Foothill Transit

Executive Board
Special Meeting Agenda
9:00 AM, Thursday, February 19, 2009
Foothill Transit Board Room
100 South Vincent Ave., 2nd floor
West Covina, CA 91790

1. CALL TO ORDER

2. ROLL CALL: MEMBERS CHANDLER, DELACH, DE LA TORRE, LANTZ, STORING

3. APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF JANUARY 30, 2009

4. PRESENTATIONS:

   4.1. Contractors' Employee Recognition

5. 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. Presentation shall not exceed three minutes in length. Action may be taken on any item identified on the agenda. Persons wishing to comment should submit a "Request to Speak" form to the Secretary. Note: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA.

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) 967-3147 extension 7204, at least 48 hours prior to the meeting.

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CONSENT CALENDAR: Items 6 through 20 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

6. FISCAL YEAR 2009 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary for Fiscal Year 2009.

7. PERFORMANCE INDICATORS REPORT – JANUARY 2009

Recommended Action: Receive and file the January 2009 Performance Indicators Report.

8. BUS INSPECTIONS AUDIT RESULTS

Recommended Action: Receive and file the results of the July 2008 thru January 2009 Bus Inspection Audits.

9. 2009 LEGISLATION SUMMARY

THIS ITEM WILL BE PROVIDED UNDER SEPARATE COVER.

Recommended Action:

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10. REQUEST TO ISSUE IFB FOR ELEVATOR REPLACEMENT AT THE WEST COVINA ADMINISTRATIVE OFFICES

Recommended Action: Authorize the Executive Director to issue Invitation for Bids (IFB) No. 09-018 for the replacement of two elevators and associated equipment at the West Covina Administrative Offices.

11. REQUEST TO ISSUE IFB FOR REPLACEMENT OF ADMINISTRATIVE OFFICE WINDOWS

Recommended Action: Authorize the Executive Director to issue Invitation for Bids (IFB) No. 09-019 for the replacement of exterior office windows at the West Covina Administrative Offices.

12. REQUEST TO ISSUE IFB FOR RENOVATIONS TO THE POMONA OPERATIONS AND MAINTENANCE FACILITY

Recommended Action: Authorize to Issue IFB for Renovations to the Pomona Operations and Maintenance Facility.

13. INSTALLATION OF SOLAR POWER SYSTEMS

Recommended Action: Authorize the Executive Director to undertake an appropriate procurement action for the installation of solar powered generating systems at the following facilities:
West Covina Administrative Offices
Pomona Operations and Maintenance Facility
Arcadia Operations and Maintenance Facility

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14. REQUEST TO ISSUE IFB FOR VIRTUAL INFORMATION TECHNOLOGY SERVERS

Recommended Action: Authorize the Executive Director to issue Invitation for Bids (IFB) No. 09-023 for the purchase and installation of "virtual servers" at the West Covina Administrative Offices.

15. REQUEST TO PROCURE ALUMINUM WHEEL POLISHERS

Recommended Action: Authorize the Executive Director to take an appropriate procurement action for the purchase of two aluminum wheel polishers to be used at the Pomona and Arcadia Operations and Maintenance Facilities.

16. REQUEST TO ISSUE IFB FOR SEAT REPLACEMENT

Recommended Action: Authorize the Executive Director to issue Invitation for Bids (IFB) No. 09-026 for seat replacement on seventy five (75) 40-ft. NABI buses.

17. REQUEST TO ISSUE IFB FOR THE CONSTRUCTION OF SPRAY BOOTHS AT FOOTHILL TRANSIT'S ARCADIA AND POMONA OPERATIONS AND MAINTENANCE FACILITIES

Recommended Action: Authorize the Executive Director to issue Invitation for Bids (IFB) No. 09-031 for the construction of spray booths at Foothill Transit's Pomona and Arcadia Operations & Maintenance Facilities.

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18. REQUEST TO ISSUE IFB FOR THE CONSTRUCTION OF WATER-SAVING BUS WASH FACILITIES

Recommended Action: Authorize the Executive Director to issue Invitation for Bids (IFB) No. 09-030 for the construction of water saving bus wash facilities at the organization's Pomona and Arcadia Operations and Maintenance Facilities.

19. NOMINATION OF DORAN BARNES TO SERVE ON THE BOARD OF DIRECTORS OF ACCESS SERVICES

Recommended Action: Nominate Doran Barnes to serve on the Board of Directors of Access Services, Inc.

20. ZERO EMISSION ELECTRIC BUS DEMONSTRATION PROJECT

Recommended Action: Authorize the Executive Director to take appropriate procurement action to implement a Zero Emission Electric Bus Demonstration Project including associated power systems.

REGULAR AGENDA:

21. PROPOSED FY 2010 BUSINESS PLAN INITIATIVES

Recommended Action: Approve the proposed FY 2010 Business Plan Initiatives.

22. CONTRACT AWARD – A&E CONSULTING SERVICES

THIS ITEM WILL BE PROVIDED UNDER SEPARATE COVER.

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Recommended Action:

23. MANAGEMENT SERVICE CONTRACT – FAREBOX INSTALLATIONS

Recommended Action: Consider authorizing a one-time payment to Veolia Transportation in the amount of $38,700 for their services in the supervision of the installation of new farebox equipment.

24. MANAGEMENT SERVICES CONTRACT – SUPPLEMENTAL STAFF

Recommended Action: Subject to Governing board approval of recommended modifications to Foothill Transit's FY 2009 Business Plan, authorize the addition of three staff positions to Foothill Transit's contract with Veolia Transportation to assist with the implementation of the organization's modified capital improvement program.

25. NON-EXERCISE OF OPTION – SILVER STREAK WI-FI

Recommended Action: Authorize the Executive Director to not exercise the second option year of Contract 07-028 with Parvus Corporation for the Sirver Streak Wi-Fi System and cancel the Silver Streak Wi-Fi program due to low usage.

26. EXECUTIVE DIRECTOR COMMENT

27. BOARD MEMBER COMMENT

28. ADJOURNMENT

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The next Regular Meeting of the Foothill Transit Executive Board is scheduled for Friday, March 27, 2009 at 8:00 a.m.

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FOOTHILL TRANSIT

MINUTES

The special meeting of the Foothill Transit Executive Board was held Friday, January 30, 2009, at the Foothill Transit Board Room, 100 South Vincent Avenue, 2nd Floor, West Covina.

President Delach called the meeting to order at 8:06 a.m. The following members were present, constituting a quorum of the Executive Board:

Peggy Delach, Chair
Michael De La Torre, Vice Chair
Roger Chandler
Paula Lantz (temporarily absent)
Lola Storing

Staff and guests present:

Doran Barnes, Executive Director
Kevin McDonald, Deputy Executive Director
Ed Gill, Special Counsel
Lee Millen, Deputy Secretary
LaShawn Gillespie, Director of Planning
David Reyno, Director of Government Relations
Linda Somilleda, Director of Marketing & Communications
Roland Cordero, Manager of Performance Improvement & Sustainability
Dietter Aragon, Planning Manager
Araceli Lopez, Transit Stores Operations Manager
Wayne Fritz, General Manager
Peter Greenberg, General Manager
H. Manuel Ortiz, Mayor Pro Tem, City of Irwindale
Vanessa Rachal, Department of Public Works

PLEDGE OF ALLEGIANCE

President Delach led those present in the Pledge of Allegiance and acknowledged Mayor Pro Tem H. Manuel Ortiz, City of Irwindale.

APPROVAL OF MINUTES FOR THE REGULAR MEETING OF DECEMBER 12, 2008

The minutes for the regular meeting of December 12, 2008, were approved with the following changes:

- On Page 3, "West Covina Park and Ride Project", second paragraph amended, "In the weeks ahead the project team …with the surrounding property owners, secure the land required ~~for the access lane onto east-bound Interstate 10~~" *at the intersection of Lakes and South Vincent,* and negotiate an off-site parking lease."

- On Page 3, "West Covina Park and Ride Project", second paragraph, last sentence: It is anticipated that this change will result in a positive impact to the overall project budget.", to be moved to the end of *the third paragraph.*

Motion: Member Chandler, seconded by Vice President De La Torre
Vote: Unanimously carried

PRESENTATIONS:

Contractors' Employee Recognition

Wayne Fritz, General Manager, introduced and recognized the Arcadia location MV Transportation Operator of the Month, Christian Thomas, who has been driving for eleven years with MV Transportation. Mr. Fritz introduced and recognized the Arcadia location MV Transportation Employee of the Month, Daniel Gonzalez. Mr. Gonzalez is Facility Manager for the company and enjoys problem solving challenges.

Peter Greenberg, General Manager, introduced and recognized the Pomona location First Transit Employee of the Quarter, Guadalupe Diosdado. Ms. Diosdado has been with First Transit for twelve years and is the Supervisor of Bus Custodians. He also introduced and recognized the Pomona location First Transit Operator of the Month, Eduardo Lopez. He was awarded Operator of the Year in 2004 and continues to demonstrate high standards in his job performance. He has never had an accident, has had Perfect Checks every year, and is being considered for a Master Driver position, the highest one can attain at First Transit.

Doran Barnes, Executive Director, introduced and recognized the Veolia Transportation Employee of the Quarter, Linda Apodaca, Community Outreach & Special Events Coordinator. Besides putting together the wonderful slide shows for the board meeting, Linda has consistently demonstrated a positive attitude and demeanor.

New Hires

Mr. Barnes presented the new hires and promoted staff at Foothill Transit. He introduced Esther Barbosa, Part-Time Customer Service Representative (CSR) at the Puente Hills Transit Store; Jorge Juarez and Inez Abarca, both part-time Transportation Safety Officers, and Luis Gomez, a full-time Transportation Safety Officer.

He also introduced Roland Cordero, Manager of Performance Improvement & Sustainability, who has returned to Foothill Transit since serving as Director of Finance from 1995-2000. Some of the financial systems he pioneered are still in use today.

Promotions

Mr. Barnes announced several promotions from within the Foothill Transit family: Cindy Baldwin, Foothill Transit's new Facility/Procurement Administrative Assistant. Cindy

was originally hired as a part-time Facilities Assistant, and will now provide assistance on a full-time basis to the Facilities and Procurement Department.

Mike Perez is Foothill Transit's new Facilities Technician Supervisor. Mike has been with the Veolia/Foothill Transit contract for over 11 years. In his new role he will supervise the Facilities Technician and oversee the day-to-day maintenance of Foothill Transit's bus stops and facilities.

T.J. Nass is Foothill Transit's new Fare Revenue Specialist. T.J. has previously worked in the Operations and Marketing Department and the Safety & Security Department. He joined the Finance Department in December 2008, and is currently working with staff and contractors to ensure that the farebox installation project is a success.

Denise Guerra has been promoted to Human Resources Manager. In her new role as HR Manager she will oversee the day-to-day HR responsibilities for the Foothill Transit contract and work closely with Veolia's corporate office in regards to the Police Academy.

Roland Cordero is the new Manager of Performance Improvement & Sustainability. He previously served as Foothill Transit's Director of Finance from 1995-2000. Some of the financial systems he pioneered are still in use today.

Cristina Lopez has been promoted to Administrative Services Manager. As an Executive Assistant she has been the backbone of administrative operations with her indispensable assistance.

The Executive Board commended the awardees, new hires and promoted employees.

PUBLIC COMMENT

There was none.

CONSENT CALENDAR:

The Executive Board adopted Consent Calendar items 7 through 11, and pulled item 10 for further staff research.

Motion: Member De La Torre, seconded by Member Storing
Vote: Unanimously carried

REGULAR AGENDA:

TCRP INTERNATIONAL TRANSIT STUDIES PROGRAM

Lashawn Gillespie, Director of Planning, reported that the Transit Cooperative Research Project (TCRP) has sponsored the International Transit Studies Program since 1994. The purpose of this program is to broaden the professional development of U.S. transit

mangers by providing them with opportunities to visit transit systems abroad, returning with insights and knowledge useful to their organizations, the transit industry and their own transit careers.

The International Transit Studies program is administered by the National Academies, acting through its Transportation Research Board in cooperation with the Transit Development Corporation (the educational and research arm of the American Public Transportation Association) and the Federal Transit Administration.

Each study mission focuses on a theme that encompasses issues of concern in public transportation. Participation on a mission team is designed to complement and enhance professional development, helping to produce managers and leaders capable of dealing with a variety of problems inherent in managing transit activities in a complex environment. The most recent mission, Fall 2008, focused on Balancing Infrastructure Reinvestment with System Expansion and explored how transit systems in Australia are balancing the need to increase capacity and expand service while maintaining and upgrading their existing infrastructure (bus, tram, rail, ferry). Ms. Gillespie was selected to participate in this mission.

The team visited government transportation departments and transit agencies in Sydney, Melbourne, Adelaide, Perth and Brisbane Australia and were briefed on a number of issues including dealing with record growth, system expansion through adding routes and vehicles; funding; workforce development, bus/bus rapid transit/light rail transit – deciding which is optimal for specific routes/service and; ensuring safety and security.

Each team member reported on their findings, and a final compiled report will be published in an upcoming edition of the TCRP Journal. The study mission was funded by the Transportation Research Board of the National Academies and did not impact the Foothill Transit budget.

The Executive Board received and filed the Transportation Cooperative Research Project (TCRP) International Transit Studies Program Mission Report.

Motion: Member Chandler, seconded by Vice President De La Torre
Vote: Unanimously carried

AMERICAN PUBLIC TRANSPORTATION ASSOCIATION (APTA) SUSTAINABILITY PROGRAM – PILOT PHASE

Roland Cordero, Manager of Performance Improvement and Sustainability, reported on the pilot phase of the American Public Transportation Association (APTA) Sustainability Commitment program. APTA has been actively promoting the green credentials of the public transportation industry. Recently, APTA members have been calling on APTA for guidance on sustainability, implementation of sustainability program, and how to advocate public transportation in the growing climate change arena.

In January 2009, APTA launched its Sustainability Commitment Pilot Phase. The commitment program offers APTA members, on a voluntary basis, the opportunity to commit to putting in place processes and action plans which allow for continuous improvement on environmental, social, and economic sustainability.

During the 2009 pilot phase, APTA members are being called to sign up to the base principles of the commitment. APTA will be providing support by developing methodologies for measuring carbon footprints, sustainability guidelines and urban design standards. There is no budget impact on this project.

In response to Member Lantz, Mr. Cordero reported that SB-32, the initiative to roll back carbon emissions to a 1990 level by 2020, would result in a 25% reduction in sustainability indicators, whereas SB-375 creates an urban design that would reduce greenhouse gas emissions. The two bills will be addressed by the Sustainability Commitment program itself.

The Executive Board authorized the Executive Director to sign onto the Pilot Phase of APTA's Sustainability Commitment program.

Motion: Member Lantz, seconded by Member Storing
Vote: Unanimously carried

Doran Barnes added that sustainability is a major issue on the State legislative front and Foothill Transit has the potential to be the leader in these efforts. In response to Member Chandler, Mr. Barnes noted that sustainability is defined as using fewer resources and having fewer impacts on the environment in the course of providing the high standards of transportation service that Foothill Transit has consistently strived for. For example, it is not just recycling but rather the use of solar energy as a resource that can be used without depleting the environment.

PROPOSED 2009 STATE AND LOCAL LEGISLATIVE PROGRAM

David Reyno, Director of Governmental Relations, reported that each year staff prepares a legislative program for adoption by the Foothill Transit Executive Board. The program will serve as a guide for pursuing Foothill Transit's legislative proposals and strategies, and is meant to be flexible in order to give staff the leeway to pursue unanticipated legislative opportunities that may present themselves during the course of the year.

On a monthly basis, staff will continue to prepare a state legislative update that will ask the Board to approve staff recommendations on individual bills and policies that affect Foothill Transit's interests. The same will be done with federal and local issues as the need arises.

Foothill Transit's 2009 state legislative program will seek legislation to allow safety officers to cite customers for fare evasion on the Silver Streak line, obtain the maximum amount of funding from Measure R, and support full allocation of Proposition 1B, 1C

and State transit assisted (STA) funding.

Foothill Transit's 2009 local legislative program includes meeting with Metro members, SGVCOG members and SCAG personnel on issues that may affect operations, planning and funding.

Last year, the Executive Board awarded a contract to Capital Representation Group, Inc. to act as their advocate in Sacramento when Board members or staff cannot be there to directly represent Foothill Transit. Capital Representation Group was very helpful assisting Foothill Transit with its State legislative efforts in 2008 and is expected to continue to do so in 2009.

Implementing Foothill Transit's State legislative program will require Board members and staff to meet with State representatives in Sacramento and at their local offices. Funding for legislative conferences and meetings is included in the FY 2009 budget and will be included in the budget for FY 2010.

The Executive Board adopted the proposed 2009 State and Local Legislative Program.

Motion: President Delach, seconded by Member Storing
Vote: Unanimously carried

PROPOSED 2009 FEDERAL LEGISLATIVE PROGRAM

David Reyno reported that each year Foothill Transit adopts a Federal Legislative Program that will help guide staff recommendations and actions on federal proposals during the coming year. The program has two primary goals: (1) Ensure that federal policy decisions are beneficial to Foothill Transit's operations or funding; and: (2), Establish a strong presence with Foothill Transit's federal legislative delegation and their staff.

Foothill Transit will advocate for the passage of a new 6-year Service Transportation Authorization bill; a long-term extension of the Alternate Fuel Federal Excise Tax Credit, set to expire on December 31, 2009; and federal administration changes to charter bus regulations for Foothill Transit to continue providing special services. Further, the Executive Board has already adopted principles for the new authorization bill and will meet with their delegation and staff in order to move this legislation forward.

In addition, the American Recovery & Reinvestment Act of 2009 is currently working its way through Congress. Foothill Transit stands to receive over $20 million under this measure. However, it requires that the funds are spent within a short period of time or the funds return to Congress for redistribution. As a result, Foothill Transit will not request Fiscal Year 2010 discretionary funds under the Transportation Appropriations Bill.

In response to Member Lantz, Mr. Barnes noted that if funds from the Recovery & Reinvestment Act are received, it would be the equivalent of ten years worth of

discretionary funding.

Following further discussion, the Executive Board adopted the proposed 2009 Federal Legislative Program.

Motion: Member Chandler, seconded by Member Lantz
Vote: Unanimously carried

PERFORMANCE INDICATORS REPORT - DECEMBER 2008

Dietter Aragon, Planning Manager, summarized the Performance Indicators Report for December 2008. In order to accomplish its mission, Foothill Transit focuses on four goals:

- Operate a safe transit system;
- Provide outstanding customer service;
- Operate an effective transit system; and
- Operate an efficient transit system.

The Performance Indicator Report for December 2008 provides the following analysis:

1) Boardings – Overall boardings recorded by the farebox in December 2008 was 1,132,830. This total is 0.06% below December 2007 ridership.
2) Fare Revenue – Total fare revenue for December 2008 was $1,244,998, resulting in an average fare of $1.10 per boarding. This is a decrease of 3.32% from the December 2007 figure.
3) Operating Expenses – Total operating expenses for December 2008 were $5,188,330, resulting in an average cost per service hour of $78.77, well below the Fiscal Year 2009 budget.
4) Accidents – There were five preventable accidents in December 2008 for an average of 0.41 accidents per 100,000 miles, representing four fewer preventable accidents than in December 2007.
5) Customer Complaints – Foothill Transit recorded 6.89 complaints per 100,000 boardings for December 2008, well below the performance target of 7.5 complaints per 100,000 boardings.
6) Schedule Adherence – This month, 86.5% of all trips surveyed were on-time. This is a 13% increase over September 2007.

Doran Barnes noted that Foothill Transit now has Task Forces to closely monitor each projected goal on a monthly basis; discussion, action plans and recommendations are formulated to better improve service.

Following discussion, the Executive Board received and filed the December 2008 Performance Indicators Report.

Motion: Member Storing, seconded by Vice President De La Torre
Vote: Unanimously carried

TRANSIT STORE QUARTERLY REPORT – OCTOBER-DECEMBER 2008

Araceli Lopez, Transit Store Operations Manager, presented the Transit Store Quarterly Report for October-December 2008.

Phone Calls: During the second quarter of Fiscal Year 2009 Foothill Transit received 59,387 phone calls. Transit Store staff handled 41,987 phone calls maintaining the average hold time at just under one minute. Upgrades to the phone system have been completed and ongoing testing is still being conducted. A series of new pre-recorded messages will also be implemented once the traffic of calls is routed in-house. These messages will provide customers with options not currently available, such as connecting to Spanish-speaking Customer Service Representatives. They will also hear details regarding upcoming marketing campaigns such as TAP and Dump the Pump.

The average hold time was 37 seconds. The overall average handling time of calls was at 1 minute 55 seconds.

Pass sales: Pass sales during the second quarter of Fiscal Year 2009 were slightly higher totaling $1,525,146 when compared to the same period in Fiscal Year 2008, which totaled $1,311,380. Although overall sales were higher, when compared to the same period last year, Foothill Transit experienced a decline during November and December, which history has shown to be attributed to the holiday season.

Walk-in Traffic: Total walk-in traffic recorded for all stores this quarter was 90,927, and increase of approximately 46% when compared to the same period in Fiscal Year 2008, which totaled 49,179.

In response to Member Lantz, Ms. Lopez reported that the El Monte store experienced a huge increase in walk-in traffic because it is one of the largest/busiest Transit Stores. Doran Barnes noted that there was a gap in the percentage of calls answered to the number of calls received. However, the IT Division has developed a new technology infrastructure that allows her to track transit store operations from her desk top computer, including the ability to monitor the number of daily Walk-Ins. This will allow for more accurate monitoring, and future reports promise to be more representative of *real time* Transit Store activity.

Following discussion, the Executive Board received and filed the Transit Stores Quarterly Report for October – December 2008.

Motion: Vice President De La Torre, seconded by Member Storing
Vote: Unanimously carried

COMMUNITY CONNECTIONS UPDATE

Linda T. Somilleda, Director of Marketing and Communications, reported that one of Foothill Transit's initiatives has been the Community Connections program, which illustrates connections between local transit systems and Foothill Transit routes. With input from City of Duarte staff, the first marketing piece, a colorful tri-fold brochure has been developed and printed.

The brochure contains a map of the city with local transit routes and Foothill Transit routes side by side. A description of the city's features and visual points of interest give the reader a feel for the unique attributes of the city, while providing local transit options. The City of Duarte Community Connections brochure will serve as a template for future Community Connections brochures that will be customized for each city through content and color. The next two cities in line for the program are Baldwin Park and Pomona. Each city will be given 25,000 of the brochures to distribute through their chosen channels. The piece is also designed for easy mailing.

Funds are available in the current year business plan under the marketing and communications department budget to implement this program.

President Delach commented that the brochure was a great way to integrate Foothill Transit routes with popular local points of interest.

The Executive Board received and filed the Community Connections update.

Motion: President Delach, seconded by Member Chandler
Vote: Unanimously carried

EXECUTIVE DIRECTOR COMMENT

Doran Barnes commented that 2009 is off to a great start. He reported the following:

- Foothill Transit had a full-page insert in the Tournament of Roses program, "Rose – Hats Off To Entertainment". Foothill Transit had a very successful partnership with the Tournament of Roses event and looks forward to continuing to serve them in the coming years.
- Darold Pieper had minor surgery and was unable to attend the meeting; however, he is doing fine and is expected to attend the February 6, 2009 Retreat.
- Foothill Transit staff met with the West Covina Planning Commission to discuss the West Covina Park and Ride facility; discussions are scheduled to continue on March 24, 2009.
- The Economic Recovery Program is moving quickly. Foothill Transit may receive $20-25 million with the proviso that it be used for capital projects, not operations. An additional stipulation is that at least 50% of the funds be under contract within 90 days. If the funds are acquired they must be spent quickly, so budget plans for the funds have been drafted. The measure was

approved by the House of Representatives and is now in the Senate, and it is anticipated that it will reach the President's desk by mid-February.

BOARD MEMBER COMMENT

President Delach reported that a special Governing Board meeting is scheduled on February 19, 2009, in addition to a special Executive Board meeting that same day in lieu of the regularly scheduled February 27, 2009 meeting. The main topic of discussion at the Governing Board meeting will concern the Economic Recovery Program.

There was none.

CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code Section 54956.9 (c): One Case

The Executive Board recessed to Closed Session at 9:15 a.m.

The Executive Board reconvened at 9:40 a.m.

Ed Gill, General Counsel, announced that no reportable action was taken in Closed Session.

President Delach reported that the Foothill Transit Retreat is scheduled on February 6, 2009 at Cal Poly Pomona.

ADJOURNMENT

There being no further business, the Executive Board adjourned at 9:43 a.m.

Special Executive Board Meeting

February 19, 2009

To: Executive Board

Subject: **Fiscal Year 2009 Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary for Fiscal Year 2009.

Analysis

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition for the seven months of Fiscal Year 2009 (July 2008– June 2009).

Foothill Transit's cash position of $32.6 million is $2.3 million less than the previous month. This decrease of cash is the net change between the sources of cash and uses of cash. Sources of cash include an increase of $1.9 million in Due from Other Governments and a decrease in accounts receivable of $109,000. Uses of cash include an increase of $242,000 in Accounts Payable.

January 2009 fare revenue was $1.31 million, which was 18.3 percent less than the monthly budgeted amount. However, it was noted that the fare revenue in January this year was seven percent higher than the same month last year. It is anticipated that revenues will increase, continuing the July through November trend that produced a 10.4 percent increase.

Operating costs through January were $40.2 million or $2.78 million less than the budget. These costs are $1.8 million or 4.8 percent more than for the same period one year earlier. Foothill Transit had sufficient funds to meet all of its obligations without drawing down on Local Agency Investment Fund (LAIF) reserves.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet as of January 31, 2009 shows total assets at $187.7 million. This total consists primarily of $150 million in fixed assets, and $32.6 million in cash and investments. The cash and investments balances include $4 million held in a Bank of the West escrow account, $7.0 million in a money market fund held with Bank of the West and $17.8 million invested in the LAIF.

Investments (Attachment B)
Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The LAIF investment of $17.8 million is held for future capital and operating funding requirements. The LAIF interest rate as of January 2009 was 2.54 percent; 23 basis points less than the previous month's rate of 2.77 percent. The most recent change in the prime interest rate was effective December 16, 2008 reducing it to 3.25 percent. LAIF has generally lagged behind the prime rate. With the recent reduction in the prime rate we may again see the LAIF rate continue to fall, after appearing to be holding before this current prime rate reduction.

Liabilities
The accounts payable balance is $11.2 million. Four million dollars of this amount represents the amount due and payable to the contractors for January and December services. Other amounts payable include fuel costs of $569,000, $4 million for the CNG Excise Tax Credit (The business model does not allow for revenues to exceed expenditures, therefore the Excise Tax revenue has been deferred, hence a liability).

Operating Revenue and Expense Analysis (Attachment C):

Fare Revenue
January 2009 fare revenue was $1.31 million, which was 18.3 percent less than the budgeted amount and $60,000 more than December 2008 revenue. When compared to the previous year January year-to-date, revenues increased $650,600 or seven percent.

Comparing the FY 2009 monthly average farebox revenue of $1.45 million through January 09 to the prior fiscal year monthly average of $1.37 million also shows an increase of $93,000 or 6.85 percent. The two prior year comparisons indicate farebox revenues are increasing, however since the monthly average has decreased from December to January, January affords little reliance for projecting future trends. State, Federal and Local Funding Subsidies of $31.3 million (consisting of Transportation Development Act funds, Proposition A and C grants, and other income) were approximately 1.6 percent more than planned for in the budget. This favorable variance occurred because $4.0 million of Federal funding received was not anticipated in the Business Plan. Foothill Transit had sufficient funds to meet all of its obligations.

Expenses
January 2009 operating expenses were $40.2 million, compared with the budget of $43 million. This difference of approximately $2.78 million resulted in a 6.5 percent favorable variance. Of this favorable variance, $1.4 million is attributable to fuel saving and the rest is spread over several departments and is not attributable to any one account.

It should be noted that the January 2009 expenses of $40.2 million are $1.83 million more than the January 2008 amount.

Other Information:

Total Disbursements (Attachment D)
Total disbursements for the month of January 2009 were $5.58 million. Disbursements for transportation expenses include payments of $4 million to First Transit and MV Transportation for bus services; and $925,500 million to Merrimac, Southern California Gas Co. and Clean energy for fuel expenses. Service expenses include management fees of $552,000; while capital expenditures of $463,600 were for the Arcadia Facility expansion, Non-revenue vehicles, Pomona Facility Roof Replacement and West Covina Park & Ride.

Farebox Recovery Ratio
The January 2009 year-to-date farebox recovery ratio was 25.23 percent; 1.1 percent less than the performance target of 26.33 percent. The farebox recovery ratio was derived by dividing total fare revenue ($10,150,905) by total operating expense ($40,277,433). This ratio has decreased from the previous month (2.3 percent).

Sincerely,

Richard Hasenohrl
Director of Finance

Doran J. Barnes
Executive Director

Attachments

Attachment A

Foothill Transit
Balance Sheet
As of January 31, 2009

Assets		
Current Assets:		
Cash	$	14,908,340
Investment - LAIF		17,768,726
Due from government agencies		3,347,911
Other receivables		1,683,544
Other assets		403,593
Total Current Assets		38,112,114
Property & Equipment (net of depreciation)		149,591,474
Total Assets	$	187,703,588
Liabilities and Equity		
Current Liabilities:		
Accounts payable and accrued liabilities	$	11,269,072
Current portion of long term debt	$	300,000
Long Term debt:	$	1,175,000
Deferred Revenue		1,158,863
Total Liabilities		13,902,935
Equity		
Investment in Fixed Assets (net):		149,569,136
Fund Balance:		24,231,517
Total Equity		173,800,653
Total Liabilities and Equity	$	187,703,588

Attachment B

Summary of Cash and Investment Account For January 09

Cash:	Interest Rate	Term	Principal Amount/Book Value	Market Value
Bank of the West-Checking	N/A	Demand Deposit	$3,618,701	$3,618,701
Bank of the West-Excise Tax	N/A		$3,980,731	$3,980,731
Bank of the West-CTAF Fund	N/A		$327,507	$327,507
Petty Cash	N/A	N/A	400	400
Revolving Fund - Transit Stores	N/A	N/A	1,500	1,500
Bank of the West Money Market	1.560%	Demand Deposit	6,979,502	6,979,502
Total Cash on Hand			14,908,340	14,908,340
Unrestricted Investments:				
LAIF Investment	2.540%	Demand Deposit	$17,768,726	17,768,726
Total Cash and Investments			$32,677,066	$32,677,066

Notes:

1) The investments listed above are in complyance with Foothill Transit's Investment Policy dated July 22, 2004.

2) Foothill Transit has the ability to meet its expenditure requirements for the next six months.

Attachment C

Foothill Transit
Statement of Revenue and Expense
For Month Ended January 31, 2009

	Actual January-09	Budget January-09	Variance Favorable (Unfavorable)	Actual January-08
Operating Revenue				
Farebox	$6,511,752	$7,068,833	(7.88%)	$6,111,377
Pass Sales	1,964,339	2,693,833	(27.08%)	1,911,277
MetroCards	909,957	843,500	7.88%	711,850
EZ Transit Pass	762,178	620,667	22.80%	763,091
Total Operating Revenue	10,148,226	11,226,833	(9.61%)	9,497,595
Non-Operating Revenue				
Transportation Development Act (TDA)	13,556,928	16,426,025	(17.47%)	11,666,665
Prop. A 40% Discretionary	7,124,963	7,341,367	(2.95%)	7,197,443
Prop. A 40% BSCP	3,051,544	2,802,217	8.90%	2,810,847
Prop C 40% Fuel Inc Mitigation			#DIV/0!	
Prop. C Transit Security	443,303	291,667	51.99%	476,035
Prop. C Base Restructuring	972,385	993,008	(2.08%)	954,817
Prop. C Transit Service Expansion	162,042	165,492	(2.08%)	159,112
Prop. C BSIP	452,717	462,292	(2.07%)	444,536
STA			#DIV/0!	1,675,205
FTA Sec 5307 Operating	4,000,000	2,333,333	71.43%	
Auxiliary Revenue	1,539,617		N/A	2,079,977
Total Non-Operating Revenue	31,303,498	30,815,401	1.58%	27,464,637
Total Revenue	41,451,724	42,042,234	(1.40%)	36,962,232
Available Capital Funding				
Capital Grants	3,022,009			4,539,530
Other				
Total Revenue and Capital Funding	44,473,733			41,501,762
OPERATING EXPENSES				
Administration	1,117,656	1,250,142	10.60%	1,080,451
Finance	562,422	599,933	6.25%	548,708
Information Technology	497,929	678,942	26.66%	522,378
Planning	417,217	525,058	20.54%	396,034
Marketing and Communications	752,431	1,180,667	36.27%	901,782
Operations	35,219,542	36,892,191	4.53%	33,335,210
Sales and Service	920,021	961,508	4.31%	1,024,440
Safety and Security	389,590	670,133	41.86%	381,365
Building Management	350,624	252,167	(39.04%)	190,681
Total Operating Expenses	40,227,432	43,010,741	6.47%	38,381,049
Capital and Other Expenses				
Capital	3,075,631		N/A	2,682,137
Buick Legal Settlement	22,337			
Interest			N/A	
Special Services	352,449		N/A	537,096
Dial-A-Ride	286,234		N/A	306,282
Other-loss on sales of fixed assets			N/A	
Other Misc. expense			N/A	
Total Capital and Other Expenditures	3,736,650		N/A	3,525,515
Increase (Decrease) of Revenues Over Expenditures	$ 509,651			$ (404,802)

Foothill Transit

Attachment D

CHECK REGISTER

Month: January 2009

DATE	CHECK NO.	DESCRIPTION		Amount
01/08/09	31415	APTA	2009 LEGISLATIVE CONFERENCE	2,875.00
01/08/09	31416	AT & T - 5019	800 TOLL FREE CALLS	2,706.53
01/08/09	31417	AT & T - 78522	LONG DISTANCE CALLS	63.66
01/08/09	31418	AT & T - SBC	LOCAL CALLS	366.93
01/08/09	31419	EL MONTE SCREEN PRINTING SERVI	BUS STOP ENHANCEMENT PROGRAM	207.84
01/08/09	31420	BOOZ ALLEN HAMILTON INC.	UNIVERSAL FARE SYSTEM	2,045.00
01/08/09	31421	CA NEWSPAPER SERVICE BUREAU	PRINT ADVERTISING - RFP	395.00
01/08/09	31422	CITY OF CLAREMONT	CLAREMONT VILLAGE EXPANSION PROJECT	8,444.38
01/08/09	31423	CITY OF POMONA - GETABOUT TICKET	GETABOUT TICKET BOOKS	1,000.00
01/08/09	31424	CLAREMONT CHAMBER OF COMMERCE	MEMBERSHIP FEE	144.00
01/08/09	31425	COVINA CHAMBER OF COMMERCE	ANNUAL EVENTS CONTRIBUTIONS	3,700.00
01/08/09	31426	DAY - LITE MAINTENANCE CO., INC.	MONTHLY LIGHTING MAINTENANCE	406.51
01/08/09	31427	EARTHLINK INC. - GA	INTERNET SERVICE	1,048.02
01/08/09	31428	FEDEX CORP.	NEXT DAY DELIVERY SERVICE	296.85
01/08/09	31429	FIRST TRANSIT	11/08 CONTRACT ROUTES SERVICE	1,323,663.97
01/08/09	31430	FREEDOM FIRE EXTINGUISHER INC.	TS 2 FIRE EXTINGUISHER SERVICE	35.00
01/08/09	31431	FRIENDS OF ROWLAND UNIFIED SCHOOL	SPONSOR CASINO NIGHT EVENT	500.00
01/08/09	31432	FELICIA FRIESEMA	APTA MARKETING CONFERENCE	881.00
01/08/09	31433	GFI GENFARE	THERMAL TICKETS	1,755.45
01/08/09	31434	GLENDORA CHAMBER OF COMMERCE	PRINT ADVERTISING	1,495.00
01/08/09	31435	GREEN'S LOCK & SAFE	DUPLICATED KEYS	62.79
01/08/09	31436	HOME DEPOT CREDIT SERVICES	FACILITIES SUPPLIES	104.44
01/08/09	31437	KANDID GRAPHICS	12/08 FOOTNOTES	3,177.14
01/08/09	31438	MERRIMAC PETROLEUM INC.	DIESEL FUEL FOR IRWINDALE BUSES	44,944.50
01/08/09	31439	NOSH A RYE DELI	CATERING SERVICE	46.05
01/08/09	31440	OFFICE DEPOT BUSINESS SERVICES	OFFICE SUPPLIES	76.36
01/08/09	31441	PACIFIC HONDA	(6) '09 HONDA CIVIC CNG GX VEHICLES	167,456.65
01/08/09	31442	PANERA BREAD, LLC	CATERING SERVICE	325.10
01/08/09	31443	PITNEY BOWES CREDIT CORP.	QUARTERLY MAIL EQUIPMENT LEASE	1,282.31
01/08/09	31444	POSTAGE BY PHONE SYSTEM	POSTAGE	498.02
01/08/09	31445	PROFORMA COMPANY	PRINT BUSINESS CARDS	136.75
01/08/09	31446	PUENTE HILLS MALL, LLC	1/09 TS 2 OFFICE LEASE AND ELECTRICITY USAGE	2,755.01
01/08/09	31447	RENAISSANCE MAYFLOWER HOTEL	TRANSPORTATION RESEARCH BOARD CONFERENCE	1,683.15
01/08/09	31448	RICHARDS, WATSON & GERSHON	LEGAL SERVICE	34.85
01/08/09	31449	SENIOR LIVING	PRINT ADVERTISING	1,575.00
01/08/09	31450	SIMON EQUIPMENT CO., INC.	PROPANE FOR THE FORKLIFT	56.29
01/08/09	31451	LINDA T. SOMILLEDA	APTA MARKETING CONFERENCE	881.00
01/08/09	31452	SOUTHLAND TRANSIT INC.	10-11/08 MONROVIA DIAL-A-RIDE SERVICE	87,390.77
01/08/09	31453	STANDARD PARKING CORPORATION	10/08 PARKING SERVICES	3,524.08
01/08/09	31454	THE OVERLAND GROUP, LLC	RADIO ADVERTISING	799.00
01/08/09	31455	TITAN TRAVEL	APTA MEETINGS	1,512.00
01/08/09	31456	TRANSPORTATION MANAGEMENT & DESIGN	TECHNICAL SUPPORT - HASTUS UPGRADE	5,993.50
01/08/09	31457	UNITED MAINTENANCE SYSTEMS	12/08 JANITORIAL SERVICES	2,650.00
01/08/09	31458	UNITED STATES POST OFFICE	BUSINESS REPLY MAIL PERMIT	745.00
01/08/09	31459	VEOLIA TRANSPORTATION SERVICES	1/09 MANAGEMENT SERVICE FEE	552,174.95
01/08/09	31460	VERIZON CALIFORNIA	COMPUTER LINE	135.99
01/08/09	31461	WEST COVINA CLEANERS	DRY CLEANING FOR TABLE RUNNER	9.00
01/08/09	31462	WEST COVINA CHAMBER OF COMMERCE	SPONSOR LEGISLATIVE BREAKFAST EVENT	300.00
01/08/09	31463	ZONAR SYSTEMS, INC.	BUS INSPECTION SYSTEM	3,884.54
01/09/09	31464	C. J. CONSTRUCTION, INC.	ARCADIA FACILITY EXPANSION PROJECT	95,228.91
01/15/09	31465	1-800-CONFERENCE	CONFERENCE CALLS	181.24
01/15/09	31466	APTA	TRANSIT CEO'S SEMINAR	695.00
01/15/09	31467	ARROWHEAD SPRING WATER CO.	DRINKING WATER	113.13
01/15/09	31468	AT & T - SBC	CIRCUIT LINES	486.63
01/15/09	31469	BARRY'S SECURITY SERVICES, INC	12/08 TS 6 SECURITY SERVICE	4,939.48
01/15/09	31470	BIG O TIRES OF WEST COVINA	VEHICLE MAINTENANCE	26.48
01/15/09	31471	CITRUS VALLEY FLORIST	FLOWER ARRANGEMENT	102.90
01/15/09	31472	CLEAN ENERGY	11/08 CNG FACILITY MAINTENANCE	200,266.88
01/15/09	31473	COMFORT MECHANICAL SYSTEM	TS 2 AIR CONDITIONING MAINTENANCE	193.50
01/15/09	31474	D & D GOLF CARS, INC.	MINI BUS PROJECT	995.24

CHECK REGISTER

Month: January 2009

DATE	CHECK NO.	DESCRIPTION		Amount
01/15/09	31475	DAROLD D. PIEPER, ATTORNEY AT	LEGAL SERVICE	4,000.00
01/15/09	31476	E & D STEAM	REPAIR PRESSURE WASHER ON TRUCK	466.50
01/15/09	31477	ENTERPRISE SECURITY, INC.	ARCADIA FACILITY ENTRANCE GATE SERVICE	522.50
01/15/09	31478	FEDEX CORP.	NEXT DAY DELIVERY SERVICE	46.64
01/15/09	31479	LASHAWN GILLESPIE	REIMBURSABLE EXPENSE	1,457.91
01/15/09	31480	LUIS GOMEZ	REIMBURSABLE EXPENSE	91.00
01/15/09	31481	GRAND CAR WASH	VEHICLES WASHING	533.23
01/15/09	31482	GREEN'S LOCK & SAFE	MONA LISA JEWELERS FRONT DOOR	154.50
01/15/09	31483	HOME DEPOT CREDIT SERVICES	BUILDING SUPPLIES	81.07
01/15/09	31484	INDUSTRIAL SAFETY SHOE CO.	UNIFORMS	499.95
01/15/09	31485	INTELLI - TECH	COMPUTER EQUIPMENT	232.74
01/15/09	31486	LIBERTY CLIMATE CONTROL, INC.	12/08 AIR CONDITIONING MAINTENANCE	3,500.00
01/15/09	31487	MERRIMAC PETROLEUM INC.	DIESEL FUEL FOR IRWINDALE BUSES	46,121.37
01/15/09	31488	MOBILE RELAY ASSOCIATES, INC.	1/09 SPECTRUM MAMAGEMENT LEASE	16,390.34
01/15/09	31489	MARIA ORTEGA	REIMBURSABLE EPXENSE	127.82
01/15/09	31490	PC CONNECTION SALES CORP.	COMPUTER EQUIPMENT	823.89
01/15/09	31491	PROFAX, INC.	FAX BROADCASTING SERVICE	75.00
01/15/09	31492	RECALL SECURE DESTRUCTION SERVICE	12/08 SECURE DESTRUCTION SERVICE	109.32
01/15/09	31493	RON TURLEY ASSOCIATES, INC.	RTA ANNUAL MAINTENANCE	2,800.00
01/15/09	31494	SALCO LANDSCAPE SERVICES INC.	11/08 LANDSCAPE SERVICE	657.70
01/15/09	31495	SAN GABRIEL VALLEY NEWSPAPER	ADVERTISING	7,212.00
01/15/09	31496	SKYLINE PEST CONTROL	12/08 PEST AND RODENT CONTROL	95.00
01/15/09	31497	SO. CALIF. GAS COMPANY	12/08 NATURAL GAS USAGE - FACILITIES CNG	308,415.95
01/15/09	31498	SPARKLETTS	DRINKING WATER	47.64
01/15/09	31499	STAR BRITE CARPET CARE	TS 6 CARPET CLEANING	150.00
01/15/09	31500	STATE BOARD OF EQUALIZATION	4TH QTR. DIESEL FUEL TAX RETURN	2,693.17
01/15/09	31501	THOMPSON COBURN LLP	LEGAL SERVICE	22,311.74
01/15/09	31502	TITAN TRAVEL	APTA, CTA AND TRB MEETINGS	974.20
01/15/09	31503	TRANSPORTATION MANAGEMENT & DESIGN	SCHEDULING SOFTWARE SUPPORT	1,575.04
01/15/09	31504	TYGRIS VENDOR FINANCE, INC.	COLOR COPIER LEASE	712.81
01/15/09	31505	VEOLIA TRANSPORTATION SERVICES	ROSE BOWL GAME STAFF CHARGES	15,393.04
01/15/09	31506	VERIZON CALIFORNIA	FIRE MONITOR LINE	37.62
01/15/09	31507	VERIZON WIRELESS	CELLULAR PHONE SERVICE	12,729.64
01/15/09	31508	VERIZON - TRENTON	CIRCUIT LINES	1,462.01
01/15/09	31509	VICKY VARGAS	REIMBURSABLE EXPENSE	974.16
01/22/09	31510	AARON BROTHERS	FRAMING SERVICE	161.25
01/22/09	31511	APTA	MARKETING AND COMMUNICATION WORKSHOP	1,275.00
01/22/09	31512	BAKER, DONELSON, BEARMAN & CAL	PUBLIC AFFAIRS	500.00
01/22/09	31513	BEST CONTRACTING SERVICES, INC.	POMONA FACILITY ROOF REPLACEMENT	148,014.90
01/22/09	31514	CAL POLY POMONA FOUNDATION	CATERING SERVICE	1,681.75
01/22/09	31515	CAPITAL REPRESENTATION GROUP	PUBLIC AFFAIRS	3,000.00
01/22/09	31516	CINTAS # 053	JANITORIAL SERVICE	192.80
01/22/09	31517	CINTAS CORPORATION # 150	JANITORIAL SERVICE	125.00
01/22/09	31518	CINTAS CORPORATION # 693	JANITORIAL SERVICE	230.90
01/22/09	31519	CIVIC RESOURCE GROUP, LLC.	2008 WEBSITE REDESIGN PROJECT	378.33
01/22/09	31520	DAY - LITE MAINTENANCE CO., INC.	MONTHLY LIGHTING MAINTENANCE	339.94
01/22/09	31521	DETROIT AUTO BODY INC.	BODY REPAIRS ON EQUINOX	659.04
01/22/09	31522	FEDEX CORP.	NEXT DAY DELIVERY SERVICE	41.36
01/22/09	31523	GREEN THUMB INDOOR PLANT CARE	ENVIRONMENTAL INDOOR PLANTS CARE	697.75
01/22/09	31524	GREEN'S LOCK & SAFE	DUPLICATE KEYS	38.28
01/22/09	31525	RICHARD HASENOHRL	REIMBURSABLE EXPENSE	104.24
01/22/09	31526	IDEARC MEDIA CORP.	YELLOW PAGES ADVERTISING	1,284.70
01/22/09	31527	MANUNAKA LAWN MOVER	GENERATOR SERVICE	64.81
01/22/09	31528	MERRIMAC PETROLEUM INC.	DIESEL FUEL FOR IRWINDALE BUSES	26,655.37
01/22/09	31529	METROLINK	10-11/08 METROLINK PASSES	164,585.50
01/22/09	31530	MOBILE RELAY ASSOCIATES, INC.	1/09 REPEATER SERVICE	259.88
01/22/09	31531	GARY NEHLS	REIMBURSABLE EXPENSE	1,168.32
01/22/09	31532	NOSH A RYE DELI	CATERING SERVICE	82.05
01/22/09	31533	OFFICE DEPOT BUSINESS SERVICES	OFFICE SUPPLIES	2,735.25
01/22/09	31534	OMNITRANS	OMNITRANS PASSES	2,535.00
01/22/09	31535	SOUTHERN CALIFORNIA EDISON CO.	ELECTRICITY USAGE	8,766.56

Foothill Transit

CHECK REGISTER

Month: January 2009

DATE	CHECK NO.	DESCRIPTION		Amount
01/22/09	31536	STATE BOARD OF EQUALIZATION	4TH QTR SALES AND USE TAX RETURN	14,346.00
01/22/09	31537	SUBURBAN WATER SYSTEMS	WATER USAGE	469.57
01/22/09	31538	ANDREA URBAS	REIMBURSABLE EXPENSE	579.26
01/22/09	31539	WRIGHT EXPRESS	VEHICLES FUEL	1,210.74
01/22/09	31540	ZONAR SYSTEMS, INC.	GPS ANTENNA FOR POMONA FACILITY	167.92
01/29/09	31541	ADCAMP, INC.	PRINT ADVERTISING	1,575.00
01/29/09	31542	ALLEN'S CLIPPING BUREAU	MEDIA CLIPPING SERVICE	52.00
01/29/09	31543	APTA	FARE COLLECTION WORKSHOP	910.00
01/29/09	31544	AT & T - 5019	800 TOLL FREE CALLS	2,435.91
01/29/09	31545	AT & T - 78522	LONG DISTANCE CALLS	76.92
01/29/09	31546	AT & T - SBC	LOCAL CALLS	382.15
01/29/09	31547	ATHENS SERVICES	1/09 WASTE COLLECTION SERVICE	710.36
01/29/09	31548	BIG O TIRES OF WEST COVINA	VEHICLE MAINTENANCE	60.66
01/29/09	31549	CHARTER COMMUNICATIONS	CABLE TV SERVICE	368.49
01/29/09	31550	CITY OF CLAREMONT	SPONSOR INDEPENDENCE DAY STREET BANNER	200.00
01/29/09	31551	CLEAN ENERGY	12/08 CNG FACILITIES MAINTENANCE	242,461.68
01/29/09	31552	COUNTRY INN & SUITES - DEER VALLEY	RTA TRAINING	386.70
01/29/09	31553	REBECCA CRUZ	REIMBURSABLE EXPENSE	161.46
01/29/09	31554	DAY - LITE MAINTENANCE CO., INC.	1/09 LIGHTING MAINTENANCE	96.00
01/29/09	31555	DUARTE CHAMBER OF COMMERCE	SPONSOR DUARTE STATE OF THE CITY EVENT	500.00
01/29/09	31556	E & D STEAM	GENERATOR SERVICE	135.00
01/29/09	31557	EARTHLINK INC. - GA	INTERNET SERVICE	1,048.02
01/29/09	31558	EMERGENCY DISASTER SYSTEMS, INC.	30 EMERGENCY DISASTER KITS	1,842.14
01/29/09	31559	FIRST TRANSIT	12/6/08 ROSE BOWL SERVICE	18,584.87
01/29/09	31560	GFI GENFARE	THERMAL TICKETS	4,160.40
01/29/09	31561	HOME DEPOT CREDIT SERVICES	BUILDING SUPPLIES	37.28
01/29/09	31562	INSTANT SIGNS, INC.	WEST COVINA PARK AND RIDE NOTICE	766.80
01/29/09	31563	INTELLI - TECH	TREND MICRO LICENSES RENEWAL	2,778.51
01/29/09	31564	ASHLEY LOPEZ	REIMBURSABLE EXPENSE	29.73
01/29/09	31565	MERRIMAC PETROLEUM INC.	DIESEL FUEL FOR IRWINDALE BUSES	56,634.86
01/29/09	31566	MICROSOFT CORPORATION	IT SUPPORT PHONE PACK	1,289.00
01/29/09	31567	MOMENTUM ADVANCED SOLUTIONS INC.	CISCO LSECURE PIX DEDICATED SERVICE	729.00
01/29/09	31568	MV TRANSPORTATION, INC.	12/08 CONTRACT ROUTES SERVICE	1,783,188.97
01/29/09	31569	GARY NEHLS	REIMBURSABLE EXPENSE	36.43
01/29/09	31570	PANERA BREAD, LLC.	CATERING SERVICE	161.73
01/29/09	31571	PC CONNECTION SALES CORP.	COMPUTER EQUIPMENT	53.99
01/29/09	31572	POMONA CHAMBER OF COMMERCE	MEMBERSHIP RENEWAL	2,000.00
01/29/09	31573	RON TURLEY ASSOCIATES, INC.	RTA TRAINING	500.00
01/29/09	31574	SALCO LANDSCAPE SERVICES INC.	12/08 LANDSCAPING SERVICE	638.00
01/29/09	31575	S.G VALLEY COUNCIL BOY SCOUTS	PRINT ADVERTISING	250.00
01/29/09	31576	SCHINDLER ELEVATOR CORPORATION	1/09 ELEVATOR MAINTENANCE	702.91
01/29/09	31577	STANDARD PARKING CORPORATION	12/08 PARKING SERVICES	3,524.08
01/29/09	31578	TITAN TRAVEL	RTA ANNUAL CONFERENCE	628.80
01/29/09	31579	UNITED MAINTENANCE SYSTEMS	1/09 JANITORIAL SERVICES	3,413.17
01/29/09	31580	VERIZON CALIFORNIA	LOCAL CALLS	3,469.68
01/29/09	31581	VERIZON SELECT SERVICES INC.	REPAIR SMARTBUS LOG RECORDER	335.00
01/29/09	31582	VERIZON - NEWARK	CIRCUIT LINES	30,071.92
01/29/09	31583	WATRY DESIGN, INC.	WEST COVINA PARK AND RIDE PROJECT	35,875.15
01/29/09	31584	WEST COVINA CLEANERS	UNIFORM DRYCLEANING SERVICE	65.20
	Total			5,578,628.71

Special Executive Board Meeting

February 19, 2009

To: Executive Board

Subject: **Performance Indicators Report – January 2009**

Recommendation

Receive and file the January 2009 Performance Indicators Report.

Summary

The performance indicators report provides an analysis of Foothill Transit's nine key indicators on a month-to-month basis. Data is collected from a variety of sources such as the fareboxes on buses; contractor reported data, and financial performance data.

Below is a snapshot of system performance. *Further detail on the items discussed below can be found in the analysis section of this item.*

- ***Boardings*** – Overall boardings recorded by the farebox in January-09 was 1,156,273. This total is almost identical to January-08 ridership.
- ***Fare Revenue*** – Total fare revenue for January-09 was $1,310,098, resulting in an average fare of $1.13 per boarding. This is a decrease of six percent from the January-08 figure.
- ***Operating Expenses*** – Total operating expenses for January-09 were $6,005,941, resulting in an average cost per service hour of $92.71, this is below the Fiscal Year 2009 target.
- ***Accidents*** – There were seven preventable accidents in January-09 for an average of 0.56 accidents per 100,000 miles, representing four fewer preventable accidents than in January-08.
- ***Customer Complaints*** – Foothill Transit recorded 8.82 complaints per 100,000 boardings for January-09, above the performance target of 7.5 complaints per 100,000 boardings.
- ***Schedule Adherence*** – This month, 84.5 percent of all trips surveyed were on-time. This is seven percent increase from January-08.

Analysis

Attachments A - L show the performance indicators used to determine Foothill Transit's progress toward achieving our overall goals and objectives for this fiscal year. In order to accomplish its mission, Foothill Transit focuses on these goals:

1) Operate a safe transit system;
2) Provide outstanding customer service;
3) Operate an effective transit system;
4) Operate an efficient transit system.

Overall System Performance

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

Attachment A includes a summary of system goals and their respective performance indicators.

Total Boardings and Total Revenues

Boardings in January-09 were 1,156,273; this is a decrease of 3.8 percent when compared to January-08 ridership. There was a decrease in boardings of almost 2 percent on Commuter Express routes for the month. Although fuel prices are no longer declining, in the past three months retail gas prices have become more stable at a California average of $2.21. This may have had some impact on our overall ridership. Although boardings fell slightly in January, total year-to-date boardings continue to show an improvement of 3.45 percent over Fiscal Year 2008.

January revenues at $1,310,098 were approximately six percent lower than January-08. This produced an average fare per boarding of $1.13, also two percent lower than January-08. Total cash fares recorded in January fell slightly below the same month in the previous year, and pass sales at retail outlets continued to be significantly low. This can be attributed to a surplus in 31-day pass purchases in December 2007 and January 2008 prior to the fare increase on January 1, 2008. As with ridership however, total year-to-date revenues are above the previous fiscal year, by almost seven percent.

Attachment B displays Total Boardings and Revenue for the past 13 months.

Following is a summary of how Foothill Transit's performance indicators relate to achieving its four primary goals:

Goal #1 – Operate a Safe Transit System – Foothill Transit's primary goal is to operate a safe transit system. The number of preventable accidents incurred for every 100,000 miles of vehicle operation measures system safety.

Preventable Accidents per 100,000 Miles

Foothill Transit has adopted a standard of 0.85 preventable accidents per 100,000 miles for this fiscal year. Preventable accidents for January-09 were well below the target at 0.56, representing just seven preventable accidents for the month. This reflects an improvement of 17 percent when compared to January-08 figures. The year-to-date figures show an improvement of 54 percent from the previous fiscal year.

Attachment C provides a summary of Preventable Accidents per 100,000 Miles

Goal #2 – Provide Outstanding Customer Service - Foothill Transit measures achievement of this goal by monitoring the following categories: Complaints per 100,000 Boardings; Average Miles between Mechanical Roadcalls; Average Hold Time; and Schedule Adherence.

Complaints per 100,000 Boardings

An average of 6.83 complaints per 100,000 boardings was recorded in January-09, which is well below the performance target of 7.5. Of the 79 complaints received during the month, 36 were related to schedule adherence. There were also 26 complaints related to operator courtesy, eight related to safety, and 2 related to fares.

Attachment D provides a summary of Complaints per 100,000 Boardings.

Schedule Adherence

Foothill Transit has adopted a goal of 80 percent for Schedule Adherence for this fiscal year. In January-09 the agency achieved an average of 84.5 percent on-time performance on all lines. Overall schedule adherence is just above the fiscal year target at 80.5 percent. Contractor monitoring and data recording of on-time performance continues to be more accurate since the beginning of the fiscal year as SMART*Bus* data continues to be used to verify manual checks. Schedule adherence for the fiscal year is at 81 percent. This is an improvement of three percent over FY08.

Attachment E provides a summary of Schedule Adherence for this fiscal year compared to last year.

Average Hold Time

Data available from the phone systems at our five Transit *Stores* and our administrative offices allows the monitoring of individual stores, specific lines, and the times at which there are higher call volumes, so that the stores can be staffed accordingly. The recorded Average Hold Time of 35 seconds during January-09 continues to be below

the performance target of one minute. The year-to-date average also remains below the performance target at 35 seconds.

Attachment F provides a summary of Average Hold Time.

Average Miles between Mechanical Roadcalls

In January-09, Foothill Transit averaged 23,885 miles between mechanical roadcalls, which is well above the fiscal year target of 15,000 miles. This indicator not only measures the overall performance of Foothill Transit's maintenance departments, but also reflects customer delays as a result of service interruptions. The year-to-date average of 21,605 miles between mechanical roadcalls represents an increase of almost 14 percent when compared to the previous fiscal year.

Attachment G, Average Miles between Mechanical Roadcalls, compares the average miles between roadcalls with our performance standard.

Goal #3 – Operate an Effective Transit System- Foothill Transit measures its overall effectiveness as a transit system by monitoring Boardings per Vehicle Service Hour and Average Weekday Boardings.

Boardings per Vehicle Service Hour

The agency averaged 17.8 boardings per vehicle service hour in January-09. This is below the fiscal year performance target of 19.7 and represents an almost three percent decrease from January-08. Total service hours were slightly above the previous fiscal year. The year-to-date average of 19.6 is just below the fiscal year target but reflects an improvement of two percent over the previous fiscal year.

Attachment H shows the trend of this performance indicator.

Average Weekday Boardings

In January-09, the agency averaged 42,830 boardings per weekday, which is well below the fiscal year target of 49,000 average weekday boardings. This is a decrease of five percent when compared to January-08. There were 21 weekdays in January-09. This is one fewer than in January-08. As mentioned above, the year-to-date average of 49,837 shows an overall improvement of almost four percent when compared to FY-08.

Attachment I, Average Weekday Boardings, shows the trend of this indicator.

Goal #4 – Operate an Efficient Transit System- Foothill Transit measures its overall efficient use of available resources by monitoring farebox recovery ratio and average cost per vehicle service hour.

Average Cost per Vehicle Service Hour

The organization's average cost per vehicle service hour in January-09 was $92.71, representing a increase of 13 percent when compared to January-08. The year-to-date average cost, at $88.54, continues to be below the Fiscal Year target of $96.19.

Attachment J, Average Cost per Vehicle Service Hour, shows the trend of this indicator.

Farebox Recovery Ratio

In January-09, the farebox recovery ratio was 21.81 percent. This is below the performance target of 26.33 percent, and reflects a decrease of 17 percent when compared to January 08 figures. The year-to-date farebox recovery ratio of 25.23 percent is slightly below the fiscal year target of 26.33 percent, and represents an overall improvement of 1.47 percent over the previous fiscal year. Farebox recovery is calculated by dividing total revenue by total operating expense.

Attachment K, Farebox Recovery Ratio, shows the trend for this indicator.

Sincerely,

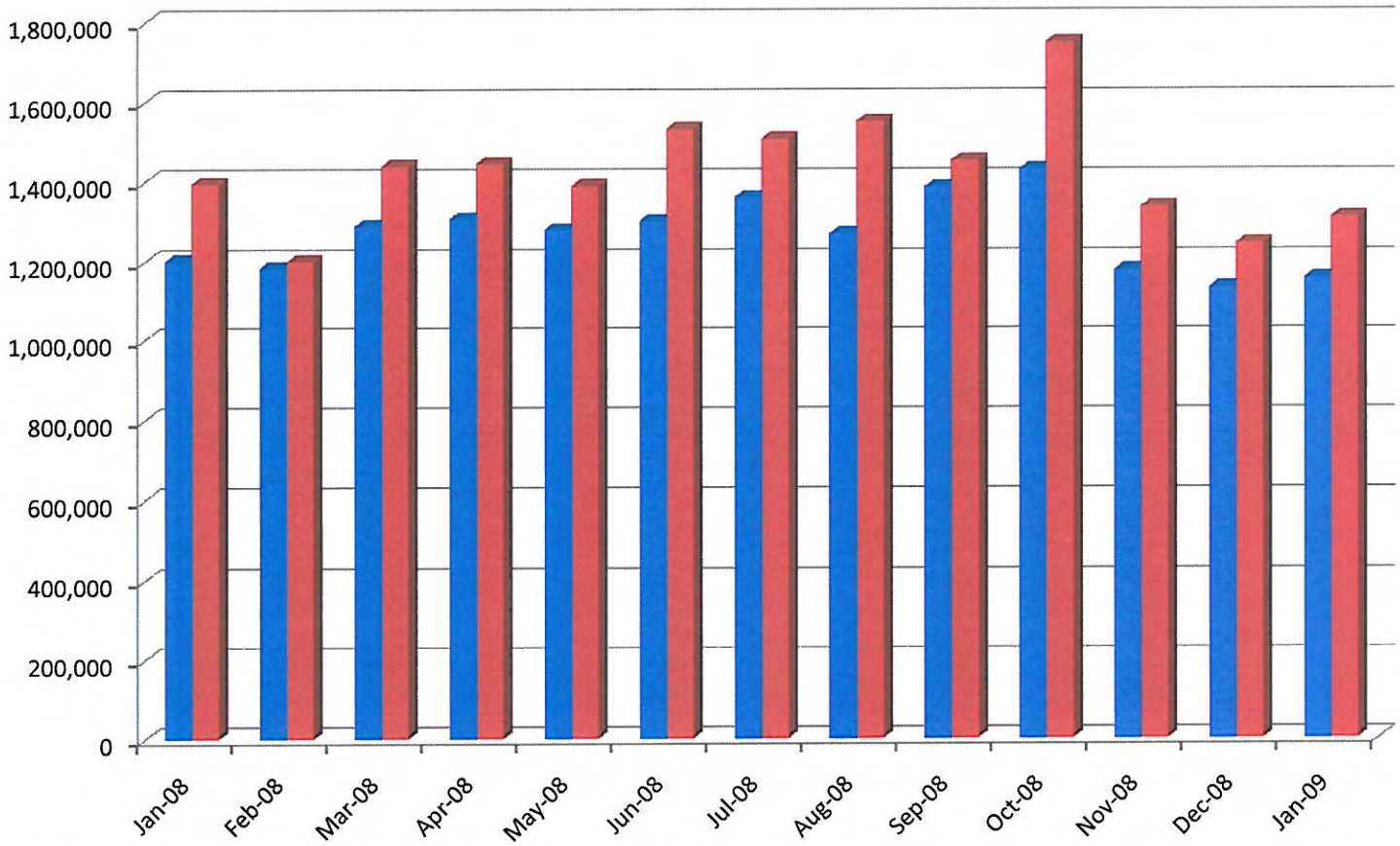
Dietter A. Aragón
Planning Manager

Doran J. Barnes
Executive Director

Attachment A: Key Indicators Report
January-09

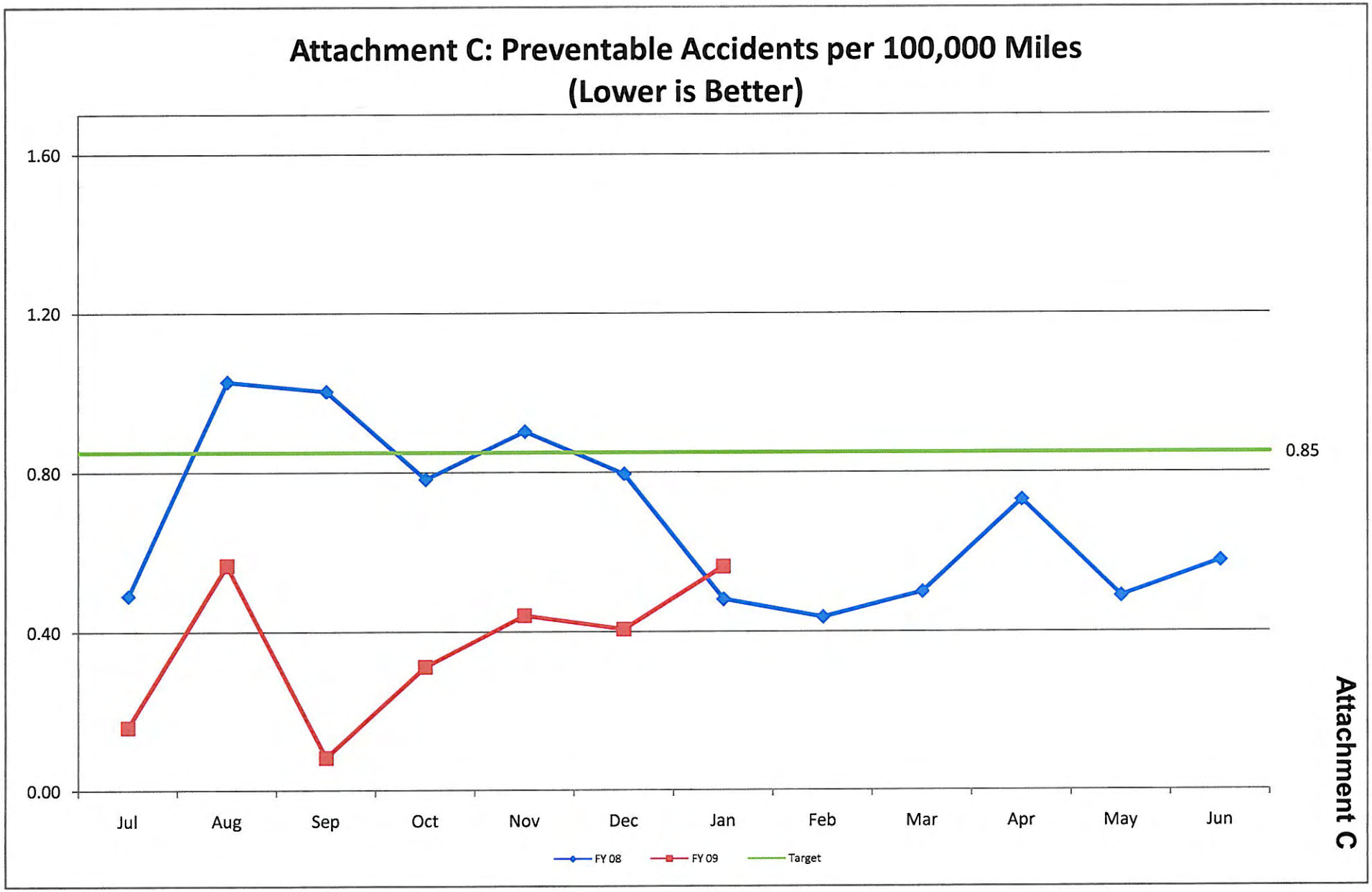
Goal	Performance Indicator	Attachment	Current Month	MTD Meets/Exceeds	Same Month Prior Year	% Improvement	Performance Target	FY 09 Year to Date	YTD Meets/Exceeds	FY 08 Year to Date	% Improvement
Overall System Performance	Total Boardings	B	1,156,273	N/A	1,202,138	-3.82%	N/A	8,911,122	N/A	8,614,290	3.45%
	Vehicle Service Hours		64,780	N/A	65,738	-1.46%	N/A	454,328	N/A	449,599	1.05%
	Total Fare Revenue	B	$1,310,098	N/A	$1,395,465	-6.12%	N/A	$10,150,906	N/A	$9,497,595	6.88%
	Total Operating Expense		$6,005,941	N/A	$5,306,872	-13.17%	N/A	$40,227,433	N/A	$38,190,367	-5.33%
Safe Transit System	Preventable Accidents per 100,000 Miles	C	0.56	X	0.48	-17.17%	0.85	0.36	X	0.78	54.01%
Provide Outstanding Customer Service	Complaints per 100,000 Boardings	D	6.83	X	7.99	14.44%	7.5	6.87	X	8.44	18.62%
	Schedule Adherence	E	84.5%	X	78.9%	7.15%	80%	81.1%	X	78.5%	3.29%
	Average Hold Time	F	0:35	X	0:49	-28.57%	1:00	0:35	X	0:54	-35.94%
	Average Miles Between Mechanical Roadcalls	G	23,885	X	16,856	41.70%	15,000	21,605	X	19,079	13.24%
Operate an Effective Transit System	Boardings per Vehicle Service Hour	H	17.8		18.3	-2.73%	19.7	19.6		19.2	2.08%
	Average Weekday Boardings	I	42,830		45,033	-4.89%	49,000	49,837	X	48,068	3.68%
Operate an Efficient Transit System	Average Cost per Vehicle Service Hour	J	$92.71	X	$80.73	-14.85%	$96.19	$88.54	X	$84.94	-4.24%
	Farebox Recovery Ratio	K	21.81%		26.30%	-17.04%	26.33%	25.23%		24.87%	1.47%

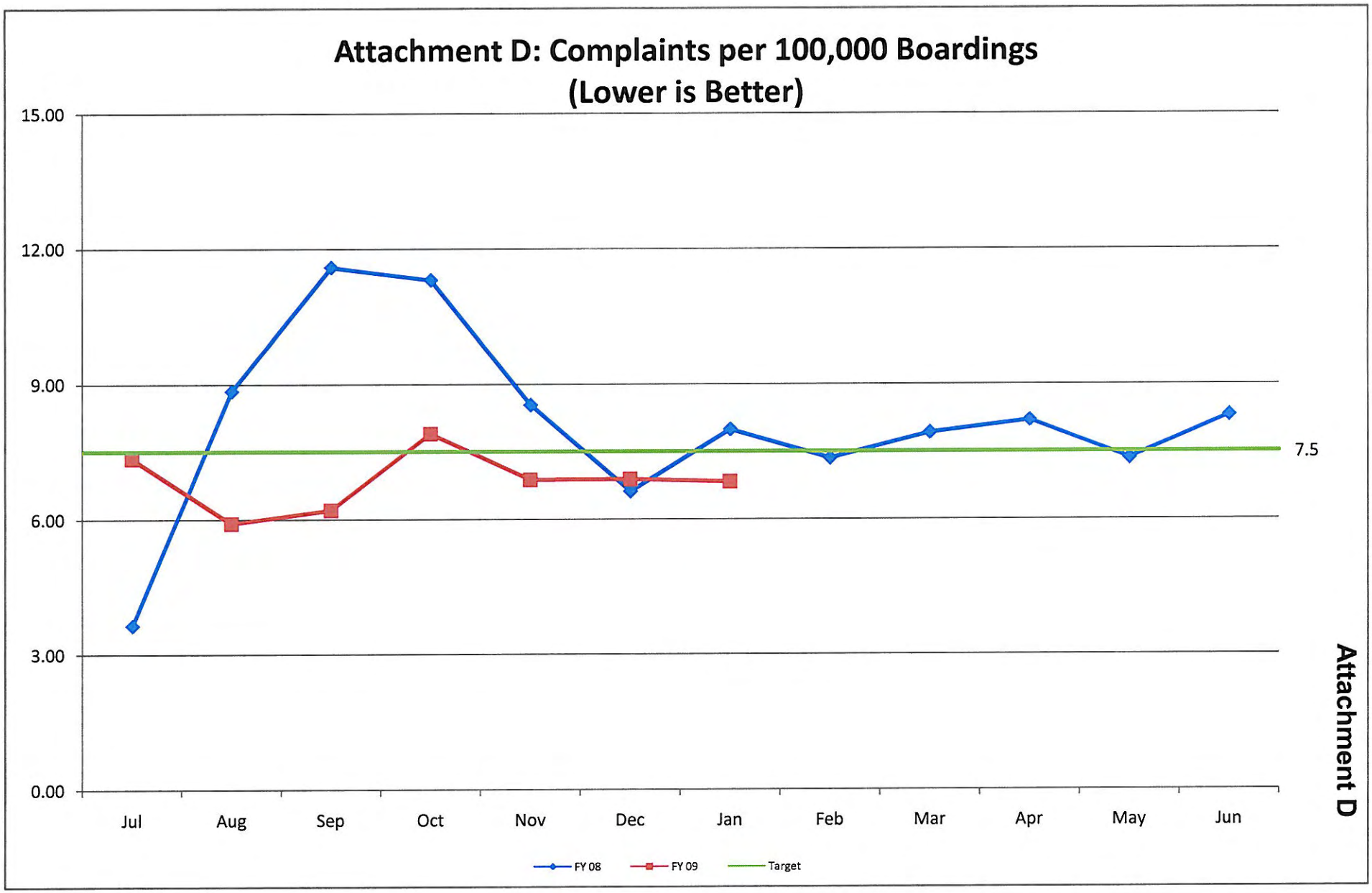
Attachment B: Total Boardings vs. Total Revenues

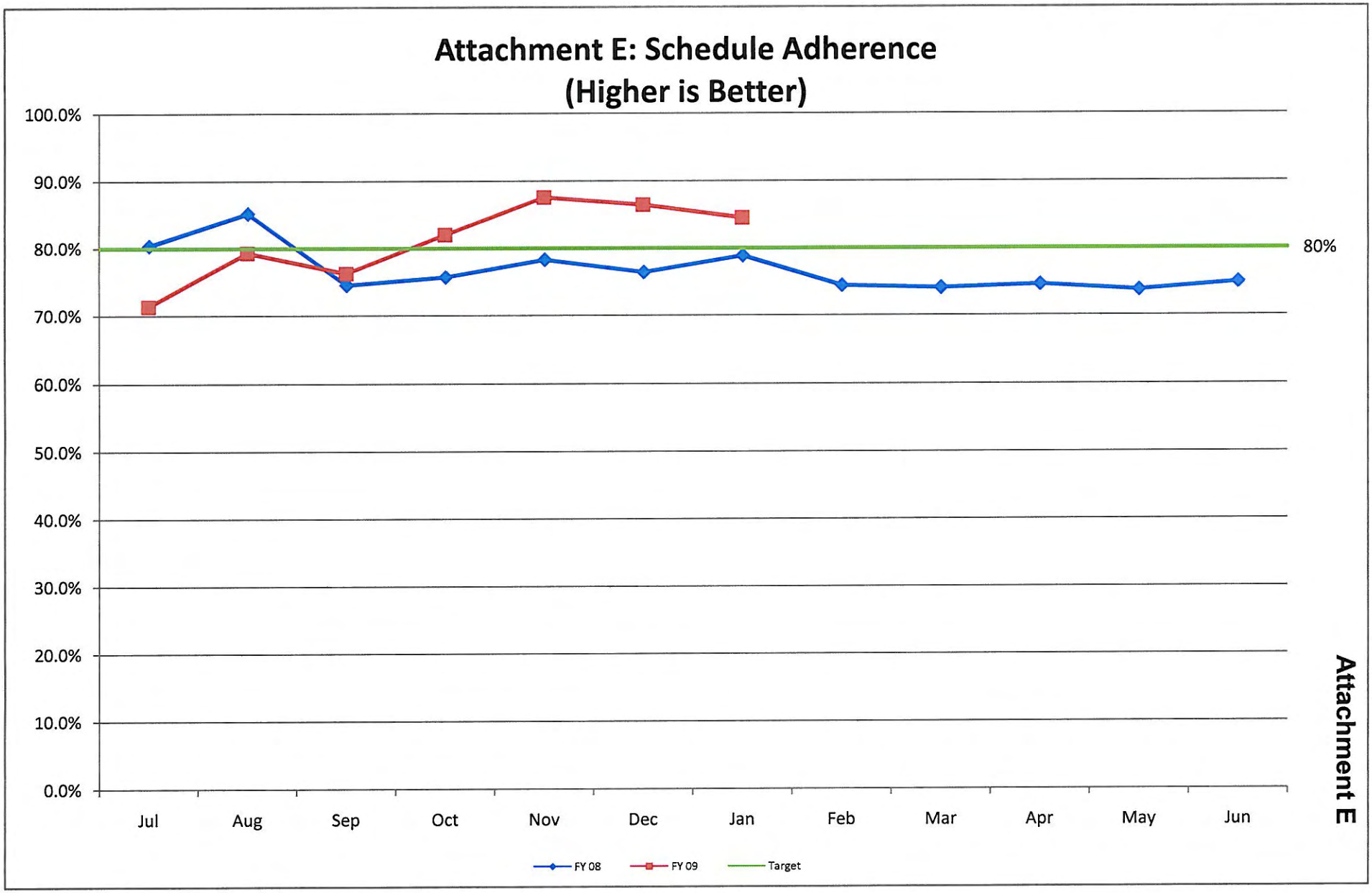


Attachment B

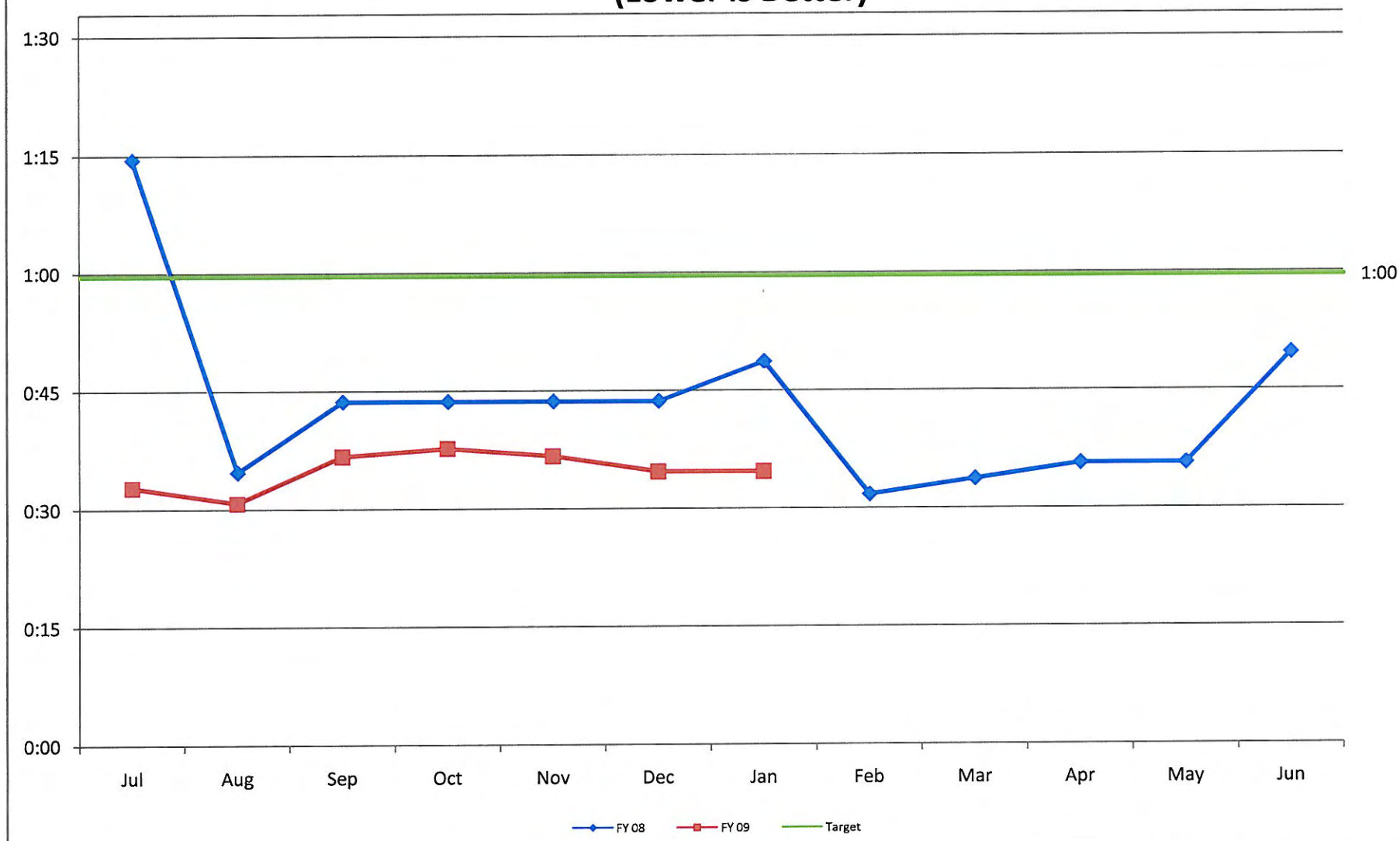
	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08	Jan-09
Boardings	1,202,138	1,184,451	1,288,786	1,306,516	1,278,916	1,301,333	1,359,906	1,268,579	1,385,182	1,430,547	1,177,806	1,132,830	1,156,273
Revenues	$1,395,465	$1,200,358	$1,439,343	$1,445,716	$1,388,920	$1,531,395	$1,506,541	$1,549,431	$1,451,935	$1,749,293	$1,336,521	$1,244,998	$1,310,098


Attachment C: Preventable Accidents per 100,000 Miles
(Lower is Better)
1.60
1.20
0.80
0.40
0.00
0.85
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
FY 08
FY 09
Target
Attachment C

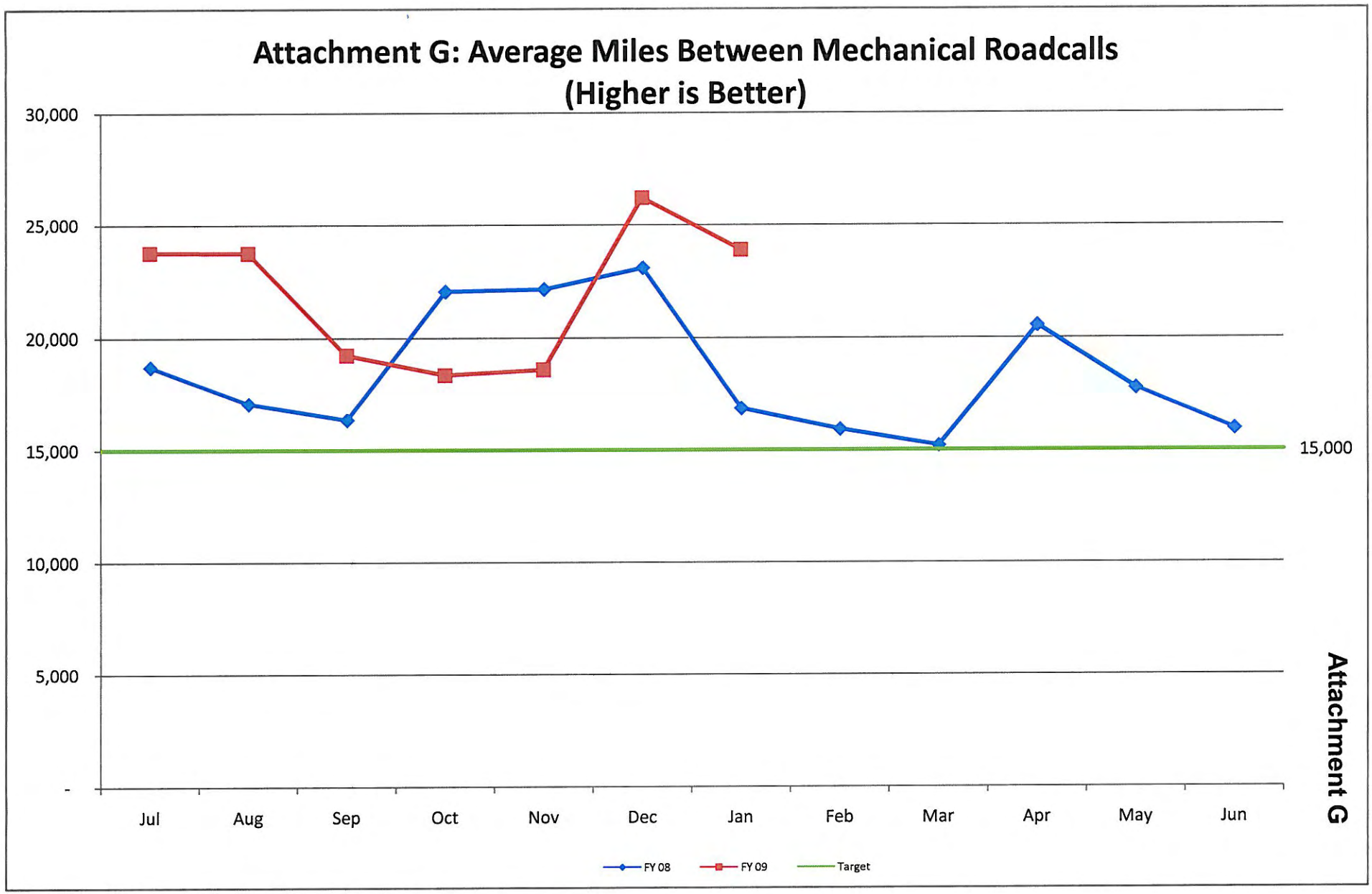

Attachment D: Complaints per 100,000 Boardings
(Lower is Better)
15.00
12.00
9.00
6.00
3.00
0.00
7.5
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
FY 08
FY 09
Target
Attachment D

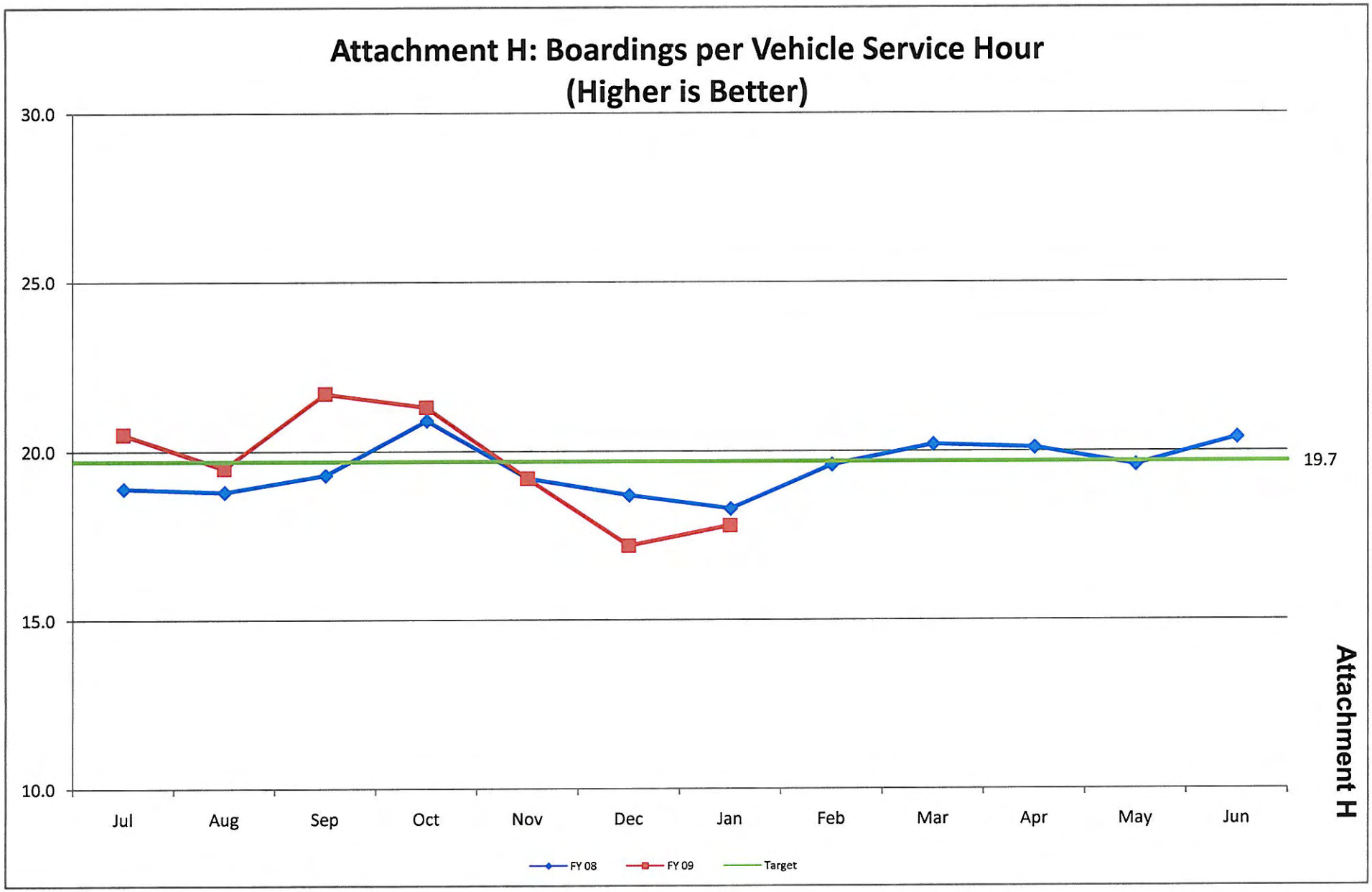

Attachment E: Schedule Adherence
(Higher is Better)
100.0%
90.0%
80.0%
70.0%
60.0%
50.0%
40.0%
30.0%
20.0%
10.0%
0.0%
80%
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
FY 08
FY 09
Target
Attachment E

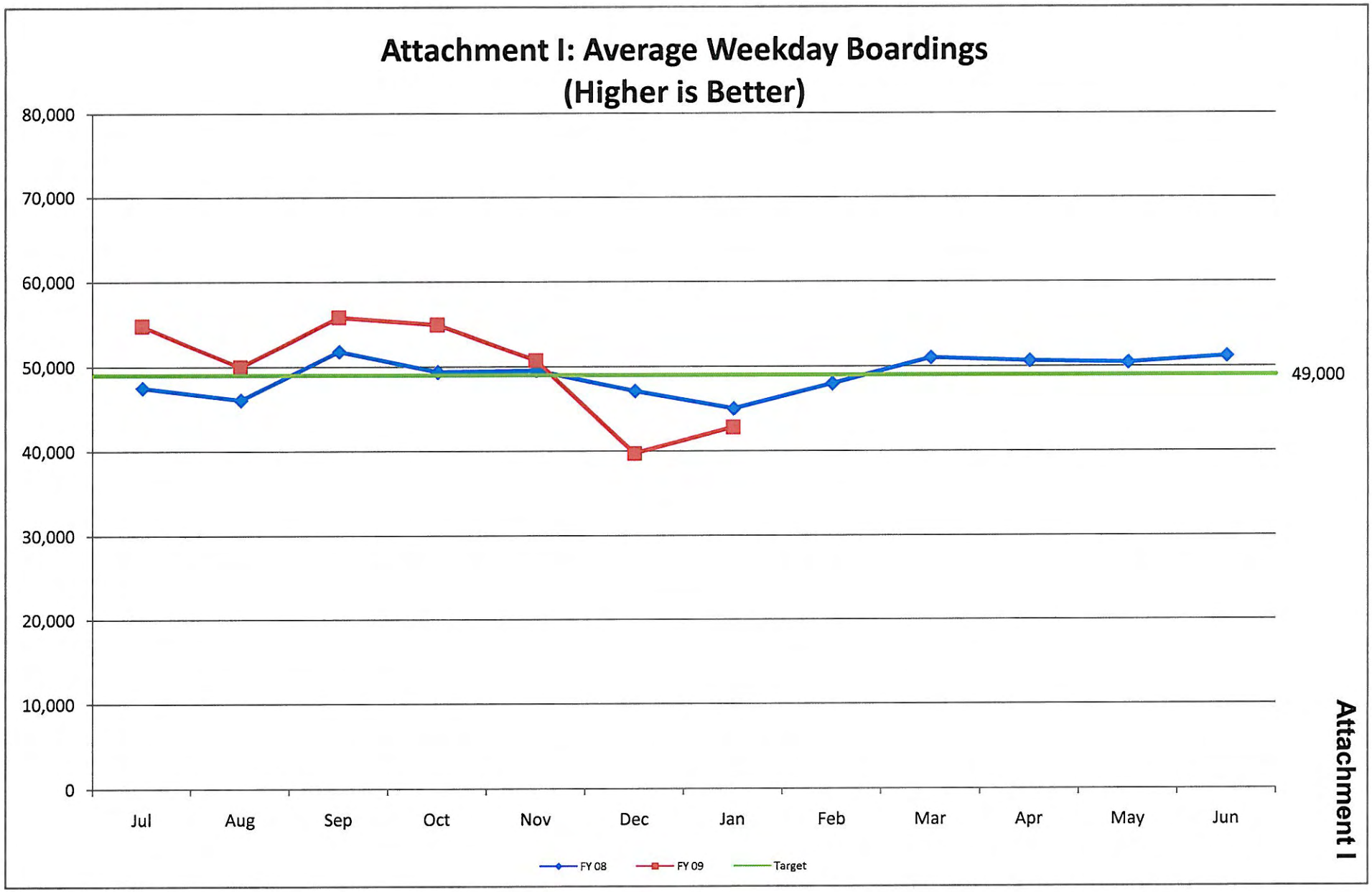
Attachment F: Average Hold Time
(Lower is Better)



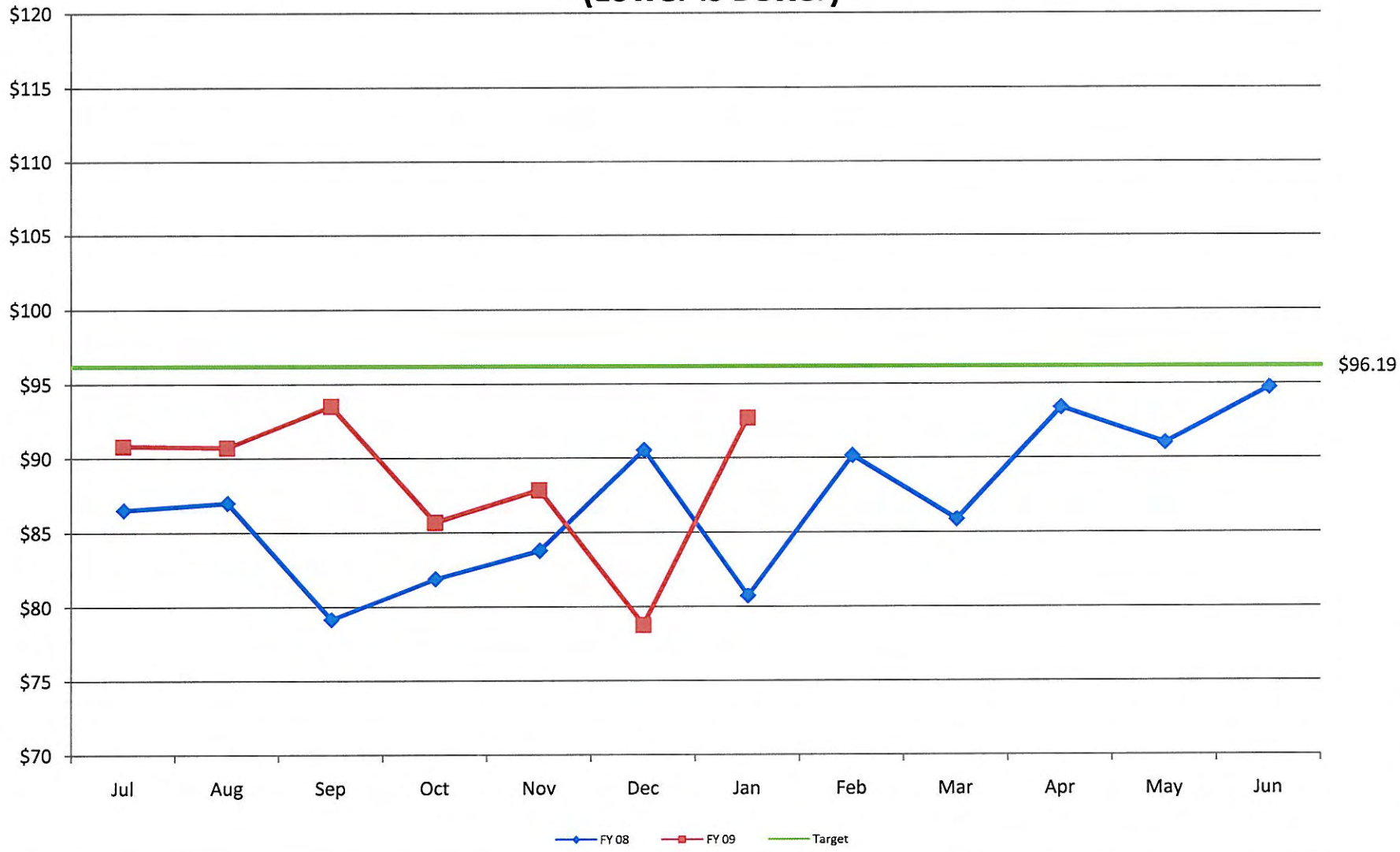
Attachment F


Attachment G: Average Miles Between Mechanical Roadcalls
(Higher is Better)
30,000
25,000
20,000
15,000
10,000
5,000
-
15,000
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
FY 08
FY 09
Target
Attachment G

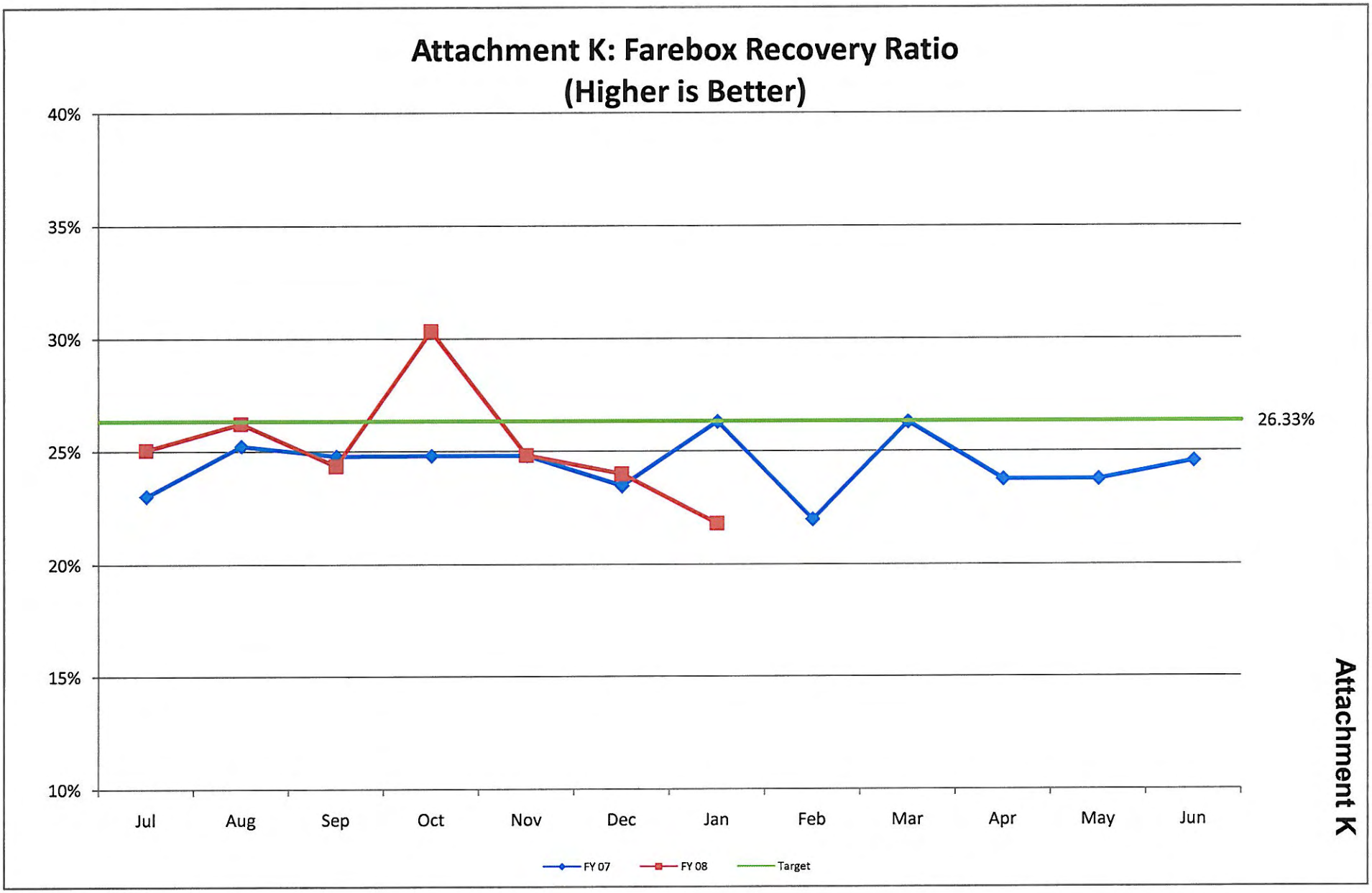

Attachment H: Boardings per Vehicle Service Hour
(Higher is Better)
30.0
25.0
20.0
15.0
10.0
19.7
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
FY 08
FY 09
Target
Attachment H


Attachment I: Average Weekday Boardings
(Higher is Better)
80,000
70,000
60,000
50,000
40,000
30,000
20,000
10,000
0
49,000
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
FY 08
FY 09
Target
Attachment I

Attachment J: Average Cost per Vehicle Service Hour
(Lower is Better)



Attachment J


Attachment K: Farebox Recovery Ratio
(Higher is Better)
40%
35%
30%
25%
20%
15%
10%
26.33%
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
FY 07
FY 08
Target
Attachment K

Attachment L: Operations Report - Total System
January-09

Goal	Current Month	Same Month Prior Year	% Improvement	Performance Target	FY 09 Year to Date	YTD Meets/Exceeds	FY 08 Year to Date	% Improvement
Average Fare per Boarding	$1.13	$1.16	-2.39%	$1.09	$1.14	X	$1.08	5.03%
Average Cost per Boarding	$5.19	$4.41	-17.66%	$4.56	$4.51	X	$4.43	-1.83%
Average Subsidy per Boarding	$4.06	$3.25	-24.82%	$3.47	$3.38	X	$3.35	-0.79%
Total Vehicle Miles	1,242,046	1,247,364	-0.43%	N/A	8,598,985	N/A	8,547,231	0.61%
Vehicle Service Miles	971,202	982,444	-1.14%	N/A	6,746,703	N/A	6,806,608	-0.88%
Total Vehicle Hours	76,391	77,181	-1.02%	N/A	533,130	N/A	532,590	0.10%
In-Service Speed	15.0	14.9	0.32%	N/A	14.8	N/A	15.1	-1.91%
Boardings per Vehicle Service Mile	1.15	1.22	-5.61%	N/A	1.32	N/A	1.27	4.36%

Special Executive Board Meeting

February 19, 2009

To: Executive Board

Subject: **Bus Inspection Audit Results**

Recommendation

Receive and file the results of the July 2008 through January 2009 Bus Inspection Audits.

Analysis

Foothill Transit regularly conducts maintenance audits of its buses utilizing an independent contractor. That contractor, Transit Maintenance Consultants (TMC), has performed those services for Foothill Transit for over 16 years. Each audit includes a physical inspection of a group of buses and a review of their maintenance records. Foothill Transit also conducts a full inspection, called a "turnover" audit, when an operations contractor changes. The "turnover" audit, if needed, is a complete fleet inspection of vehicle conditions and maintenance documentation.

The independent maintenance audit is an innovative, efficient, and effective approach that allows Foothill Transit to quantify the quality of contractor maintenance efforts. All vehicles must meet or exceed industry as well as Foothill Transit standards for safety, mechanical condition, preventive maintenance inspections, appearance, and maintenance record keeping. These inspections are in addition to and complement California Highway Patrol (CHP) annual fleet and terminal audits required by law. A more detailed description of the audit standards can be found in **Attachment A**.

Inspection Criteria

The following charts identify a summary of noted defects for both operations contractor locations. Thirty buses from each location are chosen for inspection and each inspected bus may have multiple defects, so the numbers reported reflect total defects, not buses. The charts detail:

- On-time PMIs – This is the percentage of preventive maintenance inspections that were completed within the maximum 6,500-mile window as required by Foothill Transit. As a reference, the bus manufacturers and the Federal Transit Administration (FTA) allow a 6,600-mile maximum.

- Recommended Out Of Service – This category identifies the most serious out of service items such as brakes and steering. These items must be repaired before the bus resumes service.

- Customer Standard Out Of Service – This category identifies items that would cause a Foothill Transit Service Quality Inspector to remove a bus from service, and includes such items as graffiti, spotted windows, scratches, dirty or damaged upholstery, etc.

- Foothill Transit Standards – This category identifies items that do not comply with Foothill Transit contractual maintenance standards but would not require a bus to be removed from service nor constitute a safety hazard. Some examples might be a worn fan belt, a dirty air conditioning filter, faded paint, worn upholstery, etc.

- HVAC and ADA Observations – Heating, Ventilating and Air Conditioning (HVAC) and Americans with Disabilities Act (ADA) observations have been segregated from the summary totals into their own line items during the inspection cycle. Foothill Transit requires that the HVAC systems be fully operational. State and federal law require that ADA items such as wheelchair lifts and public address systems be fully operational at all times.

After each inspection the contractor is supplied with a detailed inspection report and is responsible for making any repairs identified within a reasonable period of time. All "Out of Service" items pertaining to Safety or Customer Standard must be repaired before the bus resumes service.

July / January Inspections

Regular quarterly inspections of thirty-bus samples from the Pomona and Arcadia facilities including five non-revenue vehicles were completed during the months July 2008 thru January 2009.

- Pomona – First Transit Pomona continues an exemplary audit record, particularly in the area of PMIs. The summary defect numbers are also well below industry standards and are representative of a very well run maintenance program. Historically, the number of identified defects remains fairly constant which is positive considering that the fleet is aging. The Pomona fleet is responsible for most of the commuter express service utilizing all Compressed Natural Gas (CNG) buses. Again noteworthy is the absence of deferred maintenance. Deferred maintenance is a symptom of poor maintenance plan execution.

- Arcadia – On July 14th, 2007 First Transit turned over operations and maintenance of the Arcadia Foothill Transit fleet to MV Transportation. During the period July 2007 to July 2008, MV Transportation's Maintenance team made dramatic strides in improving the mechanical condition of the Arcadia fleet. In fact, the July 2008 inspection was one of the best recorded at that location. However, during the subsequent audits in October 2008 and January 2009 the maintenance program shows signs of slipping. During that period the performance indicator of "Miles Between Mechanical Roadcalls" does remain well above the performance target but the "Recommended Out of Service" numbers have risen. While safety is still receiving the utmost attention the steady increase in "Client Out of Service" and "Foothill Standards" findings demonstrates a lack of attention to detail that is trademark of Foothill Transit. Operations staff met with the MV General Manager and Maintenance Manager to discuss the recent audit and have agreed on plans focusing additional attention on the weaker areas. One area of weakness noted on previous audits has been the poor on-time processing of PMIs. This area is critical to the Federal Transit Administration (FTA) and during the last six months MV has been nearly perfect. The high mileage accumulation and demanding all-day service profile at the Arcadia location continue to be the major challenges to the MV maintenance effort and overall the fleet audit still paints a positive picture of maintenance at Arcadia.

Audit Summary for First Transit Pomona

	October 2007	January 2008	April 2008	July 2008	October 2008	January 2009
On-time PMIs	100%	99.31%	100%	97.20%	100%	100%
Recommended Out of Service	1	0	1	1	0	1
Customer Standard Out of Service	5	6	1	7	7	2
Foothill Transit Standards	34	40	35	22	33	22
ADA Observations	6	4	8	10	3	5
HVAC Observations	4	3	1	6	0	3

Audit Summary for MV Transportation Arcadia

	October 2007	January 2008	April 2008	July 2008	October 2008	January 2009
On-time PMIs	95.35%	90.00%	91.86%	97.97%	99.46%	99.30%
Recommended Out of Service	6	2	5	1	3	7
Customer Standard Out of Service	7	5	19	9	8	25
Foothill Transit Standards	113	41	78	51	75	130
ADA Observations	7	4	5	3	11	5
HVAC Observations	3	4	6	11	1	16

The TMC audit process has proven to be a valuable tool to evaluate the state of the maintenance of the fleet. That same process also allows Foothill Transit to make strategic moves to resolve issues identified during the audit and the third party impartial results assist Foothill Transit, First Transit, and MV Transportation in improving the quality of maintenance efforts applied to the Foothill Transit fleet.

Budget Impact

Funding for the bus inspection audits is included in Foothill Transit's Fiscal Year 2009 Business Plan.

Sincerely,

George Karbowski
Director of Operations and Maintenance

Doran J. Barnes
Executive Director

Agenda Item No. 8

Attachment A

FOOTHILL TRANSIT STANDARDS

In order to ensure that Foothill Transit buses are being maintained to the highest level possible, Foothill has established quality assurance criteria. The maintenance consultant will be expected to enforce these criteria and ensure that all vehicles meet minimum standards.

- BRAKES: Any item relating to the brake system that does not meet acceptable standards. Brake adjustments, worn linings, and air leaks are automatic "Out of Service" items.

- AIR SYSTEMS: Must be clean and properly maintained. There are no exceptions.

- STEERING AND SUSPENSION: Steering box, lines, king pins, tie rods, radius rods, bellows, valves, bushings, shocks, etc., that are worn close to or past the limits dictated by good preventive/predictive maintenance practices are considered "Out of Service".

- ENGINE AND TRANSMISSION: Dirty engine compartments, any fluid leaks, worn hoses, lines or belts, exhaust leaks, excessive smoke, etc. are unacceptable.

- AIR CONDITIONING: Must be fully operational. No defects will be acceptable.

- WHEELCHAIR LIFTS: Must be fully operational. No defects will be acceptable.

- DESTINATION SIGNS: Must be fully operational and readable by the public. No more than 5 percent of the pixels can be out, provided that the full sign is still readable.

- INTERIORS: Must be clean and graffiti-free. No torn, stained, or dirty seats, dirty or damaged rear or side panels, loose handrails, loose screws, etc. Any scratches of 1/4 inch or longer may be considered to be graffiti. Damaged or missing decals are not acceptable.

- WINDOWS: Must be clean, spot, and graffiti-free. Windows must be fully operational.

- EXTERIORS: Must be clean and free of all body damage, including tree scratches. Faded or torn bumpers and fender flares, excessive soap build-up, water spots, and damaged or missing decals are not acceptable.

- TIRES AND WHEELS: Tread depth must not be less than 3/32 inch. Tire height between inner and outer tires on the same side must not differ by more than 3/32 inch. Leaking seals, loose or missing studs and lug nuts, and dirty wheels are not acceptable.

- PREVENTIVE MAINTENANCE INSPECTIONS: The contractor shall conduct routine preventive maintenance inspections and servicing at intervals of 6,000 miles or the recommended vehicle manufacturer's specifications, whichever is lower. The contractor shall conduct more extensive inspection and servicing at 12,000-mile intervals or as specified by the transit vehicle manufacturer, whichever is lower. The contractor shall conduct an annual or 48,000-mile preventive maintenance inspection containing all items required by the component manufacturers. The contractor shall conduct weekly brake/safety inspections.

- APPLICABLE CODES AND REGULATIONS: Vehicles must be deemed safe for operations on public streets and freeways and meet all requirements of the California Vehicle Code. All parts of vehicles and all equipment mounted on or in the vehicles shall conform to the California Vehicle Safety Standards, California Administrative Code, Title 13, the Americans with Disabilities Act (ADA), and the CHP Motor Carrier Safety Regulations.

Special Executive Board Meeting

February 19, 2009

To: Executive Board

Subject: **2009 Legislation Summary**

This item will be provided under separate cover.

Agenda Item No. 9

Special Executive Board Meeting

February 19, 2009

To: Executive Board

Subject: **Request to Issue IFB for Elevator Replacement at the West Covina Administrative Offices**

Recommendation

Authorize the Executive Director to issue Invitation for Bids (IFB) No. 09-018 for the replacement of two elevators and associated equipment at the West Covina Administrative Offices.

Analysis

Foothill Transit moved its administrative offices to 100 S. Vincent Avenue in West Covina in June 2007. When the property was acquired, the due-diligence study that was undertaken indicated that the building's elevators should be replaced as they were beyond their useful life. That work was not included in the scope of work for the build-out due to budget constraints.

The federal government's economic recovery program, soon to be signed into law by President Obama, is designed to begin the process of restoring the U.S. economy by stimulating and preserving jobs, and Foothill Transit is projected to receive funding as part of that legislation. A condition of receipt of these funds is that at least 50 percent be obligated/spent within 90 days.

New elevators will be much more reliable and will afford a higher level of building security and access control.

Replacement elevators at Foothill Transit's administrative offices can be procured within the timeline that is required under the economic recovery legislation.

Budget Impact

This project will be funded through Foothill Transit's FY 2009 federal economic recovery program allocation.

Sincerely,

Gary K. Nehls
Director of Procurement

Doran J. Barnes
Executive Director

Agenda Item No. 10

Special Executive Board Meeting

February 19, 2009

To: Executive Board

Subject: **Request to Issue IFB for Replacement of Administrative Office Windows**

Recommendation

Authorize the Executive Director to issue Invitation for Bids (IFB) No. 09-019 for the replacement of exterior office windows at the West Covina Administrative Offices.

Analysis

Foothill Transit moved its administrative offices to 100 S. Vincent Avenue in West Covina in June 2007. When the property was acquired, the due-diligence study that was undertaken indicated that the building's windows should be replaced as the existing windows are neither energy-efficient nor seismically tolerant. That work was not included in the scope of work for the build-out due to budget constraints.

The federal government's economic recovery program, soon to be signed into law by President Obama, is designed to begin the process of restoring the U.S. economy by stimulating and preserving jobs, and Foothill Transit is projected to receive funding as part of that legislation. A condition of receipt of these funds is that at least 50 percent be obligated/spent within 90 days.

At the January Executive Board meeting, the Foothill Transit Executive Board authorized the Executive Director to sign onto the Pilot Phase of APTA's Sustainability Commitment program. Installation of energy-efficient windows at Foothill Transit's administration offices will allow the use of capital resources to offset ongoing operating expenses and also have a positive environmental impact.

The products and services associated with replacement of the windows at Foothill Transit's administrative offices can be procured within the timeline that is required under the economic recovery legislation.

Budget Impact

This project will be funded through Foothill Transit's FY 2009 federal economic recovery program allocation.

Sincerely,

Gary K. Nehls
Director of Procurement

Doran J. Barnes
Executive Director

Agenda Item No. 11

Special Executive Board Meeting

February 19, 2009

To: Executive Board

Subject: **Request to Issue IFB for Renovations to the Pomona Operations and Maintenance Facility**

Recommendation

Authorize the Executive Director to issue Invitation for Bids (IFB) No. 09-020 for renovations to the Pomona Operations and Maintenance Facility.

Analysis

Foothill Transit's Pomona Operations and Maintenance facility was constructed in 1997. After over ten years of use, the facility is in need of renovations to restore it to Foothill Transit standards.

Staff is currently in the process of selecting an architectural team to develop a scope of work for the renovations.

Renovations will include, but are not limited to, the following:

1. Remodeling and expanding the dispatch area;
2. Creation of a dedicated SMART*Bus* dispatch area;
3. Remodeling the operator break area and TV viewing room;
4. Replacing the furniture in the operator area;
5. Reconfiguring the counter tops in the operator dining area;
6. Painting the interior and exterior of the buildings;
7. Replacing the carpeting in the administrative building; and
8. Thoroughly cleaning the maintenance area.

This work can be under contract within the timeline that is required under the economic recovery legislation.

Budget Impact

This project will be funded through Foothill Transit's FY 2009 federal economic recovery program allocation.

Sincerely,

Gary K. Nehls
Director of Procurement

Doran J. Barnes
Executive Director

Agenda Item No. 12

Special Executive Board Meeting

February 19, 2009

To: Executive Board

Subject: **Installation of Solar Power Systems**

Recommendation

Authorize the Executive Director to undertake an appropriate procurement action for the design and installation of solar powered generating systems at the following facilities:

- West Covina Administrative Offices
- Pomona Operations and Maintenance Facility
- Arcadia Operations and Maintenance Facility

Analysis

The federal government's economic recovery program, soon to be signed into law by President Obama, is designed to begin the process of restoring the U.S. economy by stimulating and preserving jobs, and Foothill Transit is projected to receive funding as part of that legislation. A condition of receipt of these funds is that at least 50 percent be obligated/spent within 90 days.

At the January Executive Board meeting, the Foothill Transit Executive Board authorized the Executive Director to sign onto the Pilot Phase of APTA's Sustainability Commitment program. Installation of solar powered generating systems at Foothill Transit's administration and operations and maintenance facilities will allow the use of capital resources to offset ongoing operating expenses and also have a positive environmental impact.

The products and services associated with implementing solar power at Foothill Transit's facilities can be procured within the timeline that is required under the economic recovery legislation.

Budget Impact

Funding for this project is included in the 2009 Federal Economic Recovery package.

Sincerely,

Gary K. Nehls
Director of Procurement

Doran J. Barnes
Executive Director

Agenda Item No. 13

Special Executive Board Meeting

February 19, 2009

To: Executive Board

Subject: **Request to Issue IFB for Virtual Information Technology Servers**

Recommendation

Authorize the Executive Director to issue Invitation for Bids (IFB) No. 09-023 for the purchase and installation of "virtual servers" at the West Covina Administrative Offices.

Analysis

Foothill Transit currently has twenty-two server computers, not including the ACS SMART*Bus* servers. These servers run vital functions such as email, file storage, and the financial system. Most of these servers do not operate at full capacity and are accessed only a few times each day. It was prudent, however, based on the technology previously available, to keep separate functions on separate servers to ensure that the failure of a server would not cripple multiple functions within the organization.

Virtualization is a process that divides a server, with the help of software, into several servers or virtual images. This process utilizes the physical server hardware to its full computing potential by allocating the appropriate amount of resource required for a particular application. Virtualization will also improve Foothill Transit's disaster recovery plan by allowing the virtual image to move from one physical server to another physical server in the event the image's host server fails. This will eliminate any computer downtime for users.

Aside from reducing the number of physical servers to as few as five, virtualization will also have a positive environmental impact or "green effect" to reduce Foothill Transit's carbon footprint and energy consumption. The project is consistent with Foothill Transit's involvement with APTA's Sustainability Commitment program.

The products and services associated with implementing virtual servers at Foothill Transit's facilities can be procured within the timeline that is required under the economic recovery legislation.

Budget Impact

This project will be funded through Foothill Transit's FY 2009 federal Economic Recovery program allocation.

Sincerely,

Gary K. Nehls
Director of Procurement

Doran J. Barnes
Executive Director

Agenda Item No. 14

Special Executive Board Meeting

February 19, 2009

To: Executive Board

Subject: **Request to Procure Aluminum Wheel Polishers**

Recommendation

Authorize the Executive Director to take an appropriate procurement action for the purchase of two aluminum wheel polishers to be used at the Pomona and Arcadia Operations and Maintenance Facilities.

Analysis

Foothill Transit's entire fleet of buses was delivered with mirror finished aluminum wheels. Over time, the wheels become scratched, pitted, and dull as a result of regular wear and tear.

Maintaining the wheels to their original factory luster has benefits beyond appearance. Oxidized rims tend to camouflage cracks and defects that can be hazardous to safe operation of the bus. Clean and polished wheels will reveal damages and defects so they can be replaced proactively.

Wheel polishing by hand is a tedious and dirty process that can take on average four to five hours per wheel. Wheel polishing equipment can restore a wheel to its original luster in 20 to 40 minutes and can completely clean and polish six wheels in about three hours. In addition to their cost effectiveness, wheel polishing machines are safe and simple to operate.

There are a number of companies that offer wheel polishing with prices ranging from $50 to $60 per wheel. Since the wheels are polished off-site, shipping charges would be incurred and delays in shipping the wheels back and forth could impact bus availability. In-house wheel polishing equipment offers cost-savings, efficiency, safety, and is in line with the Foothill Transit appearance policy.

The work can be under contract within the timeline that is required under the economic recovery legislation.

Budget Impact

This project will be funded through Foothill Transit's FY 2009 federal economic recovery program allocation.

Sincerely,

George Karbowski
Director of Operations

Doran J. Barnes
Executive Director

Agenda Item No. 15

Special Executive Board Meeting

February 19, 2009

To: Executive Board

Subject: **Request to Issue IFB for Seat Replacement**

Recommendation

Authorize the Executive Director to issue Invitation for Bids (IFB) No. 09-026 for seat replacement on seventy five (75) 40-ft. NABI buses.

Analysis

In 2004, Foothill Transit acquired 75 40-ft. NABI buses equipped with non-padded seating. These are our 1400-series buses used to service stop-and-go routes from outlying areas of the San Gabriel Valley area to Pomona Transit Center, Montclair Transit Center, and El Monte Bus Station.

Over the past five years of use, the seat covers are now showing their age due to usual wear and tear and are in need of replacement. These non-padded seat styles are less comfortable on longer duration rides, making this series of buses less desirable for longer trips as occur in commuting service. It would be beneficial to the organization to have a softer, padded seating style on these buses to provide additional comfort on local trips. It would also make these vehicles able to be used on longer commuter routes.

The products and services associated with installing replacement seats on Foothill Transit's coaches can be procured within the timeline that is required under the economic recovery legislation.

Budget Impact

This project will be funded through Foothill Transit's FY 2009 federal Economic Recovery program allocation.

Sincerely,

George Karbowski
Director of Operations

Doran J. Barnes
Executive Director

Agenda Item No. 16

Special Executive Board Meeting

February 19, 2009

To: Executive Board

Subject: **Request to Issue IFB for the Construction of Spray Booths at Foothill Transit's Arcadia and Pomona Operations and Maintenance Facilities**

Recommendation

Authorize the Executive Director to issue Invitation for Bids (IFB) No. 09-031 for the construction of spray booths at Foothill Transit's Pomona and Arcadia Operations and Maintenance Facilities.

Analysis

The federal government's economic recovery program, soon to be signed into law by President Obama, is designed to begin the process of restoring the U.S. economy by stimulating and preserving jobs, and Foothill Transit is projected to receive funding as part of that legislation. A condition of receipt of these funds is that at least 50 percent be obligated/spent within 90 days.

Currently, there are no spray booths at either of Foothill Transit's operations and maintenance facilities. Spray booths will allow Foothill Transit's contractors to perform minor body work on buses and support vehicles on-site. This will reduce the cycle time for these types of repairs.

The products and services associated with constructing spray booths at Foothill Transit's facilities can be procured within the timeline that is required under the economic recovery legislation.

Budget Impact

Funding for this project is available in Foothill Transit's FY 2009 Federal Economic Recovery allocation.

Sincerely,

Gary K. Nehls
Director of Procurement

Doran J. Barnes
Executive Director

Agenda Item No. 17

Special Executive Board Meeting

February 19, 2009

To: Executive Board

Subject: **Request to Issue IFB for the Construction of Water-Saving Bus Wash Facilities**

Recommendation

Authorize the Executive Director to issue Invitation for Bids (IFB) No. 09-030 for the construction of water saving bus wash facilities at the organization's Pomona and Arcadia Operations and Maintenance Facilities.

Analysis

The federal government's economic recovery program, soon to be signed into law by President Obama, is designed to begin the process of restoring the U.S. economy by stimulating and preserving jobs, and Foothill Transit is projected to receive funding as part of that legislation. A condition of receipt of these funds is that at least 50 percent be obligated/spent within 90 days.

At the January Executive Board meeting, the Foothill Transit Executive Board authorized the Executive Director to sign onto the Pilot Phase of APTA's Sustainability Commitment program. Construction of water saving bus wash facilities at Foothill Transit's administration and operations and maintenance facilities will allow the investment of capital resources to offset ongoing operating expenses and also have a positive environmental impact.

The products and services associated with constructing water saving bus wash facilities at Foothill Transit's facilities can be procured within the timeline that is required under the federal economic recovery legislation.

Budget Impact

Funding for this project is available in Foothill Transit's FY 2009 Federal Economic Recovery allocation.

Sincerely,

Gary K. Nehls
Director of Procurement

Doran J. Barnes
Executive Director

Agenda Item No. 18

Special Executive Board Meeting

February 19, 2009

To: Executive Board

Subject: **Nomination of Doran Barnes to Serve on the Board of Directors of Access Services**

Recommendation

Nominate Doran Barnes to serve on the Board of Directors of Access Services, Inc.

Background

Access Services is the consolidated transportation services agency and paratransit provider for Los Angeles County. Access Services provides a wide range of services including complementary paratransit service for the fixed route transit operators in Los Angeles County, including Foothill Transit. The municipal transit operators in Los Angeles have one seat on the Board of Directors of Access Services. A second seat rotates between the municipal operators and the local operators.

Foothill Transit Executive Director Doran Barnes has represented the municipal transit operators on the Access Services Board of Directors for the past four years. He has served as Secretary and Vice Chair of the Board and is the current Chair. Mr. Barnes' continued participation on the Access Services Board of Directors will continue Foothill Transit's role as a transit leader in the region and in the nation.

Financial Impact

There is no financial impact related to Mr. Barnes involvement as a member of the Board of Directors of Access Services.

Sincerely,

Digitally signed by Darold Pieper
Date: 2009.02.11 19:56:41 -08'00'

Darold Pieper
General Counsel

Agenda Item No. 19

Special Executive Board Meeting

February 19, 2009

To: Executive Board

Subject: **Zero Emission Electric Bus Demonstration Project**

Recommendation

Authorize the Executive Director to take appropriate procurement action to implement a Zero Emission Electric Bus Demonstration Project including associated power systems.

Analysis

The federal government's economic recovery program, soon to be signed into law by President Obama, is designed to begin the process of restoring the U.S. economy by stimulating and preserving jobs, and Foothill Transit is projected to receive funding as part of that legislation. A condition of receipt of these funds is that at least 50 percent be obligated/spent within 90 days.

At the January Executive Board meeting, the Foothill Transit Executive Board authorized the Executive Director to sign onto the Pilot Phase of APTA's Sustainability Commitment program. Foothill Transit's implementation of an electric bus demonstration project will put the organization at the forefront among transit agencies in moving forward with sustainable transit operations.

This project not only has the potential to reduce Foothill Transit's vehicle emissions, but could also have a relatively low operating cost, particularly in the area of power. The estimated gasoline-gallon-equivalent cost of electricity to power a fully-electric bus is under $1.00. Foothill Transit's implementation of a fully-electric transit route will allow the investment of capital resources to offset ongoing operating expenses and also have a positive environmental impact.

This project will include both the transit buses and the associated power system. The power system must allow the vehicle to operate throughout a normal operating day on a local transit line.

Staff is currently researching the appropriate procurement procedure to ensure that this effort will be possible within the timeline that is required under the Economic Recovery legislation. A recommendation for contract award is expected to be presented for consideration by the Executive Board in late April or May.

Budget Impact

The projected cost for an electric bus demonstration project is approximately $5.8 million. It is anticipated that this project will be funded through Foothill Transit's FY 2009 federal economic recovery program allocation. This item will be presented to the Executive Board for approval prior to a contract award.

Sincerely,

Gary K. Nehls
Director of Procurement

Doran J. Barnes
Executive Director

Special Executive Board Meeting

February 19, 2009

To: Executive Board

Subject: **Proposed FY 2010 Business Plan Initiatives**

Recommendation

Approve the proposed FY 2010 Business Plan Initiatives.

Analysis

Each year, Foothill Transit evaluates possible initiatives that will direct the agency's activities and focus for the coming fiscal year. The following nine key projects for the upcoming year are recommended for inclusion in the Business Plan:

- Begin construction of the West Covina Park and Ride
- Install solar panels at administrative office and operating facilities
- Implement an Electric Bus Demonstration Project
- Renovate the Pomona Operations and Maintenance facility
- Procure CNG coaches for the L.A. County FastLanes project
- Achieve 90 percent schedule adherence by year end
- Pursue LEED certification for administrative office and operating facilities
- Implement agency-wide customer service training
- Advocate for Foothill Transit's interest in the upcoming five-year federal transportation authorization program

These are proposed agency-wide initiatives. Individual department goals will be detailed in their respective sections within the preliminary FY 2010 Business Plan.

Pending approval by the Foothill Transit Executive Board these proposed initiatives will serve as the foundation for agency planning prioritization in 2010 and will be included in the preliminary draft of the FY 2010 Business Plan for review by the Administrative Advisory Committee.

Sincerely,

Kevin McDonald
Deputy Executive Director

Doran J. Barnes
Executive Director

Agenda Item No. 21

Special Executive Board Meeting

February 19, 2009

To: Executive Board

Subject: **Contract Award – A&E Consulting Services**

This item will be provided under separate cover.

Agenda Item No. 22

Special Executive Board Meeting

February 19, 2009

To: Executive Board

Subject: Management Service Contract – Farebox Installations

Recommendation

Consider authorizing a one-time payment to Veolia Transportation in the amount $38,700 for their services in the supervision of the installation of new farebox equipment.

Analysis

Foothill Transit's implementation of new farebox technology is scheduled to take place in May 2009. The manufacturer of the equipment will have technicians onsite throughout the day, including evenings and weekends for a period of three to four weeks to complete the installation of the new equipment. To ensure proper installation and testing of the newly installed equipment, it has been proposed that Veolia personnel be onsite around the clock to test each farebox for proper functioning prior to authorizing the return of the vehicle to revenue service.

Veolia projects that this effort will require a total of 360 hours of staff time at a total cost of $38,700, and has requested the Executive Board's consideration of a one-time payment to cover the cost of staffing this additional effort. These costs are eligible to be charged against the farebox equipment capital project budget.

Budget Impact

Funds to cover this payment are available in the Transit Access Pass (TAP) capital project budget in Foothill Transit's approved FY 2009 Business Plan.

Sincerely,

Digitally signed by Darold Pieper
Date: 2009.02.11 20:00:06 -08'00'

Darold Pieper
Legal Counsel

Agenda Item No. 23

Special Executive Board Meeting

February 19, 2009

To: Executive Board

Subject: Management Service Contract – Supplemental Staffing

Recommendation

Subject to Governing Board approval of recommended modifications to Foothill Transit's FY 2009 Business Plan, authorize the addition of three staff positions to Foothill Transit's contract with Veolia Transportation to assist with the implementation of the organization's modified capital improvement program.

Analysis

Prior to the Executive Board meeting on February 19, the Governing Board is scheduled to consider adjustments to the FY 2009 Business Plan to program an anticipated $25.3 million in federal economic recovery funds into the organization's capital improvement program. In addition to this and to the organization's annual formula-allocated capital improvement funds, another $9.6 million in federal capital funding has been made available to Foothill Transit with the assistance of the Gold Line Construction Authority. The Los Angeles County FastLanes project includes another $8.5 million in capital funding to Foothill Transit for bus purchases.

A condition for receipt of the federal economic recovery funds is that at least 50 percent of these funds be obligated/spent within 90 days. To accomplish this, Foothill Transit's contract management team must prepare specifications and issue procurements on an extremely accelerated schedule and must manage those projects simultaneously through their completion.

Capital funding obtained with the assistance of the Gold Line Construction Authority must be obligated prior to October 2009 or those funds will lapse.

The FastLanes program to be implemented in December 2010 calls for increased Line 699 and Silver Streak service to be implemented in advance of this date. The most appropriate date for this to occur is with Foothill Transit's service change process in September 2010. To facilitate this, the related bus procurement must be undertaken as soon as possible to ensure delivery of the needed vehicles by September 2010.

These projects will require a significant amount of staff work over the next 24 months. Veolia proposes the addition of an Operations Analyst, Construction

Project Manager, and a Senior Accountant/Grants Coordinator on a temporary basis to ensure the successful delivery of these projects.

Veolia has proposed adding these three positions effective March 1, 2009 for a total annual increase in compensation of $396,300, subject to the annual increases included in the existing management agreement.

Budget Impact

Addition of these positions will result in an increase of $396,300 to Foothill Transit's annual budget. Staff hours dedicated to implementation of the related capital projects would be charged to the capital grant rather than against Foothill Transit's operating budget.

Sincerely,

Digitally signed by Darold Pieper
Date: 2009.02.11 19:54:44 -08'00'

Darold Pieper
Legal Counsel

Special Executive Board Meeting

February 19, 2009

To: Executive Board

Subject: **Non-Exercise of Option - Silver Streak Wi-Fi**

Recommendation

Authorize the Executive Director to not exercise the second option year of Contract 07-028 with Parvus Corporation for the Silver Streak Wi-Fi System and cancel the Silver Streak Wi-Fi program due to low usage.

Analysis

On February 14, 2007, Foothill Transit entered into a contract with Parvus Corporation to install, operate and maintain a Wireless Internet Service (Wi-Fi) to be operated on 30 buses operating on Foothill Transit's Silver Streak service. The contract terms also provided Foothill Transit with two one-year options for a maintenance program, extended warranty, and monthly airtime charges.

The first option was exercised on March 18, 2008 in the amount of $72,056.00. The second option is due to be exercised on March 19, 2009 in the amount of $77,152.00

Data shows 19,171 logons were generated over 617 days of service or an average of 31 logons per day. All thirty Silver Streak buses have Wi-Fi capability which equates to an average of one logon per day per bus.

Budget Impact

Cancellation of the service will result in a savings of $19,288 in FY-09 and $57,864 in FY10.

Sincerely,

Gary K. Nehls

Gary Nehls
Director of Procurement

Doran J. Barnes
Executive Director

Agenda Item No. 25