



Foothill Transit

EXECUTIVE BOARD MEETING

West Covina, CA

Friday, December 16, 2022



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
8:30 AM, DECEMBER 16, 2022
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: MEMBERS BOYER, CALAYCAY, MOSS, SHEVLIN, STERNQUIST
4. CONFIRMATIONS OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER
5. OVERVIEW OF LA METRO FARE ADJUSTMENTS
6. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF OCTOBER 28, 2022
7. INTRODUCTION OF FOOTHILL TRANSIT BUSINESS PARTNERS

CONSENT CALENDAR: Items 8 through 17 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.

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 one minute in length. 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.



8:30 AM, December 16, 2022
2nd Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790
Page 2

8. OCTOBER 2022 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through October 31, 2022. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of October 31, 2022, for the fiscal year ending June 30, 2023.

9. FISCAL YEAR 2023 FIRST QUARTER BUDGET UPDATE

Recommended Action: Receive and file the Fiscal Year 2023 First Quarter Budget Update.

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

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

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

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

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

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

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

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

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

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

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

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

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



8:30 AM, December 16, 2022

2nd Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790

Page 3

10. OCTOBER 2022 PERFORMANCE INDICATORS REPORT

Recommended Action: Receive and file the October 2022 Performance Indicators Report.

11. DECEMBER 2022 PROCUREMENT MONTHLY REPORT

Recommended Action: Receive and file the Procurement Monthly Report for December 2022.

12. ELECTION UPDATE

Recommended Action: Receive and file the Election Update for the November 8, 2022 General Election.

13. RESOLUTION AUTHORIZING TELECONFERENCED PUBLIC MEETINGS

Recommended Action: Adopt Resolution 2022-18 (Attachment A) authorizing teleconferenced public meetings for the Executive Board and Governing Board if needed for the next 30 days.

14. RESOLUTION ADOPTING EXECUTIVE AND GOVERNING BOARD MEETINGS SCHEDULE FOR 2023

Recommended Action: Adopt Resolution No. 2022-19, the Executive and Governing Board Meetings Schedule for 2023.

15. AUTHORIZATION FOR CONTRACT AMENDMENT FOR MT. SAN ANTONIO COLLEGE (MT. SAC) TRANSIT CENTER CONSTRUCTION CONTRACT

Recommended Action: Authorize the Chief Executive Officer to approve up to an additional \$500,000 in change orders on Contract No. 20-062.

16. AUTHORIZATION TO AWARD CONTRACT FOR BATTERY ELECTRIC BUS CHARGER MAINTENANCE

Recommended Action: Authorize the Chief Executive Officer to award Contract No. 23-034 to Apollo Electric, Inc. to provide monthly basic preventative maintenance services for Foothill Transit's battery electric bus chargers located at the Pomona Transit Center, Pomona Operations and Maintenance Facility, Azusa Intermodal Transit Center, and Irwindale Arcadia Yard for \$789,300 for three years. The agreement includes three one-year options that can be exercised at Foothill Transit's sole discretion.



8:30 AM, December 16, 2022

2nd Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790

Page 4

REGULAR AGENDA:

17. AUTHORIZATION TO AWARD CONTRACT FOR SECURITY SERVICES

Recommended Action: Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into Agreement No. 23-002 with Whelan Security of California DBA GardaWorld Security Services, for a total life of contract amount not to exceed \$6,864,350.96 for blended security services including fixed guards, mobile surveillance, and remote monitoring. The contract term will include three base years and two one-year options.

18. CHIEF EXECUTIVE OFFICER COMMENT

19. BOARD MEMBER COMMENT

20. GENERAL PUBLIC COMMENT

21. ADJOURNMENT



Foothill Transit

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

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

**Friday, October 28, 2022
9:15 a.m.**

DRAFT

1. CALL TO ORDER

The meeting was called to order by Chair Calaycay at 9:37 a.m.

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

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

3. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER

After discussion, by Common Consent, the Chair and Chief Executive Officer confirmed the agenda as presented.

4. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of September 30, 2022.

Motion by Member Shevlin, second by Vice Chair Moss, the minutes for the Regular Meeting of September 30, 2022 were approved. Motion carried 5-0.

5. INTRODUCTION OF FOOTHILL TRANSIT BUSINESS PARTNERS

There were no presentations by Foothill Transit Business Partners.

CONSENT CALENDAR

6. **OCTOBER 2022 PROCUREMENT MONTHLY REPORT**

Recommendation: Receive and file the Procurement Monthly Report for October 2022.

Motion by Vice Chair Moss, second by Member Shevlin, to receive and file. Motion carried 5-0.

7. **OCTOBER 2022 LEGISLATIVE REPORT**

Recommendation: Receive and file the October 2022 Legislative Report.

Motion by Vice Chair Moss, second by Member Shevlin, to receive and file. Motion carried 5-0.

8. **RESOLUTION AUTHORIZING TELECONFERENCED PUBLIC MEETINGS**

Recommendation: Adopt Resolution 2022-17 (Attachment A) authorizing teleconferenced public meetings for the Executive Board and Governing Board if needed for the next 30 days.

Motion by Vice Chair Moss, second by Member Shevlin, to adopt. Motion carried 5-0.

9. **AUGUST 2022 PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the August 2022 Performance Indicators Report.

Motion by Vice Chair Moss, second by Member Shevlin, to receive and file. Motion carried 5-0.

10. **AUTHORIZATION TO AWARD CONTRACT FOR ARCADIA IRWINDALE OPERATIONS & MAINTENANCE FACILITY SECURITY ENHANCEMENTS**

Recommendation: Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into Agreement No. 23-013 with R2Build in the amount of \$766,000 for the construction and installation of security hardening enhancements at Foothill Transit's Arcadia Irwindale Operations & Maintenance Facility.



Motion by Vice Chair Moss, second by Member Shevlin, to approve. Motion carried 5-0.

Armando Herman provided one minute of Public Comment on the Consent Calendar.

Mike Greenspan provided one minute of Public Comment on the Consent Calendar.

11. **CHIEF EXECUTIVE OFFICER COMMENT**

There were no comments by Mr. Doran J. Barnes, Chief Executive Officer, Foothill Transit.

12. **BOARD MEMBER COMMENT**

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

13. **GENERAL PUBLIC COMMENT**

Mike Greenspan provided one minute of Public Comment.

Armando Herman provided one minute of Public Comment.

14. **ADJOURNMENT**

Adjournment for the October 28, 2022 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:45 a.m.



December 16, 2022

To: Executive Board

Subject: **October 2022 Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through October 31, 2022.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of October 31, 2022, for the fiscal year ending June 30, 2023.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of October 31, 2022, shows total assets at \$393.86 million. This total consists primarily of \$228.01 million in fixed assets, \$131.51 million in cash and investments and \$35.25 million in receivable and prepaid assets. Foothill Transit's cash position of \$126.43 million is \$5.08 million less than the previous month, and is \$10.3 million more than last year in October.

Liabilities

The accounts payable balance is \$12.22 million. Accounts Payables include operation and maintenance expenses for \$7.67 million and \$0.98 million for fuel.

The deferred revenue of \$106.36 million represents funds that are reserved for planned capital expenditures, such as upcoming bus procurements and transit center construction activities. There are also sales tax based subsidies such as Prop A and C, which have been set aside temporarily, but which will be recognized as revenues in the second half of FY2023.

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$35.78 million in liquid accounts held with Bank of the West; \$11.37 million in interest bearing money market accounts with Bank of the West; \$68,000 with Chase; and \$64.50 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)

October 2022 year-to-date fare revenues were \$2,695,649. Fare revenues are trending less than the planned budget. This is due to slowly increasing ridership and the fare sale during the first quarter of FY2023. Additionally, revenues reflect application of the American Rescue Plan Act (ARPA) federal funds.

Operating costs through October 2022 were \$38.07 million, which is \$3.37 million less than the budget and \$2.75 million more than October 2022. Of this \$38.07 million, \$28.04 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel, which was \$3.51 million through October 2022.

Capital expenditures through October were \$23.74 million compared with \$2.46 million last year at this time. The annual budget for capital expenditures includes the procurement and construction of 33 hydrogen fuel cell buses and a hydrogen fueling station, construction of the Mt. San Antonio College Transit Center, security enhancements at the Arcadia Irwindale and Pomona operations and maintenance facilities, and CNG equipment replacement at the Pomona operations and maintenance facility.

Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of October 2022; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Foothill Transit accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for October 2022 were \$31.04 million. Capital disbursements totaled \$19.62 million and other significant disbursements include \$3.69 million to Keolis and \$4.25 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 October 31, 2022**

Assets

Current Assets:

Cash	\$111,705,712
Investments	14,722,700
Due from government agencies	19,913,804
Other receivables	16,772,913
Other assets	2,244,401
Total Current Assets	\$165,359,531

Non current Assets:

Notes receivable	494,453
Property & Equipment (net of depreciation)	228,010,596
Total Non Current Assets	228,505,049

Total Assets	\$393,864,580
--------------	---------------

Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	\$12,220,178
Deferred Revenue	106,364,223
Total Liabilities	\$118,584,401

Equity

Fund Balance:	
Investment in Capital Assets	\$228,010,596
Current Year Change	19,296,274
Reserve	27,973,309
Total Equity	\$275,280,179
Total Liabilities and Equity	\$393,864,580

**Summary of Cash and
Investment Account
For October 31, 2022**

	Interest Rate	Term	Principal/ Book & Market Value
Cash:			
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$19,674,277
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	0.31%	Demand Deposit	\$5,497
Bank of the West-Money Market #1110	0.30%	Demand Deposit	\$5,007,734
Bank of the West-Money Market #1111	0.30%	Demand Deposit	\$4,967,690
Bank of the West-LCTOP #1108	0.06%	Demand Deposit	\$1,385,284
Chase Business Saving #1109	0.05%	Demand Deposit	\$68,097
LAIF Investment #1141	0.75%	Demand Deposit	\$64,496,052
Subtotal Cash on Hand			\$111,705,712
Investments:			
Bank of the West:			
1 Maturity - 09/29/2022 - 6 months	3.76%	US Treasury Bill	\$14,722,700
			\$0
Subtotal Investments			\$14,722,700
Total Cash and Investments			\$126,428,412

Foothill Transit
Statement of Revenue and Expense
For Month Ended October 31, 2022

	Actual YTD October 2022	Budget YTD October 2022	Variance	Actual YTD October 2021
Fare Revenue				
Farebox	\$1,167,952	\$1,337,833	(12.70%)	\$1,316,363
Pass Sales	\$598,741	690,967	(13.35%)	387,069
TAP Cash Purse	\$724,225	752,767	(3.79%)	511,478
MetroLink & Access Service	\$90,338	103,033	(12.32%)	96,408
EZ Transit Pass	\$114,393	130,800	(12.54%)	32,633
Total Operating Revenue	\$2,695,649	\$3,015,400	(10.60%)	\$2,343,950
Operating Subsidies and Other				
Transportation Development Act	\$6,810,776	\$10,521,667	(35.27%)	\$6,852,268
State Transit Assistance (STA)	0	0	0.00%	0
Senate Bill 1 - STA	0	0	0.00%	0
Senate Bill 1 - STA BSCP	0	0	0.00%	0
CalTrans-LCTOP	0	0	0.00%	0
AQMD/MSRC – Clean Air Grant	0	0	0.00%	0
Prop A 40% Discretionary	0	0	0.00%	0
Prop A 40% BSCP	0	0	0.00%	0
Prop A Exchange	2,800,000	2,800,000	0.00%	0
Prop C BSIP	0	0	0.00%	0
Prop C Base Restructuring	0	0	0.00%	0
Prop C Transit Service Expansion	0	0	0.00%	0
Transit Security	0	0	0.00%	0
Measure R	0	0	0.00%	0
Measure M	0	0	0.00%	0
CRD Subsidy	0	0	0.00%	0
Federal ARPA 5307	25,110,635	25,110,635	0.00%	25,813,474
Miscellaneous Transit Revenues	\$657,309	0	0.00%	316,048
Total Subsidies and Other	\$35,378,720	\$38,432,302	(7.95%)	\$32,981,790
Total Operating Revenue	\$38,074,369	\$41,447,702	(8.14%)	\$35,325,740
Other Revenues				
Gain on Sale of Fixed Assets	\$19,480	\$0	0.00%	\$42,079
Auxiliary Revenue	390,549	261,500	0.00%	268,247
Total Other Revenues	\$410,029	\$261,500	56.80%	\$310,326
Total Operating and Other Revenues	\$38,484,398	\$41,709,202	(7.73%)	\$35,636,066
Operating Expenses				
Customer Service & Operations	\$33,013,371	\$35,125,168	(6.01%)	\$31,350,924
Maintenance & Vehicle Technology	348,527	471,212	(26.04%)	265,404
Marketing & Communications	565,259	798,734	(29.23%)	468,569
Information Technology	717,166	1,031,073	(30.44%)	629,917
Administration	653,703	695,041	(5.95%)	688,591
Procurement	253,868	289,525	(12.32%)	161,966
Government Relations	132,693	265,298	(49.98%)	117,414
Finance	622,867	726,678	(14.29%)	604,801
Safety & Security	629,936	639,062	(1.43%)	0
Planning	511,243	549,156	(6.90%)	502,458
Facilities	625,737	856,755	(26.96%)	535,697
Total Operating Expenses	\$38,074,369	\$41,447,702	(8.14%)	\$35,325,740
Other Expenses				
Property Management	\$154,833.00	\$154,833	(0.00%)	\$154,832
Special Services	158,771	106,667	0.00%	83,918
Total Other Expenses	\$313,604	\$261,500	19.93%	\$238,750
Total Operating and Other Expenses	\$38,387,973	\$41,709,202	(7.96%)	\$35,564,489
Capital Revenues				
Capital Grants	\$23,738,320	\$29,925,127	(20.67%)	\$2,461,839
Capital Expenditures				
Capital Expenditures	\$23,738,320	\$29,925,127	(20.67%)	\$2,461,839

Bank Acc. - Detail Trial Bal.

11/15/2022

Page 1

Period: 10/01/22..10/31/22

FOOTHILLTRANSIT\SSUWANNARAT

Foothill Transit

ATTACHMENT D

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 10/01/22..10/31/22

Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
10/03/22	Payment	1744	Luis A Renderos	20.00	823614
10/03/22	Payment	W000409	Southern California Edison Co. ZBA	109.54	825379
10/04/22	Payment	W000410	Universal Waste Systems ZBA	3,702.59	825381
10/05/22	Payment	1745	Zonar Systems Inc.	5,916.00	824160
10/05/22	Payment	1746	FEDEX Corp.	22.00	824163
10/05/22	Payment	1747	Westgate Ctr for Leadership Management Development	2,690.00	824165
10/05/22	Payment	1748	Weatherite Corporation	3,404.00	824168
10/05/22	Payment	1749	F11 Fire Safety	1,450.00	824171
10/05/22	Payment	1750	Center for Transportation and the Environment, Inc	21,397.84	824173
10/05/22	Payment	1751	Lourdes L. Alvarez	240.80	824176
10/05/22	Payment	W000411	Walnut Valley Water District ZBA	101.08	825383
10/05/22	Payment	W000412	Walnut Valley Water District ZBA	167.48	825385
10/05/22	Payment	W000413	Frontier ZBA	219.16	825387
10/05/22	Payment	W000414	Verizon Business - 15043 ZBA	2,257.47	825389
10/05/22	Payment	W000415	International City Management Assoc. Retirement Co	55,250.64	825391
10/06/22	Payment	1752	SPX GENFARE	17,844.26	824509
10/06/22	Payment	1753	Alliance Landcare Inc.	877.00	824511
10/06/22	Payment	1754	Day - Lite Maintenance Co. Inc.	729.27	824513
10/06/22	Payment	1755	Peter Barron Stark and Associates	13,842.93	824516
10/06/22	Payment	1756	Azteca Landscape	3,079.09	824518
10/06/22	Payment	1757	SmartRise Elevator Service Inc	222.60	824520
10/06/22	Payment	1758	Mitsubishi Electric US, Inc.	230.00	824522
10/06/22	Payment	1759	State of California Department of Transportation	17,064.00	824524
10/06/22	Payment	1760	Felicia Friesema	2,396.00	824526
10/06/22	Payment	1761	Green Thumb Indoor Plant	662.75	824528
10/06/22	Payment	1762	Tri - Signal Integration, Inc.	175.00	824531
10/06/22	Payment	1763	Green's Lock and Safe	43.88	824537
10/06/22	Payment	E100455	Keolis Transit America, Inc.	54,523.36	824539
10/06/22	Payment	E100456	Keolis Transit America, Inc.	6,175.13	824541
10/06/22	Payment	E100457	ChargePoint, Inc.	3,055.00	824543
10/06/22	Payment	E100458	Keolis Transit America, Inc.	10,424.59	824545
10/06/22	Payment	E100459	Transdev Services, Inc.	6,983.47	824547
10/06/22	Payment	W000416	New Flyer of America, Inc.	4,270,544.88	825393
10/07/22	Payment	1764	Chamber of Commerce - Claremont	1,000.00	824549
10/07/22	Payment	W000417	Azusa Light & Water ZBA	51.10	825395
10/07/22	Payment	W000418	Azusa Light & Water ZBA	85.14	825397
10/07/22	Payment	W000419	Azusa Light & Water ZBA	87.35	825399
10/07/22	Payment	W000420	Azusa Light & Water ZBA	115.59	825401
10/07/22	Payment	W000421	Frontier ZBA	400.25	825403
10/07/22	Payment	W000422	Azusa Light & Water ZBA	894.57	825405

Bank Acc. - Detail Trial Bal.

11/15/2022

Page 2

Period: 10/01/22..10/31/22

FOOTHILLTRANSIT\SSUWANNARAT

Foothill Transit

ATTACHMENT D

Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
10/07/22	Payment	W000423	Verizon Business - 15043 ZBA	1,626.39	825407
10/07/22	Payment	W000424	Verizon Business - 15043 ZBA	4,823.87	825409
10/11/22	Payment	1765	Digium Inc.	2,613.72	825233
10/11/22	Payment	1766	Staples Business Adv.-Dept. LA	894.19	825236
10/11/22	Payment	1767	Downtown El Monte Business Association	1,500.00	825238
10/11/22	Payment	1768	Puente House Foundation	500.00	825240
10/11/22	Payment	W000425	Charter Communications Inc. ZBA	181.28	825411
10/11/22	Payment	W000426	Frontier ZBA	718.55	825413
10/11/22	Payment	W000427	Frontier ZBA	1,709.00	825415
10/11/22	Payment	W000428	Southern California Edison Co. ZBA	1,829.38	825417
10/11/22	Payment	W000429	Southern California Edison Co. ZBA	4,423.42	825419
10/12/22	Payment	1769	Birdi Systems, Inc.	870.00	825242
10/12/22	Payment	1770	Day - Lite Maintenance Co. Inc.	901.08	825244
10/12/22	Payment	1771	Commercial Building Management Services, Inc.	4,574.58	825246
10/12/22	Payment	1772	Fleet Maintenance Specialists Inc.	15,060.00	825248
10/12/22	Payment	1773	Avail Technologies, Inc.	75.00	825250
10/12/22	Payment	1774	TK Elevator Corporation	528.80	825252
10/12/22	Payment	1775	Weatherite Corporation	1,735.25	825254
10/12/22	Payment	1776	Skyline Pest Control	115.00	825256
10/12/22	Payment	1777	Landmark Healthplan of California, Inc.	991.04	825258
10/12/22	Payment	1778	Success DC LLC	5,385.00	825260
10/12/22	Payment	1779	State Compensation Insurance Fund	3,928.91	825262
10/12/22	Payment	1780	Roy Jorgensen Associates, Inc.	3,895.00	825264
10/12/22	Payment	1781	DDCA-Groups Only, Allied Administrators	6,871.58	825266
10/12/22	Payment	1782	CaliforniaChoice Benefit Administration	63,079.19	825268
10/12/22	Payment	1783	Linda Garrison	525.00	825270
10/12/22	Payment	E100460	Keolis Transit America, Inc.	14,500.00	825272
10/12/22	Payment	E100461	Nelson\Nygaard Consulting Associates, Inc.	15,803.52	825274
10/12/22	Payment	E100462	Keolis Transit America, Inc.	133,500.00	825276
10/12/22	Payment	E100463	Powell Consulting DC, LLC	5,500.00	825278
10/12/22	Payment	E100464	Transdev Services, Inc.	6,033.86	825280
10/12/22	Payment	E100465	Keolis Transit America, Inc.	1,375,442.79	825282
10/12/22	Payment	E100466	Transdev Services, Inc.	5,343.51	825284
10/12/22	Payment	E100467	Behavioral Science Applications	300.00	825286
10/12/22	Payment	E100468	Transdev Services, Inc.	9,809.87	825288
10/12/22	Payment	W000430	The Gas Co. ZBA	225.54	825421
10/13/22	Payment	W000431	Verizon Wireless ZBA	76.02	825423
10/13/22	Payment	W000432	Verizon Wireless ZBA	4,479.25	825425
10/13/22	Payment	W000433	Verizon Wireless ZBA	15,184.31	825427
10/13/22	Payment	1784	International City Management Assoc. Retirement Co	10,463.92	825753
10/14/22	Payment	W000434	New Flyer of America, Inc.	9,997,228.05	825429
10/14/22	Payment	E100469	Darold D. Pieper Attorney at Law	8,334.27	825911
10/14/22	Payment	1785	ODP Business Solutions, LLC	58.90	825944
10/14/22	Payment	1786	T-Mobile USA Inc.	570.69	825946

Bank Acc. - Detail Trial Bal.

11/15/2022

Page 3

Period: 10/01/22..10/31/22

FOOTHILLTRANSIT\SSUWANNARAT

Foothill Transit

ATTACHMENT D

Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
10/14/22	Payment	1787	Total Communication, Inc	14,308.20	825948
10/14/22	Payment	1788	Connecta Satellite Solutions LLC	3,365.44	825950
10/14/22	Payment	1789	Thomas J. Koontz	23,057.68	825952
10/14/22	Payment	1790	Amazon Web Services, Inc	994.90	825958
10/14/22	Payment	1791	Cintas Corporation 41	225.64	825960
10/14/22	Payment	1792	Henry Lopez	110.11	825962
10/14/22	Payment	1793	Metrolink	6,238.75	825964
10/14/22	Payment	1794	Dean Gazzo Roistacher LLP	3,874.50	825967
10/14/22	Payment	1795	LegalShield	163.50	825970
10/14/22	Payment	1796	AFLAC	1,733.64	825972
10/17/22	Payment	1797	A1 Event & Party Rentals	271.20	825913
10/17/22	Payment	1798	Gotcha Media Holdings, LLC	6,980.00	825915
10/18/22	Payment	E100470	Life Insurance Company of North America	6,097.70	825917
10/18/22	Payment	W000435	Athens Services - 54957 ZBA	227.61	825920
10/18/22	Payment	W000436	Athens Services - 54957 ZBA	387.88	825922
10/18/22	Payment	W000437	Athens Services - 54957 ZBA	525.00	825924
10/18/22	Payment	W000438	Athens Services - 54957 ZBA	1,261.24	825926
10/18/22	Payment	W000439	Verizon Business - 15043 ZBA	1,390.61	825928
10/18/22	Payment	W000440	Verizon Business - 15043 ZBA	5,220.83	825930
10/19/22	Payment	1799	San Gabriel Valley Newspaper	4,318.00	825755
10/19/22	Payment	1800	Platinum Security Inc.	7,438.86	825757
10/19/22	Payment	1801	J.J. Keller and Associates, Inc.	573.33	825759
10/19/22	Payment	1802	Sing Tao Daily	576.00	825761
10/19/22	Payment	1803	ECAMSECURE	6,992.58	825763
10/19/22	Payment	1804	Thomas J. Koontz	3,260.09	825765
10/19/22	Payment	1805	Petrolink Inc	634.80	825767
10/19/22	Payment	1806	City of Pomona - Passes	1,500.00	825769
10/19/22	Payment	1807	Concur Technologies, Inc.	2,517.02	825771
10/19/22	Payment	1808	WTS - Los Angeles Chapter	2,300.00	825773
10/19/22	Payment	W000441	International City Management Assoc. Retirement Co	150,315.66	825932
10/19/22	Payment	W000442	Wright Express ZBA	231.80	825934
10/20/22	Payment	1809	Mariposa Landscapes, Inc.	7,956.43	825974
10/20/22	Payment	1810	AT and T - 5025	3,028.55	825976
10/20/22	Payment	1811	Adt Security Services, Inc.	585.42	825978
10/20/22	Payment	1812	E.S.G.Valley Japanese Community Ctr	1,000.00	825982
10/20/22	Payment	E100471	Clean Energy	227,240.05	825984
10/20/22	Payment	E100472	Clean Energy	359,431.44	825986
10/20/22	Payment	E100473	Clean Energy	52,855.27	825988
10/20/22	Payment	E100474	Clean Energy	71,005.95	825990
10/20/22	Payment	E100475	Clean Energy	77,579.53	825992
10/20/22	Payment	E100476	Clean Energy	56,991.55	825994
10/20/22	Payment	E100477	Clean Energy	290,749.78	825996
10/20/22	Payment	E100478	Translating Services, Inc.	158.05	825998
10/20/22	Payment	E100479	Transdev Services, Inc.	1,454,963.57	826000

Bank Acc. - Detail Trial Bal.

11/15/2022

Page 4

Period: 10/01/22..10/31/22

FOOTHILLTRANSIT\SSUWANNARAT

Foothill Transit

ATTACHMENT D

Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
10/20/22	Payment	E100480	Keolis Transit America, Inc.	762,859.28	826002
10/21/22	Payment	W000443	Frontier ZBA	58.91	826803
10/24/22	Payment	1813	Pulsar Advertising	44,744.00	826541
10/24/22	Payment	1814	ATKINSON ANDELSON LOYA RUUD AND ROMO	707.00	826550
10/24/22	Payment	1815	Instant Signs Inc.	94.83	826552
10/24/22	Payment	1816	State of California Department of Transportation	17,064.00	826554
10/24/22	Payment	1817	Paulina Ruiz	241.24	826556
10/24/22	Payment	1818	Tanya Marie Pina	236.13	826558
10/24/22	Payment	1819	MRC Smart Technology Solutions	596.46	826560
10/24/22	Payment	W000444	New Flyer of America, Inc.	3,950,366.04	826805
10/24/22	Payment	W000445	Waste Management Collection & Recycling, Inc. ZBA	607.37	826807
10/24/22	Payment	W000446	Southern California Edison Co. ZBA	9,479.60	826809
10/24/22	Payment	W000447	Southern California Edison Co. ZBA	28,616.93	826811
10/25/22	Payment	E100481	Clean Energy	90,842.60	826688
10/25/22	Payment	E100482	Clean Energy	460,874.05	826690
10/25/22	Payment	E100483	Transdev Services, Inc.	177,678.87	826692
10/25/22	Payment	E100484	Translating Services, Inc.	255.00	826694
10/25/22	Payment	W000448	Bankcard Center-Bank of the West	33,045.72	826813
10/25/22	Payment	1820	Proterra Operating Company, Inc.	2,904.11	826842
10/25/22	Payment	1821	APTA	7,500.00	826848
10/26/22	Payment	W000449	ReadyRefresh ZBA	73.34	826815
10/26/22	Payment	W000450	Suburban Water Systems ZBA	168.27	826817
10/26/22	Payment	W000451	Suburban Water Systems ZBA	524.89	826819
10/26/22	Payment	W000452	Frontier ZBA	2,970.04	826821
10/27/22	Payment	1622V	Transit Finance Learning Exchange -RV	0.00	826822
10/27/22	Payment	W000453	California Dept. of Tax and Fee Administration	1,955.00	826825
10/27/22	Payment	1822	Stantec Architecture	2,212.50	826970
10/27/22	Payment	1823	Climatec, LLC	2,297.00	826972
10/27/22	Payment	1824	Environmental Systems Research Inst	10,000.00	826974
10/27/22	Payment	1825	FEDEX Corp.	344.26	826976
10/27/22	Payment	1826	Newage PHM, LLC	7,834.31	826979
10/27/22	Payment	1827	ODP Business Solutions, LLC	182.34	826982
10/27/22	Payment	1828	Industry Public Utility Commission	1,417.58	826984
10/27/22	Payment	1829	Day - Lite Maintenance Co. Inc.	453.12	826986
10/27/22	Payment	1830	Iteris, Inc.	62,225.92	826988
10/27/22	Payment	1831	Maneri Sign Co Inc	39,791.54	826990
10/27/22	Payment	1832	Thompson Coburn LLP	8,331.70	826992
10/27/22	Payment	1833	Paulina Ruiz	349.87	826995
10/27/22	Payment	1834	United Site Services of California, Inc.	629.89	826997
10/27/22	Payment	1835	Birdi Systems, Inc.	6,395.00	826999
10/27/22	Payment	1836	County of L.A. - Sheriff's Dept.	39,695.20	827001
10/27/22	Payment	W000457	Frontier ZBA	389.32	827823
10/28/22	Payment	W000454	Suburban Water Systems ZBA	412.28	826851

Bank Acc. - Detail Trial Bal.

11/15/2022

Page 5

Period: 10/01/22..10/31/22

FOOTHILLTRANSIT\SSUWANNARAT

Foothill Transit

ATTACHMENT D

Posting Date	Document Type	Document No.	Vendor Name	Amount	Entry No.
10/28/22	Payment	W000455	Charter Communications Holdings, LLC ZBA	1,315.00	826853
10/28/22	Payment	1837	Gotcha Media Holdings, LLC	6,980.00	827003
10/28/22	Payment	1838	Rodger's Food Service	807.58	827005
10/28/22	Payment	1839	AT and T - 5075	38.87	827007
10/28/22	Payment	1840	Crown Castle USA Inc.	896.47	827009
10/28/22	Payment	1841	AT and T - 5019	503.21	827011
10/31/22	Payment	1636V	Christina Lopez -RV	0.00	826896
10/31/22	Payment	W000456	Quadient Finance USA, Inc. ZBA	560.00	826899
10/31/22	Payment	E100485	Keolis Transit America, Inc.	875,449.93	827013
10/31/22	Payment	E100486	Transdev Services, Inc.	1,883,952.92	827015
10/31/22	Payment	E100487	Keolis Transit America, Inc.	420,386.18	827017
10/31/22	Payment	E100488	Transdev Services, Inc.	705,783.38	827019
10/31/22	Payment	E100489	Clean Energy	85,998.50	827781
10/31/22	Payment	E100490	Clean Energy	465,275.56	827783
10/31/22	Payment	E100491	Clean Energy	300,378.63	827785
10/31/22	Payment	E100492	Clean Energy	55,231.43	827787
10/31/22	Payment	E100493	Clean Energy	1,284,697.15	827789
10/31/22	Payment	E100494	Keolis Transit America, Inc.	8,878.55	827791
10/31/22	Payment	E100495	Keolis Transit America, Inc.	24,071.67	827793
10/31/22	Payment	E100496	Keolis Transit America, Inc.	3,633.24	827795
10/31/22	Payment	E100497	Transdev Services, Inc.	8,298.31	827797
10/31/22	Payment	E100498	Nelson\Nygaard Consulting Associates, Inc.	23,348.88	827799
10/31/22	Payment	E100499	Keolis Transit America, Inc.	236.23	827801
General Checking				31,035,450.90	



December 16, 2022

To: Executive Board

Subject: **Fiscal Year 2023 First Quarter Budget Update**

Recommendation

Receive and file the Fiscal Year 2023 First Quarter Budget Update.

Analysis

As of September 30, 2022, Foothill Transit is \$2.7 million under the approved year-to-date operating budget of \$31.0 million. Each department continues to work toward achievement of its individual goals and objectives for the fiscal year.

Operating Accomplishments

Foothill Transit continues to prioritize safety of customers and staff as its highest priority. Team members have continued to work diligently to deliver service to Foothill Transit customers throughout the San Gabriel and Pomona Valleys.

Operating accomplishments during the first quarter included the following: daily operations of all Foothill Transit service; operation of the Rose Bowl fan shuttle on game days; continued work on Foothill Transit Forward; and work on the annual comprehensive financial report. All team members continue to play a vital role in delivering Foothill Transit's message while also remaining within fiscal constraints.

Capital Program Accomplishments

Capital achievements during the first quarter of FY2023 included continuation of the bus heavy maintenance program; delivery of the first fuel cell electric buses and the supporting infrastructure; facility improvements at both operations and maintenance facilities; continued construction of the Mt. San Antonio College Transit Center; continued work on the Cal Poly Bronco Mobility Hub feasibility study; and continued upgrades of essential information technology equipment and software necessary for essential business operations.



Budget Impact

The most significant operating underruns are Purchased Transportation costs resulting from lower than expected service hours delivered. In addition, Foothill Transit has experienced cost savings related to capital project enhancements that will lead to more efficient Information Technology operations, less use of professional consulting services, and timing delays expected to be realized in the next two quarters. Foothill Transit continues to monitor two areas that are higher than budget: CNG fuel costs and unexpectedly higher insurance costs for the year that were approved by the Executive Board.

Foothill Transit collected \$2.0 million of fare revenues through the first quarter of FY2023. This is below the target for the period but Foothill Transit expects to recover as the Silver Streak is extended to Cal Poly Pomona in the third quarter.

The budget will continue to be reviewed and analyzed on a quarterly basis to ensure budget adherence and identify any future improvements.

Sincerely,

Jorge Quintana
Budget and Grants Manager

Doran J. Barnes
Chief Executive Officer

Attachment

TOTAL BUDGET BY DEPARTMENT
FY2023 Quarterly Budget Variance Report QTR 1
07/01/2022 to 09/30/2022

DEPARTMENTS		Budget Y-T-D	Actual Y-T-D	Variance Fav(unf)
1	Customer Service & Operations	\$ 26,373,686	\$ 24,544,152	\$ 1,829,534
2	Maintenance & Vehicle Technology	337,829	276,056	61,773
3	Marketing and Communications	599,050	381,623	217,427
4	Information Technology	803,480	578,457	225,023
5	Administration	521,280	394,477	126,803
6	Procurement	217,268	199,974	17,294
7	Government Relations	199,001	116,547	82,454
8	Finance	535,320	471,957	63,363
9	Safety and Security	479,296	537,778	(58,482)
10	Planning	411,866	377,360	34,506
11	Facilities	537,061	451,841	85,220
12	TOTAL	\$ 31,015,137	\$ 28,330,222	\$ 2,684,915



December 16, 2022

To: Executive Board

Subject: **October 2022 Performance Indicators Report**

Recommendation

Receive and file the October 2022 Performance Indicators Report.

Analysis

This report provides an analysis of Foothill Transit's performance indicators for October of Fiscal Year 2022-2023. Foothill Transit monitors a number of factors in evaluating the service provided to the public. These are key performance indicators that record the bus system safety, courtesy, and reliability standards, along with industry-standard measurements that are monitored to assess transit operations.

In October, Foothill Transit achieved three out of eight key performance indicator goals. The performance indicator targets met through the month are: Schedule Adherence, Boardings per Vehicle Service Hour, and Average Weekday Boardings.

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

- **Boardings** – Total boardings recorded in October was 727,284 – which is 22 percent higher than the same month last fiscal year.
- **Fare Revenue** – Total fare revenue for October was \$663,510. The average fare was \$0.91 per boarding.
- **Operating Expenses** – Operating expenses incurred in October totaled \$9.7 million, resulting in an average cost per service hour of \$147.86.
- **Accidents** – The system averaged 0.82 preventable vehicle collisions on road per 100,000 miles in October.
- **Customer Complaints** – Foothill Transit received an average of 49.8 complaints per 100,000 boardings in October. This is a two percent decrease compared to the same month last fiscal year.
- **Schedule Adherence** – On-time performance in October was 78.3 percent, which is six percent higher compared to the same month last fiscal year.



Analysis

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

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

These goals provide a framework for performance indicators to quantify and measure how well Foothill Transit is performing. Performance indicators are derived from data collected from a variety of sources including the farebox, automatic passenger counters (APCs) on buses, the SMARTBus system, reports from the operations contractors, and financial performance data.

Overall System Performance

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

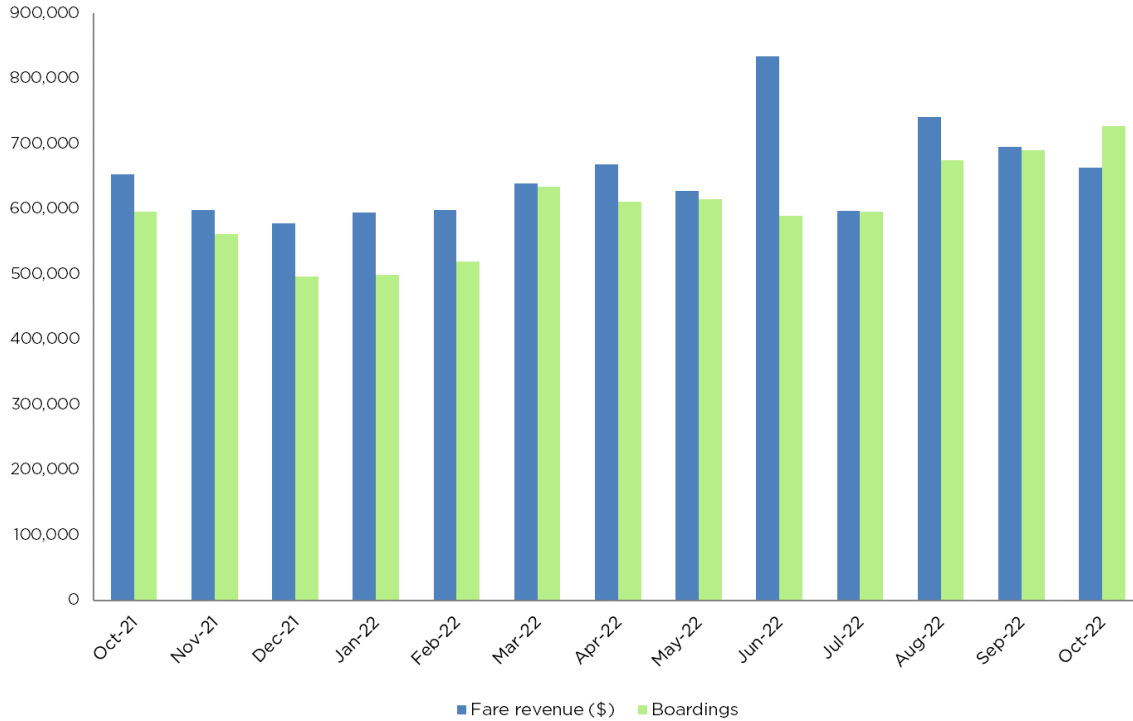
Total Boardings and Total Fare Revenues

In October 2022, Foothill Transit buses had 727,284 total boardings. When compared to the same month during the previous fiscal year, ridership increased by 22 percent. Foothill Transit continues to explore opportunities to restore ridership and implement many initiatives, such as the most recent Summer Fare Sale.

Total fare revenue recorded in October was \$663,510. This is two percent higher than the same month during the previous fiscal year.



Total Boardings and Fare Revenues



Vehicle Service Hours and Operating Expenditure

In October, Foothill Transit operated 65,866 service hours. This represents a one percent decrease compared to the same month last fiscal year.

During October, Foothill Transit incurred \$9.7 million in operating expenses, which is nine percent higher compared to the same month last fiscal year.

Goal 1: Operate a Safe Transit System

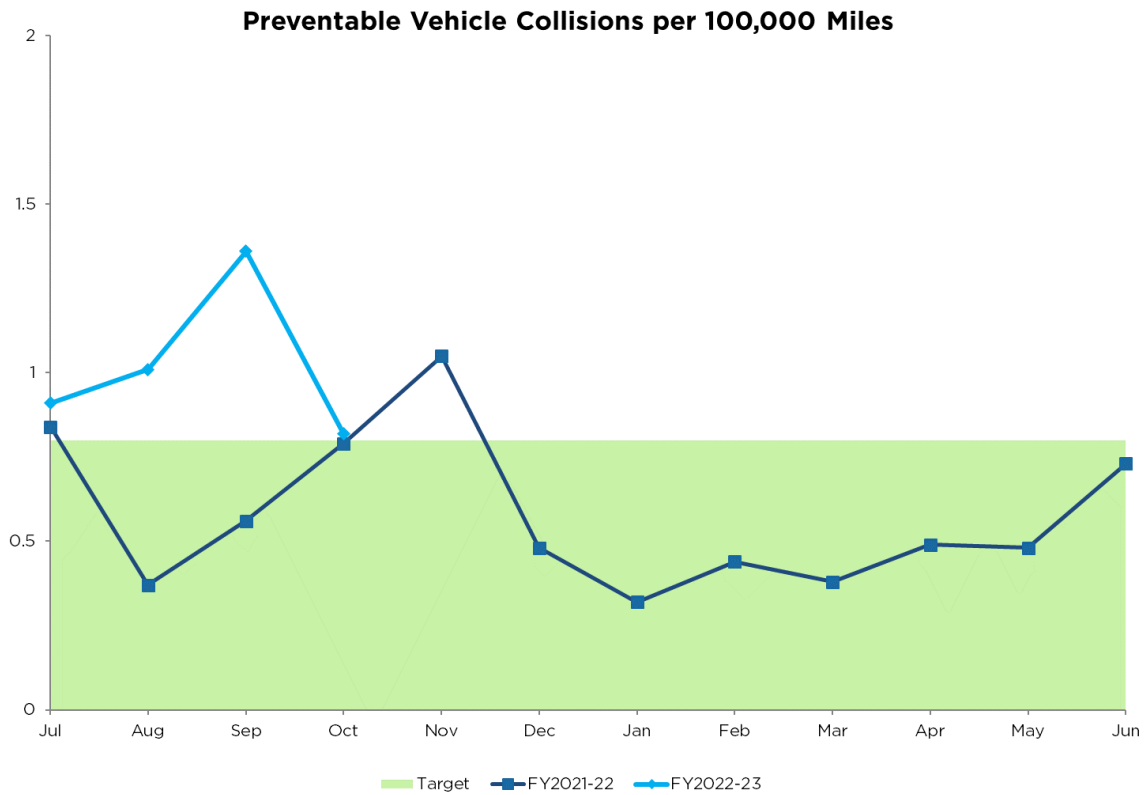
Foothill Transit’s primary goal is to operate a safe transit system. Foothill Transit monitors system safety by tracking the number of preventable vehicle collisions incurred for every 100,000 miles of vehicle operation.



Preventable Vehicle Collisions per 100,000 Miles

In October, Foothill Transit did not meet the adopted performance standard of 0.80 or fewer preventable vehicle collisions per 100,000 miles with 0.82 preventable collisions per 100,000 miles. The 10 preventable vehicle collisions on road in October resulted primarily from coaches making contact with fixed objects, partially because of the reduced lane widths on arterial roadways and on freeways.

Keolis' and Transdev's safety committees, which are comprised of operators and administrative staff members, meet on a monthly basis to review trends, hazardous locations, facility improvements, and other safety related matters. The General Managers, Safety Managers, Trainers, and Operations staff are actively involved in the development of safety action plans and implementation. These plans include operator training, coaching, and other activities as appropriate.





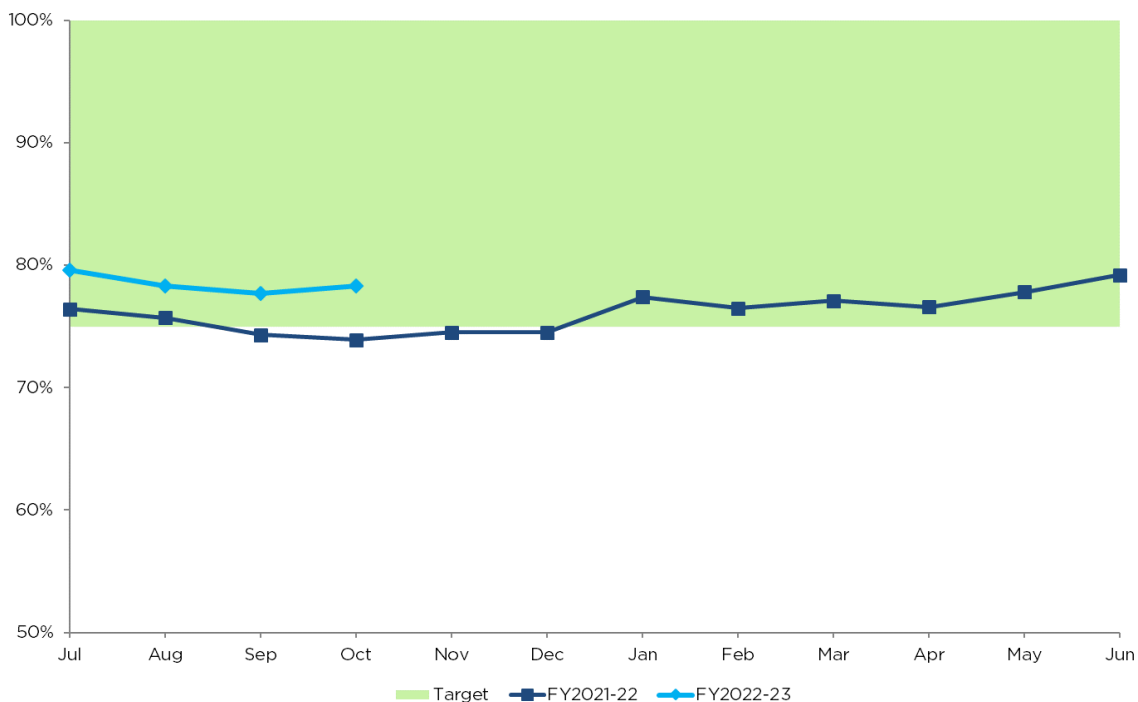
Goal 2: Provide Outstanding Customer Service

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

Schedule Adherence

Foothill Transit measures its schedule adherence using the industry standard metric of on-time performance (OTP). OTP is calculated by evaluating a vehicle’s adherence to time points in the planned schedule. A trip is considered on-time if it did not depart early and if it departed the time point no more than five minutes late. Foothill Transit has adopted a goal of 75 percent or higher OTP for this fiscal year. In October, OTP was 78.3 percent. This represents a six percent increase compared to the same month last fiscal year. Quality Assurance staff continue to monitor the SMARTBus system in real-time and work with both operations and maintenance contractors to ensure that the bus service runs in accordance with the schedule. With the OTP data available from the Avail system, we can now better monitor low performing routes and work with both contractors to identify areas of improvement. Verifying the OTP data has been a priority for Foothill Transit and the Avail team. This includes evaluating GPS positioning of each time point to accurately reflect the bus arrivals and departures.

Schedule Adherence

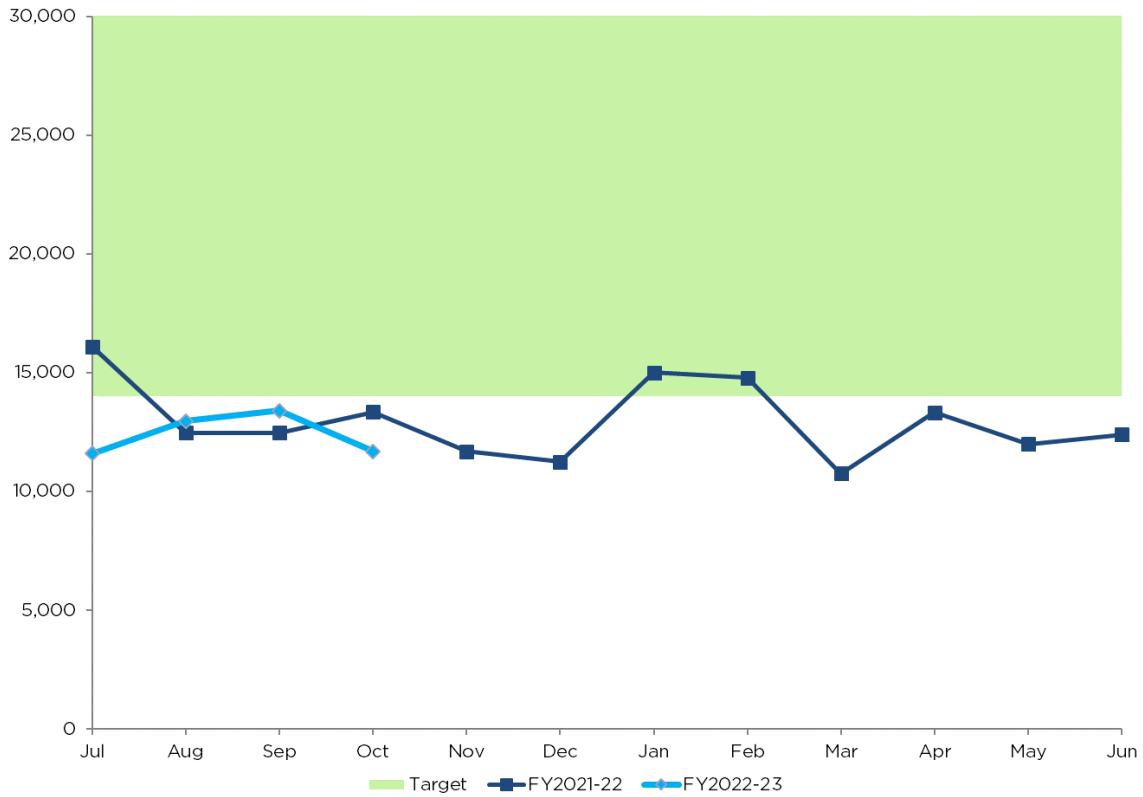




Average Miles between Technical Roadcalls

Average miles between technical roadcalls is a maintenance performance indicator. This adopted measure tracks any mechanical breakdown that occurs, whether a bus is in revenue service or not. In October, Foothill Transit averaged 11,688 miles between technical roadcalls as reported by the operations contractors. Foothill Transit did not meet the maintenance reliability goal of at least 14,000 miles between technical roadcalls.

Average Miles between Technical Roadcalls

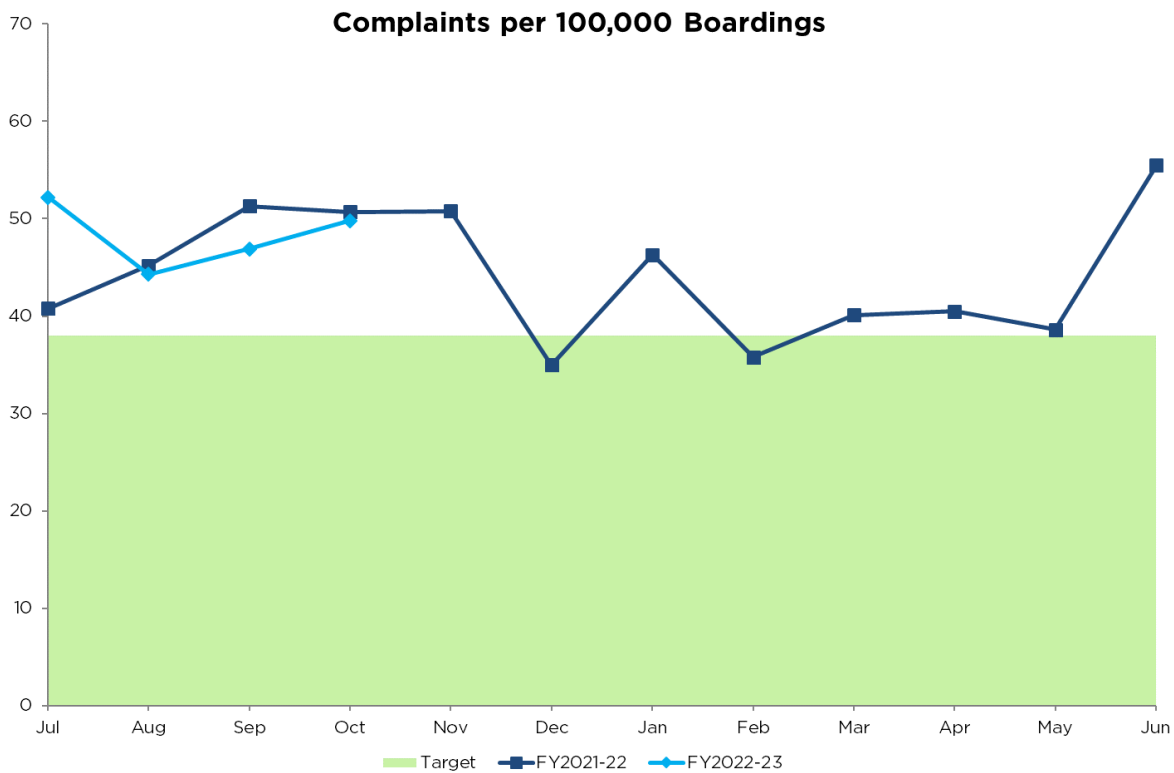




Complaints per 100,000 Boardings

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

In October, Foothill Transit did not meet the performance target of 38 or less complaints per 100,000 boardings with an average of 49.8 complaints per 100,000 boardings. This represents a two percent decrease compared to the same month last fiscal year. The majority of complaints received in October were related to Schedule Adherence, mainly due to missed service. Our transit service contractors continue to experience operator staffing shortages and call-offs. As a result of this, there has been many efforts implemented that focus on recruitment and retention.





Goal 3: Operate an Effective Transit System

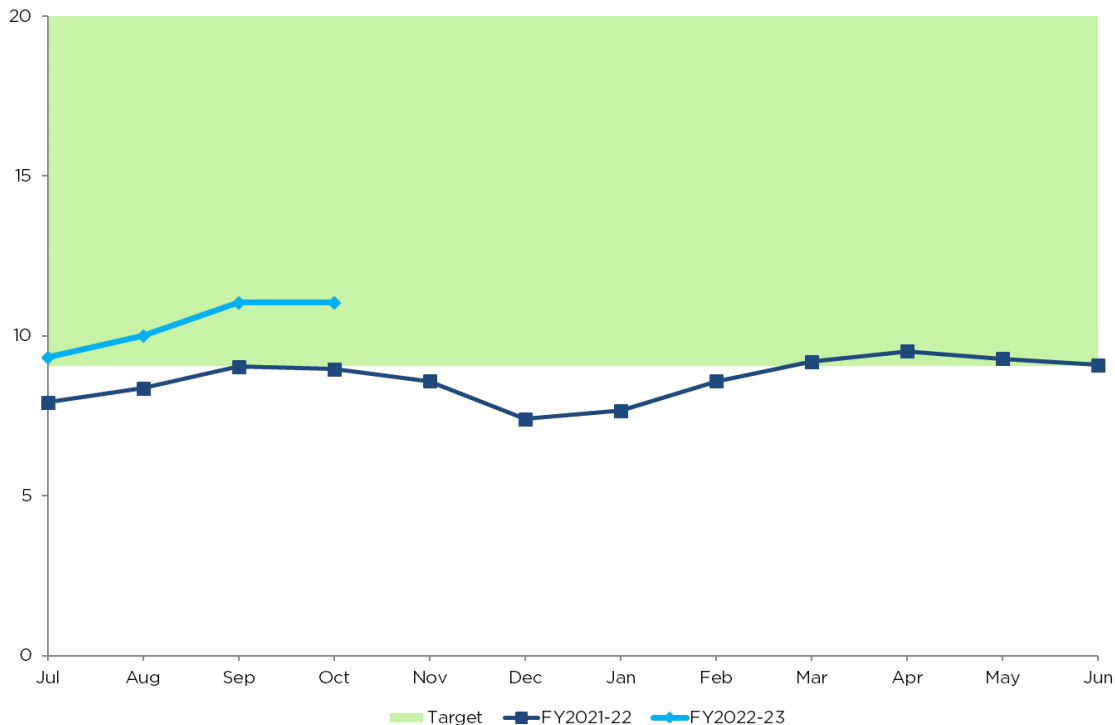
Foothill Transit measures service effectiveness by monitoring boardings per vehicle service hour and average weekday boardings.

Boardings per Vehicle Service Hour

Boardings per vehicle service hour is the total number of boardings divided by the total number of service hours in a given period. In October, there were 11.04 boardings per vehicle service hour, meeting the performance target of 9.06 or more boardings per service hour. This is 23 percent higher compared to the same month last fiscal year.

Foothill Transit continues to encourage increased ridership by targeting specific demographics of customers through the Class Pass program and marketing at various schools and community events. Improved data analysis allows Foothill Transit staff to better understand travel demand throughout the service area, therefore assisting them with planning routes and schedules. In addition, the Foothill Transit Forward study aims to create a more effective, efficient, equitable, and sustainable transit system that will get people where they need to go in the shortest time possible.

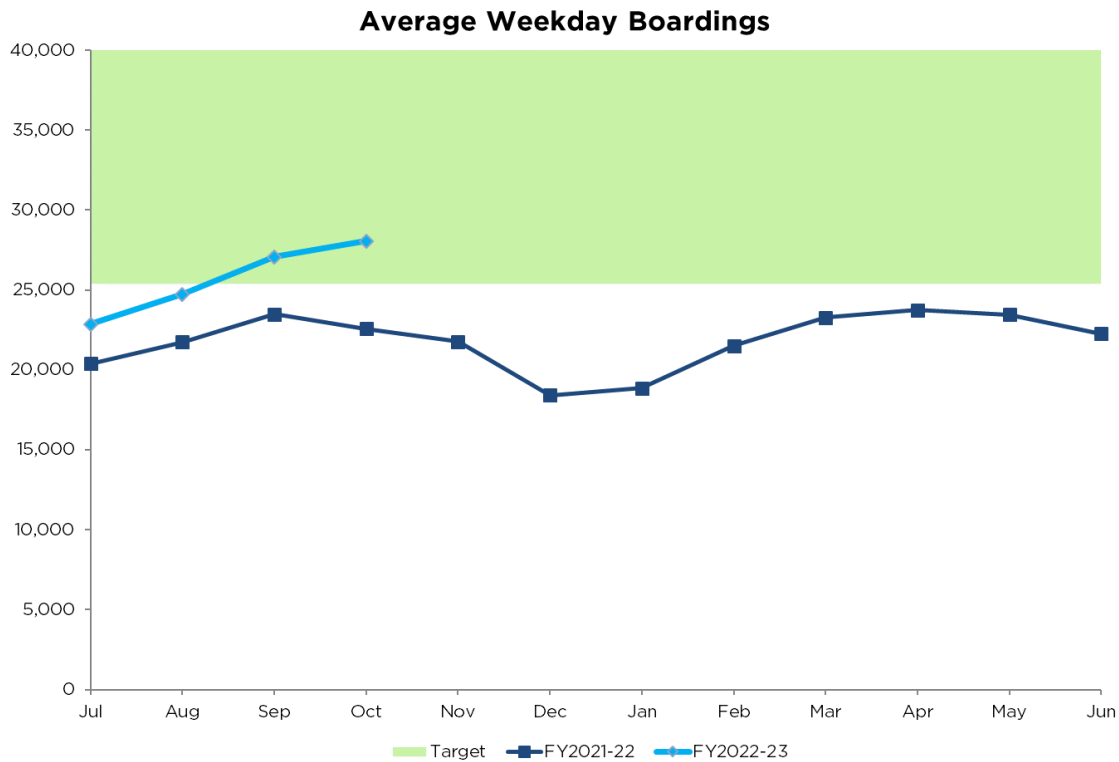
Boardings per Vehicle Service Hour





Average Weekday Boardings

The number of average weekday boardings is calculated by dividing the total number of weekday boardings by the number of days with weekday service in a given period. In October, Foothill Transit did meet the performance target of at least 25,396 average weekday boardings with an average of 28,066 weekday boardings. This represents a 24 percent increase compared to the same month last fiscal year and approximately 72 percent of the ridership experienced prior to the COVID-19 pandemic.





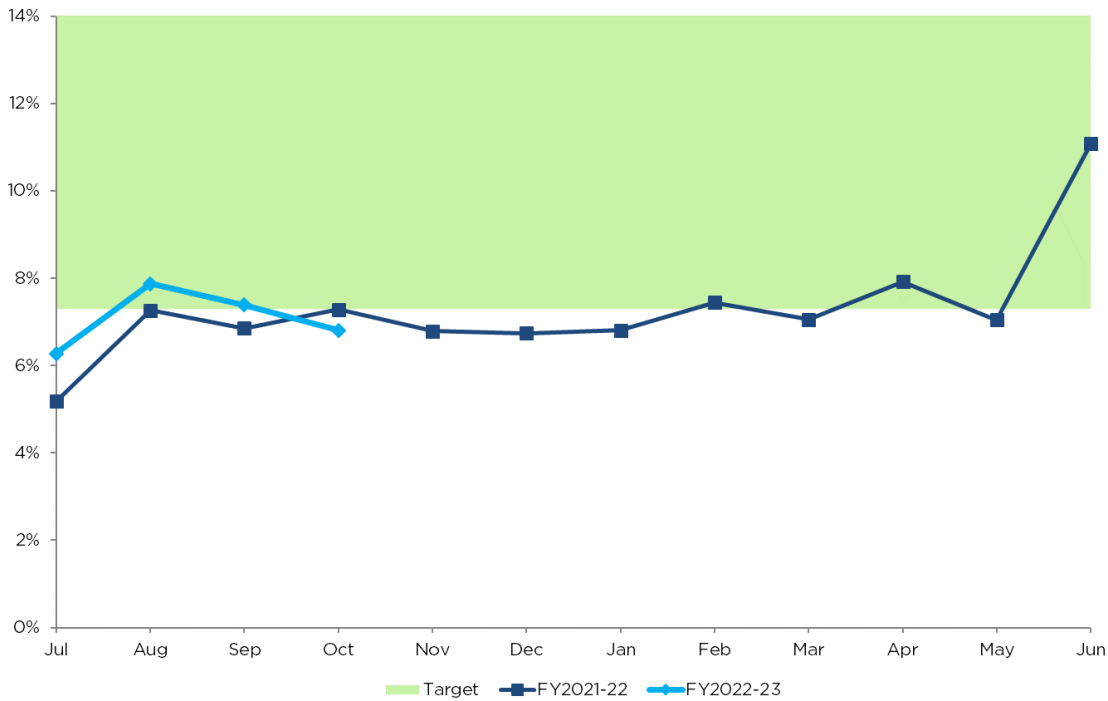
Goal 4: Operate an Efficient Transit System

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

Farebox Recovery Ratio

Farebox recovery ratio is a measure of the proportion of operating costs recovered by passenger fares. The farebox recovery ratio is calculated by dividing total fare revenue by total operating expense. In October, the Farebox Recovery Ratio was 6.81 percent, which does not meet the target of 7.3 percent.

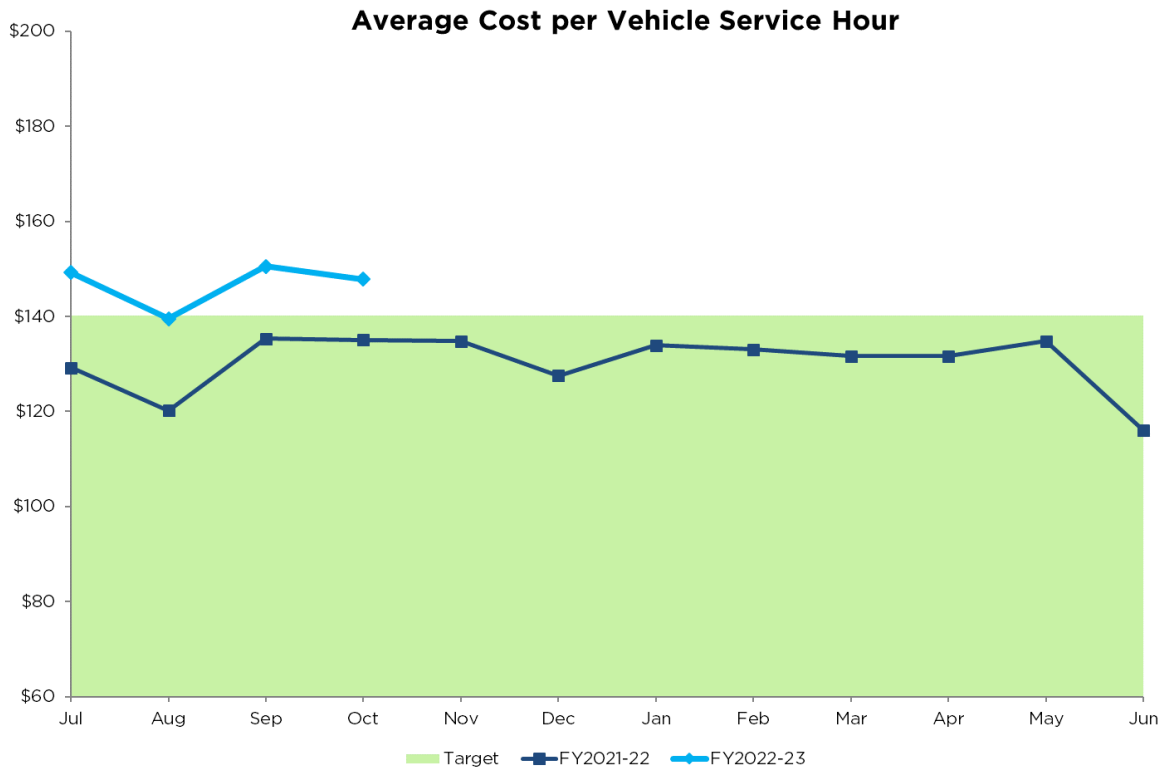
Farebox Recovery Ratio





Average Cost per Vehicle Service Hour

Average cost per vehicle service hour is an industry standard utilized to measure the cost efficiency of transit service. It is derived by dividing operating expenses by vehicle service hours. Foothill Transit did not meet the average cost per vehicle service hour target of less than \$140.19, with \$147.86 in October. This represents a 10 percent increase compared to the same month last fiscal year.



Sincerely,

Paulina Ruiz
System Performance and Improvement Manager

Doran J. Barnes
Executive Director

Attachment

Foothill Transit Monthly Key Performance Indicators

October FY 2023

Goal	Performance Indicator	October FY 2023	Met Target?	October FY 2022	% Improvement Over Same Month Last Year	FY 2022-2023 YTD	Met Target?	FY 2021-2022 YTD	% Improvement YTD	Performance Target
Overall System Performance	Total Boardings	727,284	-	595,350	22%	2,687,195	-	2,330,490	15%	
	Vehicle Service Hours	65,866	-	66,448	(1%)	259,619	-	272,166	(5%)	
	Total Fare Revenue	\$663,510	-	\$652,965	2%	\$2,695,649	-	\$2,343,950	15%	
	Total Operating Expense	\$9,739,088	-	\$8,972,602	(9%)	\$38,074,369	-	\$35,325,740	(8%)	
Safety	Preventable Vehicle Collisions per 100,000 Miles	0.82	No	0.79	(4%)	1.02	No	0.64	(60%)	≤ 0.80
Customer Service	Schedule Adherence	78.3%	Yes	73.9%	6%	78.5%	Yes	75.1%	5%	≥ 75%
	Miles Between Technical Roadcalls	11,688	No	13,344	(12%)	12,364	No	13,452	(8%)	≥ 14,000
	Complaints per 100,000 Boardings	49.8	No	50.7	2%	48.2	No	47.2	(2%)	≤ 38.00
Effectiveness	Boardings per Vehicle Service Hour	11.04	Yes	8.96	23%	10.35	Yes	8.56	21%	≥ 9.06
	Average Weekday Boardings	28,066	Yes	22,565	24%	25,696	Yes	22,041	17%	≥ 25,396
Efficiency	Farebox Recovery Ratio	6.81%	No	7.28%	(6%)	7.08%	No	6.64%	7%	≥ 7.30%
	Average Cost per Vehicle Service Hour	\$147.86	No	\$135.03	(10%)	\$146.65	No	\$129.79	(13%)	≤ \$140.19



December 16, 2022

To: Executive Board

Subject: **December 2022 Procurement Monthly Report**

Recommendation

Receive and file the Procurement Monthly Report for December 2022.

Awarded Procurements:

Since the Executive Board meeting on October 28, 2022, there have been no awards of agreements over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

Upcoming Procurements:

Since the previous month's Executive Board meeting, the Procurement Department has initiated two procurements over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

- Invitation for Bids 23-025 for landscape maintenance services. The Independent Cost Estimate for this solicitation is \$131,160.29. Responses were received on December 6, 2022 at which point the agency will determine the lowest priced and responsive bidder.
- Request for Quotes 23-030 for SD-WAN service. This connectivity is meant to replace the current MPLS network for Voice and Data service at agency properties, which is facing discontinuation. The Independent Cost Estimate for this solicitation is \$138,364.08.

Sincerely,

Christopher Pieper
Director of Procurement

Doran J. Barnes
Chief Executive Officer



December 16, 2022

To: Executive Board

Subject: **Election Update**

Recommendation

Receive and file the Election Update for the November 8, 2022 General Election.

Analysis

The November 8, 2022 General Election, consisted of various local, county, state, and federal races. Twelve of 22 Foothill Transit joint powers authority (JPA) cities had municipal contests appear on the ballot. A summary of election results relevant to Foothill Transit is attached (Attachment A).

Federal

As of December 7, 2022, Republicans gained a narrow majority in the House of Representatives with 221 seats, while Democrats held onto 213, with 218 constituting a majority. Republicans regain control of the chamber for first time since 2018.

The majority party in the Senate has also been determined. As of December 7, the Senate is under Democratic control with 51 seats over the Republicans' 49. Incumbent Democratic Sen. Raphael Warnock won the December 6 Georgia runoff election against Republican candidate Herschel Walker. The runoff was necessary as neither candidate received more than 50 percent of votes on November 8.

Following the election of then-Senator Kamala Harris as Vice President, Governor Gavin Newsom appointed Senator Alex Padilla to fill Vice President Harris' vacant Senate seat. Following this year's November General Election, Senator Alex Padilla won both the special and regular elections and will serve the remaining time of his current term until January 3, 2023 and will then begin a full six-year term as United States Senator representing California.

Contests for the House of Representatives that constitute Foothill Transit's JPA cities and service areas are included in the attached summary. Foothill Transit's delegation remain unchanged in the House, with incumbents in the 28th (Rep. Judy Chu), 31st (Rep. Grace F. Napolitano), 35th (Rep. Norma J. Torres), and the 38th (Rep. Linda T. Sánchez) Districts holding onto their seats.



State

Governor Gavin Newsom was re-elected and will serve his second term. The contests for State Senate and State Assembly district seats representing Foothill Transit's JPA cities and service area are included in the attached summary. Senator Susan Rubio was re-elected to the 22nd State Senate District. Following redistricting changes, the new 30th Senate District, which include Diamond Bar, Industry, La Puente, Walnut, and West Covina will be represented by Senator Bob Archuleta, who formerly represented the 32nd Senate District. At the State Assembly level, the incumbents in the 41st (Assemblymember Chris Holden), 48th (Assemblymember Blanca Rubio), 49th (Assemblymember Mike Fong), 53rd (Assemblymember Freddie Rodriguez), and 56th (Assemblymember Lisa Calderon) State Assembly Districts were re-elected to their seats.

Local

Los Angeles County Supervisorial contests for this election were not within the First and Fifth County Districts that comprise Foothill Transit's JPA cities. Lindsey Horvath was elected as the Los Angeles County Supervisor representing the Third District. The City of Los Angeles mayoral race went to Congresswoman Karen R. Bass, who has also formerly served as California State Assemblymember. While the City of Los Angeles Mayor does not represent Foothill Transit's JPA cities, the Mayor and three appointees made by the Mayor are set to serve on LA Metro's Board of Directors, influencing countywide transportation policies that directly affect Foothill Transit.

Municipalities within Foothill Transit's JPA that held elections for city council and mayoral seats included the Cities of Arcadia, Azusa, Baldwin Park, Claremont, Diamond Bar, Duarte, El Monte, South El Monte, Irwindale, La Puente, Pomona, and West Covina, and are included in the attached summary.

Sincerely,

Matthew H. Nakano
Government Relations Coordinator

Doran J. Barnes
Chief Executive Officer

Attachment

November General Elections : Federal, State, County 2022

Jurisdiction/Proposition	Canidates/Position	Votes	Percentage
United States Senator	Alex Padilla* D	1,669,985	70.00%
	Mark P. Meuser R	715,764	30.00%
United States Senator (Partial Term)	Alex Padilla* D	1,647,510	69.75%
	Mark P. Meuser R	714,402	30.25%
United States Representative District 28	Judy Chu* D	138,091	70.16%
	Wes Hallman R	58,729	28.84%
United States Representative District 31	Grace F. Napolitano* D	91,463	59.54%
	Daniel Bocic Martinez R	62,145	40.46%
United States Representative District 35	Norma J. Torres* D	14,289	66.79%
	Mike Cargile R	7,104	33.21%
United States Representative District 38	Linda T. Sanchez* D	93,501	58.76%
	Eric J. Ching R	65,634	41.24%
State Senate District 22	Susan Rubio* D	78,519	60.45%
	Vincent Tsai R	51,365	39.55%
State Senate District 30	Bob Archuleta* D	122,392	62.27%
	Mitch Clemmons R	74,145	37.73%
State Assembly Member District 41	Chris Holden* D	88,492	67.30%
	Michael McMahon R	42,988	32.70%
State Assembly Member District 48	Blanca Rubio* D	60,765	60.84%
	Ryan Maye R	39,106	39.16%
State Assembly Member District 49	Mike Fong* D	65,958	66.64%
	Burton Brink R	33,020	33.36%
State Assembly Member District 53	Freddie Rodriguez* D	15,128	68.49%
	Toni Holle R	6,959	31.51%
State Assembly Member District 56	Lisa Calderon* D	62,065	58.46%
	Jessica Martinez R	44,099	41.54%
California Governor	Gavin Newsom* D	1,619,742	67.81%
	Brian Dahle R	769,011	32.19%
Lieutenant Governor	Eleni Kounalakis* D	1,571,014	67.65%
	Angela E. Underwood Jacobs R	751,183	32.35%
Secretary of State	Shirley N. Weber* D	1,591,432	68.48%
	Rob Bernosky R	732,415	31.52%
Controller	Malia M. Cohen D	1,450,087	62.58%
	Lanhee J. Chen R	867,163	37.42%
Treasurer	Fiona Ma* D	1,546,189	67.09%
	Jack M. Guerrero R	758,394	32.91%
Los Angeles City Mayor	Karen Ruth Bass	509,852	54.83%
	Rick J. Caruso	419,950	45.17%
County Supervisor District 3	Bob Hertzberg	229,335	47.03%
	Lindsey Horvath	258,269	52.97%

November General Election: Municipal Races 2022

Jurisdiction	Seat	Candidates	Votes	Percentage
Arcadia	Council District 2	Bob Harbicht	1,116	40.05%
		Sharon Kwan	1,483	30.14%
		Tracy Jensen-Han	1,104	29.81%
	Council District 3	Sheng Chang	689	64.21%
		Eileen Wang	1,236	35.79%
	Council District 5	Michael Cao	1,498	42.61%
Jason J. Lee		1,111	31.60%	
Michael Danielson		811	23.07%	
Daniel Malki		96	27.30%	
Azusa	Mayor	Robert Gonzales*	5,180	61.12%
		Jonny M. Liu	3,436	39.88%
	Council Member (2 Seats)	Kimberly Huff	2,783	23.33%
		Edward Alvarez*	4,205	35.25%
	Councilmember Unexpired Term	Andrew Mendez	4,941	41.42%
Dennis Beckwith	6,636	100.00%		
Baldwin Park	Mayor	Albert Muro	649	6.35%
		Emmanuel J. Estrada*	6,824	66.79%
		Manuel Lozano	2,744	26.86%
	Council Member (2 Seats)	Alejandra Avila	3,899	24.36%
		Jean M. Ayala	3,293	20.58%
		Paul C. Hernandez	3,203	19.24%
		Ralph Galvan	3,079	15.80%
Ricardo Vasques	2,529	20.01%		
Claremont	2nd District	Peter Yao	1,109	46.07%
		Ed Reece*	1,298	53.93%
	3rd District	Maura Carter	502	23.58%
		Jennifer Stark	1,627	76.42%
4th District	Jed Leano*	1,170	57.60%	
	Aundre Johnson	1,303	42.40%	
Diamond Bar	Council District 1	Ruben Torres	1,052	33.25%
		Steve Tye*	2,212	66.75%
	Council District 3	Andrew Chou*	2,054	80.39%
		Jianguo Jason Wang	501	19.61%
	Council District 4	Chia Yu Teng	1,394	50.40%
Lee Mao		1,372	49.60%	
Duarte	Council District 1	Margaret Finlay*	805	69.10%
		Luz Yesenia Paez	360	30.90%
	Council District 4	Tera Martin Del Campo	549	100.00%
	Council District 5	Samuel Kang*	660	100.00%
	Council District 6	Cesar Andres Garcia*	392	65.12%
Art Rodriguez Jr.		210	34.88%	

	Governing Board Member
	Governing Board Alternate
*	Marked for Incumbent

El Monte	Council District 2	Maryann G. Barrios	904	49.05%
		Martin Herera *	939	50.95%
	Council District 3	Joaquina Quinones	538	29.87%
		Julia Ruedas	1,263	70.13%
	Council District 5	Mario Martinez	442	40.33%
	Richard J. Rojo	654	59.67%	
Council District 6	Irma Zamorano	595	36.66%	
	Marisol Cortez	1,028	63.34%	
Mayor	Jessica Ancona*	6,452	57.48%	
	Maria Morales	4,773	42.52%	
South El Monte	Councilmember (2 Seats)	Manuel "Manny" Acosta*	1,520	39.14%
		Rudy Bojorquez	1,199	30.88%
		Gracie Retamoza*	1,164	29.98%
Irwindale	Council Member (2 Seats)	Hector "Manuel" Ortiz*	324	32.43%
		Albert F. Ambriz	295	29.53%
La Puente	City Council-Unexpired Term	John Michael Solis	2,292	43.77%
		Nadia Mendoza	2,945	56.23%
	Councilmember (2 seats)	Charlie Klinakis*	2,946	33.11%
		Ricardo Martinez	1,851	20.80%
		Valerie Munoz*	2,782	31.27%
	Armadeo Rodriguez	1,318	14.81%	
Pomona	2nd District	Jacky Elizabeth	1,109	47.70%
		Victor Preciado*	1,216	52.30%
	3rd District	Nora Garcia*	1,599	73.28%
		Larry Ortega	583	26.72%
	5th District	Steve Lustro*	3,479	69.55%
De'Andre Valencia		1,523	30.45%	
West Covina	Council District 2	Letty Lopez-Viado*	3,455	100%
	Council District 4	Ollie Cantos	2,033	44.16%
		Daniel Luna	1,612	35.01%
		Yara Wolf	959	20.83%
	Council District 5	Richard Reyes	702	14.87%
		Fredrick Sykes	1,814	38.42%
		Hossein Rambod Sotoodeh	172	3.64%
Tony Wu*		2,033	43.06%	

	Governing Board Member
	Governing Board Alternate
*	Marked for Incumbent



December 16, 2022

To: Executive Board

Subject: **Resolution Authorizing Teleconferenced Public Meetings**

Recommendation

Adopt Resolution 2022-18 (Attachment A) authorizing teleconferenced public meetings for the Executive Board and Governing Board if needed for the next 30 days.

Analysis

Government Code Section 54953 of the Ralph M. Brown Act was amended by AB 361 on an urgency basis to permit continued agency public meetings by teleconference on and after October 1, 2021, subject to making the following findings:

- (A) The legislative body has reconsidered the circumstances of the state of emergency.
- (B) Any of the following circumstances exist:
 - (i) The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - (ii) State or local officials continue to impose or recommend measures to promote social distancing.

On October 28, 2022, the Executive Board made these findings in Resolution 2022-17, which permitted public meetings by teleconference through November 27, 2022.

To continue to convene public meetings by teleconferencing for 30 days after December 16, 2022, (through January 15, 2023), the Executive Board must now make the findings embodied in Resolution 2022-18.

Sincerely,

Darold Pieper
General Counsel

Doran J. Barnes
Chief Executive Officer

Attachment

RESOLUTION NO. 2022-18
A RESOLUTION OF THE EXECUTIVE BOARD OF
FOOTHILL TRANSIT AUTHORIZING REMOTE
TELECONFERENCE MEETINGS OF THE FOOTHILL
TRANSIT EXECUTIVE BOARD AND GOVERNING BOARD
PURSUANT TO RALPH M. BROWN ACT

The Executive Board of Foothill Transit does resolve as follows:

1. Findings. The Executive Board hereby finds and declares the following:

A. Government Code Section 54953 of the Ralph M. Brown Act was amended by AB 361 on an urgency basis to permit continued agency public meetings by teleconference on and after October 1, 2021, subject to the following findings:

(1) The Governor issued a Proclamation of State of Emergency on March 4, 2020, pursuant to section 8625 of the California Emergency Services Act, and that Proclamation has not been terminated as required by section 8629 of that Act.

(2) The California Department of Public Health continues to urge residents to “continue to practice physical distancing when possible”.

(3) The Los Angeles County Department of Public Health continues to recommend that residents social distancing and the use of masks indoors with people outside ones’ household.

(4) The Executive Board has reconsidered the circumstances of the state of emergency, which can vary greatly by time and date depending upon multiple factors with the progression of the pandemic.

(5) The state of emergency may continue to directly impact the ability of the members to meet safely in person.

[Continued on page 2.]

Attachment A

B. Accordingly, there may be a need for the Foothill Transit Executive Board or Governing Board to meet by teleconferencing meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953.

2. Action.

A. The Executive Board directs that Executive Board or Governing Board meetings held within the next 30 calendar days may be held by teleconferencing in compliance with section 54953(e) of the Ralph M. Brown Act.

B. The determination of whether to meet by teleconferencing or in person shall be made by the Chair of the Executive Board in consultation with the Chief Executive Officer and General Counsel.

C. This Resolution shall be effective immediately and remain in effect through January 15, 2023, or until such time the Executive Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Foothill Transit may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

3. **Adoption.** PASSED AND ADOPTED at a Regular Meeting of the Executive Board held on December 16, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

COREY CALAYCAY, CHAIR

APPROVED AS TO FORM:
DAROLD PIEPER, GENERAL COUNSEL

ATTEST:
CHRISTINA LOPEZ, BOARD SECRETARY

By: _____

By: _____



December 16, 2022

To: Executive Board

Subject: **Resolution Adopting Executive and Governing Board Meetings Schedule for 2023**

Recommendation

Adopt Resolution No. 2022-19, the Executive and Governing Board Meetings Schedule for 2023.

Analysis

The schedule of Executive and Governing Board meetings are shown on the attached meeting schedule (Attachment A). Foothill Transit’s Joint Powers Agreement (JPA) requires that meetings be fixed by resolution (Attachment B).

Upon adoption, the resolution and meeting schedule will be filed with the JPA member cities and Los Angeles County.

Due to the uncertainties related to the pandemic, and business issues that may arise, it may be necessary to modify the meeting schedule. 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
Chief Executive Officer

Attachments



Foothill Transit

2023 Executive & Governing Board Meetings Schedule

January 2023	Tuesday, January 24 @ 8:30 a.m. - 3:00 p.m. - Strategic Planning Workshop, Location TBD
February 2023	Tuesday, February 28 @ 8:30 a.m. - Executive Board Meeting
March 2023	Tuesday, March 28 @ 8:30 a.m. - Executive Board Meeting
April 2023	Tuesday, April 25 @ 8:30 a.m. - Executive Board Meeting
May 2023	Tuesday, May 23 @ 7:45 a.m. - Annual Governing Board Meeting Tuesday, May 23 @ 9:15 a.m. - Executive Board Meeting
June 2023	Tuesday, June 27 @ 8:30 a.m. - Executive Board Meeting
July 2023	No meetings scheduled in July
August 2023	Tuesday, August 22 @ 8:30 a.m. - Executive Board Meeting
September 2023	Tuesday, September 26 @ 8:30 a.m. - Executive Board Meeting
October 2023	Tuesday, October 24 @ 8:30 a.m. - Executive Board Meeting
November 2023	No meetings scheduled in November
December 2023	Tuesday, December 12 @ 8:30 a.m. - Executive Board Meeting

Adopted:



RESOLUTION NO. 2022-19

**A RESOLUTION OF THE EXECUTIVE BOARD OF FOOTHILL TRANSIT
ADOPTING THE 2023 MEETINGS SCHEDULE**

The Executive Board of Foothill Transit does resolve as follows:

1. Findings. The Executive Board hereby finds and declares the following:

A. The Joint Exercise of Powers Agreement governing Foothill Transit requires that the dates of the regular meetings of the Governing Board and Executive Board fixed by resolution.

B. It is most convenient and useful to the agency and its members to fix the dates of the regular meetings and of other significant meetings through the adoption of an annual schedule.

2. Action.

A. The Executive Board adopts the 2023 Executive and Governing Board Meetings Schedule attached as Attachment A.

3. Adoption. PASSED AND ADOPTED at a meeting of the Executive Board held on December 16, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

COREY CALAYCAY, CHAIR

APPROVED AS TO FORM:
DAROLD PIEPER, GENERAL COUNSEL

ATTEST:
CHRISTINA LOPEZ, BOARD SECRETARY

By:_____

By:_____



December 16, 2022

To: Executive Board

Subject: **Authorization for Contract Amendment for Mt. San Antonio College (Mt. SAC) Transit Center Construction Contract**

Recommendations

Authorize the Chief Executive Officer to approve up to an additional \$500,000 in change orders on Contract No. 20-062.

Analysis

At the April 2022 Executive Board Meeting, staff provided an update on the Mt. SAC Transit Center project progress and expenditures. In May 2022, the Board approved contract Amendment 1 in the amount of \$353,410.27 for construction change orders. Per Foothill Transit’s Procurement Policies and Procedures, Executive Board approval is required for change orders (or amendments) above five percent of the Board-approved contract value, thus the Chief Executive Officer (CEO) is authorized to approve change orders up to \$325,244.

Additionally, the Board was notified that Mt SAC has committed to reimburse Foothill Transit for a portion of change orders arising from unforeseen underground conditions in the amount of \$400,000. In an effort to keep construction progressing and not hold on change order approvals requiring Board action as required for contracts exceeding five-percent original contract value, the Board authorized increasing the CEO’s approval by \$429,274.54 for future change orders, pursuant to Amendment 2. Below is a summary of current contract totals.

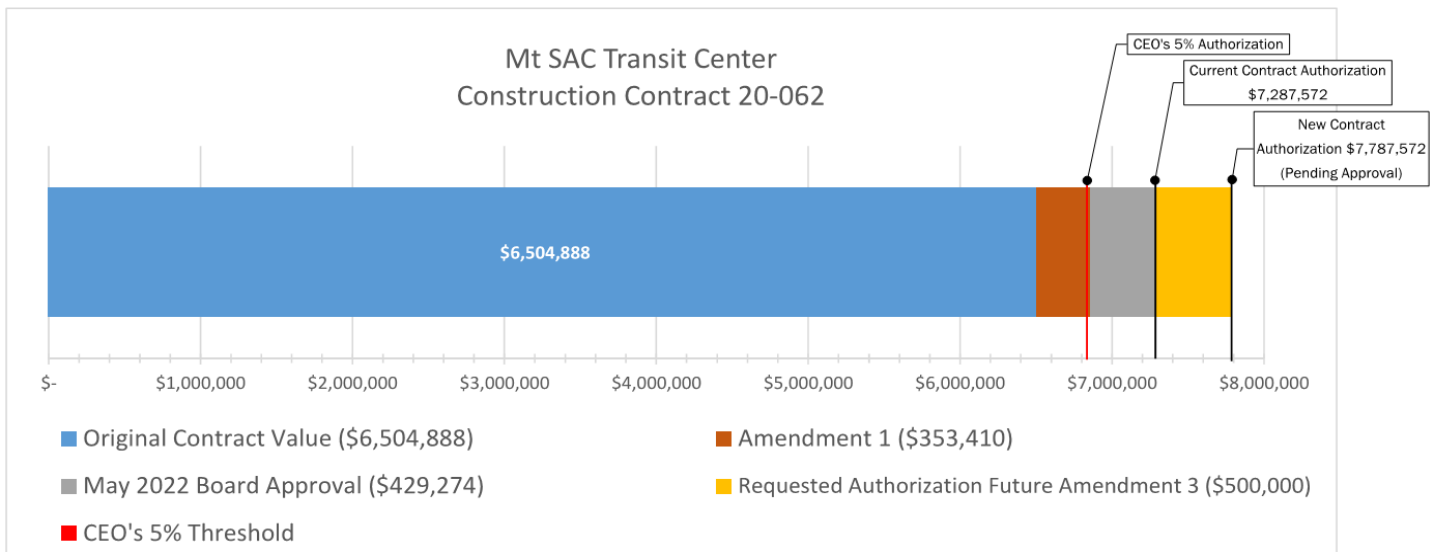
Base Construction Contract 20-062	\$6,504,887.88
Amendment #1	\$ 353,410.27
Additional Board Authorized CEO Approval (Amendment 2)	\$429,274.54
Current Contract Total	\$7,287,572.69

Since May 2022, Foothill Transit has received additional change order requests related to design modifications due to existing underground utility conditions, underground utility conflicts, relocations, and other unforeseen conditions. These change order requests were reviewed and approved and are to be included in Amendment 2.



The Mt. SAC Transit Center project is progressively moving out of the underground utility phase and thus we expect additional change orders related to underground utility conflicts but to a lesser extent. Per Foothill Transit’s Procurement Policies and Procedures, Executive Board approval is required for change orders (or amendments) above five percent of the Board-approved contract value. This threshold was met with Amendment #1 and thus Board approval is required for any subsequent amendments to the contract. To avoid construction delays arising from change order approval limits, Staff is requesting that the Board authorize CEO approval for an additional \$500,000 in construction change orders, increasing Contract No. 20-062 value up to \$7,787,572.69.

Current Contract Total	\$7,287,572.69
Additional Board Authorized CEO Approval (Future Amendment 3)	\$500,000.00
New Contract Total	\$7,787,572.69



Construction progress is approximately 61 percent complete. Underground utilities are anticipated to be completed by the end of this year and overall project completion is slated for April 2023. The project completion has been delayed due to various factors related to unforeseen underground utilities, equipment delays, coordination with a pedestrian bridge being built concurrently by the College, and rain delays.



Weekly construction meetings are being held with the College, Mt. SAC’s Construction Management team, and Foothill Transit’s construction contractor and design team. Despite the challenges presented by the number of unforeseen underground conditions, we anticipate completing this project within the approved life-of-project budget with the assistance of the joint financing arrangement with Mt. SAC.

Mt. SAC Transit Center	FY16-17 Budget (May 2016)	To Present (12/02/2022)
A/E and other consulting services	\$1,133,500	\$1,524,126
Construction	\$7,630,000	\$7,787,573
Permits/Fees	\$100,000	\$91,102
Subtotal	\$8,863,500	\$9,402,801
Contingency (6%)	\$886,500	\$467,254
Mt SAC Reimbursement	-	(\$400,000)
Total Life of Project Budget	\$9,750,000	\$9,470,055

Budget Impact

Funding for these activities is included as part of Foothill Transit’s FY2022 Business Plan in the approved capital project #115, Mt. SAC Transit Center.

Sincerely,

Vincent Saucedo
Capital Projects Manager

Doran J. Barnes
Chief Executive Officer

Christopher Pieper
Director of Procurement

Michelle Lopes Caldwell
Director of Finance and
Treasurer



December 16, 2022

To: Executive Board

Subject: **Authorization to Award Contract for Battery Electric Bus Charger Maintenance**

Recommendation

Authorize the Chief Executive Officer to award Contract No. 23-034 to Apollo Electric, Inc. to provide monthly basic preventative maintenance services for Foothill Transit's battery electric bus chargers located at the Pomona Transit Center, Pomona Operations and Maintenance Facility, Azusa Intermodal Transit Center, and Irwindale Arcadia Yard for \$789,300 for three years. The agreement includes three one-year options that can be exercised at Foothill Transit's sole discretion.

Analysis

The monthly preventative maintenance (PM) on all Foothill Transit battery electric chargers was provided by Proterra as part of the charger design and installation contract. As the charger maintenance contract expired, and years of negotiations with Proterra to renew the contract were unsuccessful, Proterra offered Foothill Transit an option to contract with a third party electrical engineering company of Foothill Transit's choice. The offer included in-depth training and supplying of technical and design manuals to a third-party contractor.

Since Apollo Electric, Inc. (Apollo) was Proterra's subcontractor on all of the battery electric bus installations, Foothill Transit team contacted Apollo to inquire about their interest in providing the monthly PM to Foothill Transit.

Apollo's Scope of Services is to provide monthly PM for the following chargers:

1. Foothill Transit Electric Bus Charging Station and Eaton Shop Charger located at 200 S. East End Avenue, Pomona (Pomona Maintenance and Operations Facility).
2. Foothill Transit's North and South Eaton Fast Chargers located at the Pomona Transit Center.



3. Foothill Transit's one 60kW Shop Charger, one 125 kW Plug-in Charger and fifteen 60 kW Plug-in Chargers located at the Irwindale Arcadia Operations and Maintenance Facility.
4. Foothill Transit's two in-route Fast Chargers located at the Azusa Intermodal Transit Center.

The annual cost of PM services for the chargers listed above is \$263,100 or \$789,300 over the three-year contract.

The contract also affords Apollo to charge Foothill Transit for Non-Scheduled Maintenance for repair work or replacement of parts outside the scope of the PM services. Payment for Non-Scheduled Maintenance is billed at an hourly rate of \$135.00 if the services will be performed Monday through Friday, and \$235.00 per hour if the services are to be performed on weekends. Apollo shall provide a fifteen percent discount on parts required to perform the Non-Scheduled Maintenance.

Budget Impact

The approved Fiscal Year 2023 Business Plan and Budget includes funding for the Battery Electric Bus Charger Maintenance Services.

Sincerely,

Roland M. Cordero
Director of Maintenance & Vehicle Technology

Doran J. Barnes
Chief Executive Officer

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of Procurement



December 16, 2022

To: Executive Board

Subject: **Authorization to Award Contract for Security Services**

Recommendation

Authorize the Chief Executive Officer to negotiate final terms and conditions and enter into Agreement No. 23-002 with Whelan Security of California DBA GardaWorld Security Services, for a total life of contract amount not to exceed \$6,864,350.96 for blended security services including fixed guards, mobile surveillance, and remote monitoring. The contract term will include three base years and two one-year options.

Analysis

On August 26, 2022, the Executive Board authorized the issuance of a request for proposals (RFP) for security services for Downtown Los Angeles Layover, Administrative Office, and El Monte Transit Store with an emphasis on blended security services utilizing fixed guards, flexible roving patrol coverage, mobile video surveillance camera capabilities, remote monitoring, and future options for additional locations. The RFP was issued on August 31, 2022, using the agency's e-procurement platform PlanetBids.

On September 8, 2022, a site visit and pre-proposal conference were conducted with potential proposers in attendance. Five proposals were received by the due date on October 5, 2022. Each proposal underwent a pre-qualification review on a pass/fail basis. This included examination of a firm's proposal letter, certifications, evidence of good standing, exceptions taken to the draft contract, and confirmation of compliant Technical and Price Proposal submittals. All five proposers satisfied the pre-qualification criteria and were recommended for passage into the evaluation phase. Subsequently, an evaluation committee, consisting of five Foothill Transit team members, reviewed each Technical Proposal. After initial evaluation and scoring of both technical and price evaluation criteria, two of the five proposers were determined to be within the competitive range. See Attachment A for evaluation criteria and score summary.

Interviews were held via videoconference with each of the two proposers within the competitive range to provide an opportunity for discussion and clarification. Following interviews, proposers were asked to submit their Best and Final Offers that included any changes to their technical or price



proposals. A second round of evaluations was then conducted to determine final scores and ranking. GardaWorld was ranked highest as shown on Attachment A.

GardaWorld started as Whelan Security in 1949 before integrating with other leading security firms and establishing headquarters in St. Louis, Missouri. It provides security services across all of the United States, including UPS locations nationwide, Southern California Edison, and San Jose school bus yards. GardaWorld provides an integrated approach to security by combining on-site guard patrol with its artificial intelligence-powered mobile surveillance units. This combination of Artificial Intelligence (AI) powered alerts, industry-leading detection hardware, state-of-the-art central station monitoring and a rigorous operator training program, are congruent with the security of goals of Foothill Transit. Such units will be serviced and maintained by local branches in Long Beach and Rialto.

Security services at Foothill Transit locations offer unique challenges; however, contracting with GardaWorld will be an efficient and transparent approach to security services that meet Foothill Transit's goals. The approach to security services supported by this recommended contract award will provide Foothill Transit access to each the following security components to be deployed as needed at the various agency-owned facilities:

- Fixed unarmed and/or armed security officers at the Administrative Office Building, El Monte Transit Store, and downtown layover parking lot
- Roving unarmed and/or armed security officers
- Mobile surveillance units and remote monitoring
- Patrol vehicles

GardaWorld is a qualified vendor that provides highly trained and licensed personnel and technological solutions offering a greater return on investment. Leveraging technology with human resources were the key factors within this scope of services and GardaWorld exceeded the overall requirements for a cohesive and coordinated protection plan, rather than the prior separate stand-alone strategy. The contract term will be for three years with two one-year options.



Budget Impact

Funding for security services is included in Foothill Transit's FY2023 Business Plan in Department 70, Account Number 5721.

Sincerely,

John Curley
Chief of Safety and Security

Doran J. Barnes
Chief Executive Officer

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of Procurement

Attachment

**Attachment A
Evaluation Score Summary**

First Round

RFP 23-002 Security Services, Mobile Surveillance and Remote Monitoring

Evaluation Factors	Maximum Score	Absolute Intl Security	Alltech Industries	American Global Security	Security Guards of America	GardaWorld
1. Qualifications, Experience, and Organizational Relationships	40	22.48	15.68	29.68	15.68	35.28
2. Staffing and Work Plan	40	14.40	6.00	23.20	8.40	37.36
<i>Technical Score</i>	<i>80</i>	<i>36.88</i>	<i>21.68</i>	<i>52.88</i>	<i>24.08</i>	<i>72.64</i>
Price Total		\$ 4,501,520.76	\$ 8,268,865.65	\$ 4,676,054.52	\$ 4,003,378.00	\$ 6,864,350.96
<i>Price Score</i>	<i>20</i>	<i>17.79</i>	<i>9.68</i>	<i>17.12</i>	<i>20.00</i>	<i>11.66</i>
Overall Score	100	54.67	31.36	70.00	44.08	84.30
Rank		3	5	2	4	1

Second Round

Evaluation Factors	Maximum Score	American Global Security	GardaWorld
1. Qualifications, Experience, and Organizational Relationships	40	28.24	35.28
2. Staffing and Work Plan	40	19.12	37.44
<i>Technical Score</i>	<i>80</i>	<i>47.36</i>	<i>72.72</i>
Price Total		\$ 4,466,684.07	\$ 6,864,350.96
<i>Price Score</i>	<i>20</i>	<i>20.00</i>	<i>13.01</i>
Overall Score	100	67.36	85.73
Rank		2	1