

POMONA VALLEY TRANSPORTATION AUTHORITY

WEDNESDAY JUNE 10, 2020

REGULAR BOARD OF DIRECTORS MEETING MINUTES

Present:

Claremont

Corey Calaycay, Councilmember
Kristin Mikula, Community Services

La Verne

Bill Aguirre, Parks & Recreation Director
Muir Davis, Councilmember

Pomona

Lily Perez, Public Works
Jizelle Campos, Public Works
Nora Garcia, Councilmember

San Dimas

Brad McKinney, Assistant City Manager
Emmett Badar, Mayor

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 Mohammandi, Project Manager

Members of the Public

Dorian Barnes, Foothill Transit

1. Call to Order

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

2. Consent Calendar

- A. Minutes (May)
- B. Administrator’s Report
- C. Financial Report (April)
- D. Check Register (May)
- E. Credit Card Authorization

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

3. April Operations Report

Nicole Carranza presenting

Overall day to day Get About ridership has decreased by 8%. April ridership in FY 2020 is down about 25% from April 2019. Only one complaint in the month. Ontime performance was excellent, about 97%. San Dimas saw an increase in ridership of about 14%. Pomona Group has increased by 7.5%. San Dimas Dial a Cab has seen an 18% increase in service, Claremont Dial a Ride has decreased by 8% and Claremont group decreased by 11% due to school closures. The cab contractor has eliminated shared rides and the larger vans will transport about 3 passengers at a time with distancing measures in place. Sneeze guards and other safety measures have been put in place by both contractors. All riders must continue wearing face coverings when on any PVTA service. Communication between neighboring agencies like Foothill and Metro is ongoing to help share safety information.

A brief survey of our frequented locations was conducted by Mobility Manager Erika Cardenas.

Call arounds have been conducted on an ongoing basis. Before Covid-19 the call arounds were set aside and in person visits were conducted at locations like senior centers and medical facilities. With closures put in place by Covid-19 the in-person visits were canceled and have returned to phone surveys. Mobility Managers call locations to request feedback on PVTA services and explain the safety measures put in place for the riders and the drivers. On site visits will resume when local and state regulations allow.

4. Adopt FY 2021 Budget

George Sparks Presenting:

The new budget for adoption reflects a 25% reduction from the initial budget presented in February. PVTA may receive funding from the Subregional Incentive Program that is given to organizations that operate multi city dial a ride service like PVTA. Funding marks have increased from what they were originally projected. Rules must be moved to allow PVTA to access such funds. Metro has allocated more funding to ensure locals are able to receive more funds. PVTA is recommending adoption of this proposed budget with a review in either September or October.

Action: Approval was **MOVED** by Corey Calaycay, **SECONDED** by Muir Davis, Board unanimously **VOTED** to approve FY 2021 Budget

5. **CMO – Grant Authorization**

Nicole Carranza presenting:

CARB has mandated that agencies like PVTA go zero emission by 2021. Grants are available like the Clean Mobility Options and Needs Assessment voucher to go into the disadvantaged communities to understand the need. Clean Mobility Options Pilot is another grant that we can pursue. The approval of the board is needed to pursue the grants.

Action: Approval was **MOVED** by Nora Garcia, **SECONDED** by Corey Calaycay, Board unanimously **VOTED** to approve the pursuit of the CMO grant.

6. **Title VI**

Erika Cardenas presenting

PVTA is required to update their Title VI to ensure that the policy is up to date and not discriminating against anyone. This is also to check and see if the demographics of our cities has changed. Languages our previous date reported were Spanish, Chinese, and Vietnamese, now it is Spanish and Chinese. All existing documents have already been translated.

Action: Approval was **MOVED** by Corey Calaycay, **SECONDED** by Nora Garcia, Board unanimously **VOTED** to approve the Title VI revision.

7. **Election of Officers**

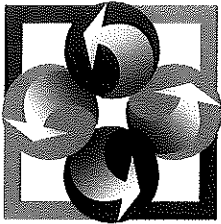
Corey Calaycay was **Nominated** for Chair by Nora Garica and **Seconded** by Emmett Badar
Muir Davis was **Nominated** for Co-Chair by Emmett Badar and **Seconded** by Nora Garcia
Bill Aguirre was **Nominated** for Treasurer by Emmett Badar and **Seconded** by Nora Garcia
Nora Garcia was **Nominated** for CJPIA Representative by Muir David and **Seconded** by Emmett Badar

8. **Oral – members of the public may address the Board on items of interest at this time**

Dorian Barnes from Foothill Transit thanked the Board for the collaboration and great work going on between the cities and neighboring agencies.

9. **Adjourn to next regular meeting**

Next meeting: Wednesday, September 9, 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

September 9, 2020

AGENDA
ITEM #2B

MEMORANDUM

To: Pomona Valley Transportation Authority

From: George L. Sparks, PVTA Administrator

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

A. 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. 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 FY 2021:

- ***September 9, 2020***-FY 2020 Service Evaluations, Budget Review
- ***October 14, 2020***-Adopt Modified Budget
- ***January 13, 2021***-Preliminary FY 2022 budget
- ***April 14, 2021***-Regular board meeting
- ***June 9, 2021***-Adopt FY 2022 budget, elect officers

B. Budget Update

We now have the draft new funding marks from Metro which are scheduled to be adopted by the Metro Board on September 24th. We have developed a draft of a modified FY 2021 budget that will be presented for review by the PVTA Board at the September meeting. We hope to adopt the modified budget at our October 14th meeting. In addition to incorporating the new funding marks, we adjusted our estimates of service levels and the costs and revenues based on updated service trends. The changes to the adopted budget are summarized below:

1. *We increased our projected Subregional Incentive revenues by \$350,000 to \$1,150,000.*
2. *We reduced our estimates of fares from \$90,000 to \$35,000.*
3. *We reduced our projected FTA revenues by \$15,000 to \$55,000.*

4. *The modified budget reduces estimated expenses by \$135,000.*

5. *authorize the transfer of \$250,000 from reserves to the capital and technology fund.*

The net effect of the draft budget adjustments would be to reduce member city contributions by \$415,000.

C. *Service Transition*

The transition to the new service model is moving forward.

- We are focusing in September on improving service coordination between First Transit and Network and upgrading service monitoring.
- First Transit's primary subcontractor, Network is now receiving rides via Ecolane as well. Network utilizes its own dispatching software.
- First Transit and Network are working to fully integrate the Network software, TSS into the Ecolane system to allow all rides to be tracked via Ecolane and consolidate all reporting on to a single platform. scheduling and reporting.

D. *Work Program*

We are working on the following projects:

Financial and Planning Activities

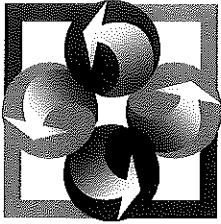
- The FY 2020 financial closeout is completed, and the financial audit is being conducted
- The FY 2020 Service Evaluations are included in the September board packet

Technology Improvements

- We are continuing research on a smartphone application. Staff is contacting current users of the Ecolane application and talking to operators that are making use of other products. The biggest challenge is ensuring that any customer facing technology can be used seamlessly on both the prime contractor and their subcontractor's software platforms.

Zero Emission Bus Implementation

- We plan to convene a four-city advisory committee this month to provide technical guidance and share information as we move to zero emissions.
- Staff is researching a range of funding opportunities.



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September 9, 2020

**AGENDA
ITEM #2C**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: George L. Sparks, PVT A Administrator
Subject: **Financial Report for July 2020**

Get About

Expenses and revenues for the first month of fiscal 2021 are about \$65,000 below the prorated budget. This was expected due to the continued shutdowns associated with the pandemic. It will be difficult to get a clear picture of financial trends until activities return closer to normal. Administrative costs for Get About were \$19,000 higher than the monthly budget. Administrative costs were above the prorated budget due primarily to one-time annual payments for PERS and prepayments for health insurance and rent. We have little to report on the revenue side since many payments from revenue sources are paid in arrears. Fare revenues are significantly lower due to the waiver of fares for regular Get About service.

Claremont Dial-a-Ride

Claremont DAR's July costs are \$20,000 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 about \$8,500 below the prorated budget. San Dimas' share of administration in July is higher than normal because other programs, such as Claremont Group are running at very low levels. We expect San Dimas' relative share of administration to decline in coming months.

July Admin Report
September 9, 2020
Page Two

Pomona Group

Pomona Group costs are running \$600 above the July prorated budget.

PVTA Administration

PVTA's administrative costs for the July were well above only the prorated budget due to the one-time costs related to prepayment of health insurance premiums and an annual charge from PERS. We expect administrative costs to be lower in August. We should have better picture of administrative costs after the first quarter of the fiscal year.

**2020-21
GET ABOUT**

	Approved Budget <u>2020-21</u>	Current Month <u>Jul-20</u>	YTD 7/1/2020 <u>7/31/2020</u>	Prorated Budget
<u>Revenues</u>				
Fares	90,000	785	785	7,500
Subregional Incentive	800,000	0	0	66,667
Interest & Miscellaneous Income	20,000	6	6	1,667
Reserves	475,000	0	0	39,583
New Freedom FTA 5317	70,000	0	0	5,833
FTA 5310	0	0	0	0
Prop. A				
Claremont	282,960	0	0	23,580
La Verne	304,560	76,140	76,140	25,380
Pomona	1,399,680	0	0	116,640
San Dimas	<u>172,800</u>	<u>0</u>	<u>0</u>	<u>14,400</u>
Total Local Return	2,160,000	76,140	76,140	180,000
Total Revenue	3,615,000	76,931	76,931	301,250
<u>Expenditures</u>				
<u>Administration</u>				
PVTA Administration	497,000	61,827	61,827	41,417
Consultants & Marketing	<u>23,000</u>	<u>0</u>	<u>0</u>	<u>1,917</u>
Total Administration	520,000	61,827	61,827	43,333
<u>Operations</u>				
Van Operation	2,100,000	129,306	129,306	175,000
Cab Operation	<u>995,000</u>	<u>43,072</u>	<u>43,072</u>	<u>82,917</u>
Total Operation Expense	3,095,000	172,378	172,378	257,917
Total Get About Expense	3,615,000	234,205	234,205	301,250

**CLAREMONT
DIAL-A-RIDE**

	<u>Approved Budget 2020-21</u>	<u>Current Month Jul-20</u>	<u>YTD 7/1/2020 7/31/2020</u>	<u>Prorated Budget</u>
<u>Revenue</u>				
Fares	10,000	0	0	833
Regional Funds	375,000	0	0	31,250
Proposition A	<u>55,000</u>	<u>0</u>	<u>0</u>	<u>4,583</u>
Total Revenue	440,000	0	0	36,667

Expenditures

PVTA Administration	38,000	4,790	4,790	3,167
Cab Operations	250,000	10,289	10,289	20,833
Van Services	110,000	1,147	1,147	9,167
Marketing	<u>42,000</u>	<u>0</u>	<u>0</u>	<u>3,500</u>
Total Expenditures	440,000	16,226	16,226	36,667

**SAN DIMAS
DIAL-A-CAB**

	<u>Approved Budget 2020-21</u>	<u>Current Month Jul-20</u>	<u>YTD 7/1/2020 7/31/2020</u>	<u>Prorated Budget</u>
<u>Revenue</u>				
Fares	20,000	857	857	1,667
Proposition A	232,000	0	0	19,333
Subregional Incentive	<u>70,000</u>	<u>0</u>	<u>0</u>	<u>5,833</u>
Total Revenue	322,000	857	857	26,833

Expenditures

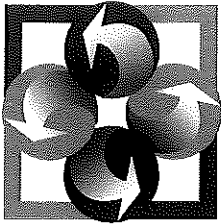
Administration	47,000	4,971	4,971	3,917
Cab Operations	270,000	13,223	13,223	22,500
Marketing	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>417</u>
Total Expenditures	322,000	18,194	18,194	26,833

POMONA GROUP

	Approved Budget <u>2020-21</u>	Current Month <u>Jul-20</u>	YTD 7/1/2020 <u>7/31/2020</u>	Prorated Budget
<u>REVENUE</u>				
Fares	2,000	0	0	167
Prop. A	28,000	0	0	2,333
Subregional Incentive Funds	<u>9,000</u>	<u>0</u>	<u>0</u>	<u>750</u>
Total Revenues	39,000	0	0	3,250
<u>EXPENDITURES</u>				
Administration	3,000	746	746	250
Contract Cost	35,000	3,087	3,087	2,917
Marketing	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>83</u>
Total Expenditures	39,000	3,833	3,833	3,250

PVRTA ADMINISTRATION

	Approved Budget <u>2020-21</u>	Current Month <u>Jul-20</u>	YTD 7/1/2020 <u>7/31/2020</u>	Prorated Budget
<u>Revenue</u>				
Administration Charges	585,000	72,333	72,333	48,750
Total Revenue	585,000	72,333	72,333	48,750
<u>Expenditures</u>				
Salaries & Benefits				
Administrator	125,000	9,514	9,514	10,417
Senior Transit Analyst	90,000	6,955	6,955	7,500
Secretary	66,000	5,121	5,121	5,500
Benefits	<u>140,000</u>	<u>39,859</u>	<u>39,859</u>	<u>11,667</u>
Total Salaries & Benefits	421,000	61,449	61,449	35,083
Other Expenditures				
Audit	7,000	0	0	583
Legal	2,500	0	0	208
Telephone	3,500	263	263	292
Supplies/ADP	6,000	1,367	1,367	500
Insurance	19,000	0	0	1,583
Travel & Conference	8,000	200	200	667
Rent & Utilities	50,000	7,328	7,328	4,167
Equipment Rent & Maintenance	7,000	51	51	583
Miscellaneous & Moving Exp.	<u>0</u>	<u>15</u>	<u>15</u>	<u>0</u>
Total Other Expenditures	103,000	9,224	9,224	8,583
Consultants & Marketing	<u>35,000</u>	<u>500</u>	<u>500</u>	<u>2,917</u>
Total Consultant & Marketing	35,000	500	500	2,917
<u>Mobility Manager</u>				
Wages	126,000	9,289	9,289	10,500
Benefits	40,000	2,309	2,309	3,333
Rent/Supplies/Start-up	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>833</u>
Mobility Manager Total	176,000	11,598	11,598	14,667
Total Admin. & Marketing	735,000	82,771	82,771	61,250
(Less FTA 5310 Mobility Manager)	<u>(150,000)</u>	<u>(10,438)</u>	<u>(10,438)</u>	<u>(12,500)</u>
	585,000	72,333	72,333	48,750



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September 9, 2020

**AGENDA
ITEM #2D**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: Dalal Haddad, Administrative Manager
Subject: **Check Register – August 2020**

Attached is a copy of PVTA's check register for the month of August. 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: 8/01/20 - 8/31/20

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000012936	101	8/13/2020	Computer	2120	2120 FOOTHILL PROPERTIES	3,117.82	Outstand
000012937	101	8/13/2020	Computer	BLUES CA	BLUE SHIELD OF CALIFORNIA	4,254.10	Outstand
000012938	101	8/13/2020	Computer	C DIGITAL	CALIFORNIA DIGITAL SYSTEMS	66.60	Outstand
000012939	101	8/13/2020	Computer	CABCONNEC	CABCONNECT	200.00	Outstand
000012940	101	8/13/2020	Computer	GEORGE	GEORGE SPARKS	199.90	Outstand
000012941	101	8/13/2020	Computer	JIVE	JIVE COMMUNICATIONS, INC.	136.64	Outstand
000012942	101	8/13/2020	Computer	MARI	MARI HAMID	225.00	Outstand
000012943	101	8/13/2020	Computer	PRINCIPAL	PRINCIPAL LIFE INSURANCE COMPANY	370.44	Outstand
000012952	101	8/24/2020	Computer	FRONTIER	FRONTIER COMMUNICATIONS	126.22	Outstand

Report Totals: 8,696.72

GET ABOUT TRANSPORTATION
Accounts Payable Check Register Report
Date: 8/01/20 - 8/31/20

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000012946	101	8/13/2020	Computer	CITY CLAR	CITY OF CLAREMONT	2,000.00	Outstand
000012947	101	8/13/2020	Computer	FIRST	FIRST TRANSIT, INC	128,415.53	Outstand
000012948	101	8/13/2020	Computer	TOUCH TEL	TOUCH TEL MOBILE	780.00	Outstand
000012954	101	8/24/2020	Computer	NETWORK	NETWORK PARATRANSIT SYSTEMS	25,999.68	Outstand
000012955	101	8/24/2020	Computer	NETWORK	NETWORK PARATRANSIT SYSTEMS	1,489.29	Outstand
000012956	101	8/24/2020	Computer	NETWORK	NETWORK PARATRANSIT SYSTEMS	1,296.09	Outstand
000012957	101	8/24/2020	Computer	NETWORK	NETWORK PARATRANSIT SYSTEMS	3,769.32	Outstand
000012958	101	8/24/2020	Computer	NETWORK	NETWORK PARATRANSIT SYSTEMS	9,561.40	Outstand

Report Totals: 173,311.31

Date: 8/25/20
Time: 11:10AM

CLAREMONT DIAL-A-RIDE
Accounts Payable Check Register Report
Date: 8/01/20 - 8/31/20

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000012944	101	8/13/2020	Computer	CLAREMONT	CITY OF CLAREMONT	91,004.00	Outstand
000012945	101	8/13/2020	Computer	FIRST	FIRST TRANSIT, INC	1,146.90	Outstand
000012953	101	8/24/2020	Computer	NETWORK	NETWORK PARATRANSIT SYSTEMS	10,289.16	Outstand

Report Totals: 102,440.06

Date: 8/25/20
Time: 11:11AM

SAN DIMAS DIAL A CAB
Accounts Payable Check Register Report
Date: 8/01/20 - 8/31/20

Page: 1

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000012949	101	8/13/2020	Computer	CITY SDM	CITY OF SAN DIMAS	52,120.00	Outstand
000012959	101	8/24/2020	Computer	NETWORK	NETWORK PARATRANSIT SYSTEMS	12,647.64	Outstand

Report Totals: 64,767.64

Date: 8/25/20
Time: 11:12AM

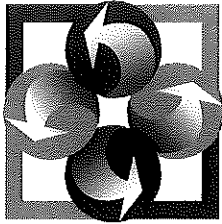
POMONA GROUP SVC
Accounts Payable Check Register Report
Date: 8/01/20 - 8/31/20

Page: 1

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000012950	101	8/13/2020	Computer	CITY PO	CITY OF POMONA	2,288.00	Outstand
000012951	101	8/13/2020	Computer	FIRST	FIRST TRANSIT, INC	3,086.91	Outstand

Report Totals: 5,374.91



September 9, 2020

AGENDA
ITEM #2E

MEMORANDUM

To: Pomona Valley Transportation Authority

From: George L. Sparks, PVTA Administrator

Subject: Surplus Vehicles

Recommended Action: Approve declaration of the two (2) 2012 minivans, four (4) 2014 minivans and (6) Starcraft Type III paratransit vehicles listed below as surplus and approve their disposal.

Surplus Minivans

The rated useful life of our accessible minivans is 4 years or 100,000 miles. These units have been leased to our cab provider for the past four years and have over 185,000 miles each. As is our normal practice, we plan to sell these units to our operator for the fair market value determined by a third party. This allows these accessible vehicles to stay in the cab fleet and potentially serve PVTA riders.

Replacements for the cutaways were placed in service in September 2019 and the minivans will be replaced this fall.

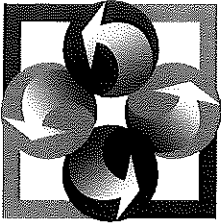
Below is a listing of the vehicles to declared surplus:

<u>Item</u>	<u>VIN Last 4 Digits</u>	<u>Vehicle #</u>	<u>Mileage</u>
2012 Braun Entervan	8432	576	278,000
2012 Braun Entervan	8433	577	301,538
2014 Braun Entervan	2277	578	187,503
2014 Braun Entervan	0338	579	250,243
2014 Braun Entervan	2266	580	211,194
2014 Braun Entervan	7031	1601	180,326

Surplus Paratransit Vehicles

We received FTA 5310 funding to replace six of our Get About vehicles. A condition of the grant we must dispose of the vehicles being replaced. These units are at least eight years old and have between 140,000 and 165,000 miles. Below is a listing of the units to be declared surplus.

<u>Item</u>	<u>VIN Last 4 Digits</u>	<u>Vehicle #</u>	<u>Mileage</u>
2009 Starcraft	4160	825	140,000
2009 Starcraft	4164	826	142,000
2009 Starcraft	4168	827	150,000
2009 Starcraft	4169	828	164,000
2009 Starcraft	4165	829	166,000
2009 Starcraft	4166	830	165,000



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September 9, 2020

**AGENDA
ITEM #2F**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: George L. Sparks, PVTA Administrator
Subject: **Appointment of Administrator as Alternate CJPIA Delegate**

Recommended Action: Appoint the PVTA Administrator as alternate CJPIA delegate.

CJPIA Delegate

At the June meeting the PVTA Board of Directors appointed Councilmember Nora Garcia as PVTA's delegate to the California Joint Powers Insurance Authority. CJPIA requires that the Board take formal action to appoint a voting alternate delegate in case the regular delegate cannot attend. Historically, the PVTA Administrator has served as the alternate. The recommended action formalizes our longstanding practice.