

**POMONA VALLEY TRANSPORTATION AUTHORITY  
REGULAR BOARD MEETING**

**WEDNESDAY MAY 13, 2020**

**5:00 P.M.**

Join Zoom Meeting

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Meeting ID: 891 8495 7167  
Password: 332126

	<b><u>ATT. NO.</u></b>	<b><u>SUGGESTED DISPOSITION</u></b>
1. Call to Order		
2. Consent Calendar		Action
A. Minutes (February)	2A	
B. Administrator's Report	2B	
C. Financial Report (March)	2C	
D. Check Register (April)	2D	
3. Operations Report (March)	3	Information
4. Revised Budget FY 2021	4	Review
5. Emergency Declaration	5	Action
6. Oral - members of the public may address the Board on items of interest during this time		
7. Adjourn to next regular meeting		Action

**POMONA VALLEY TRANSPORTATION AUTHORITY**

**Wednesday, February 12, 2020**

**REGULAR BOARD OF DIRECTORS MEETING MINUTES**

**Present:**

**Claremont**

Ed Reece, Councilmember  
Kristin Mikula, Community Services

**La Verne**

Bill Aguirre, Parks & Recreation Director

**Pomona**

Lily Perez, Public Works  
Nora Garcia, Councilmember

**San Dimas**

Brad McKinney, Assistant City Manager  
Emmett Badar, Councilmember

**PVTA**

George Sparks, Administrator  
Nicole Carranza, Sr. Program Manager  
Diana Mendez, Mobility Manager  
Erika Cardenas, Mobility Manager

**First Transit**

Jorge Gonzalez, General Manager  
Brandyn Murillo, Safety and Operations Manager  
Rashidi Barnes,

**Network Cab**

Freddie Mohammandi, Project Manager

**Members of the Public**

Michael Cronelius, Amalgamated Transit Union  
Santiago Gomez, Amalgamated Transit Union  
Lorence Bradford, Amalgamated Transit Union  
Steven Malverde, Amalgamated Transit Union

**1. Call to Order**

The meeting was called to order at 5:03 p.m. by Emmett Badar

**2. Consent Calendar**

- A. Minutes (November)
- B. Administrator’s Report
- C. Financial Report (December)
- D. Check Register (January)

**Action:** It was **MOVED** by Bill Aguirre, **SECONDED** by Ed Reece, Board unanimously **VOTED** to approve the consent calendar as presented.

**3. Operations Report**

**Nicole Carranza presenting**

Get About is up by 4% and wheelchair ridership is also increasing. Ready Now has seen an increase in service while One Step Over the Line has seen a decrease in ridership. Outreach for the One Step service will be focus for PVTA. San Dimas Ridership is also on the rise. Claremont has seen a slight decrease in its Dial A Ride service which we attribute to the on-time performance. San Dimas has seen an increase in its Dial A Cab ridership.

**Question by Bill Aguirre:** is Get About (ridership) declining?

**Answer by Nicole Carranza:** Get About is overall stable but the La Verne demand is down.

**Added by George Sparks:** La Verne has seen an increase in demand for the premium Ready Now service.

**4. Preliminary Budget FY 2021**

**George Sparks Presenting:**

Contractors either charge for service hour or specific trip. PVTA overhead cost are allocated based on revenue hours each service consumes. A city’s shares are based on three year rolling average to give a chance for a city to see any changes coming. Budgeted Get About funds that are no expended at the end of the year are placed in the general reserve. Claremont Dial a Ride and San Dimas Dial A Cab funds that are left over are returned to the city at the end of the year. There are two reserve funds. First are general funds or “rainy day” funds. The Board has previously adopted a reserve of 30% of Get Abouts operating budget. Second reserve fund is for fleet and technology replacement. Current balance is about \$1.4 million and the cost to replace the entire fleet would cost about \$3 million. Instead of contributing to the reserve, Claremont contributes vehicles. Claremont is an FTA Federal recipient. The FY 2021 budget is increasing by about \$280,000. Wage increase and new software are included in the service cost increase. The PVTA Zero Emission Bus Roll out plan is due July 1, 2021. There is about \$40,000 less being budgeted for the demand response contract service, not due to decreased rates but rather to decrease trip volume. There is a decrease in an outside revenue (subregional and federal funds).

**5. Management & Operations Contract Award**

**George Sparks presenting:**

PVTA has had the same service model since 1996. This model was becoming hard to maintain so PVTA decided to use a model that had a prime contractor and one or more subcontractors. The prime contractor would operate the contract vehicles and would subcontract the “on demand”

service. PVTA received 5 bids in December 2019. First Transit Inc, Southland Transit Inc, A-Para Transit Corp., Transdev and MTM Transit were the 5 companies that sent bids. The base contract term would be for four years with the potential to extend twice for two years for a potential total of 8 years. Transdev and MTM were eliminated based on the high premium. A-Para Transit proposal was not considered responsive. First Transit and Southland were interviewed by a panel that included: Kristin Mikula (City of Claremont), Lily Perez (City of Pomona) and by Nicole Carranza and George Sparks (PVTA). First Transit was rated #1 by the evaluation panel. First Transit has the experience with our service model and comes with a management team that is familiar to PVTA. The bid also came with the Ecolane software that the current First Management team is experienced with.

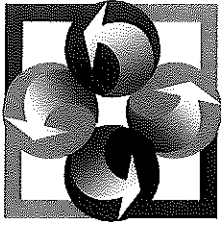
**PVTA is thus recommending that the Board approve and award the contract to First Transit.**

**Action:** Approval was **MOVED** by Emmett Badar, **SECONDED** by Bill Aguirre, Board unanimously **VOTED** to approve award of the contract to First Transit.

6. Oral – Members of the public may address the Board on items of interest during this time  
No members of the public chose to address the Board

7. Adjourned at 5:29 pm

**Next meeting: Wednesday, April 8, 2020**



Pomona Valley  
Transportation  
Authority

A partnership of the cities of Claremont, La Verne, Pomona and San Dimas

2120 Foothill Boulevard ■ Suite 116 ■ La Verne California 91750  
phone 909-596-7664 fax 909-596-7399

May 13, 2020

**AGENDA  
ITEM #2B**

**MEMORANDUM**

To: Pomona Valley Transportation Authority

From: George L. Sparks, PVTA Administrator  
*GLS*

Subject: **Administrator's Report-May 2020**

**A. Budget Process**

Given the uncertainty created by the COVID 19 crisis and the need for flexibility, staff plans to follow the process outlined below in the development, adoption and management of the FY 2021 budget.

- **May 13<sup>th</sup> Board Meeting**-Present the revised budget in order to review changes from the preliminary budget.
- **Technical Committee Review**-Based on input from our cities, PVTA staff will review the budget with the Technical Committee.
- **Budget Adoption**-The FY 2021 will be presented for adoption at the June 10<sup>th</sup>, board meeting.

**Quarterly Review**-Staff recommends that we provide the Board with quarterly budget. This will allow us to review actual service demand, revenues and financial data and make navigational changes to the

**B. Service Update**

**1. Service Levels**

We estimate that we are providing about 100-120 Get About passenger trips per day. That compares with a level of about 400 trips per day prior to the COVID 19 outbreak. We are limiting service to no more than 3 riders per vehicle on our cutaways and we have eliminated ride sharing on the minivans and cabs. First Transit has reduced its number of active drivers to 6 the rest of the driver workforce has been furloughed. First Transit is continuing benefits, such as, health coverage during the furlough period.

We have increased the number of dedicated cab drivers from 4 to 8 in order to maintain sufficient driver workforce. In addition to the dedicated drivers, we estimate there from 8 to 10 independent drivers working in PVTA service.

## **2. Health Precautions**

In consultation with our contractors PVTA has develop procedures for dealing with COVID issues that may arise during service, in terms of encountering riders who may be infected with the virus of drivers falling ill with the disease. The contractor's daily protocol is shown below:

### **Contractor Daily Protocol**

- a) Masks and PPE for drivers and staff
  - a. PPE distribution
- b) Vehicle cleaning and disinfecting
- c) Vehicles are wiped down and disinfected after every shift, this could occur 1-2 times a day.
- d) Drivers are given supplies to disinfect the vehicle after a passenger exits the vehicle.
- e) Employee social distancing
  - 1) Drivers and staff have minimal to no contact during a shift.
  - 2) Dispatcher workstations are kept at a six feet distance.
- f) Shared Rides
  - 1) No shared rides are permitted in smaller vehicles such as sedans and Minivans
  - 2) In larger cutaway vans a maximum of 3 riders per vehicle is permitted. The row of seats behind the driver and every other row of seats are blocked off to maintain passenger social distancing.
- g) Fares are currently being waived to decrease exposure to both driver and passenger.

## **3. PPE**

Securing enough masks, gloves and sanitizer for drivers remains a challenge. However, we have received shipments of hand sanitizer and surgical masks working through the California Association for Coordinated Transportation (CalACT) we were able to place a large order for masks and sanitizers with BYD, the electric vehicle manufacturer. We are expecting a delivery of additional items including N95 masks within the week.

## **4. Vehicle Modifications**

We are currently gathering product information and pricing to install protective curtains in our vehicles to create a barrier between the driver and passengers. We hope to begin installation this month.

### **5. Face Coverings**

In response to the guidance from Los Angeles County we will be requiring both our drivers and riders to use face covering beginning on April 10. We are advising riders as they place their reservations and are providing notices on the vehicles and on our website.

### **6. Get About Fare Waiver**

We plan to continue the free fare program for the regular Get About service until the stay at home order is lifted.

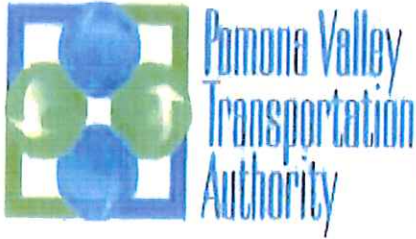
### **7. Gift Cards**

As way of recognizing the work the drivers are doing by continuing the vital services during the pandemic, PVTA has provided each First Transit driver with a \$100 gift card. A copy of the letter from PVTA Chair Nora Garcia is attached to the Administrator's Report.

### ***C. Efforts to Secure Funding Relief***

Given the severe impact the measures taken to slow the spread of COVID 19, PVTA in conjunction with 16 other cities sent a letter on April 6th to Phillip Washington, Metro CEO and the Metro Board requesting that Metro provide funding relief to local transit systems.

On April 23, we sent a follow up letter that pointed out that there was flexibility in the allocation of the CARES Act funding that would allow Metro to provide a portion to local systems like PVTA and requesting that \$32 million of the \$1.2 billion allocated to Metro be set aside for local systems. On April 27th we received a response from Phillip Washington, Metro CEO, which makes no commitment and simply outlines the process for allocating the dollars. The Metro plan for the allocation of CARES Act funding will be working its way through the Metro committee process. The Metro Board is expected to take action at its May 28<sup>th</sup> board meeting. Copies of our letter of April 23<sup>rd</sup> and Mr. Washington's response are attached.



April 23, 2020

Mr. Phillip A. Washington, Chief Executive Officer  
Los Angeles County Metropolitan Transportation Authority  
One Gateway Plaza  
Mail Stop 99-25-1  
Los Angeles, CA 90012-2952

Dear Mr. Washington,

On behalf of the Local Transit Systems of Los Angeles County, this is a follow up to the letter we sent to you on April 6, 2020, regarding our request to include Local Transit Systems when considering the financial relief provided to the region's transit agencies impacted by COVID-19.

We appreciate Metro's holistic regional approach to considering Los Angeles County's intricate network of over 60 transit agencies, including the 43 locally funded agencies. We understand that as the planning, programming, and funding agency for the region, Metro has much to consider to ensure that all transit agencies are factored into any financial relief as it becomes available.

Below are items of consideration that may be helpful to you, your staff, and the Metro Board as Metro is deliberating the approach to facilitating the financial recovery for Los Angeles County's transit agencies.

- The Coronavirus Aid, Relief, and Economic Security (CARES) Act provides funding for transit agencies to maintain their service and address lost revenue due to the coronavirus public health emergency. The Local Transit Systems need to be included in the COVID-19 financial relief being provided to Los Angeles County transit systems.
- The Federal Transit Administration (FTA) Frequently Asked Questions (FAQ) notes that CARES funding is to be used for local and state funded transit agencies. As the regional planning and programming entity for Los Angeles County, we request that Metro distribute CARES funding to all transit agencies including the Local Transit Systems.
- Los Angeles County has over 60 transit agencies, of which 43 are Local Transit Systems primarily funded by Local Return. The CARES funding will help to backfill the impact to sales tax revenues, farebox revenue, as well as costs for COVID-19 related supplies/services to protect transit staff and passengers.



- The Local Transit Systems operators submit National Transit Database (NTD) statistics that were used for the CARES funding allocations. Based on FY18 NTD data, operating costs for the Local Transit Systems comprise 5% of all transit agency costs in the County, which is \$110 million out of a total \$2.1 billion operating cost for all transit agencies in the region.
- The financial projections of local revenues that Local Transit Systems rely on to operate are grim, beginning with the 3<sup>rd</sup> quarter of FY20 through at least the end of the 2<sup>nd</sup> quarter of FY21. The impact to Local Return sales tax revenues and fares will be catastrophic for these local agencies unless some financial relief is provided. We estimate a loss of at least \$32 million to the Local Transit Systems, which is about 30% of our combined annual operating costs. We are requesting this \$32 million from the Los Angeles County CARES Act funding, which is approximately 3% of the CARES funding being provided for Los Angeles County transit agencies.
- The Local Transit Systems have provided community stability during the pandemic by not reducing their level of service, continuing to provide and make available lifeline fixed route and paratransit services, and many are providing free fares.

Again, we appreciate Metro’s careful deliberation and concern for equity and mobility in the Los Angeles region. We look forward to collaborating with you and your staff on determining the policies and procedures that need to be implemented to distribute CARES funding to all of the transit agencies that are providing vital services during this COVID-19 pandemic.

Sincerely,



George Sparks  
 PVRTA Administrator in coordination with  
 Local Transit Systems

CC: Los Angeles County Metropolitan Transportation Authority Board of Directors





**Metro**

Los Angeles County  
Metropolitan Transportation Authority

One Gateway Plaza,  
Los Angeles, CA 90012-2952

Phillip A. Washington  
Chief Executive Officer  
213.922.7555 Tel  
213.922.7447 Fax  
washingtonp@metro.net

April 27, 2020

Mr. George Sparks  
Pomona Valley Transit Authority/Local Transit Systems  
2120 Foothill Blvd, Suite 116  
La Verne, CA 91750

Dear Mr. Sparks,

Thank you for your letter of April 6, 2020, expressing the views of the local transit operators within Los Angeles County. Metro appreciates the role that local system providers play within our network of mobility.

The inter-dependencies of our systems, large and small, within the overall mobility network, require a clear and collective understanding of the resources, available tools, and the identified needs to ensure that we collectively make a series of informed decisions in the upcoming months.

It is my understanding that my staff has briefed the Local Transit Systems Subcommittee (LTSS) at your recent meetings in an effort to keep the members apprised of Metro's current assessment and scheduled path forward.

As you noted, the current COVID-19 pandemic has created significant economic uncertainty, the impacts of which will affect every service provider in Los Angeles County.

In order to provide the Metro Board, our operating partners, and our regional stakeholders with a fuller and more comprehensive understanding of the region's circumstances, I will be requesting the Metro Board adopt, at its May meeting, a Continuing Resolution of Metro's FY20 budget through September 2020, while Metro develops the FY21 budget, amidst these challenging times.

The Continuing Resolution will extend the FY20 budget spending levels through the first quarter of FY21 (July 2020 – September 2020), allowing Metro to continue to fund operators at their adopted FY20 monthly rate until such time as the Board adopts the FY21 Budget.

Metro currently expects to fulfill the adopted FY20 transit funding allocations as specified in various MOUs. As Metro continues to assess the financial outlook over the coming year, Metro is committed to provide the FY20 funding levels through September 2020. Upon adoption of the FY21 budget, the transit fund allocations will be adjusted to reflect FY21 levels as adopted by the Metro Board.

As mentioned in your letter, Metro looks forward to working together to ensure and pursue a transparent, equitable process within the current framework of our funding partnerships.

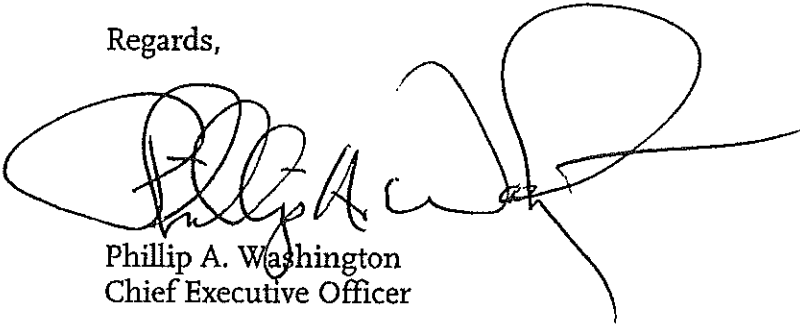
Ultimately, I expect to provide the Board with a consensus recommendation, achieved through extensive collaboration and wide ranging input that reflects their policy objectives for Los Angeles County. With that, we have laid out the following timeline to work with all our stakeholders:

- April – May: Review of the Federal CARES Allocations with stakeholders
- May: Board approval of Federal CARES allocations  
Board approval of Metro’s Continuing Resolution to continue funding Municipal Operators at FY20 adopted funding levels
- July - August: Review of FY21 Transit Fund Allocations
- September: Board approval of Metro’s FY21 Budget  
Board approval of FY21 Transit Fund Allocations

As I am sure you can appreciate, in a region as complex as Los Angeles County with a myriad of mobility options and requirements, the Metro Board will seek to understand the impacts to both the financial resource availability and overall operational capabilities as they affect the people of Los Angeles County.

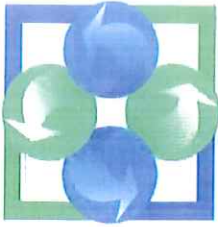
We expect to finalize the initial baseline for review in the days ahead and I look forward to the robust discussions among us, as we seek to provide the Metro Board with a consensus of the region’s transit providers on how we collectively work to get Los Angeles moving again.

Regards,



Phillip A. Washington  
Chief Executive Officer

cc: LA Metro Board of Directors



Pomona Valley  
Transportation  
Authority

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phone 909-596-7664 fax 909-596-7399

Dear Drivers,

During these difficult times we would like to acknowledge all our front-line employees. As drivers your role during this pandemic is critical to so many people in need. You are heroes connecting citizens to lifeline medical appointments, nutrition, and jobs. During this pandemic PVTA as well as First Transit will continue to do everything in our power to keep you safe.

We will continue to provide:

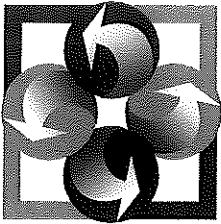
- Personal protective equipment such as masks and hand sanitizers.
- We will continue to monitor sites locations and passenger health before transporting.
- Ride sharing will continue to be limited to 3 passengers max.
- Passenger seating will be assigned to every other row to reduce crowding.

Moving forward PVTA is actively looking for additional solutions to increase driver and passenger safety.

Additionally, PVTA and our member cities would like to recognize your heroic efforts with a token of appreciation.

With great appreciation to you and your families,

Nora Garcia  
PVTA Board Chair



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May 13, 2020

**AGENDA  
ITEM #2C**

**MEMORANDUM**

To: Pomona Valley Transportation Authority  
From: George L. Sparks, PVTA Administrator  
Subject: **Financial Report for March 2020**

**COVID 19 Impact**

The financial reports for March are the first that show any impact of COVID crisis on finances albeit for only about half the month. In March there was only a slight change from the earlier trends. We expect April to provide a clearer picture.

**Get About**

Contractor expenses through March are about \$280,000 below the prorated budget. Costs for administration and marketing are lower than projected will likely end the year \$70,000 to \$80,000 below the adopted budget. Overall Get About costs are \$380,000 below the budget for the first nine months of the fiscal year. Revenues are running lower than projected as well. This is particularly true of our projections of FTA 5310 income which we expect to end the year about \$100,000 below the figures in the adopted budget. We also expect interest income to decline sharply as well. We are hopeful that it will not be necessary to use any of the \$220,000 in reserves programmed in the FY 2020 budget.

**Claremont Dial-a-Ride**

Claremont DAR's costs through January are \$150,000 below budgeted levels. We can expect Claremont costs to remain under the projected budget.

**San Dimas Dial-a-Cab**

Expenses for San Dimas Dial-a-Cab are \$90,000 below the prorated budget. We expect San Dimas to remain within budgeted levels.

March Financial Report

May 13, 2020

Page Two

**Pomona Group**

Pomona Group costs are \$8,000 below the prorated budget.

**PVTA Administration**

PVTA's administrative costs for the first nine months of the fiscal year are \$100,000 under the prorated budget. We expect this trend to continue. We are projecting some cost increases later in the year for one-time costs for insurance and professional services.

**2019-20  
GET ABOUT**

	<b>Approved Budget <u>2019-20</u></b>	<b>Current Month <u>Mar-20</u></b>	<b>YTD 7/1/2019 <u>3/31/2020</u></b>	<b>Prorated Budget</b>
<b><u>Revenues</u></b>				
Fares	150,000	9,085	109,396	112,500
Subregional Incentive	760,000	0	200,135	570,000
Interest & Miscellaneous Income	60,000	6	38,348	45,000
Reserves	220,000	0	0	165,000
New Freedom FTA 5317	190,000	0	47,041	142,500
FTA 5310	0	0	22,227	0
Local Return				
Claremont	300,120	0	227,090	225,090
La Verne	393,600	0	295,200	295,200
Pomona	1,594,080	0	1,195,560	1,195,560
San Dimas	<u>172,200</u>	<u>0</u>	<u>129,150</u>	<u>129,150</u>
Total Local Return	2,460,000	0	1,847,000	1,845,000
<b>Total Revenue</b>	<b>3,840,000</b>	<b>9,091</b>	<b>2,264,147</b>	<b>4,725,000</b>
<b><u>Expenditures</u></b>				
<b><u>Administration</u></b>				
PVTA Administration	530,000	31,859	332,908	397,500
Consultants & Marketing	<u>75,000</u>	<u>0</u>	<u>17,073</u>	<u>56,250</u>
<b>Total Administration</b>	<b>605,000</b>	<b>31,859</b>	<b>349,981</b>	<b>453,750</b>
<b><u>Operations</u></b>				
Van Operation	2,145,000	144,001	1,423,497	1,608,750
Cab Operation	<u>1,090,000</u>	<u>65,188</u>	<u>718,532</u>	<u>817,500</u>
<b>Total Operation Expense</b>	<b>3,235,000</b>	<b>209,189</b>	<b>2,142,029</b>	<b>2,426,250</b>
<b>Total Get About Expense</b>	<b>3,840,000</b>	<b>241,048</b>	<b>2,492,010</b>	<b>2,880,000</b>

**CLAREMONT  
DIAL-A-RIDE**

	<u>Approved Budget 2019-20</u>	<u>Current Month Mar-20</u>	<u>YTD 7/1/2019 3/31/2020</u>	<u>Prorated Budget</u>
<b><u>Revenue</u></b>				
Fares	50,000	1,685	23,008	37,500
Regional Funds	420,000	0	315,000	315,000
Proposition A	<u>65,000</u>	<u>0</u>	<u>48,750</u>	<u>48,750</u>
<b>Total Revenue</b>	<b>535,000</b>	<b>1,685</b>	<b>386,758</b>	<b>401,250</b>

**Expenditures**

PVTA Administration	60,000	2,424	27,142	45,000
Cab Operations	305,000	20,535	130,720	228,750
Van Services	135,000	6,338	85,850	101,250
Marketing	<u>35,000</u>	<u>0</u>	<u>3,629</u>	<u>26,250</u>
<b>Total Expenditures</b>	<b>535,000</b>	<b>29,297</b>	<b>247,341</b>	<b>401,250</b>

**SAN DIMAS  
DIAL-A-CAB**

	<u>Approved Budget 2019-20</u>	<u>Current Month Mar-20</u>	<u>YTD 7/1/2019 3/31/2020</u>	<u>Prorated Budget</u>
<b><u>Revenue</u></b>				
Fares	40,000	2,084	28,817	30,000
Proposition A	301,000	0	225,750	225,750
Subregional Incentive	<u>72,000</u>	<u>0</u>	<u>17,903</u>	<u>54,000</u>
<b>Total Revenue</b>	<b>413,000</b>	<b>2,084</b>	<b>272,470</b>	<b>309,750</b>

**Expenditures**

Administration	66,000	2,888	30,809	49,500
Cab Operations	342,000	14,342	188,443	256,500
Marketing	<u>5,000</u>	<u>0</u>	<u>1,156</u>	<u>3,750</u>
<b>Total Expenditures</b>	<b>413,000</b>	<b>17,230</b>	<b>220,408</b>	<b>309,750</b>

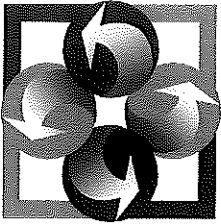


## POMONA GROUP

	<b>Approved Budget <u>2019-20</u></b>	<b>Current Month <u>Mar-20</u></b>	<b>YTD 7/1/2019 <u>3/31/2020</u></b>	<b>Prorated Budget</b>
<b><u>REVENUE</u></b>				
Fares	3,000	23	845	2,250
Prop. A	39,000	0	29,250	29,250
Subregional Incentive Funds	<u>8,000</u>	<u>0</u>	<u>2,399</u>	<u>6,000</u>
<b>Total Revenues</b>	<b>50,000</b>	<b>23</b>	<b>32,494</b>	<b>37,500</b>
<b><u>EXPENDITURES</u></b>				
Administration	6,000	210	2,751	4,500
Contract Cost	42,000	1,863	26,867	31,500
Marketing	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>1,500</u>
<b>Total Expenditures</b>	<b>50,000</b>	<b>2,073</b>	<b>29,618</b>	<b>37,500</b>

## PVTA ADMINISTRATION

	<u>Approved Budget 2019-20</u>	<u>Current Month Mar-20</u>	<u>YTD 7/1/2019 3/31/2020</u>	<u>Prorated Budget</u>
<b><u>Revenue</u></b>				
Administration Charges	662,000	37,381	393,609	496,500
<b>Total Revenue</b>	<b>662,000</b>	<b>37,381</b>	<b>393,609</b>	<b>496,500</b>
<b><u>Expenditures</u></b>				
Salaries & Benefits				
Administrator	130,000	9,514	90,379	97,500
Senior Transit Analyst	90,000	6,624	62,770	67,500
Secretary	66,000	4,948	47,001	49,500
Benefits	<u>130,000</u>	<u>6,004</u>	<u>89,670</u>	<u>97,500</u>
<b>Total Salaries &amp; Benefits</b>	<b>416,000</b>	<b>27,090</b>	<b>289,820</b>	<b>312,000</b>
<b>Other Expenditures</b>				
Audit	9,000	0	6,125	6,750
Legal	5,000	1,733	1,733	3,750
Telephone	4,000	261	2,191	3,000
Supplies/ADP	8,000	333	10,392	6,000
Insurance	22,000	0	0	16,500
Travel & Conference	13,000	1,225	9,539	9,750
Rent & Utilities	45,000	4,939	34,999	33,750
Equipment Rent & Maintenance	7,000	505	5,901	5,250
Miscellaneous & Moving Exp.	<u>8,000</u>	<u>81</u>	<u>654</u>	<u>6,000</u>
<b>Total Other Expenditures</b>	<b>121,000</b>	<b>9,077</b>	<b>71,534</b>	<b>90,750</b>
Consultants & Marketing	<u>85,000</u>	<u>200</u>	<u>22,061</u>	<u>63,750</u>
<b>Total Consultant &amp; Marketing</b>	<b>85,000</b>	<b>200</b>	<b>22,061</b>	<b>63,750</b>
<b><u>Mobility Manager</u></b>				
Wages	125,000	8,548	81,201	93,750
Benefits	50,000	1,590	17,476	37,500
Rent/Supplies/Start-up	<u>20,000</u>	<u>0</u>	<u>326</u>	<u>15,000</u>
<b>Mobility Manager Total</b>	<b>195,000</b>	<b>10,138</b>	<b>99,003</b>	<b>146,250</b>
<b>Total Admin. &amp; Marketing</b>	<b>817,000</b>	<b>46,505</b>	<b>482,418</b>	<b>612,750</b>
(Less FTA 5310 Mobility Manager)	<u>(155,000)</u>	<u>(9,124)</u>	<u>(88,809)</u>	<u>(116,250)</u>
	<b>662,000</b>	<b>37,381</b>	<b>393,609</b>	<b>496,500</b>



Pomona Valley  
Transportation  
Authority

A partnership of the cities of Claremont, La Verne, Pomona and San Dimas

2120 Foothill Boulevard ■ Suite 116 ■ La Verne California 91750  
phone 909-596-7664 fax 909-596-7399

May 13, 2020

**AGENDA  
ITEM #2D**

**MEMORANDUM**

To: Pomona Valley Transportation Authority  
From: Dalal Haddad, Bookkeeper  
Subject: **Check Register – April 2020**

Attached is a copy of PVTA's check register for the month of April. This report lists every check written by PVTA for the period indicated. Each service has a separate General Ledger and Accounts Payable, therefore a separate check register. The name of the service is at the top of the page, beginning with our general fund "Pomona Valley Transportation", then Claremont Dial-a-Ride, Get About Transportation, San Dimas Dial-a-Cab, Pomona Group and Mobility Manager.

General Administration costs like office rent, office supplies, and telephone are paid through the Pomona Valley Transportation fund, and then allocated to each service by journal entry.

The columns on the Check Register Report are:

- Check #
- Bank Account – "101" is the General Ledger account number for the PVTA checking account.
- Date – the check was written
- Type – Computer generated check
- Vendor – an abbreviation of the vendor name
- Vendor Name – the payee of the check
- Net Amount – the amount the check was written for; if more than one check was written for a vendor there will be a vendor subtotal also listed.
- Status – "Outstanding" means the check has not been reconciled (all checks are manually reconciled, so this computer generated report will always list the checks as "Outstanding")

**POMONA VALLEY TRANSPORTATION**  
**Accounts Payable Check Register Report**  
Date: 4/01/20 - 4/30/20

Void Checks/Outstanding Checks  
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000012819	101	4/10/2020	Computer	2120	2120 FOOTHILL PROPERTIES	2,997.90	Outstand
000012820	101	4/10/2020	Computer	BLUES CA	BLUE SHIELD OF CALIFORNIA	4,067.25	Outstand
000012821	101	4/10/2020	Computer	CABCONNEC	CABCONNECT	400.00	Outstand
000012822	101	4/10/2020	Computer	DAROLD	DAROLD D PIEPER, ATTORNEY	192.50	Outstand
000012823	101	4/10/2020	Computer	DIANA	DIANA MENDEZ	61.60	Outstand
000012824	101	4/10/2020	Computer	FOUAD	FOUAD HADDAD	433.80	Outstand
000012825	101	4/10/2020	Computer	JIVE	JIVE COMMUNICATIONS, INC.	135.80	Outstand
000012826	101	4/10/2020	Computer	MEDICARE	CMS MEDICARE INSURANCE	433.80	Outstand
000012831	101	4/15/2020	Computer	C DIGITAL	CALIFORNIA DIGITAL SYSTEMS	93.19	Outstand
000012832	101	4/15/2020	Computer	READY	READY REFRESH BY NESTLE	34.52	Outstand
000012840	101	4/22/2020	Computer	BLUES CA	BLUE SHIELD OF CALIFORNIA	186.85	Outstand
000012841	101	4/22/2020	Computer	FRONTIER	FRONTIER COMMUNICATIONS	124.41	Outstand
000012842	101	4/22/2020	Computer	IMRAN	IMRAN HAMID	377.11	Outstand
000012843	101	4/22/2020	Computer	LA VERNE	CITY OF LA VERNE	50.00	Outstand
000012847	101	4/23/2020	Computer	NICOLE	NICOLE CARRANZA	200.00	Outstand
000012848	101	4/27/2020	Computer	IMRAN	IMRAN HAMID	43.00	Outstand
000012849	101	4/27/2020	Computer	PRINCIPAL	PRINCIPAL LIFE INSURANCE COMPANY	740.88	Outstand

Report Totals: 10,572.61

Date: 5/04/20  
Time: 5:27PM

**CLAREMONT DIAL-A-RIDE**  
**Accounts Payable Check Register Report**  
Date: 4/01/20 - 4/30/20

Page: 1

Void Checks/Outstanding Checks  
Computer Checks

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Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000012827	101	4/10/2020	Computer	FIRST	FIRST TRANSIT, INC	6,331.62	Outstand
000012833	101	4/15/2020	Computer	NETWORK	NETWORK PARATRANSIT SYSTEMS	19,696.99	Outstand

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Report Totals: 26,028.61

**GET ABOUT TRANSPORTATION**  
**Accounts Payable Check Register Report**  
Date: 4/01/20 - 4/30/20

Void Checks/Outstanding Checks  
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000012828	101	4/10/2020	Computer	DIANA	DIANA MENDEZ	142.32	Outstand
000012829	101	4/10/2020	Computer	FIRST	FIRST TRANSIT, INC	143,020.87	Outstand
000012834	101	4/15/2020	Computer	NETWORK	NETWORK PARATRANSIT SYSTEMS	43,612.51	Outstand
000012835	101	4/15/2020	Computer	NETWORK	NETWORK PARATRANSIT SYSTEMS	1,743.08	Outstand
000012836	101	4/15/2020	Computer	NETWORK	NETWORK PARATRANSIT SYSTEMS	4,066.85	Outstand
000012837	101	4/15/2020	Computer	NETWORK	NETWORK PARATRANSIT SYSTEMS	4,170.26	Outstand
000012838	101	4/15/2020	Computer	NETWORK	NETWORK PARATRANSIT SYSTEMS	8,323.45	Outstand
000012844	101	4/22/2020	Computer	CALACT	CALACT	5,784.00	Outstand
000012845	101	4/22/2020	Computer	DIANA	DIANA MENDEZ	99.17	Outstand
000012846	101	4/22/2020	Computer	TOUCH TEL	TOUCH TEL MOBILE	780.00	Outstand

Report Totals: 211,742.51

Date: 5/04/20  
Time: 5:40PM

**SAN DIMAS DIAL A CAB**  
**Accounts Payable Check Register Report**  
Date: 4/01/20 - 4/30/20

Void Checks/Outstanding Checks  
Computer Checks

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Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000012839	101	4/15/2020	Computer	NETWORK	NETWORK PARATRANSIT SYSTEMS	12,525.49	Outstand

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Report Totals: 12,525.49

Date: 5/04/20  
Time: 5:41PM

**POMONA GROUP SVC**  
**Accounts Payable Check Register Report**  
Date: 4/01/20 - 4/30/20

Void Checks/Outstanding Checks  
Computer Checks

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Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000012830	101	4/10/2020	Computer	FIRST	FIRST TRANSIT, INC	1,862.98	Outstand

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Report Totals: 1,862.98