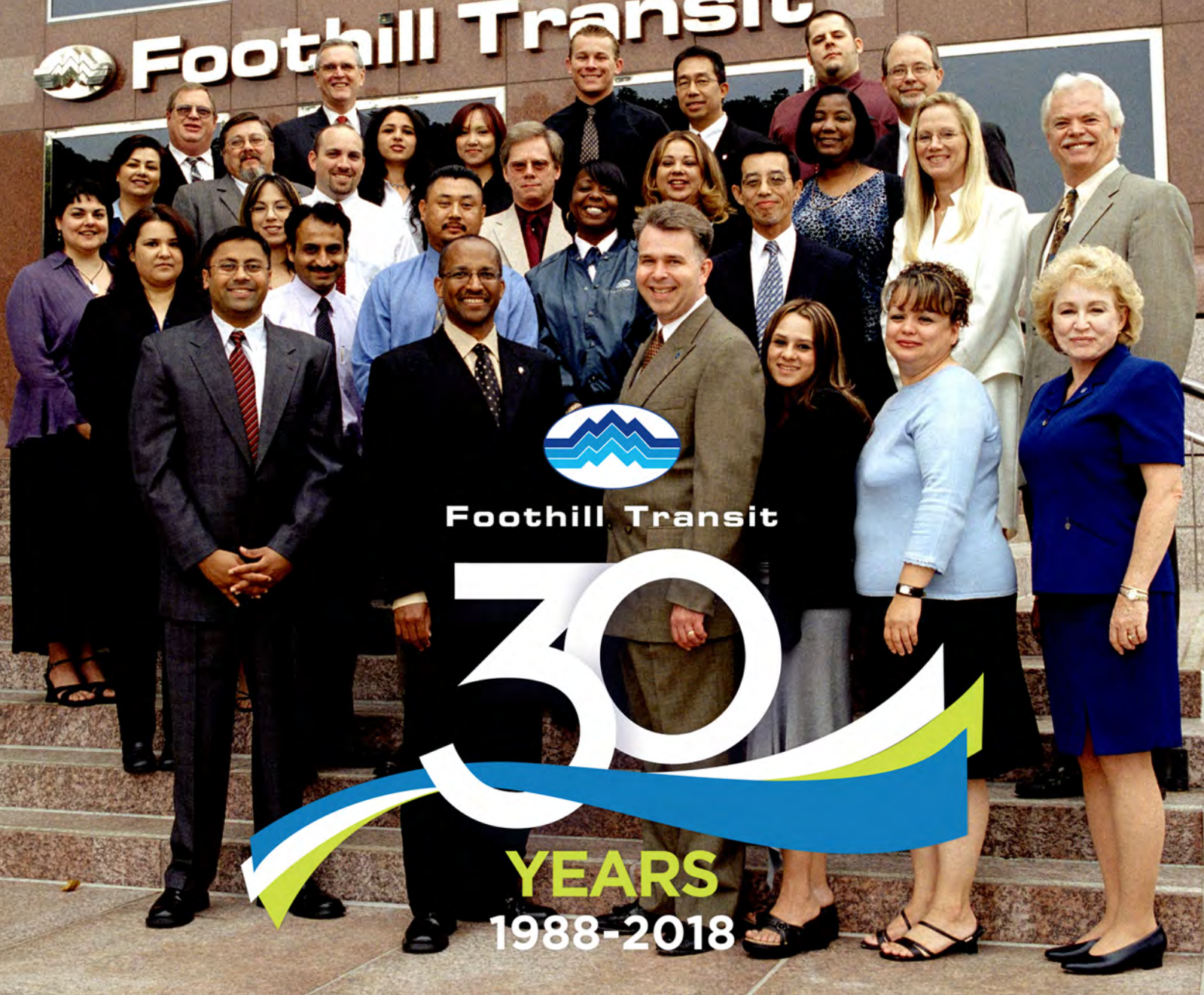


 **Foothill Transit**



**Foothill Transit**

**30**

**YEARS**

**1988-2018**



**Foothill Transit**  
Going Good Places

**SPECIAL GOVERNING  
BOARD MEETING**

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





Foothill Transit

# Governing Board Meeting AGENDA

## SPECIAL GOVERNING BOARD MEETING

8:30 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. PLEDGE OF ALLEGIANCE
3. FOCUS ON SAFETY
4. ROLL CALL
5. APPROVAL OF AGENDA
6. PRESENTATIONS:
  - 6.1. Contractors' Employee Recognition
7. APPROVAL OF MINUTES FOR THE SPECIAL GOVERNING BOARD MEETING OF OCTOBER 5, 2018
8. PUBLIC COMMENT
  - 8.1. Executive Director Response to Public Comment

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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) 967-3147 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.



8:30 AM, December 14, 2018  
2<sup>nd</sup> Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790  
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9. MOBILITY ON DEMAND FTA SANDBOX PILOT

*Recommended Action: Receive and file a report on the Mobility on Demand FTA Sandbox Pilot.*

10. CLUSTER 2 SPECIAL ELECTION NOTIFICATION

*Recommended Action: Receive notification of Cluster 2 Special Election to be held on January 25, 2019.*

11. EXECUTIVE AND GOVERNING BOARD MEETING SCHEDULE FOR 2019

*Recommended Action: Receive and file an update on the Executive and Governing Board Meeting Schedule for 2019.*

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

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

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

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

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

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

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

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

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

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

ប្រសិនបើលោកអ្នកស្នើសុំសេវាកម្មបកប្រែភាសា សូមទាក់ទងមកករិយាល័យនាយកប្រតិបត្តិ 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.



8:30 AM, December 14, 2018  
2<sup>nd</sup> Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790  
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12. DUARTE TRANSIT SERVICE UPDATE

*Recommended Action: Receive and file a report on the Duarte Transit Service Update.*

13. BUS STOP ENHANCEMENT PROGRAM (BSEP) UPDATE

*Recommended Action: Receive and file the Bus Stop Enhancement Program (BSEP) Update.*

14. BUDGET UPDATE - CNG FUEL PRICES

*Recommended Action: Provide guidance to staff for management of FY18-19 budget and volatility of CNG fuel prices. Actions may include any or all of the following:*

- *Continue to closely watch CNG fuel prices and report to the Executive Board each month regarding status of FY18-19 budget;*
- *Prepare a budget amendment for consideration by the Governing Board after the third quarter of FY18-19 if the overall budget is exceeding the Board approved appropriation;*
- *Consider fuel price "hedging" for the FY19-20 budget as a means to ensure "budget certainty."*

15. Foothill Transit's MEMBERSHIP IN THE AMERICAN BUS BENCHMARKING GROUP (ABBG) OVERVIEW

*Recommended Action: Receive and file a report on Foothill Transit's membership in the American Bus Benchmarking Group (ABBG).*

16. EXECUTIVE DIRECTOR COMMENT

17. GOVERNING BOARD MEMBER COMMENT

18. ADJOURNMENT

**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 GOVERNING BOARD**

**FOOTHILL TRANSIT OPERATIONS &  
MAINTENANCE FACILITY  
200 S. EAST END AVENUE  
POMONA, CA 91766**

**Wednesday, October 5, 2018  
7:45 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Calaycay at 7:47 a.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Member Badar.

**3. FOCUS ON SAFETY**

DeAndre Goree, Interim Safety and Training Manager, presented a safety message on exiting the operations and maintenance facility in case of an emergency.

**4. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Corey Calaycay, Member Emmett Badar, Member Uriel Macias, Member Cruz Baca, Member Gary Boyer, Member Albert Ambriz, Member Corey Warshaw, Member Roger Chandler, Member Richard Barakat, Member Tzeitel Paras-Caracci, Member Becky Shevlin, Member Margaret McAustin, Member Carol Herrera, Member Hector Delgado, Member Sam Pedroza, Member Jimmy Lin

Absent: Member Charlie Rosales, Member Robert Torres, Member Nancy Tragarz, Member Peggy Delach, Member Juventino Gomez, Member Cory Moss, Member Valerie Munoz

**5. APPROVAL OF AGENDA**

After discussion, by Common Consent, and there being no objection, the

Board approved the agenda as presented.

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

Approval of the minutes for the Governing Board Meeting of June 8, 2018.

Motion by Member Badar, second by Vice Chair Herrera, the minutes for the Governing Board Meeting of June 8, 2018 were approved. Motion carried 18-0.

7. **PUBLIC COMMENT**

Steve Shaw, Keolis President and CEO, welcomed the Governing Board to the Pomona facility and thanked the Governing Board for their partnership.

7.1. Executive Director Response to Public Comment

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

8. **FOOTHILL TRANSIT PROGRAM UPDATES**

8.1. **Electric Bus Program Update**

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

Mr. Cordero provided an update on Foothill Transit's Electric Bus Program. He reported that Southern California Edison (SCE) would be deploying programs to invest \$350 million for new infrastructure. In September, Foothill Transit's application for the SCE Charge Ready Pilot Program was selected. SCE will provide \$700,000 for infrastructure work. Proterra will install 14 chargers and overhead structure. The project scheduled is currently in development and completion of the project is scheduled for completion in May 2019. Once completed, Foothill Transit will operate fully electric on Line 280.

The City of Duarte and Foothill Transit signed a Memorandum of Understanding (MOU) for the provision of new electric buses and transportation services within the City of Duarte. Two electric buses will run Duarte's Blue and Green Line and a third bus will serve as a spare. Buses are currently in production at the Proterra, City of Industry facility. The service will commence in January 2019.

One of the challenges of operating an electric bus is the higher cost to fuel and charge an electric bus. On a cost per mile basis, Foothill Transit pays a 33 percent premium for electricity versus compressed natural gas. SCE has proposed three new rates and including waiving demand charges for five years.

The California Air Resources Board (CARB) is developing regulations to require agencies to deploy electric buses. Foothill Transit is working with the California Transit Association (CTA) to provide a counter proposal.

## 8.2. **Covina Transit Center and Park & Ride**

Sharlane Bailey, Director of Facilities, presented this item.

Ms. Bailey provided an update on the Covina Transit Center and Park & Ride project. She presented a timeline of the project since its inception in 2015. The transit center will be located at the northeast corner of Citrus Avenue and Covina Boulevard. The entire project consists of 10.67 acres of which Foothill Transit owns 3.08 acres. The remaining property is owned by Meritage Homes and the City of Covina.

The parking structure will have three levels with approximately 317 parking spaces. There will be four bus bays, a layover area, and provisions for an electric bus charging station. There is also a 4400 square foot commercial space in the transit center. Foothill Transit is looking for a commercial partner that can provide high consumer traffic and good visibility for the transit center, while also generating revenue. At the November Executive Board Meeting, staff will present and item to authorize the Executive Director to negotiate final terms and conditions and execute a letter of interest with a potential tenant, Ray's Tepeyac restaurant.

Next steps include obtaining plan check approval by the city and beginning construction. Completion of the transit center and commercial building is expected in fall 2019.

### 8.3. **Mt. San Antonio College Transit Center**

Sharlane Bailey, Director of Facilities, presented this item.

Ms. Bailey provided an update on the Mt. San Antonio College Transit Center project. She presented a timeline of the project since its inception in 2016.

The transit center will be located on the eastside of the campus, off Temple Avenue. There are currently five Foothill Transit bus lines that serve the campus. The transit center would consolidate a number of the existing bus stops into the on-campus transit center, providing a safer off street drop-off and pick-up location.

The transit center will feature 10 bus bays, with infrastructure for future electric bus charging. The transit center will feature transit information kiosks, hub bus shelters, and landscaping.

Construction is expected to begin in July 2019, with a nine-month duration for completion in summer of 2020.

### 8.4. **Proposition 6**

David Reyno, Director of Government Relations, presented this item.

Mr. Reyno provided an update on Proposition 6. The proposition will repeal the recently enacted gas tax under Senate Bill 1 (SB 1). Senate Bill 1 became law on April 28, 2017, it is known as the Road Repair and Accountability Act. It increases the gas tax by 12 cents, increases the diesel tax by 20 cents, and increases the base auto registration. It provides \$5 billion in funding for general transportation purposes in California annually.

A repeal effort began immediately. The repeal effort submitted over 940,000 signatures and it qualified in June 2018 for the November 2018 ballot as Proposition 6.

SB 1 would provide \$3.9 million in funding to Foothill Transit annually. Other projects that may be impacted specific to the region include Foothill Gold Line, Glendora to Montclair extension scheduled to receive \$290 million under SB 1, the 57/60 confluence relief project would receive \$22 million, the Route 71 project would receive \$49



million, and ACE would receive \$78 million.

#### 8.5. **Tour of the Pomona Operations and Maintenance Facility**

Kevin Parks McDonald, Deputy Executive, presented this item.

Kevin Parks McDonald, Deputy Executive Director provided a brief history of the facility, and then invited members of the Governing Board to tour the facility at the conclusion of the Governing Board Meeting.

### 9. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Mr. Barnes thanked the Governing Board for attending the meeting at the Pomona Operations & Maintenance Facility and thanked Marc Perla and his team for accommodating everyone.
- The third class of the West Coast MAX Program graduated yesterday. The program is a training program that is coordinated with Long Beach Transit and Santa Monica's Big Blue Bus. Kevin Parks McDonald is the Foothill Transit lead in the program.
- Sharlane Bailey, Director of Facilities, is very involved with the Women's Transportation Seminar. Next week an inaugural event will be held called Empowerment Day. The purpose of the event is to expose young women in high school to the many careers that are available in transportation.
- Sharlane Bailey, Director of Facilities, graduated from the Leadership APTA program. Leadership APTA is the premiere training program in the transit industry. Donald Luey, Director of IT, will be participating in the Leadership APTA during the upcoming year.
- Carol Herrera, Executive Board Vice Chair, was elected to a three-year term on the APTA Executive Committee and was elected to a three year term as the Chair of the APTA Transit Board Members Committee.
- An Alexander Dennis double-decker bus was in demo in service for the last month. Foothill Transit will be the first transit agency in North America to deploy a double-decker electric bus in transit service.
- Mr. Barnes participated in a World Bank Leadership Seminar in Brazil. Mr. Barnes was asked to provide the North American perspective and help Latin American counterparts to learn about electric vehicles.



- Mr. Barnes had a video played that highlighted Foothill Transit's activities at the Los Angeles County Fair. For the last two years, Foothill Transit has held a picnic for its administrative team members. For next year, Governing Board Members will be invited to attend the picnic.
- Staff is working on the meeting calendar for next year. Today's format of having a Governing Board Meeting followed by an Executive Board Meeting is a format that staff is looking to do more of in 2019. Tentatively, there are five to six Governing Board Meetings scheduled for 2019.

10. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Governing Board.

- Member Paras-Caracci enjoyed the foodies segments on Foothill Transit's social media. Thanked Foothill Transit for its participation in the Route 66 parade.

11. **ADJOURNMENT**

Adjournment for the October 5, 2018 Foothill Transit Special Governing Board Meeting.

There being no further business, the Foothill Transit Governing Board meeting adjourned at 8:52 a.m.



December 14, 2018

To: Governing Board

Subject: **Mobility on Demand FTA Sandbox Pilot**

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### **Recommendation**

Receive and file a report on the Mobility on Demand FTA Sandbox Pilot.

### **Analysis**

One of the biggest challenges most transit users must contend with is the first and last mile of their trip. Improving connections to/from transit is critical to ensuring a seamless journey and making it easier for customers to access the system. Technological innovations by new mobility services provide an opportunity to harness their benefits and apply them towards the first and last mile challenge.

In July 2016, together with King County Metro and Sound Transit in the Puget Sound region of Washington, Metro applied to the Federal Transit Administration's (FTA) Notice of Funding Opportunity and Solicitation of Project Proposals for the Mobility on Demand (MOD) Sandbox Demonstration Program. Foothill Transit, Access Services, City of Los Angeles, and UCLA are named partners in this grant for the L.A. region. The program is part of a larger research effort at FTA and the U.S Department of Transportation (USDOT) that seeks to support transit agencies and communities as they navigate the evolving landscape of personal mobility and integrated multimodal transportation efforts.

Metro's proposal sought to partner with a transportation network company (TNC) to explore the viability and benefit of using TNC services to provide first and last mile solutions for trips originating and ending at select transit stops in the Los Angeles County and Puget Sound regions. In October 2016, Metro was one of 11 applicants selected for funding award from the MOD program. A total of \$1,350,000 in Section 5312 funds were awarded. Of this, \$350,000 was directed to the Puget Sound region, \$400,000 for research, and \$600,000 for Metro. Metro entered into a cooperative agreement with the FTA for the Federal funds in February 2017.

At the time of award, Lyft, Inc. (Lyft) was Metro's named TNC partner. However, as the team moved forward in project scoping, negotiations failed with Lyft. With FTA's express permission, in November of 2017, Metro





substituted Lyft with NoMad Transit LLC, a wholly owned subsidiary of Via Transportation, Inc. (Via) as partner on the project.

New mobility concepts and solutions, such as TNCs, have expanded mobility options for those who have access to them. However, not everyone can afford them or has the ability to use them, because most TNCs require the possession of a smartphone with a data plan, and many TNCs do not accommodate users who need vehicles that can accommodate mobility devices. With funding assistance from the FTA, Metro aims to harness the mobility benefits provided by TNCs, open them up for a larger group of users, and direct them towards Metro’s existing fixed-guideway facilities. Metro will partner with Via to provide first and last mile rides for trips originating and ending at the North Hollywood, Artesia, and El Monte transit stations.

Operation Details

The service will operate for 52 weeks, Monday through Friday, for 14 hours each day from 6:00 a.m. to 8:00 p.m. Rides will be shared and on-demand. Customers can register for an account and request rides either by using Via’s mobile application or by dialing Via’s call center, which can accommodate customers with limited English proficiency. Customers who need additional assistance boarding or alighting vehicles or who need vehicles that can accommodate mobility devices can also request rides in the Via application or through Via’s call center. Via will provide equivalent service to ambulatory customers, non-ambulatory customers, and customers who need additional assistance to get in or out of a vehicle. Via will accept payment from both credit cards and pre-paid debit cards.

Fares

The following fares have been established for rides:

Eligibility	Fare Amount
Customers who input or provide a TAP card number during account registration prior to requesting a ride.	Base fare of \$1.75 (flat)
Customers who do not input or provide a TAP card number during account registration or do not update their account with a TAP card number prior to requesting a ride	Base fare plus \$2 fee (flat) = \$3.75
Customers who are registered LIFE participants	Free fare





Via is entitled to collect and retain all fare revenue generated by the service. As part of this twelve-month pilot, Via has agreed to share in a portion of the financial risks associated with the project. Via will credit Metro in the amount of \$285,650 towards payment of the Contract price. This amount is based on the fare revenue of maintaining three riders per driver hour on the platform and is one mechanism for incentivizing Via to ensure successful rider acquisition.

#### TAP Integration

While this 12-month pilot will not have full TAP integration and customers cannot pay for rides using their TAP card, the fare structure incentivizes customers to input their TAP card number when registering for the service. This allows for a more accurate understanding of travel patterns. It is also designed to ensure that regional TAP customers use the service to connect to/from Metro's stations. Full TAP integration will be explored further if the pilot continues beyond the 12 months.

#### Catchment Areas

The service will be split into three catchment areas around the North Hollywood, El Monte, and Artesia stations. Catchment areas are approximately six square miles. Several criteria were considered when selecting stations and catchment areas, including geographic diversity, thresholds for percentage of low income and minority populations, current first and last mile access, and compelling use-cases to test. In addition to meeting this criteria, North Hollywood was identified for its strong first and last mile connections, and to test if the service can successfully connect riders to/from difficult-to-serve residential networks. Artesia Station was also identified for its strong first and last mile connections, and to test if the service can substitute for difficult walking and biking trips. Foothill Transit and LADOT are partners on the FTA grant, which made El Monte a logical choice. Additionally, as the terminus of the Silver Line, El Monte station has paid parking with spaces that are fully occupied daily. Metro and FTA want to test the first and last mile service to/from BRT, light rail, and heavy rail stations.

**Attachment A** are maps of the catchment areas.

#### Independent Contractor Drivers

Via is responsible for recruiting and registering independent contractor drivers to drive on the Via platform using their own personal, qualified vehicles. Metro will not own, operate, or maintain any vehicles. Via is responsible for administering background checks and drug and alcohol





testing prior to onboarding drivers. In line with the California Public Utilities Commission (CPUC) standards, background checks will be conducted by an accredited consumer reporting agency, known as Checkr, and includes a multi-jurisdictional database search, federal criminal search, sex offender search, global watch list search, county criminal search, and motor vehicle record search. Additionally, per CPUC, Via is required to participate in the DMV's Employer Pull Notice (EPN) Program, which enables Via to regularly check records of drivers. The EPN Program notifies Via of a change in a driver's record at any time, including new convictions, failure to appear, accidents, license suspension, or revocation.

#### Data Sharing

As part of the agreed upon scope, Via has agreed to a level of data sharing that is unprecedented with these types of new mobility partnerships. Upon service start, Via will provide Metro with access to an online dashboard that will serve as a data portal. Data regarding service performance will be inputted on a regular basis. The dashboard will also be used to report monthly Key Performance Indicators (KPIs) and to provide an overview for the service performance across a number of dimensions.

#### Research

This grant is funded under FTA's Research, Development, Demonstration and Deployment program authority. As such, data collection and research analysis are integral components to this pilot and will allow Metro to better understand the costs and benefits of this new mobility service. Of the \$1.35 million in grant funds, \$400,000 is devoted to research. The Eno Center for Transportation is leading a research team supported by the University of California Los Angeles and the University of Washington to document the entire project process, analyze resulting data, develop lessons learned and recommendations, and disseminate the final reports to the industry.

#### Option Term

Based on information and data analysis that is derived during the initial 12 months of the pilot, Metro staff may seek approval from their Board to exercise the option term.

Sincerely,

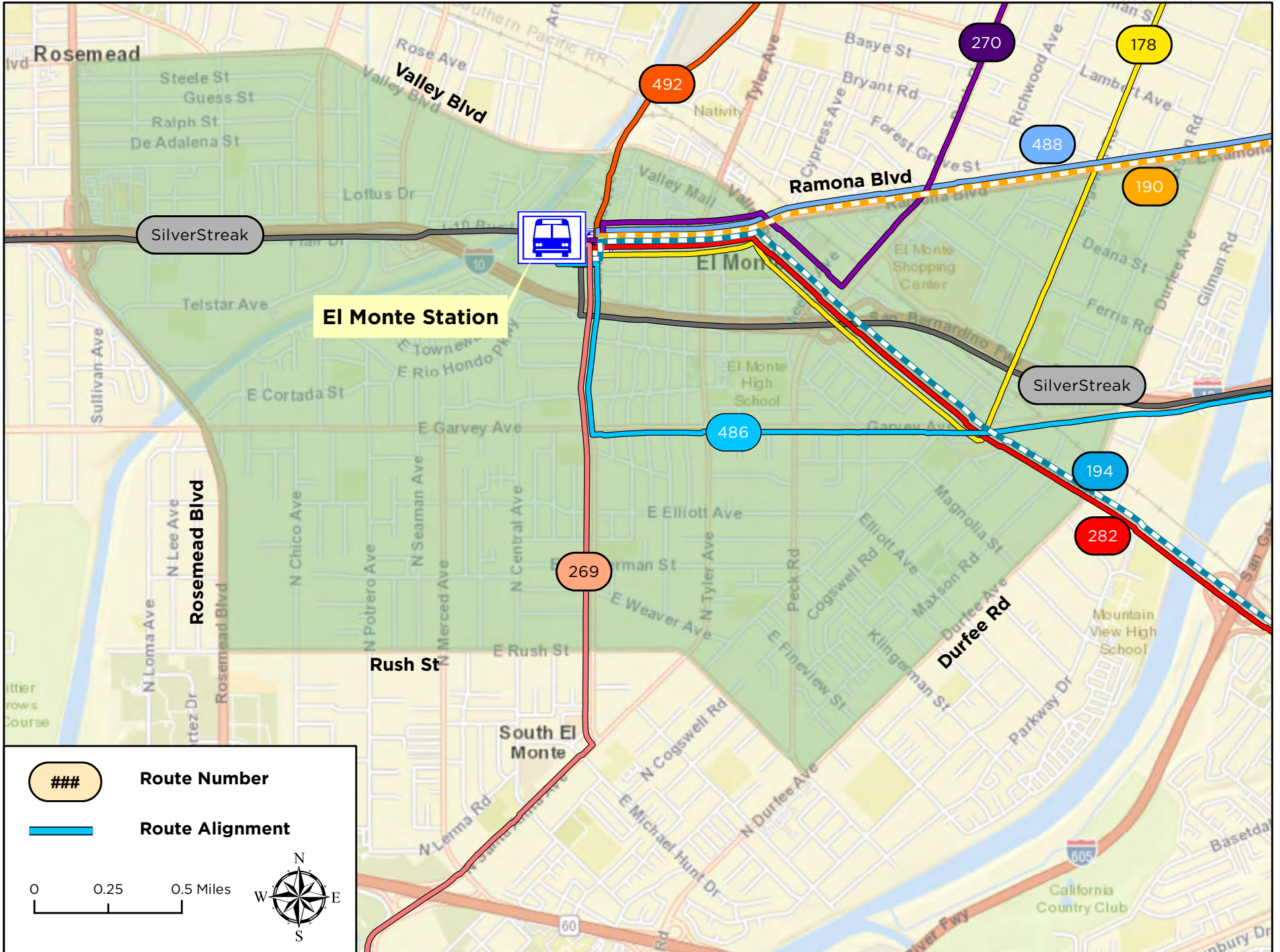
Joseph Raquel  
Planning Director

Doran J. Barnes  
Executive Director



# El Monte Catchment Area with Foothill Transit Lines

Attachment A







# El Monte Catchment Area

## Legend

-  El Monte Station
-  El Monte Metrolink Station
-  Metrolink
-  Silver Line
-  Catchment Area\*

Catchment area = customers within this area can request rides to/from the El Monte station

\*Catchment area is subject to refinement



## Artesia Catchment Area

### Legend

- Blue Line Stations
- +—+—+ Blue Line
- Catchment area\*

Catchment area = customers within this area can request rides to/from the Artesia station

\*Catchment area is subject to refinement





December 14, 2018

To: Governing Board

Subject: **Cluster 2 Special Election Notification**

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### **Recommendation**

Receive notification of Cluster 2 Special Election to be held on January 25, 2019.

### **Analysis**

The Executive Board Member position for Cluster 2 is vacant. Accordingly, Cluster 2 will hold a special election to fill this position at the January 25, 2019 Governing Board Meeting.

This vacancy has been created as Governing Board Member Corey Warshaw has concluded his service on the Governing Board. Mr. Warshaw represented the City of West Covina on the Governing Board. In November 2018, Mr. Warshaw did not run for reelection to the West Covina City Council. Per the Foothill Transit Joint Powers Agreement, Mr. Warshaw concluded his service on the Foothill Transit Governing Board concurrent with the conclusion of his term on the West Covina City Council.

In light of these changes, there is a vacancy in the Cluster 2 Executive Board Member seat and an election must be held by the members of Cluster 2 to select an individual to serve the remainder of the term for this position.

Cluster 2 consists of the cities of Azusa, Baldwin Park, Covina, Glendora, Irwindale, and West Covina. The Cluster 2 Governing Board Member elected to fill the seat will fill the remaining term, which runs through May 2020. Please note that the election of an Executive Board Member may also require the election of an Executive Board Alternate.

Notification of Interest forms will be emailed to Governing Board Members of Cluster 2 on December 18, 2018. The Notification of Interest form is strictly optional and is not required in order to be elected to the Foothill Transit Executive Board. Governing Board Members interested in utilizing the form must submit their completed form by January 7, 2019. On January 8, 2019, completed forms will be emailed to the Cluster 2 Governing Board Members and Alternates for their consideration. The special election will take place at





Special Governing Board Meeting - 12/14/18

Cluster 2 Special Election Notification

Page 2

the January 25, 2019 Governing Board Meeting. The vote will be conducted during a caucus of Cluster 2 members and via voice vote.

Sincerely,

A handwritten signature in blue ink that reads "Christina Lopez".

Christina Lopez  
Board Secretary

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

Doran J. Barnes  
Executive Director





December 14, 2018

To: Governing Board

Subject: **Executive and Governing Board Meeting Schedule for 2019**

**Recommendation**

Receive and file an update on the Executive and Governing Board Meeting Schedule for 2019.

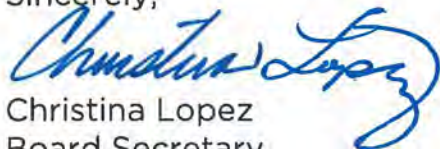
**Analysis**

Foothill Transit's Joint Powers Agreement (JPA) requires that meetings be fixed by resolution. The Executive Board adopted the Executive and Governing Board Meeting Schedule for 2019 (**Attachment A**) at their November 2, 2018 Executive Board Meeting. In order to engage the Governing Board, six Governing Board Meetings have been scheduled in 2019. The Annual Meeting of the Governing Board is included as part of the six meetings. The meeting schedule was emailed to the Governing Board on November 6, 2018, and is posted on the Foothill Transit website. All six meetings are scheduled to take place at the Foothill Transit Administrative Offices in West Covina. The 2019 Governing Board Meetings are listed below.

<b>2019 Governing Board Meetings</b>
Friday, January 25 @ 7:45 a.m.
Friday, March 29 @ 7:45 a.m.
Friday, May 31 @ 7:45 a.m. - Joint Meeting - Annual Governing Board & Executive Board
Friday, August 23 @ 7:45 a.m.
Friday, October 25 @ 7:45 a.m.
Friday, December 20 @ 7:45 a.m.

It may be necessary to modify the meeting schedule due to business issues that arise. Notification will be provided in a timely manner of any possible date or time changes and proper notifications will be posted.

Sincerely,

  
 Christina Lopez  
 Board Secretary

  
 Doran J. Barnes  
 Executive Director



## Foothill Transit

### 2019 Executive & Governing Board Meeting Calendar

<b>January 2019</b>	Friday, January 25 @ 7:45 a.m. – Governing Board Meeting Friday, January 25 @ 9:00 a.m. – Executive Board Meeting
<b>February 2019</b>	Friday, February 22 @ 8:00 a.m. – 3:00 p.m. – Strategic Planning Workshop, Location
<b>March 2019</b>	Friday, March 29 @ 7:45 a.m. – Governing Board Meeting Friday, March 29 @ 9:00 a.m. – Executive Board Meeting
<b>April 2019</b>	Friday, April 26 @ 8:00 a.m. – Executive Board Meeting
<b>May 2019</b>	Friday, May 31 @ 7:45 a.m. – Joint Meeting -Annual Governing Board & Executive Board Meeting
<b>June 2019</b>	Friday, June 28 @ 8:00 a.m. – Executive Board Meeting
<b>July 2019</b>	No Meetings scheduled in July
<b>August 2019</b>	Friday, August 23 @ 7:45 a.m. – Governing Board Meeting Friday, August 23 @ 9:00 a.m. – Executive Board Meeting
<b>September 2019</b>	Friday, September 27 @ 8:00 a.m. – Executive Board Meeting
<b>October 2019</b>	Friday, October 25 @ 7:45 a.m. – Governing Board Meeting Friday, October 25 @ 9:00 a.m. – Executive Board Meeting
<b>November 2019</b>	No meetings scheduled in November
<b>December 2019</b>	Friday, December 20 @ 7:45 a.m. – Governing Board Meeting Friday, December 20 @ 9:00 a.m. – Executive Board Meeting





December 14, 2018

To: Governing Board

Subject: **Duarte Transit Service Update**

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### **Recommendation**

Receive and file a report on the Duarte Transit Service Update.

### **Analysis**

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.

When Foothill Transit begins operation of the service, customers will pay Foothill Transit's Local service fares. 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 at 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, 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.

The planned launch date for the service is February 10, 2018, which will coincide with a Foothill Transit service change.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Joseph Raquel'.

Joseph Raquel  
Planning Director

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

Doran J. Barnes  
Executive Director



December 14, 2018

To: Executive Board

Subject: **Bus Stop Enhancement Program (BSEP) Update**

**Recommendation**

Receive and file the Bus Stop Enhancement Program (BSEP) Update.

**Analysis**

At the February 2018 Governing Board Meeting, the Board received an update on Foothill Transit’s Bus Stop Enhancement Program. There are 3,631 bus stops in Foothill Transit’s service area, of which Foothill Transit owns two - the stops at the Azusa Intermodal Transit Center and the Industry Park & Ride, and leases one - the Puente Hills Mall Transit Center. The remaining stops are either city, county, or state owned.

The bus stops are the gateway to Foothill Transit’s service, and the BSEP was created to financially assist member cities’ enhancement of existing Foothill Transit bus stops in their jurisdiction. The maximum award is \$40,000 per application and the funding must be used for capital improvements at bus stops serviced by Foothill Transit. Maintenance of these amenities is the responsibility of the applicant.

The application period opened May 1, 2018 and closed on October 1, 2018. The table below shows the cities that applied for the program along with the proposed enhancements and grant amount requested.

<b>City</b>	<b>Enhancements</b>	<b>Amount</b>
Baldwin Park	Solar Lighting, Shelters, Benches, Trash Receptacles	\$40,000
Claremont	Shelters, Benches, Trash Receptacles	\$40,000
Covina	33 new benches	\$33,666
Diamond Bar	Solar Lighting, Shelters, Benches, Trash Receptacles	\$38,828
Duarte	Concrete Landing Pads	\$39,020
El Monte	Solar Lighting, Shelters, Benches, Trash Receptacles	\$40,000





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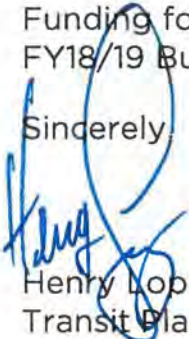
Glendora	Shelter, Solar Lighting, Map Kiosk	\$13,400
Irwindale	Repairs to existing amenities	\$40,000
La Puente	Replacement of Shelters	\$40,000
Pasadena	Bench, BusFinder Screen	\$40,000
South El Monte	Solar Lighting, Shelter/Bench/Trash Can Replacements	\$40,000
<b>Total Grant Amount Requested:</b>		<b>\$404,914</b>

**Next Steps**

Applications are currently being reviewed, and grant status letters will be sent to all applicants no later than December 21, 2018. Each successful applicant will enter into a memorandum of understanding with Foothill Transit and at the completion of each project, Foothill Transit will verify that all enhancements have been completed. Once completion of the enhancements has been verified, the city/county may then submit an invoice for reimbursement.

Funding for the Bus Stop Enhancement Program is included in the adopted FY18/19 Business Plan and Budget.

Sincerely,



Henry Lopez  
Transit Planner



Doran J. Barnes  
Executive Director





December 14, 2018

To: Executive Board

Subject: **Budget Update - CNG Fuel Prices**

**Recommendation**

Provide guidance to staff for management of FY18-19 budget and volatility of CNG fuel prices. Actions may include any or all of the following:

- Continue to closely watch CNG fuel prices and report to the Executive Board each month regarding status of FY18-19 budget;
- Prepare a budget amendment for consideration by the Governing Board after the third quarter of FY18-19 if the overall budget is exceeding the Board approved appropriation;
- Consider fuel price “hedging” for the FY19-20 budget as a means to ensure “budget certainty.”

**Analysis**

The price of CNG fuel has increased dramatically during FY18-19. The table below shows the overall budget and actuals for fuel for Foothill Transit for the past six years.

**Comparison of CNG Fuel Prices**

<b>Fiscal Year</b>	<b>Annual Budget</b>	<b>Actual at Year End</b>	<b>Variance</b>	<b>Variance (%)</b>
FY12-13	\$7,884,600	\$5,108,260	\$2,776,339	35%
FY13-14	\$7,344,000	\$5,703,353	\$1,640,646	22%
FY14-15	\$6,000,000	\$5,105,723	\$894,276	15%
FY15-16	\$6,000,000	\$5,255,770	\$744,229	12%
FY16-17	\$6,300,000	\$6,009,322	\$290,677	5%
FY17-18	\$6,341,376	\$5,532,286	\$809,089	13%

As indicated in the table, Foothill Transit made a consistent effort to more closely align the proposed budget each year to match the prior years' experience. The adopted annual budget for fuel for FY18-19 is \$6,012,908.



The invoices for Compressed Natural Gas are received by Foothill Transit approximately two to three months after the month end. Costs are accrued for each month based on the prior month's actuals. The actual invoice for August was received at the end of October and the actuals were updated to reflect the invoice. The price per therm of CNG fuel rose from \$0.35 in June and July to \$0.95 in August. The reasons for the increase as provided by our fuel provider, Clean Energy, are due to the intrastate pipeline and Aliso Canyon storage field constraints. The monthly impact for fuel is shown in the table below.

**FY18-19 Monthly Fuel Prices through October 2018**

<b>Month</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
July 2018	\$504,292	\$486,055	\$18,236
August 2018	\$524,795	\$773,302	(\$248,507)
September 2018	\$478,291	\$528,119	(\$49,828)
October 2018	\$524,795	\$581,000	(\$56,205)*
<b>FY2019 YTD</b>	<b>\$2,032,173</b>	<b>\$2,519,742</b>	<b>(\$336,304)</b>

\*October price is an accrual (estimate) as the invoice has not been received as of this report.

If the current trend continues, the total price for fuel for FY18-19 could be approximately \$7.5 million, which would be approximately \$1.5 million over the adopted budget for fuel. As reported to the Board last month, through September 30, 2018, overall, Foothill Transit is \$1.9 million *under* the approved year-to-date budget in spite of the overrun in fuel costs. Therefore, no budget amendment is required at this time.

Several private sector companies offer to provide fuel price hedging for the public sector transportation agencies. In doing so, the private sector and the transportation agency agree to a set price per therm for fuel for a fixed period (such as one year). The transportation agency pays the agreed upon price, thereby avoiding any volatility in the commodity. This approach provides budget certainty for the transportation authority. However, the transportation authority is disadvantaged if fuel prices are consistently lower than the agreed upon hedged price. A survey of other regional transportation agencies indicates that none of Foothill Transit's peers are currently contracted for fuel price hedging.





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Budget Update - CNG Fuel Prices  
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**Budget Impact**

Foothill Transit will continue to analyze the FY18-19 budget to ensure budget adherence and identify future improvements.

Sincerely,

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

Michelle Lopes Caldwell  
Director of Finance & Treasurer

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

Doran J. Barnes  
Executive Director





December 14, 2018

To: Executive Board

Subject: **Foothill Transit's Membership in the American Bus Benchmarking Group (ABBG) Overview**

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### **Recommendation**

Receive and file a report on Foothill Transit's membership in the American Bus Benchmarking Group (ABBG).

### **Analysis**

Foothill Transit was created in response to a desire by community leaders to provide superior public transportation, while reducing costs and improving local control. Since its inception in 1988, the organization has focused on meeting four primary goals: operating a safe transit system; providing outstanding customer service; operating an effective transit system; and operating an efficient transit system. Over the years, several Key Performance Indicators (KPIs) have been established to measure attainment of these four main goals. These Key Performance Indicators include:

- Preventable Accidents/Collisions per 100,000 Miles
- Schedule Adherence
- Miles between Mechanical Service Interruptions
- Complaints per 100,000 Boardings
- Boardings per Vehicle Service Hour
- Average Weekday Boardings
- Farebox Recovery Ratio
- Average Cost per Vehicle Service Hour

Foothill Transit staff works in close coordination with the contracted staff at both operations and maintenance facilities to collect and analyze operational data each month. This data is used to identify trends and anomalies and to develop strategies to move the indicators in a positive direction. Staff also works to gather information on performance at other transit agencies to determine how Foothill Transit's performance measures against local and national trends. One of the challenges throughout the industry, however, has been that there are few consistent definitions and measurement tools or ways of collecting data to provide a true comparison across transit agencies.



In early 2018, Foothill Transit joined the American Bus Benchmarking Group (ABBG). The ABBG was established in 2011 with a membership of four public transit agencies, to provide a confidential forum for mid-sized bus organizations in America to learn from each other by comparing performance, sharing experiences, and identifying best practices. The group has now grown to 22 agencies across the country:

- Capital Metropolitan Transportation Authority (Austin, TX)
- Niagara Frontier Transportation Authority (Buffalo, NY)
- Pace Suburban Bus (Chicago / Arlington Heights, IL)
- Greater Cleveland Regional Transit Authority (Cleveland, OH)
- Greater Dayton Regional Transit Authority (Dayton, OH)
- Des Moines Area Regional Transit Authority (Des Moines, IA)
- Lane Transit District (Eugene, OR)
- Flint Mass Transportation Authority (Flint, MI)
- Trinity Metro (Fort Worth, TX)
- Foothill Transit (L.A. County, CA)
- Hampton Roads Transit (Hampton Roads, VA)
- Jacksonville Transportation Authority (Jacksonville, FL)
- Milwaukee County Transit System (Milwaukee, WI)
- WeGo Public Transit (Nashville, TN)
- Rhode Island Public Transit Authority (Providence, RI)
- Regional Transit Service (Rochester, NY)
- Pinellas Suncoast Transit Authority (St. Petersburg, FL)
- Omnitrans (San Bernardino, CA)
- Spokane Transit Authority (Spokane, WA)
- San Joaquin Regional Transit District (Stockton, CA)
- Utah Transit Authority (Salt Lake City, UT)
- Clark County Public Transportation Benefit Area (Vancouver, WA)

Each of these agencies has met the criteria established by ABBG based on creating a diverse group, "but with a similarity of challenges faced." The diversity of the agencies include number of annual boardings, fleet size, operating characteristics, and geographic diversity.

The objectives of the American Bus Benchmarking Group are:

- To develop a concise, well-balanced comparable Key Performance Indicator system for performance measurement for use by American bus agencies that will: determine strengths and weaknesses, prioritize areas for improvement, and support dialogue with stakeholders





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Foothill Transit's ABBG Membership

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- To provide benefits to all members by understanding the reasons for performance levels and trends and by identifying best practices
- To facilitate the sharing of knowledge and best or otherwise interesting practices in a confidential environment
- To establish an ongoing benchmarking process that considers the financial and labor resources available to participating mid-sized agencies

Benchmarking is defined as: *A systematic process of continuously measuring, comparing and understanding organizations' performance and changes in performance of a diversity of key business processes against comparable peers to gain information which will help the participating organizations to improve their performance.*

The group is administered and facilitated by the Railway and Transport Strategy Center (RRSC) at Imperial College London, a world leader in public transport benchmarking.

ABBG has worked with members of the group to collect thousands of pieces of data that are specifically defined to confirm the validity of any comparisons and tracking that may be conducted amongst the agencies. These data include the areas of safety, boardings, vehicle miles and hours, customer information provisions, on-time performance, operating costs, fare revenue, and environmental impact. The data are then analyzed and normalized by ABBG who develops a "Fixed Route KPI System." Each agency receives information specific to their performance and compared to that of the other agencies.

Each agency and staff who participates in the project are required to adhere to strict confidentiality requirements in both submitting information, receiving reports, as well as information that is shared within and outside of the agency. This confidentiality is necessary to encourage data sharing and for the protection of the agency.

In addition to the KPI report, members are provided opportunities and encouraged to gather and share information using an online forum as well as working directly with the other members of the group. Members of the Foothill Transit team recently participated in the 2018 Annual Meeting, which was hosted by OmniTrans this past October. During the meeting, ABBG representatives presented the preliminary report of the KPIs for 2017, which led to in-depth discussions. Breakout sessions were held on various topics including safety, ridership, technology, and equipment. ABBG also





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coordinates annual work programs to address topics of interest that the group establishes. These work programs could include research topics, exploration of other studies, and in depth analysis of survey results.

Utilizing the data collected from various systems as well as from their operations and maintenance and customer service contractors, ABBG is finalizing the report of Foothill Transit's KPI performance compared to that of the other member agencies. The report will detail our performance over the last five years using the ABBG definitions where that data is available. It will provide insight into the various areas of performance and also provide information that will be useful to both operations and maintenance contractors to assist with staffing, maintenance, and safety performance.

Once the report is available, Foothill Transit's multidisciplinary KPI teams will review the results and apply what is gleaned from that information to our day-to-day activities to improve the service.

In 2019, we plan to take part in the ABBG Customer Satisfaction Survey. The survey is an instrument available to all ABBG members that gathers responses to a common set of questions so that those responses can be benchmarked and tracked over time to inform how an agency can make improvements to service. Members of the Foothill Transit team have begun submitting questions to the online forum to gather information on successes that other transit agencies have achieved in responding to operational issues.

Foothill Transit has already recognized some positive results of membership in ABBG. Our established KPIs are currently being compared to those established by ABBG and analyzed to identify industry standards against which Foothill Transit can better measure performance. A full analysis of the KPIs to which this may apply will be presented to the Executive Board and Governing Board during the development of the annual business plan and budget.

Sincerely,

LaShawn King Gillespie  
Director of Customer Service & Operations

Doran J. Barnes  
Executive Director