



Foothill Transit

EXECUTIVE BOARD MEETING

West Covina, CA
Friday, January 29, 2021



Foothill Transit

Foothill Transit MISSION

To be the premier public transit provider committed to:

SAFETY
COURTESY
QUALITY
RESPONSIVENESS
EFFICIENCY
INNOVATION



Foothill Transit VALUES

SAFETY

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

RESULTS

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

INTEGRITY

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

GRATITUDE

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

DIVERSITY

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

TEAM MEMBERS

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

COMMUNICATION

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

SUSTAINABILITY

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



Foothill Transit

Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING - TELECONFERENCE

9:15 AM, JANUARY 29, 2021

Foothill Transit Administrative Office

2nd Floor Board Room

100 South Vincent Avenue

West Covina, CA 91790

FOOTHILL TRANSIT IS TAKING ALL PRECAUTIONS POSSIBLE TO PREVENT THE SPREAD OF COVID-19. FOR THE HEALTH AND SAFETY OF ALL EXECUTIVE BOARD MEMBERS, FOOTHILL TRANSIT STAFF, AND THE PUBLIC, PARTICIPATION IN THE MEETING WILL BE DONE REMOTELY VIA TELECONFERENCE USING THE FOLLOWING ZOOM MEETING LINK: <https://foothilltransit.zoom.us/j/86752061792>. ALTERNATIVELY, TO PARTICIPATE VIA PHONE, DIAL (669) 900-6833 AND ENTER MEETING ID: 867-5206-1792.

1. CALL TO ORDER
2. ROLL CALL: MEMBERS BOYER, CALAYCAY, MOSS, SHEVLIN, STERNQUIST
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF DECEMBER 11, 2020, AND THE REGULAR MEETING OF DECEMBER 18, 2020
5. INTRODUCTION OF FOOTHILL TRANSIT BUSINESS PARTNERS
6. PUBLIC COMMENT

Public Comment: Members of the public shall have the right to address the Board on any item of interest which is within the jurisdiction of the Board before or during the Board's consideration of the item. Presentations shall not exceed two minutes in length. The Board will take public

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

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



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comment under this agenda item for a maximum of 30 minutes. Public Comment will resume later in the meeting if there are members of the public who did not get an opportunity to speak because of the 30-minute limit.

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

IF PARTICIPATING VIA ZOOM, CLICK ON “RAISE HAND” TO INDICATE YOU WOULD LIKE TO SPEAK. IF PARTICIPATING VIA PHONE CALL, SUBMIT A REQUEST TO BOARD.SECRETARY@FOOTHILLTRANSIT.ORG BY CLOSE OF BUSINESS ON JANUARY 28, 2021.

6.1. Chief Executive Officer Response to Public Comment

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

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

Si necesita servicios de traducción, 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 Chief Executive Officer 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 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.

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



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CONSENT CALENDAR: Items 7 through 10 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

7. NOVEMBER 2020 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through November 30, 2020. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of November 30, 2020, for the fiscal year ending June 30, 2021.

8. SOLE SOURCE CONTRACT AWARD - SCHEDULING SOFTWARE MAINTENANCE AND SUPPORT

Recommended Action: Authorize the Chief Executive Officer to enter into a sole source agreement with Giro in the amount of \$577,879 for the five-year potential life of the agreement for maintenance and support of Foothill Transit's route scheduling software. The contract will have a three-year base term with two one-year options.

9. CONTRACT AWARD - BACKUP HARDWARE AND SOFTWARE

Recommended Action: Receive and file this update on the award of Contract No. 21-039 to Nth Generation Computing Inc. for the purchase of a new backup and recovery hardware and software solution in the amount of \$83,609.46.

10. TRANSPORTATION FUND EXCHANGE

Recommended Action: Authorize the Chief Executive Officer to execute an assignment agreement with the City of Diamond Bar to exchange Foothill Transit general use funds for the city's Proposition A Transportation Local Return funds.

REGULAR AGENDA:

11. JANUARY 2021 LEGISLATIVE SUMMARY

Recommended Action: Receive and file the January 2021 Legislative Summary.

12. CONTRACT AWARD - COMPREHENSIVE OPERATIONAL ANALYSIS (COA)

Recommended Action: Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into Agreement No. 21-004 with Nelson\Nygaard Consulting Associates, Inc.,



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(Nelson Nygaard) in the amount of nine hundred forty-eight thousand and ninety-five dollars (\$948,095) for completion of a Comprehensive Operational Analysis (COA).

13. OPTION EXERCISE - TRANSIT SERVICES - POMONA FACILITY
(AGREEMENT NO. 17-001)

Recommended Action: Authorize the Chief Executive Officer to exercise the four-year option on Agreement No. 17-001 with Keolis Transit for transit service operated out of Foothill Transit's Pomona facility.

14. CONTINUED PUBLIC COMMENT

This time is reserved for those members of the public who were unable to speak earlier in the agenda because of the 30-minute time restriction.

15. CHIEF EXECUTIVE OFFICER COMMENT

16. BOARD MEMBER COMMENT

17. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov't.
Code § 54957)

Title: Chief Executive Officer

18. CLOSED SESSION REPORT

19. ADJOURNMENT

**The next meeting of the Executive Board
is scheduled for
Friday, March 26, 2021 at 9:15 a.m.**



Foothill Transit

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

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

**Friday, December 11, 2020
8:30 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Sternquist at 8:33 a.m.

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Gary Boyer, Member Cory Moss, Member Becky Shevlin,
Vice Chair Corey Calaycay, Chair Cynthia Sternquist

3. PUBLIC COMMENT

Lorence Bradford, ATU and Lupe Carranza, ATU both addressed the Executive Board on their concerns on the number of Transdev employees testing positive at the Foothill Transit Arcadia/Irwindale Operations and Maintenance Facility.

3.1. Chief Executive Officer Response to Public Comment

Mr. Barnes stated that staff continues to work closely with both contractors to ensure the safety of employees.

4. CHIEF EXECUTIVE OFFICER COMMENT

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

Mr. Barnes reported the following:

- Mr. Barnes reminded the Executive Board of the Governing Board Meeting scheduled for 7:45 a.m. and the Executive Board Meeting scheduled for 9:15 a.m. on Friday, December 18.

5. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

There were no comments by members of the Executive Board.

6. **CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

(Gov't. Code § 54957)

Title: Chief Executive Officer

The Executive Board recessed into Closed Session at 8:50 a.m.

7. **CLOSED SESSION REPORT**

The Executive Board reconvened at 10:38 a.m.

Darold Pieper, General Counsel, reported that there were no reportable actions.

8. **ADJOURNMENT**

Adjournment for the December 11, 2020 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:40 a.m.



Foothill Transit

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

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

**Friday, December 18, 2020
9:15 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Sternquist at 9:34 a.m.

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Gary Boyer, Member Cory Moss, Member Becky Shevlin,
Vice Chair Corey Calaycay, Chair Cynthia Sternquist

3. APPROVAL OF AGENDA

Staff requested that Item 9, Financial Stability FY2020-2021 Financial Strategies and Item 11, Proposed Procurement Policies and Procedures Manual revisions, be pulled from the Consent Calendar and presented after Item 17 in the Regular Agenda.

Motion by Member Shevlin, second by Member Moss, the agenda was approved as revised. Motion carried 5-0.

4. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of October 30, 2020.

Motion by Member Boyer, second by Member Shevlin, the minutes for the Regular Meeting of October 30, 2020 were approved. Motion carried 5-0.

5. INTRODUCTION OF FOOTHILL TRANSIT BUSINESS PARTNERS

Stephen Walsh, Vice President and General Manager, Alexander Dennis Inc. provided an update on Foothill Transit's double-decker buses.

6. PUBLIC COMMENT

Lorence Bradford, ATU Local 1756, requested information related to Foothill Transit's contract with the L.A. County Sheriff's department. In addition, he asked if Foothill Transit has a vaccination plan or policy in effect. He requested that information be emailed to him.

Lupe Carranza, requested a copy of the letter that was sent to the governor requesting prioritization for transit workers.

6.1. Chief Executive Officer Response to Public Comment

Mr. Barnes stated that the contract with the L.A. County Sheriff's department will be forwarded to Mr. Bradford. Foothill Transit has not developed a vaccination policy. Foothill Transit is looking to the contractor's on how they'll deal with their employees. Foothill Transit is working with the FTA on prioritization of transit operators and has also written a letter to the Governor.

CONSENT CALENDAR

Consent Calendar Items 9 and 11 were pulled from the consent calendar for presentation.

7. OCTOBER 2020 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through October 31, 2020. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of October 31, 2020, for the fiscal year ending June 30, 2021.

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

8. FISCAL YEAR 2021 FIRST QUARTER BUDGET UPDATE

Recommendation: Receive and file the first quarter budget update for the fiscal year ending on June 30, 2021.

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



9. **FINANCIAL STABILITY POLICY FY2020-2021 FINANCIAL STRATEGIES (REVISED)**

Recommendation: Approve the revised Financial Stability Policy to include the federal financial requirements for managing federal grant awards, establishing internal controls, ensuring timely distribution of federal funds, and determining allow ability of costs for federal grants.

Michelle Lopes Caldwell, Director of Finance and Treasurer, presented this item.

Ms. Caldwell reported that subsequent to sending out the board report, Foothill Transit continues to meet with lawyers who are advising on how to meet all the triennial requirements. They recommended an additional change to the policy. The change indicates that Foothill Transit is in compliance with 2 CFR 200, Subpart E and that in the event Foothill Transit provides FTA financial assistance to a subrecipient, that Finance staff will ensure that all cash payment complies with 2 CFR 200.305.

Motion by Member Shevlin to approve recommendation and additional change to the policy, second by Member Moss, to approve. Motion carried 5-0.

10. **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM UPDATE**

Recommendation: Approve an amendment to the Small Business Development component of Foothill Transit's DBE Program to further encourage and support the inclusion of Small Business concerns on Foothill Transit's contracting opportunities.

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

11. **PROPOSED PROCUREMENT POLICIES AND PROCEDURES MANUAL REVISIONS**

Recommendation: Adopt the proposed Procurement Policies and Procedures Manual revisions.

Chris Pieper, Director of Procurement, presented this item.

Mr. Pieper reported that in consultation with Foothill Transit's legal team, staff has identified an additional change to the proposed Procurement



Policies and Procedures Manual. The addition is an inclusion in the Federal clauses table, which is Appendix B in the procurement manual that covers changes and updates in the FTA Master Agreement.

Motion by Member Shevlin to approve recommendation and additional change to the Federal clauses table, second by Member Moss, to adopt. Motion carried 5-0.

12. **REQUEST TO ISSUE INVITATIONS FOR BIDS - REPLACEMENT BACK-UP AND RECOVERY**

Recommendation: Authorize the Chief Executive Officer to issue an invitation for bids (IFB No. 21-039) for the purchase of a new backup and recovery solution hardware and software for the Foothill Transit Data Center located at the administrative offices.

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

13. **CONTRACT AMENDMENT - LANDSCAPE MAINTENANCE SERVICES**

Recommendation: Authorize the Chief Executive Officer to exercise the remaining two one-year options to extend Contract No. 18-005 with Azteca Landscape in the amount of \$86,245.56 for the provision of Landscape Maintenance Services at Foothill Transit's Administrative Office Building, Industry Park & Ride Facility, and the Azusa Intermodal Transit Center.

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

14. **CONTRACT AWARD - SECURITY AND INFORMATION EVENT MANAGEMENT (SIEM) REPLACEMENT**

Recommendation: Authorize the Chief Executive Officer to finalize contract terms and conditions and enter into Agreement No. 21-020 with Questivity Incorporated in the amount of \$137,301.47 for the purchase and installation of a replacement Security Information and Event Management (SIEM) for the Foothill Transit Data Center located at the administrative offices.

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



15. **EMPLOYEE COMPENSATION PROGRAM**

Recommendation: Authorize the Chief Executive Officer to implement the following changes to the Foothill Transit employee compensation program:

A. Extend the temporary changes to the restrictions on eligibility for paid time off cash-outs until September 30, 2021. B. Implement an annual mandatory employee contribution of 100 hours of PTO time for employees with PTO balances in excess of 500 hours into the 401a retirement plan. C. Re-classify a vacant position to a new job function, Chief of Safety and Security.

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

REGULAR AGENDA

16. **COVINA TRANSIT CENTER - COMMERCIAL SPACE UPDATE**

Recommendation: Receive and file an update on the commercial space at the Covina Transit Center.

Sharlane Bailey, Director of Facilities, presented this item.

Ms. Bailey provided an overview of the project and introduced Barry Foster, Managing Director of HDL, who provided an update on the search for a tenant for the commercial space at the Covina Transit Center.

Mr. Foster reported that the impact of the pandemic and condition of the economy has severely hindered commercial real estate possibilities. As of December 2020, HDL indicated three potential prospects. These businesses will not commit to a Letter of Intent or lease possibilities because of all the uncertainty surrounding COVID-19. There are three restaurants and business that appear to have some interest, they are a specialty food retail, Chinese restaurant, and specialty surgery center.

Received and filed.

17. **FEDERAL TRANSIT ADMINISTRATION FEDERAL TRIENNIAL REVIEW FOR FEDERAL FISCAL YEAR 2021 (FFY2021)**

Recommendation: Receive and file an overview of the Federal Transit Administration (FTA) FFY2021 Triennial Review process.

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

Mr. McDonald reported that the Federal Transit Administration (FTA) conducts a triennial review of federal grant recipients every three years. The firm of RLS & Associates is currently conducting Foothill Transit's review. This year's review covers Foothill Transit's compliance with FTA requirements in 19 areas.

At the conclusion of the review process, the Executive Board will be updated with the outcome of the review, any deficiencies identified, and corrective actions taken.

Received and filed.

18. **CONTINUED PUBLIC COMMENT**

Public comment was not reopened as the Public Comment period was concluded earlier in the agenda (Item 6).

19. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- Thanked Kevin Parks McDonald and staff for their efforts during the FTA Triennial Audit.
- COVID-19 continues to be a focus. Staff continues to work with the contractors daily.
- Wished the Executive Members Happy Holidays.

20. **BOARD MEMBER COMMENT**

There were no comments by Members of the Foothill Transit Executive Board.

The Executive Board recessed into closed session related to agenda Items 21 and 22 at 10:20 a.m.

21. **CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION** Existing Litigation, Government Code § 54956.9(a)



Name of Cases: *Julian Bryant, et al. v. City of Pomona, Foothill Transit, et al.*, Los Angeles Superior Court Case No. 19STCV46308

Rochelle Bryant v. Foothill Transit, Los Angeles Superior Court Case No. 19STCP05019

22. **CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - POTENTIAL LITIGATION** Initiation of litigation pursuant to Government Code Section 54956.9 (c): One Case

23. **CLOSED SESSION REPORT**

The Executive Board reconvened at 11:24 a.m.

Darold Pieper, General Counsel, reported that there were no reportable actions.

24. **ADJOURNMENT**

Adjournment for the December 18, 2020 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 11:25 a.m.



January 29, 2021

To: Executive Board

Subject: **November 2020 Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through November 30, 2020.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of November 30, 2020, for the fiscal year ending June 30, 2021.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of November 30, 2020, shows total assets at \$376.81 million. This total consists primarily of \$232.48 million in fixed assets; \$111.26 million in cash and investments; and \$33.07 million in receivable and prepaid assets. Foothill Transit's cash position of \$110.27 million is \$1.69 million less than the previous month, and is \$26 million more than last year in November.

Liabilities

The accounts payable balance is \$51.32 million. Accounts Payables include operation and maintenance expenses for \$10.82 million and \$1.15 million for fuel.

The deferred revenue of \$63.99 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 \$24.28 million in liquid accounts held with Bank of the West; \$12.21 million in interest bearing money market accounts with Bank of the West; \$68,000 with Chase; \$1 million with US Treasury and \$73.71 million invested in the Local Agency Investment Fund (LAIF).



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

Operating and Capital Revenues and Expense Analysis (Attachment C)

November 2020 year-to-date fare revenues were \$317,491. For the first 3.5 months of FY2021, we continued rear door boarding to ensure minimal interactions at the farebox to assist with both Operator and customer safety. With the installation of the plexiglass driver protection barriers, we re-started front door boarding on October 15, 2020. Last year in November, the fare revenues were \$6,890,074. This loss in fare revenues was mitigated with application of the CARES Act federal funds.

Operating costs through November 2020 were \$42.17 million, which is \$2.71 million less than the budget and \$1.27 million more than November 2019. Of this \$42.17 million, \$33.66 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel which was \$2.83 million through November 2020.

Capital expenditures through November were \$18.97 million compared with \$10.51 million last year at this time. The annual budget for capital expenditures includes the purchase of CNG buses and two Double Deck electric buses, construction for the Covina Park & Ride and Transit Center project and completion of the farebox refurbishment project.

Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of November 2020; 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 November 2020 were \$10.83 million. Capital disbursements totaled \$6.62 million and other significant disbursements include \$1.16 million to Keolis and \$1.93 million to Transdev for bus operating services.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Chief Executive Officer

Attachments

Foothill Transit
Balance Sheet
As of November 30, 2020

Assets

Current Assets:

Cash	\$110,265,882
Investments	995,396
Due from government agencies	30,611,694
Other receivables	374,838
Other assets	1,456,322

Total Current Assets	<u>\$143,704,132</u>
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Non current Assets:

Notes receivable	624,630
Property & Equipment (net of depreciation)	232,483,197

Total Non Current Assets	<u>233,107,827</u>
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Total Assets	<u><u>\$376,811,959</u></u>
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Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	\$51,316,037
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Deferred Revenue	63,991,556
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Total Liabilities	<u><u>\$115,307,594</u></u>
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Equity

Fund Balance:

Investment in Capital Assets	\$232,483,197
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Current Year Change	(3,633,898)
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Reserve	32,655,068
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Total Equity	<u>\$261,504,366</u>
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Total Liabilities and Equity	<u><u>\$376,811,959</u></u>
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Attachment BSummary of Cash and
Investment Account
For November 30, 2020

	Interest Rate	Term	Principal/ Book & Market Value
Cash:			
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$8,175,816
Petty Cash	N/A	N/A	\$400
Revolving Fund - Transit Stores	N/A	N/A	\$1,200
Bank of the West-Excise Tax/LCFS #1106	N/A	Demand Deposit	\$16,099,481
BOW-Prop 1B-Cal Grants #1105	0.45%	Demand Deposit	\$2,284,738
Bank of the West-Money Market #1110	0.45%	Demand Deposit	\$4,977,991
Bank of the West-Money Market #1111	0.45%	Demand Deposit	\$4,938,185
Bank of the West-LCTOP #1108	0.02%	Demand Deposit	\$10,323.14
Chase Business Saving #1109	0.05%	Demand Deposit	\$68,032
LAIF Investment #1141	0.84%	Demand Deposit	\$73,709,716
Subtotal Cash on Hand			<u>\$110,265,882</u>
Investments:			
Bank of the West:			0
Wells Fargo			
1 Maturity - 12/03/2020 - 6 months	0.112%	US Treasury Bill	995,396
			<u>0</u>
Subtotal Investments			<u>995,396</u>
Total Cash and Investments			<u><u>111,261,278</u></u>

Foothill Transit
Statement of Revenue and Expense
For Month Ended November 30, 2020

	Actual YTD November 2020	Budget YTD November 2020	Variance	Actual YTD November 2019
Fare Revenue				
Farebox	\$142,717	\$0	0.00%	\$2,712,485
Pass Sales	\$100,978	0	0.00%	1,698,314
TAP Cash Purse	\$60,643	0	0.00%	1,891,287
MetroLink & Access Service	\$9,500	0	0.00%	237,553
EZ Transit Pass	\$3,654	0	0.00%	350,435
Total Operating Revenue	\$317,491	\$0	0.00%	\$6,890,074
Operating Subsidies and Other				
Transportation Development Act	\$14,641,227	\$18,694,994	(21.68%)	\$5,483,411
State Transit Assistance (STA)	\$0	\$0	0.00%	2,193,998
Senate Bill 1 - STA	\$0	\$0	0.00%	1,428,773
Senate Bill 1 - STA BSCP	\$0	\$0	0.00%	156,610
CalTrans-LCTOP	\$0	\$0	0.00%	521,301
Prop A 40% Discretionary	\$0	\$0	0.00%	6,900,007
Prop A 40% BSCP	\$0	\$0	0.00%	2,216,033
Prop A Exchange	\$750,000	\$0	0.00%	2,200,000
Prop C BSIP	\$0	\$0	0.00%	407,334
Prop C Base Restructuring	\$0	\$0	0.00%	874,910
Prop C Transit Service Expansion	\$0	\$0	0.00%	145,797
Transit Security	\$0	\$0	0.00%	434,192
Measure R	\$0	\$0	0.00%	5,102,177
Measure M	\$0	\$0	0.00%	5,277,322
Federal Cares Act 5307	\$26,182,302	\$26,182,302	0.00%	0
Miscellaneous Transit Revenues	\$277,635	\$0	0.00%	668,233
Total Subsidies and Other Revenues	\$41,851,164	\$44,877,296	(6.74%)	\$34,010,098
Total Operating Revenue	\$42,168,655	\$44,877,296	(6.04%)	\$40,900,172
Other Revenues				
Gain on Sale of Fixed Assets	\$65,984	\$0	0.00%	\$38,164
Auxiliary Revenue	181,215	\$53,065	0.00%	395,811
Total Other Revenues	\$247,199	\$53,065	365.84%	\$433,975
Total Operating and Other Revenues	42,415,854	\$44,930,361	(5.60%)	\$41,334,147
Operating Expenses				
Customer Service & Operations	\$37,846,121	\$38,384,520	(1.40%)	\$36,379,244
Maintenance & Vehicle Technology	\$300,304	\$354,187	(15.21%)	325,941
Marketing & Communications	\$505,714	\$911,318	(44.51%)	553,320
Information Technology	\$594,184	\$944,163	(37.07%)	701,170
Administration	\$635,886	\$910,328	(30.15%)	1,037,035
Procurement	\$240,875	\$363,602	(33.75%)	261,159
Government Relations	\$233,008	\$396,550	(41.24%)	
Finance	\$622,437	\$803,378	(22.52%)	597,728
Planning	\$335,756	\$744,284	(54.89%)	453,712
Facilities	\$854,370	\$1,064,966	(19.77%)	590,863
Total Operating Expenses	\$42,168,655	\$44,877,296	(6.04%)	\$40,900,172
Other Expenses				
Property Management	\$53,065	\$53,065	0.00%	\$199,080
Special Services	0	0	0.00%	234,895
Total Other Expenses	\$53,065	\$53,065	0.00%	\$433,975
Total Operating and Other Expenses	\$42,221,720	\$44,930,361	(6.03%)	\$41,334,147
Capital Revenues				
Capital Grants	\$18,973,615	\$36,772,626	(48.40%)	\$10,507,391
Capital Expenditures				
Capital Expenditures	\$18,973,615	\$36,772,626	(48.40%)	\$10,507,391

Bank Account - Check Details

Period: 11/01/20..11/30/20

Foothill Transit

Friday, December 18, 2020

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FOOTHILLTRANSITJQUINTANA

ATTACHMENT D

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 11/01/20..11/30/20

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001	General Checking						
	Phone No.	800-488-2265					
11/05/20	56663	AFLAC	10/2020 AFLAC insurance premium	1,624.56	1,624.56	0.00	Posted
11/05/20	56664	AT and T - 5025	El Monte phone line router management	343.45	343.45	0.00	Posted
11/05/20	56665	Azusa Light & Water	10/2020 Covina P&R Fire SVC Retail Water	644.20	644.20	0.00	Posted
11/05/20	56666	Birdi Systems, Inc.	Security Maintenance Service Sept 7 20-Oct 6 20	5,800.00	5,800.00	0.00	Posted
11/05/20	56667	CIGNA Group Insurance	07/19 Life Insurance premium	4,568.35	4,568.35	0.00	Posted
11/05/20	56668	Council of University Transportation Centers	2020-2021 CUTC Sponsorship	2,500.00	2,500.00	0.00	Posted
11/05/20	56669	County of L.A. - Sheriff's Dept.	08/03-08/26/20 Transit service	6,776.11	6,776.11	0.00	Posted
11/05/20	56670	Crown Castle USA Inc.	Tower Rental	819.63	819.63	0.00	Posted
11/05/20	56671	Daley and Heft, LLP	9/20 Legal Fees	1,682.00	1,682.00	0.00	Posted
11/05/20	56672	Day - Lite Maintenance Co. Inc.	10/2020 Admin Bldg Monthly Lighting Contract	108.00	108.00	0.00	Posted
11/05/20	56673	Felicia Friesema	Travel & Meetings 10/21-11/12/19	118.05	118.05	0.00	Posted
11/05/20	56674	Green Thumb Indoor Plant	11/2020 Admin Bldg Indoor Plant Care	662.75	662.75	0.00	Posted
11/05/20	56675	Hendy Satya	Travel & Mileage Reimbursement 6/17/20-10/30/20	59.01	59.01	0.00	Posted
11/05/20	56676	Hill International, Inc	Covina P&R - Labor Compliance	10,120.00	10,120.00	0.00	Posted
11/05/20	56677	Kambrian Corporation	Additional Microsoft Office Licenses	34,434.00	34,434.00	0.00	Posted
11/05/20	56678	Newage PHM, LLC	11/2020 TS #2 Rent	7,392.64	7,392.64	0.00	Posted
11/05/20	56679	Roland Cordero	Reimbursed Expense 3/9/19	28.24	28.24	0.00	Posted
11/05/20	56680	Southern California Edison Co.	10/2020 CTC Retail Electricity	207.17	207.17	0.00	Posted
11/05/20	56681	Southern California Edison Co.	10/2020 CTC Parking Electricity	393.08	393.08	0.00	Posted
11/05/20	56682	Standard Parking Corporation	09/2020 Parking Security Services	3,220.71	3,220.71	0.00	Posted
11/05/20	56683	The Gas Co.	10/2020 Admin Bldg Gas	519.38	519.38	0.00	Posted
11/05/20	56684	Tracy Barnes	Refund of Anthem Blue Cross Insurance 2018	4.59	4.59	0.00	Posted
11/05/20	56685	Tri - Signal Integration, Inc.	Water Control Valve Replacement	4,603.98	4,603.98	0.00	Posted
11/05/20	56686	Vision Service Plan - (CA)	11/2020 Vision insurance premium	1,247.28	1,247.28	0.00	Posted
11/05/20	56687	Waste Management Collection & Recycling, Inc.	11/2020 Arcadia Yard Trash	362.37	362.37	0.00	Posted
11/05/20	56688	Weatherite Corporation	09/2020 Admin Bldg HVAC Maintenance	1,546.00	1,546.00	0.00	Posted
11/05/20	E01632	International City Management Assoc. Retirement Co	Payroll ending 10/31/20 Retirement fund	44,235.78	0.00	0.00	Posted
11/06/20	E01633	Keolis Transit Services LLC	10/1-15 Pomona Contractor services	1,112,441.87	0.00	0.00	Posted
11/06/20	E01634	New Flyer of America, Inc.	F-2909 (24) Replacement buses	969,075.34	0.00	0.00	Posted
11/06/20	E01635	New Flyer of America, Inc.	F-2908 (24) Replacement buses	969,075.34	0.00	0.00	Posted
11/06/20	E01636	Transdev Services, Inc.	Reimbursement for bus 2013 EMP Collant Package	16,426.66	0.00	0.00	Posted
11/06/20	E01637	Transdev Services, Inc.	Reimbursement for bus 2109 EMP Collant Package	16,426.66	0.00	0.00	Posted
11/06/20	E01638	Transdev Services, Inc.	October 20 Management Services	169,083.01	0.00	0.00	Posted
11/06/20	E01639	Transdev Services, Inc.	10/1-15 Arcadia Contractor services	1,765,176.42	0.00	0.00	Posted
11/12/20	56689	ACC Business	Arcadia/Irwindale Yard phone Internet	3,996.75	3,996.75	0.00	Posted
11/12/20	56690	Allied Administrators for Delta Dental	12/2020 Dental insurance premium	6,435.47	6,435.47	0.00	Posted
11/12/20	56691	California Choice	12/2020 Health Insurance Premium	56,550.45	56,550.45	0.00	Posted

Bank Account - Check Details

Period: 11/01/20..11/30/20

Foothill Transit

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Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
11/12/20	56692	Carol A. Herrera	Reimbursable Expenses	49.87	49.87	0.00	Posted
11/12/20	56693	Cintas Corporation #2	First Aid Kit Supplies	280.89	280.89	0.00	Posted
11/12/20	56694	Clean Energy	9/2020 Arcadia O&M	596,132.46	596,132.46	0.00	Posted
11/12/20	56695	Complete Coach Works	Vapor driver barriers for 89 buses	585,611.55	585,611.55	0.00	Posted
11/12/20	56696	Day - Lite Maintenance Co. Inc.	11/2020 Monthly Lighting Contract	108.00	108.00	0.00	Posted
11/12/20	56697	Digital Scepter Corporation	Antivirus software replacement	24,896.50	24,896.50	0.00	Posted
11/12/20	56698	Digium Inc.	Pomona Yard phone service	2,192.48	2,192.48	0.00	Posted
11/12/20	56699	FEDEX Corp.	Express Mail	98.09	98.09	0.00	Posted
11/12/20	56700	Frontier	local phone calls	2,707.61	2,707.61	0.00	Posted
11/12/20	56701	Home Depot Credit Services	10/2020 Facilities Maintenance Supplies	680.84	680.84	0.00	Posted
11/12/20	56702	N/S Corporation	Arcadia/Irwindale Bus Wash System Expansion	93,062.00	93,062.00	0.00	Posted
11/12/20	56703	Office Depot	Office Supplies	96.46	96.46	0.00	Posted
11/12/20	56704	Pulsar Advertising	9/20 General Marketing & Admin. 2020-2021 (101)	46,902.75	46,902.75	0.00	Posted
11/12/20	56705	Staples Business Adv.-Dept. LA	Office Supplies	576.68	576.68	0.00	Posted
11/12/20	56706	Thomas J. Koontz	Be Kind - Exterior Window Decals	945.95	945.95	0.00	Posted
11/12/20	56707	T-Mobile USA Inc.	Vericity cellular sim 9/21/20-10/20/20	572.48	572.48	0.00	Posted
11/12/20	56708	Total Communication, Inc	Cisco Smartnet license ans support renewal	26,408.88	26,408.88	0.00	Posted
11/12/20	56709	Universal Auto Group	Windshields replacement Mitsubishi 1	2,029.29	2,029.29	0.00	Posted
11/12/20	56710	Verizon Business - 15043	cellular vpn	16,192.42	16,192.42	0.00	Posted
11/12/20	56711	Verizon Wireless	Cell Phone and avail cellular	26,177.45	26,177.45	0.00	Posted
11/12/20	56712	Western Office Interiors	Office 606A Lateral File	2,604.98	2,604.98	0.00	Posted
11/12/20	56713	Wright Express	WEX Fuel invoice for October 2020	216.96	216.96	0.00	Posted
11/12/20	56714	Zonar Systems Inc.	Renewal EVIR GSM Service From:10/01/20 to 10/31/20	6,001.00	6,001.00	0.00	Posted
11/13/20	E01640	New Flyer of America, Inc.	F-2910 (24) Replacement buses	969,075.34	0.00	0.00	Posted
11/13/20	E01641	New Flyer of America, Inc.	F-2911 (24) Replacement buses	969,075.34	0.00	0.00	Posted
11/13/20	E01642	New Flyer of America, Inc.	F-2912 (24) Replacement buses	969,075.34	0.00	0.00	Posted
11/13/20	E01643	New Flyer of America, Inc.	F-2913 (24) Replacement buses	969,075.34	0.00	0.00	Posted
11/13/20	A000062	Darold D. Pieper Attorney at Law	10/20 Legal Fees	7,875.00	0.00	0.00	Posted
11/13/20	A000063	Powell Consulting DC, LLC	10/20 Public Affairs	4,800.00	0.00	0.00	Posted
11/18/20	E01644	International City Management Assoc. Retirement Co	Payroll ending 11/14/20 Retirement fund	44,431.44	0.00	0.00	Posted
11/18/20	E01645	Keolis Transit Services LLC	Reimbursement for 2214 Transmission	5,859.45	0.00	0.00	Posted
11/18/20	E01646	Keolis Transit Services LLC	9/2020 Pomona PMI's	13,000.00	0.00	0.00	Posted
11/18/20	E01647	Keolis Transit Services LLC	07/01-09/30/2020 Training hours & Enhanced Clean	37,863.98	0.00	0.00	Posted
11/18/20	E01648	Transdev Services, Inc.	10/04-10/06 BRF Avail Optional Deadhead test plan	829.88	0.00	0.00	Posted
11/19/20	56715	8 Cubed Technologies, LLC	Backup Internet	12,568.50	12,568.50	0.00	Posted
11/19/20	56716	Alltech Industries, Inc.	10/2020 DTLA Security Services	14,223.25	14,223.25	0.00	Posted
11/19/20	56717	Amazon Web Services, Inc	Website hosting 10/1/20-10/31/20	618.10	618.10	0.00	Posted
11/19/20	56718	APTA	2020 APTA Bus Safety Management Audit Program	15,000.00	15,000.00	0.00	Posted
11/19/20	56719	Athens Services- 54957	11/2020 Admin Bldg Sweeping	387.88	387.88	0.00	Posted
11/19/20	56720	Athens Services- 54957	11/2020 DTLA Sweeping	525.00	525.00	0.00	Posted
11/19/20	56721	Athens Services- 54957	11/2020 Admin Bldg Trash Service	1,163.29	1,163.29	0.00	Posted
11/19/20	56722	Athens Services- 54957	11/2020 CTC Trash Services	212.02	212.02	0.00	Posted
11/19/20	56723	Azteca Landscape	10/2020 Admin Bldg Landscaping	3,509.52	3,509.52	0.00	Posted
11/19/20	56724	Calstart, Inc.	FY21MS Annul membership-Roland Cordero 12/1/20-21	1,950.00	1,950.00	0.00	Posted

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Foothill Transit

Friday, December 18, 2020

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Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
11/19/20	56725	Climatec Building Technologies LLC	10/01-12/31/20 Admin HVAC Programming Agreement	2,165.00	2,165.00	0.00	Posted
11/19/20	56726	Cosco Fire Protection, Inc.	10/2020 Retail Monthly Fire Monitoring	2,545.00	2,545.00	0.00	Posted
11/19/20	56727	CSUSB Philanthropic Foundation	Silver sponsorship regional mobility dialogue seri	1,500.00	1,500.00	0.00	Posted
11/19/20	56728	Day - Lite Maintenance Co. Inc.	4th Floor Kitchenette Outlet Consultation	156.17	156.17	0.00	Posted
11/19/20	56729	FEDEX Corp.	Express Mail	317.83	317.83	0.00	Posted
11/19/20	56730	Frontier	Fax line	57.77	57.77	0.00	Posted
11/19/20	56731	HD Supply Facilities Maintenance	11/2020 Nitrile Gloves, 5 Boxes	125.87	125.87	0.00	Posted
11/19/20	56732	Industry Public Utility Commission	09/2020 Industry P&R Electricity	1,233.93	1,233.93	0.00	Posted
11/19/20	56733	Newage PHM, LLC	11/2020 Transit Store 2 Electricity	77.48	77.48	0.00	Posted
11/19/20	56734	Orr Protection Systems, Inc.	10/2020 FCI Panel Repair	3,000.00	3,000.00	0.00	Posted
11/19/20	56735	Platinum Security Inc.	10/2020 El Monte security services	6,212.39	6,212.39	0.00	Posted
11/19/20	56736	Rivet Campus Media	Mobile Geo Advertising	6,756.00	6,756.00	0.00	Posted
11/19/20	56737	Skyline Pest Control	10/2020 Monthly Pest Control	95.00	95.00	0.00	Posted
11/19/20	56738	Southern California Edison Co.	10/2020 Admin Bldg Electricity	13,029.53	13,029.53	0.00	Posted
11/19/20	56739	Standard Parking Corporation	10/2020 Parking Services	3,250.22	3,250.22	0.00	Posted
11/19/20	56740	State of California Department of Transportation	12/2020 Airspace Lease - 17th & Grand	15,800.00	15,800.00	0.00	Posted
11/19/20	56741	Suburban Water Systems	10/2020 Admin Fire Pump Water	1,123.42	1,123.42	0.00	Posted
11/19/20	56742	Thomas J. Koontz	Front Door and CDC Decals	524.80	524.80	0.00	Posted
11/19/20	56743	Tri - Signal Integration, Inc.	11/2020 Admin Bldg Monthly Monitoring	8,535.01	8,535.01	0.00	Posted
11/19/20	56744	Ultimate Maintenance Services, Inc	10/2020 Admin Bldg Maintenance Supplies	6,050.45	6,050.45	0.00	Posted
11/19/20	56745	Universal Waste Systems	10/2020 DTLA Sanitation Services	5,504.80	5,504.80	0.00	Posted
11/19/20	56746	Walnut Valley Water District	10/2020 Industry P&R Fire Water	262.84	262.84	0.00	Posted
11/19/20	56747	Weatherite Corporation	09/2020 TS#2 HVAC Maintenance	133.00	133.00	0.00	Posted
11/19/20	56748	Zonar Systems Inc.	Renewal EVIR GSM Service From:11/01/20 to 11/30/20	6,341.00	6,341.00	0.00	Posted
11/24/20	E01649	Bankcard Center-Bank of the West	10/20 Agency credit card usages	15,470.32	0.00	0.00	Posted
11/25/20	56749	Adt Security Services, Inc.	11/18/20-02/18/21 TS2 Security services	425.28	425.28	0.00	Posted
11/25/20	56750	Azusa Light & Water	10/01-10/31/2020 Electricity and water	11,164.89	11,164.89	0.00	Posted
11/25/20	56751	Southern California Edison Co.	Arcadia yard electricity 10/12-11/10/20	11,608.08	11,608.08	0.00	Posted
11/25/20	56752	Southern California Edison Co.	Pomona Facility Charger usages 10/12-11/10/20	458.57	458.57	0.00	Posted
11/25/20	56753	Verizon Business - 15043	MPLS POM, ARC, WC, Park & Ride, El Monte, Puente H	10,532.95	10,532.95	0.00	Posted
11/30/20	E01650	Quadient Finance USA, Inc.	Additional Postage meter refill 10/9/20 COVID	560.00	0.00	0.00	Posted
General Checking				10,829,391.16	1,760,458.65	0.00	



January 29, 2021

To: Executive Board

Subject: **Sole Source Contract Award - Scheduling Software Maintenance and Support**

Recommendation

Authorize the Chief Executive Officer to enter into a sole source agreement with Giro in the amount of \$577,879 for the five-year potential life of the agreement for maintenance and support of Foothill Transit's route scheduling software. The contract will have a three-year base term with two one-year options.

Analysis

Since 2001, the Giro Hastus scheduling software has been used at Foothill Transit. Staff creates the routes and timetables in the Hastus system, and the software then produces the file exports used in Foothill Transit's SMARTBus system and the General Transit Feed Specification (GTFS) files used by third party developers such as Google and NextBus.

Annual maintenance and support for the system is required to make sure Foothill Transit staff has access to needed support from the software's developer Giro. Foothill Transit's Procurement Manual allows for sole-source contract award when *"The item or services sought is available only from a single source and the offeror demonstrates a unique or innovative concept or capability not available from another source. Unique or innovative concept means a new, novel or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted, and is available to Foothill Transit only from one source and has not in the past been available to Foothill Transit from another source."*

The base contract will include three years of software maintenance and support for \$338,133. The contract will provide two one-year options \$118,393 and \$121,353 for years four and five, respectively. The total contract value will be \$577,879 if all options are exercised.



Budget Impact

Funding for this project is included in the approved FY2021 Budget and Business Plan and will be programmed into future year budgets.

Sincerely,

Joseph Raquel
Director of Planning

Doran J. Barnes
Chief Executive Officer

Christopher Pieper
Director of Procurement

Michelle Lopes Caldwell
Director of Finance &
Treasurer



January 29, 2021

To: Executive Board

Subject: **Contract Award – Backup Hardware and Software**

Recommendation

Receive and file this update on the award of Contract No. 21-039 to Nth Generation Computing Inc. for the purchase of a new backup and recovery hardware and software solution in the amount of \$83,609.46.

Analysis

On December 18, 2020 the Executive Board authorized issuance of Invitation for Bids (IFB) No. 21-039 for the purchase of a new backup and recovery hardware and software solution. Managing backup, replication, and disaster recovery are critical for protection against events or disasters that may occur without notice. A backup and recovery system creates nightly backups of servers that are used to assist in the recovery of Foothill Transit critical services.

The IFB was issued on December 18, 2020, to vendors using the agency’s e-procurement platform PlanetBids. Three bids were received in response to the IFB with Nth Generation Computing being the lowest priced responsive vendor. Nth Generation Computing is a Rubrik authorized vendor.

Budget Impact

The funding for this project is included in the FY2021 budget under Project No. 0144, Virtual Disaster Recovery.

Sincerely,

Donald Luey
Director of Information Technology

Doran J. Barnes
Chief Executive Officer

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of Procurement



January 29, 2021

To: Executive Board

Subject: **Transportation Fund Exchange**

Recommendation

Authorize the Chief Executive Officer to execute an assignment agreement with the City of Diamond Bar to exchange Foothill Transit general use funds for the city's Proposition A Transportation Local Return funds.

Analysis

Diamond Bar has \$800,000 of uncommitted Proposition A Transportation Local Return funds which may be made available to Foothill Transit to assist in providing transit services. In exchange, Foothill Transit will provide Diamond Bar with \$600,000 of available general use funds. The Proposition A Transportation Local Return funds may only be used for transportation-related expenditures.

The exchange will take place a) within 30 days of execution of the assignment agreement, and b) with the approval of the exchange by Los Angeles County Metropolitan Transportation Authority (LACMTA).

Budget Impact

Foothill Transit will benefit from this exchange by receiving a net gain of \$200,000 more than our contribution. The City of Diamond Bar will benefit from this exchange by receiving funds that provide more flexibility to meet the city's expenditure needs. Foothill Transit will program the funds into eligible transit operating and capital expenses.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Chief Executive Officer



January 29, 2021

To: Executive Board

Subject: **January 2021 Legislative Summary**

Recommendation

Receive and file the January 2021 Legislative Summary.

Federal Issues:

On December 27, 2020, President Trump signed H.R. 133, the Consolidated Appropriations Act of 2021, which includes \$900 billion in COVID-19 emergency relief. The emergency relief provisions include \$14 billion for transit agencies nationwide, of which approximately \$2 billion will go to California transit agencies.

The 117th United States Congress convened in Washington, D.C. on January 3. This class of Congress will remain in power until January 3, 2023. In the House of Representatives, Nancy Pelosi (D-CA-12) and Kevin McCarthy (R-CA-23) were re-elected within their parties to serve as House Speaker and Minority Leader, respectively. The House is currently split 222-211 between Democrats and Republicans. Democrats won both U.S. Senate seats in the January 5 runoff elections in Georgia, splitting the Senate evenly between Democrats and Republicans with 50 seats each. As a result, the majority in the U.S. Senate shifted to the Democrats with Vice President-elect Kamala Harris' tiebreaking vote.

Following the inauguration of Joe Biden as the 46th president and Kamala Harris as vice president on January 20, the State of the Union (SOTU) address is expected to be given some time in February. While the Budget Act calls for the budget to be submitted on the first Monday in February of each year, the SOTU is often used as a vehicle to preview some of the substantive proposals that will be released in the President's Fiscal Year 2022 Budget.

State Issues:

The California Legislature reconvened in Sacramento on January 11 for the start of the 2021-2022 Regular Legislative Session. Following an unprecedented year shaped by the COVID-19 pandemic, this legislative session is expected to focus on bills and budget measures that address the state's response to the ongoing crisis. Lawmakers face a January 22 deadline



to pass bills introduced in their house during the previous year, and a February 19 deadline to introduce any new legislation.

On January 8, Governor Newsom submitted his 2021-22 State Budget proposal to the Legislature. The Governor's Budget focuses on immediate COVID-19 response and relief efforts, getting all Californians vaccinated, addressing safety and equity for all students, and making investments for economic recovery by providing support for small businesses and relief for job loss and eviction.

While the Budget does not include emergency funding support for transit agencies at the state level, it acknowledges that they were hard hit by the pandemic, and provides increased estimates for key state funding programs. The State Transit Assistance (STA) Program would receive approximately \$667 million in 2021-22, an increase of \$24 million over the revised current year estimates and \$139 million more than the current year estimate published in the 2020 May Revise.

The California Transit Association estimates that Cap and Trade funding will provide an additional \$106 million to the Low-Carbon Transit Operations Program (LCTOP), which is distributed using the STA formula. The Transit and Intercity Rail Capital Program would receive \$487 million in SB 1 funds and Cap and Trade revenues in 2021-22. A \$1.369 billion Cap and Trade Expenditure Plan is also included in the Budget to provide funding for programs that reduce or sequester greenhouse gases. Included in this total is \$315 million for Clean Trucks, Buses & Off-Road Freight Equipment, a line item that has historically supported the California Air Resources Board's Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP).

While not included in the Cap and Trade Expenditure Plan, the Governor's Budget includes \$1 billion in future revenues to increase the pace and scale of the construction of electric vehicle charging and hydrogen fueling stations necessary to accelerate zero-emission vehicle adoption. The Budget also alluded to allowing transit agencies to plan with more certainty and flexibility for the expenditure of state transit funding by recommending regulatory and reporting relief related to the Transportation Development Act.

Sincerely,

Yoko J. Igawa
Manager of Public Affairs

Doran J. Barnes
Executive Director



January 29, 2021

To: Executive Board

Subject: **Contract Award – Comprehensive Operational Analysis (COA)**

Recommendation

Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into Agreement No. 21-004 with Nelson\Nygaard Consulting Associates, Inc., (Nelson Nygaard) in the amount of nine hundred forty-eight thousand and ninety-five dollars (\$948,095) for completion of a Comprehensive Operational Analysis (COA).

Analysis

A comprehensive operational analysis (COA) is designed to examine and evaluate a transit system to determine where improvements can be implemented to make transit operations more effective and efficient across the network. There may be numerous factors that contribute to the effectiveness or ineffectiveness of a route, just as there can be many possible solutions to the issues that need to be addressed.

A COA assists transit agencies in evaluating the changing environments in which they operate and is generally recommended to be completed every three to five years. Foothill Transit's last COA was completed in March 2016. The current COVID-19 pandemic has caused many customers to alter their work schedules and travel patterns. These changes, along with reduced maximum capacities onboard the vehicles will need to be studied to determine how best to meet the changing needs of the communities we serve.

Overall project objectives of the upcoming COA are:

- Provide significant and effective opportunities to engage community members, stakeholders, customers, and non-customers in transit planning to improve Foothill Transit's services, including local bus and commuter express bus services.
- Establish performance measures to evaluate service beyond ridership.
- Undertake a comprehensive analysis of Foothill Transit's existing local and commuter express bus routing, usage, performance, and equity analysis.
- Based on this analysis, provide recommendations for restructuring Foothill Transit's bus services to provide greater system operational



efficiency, regional connectivity, and meeting unmet transportation needs based current travel patterns based on but not limited to cell phone data, including a phasing and funding plan.

- Identify key corridors within the service area that can facilitate bus rapid transit like treatments or other strategies to improve route speeds.
- Assess and recommend improvements to existing funding and budgeting structure.

At the August 28, 2020 Executive Board Meeting, staff was authorized to issue Request for Proposals (RFP) No. 21-004 for a Comprehensive Operational Analysis (COA). Four submittals were received on December 2, 2020, and virtual interviews were held on January 5, 2021. The highest-rated proposer was Nelson\Nygaard Consulting Associates, Inc., (Nelson Nygaard) a leading consulting firm with extensive knowledge and expertise in transit planning and operations.

A table with the evaluation scores and ranking of the four proposers shown below:

	Maximum Points	Proposer			
		Fehr and Peers	Kimley Horn	Nelson Nygaard	TMD
1. Project Understanding	10	7.71	8.74	9.00	6.80
2. Proposed Team	15	10.35	12.54	13.09	9.58
3. Qualifications and Experience	25	19.64	21.89	22.43	19.89
4. Work Plan and Project Approach	30	23.66	24.99	26.57	18.86
Proposer's Technical Score	80	61.36	68.16	71.09	55.13
Proposer's Price		\$ 949,873.00	\$ 897,300.00	\$ 948,095.00	\$ 949,914.58
Proposer's Price Score	20	18.89	20.00	18.93	18.89
Proposer's Overall Score	100	80.26	88.16	90.02	74.02
Rank		3	2	1	4



Nelson Nygaard conducted Foothill Transit's 2016 COA and has completed similar studies for other Los Angeles County Transit Operators, including Long Beach Transit, Santa Monica Big Blue Bus, Torrance Transit, and Commerce. In addition to Nelson Nygaard, the sub consultants that will work specifically on community engagement, surveying and market research, and ridership modeling are:

- Arellano Associates, a consulting firm specializing in communications and public outreach, will lead community engagement for this project. In addition to their library of specialized engagement tools, they also have been a very successful public-facing presence for several major transportation plans in recent years, including the LA Metro Bus Rapid Transit (BRT) Vision & Principles Study and the LA Metro NextGen Bus Plan.
- CJI Research, LLC, who has been conducting market research and surveying services for public transit agencies for 40 years, will lead an onboard survey, as well as conducting market research. They have worked recently with TheRide in Ann Arbor, Michigan, Go Triangle in Durham, North Carolina, and Westchester County in New York.
- Cambridge Systematics, a recognized leader in development and implementation of transit market research and network analysis, will lead ridership modeling, as well as supporting a market assessment. They performed the market research and network analysis for LA Metro's NextGen Bus Plan.

Budget Impact

Funding for the study has been programmed in the proposed FY2021 Operating budget and will be partially funded through the Caltrans Sustainable Transportation Planning Grant Program.

Sincerely,

Joseph Raquel
Director of Planning

Doran J. Barnes
Chief Executive Officer

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of Procurement



January 29, 2021

To: Executive Board

Subject: **Option Exercise – Transit Services - Pomona Facility
(Agreement No. 17-001)**

Recommendation

Authorize the Chief Executive Officer to exercise the four-year option on Agreement No. 17-001 with Keolis Transit for transit service operated out of Foothill Transit's Pomona facility.

Analysis

Keolis Transit has been operating transit service at Foothill Transit's Pomona facility under the terms of Contract No. 17-001 since July 1, 2017. The Contractor currently provides operations and maintenance services for 142 CNG buses and 15 all-electric, fast-charge buses operating out of that facility. The current Agreement is scheduled to expire on June 30, 2021 and the agreement includes the following option exercise

Options -

(1) *At least 90 calendar days prior to the end of the last year of the 4 year base term, Foothill Transit shall notify the Contractor in writing whether it intends to exercise the option. The decision as to whether to exercise the option shall be at Foothill Transit's sole discretion. Foothill Transit also reserves the right to exercise the option on a month-to-month basis.*

(2) *The option under this Agreement is the unilateral right of Foothill Transit to obtain transit services from the Contractor for the option years involved, at the Fixed Monthly Fee, Rate per Revenue Hour, Rate per Revenue Mile, Special Services Rates, and Extra Work Rate specified in Attachments F-2, F-3, and F-4, respectively, for the applicable option year. The Contractor acknowledges and agrees that it is contractually obligated, upon exercise of an option by Foothill Transit, to provide the services described hereunder, in satisfaction of all requirements of this Agreement, at the rates established for the applicable option year. At the time of option exercise, the Parties may negotiate appropriate modifications to this Agreement.*

In the four years since Keolis has managed the operation and maintenance of the service that is provided from Foothill Transit's Pomona location, among a number of other successes, they have:



- established a strong safety culture at the Pomona location resulting in positive safety performance;
- supported Foothill Transit's electric vehicle technology program, including bringing their significant international expertise;
- provided support for Foothill Transit's technology projects, including our farebox upgrade and our Computer Aided Dispatch/Automatic Vehicle Location system replacement;
- supported Foothill Transit's participation in the American Bus Benchmarking Group; and
- responded to the operational challenges brought on by the global pandemic, including incorporating enhanced cleaning protocols, developing enhanced training for staff, implementing COVID-19 specific safety measures, and responding to scheduling variability.

The recommendation to exercise the available four-year option is based on Keolis' performance to date and their work to implement continued improvement in all areas. Keolis continues to provide service that complies with the terms of our operations and maintenance agreement and, in fact, has continued to look for and implement strategies to improve the quality of their service delivery performance. Keolis has been a strong and reliable partner in navigating through the COVID-19 pandemic in the provision of service to Foothill Transit customers as well as supporting the agency-wide response to the pandemic.

Budget Impact

The total eight-year value of the Pomona Operations and Maintenance contract is approximately \$237 million and the agreement incorporates an average annual cost increase of 1.55 percent as agreed upon when the contract was negotiated and awarded in 2017. Funds for maintenance and operations are programmed annually into Foothill Transit's Budget and Business Plan.

Sincerely,

LaShawn King Gillespie
Director of Customer Service & Operations

Doran J. Barnes
Chief Executive Officer

Michelle Lopes Caldwell
Director of Finance & Treasurer

Christopher Pieper
Director of Procurement