

**POMONA VALLEY TRANSPORTATION AUTHORITY**

**WEDNESDAY, MAY 13, 2020**

**REGULAR BOARD OF DIRECTORS MEETING MINUTES**

**Present:**

**Claremont**

Ed Reece, Councilmember  
Kristin Mikula, Community Services  
Corey Calaycay, Mayor

**La Verne**

Bill Aguirre, Parks & Recreation Director  
Muir Davis, Councilmember

**Pomona**

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

**Network Cab**

Freddie Mohammadi, Project Manager

1. **Call to Order**

The meeting was called to order at 5:02 p.m. by Nora Garcia

2. **Consent Calendar**

- A. Minutes (February)
- B. Administrator's Report
- C. Financial Report (March)
- D. Check Register (April)

**Action:** It was **MOVED** by Emmett Badar, **SECONDED** by Corey Calaycay, Board unanimously **VOTED** to approve the consent calendar as presented.

3. **Operations Report**

**Nicole Carranza presenting**

Services have seen a decrease in ridership of about 70%. There are 6 drivers for our dedicated fleet. Cab services have increased dedicated drivers that are available to decrease share rides. All contractors are supplying sanitizer, masks, and disinfectant to all drivers. The vehicles are disinfected daily and Covid-19 information is on display in all vehicles. Updated information is being provided to the drivers and office staff. Sneeze guards are being placed in the vehicles to prevent driver/rider contact and promote social distancing. Communication with neighboring agencies such as Foothill Transit, LA Metro, LA Dot, Pasadena City Transit has been ongoing. We have created our own documents for policies and procedures for our contractors. We stopped collecting fares on all services, except our premium services, to limit contact.

**Question by Bill Aguirre:** How are we handling the disabled population? Are the drivers still getting out of their vehicles to assist?

**Answer by Nicole Carranza:** Drivers do have to get out of the vehicle to assist riders but they are wearing masks and disinfecting everything

**Questions by Corey Calaycay:** What is the reason for not collecting fares?

**Answer by Nicole Carranza:** Mostly to stop the engagement of the public coming to purchase fares, cities have closed their transit stores, and the exchange of money and tickets between driver and rider.

**Question by Kristin Mikula:** What is the revenue loss?

**Answered by George Sparks:** Projected about \$40,000 for the year from all sources. Per month estimate is less than \$1,000.

4. **Revised Budget FY 2021**

**George Sparks Presenting:**

PVTA wrote to LA Metro on behalf of 16 cities regarding their plan to allocate their federal money to usual recipients and to consider the entire region. Metro is predicting a region-wide loss of \$1.8 billion dollars. The CARE act funding comes to about \$1.1 billion dollars. The recommendation put out by Metro would be to allocate \$1.5 million of the CARES act funding for subregional incentive programs. PVTA would receive its full funding marks for FY 2020 and FY 2021. This is a recommendation, pending Metro board approval. This will not cover all losses but it will make up for some of it. Get About could potentially receive \$378,000 and \$35,000 for San Dimas Dial A Cab and Pomona Group. A recommendation PVTA is making is to adopt a

budget for adoption on June 10th. We can then review for modification after Metro publishes their budget after the first quarter. Charges to cities are based on actual cost, we take outside revenue sources and then the net amount is allocated to the cities based on the number of trips taken by residents. Funds that are not expended are placed in reserve for Get About for future years. It has been the PVTA boards policy to hold about 30% of the annual operating budget in reserve. There is a second capital reserve fund held to replace our vehicles and replace technology. We currently have \$1.4 million in reserve funds. The city of Claremont does not contribute to the capital and technology fund because they contribute 8 vehicles that are used regularly in all PVTA services. PVTA is making the recommendation to defer city contributions by \$250,000.

5. **Emergency Declaration**

**George Sparks presenting:**

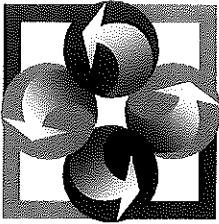
The declaration was written up by our lawyers. The reason for the declaration would be for adjustments to be made to the contract quickly without having to wait for approval from the board. This would allow the Administrator to make adjustments or “tweaks” to the contract. The Board can bring an end to the declaration and have things returned to normal.

**Action:** Approval was **MOVED** by Nora Garcia, **SECONDED** by Corey Calaycay, Board unanimously **VOTED** to approve the Emergency Declaration purchase of two minivan replacement vehicles.

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 17:36 pm**

**Next meeting: Wednesday, June 10, 2020**



Pomona Valley  
Transportation  
Authority

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

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

June 10, 2020

**AGENDA  
ITEM #2B**

**MEMORANDUM**

To: Pomona Valley Transportation Authority

From: George L. Sparks, PVTA Administrator

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

***A. Tentative Board Meeting Schedule for FY 2021***

PVTA's board meetings are scheduled as needed based on actions required and to facilitate the planning and budgetary process. The board generally meets five times a year. Meetings are normally held on the second Wednesday of the month at 5:00 p.m. in the La Verne City Hall conference room. Currently, board meetings are being held via Zoom due to the pandemic. Below is a tentative board meeting schedule for the balance of FY 2020 and all of FY 2021:

- ***June 10, 2020***-Budget adoption and elect officers
- ***September 9 or October 14, 2020***-Budget review and service evaluation
- ***December 9, 2020(if required)***-Five-year expense and revenue projections
- ***February 10, 2021***-Preliminary FY 2022 budget
- ***April 14, 2021***-Regular board meeting
- ***June 9, 2021***-Adopt FY 2022 budget, elect officers

***B. Budget Process***

We are presenting the FY 2021 budget for adoption at the upcoming board meeting. We will adopt the budget in June to allow us to continue service. review the budget at the September or October meeting. Metro has approved revised funding marks for many programs including the Subregional Incentive program. In order for PVTA and the other Subregional recipients to access the higher funding levels, Metro will have to waive some of the requirements that apply to the program normally. We have indications that Metro is willing to consider making the necessary changes. Once we have confirmed our eligibility for the higher funding levels, we will modify the budget to recognize the additional funds and reduce city contributions.

Congress may pass an additional COVID relief funding that includes help for transit. The first relief bill was directed only at FTA 5307 and FTA 5311 recipients. PVTA and state and federal transit associations have been making the case for smaller operators like PVTA to be included in the next round of funding for transit if it occurs. If additional federal funds are secured, we will be able to reduce city obligations and maintain service levels.

***C. Service Transition***

We are continuing our transition to the new service model. The first major change is the move to the new Ecolane software. This platform will allow the prime contractor and all its subcontractors to communicate seamlessly. It will also allow us to move forward with customer service improvements like paperless fare payment, a smartphone application and web-based trip reservations. The Ecolane software goes online in July. We are also moving ahead with other aspects of the transition, such as, service coordination between contractors.

***D. Service Update***

Ridership remains low running about 110 to 160 riders per day on Get About. We expect a slow increase once adult daycare, senior centers and other facilities open. First Transit had reduced its number of active drivers to 6 with the rest of the driver workforce furloughed. First Transit is calling back drivers to ramp up for increased demand. 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. We are able to carry only 1 or 2 wheelchair passenger per vehicle instead of 3 to 5. This will place significant restraints on our capacity particularly when programs like adult daycare reopen.

We plan to continue to fund an increased number of dedicated cab drivers in order to meet demand. We have serious concerns about the service's ability to recruit enough independent cabs to meet our service needs. In addition to the impact of the pandemic, the cab industry still faces challenges presented by California's new independent contractor law, AB 5.

***Outreach***

The mobility managers are working to increase our social media presence via our website, Facebook and Instagram. They are working on adding graphics to our vehicles providing information on how to reach us through the various social media platforms. The mobility managers are conducting regular call arounds to our large agency clients. They will be conducting

***Health Precautions***

We are continuing the health precautions that have been in place for the last several weeks. Our practices are summarized below:

- a) Masks and PPE for drivers and staff
- b) Vehicles are wiped down and disinfected after every shift, this could occur 1-2 times a day.
- c) Drivers are given supplies to disinfect the vehicle after a passenger exits the vehicle.
- d) 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.
- e) 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.
- f) Fares are currently being waived to decrease exposure to both driver and passenger.

### **Vehicle Modifications**

First Transit has installed temporary curtains between the driver and passengers in 10 or the vehicles. We are working to install shields in all of the PVTA minivans used by the cab company.

### ***E. Work Program June through September***

#### ***Service Design Analysis***

We are continuing to progress on the implementation of the recommendations of Service Design Analysis (SDA) that was completed in 2019. Several major steps in the implementation process have already been completed, including the move to the new service model and technological upgrades in terms of software platforms and an enhanced website. We are planning to move ahead in several areas during the summer.

- After the start of and integration of the Ecolane software has been completed, we plan to work toward the implementation of additional features, the first area of focus being a smartphone app.
- The SDA recommended that we work to increase regional connectivity. To that end PVTA is meeting on a bi-weekly basis with Foothill Transit planning staff to identify areas of potential coordination.
- The SDA recommended that PVTA explore service models through the use of pilot programs to test new service models to reach previously unserved groups. PVTA is in the process of developing pilot program proposals for microtransit and targeted shuttle services for both Claremont DAR and Pomona Group service.

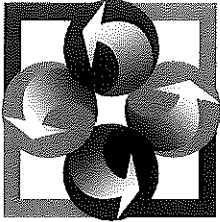
***Zero Emission Bus Implementation***

PVTA will be required to move to zero emission buses for its fleet vehicles larger than 14,000 GVWR. Our plans for the first half of FY 2021 include:

- Apply for funding to conduct a Community Needs Assessment, in order to determine what clean mobility options could do to improve transportation in our communities.
- Convene a four-city advisory committee to provide technical guidance and share information as we develop plans to move to zero emissions.
- Continue research on ZEB developments and implications for small operators

***Financial and Planning Activities***

- Complete FY 2020 financial closeout and prepare for annual audit
- Prepare FY 2020 Service Evaluations
- Claremont SRTP-Next full report FY 2023, L-ta



June 10, 2020

**AGENDA  
ITEM #2C**

**MEMORANDUM**

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

**Get About**

Contractor expenses through April are about \$400,000 below the prorated budget. Costs for administration and marketing are lower than projected and will likely end the year \$80,000 to \$100,000 below the adopted budget. Overall Get About costs are \$500,000 below the budget for the first ten 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. Thanks to the expense savings due to lower service levels, it will not be necessary to use any of the \$220,000 in reserves programmed in the FY 2020 budget. These savings are being applied to the FY 2021 budget.

**Claremont Dial-a-Ride**

Claremont DAR's costs through April are \$185,000 below budgeted levels. Claremont costs will remain under the projected budget.

**San Dimas Dial-a-Cab**

Expenses for San Dimas Dial-a-Cab are \$110,000 below the prorated budget.

**Pomona Group**

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



**PVTA Administration**

PVTA's administrative costs for the first ten months of the fiscal year are \$110,000 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>Apr-20</u></b>	<b>YTD 7/1/2019 <u>4/30/2020</u></b>	<b>Prorated Budget</b>
<b><u>Revenues</u></b>				
Fares	150,000	2,277	111,673	125,000
Subregional Incentive	760,000	0	200,135	633,333
Interest & Miscellaneous Income	60,000	14,524	52,872	50,000
Reserves	220,000	0	0	183,333
New Freedom FTA 5317	190,000	0	47,041	158,333
FTA 5310	0	0	22,227	0
Local Return				
Claremont	300,120	75,030	302,120	250,100
La Verne	393,600	98,400	393,600	328,000
Pomona	1,594,080	0	1,195,560	1,328,400
San Dimas	<u>172,200</u>	<u>0</u>	<u>129,150</u>	<u>143,500</u>
Total Local Return	2,460,000	173,430	2,020,430	2,050,000
<b>Total Revenue</b>	<b>3,840,000</b>	<b>190,231</b>	<b>2,454,378</b>	<b>5,250,000</b>
<b><u>Expenditures</u></b>				
<b><u>Administration</u></b>				
PVTA Administration	530,000	40,504	373,412	441,667
Consultants & Marketing	<u>75,000</u>	<u>0</u>	<u>17,073</u>	<u>62,500</u>
<b>Total Administration</b>	<b>605,000</b>	<b>40,504</b>	<b>390,485</b>	<b>504,167</b>
<b><u>Operations</u></b>				
Van Operation	2,145,000	114,264	1,544,566	1,787,500
Cab Operation	<u>1,090,000</u>	<u>34,360</u>	<u>752,892</u>	<u>908,333</u>
<b>Total Operation Expense</b>	<b>3,235,000</b>	<b>148,624</b>	<b>2,297,458</b>	<b>2,695,833</b>
<b>Total Get About Expense</b>	<b>3,840,000</b>	<b>189,128</b>	<b>2,687,943</b>	<b>3,200,000</b>

**CLAREMONT  
DIAL-A-RIDE**

	<u>Approved Budget 2019-20</u>	<u>Current Month Apr-20</u>	<u>YTD 7/1/2019 4/30/2020</u>	<u>Prorated Budget</u>
<b><u>Revenue</u></b>				
Fares	50,000	568	23,576	41,667
Regional Funds	420,000	0	315,000	350,000
Proposition A	<u>65,000</u>	<u>0</u>	<u>48,750</u>	<u>54,167</u>
<b>Total Revenue</b>	<b>535,000</b>	<b>568</b>	<b>387,326</b>	<b>445,833</b>

**Expenditures**

PVTA Administration	60,000	3,072	30,214	50,000
Cab Operations	305,000	9,122	139,842	254,167
Van Services	135,000	1,153	87,003	112,500
Marketing	<u>35,000</u>	<u>-190</u>	<u>3,439</u>	<u>29,167</u>
<b>Total Expenditures</b>	<b>535,000</b>	<b>13,157</b>	<b>260,498</b>	<b>445,833</b>

**SAN DIMAS  
DIAL-A-CAB**

	<u>Approved Budget 2019-20</u>	<u>Current Month Apr-20</u>	<u>YTD 7/1/2019 4/30/2020</u>	<u>Prorated Budget</u>
<b><u>Revenue</u></b>				
Fares	40,000	1,043	29,860	33,333
Proposition A	301,000	0	225,750	250,833
Subregional Incentive	<u>72,000</u>	<u>0</u>	<u>17,903</u>	<u>60,000</u>
<b>Total Revenue</b>	<b>413,000</b>	<b>1,043</b>	<b>273,513</b>	<b>344,167</b>

**Expenditures**

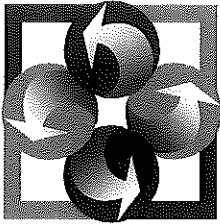
Administration	66,000	3,350	34,159	55,000
Cab Operations	342,000	11,163	199,606	285,000
Marketing	<u>5,000</u>	<u>0</u>	<u>1,156</u>	<u>4,167</u>
<b>Total Expenditures</b>	<b>413,000</b>	<b>14,513</b>	<b>234,921</b>	<b>344,167</b>

## POMONA GROUP

	<b>Approved Budget <u>2019-20</u></b>	<b>Current Month <u>Apr-20</u></b>	<b>YTD 7/1/2019 <u>4/30/2020</u></b>	<b>Prorated Budget</b>
<b><u>REVENUE</u></b>				
Fares	3,000	0	845	2,500
Prop. A	39,000	0	29,250	32,500
Subregional Incentive Funds	<u>8,000</u>	<u>0</u>	<u>2,399</u>	<u>6,667</u>
<b>Total Revenues</b>	<b>50,000</b>	<b>0</b>	<b>32,494</b>	<b>41,667</b>
<b><u>EXPENDITURES</u></b>				
Administration	6,000	534	3,285	5,000
Contract Cost	42,000	2,794	29,660	35,000
Marketing	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>1,667</u>
<b>Total Expenditures</b>	<b>50,000</b>	<b>3,328</b>	<b>32,945</b>	<b>41,667</b>

## PVTA ADMINISTRATION

	Approved Budget <u>2019-20</u>	Current Month <u>Apr-20</u>	YTD 7/1/2019 <u>4/30/2020</u>	Prorated Budget
<b><u>Revenue</u></b>				
Administration Charges	662,000	47,460	441,069	551,667
<b>Total Revenue</b>	<b>662,000</b>	<b>47,460</b>	<b>441,069</b>	<b>551,667</b>
<b><u>Expenditures</u></b>				
Salaries & Benefits				
Administrator	130,000	14,270	104,650	108,333
Senior Transit Analyst	90,000	9,936	72,706	75,000
Secretary	66,000	7,421	54,423	55,000
Benefits	<u>130,000</u>	<u>9,350</u>	<u>99,020</u>	<u>108,333</u>
<b>Total Salaries &amp; Benefits</b>	<b>416,000</b>	<b>40,977</b>	<b>330,799</b>	<b>346,667</b>
<b>Other Expenditures</b>				
Audit	9,000	0	6,125	7,500
Legal	5,000	193	1,925	4,167
Telephone	4,000	261	2,451	3,333
Supplies/ADP	8,000	613	11,004	6,667
Insurance	22,000	0	0	18,333
Travel & Conference	13,000	262	9,801	10,833
Rent & Utilities	45,000	2,998	37,997	37,500
Equipment Rent & Maintenance	7,000	171	6,072	5,833
Miscellaneous & Moving Exp.	<u>8,000</u>	<u>50</u>	<u>704</u>	<u>6,667</u>
<b>Total Other Expenditures</b>	<b>121,000</b>	<b>4,548</b>	<b>76,079</b>	<b>100,833</b>
Consultants & Marketing	<u>85,000</u>	<u>400</u>	<u>22,462</u>	<u>70,833</u>
<b>Total Consultant &amp; Marketing</b>	<b>85,000</b>	<b>400</b>	<b>22,462</b>	<b>70,833</b>
<b><u>Mobility Manager</u></b>				
Wages	125,000	12,821	94,023	104,167
Benefits	50,000	2,529	20,005	41,667
Rent/Supplies/Start-up	<u>20,000</u>	<u>0</u>	<u>326</u>	<u>16,667</u>
<b>Mobility Manager Total</b>	<b>195,000</b>	<b>15,350</b>	<b>114,354</b>	<b>162,500</b>
<b>Total Admin. &amp; Marketing</b>	<b>817,000</b>	<b>61,275</b>	<b>543,694</b>	<b>680,833</b>
(Less FTA 5310 Mobility Manager)	<u>(155,000)</u>	<u>(13,815)</u>	<u>(102,625)</u>	<u>(129,167)</u>
	<b>662,000</b>	<b>47,460</b>	<b>441,069</b>	<b>551,667</b>



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June 10, 2020

AGENDA  
ITEM #2D

**MEMORANDUM**

To: Pomona Valley Transportation Authority  
From: <sup>DH</sup> Dalal Haddad, Administrative Manager  
Subject: **Check Register – May 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.

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: 5/01/20 - 5/31/20

Void Checks/Outstanding Checks  
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000012850	101	5/04/2020	Computer	CABCONNEC	CABCONNECT	200.00	Outstand
000012851	101	5/04/2020	Computer	DIANA	DIANA MENDEZ	75.00	Outstand
000012852	101	5/04/2020	Computer	JIVE	JIVE COMMUNICATIONS, INC.	135.80	Outstand
000012854	101	5/06/2020	Computer	DAROLD	DAROLD D PIEPER, ATTORNEY	269.50	Outstand
000012855	101	5/06/2020	Computer	GEORGE	GEORGE SPARKS	199.90	Outstand
000012859	101	5/11/2020	Computer	IMRAN	IMRAN HAMID	377.11	Outstand
000012860	101	5/18/2020	Computer	2120	2120 FOOTHILL PROPERTIES	3,117.82	Outstand
000012861	101	5/18/2020	Computer	BLUES CA	BLUE SHIELD OF CALIFORNIA	4,254.10	Outstand
000012862	101	5/18/2020	Computer	C DIGITAL	CALIFORNIA DIGITAL SYSTEMS	79.60	Outstand
000012863	101	5/18/2020	Computer	CJPIA	CALIFORNIA JPIA	18,063.00	Outstand
000012864	101	5/18/2020	Computer	ERIKA	ERIKA CARDENAS	278.53	Outstand
000012865	101	5/18/2020	Computer	FRONTIER	FRONTIER COMMUNICATIONS	124.41	Outstand
000012866	101	5/18/2020	Computer	NICOLE	NICOLE CARRANZA	420.84	Outstand
000012867	101	5/18/2020	Computer	PRINCIPAL	PRINCIPAL LIFE INSURANCE COMPANY	370.44	Outstand

Report Totals: 27,966.05

Date: 6/02/20  
Time: 11:14AM

**CLAREMONT DIAL-A-RIDE**  
**Accounts Payable Check Register Report**  
Date: 5/01/20 - 5/31/20

Void Checks/Outstanding Checks  
Computer Checks

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Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000012856	101	5/06/2020	Computer	FIRST	FIRST TRANSIT, INC	1,152.54	Outstand
000012868	101	5/18/2020	Computer	NETWORK	NETWORK PARATRANSIT SYSTEMS	8,557.01	Outstand

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Report Totals: 9,709.55



**GET ABOUT TRANSPORTATION**  
**Accounts Payable Check Register Report**  
Date: 5/01/20 - 5/31/20

Void Checks/Outstanding Checks  
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000012853	101	5/04/2020	Computer	NICOLE	NICOLE CAMPOS	600.00	Outstand
000012857	101	5/06/2020	Computer	FIRST	FIRST TRANSIT, INC	114,247.51	Outstand
000012869	101	5/18/2020	Computer	710	NETWORK PARATRANSIT SYSTEMS	21,907.71	Outstand
000012870	101	5/18/2020	Computer	710	NETWORK PARATRANSIT SYSTEMS	289.32	Outstand
000012871	101	5/18/2020	Computer	710	NETWORK PARATRANSIT SYSTEMS	2,266.32	Outstand
000012872	101	5/18/2020	Computer	710	NETWORK PARATRANSIT SYSTEMS	2,706.77	Outstand
000012873	101	5/18/2020	Computer	710	NETWORK PARATRANSIT SYSTEMS	4,976.64	Outstand

Report Totals: 146,994.27

Date: 6/02/20  
Time: 11:15AM

**SAN DIMAS DIAL A CAB**  
**Accounts Payable Check Register Report**  
Date: 5/01/20 - 5/31/20

Page: 1

Void Checks/Outstanding Checks  
Computer Checks

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Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000012874	101	5/18/2020	Computer	NETWORK	NETWORK PARATRANSIT SYSTEMS	10,122.14	Outstand

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Report Totals: 10,122.14

Date: 6/02/20  
Time: 11:16AM

**POMONA GROUP SVC**  
**Accounts Payable Check Register Report**  
Date: 5/01/20 - 5/31/20

Page: 1

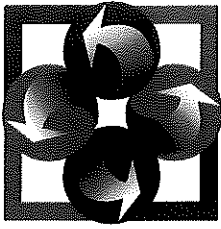
Void Checks/Outstanding Checks  
Computer Checks

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Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000012858	101	5/06/2020	Computer	FIRST	FIRST TRANSIT, INC	2,793.64	Outstand

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Report Totals: 2,793.64



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

June 10, 2020

AGENDA  
ITEM #2E

**MEMORANDUM**

To: Pomona Valley Transportation Authority  
From: Nicole Carranza, PVTA Senior Program Manager  
Subject: **PVTA Office Credit Card**

Recommended Action: **Approve Resolution 20-03 to allow PVTA to open an office credit card in accordance with the PVTA Credit Card Account Policy.**

**Explanation**

PVTA is in need of an office credit card to make purchases that pertain to the functioning of PVTA business. PVTA credit agreements shall only be used for expenses related to official PVTA business and if it is expedient and necessary. The current and preferred method of payment is through the normal PVTA reimbursement method using check or petty cash. However, there are instances where there is the need to pay online i.e. for a subscription to a service or a conference fee. All charges must be approved and monitored by Management.

Currently PVTA conducts all banking matter with Bank of America and is assigned a representative that ensures the proper restrictions and reporting capabilities are made available. PVTA will continue with Bank of America for its current credit card need.

Attached is the PVTA Credit Policy and authorizing resolution for your approval.

**POMONA VALLEY TRANSPORTATION AUTHORITY**

**RESOLUTION NO. 20 – 03**

**A RESOLUTION OF THE POMONA VALLEY  
TRANSPORTATION TO ESTABLISH AN AGENCY CREDIT  
CARD ACCOUNT**

**The Board of Directors of the Pomona Valley Transportation Authority (PVTA) does resolve as follows:**

**1. Findings and Conditions.** The Board of Directors hereby finds and declares the following:

In order to facilitate occasional purchases required to conduct agency business, PVTA is authorized to establish a credit card account, with the limits, restrictions and policies listed in the PVTA Credit Card Account Policy. The policy will outline the following:

- A. Eligible Expenses** - PVTA credit accounts shall only be used for expenses related to official PVTA business.
- B. PVTA Card Procedures** – Purchase Limits for the credit card account shall be in accordance the PVTA Credit Card Policy

The issuing bank will be instructed to disable the cards should the applicable limits be reached. No additional charges will be permitted until payment has been made.

Credit Card Administration – PVTA will make use of a reporting system that will track the assignment and spending amounts on the card.

Review and Approval – PVTA will establish a review system that will allow for accountability by appropriate management.

- C. Charge Approval and Documentation** – PVTA maintain records of all expenses and receipts.
- D. Public Records** – Documents related to PVTA credit card are considered public records and are subject to disclosure in accordance with the Open Public Records Act Government Code section 6250 et al.

2. **Action.** The Board of Directors hereby:
- A. Authorizes the PVTA Administrator to execute the appropriate documents to establish an agency credit card account with PVTA current bank.
  - B. PVTA assigned staff may utilize the office credit card solely for business purposes outlined in the PVTA Credit Card Account Policy.
3. **Adoption.** PASSED AND ADOPTED at a meeting of the Executive Board of the Pomona Valley Transportation Authority held on June 10th, 2020, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Nora Garcia, Chair

ATTEST:

By \_\_\_\_\_  
George L. Sparks, PVTA Administrator