

POMONA VALLEY TRANSPORTATION AUTHORITY

WEDNESDAY NOVEMBER 4, 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
Nora Garcia, Councilmember

San Dimas

Brad McKinney, Interim City Manager
Denis Bertone, Councilmember

PVTA

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

First Transit

Jorge Gonzalez, General Manager

Foothill Transit

Doran Barnes, CEO Foothill Transit
Josh Landis, Foothill Transit
Joseph Raquel, Foothill Transit

1. Call to Order

The meeting was called to order at 5:01 p.m. by Corey Calaycay

2. Consent Calendar

- A. Minutes (October)
- B. Administrator's Report
- C. Financial Report (September)
- D. Check Register (Sep and Oct)

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

3. September Operations Report

George Sparks Presenting

Get About numbers have risen but still remain low at about one-third its historic levels. Same day on demand services have seen an increase in ridership. Expenses are down over call but Cost per passenger remains high due to the existing fixed cost (rent, office staff, maintenance). Ridership share between cities are atypical of what we normally see. Pomona remains at 72-73% and PVTA is confirming the numbers.

4. Minivan Purchase

George Sparks Presenting:

PVTA is looking to purchase accessible minivans for wheelchair bound passengers and for other passengers that have mobility limitations. This will greatly help the on demand (same day service) service. A federal grant went through to allow PVTA the funds to purchase the vans. PVTA is a member of CalAct that has a co-op PVTA can purchase from. PVTA is looking to purchase the same type of van we have used for over a decade. The grant will provide about \$194,000 towards the purchase of these vans.

Recommendation: To purchase four (4) minivans for about \$195,000 before taxes (after taxes approximately \$210,000) from Creative Bus Sales.

Action: It was **MOVED** by Nora Gracia, **SECONDED** by Muir Davis, Board unanimously **VOTED** to approve the purchase of four (4) minivans from Creative Bus Sales.

5. Administrator Evaluation

George Sparks presenting:

PVTA conducted an Administrator Evaluation about 2 years ago. This is to gage the performance of the PVTA Administrator and see what direction the Board wants the Administrator to move in. Historically a member of the Technical Committee is assigned to organize and conduct this evaluation. A special meeting will then take place to review the results of the evaluation and plan a path for PVTA. Kristin Mikula was nominated as coordinator of the evaluation and has agreed to take on the role.

Recommendation: Initiate the Administrator Evaluation and have Krisin Mikula, from the City of Claremont, head the evaluation.

Action: Approval was **MOVED** by Denis Bertone, **SECONDED** by Nora Garcia, Board unanimously **VOTED** to approve extension o

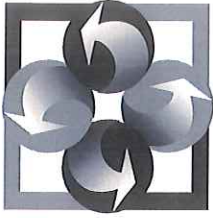
6. Oral – members of the public may address the Board on items of interest during this time

Doran Barnes of Foothill Transit addressed the Board to express his gratitude regarding the collaboration between Foothill and PVTA.

7. Adjourn to next regular meeting

Meeting adjourned at 17:21 pm

Next meeting: Wednesday, January 13, 2021



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

February 10, 2021

**AGENDA
ITEM #2B**

MEMORANDUM

To: Pomona Valley Transportation Authority

From: George L. Sparks, PVRTA Administrator

Subject: **Administrator's Report-February 2021**

A. Board Meeting Schedule Changes for FY 2021

PVRTA's board meetings are scheduled as needed 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 the tentative board meeting schedule for the balance of FY 2021:

- ***February 10, 2021***-Preliminary FY 2022 budget, Administrator evaluation
- ***April 14, 2021***-Updated budget estimates
- ***May 12 or June 9, 2021***-Adopt FY 2022 budget, elect officers.

B. FY 2022 Budget Process

Developing a budget for the upcoming 2022 fiscal year has been made significantly more challenging by the many uncertainties surrounding future funding and service demand. We will be presenting the preliminary FY 2022 budget at the February meeting. We expect to make considerable modifications to this document as circumstances become clearer. This initial budget is based on FY 2020 service levels. We operated at severely reduced levels for the last third of that year.

In April, we will be providing an updated budget. At that time, we will have better information on service demand allowing us better project service levels and adjust the budget accordingly. We will have a better picture of our expected reserve funds available to reduce member city contributions in FY 2022. Metro normally releases the funding marks for the coming year in March. We will incorporate these funding marks, including any funds from the second stimulus bill, into the revised budget. We will review the updated budget with the cites and make any required additional adjustments.

We plan to adopt the final budget at the May or June board meeting. If conditions remain in flux at that time it may be necessary to schedule a mid-year budget review much as we did this year.

C. Corona Virus Response and Relief Supplemental Appropriation Act

As we reported last month the second stimulus bill, the Corona virus Response and Relief Supplemental Appropriations Act (CRRSAA), includes approximately \$900 million for Los Angeles County transit agencies. Local transit operators like PVRTA were included in the allocation of funds generated by the CARES Act. Local operators are continuing to see the impact of the pandemic in terms of reduced revenues and additional costs associated with COVID safety measures. As we did during the consideration of the CARES Act funding allocations, we are working with a group of local transit providers to advocate that local operators be included in any funding allocation. Metro CEO, Phillip Washington is meeting with the General Managers of the municipal operators on February 3 regarding Metro's recommendations for the distribution of CRRSAA funds. We will provide the board an update on the results of that meeting. The Metro board is scheduled to take up the recommended funding allocation at its February 25th meeting.

D. Service Update

PVRTA ridership has remained relatively stable over the last several months. The service has had considerable success in improving service quality. On time performance for the First Transit services was 95% in December and our cab based services saw on time levels of between 91% and 93%. We have received only two complaints in the last two months. Because our cab provider has experienced difficulties in recruiting enough drivers, First Transit has reduced the number of wheelchair rides referred to the cab and has brought back more of their previously furloughed drivers to take up the slack. This appears to have strengthened service quality. In the coming weeks, First Transit will begin its demand response pilot program using First Transit staff in minivans to supplement the cab service. We also authorized the addition of two more dedicated employee drivers for Network to bolster cab resources.

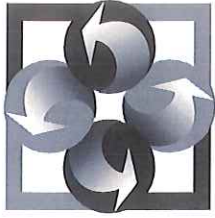
E. Fares Waiver

Due to the surge in new COVID cases in recent months, we have decided to continue our current fare waiver policy through the month of February. We will review review the policy with the Board at the upcoming February meeting.

F. Service Design Analysis Implementation-We are continuing the implementation of the recommendations stemming from the Service Design Analysis (SDA). Our primary area of focus has been on connecting all our services and contractors on single software platform. We expect this transition to be completed this month. The transition to a single platform allows us to move forward on the introduction of customer facing improvements like a smartphone application for all our services. We are continuing to work on possible new service models such as, specialized shuttle services, route deviation or checkpoint services for portions of the general public in Claremont and Pomona.

G. Zero Emission Fleet Model and Roll Out Plan -Small transit agencies like PVTA and Claremont DAR are required to submit a roll out plan for their move to a zero emissions fleet. This plan is due in July 2023. Prior to the development of a plan, PVTA needs to make certain strategic determinations regarding future services and the fleet make up required, as well as potential partnerships with other agencies. Staff is developing a draft work scope for a consultant to assist PVTA in the analysis of options and the development of a roll out plan. Our goal is to complete a draft work scope within the next 60 days.

H. Update of the Emergency Response Plan-We hope to complete an update to our Emergency Preparedness Plan by April 15.



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February 10, 2021

**AGENDA
ITEM #2C**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: George L. Sparks, PVRTA Administrator
Subject: **Financial Report through December 2020**

Get About

We have completed the first half of the fiscal year and are getting a clearer picture of our budget status. Some major items remain uncertain, but we will end the year within budget projections.

Revenues-The main uncertainty regarding revenues is the amount of Subregional Incentive funds Get About will receive. The Metro board approved an amount higher than we would normally qualify for as part of COVID relief. However, Metro needs to approve a modification to our Incentive MOU to allow us to access the larger amount. We calculate the difference at about \$525,000. We have been informed by Metro staff that the needed MOU amendment is moving through their process and will be approved. Once the Metro board acts, we will have a much clearer picture of the revenue situation. Fare revenue is slightly below projections, while FTA revenue and interest income are somewhat ahead of estimates.

Expenses-Expenses through the first half of fiscal 2021 remain well below the prorated budget. Expenses will likely remain considerably under budgeted levels through the first three months of the calendar year. Operating costs for the van side are about \$220,000 below budget. Cab costs are \$210,000 below the prorated budget. We do expect to see increases on the order of \$15,000 to \$20,000 per month starting in March with the addition of more dedicated drivers to our demand response services. Costs will remain lower than budgeted until COVID restrictions are lifted to a greater extent.

Claremont Dial-a-Ride

Claremont DAR's costs through December are \$85,000 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 \$47,000 below the prorated budget. San Dimas expenses are expected to continue below budgeted levels.

Pomona Group

Pomona Group costs are running \$1,000 above the December prorated budget.

PVTA Administration

PVTA's administrative costs through December are \$47,000 lower than the budget so far. We expect administrative costs to run below the prorated budget in the coming months and to finish the fiscal year within the budget.

**2020-21
GET ABOUT**

	Approved Budget <u>2020-21</u>	Current Month <u>Dec-20</u>	YTD 7/1/2020 <u>12/31/2020</u>	Prorated Budget
<u>Revenues</u>				
Fares	35,000	4,172	13,171	17,500
Subregional Incentive	1,150,000	0	0	575,000
Interest & Miscellaneous Income	20,000	0	6,280	10,000
Reserves	475,000	0	0	237,500
New Freedom FTA 5310	0	0	8,710	0
New Freedom FTA 5317	55,000	0	11,743	27,500
Prop. A				
Claremont	228,595	0	114,298	114,298
La Verne	246,045	0	123,023	123,023
Pomona	1,130,760	0	565,380	565,380
San Dimas	<u>139,600</u>	<u>0</u>	<u>69,800</u>	<u>69,800</u>
Total Local Return	1,745,000	0	872,501	872,500
Total Revenue	3,480,000	4,172	912,405	1,740,000
<u>Expenditures</u>				
<u>Administration</u>				
PVTA Administration	536,000	29,974	222,957	268,000
Consultants & Marketing	<u>24,000</u>	<u>0</u>	<u>2,500</u>	<u>12,000</u>
Total Administration	560,000	29,974	225,457	280,000
<u>Operations</u>				
Van Operation	1,975,000	132,730	768,279	987,500
Cab Operation	<u>945,000</u>	<u>39,773</u>	<u>264,156</u>	<u>472,500</u>
Total Operation Expense	2,920,000	172,503	1,032,435	1,460,000
Total Get About Expense	3,480,000	202,477	1,257,892	1,740,000

**CLAREMONT
DIAL-A-RIDE**

	<u>Approved Budget 2020-21</u>	<u>Current Month Dec-20</u>	<u>YTD 7/1/2020 12/31/2020</u>	<u>Prorated Budget</u>
<u>Revenue</u>				
Fares	8,000	0	0	4,000
Regional Funds	310,000	0	157,917	155,000
Proposition A	<u>35,000</u>	<u>0</u>	<u>14,583</u>	<u>17,500</u>
Total Revenue	353,000	0	172,500	176,500

Expenditures

PVTA Administration	41,000	2,387	18,996	20,500
Cab Operations	195,000	10,431	64,370	97,500
Van Services	75,000	517	5,193	37,500
Marketing	<u>42,000</u>	<u>0</u>	<u>535</u>	<u>21,000</u>
Total Expenditures	353,000	13,335	89,094	176,500

**SAN DIMAS
DIAL-A-CAB**

	<u>Approved Budget 2020-21</u>	<u>Current Month Dec-20</u>	<u>YTD 7/1/2020 12/31/2020</u>	<u>Prorated Budget</u>
<u>Revenue</u>				
Fares	10,000	1,621	6,191	5,000
Proposition A	190,000	0	95,000	95,000
Subregional Incentive	<u>95,000</u>	<u>0</u>	<u>0</u>	<u>47,500</u>
Total Revenue	295,000	1,621	101,191	147,500

Expenditures

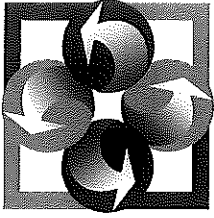
Administration	50,000	3,081	22,056	25,000
Cab Operations	240,000	11,588	78,137	120,000
Marketing	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>2,500</u>
Total Expenditures	295,000	14,669	100,193	147,500

POMONA GROUP

	Approved Budget <u>2020-21</u>	Current Month <u>Dec-20</u>	YTD 7/1/2020 <u>12/31/2020</u>	Prorated Budget
<u>REVENUE</u>				
Fares	2,000	0	0	1,000
Prop. A	28,000	0	14,000	14,000
Subregional Incentive Funds	<u>12,000</u>	<u>0</u>	<u>0</u>	<u>6,000</u>
Total Revenues	42,000	0	14,000	21,000
<u>EXPENDITURES</u>				
Administration	3,000	359	3,123	1,500
Contract Cost	38,000	2,396	18,735	19,000
Marketing	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>500</u>
Total Expenditures	42,000	2,755	21,858	21,000

PVTA ADMINISTRATION

	<u>Approved Budget 2020-21</u>	<u>Current Month Dec-20</u>	<u>YTD 7/1/2020 12/31/2020</u>	<u>Prorated Budget</u>
<u>Revenue</u>				
Administration Charges	630,000	35,801	267,133	315,000
Total Revenue	630,000	35,801	72,333	315,000
<u>Expenditures</u>				
Salaries & Benefits				
Administrator	125,000	9,514	61,838	62,500
Senior Transit Analyst	90,000	7,164	46,356	45,000
Secretary	66,000	5,121	33,284	33,000
Benefits	<u>140,000</u>	<u>7,337</u>	<u>76,260</u>	<u>70,000</u>
Total Salaries & Benefits	421,000	29,136	217,738	210,500
<u>Other Expenditures</u>				
Audit	7,000	0	6,125	3,500
Legal	2,500	0	0	1,250
Telephone	3,500	265	1,582	1,750
Supplies/ADP	5,000	306	3,154	2,500
Insurance	18,000	0	0	9,000
Travel & Conference	7,000	299	2,394	3,500
Rent & Utilities	50,000	4,111	25,124	25,000
Equipment Rent & Maintenance	5,000	207	1,187	2,500
Miscellaneous & Moving Exp.	<u>0</u>	<u>26</u>	<u>213</u>	<u>0</u>
Total Other Expenditures	98,000	5,214	39,779	49,000
Consultants & Marketing	<u>85,000</u>	<u>300</u>	<u>2,291</u>	<u>42,500</u>
Total Consultant & Marketing	85,000	300	2,291	42,500
<u>Mobility Manager</u>				
Wages	126,000	9,289	60,378	63,000
Benefits	40,000	2,219	12,873	20,000
Rent/Supplies/Start-up	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>5,000</u>
Mobility Manager Total	176,000	11,508	73,251	88,000
Total Admin. & Marketing	780,000	46,158	333,059	390,000
(Less FTA 5310 Mobility Manager)	<u>(150,000)</u>	<u>(10,357)</u>	<u>(65,926)</u>	<u>(75,000)</u>
	630,000	35,801	267,133	315,000



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February 10, 2021

**AGENDA
ITEM #2D**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: Dalal Haddad, Bookkeeper *D.H.*
Subject: **Check Register – January**

Attached is a copy of PVTA's check register for January. 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, and 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: 1/01/21 - 1/31/21

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013076	101	1/07/2021	Computer	2120	2120 FOOTHILL PROPERTIES	3,117.82	Outstand
000013077	101	1/07/2021	Computer	ALARM	CITY OF LA VERNE, FALSE ALARM REDU	50.00	Outstand
000013078	101	1/07/2021	Computer	CABCONNEC	CABCONNECT	200.00	Outstand
000013079	101	1/07/2021	Computer	JIVE	LOGMEIN COMMUNICATIONS, INC	150.08	Outstand
000013080	101	1/07/2021	Computer	MBA	MBA SOFTWARE & CONSULTING, INC	400.00	Outstand
000013081	101	1/12/2021	Computer	BLUES CA	BLUE SHIELD OF CALIFORNIA	4,254.10	Outstand
000013082	101	1/12/2021	Computer	C DIGITAL	CALIFORNIA DIGITAL SYSTEMS	41.04	Outstand
000013083	101	1/12/2021	Computer	CACOMP	CALIFORNIA COMPUTER SCHOOL	349.00	Outstand
000013084	101	1/12/2021	Computer	FOUAD	FOUAD HADDAD	449.40	Outstand
000013085	101	1/12/2021	Computer	MEDICARE	CMS MEDICARE INSURANCE	449.40	Outstand
000013086	101	1/12/2021	Computer	PRINCIPAL	PRINCIPAL LIFE INSURANCE COMPANY	370.44	Outstand
000013087	101	1/27/2021	Computer	BOA	BUSINESS CARD	3,858.31	Outstand
000013088	101	1/27/2021	Computer	FRONTIER	FRONTIER COMMUNICATIONS	129.71	Outstand
000013089	101	1/27/2021	Computer	GRAFX	GRAFXOLUTION	2,354.40	Outstand

Report Totals: 16,173.70

Date: 1/29/21
Time: 11:09AM

CLAREMONT DIAL-A-RIDE
Accounts Payable Check Register Report
Date: 1/01/21 - 1/31/21

Page: 1

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013090	101	1/27/2021	Computer	BOA	BUSINESS CARD	384.00	Outstand
000013091	101	1/27/2021	Computer	FIRST	FIRST TRANSIT, INC	10,947.30	Outstand

Report Totals: 11,331.30

GET ABOUT TRANSPORTATION
Accounts Payable Check Register Report
Date: 1/01/21 - 1/31/21

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013092	101	1/27/2021	Computer	FIRST	FIRST TRANSIT, INC	690.00	Outstand
000013093	101	1/27/2021	Computer	FIRST	FIRST TRANSIT, INC	130,942.85	Outstand
000013094	101	1/27/2021	Computer	FIRST	FIRST TRANSIT, INC	270.00	Outstand
000013095	101	1/27/2021	Computer	FIRST	FIRST TRANSIT, INC	7,640.62	Outstand
000013096	101	1/27/2021	Computer	FIRST	FIRST TRANSIT, INC	14,296.92	Outstand
000013097	101	1/27/2021	Computer	FIRST	FIRST TRANSIT, INC	553.96	Outstand
000013098	101	1/27/2021	Computer	FIRST	FIRST TRANSIT, INC	5,490.50	Outstand
000013099	101	1/27/2021	Computer	FIRST	FIRST TRANSIT, INC	489.78	Outstand
000013100	101	1/27/2021	Computer	FIRST	FIRST TRANSIT, INC	8,642.00	Outstand
000013101	101	1/27/2021	Computer	TOUCH TEL	TOUCH TEL MOBILE	780.00	Outstand

Report Totals: 169,796.63

Date: 1/29/21
Time: 11:11AM

SAN DIMAS DIAL A CAB
Accounts Payable Check Register Report
Date: 1/01/21 - 1/31/21

Page: 1

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013102	101	1/27/2021	Computer	FIRST	FIRST TRANSIT, INC.	10,189.42	Outstand

Report Totals: 10,189.42

Date: 1/29/21
Time: 11:11AM

POMONA GROUP SVC
Accounts Payable Check Register Report
Date: 1/01/21 - 1/31/21

Page: 1

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013103	101	1/27/2021	Computer	FIRST	FIRST TRANSIT, INC	2,395.72	Outstand

Report Totals: 2,395.72