

**POMONA VALLEY TRANSPORTATION AUTHORITY
REGULAR BOARD MEETING**

WEDNESDAY September 13, 2023

5:00 P.M.

CITY OF LAVERNE

3660 "D" STREET

LA VERNE, CA 91750

	<u>ATT. NO.</u>	<u>SUGGESTED DISPOSITION</u>
1. Call to Order		
2. Consent Calendar		Action
A. Minutes (June)	2A	
B. Administrator's Report	2B	
C. Financial Report (June)	2C	
D. Check Register (June)	2D	
E. Electronic Payment Policy	2E	
F. Vehicle Surplus	2F	
3. Operations Report - June (Erika)	3	Information
4. Contractor Emergency Changes (Nicole)	4	Information
5. Senior Age qualification change from 60+ to 65+ (Nicole)	5	Action
6. Oral - members of the public may address the Board on items of interest during this time		
7. New Business		
8. Adjourn to next regular meeting December 13, 2023		Action

***Public Comment Time Limit 4 minutes**

POMONA VALLEY TRANSPORTATION AUTHORITY

WEDNESDAY, June 14, 2023

REGULAR BOARD OF DIRECTORS MEETING MINUTES

Present:

Claremont

Corey Calaycay, Councilmember
Kristin Mikula, Community Services

La Verne

Rick Crosby, Mayor Pro Tem

Pomona

Nora Garcia, Councilmember

San Dimas

Emmett Badar, Mayor
Brad McKinney, Assistant City Manager

PVTA

Nicole Carranza, CEO
Erika Jacquez, Senior Program Manager
Diana Mendez, Mobility Manager

Transdev

Lora Sanchez, General Manager
Rachel Estrada, Safety and Operations Manager

Network

Freddie Mohammadi, Project Manager

Foothill Transit

Joseph Raquel, Director of Planning

1. **Call to Order**

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

2. **Consent Calendar**

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

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

3. **Operations Report - March**

Erika Jacquez presenting

Get About services continued to increase in the month of April. This month saw a 22% percent increase to last year Get About van increased by 41% and Get About Cab by 14%. PVRTA contracts all services to Transdev (formerly known as First Transit) and they subcontract out to a cab company (currently Network Paratransit). On Time Performance (OTP) is increasing as well due in part to the diligence of the contractor. Mobility Managers have been active in the community and have attended events in every city from Earth Day events to tabling at senior centers.

4. **Proposed Budget FY 24**

Nicole Carranza Presenting

The preliminary budget was present in March. PVRTA has received the final funding marks from METRO.. Revenues were higher than anticipated and there will be no major changes to the budget with minor adjustments to the city contributions. This year's total operational budget is about 5.1 million. Covid funds are ending, resulting in a loss of approximately 840,000. PVRTA subregional revenue came up 45% higher than originally projected. There is still a minor increase in city contribution from last year. There is 480,000 in programmed reserves to assist in city contributions. FY 24 will have higher expenses with wage increases and rising fuel cost. The preliminary budget programs \$200,000 in capital contributions and savings of \$630,000 due to staff changes and slower service level increases. PVRTA recommends city contributions of \$200,000 for the capital and technology fund to bring our balance to \$2.6 million. For general reserves we have a board adopted policy that allows PVRTA to hold 30% of the Get About annual operating budget in reserves. Any left over funds are added to the reserves.

Action: It was **MOVED** by Emmett Badar, **SECONDED** by Rick Crosby Board unanimously **VOTED** to adopt proposed FY2024 budget.

5. **ZEB Roll Out Plan for CARB**

Sydney Maves from Sam Schwartz Presenting

The Innovative Clean Transit (ICT) requires that all transit operators transition to a zero emission fleet by 2040. PVTA in collaboration with the City of Claremont intends to transition to battery electric vehicles prior to the 2040 deadline. This will be done in phases to alleviate the need to replace the entire fleet at once. The plan includes agency information, general information, technology portfolio, fleet composition and future bus purchases, facilities/infrastructure modifications, providing service in disadvantaged communities, workforce training plans, potential funding sources. Also included are the joint plan start up and scale up challenges. Some of the challenges are: sitting future transit yards, resiliency considerations, cost and funding considerations, technology maturity and uncertainty and personnel training. The next phase will be for PVTA along with the City of Claremont to refine the plan together.

Question Corey Calaycay: How is the range estimate (for the vehicles) determined?

Answer Sydney Maves: The advertised range is taken and adjustments are made to account for weight, weather conditions and time spent in traffic.

Question Corey Calaycay: Have these vehicles been tested by other agencies?

Answer Nicole Carranza: No these vehicles are on a short Calact approved list, the type of vehicle is tentative pending availability and technology development.

Action: It was **MOVED** by Emmett Badar, **SECONDED** by Nora Garcia Board unanimously **VOTED** to authorize CARB ICT regulation joint rollout plan with Claremont DAR to develop a joint ZEB rollout plan.

6. **Changing Banks**

Erika Jacquez Presenting

PVTA has had ongoing issues with their financial institution which is currently Bank of America. These issues range from accounts being created and closed incorrectly to continuous check fraud. PVTA is making the recommendation to switch all banking from Bank of America to Bank of the West (BMO).

Action: It was **MOVED** by Corey Calaycay, **SECONDED** by Emmett Badar. Board unanimously **VOTED** to change accounts from Bank of America to Bank of the West (BMO).

7. **Title VI**

Erika Jacquez Presenting

As a recipient of federal and local funds, PVTA has to update their Title VI every three years. This is to ensure that PVTA is properly serving the community and complying with Title VI civil rights. PVTA consults the census bureau, surveys each city and consults with staff about who they come in contact with. Spanish is still the dominant language followed by Chinese. This is not a major change and PVTA already has its brochures translated to these languages.

Action: It was **MOVED** by Emmett Badar, **SECONDED** by Rick Crosby Board unanimously **VOTED** to approve updated Title VI program.

8. **Election of Officers**

The end of each fiscal year brings the reelection of the Pomona Valley Transportation Authority Board officers. Four cities make up the PVTA Board, Claremont, La Verne, Pomona and San Dimas. PVTA board meeting quorum policy is as follows: PVTA requires 5 voting members to be present for a quorum, each city is eligible for up to two votes, normally it is one elected official and one city staffer that can submit a vote. In lieu of an absent voting member an alternate may step in and cast a vote. As long as both voting members from that city are not city staff or employees. Thus two elected officials from one city may cast a vote but only one city staffer (employee) may vote. The positions of Chair, Vice Chair, Treasurer, CJPIA Representative and Board Secretary are rotated between the four cities. For the FY 2024 PVTA recommends the following:

Chair - Emmet Badar, Mayor City of San Dimas

Vice/Co - Nora Garcia, Councilmember City of Pomona

Treasurer - James Ranells, Assist. City Manager City of La Verne

CJPIA - Corey Calaycay, Councilmember Claremont, Alternate: Pomona/PVTA

Board Secretary - Nicole Carranza, CEO PVTA

Action: It was **MOVED** by Rick Crosby, **SECONDED** by Nora Garcia Board unanimously **VOTED** to approve nominated officers.

9. **Oral - members of the public may address the board**

No members of the public addressed the board

10. **Adjournment to next regular board meeting**

September 13, 2023



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

September 6, 2023

**Agenda
Item #2B**

MEMORANDUM

To: Pomona Valley Transportation Authority

From: Nicole Carranza, PVTA CEO

Subject: **Administrator's Report- July 2023**

A. Board Meeting Schedule for FY 2024

PVTA's board meetings are scheduled as needed to facilitate the Authority's planning, budgetary and decision-making process. There are normally five to six meetings annually. Regular meetings are held on the second Wednesday of the month at La Verne City Hall. Below is the tentative board meeting schedule for FY 2024. September 13, 2023 we will have the first meeting of fiscal year 2024

FY 2024

- ***September 13, 2023***
- ***December 13, 2023***
- ***February 14, 2024***
- ***April 10, 2024***
- ***June 12, 2024***

B. Work Program Update for FY 2024

1. **PVTA is transitioning to a new bank** - The board signed resolution at our last meeting has allowed us to move forward with transitioning to Bank of the West (BMO). Our application is currently in process as it is being reviewed to be eligible for a government agency status account
2. **Service Design Analysis (SDA)** – The consulting firm Sam Schwartz was selected to proceed with our service design analysis. Sam Schwartz was the only bidder of this contract and met our budget requirements. The City of Claremont has also approved the recommendation to proceed with the selection of Sam

Schwartz to work on the SDA for PVRTA and Claremont. Sam Schwartz is also currently the zero emissions consultant for Claremont and PVRTA. The Sam Schwartz team has experience and staff in our service area and is familiar with our service. The SDA will assist PVRTA and Claremont understand the current need for transportation in the service area and determine the type of contract and contractor to fulfill the requirement.

3. **Notice of Termination from Network Paratransit** – On July 21, 2023 Transdev received a 30-day notice of intent to terminate services from Network Paratransit. PVRTA will be overseeing this transition as Transdev will be in breach of contract if they are not able to cover the services that Network is subcontracted to provide. PVRTA has been working closely with the Transdev team including the new regional Manager Douglas Gies. Weekly meetings are being held to be prepared to absorb the trip load on August 21, 2023. Several steps are being taken to prepare for this emergency transition including bringing in drivers from other transdev sites to assist on the first couple weeks as well contracting with Uber. Transdev will subcontract with Uber for assistance with ambulatory trips. Notices have been drafted and will be distributed to the cities, posted in the vehicles and mailed to our active passengers. PVRTA will provide an update to the board at the September board meeting.
4. **Implementation of Scheduling App** – The current trip scheduling software Ecolane has a mobile app component for the passengers to use. Beta testing of the app and the launch date were delayed due to the Covid-19 pandemic. The app software company, Ecolane, and the Transdev tech team are ready to move forward with Beta testing. Updates will be provided as they become available.
5. **Drafting extension for Transdev FY 2025 Operations contract** – FY 2024 is the last year of our current operations contract with Transdev. PVRTA has decided to offer a one-year extension to cover FY 2025. PVRTA will be proceeding with a formal procurement process to select the next operator for the FY 2026 contract. The extension will allow us more time to complete the service design analysis and determine the proper solution for the future operator contract.
6. **Changing the age for qualifying seniors from 60 to 65** – PVRTA will need to change the qualifying senior age to 65 to comply with federal requirements. In order to continue to utilize federal funds, PVRTA services such as Get About, One Step Over the Line and Ready Now will all need to comply with the new age requirement. Claremont Dial-a-ride and San Dimas Dial-a-cab have agreed to also change the age requirement to 65 for continuity purposes. This change will only affect newly registered passengers starting tentatively on October 1, 2023 pending the public hearing on August 15, 2023 at 5:00pm at the La Verne City Hall.

7. **Finalizing Claremont and PVRTA zero emissions long term plan** – Sam Schwartz assisted PVRTA and Claremont with finalizing a preliminary zero emissions roll out plan to fulfill the CARB ICT regulation. There are still many unknown factors including infrastructure/ facility costs and funding. Sam Schwartz will be assisting PVRTA and Claremont in developing a finalized plan that will incorporate more detail. The finalized plan will include a blueprint that will assist us with our goal of applying for funds to own a site that will house a zero emission fleet.



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

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September 6, 2023

**AGENDA
ITEM #2C**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: Erika Jacquez, Senior Program Manager
Subject: **Financial Report for June 2023**

Get About

The financial report for June FY23 is attached. We have not received 4th quarter of the Metro, subregional or CRRSAA funds, but these sources are predetermined. Overall revenue is projected to end the year in line with the adopted budget. Once we receive those final numbers we will provide an end of year report.

Claremont Dial-a-Ride

Claremont DAR's costs were \$218,000 below budgeted levels.

San Dimas Dial-a-Cab

Expenses for San Dimas Dial-a-Cab were about \$166,000 below the prorated budget.

Pomona Group

Pomona Group costs are running about \$44,500 below the prorated budget.

PVTA Administration

PVTA costs were \$38,000 below the prorated budget.

**2022-2023
GET ABOUT**

	Approved Budget 2022-23	Current Month June -23	YTD 7/1/2022 - 6/30/2023	Prorated Budget
<u>Revenues</u>				
Fares	95,000	18,550	99,476	95,000
Subregional Incentive	800,000	234,182	631,846	800,000
Interest	25,000	32,462	91,350	25,000
Reserves	-	-	-	-
FTA Operations Revenue	130,000	16,525	66,001	130,000
CRRSAA	840,000	210,820	632,460	840,000
Total Fares & Other Revenue	1,890,000	512,539	1,521,133	1,890,000
Prop A				
Claremont	287,385	71,846	287,385	287,385
La Verne	318,780	-	318,780	318,780
Pomona	1,603,560	400,890	1,603,560	1,603,560
San Dimas	205,275	-	205,276	205,275
Total Local Return	2,415,000	472,736	2,415,001	2,415,000
Total Revenue	4,305,000	985,275	3,936,134	4,305,000
<u>Expenditures</u>				
<u>Administration</u>				
PVTA Administration	667,000	79,579	628,020	667,000
Consultants & Marketing	75,000	1,618	1,618	75,000
Total Administration	742,000	81,197	629,638	742,000
<u>Operations</u>				
Van Operations	2,433,000	542,045	2,284,607	2,433,000
Cab Operations	1,130,000	230,637	1,018,595	1,130,000
Total Operation Expenses	3,563,000	772,682	3,303,202	3,563,000
Total Expenditures	4,305,000	853,879	3,932,840	4,305,000

**2022-2023
CLAREMONT
DIAL-A-RIDE**

	Approved Budget 2022-23	Current Month June -23	YTD 7/1/2022 - 6/30/2023	Prorated Budget
<hr/>				
<u>Revenues</u>				
Fares	30,000	1,701	11,347	30,000
Regional Funds	216,000	125,000	204,000	216,000
Proposition A	60,000	-	15,000	60,000
FTA 5307	224,000	-	106,000	224,000
Total Revenue	530,000	126,701	336,347	530,000
<u>Expenditures</u>				
PVTA Administration	65,000	4,059	36,978	65,000
Cab Operations	235,000	44,699	186,561	235,000
Van Operations	150,000	9,798	49,916	150,000
Marketing & Consulting	80,000	17,386	38,473	80,000
Total Expenditures	530,000	75,942	311,928	530,000

**2022-2023
SAN DIMAS
DIAL-A-CAB**

	Approved Budget 2022-23	Current Month June -23	YTD 7/1/2022 - 6/30/2023	Prorated Budget
<u>Revenues</u>				
Fares	25,000	2,420	10,380	25,000
Proposition A	197,000	-	147,750	197,000
Subregional Incentive	65,000	10,619	30,002	65,000
CRRSAA	<u>66,000</u>	<u>19,029</u>	<u>56,086</u>	66,000
Total Revenue	353,000	32,068	244,218	353,000
 <u>Expenditures</u>				
Administration	73,000	5,946	41,468	73,000
Cab Operations	280,000	35,557	143,325	280,000
Marketing & Consulting	<u>-</u>	<u>1,618</u>	<u>1,618</u>	<u>-</u>
Total Expenditures	353,000	43,121	186,411	353,000

**2022-2023
POMONA GROUP**

	Approved Budget 2022-23	Current Month June -23	YTD 7/1/2022 - 6/30/2023	Prorated Budget
<hr/>				
<u>Revenues</u>				
Fares	2,000	89	191	2,000
Proposition A	45,500	-	22,750	45,500
Subregional Incentive	9,500	525	2,161	9,500
CRRSAA	<u>14,000</u>	<u>1,002</u>	<u>4,007</u>	14,000
Total Revenue	71,000	1,616	29,109	71,000
<u>Expenditures</u>				
Administration	8,000	504	925	8,000
Contract Cost	<u>63,000</u>	<u>12,027</u>	<u>31,971</u>	<u>63,000</u>
Total Expenditures	71,000	12,531	32,896	71,000

2022-2023
PVTA ADMINISTRATION

	Approved Budget 2022-23	Current Month June - 23	YTD 7/1/2022 - 6/30/2023	Prorated Budget
<u>Revenues</u>				
Administration Charges	813,000	90,088	707,392	813,000
Total Revenue	813,000	90,088	707,392	813,000
<u>Expenditures</u>				
Salaries & Benefits				
Administrator	135,000	8,577	181,011	135,000
Program Manager	100,000	6,041	90,901	100,000
Administrative Manager	73,000	5,731	72,412	73,000
Benefits	200,000	3,020	133,737	200,000
Total Salaries & Benefits	508,000	23,369	478,061	508,000
<u>Other Expenditures</u>				
Audit	23,000	-	3,100	23,000
Legal	3,000	-	116	3,000
Telephone	9,000	1,106	9,812	9,000
Supplies/ADP	10,000	4,331	15,957	10,000
Insurance	20,000	-	18,868	20,000
Travel & Conference	10,000	3,468	11,465	10,000
Rent & Utilities	55,000	*	48,683	55,000
Equipment Rent & Maintenance	4,000	367	1,973	4,000
Miscellaneous & Moving Exp.	1,000	573	2,541	1,000
Total Other Expenditures	135,000	9,844	112,514	135,000
Consultants & Marketing	150,000	50,429	135,764	150,000
Total Consultants & Marketing	150,000	50,429	135,764	150,000
<u>Mobility Manager</u>				
Wages	140,000	5,731	124,766	140,000
Benefits	37,000	637	25,235	37,000
Rent/Supplies/Start-up	5,000	-	-	5,000
Mobility Manager Total	182,000	6,368	150,002	182,000
Total Admin & Marketing	975,000	90,010	876,341	975,000
(Less FTA 5310 Mobility Manager)	(162,000)	78	(168,949)	(162,000)
	813,000	90,088	707,392	813,000

* June rent was paid in May and July's rent was paid July 1st



September 6, 2023

**AGENDA
ITEM #2D**

MEMORANDUM

To: Pomona Valley Transportation Authority

From: Erika Jacquez, Senior Program Manager

Subject: Check Register – June

Attached is a copy of PVRTA's check register for June. 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, Pomona Group and Mobility Manager.

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's 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: 8/16/23
Time: 1:12PM

POMONA VALLEY TRANSPORTATION
Accounts Payable Check Register Report

Page: 1

Date: 6/01/23 - 6/30/23

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013885	101	6/21/2023	Computer	2120	2120 FOOTHILL PROPERTIES	3,659.80	Outstand
					Vendor Subtotal:	3,659.80	
000013886	101	6/21/2023	Computer	ADT	ADT SECURITY SERVICES	100.00	Outstand
					Vendor Subtotal:	100.00	
000013865	101	6/12/2023	Computer	ALARM	CITY OF LA VERNE, FALSE ALARM REI	250.00	Outstand
					Vendor Subtotal:	250.00	
000013887	101	6/21/2023	Computer	BLUES CA	BLUE SHIELD OF CALIFORNIA	2,117.85	Outstand
					Vendor Subtotal:	2,117.85	
000013866	101	6/12/2023	Computer	C DIGITAL	CALIFORNIA DIGITAL SYSTEMS	15.00	Outstand
000013888	101	6/21/2023	Computer	C DIGITAL	CALIFORNIA DIGITAL SYSTEMS	183.85	Outstand
					Vendor Subtotal:	198.85	
000013867	101	6/12/2023	Computer	CABCONNEC	CABCONNECT, INC.	200.00	Outstand
					Vendor Subtotal:	200.00	
000013910	101	6/29/2023	Computer	COURIER P	COURIER PRINTING, INC	1,618.47	Outstand
					Vendor Subtotal:	1,618.47	
000013898	101	6/27/2023	Computer	DIANA	DIANA MENDEZ	255.05	Outstand
					Vendor Subtotal:	255.05	
000013868	101	6/12/2023	Computer	ERIKA	ERIKA JACQUEZ	49.60	Outstand
000013889	101	6/21/2023	Computer	ERIKA	ERIKA JACQUEZ	217.44	Outstand
000013911	101	6/29/2023	Computer	ERIKA	ERIKA JACQUEZ	771.66	Outstand
					Vendor Subtotal:	1,038.70	
000013890	101	6/21/2023	Computer	FRONTIER	FRONTIER COMMUNICATIONS	174.70	Outstand
					Vendor Subtotal:	174.70	
000013891	101	6/21/2023	Computer	IMRAN	IMRAN HAMID	475.00	Outstand
					Vendor Subtotal:	475.00	
000013869	101	6/12/2023	Computer	JIVE	GO TO COMMUNICATIONS, INC.	931.04	Outstand
					Vendor Subtotal:	931.04	
000013870	101	6/12/2023	Computer	LSL	LSL CPAs	16,037.50	Outstand
					Vendor Subtotal:	16,037.50	
000013871	101	6/12/2023	Computer	PRINCIPAL	PRINCIPAL LIFE INSURANCE COMPAN	222.69	Outstand
					Vendor Subtotal:	222.69	
000013892	101	6/21/2023	Computer	PUBLIC	PUBLIC STORAGE	249.00	Outstand
					Vendor Subtotal:	249.00	
000013872	101	6/12/2023	Computer	SAM	SAM SCHWARTZ ENGINEERING	6,723.49	Outstand
					Vendor Subtotal:	6,723.49	
000013893	101	6/21/2023	Computer	TRANS	TRANSTRACK SYSTEMS, INC.	22,187.00	Outstand
					Vendor Subtotal:	22,187.00	

Time: 1:12PM

POMONA VALLEY TRANSPORTATION Accounts Payable Check Register Report

Date: 6/01/23 - 6/30/23

Page: 2

Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013899	101	6/27/2023	Computer	US PRINTI	US PRINTING	1,705.85	Outstand
Vendor Subtotal:						1,705.85	

Report Totals: 58,144.99

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013913	101	6/29/2023	Computer	COURIER P	COURIER PRINTING, INC	1,618.47	Outstand
Vendor Subtotal:						1,618.47	
000013875	101	6/12/2023	Computer	FIRST	FIRST TRANSIT, INC	1,150.00	Outstand
000013876	101	6/12/2023	Computer	FIRST	FIRST TRANSIT, INC	35,700.80	Outstand
000013877	101	6/12/2023	Computer	FIRST	FIRST TRANSIT, INC	18,544.81	Outstand
000013878	101	6/12/2023	Computer	FIRST	FIRST TRANSIT, INC	174,523.95	Outstand
000013879	101	6/12/2023	Computer	FIRST	FIRST TRANSIT, INC	11,500.14	Outstand
000013880	101	6/12/2023	Computer	FIRST	FIRST TRANSIT, INC	563.20	Outstand
000013881	101	6/12/2023	Computer	FIRST	FIRST TRANSIT, INC	5,321.40	Outstand
000013896	101	6/21/2023	Computer	FIRST	FIRST TRANSIT, INC	460.00	Outstand
000013901	101	6/27/2023	Computer	FIRST	FIRST TRANSIT, INC	38,927.45	Outstand
000013902	101	6/27/2023	Computer	FIRST	FIRST TRANSIT, INC	19,449.83	Outstand
000013903	101	6/27/2023	Computer	FIRST	FIRST TRANSIT, INC	184,928.02	Outstand
000013904	101	6/27/2023	Computer	FIRST	FIRST TRANSIT, INC	920.00	Outstand
000013905	101	6/27/2023	Computer	FIRST	FIRST TRANSIT, INC	11,141.66	Outstand
000013906	101	6/27/2023	Computer	FIRST	FIRST TRANSIT, INC	551.90	Outstand
000013907	101	6/27/2023	Computer	FIRST	FIRST TRANSIT, INC	5,649.80	Outstand
Vendor Subtotal:						509,332.96	
000013882	101	6/12/2023	Computer	TOUCH TEL	TOUCH TEL MOBILE	800.00	Outstand
Vendor Subtotal:						800.00	
Report Totals:						511,751.43	

Date: 8/16/23
Time: 1:42PM

POMONA GROUP SVC
Accounts Payable Check Register Report
Date: 6/01/23 - 6/30/23

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013909	101	6/27/2023	Computer	FIRST	FIRST TRANSIT, INC	351.84	Outstand
Vendor Subtotal:						351.84	
Report Totals:						351.84	

Date: 8/16/23
Time: 1:41PM

SAN DIMAS DIAL A CAB

Accounts Payable Check Register Report

Date: 6/01/23 - 6/30/23

Page: 1

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013914	101	6/29/2023	Computer	COURIER P	COURIER PRINTING	1,618.47	Outstand
					Vendor Subtotal:	1,618.47	
000013883	101	6/12/2023	Computer	FIRST	FIRST TRANSIT, INC.	10,778.45	Outstand
000013908	101	6/27/2023	Computer	FIRST	FIRST TRANSIT, INC.	11,129.40	Outstand
					Vendor Subtotal:	21,907.85	
Report Totals:						23,526.32	

Date: 8/16/23
Time: 1:43PM

MOBILITY MANAGER
Accounts Payable Check Register Report
Date: 6/01/23 - 6/30/23

Page: 1

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013897	101	6/21/2023	Computer	BLUES CA	BLUESHIELD OF CALIFORNIA	553.05	Outstand
Vendor Subtotal:						553.05	
000013884	101	6/12/2023	Computer	PRINCIPAL	PRINCIPAL LIFE INSURANCE COMPAN'	63.00	Outstand
Vendor Subtotal:						63.00	
Report Totals:						616.05	



September 6, 2023

**Agenda
Item # 2E**

MEMORANDUM

To: Pomona Valley Transportation Authority

From: Erika Jacquez, Senior Program Manager

Subject: Implementation of electronic payments

Recommended Action: Approve PVTa to implement electronic payments

Summary

PVTa currently pays most of their invoices/bills through a check process. This process involves processing all invoices, getting them approved by the CEO, printing checks, receiving 2 signatures, and preparing and mailing the checks. Issuing payments electronically will reduce costs and improve efficiency across the agency. PVTa would still continue the process of invoicing and checks when it is required and necessary.

Electronic Payment Policy:

All electronic payments will be submitted to the PVTa CEO for approval before being implemented. The PVTa CEO will approve all new/changes to electronic payments, ensuring that all required documentation is provided and appropriately approved. A list of ongoing electronic payments will be submitted to the PVTa Board with all other financial reports.



September 6, 2023

**Agenda
Item # 2F**

MEMORANDUM

To: Pomona Valley Transportation Authority

From: Nicole Carranza, PVTa Chief Executive Officer

Subject: Surplus Vehicles

Recommended Action: Approve declaration of the (2) 2014 minivans and (2) 2013 Starcraft Type III paratransit vehicles listed below as surplus and approve their disposal.

Surplus Minivans

The rated useful life of our accessible minivans is 4 years or 100,000 miles. These units have been leased to our cab provider for the past 6 years and have over 100,000 miles each. As is our normal practice, we plan to sell two of these units 1601 and 580 to our operator for the fair market value determined by Metro. 1601 will be sold for \$500 to the cab operator Network Paratransit. Network Paratransit purchased and replaced the engine and transmission in 1601. Vehicle 580 is non-operational and will also be sold to Network Paratransit for \$300 for spare parts.

Below is a listing of the vehicles to declared surplus:

<u>Item</u>	<u>VIN Last 4 Digits</u>	<u>Vehicle #</u>	<u>Mileage</u>
2014 Braun Entervan	2266	580	269,301
2014 Braun Entervan	7031	1601	237,273

Surplus Paratransit Vehicles

We received FTA 5310 funding to replace six of our Get About vehicles back in 2019. As a condition of the grant, we must dispose of the vehicles being replaced. These units are more than eight years old and have reached their useful life. Below is a listing of the units to be declared surplus. These units will be sold through auction.

<u>Item</u>	<u>VIN Last 4 Digits</u>	<u>Vehicle #</u>	<u>Mileage</u>
2013 Starcraft	2768	831	102,000
2013 Starcraft	2775	834	117,000



Pomona Valley
Transportation
Authority

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

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September 6, 2023

**Agenda
Item #3**

MEMORANDUM

To: Pomona Valley Transportation Authority

From: Erika Jacquez, Senior Program Manager

Subject: **Operations Report July 2022-June 2023**

Service Overview

Get About services for FY23 increased by 24% compared to last year. Get About Cab saw a 7% decrease in ridership compared to FY22. Get About Van saw a 46% increase compared to FY22. Claremont services had a 16% increase compared to FY22. Pomona Group did see a decrease of 18% compared to last fiscal year. San Dimas saw a decrease of 25% compared to FY22. As ridership continues to grow on most programs, PVRTA really focused on on-time performance this fiscal year. Contractors worked hard to continue hiring and training drivers, which helped us maintain OTP standards for the last part of the FY.

Total Ridership for FY 2019 through FY 2023

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total Difference Of FY19 & FY23
Get About	122,658	99,962	46,196	63,842	79,140	(35%)
Claremont	26,484	20,341	7,114	8,097	9,385	(65%)
Pomona	3,326	2,751	149	1,134	926	(72%)
San Dimas	18,026	14,602	7,741	6,877	5,111	(72%)

Total for Get About Services

❖ Ridership

- Get About's overall ridership in FY23 was 24% higher than in FY22. Patronage by riders in mobility devices is 11% higher than last year.

❖ Cost

- Total costs for Get About were 16% higher than last year. The cost per passenger is 6% lower than FY22.

❖ On Time Performance

- Get About's overall on time performance was 93%, meeting the standard of 90%. No-Shows were 4%, above our goal of less than 3%.

❖ Complaints

- Get About received 6 complaints in FY23 compared to 18 in FY22.

Van Service

❖ Ridership

- Van service ridership in FY22 was 46% higher than FY22. Wheelchair ridership was up by 15%.

❖ Cost

- Total costs for the van service are 17% higher and costs per passenger decreased by 20% compared to FY22.

❖ Service Quality

- One complaint was received in FY23 compared to 3 in FY22. No-Shows were at 5%, not meeting the standard of less than 3%.

❖ On Time Performance

- On time was 94%, meeting the standard of 90%.

Get About Regular Cab Services

❖ Ridership

- Regular Get About cab ridership was 7% higher compared to FY22. Wheelchair ridership is 4% higher compared to FY22.

❖ Cost

- Total costs are 15% higher than last year, cost per passenger is up by 7%.

❖ Service Quality

- Get About cab received one complaint the same as FY22.

❖ On time performance

- On-time performance was 90%, meeting the standard of 90%.

One Step Over the Line

❖ Ridership

- After the pandemic ridership for One Step skyrocketed. In FY23 we are finally seeing this number stabilize. In FY23 we saw a 5% increase compared to FY22.

❖ Cost

- Total Costs are up by 5% compared to FY22, cost per passenger are down by 1%.

❖ **Service Quality**

- One Step received 4 complaints this year compared to 13 in FY22.

❖ **On Time Performance**

- OTP was 88%, not meeting our standard of 92%.

Ready Now

❖ **Ridership**

- Ridership in FY23 is 30% lower than FY22.

❖ **Cost**

- The cost per passenger in FY23 was \$16.82, this is 9% higher than FY22.

➤ **Service Quality**

- Zero complaints were received.

❖ **On Time Performance**

- On time performance was 93% meeting our standard of 90%. No-shows were 4%, this is above our standard of below 3%.

Ridership by City

Pomona's ridership share increased by 3% compared to FY22. La Verne's share decreased by 7%. Claremont's Get About ridership share increased by 12%. San Dimas share of Get About rides compared to FY 22 has decreased by 19%.

<u>Get About Ridership</u> July-June				
	<u>FY 2022</u>		<u>FY2023</u>	
<u>Claremont</u>	5,824	9.1%	8,035	10.2%
<u>La Verne</u>	8,373	13.1%	9,660	12.2%
<u>Pomona</u>	42,935	67.4%	54,872	69.3%
<u>San Dimas</u>	6,579	10.3%	6,572	8.3%
<u>Total</u>	63,710	100%	79,140	100%

Claremont Dial-a-Ride

❖ Ridership

- Claremont Dial-a-Ride total ridership was 16% higher than FY22.

❖ Cost

- Overall Claremont costs are 10% higher than last year. Cab costs are 2% higher than FY22. Group costs are 22% higher than last year. This is due to the increase in requests we received for after school programs.

❖ Service Quality

- Three complaints were received for Claremont Dial-a-Ride in FY23.

❖ On Time Performance

- On time performance for the cab was 90%, not meeting our standard of 92%.

San Dimas Dial-a-Cab

❖ Ridership

- San Dimas ridership was 25% lower than last year.

❖ Service Quality

- Zero complaints were received in FY23.

❖ On Time Performance

- On time performance for the year was 90%. No-Shows were at 8%.

Pomona Group Service

❖ Ridership

- Pomona Group ridership for FY23 was 18% lower than last year.

❖ Cost

- Total Cost is 3% lower than FY22.

❖ Service Quality

- Zero complaints were received.

❖ On Time Performance

- On time performance was 97%

Mobility Manager Update

Mobility Managers registered 95 people in the month of June. There were 40 people that visited the PVRTA Transit Store. One complaint was received in the month of June, this was for the Claremont Dial a Ride service. This complaint has been instigated and addressed. Mobility Managers assisted with a training session for its drivers and dispatchers. Customer service was a main focus of the training. Presentations were given in Pomona and tabling was set up in Claremont. This is also the month that groups see an increase in demand. Group trips are requested and monitored by the Mobility Managers.



PVTA Monthly Board Report

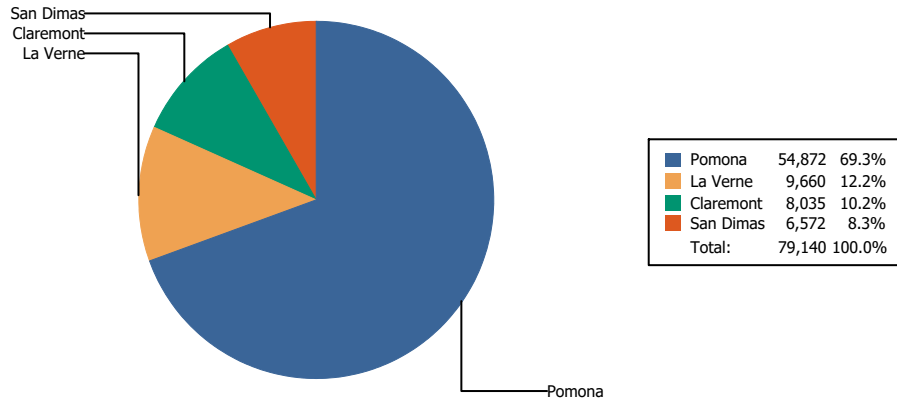
Jun FY 2023 - Get About
Admin Accounts Included

	FY 2022 Jun	FY 2023 Jun	FY 2022 YTD	FY 2023 YTD	% +/- YTD
Service					
Passengers	5,923	7,518	63,710	79,140	24.21%
Pass'r per Hour	2.5	3.1	2.5	2.9	19.46%
Wheelchair Users	1,029	1,163	11,327	12,572	10.99%
Quality					
On-Time %	78.9%	92.8%	80.8%	86.7%	7.41%
No-Show %	5.80%	4.35%	5.18%	5.12%	(1.15%)
# Complaints	0		18	6	(66.66%)
Cost					
Cost per Pass'r	\$47.94	\$42.74	\$50.32	\$47.11	(6.36%)
Total Cost	\$283,944	\$321,335	\$3,205,733	\$3,728,519	16.30%

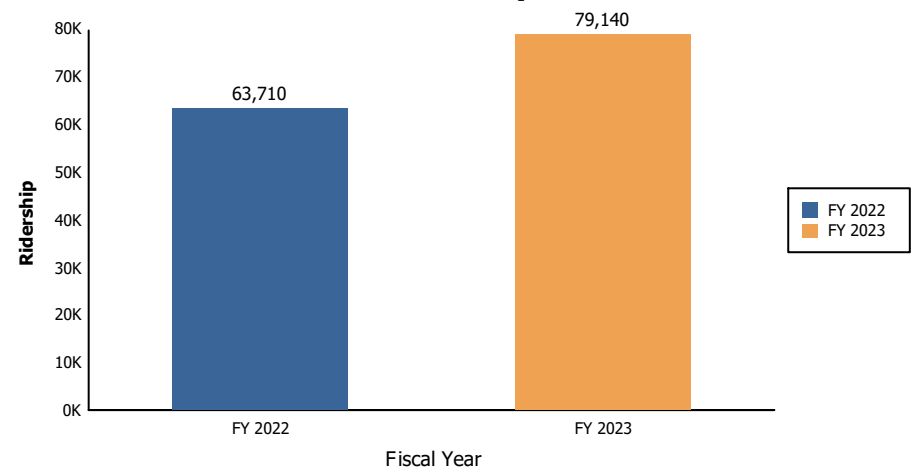
Get About

Ridership By City

FY 2023 Jul - Jun

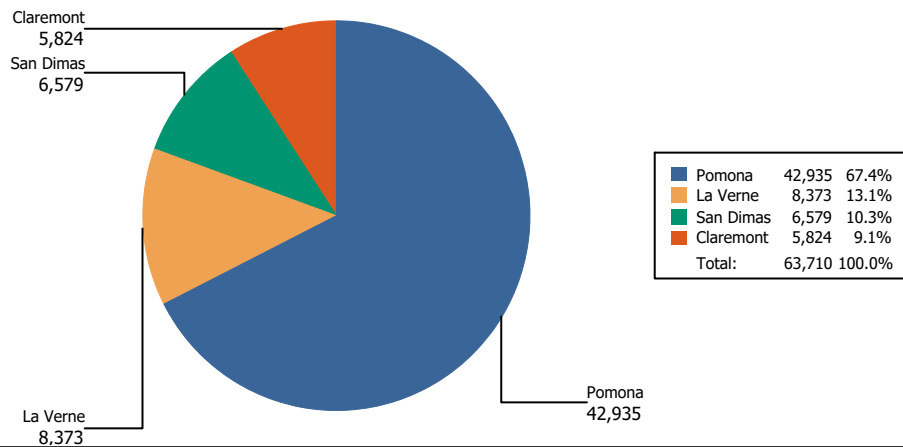


Ridership

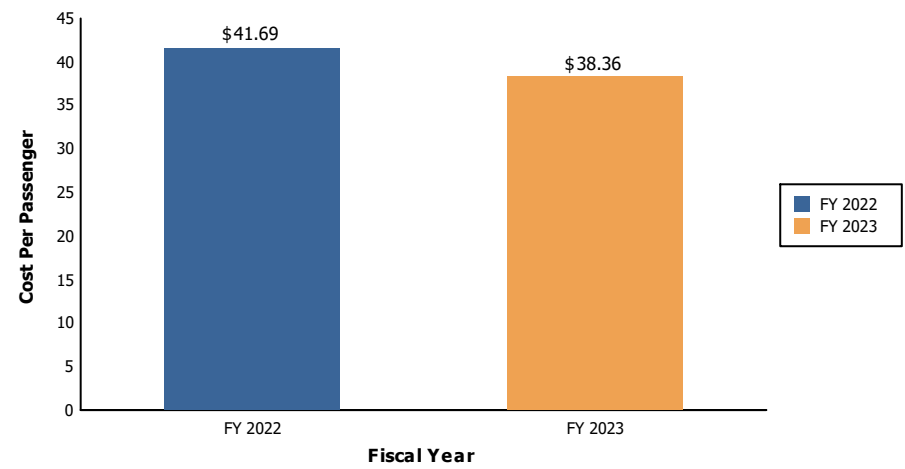


Ridership By City

FY 2022 - Jul - Jun



Cost Per Passenger





PVTA Monthly Board Report

Jun FY 2023 - GA Van
Admin Accounts Excluded

	FY 2022 Jun	FY 2023 Jun	FY 2022 YTD	FY 2023 YTD	% +/- YTD
Service					
Passengers	3,193	5,170	34,256	49,908	45.69%
Pass'r per Hour	3.2	3.4	3.0	3.2	6.90%
Wheelchair Users	548	809	6,209	7,147	15.10%
Quality					
On-Time %	79.3%	93.9%	81.6%	89.4%	9.53%
No-Show %	5.61%	4.18%	5.08%	4.92%	(3.14%)
# Complaints			3	1	(66.66%)
Cost					
Cost per Pass'r	\$49.87	\$34.83	\$53.19	\$42.61	(19.89%)
Total Cost	\$159,251	\$180,080	\$1,822,139	\$2,126,457	16.70%



PVTA Monthly Board Report

Jun FY 2023 - GA Cab
Admin Accounts Excluded

	FY 2022 Jun	FY 2023 Jun	FY 2022 YTD	FY 2023 YTD	% +/- YTD
Service					
Passengers	2,054	1,519	19,099	20,423	6.93%
Pass'r per Hour	2.0	2.5	2.0	2.6	29.06%
Wheelchair Users	382	215	3,574	3,721	4.11%
Quality					
On-Time %	78.0%	90.3%	77.5%	81.5%	5.10%
No-Show %	5.86%	4.64%	5.10%	5.38%	5.49%
# Complaints			1	1	0.00%
Cost					
Cost per Pass'r	\$31.97	\$35.91	\$32.29	\$34.64	7.29%
Total Cost	\$65,675	\$54,551	\$616,615	\$707,475	14.73%



PVTA Monthly Board Report

Jun FY 2023 - GA One
Admin Accounts Excluded

	FY 2022 Jun	FY 2023 Jun	FY 2022 YTD	FY 2023 YTD	% +/- YTD
Service					
Passengers	442	417	4,506	4,740	5.19%
Pass'r per Hour	1.8	2.3	1.7	2.1	19.44%
Wheelchair Users	72	71	539	1,044	93.69%
Quality					
On-Time %	76.6%	88.4%	74.1%	78.5%	5.95%
No-Show %	5.55%	5.01%	3.96%	4.28%	8.08%
# Complaints	0		13	4	(69.23%)
Cost					
Cost per Pass'r	\$32.42	\$0.00	\$28.30	\$28.15	(0.52%)
Total Cost	\$14,328	\$0	\$127,510	\$133,431	4.64%



PVTA Monthly Board Report

Jun FY 2023 - GA Ready
Admin Accounts Excluded

	FY 2022 Jun	FY 2023 Jun	FY 2022 YTD	FY 2023 YTD	% +/- YTD
Service					
Passengers	234	412	5,849	4,069	(30.43%)
Pass'r per Hour	2.3	2.9	2.3	2.8	24.97%
Wheelchair Users	27	68	1,005	660	(34.32%)
Quality					
On-Time %	86.6%	93.0%	92.2%	90.9%	(1.34%)
No-Show %	8.23%	4.62%	6.92%	7.20%	4.04%
# Complaints			1		
Cost					
Cost per Pass'r	\$12.37	\$17.30	\$15.36	\$16.82	9.44%
Total Cost	\$2,895	\$7,126	\$89,868	\$68,421	(23.86%)



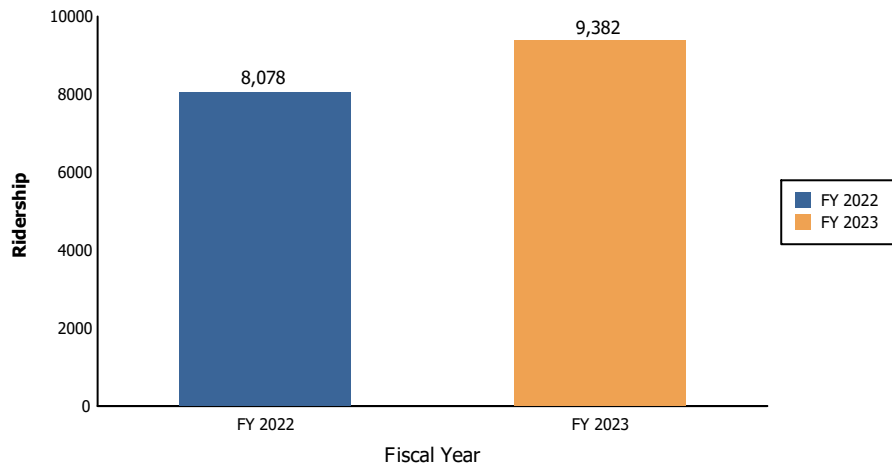
PVTA Monthly Board Report

Jun FY 2023 - Claremont
Admin Accounts Included

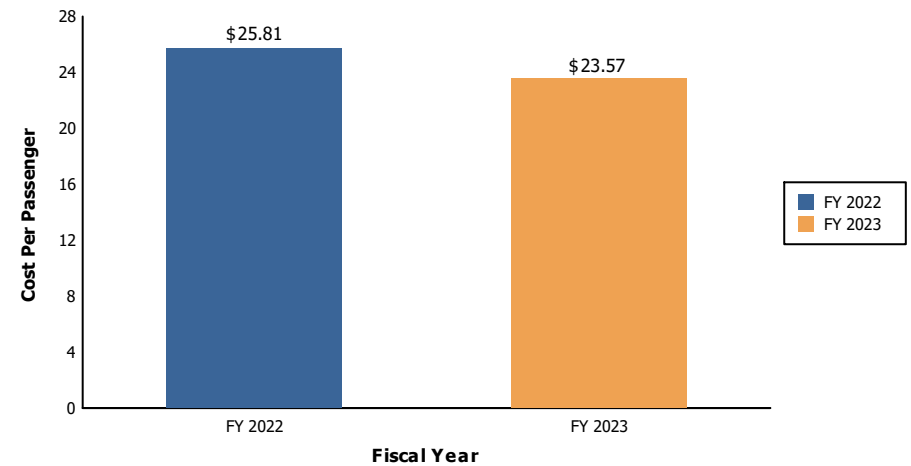
	FY 2022 Jun	FY 2023 Jun	FY 2022 YTD	FY 2023 YTD	% +/- YTD
Service					
Passengers	471	580	8,078	9,382	16.14%
Pass'r per Hour	2.6	4.7	3.4	5.5	63.46%
Wheelchair Users	17	30	277	258	(6.85%)
Quality					
On-Time %	87.8%	89.6%	91.4%	89.2%	(2.40%)
No-Show %	6.36%	3.81%	5.63%	3.40%	(39.60%)
# Complaints	1	0	7	2	(71.42%)
Cost					
Cost per Pass'r	\$37.17	\$33.39	\$32.10	\$30.48	(5.05%)
Total Cost	\$17,508	\$19,367	\$259,329	\$285,966	10.27%

Claremont

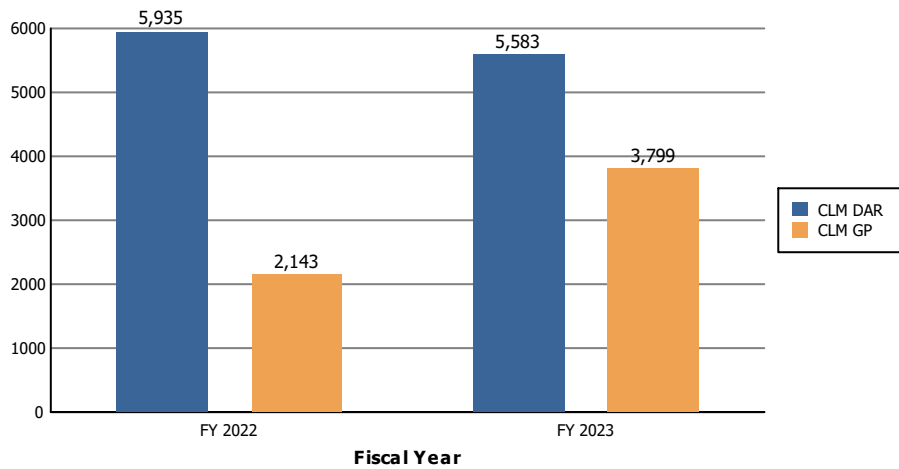
Ridership



Cost Per Passenger



Ridership By Service & Year





PVTA Monthly Board Report

Jun FY 2023 - CLM DAR
Admin Accounts Excluded

	FY 2022 Jun	FY 2023 Jun	FY 2022 YTD	FY 2023 YTD	% +/- YTD
Service					
Passengers	442	423	5,935	5,583	(5.93%)
Pass'r per Hour	2.5	3.6	2.6	3.5	35.15%
Wheelchair Users	17	24	277	234	(15.52%)
Quality					
On-Time %	87.9%	89.1%	91.0%	88.8%	(2.38%)
No-Show %	6.75%	5.15%	7.43%	5.38%	(27.59%)
# Complaints	1	0	7	2	(71.42%)
Cost					
Cost per Pass'r	\$31.07	\$31.64	\$28.53	\$31.02	8.73%
Total Cost	\$13,732	\$13,385	\$169,299	\$173,177	2.29%



PVTA Monthly Board Report

Jun FY 2023 - CLM GP
Admin Accounts Excluded

	FY 2022 Jun	FY 2023 Jun	FY 2022 YTD	FY 2023 YTD	% +/- YTD
Service					
Passengers	29	157	2,143	3,799	77.27%
Pass'r per Hour	8.2	30.8	22.3	37.5	67.99%
Wheelchair Users	0	6	0	24	
Quality					
On-Time %	81.8%	100.0%	97.3%	96.0%	(1.37%)
No-Show %	0.00%	0.00%	0.23%	0.34%	47.82%
# Complaints					
Cost					
Cost per Pass'r	\$32.15	\$12.25	\$18.28	\$12.63	(30.90%)
Total Cost	\$932	\$1,923	\$39,184	\$47,992	22.48%

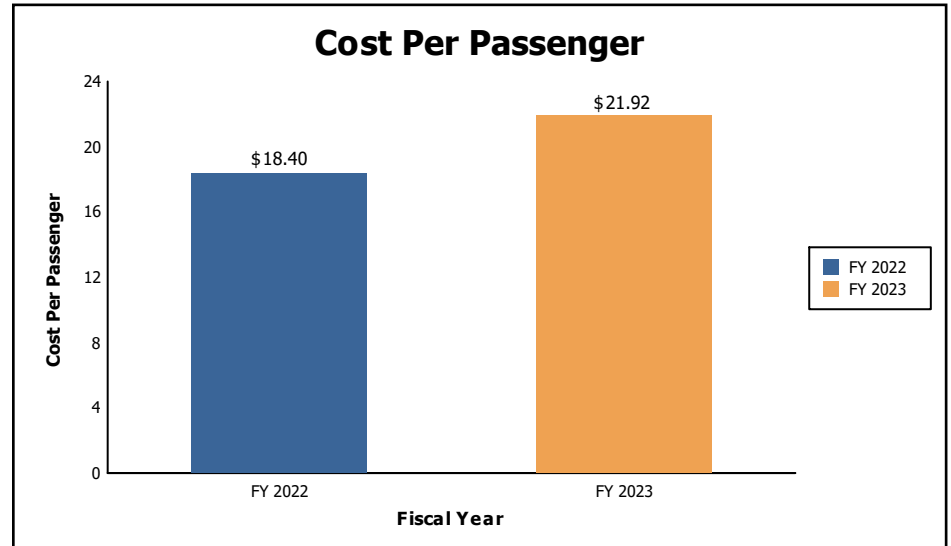
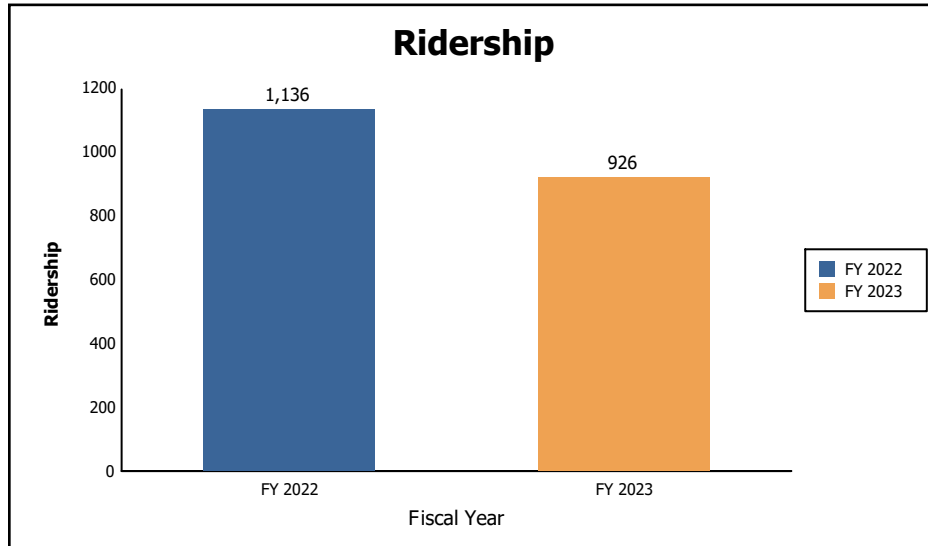


PVTA Monthly Board Report

Jun FY 2023 - Pomona
Admin Accounts Included

	FY 2022 Jun	FY 2023 Jun	FY 2022 YTD	FY 2023 YTD	% +/- YTD
Service					
Passengers	111	573	1,136	926	(18.48%)
Pass'r per Hour	66.5	37.1	26.9	31.7	18.14%
Wheelchair Users	0	0	0	0	
Quality					
On-Time %	75.0%	97.1%	91.4%	97.2%	6.34%
No-Show %	0.00%	1.03%	0.00%	0.96%	
# Complaints					
Cost					
Cost per Pass'r	\$17.78	\$21.26	\$19.23	\$22.88	19.00%
Total Cost	\$1,974	\$12,180	\$21,842	\$21,188	(2.99%)

Pomona



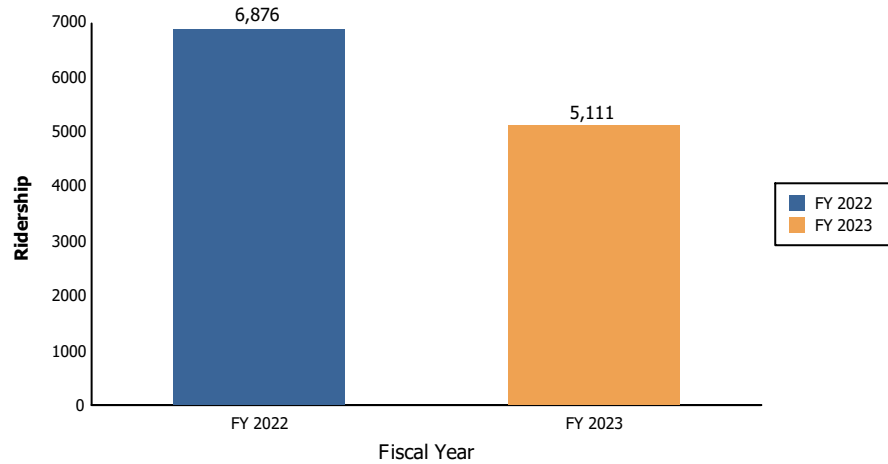
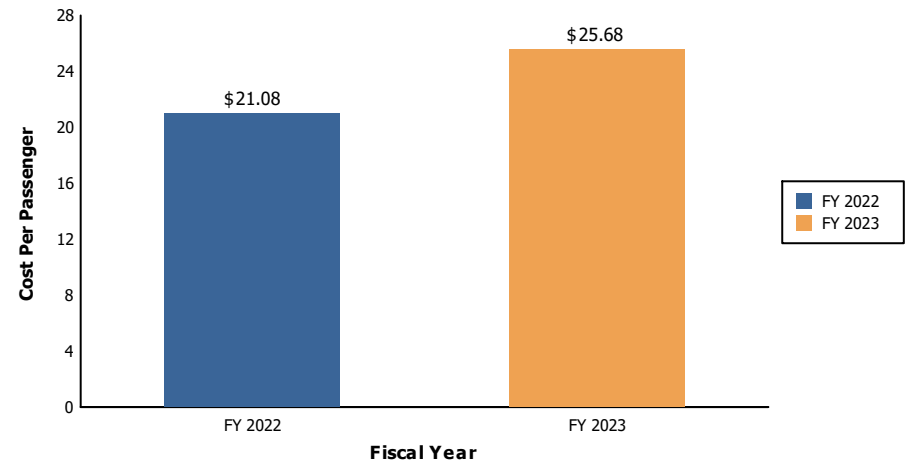


PVTA Monthly Board Report

Jun FY 2023 - San Dimas
Admin Accounts Included

	FY 2022 Jun	FY 2023 Jun	FY 2022 YTD	FY 2023 YTD	% +/- YTD
Service					
Passengers	447	478	6,876	5,111	(25.66%)
Pass'r per Hour	2.1	2.6	2.3	2.7	20.97%
Wheelchair Users	51	93	640	630	(1.56%)
Quality					
On-Time %	79.0%	89.7%	86.2%	85.9%	(0.30%)
No-Show %	5.29%	8.95%	5.06%	7.72%	52.56%
# Complaints			4	0	
Cost					
Cost per Pass'r	\$28.04	\$37.72	\$30.11	\$35.03	16.33%
Total Cost	\$12,534	\$18,031	\$207,019	\$179,021	(13.52%)

San Dimas

Ridership**Cost Per Passenger**



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

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

September 6, 2023

Agenda

Item #4

MEMORANDUM

To: Pomona Valley Transportation Authority

From: Nicole Carranza, PVTA CEO

Subject: Contractor Emergency Changes

Summary

On July 21 our operations contractor Transdev, received a 30 day notice of intent to terminate services from Network Paratransit. Their last day of service was August 20th. Transdev had a subcontract in place with Network to operate overflow rides with dedicated cabs for our Get About services. Network also operated the San Dimas dial-a-cab service as well as the Claremont Dial-a-ride with dedicated cabs. This is the second notice that they have sent to Transdev. The first time Transdev was able to offer an increase in pay solution. Transdev was not able to meet their second request for an increase in pay.

PVTA and Transdev discussed the transition and decided to move forward and accept the termination notice.

Emergency Change Implementation Plan

- 1. Transdev will take on the Network ridership and after hours dispatch** - Since the first attempt to terminate Transdev has started to ramp up with hiring and now has 15 drivers with the potential of 19 drivers by August 23rd.
- 2. Overflow and late night rides** - An emergency Uber subcontract with Transdev will be established to perform Get About overflow trips, Claremont Dial-a-ride and San Dimas Dial-cab trips as needed for ambulatory passengers.
- 3. Implementation of (2) after hours Managers** - Transdev will create (2) after hours manager positions that will oversee the after hour trips for Claremont Dial-a-ride and San Dimas Dial-a-cab. The manager will be incharge of taking calls, dispatching to Uber and also picking up Wheelchair bound passengers as needed. At the moment the average ridership after hours

is 5-7 trips per day and averaging less than 1 per day in a wheelchair. Only 28 trips were wheelchair trips in the last six months of data.

4. Transfer of 10 wheelchair accessible mini-vans to transdev - PVTA owns 10 minivans that will migrate to Transdev. Transdev will assign dedicated drivers to those vehicles.

5. Temporary Waived Fare - Since Uber does not take cash or tickets PVTA will need time to implement a new process for paying fare. We will be waiving the fare to avoid interruption of service. We are potentially waiving fare up until October 1 and will extend if we need to. This will not affect the budget.

PVTA has been in contact with the technical committee which is made up of 1 city staff member from each city. They have all been informed and are on board with these emergency changes.

PVTA has drafted a notice to our ridership with this change. The notice has been mailed to active passengers, emailed to stakeholders, posted on our vehicles and to our website. Notices have also been sent to the cities to post.

Potential Positive Outcomes

Pilot Transdev with dedicated minivan fleet and Subcontract with Uber

This change might seem like a negative impact on our service however, it is a great opportunity for us to pilot using one contractor with the dedicated "cab" fleet and also piloting Uber. Uber has sent us reports showing that they have sufficient coverage in the area with an average of 3-7 min wait times. Taking the dedicated "cab" trips to Transdev will allow us to use our scheduling software on all of the vehicles which will make dispatching more efficient without the need for an API. Additionally, having Transdev manage the dedicated drivers will ensure that they are always in our service area and trained by Transdev standards. Utilizing Uber is also a less expensive option in comparison to the cab subcontract since there is no overhead cost.

Pilot Cashless Payment methods

Uber does not take cash payments or tickets PVTA will need to figure out a program that will allow those who are ambulatory and do not require assistance to utilize Uber with a cashless method. PVTA will need to come up with a way to assist those who do not feel comfortable using cashless payments. This is something that other cities have done such as Monrovia, West Covina and Santa Monica.

Recommendation:

Allow extension of waived fare for 6 more months tentatively ending April 1st 2024 to allow for ample time for planning with SDA consultant for a proper pilot launch of Uber.



September 6, 2023

Agenda Item#5

MEMORANDUM

To: Pomona Valley Transportation Authority

From: Nicole Carranza, PVTA CEO

Subject: Modification of PVTA Services Eligibility Age for Seniors

Recommended Action: Approve raising the minimum age registration requirement to 65+ for all PVTA services for seniors.

Summary

PVTA services are funded with local return and federal funding. The most recent successful application for federal funds (section 5310) for Get About services requires the age for seniors to be stated as 65+ to be eligible for reimbursement. In order to maintain continuity amongst the different services and avoid confusion for future riders, PVTA staff recommends reflecting the senior age of 65+ to all services for seniors including San Dimas Dial-a-Cab and Claremont Dial-a-Ride.

A. Senior Age Requirement Background

Historically, the minimum age for Get About eligibility for those who do not have a disability has been 60. When Get About was started in 1975, government funding programs, such as, FTA 5310 and FTA 5317 used 60 or over as the age standard.

In the previous federal transportation funding bill the definition of senior was changed from 60 or over to 65 or over. The standard had been changed in the prior federal transportation bill; but at that time agencies were given the option of using a lower age standard. With the most recent award of the "Enhance Mobility of Seniors and Individuals with Disabilities Program (Section 5310) it is made clear that any reimbursement for senior participants will only be provided for ridership that is (65+).

PVTA staff is recommending that we change the minimum age for eligibility to 65 for both legal and operational reasons. Our primary funding sources contain the 65

years of age or older requirement and maintaining our lower standard will create issues relating to funding eligibility and present an operational challenge. We are required to use the 65+ requirement for all Get About services including Ready Now and One Step over the Line. San Dimas Dial-a-cab and Claremont Dial-a-ride are not required to follow the federal age requirement since they are funded with Local and federal funds that are not specific to the use of the senior population.

Keeping separate age requirements would result in a very confusing situation for both our operators and our riders at a time when we are working to simplify and standardize our rules. Further, our eligibility to receive 5310 funding for Get About replacement vehicles could be affected. From our review of Get About registration data we expect the impact of the change to be minimal. Based on our experience with the One Step program, which currently is limited to those with disabilities, we estimate that over 75% of those over the age of 60 applying for Get About qualify as disabled. As life expectancy increases, it seems reasonable to raise the age threshold. Most 60-year-olds are not in need of Get About, while those under 65, who have a disability will remain eligible.

B. Implementation Process and Effective Date

- Current Registered Senior Passengers - All passengers that are currently registered in our database will not be affected by this change.
 - Effective Date - The effective date will be determined tentatively Oct 1. pending the city's approval to proceed with a public hearing. Passengers registered 30 days after the effective date will need to register as (65+) to qualify as a senior.
 - Public Hearing - In accordance with the public participation provisions of PVRTA's Title VI program, PVRTA will take the following steps to inform our riders and solicit their input regarding the proposed fare increase. The public hearing was held **August 16th, 2023 at 5:00pm** at La Verne City hall.
1. Flyers with comment cards were provided in both English and Spanish
 2. Notices were posted on the PVRTA website in English and Spanish.
 3. Comments were accepted via e-mail, by mail and by phone

We currently do not have any public comments to report. PVRTA recommends that the board approves the recommended action to change the senior age qualification from 60+ to 65+.