

POMONA VALLEY TRANSPORTATION AUTHORITY

WEDNESDAY FEBRUARY 10, 2021

REGULAR BOARD OF DIRECTORS MEETING MINUTES

Present:

Claremont

Corey Calaycay, Councilmember
Kristin Mikula, Community Services

La Verne

Muir Davis, Councilmember
James Ranells, Assistant to the City Manager

Pomona

Lily Perez, Public Works
Jizelle Campos, Public Works
Nora Garcia, Councilmember
Adrian Valdez, Parks and Recreation

San Dimas

Brad McKinney, Assistant 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
Brandyn Murrillo, Safety & Operations Manager

Foothill Transit

Josh Landis, Foothill Transit
Joseph Raquel, Foothill Transit
Doran Barnes, 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 (November)
- B. Administrator's Report
- C. Financial Report (December)
- D. Check Register (January)

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

3. **December Operations Report**

Erika Cardenas Presenting

December operations report Get About ridership remained at about 30% of what it normally is in december. This pattern has been consistent over the last few months. On time performance has improved in all services. This is attributed to better communication between contractors. Complaints are down as well. Mobility Managers are meeting with the Los Angeles County Board of Supervisors to discuss access to vaccination sites for vulnerable members of the community. Mobility Managers also collaborated with the City of Pomona and Project Horseshoe Farm to route their volunteer drivers that were delivering activity kits to local senior citizens.

4. **Service and Industry Update**

George Sparks Presenting:

There is continued concern for driver and rider safety. PVTA is recommending the continuation of fare waivers for regular Get About services and Claremont Dial a Ride until further notice. This fare waiver costs PVTA an average of \$2,500 a month. PVTA has seen savings in the operations cost that help balance the lost fare revenue. LA Metro has deferred its proposal to waive fares on its services. If it were adopted it would have a significant impact on services like Access that would have to eliminate its fares altogether. Masks are required for all drivers and riders by mandate from the CDC guidance. The FTA has issued information on efforts to promote mask wearing and under what conditions should be waived

5. **Preliminary Budget FY 2022**
Nicole Carranza presenting:
PVTA charges to cities are based on actual cost. Outside revenue sources are deducted from the over cost such as FTA revenues and subregional incentives. Get About contributions are estimated on a three year rolling average based on ridership from our cities. Any budgeted Get About funds not expended are placed in the reserves, city funds for individual programs like Pomona Group are returned to the city at the end of the year. Board policy allows reserves of 30% of Get About annual operating budget. PVTA is projecting a return to pre-pandemic levels in FY 2022, service costs are being budgeted closer FY 2020 (pre-COVID). A budget update will be ready by April 2021 and the budget will be set to adopt May-June 2021.

6. **ZEV Update**
Nicole Carranza presenting
Zero emission requirements have not changed despite the pandemic. PVTA has to have 25% of its vehicles changed to zero emission by 2026. PVTA falls under the ZEB vehicle mandate due to the weight of its vehicles. The goal at the moment is to create a rollout plan by 2023.

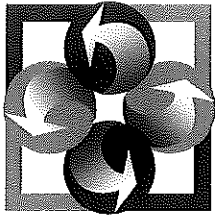
7. **Oral - Members of the public may address the board at this time**
No members addressed the board

8. **Executive Session - Personnel**
Closed meeting for PVTA Administrator and Board

9. **Administrator Salary**
Recommended Action: Accept the recommendation of the technical committee regarding the Administrator evaluation and salary adjustment.

Action: it was moved by Muir Davis and seconded by Nora Garcia

10. **Adjourn to the next regular meeting**
Wednesday, April 14, 2021 at 5 pm



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

April 14, 2022

**AGENDA
ITEM #2B**

MEMORANDUM

To: Pomona Valley Transportation Authority

From: George L. Sparks, PVTA Administrator

Subject: *GLS*
Administrator's Report-April 2021

A. Service Update

1. **Vaccination Access**-PVTA along with other transit providers, such as, Foothill Transit, have been working with community groups to provide access to area vaccination sites. Get About can provide transportation to both the Fairplex Mega Pod and Cal Poly sites. The City of Pomona, via its Parks Department, began booking vaccine appointments for Pomona Senior Program participants. We are now working with Pomona staff to expand this outreach to all of Pomona's registered Get About riders.
2. **Vaccinations for Drivers & Coordination with Foothill Transit** - Los Angeles County opened vaccine eligibility for transit workers the week of March 15, 2021. Foothill Transit reached out to PVTA to offer vaccine appointments for its employees. As of March 30, 2021, four (4) PVTA drivers and one (1) dispatcher have received their first vaccine dose.
3. **Workforce Update**- As the pandemic began last year many of the drivers in the dedicated fleet were furloughed and were able to make use of the enhanced unemployment benefits. As of March 2021, all our drivers and dispatch personnel have been called back into service. Both First Transit and Network are actively recruiting drivers.

B. FY 2022 Budget Revision

We recently received the initial funding estimates from Metro, which allowed us to complete our revisions to the FY 2022 Budget. Many budgetary factors have changed significantly since the development of the preliminary budget in January. The net effect of these changes has enabled PVTA to reduce member city contributions to Get About and the Capital Replacement fund by slightly over \$1 million. The factors impacting the budget are summarized below:

1. **CRRSAA Funding**-PVTA in collaboration with other local transit operators was successful in securing the inclusion of local providers in allocation of funding resulting from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA). At its March meeting the Metro board approved an initial funding level of \$493,000, of which is for \$451,000 for Get About and \$42,000 for San Dimas and Pomona Group. Claremont DAR was allocated \$120,000 from the amount set aside for municipal operators. (See Phillip Washington's letter of March 9th attached)
2. **Reserve Balances**-Due to the pandemic, service levels remained lower than we originally projected. This has resulted in greater saving than we had projected in January. Based on our updated projections we can increase the amount of reserves programmed into the FY 2022 budget from \$200,00 to \$400,000, resulting a \$200,000 reduction to city contributions.
3. **Waiving of Capital Contributions**-Thanks to an increase in our expected fund balance the FY 2022 budget recommends transferring \$300,000 in general reserves to the capital replacement fund. This will allow PVTA to forego capital contributions from member cities.
4. **Revised Service Level Projections**-The return to normal life from the pandemic has taken longer than expected, which suppressed service demand. We updated our projected service levels based on these trends, leaving room for a growth in demand as the year progresses. The revised service level estimate resulted in a \$160,000 reduction in the projected Get About operating costs.

After the revised budget is presented in April, we will receive input from the cities with a plan to provide the FY 2022 budget for adoption at the next regular board meeting. Currently scheduled for June 9th. board meeting.

C. Local Return Projections

The initial funding estimates provided by Metro project local return revenues increasing by about 10% over the FY 2021 levels and almost equal to FY 2020 estimates prior to the beginning of the pandemic.

D. Metro's Fareless System Initiative

The Fareless System Initiative (FSI) was considered by the Metro board on March 25th. A motion by several Metro Directors, including Mayor Sandoval of Pomona, requested that Metro report back to the Board on several issues. These included:

- ✓ *The extent to which the municipal operators have been included in the planning process.*
- ✓ *The impact of the fareless initiative on the formula allocation program that determines funding levels for the municipal operators and Metro.*
- ✓ *Savings from the elimination of TAP and other fare collection systems.*
- ✓ *Details of the sources of if the fareless program became permanent and the projects affected by the diversion of funding to backfill revenue lost due to going fareless*

The municipal operators' group, which Claremont is a part of, is drafting a follow up response to the proposal. It will likely echo many of the concerns expressed by the Metro board motion. We will provide the PVTA members with the municipal operators response once it is available. PVTA staff has several concerns regarding the proposal as well. PVTA staff at this point would not recommend that any of its services, (Get About, Claremont DAR, San Dimas Cab), go fare free. Unlike fixed route service, demand response services like PVTA's incur additional cost with each added rider. Many fixed route services can add ridership to some extent without adding to their cost. PVTA pays for many of its services on a per passenger basis. A free fare program by Metro or even Foothill would have a limited impact on the demand for PVTA services since they serve riders with different needs. If our premium services, such as, One Step or Ready Now were to go fareless they would likely experience demand that would out strip our service capacity while our traditional Get About service would likely experience a drastic reduction in demand resulting in underutilized capacity.

E PVTA Smartphone Application

We have included funds for the potential introduction of a smartphone application for PVTA services. The goal is to allow our riders to book trips, pay fares and receive ETA information for any PVTA service. Our current plan is to pilot the application on one service. If successful, the application would be introduced across all PVTA services. Staff is identifying potential options and plan to move ahead with selecting and procuring the product this summer or fall.

F. Zero Emissions Initiatives

PVTA staff is exploring the possibility of piloting zero emissions vehicle in regular service. We are pursuing the possibility of a demonstration project in Claremont. We are also exploring the inclusion of a zero emission community project (earmark) in the upcoming federal Transportation Reauthorization.

One of the biggest challenges in these zero emission initiatives is that there are currently no zero emission vehicles of the size used in our service that have been approved for the federal funding. Several manufacturers are working to gain federal approval. The California Association for Coordinated Transportation (CalACT) is in the process of soliciting bids for zero emission vehicles. We are hopeful of having vehicles available for purchase of the type our service needs by early 2022. There is a great deal of activity and volatility in this market currently and we expect products to be available in the near future. Among the recent developments is that Ford is expected to introduce an EV that is appropriate for our service profile.

The second initiative we are pursuing is to begin development of a roll out plan for the conversion to zero emissions. It is our goal to complete a work scope during this summer and move forward with securing a qualified consultant to assist in the development of the plan.



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

March 9, 2021

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

Dear Mr. Sparks,

This letter is to update you and the members of the Local Transit Systems Subcommittee (LTSS) on the current status of Metro's actions with respect to the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA).

As you may be aware, SCAG adopted a partial ("Round 1") inter-county distribution of CRRSA Act funding apportioned by the Federal Transit Administration (FTA) to the Los Angeles-Long Beach-Anaheim Urbanized Area (UZA) at its Regional Council meeting on March 4, 2021. Of the \$954.9 million apportioned to the UZA, SCAG allocated an estimated total of \$828.1 million, including an estimated \$784.7 million to Los Angeles County. SCAG intends to allocate the estimated balance of \$126.8 million at its Regional Council meeting on April 1, 2021.

As we have discussed, I will be recommending that the Metro Board adopt at its March 2021 meeting a method of allocation of Los Angeles County's share of CRRSA Act funding that is consistent with the distribution of CARES Act funding approved by the Metro Board in May 2020. In my view, the original conditions in Los Angeles County that spurred the development of the CARES Act allocation methodology have remained largely unchanged. As a result, due to the supplemental intent of the funding and similarity of eligible expenses (related to the prevention, preparation, and response to the COVID-19 pandemic), I see no reason to create an alternative that would subject this much needed funding to unnecessary delays.

I have attached for your review the draft allocations, by recipient, from SCAG's partial inter-county distribution of the CRRSA Act funding apportioned to the Los Angeles-Long Beach-Anaheim UZA. I intend to seek approval of these allocations by the Metro Board at its March 2021 meeting.

For those allocations to agencies that will require Metro to engage a series of swaps to facilitate the delivery of these additional funds, those funds will be made available beginning July 1, 2021, the start of FY 2021-22 (FY22).

Our long-lasting partnership remains vital as we seek the return to normalcy for our passengers, the public, and support the reemergence of a stronger, revitalized Southern California.

Should the Board support my recommendation, staff will move expeditiously to provide the necessary information to SCAG and the FTA to ensure the earliest availability of funding for transit operators/agencies in Los Angeles County.

Should you have further comments or concerns, please feel free to contact me directly at (213) 922-7555.

Regards,

A handwritten signature in black ink, appearing to read "Phillip A. Washington". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Phillip A. Washington

Chief Executive Officer

Attachment

cc: Nicole Carranza, Chair Local Transit System Subcommittee

nicolepvta@gmail.com

**Coronavirus Response and Relief Supplemental Appropriations Act
(CRRSAA)
Proposed "Round 1" Allocation**

Operators	Metro Board Approved CARES Act Allocation	% Distribution	Proposed CRRSAA (Round 1) Allocation
Metro Bus Ops	\$ 334,196,361	33.4838%	\$ 262,753,645
Metro Rail Ops	252,941,922	25.3428%	198,869,346
Municipal Operators			
Arcadia	\$ 413,118	0.0414%	\$ 324,804
Claremont	153,038	0.0153%	120,322
Commerce	834,418	0.0836%	656,041
Culver City	6,573,119	0.6586%	5,167,953
Foothill Transit	29,856,920	2.9914%	23,474,267
Gardena	6,650,248	0.6663%	5,228,594
La Mirada	123,098	0.0123%	96,783
Long Beach	29,203,837	2.9260%	22,960,796
Montebello	10,175,268	1.0195%	8,000,054
Norwalk	3,807,217	0.3815%	2,993,331
Redondo Beach	906,679	0.0908%	712,854
Santa Monica	24,360,412	2.4407%	19,152,773
Torrance	7,910,110	0.7925%	6,219,129
Subtotal - Municipal Operators	\$ 120,967,484	12.1200%	\$ 95,107,700
Eligible Operators			
Antelope Valley	\$ 4,239,043	0.4247%	\$ 3,332,843
LADOT	15,831,270	1.5862%	12,446,945
Santa Clarita	3,776,194	0.3783%	2,968,940
Foothill BSCP	3,160,600	0.3167%	2,484,944
Subtotal - Eligible Operators	\$ 27,007,107	2.7059%	\$ 21,233,671
Tier 2 Operators			
LADOT Community Dash	\$ 3,612,073	0.3619%	\$ 2,839,903
Glendale	524,420	0.0525%	412,312
Pasadena	305,610	0.0306%	240,278
Burbank	91,935	0.0092%	72,282
Subtotal - Tier 2 Operators	\$ 4,534,038	0.4543%	\$ 3,564,775
Other Operators			
Metrolink	\$ 56,432,000	5.6540%	\$ 44,368,268
Access Services	\$ 33,500,000	3.3564%	\$ 26,338,549
Regional Transit Support	\$ 160,220,592	16.0528%	\$ 125,969,488

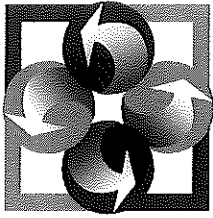
**Coronavirus Response and Relief Supplemental Appropriations Act
(CRRSAA)
Proposed "Round 1" Allocation**

Operators	Metro Board Approved CARES Act Allocation	% Distribution	Proposed CRRSAA (Round 1) Allocation
Regional Paratransit Operators			
Agoura Hills	\$ 48,095	0.0048%	\$ 37,814
Antelope Valley, Elderly & Disabled	243,028	0.0243%	191,075
Beverly Hills Taxi & Lift Van	2,721	0.0003%	2,139
Culver City Community Transit and LA County	43,774	0.0044%	34,416
Gardena, Hawthorne and LA County	139,616	0.0140%	109,770
Glendale Paratransit and La Canada Flintridge	192,538	0.0193%	151,378
Inglewood Transit and LA County	151,856	0.0152%	119,393
LA County (Whittier et al)	151,691	0.0152%	119,263
LA County (Willowbrook)	31,049	0.0031%	24,411
Los Angeles Taxi & Lift Van, City Ride	290,748	0.0291%	228,594
Los Angeles Dial-a-Ride, City Ride	792,892	0.0794%	623,392
Monrovia D.A.R. and LA County	77,486	0.0078%	60,921
Palos Verdes PTA D.A.R.	30,357	0.0030%	23,867
Palos Verdes PTA - PV Transit	286,240	0.0287%	225,049
Pasadena Community Transit, San Marino and LA County	342,211	0.0343%	269,055
Pomona Valley TA - E&D (Get About)	574,519	0.0576%	451,702
Pomona Valley TA General Public (VC)	54,589	0.0055%	42,919
Redondo Beach Community Transit and Hermosa Beach	2,961	0.0003%	2,328
Santa Clarita D.A.R.	663,633	0.0665%	521,765
West Hollywood (DAR)	186,218	0.0187%	146,409
West Hollywood (Taxi)	10,038	0.0010%	7,892
Whittier (DAR)	208,253	0.0209%	163,733
Subtotal - Regional Paratransit Operators	\$ 4,524,511	0.4533%	\$ 3,557,285
Voluntary Reporters			
City of Alhambra (MB and DR)	\$ 84,471	0.0085%	\$ 66,413
City of Artesia (DR)	3,914	0.0004%	3,077
City of Azusa (DR)	29,336	0.0029%	23,065
City of Baldwin Park (MB and DR)	72,257	0.0072%	56,811
City of Bell (MB/DR)	17,398	0.0017%	13,679
City of Bell Gardens (MB and DR)	46,183	0.0046%	36,310
City of Bellflower (MB and DR)	30,034	0.0030%	23,613
City of Burbank (MB)*	82,583	0.0083%	64,929
City of Calabasas (MB and DR)	40,163	0.0040%	31,577
City of Carson (MB and DT)	137,089	0.0137%	107,783
City of Cerritos (MB)	74,555	0.0075%	58,617
City of Compton (MB)	40,566	0.0041%	31,894
City of Covina (DR)	19,094	0.0019%	15,012
City of Cudahy (MB and DR)	17,293	0.0017%	13,597
City of Downey (MB and DR)	62,640	0.0063%	49,249
City of Duarte (MB)	19,643	0.0020%	15,444
City of El Monte (MB and DR)	94,913	0.0095%	74,623
City of Glendora (MB and DR)	57,825	0.0058%	45,464
City of Glendale (MB)*	207,050	0.0207%	162,788
City of Huntington Park (MB)	67,347	0.0067%	52,950
City of Los Angeles -- Community DASH* (MB)	803,714	0.0805%	631,900
City of Los Angeles -- Department of Aging (DR)	124,047	0.0124%	97,529
LA County Dept. of Public Works -- Avocado Heights (MB)	12,214	0.0012%	9,603
LA County Dept. of Public Works -- East Valinda (MB)	13,745	0.0014%	10,806
LA County Dept. of Public Works -- East LA (MB and DR)	99,948	0.0100%	78,582
LA County Dept. of Public Works -- Willowbrook (MB)	25,658	0.0026%	20,173

**Coronavirus Response and Relief Supplemental Appropriations Act
(CRRSAA)
Proposed "Round 1" Allocation**

Operators	Metro Board Approved CARES Act Allocation	% Distribution	Proposed CRRSAA (Round 1) Allocation
LA County Dept. of Public Works -- King Medical (MB)	11,017	0.0011%	8,662
LA County Dept. of Public Works -- Athens (MB)	11,502	0.0012%	9,043
LA County Dept. of Public Works -- Lennox (MB)	9,012	0.0009%	7,085
LA County Dept. of Public Works -- South Whittier (MB)	63,799	0.0064%	50,161
LA County Dept. of Public Works -- Florance/Firestone (MB)	15,080	0.0015%	11,856
City of Lakewood (DR)	19,546	0.0020%	15,368
City of Lawndale (MB)	24,480	0.0025%	19,247
City of Lynwood (MB)	42,490	0.0043%	33,407
City of Malibu (DT)	4,623	0.0005%	3,635
City of Manhattan Beach (DR)	15,286	0.0015%	12,018
City of Maywood (DR)	17,879	0.0018%	14,057
City of Monterey Park (MB and DR)	76,017	0.0076%	59,767
City of Pasadena (MB)*	205,942	0.0206%	161,917
City of Pico Rivera (DR)	6,470	0.0006%	5,087
City of Rosemead (MB and DR)	54,916	0.0055%	43,177
City of Santa fe Springs (DR)	6,262	0.0006%	4,923
City of South Gate (DT and MB)	110,407	0.0111%	86,804
City of South Pasadena (DR)	11,118	0.0011%	8,742
City of West Covina (MB and DR)	71,080	0.0071%	55,885
City of West Hollywood (MB)	35,696	0.0036%	28,065
Subtotal Voluntary Reporters	\$ 3,096,305	0.3102%	\$ 2,434,394
Other Special Projects			
Avalon Ferry Subsidy	\$ 324,669	0.0325%	\$ 255,263
Avalon Transit Services (Jitney and Dial-a-Ride)	74,858	0.0075%	58,855
Hollywood Bowl Shuttle Service	263,750	0.0264%	207,367
Subtotal - Other Special Projects	\$ 663,277	0.0665%	\$ 521,485
Grand Total - Round 1 CRRSAA Allocation	\$ 998,083,598	100.0000%	\$ 784,718,607

Note: This represents the funds available for countywide allocation, as represented in the May 2020 Board Report.



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

April 14, 2021

**AGENDA
ITEM #2C**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: George L. Sparks, BVTA Administrator
Subject: **Financial Report through February 2021**

Get About

We have completed two-thirds of FY 2021. The financial picture remains positive. We expect to be able to finish FY 2021 without making use of any of \$475,000 in reserves we programmed into the budget. This would allow us to make use of these unspent reserves to reduce member city contributions in FY 2022.

Revenues-We are expecting the fully executed amendment to our Subregional MOU shortly. This will allow us to access the full amount of additional funding approved by the Metro board in September. The Metro board approved an amount higher than we would normally qualify for as part of COVID relief. Trends are generally positive in most other revenue categories as well. Fare revenue is slightly below projections. We expect FTA revenues to exceed budgeted levels and interest income is in line with our projections.

Expenses-Due the extension of restrictions occasioned by the pandemic, our service levels have remained depressed this year, resulting in lower operating costs. Expenses through February remain well below the prorated budget. Operating costs for the van side are about \$280,000 below budget. Cab costs are \$285,000 below the prorated budget. We do expect to see increases on the order of \$10,000 to \$15,000 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 about \$110,000 below budgeted levels. Claremont costs will remain under the projected budget for the balance of the fiscal year.

San Dimas Dial-a-Cab

Expenses for San Dimas Dial-a-Cab are about \$66,000 below the prorated budget. San Dimas expenses are expected to continue below budgeted levels.

Pomona Group

Pomona Group costs are running even with the prorated budget.

PVTA Administration

PVTA's administrative costs through February are \$98,000 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>Feb-21</u>	YTD 7/1/2020 <u>2/28/2021</u>	Prorated Budget
<u>Revenues</u>				
Fares	35,000	2,999	22,637	23,333
Subregional Incentive	1,150,000	0	159,052	766,667
Interest & Miscellaneous Income	20,000	4	11,894	13,333
Reserves	475,000	0	0	316,667
New Freedom FTA 5310	0	2,508	11,218	0
New Freedom FTA 5317	55,000	0	11,743	36,667
Prop. A				
Claremont	228,595	0	171,447	152,397
La Verne	246,045	0	184,534	164,030
Pomona	1,130,760	0	848,106	753,840
San Dimas	<u>139,600</u>	<u>34,900</u>	<u>104,700</u>	<u>93,067</u>
Total Local Return	1,745,000	34,900	1,308,787	1,163,333
Total Revenue	3,480,000	40,411	1,525,331	2,320,000
 <u>Expenditures</u>				
<u>Administration</u>				
PVTA Administration	536,000	30,457	286,969	357,333
Consultants & Marketing	<u>24,000</u>	<u>0</u>	<u>2,500</u>	<u>16,000</u>
Total Administration	560,000	30,457	289,469	373,333
 <u>Operations</u>				
Van Operation	1,975,000	134,902	1,031,976	1,316,667
Cab Operation	<u>945,000</u>	<u>38,835</u>	<u>342,647</u>	<u>630,000</u>
Total Operation Expense	2,920,000	173,737	1,374,623	1,946,667
Total Get About Expense	3,480,000	204,194	1,664,092	2,320,000

**CLAREMONT
DIAL-A-RIDE**

	Approved Budget <u>2020-21</u>	Current Month <u>Feb-21</u>	YTD 7/1/2020 <u>2/28/2021</u>	Prorated Budget
<u>Revenue</u>				
Fares	8,000	0	0	5,333
Regional Funds	310,000	0	157,917	206,667
Proposition A	<u>35,000</u>	<u>0</u>	<u>34,583</u>	<u>23,333</u>
Total Revenue	353,000	0	192,500	235,333

Expenditures

PVTA Administration	41,000	1,593	22,905	27,333
Cab Operations	195,000	12,925	92,037	130,000
Van Services	75,000	301	5,972	50,000
Marketing	<u>42,000</u>	<u>0</u>	<u>919</u>	<u>28,000</u>
Total Expenditures	353,000	14,819	121,833	235,333

**SAN DIMAS
DIAL-A-CAB**

	Approved Budget <u>2020-21</u>	Current Month <u>Feb-21</u>	YTD 7/1/2020 <u>2/28/2021</u>	Prorated Budget
<u>Revenue</u>				
Fares	10,000	1,683	9,255	6,667
Proposition A	190,000	37,000	132,000	126,667
Subregional Incentive	<u>95,000</u>	<u>0</u>	<u>12,498</u>	<u>63,333</u>
Total Revenue	295,000	38,683	153,753	196,667

Expenditures

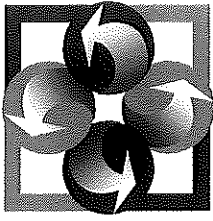
Administration	50,000	3,253	28,484	33,333
Cab Operations	240,000	13,586	102,206	160,000
Marketing	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>3,333</u>
Total Expenditures	295,000	16,839	130,690	196,667

POMONA GROUP

	Approved Budget <u>2020-21</u>	Current Month <u>Feb-21</u>	YTD 7/1/2020 <u>2/28/2021</u>	Prorated Budget
<u>REVENUE</u>				
Fares	2,000	0	0	1,333
Prop. A	28,000	0	21,000	18,667
Subregional Incentive Funds	<u>12,000</u>	<u>0</u>	<u>3,776</u>	<u>8,000</u>
Total Revenues	42,000	0	24,776	28,000
<u>EXPENDITURES</u>				
Administration	3,000	291	3,830	2,000
Contract Cost	38,000	2,104	23,272	25,333
Marketing	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>667</u>
Total Expenditures	42,000	2,395	27,102	28,000

PVRTA ADMINISTRATION

	Approved Budget <u>2020-21</u>	Current Month <u>Feb-21</u>	YTD 7/1/2020 <u>2/28/2021</u>	Prorated Budget
<u>Revenue</u>				
Administration Charges	630,000	35,595	342,189	420,000
Total Revenue	630,000	35,595	72,333	420,000
<u>Expenditures</u>				
Salaries & Benefits				
Administrator	125,000	9,514	80,866	83,333
Senior Transit Analyst	90,000	7,164	60,683	60,000
Secretary	66,000	5,121	43,525	44,000
Benefits	<u>140,000</u>	<u>6,645</u>	<u>90,666</u>	<u>93,333</u>
Total Salaries & Benefits	421,000	28,444	275,740	280,667
Other Expenditures				
Audit	7,000	0	6,125	4,667
Legal	2,500	0	0	1,667
Telephone	3,500	371	2,233	2,333
Supplies/ADP	5,000	236	4,422	3,333
Insurance	18,000	0	0	12,000
Travel & Conference	7,000	256	2,851	4,667
Rent & Utilities	50,000	4,486	32,728	33,333
Equipment Rent & Maintenance	5,000	455	1,684	3,333
Miscellaneous & Moving Exp.	<u>0</u>	<u>15</u>	<u>294</u>	<u>0</u>
Total Other Expenditures	98,000	5,819	50,337	65,333
Consultants & Marketing	<u>85,000</u>	<u>200</u>	<u>6,517</u>	<u>56,667</u>
Total Consultant & Marketing	85,000	200	6,517	56,667
<u>Mobility Manager</u>				
Wages	126,000	9,289	78,956	84,000
Benefits	40,000	2,027	16,998	26,667
Rent/Supplies/Start-up	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>6,667</u>
Mobility Manager Total	176,000	11,316	95,954	117,333
Total Admin. & Marketing	780,000	45,779	428,548	520,000
(Less FTA 5310 Mobility Manager)	<u>(150,000)</u>	<u>(10,184)</u>	<u>(86,359)</u>	<u>(100,000)</u>
	630,000	35,595	342,189	420,000



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

April 14, 2021

**AGENDA
ITEM #2D**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: Dalal Haddad, Administrative Manager
Subject: **Check Register - March 2021**

Attached is a copy of PVRTA's check register for March. This report lists every check written by PVRTA 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, 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 PVRTA 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")

Date: 4/01/21
Time: 4:22PM

POMONA VALLEY TRANSPORTATION
Accounts Payable Check Register Report
Date: 3/01/21 - 3/31/21

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013130	101	3/03/2021	Computer	CABCONNEC	CABCONNECT, INC.	200.00	Outstand
000013131	101	3/03/2021	Computer	JIVE	LOGMEIN COMMUNICATIONS, INC	464.18	Outstand
000013132	101	3/23/2021	Computer	2120	2120 FOOTHILL PROPERTIES	3,117.82	Outstand
000013133	101	3/23/2021	Computer	ADT	ADT SECURITY SERVICES	100.00	Outstand
000013134	101	3/23/2021	Computer	BLUES CA	BLUE SHIELD OF CALIFORNIA	4,254.10	Outstand
000013135	101	3/23/2021	Computer	BOA	BUSINESS CARD	328.69	Outstand
000013136	101	3/23/2021	Computer	C DIGITAL	CALIFORNIA DIGITAL SYSTEMS	68.00	Outstand
000013137	101	3/23/2021	Computer	FRONTIER	FRONTIER COMMUNICATIONS	134.69	Outstand
000013138	101	3/23/2021	Computer	PRINCIPAL	PRINCIPAL LIFE INSURANCE COMPANY	370.44	Outstand
000013139	101	3/23/2021	Computer	PUBLIC	PUBLIC STORAGE	993.00	Outstand
000013140	101	3/23/2021	Computer	TRILL	TRILLIUM	3,000.00	Outstand

Report Totals: 13,030.92

Date: 4/01/21
Time: 4:22PM

CLAREMONT DIAL-A-RIDE
Accounts Payable Check Register Report
Date: 3/01/21 - 3/31/21

Page: 1

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013141	101	3/24/2021	Computer	FIRST	FIRST TRANSIT, INC	13,225.41	Outstand

Report Totals: 13,225.41

Date: 4/01/21
Time: 4:23PM

GET ABOUT TRANSPORTATION
Accounts Payable Check Register Report
Date: 3/01/21 - 3/31/21

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013142	101	3/24/2021	Computer	FIRST	FIRST TRANSIT, INC	129,181.67	Outstand
000013143	101	3/24/2021	Computer	FIRST	FIRST TRANSIT, INC	2,535.00	Outstand
000013144	101	3/24/2021	Computer	FIRST	FIRST TRANSIT, INC	2,113.56	Outstand
000013145	101	3/24/2021	Computer	FIRST	FIRST TRANSIT, INC	1,309.97	Outstand
000013146	101	3/24/2021	Computer	FIRST	FIRST TRANSIT, INC	6,410.82	Outstand
000013147	101	3/24/2021	Computer	FIRST	FIRST TRANSIT, INC	14,105.40	Outstand
000013148	101	3/24/2021	Computer	FIRST	FIRST TRANSIT, INC	36.78	Outstand
000013149	101	3/24/2021	Computer	FIRST	FIRST TRANSIT, INC	4,544.13	Outstand
000013150	101	3/24/2021	Computer	FIRST	FIRST TRANSIT, INC	392.22	Outstand
000013151	101	3/24/2021	Computer	FIRST	FIRST TRANSIT, INC	9,036.68	Outstand
000013152	101	3/24/2021	Computer	NICOLE	NICOLE CARRANZA	291.65	Outstand
000013153	101	3/24/2021	Computer	TOUCH TEL	TOUCH TEL MOBILE	780.00	Outstand
000013156	101	3/24/2021	Computer	NICOLE	NICOLE CARRANZA	291.65	Outstand

Report Totals: 171,029.53

Date: 4/01/21
Time: 4:24PM

SAN DIMAS DIAL A CAB
Accounts Payable Check Register Report
Date: 3/01/21 - 3/31/21

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013154	101	3/24/2021	Computer	FIRST	FIRST TRANSIT, INC.	12,257.06	Outstand

Report Totals: 12,257.06

Date: 4/01/21
Time: 4:25PM

POMONA GROUP SVC
Accounts Payable Check Register Report
Date: 3/01/21 - 3/31/21

Page: 1

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013155	101	3/24/2021	Computer	FIRST	FIRST TRANSIT, INC	2,103.78	Outstand

Report Totals: 2,103.78