

**POMONA VALLEY TRANSPORTATION AUTHORITY
SPECIAL BOARD MEETING**

Wednesday, February 12th, 2025

5:00 P.M.

**CITY OF LAVERNE
CITY HALL- COUNCIL CHAMBERS
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(Oct & Jan)	2A
	B. Financial Report	2B
	C. Check Register	2C
	D. Admin Report	2D
3.	Operations Report - (Transdev)	Information
4.	Procurement Policies and Procedures Revision (Nicole Carranza)	Action
5.	FY25 Revised Budget Approval (Martin Gombert)	Action
6.	Five Year Budget Discussion (Martin Gomber /Nicole Carranza)	Information
7.	Vehicle Purchase Schedule (Nicole)	Action
8.	Final Transdev Contract Agreement (Nicole)	Information
9.	Oral - members of the public may address the Board on items of interest during this time	
10.	New Business	
11.	Adjourn to next regular meeting March 12, 2025	

***Public Comment Time Limit 4 minutes**

POMONA VALLEY TRANSPORTATION AUTHORITY

WEDNESDAY, October 2, 2024

REGULAR BOARD OF DIRECTORS MEETING MINUTES

Present:

Claremont

Corey Calaycay, Councilmember
Kristin Mikula, Community Services

La Verne

Rick Crosby, Mayor Pro Tem
JR Ranells, Assist. City Manager

Pomona

Nora Garcia, Councilmember
Shandy Dittman, Public Works

San Dimas

Emmett Badar, Mayor
Brad Mckinney, Assistant City Manager

PVTA

Nicole Carranza, CEO
Erika Jacques, Senior Program Manager
Andrew Rodriguez, Admin. Manager
Diana Mendez, Mobility Manager
Susan Dominguez, Travel Trainer

Transdev

David Andrew Smith, Director of Business Development

Guest

Doran Barnes, Foothill Transit CEO
Joseph Raquel, Foothill Transit Director of Planning
Josh Landis, Foothill Transit Planning Manager

1. **Call to Order**

The meeting was called to order at 5:02 p.m. by Core Calaycay, Board Chair from the City of Claremont.

2. **Consent Calendar**

- A. Minutes (June)
- B. Financial Report
- C. Check Register

Action: It was **MOVED** by Emmett Badar, **SECONDED** by Rick Crosby Board unanimously **VOTED** to approve the consent calendar.

3. **Operations & Mobility Manager Update**

Erika Jacquez presenting

Ridership grew in FY24 this is being attributed to the partnership with Uber, riders are able to use the Uber app to schedule rides at a reduced rate. Most services saw an increase of about 40-55%. Transdev met the on time performance threshold that they had been falling behind on previously. Get About van saw an increase due to the elimination of the cab (Network Paratransit) partnership. Mobility Manager Diana Mendez conducted outreach highlighting the Uber Pilot program and other transportation options across all four cities. Travel Trainer Susan Dominguez concentrated on developing educational materials and providing assistance and training to individuals using PVRTA programs and the Uber app for the first time.

4. **Award of Contract for Transportation Services**

Erika Jacquez presenting

PVRTA is seeking the approval of the Board to award the contract and authorize the chairperson of the board to sign a finalized agreement after legal clearance. The RFP was necessary due to a number of reasons, including reporting issues and difficulties obtaining necessary information due to software challenges. PVRTA received six bids in total, but three were immediately eliminated for not meeting staffing of software requirements. The remaining bids, from MTM, MV, and Transdev, were all within a similar price range, though slightly higher than anticipated. The evaluation focused on the fixed hourly rate, which made Transdev the most competitive bid. Additionally, Transdev committed to providing more management training and hiring a dispatch supervisor to address day-to-day challenges. The proposed contract is for 20 months, with options for extension.

Question (JR Ranells): How long was this RFP process?

Answer (Erika Jacquez): This was put out June 30, 2024.

Question (Rick Crosby): This contract cost difference is of about \$500,000, how is this sustainable long term?

Answer (Erika Jacquez): This has been considered, prices are increasing everywhere and on everything, PVRTA will search for more outside funding revenues. An amendment to the budget is forthcoming.

Question (Shandy Dittman): Will the contract have a way to get out if services are not satisfactory?

Answer (Erika Jacquez): Yes, this contract will have a clause more detailed than in previous contracts.

Question (Nora Garcia): Has there been a fee/cost study to analyze the possible need for a fare increase?

Answer (Erika Jacquez): Not in a long while, fares have never been a major source of revenue for PVRTA.

Nora Garcia recommends a fee/cost study.

Question (Rick Crosby): There was a recent incident on an MTA bus (Los Angeles) where the driver had to use a panic button to request law enforcement aid, does PVRTA have a similar option?

Answer (Erika Jacquez): Not at the moment but options are being explored.

Action: It was **MOVED** by Nora Garcia, **SECONDED** by Emmett Badar, Board unanimously **VOTED** to award the management and operations PVRTA contract to Transdev.

5. Oral - members of the public may address the Board on items of interest during this time

No members of the public were present

6. New Business

No new business to report at this time

7. Adjourn to next regular meeting

Meeting was adjourned at 5:41 pm until December 11, 2024

POMONA VALLEY TRANSPORTATION AUTHORITY

WEDNESDAY, January 15, 2025

REGULAR BOARD OF DIRECTORS MEETING MINUTES

Present:

Claremont

Corey Calaycay, Mayor
Adam Pirrie, City Manager
Kristin Mikula, Community Services Manager

La Verne

Rick Crosby, Councilmember
JR Ranells, Assist. City Manager

Pomona

Nora Garcia, Councilmember
Shandy Dittman, Public Works

San Dimas

Emmett Badar, Mayor
Brad Mckinney, Assistant City Manager

PVTA

Nicole Carranza, CEO
Erika Jacquez, Senior Program Manager
Susan Dominguez, Travel Trainer

Guest

Doran Barnes, Foothill Transit CEO
Martin Gombert,
Vincent C Ewing, PVTA Legal Counsel
Santoni Casini, Pitzer College

1. **Call to Order**

The meeting was called to order at 5:02 p.m. by Core Calaycay, Board Chair from the City of Claremont.

2. **Introduction of PVTA Attorney Vincent C Ewing**

PVTAs new legal counsel has been practicing law in the state of California since 1995. Currently serves as legal counsel for Access Paratransit and Long Beach City Transit. He began representing PVTA in September of 2024 after the previous legal counsel retired.

3. **Service Design Analysis**

Nicole Carranza presenting

PVTA had conducted a service design analysis in 2019 as a way to find a solution to the growing demand and changes in technology. This SDA was very much focused on the stakeholders and community organizations. The results of this SDA aided PVTA in focusing its efforts on improving services for youth, connectivity with neighboring transit agencies and regionalism. One of the major impacts from the SDA was the conversion of PVTAs design structure with its contractors. Traditional PVTA had a two contractor system. A cab contractor and another contractor for fixed service. Upon the advice of the SDA both contracts were merged and PVTA went with a prime contractor with the option for a subcontractor. Focus was also directed at youth services with a recommendation to look into TNC options (Uber, Lyft, etc..). However, the COVID-19 pandemic necessitated a reassessment of priorities, as both demand and the nature of services underwent significant changes. Another SDA was conducted in 2024 that confirmed PVTAs need for TNC service providers due to a number of factors including the closure of the previously used taxi company and there being no other taxi providers. Other brokerage models are still being considered as technology and demand changes in the area. PVTA recommends the possibility of conducting another SDA in or around FY26 that will focus on feasibility study costs with the implementation of zero emission vehicles and rising costs.

Rick Crosby question: What is the cost comparison of moving to Uber from a cab (company)?

Nicole Carranza: Uber does not come with overhead costs, so it makes it a cheaper option.

Corey Calaycay question: How does it work with liability? This question has come up before. Can you refresh us now with legal counsel, how that works when we're contracting with Uber?

Nicole Carranza: Uber and Lyft are all under the same FTA guidelines that PVTA was under with the taxi company. PVTA would not receive federal funding if Uber was not adhering to FTA requirements.

Rick Crosby question: If I called up Uber through PVTA, who is responsible if someone wants to sue?

Nicole Carranza: The liability is through Uber or Transdev. The Uber contract is with Transdev, not PVRTA.

JR Ranells question: we have had issues with Transdev in the past and reviewed the relationship with them. Are things getting better? How have they been?

Erika Jacquez: Services wise things are good, complaints, ridership and on-time performance has improved. The issue is with higher up administration, corporate.

Rick Crosby: Is there a contract? Can they leave and stop providing service?

Erika Jacquez: Yes, they have been providing service since November with no contract in place. They have not billed PVRTA because there is no contract in place.

Vincent Ewing: Regarding the liability question, when you have a subcontract with an Uber or any other Transdev, and you have PVRTA, the way it typically works is there's a third party administrator involved as well. And so when you have a loss and the claim or the lawsuit comes across your desk or my desk, then what we do is we, as you probably have seen in other public agencies, we tender the claim to the subcontractor, the contractor, saying, you remember that part of the agreement where you said you were going to indemnify us? Well, we've gotten a claim. We've received a claim. We're tendering the defense to you, so you and your TPA will handle this claim going forward.

JR Ranells question: So what happens when you don't have an agreement?

Vincent Ewing: When you have an agreement that is being negotiated, there's public action, there's a record of the action of awarding the contract to Transdev, while negotiating the terms, you rely upon the prior agreement and the negotiated contract which would be eventually signed. They're not gonna say, you we don't have a contract. They want to get paid. There's value there. So they want to get paid. They want the value of their contract going forward. Thus, they have an incentive to cooperate, or at least to engage in a bit more strategic planning to collaborate effectively.

4. Zero Emissions Transition Plan

Nicole Carranza presenting

Sam Schwartz were the consultants that PVRTA utilized to provide a zero emissions plan draft. They outlined all the infrastructure needs that would be required if we were to go zero-emission, including the potential benefits of having our own facility. Most transit agencies do have their own facilities—like the City of Glendora which has a small one for vehicle parking. Having a dedicated facility is safer and ultimately better, but the question is: Are we ready for it now? How long can we delay this step? The goal of the plan was to highlight the effort, funding, and options involved, as well as the timeline for implementation. PVRTA understands the Boards concerns about the availability of FTA funding now—why not act if the funding is there? But we're not ready to move forward yet. Conversations with my counterparts from various cities confirm we're on the same page. We're part of the local transit committee with LA County, which includes over 40 operators, and we frequently discuss this with CARB. We've presented a rollout plan, as required under the ICT regulation, but it's non-binding and can be adjusted as needed. What many cities, including ours, are proposing is to purchase as many gas-powered vehicles as we can now, as well as smaller vehicles moving forward. This strategy helps

meet the mandates. For example, purchasing smaller vehicles under 14,000 pounds exempts them from certain requirements. Our service design analysis and zero-emission plan show that we can downsize our vehicles without impacting service. We don't need large cutaways except for specific cases, such as transporting children after school. For general dial-a-ride services, smaller vehicles are sufficient. This approach also simplifies hiring drivers, as smaller vehicles can be operated with Class C licenses rather than Class B. It's a practical solution that aligns with our current needs and future goals.

Nora Garcia question: would two large cutaway vehicles be enough to handle wheelchair service?

Nicole Carranza: Yes, the largest vehicles hold about 8 passengers with room for wheelchair riders.

For this item, the proposal is to work with Sam Schwartz to develop and present a short-term solution. This would include a mapped-out vehicle purchasing schedule, details on piloting some zero-emission vehicles, and an outline of what that would entail. For instance, there are portable chargers available that don't require extensive infrastructure changes, such as installing underground conduits. These chargers simply plug in, similar to a washer machine, allowing vehicles to be charged without significant upfront construction.

In the meantime, there are steps we can take, but PVRTA is proposing to revisit and refine the current plan. We aim to present you with a more comprehensive and detailed strategy that clearly outlines the vehicle purchasing process and our approach to transitioning to zero-emission solutions.

5. Procurement Policies and Procedures Review

Nicole Carranza presenting

The Board adopted a procurement policy in 2019. PVRTA is recommending that amount be lowered from \$250,000 to \$25,000 to match the threshold from the surrounding cities. The formal draft will be presented at the next meeting.

6. FY25 Draft Budget Update/5-year forecast

Martin Gombert presenting

We completed an FY25 budget revision to account for the increased Transdev costs. The contract costs have increased by \$527,000 from November through the end of the fiscal year in June. That adjustment was incorporated into the budget. After speaking with your auditors at RAMS, and while there is no FY24 audit yet, you do have an FY23 audit. It was confirmed with the managing partner that unencumbered reserves are available and can be used to cover this gap. I'm preparing a draft staff report for the upcoming budget revision, which is scheduled for February. The \$527,000 will come from reserves, which will cover FY25.

Looking at a five-year projection, most expenses are assumed to increase by 3% annually, with no changes in capital costs. The fleet replacement plan hasn't been updated, so the \$100,000 annual allocation remains flat. There are no changes to the number of full-time employees—currently six. We want to focus on the fact that 83% of expenses are contract-based. This means 83% of the budget goes toward transit each month, which is significant. The current contract runs through the end of FY2026, covering about 20 months from now. During that time, the contract costs have already increased by 27%, and for FY2026, the rate is tied to CPI. There are four option years beyond FY2026 that are also tied to CPI, but these options require mutual agreement. For budget planning purposes, there is an assumed 10% increase in contracting costs for FY2027. Whether PVRTA goes out to bid or renegotiates with Transdev, it's likely those costs will increase.

Regarding revenues, some key details: Thanks to Pomona, which contributes 42% as the largest city, your revenues were adjusted. The budget presented last June was used as a baseline and consolidated for analysis. The major revenue components include:

Local Return Funds: This is your largest revenue source, which we'll cover in more detail shortly.

Claremont's Federal Funding (10%): This includes a mix of federal sources.

Property Incentive (16%): This unique funding source, approximately \$900,000 annually, is provided by Metro. Essentially, Metro incentivizes local agencies to collaborate on transit services rather than operating independently (e.g., Claremont, Paramount, and San Dimas running their own systems).

Most of these funding sources are secure. For example, PVRTA recently signed an extension for its subregional funding (referred to as property incentive in some cases). However, the local return funds contributed by each of the four member cities require attention, which we'll discuss in detail next.

The Transdev contract has not been finalized yet, it's unlikely the contract will remain tied to CPI after FY26. Whether PVRTA renegotiates with Transdev or decides to go out to bid again, you're likely to see an increase in costs within the next three years.

This budget does not account for capital replacement, but I wanted to briefly address CARB regulations. PVRTA operates under two key rules:

1. ****Innovative Clean Transit (ICT) Rule****:

Back in October, the SAM Schwartz group gave a presentation on this rule. It requires that by 2040, agencies must achieve a 100% zero-emission fleet. CARB does not specify the technology or fuel source to use, only that the fleet must be fully zero-emission by the deadline. For smaller agencies like PVRTA, the rule takes effect in FY2026 and mandates that 25% of annual fleet purchases for the following three years be zero-emission vehicles.

It's worth noting that this rule applies to vehicles with a gross weight of 14,000 pounds or more. Since PVTA's cutaway vehicles, built on Ford light truck chassis, weigh 14,050 pounds, they fall under this requirement. We're facing similar challenges with compliance in Palos Verdes.

2. ****Advanced Clean Fleet (ACF) Rule****:

This rule adds complexity, as it applies broadly to cities and public agencies, including PVTA.

Compliance with these rules will require careful planning to ensure fleet replacements meet the regulatory timelines and requirements. CARB has been steadily lowering the weight threshold for vehicles subject to zero-emission rules. Starting in 2030, the weight limit will drop to 8,050 pounds, which could impact some of the smaller paratransit vehicles the agency is considering. For example, the Dodge ProMasters that Access is purchasing weigh over 9,000 pounds, so they would fall under these requirements. I know some members here have commented on this previously.

As for the budget, my assumptions for FY25 remain aligned with what was approved by the Board in June: \$3.7 million in amended local return contributions. My projections estimate that this amount will increase to \$4.5 million in FY26 and \$5.1 million in FY27. By FY29, it could rise to \$5.5 million. Contract costs, which represent 83% of your budget, are a key driver of this increase. I anticipate a 10% rise in contract costs for FY27, and you can see how those numbers escalate over time. For FY25, the agency won't revisit the approved contributions, but you will see a budget amendment or revision soon because the current spending authority for the contract will likely run out in the next two months. The amendment will request an increase in the budget and a transfer from the unrestricted reserves.

Looking ahead, I've been tasked with assisting staff in developing the FY26 budget. I plan to conduct further analysis and meet with staff to provide more detailed projections, likely by February or March, when cities begin their early budget planning.

7. **Board Bylaws/JPA agreement update**

Erika Jacquez presenting

We reviewed both the 1985 and 1977 approved documents, particularly concerning the voting process and board membership. There were some questions regarding how voting and member representation have been handled.

To clarify, we have broken the document down into two sections. The first part outlines the exact language of the agreement, while the second part explains how the PVTA and the board have interpreted and implemented it over time. The agreement states that two council members are required, with the option for an alternate if unanimously approved. Regarding alternates, it specifies that a council member and a staff member (employee)

may vote, consistent with how the PVTA board has historically interpreted and applied these rules.

Based on longstanding practice, elected officials must always be present and vote, while two staff members cannot serve as voting representatives simultaneously. An elected official and a staff member must both participate for a vote to be valid. Additionally, our voting process does not require every individual to cast a vote; instead, we follow a motion process—where a first and second motion is made, and the item is approved accordingly.

We have reviewed past meeting minutes extensively and found that this interpretation has been consistently applied. There is no indication that our voting procedures have been incorrect. Corey, we also consulted Vince (counsel) with legal insight to determine if any adjustments are needed moving forward.

This review has highlighted that our agreement has not been significantly updated since 1985, aside from minor modifications for Claremont. Given this, and after discussions with Nicole and others, we recognize that updating the agreement will be a substantial project. The plan is to initiate this effort in Fiscal Year 2026 by forming a technical committee consisting of board members and staff. Once the draft is completed, it will be presented to the board for review and approval.

Vincent Ewing:

In California, the standard for procedural governance is parliamentary procedure, specifically *Robert's Rules of Order*. I assume that elected and appointed officials are already following these guidelines; if not, I strongly recommend adopting either *Robert's Rules of Order* or *Rosenberg's Rules of Order*. Both are well-established frameworks used by governing bodies nationwide and globally.

It is also clear from this agenda that the board follows the *Brown Act*, which is essential for transparency and compliance. Whether adopting *Robert's* or *Rosenberg's Rules*, it would be beneficial to formally incorporate these procedural guidelines into your bylaws through an amendment, if that has not already been done.

Quorum requirements are also outlined in parliamentary procedure, including both *Robert's Rules* and *Rosenberg's Rules*. As you are likely aware, in order to conduct official business—whether for a Joint Powers Authority (JPA), city council, or any public entity—a majority of elected or appointed officials must be present. This majority constitutes a quorum. Without a quorum, no business can be conducted, and the meeting must be adjourned.

To ensure procedural clarity and consistency, I recommend putting these safeguards in place if they are not already established. Once an amendment is approved, it becomes the official governing document that dictates how business is conducted moving forward.

This would be my recommendation for strengthening procedural integrity and compliance.

8. Board Communication and Expectation

The Board requested more meetings throughout the year and updates on matters of importance.

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

10. New business

No business

11. Adjourn to next regular meeting

February 12, 2025



February 12, 2025

**AGENDA
ITEM #2B**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: Erika Jacquez, Senior Program Manager
Subject: **Financial Report November-January FY2025**

Summary:

As of now, there has been no major financial activity to report during this reporting period, due to the pending signature of our contract agreement with Transdev. Since November, our contractor has not been able to issue invoices, and as a result, we have not yet received any charges or financial documentation for the relevant period.

We are actively working to finalize the contract and anticipate that invoicing will commence once the agreement is officially signed. At the March board meeting PVTA staff will bring a more detailed Financial report.



February 12, 2025

**AGENDA
ITEM #2C**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: Erika Jacquez, Senior Program Manager
Subject: **Check Register – November-January FY2025**

Attached is a copy of PVTA's check register from November 2024 to January 2025. This report lists every check written by PVTA for the period indicated. Each service has a separate General Ledger and Accounts Payable, therefore a separate check register. Due to ongoing attempts to collect outstanding invoices, this month's register is not divided by program, but rather listed completely.

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:

- Account – General Ledger account number for the PVTA checking accounts.
- Transaction ID – Internal recorded payment number
- Date – Date payment was written or processed
- Transaction Type - Payment method
- Num – Check Number
- Name – the payee of the payment; vendor name
- 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.

Pomona Valley Transportation Authority

Check Detail Report

November 1, 2024-January 31, 2025

ACCOUNT	TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
10105 Cash - Checking BMO	1651	11/07/2024	Bill Payment (Check)	14270	LANGUAGE LINE SERVICES		Uncleared	-\$5,515.25
10105 Cash - Checking BMO	1651	11/07/2024	Bill Payment (Check)	14270	LANGUAGE LINE SERVICES			-\$5,515.25
10105 Cash - Checking BMO	1652	11/07/2024	Bill Payment (Check)	14271	LSL		Uncleared	-\$7,964.65
10105 Cash - Checking BMO	1652	11/07/2024	Bill Payment (Check)	14271	LSL			-\$7,964.65
10105 Cash - Checking BMO	1653	11/07/2024	Bill Payment (Check)	14272	Raul V. Bravo + Associates, Inc.		Uncleared	-\$200.00
10105 Cash - Checking BMO	1653	11/07/2024	Bill Payment (Check)	14272	Raul V. Bravo + Associates, Inc.			-\$200.00
10105 Cash - Checking BMO	1655	11/07/2024	Bill Payment (Check)	14273	Diana Mendez		Uncleared	-\$8.00
10105 Cash - Checking BMO	1655	11/07/2024	Bill Payment (Check)	14273	Diana Mendez			-\$8.00
10105 Cash - Checking BMO	1657	11/07/2024	Bill Payment (Check)	14274	Vincent C. Ewing		Uncleared	-\$2,835.00
10105 Cash - Checking BMO	1657	11/07/2024	Bill Payment (Check)	14274	Vincent C. Ewing			-\$2,835.00
10105 Cash - Checking BMO	1659	11/07/2024	Bill Payment (Check)	14275	CITY OF LA VERNE		Uncleared	-\$11.00
10105 Cash - Checking BMO	1659	11/07/2024	Bill Payment (Check)	14275	CITY OF LA VERNE			-\$11.00
10105 Cash - Checking BMO	1665	11/20/2024	Bill Payment (Check)	14276	CALIFORNIA DIGITAL SYSTEM		Uncleared	-\$74.19
10105 Cash - Checking BMO	1665	11/20/2024	Bill Payment (Check)	14276	CALIFORNIA DIGITAL SYSTEM			-\$74.19
10105 Cash - Checking BMO	1666	11/20/2024	Bill Payment (Check)	14277	IMRAN HAMID		Uncleared	-\$366.73
10105 Cash - Checking BMO	1666	11/20/2024	Bill Payment (Check)	14277	IMRAN HAMID			-\$366.73
10105 Cash - Checking BMO	1667	11/20/2024	Bill Payment (Check)	14279	Everon		Uncleared	-\$25.00
10105 Cash - Checking BMO	1667	11/20/2024	Bill Payment (Check)	14279	Everon			-\$25.00
10105 Cash - Checking BMO	1669	11/22/2024	Bill Payment (Check)	14278	Andrew Rodriguez		Uncleared	-\$1,662.36
10105 Cash - Checking BMO	1669	11/22/2024	Bill Payment (Check)	14278	Andrew Rodriguez			-\$1,662.36
10105 Cash - Checking BMO	1771	12/06/2024	Bill Payment (Check)	14280	Erika Jacquez		Uncleared	-\$481.38
10105 Cash - Checking BMO	1771	12/06/2024	Bill Payment (Check)	14280	Erika Jacquez			-\$481.38
	1772	12/06/2024	Bill Payment (Check)	14286	FIRST TRANSIT, INC.	Voided		\$0.00
	1772	12/06/2024	Bill Payment (Check)	14286	FIRST TRANSIT, INC.			\$0.00
10105 Cash - Checking BMO	1773	12/06/2024	Bill Payment (Check)	14281	LSL		Uncleared	-\$3,111.90
10105 Cash - Checking BMO	1773	12/06/2024	Bill Payment (Check)	14281	LSL			-\$3,111.90
10105 Cash - Checking BMO	1774	12/06/2024	Bill Payment (Check)	14282	Diana Mendez		Uncleared	-\$36.38
10105 Cash - Checking BMO	1774	12/06/2024	Bill Payment (Check)	14282	Diana Mendez			-\$36.38
10105 Cash - Checking BMO	1775	12/06/2024	Bill Payment (Check)	14283	Vincent C. Ewing		Uncleared	-\$3,360.00
10105 Cash - Checking BMO	1775	12/06/2024	Bill Payment (Check)	14283	Vincent C. Ewing			-\$3,360.00
10105 Cash - Checking BMO	1776	12/06/2024	Bill Payment (Check)	14284	Chase's		Uncleared	-\$1,983.68
10105 Cash - Checking BMO	1776	12/06/2024	Bill Payment (Check)	14284	Chase's			-\$1,983.68
10105 Cash - Checking BMO	1777	12/06/2024	Bill Payment (Check)	14285	LANGUAGE LINE SERVICES		Uncleared	-\$668.59
10105 Cash - Checking BMO	1777	12/06/2024	Bill Payment (Check)	14285	LANGUAGE LINE SERVICES			-\$668.59
	1778	12/06/2024	Bill Payment (Check)	14287	FIRST TRANSIT, INC.	Voided		\$0.00
	1778	12/06/2024	Bill Payment (Check)	14287	FIRST TRANSIT, INC.			\$0.00
	1779	12/06/2024	Bill Payment (Check)	14289	FIRST TRANSIT, INC.	Voided		\$0.00
	1779	12/06/2024	Bill Payment (Check)	14289	FIRST TRANSIT, INC.			\$0.00
10105 Cash - Checking BMO	1782	12/06/2024	Bill Payment (Check)	14290	Erika Jacquez		Uncleared	-\$203.61
10105 Cash - Checking BMO	1782	12/06/2024	Bill Payment	14290	Erika Jacquez			-\$203.61

Pomona Valley Transportation Authority

Check Detail Report

November 1, 2024-January 31, 2025

ACCOUNT	TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
BMO			(Check)					
10105 Cash - Checking BMO	1790	12/08/2024	Bill Payment (Check)	14291	Erika Jacquez		Uncleared	-\$163.13
10105 Cash - Checking BMO	1790	12/08/2024	Bill Payment (Check)	14291	Erika Jacquez			-\$163.13
10105 Cash - Checking BMO	1871	01/22/2025	Bill Payment (Check)	14292	FIRST TRANSIT, INC.		Uncleared	-
10105 Cash - Checking BMO	1871	01/22/2025	Bill Payment (Check)	14292	FIRST TRANSIT, INC.			\$298,887.96
10105 Cash - Checking BMO	1872	01/22/2025	Bill Payment (Check)	14293	FIRST TRANSIT, INC.		Uncleared	-
10105 Cash - Checking BMO	1872	01/22/2025	Bill Payment (Check)	14293	FIRST TRANSIT, INC.			\$298,887.96
10105 Cash - Checking BMO	1872	01/22/2025	Bill Payment (Check)	14293	FIRST TRANSIT, INC.		Uncleared	-
10105 Cash - Checking BMO	1872	01/22/2025	Bill Payment (Check)	14293	FIRST TRANSIT, INC.			\$293,557.11
10105 Cash - Checking BMO	1872	01/22/2025	Bill Payment (Check)	14293	FIRST TRANSIT, INC.		Uncleared	-
10105 Cash - Checking BMO	1872	01/22/2025	Bill Payment (Check)	14293	FIRST TRANSIT, INC.			\$293,557.11
10105 Cash - Checking BMO	1873	01/22/2025	Bill Payment (Check)	14294	FIRST TRANSIT, INC.		Uncleared	-
10105 Cash - Checking BMO	1873	01/22/2025	Bill Payment (Check)	14294	FIRST TRANSIT, INC.			\$292,526.03
10105 Cash - Checking BMO	1873	01/22/2025	Bill Payment (Check)	14294	FIRST TRANSIT, INC.		Uncleared	-
10105 Cash - Checking BMO	1873	01/22/2025	Bill Payment (Check)	14294	FIRST TRANSIT, INC.			\$292,526.03
10105 Cash - Checking BMO	1905	01/29/2025	Bill Payment (Check)	14295	ST. AMBROSE EPISCOPAL CHURCH		Uncleared	-\$650.00
10105 Cash - Checking BMO	1905	01/29/2025	Bill Payment (Check)	14295	ST. AMBROSE EPISCOPAL CHURCH			-\$650.00
10105 Cash - Checking BMO	1906	01/29/2025	Bill Payment (Check)	14296	TOUCH TEL MOBILE		Uncleared	-\$3,200.00
10105 Cash - Checking BMO	1906	01/29/2025	Bill Payment (Check)	14296	TOUCH TEL MOBILE			-\$3,200.00
10105 Cash - Checking BMO	1907	01/29/2025	Bill Payment (Check)	14297	ROGERS, ANDERSON, MALODY & SCOTT, LLP		Uncleared	-\$3,275.00
10105 Cash - Checking BMO	1907	01/29/2025	Bill Payment (Check)	14297	ROGERS, ANDERSON, MALODY & SCOTT, LLP			-\$3,275.00
10105 Cash - Checking BMO	1908	01/29/2025	Bill Payment (Check)	14298	Erika Jacquez		Uncleared	-\$182.38
10105 Cash - Checking BMO	1908	01/29/2025	Bill Payment (Check)	14298	Erika Jacquez			-\$182.38
10105 Cash - Checking BMO	1909	01/29/2025	Bill Payment (Check)	14299	LANGUAGE LINE SERVICES		Uncleared	-\$328.82
10105 Cash - Checking BMO	1909	01/29/2025	Bill Payment (Check)	14299	LANGUAGE LINE SERVICES			-\$328.82
10105 Cash - Checking BMO	1910	01/29/2025	Bill Payment (Check)	14300	LSL		Uncleared	-\$4,129.05
10105 Cash - Checking BMO	1910	01/29/2025	Bill Payment (Check)	14300	LSL			-\$4,129.05
10105 Cash - Checking BMO	1911	01/29/2025	Bill Payment (Check)	14301	Vincent C. Ewing		Uncleared	-\$2,520.00

Pomona Valley Transportation Authority

Check Detail Report

November 1, 2024-January 31, 2025

ACCOUNT	TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
10105 Cash - Checking BMO	1911	01/29/2025	Bill Payment (Check)	14301	Vincent C. Ewing			-\$2,520.00
10105 Cash - Checking BMO	1912	01/29/2025	Bill Payment (Check)	14302	CALIFORNIA DIGITAL SYSTEM		Uncleared	-\$257.03
10105 Cash - Checking BMO	1912	01/29/2025	Bill Payment (Check)	14302	CALIFORNIA DIGITAL SYSTEM			-\$257.03
10105 Cash - Checking BMO	1913	01/29/2025	Bill Payment (Check)	14303	Diana Mendez		Uncleared	-\$96.95
10105 Cash - Checking BMO	1913	01/29/2025	Bill Payment (Check)	14303	Diana Mendez			-\$96.95
								-\$1,856,562.36

February, 12, 2025

**AGENDA
ITEM # 2D**

MEMORANDUM

To: Pomona Valley Transportation Authority

From: Nicole Carranza, PVTA CEO

Subject: **Administrator's Report- Feb 12, 2025**

A. Board Meeting Schedule for FY 2025

PVTA's board meetings are scheduled as needed to facilitate the Authority's planning, budgetary, and decision-making process. Typically, there are 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 2025. The June meeting will be the final meeting of the fiscal year, where the budget for FY 2026 will be adopted and new Board officers for FY 2026 will be elected.

FY 2025

- **October 2, 2024**
- **January 15, 2025**
- **February 12, 2025**
- **Mar 12, 2025**
- **May 14, 2025**
- **June 11, 2025**

B. Staff Transition Update

PVTA has had an open Administrative manager/Bookkeeper position since November. The previous Admin Manager took another job opportunity. We have since filled the position with a candidate that scored highly in the first round of interviews and was one of our top choices. Vanessa Nalbandian, who previously worked in the transit division for the City of Glendora, has a strong finance background and has knowledge of local and federal revenue sources and reporting requirements. We are excited to have her join our team with a start date of February 24th.

PVTA Office Positions as of Feb 2025:

CEO - Nicole Carranza

Sr. Program Manager - Erika Jacquez

Administrative Manager/Bookkeeper - Vanessa Nalbandian

Mobility Manager - Diana Mendez

Travel Trainer - Susan Dominguez

C. Work Program Highlights for FY 2025

1. Uber Transition - On August 20, 2023, PVTA implemented Uber in response to the termination of cab services by Network Paratransit as a pilot. This has had a positive impact on our service, with wait times under 7 minutes and no major passenger complaints. Internally our administrative communication with Uber has been positive with quick response times. We are working with NTD and FTA to continue to use Uber as a permanent solution.

2. Implementation of FY25 updated operations contract requirements - The new Transdev contract started in November 2024 this contract included more operations management support to the GM and a new dispatch supervisor to oversee customer service and scheduling software maintenance. One of the major changes is a transition to a new scheduling software that will function seamlessly with additional demand response subcontractors such as Uber. Transdev has assigned a new Regional manager to our account Joseph Erwin as well as the oversight of account management WC Phil. Transdev staff's ability to improve scheduling software ,reporting and billing issues will help us make our decision with extending the contract before April 1st of 2026.

3. Streamlining Administrative financial procedures - Since our former Admin Manager retired PVTA has been working with a public accounting firm LSL to assist us with the enhancement of our finance procedures. Since July of 2023 we have migrated to a digital filing process, upgraded accounting software as well as migrated banks. FY24 financials are being processed and are pending the final internal audit for closure. Once we receive accurate monthly data and bills from Transdev PVTA will be on track.

4. Proposed FY 2026 budget - PVTA is working on the preliminary budget and plans to present the final budget at the June 2026 board meeting.

6. 5 year budget projection - PVTA will continue to fine tune the 5 year budget projection for FY 2025 - FY 2030. The 5 year budget will help frame the up and coming expenses that PVTA will be facing with rising operational costs due to contractor employee wage increases and inflation.

7. Vehicle Replacement Schedule - PVTA will be gearing up to replace two large vans (cutaway #832,833). The vehicles will be replaced with similar large cutaway vehicles. Additionally PVTA will be decommissioning 3 mini-vans (#581,582,584) these vehicles have met their useful life and are not in need of replacement.

10. Implementing a mechanism to track passenger fare for equitable use of TNC's - PVTA is in the process of implementing the first phase of the Uber App. This first roll out will give passengers the opportunity to pilot the Uber App to hail a same day trip. Our next step will be to select a TNC app that will allow PVTA to book trips and collect fares on behalf of the passengers. This way passengers who are not tech savvy and prefer to pay with cash can do so and still benefit from utilizing TNC service such as Uber. PVTA will need to implement a system to collect and process fare internally.

D. Goals

- 1. Improve ridership trends** - PVTA is slowly recovering to pre-pandemic ridership levels for some of the services. Several modifications to the contract for FY2026 will be made to improve the passenger experience including:
 - Mandatory customer service training
 - Increased customer service monitoring and penalties for low performance
 - Incentive programs will need to be managed on schedule
 - PVTA will also require a transition to a new scheduling software that will allow passengers to utilize an app to book and monitor their trips.
 - Continue to find ways to improve on time performance.
- 2. Provide more passenger outreach and assistance** - PVTA's new travel trainer grant will allow us to have a full time employee on staff that can develop training

materials and in person training for all things transit. Most importantly how to navigate transportation with technology.

3. **Improve Customer service** - Continue to find ways to increase on-time performance , trip reliability and customer interaction with drivers and staff.
4. **Continue to streamline PVRTA administrative procedures and reporting** - PVRTA would benefit from finding ways to quickly procure operator contracts moving with different cooperative purchasing resources. As federal procedures evolve and increase PVRTA will need to figure out ways to streamline reporting and keep organized systems to quickly execute administrative tasks.
5. **Secure more funding from outside revenues in addition to prop A.** - As costs of services and capital increase PVRTA will need to continue to look for outside revenues to lower the cost of the cities.



February 12, 2025

AGENDA ITEM #4

MEMORANDUM

To: PVTA BOARD
From: Nicole Carranza, PVTA CEO
Subject: Updated PVTA Procurement Plan

Recommended Action: Approve PVTA's Updated Procurement Policies, Dated February 12, 2025

Summary

As part of our ongoing efforts to maintain compliance with Federal Transit Administration (FTA) guidelines and ensure fiscal responsibility, I propose an update to the procurement approval limits outlined in our agency's procurement plan.

The FTA divides procurement into three categories:

- **Micro purchases** (under \$10,000) follow the federal micro purchase procedure,
- **Small purchases** (under \$250,000) are subject to the federal small purchase procedure,
- **Large purchases** (over \$250,000) require a sealed bid or competitive proposal procedure.

Currently, the CEO has authority to approve procurements up to \$250,000. PVTA is recommending reducing the CEO's approval limit to \$25,000 to better align more closely with other local agencies and cities.

This adjustment will enhance our internal controls and ensure that we remain compliant with both federal regulations and best practices in procurement.

The attached policies make the limits consistent with federal guidance.



POMONA VALLEY TRANSPORTATION AUTHORITY PROCUREMENT POLICIES

February 12, 2025

General Policy: All purchases of supplies, equipment, vehicles, maintenance and public works projects, and professional services are governed by this policy. This policy applies to all purchases, projects and services approved by the Board of Directors through the annual budget process. Staff shall make reasonable efforts to contact qualified vendors.

Third Party Contracting Requirements

This policy sets forth the requirements the Pomona Valley Transportation Authority (PVTA) must adhere to in the solicitation, award and administration of its third party contracts. These requirements are based on the common grant rules, Federal statutes, Executive orders and their implementing regulations, FTA policy, State of California Public Contract Code, State of California Labor Code and all other local, State and Federal requirements relating to procurement and applicable to PVTA as a public agency.

Procurements Using Federal Funds

These policies are intended to ensure PVTA's compliance with FTA Circular 4220.1F, which establishes the standards and guidelines for the procurement of supplies, equipment, construction, and services for all programs. It is the policy of PVTA to adopt these procurement policies and procedures for both federally funded and non-federally funded procurements as a uniform methodology. Federal provisions shall be used as appropriate to the particular procurement and Grantor requirements.

All bid documents and contract agreements for projects or services purchased with federal grants as a full or partial funding mechanism will include all federal requirements and stipulations as mandated by the funding organization. This includes, but is not limited to transportation projects or services funded by the Federal Transit Administration (FTA). The FTA requirements are outlined in the "Required Third-Party Contract Clauses" procurement document and specific contract language and detailed information regarding each requirement is included in the "Best Practices Procurement Manual".

Conformance with State and Local Law

PVTA shall use procurement procedures that reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law, including the requirements and standards identified in FTA Circular 4220.1F.

Contract Administration System

PVTA shall maintain a contract administration system that ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

Written Standard of Conduct

Goals and Objectives

All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The PVTA shall be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. Awards shall be made to the bidder whose offer is responsive to the solicitation and is most advantageous to PVTA, where price, quality and other factors considered. Solicitations shall clearly set forth all requirements that the bidder shall fulfill in order for the bid or offer to be evaluated by the PVTA. Any and all bids or offers may be rejected when it is in the PVTA's interest to do so.

General Principles

Employees are to implement the policies and decisions of the PVTA in an impartial manner. In particular, employees shall comply with all applicable laws regarding conflicts of interest, including but not limited to the California Political Reform Act, and the provisions of the California Government Code regarding Prohibited Interests in Contracts, as these laws may be amended from time to time.

Employees are to promote confidence in the integrity of the PVTA and always act in the public interest and not in their private interest. Employees should protect the reputation of the PVTA.

Conflict of Interest

In addition to the provisions of the Political Reform Act, as enforced by the Fair Political Practices Commission, Conflict of Interest exists when it is likely that an employee could be influenced, or could be perceived to be influenced, by a personal interest in carrying out their duties of employment.

Conflict of Interest that leads to biased decision-making may constitute corrupt conduct. No employee shall participate in the selection or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

1. The employee;
2. Any member of his or her immediate family;
3. His or her partner; or
4. An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

In all purchases for the PVTA, any practices which might result in unlawful activity are prohibited including, but not limited to, rebates, kickbacks or other unlawful considerations.

The officers, employees, and agents of the Pomona Valley Transportation Authority (PVTA) shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subagreements.

All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The PVTA shall be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder whose offer is responsive to the solicitation and is most advantageous to the PVTA, where price, quality and other factors are considered. Solicitations shall clearly set forth all requirements that the bidder shall fulfill in order for the bid or offer to be evaluated by PVTA. Any and all bids or offers may be rejected when it is in the PVTA's interest to do so.

Award of Contracts

Purchases of projects, services, vehicles, equipment, and supplies up to \$25,000 are awarded by the PVTA CEO. These procurements may be subject to the small purchase procedure. If appropriate, these procurements may also make use of **Sealed Bid or Competitive Proposal Procurement** procedures.

Purchases of projects, services, vehicles, equipment, and supplies over \$25,000 are subject to the formal purchasing procedures and awarded by the Board of Directors unless award authorization is specifically delegated to the PVTA CEO.

Factors Considered When Awarding a Bid: Factors that may be considered when awarding bids shall include but not be limited to:

1. Clarity and understanding of project scope and ability to meet bid specifications.
2. Familiarity with the type of project being undertaken.
3. Vendor experience providing this type of service, equipment, product or vehicle.
4. List of references and past record of performance, including quality of work, ability to meet timelines, and cost control.
5. Capacity of vendors to meet timelines of project or product delivery.
6. Cost of service or product to be provided relative to the time frame proposed.

7. In accordance with state law, the primary factor for consideration when awarding a bid for professional services is qualifications.

Methods of Procurement

I. Micro & Emergency Purchases: pursuant to C 4220.1F, the PVTA may make micro-purchases which do not exceed \$10,000 without competitive procurement quotations if PVTA believes that the price is fair and reasonable. In addition, emergency situations which require immediate repairs which are reasonably believed to be under \$10,000 may be authorized without competitive quotations.

II. Small Purchase Procurement: for supplies, materials and services which shall not cost more than \$25,000 in the aggregate. Such procurement shall be made in the following manner:

1. A **minimum** of two written price or rate quotations shall be obtained from qualified sources. Sound business practice shall dictate the quantity of quotations sought from qualified bidders.
2. If the procurement involves FTA funding it shall include all FTA Third-Party contract clauses.
3. The procurement will be made from the lowest priced qualified bid.

III. Sealed Bid Procurement: for supplies, materials and services over \$25,000 in the aggregate or when sealed bid procurement will provide for the best competitive pricing for those procurements under \$25,000 in the aggregate. Such procurements shall be made if the following is available:

1. A complete, adequate, concise specification or description is available.
2. Two or more responsible bidders are willing and able to compete effectively for the business.
3. The procurement lends itself to a firm fixed price contract and the selection of a successful bidder can be made principally on the basis of price.

Sealed bids will be performed in the following manner:

1. The invitation for bids will be publicly advertised and bids shall be solicited from an adequate number of known suppliers, with sufficient time prior to the date set for bid opening;
2. The invitation for bids will include any and all specifications and pertinent attachments, including any required FTA Third-Party contract clauses, and shall define the items or services sought in order that the bidders may properly respond.

3. Any contract to acquire rolling stock must include provisions for compliance with applicable requirements of 49 U.S.C. Section 5323(m) and those provisions of FTA regulations, "Pre-Award and Post-Delivery Audits of Rolling Stock Purchases," 49 CFR Part 663, that do not conflict with 49 U.S.C. Section 5323(m);
4. All bids will be publicly opened at the time and place prescribed in the invitation for bids;
5. A fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in the bidding documents, factors such as discounts, transportation costs, and life cycle costs shall be considered in determination of the lowest bid. Payment discounts will only be used to determine the low bid when prior experience indicates such discounts are usually taken advantage of;
6. Any or all bids may be rejected if there is a sound documented business reason, and as otherwise necessary in the best interest of the PVTA.

IV. Competitive Proposal Procurement: for supplies, materials, services, or professional services with more than one source submitting a proposal, and either a fixed price or cost reimbursement type contract is to be awarded. This will generally be used when conditions are not appropriate for the use of sealed bids.

Competitive Proposal shall be performed in the following manner:

1. Requests for Proposals (RFP) or Notice Inviting Bid (NIB) will be publicized and shall identify all evaluation factors and their relative importance, including any required FTA Third-Party contract clauses.
2. Proposals will be solicited from an adequate number of qualified sources;
3. PVTA will have a procedure for conducting a technical evaluation of the proposals received and for selecting awardees. PVTA will normally make the evaluation and selection without negotiation with any bidder. However, if it decides to conduct negotiations, PVTA will negotiate with all bidders in a competitive range, i.e., all bidders that PVTA determines have a reasonable chance of selection for award based on cost or price and other specified factors of the solicitation;
4. The award will be made to the responsible firm whose proposal is most advantageous to PVTA's program with price and other factors considered;
5. PVTA will use competitive proposal procedures for qualifications based procurement of architectural and engineering services *40 U.S.C. Chapter 11 ("Brooks Act" procedures)*, related services such as program management, construction management, feasibility studies, preliminary engineering, design, surveying, mapping, or related service, and for professional services.

V. Sole Source Procurement (*Applies to all procurements using FTA funds*): may be used through solicitation or acceptance of a proposal from only one source, or after solicitation of a number of sources; competition is determined inadequate; or, it is difficult to compare offers due to questions of quality of integral parts of the items for procurement. A contract amendment or change order that is not within the scope of an original contract is a sole source procurement and, therefore, must comply with the following:

Sole Source Procurement may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposal and at least one of the following circumstances apply;

1. The item is available only from a single source;
2. A public emergency for the requirement will not permit a delay resulting from competitive solicitation;
3. FTA authorized noncompetitive negotiations;
4. After solicitation of a number of sources, competition is inadequate;
5. The item is an associated capital maintenance item as defined in Section 9(j) of the Federal Transit Act that is procured directly from the original manufacturer or supplier of the item to be replaced.

PVTA must first certify in writing (a) that such manufacturer or supplier is the only source for such item; and (b) that the price of such item is no higher than the price paid for such item by like customers. Cost analysis of the proposed cost data, the projections of the data, and the evaluation of the specific elements of costs and profit are completed as required under FTA C 4220.1F. The procurement shall include all FTA Third-Party contract clauses.

VI. Single Bid (*FTA funded procurements*): When multiple sources are solicited and only one bid or proposal is received, PVTA must make a determination of whether competition was “adequate” or “inadequate,” based upon criteria in FTA C 4220. This determination will require PVTA to contact vendors who were solicited and chose not to bid in order to determine their reasons for not bidding.

If the reasons were a restrictive specification or restrictive delivery date that none save the single bidder could meet, then competition was inadequate, and a new solicitation should be issued removing the restriction, or a sole source justification must be approved explaining why the restrictions are essential. If, however, the reasons given by the vendors for their no-bid decisions were of a business nature, and not related to restrictive specifications, etc., then a determination of adequate competition may be made and the contract awarded as a competitive procurement.

A cost analysis and explanation as to why a single bid was determined are mandatory.

VII. Procurement by Noncompetitive Proposals (*Sole Source for Non-FTA Procurements*): Sole Source procurements are accomplished through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances applies:

1. The item is available only from a single source;
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
3. After solicitation of a number of sources, competition is determined inadequate.

VII. Authority to Waive Any Step of Selection Process: When the PVTA Administrator determines that it is in the best interest of the PVTA to shorten the selection process to begin work immediately on PVTA's project or retain a consultant who is already familiar with the PVTA's project, the Administrator has the authority to waive any step of the selection process. In the event the Administrator determines that it is necessary to omit any phase of the selection process, the Administrator shall notify the PVTA Technical Committee of the action. A written statement of the Administrator's determination shall be retained in the project file.

VIII. Competitive Bidding Completed by Another Agency: Prices quoted through a competitive bidding process by another public agency, where the price to PVTA is equal to or better than the price to the public agency that completed the competitive bid process, may be used for purchasing supplies, vehicles, equipment, and services for use in PVTA

IX. Funding Source Regulations: All purchases made under this policy shall be subject to the procurement and contract regulations relating to the source of funding.

Protests

All prospective contractors shall be accorded fair and equal consideration in the solicitation and award of contracts. To that end, any interested party shall have the right to protest alleged inequities in the procurement process and to have its issues heard, evaluated and resolved administratively. "Interested party" is defined as an actual or prospective offeror whose direct economic interest would be affected by the award of a contract or by failure to award a contract.

Each solicitation above the small purchase threshold as defined herein shall contain, as part of the instructions to bidders/offerors, the following notice:

PVTA's policy and procedure for the administrative resolution of protests is set forth in PVTA's Procurement Policies. The Procurement Policies contain rules for the filing and administration of protests. The Project Manager shall furnish a copy of the Procurement Policy upon request. Chapter VII, Sec. 1.b. of Federal Transit Administration (FTA) Circular 4220.1 F addresses protests where federal funds are involved. FTA will only review protests regarding matters that are primarily of Federal concern.

Submittal Procedures

An interested party wishing to protest a matter involving a proposed procurement or contract award shall file a written submission with the Project Manager by certified mail or other delivery method by which receipt can be verified. Electronic submission of protests is not acceptable unless an original signed copy of the protest is received by the Project Manager within 24 hours (not including weekends and holidays) after receipt of the electronic copy. The Project Manager may, however, permit the electronic provision of supplemental information after the initial protest submittal. The protest shall include, at a minimum:

- (a)** The name and address of the protesting party and its relationship to the procurement sufficient to establish that the protest is being filed by an interested party;
- (b)** Identity of the contact person for the protestor, including name, title, address, telephone, fax and e-mail addresses. If the contact point is a third party representing the protestor, the same information must be provided, plus a statement defining the relationship between the protestor and the third party;
- (c)** Identification of the procurement;
- (d)** A description of the nature of the protest, referencing the portion(s) of the solicitation involved;
- (e)** Identification of the provision(s) of any law, regulation, or other governance upon which the protest is based;
- (f)** A complete discussion of the basis for the protest, including all supporting facts, documents or data;
- (g)** A statement of the specific relief requested; and
- (h)** A notarized affirmation by the protestor (if an individual) or by an owner or officer of the protestor (if not an individual) as to the truth and accuracy of the statements made in the protest submittal.

The protestor is solely responsible for the completeness and validity of the information provided. Any documents relevant to the protest should be attached to the written submission. Documents which are readily available on the Internet may be referenced with an appropriate link.

Protests shall be submitted in accordance with the requirements of this section and any directions included in the solicitation, and shall be addressed to the Project Manager. Unless otherwise specified in the solicitation, the written protest shall be accompanied by an electronic copy (CD) in PDF format. In case of a variance in the content of the written and CD submittals, the written version shall prevail.

Project Manager or an assigned alternate manager in cases where the conduct of the Project Manager for the procurement is called into question, shall conduct the administrative processing of protests filed with PVRTA, and shall be responsible for the processing, documenting a protest, and recommending a decision to the Administrator. The

Administrator shall request legal counsel to review and advise concerning any legal issues involved in a protest.

The Administrator shall be responsible for overseeing the decision process and for the content of the decision. The Administrator shall ensure that all relevant parties within PVTA have been involved in the decision-making process and shall, as circumstances require, obtain the concurrence of the PVTA Board Chair in a decision prior to its issuance.

PVTA may decide a protest solely upon the written submission. The protest submission should, therefore, include all materials necessary to support the protester's position. Additional or supplemental materials may only be submitted at the request of, or with the permission of, the Administrator.

If the procurement uses federal funds, a notice of receipt of a protest must be given to the appropriate regional office of the Federal Transit Administration (FTA). The form of notice may be specified by the regional office.

Protests of the Solicitation Process

A protest related to the technical scope or specification, terms, conditions, or form of a solicitation must be received no later than ten (10) working days prior to the date established for opening of bids or receipt of proposals; if the protest addresses an amendment to the solicitation, it must be received no later than ten (10) working days prior to the date established for opening bids or receipt of proposals or five (5) working days after the date of issuance of the amendment, whichever is later; in no event, however, may a protest of this nature be submitted after bids or proposals are received. The protest must conform in all respects to the requirements set forth above.

Upon receipt of such a protest, the Project Manager shall notify all prospective offerors and other known interested parties of the receipt and nature of the protest, and shall post a notice of the protest on PVTA's web page. Unless the Project Manager determines that delay will be prejudicial to the interest of PVTA or that the protest patently lacks substantial merit, the solicitation process will be extended pending resolution of the protest.

Protests will be considered and either denied or sustained, in part or in whole, by the Project Manager in writing. A written decision specifying the grounds for sustaining all or part of or denying the protest will be transmitted to the protestor prior to the receipt of bids or proposals in a manner that provides verification of receipt.

A notice of the decision shall be provided to all parties given notice of the protest, and posted to PVTA's web page.

Should the protest be upheld in whole or in substantial part, the Project Manager may either (1) amend the solicitation to correct the document or process accordingly; or (2) cancel the solicitation in its entirety. If the solicitation is amended, the time for receipt of bids or proposals shall be equitably extended to permit all participants to revise their bids or proposals to reflect the decision. If the protest is denied, the solicitation shall proceed as if the protest had not been filed, unless the protester pursues the protest with the Federal Transit Administration (FTA).

Protests received by PVTA after the time periods specified above shall be considered untimely and may be denied on that basis unless the Project Manager concludes that the issue(s) raised by the protest involves substantial prejudice to the integrity of the procurement process.

Protests of the Evaluation Process

All bidders/proposers will be notified of the recommended award, upon a determination by Project Management staff of a recommendation to be made to the PVTA Administrator, or the PVTA Board or Directors, as appropriate. This notice will be transmitted to each proposer at the address contained in its proposal form, and shall be posted on the PVTA website. Transmittal may be by electronic means or by hard copy. Any proposer whose proposal is valid at the time of the staff determination may protest the recommended award on one or more of the following grounds:

- (a) That the recommended awardee does not meet the requirements of the solicitation;
- (b) That the bid or proposal recommended for acceptance does not meet the criteria of the solicitation or award; and
- (c) That the evaluation process conducted by PVTA is improper, illegal, or the decision to recommend award is arbitrary and capricious.

The protest must conform in all respects to the requirements set forth above. The protest must be received by PVTA at the address specified in the solicitation, no later than five (5) calendar days after the date such notification is publicly posted or sent to the bidder or proposer, whichever is earlier. A written decision stating the grounds for allowing or denying the protest will be transmitted to the protestor and the proposer recommended for award in a manner that provides verification of receipt. Such decision shall be final, except as provided in the Appeals section below or by applicable law or regulation.

Evaluation of Protests

A protest decision should ordinarily be written and published within ten (10) working days of receipt of the protest. The PVTA Administrator may extend the response period if additional time is required to gather and evaluate information necessary for the decision or for other good cause.

Upon receipt of a protest, the Project Manager shall notify parties involved in the procurement as identified above, and such PVTA personnel or others as may be appropriate or necessary to determine the validity of the protest. Copies of the protest submittal, or portions thereof, may be provided to the notified parties as appropriate.

The Project Manager may request additional written information from the protestor or other parties, as necessary to determine the validity of the protest. A formal or informal hearing may be held. If a formal hearing is held, testimony shall be given under oath and a transcript or electronic recording of the proceeding shall be made; the transcript or recording shall be provided to the protestor and made part of the protest record.

The Project Manager shall redact from any submission under the protest process information which has been identified as proprietary, and which, in his/her judgment, is protected from disclosure under the State Public Records Act prior to furnishing such submission to any other party, unless the person furnishing the information consents, in writing, to distribution of the information to other interested parties.

Decision

Upon receipt and evaluation of all relevant information, including any pertinent law or regulations, the Project Manager shall prepare a decision. The decision will contain four parts:

- I. SUMMARY – Describes briefly the protesting party, the solicitation involved, the issues(s) raised, and the decision.
- II. BACKGROUND – Describes in more detail the history of the solicitation and the procurement events leading to the protest, the date the protest was received, and the process by which it was evaluated.
- III. DISCUSSION - Identifies the issue or issues raised by the protestor, and the factors considered in reaching a decision, and the rationale for the decision.
- IV. DETERMINATION - States the decision and any remedy or subsequent action, e.g. cancellation of the procurement, resulting from it.

Ordinarily, each issue raised in the protest will be discussed separately in Parts III and IV. Decisions shall be signed and issued by the AUTHORITY Project Manager. The decision shall be issued to the protestor; other interested parties shall receive either a copy of the decision or a notice of decision, as appropriate. Where appropriate, transmittal may be electronic, followed by hard copy. The protest document, the decision, and all other documentation related to the decision shall be public record except as otherwise provided by the State Public Records Act or AUTHORITY's regulations and policies.

Appeals

Decisions of the Project Manager may be appealed to the PVRTA Administrator by the protestor within five (5) working days after the decision is issued to the protestor. The appeal shall be in writing, addressed to the PVRTA Administrator, and shall state with specificity the basis for the appeal. The PVRTA Administrator shall review the written record of the protest and may conduct such further investigation as is deemed necessary or appropriate to reach a decision. The decision of the PVRTA Administrator will ordinarily be issued within fifteen (15) working days of receipt of the appeal; this time period may be extended if necessary to complete an investigation. The decision of the PVRTA Administrator shall be final and conclusive, except for such remedies as state or federal law or regulation may provide.

Record of Protest

Upon receipt of a protest, the Project Manager shall establish a separate file in which a complete record of the protest shall be maintained. The file shall constitute a separate portion of the overall procurement file.

The procurement protest file shall include reasonable and adequate documentation of the protest and outcome of the protest. Protest file documentation should be proportional to the size and complexity of the protest.

The protest file should, at a minimum, include the following:

- I.** The protest, including supporting documentation
- II.** Record of determination of protest timeliness
- III.** Record of internal distribution of protest
- IV.** Record of internal responses to protest
- V.** Record of legal review
- VI.** Determination and findings, including supporting documentation
- VII.** Protester response/appeal
- VIII.** Result of appeal
- IX.** Notice of cancellation of solicitation, if applicable

Rev. 2/12/2025

February 12, 2025

AGENDA

ITEM #5

MEMORANDUM

To: Pomona Valley Transportation Authority
From: Nicole Carranza, CEO
Subject: **FY '25 Budget Amendment**

BACKGROUND

On June 12, 2024 the Pomona Valley Transportation Authority (PVTA) approved a capital and operations budget for FY '25 totaling \$5,252,663. The Authority was in the process of issuing a Request for Proposal (RFP) for transit contract service effective November 1, 2024 and estimated the transit contract costs for the last eight months of the fiscal year.

On October 2, 2024 the PVTA Board of Directors awarded a transit contract to TransDev effective November 1, 2024. Three bids were received and TransDev was awarded an eighteen (18) month contract.

The contract awarded to TransDev was a 27% increase over previous hourly and fixed cost. This significant contract increase was not included in the FY '25 budget and requires a budget amendment to reflect these increased transit contracting costs.

The total increase in transit contracting costs is \$527,503.

DISCUSSION

During the last five years transit agencies have been impacted by a significant increase in transit operating costs. The increases have primarily been driven by large increases in operator labor costs. Industries throughout the country have been impacted by a shortage of workers and the resultant increase in wage costs.

Foothill Transit experienced a 34% increase in contract costs for the award of their last transit operating contract.

FINANCIAL IMPACT

The financial impact of the TransDev contract for FY '25 is \$527,503. Staff confirmed with the Authority's auditors, Rogers, Anderson, Malody & Scott (RAMS), that over \$3 million in operating reserves is available for fund this expenditure.¹

Staff is recommending that the FY '25 budget be amended to transfer \$527,503 from the operating reserve to contract costs. This recommendation would not require a change in Local Return Funds (LRF) by member agencies.

RECOMMENDATION

Amended the FY '25 PVTA Budget to transfer \$527,303 to the operating budget from operating reserves and increase the total FY '25 budget to \$5,780.169.

Pomona Valley Transportation Authority

FY '25 Budget Amendment

EXPENSE CATEGORIES	FY '25	FY '25 Amended	% Increase
Total Salaries & Benefits	\$ 438,000	\$ 438,000	0%
Other Expenses	\$ 195,500	\$ 195,500	0%
Marketing & Consultants	\$ 115,000	\$ 115,000	0%
Subtotal	\$ 748,500	\$ 748,500	
Mobility Manager	\$ 207,000	\$ 207,000	0%
Subtotal	\$ 955,500	\$ 955,500	
Less FTA 5307 Mobility Mgr.	\$ (173,880)	\$ (173,880)	0%
Total Administration Expenses	\$ 781,620	\$ 781,620	0%

Operating Expenses

Contract Cost (Transdev)	\$ 4,273,543	\$ 4,801,049	12%
Marketing by Service Group	\$ 97,500	\$ 97,500	0%
Total Operating Expenses	\$ 4,371,043	\$ 4,898,549	12%
Capital	\$100,000	\$ 100,000	0%
TOTAL EXPENSES	\$ 5,252,663	\$ 5,780,169	10%

REVENUE CATEGORIES

	FY '25	FY '25 Amended	
Fares	\$ 115,000	\$ 115,000	0%
Subregional Incentive Funds	\$ 939,000	\$ 939,000	0%
Interest	\$ 90,000	\$ 90,000	0%
FTA Operations Revenue	\$ 95,000	\$ 95,000	0%
Regional Funds (Claremont)	\$ 170,000	\$ 170,000	0%
Subtotal	\$ 1,409,000	\$ 1,409,000	0%

Local Return Funds (Prop. A)

Claremont	\$ 395,928	\$ 395,928	0%
La Verne	\$ 454,725	\$ 454,725	0%
Pomona	\$ 2,447,626	\$ 2,447,626	0%
San Dimas	\$ 417,050	\$ 417,050	0%
Subtotal	\$ 3,715,329	\$ 3,715,329	0%
Capital	\$ 100,000	\$ 100,000	0%
Adjustment	\$ (28,334)	\$ -	
From operating reserves		\$ 555,840	
TOTAL REVENUE	\$ 5,224,329	\$ 5,780,169	11%

Feb 12, 2025

AGENDA ITEM #7

MEMORANDUM

To: PVTA Board

From: Nicole Carranza, PVTA CEO

Subject: PVTA Vehicle Replacement Update

Recommendation : Allow PVTA to follow this schedule to decommission listed vehicles and replace listed vehicles. All final replacement procurements will be brought to board for final purchase approval.

Summary

The Pomona Valley Transportation Authority (PVTA) has recently revisited its vehicle replacement schedule. As a result, several vehicles have surpassed their intended mileage, and have exceeded their useful life, and are scheduled for decommissioning and sale. The schedule also recommends the replacement of some larger vehicles with smaller vehicles to prolong the purchase of zero emission vehicles. Please review the provided schedule for further detail.

Replacement Schedule Summary Breakdown:

Large Vans (18 passenger Cutaway) Replacement Schedule:

FY 2025 - Replace (2) Vehicles, #832-833 are lacking an external step for driver access, posing a safety risk. These are large 18 passenger Cutaways, PVTA recommends replacing them with similar size and model vehicles.

FY 2026 - Replace (8) vehicles, #835-842. #835-836 will be priority to replace first in June of 2026 following with #837-842 replacement by December 2026. PVTA recommends replacing these vehicles with smaller vehicles that do not subject PVTA to the ICT CARB regulation.

FY 2028 Replace (6) vehicles, #843-848 In April of 2028 PVTA recommends replacing vehicles 843-848 with smaller vehicles that do not subject PVTA to the ICT Carb Regulation.

Mini Vans (4 passenger) Replacement Schedule

Transdev has been utilizing Uber for On-Demand premium trips. Due to a shortage of drivers, they have not been able to utilize the mini vans to meet trip demand. Instead, they have relied on large vans, which has extended the useful life of most of the minivans, except van # 584. PVTA recommends replacing them with similar (size) vehicles.

FY 2025 - Vans 581, 582 & 584 to be decommissioned and sold as soon as possible

FY 2026 - Vans 583, 585, 587 & 588 will be sold and replaced

FY 2028 - Van 586 is projected to be ready for decommission and sale.



For immediate decommissioning:

Unit #	VIN	Year	Make/Model	Purchase Date	Replacement	Current Mileage	Notes
581	2C7WDGBG4HR784091	2017	Dodge Braun	3/2018	January 2025	229,879	130,000 miles past useful life
582	2C7WDGBG3HR784082	2017	Dodge Braun	3/2018	January 2025	251,983	152,000 miles past useful life
584	2C7WDGBG1JR363726	2018	Dodge Braun	12/2019	January 2025	115,590	16,000 miles past useful life

Replacement Schedule:

Unit #	Vin	Year	Make/Model	Purchase	Replacement	Current Mileage	Notes
832	1FDFE4FS5DDA72771	2013	Ford Starcraft	7/2013	2025	144,227	
833	1FDFE4FS0DDA72774	2013	Ford Starcraft	7/2013	2025	139,101	
835	1FDFE4FS0DDA72791	2013	Ford Starcraft	8/2013	2026	127,478	
836	1FDFE4FS2DDA72792	2013	Ford Starcraft	7/2013	2026	138,117	
837	1FDFE4FS8GDC50516	2016	Ford Starcraft	8/2016	2026	108,537	
838	1FDFE4FS1GDC50518	2016	Ford Starcraft	8/2016	2026	115,342	
839	1FDFE4FS3GDC50519	2016	Ford Starcraft	8/2016	2026	126,369	
840	1FDFE4FS5GDC50523	2016	Ford Starcraft	8/2016	2026	120,908	
841	1FDFE4FS7GDC50524	2016	Ford Starcraft	8/2016	2026	120,288	
842	1FDFE4FS9GDC50525	2016	Ford Starcraft	8/2016	2026	114,032	
843	1FDFE4FS8KDC39816	2019	Ford Starcraft	4/2019	2028	84,750	
844	IFDFE4FSXKDC39817	2019	Ford Starcraft	4/2019	2028	81,182	
845	IFDFE4FS1KDC39821	2019	Ford Starcraft	4/2019	2028	74,836	
846	1FDFE4FS3KDC39822	2019	Ford Starcraft	4/2019	2028	89,054	
847	1FDFE4FS2KDC39827	2019	Ford Starcraft	4/2019	2028	85,212	
848	1FDFE4FS6KDC39829	2019	Ford Starcraft	4/2019	2028	88,602	
583	2C7WDGBGXJR362946	2018	Dodge Caravan	12/2019	2026	96,036	
587	2C7WDGBG0JR362955	2018	Dodge Caravan	12/2020	2026	91,245	
588	2C7WDGBG4RJ363090	2018	Dodge Caravan	12/2021	2026	92,754	
585	2C7WDGBG5JR243220	2018	Dodge Caravan	12/2021	2026	86,816	
586	2C7WDGBG2JR362732	2018	Dodge Caravan	12/2021	2028	39,543	