Foothill Transit
Going Good Places

EXECUTIVE BOARD MEETING

West Covina, CA
Friday, June 26, 2015

Foothill Transit

Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING
8:00 AM, June 26, 2015
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL: MEMBERS CALAYCAY, DE LA TORRE, HERRERA, SHEVLIN, WARSHAW

4. APPROVAL OF MINUTES FOR THE JOINT MEETINGS OF THE ANNUAL GOVERNING BOARD AND EXECUTIVE BOARD OF MAY 13, 2015 AND REGULAR MEETING OF MAY 29, 2015

5. PRESENTATIONS:

   5.1. Contractors' Employee Recognition

   5.2. Proterra Manufacturing Plant Update

6. PUBLIC COMMENT

CONSENT CALENDAR: Items 7 through 12 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

7. FISCAL YEAR 2014-2015 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through May 31, 2015. The attached Financial Statements and Investment Report summarize Foothill

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

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

Transit's unaudited operations and financial condition as of May 31, 2015 for the fiscal year ending June 30, 2015.

8. MAY 2015 PERFORMANCE INDICATORS REPORT

Recommended Action: Receive and file the May 2015 Performance Indicators Report.

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

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

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

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

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

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

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

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

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

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

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

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

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

9. JUNE 2015 LEGISLATIVE SUMMARY

Recommended Action: 1. Receive and file the June 2015 Legislative Summary; and 2. Adopt support positions on ACA 4, AB 338, and SCA 7.

10. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM GOAL

Recommended Action: Adopt a DBE program goal of 3.5 percent on Foothill Transit's federally funded projects undertaken during federal fiscal years 2016 through 2018 (October 1, 2015 through September 30, 2018).

11. REQUEST TO ISSUE INVITATION FOR BIDS (IFB) NO. 15-066 FOR NETWORK INFRASTRUCTURE ROUTERS AND SWITCHES REPLACEMENT

Recommended Action: Authorize the Executive Director to issue Invitation for Bids No. 15-066 for Network Routers and Switches Replacement.

12. REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) NO. 15-060 – IN-GROUND LIFTS ASSESSMENT AND REHABILITATION

Recommended Action: Authorize the Executive Director to Issue RFP No. 15-060 for In-ground Lifts Assessment and Rehabilitation.

REGULAR AGENDA:

13. ENVIRONMENTAL AND SUSTAINABILITY MANAGEMENT SYSTEM – ISO 14001 CERTIFICATION

Recommended Action: Receive and file an update on Foothill Transit's receipt of International Organization for Standardization (ISO) 14001 certification for its Environmental and Sustainability Management System (ESMS) at the Pomona Operations and Maintenance Facility.

14. CONTRACT AWARD – CAD/AVL SYSTEM EQUIPMENT (RFP NO. 15-014)

Recommended Action: Authorize the Executive Director to negotiate final contract terms and conditions and award a contract to Avail Technologies, Inc. in the amount of $13,994,788 for replacement of Foothill Transit's computer aided dispatch and automatic vehicle location (CAD/AVL) system, including equipment, installation, testing training, system implementation, product support, and warranty.

15. EXERCISE OF CONTRACT OPTION – TRANSIT BUS PROCUREMENT

Recommended Action: Authorize the Executive Director to negotiate final terms and conditions and exercise Option No. 3 of Contract No. 12-040 with New Flyer for the purchase of 30 compressed natural gas (CNG) fueled, 40-foot Excelsior buses at a total cost of $19,096,113.30, including delivery and sales tax.

16. APPOINTMENT OF FOOTHILL TRANSIT BOARD SECRETARY

Recommended Action: Adopt Resolution No. 2015-06 (Attachment A) designating the Board Support Services Manager/Executive Assistant as the Foothill Transit Board Secretary.

17. BUS STOP SIGN REPLACEMENT PROJECT UPDATE

Recommended Action: Receive and file the Bus Stop Sign Replacement Project Update.

18. AZUSA INTERMODAL TRANSPORTATION FACILITY PROJECT UPDATE

Recommended Action: Receive and file the Azusa Intermodal Transportation Facility Project Status Update.

19. TRANSIT STORE REPORT

Recommended Action: Receive and file the Transit Store Report.

20. EXECUTIVE DIRECTOR COMMENT

21. BOARD MEMBER COMMENT

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

23. CLOSED SESSION REPORT

24. ADJOURNMENT

The Foothill Transit Executive Board Meeting
scheduled for July 31, 2015 is cancelled

The next Regular Meeting of the Foothill Transit
Executive Board is scheduled for
Friday, August 28, 2015 at 8:00 AM

DRAFT

STATEMENT OF PROCEEDINGS FOR THE JOINT MEETINGS OF THE FOOTHILL TRANSIT ANNUAL GOVERNING BOARD AND EXECUTIVE BOARD FOOTHILL TRANSIT ADMINISTRATIVE OFFICE 2ND FLOOR BOARD ROOM 100 SOUTH VINCENT AVENUE WEST COVINA, CALIFORNIA 91790

Wednesday, May 13, 2015

7:45 AM

CALL TO ORDER

1. Call to order (Governing Board and Executive Board). (15-2136)

The meeting was called to order by Vice Chair Lantz at 7:53 a.m.

PLEDGE

2. Pledge of Allegiance (Governing Board and Executive Board). (15-2137)

The Pledge of Allegiance was led by Vice Chair Lantz.

ROLL CALL

3. Roll call (Executive Board) (15-2280)

Roll call for Foothill Transit Executive Board meetings was taken by Ivonne Umana, Staff, Board of Supervisors Executive Office Commission Services Division:

Present: 5 - Vice Chair Paula Lantz, Treasurer Carol Herrera, Member Peggy Delach, Member Becky A. Shevlin, and Member Michael De La Torre

Roll call (Governing Board). (15-2138)

Roll call for Foothill Transit Governing Board meetings was taken by Ivonne Umana, Staff, Board of Supervisors Executive Office, Commission Services Division:

Present: 22 - Member Corey Calaycay, Member Charlie A. Rosales, Member Paula Lantz, Member Emmett Badar, Member Nancy Tragarz, Member Uriel Macias, Member Cruz Baca, Member Peggy A. Delach, Member Gary Boyer, Member Corey Warshaw, Member Roger Chandler, Member Richard G. Barakat, Member Tzeitel Paras-Caracci, Member Becky A. Shevlin, Member Cynthia Sternquist, Member Carol Herrera, Member Juventino J Gomez, Member Jeff Parriott, Member Hector Delgado, Member Michael De La Torre, Member Sam Pedroza and Member David C. Rodriguez

Excused: 3 - Member Mark Breceda, Member Margaret McAustin and Member Violeta Lewis

Alternates: 1 - Member Valerie Munoz

I. PUBLIC COMMENT

4. Public Comment (Governing Board and Executive Board). (15-2139)

Paul Harrington, Amalgamated Transit Union (ATU) addressed the Board.

II. PRESENTATIONS

5. A. Pat Wallach Recognition (15-2140)

Doran Barnes, Executive Director, Foothill Transit, addressed the Governing Board and the members of the public by remembering Ms. Wallach's tenure at Foothill Transit. Mr. Barnes and the Executive Board thanked Ms. Wallach's for providing valuable leadership, expertise, and support to the Foothill Transit Board. Mr. Barnes presented Ms. Wallach with a commemorative "Bus Stop Sign" reflecting her accomplishments and years of service to Foothill Transit from 1999 to present.

III. ADMINISTRATIVE MATTERS

6. Approval of minutes for the Governing Board Meeting of March 20, 2015. (15-2141)

On motion of Member Calaycay seconded by Member Boyer, unanimously carried (Members Breceda and McAustin being absent), this item was approved.

Attachments: SUPPORTING DOCUMENT

IV. DISCUSSION ITEMS (REGULAR AGENDA)

7. PROPOSED FISCAL YEAR 2015-2016 BUSINESS PLAN AND BUDGET (Governing Board)

Recommendation: In accordance with the Executive Board's recommendation, approve Foothill Transit's FY 2015-2016 Business Plan and Budget. (15-2142)

Kevin McDonald, Executive Director, presented this item and reported that the mission of Foothill Transit is to be the premier public transit provider committed to safety, courtesy, quality, responsiveness, efficiency and innovation. Foothill Transit's primary goals are the following:

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

Initiatives for Fiscal Year 2015 2016 include the following:

- **Bus Replacement Project**
- **SMARTBus System (SBS) Replacement**
- **College Pass Program**
- **Fare Restructuring Analysis**
- **San Gabriel and Pomona Valley Park & Rides**
- **Service Enhancement**
- **Mount San Antonio College (Mt. SAC) Transit Center**

Ms. Michelle Caldwell, Director of Finance, presented an overview of the Draft Foothill Transit Business Plan and Budget, informing that the $79.9 million operating budget will allow for 806,300 vehicle service hours transporting 14.9 million customers. She further added that the

operating program will be supported by $57.0 million capital budget for a total budget of $136.9 million.

In response to questions posed by the Governing Board, Mr. McDonald responded that the heavy maintenance of the Compressed Natural Gas (CNG) fleet costs a fraction of purchasing new fleet and extends the buses life span by five to seven years. Doran Barnes, Executive Director reported Foothill Transit is the industry leader in electric buses. Proterra LLC is the provider of electric buses for Foothill Transit and is building a manufacturing plant within the city of Industry. Currently no data is available for electric buses heavy maintenance. Metro has recently started delivery of its first fleet of electrical buses. The provider company for Metro is BYD with offices located in Antelope Valley, and Long Beach.

On motion of Member Chandler, seconded by Member Paras Caracci, unanimously carried (Members Breceda and McAustin being absent), this item was approved.

Attachments: SUPPORTING DOCUMENT

8. PROPOSED FISCAL YEAR 2015-2016 SERVICE ENHANCEMENTS AND REQUEST TO CONDUCT PUBLIC HEARINGS (Governing Board)

Recommendation: In accordance with the Executive Board's recommendation, authorize the Executive Director to seek public input regarding the proposed service enhancements below. (15-2143)

Joe Raquel, Director of Planning presented this item and reported that service enhancement will include the proposals and input received from the public.

In response to questions posed by the Governing Board, Mr. Raquel and Doran Barnes, Executive Director indicated that the variety of avenues will be used to reach out to the public for their input. Foothill Transit has always taken public comments and public input and it will consider all the feedback received before implementing any of the proposed enhancements.

On motion of Member Paras-Caracci, seconded by Member Calaycay unanimously carried (Members Breceda and McAustin being absent), this item was approved.

Attachments: SUPPORTING DOCUMENT

9. Recess both meetings for Clusters to elect Executive Board Member and Alternate for Clusters 1 (Claremont, La Verne, Pomona, San Dimas, and Walnut) and Cluster 4 (Diamond Bar, El Monte, Industry, La Puente and South El Monte).

Special Elections for Cluster 2 to elect Executive Board Member (should the election of an Executive Board Alternate also be required, that election will also be held.) (Azusa, Baldwin Park, Covina, Glendora, Irwindale and West Covina) and Cluster 5 to elect Executive Board Alternate (Los Angeles County) (Governing Board and Executive Board). (15-2144)

By Common Consent, there being no objection (Members Breceda, and McAustin being absent), the Foothill Transit Governing and Executive Board recessed at 8:47 a.m. to allow Clusters 1 and 4 to elect its representatives and alternates, Cluster 2 to elect its Executive Board Member and alternate if needed, and Cluster 5 to elect its Executive Board Alternate.

10. Reconvene both meetings and announce the Executive Board Member and Alternate for Cluster 1 and Cluster 4 and announce special election results for Executive Board Member for Cluster 2 and Executive Board Alternate for Cluster 5 (Governing Board and Executive Board) (15-2145)

The Foothill Transit Governing and Executive Board meeting reconvened at 9:07 a.m.

Vice Chair Lantz announced that the representatives for Cluster 1 on the Executive Board is Mayor Corey Calaycay (City of Claremont) and the Alternate is Councilmember Paula Lantz (City of Pomona).

Member Delach announced that the representatives for Cluster 2 on the Executive Board is Councilmember Peggy A. Delach (City of Covina) and the Alternate is Councilmember Corey Warshaw (City of West Covina).

Treasurer Herrera announced the representative for Cluster 4 on the Executive Board is Councilmember Carol Herrera (City of Diamond Bar), and the Alternate is Councilmember Jeff Parriott (City of Industry).

Member De La Torre announced the Alternate representative for Cluster 5 is Member Sam Pedroza (County of Los Angeles).

11. Executive Board Nominations for Foothill Transit Chair, Vice Chair (Executive Board) (15-2146)

On motion of Member Michael De La Torre, seconded by Member Becky A. Shevlin, unanimously carried, Treasurer Carol Herrera was elected Chair of the Foothill Transit Executive Board.

On motion of Member Corey Calycay, seconded by Member Peggy Delach, unanimously carried, Member Becky A. Shevlin was elected Vice Chair of the Foothill Transit Executive Board.

12. Governing Board ratification of the Executive Board nominations for Foothill Transit Chair, Vice Chair (Governing Board) (15-2147)

The Executive Board recommended ratification of the Executive Board Officers to the Governing Board as follows: Carol Herrera, Chair; Becky Shevlin, Vice Chair.

On motion of Member Chandler, seconded by Member Badar duly carried by the following vote, the Governing Board ratified the Executive Board nominations for Foothill Transit:

Ayes: 17 - Member Corey Calaycay, Member Charlie A. Rosales, Member Paula Lantz, Member Emmett Badar, Member Uriel Macias, Member Cruz Baca, Member Peggy A. Delach, Member Gary Boyer, Member Corey Warshaw, Member Roger Chandler, Member Tzeitel Paras-Caracci, Member Becky A. Shevlin, Member Cynthia Sternquist, Member Carol Herrera, Member Jeff Parriott, Member Michael De La Torre and Member Sam Pedroza

Excused: 8 - Member Nancy Tragarz, Member Mark Breceda, Member Richard G. Barakat, Member Margaret McAustin, Member Juventino J Gomez, Member Violeta Lewis, Member Hector Delgado and Member David C. Rodriguez

In response to question posed by the Governing Board, Doran Barnes, Executive Director responded the Treasurer/Auditor Controller duties can be performed by an employee of Foothill Transit. Staff will explore different options and will report back to the Governing Board in a future meeting.

V. EXECUTIVE DIRECTOR COMMENT

13. Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Governing Board and Executive Board. (15-2148)

Mr. Barnes reported on the following:

- **Foothill Transit is applying for the Transportation Investment Generating Economic Recovery (TIGER) grant program for clean vehicle and clean technology. The discretionary grants will be awarded on a competitive basis to projects that will have a significant impact on the nation, a region, or metropolitan area. The goal is to use the grant on Bus Line 486 and make it a fully electrified line. To support this position, a sample letter of support will be needed and provided to each city for signature.**

- **Mr. Barnes was invited to attend the Senate Banking Committee round table meeting.**

VI. GOVERNING BOARD MEMBER COMMENT

14. Comments by Members of the Foothill Transit Governing Board and Executive Board. (15-2149)

Members Calaycay, Delach, Herrera and Shevlin thanked their respective Cluster Members for their support and election. In addition Member Calaycay thanked Member Lantz for her support and leadership on the Executive Board.

The Governing Board Members requested further engagements between the Executive Board Members and the Governing Board Members.

VII. ADJOURNMENT

15. Adjournment of the May 13, 2015 Foothill Transit Governing Board and Executive Board Meeting. (15-2150)

There being no further business, the Foothill Transit Governing Board meeting and the Executive Board Meeting adjourned at 9:25 a.m.

DRAFT

STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE
FOOTHILL TRANSIT EXECUTIVE BOARD
FOOTHILL TRANSIT ADMINISTRATIVE OFFICE
2ND FLOOR BOARD ROOM
100 SOUTH VINCENT AVENUE
WEST COVINA, CALIFORNIA 91790

Friday, May 29, 2015

8:00 AM

CALL TO ORDER

1. Call to order. (15-2460)

The meeting was called to order by Chair Herrera at 8:01 a.m.

PLEDGE

2. Pledge of Allegiance. (15-2461)

The Pledge of Allegiance was led by Chair Herrera.

ROLL CALL

3. Roll call. (15-2462)

Roll call was taken by Ivonne Umana, Staff, Board of Supervisors Executive Office, Commission Services Division.

Present: Corey Calaycay, Michael De La Torre, Carol Herrera and Becky A. Shevlin

Excused: Peggy A. Delach

Alternates: Corey Warshaw

I. ADMINISTRATIVE MATTERS

4. Approval of the minutes for the Regular Meeting of the Executive Board of April 24, 2015. (15-2463)

On motion of Vice Chair Shevlin, seconded by Member De La Torre, the

minutes for the Regular Executive Board Meeting of April 24, 2015 were approved by the following vote:

Ayes:	4 -	Member Michael De La Torre, Chair Carol Herrera, Vice Chair Becky A. Shevlin and Corey Warshaw
Abstentions:	1 -	Member Corey Calaycay
Excused:	1 -	Member Peggy A. Delach

Attachments: SUPPORTING DOCUMENT

II. PRESENTATIONS

5. 5.1 Contractors' Employee Recognition (15-2464)

Jim Marshall, General Manager, First Transit, introduced and recognized the following Pomona location First Transit Operator of the Month:

- **Kenneth Smith, Operator of the Month (May 2015)**

Bill Jackson, General Manager, Transdev, introduced and recognized the following Arcadia location Transdev Operator and Employee of the Month:

- **Antonia Castaneda, Operator of the Month (May 2015)**
- **Andrew Ponce, Employee of the Month (May 2015)**

After discussion, by Common Consent, and there being no objection, the Board recognized the Operator and Employee of the month.

III. PUBLIC COMMENT

6. Public Comment. (15-2465)

David Garcia, member of the public, addressed the Foothill Transit Executive Board.

IV. CONSENT CALENDAR

7. FISCAL YEAR 2014-2015 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through April 30, 2015. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of April 30, 2015 for the fiscal year

ending June 30, 2015. (15-2466)

On motion of Member De La Torre, seconded by Member Calaycay, unanimously carried, this item was received and filed.

Attachments: SUPPORTING DOCUMENT

8. APRIL 2015 PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the April 2015 Performance Indicators Report. (15-2467)

On motion of Member De La Torre, seconded by Member Calaycay, unanimously carried, this item was received and filed.

Attachments: SUPPORTING DOCUMENT

9. MAY 2015 LEGISLATIVE SUMMARY

Recommendation: Receive and file the May 2015 Legislative Summary. Adopt support positions on SB 16 and SB 767. (15-2468)

On motion of Member De La Torre, seconded by Member Calaycay, unanimously carried, the Board acknowledged their position in supporting SB 16 and SB 767, and received and filed the May Legislative Summary.

Attachments: SUPPORTING DOCUMENT

10. FISCAL YEAR 2014-2015 THIRD QUARTER BUDGET UDPATE

Recommendation: Receive and file the Third Quarter Budget Update for the fiscal year ending June 20, 2015. The attached Departmental Third Quarter Budget report summarizes Foothill Transit's expenditures through the third quarter and provides a forecast to complete the fiscal year. (15-1959)

On motion of Member De La Torre, seconded by Member Calaycay, unanimously carried, this item was received and filed.

Attachments: SUPPORTING DOCUMENT

11. AMENDMENT TO DEPUTY EXECUTIVE DIRECTOR'S EMPLOYMENT CONTRACT

Recommendation: Authorize the Executive Director to execute the First Amendment to the Deputy Executive Director Employment Agreement. (15-2469)

On motion of Member De La Torre, seconded by Member Calaycay, unanimously carried, this item was approved.

Attachments: SUPPORTING DOCUMENT

12. APTA VICE CHAIR ENDORSEMENT

Recommendation: Endorse Foothill Transit Executive Director Doran Barnes for the voluntary elected position of Vice Chair of the American Public Transportation Association (APTA). (15-2470)

On motion of Member De La Torre, seconded by Member Calaycay, unanimously carried, this item was approved.

Attachments: SUPPORTING DOCUMENT

13. HOLIDAY SERVICE SCHEDULE FOR FISCAL YEAR 2015-2016

Recommendation: Approve the proposed FY 2015-2016 Holiday Service Schedule. (15-2471)

On motion of Member De La Torre, seconded by Member Calaycay, unanimously carried, this item was approved.

Attachments: SUPPORTING DOCUMENT

14. EXERCISE OF OPTION - GENERAL MARKETING SERVICES

Recommendation: Authorize the Executive Director to exercise option year one of the Pulsar Advertising Contract (No. 12-038) in the amount of $329,189 for general marketing services. (15-2472)

On motion of Member De La Torre, seconded by Member Calaycay, unanimously carried, this item was approved.

Attachments: SUPPORTING DOCUMENT

15. EXERCISE OF OPTION - INTERIOR CARD PRINTING

Recommendation: Authorize the Executive Director to exercise option year one and two of the Interior Card Printing contract with Kandid Graphics (No. 14-046) in the amount of $140,192. (15-2473)

On motion of Member De La Torre, seconded by Member Calaycay, unanimously carried, this item was approved.

Attachments: SUPPORTING DOCUMENT

16. EXERCISE OF OPTION - SMARTBUS SYSTEM SUPPORT AND MAINTENANCE

Recommendation: Authorize the Executive Director to exercise the first of two one-year options in the amount of $343.453 for Xerox Software Support and Maintenance of Foothill Transit's SmartBus System. (15-2474)

On motion of Member De La Torre, seconded by Member Calaycay, unanimously carried, this item was approved.

Attachments: SUPPORTING DOCUMENT

V. DISCUSSION ITEMS (REGULAR AGENDA)

17. MT. SAN ANTONIO COLLEGE TRANSIT CENTER MEMORANDUM OF UNDERSTANDING

Recommendation: Authorize the Executive Director to begin negotiations on the development of a Memorandum of Understanding (MOU) with Mt. San Antonio College (Mt. SAC) related to the development of a Transit Center and Transit Store on the Mt. SAC campus. (15-2475)

Sharlane Bailey, Director of Facilities, presented this item.

On motion of Member Calaycay, seconded by Member Warshaw, unanimously carried, this item was approved.

Attachments: SUPPORTING DOCUMENT

18. REQUEST FOR PROPOSALS (RFP) - ENVIRONMENTAL CONSULTANT- MT. SAC TRANSIT CENTER PROJECT

Recommendation: Authorize the Executive Director to Issue RFP No. 15-065 seeking proposals to provide environmental consulting services as necessary in connection with the development of a Transit Center to be located in the Mt. SAC campus. (15-2476)

Sharlane Bailey, Director of Facilities, presented this item.

On motion of Vice Chair Shevlin, seconded by Member De La Torre, unanimously carried, this item was approved.

Attachments: SUPPORTING DOCUMENT

19. CONTRACT AWARD - ENVIRONMENTAL CONSULTING AND PRELIMINARY ARCHITECTURAL AND ENGINEERING SERVICES FOR THE COVINA PARK & RIDE PROJECT

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and award Contract No. 15-049 in the amount of $297,414 with Madole & Associates, Inc. to provide environmental services and necessary preliminary architectural and engineering services for the Covina Park & Ride project. (15-2477)

Sharlane Bailey, Director of Facilities, presented this item.

On motion of Member Calaycay, seconded by Member Warshaw, with Member De LA Torre excused, this item was approved.

Attachments: SUPPORTING DOCUMENT

20. UPDATE ON TIGER GRANT APPLICATION

Recommendation: Receive and file an update on Foothill Transit's "TIGER" grant application. (15-2478)

Rueben Cervantes, Project Accountant, presented this item.

In response to a question posed by the Board, Mr. Cervantes reported that all the letters of recommendation have been received with the exception of Cal Poly Pomona. The minimum request for the grant is $10 million and the grant request of $15 million can be scaled down to $10 million by the awarding authority.

On motion of Member Calaycay, seconded by Vice Chair Shevlin, unanimously carried, this item was received and filed.

Attachments: SUPPORTING DOCUMENT

21. POTENTIAL RELOCATION FOR THE WEST COVINA TRANSIT STORE

Recommendation: Authorize the Executive Director to seek an alternative location for the West Covina Transit Store. (15-2479)

Vincent Sauceda, Construction Manager, presented this item.

In response to a question posed by the Board, Mr. Barnes reported that the project is in its beginning stages and there isn't any specific time frame of when the alternative location would be identified and all options are open. Staffing at the new location would be similar to the current staff in the West Covina Transit Store.

Board Members reminded staff to be conscious of the cost effectiveness

and the long term cost at the desired location.

On motion of Vice Chair Shevlin, seconded by Member Calaycay, unanimously carried, this item was approved.

Attachments: SUPPORTING DOCUMENT

22. APPOINTMENT OF FOOTHILL TRANSIT TREASURER

Recommendation: Adopt Resolution No. 2015-05 (Attachment A) designating the Director of Finance as the Foothill Transit Treasurer. (15-2480)

Kevin McDonald, Deputy Executive Director, presented this item.

On motion of Member Calaycay, seconded by Vice Chair Shevlin, unanimously carried, this item was approved.

Attachments: SUPPORTING DOCUMENT

23. OPERATION OF METRO LINE 270

Recommendation: Authorize the Executive Director to negotiate with LA Metro to transition operation of Line 270 in December of 2015. (15-2481)

Josh Landis, Planning Manager, presented this item.

In response to a question posed by the Board, Mr. Barnes informed that the lines 190, 194 and 270 are performing well; however, Metro is taking a comprehensive look at the services it provides. Metro's intent is to discontinue service where an alternative operative can provide the same type of service to the customers. Mr. Barnes also informed that Metro is running into a budget deficit. With the Gold Line Station opening, it provides other options for customers.

On motion of Member Calaycay, seconded by Vice Chair Shevlin, unanimously carried, this item was approved.

Attachments: SUPPORTING DOCUMENT

VI. EXECUTIVE DIRECTOR COMMENT

24. Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (15-2482)

Mr. Barnes reported on the following:

- **There is an initiative to take a comprehensive look at our fares and fare**

structure. A search will take place to hire a consultant to assist with this initiative.

- **At the May 13, 2015 meeting, the Governing Board requested to have meetings throughout the year and staff is currently working on a format to meet the request of the Governing Board. The Foothill Transit Policy Guidelines do not address information for the requested meeting.**

- **Foothill Transit achieved nine of nine key performance indicators for the month of April 2015.**

- **A recommendation will be presented at the June meeting to replace the CAD/AVL system. CAD/AVL is a system which allows the tracking of the buses and assists with dispatch functions.**

- **The July 31, 2015 Foothill Transit Executive Board meeting has been cancelled.**

VII. BOARD MEMBER COMMENT

25. Comments by Members of the Foothill Transit Executive Board. (15-2483)

Chair Herrera requested that a notification be sent to cluster members informing them that the individual cluster meetings are scheduled to take place in August 2015.

IX. ADJOURNMENT

26. Adjournment for the May 29, 2015 Foothill Transit Executive Board Meeting. (15-2484)

There being no further business, the Foothill Transit Executive Board meeting adjourned at 8:51 a.m.

June 26, 2015

To: Executive Board

Subject: **FY 2014/2015 Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through May 31, 2015.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of May 31, 2015 for the fiscal year ending June 30, 2015.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of May 31, 2015, shows total assets at $309.9 million. This total consists primarily of $202.3 million in fixed assets, $99.8 million in cash and investments and $7.6 million in receivable and prepaid assets. Foothill Transit's cash position of $92.8 million is $2.7 million more than the previous month, and is $19.6 million more than last year in May.

Liabilities

The accounts payable balance is $8.8 million. Accounts Payables include operating and maintenance for $6.8 million and $1.0 million for fuel.

The deferred revenue of $69.7 million represents capital grants that are reserved for planned capital expenditures.

Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. Funds held with Bank of the West in non-interest earning accounts qualify for FDIC insurance, eliminating the risk of loss.

The cash and investments balance includes $35 million in non-interest bearing accounts held with Bank of the West; $23.3 million in interest bearing money market accounts with Bank of the West; $19.4 million with Chase; $4.0 million with Bank of the West Agency notes; $3.0 million with Wells Fargo certificates of deposit, and $15 million invested in the Local Agency Investment Fund (LAIF).

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

Operating and Capital Revenues and Expense Analysis (Attachment C)

May 2015 year-to-date fare revenues were $17,431,917 which is $134,417 more than the budgeted amount and $154,016 more than May 2014. Fare revenues improved slightly during May.

Operating costs through May 2015 were $64.9 million, which is $6.9 million less than the budget and $5.7 million more than May 2014. Of this $64.9 million, $48.8 million are operating costs for the Arcadia and Pomona operating contractors. The other large operating expense is fuel which was $4.8 million through May 2015.

Capital expenditures through May were $40.6 million compared with $46.4 million last year at this time. The majority of capital expenditures this fiscal year have been for delivery of new CNG buses, design and pre-construction work on the Azusa Park & Ride lot, and heavy maintenance activities. The annual budget for capital expenditures includes purchase of 60 CNG buses and two electric buses.

Farebox Recovery Ratio

The May year-to-date farebox recovery ratio was 26.8 percent; two percent greater than the performance target of 24.7 percent. The farebox recovery ratio is derived by dividing the total fare revenue of $17,431,917 by the total bus operating expense of $64,962,519. This ratio is less than the May 2014 ratio of 29 percent.

Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of May 2015; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Finance accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for May 2015 were $4.0 million. Capital disbursements totaled $644,869; fuel was $164,467 and other significant disbursements

include $655,309 to First Transit and $1.9 million to Transdev for bus operating services.

Sincerely,

Michelle Caldwell
Director of Finance

Doran J. Barnes
Executive Director

Attachments

Attachment A

Foothill Transit
Balance Sheet
As of May 31, 2015

Assets	
Current Assets:	
Cash	92,865,344
Investments	6,988,000
Due from government agencies	4,157,387
Other receivables	2,547,185
Other assets	955,720
Total Current Assets	107,513,636
Property & Equipment (net of depreciation)	202,337,918
Total Assets	309,851,553
Liabilities and Equity	
Current Liabilities:	
Accounts payable and accrued liabilities	8,812,311
Deferred Revenue	69,693,592
Total Liabilities	78,505,904
Equity	
Fund Balance:	
Investment in Capital Assets	202,337,918
Current Year Change	5,733,302
Reserve	23,274,430
Total Equity	231,345,650
Total Liabilities and Equity	309,851,553

Attachment B

Summary of Cash and
Investment Account
For May 31, 2015

	Interest Rate	Term	Principal/ Book & Market Value
Cash:			
Bank of the West-Reg. Checking	N/A	Demand Deposit	$24,160,205
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,500
Bank of the West-Excise Tax	N/A	Demand Deposit	10,963,029
Bank of the West-Money Market	0.180%	Demand Deposit	7,043,940
Bank of the West-Money Market	0.180%	Demand Deposit	6,025,374
Bank of the West-Money Market	0.180%	Demand Deposit	9,596,872
Bank of the West-CA Transit Assistance	0.080%	Demand Deposit	656,263
Chase Business Saving	0.030%	Demand Deposit	19,408,609
LAIF Investment	0.240%	Demand Deposit	15,009,153
Subtotal Cash on Hand			$92,865,344
Unrestricted Investments:			
Bank of the West	1.500%	Callable Note	$3,000,000
Bank of the West	1.250%	Callable Note	1,000,000
Wells Fargo-CD's	0.350%	Cert. of Deposit	2,988,000
Subtotal Unrestricted Investments			$6,988,000
Total Cash and Investments			$99,853,344

Attachment C

Foothill Transit
Statement of Revenue and Expense
For Month Ended May 31, 2015

		Actual YTD May-15	Budget YTD May -15	Variance	Actual YTD May - 14
	Operating Revenue				
1	Farebox	$9,130,505	$10,239,167	-10.83%	$9,348,492
2	Pass Sales	4,084,810	2,841,667	43.75%	3,753,758
3	TAP Cash Purse	2,667,180	2,016,667	32.26%	2,375,933
4	MetroLink & Access Service	594,933	458,333	29.80%	512,280
5	EZ Transit Pass	954,491	1,741,667	-45.20%	1,287,438
6	Total Operating Revenue	$17,431,917	$17,297,500	0.78%	$17,277,901
	Non-Operating Revenue				
7	Transportation Development Act	$20,043,584	$20,333,174	-1.42%	$19,094,086
8	STA	2,515,612	2,515,607	0.00%	3,587,166
9	Prop A 40% Discretionary	12,681,574	12,681,575	0.00%	12,360,293
10	Prop A 40% BSCP	4,003,406	4,003,402	0.00%	3,941,003
11	Prop C BSIP	806,905	806,905	0.00%	788,766
12	Prop C Base Restructuring	1,733,149	1,733,147	0.00%	1,694,187
13	Prop C Transit Service Expansion	288,816	288,815	0.00%	282,326
14	Transit Security-Operating	778,878	778,878	0.00%	724,757
15	Measure R Operating	9,077,574	9,077,578	0.00%	7,654,042
16	CMAQ Operating	504,075	916,667	-45.01%	1,253,063
17	AQMD Operating	0	0	0.00%	210,000
18	Gain on Sale of Fixed Assets	213,831	0	0.00%	155,520
19	Auxiliary Revenue	1,559,824	1,375,000	13.44%	1,399,064
20	Total Non-Operating Revenue	$54,207,228	$54,510,748	-0.56%	$53,144,273
21	Total Revenue	$71,639,144.86	$71,808,248	-0.24%	$70,422,174
	Available Capital Funding				
22	Capital Grants	$40,624,140	$124,880,795	-67.47%	$ 55,472,581
23	Total Revenue and Capital Funding	$112,263,285	$196,689,043	-42.92%	$125,894,755
	Operating Expenses				
24	Operations	$56,108,492	$60,808,830	7.73%	$51,506,377
25	Maintenance & Vehicle Technology	517,956	625,732	17.22%	494,615
26	Marketing and Communications	1,280,225	1,516,944	15.60%	1,564,785
27	Information Technology	1,219,593	1,720,224	29.10%	1,136,441
28	Administration	2,382,521	2,599,146	8.33%	1,975,963
29	Procurement	612,543	751,949	18.54%	614,347
30	Finance	817,010	962,637	15.13%	690,983
31	Planning	927,799	1,613,975	42.51%	699,316
32	Facilities	1,096,479	1,208,812	9.29%	535,404
33	Total Operating Expenses	$64,962,619	$71,808,248	9.53%	$59,218,228
	Other Expenses				
34	Dial-A-Ride	$620,212	687,500	9.79%	$627,496
35	Special Services	223,049	297,917	25.13%	144,158
36	Total Other Expenses	$843,262	$985,417	34.92%	$771,654
37	Total Operating and Other Expenses	$65,805,880	$72,793,664	9.60%	$59,989,882
	Capital Expenditures				
38	Capital Expenditures	$40,624,140	$124,880,795	67.47%	$46,403,989
39	Total Expenses and Capital Expenditures	$106,430,021	$197,674,460	46.16%	$106,393,871

Attachment D

Bank Account - Check Details
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This report also includes bank accounts that only have balances.
Bank Account: No.: B001, Date Filter: 05/01/15..05/31/15

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001	**General Checking**						
	Phone No.	800-488-2265					
05/08/15	E00083	First Transit Inc.	4/18 Pomona Special Service	209.70	0.00	0.00	Posted
05/08/15	E00084	First Transit Inc.	4/9 Pomona Special Service	227.09	0.00	0.00	Posted
05/08/15	E00085	First Transit Inc.	4/9 Pomona Special Service	151.05	0.00	0.00	Posted
05/08/15	E00086	First Transit Inc.	4/1-15 Pomona 486 Extra Trips	2,601.62	0.00	0.00	Posted
05/08/15	E00087	First Transit Inc.	3/16-31 Pomona 486 Extra Trips	3,044.26	0.00	0.00	Posted
05/08/15	E00088	Transdev Services, Inc.	3/16-31 Arcadia Contract Services	1,439,118.53	0.00	0.00	Posted
05/08/15	E00089	Transdev Services, Inc.	4/1-15 Arcadia Contract Services	400,907.77	0.00	0.00	Posted
05/08/15	21024	Adt Security Services, Inc.	TS6 El Monte Transit Store Security Services	340.02	340.02	0.00	Posted
05/08/15	21025	Air Philsophy, LLC	Stand Up 4 Transportation	766.00	766.00	0.00	Posted
05/08/15	21026	Arrowhead Spring Water Co.	Drinking Water	69.75	69.75	0.00	Posted
05/08/15	21027	AT and T - 5025	TS 6 Fax line	82.90	82.90	0.00	Posted
05/08/15	21028	Bankcard Center-Bank of the West	4/15 Company credit cards usage	16,117.06	16,117.06	0.00	Posted
05/08/15	21029	C.A.T. Specialties	Doran's Attire	425.43	425.43	0.00	Posted
05/08/15	21030	CA Newspaper Service Bureau	IFB 15-043 Newspaper Ad - IVDB	913.32	913.32	0.00	Posted
05/08/15	21031	CIGNA Group Insurance	5/15 Life, AD & D, STD & LTD Premiums	3,239.47	3,239.47	0.00	Posted
05/08/15	21032	Clean Energy	03/15 Arcadia CNG Facility Maintenance	153,811.76	153,811.76	0.00	Posted
05/08/15	21033	County of L.A. - Office of Public Works		469.70	0.00	469.70	Financi
05/08/15	21034	County of L.A. - Office of Public Works		1,938.00	0.00	1,938.00	Financi
05/08/15	21035	Crown Castle USA Inc.	05/15 San Dimas Johnstone Peak	752.42	752.42	0.00	Posted
05/08/15	21036	Daroid D. Pieper Attorney at Law	1/15 Legal Fees	6,974.15	6,974.15	0.00	Posted
05/08/15	21037	Denise Guerra	Reimbursable expenses SHRM Talent Management Conf.	240.16	240.16	0.00	Posted
05/08/15	21038	FEDEX Corp.	Express Mail	297.73	297.73	0.00	Posted
05/08/15	21039	Finley and Cook, PLLC	Annual support 7/1/15-6/30/16	6,816.00	6,816.00	0.00	Posted
05/08/15	21040	Gabrielle Klein-Mejia	Reimbursable expenses - Monterey Business Trip	161.96	161.96	0.00	Posted
05/08/15	21041	Green's Lock and Safe	4th floor restroom lock repair	125.00	125.00	0.00	Posted
05/08/15	21042	Home Depot Credit Services	Bus Stop / Admin Bldg Supplies	517.56	517.56	0.00	Posted
05/08/15	21043	Inland Valley News	Breath of Fresh Air Ad	700.00	700.00	0.00	Posted
05/08/15	21044	Instant Signs Inc.	Doug Tessitor Going Away Gift	95.26	95.26	0.00	Posted
05/08/15	21045	Jarrett Stoltzfus	Reimbursable expenses - NTI Procurement Training	185.94	185.94	0.00	Posted
05/08/15	21046	Karen Kanagi	Emergency Preparedness	690.00	690.00	0.00	Posted
05/08/15	21047	Mobile Relay Associates Inc.	05/15 Repeater Service	16,600.72	16,600.72	0.00	Posted
05/08/15	21048	Mt. San Antonio College Found	President's Circle Membership	1,000.00	1,000.00	0.00	Posted
05/08/15	21049	Nelson/Nygaard	Comprehensive Operational Analysis	3,729.45	3,729.45	0.00	Posted
05/08/15	21050	Pulsar Advertising	Consulting services	22,873.00	22,873.00	0.00	Posted
05/08/15	21051	Richards Watson and Gershon	Legal Fees	156.40	156.40	0.00	Posted
05/08/15	21052	San Gabriel Valley Tribune	Subscription52 Weeks to 5/19/16	356.23	356.23	0.00	Posted
05/08/15	21053	Signal Campus, LLC	Rio Hondo College Kiosk	1,275.00	1,275.00	0.00	Posted
05/08/15	21054	Skyline Pest Control	4/15 Admin Bldg Pest and Rodent Control	95.00	95.00	0.00	Posted
05/08/15	21055	Southern California Public Radio	Advertising	1,500.00	1,500.00	0.00	Posted

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Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
05/08/15	21056	Staples Business Adv.-Dept. LA	Office Supplies	79.38	79.38	0.00	Posted
05/08/15	21057	State Compensation Insurance Fund	5/15 Worker's Comp Premium	5,727.25	5,727.25	0.00	Posted
05/08/15	21058	The Gas Co.	4/15 Admin Bldg Gas Usage	406.97	406.97	0.00	Posted
05/08/15	21059	Thomas J. Koontz	Interior Cards	4,538.76	4,538.76	0.00	Posted
05/08/15	21060	Thompson Coburn LLP	Legal Services	36,129.17	36,129.17	0.00	Posted
05/08/15	21061	Verizon Calif - 920041	Call forwarding service	37.18	37.18	0.00	Posted
05/08/15	21062	Victorious Gold Partners, LLC	Regulatory compliance training	2,000.00	2,000.00	0.00	Posted
05/08/15	21063	Waste Management	5/15 Arcadia Warehouse Trash Service	196.66	196.66	0.00	Posted
05/08/15	21064	Willie J. Brooks	05/15 Transit Store Plant Care	270.50	270.50	0.00	Posted
05/08/15	21065	Yoko Igawa	Reimbursable expenses - Procurement Training	192.14	192.14	0.00	Posted
05/13/15	21066	Matt Mumford	Final vacation payout as of 5/13/15	2,223.00	2,223.00	0.00	Posted
05/13/15	21067	Matt Mumford	Final payroll for 4/26/15 to 5/13/15	3,088.87	3,088.87	0.00	Posted
05/14/15	21068	American Lung Association	Comedy Sportz Sponsorship	500.00	500.00	0.00	Posted
05/14/15	21069	Choate Parking Consultants, Inc.	Azusa Park & Ride - A & E services	4,200.13	4,200.13	0.00	Posted
05/14/15	21070	Citrix Online LLC	OpenVoice Audio Service	128.34	128.34	0.00	Posted
05/14/15	21071	Concerts in the Park	Puente Hills Concert Series	500.00	500.00	0.00	Posted
05/14/15	21072	Felicia Friesema	Reimbursable expenses	295.16	295.16	0.00	Posted
05/14/15	21073	G4S Technology LLC	4/15 Security Maintenace	9,852.92	9,852.92	0.00	Posted
05/14/15	21074	Pulsar Advertising	Consulting services	29,840.00	29,840.00	0.00	Posted
05/14/15	21075	Shariane Bailey	Reimbursable Educational Assistance	3,255.00	3,255.00	0.00	Posted
05/14/15	21076	Signal Campus, LLC	Cal Poly Pomona, Rio Hondo Ads	5,475.00	5,475.00	0.00	Posted
05/14/15	21077	The O.K. Earl Corporation	Bus Stop Sign Replacement Project	64,889.75	64,889.75	0.00	Posted
05/14/15	21078	Thompson Coburn LLP	13(c) Labor Protection	2,375.00	2,375.00	0.00	Posted
05/14/15	21079	Tony Garcia Photography	Disney Music Hall full buyout	18,926.41	18,926.41	0.00	Posted
05/14/15	21080	Town Square Publication LLC	Arcadia Chamber of Commerce Ad	1,920.00	1,920.00	0.00	Posted
05/14/15	21081	W.M. Klorman Construction Corp.	Azusa Park & Ride Construction	478,151.15	478,151.15	0.00	Posted
05/21/15	21082	Allied Administrators for Delta Dental	6/15 Dental Insurance Premiums	6,327.96	6,327.96	0.00	Posted
05/21/15	21083	APTA	Transit Board Members Seminar Registration - Carol	105.00	105.00	0.00	Posted
05/21/15	21084	Athens Services	5/15 Admin Bldg Trash Service	758.04	758.04	0.00	Posted
05/21/15	21085	C.B.A. Productions	General Advertising	399.00	399.00	0.00	Posted
05/21/15	21086	California Choice	6/15 Health Insurance Premiums	40,004.20	40,004.20	0.00	Posted
05/21/15	21087	Capture Technologies, Inc.	Nice Recorder Upgrade	21,355.00	21,355.00	0.00	Posted
05/21/15	21088	Choate Parking Consultants, Inc.	Azusa Park & Ride - A & E services	6,465.50	6,465.50	0.00	Posted
05/21/15	21089	Cintas Fire Protection	Annual Sprinkler System Inspection	1,760.00	1,760.00	0.00	Posted
05/21/15	21090	City of Irwindale	Plan Check Fee - Arcadia Improvements	469.70	469.70	0.00	Posted
05/21/15	21091	City of Irwindale	Plan Check Fee - Arcadia Improvements	1,938.00	1,938.00	0.00	Posted
05/21/15	21092	City of Pomona - Passes	GetAbout tickets book	1,000.00	1,000.00	0.00	Posted
05/21/15	21093	Come Land Maintenance Service Company Inc.	5/15 Admin Building Janitorial Service	2,800.00	2,800.00	0.00	Posted
05/21/15	21094	Complete Coach Works	F-1808 NABI bus paint with livery graphics	15,513.10	15,513.10	0.00	Posted
05/21/15	21095	Day - Lite Maintenance Co. Inc.	5/15 Monthly Litghting Contract	96.00	96.00	0.00	Posted
05/21/15	21096	Diversified Transportation, LLC	4/15 Monrovia Dial a Ride	52,984.05	52,984.05	0.00	Posted
05/21/15	21097	FEDEX Corp.	Express Mail	246.20	246.20	0.00	Posted

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Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
05/21/15	21098	Graingers	Admin Bldg Door Sweep	96.92	96.92	0.00	Posted
05/21/15	21099	Grand Car Wash	4/15 Vehicle wash	708.64	708.64	0.00	Posted
05/21/15	21100	IBI Group	CAD/AVL Replacement Consulting	17,130.00	17,130.00	0.00	Posted
05/21/15	21101	Instant Signs Inc.	Pat Wallach Award	190.52	190.52	0.00	Posted
05/21/15	21102	John Xie	Reimbursable expenses - logic board batteries	37.12	37.12	0.00	Posted
05/21/15	21103	KNX - AM	General Advertising	14,265.00	14,265.00	0.00	Posted
05/21/15	21104	Metrolink	3/15 Metrolink passes	57,270.25	57,270.25	0.00	Posted
05/21/15	21105	NSF International Strategic Registratio	ISO 14001 Stage 2 Audit	8,920.80	8,920.80	0.00	Posted
05/21/15	21106	Office Depot	Office Supplies	1,060.51	1,060.51	0.00	Posted
05/21/15	21107	Omnitrans	Omnitrans passes	4,845.15	4,845.15	0.00	Posted
05/21/15	21108	Panera, LLC	5/12/15 RFP 15-014 Evaluator Lunch	664.78	664.78	0.00	Posted
05/21/15	21109	Peter Barron Stark and Associates	Executive Coaching Services	8,406.10	8,406.10	0.00	Posted
05/21/15	21110	Postage by Phone System	Postage Meter # 14145593	405.70	405.70	0.00	Posted
05/21/15	21111	Processors Mailing Inc.	5/15 Footnotes	2,216.68	2,216.68	0.00	Posted
05/21/15	21112	Purchase Power	Postage	447.31	447.31	0.00	Posted
05/21/15	21113	Recall Secure Destruction Serv.	Secure Destruction Services	119.26	119.26	0.00	Posted
05/21/15	21114	Richards Watson and Gershon	Legal Fees	3,348.06	3,348.06	0.00	Posted
05/21/15	21115	Rodger's Food Service	5/13/15 Governing Board Meeting Catering	806.60	806.60	0.00	Posted
05/21/15	21116	San Gabriel Valley Newspaper	General Advertising	4,481.10	4,481.10	0.00	Posted
05/21/15	21117	Signal Campus, LLC	Mt. SAC Ads	3,150.00	3,150.00	0.00	Posted
05/21/15	21118	Southern California Edison Co.	4/15 Admin Bldg Electricty	13,125.44	13,125.44	0.00	Posted
05/21/15	21119	Standard Parking Corporation	4/15 Parking Services	3,408.11	3,408.11	0.00	Posted
05/21/15	21120	Staples Business Adv.-Dept. LA	Office Supplies	103.10	103.10	0.00	Posted
05/21/15	21121	Suburban Water Systems	4/15 Admin Building Water	710.16	710.16	0.00	Posted
05/21/15	21122	Tanya Marie Pina	Reimbursement of Bus and Paratransit Conference	59.96	59.96	0.00	Posted
05/21/15	21123	The Hartford	Surety due - Luis Renderos	100.00	100.00	0.00	Posted
05/21/15	21124	Thomas J. Koontz	Interior Cards	1,312.36	1,312.36	0.00	Posted
05/21/15	21125	Top Cleaners LLC	Jump suits cleaning	90.00	90.00	0.00	Posted
05/21/15	21126	Tupper W. Lienke	Covina P&R - Preliminary Appraisal Report	6,400.00	6,400.00	0.00	Posted
05/21/15	21127	Verizon Wireless	Cell phone services	4,294.77	4,294.77	0.00	Posted
05/21/15	21128	W.M. Kibrman Construction Corp.	Reimbursement for Demolition Permit - Azusa P&R	343.00	343.00	0.00	Posted
05/21/15	21129	Weatherite Corporation	3/15 HVAC Maintenance	668.00	668.00	0.00	Posted
05/21/15	21130	Zonar Systems Inc.	Supply & Installation of Vehicle Inspection System	5,419.12	5,419.12	0.00	Posted
05/21/15	E00090	First Transit Inc.	4/2 Pomona Special Service	156.58	0.00	0.00	Posted
05/21/15	E00091	First Transit Inc.	4/1-15 Pomona Contract Services	612,419.38	0.00	0.00	Posted
05/21/15	E00092	International City Management Assoc. Retirement Co	Payroll ending 5/9/15 Retirement Funds	23,807.38	0.00	0.00	Posted
05/21/15	E00093	Transdev Services, Inc.	Difference in Miles 178 route	864.83	0.00	0.00	Posted
05/21/15	E00094	Transdev Services, Inc.	5/15 Management services	150,304.08	0.00	0.00	Posted
05/27/15	21131	Matt Mumford	Lump-Sum Severance Payment	15,276.17	15,276.17	0.00	Posted
05/28/15	21132	Aaron Brothers	Patricia Wallach Farewell Bus Stop Sign	225.62	225.62	0.00	Posted
05/28/15	21133	AFLAC	4/15 Voluntary Insurance Premiums	3,397.48	3,397.48	0.00	Posted
05/28/15	21134	AT and T - 105068	Long distance services	35.35	35.35	0.00	Posted
05/28/15	21135	AT and T - 5019	800 Ride infor services	301.61	301.61	0.00	Posted
05/28/15	21136	AT and T - 5025	TS 6 Computer line	82.86	82.86	0.00	Posted
05/28/15	21137	AT and T - 5025	TS 6 Local calls	1,210.73	1,210.73	0.00	Posted

Attachment D

Bank Account - Check Details
Period: 05/01/15..05/31/15
Foothill Transit

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Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
05/28/15	21138	CA Newspaper Service Bureau	IFB 15-043 Newspaper Ad - SGV Tribune	733.64	733.64	0.00	Posted
05/28/15	21139	Capture Technologies, Inc.	5/15 Monthly Support	189.56	189.56	0.00	Posted
05/28/15	21140	Carol A. Herrera	Reimbursable Expenses - 2015 SGV Leg. Reception	1,051.93	1,051.93	0.00	Posted
05/28/15	21141	Charter Communications	Cable TV services	158.59	158.59	0.00	Posted
05/28/15	21142	Choate Parking Consultants, Inc.	Azusa Park & Ride - A & E services	23,000.00	23,000.00	0.00	Posted
05/28/15	21143	Come Land Maintenance Service Com	4/15 Janitorial Supplies	1,953.55	1,953.55	0.00	Posted
05/28/15	21144	FEDEX Corp.	Express Mail	223.18	223.18	0.00	Posted
05/28/15	21145	HD Supply Facilities Maintenance	Cleaning Supplies / Light Bulbs	619.20	619.20	0.00	Posted
05/28/15	21146	Industry Public Utility Commission	4/15 Industry Park & Ride Electricity	1,100.09	1,100.09	0.00	Posted
05/28/15	21147	Inland Valley Daily Bulletin	Subscription 52 wks 5/12/16	193.22	193.22	0.00	Posted
05/28/15	21148	Jarrett Stoltzfus	Reimbursables expenses - RFP 15-014 Site Visit	367.93	367.93	0.00	Posted
05/28/15	21149	Karen Kanagi	Puente Hills Interior Card	195.00	195.00	0.00	Posted
05/28/15	21150	Landmark Healthplan of California, Inc.	5/15 Chiropractic Insurance Premiums	361.69	361.69	0.00	Posted
05/28/15	21151	Lazar and Associates	Translation Services	254.10	254.10	0.00	Posted
05/28/15	21152	Lionakis	Admin. Building Landscape and Entry Redesign	1,633.98	1,633.98	0.00	Posted
05/28/15	21153	MTGL, Inc.	Azusa P&R Material Testing	2,030.06	2,030.06	0.00	Posted
05/28/15	21154	Nelson/Nygaard	Comprehensive Operational Analysis	7,110.71	7,110.71	0.00	Posted
05/28/15	21155	Newage PHM, LLC	6/15 Transit Store Office Lease	7,050.00	7,050.00	0.00	Posted
05/28/15	21156	Oscar Benavente	Reimbursable expenses - Electric buses Inspections	136.17	136.17	0.00	Posted
05/28/15	21157	Panera, LLC	RFP 15-014 Evaluator Lunches	299.96	299.96	0.00	Posted
05/28/15	21158	Parsons Brinckerhoff Inc.	Azusa P&R - Labor Compliance Services	737.50	737.50	0.00	Posted
05/28/15	21159	Platinum Security Inc.	04/15 TS6 Security Services	4,077.26	4,077.26	0.00	Posted
05/28/15	21160	Rotary Club of West Covina	5k Heart of the Valley Run Platinum Sponsor	1,000.00	1,000.00	0.00	Posted
05/28/15	21161	Socal Office Technologies	Copier usages	836.10	836.10	0.00	Posted
05/28/15	21162	Southern California Edison Co.	04/15 Electricity for Pomona Transit center	10,655.71	10,655.71	0.00	Posted
05/28/15	21163	Stephanie Mak	Reimbursable expenses - Comto and WTS membership	230.00	230.00	0.00	Posted
05/28/15	21164	Susan W. Case Inc.	Azusa P&R Ownership Listing	375.00	375.00	0.00	Posted
05/28/15	21165	Thomas J. Koontz	Interior Cards	2,354.40	2,354.40	0.00	Posted
05/28/15	21166	Thomas Nass	Reimbursable expenses - CAD/AVL Project	101.29	101.29	0.00	Posted
05/28/15	21167	Toyo Landscaping Company	Admin Bldg Palm Tree Trimming	3,166.67	3,166.67	0.00	Posted
05/28/15	21168	TransitTalent.com LLC	RFP 15-048 Public Notice	95.00	95.00	0.00	Posted
05/28/15	21169	Verizon Business - 660072	Admin local call	2,718.57	2,718.57	0.00	Posted
05/28/15	21170	Verizon Business - 660794	800 Ride infor services	2,407.89	2,407.89	0.00	Posted
05/28/15	21171	Verizon Business - 660794	Consolidated data transfer	8,250.71	8,250.71	0.00	Posted
05/28/15	21172	Verizon Calif - 920041	Industry park & ride lines	340.88	340.88	0.00	Posted
05/28/15	21173	Verizon Calif - 920041	Arcadia computer line	174.06	174.06	0.00	Posted
05/28/15	21174	Verizon Calif - 920041	Local calls	2,994.72	2,994.72	0.00	Posted
05/28/15	21175	Verizon Calif - 920041	Fire monitoring	49.33	49.33	0.00	Posted
05/28/15	21176	Vincent Sauceda	Educational assistance reimbursement	5,250.00	5,250.00	0.00	Posted
05/28/15	21177	Vision Service Plan - (CA)	5/15 Vision Insurance Premiums	2,235.42	2,235.42	0.00	Posted
05/28/15	21178	VMware, Inc.	VMworld conference - D. Luey	2,890.00	2,890.00	0.00	Posted
05/28/15	21179	Walnut Valley Water District	4/15 Industry P&R Water	102.53	102.53	0.00	Posted
05/28/15	21180	Willie J. Brooks	Indoor Plant Care	449.75	449.75	0.00	Posted

Attachment D

Bank Account - Check Details
Period: 05/01/15..05/31/15
Foothill Transit

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Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
05/28/15	21181	Yoko Igawa	Reimbursable expenses - NIGP Training	281.16	281.16	0.00	Posted
05/28/15	E00095	First Transit Inc.	3/15 First Transit Pomona PMI's	11,500.00	0.00	0.00	Posted
05/28/15	E00096	First Transit Inc.	1/15 First Transit Pomona PMI's	13,500.00	0.00	0.00	Posted
05/28/15	E00097	First Transit Inc.	12/14 First Transit Pomona PMI's	11,500.00	0.00	0.00	Posted
05/31/15	E00098	International City Management Assoc. Retirement Co	Payroll ending 5/23/15 Retirement funds	24,570.33	0.00	0.00	Posted
	General Checking			4,051,189.33	1,353,899.03	2,407.70	

June 26, 2015

To: Executive Board

Subject: **May 2015 Performance Indicators Report**

Recommendation

Receive and file the May 2015 Performance Indicators Report.

Summary

This report provides an analysis of Foothill Transit's nine key performance indicators for May 2015. Performance indicators are derived from data collected from a variety of sources including the fareboxes on buses, reports from the contractors, and financial performance data.

In May 2015, Foothill Transit achieved eight out of nine key performance indicators goals. The performance indicators met for the month are: preventable accidents per 100,000 miles; schedule adherence; miles between service interruptions; complaints per 100,000 boardings; average hold time; farebox recovery ratio; and average cost per vehicle service hour.

System performance is summarized below. Further detail on each performance measure follows in the analysis section of this item.

- ***Boardings* –** Overall boardings recorded by the farebox for the month was 1.20 million boardings – a six percent decrease from the same month last year.
- ***Fare Revenue* –** Total fare revenue for the month was $1.67 million. The average fare was $1.39 per boarding.
- ***Operating Expenses* –** Total monthly operating expenses were $6.15 million, resulting in an average cost per service hour of $89.42.
- ***Accidents* –** The system averaged 0.40 preventable accidents per 100,000 miles. This is a 15 percent lower compared to last fiscal year.
- ***Customer Complaints* –** Foothill Transit received 14.20 complaints per 100,000 boardings in May 2015.
- ***Schedule Adherence* –** This month, Foothill Transit recorded 85.7 percent on-time performance. This is a five percent improvement from May of last year.

Analysis

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

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

These goals provide a framework to quantify and measure how well Foothill Transit is performing. *Attachments A – L* show the performance indicators used to determine Foothill Transit's progress toward achieving these goals for fiscal year 2014-2015.

Overall System Performance

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

Attachment A summarizes system goals and performance indicators for May 2015. *Attachment L* provides additional operations-related performance measures for the month.

Total Boardings and Total Revenues

In May 2015, Foothill Transit buses had 1.20 million boardings. Fiscal year-to-date, boardings have increased one percent over the same period the previous year for a total of 13.5 million boardings. However, compared with the same month last year, boardings decreased 5.5 percent on local lines, 9.5 percent on local express lines, and 3.1 percent on express lines.

Total fare revenue recorded this month was $1.67 million, a two percent increase from the same month last year. Fiscal year-to-date, the agency has collected $17.43 million in fare revenue, a one percent increase compared to last year's year-to-date performance.

Total operating expenditures in May 2015 were $5.64 million for the month. Year-to-date, operating expenses are 10 percent higher than last fiscal year as a result of increases in service hours and improvements to service quality.

Attachment B shows total boardings and revenue for the past 13 months.

Goal 1: Operate a Safe Transit System

Foothill Transit's primary goal is to operate a safe transit system. The agency measures system safety with the number of preventable accidents incurred for every 100,000 miles of vehicle operation.

Preventable Accidents per 100,000 Miles
Foothill Transit has adopted a standard of 0.60 or fewer preventable accidents per 100,000 miles for this fiscal year. In May 2015 Foothill Transit met the performance target with an average of 0.40 preventable accidents per 100,000 miles. Fiscal year-to-date, Foothill Transit has an average of 0.72 preventable accidents per 100,000 miles, a 53 percent decline from the same period the previous year.

Foothill Transit's operations team continues to work closely with the contractors at the yards to improve safety performance. Foothill Transit is currently analyzing historical accident data to conduct targeted safety and accident prevention work.

Attachment C provides a summary of preventable accidents per 100,000 miles.

Goal 2: Provide Outstanding Customer Service

Foothill Transit measures this goal by monitoring the following categories: schedule adherence, average miles between service interruptions, complaints per 100,000 boardings, and average hold time for customers calling the customer comment line.

Schedule Adherence
Foothill Transit has adopted a goal of 85 percent on-time performance for this fiscal year. In May 2015, the agency achieved 85.7 percent on-time performance on all lines. This is a five percent improvement over last year. Fiscal year-to-date, on-time-performance is 83.0 percent, a six percent improvement from the same period the previous year.

Quality Assurance staff have been closely monitoring the SMART*Bus* system and working with the operations contractors to ensure that bus service runs on schedule. Foothill Transit's planning staff has also worked with the operations contractors to improve schedule adherence with better run cuts and interlining.

Attachment D charts historical on-time performance for the agency.

Average Miles Between Service Interruptions
In May 2015, Foothill Transit averaged 24,030 miles between service interruptions. This indicator not only measures the overall performance of both contractors' maintenance departments, but also reflects customer delays from mechanical service interruptions. Year-to-date, Foothill Transit has averaged 27,463 miles between service interruptions, meeting the performance target of 15,000 miles between service interruptions.

Attachment E compares the average miles between service interruptions with the performance standard.

Complaints per 100,000 Boardings
In May 2015, Foothill Transit received 14.20 complaints per 100,000 boardings. This achieves the performance target of 15 complaints per 100,000 boardings, and is an 11 percent improvement from the same period the previous year.

Forty-six percent of the complaints received this month were related to schedule adherence and 16 percent were related to courtesy. Foothill Transit's management team and service contractors continue to target both of these areas by closely monitoring bus operations in the field and through the SMART*Bus* system.

Attachment F provides a summary of complaints per 100,000 boardings.

Average Hold Time
Phone systems at Foothill Transit's five Transit Stores provide data on call volumes and times so that facilities can be staffed accordingly. The recorded average hold time of 16 seconds this month is well below the performance target of 45 seconds. There were 25,847 calls received in May 2015.

Attachment G provides a summary of average hold time.

Goal 3: Operate an Effective Transit System

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

Boardings per Vehicle Service Hour
Foothill Transit buses averaged 19.0 boardings per vehicle service hour in May 2015. This does not meet the performance target of 19.5 boardings per service hour and is 11 percent less than the same month last year (21.3 boardings per service hour). Fiscal year-to-date, Foothill Transit has had an average of 19.4 boardings per service hour, a seven percent decline from the same period the previous year. The operation of eight percent more service hours along with a decline ridership this year explains this change in system performance.

Attachment H shows the trend of this performance indicator.

Average Weekday Boardings
The fiscal year 2014-2015 performance target for average weekday boardings is 48,900 boardings. Year-to-date, Foothill Transit buses are averaging 49,240 weekday boardings. This is a one percent increase over the same period the previous year. In May 2015, there were 49,274 average weekday boardings which is a four percent decline from May in the previous year.

Attachment I, Average Weekday Boardings, shows the history of this indicator for the entire bus system.

Goal 4: Operate an Efficient Transit System

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

Farebox Recovery Ratio
The farebox recovery ratio is calculated by dividing total fare revenue by total operating expense. The month's farebox recovery ratio was 29.51 percent. Fiscal year-to-date, farebox recovery is at 26.83 percent, a decrease from last year's figure of 29.18 percent for the same year-to-date period.

Attachment J, Farebox Recovery Ratio, shows the trend for this indicator over time.

Average Cost per Vehicle Service Hour
The agency's average cost per vehicle service hour this month was $89.42, which meets the fiscal year target of $101.48. This is seven percent lower than last year's average cost per service hour of $96.01. The year-to-date cost per vehicle service hour figure of $93.42 for fiscal year 2014-2015 is two percent

higher than the average cost of $91.99 in fiscal year 2013-2014.

Attachment K, Average Cost per Vehicle Service Hour, charts this indicator over time.

Sincerely,

Stephanie B. Mak
Quality Assurance Analyst

Doran J. Barnes
Executive Director

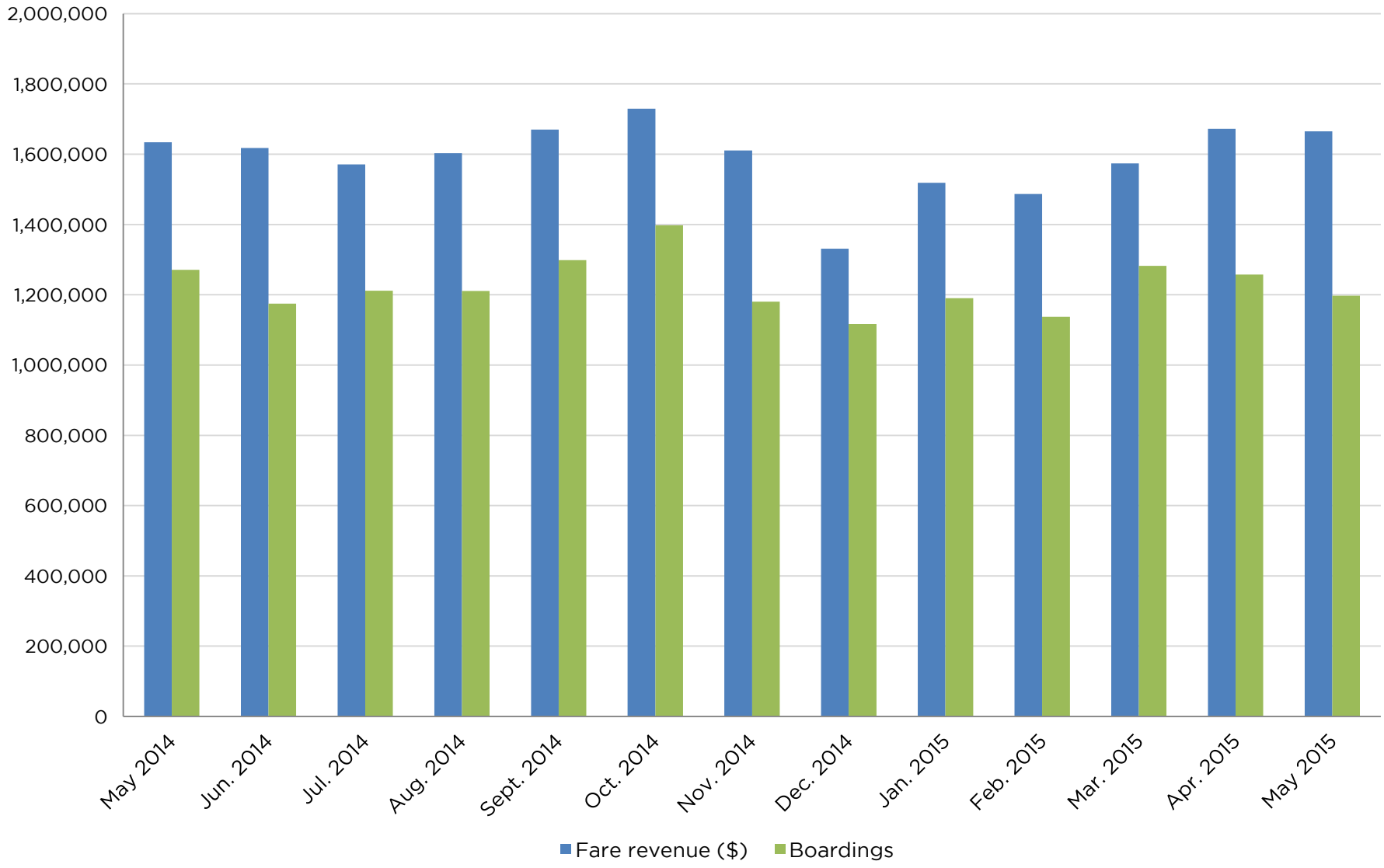
Attachment A

Foothill Transit
Key Performance Indicators
May 2015

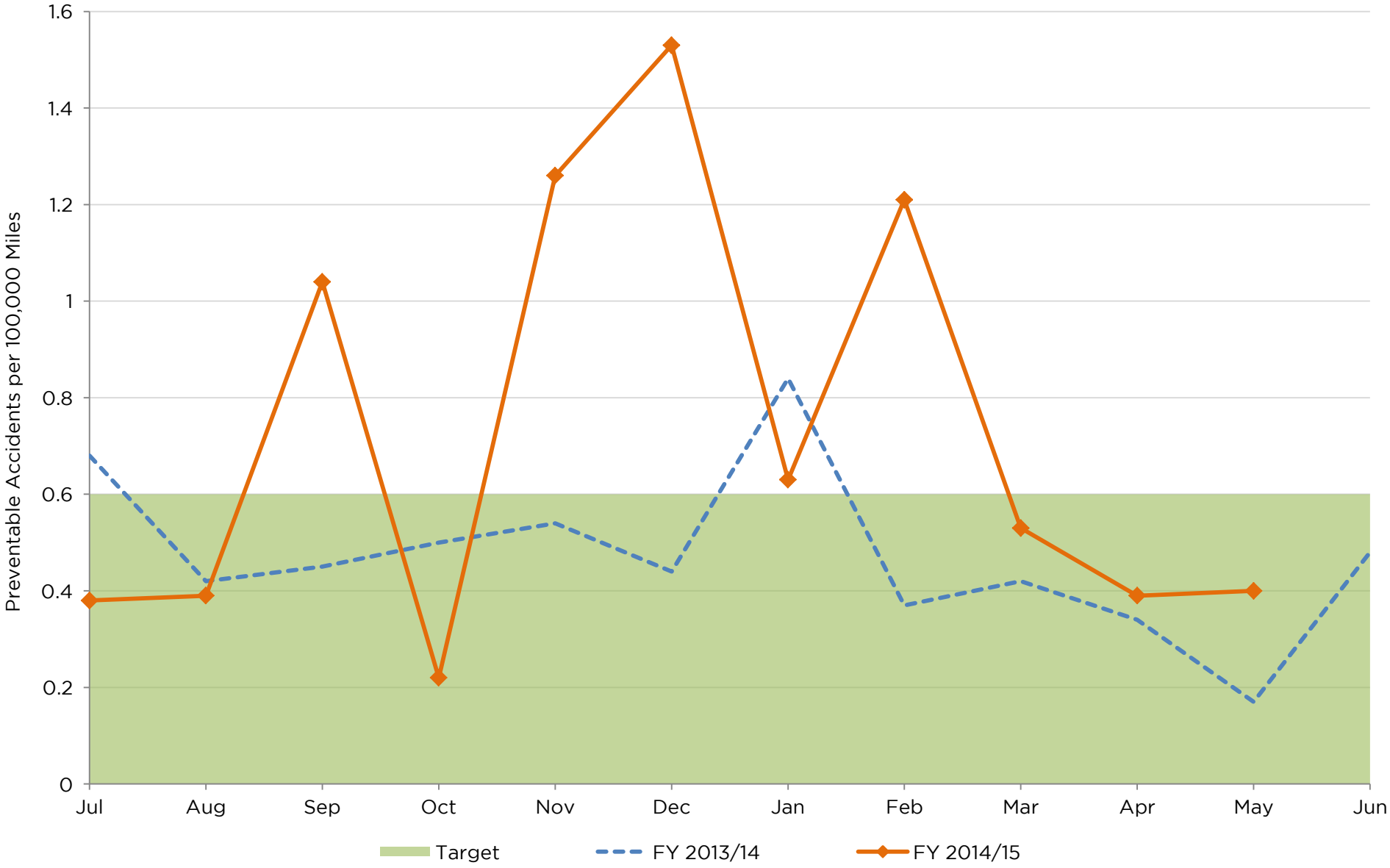
Goal	Performance Indicator	Attachment	May 2015	Met Target?	May 2014	% Improvement Over May 2014	FY 2015 YTD	Met Target?	FY 2014 YTD	% Improvement YTD	Performance Target
Overall System Performance	Total Boardings	B	**1,197,487**	-	1,271,246	(6%)	13,481,200	-	13,347,459	1%	
	Vehicle Service Hours		**63,100**	-	59,554	6%	695,406	-	643,720	8%	
	Total Fare Revenue	B	**$1,665,305**	-	$1,634,226	2%	$17,431,917	-	$17,277,901	1%	
	Total Operating Expense		**$5,642,628**	-	$5,717,791	1%	$64,962,619	-	$59,218,228	(10%)	
Safety	Preventable Accidents per 100,000 Miles	C	**0.40**	Yes	0.17	(137%)	0.72	No	0.47	(53%)	≤ 0.60
Customer Service	Schedule Adherence	D	**85.7%**	Yes	81.6%	5%	83.0%	No	78.0%	6%	≥ 85%
	Miles Between Mechanical Service Interruptions	E	**24,030**	Yes	24,147	(0%)	27,463	Yes	17,401	58%	≥ 15,000
	Complaints per 100,000 Boardings	F	**14.20**	Yes	12.74	(11%)	16.56	No	15.15	(9%)	≤ 15.00
	Average Hold Time (Seconds)	G	**16**	Yes	16	2%	24	Yes	33	28%	≤ 45
Effectiveness	Boardings per Vehicle Service Hour	H	**19.0**	No	21.3	(11%)	19.4	No	20.7	(7%)	≥ 19.5
	Average Weekday Boardings	I	**49,274**	Yes	51,215	(4%)	49,240	Yes	48,691	1%	≥ 48,900
Efficiency	Farebox Recovery Ratio	J	**29.51%**	Yes	28.58%	3%	26.83%	Yes	29.18%	(8%)	≥ 24.65%
	Average Cost per Vehicle Service Hour	K	**$89.42**	Yes	$96.01	7%	$93.42	Yes	$91.99	(2%)	≤ $101.48

Red = did not meet target

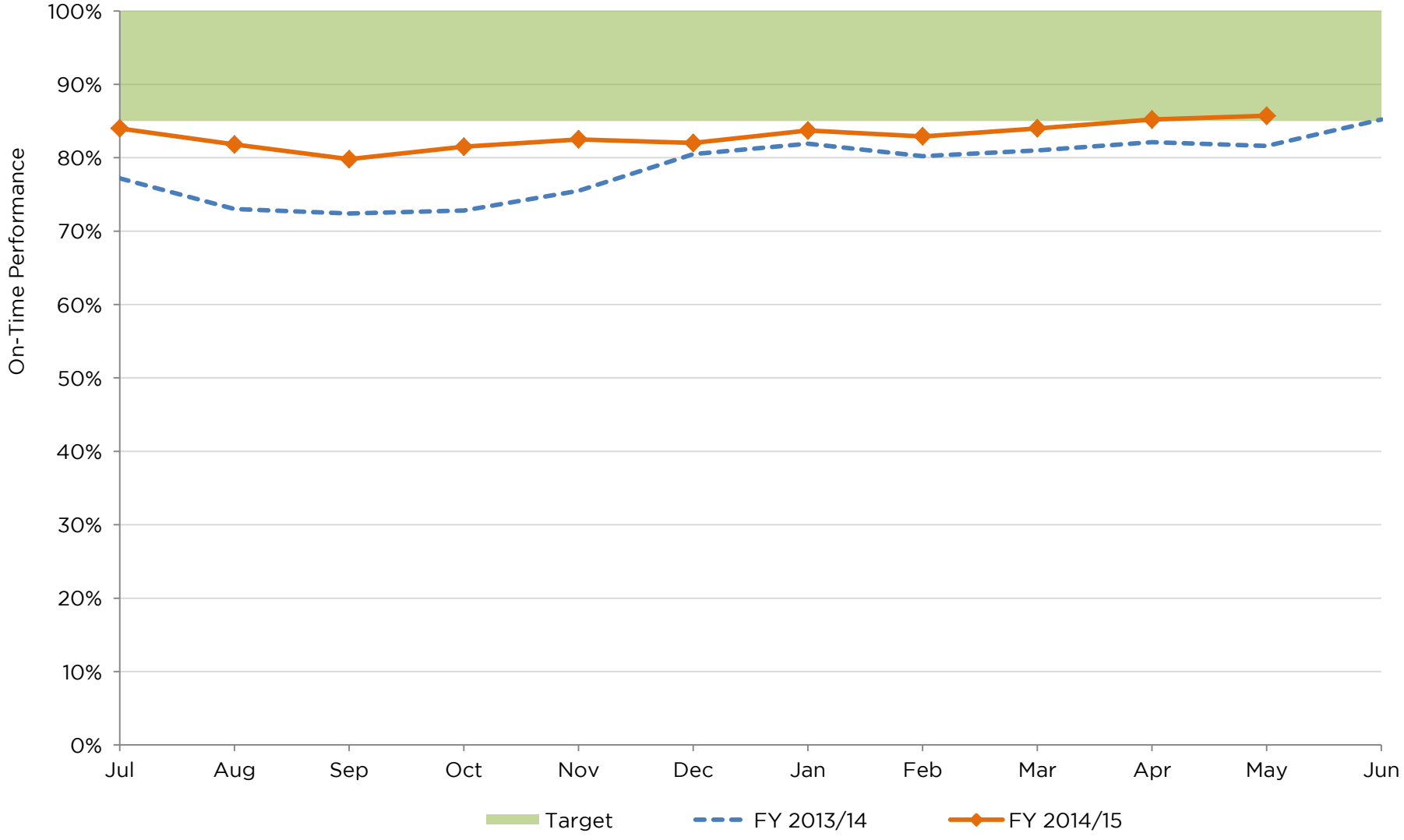
Attachment B: Total Boardings and Fare Revenues



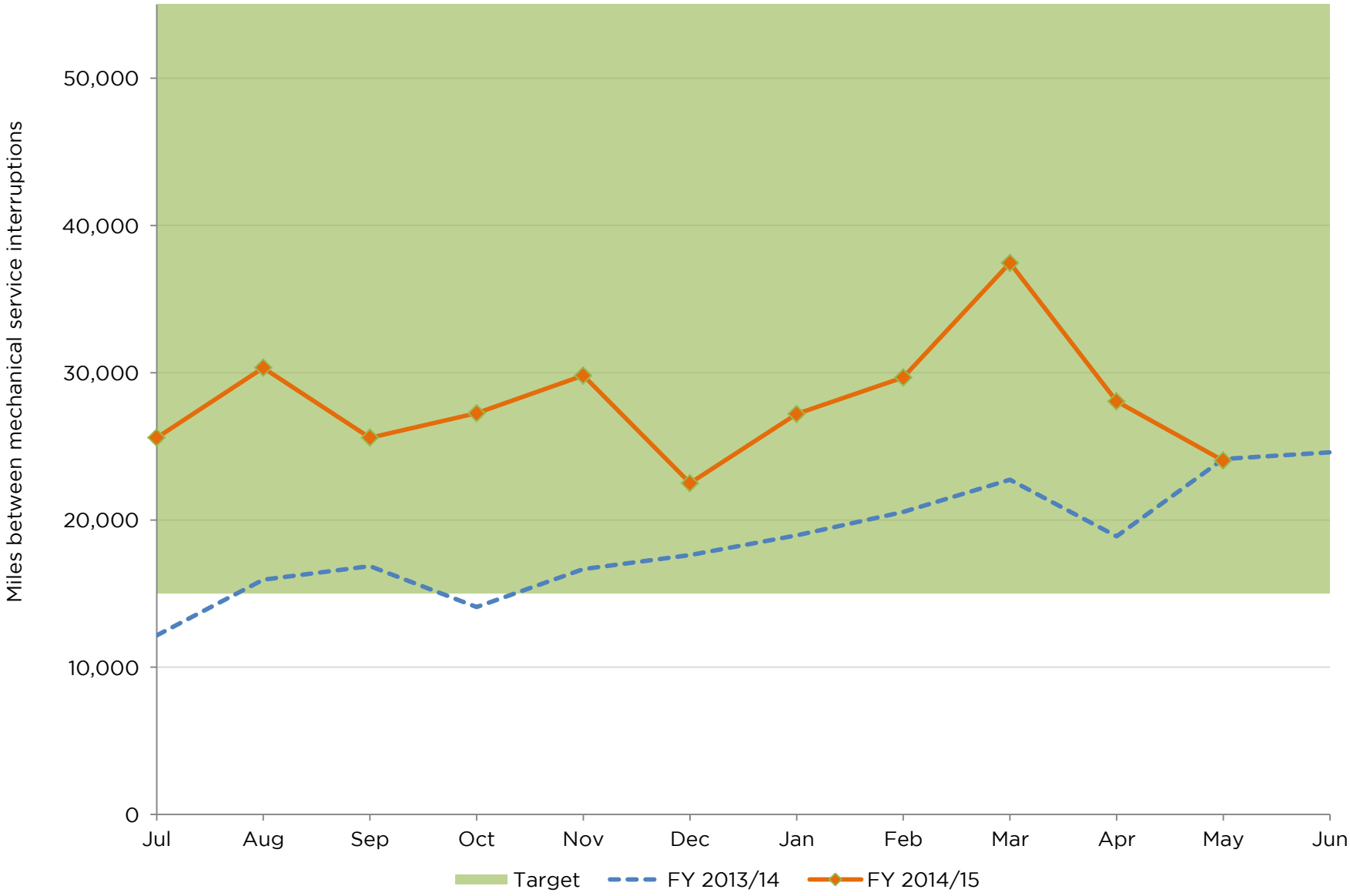
Attachment C: Preventable Accidents per 100,000 Miles



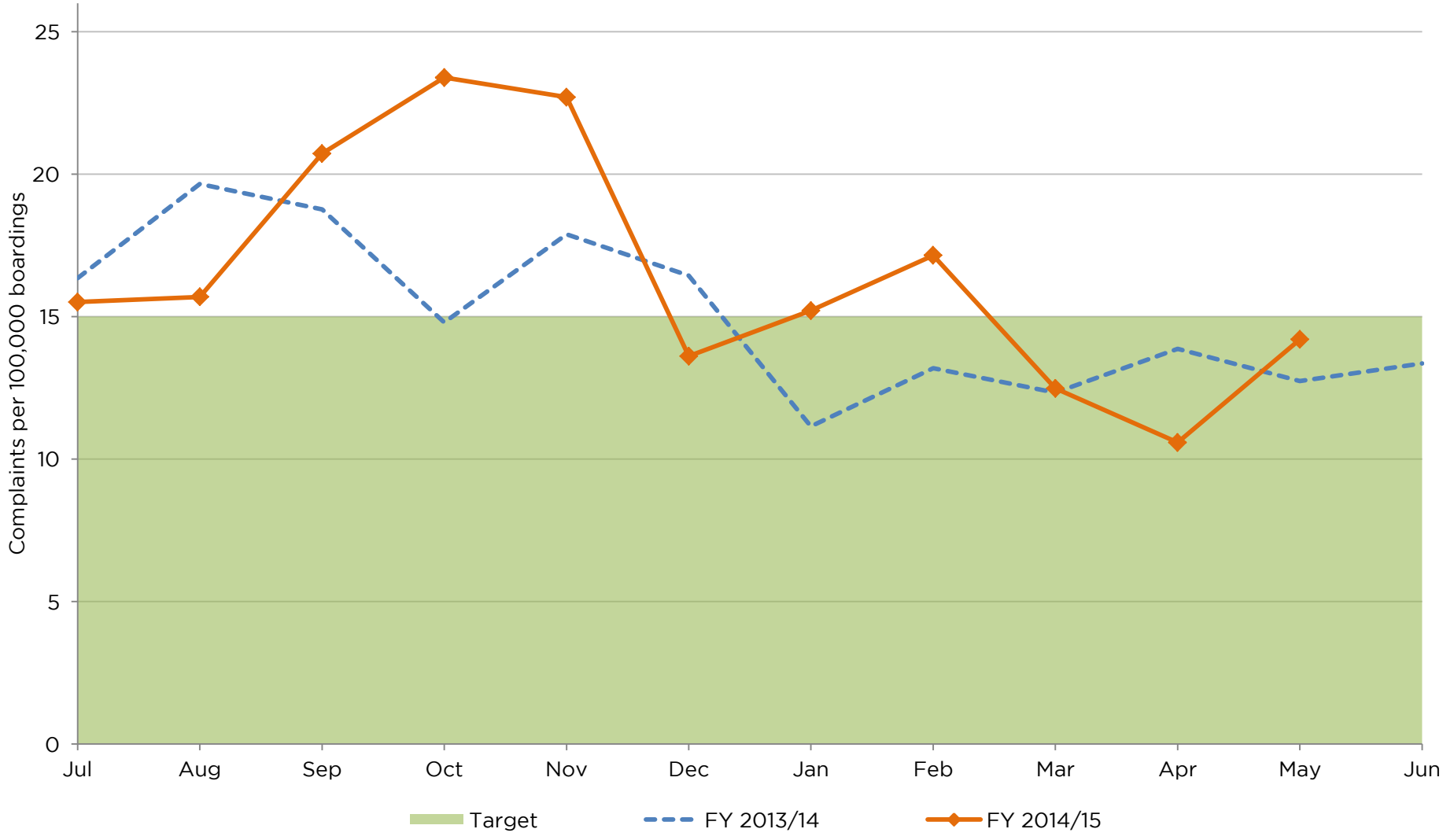
Attachment D: Schedule Adherence



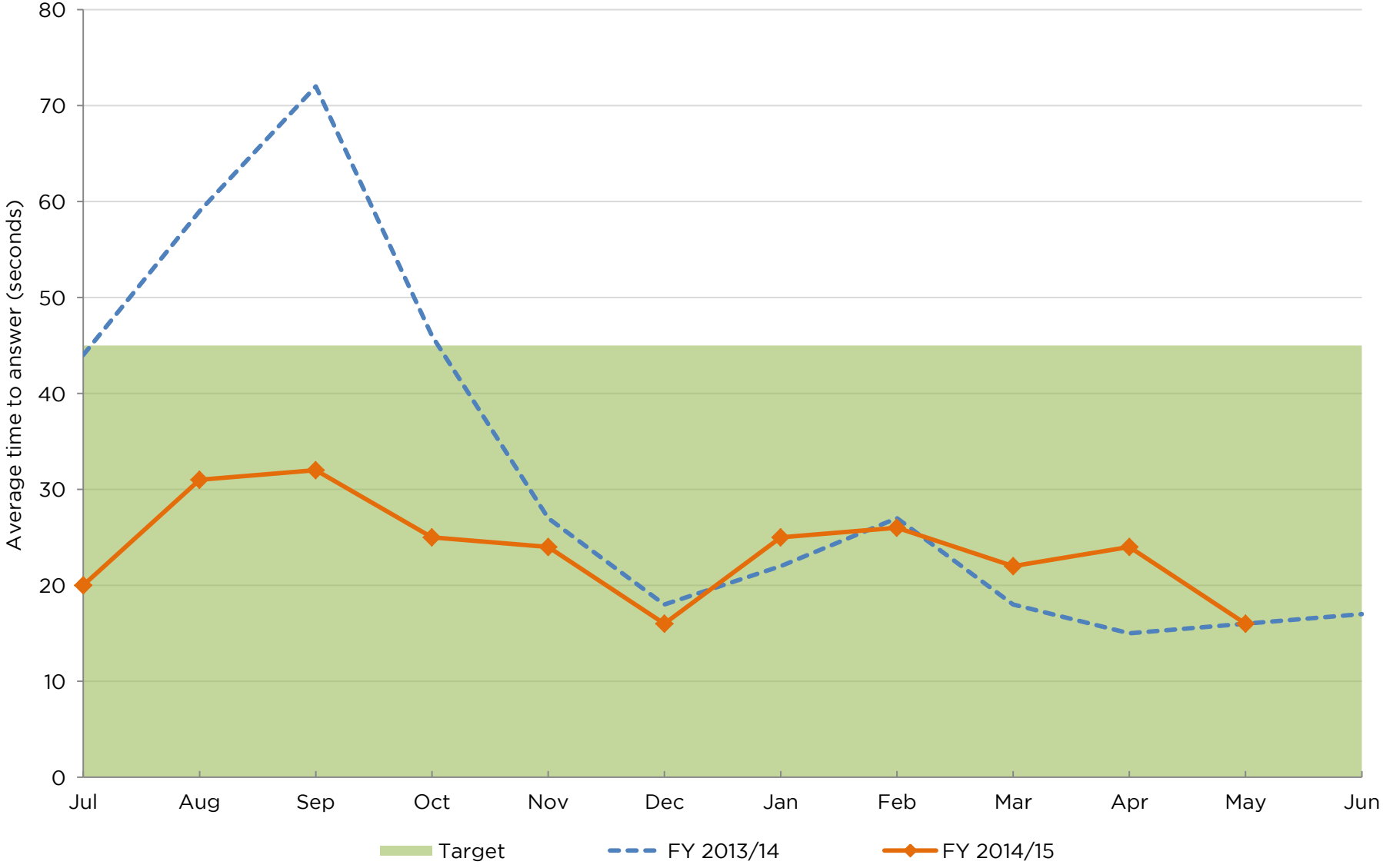
Attachment E: Average Miles Between Service Interruptions



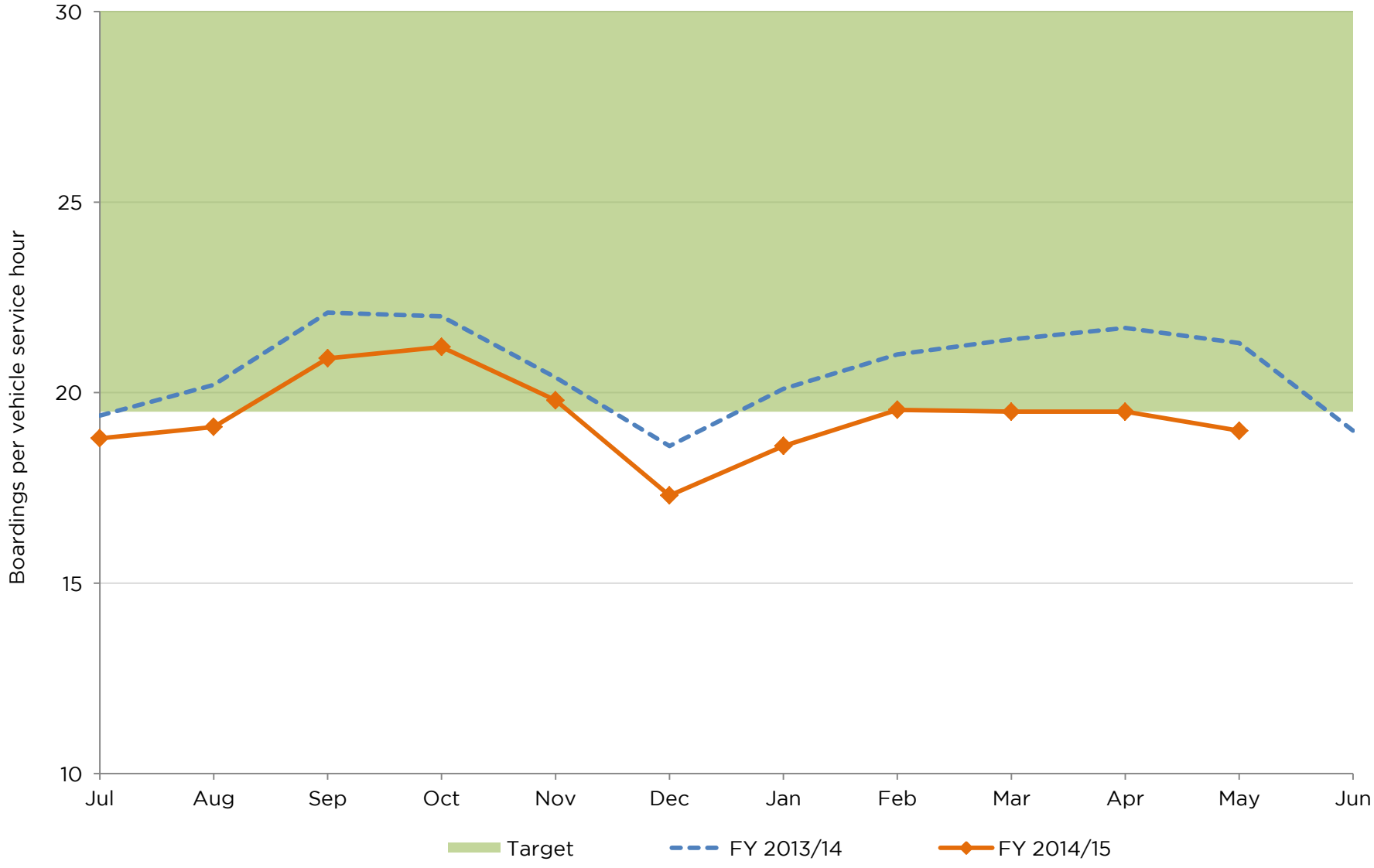
Attachment F: Complaints per 100,000 Boardings



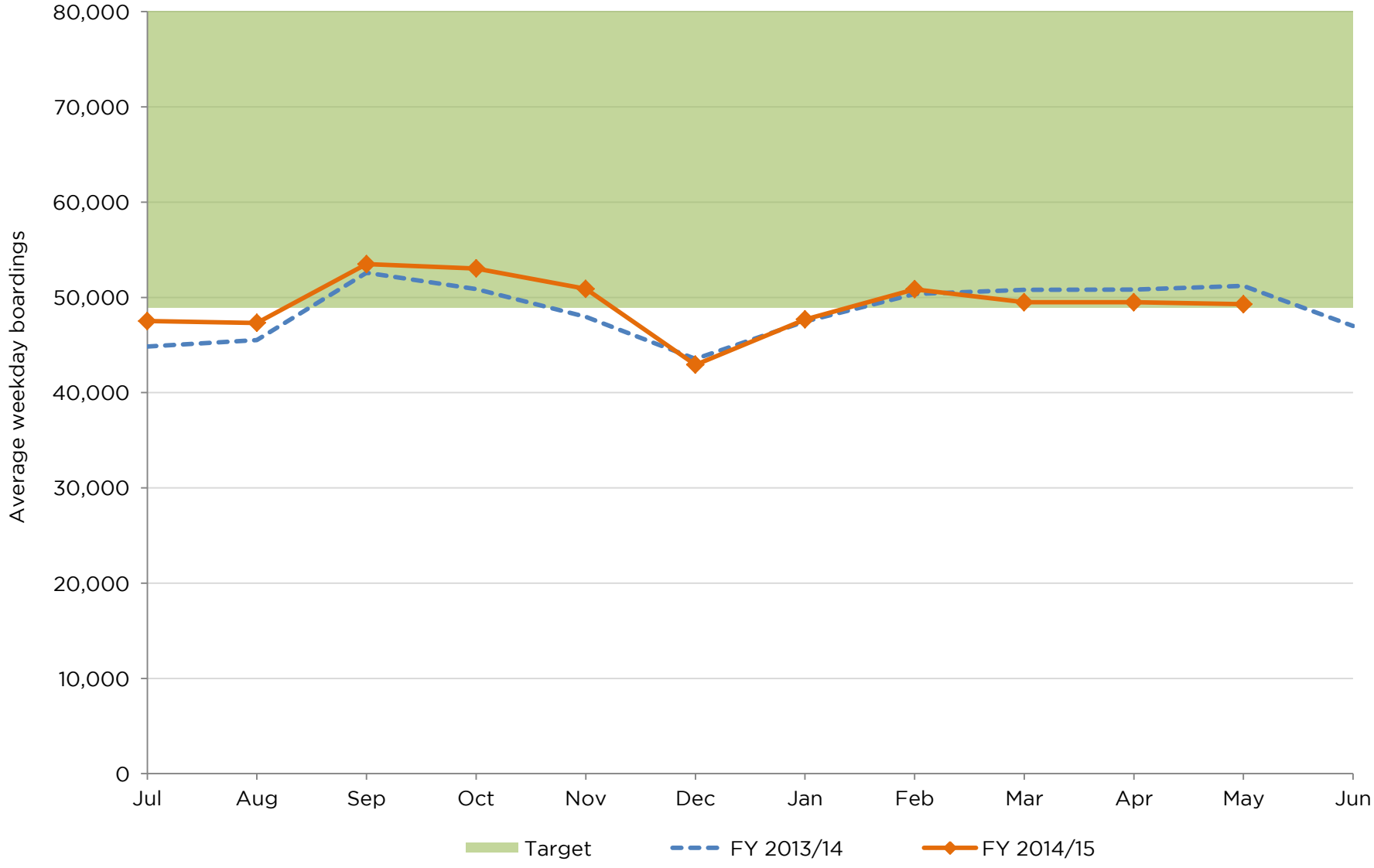
Attachment G: Average Hold Time



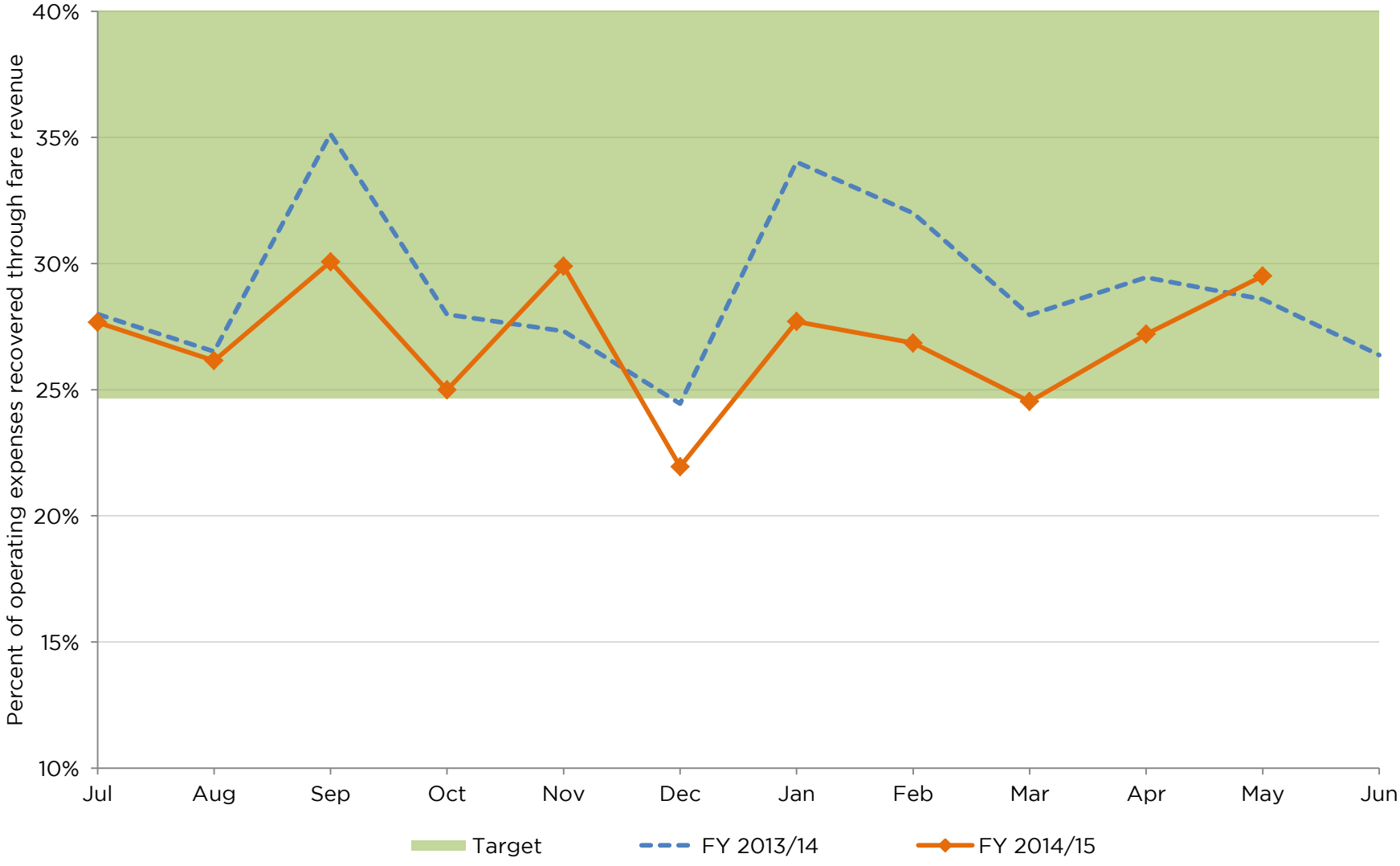
Attachment H: Boardings per Vehicle Service Hour



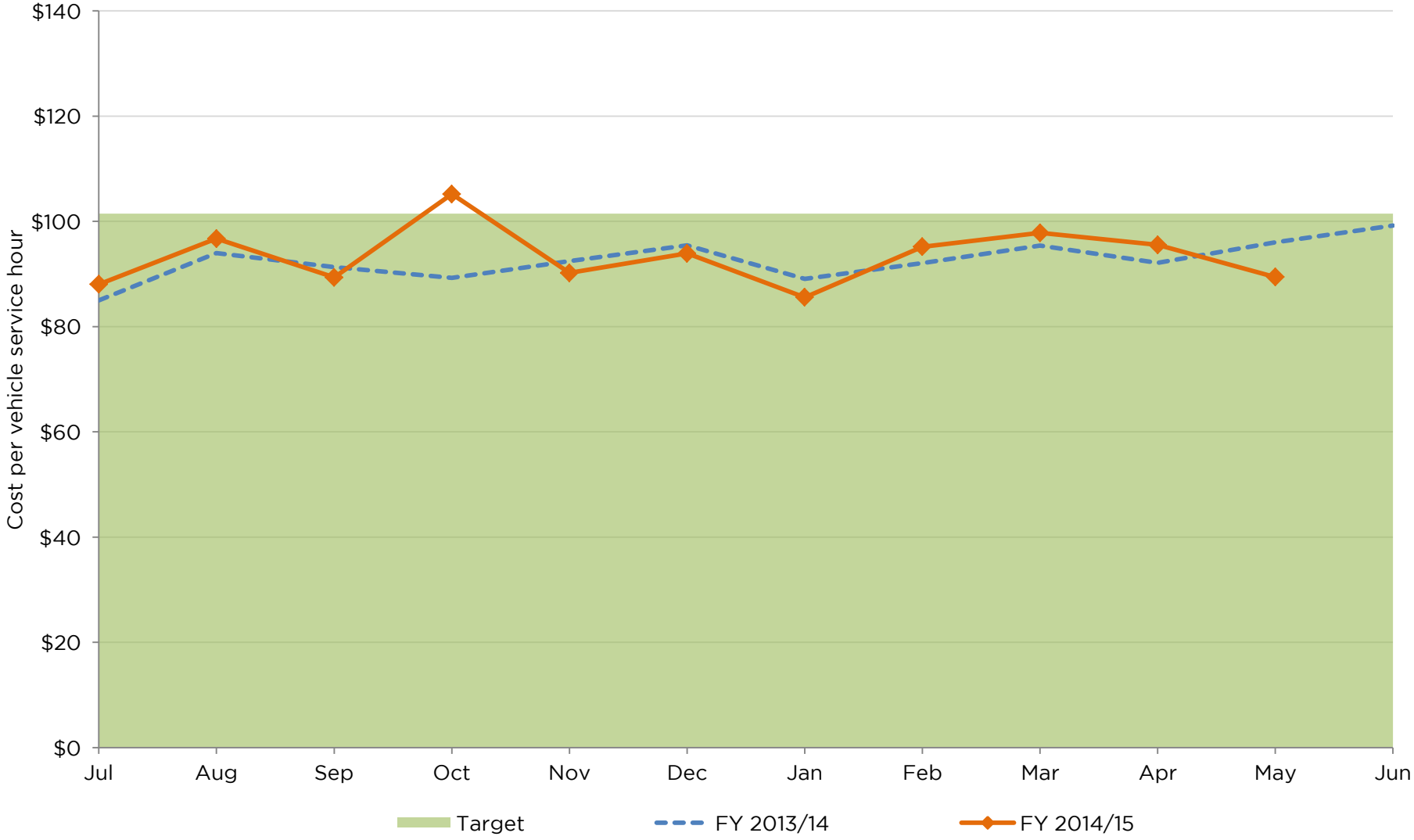
Attachment I: Average Weekday Boardings



Attachment J: Farebox Recovery Ratio



Attachment K: Average Cost per Vehicle Hour



Attachment L

Foothill Transit
Operations Report
May 2015

Goal	Performance Indicator	May 2015	Met target?	May 2014	% Improvement Over May 2014	FY 2015 YTD	Met target?	FY 2014 YTD	% Improvement YTD
Operations	Average Fare per Boarding	**$1.39**	Yes	$1.29	8%	$1.29	No	$1.29	(0%)
	Average Cost per Boarding	**$4.71**	Yes	$4.50	(5%)	$4.82	Yes	$4.44	(9%)
	Average Subsidy per Boarding	**$3.32**	Yes	$3.21	(3%)	$3.53	Yes	$3.14	(12%)
	Total Vehicle Miles	**1,249,578**	-	1,183,224	6%	13,951,222	-	12,772,551	9%
	Vehicle Service Miles	**920,886**	-	910,356	1%	10,202,146	-	9,754,978	5%
	Total Vehicle Hours	**83,404**	-	80,175	4%	932,425	-	858,521	9%
	In-Service Speed (mph)	**14.6**	-	15.3	(5%)	14.7	-	15.2	(3%)
	Boardings per Vehicle Service Mile	**1.30**	-	1.40	(7%)	1.32	-	1.37	(3%)

June 26, 2015

To: Executive Board

Subject: **June 2015 Legislative Summary**

Recommendations

1. Receive and file the June 2015 Legislative Summary; and
2. Adopt support positions on ACA 4, AB 338 and SCA 7.

Analysis

A summary of state and federal legislation and its status is attached. Board members should note that staff recommends support positions on ACA 4 (Frazier), AB 338 (Hernandez), and SCA 7 (Huff).

State Legislative Issues:

Existing law under the California Constitution requires the approval of 2/3 of the voters of the city, county, or special district voting on any new or increase of an existing tax. ACA 4 would provide that the imposition, extension or increase of a special tax by a local government for the purpose of providing funding for local transportation projects requires the approval of 55 percent of its voters voting on the proposition. The new voter approval threshold could lead to more transportation and transit funding and mean additional funds for Foothill Transit.

AB 338 would authorize the Los Angeles County Metropolitan Transportation Authority to impose, by ordinance, an additional local, countywide, one-half-cent sales tax for up to 30 years. It requires Metro to adopt the ordinance and submit the proposal to the voters; and specifies that the ordinance only becomes operative if approved by two-thirds of the voters voting on the measure. AB 338 requires that Metro allocate 20 percent of the revenues for bus operations and that these revenues be allocated based on formulas in existing law. This bill would provide a new operating funding source for Foothill Transit.

SCA 7 would increase funding for transportation infrastructure by $2.9 billion per year with an additional $2.4 billion in one-time funds. The funding would come from:

1) Ending the diversion of more than $1 billion in transportation taxes every year and spending this money on roads, highways and bridges;

2) Repaying all outstanding transportation loans to the General Fund and direct that money to transportation improvements;
3) Making significant efficiency improvements at the State Department of Transportation; and
4) Directing money from Cap and Trade funds that are related to fuel to fixing roads.

This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance of our local streets and roads and state highway system.

Federal Legislative Issues:

Congress continues to debate proposed amendments to the Fiscal Year 2016 appropriations bill for the departments of Transportation and Housing and Urban Development (THUD), while President Obama has threatened to veto the bill in its current form.

Several amendments affecting public transportation were offered and adopted by voice vote. Among those was one presented by Rep. Charlie Dent (R-PA) to increase Amtrak's Capital and Debt Service Grants by $9 million for the purpose of installing inward-facing cameras. Another, by Rep. Jim Langevin (D-RI), increased Federal Transit Administration (FTA) Technical Assistance and Training by $2 million.

While the bill maintained spending levels for core public transit formula programs, many other programs funded from the General Fund saw significant cuts. Due to top-line spending cap levels, FTA capital investment grants and transit research, as well as TIGER grants and Federal Rail Administration (FRA) funding for Amtrak were among the accounts reduced below currently enacted funding levels.

In a statement released on June 1, President Obama threatened to veto the bill in its current House form, saying it "freezes or cuts critical investment in transportation that creates jobs, helps to grow the economy and improves America's roads, bridges, transit infrastructure and aviation systems, benefiting towns and cities across the United States."

Budget Impact

AB 338 could provide a new operating funding source for Foothill Transit.

Sincerely,

David Reyno
Director of Government Relations

Doran J. Barnes
Executive Director

2015 Legislation Summary

Current as of 6/12/2015

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
AB 338	**Hernandez**	**Would authorize the Los Angeles County Metropolitan Transportation Authority to impose, by ordinance, an additional local, countywide, one-half-cent sales tax for up to 30 years. Requires Metro to adopt the ordinance and submit the proposal to the voters; and specifies that the ordinance only becomes operative if approved by two-thirds of the voters voting on the measure. Requires Metro to allocate 20% of the revenues for bus operations and that these revenues must be allocated based on formulas in existing law.**	**This bill would provide a new operating funding source for Foothill Transit.**	**Senate Committee on Transportation & Housing**		**Support**
AB 857	Perea	Creates the Technology Program pursuant to SB 1204 (Lara), Chapter 524, Statutes of 2013, supported by Foothill Transit to fund the development of zero and near zero emission truck, bus, and off-road vehicle and equipment technologies to be administered by the Air Resources Board in conjunction with the California Energy Commission. The bill would provide that the funding for the program would come out of the Greenhouse Gas Reduction Fund (Cap & Trade Auction Funds), and would prioritize projects located in disadvantaged communities.	This bill may provide a new funding source for Foothill Transit electric and CNG buses.	Assembly Committee on Transportation		Support Position Adopted 4/24/2015
AB 1205	Bloom	In 2012 and 2014, the California Transit Association (CTA) sponsored legislation which provided transit agencies with temporary relief from California's decades-old bus axle weight limits. The temporary provisions of the most recent measure, AB 1720 (Bloom, Chapter 263, Statutes of 2014), are now set to expire at the end of 2015, reinstating an unworkable 20,500 lb./axle limit and impacting various stakeholders, including cities, counties, public transit agencies, and private sector bus suppliers. The CTA continues to work with impacted stakeholders to craft a long-term solution, acceptable to all parties,	This bill will continue to protect Foothill Transit from being subject to citations and costly permits until a reasonable solution can be determined.	Assembly Committee on Rules	CTA - Support	Support Position Adopted 4/24/2015

2015 Legislation Summary

Current as of 6/12/2015

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		that recognizes the challenges of the current axle weight limit. AB 1205 will serve as the vehicle for such a solution, if and when one emerges. The majority of Foothill Transit's fleet, along with those of most, if not all, transit agencies throughout the state exceeds this over quarter century old statute due to mandated clean air, safety, disability laws and advances in bus technology.				
ACA 4	**Frazier**	**Existing law under the California Constitution requires the approval of 2/3 of the voters of the city, county, or special district voting on any new or increase of an existing tax. ACA 4 would provide that the imposition, extension or increase of a special tax by a local government for the purpose of providing funding for local transportation projects requires the approval of 55% of its voters voting on the proposition.**	**The new voter approval threshold could lead to more transportation and transit money and mean additional funding for Foothill Transit.**	**Assembly Committee on Transportation**	**CTA - Support**	**Support**
SB 16	Beall	This bill is a comprehensive funding package that would dedicate $3 billion-$3.5 billion to transportation annually for the next five years and generate this new revenue by increasing several taxes and fees including the excise tax on gasoline by 10 cents in year one; the excise tax on diesel fuel by 12 cents in year one; the vehicle license fee by 35 percent over five years; the vehicle registration fee by $35; create a new vehicle registration fee of $100 for zero-emission vehicles; and repay transportation loans. SB 16 is the first of what is likely to be multiple transportation funding proposals put forward by the Legislature, designed to address California's projected $59 billion backlog of deferred maintenance on the state highway system, and roughly $78 billion funding shortfall for maintenance of local streets & roads.	This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state highway system. We urge Senator Beall to include dedicated transit funding in this important bill.	Senate Appropriations	CTA - Support	**Support Position Adopted 5/29/2015**

2015 Legislation Summary

Current as of 6/12/2015

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
SB 391	Huff	Specific sections of the penal code have long provided for the criminal prosecution of individuals who commit assault or battery against transit employees. Due to flexibility in current law, which provides for probation in place of jail time, most assailants avoid serious consequences. SB 391 would increase penalties for assaults committed against transit employees and to remove a provision in state law that allows assailants to escape jail time.	This bill will assist Foothill Transit in keeping our employees safe and require harsh penalties for those who may cause them harm.	Senate Committee on Public Safety	CTA, Metro - Support	Support Position Adopted 4/24/2015
SB 413	Wiechowski	Would amend the Public Utilities Code and the Penal Code to allow transit agencies to use an administrative process to cite and process minors in violation of specified prohibited acts (e.g. fare evasion, smoking where prohibited, unauthorized sale of goods) occurring on transit properties. Additionally, this proposal would make it a violation for failing to yield seating reserved for elderly and disabled individuals, and clarify what constitutes a noise violation on a transit property.	This bill would allow Foothill Transit to impose and enforce certain administrative penalties for passenger misconduct on or in a Foothill Transit facility or vehicle.	Senate Committee on Transportation & Housing	CTA - Support	Support Position Adopted 4/24/2015
SB 508	Beall	Transit operators across the state are required to meet specified farebox recovery and operating cost criteria in order to be eligible to receive funds from the Transportation Development Act (called Local Transportation Fund dollars) and/or the State Transit Assistance (STA) program, if those funds are to be used for operating purposes. SB 508 would address the challenges posed by this rigid funding mechanism by creating more flexible farebox recovery and operating cost criteria, and by rationalizing the penalties for non-compliance.	This bill would allow Foothill Transit to continue to receive a certain amount of state transit funding in case of an agency economic or low ridership challenge.	Senate Committee on Transportation & Housing	CTA - Support	Support Position Adopted 4/24/2015
SB 767	DeLeon	Allows the Los Angeles County Metropolitan Transportation Authority (Metro) to exceed the 2% statutory limitation on local transactions and use taxes by 1%. Authorizes Metro to impose, by ordinance,	This bill would provide a new operating funding source for Foothill Transit.	Senate Floor	Metro - Support	**Support Position adopted 5/29/2015**

2015 Legislation Summary

Current as of 6/12/2015

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		an additional local, countywide, one-half-cent sales tax for a period to be determined by Metro. Requires Metro to adopt the ordinance and submit the proposal to the voters. Specifies that the ordinance only becomes operative if approved by two-thirds of the voters voting on the measure. SB 767 will attempt to address the funding shortfall of Measure R. Instead of seeking to extend Measure R, the author of this bill is authorizing Metro to propose to voters another half-cent sales tax. This new authorization would not contain the required projects of past measures, or the restrictions of past legislation, but is somewhat a "clean slate" from which Metro can build a new expenditure plan and funding prioritization.				
SCA 7	**Huff**	**Would increase funding for transportation infrastructure by $2.9 billion per year with an additional $2.4 billion in one-time funds. The funding would come from: 1) End the diversion of more $1 billion in transportation taxes every year. Spend this money on roads, highways and bridges; 2) Repay all outstanding transportation loans to the General Fund and direct that money to transportation improvements; 3) Make significant efficiency improvements at the State Department of Transportation; 4) Direct money from Cap and Trade funds that are related to fuel to fixing roads.**	**This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state highway system.**	**Senate Committee on Transportation & Housing**		**Support**
H.R. 680	Blumenauer	Our transportation infrastructure is increasingly outdated and inadequate. In 2011, the Federal Highway Administration (FHA) estimated that over $70.9 billion worth of repairs are needed merely to maintain safe bridges. Inflation and increased fuel efficiency has led to declining gas tax receipts and the gas tax has lost nearly 40% of its purchasing power since it	A consistent, reliable and stable federal funding program would allow Foothill Transit and all U.S. transportation agencies and companies to budget for the long term.	House Committee on Ways and Means	APTA – Supports	Support Position Adopted 2/27/2015

2015 Legislation Summary

Current as of 6/12/2015

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		was last raised in 1993. The decline will continue as cars become more efficient and people drive less. Vehicle miles traveled per capita declined last year for the ninth year in a row. Because Congress has not addressed the Highway Trust Fund's (HTF) insolvency, the fund will be exhausted this summer and states will begin cutting back on projects. To maintain current funding levels, the HTF will need $100 billion in addition to current tax receipts in the next five years. Failure to act will result in a 30% reduction in federal transportation spending over the next decade. The Update, Promote, and Develop America's Transportation Essentials (UPDATE) Act (Blumenauer (D-OR), would phase in a nickel a gallon tax increase over each of the next three years on gasoline and diesel that would be dedicated to public transportation and highway programs, index those taxes to inflation and examine ways to replace the taxes with a longer-term stable source of funding.				

June 26, 2015

To: Executive Board

Subject: **Disadvantaged Business Enterprise (DBE) Program Goal**

Recommendations

Adopt a DBE program goal of 3.5 percent on Foothill Transit's federally funded projects undertaken during federal fiscal years 2016 through 2018 (October 1, 2015 through September 30, 2018).

Analysis

United States Department of Transportation (DOT) regulations require that each public entity receiving DOT funding establish an overall DBE goal every three years, and in April of this year the Board authorized staff to conduct public outreach to obtain feedback from the vendor community relative to Foothill Transit's proposed DBE goal of 3.5 percent. This goal was calculated based on the number of DBE firms listed in the California Unified Certification Program (UCP) directory and identified as ready, willing and able to perform work on Foothill Transit's planned federally-funded projects during the current three-year period. DBE participation on Foothill Transit's federally funded projects over the past three years has averaged 2.2 percent.

Foothill Transit is under the jurisdiction of the U.S. Court of Appeals for the Ninth Circuit which, in May of 2006 ordered a change in the administration of DBE programs by California recipients of U.S. Department of Transportation transit and highway funds. The court's decision resulted in Foothill Transit's implementation of a DBE race-neutral program. A race-neutral program allows Foothill Transit to establish a percentage goal for DBE participation for all federally funded projects to be undertaken by the agency, but does not permit Foothill Transit to require that proposers achieve a specific percentage goal for DBE participation on any one contract.

In the upcoming three federal fiscal years from October 1, 2015 to September 30, 2018, Foothill Transit's federal funds are currently planned to be used on construction projects, including the construction of an electric bus charging station in the City of Azusa as well as in the procurement of buses to replace or expand the current Foothill Transit revenue vehicle fleet. Revenue vehicle procurements are not subject to Foothill Transit's DBE program goal because the DBE requirements for bus procurements are instead handled directly

between the DOT and the bus manufacturers. Accordingly, Foothill Transit's DBE goal for the three-year period is based on the number of ready, willing and able DBE vendors for activities likely to be engaged for any construction related projects. Foothill Transit's experience with our DBE program leads staff to conclude that the overall demand for construction services throughout the Southern California area serves to limit the actually availability of DBE-certified vendors to fully meet the needs necessary to achieve the DBE goal that Foothill Transit has set for the period ending in September 2018.

Based on the current demand for and the estimated availability of contractors to participate on this type of work and on Foothill Transit's DBE participation history, significantly fewer of the listed Certified DBEs in the area will be available to complete the work under consideration. Staff considered the issue of actual availability in its methodology for arriving at a proposed DBE race-neutral participation goal. However, staff will take affirmative steps to make the DBE program more robust. For example, in order to ensure the broadest outreach to the DBE vendor community, each vendor currently certified under the California Unified Certification Program (UCP) will receive notification and an invitation to propose or bid on Foothill Transit's federally funded procurements. Currently, notification is provided to a more limited Foothill Transit DBE vendor list.

The methodology that was used in the determination of an appropriate DBE goal included utilizing data of available firms to provide the services that would be needed for construction related activities utilizing the most recent Census Data on County Business Patterns for Los Angeles County and the UCP. This figure was adjusted taking into consideration the actual DBE participation rate over the past three federal fiscal years and the current demand in the Los Angeles region for similar construction related activities. The UCP provides access to all registered DBEs from throughout the state. These sources support analyzing data utilizing the North American Industry Classification System (NAICS) to match the types of industries that would be used for the possible federally funded projects.

The 3.5 percent figure was calculated using a consultative process that included input from local small business owners during conversations at local Chamber of Commerce events and other Small Business events. Public notification of the June 11, 2015 public hearing that was held at 2:00 pm at the West Covina administrative offices regarding Foothill Transit's proposed DBE goal began shortly after the April Executive Board meeting by way of classified ads placed in the San Gabriel Valley Tribune, the Inland Valley Daily

Bulletin, La Opinion, and the Los Angeles Times. In addition, emails were sent to the 172 registered DBE vendors identified on the current UCP directory inviting the vendor community to comment via email or in person at the public meeting.

During the public outreach process, no vendors or other interested members of the public expressed opposition to Foothill Transit's proposed DBE goal. It is therefore proposed that Foothill Transit adopt a DBE goal of 3.5 percent for the upcoming three federal fiscal years. Pending Board action on June 26, 2015 Foothill Transit's FFY 2016 through FFY 2018 DBE goal will be widely published using a variety of means, including but not limited to Foothill Transit's website and through classified ads placed in the San Gabriel Valley Tribune, the Inland Valley Daily Bulletin, La Opinion, and the Los Angeles Times.

As provided for in the federal regulations and as mentioned earlier, Foothill Transit's DBE program would only apply to its DOT-assisted projects with the exception of bus purchases. Applicable state and local requirements and regulations related to affirmative action, as modified by the California Civil Rights Initiative (Proposition 209), apply to an organization's state and local contract projects, but not to its DOT-assisted projects. Proposition 209 prohibits the granting of preferential treatment in public contracting based on an individual's or firm's race, sex, color, ethnicity or national origin.

To ensure maximum DBE participation, staff will continue to conduct outreach to small businesses, as well as to certified and prospective DBE vendors in order to meet its triennial goal by using race-neutral means of facilitating DBE participation. Race-neutral DBE participation includes occasions where a DBE is awarded a prime contract through customary competitive procurement procedures and when a DBE firm is awarded a subcontract on a prime contract that does not have a DBE goal.

Fiscal Impact

There are some minor costs related to advertising the DBE program goal and contracting opportunities. These expenses were included in the adopted Fiscal Year 2015 – 2016 budget.

Sincerely,

Kevin McDonald
Deputy Executive Director

Doran J. Barnes
Executive Director

Agenda Item No. 10

June 10, 2015

To: Executive Board

Subject: **Request to Issue Invitation for Bids (IFB) No. 15-066 for Network Infrastructure Routers and Switches Replacement**

Recommendation

Authorize the Executive Director to issue Invitation for Bids No. 15-066 for Network Routers and Switches Replacement.

Analysis

The routers and switches that make up the network backbone at the Transit Stores and Bus Yards were installed 8 years ago. This exceeds the average life cycle of network equipment which should generally be replaced every 5 years. Effective July 31. 2015, maintenance and support for our current routers and switches will no longer be offered by the manufacturer. To minimize unplanned hardware failures, routers and switches with more than 5 years of continuous use will be replaced.

A total of 4 routers and 12 switches are required to replace existing network equipment exceeding the average life cycle and maintain a spare inventory.

Budget Impact

The funding for this project is included in the FY 2015/2016 budget under Project No. 47, Facility Security Upgrades/Hardening. The source of funds is Cal OES (California Office of Emergency Services) Security grant funding.

Sincerely,

Jake Chik
Network Manager

Doran J. Barnes
Executive Director

June 26, 2015

To: Executive Board

Subject: **Request to Issue Request for Proposals (RFP) No. 15-060 - In-ground Lifts Assessment and Rehabilitation**

Recommendation

Authorize the Executive Director to Issue RFP No. 15-060 for In-ground Lifts Assessment and Rehabilitation.

Analysis

The Pomona and Arcadia Operations and Maintenance facilities are each equipped with six in-ground lifts for bus maintenance. The existing in-ground lift equipment was originally installed when the Pomona and Arcadia facilities were built in 1997 and 2002, respectively. Presently, the in-ground lifts at both facilities are out of service due to performance issues identified in 2012. Portable wheel lifts are currently being utilized at the maintenance facilities in place of in-ground lifts.

In 2014, Foothill Transit solicited architectural and engineering services from our on-call architect, RNL Design, for full replacement of the in-ground lifts. RNL, with subconsultant Maintenance Design Group (MDG), analyzed the existing in-ground lift design capacity and Foothill Transit's current fleet weight. Based on this analysis, RNL and MDG determined that the existing in-ground lifts' design capacity was sufficient to lift our fleet's heaviest bus. As such, the recommendation from RNL/MDG is to seek services for full assessment and rehabilitation of all twelve existing in-ground lifts.

The request for proposals for the in-ground lift assessment and rehabilitation will seek a manufacturer's certified company with experience in conducting in-ground lift inspections and repairs. The selected vendor shall perform a full inspection and assessment of each lift and prepare a findings report with recommended repairs to meet Rotary Lift's original performance specifications. Additionally, the proposer shall provide a cost estimate for placing each lift into service.

Some elements of the in-ground lift assessment will include:

- Lifting capacity
- Piston condition and capacity

- Hydraulic pressure testing of piping and cylinders
- Operation of controls and drivers
- Condition of all hoses, pipes and fittings, rollers and covers;
- Condition of pit drains
- Estimate for rehabilitation for each of the in-ground lifts

Budget Impact

Funding is included in Foothill Transit's approved Fiscal Year 2015-2016 budget for hydraulic lift replacement.

Sincerely,

Vincent Sauceda
Construction Project Manager

Doran J. Barnes
Executive Director

June 26, 2015

To: Executive Board

Subject: **Environmental and Sustainability Management System – ISO 14001 Certification**

Recommendation

Receive and file an update on Foothill Transit's receipt of International Organization for Standardization (ISO) 14001 certification for its Environmental and Sustainability Management System (ESMS) at the Pomona Operations and Maintenance Facility.

Analysis

An ESMS is a comprehensive set of procedures, based on an environmental policy that manages an organization's environmental impacts in a strategic manner. Each procedure reflects one of 17 required elements of an ESMS, mandated in the ISO 14001:2004 environmental management standards. The 17 elements are listed below:

1. *Environmental Policy*
2. *Environmental Aspects*
3. *Legal and Other Requirements*
4. *Objectives, Targets, and Programs*
5. *Resources, Roles, Responsibilities, and Authority*
6. *Competence, Training, and Awareness*
7. *Communication*
8. *Documentation*
9. *Control of Documents*
10. *Operational Control and Contractor Management*
11. *Emergency Preparedness and Response*
12. *Monitoring and Measurement*
13. *Evaluation of Compliance*
14. *Nonconformity, Corrective, and Preventative Action*
15. *Control of Records*
16. *Internal Audit*
17. *Management Review*

The implementation of an ESMS has been supported by the Federal Transit Administration (FTA) as "the clearest commitment of an agency to demonstrate environmental stewardship and sustainability." In 2010 and 2013

Foothill Transit participated in a rigorous training funded by the FTA and administered by Virginia Polytechnic Institute and State University (Virginia Tech). Over the course of 18 months, Virginia Tech aided Foothill Transit in the development and implementation of an ESMS at the Arcadia and Pomona Operations and Maintenance Facility, following the ISO 14001 standards.

Foothill Transit is among very few transit agencies in the nation operating a transit maintenance facility under world class ISO 14001 standards.

As part of the ESMS program, every year Foothill Transit identifies all environmental aspects associated with the daily operational activities at the maintenance facility. All actual and potential environmental impacts, from bus washing to disposal of batteries, are considered. Then, a select number of activities are chosen as "significant environmental aspects." These aspects are critically focused on and objectives and targets are developed to mitigate each one.

Foothill Transit has realized significant accomplishments as a result of the first cycle of program implementation at the Pomona Operations and Maintenance Facility. The specific achievements are detailed below.

- The first goal was to comply with Occupational Safety and Health Administration's (OSHA) Hazardous Waste Operations and Emergency Response (HAZWOPER) training for our Pomona contractor's staff who handle hazardous materials. The training course is for general site workers who remove hazardous waste or who are exposed or potentially exposed to hazardous substances or health hazards. The training was completed on April 2, 2015.

- The second goal was to reduce greenhouse gas emissions (GHG) and energy consumption by 20 percent by January 1, 2014. To meet this goal, a solar photovoltaic (PV) system was installed and began producing solar energy in January 2012. To date, Foothill Transit has generated over 384,126 kilowatt hours of clean, solar power and saved 276 tons of CO_2. In the last three years we received $57,097 in incentives from our utility provider, Southern California Edison.

- The third goal was to reduce bus emissions by five percent through electrification of Line 291 by March 1, 2015. As of March 1, 2015, full

electrification of line 291 resulted in a 5.91% reduction in CO2 emissions equating to over one million pounds of CO2.

- The fourth and final goal was to reduce fuel consumption from idling by 5 percent. To accomplish this goal, an agency-wide Idle Reduction Policy was developed and implemented that limited idling time to five minutes or fewer while Foothill Transit vehicles were in operation. Since the policy went into effect, bus idling at the Pomona Operations and Maintenance Facility has been reduced by 18 percent, exceeding our original goal.

Budget Impact

There is no budget impact from the recommended action. The certification is valid for three years and requires two annual surveillance audits, each at a cost of approximately $2,500. The $4,375 cost of the certifying audit for 2015 was included in the proposed FY 14-15 Business Plan and Budget. Funding for the 2016 surveillance audit is included in the approved FY 15-16 business plan. Costs or future surveillance audits will be included in future business plans.

Sincerely,

Roland M. Cordero
Director of Maintenance & Vehicle Technology

Doran J. Barnes
Executive Director

June 26, 2015

To: Executive Board

Subject: **Contract Award – CAD/AVL System Equipment (RFP No. 15-014)**

Recommendation

Authorize the Executive Director to negotiate final contract terms and conditions and award a contract to Avail Technologies, Inc. in the amount of $13,994,788 for replacement of Foothill Transit's computer aided dispatch and automatic vehicle location (CAD/AVL) system, including equipment, installation, testing, training, system implementation, product support, and warranty.

Analysis

In March 2014, the Executive Board authorized the issuance of a Request for Proposals for procurement of equipment to replace Foothill Transit's aging SMART*Bus* System. Prior to release of the RFP, the services of a CAD/AVL subject matter expert were procured and the scope of work was developed. A pre-proposal conference and site visit was subsequently held on January 22, 2015 at which time prospective proposers were allowed to ask project related questions and visually inspect the facilities and vehicles to evaluate feasible installation locations of the needed equipment.

Foothill Transit received comprehensive proposals on April 2, 2015 from Avail, Clever Devices, INIT, LECIP, Scheidt and Bachmann, Trapeze and Xerox.

Each firm's proposal was evaluated for responsiveness and Financial Capacity by members of Foothill Transit's Procurement team, Foothill Transit's Special Legal Counsel, and Foothill Transit's Technical Consultants, the IBI Group. All proposers were recommended for inclusion in the technical evaluation phase.

The evaluation team consisted of six members of Foothill Transit's administrative staff, representing multiple functional areas of the organization. The IBI Group, Foothill Transit's technical consultants on the project, assisted the evaluation team and also served as subject matter experts during the evaluation process. Each technical proposal was evaluated based on the criteria and weighting below.

Technical Qualifications (weighted 75 percent of Overall Score).

- Qualifications of the Proposer (10 percent)
- Project Organization and Staffing Plan (15 percent)
- Management Plan (10 percent)
- Technical Approach, Work Plan, and Compliance with Technical Requirements (30 percent)
- System Warranty, Extended Warranty, and Software and Hardware Maintenance Plans (10 percent)

Three firms - Avail, Clever Devices, and Trapeze - were determined to be in the competitive range after the initial evaluation of each firm's written proposals and pricing. Each firm in the competitive range was interviewed by the evaluation team and the proposers were given scenarios to demonstrate their technology. Foothill Transit's Procurement team interviewed each firm's current clients and gathered references for each firm. The evaluation team visited transit agencies where the proposed equipment was being utilized to observe first-hand each vendor's proposed solution and discuss the effectiveness of those solutions with transit agency staff. Best and Final Offers (BAFOs) and responses to follow-up questions were then requested of the vendors to complete the evaluation process and determine the highest ranked proposer.

The committee's scoring is included as **Attachment A**. The committee scored the proposals in accordance with the criteria and weights in the RFP and Avail received the highest score.

Price (weighted 25 percent of Overall Score) was scored as follows:

- Base System plus Option One (Radio System Integration) – 22 Points
- Option Two (Real-Time Passenger Information System) – 1.5 Points
- Option Three (Business Intelligence Tool) – 1.5 Points

$$\text{Proposer's Price Score} = \frac{\text{Lowest Price}}{\text{Proposer's Price}} * \text{Price Points}$$

Avail's pricing takes into account all equipment, software, installation, testing, training, system implementation, product support, and warranty.

In addition to the evaluation of each firm's Technical Qualifications and Pricing, the reasonableness of each proposer's pricing was determined by an independent, third party firm with significant experience in this area.

The evaluation team selected Avail based on their level of satisfaction with the proposed hardware and software, their successful implementations at other transit properties, a project timeline of 24 months, and cost. Avail's system has been successfully deployed at 50 transit agencies across the country, including Antelope Valley Transportation Authority and Montebello Bus Lines, both in the greater Los Angeles area; The Rapid in Grand Rapids, Michigan; Pioneer Valley Transportation Authority in Springfield, Massachusetts. In particular, Avail also outlined a comprehensive system communications plan using Voice over Internet Protocol (VoIP) as requested in the RFP.

Foothill Transit's CAD/AVL system will utilize global positioning satellite technology to monitor the performance of our services and will be used to dynamically correct operational issues in real time as well as store historical data for future service improvements. Voice and data communication will be achieved using a combination of digital radio communication and Voice over Internet Protocol (VoIP) using cellular service, with backup digital voice communication service provided by Mobile Relay Associates, with whom Foothill Transit has had a long-term contractual relationship.

The Avail solution will consist of automatic vehicle location (AVL), computer aided dispatch (CAD), automatic passenger counters (APC), automatic voice annunciation (AVA), vehicle health monitoring (VHM), integrated real-time passenger information, and an integrated business intelligence tool. Implementation of the CAD/AVL system will provide significantly improved accuracy of the information available to staff and provided to customers and will result in safety, operational, and efficiency improvements for Foothill Transit.

Budget Impact

The adopted Fiscal Year 2015-2016 budget includes funding for the replacement of the existing CAD/AVL system, including equipment, installation, testing, training, system implementation, product support, and warranty.

Sincerely,

Kevin McDonald
Deputy Executive Director

Doran J. Barnes
Executive Director

Agenda Item No. 14

Attachment A

Request for Proposals (RFP) No. 15-014
CAD/AVL System Replacement

Proposal Evaluation

	Points	Evaluation Factor	Avail	Clever Devices	Trapeze
Technical Compliance	75	1. Qualifications of Proposer	8.62	9.07	7.12
		2. Project Organization and Staffing Plan	13.13	13.20	10.66
		3. Management Plan	8.75	8.88	6.92
		4. Technical Approach, Work Plan, and Compliance with Technical Requirements	25.00	26.90	19.00
		5. System and Extended Warranty and Software and Hardware Maintenance Plans	8.83	8.58	6.33
	Technical Points		**64.33**	**66.63**	**49.92**
Price	22	Base Price + Mandatory Option 1 Price	20.90	16.37	22.00
	1.5	Option 2 Price	1.50	0.04	0.45
	1.5	Option 3 Price	0.32	0.57	1.50
	Price Points		**22.72**	**16.99**	**23.95**
Total Points			**87.05**	**83.62**	**73.87**

June 26, 2015

To: Executive Board

Subject: **Exercise of Contract Option – Transit Bus Procurement**

Recommendation

Authorize the Executive Director to negotiate final terms and conditions and exercise Option No. 3 of Contract No. 12-040 with New Flyer for the purchase of 30 compressed natural gas (CNG) fueled, 40-foot Excelsior buses at a total cost of $19,096,113.30, including delivery and sales tax.

Analysis

Foothill Transit currently has 30 buses that are eligible for retirement. These vehicles are proposed to be replaced with 40-foot, compressed natural gas powered coaches.

In March 1, 2013 Foothill Transit entered into a contract with North American Bus Industries, Inc. (NABI) for a base order of 30 buses with an option for 120 buses. The option may be exercised at any time within five years of the original date of the contract. Foothill Transit exercised Option No. 1 to purchase 30 buses on January 8, 2014 and Option No. 2 for 30 additional buses on June 20, 2014.

NABI subsequently assigned, with Foothill Transit's written consent, Agreement No. 12-040 to NABI Bus, LLC, then again in January 2015 from NABI Bus, LLC to New Flyer in connection with several mergers that took place. So, in exercising this third option, Foothill Transit will be purchasing 40-foot CNG New Flyer Excelsior buses and not the 42-foot NABI buses as from previous purchases. The 42-foot NABI bus is no longer in production.

Foothill Transit has obtained Federal Transit Administration (FTA) concurrence that this is allowable under FTA procurement guidelines.

New Flyer has provided a proposed price for the purchase of the buses based on Foothill Transit's current bus specifications and options. As required by FTA's Procurement Guidelines, the pricing of the option buses was evaluated as part of the original procurement. For this purchase, the cost is derived from the base order of thirty 42-foot coaches delivered to Foothill Transit in 2013, and includes appropriate producer price index (PPI) increases. Also as required by the FTA, a price analysis has been conducted and documented

and the price of these 30 buses has been determined to be fair and reasonable.

Foothill Transit's bus fleet retirement schedule calls for retiring 30 series 1400 buses in FY 2015-2016. It is also anticipated that, should LA Metro decide to cancel Lines 190, 194 and 270, Foothill Transit may begin providing service on these lines in late summer of 2016. Based on initial conversations with New Flyer, if the Board authorizes the exercise of Option No. 3 and a contract amendment is signed in July, delivery of the 40-ft. New Flyer Excelsior buses will be complete in May 2016, in time for Foothill Transit operation of Lines 190, 194, and 270.

Budget Impact

The total cost of 30 New Flyer 40-foot buses is $19,096,113.30, including delivery and State of California sales/use tax. Funding for these buses is included in Foothill Transit's FY 2015-2016 Budget.

Sincerely,

Roland M. Cordero
Director of Maintenance & Vehicle Technology

Doran J. Barnes
Executive Director

June 26, 2015

To: Executive Board

Subject: **Appointment of Foothill Transit Board Secretary**

Recommendation

Adopt Resolution No. 2015-06 (**Attachment A**) designating the Board Support Services Manager/Executive Assistant as the Foothill Transit Board Secretary.

Analysis

The L.A. County Board of Supervisors, Commission Services division has provided Board Secretary Services to Foothill Transit since the creation of the agency. In recent times those services have consisted of taking and preparing the minutes for the Foothill Transit Executive and Governing Board meetings, maintaining distribution lists and posting of the agenda on the L.A County website.

Currently, Foothill Transit board support staff handles the preparation of the agenda packet, posting of the agenda internally, and internal distribution of the agenda packet. Now that management has been brought in-house the duties currently handled by the L.A. County Commission Services division can be fulfilled by the board support staff.

As indicated below, Section 3.E of the Foothill Transit Joint Powers Authority (JPA) allows for the Executive Board to appoint the Board Secretary.

> *Secretary, Treasurer, Auditor and Counsel*
> *The Board may appoint a Secretary of the Board. Subject to the restrictions contained in Sections 6505.5 and 6505.6 of the California Government Code, the Board may designate the treasurer and auditor of Foothill Transit or may appoint one of its officers to either or both of such positions. Unless and until the Board makes a contrary designation or appointment, the Executive Officer-Clerk of the Board of Supervisors shall be and act as the Secretary of the Executive Board, the County Treasurer shall be and act as the Treasurer of Foothill Transit, and the County Auditor-Controller shall be and act as the Controller (Auditor) of Foothill Transit. The County Counsel shall, on request, advise the Board in connection with any business relating to the Foothill Transit. The*

Board may employ other counsel to represent the Foothill Transit in any manner.

If the Executive Board were to adopt the resolution, proper notification would be provided to the L.A. County Board of Supervisors Commission Services Division of Foothill Transit's intentions to assume these duties with in-house staff. It is expected that in-house staff will assume these duties with the August 28, 2015 Executive Board Meeting.

Budget Impact

The recommended action will have no material budget impact. The current monthly cost for the services provided by the County is approximately $1,220. Payments to the County will be eliminated; however, this cost reduction will be off-set by increased direct administrative costs.

Sincerely,

Christina Lopez
Board Support Services Manager/
Executive Assistant

Doran J. Barnes
Executive Director

Attachment

Foothill Transit

Attachment A

RESOLUTION NO. 2015-06

A RESOLUTION OF THE EXECUTIVE BOARD OF FOOTHILL TRANSIT APPOINTING THE BOARD SUPPORT SERVICES MANAGER/EXECUTIVE ASSISTANT AS THE BOARD SECRETARY

The Executive Board of Foothill Transit does resolve as follows:

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

A. California Government Code Section 6505.5 requires Foothill Transit to designate an individual to fill the office of Board Secretary, while Section 6505.6 provides that an employee of Foothill Transit may fill either office.

B. Section 3.E of the Foothill Transit Joint Exercise of Powers Agreement provides that the Executive Board may designate the Board Secretary.

C. The Executive Board desires to appoint the Board Support Services Manager, an employee of Foothill Transit, as its Board Secretary.

2. Action.

A. The Board Support Services Manager/Executive Assistant is hereby appointed as the Board Secretary of Foothill Transit, and this appointment shall remain in full force and effect until such time, if any, as the Executive Board may amend or rescind this Resolution.

3. Adoption. PASSED AND ADOPTED at a meeting of the Executive Board held on June 26, 2015, by the following vote:

AYES:

NOES:

ABSTAIN:

_____
CAROL HERRERA, Chair

APPROVED AS TO FORM:
Darold D. Pieper, Attorney at Law

By:_____
Darold Pieper, General Counsel

ATTEST:
Garen Khachian, Commission Services
Los Angeles County Board of Supervisors

By:_____
Secretary

June 26, 2015

To: Executive Board

Subject: **Bus Stop Sign Replacement Project Update**

Recommendation

Receive and file the Bus Stop Sign Replacement Project Update.

Analysis

At the September 2014 Executive Board meeting, the Board approved the execution of contract 15-010 with O.K. Earl Corporation for the production and installation of new bus stop signs and decals.

In late March of this year, the contractor began production and installation of over 1,800 bus stop signs across the Foothill Transit service area. At this time, the contractor has produced and installed approximately 1,300 signs. The contractor is expected to complete installation of all bus stop signs by mid July.

Sincerely,

Vincent Sauceda
Construction Project Manager

Doran J. Barnes
Executive Director

June 26, 2015

To: Executive Board

Subject: **Azusa Intermodal Transportation Facility Project Update**

Recommendation
Receive and file the Azusa Intermodal Transportation Facility Project Status Update.

Analysis

The Azusa Intermodal Transportation Facility will be a four-level above grade parking structure with 547 parking spaces to be located at 801 North Alameda Avenue in the City of Azusa. The project will serve new and existing Foothill Transit patrons, Metro Gold Line and the City of Azusa. The parking spaces will be allocated as follows: 202 spaces for Foothill Transit, 200 spaces for Metro Gold Line and 145 spaces for the City of Azusa. In addition, underground infrastructure for two electric bus charging stations will be constructed at this facility.

On September 26, 2014, the Foothill Transit Executive Board authorized award of a construction contract to Klorman Construction in the amount of $9,221,000. This figure was below the engineer's estimate of $10,699,191.

Project Budget:

Funding obligation - Foothill Transit	$5,775,000
Funding obligation - City of Azusa	$7,475,000
Total Budget	**$13,250,000**

Project Funding		**$13,250,000**
Project Costs:		
Phase 1 - Environmental		
Environmental	$246,177	
Architectural	$334,030	
Phase 2- Construction		
Geotechnical/Architectural/Engineering	$1,079,144	
Construction permits	$900	
Construction-Parking Structure (1)	$10,143,100	
Construction- Utility Relocation	$414,811	
Federal Compliance Monitoring	$38,000	

Materials Testing & Special Inspection	$183,101	
Misc (legal, property title)	$44,897	
Total Project Cost		**$12,484,160**
Variance		**$765,840**

(1) Assumed 10 percent additional cost to base construction contract. See below for actuals.

Project Highlights:

Contractor began demolition of the existing structure on January 5, 2015. Due to some unforeseen conditions at the beginning of the project, work was delayed by three months from the project kick-off meeting in October 2014. In order to begin construction, a demolition permit by the City of Azusa was required. Hence, a notification to SCAQMD was submitted which resulted in performing an asbestos survey then followed by an asbestos abatement. Once asbestos was cleared, the demolition permit was issued by the City on 12/24/14 and demolition began on 1/5/15.

Since January, existing telephone, water, overhead power lines, and sewer lines had to be relocated prior to the start of site clearance and excavation. Verizon completed their utility relocation on 3/25/15. Shortly thereafter the preparation for the overexvacation for the building pad and foundation commenced.

Project Milestiones:

- Over-excavation for building foundation complete 4/13/15.
- First concrete pour for building foundation complete 5/5/15.
- First level columns and shear wall concrete pour complete 5/29/15.

Future Milestones:

- First level slab on grade to be complete 6/19/15.
- All underground utilities, including water complete late June.
- Second level elevated deck complete 7/21/15.
- Second level columns and shear walls complete 7/23/15.
- Third level elevated deck complete 8/12/15.
- Third level columns and shear walls complete 8/17/15.
- Top level elevated deck complete 9/15/15.
- Top level columns and shear walls complete 9/23/15.
- Elevator complete October 2015.
- Substantial completion anticipated by 12/17/15.

Construction Change Orders:

The total change orders to date are $184,855 or 2 percent of the original bid of $9,221,000. Below is a summary of the change orders:

Title	PCO Dated	Status	Agreed CO Amount ($)	Reason
Asbestos Survey	7-Nov-14	approved	$2,446	Required by City for Demo Permit
Asbestos Abatement	20-Nov-14	approved	$7,230	Unforeseen Condition
Contract Amendment No. 1			$9,676	
Gate Valve In Lieu of Butterfly	11-Dec-14	approved	$10,975	City-directed change
Fabricated Trench Drain vs Zurn Trench Drain	16-Dec-15	approved	$3,754	Not in Plans
Demo & Dispose Existing MH	13-Jan-15	approved	$9,027	Unforeseen Condition
North Wall Debris Removal	27-Jan-15	approved	$4,659	Owner request
Removal of Existing Water line at Alley	28-Jan-15	approved	$9,315	Unforeseen condition
Remove/Reconstruct Curb at Alameda	28-Jan-15	approved	$22,138	Additional scope
Contract Amendment No. 2			$59,868	
New 8″ waterline profile at bus lane	18-Mar-15	approved	$18,670	Change in underground field conditions and City-directed change
Added Footing for Standard Light Poles	26-Mar-15	approved	$12,152	City detail not available at time of bid
8″ waterline Air Vacuum Assembly	27-Mar-15	approved	$6,927	City-directed change
8″ Connection at Existing 16″	30-Mar-15	approved	$8,443	Unforeseen Condition
Two AVs on 16inch Water Line and One AV on 8inch Water Line	7-Apr-15	approved	$21,633	Unforeseen Condition
North Wall Security Fence	10-Jun-15	approved	$4,408	Unforeseen Condition
PCO 10R1 (COR 8) Cancelled to be reassigned	30-Apr-15	deductive credit	-$22,138	New bus stop on Alameda required by FT

Metro conduit provisions for future Metro provided pay station equipment and car counter/signage.	3-Jun-15	approved	$56,091	Metro Gold Line Request. Metro Gold Lne Construction Authority to pay for additional scope. FT to invoice Construction Authority.
Additional surveying services for location of underground Verizon conduit	3-Jun-15	pending	$9,125	Not in base contract.
Proposed Contract Amend No. 3			$115,311	
TOTAL CHANGE ORDER TO DATE			$184,855	
ORIGINAL BASE CONTRACT			$9,221,000	
AMENDED CONTRACT AMOUNT			$9,405,855	
			2.005%	

Possible Additional Change Orders:

1. Permanent restoration required on Azusa Ave. At time of bid, contractors were not provided any additional information on the pavement age of Azusa Ave. The City of Azusa Public Works standards indicates for excavations on moratorium streets (street paved within the last 5 years) a complete resurfacing of Azusa Avenue is required versus a simple restoration patch as noted on the Plans.

2. Requested time and general conditions due to delay of Verizon rework on underground conduit installation and differing site conditions at the beginning of the project.

3. Additional cost for installing underground conduit provisions for two new electric bus charging stations, a new bus stop on Alameda Ave. and cross walk to the parking structure.

Other Additional Project Costs:

1. Cost for power equipment and installation related to the electric bus charging stations. Contract will be required between the City of Azusa Light & Water division and Foothill Transit.

2. City of Azusa is requesting to add additional architectural elements to enhance the aesthetics of the parking structure. The City is working with the same artist designing the Metro Gold Line platform to develop a design.

Lastly, the Memorandum of Understanding will be revised with the Project Team to discuss the responsibilities and future maintenance of the parking structure.

Budget Impact

The approved Fiscal Year 2015-2016 Business Plan includes funding for the City of Azusa Park & Ride Project.

Sincerely,

Sharlane R. Bailey
Director of Facilities

Doran J. Barnes
Executive Director

June 26, 2015

To: Executive Board

Subject: **Transit Store Report**

Recommendation

Receive and file the Transit Store Report.

Analysis

Pass Sales (Attachments A & B): Sales for April and May totaled $883,652. The Pass Sales figure represents a decrease of five percent from the sales during the same period of FY 2013/14. The decrease is primarily attributable to a decrease in sales of Student Local and Senior and Disabled passes.

Attachment A provides a graphic representation of the two-month sales figures by store. Attachment B provides a graphic representation of the two-month sales figures by product type. Sales by Transit Store are also summarized in the table below.

Location	April 2015	May 2015	FY 2014/15 year to date
El Monte	$119,823	$111,370	$1,330,249
Pomona	$94,842	$92,118	$1,028,089
Puente Hills	$ 94,345	$88,410	$1,105,897
West Covina	$68,067	$63,973	$729,398
Claremont	$48,555	$43,182	$485,445
Online Sales	$30,513	$28,454	$308,161
Total	**$456,145**	**$427,507**	**$4,987,238**

Phone Activity (Attachments C & D): During April and May, a total of 53,130 phone calls came through the toll-free customer service line. Customer Service Representatives (CSRs) answered 94 percent of incoming phone calls with an average time to answer of 20 seconds. The average handling time of a call was one minute and 39 seconds. Compared to last year, this was a 10 percent increase in the total number of calls received and a 12 percent increase in the total number of calls answered. This improvement may be attributed to the continued focus that Transdev, the Transit Store contractor, has placed on call center management, as well as the capabilities of the reporting mechanism of the new phone system.

Customer call handling					
Month	**% of calls answered**	**Calls received**	**Calls answered**	**Average time to answer**	**Average handling time**
April 2015	93.3%	27,283	25,446	0:24	1:39
May 2015	95.7%	25,847	24,724	0:16	1:40
Total	**94.5%**	**53,130**	**50,170**	**0:20**	**1:39**

Walk-in Traffic (Attachment E): Walk-in traffic recorded for all stores during this time period totaled 51,686 entries, a 30 percent decrease when compared to the same period in FY 2013/14. This decrease is because no walk-in traffic data was available from the Puente Hills Transit Store for the time period as well as issues with the counters in other stores. The people counters in each of the stores are currently in the process of being replaced with more sophisticated and reliable technology which is anticipated to provide greater detail on the patterns of the customers coming into the stores. This project is still on track to be completed during the summer of this year.

Sincerely,

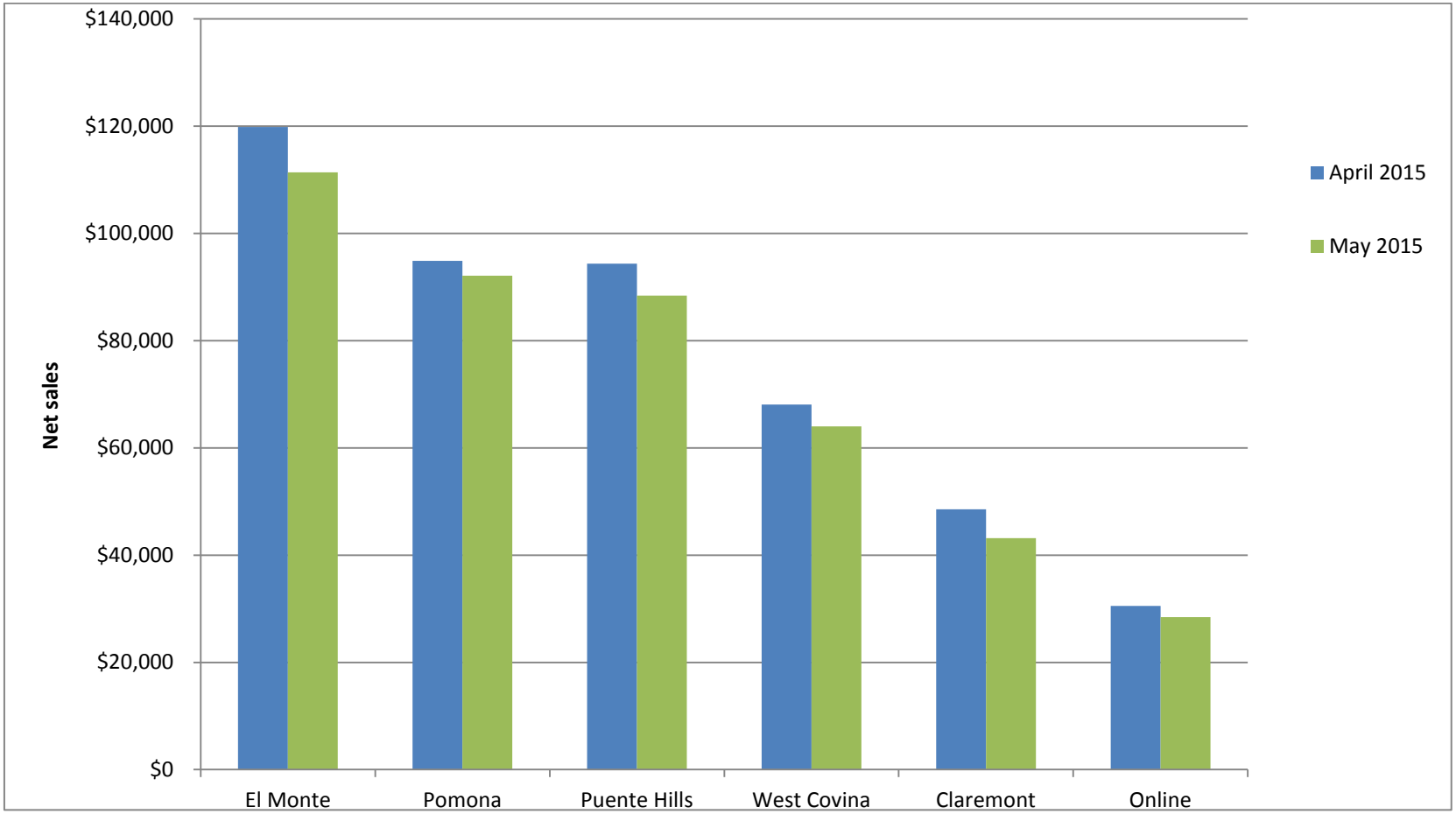
LaShawn King Gillespie
Director of Customer Service & Operations

Doran J. Barnes
Executive Director

Attachments

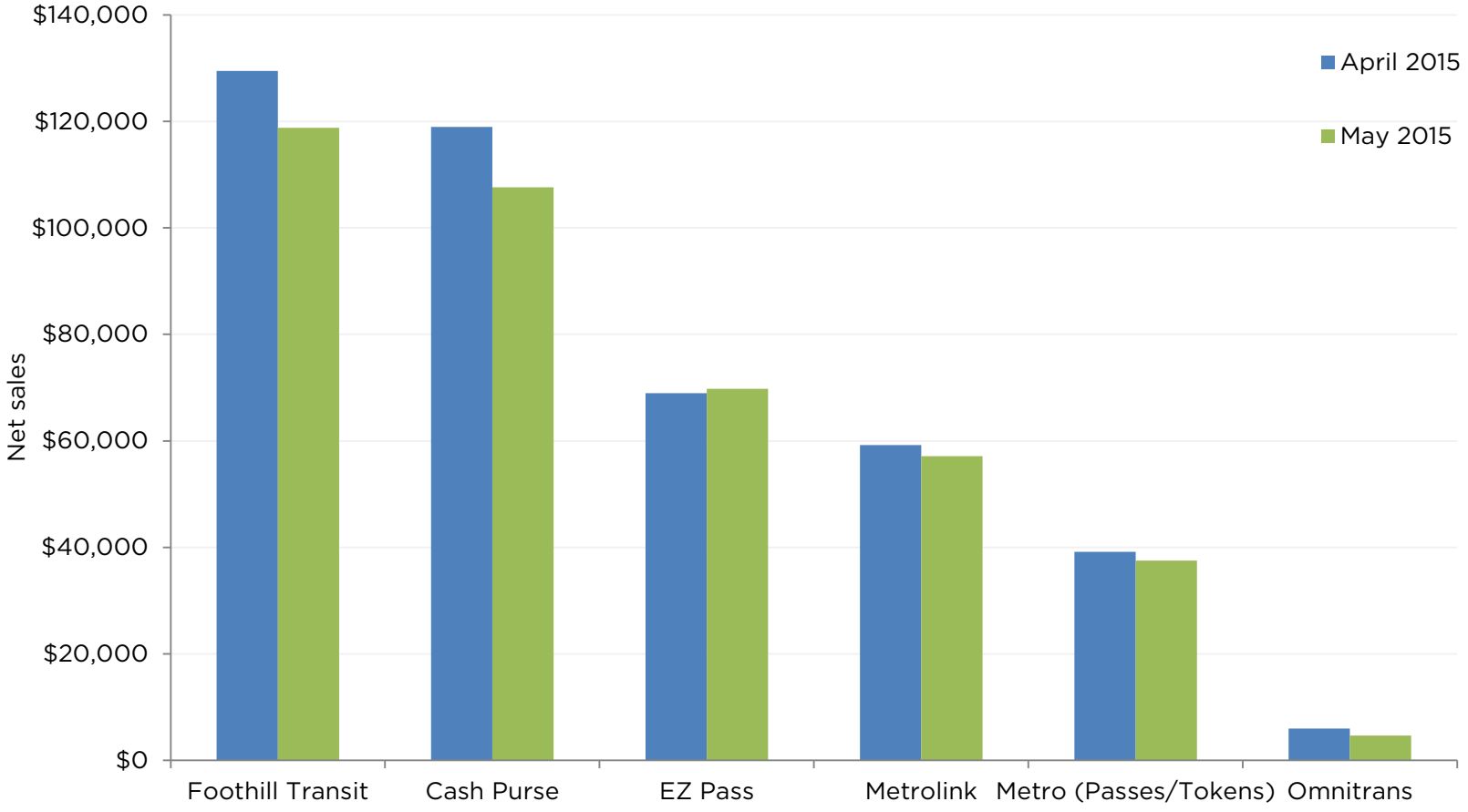
Attachment A

Transit *Store* Report
Sales Trend by *Store* (April – May 2015)



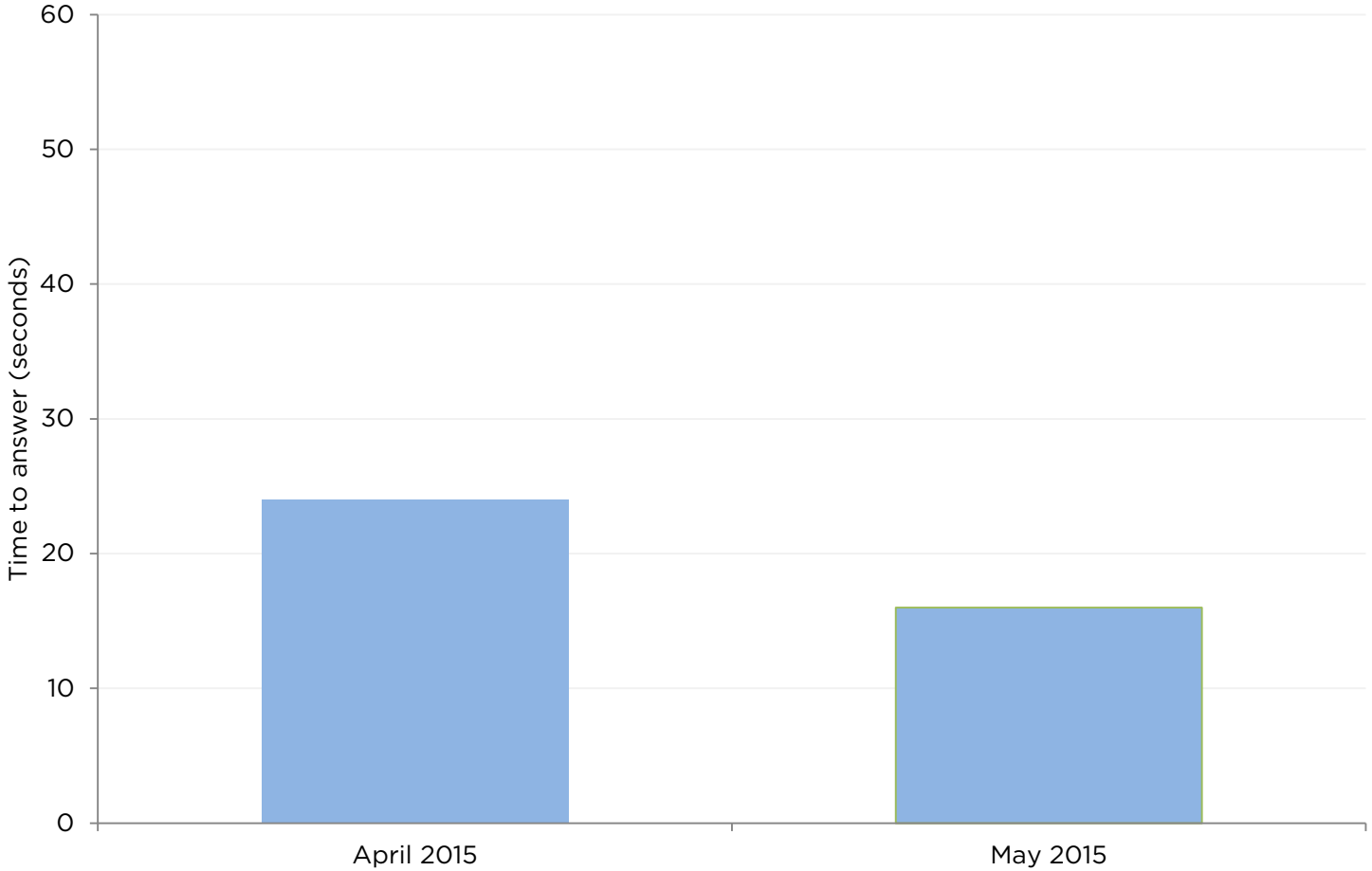
Attachment B

Transit *Store* Report
Sales Trends by Product (April - May 2015)



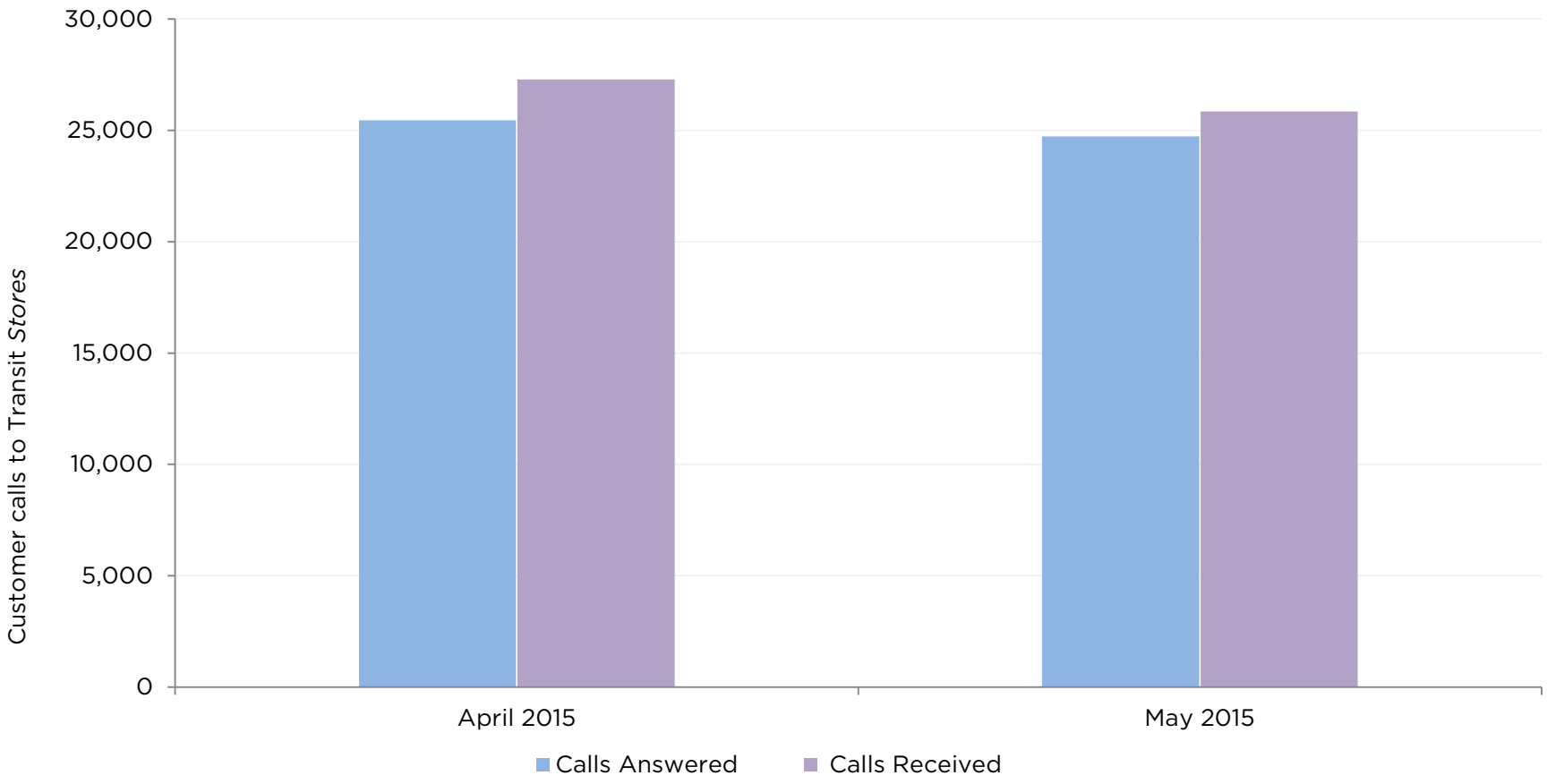
Attachment C

Transit *Store* Report
Average Time to Answer (April - May 2015)



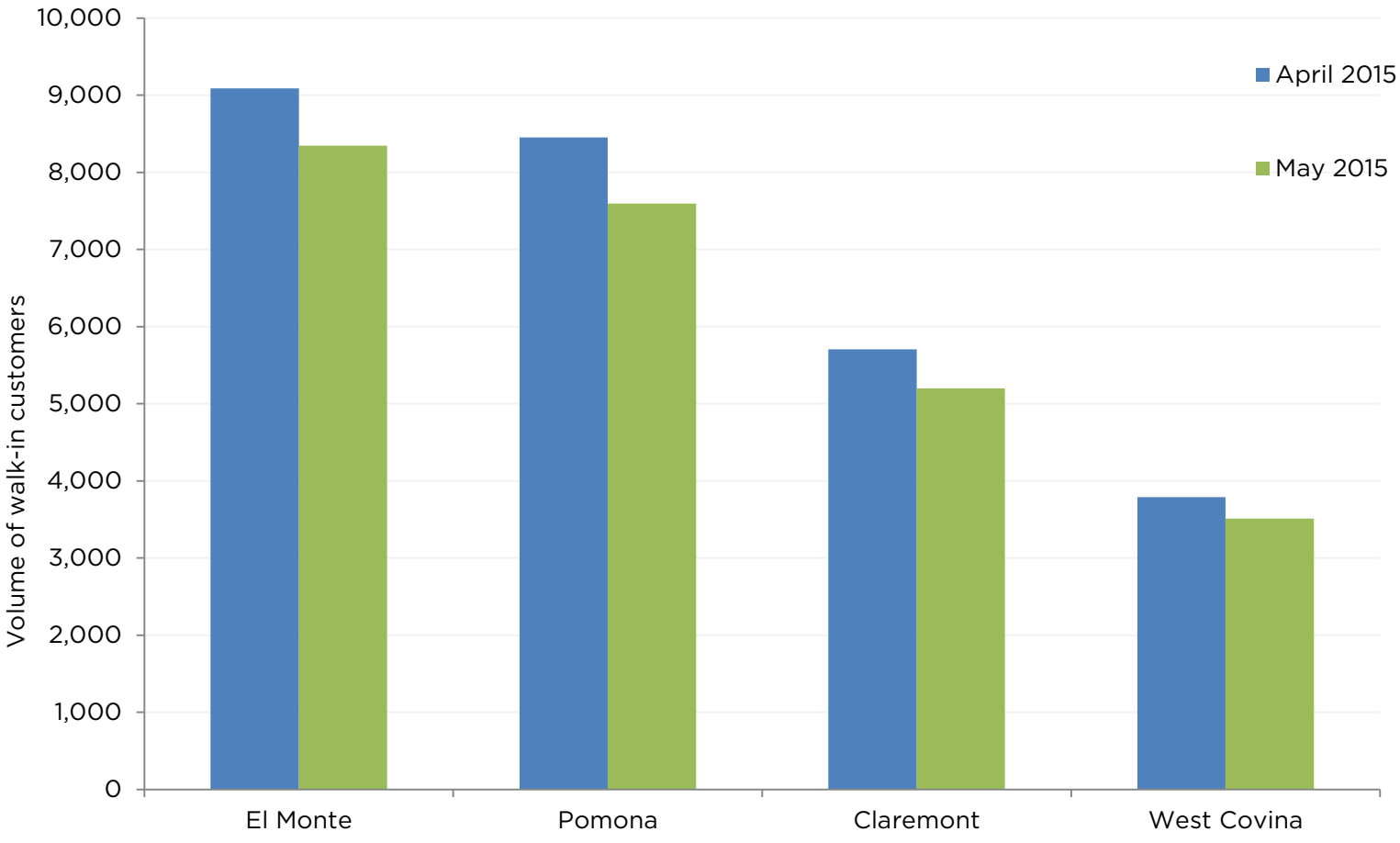
Attachment D

Transit *Store* Report
Total Calls Answered (March – April 2015)



Attachment E

Transit *Store* Report
Total Walk-in Traffic (April - May 2015)[1]



[1] Data for Puente Hills location not available due to equipment maintenance.