charged while they are parked



downtown between the morning and afternoon peak service. As our fleet of electric buses grows and as electric buses are introduced into the commuter fleet, the opportunity to park and charge those buses downtown during the day will ensure that the buses parked there have sufficient range to perform Foothill Transit's daily commuter service.

The 3.28-acre property at 16<sup>th</sup>/Maple has been appraised at \$28,500 per month and the 1.25-acre property at 17<sup>th</sup>/Grand at \$15,800 per month. Security services at an estimated monthly cost of \$6,400 will be required during the lease to ensure that the buses parked downtown are not vandalized, and shelter, restrooms, and facility custodial services at estimated monthly costs of \$2,000 and \$1,000, respectively will be needed. Costs of all capital improvements, including but not limited to reconfiguration of the driveways, paving and striping of the lot, demolition of the existing concrete pads where structures formerly stood, etc. will be shared with LADOT and AVTA. The total estimated cost of these capital improvements is approximately \$4 million; however, Foothill Transit, AVTA, and LADOT were recently awarded a \$3.2 million grant from the Bus Operators Subcommittee to fund up to 80 percent of the construction cost. Foothill Transit's share of the remaining costs for the capital improvement work at both downtown locations is estimated to be \$337,954.

Future electrification of the downtown locations is being considered jointly with AVTA and LADOT, and the preliminary rough order of magnitude estimate for that work is \$7.5 million. Because of the significant estimated cost, electrification of the downtown mid-day layover location will only be pursued if grant funding can be acquired to fund at least 75 percent of that cost. Until then, the downtown locations will be used solely for mid-day bus parking.

Reduced rates per revenue mile are being negotiated with Keolis and with Transdev, our operations and maintenance contractors, in recognition of the fact that the buses used for commuter service will accumulate fewer miles per year, thereby reducing parts and maintenance costs. The revised rates are projected to result in initial operating cost savings of approximately \$17,500 per month, with that savings doubled when construction on the second of the two downtown mid-day layover locations is completed in mid-2019.

At its meeting on November 2, 2018, as the Board was considering the staff recommendation related to the lease of the downtown properties, some concerns arose regarding the term of the lease and how changes to the numbers of buses parked onsite by each transit agency would be handled. An



ad-hoc subcommittee of the Board was formed to consider and advise staff on the terms to be included in the leases of the two Caltrans properties in downtown Los Angeles and the shared-use MOU. Based on input received from the subcommittee, revised terms were proposed to and accepted by Caltrans, AVTA, and LADOT.

Foothill Transit proposed that the following terms be included in the Caltrans leases:

- A ten-year base period with three ten-year options
- An annual lease rate escalator of CPI capped at three percent, following an initial five-year period of no increase

Caltrans has indicated that they are amenable to the ten-year base period and options, and are discussing internally whether they are able to agree to the initial lease rate fixed for five years before applying an annual CPI increase. In addition to the terms above, Caltrans includes a re-evaluation of lease rates every five years as part of their long-term leases. Also, a minimum five-year commitment by Foothill Transit and Caltrans to Foothill Transit's use of the Caltrans property was proposed but not accepted by Caltrans. They indicated that they require a 90-day termination clause in the event that they need access to the property as they did immediately following the Northridge earthquake when they had to retrofit the freeway support columns.

The following terms were proposed to AVTA and LADOT for inclusion in the Shared-Use MOU:

- Each participating transit agency to make a commitment by December 1 of each year to the utilization level for the following fiscal year (July 1 - June 30)
- A participating transit agency who desires to increase the number of spaces they will utilize onsite is obligated to increase their Respective Share of the operating cost in line with the number of spaces they will occupy
- A participating transit agency who desires to reduce the number of spaces utilized is obligated to either:
  - Pay their current share of the operating cost through the end of the fiscal year to which they have committed; or
  - Transfer their unneeded spaces to another transit agency who in turn becomes a party to the Shared-Use Agreement



AVTA and LADOT are amenable to these terms. The Board subcommittee met with staff on November 20 to consider the changes to the lease document and the MOU, and has forwarded this recommendation to the Executive Board for consideration.

**Budget Impact**

The estimated net operating cost impact of the proposed lease and revised commuter service operation is a savings of approximately \$62,802 per year (**Attachment A**). Capital cost savings will also be realized as a result of the extended life of the bus fleet due to the reduction in annual miles accumulated on the fleet.

Sincerely,

A handwritten signature in blue ink, appearing to read 'K. McDonald'.

Kevin Parks McDonald  
Deputy Executive Director

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

Doran J. Barnes  
Executive Director

## Attachment A

### Estimates

|                        | Capital Cost            |                          |                     | Operating         |                   |
|------------------------|-------------------------|--------------------------|---------------------|-------------------|-------------------|
|                        | 17 <sup>th</sup> /Grand | 16 <sup>th</sup> / Maple | Total               | Annual Savings    | Annual Cost       |
| Fuel                   |                         |                          |                     | \$ 140,000        |                   |
| Operating Contracts    |                         |                          |                     | 200,000           |                   |
| Property Lease         |                         |                          |                     |                   | \$ 531,600        |
| Security               |                         |                          |                     |                   | 76,800            |
| Restroom               |                         |                          |                     |                   | 24,000            |
| Insurance              |                         |                          |                     |                   | 18,000            |
| Cleaning               |                         |                          |                     |                   | 12,000            |
| Existing Conditions    | \$ 89,499               | \$ 310,571               | \$ 400,070          |                   |                   |
| Earthwork              | 70,634                  | 245,105                  | 315,739             |                   |                   |
| Site Improvements      | 451,504                 | 1,566,753                | 2,018,257           |                   |                   |
| Utilities              | 14,068                  | 48,817                   | 62,885              |                   |                   |
| General Conditions     | 62,570                  | 217,122                  | 279,692             |                   |                   |
| Bonds and Insurance    | 13,766                  | 47,769                   | 61,535              |                   |                   |
| Contractor Fee         | 44,738                  | 155,244                  | 199,982             |                   |                   |
| A&E                    | 75,000                  | 260,255                  | 335,255             |                   |                   |
| Contingency            | 82,178                  | 285,164                  | 367,342             |                   |                   |
| <b>Total</b>           | <b>\$ 903,957</b>       | <b>\$ 3,136,800</b>      | <b>\$ 4,040,757</b> | <b>\$ 340,000</b> | <b>\$ 662,400</b> |
| BOS Grant              |                         |                          | \$ 3,232,605        |                   |                   |
| Foothill Transit Share |                         |                          | \$ 337,954          | \$ 340,000        | \$ 277,198        |