

**POMONA VALLEY TRANSPORTATION AUTHORITY
REGULAR BOARD MEETING**

WEDNESDAY FEBRUARY 12, 2020

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 (November)	2A	
B. Administrator's Report	2B	
C. Financial Report (December)	2C	
D. Check Register (January)	2D	
3. Operations Report (December)	3	Information
4. Preliminary Budget FY 2021	4	Review
5. Management & Operations Contract Award	5	Action
6. Oral - members of the public may address the Board on items of interest during this time		
7. Adjourn to next regular meeting April 8, 2020		Action

POMONA VALLEY TRANSPORTATION AUTHORITY

WEDNESDAY NOVEMBER 23, 2019

REGULAR BOARD OF DIRECTORS MEETING MINUTES

Present:

Claremont

Corey Calaycay, Mayor
Kristin Mikula, Community Services

La Verne

Bill Aguirre, Parks & Recreation Director
Charlie Rosales, Councilmember

Pomona

Lily Perez, Public Works
Nora Garcia, Councilmember

San Dimas

Ken Duran, City Manager
Emmett Badar, Councilmember

PVTA

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

First Transit

Jorge Gonzalez, Operations Manager

Network Cab

Freddie Mohammadi, Project Manager

1. **Call to Order**

The meeting was called to order at 5:03 p.m. by Emmett Badar

2. **Consent Calendar**

- A. Minutes (September)
- B. Administrator's Report
- C. Financial Report (September)
- D. Financial Audit FY 2019
- E. Transit Store Bank Account

Action: It was **MOVED** by Bill Aguirre, **SECONDED** by Ken Duran, Board unanimously **VOTED** to approve the consent calendar as presented.

3. **Operations Report**

Nicole Carranza presenting

Get About is up by 4% and wheelchair ridership is also increasing. A total of 8 complaints were received in the month of September, mostly from the cab overflow. Incentives were given to cab drivers to remain in PVTA service area. Our cab contractor is offering its contract drivers incentives to remain in the PVTA service area, to help improve wait times.

Question by Ken Duran: Are there any dedicated drivers to the service and is it being honored? Does it help?

Answer by Nicole Carranza: Yes, a meeting took place earlier in the day with the cab contractor to go over data for the dedicated driver's performance. Employee drivers carry more passengers than contracted drivers.

Question by Nora Garcia: Will PVTA consider purchasing vehicles and contracting them out?

Answer George Sparks: PVTA does own vehicles that are driven by employee drivers and lease vehicles to the demand response cab drivers.

Question by Kristin Mikula: What types of incentives are being offered to the cab to encourage them to remain in the area?

Answer by Nicole Carranza: Discount on their leases.

Pomona Group rides have increased. Mobility Managers are out promoting the services. San Dimas Dial a cab has seen an increase in ridership and Claremont Dial A Ride has seen a decrease. Outreach in Pomona is good and will increase in the other cities.

4. **Five Year Projections FY 2020 – FY 2024**

George Sparks Presenting:

Cost increases are expected with the dedicated vehicle services. Higher fuel prices (about 16%) and the collective bargaining agreement are factors in the projected cost increases. There is an expected increase in city contributions for FY 2020 – FY 2024. The contributions are calculated by subtracting the collected fares and outside subsidies (FTA funding, subregional incentive funds, etc.) from the money that is needed to cover operating expenses. A reserve of about 1.3-1.6 million dollars is always set aside to cover for any unforeseen expenses. Last year PVTA began increasing investment in capital reserves which is where we buy vehicles and technology from if money is not obtained from an outside source. Claremont and PVTA are in the planning stages for pilot programs that will target youth in order to increase ridership. San Dimas is recovering from its declining ridership in FY 2019. Outreach and service monitoring will

increase to get ridership back to its historic high numbers. Pomona Group ridership is on the rise thanks to community outreach and service monitoring.

5. **Two Minivans Replacement Approval**

George Sparks presenting:

PVTA is looking to replace 2 of its minivans that were scheduled to be replaced in 2021. After 2019 Dodge will no longer be building the vehicles we currently use on the same chassis. The 2020 model will not be certified by California CARB emissions. Approval will be needed to purchase different vehicles after 2020. PVTA is looking to move the purchase of these replacements by one year.

Action: It was **MOVED** by Nora Garcia, **SECONDED** by Charlie Rosales, Board unanimously **VOTED** to approve purchase of two minivan replacement vehicles.

6. **Free Service to Polling Locations**

Nicole Carranza Presenting:

Shuttle service for all four cities is proposed with no cost to the rider. The 2020 election year primary elections will be the test for free election day shuttles. Passengers will be able to schedule advanced trips or group trips to attend polling locations.

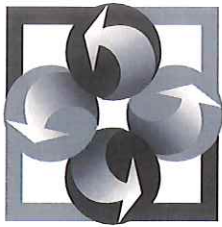
Action: **MOVED** by Corey Calaycay, **SECONDED** by Nora Garcia, Board unanimously **VOTES** to approve free service to polling locations

7. **Oral – Members of the public may address the board on items of interest during this time**
No members of the public present

8. **Adjournment**

The meeting was adjourned at 5:40 pm.

Next meeting is scheduled for February 12, 2020 @ 17:00 pm



February 12, 2020

**AGENDA
ITEM #2B**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: George L. Sparks, PVRTA Administrator
Subject: **Administrator's Report-February 2020**

A. PVRTA Board Meeting Schedule for the 2019-2020 Fiscal Year

February 12, 2020-Regular Board Meeting-Award Service Contract, Preliminary FY 2021 Budget, 5:00p.m., La Verne City Hall Conference Room.

April 8, 2020—Regular Board Meeting-Budget Update-5:00p.m., La Verne City Hall Conference Room.

June 10, 2020-Regular Board Meeting-Adopt FY 2021 Budget, Elect Officers, 5:00p.m., La Verne City Hall Conference Room.

B. Preliminary FY 2021 Budget

The preliminary FY 2021 budget will be presented at the February board meeting. This budget has been initially reviewed by the PVRTA Technical Committee. The contract cost figures are based on the recommended new agreement for transportation services that will be presented for board approval at the February meeting. Major features of the preliminary budget are:

1. ***Service Costs-Costs are projected to rise by \$280,000 or 7.3% in FY 2021.***
 - a. *Most of this increase occurred in the dedicated vehicles portions of the service. Dedicated vehicle costs rose by \$255,000. The increase was driven primarily by wages which have risen by 16% in the last two years and a new collective bargaining agreement is currently in negotiations.*
 - b. *Get About's share of PVRTA administration is increasing from 80% to 85% resulting in an increase of \$40,000.*
 - c. *We have set aside an additional \$25,000 for consultants in anticipation of the cost related to the development of Zero Emission Vehicle Roll Out Plan*

- d. *Demand response (Cab) costs are projected to decline by \$40,000 for Get About due to lower projected ridership. The rates for the demand response services will increase for both Get About and Ready Now.*

2. City Contributions are projected to rise by \$275,000 or 11.2%

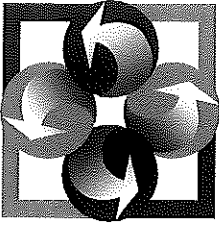
- a. *Service costs rose by \$280,000 while outside revenues declined by \$50,000*
 - i. *Fares increased by \$15,000*
 - ii. *Subregional Incentive funds are projected to decrease by \$55,000*
 - iii. *FTA funding is projected to decrease by \$20,000*
 - iv. *Interest is expected to increase by \$10,000*
- b. *The Preliminary Budget programs \$275,000 in reserves, a \$55,000 increase over FY 2020.*

We plan to refine the preliminary budget figures once we have the FY 2021 Local Return estimates, fund marks for Claremont's regional formula funds and the final Subregional Incentive fund mark from the MTA. These figures are generally released in March. The updated budget will be presented at the April board meeting for review. Adoption of the FY 2021 is tentatively scheduled for the June board meeting.

C. Operations Update

Get About performance so far this year has shown some improvement in terms of on-time performance, rising from 82% to almost 90%. Most of the improvement was in cab segments. While improved on-time remains a challenge for the cabs ranging between 85% and 90% for Get About Cab, Ready Now and One Step Over the Line. These continuing struggles are a major factor in the slow growth in Get About ridership. Get About ridership is 3% ahead of last year and patronage by those using mobility devices is 11% higher. Get About cab is almost 16% higher than last year due to a higher level of referrals from First Transit. The additional workload has strained Network resources, especially in terms of wheelchair capacity. The van service was generally meeting our on-time standards last year and they have continued to perform well in terms of on-time performance reaching nearly 92%. The van contract has continued to struggle with productivity. Their current level of 3.4 passengers per hour is well below our contract standard of 3.9 passengers per hour.

Ridership and service quality remains an issue for both Claremont Dial-a-Ride and One Step Over the Line. One of the prime goals for the new service design and contract is to improve service reliability and consistency. We hope to accomplish these goals by the introduction of an upgraded scheduling software and connecting all providers on the same software. The new service design also allows the prime contractor to secure additional subcontractors if existing resources are unable to meet service needs.



Pomona Valley
Transportation
Authority

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

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February 12, 2020

**AGENDA
ITEM #2C**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: George L. Sparks, PVT Administrator
Subject: **Financial Report for December 2019**

Get About

Total Get About expenses through December are about \$250,000 below the prorated FY 2020 budget. Both the van and cab service costs were below the budget. First Transit contract costs were \$120,000 below the projected budget. Cab costs are \$85,000 below the prorated budget. Administrative costs for Get About are in line with the budget. Marketing and consulting costs are well below the budgeted levels so far, but we expect to incur considerable costs related to a planned maintenance review prior to any contract transition and increased marketing activities. Expenses are expected to stay in line with the budget. We do anticipate that costs will rise in the second half of the year due to a large rate increase in our First Transit contract effective January 2020. A portion of the savings in contractor expenses will be offset by lower fare and FTA 5310 revenues associated with One Step and Ready Now services due to lower than projected ridership levels. We estimate that our revenues from federal sources will fall about \$55,000 below the adopted budget estimate.

Beyond the 5310 programs, Get About revenues are expected to be in line with the adopted budget. We received our first quarterly interest payment from the Local Agency Investment Fund, and it appears that interest revenues are somewhat above our budget projections. Fare revenue is slightly lower than budgeted.

Claremont Dial-a-Ride

Claremont DAR's costs through December are \$106,000 below budgeted levels. We can expect Claremont costs to remain under the projected budget.

San Dimas Dial-a-Cab

Expenses for San Dimas Dial-a-Cab are \$50,000 below the prorated budget. We expect San Dimas to remain within budgeted levels.

Pomona Group

Pomona Group costs are \$4,000 below the prorated budget.

PVTA Administration

PVTA's administrative costs for the first six months of the fiscal year are \$48,000 under the prorated budget. We expect this trend to continue. We are projecting some cost increases later in the year for one-time costs for insurance and professional services.

**2019-20
GET ABOUT**

	Approved Budget <u>2019-20</u>	Current Month <u>Dec-19</u>	YTD 7/1/2019 <u>12/31/2019</u>	Prorated Budget
<u>Revenues</u>				
Fares	150,000	9,827	71,522	75,000
Subregional Incentive	760,000	200,135	200,135	380,000
Interest & Miscellaneous Income	60,000	392	20,056	30,000
Reserves	220,000	0	0	110,000
New Freedom FTA 5317	190,000	16,183	25,165	95,000
FTA 5310	0	0	8,777	0
Local Return				
Claremont	300,120	0	152,060	150,060
La Verne	393,600	0	196,800	196,800
Pomona	1,594,080	0	797,040	797,040
San Dimas	<u>172,200</u>	<u>0</u>	<u>86,100</u>	<u>86,100</u>
Total Local Return	2,460,000	0	1,232,000	1,230,000
Total Revenue	3,840,000	226,537	1,557,655	3,150,000
<u>Expenditures</u>				
<u>Administration</u>				
PVTA Administration	530,000	36,766	239,653	265,000
Consultants & Marketing	<u>75,000</u>	<u>7,019</u>	<u>12,458</u>	<u>37,500</u>
Total Administration	605,000	43,785	252,111	302,500
<u>Operations</u>				
Van Operation	2,145,000	148,535	953,232	1,072,500
Cab Operation	<u>1,090,000</u>	<u>83,291</u>	<u>461,456</u>	<u>545,000</u>
Total Operation Expense	3,235,000	231,826	1,414,688	1,617,500
Total Get About Expense	3,840,000	275,611	1,666,799	1,920,000

**CLAREMONT
DIAL-A-RIDE**

	<u>Approved Budget 2019-20</u>	<u>Current Month Dec-19</u>	<u>YTD 7/1/2019 12/31/2019</u>	<u>Prorated Budget</u>
<u>Revenue</u>				
Fares	50,000	1,748	14,166	25,000
Regional Funds	420,000	0	210,000	210,000
Proposition A	<u>65,000</u>	<u>0</u>	<u>32,500</u>	<u>32,500</u>
Total Revenue	535,000	1,748	256,666	267,500

Expenditures

PVTA Administration	60,000	3,143	18,887	30,000
Cab Operations	305,000	13,281	82,329	152,500
Van Services	135,000	6,219	57,022	67,500
Marketing	<u>35,000</u>	<u>0</u>	<u>2,904</u>	<u>17,500</u>
Total Expenditures	535,000	22,643	161,142	267,500

**SAN DIMAS
DIAL-A-CAB**

	<u>Approved Budget 2019-20</u>	<u>Current Month Dec-19</u>	<u>YTD 7/1/2019 12/31/2019</u>	<u>Prorated Budget</u>
<u>Revenue</u>				
Fares	40,000	2,780	19,669	20,000
Proposition A	301,000	0	150,500	150,500
Subregional Incentive	<u>72,000</u>	<u>17,903</u>	<u>17,903</u>	<u>36,000</u>
Total Revenue	413,000	20,683	188,072	206,500

Expenditures

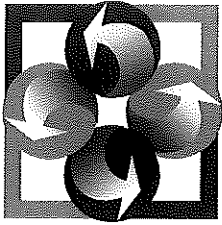
Administration	66,000	3,406	21,799	33,000
Cab Operations	342,000	21,217	132,032	171,000
Marketing	<u>5,000</u>	<u>0</u>	<u>1,156</u>	<u>2,500</u>
Total Expenditures	413,000	24,623	154,987	206,500

POMONA GROUP

	Approved Budget <u>2019-20</u>	Current Month <u>Dec-19</u>	YTD 7/1/2019 <u>12/31/2019</u>	Prorated Budget
<u>REVENUE</u>				
Fares	3,000	15	538	1,500
Prop. A	39,000	0	19,500	19,500
Subregional Incentive Funds	<u>8,000</u>	<u>2,399</u>	<u>2,399</u>	<u>4,000</u>
Total Revenues	50,000	2,414	22,437	25,000
<u>EXPENDITURES</u>				
Administration	6,000	223	2,004	3,000
Contract Cost	42,000	1,648	18,921	21,000
Marketing	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>1,000</u>
Total Expenditures	50,000	1,871	20,925	25,000

PVTA ADMINISTRATION

	<u>Approved Budget 2019-20</u>	<u>Current Month Dec-19</u>	<u>YTD 7/1/2019 12/31/2019</u>	<u>Prorated Budget</u>
<u>Revenue</u>				
Administration Charges	662,000	73,537	282,342	331,000
Total Revenue	662,000	73,537	282,342	331,000
<u>Expenditures</u>				
Salaries & Benefits				
Administrator	130,000	9,514	61,838	65,000
Senior Transit Analyst	90,000	6,624	42,898	45,000
Secretary	66,000	4,948	32,159	33,000
Benefits	<u>130,000</u>	<u>6,227</u>	<u>69,420</u>	<u>65,000</u>
Total Salaries & Benefits	416,000	27,313	206,315	208,000
Other Expenditures				
Audit	9,000	0	6,125	4,500
Legal	5,000	0	0	2,500
Telephone	4,000	262	1,408	2,000
Supplies/ADP	8,000	2,439	5,271	4,000
Insurance	22,000	0	0	11,000
Travel & Conference	13,000	2,055	7,964	6,500
Rent & Utilities	45,000	4,046	24,064	22,500
Equipment Rent & Maintenance	7,000	827	2,896	3,500
Miscellaneous & Moving Exp.	<u>8,000</u>	<u>0</u>	<u>548</u>	<u>4,000</u>
Total Other Expenditures	121,000	9,629	48,276	60,500
Consultants & Marketing	<u>85,000</u>	<u>5,566</u>	<u>20,781</u>	<u>42,500</u>
Total Consultant & Marketing	85,000	5,566	20,781	42,500
<u>Mobility Manager</u>				
Wages	125,000	8,548	55,559	62,500
Benefits	50,000	1,737	11,895	25,000
Rent/Supplies/Start-up	<u>20,000</u>	<u>0</u>	<u>225</u>	<u>10,000</u>
Mobility Manager Total	195,000	10,285	67,679	97,500
Total Admin. & Marketing	817,000	52,794	343,051	408,500
(Less FTA 5310 Mobility Manager)	<u>(155,000)</u>	<u>(9,257)</u>	<u>(60,708)</u>	<u>(77,500)</u>
	662,000	43,537	282,342	331,000



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February 12, 2020

**AGENDA
ITEM #2D**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: *D.H.* Dalal Haddad, Bookkeeper
Subject: **Check Register – January 2020**

Attached is a copy of PVTA's check register for January. This report lists every check written by PVTA for the period indicated. Each service has a separate General Ledger and Accounts Payable, therefore a separate check register. The name of the service is at the top of the page, beginning with our general fund "Pomona Valley Transportation", then Claremont Dial-a-Ride, Get About Transportation, San Dimas Dial-a-Cab, 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 PVTA checking account.
- Date – the check was written
- Type – Computer generated check
- Vendor – an abbreviation of the vendor name
- Vendor Name – the payee of the check
- Net Amount – the amount the check was written for; if more than one check was written for a vendor there will be a vendor subtotal also listed. Status – "Outstanding" means the check has not been reconciled (all checks are manually reconciled, so this computer-generated report will always list the checks as "Outstanding")

POMONA VALLEY TRANSPORTATION
Accounts Payable Check Register Report
 Date: 1/01/20 - 1/31/20

Void Checks/Outstanding Checks
 Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000012728	101	1/08/2020	Computer	2120	2120 FOOTHILL PROPERTIES	2,997.90	Outstand
000012729	101	1/08/2020	Computer	ASI	ACCESS SERVICES INCORPORATED	19,016.90	Outstand
000012730	101	1/08/2020	Computer	C DIGITAL	CALIFORNIA DIGITAL SYSTEMS	96.84	Outstand
000012731	101	1/08/2020	Computer	CACOMP	CALIFORNIA COMPUTER SCHOOL	349.00	Outstand
000012732	101	1/08/2020	Computer	JIVE	JIVE COMMUNICATIONS, INC.	135.93	Outstand
000012733	101	1/08/2020	Computer	LANGUAGE	LANGUAGE LINE SERVICES	7.62	Outstand
000012734	101	1/08/2020	Computer	LVCHAM	LA VERNE CHAMBER OF COMMERCE	215.00	Outstand
000012735	101	1/08/2020	Computer	PRINCIPAL	PRINCIPAL LIFE GROUP	370.44	Outstand
000012743	101	1/17/2020	Computer	BLUES CA	BLUE SHIELD OF CALIFORNIA	4,067.25	Outstand
000012744	101	1/17/2020	Computer	CABCONNEX	CABCONNECT	200.00	Outstand
000012745	101	1/17/2020	Computer	ERIKA	ERIKA CARDENAS	32.84	Outstand
000012746	101	1/17/2020	Computer	FOUAD	FOUAD HADDAD	442.90	Outstand
000012747	101	1/17/2020	Computer	FRONTIER	FRONTIER COMMUNICATIONS	125.00	Outstand
000012748	101	1/17/2020	Computer	MEDICARE	CMS MEDICARE INSURANCE	442.90	Outstand
000012749	101	1/17/2020	Computer	PETTYC	GEORGE SPARKS	81.49	Outstand
000012750	101	1/17/2020	Computer	READY	READY REFRESH BY NESTLE	23.61	Outstand
000012752	101	1/22/2020	Computer	CAPTURE	CAPTURE TECHNOLOGIES, INC	2,050.00	Outstand
000012753	101	1/22/2020	Computer	GEORGE	GEORGE SPARKS	1,211.94	Outstand
000012754	101	1/22/2020	Computer	OES	OES OFFICE FURNITURE	3,366.79	Outstand

Report Totals: 35,234.35

Date: 1/31/20
Time: 10:59AM

CLAREMONT DIAL-A-RIDE
Accounts Payable Check Register Report
Date: 1/01/20 - 1/31/20

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000012736	101	1/08/2020	Computer	FIRST	FIRST TRANSIT, INC	6,210.96	Outstand
000012755	101	1/22/2020	Computer	CALACT	CALACT	535.00	Outstand
000012756	101	1/22/2020	Computer	NETWORK	NETWORK PARATRANSIT SYSTEMS	11,696.58	Outstand

Report Totals: 18,442.54

Date: 1/31/20
Time: 11:00AM

GET ABOUT TRANSPORTATION
Accounts Payable Check Register Report
Date: 1/01/20 - 1/31/20

Page: 1

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000012737	101	1/08/2020	Computer	FIRST	FIRST TRANSIT, INC	146,629.80	Outstand
000012738	101	1/08/2020	Computer	GRAFX	GRAFXOLUTION	1,508.00	Outstand
000012739	101	1/08/2020	Computer	ROY	ROY E. GLAUTHIER	2,990.00	Outstand
000012740	101	1/08/2020	Computer	TOUCH TEL	TOUCH TEL MOBILE	780.00	Outstand
000012757	101	1/22/2020	Computer	NETWORK	NETWORK PARATRANSIT SYSTEMS	52,337.49	Outstand
000012758	101	1/22/2020	Computer	NETWORK	NETWORK PARATRANSIT SYSTEMS	3,089.50	Outstand
000012759	101	1/22/2020	Computer	NETWORK	NETWORK PARATRANSIT SYSTEMS	4,846.83	Outstand
000012760	101	1/22/2020	Computer	NETWORK	NETWORK PARATRANSIT SYSTEMS	6,755.86	Outstand
000012761	101	1/22/2020	Computer	NETWORK	NETWORK PARATRANSIT SYSTEMS	11,244.33	Outstand

Report Totals: 230,181.81

Date: 1/31/20
Time: 11:00AM

SAN DIMAS DIAL A CAB
Accounts Payable Check Register Report
Date: 1/01/20 - 1/31/20

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000012762	101	1/22/2020	Computer	NETWORK	NETWORK PARATRANSIT SYSTEMS	18,171.29	Outstand

Report Totals: 18,171.29

Date: 1/31/20
Time: 11:00AM

POMONA GROUP SVC
Accounts Payable Check Register Report
Date: 1/01/20 - 1/31/20

Page: 1

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000012741	101	1/08/2020	Computer	FIRST	FIRST TRANSIT, INC	1,647.71	Outstand

Report Totals: 1,647.71

Date: 1/31/20
Time: 11:01AM

MOBILITY MANAGER
Accounts Payable Check Register Report
Date: 1/01/20 - 1/31/20

Page: 1

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000012742	101	1/08/2020	Computer	DIANA	DIANA MENDEZ	100.50	Outstand

Report Totals: 100.50