

**AGENDA  
ITEM #2A**

**POMONA VALLEY TRANSPORTATION AUTHORITY**

**Wednesday, November 10, 2021**

**REGULAR BOARD OF DIRECTORS MEETING MINUTES**

**Present:**

**Claremont**

Kristin Mikula, Community Services

**La Verne**

Muir Davis, Councilmember

James "JR" Ranells

**Pomona**

Nora Garcia, Councilmember

Lily Perez

**San Dimas**

Brad McKinney, Assistant City Manager

Denis Bertone, Councilmember

**PVTA**

George Sparks, Administrator

Erika Jacquez, Mobility Manager

**First Transit**

Michel Esber, General Manager

Lora Sanchez, Operations Manager

**Network**

Freddie Mohammadi, Operations Manager

1. **Call to Order**

The meeting was called to order at 5:03 p.m. by Muir Davis.

2. **Consent Calendar**

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

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

3 & 6. **August Operations Report & Mobility Manager Update**

**Erika Jacquez Presenting**

Erika requested and was granted permission to present Item #3- August operation report and Item#6 the Mobility Manager Update together as they were both informational. The report covers FY2021 year to date data. PVRTA continues to see an increase in ridership for all services. August continued to see an increase compared to the same time last year. OTP continues to be lower than expected due to the driver shortage. Contractors continue to actively hire and offer hiring bonuses. In October Mobility Managers attended 3 community events. 1 event was held in Claremont and the other 2 were held in the City of Pomona. Registrations continue to increase as Mobility Managers continue to stay active in the community.

4. **FTA 5310 Travel Training Grant**

**George Sparks Presenting:**

This is an action item to authorize the administrator to submit a 5310 grant application to add a travel training component to the Mobility Manager program at PVRTA. Metro has 5310 funds that are targeted for covid recovery. The funds are limited to the elderly and people with disabilities. This program is intended to increase ridership and educate riders how to use PVRTA services and how to transfer to other local transportation services. How this will work is Mobility Managers will go out to the community as they do now and schedule events where the travel trainer can come out and teach seniors and people with disabilities on how to use the services, apps, payment systems etc.

**Action:** It was **MOVED** by Nora Garcia, **SECONDED** by Dennis Bertone, Board unanimously **VOTED** to approve the Travel Training Grant Application.

5. **PVTA Overview**

**George Sparks presenting:**

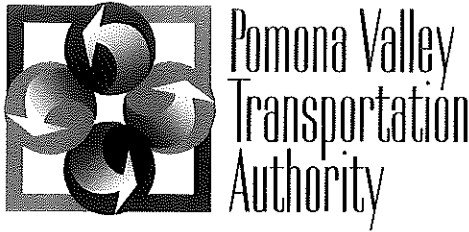
Since we have so many new members PVTA wanted to provide a brief overview that describes the services and an overview of how we divvy up the cost. PVTA is a joint powers authority that was created in 1977. PVTA supports Claremont, La Verne, Pomona and San Dimas with the transportation needs. PVTA offers Get About, One Step Over the Line, Ready Now, Claremont Dial a Ride, San Dimas Dial a Cab, Claremont and Pomona Group Services. Most funds come from City local funds. On top of that PVTA receives Prop A Incentive and Funds in lieu of federal stimulus from Metro. Most of our capital, Ready Now, One Step, and Mobility Managers are paid through FTA 5310 grants. Claremont also receives Formula Allocation Funds that can be used for different things, not just senior and disabled. PVTA is experiencing some challenges with driver shortage, cab industry challenges, and rider demand changes. PVTA is working on the service redesign which will include possible alternative providers, identifying new potential market and needs, reconfigure PVTA fleet, and technology improvements.

7. **Oral - members of the public may address the Board at this time**

No members of the public chose to address the board

8. **Adjourn at 5:39pm to the next regular meeting**

Wednesday, January 12, 2022



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

January 12, 2022

**AGENDA  
ITEM #2B**

**MEMORANDUM**

To: Pomona Valley Transportation Authority

From: George L. Sparks, P.V.T.A. Administrator *GLS*

Subject: **Administrator's Report-January 2022**

***A. Revised Board Meeting Schedule for FY 2022***

PVTA'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. Given the surge in the pandemic the January meeting will be via Zoom, and we will continue to meet virtually until such time as safe practices will allow us to meet in person once again. We have tentatively added a March board meeting in light of work project that may require board review. The schedule is shown below:

- ***January 12, 2022***
- ***March 8, 2022***
- ***April 13, 2022***
- ***June 8, 2022***

***B. Service Overview***

The trends we identified in last month's report appear to have continued. While we see steady growth in Get About, demand response services like Ready Now, Claremont and San Dimas actual see ridership declining. The one cab based service that is seeing steady growth is the One Step Over the Line program which is more than double the ridership of last year. A probable reason for this trend is that the growing services make use of primarily advanced reservations while the services encounter a decline are demand response. Currently, advanced reservation services offer more dependable on time performance. In demand response services we have historically seen ridership growth as the wait times from the call for the ride to pick up shortens ridership increases, sometimes dramatically. Similarly, if the wait for a pickup increases it tends to limit ridership. As noted in recent months, our cab service has encountered great difficulty recruiting drivers which naturally extends wait times.

### ***Driver Recruitment***

Driver recruitment has remained a challenge. The cab provider has managed to add drivers. Currently, we have nine dedicated drivers and seven independent drivers. The cab now appears to have sufficient capacity to serve the existing demand which was likely depressed due to the issues that the service faced in the summer and fall. The challenge will be to add enough drivers to shorten wait times as demand hopefully rebounds.

The van provider has seen slow growth in the number of drivers, ideally, we would have eighteen to twenty drivers to operate at full capacity. In January we recently added another driver to bring our count to twelve, up from nine drivers a few months ago.

### ***C. PVRTA Service Performance Review***

PVRTA staff has begun an overall performance review aimed at addressing the issues generated by the pandemic and upgrading the quality and reliability of our services. The review will cover driver recruitment, additional subcontractor options, reservations and customer service and reporting review.

### ***Recruitment Study***

PVRTA finds itself in an extremely competitive labor market. Despite the fact that we have raised driver wages rapidly over the last three years our wage rates are still not significantly higher than the minimum wage standard of \$15 per hour for 2022. Further, demand for drivers is increasing as more large entities enter the delivery market. The current wage rates for our dedicated drivers are shown below:

- |                        |                |
|------------------------|----------------|
| • <i>Starting Wage</i> | <i>\$16.00</i> |
| • <i>One Year</i>      | <i>\$16.40</i> |
| • <i>Two Years</i>     | <i>\$16.80</i> |
| • <i>Three Years +</i> | <i>\$17.55</i> |

GPPV certified operators receive a \$1.25 per hour premium above the normal hourly rate.

PVRTA staff plans to survey other operators in the area including Omnitrans, Foothill Transit, Pasadena among others to compare wage rates and other benefits and recruitment inducements, such as, sign on bonuses. We also plan to review wage rates for other delivery services. We report back on the results of the review and present applicable recommendations to the Board for considerations.

***Subcontractor Options***

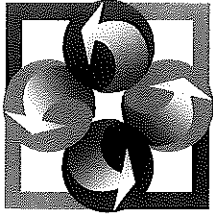
In consultation with First Transit, we will be exploring additional subcontracting options, among the options we will consider is making limited use services like Lyft and as well other contract transportation providers.

***Reservation and Customer Service Review***

This review includes regular monitoring of reservation and customer service calls for courtesy and phone hold times. Based on the results of the review we will be making recommendations regarding the proper procedures as well as the appropriate staffing levels.

***Reporting System Review***

PVTA is retaining AMMA Transit Planning Inc. to conduct a review of PVTA's data reporting systems. The purpose of this review is to (1) verify the accuracy of our operations reporting, particularly tracking fare revenues, (2) ensure that the data provided is consistent, accurate and meets NTD requirements and (3) streamline the reporting process to shorten report turnaround time and reduce the administrative burden related to reporting.



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January 12, 2022

**AGENDA  
ITEM #2C**

**MEMORANDUM**

To: Pomona Valley Transportation Authority  
From: George L. Sparks, PVTA Administrator  
Subject: **Financial Report for October 2021**

**Recommended Action:** *Receive and file*

**Get About**

Fares, interest, and FTA operations revenues are the major variable sources. Fares are running ahead of our projections. Interest revenues can be expected to remain lower than budgeted levels. FTA programs are operating at lower than expected levels and will result in a reduction in FTA revenue. These variable sources represent less than 10% of Get About's total revenues.

The continued impact of the pandemic along with constrained service capacity has held down operating costs in the first half of the fiscal year. Get About expenses through October are \$168,000 below the prorated budget. Contractor costs are \$139,000 below the projected budget. Administrative, marketing and consultant costs are coming into line with the prorated budget.

**Claremont Dial-a-Ride**

Claremont DAR's costs through October are \$80,000 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 \$40,000 below the prorated budget. San Dimas' share of administration is now in line with the budget.

**Pomona Group**

Pomona Group costs are running \$2,500 above the prorated budget due to an elevated level of Pomona summer programs activity. Lower activity in during October through December are expected to bring Pomona costs in line with the adopted budget.

**2021-2022  
GET ABOUT**

|                                | <b>Approved<br/>Budget<br/><u>2021-22</u></b> | <b>Current<br/>Month<br/><u>Oct-21</u></b> | <b>YTD<br/>7/1/2021<br/><u>10/31/2021</u></b> | <b>Prorated<br/>Budget</b> |
|--------------------------------|---|--|---|----------------------------|
| <b><u>Revenues</u></b>         |   |  |   |                            |
| Fares                          | 60,000  | 5,206                                      | 27,126  | 20,000                     |
| Subregional Incentive          | 800,000                                       | 0  | 0   | 266,667                    |
| Interest                       | 28,003  | 267  | 280   | 9,334                      |
| Reserves                       | 400,000                                       | 0  | 0   | 133,333                    |
| FTA Operations Revenue         | 120,000                                       | 0  | 0   | 40,000                     |
| CRRSSA                         | <u>450,000</u>                                | <u>0</u>                                   | <u>0</u>                                      | <u>150,000</u>             |
| Total Fares & Other Revenue    | 1,858,003                                     | 5,473                                      | 27,406  | 619,334                    |
| Prop. A                        |   |  |   |                            |
| Claremont                      | 224,910                                       | 112,456                                    | 112,456                                       | 74,970                     |
| La Verne                       | 249,900                                       | 62,475                                     | 124,950                                       | 83,300                     |
| Pomona                         | 1,169,175                                     | 584,588                                    | 584,588                                       | 389,725                    |
| San Dimas                      | <u>141,015</u>                                | <u>35,254</u>                              | <u>70,508</u>                                 | <u>47,005</u>              |
| Total Local Return             | 1,785,000                                     | 794,773                                    | 892,502                                       | 595,000                    |
| <b>Total Revenue</b>           | <b>3,643,003</b>                              | <b>800,246</b>                             | <b>919,908</b>                                | <b>1,214,334</b>           |
| <b><u>Expenditures</u></b>     |   |  |   |                            |
| <b><u>Administration</u></b>   |   |  |   |                            |
| PVTA Administration            | 558,003                                       | 39,347                                     | 189,966                                       | 186,001                    |
| Consultants & Marketing        | <u>100,000</u>                                | <u>0</u>                                   | <u>0</u>                                      | <u>33,333</u>              |
| <b>Total Administration</b>    | <b>658,003</b>                                | <b>39,347</b>                              | <b>189,966</b>                                | <b>219,334</b>             |
| <b><u>Operations</u></b>       |   |  |   |                            |
| Van Operation                  | 2,085,000                                     | 155,652                                    | 615,908                                       | 695,000                    |
| Cab Operation                  | <u>900,000</u>                                | <u>65,544</u>                              | <u>240,530</u>                                | <u>300,000</u>             |
| <b>Total Operation Expense</b> | <b>2,985,000</b>                              | <b>221,196</b>                             | <b>856,438</b>                                | <b>995,000</b>             |
| <b>Total Get About Expense</b> | <b>3,643,003</b>                              | <b>260,543</b>                             | <b>1,046,404</b>                              | <b>1,214,334</b>           |



**CLAREMONT  
DIAL-A-RIDE**

|                       | <b>Approved<br/>Budget<br/><u>2021-22</u></b> | <b>Current<br/>Month<br/><u>Oct-21</u></b> | <b>YTD<br/>7/1/2021<br/><u>10/31/2021</u></b> | <b>Prorated<br/>Budget</b> |
|-----------------------|---|--|---|----------------------------|
| <b><u>Revenue</u></b> |   |  |   |                            |
| Fares                 | 30,000  | 600  | 2,770   | 10,000                     |
| Regional Funds        | 335,772                                       | 237,386                                    | 237,386                                       | 111,924                    |
| Proposition A         | 0   | 0  | 0   | 0                          |
| FTA 5307              | <u>139,000</u>                                | <u>0</u>                                   | <u>0</u>                                      | 46,333                     |
| <b>Total Revenue</b>  | <b>504,772</b>                                | <b>237,986</b>                             | <b>240,156</b>                                | <b>168,257</b>             |

**Expenditures**

|                           |                |               |               |                |
|---------------------------|----------------|---------------|---------------|----------------|
| PVTA Administration       | 47,772         | 2,828         | 12,597        | 15,924         |
| Cab Operations            | 235,000        | 12,688        | 57,069        | 78,333         |
| Van Services              | 165,000        | 15,257        | 18,243        | 55,000         |
| Marketing & Consulting    | <u>57,000</u>  | <u>0</u>      | <u>0</u>      | <u>19,000</u>  |
| <b>Total Expenditures</b> | <b>504,772</b> | <b>30,773</b> | <b>87,909</b> | <b>168,257</b> |

**SAN DIMAS  
DIAL-A-CAB**

|                       | <b>Approved<br/>Budget<br/><u>2021-22</u></b> | <b>Current<br/>Month<br/><u>Oct-21</u></b> | <b>YTD<br/>7/1/2021<br/><u>10/31/2021</u></b> | <b>Prorated<br/>Budget</b> |
|-----------------------|---|--|---|----------------------------|
| <b><u>Revenue</u></b> |   |  |   |                            |
| Fares                 | 25,000  | 1,291                                      | 5,277   | 8,333                      |
| Proposition A         | 204,753                                       | 51,188                                     | 102,377                                       | 68,251                     |
| Subregional Incentive | 65,000  | 0  | 0   | 21,667                     |
| CRRSAA                | <u>37,000</u>                                 | <u>0</u>                                   | <u>0</u>                                      | <u>12,333</u>              |
| <b>Total Revenue</b>  | <b>331,753</b>                                | <b>52,479</b>                              | <b>107,654</b>                                | <b>110,584</b>             |

**Expenditures**

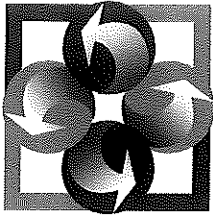
|                           |                |               |               |                |
|---------------------------|----------------|---------------|---------------|----------------|
| Administration            | 51,753         | 3,531         | 16,390        | 17,251         |
| Cab Operations            | 275,000        | 16,715        | 54,254        | 91,667         |
| Marketing                 | <u>5,000</u>   | <u>0</u>      | <u>0</u>      | <u>1,667</u>   |
| <b>Total Expenditures</b> | <b>331,753</b> | <b>20,246</b> | <b>70,644</b> | <b>110,584</b> |

## POMONA GROUP

|                             | <b>Approved<br/>Budget<br/><u>2021-22</u></b> | <b>Current<br/>Month<br/><u>Oct-21</u></b> | <b>YTD<br/>7/1/2021<br/><u>10/31/2021</u></b> | <b>Prorated<br/>Budget</b> |
|-----------------------------|---|--|---|----------------------------|
| <b><u>REVENUE</u></b>       |   |  |   |                            |
| Fares                       | 2,000   | 205  | 205   | 667                        |
| Prop. A                     | 33,972  | 16,986                                     | 16,986  | 11,324                     |
| Subregional Incentive Funds | 9,500   | 0  | 0   | 3,167                      |
| CRRSAA                      | <u>5,500</u>                                  | <u>0</u>                                   | <u>0</u>                                      | <u>1,833</u>               |
| <b>Total Revenues</b>       | <b>50,972</b>                                 | <b>17,191</b>                              | <b>17,191</b>                                 | <b>15,157</b>              |
| <b><u>EXPENDITURES</u></b>  |   |  |   |                            |
| Administration              | 5,972   | 0  | 3,296   | 1,991                      |
| Contract Cost               | 42,000  | 0  | 15,936  | 14,000                     |
| Marketing                   | <u>3,000</u>                                  | <u>0</u>                                   | <u>0</u>                                      | <u>1,000</u>               |
| <b>Total Expenditures</b>   | <b>50,972</b>                                 | <b>0</b>                                   | <b>19,232</b>                                 | <b>16,991</b>              |

## PVTA ADMINISTRATION

|   | Approved<br>Budget<br><u>2021-22</u> | Current<br>Month<br><u>Oct-21</u> | YTD<br>7/1/2021<br><u>10/31/2021</u> | Prorated<br>Budget |
|---|--------------------------------------|-----------------------------------|--------------------------------------|--------------------|
| <b><u>Revenue</u></b>                   |                                      |                                   |                                      |                    |
| Administration Charges                  | 663,500                              | 45,706                            | 222,248                              | 221,167            |
| <b>Total Revenue</b>                    | <b>663,500</b>                       | <b>45,706</b>                     | <b>222,248</b>                       | <b>221,167</b>     |
| <b><u>Expenditures</u></b>              |                                      |                                   |                                      |                    |
| Salaries & Benefits                     |                                      |                                   |                                      |                    |
| Administrator                           | 133,000                              | 9,989                             | 44,952                               | 44,333             |
| Senior Transit Analyst                  | 94,000                               | 7,343                             | 33,043                               | 31,333             |
| Office Administrative                   | 70,000                               | 5,300                             | 23,849                               | 23,333             |
| Benefits                                | <u>142,000</u>                       | <u>9,080</u>                      | <u>70,768</u>                        | <u>47,333</u>      |
| <b>Total Salaries &amp; Benefits</b>    | <b>439,000</b>                       | <b>31,712</b>                     | <b>172,612</b>                       | <b>146,333</b>     |
| <b><u>Other Expenditures</u></b>        |                                      |                                   |                                      |                    |
| Audit                                   | 9,000                                | 6,725                             | 6,725                                | 3,000              |
| Legal                                   | 5,000                                | 0                                 | 0                                    | 1,667              |
| Telephone                               | 4,500                                | 971                               | 2,979                                | 1,500              |
| Supplies/ADP                            | 8,000                                | 236                               | 3,028                                | 2,667              |
| Insurance                               | 19,000                               | 0                                 | 0                                    | 6,333              |
| Travel & Conference                     | 10,000                               | 254                               | 1,727                                | 3,333              |
| Rent & Utilities                        | 53,000                               | 3,243                             | 18,299                               | 17,667             |
| Equipment Rent & Maintenance            | 5,000                                | 74                                | 463                                  | 1,667              |
| Miscellaneous & Moving Exp.             | <u>2,000</u>                         | <u>158</u>                        | <u>203</u>                           | <u>667</u>         |
| <b>Total Other Expenditures</b>         | <b>115,500</b>                       | <b>11,661</b>                     | <b>33,424</b>                        | <b>38,500</b>      |
| Consultants & Marketing                 | <u>85,000</u>                        | <u>336</u>                        | <u>9,574</u>                         | <u>28,333</u>      |
| <b>Total Consultant &amp; Marketing</b> | <b>85,000</b>                        | <b>336</b>                        | <b>9,574</b>                         | <b>28,333</b>      |
| <b><u>Mobility Manager</u></b>          |                                      |                                   |                                      |                    |
| Wages                                   | 134,000                              | 10,095                            | 45,428                               | 44,667             |
| Benefits                                | 50,000                               | 2,385                             | 10,203                               | 16,667             |
| Rent/Supplies/Start-up                  | <u>10,000</u>                        | <u>0</u>                          | <u>0</u>                             | <u>3,333</u>       |
| <b>Mobility Manager Total</b>           | <b>194,000</b>                       | <b>12,480</b>                     | <b>55,631</b>                        | <b>64,667</b>      |
| <b>Total Admin. &amp; Marketing</b>     | <b>833,500</b>                       | <b>56,189</b>                     | <b>271,241</b>                       | <b>277,833</b>     |
| (Less FTA 5310 Mobility Manager)        | <u>(170,000)</u>                     | <u>(10,483)</u>                   | <u>(48,993)</u>                      | <u>(56,667)</u>    |
|   | <b>663,500</b>                       | <b>45,706</b>                     | <b>222,248</b>                       | <b>221,167</b>     |



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January 12, 2022

**AGENDA  
ITEM 2D**

**MEMORANDUM**

To: Pomona Valley Transportation Authority

From: <sup>DH</sup> Dalal Haddad, Administrative Manager

**Subject: Check Register – December**

Attached is a copy of PVRTA's check register for November. 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", 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 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: 12/29/21  
Time: 11:06AM

**POMONA VALLEY TRANSPORTATION**  
**Accounts Payable Check Register Report**  
Date: 12/01/21 - 12/31/21

Page: 1

Void Checks/Outstanding Checks  
Computer Checks

| Check #   | Bank Account | Date       | Type     | Vendor    | Vendor Name                      | Net Amount | Status   |
|-----------|--------------|------------|----------|-----------|----------------------------------|------------|----------|
| 000013364 | 101          | 12/13/2021 | Computer | 2120      | 2120 FOOTHILL PROPERTIES         | 3,242.53   | Outstand |
| 000013365 | 101          | 12/13/2021 | Computer | BLUES CA  | BLUE SHIELD OF CALIFORNIA        | 4,317.85   | Outstand |
| 000013366 | 101          | 12/13/2021 | Computer | C DIGITAL | CALIFORNIA DIGITAL SYSTEMS       | 105.31     | Outstand |
| 000013367 | 101          | 12/13/2021 | Computer | CABCONNEC | CABCONNECT, INC.                 | 200.00     | Outstand |
| 000013368 | 101          | 12/13/2021 | Computer | DOUBLE    | DOUBLE TREE HOTEL                | 3,164.98   | Outstand |
| 000013369 | 101          | 12/13/2021 | Computer | JIVE      | LOGMEIN COMMUNICATIONS, INC      | 737.40     | Outstand |
| 000013370 | 101          | 12/13/2021 | Computer | PRINCIPAL | PRINCIPAL LIFE INSURANCE COMPANY | 354.68     | Outstand |
| 000013371 | 101          | 12/13/2021 | Computer | PUBLIC    | PUBLIC STORAGE                   | 993.00     | Outstand |
| 000013372 | 101          | 12/27/2021 | Computer | BOA       | BUSINESS CARD                    | 5,685.15   | Outstand |
| 000013373 | 101          | 12/27/2021 | Computer | DALAL     | DALAL HADDAD                     | 99.99      | Outstand |
| 000013374 | 101          | 12/27/2021 | Computer | FRONTIER  | FRONTIER COMMUNICATIONS          | 133.06     | Outstand |

Report Totals: 19,033.95

Date: 12/29/21  
Time: 11:08AM

**CLAREMONT DIAL-A-RIDE**  
**Accounts Payable Check Register Report**  
Date: 12/01/21 - 12/31/21

Page: 1

Void Checks/Outstanding Checks  
Computer Checks

| Check #   | Bank Account | Date       | Type     | Vendor | Vendor Name        | Net Amount | Status   |
|-----------|--------------|------------|----------|--------|--------------------|------------|----------|
| 000013376 | 101          | 12/27/2021 | Computer | CALACT | CALACT             | 560.00     | Outstand |
| 000013377 | 101          | 12/27/2021 | Computer | FIRST  | FIRST TRANSIT, INC | 27,982.30  | Outstand |

Report Totals: 28,542.30

Date: 12/29/21  
Time: 12:30PM

**GET ABOUT TRANSPORTATION**  
**Accounts Payable Check Register Report**  
Date: 12/01/21 - 12/31/21

Page: 1

Void Checks/Outstanding Checks  
Computer Checks

| Check #   | Bank Account | Date       | Type     | Vendor    | Vendor Name        | Net Amount | Status   |
|-----------|--------------|------------|----------|-----------|--------------------|------------|----------|
| 000013378 | 101          | 12/27/2021 | Computer | FIRST     | FIRST TRANSIT, INC | 26,962.04  | Outstand |
| 000013379 | 101          | 12/27/2021 | Computer | FIRST     | FIRST TRANSIT, INC | 17,779.24  | Outstand |
| 000013380 | 101          | 12/27/2021 | Computer | FIRST     | FIRST TRANSIT, INC | 152,266.10 | Outstand |
| 000013381 | 101          | 12/27/2021 | Computer | FIRST     | FIRST TRANSIT, INC | 7,623.80   | Outstand |
| 000013382 | 101          | 12/27/2021 | Computer | FIRST     | FIRST TRANSIT, INC | 1,434.54   | Outstand |
| 000013383 | 101          | 12/27/2021 | Computer | FIRST     | FIRST TRANSIT, INC | 6,033.71   | Outstand |
| 000013384 | 101          | 12/27/2021 | Computer | FIRST     | FIRST TRANSIT, INC | 2,302.97   | Outstand |
| 000013385 | 101          | 12/27/2021 | Computer | TOUCH TEL | TOUCH TEL MOBILE   | 1,560.00   | Outstand |
| 000013387 | 101          | 12/29/2021 | Computer | FIRST     | FIRST TRANSIT, INC | 805.00     | Outstand |

Report Totals: 216,767.40

Date: 12/29/21  
Time: 11:16AM

**SAN DIMAS DIAL A CAB**  
**Accounts Payable Check Register Report**  
Date: 12/01/21 - 12/31/21

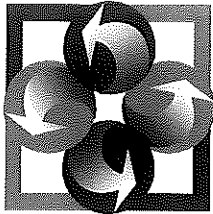
Page: 1

Void Checks/Outstanding Checks  
Computer Checks

| Check #   | Bank Account | Date       | Type     | Vendor | Vendor Name         | Net Amount | Status   |
|-----------|--------------|------------|----------|--------|---------------------|------------|----------|
| 000013386 | 101          | 12/27/2021 | Computer | FIRST  | FIRST TRANSIT, INC. | 15,426.79  | Outstand |

Report Totals: 15,426.79





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

January 12, 2022

**AGENDA  
ITEM2E**

**MEMORANDUM**

**To:** Pomona Valley Transportation Authority

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

**Subject: Authorization for Virtual Meetings in Accordance with AB 361**

**Recommended Action:** *Approve Resolution 22-03 authorizing a virtual board meetings on March 8 and April 13<sup>th</sup>, if needed.*

The recently passed AB 361 allows agencies to holding virtual meetings during the proclaimed state of emergency. PVTA's virtual meeting practices follow the requirements set forth in the bill. The law includes an urgency clause, so it goes into effect immediately. This means that we can continue to hold PVTA board meetings in a virtual environment, if necessary, for the foreseeable future.

However, AB 361 requires that to continue to be exempt from the teleconferencing rules of the Brown Act, the legislative body, by majority vote, must make findings that it has reconsidered the circumstances of the emergency; and either of the following circumstances exist: the state of emergency continues to directly impact the ability of members to meet safely in person, or State or local officials continue to impose or recommend social distancing measures.

To preserve the ability to meet virtually if circumstances require it, we need to approve the attached resolution.

# **POMONA VALLEY TRANSPORTATION AUTHORITY**

## **RESOLUTION NO. 22-03**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF POMONA VALLEY TRANSPORTATION AUTHORITY AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE POMONA VALLEY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS PURSUANT TO RALPH M. BROWN ACT**

The Board of Directors of Pomona Valley Transportation Authority does resolve as follows:

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

A. Government Code Section 54953 of the Ralph M. Brown Act was amended by AB 361 on an urgency basis to permit continued agency public meetings by teleconference on and after October 1, 2021, subject to the following findings:

(1) The Governor issued a Proclamation of State of Emergency on March 4, 2020, pursuant to section 8625 of the California Emergency Services Act, and that Proclamation has not been terminated pursuant to section 8629 of that Act.

(2) The Board of Directors has reconsidered the circumstances of the state of emergency.

(3) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(4) State or local officials continue to impose or recommend measures to promote social distancing.

B. There is accordingly a need for the Pomona Valley Transportation Authority Board of Directors to meet by teleconferencing meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953.

**2. Action.**

A. The Board of Directors directs that the Board of Directors meetings of March 8, 2022, and April 13, 2022, shall be held by teleconferencing in compliance with section 54953(e) of the Ralph M. Brown Act.

B. This Resolution shall be effective immediately and remain in effect through April 13, 2022, or until such time the Executive Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Foothill Transit may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

3. Adoption. PASSED AND ADOPTED at a meeting of the Board of Directors meeting held on January 12, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

By: \_\_\_\_\_  
MUIR DAVIS, CHAIR

ATTEST:  
GEORGE L. SPARKS, SECRETARY,  
PVTA ADMINISTRATOR

By: \_\_\_\_\_



January 12, 2022

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**AGENDA  
ITEM #2F**

**MEMORANDUM**

To: Pomona Valley Transportation Authority

From: Diana Méndez, Mobility Manager

Subject: **Mobility Manager Update**

Mobility Managers are responsible for outreach, marketing, transit fare media sales for the region and customer service. A "Travel Concierge" for the Pomona Valley.

**Objective**

Mobility Managers attend as many in person events as possible to increase awareness of its programs. In order to do this, Mobility Managers attend different types of events like health fairs and community events. The events are a great place to promote all PVRTA services and the Transit Store. Common event locations are city parks, senior centers, and private facilities like nursing homes. All safety measures are taken by PVRTA staff to ensure Covid-19 protocols are followed.

**In Person Outreach**

A majority of PVRTA riders prefer to learn about their transportation options face to face. In person events are also a great way to receive information and feedback from the public. This is a good opportunity to educate the public about services available to them and how to use them. In December two in person events were attended in the City of Pomona.





### **Group Trips**

Group trips are still available and being provided to city and community groups. Some of these outings include city sponsored activities for youth and excursions for groups of seniors. These trips follow the same safety guidelines that regular trips have in place.

### **Registrations**

As mobility managers continue to provide in person outreach, we continue to see an increase in registrations. We tend to see less registrations as the holidays approach. In December PVTA received 57 new registrations. As the new year approaches, we expect more registrations to come through.

### **Health and Safety Measures**

PVTA continues to take every safety measure possible. Drivers and staff are supplied with PPE on a regular basis. Vehicles are being disinfected at the end of each day and regularly as needed.

### **Ticket Sales / Mobility Manager customer service calls**

In the month of December Mobility Managers took 1,738 calls and assisted 32 people buy fares at the Transit Store. Customers can make an appointment or walk in during business hours to purchase fares. TAP, Omni, Access, and PVTA fares are available. Complaints are down with only one in December.